

Multi Adjustable Headrest & Neck roll Clinician Guide



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1 Your headrest

This User Guide will help you to get the most from your headrest – please take some time to read the relevant sections carefully!

We work hard to bring the best products to market using the latest manufacturing techniques. We work as a multi-disciplinary team to develop our products, and have a highly skilled manufacturing unit to manufacture our designs in the UK.

Training, support and customer service are a key part of what we do to help to ensure you get the most from your seating system and it meets your postural and lifestyle needs.

All of our products are developed with durability in mind.

The Multi Adjustable Headrest and the Adjustable Neck Roll are extremely versatile and enable the user's head to be carefully positioned. It can be adjusted to form a custom shape either symmetrical or asymmetrical. There are a range of options available.

IMPORTANT!



If you are unsure of any part of these instructions, please contact us.

This headrest should only be fitted by a competent person. Incorrect fitting and poor position could make head control more challenging for the user.

1.1 Compatibility

The Multi Adjustable Headrest can be fitted to a range of seating systems and bases. These based on the mounting type ordered with the headrest, these are listed on the Multi Adjustable Head Support Prescription Form (LFT132).

1.2 Setting and adjusting the headrest

Before setting and adjusting the headrest, ensure you have the headrest stem and headrest socket are compatible. On some backrests, you may need to attach a spacer between the headrest socket and the backrest.

The Multi Adjustable Headrest will be supplied with a ½" or 15mm stem to the length specified in the Prescription Form that was sent with your order.

If you have requested a specific Headrest Socket, fit this to the backrest using the fixings provided.

Ensure the headrest stem slides fully and freely through the socket.

You may find it easier to check the fit and function of the headrest, and to make any initial adjustments, without the user in the seat. The position can then be fine-tuned later.

1.3 Adjusting the Headrest Joints

A core feature of the Multi Adjustable Headrest is the ability to adjust the profile of the headrest by changing the angle between individual joints. It is also possible to add or remove joints (this will require the padded insert and the cover to be changed).

Please get in touch if you are considering changing the overall length of the headrest.

1.3.1 Adjusting Multi Adjustable Headrest Joints

- 1 Unzip the headrest cushion cover to sufficiently expose the headrest joints. You might choose to remove the cover to make adjustment easier.



- 2 Using a 10mm ring spanner, loosen the joint and adjust to the required shape. We recommend you only adjust one joint at a time. Ensure the bolts are fully tightened to avoid slipping out of adjustment.



- 3 Replace the cushion cover if removed in 1, and close the zip.

1.3.2 Adjusting the Adjustable Neck Roll

- 1 Unzip the headrest cushion cover to sufficiently expose the headrest joints. You might choose to remove the cover to make adjustment easier.



- 2 Using a 10mm ring spanner, loosen the joint as required and adjust to the required shape. We recommend you only adjust one joint at a time. Ensure the bolts are fully tightened. Be careful not to damage the pad with the spanner. You might find it easier to loosen the Velcro® fastenings before making the adjustments.

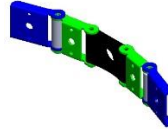


- 3 Replace the cushion cover if removed in 1, and close the zip.

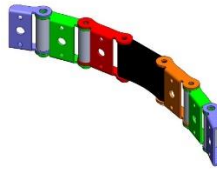
1.3.3 Adding Headrest Joints

Headrest joints can be added to the headrest. As the joints fit between each other and have threaded inserts at the bottom, they must be fitted in a specific order, using specific configurations of components. We recommend you contact us to ensure the correct components are ordered. The components denoted by each colour are listed after the images.

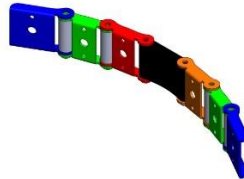
1 350mm 4 Joint



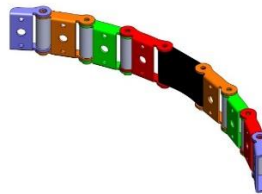
2 400mm 6 Joint



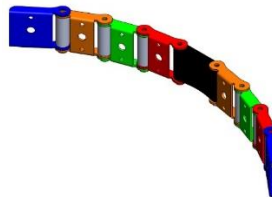
3 450mm 6 Joint



4 500mm 8 Joint



5 550mm 8 Joint



Colour Key:

Light Blue	Small End Paddle, no press nuts
Dark Blue	Large End Paddle, no press nuts
Green	Link with two press nuts inserted
Red	Right Link, one press nut inserted
Orange	Left Link, one press nut inserted

1.4 Adjusting the Headrest Height

The Multi-Adjustable Headrest and Adjustable Neck Roll will be located into a compatible headrest socket. A stop can be adjusted so the headrest can always be returned to the same height when it is removed.

1.4.1 Adjusting the height (CAPS II type socket)

CAPS II type headrest sockets may be used on the MiniCAPS, CAPS II and Lynx CAPS II Seating Systems (Lynx CAPS II shown in image below). This type of socket may also be fitted to other compatible seating systems using an Adapter Plate. Adapters are available for other manufacturers' products including the V-Trak backrest compatible Invacare products, and backrests supplied by other manufacturers.

- 1 Loosen the fixing knob (white arrow) or lever on the corner of the headrest socket and adjust the headrest to the required height. Tighten the knob.



- 2 Adjust the stop sleeve (yellow arrow) to the top of the headrest socket and tighten the grub screw. This ensures that if the headrest is removed, it can be repositioned back into the same location.

1.4.2 Adjusting the height (Mounting Block socket)

Adjust the height of the headrest by loosening the fixing bolt or lever in the block.

- 1 Loosen the fixing knob (white arrow) or lever on the corner of the headrest stem and adjust the headrest to the required height. Tighten the knob.



- 2 Adjust the stop sleeve (yellow arrow) to the top of the headrest socket and tighten the grub screw. This ensures that if the headrest is removed, it can be repositioned back into the same location.

1.5 Adjusting the Headrest Mounting

1.5.1 Single/Double Stem with Links

Allows some adjustment in angle and depth of the headrest. Headrest Links can be used on both a single and double stem configuration.

- 1 To adjust the links, loosen the nuts securing them. This will allow the height and angle to be adjusted.



1.5.2 Horizontal Socket Adjustable

Allows adjustment in angle and depth of the headrest stem. This is intended to be user adjustable to accommodate a changing head position. Headrest Links can be used on both a single and double stem configuration.

- 1 Loosen knob and adjust the headrest to the required depth.



- 2 To adjust the angle of the headrest at the headrest end, loosen the bolts retaining the ball joint. Adjust the headrest to the required position. Tighten each of the three bolts equally.



1.5.3 Thru Block Fixed Depth

Allows adjustment in angle and depth of the headrest stem. This is not intended to be user adjustable. Headrest Links can be used on both a single and double stem configuration.

- 1 Loosen the grub screw key on the Thru Block to adjust the depth of the headrest.



- 2 To adjust the angle of the headrest at the headrest end, loosen the bolts retaining the ball joint. Adjust the headrest to the required position. Tighten each of the three bolts equally.



- 3 To adjust the angle at the stem end, loosen one of the two bolts retaining the ball joint in the block. Adjust the headrest to the required position. Tighten the bolt.



1.5.4 Thru Block Adjustable Depth

Allows depth adjustment of the headrest and is intended to be user adjustable after issue. This could be used on a single or double stem configuration.

- 1 Loosen knob and adjust the headrest to the required depth.



- 2 To adjust the angle of the headrest at the headrest end, loosen the bolts retaining the ball joint. Adjust the headrest to the required position. Tighten each of the three bolts equally.



- 3 To adjust the angle at the stem end, loosen one of the two bolts retaining the ball joint in the block. Adjust the headrest to the required position. Tighten the bolt.



1.5.5 Twin Ball with Links

Allows angular and some depth adjustment of the headrest.

- 1 To adjust the links, loosen the nuts securing them. This will allow the height to be adjusted.



- 2 On the Twin Ball option, you can adjust the two ball joints. To adjust the angle of the headrest at the headrest end, loosen the bolts retaining the ball joint. Adjust the headrest to the required position. Tighten each of the three bolts equally.



- 3 On the Twin Ball option, to adjust the angle at the stem end, loosen one of the two bolts retaining the ball joint in the block. Adjust the headrest to the required position. Tighten the bolt.



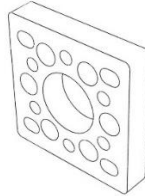
1.6 Special Components

A number of components are available to solve specific head positioning requirements. Some of these are listed below, but we recommend you contact us to discuss your particular requirements and to confirm compatibility.

- 1 Ball Adapter Plate for Active Design ply headrest.

Allows a ball fitting to be attached to Active Design ply-based headrests using the 35mm fixing centres.

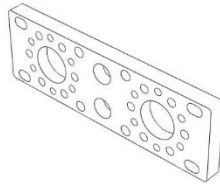
Part No. C34/66A



- 2 Double Ball Stem Adapter

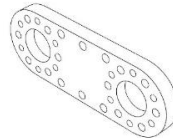
Allows two ball fittings to be attached to Active Design standard headrests using the 35mm fixing centres.

Part No. C34/66C



- 3 Double Ball Stem Block

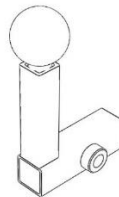
Allows two ball fittings to be attached to a Multi Adjustable Headrest.



- 4 Dual Headrest Adapter

Allows an additional headrest or neck roll to be positioned over the original.

Part No. C34/98



1.7 Head Band

The Multi Adjustable headrest can be fitted with a head band, to help prevent a user's head from falling forwards.

- 1 The head band can be fitted retrospectively, but we recommend for factory fitting to allow for covers to be slotted



- 2 The tension on the head band can be adjusted through the cam locks on the rear of the headrest



IMPORTANT!



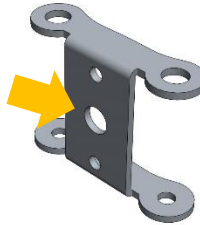
A risk assessment should always be completed when using the headband, and users/caregivers provide information regarding these risk and any mitigating precautions to take.

The head band is not suitable for use in transport due to risk of strangulation.

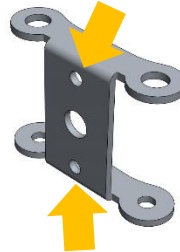
1.8 Using Switches

The Multi Adjustable Headrest has been designed to be used with switches to enable head switch control of assistive technologies.

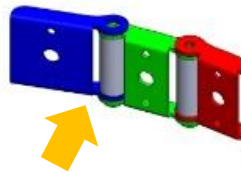
- 1 The diameter of the central hole (yellow arrow) should allow most switch jack leads to be routed through to the rear of the headrest pad



- 2 The two small holes allow some switches to be directly attached to this face.



- 3 As an alternative, cables can be routed in the gap between the spacer bars.



IMPORTANT!



A risk assessment should always be completed when using switches mounted in the headrest for safety critical functions such as driving a power chair or an alarm call.

You must establish the reliability of the system and fully identify and manage any associated risks.

Switches can be attached to the front face of the Link Plates using Velcro®, the existing holes, or you can drill holes in this face to allow other switches to be attached. You should drill no more than two additional holes 5mm diameter or less in the headrest plate.

When using switches, a cut-out will need to be made in the headrest foam to accommodate the switch.

If you are using a 15mm headrest stem, it may also be possible to route the switch cables through the stem for neatness. However, this would mean that the switch cables would need to be routed through the headrest socket when the headrest is removed and repositioned.

2 Maintenance

2.1 Routine Maintenance

The headrest should be checked by the organisation who provided it every 12 months for security of fixings, nuts and bolts.

The cushion should be checked for wear and degradation of the foam.

2.1.1 Cushion

Check the condition of the cushion annually.

2.1.2 Taking care of the covers

The headrest cover can be removed and machine washed. All upholstery is machine washable at 40°C. Tumble dry on a cool setting.

Upholstery should be washed weekly if used intensively, and immediately washed if the covers are soiled or have visible stains.



Further information can be found on the label.

The covers provided on our seating systems complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988/89 Schedule 7 Part 2 SI 1324.

If you have a problem with any of our products, your first contact should be the organisation who supplied the product to you. If there is a problem that your therapist is unable to answer then please phone, fax or email us.

3 Important Information

3.1 Statutory Compliance

Our seating systems are manufactured to comply with the Medical Devices Directive MDD93/42/EEC and amendments in 2007/47/EEC. In terms of the Medical Devices Directive, the Multi-Adjustable Headrest is an accessory, classified as Class I Medical Devices.

3.2 Transportation

These head supports have not been tested for use as a head restraint in transportation. However, the postural support benefits provided by the head support may outweigh the risks. As with any accessory and custom made seating, we recommend completing a risk-benefit analysis based on the clinical need for use of the head support in transportation.

The PMG Best Practice Guidelines (BPG1) for Transportation of People Seated in Wheelchairs (2019) provides some good guidance on Head Restraints and Head Supports (Section 4.9).

3.3 Testing

3.3.1 Fabric

We need our fabrics to last. We independently test the materials used in our seating systems to the following standards:

- BS EN ISO 105-C06:1997 (Colour fastness)
- BS EN ISO 105-B02:1999 (Fastness to light)
- BS EN ISO 12947-2:1998 Martindale abrasion resistance (30000 rubs with 12kPa load)

3.3.2 Foam

Our Reflex foams are tested to:

- BS 5852-2:1982 using Ignition Source Crib 5

3.4 Warranty

All of our products are manufactured to the highest standards.

Active Design offers a two year warranty against defects in material and workmanship from the date of purchase. Active Design will not be held responsible for any damage or injury due to misuse or modifications of these products.

3.5 Who to contact for support

If you have a problem with any of our products, your first contact should be the organisation who supplied the product to you. If there is a problem that your therapist is unable to answer then please do get in touch directly.

3.6 Further information

If you find any part of this User Guide unclear, or if you require further information please call us on 0121 326 7506 to speak to one of our team members.



Active Design Ltd

68K Wyrley Road, Birmingham, B6 7BN Tel: 0121 326 7506 www.activedesign.co.uk