

# The Study Desk

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## INSTRUCTIONS FOR USE

Codes 6967-6968




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## **1.0 INTRODUCTION**

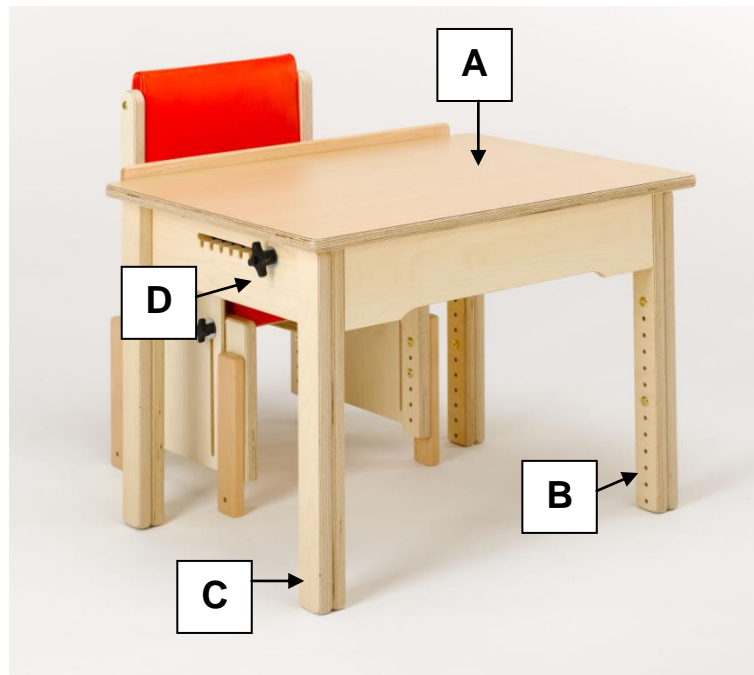
Thank you for choosing the Smirthwaite Study Desk.

The Study Desk is a height adjustable desk designed for use with our range of chairs, such as the Heathfield and Brookfield chairs. The desk top may be used at an angle as well as flat.


	<p><b>IMPORTANT!</b></p> <p><b>These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision.</b></p> <p><b>Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact Customer Service department on T: +44 (0) 1626 835552.</b></p>
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## 2.0 ILLUSTRATION OF YOUR STUDY DESK

- A. Table top
- B. Leg frames
- C. Leg outriggers
- D. Table angle adjustment



### 3.0 FOR YOUR SAFETY

	<b>STOP!</b>
	<b>Please read these instructions CAREFULLY and THOROUGHLY.</b>


- The user should NOT be left unattended whilst using the product. Always ensure a responsible therapist or carer is in attendance.
- If you believe the product to be faulty at any time, **DO NOT USE** – contact Smirthwaite by telephone on +44 (0) 1626 835552.
- The therapist should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before use.
- The product is **ONLY** to be used indoors on a flat level surface.
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see Section 6.0 Care and Maintenance).
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators and heaters.
- **DO NOT** fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by G&S Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the product dangerous to use. G&S Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices. Any repairs required must be carried out by G&S Smirthwaite Ltd authorised personnel.

### 4.0 UNPACKING AND ASSEMBLING YOUR PRODUCT

- Your product will be delivered assembled, ready to use
- Please check all parts before use.

If you believe this product to be faulty - **DO NOT USE** - Contact G&S Smirthwaite Ltd on T: +44 (0) 1626 835552.

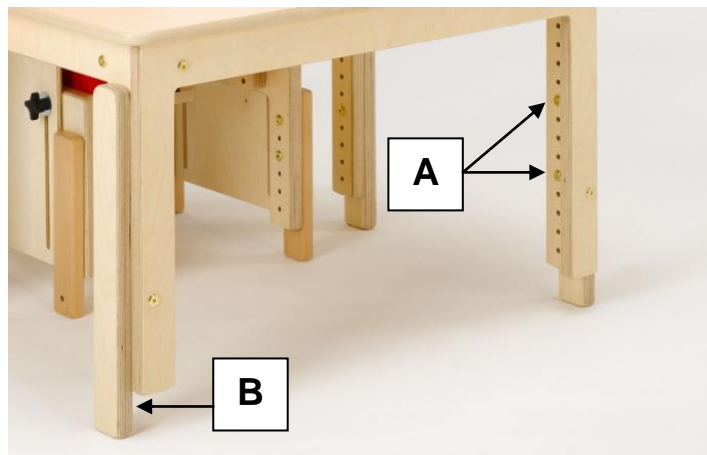
## 5.0 SETTING UP AND ADJUSTING YOUR PRODUCT

	<b>STOP!</b>
	<b>If in any doubt, ALWAYS seek ADVICE.</b>
	<b>Always turn handwheels, levers and screws clockwise to tighten or anti-clockwise to loosen.</b>

### 5.1 TABLE HEIGHT

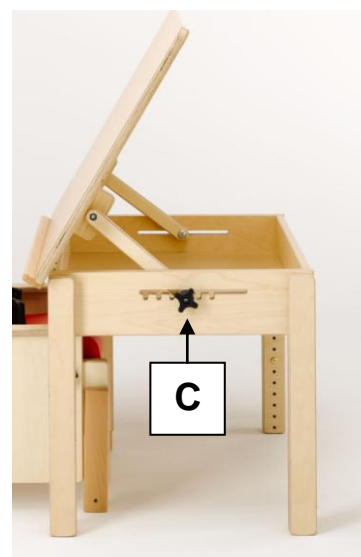
The table height can be adjusted to suit the client's needs, and to promote correct sitting posture with feet flat to the floor, wherever possible.

- Use the hexagonal key supplied to remove the screws (A) on each of the leg frames.
- The leg outrigger (B) can now be positioned at the desired height setting.
- Re-insert the screws (A) and tighten.
- Repeat for the three other leg outriggers.
- Ensure the table is level before use.
- Ensure all screws are secure before use.




### 5.2 DESK ANGLE

- Loosen handwheels (C) on each side of the desk.
- Lift the desk top to the chosen angle – a selection of preset settings is available.
- Ensure the setting is the same left to right.
- Re-tighten handwheels (C) to secure.
- The work surface should be set to an angle of between 10 and 20 degrees.




## 6.0 CARE AND MAINTENANCE

	<b>IMPORTANT!</b>
	<b>Cleaning is recommended on a regular basis</b>

- Clean wooden parts with a damp cloth and mild detergent.
- Stubborn marks on wood work should be cleaned by using a soft brush.
- Do not soak or immerse the product in water.
- Store the product in a cool dry place and out of direct sunlight.
- DO NOT use bleach, solvents, abrasives, synthetic detergents, wax polishes, antibacterial sprays or wipes.
- For further information please refer to MHRA or your NHS cleaning guidelines.

### 6.1 DAILY CHECKS

- Check all parts for signs of wear and tear or damage.
- Ensure all screws are present and tightened.

	<b>STOP!</b>
	<b>The product should not be in use while the checks are carried out.</b>

### 6.2 SERVICE INTERVAL

Study Desks should be serviced every 3 years. Servicing must only be undertaken by a Smirthwaite service engineer, or by a Smirthwaite trained representative.

## 7.0 GUARANTEE & SERVICE

The product is issued with a full parts and labour guarantee for 2 years from the date of delivery. This guarantee does not apply to accidental damage caused through inappropriate use of the product. This guarantee is issued at the discretion of G&S Smirthwaite Ltd on RTB (Return to Base) basis. If you have any questions or doubts relating to the safety or use of the product please contact us for advice or assistance on:

T: +44 (0) 1626 835552  
E: info@smirthwaite.co.uk

## **8.0 CONTINUOUS IMPROVEMENT**

G&S Smirthwaite Ltd are committed to continuous improvement to their product range. Should you have any suggestions or comments please send them to our product design department at: [info@smirthwaite.co.uk](mailto:info@smirthwaite.co.uk)

G&S Smirthwaite Ltd reserve the right to change the specification or material without prior notice.

For catalogues, help and further information on our products please contact us at:

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## 9.0 WARRANTY & AFTERSALE

### 9.1 Product Information

Model:	
Size:	
Date of Manufacture:	
Serial Number:	

### 9.2 Service & inspection record form:

Date	Procedure	Service Personnel



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