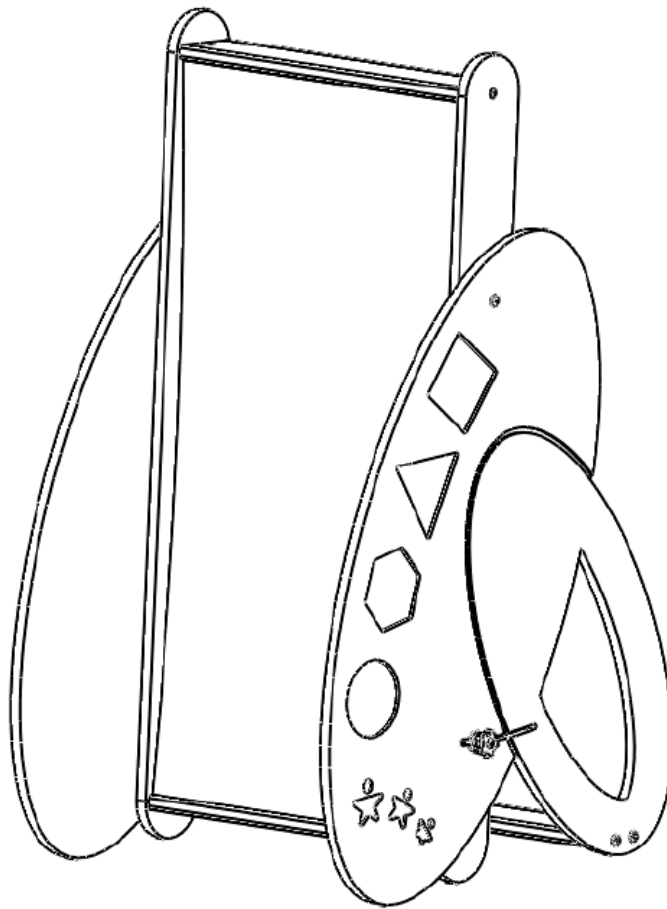


Sensory Mirror

INSTRUCTIONS FOR USE



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1.0 INTRODUCTION

Thank you for choosing the Smirthwaite Sensory Mirror.

The Sensory Mirror is an attractive floor standing mirror which features two reflective surfaces (a flat mirror and a concave mirror). The mirror angle can be simply adjusted to suit the needs of the client.

Additionally, the frame includes 8 tactile sense elements to add a further point of interest to stimulate your client's senses.



IMPORTANT!

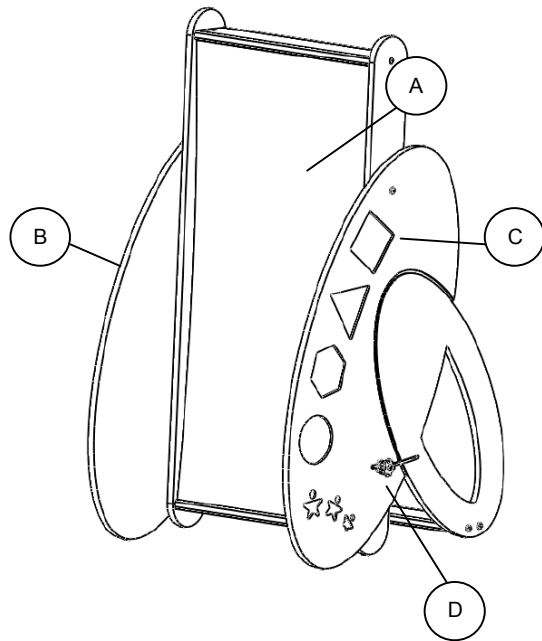
These instructions should be read by all therapists and carers using the equipment and should be retained for future reference. The product should always be used under adult supervision – this product is not a toy.

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.



2.0 ILLUSTRATION OF YOUR SENSORY MIRROR

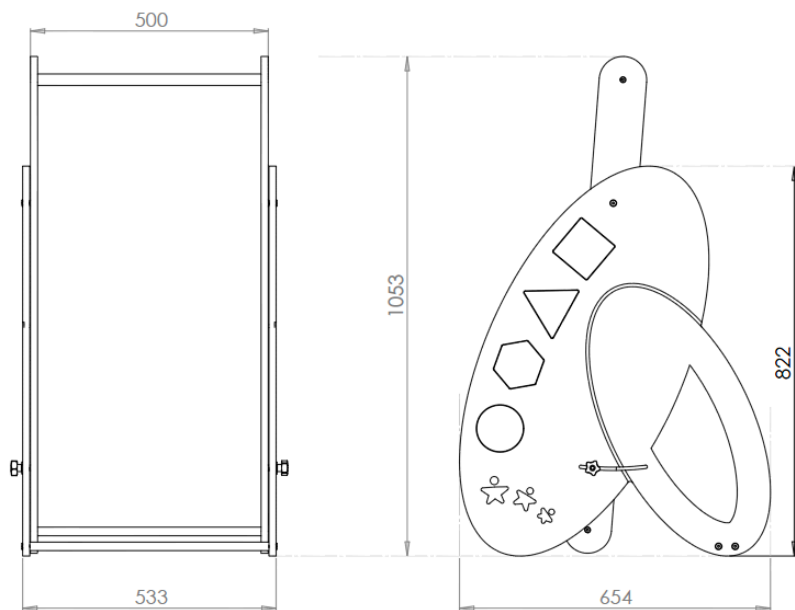
- A. Two sided Mirror Frame
- B. Mirror support frame
- C. Tactile tiles
- D. Angle adjustment handwheel



2.1 PRODUCT CODES REFERENCE TABLE

Size	
1	43611

2.2 TECHNICAL DATA



3.0 FOR YOUR SAFETY



STOP!

Please read these instructions CAREFULLY and THOROUGHLY.

- The user should **NOT** be left unattended whilst using the product. Always ensure a responsible therapist or carer is in attendance – this product is not a toy
- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see care and maintenance section)
- **Follow appropriate handling considerations/precautions when assembling and positioning this product. We recommend two people are present to help assemble/move.**
- Ensure that all nuts, bolts and hand wheels are securely tightened and that none are missing
- This product is **ONLY** to be used indoors on a flat level surface
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators and heaters
- Any repairs required must be carried out by Smirthwaite Ltd authorized personnel
- If you believe the product or any fitted accessory to be faulty at any time, **DO NOT USE** – contact Smirthwaite by telephone on +44 (0) 1626 835552



4.0 UNPACKING AND ASSEMBLING YOUR SENSORY MIRROR



STOP!

If in any doubt, ALWAYS seek ADVICE.

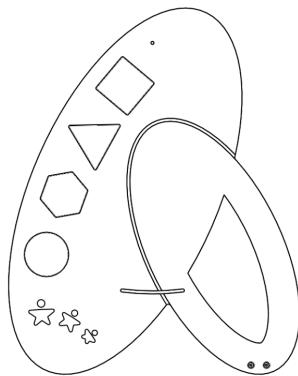
Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

Follow appropriate handling considerations/precautions when assembling and positioning this product. We recommend two people are present to help assemble/move.

- The product will be supplied part-assembled, and will require final assembly.
- Firstly, check you have the following parts:

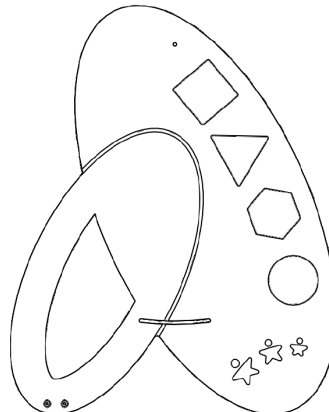
Right hand side

Qty: 1



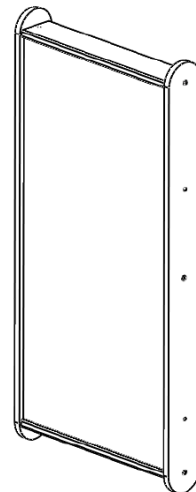
Left hand side

Qty: 1



Mirror Sub Assembly

Qty: 1



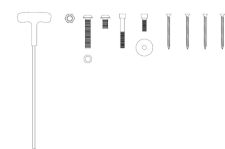
Bottom strut

Qty: 1

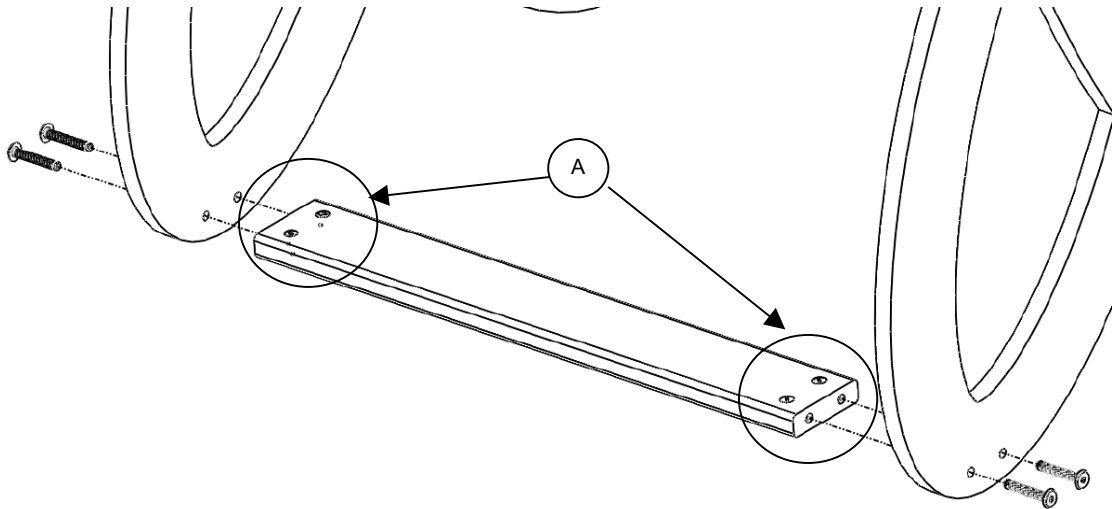


Fixing Kit

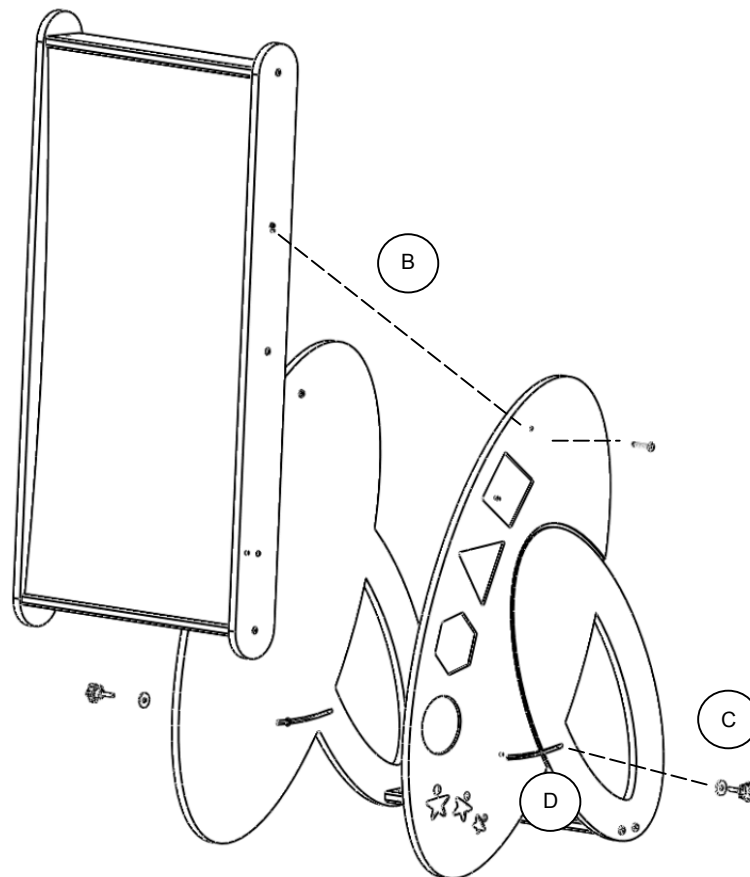
M6 x 14 Cross dowel – Qty 4
 M6 x 40 Screws - Qty 6
 M6 x 25 Hand wheels – Qty 2
 6.2 x 12 Washer – Qty 4
 8.0 x 20 Washer – Qty 2
 Hex driver – Qty 1



- Insert 4 cross dowel into the bottom brace (A)
- Secure the two sides and bottom brace together using 4 M6 X 40 screws



- Next, offer up and secure the Mirror Sub Assembly into the frame. Insert 2 M6 x 40 screws through the sides and into the frame (B), ensuring a 8.0 x 20 Washer is placed on the *inside face* of each side (between each side and the mirror sub assembly).



▪



- Place a 6.2 x 12 washer onto a handwheel (C), and then insert the handwheel through the groove located on the side wood. (D)
- Place a further 6.2 x 12 washer onto the protruding handwheel thread (such that it sits on the inside face of the side wood.
- Angle the mirror sub assembly such that the handwheel can then be tightened into the mirror sub assembly
- Repeat the previous 3 steps for the second side.
- Ensure all screws and hand wheels are tightened before use.



STOP!

If you believe this product to be faulty – DO NOT USE – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552

5.0 SETTING UP AND ADJUSTING YOUR SENSORY MIRROR



STOP!

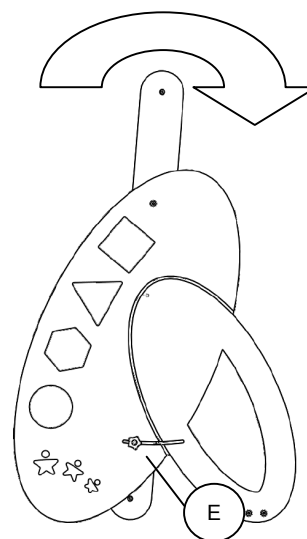
If in any doubt, ALWAYS seek ADVICE.

Always turn hand wheels, levers and screws clockwise to tighten or anti-clockwise to loosen.

5.1 ADJUSTING YOUR SENSORY MIRROR

5.1.1 MIRROR ANGLE

- The angle of the mirror can be adjusted to suit the needs of your client.
- Loosen the handwheel of each side of the frame assembly (E)
- Rotate the mirror to achieve the desired angle
- Re-tighten the hand wheels before use (E)



6.0 CARE AND MAINTENANCE



IMPORTANT!

CLEANING IS RECOMMENDED ON A REGULAR BASIS

- Clean wooden parts with a damp cloth and mild detergent
- Stubborn marks on the woodwork should be cleaned 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 for signs of wear, tear or damage
- Check for missing parts
- Check that all screws are present and tighten correctly, and are not cross-threaded or damaged

6.2 SERVICE INTERVAL

The Sensory Mirror should be serviced every 3 years. Servicing must only be undertaken by a Smirthwaite service engineer, or by a Smirthwaite trained engineer.

6.3 NOMINAL SERVICE LIFE

Your product has a nominal service life of 12 years, during which full post-sales support will be available with regard to spares and servicing.

Product service life has been determined based upon the design complexity of product, and the anticipated exposure to normal use.

Good practice dictates all Smirthwaite products have been designed and manufactured to high levels of safety and quality, and will meet requirements of normal use when maintained in line with our servicing recommendations.





STOP!

If the product has been out of use for an extended period of time (6 months or more) it should always be serviced prior to being reissued.

6.4 EXTENDING NOMINAL SERVICE LIFE

At Smirthwaite we are proud to produce products that have a reputation for quality and durability.

We believe our products have the potential to provide benefits to our clients beyond the nominal service life documented above.

We will continue to provide full support beyond the nominal service life provided the following conditions are met:

1. A full service schedule has been maintained. (Please refer to Page 11)
2. A full service and inspection is undertaken at the end of the nominal service life period
3. The product is subsequently serviced annually
4. Smirthwaite reserve the right to limit support where parts/components are no longer available


6.5 DOCUMENTATION/RECORDS

- It is the responsibility of the current equipment owner to ensure the 'Instructions for Use' manual and any further manuals for accessories fitted to the equipment are handed over to the new owner at the time of exchange/sale
- It is the responsibility of the current equipment owner to ensure the service and inspection record form is kept up to date



6.6 PRODUCT CONFIGURATION

- Smirthwaite will document and maintain a record of the original product configuration at the time of first sale
- Smirthwaite will not be held responsible for any subsequent changes to this configuration unless authorized to do so in writing by Smirthwaite Ltd
- It is the equipment owner's responsibility to maintain their own records of changes to the equipment configuration and to be able to provide such records to subsequent owners to maintain traceability
- We recommend an inspection/service by a Smirthwaite Service Engineer (or Smirthwaite trained engineer) whenever a significant change is made to product configuration to ensure the product is safe to use. **If in any doubt, ALWAYS seek ADVICE**

	IMPORTANT REMINDER!
	DO NOT fit parts or accessories of other manufacturers to this product unless authorized to do so in writing by Smirthwaite Ltd.
	Any servicing or repairs required must be carried out by Smirthwaite Ltd (or a Smirthwaite trained engineer).
	If you believe this product to be faulty – DO NOT USE – Contact Smirthwaite Ltd on T: +44 (0) 1626 835552

If in any doubt, ALWAYS seek ADVICE.

7.0 WARRANTY & SERVICE

Smirthwaite Ltd warrants the products detailed on your order to be free from defects in materials and workmanship for a period of 2 years from date of delivery. If a fault develops during the period, please call Customer Services by email or telephone 01626 835552 who will advise you on the best course of action. Possible action may be for us to arrange to send out one of our Service Engineers, or have the goods returned to us. Should a repair not be possible within the guarantee period we will replace the product for new or nearest equivalent product. In the unlikely event that we cannot repair or exchange we will refund in full.

This warranty is for the UK only. The warranty excludes faults due to accident, neglect, misuse, not following the Instructions and normal wear and tear. This warranty is in addition to your legal rights. Goods will only be collected from the original delivery address.

A charge may be made where the goods cannot be repaired under the terms of the warranty. You will be advised before this is made.

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



8.0 CONTINUOUS IMPROVEMENT

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

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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E: info@smirthwaite.co.uk

W: www.smirthwaite.co.uk



9.0 SERVICE INSPECTION

9.1 Product Information

Model:	
Size:	
Date of Manufacture:	
Serial Number:	
Final Inspection:	

9.2 Service & inspection record form:

Date	Procedure	Service Personnel



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