

07/17



# Hi-Lo Tilting Desk

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**INSTRUCTIONS FOR USE**

**Codes 2500-2507**



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## 1.0 INTRODUCTION

Thank you for choosing your new Smirthwaite Hi-Lo Tilting Desk.

The Hi-Lo Tilting Desk has been designed to provide an effective multi usage-learning surface for the user. Incorporating a rise and fall feature to allow for adaptability to any classroom environment, this product can be used for both learning and play! With its tilting, multi position-writing top and pen rail to prevent stationary from falling to the floor, the Hi-Lo Tilting Desk promises to make learning a pleasurable experience.



### 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.**

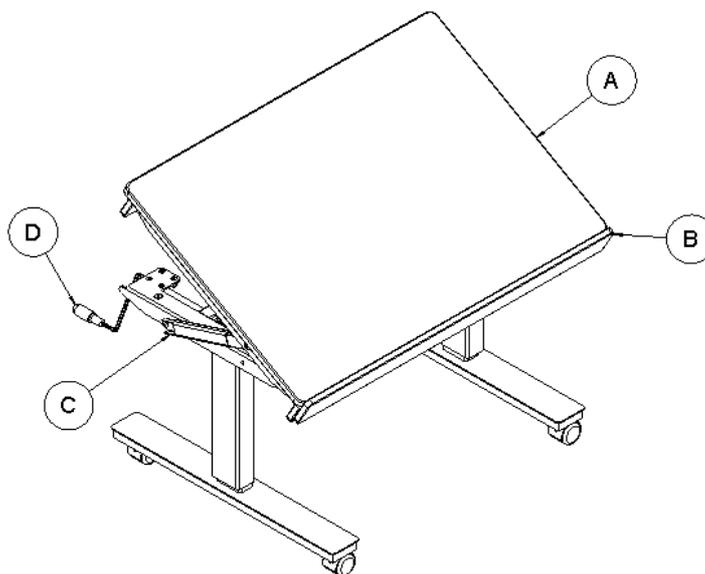
**Any incorrect use of the product and failure to follow the instructions may put the user at risk or impede the function. If you have any queries using this product or wish for further copies, please do not hesitate to contact Customer Service department on T: +44 (0)1626 835552**

**This product has been designed and manufactured specifically and solely for use by clients with special needs.**



## 2.0 ILLUSTRATION OF YOUR HI-LO TILTING DESK

- A. Tilting Desk Top
- B. Adjustable Pen Rail
- C. Tilting Mechanism
- D. Rise and Fall Crank



## 2.1 TECHNICAL DATA

TYPE	CODE	HEIGHT RANGE	WIDTH	DEPTH	MAX WEIGHT (kg)	Product Weight (kg)
Fixed top	2500	470-610	900	600	50	40
Fixed top with castors	2501	545-685	900	600	50	40
Fixed top	2504	470-610	1200	600	50	45
Fixed top with castors	2505	545-685	1200	600	50	45
Tilting top	2502	470-610	900	600	50	40
Tilting top with castors	2503	545-685	900	600	50	40
Tilting top	2506	470-610	1200	600	50	45
Tilting top with castors	2507	545-685	1200	600	50	45



### 3.0 FOR YOUR SAFETY



**STOP!**

**Please read these instructions CAREFULLY and THOROUGHLY**

- The user should NOT be left unattended whilst using the desk. Always ensure a responsible adult or carer is in attendance.
- The carer should be familiar with the methods of adjustment and have completed all adjustments appropriately to meet the needs of the child before use.
- Regular maintenance checks and cleaning are essential for the safe use of this equipment (see care and maintenance section).
- If any part is loose, damaged or functioning incorrectly, do not use until rectified.
- On mobile models, brakes should be applied to castors when the desk is stationary.
- The Hi-Lo Tilting Desk is for indoor use ONLY.
- Ensure that all screws and hand wheels are securely tightened and that none are missing.
- Always keep this product away from naked flames, cigarettes and sources of heat including open fireplaces, radiators, and heaters.
- The desk is ONLY to be used on a flat level surface.
- DO NOT fit parts or accessories of other manufacturers to this product unless authorised to do so in writing by Smirthwaite Ltd. Failure to follow these instructions will not only invalidate the guarantee but could make the chair dangerous to use. Smirthwaite Ltd will not accept liability for any injury or damage incurred through such malpractices. Any repairs required must be carried out by Smirthwaite Ltd authorized personnel.

If you believe this product to be faulty -DO NOT USE-Contact Smirthwaite Ltd on T: +44 (0)1626 83552



#### 4.0 UNPACKING AND ASSEMBLING YOUR HI-LO TILTING DESK

- The Hi-Lo Tilting Desk is supplied fully assembled.
- Before use, ensure that if supplied with castors, that they run straight over a flat and level surface.
- The Hi-Lo Tilting Desk is supplied with a removable crank handle (A) (see Diagram 5.1) that is used to adjust the height of the table top. This can be removed when needed, either for storage or to prevent tampering. Please keep this near the product as height adjustment is not possible without it.
- All preliminary adjustments to the table can be made tool free, please refer to the section below.

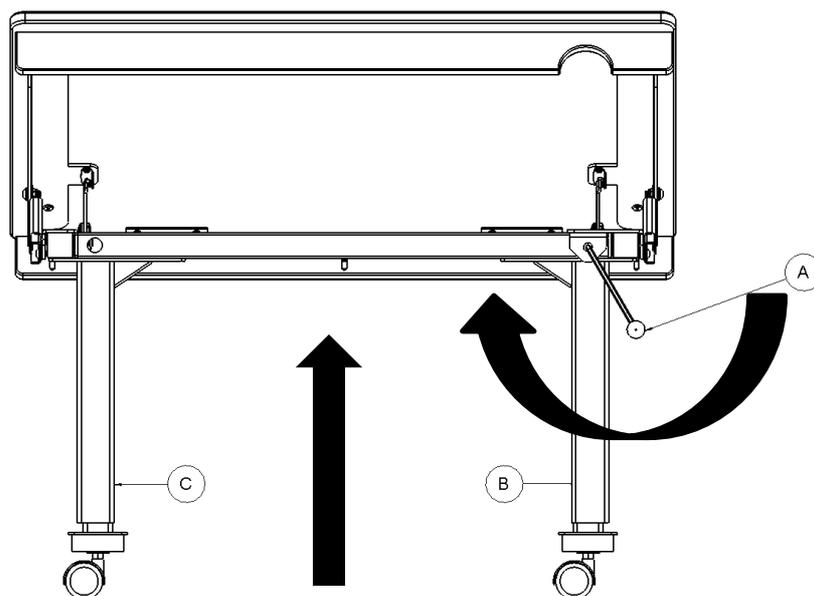
#### 5.0 SETTING UP AND ADJUSTING YOUR HI-LO TILTING DESK

	<b>STOP!</b>
	<p>If in any doubt, <b>ALWAYS</b> seek <b>ADVICE</b></p> <p><b>Always turn screws clockwise to tighten or anti-clockwise to loosen. The desk must be fully adjusted by a therapist or trained representative before use.</b></p>

	<b>IMPORTANT!</b>
	<p><b>The chair and desk should be fully adjusted to fit the child before use.</b></p>



## 5.1 DESK HEIGHT ADJUSTMENT

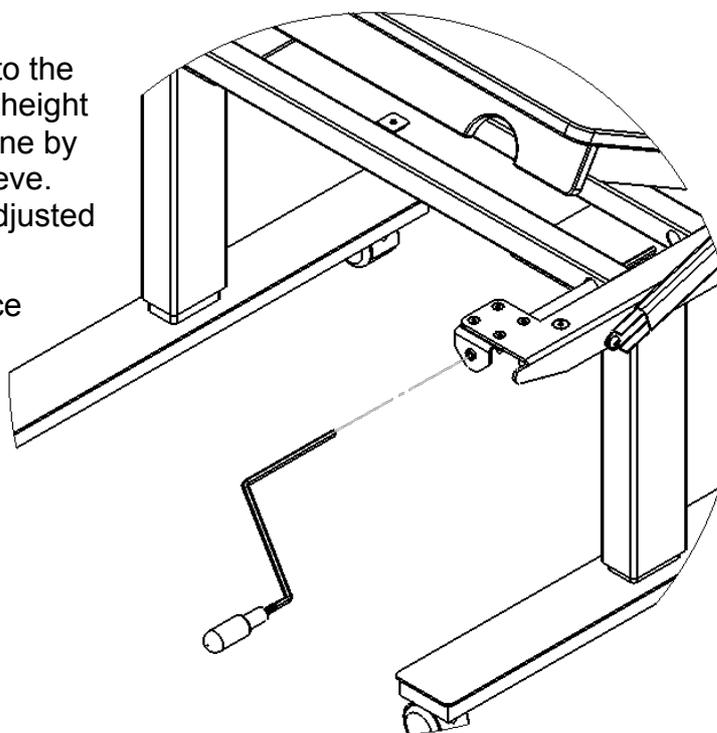


- To raise the height of the Hi-Low Tilting Desk, turn the crank arm (A) clockwise.
- This will extend the legs of the desk (B, C)
- To lower the desk, simply turn the crank (A) anti clockwise and the desk legs (B, C) will lower.

### 5.1.1 TAMPER PROOFING

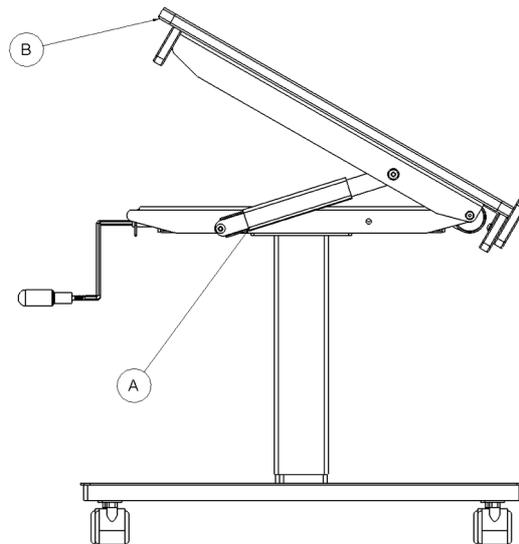
After setting the desk lifting assembly to the required height, it is possible to fix the height position and tamper proof it. This is done by simply removing the crank from its sleeve. This ensure that the desk cannot be adjusted until required.

To then re-adjust the desk, simply place the crank back in its sleeve and turn the required direction (clockwise to raise, anti-clockwise to lower).



## 5.2 DESK ANGLE

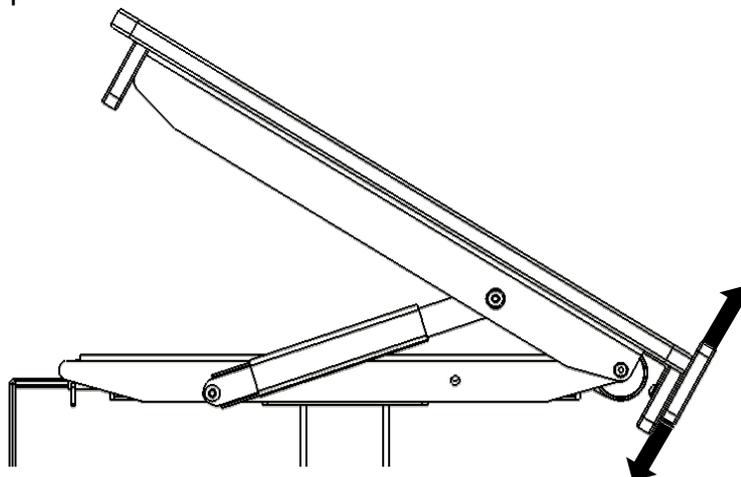
- The Hi-Lo Tilting Desk has 10 angle positions.
- To adjust simply lift the desk surface (B)
- Lift until the ratchet (A) clicks to the desired position.
- To lower the desk back to the horizontal position, continue to raise the desk top (B) to the vertical position and then push back down in a single motion.



## 5.3 PEN RAIL

The Hi-Low Tilting Desk features a pen rail that is mounted on the front edge of the desk top and ensures that any pens and other stationary will not fall to the floor when the tilt mode is in use. This ensures that everything is in close and easy reach for the user.

As Seen in Diagram 5.3: to adjust the pen rail, simply pull up or push down to the desired height and the rail will stay in its set position. This rail will sit flush with the desk top in its lowest position.



## 6.0 CARE AND MAINTENANCE

All our wooden products are easy to clean. Each product has anti-bacterial properties, ensuring that surfaces are kept hygienic to reduce any risk of cross infection.



### **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 by using a soft brush
- Do not soak or immerse in water
- Store the chair in a cool dry place 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 the castors are able to move freely when brakes are not applied.
- Ensure ratchets are covered completely with safety sleeves
- Ensure soft close mechanisms are tight to avoid abrupt closing of Desk top.

	<b>STOP!</b>
	<b>The user should not be seated while the checks are carried out.</b>

## 6.2 SERVICE INTERVAL

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

## 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.

If the product has been subjected to 'heavy' or 'constant' use, the service should be reduced to half the recommended period.

Constant and/or heavy use is considered to be:

- Daily use above 7 hours duration
- Weekly use above 5 days duration
- Monthly use above 10 months per year
- Use by a client who is at 90% to 100% of the maximum weight limit of the product. The maximum weight limit must **NEVER** be exceeded
- Use by a client who is extremely active, either voluntarily or involuntarily

## 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 (or biannually if under 'heavy/constant' use conditions)
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](mailto: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](mailto: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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