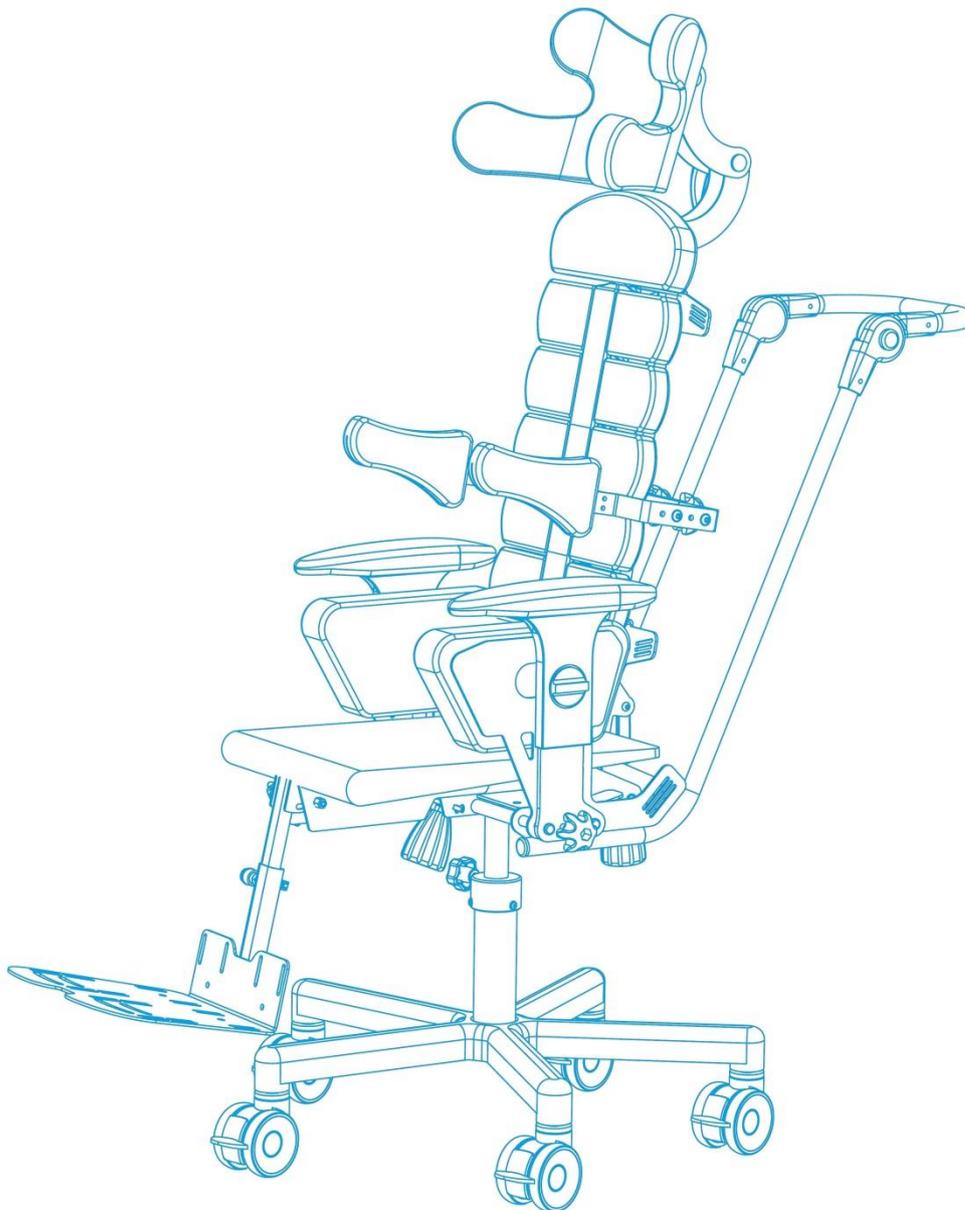


MANUAL FOR

# BAFFIN neoSIT



sizes: S,M,L  
control: manual



*Edition 8 – 28.02.2018*



**NOTE!** THE MANUFACTURER IS SOLELY RESPONSIBLE FOR THE EQUIPMENT PURCHASED FROM A DIRECT REPRESENTATIVE OF LIW CARE TECHNOLOGY, OR IN SPECIALIZED MEDICAL SHOP REPRESENTING LIW CARE TECHNOLOGY IN POLAND.



**NOTE!** READ THE MANUAL NECESSAIRLY BEFORE START-UP.



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## 1. Introduction



The BAFFIN neoSIT designed and developed by LIW Care Technology Sp. z o.o. provides an innovative device featuring cutting-edge functions for anatomic adjustment of the user's body. It provides an alternative both to ready-made seats with limited scope for adjustment and customised seats, which although adapt to the user's body curves, provide few additional corrective options.

Every effort has been made to ensure that the device is easy to use and adjust, whilst providing numerous possibilities to adapt the seat to the anatomic body shape and correct spinal curvature of the user.

Please ensure this manual is read thoroughly before use. It is important to follow all the guidelines and recommendations to ensure full safety and comfort for the user and carers, as well as avoiding potential damage to the equipment. Where there are multiple carers or new carers, all concerned should receive training on the equipment and have a copy of this document, or be aware of its location for reference purposes. Complimentary training is available from the Distributors.

## 2. Warnings & Safety Information



The safety of those who use our products is of paramount importance to LIW Care Technology Sp. z o.o. For safety and comfort whilst using the BAFFIN neoSIT and to avoid the risk of any damage to the equipment, it is very important to read these instructions before use and to ensure the recommendations and warnings, are read and understood, by the user and/or any others involved in operating the equipment.

### Safety and Misuse Warnings:

- Do not make any changes to this produce that may affect safety.
- All the equipment identified in this manual must only be used in the manner described.
- Please take immediate action on any repairs that are required.
- If any changes are made to this product that can affect safety, the person making the changes may be held responsible. The manufacturer or distributor cannot be held liable for any changes or modifications made to their products once they have been despatched.



**ATTENTION: Please take note of this symbol. It highlights specific points relating to safety and failure to follow these instructions could risk injury to the user or carer.**

### Transporting:

The user should not be transported in the Baffin neoSIT in a vehicle.

**Service & Maintenance:** It is important the regular service and maintenance is carried out. This will maximise the life of the equipment. See relevant section of this Handbook.

### Travel in an Aircraft:

If your Baffin neoSIT is being transported in an aircraft hold, whether it is folded or unfolded, please ensure that it is well padded and packed, and restrained securely.

### 3. Intended Use of the Device

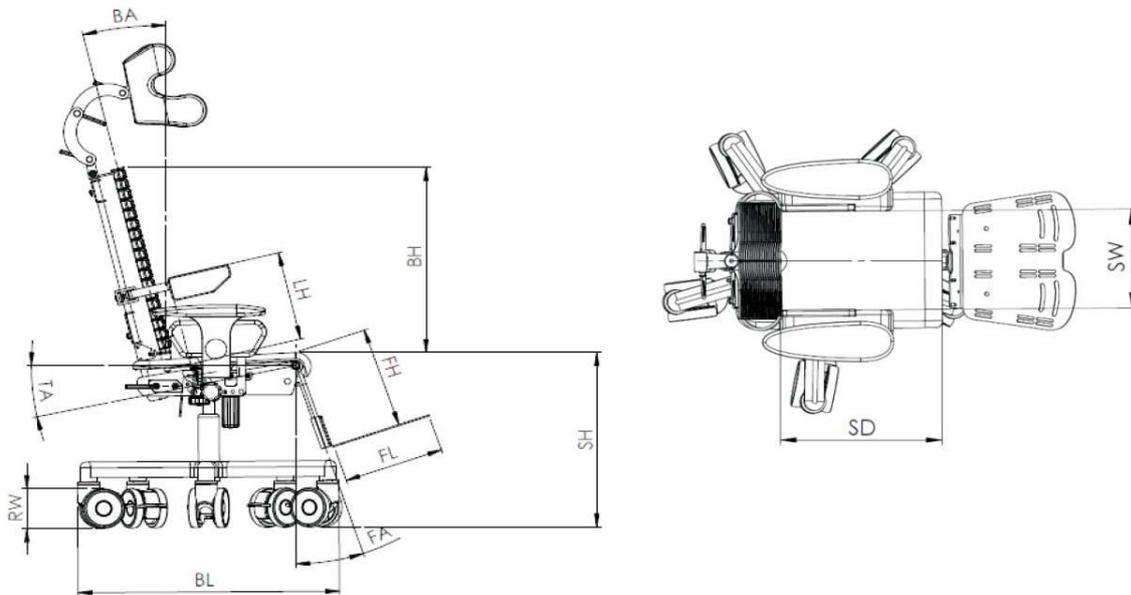


The BAFFIN neoSIT is intended for users whose height is within the 85 -130 cm range, with a weight limit of 60 kg. It is for indoor use only. Intended Users are those with faulty postures and muscle dysfunction. Particular conditions include cerebral palsy, muscular dystrophy, paralysis of various types, tetra and paraplegia. It can be used in treatment to help prevent the consequences of postural defects and malfunctioning of the body connected with them. The device makes it possible to put the spine and pelvis in a correct (optimal) position. An innovative feature of this device is that it “grows” with the child as it can be adjusted to their current position and height. If you have any questions or doubts, contact your equipment provider/clinician in the first instance.

### 4. Technical Information



#### 4.1 Technical Specification

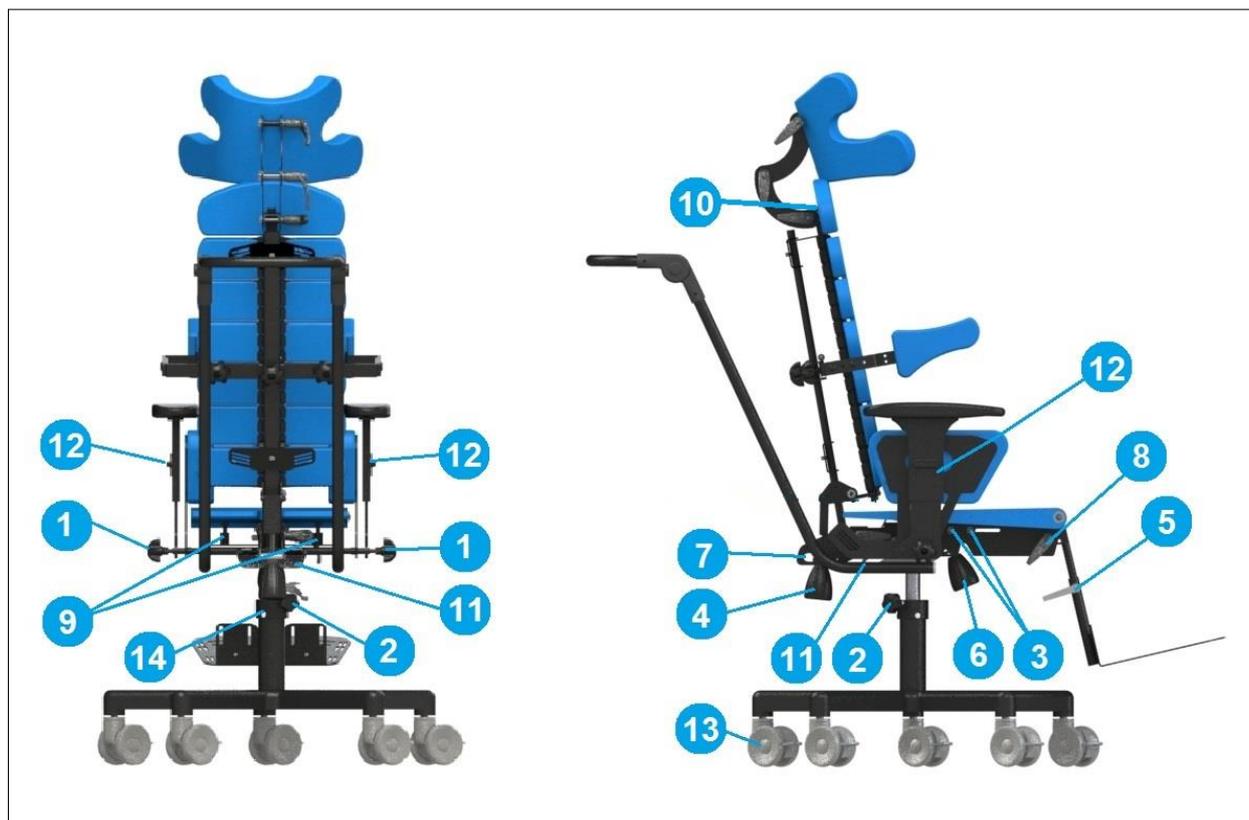


There are three sizes of the Baffin neoSIT. Size details are shown in the table below:

No.	Dimension	Dimension symbol	Dimension [cm]		
			S	M	L
1	Seat height	<b>SH</b>	42÷55	42÷55	42÷55
2	Back height	<b>BH</b>	42	50	58
3	Back angle	<b>BA</b>	-5 <sup>0</sup> /25 <sup>0</sup>	-5 <sup>0</sup> /25 <sup>0</sup>	-5 <sup>0</sup> /25 <sup>0</sup>
4	Base length	<b>BL</b>	55	55	55
5	Foot platform height	<b>FH</b>	17÷27	17÷27	28÷38
6	Foot platform length	<b>FL</b>	18	18	21
7	Wheel diameter	<b>RW</b>	7,5	7,5	7,5
8	Seat depth	<b>SD</b>	20÷31	20÷31	29÷40
9	Seat width	<b>SW</b>	15÷30	15÷30	20÷32
10	Footplate angle	<b>FA</b>	-10 <sup>0</sup> /45 <sup>0</sup>	-10 <sup>0</sup> /45 <sup>0</sup>	-10 <sup>0</sup> /45 <sup>0</sup>
11	Tilt angle	<b>TA</b>	20 <sup>0</sup>	20 <sup>0</sup>	20 <sup>0</sup>
12	Lateral support height	<b>LH</b>	16÷35	16÷40	20÷45
13	Maximum user's weight		60kg	60kg	60kg



**ATTENTION:** Only authorised people can set and adjust this product. The setting and adjustment must be carried out by a qualified clinician or authorised qualified personnel.



### 5.1 Width Adjustment

To adjust the side pelvic supports turn knob 1 right or left until the required dimensions are obtained.

The adjustment elements are situated on the left and right, allowing for symmetrical and asymmetrical positioning of the user's pelvis.

### 5.2 Depth Adjustment

To unlock, loosen bolts 3 located on each side. After unlocking the screws, set the depth by pushing or pulling the front part of the device. To lock, tighten bolts 3. If the adjustment range provided by the bolts 3 is not sufficient, additional adjustment may be obtained by loosening bolts 7 and pulling or pushing the backrest. After completing the adjustment procedure, make sure the bolts 7 are tightened.

### 5.3 Footrest Length Adjustment

To unlock, loosen knob 5. Move the footrest to the required length. Re-tighten knob 5 to lock into position.

### 5.4 Seat Angle Adjustment

Turn knob 6 until the required position is obtained.

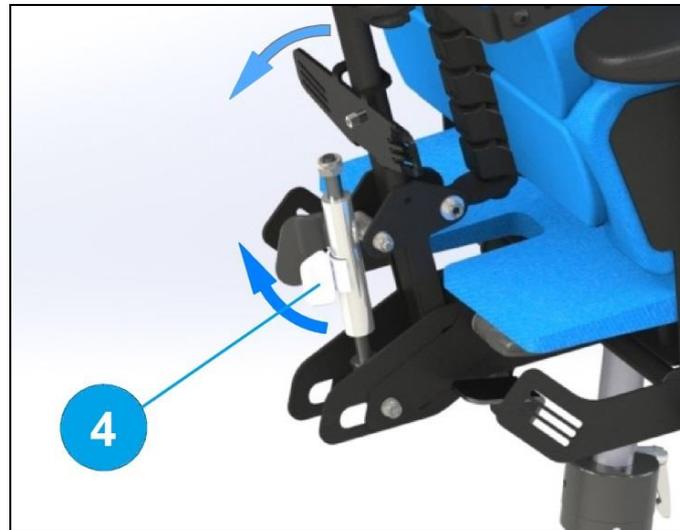
### 5.5 Backrest Angle Adjustment

To change the angle of the backrest, the lever 4 should be turned and hold, the required angle position should be adjusted

with the help of a hand, and then the lever should be released.



**ATTENTION: While the patient is giving pressure to the back, releasing of the lever will cause the rapid fall of one, so the falling back should be always protected by the hand!**



#### 5.6 Footrest Angle Adjustment

Loosen handle knob 8, set the required angle and re-tighten knob 8.

#### 5.7 Buttock Support Height Adjustment

Turn screw 9 until the required height is obtained.



**ATTENTION: Screws 9 are located on the left and right side of the device and are independent from each other, to ensure asymmetrical adjustment of the buttock supports.**

In order to facilitate the adjustment, it is possible to remove the upholstery from the seat in order to provide access to the buttock ports.

#### 5.8 Backrest Adjustment

The backrest has a unique design enabling the user to obtain its corrective or anatomical shape. The central core comprises several independent segments. The backrest can be modelled anatomically after loosening the adjustment screw 10. After the backrest optimum shape is obtained, re-tighten the adjustment screw 10.



**ATTENTION: The adjustments described in sections 5.7 and 5.8 must be carried out precisely as they have impact on the spine position.**

#### 5.9 Seat Height Adjustment

To increase the height of the seat in relation to the floor, first, loosen the knob 2 and press the releasing mechanism lever 11 (towards the front of the device). The gas-operated spring automatically raises the seat. After adjustment, re-tighten the rotation lock. To decrease the seat height, loosen knob 2 of the rotation lock and press lever 11, simultaneously applying load on the seat. Set the required height and release the lever 11 to lock in position. Finally, re-tighten the rotation lock.

#### 5.10 Armrest Height Adjustment

Turn knob 12 until the required height is set. The knobs are located on the left and right side. They operate independently from each other, making it possible to adjust the armrest height asymmetrically.



**Only authorised people can set and adjust this product. The setting and adjustment must be carried out by a qualified clinician or authorised qualified personnel.**

**Check precisely that the adjustment is correct:**

- 1.Noelement exerts excessive pressure on user's body.**
- 2. There is not toomuchfree space between the user and the device.**
- 3. All adjustment screws and knobs are re-tightened after the adjustment process is completed**

### 5.11 Brakes

To lock the wheels, press the locking lever 13 on each wheel. To unlock the wheels, lift lever 13 on each wheel. All wheels must be locked, when a child is using the Baffin neoSit.



**ATTENTION: Stability of the equipment may be at risk in the event of unexpected push, tilting or leaning on it.**

## 6. Additional Features<sup>1</sup>



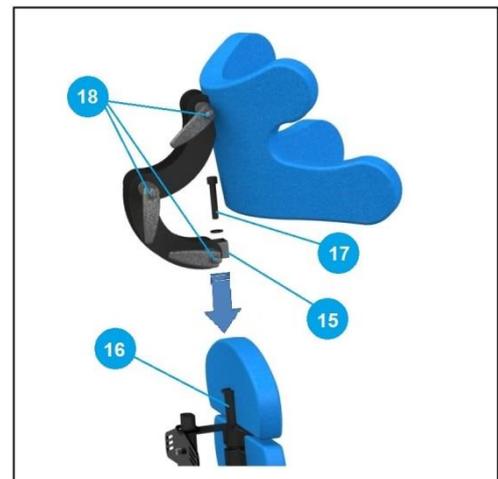
### 6.1 Headrest

#### 6.1.1 Headrest Assembly

- Loosen the top adjustment screw spine 17.
- Insert the headrest fixing bracket 15 onto the backrest profile 16.
- Tighten the top adjustment screw 17.

#### 6.1.2 Headrest Adjustment

- Loosen the adjustment knobs 18.
- Set the headrest in the correct position.
- Tighten the adjustment knobs 18.



### 6.2 Side Supports

#### 6.2.1 Assembly of side supports

- Insert the arm support fixing bracket 20 onto the backrest profile 16.
- Slide the support plates 21 through the opening 22 located in the support fixing bracket.
- Tighten the fixing screw 23.

#### 6.2.2 Width adjustment of side supports

- Loosen the screws 24 and 25.
- Draw the arm supports aside or towards each other until the required width is obtained.
- Tighten the screws 24 and 25.

#### 6.2.3 Height adjustments of side supports

- Loosen the screw 23.
- Move the arm support 20 up or down until the required height is obtained.
- Tighten the screw 23.



<sup>1</sup> Additional features are available depending on the Continent, Country.

### 6.3 Fixing and Adjusting the Vest, Legs abduction belts and Pelvic Belts

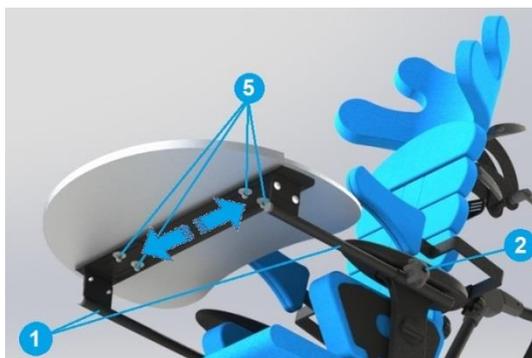
The vest and the pelvic belts are fixed to the chair with the use of belts. To fix the vest correctly, pass the fastening belts through the holes in fastening loops 26. The length of the fastening belts can be adjusted by passing the belts through fastening loops on the backrest, or through the buckles which fix the belts to the vest. The pelvic belts are fixed to the fastening loops located behind the armrests 27. The length of the belts is (loosening or tightening) through the



**ATTENTION:** Check precisely that the adjustment is correct:

1. No element exerts excessive pressure on user's body.
2. There is not too much free space between the user and the device.
3. All adjustment screws and knobs are re-tightened after the adjustment process is completed.
4. Make sure all belts are correctly fixed in the fastening loops and all vest and hip belt buckles are correctly secured.

### 6.4 Table



#### 6.4.1 Adjusting the Spacing of the Table Handles

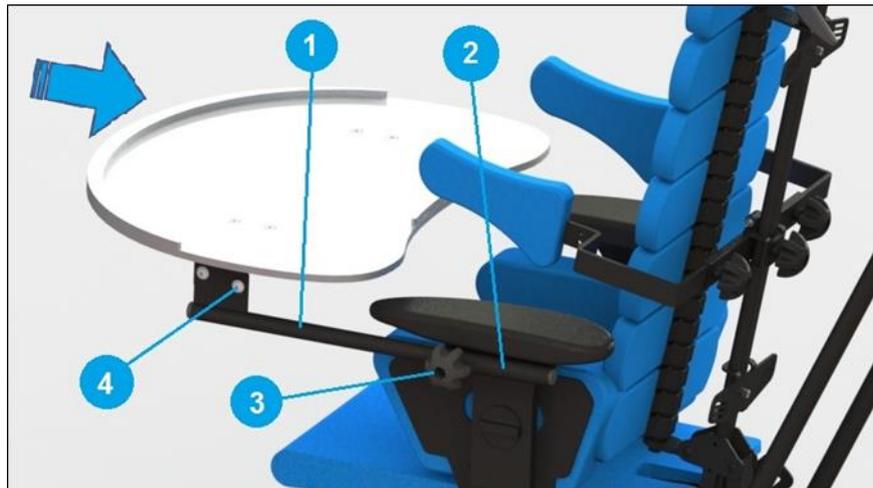
To adjust the spacing of the table handles 1 to the spacing of the table sockets 2 located in the armrests, loosen the screws 5, which can be found on the table handles under the table top. Join or draw the handles apart adjusting them to the spacing of the sockets and tighten the table handles screws.

#### 6.4.2 Table Assembly

To fit the table, loosen the locking knobs 3 and slide the table handles 1 into the sockets located under the armrests 2. After inserting the table to the proper depth, re-tighten the locking knobs 3.

### 6.4.3 Table Tilt Angle Adjustment

Loosen both handle knobs 4 located over the table handles 1, below the table top. After setting the required tilt angle, re-tighten the handle knobs 4.



### 6.5 Push Handle



In order to adjust the height of the push handle press buttons 1 and then adjust the handle on the desired height.

### 6.6 Separate Footplates



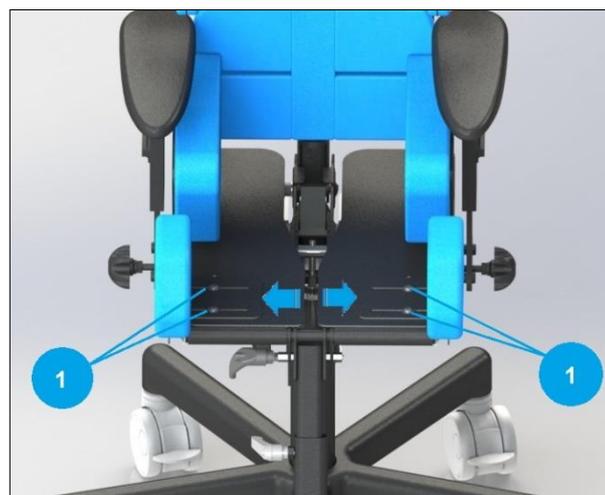
In order to adjust the proper height of the foot platform loosen both knobs 1, slide the platforms to the desired height and tighten the knobs 1. They operate independently from each other, making it possible to adjust the platform height asymmetrically. In order to set the proper angle of the foot platform loosen the angle knob (2), set the desired angle and tighten the knob.



In order to set the precise position of each platform loosen the screws 3, set the proper position and tighten the screws 3. This adjustment enables to set the angle, tilt and position of each platform independently.

### 6.7 Space adjustment of thigh supports

Space regulation of thigh supports is done by using two regulatory screws (1), found underneath the thigh supports. To regulate, lift the upholstery covering the thigh brackets and loosen the regulatory screw (1) to allow for free movement and setting the thigh supports into position. After setting the desired position, tighten the regulatory screw to lock the thigh supports in a particular position. Thigh Supports can be set at an angle relative to the devices length hence allowing for ten ways of setting the thighs. Adjusting the thigh supports affects the proper positioning of the knee and pelvis. Independent regulation of the thigh supports, allows for asymmetric adjustments.



### 6.8 Spine interlock adjustment

The spine interlock is a mechanical support, that prevents spine movement in the event of being subject to a large force or impact.

#### 6.8.1 Interlock adjustment

- Loosen the adjustment screw 2
- Set the lock 1 to the desired position along the backrest profile 5
- Loosen the two carriage screws 3 located on the left and right side
- Set the bumper lock 4 such that it lies on the spine
- In the event, whereby the bumper does not want to move, make sure that screws 3 are loose

- Lock the interlock by tightening screws 3



### 6.9 Footrest

In order to adjust the height of the footrest loosen knob bascule lock 1, move the footrest to the desired height, then tighten the latch 1. In order to set the correct angle of the footrest, loosen the latch 2, set the desired angle, then tighten the latch 2.



## 7. General Care & Cleaning



BAFFIN neoSIT is made of coated steel, aluminium and plastic. Foam and sponge filling is attached to the metal structure and covered with a textile protective cover. It is important that the equipment is kept clean and used in accordance with the manufacturer's recommendations.

- The coating should be cleaned with a damp cloth. Use of gentle household detergents is allowed.
- Before washing, remove the sponge filling from the protective covers.
- The upholstery should be hand-washed or washed in a (drum) washing machine at max. 40°C. Only use detergents suitable for delicate products. If children using the seat are prone to allergy, use green soap or special chemical agents.
- Water removal – do not wring; short-term spin is acceptable.
- Drying – the washed elements must be hung to dry in the room temperature. Do not tumble dry.

Note: The upholstery offered with the device is made of breathable fabric. It is compliant with the Öko-Tex Standard 100, which confirms the total user's (including children) safety. The fabric used to make upholstery does not contain any harmful substances, e.g. pesticides, chlorophenols, formaldehyde, dyes causing allergies, forbidden azo dyes and extractable heavy

metals. The Öko-Tex Standard100 mark is granted only to such textiles whose all components are tested during each production process stage and obtained positive results.



**ATTENTION: When washing the upholstery, pay attention to the Velcro tapes. To avoid damaging the upholstery, make sure the Velcro tapes are unfastened and they do not touch the upholstery area. Do not wash with the foam inside.**

If the device is used by different patients (ex. in a rehabilitation centre) it is necessary to use disinfectants. For the manual disinfection it is recommended to use Incidin plus in the solution from 0,25% to 0,5% or another similar product. It is necessary to follow the instruction of application supplied by the disinfectant's producer.

Advice: before disinfection clean upholstery and handles.

## 8. Service & Maintenance



Should you notice any faults or defects, you should stop using the buggy immediately and contact your dealer or manufacturer. Defective unit must be protected against enlarging the area of damage. Never attempt to disassemble or repair the product. Do not replace original parts with the ones coming from a source other than the manufacturer recommends.

If the user decides not to continue using the product it is bound to its disposal in accordance with the applicable environmental regulations.

The economic lifetime of the product is five years.

The manufacturer provides post – warranty service. Contact details:

LIW Care Technology Sp. z o.o., ul. Golfowa 7, 94-406 Łódź, Poland.

biuro@liwcare.pl

Current contact details are available on: [www.liwcare.pl](http://www.liwcare.pl)

Warranty terms are specified in the warranty card, which is an integral part of this statement. The warranty card is available on the last page of this document.

## 9. Identification plate

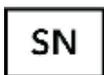


model:	BAFFIN neoSIT	CE
<b>SN</b>	BAFNS - S0000	
rozmiar/size:	S	 
	60 kg	
	2017 LIW Care Technology Sp. z o.o., ul. Golfowa 7, 94-406 Łódź, Poland	

## 10. Symbols meaning



Manufacturer's name and date of manufacture



Serial Number



User's permissible weight



Avoid contact with water



Movement direction



Mark of conformity in accordance with EU Directive 93/42 EEC Annex. VII, concerning medical devices



Note! Follow product instructions

## 11. Compliance with the safety requirements for medical devices



Baffin neoSIT meets the essential requirements of the MDD 93/42 EEC for medical devices.

Baffin neoSIT, in accordance with Annex IX of the MDD 93/42 EEC is non-invasive non-active I class medical device according to rule 1.

The Declaration of Conformity for this product can be found in manufacturer's Sales Department.

WARRANTY CARD

Warranty terms:

1. Manufacturer of medical device - LIW Care Technology Sp. z o.o (ul. Golfowa 7, 94-406 Łódź, Poland) ensures that the company sells an operative device, free from construction, installation, material defects, etc., and that the device will remain free from such defects during the warranty period. This warranty does not cover usefulness of the product for the Buyer purposes.
2. LIW Care Technology Sp. z o. o. (the manufacturer) grants a two-year warranty for the equipment, starting from the initial purchase date.
3. The only proof of warranty is this warranty card, issued by the Seller to the Buyer. To transfer warranty entitlements, you need to transfer the possession of this warranty card.
4. In case of finding any faults or defects during the warranty period - the manufacturer will remedy the defect at his own cost. If parts are replaced, the removed part shall become the property of the LIW Care Technology Sp. z o. o. and shall not be returned to the warranty user.
5. Under the warranty, the user is obliged to report physical product defect during the warranty period via a form on our website: [www.liwcare.pl](http://www.liwcare.pl), following prior logging to the "customer zone" by post LIW Care Technology Sp. z o. o. or by phone: +48 42 212-35-18
6. Under the warranty, the user is obliged to deliver the equipment with warranty card and along with the original document of purchase (VAT invoice or receipt) at the expense of the manufacturer to his seat. when there is no receipt, the initial purchase date (the start of the warranty period) shall be the date of delivery.
7. The device sent to the service, should go with the clean upholstery, or, in the event of impossibility of washing it, the upholstery should be taken off. In the event of receiving dirty unit to the service, producer has the right to refuse carry out repairs.
8. This warranty does not cover:
  - waste elements and destroyed or damaged parts due to improper use (in particular, but not exclusively due to improper instructions issued or under unfavorable conditions), or improper storage of the product,
  - damage caused by any alterations or additions to the device made by the user or a third parties,
  - damage caused by improper cleaning or maintenance of the product made by the user or a third party,
  - damage caused by normal wear and tear or normal aging of the product,
  - damage caused by user's lack of negligence (particularly, but not exclusively, in maintenance and cleaning of the product),
  - damage caused by force majeure,
  - damage caused by external events (pollutions, mechanical and water damage).
9. The warranty does not include does not include regulation and adjustment during the warranty period, because they do not constitute a product defect.
10. In order to qualify for the above warranty, you need to deliver the product which is securely enclosed in packaging to the manufacturer. To do that, use the original packaging. If the user do not deliver the product in the original packaging, his replacement packaging must satisfy the following requirements: solid box with intact walls, separate protection for each component, cushioning material, strong tape used for wrapping, as well as sender address or receiver (LIW Care Technology Sp. z o. o). address.  
LIW Care Technology Sp. z o. o. shall not be held liable for product damage caused by insufficient packaging.
11. Warranty Repair or replacement will be made as far as possible within 30 days from the proper delivery of the product by the warranty user to LIW Care Technology Sp. z o. o
12. After warranty repair, the product will be delivered at the expense of LIW Care Technology Sp. z o. o., to the supplied address. In the event when a correctly addressed package is not collected, the warranty user is obliged to shall bear all costs related to the product transport and its storage.
13. Quality warranty granted by LIW Care Technology Sp. z o. o. does not affect any legal rights of the Buyer.

*Thank you for choosing our product. We wish you success in therapy with our equipment.*

**NOTE!**

**KEEP THE WARRANTY CARD IN A SAFE PLACE**

**LIW Care Technology Sp. z o. o. will require providing this document before accepting the warranty repair.**

Product name/Type ..... Serial number:.....

Sold-by date:..... Stamp and signature of the Seller: .....

No.	Date of repair request	Procedures	Repair completion date	Stamp and signature of the technician
1				
2				
3				
4				