



Sydney GoFlatTM

Instruction & Service Manual

Terminologies

Patient

The person sitting in the chair.

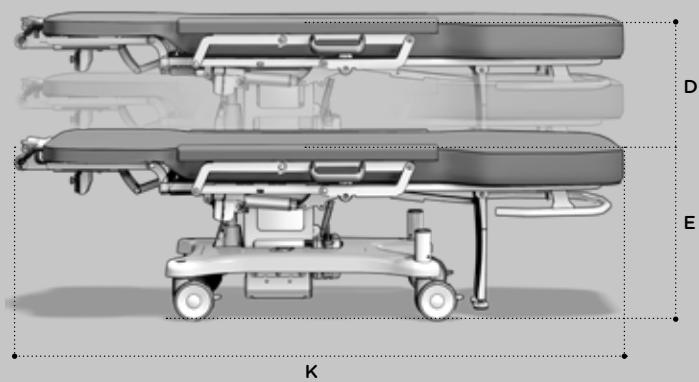
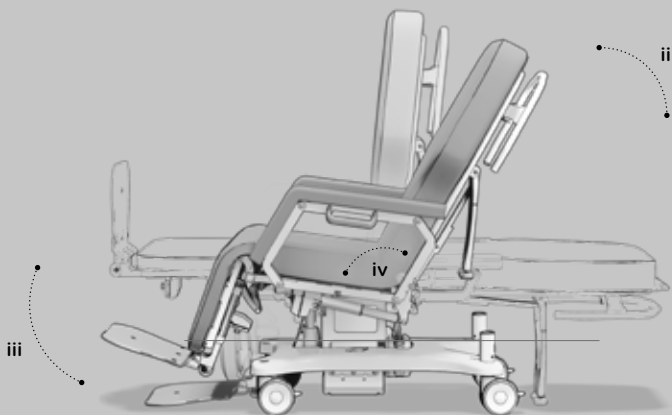
User

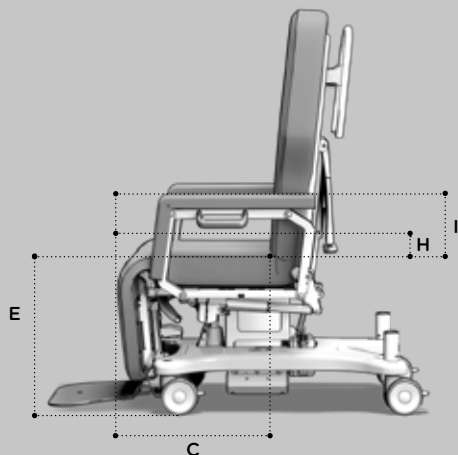
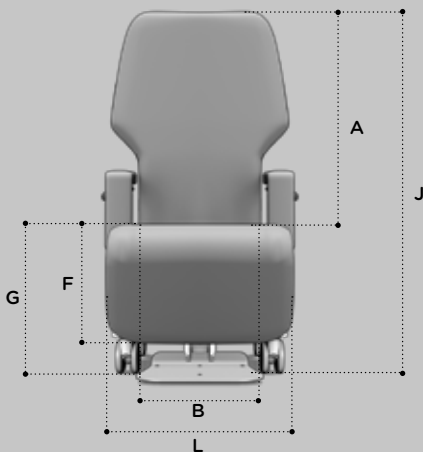
Competent person with responsibility for the persons sitting in the chair as well as the suitability of the equipment for the Patient. The User is responsible for checking the chair for faults during the course of its use.

All instructions must be read and understood before the chair may be used.

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User Dimensions

A Back Height	35" / 900mm
B Seat Width	21" / 535mm
C Seat Depth	22" / 550mm
D Seat Height (High)	37" / 950mm
E Seat Height (Low)	21" / 540mm

Footplate Height (from seat)

F High	19" / 470mm
G Low	24" / 620mm

(Automatically retracts when lowering chair)

Arm Height Options (from seat)

H Low	6" / 140mm
I High	8" / 210mm

Chair Dimensions

J Overall Chair Height	55" / 1400mm
K Overall Chair Length	78" / 2000mm
L Overall Chair Width	32" / 795mm

Recline and Tilt Angles

ii Back Angle Recline
96° - 180°
84° range

iii Leg Rest Angle
-10° to horizontal
100° range

iv Tilt Range
0° - 17°

Chair Weight Unloaded
12.2 Stone / 78 Kg / 165 lb

Patient Weight Limit
31.5 Stone / 200 Kg / 440 lb

Legrest Weight Limit
10.3 Stone / 66 Kg / 145.5 lb

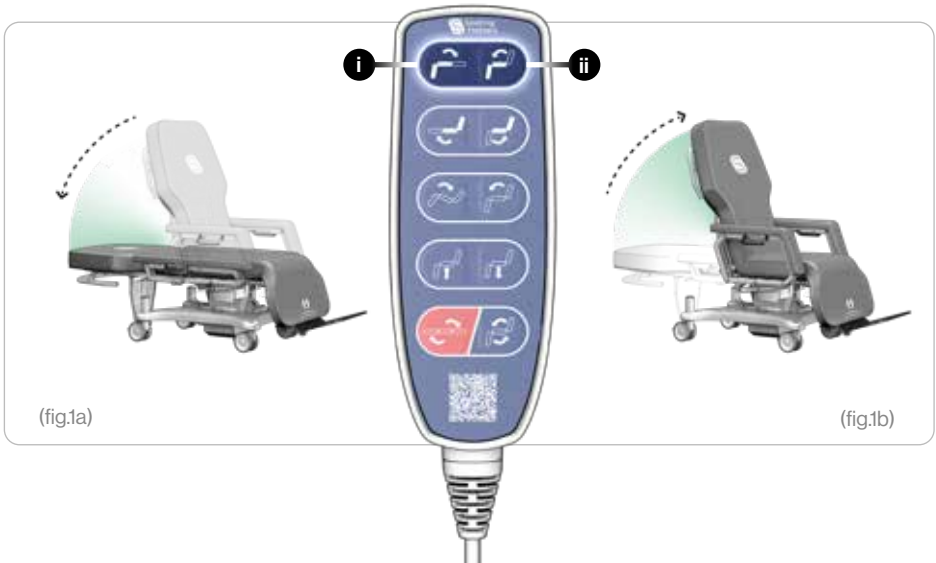
Back Angle Adjustment

To adjust the back recline of the chair (fig.1).

- i. To 180 ° position (fig.1a).
- ii. To 96 ° position (fig.1b).



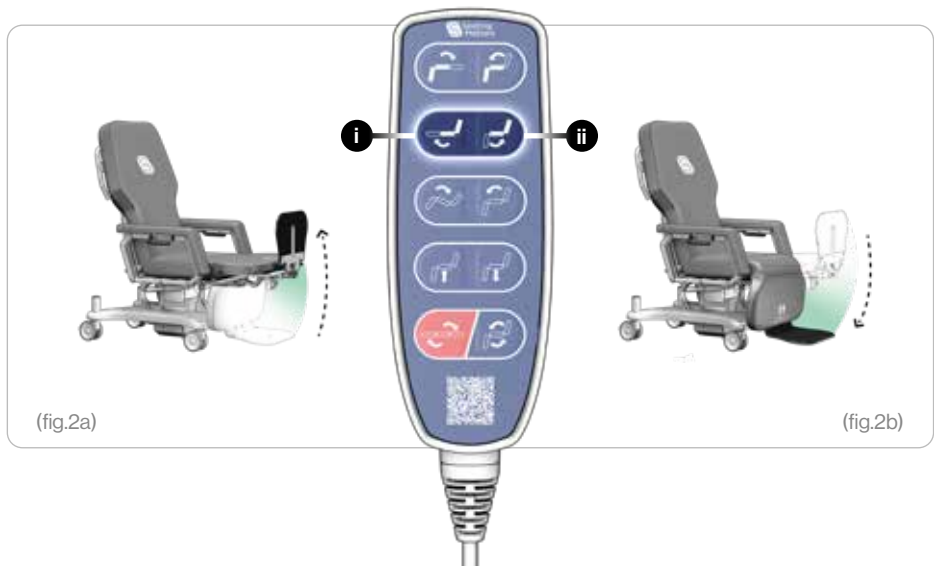
(fig.1)



Leg Elevation

To adjust the angle of leg rest elevation (fig.2).

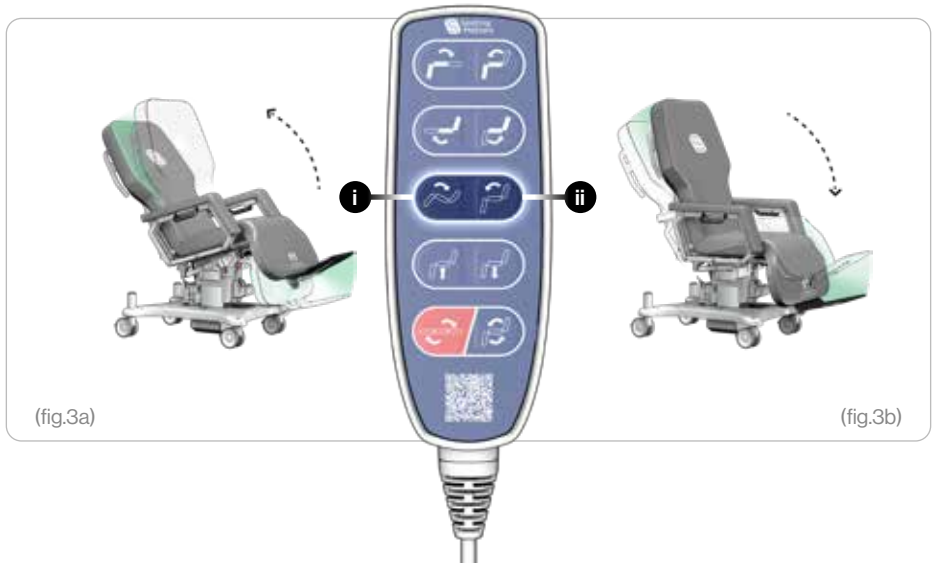
- i. To horizontal (fig.2a).
- ii. To -10 ° angle (fig.2b).



Tilt in Space

To adjust the tilt angle of the chair (fig.3).

- i. To 17° posterior tilt angle (fig.3a).
- ii. To 0° tilt angle (fig.3b).

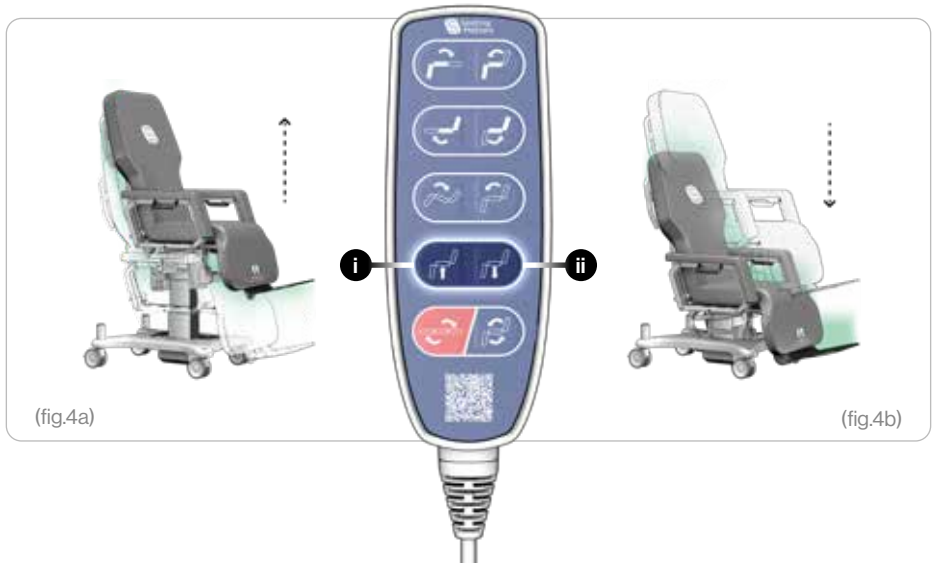


Seat Height Adjustment

To adjust the seat height of the chair (fig.4).

- i. To elevate the position of the seat height (fig.4a).
- ii. To lower the position of the seat height (fig.4b).

(fig.4)



Preset Positions

To move the chair to flat transfer position and upright sitting position (fig.5).

- i. To flat transfer position (fig.5a).
- ii. To upright sitting position (fig.5b).



(fig.5)



(fig.5a)



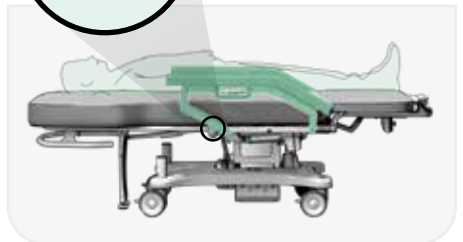
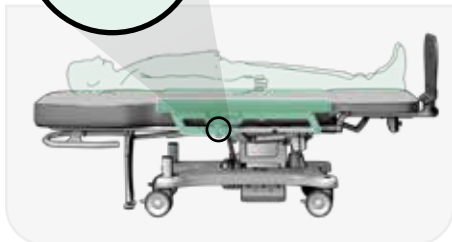
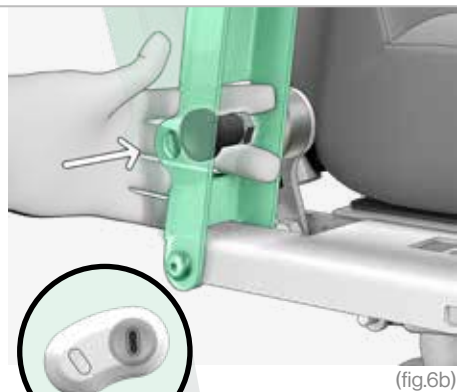
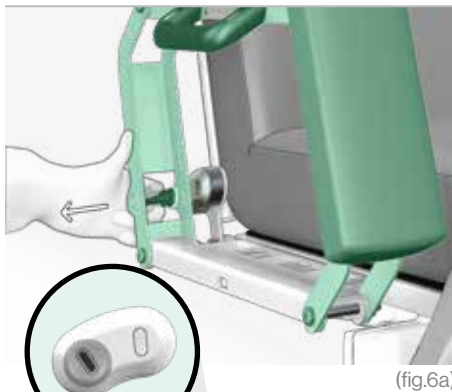
(fig.5b)

Arm Adjustment

To adjust the position of the arm (fig.6).

The arms of the chair are adjustable in height and can fold down to achieve a fully flat position.

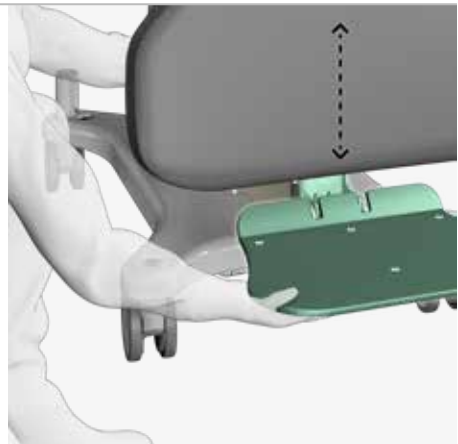
Disengage the spring plunger by pulling it outwards (fig.6a). With the plunger disengaged, adjust the arm to the required position. Release the plunger to lock the arm into place (fig.6b).



Footplate Height

To adjust the height of the footplate (fig.7).

From behind the leg rest, locate the footplate height plunger highlighted and pull the plunger backward toward the midline of the chair, to disengage the mechanism (fig.7a). While disengaged, adjust the height of the footplate and release the plunger allowing it to locate into the next available height setting (fig.7b).



Footplate Stowage

To stow the footplate away (fig.8).

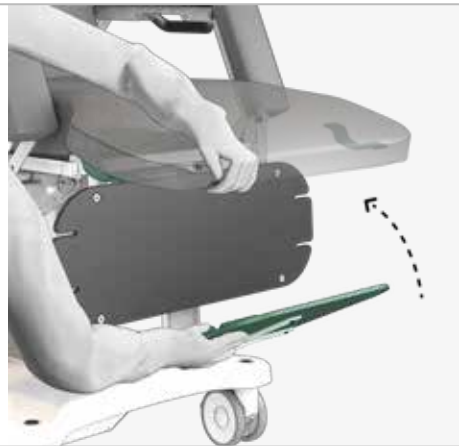
Unhook Sydney GoFlatTM calf pad strap at either side of the calf pad (fig.8a). Lift the Sydney GoFlatTM mattress, flip the footplate behind the mattress (fig.8b) and re-attach Sydney GoFlatTM calf pad straps.



(fig.8)



(fig.8a)



(fig.8b)

Mattress Replacement

Removal and fitting of the Sydney GoFlat™ mattress (fig.9).

Unhook Sydney GoFlat™ calf pad straps at either side of the calf pad (fig.9a). Loosen and remove yellow grip knob (fig.9b). Lift mattress upwards until retaining bolt can be removed from key slot on the back frame (fig.9c). Remove the mattress from the chair (fig.9d).



Charging Your Chair

Your chair will arrive fully charged. It is recommended to charge your chair daily to maintain battery health. The Sydney battery is a 2.5ah capacity battery which can undertake 84 chair to flat transitions on a full charge. This equates to 1 hour 45 mins of continuous use.

Regional Plugs - The charger will arrive fitted with a plug compatible with your region. To charge your chair, plug the charger into a wall socket (fig.10a).



Charging Status

Status lights are located on the left side of the control box and battery. (fig.10b).

Monitor the charging status of your chair using the status lights.



Battery Control Box	Plugged in, charging.
Battery Control Box	Plugged in. Fully charged.
Battery Control Box	No lights. Normal state. Not in operation.
Battery Control Box	Chair in operation. Using battery power.
Battery Control Box	Orange flashing light. Error.



The buzzer will make a warning when a button on the hand control is pressed and the battery is low.



When error light shows switch off and unplug your chair immediately. Contact: technical@seatingmatters.com

Chair Movement

For control of direction and manoeuvrability while pushing the chair (fig.11c).

Combination Castor

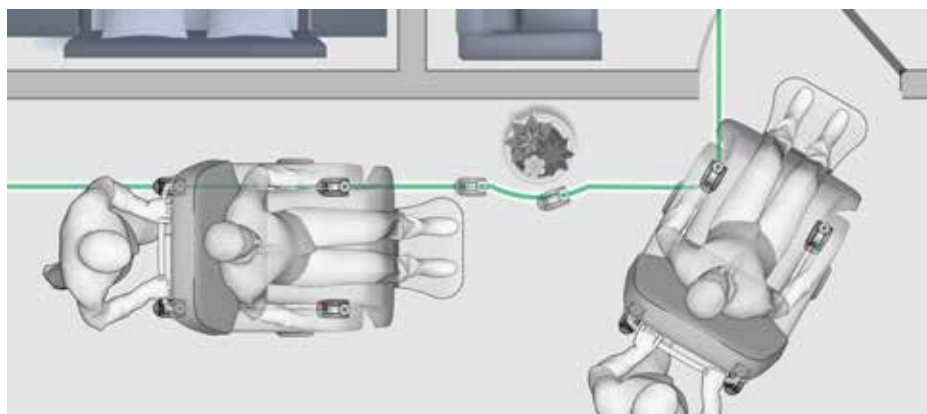
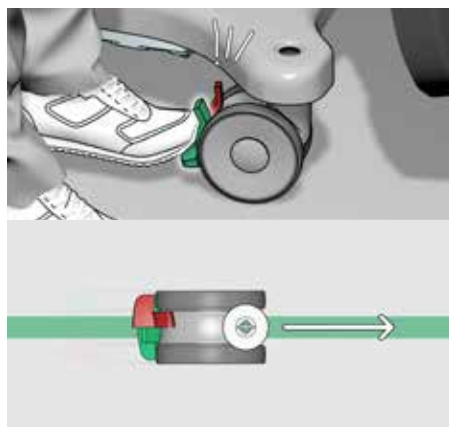
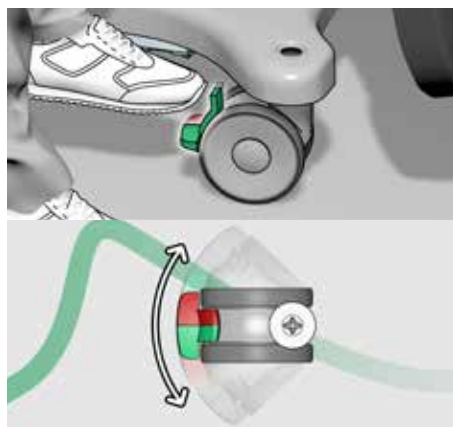
The combination castor is located on the front right side of the chair (fig.11).

Directional Lock Only

To engage directional lock simply press the green pedal with your foot (fig.11a) and swivel the castor until it clicks into the forward line (fig.11b).

Braking

Press red and green pedals simultaneously.



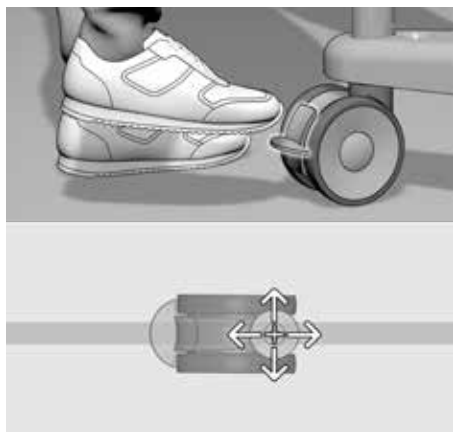
Braking Castors

To lock the chair in position (fig.12c).

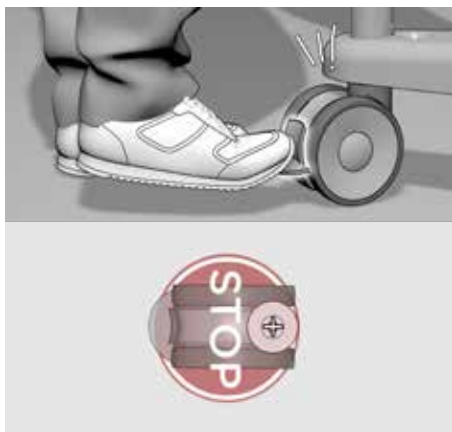
All other castors on the chair are total lock castors (fig.12). When engaged, the swivel and rotation of the castor will be locked. To engage the braking castor simply press the pedal with your foot until it clicks in place (fig.12b).



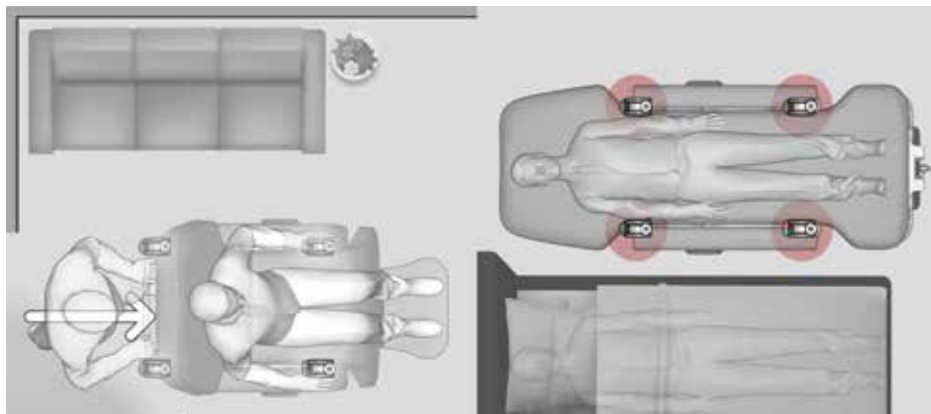
(fig.12)



(fig.12a) Braking castors disengaged.



(fig.12b) Braking castors engaged.



(fig.12c) Image showing chair in locked position.

IV Pole & O2 Tank Holder Installation

To attach an IV Pole and O2 Tank Holder to the chair (fig.13).

Installation

Insert the base of the IV pole into either of the sockets at the head end of the chair. (fig.13a). Twist the IV pole while pushing down, until it locks into position. Attach IV equipment as required. (fig.13c) and (fig.13d)

Adjustment

Push up the locking collar (fig.13b) and slide the top section of the IV pole up or down to the required height.



(fig.13)



(fig.13a)



(fig.13b)



(fig.13c)



(fig.13d)

Quick Reset

To reset the chair (fig.14).

The buzzer will make a warning sound when a button on the hand control is pressed and the battery is low.

If the buzzer makes a warning sound when the hand control is pressed and the chair is plugged in or fully charged, your chair may need to be reset.

Press and hold both backrest buttons simultaneously to initiate the reset sequence.



Please wait for the chair to finish the reset sequence (fig.14a).



Once the sequence has ended (fig.14b) you may begin using the chair again.

Please note:
This Quick Reset method may not work on some versions of the Sydney GoFlat chair.
For information on how to reset using an alternative method please scan the QR code:



Cleaning Instructions



Cleaning & Maintenance of Upholstery

Your Seating Matters chair is upholstered with Dartex multi-stretch material.
See image above for how to identify this on your chair.

Dartex Multi Stretch Fabric

Properties

Dartex is waterproof, has the ability to be wiped clean and has biostatic (anti-mycotic) coatings to provide an impenetrable barrier to virus and bacteria.

Cleaning

Superficial dirt may be removed by wiping with a soft cloth moistened with water containing a neutral detergent. More persistent contamination may be treated by wiping with alcohols or turpentine substitute, followed by hot water and detergent. Routine cleaning and disinfection may be carried out on the coating with hand hot water and a neutral detergent or with a bleach solution (0.1% or 1000 parts per million available chlorine). The material is compatible with the 10,000ppm available chlorine in solution required for the decontamination of blood spills. Excess solution must be removed and the surface thoroughly rinsed and dried prior to reuse or storage. Proprietary disinfectants may be used provided manufacturer's instructions are followed. All cleaning agents, and disinfectants, must be thoroughly rinsed off and the item dried after cleaning.

What you can use:

1. Warm Soapy Water

Use warm soapy water to wash down your chair. Bear in mind that it is important to dry the surface afterwards.

2. 70% Alcohol

This can be used in line with the manufacturer's guidelines.

3. Bleach

Concentrations of bleach from 1,000ppm to 10,000ppm available chlorine, is likely to be considered effective cleaning.

Use bleach sparingly.

Example of Dilution Ratio

The ppm of available chlorine may vary with each different brand of bleach. Search online for its data sheet and adjust your ratio accordingly to achieve a dilution of approx. 1000ppm of available chlorine.



Water



Bleach

For and in-depth guide to cleaning, please consult our Clinicians Guide to Infection Control, available on our website.



Safety Instructions

Assembly, Installation, Warnings & Hazards

- ① A competent person, or User, trained in the use of the chair, who is either a suitably qualified medical professional, or is working under their guidance and instruction, should make adjustments and set up the chair according to the Patient requirements and dimensions before the Patient sits in the chair. Where possible, adjustments should be made when the Patient is not in the chair to avoid injury to the User and Patient.
- ② This chair, and its accessories, should be used in accordance with local or regional guidelines regarding the use of such medical devices.
- ③ This chair should be fully assembled, all fixings secured and the chair checked for safety by a competent person before use.
- ④ The User must ensure that the chair is in good condition before use (check all nuts and bolts are fastened, fabric in good condition etc). If there are any problems, these must be reported to your Seating Matters provider and corrected before the chair is put into use.
- ⑤ Keep all body parts away from the mechanisms under the chair. Repairs and maintenance should only be carried out by fully trained technicians.
- ⑥ Exercise care in using the release lever for the reclining mechanisms and adjustments to avoid injury.
- ⑦ Pressure ulcer or pressure injury reduction is not a guarantee with this equipment. The User must ensure that the Patient has a period out of the chair after prolonged sitting to raise tissue oxygenation levels. Although the chair offers pressure management, the body tissue still needs time to recover. In many places, local or national guidelines recommend a maximum of 2 hours sitting at any one time. You must also observe Patient specific recommendations and guidelines as set by their health professional with regard to the use of tilt and recline for appropriate pressure management.
- ⑧ The chair must be used on a level, plain, hard surface with the brakes engaged to avoid it moving during use and to ensure stability. When the chair is not in transit, all the braking castors on the product must be engaged to prevent risk of injury when being used.
- ⑨ The chair may not be left in an outdoor environment. More information on fabrics and their environment can be found later in this manual.
- ⑩ Ensure there is more than one competent person there when making adjustments to ensure they are correct and safe for the Patient.
- ⑪ If in doubt as to any the adjustments, feel free to contact Seating Matters direct at **technical@seatingmatters.com**.
- ⑫ Under no circumstances must the User or Patient stand or sit on the footplate of the chair.
- ⑬ The chair should not be transported in a vehicle while the Patient is seated on the chair.
- ⑭ This chair should not be lifted at any time unless by competent persons trained in such manual handling.
- ⑮ When operating the leg rest and recline features on the chair please ensure there is a 450mm / 18" gap around the chair to prevent the back or leg rest coming into contact with a wall or any other object.
- ⑯ On powered options, please ensure that your chair is charged daily.

Please call your Seating Matters provider if you have any questions on these points.

Care & Preventive Maintenance

Regularly servicing your Seating Matters chair will prevent untimely and inconvenient breakdowns, reduce repair costs and extend the chair's working life. Damage to the chair can also cause excess strain for the User and Patient.

Warnings

To avoid malfunction resulting in injury make sure to conduct regular inspections and follow the recommended maintenance schedule. In some cases due to heavy use of the product and exposure to aggressive environment more frequent inspections should be carried out. Local regulations and standards may be more stringent than the recommended maintenance schedule. To avoid injury to both the patient and the caregiver, never modify the equipment or use incompatible parts.

Note

Product cannot be maintained and serviced while in use with the patient.

Caregiver Obligations Action/Check	Between Patients	Monthly Checks	Yearly Checks	Every 5 th year
Cleaning/Disinfecting	X			
Visually inspect all exposed parts		X		
Clean and inspect castors		X		
Visually inspect handset, cables, control box & battery		X		
Visually inspect the mattress, armrest cushions & head pillow		X		
Perform motorised function test			X	
Test GoFlat support bar function			X	
Test Arm Adjustment			X	
Test Footplate Adjustment			X	
Yearly Service (by qualified service personnel only)			X	
Replace upholstery				X

Caregiver Obligations

Caregiver obligations shall be carried out by personnel with sufficient knowledge about the Sydney GoFlat, following the instructions in this manual. If the product does not work as intended, contact qualified service personnel.

Between Patients

Cleaning/Disinfecting

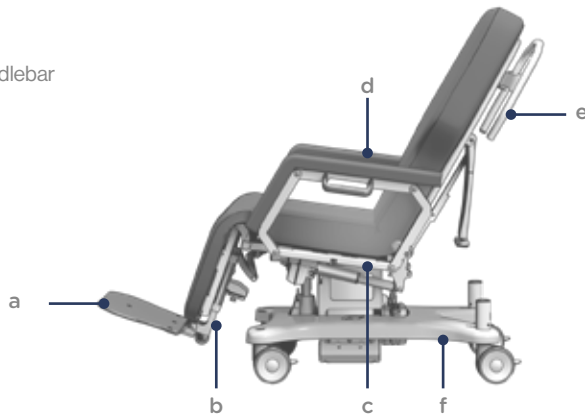
See Page 18 of Instruction Manual.

Monthly Checks

Visually inspect all exposed parts

Visually inspect the following and check for damage, cracks or sharp edges:

- (a) Footrest
- (b) Legrest Frame
- (c) Seat frame
- (d) Arms
- (e) Back frame and handlebar
- (f) Base frame



Clean and inspect castors

1. Visually inspect castors for cracks or damage.
2. Release the brakes on all castors and the directional lock and check that each one swivels and rolls freely (pages 14-15).
3. Apply each brake, one at a time, and move the chair to check the castor does not roll with the brake applied.
4. Release all brakes and apply the directional lock, move the chair to check this castor does not swivel.

Visually inspect handset, cables, control box & battery

1. Visually inspect for any damage including cracks in casings which may result in sharp edges or affect cleaning/disinfecting.
2. Check handset buttons for damage to button surface.
3. Check cables are securely held in place and have no visible damage.
4. Check cables are securely plugged into control box.
5. Check combined battery and control box for battery fluid leakage.
6. Check the charging status lights work as expected when the chair is plugged in (page 13).

Visually inspect the mattress, armrest cushions & head pillow

1. Check the surfaces and seams of upholstered parts for holes, cracks or rips that may impact cleaning/disinfection.
2. Check the elastic straps on the back of the leg rest (page 12, fig.9a) for fraying, rips or loosening.
3. Check that the securing knobs on the mattress are tightened (page 12, fig. 9b)
4. Check the strap on the head pillow (if fitted) and ensure the button fastening is secure.

Yearly Checks

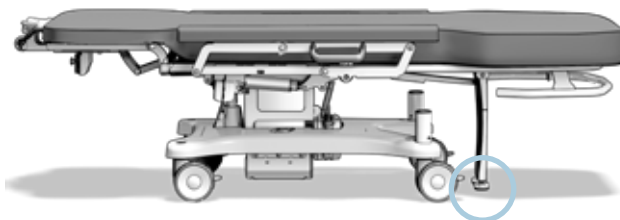
Perform motorised function test

Perform each operation on the handset in turn (pages 4-8) including the GoFlat function and check the following.

- Test each movement from minimum to maximum position
- Check each button responds to being pressed
- Listen for any unusual sounds when the chair is moving.
- If any function does not perform properly or any unusual sounds are heard, please contact qualified personnel.

Test GoFlat support bar function

Check the support bar lowers to touch the ground when the GoFlat function (page 8) is complete.



Test arm adjustment

Check the arm rests securely in both height positions using the plunger (page 9) and lies flat when in the folded down position.

Test footplate adjustment

1. Check the footplate can be set to maximum and minimum height positions and rests securely when adjusted (page 10).
2. Check the footplate folds down easily and can be stowed behind the legrest (page 11).

Yearly Servicing

In addition to the 'Monthly' and 'Yearly' checks as stated, the Sydney GoFlat should be serviced once a year by qualified service personnel. The following checks and maintenance should be performed as listed in the log book at the back of this manual:

1. Castors
2. Fabrics
3. Frame
4. Footplate
5. Mechanisms
6. Battery & Control Box
7. Handset

This should be recorded by the service personnel in service log book at the back of this manual.

Every 5th Year

Replace upholstery

All upholstery parts, mattress, arm tops & head pillow (if fitted) should be replaced every 5 years.

Note: Service History Checklist can be found at the back of this manual.

Care & Preventive Maintenance

Seating Matters are committed to reducing waste and improving our care for the environment. Where possible we have manufactured our chairs with recyclable materials. Guidance on recycling can be found below.

The WEEE Directive

The WEEE Directive, 2012/19/EC, urges producers of Electrical and Electronic Equipment (EEE) to provide information on how these products can be treated, reused or recycled.

In order to comply with this directive in the European Union, Seating Matters electrical components are marked with a crossed out wheelee bin. This indicates that the electrical components should be treated in accordance with the WEEE regulations after their useful life.

Advice on Recycling

- ① Your Seating Matters chair may contain batteries which should not be disposed of in household waste.
- ② Never dispose of the battery in a fire. This may cause an explosion.
- ③ The chair may contain substances that could be harmful to the environment.
- ④ Electrical components must be taken to a proper recycling facility.
- ⑤ Your Seating Matters chair contains component parts which can be recycled.
- ⑥ We thank you for being environmentally responsible and for making efforts to recycle your Seating Matters chair at the end of its' safe and useful life.
- ⑦ Contact your local authority or governmental agency for the regulations that apply in your area.
- ⑧ If you wish to have Seating Matters recycle your chair on your behalf, you are welcome to return the product to our company.



Plastic Components

Many of our plastic components are made from polypropylene and can be recycled as long as they are recycled with other polypropylene resin materials. Polypropylene sheets can be recycled with any other materials that have this symbol.



Plastic Trays

Our plastic tray tables are made from Polyethylene Terephthalate Glycol (PETG) which is a sturdy, transparent, easily cleaned material. Like acrylic, PETG is 100% recyclable and can be recycled and re-purposed indefinitely. Capable of being sterilized, it's a renowned food-safe material and will help us meet a higher standard towards infection prevention & control. PETG's damage resistance is far higher than that of acrylic & has an impact resistance 30 times that of glass. PETG can be recycled with any other materials that have this symbol.



Safety

The Sydney GoFlat™ is CE marked to show conformance to the Medical Devices Directive 93/42/EEC and conforms to BS ISO 7176 at medium hazard.

Regional Variations

The device referred to as a "Sydney GoFlat™" is a Seating Matters product category and the information included in this document reflects common features of this group of products. In some regions of the world, we supply product design variations of equivalent function and ease-of-use but with alternative specifications or reinforcements.

Warranty

The following table outlines the parts covered under frame warranty and the warranty period specific to your chair;

Chair	Frame Warranty Period	Frame Parts Covered
Phoenix & Sorrento	7 Years	(a) Metal base frame. (b) Metal seat frame. (c) Metal back rest frame. (d) Armrest brackets. (e) Cracks or tears in metal work. (f) Leg rest linkages.
Phoenix Petite & Sorrento Petite		
Sorrento Bariatric		
Atlanta		
Monaco		
Atlanta 2		
Phoenix 2 & Sorrento 2	3 Years	(g) All mounting points for gas struts and electric actuators. (h) All metal fixings and hinges. (i) All welds on chair frame.
Milano		
Sydney GoFlat		
Orlando Range	1 Year	

The following table outlines the parts covered under components warranty;

Chair	Component Warranty Period	Components Covered
Phoenix & Sorrento	1 Year	(a) Actuator systems including control box, handset and charger/charger lead. (b) Gas struts including release cables and component parts. (c) Upholstery if there is a clear and obvious manufacturing error. (d) Castors. (e) Wing knobs and adjustment handles. (f) Bolts and attachment fixings.
Phoenix Petite & Sorrento Petite		
Sorrento Bariatric		
Atlanta		
Monaco		
Atlanta 2		
Phoenix 2 & Sorrento 2		
Milano		
Sydney GoFlat		
Orlando Range		

For full terms and conditions visit our website or scan the QR code here:



Intellectual Property

Seating Matters are at the forefront of seating research and design, therefore we take the protection of our intellectual property very seriously and have our designs, patents and trademarks protected in many jurisdictions throughout the world.

The Seating Matters Trademark is registered throughout the European Union and various countries globally.

Patent Pending	No. GB1915470.7 No. GB2207271.4
US Design Patent	No. 601360S No. D611718 No. 600932 No. D602704S
Australian Design Registration	No. 325536 No. 324011 No. 325537 No. 324012
Community Design Registration	No. 001016364-002 No. 000942180-0004 No. 002428813-0001 No. 001016364-001 No. 012673018
Canadian Design Registration	No. 130224 No. 128763 No. 130217 No. 128764

We are here to help

For any questions or queries regarding your Seating Matters chair please contact:
contact@seatingmatters.com

Notes

Notes

Regularly servicing your Seating Matters chair will prevent untimely and inconvenient breakdowns, reduce repair costs and extend the chair's working life. Damage to the chair can also cause excess strain for the User and Patient.

Service History					
	Year 1	Year 2	Year 3	Year 4	Year 5
Castors					
Check that the castors are not damaged and that they turn freely.	☐	☐	☐	☐	☐
Check that braking, directional lock and combi castors engage correctly.	☐	☐	☐	☐	☐
Fabrics					
Check all fabrics for damage or contamination and replace where necessary.	☐	☐	☐	☐	☐
Frame					
Remove mattress and inspect all parts of the frame for cracks, splits, large dents or damage.	☐	☐	☐	☐	☐
Check that all nuts and bolts are present and secure on the frame of the chair. Tighten where necessary.	☐	☐	☐	☐	☐
Footplate					
Check that the footplate can be easily swung-away and/or repositioned.	☐	☐	☐	☐	☐
Mechanisms					
Check that cables are not kinked or frayed.	☐	☐	☐	☐	☐
Check all actuators are working smoothly.	☐	☐	☐	☐	☐
Check that the synchronised arm mechanism catches securely.	☐	☐	☐	☐	☐
Check that the layflat support bar engages with the ground.	☐	☐	☐	☐	☐
Battery & Control Box					
Check combined battery and control box for battery fluid leakage.	☐	☐	☐	☐	☐
Check that status lights on the control box are functioning correctly.	☐	☐	☐	☐	☐
Handset					
Check that all buttons/functions are operating correctly.	☐	☐	☐	☐	☐
Sign Initials:					
Service Date:	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY



UK, Europe & N.America

131 Carnamuff Road
Limavady
Northern Ireland
BT49 9JG
T: +44 (0) 28 777 666 24
contact@seatingmatters.com

Australia

9/256 New Line Road
Dural
NSW 2158
Australia
T: +61 1300 001 050
info@seatingmatters.com.au