



.....chairs that assist in care!

**RESPONSE**  
*Responsive Care*



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## OPERATING AND CARE INSTRUCTION MANUAL FOR THE FOLLOWING



*RR2400DFP – with Deluxe Footplates shown.*

# RR2400 SERIES

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**ULTIMATE** Range

**CAREFULLY READ AND UNDERSTAND INSTRUCTIONS BEFORE USING CHAIR**

Regency Response Instruction Manual

# SAFETY WARNING

- This manual **MUST** be read and understood before use of this product.
- Do not force the operation of any part of the chair. Doing so may cause damage. Refer to the manual for correct operation of the chair.
- Keep the chair away from any source of open flame.
- The use of this system is only part of an overall care plan. The patient must still be re-positioned regularly (subject to specific requirements).
- Brakes must be applied when transferring client into or out of chair and when not in use.
- Whenever you adjust the chair assess whether you need to use the **brakes**.
- When adjusting back or seats always ensure that hand control is re-engaged securely. Only one lever must be activated at any one time, not both at the same time, this is for the safety of both the client and the carer.
- Chairs are designed to be used on smooth, level paved areas.
- Legrests must not be sat on.
- Any damaged, worn, broken or non-functioning parts should be reported and repaired. If client or carers safety is at risk, the unit should be withdrawn from service until repaired and safe for use.
- Communication: Carers must always inform other carers, the client and any other person in the vicinity, when positioning, transporting or using any of the chairs functions.
- Design and specifications are subject to change without notice.
- Children **MUST NOT** be allowed to operate chair or controls **AT ANY TIME**. Any child in the vicinity of the chair **MUST BE SUPERVISED AT ALL TIMES**.

## NOTICE

THIS MANUAL DOES NOT OVERRIDE THE OH & S POLICY OF ANY ORGANISATION WHEN USING THIS PRODUCT. PLEASE REFER TO YOUR ORGANISATION'S OH & S POLICY BEFORE USING PRODUCT.

# 1. INTRODUCTION

Thank you for choosing another quality REGENCY Product. This manual is your guide to operating, cleaning and routine maintenance of the Regency Response Chair. It must be kept with the chair at all times.

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# 2. PRODUCT DESCRIPTION

The Regency Response range provides comfort, assistive pressure care and flexibility for persons at risk of developing pressure sores, and those who may spend a large part of their day sitting or lying down and require a quality care solution.

The range has the following features (subject to specific model specifications):

- Reclining backrest\*
- Forward and reverse seat tilt\*
- Elevating Leg rest .
- Individual Flip up Padded Footplates\*
- Fold down arms, two position\*
- Swing-away head wings
- Headrest Cushion adjustable
- Pressure area management seating system
- Will lay in the near supine position\*
- Low skin shear 2-way stretch fabric on most skin contact surfaces
- 160kg maximum weight capacity\*
- CARER and CLIENT friendly operation

\*May not be applicable to some models.

## 3. OPERATING INSTRUCTIONS



### 1. Seat Adjustment

Before tilting seat make sure it is safe to do so. Make sure the client is positioned correctly. Squeeze handle marked 'seat' only and tilt chair to desired position and release handle (see figure 1). **Assess need for brakes.**



### 2. Backrest Adjustment

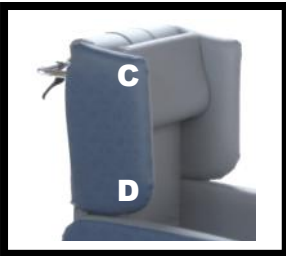
Before adjusting reclining back, make sure it is safe to do so. Make sure that the client is positioned. Squeeze handle marked 'backrest' only and adjust to desired position and release handle (see figure 2). **Assess need for brakes.**



### 3. Lower & Raise Armrest

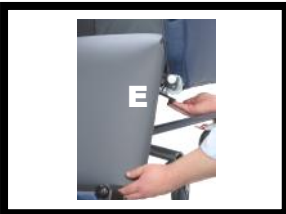
**Releasing of armrest:** First make sure the brakes are applied and client is in a safe position. Apply pressure on the armrest at 'A'. Pull the white release knob at 'B' (see figure 3) towards the front of the chair. Lower armrest. **Ensure client does not fall.**

**To Return Armrest To Lock Position:** Make sure the client is positioned correctly. **Make sure no body parts or clothing etc. are in the way.** Raise armrest to upright position. Apply pressure on the armrest at 'A'. Make sure the locating pin has fully returned to locked position (ref. 'B')



### 4. Swing Away Head Wings

Make sure client is in a safe position. While applying light pressure on head wing at 'C': lift at 'D' and swing outwards and relocate into the desired position. To return to the original position reverse this procedure. **Assess need for brakes.**



### 5. Gas Strut Assisted Legrest

**Remember: Plan your lift.**

Make sure the client is correctly positioned. Apply brakes.

**To Raise:** Lift release lever at 'E' (See figure 5) Lift the legrest to required height.

**To Lower:** Lift lever at 'E' and lower legrest to the desired level (see figure 5). Legrest must not be used for sitting on.

**DO NOT USE CHAIR UNTIL YOU HAVE FULLY**

### 3. OPERATING INSTRUCTIONS (cont.)



6. **Footplates** (Models with this feature)  
Make sure the client is correctly positioned. Footplates can be folded up out of the way or left down



7. **Adjust Legrest for forward transfer and stand-up lifter access**

Make sure the tracking castors are locked in the forward position (see instruction No. 10). Follow directions contained in instruction No. 6 and make sure foot plates are folded up out of the way or left down. **Take caution if standing client on foot plates, the foot plates must be in full contact with ground. Assess need for brakes.**



8. **Adjust foot plate length**

Unfasten the 'loop and hook' straps from the underside of the legrest – shorten or lengthen legrest to desired position and re-fasten straps.

Always make sure the 'loop and hook' straps have been fully re-fastened with sufficient grip. Do not over lengthen **always consider suitability for the client.**

**NOTE: LEGREST MUST NOT BE SAT ON**



9. **Activate Brakes**

INDIVIDUAL BRAKES ON REAR CASTORS:

To engage, press down red tab. To disengage, press top of red tab (see figure 9a).



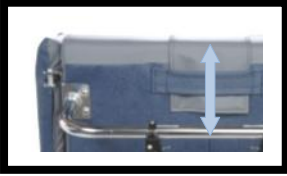
10. **Operate Tracking Castors** (Models with this feature)

Swing castor into the forward position. Press down green tab and click into position.

To disengage, press top of green tab (see figure 10). Tracking position needs to be engaged whenever the legrest is down.

**READ AND UNDERSTOOD INSTRUCTIONS**

### 3. OPERATING INSTRUCTIONS (cont.)



- 11. Adjust Headrest** (all models)  
Adjust flap through loop at rear and reposition (see figure 11).



- 12. Fit Tray** (all models)  
Tray locating lugs are situated on front of the chair arm underneath the tray retaining tube.  
Disengage locating pins (pull pin down and ½ turn), slide the table arms into desired position, engage locking pins (½ turn in reverse) (see figure 12). **Assess need for brakes.**  
**NOTE: If tray is to be locked make sure pins are located and locked securely for client and carer's safety.**

**DO NOT USE CHAIR UNTIL YOU HAVE FULLY READ AND UNDERSTOOD INSTRUCTIONS**

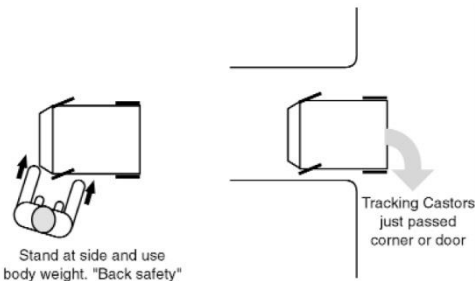
# 4. ASSISTANCE TO STAFF EDUCATION

## OH & S AND CHAIR POSITIONING

(For chairs with tracking castors)

1

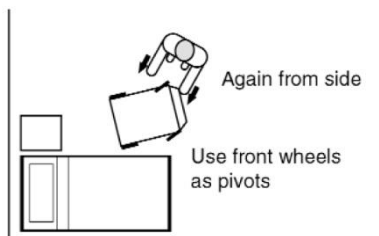
Corridor manoeuvring and through doorways



**NOTE: Tracking castors are designated by the 'GREEN' tabs on the front castors**

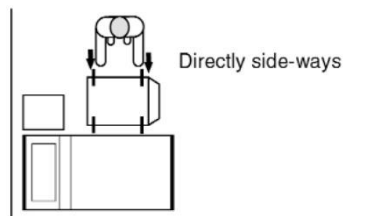
2

Tracking Castors – (Taking chair close to wall/bed)



3

As above with tracking castors 'off'



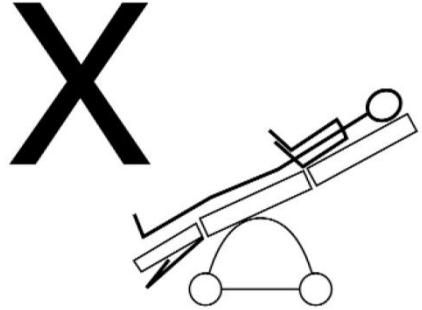
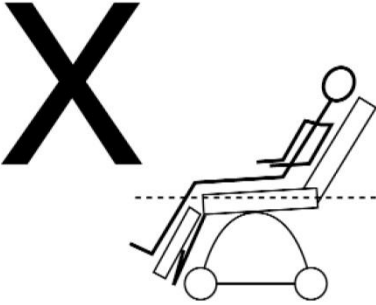
**NOTE: REMEMBER!!** In any manoeuvre, the safety of the Client and Carer is paramount. This is only a guide and does not take the place or override your OH & S training or Client handling techniques. This must be approved by those responsible persons in your organisation before use.

E. & O. E.

## 4. ASSISTANCE TO STAFF EDUCATION (cont.)

### REMEMBER! POSITION YOUR CLIENT CORRECTLY

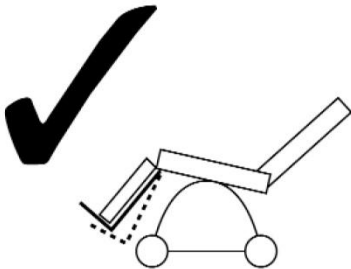
These simple ideas may decrease the incidence of the Patient/Client sliding forward in the chair and increase their safety.



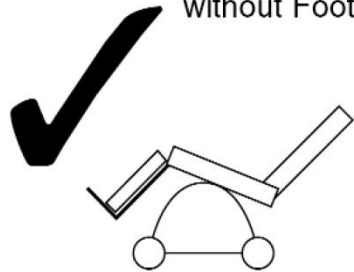
Patients/Clients tend to slide in the above positions...  
'You can't go to sleep on a slippery-dip'

### REMEMBER! Make sure Client is well positioned into the chair!

#### POTENTIAL SOLUTION 1: FOOTREST



#### POTENTIAL SOLUTION 2: SEAT TILT with/without Footrest



NOTE: REMEMBER!! In any manoeuvre, the safety of the Client and Carer is paramount. This is only a guide and does not take the place or override your OH & S training or Client handling techniques. This must be approved by those responsible persons in your organisation before use.

E. & O. E.



# 5. TECHNICAL DATA

## REGENCY RESPONSE

DESCRIPTION	MODEL	RR2400	RR2400DFP
Overall Width		660	660
Overall Height (backrest up)		1270	1270
Overall Length (supine position)		1850	1850
Seat Width Between Arms		480	480
Seat Depth		550	550
Backrest Height (from seat)		700	700
Armrest Height (from seat)		200	200
Deluxe Legrest Length		500	500+DFP
Seat Height (tilted forward)		550	550
Seat Height (normal position)		580	580
Backrest Recline Range (Seat = 0°)		90°-150°	90°-150°
Seat Forward Incline Range		0°-5°	0°-5°
Seat Rearward Incline Range		0°-21°	0°-21°
Maximum Weight Capacity (kgs)		160 kgs	160 kgs

*Specifications subject to change without notice*

## 6. MAINTENANCE AND CLEANING

### SECTION A

The following should be checked and adjusted if required, at a minimum two monthly intervals

- All nuts and bolts on pivot points:
  - a) If they are loose, tighten without restricting pivot operation
  - b) If they are worn replace with a specified bolt/fastener
- All functions of chair – ie; Backrest, seat tilt, legrest, footplates, wings and arms, directional lock, braking system – refer to supplier for any repairs required.
- Upholstery inspection – any tears, rips, parts missing, etc – refer to supplier of chair for replacement parts.

**Mechanism and Gas Strut fasteners must be cared for in like manner to pivot point fasteners.**

- Cleaning and light oiling cables and activating heads facilitates better operation of mechanisms and gas strut.
- Grease and oil points as needed, but DO NOT oil or grease gas strut shafts.
- Replace any faulty parts immediately to maintain product useability and safety for patient and carer.
- Check the legrest to ensure that it remains at the required position. Refer to manufacturer for details

**WARNING: ANY DAMAGE, WORN, BROKEN OR NON-FUNCTIONAL PART SHOULD BE REPORTED AND REPAIRED. IF THE CLIENT OR CARERS SAFETY IS AT RISK THE UNIT SHOULD BE WITHDRAWN FROM SERVICE UNTIL REPAIRED FOR SAFE USE.**

## 6. MAINTENANCE AND CLEANING (cont.)

### SECTION B

#### CASTORS AND WHEELS

These should be checked and maintained at a minimum of two monthly intervals:

- Castors 150mm, directional lock and total brake castors with direct bolted into frame.

#### GENERAL MAINTENANCE PROCEDURES

- Remove any hair and grime that may build up on the castors.
- Check the wheel bearings to make sure they are not sloppy or worn. If the wheel bearings are worn, replace with a comparable quality bearing.
- Check the headrace bearings to make sure they are not sloppy or worn. If they are worn or sloppy and affecting the wheeling of the chair, replace the castor with a REGENCY approved castor of the same type as original. The headrace bearings are either sealed precision bearings or formed ball race bearings integral to the castor and non replaceable.
- The formed headrace bearing should be lubricated with a light oil and any dirt or grime cleaned away from them before oiling.
- Check:
  1. The wheels for any distortion or damage
  2. The tyres for any damage - ie; cuts or chunks out of tyre
  3. The forks are straight
  4. Wheel bushing and axle for wear and deterioration
  5. Axle nuts are secure

**Replace the necessary parts or the whole castor if the safe use or comfort of the client is compromised in any way**

- Make sure the castors are securely bolted to the chair. They must be fully and firmly fitted in the tube or locating device and the retaining screw secured tightly. If there is any doubt, please contact your REGENCY Distributor for repair advice

**WARNING: ANY DAMAGE, WORN, BROKEN OR NON-FUNCTIONAL PART SHOULD BE REPORTED AND REPAIRED. IF THE CLIENT OR CARERS SAFETY IS AT RISK THE UNIT SHOULD BE WITHDRAWN FROM SERVICE UNTIL REPAIRED FOR SAFE USE.**

## 6. MAINTENANCE AND CLEANING (cont.)

### SECTION C

#### GENERAL UPHOLSTERY CLEANING INSTRUCTIONS TO BE CARRIED OUT WEEKLY (MINIMUM)

Regular cleaning of head rest, arms and seat cushions is important to remove body oils which can cause hardening of vinyls. To clean, wipe with a cloth or sponge which has been moistened in warm soapy water, then dry with a soft, clean cloth. The use of mild non - abrasive pure soap is recommended. Stubborn grime may require gentle scrubbing with a soft brush. We suggest cleaning with the REGENCY approved Vinyl Cleaner/Protectant which adds plasticiser to keep vinyl supple (FOR PVC COMPONENTS).

#### DO NOT MACHINE WASH: DO NOT DRY CLEAN

#### FOR TREATING SPECIFIC STAINS, ALWAYS REMEMBER THAT PROMPT ATTENTION YIELDS MORE COMPLETE REMOVAL.

#### WARNING:

Never use furniture polishes, abrasive cleaners or steel wool. Regular use of cleaners containing hydrocarbons or similar additives may cause damage to the vinyl and harden the surface. Strong solvents, e.g. Acetone are detrimental to the vinyl surface. Avoid exposure to excessive heat and non-colour-fast dye stuffs found in some articles of clothing as they may transfer to the fabric surface. Sunlight will also shorten the life of most vinyls. Oil, petroleum and solvent based products should not come in contact with the upholstery.

This is a guide only and the manufacturer does not accept any liability/ responsibility for the use thereof. The above Maintenance and Cleaning program is comprehensive but not exhaustive.

# NOTES

# NOTES

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.....*chairs that assist in care!*

**ULTIMATE** Range



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**ANOTHER**  **WINTUR** **HEALTHCARE** **PRODUCT**

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