

LECKEY[®]

Easyseat

USER MANUAL





The Leckey Easy Seat has been designed to provide an attractive seating solution without compromising the positional needs of the less involved child. This manual shows you how you can quickly safely and easily make use of all of the functions. The instructions on the safety and maintenance of the product will ensure that you will enjoy the use of this product for a long time.

Contents

1. Intended use
2. Declaration of conformity
3. Terms of warranty
4. Product history record
5. Product training record
6. Safety information
7. How to unpack and assemble the seat
8. Clinical setup for postural management
9. Frequent adjustments for daily use
10. Cleaning & care information
11. Daily product inspection
12. Annual product inspection
13. Reissuing Leckey products
14. Product servicing
15. Technical information

1 Intended Use

The Leckey Easy Seat is a basic seating system for use in the home or the classroom. The seat is available in four sizes catering for the needs of children with disabilities for the age of 1-10 years. The size one and two having a maximum user weight of 30kg and the size three and four 40kg. The Leckey Easy Seat can be converted into a potty trainer in seconds giving the option of using the seat to assist with seating development or toilet training.

2 Declaration of Conformity

James Leckey Design Ltd. as manufacturer with sole responsibility declares that the Squiggles Seating System conforms to the requirements of the 93/42/EEC Guidelines and EN12182 Technical aids for disabled persons general requirements and test methods.

3 Terms of Warranty

The warranty applies only when the product is used according to the specified conditions and for the intended purposes, following all manufacturer's recommendations (also see general terms of sale, delivery and payment). A two year warranty is provided on all Leckey manufactured products and components.

4 Product History Record

Your Leckey product is classified as a Class 1 Medical device and as such should only be prescribed, set up or reissued for use by a technically competent person who has been trained in the use of this product. Leckey recommend that a written record is maintained to provide details of all setups, reissue inspections and annual inspections of this product.

5 Product Training Record (Parents, Teachers & Carers)

Your Leckey product is a prescribed Class 1 Medical Device and as such Leckey recommend that parents, teachers and carers using the equipment should be made aware of the following sections of this user manual by a technically competent person:

Section 6

Safety Information

Section 8

Frequent Adjustments for Daily use

Section 10

Daily Product Inspection

Leckey recommend that a written record is maintained of all those who have trained in the correct use of this product.

6 Safety information



6.1 Always read instructions fully before use.



6.2 Users should not be left unattended at any time whilst using Leckey equipment.



6.3 Only use Leckey approved components with your product. Never modify the product in any way. Failure to follow instructions may put the user or carer at risk and will invalidate the warranty on the product.



6.4 If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer services department or your local dealer as soon as possible.



6.5 Carry out all positional adjustments and ensure they are securely fastened before you put the user into the product.



6.6 When putting the child into the seat both for positional and safety reasons, always secure the hip strap first.



6.7 If you have ordered an Easy Seat/Potty Trainer with castors, we do not recommend that children be moved over uneven surfaces whilst in the equipment. All due care and attention should be taken if transporting the user in and out of the seat.



6.8 If moving an Easy Seat/Potty Trainer with castors from one area to another, the top of the back rest or the push handle should be used to steer. Never use the tray for this purpose.



6.9 Never leave the product on a sloping surface, greater than 5 degrees. Always remember to lock all the castors.



6.10 The product contains components which could present a choking hazard to small children. Always check that locking knobs and bolts within the child's reach are tightened and secure at all times.



6.11 Leckey products comply with fire safety regulations in accordance with EN12182. However the product contains plastic components and therefore should be kept away from all direct sources of heat including naked flames, cigarettes, electric and gas heaters.



6.12 Do not place hot objects on the tray, not greater than 40 degrees Celsius.



6.13 Clean the product regularly. Do not use abrasive cleaners. Carry out maintenance checks on a regular basis to ensure your product is in good working condition.



6.14 The product is designed for indoor use and when not in use should be stored in a dry place that is not subjected to extremes of temperature. The safe operating temperature range of the product is +5 to +40 deg Celsius.

How to unpack and assemble

Congratulations on purchasing your Easy Seat/Potty Trainer. Your Easy Seat/Potty Trainer will be boxed and wrapped in a bubble wrap packaging on receipt.

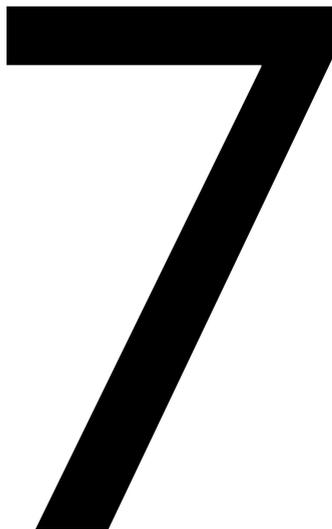
You should firstly ensure that you remove all the parts from the box and then unwrap them in preparation for assembly.

Please check that you have all the parts you ordered.

To assemble and adjust the easy Seat/Potty Trainer, an allen key may be required.

An allen key is supplied with each seat.

The Easy Seat/Potty Trainer is supplied with your choice of legs with or without castors, backrest, side pads, lap strap and choice of accessories.



7.1 Attaching the legs

To slot your choice of legs into position, it is important that you identify the left and right hand side of the legs supplied. When in position the popper and castor fixing screw at the base should be in line and facing away from the child. To slot the legs into position push poppers (a), slide the leg into the receiver and once the desired slot is obtained, check that the poppers have released and are positioned securely. It is advisable when setting up your Easy Seat that all the legs are initially in the same slot.



Always use caution to ensure finger do not become trapped in the slot when attaching the legs.

7.2 Attaching the Backrest

To mount the backrest to the seat you should firstly remove the two allen bolts and disc already attached at both sides of the backrest. The back rest can then be placed into position. To secure the backrest into position the discs should be lined up with the allen bolt receivers and then the two allen bolts on either side of the backrest should be re-positioned securely. It is important that you position the discs on the outside of the chair as shown in photograph.



7.3 Attaching the footplate

To attach the footplate to the seat you will need to use the four allen bolts and four washers supplied. Simply line up the footplate bracket with the slots on either side of the front legs. Once in position the footplate is detached by reversing this process.



Always make sure the footrest is firmly attached.

7.4 Tray Attachment

To attach the tray to the seat, firstly place the tray onto the armrests and then turn the handle in under the armrests to lock the tray into position. To detach the tray simply turn out the handle from under the armrest and lift the tray from the seat.



Always use caution to ensure the child's hands or arms donot become trapped when inserting the tray.



Never use the tray to steer or push the chair.



Do not place hot objects on the tray, not greater than 40 degrees Celsius.



Please not the tray is for the use of the user only. Do not lean or place heavy objects on the tray, not greater than 8kgs (17.6lbs)



7.5 Attaching the flexible lateral supports

The flexible lateral supports are attached by using the allen bolts supplied and securing these into the sliders in the back of the seat.

7.6 Attaching the pommel

The pommel is attached to the seat by an allen bolt (a) or knob which is located under the seat base.



Always remove the pommel before putting the child in or removing from the seat.



7.7 Potty Trainer

The Easy Seat can be converted to the Lecky Potty Trainer by simply lifting and removing the seat base and replacing it with the potty insert.

7.8 Attaching the push handle

If the push handle has been specified at the time of order a bracket will be attached. If the push handle is ordered separately, then the bracket should be attached to the back of the seat by securing it with the two allen bolts supplied.

The push handle can then be inserted into the receivers by loosening allen bolts "a" and "b" selecting the position you require, then retightening the allen bolts.



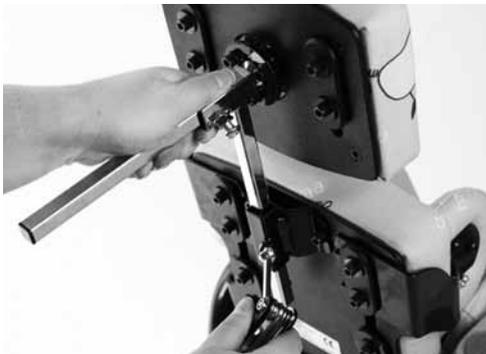
7.9 Attaching the headrest

If the headrest has been specified at the time of order a bracket will be attached. If the headrest is ordered separately, then the bracket should be attached to the back of the seat by securing it with the two allen bolts supplied.

The headrest can then be inserted into the receiving bracket by loosening the allen bolt "a" selecting the position you require and retightening the allen bolt.

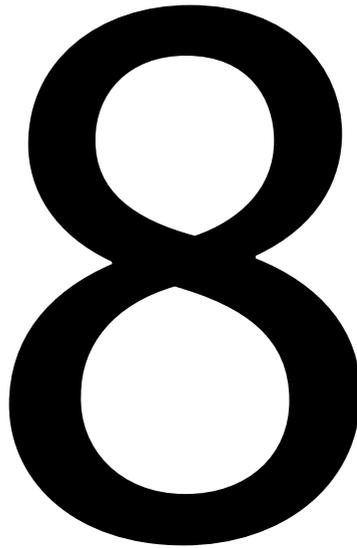
7.10 Attaching the headrest laterals

The headrest laterals are attached to the back of the headrest using the allen bolts supplied, secure these into the sliders on the back of the headrest.



Clinical setup for Postural Management

The clinical setup of the product should be completed by a technically and clinically competent person who has been trained in the use of the product. Leckey recommend a written record is maintained of all clinical setups for this product.



8.1 Seat Depth and Backrest Angle Adjustment

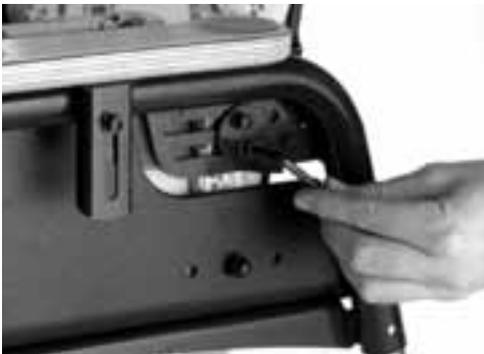
The seat depth adjustment allows for growth and also allows for exact femoral support. The backrest can also be set to your preferred angle. Loosening the two sets of allen bolts (a) at either side of the chair alters both of these adjustments. Once these bolts are loosened, the backrest can then be adjusted to the required seat depth and angle and once in position the allen bolts (a) should be retightened securely.



Do not adjust while the user is in the seat.

8.2 Backrest Height Adjustment

The overall height of the backrest can be adjusted by loosening the two sets of allen bolts (a) and then raising and lowering the backrest to the required shoulder height of the user. Once in position the allen bolts (a) should be retightened securely.



8.3 Footplate

The footplate can be height adjusted for varying lower leg lengths and also to aid manoeuvrability. To height adjust the footplate, the four allen bolts (a) should be loosened, the footplate raised or lowered to the desired position and the four allen bolts (a) re-tighten securely.

A footplate with straps is also available. To position the child's feet, simply secure the Velcro straps.



8.4 Flexible Lateral Supports

To adjust the flexible lateral supports in height and width, loosen the allen bolts (a), select the most appropriate position for your child and then re-tighten the allen bolts securely in the desired position. The strap can then be secured at the front to give the optimal position for the child.



8.5 Adjusting the pommel

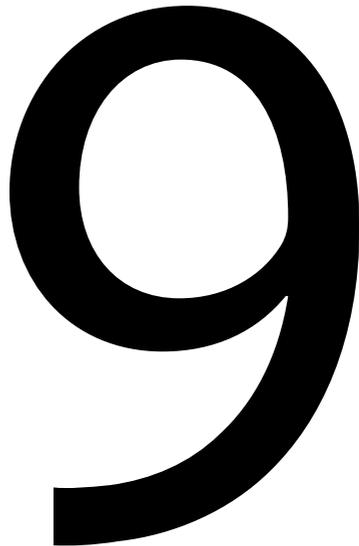
The depth of the pommel can be adjusted by loosening the bolt/knob, positioning and then re-tightening.



Frequent adjustment for daily use

(therapists/carers/parents)

Parents and carers should be shown how to make frequent adjustments and made aware of the safety checks in Section 6 by a technically and clinically competent person who has been trained in the use of the product. Leckey recommend that a written record is maintained of all parent and carers who have been trained in the use of this product.



9.1 Transferring your child into and out of the seat

Before transferring the child into the seat carry out the daily product inspection as outlined in section 9 of this user manual.

Lock all the castors, ensuring that they are facing outwards to maximise product stability. Make sure the safety buckle on the flexible lateral supports is released and is out of the way to facilitate transfer.

Unclip the lap strap in the middle and allow the straps to open out to facilitate transfer. Lastly if sandals are fitted open the straps. You are now ready to manually transfer or hoist the child into the seat.



Always secure the lap strap first before fastening other buckles or harness. Adjust the harness so the child cannot slide or creep forward in the seat.

9.2 Adjusting the Lap strap

The lap strap is fastened by inserting the plastic clip (a) into the receiver then adjust the straps to the required length.



9.3 Height Adjustment of Seat

The seat can be adjusted to the required height to accommodate lower leg length, to allow for self-transfer or to allow the seat to fit under a nursery table. Simply adjust each leg individually by pressing in the poppers (a) and positioning the leg to the relevant slot to obtain the required height. Once the leg has been positioned into the required slot, ensure the poppers have released and the leg is positioned securely.



Never adjust the height when the user is in the seat.

9.4 Side Pad Adjustment

The side pads can be adjusted simply by re-positioning using the attached Velcro strips. There is a range of lengths and widths of side pads available.



9.5 Height Adjustment of Armrests and Tray

The height of the armrests and subsequently the tray can be adjusted by loosening the allen bolts (a) on the armrest bracket, adjusting to the required height and re-tightening the allen bolts (a) securely.

9.6 Tray depth adjustment

Place the tray onto the armrests, slide forward to the required depth then turn the handles (a) under the tray to lock it in position.

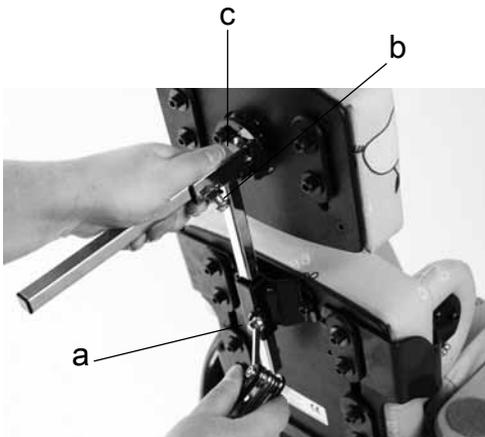


9.7 Adjusting the headrest

To adjust the height of the headrest loosen the allen bolt (a), position as required and then re-tighten. To adjust the depth, loosen the allen bolt (b), position as required and then re-tighten. Finer angle positioning of the head support can be attained by loosening the three allen bolts (c) making the adjustments and re-tightening.



A popper will engage when the maximum safe adjustment of the metal tubing has been reached, do not adjust past this point.



10 Cleaning & Care Information

How to Maintain

When cleaning we recommend that you use only warm water and a non-abrasive detergent. Never use organic solvents or dry cleaning fluids.

Upholstery and fabrics

1. The upholstery and fabrics can be cleaned by hand whilst in place. When cleaning we recommend that you use only warm water and a nonabrasive detergent.

2. The best cleaning method is a 'wipe & dry' technique.

3. Staining should be removed as quickly as possible with absorbent cloth, towels or a sponge. Routine soap and warm water sponging is effective for ordinary soiling and minor spills. Be careful not to over wet the fabric as this will cause the staining to spread.

4 Antiseptic cleaning agents can be used on more stubborn stains. These may require a safe solvent such as Isopropyl Alcohol or Mineral Spirit. A half cup of household bleach to 5 litres of water can also be used as a useful disinfectant.

6 Always ensure the product is dry before use.

Metal, Wooden and plastic components

1. Soap and water or antibacterial spray can be used for daily cleaning.

2. For deep cleaning a low pressure steam cleaner can be used

3. Do not use solvents to clean plastic wooden or metal components.

4. Make sure the product is dry before use.

5. Check all wooden components regularly to ensure there are no cracks or splitters.

11 Daily Product Inspection

(Therapists, parents & carers)

We recommend that daily visual checks of the equipment are carried out by therapists, carers or parents to ensure the product is safe for use. The recommended daily checks are detailed below.

1. Ensure all adjustment knobs and bolts are in place and secure.
2. Check all upholstery and velcro for signs of wear and tear
3. Check all castors are moving freely and lock securely
4. Ensure the footplate is attached securely.



If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer service department or your local dealer as soon as possible.

12 Annual Product Inspection

(Therapist, Technician, Leckey Product Advisor, Dealer)

Leckey recommend that each product should be subject to a detailed inspection at least once a year and every time the product is reissued for use. This inspection should be carried out by a technically competent person who has been trained in the use of the product and should include the following checks as a minimum requirement.

1. Check all knobs, nuts, bolts and plastic buckles are in place, replacing any missing items. Paying particular attention to the following items;

- Headsupport locking bolts
- Backrest height and angle adjustments bolts
- Seat depth adjustment bolts
- Pelvic harness
- Footrest height adjustment

2. Check the chassis height adjustment mechanism is working properly.

3. Lift the base to check each castor individually. Make sure they are moving freely and remove any dirt from the rubber wheels. Check that the brakes lock the wheels securely.

4. Visually check the structure of the product paying attention to weld points on the frame ensuring there are no signs of fatigue or cracking around the welds.

5. Leckey recommend that a written record is maintained of all annual product inspections.



If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer service department or your local dealer as soon as possible.

13 Re-issuing Leckey Products

Most Leckey products are assessed and ordered to meet the needs of an individual user. Before reissuing a product we recommend that the therapist prescribing the product has carried out an equipment compatibility check for the new user and has ensured that the product being re-issued contains no modifications or special attachments.

A detailed technical inspection should be carried on the product prior to re-issuing. This should be carried out by a technically competent person who has been trained in the use and inspection of the product. Please refer to section 12 for the required checks to be carried out.

Ensure the product has been cleaned thoroughly in accordance with section 10 of this manual.

Ensure a copy of the user manual is supplied with the product. A copy can be downloaded from our website www.leckey.com Leckey recommend that a written record is maintained of all product inspections carried out during the reissue of the product.



If in any doubt to the continued safe use of your Leckey product or if any parts should fail, please cease using the product and contact our customer service department or your local dealer as soon as possible.

14 Product Servicing

Servicing of all Leckey products should only be carried out by technically competent persons who have been trained in the use of the product.

In the UK & ROI please contact the Leckey Service Centre on UK 0800 318265 or ROI 1800 626020 and our customer service department will be delighted to assist you with your servicing requirements.

All international service enquiries should be directed to the appropriate Leckey distributor who will be delighted to assist you. For further information on Leckey distributors please visit our website www.leckey.com.

15 Technical Information

Product Codes

Easy Seat with fixed legs	LES/##/FL/-*
Easy Seat with castor legs	LES/##/CL/-*
Potty Seat with fixed legs	LPT/##/FL/-*
Potty Seat with castor legs	LPT/##/CL/-*

Accessories

Activity Tray	LES/##/A
---------------	----------

Side Pads (price for extra side pads)	LES/##/B-*
--	------------

Pommel	LAS/##/C-*
Flexible Lateral Supports	LES/##/D-*
Footplate	LES/##/F
Fixed Legs	LES/##/G
Castor Legs	LES/##/H
Footplate Raiser 1"	LES/##/K
Flat High Back	LAS/##/L -*

Lateral Supports for Flat High Back	LAS/##/M-*
--	------------

Footplate with Sandal Straps	LES/##/N
Grab/Suspension Rail	LES/##/I
Grab Posts	LES/##/P
Push Handle	LES/##/Q

Seat Pad for Leckey Potty Seat	LES/##/R-*
-----------------------------------	------------

Potty Seat for Leckey Easy Seat	LES/##/S
------------------------------------	----------

* Please specify fabric colour at time of order.

16 Technical data

Product sizing

Size	1		2		3		4	
Age	1 - 3		2 - 5		3 - 8		5 - 10	
Codes	LES/1 LPT/1		LES/2 LPT/2		LES/3 LPT/3		LES/4 LPT/4	
	mm	inches	mm	inches	mm	inches	mm	inches
Length	400	16	480	19	570	22	620	24
Width	350	14	370	14	450	18	490	19
Weight of Product	12kg		15kg		20kg		22kg	
User Standing Height								
min	760	30	930	37	1000	40	1150	46
max	1000	40	1150	46	1300	52	1450	58
Max User Weight	30kg	66lbs	30kg	66lbs	40kg	88lbs	40kg	88bs
Backrest Height (sitting shoulder height)								
min	225	9	265	10	325	13	400	16
max	285	11	340	14	425	17	500	20
Seat Base Depth (backrest to back of knee)								
min	175	7	225	9	250	10	300	12
max	250	10	300	12	350	14	400	16
Seat Base Width (hip width)								
min	125	5	150	6	225	9	275	11
max	225	9	250	10	325	13	375	15
Calf Length (sole of foot to back of knee)								
min	150	6	220	9	250	10	300	12
max	230	9	300	12	350	14	420	17
Tray Height (seat to top of tray)								
min	135	5	135	5	180	7	180	7
max	225	9	225	9	325	13	325	13
Armrest Height (seat base to elbow)								
min	110	4	120	5	160	6	190	7
max	150	6	160	7	210	8	240	10
Degree of angular adjustment on backrest								
Prone	5°		5°		5°		5°	
Recline	10°		10°		10°		10°	
Castor size	75	3	75	3	75	3	75	3
Tray sizes	450 x420	18 x16	450 x420	18 x16	590 x520	23 x20	590 x520	23 x20

James Leckey Design Ltd
19A Ballinderry Road
Lisburn
BT28 2SA
Northern Ireland
United Kingdom

T: +44 (0) 28 9060 2277
F: +44 (0) 28 9060 0795
E: info@leckey.com
W: www.leckey.com

