



## INSTRUCTION MANUAL



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[www.acheevalearningstation.com](http://www.acheevalearningstation.com)

## INTRODUCTION

Safe supported lying for those who have outgrown their original Acheeva®

Acheevas have proven to be truly inclusive, allowing students who have to spend time in the lying position to join in all classroom activities. The new Acheeva Graduate® at 200cm bed length and 120kg lift capacity means that the bigger guys don't miss out!

3 way power (height, tilt and back angle) makes it easy to find a comfortable position. Combine this with Symmetrisleep accessories for relaxation, balance and enhanced function in lying or sitting.

Configured to reduce shear when sitting up; it can be raised to 50° for long sitting or lowered by 10° for use in prone. Once set, just use the Tilt in Space for the most balanced position.

You can get your students off the floor to protect them and the staff; with the Acheeva Graduate® they can be at the right height to interact with their classmates and the classroom environment. The mattress height range is 60cm to 100cm. Split side rails allow access to the optional table for use in side lying. Alternatively the table can be fitted to the head end for prone users.

As this Acheeva Graduate® is that extra bit longer we have added a

- Sprung fifth wheel for straighter steering
- Kick Bar brakes mean no more 'hunt the castor'
- Symmetrisleep Accessory bag
- Fixed Footboard
- Low voltage charger with undercharged battery protection and audible low battery indication

## FIRST USE/SHIPPING INSTRUCTIONS

FOR SAFETY REASONS, THE ACHEEVA WILL HAVE BEEN SWITCHED OFF DURING SHIPPING. THE SWITCH IS LOCATED UNDERNEATH THE LEG END OF THE BED FRAME ON THE LEFT HAND SIDE



IT IS RECOMMENDED THAT THE ACHEEVA IS SWITCHED OFF WHEN MOVING THE UNIT OR TO PREVENT ANY INVOLUNTARY OPERATION OF THE FUNCTIONS



## GUARANTEE

SERIAL NUMBER: .....

DATE OF MANUFACTURE: .....

The Acheeva Learning Station, including upholstery and covers, is guaranteed against faulty materials and faulty workmanship for a period of **TWELVE MONTHS** from the date of manufacture.

This guarantee is valid for fair wear and tear only. It is not valid in cases of misuse, or uses other than those specified in the manufacturer's instruction manual. We do not guarantee fabrics against shrinkage so please pay careful attention to cleaning instructions.

Should spare covers for the mattress or cotsides be ordered subsequent to the purchase of this learning station, we cannot guarantee an exact colour match as dye strengths vary. We reserve the right to withdraw patterns or colours from the range, but will always endeavour to find the closest match available.

Certain movement patterns and behaviours may accelerate fabric wear. This cannot be covered by guarantee.

Whilst electrical components are carefully chosen for the intended environment we cannot guarantee components against damage from liquid ingress.

A monthly inspection of the unit is recommended as well as a full service at twelve monthly intervals. Please contact our Service department for servicing information on 01531 634468.

### WARNING

Do not allow children or pets to play with the learning station at any time. Adequately supervise children in the area near the station. Switch the unit off when not in use. Warn visitors with children of the potential danger of entrapment.

**DO NOT SIT ON EITHER END OF THE LEARNING STATION  
AS IT MAY CAUSE INSTABILITY AND DAMAGE**

## **SAFE USE OF YOUR ACHEEVA LEARNING STATION**

Using the learning station in transit is **NOT** recommended and the warranty will be void.

**When selecting and issuing a piece of equipment it is the responsibility of the therapist to carry out a risk analysis on its use.** This is particularly pertinent for non-ambulant users who may require assisted transfers.

Positioning requirements may change. The user should be regularly reassessed to ensure that the station is adjusted appropriately. Incorrect adjustment may cause discomfort and lasting problems.

It is recommended that therapists and carers complete the following checklist when assessing the appropriate use of product:

- Is the user's posture acceptable in the learning station?
- Are there concerns about pressure and are they being addressed?
- Is the user considered to be safe in the station or would harnessing be needed to ensure they are safe? A posture belt is recommended at all times.
- Does the user or others around them have any behaviours which would render the product unsafe?
- Is the learning station appropriate for the proposed environment?
- When using the station to provide different postures always check the user's respiratory competence.

### **SAFETY RESTRICTIONS**

Great care is taken in the design of this product to ensure that it complies with all the appropriate safety legislation.

Please ensure that all staff are familiar with the following restrictions. It is recommended that this user manual be kept with the learning station at all times.

### **INCORRECT USE OF THIS PRODUCT CAN CAUSE ACCIDENTS.**

Do not allow anyone to sit, stand or put excessive weight on the ends of the bed or push handles of this learning station.

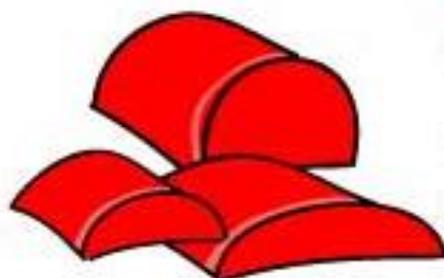
The user must always be positioned within the wheelbase of the station. A posture belt may be necessary to achieve this at all times.

Do not use the learning station in wet environments - its intended use is for indoors.

Be aware when raising, lowering or tilting the learning station that there are no obstructions in the way.

It is recommended that both of the brakes are engaged if the unit is in a satisfactory, stationary position.

## ACCESSORIES



Small Bumper FAS0702

Long Bumper FAS0703

Chunky Bumper FAS0704

Side lying board

FA50709

Side lying board blocks

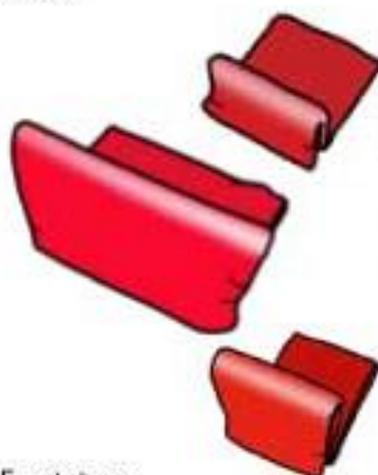
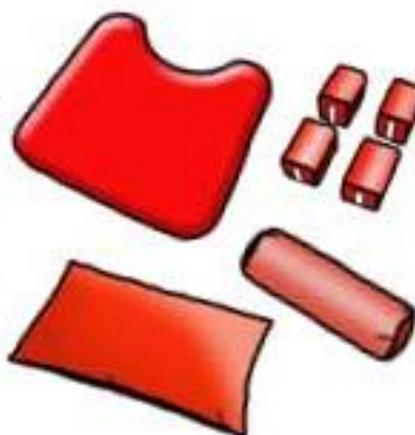
FA7470

D cushion

FA7580

G roll

FA7850



Small positioning bracket FA7200

Small positioning bracket pad FA7165

Medium positioning bracket FA7220

Medium positioning bracket pad FA7175

Large positioning bracket FA7225

Large positioning bracket pad FA7185

Footstop

FA2013

Airmantle

FA0707

Straps

FX01310



## ADJUSTMENTS BEFORE YOU BEGIN

Prior to first using this Learning Station, please take note of the safety warning at the beginning of this manual.



The Learning Station is operated using the battery provided.

The three main mechanisms are operated by the handset shown to the left, which shows the six buttons that operate the recline, tilt and height functions.

When a button is pressed the green light is lit - indicating that the battery or power supply is connected and functioning.

### HEIGHT ADJUSTMENT

The height of the Learning Station can be altered mechanically. To raise it, simply press the buttons, as shown on the handset above, and alternatively lowering the Station by pressing the contrasting button.



LEARNING STATION - RAISED



LEARNING STATION - LOWERED

Angle gauges are included on both the head and the leg sections of the Learning Station, which help calibrate the unit if the client has specific positional requirements.



## TILT-IN-SPACE



LEARNING STATION - TILTED BACKWARDS AND RECLINED FOR DRAINING

To tilt the Learning Station forwards or backward in space, use the two buttons on the handset as indicated.

## RECLINING HEAD SECTION



LEARNING STATION - HEAD SECTION RAISED

The head section angle can also be altered mechanically. To raise or lower the head end, press the two buttons shown on the handset and adjust to suit the client/activity.

**CAUTION:** When the occupant of the station is brought from the lying to a more upright position, it is important that this is done slowly and gently.

Although the Learning Station has been designed to avoid it, friction between the occupant's back and the head section can cause the user's spine to be compressed downwards. To avoid this, move the headrest upwards a few degrees at a time and release the friction by gently easing the occupant's shoulders forwards.

## COT SIDE RELEASE MECHANISM

This enables the complete cotside to be lowered out of the way, so that side transfer can be achieved or a sling can be put in position. In their standard position the cotsides are vertical and are locked about a pivot pin. To "unlock" simply pull the cotside up, then rotate downwards where it hangs freely and out of the way. To return the cotsides to their vertical position, ensure that it relocks downwards about the pivot pin.



LOWERING OF THE COTSIDES

## REPOSITIONING - 5<sup>th</sup> Wheel

The 5<sup>th</sup> wheel increases manoeuvrability and reduces the effort required to move the unit around. The 5<sup>th</sup> wheel is located in the base frame and operated by a set of pedals on each side of the Acheeva.



The wheel is engaged by pressing down on the pedal, so it makes contact with the floor. It is disengaged by pressing on the other pedal, raising the wheel up off the floor and is magnetically held in position. The 5<sup>th</sup> wheel is spring loaded and only requires minimal pressure to operate.



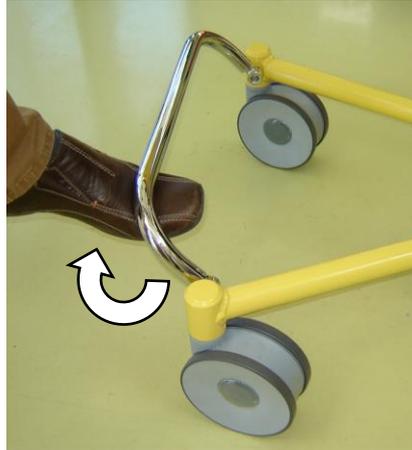
PRESS DOWN ON THE RELEVANT PEDAL TO ENGAGE/LOWER OR DISENAGE/RAISE THE 5<sup>TH</sup> WHEEL AS REQUIRED  
*\* PLEASE NOTE THE COLOUR OF THE PEDALS IS SUBJECT TO CHANGE*

## STATIONARY POSITION

In order to prevent the learning station from moving about it is possible to lock down both pairs of castors. To lock the wheels, press down fully with one foot on the brake bar ensuring the mechanism 'clicks' twice and engages. To release, lift lever upwards fully, ensuring the mechanism disengages.



APPLYING THE BRAKE



RELEASING THE BRAKE

## PRONE TABLE

The learning station has the facility for a table to be attached at the head end (red push handles) for prone use or in any of the four side positions



To connect the table, insert both the left and right arms into the guide pieces. Ensure that the table is locked in position - the red release button should "click" and the table remains stationary.

## TABLE HEIGHT ADJUSTMENT



The table's height can be adjusted to suit the user's arm length. To change this height, release the two clamping levers on the sides of the vertical frame. The table can then be moved up or down the table arms and relocated at the required height. Ensure the table is located at identical heights on both sides and that it is securely locked in position. The table can also be pivoted upwards by releasing the single clamping knob on the tray section and then tightening it back up when in the required position.

## SIDE TABLE

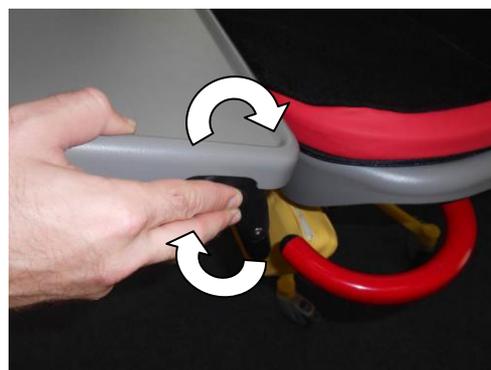
The side table can be located in any of the four side positions when the cotside is lowered



When connecting the side table, insert both arms into the guide pieces and ensure that the table is locked in position - the red release button should "click" and the table remains stationary.

By pressing the black buttons at either side you can angle the side table to suit the client or drop it straight down for access.

When removing the Side Table, press in both red release buttons, below the tray and pull away from the Acheeva unit slowly and evenly on both sides.



## ACHEEVA POSITIONING PACK



LEARNING STATION WITH SYMMETRISLEEP ACCESSORIES

This is similar to the Symmetrisleep system and is recommended for protecting the body shape of the user. The system consists of a cushion, a side lying leg support, medium roll and a number of positioning brackets.

The mattress has a Velcro friendly cover, which enables positioning and firm attachment of the brackets. The brackets can be attached to the mattress at any point. To reposition, simply pull the brackets away from the mattress cover and place where required.

The side lying leg support and its accompanying four support blocks can be attached to the mattress in the same manner as the brackets and all accessories can be stored in the mesh bag fitted underneath the learning station.

## SPECIAL POSITIONS

### PRONE LYING AND POSTURAL DRAINAGE

Put the learning station into the horizontal position using the handset. The tilt-in-space mechanism can then be used to angle the station so that the head is slightly above the feet for prone lying, or alternatively, slightly below the feet for postural drainage.

### SIDE LYING

Use the handset to lower the headrest into the horizontal position.

## CLEANING INSTRUCTIONS

### PU WIPE DOWN "BREATHABLE" MATTRESS COVER

- Wipe clean with a soft cloth moistened with water and a neutral detergent. **DO NOT** use bleach or any biological cleaners.
- Machine wash\* or dry clean with detergent up to 40°C - some surface wrinkling may occur, however this has no adverse effect on the fabric properties.  
(\* Always remember to remove the foam inserts from the mattress prior to washing)
- Hang or tumble dry (on a cool setting) thoroughly before storage.

### METALWORK, PLASTIC FINISHES AND COTSIDE COVERS

- If necessary, these should be wiped down with dilute detergent and thoroughly dried.

## CARE AND USE OF THE BATTERY SYSTEM

The battery pack will be fully charged before delivery and will last for over one hundred operations. When the battery reaches the minimum level and requires charging, an audible warning will sound every time a button is pressed on the handset. **Please use only the charger provided. We recommend the battery is charged at least once a week and you do not wait for the minimum level to be reached.**

### CHARGING THE BATTERY

Locate the charger mounted beneath the footstop at the bottom of the bed



*CHARGER LOCATION*



*REMOVING CHARGER*

Remove the charger from the retaining clips. Unwind the charge cable from the hooks and plug the charger into a suitable mains power supply. Ensure the charge cable is securely connected into the charger



*CHARGE CABLE CONNECTED  
INTO CHARGER*



*GREEN CHARGING LIGHT*



*CHARGER PLUGGED DIRECTLY  
INTO WALL SOCKET*

The green light will indicate the unit is connected to the mains supply. **A full charge will take approximately 8hrs.** To store the charger, reverse this procedure.

If the battery gets to a minimum charge level the system will shut down to prevent damage. The charger can be connected to the mains and will act as a power supply in the event of this happening. The charger can be left connected to the mains, but it is advisable to store it back on the unit when the battery has been fully charged.

There is a breakable connection between the charger and the unit that will disconnect automatically should the unit be wheeled away when the charger is still connected to the mains supply. If this happens, simply push the two wires back together to re-connect. This can only be done when the plugs are lined up in one position as shown.



*RE-CONNECTING THE CHARGER CABLES*

**CAUTION:** Avoid subjecting the cables to mechanical loads. If any cables are damaged, they must be replaced in order to prevent hazards. The system should not be operated constantly for more than 2 minutes under rated load, followed by a rest period of 18 minutes. Operational failure could otherwise result.

## RESET SWITCH



To protect the unit from damage there is a reset/trip switch fitted. If the unit stops working, firstly check the power switch is on and the handset is connected properly. Locate the reset/trip switch as shown above and push the button to reset it. The green light on the handset should illuminate when the handset is operated and power is present. If the problem persists please call an engineer to find the fault.

## HELPING HAND AND SYMMETRIKIT PRODUCTS

If you would like help and information about postural care or manual handling issues, visit our website at [www.symmetrikit.com](http://www.symmetrikit.com)

You can also access an increasing collection of downloads and view the other products available within our range, some of which are illustrated below:

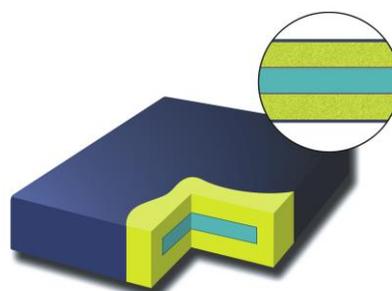


### Meywalk

Can be used anywhere in which you can safely go in a wheelchair - standing up

### Lowzone

Supportive, comfortable cushions and Mattresses



### Poser Slings

Easier sling fitting, better positioning, less hassle all round



### Hoists

Mobiles and overhead installations



### Symmetrisleep

Helping adults and children to learn to lie straight

**SYMMETRIKIT**  
POSTURAL CARE





**Call us today**

**SERVICE LINES**

**Call: 01531 634468**

**Fax: 01531 638059**

*email: [service@symmetrikit.com](mailto:service@symmetrikit.com)*

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**NOTES**

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