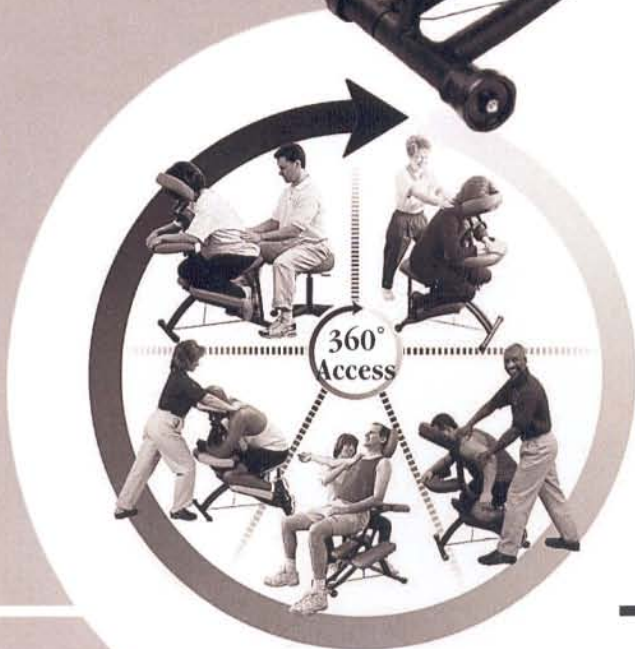


Portal Pro[®] 3

Owner's Manual



PORTAL PRO® 3 OWNER'S MANUAL



Face Rest Covers

Oakworks sells 3 kinds of face rest covers:

1. Soft flannel covers.
2. Fleece face rest covers.
3. Disposable nurse's caps (with simple directions for cutting to fit face rest cushion)

Setting Up Your Portal Pro®

1. Lean your chair forward and lift the back of the seat until fully open.
2. Remove the plastic covering from the wheels and feet.

Face Rest Set-up

Preliminary Face Rest Adjustments for Convenient Cam Lock Orientation

- *Note: If the face-rest cam locks are on the side of your strongest hand, there is no need to make the adjustments 1-5 below.*
1. Loosen the face rest cam locks and knobs.
 2. Remove the face rest pad from chair.
 3. Turn the face rest platform so that the cam locks are on the side of your strongest hand.
 4. Replace the face rest pad on the platform.
 5. Slide the face rest dowels into Portal Pro connector tubes.

Height and Angle Adjustments

- Cable System changes the height of the chair. (Fig. 1)
- Lower cable settings position chair low and angled, suited for shorter therapists.
- Highest cable settings position chair more vertically with the seat higher off the floor for shorter clients and/or taller therapists.

To change cable setting:

1. Lift seat to relax tension on the cable and remove the "Z" clip from the seat hole.
2. Insert the "Z" clip into the correct hole and pull back on seat tube until the cable is taut. The "Z" clip should lie flat against the seat tube.

Seat Adjustment

Raising and lowering the seat height also changes the seat angle.

A good basic seat position is when the seat is angled downward toward the front feet, with the back of the seat higher than the front. Lumbar strain can be reduced by raising the seat height one to two holes.

To change the seat height:

1. Push in button on seat tube while raising or lowering the seat. (Fig. 2)



Fig. 2, Close-up of Seat Tube

Face Rest Adjustments for Optimal Client Comfort

Oakworks QuickLock™ Face Rest *has virtually unlimited positioning.*

- *Note: The face rest can be moved up and down after loosening the knobs and angled after releasing the cam locks.*
 1. Show your client how to get on the chair.
 2. Release the cam locks and knobs on the face rest. (Fig.3)
 3. Ask your client to sit down and hold onto the face rest on the velcro® on the sides of the "U" tube. (Fig.4)
 4. Tell your client to pull the face rest toward them until their forehead rests comfortably on the pad.
 5. Have your client lean forward, letting the chair support their weight until they are in a relaxed position.
 6. Lock the cam locks and tighten the knobs securely. Please do not over-tighten the knobs - too much force may cause stripping. (Fig.5)



Fig. 3



Fig. 4



Fig. 5

Arm Rest Adjustments

Arm Rest Adjustments

- *Note: The arm rest is designed for the weight of your clients to rest their forearms. Please do not allow your clients to push against the arm rest to lift themselves out of the chair. The arm rest won't support your client's full weight.*
 1. Pull the buckle tab to lengthen the strap. Release the camlock. Lift or lower arm rest until your client's forearms rest comfortably on the pad and his/her shoulders are comfortably rounded.
 2. Lock cam lock and tighten strap by pulling on it.

Your client and your Portal Pro are now ready for your touch.



Tips for Perfect Positioning

- Adjust seat height higher for those short clients who are having trouble getting comfortably into the face rest.
- Reduce knee flexion by raising the seat and the chair height. Some clients may find it more comfortable to put their feet flat on the floor.
- Short, heavy or large-breasted clients will be more comfortable with the face rest moved toward them, over the chest pad.
- The Sternum Pad (Fig. 6) helps you maximize the effects of treatments. Position the sternum pad vertically when doing shoulder work or for large-breasted clients. Position the sternum pad horizontally with the ridge just below the breasts for pregnant women.

Use the sternum pad for supporting the cervical region. Replace the face-rest pad with the sternum pad. Release the cam locks and knobs, and move the sternum pad so that the ridge of the sternum pad supports the cervical spine. You may have to lower the seat or provide a foot stool for shorter clients.

To seat clients backwards in chair, turn the face pad around so that the curve of the "U" supports your client's neck and lower the seat so that it is parallel to the floor. (Fig. 7)

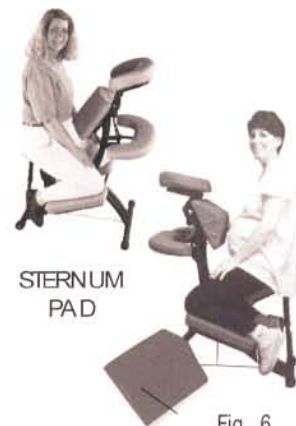


Fig. 6



Fig. 7

Folding and Carrying Your Portal Pro®



Fig. 8



Fig. 9



Fig. 10



Fig. 11



Fig. 12



Fig. 13



Fig. 14

Close-up of wheels



Fig. 15

1. Release the arm-rest cam lock and the strap to fold the arm rest. Lock the cam.
2. Fold down the face rest and relock the cam locks and tighten the knobs (Fig 8).
3. Put the push button on the seat tube into the third hole from the bottom.
4. Lean the chair forward and push in the seat. The chair will fold (Fig.9). Push on the seat to lock it in the folded position.
5. Use the spacer bar on the face rest as a handle for pulling your chair. Stand behind the seat and grab the spacer bar. Pull it toward you.
6. Your chair is designed to protect the pads by keeping them far off the floor as you pull it (Fig. 10). The wheels will roll on any surface.

To carry your Portal Pro, lift by holding onto one of the main tubes at the pivot bolt and resting the seat pad against your hip. The optional shoulder strap will make carrying your chair easier (Fig. 11)

Transporting Your Portal Pro®

The carry case protects your Portal Pro in transport.

To put your chair in its case, follow directions above for folding your chair. Relock all of the cam locks.

1. With the zipper open all the way, drape the case over the top of your chair as it is standing. The zipper should be on the side of the chair. (Fig. 12)
2. Zip the zipper closed as far as you can. (Fig. 13)
3. Put the chair on its side and bring the case up over the legs.
4. Zip the zipper closed leaving the wheels exposed for easy rolling (Fig.14) or tuck them neatly inside for lightweight carrying. (Fig.15)

Care & Repair of Your Portal Pro®

Cleaning: *Do not use alcohol or alcohol-based cleaners on any vinyl.*

We recommend cleaning your vinyl with a mild detergent to protect it against oil stains and dirt which will cause cracking and permanent stains over time. Household products you can use include a 4:1 diluted solution of 409® cleaner, Fantastik®, mild soap and water or any non-abrasive with a non-alcohol content. Disinfect with 10% bleach solution.

Small rips are easily repaired with VLP, available from Oakworks. Major vinyl damage may require pad replacement, also available from Oakworks.



Therapeutic Equipment Since 1978

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Date of Purchase: _____

Serial Number: _____

Model: Portal Pro®3



Dynamic Load:
300 lbs

U.S. Patent No. 5,401,078