

User manual

Prone, supine
and upright stander

BS-300

Dear Customer!

We would like to thank you for your trust extended to us and for purchasing our product.

The prone, supine and upright stander BS-300 distinguishes itself by its quality, security, easy operation and modern design.

For optimal use of this aid, we ask you and possible other users to carefully read this operating manual.



Please read through these instructions carefully before first use and handle equipment appropriately!

2 Table of contents

Topic	Page
1 Foreword	3
2 Table of contents	4
3 Safety instructions	5
4 Warranty and product liability	9
5 CE sign and position	9
6 Indications and prophylaxis	10
7 Purpose of use	10
8 Product overview	11
8.1 Basic model	11
8.2 Accessories / options	11
9 Initial operation	13
10 Assembly and adjustment	14
10.1 Basic model	14
10.2 Accessories / options	16
11 Types and accessories	24
11.1 Basic model	24
11.2 Accessories / options	24
12 Technical details	26
13 Cleaning and disinfection	27
14 Maintenance and overhaul	28
15 Operating life and Re-use	30
16 Faults, repairs, spare parts	31
17 Storage	32

3 Safety instructions

The prone, supine and upright stander BS-300 is CE-marked and fulfils the requirements of the latest directives. It was developed in line with most recent findings. Production is subject to an on-going quality control.

Please read this user manual carefully before operating the prone, supine and upright stander.

In case of loss, request a new copy or download directly from our download area on our homepage www.ato-form.com.

Please keep the user manual in a safe place, accessible to care and maintenance staff.

The user manual does not replace the experience of supervisory staff with the experience and knowledge of operators,

which they gained from (for example) training courses.

In the event of specific or difficult applications, the user manual represents a guide to the most important handling.

Ensure all users of this aid understand its handling and the meaning of the symbols attached to the device.

Accidents can be prevented when technical instructions according to the EWG guidelines are followed.

Protective coverings, labels and warning notices may not be removed.

The maximum load-bearing capacity of the BS-300 is 100 kg.

 **Regular monitoring at your specialist dealer (at least once a year) lengthens the life time of the prone, supine and upright stander and gives you security.**

Please also see section: maintenance and overhaul.

3 Safety instructions

- Before mounting or using the prone, supine and upright stander BS-300 carefully read all instructions of this user manual, as these have been drawn up for your safety and as a guideline for the correct use and maintenance of this product. This operating manual is an indispensable component of the delivery and should be stored carefully for further use.
- The operating manual is intended for retailers and users of the prone, supine and upright stander BS-300, (or their carers), it contains the required information to secure the correct use of the product, it cannot, however replace the necessary experience of the user or assistant in handling the device.
- The reseller has the duty to deliver the device ready for operation and to explain precisely the functions and technical data of the device, as well as provide the necessary support and briefing needed for a correct and efficient use of the device.
- The given instructions of the operating manual, refers to the point in time of the device being placed on the market. The manufacturer reserves the right to introduce any modifications which prove necessary to the device and associated operating manual, without being bound to change previous devices and associated operating manuals.
- Use of the rehabilitation aid and its accessories, must be administered under medical supervision.
- The prone, supine and upright stander BS-300 must only be operated under supervision of a qualified person, or respectively a family member of the user.
- Never leave the user of the aid unattended.
- The BS-300 may only be operated by persons who have familiarized themselves with the standards and rules of the present operating manual.
- The BS-300 may only be used by persons of a suitable stature and physical aptitude.
- Never place a patient in an aid, which is not coordinated with his or hers body height and weight.
- Adjust settings only in the unloaded condition.
- When using a prone, supine and upright stander the center of gravity is always relatively high up. A person using a prone, supine and upright stander is always dependent on the stability of the device, from the supporting points against the body and support area to the floor.
- Do not place any hot beverages or objects onto the aid you have purchased, as this would seriously damage the aid.
- Do not load any heavy objects onto the aid, as this would impair the structure, the centre of gravity and consequently impair the balance.
- Always ensure there are no obstacles in operating range of the rehab aid, such as carpets, stairs or objects on the floor, which could lead to the prone, supine and upright stander BS-300 overturning.

- Move all objects out of the way, which could be hit or fall whilst operating the aid.
- Never use the aid on rough terrain, steeply sloping ground or stairs.
- Do not move the aid, if a person is standing in the aid.
- Do not use the rehab aid before ensuring a complete and correct fitting of the safety belts, if available.
- Check all adjustable parts are locked, before every use of the aid.
- Apply the lever brakes for a secure stand when stopping.
- Always lock brakes before use, when setting, adjusting functions or accessories.
- Please note the individual and overall safety relevant information when using several rehabilitation aids simultaneously.
- All aspects of spatial influences (wet and smooth floors, steps or similar) must be taken into consideration by the carer or user.
- Do not use the BS-300 before checking the wheels of the aid.
- Wet and dirtied wheels can decrease the braking effect.
- Check regularly if all screws and handles etc. are firmly tightened. Worn and defect parts are to be repaired or replaced immediately. This is especially important to ensure a safe use of the rehab aid! Carefully check the clamping jigs and the like are securely fixed.
- Do not use the aid, if parts of it are damaged or missing. Missing parts are only to be replaced with original spare parts.
- Do not carry out any interferences or measurements if you are unsure of their effects; for your own safety contact the nearest service centre or contact the dealer directly.
- In case of accidents or malfunctions, contact the dealer or manufacturer from whom you purchased the device.
- The manufacturer is not liable for damage to persons, objects or animals resulting from false usage of the equipment by the user or third parties, through incorrect mounting of parts and accessories, by neglect or poor maintenance, neglect, through unauthorized alterations and modifications, usage of non-original spare parts or accessories, through unpredictable and exceptional events resulting from non-compliance of the regulations in the presented operating manual.
- Clean the prone, supine and upright stander BS-300 in accordance with the instructions given in the chapter „cleaning“.
- Please ensure before use the product is cleaned according to the cleaning instructions and if indicated also disinfected.
- Any serious incidents occurring in connection with the product must be reported to the manufacturer (ATO FORM GmbH) and the competent authority of the country in which the user is resident.

We constantly develop new aids and improve existing products. We are happy to receive your suggestions of every description.

4 Warranty and product liability

ATO FORM grants the required by law warranty of your country against defects in workmanship and materials.

The warranty would be adversely affected if the customer's responsibility of servicing and/or daily maintenance is not carried out according to the guidelines and intervals prescribed by the supplier and/ or stated in the manual.

For further information, we refer to the ATO FORM homepage/download www.ato-form.com.

The warranty can only be sustained if the ATO FORM product is in use in the same country where it was purchased and if the product can be identified by the serial number. The warranty does not cover accidental damage, including damage caused by misuse or neglect.

The manufacturer's obligations transfer then to the person carrying out the modifications.

The warranty does not extend to non-durable parts, which are subject to normal wear and tear and need periodic replacement.

The warranty is null and void if non-original ATO FORM parts/accessories are used, or if the product is repaired or altered by anyone other than an authorized ATO FORM representative or by trained personnel officially recognized by ATO FORM for repair and maintenance of ATO FORM products.

ATO FORM reserves the right to inspect the product being claimed for and the relevant documentation before agreeing to the warranty claim and to decide upon whether to replace or repair the defective product. It is the customer's responsibility to return the item being claimed for under warranty to the address of purchase.

The warranty is given by ATO FORM or, subsequently, an ATO FORM dealer.

5 CE sign and position

The CE label with details of the manufacturer, article number, serial number and production date is located on on the centre strut on the base frame.



6 Indications and prophylaxis

- Inability take and maintain the standing position due to physical or mental disorders, in particular as a result of:
- Paraplegia
- advanced multiple sclerosis
- Cerebral palsy
- Muscular dystrophy
- persistent vegetative state
- And others

Contraindications

- Open wounds, weeping eczema (at the girth sites).
- Fresh fractures of the joints and spine

The list of contraindications does not grant guarantee completeness. The patient's general condition is an important part of the risk assessment. In individual cases, the decision must be made by the attending physician, who must weigh the risks versus the expected benefits.

7 Purpose of use

The device must be prescribed by a medical specialist, who has tested beforehand and determined if the BS-300 is suitable for the individual therapeutic goal of the patient. Furthermore, the medical specialist has determined the aid to be suitable according to measurements, weight and willingness of the patient to use the aid.

The aid is delivered via an authorised technician in compliance with the requirements of the country where it is being used and in strict accordance with the information and instructions in this manual for adjustments of the aid according to the measurements of

the user. Only compliance of the regulations and instructions can lead to positive ergonomically effects.

We wish you every success when using the Prone, supine and upright stander BS-300.

The prone, supine and upright stander is intended only for indoor use.

It offers versatile therapeutic applications such as, for example, as an upright stander, prone board or supine board. The optional therapy table optimally supports training of head control.

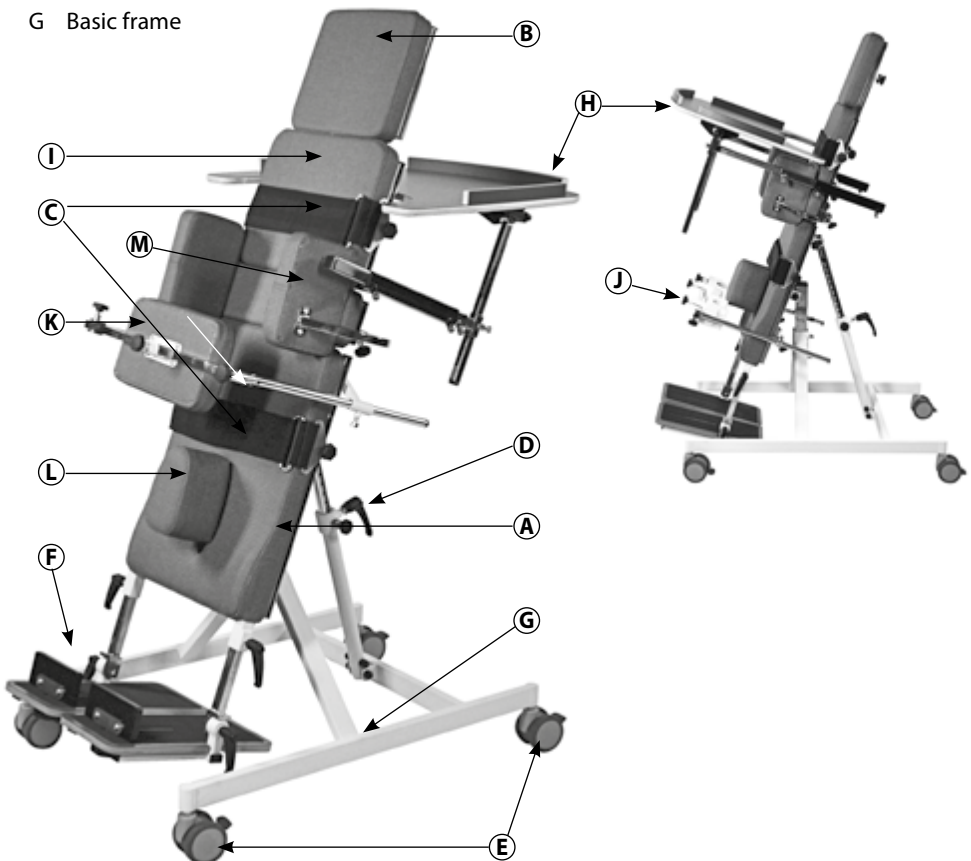
8 Product overview

8.1 Basic model

8.2 Accessories / options

- A Standard support cushion (large)
- B Standard support cushion (small)
- C Belts
- D Foot pedal for tilt settings
- E Swivel wheels (lockable)
- F Heel support partitioned
- G Basic frame

- H Therapy table with holder
- I Extension cushion wide/low
- J Knee supports
- K Posterior support
- L Abductor wedge
- M Thorax- and pelvic support



N – Head support with facial aperture for prone position

(W 37 x H 37 cm)

O – Chin support

(H 5 x D 10 x W 40.5 cm)

P – Therapy table

Q – Posterior support

(W 26 x H 16 cm)

R – Thorax- / pelvic supports

(W 13.5 x H 19 cm)

S – Knee supports

(W 11 x D 6.5 cm)

Abductor wedge

(L 16 x W 8 x H 9 cm)

T – Footplates with heel supports

Page 11

I – Extension cushion narrow/high

(W 28 x H 23 cm)

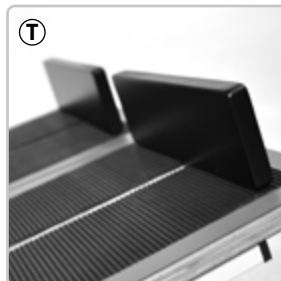
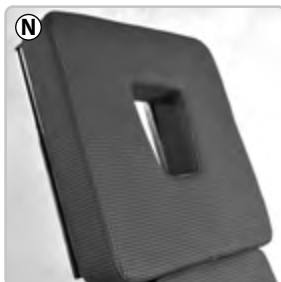
Extension cushion wide/low

(W 46 x H 17 cm)

Without pictures:

**Electric motor,
rechargeable**

Foot shells



For a complete overview of our extensive range of accessories for the BS-300 see item **11.2 Types and accessories** on page 24.

9 Initial operation

The reseller is to unpack the unit, ensure that the components and accessories listed in the scope of delivery are all present and undamaged, and give the buyer the initial instructions on use of the aid.

This way, with help of the reseller, the user as well as the attendant must become familiar with the correct operation of the aid.

Once the demonstration has been completed, the reseller must ensure the user and/or the assistant have fully understood the basic functions of the equipment. This is the only way to prevent the user from dangerous situations.

The above mentioned requirements must be observed for first use and also for reuse.

The seller must give instruction for use, as well as explain the basic functions of the device according to MPG (medical products law) to qualified staff.

10 Assembly and adjustment

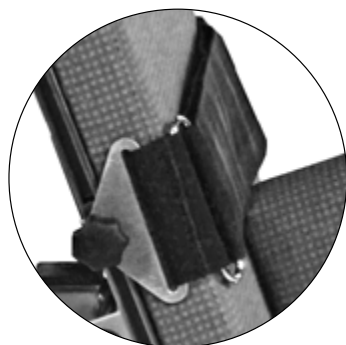
10.1 Basic model

Preparation:

Unpack the product and remove the packing materials.

The device is completely assembled.

Ensure that the product is complete and undamaged.



Belts

The belt is moved freely guided through the rail and fixed by a star grip.



Note!

Do not pull on the foot plates, therapy table or other mounted components. Neither to move the BS nor to position the user. Always grasp the frame or the lying surface.

Foot support

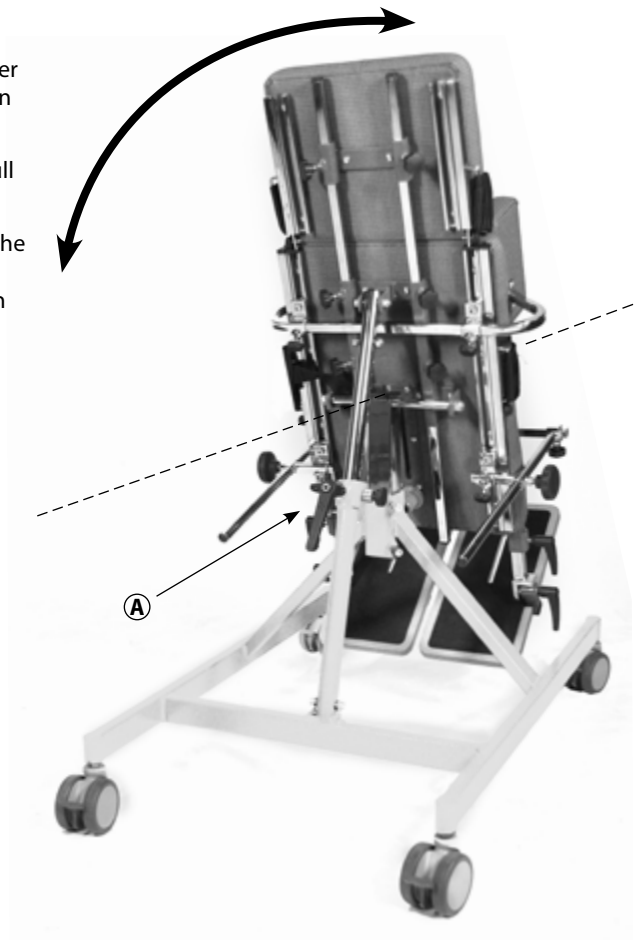
The height and angle of the footrest is adjusted using a clamping lever.

Tilt settings

Firstly loosen the clamping lever on the connection bar between the frame and board.

Hold on to the tilt table and pull out the security lock.

Release the locking pin when the stander is in the required position and ensure the locking pin clicks into place. Finally, fasten the clamping handle securely.



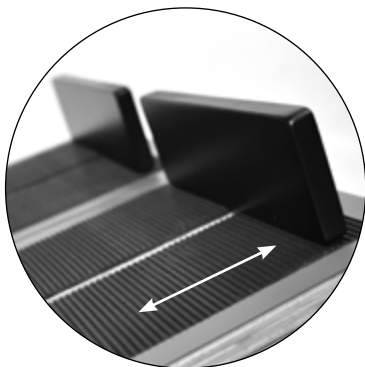
Elektrical tilt adjustment

please refer to page 23

10.2 Accessories / options

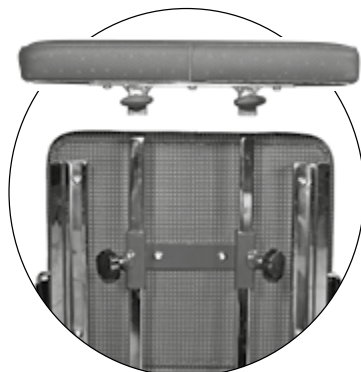
Heel supports for the prone position

The heel support is guided through the slot from underneath the foot rest and fastened.



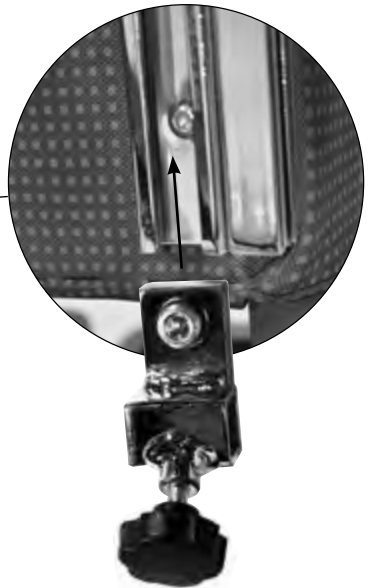
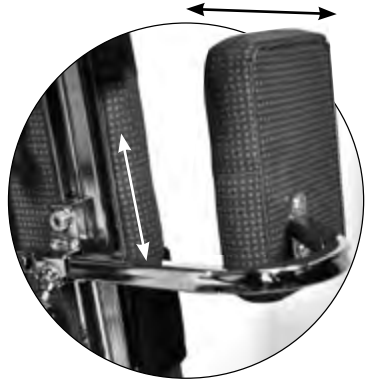
Chin support

Mount the chin support onto the bars (as shown) and fasten screws carefully.



Thorax- and pelvic supports

Place the thorax and pelvic support fittings into the lateral guides as shown and fasten the allen screws into the desired height. Then push the side supports into the holder and fasten using the star grip.

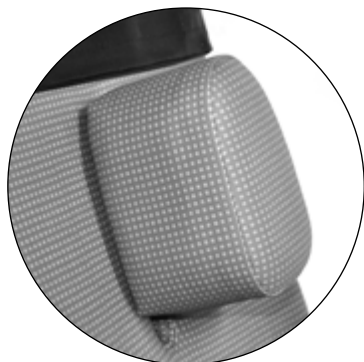


Headrest with facial aperture

Push the long guide rails about 15 cm upwards and secure the headrest into the mid pipes, fasten by use of the clamping screws.

Abductor wedge

Push the abductor wedge through the slot centered in the lying surface. Fasten on the backside using the allen screw.



Extension cushion

The extension cushion is mounted onto the two guide rails between the lower and upper standard support cushion.

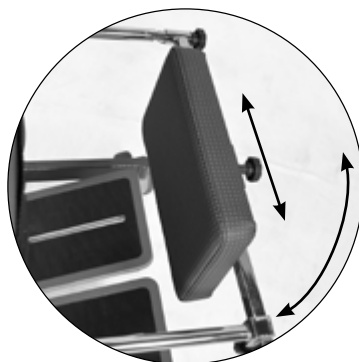
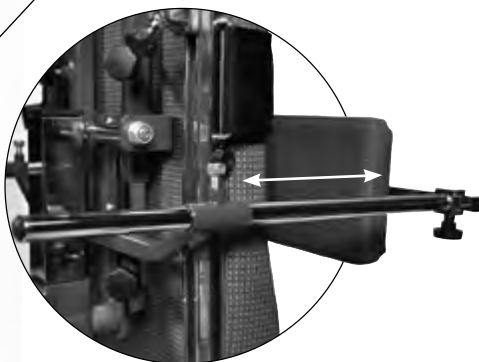
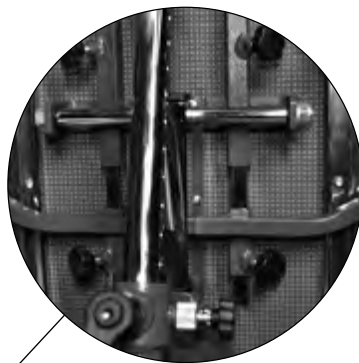


Posterior support

The supporting adaptor for the posterior support is mounted - as shown - onto the long guide rails.

Lead the bars through the extension cushion and the posterior support. Fasten with the handle.

The posterior support can be adjusted (as shown). The posterior support can be swung aside for easy entering and exiting.

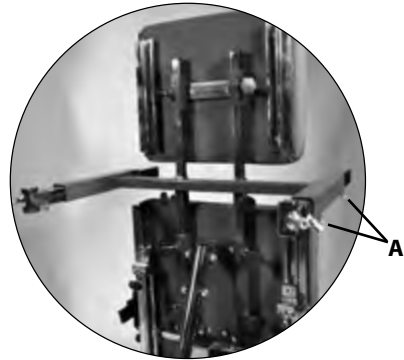


Therapy table for prone and supine position

Start by removing the upper supporting cushion by loosening both locking screws. Mount the painted table holder (adjusting screws are on the top) onto the long guide rails and tighten the adjusting screws. Now assemble the upper standard support cushion again.

Mount the chrome telescopic tubes, depending on its intended use. (see image)

Now you can mount the table top, by placing the holders into the respective fixings and tighten the locking screws into the desired height. Use clamping levers to adjust angle and use allen screws to adjust height and depth.



Therapy table for prone position



Therapy table for supine position



Knee supports for supine position

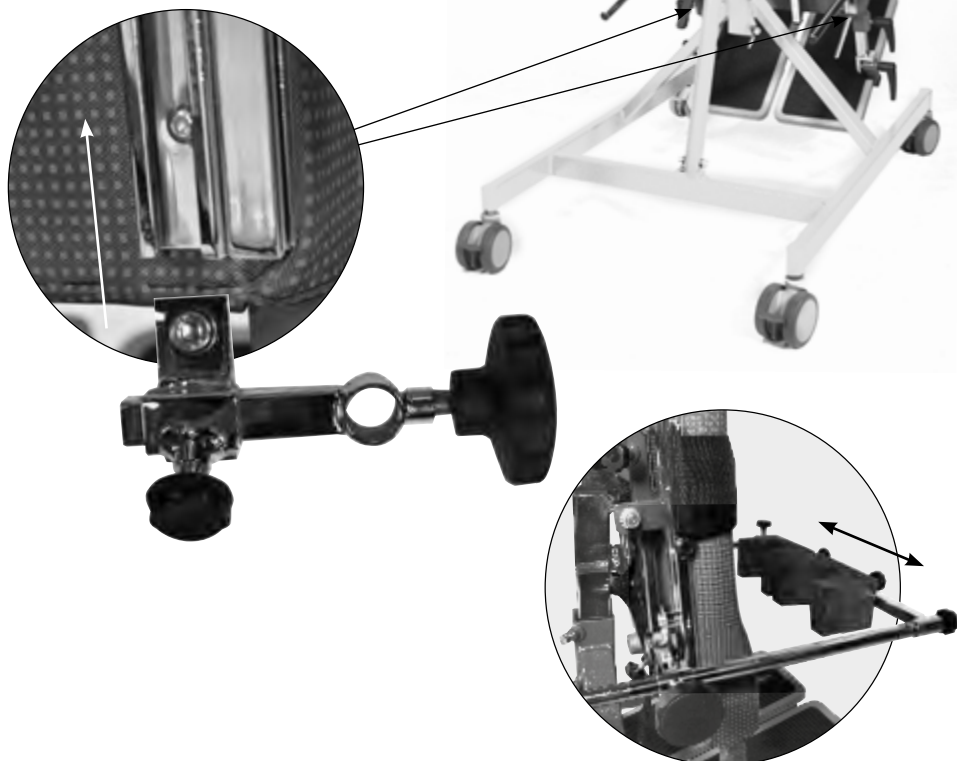
Knee supports: You need to shape (cut out) the knee blocks according to the individual needs of the user.

Please adjust the knee supports to suit the individual needs of the user.

Place the fitting in the slot and fasten in the desired height.

Then place the bar in the fitting and fasten with the handle. Mount the knee support bars in the fittings and fasten.

The knee supports adjust sideways. Use the handle.



Electric tilt adjustment

Mounting of the electro box only needs to be carried out, if the electric drive is ordered separately. When ordering a BS prone, supine and upright stander with electric tilt adjustment, it is delivered completely mounted.

Firstly, dismount the connection bar for the manual tilt from the top of the stander and frame (Fig. 1), using an allen key and fork wrench.

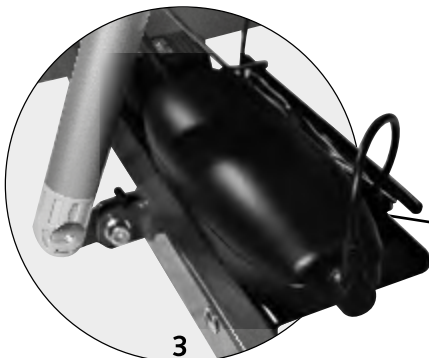
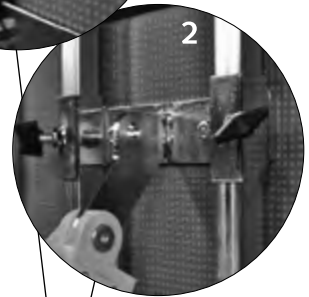
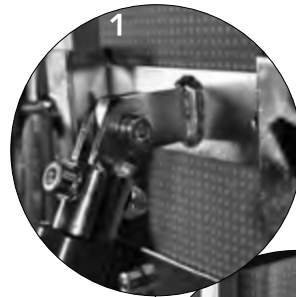
Then fitting for the manual tilt bar has to be exchanged with the new one according to Fig. 2.

Fasten the mounting plate for the electro box to the frame and fixate the electro box unit accordingly (Fig. 3).

Now you can mount the drive unit to the frame and board.

Hereby it is necessary to place the black adapter between the frame and motor.

Finally, connect the cable of the drive unit and the remote control cable with the electro box (Fig. 3).



11 Types and accessories


11.1 Basic model

BS-300-9550-6 **Prone, supine and upright stander**, Size 3, green

11.2 Accessories / options

Following accessories are available for the BS-300 prone, supine and upright stander:

BSZ-301-8550-6	Abductor wedge
BSZ-302-1550-6	Heel support (pair) for prone position
BSZ-303-8550-6	Thorax-/Pelvis support (pair)
BSZ-305-8550-6	Extension cushion type 1 , narrow/high (28 cm/23 cm)
BSZ-306-8550-6	Extension cushion type 2 , wide/low (46 cm/17 cm)
BSZ-307-8550-6	Chin support
BSZ-308-8550-6	Head support with facial aperture
BSZ-310-8550-6	Posterior support
BSZ-313-0550-6	Knee support for supine position
BSZ-316-0550-6	Therapy table for prone and supine position
BSZ-315-0550-OK	Electric motor additional component
BSZ-314-0550-1	Foot plate (pair)

 **The most up-to-date overview of our extensive range of accessories for BS 300 and their description as well as much more useful information can be found on our homepage www.ato-form.com.**

For special problems, or if it seems the accessories you require are not demonstrated nor described, please contact us.

We may already have the right solution for you.

12 Technical details

Prone, supine and upright stander		BS-300
Armpit height:	cm	115 bis 153
Overall width:	cm	63
Overall length:	cm	111
Overall height, basic model:	cm	max. 135
Overall height including all accessories*:	cm	max. 195
Overall height (horizontal position):	cm	72
Access height:	cm	10 bis 15
Support cushion - large (width x height):	cm	47 x 81
Support cushion - small (width x height):	cm	36 x 36
Tilt:	degrees	-5 bis 90
Loading capacity	kg	100
Gesamtgewicht	kg	33

*(Foot plate up to upper edge of supporting surface)

Technical changes reserved!

Construction

The prone, supine and upright stander consists of: a powder-coated steel-tube frame, chrome-plated adjustable metal parts, foam-padded baseplate with pleasant and easy-to-clean imitation-leather upholstery, therapy table of laminated veneer lumber and covered on both sides with Formica, footplate of plywood, polypropylene belts, 4 polyamide double safety castor wheels each with total lock brake, plastic clamping lever, lockable gas spring with Bowden cable release, for optional electric tilt adjustment a 24-volt drive system with battery supply is available.

Operating conditions

(only electric model)

Temperature: +5 °C to +40 °C

Relative humidity: 20% to 90% – noncondensing

Air pressure: 800 to 1060 hPA
(Operation in an estimated height ≤ 2000 m)

13 Cleaning and disinfection

Leftovers, dirt and dust are always to be removed. Moving parts work easier, if you apply one drop of oil after cleaning.

Cleaning the metal parts:

The painted and chromed parts of the Prone, supine and upright stander should only be cleaned using a soft cloth and mild and alcohol based customary cleaning agents.

Cleaning the rollers/wheels:

Keep the rollers clean at all times; regularly remove dust, hairs and other accumulating dirt from rollers.

Cleaning of textiles and imitation leather:

These are best cleaned using water and a mild detergent.

When using the cleaning agents the instructions of the manufacturer must be observed.

Disinfection:

For disinfecting, use household disinfectants and consider the following indications:


The assistant must wear suitable protective clothing (for example gloves) in order to avoid infections.

When using disinfecting agents always follow the instructions of the manufacturer.

Warning

Do not use strong solvents, which could damage the surface of the device.

The use of a high-pressure cleaner will void the warranty.

 **Ensure that the upholstery and wooden surfaces are kept clean. Urine and sweat can damage the product.**

14 Maintenance and overhaul

For the protection of the warranty and safety, it is especially important that the prone, supine and upright stander is serviced regularly once a year from the date of purchase.

It is recommended to make service arrangements. The manufacture will gladly provide the maintenance check list to your specialist dealer on request.

Please contact your specialist dealer to carry out corrective maintenance works for your BS-300.

The device should be checked by the manufacturer at the latest after 3 years.

Maintenance Checklist

Castors

- No damage or wear
- Firm seat

Brakes

- Free from grease and dirt
- Full brake function
- No signs of damage or wear

Frame

- Metal parts; no signs of damage or wear, especially for adjustable parts
- Welding seams are intact
- Fasteners, bolts, nuts and springs are secure
- Replacement of parts if there is any sign of wear
- No signs of wear or damage of the safety components

Upolstered padding

- No signs of wear

Date	Service performed	Name	Sign

15 Operating life and Re-use

The BS-300 is made from high quality materials and is subject to a continuous quality control in our house. Because of this and the solid construction, the expected operating life of our product is up to 5 years, depending on the usage intensity and number of re-uses, under normal and compliance with its intended use (according to the instructions given in our user manual).

The expected operating life does not apply to wear parts.

The product BS-300 was designed so it could be reused after the application of various measures.

Following measures should be followed:

- Thorough cleaning and disinfecting using appropriate cleaning agents.
- Replacement of wear parts
- Maintenance, following the maintenance schedule of the manufacturer or authorized specialist dealer.
- Preparing accompanying documents and release for re-use.

16 Faults, Repairs, spare parts

If your toilet seat lift BS-300 cannot be operated?

Please ensure.....

- The battery is charged
- All plug connections are plugged in correctly and secured.


Try and shut down the fault.

Failing that, contact your specialist dealer / reseller.

Only original accessories and original spare parts may be used. Non-compliance with these instructions and repairs carried out or modifications made to the BS-300 or its parts by unauthorized persons, voids any warranties.

In these cases, any product liability granted by the manufacturer (ATO FORM GmbH, Zur Lauterhecke 34, 63877 Sailauf, Germany) is voided in advance.

For all questions about spare parts and accessories contact your specialist dealer or the ATO FORM-Service +49 6093-944-0.

 **Spare parts and accessories must not be removed or replaced while the patient is using the Prone, supine and upright stander!**

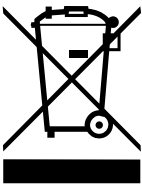
17 Storage

Keep this operating manual in a safe place, where you or care and maintenance staff have access to it.

The current version of these instructions for use can be found on our homepage in the download area.

You can find more information about the product on our homepage at www.ato-form.com or under this QR code.

Disposal of battery operated devices



The battery pack must not be disposed of together with normal household waste at the end of its service life. Please observe the legal requirements in your area. Your municipal government and locally based waste disposal companies will be happy to provide you with information in this regard.

In environmental protection matters:

All packaging parts are re-useable. The cardboard packaging is to be recycled as waste paper. We therefore use paper as filler material. Possible used plastic film of the packaging are made out of PE and are therefore low in pollutant and can either be recycled or burnt.

Complete Range:

- Head and body protection
- Walking aids
- Gait trainer
- Standing aids
- Seating aids
- Hoists
- Customized solutions

Thank you for your interest in our products.
For questions please contact ATO FORM GmbH or
your specialist dealer.

Your ATO FORM Team



ATO FORM GmbH

Zur Lauterhecke 34, 63877 Sailauf, Germany

Tel. +49 6093 944-0, Fax +49 6093 944-444

E-Mail: info@ato-form.com

www.ato-form.com

Your specialist dealer