

# WARDRAY PREMISE

## XRT4500 Folding Portering Chair



## OPERATORS MANUAL



## **Introduction**

Thank you for purchasing this X-ray product. Manufactured and tested to the highest standards.

Our products are manufactured by Wardray Premise Ltd at our UK based factory to BS EN ISO 13485 and are CE marked.

To ensure that you obtain maximum benefit from your product, please take a few minutes to read the enclosed information regarding operation, service and maintenance.

If you have any problems in the meantime or would like any advice about this or any other X-ray products from the Wardray Premise range, please contact us at the following address:

Wardray Premise Limited  
Hampton Court Estate  
Summer Road  
Thames Ditton  
Surrey  
KT7 0SP  
UK

Tel: +44 (0) 20 8398 9911

Fax: +44 (0) 20 8398 8032

E-mail: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

Website: [www.wardray-premise.com](http://www.wardray-premise.com)

### **Kindly note:**

If you modify a Wardray Premise product you will invalidate your warranty.

Unless you have our express written permission to modify a product, we transfer all liabilities for modified products to you.

### **EU Authorised Representative:**

Advena Ltd  
Tower Business Centre  
2<sup>nd</sup> Floor, Tower Street  
Swatar  
BKR 4013  
Malta

## Specification

The XRT4500 folding portering chair is designed to be used in an X-ray environment, and is manufactured and tested to the highest standards.

The XRT4500 is constructed from 2 main materials, these being aluminium, and 316 stainless steel.

The main frame is manufactured from aluminium which is lightweight, this aids the easy movement of the chair.

The armrests are manufactured from 316 stainless steel which give added strength.

It is advisable that this product is inspected and serviced every 12 months by a Wardray Premise trained technician.

A Service contract package is available, and details are available upon request from our Service Department on +44 (0)20 8398 9911.

For international customers please contact your local Wardray Premise representative for assistance.

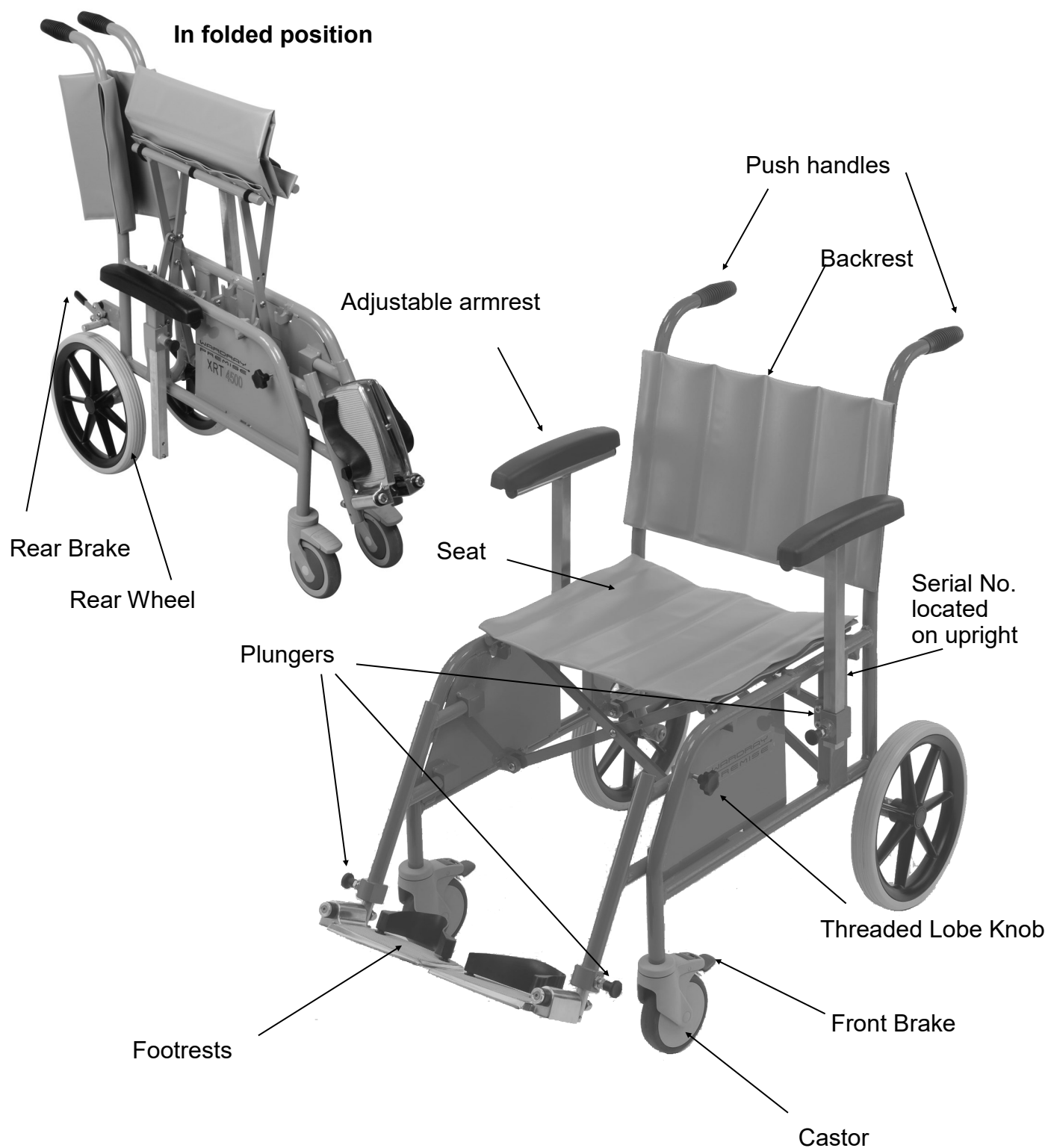
<b>Seat size</b> mm <b>475 x 410</b>	<b>Max length</b> mm <b>1091</b>	<b>Max width</b> mm <b>653</b>	<b>Low height</b> mm <b>N/A</b>	<b>Seat height</b> mm <b>498</b>	<b>Max load</b> Kg <b>200</b>
--	--	--------------------------------------	---------------------------------------	--	-------------------------------------

**Maximum patient weight 31Stone / 200Kg**

## Important Information

The XRT4500 is an adult manual mechanical wheelchair intended to provide mobility to a person limited to the sitting position as a transport chair within a healthcare facility.

## XRT4500 Portering chair parts reference



## Operating Instructions

### Armrest

Armrests have been fitted to both sides of the chair these are to aide comfort whilst the patient is sat in the chair.

The armrests should be in the lowered position when the patient is getting in and out of the portering chair.

The armrests can also be lowered to allow a patient access from the side as the armrests lower to a position below the seat level. This can easily be achieved by pulling the plunger, to disengage, then lower the armrest.

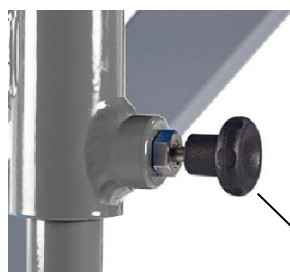
To raise the armrest, simply pull the armrest upwards. It will click as the plunger engages into position. Ensure the plunger has engaged in the locator and the armrest locked into position.

**Plunger** (Fig 1) - Pull black plunger to disengage (Fig 2)  
Each armrest has 1 plunger.

### Plunger



Plunger  
Engaged Fig 1



Plunger Disengaged  
Fig 2



**IMPORTANT NOTE:** Armrests have not been designed to be weight bearing. They are for the comfort of patient transport only.

## Operating Instructions

### Footrests

Designed for patient comfort and ease of use the footrests can be removed completely (Fig 3) if not required.

To remove the footrests, loosen the threaded lobe knob on the front side of the chair (Fig 4) by unscrewing in a counter clockwise direction. (You do not need to fully remove the knob. Loosening it will allow removal of the footrests.) Pull the footrest away from the chair in a horizontal motion removing the footrest and the supporting arms.

To refit the footrest, simply align the two supporting arms and push the footrest back into place. Once in place, rotate the threaded lobe knob in a clockwise direction to tighten and secure.

For easier access for the patient the footrests can be rotated upwards (Fig 5).



Fig 3

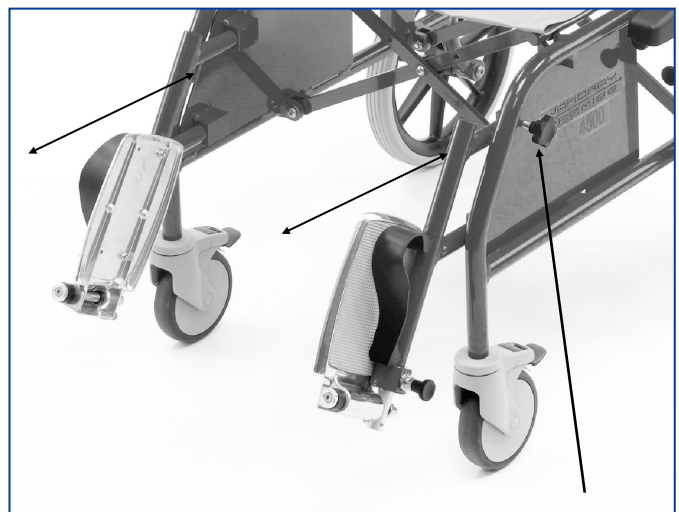


Fig 4

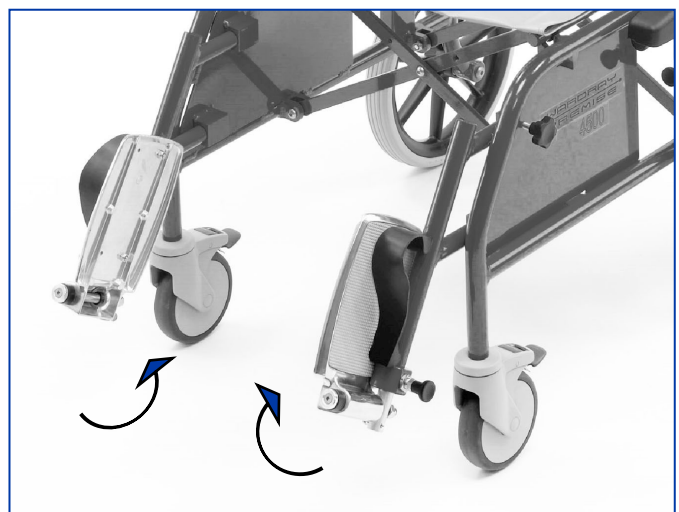


Fig 5

**IMPORTANT NOTE:**  
**DO NOT** allow patients to stand on the footrests when getting in or out of the chair, as the chair will be unstable.  
In addition, footrests have not been designed to be weight bearing.

## Operating Instructions

### Braking System

The folding portering chair is fitted with two 150mm diameter, individually braked castors on the front of the chair (Fig 1) and a rear brake is also fitted to the right hand wheel (Fig 3) .

To engage the brakes on the front castors place your foot on the front part of the brake lever (Fig 1) and push down firmly, the brake will lock in place and stop the castor from moving.

To release the brake place your foot on the rear part of the brake lever (Fig 2) and press down firmly, this will release the brake.



Fig 1



Fig 2

To engage the brake on the rear wheel pull the brake lever up firmly (Fig 3), the brake will lock in place and stop the wheel from moving.

To release the brake push the brake lever downwards (Fig 4)

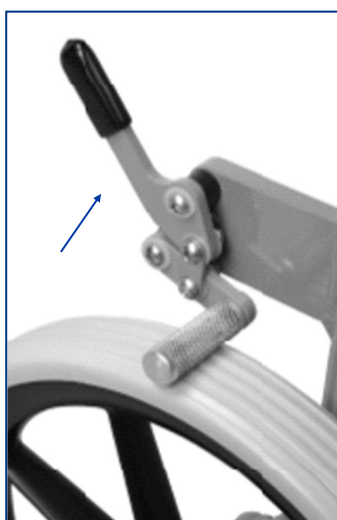


Fig 3

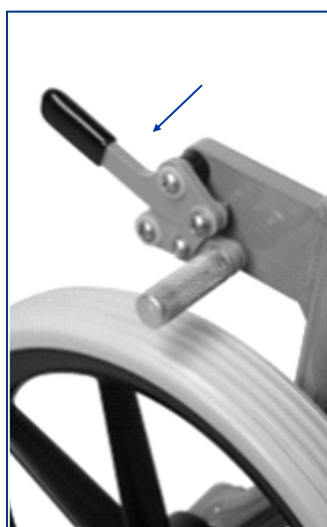


Fig 4

**IMPORTANT NOTE:**  
Ensure all 3 brakes are applied before patients sit / alight from the chair.



## Operating Instructions

### Folded Position

To place the chair into the folded position rotate the footrests into an upright position (Fig 1) and simply lift the seat. The chair will assume the folded position (Fig 2). There is no locking mechanism, the weight of the chair keeps it in the folded position.

To open the chair, from its folded position, stand behind the chair and widen the push handles apart. The chair will open easily on its own.

The armrests can be in their up or down position for folding.



Fig 1



Fig 2



## **Recommendations**

Always refer to and comply with your organisations patient movement policy.

We recommend that all staff using the chair receive appropriate manual handling training and that appropriate risk assessments are completed.

Additional patient handling equipment such as slings / rota stands / stand aids should be considered as part of your risk assessment.

It is important that the portering chair is pushed at all times and not pulled. Pulling the chair whilst occupied could result in the patient being 'tipped out'.

The chair should be serviced regularly, but only by Wardray Premise trained engineers, as they will carry the correct spares to guarantee the continued safety of the chair. Failure to comply with this will invalidate your warranty.

## **Do's and Don'ts**

### **Do ensure the following are observed:**

- Patients / users should not be transported in vehicles of any kind whilst seated in a portering chair. There are no known types of approved tie down systems for safe transportation of a user in a portering chair, in a moving vehicle of any type.
- The XRT4500 portering chair is intended for the assisted movement of a non ambulatory patient.
- The portering chair is intended for internal use within the hospital / facility over the normal range of surfaces encountered.
- The portering chair should always be used by properly trained staff at all times.
- The portering chair must only be used for the purpose for which it is designed.
- Always refer to and comply with your organisation's patient movement policy.
- Ensure that patient does not weigh more than 200Kgs / 440lbs / 31 Stone.
- Make sure chair is fully open before it is used by a patient.
- Ensure that all 3 brakes are on before it is used by a patient.
- Make sure that footrests are up / folded out of way whilst patient is getting on or off the chair ( Page 6, Fig 5).
- Ensure relevant armrest is down if patient is being slid onto the portering chair from side.
- Ensure that the patient's feet are safely on the footrests before disengaging the brakes and transporting the patient.
- Ensure that both armrests are in the upper locked position before moving patient.

## Do's and Don'ts

### **Don't:**

- attempt to pull the portering chair with a patient in. It must be **pushed** at all times.
- operate the portering chair on roads, streets or highways.
- use to go up or down inclines of greater than 9 degrees.
- attempt to go up or down stairs.
- use an escalator to move a portering chair between floors. Serious bodily harm may occur.
- attempt to move up or down inclines with water, ice or oil film.
- stand on footrest when getting in / out of the portering chair, make sure they are folded out of the way.
- transfer patients into / out of the portering chair unless all 3 brakes are applied.
- move the portering chair with a patient on board, until the two armrests are in the upright and locked position.
- attempt to tilt the portering chair with a patient in it.
- leave an unoccupied portering chair on an incline.

## **General Maintenance**

It is strongly recommended that the following checks be carried out on a weekly basis by facility personnel to ensure trouble free operation of the XRT4500 folding portering chair.

- Check that the portering chair runs straight (no excessive drag or pull to one side).
- Ensure that there is no excessive side movement of rear wheels when the portering chair is lifted and wheels spun.
- Inspect seat and back upholstery for sagging, cracking and any other obvious signs of damage or contamination. Report any damage.
- Inspect hand grips for wear, looseness and / or deterioration.
- Inspect for any broken or loose parts.
- Inspect for damage to castor and wheels generally. Remove any debris that may have become caught in the brake and around the axle, this is a common occurrence, and can lead to a shortened life expectancy of the castors if left unattended.
- Check for correct operation of brakes.
- Check armrest for correct operation and damage to padded section.
- Check operation of footrest including possible damage to heel straps.

Do not attempt to rectify any faults on the chair without contacting Wardray Premise.

There is no Service Manual available for this product.

Please register your product with us, via the Warranty Registration Form (see page 15), for ease of contact in case of urgent upgrades or recalls.

**If the unit is damaged please do not attempt to repair as this could invalidate your warranty and therefore safety, please call or email Wardray Premise Limited:**

T: +44 (0) 20 8398 9911  
F: +44 (0) 20 8398 8032  
E-MAIL: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

**Please include the product code and the product's serial number when contacting Wardray Premise.**



## **Cleaning**

This product should be washed with a disposable cloth wrung out in a solution of warm water and detergent. The product should be rinsed with warm water and dried thoroughly with paper towels.

If required the product can be washed down with hand hot sodium hypochlorite solution up to 1% or 10000 parts per million chlorine combined with a detergent. Alternatively, follow your local guidelines or instructions.

**If any of the above give cause for concern, please contact your Wardray Premise service provider.**

## **EU Declarations of Conformity**

Documentation is available upon request.





Wardray Premise Limited  
Hampton Court Estate  
Summer Road Thames Ditton  
Surrey KT7 0SP  
UK

Tel: +44 (0)20 8398 9911

Fax: +44 (0)20 8398 8032

e-mail: [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

Website: [www.wardray-premise.com](http://www.wardray-premise.com)

## WARRANTY REGISTRATION FORM

**To receive full warranty cover on your equipment, please complete and return this form at your earliest convenience**

**Reply e-mail:** [sales@wardray-premise.com](mailto:sales@wardray-premise.com)

**Reply Fax:** +44 (0)20 8398 8032

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Fax:	
Email:	
Product Code/ Description:	
Product Serial/ Reference No:	
Please enter date Product received:	

If your department currently has any other Wardray Premise Ltd. equipment, which is not already covered under a service contract, please contact [Servicing-Admin@wardray-premise.com](mailto:Servicing-Admin@wardray-premise.com) to discuss an all-inclusive package.

If you would like any further information or would like to be contacted regarding any of our products, please add your enquiry to the box below.

--



