

TherAdapt® Products Inc.

(800) 261-4919 phone (866) 892-2478 fax
www.theradapt.com

Inclusion Chair

Please read all of the following information before using this product.

TherAdapt® Products Inc. has designed and manufactured this product with the well being of the user and caregiver(s) in mind. It is our endeavor to provide products that are attractive, comfortable, useful, highly adjustable, long lasting and safe. As when using any product, precautions must be taken.



WARNING: This product must only be used under the recommendation of a physician and / or licensed therapist and with adult supervision. Never leave user unattended. It is your responsibility to properly use and maintain your Inclusion Chair. Failure to follow USE and CARE instructions or ASSEMBLE the chair properly as outlined may result in bodily injury.

THE MANUFACTURER IS NOT RESPONSIBLE FOR INJURIES RESULTING FROM ANY CUSTOMIZATION OR MODIFICATION OF THE EQUIPMENT THAT WAS NOT COMPLETED BY THE MANUFACTURER.

USE: The Inclusion Chair is designed for a single purpose: as a freestanding chair. It is to be used on the floor only. **No other use is permitted**, including, but not limited to a seat used for transportation in an automobile, stroller, or any other mobility device.

CARE: Take care to inspect the ongoing condition of all parts of your Inclusion Chair. Verify that all knobs, bolts, and washers are properly positioned and secure. Contact the manufacturer for replacement or repair of necessary items. All components may be cleaned with mild soap and water, or a gentle sanitizing spray. **Do not** use abrasive cleaners. Wipe components dry after cleaning. Always store indoors.

WARRANTY: The manufacturer provides a full one (1) year warranty, beginning the date shipped by the manufacturer. The warranty provides full replacement of all parts against breakage when used in compliance with the manufacturer's USE and CARE instructions. Use or modification beyond the normal capacity or range of adaptability designed into the products will void the warranty. The foregoing is TherAdapt's sole liability for consequential damages.

PLEASE COMPLETE AND RETAIN FOR YOUR RECORDS

Inclusion Chair IC- _____

Serial Number: _____

Purchase date: _____

***TherAdapt*® Inclusion Chair (IC-250, IC-350) Instructions**

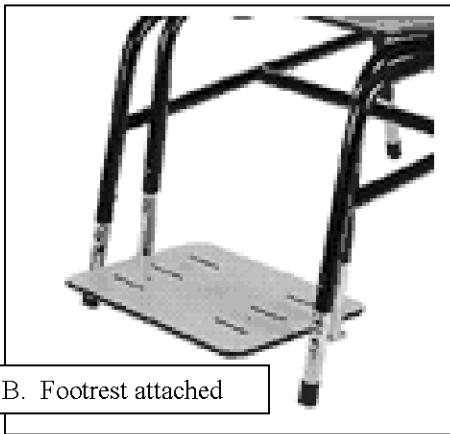
Packing List:

- (3) Black tubular metal seat / back sides
- (1) Black tubular metal seat / back spanner with (2) ¼ - 20 threaded inserts
- (2) Chrome tubular metal adjustable length footrest extensions with (2) ¼ - 20 x ¾" black button head cap screws and (2) black cove T-nuts
- (2) Black tubular metal base sides
- (2) Black tubular metal base spanners with (2) ¼ - 20 threaded inserts each
- (4) Chrome tubular metal adjustable height leg extensions with (4) adjustable glides, (4) ¼ - 20 x ¾" black button head cap screws and (4) black cove T-nuts
- (1) Phenolic seat with (2) ¼ - 20 threaded T-nuts with (1) 2" wide pelvic belt with (1) side release buckle and (2) double slotted rings
- (4) Seat L-brackets
- (4) Seat J-hooks
- (1) Phenolic back with (2) 5/16 - 18 threaded T-nuts
- (1) Phenolic footrest with (1) chrome flat metal support, (3) ¼-20 x 7/8" flat head cap screws and (3) ¼-20 nylock nuts
- (1) Right and (1) left armrest assembly
- (2) Padded armrest pads with (4) 1 ¼" Phillips head screws (Therafin # 31309)
- (2) ½" diameter black steel washers
- (2) 5/8" diameter black steel washers
- (6) 1" white nylon washers
- (16) Black cove nylon pipe washers
- (10) Black cove T-nuts with ¼ - 20 threaded inserts
- (8) ¼ - 20 x 1" black button head cap screws
- (8) ¼ - 20 x 1 ¾" black button head cap screws
- (4) ¼ - 20 x 2" black button head cap screws
- (2) ¼ - 20 x 2 ½" black button head cap screws
- (8) ¼ - 20 x ½" flat head cap screws
- (8) ¼ - 20 x ¾" flat head cap screws
- (4) ¼ - 20 x 1 ¼" flat head cap screws
- (16) ¼ - 20 nylock nuts (open end)
- (4) ¼ - 20 acorn lock nuts (closed end)

Tools needed:

- (1) Small Allen wrench (included)
- (1) 7/16" wrench (not included) *
- (1) Phillips head screwdriver (not included) **
- (1) 9/16" open end wrench (not included) ***

The Inclusion Chair comes mostly assembled. Once fully assembled it should be adjusted properly to the individual user to provide a customized fit.



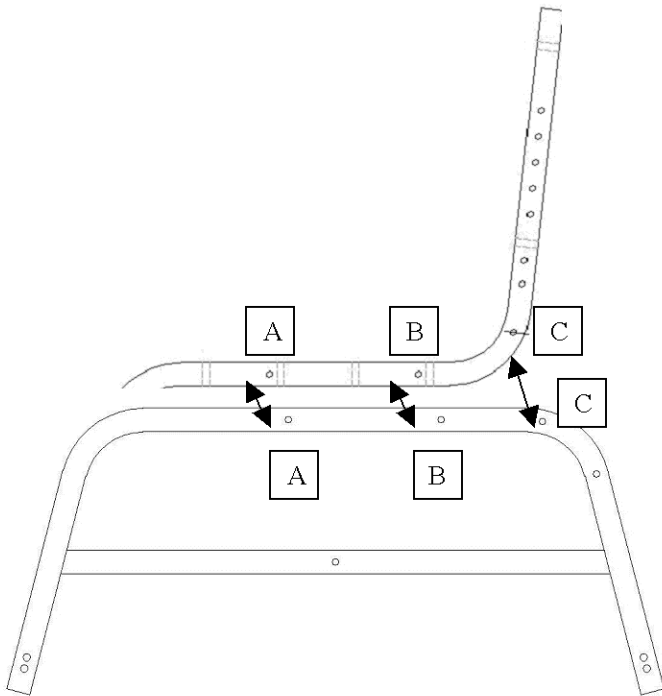
1. Attach the phenolic footrest.

The chrome flat metal support has already been attached to the chrome tubular metal adjustable length footrest extensions. Attach the (1) phenolic footrest on top of the chrome flat metal support with (3) ¼ - 20 x 7/8" flat head cap screws. Using the small Allen wrench, tighten from underneath using the (3) ¼ -20 nylock nuts. **Note:** The footrest may be turned around to achieve more depth if necessary.

2. Adjust the tilt-in-space, if desired.

A. The chair is shipped with a 10° orientation back in space. This 10° orientation was achieved by aligning the front hole (A) and the back hole (C) in the base side with the front hole (A) and the hole on the curve of the seat side (C).

B. To change this to an upright 90° position, remove (2) ¼-20 x 1 ¾" black button head cap screws, (4) coved spacers, and (2) black cove T-nuts per side. Align the front hole (A) and the center hole (B) in the base side with the front hole (A) and the center hole (B) on the seat side. Replace hardware by passing the ¼-20 x 1 ¾" black button head cap screw through the hole on the outside of the base, through the coved spacers, through the outside of the seat side, and into the black cove T-nut on the inside of the seat side. Tighten securely with the small Allen wrench.



Note: The user should NOT be seated in the chair when the orientation in space is adjusted.

3. Adjust the seat depth, seat to back angle, and seat height:

The phenolic seat and back come already attached to the chair. The seat to back angle, seat depth, and seat height adjustments are made by adjusting the seat, not the back. The seat is attached to the seat side frame with (4) Seat J-hooks (they look like candy canes hanging on the rail) and (4) Seat L-brackets (bolted to the J-hook underneath). So one side of the L-bracket is bolted to the J-hook, the other side is bolted to the phenolic seat. There are (2) bolts that hold each L-bracket to each J-hook, and each J-hook has a total of 5 holes; so each J-hook has 2 of 5 holes used by the L-bracket. Each seat has a total of 4 of these J-hook/L-bracket assemblies: 2 in front and 2 in back.

A. Adjust the seat depth.

The seat should be 1 ½ -2” behind the bend at the knee with the user sitting on the seat, bending forward to get the hips to the back of the chair. To adjust the seat depth, remove the L-brackets from the seat, reposition at the desired set of paired holes, and reattach the L-brackets.

Note: it may be necessary to reposition the J-hooks on the seat/back frame to accommodate the necessary seat depth. The location of the rear “J” hook should always be in the rear set of holes (just before the curve in the tubing) while the location of the front J- hook will vary depending on the seat depth needed for use.



Seat depth adjusted to allow 1 ½” – 2” clearance behind bend of the knee.

B. Adjust the seat to back angle and/or seat height.

1. The chair is shipped with the seat in the top position. Note: The seat must be attached so that the pre-installed silver T-nuts are at the front with the “nickel size” face on top. To lower the seat height, remove the 2 bolts from all four J-hook/L-bracket assemblies. Drop the seat down to the desired height and re-insert bolts and tighten all locknuts securely. Note: Loosening/tightening locknut may be difficult at first.
2. To adjust the seat to back angle and seat height, remove the 2 bolts from all four J-hook/L-bracket assemblies. To increase (open up) the seat to back angle, drop down the front of the phenolic seat. To decrease (close) the seat to back angle, drop down the back of the phenolic seat. Re-insert bolts and tighten all locknuts securely. Note: Loosening or tightening locknut may be difficult at first. Note: The maximum angle adjustment in the seat limits the seat height adjustability. However, you can make adjustments to the footrest height and/or leg extension height to fit the user and their environment appropriately (see the part C below).

Once the seat depth and angle are established, tighten all flat head cap screws and nylock nuts securely with the small Allen wrench and a 7/16” wrench (not included) *

C. Adjust the seat/chair height.

1. The seat height is adjusted by moving the footrest up or down. The footrest should be adjusted so that the end of the thigh (please see note above about seat depth) is securely resting on the front end of the seat. The footrest attaches to the chair via (2) chrome adjustable length footrest extensions. To adjust the footrest height, remove the (2) ¼-20 x ¾” black button head cap screws and (2) black cove T-nuts, extend tubes to desired length, then replace T-nuts and screws and **tighten securely**.
2. The chair height is adjusted by extending the chrome tubular metal adjustable height leg extensions (if you have a wheel kit skip to step 10 at the end of these instructions). In the front, remove the (2) ¼-20 x ¾” black button head cap screws and (2) black cove T-nuts, adjust legs to the desired height, and replace the T-nuts. Replace the cap screws and **tighten securely**. In the back of the chair, in place of the cove T-nuts, there is a spanner that has ¼-20 inserts in each end. When adjusting chair height, **be careful not to push these inserts further into the spanner**. Adjust the leg extensions to desired height, then insert the 1 ¾” black button head cap screw through the desired hole in the leg extension and **tighten securely**.

Note: To level the chair on an uneven floor, lengthen the swivel glide bolt with a 9/16” open-end wrench (not included)***.

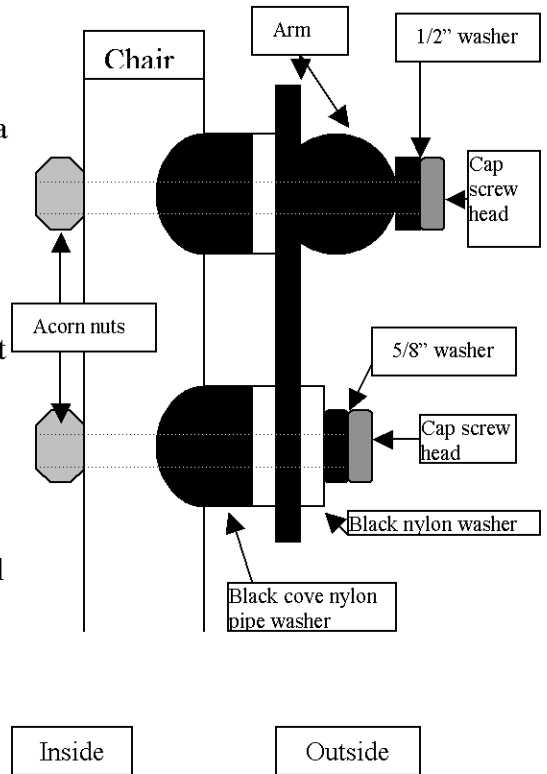
4. Adjust the pelvic positioning belt.

The 2" adjustable pelvic belt with side release buckle should be positioned in the notch created by the bend of the lap between the thigh and the pelvis, and tightened snugly. **Note:** The double slotted rings on each side of the pelvic strap have the loose ends of the strap threaded back through. This prevents the strap from slipping, makes the belt completely adjustable and allows the belt to snap closed at any location.

5. Adjust the Armrest height.

Armrests come attached to the chair. **Note:** There is a right and a left Armrest.

- Remove (2) 1/4" - 20 acorn lock nuts with a 7/16" wrench and small Allen wrench. Then back bolts out of the chair portion until out of the chair tube.
- Place the assembly through the desired set of paired holes for proper height adjustment in the chair side. The Armrest should be adjusted to a height so that the arms rest comfortably with the shoulders relaxed downward, the arms slightly forward, and the elbows bent.
- Adjust the Armrest tension. The tension determines how easily the Armrest flips back. **Note:** The tighter the cap screw is secured into the chair side the more difficult it will be to flip the Armrest back. Once cap screw is adjusted to desired firmness, place acorn nut over end of cap screw (see illustration to right), and tighten as follows. Stabilize the cap screw with the Allen wrench and tighten the acorn nut firmly using the 7/16" wrench. **Note:** if you tighten the bolt down instead of the acorn nut, the Armrest may be too tight to flip up & down.
- Repeat with the other side.

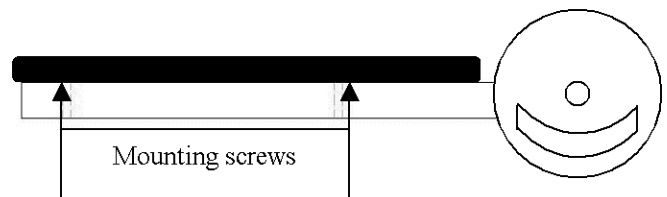


6. Adjust the Armrest tension (if not addressed in step 5 above).

The tension determines how easily the armrest flips back. Loosen the acorn lock nut and loosen the cap screw a little until the desired firmness is achieved. **Note:** The tighter the cap screw is secured into the chair side the more difficult it will be to flip the Armrest back. Stabilize the cap screw with the Allen wrench and tighten the acorn nut firmly using the 7/16" wrench. **Note:** if you tighten the bolt down instead of the acorn nut, the Armrest may not to flip up & down.

7. Attach the armrest pads to the Armrests.

Place the pad on the metal tubing such that the larger portion of the mounting plastic is towards the outside. Secure with 1 1/4" Phillips head screws using a Phillips head screwdriver (not included). **



8. Attach chair Options purchased and follow instructions.

Note: Placement of options may affect previous adjustments. Re-assess steps 1-5 for proper fit.

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TherAdapt Inclusion Chair Options- Instructions

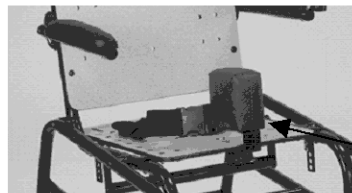
1. Secure the Seat and Back Pad. (IC-250PS/PSW, IC-350PS/PSW)

The padded Seat Pad attaches to the phenolic seat with Velcro[®]. Remove the (1) self-adhering strip of Velcro[®] from the pad. Adhere the Velcro[®] to the top of the seat. Position the pad on the seat and secure the Velcro[®]. Using the (2) ¼-20 bolts supplied with the back pad (they are in a baggie wrapped with stretch film around the back pad), align the back pad with holes in back of chair and secure with bolts.

2. Attach the Abduction Pommel. (IC-250AB, IC-350AB)

Packing List:

- (1) Padded Pommel with metal “L” bracket
- (2) Knobs with ¼ - 20 threaded bolts

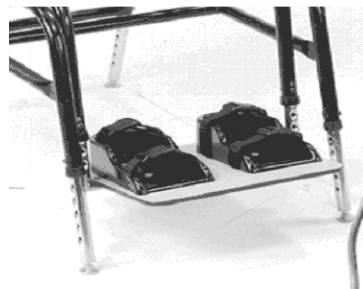


Place the Pommel on the padded Seat Pad with the metal bracket underneath the seat. Secure with (2) knobs with bolts into the (2) pre-installed ¼ - 20 threaded T-nuts on the seat.

3. Attach the Foot Sandals. (IC-250FS, IC-350FS)

Packing List:

- (2) Foot Sandals
- (4) Foot straps with (1) side release buckle each
- (4) ¼ -20 x 1” carriage bolts
- (4) Thru-knobs with ¼ -20 threaded inserts
- (4) Nylon washers



- A. Attach the foot straps such that the longer strap is placed in the slots toward the heel of the Foot Sandal and the shorter strap is toward the toe of the Foot Sandal. Thread the end of the strap without the buckle through the top, underneath the Sandal, and back up through the other side.
- B. Attach the Foot Sandals to the footplate with (2) 1” carriage bolts and knobs with threaded inserts. Place a nylon washer between the phenolic footplate and the knob.
- C. Adjust the placement of the Foot Sandals by selecting the appropriate set of slots. **Tighten all knobs securely before using.**

4. Attach the Support Blocks. (IC-250SB, IC-350SB)

Packing List:

- (2) Support Blocks
- (4) Nylon washers
- (4) Thru knobs with ¼ - 20 inserts

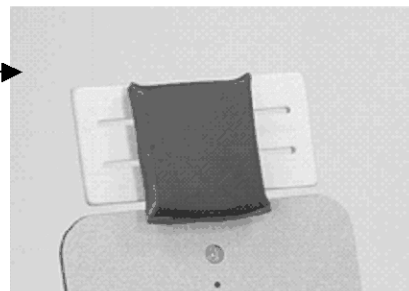
Attach in desired set of paired slots on the phenolic back and / or the desired set of paired holes on the phenolic seat. Place nylon washers on the bolts (between the knob and the phenolic seat / back of the chair), and secure with knobs.

5. Attach the Headrest. (IC-250HR, IC-350HR)

Packing list:

- (1) “T” shaped Headrest
- (1) Head pad with Velcro[®]
- (2) Knobs with 5/16 - 18 threaded stem bolts

Secure the pad to the Headrest. Remove the (1) self-adhering strip of Velcro[®] from the pad. Adhere the Velcro[®] to the top, front of the Headrest. Position the pad on the Headrest and secure. Place “T” shaped Headrest behind the back of the chair. Using the (2) 5/16 stem knobs and (2) nylon washers (found in a baggie shrink wrapped to the headrest), pass them through the long slot in the Headrest, then through the existing T-nuts in the back of the chair and secure.

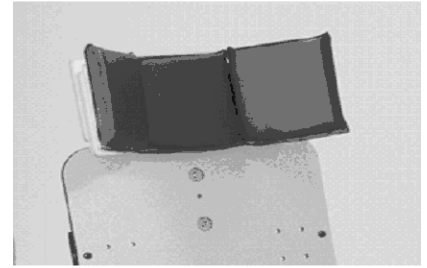


6. Attach the Head Support Wedges. (IC-250SW, IC-350SW) →

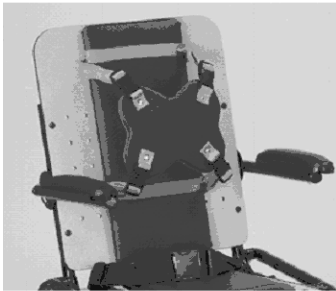
Packing list:

- (2) Wedge shaped blocks
- (2) Pads with Velcro®
- (2) Knobs with ¼ - 20 threaded bolts
- (2) Nylon washers

- A. Secure the pads to the Wedges. Remove the (1) self-adhering strip of Velcro® from each pad. Adhere the Velcro® to the front of the Wedges and secure the Velcro® together.
- B. Attach the Wedges to the front of the Headrest. Place the knobs with bolts through the desired slot on the backside of the Headrest. Secure in the pre-installed T-nuts on the support wedge. Place a washer between the knob and the wood. Tighten securely.



7. Attach the Butterfly Harness. (IC-250BK, IC-350BK))



The Butterfly attaches to the chair with straps secured around the back pad. It should be adjusted such that the top of the strap is level with the shoulders. To do this: loosen (or remove) the back pad from the back of the chair by loosening (or removing) the (2) Phillips head screws on the backside of the chair. Slide the straps to the desired location on the pad and tighten (or replace) the Phillips head screws.

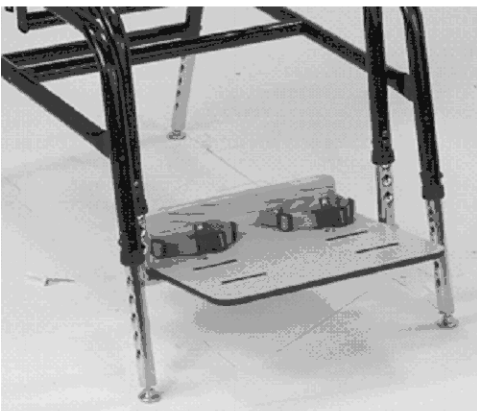
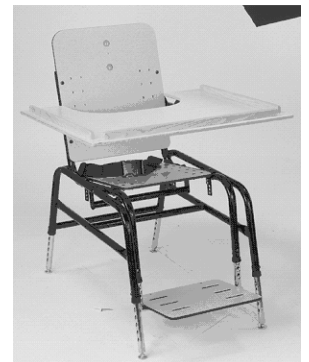
Note: The Butterfly Harness should be positioned on the chair so that the top of the butterfly straps is even with the shoulders and the buckle is below the collarbone. Adjust the length of the top straps to position the chest piece at the desired location on the chest (see below). Provide a “snug” fit by pulling on the lower set of straps only.

Care should be taken not to position the harness higher than the notch felt at the top of the sternum (breast bone) as strangulation could occur.

8. Attach the Tray. (IC-250T, IC-350T)

Slide the Tray onto the padded Armrests.

Please be aware: The Tray will fit quite snugly the first few times. Please use care when sliding it onto the armrest pads. To ensure long life, the Armrest vinyl must remain smooth and slippery. We recommend periodically coating the vinyl with furniture wax or polish, then wiping with a towel. This will allow the Tray to slide on and off easily. If you use any cleaners on the vinyl, please make sure to reapply the wax or polish, and the Armrests should last a long time.



9. Attach the Heel Stop. (IC-250HS, IC-350HS)

Packing List:

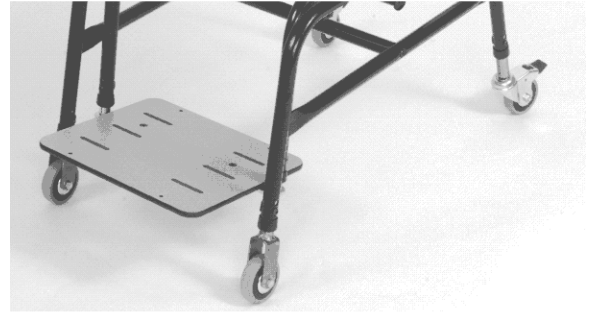
- (1) Heel Stop with (4) straps, (2) curved side release buckles, (2) ¼ - 20 hanger bolts
- (2) Thru-knobs with ¼ - 20 threaded inserts
- (2) Nylon washers

Insert the bolts through the paired holes at the back of the footplate. Place nylon washers on the bolt and attach knobs. Tighten securely.

10. Attach the locking Wheel Kit (IC-250WK, IC-350WK)

Packing list:

- (2) Leg extensions with locking swivel casters
- (2) Leg extensions with non-swivel casters



- A. Remove the existing chrome tubular metal adjustable height leg extensions. In the front, remove the (2) $\frac{1}{4}$ -20 x $\frac{3}{4}$ " black button head cap screws and (2) black cove T-nuts. In the back of the chair, remove the (2) $\frac{1}{2}$ -20 x $\frac{3}{4}$ " black button head cap screws, and in place of the cove T-nuts, there is a spanner that has $\frac{1}{4}$ -20 inserts in each end. When adjusting chair height, **be careful not to push these inserts further into the spanner.**
- B. You have the option of using both swivel casters in front, or both swivel casters in the rear, depending on personal preference, but it is recommended to use both swivel casters in the rear.
- C. Replace with Wheel Kit leg extensions, adjust legs to the desired height, and in the front, replace the T-nuts. Replace the cap screws and **tighten securely.** In the back of the chair, in place of the cove T-nuts, there is a spanner that has $\frac{1}{4}$ -20 inserts in each end. When adjusting chair height, **be careful not to push these inserts further into the spanner.** Adjust the leg extensions to desired height, then insert the $1\frac{3}{4}$ " black button head cap screw through the desired hole in the leg extension and **tighten securely.**
- D. When inserting swivel casters, care must be taken to orient the tube so that the casters swivel in a plane parallel to the floor. If it appears that this is not the case, spin insert tube $\frac{1}{2}$ turn & re-secure with screw.

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