



Postural Support System

Installation & User Instructions



IMPORTANT SAFETY RULES

- Determine, with a physician or therapist, the suitability of this product for the intended user.
- **Make sure the Seat Cover is securely fastened to the Positioning Pod before each use.**
- **Make sure the pelvic strap is secured around the user when in use.**
- **NEVER** leave the P Pod close to any open flame (i.e. open gas fire).
- **NEVER** remove the foam beads from its sealed bag.
- **NEVER** leave user unattended in the P Pod.
- Make sure the Mobility Base are secured in place when using the P Pod with the Mobility Base.
- **SAVE THESE INSTRUCTIONS.**

FIRE RETARDANCY

- Fire retardant materials have been used in the construction of this seating system.
- It is important that no accelerants are introduced to the materials (e.g. Hairspray, fabric cleaners, deodorants, polish etc..), as this may adversely affect the fire retardancy of your equipment.

If you require additional assistance, please contact Columbia Medical Customer Service at **(562) 282-0244**, or email at **info@columbiamedical.com**.

Thank you for choosing Columbia Medical.

INTRODUCTION

- The P Pod provides overall postural support by distributing the user's weight evenly over a large support surface.
- It is recommended that the amount of time a user sits in the P Pod is controlled, this should not exceed more than 3 hours at a time.
- Removing the user from the P Pod is advised after such a period to offer a change of posture. By doing this you will improve the user's tolerance to sitting in the P Pod on a daily basis.

P POD PARTS



ASSEMBLY OF THE P POD

1. Remove all of the P Pod parts from the packaging and separate the parts from each other if necessary.
2. Give the Bean Bag Base and the Bolster Support a good shake to agitate the beads inside.
3. Attach the Bolster Support to the Bean Bag Base by aligning the hook and loop straps and press down (Fig 1).
4. Place the Positioning Pod on the Bolster and Bean Bag. Secure all of the hook and loop straps on Positioning Pod to the Bean Bag Base (Fig 2).
5. Adjust the P Pod so that it is in a reclined position (Fig. 3A) prior to placing the user into the Pod.

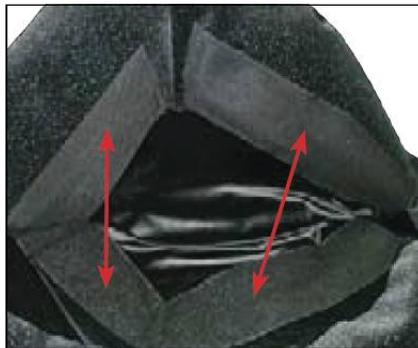


Figure 1



Figure 2

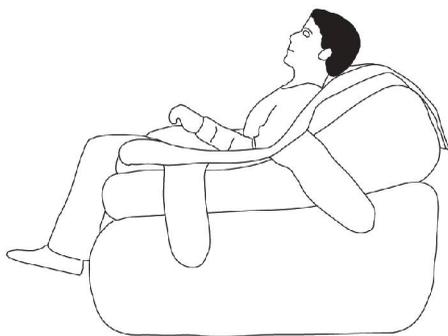


Figure 3A



Figure 3B

It is recommended that users over 44 lb be hoisted/lifted into the P Pod. **Manually lifting the user is not recommended.**

Follow the hoist/lift manufacturer's instructions.

All P Pods are equipped with a Flip-over Headrest and a Padded Pelvic Belt. Before placing the user in the P Pod, make sure both the Headrest and Pelvic Belt are not buried underneath the Positioning Pod as it will be difficult to retrieve them once the user is seated in the seat.

1. Adjust the P Pod so that it is in a reclined position (Fig. 3A) prior to placing the user into the Pod.
2. Hook both sides of the Pelvic Belt into the side loops on the seat cover (Fig 4).
3. Lower the user into the P Pod. Make sure that the hips / pelvis of the user are positioned as far back as possible into the Positioning Pod.
4. Secure the Pelvic Belt around the user (Fig 5) and adjust the strap length as necessary.

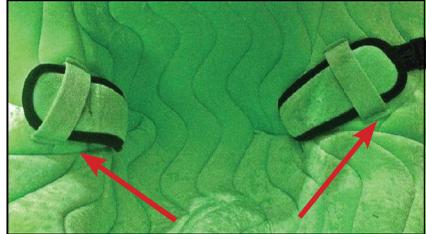


Figure 4

Note: it may be necessary to remove the Positioning Pod from the Bean Bag Base to adjust the length of the belt straps from the rear if the straps are too long in the front.



Figure 5

5. Adjustments to the position of the Positioning Pod on the Bean Bag can be done by simply holding the pod and move it into different position.

Note: When using the hoist or lift, make sure that you follow the device manufacturing's instructions regarding the proper use.

ACCESSORIES

FLIP-OVER HEADREST

1. The headrest height can be adjusted by shortening or lengthening the straps above the headrest (Fig. 6).



Figure 6

MOBILITY BASE

Notes:

- **It is essential that the user is removed from the P Pod before installing and removing the pod from the base.**
- **The Mobility Base is for indoor use only.**
- **The Mobility Base should NEVER be used for transporting the user in a moving vehicle.**
- **Make sure the brake is engaged when the Mobility Base is stationary.**
- **Some of the beads may need to be removed from the Bean Bag Base in order for it to fit inside the Mobility Base.**
- **NEVER LEAVE THE USER UNATTENDED IN THE MOBILITY BASE.**



Figure 7

1. Before placing the P Pod onto the base make sure that the foot brake is engaged (Fig. 7).

2. Place the P Pod onto the base.

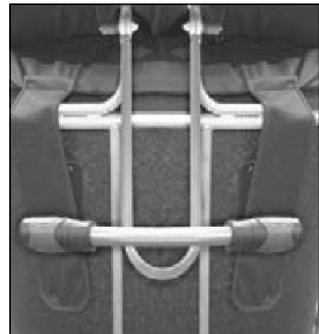


Figure 8

3. Pull the two rear straps on the Bean Bag Base and wrap them over the back of the Mobility Base and attach back on the Bean Bag (Fig. 8).

4. To position the push handle, release the two locking latches (Fig. 9) then rotate the handle into position and re-tighten both locking latches.



Figure 9

5. The user can now be positioned in the P Pod (see Positioning the User section).

6. Release the rear brake before moving the base.

FREESTANDING TRAY

1. Insert the two legs of the top frame into the base frame (Fig. 10) and loosely tighten the knobs on both sides.
2. If the tray is folded down, release the adjustment handles (Fig. 11) and adjust the angle of the tray.
3. Once the user is positioned in the P Pod, place the tray in front and adjust the height and angle of the tray accordingly.

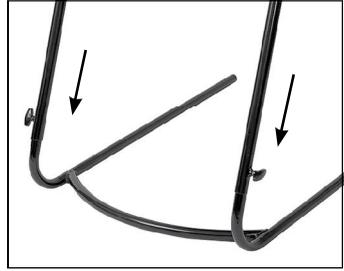


Figure 10



Figure 11

LAP TRAY

1. With the user properly positioned in the P Pod, place the tray with the bean bag side down on the user's lap (Fig. 12).
2. Lift up the two rear straps from the P Pod cover. Attach the lap tray straps on the Bean Bag Base then re-attach the cover straps on top of the Lap Tray straps (Fig. 13).



Figure 12



Figure 13

ACCESSORIES

FOOT BOLSTER

1. Remove the Positioning Pod and Bolster from the Bean Bag Base.
2. Lap the two straps of the Foot Bolster on top of the Bean Bag (Fig 14). Attach the hook and loop of the straps to the rear of Bean Bag (Fig. 15).
3. Place the Bolster and Positioning Pod back on the P Pod. Buckle the Foot Bolster to the straps making sure the flat side of the Foot Bolster is facing up (Fig. 16).
4. Adjust the height of the Foot Bolster by lengthening or shorten the straps (Fig. 17).



Figure 14



Figure 15



Figure 16



Figure 17

ACTIVITY FRAME

1. Place the base frame on the floor with the feet facing down and the two T bars in the upright position (Fig. 18).
2. Slide the top frame into the T bars and loosely tighten the locking knobs (Fig. 19).
3. Position the Activity Frame over the P Pod (Fig. 20).
4. Adjust the height of the frame and tighten the knobs.
5. The position of the hooks on the Activity Frame can be adjusted by unscrewing the hook (Fig. 21) and move the black stopper along the frame until desired position is achieved, then re-tighten the hook.

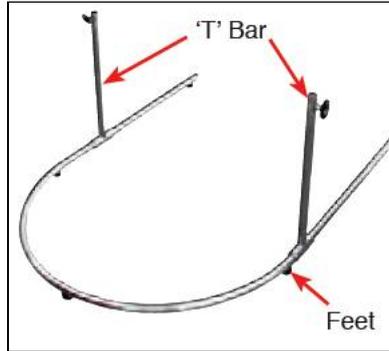


Figure 18

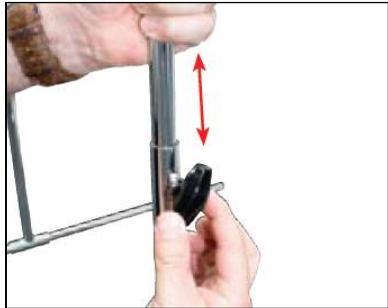


Figure 19



Figure 20

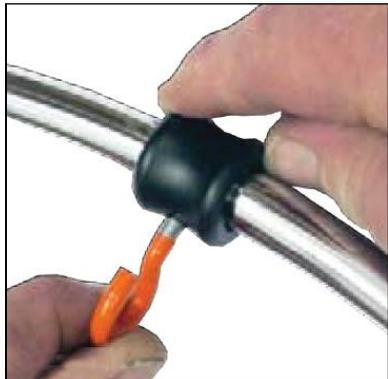


Figure 21

CLEANING

- Do not use bleach.
- Do not iron.
- It is recommended that P Pod covers **NOT** be washed with other items.

Seat Cover

1. Remove the Positioning Pod from the Bean Bag and Bolster. Unbuckle the Pelvic Belt from the back and push the straps through the slots (Fig 22). Remove the cover from the Positioning Pod.
2. Fold back all of the seat straps (Fig. 23) to prevent the hook parts from damaging the cover during cleaning.
3. Unzip the Flip-over Headrest cover and remove the inner foam (Fig. 24). **DO NOT try to wash the inner foam as it is sealed in a special membrane and it CANNOT be removed under any circumstances.** Simply wipe the foam with damp cloth.
4. Follow the washing instruction label on the inside of the Seat Cover.
5. After cleaning, install the Seat Cover back on the Positioning Pod. Make sure that the washing labels are positioned at the top of the seat (Fig. 25).



Figure 22



Figure 23



Figure 24

Bolster Support and Bean Bag Covers

6. Unzip the outer covers of the Bolster Support and Bean Bag and remove the inner bags that contain beads. **DO NOT** attempt to unzip the inner bags.
7. Follow the washing instruction label.

Positioning Pod

8. Wipe the Positioning Pod with mild detergents.
9. Air dry the Positioning Pod. **DO NOT** use excessive heat to dry the Positioning Pod as the shape of the seat can be damaged or deformed by the heat.



Figure 25

- Once a week remove the Pod & Bolster from the Bean Bag and give the bag a good shake to agitate the beads contained inside to maintain their volume and shape.
- Periodically check for wear & tear on the covers and that the bag containing the balls is not split or damaged allowing them to spill out (see safety notes above).
- Pay particular attention to the Positioning Pod to make sure this is still in good condition.



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