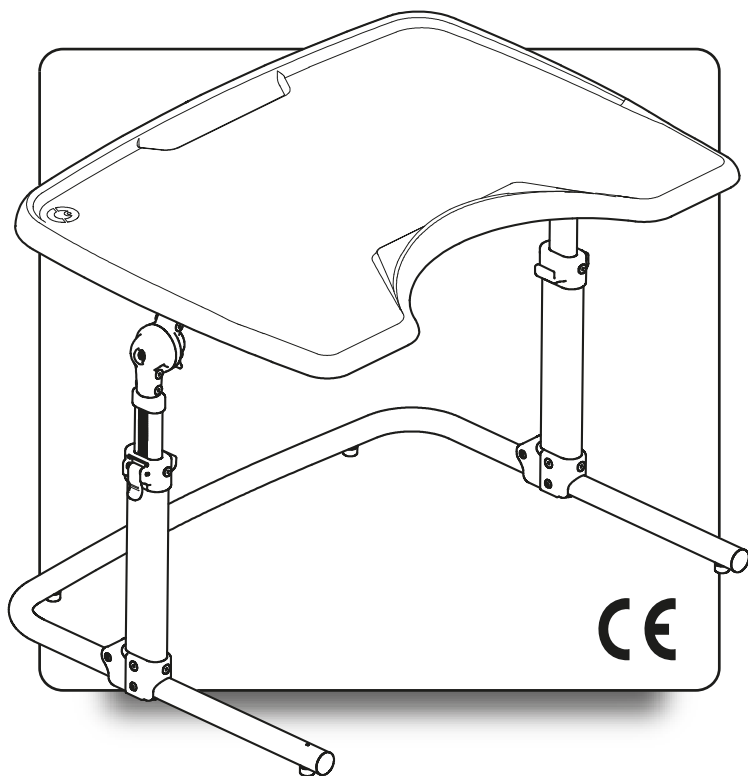


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multifunction  
**Table**

ING- Cod. 220485 - 04-11-21



USE AND MAINTENANCE HANDBOOK

**ORMESA**®

• MADE IN ITALY SINCE 1980 •





**Thank you** for choosing **MULTIFUNCTION TABLE**, from ORMESA s.r.l.

The 425 WORKING TABLE combines style and ergonomics without compromising on safety.

**ORMESA recommends that you read this manual very carefully to fully understand its contents.** In addition to helping you become familiar with MULTIFUNCTION TABLE quickly, it also contains practical tips for making the best use of it safely and keeping it in good working order.

Following the recommendations of this manual will help you achieve the rehabilitative goal for which this aid was developed.

If, after reading it, you still have questions, contact your retailer, who will be happy to help you, or call ORMESA directly at +39 0742 22927, send a fax to +39 0742 22637 or send an e-mail to: [info@ormesa.com](mailto:info@ormesa.com)

ORMESA TEAM



## TABLE OF CONTENTS

<b>WARNINGS</b> .....	<b>3</b>
<b>WHAT NOT TO DO WITH THE DEVICE</b> .....	<b>5</b>
<b>LABELS AND PLATES</b> .....	<b>5</b>
<b>GUARANTEE</b> .....	<b>6</b>
<b>HOW TO STORE AND TRANSPORT THE MEDICAL DEVICE</b> .....	<b>6</b>
<b>WHAT THE MULTIFUNCTION TABLE IS &amp; WHAT IT IS FOR. INTENDED USE</b> .....	<b>7</b>
<b>MULTIFUNCTION TABLE FEATURES</b> .....	<b>8</b>
<b>TECHNICAL SPECIFICATIONS</b> .....	<b>9</b>
<b>INITIAL PREPARATION</b> .....	<b>11</b>
Opening and Assembly of the MULTIFUNCTIONAL TABLE .....	12
<b>HOW TO USE THE MULTIFUNCTION TABLE</b> .....	<b>14</b>
Height adjustment of the TABLE .....	14
Adjustment of the inclination of the TABLE .....	15
Closing up the MULTIFUNCTION TABLE .....	16
<b>MANUTENZIONE</b> .....	<b>17</b>
1. MANUTENZIONE ORDINARIA (mensile) .....	17
2. MANUTENZIONE PREVENTIVA (biennale) .....	17
<b>MAINTENANCE</b> .....	<b>18</b>
1. ORDINARY MAINTENANCE (monthly) .....	18
2. PREVENTIVE MAINTENANCE (biennial) .....	18
3. EXTRAORDINARY MAINTENANCE (or corrective) .....	19
<b>CLEANING, DISINFECTION, SANITIZATION</b> .....	<b>20</b>
INFORMATION .....	20
WARNINGS .....	20
PROCEDURE .....	21
<b>DISPOSAL</b> .....	<b>21</b>
<b>CUSTOMER SERVICE AND SPARE PARTS</b> .....	<b>21</b>
<b>CONDITIONS FOR DURABILITY, REUSE AND REASSIGNMENT TO A NEW USER</b> .....	<b>22</b>



## WARNINGS

- **CAREFULLY READ AND UNDERSTAND THE INSTRUCTIONS IN THIS MANUAL BEFORE USING THE DEVICE** because they have been written with the user's safety in mind and they will help the carer use the product safely and keep it in good working order. The Use and Maintenance Manual is an integral part of the product and must be carefully preserved for future reference.
  
- **THE MANUAL IS INTENDED FOR TECHNICALLY QUALIFIED RETAILERS AND USERS AND THEIR ASSISTANTS**; it provides instructions for its correct use and must be supplemented by adequate knowledge of the rehabilitation program for which it has been prescribed.
  
- **THE MANUAL REFLECTS THE TECHNICAL STATE OF THE PRODUCT AT THE TIME IT WAS SOLD. ORMESA s.r.l. reserves the right to make any changes to the product or manual** suggested by experience, technical considerations or regulatory developments without any obligation to update its previous production and relevant manual.
  
- **THE DEVICE MUST BE PRESCRIBED BY A MEDICAL SPECIALIST** who will also supervise its use.
  
- **ATTENTION! MAKE SURE THAT ALL ADJUSTABLE PARTS HAVE BEEN LOCKED** before each use, to avoid dangerous situations for the user (pages 13,14)
  
- **ATTENTION! ADJUST THE DEVICE TO THE CORRECT POSITION FOR ITS USER** (pages 13, 14)
  
- **The product MUST ONLY BE USED BY PERSONS** who have read it of the standards and instructions contained in this manual and **WHOSE BODILY MEASUREMENTS AND WEIGHT CONFORM TO THE SPECIFICATIONS IN THE PARAGRAPH "TECHNICAL SPECIFICATIONS"** on pages 8, 9 of this manual.
  
- **THE MULTIFUNCTION TABLE IS FOR INTERNAL USE**
  
- **CLEAN THE DEVICE FOLLOWING THE INSTRUCTIONS** shown in the "MAINTENANCE" section (see pages 18-19-20-21)
  
- **ATTENTION! THE PRODUCT IS NOT FIREPROOF**, so keep the MULTIFUNCTION TABLE far from flames, cigarettes or fires.



**MULTIFUNCTION TABLE IS A MECHANICAL MEDICAL  
DEVICE:**



Perform **REGULAR MAINTENANCE** and **CLEANING** following the instructions shown in the "Maintenance" chapter on page 18-19-20-21 and **HAVE THE DEVICE INSPECTED AT THE INTERVALS INDICATED** to **VERIFY** that it is **WORKING PROPERLY** and in **GOOD CONDITION**, otherwise warranty will fail and CE marking will lapse



**PRODUCT REPAIRS** other than the regular maintenance shown on page 18-19-20-21 of the manual must be **ONLY MADE** by a **SPECIALIZED SERVICE CENTER** in the maintenance of mechanical aids for disables, otherwise warranty and CE marking will be voided



Any **CHANGES** in the product and the **REPLACEMENT WITHOUT ORIGINAL PARTS OR COMPONENTS ARE NOT AUTHORIZED**. **REFER ONLY TO ORMESA**, otherwise warranty and CE marking will be voided



In case of **DOUBT** about the **SAFETY** of the product or **DAMAGE** to parts or components, you are urged to **IMMEDIATELY DISCONTINUE USE** and **CONTACT a SPECIALIZED SERVICE CENTER** in the maintenance of mechanical aids for disables, or directly ORMESA.



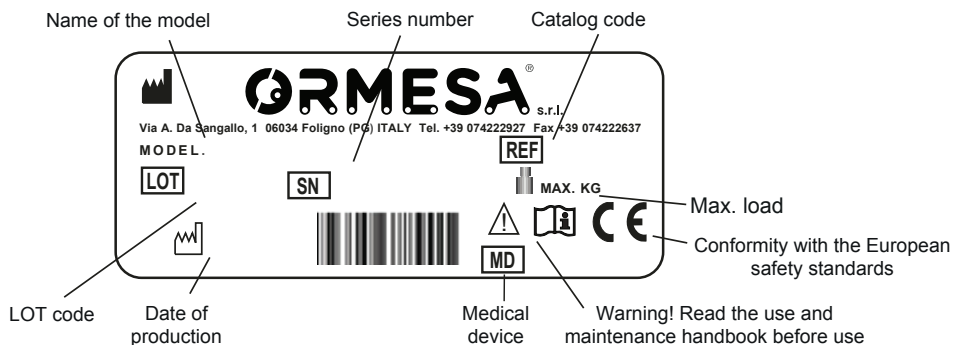
## WHAT NOT TO DO WITH THE DEVICE

- never use the aid if the user has not the same size and weight as the ones specified; the aid has to be prescribed by doctors or therapists according to the legislation, rules and laws in force

**Do not use the device on uneven ground, near strong slopes or stairs**

- do not place hot containers or objects on the tray surface because they could tip over and cause damage to the surface and people
- do not let anyone else use the aid, not even to play it.
- never leave the user alone in the device
- never used the product on a sloping surface
- don't let anybody get on the top of the table, nor seated neither standing
- do not use the product if parts are missing or damaged. insist that only original replacement parts are used because any other type will void the warranty and **CE** marking

## LABELS AND PLATES



**THE CE MARKING CERTIFIES THAT MULTIFUNCTION TABLE CONFORMS TO THE SAFETY REQUIREMENTS defined with the REGULATION (EU) 2017/745 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 5 April 2017 applicable for MEDICAL DEVICE**



## GUARANTEE

**ORMESA warrants the product for 2 years;** in case of problems, contact the retailer where you purchased it. Always ask for original spare parts, otherwise the guarantee will decline

**ORMESA will not be liable for damage in the following cases:**

- *use by an unsuitable person;*
- *incorrect assembly of parts or accessories;*
- *unauthorized modifications or service;*
- *use of other than original replacement parts and parts subject to wear (upholstery, wheels, etc);*
- *improper use (such as, transporting objects or loads larger or heavier than those shown in the instruction manual);*
- *damage caused by incorrect use and lack of regular maintenance, as shown in the instruction manual;*
- *exceptional events;*
- *failure to follow the instructions in this manual.*



## HOW TO STORE AND TRANSPORT THE MEDICAL DEVICE

**THE DEVICE MUST BE STORED AND PACKED using the Ormesa original packaging materials, unless the guarantee will be voided**

- **Once unpacked, THE TRANSPORT OF THE DEVICE must be done by ANCHORING ADEQUATELY it to the vehicle**
- **When travelling by plane, or in the car, DO NOT SUBJECT THE FOLDED FRAME TO LOADS THAT, especially with road bumps, COULD DAMAGE ITS STRUCTURE**

**THE DEVICE MUST BE PARKED / STORED IN CLOSED AND DRY PLACES**

- **THE OPERATING ENVIRONMENT HAS NO PARTICULAR INFLUENCE ON THE DEVICE UNLESS IT IS USED INCORRECTLY, such as by leaving it parked for a long time in direct sunlight or exposed to bad weather such as rain, or in MARINE ENVIRONMENTS, where the salt air could corrode the paint and sliding parts. IN THIS CASE, WE RECOMMEND CAREFULLY CLEANING AND DRYING THE FRAME FOLLOWING THE INSTRUCTIONS SHOWN IN THE “MAINTENANCE, CLEANING AND DISINFECTION” CHAPTER ON PAGES 18-19-20-21 AND THE WARNINGS▲ ON PAGE 18**





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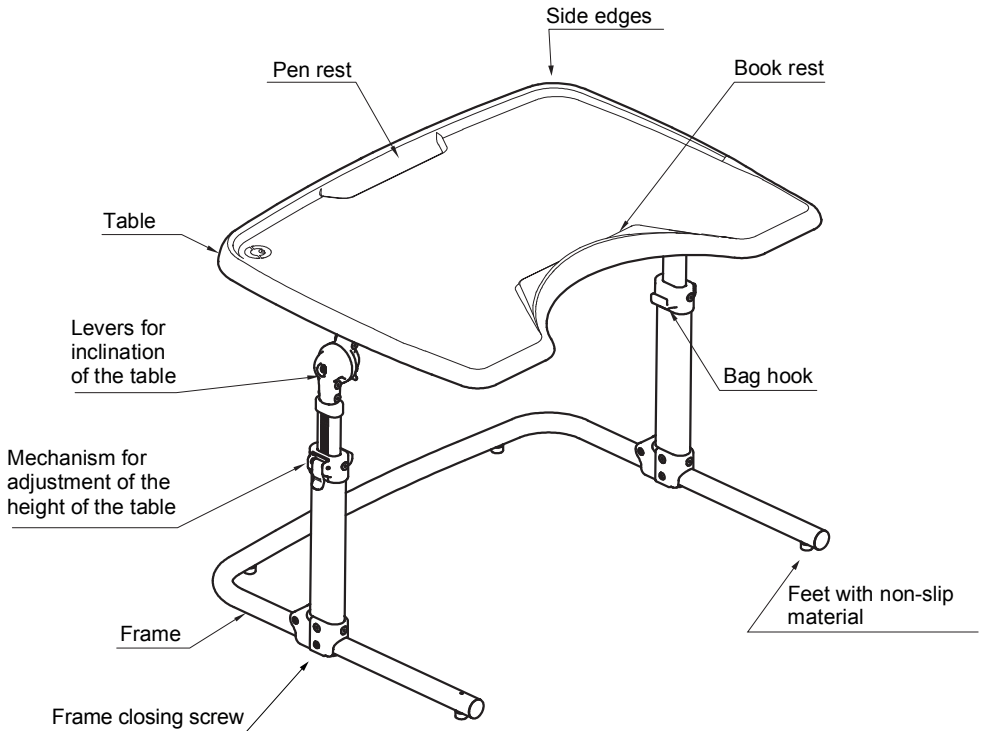
## **WHAT THE MULTIFUNCTION TABLE IS & WHAT IT IS FOR. INTENDED USE**

The MULTIFUNCTION TABLE provides a large, ergonomic and functional tabletop for manual activities or reading, adaptable to the position chosen by the user (sitting, standing / vertical or prone) and it allows easy access not only to normal chairs, but even to more specific seating systems.

It is intended for users with moderate to complex motor or cognitive impairment and who need a reference plan for carrying out teaching, training and / or work activities, as a complement to other devices such as seats and / or baby chairs.



## MULTIFUNCTION TABLE FEATURES



The base of the frame is wide to allow easy access to wheelchair / seat / baby chair

The Feet are built with non-slip material for more safety

The tabletop can be adjusted in height by “secure locking system” levers and it is suitably shaped with recess to support the forearms and facilitate the approach of the person

The side edges prevent objects from falling, the straight edge on the recess has the function of bookend and the cavity on the top has the function of pen holder also useful with the inclined tabletop.

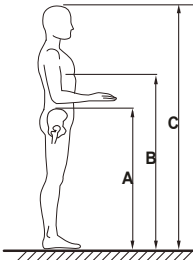
On the internal parts of the vertical sides there are the hooks to store backpack or bag



## TECHNICAL SPECIFICATIONS

- **Frame:** Painted with non-toxic epoxy powders, after antioxidant treatment and chromed, **foldable design ideal for transport and storage.**
- **Height adjustment system:** Simple, reliable and precise adjustment by levers that allow you to easily block it at the desired height, with a friction system inside the tube that prevents the table from accidentally falling.
- **Tool free adjustment:** Safer and easy tool-free adjustment via simple levers.
- **Ergonomic table top:** Table with a large surface shaped with a recess that facilitates forearm support and allows the user to get closer. Made of highly resistant materials, hygienic and easy to clean and sanitize. Edge-free design that does not trap food residues. Adjustable in height and inclination with **safety system that prevents the table from tipping over.**
- **Book and pen rest:** Particularly useful when the surface is inclined.
- **Hooks:** Lateral hooks to hang a backpack or bag.
- The Multifunction Table is available in **three sizes:** Small, Medium, Large

### User sizes



#### USER HEIGHT (C):

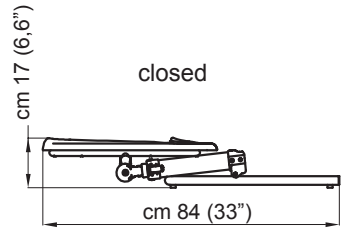
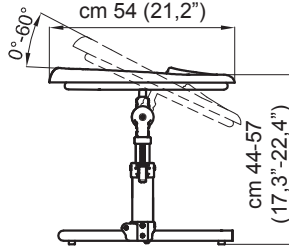
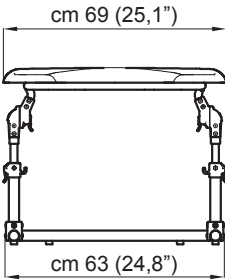
USER HEIGHT Small size: from 75 to 90 cm (from 29,5" to 35,4")

USER HEIGHT Medium size: from 85 to 120 cm (from 33,4" to 47,2")

USER HEIGHT Large size: from 115 to 170 cm (from 45,2" to 66,9")

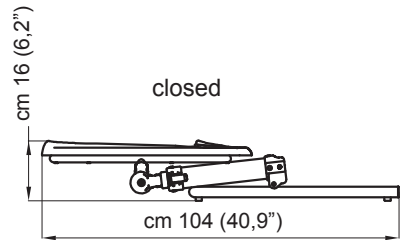
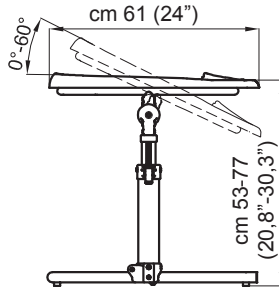
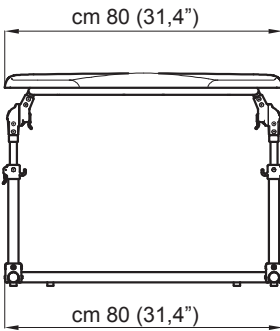


## Dimensions in cm and inches - weights in kg and pounds



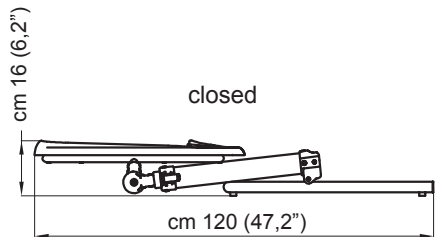
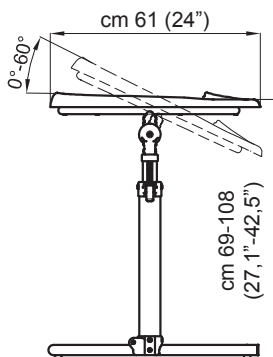
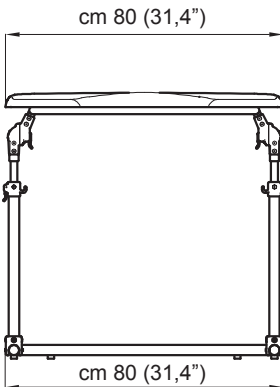
**MULTIFUNCTION TABLE SMALL**

**WEIGHT OF THE AID Kg 6,7 Lb 14,7**



**MULTIFUNCTION TABLE MEDIUM**

**WEIGHT OF THE AID Kg 8,2 Lb 18**



**MULTIFUNCTION TABLE LARGE**

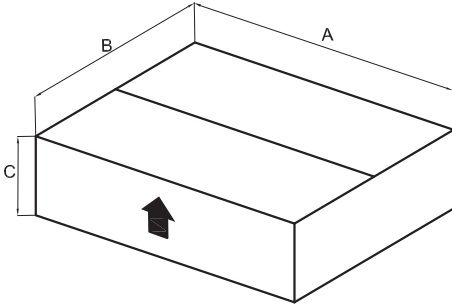
**WEIGHT OF THE AID Kg 9,2 Lb 20,2**

numbers separated by a dash indicate a minimum setting and a maximum setting



## INITIAL PREPARATION

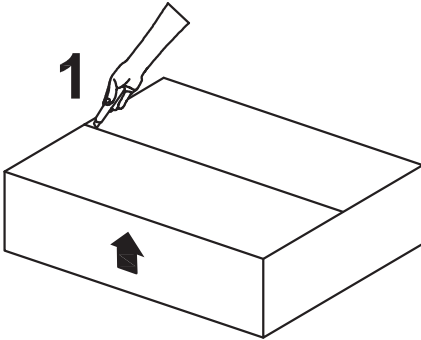
### INFORMATION ABOUT THE PACKING



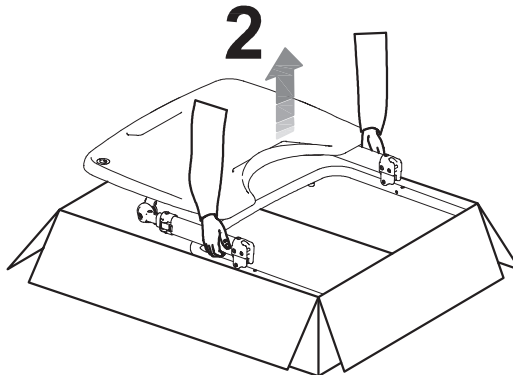
SIZES	A cm	B cm	C cm	VOLUME m <sup>3</sup>	WEIGHT kg
Small	81	64	35	0.181	10,1
Medium	126	88	22	0.244	12,5
large	126	88	22	0.244	13,5

SIZES	A inches	B inches	C inches	VOLUME inches <sup>3</sup>	WEIGHT pounds
Small	31,8	25,2	13,7	11045	22,2
Medium	49,6	34,6	8,6	14889	27,5
large	49,6	34,6	8,6	14889	29,7

### REMOVING MULTIFUNCION TABLE FROM THE BOX

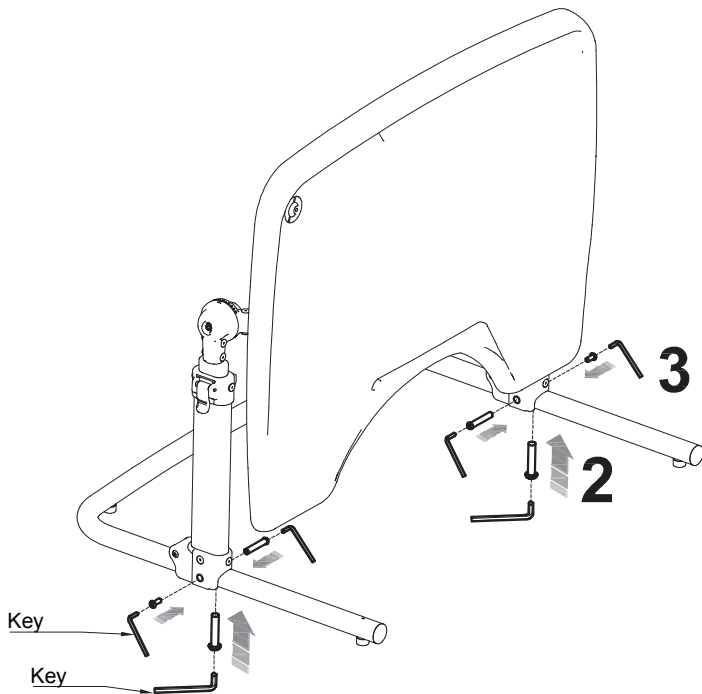
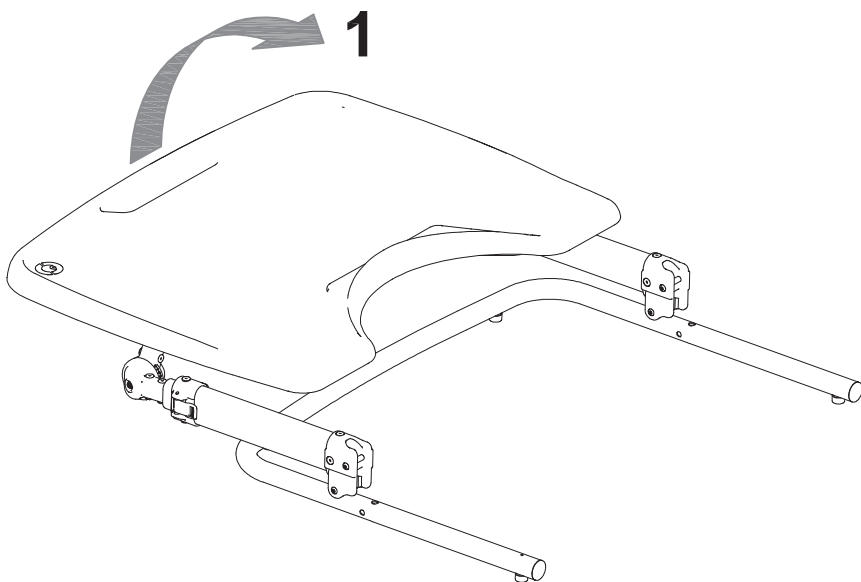


**ATTENTION!**  
CUT WITHOUT PRESSING TOO HARD  
WITH THE BLADE SO AS NOT TO  
DAMAGE THE CONTENTS OF THE BOX



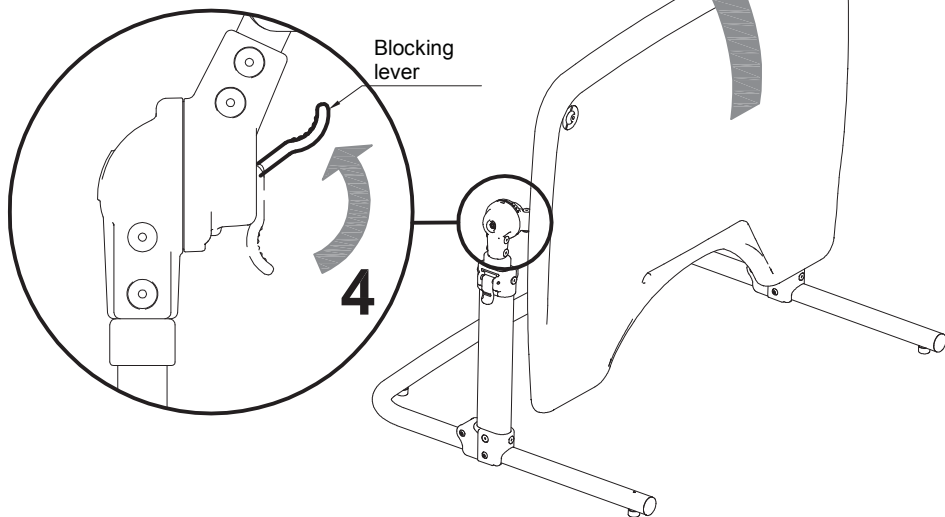


## Opening and Assembly of the MULTIFUNCTIONAL TABLE

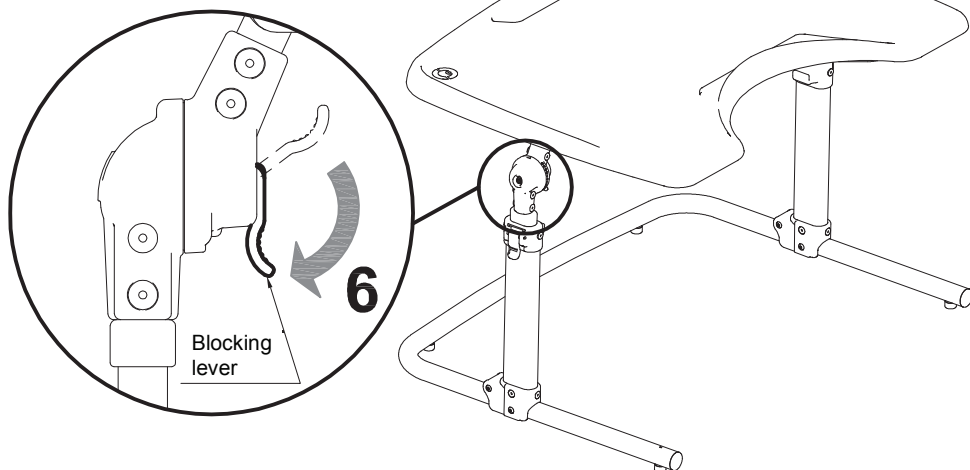




Unblock the levers, right and left



Block the levers, right and left





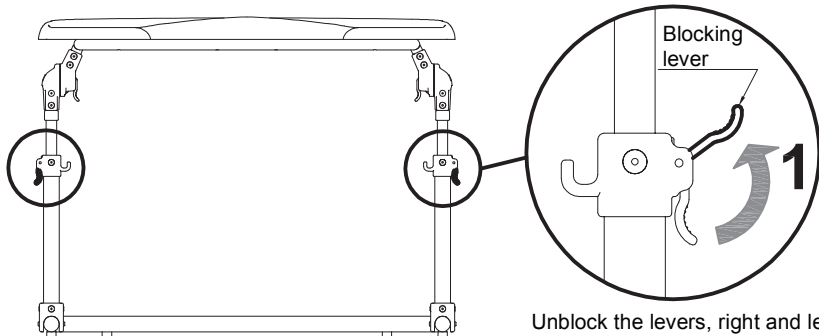
## HOW TO USE THE MULTIFUNCTION TABLE

### Height adjustment of the TABLE

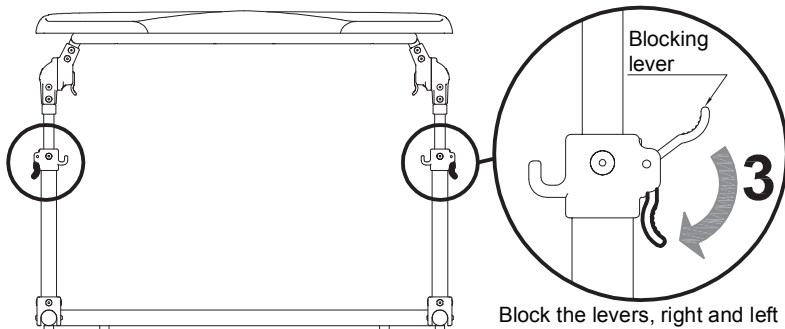
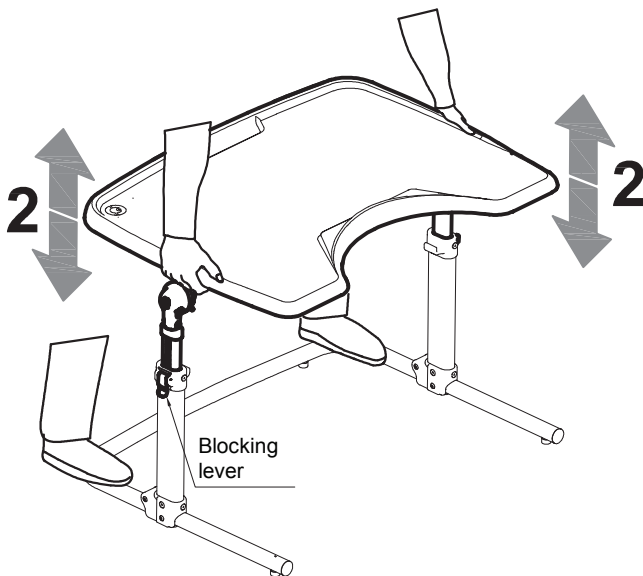


#### WARNING!

- Before adjusting the table, remove all material on top that might fall off and damage or harm someone.
- Adjustments must be made without the user in position.



Unlock the levers, right and left

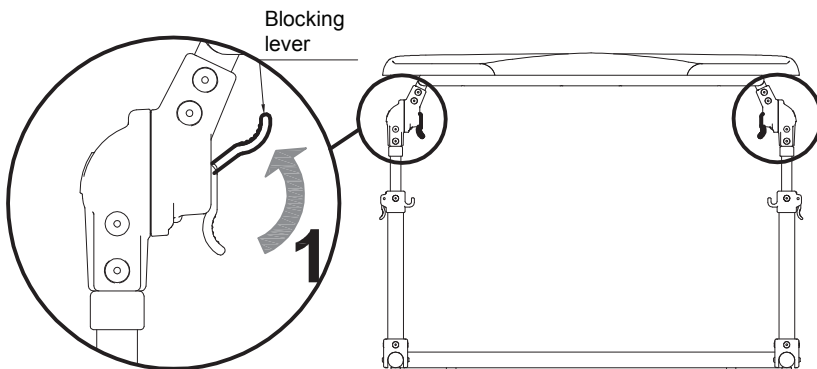


Block the levers, right and left

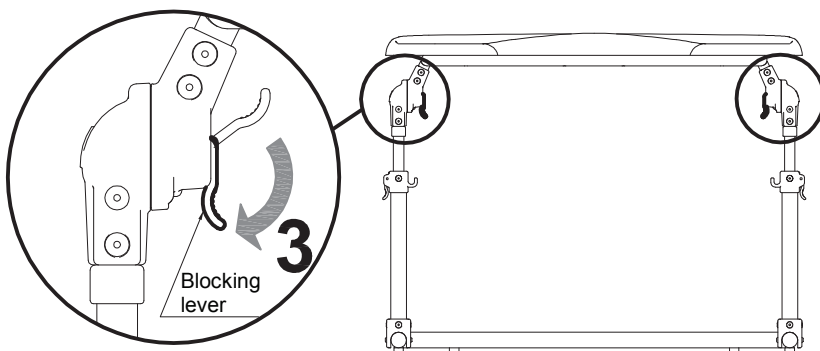
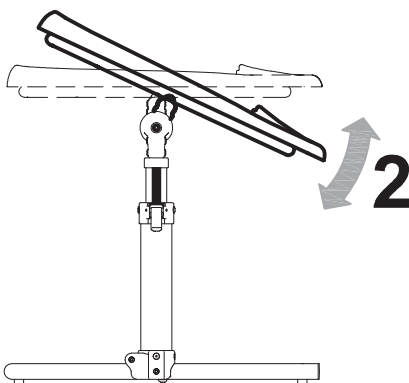




## Adjustment of the inclination of the TABLE



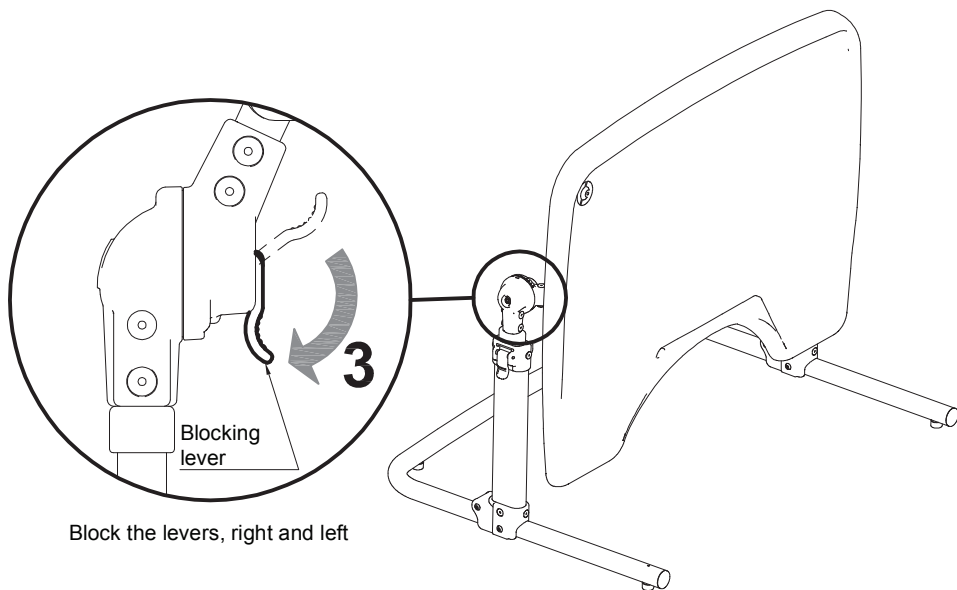
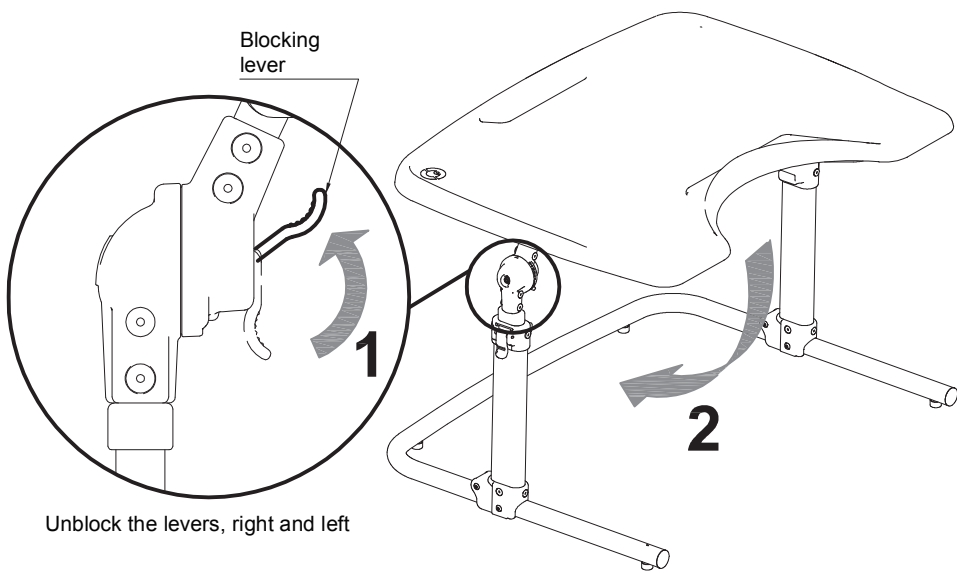
Unlock the levers, right and left

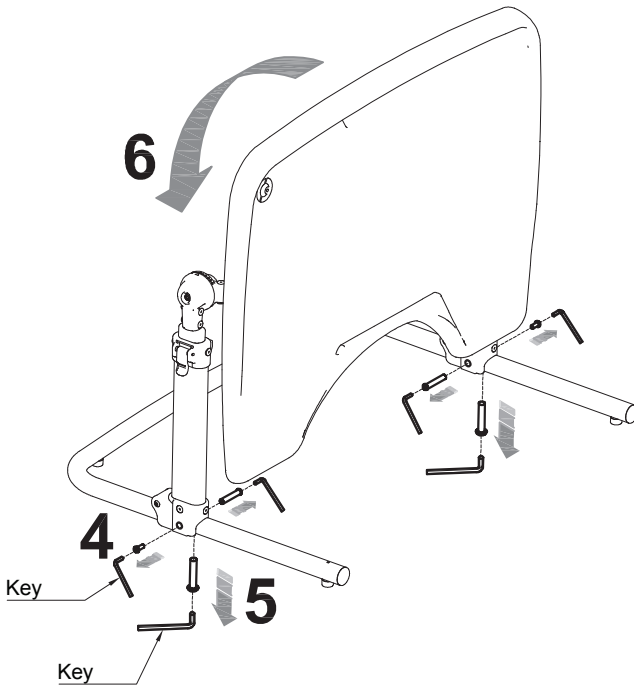


Block the levers, right and left

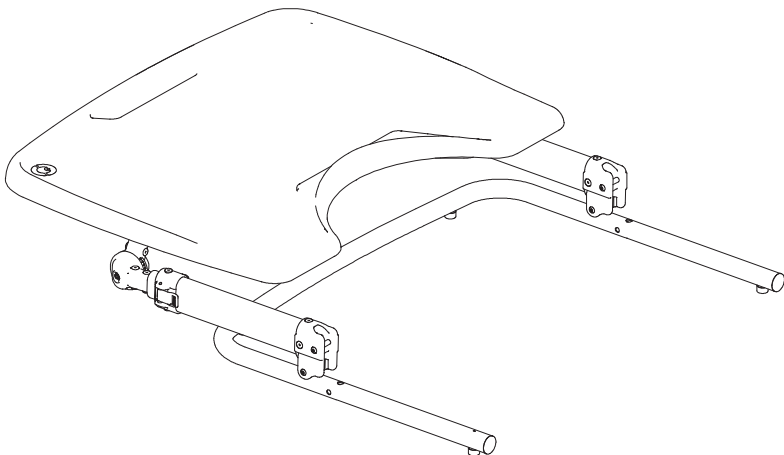


## Closing up the MULTIFUNCTION TABLE





Closed table





## MAINTENANCE

The execution of all maintenance operations is necessary to maintain the correct functionality and safety of the device.

### 1. ORDINARY MAINTENANCE (monthly)

- 1.1 Make sure that all the **FASTENING PARTS** are in place and correctly tightened.
- 2.1 The device does not require special lubrication. **DO NOT LUBRICATE THE ADJUSTABLE ELEMENTS**



Intensify all checks in marine environments, clean more often, anoint the parts exposed to salt corrosion (such as chrome, bolts and screws).



Do **NOT** perform maintenance or replace parts or components when the user is in the device.

### 2. PREVENTIVE MAINTENANCE (biennial)

The Manufacturer recommends a **COMPLETE REVIEW** of the device, in order to verify it according to the specific use and to maintain the initial performances for all its lifetime.

This activity can be carried out by the Dealer who supplied the product or by an **SERVICE CENTER**, specialized in the maintenance of mechanical aids for people with disabilities and includes:

- 6) The general verification of the product, the integrity of the components and the locking of the mechanical parts, the smoothness of the moving parts
- 7) Performance verifications
- 8) The possible interventions aimed to restore the correct functionality
- 9) Mechanical control (in case of mechanical repairs)
- 10) Sanitization

**THE MANUFACTURER or the AUTHORIZED PARTY must issue A REPORT WITH EVIDENCE OF THE INTERVENTIONS (CHECKS, REPAIRS, TESTS, SANITATION) CARRIED OUT.**



### **3. EXTRAORDINARY MAINTENANCE (or corrective)**

**EXTRAORDINARY MAINTENANCE** are all operations done on the device other than regular or preventive maintenance (mentioned above).

Extraordinary maintenance must be carried out by the Dealer who supplied the product or by another subject indicated by the Manufacturer or the Distributor of the ORMESA products in the country of destination.

The interventions must be performed with **ORIGINAL REPLACEMENTS PARTS** of the manufacturer

**Modifications of the product ARE NOT ALLOWED**, except for those of possible configurations provided on the brochure

For each maintenance work, the following must be performed:

1. The general verification of the product, the integrity of the components and the locking of the mechanical parts, the smoothness of the moving parts
2. Performance verifications
3. Mechanical control (in case of mechanical repairs)
4. Sanitization

**THE MANUFACTURER or the AUTHORIZED PARTY must issue A REPORT WITH EVIDENCE OF THE INTERVENTIONS (CHECKS, REPAIRS, TESTS, SANITATION) CARRIED OUT.**



## CLEANING, DISINFECTION, SANITIZATION

### INFORMATION

**SANIFICATION** is the complex of cleaning and / or disinfection procedures and operations

The **CLEANING** is a physical and mechanical process (i.e., rubbing) with which a large part of potential pathogenic microorganisms (bacteria, fungus, or virus), further to the visible dirt, is removed from the surface.

The combination of mechanical action with other factors such as the use of detergents (chemical action), temperature and duration can efficiently and sufficiently reduce the microbial load of the device.

**DISINFECTION**, after cleaning and cleansing, further reduces the number of microorganisms on a surface and it eliminates pathogenic microorganisms, ie bacteria causing disease and viruses. Products that on the label bear the authorization / registration Number of the Ministry of Health or other competent authority of an EU member State. are "disinfectants". Each disinfection action must always be preceded by a cleaning and cleansing operation, since dirt reduces the activity of the disinfectant. **DRYING** is essential because microbial growth can occur in the residual aqueous film.

**CHEMICAL PRODUCTS WITH VIRUCIDAL-GERMICIDAL-FUNGICIDAL EFFICACY** are available on the market for hospital equipment. These products are effective in cold conditions, able to perform cleaning (elimination of dirt) and disinfection (elimination of pathogenic microorganisms, i.e. bacteria causing disease) in a single operation. and viruses).

### WARNINGS

Read the **TECHNICAL SHEET of the chemical product** to verify that it is **suited** to be used on chrome plated/varnished surfaces and on plastic components in PVC, PA, PP and to test on a small surface to ensure that it does not damage the aid.

For an effective operation, it is important to **RESPECT THE POSOLOGY** and **TIMES OF ACTION** indicated on the product **LABEL**.

**Use the PPE** (gloves, FFP mask, visor, etc...) required on the product **LABEL**



**The operations of sanitization must be performed without the user inside the device. Do not use compressed air**, which can cause aerosol and contamination of possible virus and bacteria in the environment and on his own person.



During the Covid-19 epidemic, the contaminated PPE (gloves, gowns, glasses, masks, caps, etc...) must be **thrown away in the general waste bin**, unless otherwise indications by the belonging municipality



## PROCEDURE

Activities	Cadence	Description
<b>4.1 CLEANING and CLEANSING</b>	<b>daily or weekly</b> based on intensity of use and biological risk (patient with particular sweating, salivation; pandemic or endemic emergency period eg Covid-19)  <b>Before disinfection</b>	Soak a sponge or a clean disposable cloth with neutral detergent previously diluted in hot water (temp. max 40°) Clean the painted and chromed parts of the frame and the table top. Remove any traces of product by wiping with a clean damp sponge or cloth. Dry with a clean soft cloth. Proceed with any disinfection
<b>4.2 DISINFECTION</b>	<b>Before Re-using the product with a new user</b>	Spray a virucidal / germicidal / fungicidal chemical product for hospital equipment that is effective cold on a clean disposable cloth. components (4.2), until complete evaporation.
<b>4.3 SANITIZATION WITH PERCARBONATE</b>	<b>Based on use</b>	The percarbonate is a natural product of mineral origin that is commercially available; when dissolved in water, it releases active oxygen already at 30 ° with disinfectant, antibiotic and antibacterial action.  <b>For a sanitizing action during the cleaning of the frame and the washing of the harness and removable upholsteries, you can add 1 teaspoon of percarbonate &gt; 30% to the detergent:</b> - In the washing machine: add 1 teaspoon of percarbonate in the drum together with the detergent. - By hand/ for the frame cleaning: dissolve 1 teaspoon of percarbonate in the bowl together with the detergent, proceed with the washing, and cleansing.

## DISPOSAL



If the product is to be disposed of, it must be done according to the law in the country of destination

## CUSTOMER SERVICE AND SPARE PARTS

Only contact the retailer where you purchased the product for service and replacement parts.



## **CONDITIONS FOR DURABILITY, REUSE AND REASSIGNMENT TO A NEW USER**

**Granted that Ormesa products should be selected, evaluated and ordered for the needs of an individual user, reuse is however possible with the respect the following conditions.**

Based on the experience of other similar sold models, on technological progress, on the guarantees of the Quality Management System certificated in 1998 according to ISO 13485, there is adequate confidence that **the average lifespan of the Multifunction table is about 5 years, on condition that it is used according to the directions given in the user manual.**

Only when the conditions for storage and transport of chapter **HOW TO STORE AND TRANSPORT THE MEDICAL DEVICE**” are followed, the periods in which the product is stored at the dealer should not be considered in that time period

**Factors unrelated to the product such as the development of the user, its diseases, the use and the surrounding environment can make significantly lower the duration of life of the product; on the contrary, if the indications on the use and maintenance are properly observed, the reliability of the product can extend well beyond the lifetime average above.**

**Prior to recycling or reassignment an already used Ormesa product, it is required that:**

- 1. a doctor or therapist verifies that the aid is appropriate and adequate to meet the dimensional, functional and postural needs of the new user, and if all its components are suitable / appropriate for him. You should also consider that the CE-marking and the manufacturer's responsibility for safety requirements for the product remain only if the original product still has not changed and only original accessories or spare parts have been applied**
- 2. qualified technical personnel of a company specialized in the maintenance of technical aids for disabled people performs a detailed technical inspection to verify its condition and wear, the absence of any damage and failure of all components / adjustments, the presence of the user's manual, of the label with the date and serial number. A copy of the manual and maintenance may be always requested to the retailer that supplied the product or directly to Ormesa**
- 3. The product has been thoroughly cleaned and disinfected following the directions given in the “MAINTENANCE, CLEANING AND DISINFECTION” Chapter**

We recommend you keep written records on all inspections performed on the product before any assignment to the new user.



**In case of doubt about the safety of the product or damage to parts or components, you are urged to immediately discontinue use and contact the Dealer who supplied you with the product; the Distributor or the Manufacturer are at your disposal for any further doubt or assistance.**











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Authorized Dealer

*The technical Data and information given in this handbook are not binding. ORMESA reserves the right to carry out any necessary change without prior notice or replacements*

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