Instructions for Use

A-dec® 3461 Porta-Chair

Product Models and Versions Covered in This Document*

Models	Versions	Description
3461	n/a	Portables

**Equipment shown in this document may include optional features or accessories. Some product models, versions, and options in this document may not be available in certain regions.*

Unpack the Chair

To unpack the chair, complete the following:

WARNING Do not service or use the chair if it is damaged or has missing parts. Contact customer service before attempting any repairs or disassembly.

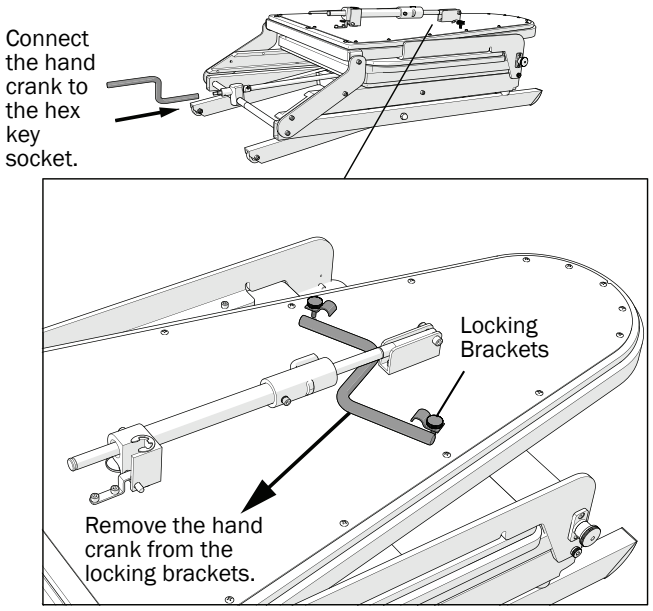
WARNING Be aware of pinch points and handle with care during assembly, use, and disassembly. To prevent injury, always ensure hands and fingers are clear of the chair mechanism and moving parts.

1. Ensure the chair is on a level and smooth surface.
2. Remove the hand crank from the chair back by loosening the locking brackets.
3. Connect the hand crank to the hex key socket at the back of the chair.

CAUTION Do not exceed the stopper limit when adjusting the seat height. To reduce the risk of instability or tipping, set the seat height between 21" - 26" (533 mm - 660 mm).

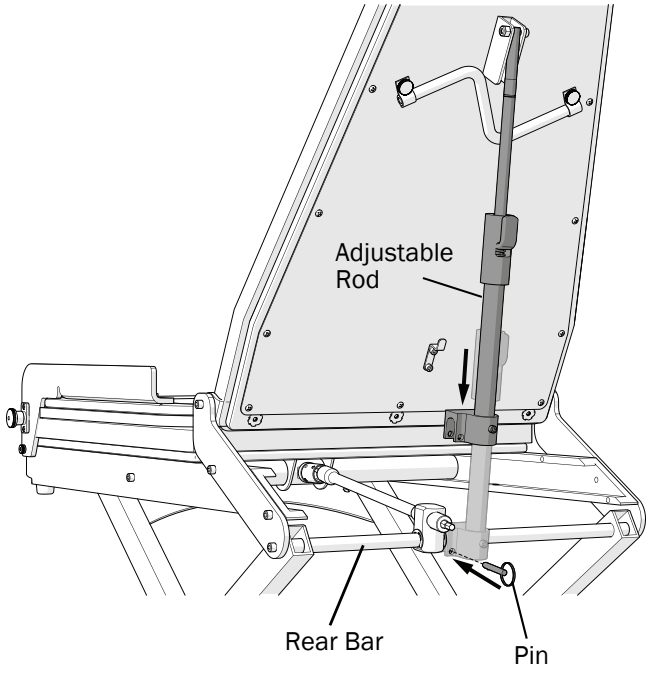
TIP A power drill can be used instead of a hand crank for raising and lowering the chair. Do not use a drill on a hammer setting or an impact driver due to the risk of torqued joints becoming broken or loose.

4. Rotate the hand crank clockwise to adjust the chair to the desired height.
5. Secure the hand crank to the back of the chair using the locking brackets.

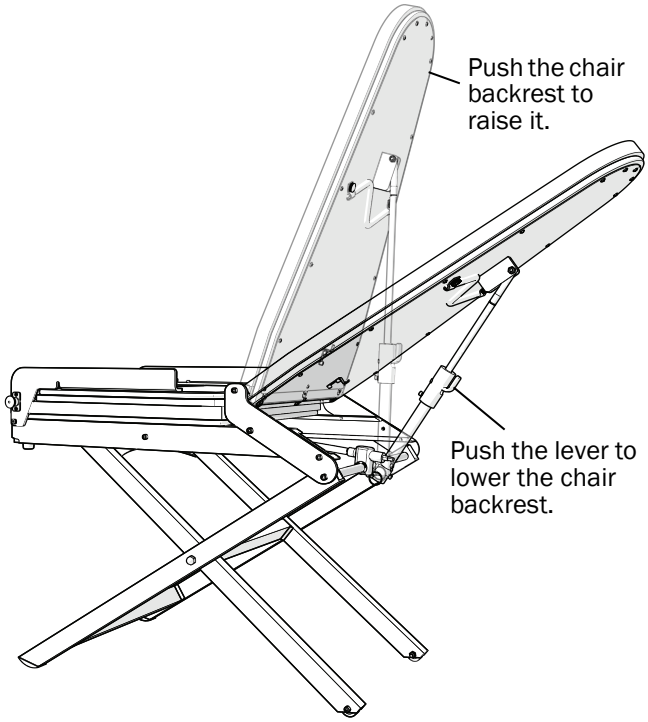


Position the Chair

1. Lift the chair back and extend beyond 90 degrees. Release the adjustable rod from the chair back by removing the pin.
2. Extend the adjustable rod until it attaches to the rear bar.
3. Use the pin to secure the adjustable rod to the rear bar.



4. Do one of the following to adjust the chair back:
   - **Raise -** Push the backrest forward.
   - **Lower -** Push the lever on the adjustable rod.



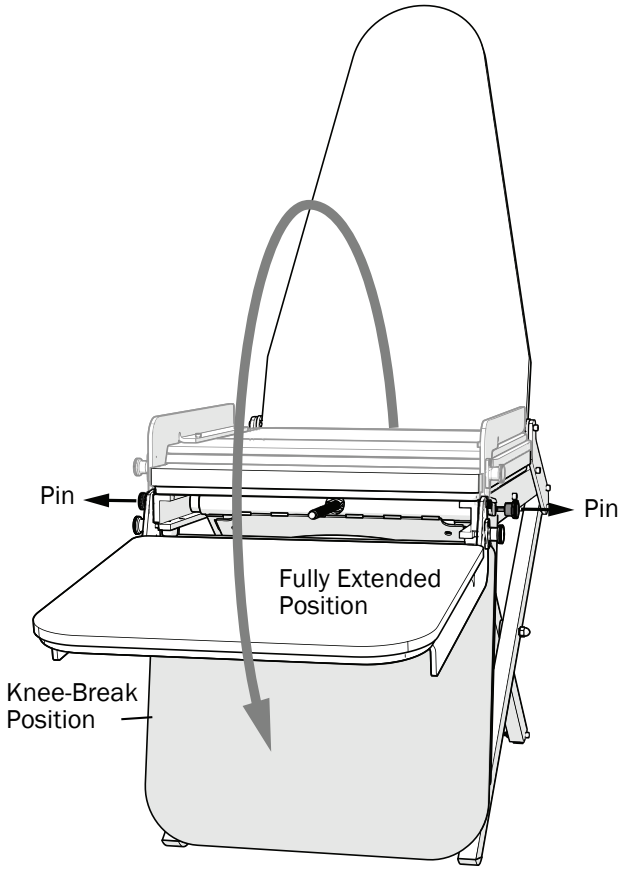
WARNING Ensure the patient is positioned safely before repositioning the chair back. Always take care with small children and patients with limited mobility.

WARNING Do not adjust the chair height with a patient in the chair.

5. Complete the following according to the desired chair position:
   - **Fully extended position -** Flip the toeboard forward until it reaches a hard stop.
   - **Knee-break position -** Pull the two pins on the side of the toeboard outward to drop the toeboard into a knee-break position.

TIP To assist in one-handed control when dropping the toeboard, the left pin locks and the right pin does not. Pull and turn the left pin a quarter-turn to lock it open. Then use one hand to control the toeboard while releasing the right pin. Turning the left pin another quarter-turn allows it to lock back in place.

6. Confirm the chair is functioning properly and that all fasteners are securely tightened before use.



Test the Chair

- **Ensure Proper Setup -** Before use, make sure the chair is fully assembled according to the instructions. All moving parts should be securely positioned.
- **Adjust the Chair -** Verify that all adjustments (height, backrest angle, and footrest) move smoothly and lock securely in the desired positions.
- **Weight Limit -** Ensure the chair is used only within the recommended weight limit.
- **Stability Check -** Ensure the chair is stable and balanced on the floor before placing the patient.
- **Hardware Check -** Visually inspect the chair for any loose or missing screws, bolts, and fasteners.

Clean/Barrier Protect the Chair

CAUTION Do not use household bleach (sodium hypochlorite) or other products containing chlorine, isopropyl alcohol (greater than 25 percent by volume), or hydrogen peroxide to clean or disinfect the upholstery. It can cause rapid deterioration and damage the product.

CAUTION Do not clean the chair drive system due to the risk of premature corrosion.

IMPORTANT For recommendations on cleaning and chemical disinfection of touch and transfer surfaces (where barrier protection is not applicable or when barriers are compromised), please see the *A-dec Equipment Asepsis Guide* (p/n 85.0696.00).

Clean the chair after each use with a soft cloth and mild detergent. Avoid using abrasive cleaners that could damage the surface. Disinfect the upholstery according to standard protocols using approved disinfectant solutions.

To preserve the quality of your chair, A-dec recommends barrier covers instead of relying on chemicals. Barriers significantly extend the life of the upholstery and will help preserve its luxurious look and soft feel.

Use surface disinfectants only when the barriers have been compromised or there is visible spatter on the upholstery. For more information, see the *Upholstery Maintenance Guide* (p/n 86.0501.00) available in the Resource Center at www.a-dec.com.

In the USA, barriers must be produced under the Current Good Manufacturing Practice (CGMP) as specified by the U.S. Food and Drug Administration (USFDA). For regions outside the USA, refer to the medical device regulations specific to your location.

Service the Chair

- **Regular Cleaning -** Refer to "Clean/Barrier Protect the Chair" section in this Instructions for Use.
- **Tighten Loose Parts -** Periodically check screws, bolts, and other fasteners for tightness. Tighten any loose components to maintain structural integrity. If a fastener is missing or damaged, do not use the chair and contact A-dec Customer Service.
- **Inspection for Wear and Tear -** Inspect all critical components (frame, legs, adjustment mechanisms) for signs of wear or damage. Look for cracks, bends, or rust on metal parts. If damage is detected, do not use the chair and contact A-dec Customer Service.

Pack the Chair

To pack up the chair, complete the following:

1. Fold the toeboard onto the chair seat.
2. Remove the connecting pin from the adjustable rod and fold the chair back onto the toeboard.
3. Push the backrest adjustable rod lever and fully retract the rod. Secure the adjustable rod to the chair back using the connecting pin.
4. Use the hand crank to fully lower the chair. Secure the hand crank on the back of the chair using the locking brackets and knob screws.

Store and Transport the Chair

Use the following guidelines to store and transport the chair:

TIP Lift the chair into and out of storage using the frame of the chair. Do not lift from the back adjuster rod.

- **Storage -** When not in use, store the chair in the provided transport case to protect it from damage and ensure safe handling.
- **Transportation -** Only transport the chair in the supplied case in the folded position. Before packing the chair for transport, ensure all surfaces are thoroughly cleaned and dry.

Troubleshooting

Use the following guidelines to troubleshoot the chair:

Problem	Solution
Chair does not fully recline or adjust.	1. Ensure no parts are obstructed or jammed by debris. 2. Confirm the adjustment lever or mechanism is not jammed or obstructed.
Chair is unstable or wobbles.	1. Check for loose or missing screws, bolts, and pins. 2. Verify there is no damage to any parts or mechanisms. 3. Check for any missing feet or wheels.
Chair is difficult to fold or unfold.	1. Ensure there are no obstructions or debris in folding parts. 2. Verify there is no damage to any parts or mechanisms.

Chair Specifications

The chair is intended to be used in a controlled environment.

Chair Dimensions	
Chair Case	45" L x 25-1/2" W x 16-1/2" H (1143 mm L x 648 mm W x 419 mm H)
Backrest Up, toeboard extended	53" L x 21-1/4" W x 56-1/2" H (1346 mm L x 540 mm W x 1435 mm H)
Backrest Down, toeboard extended	69" L x 21-1/4 W x 28" H (1752 mm L x 540 mm W x 711 mm H)
Chair Folded	35" L x 21-1/4" W x 12" H (889 mm L x 540 mm W x 305 mm H)

Chair Weight	
Chair Mass	47 lb (22 kg)
Chair Mass with Case	98 lb (45 kg)
Maximum Chair Capacity	350 lb (159 kg)

Medical Device Classification	
Class I	This device is regulated by the US Food and Drug Administration (FDA) as a Class I medical device under 21 CFR Part 860.

Regulatory Information and Warranty

For required regulatory information and the A-dec warranty, see the *Regulatory Information, Specifications, and Warranty* document (p/n 86.0221.00) available in the Resource Center at www.a-dec.com.

For quick access to this document online, scan, tap, or click this QR code, which points to: a-dec.com/regulatory-guide.

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