

User manual

Prone, supine and
upright stander

Novum Size 1, 2, 3

Dear Customer!

We would like to thank you for your trust extended to us and for purchasing our product.

The Prone, supine and upright stander NOVUM distinguishes itself by its quality, security, easy operation and modern design.

For optimal use of this aid, we ask you and possible other users to carefully read this operating manual.



Please read through these instructions carefully before first use and handle equipment appropriately!

2 Table of contents

Topic	Page
1 Foreword	3
2 Table of contents	4
3 Safety instructions	5
4 Warranty and product liability	8
5 CE sign and position	9
6 Indications and prophylaxis	10
7 Purpose of use	10
8 Product overview	11
8.1 Basic model	11
8.2 Accessories / options	12
9 Initial operation	12
10 Adjustment and operation	13
10.1 Basic model	13
10.2 Accessories / options.....	14
11 Types of models	18
11.1 Basic model	18
11.2 Accessories / options.....	18
12 Technical details	20
13 Cleaning and disinfection	22
14 Maintenance and overhaul	23
15 Operating life and Re-use	23
16 Faults, repairs, spare parts	24
17 Storage	24

3 Safety instructions

The prone, supine and upright stander NOVUM is CE-marked and fulfils the requirements of the latest directive. It was developed in line with most recent findings. Production is subject to an on-going quality control.

Please read this user manual carefully before operating the prone, supine and upright stander.

The user manual is an integral part of the Rehab aid. In case of loss, request a new copy or download directly from our download area on our homepage www.ato-form.com.

Please keep the user manual in a safe place, accessible to care and maintenance staff.

The user manual does not replace the experience of supervisory staff with the experience and knowledge of operators, which they gained from (for example) training courses.

In the event of specific or difficult applications, the user manual represents a guide to the most important handling.


In the event of specific or difficult applications, the user manual represents a guide to the most important handling.

Ensure all users of this aid understand its handling and the meaning of the symbols attached to the device.

Accidents can be prevented when technical instructions according to the EWG guidelines are followed.

Protective coverings, labels and warning notices may not be removed.

The maximum load-bearing capacity of the NOVUM is 50/70/100 kg depending on the model.

 **Regular monitoring at your specialist dealer (at least once a year) lengthens the life time of the Prone, supine and upright stander and gives you security. Please also see section maintenance and overhaul.**

3 Safety instructions

- Before mounting or using the prone, supine and upright stander NOVUM carefully read all instructions of this user manual, as these have been drawn up for your safety and as a guideline for the correct use and maintenance of this product. This operating manual is an indispensable component of the delivery and should be stored carefully for further use.
- The operating manual is intended for retailers and users of the prone, supine and upright stander NOVUM, (or their carers), it contains the required information to secure the correct use of the product, it cannot, however replace the necessary experience of the user or assistant in handling the device.
- The reseller has the duty to deliver the device ready for operation and to explain precisely the functions and technical data of the device, as well as provide the necessary support and briefing needed for a correct and efficient use of the device.
- The given instructions of the operating manual, refers to the point in time of the device being placed on the market. The manufacturer reserves the right to introduce any modifications which prove necessary to the device and associated operating manual, without being bound to change previous devices and associated operating manuals.
- Use of the rehabilitation aid and its accessories, must be administered under medical supervision.
- The prone, supine and upright stander NOVUM must only be operated under supervision of a qualified person, or respectively a family member of the user.
- Never leave the user of the aid unattended.
- The NOVUM may only be operated by persons who have familiarized themselves with the standards and rules of the present operating manual.
- The NOVUM may only be used by persons of a suitable stature and physical aptitude.
- Never place a patient in an aid, which is not coordinated with his or hers body height and weight.
- Adjust settings only in the unloaded condition.
- When using a prone, supine and upright stander the center of gravity is always relatively high up. A person using a prone, supine and upright stander is always dependent on the stability of the device, from the supporting points against the body and support area to the floor.
- Do not place any hot beverages or objects onto the aid you have purchased, as this would seriously damage the aid.
- Do not load any heavy objects onto the aid, as this would impair the structure, the centre of gravity and consequently impair the balance.
- Always ensure there are no obstacles in operating range of the rehab aid, such as carpets, stairs or objects on the floor,

which could lead to the prone, supine and upright stander NOVUM overturning.

- Move all objects out of the way, which could be hit or fall whilst operating the aid.
- Never use the aid on rough terrain, steeply sloping ground or stairs.
- Do not move the aid, if a person is standing in the aid.
- Do not use the rehab aid before ensuring a complete and correct fitting of the safety belts, if available.
- Check all adjustable parts are locked, before every use of the aid.
- Apply the lever brakes for a secure stand when stopping.
- Always lock brakes before use, when setting, adjusting functions or accessories.
- Please note the individual and overall safety relevant information when using several rehabilitation aids simultaneously.
- All aspects of spatial influences (wet and smooth floors, steps or similar) must be taken into consideration by the carer or user.
- Do not use the NOVUM before checking the wheels of the aid.
- Wet and dirtied wheels can decrease the braking effect.
- Check regularly if all screws and handles etc. are firmly tightened. Worn and defect parts are to be repaired or replaced immediately. This is especially important to ensure a safe use of the rehab aid! Carefully check the clamping jigs and the like are securely fixed.
- Do not use the aid, if parts of it are damaged or missing. Missing parts are only to be replaced with original spare parts.
- Do not carry out any interferences or measurements if you are unsure of their effects; for your own safety contact the nearest service centre or contact the dealer directly.
- In case of accidents or malfunctions, contact the dealer or manufacturer from whom you purchased the device.
- The manufacturer is not liable for damage to persons, objects or animals resulting from false usage of the equipment by the user or third parties, through incorrect mounting of parts and accessories, by neglect or poor maintenance, neglect, through unauthorized alterations and modifications, usage of non-original spare parts or accessories, through unpredictable and exceptional events resulting from non-compliance of the regulations in the presented operating manual.
- Clean the prone, supine and upright stander NOVUM in accordance with the instructions given in the chapter „cleaning“.
- Please ensure before use the product is cleaned according to the cleaning instructions and if indicated also disinfected.
- Any serious incidents occurring in connection with the product must be reported to the manufacturer (ATO FORM GmbH) and the competent authority of the country in which the user is resident.

We constantly develop new aids and improve existing products. We are happy to receive your suggestions of every description.

4 Warranty and product liability

ATO FORM grants the required by law warranty of your country against defects in workmanship and materials.

The warranty would be adversely affected if the customer's responsibility of servicing and/or daily maintenance is not carried out according to the guidelines and intervals prescribed by the supplier and/ or stated in the manual.

For further information, we refer to the ATO FORM homepage/download www.ato-form.com.

The warranty can only be sustained if the ATO FORM product is in use in the same country where it was purchased and if the product can be identified by the serial number. The warranty does not cover accidental damage, including damage caused by misuse or neglect.

The manufacturer's obligations transfer then to the person carrying out the modifications.

The warranty does not extend to non-durable parts, which are subject to normal wear and tear and need periodic replacement.

The warranty is null and void if non-original ATO FORM parts/accessories are used, or if the product is repaired or altered by anyone other than an authorized ATO FORM representative or by trained personnel officially recognized by ATO FORM for repair and maintenance of ATO FORM products.

ATO FORM reserves the right to inspect the product being claimed for and the relevant documentation before agreeing to the warranty claim and to decide upon whether to replace or repair the defective product. It is the customer's responsibility to return the item being claimed for under warranty to the address of purchase.

The warranty is given by ATO FORM or, subsequently, an ATO FORM dealer.

5 CE sign and position

The CE label with details of the manufacturer, article number, serial number and production date is located on the chassis, on the holder for the support pad.



6 Indications and prophylaxis

- Cerebral palsy
- Muscular dystrophy
- And others

Indicated by the following foot malpositions:

- Flabby or contracted foot malpositions
- Pes equinus and heel calcars
- Other complicated foot malpositions

Contraindications

- Open wounds, weeping eczema (at the belt sites)
- Fresh fractures of the joints and spine

7 Purpose of use

The device must be prescribed by a medical specialist, who has tested beforehand and determined if the NOVUM is suitable for the individual therapeutic goal of the patient. Furthermore, the medical specialist has determined the aid to be suitable according to measurements, weight and willingness of the patient to use the aid.

The aid is delivered via an authorised technician in compliance with the requirements of the country where it is being used and in strict accordance with the information and instructions in this manual for adjustments of the aid according to the measurements of the user. Only compliance of the regulations and instructions can lead to positive ergonomically effects.

The tilting table/standing frame NOVUM is only intended for indoor use. It offers a variety of therapeutic applications such as, standing frame, prone board, tilting table or as drainage support.

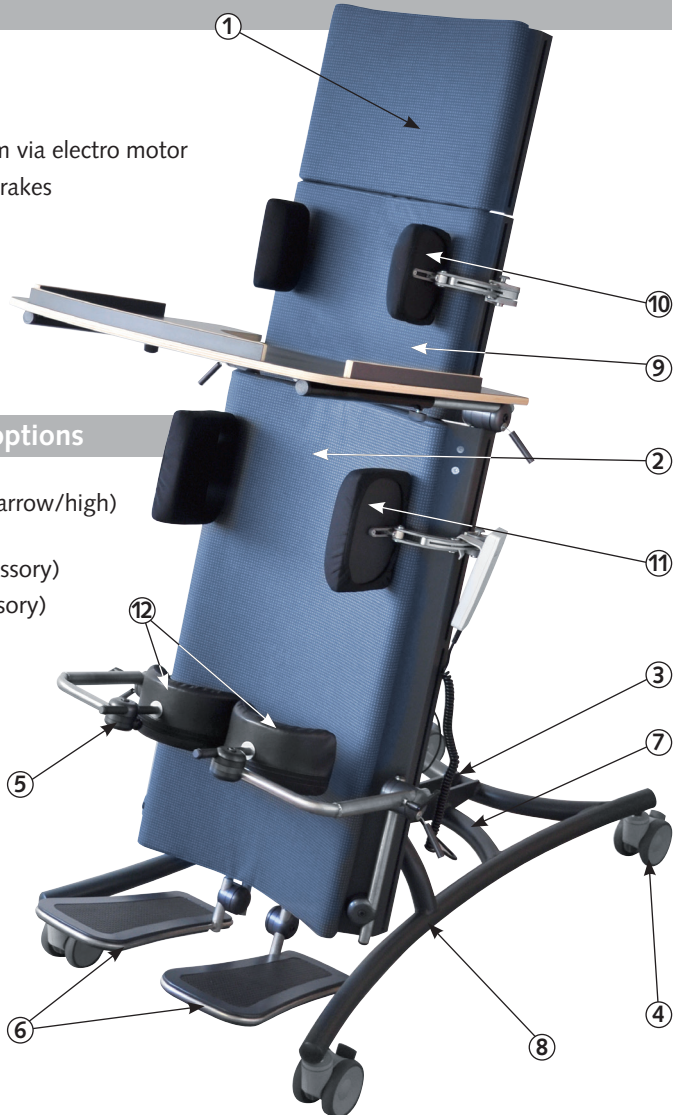
The optional therapy table supports the head control training optimal. We wish you every success using the tilting table/standing frame NOVUM.

We wish you every success when using the Prone, supine and upright stander NOVUM.

8 Product overview

8.1 Basic model

1. Upper support pad
2. Main support pad
3. Tilt control mechanism via electro motor
4. Swivel wheels, with brakes
5. Multi-adjustable disc element
6. Split foot plates
7. CE Label
8. Frame



8.2 Accessories / options

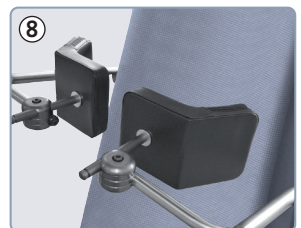
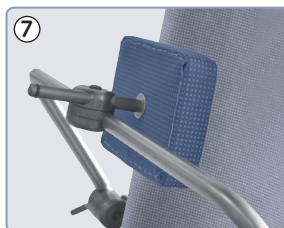
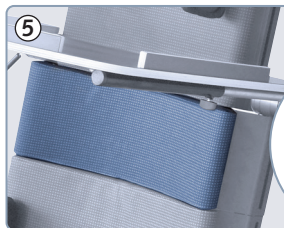
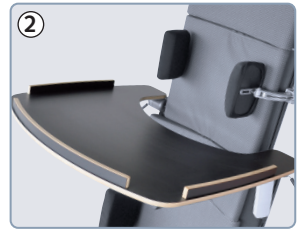
9. Extension Cushion (narrow/high) (accessory)
10. Thorax support (accessory)
11. Pelvic support (accessory)
12. Knee support

Product overview

1. Thorax-/Pelvic supports multi adjustable
2. Therapy table for prone and supine position
3. Knee supports for supine position
4. Extension cushion narrow / high
5. Extension cushion wide / low
6. Electric motor (retrofit kit)
7. Posterior support
8. Posterior support multi adjustable

Not shown:

- Extra belt Size 1-4, for all models
- Heel supports divided



For a complete overview of our extensive range of accessories for the NOVUM see item 11.2 Types and accessories on page 20.

9 Initial operation

The reseller is to unpack the unit, ensure that the components and accessories listed in the scope of delivery are all present and undamaged, and give the buyer the initial instructions on use of the aid. Above all the reseller should read through the complete present user manual carefully, in order to then explain it to the customer in detail.

This way, with help of the reseller, the user as well as the attendant must become familiar with the correct operation of the aid.

Once the demonstration has been completed, the reseller must ensure the user and/or the assistant have fully understood the basic functions of the equipment. This is the only way to prevent the user from dangerous situations.

The above mentioned requirements must be observed for first use and also for reuse.

The seller must give instruction for use, as well as explain the basic functions of the device according to MPG (medical products law) to qualified staff.

10 Assembly and adjustment

10.1 Basic model

Preparation:

Unpack the product and remove the packing materials.

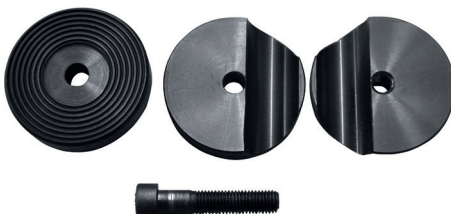
The device is completely assembled.

Ensure that the product is complete and undamaged.

Multi adjustable discus element

To achieve greatest possible variability, multi-adjustable discus elements were inserted to the tilting table/standing frame NOVUM. Using these, height, depth, tilt and angle are adjustable.

Important: When affixing the multi-adjustable discus elements vertically, viewed from the front, the head of the Allen screw must always face to the left. When affixing horizontal (knee supports), the head of the Allen screw must always face upwards.



Belts and foot supports

The belts are freely guided in the rail and thereby infinitely height adjustable.

Height, angle and rotation of the foot supports are set using the multi-adjustable disc element. This permits settings for foot malpositions.



10.2 Accessories / options

Thorax- and pelvis supports

Insert the thoracic pads into the lateral guides and then tighten the wing screw, or (alternatively) the clamping lever, to the desired position.

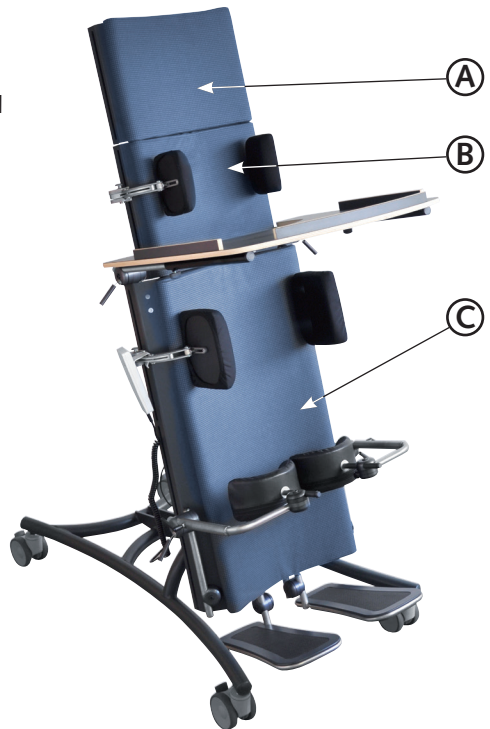
The thoracic and pelvic supports can be adjusted by width, height and angle. Furthermore they can be folded away with the flick of a wrist.



Extension cushion

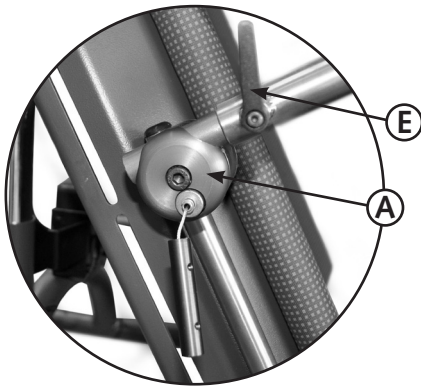
The extension cushion (B) is inserted into the intended guides of the main support pad (C). The upper support pad (A) is inserted into the extension cushion.

Please note when the desired adjustment is reached, tighten the grub screws (D), to avoid unintended disengaging of parts.



Knee supports for application as a supine position board

To mount the knee supports, guide the brackets (B) into the multi-adjustable disc element (A). Adjust the height using the multi-adjustable disc element (A). Push the holder of the knee supports (D) onto the brackets (B) and fasten using the Allen screws (C). Using the quick release (E) the knee supports are variably tilt adjustable.

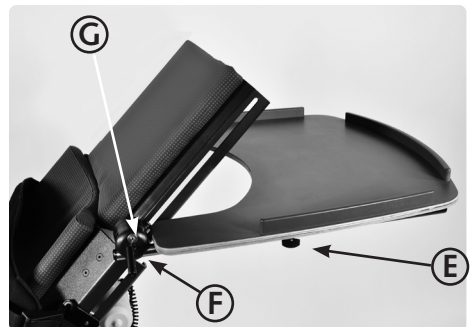


Therapy table

The therapy table is inserted into the lateral multi-adjustable disc element table receiver. Adjust to the desired depth and fixate the table using the wing screws (E).

The integrated catch (F) in the multi-adjustable disc element enables rapid adjustment of the table inclination.

The height is adjustable using the multi-adjustment disc element (G) attached on the back.



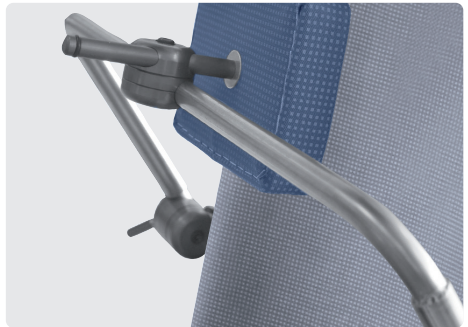
Foot support for prone position

For the prone position fit the disc elements and the spacers as shown in the figure. Adjust the angle of the footrests so that the patient can stand on them comfortably.



Pelvic support for prone position

Fit the pelvic support using the same procedure as for the knee pads (see page 18).



Multiple adjustable pelvic support for prone position

Fit the adjustable pelvic support using the same procedure as for the knee pads (see page 18).



For a complete overview of our extensive range of accessories for the NOVUM see item 11.2 Types and accessories on page 20.

11 Types and accessories

11.1 Basic model NOVUM size 1

- NV-1000** **Basic model NOVUM, orange**
NV-1000-E **Basic model NOVUM incl. electric motor, orange**

11.2 Accessories / options

- NV-0110** **Therapy table** for prone and supine position
NV-0111 **Heel support, divided, pair**
NV-0172 **Thorax- / Pelvic supports, Size 1**
 hinged, height-, width, depth- and angle adjustable, black
NV-0272 **Thorax- / Pelvic supports, Size 2**
 hinged, height-, width, depth- and angle adjustable, black
NV-0372 **Thorax- / Pelvic supports, Size 3**
 hinged, height-, width, depth- and angle adjustable, black
NV-0115 **Posterior support**
NV-0115M **Posterior support, multi-adjustable**
NV-0116 **Knee supports for supine position, black**
NV-0117 **Extension cushion, narrow/high, orange**
NV-0118 **Extension cushion, wide/low, orange**
NV-0119 **Extra belt, Size 1**
NV-0219 **Extra belt, Size 2**
NV-0319 **Extra belt, Size 3**
NV-0419 **Extra belt, Size 4**
NV-0120 **Electric motor (retrofit kit)**

11 Types and accessories

11.1 Basic model NOVUM size 2

- NV-2000** **Basic model NOVUM, blue**
NV-2000-E **Basic model NOVUM incl. electric motor, blue**

11.2 Accessories / options

- NV-0210** **Therapy table** for prone and supine position
NV-0211 **Heel support, divided**, pair
NV-0172 **Thorax- / Pelvic supports, Size 1**
 hinged, height-, width, depth- and angle adjustable, black
NV-0272 **Thorax- / Pelvic supports, Size 2**
 hinged, height-, width, depth- and angle adjustable, black
NV-0372 **Thorax- / Pelvic supports, Size 3**
 hinged, height-, width, depth- and angle adjustable, black
NV-0215 **Posterior support**
NV-0215M **Posterior support**, multi-adjustable
NV-0216 **Knee supports for supine position**, black
NV-0217 **Extension cushion, narrow/high**, blue
NV-0218 **Extension cushion, wide/low**, blue
NV-0119 **Extra belt, Size 1**
NV-0219 **Extra belt, Size 2**
NV-0319 **Extra belt, Size 3**
NV-0419 **Extra belt, Size 4**
NV-0220 **Electric motor** (retrofit kit)


11 Types and accessories

11.1 Basic model NOVUM size 3

- NV-3000** **Basic model NOVUM, grey**
NV-3000-E **Basic model NOVUM incl. electric motor, grey**

11.2 Accessories / options

- NV-0310** **Therapy table** for prone and supine position
NV-0311 **Heel support, divided, pair**
NV-0172 **Thorax- / Pelvic supports, Size 1**
 hinged, height-, width, depth- and angle adjustable, black
NV-0272 **Thorax- / Pelvic supports, Size 2**
 hinged, height-, width, depth- and angle adjustable, black
NV-0372 **Thorax- / Pelvic supports, Size 3**
 hinged, height-, width, depth- and angle adjustable, black
NV-0315 **Posterior support**
NV-0315M **Posterior support, multi-adjustable**
NV-0316 **Knee supports for supine position, black**
NV-0317 **Extension cushion, narrow/high, grey**
NV-0318 **Extension cushion, wide/low, grey**
NV-0119 **Extra belt, Size 1**
NV-0219 **Extra belt, Size 2**
NV-0319 **Extra belt, Size 3**
NV-0419 **Extra belt, Size 4**
NV-0320 **Electric motor (retrofit kit)**

 **The most up-to-date overview of our extensive range of accessories for NOVUM and their description as well as much more useful information can be found on our homepage www.ato-form.com.**

For special problems, or if it seems the accessories you require are not demonstrated nor described, please contact us.

We may already have the right solution for you.

12 Technical details

Prone supine and upright stander		Size 1	Size 2	Size 3
Armpit height	cm	70–101	83–121	115–153
Overall width	cm	59	59	70
Overall length	cm	85	85	112
Overall height including all accessories ¹	cm	138	153	201
Overall height, horizontal	cm	60	70	76
Etry height	cm	from 3	from 3	from 3
Support pad, large (B x H)	cm	31 x 43	36 x 50	45 x 89
Support pad, smal (B x H)	cm	25 x 24	32 x 26	36 x 30
Tilt	Grad	-5°–90°	-5°–90°	-5°–90°
Load capacity	kg	50	70	100
Product weight ²	kg	35	40	45
Wheels /Castors	mm	75	75	100
Electric drive (battery)	Volt	24	24	24
Power supply	Volt	24	24	24
Fuse	Ampere	9	9	9

¹(from foot plates to top edge of the supporting surface)

²Including electric motor

Technical changes reserved!

Construction

The prone, supine and upright stander consists of: a powder-coated steel-tube frame, chrome-plated adjustable metal parts, foam-padded baseplate with pleasant and easy-to-clean imitation-leather upholstery, therapy table of laminated veneer lumber and covered on both sides with Formica, footplate of plywood, polypropylene belts, 4 polyamide double safety castor wheels each with total lock brake, plastic clamping lever, lockable gas spring with Bowden cable release, for optional electric tilt adjustment a 24-volt drive system with battery supply is available.

Operating conditions

(only electric model)

Temperature: +5 °C to +40 °C

Relative humidity: 20% to 90% –
noncondensing

Air pressure: 800 to 1060 hPa
(Operation in an
estimated height
≤ 2000 m)

13 Cleaning and disinfection

Leftovers, dirt and dust are always to be removed. Moving parts work easier, if you apply one drop of oil after cleaning.

Cleaning the metal parts:

The painted and chromed parts of the Prone, supine and upright stander should only be cleaned using a soft cloth and mild and alcohol based customary cleaning agents.

Cleaning the rollers/wheels:

Keep the rollers clean at all times; regularly remove dust, hairs and other accumulating dirt from rollers.

Cleaning of textiles and imitation leather:

These are best cleaned using water and a mild detergent.

When using the cleaning agents the instructions of the manufacturer must be observed.

Disinfection:

For disinfecting, use household disinfectants and consider the following indications:

The assistant must wear suitable protective clothing (for example gloves) in order to avoid infections.

When using disinfecting agents always follow the instructions of the manufacturer.

Warning

Do not use strong solvents, which could damage the surface of the device.
The use of a high-pressure cleaner is not recommended.

Ensure that the upholstery and wooden surfaces are kept clean. Urine and sweat can damage the product.

14 Maintenance and overhaul

For the protection of the warranty and safety, it is especially important that the Prone, supine and upright stander is serviced regularly once a year from the date of purchase.

It is recommended to make service arrangements. The manufacture will gladly provide the maintenance check list to your specialist dealer on request.

Please contact your specialist dealer to carry out corrective maintenance works for your NOVUM.

The device should be checked by the manufacturer at the latest after 3 years.

Maintenance Checklist

Castors

- No damage or wear
- Firm seat

Brakes

- Free from grease and dirt
- Full brake function
- No signs of damage or wear

Frame

- Metal parts; no signs of damage or wear, especially for adjustable parts
- Welding seams are intact
- Fasteners, bolts, nuts and springs are secure
- Replacement of parts if there is any sign of wear
- No signs of wear or damage of the safety components

Upolstered padding

- No signs of wear

15 Operating life and Re-use

The NOVUM is made from high quality materials and is subject to a continuous quality control in our house. Because of this and the solid construction, the expected operating life of our product is up to 5 years, depending on the usage intensity and number of re-uses, under normal and compliance with its intended use (according to the instructions given in our user manual).

The expected operating life does not apply to wear parts.

The product NOVUM was designed so it could be reused after the application of various measures.

Following measures should be followed:

- Thorough cleaning and disinfecting using appropriate cleaning agents.
- Replacement of wear parts
- Maintenance, following the maintenance schedule of the manufacturer or authorized specialist dealer.
- Preparing accompanying documents and release for re-use.

16 Faults, repairs, spare parts

If your toilet seat lift NOVUM cannot be operated?

Please ensure.....

- The plug is plugged in the socket and is supplied with power.
- All plug connections are plugged in correctly and secured.

Try and shut down the fault.


Failing that, contact your specialist dealer / reseller.

Spare parts

Only original accessories and original spare parts may be used. Non-compliance with these instructions and repairs carried out or modifications made to the NOVUM or its parts by unauthorized persons, voids any warranties.

In these cases, any product liability granted by the manufacturer (ATO FORM GmbH, Zur Lauterhecke 34, 63877 Sailauf, Germany) is voided in advance.

For all questions about spare parts and accessories contact your specialist dealer or the ATO FORM-Service +49 6093-944-0.

 **Spare parts and accessories must not be removed or replaced while the patient is using the Prone, supine and upright stander!**

17 Storage

Keep this operating manual in a safe place, where you or care and maintenance staff have access to it.

The current version of these instructions for use can be found on our homepage in the download area.



You can find more information about the product on our homepage at www.ato-form.com or under this QR code.



Disposal of battery operated devices



The battery pack must not be disposed of together with normal household waste at the end of its service life. Please observe the legal requirements in your area. Your municipal government and locally based waste disposal companies will be happy to provide you with information in this regard.

In environmental protection matters:

All packaging parts are re-useable. The cardboard packaging is to be recycled as waste paper. We therefore use paper as filler material. Possible used plastic film of the packaging are made out of PE and are therefore low in pollutant and can either be recycled or burnt.

Complete Range:

- Head and body protection
- Walking aids
- Gait trainer
- Standing aids
- Seating aids
- Hoists
- Customized solutions

Thank you for your interest in our products.
For questions please contact ATO FORM GmbH
or your specialist dealer.

Your ATO FORM Team



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Your specialist dealer