

# Portal Pro<sup>®</sup>

*Owner's Manual*



Please view our free instructional video for more information on using your Portal Pro, including an exciting new section on Massage Techniques.

# PORTAL PRO® OWNER'S MANUAL

## Setting Up Your Portal Pro®

1. Lean your chair forward and lift the back of the seat until fully open.
2. Remove the plastic covering from the wheels and feet.



## Face Rest Set-up

### Preliminary Face Rest Adjustments for Convenient Cam Lock Orientation

*Note: If the face-rest cam locks are on the side of your strongest hand, there is no need to make the adjustments 1-5 below. You will only need to make the following adjustment the first time you use your chair:*

1. Loosen face-rest cam locks and knobs.
2. Remove face-rest pad and its backer plate from chair.
3. Turn face-rest platform so that cam locks are on the side of your strongest hand.
4. Replace face-rest pad on the platform.
5. Slide face-rest dowels into Portal Pro connector tubes.

**Face Rest Covers**

Oakworks sells two kinds of face rest covers:

1. Soft flannel covers.
2. Disposable nurse's caps that give you directions for cutting a narrow V-shaped flap and pulling the flap under the pad until it sticks to the Velcro.

## Height and Angle Adjustments



**Cable System** changes the height of the chair.

**Lower cable settings** position clients low and angled, suited for **shorter therapists**.

**Highest cable settings** position clients more vertically with the seat higher off the floor for **taller therapists**.

### To change cable setting:

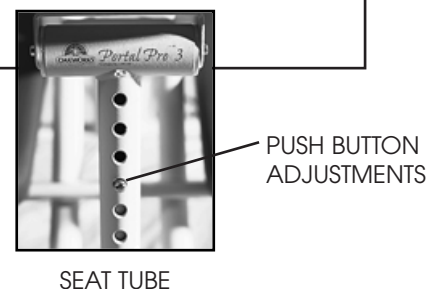
1. Lift seat to relax tension on the cable and remove "z" clip.
2. For starters, insert "z" clip in third or fourth hole from the bottom and pull back on seat tube until the cable has no slack. Make sure "z" clip is parallel to the tube.



## Seat Adjustment

Raising and lowering the seat height also changes the seat angle. A good basic seat position is when the seat support is in line with the front legs, with the back of the seat higher than the front. Lumbar strain can be reduced by raising the seat height one to two holes.

**To change the seat height:** 1. Push in button on seat tube while raising or lowering the seat.



# Face Rest Adjustments for Optimal Client Comfort

**Oakworks QuickLock™ Face Rest** has virtually unlimited positioning. Note: The face rest can be moved up and down after loosening the knobs and angled after releasing the cam locks.

1. Show your client how to get on the chair.
2. Release the cam locks and knobs on the face rest.
3. Ask your client to sit down and hold onto the face rest on the Velcro on the sides of the U tube.
4. Tell your client to pull the face rest toward them until their forehead rests comfortably on the pad.
5. Have your client lean forward, letting the chair support their weight until they are in a relaxed position.
6. Lock the cam locks and tighten the knobs securely. Please do not over-tighten the knobs - too much force may cause stripping.



STEP 3



STEP 4-5

## Arm Rest Adjustments

### Arm Rest Adjustments

The arm rest is designed for your clients to rest their forearms on. Please do not allow your clients to push against the arm rest to lift themselves out of the chair. The arm rest won't support your client's full weight.

1. Release cam lock and lengthen the strap. Lift or lower arm rest until your client's forearms rest comfortably on the pad and his/her shoulders are slightly rounded.
2. Lock cam lock and tighten strap by pulling on it.

*Your client and your Portal Pro are now ready for your touch.*



## Tips for Perfect Positioning

1. **Short, heavy or large-breasted clients** will be more comfortable with the face rest moved toward them, over the chest pad.
2. **Chest pad adjustments** are easy. Velcro attachments allow you to move the pad up and down or turn it sideways.
3. **Sternum pad** helps you maximize the effects of treatments.

Position the sternum pad vertically when doing shoulder work or for large-breasted clients.

Position the sternum pad horizontally with the ridge just below the breasts for pregnant women.

4. To relieve lumbar tension or pain, raise the seat by putting the button in a lower hole.
5. **Optimize shoulder work by folding down the arm rest** to allow the arms freedom of movement. Your clients will be more relaxed with head and neck supported, and you'll get more work done than you would on a treatment table.
6. **Adjust seat height higher** for those clients who are having trouble getting comfortably up to the face rest.
7. **Reduce knee flexion** by raising the seat and the chair height. Sometimes your clients may find it more comfortable to put their feet flat on the floor.
8. **Oakworks swivel stool on wheels** will make lumbar work easier.
9. **To seat clients backwards in chair**, turn the face pad around so that the curve of the U supports your client's neck. This position gives you greater access to anterior areas of your client and makes it easy to efficiently work on feet and legs.



4'11" CLIENT

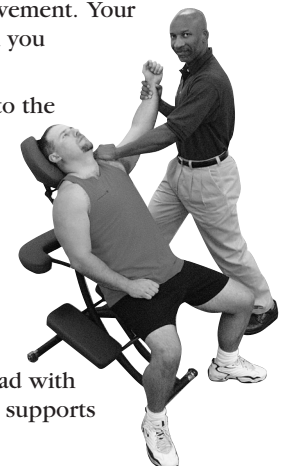
6'4" CLIENT



STERNUM PAD

**The sternum pad works even better for supporting the cervical region.** Replace the face-rest pad with the sternum pad. Release the cam locks and knobs, and move the sternum pad so that the ridge of the sternum pad supports the cervical spine.

You may have to lower the seat or provide a foot stool for shorter clients.



## Folding and Carrying Your Portal Pro®



1. Release the arm-rest cam lock and the strap to fold down the arm rest. Lock the cam.
2. Fold down the face rest and relock the cam locks and tighten the knobs.
3. Make sure the push button on the seat tube is in the third hole from the bottom.
4. Lean the chair forward and push in the seat.
5. Use the spacer bar on the face rest as a handle for pulling your chair. Stand behind the seat and grab the spacer bar. Pull it toward you. The chair will fold. Push on the seat to lock it in the folded position.
6. You are now ready to pull it behind you. Your chair is designed to protect the pads by keeping them far off the floor as you pull it. The wheels will roll on any surface.

## Carrying Your Portal Pro®



To carry your Portal Pro, lift by holding onto one of the main tubes at the pivot bolt and resting the seat pad against your hip. The optional shoulder strap will make carrying your chair easier.

**The carrying case protects your Portal Pro in transport.** To put your chair in its case, follow directions above for folding your chair. Relock all of the cam locks.

1. With the zipper open all the way, drape the case over the top of your chair as it is standing. The zipper should be on the side of the chair.
2. Zip the zipper closed as far as you can.
3. Put the chair on its side and bring the case up over the chair.
4. Zip the zipper closed leaving the wheels exposed for easy rolling or tuck them neatly inside for lightweight carrying.

You may also lay your case out flat on the floor, place your folded chair on its side on the case and zip up around it.



## Caring For Your Portal Pro®

### Cleaning:

1. Fantastik
2. 409
3. Mild soap and water
4. Disinfect with 10% bleach solution

*Do not use alcohol or alcohol-based cleaners on any vinyl.*

## Repairing Your Portal Pro®

**Small rips** are easily repaired with VLP, available from Oakworks.

**Major vinyl damage** may require pad replacement, also available from Oakworks.

Arm-rest pad replacement requires removal of three Phillips head screws.

All other pads are attached with Velcro.

Date of Purchase: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Model: *Portal Pro*® 3

U.S. Patent No. 5,401,078



*Therapeutic Equipment*

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