

User Manual

Tilting table
and standing frame

Novum[®]

Dear Customer!

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

The tilting table/standing frame 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.

Subject	Page
Foreword	3
Index	4
Safety guidelines	5
Important Warning	5–7
Warranty and product liability	8
Purpose of use	8
Position of CE-sign	8
Multi-adjustable discus element	8
Device overview	9
Delivery	10
Belts and foot support	10
Assembly of Extension cushion (Accessories)	12
Assembly of table (Accessories)	13
Knee supports for use in supine position (Accessories)	14
Technical data	15
Spare parts	15
Types/Accessories	16/17
Cleansing	18
Maintenance	18
Storage	18
Re-use	18

Safety guidelines

The tilting table/standing frame NOVUM is labelled with the CE mark and complies with the requirements of Directive 93/42/EWG.

It was developed in accordance to the newest insights. The manufacturing process is subject to constant quality control.

The maximum load of the tilting table/standing frame NOVUM, depending on model lies between 50/70/100 kg.



Regular monitoring at your specialist dealer (at least once a year) lengthens the life time of the tilting table/standing frame NOVUM and gives you security.

Important Warnings

When using a tilting table/standing frame the centre of gravity is always relatively high up. A person using a tilting table/standing frame is always dependent on the stability of the device, from the supporting points against the body and support area to the floor.

Our main objective was to develop a device, which satisfies the demands of many medical indications. Nevertheless, a tilting table/standing frame cannot be used without exception in all situations. The application and utilization should always be followed through with sense and reason.

- Before using the tilting table/standing frame 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 care 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 tilting table/standing frame NOVUM, it contains the required information to secure the correct use of the product, cannot not however, replace the necessary experience of the user or assistant in handling the device.

Important Warnings

- 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 the necessary support and briefing needed for a correct and efficient use of the device.
- The given instructions of the operating manual refer to the point in time of the device being placed on the market. The manufacturer reserves the right to introduce any modifications that prove necessary to the device and associated operating manual, without being bound to change previous devices and associated operating manuals.
- The tilting table/standing frame NOVUM may only be operated with continuous presence of a qualified person, respectively a family member of the user.
- The NOVUM may only be used by persons of a suitable stature and physical aptitude.
- The NOVUM is only intended for use inside buildings.
- The NOVUM may only be operated by persons who have familiarized themselves with the standards and rules of the present operating manual.
- Never place a patient in a standing aid, which is not coordinated with his or hers body height and weight.
- Do not place any hot containers or objects on the therapy table, as hereby the wood or coating could be seriously damaged.
- Do not place any heavy objects on the standing aid (for example on the table), as it would affect the centre of gravity and consequently impair the balance.
- Do not operate or take any action if unsure of its effects; if in doubt please contact the nearest technical service centre or manufacturer.
- Always ensure there are no obstacles in operating range of the NOVUM, such as carpets, stairs or objects on the floor, which could lead to the NOVUM overturning.
- Move all objects out of the way, which could be hit or fall whilst operating the tilting table/standing frame NOVUM.
- The use of the tilting table/standing frame NOVUM and its auxiliary equipment, must be administered under medical supervision.
- Never use the NOVUM on rough terrain, steeply sloping ground or stairs.
- Never leave the user of the NOVUM unattended with the device.
- Do not use the NOVUM before locking the wheels of the standing aid,
- Do not use the tilting table/standing frame NOVUM without ensuring a correct mounting of the safety belts.
- Never place the tilting table/standing frame NOVUM on steep grades.
- Do not use the device if any parts are damaged or missing.

- In case of malfunction or accident contact the reseller from whom you purchased the device from. Control before every use, that all adjustable parts are always locked.
 - Check regularly if all screws and handles etc. are tightly fastened. Worn and defect parts are to be repaired or replaced immediately. This is especially important to ensure a safe use of the aid! Carefully check for a firm hold of the clamping jigs and the like.
 - Adjust settings only in the unladed condition.
 - Be careful when moving the standing aid, whilst a patient is standing in the device. This is particularly applicable when crossing ramps, thresholds and similar. Never allow persons not familiar to operate the standing aid respectively those who have not read this operating manual.
 - Always demand original spare parts.
 - In case of an accident contact the manufacturer for a speedy investigation.
 - The manufacturer can accept no responsibility for damages, caused by unsuitable and incorrect application of the device by the user, neglected maintenance, unauthorized alterations and modifications, the use of non-original spare parts, unpredictable and exceptional events or from non-observance of the instructions of this operating manual.
 - The manufacturer bears no responsibility for damages caused to persons, objects or animals in the following cases:
 - Incorrect use of the aid
 - Use of the device by non-suitable persons
 - Incorrect mounting of parts or accessories
 - Use of non-original spare parts
 - None-observance of the given instructions in this operating manual
 - Exceptional events
 - Clean the tilting table/standing frame NOVUM in accordance with the instructions in the chapter „Cleansing“ (p.18)
- We constantly develop new aids and improve existing products. We will be happy to receive your suggestions of any description.**

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 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.

Purpose of use

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.

Position of the CE-sign

The CE-label is located on the underframe.

Multi-adjustable disc element

To achieve greatest possible variability, multi-adjustable disc 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 disc 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.

Device overview

- A Upper support pad
- B Extension Cushion (narrow/high)
- C Main support pad
- D Multi-adjustable disc element
- E Split foot plates
- F Swivel wheels, with brakes
- G CE label
- H Frame
- I Tilt control mechanism via electro motor



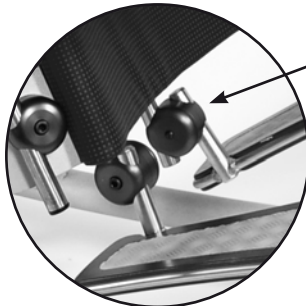
Delivery
Belts and foot support

Delivery

Every tilting table/standing frame NOVUM is delivered in a stable carton. After unpacking it is operational immediately.

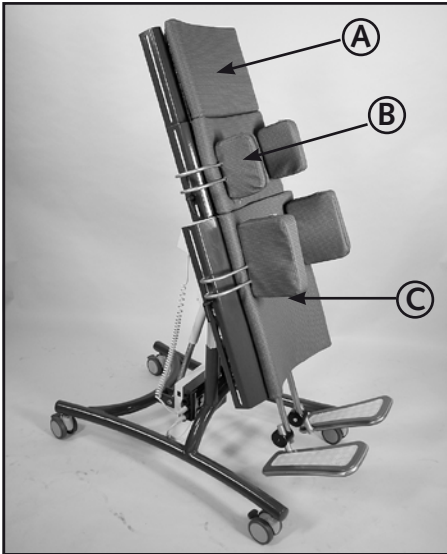
Belts and foot support

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



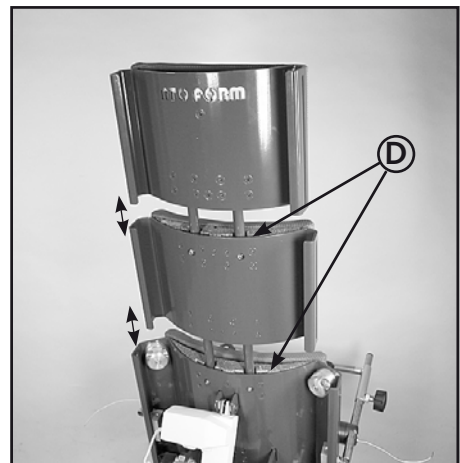
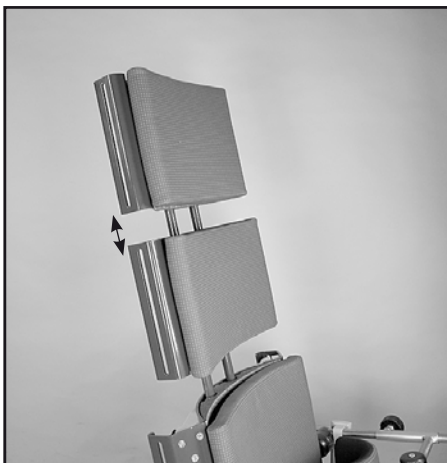
Height, angle and rotation of the foot supports are set using the multi-adjustable disc element. This permits settings for foot malposition.

Assembly Extension cushion (Accessories)



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.

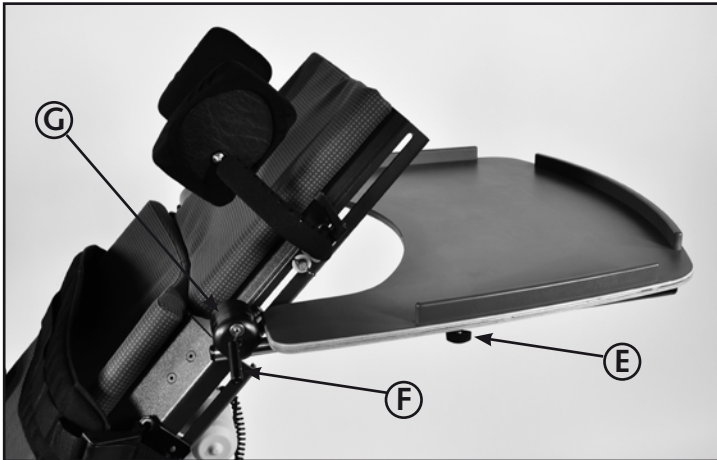


Assembly Table (Accessories)

The 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).

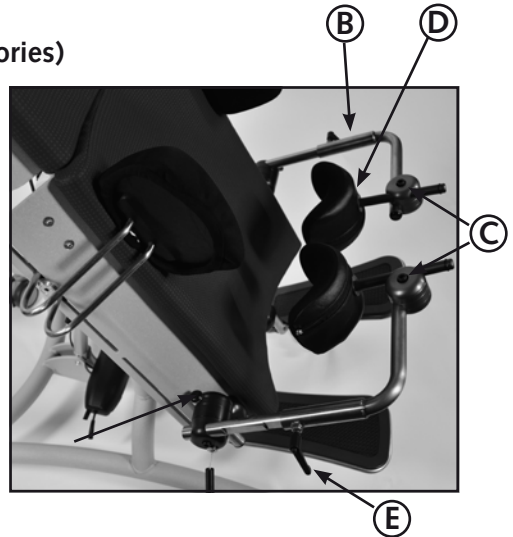
The integrated catch (F) in the multi-adjustable disc element enables rapid adjustment of the table inclination.

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



Knee supports for application as a supine position board (Accessories)

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.



Technical data

Tilting table/standing frame	Size 1	Size 2	Size 3
Axle height in cm	70 to 101	83 to 121	115 to 153
Undercarriage overall width	59 cm	59 cm	70 cm
Undercarriage total length	85 cm	85 cm	112 cm
Total height	138 cm	153 cm	205 cm
Total horizontal height	60 cm	70 cm	76 cm
Entry height	from 3 cm	from 3 cm	from 3 cm
Standard support pad large (W x H)	31 x 43 cm	36 x 50 cm	45 x 89 cm
Standard support pad small (W x H)	25 x 24 cm	32 x 26 cm	36 x 30 cm
Tilt	-5 to 90°	-5 to 90°	-5 to 90°
Loading capacity	50 kg	50 kg	50 kg
Wheels/Castors	75 mm	75 mm	100 mm

*incl. all accessories (from foot plates to top edge of the supporting surface)

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 tilting table/standing frame 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) voids in advance.

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



● **Technical changes reserved!**



● **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.

Basic model

NV-1000	Size 1	Basic model Novum
NV-1000-E	Size 1	Basic model Novum incl. electric motor
NV-2000	Size 2	Basic model Novum
NV-2000-E	Size 2	Basic model Novum incl. electric motor
NV-3000-E	Size 3	Basic model Novum incl. electric motor

Accessories

NV-0110	Size 1	Therapy table for prone and supine position
NV-0210	Size 2	Therapy table for prone and supine position
NV-0310	Size 3	Therapy table for prone and supine position
NV-0111	Size 1	Heel support (pair) divided
NV-0211	Size 2	Heel support (pair) divided
NV-0311	Size 3	Heel support (pair) divided
NV-0115	Size 1	Back support
NV-0215	Size 2	Back support
NV-0315	Size 3	Back support
NV-0115M	Size 1	Back support , multi-adjustable (pair), orange
NV-0215M	Size 2	Back support , multi-adjustable (pair), blue
NV-0315M	Size 3	Back support , multi-adjustable (pair), grey

NV-0116	Size 1	Knee support for supine position (pair), black
NV-0216	Size 2	Knee support for supine position (pair), black
NV-0316	Size 3	Knee support for supine position (pair), black
NV-0117	Size 1	Extension cushion , narrow/height, orange
NV-0118	Size 2	Extension cushion , wide/low, orange
NV-0217	Size 3	Extension cushion , narrow/height, blue
NV-0218	Size 1	Extension cushion , wide/low, blue
NV-0317	Size 2	Extension cushion , narrow/height, grey
NV-0318	Size 3	Extension cushion , wide/low, grey
NV-0119	Size 1	Extra belt
NV-0219	Size 2	Extra belt
NV-0319	Size 3	Extra belt
NV-0419	Size 4	Extra belt
NV-0120	Size 1	Electric motor additional component
NV-0220	Size 2	Electric motor additional component



Please see our current product information for further information.

Cleaning

Leftovers, dirt and dust are always to be removed. Moving parts operate better, if you apply one drop of acid-free sewing machine oil after cleaning.

Belts are best cleaned using water and a mild detergent. The upholstery is made of imitation leather and is washable.

When using any cleaning agent please follow 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.

Maintenance

For the protection of the warranty, it is especially important, that the tilting table/standing frame NOVUM is serviced regularly once a year from the date of purchase. Please request the relevant maintenance checklist.

Re-use

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

Following measures should be followed:

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

Storage

Keep these operating manual in a safe place after reading, so that you can refer to them later.

Selection from our programme:

- Walking aids
- Gait trainer
- Standing aids
- Seating aids
- Hoists
- Body Protection
- 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

Your specialist dealer