

BINGO Spex

User Manual



IMPORTANT CONSUMER INFORMATION NOTICE:

This manual contains important instructions that must be passed on to the user of this product. Please do not remove this manual before delivery to the end user.

SUPPLIER: This manual along with BINGO-OT/COBRA Base manuals must be given to the user of this product.

USER: Before using this product, read both BINGO Spex and BINGO-OT/COBRA Base entire manual and save for future reference.

MD: This product is a Medical Device.

spex

Serial Number:

Welcome

Thank you for purchasing the BINGO Spex for use with the BINGO-OT seat unit. BINGO Spex is a package of posturally supportive components based on the Spex Technology designed and developed especially for the BINGO-OT seat unit for use with the EVO stroller and COBRA Indoor Base.

The safety advice and directions in this manual cannot cover all eventualities and unforeseen situations that may occur. It must be understood that common sense, general caution and care are factors that cannot be built into this product. These are factors which the caregiver must assume responsibility for.



Read Before Use

All prescribers and caregivers who use this product should read and understand this manual and the manual for BINGO-OT/COBRA Base prior to use. The safety of the user is the caregivers responsibility. It is important to the user and caregivers safety that the products are used correctly, that they function as intended and all safety aspects are understood. Spex recommends that set-up fittings, and adjustments be performed after carefully reading this manual and the BINGO-OT/COBRA Base manual. It is important to consider the user's positioning, physical limitations and needs when configuring this product. Consult the user's health care provider with any questions regarding the set up and use of this product.

Contact Spex for assistance with set up and assembly if required. Spex will also be able to provide advice regarding the safe use of this product.

Contents

READ BEFORE USE	2
GENERAL INFORMATION	4
DECLARATION OF CONFORMITY	5
WARRANTY	5
BEFORE STARTING	6
WARNINGS AND SAFETY NOTES	8
ASSEMBLING THE SPEX BINGO SPEX	10
Lateral Trunk Supports	12
Pelvic & Arm Support Receivers	13
Head Support	15
Back Support	16
Seat Cushion	17
Hip Belt	18
Shoulder Harness	19
Sandals	20
Footplate Cover	21
SETTING UP	22
Seat Depth	23
Pelvic Support	24
Back Support	26
Foot Positioning Sandals Setup	27
Head Support	28
Lateral Trunk Supports	30
Arm Supports/Pelvic Quick Release	32
Tilt in Space/Recline Safety	33
Arm Supports	34
Hip Belt	36
Shoulder Harness	37
Contouring the Back Support	38
TRANSPORTING THE BINGO SPEX IN A VEHICLE	39
CLEANING	39
MAINTENANCE	41
REISSUING TO ANOTHER USER	43
BINGO SPEX SERVICING AND TECHNICAL DATA	45
Disposal & Recycling	46
Environment	46

Symbol Glossary



Warning or Caution -
Consult Instructions for
Use



Manufacturer



Date of Manufacture



Batch Code



Catalogue Number



Serial Number



Maximum weight limit



Consult Instructions for Use

General Information

Children with severe neuromuscular impairment are at high risk of developing postural asymmetries. Early intervention is paramount to promote spinal alignment and avoid the development of postural deviations. The BINGO Spex has been designed to provide stability and postural support to allow young children to explore the world while growing healthy. Its unique adaptable and adjustable features are based on SPEX technology, which allow clinicians to work towards prevention or correction of postural presentations. It has been specially designed for use with the HOGGI BINGO-OT seat unit only, with full cooperation with HOGGI GmbH team.

Intended Use:

The BINGO Spex is intended for use in conjunction with the BINGO-OT seat unit and aims to provide postural support and wheeled mobility to children with disabilities who are partially or permanently non-ambulatory and limited to a sitting position. BINGO Spex provides comfort for body function in a sitting posture for daily activities and for transportation in vehicles. It is designed with ergonomic adjustments to provide improved personal body-posture conditions and/or to help prevent/reduce physical problems associated with sedentary work or activities.

The prescriber must ensure that they are fully familiar with the intended use of the BINGO-OT seat unit and follow all instructions provided in the BINGO-OT/COBRA Base's user manuals. It is the responsibility of the prescriber to ensure that the BINGO-OT is prescribed, setup up, maintained and used as recommend by the Hoggi GmbH. This manual along with the BINGO-OT/COBRA Base's user manuals must be passed on to the user of this product.

All changes made to the BINGO Spex should be noted in the Product Log Form page of this user manual.

Disclaimer: Spex takes no responsibility as to the therapeutic effectiveness of our products. Our claims relate to the ability of the products to provide safe and reliable positioning and seating on the equipment onto which they are installed.

Contraindications:

1. Use of BINGO Spex seating products are designed specifically for the BINGO OT/COBRA seat unit and are not to be used with other seat units.
2. Check regularly for skin redness and that pressure spots are not developing. If your skin develops redness, stop using the product and consult your doctor or therapist.

Warranty

Spex warrants that equipment sold by Spex will be free of all defects in material and workmanship for a period of 2 years from the date of purchase. We will not be held responsible for any damage or injury due to misuse or modification of our products. If any part of the equipment is found to be defective within the terms and period of this warranty Spex will, at its own discretion, repair or replace it.

Declaration of Conformity

The BINGO Spex is CE-marked. We verify that it meets relevant European safety requirements.

The BINGO Spex has been classified as a class 1 product according to the classification criteria outlined in Annex VIII of the European Union Medical Devices (MD) Regulation 2017/745.

US REP: Medicept 200 Homer Ave Ashland, MA 01721 United States

EU REP: BEO MedConsulting Berlin GmbH Helmholtzstr. 2 D-10587 Berlin

Before Starting

- Always read the instructions before use. Failure to follow instructions may impair use, impede function and more importantly, may affect the users or caregivers safety
- Materials and foam
BINGO Spex seat cushion and back support meet the requirement of ISO 7176-16: Wheelchairs – resistance to ignition of postural support devices.
In rare cases the fabrics used in this product may cause a skin irritation for people with sensitive skin. If you experience any irritation of the skin consult with your health care professional.
- Compatibility. The BINGO Spex is only designed to be used with BINGO-OT seat unit.
- Do not add any other accessories other than those supplied by Spex to this product.
- Weight Capacity

Basket	3kg
Tray	5kg
User	35kg
Seat Unit size 1 and 2	50kg
Mobility Base size 1 and 2	60kg

Seat unit max load of 50kg comprises of the total weight of the user and additional accessories attached to seat unit eg tray, BINGO Spex components.
Mobility base max load of 60kg comprises of the total weight of seat unit and any other accessories attached to the mobility base. eg basket.
- Service or repair on the BINGO Spex must only be carried out by a Spex authorised service person.
- Service or repair on the BINGO-OT/COBRA Base must only be carried out by a Hoggi GmbH authorised service person. Any service or repair carried out by any other person will invalidate the guarantee and Spex cannot accept any liability for injury or damage thus caused.

-
- The tools required to adjust the BINGO Spex are an 8 and 10mm ring spanner/socket and 3 and 5mm Allen keys.
 - Ensure BINGO Spex is fully assembled with BINGO-OT seat unit on the BINGO-OT/COBRA Base before use.
 - It is essential BINGO Spex and BINGO-OT with the BINGO-OT/COBRA Base are cleaned regularly so as not to impede function and to remain hygienic. Refer to the Cleaning and Maintenance section of this manual.
 - Read the instruction manual and be fully aware of all available adjustments.
 - The prescriber or caregiver has the responsibility to ensure the product is correctly set up to meet the user's needs.
 - BINGO Spex is not provided as a sterile product and does not require disinfection before use.
 - Prescribers and caregiver(s) should be made aware of the following key sections of this manual;
 - Before starting
 - Warnings
 - Setting up hip belt and chest harness
 - Lateral trunk support adjustment (flip away)
 - Arm support & pelvic support (removing support to assist transfer)
 - Prescribers and caregiver(s) should be made aware of the following key sections in the BINGO-OT/COBRA Base manual;
 - Common information
 - Safety instruction
 - Delivery and preparing
 - Adjusting and adaptation
 - Accessories
 - Transport
 - Maintenance/service and repair
 - Technical data

Warnings and Safety Notes

**WARNING**

RISK OF ACCIDENT, INJURY, PAIN OR DEATH IF WARNINGS ARE NOT HEEDED

Understanding your BINGO Spex

- To avoid injury, read, understand and follow all instructions and warnings in this manual before installing and using the BINGO Spex on BINGO-OT. Please also read the BINGO OT/COBRA Base user manual to make sure you use both the products as recommended.
- There are hazards associated with the use of BINGO Spex with BINGO-OT/COBRA Base. Please read the Warning sections in both the manuals. You are responsible for the safety of the user. The safety of the user could be affected if you do not follow the instruction in this manual and BINGO-OT/COBRA Base manuals.
- The prescriber or caregiver has the responsibility to ensure the product is correctly set up to meet the user's needs.
- The BINGO Spex range has been specifically designed for BINGO-OT/COBRA Base only. Do not use BINGO Spex on any other mobility/stroller frames.
- Trays must not be loaded with objects heavier than 5 kg.
- Never lift or move the BINGO-OT by grasping the accessories.
- A poorly fitted head, lateral trunk and/or pelvic support can aggravate postural problems and the overall safety of user.
- Never leave the user unattended in the BINGO Spex, even for the shortest time.
- The caregiver must know how to fit, adjust and release the buckles and clips on pelvic and shoulder harness and jackets.
- Never use the BINGO Spex upholstered parts without their covers. Care should be exercised near open flame or burning cigarettes. Using the back support without its cover increases the risk of flammability and skin damage.
- Never exceed the weight capacity of your BINGO-OT/COBRA Base as specified by the Hoggi GmbH.
- Refer to the BINGO Evolution user manual for all vehicle transportation instructions.
- Sandals can only be used in transport if aluminium footplate is installed.

Before using your BINGO Spex

- Ensure any loads added to the tray or any other accessories do not exceed the base's total weight limit.
- Never use your BINGO Spex or the BINGO-OT/COBRA Base if any hardware is missing, malfunctioning or broken. Seek qualified assistance with any repairs, replacements or adjustments.
- The locking mechanism for the removable pelvic/arm support and the lateral trunk support must be correctly locking at all times. If it stops locking do not use the product.
- Hip belt/shoulder harness strap ends can be trapped in the tilt mechanism and can impede the engagement of the locking pins on the BINGO-OT/COBRA Base. In such case the seat could fall off the mobility base. Shorten excess strap ends on accessories so they cannot be trapped. Ensure the seat is fully engaged by pulling the seat sharply forward and checking that locking pins are fully engaged and haven't moved.. Check that the locking pins are completely engaged. Please refer to BINGO-OT/COBRA Base manual for further information.

Using your BINGO Spex

- Ensure the child's arms are raised above the arm supports when raising the backrest from recline or remove the supports prior to raising the backrest angle to protect the child with potential pinch points with the mechanisms, lateral trunk, pelvic supports and arm supports.
- Ensure the child's fingers are clear of the base of the backrest or it's tubes when reclining because there is a potential crush point between this and the cushion.
- When using the hip belt or shoulder harness, ensure the position of the harness is anatomically correct. Ensure the pad is not impeding on the throat.
- Do not leave the user exposed to the sun. The canopy/sun-hood on this product will not give the user protection from the harmful rays of the sun.
- Care must be taken when transferring a user from the BINGO Spex. The user may fall from the stroller and injure themselves when supports are removed.
- Secure the user with all the straps provided as soon as the transfer is complete.
- Ensure the child's fingers and clothes are well clear of the tray receiver when re-engaging the tray table.

Adjusting your BINGO Spex

- Take care when tilting the seat, ensure that the child's arms and clothes are clear of the rear of the arm support and far enough forward to keep clear of the stroller's tubes.
- Be aware of the pinch points. Ensure all body parts are kept clear during these movements and adjustments.
- Ensure the straps are adjusted for the user and for changes of clothing. Ensure the straps are fitted under the pelvic support and fitted snugly to ensure correct posture and safety.
- Ensure the child's fingers and clothes are well clear of any slots at all times, especially when making adjustments to the supports or tilting/reclining the seat.
- Keep all fingers and clothes away from any moving mechanisms or adjusting components to avoid potential pinches and crushes.
- After making any adjustments, ensure all fasteners and knobs are firmly tightened again.
- When removing the pelvic/arm supports or swinging away the lateral trunk supports, ensure the user is supported by a carer to prevent the user from falling out of the product.

Assembling the BINGO Spex

Componentry



- 1. Head Support
- 2. Back Support
- 3. Lateral Trunk Supports
- 4. Arm Supports
- 5. Pelvic Supports
- 6. Seat Cushion
- 7. Footrest Plate

Unpacking

Remove all the packaging and check that you have received all the parts you ordered.

Tools required

Tools required to assemble the BINGO Spex on to a BINGO-OT/COBRA Base are an 8 and 10mm ring spanner/socket and 3, 4 and 5mm hex Allen keys.

BINGO Spex are prescription and over the counter medical devices.

Installation and adjustment of your BINGO Spex should be performed only by an authorised dealer, qualified therapist or seating technician.

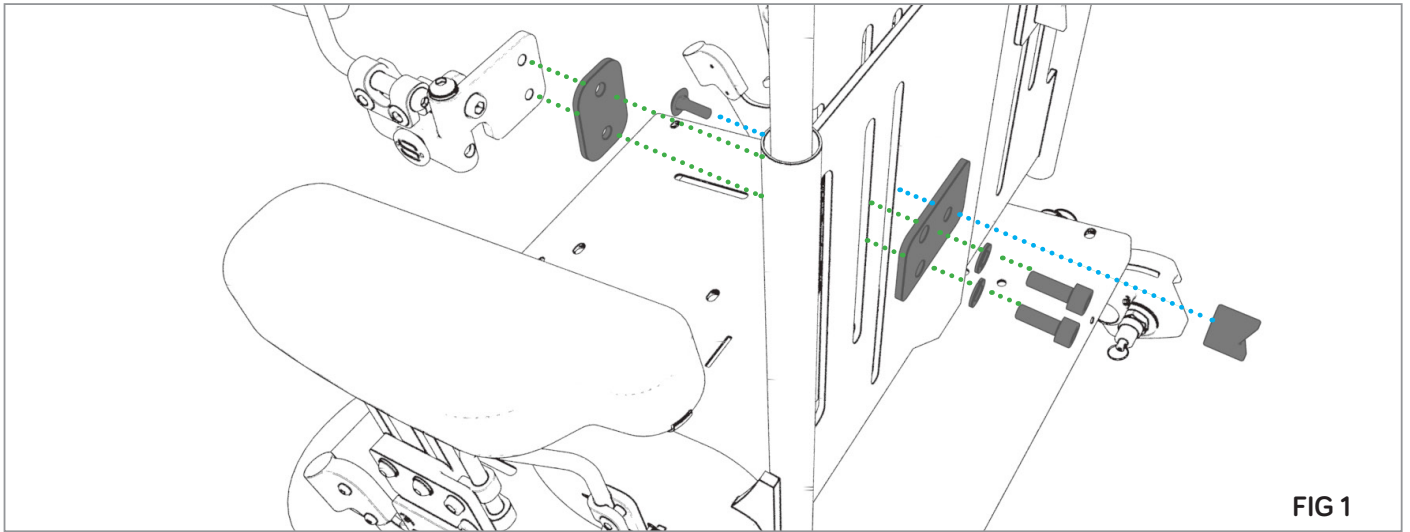
Before assembling the BINGO Spex onto the BINGO-OT, it is essential that you have read the BINGO-OT/COBRA Base manual and assembled the BINGO-OT/COBRA Base first.



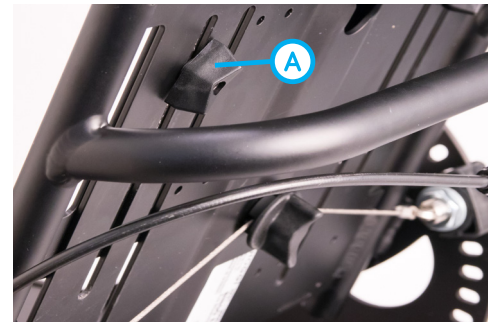
WARNING

- 1) Installation and adjustment of your BINGO Spex should be performed only by an authorised dealer, qualified therapist or seating technician.*
- 2) Ensure children do not play with packaging material. Plastic bags can be dangerous. To avoid danger of suffocation keep all plastic bags away from babies and children.*

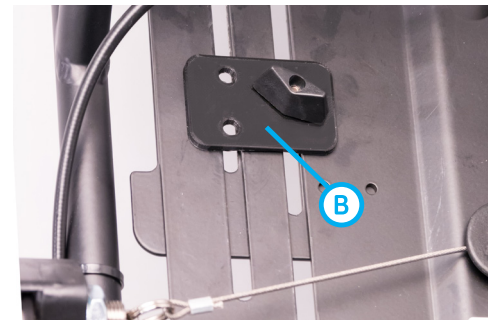
Lateral Trunk Supports



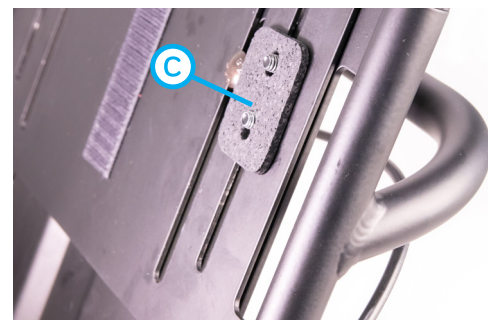
Remove the wing-nut **(A)** and move the cup square bolt from the outer Back support slot to the inner Back support slot.



Insert the bolt through the single hole of the lateral trunk strength plate **(B)** and thread on the wing-nut to hold in position.



Align the rubber pad **(C)** on the inside of the Back Support with lateral trunk strength plate and insert the screws with spring and flat washers from the rear of the Back support.





Feed the pair of screws through the rear of the lateral trunk strength plate, BINGO backrest and thread into the lateral trunk clamp plate. Repeat the above steps on the opposite side of the backrest secure all fasteners tightly. Undo the wing-nuts a few turns to ensure that the upper backrest smoothly adjusts up and down. Secure all fasteners tight.

Note, the lateral trunks come in left and right pairs. For correct positioning ensure the quick release button (D) is facing outwards and below the bar clamp

Pelvic & Arm Support Receivers

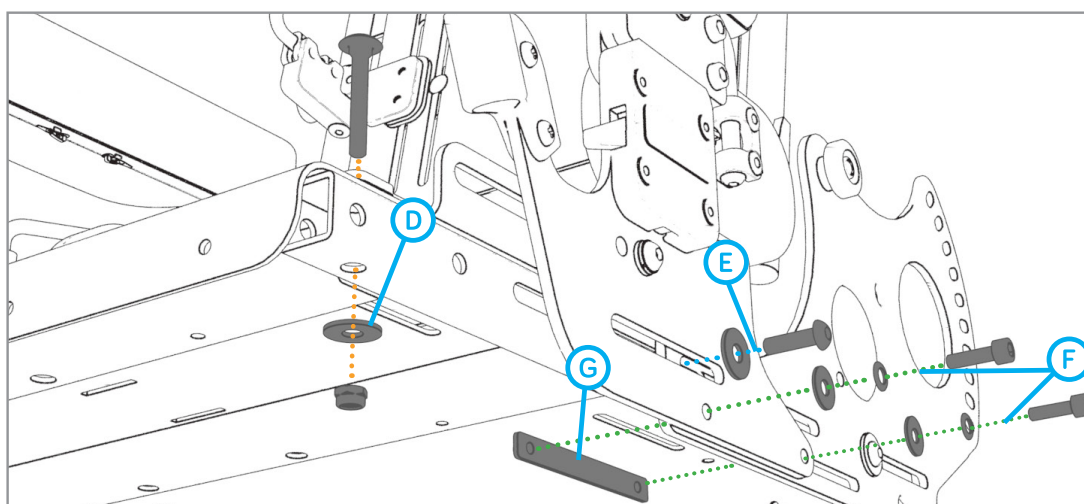
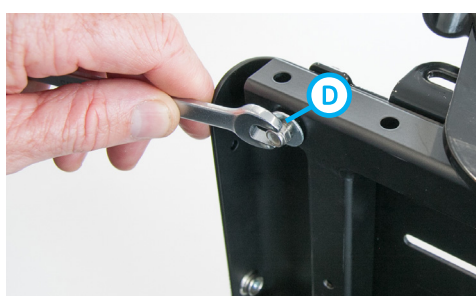


FIG 2

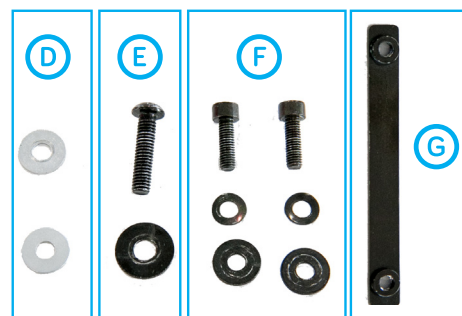


Removing Existing Tray Mount and Seat Pan Cup Square Bolts

Remove seat unit from BINGO-OT/COBRA Base as detailed in the BINGO-OT/COBRA Base manual. Place the seat unit on its side. Leave in this position until one side of the new hardware has been assembled to ensure internal fixings do not slide around. Remove front and back seat pan mount cup square bolts and discard while placing the washers (D) to one side for reinstall.



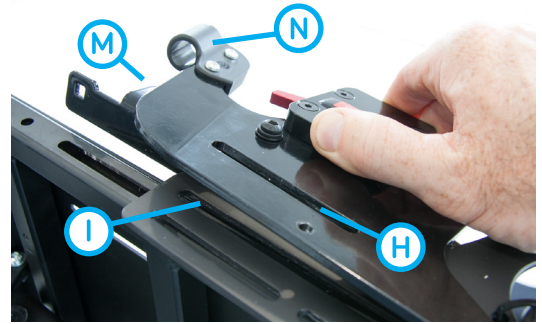
Undo and place to one side the three sets of screws and washers (E), (F) that mount the existing BINGO-OT/COBRA Base tray mount receiver along with the inner threaded plate (G).



Installing Side Mounts

Align slot of the replacement mounting bracket **(H)** with the upper front slot of the BINGO-OT frame **(I)**.

*Note, ensure that the red quick release lever **(P)** is facing forward with slide rail **(M)** placed on seat pan to ensure it is being installed on the correct side of the seat unit.*



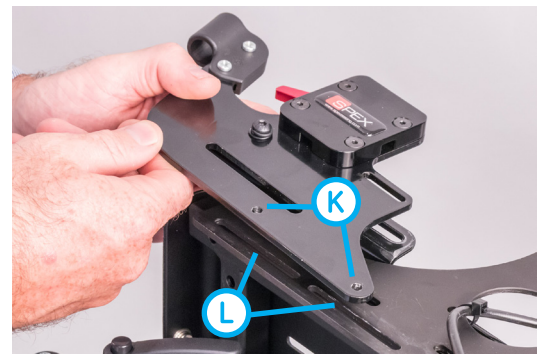
Insert the original button head screw into flat washer **(E)** and assemble into the frame nut **(J)**.

***Note**, the position of the internal frame nut **(J)** may have moved during disassembly and will require the seat unit to be tilted forward/backward to relocate it.*



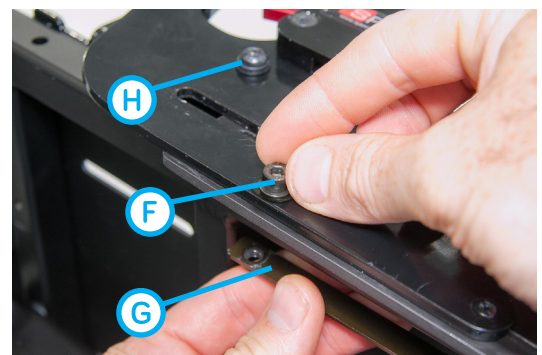
Align the two lower holes of side mounting bracket **(K)** with the two slots within the frame **(L)**.

***Note**, be sure not to fasten into same slot twice.*



Insert the screws **(F)** with the washers (flat washer contacting the mount) through the lower bracket holes of the side mounting bracket **(K)**, the BINGO-OT slots **(L)** and reattach the threaded plate **(G)** (ref FIG 2 for fastener assembly order).

Loosen the rail adjustment screw **(H)** to allow the seat rail mount holes to align with seat pan mount holes.



Align front and rear rail mount holes with the corresponding outer seat pan holes and install the cup square bolts, flat washers and nylon nuts.

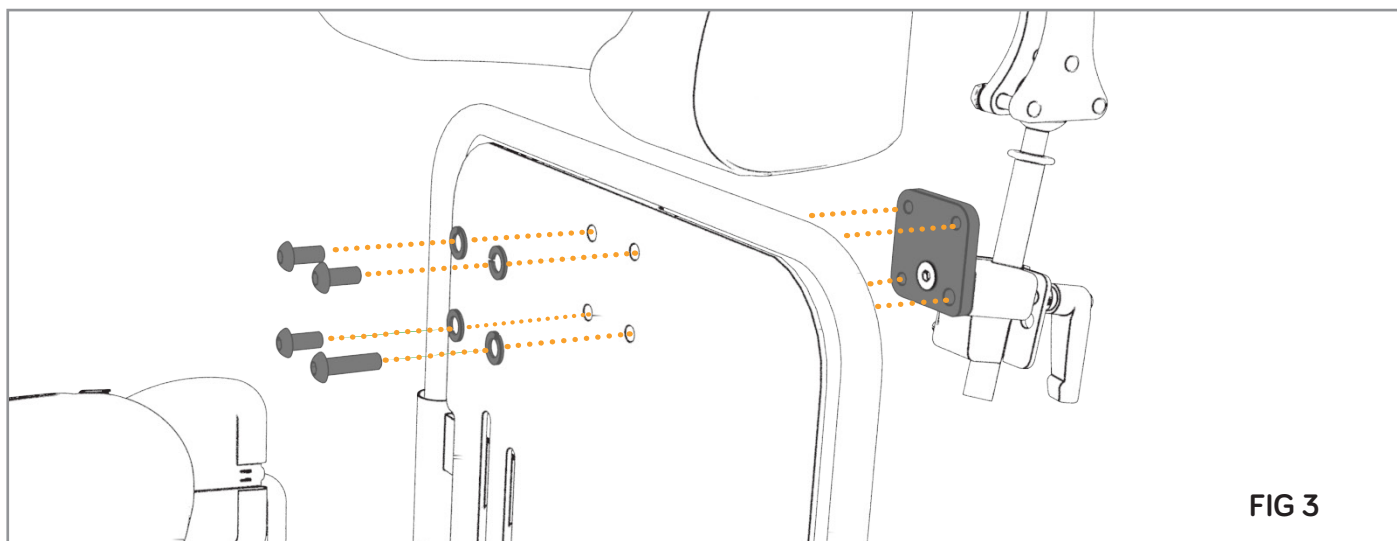
Remove the new cup square bolts and nuts from kit **(A-01459)** and reuse the washers **(D)** from initial tray mount removal.

Ensure the fasteners are tight and at least two threads are visible pass the blue nylon ring in the nut.

Repeat process for the other side.



Head Support



Removing existing fixings from frame



Remove button screws, flat washer and Nyloc nuts from the BINGO-OT frame and discard.

Installing the Head Support



Remove the 4 screws and spring washers from the head support mounting block noting that the longest screw **(B)** is positioned in the lower right of the mount.



Align the mounting block with the rear of the back-support shell, then install the spring washers and button screws from the front ensuring that the longest of the bolts with washer **(B)** is returned to the lower right corner mount hole*.

Ensure that all fasteners are tight with spring washers fully compressed.

Reinsert the stem into the clamp, then retighten the clamp lever.

Note, for increased accessibility, raise the backrest up by loosening the wing-knobs on the back.

Back Support

Attaching Velcro Strips to Frame

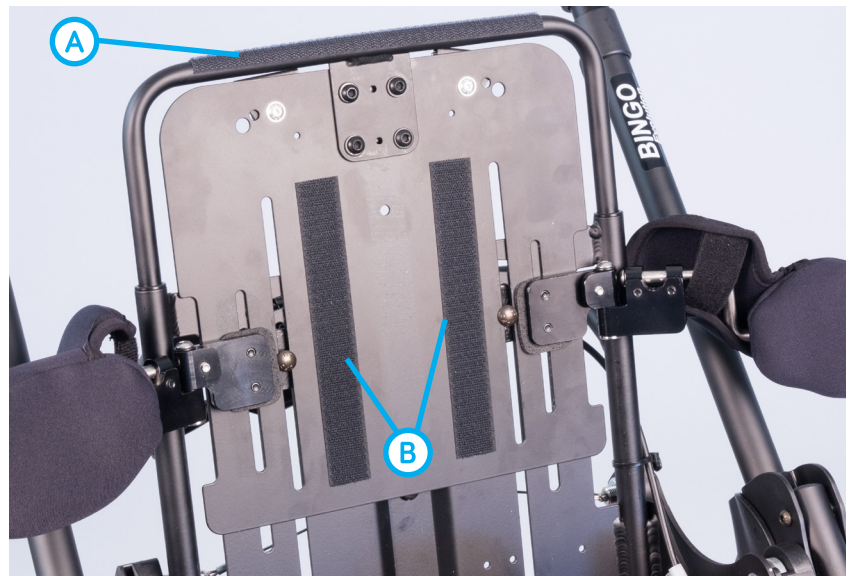
Remove the upper Velcro strips from the rear of the Back Support.



Peel off the film backing and press firmly onto the surface in the following positions*:

- 1 × horizontal strip, mounted on the BINGO-OT seat top tube **(A)**
- 2 × vertical strips, mounted approximately 20mm inside the Back support slots **(B)**

Note, ensure that the surface the Velcro is applied to is completely clean and dry.



The Back Support can now be fitted to the backrest.

Note, ensure that the Back Support rear panel and upper Back Support flap are pressed firmly onto the Velcro strips.

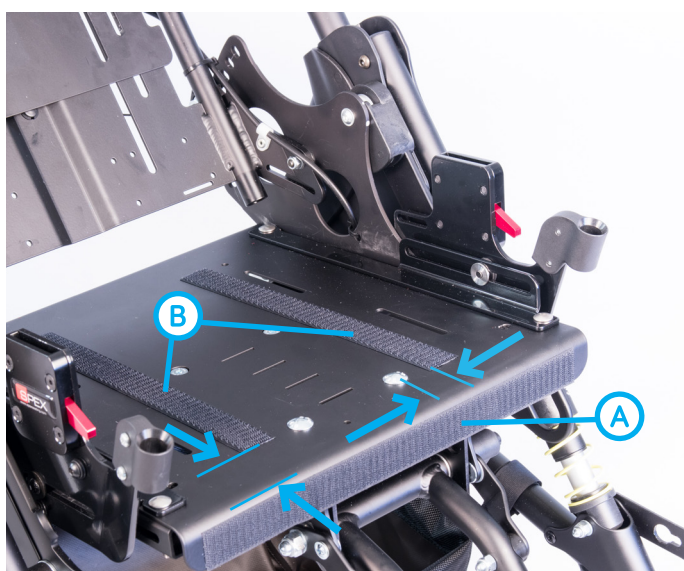


Seat Cushion



Attaching Velcro Strips to Frame

Remove the Velcro strips from the underside of the seat cushion.



Peel off the film backing and press firmly onto the surface of the seat-pan in the following positions: *

1 x strip applied to the front edge of seat pan **(A)**.

2 x strips applied symmetrically on seat pan **(B)** approximately 50mm from front edge of seat pan and 20mm inside central seat pan bolts.



The seat cushion can now be fitted to the seat pan.

***Note,** ensure that the cushion base and front flap are pressed firmly onto the Velcro strips.*



WARNING

Ensure the child's fingers are clear of the base of the backrest or it's tubes when reclining because there is a potential crush point between this and the cushion.

Hip Belt

Installing 4-Point Hip Belts Rear Straps or 2-Point Hip Belts

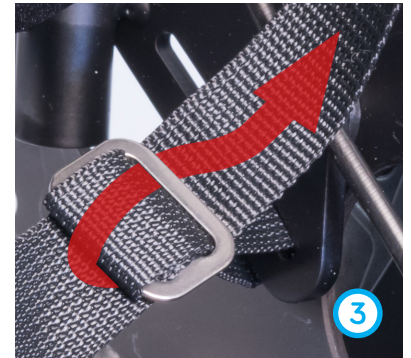
Insert strap through the rear slot
of the stroller frame **(1)**.



Feed the strap through the metal
harness Triglides **(2)**.

Feed the strap back through the
harness Triglides to lock in position **(3)**

Repeat for other side.



Installing 4-point Hip Belts Retainer Straps

Attach the rear straps in the same manner as the 2-Point Hip Belt method (above) then insert the front straps through the slots in the arm support receiver.

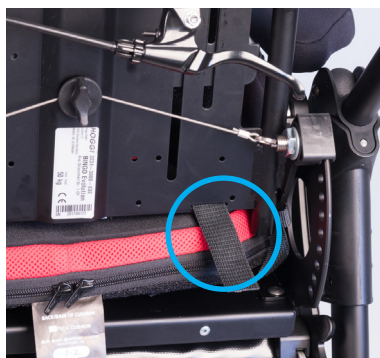
Feed strap through Triglides as in steps **(2)** and **(3)** for the 2-Point Hip Belt.



Adjust the length of the hip belt D-rings **(C)** so that they are approximately the same length from buckle. Repeat for other side



Shoulder Harness



Installing Lower Straps in Back Support

Insert the end of the lower strap through the lower backrest slot.



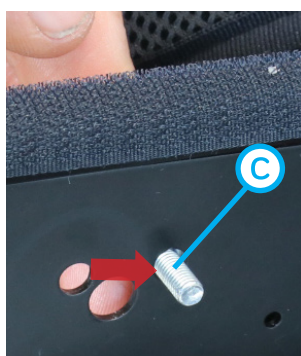
Feed the straps through plastic Triglide as shown in steps 2 and 3 Hip Guide section.
Repeat for other side



Installing Upper Straps

Pull up the Back Support flap and remove BINGO-OT shoulder harness clip thumb nut (A) and remove the buckle (B). Move the screw (C) from the outer to the inner backrest hole and place through the lowest webbing hole of the quick release buckle short strap (D). Tighten on the thumb nut so it is fully tight.

Feed the long straps buckle through the fabric Back Support guide (E) and click into place. Repeat for the other side.

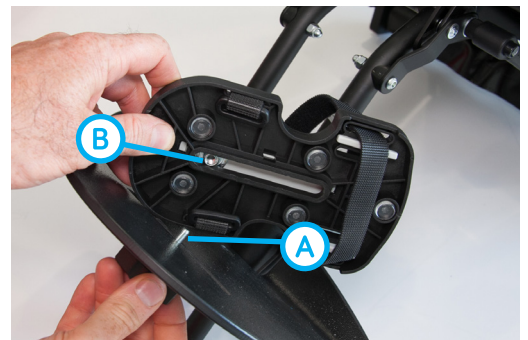


Sandals

Unpack sandals and place metal and plastic washers on the wing bolt in the order indicated.



Align the sandal slot nut **(B)** with the wing bolt **(A)** and tighten wing bolt.



Footplate Cover



The footplate cover provides a soft surface for when the user is not wearing shoes.



Attaching Velcro Strips to Footplate

Peel off the film backing and press the Velcro strips firmly onto the surface in the following positions*:

2 × strips, The first **(A)** mounted approximately 20mm from central front of footplate and the second **(B)** midway between the 4 footplate mount screws.

Note, ensure that the surface the Velcro is applied to is completely clean and dry.



Attaching Cover

Place the cover over the footplate while ensuring the bracket clearance opening is underneath the footplate. Press the cover firmly onto the Velcro.

Setting Up

The prescriber or caregiver has the responsibility to be aware of all the available adjustments and ensure the product is correctly set up to meet the user's needs.

Spex recommends that a formal written record is maintained for all the setups and maintenance checks. A product log form is available at the end of this manual.

Before placing the user in the seat, ensure the following adjustments are made. If the caregiver has any questions or if additional information is required, contact the user's health care provider or Spex.

The set up may require one or more than one of the following tools:

- 3mm Allen key or equivalent
- 4mm Allen key or equivalent
- 5mm Allen key or equivalent
- 8mm spanner or equivalent
- 10mm spanner or equivalent

Seat Depth

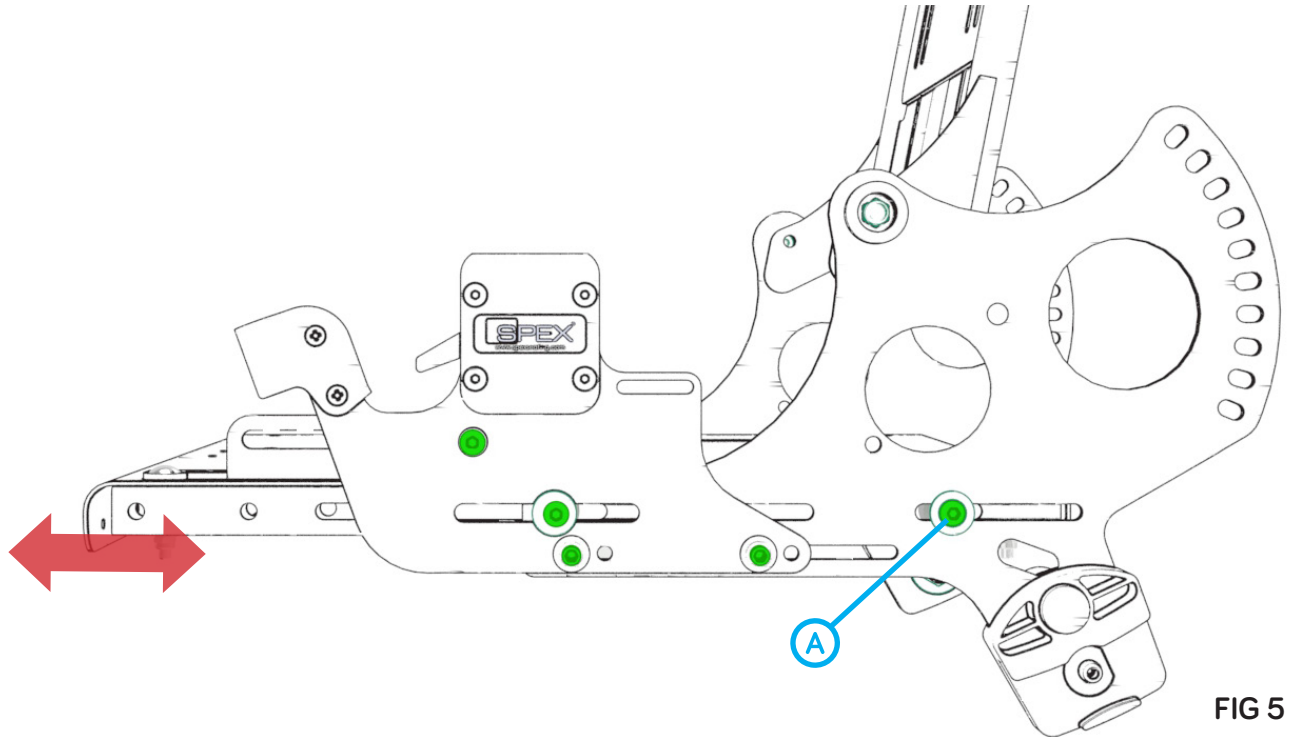


FIG 5



Apply the BINGO-OT/COBRA Base foot brake and tilt the backrest back to provide access to rear-most fastener (A). Loosen a few turns along with the remaining 4 fasteners indicated in green above. Repeat process on remaining 5 fasteners on the other side of the BINGO-OT/COBRA

Note, refer to BINGO-OT manual for tilt method.



WARNING

Ensure the seat unit is being held securely when loosening screws.



Tilt the seat unit forward until an audible click is heard to indicate the tilt is locked in position. Grasp front of seat pan and pull or push to lengthen or shorten seat depth. Once desired seat depth has been obtained, re tilt to provide access to all screws and firmly secure all fasteners.



WARNING

Do not adjust the seat depth whilst the user is seated in the BINGO Spex.

Pelvic Support

Pelvic Height

Loosen the front **(C)** and/or rear **(D)** pairs of screws and slide the U-bar as required. Fully re-tighten the 4 screws.

Note 1, you may need to unzip the pelvic pad cover to have access to the rear pair of screws.

Note 2, maximum range of height adjustment occurs when both the front and rear pairs of screws are adjusted.

Note 3, if access to rear screws **(D)** is difficult, then the front screws **(C)** may have to be loosened first or alternatively use the arm supports quick release.



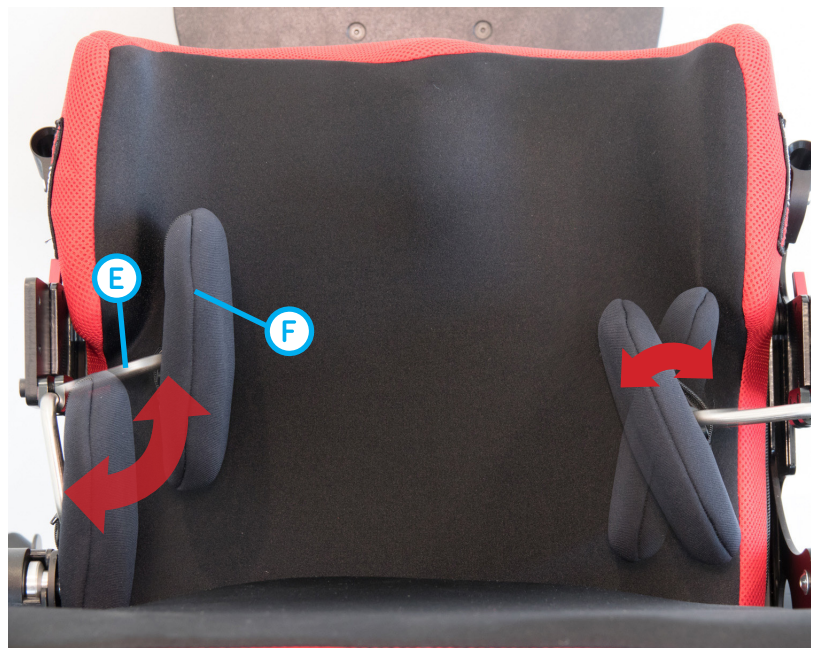
Pelvic Width and Angle

Loosen the same 4 screws as above and adjust the angle of the U-bar **(E)** and pelvic pad **(F)** to the desired position.

Re-tighten the 4 screws and re-zip pelvic cover.

Note 1, if access is difficult then the quick release option may be required.

Note 2, if plate depth is also to be altered, don't fully tighten rear screws and proceed to pelvic depth section.



Pelvic Depth

There are two methods of achieving depth adjustment of the pelvic supports.



1) Pelvic plate

Unzip pelvic guide cover to provide access to the pair of Pelvic Support plate screws (**D**). This allows the Pelvic Support pad to slide forward/back to desired position. Once desired position has been achieved then re-tighten screws and re-zip cover.



2) Side Support

Tilt the seat back to provide access to all 4 of the side mount adjustment screws and loosen. This will allow the side support including pelvic support to be slid forward/backward.

Once the desired position has been obtained, re-tighten all screws.

Note, modifying this position will also modify the tray and arm supports positions.



WARNING

- 1) To reduce the possibility of arm entrapment, do not use BINGO Spex without the hip guides in place
- 2) Ensure the child's fingers and clothes are well clear of the tray receiver when re-engaging the tray table

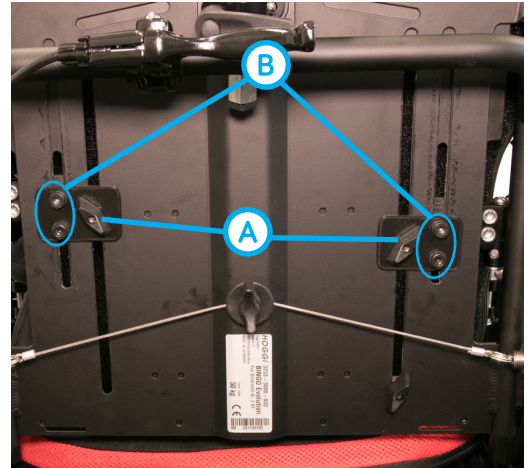
Back Support

Height Adjustment

Loosen the pair of wing-nuts **(A)** and 4 lateral trunk mount screws **(B)** a few turns and raise or lower the height of the upper back support as required.

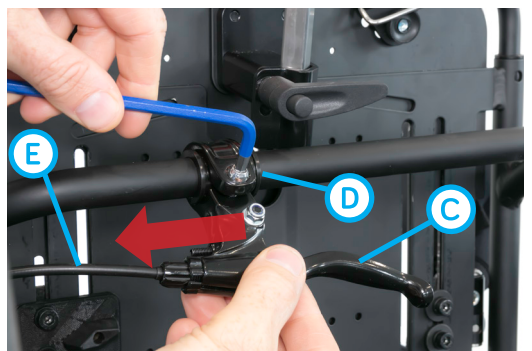
Re-tighten the screws and wing-nuts

Note, Ensure the maximum height as specified in the technical section is not exceeded



If the recline handle **(C)** position on the rear back support cross tube contacts the head support mount when the backrest is in the lowest position then it can be moved sideways to provide clearance.

Loosen recline handle mount screw **(D)** and slide sideways just enough to provide sufficient clearance.



WARNING

- 1) After repositioning ensure that the cable recline cable **(E)** does not interfere with recline/tilt function.
- 2) Ensure shoulder straps are loose when adjusting the height of Back support or choking may occur.

Foot Positioning Sandals Setup

Attaching to User



Undo the front Velcro straps, position the users feet into the sandals and re-criss-cross the Velcro to secure the feet.

Foot Width and Angle Adjustment



The sandals can be independently adjusted for a wide range of width and angle settings.

Loosen the wing-bolts on the underside of the footplate, slide and/or rotate the sandals to the required position and re-tighten.



WARNING

- 1) The footrest plate is not to be stood on and is for seated use only.
- 2) Sandals shall only be used in transport in conjunction with the Aluminium Footplate.

Head Support

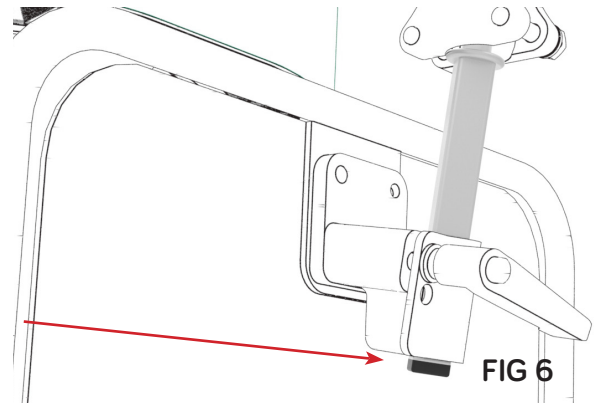
Height-Two Methods of Adjustment

1) Stem Adjustment



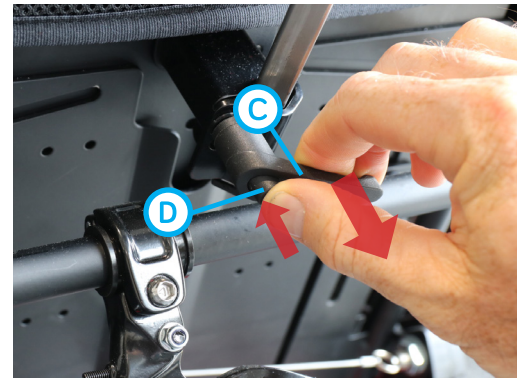
WARNING

At max head support height the plastic bung will be below clamp. Do not raise any higher.



Undo clamp handle **(B)** to raise or lower the head support using the stem **(A)** adjustment. Once the required position is achieved then fully re-tighten clamp.

*Note, at the lowest backrest position the clamp handle may be prevented from fully turning because of insufficient clearance with the BINGO-OT seat unit. If this occurs tighten the handle as much as possible then push button **(D)** and pull handle **(C)** which allows the handle to slip anticlockwise without loosening. Push handle back in for further tightening.*



WARNING

Do not adjust whilst the child is seated in the BINGO Spex

2) Plate Adjustment

Further head support height can be achieved by adjusting the position of the ball mount **(F)**.

Unzip the cover and fully undo the 4 head support mount screws **(E)**. Lift the head support plate to align with next set of screws for 25mm of height increase or the lowest set of screws for 50mm of height adjustment. Replace and fully re-tighten the screws.



Angle Adjustments



The BINGO Spex head support uses a two joint ball system in conjunction with pivoting points on the stem, that allows a range of motion. All adjustments can be made by loosening the six bolts, two on either end of the stem or two on each of the ball mount clamps. Once making the required adjustment ensure the bolts are fully tight.



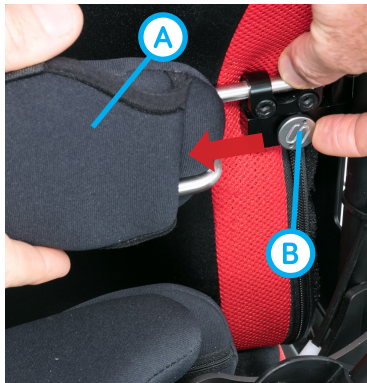
WARNING

Ensure that if the user is in the seating system that the head is fully supported during adjustments.

Lateral Trunk Supports

Swing Away

Pull back the lateral trunk cover **(A)** to reveal the quick release slide button **(B)** and slide forward. This allows the lateral trunk to be swung out for clearance during transfers. Ensure to do up the cover in swing away position as the Velcro can damage the Back Support fabric.



WARNING

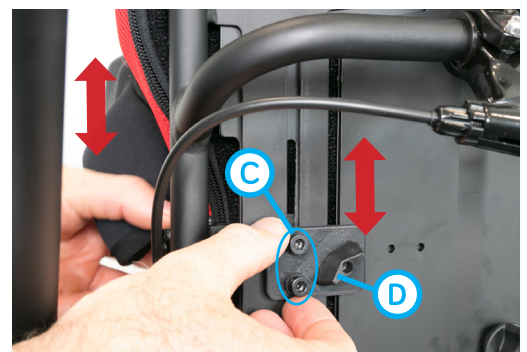
- 1) Take care when releasing the lateral trunk swing away ensure there is no lateral trunk load on it because your finger may get crushed on the backrest tubes
- 2) Keep fingers clear of the inside of the lateral trunk swing away when re-locking because there is a potential pinch point with the hinge angle closing

Height

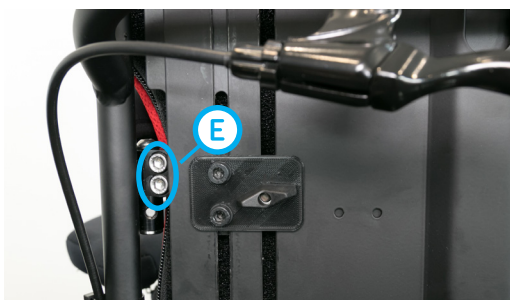
This method of height adjustment allows the lateral trunk height to be set independently of the lateral trunk width/angle.

Loosen the two cap screws **(C)** as well as the wing-nuts **(D)** and then move lateral trunk to the required height. Fully re-tighten screws and wing-nut.

Note, to avoid backrest height moving perform this adjustment one lateral trunk at a time



Angle

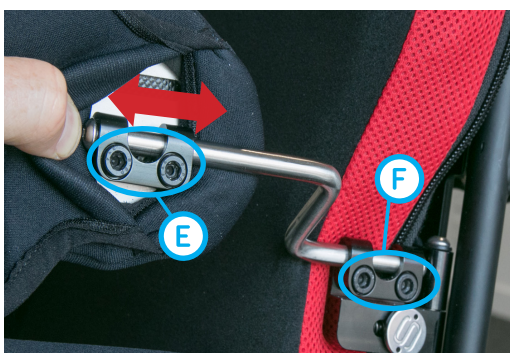


Loosen the silver lateral trunk clamp screws **(E)** a few turns.



Adjust the Z-bar and the pad until the desired width has been achieved. Then tighten up the screw while holding in the required position.

Depth



Pull back cover, loosen the screws **(E)** a few turns and slide the plate to the required depth. Fully re-tighten screws.

Axial and Pad Adjustment



Loosen the 4 screws **(E)** and **(F)** to provide a wide range of pad tilt, width and height adjustment.

Fully tighten all screws once complete.

Arm Supports/Pelvic Quick Release



The arm and pelvic supports can be quickly removed by lifting the quick release lever. This greatly aids in quick transfers or provides greater access to adjustment screws if required.

Note, The lateral trunks may have to be in swing away position to allow clearance for quick release.



WARNING

- 1) Ensure all fingers and clothes including the users are clear of the potential pinch points.
- 2) When returning the arm supports/pelvic unit to the quick release receiver ensure that there is an audible click to signify it is fully engaged.
- 3) Ensure the child's fingers and clothes are well clear of the arm supports receiver when re-engaging the arm support/pelvic supports.

Tilt in Space/Recline Safety

Please refer to the BINGO-OT/COBRA Base manual for instruction on how to use the strollers 45° tilt in space feature.



WARNING

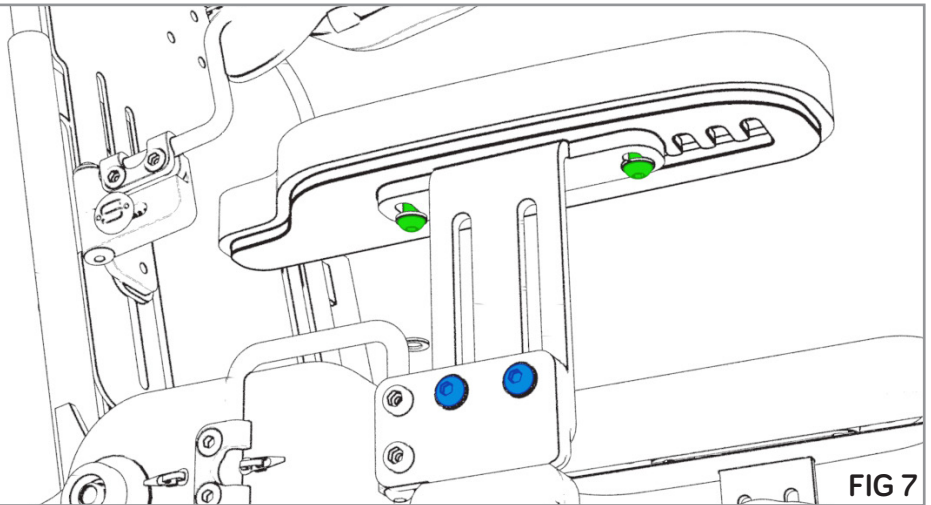
Severe pinch points. Ensure the child's limbs, head and fingers are inside the seat when tilting and reclining, paying particular attention to the areas highlighted above. Always tilt and recline the seat very slowly.

Arm Supports

All typical arm support adjustments can be made by loosening the screws indicated to the right.

The upper green pair of screws control the arm supports angle, width and depth and can be accessed by unzipping the cover.

The lower blue pair of screws allow the height of the arm supports to be adjusted.



Width, Angle and Depth Adjustment

Unzip the arm support cover to provide access to the pair of screws under the arm support plate then loosen the screws enough to allow the arm support to be moved freely.

Make the necessary modifications to the width **(A)**¹, angle **(B)** or depth **(C)**² of the arm supports then re-tighten the screws fully.



Note 1, to alter the arm supports depth, slide the arm support to it's fully wide position to enable forward/back movement as indicated below. The arm supports can be removed via the quick release for forward/back adjustments. It is recommended that this be done initially to familiarise caregiver/therapist with the method of adjustment.

Note 2, the depth of the arm supports can also be modified by altering the side support depth plate **(G)** as described in the Pelvic adjustment section. However it is important to note that doing so will also modify the pelvic position and thus will also require it to be checked/modified.



WARNING

To reduce the possibility of arm entrapment minimise the gap between the rear of the arm supports and the back support.

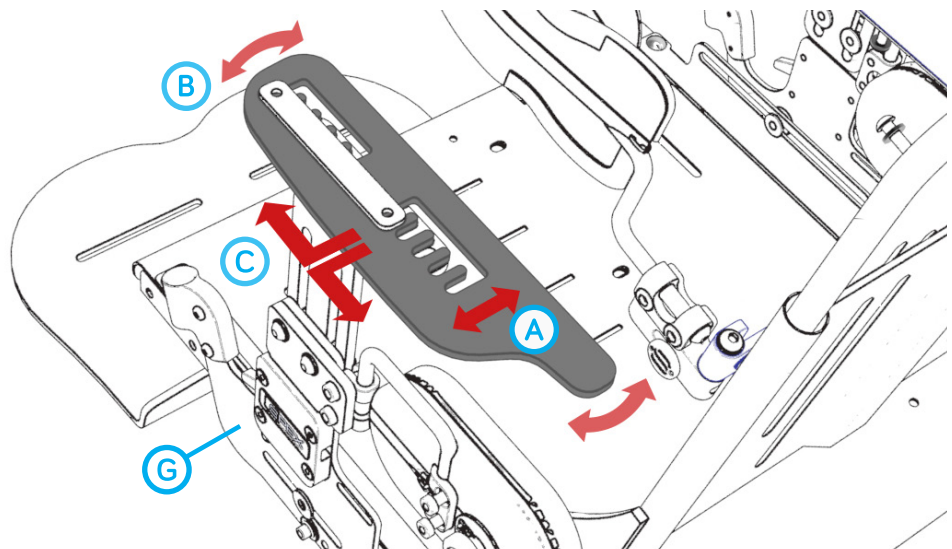


FIG 8

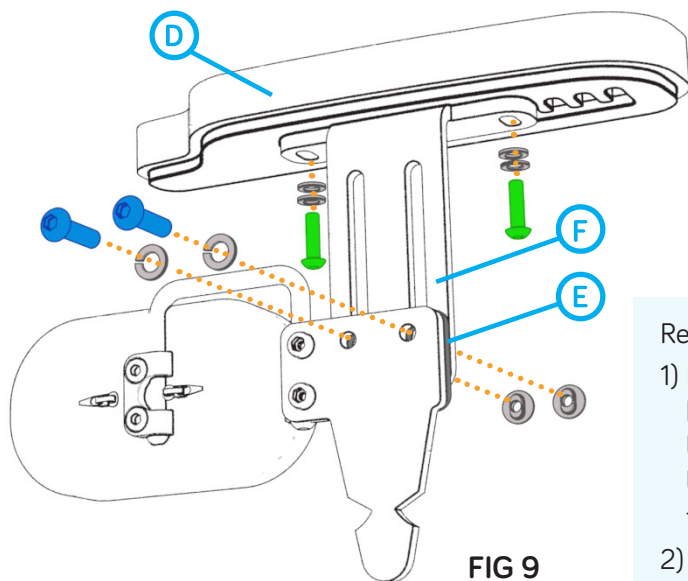


FIG 9

Extended Width Arm Supports Position

It is possible to provide a greater width arm supports position than standard by inverting the arm supports height bracket (**F**). It is important to note however that the extra wide position will not allow the seating system to be used in the reverse position as it doesn't have sufficient clearance with BINGO EVO frame.

Remove the arm supports/pelvic with the quick release.

- 1) Remove the screws (blue FIG 9) that secure the arm supports height bracket (**F**) with the washers, T-nuts and plastic spacer block (**E**) and place to one side for re-installation. Rotate this bracket and arm support 180° and reattach spacer block with fasteners in the order they were removed.
- 2) Unzip the arm support pad cover and remove arm support mount screws (green FIG 11) with washers, rotate the arm support so it is now forward facing and replace all fasteners and washers in the order in which they were removed. Set arm support to the desired position, fully re-tighten all fasteners and re-zip cover.

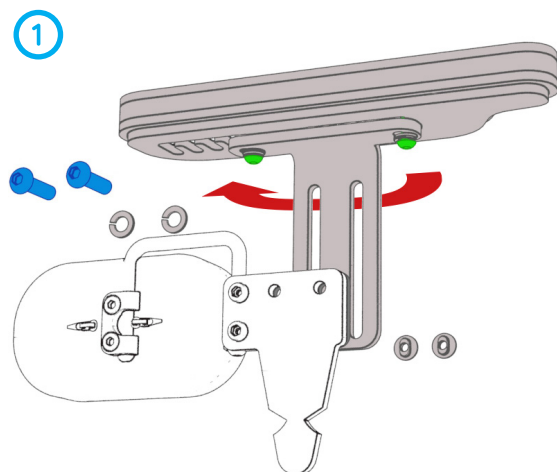


FIG 10

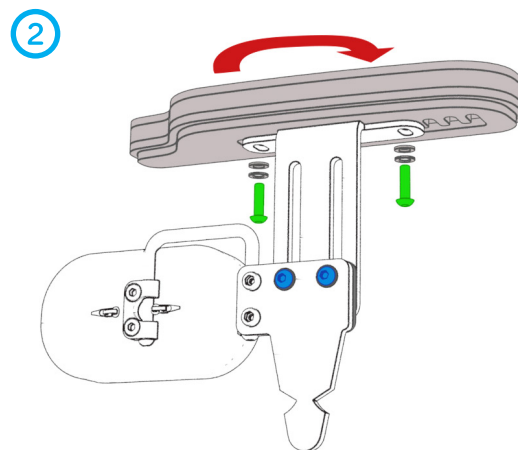


FIG 11

Height Adjustment



Loosen the pair of screws on the arm support height bracket, raise to required height then re-tighten fully.

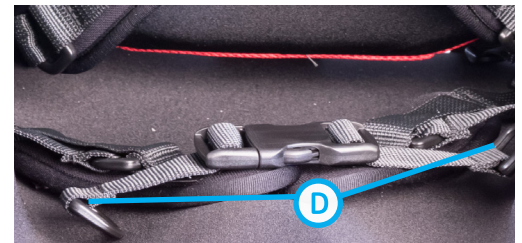
Hip Belt

User Set-Up

Position the user in the seat, then fasten the buckle **(A)**. Tighten the wide main strap, **(B)** then the narrow retainer strap **(C)** while keeping the buckle central. Check and adjust if required for a comfortable fit. When properly adjusted and the hip belt is tightened, it should fit snugly so that the user's pelvis is secure. Tighten the D-ring pulls **(D)** until all slack is removed and the pads under the buckle are touching. If adjustment to the length is necessary to achieve a correct fit this can be done using the belt end fittings.

Ensure:

- (1) Comfort - check areas of irritation.
- (2) Correct operation - of buckle and adjustment straps.
- (3) BINGO-OT seat should be moved through full range of motion, including tilt, and recline -to check for interference.



WARNING

- 1) Ensure there is at least a two-finger gap between the user and the hip belt, this will ensure the hip belt is not too tight.
- 2) Poorly fitted hip belt may allow the user to slide down the seat which could cause asphyxiation by the straps.
- 3) Check that the hip belt goes under the pelvic support and that it fits snugly at all times to maintain a correct seating position.
- 4.) Contact Spex and/or the user's health care provider, if you are not sure how to use the Hip Belt. Do not use, if the straps are damaged or not firmly secured.
- 5) Keep the straps clean, as caked-up webbing will be difficult to adjust.
- 6) Inspect straps frequently to ensure the straps have not worked loose
- 7) Do not allow the user to undo the buckle. If the user is able to undo the buckle contact the user's health care provider for guidance on preventing the user from undoing the buckle, as this may be dangerous.

Shoulder Harness

User Set-Up



Prior to adjusting the shoulder harness, first position the user in the seat, stabilise the pelvis and fasten the hip belt. Position the shoulder harness on the user and fasten the buckle **(E)**. Tighten the lower straps **(F)** to stop the harness “riding” upwards. Pull the D-Rings **(G)** on the shoulder straps to tighten the harness to fit comfortably around the user while ensuring not to over-tighten. Adjust straps to ensure best fit.

Ensure there is no rubbing on shoulders or neck, if so, reposition so that the harness comfortably supports them without rubbing. Check overall operation of the tension straps and buckles. Ensure that there is no interference with other devices such as feeding tubes, arm support, accessories, or seat tilt mechanisms. Should there be interference, adjust harness to prevent this.



WARNING

- 1) **DO NOT** use if the user is not wearing a correctly installed, fitting and fastened Hip Belt.
- 2) **DO NOT** use without first properly fitting & fastening the Hip Belt. Risk of choking occurs if the pelvis is not stabilised correctly.
- 3) This harness is designed as a positioning device in wheelchairs only. **DO NOT** use as a transportation safety restraint (including in vehicles), or in any other application where its failure could result in injury. Misuse of the SPEX harness is unauthorised and unsafe.
- 4) Any portion of the harness crossing the chest must be positioned sufficiently away from the user's neck.
- 5) The harness should be installed/fitted by a qualified technician/clinician only. Have your seating specialist demonstrate correct adjustment/use.
- 6) The height of the backrest should be similar or slightly above the height of the user's shoulders.
- 7) Should the harness be accidentally released, the user may fall forward. Do not leave the user unattended at any time while using the shoulder harness if their cognitive abilities or movements could lead to accidental release. Ensure all caregivers know how the harness is unfastened as failure to do so could delay emergency release if necessary.

Contouring the Back Support

The BINGO Spex Back Support has been designed to accommodate postural asymmetries and adapt to different morphologies. This guide shows how the inner section of the BINGO Spex Back Support can be contoured. Each cube compartment contains 2 cubes. These may be removed or added as required with a maximum of 5 cubes per compartment.

Note 1, an extra set of 10 firmer cubes are also provided with each back support.

Note 2, the back support and the contouring foams can be kept and reissued to another user as per the reissue section within this manual.

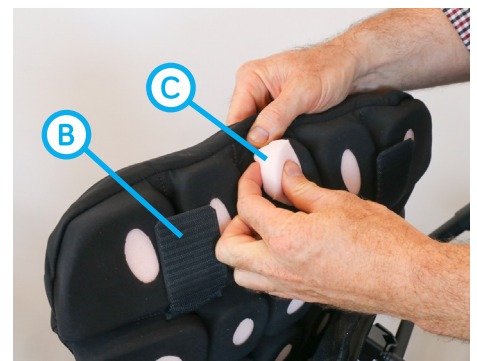
Note 3, record the number of cubes used in each pocket for reference.

Contouring the Backrest

Unzip Back Support cushion outer cover, release the 2 Velcro tabs **(B)** and lean the user forward (depending on user capabilities) to remove the inner contouring section of the Back Support **(A)** (the cover will remain secured to the backrest) and replace with pillow. You can now remove or add layers of contouring cubes to **(C)** suit the users needs.

Now the contouring section can be changed to suit the users posture. Once finished, remove the pillow and reinsert the inner contouring section.

Lean the user back.



WARNING

- 1) Two people are required for this adjustment. Before doing this adjustment, retrieve a soft head pillow or similar to replace Back Support inner section while it is being modified.
- 2) The second person must remain with the wheelchair user to support them and keep them safe from falling.
- 3) Ensure the user has the hip belt fastened.
- 4) The cubes must always face the rear of the Back Support.

Transporting the BINGO Spex in a Vehicle

The BINGO Spex can be used on the BINGO-OT Base for transportation only when used in accordance with the BINGO Evolution User manual.



WARNING

- 1) Refer to the BINGO Evolution user manual for all vehicle transportation instructions.
- 2) Sandals can only be used in transport if aluminium footplate is installed.

Cleaning

For any questions regarding cleaning procedures, contact your authorized BINGO Spex Seating dealer. The expected lifetime of the BINGO Spex hardware is 5 years and 2 years for the upholstery.

For spot cleaning Spex recommends using AHP (Activated Hydrogen Peroxide) disinfectant wipes. The disinfection product must be used as per the manufacturers instructions. Spex takes no responsibility for the effectiveness of the disinfection process.

Please also refer to BINGO-OT/COBRA Base manual for Maintenance/Service and Repair.

Cleaning the BINGO Spex Back Support

Back support Outer Cover

- Remove cover by carefully pulling from the Velcro fixing. Locate zip on the cover and unzip
- Remove the inner foam section and turn cover inside out
- Zip cover closed to avoid snagging
- Machine wash in warm water (40°C)
- Drip or tumble dry on low heat
- Do not Iron, bleach or dry clean
- If chemical cleaners are used, covers must be rinsed thoroughly with water to remove all chemical residue and left to dry completely before reuse
- Check the cover for tears and excessive wear and replace if ripped, torn or otherwise not fully functional

Once completely dry, re-insert the inner foam section into the cover and attach to the BINGO-OT backrest. Please note, for the BINGO Spex Back Support, the contouring foam inner section has to go back in the correct way. Ensure the flat surface is facing towards the user, and the cube section is facing the shell. Once the foam is secured inside the cover, zip cover closed.

Foam Inner

The Back Support foam inner is not designed to get wet in any way, as this will greatly reduce its life. If soiled, Spex recommend replacing the foam inner. If foam accidentally becomes wet, dry thoroughly before replacing inside the cover.

Spex recommend the purchase and use of an incontinence cover (which protects the foam inner and can be washed and sanitised).

Cleaning the BINGO Spex Cushion

Outer Cover

- Remove the cover from the foam base and turn inside out
- Machine wash in warm water (40°C)
- Drip or tumble dry on low heat
- Do not iron. Do not dry-clean. Do not bleach
- If chemical cleaners are used, covers must be rinsed thoroughly with water to remove all chemical residue and left completely to dry before reuse
- Check the cover for tears and excessive wear and replace if ripped, torn or otherwise not fully functional
- Fitting the cover after washing must be done correctly. Ensure the back of the cover matches up to the back of the foam base

Foam

- Keep dry
- Check the foam base regularly to ensure good foam consistency
- If it accidentally becomes wet, dry thoroughly before fitting the covers

Incontinence Cover

- Hand wash only
- Do not use bleach or other strong cleaners
- Do not tumble dry
- Failure to use this cover may reduce the life of the cushion

Pelvic, Arm Supports and Head Support

Covers

- Machine wash in warm water (40°C)
- Do not iron. Do not dry-clean. Do not bleach.

Hardware

Hardware may be wiped clean with mild detergent and water. Dry thoroughly after wiping. If you have any additional questions regarding cleaning procedures, please contact your authorized BINGO Spex dealer.

Maintenance

Daily Checks

- Check the hip belt and/or shoulder harness's are securely fitted to the seat or side support mounts
- Check the footplate angle and height is secure and tight
- Check all the upholstery for wear and tear
- Check all the adjustment levers and knobs are in place and secure
- Check head support is locked firmly in position
- Check arm supports are locked firmly in position
- Check pelvis supports are locked firmly in position
- Check lateral trunk supports are locked firmly in position
- Check back support is locked firmly in position

Weekly Checks

- Check head support mount bolts are secured tightly with spring washers fully compressed
- Check arm supports quick release allows arm supports/hip guide unit to be remove easily and click back into place freely
- Check lateral trunks swing away freely when quick release button is disengaged and lateral trunk clicks back into place easily

6 Monthly Check

Spex recommends that all fasteners be checked for wear, such as loose bolts or broken components every 6 months. Loose fasteners should be re-tightened according to the installation instructions. Contact your authorised BINGO Spex supplier immediately to replace any broken components. Do not continue to use the system after identifying loose or broken components.

The frequency of the six-monthly check is only a minimum and should be adjusted depending on the environment in which the equipment is used. We recommend you maintain a record by filling in the product log form within this manual.

- Check the hip belt and/or shoulder harness's are securely fitted to the seat or side support mounts and functioning correctly
- Check the backrest, pelvic, footplate, head support, lateral trunk and arm supports are secure and tight
- Check all the straps for fraying and missing or broken buckles
- Check all the upholstery for wear and tear
- Ensure the quick release arm supports latches and swing away lateral trunk bracket are all locking
- Check lateral trunk, head support, pelvic and arm supports are all functioning correctly and are secure and tight
- Replace any missing or worn fasteners/adjusting levers and knobs
- Check the overall structure of the BINGO-OT seat and mobility base unit for any signs of fatigue or damage. Also refer to the guidance given in the BINGO-OT/EVO Manual.
- Check the BINGO-OT and mobility frame for wear and tear, splinters or breaks
- Check for signs of stress or cracking. If any stress/cracks are found these parts must be condemned and replaced immediately



WARNING

- 1) *These maintenance checks apply only for the BINGO Spex accessories. For BINGO-OT seat unit, EVO stroller and COBRA HILO base checks please refer to the appropriate HOGGI manuals for maintenance checks.*
- 2) *If a fault is found with any part of the BINGO Spex, do not use the product until the fault is rectified. Contact Spex customer service department or your local dealer immediately for guidance.*

Reissuing to Another User

The BINGO Spex has been designed to accommodate postural asymmetries and adapt to different morphologies. Once the user has finish using the BINGO Spex, it must be refurbished if it is issued to another user. Below are the strict guidelines for refurbishing the BINGO Spex. Please also refer to BINGO-OT manual for reissue procedure.



WARNING

- 1) Spex takes no responsibility for contamination, cross infection, or damage.
- 2) All components to be checked for signs of stress or cracking.

PART	PROCEDURE
Upholstery covers	Upholstery outer covers must be replaced regardless of condition.
Hardware and components	- Ensure the quick release arm supports latches and swing away lateral trunk bracket are all locking - Check lateral trunk supports, head support, pelvic supports, arm supports are all functioning correctly - Check lateral trunk supports, head support, pelvic supports, arm supports are secure and tight - Replace any missing or worn fasteners/adjusting levers and knobs - Check the overall structure of the BINGO-OT seat and mobility base unit for any signs of fatigue or damage. Also refer to the guidance given in the BINGO-OT/Evo Manual. - Check the BINGO-OT and mobility frame for wear and tear, splinters or breaks - Check for signs of stress or cracking. If any stress/cracks are found these parts must be condemned and replaced immediately.
Hip belt & Shoulder harness	- Check the 4-point pelvic strap/2-point pelvic strap/shoulder harness are securely fitted to the seat and functioning correctly - Check all the straps for fraying and missing or broken buckles - Ensure the webbing is clean and freely moves through buckles
Inner contouring	Ensure each contouring pocket has the correct layers of foam
Foam section	Foam may need replacing.
Foam section	Foam may need replacing.

Product Log Form

Spex recommend that you note any changes made to set-up of your BINGO Spex and BINGO-OT

DATE	Set Up/Checks/Amendments	Signature	Print Name

BINGO Spex Servicing and Technical Data

The BINGO Spex system should be serviced annually once out of the warranty period. If you suspect the BINGO Spex has had heavy usage and is still under warranty we recommend you request a full service. BINGO Spex should only be serviced by a technically competent person/health care provider who has been trained in the use of the product, a Spex authorised person or a local distributor.

Please contact Spex customer services department or your local dealer for further information.

Spex recommends that the BINGO Spex be used for a period of 4 years, provided the product is maintained and serviced as per manufacturer's instructions.

BINGO Spex Size 1: 2885-0031-032

BINGO Spex Size 2: 2885-0032-032

- Serial numbers can be found on the BINGO Spex Seat cushion and Back support. Please quote this number in any correspondence.

Example Product Identification Serial Labels Example

Back Support

SPEX LABEL - WONDERSEAT BACK SUPPORT

BACK/BASE OF BACKREST

spex | Wonderseat® Back Support

PRODUCT CODE: 2885

X

SIZE

DAY

MONTH

YEAR

LOT/SERIAL

Any postural support device not intended for use as occupant restraint in motor vehicle transport may not provide occupant protection in a vehicle impact.

Consult instructions for use.

Manufacturer: Medifab Ltd

32 Detroit Drive, Rolleston 7675, New Zealand

PHI +64 3307 9790

Australia: 26 Paradise Street, Devonport, TAS 7310

PHI +61 3 6427 0105

solutions@medifab.com www.spexseating.com

THIS TAG MUST NOT BE REMOVED

ALL NEW MATERIAL CONSISTING OF

100% Polyurethane Foam

Outer covering	
Front Panel	62% Nylon/38% Spandex 100% Mesh
Inner cover	62% Nylon/38% Spandex 80% Nylon/20% Spandex 62% Nylon/38% Spandex
Sides	100% Polyester
Rear Panel	100% Nylon

Certification is made by the manufacturer that the materials in this article are described in accordance with law.

Care should be exercised near open flame or burning cigarettes.

CARELESSNESS CAUSES FIRE

Max user weight 35kg

Machine wash. Do not bleach. Tumble dry (low heat). Do not iron. Do not dryclean.

USER NAME

US REP

Medifab

260 Riverside Ave, Jackson, MS 39201, United States

TEL: +1 601 231 0802

CE

EC REP

Medifab GmbH

Postfach 2

D-10507 Berlin, Germany

TEL: +49 30 310 840 30

45

Disposal & Recycling

Your BINGO Spex Seating System is manufactured using a variety of materials, of which most can be recycled. Once it reaches the end of its life, if you are the legal owner, do not dispose of as ordinary household waste but take your BINGO Spex system to an approved recycling or collection point, to dispose of according to local laws and regulations.

Separate collection and recycling of the BINGO Spex system when disposing ensures protection of the environment and assists with natural resource conservation.

Environment

Moisture

Keep your BINGO Spex supports dry at all times, as contact with water or excess moisture could cause corrosion, degradation to the functionality of your BINGO Spex or potential failure. If your Back Support or seat Cushion becomes damp or wet, thoroughly wipe with a dry cloth as soon as possible.

Temperature

Your BINGO Spex may not function as intended when used at extreme temperatures. Keep the BINGO Spex and BINGO-OT away from sources of extreme heat or extreme cold to avoid burns from the metal components.

Dirt

Small particles such as dust, dirt and sand may restrict optimum functionality. Regularly check your BINGO Spex and BINGO-OT to ensure no build-up occurs around openings and moving parts.

Spex Service Distributor

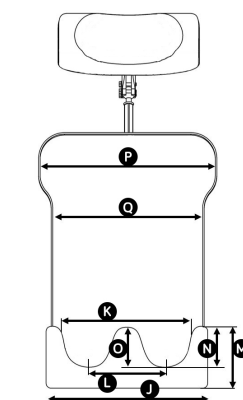
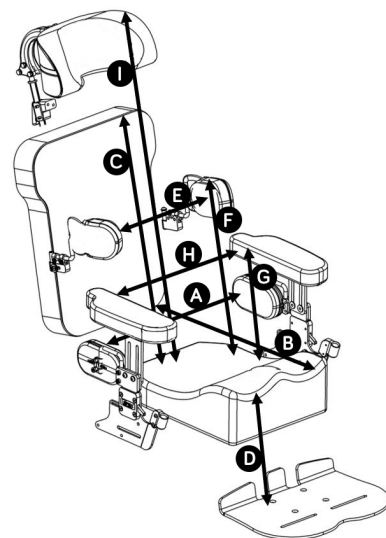
Please record the Spex Distributor from which you purchased your BINGO Spex.

Company			
Address			
Phone		Website	
Contact		Email	
Serial #			

BINGO Spex Specifications

BINGO Stroller Size		Size 1		Size 2	
Seating specs	A Hip width	17-28cm (6.5-11")		22-33cm (8.5-13")	
	B Seat depth	18-23cm (7-9") 1.1 Cushion	23-30cm (9-12") 1.2 Cushion	23-33cm (9-13") 2.1 Cushion	28-38cm (11-15") 2.2 Cushion
	C Back height	36-44cm (14-17")		40-48cm (16-19")	
	D Lower leg length*	25-40cm (10-16")		25-45cm (10-18")	
	E Trunk lateral width	12-28cm (5-11")		15-30cm (6-12")	
	F Trunk lateral trunk height	15-34cm (6-13.5")		17-40cm (6.5-16")	
	G Arm supports height	15-22cm (6-8.5")		15-22cm (6-8.5")	
	H Internal arm supports width	20-32cm (8-13")		28-38cm (11-15")	
	I Head support height	45-65cm (18-25.5")		50-70cm (20-28")	
	J Cushion total width	33cm (13") Size 1.1	33cm (13") Size 1.2	38cm (15") Size 2.1	38cm (15") Size 2.2
	K Internal cushion width	23cm (9") Size 1.1	28cm (11") Size 1.2	28cm (11") Size 2.1	33cm (13") Size 2.2
	L Centre of thigh contours	15cm (6") Size 1.1	17cm (6.5") Size 1.2	18cm (7") Size 2.1	20cm (8") Size 2.2
	M Cushion side height	14cm (5.5")		14cm (5.5")	
	N Thigh contour height	9cm (3.5")		9cm (3.5")	
	O Abductor contour height	5cm (2")		5cm (2")	
	P Back cushion width	33cm (13")		38cm (15")	
	Q Trunk cushion width	26cm (10")		30cm (12")	
Stroller specs ¹	Frame seat depth capacity	18-30cm (7-12")		20-38cm (8-15")	
	Frame back height capacity	36-46cm (14-18")		41-55cm (16-22")	
	Backrest recline angle	90-160°			
	Height of push bar	75-110cm (29.5-43")			
	Overall frame width	63cm (25")		68cm (27")	
	Max load of OT seat unit	50kg (110lb) (body weight including other load ²)			
	Base frame capacity*2	60kg (132lb)			
	Max user weight	35kg (77lb)			

Stroller Package includes matte black frame 3 kg fabric basket, tray table, and sun canopy



Note 1, Also refer To BINGO-OT and COBRA base manuals.

Note 2, Refer to BINGO-OT Technical data section of manual for further explanation.



32 Detroit Drive
Rolleston 7614
New Zealand

+64 3 307 9790

solutions@spexseating.com

spexseating.com

US	REP	EC	REP
Medicept 200 Homer Ave, Ashland, MA 01721 United States Tel: +1-508-231-8842		BEO MedConsulting Berlin GmbH Helmholtzstr. 2 D-10587 Berlin, Germany Tel: +49-30-318045-30	