At Comfort Company we are dedicated to creating and manufacturing seating and postural support systems designed for people with a wide range of rehabilitation needs. Whether for pediatric, geriatric, or bariatric needs we are committed to providing our customers with quality products designed for comfort, durability, and ease of use. Our vision is to lead in the development, manufacturing, and delivery of the most innovative seating and positioning products which provide the highest level of comfort, functionality, and quality of life for the user.

Contact Information

1.800.564.9248
406.522.8563
customerservice@comfortcompany.com
www.comfortcompany.com

Customer Service
Bozeman, Montana

Manufacturing
New Berlin, Wisconsin

Before Use

The appropriate Comfort Company positioning product is intended to improve every day user function and comfort while providing support and stability for a variety of rehabilitation needs. However, prior to using any Comfort Company support, it is important that each individual be assessed by a qualified healthcare professional for but not limited to, mobility, nutrition, current condition, goals, and health history. In addition to this initial assessment, individuals should be regularly monitored by a health care professional for any changes in their condition.

This user guide and manual is for reference purposes only and is not intended to substitute for advice given by a physician or other licensed healthcare professional. You should not use this information for self-diagnosis or self-treatment of a health problem or condition. Contact your healthcare provider immediately if you suspect that your health problem or condition has changed or worsened.

Before using, make sure that you are properly trained to operate the equipment for its application. Failure to do so could lead to discomfort, injury or damages.

NOTE: “We,” “Us” and “Our” refers to Comfort Company. “You” refers to the product purchaser or user.
SAFETY GUIDELINES

SAFETY SYMBOLS

**Warning!** Without following the specified procedure, this indicates potentially hazardous conditions that could lead to personal injury, inadequate performance, product damage or malfunction.

**Prohibited!** Indicates actions that should NOT be performed at any time under any circumstance. These actions could result in personal injury and/or damage to the product or equipment being used.

CAUTION SYMBOLS

**No Smoking** Although this product meets flammability requirements, we do not recommend smoking while using this system. Damage from smoke and flame is not covered by the lifetime warranty. You must consider additional safety precautions when choosing to smoke while using this system.

**Do Not Expose** to sources of excessive heat such as open flame or spark.

**Do Not Cut or Puncture** Avoid sharp objects. Do not modify the product. Doing so will void its warranty and may lead to personal injury or alter the effectiveness of the product by increasing the risk factors for skin breakdown and/or instability.

**Do Not Wash**
- Wash Cover Only - Warm Cycle (Maximum Temperature)
- Do Not Wash
- Hand Wash
- Air Dry Only
- Hang to Dry
- Tumble Dry Low
- Do Not Tumble Dry, Steam Clean or Autoclave
- Do Not Bleach
- Bleach Okay
- Antibacterial or Disinfectant Spray
- Wipe with Water Only
- Do Not Iron

**Hand Wash**

**Caretaking Symbol**

**Wipe with Water Only**

**PLEASE NOTE**

The information in this manual was gathered and recorded with the latest specifications available at the time of publication. Due to our continued effort to reassess and improve our products, information found in this manual such as drawings and notes may vary slightly from the product that you purchased. We reserve the right to make changes to products as they are deemed necessary. To check for the latest version of this manual please visit us at www.comfortcompany.com.

The directions provided will help to maintain and extend the life of your product and ensure it is covered by the Comfort Company Lifetime Guarantee. Please see complete warranty information on page 19.
SAFETY GUIDELINES

COMPASS® POWER MOUNTING SAFETY DETAILS

PROHIBITED! Never attempt to interface components with any other product than those listed in this manual. Doing so potentially compromises the integrity of the product and therefore the safety of the user resulting in injury or death.

WARNING! Ensure that the product does not interfere with any other chair components. Interference could jeopardize effectiveness and user safety as well as cause damage.

PROHIBITED! Never use the equipment to maneuver a chair or anything that it is attached to. It is never to be used as a handle, lift, guide or support for anything other than for what it was intended.

WARNING! It is necessary to fully articulate power recline features to ensure there is no possible equipment interference after installation. Do so slowly while watching closely.

PROHIBITED! Never use the equipment unless all components are fully functional. Any issues should be addressed by contacting your dealer or customer service. Do not attempt to make your own modifications or repairs.

ATTENTION! Make sure that the hardware is securely mounted to the power chair and back support system and it is adjusted properly each time it is in use.

PROHIBITED! This product is designed for the intended user and use only. Be aware that any modifications could potentially endanger the user, cause discomfort or damage and are therefore prohibited.

ATTENTION! Caregivers: It is necessary to learn from a healthcare provider how to properly adjust the equipment for the user's specific positioning needs and goals.

This product passed crash testing. However, when possible, do not use during transport. Repeated or excessive force (braking or crash) could cause extra wear shortening the life of the product or its components. Use after a crash is not recommended.

ATTENTION! Unless otherwise specified, fasteners should be tightened to 9.6 Nm (85 lb-in).

INTENDED USE

Compass® Power Mount Hardware is only intended for connecting Comfort Company back supports and the power chairs specified in this manual. The back supports listed are intended for those with positioning and support needs as deemed necessary by a qualified healthcare professional.

Acta-Series back supports offer a variety of available support and positioning features to accommodate various user rehabilitation needs and goals while allowing for function and comfort. The size and function of the back support should be matched by the healthcare provider to suit the user needs. Adjustments or replacement components may be necessary as changes in condition occur or to accommodate developments such as growth.

Compass® Power Mount Hardware allows for on-the-spot height adjustments while each Acta-Series back support offers easily adjustable support systems all while the user remains seated. All adjustment features are intended to help the user achieve their rehabilitation goals as outlined by their healthcare provider even if their condition changes over time. Acta-Back® and Acta Embrace® models use patented Moldable Support Stays while Acta-Relief™ models come with Boa® Technology. See page 13 for details on operating these features.

BACK SUPPORT INFORMATION

All fabrics used in back support covers are latex-free.

COMFORT-TEK™ fabric cover is fluid-resistant, easily cleaned at any time and soft to the touch. Comfort-Tek™ fabric has stretch which helps alleviate pressure and conforms to both the support pad and user.

STRETCH-AIR™ fabric is designed to be airy and breathable with superior stretch. Stretch-Air™ provides heat dissipation for comfort while the multi-directional stretch contributes to pressure relief and allows the user to gain the full benefits of the adjustable back support features.

Back support cushions use varying foam materials in different levels of thicknesses, elasticity and firmness. The standard foam combinations used allow for optimal comfort, immersion, conforming to the user and pressure redistribution as well as ensure the adjustable support features function properly.
Contact Customer Service for replacement parts or additional hardware when needed.
*Please note that using Compass® Power Mount Hardware requires a different cover style for back supports than when using manual Compass® Mounting Hardware. Contact Customer Service for the correct cover if converting a back support to Compass® Power Mount Hardware.

Mounting Bracket- Showing Side A (Top), Side B (Bottom)
**COMPATIBILITY & HEIGHT**

Compass® Power Mount Hardware is compatible with the chairs listed below using only the seating systems specified. The power bases listed are a reference for what is available with the compatible seating system.

## COMPASS® POWER MOUNT COMPATIBILITY

<table>
<thead>
<tr>
<th>PERMOBIL® with</th>
<th>QUICKIE® with</th>
<th>QUANTUM® with</th>
<th>ROVI® with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corpus® 3G Seating System</td>
<td>3.7 Power Recline Seating System</td>
<td>TRU-Balance® 3 Seating System</td>
<td>Motion Concepts Seating System</td>
</tr>
<tr>
<td>M400 Corpus®</td>
<td>QM-710® SC</td>
<td>Q6 Edge®</td>
<td>Note: A Recessed Planar Interface Plate must be installed on the chair.</td>
</tr>
<tr>
<td>M300 Corpus®</td>
<td>QM-710® MPC</td>
<td>Q6 Edge® X</td>
<td></td>
</tr>
<tr>
<td>C350 Corpus®</td>
<td>QM-715® HD MPC</td>
<td>Rival®</td>
<td></td>
</tr>
<tr>
<td>F3 Corpus®</td>
<td>QM-720® MPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5 Corpus®</td>
<td>PULSE™ 6 SC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PULSE™ 6 MPC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each chair manufacturer has a suggested “back gap” for setting the height of the back support on the chair. This allows for the power chair components to articulate as intended (always test before using). Please see the height guide charts below.*

### POWER MOUNT HEIGHT GUIDE

#### QUANTUM® WITHOUT RECLINE

<table>
<thead>
<tr>
<th>BACK GAP</th>
<th>Adjustment = -3”, +5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” (76.2 cm)</td>
<td></td>
</tr>
<tr>
<td>28” (71.1 cm)</td>
<td></td>
</tr>
<tr>
<td>26” (66.0 cm)</td>
<td></td>
</tr>
<tr>
<td>24” (60.9 cm)</td>
<td></td>
</tr>
<tr>
<td>22” (55.9 cm)</td>
<td></td>
</tr>
<tr>
<td>20” (50.8 cm)</td>
<td></td>
</tr>
<tr>
<td>18” (45.7 cm)</td>
<td></td>
</tr>
<tr>
<td>16” (40.6 cm)</td>
<td></td>
</tr>
</tbody>
</table>

#### QUANTUM® WITH RECLINE

<table>
<thead>
<tr>
<th>BACK GAP</th>
<th>Adjustment = -3”, +5”</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” (76.2 cm)</td>
<td></td>
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<tr>
<td>28” (71.1 cm)</td>
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<td></td>
</tr>
<tr>
<td>18” (45.7 cm)</td>
<td></td>
</tr>
<tr>
<td>16” (40.6 cm)</td>
<td></td>
</tr>
</tbody>
</table>

*ROVI® suggested back gap is 4” (10.2cm) for tilt systems and 6” (15.2cm) for recline systems. Recommended CC Back Support Length and Adjustment information depends on where the holes are drilled in the Recessed Planar Interface Plate during installation.

**BACK HEIGHT** = Overall dimension from seat base to top edge of back support.

**BACK GAP** = Manufacturer recommended dimension from seat base to the bottom edge of the back support. Recommended gap is identical for all back supports.

**ADJUSTMENT** = Available height adjustment range after recommended back gap. (½” increments)

---

Note: A Recessed Planar Interface Plate must be installed on the chair.
**SEAT DEPTH**

**ACTA-BACK®, ACTA-EMBRACE®, (including DEEP, CONTOUR and LTS) back supports require the use of four spacers to connect the back support shell to the hardware shell bracket. 1.5” of seat depth is used.**

See page 16 if attaching Compass® Power Mount Hardware to an Acta-Back® or Acta-Embrace® back support.

**ACTA-RELIEF™** requires the use of at least a 1” spacer to connect the back support shell and shell bracket. 2” of seat depth is used in this configuration which is standard when shipped with a back support. This allows for the user to still immerse through the shell of the Acta-Relief™ back support effectively reducing the amount of seat depth used from that listed.

Extra spacers may be used to increase the available immersion. The possible shell spacer configurations include 1” spacers only, 2” spacers only, or 1” and 2” spacers combined.

When using a head support with Acta-Relief™, an extra track spacer may be needed for clearance. This spacer requires an additional .356” of seat depth.

---

**CONVERSION CHART**

<table>
<thead>
<tr>
<th>Inch</th>
<th>Centimeter</th>
</tr>
</thead>
<tbody>
<tr>
<td>.356”</td>
<td>0.9 CM</td>
</tr>
<tr>
<td>1”</td>
<td>2.5 CM</td>
</tr>
<tr>
<td>1.5”</td>
<td>3.8 CM</td>
</tr>
<tr>
<td>2”</td>
<td>5.1 CM</td>
</tr>
<tr>
<td>2.356”</td>
<td>6.0 CM</td>
</tr>
<tr>
<td>3”</td>
<td>7.6 CM</td>
</tr>
<tr>
<td>3.356”</td>
<td>8.5 CM</td>
</tr>
<tr>
<td>4”</td>
<td>10.2 CM</td>
</tr>
<tr>
<td>4.356”</td>
<td>11.1 CM</td>
</tr>
<tr>
<td>5”</td>
<td>12.7 CM</td>
</tr>
<tr>
<td>6”</td>
<td>15.2 CM</td>
</tr>
<tr>
<td>7”</td>
<td>17.8 CM</td>
</tr>
</tbody>
</table>

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**COMFORT COMPANY**
Use the following instructions if Compass® Power Mount Hardware is already assembled and attached to the back support. For all Acta-Series back supports.

Compass® Power Mount Hardware will most often come pre-assembled and attached to the back support ready for use with the chair designated during the ordering process. In the event it is not ready for installation for any of the reasons listed below, please refer to a related section before going through this installation process.

- Hardware Assembly is not attached to a back support
  - Acta-Relief™
  - Acta-Back® or Acta-Embrace®
- Hardware is not configured for the power chair needed
  - Mounting Bracket & Male Track
- Requires posterior depth adjustments-
  - Shell Spacers - Acta-Relief™
  - Head Support Track Spacer - Acta-Relief™
- Parts are being replaced
  - Male Track - Mounting Bracket.
  - Female Track - Shell Bracket - Acta-Relief™
  - Female Track - Shell Bracket - Acta-Back® or Acta-Embrace®
  - Shell Spacers - Acta-Relief™
  - Shell Spacers - Acta-Back® or Acta-Embrace®
- Hardware has binding issues.
  - Cleaning and Lubrication
  - Track alignment

1. Start by flipping release levers A out on both sides of the hardware assembly to release mounting bracket B. Note: Support the mounting bracket while releasing because it should slide easily and will drop.

2. Slide mounting bracket B down and set back support C with the remaining hardware aside. See next page to verify orientation of mounting bracket B and make sure it is set up for installation on the desired power chair.
The mounting bracket (pictured below) should be set up for the power chair selected when ordered. However, if needed, the mounting bracket can be switched to accommodate a different chair at any time.

To identify which chair the mounting bracket is set up for, look for male track pieces which feature notches. The side the tracks sit on will determine which chair it works with.

**SIDE A**
QUANTUM®, QUICKIE® & ROVI®

SIDE A features 4 countersunk holes and a large relief cutout.

**SIDE B**
PERMOBIL® ONLY

SIDE B features relief cutouts around 4 peg holes and along the bottom edge of the bracket.

If the mounting bracket is set up for the desired chair, skip to Step 3 on page 10 or 11. If the mounting bracket needs switching, proceed with steps 3a - 8a below.

### To adjust the mounting bracket:

3a From the back side of mounting bracket B, unscrew four flat head screws E with the allen wrench provided.

4a Move male tracks D to the opposite side of the mounting bracket. Note: notches on the male track must be visible and run along the outer edge of the mounting bracket.

5a Reassemble mounting bracket B and male tracks D using screws E. Note: It is important to tighten the screws evenly for the best alignment.

### To check track alignment:

6a Check for track alignment by sliding the male tracks into the female tracks of the hardware assembly with both release levers A in the open position. It should slide up and down easily.

7a If the tracks seem to bind, there is access to eight screws in the track assembly from the rear face. Gently loosen all eight screws.

8a For best results, tighten screws 1 through 8 in the order shown above. Repeat steps until the assembly slides easily and then continue with installation on the next page.

See the "Hardware Cleaning & Alignment" section on page 17 if needed for additional instructions on cleaning and lubricating track pieces.
The following instructions illustrate the base mounting plate found on each power chair.

**WARNING!** To prevent injury, damages or voided warranty, DO NOT make any alterations to the equipment. Modifications in attempt to interface with any other products than those listed in this manual potentially compromise the safety of the user and voids warranty.

**QUANTUM®** (No tools required for installation.)

3 Remove threaded knob *F* from base mounting plate *G*.
4 Line up three pegs *H* with mounting bracket *B* and slide it down on the pegs.
5 Insert threaded knob *F* and tighten to secure.

Skip to Step 7 on page 12

---

**PERMOBIL®** (No tools required for installation.)

3 Remove threaded knob *F* from base mounting plate *G*.
4 Line up four pegs *H* with mounting bracket *B* and slide it down on the pegs.
5 Insert threaded knob *F* and tighten to secure.

Skip to Step 7 on page 12

---

**ROVI®** (Allen wrench, 10mm wrench and drill with ¼” drill bit are required for installation. Allen wrench is provided.)

*Note: A Recessed Planar Interface Plate must be installed on the chair and will be referred to as a base mounting plate for the purpose of these instructions. Please refer to the literature provided with chair for installation of Recessed Planar Interface Plate if needed.*

3 Line up the back support against base mounting plate *G* where desired and mark the location of the four counter-sunk holes on mounting bracket *B*.
4 Ensure that holes are level and then drill four ¼” holes in base mounting plate *G* where marked.
5 Use longer flat head screws *J* provided and lock nuts *K* and fasten using allen wrench and 10mm wrench.

Skip to Step 7 on page 12
WARNING! To prevent injury, damages or voided warranty, DO NOT make any alterations to the equipment. Modifications in attempt to interface with any other products than those listed in this manual potentially compromise the safety of the user and voids warranty.

**QUICKIE®** (Allen wrench provided is required for installation.)

3. Align the four countersunk holes on mounting bracket **B** with threaded holes **H** on base mounting plate **G** as shown.

   Note: the mounting bracket can only use the center holes on the base mounting plate.

4. Use 12mm flat head screws **M** provided and fasten with the allen wrench.

   Skip to Step 7 on page 12

**QUICKIE® 20W & up** (Allen wrench provided is required for installation.)

*Note: Quickie Wide Adapter Plates use an additional ¼” (6.4mm) of seat depth.*

3. Align the two countersunk holes on each adapter plate **L** with the inside threaded holes **H** on base mounting plate **G** as shown.

4. Attach using four 12mm flat head screws **M** and allen wrench provided. Note: The threaded holes on the adapter plates should face in towards each other.

5. Align the four countersunk holes on mounting bracket **B** with threaded holes on adapter plates **L** as shown.

6. Use the four additional 12mm flat head screws **M** and fasten with the allen wrench provided.

Continue with Step 7 on page 12
**WARNING!** DO NOT allow for wires or other components to run through the support/hardware system at any time.

### Installing the back support assembly:

7. From behind the chair, hold the back support and hardware assembly on each side at the release levers A with them in the open position as shown. ***Note: Holding it this way allows for the back support to be lowered evenly for better alignment.

8. Line up female tracks P with the male tracks (not shown) on the mounting bracket installed on the chair and slide the assembly down.

9. Once the back support is around the desired position, lower the release levers to a closed position. The levers will click when they are locked into position.

If a lever has not fully engaged as shown above (center), simply shift the back support assembly slightly up or down until the lever clicks into place as shown on the right.

9

9

**Not fully engaged**

**Completely engaged**

### Setting the back support height:

Each chair manufacturer has a suggested “back gap” for setting the height of the back support on the chair. Please see the height recommendations and then evaluate the patient needs to set a final back support height. The patient may be seated during step 10.

10. Flip release levers A open to slide the back support up or down to the desired height. Close the levers to set.

11. **WARNING!** To prevent injury or damage, it is important to run the chair through its full range of articulation at this point to check for any possible interference or unwanted movement of seating components.

12. To lock the release levers in the closed position, turn the set screw on the release levers until it makes contact using the allen wrench provided.

When not locked, the set screw should be flush with the top surface of the release lever. Do not remove the set screw.

---

**INSTALLATION (BACK SUPPORT ASSEMBLY)**

---

**QUANTUM® WITHOUT RECLINE**

**QUANTUM® WITH RECLINE**

**QUICKIE®**

**PERMOBIL®**

**ROVI® RECLINE SYSTEMS**

**ROVI® TILT SYSTEMS**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Recommended Back Gap</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUANTUM®</td>
<td>WITHOUT RECLINE</td>
<td>3” (7.6 cm)</td>
</tr>
<tr>
<td>QUANTUM®</td>
<td>WITH RECLINE</td>
<td>7” (17.8 cm)</td>
</tr>
<tr>
<td>QUICKIE®</td>
<td></td>
<td>7” (17.8 cm)</td>
</tr>
<tr>
<td>PERMOBIL®</td>
<td></td>
<td>6” (15.2 cm)</td>
</tr>
<tr>
<td>ROVI®</td>
<td>RECLINE SYSTEMS</td>
<td>6” (15.2 cm)</td>
</tr>
<tr>
<td>ROVI®</td>
<td>TILT SYSTEMS</td>
<td>4” (10.2 cm)</td>
</tr>
</tbody>
</table>

**BACK GAP** = Manufacturer recommended dimension from seat base to bottom edge of the back support. Refer to page 6 for full back gap and height details.

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If tracks appear to be misaligned or binding occurs, please refer to “Hardware Cleaning and Alignment” section on page 17.
BACK SUPPORT ADJUSTMENTS

The following instructions are for using the adjustable support features on Acta-Series back supports. All support systems can be adjusted for changes in condition at any time.

Using Moldable Support Stays on all Acta-Back® & Acta-Embrace® back supports:

- With the user seated, identify gaps between them and the back support or areas that require positioning. Tip: Use stays in an offset placement to accommodate for rotation.
- Unzip the top of the cover and remove the stays from the inner pockets.
- Mold the stays with hands or firm surface. Keep in mind that the black end is the bottom when molding.
- Reinstall stays in the inner pockets appropriate for the shape desired and have the user rest against the back support.
- Repeat process as needed to achieve desired goals. Tip: Adjust regularly with changing condition and positioning needs over time.

Adjusting wings on Acta-Embrace® back supports:

- Please contact Customer Service for additional wings if needed.

Using the Boa® Closure System on Acta-Relief™ back supports:

- With the user seated, pull the reel to release tension. Tip: Pop the Boa® reels open from the side like a bottle opener using an index finger hooked under the reel while the thumb pushes on the top of the opposite side of the reel.
- Let the user sink into the back support so the cables form around them then push the reel in to engage the system.
- Turn each reel until the desired shape is achieved. The cables will pull with even tension and conform to the user’s shape.
- Repeat process as needed to achieve desired goals. Tip: Also adjust regularly with changing condition and positioning needs over time.

Acta-Relief™ setup: Ideally, the lowest Boa® cable should be located at the user’s PSIS. With increased tension, it will capture the user’s pelvis. The next cable up should support the lumbar region. The top one or two cables (whichever is applicable) can then be adjusted to the user’s needs and comfort.

Using the Boa® Closure System to open up the chest cavity, bring the user’s line of sight up, and increase comfort and stability.
For Acta-Relief™ & Acta-Relief™ LTS. Compass® Power Mount Hardware requires a certain cover style for the back support. If converting a back support from manual chair hardware to Compass® Power Mount Hardware, contact Customer Service for the correct cover.

Attaching shell bracket and spacers to the back support:

1. Remove back support cover and locate the four holes on shell D for attaching power mount hardware. If already assembled, unscrew four bolts A to use alternate spacers.

2. Line up bolt A, safety washer B, flat washer C, back support shell D, and spacer E with shell bracket F.

   Note: Bolt A and spacer E will vary depending on the desired configuration. Use longer bolts with deeper spacers (see below).

3. Lightly fasten and continue with the other three holes using allen wrench provided. Tighten fully after all points are attached.

4. Replace cover on back support.

Note: The head support relief cutout must face away from the back support.

Note: The contoured shell spacer face will match the rounded corners of the shell bracket.
Attaching female tracks to the shell bracket:

1. Line up holes on shell bracket A with female track B with the release levers C pointing out and away from each other.
2. Fasten using flat head screws D. Note: It is important to tighten the screws evenly for the best alignment.

After attaching tracks to the shell bracket, always check for alignment with the mounting bracket as outlined on page 17.

Adding track spacers* to the shell bracket:

*If using a head support, track spacers may be required for clearance. All parts, fasteners and tools required to adjust spacing are provided.

Possible spacer configurations:

- 1 in. Spacer + Track Spacer
- 2 in. Spacer + Track Spacer
- 1 & 2 in. Spacers + Track Spacer

1. Line up holes on shell bracket A with track spacer E and female track B with the release levers C pointing out and away from each other.
2. Fasten using alternate flat head screws F provided. Note: It is important to tighten the screws evenly for the best alignment.

After attaching tracks or adding track spacers to the shell bracket, always check for alignment with the mounting bracket as outlined on page 17.
Use the following instructions if Compass® Power Mount Hardware is not already assembled and attached to the back support. Compass® Power Mount Hardware requires a certain cover style for the back support. If converting a back support from manual chair hardware to Compass® Power Mount Hardware, contact Customer Service for the correct cover.

Attaching female tracks to the shell bracket:

1. Line up holes on shell bracket A with female track B with the release levers C pointing out and away from each other.

2. Fasten using screws D. Note: It is important to tighten the screws evenly for the best alignment.

After attaching tracks to the shell bracket, always check for alignment with the mounting bracket as outlined on page 17.

Attaching shell bracket to the back support:

1. Remove cover and locate the four holes on back support shell E for attaching power mount hardware. Note: Acta-Back® and Acta-Embrace® shells have two round holes located near the bottom edge of the shell and the top two holes are vertical oblong holes.

2. Line up bolt F, safety washer G, flat washer H, back support shell E, and spacer J, with shell bracket A.

3. Lightly fasten using allen wrench provided and continue with the other three holes. Tighten fully after all points are attached.
Frequent sliding of the track pieces may cause wear and binding and may require cleaning and lubrication. Follow the track alignment instructions anytime track pieces are assembled, altered or appear to be binding.

Cleaning and lubricating tracks:
The following may be completed with the hardware mounting bracket affixed to the chair.

1. Open release levers A and slide back support B apart from mounting bracket C as shown below.
2. Use a clean, dry cloth to wipe away debris along the outside of male tracks D and inside female tracks E.
3. Using a cloth or cotton swab, apply a light lubricant to the inside edges of female tracks E.
4. Slide mounting bracket C and back support assembly B back together and run the tracks together the full length allowing the lubricant to spread.
5. Finish by resetting the back support height and closing the release levers A.

Track alignment:
1. Start with the back support and hardware assembly completely off of the chair.
2. There is access to eight screws in the track assembly from the rear face of the hardware. Gently loosen all eight screws.
3. For best results, tighten screws 1 through 8 in the order shown below.
4. Check for track alignment by sliding the tracks up and down with the release levers in the open position.
5. Repeat steps 2 - 4 if needed until the assembly slides easily.
6. Install hardware onto chair. (see page 8)
**CLEANING & MAINTENANCE**

Frequent heat drying and bleaching naturally cause fabric break down.
Air drying and cleaning without bleach are recommended whenever possible to help extend the life of the cover.

### SURFACE CLEANING COMFORT-TEK FABRIC ONLY*

- Spray with common household or commercial antibacterial cleansers or disinfectants.
- Wipe with damp, water-only cloth after disinfecting and let dry before use.

### COMPLETE CLEANING (ALL FABRICS)

Unzip cover and remove foam and moldable stays (if applicable). Remove cover from back support shell.
Machine wash cover using any common laundry detergents. Let dry completely before use.

<table>
<thead>
<tr>
<th>Task</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Wash</td>
<td>any temperature&lt;br&gt;Maximum 66°C/150°F</td>
</tr>
<tr>
<td><strong>Hand Wash</strong> when possible</td>
<td></td>
</tr>
<tr>
<td>Tumble Dry Low Temperature Only</td>
<td>Low</td>
</tr>
<tr>
<td><strong>Air Dry</strong> when possible</td>
<td></td>
</tr>
<tr>
<td>Do Not Steam Clean or Autoclave</td>
<td></td>
</tr>
<tr>
<td>Do Not Tumble Dry High Temperature</td>
<td></td>
</tr>
<tr>
<td><strong>Do Not Iron</strong></td>
<td></td>
</tr>
</tbody>
</table>

Do not wash covers using Stretch-Air™, mesh fabric or GlideWear® along with hook and loop fasteners or other materials that could snag the fabric.
Note: Doing so could pull at the fabrics causing changes in the appearance but not the effectiveness of the fabrics.

### DISINFECTING (ALL FABRICS)

Unzip cover and remove foam and moldable stays (if applicable). Remove cover from back support shell.
Wash cover with water and bleach followed by thorough rinse. Follow directions on bleach container. Let dry completely before use.

<table>
<thead>
<tr>
<th>Task</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Machine Wash</strong> Maximum 66°C/150°F</td>
<td></td>
</tr>
<tr>
<td><strong>Bleach</strong></td>
<td></td>
</tr>
</tbody>
</table>

### FOAM

Soiled foams should be replaced. Remove cover, dab foam with water-only cloth and let dry completely before replacing cover.

- **DO NOT** submerge foam in any liquid, including water. Dab with clean, damp, water-only cloth.
- **DO NOT** use contaminated foam with multiple users. Air Dry Only.

Foam should not be exposed to light for any extended period of time. Light will cause discoloration of the foam. This only effects the appearance of the foam, not the functional features. There is no need to attempt to “clean” discoloration caused by light exposure.
INSPECTION

Inspect all components monthly.
Check and tighten hardware fasteners regularly.
Inspect all materials for wear such as stretching, fraying, fractures, and bends. Some wear with regular use is expected. Signs of excessive wear to any component should be addressed by contacting your dealer or customer service for repair or replacement parts.

REUSE

You must re-fit the back support to the new user or after extended periods of non-use by the same user. Follow “Set up & Adjustments” procedures in this manual to do so.

Before transferring to a new user, the back support must be completely cleaned and disinfected as outlined on page 18.

STORAGE

Assembly or individual parts should not be stored in extreme hot or cold temperatures. Only store in a clean and dry place at room temperature.

Do not allow exposure to direct sunlight for prolonged periods of time. This could age the product more rapidly and decrease its effectiveness.

Do not store where there is risk of open flame or spark.

DISPOSAL

Please contact your local authorities for regulations on the proper disposal of your product and its components.

DO NOT incinerate as a means of disposal.

INDIVIDUAL PARTS

Contact Customer Service via phone or email for information on replacement or individual parts available. 1.800.564.9248 or customerservice@comfortcompany.com. Appropriate tools and fasteners will be provided with extra and replacement parts.

WARRANTY

This product is covered by the Comfort Company Lifetime Guarantee.

If a manufacturing defect should occur, the product will be replaced at no cost to the buyer. Register your product at www.comfortcompany.com/registration to activate Lifetime Guarantee.

If manufacturing defects should occur, discontinue use immediately.

Wear from regular use is not considered a manufacturing defect. Replacement parts are available by contacting Customer Service or your supplier, distributor, or retailer.

Any alterations made to the product or defects caused by irregular use voids the warranty.

WARRANTY REPLACEMENT PROCEDURE

Warranty claims should be filed by the original purchaser. End-users will need to contact the DME Supplier, Distributor or Retailer from whom the product was purchased. In the event the original dealer is not available, any authorized Comfort Company DME supplier, distributor or retailer will provide assistance.

DME suppliers, distributors or retailers with warranty issues will need to contact Customer Service by phone or email and provide original purchase order number, sales order number, or invoice number whenever possible. A Return Merchandise Authorization (RMA) will be issued by Customer Service so a warranty replacement order or quote can be processed.

COMMENTS

If you would like to contact us with your comments or concerns, please visit our website www.comfortcompany.com or refer to the “Contact Information” section of this manual.

We invite you to leave testimonials of the product on our website on the individual product pages.