

Operator & Service Manual

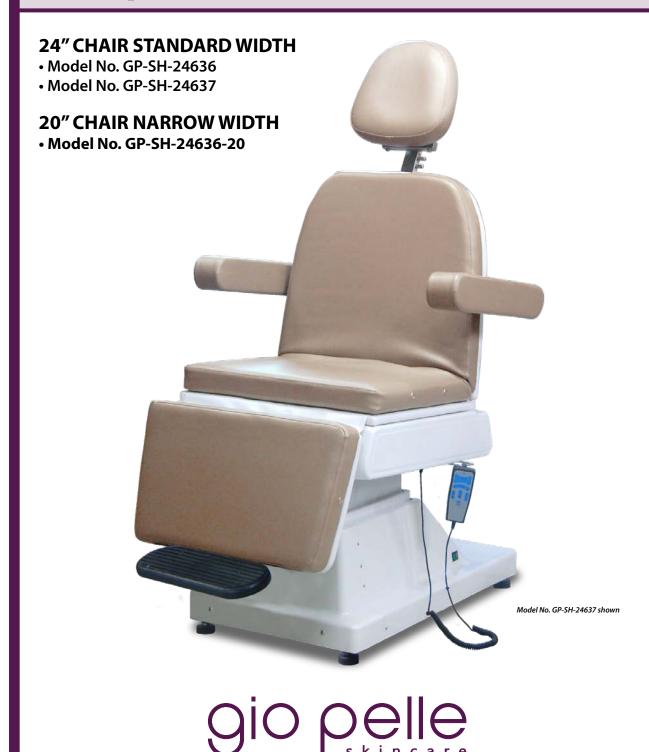


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Thank you for purchasing the Gio Pelle Exam & Aesthetic Procedure Chair. This precision designed piece of equipment, engineered with you in mind, will provide many years of trouble free operation. It will save time and increase your ability to service your client in ways you never believed possible.

Please read carefully and understand this owner's manual before proceeding. Be sure to thoroughly familiarize yourself with the operation of the equipment prior to using it.

We appreciate your business and believe the performance, value and reliability of our equipment will earn your trust.

Sincerely,

Joanne Bianchini

President Gio Pelle, Inc.

Gio Pelle, Inc. reserves the right to incorporate any modifications or improvements in equipment and equipment specifications which it considers necessary and does not assume any obligation to make these said changes in equipment previously sold. Slight deviations in parts may occur over time based on supply availability resulting in the images, specification, and measurements in this manual being different from the most current part(s) being used. These deviations do not affect the function or use of the exam chair(s). The information in this document is subject to change without notice and does not represent a commitment on the part of Gio Pelle, Inc. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, for any purpose without the express written permission of Gio Pelle, Inc.

Unpacking Your Exam & Aesthetic Chair

Your chair should look like the photo shown below when removed from the shipping box. You will need to attach the parts shown in the "<u>Inspection Checklist</u>" to the chair.

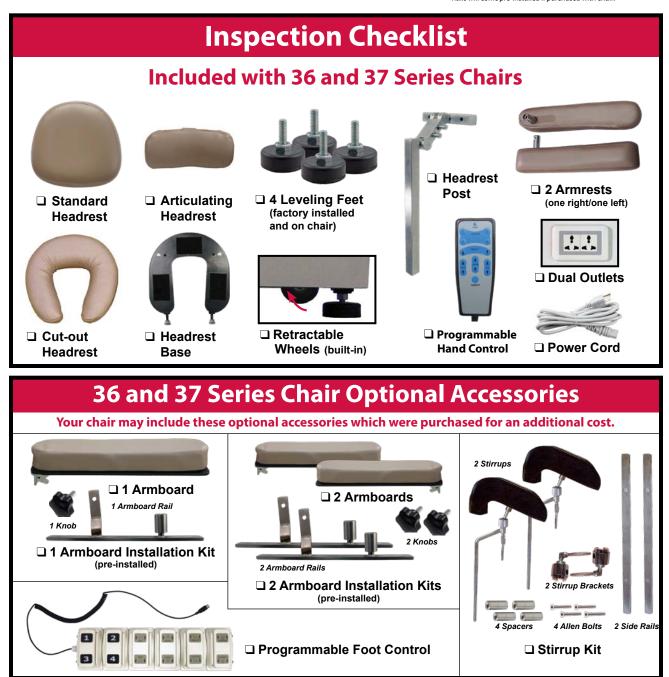
- Carefully unpack your Exam & Aesthetic Chair. Pay special attention not to damage any parts or upholstery with box knives or other tools during the unpacking process.
- 2. Use the checklist below as you unpack each chair part. NOTE: If any of the parts shown below are missing or have been damaged during shipping please contact Gio Pelle, Inc. at 800-428-1610.



The footrest below is featured on the GP-SH-24637 & the GP-SH-24636-20 chair (20" width)



Model No. GP-SH-24636 shown with optional Armboard Kit* * Optional Armboard Kit Rails are sold separately. Rails will come pre-installed if purchased with chair.



Exam & Aesthetic Chair Dimensions

Flat Chair Height

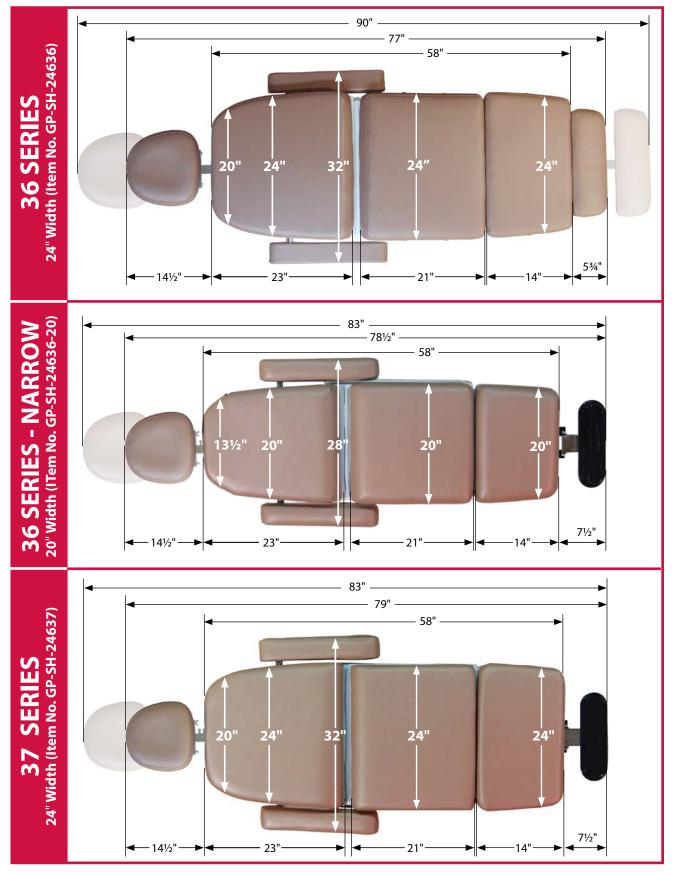




4	

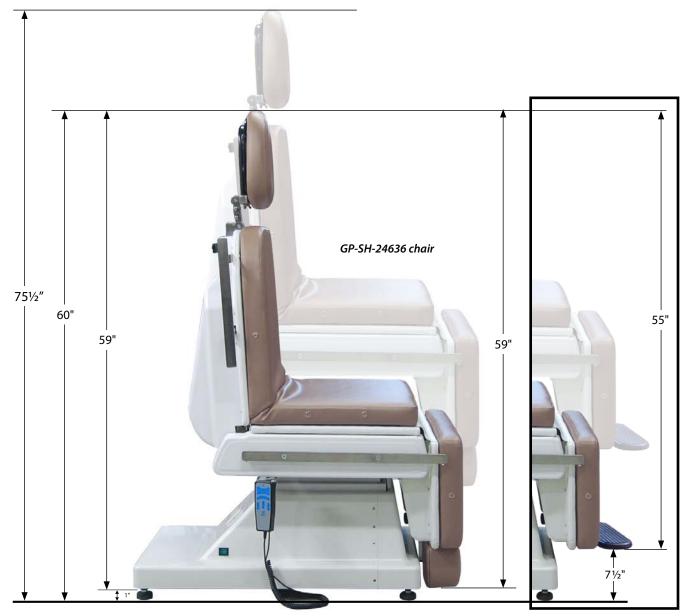
Exam & Aesthetic Chair Dimensions

Chair Width



Exam & Aesthetic Chair Dimensions

Upright Chair Height



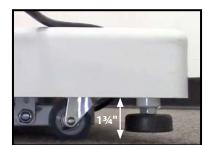
The above footrest is featured on the GP-SH-24637 chair & the GP-SH-24636-20 chair (20" width)

Model No. GP-SH-24636 (24" Width)

- Model No. GP-SH-24636-20 (20" Width)
- Model No. GP-SH-24637 (24" Width)

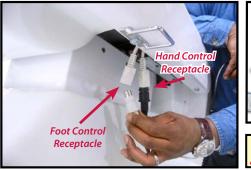
Shown with Standard Headrest and optional Armboard Rails attached

36 & 37 SERIES UPRIGHT CHAIR HEIGHT (Measured from floor to top of headrest)	
Wheels Up/Leveling Feet Down	Wheels Down/Leveling Feet Up
• Minimum Height: 60" • Maximum Height: 75½"	• Minimum Height: 61¾" • Maximum Height: 76¼"



1¾" from floor to chair base when the wheels are down

Part 1A: Connecting Power Cord



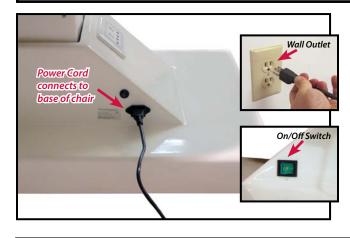


1. Make sure power is OFF!

- **2.** Locate control receptacle under frame of chair.
- **3.** Insert hand control plug into the top receptacle.
- **4.** Insert foot control plug into the bottom receptacle.
- **4.** Power can now be turned ON.

WARNING: Power must be OFF before attaching or disconnecting handswitch or footswitch!

Part 1B: Attaching Hand Control & Foot Control



PART 1/STEP 1: Plug Cord into Chair

1. Plug power cord into connector located on base of chair.

PART 1/STEP 2: Plug Cord into Wall

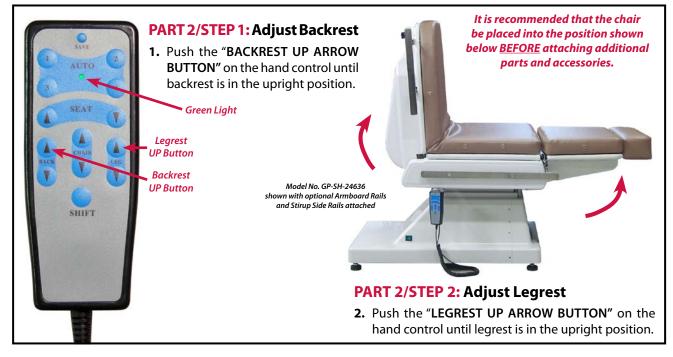
2. Plug the three prong end of the power cord into a properly grounded wall outlet supply 110vac (or 220vac depending on model).

PART 1/STEP 3: Turn Power On

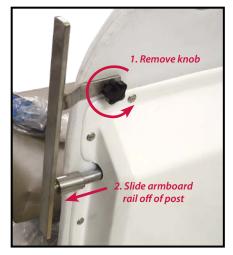
3. Push the ON/OFF switch located on the opposite side of the chair base.

WARNING: Failure to plug power cord into a properly grounded outlet with the correct voltage can result in damage to the chair.

Part 2: Adjusting Chair Backrest & Legrest



Part 3: Attaching Armrests





IMPORTANT

Armrests cannot be installed when Armboard Rails are attached to chair.

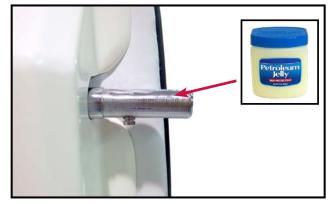
• If the chair arrived with the optional Armboard Rails pre-installed, proceed to "PART 3/STEP 1: Detach Optional Armboard Rails".

 If the chair did not include the optional Armbaord Rails, please proceed directly to "PART 3/STEP 2 Lubricate Armrest Post".

PART 3/STEP 1: Detach Optional Armboard Rails

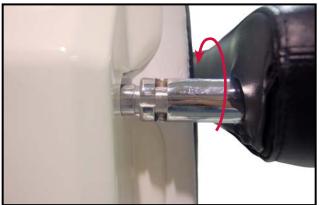
- 1. Remove black knob securing armboard rail.
- 2. Slide armboard rail off of armrest post.
- 3. Repeat Steps 1 and 2 to remove armboard rail on opposite side of the chair.

PART 3/STEP 2: Lubricate Armrest Post



1. Add petroleum jelly to chair posts if armrest does not slide on easily or if they squeak when rotated.

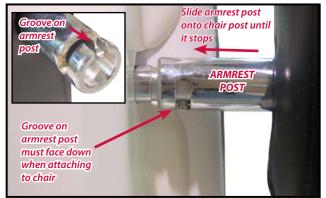
PART 3/STEP 4: Secure Armrest to Chair



- 1. Rotate armrest forward to secure armrest to chair
- **2.** To connect armrest to opposite side of chair repeat Steps 1 through 3.

NOTE: Armrest can be rotated 180° so they face backwards if needed

PART 3/STEP 3: Attach Armrest to Chair



1. Slide armrest posts onto chair posts.



Photo above shows chair after both armrests have been attached

Part 4 Attaching Cushion Headrests

PART 4/STEP 1: Headrest Hardware



- 1. Locate the headrest base and the headrest post.
- **2.** Remove the 2 nuts from the headrest posts.

PART 4/STEP 3: Attach Headrest Base



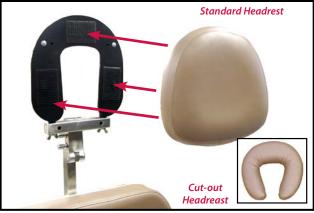
- 1. Insert headrest base into holes in top of headrest post.
- 2. Reattach the 2 wing nuts removed in STEP 1.

PART 4/STEP 2: Attach Headrest Post



- 1. Insert headrest post into the top of the chair base.
- 2. Adjust to desired height and tighten knob to secure.

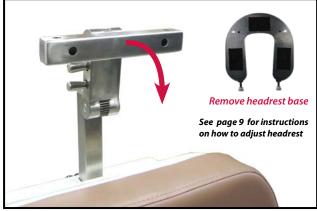
PART 4/STEP 4: Attach Headrest Cushion



1. Secure the headrest cushion to the headrest base using the velcro located on the backside of cushion and on the face of the headrest base.

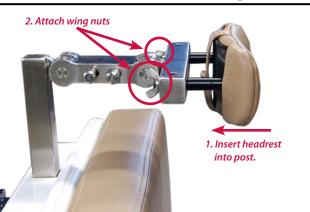
Part 4B: Attaching Articulating Headrest

PART 4A/STEP 1: Attach Articulating Headrest



- **1.** Remove headrest cushion base.
- 2. Rotate headrest post 90°.

PART 4A/STEP 2: Attach Articulating Headrest

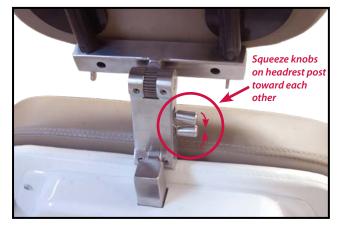


1. Insert headrest into front of headrest post.

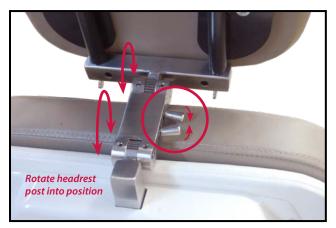
2. Attach wing nuts to secure headrest to post.

Part 5: Adjusting Headrest

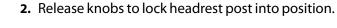
The following instructions can be used to adjust all headrests including Standard Headrest, Cut-out Headrest, and Articulating Headrest.

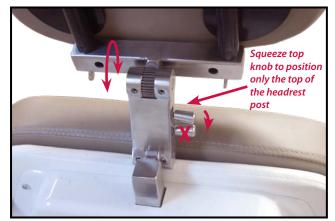


1. Squeeze knobs on the headrest post toward each other. Top knob should be pushed down. Bottom should be pushed up.

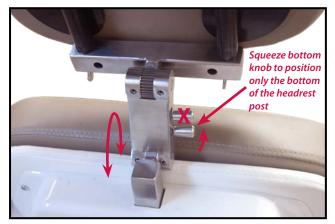


1. With the knobs squeezed together rotate the headrest post into the desired position.





1. To move only the top part of the headrest squeeze the **TOP KNOB** down and move into position.



1. To move only the bottom part of the headrest squeeze the **BOTTOM KNOB** up and move into position.

Part 6: Removing Upholstery



The chair upholstery attaches to the chair with velcro. The upholstery can be removed for easy cleaning.

- 1. To remove upholstery simply pull the upholstery away from the chair until it detaches.
- **2.** To reattach upholstery align the cushion with the chair and press firmly.

Part 6: Attaching Armboards to Chair





IMPORTANT

Armboard Rails must be installed prior to attaching armboards.

• If the chair arrived with the optional armboard rails pre-installed, proceed to "PART 6/STEP 2: Armboards".

• If the chair did not include the optional armboard rails, please proceed to "PART 6/STEP 1 Attaching Armboard Rails to Chair".

Armboard Rail



PART 6/STEP 1: Attaching Armboard Rails to Chair



1. Slide armboard rail onto armrest post.



2. Align bracket hole with knob hole.



3. Insert knob and tighten to secure bracket to chair.

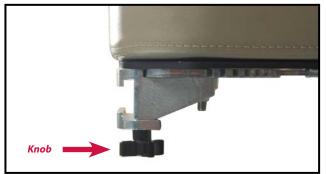
PART 6/STEP 2: Armboards



1. Locate the armboard(s).



PART 6/STEP 3: Loosen Knob

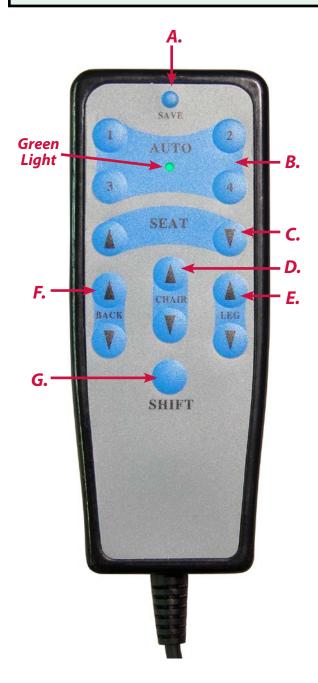


1. Loosen armboard knob, but do not remove it.

PART 6/STEP 4: Attach Armboard to Rails

- 1. Slide armboard onto rail to desired location.
- 2. Tighten knob to secure armboard to rail.
- **3.** Repeat these steps to secure the other armboard on the opposite side of the chair.

Operating & Programming Hand Control/Foot Control



Hand Control/Foot Control Buttons

- **A.** Save Button (included on Hand Control only)
- **B.** Programmable Buttons
- C. Seat Up / Down / Trendelenburg
- D. Chair Up / Down
- E. Legrest Up / Down
- F. Backrest Up / Down
- G. Shift Button Raises / Lowers Wheels

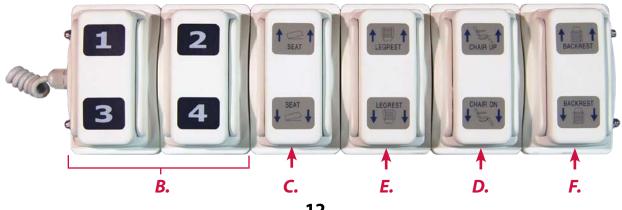
Programming the Hand Control

- 1. Using the hand control, put the seat, back, chair, or leg into the desired position.
- 2. Press the SAVE button on the Hand Control. A **GREEN LIGHT** (located under the word "Auto") will illuminate on the Hand Control.
- 3. Pick one of the four AUTO NUMBERS and press it. The GREEN LIGHT will turn off. The position is now saved on the Hand Control as well as the Foot Control.
- 4. Repeat steps 1 through 3 to program additional positions into the Hand Control/Foot Control.
- 5. Memory buttons can be reset by following steps 1 through 3.

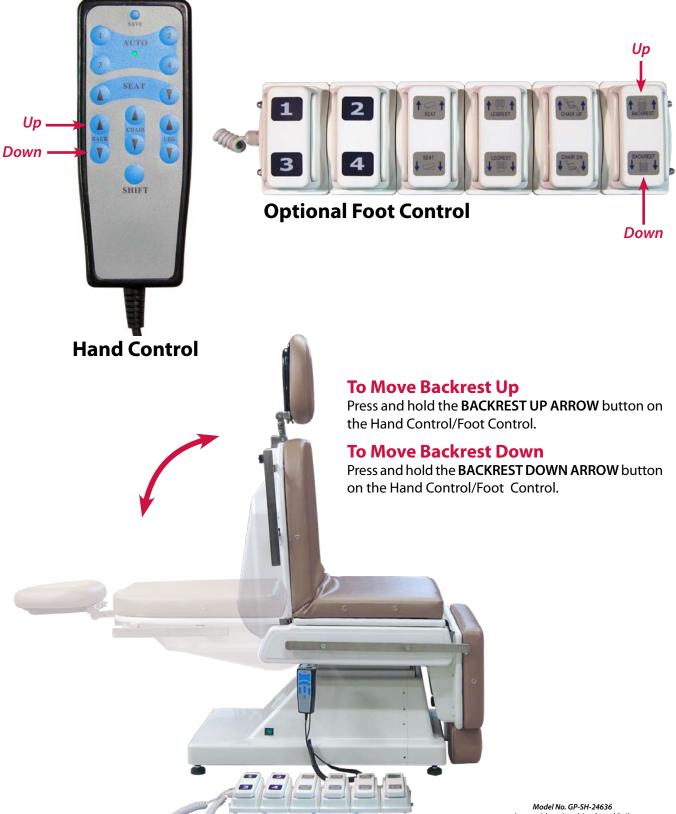
Programming the Optional Foot Control

Programmable Foot Control Buttons 1, 2, 3, and 4 (B) are automatically programmed with the same corresponding numbers you select when programming the Hand Control.

See page 6 for how to install Hand and Foot Controls.



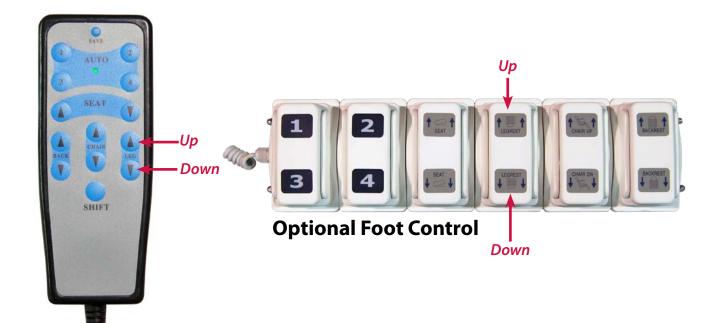
Backrest Up/Down



Model No. GP-SH-24636 shown with optional Armboard Rails, Stirup Side Rails and Foot Control attached

and

Legrest Up/Down



Hand Control

To Move Legrest Up

Press and hold the LEGREST UP ARROW button on the Hand Control/Foot Control.

To Move Legrest Down

Press and hold the LEGREST DOWN ARROW button on the Hand Control/Foot Control.

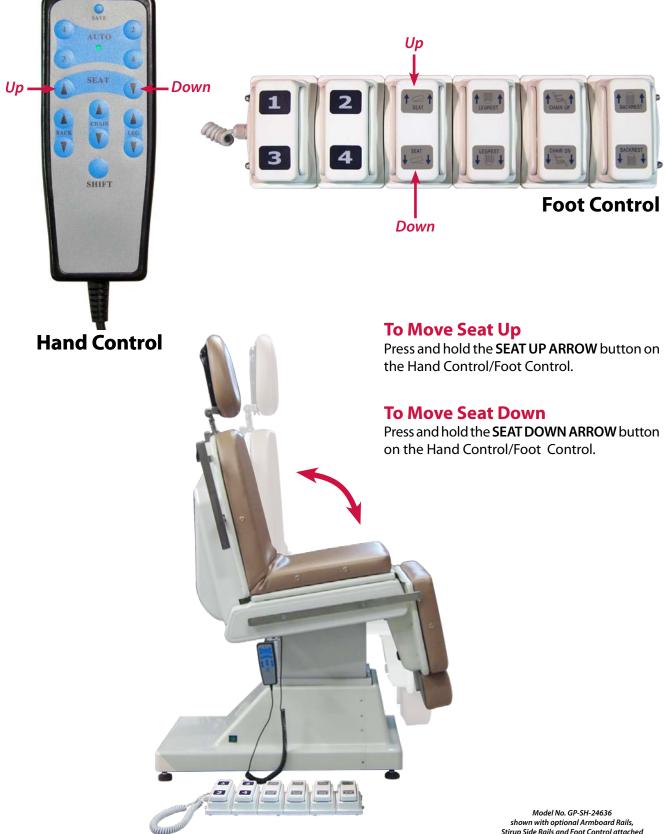


Chair Up/Down



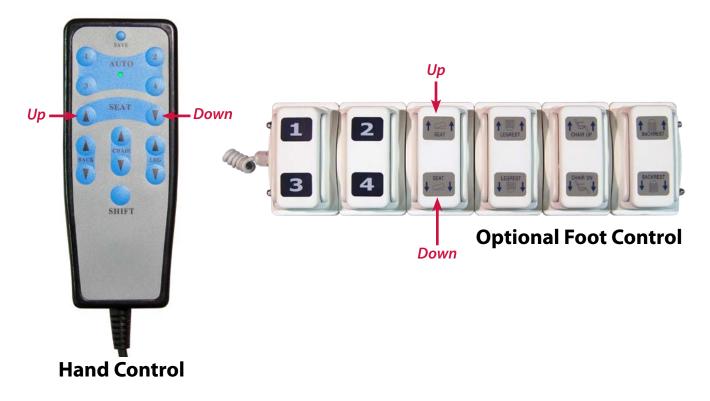
Model No. GP-SH-24636 shown with optional Armboard Rails, Stirup Side Rails and Foot Control attached

Seat Up/Down



Stirup Side Rails and Foot Control attached

Trendelenburg



NOTE: Chair must be completely flat before placing into Trendelenburg position. See page19 for placing chair into flat position.

Trendelenburg

Press and hold the **SEAT DOWN ARROW** on the Hand Control/Foot Control to place the chair into the Trendelenburg position. To move chair out of Trendelenburg, use Hand Control/Foot Control to move chair to the desired position.



Raising & Lowering Wheels

A unique, exclusive feature to Gio Pelle's Exam and Aesthetic Procedure Chairs is the ability to lower and raise built-in wheels. The chair wheels can be lowered when you need to move the chair to a different location. Once the chair is in the desired location the wheels can be raised and the chair will now rest on leveling feet.

NOTE: Any attempt to change chair positions while wheels are lowered will result in wheels raising and leveling feet lowering prior to chair moving into desired position.

Lowering Wheels

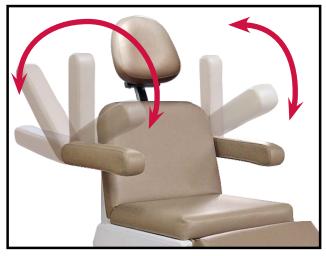
- 1. Momentary press the "SHIFT BUTTON" on hand control.
- 2. Wheels will lower and chair will raise so that the leveling feet are not touching the floor.

Shift Button

- 1. Momentary press the "SHIFT BUTTON" on hand control.
- **2.** Wheels will raise and chair will lower so that the leveling feet are now resting on the floor.

Adjusting Armrests/Armboard

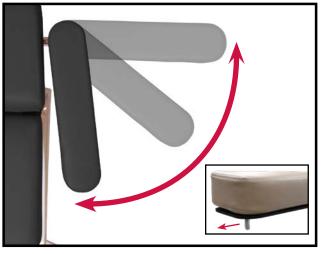
Adjusting Armrests



Armrests can be rotated 180° from the front of the chair to the back of the chair.

NOTE: Armrests will not lock in an elevated position.

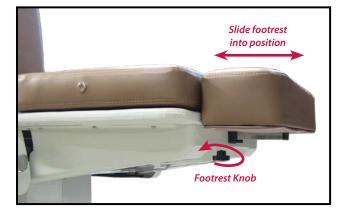
Adjusting Armboard



Armboard can be rotated perpendicular to chair. To rotate armboard pull lever under the armboard and move to the desired position. Release lever to lock armboard in position

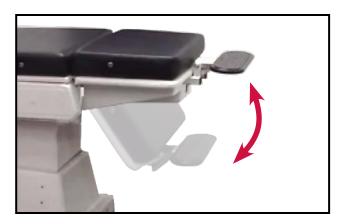
Raising Wheels

Adjusting Footrest



Adjusting 36 Series Footrest

- 1. Loosen knob near bottom of the chair.
- 2. Slide legrest to the desired position.
- 3. Tighten knob to secure footrest into position.



Adjusting 37 Series Footrest

The footrest on the 37 Series Chairs cannot be independently adjust. The footrest moves with the chair legrest as it is placed into various positions.

Using Multi-Use Power Outlets



Power switches on all equipment should be in the OFF position prior to plugging and unplugging from the chair. Failure to do so could damage equipment. and void warranties.

Inserting Electrical Plugs

The Exam and Aesthetic Procedure Chair comes with two Multi-Use Power Outlets located on the back of the chair.

These power outlets allow you to conveniently plug equipment directly into the chair.

The Multi-Use Power Outlets accept a large variety of power cords including the standard 3-prong power cords.

NOTE: All chairs are wired for 110V UNLESS specified.

Maintenance

Cleaning Exam & Aesthetic Chair Surfaces

Cleaning Upholstery

Chair upholstery is stain resistant to most medical-type stains, however care should be taken to immediately remove any fluids spilled on the upholstery. *Upholstery is attached to chair with velcro and can be removed for easy cleaning.*

Spot Cleaning UpholsteryUse mild soap and water	
Difficult Stains on Upholstery	Use mild solvent
Disinfecting Upholstery	Use 20:1 diluted bleach solution (20 water: 1 bleach) MadaCide Disinfectant and Steri-Fab may also be used

WARNING: Spot test any solvents or disinfectants in a small, inconspicuous place on your chair upholstery prior to applying to avoid damage to upholstery.

Cleaning Painted/Plastic/Metal Surfaces

Wipe painted, plastic and metal surfaces with a clean, soft cloth, and mild cleaners.

WARNING: Never submerge electrical parts including hand and foot controls into liquid. Doing so could result in personal injury as well as damage the submerged parts thereby voiding your warranty.

Inspect for Damage

Periodically inspect the following areas of your chair for damage:

- Power Cord, Hand Control Cord, and Foot Control Cord should be free of cuts or other visible damage.
- All fasteners should be present and tightened securely.
- All mechanical functions should operate properly.

WARNING: Never operate the chair with a damaged power cord or with missing/damaged parts.

Calling for Service & Replacement Parts

We take pride in designing our equipment as reliable as possible. Occasionally though a problem does arise. Please make an attempt to follow the section on troubleshooting before calling. When contacting us, please have the equipment model number and serial number available.

Our office hours are 8am-5pm EST/EDT Monday through Friday.

If the part is covered (see terms of the warranty agreement) then prior to sending the part back, contact us for a return authorization number. Under the terms of the warranty, you must return the broken part to our factory *prepaid*, then we will supply back to you a fully warranted replacement part at no additional cost.

Contact Information

Gio Pelle, Inc. Local Phone: (317) 545-6196 Toll-Free: 800-428-1610 Fax: (317) 543-3289 www.giopelle.com

Troubleshooting

If you have questions concerning any aspect of the installation or operation of the Exam & Aesthetic Procedure Chair please consult the troubleshooting steps below. If you can't find the answer in this manual, then call us.

If the problem you are encountering cannot be resolved after referring the troubleshooting steps below, please contact Gio Pelle, Inc. at 1-800-428-1610.

Problem	Possible Cause and Solution
No power to chair	 Make sure the chair cord is plugged into chair and plugged into a powered outlet with the correct voltage (page 6).
Chair cannot be positioned	 Make sure the chair is plugged into a power outlet with the correct voltage (page 6). Make sure the hand control and foot control are correctly connected to the chair (page 6).
Chair does not sit level	 Lower chair so it is resting on leveling feet (page 16). Make sure chair sitting on a level floor (page 17). Adjust leveling feet or gliders with a 9/16" wrench until chair is level and does not wobble.
Armrests will not rotate properly	 Armrest might have been installed on the wrong side. (page 7).
Stirrups wobble	 Tighten side rails that secure stirrups to chair (page 24). Rotate handle on bracket to secure stirrups to bracket (page 26).
Headrest doesn't adjust properly	 Squeeze handle on headrest post and move headrest into desired position (page 8-9).

Weights & Electrical Specifications

Patient Weight (Maximum)	.450lbs.
Shipping Weight of Chair (with accessories)	.300lbs.
Power Cord	.10 1/2 ft.
Electrical Requirements	.110V or 220v

NOTES

Chair Serial Number: _____

Instructions for Attaching Accessories After Initial Chair Purchase





The installation instructions on pages 23-26 should be performed by a professional service person or maintenance personnel.

Failure to have a qualified professional install and/or service your chair could result in personal injury, permanently damage the chair, accessories, and potentially void the chair warranty.

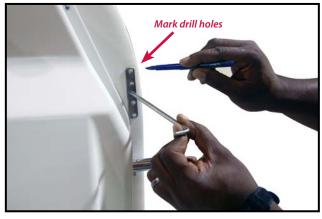
IMPORTANT

Note the location and types of screws, bolts and other parts during disassembly to insure proper placement during reassembly.

Part 1 : Attaching Paper Roll Holder

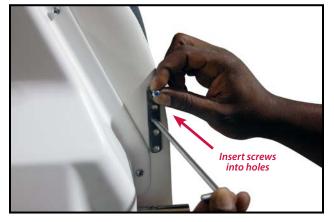


PART 1/STEP 1: Mark Drill Holes



- 1. Place bracket against backside of chair in the position that the paper holder will be installed.
- 2. Mark the holes using an marker (or ink pad/cotton swab).
- **3.** Use tape measure to record marked spots so the other side of chair can be marked accurately.

PART 1/STEP 3: Install Paper Holder Bracket



- **1.** Attach screws through bracket into the holes on the chair back drilled in **STEP 2.**
- 2. Repeat on other side of chair.

PART 1/STEP 2: Drill Holes



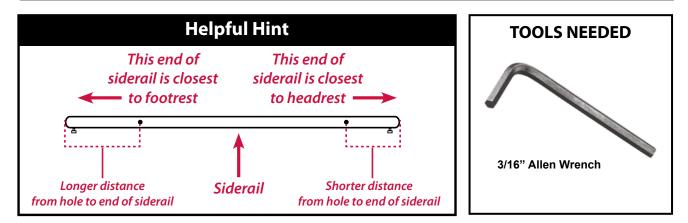
1. Drill holes on the spots marked in **STEP 1**.

PART 1/STEP 4: Install Paper Holder

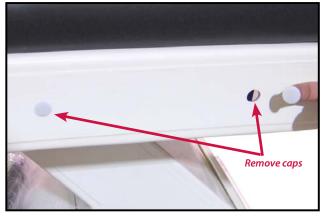


- 1. Slide holder with paper roll onto the right bracket.
- 2. Slightly bend the left bracket back.
- **3.** Position the left side of the paper holder and push the left bracket forward to secure the paper holder onto the brackets.
- **4.** Brackets are slightly malleable. They can be bent back to remove paper holder or pushed forward to secure paper holder.

Part 2: Attaching Side Rails for Stirrups



PART 2/STEP 1: Remove Hole Caps



- 1. Remove caps covering these holes.
- 2. Repeat for opposite side of chair.

PART 2/STEP 3: Attach Side Rails

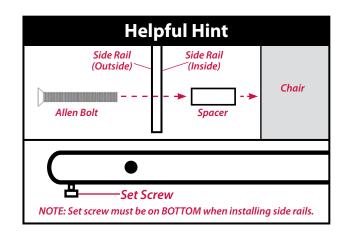


- 1. Hold a spacer against one of the inside side rail holes.
- 2. Insert Allen bolt through side rail and into spacer.
- **3.** Using a 3/16" Allen wrench, secure rail to the chair. Repeat for the opposite end of the rail.
- 4. Repeat steps 1-3 to secure rail on opposite side of chair.

PART 2/STEP 2: Spacers & Bolts



1. Locate the 4 metal spacers and 4 Allen bolts included with the Side Rail Kit.



Part 3: Attaching Stirrup Clamps



TOOLS NEEDED





IMPORTANT

Rails MUST be installed prior to attaching clamps & brackets. See "Part 2: Attaching Side Rails for Stirrups" (page 24) if side rails have not yet been installed.

Locate the clamps that attach to the side rails. (2 clamps required for stirrups. 4 clamps required for bed rails.)

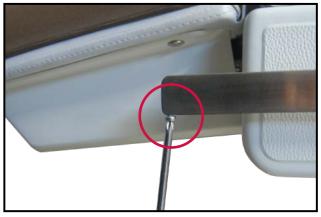
PART 3/STEP 1: Check Alignment



- **1.** Unscrew the handle of the clamp fully.
- **2.** Insure that the round openings are vertically aligned and the inner clamp cube allows for the rail to pass through.
- **3.** Rescrew the handle of the clamp.

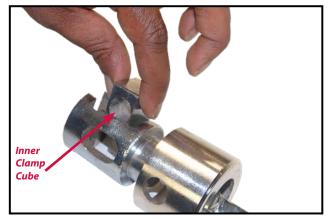


PART 3/STEP 3: Remove Set-Screws



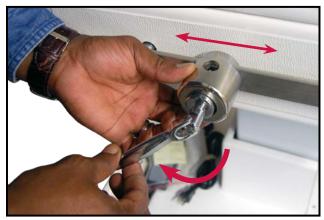
- **1.** Using the Phillips screw driver bit, remove one of the set screws located on the underside of the railing.
- 2. Repeat for the opposite side of the chair.

PART 3/STEP 2: Inner Clamp Cube



 If the holes on the outside of the clamp doesn't align with the holes of the inner clamp cube, arrange them to align.

PART 10/STEP 3: Slide Clamps Onto Rails



- **1.** Slide clamps to the desired location.
- 2. Turn clamp handle clockwise to tighten.
- 3. Reattach set screws to railings.
- 4. Repeat for the opposite side of the chair.

Part 4: Attaching Stirrups



Locate the two stirrups

PART 4/STEP 1: Position Clamps On Rails



- 1. Turn clamp handle counter-clockwise to loosen.
- 2. Slide clamp to the desired location.
- **3.** Repeat for the opposite side of the chair.

PART 4/STEP 2: Insert Stirrups into Clamps



- 1. Insert stirrup into the clamp to desired height.
- **2.** Turn clamp handle clockwise to tighten.
- **3.** Repeat for the opposite side of the chair.

PART 4/STEP 3: Adjusting Stirrups



- 1. Turn stirrup handle counter-clockwise to loosen.
- **2.** Rotate stirrup to desired location.
- **3.** Turn stirrup handle clockwise to tighten.
- **4.** Repeat for the opposite side of the chair.

NOTES

Exam & Aesthetic Procedure Chair Warranty

1 Year Limited Warranty

Gio Pelle, Inc. warrants, only to the **original purchaser**, that the Exam & Aesthetic Procedure Chair and all **original** equipment accessories, are free of manufacturing and mechanical defects to the best of its knowledge, will function and perform as described elsewhere herein, and is fit for the purpose for which it is intended.

Gio Pelle will limit to and warrant for **1 Year**, **to the original purchaser only**, as long as it is determined that any failure was not caused by any type of misuse, abuse, accidental damage, tampering, any modifications or lack of required maintenance and cleaning as set forth in this manual. Gio Pelle, Inc. further warrants that, if required, all parts, accessories, and attachments shall be repaired or replaced (at the sole discretion of Gio Pelle, Inc.) at no cost to the <u>original</u> purchaser for a **limited period** of time. Call Gio Pelle, Inc. at 1-800-428-1610 for details.

To obtain service under this warranty, the original purchaser must obtain prior approval and a Return Goods Authorization Number (RGA Number). All equipment returned for repair or replacement must be shipped **pre-paid** to Gio Pelle, Inc.

This warranty may be declared **<u>null and void</u>** upon Gio Pelle Inc.'s sole discretion and determination of equipment misuse, abuse, accidental damage, tampering, modification, lack of required cleaning and maintenance, use by untrained operators, or use with any unauthorized accessories or abrasive media.

In no event shall Gio Pelle, Inc. be liable for any incidental, special or consequential damages. No other warranties, guarantees, or claims, expressed or implied to provide any other or additional warranties or guarantees or to change or modify this one in any way either verbally or in writing.

Gio Pelle, Inc. reserves the right to incorporate any modifications or improvements in equipment and equipment specifications which it considers necessary and does not assume any obligation to make these said changes in equipment previously sold. Slight deviations in parts may occur over time based on supply availability resulting in the images and specification in this manual being different from the most current part(s) being used. These deviations do not affect the function or use of the exam chair(s). The information in this document is subject to change without notice and does not represent a commitment on the part of Gio Pelle, Inc.



Operator & Service Manual

24" CHAIR STANDARD WIDTH

- Model No. GP-SH-24636
- Model No. GP-SH-24637

20" CHAIR NARROW WIDTH

Model No. GP-SH-24636-20



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