1. Have your client stand on the side of the chair and grasp the chair frame just above the chest pad for support.
2. Have the client straddle the seat and place their far knee on the knee pad.
3. Your client can then gradually begin to sit down. Once seated, the client can put their other knee on the knee pad.
4. You can then make the adjustments to the face and arm rests for proper client comfort and positioning.

**SETTING UP YOUR MASSAGE CHAIR**

1. Holding folded chair as shown, move the horizontal bar down & insert the bar into locking arm. (photo 1 & 2)
2. Wrap Velcro® around inserted bar to insure locking. (photo 3)
3. Loosen face rest knobs and insert face rest platform arms into the tubes on the back of the chest pad plate. (see photos 4 & 5)

**HELPING YOUR CLIENT ONTO THE CHAIR**

1. Have your client stand on the side of the chair and grasp the chair frame just above the chest pad for support.
2. Have the client straddle the seat and place their far knee on the knee pad.
3. Your client can then gradually begin to sit down. Once seated, the client can put their other knee on the knee pad.
4. You can then make the adjustments to the face and arm rests for proper client comfort and positioning.

**FACE REST ADJUSTMENTS FOR OPTIMAL CLIENT COMFORT**

1. General Adjustment Information
   A. Oakworks QuickLock™ face rest has virtually unlimited positioning options. Vertical adjustment is achieved by loosening the knobs, raising or lowering the face rest & then tightening the knobs (photo 4 & 5). Angle adjustments are achieved by unlocking the CamLocks & moving the face rest. (figure 6 & 7)
   B. The locking cams on the face rest can be easily reversed to the other side of the chair if desired. Loosen the knobs, remove the face rest, reverse the rods & re-insert into the tubes. Tighten the knobs. (photo 4 & 5)

2. Adjustment for optimal client comfort
   A. Release the CamLocks and knobs on the face rest (photo 4 & 6)
   B. Have your client lean forward into the chest pad, letting the chair support their weight.
   C. Ask your client to hold onto the face rest and to pull the face rest toward them until their forehead rests comfortably on the pad.
   D. Lock the CamLocks and tighten the knobs securely. Do not over tighten the knobs - too much force may cause stripping.
ARM REST ADJUSTMENTS

- Note: The arm rest is designed to support the weight of your client’s forearms. Do not allow your clients to push against the arm rest to lift themselves out of the chair. The arm rest will not support your client’s full weight.

1. You will need to lift or lower the arm rest until your client’s forearms rest comfortably on the pad and his/her shoulders are relaxed.

2. To lower the arm rest, lift the buckle and extend the strap. (photo 8)

3. To raise the arm rest, pull on the strap. (photo 9)

SEAT HEIGHT ADJUSTMENT

Your Portal Light will arrive with the seat height at the standard position. If you prefer the have the seat lower or higher, simply adjust as follows:

1. Locate angled adjustment block under the seat support, lift seat slightly, pull to separate the block from the Velcro®. (photo 10)

2. To lower the seat, move the angled adjustment block back towards the seat area (thin side of adjustment block). (photo 11)

3. To raise the seat, move the angled adjustment block away from the seat area (thick side of adjustment block). (photo 12)

4. Push block against seat support to re-attach to the Velcro®.

FOLDING YOUR MASSAGE CHAIR

1. Unlock Velcro® from around the inserted bar and remove bar from locking arm. (photo 13 & 14)

2. Raise pivot section and push up on arm rest. (photo 15). Tighten arm rest strap.

3. Remove face rest crescent, loosen the face rest knobs & CamLocks, raise the face rest & fold forward over chest pad. Replace crescent. Tighten knobs and CamLocks. (photo 16)

CARRYING YOUR CHAIR WITH STRAP

1. To carry your chair with the carry strap, First, fold the chair as instructed above. Attach the carry strap to the D-Rings on the frame of the chair. (photo 17)

2. Lift the chair by holding onto one of the main frame tubes & place the strap on your shoulder. (photo 18)
PORTAL LIGHT
by OAKWORKS®

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CLEANING & MAINTENANCE

CLEAN your upholstered items when needed using a mild solution of 4:1 diluted non-alcohol cleaner such as Formula 409®, Fantastik®, or Green Windex®.

DISINFECT your fabric with Protex, MadaCide, MadaWipe, Accell TB, Virox® (Canada), or a diluted 1/10 bleach solution. Dry immediately after cleaning to remove excess cleaning solution.

DO NOT use citrus based cleaners or other strong cleaners, such as alcohol, acetone, higher concentrations of bleach or other products that contain high concentrations of these substances.

DO NOT expose the fabric to temperatures below 32°F/0°C or above 95°F/35°C.

DO NOT expose the fabric to direct sunlight, adhesives, liquids, or abrasive materials.

FAILURE TO FOLLOW RECOMMENDATIONS WILL VOID THE WARRANTY ON THE FABRIC.

CAUTION
MAXIMUM WORKING LOAD RATING
300 LBS. (136 KG)