# Quick Reference Guide to Your Desktop Portal

Support & Comfort for Any Body, Anywhere.

## OAKWORKS DESKTOP PORTAL*

### SET-UP

1) Remove your Desktop Portal from the box and place it on the table. All cams should be unlocked.
2) Slide the the Desktop Portal to the edge of the table until the chest pad is perpendicular to the table top. *Fig. 1*
3) Sitting at the desk or table place the Desktop Portal on the desk or table top with the chest pad facing you.
4) Lean forward onto the chest pad and lock it in place when you feel comfortable. *Fig.2*
5) With one hand move the face rest up and down, in and out, until it is in a comfortable and supportive position. *Fig. 3*
6) When you have the face rest adjusted properly, use your other hand to gently tighten the black knobs and push down on the cam locks.This will secure everything in position.

▶ Note: DO NOT overtighten the black knobs.They require very little friction to hold the Face Rest in place. Too much force may cause the threads to strip. Fig. 4

Fig. 1

Fig. 2

Fig. 3

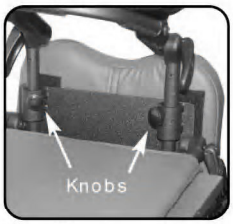

Fig. 4

### Face Rest Adjustments:

OAKWORKS® QuickLock™ Face Rest has virtually unlimited positioning.The Face Rest can be moved up and down after loosening the knobs and can be angled after releasing the cam locks.

1) Seat your client in a chair pushed up to the desk or table you will be using.
2) Release the cam locks and knobs on the Face Rest.
3) Ask your client to hold the Face Rest at the Velcro™ on the sides of the "U" tube and pull the Face Rest toward them until their forehead rests comfortably on the thickest part of the pad. *Fig. 5*

Fig. 5

* U.S. Patent # 5,177.823

## Face Rest Adjustments: (cont.)

4) Next, have your client lean forward with their arms comfortably resting on the table in front of them. They should let the chest pad support their weight and find a relaxed position. *Fig. 6*

5) Lock the cam locks and tighten the knobs securely. Please do not over-tighten the knobs. Too much force may cause the threads to strip. *Fig. 7*

Fig. 6

Fig. 7

## PERFECT POSITIONING

1) Support and comfort for any body, anywhere. Short, heavy or large-breasted clients will be more comfortable with the Face Rest moved toward them, over the chest pad while tall clients will find it more comfortable at an angle. *Fig.8*

2) The optional Sternum Pad helps you maximize the effects of treatments. Position the Sternum Pad vertically when doing shoulder work or for large-breasted clients. Position the Sternum Pad horizontally with the ridge just below the breasts for pregnant women.

3) Chest Pad adjustments are easy. Velcro™ attachments allow you to move the pad up or down or turn it sideways.

4) To relieve lumbar tension or pain, use an adjustable chair *(Fig. 9)* and raise the seat, or use a taller chair or pillows to increase the angle of the body. Using the cam locks on the sides of the Chest Pad, adjust the angle of the chest pad.

5) Optimize shoulder work by using the Desktop Portal on the corner of the table; the right corner for the right shoulder and the left corner for the left shoulder.

6) Raise the seat height by using a taller chair or pillows for those clients who are having trouble getting comfortably up to the Face Rest.

7) To use the Desktop Portal as a prone pillow, open the QuickLock™ levers and allow the Chest Pad to fall forward. Position the Face Rest to provide comfortable support and flexion. Lock all the levers. *Fig. 10*

Fig. 8

Fig. 9

## FOLDING & CARRYING

1) Release all cam locks.

2) Pull the unit onto the table so that the unit is lying flat on the table.

3) Unzip the case all the way and slide your Desktop Portal into it. If you have a Sternum Pad, this too will fit inside the case. *Fig. 11*

Fig. 10

## CLEANING

Any over-the-counter disinfectant cleaner does a good job of cleaning both the metal and the vinyl parts of your Desktop Portal. Here are some specific suggestions: Fantastik®, Formula 409®, mild soap and water, or a 10% bleach solution.

▶ Note: DO NOT use alcohol or alcohol based cleaner on any vinyl.

Fig. 11

Professionals Prefer OAKWORKS®

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