

**Adaptive Desk**

# **Adaptive Desk**

R240, R250 Product Manual



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## IMPORTANT

Please save this product manual for future reference. Additional copies are available at [www.rifton.com](http://www.rifton.com)

## Key for users

Use this key to determine which sections of this product manual apply to you.

 **Technical Users** For professionals who order and set up Rifton products.

 **Home Users** For care-givers who use Rifton products on a regular basis.

 **Maintenance Personnel** For anyone who is responsible for service or re-ordering of Rifton products and parts.

## **WARNING**



- Thoroughly read and understand the information in this product manual before attempting to use this product. If the procedures and instructions in this product manual are not followed, serious injury or death could occur.
- A qualified professional must assess the appropriateness and safety of all equipment for each user.
- This product is intended for use by clients of unreliable judgment. Adult supervision is required at all times.
- To prevent falls, strangulation, head entrapment or other injuries:
  - Do not allow users to climb on desk.
  - Ensure user's arms and feet are clear of frame when adjusting height.
  - Do not adjust desk under load.
- To prevent structural failure, which may result in serious injury or death:
  - Inspect this product and accessories regularly for loose or missing screws, metal fatigue, cracks, broken welds, missing attachments, general instability or other signs of excessive wear.
  - Immediately remove this product from use when any condition develops that might make operation unsafe.
  - Do not use Rifton components or products for any purpose other than their intended use.

## Recommended use

The Rifton Adaptive Desk can be used to provide a surface for educational and creativity purposes for individuals who benefit from easy height and/or tilt adjustment of a desk to meet their needs. The size and shape of the desk frame and the positioning of the controls are also ideal for assisting wheelchair or activity chair users who require access to a desk surface for their work or activities.

## User and item dimensions

| Key dimensions – inches (cm) | R240              | R250              |
|------------------------------|-------------------|-------------------|
| Surface width                | 32 (81)           | 40 (102)          |
| Surface depth                | 24 (61)           | 24 (61)           |
| Overall depth                | 26 (66)           | 28 (71)           |
| Frame inside width           | 23½ (60)          | 31½ (80)          |
| Item weight – lb (kg)        | 62 (28)           | 68 (31)           |
| Height range                 | 23–43 (58 – 109)  | 23–43 (58 – 109)  |
| Tilt range                   | 0°–50°            | 0°–50°            |
| Elbow support size           | 4½ x 8½ (11 x 22) | 4½ x 8½ (11 x 22) |
| Adjustable cutout range      | 10–12 (25 – 30)   | 10–19 (25 – 48)   |

# Check your order

If your shipment is incomplete or in any way damaged on arrival, please call Customer Service, 800.571.8198.

## Basic item

### Height adjustment

**CAUTION** To avoid crushing or pinching, ensure user's arms and feet are clear of desk frame before adjusting height. Do not adjust under load.

**Figure 6a:** To adjust the height of the desk, depress the foot pedal (A) and lift or lower the desk to the desired height before releasing the pedal.

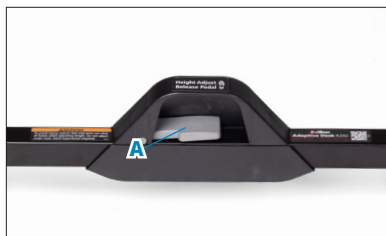


Figure 6a

## Accessories

### Tilt adjustment

**Figure 6b:** To adjust the desk surface tilt angle, depress the hand lever (B) on the front corner and lift or lower the desk surface to the desired angle.

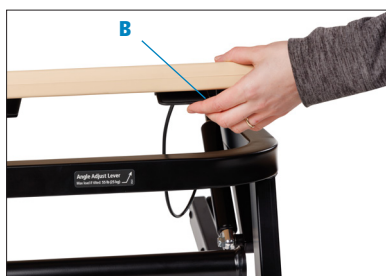


Figure 6b

### Raised edge

**Figure 6c:** The raised edge adds a 1/4" high boundary to the perimeter of the desk surface to help prevent objects from rolling or sliding off. The raised edge has gaps for the user's elbows and space on the corners for sliding on edge-mounted accessories (see page 8).

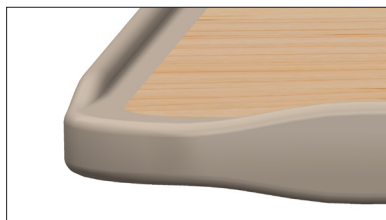


Figure 6c

## Elbow supports

**Figure 7a:** To attach to the desk, insert knobs (A) through the elbow supports into the threaded holes in the underside of the desk surface along the user edge. Tighten knobs securely.

## Adjustable cutout

**Figure 7b:** The elbow supports can be attached in a narrow or wide position to create a cutout that can be adjusted 10"–12" (25 – 30 cm) for the R240, and 10"–19" (25 – 48 cm) for the R250.

## Casters

**Figure 7c:** Casters allow mobility of the Adaptive Desk and can lock to provide a stable base.

## Stationary feet

**Figure 7d:** Stationary feet provide a high-friction, stable support base to the Adaptive Desk.



Figure 7a



Figure 7b



Figure 7c



Figure 7d

## Anti-tip rollers

**Figure 8a:** To install the anti-tip rollers, slide the plastic bracket (A) over the front of the lower frame tube, swing the knob (B) into place and tighten securely.

## Side storage box

**Figure 8b:** To install the side storage box, slide it over the right side, lower upright, and rotate the locking lever (C) to secure it in place.

## Device mount clamp adapter

**Figure 8c:** Only necessary on desk surfaces with raised edges, this adapter provides a sturdy location to affix a table edge clamp for a device holder.

## Slide-on ledge

**Figure 8d:** Push the ledge onto the user-facing edge of the desk to one side of center and slide it into place at the center as shown (D).

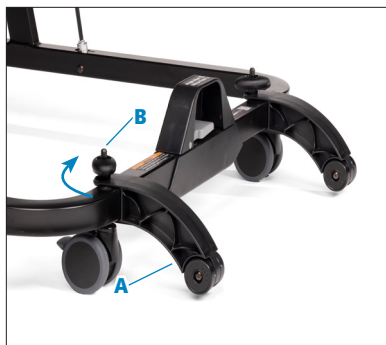


Figure 8a



Figure 8b



Figure 8c



Figure 8d

## Magnet-ready desk surface

**Figure 9a:** The magnet-ready desk surfaces have a steel underlayerment for attaching magnetic accessories.

## Flexible dry-erase sheet

**Figure 9b:** The flexible dry-erase sheet can be rolled out on the magnet-ready desk surface for creative writing and drawing with dry-erase markers.

## Multifunction magnetic ledge

**Figure 9c, 9d and 9e:** Use this magnetic accessory as a paper hold-down, ruler, straight-edge, or tablet and communication device ledge.



Figure 9a



Figure 9b



Figure 9c



Figure 9d



Figure 9e

## Operation

Adjust the height and tilt of the desk to allow an ergonomic position for the user, whether seated or standing. Lock casters before use.

## Maintenance

This product is designed and tested for an expected life of twelve years when used and maintained in accordance with this manual. At all times, clients must ensure that the product remains in a safe and usable condition, including regular maintenance and inspections as specified in this product manual.

To prevent structural failure, which may result in serious injury or death:

- Inspect this product and accessories regularly for loose or missing screws, metal fatigue, cracks, broken welds, missing attachments, general instability or other signs of excessive wear.
- Immediately remove this product from use when any condition develops that might make operation unsafe.
- Do not use Rifton components or products for any purpose other than their intended use.
- Replace or repair components or products that are damaged or appear to be unstable.
- Use only Rifton authorized replacement parts. Order information for replacement parts is provided on the back of this product manual.

## Cleaning

Clean with disinfectant wipes or a solution of up to 10% bleach. Do not use excessive amounts of water, especially on the desk surface.

## Warranty Statement

If a Rifton product breaks or fails in service during the first year, we will replace it free of charge.

## Materials 🛠

- Steel hardware items (nuts, bolts, screws, etc.) are typically zinc or nickel plated, or stainless steel.
- Frames are typically steel or aluminum tubing, welded together, and coated with a baked-on paint finish. Some frame components may also be stainless steel.
- Plastic components are typically injection molded from a variety of industrial resins.

All materials are latex, lead and phthalates free.

## User modifications 🧑🏠🛠

**⚠ WARNING** To prevent serious injury or death, do not modify or alter Rifton products or components, or use Rifton products or components in conjunction with products from other manufacturers. Rifton does not accept responsibility for any modifications or alterations made to our components or products after they leave our premises. Customers modifying or altering our components or products, or using them in conjunction with products from other manufacturers, do so at their own risk.

## Rifton Contact Information



### Email

[Sales@Rifton.com](mailto:Sales@Rifton.com)



### Phone

**800.571.8198**  
9–5 EST



### Mail

Rifton Equipment  
PO Box 260  
Rifton NY 12471–0260



### Fax

**800.865.4674**



### Online

[www.Rifton.com](http://www.Rifton.com)

## To order replacement parts

1. **Locate the ID number** of the product on the small white label.
2. Have this number available when you call **800.571.8198** for your customer service representative.

### Use only replacement parts supplied by Rifton Equipment.

We are glad to supply replacement parts throughout the 12 year expected life of the product. Although Rifton makes every effort to supply correct parts and instructions for repairing or refurbishing your equipment, you are responsible to make sure that the repairs or modifications are correctly and safely completed.



See our website for more product information and pricing:  
[www.rifton.com/desk](http://www.rifton.com/desk)