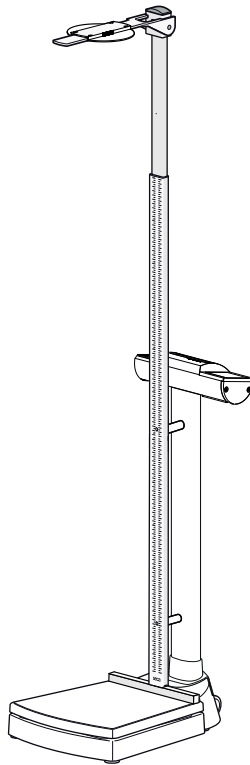


# seca 704s/703s

Supplementary instructions  
for use for measuring rod





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## 1. ABOUT THIS DOCUMENT

This document contains **supplementary** information about the **assembly** and **operation** of the **seca 704s/703s** models. This information relates in particular to the measuring rod included in the scope of supply.

In order to use the **seca 704s/703s** models safely and to be able to make full use of their functions, you should also note the standard instructions for use for the **seca 704/703** models which are enclosed.

Keep both documents safe and ensure that both documents are available at all times.

## 2. DEVICE DESCRIPTION

### 2.1 Intended use

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The **seca 704s/703s** electronic personal scales are mainly used at hospitals, practices and inpatient care facilities in accordance with national regulations.

In conjunction with the measuring rod included in the scope of supply, the **seca 704s/703s** personal scales serve as measuring stations. The measuring station is for conventional determination of weight and height, establishment of general state of nutrition and assists the physician supervising treatment in making a diagnosis or deciding on a course of treatment.

To make an accurate diagnosis, however, other specific examinations have to be ordered by the physician and their results taken into account, in addition to the determination of weight and height.

The medical measuring rod included in the scope of supply is **not** compatible with other variants of **seca 704/703** models or other seca scales.

### 2.2 Description of function

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**Scale** The scale functions of the **seca 704s** model are identical to those of the **seca 704** model. You can find information about this in the instructions for use supplied for the **seca 704** model.

The scale functions of the **seca 703s** model are identical to those of the **seca 703** model. You can find information about this in the instructions for use supplied for the **seca 703** model.

**Measuring rod** The measuring rod for the **seca 704s/703s** models is attached to the scale in such a way that the patient's height can be measured while he or she is standing on the weighing platform.

The measuring rod consists of two telescopic elements:

- lower telescopic element:  
measuring range 6 cm -130.5 cm
- upper telescopic element:  
measuring range 130.5 cm -230 cm

The scales are on opposite sides of the telescopic elements.

The head slide is latched in the upper telescopic element and can be released for measurements on the lower telescopic element. The measuring flap of the head slide can be folded down.

## 2.3 User qualification

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**Assembly** Devices that are shipped partially assembled may only be mounted by sufficiently qualified persons such as specialist dealers, hospital technicians or seca service technicians.

**Operation** The device may only be operated by healthcare professionals.

## 3. SAFETY PRECAUTIONS

### 3.1 Safety precautions in these instructions for use

---



#### **CAUTION!**

Used to identify a hazardous situation. If you fail to take note of this information, minor to moderate injuries may result.

#### **WARNING!**

Indicates that the device may have been operated incorrectly. If you fail to take note of this information, the device may be damaged or the measured results may be incorrect.

#### **NOTE**

Contains additional information on how to use this device.

## 3.2 Basic safety instructions

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- ▶ Follow the instructions for use for the **seca 704/703**.
- ▶ Please observe the information in this user manual.
- ▶ Keep this user manual in a safe place. This user manual is part of the product and must be readily available.



### **CAUTION!**

#### **Patient hazard, damage to device**

- ▶ Use the supplied assembly material only.
- ▶ Fold down the measuring slide after each measurement.
- ▶ Have the device serviced regularly as described in the respective section of this document.
- ▶ Technical changes to the device are not permitted. The unit contains no user-serviceable parts. Make sure that maintenance and repair are only carried out by an authorised seca service partner. You can find your local service partner at [www.seca.com](http://www.seca.com) or send an email to [service@seca.com](mailto:service@seca.com).
- ▶ Make sure you only use genuine seca accessories and spare parts. Otherwise the warranty provided by seca will become null and void.



### **CAUTION!**

#### **Patient hazard**

In order to avoid misinterpretations, test results for medical use must be displayed and used in SI units (weight: kilogrammes, length: metres) only. Some devices offer the ability to display test results in other units. This is only an additional function.

- ▶ Use the results exclusively in SI units.
- ▶ The use of measurement results in non-SI units is the sole responsibility of the user.

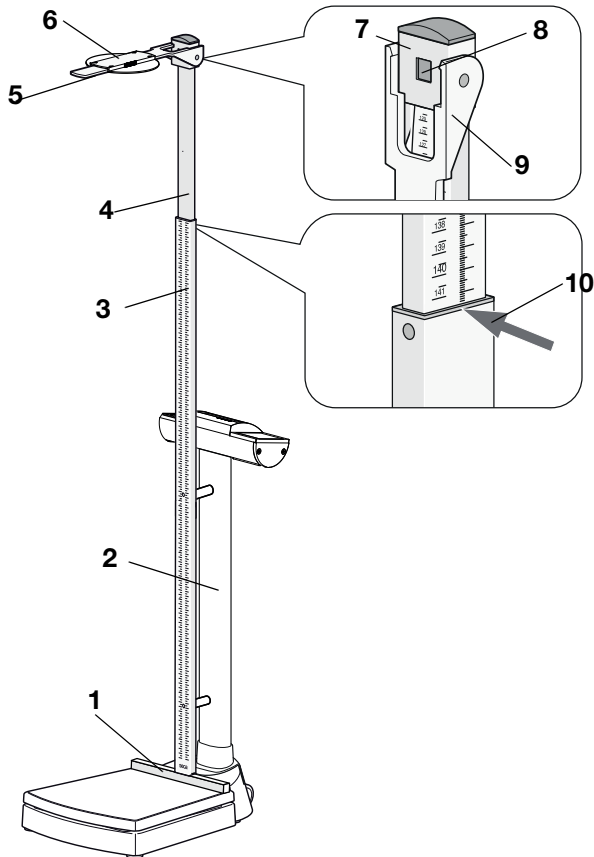
**CAUTION!****Incorrect measurement due to force shunt**

Operation of the stadiometer affects the weight display of the scale. Weight values which are displayed during a height measurement do not correspond to the patient's actual weight.

- ▶ Ensure that you do not touch the scale whilst weight is being measured.
- ▶ Ensure that the patient does not touch either the stadiometer or the column of the scale whilst weight is being measured.
- ▶ Only read off weight values before or after measuring height.

## 4. OVERVIEW

### 4.1 Deviating/additional controls





| No. | Control                  | Function  |
|-----|--------------------------|---|
| 1   | Heel stop                | <ul style="list-style-type: none"> <li>• Permanently fixed to the weighing platform</li> <li>• Allows patient to be perfectly positioned</li> </ul>     |
| 2   | Column                   | <ul style="list-style-type: none"> <li>• Prepared for attachment of the measuring rod</li> <li>• Can only be attached in the alignment shown</li> </ul> |
| 3   | Lower telescopic element | Scale points to the weighing platform<br>Measuring range 1: 6 cm - 130.5 cm   |
| 4   | Upper telescopic element | Scale points towards display head of scale<br>Measuring range 2: 130.5 cm to 230 cm   |
| 5   | Measuring flap           | <ul style="list-style-type: none"> <li>• Head stop for measuring height</li> <li>• Can be folded down</li> </ul>  |










| No. | Control                  | Function   |
|-----|--------------------------|--|
| 6   | Measuring flap extension | Allows patient to be perfectly positioned  |
| 7   | Head slide               | <ul style="list-style-type: none"> <li>• Latched in upper telescopic element</li> <li>• Is released for measurements on the lower telescopic element</li> </ul>  |
| 8   | Latch                    | <ul style="list-style-type: none"> <li>• Latches the head slide for measurements in measuring range 2</li> <li>• Can be released to push the head slide onto the lower telescopic element (measuring range 1)</li> </ul> |
| 9   | Read-off edge 1          | For measured results in measuring range 1  |
| 10  | Read-off edge 2          | For measured results in measuring range 2  |

## 4.2 Identification on the device and on the type plate

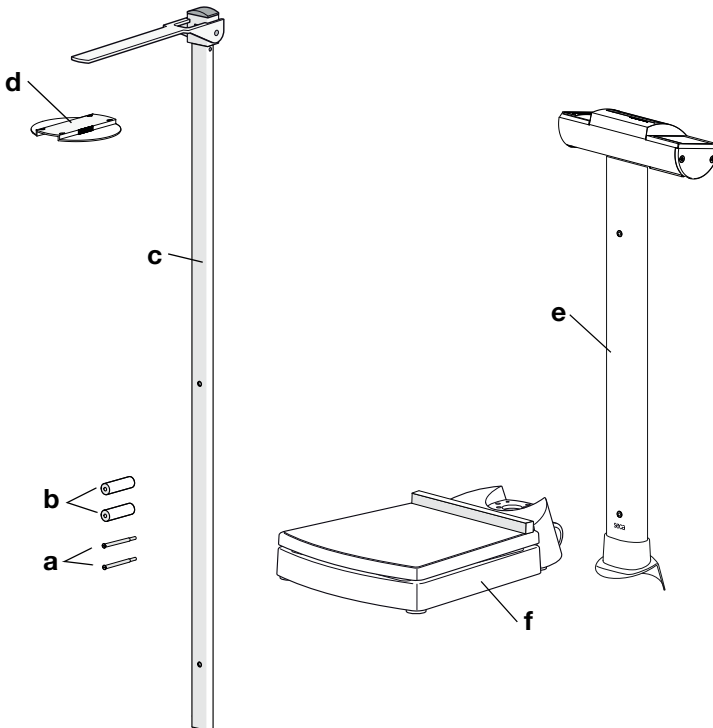
| Text/symbol   | Meaning   |
|---|---|
| Model   | Model number  |
| xx/xx   | Lot number, engraved on rear of device  |
|  | Follow instructions for use   |
|  | Device complies with EC directives <ul style="list-style-type: none"> <li>• <b>0123</b>: appointed office for medical devices: TÜV Süd Product Service</li> </ul> |

## 4.3 Identification on the packaging

|   |  |
|---|--|
|   | Protect from moisture  |
|  | Arrows indicate top of product.<br>Transport and store in an upright position. |
|  | Fragile<br>Do not throw or drop.   |
|  | Permitted min. and max. temperature for transport and storage                  |
|  | Permitted min. and max. moisture for transport and storage                     |
|  | Open packaging here  |
|  | Packaging material can be disposed of through recycling programs               |

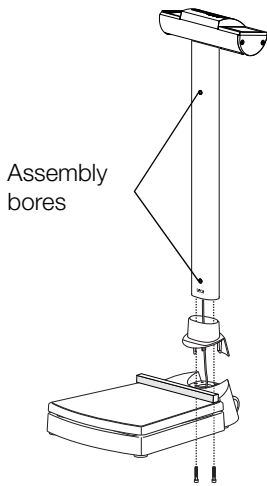
## 5. BEFORE YOU REALLY GET STARTED...

### 5.1 Deviating/additional scope of supply



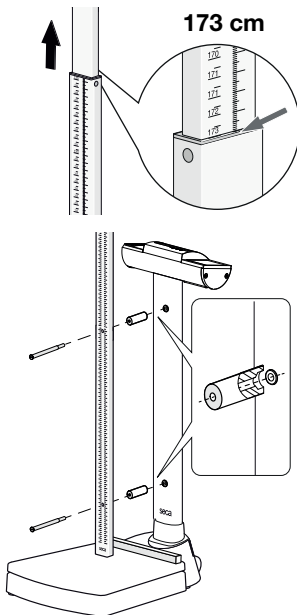
| No.      | Component  | Pcs. |
|----------|--|------|
| <b>a</b> | Set screw 80 mm with thread M5 x 21 mm   | 2    |
| <b>b</b> | Spacer sleeve  | 2    |
| <b>c</b> | <b>seca 704s/703s</b> measuring rod  | 1    |
| <b>d</b> | Measuring flap extension   | 1    |
| <b>e</b> | <b>seca 704s/703s</b> column, prepared for attaching the measuring rod         | 1    |
| <b>f</b> | <b>seca 704s/703s</b> weighing platform with permanently-fixed heel step       | 1    |
|          | Supplementary instructions for use for <b>seca 704s/703s</b> , no illustration | 1    |
|          | Instructions for use for <b>seca 704/703</b> , no illustration                 | 1    |

## 5.2 Fit column



1. Place the column on the weighing platform as shown in the adjacent illustration:
  - the display head points away from the platform
  - assembly bores for the measuring rod point towards the weighing platform
2. Perform all the remaining assembly steps for the column as described in the instructions for use for the **seca 704/703**:
  - ▶ Screw column tight
  - ▶ Connect display cable
  - ▶ Connect the power supply cable to the electronics box
3. Set up the scale as described in the instructions for use for the **seca 704/703**.
4. Provide the power supply for the scale as described in the instructions for use for the **seca 704/703**.

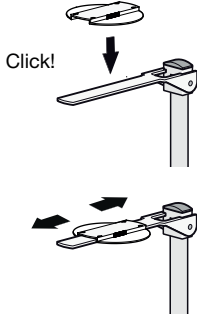
## 5.3 Fit measuring rod



1. Pull out the upper telescopic element as far as the 173 cm mark.  
The assembly bores in the lower telescopic element are exposed.
2. Align the measuring rod as shown in the adjacent illustration.
3. Put a set screw in the upper bore of the measuring rod.
4. Align a spacer sleeve as shown in the adjacent illustration.
5. Put the spacer sleeve on the set screw.
6. Screw the measuring rod hand-tight to the column using the upper set screw.
7. Repeat steps 3. to 6. for the lower set screw.
8. Tighten up both set screws firmly.

## 5.4 Fit measuring flap extension

You have the option of increasing the contact area of the measuring flap by using the measuring flap extension. This enables you to position the patient even better and obtain a more accurate measuring result.



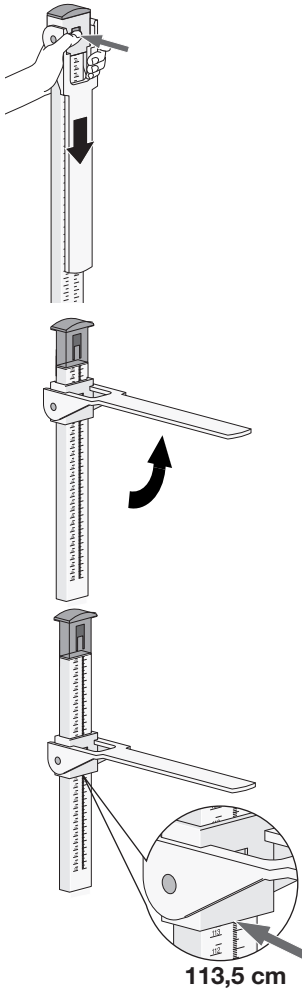
- ▶ Push the measuring flap extension onto the measuring flap until you hear it engage.
- ▶ If required, move the measuring flap extension along the measuring flap in a longitudinal direction.

## 6. MEASURE HEIGHT

### CAUTION! Bodily injury

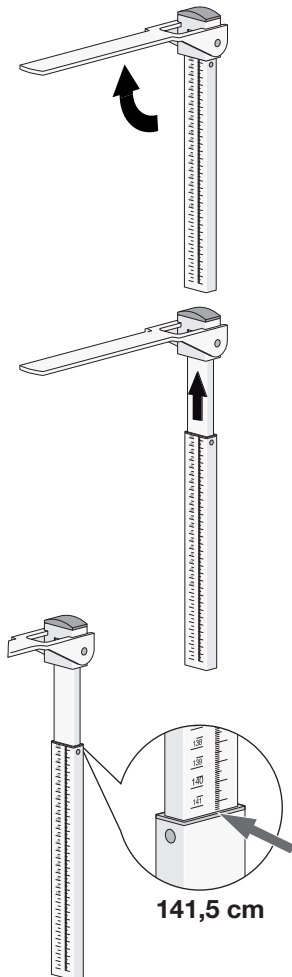
- ▶ Perform a function check as described in the section entitled "Function check" on page 36 before using the device each time.

### 6.1 Measuring people less than 130.5 cm tall



1. Release the head slide by pressing on the latch.
2. Fold up the measuring flap until it engages in a horizontal position.
3. Ask the patient to position him or herself under the measuring flap:
  - back to the measuring rod
  - standing up straight
  - heels on the heel stop
  - head straight: Frankfurt Line parallel to the measuring flap
4. Push the head slide on the lower telescopic element down until the measuring flap is in contact with the patient's head.
5. Read the measured result off the read-off edge (read-off edge 1) of the head slide (in this case: 113.5 cm).
6. Ask the patient to step away from the measuring rod.
7. Fold down the measuring flap.
8. Push up the head slide until it engages in the latch.

## 6.2 Measuring people more than 130.5 cm tall



1. Fold up the measuring flap until it engages in a horizontal position.
2. Pull out the upper telescopic element until the patient can get under the measuring flap comfortably.
3. Ask the patient to position him or herself under the measuring flap:
  - back to the measuring rod
  - standing up straight
  - heels on the heel stop
  - head straight: Frankfurt Line parallel to the measuring flap
4. Push the upper telescopic element down until the measuring flap is in contact with the patient's head.
5. Read the measured result off the read-off edge (read-off edge 2) of the lower telescopic element (in this case: 141.5 cm).
6. Ask the patient to step away from the measuring rod.
7. Push the upper telescopic element into the lowest position.
8. Fold down the measuring flap.

## 7. WEIGHING



### **CAUTION!**

#### **Incorrect measurement due to force shunt**

Operation of the stadiometer affects the weight display of the scale. Weight values which are displayed during a height measurement do not correspond to the patient's actual weight.

- ▶ Ensure that you do not touch the scale whilst weight is being measured.
- ▶ Ensure that the patient does not touch either the stadiometer or the column of the scale whilst weight is being measured.
- ▶ Only read off weight values before or after measuring height.

The scale functions of the **seca 704s** model are identical to those of the **seca 704** model. You can find information about this in the instructions for use supplied for the **seca 704** model.

The scale functions of the **seca 703s** model are identical to those of the **seca 703** model. You can find information about this in the instructions for use supplied for the **seca 703** model.

## 8. HYGIENE TREATMENT



### **WARNING!**

#### **Electric shock**

- ▶ Set up the device so that the power supply socket is easy to reach and the device can be disconnected from the power supply quickly.
- ▶ Ensure that your local power supply matches the information on the power supply unit.
- ▶ Do not touch the power supply unit with wet hands.
- ▶ Do not use extension cables or power strips.
- ▶ Make sure that cables are not pinched or damaged by sharp edges.
- ▶ Make sure that cables do not come into contact with hot objects.
- ▶ Do not operate the device at an altitude of more than 3000 m above sea level.

**NOTICE!****Damage to device**

Inappropriate detergents may damage the sensitive surfaces of the device.

- ▶ Use only disinfectants free of chlorine and alcohol which are explicitly suitable for acrylic sheet and other sensitive surfaces (active ingredient: quaternary ammonium compounds, for example).
- ▶ Do not use caustic or abrasive detergents.
- ▶ Do not use spirits or benzene.

## 8.1 Cleaning

---

- ▶ Use a soft cloth dampened with mild soapsuds to clean the surfaces of the device.

## 8.2 Disinfecting

---

1. Check that your disinfectant is suitable for sensitive surfaces and acrylic sheet.
2. Follow the instructions for use for the disinfectant.
3. Disinfect the device:
  - ▶ moisten a soft cloth with disinfectant and wipe down the device with it.
  - ▶ comply with the intervals: see table.

| Interval                          | Component   |
|-----------------------------------|---|
| <b>Before</b><br>Each measurement | <ul style="list-style-type: none"> <li>• Weighing platform</li> <li>• Head slide with measuring flap</li> </ul>   |
| <b>After</b><br>Each measurement  | <ul style="list-style-type: none"> <li>• Weighing platform</li> <li>• Head slide with measuring flap</li> </ul>   |
| As required                       | <ul style="list-style-type: none"> <li>• Column and display head of scale</li> <li>• Telescopic elements of the stadiometer</li> <li>• Measuring flap extension (if present)</li> </ul> |

## 8.3 Sterilizing

---

This device may not be sterilised.



## 9. FUNCTION CHECK

- ▶ Perform a function check before each use.

A complete function check includes:

- a visual inspection for mechanical damage
- a visual and function check of all moving parts
- a function check of the controls



### **CAUTION!**

#### **Bodily injury**

If you find faults or deviations in the function check, you may not use the device.

- ▶ Have the device repaired by seca service or an authorized service partner.
- ▶ Observe the section entitled "Servicing".

## 10. TROUBLESHOOTING

| Problem   | Cause/solution   |
|---|--|
| <b>... the measurement is not a plausible height?</b> | Measured result read off incorrectly <ul style="list-style-type: none"><li>- Use the correct read-off edge for the current measuring range</li><li>- Read off decimal places for the current measuring range in the correct direction</li></ul> Patient in wrong position/posture <ul style="list-style-type: none"><li>- Correct patient's position/posture</li></ul> |

## 11. SERVICING

The seca measuring rod does not require any servicing.

However, if anything ever fails to work, contact an authorized service partner.

You can find a service partner in your area at [www.seca.com](http://www.seca.com) or by sending an e-mail to [service@seca.com](mailto:service@seca.com)

## 12. TECHNICAL DATA, MEASURING ROD

### 12.1 General technical data

| General technical data   |  |
|--|--|
| Dimensions <ul style="list-style-type: none"> <li>• Depth (incl. measuring flap extension)</li> <li>• Width (incl. measuring flap extension)</li> <li>• Height (retracted)</li> <li>• Height (extended)</li> </ul> | 37.5 mm<br>120 mm<br>1300 mm<br>2300 mm  |
| Net weight   | approx. 1 kg   |
| Temperature range <ul style="list-style-type: none"> <li>• Operation</li> <li>• Storage</li> <li>• Transport</li> </ul>  | +10 °C to +40 °C (50 °F to 104 °F)<br>-10 °C to +65 °C (14 °F to 149 °F)<br>-10 °C to +65 °C (14 °F to 149 °F) |
| Air pressure <ul style="list-style-type: none"> <li>• Operation</li> <li>• Storage</li> <li>• Transport</li> </ul>   | 700 - 1060 hPa<br>700 - 1060 hPa<br>700 - 1060 hPa   |
| Humidity <ul style="list-style-type: none"> <li>• Operation</li> <li>• Storage</li> <li>• Transport</li> </ul>   | 30 % - 80 %, no condensation<br>0 % - 95 %, no condensation<br>0 % - 95 %, no condensation                     |
| Medical device in accordance with Directive 93/42/EEC  | Class I with measuring function  |

### 12.2 Metrological data

| Metrological data |  |
|-------------------|--|
| Measuring range 1 | 6 cm - 130.5 cm<br>2 3/8 inch - 51 3/8 inch          |
| Measuring range 2 | 130.5 cm - 230 cm<br>90 4/8 inch - 51 3/8 inch       |
| Graduations       | 1 mm<br>1/8 inch                                     |
| Accuracy          | Better than $\pm 5$ mm<br>Better than $\pm 2/8$ inch |

## 13. WARRANTY

We offer a two-year warranty from the date of delivery for defects attributable to faulty material or poor workmanship. This excludes all moveable parts such as (rechargeable) batteries, cables, power supply units, etc. Defects which are covered by the warranty shall be rectified free of charge for customers on production of the sales receipt. No further claims can be accepted. The costs of shipment in both directions shall be borne by the customer where the device is not located at the customer's premises. In the event of any damage during shipment warranty claims can only be asserted where the complete original packaging was used for shipment and the scales were secured inside in the same manner as in the original packaging. You should therefore keep all packaging.

The warranty shall become null and void where the device is opened by persons not expressly authorised to do so by seca.

We ask customers based abroad to contact their local sales agent directly in the case of warranty claims.