1. **Install outer plastic bag.**
   Install a new plastic bag over the blue bead bag and evenly gather the bag material at the open end around the foam tubing.

2. **Secure bag to foam tubing.**
   Secure/seal the bag to the foam tubing on the hose using two removable zip ties (provided). The zip ties should be snug, slightly deforming the foam tubing. Do not over-tighten.

3. **Check for leaks.**
   a. Start the vacuum pump. With the vacuum pump running, install the hose assembly on to the vacuum pump using the quick disconnect.
      
      NOTE: Do not turn the vacuum pump off until the captured shape has been molded using plaster bandages and the bandages are cured, i.e. hard and cool to touch.
   b. With the slide valve in the “bag hard” position, allow the bag to become rigid.
   c. Check for leaks. Small leaks can be patched with masking tape. In the event of a large leak, replace outer bag and return to step 1.

4. **Prep bag for shape capture.**
   a. Move the slide valve in the “bag soft” direction. This will fully vent the shape capture bag and allow it to soften.
   b. Once soft and malleable, flatten the bag system on a flat surface.
   c. Position slide valve so that the bag holds it’s shape but remains malleable. Place the shape capture bag in its appropriate shape capture position and pre-shape the bag for your client.
   d. Make certain the shape capture bag captures the back corners of the Ride Impression Foam Simulator. If capturing a back shape relative to an existing cushion or a Ride Evaluator Cushion, extend the bag down behind the cushion to fully capture the shape of the back of the cushion.

5. **Capture your client’s shape.**
   a. Capture seat shape in Impression Foam Simulator, or position client correctly on the Ride Evaluator or existing cushion.
   b. With the vacuum slide valve adjusted such that the bag is reasonable soft and malleable, capture the client shape beginning posteriorly and progressing laterally massaging the bag gently around the client with focus on key points for postural control. Firmness of the bag can be adjusted by sliding the valve in the appropriate direction, as marked, for hard or soft.
   c. Once an acceptable shape has been captured, position the slide valve to the “bag hard” position.
   d. Take pictures and mark trim lines as directed on the order form.
   e. Measure for cushion length relative to the front of the Impression Foam Simulator or Ride Evaluator cushion as indicated.
   f. Transfer the client from the simulation being careful not to disturb seat or back shape, and maintain seat to back relationship.

(continued on reverse)
6. Cast the captured shape.
   NOTE: Leave the vacuum pump on with slide valve in “bag hard” position until plaster cast has fully cured, i.e. cool and hard to touch.
   a. Gently remove the blue impression foam (if used) from the black plastic simulator shell and set carefully to the side.
   b. Create a plaster cast of the back shape using plaster casting material provided by Ride Designs. Use the full thickness of the individually folded splints (five layers of bandage). Fully cover the captured back shape and extend plaster out 1 to 2" beyond marked trim lines and extend the cast down into the back 1/3 of the simulator pan if used. Use the additional rolls of casting material provided if the boxed material is insufficient to fully cover the back shape and simulator pan.

7. If the Ride impression foam simulator was not used...
   Extend the cast down to capture impression made in the back bag of the back of the Ride Evaluator Cushion or other existing cushion. Prepare cast for shipping.
   a. After the plaster bandages have cured (cool and hard to touch), the vacuum pump can be turned off, the valve slid to the “bag soft” position and then disconnect the bag from the pump at the quick connect fitting.
   b. Carefully separate the shape capture bag from the cast.
   c. Fully mark all pertinent information on the cast as outlined on the order form.
   d. Let cast cure for two days to fully harden before shipping to Ride Designs.

8. Remove and discard the outer plastic bag.
   a. Loosen the reusable zip ties by depressing the zip tie latch and pushing the loose end of the zip tie towards the latch.
   b. Remove the used outer bag.
   c. Replace the outer bag for the next shape capture by repeating all steps above, or, for storage, loosely secure the zip ties to the hose at a point between the foam tube and the capture bag. Do not zip the ties back onto the foam tube as this will decrease the lifespan of the tube.

9. Place the shape capture assembly into an appropriate storage container...
   to prevent any accidental damage.