1. Seat the individual with back toward the sink or shampoo bowl.

2. Place the wide section of the Shampoo-Aide™ Tray on the shoulders while holding it in a horizontal position.

3. Place the narrow section into the sink or shampoo bowl. This is easier to do if the individual leans forward slightly.

4. Use a cushion or riser to elevate the individual if the sink or shampoo bowl is too high. For an individual with a longer neck, place a folded towel under the shoulder rests to raise the level of the tray and support the head. For an individual with a shorter neck remove the two shoulder rests. The shoulder rests can also be positioned up to one inch forward or backward as needed for a larger or smaller individual.

5. Position the chair so that the narrow section of the tray rests comfortably against the back of the sink or shampoo bowl and the wide section of the tray comfortably supports the individual’s head.

Note:
If the individual has a large neck, you may need to enlarge the neck opening of the Adapter by trimming the foam with scissors.

Occasionally, the sides of the neck adapter do not stay in the correct horizontal position. If this occurs, placing a heavy object, such as a 4 or 8 oz. bottle of shampoo, will help hold them in the correct position.
Before wetting the hair, have the individual tilt his/her head back slightly. When rinsing help direct the water flow by cupping your "free" hand over the ears and along the front hairline.

Remove the tray by lifting the narrow section from the sink or shampoo bowl first, then remove the wide section of the tray from the shoulders while holding it in a horizontal position. (This is easier to do if the individual leans forward slightly.)

**Shampoo-Aide™ Shampoo Tray Accessories**

- **Optional Wire Extender (Catalog Number 76432-2001)**
  - To provide proper support for the head, the tray must come in contact with the back of the sink. The length of the narrow section of the tray will be able to accommodate most sinks and shampoo bowls.
  - The Wire Extender can add up to six inches to the length of the narrow section of the tray. This is required in extension trays.
  - In order to provide proper support for the head, the tray will be able to accommodate most sinks and shampoo bowls.

**Optional Neck Adapter (Catalog Number 76432-0002)**

- **Instructions**
  1. Peel the backing from each of the Velcro® strips provided and apply the strips horizontally on the center of each of the two front ends of the Shampoo-Aide™ tray.
  2. Place the Shampoo-Aide™ tray on the individual as instructed.
  3. Holding the Neck Adapter by each of the front ends, slide it toward the back of the neck so that it is under the shoulder of the user. Turn the extension tray upside down.
  4. Attach the Velcro® strips you applied to the front and back of the Neck Adapter.
  5. For proper placement of the wire extender make sure that the welded portion of the wire extender lies against the shoulder of the user.
  6. Before wetting the hair, have the individual tilt his/her head back slightly. When rinsing help direct the water flow by cupping your "free" hand over the ears and along the front hairline.

**Warning**

- Do not place heavy objects on the Shampoo-Aide™ Tray.
- Do not expose the tray to prolonged direct sunlight or extreme temperatures (below 30°F or above 130°F).

**Installing Optional Wire Extender**

1. Turn the extension tray upside down.
2. Select a set of holes to insert the tips of the wire extender so that the bottom of the extender is correct positioned on the back of the sink.
3. Attach the Velcro® on the ends of the elastic to the Velcro® strips you applied to the front ends of the Shampoo-Aide™ tray.

**Optional Neck Adapter Instructions**

1. Peel the backing from each of the Velcro® strips provided and apply the strips horizontally on the center of each of the two front ends of the Shampoo-Aide™ tray.
2. Place the Shampoo-Aide™ tray on the individual as instructed.
3. Holding the Neck Adapter by each of the front ends, slide it toward the back of the neck so that it is under the shoulder of the user.
4. Attach the Velcro® strips you applied to the front and back of the Neck Adapter.
5. For proper placement of the wire extender make sure that the welded portion of the wire extender lies against the shoulder of the user.
6. Before wetting the hair, have the individual tilt his/her head back slightly. When rinsing help direct the water flow by cupping your "free" hand over the ears and along the front hairline.