Operating Instructions

LIFT
Wheelchair with adjustable seat height
Dear Customer,

We congratulate you on the purchase of your PRO ACTIV wheelchair.

With this wheelchair, you have purchased a quality product that is tailored specially to meet your needs.

The following information contains details on how to use your wheelchair. Read these instructions carefully before using your wheelchair.

Should you have any questions regarding your new wheelchair, please do not hesitate to contact us.

Your PRO ACTIV team.

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1. SCOPE OF DELIVERY

The PRO ACTIV wheelchair is equipped with backrest and seat covering, drive wheels, castors, footrest and two anti-tip supports.

In accordance with your order, the wheelchair is equipped with additional accessories, e.g. folding backrest, V-shape, handgrips, castor fork with quick tighten/release mechanism, seatbelt.

Please check that your wheelchair is complete upon receipt!

The wheelchair is tested and fully mounted before leaving the factory. However, to ensure safe transport, some parts are packed separately.

The lifting movement is secured by a restraining belt that is fed under the parallelogram arm and the cross tube of the frame. Remove the restraining belt before using the wheelchair. Keep the restraining belt in place for transporting purposes.

The wheelchair is tested for complete functionality before delivery. Should you wheelchair become damaged during transport, please contact your medical supplies dealer or PRO ACTIV immediately.
1.1 BEFORE INITIAL USE

- Fold up the armrests. The armrest locks into position when both indexing bolts are activated.
- Mount the anti-tip supports on both sides so that the wheelchair can only tilt slightly and the castors are raised max. 13 cm from the floor. Use the retention holes in the tubes of the anti-tip supports to vary the tilting height. Secure the anti-tip support in the corresponding hole using the quickpin.
- Remove the restraining belt from the lifting mechanism.

It is important that both you, your attendant care staff or your escorting person are familiar with and observe these operating instructions and the warnings that are contained in them. Disregarding warnings can result in damage to the wheelchair, in falling, tipping or loss of control over the wheelchair/situation. This can lead to the wheelchair driver or other persons suffering severe injuries.

Your therapist/doctors should inform you, your attendant care staff/escorting persons of the movements you are capable of performing with the wheelchair before initial use. They should also explain which wheelchair techniques you are capable of learning with your handicap. Do not undertake manoeuvres with the wheelchair that you have not practised or are capable of.

Your therapists/doctors and medical supplies dealer should also instruct you and your attendant care staff/escorting persons in how to use your wheelchair and the settings as well as the safety accessories (e.g. anti-tip supports, seatbelt) that are available. These instructions must be complied with.

Do not overestimate your own ability or underestimate dangerous situations/manoeuvres with the wheelchair as this may have serious consequences for you and other persons.

2. PRODUCT DESCRIPTION

The PRO ACTIV LIFT is a wheelchair with a seat that can be adjusted 30 cm in height. The numerous adjustment possibilities enable the driver of the wheelchair to adapt it to his/her specific requirements. The lifting mechanism is available either as an electrical or mechanical version.

The frame, the lifting mechanism and other parts are manufactured from high resistance aluminium alloy. Depending on the accessories and the wheelchair dimensions, the overall min. weight is 19 kg (mechanical version) or min. 35 kg (electrical version).

Wheelchairs with folding backrest: The angle of the folding backrest of the wheelchair can be set at 7 different positions. The sag of the seat and backrest covering can be adjusted to the requirements of the user with Velcro ribbons (not possible with Body Contour version). The adjustable backrest ensures comfortable seating and a good sitting posture that avoids strain on the spinal column.

Wheelchair with folding backrest and quick-release castor axles. The backrest of these versions can be folded down onto the seat, the armrests folded down at the side and the castor forks with castors as well as the drive wheels can be removed for loading/transport purposes.
IMPORTANT
Ensure before mounting/using the wheelchair, that the backrest is securely fixed in the desired position and the armrests locked in position. The quick-release axles of the castors and drive wheels must also be securely locked in position (actuation button in initial back position, groove visible).

2.1 Lifting mechanism

IMPORTANT
The wheelchair is supplied with a lifting mechanism that is adapted to the weight of the user. For this reason, the wheelchair may only be used by this person. Persons of a different weight using the LIFT influence the lifting and lowering behaviour of the wheelchair. Do not exceed the max. loading capacity of 100 kg.

IMPORTANT
Do not open and heat the gas strut. For service or repair work, contact your medical supplies dealer or PRO ACTIV.

IMPORTANT
Before activating the lifting mechanism of the wheelchair, ensure that it is standing on even ground. Apply the brake and mount the anti-tip support.

IMPORTANT
Neither the user nor any other person should move the wheelchair when the seat is raised.

IMPORTANT
When raising/lowering the seat or when the seat is already raised, observe the following points:

- Do not lean backward, forward or to the side beyond the seat of the wheelchair
- The additional load supported by the user should not exceed 10% of their body weight. The additional load should only be picked up or deposited from the front (not side) in an upright sitting position. Support the load on the thighs during the lifting movement
- During the lifting and lowering movement, clasp the centre of the armrest with both hands. Do not bend back the thumbs
- Neither the user nor the accompanying person should touch the mechanical components of the wheelchair underneath the seat

IMPORTANT
The wheelchair should only be exposed to environmental temperatures of -25 and 50°C, i.e. do not use the wheelchair in freezer rooms, environmental simulation chambers, etc. or in the sauna. Do not use or park the wheelchair near fires or other sources of heat if there is a risk of this temperature being exceeded.

IMPORTANT
The wheelchair must stand on horizontal, level and solid ground. All four wheels must stand securely on the ground, i.e. not on thresholds or surfaces that are at different levels, etc. The wheel grip should not be impeded by moisture, snow, ice, cleaning agents, lubricants, fuel etc. Do not use the wheelchair in water or on sandy, rough surfaces.

IMPORTANT
Do not use the wheelchair for mounting stairs and thresholds exceeding 30 cm in height.
2.1.1 Wheelchair with mechanical lifting mechanism

To adjust the seat, proceed as follows:

- Release the brake (Fig. 2 a)
- Clasp the wings of the armrests (Fig. 2 b) in the middle with both hands. Do not bend the thumbs backward
- Pull the lever of the triggering mechanism (Fig. 2 c) upwards, (this lever is mounted at the right underneath the armrest)
- Push yourself upward or downward when activating the lever
- Release the lever of the triggering mechanism (Fig. 2 c), and the wheelchair stops at the desired height

2.2.1 Wheelchair with electrical lifting mechanism

To adjust the seat, proceed as follows:

- Release the brake
- Activate the control knob (red raise, green lower) to move the seat upward/downward
- As soon as you let go of the control knob, the wheelchair remains at the desired height

3. SPECIFIC REQUIREMENTS

3.1 Angle of backrest

If the wheelchair is equipped with a backrest with angle adjustment, the backrest can be adjusted to 7 different positions in 5° increments.

If possible, we recommend setting the backrest upright to obtain a comfortable sitting position. Low backrests for handicapped persons - We recommend tipping the backrest slightly forward and loosening the top belt of the backrest covering (not possible Body Contour version) so that the sag is greater at the top.

Bitte beachten Sie, dass der Verstellbereich der Rückenlehne bei der Auslieferung ab
holes on the left and right side. To do this, pull the middle of the cord (Fig. 3 b) located underneath the seat covering that is connected to the drop-in pins.

After releasing both drop-in pins, the backrest can be adjusted as desired. Release the cord to lock the backrest in position again. Ensure that both drop-in pins are securely fixed in the desired holes before using the backrest.

Should the seat angle be changed, the backrest can be re-adjusted accordingly at any time.

When driving up inclines and transporting luggage (e.g. rucksacks) on the backrest, the centre of gravity is shifted to the back. This can be compensated for by tipping the backrest forward so that the wheelchair does not tip backward as easily.

For comfortable sitting, the backrest can be fixed in the last position so that it is tilted slightly backward.

**IMPORTANT**
Tilting the backrest backward shifts the centre of gravity. The further back the backrest is tilted, the sooner the point of tipping in this direction is reached.

### 3.2 Sag of seat and backrest covering
The wheelchair is equipped according to the order with the seat and backrest covering „Body Contour“ or with an adjustable seat and backrest covering. Both types of covering ensure excellent air circulation which can be advantageous when used in conjunction with a suitable cushion for problems caused by decubitus.

#### 3.2.1 Body Contour
The seat and backrest covering of the Body Contour version can considerably improve the driving comfort due to its elasticity and in conjunction with a suitable cushion can help to prevent decubitus. However, the Body Contour covering cannot be adapted to the special needs of each individual.

#### 3.2.2 Adjustable seat and backrest covering
The adjustable seat covering comprises a belting system. The horizontal belts can be pulled taut by Velcro fasteners so that the seat sag can be adjusted accordingly.

![Fig. 4](image)

The backrest also comprises a belting system. The sag of the backrest can be adapted to the special requirements of each individual. Remove the backrest cushion and adjust the horizontal belts at the buckle (Fig. 4 a) as required. To prevent the buckle bar from bending, feed both belts through the buckle. Replace the backrest cushion.

**IMPORTANT**
Check the tautness of the seat and backrest covering at regular intervals and in case of doubt, allow the medical supplies dealer to check its state. A tear in the seat or backrest covering may cause accidents with severe injuries. Always sit down in the wheelchair slowly to prevent the seat and backrest covering from tearing.

### 3.3 Seat angle / seat height at front
Once the seat height at the back is set as required, the seat angle and the seat height at the front can be set accordingly. Numerous castors and 3 different castor forks (Fig. 5) are available for this purpose: 1-slot, 2-slot and 3-slot forks. The matching forks are installed at the factory according to your seat height/length of lower leg.
Three positions are available for mounting the castors.

In order to increase the angle of the seat, mount the castors at a lower position. If the castors are mounted at a higher position, the angle of the seat is reduced. If the adjustment range of the fork does not suffice, choose the next longer or shorter one as required. The bottom position of the 1-slot fork is equivalent to the top position of the 2-slot fork and the bottom position of the 2-slot fork is equivalent to the top position of the 3-slot fork.

**IMPORTANT**
After altering the angle of the seat, check the wheel track and reset if necessary. Also readjust the castor axle and the brakes accordingly (see 6.1-6.2 and 6.4). Ensure that there is sufficient space between the footrest and the floor. This should not be less than 4 cm.

4. **TIPPING AND TURNING STABILITY**

Easy tipping and turning stability of the wheelchair can be achieved when the axle mount of the drive wheels is located near to the centre of gravity of the wheelchair user. Moving the drive wheels further back reduces the risk of the wheelchair tipping but also makes it more difficult to turn and steer. Settings, however, should be made according to the requirements/ability of each individual to ensure safe driving.

4.1 Positioning drive wheels

Remove the drive wheels from the quick-release axles. Loosen the fixing nut (Fig. 10 a) with a SW 41 screwdriver, push the socket (Fig. 10 b) along the slot and tighten the nut again with a torque of 75 Nm.

Ensure that the sockets on the left and right are at the same position on the wheel holder.

**IMPORTANT**
After shifting the axle mount for the drive wheels, check the wheel track and readjust if necessary (see 6.4). Also readjust the castor axle and the brakes accordingly (see 6.1-6.2).

**IMPORTANT**
Extreme settings, for example, drive wheels that are mounted much further forward are only permitted for practised drivers who can shift their weight forward when driving. Anti-tip supports are compulsory.

4.2 Wheel camber

The negative wheel camber is in accordance with your order.

A wheel camber not only increases the stand stability at the side of your wheelchair but also widens the track (overall width) of the wheelchair.

4.3 Positioning castors

The castor fork can be mounted at two positions.
IMPORTANT
After altering the distance between the caster and the drive wheel, re-adjust the castor axles (see 6.2).

5. ANTI-TIP SUPPORT
In order to reduce the risk of unintentionally tipping the wheelchair backward to a minimum, the wheelchair is equipped with two anti-tip supports.

To negotiate an obstacle, remove the locking bolts (quickpins) (Fig. 6 a) and take off the anti-tip supports so that they do not make contact with the ground.

After overcoming the obstacle, replace the anti-tip supports in the correct manner (see 1.1)

IMPORTANT
The anti-tip support is designed exclusively to minimize the risk of the wheelchair tipping backward. It is not intended to reduce the risk of the wheelchair tipping forward or to the side. There are no safety accessories to minimise these risks. We therefore, recommend that your therapists and doctors instruct you how to cope with these risks.

IMPORTANT
Before using the wheelchair, anti-tip supports and after making any adjustments to the wheelchair, ensure that the anti-tip supports function correctly. Ensure that they are securely mounted in their brackets and fixed with the locking bolts (quickpins) (see 1.1).

Check that the anti-tip supports function correctly after use and at regular intervals. Should the anti-tip supports no longer function, or you are in doubt as to whether they are functioning correctly, allow your medical supplies dealer to check and repair them if necessary before further use. Otherwise there is a risk of falling and injury.
6. MAINTENANCE AND CARE

We recommend regular (at least annually) maintenance and care of the wheelchair by PRO ACTIV or the medical supplies dealer. In particular, the wheelchair should be serviced before and after intensive use, e.g. during summer or winter vacations.

6.1 Adjusting toggle joint brake

It may be necessary to adjust the brake (Fig. 7 a) for several reasons:

- You have altered the tires or the filling pressure
- You have altered the position of the drive wheels
- The brake movement is dissimilar after long use

![Fig. 7](image)

To adjust the toggle joint brake, proceed as follows:

1. Loosen the fastening screws (Fig. 7 b) that fix the brake plate to the armrest
2. Position the released brake so that there is a distance of 3 mm to max. 4 mm between the brake bolt (Fig. 7 c) and the tire
3. Tighten the fastening screws again
4. Check the correct setting of the brakes. If the brake is applied, the drive wheels should not turn when medium-force pressure is applied. When the brake is released, the brake bolt should not rub on the wheel

The force of the brake lever can be adjusted using the adjusting screws (Fig. 7 d). Use a screwdriver and an SW 8 mm spanner. Oil the joints of the brake at regular intervals.

IMPORTANT

In its standard setting, the brake bolt is mounted in position (Fig. 7 e). It may be necessary to mount the brake bolt in position (Fig. 7 f) after adjusting the drive wheels. Please contact your medical supplies dealer or PRO ACTIV for this purpose.

IMPORTANT

Please note that the toggle joint brake of your wheelchair is a parking brake that may only be applied when the wheelchair is stationary. It is not suitable or intended for reducing speed.

IMPORTANT

Please note that the distance between the brake bolt and tire of the toggle joint brake of your wheelchair when correctly set (see 6.1) must be 3 mm to max. 4 mm. Therefore, only use the hand rims to propel the wheelchair. When propelling the wheelchair with the tires (thumb or finger on the surface of the tire) there is a risk of fingers and thumb becoming squashed between the brake bolt and the tire.

6.2 Adjusting castor axle

To ensure good steering and directional stability of your wheelchair, align the castor axle vertically on even ground (Fig. 8).

The castor axles may require adjusting for the following reasons:

- You have altered the position of the drive wheels
- You have altered the height or angle of the seat
- The castor axles are no longer vertical due to an accident or impact
The wheelchair veers to the left or right when driving on even ground (the cause may be uneven pressure of the drive wheels).

To set the castor axles, move the wheelchair onto even ground. Adjust the right castor fork, then the left one and then check the right one again. Proceed as follows:

1. Check and correct the wheel track before re-adjusting the castor axle
2. Loosen the locking screw (Fig. 8 b) (Allen key SW 2.5 mm and spanner SW 8)
3. Loosen the fastening screws (Fig. 8 c) (Allen key 5 mm) that fix the clamp blocks to the frame
4. Move the castor block (Fig. 8 a) into the vertical position. To do so, check whether the front edges of the clamp blocks and thus the castor axles are at a right angle (90°) to the ground. This can be checked most simply by using a corresponding triangle. If this setting is not possible, contact your medical supplies dealer or PRO ACTIV
5. Tighten the fastening screws again with a torque of 12 Nm and check the vertical position
6. Apply locking screw again slightly to the M6 screw and fix with the SW 8 nut

6.3 Choosing appropriate castor
A variety of castors are available. The choice of castor depends greatly on the intended use and driving ability.

Observe the following when mounting and dismantling the PRO ACTIV aluminium castors:
- An Allen key SW 4 is located in the centre of the axle to fix the movement of the aluminium axle for mounting/dismantling
- The tightening torque of the axle fastening screw M6x16 ISO 7380 is 5 Nm
- Secure the screws with special lacquer!

6.3.1 „Wobbling“ castors
The limit speed at which castors begin to „wobble“ is reduced when:
- The castor diameter increases
- The weight of the castors increases
- The castor load is reduced
- The after run of the castors is reduced

IMPORTANT
Should the castors begin to wobble, reduce speed immediately to minimise the risk of the castors jack-knifing and blocking and thus avoiding an accident.

6.4 Checking and adjusting wheel track
A good wheel track is essential for the easy running of the wheelchair. To check the wheel track, proceed as follows:
Measure the distance (Fig. 9 y) at the front and back between the drive wheels at the shaft centre (Fig. 9 x). The distance between the front and the back of both drive wheels should be the same. If the distance differs by more than 5 mm, then the track must be corrected. Correction is also necessary, if the distance (Fig. 9 z) is not the same on both sides.
The LIFT wheelchair has just a 1° camber. Therefore the wheel track deviates just a minimum when changing the seat angle (see 3.3). For this reason it is not possible to adjust the wheel track.

In case the symmetric adjustment to the frame should be changed (Fig. 10 a), please proceed as follows:

1. Loosen the aluminium nuts SW 41 (Fig. 10 a) on both sides
2. Ensure that the distance to the frame (Fig. 9 z) at the right and left is the same
3. Tighten the aluminium nut with a torque of 70 Nm

6.5 Checking bolted joints
Check the tightness of the bolted joints two and six weeks after delivery of the wheelchair. Check them again at regular intervals (depending on distances covered and general strain).

6.6 Tire pressure
Check the tire pressure at regular intervals and after being exposed to extreme temperature conditions. The max. tire pressure is printed on the outer case of the tire and should be adhered to.

IMPORTANT
We cannot guarantee correct functioning of the toggle joint brake if tire pressure is too low. The risk of punctures also increases. Increases in temperature increase the tire pressure. If pressure is too high, the tire can burst. Therefore, do not expose the tires of the wheelchair to extremely high temperatures, e.g. sauna or in glassed in areas in summer.

6.7 Care of quick-release axles and ball bearings
Clean and lubricate the quick-release axles of the drive wheels and castors as well as all ball bearings at regular intervals to ensure that they function reliably at all times.

6.8 Cleaning the wheelchair
The wheelchair must be cleaned regularly to prevent parts from becoming stiff and sluggish. In particular, the wheelchair should be cleaned thoroughly before and after intensive use, e.g. during summer or winter vacations.

Clean your wheelchair with water and spirits. Do not use abrasives to avoid scratching the outer coating. Do not clean the wheelchair with a high pressure cleaner. Store the wheelchair in a dry place and if possible keep it covered.

6.9 Protection against corrosion
In order to avoid malfunction or breakage of components, do not expose the wheelchair to aggressive environmental conditions. If this cannot be avoided, clean the wheelchair immediately after use and lubricate movable parts. Regular cleaning (see 6.8) prevents corrosion.
7. SAFETY INSTRUCTIONS

IMPORTANT
Only use the wheelchair for the intended purpose. The intended purpose of a wheelchair is to enable a disabled person to replace his/her inability to move by technical means in the form of a wheelchair. In the figurative sense, the equivalent of walking is driving a wheelchair dead slow. This applies in particular when using an auxiliary drive. Using the wheelchair for purposes other than those intended can result in damage to the wheelchair that can lead in turn to accidents or injuries to the wheelchair driver.

IMPORTANT
Should you have difficulties in understanding the operating instructions, please contact your medical supplies dealer or PRO ACTIV immediately. Understanding the warnings and explanations in the operating instructions is imperative not only for safe but also correct use.

IMPORTANT
If the wheelchair together with user has to negotiate obstacles, e.g. stairs, and facilities such as ramps and elevators are provided for this purpose, then they must be used. If such facilities are not available, the obstacle must be negotiated by 2 persons carrying the wheelchair together with its user. Do not carry the wheelchair at the sides and with the footrest. We recommend holding the wheelchair at the handgrips or the backrest bow and the frame. Ensure that the handgrips fit correctly and are securely fixed. This also applies to adjustable (height) handgrips. If this is not the case, do not lift the wheelchair with the handgrips. Before negotiating an obstacle (stairs, thresholds, etc.) swivel the anti-tip supports under the frame or remove them completely, so that they do not come into contact with the stairs, as this can cause serious accidents. Move the anti-tip supports into their correct position again.

IMPORTANT
Do not stand on the footrest when getting into/out of the wheelchair due to risk of tipping.

IMPORTANT
Transporting the wheelchair driver or other persons in the wheelchair in vehicles has not been tested by PRO ACTIV and is therefore, not approved. The wheelchair can be equipped with a support headrest. These support systems are not approved as neck supports for transport in vehicles. The seat belt is not designed as a safety belt for vehicles and should not be used for this purpose.

IMPORTANT
The max. permissible load of the wheelchair is 100 kg. Please ensure that this load limit is not exceeded when transporting objects and when performing fitness exercises in the wheelchair.

IMPORTANT
Please ensure when using equipment from other manufacturers (e.g. seat cushions, drive devices, etc.) together with your wheelchair, that the individual components are suitable and function in conjunction with the wheelchair correctly. For information on the suitability of the components, please contact the relevant manufacturer, your medical supplies dealer or PRO ACTIV.

IMPORTANT
The wheelchair has several folding mechanisms (e.g. backrest). It is in the nature of things, that such mechanisms host certain risks (e.g. squashing of fingers, etc.). We endeavour to minimise risks as far as possible by corresponding technical constructions. However, a certain risk still remains. For this reason, please allow the trained
Ensure that the seatbelt is not fastened too tightly otherwise this may have a negative effect on breathing or cause strangulation in case of an accident or tipping. The driver of the wheelchair should always be able to remove the belt easily.

**IMPORTANT**

Please note that parts of your wheelchair may become overheated due to extreme ambient temperatures (e.g. sauna). This may lead to risks of burning that should not be underestimated when the wheelchair is being used by persons suffering from hyperpathy.
To minimise these risks, take the necessary measures (e.g. cover heated parts with a towel or move the wheelchair out of the heated area when in the sauna.
Certain risks that are also possible during extremely low temperatures can be minimised by wearing appropriate insulated clothing.

**IMPORTANT**

If required, your wheelchair can be equipped with a seat belt (*Fig. 11 a*). The belt can be purchased from your medical supplies dealer. Secure the belt by wrapping it round the backrest and fixing it directly to the tube of the backrest using the fastening screw in the side panel (*Fig. 11 b*).

**IMPORTANT**

There is a higher risk of tipping backward when driving backward without the anti-tip support. Therefore, always use the anti-tip supports when driving backward. If this is not possible, assisting persons should ensure that the wheelchair does not tip over.

**IMPORTANT**

Due to the extremely high risk of tipping and injury, do not attempt to use moving staircases with the wheelchair.
**IMPORTANT**
Modifications to the wheelchair that have not been specifically approved by the manufacturer result in the loss of the warranty. These modifications may result in safety risks and are therefore prohibited.

**IMPORTANT**
Ensure that the lights on your wheelchair function correctly and are clearly visible.

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**8. Warranty**

The warranty conditions can be found in the enclosed Warranty Agreement and/or General Terms of Business.