PROACTIV®

# Usage instructions
# Service booklet

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## FOXX
## Offroad Compact Bike

# Contents

The following instructions are intended for and may only be carried out by the rehabilitation specialist dealer or PRO ACTIV.

This document is available in PDF format at www.proactiv-gmbh.com for visually impaired people. Using the zoom function, the font can be increased as desired.

# 1 Preface

Dear Customer,

Congratulations on purchasing your new PRO ACTIV product. You have bought a quality product that has been specially customised to meet your requirements. We have put together some instructions about its proper and safe use in the following document. Please read these instructions before using the product.

The standard components are explained in these usage instructions. If you have individual solutions or non-standard components on your product, your rehabilitation specialist dealer or PRO ACTIV would be happy to deal with any questions you may have about using it.

You can always download the latest version of the usage instructions as a PDF document in our download area at www.pro-activ-gmbh.com.

If you have any further questions about this or any of our other products, we would be glad to be at your disposal.

Enjoy your trips and the best possible mobility.

Your PRO ACTIV team

# 2 Legend

The symbols used in these usage instructions have the following meanings:

Manufacturer

Warnings and safety instructions

SN Serial number

# 3 Conformity/other information

## 3.1 Classification

The FOXX Offroad Compact Bike (referred to as a "product" below) is classified as a class I product.

## 3.2 Conformity

CE As the manufacturer, PRO ACTIV Reha-Technik GmbH declares that the respective product is a class I product and meets the requirements of the EU Medical Devices Directive (2017/745).

If the product is adapted in a manner which has not been agreed by PRO ACTIV Reha-Technik GmbH, this declaration becomes void.

## 3.3 Manufacturer

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# 4 Scope of delivery and testing the product on receipt

The scope of delivery includes the product configured in accordance with the order, rechargeable battery/batteries, display, buttons, mains power charger, usage instructions including record of training/hand-over certificate and inspection lists. You can view the basic equipment in the chapter "Technical specifications". As per your order, the product is equipped with additional recommended accessories, such as e.g. a chest strap and thigh anchorage.

Please check that the delivery is complete after you have received your product.

The product is tested to ensure it is completely functional before shipping and packed in special boxes.

Please check the product immediately upon receipt, in the presence of the freight company if possible, for any transport damage. If you are of the opinion that damage has occurred during transit, please do the following:

1. Statement of facts in the presence of the freight company – with photo documentation of the packaging and product (overview and detailed images).
2. Annotation of the damage on the delivery note when accepting the goods.
3. Submission of the photo documentation, the delivery slip and the delivery receipt with annotation of the damage to PRO ACTIV.

PRO ACTIV will then review the reported damage and coordinate the further procedure with you (e.g. shipment of spare parts, return for repair).

If these instructions are not observed, the damage cannot be claimed.

## 5 Introduction

Before starting your first journey, familiarise yourself with these usage instructions, paying particular attention to all of the safety information and hazard warnings contained in them.

Allow your therapists and doctors to advise you, your carers, and assistants on how to use the product and what you are safe to do with the product based on your current ability.

You, your carers, and assistants should also seek advice from your therapists and doctors as well as the rehabilitation specialist dealer about the use and settings of your product as well as all the safety accessories available. Please consult your rehabilitation specialist dealer to determine which type of fixation in the product is most suitable for you. PRO ACTIV offers different types of straps.

We recommend that you always have an accompanying person along when going on tours through rough terrain.

⚠ When travelling off-road, never do anything with the product that you have not learned to do and have not mastered.

⚠ You should always heed the advice provided by doctors, therapists and the rehabilitation specialist dealer on the necessary safety accessories.

⚠ If you are not sure how to handle the product or if technical faults occur, please contact your rehabilitation specialist dealer or PRO ACTIV before using it.

⚠ The control software is programmed at the factory to ensure that the legal requirements for a pedelec drive are met. If changing the software, it must be ensured that these requirements are still met.

⚠ Secure the product against unauthorised use and theft.

⚠ When combining your product with assemblies made by other manufacturers, make sure that the individual components and the formed unit still work properly. You can get information on the suitability of a combination from the manufacturer of the third-party components or from your rehabilitation specialist retailer.

⚠ The product contains small parts that may pose a choking hazard for children.

## 6 Intended purpose and indication

This product offers persons who have difficulty walking or cannot walk the option of replacing walking by riding a muscle-powered compact bike with electric assistance to a technically feasible extent, with the aim of maintaining or increasing the active user's independent mobility to the greatest possible extent.

The electric drive system supports the active cranking motion of the arms by the user, therefore making locomotion easier.

Indications: Walking impediment or limited ability to walk due to paralysis, limb loss, limb defect/deformation, joint contractions/joint damage, neurological and muscular diseases.

Contraindications: Progressive muscle diseases, the course of which is accelerated due to fatigue of the arm and core muscles used (e.g. muscle dystrophies and atrophies) and accompanying epilepsy disorders (legal stipulations on freedom from seizures for a permit for use on public roads apply here).

In addition - for safety reasons - the product may only be operated by people who

- can move and coordinate their hands, arms, and head (when using the chin to operate the starting aid and the gears if manual function is unavailable) so that they can operate all control elements and conduct full, unrestricted steering movements during the trip.
- are physically and mentally capable and have the visual ability to safely operate the product in all operating situations and can meet the legal requirements for use on public roads. For children or people with mental, significant motor or visual impairments, the attendants can ensure the required traffic safety as a substitute and as a companion.
- have been trained in its use by the rehabilitation specialist dealer or PRO ACTIV.

# 7 Proper use

This handbike is designed to be used outdoors on adequately surfaced roads that ensure traction and stability of the product when driving and braking. When used indoors, there must be enough space for manoeuvring. Avoid driving in poor weather conditions (e.g., storms) since this can lead to incalculable risks. The greatest strength of this handbike lies in rough terrain and riding uphill. Uphill climbs can be conquered thanks to electric assistance and rear-wheel drive for maximum traction on hills. Thanks to the robust brake discs and underbody guard, this handbike is ideally suited for off-road tours.

The maximum permitted load of the product in its standard design is 120 kg. Individual customisation can be made to accommodate a higher load; this will be indicated on the ratings plate. Please ensure that the load limit indicated on the ratings plate is not exceeded when transporting objects.

Proper use of the product is a basic requirement of safe operation. The product may generally be used only for applications that are listed and described in these usage instructions. This includes storage, transport, maintenance/inspection, and repair, as well as the safety information in each chapter of these usage instructions.

# 8 Technical specifications

## 8.1 Drive system

### 8.1.1 General instructions

The technical specifications, information and usage instructions about the drive system can be found in the usage instructions from the drive manufacturer.

### 8.1.2 Travel range

The range of the drive system varies depending on the travelled terrain, the prevailing driving conditions, and the user weight. Under optimal driving conditions (user applying maximum force onto the pedal crank, level terrain, fully charged rechargeable battery/batteries, new rechargeable battery/batteries, ambient temperature of 20°C, constant speed, optimal tyre pressure, no headwind, etc.), and a user weight of approx. 85 kg, the following ranges can be achieved:

With one Bafang battery, 48 V, 696 Wh:
50 - 75 km

With two Bafang batteries, 48 V, 696 Wh:
100 - 150 km

### 8.1.3 Speed

A continuously adjustable speed of up to **15 km/h** can be achieved using the **pushing**

**aid or starting aid** without moving the crank. Motor support above this speed is **only provided with manual rotation** of the pedal crank. Motor support is provided up to a maximum speed of **24.9 km/h**.

### 8.2 Climbing power

The climbing power refers to the ability of the product to climb a slope. This strongly depends on the weight distribution between the rear and front wheels of the wheelchair, the total weight of the product, and the friction coefficient of the ground. Under sub-optimal conditions (e.g. slippery ground when wet), the drive wheel may start to spin before the indicated climbing power has been reached.

Under optimal conditions (optimal tyre pressure, dry, clean and firm ground, etc.), the product is capable of climbing the following slopes with a speed greater than 4 km/h:

40 % or 21.8°

In addition to the maximum climbing power, the slope that can be driven up also depends on the manual driving force applied by the user.

### 8.3 Product weight

The total weight starts from 53 kg with the basic equipment.

### 8.4 Load weight

**Maximum load weight:**
Up to 120 kg payload

Customised models can be designed for higher strain. This is then stated on the rating plate.

### 8.5 Ground clearance & turning circle

**Ground clearance:** from 19 cm

**Turning circle:**

- approx. 5.5 m without manoeuvring back and forth
- approx. 4 m with manoeuvring back and forth (strongly dependent on the number of manoeuvres)

### 8.6 Basic equipment and dimensions

In the basic equipment, the product consists of a front end, frame, swing arm, leg rest, handles with gear and brake controls, dérailleur, infinitely adjustable inclination of the backrest, hydraulic disc brake including parking lock for the front wheels, hydraulic disc brake for the rear wheel, rear wheel mudguard, battery lighting set and drive system.

**Dimensions:**

Product width: 90 cm (depending on the tyre width)

Product height: approx. 97 cm (depending on the length of the bottom bracket support)

Product length: approx. 210 cm (depending on the setting of the footrest)

Seat width: 37 cm

Grip width: 40 - 58 cm

Crank length: 155 - 195 cm

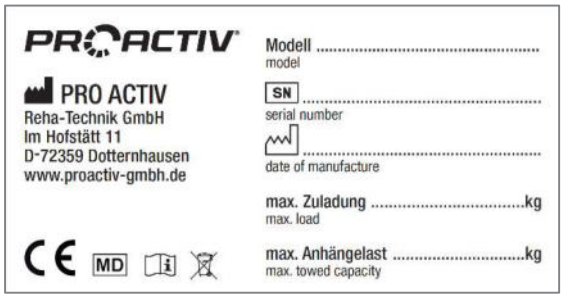
### 8.7 Service life

The service life of the product is 6 years.

## 9 Rating plate & markings on the product

The **rating plate** is located on the inside of the frame tube on the right in the direction of travel, underneath the seat plate. The rating plate includes the precise model, the serial number and other technical specifications.

When contacting your rehabilitation specialist dealer or PRO ACTIV with regard to your product, please always have the serial number and year of construction on the rating plate at hand.




CE marking
"European conformity"

MD Medical device

Manufacturer

Follow the usage instructions

SN Serial number

Date of manufacture

Electric components must be properly disposed of at government-designated recycling facilities

The product is labelled with an **additional symbol** (sticker):

Product not approved as a seat in motor vehicles

## 10 Commissioning and handover

The product will be handed over to you ready for use by a rehabilitation specialist dealer or a field representative or by a product consultant from PRO ACTIV.

Finally, you will be fully instructed in the use of the product based on the usage instructions included in delivery. You will be handed over a record of training and handover certificate as written proof. In addition, you will be handed the usage instructions and, if necessary, further accessories for your own use. It is recommended that you take along an assistant to the training so that, if required, they can assist you later when handling the product.

During the hand-over, the record of training (Chapter 34) and the hand-over certificate including the associated check list (Chapter 35) must be filled in. The rehabilitation specialist dealer should send the completed documents to PRO ACTIV for filing as a file by e-mail or in the form of a copy by fax or in the post.

## 11 Introduction to the product and the surroundings

During the initial commissioning of the product, drive at minimum speed and become accustomed to the driving characteristics of the product. Always adapt the speed and driving manoeuvres to match your own abilities, the external circumstances and the legal regulations. You will get a feel for how to use the product safely after a short time. Before driving up or down slopes or hills with the product, you should be proficient in the safe handling of the product on level ground. Get familiar with the braking distance at different speeds.

Get to know the environment in which you wish to use the product. Look out for obstacles and learn how to overcome or avoid them.

Get familiar with the road traffic regulations, since these must be observed when driving on public roads.

## 12 Safety instructions – prior to travelling/use

⚠ Before every trip, check the condition of the wheels (e.g. visual inspection of the spokes and rims, check the tyres for damage, foreign bodies and crack formation). If you have any doubts about the serviceability of the product, stop using it. In this case, contact your rehabilitation specialist dealer or PRO ACTIV.

⚠ Check the tyre pressures at regular intervals. Ensure that you comply with the manufacturer's specifications which can be found on the tyres.

⚠ Before each trip, check the safe locking of the wheels.

⚠ Before starting your trip, check all electrical plug connections for firm contact and the rechargeable batteries for firm seating in the rechargeable battery holders.

⚠ Before starting your trip, check the functioning of the product's brake. If all existing brakes are not fully functional, no trips may be taken.

⚠ Check the stable condition of the seat and backrest system at regular intervals and in case of doubt, have your rehabilitation specialist dealer assess its condition.

⚠ Depending on the equipment, the product may have folding/closing mechanisms that pose a risk of crushing injuries (e.g. pinching your fingers). For this reason, please allow your rehabilitation specialist dealer to explain how to work these mechanisms and then have a go yourself under instruction.

⚠ If present, check the function of the front and rear lights as well as the effectiveness of the reflectors before every trip. Lights and reflectors must be clearly visible during the trip and must not be covered by objects.

⚠ It is recommended that you only take a trip with completely charged rechargeable batteries. If this recommendation is not followed, you must take into account that the range will be restricted when planning your route. When driving long distances, it is recommended to take along a fully charged replacement rechargeable battery.

⚠ When travelling, always carry a repair kit and tyre pump for repairs in event of punctured/flat tyre. An alternative to this is an emergency puncture repair spray that fills your tyre with a foam that hardens in the tyre.

⚠ To minimise the risk of suffering serious head injuries in the event of a fall, a helmet should always be worn when driving with the product.

⚠ Always ensure that your feet cannot slip out off the leg rest and touch front wheels when using the product, if necessary by using a special fixation device (e.g., using the velcro straps included in the scope of supply).

## 13 Safety instructions – while driving/using

⚠ Please note that some parts of your product can become extremely hot in high ambient temperatures. This means that above 50°C, the product may be damaged and above 40°C there is already the risk of burns for the user, which should not be underestimated, particularly for people with impaired sensitivity. For this reason, the product should not be exposed to such extreme temperatures. PRO ACTIV cannot accept any liability or provide any warranty for personal injury and material damage caused by such stresses. Similarly, there are also certain risks at extremely low temperatures.

⚠ Always hold onto the crank handles with both hands while driving, braking, and manoeuvring. If a driving situation requires you to take one hand off the crank handle, make sure the speed has been reduced to the minimum possible beforehand.

⚠ When driving in curves, reduce your speed to a minimum and if possible, lean your upper body towards the curve.

⚠ You may only drive on slopes where the product can be safely controlled by steering and braking of the product.

⚠ Do not stop on a steep slope, otherwise there is a risk of losing control of the product. If possible, do not turn on a slope or change your direction.

⚠ Never turn the product off on upwards or downwards slopes. This could result in dangerous situations to which you can only react with a delay in terms of electrical assistance or virtually not at all by manual means.

⚠ When the drive system is switched on, every movement on the crank handle is converted into a drive command. When waiting at potential hazard areas (e.g. while waiting at a pedestrian crossing or at ramps), always keep the service brakes applied and keep the crank handles in a vertical position downwards.

⚠ In rooms, tight or dangerous areas or when manoeuvring, the product may only be used with the drive inactive and turned off to prevent unintentional drive signals.

⚠ Always switch on the lights on the product at twilight and in the dark as well as in bad lighting and weather conditions.

⚠ When driving in areas that are approved for pedestrians, keep to the maximum permitted speed (walking speed 6 km/h) and maintain sufficient lateral distance (at least the product width) from obstacles and other road users.

⚠ When driving on public areas, roads, paths, and spaces, the provisions of the German road traffic regulations (StVO) and road traffic licensing regulations (StVZO) must be observed.

⚠ Avoid driving on surfaces that are not firm enough for the traction when accelerating and braking.

⚠ When travelling on poorly maintained paths (e.g. coarse gravel, potholes), there is an increased risk of puncturing your tyres as well as tipping.

⚠ The product can affect other devices, for example theft protection barriers in department stores.

⚠ When driving, never jerk the handlebar, as this could possibly cause the product to tip over sideways.

⚠ While driving, never reach into the wheel area or into other rotating parts; otherwise injuries may occur.

⚠ The brakes and the drive of your product may heat up on long trips. Therefore, do not touch the brakes or the drive during or immediately after the trip.

⚠ If the situation allows it, the speed should be reduced by carefully applying the service brake. Abrupt braking can cause the upper body to fall forwards which can thereby result in injuries or loss of vehicle control.

⚠ The front wheel brake should be primarily used (on the right brake handle) and the rear wheel brake should only be used as a supplement. When braking strongly only with the rear wheel brake, there is a risk of the product swerving, particularly on loose surfaces.

⚠ When driving on loose/slippery surfaces, the braking effect of the wheels can be significantly reduced. The driving style
and speed should be adjusted so that the product can be safely stopped at all times using the front and rear wheel brake.

⚠ Make sure that cables and lines are not kinked or tangled somewhere. This could cause them to be damaged which could lead to the brakes, gears and drive system not working correctly. In this case, the product must no longer be operated.

⚠ Smoking when using the wheelchair should be forgone, as the seat and back system may be damaged due to dropping ash.

## 14 Safety instructions regarding obstacles

⚠ The ground clearance is decisive with regard to negotiable obstacle heights. You will find the ground clearance in Chapter 8.5.

⚠ When driving over or passing obstacles, it is important that you avoid any product or body parts catching on the obstacle as this may lead to falls causing serious injuries to the user and third parties as well as damage to the product.

⚠ Always drive over curbs or other obstacles so that you cross them to the front or at right angles and at the minimum required speed. When approaching an obstacle at an angle or driving over it with just one front wheel, there is an increased risk of tipping over sideways.

## 15 Safety instructions regarding dangerous locations and dangerous situations

The user of the product determines the route to be driven themselves, taking the usage instructions, their driving knowledge, and physical abilities into consideration.

Personal driving skills are particularly important in the following dangerous locations that are provided as examples; the product user must use their judgement before driving in such locations:

- quay walls, landing and berthing locations, paths and locations close to water, unsecured bridges and dykes.
- narrow paths, slopes (e.g. ramps and driveways), narrow paths on a slope, mountainous routes.
- narrow and/or steeply sloping paths along main roads or near cliffs.
- routes that are covered in leaves, snow or ice.
- ramps and lifting equipment on vehicles.

⚠ When driving in a curve or turning on hills or downward slopes, there may be an increased tendency to tip over to the side due to the changes in the centre of gravity. Avoid such driving manoeuvres. If these cannot be avoided, perform these driving manoeuvres with increased caution and only at a very slow speed. If necessary, the driving manoeuvre must not be performed or only with the help of an assistant.

⚠ Use particular caution when approaching stairs, edges, drops or other hazard areas.

⚠ Extreme caution is needed when crossing main roads, intersections and level crossings. Rails in the road or level crossings must never be crossed when travelling parallel to them, because the wheels could become caught and the product would then be impossible to manoeuvre.

⚠ Before driving on ramps and lifting equipment for vehicles, ensure that they are wide enough so that you do not risk one of the product wheels slipping off the ramp. During the lifting or lowering operation of the ramp or the lifting equipment, the drive system must be switched off and the service brake of the product must be actuated. Always keep the product in the middle of the ramp.

⚠ The grip of the tyres on the ground is reduced under wet conditions. There is an increased risk of slipping. Adjust your driving, braking and steering behaviour accordingly.

## 16 Safety instructions – after driving/use

⚠ Always turn off the drive system immediately when it is not in use to prevent accidental triggering of a drive signal by touching the crank handle and to prevent the rechargeable batteries being discharged.

⚠ Always observe the usage instructions and recommendations in the drive manufacturer's usage instructions concerning charging the rechargeable batteries (link under Chapter 17.10).

# 17 Functional elements

## 17.1 Bottom bracket support and crank

### 17.1.1 Seating position

The seating position and therefore the bottom bracket position and the crank length depend on the upper-body stability or the core musculature as well as the body size. A suitable adjustment will have been made during the consultation / measurement procedure.

The **bottom bracket position should be selected as low as possible** without the cranks being able to touch the user's thighs when they are turning. Moreover, the elbows should not be completely extended when the crank handles point completely forward away from the body and the shoulders should rest against the backrest.

With **weak core musculature**, the seating position and the crank length should normally be chosen so that the upper body remains still and always has a fixed contact with the backrest when operating the crank while driving. Rocking motion of the upper body or the head should be avoided where possible. For this, the correct setting of the backrest (see Chapter 18) and the correct choice of the crank length as well as the bottom bracket position is decisive. If necessary, you should also use a thigh fixation strap or chest strap for stabilisation.


*Figure 1: Elbows are not stretched completely*

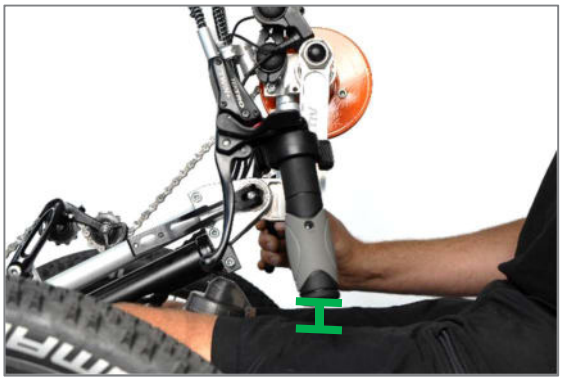


*Figure 2: Distance between the crank and the thigh*

⚠ If you require a restraint system, a suitable system must be selected together with your doctor or therapist and/or defined and implemented by your rehabilitation specialist dealer. Various systems are available on the market, such as chest straps or thigh fixation straps. Rehabilitation specialist dealers can also often create a customised system or adapt commercially available systems.

**Recommended equipment:**
PRO ACTIV also offers restraint systems such as chest straps in different lengths and a thigh restraint.

### 17.1.2 Angle adjustment for the bottom bracket position

The assemblies for angle adjustment are located above the head tube. First open the eccentric clamp lever and set it perpendicular to the head tube to release the pretension. Then turn the eccentric clamp lever by one turn counterclockwise, until the die serration is completely released. In this state, the bottom bracket support can be moved to the desired angle setting. After the adjustment, close the serration again by turning the eccentric clamp lever by one turn clockwise. Close the eccentric clamp lever and align it as parallel as possible to the head tube. Then make sure that the lock is correctly engaged and the bottom bracket support is secure.

⚠ Do not use the device as long as the lock is not completely engaged. Incomplete locking can cause malfunctions or injuries.

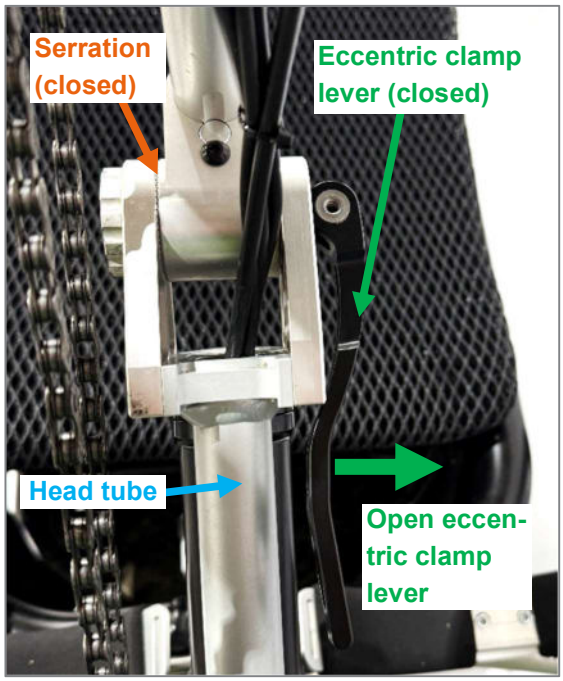



*Figure 3: Angle adjustment of the bottom bracket position above the head tube*

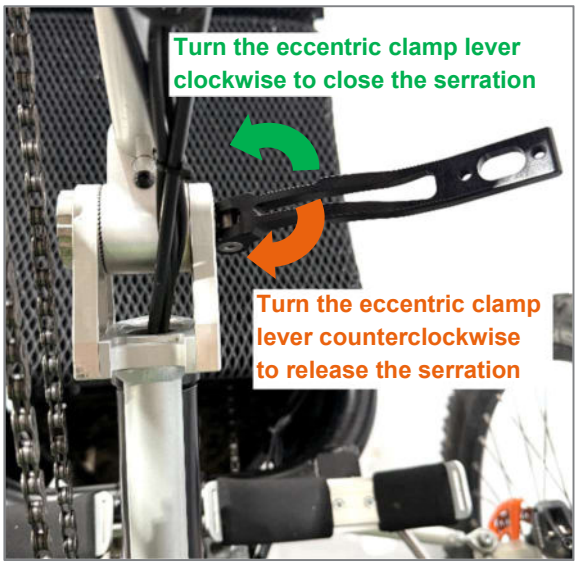



*Figure 4: Releasing and closing the serration using the eccentric clamp lever*

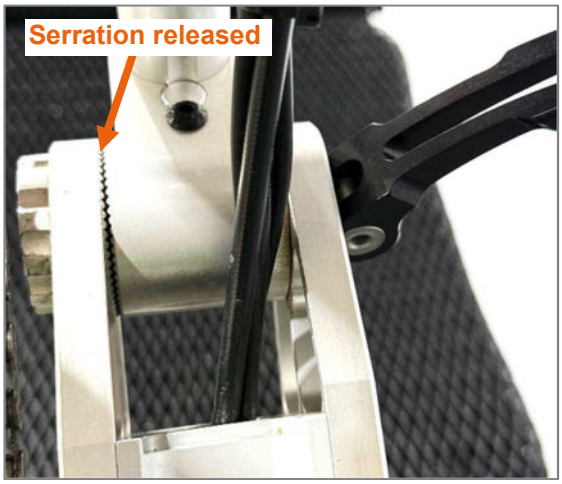



*Figure 5: Eccentric clamp lever open, serration released*

### 17.1.3 Height adjustment of the bottom bracket position

*The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV*

There are two ways to adjust the height, each of which enables an adjustment of approx. 30 mm.

**On the bottom bracket housing**: Using a screwdriver, loosen the tube plug on the bottom bracket housing underneath the display. Then loosen the two M6 clamp screws (AF 5 mm). Then the bottom bracket housing can be moved along the bottom bracket support to the desired position. Then tighten up the four M6 clamp screws (AF 5 mm) to 7 Nm torque and secure them with thread lock fluid.

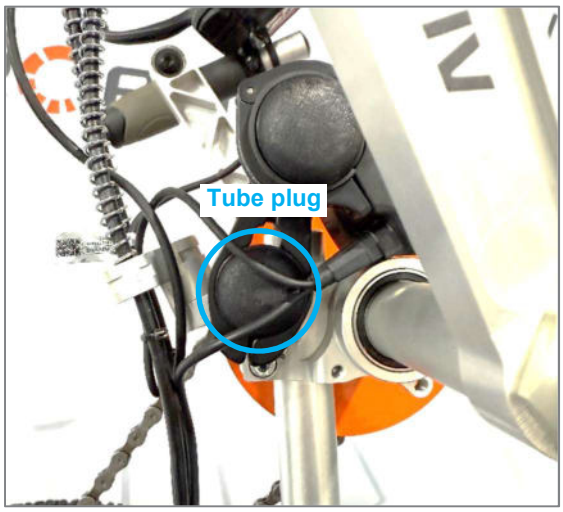



*Figure 6: Tube plug on the bottom bracket housing*

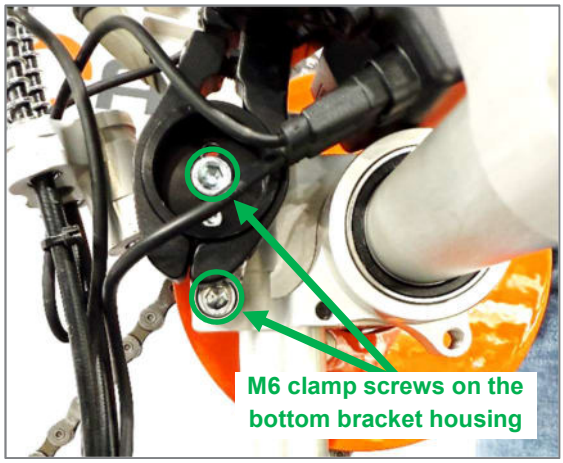



*Figure 7: M6 clamp screws on the bottom bracket housing*

**On the bottom bracket support mount**: Loosen the two M6 clamp screws (AF 5 mm) on the bottom bracket support mount (Fig. 8). Then the bottom bracket support can be moved in its mount to the desired position. Then tighten the four M6 clamp screws (AF 5 mm) to 7 Nm torque and secure them with thread lock fluid.


*Figure 8: M6 clamp screws for adjusting the height of the bottom bracket position*

If you want to make a change to the bottom bracket position, please contact your rehabilitation specialist dealer or PRO ACTIV.

Please note that, after a large adjustment to the chain bottom bracket position, the lines and the cable lengths must be adjusted.

### 17.1.4 Crank length and grip width

*The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV*

The **crank length** can be chosen from different lengths individually to suit the length of the arms and mobility of the user. Different widths of bottom bracket shafts and spacers between the pedal cranks and the rotary axles of the handles are available to adjust the **grip width**.

If you want to make a change to the crank length or grip width, please contact your rehabilitation specialist dealer or PRO ACTIV.

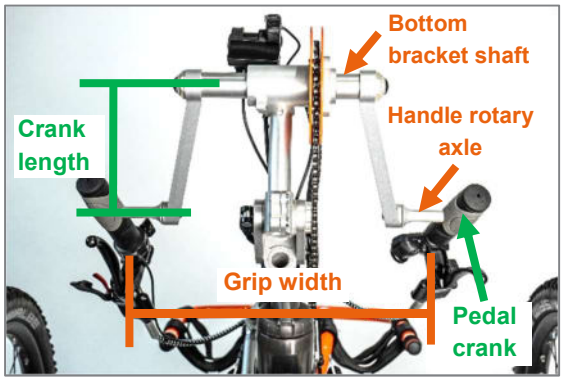



*Figure 9: Crank length and grip width*

## 17.2 Grips

The grips must be held firmly with both hands whilst driving and always held so that the cables and lines are oriented upwards.

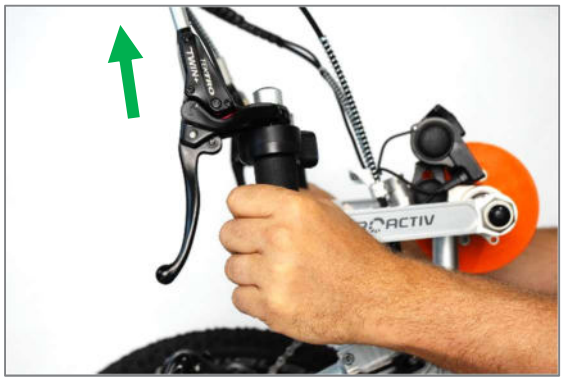


*Figure 10: Correct grip hold*

## 17.3 Gear shift

### 17.3.1 Dérailleur

With the dérailleur, the gears can only be changed while the crank is moving. Changing gears is not possible when the cranks are stationary. In general, the torque applied to the cranks should be reduced briefly while changing the gear so that the gear change can happen more quickly.

The gearshift control elements are normally designed so that they can be operated using thumb / index finger shift control (for mechanical gear systems) or buttons (for electronic gear systems). With the cassette on the rear wheel, switching to the next largest sprocket means a smaller or easier gear and to the next smallest sprocket a larger or more difficult gear.


*Figure 11: Cassette*

With the **thumb / index finger shift control**, gear changes are achieved by:

- "Thumb shifter" – operation by pressing in the direction of travel with the thumb.
- “Index finger shifter” – operation by pulling opposite to the direction of travel with the index finger.

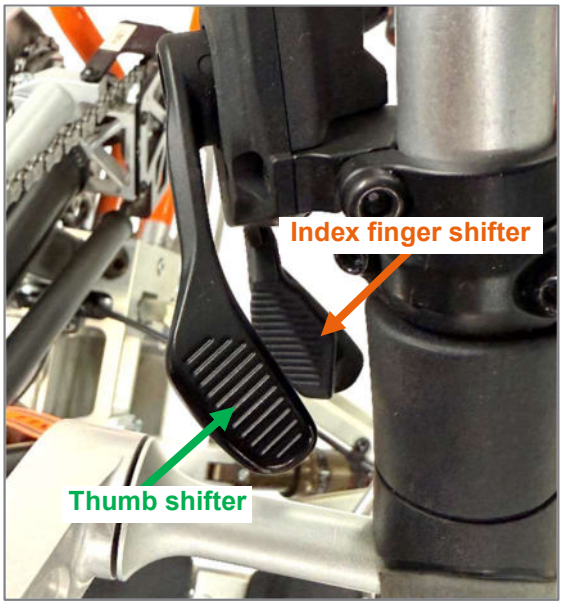



*Figure 12: Thumb / index finger shift controls of the Shimano CUES gearshift (on the right handle)*

With the electronic SRAM gearshift, you can shift the gear up or down by pressing the **button**.

Shifting by:

- Pressing the right button with your thumb to shift up.
- Pressing the left button with your thumb to shift down.


*Figure 13: Button for shifting the SRAM gearshift up and down*

None of the gearshifts provide a display for the gear selected.

For more information on dérailleur gear systems, please see the instructions provided by the gear manufacturer (link under Chapter 17.10).

### 17.3.2 Charging the rechargeable battery for SRAM electronic gearshifts

To check the charge state of the electronic gearshift, the AXS button on the dérailleur must be pressed. After pressing the AXS button or when shifting gears, the component LED on the dérailleur flashes.

The LED colour shows the charge state of the SRAM rechargeable battery.

- A green LED means “high charge state, operational time remaining > 5 hours”
- A red LED indicates “low charge state, operational time remaining 1.5 - 5 hours”
- A rapidly flashing red LED means “very low charge state, operational time remaining < 1.5 hours.”

The rechargeable battery should be charged when the LED is flashing red at the latest.

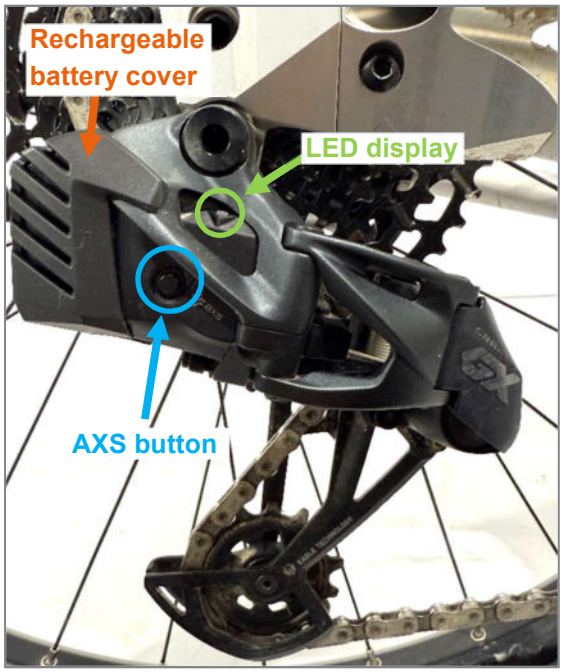



*Figure 14: Electronic SRAM dérailleur*


*Figure 15: Remove the rechargeable battery for charging*

To charge the rechargeable battery, it is removed as follows: First take off the rechargeable battery cover. To take off the rechargeable battery cover, it must be detached at points 6a, 6b and 6c (Fig. 15) and removed. Then the battery lock must be opened by pushing up the clip and simultaneously taking out the rechargeable battery. (Fig. 16).

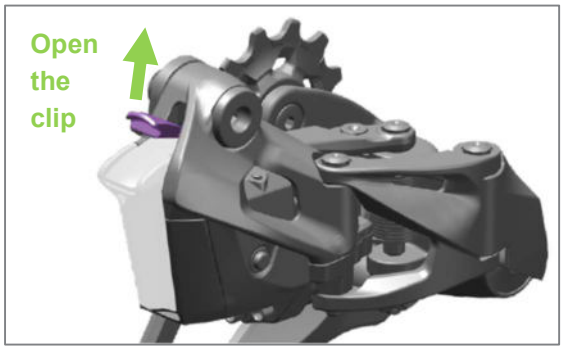



*Figure 16: Open the battery lock by pushing up the clip*

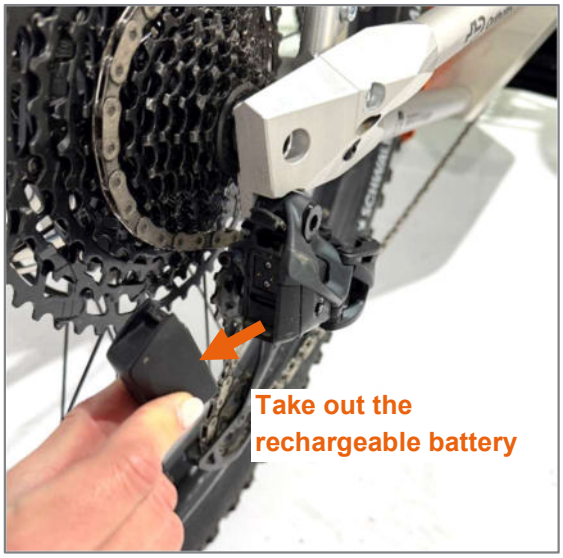



*Figure 17: Removing the rechargeable battery for charging*


*Figure 18: Rechargeable battery in the charger with display of the charge status*

Now the rechargeable battery can be charged using the charger included in the scope of supply. When the rechargeable battery is correctly inserted in the charger, the yellow-orange control LED (in the middle) lights up and indicates that charging is in progress (Fig. 18). As soon as the LED lights up green (left LED), the rechargeable battery is fully charged and ready for operation.

If the red control LED (right LED) is lit, there is a charging error. In this case, remove the battery from the charger and then reinsert it. If the red LED is still lit, disconnect the charger from the power supply and then reconnect it.

The fully charged battery is reinserted in the holder on the dérailleur and the locking clip is closed. A clearly audible clicking sound confirms that the rechargeable battery is correctly inserted. Then the battery cover is put back on. When these steps are completed, the gearshift is ready for operation.

### 17.3.3 Rohloff electric hub gear

The Rohloff electric hub drive can be changed while driving and also when stationary. No crank movement is needed to change or only a small reduction in torque is needed while driving. The motor support is also reduced when shifting gears.

The gearshift is connected to the drive system and therefore does not require a separate rechargeable battery.

With the electronic Rohloff gearshift, you can shift the gear up or down by pressing the **button**.

Shifting by:

- Pressing the upper button with your thumb to shift up
- Pressing the lower button with your thumb to shift down

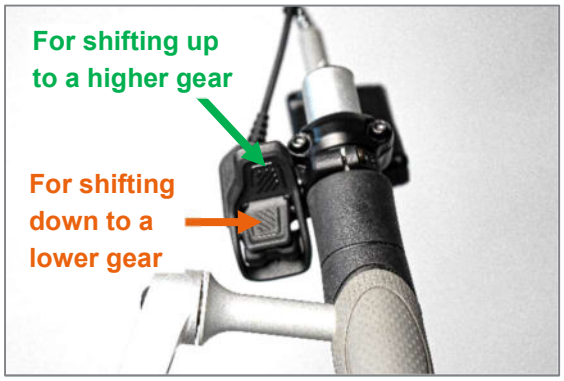



*Figure 19: Button for shifting the Rohloff gearshift up and down*

There is no display for the gear selected.

For more information on the Rohloff hub gear, please refer the instructions provided by the gearshift manufacturer (link under Chapter 17.10).

## 17.4 Brakes

Three disc brakes are installed on the product, which are operated with two brake levers.

Please note that the braking effect can be strongly reduced by the following conditions:

- Worn tyre profile
- Soiled and wet tyres
- Wet, soiled, loose and uneven ground
- Dirt and wetness on the brakes and brake surfaces
- Changed weight load

### 17.4.1 Disk brakes

The front wheel and rear wheel brakes are operated by actuating the brake lever on the cranks with your hand (front wheel brake on the right crank / rear wheel brake on the left crank).


*Figure 20: Brake lever*

⚠ In the event of abrupt hard braking, there is a risk that you might fall forward with your upper body and thereby cause injuries to yourself.

⚠ At regular intervals, check that the brake pads and discs are free from grease, oil or other contamination. In addition, check the thickness of the brake disc. The minimum thickness is printed on the brake disc. In addition, the brake pad thickness must be checked with a measuring calliper. The minimum pad thickness plus support material is 2.5 mm.

For more information, please refer to the instructions provided by the brake manufacturer (link under Chapter 17.10).

### 17.4.2 Parking brake

An additional lever on the right brake lever for the front wheel brake serves as a parking brake. To **activate** the parking brake, the lever must be pressed to the front with your thumb and then the handle must be pulled closed like a ratchet brake. After pulling the lever three times, the parking function is fully activated (Fig. 21).

To **release** the parking brake, both levers must be pressed together and pulled back together towards the handle (Fig. 22).


*Figure 21: Parking brake activated*


*Figure 22: Parking brake released*

## 17.5 Drive system

The drive manufacturer's usage instructions are available on our website as a supplement to these usage instructions. Operation of the drive system is described there in detail. Please observe the contents of these instructions. You can find a brief summary in the following.

⚠ There are USB interfaces on the drive system components. The connection and use of external USB devices (e.g. smartphones) is solely at the user's own risk. PRO ACTIV does not accept any liability or provide any warranty for malfunctions, damage or consequential damage to connected devices resulting from the use of these interfaces.

### 17.5.1 Switching on and off

To **switch on** the drive system, press and hold the power button on the controller for approx. 2 seconds.

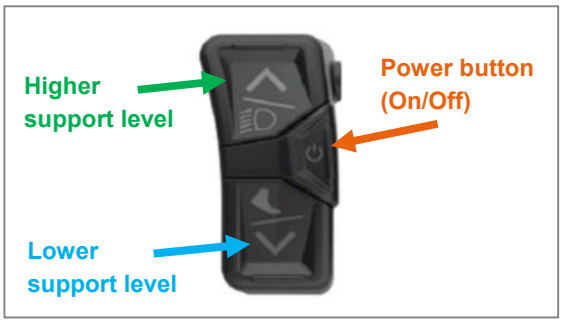



*Figure 23: Controller for the driver system with button assignment*

To **switch off** the drive system, press and hold the power button for approx. 2 seconds.

**Automatic switch-off:** Per default, the drive system switches off automatically after 5 minutes without use.

### 17.5.2 Support levels

To switch between the support levels, use the ▲ and ▼ buttons on the controller.

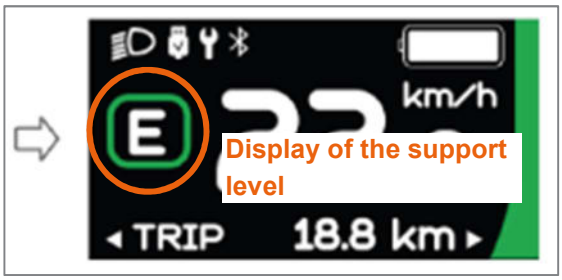



*Figure 24: Display with support level "E" for Eco (lowest support level)*

### 17.5.3 Starting assistant

The starting aid is operated by actuating the lever with your thumb.

*Figure 25: Lever for starting aid*

## 17.6 Rechargeable battery

### 17.6.1 General instructions

Please always comply with the safety instructions in the usage instructions from the drive manufacturer (link under Chapter 17.10).

⚠ Improper handling of the rechargeable battery can cause electrolyte fluid to leak. This can cause skin injuries or damage to clothing. If skin or eyes come into contact with the electrolyte fluid, they must be rinsed with pure water and a doctor consulted immediately.

⚠ The rechargeable batteries may not be exposed to heat or fire or be burned. External heat effects can cause the rechargeable batteries to explode. The rechargeable battery must not be submerged in water or be splashed with water. Always ensure that the rechargeable battery remains dry and clean.

⚠ The rechargeable battery may not be opened or taken apart. Improper opening or deliberate destruction of the rechargeable battery bears the risk of severe injury. All warranty claims expire when the rechargeable battery is opened.

⚠ Rechargeable batteries that have suffered mechanical damage may no longer be used.

⚠ The contacts of the rechargeable batteries must not be short-circuited. A short-circuit causes very high currents which could damage the rechargeable batteries and/or the product.

⚠ The product's rechargeable batteries may only be charged using the original charger from the manufacturer which was supplied.

⚠ The charger may only be used under dry conditions. Protect it from rain and humidity, fire and high temperatures. Avoid temperature fluctuations that can cause condensation.

⚠ During the charging process, the charger may not be covered with any objects.

⚠ Never unplug a connection when the system is switched on.

### 17.6.2 Change-over device for double rechargeable batteries

The change-over device lets you switch between the two rechargeable batteries. The following figure shows the position of the rechargeable battery's magnetic connector on the seat plate if the rechargeable battery on the right in the direction of travel is connected.

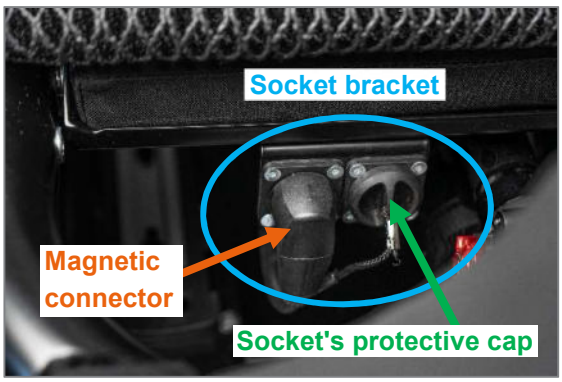



*Figure 26: Socket bracket on the seat plate with magnetic connector and protective cap (view from the front)*

To switch from the right rechargeable battery to the left rechargeable battery, you need to switch off the drive system via the display (Chapter 17.5.1).

Now remove the protective cap on the socket and insert the magnetic connector there. The socket protective cap is inserted on the other socket. Afterwards, the drive system can be switched back on.

*Figure 27: Reconnecting procedure (view from the front/top)*

⚠ To prevent short-circuits due to moisture, the protective cap must be placed on the socket that does not have a magnetic connector.

⚠ When reconnecting the rechargeable batteries, always switch the drive system off.

### 17.6.3 Removing and inserting the rechargeable batteries

To take the rechargeable battery out of the holder, the lock must be released on the side of the battery with the battery key and the key must be removed. Then the rechargeable battery can be pulled approx. 3 cm to the front (in the direction of travel) and be taken out upwards.

When equipped with one rechargeable battery, the keyhole is accessible from the outside, on the left in the direction of travel, through an opening on the side guard of the seat unit. When equipped with two rechargeable batteries, the keyhole for the second battery is accessible underneath the seat plate.

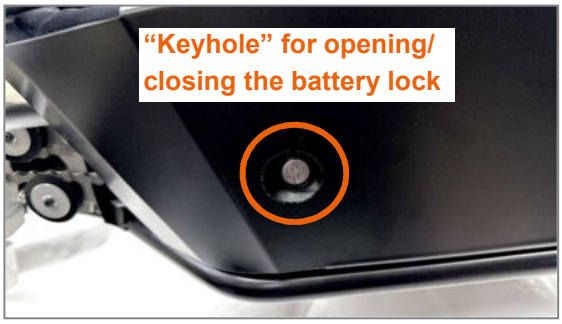



*Figure 28: Keyhole for the battery accessible from the outside through the opening on the side guard*

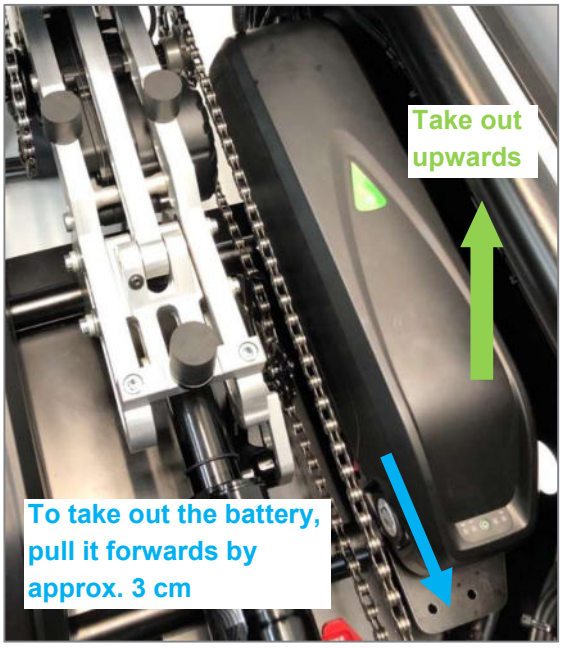



*Figure 29: Rechargeable battery in the holders under the seat plate*

Before putting the rechargeable battery back in, it must be ensured that the battery is switched on, because the actuator button for switching the battery on and off is poorly or not accessible when it is installed.

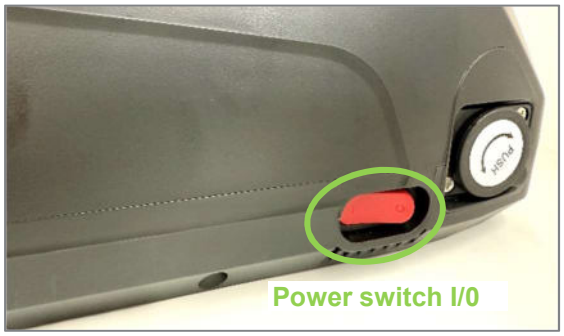



*Figure 30: Power switch for the rechargeable battery*

To insert the rechargeable battery, put it on the rail and slide it to the rear by approx. 3 cm up to the stop. Then lock the rechargeable battery again.

### 17.6.4 Checking the rechargeable battery charge state

To check the charge state of the rechargeable battery, the ON/OFF button for the charge state display must be pressed and held (Fig. 31 and 32). There are three green LEDs and one red LED. When the battery level drops, the green LEDs are turned off first, and at the end, the red LED (Fig. 33). Each LED represents 25% charge level. Moreover, the rechargeable battery charge state is visible on the display.

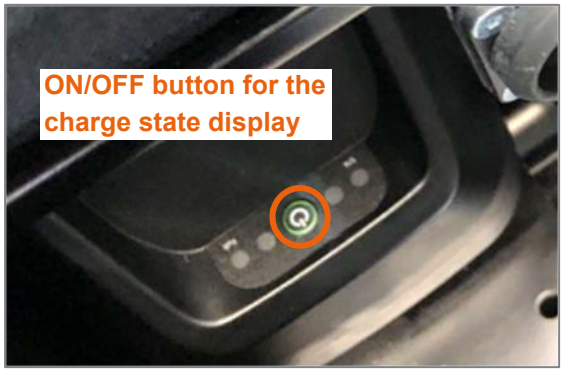



*Figure 31: ON/OFF button for the charge state display*

*Figure 32: Charge state on the rechargeable battery*

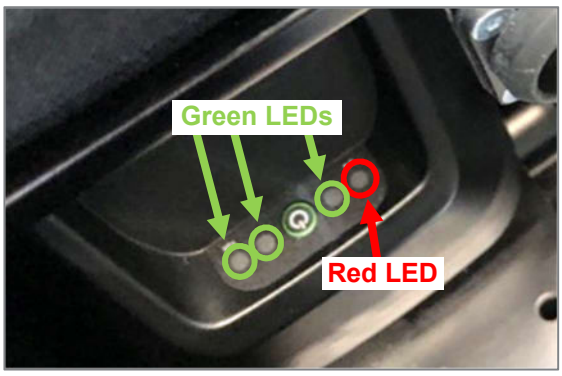



*Figure 33: Charge state on the rechargeable battery*

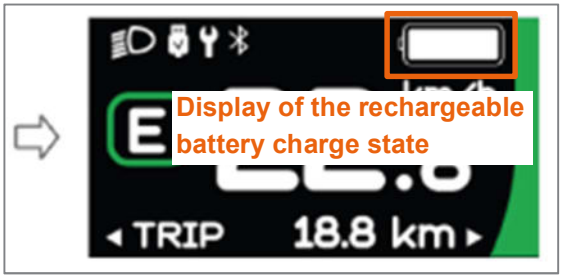



*Figure 34: Indication of the rechargeable battery charge state on the display*

### 17.6.5 Charging the rechargeable battery

When charging the rechargeable battery, it is important to observe the LED on the charger.

The charger must first be connected to the socket. When the LED is illuminated bright green, the rechargeable battery can be connected (Fig. 35). The LED on the charger then changes to red and the fan starts running (Fig. 36).

As soon as the battery is fully charged, the LED changes back to green and the fan is turned off.

If the LED is only weakly illuminated green, the rechargeable battery is not being charged. In this case, disconnect the charger from the power supply, wait for approx. 20 seconds and reconnect it.

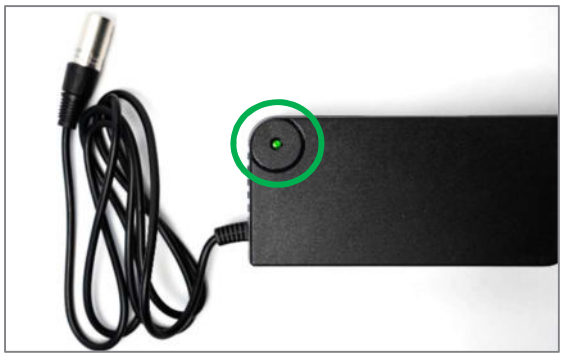


*Figure 35: Charger ready for charging - LED is illuminated bright green*

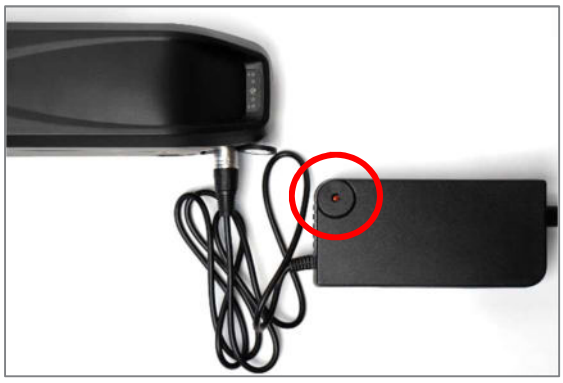


*Figure 36: Rechargeable battery is being charged – LED is illuminated red*

## 17.7 Spring elements

To achieve optimal performance of the suspension, the air pressure in the dampers must be adjusted to the body weight of the user. This adjusts the negative suspension travel (also called sag), i.e. the distance by which the suspension deflects under the body weight. The negative suspension travel should amount to 25-30 % of the total suspension travel of the respective damper.

**Setting the front dampers:**
The two front dampers are connected with a shared air chamber. The air pressure is therefore adjusted together, separate adjustment is not possible.
Proceed as follows:

1. Set the front dampers to “Open mode” (Fig. 37, “Open” position).

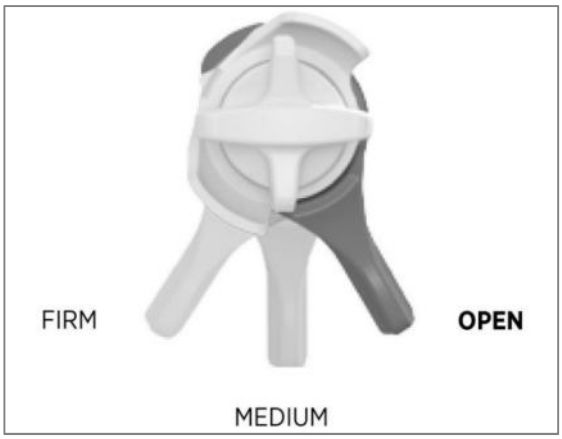



*Figure 37: Setting of the 3-way lever to “Open mode” (with FOX dampers)*

2. Sit down in the product calmly and evenly.
3. Allow the front dampers to decompress by lifting up the product by the leg rest at the front (by an accompanying person).
4. Then allow the dampers to slowly compress again (approx. 15 sec.) by setting the product back on the ground (with user in the product).
5. Slide the indicator O-ring down up to the stop, directly on the rubber air sleeve seal (Fig. 38).
6. Slightly lift the product again by the leg rest. The O-ring should now have a distance of approx. 11 mm from the rubber air sleeve seal (negative suspension travel/ sag range) (Fig. 38).

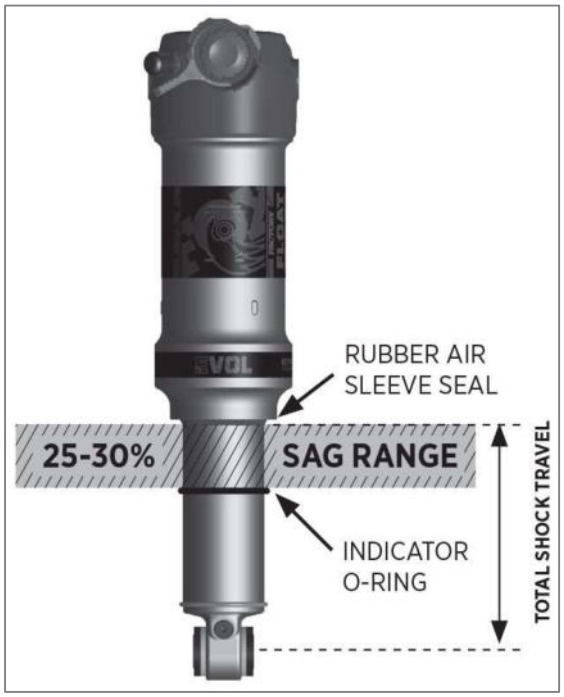



*Figure 38: Negative suspension travel setting on the damper*

7. Increase or reduce the air pressure in the damper until the negative suspension travel of 11 mm has been reached. The air pressure is changed with the valve on the front air chamber (Fig. 39), using a damper pump. As a reference value: The correct air pressure for a user weight of 75 kg is 150 psi. Before each new measurement, compress and decompress the dampers vigorously several times so that the negative air chamber is filled and the spring travel is released.

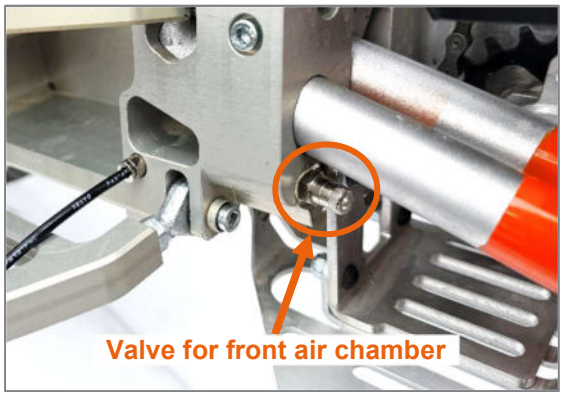



*Figure 39: Valve for front air chamber*

**Setting the rear damper:**
For the rear damper, proceed as follows:

1. Set the dampers to “Open mode” (Fig. 40 and 41, “Party” position).

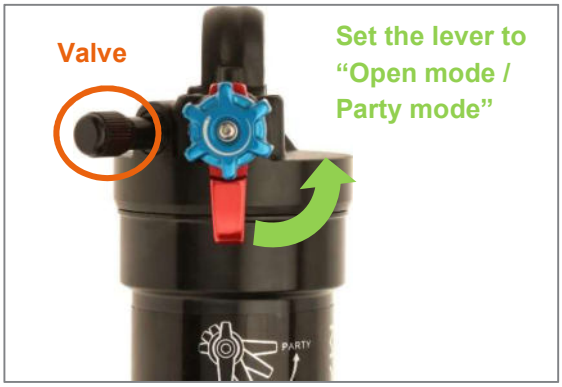



*Figure 40: "Open mode / Party mode" lever position for Manitou Mara Inline dampers*

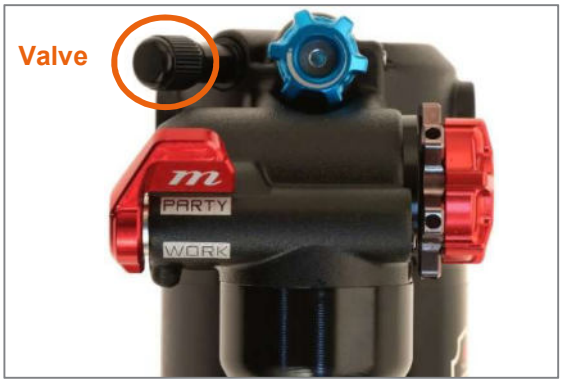



*Figure 41: "Open mode / Party mode" lever position for Manitou Mara Pro dampers*

2. Sit down in the product calmly and evenly.
3. Allow the dampers to slowly compress, approx. 15 sec.
4. Slide the indicator O-ring down up to the stop, directly on the rubber air sleeve seal (Fig. 38).
5. Carefully climb out of the product. The O-ring should now have a distance of approx. 15 mm from the rubber air sleeve seal (Fig. 38).
6. Increase or reduce the air pressure in the damper until the negative suspension travel of 15 mm has been reached. The air pressure is changed with the damper valve (Fig. 40 and 41), using a damper pump. As

a reference value: The correct air pressure for a user weight of 75 kg is 100 psi. Before each new measurement, compress and decompress the dampers vigorously several times so that the negative air chamber is filled and the spring travel is released.

⚠ Adjust the air pressure in the spring elements only using special high-pressure / damper pumps (refer to Chapter 33 for the order no.).


*Figure 42: Damper pump for adjusting the air pressure of the dampers*

## 17.8 Lights

A **light set with a separate rechargeable battery including a charger** are included as standard equipment. The lights are switched on and off using the respective actuation button on the lights.


*Figure 43: Actuation button for the front lights*


*Figure 44: Actuation button for the rear lights*

For optional equipment with **lighting via the drive system**: To switch on the light, press the button on the controller for longer than 2 seconds. At the same time, the brightness of the display is reduced.

To switch off the light again, press and hold the button again for longer than 2 seconds. At the same time, the brightness of the display illumination is increased again.


*Figure 45: Front lighting via drive system*

*Figure 46: Rear lighting via drive system*


*Figure 47: Indication on the display when the lighting is switched on*

## 17.9 Bell

The bell can be actuated with the thumb or index finger without letting go of the handlebar.


*Figure 48: Bell*

## 17.10 Manufacturer instructions

You will be instructed about the functions and operation of the drive system, gearshift, brakes and other brand components during the handover / training. You can also get information later from the component manufacturers' usage instructions, or if needed, by asking your rehabilitation specialist dealer or PRO ACTIV.

In the download area of www.proactiv-gmbh.com under the links "more documents >>", we have put together the most important documents. More detailed information can be found on the respective manufacturers' websites:

**BAFANG drive system**

**Magura brakes**

**Tektro brakes**

**Rohloff gearshift**

**SRAM gearshift**

**Shimano gearshift**

**Sigma lighting**

**Fox dampers**

**Manitou dampers**

Subject to changes to the links provided by the component manufacturers.

# 18 Backrest

⚠ Avoid falling into the seating and back system as the risk of changing the adjustment, falling or a defect is increased significantly.

The back system consists of a belt upholstery and the slack can be adjusted using velcro straps.

## 18.1 Angle adjustment of the backrest

To adjust the angle of the backrest, open the clamp levers on both supports by turning counter-clockwise (one half to a complete rotation). Then the backrest can be moved forwards of backwards.

Once the desired angle of the backrest is set, hold the backrest in this position and then close the clamp levers again clockwise with a half to complete rotation.

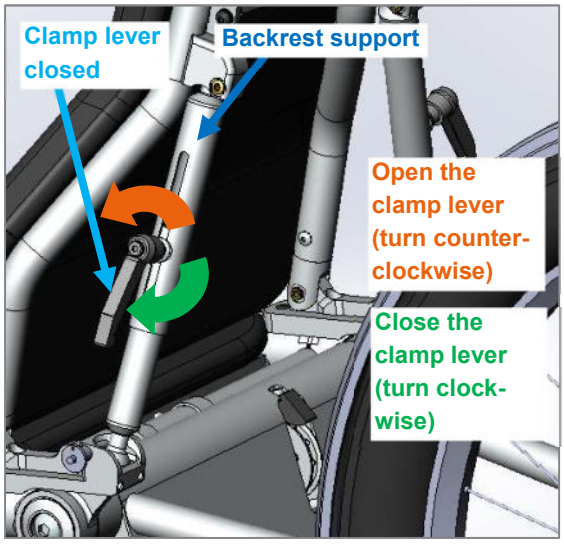



*Figure 49: Angle adjustment of the backrest via the clamp lever*

**Note:**
If the clamp lever rests on the frame of the product when turning, you have the option of pulling the clamp lever out vertically to the rotary axle and to let go into another angled position via the integrated serration, and keep on turning.

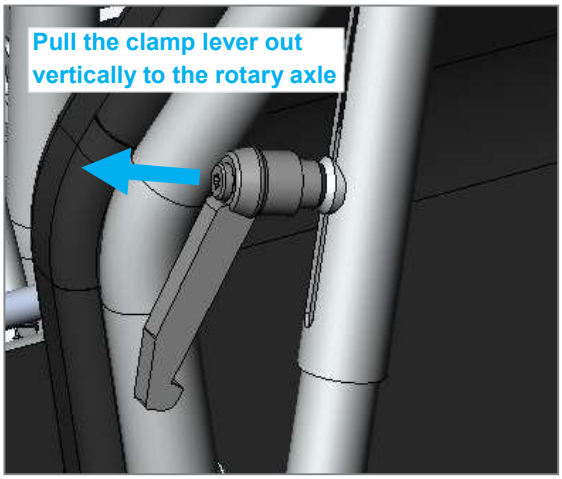



*Figure 50: Put the clamp lever in another angled position by pulling out*

⚠ After every adjustment, check that the backrest is firmly attached in its position.

## 18.2 Folding down the backrest

To be able to fold down the backrest, you must first remove the quick-pins on the joint slides on the right and left. Then fold the backrest to the front onto the seat and reinsert the quick-pins.

*Figure 51: Quick-pin for the backrest on the joint slide (left)*

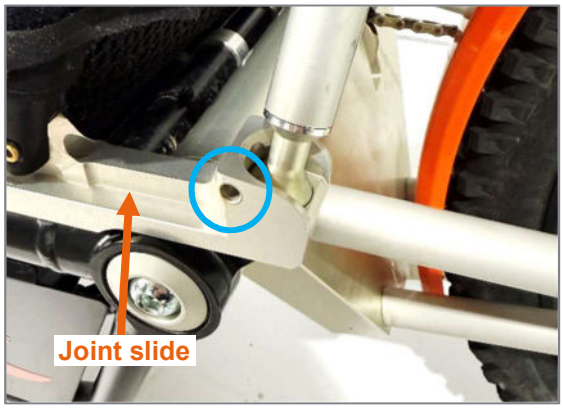



*Figure 52: Quick-pin removed*

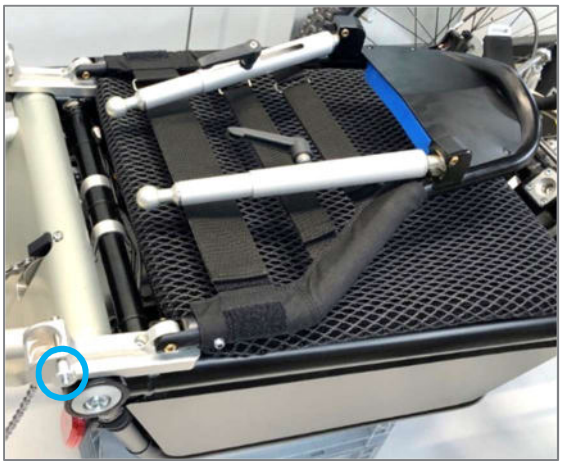


*Figure 53: Backrest folded down and quick-pins re-inserted*

## 18.3 Longitudinal positioning of the backrest

*The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV*

If possible, you should try to make adjustments only with the bottom bracket support. Due to the weight distribution, we recommend leaving the backrest setting in the rearmost position.

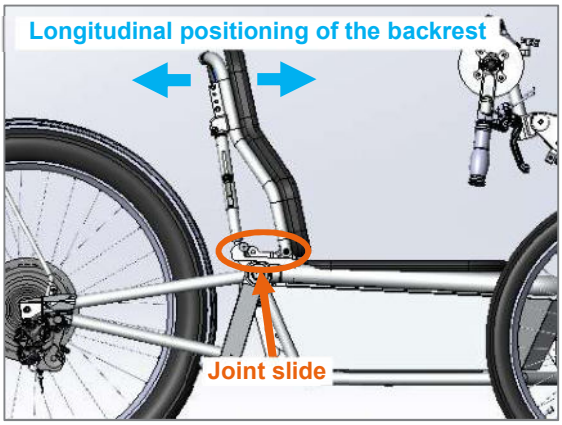



*Figure 54: Joint slide for the longitudinal positioning of the backrest*

The longitudinal positioning of the backrest (or distance for the backrest to the bottom bracket) can be carried out by unscrewing one M6 cylinder head screw (AF 5 mm) and one M6 oval head screw (AF 4 mm) on the right and left side of the product frame respectively. After unscrewing a total of four M6 screws, the two joint slides on the product frame can be set to the desired position. In doing so, you have to ensure that the joint slides on the right and left side are positioned at the same height of the product frame.

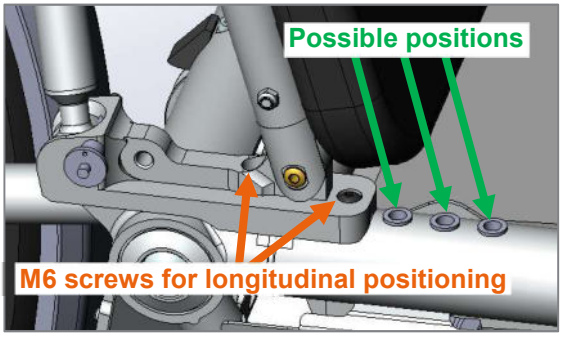



*Figure 55: Longitudinal adjustment of the backrest using M6 screws in the joint slide on the product frame*

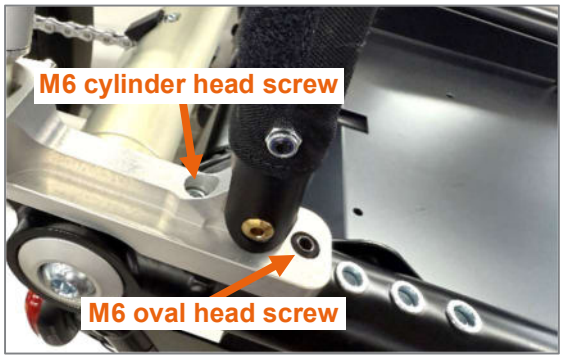



*Figure 56: M6 screws on the joint slide*

Once the desired longitudinal position of the backrest has been found, the two M6 cylinder head screws (AF 5 mm) are tightened to 7 Nm and the two M6 oval head screws (AF 4 mm) are tightened to 11 Nm and secured using thread lock fluid.

⚠ After an adjustment of the longitudinal position of the backrest, you must check whether the seat plate needs to be moved with regard to the new dimensions. If the backrest was moved to one of the two front positions, the seat plate should also be moved.

## 19 Seat system

*The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV*

The seat system consists of a seat plate, on which a lower cushion and an upper cushion are positioned.

The seat plate can be moved by 30 mm. This adjustment can be necessary if the longitudinal position of the backrest was previously changed.

Before adjusting the seat plate, the two cushions (lower and upper cushion) must be removed from the seat plate.

To adjust the position of the seat plate, the seat plate pivot points (right and left) at the rear of the seat plate as well as the support points (right and left) at the front of the seat plate must be moved.

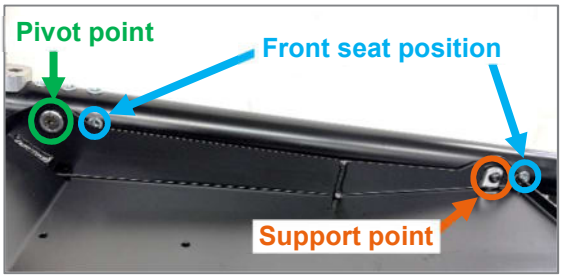



*Figure 57: Pivot and support points of the seat plate (view from the inside of the seat plate without seat cushions)*

First the two M6 countersunk head screws (AF 4 mm) on the seat plate pivot points (right and left) must be loosened. Then the two seat plate pivot points can be moved by one position to the front (front seat position) and then the M6 countersunk head screws (AF 4 mm) are re-tightened to 7 Nm and secured with thread lock fluid. In the second step, the two M6 oval head screws (AF 4 mm) of the support points must be unscrewed and also moved by one position to the front (front seat position). Then the M6 oval head screws are retightened to 11 Nm and secured with thread lock fluid. For the support points, the angle and length setting within the slot must be selected such that the seat plate can be smoothly folded up and down (“without twisting”).

**Note:**
The seat system can only be used in conjunction with both seat cushions. At cold temperatures, the seat cushions prevent the abdomen from undercooling and protect against wetness. Moreover, the cushions ensure uniform pressure distribution on the buttocks, absorb impacts and vibrations, and prevent slipping back and forth on the seat plate.

# 20 Wheels

## 20.1 Removing and attaching the wheels

### 20.1.1 Front running wheels

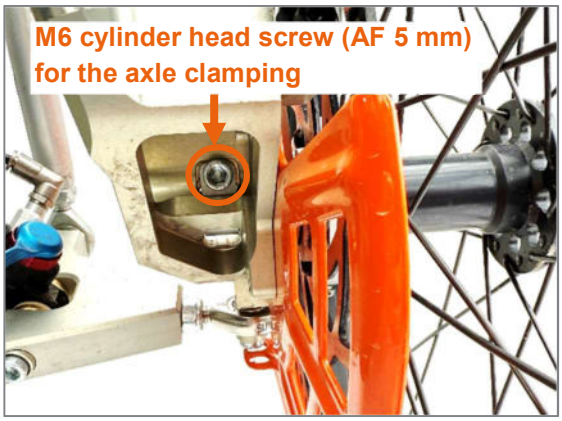



*Figure 58: Axle clamping on the wheel carrier (view on the right running wheel)*

**Screw-on axle:**
To **remove the front running wheels**, you must first loosen the axle clamp on the wheel carrier (Fig. 58). To do so, the M6 cylinder head screw (AF 5 mm) must be loosened by two turns. Then the screw-on axle can be unscrewed with a ratchet and a 19 mm hexagon spanner head (Fig. 60). Now the wheel can be pulled off of the three drive pins.

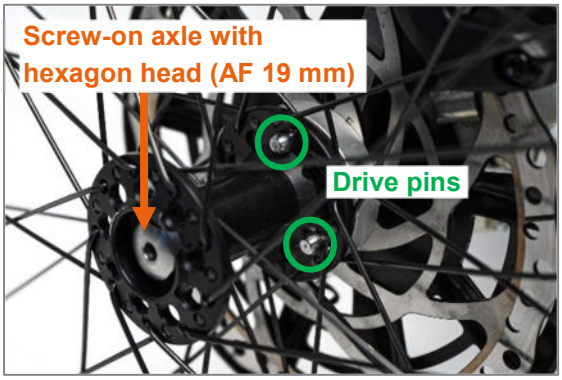



*Figure 59: Screw-on axle*


*Figure 60: Wheel hub with screw-on axle*

To **attach the front running wheels**, insert the wheel on the drive pins. Then the screw-on axle must be screwed in again with a ratchet and a 19 mm hexagon spanner head and tightened to 30 Nm. Then the M6 cylinder head screw (AF 5 mm) of the axle clamping must be tightened to 7 Nm.

**Quick-release axle:**
To **remove the front running wheels**, you must first loosen the axle clamp on the wheel carrier (Fig. 58). To do so, the M6 cylinder head screw (AF 5 mm) must be loosened by two turns. Then reach through the spokes around the wheel hub with your fingers. The wheels can be unlocked and removed by pressing and holding the locking knob at the centre of the quick-release axle with your thumb (Fig. 61).

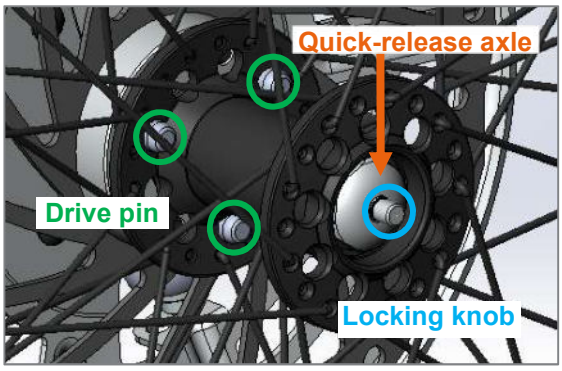



*Figure 61: Quick-release axle*

To **attach the running wheels**, the locking knob must be pressed and held and the wheels with the quick-release axle must be inserted in the wheel carrier and simultaneously on the drive pins. When doing this, ensure that the locking knob springs out all the way again after attaching the wheel, as otherwise the wheels are not properly secured. You will know that if you can see the index groove (Fig. 62). Then the M6 cylinder head screw (AF 5 mm) of the axle clamping must be tightened to 7 Nm (Fig. 58).

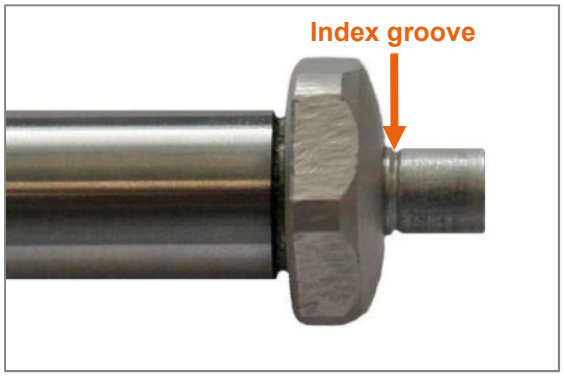



*Figure 62: Quick release axle with index groove*

⚠ Before using the product, check if the running wheels are secured and that the quick release axles are locked.

### 20.1.2 Rear drive wheel

**Drive wheel with Rohloff hub**

To **remove the drive wheel with Rohloff hub**, the plug connection on the left side of the hub must first be released (Fig. 64). Then the two M7 cylinder head screws (AF 5 mm) on the right (black) and left (silver) can be loosened and taken off with the spacers (Fig. 63). Then the chain tensioner must be relieved by pressing it in the direction of travel (Fig. 65). Then the wheel can be pulled out to the rear and the chain can be take off the sprockets (Fig. 66).

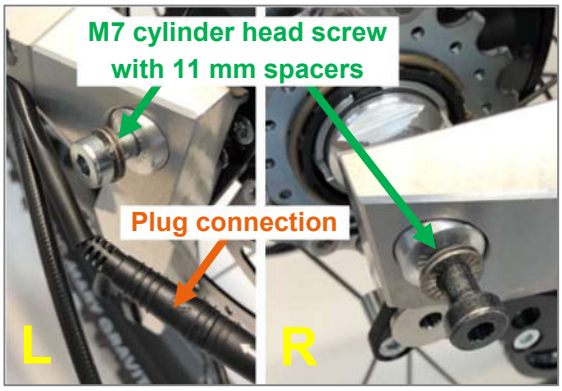



*Figure 63: Cylinder head screws on the right and left, drive wheel with Rohloff hub*


*Figure 64: Released plug connection (view from the top)*

*Figure 65: Relieving the chain tensioner*

*Figure 66: Taking the chain off of the sprockets*

To **attach the drive wheel with Rohloff gearshift**, the wheel must be positioned in front of the dropout, the chain tensioner must be relieved and the chain must be put back on to the sprockets. Now the wheel can be pushed back on. The torque support of the gearshift must engage on the pin on the left dropout (Fig. 67 and 68). Then the 11 mm spacers and the M7 cylinder head screws can be reinstalled: Black M7 cylinder head screw (AF 5 mm) on the right, silver M7 cylinder head screw (AF 5 mm) on the left. Both M7 cylinder head screws must then be tightened to 10 Nm. Finally, the plug connection must be reconnected.


*Figure 67: Left dropout with Rohloff hub*

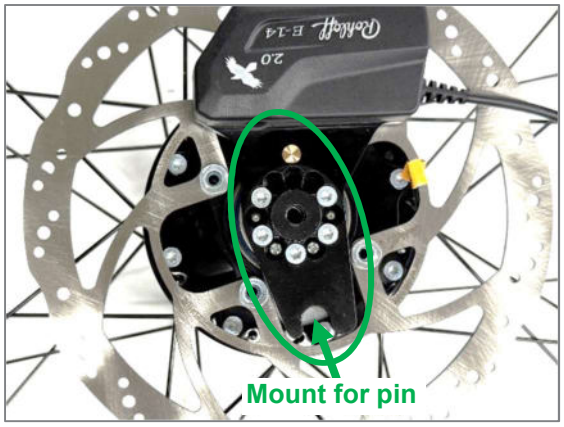



*Figure 68: Torque absorption with Rohloff gearshift on the drive wheel (view on the inside of the wheel)*

**SRAM and Shimano drive wheel**

To **take off the drive wheel with dérailleur**, switch the dérailleur to the smallest sprocket / highest gear.

⚠ Shifting procedures can only be performed while pedalling.

Relieve the chain by pressing the dérailleur in the direction of travel and take the chain off of the sprocket. Now unscrew the M12 screw-on axle (AF 6 mm) and pull out the wheel to the rear.


*Figure 69: Screw-on axle of the drive wheel*

To **attach the drive wheel with the dérailleur**, the wheel must be placed in front of the dropout, the dérailleur must be relieved, the chain must be put on the smallest sprocket and the wheel must be pushed into the dropout. Then the M12 screw-on axle (AF 6 mm) must be put back on and tightened to 10 Nm.

⚠ Before using the product, ensure that the drive wheel is secure.

## 20.2 Checking and adjusting the wheel tracking of the running wheels

*The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV*

A well-adjusted wheel track significantly improves the easy running characteristics and the stability of the product. To **check** the tracking, proceed as follows:

Position the product on a flat surface and apply the parking brake. Please also note that the track should only be measured when the dampers are completely decompressed (0% negative suspension travel). The steering must

be fixed in the centre position with an M6x90 screw.

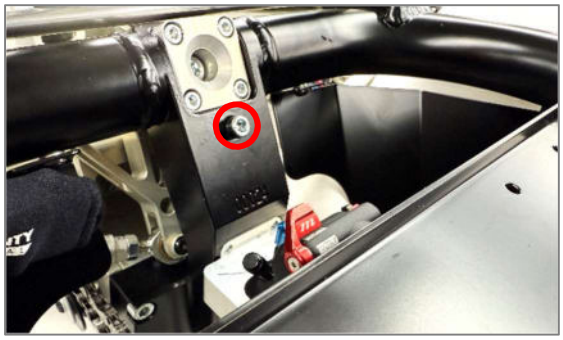


*Figure 70: Hole for fixing the steering in the centre position; steering fixed with screw*

Measure the axle heights (from the ground to the running wheel axle) and write this dimension on both tyres at front and back.


*Figure 71: Drawing the axle height on the front and back of both tyres of the running wheels*

Afterwards measure the distance between the running wheels front and back at the height of the axles along the markers. The distance between the two running wheels should be as equal as possible or max. 0.5 cm narrower at the front than at the rear. If this is not the case, the wheel tracking needs to be corrected.

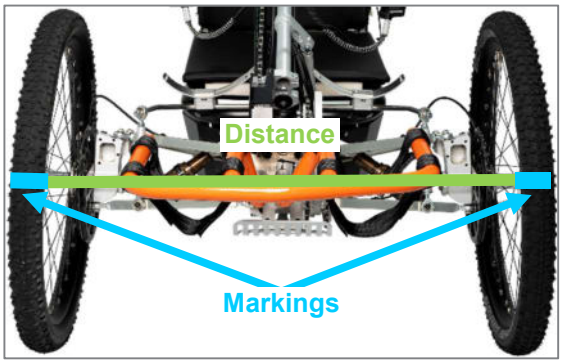



*Figure 72: Distance between the markers on the tyres (at axle height), front track*

Also check whether the wheels have the same distance from the frame. To do this, the distance from the seat frame is measured on the rear marking on the tyres. This distance should be the same on the right and left.

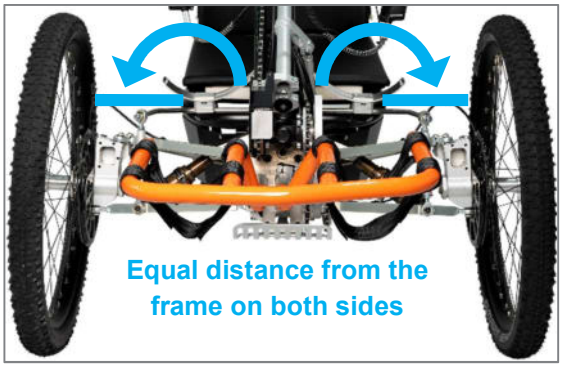



*Figure 73: Distance from the frame at the rear*

To **adjust the track**, proceed as follows:

1. Loosen the M8 hexagon nuts (left-hand / right-hand thread) on the two lower handlebars with an open-end spanner (AF 13 mm).

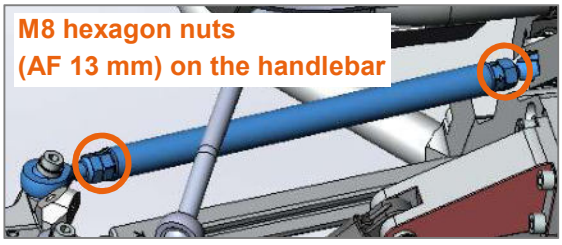



*Figure 74: M8 hexagon nuts on the lower handlebars on the right and left*

2. To adjust the wheel track, turn the left and right handlebar respectively in the corresponding direction until the desired distance between the wheels has been reached and the distance from the rear tyre markings to the seat frame is equal on both sides (Fig. 73 and 74).

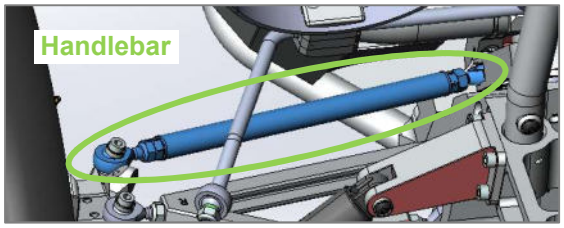



*Figure 75: Adjusting the wheel track using the handlebars*

3. Make sure that the rear track width matches the front track width. The difference between the front and rear track must not exceed 0.5 cm (the front track may be slightly narrower).
4. Check the rod ends in their range of motion. Align the rod ends centred using the open-end spanner (AF 9 mm), so that they do not collide anywhere. This prevents collisions when compressing and steering, which could interfere with the chassis and steering movement.

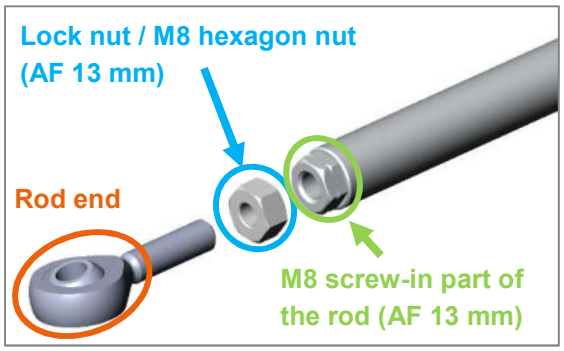



*Figure 76: Rod ends with screw-in part, rods and lock nuts*

5. Two people are required for this step. One person holds the rod ends centred in position, the other holds the handlebar firmly by the screw-in part with an open-end spanner (AF 13 mm) and retightens the lock nuts with another open-end spanner (AF 13 mm). At the end, check the mobility of the joints and the track dimensions again.

## 20.3 Tyre pressure

Check the tyre inflation pressure at regular intervals as well as after extreme temperature effects. The **recommended tyre pressure is printed on the side of the tyre**. This should be observed.

⚠ Insufficient tyre pressure has a negative effect on the handling. Apart from that, there is an increased risk of a flat tyre.

⚠ If the pressure is too high, the tyre may burst. For this reason, product tyres may not be exposed to unusually high temperatures such as under glass in the summer.

⚠ When inflating the tyres, make sure that the prescribed air pressure is not exceeded.

**To check or correct the tyre pressure**, proceed as follows:

1. Secure the product to prevent it rolling away.
2. The drive wheel is normally fitted with a car tyre valve. Unscrew the valve cap.


*Figure 77: Valve with cap*

3. Place the valve attachment of the compressed air device or the compressor onto the valve and, if a clamp lever is available,

secure the connection by applying the clamp lever.

4. Now check the tyre pressure. If the tyre pressure does not match the specifications, correct it.
5. Finally release the clamp lever (if present), pull the valve attachment off the valve and replace the valve cap.


*Figure 78: Compressor*

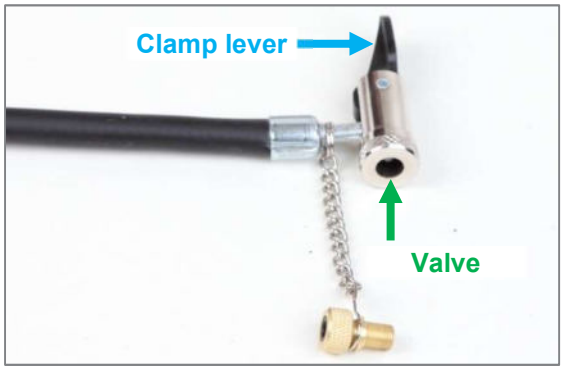



*Figure 79: Valve adapter and clamp lever of the compressor*

## 21 Leg rest

To remove and adjust the leg rests, the M6 cylinder screw (AF 5 mm) on the connection tunnel must be loosened.

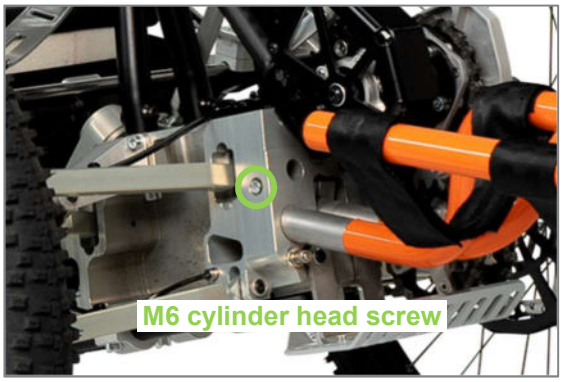



*Figure 80: M6 cylinder head screw on the connection tunnel for removing the leg rest*

If the setting range of the leg rest is not sufficient, it can still be shortened by the rehabilitation specialist dealer as required.

⚠ Fix your feet with the velcro straps on the leg rest to prevent slipping out.

## 22 Pack size

To fold the product for transport or storage to a compact pack size, please proceed as follows. Ideally, you should perform the work steps together with another person.

1. **Position the product**
   Place the product with the frame on a box that is approx. 25 cm high.

*Figure 81: Product with frame placed on a box*

2. **Remove the back cushion and leg rest**
   To take off the back cushion, open the velcro straps on the sides at the bottom as well as the velcro fastener at the top of the foam.
   To take off the leg rests, loosen the M6 cylinder head screw (AF 5 mm) on the connection tunnel, as described in Chapter 21.
3. **Fold down the backrest**
   To fold down the backrest, proceed as described in Chapter 18.2.
4. **Take off the rear wheel**
   To take off the rear wheel, please proceed as described in Chapter 20.1.2.
5. **Take off the mudguard**
   First loosen the M5 cylinder head screws (AF 4 mm) with shim on the slot nut on the right and left and take the mudguard out of the slot nut (Fig. 83). Then both M5 cylinder head screws (AF 4mm) with shims must be loosened at bottom of the mudguard (Fig. 84). The mudguard holder is then also removed. Now the mudguard can be taken off. Finally, stow all of the M5 cylinder head screws with the associated shims as well as the mudguard holder in a plastic bag, for example.

*Figure 82: Position of the M5 cylinder head screws for fastening the mudguard*

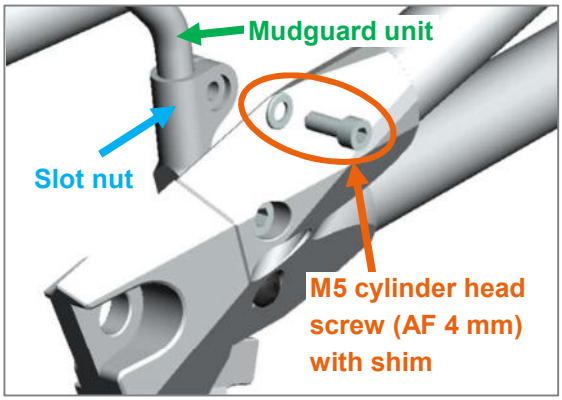



*Figure 83: M5 cylinder head screw for fastening the mudguard unit in the slot nut*

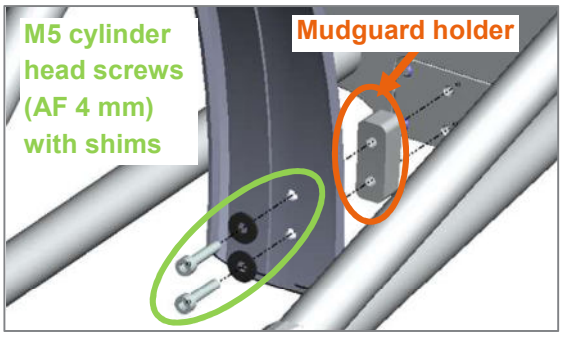



*Figure 84: M5 cylinder head screws for fastening the mudguard on the mudguard holder and frame*

6. **Fold over the swing arm**
   First the chain must be removed from the chain wheel of the motor, so that the chain does not block the swivelling motion. To flip the swing arm, loosen the M5 cylinder head screw (AF 4 mm) on the deflector of the swing arm. Then press out the shaft of the coupling rod and take the coupling rod with thrust washers out of the deflector (Fig. 86 and 87). Stow the thrust washers in a plastic bag. Now put the shaft for the coupling rod back in and fix it with the M5 cylinder head screw (AF 4 mm). Fold the swing arm onto the backrest already folded down. Make sure that the chain does not get damaged. If necessary, wrap the chain with plastic film or a cloth.

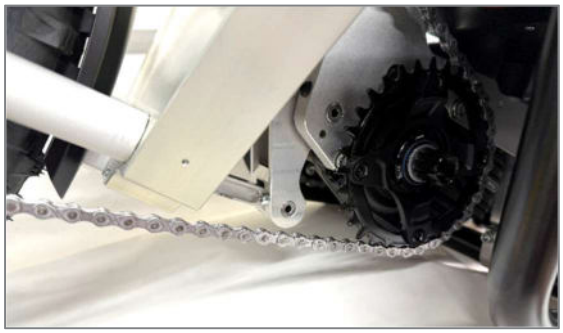


*Figure 85: Deflector of the swing arm with coupling rod and chainring of the motor*

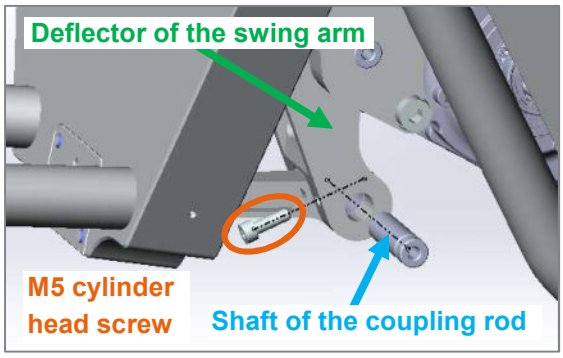



*Figure 86: Deflector of the swing arm with M5 cylinder head screw and shaft of the coupling rod*

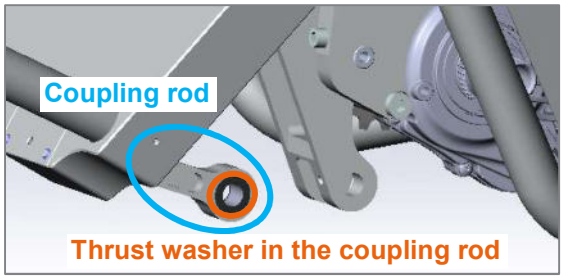



*Figure 87: Coupling rod with thrust washers taken out of the deflector of the swing arm*

7. **Fold down the bottom bracket support**
   Loosen the eccentric clamp lever, as described in Chapter 17.1.2, and fold down the bottom bracket support. Fasten it in a position where the cable clamp cannot collide with the chain tensioner. Protect the chain from damage, e.g. by wrapping it in a plastic film or a cloth.
8. **Take off the front wheels**
   Take off the running wheels as described in Chapter 20.1.1. Stow the thrust washers in a plastic bag, for example.

## 23 Storage

Store the product on an easy-to-clean surface in a dry environment, preferably at room temperature from +15°C to +25°C.

For storage, please also observe the instructions in the other sections of these usage instructions and in the component and drive manufacturers' usage instructions (see links under Chapter 17.10), in particular the points about the rechargeable batteries and the electrical drive.

To avoid corrosion and therefore malfunctions or breakages of components, the product may not be exposed to any aggressive environmental influences (especially salt) or to any strong solar radiation. Because of the effect of salt water in the winter and the humidity on rainy days, it is not recommended to store the product in the garage.

⚠ If the product is not used or is stored over a longer period, if necessary, before using it again, we recommend having a rehabilitation specialist dealer give it a general function and safety check.

⚠ When the rechargeable batteries are stored or taken out of use, they should only be stored with a charge status of between 50% and 70%; they must be charged to 70% at the latest every two months. Before re-use, the rechargeable batteries must first be fully charged.

⚠ Store the rechargeable battery in a dry location where it is protected against damage and unauthorized access. The rechargeable battery should never be exposed to extreme temperature fluctuations and it should always be protected from moisture during storage to prevent corrosion of the plug contacts. If the product is stored in a cool location or in a location with temperature fluctuations, it is recom-

mended that the rechargeable battery be removed and stored separately at an appropriately tempered location.

⚠ For optimum battery life, the rechargeable battery should be stored at a temperature of 18°C to 23°C and a humidity of 0 to 80%. The charge level should be 70%.

⚠ For the electronic SRAM gearshift: Unused rechargeable batteries should preferably be stored somewhere between +10°C and +20°C.

# 24 Transport

## 24.1 Securing handling of the product

For loading and transport, the product can be held by the wheels, leg rests, transverse links, frame and by the swing arm tubes.

## 24.2 Passenger transport in vehicles

When transporting in vehicles, it must be noted that the product is not approved for use as a seat in vehicles or disabled persons transport vehicles. All vehicle occupants must only sit on the seats installed in the vehicle during the journey with the associated restraint systems.

⚠ The chest strap that may be fitted is not designed as a safety belt for motor vehicles and may not be used for this purpose.

## 24.3 Securing the product in a vehicle (without a person)

To reduce the weight and pack size, individual components, such as the batteries, wheels or leg rest, can be removed from the product and stowed separately. The product and all associated components must be secured during transport so that they are not damaged and do not become a hazard to persons or other products. Before transport, check with your vehicle dealer about safely securing it using the existing fitted lashing rings or other securing devices. Suitable brackets are mostly available in the vehicle and are described in the operating manual of the vehicle.

When the product is in the transport vehicle, you or the person accompanying you should proceed as follows:

1. Operate the parking brake.
2. Secure and safely stow any components from the product which have been previously removed.
3. Objects that are installed to the product, but do not belong to the product, must be removed and securely stowed.
4. Secure the product with lashing straps. To do this, use the existing securing devices in the vehicle.
   After securing, the product may not roll, slip or tip over to the side any more.

⚠ The lashing straps used to secure the product in the transport vehicle may only be fitted to the components of the vehicle provided for that purpose, as well as to the frame and bottom bracket support of the product.

⚠ When loading and securing, make sure that the cables and lines do not get tangled, become kinked or otherwise damaged. The product may not be used with damaged cables and/or lines.

## 24.4 Transport in aircrafts

The lithium rechargeable batteries used are classified as hazardous goods for transport by air. It is not permitted to claim that there is a right to transport them by air. The decision about the transport is the sole responsibility of the airline and this should be discussed in advance of the flight or the booking.

## 25 Malfunctions

In the event of malfunctions that cannot be repaired by yourself based on these usage instructions, please contact your rehabilitation specialist dealer or PRO ACTIV directly.

⚠ Malfunctions must be repaired before any further use or, if they occur during the trip, it must be interrupted immediately.

All serious incidents that have occurred in connection with the product must be reported to the manufacturer and the responsible authority in the state in which the user resides.

## 26 Cleaning and care

Regular cleaning of the product is prescribed to prevent the components becoming clogged up due to dirt. In particular, the product should be carefully cleaned after every major use, e.g. summer or winter holidays.

To avoid corrosion and therefore malfunctions or breakages of components, the product may not be exposed to any aggressive environmental influences. If this cannot be avoided, the product should be cleaned immediately after such use and moving parts need to be greased. Regular cleaning prevents corrosion and increased wear.

In case the product becomes wet when using, please dry it after use.

⚠ Clean the quick-release axles of the front wheels as well as the ball bearings and grease these with a little lubricating oil with high corrosion protection properties (e.g. Neoval MTO 300) approx. every 8 weeks in order to guarantee the reliable functioning.

⚠ Clean your product with water, solvent or neutral cleaning agents. Do not use any abrasive cleaning agents or aggressive, acidic cleaners when cleaning. Use only water and soap to clean the backrest upholstery.

⚠ The back padding and the cushion from Ventisit can be beaten to remove dust. Heavy soiling should be rinsed out with a water hose.

⚠ The grip unit, motor and the rechargeable batteries may only be cleaned by rubbing off with a damp (not wet) cloth. Always work with just a little water and keep water away from the electrical contacts.

⚠ The charger may only be cleaned with a dry cloth.

After cleaning, check to make sure that the plug connectors are not damp and, if required, allow them to dry before re-starting the product.

In addition, the plug connectors should be lubricated with petroleum jelly after cleaning to protect them against corrosion and moisture.

⚠ The product must not be cleaned using a steam or high-pressure cleaner.

**Recommended care:**
If you need care products for your product, please contact PRO ACTIV. Information on the tool and care set can be found in Chapter 33.

## 27 Maintenance

### 27.1 General instructions

The product is not a maintenance-free device. Please observe the following instructions regarding maintenance.

⚠ If repairs are required or there are any defects in your product, in the interests of your own safety, you should contact your rehabilitation specialist dealer or PRO ACTIV before using it again and have the defect remedied. Screws and other elements need to be secured properly again after repairs.

⚠ As soon as there is one or more points with less than 1 mm of tread on the tyres of the product, the tyres must be changed as otherwise there is an increased risk of an accident.

⚠ When maintaining the brakes, the gearshift components, and the drive system, it is imperative to follow the manufacturer's usage instructions.

⚠ Only the manufacturer's original parts may be used when spare parts are required.

⚠ Repairs and conversions to the product may only be carried out by your rehabilitation specialist dealer or PRO ACTIV.

Tightening torques and securing specifications for fastening elements as shown in the table in Chapter 33 must be observed.

## 27.2 Service schedules

There is some **maintenance work or checks which should be carried out by the user themselves** at regular intervals (approximately every 4 weeks depending on the frequency of use):

- The chain should be cleaned and lubricated with chain oil (observe the manufacturer's instructions).
- Check the tyres for damage, foreign bodies and any cracks that form.
- Check the function and ease of running of the quick release axles on the running wheels.
- Check that the cable housings are seated tightly in the gear cable brackets.
- Cables and lines should be checked for kinks and crushing.
- Check the brake pads (observe the manufacturer's instructions).
- Check the plug contacts of the drive system; if required clean with a soft, dry brush and re-grease (using petroleum jelly).
- Check the tyre pressure and correct if needed (the tyre pressure should always be as printed on the tyre covers).
- Check the rod ends on the front end for deformation and cracks.
- Check the lock nuts on the rod ends and retighten if necessary (Chapter 32).

Links for usage instructions from the component manufacturers can be found in Chapter 17.10.

⚠ If you should discover any problems during these checks, please immediately contact your rehabilitation specialist dealer or PRO ACTIV. Service and repair work on the product may only be carried out by your rehabilitation specialist dealer or PRO ACTIV.

In addition to these maintenance tasks/checks by the user, PRO ACTIV has prescribed **maintenance tasks to be carried out by the rehabilitation specialist dealer or PRO ACTIV** for safe operation of the product and to minimise the risk to the user or third-parties.

Inspections are always performed after 1,000 driven kilometres or a period of 1 year after the last inspection (whichever comes first). The maintenance schedule can be found in the inspection lists in chapter 36.

After extreme stresses, such as during holidays where the product was exposed to sand, sea water or snow, an additional deep clean and inspection by your rehabilitation specialist dealer is recommended.

To maintain the warranty validity, the performance of the maintenance tasks must be documented. Any faults identified during maintenance work must be rectified and documented as such before further use of the product.

Even if your product does not show any signs of wear, damage or malfunctions, the regular safety-related checks on your product must be carried out in accordance with the maintenance schedule.

## 27.3 Proof of maintenance

To provide proof of the maintenance, you can use the inspection lists in Chapter 36. Always keep all receipts/service reports as proof, and have any service work that has not been carried out by the manufacturer documented. **Please bring these usage instructions/this service booklet along with you each time maintenance is performed**.

## 28 Disposal and recycling

At the end of the service life, the product can be returned to PRO ACTIV or your rehabilitation specialist dealer for disposal in a proper, environmentally-friendly manner. Alternatively, old electrical devices can be delivered to municipal recycling centres or other disposal centres.

Rechargeable batteries that are not permanently installed must be removed beforehand and disposed of separately as batteries. Disposal with household waste or in the residual waste bin is prohibited.

Special guidelines may apply on-location with regard to the disposal or recycling. These must be clarified and considered when disposing (this may also include the cleaning or disinfection of the product before the disposal). In addition, the special provisions of the local regulations regarding the disposal of the drive system and the rechargeable batteries must be observed.

In the following text, you will find a description of the materials for the disposal and recycling of the product and its packaging:

**Aluminium:** Frame, rims, leg rest, swing arm, mudguard

**Steel:** Fastening points, quick-release/screw-on axles, screws, nuts

**Plastic:** handles, clamp lever, tube plugs, tyres, bags for packing, battery housing

**Copper:** Cable and electrical components in the drive system

**Lithium:** Rechargeable battery

**Synthetic fibres and foam:** padding, covers

**Cardboard/paper:** Packaging

According to the WEEE Directive, electric and electronic devices must be disposed of in government-designated recycling facilities separate from general residual waste. Proper disposal serves to prevent possible environmental and health damage. These guidelines are applicable only to devices that are installed or operated in the EU. Regulations may differ outside of the European Union.

## 29 Re-use

If your product has been provided to you by your funding provider and you no longer require it, you should report this fact to your health insurance company or your rehabilitation specialist dealer. Your product can then be simply and economically re-used.

Prior to each re-use, a technical safety check must be carried out on the product at PRO ACTIV or the rehabilitation specialist dealer. In addition to the instructions contained in chapter 26 (Cleaning and care), a thorough cleaning of the grips, all control elements as well as the rechargeable battery housing must be carried out prior to re-use.

Before the product can be reused, it must be prepared with care. A disinfection agent that is suitable for medical products must be sprayed onto all surfaces that the user may come into contact with. A liquid, alcohol-based disinfectant for residue-free, quick disinfection (e.g. Exporit 4712) must be used for this, and the respective usage instructions for use of the disinfectant must be observed. In general, a complete disinfection cannot be guaranteed on the seams. We therefore recommend that you dispose of the seat and backrest upholstery.

These preparations will be performed by PRO ACTIV or the rehabilitation specialist dealer as part of the technical safety check. This safety-related check **must** be initiated by the funding provider.

Moreover, in event of wear or due to adaptation to the new user, components such as the seat and back system or the leg rest can be adjusted or replaced using the modular system. The backrest angle is infinitely adjustable as standard. The bottom bracket support is also angle-adjustable and can then be optimally adapted to the new user.

## 30 Warranty

PRO ACTIV guarantees that the product was free of any defects at the time it was handed over. This warranty expires 24 months after the product was delivered.

Further information can be found in PRO ACTIV's general terms and conditions at www.proactiv-gmbh.com.

With regard to the warranty and guarantee for the drive system, please refer to the usage instructions of the drive manufacturer.

The warranty shall be null and void if the product or a part needs to be repaired
or replaced due to the following reasons:

- Normal wear on components such as rechargeable batteries, grips, tyres, brakes, etc.
- The product has not been maintained and serviced in accordance with the maintenance schedule laid down by PRO ACTIV.
- The product or a part of the product has been damaged due to neglect, accident, or improper use.
- The product has been commissioned and used in non-compliance with these usage instructions.
- Repairs or other work have been carried out by non-authorised persons.
- Third-party parts have been installed or connected to the product or the product was otherwise modified.

⚠ Any modifications to the product which have not been expressly approved by
PRO ACTIV will invalidate the warranty. Such modifications can lead to unforeseeable safety risks and are therefore not permitted.

## 31 Liability

As the manufacturer of the product, PRO ACTIV is not responsible for its safety if:

- The product is handled improperly.
- The product is not maintained in accordance with the maintenance schedule laid down by PRO ACTIV.
- The product is commissioned and used in non-compliance with these usage instructions.
- Repairs or other work are carried out by non-authorised persons.
- Third-party parts have been installed or connected to the product or the product has otherwise been modified.
- Changes are made to the software.

Further information can be found in PRO ACTIV's general terms and conditions at www.proactiv-gmbh.com.

## 32 Appendix: Inspecting & maintaining the rod ends and lock nuts

There is a total of 22 rod ends with lock nuts on the product. Three of them are each of the four transverse links, two on each of the three handlebars and two on the stabiliser connections. The lock nuts of the rod ends must be regularly checked for tight fit.

To check the rods ends with lock nuts (M8 hexagon nuts)for tight fit, one open-end spanner AF 9 mm and one or two open-end spanners AF 13 mm are required. Hold the rod end in its position during the check by directly fixing the flat side of the rod end with the open-end spanner AF 9 mm.

To tighten the **lock nuts on the handlebars** and on the stabiliser connection, a second person is now required, who holds the screw-in part tightly with an open-end spanner AF 13 mm, and then with the second open-end spanner AF 13 mm, tightens the M8 hexagon nut to ensure tight fit. One side of the handlebars and the stabiliser connection has a right-hand thread, and the other side has a left-hand thread. The left-hand thread is recognised by an additional groove in the hexagon of the screw-in part.

To tighten the **lock nuts on the rod ends of the transverse links**, the rod end must be held in position with an open-end spanner AF 9 mm. Then the M8 hexagon nut can be tightened.

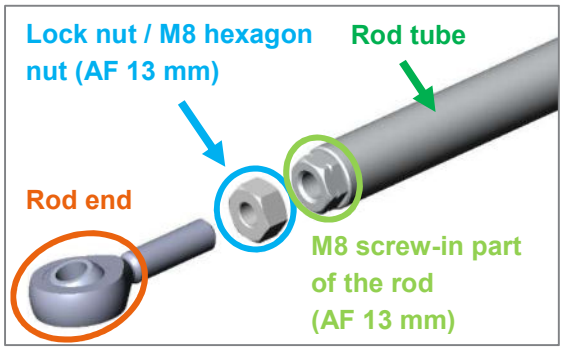



*Figure 88: Rod ends with screw-in part, rods and hexagon nuts*

The most important and safety-relevant rod ends, which need to be checked regularly, are located at the front on the two wheel carriers (left and right).

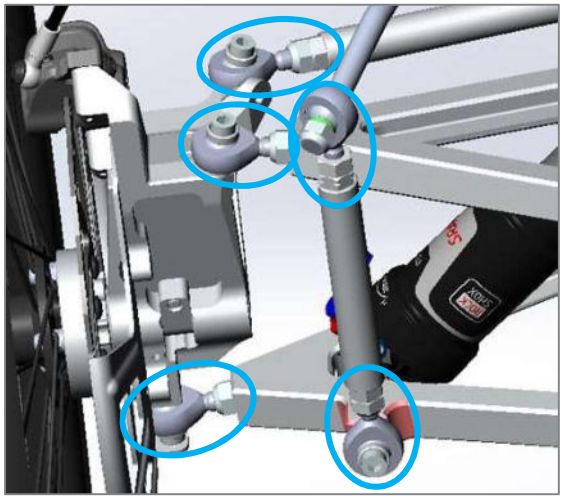


*Figure 89: Rod ends with lock nuts on the left wheel carrier*

## 33 Appendix: Tightening torques, securing details and tools

The following table shows the torques for shaft screws with a metric control thread (valid providing the drawing, assembly, or usage instructions do not state different values!):

| Dimension | Tightening torque Ma in Nm depending on the screw strength | |
|---|---|---|
| | **Strength 8.8** (e.g., cylinder head screw) | **Strength 10.9** (e.g., oval head screw) |
| M4 | 2.1 | 3.1 |
| M5 | 4.2 | 6.1 |
| M6 | 7.3 | 11 |
| M8 | 17 | 26 |
| M10 | 34 | 51 |
| M12 | 59 | 87 |
| M10 x 1 | 36 | 53 |

Securing details: All screws on PRO ACTIV products should be secured with thread lock fluid "medium strength" (e.g. Weicon AN302-43), where there are no securing clamps on the screw connections present or there is a lubrication requirement with grease or copper paste.

In the following table you will find tools and care products for your PRO ACTIV product:

| Tool | Order number |
|---|---|
| **Care kit for PRO ACTIV wheelchairs and handbikes**<br>Assembly paste (dosing syringe 10 g), lubrication oil (spray 100 ml), thread lock, medium strength (pen system 10 ml), surface cleaner (spray 150 ml), terminal grease (tube 50 ml) | E8000 900 026 |
| **Socket spanner with 19 mm hexagon** | E8105 000 100 |
| **Damper pump** | E8105 000 110 |

# 34 Appendix: Medical product passport/record of training

## Product specifications:

**Serial number:** SN _____ **Key number/s:** _____

## Customer data:

**Surname, forename:** _____

**Street:** _____

**Postcode, city:** _____

**Phone:** _____

**Paying organisation:** _____

## Training carried out by:

☐ **Rehabilitation specialist dealer**

☐ **PRO ACTIV Field Representative/ Product Adviser**

_____

Stamp / Date / Rehabilitation specialist dealer's signature

## Record of training

I/we have been instructed in accordance with the associated hand-over certificate about the operation of the product listed and informed about possible operator errors. I was/we were also advised about situations where the assistance of another person is required. The usage instructions were handed over to me/us.

**Instructor**
Name, date, signature _____

**1. Person being trained**
Name, date, signature _____

**2. Person being trained**
Name, date, signature _____

**3. Person being trained**
Name, date, signature _____

For minors, or persons who are not responsible for their actions, legal guardians/supervisors/responsible persons are to be trained in the use. This is confirmed by their signature. The data are recorded in the feedback system of PRO ACTIV Reha-Technik GmbH as the manufacturer of the above named product. It is managed in accordance with § 16 BDSG (German Data Protection Law).

# 35 Appendix: Hand-over certificate

## 35.1 Required compliance criteria to authorise use

| Topics | Com-pleted/fulfilled | Remarks |
|---|---|---|
| The product is suitable for the customer based on their own judgement and the customer information received regarding the disability-related restrictions. | | |
| The use intended by the customer is fully consistent with the intended use as described in the usage instructions (see Chapter “Purpose and indication”). | | |
| The product's equipment is suitable to allow the customer safe use with maximum reduction of risks. | | |
| The customer was informed about the current / applicable regulations in accordance with the road traffic regulations. | | |
| The customer's driving ability was checked during a test drive in difficult driving situations and found to be appropriate (see the check list on the following page). | | |
| The user, according to their own statements, or those of the legal representative or guardian and the assessment of the person providing the training, is able to meet the requirements of public traffic in full and to act accordingly. This ability to act, which is the basis for reducing the risk for the user and other road users to an acceptable level, is also completely achievable taking current illnesses/disabilities into full account. | | |
| The customer was informed that in the event of a change in the driving capability, further use of the product must be assessed by a medical professional. | | |
| The usage instructions - and explicitly all of the warning and safety instructions contained therein - were discussed during the training in detail and understood by the user. The user was then handed these operating instructions. | | |

The use of the product is only permitted when all topics listed in "Required compliance criteria for those permitted to use" have been met by the user and all the points have been ticked off in the "Check list for training the user".

## 35.2 Check list for training the user

| Topics | Completed/fulfilled |
|---|---|
| Advised of the applicable legal regulations when driving on public roads. | |
| All mechanical function control elements were explained and their function demonstrated. | |
| Use of the parking brake and service brakes was demonstrated and then performed by the user themselves and/or an assistant. | |
| Operation and basic settings on the display were demonstrated and then tested by the user themselves and/or an assistant. | |
| The starting/pushing aid was demonstrated and then performed by the user themselves and/or an assistant. | |
| Operation of the drive system and the reaction of the drive system to the various settings has been demonstrated and then performed by the user themselves and/or an assistant. | |
| Removal and insertion of the rechargeable batteries as well as operation of the change-over device – if fitted – has been demonstrated and then performed by the user themselves and/or an assistant. | |
| Handling and charging the rechargeable batteries as well as the charger functions have been demonstrated and then performed by the user themselves and/or an assistant. The instructions about charging the rechargeable batteries during a prolonged period of non-use/storage of the product are important here. | |
| The operation and function of the gearshift has been demonstrated and then performed by the user themselves and/or an assistant. | |
| Setting of the backrest angle has been demonstrated and then tested by the user themselves and/or an assistant. | |
| Removal and installation of the running wheels was demonstrated and then performed by the user themselves and/or their assistant. | |
| The operation and function of the bell was demonstrated and then performed by the user themselves and/or an assistant. | |
| Use of the lights was demonstrated and then performed by the user themselves and/or an assistant. | |
| Test drive: Forward and reverse driving, manoeuvring | |
| Test drive: Driving on level ground and uphill and downhill in the direction of travel | |
| Test drive: Emergency stop from maximum speed | |
| Off-road test drive with instructor: Driving in curves with different inclinations and driving longer distances uphill and downhill, testing of the brake behaviour and driving on uneven terrain and gravel, controlled reversing on slopes | |
| Information for care, cleaning and maintenance of the product has been provided and understood by the user and/or an assistant. | |
| Information on the wheels with regard to inflation pressure and tread depth and checking the quick release axles have been provided and understood by the user and/or assistant. | |
| Information on regular checks of the brakes has been provided and understood by the user and/or an assistant. | |
| Information on checking the gears including cables and lines and the maintenance of the chain has been provided and understood by the user and/or an assistant. | |
| Instructions for inspecting the rod ends and lock nuts (see Appendix “Inspecting & maintaining the rod ends and lock nuts”) were provided and understood by the user and/or an assistant. | |
| The content of the usage instructions from PRO ACTIV and the other component manufacturers (if available) were completely worked through based on the product training and were understood by the user and/or the assistant. | |

## 36 Appendix: Inspection lists

**Initial inspection:** After 1000 km or 1 year

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

**Subsequent inspection:** After another 1000 km or 1 year after the last inspection or after heavy use

| **Serial number:** SN _____<br>**Kilometre reading:** _____ | **OK / carried out** | **not OK** | **resolved** |
|---|---|---|---|
| Check all screws/fastening elements for tight fit and replace, if necessary (particularly the following: M8x35 oval head screws for the handle rotation axes on the cranks and the lock nuts on the rod ends) | ☐ | ☐ | ☐ |
| Clean and oil/grease all pivot points and bearings | ☐ | ☐ | ☐ |
| Carry out a visual inspection of the frame and attachments for crack formations and deformations. Check the rod ends and lock nuts on the wheel carriers (not bent, no cracks). Tighten the lock nuts | ☐ | ☐ | ☐ |
| Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables | ☐ | ☐ | ☐ |
| Check, set, clean and oil the gear components | ☐ | ☐ | ☐ |
| Check the rechargeable battery housing and the contacts for damage and all of the electrical connections | ☐ | ☐ | ☐ |
| Check of the control parameters and functionality of the drive system; perform a software update if necessary | ☐ | ☐ | ☐ |
| Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and check the screwed axle for firm seating (pay attention to the axle clamping on the front wheels). Front wheels 30 Nm, rear wheel 10 Nm | ☐ | ☐ | ☐ |
| Functional and safety check of the running wheels and drive wheel, where necessary, replacement of the tyres on the product | ☐ | ☐ | ☐ |
| Check the wheel track of the running wheels and adjust if necessary | ☐ | ☐ | ☐ |
| Functional and safety check of the back and seat system | ☐ | ☐ | ☐ |
| Functional and safety check of the leg rest | ☐ | ☐ | ☐ |
| Functional and safety check of the lighting | ☐ | ☐ | ☐ |
| Test drive/functional test | ☐ | ☐ | ☐ |

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

_____

**First name and last name of contact:**

_____

**Stamp:**

_____

Date/signature

All proof of inspection documents must be kept and submitted to PRO ACTIV in the event of warranty claims. Recommendation: Send the inspection list to PRO ACTIV as a PDF immediately after the inspection, so that it can be assigned to the serial number and is directly available in the event of claims.

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