PROACTIV®

Usage instructions
Service booklet

NJ1 e-assistant
Adaptive 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.proactiv-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 NJ1 e-assistant (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

PRO ACTIV Reha-Technik GmbH
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4 Scope of delivery and testing the product on receipt

The product may only be operated with an adapter supplied by PRO ACTIV which is suitable for the wheelchair.

The scope of delivery includes the product configured in accordance with the order, rechargeable battery/batteries, display/operating console, mains power charger, usage instructions including record of training/hand-over certificate and inspection lists. You can view the basic equipment in chapter "Technical specifications". As per your order, the product is equipped with additional recommended accessories, such as special handles or manoeuvring rollers.

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.

However, please check the product immediately upon receipt, preferably in the presence of the freight company, for any damage which may have occurred in transit. If you are of the opinion that damage has occurred during transit, please do the following:

1. Record a statement of facts in the presence of the freight company - photo documentation of the packaged product and the unpacked product with detailed images of product damage
2. Preparation of a declaration of assignment - you assign all claims from this damage to the freight company.
3. Statement of facts/photo documentation, delivery note, and declaration of assignment are sent to PRO ACTIV.

Failing to observe these instructions, or reporting damage after acceptance, means that the damage cannot be acknowledged.

PRO ACTIV will subsequently review the damage and discuss the further procedure with you (shipment of replacement parts, returning the product to PRO ACTIV for a complete repair, etc.).

5 Introduction

Before starting your first trip, familiarise yourself with these usage instructions and the usage instructions for the coupled wheelchair, paying particular attention to all the safety information and hazard warnings they contain.

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.

⚠ Under no circumstances should you do anything with or in the product which you have not learnt to do and have not mastered.

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 (e.g. chest belt and waist-belt).

⚠ It is then vital that the advice from doctors, therapists and the rehabilitation specialist dealer on the necessary safety accessories should be followed.

⚠ 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.

⚠ When operating the product, the wheelchair usage instructions must also be observed. Information on limit values must not be exceeded. If the values in the two sets of usage instructions differ, the lower limit is the one which applies.

⚠ 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.

⚠ Never leave the product unattended, either when it is switched on or switched off. If this cannot be avoided, removing the rechargeable battery/batteries and the display can help prevent unauthorised use.

⚠ Secure the product against unauthorised use and theft.

⚠ When combining your product with equipment made by other manufacturers, make sure that the individual components and the unit made up of them still work appropriately. 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.

⚠ The wheelchair with the adapted product must be equipped in accordance with road traffic regulations when operated on public areas, roads paths and spaces.

⚠ The product may be used only in conjunction with the approved adapter. Weight limitations must be observed while doing so. The Heavy Duty version of the product may be used only with the Heavy Duty version of the adapter.

6 Purpose and indication

This product is an electrically-supported, manual adaptive bike that is coupled to a human-powered wheelchair with the aim of preserving or increasing the independent mobility of an active wheelchair user to the greatest extent possible. 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 adaptive bike is designed to be used outdoors on tarmac and adequately paved 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 maximum permitted load of the product in its standard design is 120 kg towed capacity and 10 kg payload. The heavy-duty version and individual customisations can be designed for a higher load; this is then indicated on the rating plate. Please ensure that the load limit indicated on the ratings plate is not exceeded when transporting objects.

Recommended equipment:
The wheelchair should be equipped with a wheelbase extension; the maximum permissible load for the wheelbase extension must be then be observed. Before driving with the traction system, the wheelchair wheels should then be positioned in the wheelbase extension. This allows better distribution of the weight between the drive wheel of the product and the wheelchair wheels to be achieved. This minimises the risk of the product wheel slipping on slopes.

Figure 1: Removable wheelbase extension

Recommended equipment:
The wheelchair can be equipped with an anti-roll back device that can be activated before driving on slopes. The anti-roll back device can also be used if a wheelbase extension is used on the wheelchair.

Figure 2: Anti-roll back device

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 included 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 a neodrives G2 RR rechargeable battery, 36 V, 14.25 Ah, 513 Wh: approx. 70 km

With a neodrives G3 DT rechargeable battery, 36 V 17 Ah, 612 Wh: approx. 80 km

With double neodrives G2 RR rechargeable battery, 36 V, 14.25 Ah, 513 Wh:
approx. 140 km

With double neodrives G3 DT rechargeable battery, 36 V, 17 Ah, 612 Wh: approx. 160 km

8.1.3 Speed

A continuously adjustable speed of up to **6 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**.

8.1.4 Maximum permitted speed

With regards to the drive system, a **maximum permitted speed** is defined for non-motorised use and for driving downhill with the drive system switched on or off. If this maximum speed is exceeded, you endanger the electronic components. In a worst-case scenario, they may be damaged. The maximum speed is logged by the system and depends on the selected drive system and the wheel size:

- 65 km/h with wheel size of 24”
- 55 km/h with wheel size of 20”

8.2 Climbing power

The **climbing power** refers to the ability of the wheelchair-product combination to climb a slope. This strongly depends on the weight distribution between the wheelchair wheels and the product's drive wheel, the total weight of the combination, 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 maximum climbing power has been reached.

Under optimal conditions (optimal tyre pressure, wheelchair wheels in the wheelbase extension, dry, clean and firm ground, etc.), the product is capable of climbing the following slopes with a speed greater than 2 km/h:

10 % or 6°

The slope that can be driven up using the product-wheelchair combination is dependent on the manual driving force applied by the user as well as the maximum climbing power.

8.3 Product weight

The total weight starts from 19.5 kg with the basic equipment (including one rechargeable battery).

8.4 Load weight

Maximum load weight:
120 kg towing capacity and 10 kg payload

The heavy-duty version and individual customisations can be designed for a higher load; this is then indicated on the rating plate. In this case, an adapter is required for heavier loads. The Heavy Duty version of the adapter is approved for 120 kg - 200 kg.

When operating the product, the wheelchair usage instructions must also be observed. Information on limit values must not be exceeded. If the values in the two sets of usage instructions differ, the lower limit is the one which applies.

8.5 Obstacle height and turning circle

Maximum drive-over/negotiable obstacle height: 10 cm (must be ensured through an appropriate adapter assembly/setting, caster wheels must be removed (→ recommended equipment of the wheelchair: caster forks with quick-release axle))

This value can, however, be reduced due to the specifications of the type of wheelchair or its settings. Therefore, you should observe the values given in the wheelchair's usage instructions or the restrictions dependent on the settings.

Turning circle:

- approx. 4 m without manoeuvring back and forth
- approx. 2.6 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 comprises a drive unit with docking plate, parking stands, handles with shifting and brake fittings, derailleur, rim brake including handbrake locking mechanism, hydraulic disk brake and drive system. Furthermore, there is a light set and a mudguard on the product.

Dimensions, NJ1 e-assistant:

Product height: approx. 75-110 cm (depending on the wheel size and length of the bottom bracket support)

Product width: approx. 45-63 cm (depending on the grip width, parking stand in passive position)

Grip width: 40 - 58 cm

Crank length: 155 - 195 cm

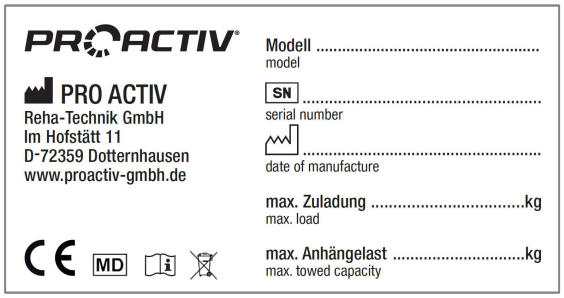
8.7 Service life

The service life of the product is 6 years.

9 Rating plate & markings on the product

The **rating plate** is located on the rechargeable battery holder. 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

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. They will fit, if not already done, the required fastening elements to your wheelchair to hold the adapter and, if required, any other accessories. The height of the parking stand is also adjusted correctly.

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 31) and the hand-over certificate including the associated check list (chapter 32) 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 driving/use

⚠ If your wheelchair is operated in combination with the product, any existing anti-tipping supports must be put into their passive position or removed (see the wheelchair's usage instructions). If the wheelchair is then used without the product, the anti-tipping supports must be brought back into their operating position again to ensure tipping stability.

⚠ Before every trip, check the condition of the wheels of the wheelchair-product combination (e.g. visual inspection of the spokes and rims, check the tyres for damage, foreign bodies and crack formation). If you have any doubts, the wheelchair-product combination must not be operated any further. In this case, contact your rehabilitation specialist dealer or PRO ACTIV.

⚠ Check the air pressure in the tyres of the wheelchair-product combination at regular intervals. Ensure that you comply with the manufacturer's specifications which can be found on the tyres. When the tyre pressure is too low, it has a detrimental effect on the driving behaviour, the range, and the braking reaction of the product. Moreover, there is an increased risk of a flat tyre.

⚠ 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.

⚠ Before every trip, check that the product is firmly attached to the adapter and that the adapter is firmly attached to the wheelchair. The product may not be operated on the wheelchair if any of the connections are not tight and secure. In this case, contact your rehabilitation specialist dealer or PRO ACTIV.

⚠ Always ensure that your feet cannot slip off the footplate support of the wheelchair when using the product.

⚠ 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.

⚠ Check the function of the front and rear lights as well as the effectiveness of the side and rear 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.

⚠ 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.

⚠ 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.

13 Safety instructions – while driving/using

⚠ The usage instructions of the connected wheelchair must be strictly observed when using the product.

⚠ 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.

⚠ Do not ride parallel to slopes and inclinations due to the risk of tipping.

⚠ You may only drive on slopes where the wheelchair-product combination 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, the smallest 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. Due to the increased turning circle, it can be difficult to turn in buildings, in front of or in lifts or other buildings, as the standard in such buildings assumes a maximum turning circle of 1.5 m.

⚠ Do not attach objects (carrier bags, etc.) to the product. These could cause an unwanted drive impulse when stationary and prevent safe operation of the product while driving.

⚠ At twilight and in the dark and in bad lighting and weather conditions, always switch on the lights on the product and on the coupled wheelchair.

⚠ 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 width of a wheelchair) 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 unpaved or loose surfaces (e.g. on loose gravel, in sand, mud, snow, ice or through deep puddles of water).

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

⚠ You must not make telephone calls while driving. You should also avoid driving near to strong electrical interference fields. The driving characteristics of the product can be influenced by electromagnetic fields.

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

⚠ By performing regular checks, ensure that the safety bolts of the adapter are always in the correct position while driving (see usage instructions "Adapter and adaptation").

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

⚠ While driving, never grab onto the wheelchair wheels, in the area of the product wheel, in the area of the chain / sprockets / chain wheels, or into other rotating parts; if you do, you may cause injuries.

⚠ Brake the product using the service brakes, and when driving down longer slopes, activate the recuperation to relieve the brakes.

⚠ During long trips the brakes and the drive of the product may heat up. 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.

⚠ If the weight load on the drive wheel decreases (e.g. when driving on slopes) or when driving on loose/slippery surfaces, the braking action of the wheel may be considerably reduced. The driving style and speed should be adjusted so that the product can be safely stopped at all times using the brakes.

⚠ Towing or using a trailer is not permitted.

⚠ 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 and gear shift not working correctly. In this case, the product must no longer be operated.

14 Safety instructions regarding obstacles

⚠ Driving on steps and escalators with the product is forbidden.

⚠ The maximum obstacle height which can be negotiated is 10 cm. This value can, however, be reduced due to the specifications of the type of wheelchair or its settings. Therefore, you should observe the values given in the wheelchair's usage instructions or the restrictions dependent on the settings.

⚠ 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. If you approach them at an angle or pass over an obstacle with just one rear wheel, there is an increased risk of tipping over to the side.

15 Safety instructions regarding dangerous locations and dangerous situations

The operator 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. Crossing rails in the road or at level crossings must never be undertaken while driving parallel, otherwise the wheels could become caught which would result in the wheelchair and the product being unable to manoeuvre.

⚠ Before driving on a ramp and lifting equipment on vehicles, ensure that they are wide enough so that you do not risk one of the product or wheelchair 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 Ending the driving operation

Switch off the drive (chapter 20.7.1). To make getting out of the wheelchair more simple, the product can be disconnected from the wheelchair (see usage instructions "Adapter and adaptation").

The product may only be disconnected with the drive turned off to prevent any unintended drive signals.

17 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.

18 Adapter and adaptation

Where necessary and ordered, a suitable adapter for your wheelchair is included with the delivery.

Please read the usage instructions and assembly usage instructions "Adapter and adaptation" before using the product.

⚠ The product may only be adapted and uncoupled when the drive system is switched off and on firm and even ground.

⚠ The adapter must at least have the same user weight approval as the product.

19 Drive wheel and 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 3: 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 4: Compressor

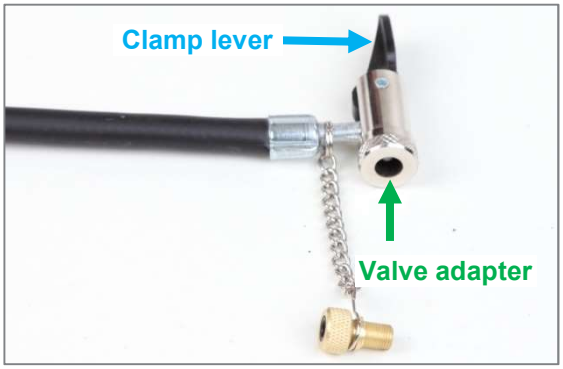


Figure 5: Valve adapter and clamp lever of the compressor

20 Functional elements

20.1 Parking stand

20.1.1 Active and passive positions

By pressing down and turning the operating lever outwards or inwards, the parking stand position can be changed from the passive to the active position or vice versa. The passive position can also be called the travel position. The parking stand is then folded in to save space.

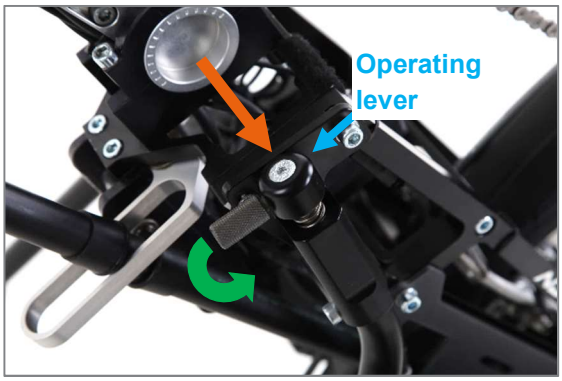


Figure 6: Press down and turn the operating lever

Figure 7: Parking stand in the active position

Figure 8: Parking stand in the passive position

20.1.2 Parking stand height adjustment

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

The height adjustment of the parking stand is important in order to bring the docking plate of the product to the correct (height) position relative to the adapter.

For setting the height of the parking stand, the following must be observed: the dimension from the floor to the lower edge of the front of the insertion maul (on the wheelchair side) should correspond with the dimension from the ground to the upper edge of the insertion bolt (on the product side). As soon as there is a deviation from these two dimensions due to the hole pattern, the dimension from the ground to the upper edge of the insertion bolt may be up to max. 1 cm larger. In this case, the product can be inserted into the adapter by tipping slightly to the rear (via the parking stand).

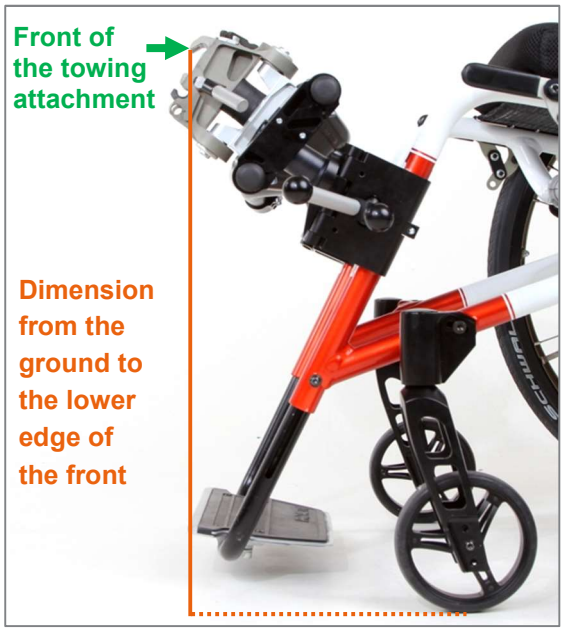


Figure 9: Measurement from the ground to the lower edge of the front of the towing attachment

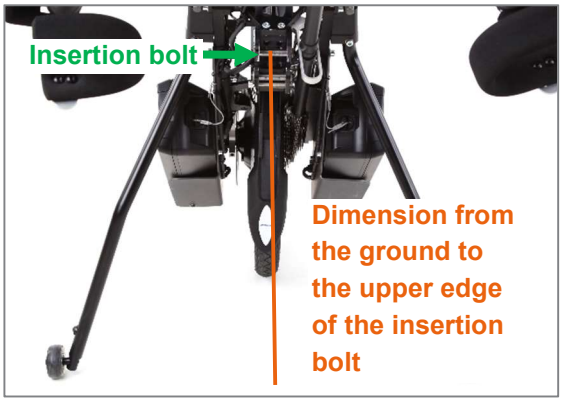


Figure 10: Dimension from the ground to the lower edge of the insertion bolt

The **height of the parking stand** is adjusted by unscrewing the M6 oval head screw (AF 4 mm) with the radius disc and repositioning the adjustment inlet along the specified row of holes in the parking stand and inlet. Finally, retighten the M6 oval head screw (AF 4 mm) up to 11 Nm of torque.

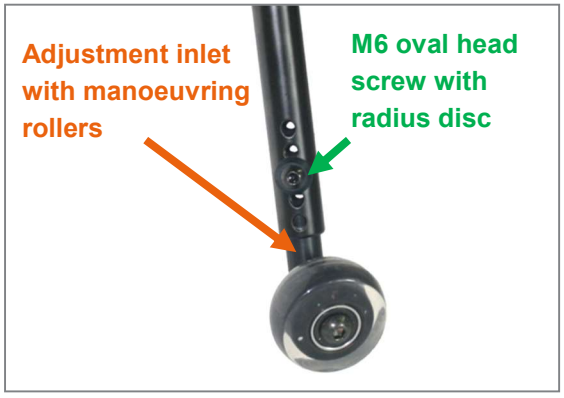


Figure 11: M6 oval head screw with radius disc and adjustment inlet to adjust the height of the parking stand

Information when equipping with manoeuvring rollers: After adjusting the height of the parking stand, the manoeuvring roller must be positioned in the active position outside on the parking stand.

20.2 Bottom bracket support and crank

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

20.2.1 Seating position

The seating position and therefore the bottom bracket position and the crank length depend on the upper body stability or the core strength. A suitable adjustment to the arm length will have been made during the consultation / measurement procedure.

With weak core strength, the seating position should normally be chosen so that the upper body remains still in an upright position when operating the crank while driving. Rocking motion of the upper body or the head should be avoided where possible. The height of the bottom bracket in this case is selected to be slightly higher (chest height or higher).

Sporty users with the appropriate trunk stability relieve their arm muscles by moving their trunk at the same time. The height of the bottom bracket in this case can be selected to be slightly lower (chest height or lower).

The following points must be fulfilled for the proper seating position:

- The cranks must not touch the knee or thigh when they are being turned.
- The elbows should not be completely extended when the crank handles point completely forward away from the body.

A suitable restraint system must be used if you have poor seating stability due to a lack of or weak core strength. The selection of the suitable system must be made in conjunction with your doctor or therapist and/or defined and implemented by your rehabilitation specialist dealer. There are various systems available such as chest straps or four-point safety belts. 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 hip straps with belt and Velcro fastener and chest straps of various lengths.

20.2.2 Bottom bracket position

In a product equipped with a **non-adjustable bottom bracket support**, a subsequent adjustment of the bottom bracket position can only be achieved by exchanging the bottom bracket support, the angle adjustment possible on the steering head as well as the length adjustment and the spacing of the adapter tube on the adaptation points on the wheelchair frame (see usage instructions "Adapter & adaptation").

The bottom bracket support can be exchanged by loosening the four M6 fixing screws (AF 5 mm) on the tip fork bridge and the four M6 fixing screws (AF 4 mm) on the bottom bracket housing. Then the new bottom bracket support with another length can be inserted and the 8 fixing screws tightened up to 7 Nm and secured with thread lock fluid. Finally, check the chain length and the cable lengths and adjust them if necessary.

Figure 12: M6 fixing screws on the top fork bridge

Figure 13: M6 fixing screws on the bottom bracket housing

If your product is fitted with an **adjustable bottom bracket support (optional)**, the bottom bracket position can be adjusted in angle and height:

- The **angle** is adjusted at the top fork bridge. To do this, loosen the four M6 clamp screws (AF 5 mm), on the clamp slightly so that the bottom bracket support's angle can be adjusted using minimal force. The angle adjustment is continuous (as a guide, there is a 12° scale fitted). When you have finished adjusting the angle, tighten up the four M6 clamp screws (AF 5 mm) to 7 Nm torque and secure them with thread lock fluid.

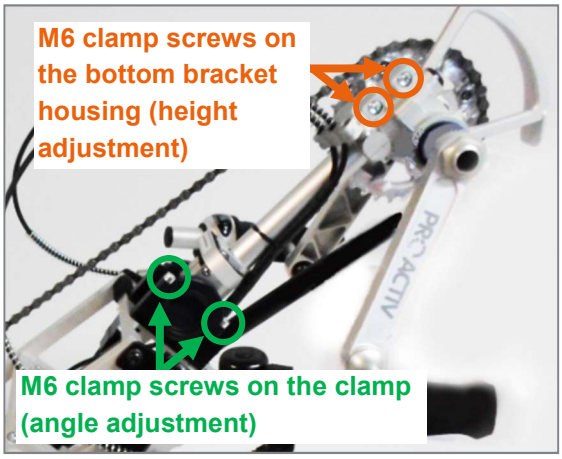


Figure 14: M6 clamp screws for angle and height adjustment of the bottom bracket position

- To **adjust the height**, two M6 clamp screws (AF 5 mm) must be loosened on the bottom bracket housing. Then the bottom bracket housing can be moved along the bottom bracket support to the desired position. To finish, tighten up the four M6 clamp screws (AF 5 mm) to 7 Nm torque and secure them with thread lock fluid.

  For smaller adjustments to the height, infinitely variable adjustments of +/- 25 mm can be made on the bottom bracket support. To adjust the height, the two M6 clamp screws (AF 5 mm) must be loosened on the bottom bracket support. 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.

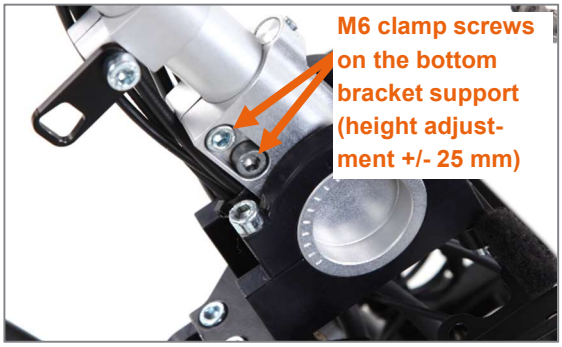


Figure 15: M6 clamp screws for adjusting the height of the bottom bracket position

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.

20.2.3 Crank length and grip width

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.

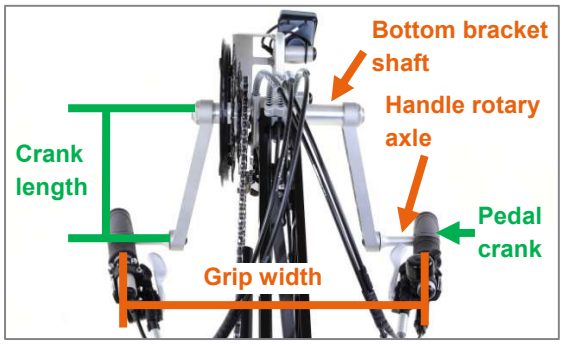


Figure 16: Crank length and grip width

20.3 Grips

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

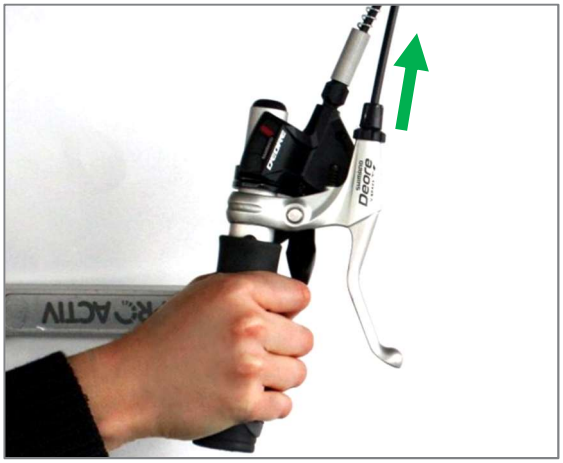


Figure 17: Correct grip hold

⚠ 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.

20.4 Gear shift

20.4.1 Derailleur

With the derailleur, the gears can only be changed while the crank is moving. Changing the gear with the cranks stationary is not possible. 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 Di2 gear systems). With the cassette at the bottom, switching to the next largest sprocket means a lower or easier gear and to the next smallest sprocket a larger or more difficult gear.

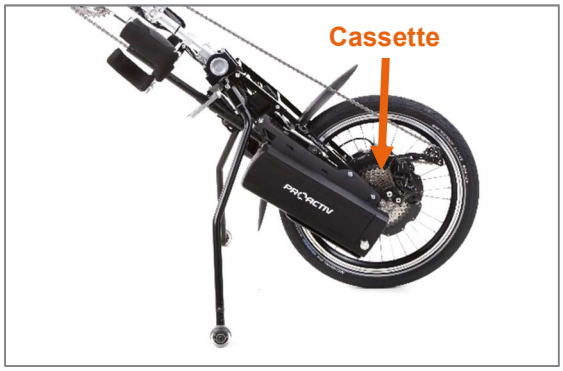


Figure 18: Cassette

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 in the opposite direction of travel with the index finger or using the thumb to press against the direction of travel.

The mechanical gearshifts do not provide a display for the gear selected. There is only an orientation as to which sprocket is currently being used via a display above the handle.

In electronic Di2 gearshift, you can shift up or down by pressing the **button**.

Figure 19: Operation via the button

On an electronic Di2 gearshift, gear changes are achieved by:

- Pressing the small button with your thumb to shift up.
- Pressing the large button with your thumb to shift down.

Figure 20: Buttons for shifting up and down

On an electronic gearshift with buttons, the current gear is shown on the gearshift display.

Figure 21: Displaying the current gear on the display

It is also possible to operate the gearshift by **shifting gears with your chin**. One of the two **buttons** of the Di2 button on the left in the direction of travel can be pressed to shift up; one of the two buttons of the Di2 button on the right in the direction of travel can be pressed to shift down. The current gear is always shown in the gearshift display.

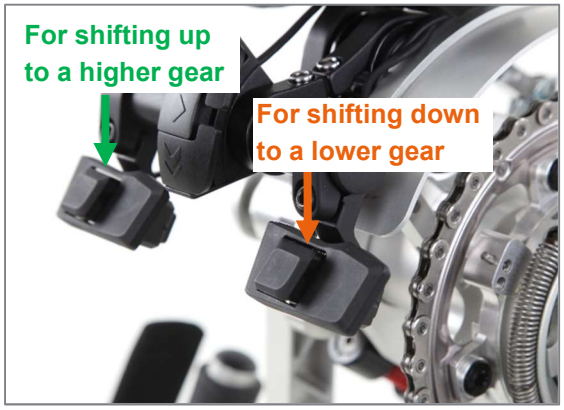


Figure 22: Chin operation via buttons

For more information on derailleur gear systems, please see the instructions provided by the gear manufacturer.

20.4.2 Bottom bracket gearshift

The bottom bracket gearshift ("Mountaindrive" gear reduction for hills) is switched on by pressing the control buttons on the left and right of the bottom bracket. Here, you can choose between a 1:1 gear ratio (the left control button in the direction of travel) or a 2.5:1 gear ratio (the right control button in the direction of travel).

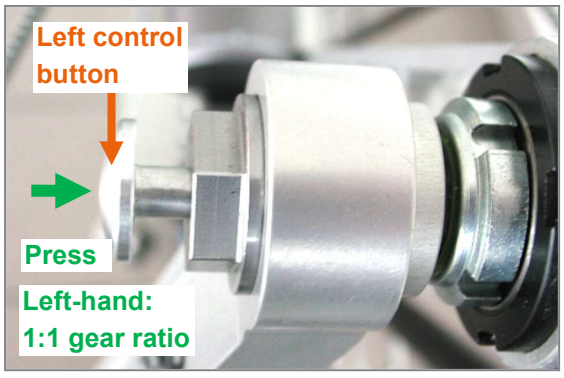


Figure 23: Left control button of the bottom bracket gearshift

The bottom bracket gearshift should be lubricated once or twice a year with the supplied original semi-fluid grease using the syringe. The semi-fluid grease is filled through the slotted screw.

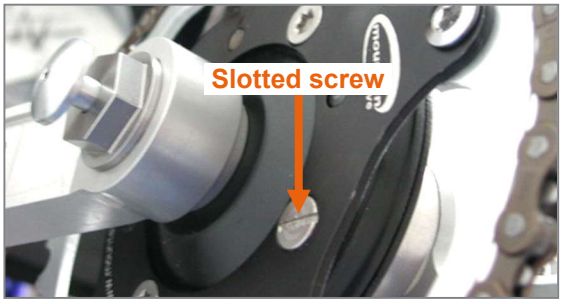


Figure 24: Slotted screw to lubricate

Figure 25: Original semi-fluid grease in the syringe

For more information, please see the instructions provided by the manufacturer.

20.5 Brakes

Normally, there is one travel and one parking brake fitted to the product.

Please note that the braking effect can be strongly reduced by one or all of 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
- Decreasing weight load

20.5.1 Disc and rim brakes

The brakes are operated manually using the brake lever.

Figure 26: 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.

⚠ With rim brakes: Please make sure that the braking surfaces on the rim and the brake pads on the rim breaks do not come into contact with oils or greases which could otherwise impair the braking effect.

⚠ With disc brakes: 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.

⚠ If equipped with V-brake rim brake as service brake: The setting screw on the brake lever of the V-brake rim brake must be well locked. In addition, this setting screw on the brake lever must always be checked for tightness.

Figure 27: Setting screw on the brake lever

You can find further information in the brake manufacturer's instructions.

20.5.2 Parking brake

An **aluminium bracket** is attached to the bottom bracket support as a parking brake. With it, one of the two brakes can be used as a parking brake. For this purpose, the aluminium bracket is clamped over the grip and the brake lever while the brake lever is depressed.

Figure 28: Aluminium bracket as a parking brake

A **mechanical disc brake with a locking lever** is possible as an option for the parking brake. The brake is lifted or released by turning the lever. The lever always maintains the set position. If the brake was applied while stationary, it must be released before starting the trip.

Figure 29: Parking brake via locking lever

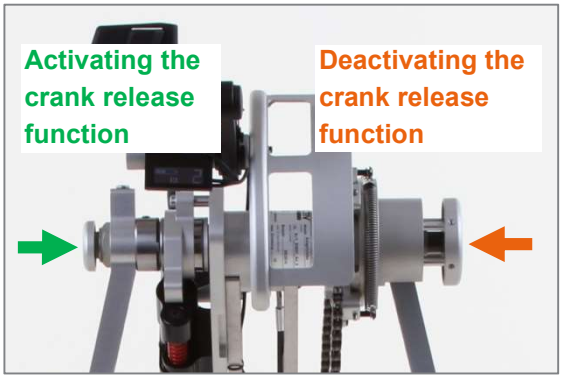


Figure 30: Left- and right-hand pressure plates

20.5.3 PRO ACTIV back-pedalling brake & crank release function

The PRO ACTIV back-pedalling brake is a closed hydraulic system consisting of a generator unit and a disc brake calliper. The system has automatic wear compensation for the brake pads.

The back-pedalling brake is delivered with a crank release function that allows reverse driving and manoeuvring via the hand rims. As: For functional reasons, the back-pedalling brake always acts as soon as the product moves backwards. Therefore, the user must “unlock” the reverse movement first by operating the crank release function.

The braking function via the backward movement (crank movement against the direction of acceleration) is always guaranteed – with the crank release function activated or deactivated.

The **braking force applied** is adjusted by the strength of rotating the cranks backwards. The braking force applied is adjusted by the strength of rotating backwards.

The **crank release function** is operated by pressing the side pressure plate. To activate the crank release function, the left-hand pressure plate must be operated (seen from the direction of travel). To return to normal driving operation with the back-pedalling brake, the right-hand pressure plate must be operated.

⚠ Before every trip, test the brakes by moving the cranks with the normal operating force in the direction opposite to acceleration. The drive wheel must not be able to move when the system is operated.

⚠ At regular intervals, check that all of the connections, lines, bleed screws and the surface of the transmitter unit do not leak and that all the screw connections on the brake system are tightened securely.

⚠ 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.

⚠ Do not drive if your brake system is faulty in one of the previously listed points. Contact your rehabilitation specialist dealer immediately, who will arrange for maintenance by PRO ACTIV.

20.6 Rechargeable battery pack

20.6.1 General instructions

Please refer to the accompanying documentation from the drive manufacturer concerning the handling as well as the insertion and removal of the rechargeable battery. Please always comply with the safety instructions in the usage instructions from the drive manufacturer.

⚠ 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.

20.6.2 Change-over device for double rechargeable batteries

The change-over device lets you switch between the two rechargeable batteries (“Right” (R) and “Left” (L)).

Figure 31: Change-over device on the steering column

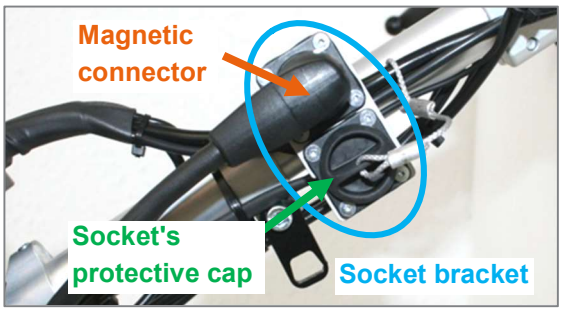


Figure 32: Socket bracket on the steering column with magnetic connector and protective cap

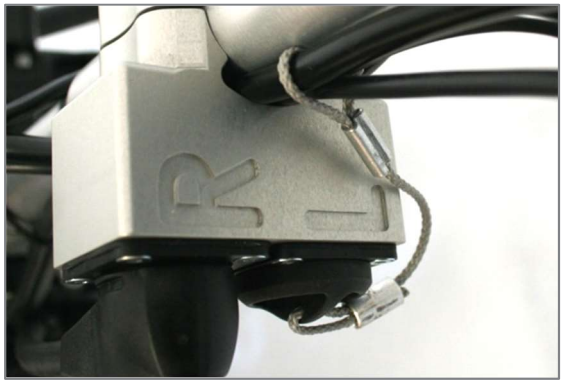


Figure 33: Socket bracket on the steering column with marking “R” for the right rechargeable battery and “L” for the left rechargeable battery (seen from above)

The following figure shows the position of the rechargeable battery's magnetic connector if the right “R” rechargeable battery is connected.

Figure 34: Right rechargeable battery connected; magnetic connector in “R” socket

To switch from the right rechargeable battery to the left rechargeable battery, you need to switch off the drive system via the display (chapter 20.7.1).

Now remove the protective cap on the “L” socket. Afterwards, the magnetic connector can be reconnected from the “R” socket into the “L” socket. Finally, place the protective cap of the socket into the “R” socket.

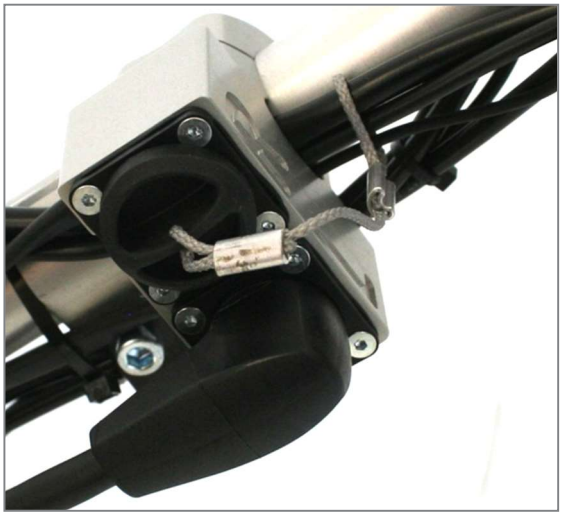


Figure 35: Left rechargeable battery connected; magnetic connector in “L” socket

Then switch the drive system on the rechargeable battery back on via the display.

⚠ 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.

20.7 Drive system

The drive manufacturer's usage instructions are included with the product as a supplement to the supplied 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 of some basic topics in the following subchapters:

20.7.1 Switching on and off

To **switch on** the drive system, briefly press on the middle button (rhombus ◇) on the controller.

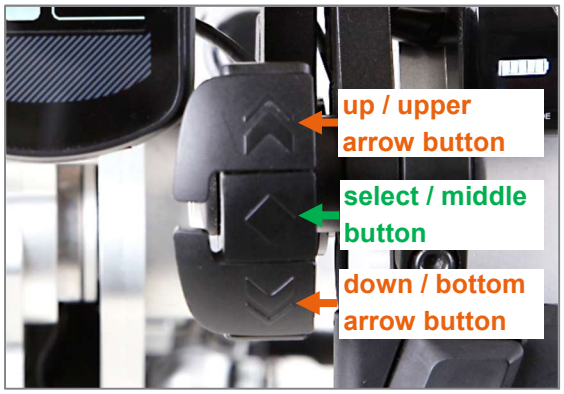


Figure 36: controller button

To **switch off** the drive system, press the middle button (rhombus ◇) down for approx. 2 seconds while the start menu is displayed. By pressing the arrow buttons (arrow down ▽ and up △), navigate to "Switch off" and confirm with the middle button (rhombus ◇).

Automatic switch-off: After 10 minutes without use, the drive system switches off automatically.

⚠ Do not switch off the drive system by removing the display when it is switched on. This could damage the electronics.

If the **rechargeable battery** has not been used within 48 hours, it goes into “deep sleep mode” and must be switched on by pressing the “ON/OFF button” before switching on the display.

Figure 37: On and off button on the rechargeable battery

20.7.2 Attaching and removing the display

To **attach the display**, place it on the dock, rotated to the left at an angle of about 30°. Rotate the display on the dock clockwise by 30°, applying light pressure, so that both components are aligned. Now slide the display holder over the display and dock, from above.

Figure 38: Attaching and removing the display

Figure 39: Display with display holder

To **remove the display**, turn off the drive system and remove the display holder. To remove the display, turn the docked display by approx. 30° anticlockwise.

Figure 40: removing the display holder

20.8 Lights

The basic equipment includes a **light set with a separate rechargeable battery including a charger**. The front lights are installed on the front of the product and the rear lights are generally installed on the back cross bar on the back of the coupled wheelchair. The lights are switched on and off using the respective actuation button on the lights.

Figure 41: Actuation button for the front lights

Figure 42: Actuation button for the rear lights

When the product is equipped with an **LED light set** (option), the front lights are supplied by the rechargeable battery/batteries of the drive system and are switched on and off via a rotary switch on the front lights.

Figure 43: LED front lights

To switch on the front lights, the rotary switch is turned to position “I”, to turn off, to position “0”.

Figure 44: rotary switch for the LED light set (view from above)

Please note that the maximum range of the product is reduced when the lights are switched on. The front lights are installed on the front of the product and the rear lights are generally installed on the back cross bar on the back of the coupled wheelchair. The rear lights have their own battery supply and the lights are switched on and off using the actuation button on the lights (fig. 42).

Note: When switching on the LED front lights, a certain sequence must be observed due to electronic query routines:

1. Switch on the drive system before switching on the lights. Only switch on the lights when the display shows that it is ready to drive for approx. 3 seconds.
2. At the end of the journey, the lights must always be switched off in order to run through the correct switch-on routine, once it is switched on again.

If the product is switched on with the light on, contrary to the routine described above, a warning symbol is shown in the display. In this case, switch off the drive system and the light again and proceed as previously described.

20.9 Bell

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

Figure 45: Bell

20.10 Manufacturer instructions

You will be instructed about the functions and operation of the drive system, gears, brakes and other brand components during the handover / training. You can also get information later from the component manufacturers’ enclosed 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 extensive information can be found on the manufacturers' websites:

Shimano components::
https://si.shimano.com

Magura components:
www.magura.com

Mountain Drive bottom bracket gearshift:
www.haberstock-mobility.com

neodrives drive system:
www.neodrives.com/en/

Sigma:
www.sigmasport.com/en/

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

21 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 included with the delivery, 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 be completely 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 recommended 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 percent. The state of charge should be 70 percent.

⚠ For the electronic Shimano gearshift: Unused rechargeable batteries should preferably be stored somewhere between 10°C and 25°C.

22 Transport

22.1 Securing handling of the product

The product must be uncoupled from the wheelchair when loading. When loading or transporting, the product can be held on the bottom bracket support and on the wheel. As such, it is useful to actuate the parking brake to prevent the wheel from turning when loading the product.

22.2 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 person's vehicles when combined with a manual wheelchair. The product must be uncoupled from the wheelchair and secured in the vehicle. For transporting the wheelchair user or other persons with their wheelchairs in vehicles, observe the instructions in the usage instructions of the wheelchair.

22.3 Securing the product in a vehicle (without a person)

To reduce the weight when loading, the rechargeable batteries can be removed from the product and stored 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 and onto the bottom bracket support of the product.

⚠ Do not transport the product on the front passenger seat. The product could slip and impede the driver.

⚠ 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.

22.4 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.

23 Malfunctions

In the event of malfunctions that cannot be repaired by yourself based on the usage instructions included in the scope of delivery, 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.

24 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 your product with water, solvent or neutral cleaning agents. Do not use any abrasive cleaning agents or aggressive, acidic cleaners when cleaning.

⚠ Drive and grip units, as well as 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.

The drive wheel should be regularly cleared of contamination. It is recommended that you use a soft sponge or a soft brush.

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 steam or high pressure.

Recommended care:
If you need care products for your product, please contact PRO ACTIV.

25 Maintenance

25.1 General instructions

The product is not a maintenance-free device. Therefore, please observe the following instructions about maintenance.

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

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

⚠ For tyres without thread: As soon as there is one or more points where the tyre carcass or the accident protection is visible on the product or the adapted wheelchair, the tyres must be changed since otherwise there is an increased risk of an accident.

⚠ When maintaining the brakes, the gear-shift components, and the drive system, it is imperative to follow the usage instructions of the manufacturer that were included in delivery.

⚠ 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 details for fastening elements as shown in the table in chapter 30 must be observed.

25.2 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 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.
- 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).

⚠ 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.

The initial inspection is performed after running 200 kilometres or 5 months after delivery (whichever comes first). The maintenance schedule can be found in the inspection lists in chapter 33.

Subsequent inspections are then always performed after 1,000 kilometres running 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 33.

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.

25.3 Proof of maintenance

To provide proof of the maintenance, you can use the inspection lists in Chapter 33. 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 / service booklet along with you each time maintenance is performed**.

26 Disposal and recycling

At the end of the service life, the product can be disposed of by PRO ACTIV or your rehabilitation specialist dealer in a proper, environmentally-friendly manner.

The disposal or recycling must be carried out by a waste disposal company or a municipal waste disposal centre.

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, rim

Steel: Fastening points, screws, nuts

Plastic: Handles, tyres, bags for packing, rechargeable battery housing

Copper: Cable and electrical components in the drive system

Lithium: Rechargeable battery

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.

27 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 24 (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 instructions for use of the disinfectant must be observed.

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 can be adjusted or replaced using the modular system.

28 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.

29 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.

30 Appendix: Tightening torques and securing details

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 Assembly paste (dosing syringe 10 g), Neoval oil (spray 100 ml), screw locking fluid, medium strength (pen system 10 ml), surface cleaner (spray 150 ml), terminal grease (tube 50 ml)	8000 900 026

31 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 was/we were 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 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 to be 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).

32 Appendix: Hand-over certificate

32.1 Required compliance criteria to authorise use

Topics	Completed/ 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 “Proper use”).		
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".

32.2 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.	
Adaptation of the adapter to the wheelchair and removing the adapter from the wheelchair have been demonstrated and then performed by the user themselves and/or an assistant.	
Adaptation and uncoupling the product to/from the wheelchair have been demonstrated and then performed by the user themselves and/or an assistant.	
Adaptation of the wheelbase extension on the wheelchair – if available – was demonstrated and then performed by the user themselves and/or their assistant.	
Repositioning the wheelchair drive wheels from the standard position in the wheelbase extension sockets – if fitted – has been demonstrated and then performed by the user themselves and/or an assistant.	
Functioning of the parking stand was demonstrated and then tested 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 – if fitted – has been 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 was demonstrated and then performed by the user themselves and/or an assistant.	
Removal and insertion of the display and the rechargeable batteries as well as operation of the change-over device – if fitted – was demonstrated and then performed by the user themselves and/or an assistant.	
Handling and charging the rechargeable batteries as well as the charger functions were 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.	
Use of the parking brake and the service brakes was demonstrated and then performed by the user themselves and/or an assistant.	
The operation and function of the gearshift has been demonstrated and then performed by the user themselves and/or an assistant.	
The operation and function of the bell - if fitted - has been demonstrated and then performed by the user themselves and/or an assistant.	
The operation of the lights – if fitted – has been demonstrated and then performed by the user themselves and/or an assistant.	
Test drive: Forward and - if necessary - backwards travel	
Test drive: Driving on level ground and uphill and downhill in the direction of travel	
Test drive: Emergency stop from maximum speed	
Information for care, cleaning and maintenance of the product has been provided and understood by the user and/or an assistant.	
Information on the wheel with regard to inflation pressure and tread depth has been provided and understood by the user and/or an 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.	
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.	

33 Appendix: Inspection lists

Initial inspection: After 200 km or after 5 months

Serial number: SN _____ **Kilometre reading:** _____	**OK/ carried out**	**not OK**	**resolved**
Check that all screws/fastening elements are firmly seated	☐	☐	☐
Functional and safety check of all lights (if fitted), steering and adaptation to the product and the adapted wheelchair/wheelchairs	☐	☐	☐
Carry out a functional and safety check of the adapter	☐	☐	☐
Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables, and tyres on the product and wheelchair	☐	☐	☐
Check the electrical connections	☐	☐	☐
Check, adjust / set, clean and oil the gear components	☐	☐	☐
Check the spoke tension of the drive wheel and, if required, correct the tension/re-centring and inspect the axle nuts of the drive wheel for firm seating (tightening torque for neodrives: 30 Nm)	☐	☐	☐

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

To maintain the warranty rights, the completed inspection list must be sent by e-mail or post to PRO ACTIV within four weeks of the inspection.

Subsequent inspection: After another 1,000 km or 1 year after the last inspection or after heavy use

Serial number: SN _____ **Kilometre reading:** _____	**OK / carried out**	**not OK**	**resolved**
Check that all screws/fastening elements are firmly seated and replace, if necessary (particularly the following: M8x35 oval head screws (for the handle rotation axes on the cranks)	☐	☐	☐
Clean and oil/grease all pivot points and bearings	☐	☐	☐
Carry out a visual inspection of the frame and attachments for crack formations, deformations, etc.	☐	☐	☐
Carry out a functional and safety check of the brakes and, where necessary, replace the brake fluid, brake pads, brake cables	☐	☐	☐
Check, adjust, clean, and oil the gear components including bottom bracket gearshift (if fitted)	☐	☐	☐
Check the electrical connections and the performance of the rechargeable batteries	☐	☐	☐
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 inspect the axle nuts of the drive wheel for firm seating (tightening torque for neodrives: 30 Nm)	☐	☐	☐
Carry out a functional and safety check of the drive wheel and, if required, replace the tyre on the product	☐	☐	☐
Carry out a functional and safety check of all lights (if fitted), steering and adaptation on the product and the adapted wheelchair/wheelchairs	☐	☐	☐
Carry out a functional and safety check of the adapter	☐	☐	☐
Test drive/functional test	☐	☐	☐

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

Comments:

Rehabilitation specialist dealer:

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First name and last name of contact:

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Check, adjust, clean, and oil the gear components including bottom bracket gearshift (if fitted)	☐	☐	☐
Check the electrical connections and the performance of the rechargeable batteries	☐	☐	☐
Check of the control parameters and functionality of the drive system; perform a software update if necessary	☐	☐	☐
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Carry out a functional and safety check of all lights (if fitted), steering and adaptation on the product and the adapted wheelchair/wheelchairs	☐	☐	☐
Carry out a functional and safety check of the adapter	☐	☐	☐
Test drive/functional test	☐	☐	☐

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Carry out a functional and safety check of the adapter	☐	☐	☐
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Rehabilitation specialist dealer:

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Check the electrical connections and the performance of the rechargeable batteries	☐	☐	☐
Check of the control parameters and functionality of the drive system; perform a software update if necessary	☐	☐	☐
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Carry out a functional and safety check of the adapter	☐	☐	☐
Test drive/functional test	☐	☐	☐

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Rehabilitation specialist dealer:

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First name and last name of contact:

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Stamp:

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Rehabilitation specialist dealer:

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Carry out a functional and safety check of the adapter	☐	☐	☐
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

To maintain the warranty rights, the completed inspection list must be sent by e-mail or post to PRO ACTIV within four weeks of the inspection.

Your rehabilitation specialist dealer:

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