



PROACTIV[®]



Usage instructions Service booklet

LITTY 4all
LITTY 4you

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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 which has been especially 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.

The LITTY 4all and the LITTY 4you differ in the number of adjustment options for the seat and back position and in the adjustment process. These different adjustment processes are described in Chapter 17. Otherwise they operate in exactly the same way.

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



Note



Serial number

3 Conformity/other information

3.1 Classification

The LITTY 4all & 4you children's wheelchairs (referred to as a "product" below) are classified as class I products.

3.2 Conformity

 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

Delivery includes the product, configured as per the purchase order, with the usage instructions including the 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 push handles, anti-tipping supports and a lap belt.

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 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. Clarify with them as well which wheelchair techniques you can learn on the basis of your ability.

 Under no circumstances should you do anything with or in the product which you have not learnt to 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 the safety accessories available (e.g. anti-tipping supports and lap belt).

 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.

 Never leave the product unattended.

 Secure the product from unauthorised use and theft.

 When combining your product with equipment made by other manufacturers (e.g. seat cushion, drive devices, etc.), make sure that the serviceability of the individual components and the unit made up of them is ensured. 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 Purpose and indication

This product offers children and young people who have difficulty walking or cannot walk the option to replace walking with driving, using a muscle-powered wheelchair to a technically feasible extent. The objective is to maintain or increase the greatest possible independent mobility and to integrate the active wheelchair user in everyday life.

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: Some wheelchair options are unsuitable for certain disease profiles or handicaps. A suitable selection will be made by the therapist/doctor/rehabilitation specialist dealer during the consultation.

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

- can move and coordinate their hands and arms so that they are able to operate all control elements without restrictions while using the wheelchair.
- 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 children's wheelchair is designed for use on level and solid surfaces indoors and outdoors. Avoid driving on unpaved or loose surfaces (e.g. on loose gravel, in sand, mud, snow, ice or through deep puddles of water, and under poor weather conditions (e.g. storms), as this may result in incalculable risks. The LITTY is characterised by a frame geometry that is optimised for children as well as its extensive adjustment options. The wheelchair can be adapted to the size of the child by replacing individual components, thanks to the various options that allow it to grow with the child.

The maximum permitted load of the product in its standard design is 50 kg. Individual customisations can be designed for a higher load; this is then indicated on the rating plate. Please note that the load limit indicated on the rating plate may not be exceeded, even when transporting objects and carrying out strength exercises in the product. Note that the maximum load weight is reduced accordingly when mounting components with low load limits on the product, e.g. drive wheels with few spokes.

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 instruc-

tions. 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 Product weight

The total weight starts from 6.7 kg with the basic equipment.

8.2 Load weight

Maximum load weight:

Up to 50 kg payload

Individual customisations can be designed for a higher load; this is then indicated on the rating plate.

8.3 Obstacle height and turning circle

Maximum drive-over/negotiable obstacle height: 10 cm

Turning circle:

- approx. 1 m without manoeuvring back and forth
- approx. 0.8 m with manoeuvring back and forth (much dependent on the number of manoeuvres)

8.4 Basic equipment and dimensions

With the basic equipment, the product is equipped with a seat system, caster wheels, drive wheels including tyres and handrims, knee lever brake and footrest.

Dimensions, LITTY 4all:

Seat width: 18 - 34 cm
 Seat depth: 20, 25, 30, 35 cm
 Back height: 20, 25, 30, 35 cm
 Wheel camber: 11°

Dimensions, LITTY 4you:

Seat width: 16 - 38 cm
 Seat depth: 18 - 38 cm
 Back height: 20 - 45 cm
 Wheel camber: 6°, 8°, 11°, 13°, 15°

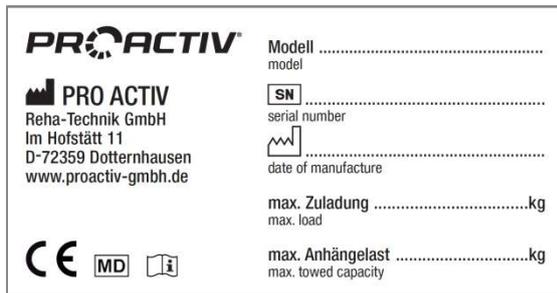
8.5 Service life

The service life of the product is 6 years.

9 Rating plate & markings on the product

The **rating plate** is located on the product frame (or 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"
- Medical device
- Manufacturer
- Follow the usage instructions
- Serial number
- Date of manufacture

The product is labelled with **further symbols** (stickers):



Product not approved as a seat in motor vehicles



Product approved as a seat in motor vehicles; marking of the transport restraint system connections on the wheelchair or fastening points for wheelchair restraint systems

More detailed information about this can be found in Chapter 24.2.

10 Start-up 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.

You will be fully instructed in the use of the product based on the usage instructions included in the 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 33) and the hand-over certificate including the associated check list (chapter 34) 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 and external circumstances. 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 the flat.

Practice bending, gripping, routes and getting out, until you know the limits of your abilities. Allow yourself to be assisted until you know what can call falls or tips and how to avoid it.

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.

12 Safety instructions – prior to driving/use

 When getting into the wheelchair, do not tread on the footrests as this may tip the chair over.

 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.

 Check tyre pressures at regular intervals. Ensure that you comply with the manufacturer's specifications which can be found on the tyres. If the tyre pressure is too low, the optimum functional capability of the knee lever brake is not guaranteed, and an excessively low tyre pressure influences the driving behaviour. Apart from that, there is an increased risk of a flat tyre.

 Before starting out, check that the product's brake works. You are not allowed to take trips if the brakes are not fully functional.

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

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

 Before using the product, ensure that the anti-tipping supports are in the operating position and are functional.

 Due to environmental effects, it is possible that the properties and therefore secure attachment of the push handle covers may change detrimentally. For this reason, it is important to check the handles are tightly fitted and fixed in position prior to use. If this should no longer be the case, then the push handles may not be used until they have been fixed.

 Before each use of the product, make sure that the anti-tipping supports and push handles are firmly attached and the quick-release axles on the caster and drive wheels are also securely locked in place.

 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 required, you can have your product equipped with a suitable chest or lap belt. Make sure that the belt is worn so that it does not negatively affect your breathing, cannot strangle you if you fall or tip out of the product and so that you can easily remove it yourself.

 Make sure that the passive illumination (reflectors) are always on your product, are in perfect condition and are clearly visible.

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

13 Safety instructions – while driving/using

 Note that some parts of your product can become extremely hot at high ambient temperatures (e.g. sauna). 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. There are also certain risks that exist at extremely low temperatures, which must be minimised by wearing appropriately insulating clothes for example.

 You may only drive on slopes where the product can be safely controlled with the handrims. Never drive the product on slopes of more than 10 %.

 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.

 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.

 Note that the knee lever brake is a parking brake that may only be applied when the product is at a standstill. This is not a service brake which is suitable for reducing speed.

 Do not attach objects (carrier bags, etc.) to the product.

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

 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. large gravel, potholes) there is an increased risk of puncturing your tyres as well as tipping.

 When travelling on poorly maintained paths with potholes and loose stones, drive carefully to prevent the caster wheels from blocking.

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

 The product is only intended for transporting one person with limited mobility and must not be used for any other purpose, e.g. for transporting goods.

 When reversing, the anti-tipping supports should always be used as there is an increased risk of tipping over. If this is not possible, then ask other people to help ensure that there is no risk of tipping over.

 The product may only be propelled using the handrims. If you drive propelling the chair with the tyres (thumbs or fingers on the tread of the tyre), there is the risk of crushing or otherwise injuring fingers and thumbs.

 Do not reach into the area of the spokes or other tight spaces in the area of the wheels. There is an increased risk of being injured here, particularly while in motion. If you have limited coordination of your limbs, then you

should protect the spokes with a spoke shield for example to minimise the risks.

 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

 Driving on steps with the product is forbidden.

 Due to the significantly high risk of tipping over and being injured, the product should only be driven on an escalator after participation in a respective safety training and with an accompanying person for safety reasons.

 The maximum obstacle height which can be negotiated is 10 cm.

 Obstacles like curbs, for example, should always be negotiated driving forwards and always using the minimum speed required.

 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. When approaching an obstacle at an angle or driving over it with just one drive wheel, there is an increased risk of tipping over sideways.

 If the product user needs to be transported over an obstacle and there are suitable facilities such as a ramp or a lift available, then these should be used. If such facilities are not available, then the obstacle is to be overcome by being carried by two helpers. When carrying the product, it may not be lifted by the side sections, the drive wheels, the central push handle, the anti-tipping support or the footrests. We recommend holding the product by

the lower frame tubes of the main frame and holding the back cross bar.

 Before crossing an obstacle (steps, thresholds, etc.), the anti-tipping supports must be swivelled from the operating to the passive position or removed so that you do not make contact with the obstacle when crossing, resulting in your falling. After crossing the obstacle, the anti-tipping supports must be immediately returned to the operating position (Chapter 20).

 For overcoming obstacles such as kerbs or steps, the product needs to be actively tipped. The caster wheel may otherwise jam at right angles to the obstacle and could block. This could damage the caster wheel or the steering fork and result in injury to the user. If actively tipping it is not possible, then the obstacle should not be approached or you need to request assistance from an accompanying person. Particular attention needs to be paid to this when using an auxiliary drive.

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.

The personal driving skills are particularly important in the following dangerous locations which are provided as examples; the product's 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 which are covered in leaves, snow or ice.
- ramps and lifting equipment on vehicles.

 When driving in a circle 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.

 When crossing main roads, intersections and level crossings, extreme caution is needed. Crossing rails in the road or at level crossings must never be undertaken when travelling parallel to them, as otherwise the wheels could become caught which would result in the product being unable to manoeuvre.

 When driving on ramps and lifting equipment on vehicles, extreme caution is needed. Ensure in advance that the ramp is wide enough so that you do not risk the product wheels slipping off the ramp. When lifting or lowering a ramp or lifting equipment, the parking brake of the product should be applied. Always keep the product in the middle of the ramp.

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

16 Safety instructions – after driving/use

 Apply the parking brake before getting out of the product.

 When getting out of the wheelchair, do not tread on the footrest due to the risk of tipping over.

17 Individual setting options

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

17.1 Seat height at the front and back, seat angle and seat depth

17.1.1 Adjusting the LITTY 4you

The **seat heights at the front and back** and the **seat angle** can be adjusted using the four **rotation points**. To do this, two M6 fixing screws (AF 4 mm) need to be undone on each side. Using an Allen key (AF 6 mm) the four rotation points can now be rotated to the required position to adjust the required seat heights.

After making the adjustment, make sure that the opposite rotation points are positioned symmetrically flush and that the opposite rotation points are in the same position. Afterwards, tighten the M6 fixing screws on the rotation points (AF 4 mm) again using 11 Nm torque.

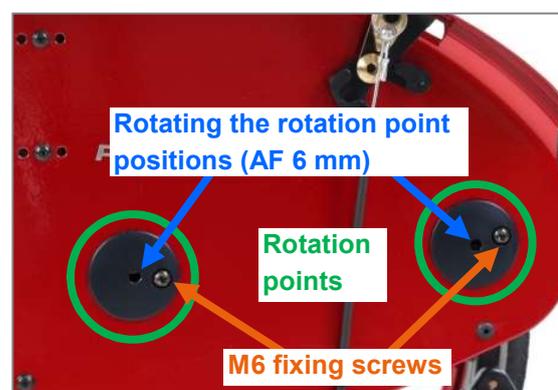


Figure 1: Adjusting the seat heights using the rotating points

If you need a greater adjustment range for the seat heights, the **seat plate can be turned over**. To do this, undo the M6 fixing screws at the rotation points (AF 4 mm) completely, remove the seat plate and replace it turned upside down. Please make sure that the straight edge remains at the front. You can see the seat plate in the high and low position in the following figures. Afterwards, tighten the M6 fixing screws on the rotation points (AF 4 mm) again using 11 Nm torque.

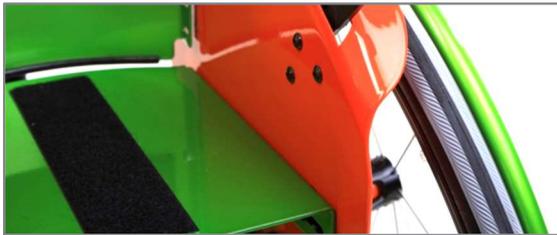


Figure 2: Seat plate in high position, slots down



Figure 3: Seat plate in low position, slots up

To adjust the **seat depth** to suit body dimensions, the distance between the **seat plate** and back shell can be **infinitely adjusted**. The adjustment is made by undoing the two M6 fixing screws (AF 4 mm) on each side in the rotation points. The seat plate is then moved along the slots.

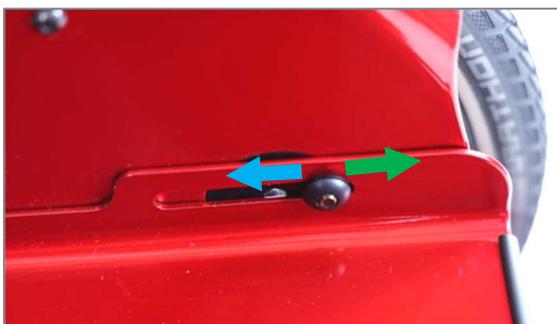


Figure 4: Possible directions of movement of the seat plate with slots

Afterwards, tighten the M6 fixing screws (AF 4 mm) on the rotation points again using 11 Nm torque.

After adjusting the seat plate, it may be necessary to adjust the position of the back shell. Please observe the instructions in Chapter 17.2.

The position of the footrest must be adjusted whenever the seat height and angle are changed. When doing so, ensure that there is enough clearance under the footrest. Experience shows that this should not be less than 4 cm. You will find more details in Chapter 17.3.

17.1.2 Adjusting the LITTY 4all

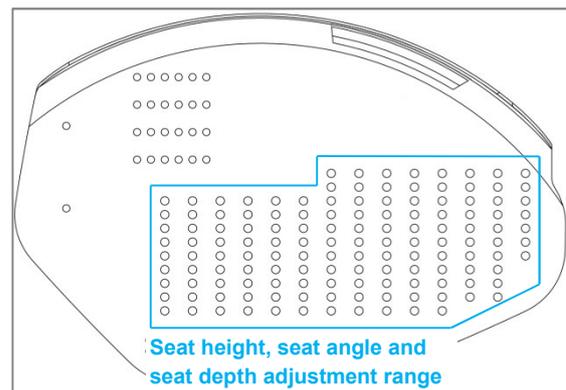


Figure 5: Grid in the clothing guard with marking of the adjustment range for the seat height, seat angle and seat depth (grid for 22" drive wheel)



Figure 6: M6 fixing screws on the outside of the clothing guard, to adjust the seat height, angle and depth

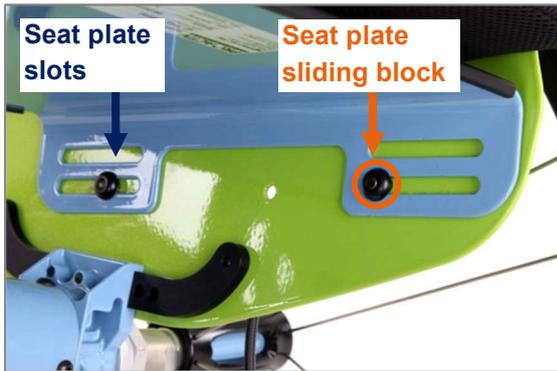


Figure 7: Seat plate with slots and seat plate sliding blocks

The **seat angle**, the **front and rear seat heights** and the **seat depth** can be adjusted using the **predefined grid of holes and pre-centred holes** in the clothing guard. To do this, the two M6 fixing screws (AF 4 mm) need to be unscrewed on each side. The new desired position is then determined in the grid of the clothing guard. If only pre-centred holes are available for the desired positions, these can be used for positioning by drilling out with a diameter of 6.1 mm and deburring.

Now position the seat plate at the desired seat height and depth. Then push the seat plate sliding block along the seat plate slots so it sits in front of the desired holes in the clothing guard. While adjusting, make sure that M6 fixing screws and the seat plate sliding blocks are positioned symmetrically flush and that the opposite M6 fixing screws are in the same position in the grid. Afterwards, retighten the M6 fixing screws (AF 4 mm) with a torque of 11 Nm.

Apart from positioning the seat plate in the clothing guard grid, the seat heights can be adjusted by positioning the M6 fixing screws in slots at a different height position. There are two **slots at different heights** at each fixing point for this purpose.



Figure 8: Seat plate slots at different heights

Another way to adjust the seat height is to **flip the seat plate**. To do this, unscrew the M6 fixing screws (AF 4 mm) completely, remove the seat plate and put it back on upside down. Please make sure that the straight edge remains at the front. In Figure 8, the seat plate is positioned in the lower slot. Afterwards, retighten the M6 fixing screws (AF 4 mm) with a torque of 11 Nm.

To make smaller adjustments to the **seat depth**, the two M6 fixing screws (AF 4 mm) on each side are loosened slightly and the **seat plate is slid** into the desired position along the **slots** on the seat plate sliding blocks.



Figure 9: Adjusting the seat depth by sliding the seat plate along the slots

After adjusting the seat plate, it may be necessary to adjust the position of the back shell. Please observe the instructions in Chapter 17.2.

The position of the footrest must be adjusted whenever the seat height and angle are changed. When doing so, ensure that there is enough clearance under the footrest. Experience shows that this should not be less than 4 cm. You will find more details in Chapter 17.3.

17.2 Back shell position

The angle of the back shell and its spacing position from the seat plate can be adjusted by unscrewing the four M5 fixing screws (AF 3 mm) in their **slots**. While loosening the M5 fixing screws, the corresponding nuts (AF 8 mm) must be held. For good seating posture, we recommend positioning the back shell vertically to the ground, if possible.

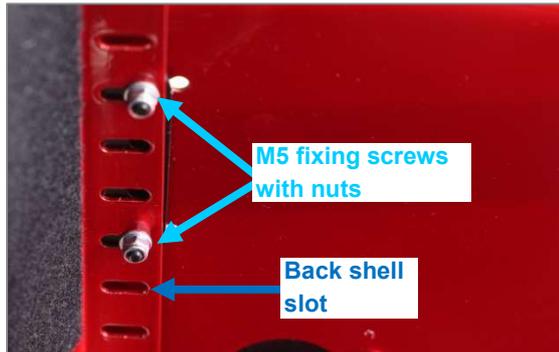


Figure 10: Slots and M5 fixing screws with nuts on the back shell, LITTY 4you

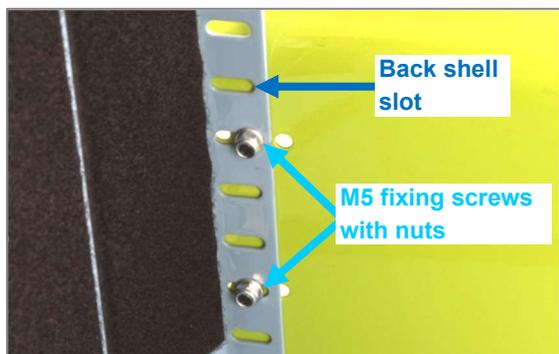


Figure 11: Slots and M5 fixing screws with nuts on the back shell, LITTY 4all

An **even greater range of adjustment** can be achieved by completely unscrewing the M5 fixing screws (AF 3 mm) and positioning them **within the provided holes (LITTY 4you) or in the pre-centred grid (LITTY 4all)** in the clothing guard. Make sure that the position of the M5 fixing screws on the right-hand and left-hand clothing guard are identical.

In the case of the **LITTY 4you**, there are three holes at the top and bottom of the clothing guard for adjusting the backrest.



Figure 12: Adjustment range for back shell on clothing guard, LITTY 4you

In the case of the **LITTY 4all**, there is a pre-centred grid in the clothing guard to adjust the backrest. To change the position of the backrest, the corresponding positions in the pre-centred grid must first be drilled out to a diameter of 6.1 mm and deburred.

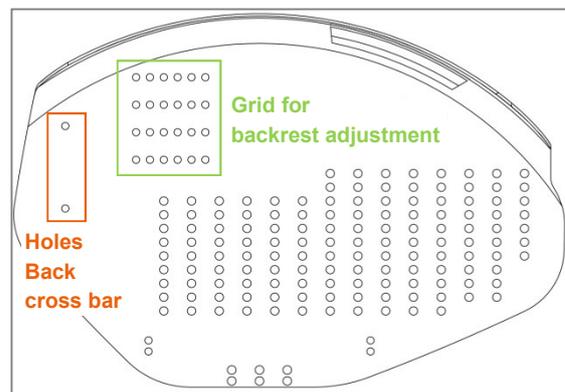


Figure 13: Adjustment range for back shell on clothing guard, LITTY 4all

Once the position of the back shell has been set, tighten the M5 fixing screws (AF 3 mm) using 6 Nm torque again. The associated nuts (Metric size 8 mm) must be tightened for this.

Notes on the back cross bar:

On the **LITTY 4you**, the back cross bar is secured with the M5 fixing screws from the back shell and its position is therefore also moved when the back shell position is adjusted. On the **LITTY 4all**, there are separate holes for the back cross bar in the clothing guard (Fig. 13 and 14). Consequently, the back cross bar here is independent of the adjustment to the back shell position.



Figure 14: Connecting the back cross bar on the LITTY 4all

! Please note that if you move the back shell further back, this will move the centre of gravity further back which makes it easier to tip the product up (Chapter 17.4).

17.3 Adjusting the lower leg length adjusting the footrest

The footplate arms are clamped on the left and right into the foot bracket clamps on the lower frame tubes. The foot bracket clamps are secured against twisting through interlocking serration.



Figure 15: Illustration of terms



Figure 16: Serration on the foot bracket clamp, with positive locking

17.3.1 Adjusting the length of the footplate arms

To adjust the length of the footplate arms, the M6 fixing screws (AF 5 mm) on the foot bracket clamps have to be unscrewed. The length of the footplate arms can then be adjusted.

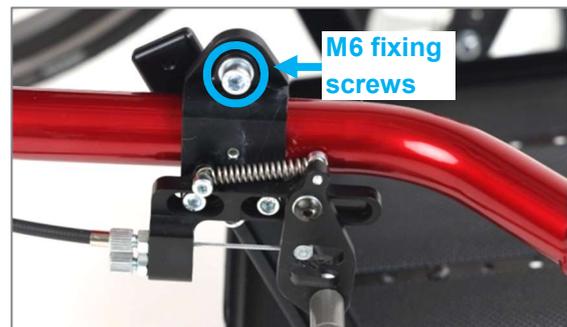


Figure 17: M6 fixing screws on the foot bracket clamps

17.3.2 Angle adjustment of the footplate arms

If the angle of the footplate arms is to be changed, then the M6 fixing screws (AF 5 mm) need to be loosened further so that the positive locking on the interlocking serration is released. Now the angle of the footplate arms can be adjusted.

Once you have finished adjusting the angle and the length, tighten the M6 fixing screws (AF 5 mm) again using 7 Nm tightening torque.

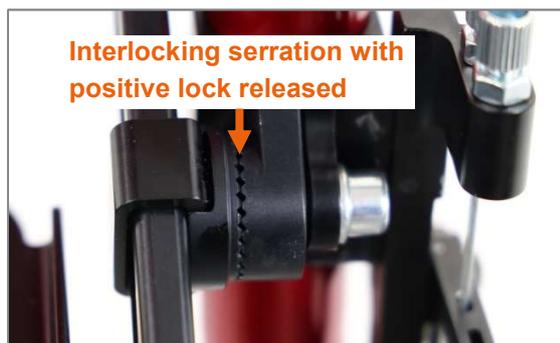


Figure 18: Serration on foot bracket clamps, positive locking undone

17.3.3 Angle adjustment of the footplate

The angle of the footrest support plate on the **fixed foot support** can be set by unscrewing the M6 fastening clamp screws (AF 5 mm) on the lower side of the footrest support plate. When the angle adjustment is completed, tighten the M6 fastening clamp screws (AF 5 mm) again to 5 Nm. This tightening torque should not be exceeded as higher tightening torques can damage the clamp.

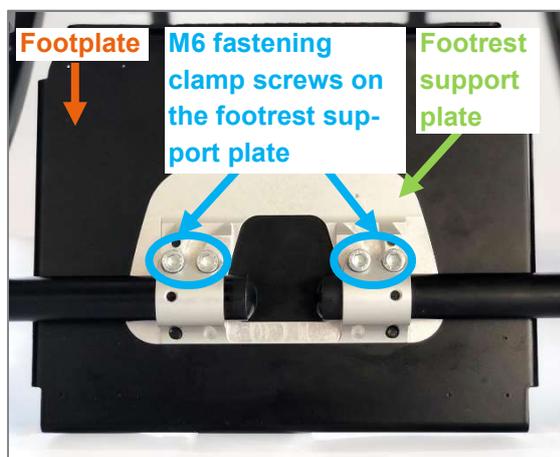


Figure 19: Fixed foot support (view from below)

As an option, it is also possible to choose a **footplate support** that can be **folded up towards the rear**. If the angle of these is to be adjusted, in addition to the M6 fastening clamp screws (AF 5 mm) on the footrest support plate, the M6 fastening clamp screws (AF 4 mm) of the footplate stops must also be loosened. Now the angle of the footplate support and the footplate stops can be adjusted. Then tighten the M6 fastening clamp screws (AF

5 mm) on the footrest support plate so that the footrest support plate with the footplate support can be rotated around the tube. Depending on the requirements of the wheelchair user, this tightening torque corresponds to a guide value of 3 Nm. The M6 fastening clamp screws (AF 5 mm) on the footrest support plate must be secured with screw locking fluid. The M6 fastening clamp screws (AF 4 mm) on the footplate stops are tightened with 11 Nm.



Figure 20: Footplate support folding up towards the rear, folded up

Ensure when setting the lower leg length, that no strong pressure is produced between the underneath of the lower leg of the wheelchair user and the edge of the seating system.

Make sure the clearance under the footrest is sufficient. Experience shows that this should not be less than 4 cm. This must be observed for the angle adjustment of the footplate and when setting the lower leg length.

17.4 Adjusting the tipping point

Optimum product tipping behaviour is achieved when the axle mount of the drive wheels is close to the body centre of gravity. A product adjusted like this can be driven with little effort and it also makes it possible to manage a slightly uneven surface or edges by tipping slightly. Driving on both drive wheels (doing a wheelie) is relatively easy to learn. Inexperienced wheelchair users must be prevented from tipping over backwards by means of anti-tipping supports.

Although shifting the seat and back system forwards will counteract the tipping danger, it also makes it more difficult to turn, steer and tilt the product.

To ensure safe operation, the **tipping point setting** should always be selected to suit the wheelchair user's individual requirements and abilities.

The tipping point can be adjusted by adjusting the seat plate and back shell. You will find descriptions on this in Chapters 17.1 and 17.2.

 Extreme settings, such as a seat and back system mounted far to the rear, are only permitted for experienced wheelchair users who are able to actively shift their weight forwards during operation.

 To minimise the risk of tipping backwards, we recommend using anti-tipping supports, even with anti-tipping settings.

17.5 Adjusting the clothing guard on the wheel arch

After adjusting the drive wheel position or installing different tyres on the drive wheels, it may be necessary to adjust the position of the clothing guard on the wheel arch. The distance between the tyres and the clothing guard should be between 5 and 8 mm to avoid pinching your fingers, scraping the tyres on the clothing guard, and obstruction when grasping the handrim.

On the **LITTY 4you**, there are no adjustment options in this area.

On the **LITTY 4all**, there are holes in the lower part of the clothing guard to adapt the clothing guard to the wheel arch.

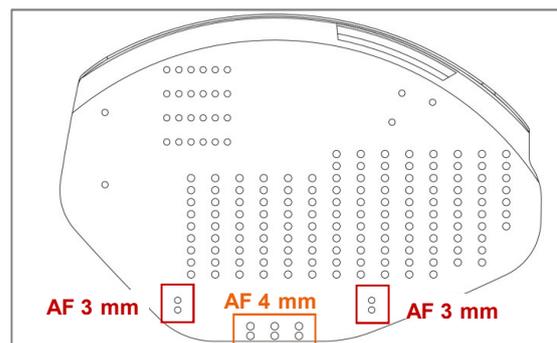


Figure 21: Holes to adjust the clothing guard on the wheel arch

To adjust, first remove the drive wheels. Then unscrew the three M6 fixing screws (AF 4 mm) and two M5 fixing screws (AF 3 mm) from the clothing guard on each side (Fig. 21). Now position the corresponding holes of the clothing guard on the frame connector and the axle tube. Then tighten the three M6 fixing screws (AF 4 mm) and two M5 fixing screws (AF 3 mm) on each side with 11 Nm and 6 Nm and secure them with screw locking fluid.

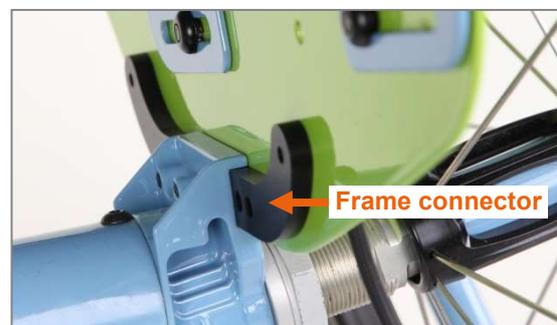


Figure 22: Frame connector on clothing guard

17.6 Adjusting seat width

To widen the product, widening sets can be ordered, consisting of an axle tube, seat plate, if applicable, back shell and back cross bar or cross tube for push handles as well as foot-plate arms and footplate support in a corresponding size.



Figure 23: Back cross bar and axle tube (view of product from rear)

Contact your rehabilitation specialist dealer if you want to change the width of the seat.

18 Drive wheels

18.1 Removing and attaching the drive wheels



Figure 24: Locking knob of the quick-release axle in the middle of the wheel axle

To **remove the drive wheels** grip 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 wheel axle with your thumb.

When **attaching the drive wheels**, the locking knobs must be pressed and the drive wheels with quick-release axle must be inserted in the drive wheel bearings. When doing this, special attention should be paid to ensure that the locking knob springs out again after attaching

the wheel, as otherwise the wheels are not properly secured. You will know this if you can see the index groove.

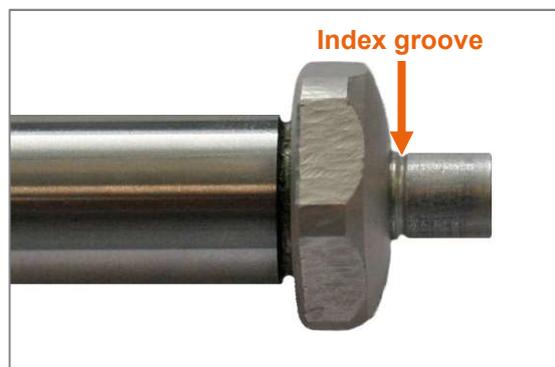


Figure 25: Quick release axle with index groove

The quick-release axle is equipped with the small standard locking knobs (see previous figure) as standard. The **quick-release axle with operation support and large push button** can be equipped as an option. The sequence for removing and attaching the drive wheels is identical with this option.



Figure 26: Quick-release axle with operation support, large push button

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

18.2 Checking and adjusting the wheel tracking of the drive wheel

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

Well adjusted wheel tracking significantly improves the easy running characteristics of the product. To **check** the tracking, proceed as follows:

Position the product on a level surface and secure the product against rolling away.

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



Figure 27: Drawing the axle height on the front and back of both tyres

Afterwards measure the distance between the drive wheels front and back at the height of the axles along the markers. Ideally, the distance between the two drive wheels should be the same size at the front and back. In general it can be said that the distance between the drive wheels at the front may not be larger than at the back. Apart from that, the distance at the back may not be more than 5 mm larger than at the front. If this is not the case, the wheel tracking needs to be corrected.

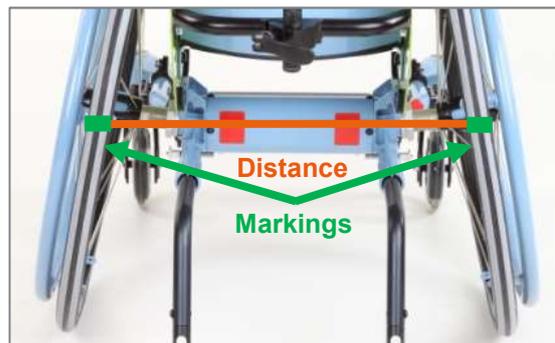


Figure 28: Distance between the markers on the tyres (at axle height), back

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

1. Loosen the aluminium locking nuts on both sides (AF 41 mm).

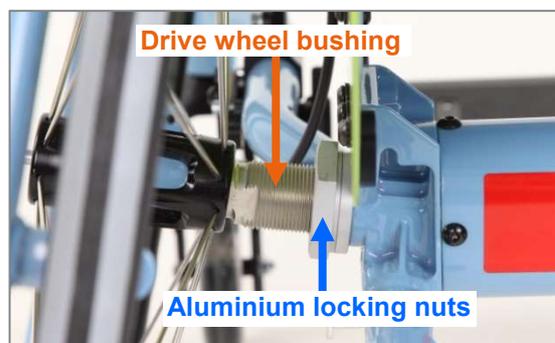


Figure 29: Drive wheel bushing and aluminium locking nut (rear view)

2. Correctly adjust the track by turning the drive wheel bushing (AF 22 mm). Here it can be said that: If you turn the drive wheel bushing in the direction of travel, the track at the front will become more narrow. The exact opposite occurs if you turn it opposite to the direction of travel; the track becomes wider.
3. Make sure that the distance at the front to the frame on the right and left is the same.

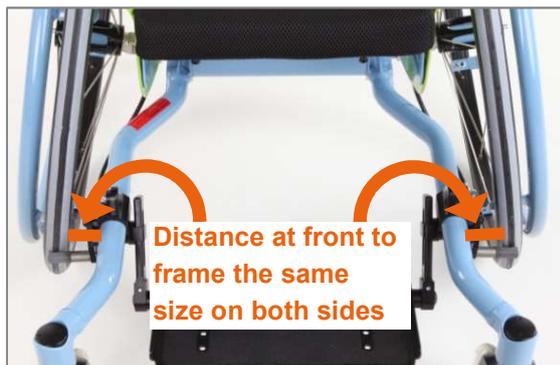


Figure 30: Distance at the front to the frame

4. Measure the distance between the drive wheels at the front and back again at the axle height (along the markers) so that the distance between the drive wheels is not any larger at the front than at the back. Apart from that, the distance at the back may not be more than 5 mm larger than at the front.

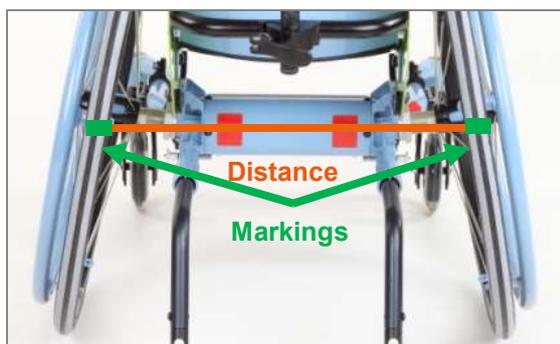


Figure 31: Distance between the markers on the tyres (at axle height), back

5. Once all of the distances are correct, use an open-ended spanner (AF 22 mm) to hold the drive wheel bushing in position and tighten the aluminium locking nuts (AF 41 mm) with a tightening torque of 70 Nm.

18.3 Wheel camber

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

The wheel camber increases the lateral stability of the product but also increases the overall width of the product.

The wheel camber will be carried out according to the order and can be subsequently changed by replacing the drive wheel bearings (with integrated wheel camber). If you want to make a change to the wheel camber, please contact your rehabilitation specialist dealer or PROACTIV.

18.4 Tyre pressure

Check the tyre inflation pressure at regular intervals as well as after extreme influence of temperature (not on solid rubber tyres). The **maximum and if applicable, minimum tyre pressure is printed on the side of the tyre**. This should be observed.

If the tyre pressure is too low, the optimum functional capability of the knee lever brake is not guaranteed, and an excessively low tyre pressure negatively influences the driving behaviour. Apart from that, there is an increased risk of a flat tyre.

The tyre pressure increases with the temperature. 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 in a sauna or 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 32: Valve with cap

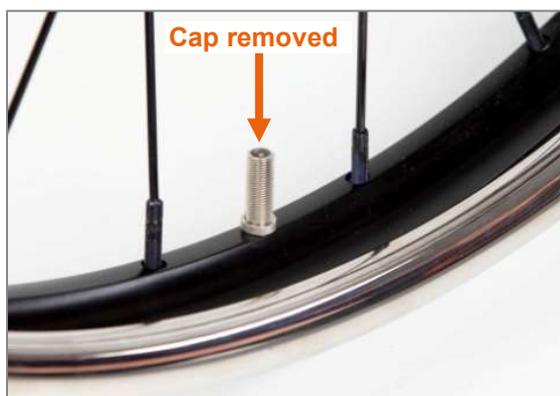


Figure 33: Valve without cap

3. Place the valve attachment of the compressed air device or the compressor onto the valve (if necessary, an adapter must be placed on the valve attachment) and, if a clamp lever is fitted, secure the connection by applying the 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 34: Compressor

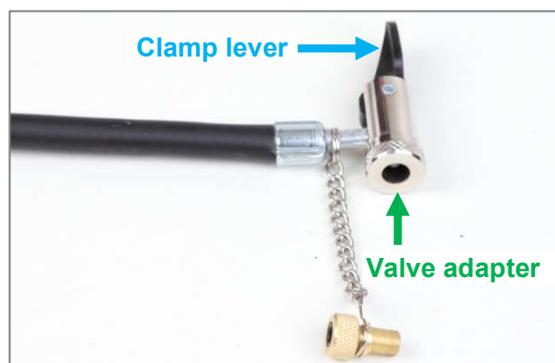


Figure 35: Valve adapter and clamp lever of the compressor

18.5 Other

If tyres, inner tubes or handrims need to be replaced, please contact your rehabilitation specialist retailer.

Recommended equipment:

The spoke guard prevents hands and fingers entering and being trapped in the wheels when riding. The risk of injury is thus minimised.



Figure 36: Spoke guard for minimising the risk of hands and fingers getting trapped

19 Caster wheels

19.1 Replacing the caster wheels

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

The caster wheels of the product are, depending on the type of casters, either fastened with two M6 axle fixing screws or one M6 axle fixing screw and a M6 nut.

19.1.1 Replacing the caster wheels when mounted using two axle fixing screws

To **remove a caster wheel**, unscrew the M6 axle fixing screws (AF 4 mm) on one side.



Figure 37: M6 axle fixing screw of caster wheel axle (view from outer side of product)



Figure 38: M6 axle fixing screw of caster wheel axle (view from outer side of product)



Figure 39: Caster wheel with aluminium hexagon socket

Now you can see the aluminium axle with a hexagon socket (AF 4 mm) in the middle of the axle. This hexagon socket is used to fix the axle in place, while the second M6 axle fixing screw (AF 4 mm) is unscrewed. To do this, insert an Allen key (AF 4 mm) into the hexagon socket on the aluminium axle and hold it still. At the same time, unscrew the remaining M6 axle fixing screw (AF 4 mm) on the other side.

Now the caster wheel can be removed from the fork. One spacer each is mounted to the right and left on the caster wheel that you are able to remove in order for it to be reused later when reinstalling the new caster wheel. If you want to install a different type of caster wheel, use the enclosed spacers, as these generally differ depending on the type of caster wheel.



Figure 40: Spacer on the caster wheel



Figure 42: M6 caster wheel axle nut (view from inner side of product)

To **mount the caster wheel**, proceed in the reverse order as for removal. Please make sure that the spacers on the right and left on the caster wheel are re-installed in the caster fork before assembly. The torque of the M6 axle fixing screws (AF 4 mm) is 7 Nm. It is recommended only to use screws with polymer dry locking coating. Screws without polymer dry locking coating must be secured with screw locking fluid.



Figure 43: Caster wheel with aluminium axle

19.1.2 Replacing the caster wheels when mounted using an axle fixing screw and nut

To **remove the caster wheel**, hold the M6 nut (AF 10 mm) firmly and loosen the M6 axle fixing screw (AF 4 mm). Now you can remove the M6 nut and washer, the M6 axle fixing screw with washer and the caster wheel.



Figure 44: Spacer on the caster wheel



Figure 41: M6 axle fixing screw of caster wheel axle (view from outer side of product)

When **mounting the caster wheel**, position the caster wheel with its spacers in the caster wheel fork, hold it in position and insert the M6 axle fixing screw with its washer from the outside of the product to the inside through the axle of the caster wheel. Now attach the washer and the M6 nut (AF 10 mm) from the other side. The tightening torque of the axle fixing screws (AF 4 mm) is 7 Nm.

19.2 Caster wheels flapping

Uncontrolled swivelling backwards and forwards of the caster wheels around their axes on the caster fork (while moving) is known as "fluttering".

 If the caster wheels start to flutter, immediately reduce your speed to prevent the caster wheels from jamming sideways and therefore reduce your risk of falling.

The **speed limit** at which caster wheel fluttering starts, **is reduced by**:

- increasing size of the caster wheels
- increase weight of the caster wheels
- falling load on the caster wheels
- decreasing caster length of caster wheels

The following options are available to **counter-act caster fluttering generally**:

- Fluttering can be reduced by **reducing the caster wheel diameter**. This means installing a small caster wheel in a different wheel position in the caster wheel fork (seat height thus remains the same) would be one way of reducing fluttering. However, please note that using a smaller caster wheel makes it more difficult to overcome obstacles and makes tipping necessary more often. The smaller the caster wheel is, the more driving skill is required.
- Another option for reducing fluttering is to use a **lighter caster wheel with the same diameter** or, as described above, **with a smaller diameter**.



Figure 45: Caster length

- It is also possible to **increase the caster length**. The caster length is the distance between the rotary axle of the caster wheel fork projected onto the floor and the wheel contact point. The wheel contact point of the caster wheel trails behind the rotary axle, so to speak. The caster length has a stabilizing effect on moving in a straight line. Increasing the caster length can be attained by mounting the caster wheel in a different wheel position on the caster wheel fork (the in doing so, the front seat height or the angle of the seat changes, see chapter 17.1).

19.3 Replacing the caster wheel forks

A distinction needs to be made between the caster wheel forks with a screwed axle and those with a quick-release axle.

19.3.1 Caster fork with screwed axle

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

The **caster wheel fork with a screwed axle is removed** using a wrench which is included in the scope of delivery. This wrench is inserted into the two holes on the nut of the caster wheel bearing block and turned anti-clockwise, e.g. using an AF 24 mm fork wrench. The caster wheel fork needs to be held still. When

the nut has been completely removed, the caster wheel fork can be pulled out.

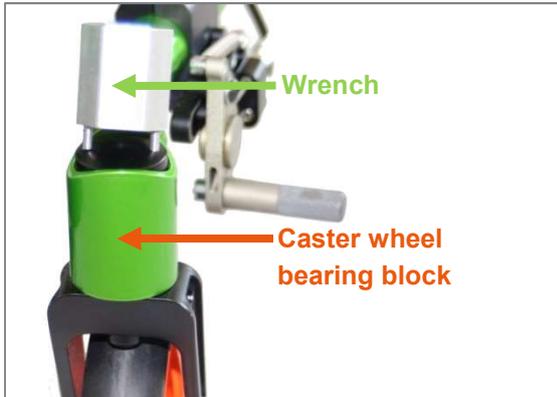


Figure 46: Loosen the nut of the caster wheel axle using the wrench



Figure 47: Caster wheel axle nut completely removed

When **mounting the caster wheel fork** with screw-on axle, insert the caster wheel axle back into the caster wheel bearing block, use the supplied wrench to tighten the nut of the caster wheel axle again and secure it with screw locking fluid.

The nut of the caster wheel axle may not be tightened by more than 3 Nm to ensure it runs smoothly. In case more sluggishness is desired, this can be achieved using a higher tightening torque.

19.3.2 Caster wheel forks with quick-release axle

The **caster fork with quick release axle is removed** using the locking knob on the inner side of the caster fork. Grasp around the caster fork and press the locking knob with your thumb. The caster wheel fork can now be pulled out.

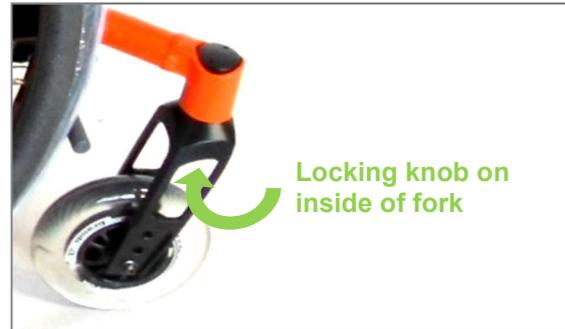


Figure 48: Caster wheel fork with quick release axle and locking knob

When **assembling the caster fork with quick-release axle**, press the locking knob again and insert the caster fork rotary axle into the caster wheel bearing block. When doing this, particular attention must be paid to ensuring that the locking knob springs all the way out again after attaching the fork, as the forks are otherwise not secured correctly. You will know that if you can see the index groove (Fig. 25).

20 Anti-tipping support

To reduce the risk of accidentally tipping backwards to a minimum, anti-tipping supports are available as accessories. The anti-tipping supports are inserted in the bottom frame tubes which secures them against twisting.

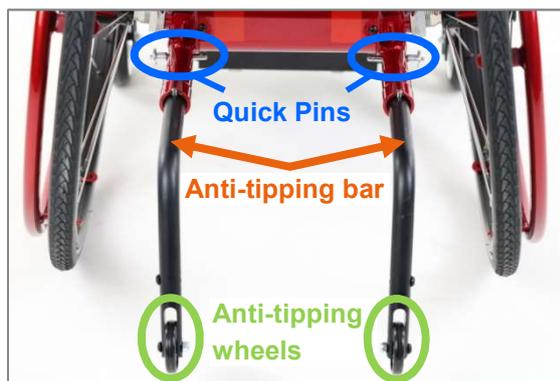


Figure 49: Overview of anti-tipping support (view from the rear)



Figure 51: Operating and passive position of the anti-tippers

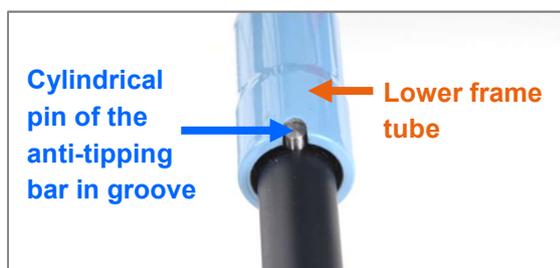


Figure 50: Cylindrical pin of the anti-tipping bar in groove



Figure 52: Moving the anti-tipping support from operating to passive position (view from the rear)

20.1 Operating and passive position

Via a spring system, the anti-tipping supports can be swivelled **from the operating to the passive position**, for example to overcome obstacles, so that they cannot rest on the obstacle.

To move the anti-tipping supports into the passive position, pull them each to the rear and out of the frame tubes until the cylindrical pin protrudes from the grooves, and then turn them by 180° upwards/inwards so that the anti-tipping wheel points upwards (Fig. 52). After releasing the anti-tippers, the cylindrical pin slots into the groove again.

After passing the obstacle, move the anti-tipping supports back **from the passive to the operating position** following the same procedure (Fig. 53). Make sure that these have clicked back into place again properly.

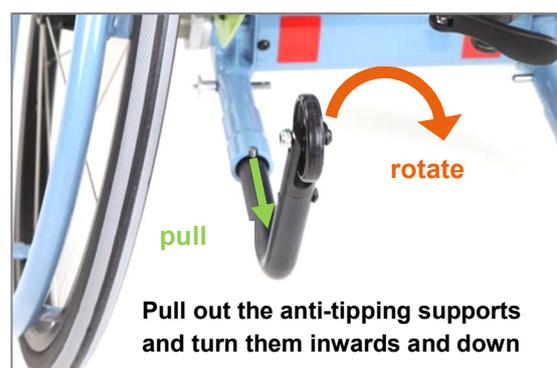


Figure 53: Moving the anti-tipping support from passive to operating position (view from the rear)



Video Operating and passive position of the anti-tipping support:

https://www.youtube.com/watch?v=ral-GoG6nU_s

20.2 Removing and attaching the anti-tipping supports

For example, the anti-tippers can be **completely removed** using a quick pin to transport the product. To do this, press on the locking knob on the quick pin and pull it out. The anti-tipping supports can then be pulled out from the lower frame tubes.



Figure 54: Quick Pin with locking knob

Hint:

The quick pins can then be inserted into the holes in the frame tubes to prevent loss.



Figure 55: Anti-tipping supports removed and quick pins inserted in holes in the lower frame tubes

To **reattach the anti-tipping supports**, ensure that the correct anti-tipping support is used for each side or that the cylindrical pin of the anti-tipping support end piece is correctly aligned. On the left side, the cylindrical pin must point upwards when the anti-tipping support is in the active position, and downwards on the right side.

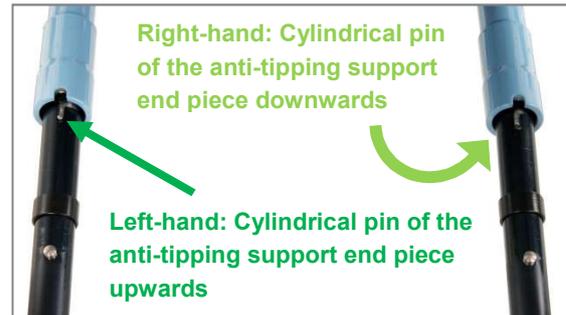


Figure 56: Position of the cylindrical pin of the anti-tipping support end piece left and right (view from behind)

You can align the cylindrical pin of the anti-tipping support end piece by pulling the anti-tipping support end piece approx. 1 cm out of the anti-tipping bar and then turning it 180° up or down.

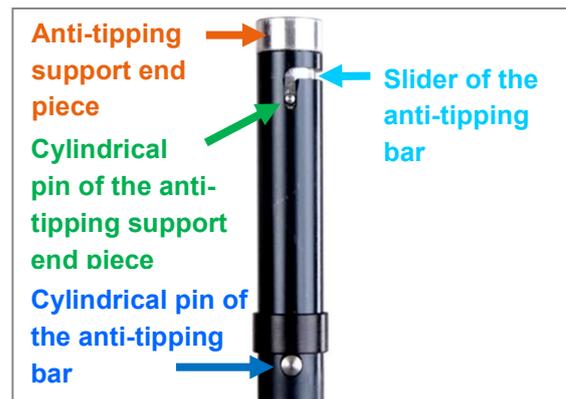


Figure 57: Anti-tipping support end piece and cylindrical pins

Then insert the anti-tipping supports in the lower frame tubes. Make sure that you use the correct anti-tipping support for each side (with the sliders of the anti-tipping bar facing towards the centre of the wheelchair) and place the cylindrical pins of the anti-tipping bar in the grooves. Then take a quick pin for every anti-tipper in your hand, press the locking knob on the quick pin and insert it back into the bore-hole on the frame tube.

20.3 Safety instructions

The anti-tipping supports are designed exclusively to minimise the risk of tipping over backwards. They are not suitable for reducing the risk of tipping forwards or to the side. There is no safety equipment on offer for minimizing these risks. For this reason, handling these risks need to be learnt in cooperation with your therapists and doctors.

Before using the product, each time after loading the anti-tipping supports and after every adjustment to the product, make sure that the anti-tipping supports are fully functional. In this case the anti-tipper in operating position must not allow itself to be pushed away to the side without undoing it from its locked position (cylindrical pin in groove).

The lower edge of the anti-tipping wheels may not be more than 5 cm from the ground. If a larger gap is required or necessary, then you need to work with your therapists and doctors to practice and learn to handle the increased risk of tipping.

If the functional capability of the anti-tipping supports is no longer ensured or if you are in any doubt about their flawless function, have them checked by your rehabilitation specialist dealer and repaired before any further use. Otherwise there is an increased risk of falling or getting injured.

21 Brake

21.1 Knee lever brake

21.1.1 Opening and closing the brake

The **brake is closed** by pushing the brake lever forwards and downwards. In the closed position, the braking bolt pushes the tyre in by approx. 4 mm (at the specified air pressure in the tyre).

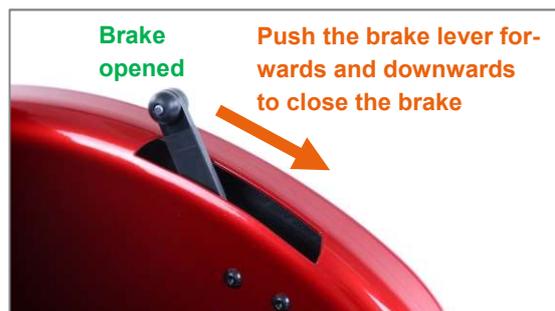


Figure 58: Brake opened, push the brake lever forwards and downwards to close the brake

Please note that the knee lever brake is a parking brake which may only be applied when the product is at a standstill. This is not a service brake which is suitable for reducing speed.

To **open the brake**, pull the brake lever back up and rearwards again. In the open position, the distance between the braking bolt and the tyre is approx. 3 to maximum of 4 mm.

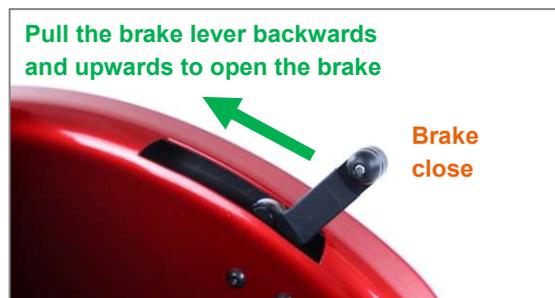


Figure 59: Brake closed, pull the brake lever to the rear to open the brake



Figure 60: Knee lever brake with brake operation integrated in the clothing guard

21.1.2 Setting the brake

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

Settings on the brake could be necessary for the following reasons:

- You have changed the tyre or the tyre pressure.
- You have changed the wheel tracking of the drive wheels.
- The brake is pulling unevenly or insufficiently after extended use.

To adjust the knee lever brake, proceed as follows:

1. Initial situation: Drive wheels mounted on the product and the knee lever brakes open. The drive wheels have the specified inflation pressure.
2. Loosen the M5 fixing screws (AF 4 mm) which are used to attach the brake to the brake mounting bar on the brake mount.



Figure 61: M5 fixing screws

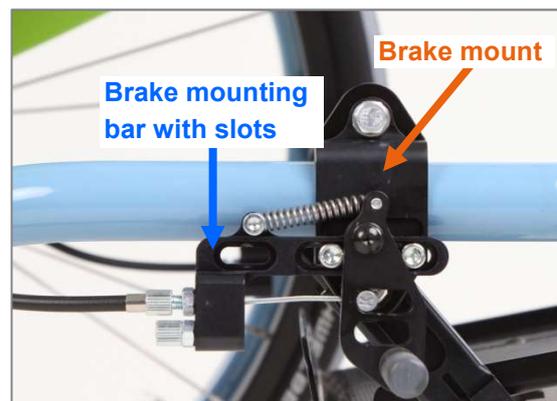


Figure 62: Brake mount and brake mounting bar

3. Position the open brake so that there is approx. 3 mm clearance between the brake bolt and tyre up to a maximum of 4 mm. You can use the adjustment range provided by the slots on the brake mounting bar.

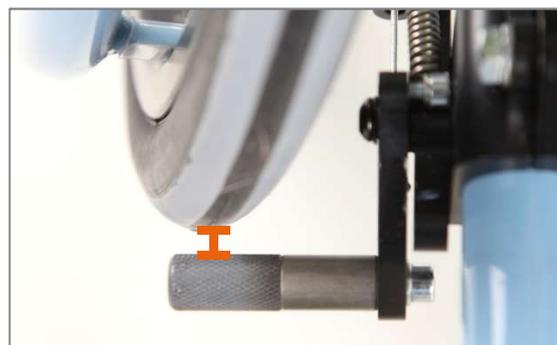


Figure 63: Distance between brake bolt and tyre of approx. 3 mm to maximum 4 mm, with opened brake

4. Tighten the M5 fixing screws (AF 4 mm) again to 4 Nm.
5. Then check the correct setting of the brakes: On a slope (7° gradient) the product should stand firm with the brake applied. This is the case if, with the brake applied, the tyre is depressed or deformed by approximately 4 mm by the brake pin (at the specified tyre inflation pressure). When the brake is open, the distance between the braking bolt and the tyre is approx. 3 to maximum 4 mm.

6. Retrospective fine adjustments can be made at any time using the infinitely adjustable adjustment screw on the lower mount of the wire rope. To do this, open the lock nuts (AF 8 mm) and unscrew the adjustment screw. This will tension the wire rope until the required distance between the brake bolt and the drive wheel is reached. Then tighten the lock nuts again with a tightening torque of 4 Nm.

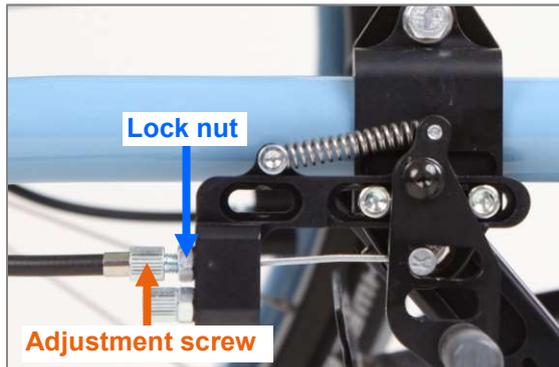


Figure 64: Fine adjustments can be made on the brake using the adjustment screw on the lower mount of the wire rope

21.2 Parking knee lever brake for accompanying person



Figure 65: Brake handle on the pushing device

To **actuate the parking knee lever brake**, use the brake handles on the pushing device of the product and actuate the locking lever.

To **release the parking knee lever brake**, actuate the locking lever again and thus release the brake lock.

The brake handles with locking lever can be mounted on push handles offset to the back or a central push handle.

 Please note that the knee lever brake is a parking brake which may only be applied when the product is at a standstill. This is not a service brake which is suitable for reducing speed.

22 Push handles

22.1 Central push handle, central push handle with foldable push area and foldable push handle bar

Adjusting the height of the central push handle and the push handle bar is possible without tools using quick release levers. To adjust, the quick release lever(s) is (are) opened and closed again after adjusting. The height can be infinitely adjusted.



Figure 66: Closed quick release lever



Figure 67: Quick release lever open

To **remove** the push handle, the M4 end stop screw (AF 3 mm) needs to be unscrewed and the quick release lever needs to be opened.

On the push handle bar, both M4 end stop screws (AF 3 mm) must be unscrewed and both quick release levers opened.



Figure 68: M4 end stop screw attached to bottom of central push handle

If necessary the tension can be adjusted by turning the quick release lever clockwise until it reaches the end stop.

⚠ Each time prior to use, the M4 end stop screws (AF 3 mm) must have been mounted again.

A toothed joint is used for **angle adjustment or for folding the handle area / push handle bar** on central push handles with foldable handle area and the foldable push handle bar. To adjust the angle, the rotary knob is opened anti-clockwise and closed again by turning clockwise after setting the desired angle. On the push handle bar, both rotary knobs have to be operated.



Figure 69: Rotary knob for adjusting the angle and folding



Figure 70: Central push handle with folding gripping area, completely folded

22.2 Safety push handles back-positioned

Adjusting the height of back-positioned push handles is possible without tools using the quick release levers. For adjusting, the quick release levers are opened and closed again after adjusting. The height can be infinitely adjusted. We recommend adjusting both push handles to the same height.



Video Height adjustment of safety push handles offset to the back :

<https://www.youtube.com/watch?v=Zg48rWfHCIE>



Figure 71: Closed quick release

To **remove** the push handle, the M4 end stop screw (AF 3 mm) needs to be unscrewed and the quick release lever needs to be opened.



Figure 72: M4 end stop screws mounted at the bottom of the push handles offset to the back

 If necessary the tension can be adjusted by turning the quick release lever clockwise until it reaches the end stop.

 Prior to each use, the M4 end stop screws (AF 3 mm) must have been mounted again.

22.3 Safety instructions

 After every adjustment or after reattachment following removal, check that the push handles are firmly attached in position.

 Due to environmental effects, it is possible that the properties and therefore secure attachment of the push handle covers may change detrimentally. For this reason, it is important to check the handles are tightly fitted and fixed in position prior to use. If this should no longer be the case, then the push handles may not be used until they have been fixed.

23 Storage

When being stored, the product should be kept in a dry environment and covered up where possible.

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.

24 Transport

24.1 Securing handling of the product

When loading or transporting, the product can be held on the lower frame tubes of the frame and on the back cross bar.

24.2 Passenger transport in vehicles



Transporting people, be it the wheelchair user or other persons, in vehicles has not been tested by PRO ACTIV and is therefore not approved.

All vehicle occupants must only sit on the seats installed in the vehicle during the journey with the associated restraint systems. Failing to observe this leads to increased risk of injury for the user as well as for third-parties.

 The product can be fitted with a headrest. These headrest systems are not suitable for use as headrests when being transported in a motor vehicle.

 The waist belt which may be fitted is not designed as a safety belt in a motor vehicle and may not be used for this purpose.

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

To reduce weight, individual components such as the caster forks with caster wheels and the drive wheels can be removed from the product for loading and stored separately. The product and all associated components must be secured during transport so that they are not damaged (e.g., by falling over) 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. Bags, walking sticks, and other objects not belonging to the product which are on or in 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 tensioning straps used to fasten the product securely in the transport vehicle must only be attached to the motor vehicle components intended for that purpose and to the frame of the product.

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

24.4 Passenger transport over obstacles in the product

 If the product with its user needs to be transported over an obstacle and there are suitable facilities such as a ramp or a lift available, then these should be used. If such facilities are not available, then the obstacle is to be overcome by being carried by two helpers. When carrying the product, it may not be lifted by the side sections, the drive wheels, the central push handle, the anti-tipping support or the footrests. To carry the product, PRO ACTIV

recommends holding the product by the lower frame tubes of the main frame and holding the back cross bar.

The procedure with stairs is usually as follows:

Climbing up stairs:

1. Two assistants carry the product with its user backwards up the stairs. The anti-tipping supports are in the passive position.
2. The assistant behind the product has the control. They tilt the product and have a firm grip on the back cross bar during the transport process.
3. The second helper at the front grips the product by the frame and lifts the product up one step at a time.
4. The helpers then move to the next step up and repeat the process until they reach the end.
5. The user can help the climb by rotating the handrim.

Climbing down stairs:

1. Two assistants carry the product with its user forwards down the stairs. The anti-tipping supports are in the passive position.
2. The assistant behind the product has the control. They tilt the product and have a firm grip on the back cross bar during the transport process.
3. The second assistant stands securely on a lower step and grips the product by the frame. He lifts the product down one step by letting the drive wheels roll over the edge of the step.
4. The helpers then stand on the next step down and repeat the process until they reach the end.
5. The user can help the descent by breaking on the handrim.

25 Malfunctions

In the event of any malfunctions which 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.

26 Cleaning and care

Regularly cleaning the product is prescribed to prevent the components from becoming stiff due to soiling. 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 must always be cleaned immediately after such use, and moving parts must be greased. Regular cleaning prevents corrosion and increased wear.

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

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

 Clean your product with water, solvent or neutral cleaning agents. Do not use any abrasive cleaning agents or aggressive, acidic cleaners, to prevent scratching or fading of the coating or the anodised parts. Only use water and soap to clean the seat and back padding.

 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.

27 Maintenance

27.1 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 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.

 For tyres with tread: As soon as there is one or more points with less than 1 mm of tread on the tyres, the tyres must be changed as 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 puncture-proofing is visible, the tyres must be changed as otherwise there is an increased risk of an accident.

 Only manufacturer's original parts may be used when ordering spare parts.

 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 32 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):

- Check the tyres for damage, foreign bodies and any cracks that form.
- Check the tyre pressure and correct if needed (the tyre pressure should always be as printed on the tyre covers).
- Check the brakes (function, wear on pivot bolts).
- Clean and oil the pivot points of the brakes and check the ease of movement or actuation force of the brake levers.
- Check the function of the anti-tipping device.
- Check the tight fit of the fixing screws on the seat and back system.
- Check the function and ease of running of the quick release axles of the drive wheels and caster forks.

 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 six weeks after delivery. The maintenance schedule can be found in the inspection lists in chapter 35.

Subsequent inspections are then always performed a year after the last inspection. The maintenance schedule can be found in the inspection lists in chapter 35.

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 35. 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/the service booklet along with you each time maintenance is performed.

28 Disposal & 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 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, caster forks, brake, back cross bar, clothing guard, footrest, footplate support, push handles, anti-tipping supports

Steel: Fixing points, quick-release/screwed axles, push handles, brakes, screws, nuts

Plastic: Handles, quick release levers, tube plugs, caster wheels, tyres, footplate support, anti-tipping wheel, bags for packing

Synthetic fibres and foam: padding, covers

Cardboard/paper: Packaging

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 all controls must be carried out before using it again.

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. In general, a complete disinfection cannot be guaranteed on the seams. We therefore recommend that the seat cushion and back padding be disposed of.

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 footrest, seat and back system can be adjusted or replaced using the modular system.

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.

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 tyres of caster wheels & drive wheels, anti-tipping wheels, handles, brake pins, upholstery of seat and back systems, 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 operating instructions.
- Repairs or other work have been carried out by non-authorized 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.

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

32 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 must be secured with "medium strength" screw locking fluid (e.g. Weicon AN302-43) provided that no securing clamps are present on the screw connections or a lubrication instruction specifies the use of grease or copper paste.

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

Tool	Order number
Special tool for setting the wheel position Open-ended spanner AF 22/24 mm + 41 mm	8000 900 025
Tool set for PRO ACTIV wheelchairs Mini high-pressure pump, open-ended spanner AF 8/10 + 10/13 30 mm, Allen key AF 2.5 + 6 mm, hexagon socket screwdriver with handle AF 3 + 4 + 5 mm	8000 900 030
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
Assembly stands 	8000 902 000

33 Appendix: Medical product passport/record of training

Product specifications:

Serial number: SN _____

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 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).

34 Appendix: Hand-over certificate

34.1 Required compliance criteria to authorise use

Topics	Com- pleted/ful- filled	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'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 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.		

34.2 Check list for training the user

Topics	Completed/ful-filled
All mechanical function controls were explained and their function demonstrated.	
Use of the brakes was demonstrated and then performed by the user themselves and/or their assistant.	
Attention was drawn to the fact that it is a parking brake and not a service brake.	
How the push handles are used and adjusted was demonstrated and then tested by the user themselves and/or their assistant.	
How the footrests work was demonstrated and then tested by the user themselves and/or their assistant.	
Use of the anti-tipping supports was demonstrated and then performed by the user themselves and/or their assistant.	
Removal and installation of the drive wheels and the caster fork (with quick-release axles) was demonstrated and then tested by the user themselves and/or their assistant.	
Test drive: Overcoming obstacles with the product, e.g. a kerb	
Test drive: Driving forwards and backwards on level ground and also up and down hills in the direction of travel, including slaloming around some obstacles	
Test: Operating the anti-tipping supports in front of an obstacle	
Information for care, cleaning and maintenance of the product (including quick release axles) have been provided and understood by the user and/or 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, anti-tipping supports and the seating and back system have been provided and understood by the user and/or 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.	

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 Appendix: Inspection lists

Initial inspection: after 6 weeks

Serial number: SN _____	OK/ carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wheel tracking and drive wheel bearing are firmly seated (tightening torque 70 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Function and safety check of the brakes, push handles and anti-tipping supports as well as other functional assemblies (e.g., folding footplate support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: One year later after the last inspection or earlier following particular loading

Serial number: SN _____	OK / carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points, quick release axles and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of push handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of anti-tipping supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of the seat and back system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a functional/safety check of the drive wheels and, if required, replace the tyres on the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wheel tracking and drive wheel bearing are firmly seated (tightening torque 70 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of caster wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking the caster wheel axle is firmly seated (tightening torque 7 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of footrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive/functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROACTIV within four weeks of the inspection.

Subsequent inspection: One year later after the last inspection or earlier following particular loading

Serial number: SN _____	OK / carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points, quick release axles and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of push handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of anti-tipping supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of the seat and back system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a functional/safety check of the drive wheels and, if required, replace the tyres on the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wheel tracking and drive wheel bearing are firmly seated (tightening torque 70 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of caster wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking the caster wheel axle is firmly seated (tightening torque 7 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of footrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive/functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: One year later after the last inspection or earlier following particular loading

Serial number: SN _____	OK / carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points, quick release axles and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of push handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of anti-tipping supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of the seat and back system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a functional/safety check of the drive wheels and, if required, replace the tyres on the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wheel tracking and drive wheel bearing are firmly seated (tightening torque 70 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of caster wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking the caster wheel axle is firmly seated (tightening torque 7 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of footrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive/functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROACTIV within four weeks of the inspection.

Subsequent inspection: One year later after the last inspection or earlier following particular loading

Serial number: SN _____	OK / carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points, quick release axles and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of push handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of anti-tipping supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of the seat and back system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a functional/safety check of the drive wheels and, if required, replace the tyres on the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check wheel tracking and drive wheel bearing are firmly seated (tightening torque 70 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of caster wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking the caster wheel axle is firmly seated (tightening torque 7 Nm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of footrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive/functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments:

Rehabilitation specialist dealer:

First name and last name of contact:

Stamp:

Date/signature

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Subsequent inspection: One year later after the last inspection or earlier following particular loading

Serial number: SN _____	OK / carried out	not OK	resolved
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points, quick release axles and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of push handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of anti-tipping supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional/safety check of the seat and back system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Your rehabilitation specialist dealer:

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