

ENGLISH

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# *User's Guide*



## **Safari Tilt**

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**Tilt-In-Space Positioning Chairs**



**READ INSTRUCTIONS BEFORE USING**

SAVE THIS BOOK FOR FUTURE REFERENCE



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# Setting Up

## Unpacking

Check to see that the following items are included with the chair:

- Left and right footplates, or one-piece footplate
- Hex key (5/32)
- Accessories as ordered
- Seat cushion

## Unfolding

### Step 1

Unfasten closure strap.

**Fig. 1**



**Fig.1**



**Fig.2**

### Step 2

Pull up on the side locks and raise the elevating legrests until they are at a 90-180 degree angle to the folded chair. **Fig. 2**

### Step 3

Stand the folded chair vertically on rear wheels. Grasp the push handle closest to you and at the same time push down on the elevating legrests closest to you using a forward motion. **Fig. 3**



**Fig.3**



### SIZE / MODEL CHART

#### **Safari Tilt**

Size	Model No.
12"	SFT12
14"	SFT14
16"	SFT16
18"	SFT18



**Caution:**  
Keep  
fingers  
free of  
folding  
mechanism.



**Step 4**

**Fig.4**

Push down with your foot on the rear lock brace until it is in the locked position. **Fig. 4**



**Step 5**

**Fig.5**

Attach the seat cushion by pushing firmly into the back of seat, then pressing down onto Velcro®. **Fig. 5**



**Step 6**

**Fig.6**

Flip down armrests. **Fig. 6**



**Step 7**

**Fig.7**

Swing footplates forward, or attach one-piece footplate. **Fig. 7**



**Step 8**

**Fig.8**

To keep closure snap from tangling in the wheel, velcro it onto itself. **Fig. 8**



**Step 9**

**Fig.9**

Apply wheel locks before placing individual into chair. **Fig. 9**

## Folding

---



### Step 1

Fig.10

Place foot on rear lock brace and bring the chair to the most upright position (until you hear a “click”).

**Fig. 10**



### Step 2

Fig.11

Flip up armrests. **Fig. 11**



Fig.12

### Step 3

Remove seat cushion. **Fig. 12**



Fig.13

### Step 4

Swing footplates to the side, **Fig. 13** or remove one-piece footplate.

**Fig. 14**



Fig.14



### Step 5

Unlock rear lock brace by pushing up on center of brace with foot.

**Fig. 15**

**Fig.15**



### Step 6

Lean chair back on push handles and lower chair to ground. Walk to front of chair and push down on tubing above front tires until chair is folded. **Fig. 16**

**Fig.16**



### Step 7

For a more compact fold, pull up on slide lock and fold the elevating legrests toward the front of chair. **Fig. 17**



**Fig.17**



### Step 8

Fasten the closure strap. **Do not use the closure strap to carry. Fig. 18**

**Fig.18**



**Caution: Keep fingers free of folding mechanism.**

## Tilt and Recline

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### **To Tilt:**

If chair has both tilt & recline options, release lock by squeezing trigger on left handle. Tilt to desired angle and release triggers.


If chair has tilt only, release lock by squeezing trigger on both handles. Tilt to desired angle and release triggers.

### **To Recline:**

Tilt chair slightly. Release lock by squeezing trigger on right handle. Pull back on both handles and release triggers. Recline option not available on SFT18. Fig. 19



**Fig.19**

 **Note: For optimal use, lubricate the silver tilt tubes (Mechlocks) every 3 months.**

# ***Fitting Guide***

Convaid's lightweight, folding chairs are designed to be more than just a convenient chair. Order the correct size chair by first determining the user's height, weight and seating measurements. Properly fitted, Convaid chairs will provide years of comfortable use. As the user grows, refer back to this Fitting Guide to adjust the dimensions of the chair.

Correct seating and positioning encourage good posture, which in turn aids circulation, breathing and digestion. Please take the time to properly adjust the chair to fit the user. If the user is not correctly positioned, check the accessories section of this manual to see if one or more of our accessories would help to facilitate posture or consult your physical therapist. Improper seating can create problems with posture. Please consult your child's physical therapist or doctor for additional guidance.

## **Seat Back Height**

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**Fig.20**

Seat back height varies according to chair type and seat width. Headrest extensions are available when extra height is needed to support the head.

To determine the seat back height, measure from the seat to the top of the shoulder or the upper part of the head.

**Fig. 20**



## Seat Width

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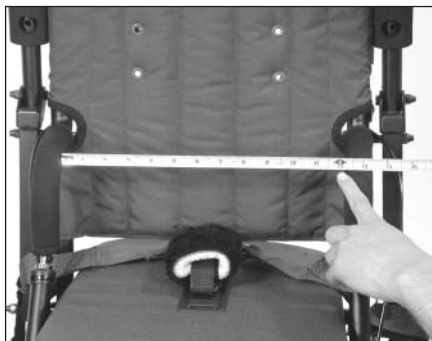


**Fig.21**

Proper seat width enables the user to sit comfortably and prevents problems from developing. While user is seated on a flat surface, measure from hip to hip. **Fig. 21**

The user should have enough room to prevent hips and thighs from rubbing against the frame. However, the chair should not be too wide or the user will slide around and posture could be affected.

The seat width measurement is taken from the inside of the armrest tubes. **Fig. 22**



**Fig.22**

## Seat Depth

---

Measure from the most posterior portion of the buttocks to the back of the knee. Subtract from that measurement 1-2" to allow adequate clearance between the seat and the back of the knee. **Fig. 23**

Remove seat cushion from seat fabric. Unsnap the fabric from the back of the seat. Remove screws from adjustment holes on sides of seat frame and slide seat tube to desired position. Reattach screws and snaps and replace seat cushion. **Fig. 24**

➡ **Note: Do not over tighten.**



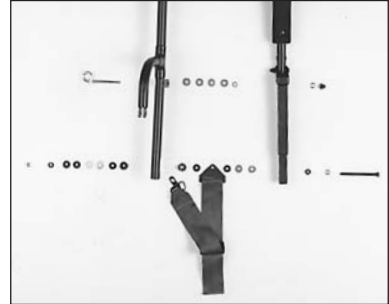
**Fig.23**



**Fig.24**

## Armrest Height Adjustment

To attach armrest, remove existing bolts. Attach armrest with the bolts provided. **Fig. 25**



**Fig.25**

To change height of armrest, remove top mounting bolt, slide armrest up or down as desired. Reattach bolt. **Fig. 26**



**Fig.26**

## Seat-to-Back Angle Adjustment

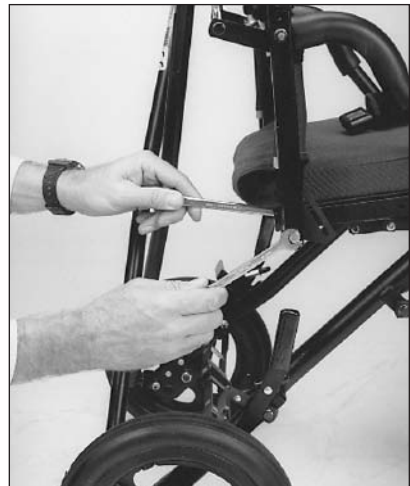
Partially fold the chair to relieve fabric tension.

To change, remove bolt and remount the seat tube using the hole provided in the seat back tube. **Fig. 27**

90°- lower hole

95°- upper hole

➔ **Note: Be sure to replace the bolt, washers and nut in the same order as removed.**



**Fig.27**

# ***Positioning Guide***

Convaid offers a wide variety of supports to help properly position the user.



**Note:** The user must be fitted correctly into the chair to achieve optimal posture and comfort.

## **Three-Point Positioning Belt**

The three-point positioning belt is standard. Adjust so the user stays securely in position. The quick-release buckle joins the crotch strap to both straps.

### **To Buckle:**

Slip the metal buckle on the belt strap into the crotch strap clasp.

### **Fig. 28**

### **To Release:**

Press the red button on the clasp and pull out the buckle.



**Fig.28**

## **Depth Adjustable Crotch Strap**

The crotch strap can be adjusted by threading strap through desired slot.

### **Fig. 29**



**Fig.29**

## Cushioned Shoulder Harness

The cushioned shoulder harness helps the user retain upright trunk position. To adjust, insert the bolt at the end of the strap through the grommet hole in the seat back. Grommet hole choice should be level with or higher than the top of the shoulders. Choose a hole that will keep the user secure without the strap rubbing against the face or neck. Secure the strap with the threaded knob. **Fig. 30**



**Fig.30**

## Full Torso Swing-Away Support Vest

Adjustable support vest keeps user in place comfortably and securely. Helps maintain midline seating position and prevent forward slumping. The vest is attached to the chair with straps that wrap around the seat back and connect with Velcro®, and shoulder straps that screw into the seat back. Adjust side straps for proper fit. **Fig. 31**



**Fig.31**

## Footplate Adjustment

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The Safari comes standard with a *one-piece footplate*, which is non-folding and non-elevating. **Fig. 32** Elevating legrests with *swing-away footplates* are available as an option. **Fig. 33**



**Fig.32**



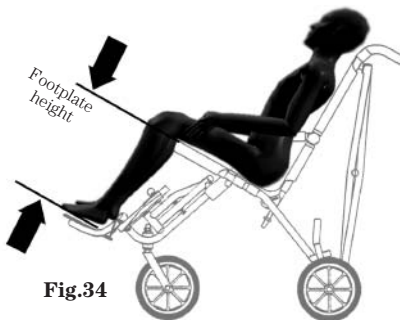
**Fig.33**

## Seat-to-Footplate Height Adjustment

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Seat-to-footplate height is measured from the back of the knee to the bottom of the heel. Feet or heels should rest comfortably on top of footplate. **Fig. 34**

Pull out metal pin. Slide foot support to desired height. Return pin to locked position. **Fig. 35**



**Fig.34**



**Fig.35**

## Footplate Depth Adjustment

The tilt-in space frame offers adjustable footplate depth.

Use a hex key to loosen the two bolts located on the top of the footplate. Slide footplate forward or rearward to desired depth. Retighten bolts. **Fig. 36**



**Fig.36**

## Legrest Adjustment

Pull down on slide lock. Swing legrest to a desired position and release slide lock. Ensure that the lock is engaged. **Fig. 37**



**Fig.37**

## Foam Wedge

Use wedge to modify seating or positioning or to correct posture. **Fig. 38-41**



**Fig.38**



**Fig.39**



**Fig.40**



**Fig.41**

## Angle Adjustable Footplates

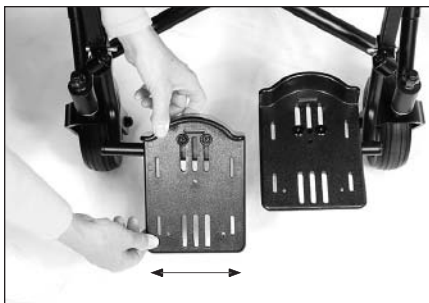
Angle adjustable footplates can be moved fore and aft, sideways, and rotated vertically and horizontally. To adjust the angle, loosen the bolts on the footplate and move to desired position. Retighten the bolts. **Fig. 42 – Fig. 45**



**Fig.42**



**Fig.43**



**Fig.44**



**Fig.45**



## Foot Positioner

The foot positioner holds the foot securely in place. **Fig. 46** To attach, thread strap through footplate as shown in **Fig. 47**, then bolt strap to underside of footplate.



**Fig.46**



**Fig.47**

## Footplate Securement Strap

The securement strap holds individual footplates together to prevent them from flipping up and down. To secure the footplates, buckle the left and right strap together. **Fig. 48**



**Fig.48**

## Calf Panel

Provides padded support for the lower legs. **Fig. 49**



**Fig.49**



## Anatomic Back Support Frame

The anatomic back support frame stabilizes the neck and head in a functional position to assist the development of neck and head righting reflexes.

The anatomic back frame is optional from the factory and must be ordered with the chair. Removable, reformable stiffeners are located inside the fabric seat back. Stiffeners easily pull out for custom forming with a heat gun. **Fig. 50**



**Fig.50**

## Swing-Away Lateral Support with Scoliosis Strap

### Single Flap

Adjustable trunk support stabilizes the trunk and maintains midline positioning. It can be pulled to one side for scoliosis correction if used with scoliosis strap. Scoliosis strap comes standard with all trunk supports. **Fig. 51**



**Fig.51**



**Fig.52**

The trunk support is attached to the chair with straps that wrap behind the seat back and connect with Velcro®. **Fig. 52**

Support is achieved by pulling each triangular flap toward the appropriate side, then securing it by wrapping the strap around the frame and attaching with Velcro®. The two flaps can also be wrapped around the child's torso and joined in the middle.

### Double Flap

One set of triangular flaps locates the midline positioning. The second set of flaps wrap around the trunk for stabilization. The scoliosis strap can be used to pull the torso to either side. **Fig. 53**



**Fig.53**

## Lateral Thigh Support (Adductor)

Pulls thighs together, improving hip alignment and stabilizing seating position. Degree of adduction can be varied and can favor one side. Fold the adductor flaps over the thighs, wrap the straps under and around the armrest tube and attach with buckle. **Fig. 54**

The adductor is attached with Velcro® under seat tubes.



**Fig.54**

## Medial Thigh Support (Abductor)

Separates thighs to improve hip alignment and stabilize sitting posture. Degree of abduction can be varied and can favor one side. The abductor flaps wrap over the user's thighs from the inside to the outside. The straps buckle around the seat tube or the armrest. They can also be wrapped around the armrest tube twice for high tone children. **Fig. 55**

The abductor is attached with Velcro® under seat tubes.



**Fig.55**

## Heavy-Duty Reinforced Upholstery

Heavy-duty, reinforced, padded seat and seat back come with pockets which have removable plastic stiffeners. Use when extra firmness is required. Stiffeners easily lift out of pockets for custom-forming with a heat gun. **Fig. 56**



**Fig.56**

## Padded Headwings

Adjustable padded headwings provide soft foam support for midline positioning. **Fig. 57** The padded insert can be attached at any height by wrapping the straps around the frame and securing at the back of the chair. Secure headwing height by tying laces to the chair frame, headrest extension or through the grommet holes in the back of the seat fabric. **Fig. 58**



**Fig.57**



**Fig.58**

## Headrest Extension

Headrest extension fits easily into sockets on seat back. Fold chair slightly. Move rubber grommets on the mounting posts to adjust height of seat back extension.

**Fig. 59 & 60**



**Note:** To reduce the possibility of injury, the headrest extension must be used with transit models.



**Fig.59**



**Fig.60**

# ***Sensiform Seat Cushions***

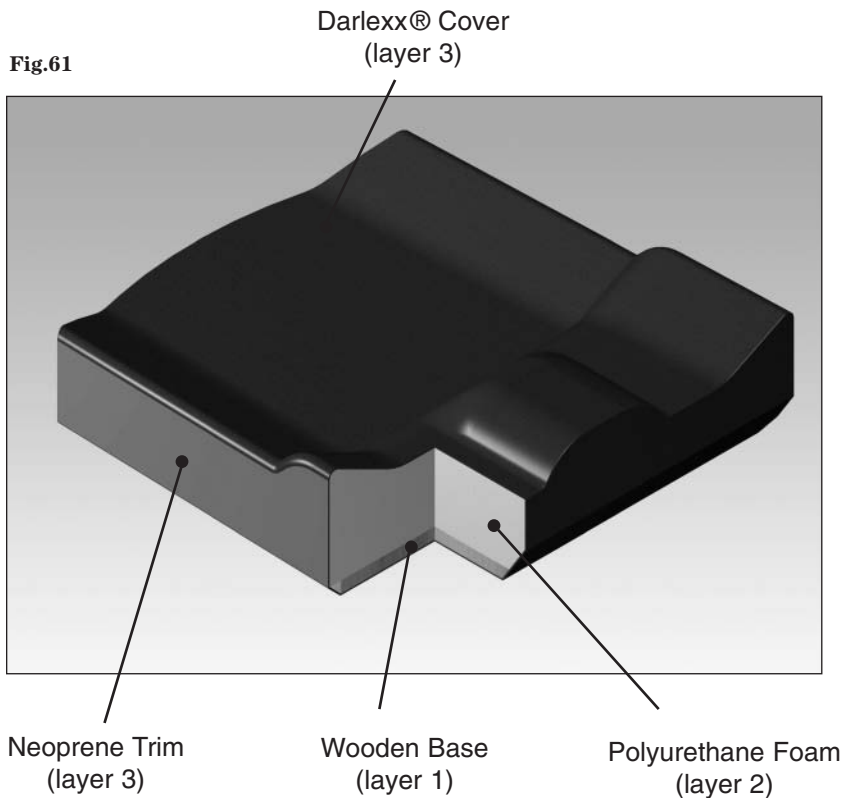
The Convaid Sensiform™ Cushions provide excellent support, stability and comfort for a variety of seating and positioning needs. Each cushion is easy to clean and maintain. **Fig. 61**

**Layer 1:** The rigid wooden insert creates an excellent foundation for postural support.

**Layer 2:** High quality polyurethane foam resists deterioration, is not temperature sensitive, and retains support for stability and comfort.

**Layer 3:** The soft, easy-to-clean Neoprene/Darlexx® cover features omni-directional stretch that helps redistribute pressure and protect against shear forces. Darlexx®, used for the seating surface, is a breathable and moisture resistant fabric, while Neoprene trim complements the chair color.

➡ **Note:** The cover should always remain in place during use to protect the foam.



## Cushion Types

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### Safari Support: General Use Cushion

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Flat foam with wooden insert. **Fig. 62**

- Promotes stability and posture control and provides comfort for the user.
- Waterfall front eliminates pressure points at the back of the knees.
- Cost effective cushion choice.



**Fig.62**

### Safari Position: Medial Thigh Support and Anti-Thrust Cushion

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Contoured foam with wooden insert. **Fig. 63**

- Medial thigh support helps position the legs out of adduction and into better alignment, which can provide for improved weight-bearing balance and stability.
- When used with a lap belt, the 1" anti-thrust shelf in front of the ischials helps eliminate sliding or thrusting forward of the pelvis. This provides improved stability and reduces sacral sitting.



**Fig.63**

### Safari Align: Lateral Pelvis and Thigh Support Cushion

---

Contoured foam with wooden insert. **Fig. 64**

- Contoured edges provide lateral pelvic and thigh positioning to reduce lateral movement of the pelvis and improve lower extremity stability.
- Increased surface contact for better weight distribution.



**Fig.64**

## Fitting

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The fitting of the cushion should be done by an experienced clinician. When fitted correctly, the cushion will help provide stable support and promote good posture. Consult the clinician for questions regarding individual needs.

While in the seated position, select the cushion size to match the user's hip width. The cushion length should equal the distance from the back of the buttocks to the back of the knees (plus 1 inch).

1. Place the cushion to the back of the wheelchair with the material identification tags towards the rear. Position the hips to the back of the seat. The ischials (seat bones) should be centered on the seat well of the cushion.
2. Align the Velcro strips with those on the wheelchair seat. Secure the cushion in place.
3. Adjust the wheelchair footrest height so that the user's legs rest firmly but comfortably on the cushion. Proper footrest adjustment will enhance sitting comfort and help lower peak sitting pressures.

## Caution

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Installing a cushion on a wheelchair may affect the center of gravity and cause the wheelchair to become unstable, potentially resulting in injury. Prior to use, assess the stability of the wheelchair by sitting in it with the cushion attached.

Ensure the cushion's Velcro is in good condition and is aligned properly with the Velcro on the wheelchair seat. Make sure the cushion is firmly attached. An improperly attached cushion may cause sliding, potentially resulting in injury.

Changes in the user's condition or growth, or changes in wheelchair equipment or accessories may require reassessment by a clinician to ensure proper cushion fit and suitability. Skin should be constantly checked by the user's caregiver for any signs of reddened areas or skin sensitivity. These areas should be brought to the attention of a clinician. The clinician should also assist the family with assessing the cushion for any possible areas that have bottomed out.

# Accessories

## Upper Extremity Support Surface (Tray)

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1. Depress spring button on underside of armrest until tray mount pops out. **Fig. 65**
2. Grasp tray mount and extend until locked into position. You may need to turn the tube slightly to snap the spring button into the hole. **Fig. 66**
3. Holding tray in both hands, squeeze black handles and slide onto ends of tray mount. **Fig. 67**

➤ **Note:** For trays purchased after the chair, remove plastic cap at end of armrest tube before inserting tray mount tube.



**Fig.65**



**Fig.66**



**Fig.67**

## Headrest Cover (Canopy)

1. Move rubber spacers to adjust height of the canopy.
2. Insert into socket rod. **Fig. 68**

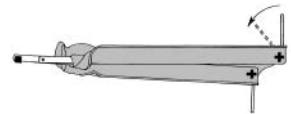
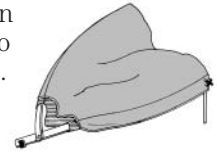
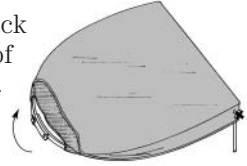
**Note:**  
Partially  
fold chair  
before  
installing  
canopy.



**Fig.68**

### Folding Canopy:

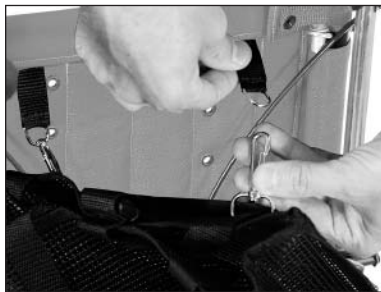
1. Peel back fringe of canopy.
2. Push down on pivot to begin fold.
3. Complete fold. Release knob and fold down metal rods.



## Utility Bag

The Utility Bag is for storing essential items. It attaches to the back of the chair, and can be removed and converted to a tote bag.

To attach bag to chair, hook clasps onto rings. **Fig. 69 and Fig. 70**



**Fig.69**



**Fig.70**



## ***Transit Models***



All Transport models have been crash tested and performed satisfactorily at 30 mph / 20 g deceleration.

Dummy weights as tested:

### **Safari Tilts**

Model SFT12T.....	66lbs / 30kg
Model SFT14T.....	100lbs / 45.5kg
Model SFT16T.....	170lbs / 77kg
Model SFT18T.....	170lbs / 77kg



**Caution: Convaid belts and shoulder straps are for positioning only and are not to be used as a vehicular restraint.**

To reduce possibility of injury, the headrest extension must always be used with the chair.

The following instructions should be followed to duplicate test results:

1. Chair is to be forward facing with tray removed.
2. Use a tested, proven and compatible 4-point wheelchair tiedown system and a 3-point occupant restraint system in accordance with SAE J2249.
3. The wheelchair tiedown straps are to be securely attached from the vehicle floor points to anchor points on the chair. All Convaid anchors are clearly identified by their red color.
4. The occupant restraint system must include a lap belt anchored on the wheelchair or on the wheelchair tiedowns, and a shoulder belt anchored to the vehicle wall/roof and lap belt anchor point.
5. All floor tiedown straps must be tightened to eliminate any forward/aft movement of chair.
6. Restraint manufacturer's instructions are to be followed closely.
7. Tilt model chairs must be transported with the seat in an upright position, except for medical necessity, when the maximum position must be within 30° of vertical.

# ***Miscellaneous***

## **Fabric Removal**

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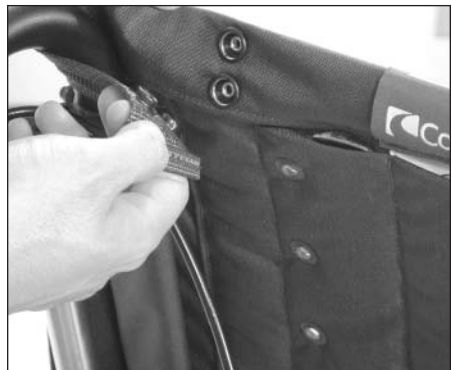
Partially fold the chair to relieve fabric tension (see fold instructions on page 3).

**For the seat:** Using a Philips screwdriver, remove two screws at the end of each seat tube, and take off the upholstery. **Fig. 71**

**For the seat back:** Unfasten the snaps located on top of the seat back. Remove the retaining rubber rings from fabric rods, pull the rods out of the eye bolts and remove upholstery. **Fig. 72**



**Fig.71**



**Fig.72**

# ***Wheels***

## **Locking and Unlocking**

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### **Hand Wheel Locks**

To *lock*, pull down on handle. **Fig. 73**

To *release lock*, pull up on handle.

**Fig. 74**



**Fig.73 Locked**



**Fig.74 Unlocked**

# Specifications

Safari Tilt wheels come standard with 6” and 11” solid tires. When ordering replacements, please have the following information available:

- Chair model and size
- Wheel size
- Tire type - ribbed or knobby

## Pneumatic Tire Sizes:

Size: 6”	Size: 12½”
Dimensions:	Dimensions:
1 ¼” x 6”	1 ¼” x 12 ½”
Front	Rear

## Solid Tire Sizes:

Size: 6”	Size: 6”	Size: 11”	Size: 12 ½” Knobby
Dimensions:	Dimensions:	Dimensions:	Dimensions:
1 ¼” x 6”	2” x 6”	1 ¼” x 11”	2” x 12 ½”
Front	Front	Rear	Rear

See wheel for size and dimensions.

## Wheel Lock Adjustment

---

Set wheel locks to locked position. Push chair with light pressure on the rear wheels. If wheel rotates, adjust tension by turning the adjustment nut until wheels no longer rotate while locked. **Fig. 75**



**Caution:**  
Wheel lock  
adjustment  
should be  
inspected  
periodically.



**Fig.75**

## Anti-Shimmy

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If the front wheels develop a shimmy, use a wrench to tighten the stem nut. Adjust the stem nut clockwise until the shimmy disappears. **Fig. 76**



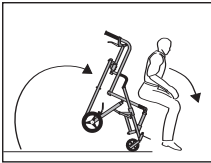
**Fig.76**

# ***Important Information***

## **Maintenance, Operating & Safety Instructions**

- READ ALL INSTRUCTIONS BEFORE USING THE PRODUCT
- ALWAYS FOLLOW THESE SAFETY INSTRUCTIONS
- SAVE SAFETY INSTRUCTIONS FOR FUTURE REFERENCE

### **CAUTION:**



- For increased safety, the seat belt should be used at all times.
- Do not leave user unattended.
- Do not strap user too tight.
- Straps should not interfere with breathing or circulation
- Always apply wheel locks before letting go of the chair.
- If front edge of seat is at or forward of the point where tires touch the floor, avoid using front of seat tubes for support during entry or exit from chair to prevent tipping.
- Avoid using footplates for weight support during exit or entry of the chair.

- Use positioning belts provided with the wheelchair.
- Avoid exposure to excessive heat or open flames.
- Changes in the user's condition or growth, or changes in wheelchair equipment or positioning accessories may require reassessment of fit and suitability.
- Improperly attached seat cushion may cause sliding.
- Skin should be periodically checked by the caregiver and clinician for signs of peak pressure areas.

### **1. Waste Disposal**

The shipping carton should be kept for possible return to the manufacturer/service facility for repair or maintenance. Other paper packaging waste should be set aside for recycling. For disposition of replaced parts or the complete chair, the materials should be separated into: plastic, rubber, steel, aluminum, etc., and set aside for recycling.

The Polyurethane foam cushion is recyclable and should be disposed of in accordance with applicable federal, state and local regulations.

### **2. Intended Use**

This product is intended for use by a person with physical disabilities who is frequently or permanently non-ambulatory. The chair is always under the control and supervision of an attendant, and the occupant should never be left unattended.

The cushion is intended for use as a wheelchair accessory, being used by a person with physical disabilities who needs postural support, control and stability.

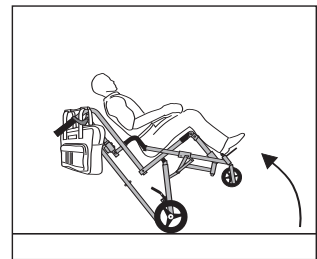
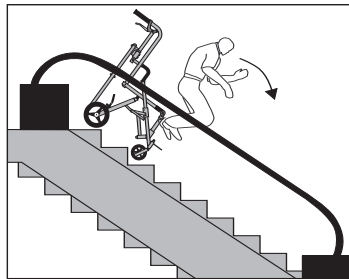
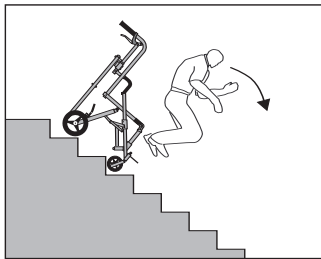
### 3. Suitable Environment

The chair is intended for both indoor and outdoor use. If the chair is used in the rain, the excess water should be wiped off with a soft cloth. If the chair is splashed with mud or corrosive substances like salt water or road salt, the chair should be washed clean with water, wiped dry and a hypoallergenic and biodegradable lubricant reapplied to the moving parts. The chair should never go into seawater, as it will corrode areas that cannot be washed clean. When going from outside to inside, clean any excess dirt or mud from the wheels to prevent soiling of inside environment.

The cushion is intended for both indoor and outdoor use. It should be kept clean and dry to prevent mold or mildew. If the cushion gets wet, the excess water should be wiped off with a soft cloth.

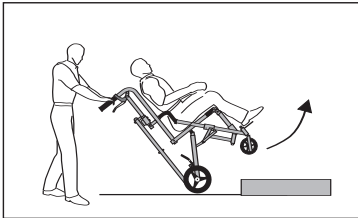
### 4. Safety Instructions

- Follow folding/unfolding instructions.
- Never leave occupied chair unattended.
- Do not attempt to take occupied chair up or down stairs, escalators, steep inclines, or icy or slippery surfaces.
- Verify firm Velcro attachment of the cushion to the wheelchair seat.
- Assess the stability of the wheelchair after attaching the cushion to the wheelchair seat.

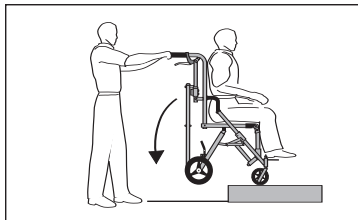


- To avoid tipping, do not overload the chair, or hang heavy items on the handles that might cause tipping.
- Be aware of newly created sharp edges.
- Frequently inspect the adjustments on the frame and the positioning accessories.
- Do not use chair after occupant has outgrown it.
- Do not ignore minor malfunctions and maintain the chair in good operating condition. Monitor the wheel locks (brakes) regularly and adjust as needed.

- Verify firm Velcro attachment of the cushion to the wheelchair seat.
- Access the stability of the wheelchair after attaching the cushion to the wheelchair seat.
- **If and whenever possible and feasible, the rider should transfer out of the chair and into an approved vehicle seat and passenger restraint system.** However, if a transfer is not possible, use only designated chairs in a moving vehicle which apply to the wheelchair Tiedown and Occupant Restrain System (WTORS) following the requirements of SAE J2249. Follow tie-down harness manufacturer's instructions carefully and refer to Convaid's 'Transit Guide' for specifics.

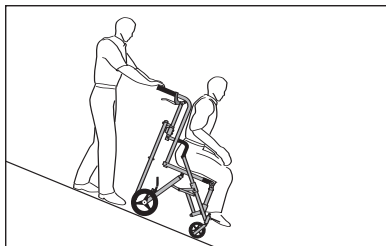
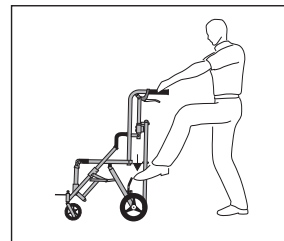


- When going up a curb or step, face forward and tilt the chair back to lift the front wheels over the curb. Move forward and lift the rear wheels over the curb.



- When going down a curb, approach the curb backwards. Lower the rear wheels down the curb and continue backwards, taking the weight off the front wheels so they can be gently lowered.

- When transferring user to or from chair, apply foot wheel locks.



- Maintain control of chair at all times while going up/down ramp. Avoid steep slopes, particularly with a heavy occupant. If in doubt, do not attempt a descent unless a third party is present to help maintain control of chair.



**5. User Maintenance**

The following maintenance procedures should be conducted on a regular basis: Examine your Convaid product visually from time to time for possible wear and tear. Lubricant\* should be applied to frame and moving parts to maintain easy folding and adjustment.

- a) Tire Air Pressure:** The air pressure in your tires should be checked WEEKLY, since low air pressure may affect brake ability.
- b) Axles and Moving Parts:** Axles and moving parts should be wiped off WEEKLY with a slightly moist cloth, to remove dust, dirt and mud. Apply some lubricant\* after each cleaning.
- c) Repair or replace loose, worn, bent, missing or damaged parts before using the chair!**

MAINTENANCE CHART	Weekly	Every 3 months	Every 6 months	As necessary
Rims, tires and tire pressure	●			
Wheel locks and hand brakes	●			
Accessories	●			
Front and rear wheel axles		●		
Cleaning & lubricating all moving parts		●		
Belts, zippers and Velcro closures		●		
Seat-/ back upholstery**/tautness		●		
Armrests & foam			●	
Frame			●	
Mechlock		●		
Contacting a Convaid representative for service or repair***				●

\* Use a non-toxic, hypoallergenic lubricant for all moving parts of the frame

\*\* Follow cleaning instructions for appropriate user hygiene

\*\*\* **NOTE:** Repair or replacement of non-removable, worn or broken parts must be performed by a qualified service facility.

## **6. Cleaning and disinfection**

Clean all areas that come in contact with user or caregiver with a disinfectant solution.

To prevent the spread of germs, disinfectant wipes should be used on a regular basis. Keep frame dry and apply a non-toxic, hypoallergenic and biodegradable lubricant to all moving parts. After longer storage periods, and before further use, the entire chair needs to be serviced, cleaned and disinfected. Follow the guidelines of each country and region.

### **Cleaning of frame:**

Frame is to be kept dry and free of dirt and should be wiped off with a non-toxic, hypoallergenic and biodegradable lubricant. Lubricant should be applied to moving parts as needed to maintain easy folding and adjustment.

All contact with salt water should be avoided. If the chair is used in salt-water environments corrosion may occur. In the event of salt-water exposure, the frame should be wiped off with a moist towel as soon as possible. Water and a soft cloth are sufficient; lubricant should be reapplied to all moving parts.

### **Cleaning of wheels and brakes:**

Wheels should be kept free of dirt or mud so as to not interfere with pushing the chair. The brakes are to be kept free of dirt or mud, so as not to interfere with locking. Wipe wheels and brakes with a moist cloth as needed and readjust brakes if indicated.

### **Cleaning of fabric cover:**

Seat and back upholstery can be easily removed, washed, air dried (a Phillips head screwdriver is required) and reattached to the chair. Use standard detergent to wash fabric.

Cushion covers can be wiped clean with a damp cloth, or removed from the cushion, washed in warm water and air-dried (do not put in the dryer). Use standard detergent to wash cover. Make sure covers are completely dried before reattaching them to the chair.

Parts that are permanently attached may be wiped vigorously with a moist cloth. Allow sufficient time to dry before placing user in chair.

## **7. Storage**

Before extended storage periods, and before reuse, the entire chair needs to be serviced, cleaned and disinfected.

## 8. Reuse

Your Convaid chair should undergo a wipe-down disinfection before reuse. Please use a non-toxic, biodegradable disinfectant solution suitable for surface disinfection.

Please check the following components (see MAINTENANCE CHART) for operation, intactness, etc. and replace if necessary:

- Wheels (tread pattern), air pressure if applicable
- Frame
- Seat- and back upholstery
- Wheel lock operation
- Bearings and axles: check wear and tear/ lubrication
- Straight-running stability of wheels
- Attachments

## 9. Repairs

**User:** The user can replace easily removable parts or accessories, e.g. foot-plates and footrest assemblies, heel loops, all fabric items, hand grips, etc.

**Manufacturer/Service Facility:** Repair or replacement of permanently attached, worn or broken parts must be performed by a qualified service facility. Any individual part of the chair can be replaced. If the service facility is close, contact the manufacturer/service facility and the chair can be delivered in person. Alternatively, after receiving a return authorization, the chair should be packaged in the original or suitable shipping carton for return to the manufacturer/service facility. Ship via parcel post or by private package delivery services.

## 10. Tools Required

### User:

- 3/8", 7/16", 3/4" or 2 adjustable wrenches with 3/4" capacity Phillips head screwdriver
- Hex key 5/32" (included)

### Service Facility / Authorized Service Dealer

- A selection of imperial size wrenches, or two adjustable wrenches with 3/4" capacity.
- A Phillips head and a flat head screwdriver
- A rivet setting machine with a selection of tool sizes, or a set of hand tools
- Power drill with selection of imperial size drill bits
- Hex key 5/32" wrench (included)

## 11. Spare Parts

If the user is unable to visit a Service Facility to describe the problem, they can request a diagram of the product be sent to them, so they can draw an arrow to the part needing replacement. If not under warranty, they will receive an estimate of the cost and, if necessary, shipping instructions for return of the chair.

## 12. Functional Tests

All four wheels should make contact with the floor. With the chair empty, push it forward on a smooth level surface with enough momentum to travel six feet (2 m). The chair should not veer to the left or right more than six inches (15 cm). Wheels should be free running and the wheel locks (brakes) adjusted to adequately secure the chair. Following the fold/unfold instructions, the chair should fold/unfold smoothly without undue effort. All fasteners should be secure. Fasteners on moving joints should not be over tight. Seat fabric should not be wide-stretched or sagging. Positioning accessories should be correctly adjusted and secure.

## 13. Authorized Service Dealer

