

ENGLISH

CE

User's Guide

Scout

Mobile Positioning Chairs



READ INSTRUCTIONS BEFORE USING

SAVE THIS BOOK FOR FUTURE REFERENCE

 **Convaid**

Customer Service Support

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Technical assistance or repair information hours are:

Monday-Friday, 7 a.m. to 5 p.m. PST

Before Calling:

Please fill in the following. Customer Service will be able to help you more quickly if the information indicated below is readily available.

Serial number of chair: _____

Model of chair: _____

Date purchased: _____

Notice:

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Use only Convoid accessories and parts on Convoid products. Convoid parts are not interchangeable with other manufacturers' products. Replace any worn parts immediately.

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Table of Contents

Setting Up	Unpacking	1
	Unfolding	1
	Folding	3
Fitting and Positioning Guide	Seat depth	5
	Seat back height	6
	Seat width.	6
	Seat-to-back angle adjustment	7
	Three-point positioning belt	7
	Depth adjustable crotch strap	8
	Two-piece seat	8
	H-harness with padded covers	9
	Footplate adjustment	10
	Footplate depth adjustment	11
	Swing-away adjustable lateral support–single flap	12
	Swing-away adjustable lateral support–double flap	12
	Full torso swing-away support vest	13
	Lateral thigh support (adductor)	13
	Medial thigh support (abductor)	13
	Custom seat cut-back 1” and 2”	14
	Heavy-duty reinforced upholstery	14
Padded headwings.	14	
Headrest extension	15	
Foam wedge	15	
Foot positioner	15	
Accessories	Upper extremity support surface	16
	Headrest cover (canopy)	16
	Grab bar	17
Transit Models	Bus transport models	17
Miscellaneous	Fabric removal	19
Wheels	Specifications	20
	Locking and unlocking	21
	Caster wheel lock	21
	Wheel lock adjustment	22
	Anti-shimmy	22
	Hand brakes	23
Anatomic Back	Anatomic back support frame	28
Important Information	Operating and safety instructions	29
	Warranty	Back cover

Setting Up



SIZE / MODEL CHART

Scout	
Size	Model No.
12"	SC12
14"	SC14
16"	SC16
18"	SC18

Unpacking

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

- Left and right footplates.
- Accessories as ordered.
- Hex wrench (5/32", 3/32").

Unfolding

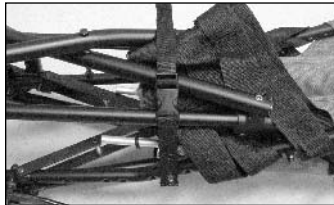


Fig.1

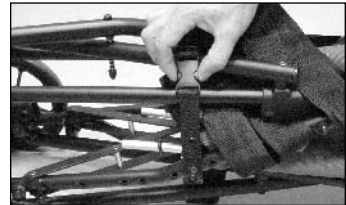


Fig.2

1. Lay chair down with seat facing upward. **Fig.1**
2. Unlock closure strap. **Fig.2**
3. Stand chair on front wheels. **Fig.3**
4. Grasp one handle and push down on the seat tube. **Fig.4**
5. Press down firmly on seat tubes to ensure the chair is completely unfolded. **Fig.5**

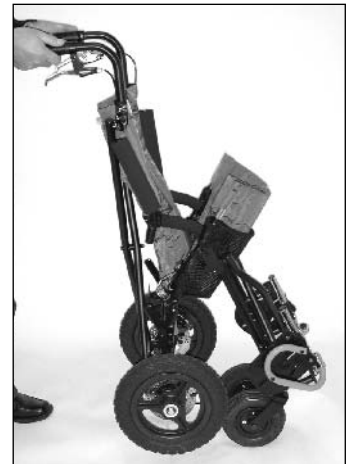


Fig.3



Fig.4



Fig.5

6. Use foot to lock the lower rear brace into a straight position. **Fig.6**
7. Swing footplates and armrests down into place. **Fig.7 & 8**
8. To keep closure strap from tangling in the wheel, velcro it onto itself. **Fig.9**
9. Apply wheel locks before placing individual into chair. **Fig.10**



Fig.6

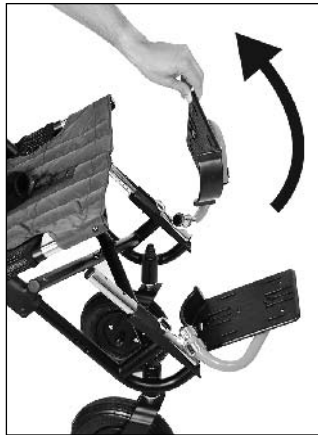


Fig.7



Fig.8



Fig.9



Fig.10

Folding

1. Before folding, front wheels of chair should be in trailing position for best results.

Fig.11

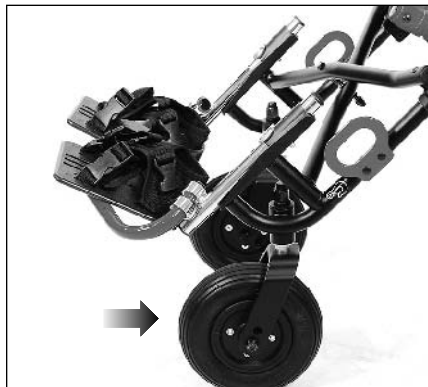


Fig.11 Trailing

2. Release Velcro® on closure strap. **Fig.12**

3. Unlock rear brace by pushing up on center of brace with foot. **Fig.13**



Fig.12



Caution:
Keep fingers
free of folding
mechanism.



Fig.13

4. Flip up armrests and swing footrests to the side **Fig.14**. Grasp one handle and with other hand pull up on seat fabric. **Fig.15**

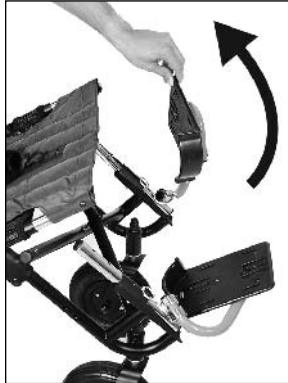


Fig.14



Fig.15

5. Lay chair flat with seat facing upward. Push on seat tubes or footplates to complete fold. **Fig.16 & Fig.17**
6. Move buckle on closure strap to appropriate length, wrap it securely around chair and lock. **Fig.18**
7. With a straight back, bend knees and lift chair as shown. **Fig.19**

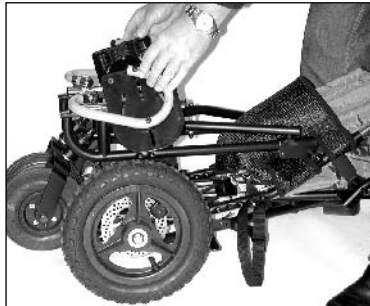


Fig.16

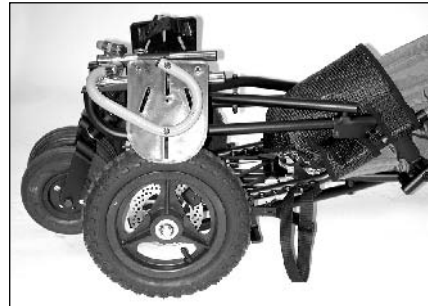


Fig.17

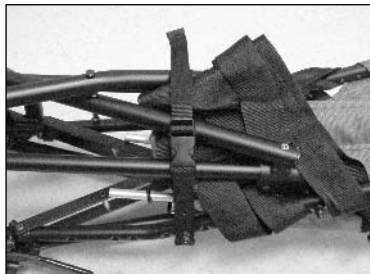


Fig.18



Fig.19

Fitting Guide

Correct seating and positioning encourages 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 a physical therapist. Improper seating can cause posture problems. Please consult a physical therapist or doctor for additional guidance.

When 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.

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.20**



Fig.20

To change seat depth, partially fold the chair to relieve fabric tension. Undo the Velcro® back panel of the two-piece seat. Grasp end of seat tube, depress spring button and move seat tube until spring button relocates into the desired hole. Repeat for other side of seat. **Fig.21**



Fig.21

Seat Back Height



Fig.22

Seat back height varies according to chair size. 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 upper part of the head. **Fig.22**

Seat Width



Fig.23

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.23**

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.24**

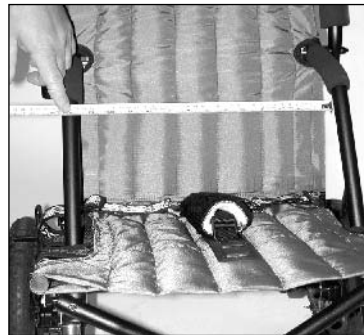


Fig.24

Seat-to-Back Angle Adjustment

Depending on the user's degree of ability or prescription from a doctor or physical therapist, the back angle may need adjustment. Adjusting the back angle may also affect the seat depth.

Partially fold chair to relieve fabric tension (see folding instructions on page 3). Unhook the Velcro® strip at the back of the chair connecting the seat fabric to the back fabric. Use a wrench (7/16") to remove the bolt connecting the seat tube to the back tube. Relocate to desired position and replace bolt. Repeat on other side. Reattach the Velcro® strip. **Fig.25**



Fig.25

Seat-to-back angle:

- 85° - first hole (lower)
- 90° - second hole
- 95° - third hole

Three-Point Positioning Belt

The three-point pelvic positioning belt adjusts to keep the user securely in position, and comes standard on the chair.

The positioning belt consists of two adjustable side straps, a three-point quick-release buckle, and a depth adjustable crotch strap. The three-point buckle is the connecting point for both side straps and the crotch strap. The side straps are mounted to each side of the frame and connect via clasps inserted into the *sides* of the buckle. The crotch strap is attached to both the seat and the *bottom* of the buckle.

To Buckle:

Insert the clasps into the side of the buckle. Adjust belt for a comfortable and secure fit. **Fig.26**

To Release:

Press the red button on the black buckle and pull out the clasps.



Fig.26

Depth Adjustable Crotch Strap

The crotch strap can be adjusted by threading strap through desired slot. **Fig.27**



Fig.27

Two-piece Seat

The lower seat panel is attached to the back panel with Velcro®. It is used to take up slack in the seat panel after seat depth adjustments have been made. **Fig.28, 29 & 30**



Fig.28

Wrong	Right
<p>Excessive Velcro® overlap lifts seat fabric and pushes hips forward, creating poor posture and reducing effective seat depth.</p> <p>Fig.29</p> <p>Reduced seat depth</p>	<p>Correct Velcro® adjustment provides room for hips, and makes greater use of seat depth.</p> <p>Fig.30</p>

H-Harness with Padded Covers

H-harness shoulder straps help 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 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.31**



Fig.31



Velour-covered shoulder pads for the H-harness are standard. The pads come equipped with Velcro® for easy attachment. **Fig.32**

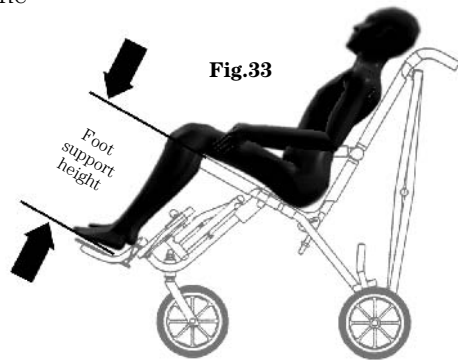
Fig.32

Footplate Adjustment

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.33**

The Scout footplates are height adjustable and swing away for access or folding.

Pull on ring to remove metal pin holding footplate in place. Move footplate up or down, realign holes and replace pin by pushing pin entirely through holes in tube. **Fig.34**



In the event that the footplate height adjustment described above is inadequate, additional adjustments can be made

1. Pull out metal pin and remove the footplate extension tube from the frame. **Fig.35**
2. Press the spring button, then pull the footplate assembly apart. **Fig.36**
3. Insert the footplate into the opposite end of the footplate extension and re-assemble. **Fig.37**

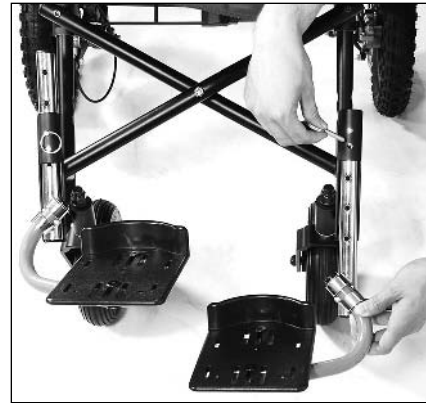


Fig.34



Fig.35



Fig.36



Fig.37

For additional range:

4. Using a hex key (included), remove both bolts from the housing bracket on the frame. Flip the bracket upside down and replace bolts. **Fig.38 & 39**
5. Return the footplate extension tube to the housing bracket and secure with metal pin. **Fig.40**



Fig.38



Fig.39



Fig.40

Footplate Depth Adjustment

All Scout models offer adjustable footplate depth.

Use a hex key to loosen the two bolts located on the top of the footplate. Slide footplate forward or aft to desired depth. Retighten bolts. **Fig.41**



Fig.41

Positioning Guide

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

➤ **Note:** Convoid's chairs provide a semi-contour fit around the body. The user must be fitted correctly into the chair to achieve optimal posture and comfort.

Swing-Away Adjustable 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.42**



Fig.42

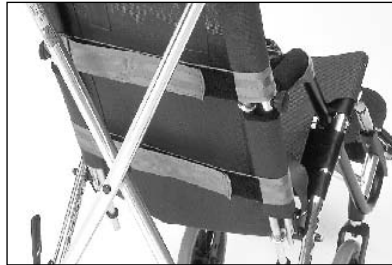


Fig.43

The trunk support is attached to the chair with straps that wrap behind the seat back and connect with Velcro®. **Fig.43**

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 user'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.44**



Fig.44

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.45



Fig.45

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 the buckle.
Fig.46

The adductor is attached with screws at the end of the seat tubes.



Fig.46

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 can be buckled around the seat tube or the armrest. They can also be wrapped around the armrest tube twice for high-tone users.
Fig.47

The abductor is attached with screws at the end of the seat tubes.



Fig.47

Custom Seat Cutback - 1" and 2"

For the smaller individual, a 1" (2.5 cm) or 2" (5 cm) cutback seat may be more comfortable and help achieve proper seating. It is available in standard or reinforced seat and must be specially ordered. **Fig.48**

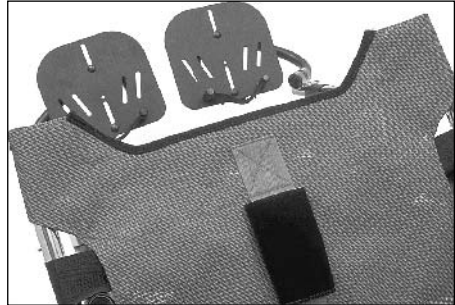


Fig.48

Heavy-Duty Reinforced Upholstery

Heavy-duty, reinforced upholstery is *standard* on the Scout. The padded seat and seat back come with pockets which have removable plastic stiffeners. Stiffeners easily lift out of pockets for custom forming with a heat gun.

Fig.49

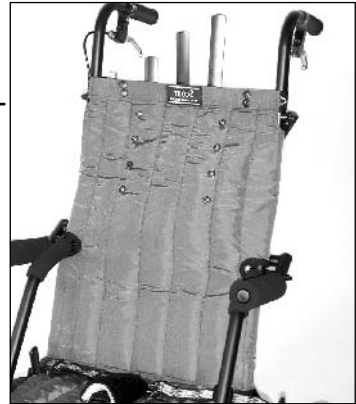


Fig.49

Padded Headwings

Adjustable padded headwings provide soft foam support for midline positioning. **Fig. 50** The padded headwings can be attached at any height by wrapping the velcro straps around the frame and attaching at the back of the chair. Secure the headwings by tying laces through the grommet holes in the back of the seat fabric or headrest extension. **Fig. 51**



Fig.50



Fig.51

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 headrest extension.

Fig.52 & 53



Fig.52



Fig.53

Foam Wedge

Use wedge to modify seating or positioning or to correct posture.

Fig.54-57



Fig.54



Fig.55



Fig.56



Fig.57

Foot Positioner

To attach, thread strap through footplate as shown in **Fig.58**, then bolt strap to underside of footplate. **Fig.59**



Fig.58

Fig.59

Accessories

Upper Extremity Support Surface

Tilt front of tray upward and insert hook under the bolt or the plastic knob. Lower the tray so that the bent portion of the support rod locks over the armrest tube. **Fig.60**



Fig.60

Headrest Cover (Canopy)

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

Fig.61

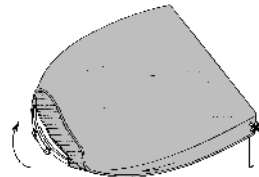
Note:
Partially
fold chair
before
installing
canopy.



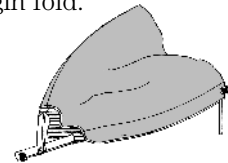
Fig.61

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.



Grab Bar

Attach one end of grab bar to the armrest tube. Pull other end of telescoping grab bar in direction shown in **Fig.62** and attach.

(Grab bar not available for SC16, SC18 and on transit models.)



Fig.62

Transit Models



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

Scout models have been crash tested and performed satisfactorily at 30 mph / 20 g deceleration. **Fig.63**

Dummy weights as tested:

Scout

Model SC12T	66 lbs / 30 kg
Model SC14T	100 lbs / 45.5 kg
Model SC16T	170 lbs / 77 kg
Model SC18T	170 lbs / 77 kg

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 manufacturers' 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.

Q'Straint

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 PO Box 9435
 Trenton, NJ 08650

Q'Straint, Sure-Lok, Unwin and Ortho Safe specialize in crash-tested tie-down systems and are in no way associated with Convaid, Inc.

Miscellaneous

Fabric Removal

1. Partially fold the chair to relieve fabric tension (see folding instructions on page 3).
2. Using a Philips screwdriver, remove the screw located at the end of each seat tube. **Fig.64**
3. Loosen the four Velcro® straps located on the back of the chair. **Fig.65**



Fig.64



Fig.65

4. Unzip the four zippers located on the back of the chair. **Fig.66**
5. Lift fabric off seat tubes and away from upper handles. The seat-reinforcing strap assembly should remain on frame. **Fig.67**



Fig.66

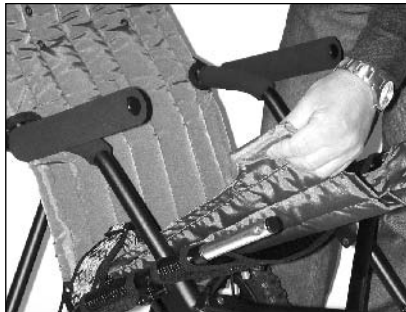


Fig.67

Wheels

Specifications

Scout wheels come standard with 8" and 12-1/2" pneumatic (air-filled) tires.

Fig.68 & 69

When ordering replacements, please have the following information available:

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

Pneumatic Tire Sizes:

Front Tire – Ribbed

Size: 8"

Dimensions: 2" x 8"



Fig.68

Back Tire – Knobby

Size: 12-1/2"

Dimensions: 2" x 12-1/2"



Fig.69

Locking and Unlocking

Hand Wheel Locks

To *lock*, pull down on handle .
Fig.70



Fig.70
Locked

To *unlock*, push forward on handle.
Fig.71



Fig.71
Unlocked

Caster Locks

Caster locks hold swivel wheels in a forward-facing position to prevent turning.

To Lock: With the wheels forward facing, press down on the button located on the inside of the caster until the lock enters the hole in the metal bracket on the wheel. **Fig. 72**

To Release: Press down on the lever located on the inside of the lock. **Fig. 73**



Fig. 72



Fig. 73

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.74**



Caution:
Wheel lock
adjustment
should be
inspected
periodically.



Fig.74

Anti-Shimmy

In the event that the front wheels develop a shimmy, use a wrench (3/4") to tighten the stem nut. Adjust the stem nut clockwise until shimmy disappears. **Fig.75**



Fig.75

Hand Brakes

Use riding brakes to maintain control of wheelchair when going down an incline. A moderate squeeze to the two hand levers will slow the chair, a firm squeeze will stop the chair. **Fig.76**



Fig.76

When stationary, moving the handles to a full rearward position will stop the chair from moving. **Fig.77**



Fig.77

➤ **NOTE:** Regular inspection is necessary to maintain brake system. Follow the instructions in the User's Guide on how to adjust brakes when needed.

Lever Adjustment

To increase brake pressure, turn adjusting nut **(A)** counter clockwise, then turn locknut **(B)** clockwise to secure nut **(A)** in position. **Fig.78**

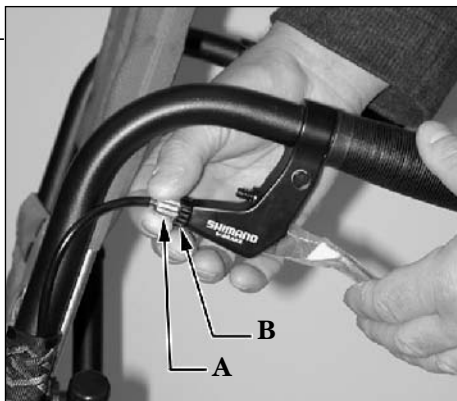


Fig.78

Inner Pad Adjustment

Turn nut **Fig.79** clockwise to move pad closer to disk (wheel should spin and not grab).

➤ **NOTE:** Adjust when lever pressure is too high.

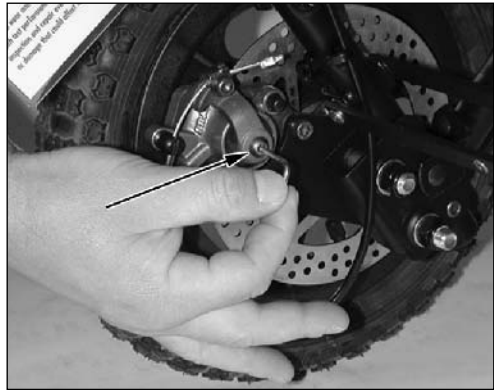
Fig.79



Outer Pad Adjustment

Insert Hex wrench (2.5 mm) into the screw **Fig.80**, turn clockwise to move pad closer to disk (wheel should spin and not grab).

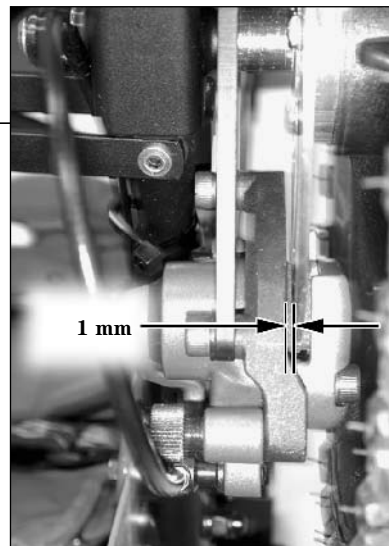
Fig.80



Brake Pad Wear

Brake pads should wear no thinner than 1 mm before replacement. **Fig.81**

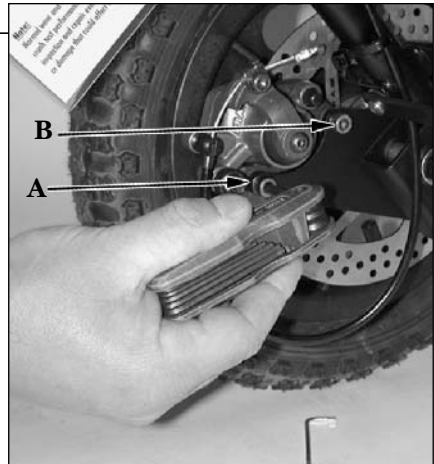
Fig.81



Removal of Brake Pads

Remove calipers from the axle brackets by unscrewing Hex bolts (A) & (B) with a 5 mm wrench. **Fig.82**

Fig.82



Remove outer pad first by pulling tab downward. **Fig.83** To remove inner pad, insert a 2.5 mm Hex wrench into screw (A) **Fig.84** and turn clockwise until the back of the pad is clear of its housing.

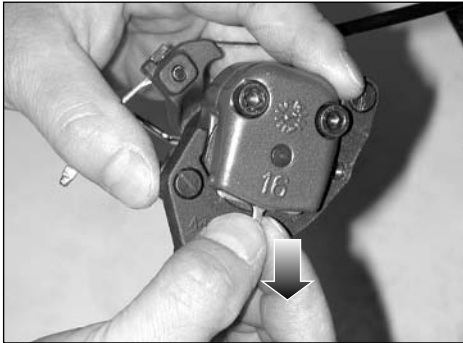


Fig.83

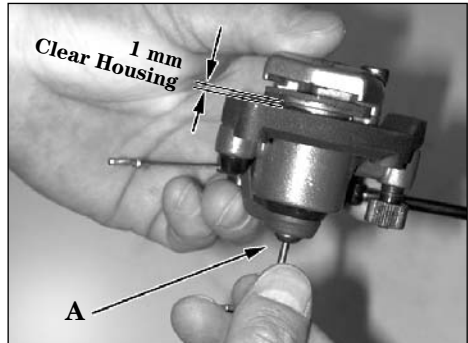


Fig.84

With a small screwdriver (A), press the pad downward until it is clear of its housing. **Fig.85** Remove the two springs from the old pad assembly. **Fig.86 (A)** Attach the two springs to the new pad assembly making certain that the hooks are properly seated over the two sheet metal steps. **Fig.87**

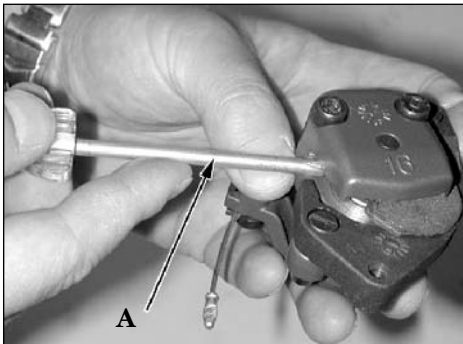


Fig.85

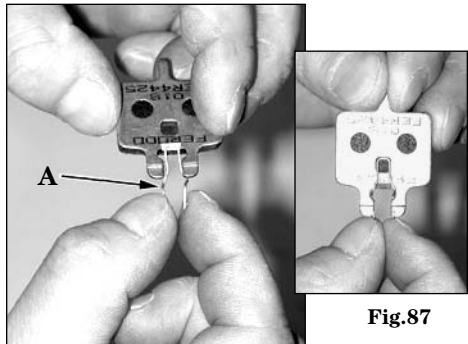


Fig.86

Fig.87

To install new pads, first insert inner pad as shown **Fig.88**.

NOTE: Spring should lightly clip onto the small post in the center of the piston and push inward.



Fig.88

Using the 2.5 mm Hex wrench inserted into **(A)**, replace the pad into the housing. At the same time, turning anti-clockwise, insert a flathead screwdriver to push the pad. **Fig.89**

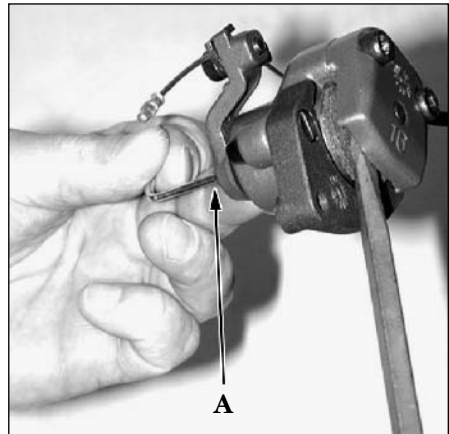


Fig.89

Install outer pad by dropping the spring side over the small post. Push upward until the spring clips lightly onto the post. **Fig.90**

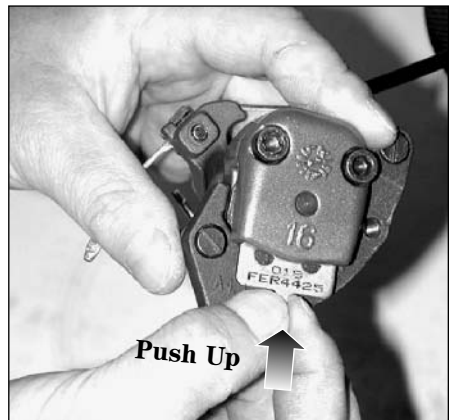


Fig.90

Replacing Pads

NOTE:
A brake system needs some time to break in. Initially, the rubbing of the pad on disc may cause some noise.

Return calipers to the axle bracket using Hex bolts **(A)** and **(B)** and Hex wrench. **Fig.91 & 92**
Make sure Hex bolts are securely tightened.

Test brakes for effectiveness. Brake levers should move approximately 25 mm.

Fig.91

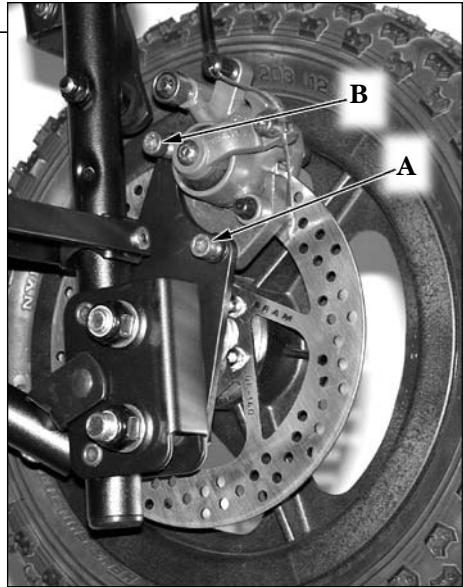


Fig.92



Cleaning

To avoid damage to the brake seals, use only alcohol or water when cleaning the caliper parts.

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. Removable, reformable stiffeners are located inside the fabric seat back. Stiffeners easily pull out for custom-forming with a heat gun. **Fig.93**



Fig.93

Important Information

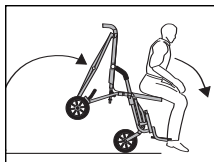
Maintenance, Operating & Safety Instructions

- 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.



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.

2. Intended Use

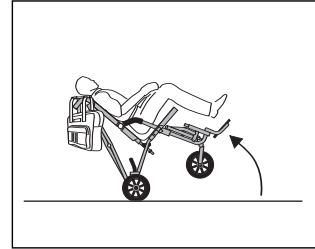
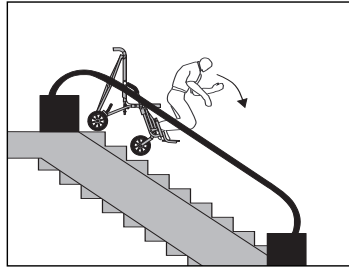
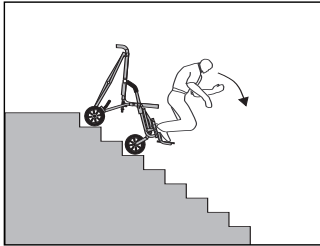
This product is intended for use by a person with physical disabilities who is frequently or permanently non-ambulatory. The chair is always under the control and supervision of an attendant, and the occupant should never be left unattended.

3. Suitable Environment

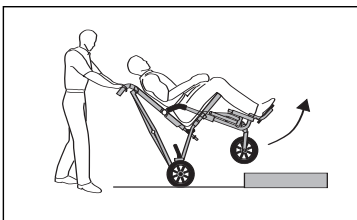
The chair is intended for both indoor and outdoor use. If the chair is used in the rain, the excess water should be wiped off with a soft cloth. If the chair is splashed with mud or corrosive substances like salt water or road salt, the chair should be washed clean with water, wiped dry and a hypoallergenic 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.

4. Safety Instructions

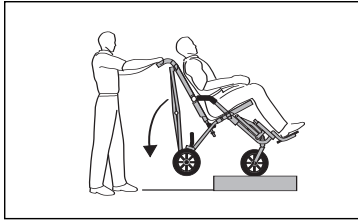
- Follow folding/unfolding instructions.
- Never leave occupied chair unattended.
- Do not attempt to take occupied chair up or down stairs, escalators, steep inclines, or icy or slippery surfaces.



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

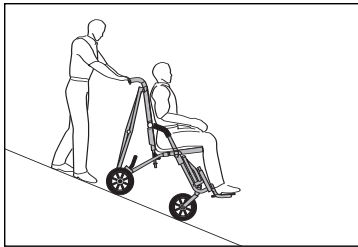


- When going up a curb or step, face forward and tilt the chair back to lift the front wheels over the curb. Move forward and lift the rear wheels over the curb.



- 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.

- Tire Air Pressure:** The air pressure in your tires should be checked WEEKLY, since low air pressure may affect brake ability.
- 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.
- 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			●	
Contacting a Convoid 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.

Cushioned parts can also be removed from chair, washed or wipe off with a moist cloth. Before reattaching them to the chair, make sure they are completely dry. Use standard detergent to wash fabric.

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)

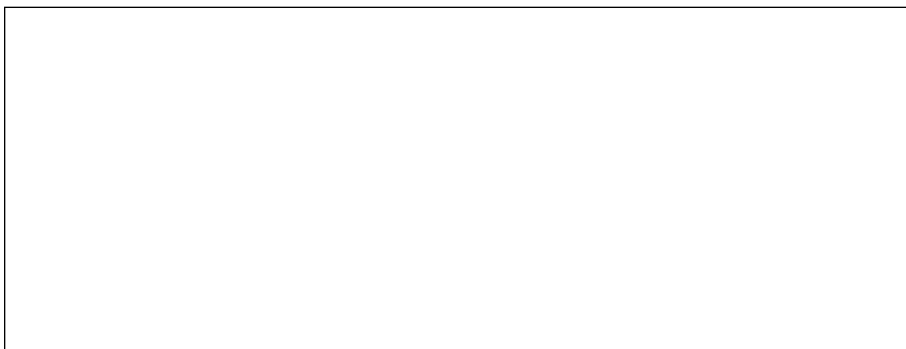
11. Spare Parts

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



Limited Warranty

Convoid warrants to the original retail purchaser of the Convoid product, that if any part thereof proves functionally defective in material or workmanship within the specified warranty period, such defective part will be repaired or replaced (at Convoid's discretion) free of charge. Warranty service may be performed by an authorized service center or (at Convoid's discretion) the factory.

Warranty Period

Frame & X-Braces.....Lifetime of original retail buyer

Other componentsOne year

Fabric & webbingOne year

This warranty does not cover normal wear and tear or damage caused by accident or misuse.

To exercise this limited warranty, the user should first obtain a Return Authorization Number from Convoid's customer service. The product must be delivered charges pre-paid (UPS recommended) to the factory or to an authorized service center, together with a copy of the original invoice, the Return Authorization Number and a written description of the problem.

THIS LIMITED WARRANTY EXCLUDES ANY CLAIM FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. ANY IMPLIED WARRANTY APPLICABLE IS LIMITED TO THE DURATION OF THIS WRITTEN WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATIONS OF INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO THE USER. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE THEREOF.

This warranty gives the user specific legal rights and the user may have other rights that vary from state to state. Warranty applicable in the USA only. May vary in other countries.

FAST FACTORY SERVICE: If being without the chair creates a hardship, the user may wish to take advantage of our Fast Factory Service, whether under warranty or not.

WARRANTY REPAIR: Simply send the chair to Convoid by UPS Next Day Air (prepaid). It will be fixed and shipped out within 48 hours by UPS Next Day Air at Convoid's expense.

NON-WARRANTY REPAIR: The time to repair and ship the chair back to the user will be extended by the length of time it takes to reach the user for approval of estimated repair costs.

The CE Mark Authorized Representative is Medical Specialties Ltd, Whalley BB7 9UE, UK



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