USER MANUAL

Our passion - your independence!
CAUTION! Manufacturer takes responsibility for proper usage of the device only when the product was purchased from qualified Akces-Med employee or at specialized medical store!

CAUTION! AKCES-MED Ltd. reserve the right to introduce technical and trading changes in the content of the instruction without warning.

Medical product first class according to the Regulation 93/42/EWG of European Parliament and Council regarding medical products. For this product the producer issued relevant declaration of conformity. Producer's identification number in the Registration Department of Healing Products, Medical Products and Biocide Products: **PL/CA01 04088/W**

Akces-Med. Sp. z o.o. Company introduced quality management system ISO 13485 regarding production, sales and service. The system is certified by Det Norske Veritas.
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INTRODUCTION

A special and active wheelchair **URSUS ACTIVE™** is a perfect device designed for daily rehabilitation of children with locomotor dysfunction. The wheelchair can be also very useful for children after surgical treatment requiring long-term relief of both lower limbs.

Stable construction and extensive system of supports and belts makes children feel very confidently and safely in **URSUS ACTIVE™**. Large rear wheels are equipped with special strings that allow young patients to drive the wheelchair independently. Consequently, the young patient is able to move on their own, take a meal, play, learn, and perform therapy exercises in seating or half-lying position. Angle adjustment of the backrest, seat, and footrest allows your child to rest in supine or semi-supine position. The wheelchair has been equipped with anti-tippers wheels that prevent the patients to tip over backwards.

Optionally, **URSUS ACTIVE™** can also be equipped with push handles for the caregiver. Tilt-in-space function allows to adjust the tilt angle of the seat, to do so you only need to release the locking mechanism and then lock it in a desired position.

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**CAUTION!** Before using the product, user is obliged to familiarize himself/herself with user manual. Remember that complying with guidelines is highly important. It assures safety and extends durability as well as aesthetics of the device.

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1 THE PURPOSE OF USER

The present user manual contains basic information which is essential for proper usage, preparation, maintenance, cleaning and guarantee conditions regarding URSUS ACTIVE™ wheelchair.

User manual should be kept in easily accessible place. It is designed for people who look after disabled children, and for both doctors as well as physiotherapists who operate the device.

CAUTION! Before using the product, user is obliged to familiarize himself/herself with user manual.

Remember that complying with guidelines is highly important. It assures safety and extends durability as well as aesthetics of the device.

2 INDICATIONS FOR USE

The product is recommended for patients with:

- Cerebral palsy – different types.
- Myelomeningocele.
- Brain and cord injuries – different etymology.
- Muscle disorders connected with paresis and paralysis.
- Genetic diseases connected with paresis.
- Other diseases connected with paresis, paralysis and damages of the locomotor system
- After brain and spine injuries (spine injuries: spinal cord and lower limbs injuries)
- Other diseases connected with paresis, paralysis and damages of the locomotor system which make it impossible to move single-handedly
3. GENERAL CHARACTERISTICS OF WHEELCHAIR

3.1 Standard equipment

1. Adjustable handle
2. Adjustable backrest
3. Adjustable seat
4. Head support equipped with width adjustment
5. 5 points belts
6. Adjustable side pelottes
7. Safety rail
8. Adjustable pelvic pelottes
9. Footplate with 5 points feet stabilizing belts equipped with heel support
10. Soft upholstery with spine load reducing and ventilating function
11. Rear wheels (22” - 26”), brakes
12. Rear casters

Regulating knobs situated at the back of wheelchair

A. Knobs for adjustment of headrests
C. Knobs for adjustment of backrest tilt angle
D. Knobs for adjustment of backrest height

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### 3.2 Additional equipment

<table>
<thead>
<tr>
<th>Safety</th>
<th>Positioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA_001 LED Lights</td>
<td>USA_001 Thight abduction belts</td>
</tr>
<tr>
<td>USA_107 Pelvic belt</td>
<td>USA_114 H Harness</td>
</tr>
<tr>
<td>USA_121 Head-neck support</td>
<td>USA_125 6 points safety vest</td>
</tr>
<tr>
<td>USA_124 Loins support</td>
<td>USA_128 Abduction block</td>
</tr>
<tr>
<td>USA_126 Trunk belt</td>
<td>USA_130 4 points safety</td>
</tr>
<tr>
<td>USA_129 Abduction-adduction thight belts</td>
<td>USA_131 Firm headrest made of foam</td>
</tr>
</tbody>
</table>

- USA_003 Soft cover for tray
- USA_113 Trunk stabilizing belt
- USA_117 Chest support
- USA_132 4 points safety
- USA_130 4 points safety
- USA_131 Firm headrest made of foam

**Contact Information**

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# SIZE TABLE

<table>
<thead>
<tr>
<th>Symbol Measurement</th>
<th>Unit</th>
<th>Size 1</th>
<th>Size 2</th>
<th>Size 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Seat width</td>
<td>[cm]</td>
<td>19-25</td>
<td>22-30</td>
<td>24-34</td>
</tr>
<tr>
<td>B Seat depth</td>
<td>[cm]</td>
<td>21-26</td>
<td>27-35</td>
<td>34-42</td>
</tr>
<tr>
<td>C Back rest height</td>
<td>[cm]</td>
<td>44-55</td>
<td>49-59</td>
<td>55-67</td>
</tr>
<tr>
<td>E Back rest width</td>
<td>[cm]</td>
<td>23</td>
<td>27</td>
<td>32</td>
</tr>
<tr>
<td>F Distance from seat to foot rest</td>
<td>[cm]</td>
<td>13-29</td>
<td>16-40</td>
<td>16-43</td>
</tr>
<tr>
<td>Foot length</td>
<td>[cm]</td>
<td>20</td>
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<tr>
<td>Push handle height</td>
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<td>Seat angle adjustment</td>
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<td>0-25</td>
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<tr>
<td>Back rest angle adjustment</td>
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<tr>
<td>Foot rest angle adjustment</td>
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<td>0-90</td>
<td>0-90</td>
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<tr>
<td>Max user’s weight</td>
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<td>35</td>
<td>50</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Weight and dimensions of the device</th>
<th>Size 1</th>
<th>Size 2</th>
<th>Size 3</th>
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</thead>
<tbody>
<tr>
<td>Width</td>
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<td>Length</td>
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<tr>
<td>Height</td>
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<tr>
<td>Weight</td>
<td>[kg]</td>
<td>18,5</td>
<td>20</td>
</tr>
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</table>

**Note:** Dimensional tolerance in the table is +1/-1 cm.
Remember that wheelchair needs to be assembled. Manufacturer cannot assemble this wheelchair due to transportation issues. We will give you wheelchair which needs to be mounted. It consists of 2 parts: frame and seat. In order to use the wheelchair please follow these steps:

**STEP 1.** Activate brakes (look point 6.2, page 12);

**STEP 2.** Place seat on wheelchair frame in a way that front seat's mounting bar is placed in catches situated on wheelchair frame (fig.1). Next, it is necessary to press firmly seat until front or back mounting bar will make a sound "click";
6.1. Wheels

6.1.1. Rear casters

Wheelchair’s frame is equipped with 2 small casters to avoid a significant tilt or roll-over. This kind of support is adjustable. You can move it forward or backward. Unscrew the knob (fig.4), adjust the caster in needed position (fig.5), tighten the knob firmly. Please do it the same on the opposite site.

CAUTION! If you hear a “click”, it means that seat is correctly mounted. In order to check if seat is placed in a correct place, raise it upwards.

CAUTION! Slide out the casters adjustment maximum while using seat in horizontal position (bed function)!
CAUTION! Slide out the casters adjustment maximum while using seat in horizontal position (bed function!)

6.1.2. Rear wheels

There is a possibility to disassembled the rear wheels for easy transport and storage. To dismantle the rear wheels please push the pin placed on the middle of the wheel and take it out (fig.6, 7).

6.2 Brakes

Rear wheels are equipped with independent brakes handles. Pull the red lever firmly to activate the brake (fig.8, 9).
6.3 Push handle

Push handle is a standard equipment of the Ursus Active. If you want to install the push handle please place it into the holes located on the wheelchair’s frame (pic. 10). Put the knob into the frame’s hole and tighten it firmly (fig.11, 12). Please do it the same on the opposite site.

6.4 Footrest

6.4.1. The adjustment of the footrest should be performed with the aid of selector lever. Please follow these steps so as to adjust the footrest:

**STEP 1.** Turn the lever anti-clockwise (fig.13);
STEP 2. Adjust the tilt angle of the footrest at your discretion and tighten firmly the lever. Turn the lever clockwise as long as needed (fig.14).

6.4.2. Please follow these steps if it is necessary to change the tilt angle of footrest's plate:

STEP 1. Loosen the fastening screws as well as strip situated under the footrest's place (fig.15);

STEP 2. Adjust the tilt angle of the footrest at your discretion;

STEP 3. Lower the strip downwards as much as possible (fig.16) and then tighten firmly two fastening screws (fig.17);
**STEP 4.** Fasten the belt by means of Velcro tape that is situated under the footrest's plate (fig.18).

6.4.2. It is possible to adjust the height of the footrest, please use Allen key so as to adjust it. Loosen two screws situated at the back of the footrest (fig.19), adjust the height at your discretion and remember to tighten firmly the screws (fig.20).

6.4.3. Footrest is equipped with foot stabilizing belts which should be fastened criss crossed with the aid of Velcro tapes. It is possible to adjust the length of belts (fig.21,22).
CAUTION! Once the adjustment of tilt angle is done, it is necessary to tighten adjustable lever and screws which regulate the height of footrest.

6.5 Seat

6.5.1. Follow these steps so as to rearrange seat:

STEP 1. Activate brakes (look point 6.2, page 12);
STEP 2. Adjust the footrest angle in parallel with the seat (look point 6.4.1, page 13);
STEP 3. Pull the mandrel of catch that is situated under seat (fig.23) and at the same time pull handle that releases seat (fig.24). Next, push seat forwards (fig.25) thanks to which seat is released from catches;
CAUTION! If you hear a “click”, it means that seat is correctly mounted. In order to check if seat is placed in a correct place, raise it upwards.

6.5.2. It is possible to adjust the depth of seat: loosen two regulating screws and four knobs that are placed under seat. Adjust the depth at your discretion and tighten screws as well as knobs (fig.25).
6.5.4. Tilt in space

Tilt in space adjustment:

**fot 1.** Loosen lever on the wheelchair's frame. Seat up needed angle of the seat. Tighten the lever;

**fot 2.** Put the nut no 1 max in highest position;

**fot 3.** Put the nut no 2 max in lowest position.

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**CAUTION!** Slide out the casters adjustment maximum while using seat in horizontal position (bed function) (look point 6.1.1. page)

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6.6. Pelvic and chest pelottes

6.6.1. Backrest and seat are equipped with side pelottes which make it possible for patient to maintain correct posture. In order to adjust the arrangement of pelvic pelottes it is necessary to loosen two knobs situated under seat, adjust pelottes at patient's discretion and then tighten firmly knobs (fig.29).
6.7. Head support

6.7.1. Regarding head support, it is possible to adjust the arrangement of pelottes which makes it possible for patient to keep head in a correct position. Loosen knobs situated at the back of head support, adjust the arrangement of pelottes according to patient's needs and tighten knobs (fig.31).

6.8. Backrest

6.8.1. The height of backrest can be adjusted. So as to do that, loosen 2 screws from upper part of backrest and 2 knobs from lower part of backrest (fig.32). Next, adjust the height at your discretion and tighten screws as well as knobs.
6.8.2. It is also possible to adjust the tilt angle of backrest. In order to adjust it, loosen knobs that regulates backrest's tilt angle (this knob is situated behind backrest) and turn it anticlockwise (fig.33). Next, adjust backrest at your discretion and tighten fastening element clockwise.

CAUTION! Slide out the casters adjustment maximum while using seat in horizontal position (bed function)! (look point 6.1.1, page 11)

6.9. Safety rail

Wheelchair is equipped with safety rail thanks to which patient do not fell out. It is possible to dismantle this rail by pressing two buttons situated on rail's frame and pulling rail upwards (fig.34).

6.10 5 points belts

Wheelchair is equipped with 5 points belts which stabilize the patient and protect him/her from felling. Connect fastenings situated on vest's belts (fig.36) and insert them into clip from seat (fig.37) so as to fasten the belts. In order to undo vest it is necessary to press red button from clip and then take out fastenings.
6.11 Wrench cover

When it comes to standard equipment, wheelchair is equipped with Allen wrench which is used for screw adjustment. Allen wrench is placed in special pocket at the upper part of backrest (fig.38).

CAUTION! Once 5 points belts are fastened, it is necessary pull them so as to check if:
- buckles do not become undone due to the pressure
- buckles do not move due to incorrect assembly
- buckles do not slide out of the fastenings
7 ADDITIONAL EQUIPMENT

7.1 Lady’s bag, USA_503 Men’s bag, USA_504 Bag DeLux, USA_502

Bags are very capacious and have a lot of useful pockets. There is possibility to attach them to the stroller or worn them on the arm thanks to the long adjustable belt.

7.2 Abduction block, USA_128

Abduction Block is fastened to seat by means of knob.

7.3 Narrowing pads 3 cm, USA_134;
Narrowing pads 3 cm 5 cm, USA_137.

Narrowing pads 6 cm and 10 cm help to adjust the seat width to the patient dimensions. Their attachment is possible thanks to the Velcro straps placed on the stroller upholstery (pic.48). Pads narrow the seat by 6 cm (USA_134 – pic.43) and 10 cm (USA_137 – pic.44).
7.4 Cup holder, REF USA_411

So as to mount cup holder (fig.45) it is necessary to loosen clip and place it on handle's frame. Next, adjust proper position and tighten knob (fig.46). Cup can be mounted on frame in any place where handle's covers are applied.

7.5 Loins support, REF USA_124

Loins support is mounted by means of Velcro tapes which are placed behind backrest (fig.48).
7.6 H Harness, REF USA_114

Please follow these steps so as to mount H harness:

**STEP 1.** Dismantle standard 5 points belts.

**STEP 2.** Upper belts from H harness should be inserted into grooves from wheelchair's backrest (fig.49) and then insert them into clasps from backrest's back (fig.50). Clasps should be firmly tightened on belts (fig.51).

Lower belts from H harness should be pulled through backrest and inserted into clasps (fig.52). Clasps should be firmly tightened on belts.

**STEP 3.** H Harness is fastened by means of clamp which makes it possible to unfasten the patient quickly if necessary (fig.53). Harness is also equipped with grips situated by belts. These grips are used so as to adjust vest to patient's measurements (fig.54).
7.7 4 points safety vest, **REF USA_130**

Please follow these steps so as to mount **4 points safety vest**:

**STEP 1.** Mount vest on the wheelchair in the same way as H harness is mounted (-> look point 7.6, H harness, page 24);

Vest is equipped with grips situated by belts. These grips are used so as to adjust vest to patient's measurements.
7.8  6 points vest, REF USA_125

Please follow these steps so as to mount **6 points vest**:

**STEP 1.** Put vest on the patient and then zip up both zipper and clamp situated at the front of the vest (fig. 55-58);

**STEP 2.** Adjust vest with the aid of Velcro tapes situated at the back of the vest (fig. 59, 60)

**STEP 3.** Mount vest on the wheelchair in the same way as H harness is mounted (→ look point 7.6, H harness, STEP 1-2, page 24);

**STEP 4.** Fasten vest to wheelchair with the aid of circumferential belt. This belt should be pulled behind wheelchair's backrest and fastened at the front of the vest (fig. 61-63)
7.9 Tray, **REF** USA_403

Please follow these steps so as to mount tray:

**STEP 1.** Dismantle safety rail (->look point 6.9, page 20);

**STEP 2.** Put tray in a place where safety rail was mounted. Remember that buttons placed on tray's pipe should be inserted into frame (fig. 65);

**STEP 3.** It is possible to adjust the tilt angle of tray's top. Loosen lever situated under the top and then turn it anticlockwise (fig. 65,66). If the tilt angle of tray's top is adjusted, remember to screw firmly lever and turn it clockwise.
7.10 Tray Plexiglas, **REF UA_414**

Mount Tray Plexiglas on the wheelchair in the same way as Tray is mounted (-> look point 7.9, Tray, page 27);

![fig.68]

7.11 Soft cover for tray, **REF USA_003**

Soft cover for tray is equipped with Velcro tapes (fig.69). Tapes should be fasten under the tray (fig.70, 71).

![fig.69]

![fig.70]

![fig.71]
8.1. Preparation of the patient

Before using the product, it is essential to make sure that:

- patient's outfit is light and comfortable sporty clothes are advisable;
- shoes should be comfortable and, moreover, they should stabilize ankle;
- due to hygienic reason and to avoid abrasion it is advisable for the patient to always wear clothes when using the device, skin must not be naked especially in places of regular contact with upholstery;
- drains, bags, catheters etc. if applied, have to be secured to function properly and not to disturb during using the product;
- if it is necessary for a patient to wear orthopedic supply (collar, corset, orthosis, shoes) if it is recommended by doctor.

**CAUTION!** Outfit should protect patient's skin from direct contact with upholstery as well as other parts of equipment.

**CAUTION!** Only doctor can make a decision concerning using any kind of orthopedic supply!
8.2. How to use wheelchair

1. Before use it is necessary to:
   - Unfold the device;
   - Place the device on even ground;
   - Make sure that all parts are serviceable, correctly mounted and stable;
   - Block brakes;
   - Adjust the device to patient's measurements;
   - Undo vest, trunk belts etc so as to place easily the patient is the device;
   - Place patient in the device;
   - Fasten all elements which stabilize patient e.g. vest, trunk belts, feet stabilizing belts etc.;
   - Mount additional equipment e.g. tray.

2. In case of patients who have problem with bladder, it is necessary to put special cloth on seat. This cloth can be purchased in pharmacy or medical shops.

3. It is essential to hold wheelchair with the aid of handle during using it otherwise wheelchair can roll.

4. Remember to place wheelchair forwards

5. In case of any obstacles such as step or curb, it is necessary to raise front wheels by pressing the handle down. Next, place front wheels on step and then raise back part of wheelchair with the aid of handle.

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**CAUTION!** Before the product is used, it is highly necessary to make sure that all belts as well as safety equipment are correctly fastened as well as adjusted. What is more, check if they do not become undone due to the pressure and, moreover, make sure that clampings from adjustable elements are firmly tightened!
Equipment works correctly only when the device is adjusted according to patient's height as well as weight. Remember to take all these measurements into account while purchasing the product. Correct adjustment is the most important due to the fact that only then the product is safe. It is forbidden to force child to keep specific position because he/she will feel uncomfortable and it may lead to wrong posture.

**SAFETY RULES**

CAUTION! URSUS ACTIVE™ wheelchair has to be used in compliance with guidelines in this user manual.

It is highly important to consult either doctor or physiotherapist in order to make right decision concerning the choice of wheelchair and its size. It is also essential to familiarize with the guidelines described in user manual before using the device.

1. Before use it is necessary to:

   - make sure that there are no damages or different faults which could endanger patient's life; check if all parts are working and are correctly mounted and, moreover, check if they are not broken;
   - check if all screws, knobs and all glued, sewed or tapped parts are tightened;
   - check if brakes are operating correctly;
   - check if buckles are operating correctly;
   - always use safety belts, Velcro tapes should overlap min. 8cm;
   - adjust the device according to patient's measurements and needs e.g. the adjustment of pelottes, footplate etc.;
   - make sure that all movable parts and knobs for adjustments are stable and locked;
· secure patient with the aid of elements such as vest, foot stabilizing belts, pelottes, abduction block, headrest. It is highly important to secure patient because it safeguards him/her from falling out. If abduction contracture occurs, it is recommended to use abduction block in order to prevent ulcers between knees.

2. It is forbidden to use wheelchair for different purposes that it is intended to.
3. It is forbidden to use wheelchair when it is damaged or any part is missing.
4. It is forbidden to leave the patient unattended.
5. Wheelchair should be used only when there is someone who is trained and knowledgeable.
6. It is forbidden to leave wheelchair and the patient on unstable ground unattended, even if the brake is engaged.
7. It is forbidden to either go up or down the stairs; it doesn't matter if the patient is placed in the device or not.
8. It is important to engage brake during getting into and getting out the wheelchair.
9. Make sure that all limbs are not close to spokes or other adjustable elements.
10. Although the device and the upholstery are made of fire-resistant materials, please pay your attention when approaching to sources of fire or sources of high temperature during using the device. Moreover, wheelchair shouldn't be stored in rooms with high humidity.
11. Secure wheelchair during transportation in order to avoid any possible damages. Manufacturer doesn't take responsibility for damages which appeared due to improper preparation of the device during transportation.
CAUTION! It is forbidden to place the patient in the device while being in car, bus or train.

CAUTION! The product contains small parts which children may swallow.

CAUTION! It is forbidden to make any changes concerning wheelchair 's structure due to the fact that it is dangerous and it results in loosing warranty.

CAUTION! The weight of user should not be bigger than maximal weight described on page 9 where you will find information regarding this issue.

1) AKCES-MED Sp. z. o. o sells products free from manufacturing defects or faults.
2) Manufacturer gives the purchaser 24-month guarantee from the date of purchase. All defects revealed during warranty period will be repaired free of charge.
3) All defects which appear after warranty period can be repaired only when the user will pay for it. This rule doesn't apply to refunded products - user can ask National Health Refund for refund.
4) Manufacturer claims that the product can be used for 48 months. User can use this product after this period only when he/she will send the device to manufacturer so as to service it. Next, manufacturer determines again how long the product can be used and, moreover, the date of the next service will be determined.
5) If product is damaged, please contact our dealer or AKCES-MED customer service (ph. 17/864 04 70)
MAINTENANCE AND CLEANING

Wheelchair should be kept clean and used in compliance with the manufacturer's recommendations. The device should be kept in clean, dry and ventilated room. Maintenance as well as cleaning have to be performed at least once a month. Regular cleaning and maintenance of wheelchair are indispensable to maintain its correct functionality as well as safety.

It is highly advisable to remember about proper maintenance in order to extend product's aesthetics. So as to do that, it is essential to comply with these guidelines:

1. It is recommended to clean upholstery with the aid of cleaning product, soft sponge and warm water. If you use sponge which is too wet, stain may get bigger, upholstery may be destroyed. It is necessary to remember that the excess of dampness should be removed from fabric before next cleaning. Please rinse upholstery with warm water and clean white cloth once stain is removed.

2. It is forbidden to soak upholstery!

3. It is forbidden to clean upholstery with the aid of hard brushes.

4. It is forbidden to clean upholstery with strong chemical agents such as solvent or caustic chemicals.

CAUTION! Akces-MED. Sp z o. o takes no responsibility for damages caused by use of wrong clearing agent.

5. It is forbidden to soak upholstery during cleaning. Remember that upholstery has to be always dry before using.

6. It is forbidden to clean, make any changes and maintain wheelchair during using it.

7. All metal as well as plastic elements should be cleaned by hand with the aid of general cleaning products. Remember to familiarize yourself with cleaning product's leaflet.
Before using it is necessary to:
- clean wheels;
- check if base as well as wheels are correctly mounted; check if brake stops turning wheel;
- make sure that all wooden parts e.g. tray don't have splinters;
- check if wheelchair construction is free of breaks or any kinds of deformities;
- check if all movable parts are working and all screws, nuts, knobs etc. are correctly tightened;
- check if belts, vests, trunk belts, feet stabilizing belts etc are not frayed; check if buckles and clamps work correctly.

CAUTION! Remember that upholstery has to be always dry before using!

CAUTION! Manufacturer takes responsibility only for hidden faults or damages which appeared despite the fact that user complied with the guidelines.

CAUTION! In case of any damages, it is essential to contact the person who sold you the product.
ORTHOPAEDIC DEVICES MANUFACTURER

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Our passion - your independence!