

MANUAL WHEELCHAIR USERS GUIDE

Safety, Operating & Maintenance Instructions and Warranty Policy

~ The information contained in this document is subject to change without notice.

INTRODUCTION

The suggestions and recommendations contained in it may from time to time differ slightly from those of your particular professional medical advisor. In such cases where any difference of opinion or uncertainty exists we **strongly recommend** you follow the advice given by your own advisors. They are better placed to advise regarding your particular circumstances.

SECTION 1 : SAFETY INSTRUCTIONS

1.1 General Guidelines



- The wheelchair 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.
- Protect your wheelchair by checking it regularly. When a part of your wheelchair is not functioning properly, a dangerous situation could occur. You must keep your wheelchair in a good condition to ensure safety in use. Do not ignore minor malfunctions and maintain the chair in good operating condition. Monitor the wheel locks (brakes) regularly and adjust as needed.
- Periodical inspection, correct adjustment of your wheelchair and timely replacement of damaged and worn parts will result in use for years without any problems.

1.2 General Warnings



- Never leave occupied wheelchair unattended.
- Do not use your wheelchair on streets, roads or highways, only on the pavements.
- Do not use your wheelchair in sand, grass, gravel, up or downstairs, escalators, steep inclines, or icy or slippery surfaces.
- The wheelchair should never go into seawater, as it will corrode areas that cannot be washed clean.
- Although JC Double Brake is a device for wheelchairs adapted for ramp travel, a slope of more than 5 degrees can be dangerous to descending or climb. The wheelchair should be always under the control and supervision of an attendant, and the occupant should never be left unattended. Read the use instructions at section 2.1. You should have to learn and grasp the characteristics of the Double Brake before attempting to operate on inclines.
- Do not stand on the frame of the wheelchair.
- To determine and establish your particular safety limits, practice bending, reaching and transferring activities in several combinations in the presence of a qualified healthcare professional before attempting active use of the wheelchair. Before reaching or leaning forward, rotate caster wheels to front of the wheelchair to engage lower brake wheels (see the figure at section 2.1) to prevent wheelchair from tipping.
- Do not use the footplate as a platform. Avoid using the footplates for weigh support during exit or entry of the wheelchair. When getting in or out of the wheelchair, make sure that the footplates are in the upward position.
- A 'wheelie' is extremely dangerous to the user and will cause serious damage to the wheelchair.
- Never connect anything to the wheels, this may cause damage to the chair and also affect the balance of the chair and may injure the user.
- To avoid tipping, do not overload the wheelchair, or hang heavy items on the handles that might cause tipping.
- Do not allow children to play on or operate the wheelchair.
- Avoid storing or using the wheelchair near open flame or combustible products. Serious injury or damage to property may result.
- For suitable protection of potential obstruction the lowest point of the footrests serves minimum 10cm free of the ground.
- Place the wheelchair on a stable, flat surface and attach the lower brake wheels (see the figure at section 2.1) before you get in or out of the wheelchair.
- Always transfer wheelchair to a vehicle manufacturers approved seat and use safety restraint. The wheelchair has not been approved as a seat for vehicles of any kind.
- Unauthorized modification and or use of no parts will lead to injury to the user and damage to the chair. Adjustments made by yourself are carried out at your own risk, always seek advice from an approved dealer before making adjustments.

1.3 Anti-Tippers



- Always use anti-tippers. Depending on the model of your wheelchair sometimes these are a standard item and sometimes they are an optional extra. As they prevent you from tipping the wheelchair over backwards, we strongly recommend ordering anti-tippers as an additional safeguard for the wheelchair user.
- When outdoors on wet, soft ground or on gravel surfaces, anti-tippers may not provide the same level of protection against tipover. Extra caution must be observed when traversing such surfaces.

1.4 Lifting



- If you lift the wheelchair, you should do this by holding the side parts of the main frame. Do not attempt to lift the wheelchair by any removable (detachable) parts. Lifting by means of any removable (detachable) parts of the wheelchair may result in injury to the user or damage to the wheelchair.

1.5 Obstacles, Inclines, Slopes and Ramps



- Do not traverse, climb or go down ramps or slopes greater than 5°.
- Never leave an occupied /unoccupied wheelchair on an incline.
- Do not attempt to move up or down an incline with a water, ice or oil film.
- Do not attempt to stop the wheelchair while on a sloped surface.
- 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 wheelchair.
- Do not try to ascend ramps without installed anti tippers, never ascend a hill without anti tippers.
- Do not attempt to ride over curbs or obstacles as it may cause your wheelchair to tip over that will cause bodily harm to the user and/or damage to the wheelchair.
- Do not carry any weight on the back of the wheelchair whilst ascending. This changes the balance and increases the chances of tipping backwards.
- Avoid changing direction as you descent. A change of direction on the slope will change the balance that in turn will cause instability.
- Before going up/down a ramp, press down the upper parking wheels of the “JC Double Brakes” against both two tires so as to prevent the wheelchair from rolling back while going up ramp and reduce speed while going down a ramp or slope. (see the operating instruction about “JC Double Brake” at section 2.1)

1.6 Seat Belt



- For increased safety, the seat belt should be used at all times. Inasmuch as the seat belt is an option on the model of your wheelchair (you may order with or without the seat belt), we recommend ordering the seat belt as an additional safeguard for the wheelchair user. The seat belt is a positioning belt only. It is not designed for use as a safety device withstanding high stress loads such as auto or aircraft safety belts. If signs of wear appear, belt must be replaced immediately.
- Do not strap user too tight.
- Straps should not interfere with breathing or circulation.

1.7 Transport of Wheelchair



- The transport of your wheelchair is in all vehicles, including vehicles which are adapted developed especially and/or for the transport of your wheelchair, at your own risk. We accept absolutely no liability for this. We recommend users of wheelchairs should be transferred into appropriate seating in vehicles for transportation. We cannot recommend any wheelchair transportation systems.

1.8 Tire Pressure



- Do not use your wheelchair unless it has the proper tire pressure. The air pressure in your tires should be checked weekly, since low air pressure may affect brake ability.

1.9 Weight Limitation



- Weight limitation is 250lbs. The weight limitation is different for different models of wheelchairs. If in doubt, ask your dealer for details.

1.10 Wheel Braking



- Do not attempt to stop a moving wheelchair with the lower brake wheels of the JC Double Brakes (see the operating instruction about “JC Double Brake” at section 2.1).
- Engaging the lower brake wheels of the “JC Double Brakes” may not prevent the wheelchair from moving on all floor surfaces including those that may be wet or slick.

SECTION 2 : INSTRUCTIONS FOR USE

You will have to learn the characteristics of your wheelchair. It is most important to learn the safest methods to develop the daily activities in accordance to your life style. Consult your medical advisor or therapist for assistance by developing safe and effective techniques for your daily activities and your physical possibilities.

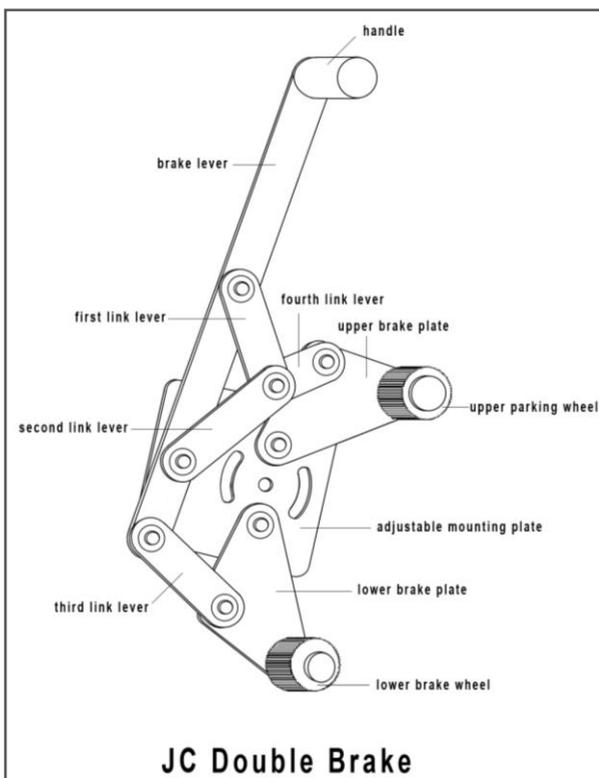
Safety and handling of the wheelchair requires the close attention of the wheelchair user as well as the assistant. This manual points out the most common procedures and techniques involved in the safe operation of the wheelchair. It is important to practice and master these safe techniques until you are comfortable in maneuvering around the frequently encountered architectural barriers.

Use this information only as a basic guide. The techniques that are discussed on the following pages have been used successfully by many. All warnings and cautions given in this manual must be followed. Techniques in this manual are a starting point for the new wheelchair user and assistant with safety as the most important consideration for all.

2.1 Using the “Join-to-cheer Double Brake” (‘JC Double Brake’ in short)



- Although JC Double Brake is a device for wheelchairs adapted for ramp travel, a slope of more than 5 degrees can be dangerous to descending or climb. The wheelchair should be always under the control and supervision of an attendant, and the occupant should never be left unattended.
- The upper parking wheels should be kept pressing against the tires throughout the whole travel on the ramp. **MUST** remember to press down **BOTH** the upper parking wheels of the “JC Double Brakes” against both two tires **BEFORE** starting to go up/down a ramp (refer to the following section “Going up and down ramps” for details about the working principle of the JC Double Brake).
- Do not attempt to slow down or stop a moving wheelchair with the lower brake wheels as it will cause a sudden stoppage. The result may be that the chair rotates to one side and tilts, or abrupt stops so that the seat tilts forward. The lower brake wheel is designed for static braking of the rear wheels whilst stationary only.
- Engaging the lower brake wheels of the “JC Double Brakes” may not prevent the wheelchair from moving on all floor surfaces including those that may be wet or slick.



Going up and down ramps

- The JC Double Brake is a patented device which can help to prevent the wheelchair from rolling back while going up a ramp or slope, and slow down the speed while going down a ramp.
 - Before going up a ramp, a wheelchair user merely needs to press down both the upper parking wheels (the parking wheel is mounted via an one-way bearing) against both the tires that causes the interior angle enclosed between the first and fourth link levers to be smaller than 90°. In such situation, the anti-rollback effect by friction between the parking wheels and wheelchair tires can be achieved that the wheelchair will not roll back; and the friction between the parking wheels and wheelchair tires can also help to slow down the speed of the wheelchair while going down a ramp.
 - We recommend you to use anti-tip wheels. Depending on the model of your wheelchair sometimes these are a standard item and sometimes they are an optional extra. They prevent you from tipping the wheelchair over backwards.
 - Inspect the slope always for risks, such as holes or slippery and uneven surfaces before you drive off. If you cannot see the slope, ask someone to inspect for you.
 - Make sure you descent a slope at the lowest part, also make sure the bottom of the footrest does not catch on the ground. This is in order to ensure your safety at the end of the slope. Do not lean forward as this can cause overturning. Lean slightly backward in order to increase stability.
- Avoid changing direction as you descent as a change of direction on the slope will change the balance that in turn will cause instability.

Static braking of the rear wheels whilst stationary

Do not use the brake wheel during the descent. The lower brake wheel is designed for static braking of the rear wheels whilst stationary only. The wheelchair could be stopped by pressing down the double toggle lever device in reversed direction so as to press against both the tires with the eccentric lower brake wheels of which the off-center feature could prevent the displacement thereof. In such situation, the brake lever and the third link lever will nearly form a straight line.

2.2 Opening and folding Wheelchair



- Do not sit or transfer into the wheelchair unless it is fully opened.
- Always keep hands and fingers clear of moving parts to avoid injury.
- Do not place hand or fingers on the underside of the seat rail when opening or closing the wheelchair.

Opening the Wheelchair

- Hold the armrest of the side closest to you, and tilt the wheelchair slightly towards you.
- Push the seat side tubes downwards, this will unfold the wheelchair.
- To full open the wheelchair, make sure the side tubes are now in the seat receiving brackets on the main frame.
- If you have removed them, place any foot or leg option back onto the wheelchair.
- Engage both lower brake wheels onto the tires, open the footrest for clearance and transfer into the wheelchair.

Folding the Wheelchair

- Fold away the foot plates and possibly remove the foot or leg option.
- With both hands, grasp the middle of the seat upholstery at the front and rear edge and lift up.
- Tilt the wheelchair slightly and then push the sides toward each other to completely fold the wheelchair.
- Place excess seat upholstery over the armrest.

2.3 Stability and Balance



- The wheelchair has been designed to accommodate one individual. If more than one individual occupies the wheelchair this may adversely affect the stability of the wheelchair, resulting in serious bodily injury to the user and passenger and damage to the wheelchair and surrounding property.
- Be aware that carrying heavy objects on your lap while occupying the wheelchair may adversely affect the stability of the wheelchair, resulting in serious bodily injury to the user, damage to the wheelchair and the surrounding property.

- The wheelchair has been designed to remain upright and stable during normal everyday routines as long as you do not move beyond the center of gravity. Virtually all activities which involve movement in the wheelchair have an effect on the center of gravity and the weight distribution of the wheelchair, we recommend using seat/chest positioning straps/belts for additional safety while involved in activities that shift your weight.
- To determine and establish your particular safety limits, practice bending, reaching, leaning and transferring activities in several combinations in the presence of a qualified healthcare professional before attempting active use of the wheelchair.

2.4 Transferring



Before attempting to transfer in or out of the wheelchair, every precaution should be taken to reduce the gap distance. Turn both casters parallel to the object you are transferring onto. Also be certain the lower brake wheels are engaged to help prevent the wheels from moving.

Transferring in a wheelchair is a difficult manoeuvre. Consult your physical therapist for assistance in developing your individual technique. Making a transfer and the possibilities you have are depending on your physical characteristics. We advise to discuss this first with your physical therapist.

If you have however sufficient body strength and you want transfer to and from the wheelchair, you can perform this activity in the following manner :

- Position the wheelchair as close as possible along side the seat to which you are transferring, with the front casters pointing parallel to it. Engage lower brake wheels against both tires. Swing away the footplates and place your feet onto the ground. Shift your weight forward in the direction to the front of your chair use the armrests as a support and move yourself to the place where you want to sit, if necessary, you can use a transfer board.

2.5 Bending, Leaning and Reaching



- Do not shift your weight or sitting position toward direction you are reaching as the wheelchair may tip over.
- Do not lean over the top of the back upholstery to reach objects behind you, as this may cause the wheelchair to tip over.
- Do not attempt to reach objects if you have picked them up from the floor by reaching down between your knees.

Forward :

- Take great care that you are as close as possible as the target object;
- Drive forward until you are above the object you want to reach and then back and sideward in order to position the front casters forward.
- Engage the lower brake wheels against the tires;
- Keep the object you want to grab as close as possible to the wheelchair.

Sideward :

- Manoeuvre the chair as close as possible to the object you want to reach;
- Ensure that the front casters are fully turned to the front. If not, go forwards and then backwards to turn the wheels fully to the front;
- Keep the object you want to grab as close as possible to the wheelchair.

Backward :

- Position wheelchair as close as possible to the desired object.
- Point front casters forward to create the longest possible wheelbase.
- Leaving the brakes released. It is better to roll backward than tip over.
- Reach back only as far as your arm will extend without changing your sitting position. If you are in doubt, re-position the wheelchair.

2.6 Taking pavements and unequal surfaces

If you want to ascent or go down the pavement, an attendant should assist to do this as described below :

Going up the pavement :

- The attendant must pull the push handles towards him and place his foot on the stepper on the rear side of the wheelchair. Because of this there is a lever effect that tips the wheelchair.

Going down the pavement:

- The attendant should move the wheelchair forward to the curb. Then the user should lean back so the instructor can tilt the wheelchair to find a balance point. When the wheelchair is balanced the attendant can move the wheelchair slowly off the curb. When the wheelchair is off the pavement, the attendant can let the front wheels back onto the ground.

2.7 Stairways



- Extreme caution is advised when it is necessary to move a wheelchair up or down the stairs. We advise using a minimum of two assistants and making thorough preparations. Make sure to use only secure, non-detachable parts for hand-hold supports.
- Never attempt to lift the wheelchair by the push handles, armrests, footrests or any removable (detachable) parts. Lifting by means of any removable (detachable) parts of a wheelchair may result in injury to the user or damage to the wheelchair. Always hold a part of the main frame.

Going Up Stairs

- We advise climbing stairs with a wheelchair with the help of a minimum of two attendants. You must always face the rear wheels towards the stairs. The wheelchair must be tipped, so the gravitation force is as low as possible and the wheelchair is in balance.

Going Down Stairs

- This action again should be carried out with a minimum of two attendants. Take one step at a time and go slowly. The attendants must make sure the wheelchair is tipped and also must secure the wheelchair to counter-act the force of gravity.

2.8 Escalators



- Do not use an escalator to move a wheelchair between floors. Serious bodily injury may occur.

SECTION 3 : MAINTENANCE INSTRUCTIONS

Your wheelchair needs periodical maintenance. This will extend the lifetime and efficiency of your wheelchair. Regular cleaning will reveal loose or worn parts and enhance the smooth operation of your wheelchair. A badly maintained wheelchair will give more technical problems, turn less flexible and fall out the warranty terms.

Preventive maintenance is most important and many of these things you can easily do yourself or a friend or family member can complete. We highlight below the maintenance you can do yourself :

Every week :

- Check tires for flat spots and wear.
- Check the air pressure in the tires.
- Check rear wheels for cracked, broken or loose spokes.
- Ensure all spokes are uniformly tight.
- Inspect axle assembly for proper tension by spinning caster.
- Check that the brakes pivot points are free of wear and looseness.
- Make sure the brakes are working and easy to engage.
- Ensure wheel bearings are clean and free of moisture.
- Check the fold ability of the wheelchair and if necessary the quick release rear wheels.
- Ensure that the wheelchair rolls straight (no excessive drag or pull to one side).

Every month :

- Inspect seat positioning strap/belt for any signs of wear. Replace if necessary.
- Check wheel movement front and rear, as well as the turn ability of the wheels.
- Ensure the casters are free of debris and firmly seated in the fork without any wobble or play, but can rotate freely.
- Check upholstery for wear.
- Check seat and back for loose or broken hardware.
- Check all bolts, screws and nuts and tighten if necessary.

Every three months :

- Check that there is no excessive side movement or binding in the rear wheels when lifted and spun.
- Inspect frame and crossbraces for loose or missing hardware.

In practice the usage intensity varies greatly from person to person. It may therefore be that in your case, the wheelchair requires servicing more or less often than once a year. Maintenance is not guaranteed. Your dealer may deviate from the maintenance interval.



- After any adjustments, repair or service and before use, make sure all attaching hardware is tightened securely. Otherwise, injury or damage may result.
- Do not overtighten hardware attaching to the frame. This could cause damage to the frame tubing.
- As with any vehicle, the rear wheels, casters and tires should be checked periodically for cracks and wear, and should be replaced by a qualified technician if damaged.
- Repair or replacement of non-removable, worn or broken parts must be performed by a qualified service facility.
- Whenever your wheelchair is exposed to wet conditions, rain, etc., wipe the moisture off as soon as possible and dry with a soft cloth.
- Wipe all metal parts with a soft cloth at least once a week. Do not use any abrasive cleaners.
- Frame is to be kept dry and free of dirt. Use only a clean towel lightly dampened with cool water for cleaning. Non-toxic and hypoallergenic lubricant should be applied to moving parts of the frame as needed to maintain easy folding and adjustment.
- All contact with salt water should be avoided. If the wheelchair 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.
- Seat and back upholstery may not be removed from the wheelchair for washing. They can be wiped vigorously with a moist cloth, using only water with a small quantity of mild detergent added. Do not use any other cleaners, solvents or polishing wax etc. Allow sufficient time to dry before placing user in wheelchair.
- The parking and the brake wheels of JC Double Brake should be kept free of dirt or mud, so as not to interfere their functions.
- After extended storage periods, the entire wheelchair needs to be serviced, clean and disinfected before reused.

SECTION 4 : WARRANTY POLICY

4.1 Limited Warranty

This warranty is extended only to the original purchaser who purchases this product when new and unused from Join-to-cheer or a dealer. This warranty is not extended to any other person or entity and is not transferable or assignable to any subsequent purchaser or owner. Coverage under this warranty will end upon any such subsequent sale or other transfer of title to any other person. Product warranty is valid in Hong Kong only. All Join-to-cheer's wheelchair frames and double brakes are warranted against defects in materials and workmanship for one (1) year from the date of purchase, with a copy of the seller's invoice required for coverage under this warranty. There is no warranty for tires, tubes, upholstery, push handle grips, spokes and similar kinds of parts. If within such warranty periods any product component eligible for coverage under this warranty shall be proven to be defective, Join-to-cheer will, at its option, either repair or replace the product with new or refurbished product components, or will supply the original purchaser with replacement product components, which may be either new or refurbished. This warranty does not include any labor or shipping charges incurred in replacement part installation or repair of any such product. Join-to-cheer's sole obligation and your exclusive remedy under this warranty shall be limited to such repair and/or replacement.

4.2 Limitations and Exclusions

The foregoing limited warranties shall not apply to : tires, tubes, upholstery, push handle grips, spokes and similar kinds of parts; Products subjected to negligence, accident, improper operation, maintenance, or storage; Products modified without Join-to-cheer's express written consent including, but not limited to, modification through the use of unauthorized parts or attachment; Products damaged by reason of repairs made to any component without the specific consent of Join-to-cheer, or to products damaged by circumstances beyond Join-to-cheer's control, and such evaluation will be solely determined by Join-to-cheer; Problems arising from normal wear or failure to adhere to the product instructions; and with any such warranty eligibility evaluation to be solely determined by Join-to-cheer.

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