

# **Clear Plastic Contoured Trays**

## with Width Adjustable Mountings **FITTING GUIDELINES**

### **IMPORTANT NOTES**

- As installation methods and Tray positioning will vary according to wheelchair make/model and individual user requirements, the RMS Clear Plastic Contoured Tray is supplied without fixing holes. It will be necessary therefore to drill the Tray to suit the application.
- The standard brackets, when attached to the underside of the Tray, are designed to fit into sidearm Tray Receiver Sockets with an inside diameter of 17mm (11/16") and should be located at the front of the sidearms, see diagrams overleaf. For wheelchairs not having built-in Tray receivers, a wide range are available from RMS Ltd to suit numerous wheelchair models. (please check the requirements prior to commencing installation or contact our Technical Help-line on 01795-477280)
- Whilst RMS considers that the static stability of an unoccupied wheelchair may not be adversely affected by the fitting of this device, consideration should be given however to the fact that, with the user seated in the wheelchair, with the tray installed, the tray may cause the user body-weight distribution (centre of gravity) to change. A suitably qualified person should therefore assess this aspect and an appropriate stability test carried out if necessary.
- Consideration should be also given by a competent person, to the hygienic use of this tray, especially where it may be utilised by more than one user.

### **TOOLS REQUIRED**

- Electric Drill with 6mm Drill Bit and Countersink Bit
- Pozi Drive 2 Screwdriver
- 10mm Combination Spanner
- 3mm Hexagon Key
- Other tools, as required, to install accessory Tray Receiver Brackets where necessary.

### **FITTING** (refer also to diagrams overleaf)

1. Where the Tray Receivers are part of the wheelchair sidearms, proceed to operation 3.
2. On wheelchairs where additional Tray Receivers are required, these should be fitted as per the instructions supplied with those Receivers.
3. Install both Tray Mounting Stems, complete with Mounting Plates and Pre-set Height Adjustment Collars (the Collars should be left loose at this stage), into the Tray Receivers and lock Stems in the forward pointing position both at the same height (see diag.1). As these are handed, ensure that the flat surface of the Mounting Plates is uppermost and in a horizontal position. Secure the Mounting Plates at equal distance (c diag.1) from the front edge of the Stems, using the tri-knobs provided. **NOTE:** To assist with the initial positioning of the Tray and marking the mounting hole positions prior to drilling, the installer may find it an advantage to have the intended user seated in the wheelchair for this part of the installation only.
4. Temporarily support the Tray on the Mounting Plates and align with the wheelchair (see diag.1). After establishing the Tray centre line, measure distances (a) and (b) to confirm that these are equal on both sides.
5. By viewing the Mounting Plate slots through the Tray, mark the intended mounting hole positions nearest the centreline first, then measure outwards 38mm (1½") and mark second holes. **NOTE:** Wherever possible, the mounting holes should be positioned centrally within the Mounting Plate slots. After marking, remove the Tray to a firm work-surface for drilling.
6. With the Tray area to be drilled resting on a scrap piece of wood, drill 6mm holes through the marked positions. Then countersink holes on the upper surface of the Tray sufficient to enable the M6 countersunk screws supplied, to sit flush with the Tray surface. **[PTO]**

7. Reposition Tray onto wheelchair and secure to the Mounting Plates using the M6 x 20 c/s screws, “penny washers” and Nylock nuts supplied. Tighten nuts just sufficient to prevent any movement of the Tray on the Mounting Plates.

**ADJUSTING** (refer to Side View diagram below).

To ensure the correct final height and depth positioning of the Tray is achieved, adjustments should ideally be carried out with the intended user seated in the wheelchair.

**HEIGHT** adjustment can be made, by slackening the Tray Receiver Locking tri-knobs.

Position the Tray at the required height and re-secure the tri-knobs.

The Pre-set Height Adjustment Collars, which enable the Tray to be refitted to the same height each time, can now be positioned and secured by tightening the locking grub-screws using the 3mm Hexagon Key.

**DEPTH** adjustment (i.e. front to rear), can be made by releasing both depth adjustment tri-knobs and sliding the Tray along the Mounting Stems to the required position. Re-secure by tightening both tri-knobs.

#### USER / CARER ADVICE

- **Remember!** your field of vision could be impaired when manoeuvring the wheelchair with a Tray fitted. Avoid contacting the Tray edges on doorframes etc.
- **To Remove Tray** from wheelchair, slacken both Tray Receiver locking tri-knobs and lift the Tray, complete with Stems, upwards clear of the wheelchair. Only the Tray receivers will stay on the wheelchair.
- **To Refit Tray** to the wheelchair, insert both Tray Mounting Stems into the Tray Receivers and secure with the Receiver tri-knobs.
- Always ensure the Tray is correctly fitted and secure before use.
- Never move the wheelchair with Hot or Liquid substances on the Tray.
- To maintain hygienic use of the Tray, surfaces should be cleaned on a regular basis by lightly sponging with warm soapy water with a little disinfectant added and wiped off with a clean dry cloth. Comfort Pads (when fitted) may also be cleaned in this way.

#### PRODUCT MAINTENANCE

*To ensure this device remains safe, serviceable and reliable throughout its period of use, RMS recommends it be inspected for wear, damage and security of components at 6 monthly intervals. (For very heavy users the period between inspections should be reduced accordingly). Any worn or damaged components should be replaced as soon as possible with original equipment parts, available from RMS Ltd.*

