

# RMS Contoured Clear Plastic Slide-in Trays

## FITTING GUIDELINES



### IMPORTANT NOTES

- Clear Plastic Trays are supplied without the mounting brackets attached. The reason for this, is to avoid having a series of pre-drilled, vacant and unused holes along each side of the tray to cover all individual applications, as these are not desirable, practical or hygienic. Therefore, please follow the instructions below to ensure the tray and mountings are correctly fitted.
- Any reference to left or right side in these guidelines, relates to left and right sides when seated in the wheelchair.
- As the user's body weight distribution, (centre of gravity) could vary with use of this device, it is recommended that a suitable stability test be carried out by a competent person, with the user seated in the wheelchair.
- To aid installation of the "Slide-in" tray when required for use, it should be noted, that the left-hand support stem (A2) Fig.3, is longer than the right-hand side (A1). Therefore, the left support stem, should always be inserted into the left sidearm receiver tube, before inserting the right support stem into the right receiver tube.



### TOOLS REQUIRED

Power Drill, 6mm Drill Bit, Countersink Bit, Tape Measure, Pencil, 10mm Spanner, 3 & 4mm Hexagon Keys.



### INSTALLATION Notes:

1. It is normal for the tray to be supplied with a protective film covering. It is recommended that the installer leaves this film on the tray until they are ready to finally attach the tray to the mounting brackets.
2. Whilst there will be forward or rearward positioning adjustment available of the tray stems within the receiver brackets on completion of the installation, it will assist with the initial positioning of the stem attachment points to the tray by having the User's measurement (X) Fig.3.

### INSTALLATION

- Unscrew and remove both sidearm pads from their mounting frames and retain all screws (C) Fig.2.

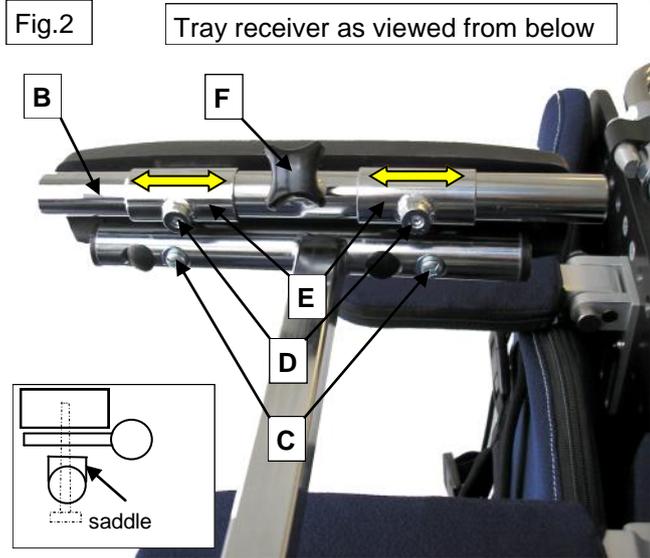


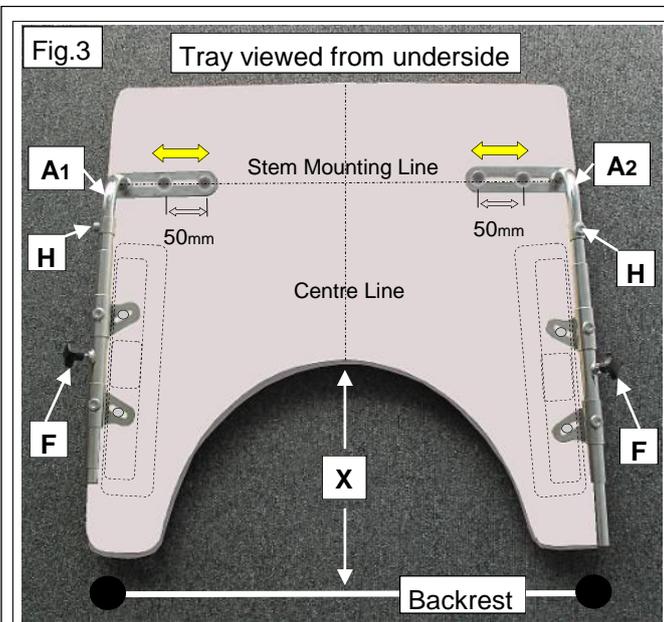
### NOTE:

When mounting the tray stem receivers onto round sidearm frame tubes, the saddle washers supplied should be used, to enable the receiver bracket tabs to sit onto a flat surface Fig.2. These are not required on square sidearm frames.

- Assemble tray receiver bracket (B), complete with mounting tabs (E) onto the outer face of the sidearm frame as Fig.2, by re-inserting screws (C) upwards through the sidearm frame, through the saddle washers, (where applicable) and continuing through the receiver bracket tabs, finally screwing back into the original holes in the sidearm pad. Repeat with opposite side, finally tightening all screws sufficient to prevent any movement.
- Position receiver tubes (B) centrally between mount brackets (E) and tighten all grub-screws (D). Fig.2.

[Cont]





- Insert tray stems (A1) into the RH receiver bracket and (A2) into the LH receiver bracket, Fig.3. (As a guide, the LH stem (A2) should be protruding through its receiver by approximately 75mm and the RH stem protruding through its receiver by approximately 25mm) Position both stems pointing upwards, with their mounting plates horizontal and aligned as Fig.3. Lock both stems in position by using the black “cross-knob” (F) Fig.3 on each receiver.
- With both stems firmly in position, carefully lay the tray in position on the wheelchair, supported by stems (A1) and (A2). Align the tray to sit centrally in line with the wheelchair and to dimension (X) as required.
- Mark two hole drilling positions at 50mm centres Fig.3, for each stem mounting plate, in line with the opposite Side, Fig.3.
- Remove tray to a flat working surface to support the drilling areas. Drill the four 6mm mounting screw holes downwards from the top surface, then countersink to

suit the M6 screws supplied. (Screw heads should be flush with or just below the tray surface)

- Remove the protective film from the upper and lower surfaces, before carefully re-positioning the tray back onto the stem mounting plates.
- Align the drilled holes in the tray, with the slots in the stem mounting plates and insert the M6 x 20mm countersunk screws supplied, downwards through the tray. Secure each screw using the washers and M6 domed Nylock nuts supplied. To ensure both mounting plates are flat against the underside of the tray, before fully tightening the M6 nuts, slacken both black “cross knobs” (F) Fig.3 on the stem receivers.

**TIGHTEN ALL NUTS EVENLY, but TAKE CARE NOT OVER OVERTIGHTEN.**

- At this stage, with the stems (A1) and (A2) firmly attached, the installer may now wish to remove the tray to re-seat the user.

**ADJUSTMENTS**

- With the user seated, re-install the tray (inserting the LH stem into its receiver first, then insert the RH stem. Slide the tray rearwards to a position to suit the user’s requirements. Slacken grub-screws (H) Fig.3, to allow the depth adjustment collars to be positioned against the front end of the receivers (B) and re-tighten both collar grub-screws. This will allow the tray to be re-inserted to the same position each time after removal. Depth adjustment of the tray can be varied either by re-positioning the depth adjustment collars or by slackening grub-screws (D) Fig.3 and moving the receivers on the sidearms. Re-tighten grub-screws.
- The tray is only height adjustable when fitted to height adjustable wheelchair sidearms.
- To remove the tray from the wheelchair, slacken both “cross knobs” (F) Fig.3 and slide tray forwards, clear of the wheelchair.

**USER / CARER INSTRUCTIONS**

- ⚠ This tray has been supplied as a support for objects weighing up to 6.35Kg (14lbs), under no circumstances should heavier objects, pets or persons be supported or carried on this tray.
- ⚠ Always ensure the tray is correctly secured before use.
- ⚠ Avoid impacting the tray edges. Any sharp edges created by impacting the tray, should be rectified as soon as possible, to avoid personal injury.
- ⚠ NEVER move the wheelchair with liquid substances or hot food on the tray.
- ⚠ Care should be taken by Carers to ensure the User does not get their arms or hands trapped when installing or repositioning the tray.
- Care should also be taken when storing the tray after removal from the wheelchair.
- 🧼 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, or with hygienic surface wipes. All surfaces should be wiped dry with a clean dry cloth.
- 🔍 To ensure this device remains safe, serviceable and reliable during its period of use, RMS Ltd recommends that it be inspected for wear, damage and security of components weekly.
  - Any worn or damaged components should be replaced as soon as possible with original equipment parts.