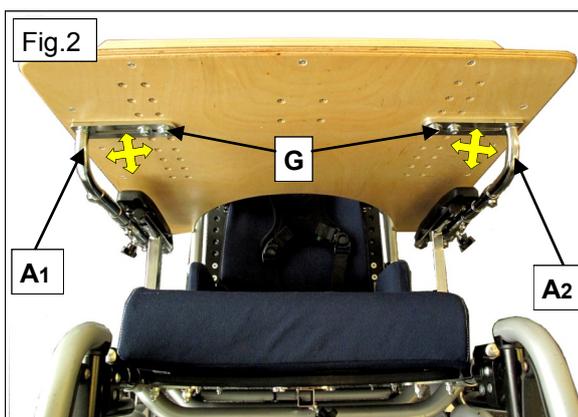


## **RMS Contoured Slide-in Trays** **Ply-Laminate and Clear Plastic style**

### **FITTING GUIDELINES**

#### **IMPORTANT NOTES**

- These instructions are intended to cover the installation of either the RMS Ply-laminate or Clear Plastic Contoured Trays. Whilst the support bracketry for both trays is the same, the Trays differ in that the Ply-laminate Tray will have M6 threaded inserts built into the underside to attach the support brackets, whereas the Clear Plastic Tray must be appropriately drilled by the installer to enable the support brackets to be attached to the Tray.
- 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 recommend a suitable stability test be carried out by a competent person, with the user seated in the wheelchair.
- It is recommended prior to installation, that both parking brakes are applied and the user vacates 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.2, 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**

- Pozi-drive-3 screwdriver, 3mm Hexagon Key and an appropriate screwdriver to remove and refit the wheelchair sidearm pad securing screws.

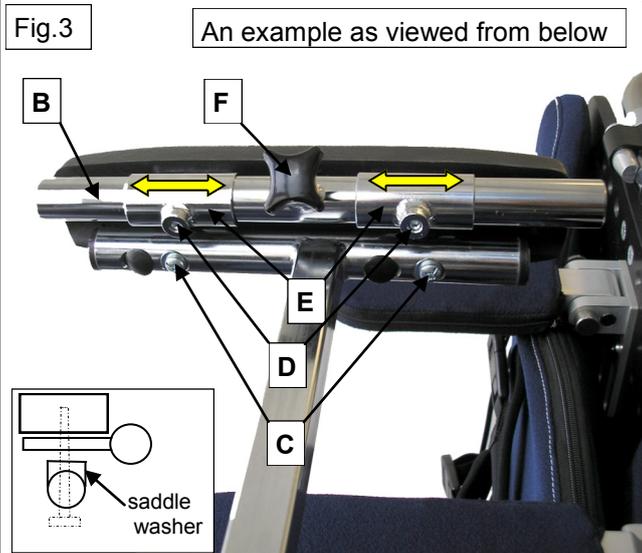
#### **INSTALLATION**

- Prior to installation, it will be necessary to remove the tray stem receiver tubes (**B**) Fig.3, complete with mounting brackets, from the tray support arms (**A1**) and (**A2**) Fig.2. To do this - slacken "cross knobs" (**F**) Fig.2 on each receiver tube and slide tubes off the stems. (The receiver tubes are not handed)
- Unscrew and remove both sidearm pads from their mounting frames and retain all screws (**C**) Fig.3

**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. These are not required on square sidearm frames.

- Route screws upwards through the sidearm frame and through the saddle washers, continuing through the receiver bracket tabs finally screwing into the original holes in the sidearm pad. Repeat with all other screws and tighten all screws sufficient to prevent any movement.

- Position receiver tube (**B**) centrally between mount brackets (**E**) and tighten both grub-screws (**D**).
- At this stage the installer may wish to re-seat the user.
- To enable the tray support stems to align with the receiver tubes, slacken all screws (**G**) Fig.2, to allow the support stems to be moved sideways.

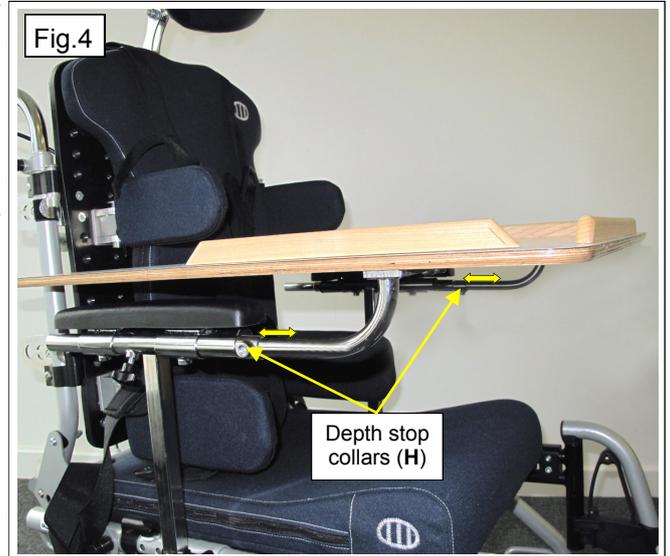


- Carefully insert both support stems into their receiver tubes. **NOTE:** As a guide - the left side support stem should protrude through it's receiver tube and the right side at least level with the end of it's receiver tube.
- To achieve a suitable and comfortable clearance between the user and the tray, it may be necessary to move the tray on the support stem mounting plates. A series of nuts are fitted into the tray as standard for this purpose. To move the tray on the mounting plates, secure both tray mounting stems in their receiver tubes, by tightening each black "cross knob" sufficient to prevent the stems from moving.

Remove the four mounting plate screws and washers (G) Fig.2 and reposition tray as required.

Refit all screws and washers and fully tighten.

- Both tray stems are also fitted with depth stop collars (H) Fig.4. With the tray positioned at the correct depth, slacken the grub-screw in each depth stop collar and slide each collar along its tray stem until it contacts the receiver tube, then retighten the grub-screws sufficient to prevent any movement.
- Finally re-check all screws and fittings for security.



### 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.
- Ensure the tray is correctly secured before use.
- REMEMBER your field of vision could be impaired when manoeuvring with a tray fitted. Extra care should be taken when negotiating doorways or moving in confined areas.
- Avoid impacting the tray edges. Any sharp edges created by impacting the tray should be rectified as soon as possible to avoid personal injury when positioning the tray.
- 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.
- To remove the tray from the wheelchair, slacken both "cross knobs" (F) Fig.3 and slide tray forwards, clear of the wheelchair.
- Care should also be taken when storing the tray after removal from the wheelchair.

### PRODUCT MAINTENANCE

- 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.
- Comfort pads (where fitted) can also be cleaned in this way.
- 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 at six monthly intervals. (for heavy users the periods between inspections should be reduced accordingly).
- Any worn or damaged components should be replaced as soon as possible with original equipment parts, which are available from RMS Ltd.