

Contoured Ply-Laminate Trays **Swing-over style** **FITTING GUIDELINES**

IMPORTANT NOTES

- 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.
- The standard swing-over tray is suitable for mounting on either left-hand or right-hand sidearm.
- Where the tray is to be used on a powered wheelchair and has been made with a cut-out for the remote controller, the tray mount bracket should be attached to the opposite sidearm to the remote controller.

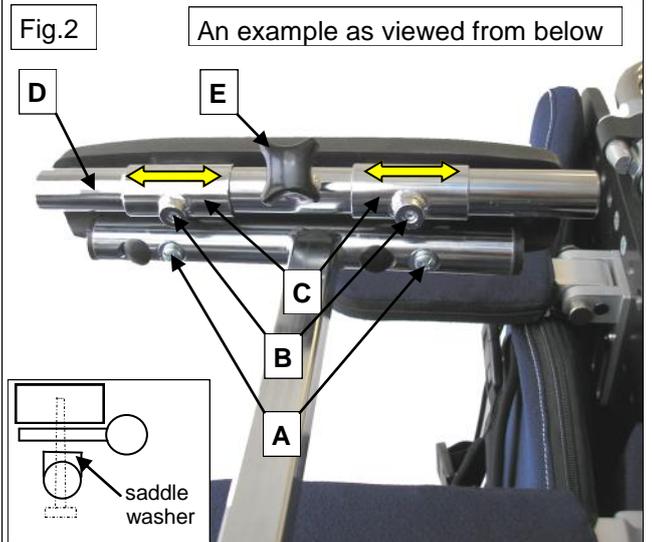


TOOLS REQUIRED

- 13mm Spanner, 3mm Hexagon Key plus an appropriate screwdriver to remove and refit the wheelchair sidearm pad securing screws.

INSTALLATION

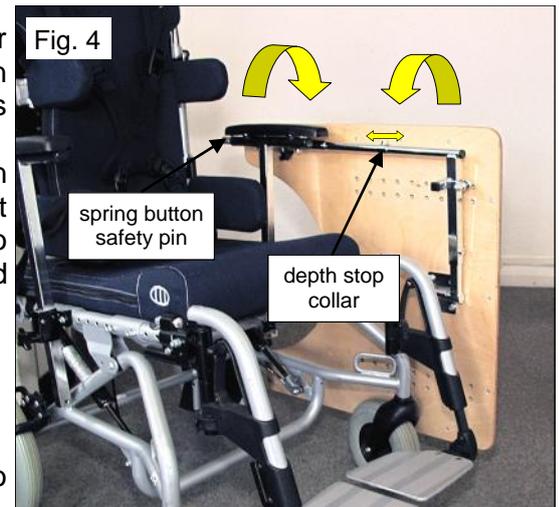
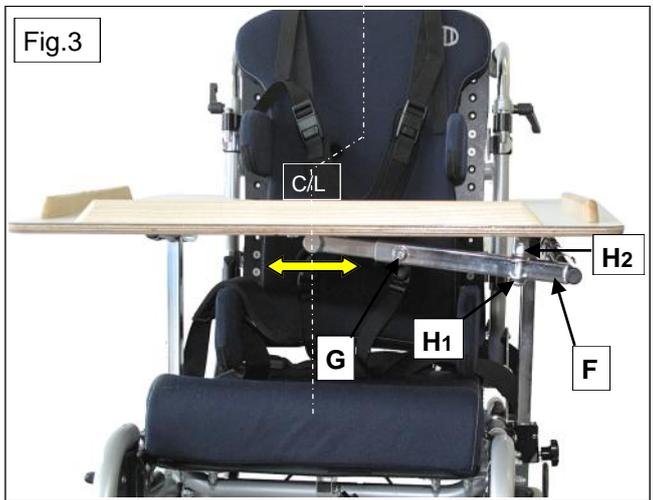
- For ease of installation, it will be necessary to remove the tray stem receiver tube (D) Fig.2, complete with mounting brackets, from the support arm (F) Fig.3. To do this - slacken "cross knob" (E) Fig.2 and depress button spring safety pin, see Fig.5, sufficient to allow the receiver tube to slide off the end of the support arm.
- Select which sidearm is to be used to support the tray mount and remove the sidearm pad. Retain both securing screws. (A) Fig.2 for re-use.
- With grub-screws (B) slackened to allow brackets (C) to slide on the tray stem receiver tube (D), install tray receiver mount assembly onto the sidearm frame using the original screws (A) Fig.2.



NOTE: When mounting the tray stem receiver 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 the other screw. tighten both screws sufficient to prevent any movement.
- Position receiver tube (D) centrally between mount brackets (C) and tighten both grub-screws (B). Slacken hand "cross-knob" (E).
- Whilst supporting the tray with one hand, depress the spring button safety pin at the rear end of the tray support arm (F) see Fig.4 and slide the arm into the receiver tube (D) until the spring button pin releases and prevents the arm from being removed.

- Swing the tray over to a central position where each side of the tray rests equally on each sidearm. Fig.3.
- If adjustment is required to centralize the tray, slacken grub-screw (G) Fig.3 to allow the tray to be moved sideways to the required position. Retighten grub-screw (G) after adjustment.
- To assist in maintaining the tray stability when in use, an additional stem support bracket (H1) Fig.3, is fitted on the swing-over arm (F) and this should be adjusted after ensuring that the tray is centralized and in contact with both sidearm pads.
- Slacken clamp nut (H2) Fig.3 and slide stem bracket along the swing-over arm (F), until it makes contact with the tray. Retighten clamp nut (H2).
- The tray should now be swung-over to the vertical position Fig.4, to enable the user to re-enter the wheelchair.
- Having correctly seated the user, carefully swing the tray back over to the horizontal position. Check for a comfort clearance between the user and the tray and adjust as required. Secure the tray in this position by hand tightening the “cross-knob” (E) Fig.2.
- With the tray set in the required position, slacken the grub-screw in the depth stop collar Fig.4 and slide the collar rearwards until it contacts the tray stem receiver tube. Re-tighten the grub-screw to lock the collar in position. This will enable the tray to be re-installed to this depth position, whenever the tray is removed.
- 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 on the tray.
- Care should be taken by Carers to ensure the User does not trap their arms or hands when installing or repositioning the tray.
- To remove the tray from the wheelchair, slacken “cross knob” (E) Fig.2 and swing tray over to the vertical position Fig.5. Whilst supporting the tray with one hand, depress the spring button safety pin Fig.5 and slide tray forwards until the support arm (F) clears the stem receiver tube (D) Fig.2.
- 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.