

# RMS Contoured Swing-over Trays Clear Plastic style

## FITTING GUIDELINES



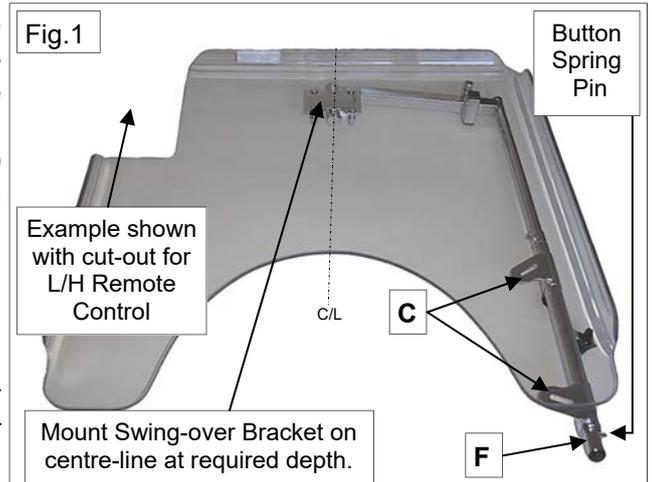
### IMPORTANT NOTES

- The RMS swing-over clear plastic tray, is normally manufactured to the specifications detailed on the customers order.
- As the final attachment position of the swing-over support arm, onto the tray, is dependant on the user's seated position and the style of their wheelchair, the tray is supplied un-drilled. The four screw fixing points will therefore require drilling during the installation. Wherever possible, it is recommended that the user be available and can be seated in their wheelchair when required to do so.
- The standard swing-over tray for a manual wheelchair is suitable for mounting on either left or right-hand sidearm. Where the tray has been supplied for use on a powered wheelchair and made with a cut-out for the remote controller (Fig.1), the tray becomes handed and the swing-over mount bracket should be attached to the opposite sidearm to the remote controller.
- 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.



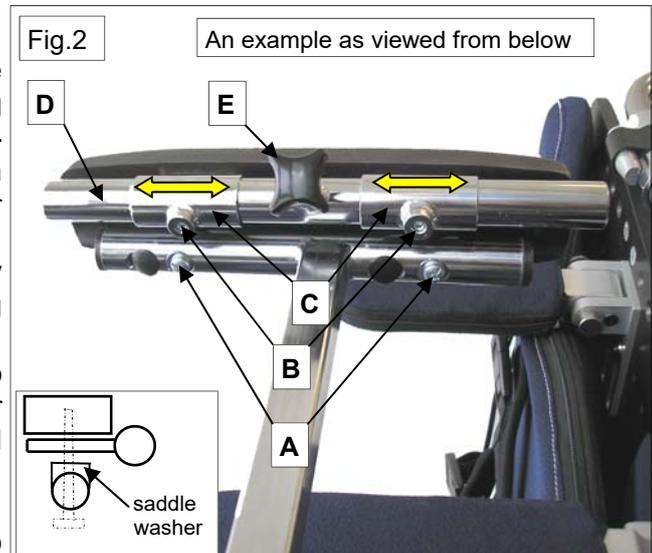
### TOOLS REQUIRED :-

A Portable Drill with 6mm Drill Bit and Countersink Bit, 13mm Spanner, 3mm Hexagon Key plus an appropriate screwdriver or Torx-screw driver to remove and refit the wheelchair sidearm pad securing screws, Tape Measure and Marker Pen.



### INSTALLATION

- For ease of installation, it will be necessary to remove the tray stem receiver tube (D) Fig.2, complete with mounting brackets (C), from the support arm (F) Fig.1. To do this - slacken "cross knob" (E) Fig.2 and depress the button spring safety pin, see Fig.1, 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) as diagram in 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).
- Remove and retain all four fixing screws from the swing-over mounting plate and re-insert swing-over support arm into the receiver tube (D).

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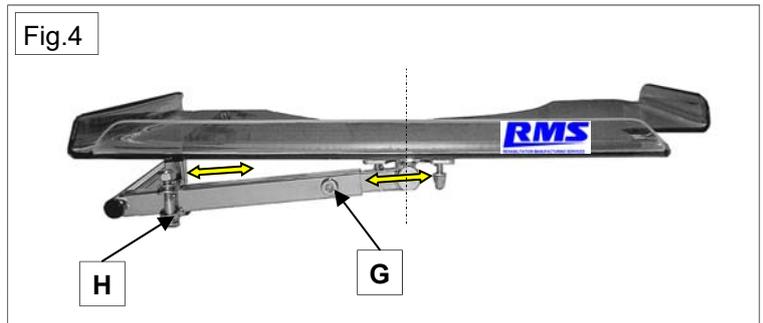
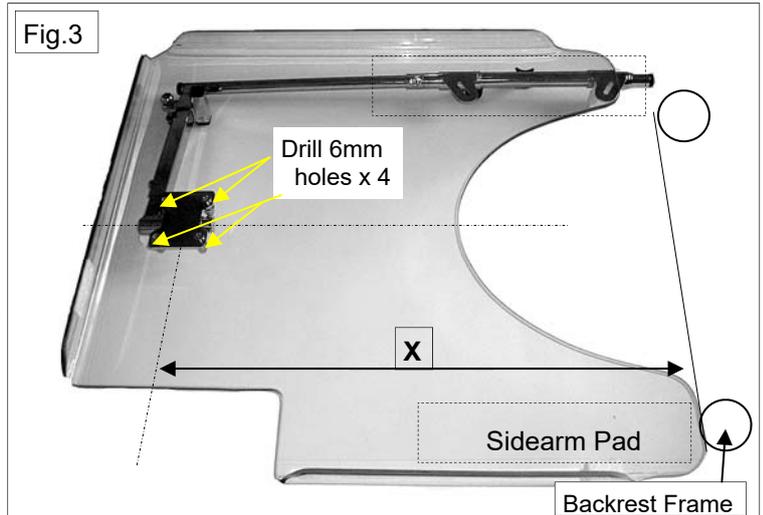
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- Whilst still supporting the swing-over arm, measure the distance from one of the backrest frame tubes directly forwards to level with the centre of the swing-over tray 4 holed mounting plate (X) Fig.3.
- For safety at this stage, disconnect and remove the swing-over support arm and temporarily re-seat the user.
- Place the tray onto the wheelchair sidearms, in its intended position, ensuring sufficient clearance around the user.
- Measure forwards from the same backrest as before the and lightly mark the tray centreline at the previously established distance.
- Slacken grub-screw (G) Fig.4 and temporarily remove tray support plate complete with it's stem. (This is to enable the support plate to be used as a template to mark the mounting holes for drilling). The support plate should be positioned centrally over the centre line of the tray as Fig.3.
- With the hole positions marked, support the tray on a scrap piece of wood and drill four 6mm holes. Finish the holes on the upper surface, with a countersink bit, just sufficient to allow the M6 mounting screw heads to be flush with the tray surface.
- Using the four screws and nuts and washers provided, attach the tray mounting plate and stem to the underside of the tray. Carefully tighten all nuts evenly just sufficient to prevent any movement.
- Attach tray to main support arm by re-inserting the support plate stem into the main arm. Position tray centrally on the wheelchair, supported equally by both sidearms, then retighten grub-screw (G) to prevent any movement.
- With the tray correctly positioned horizontally, slide support post (H) along the tray support arm until it contacts the underside of the tray. Tighten post clamp sufficient to prevent any movement.
- The tray can now be folded over to the vertical position, alongside the wheelchair, 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.2 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.
- 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.



#### 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 to ensure the User does not trap their arms or hands 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. 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,

