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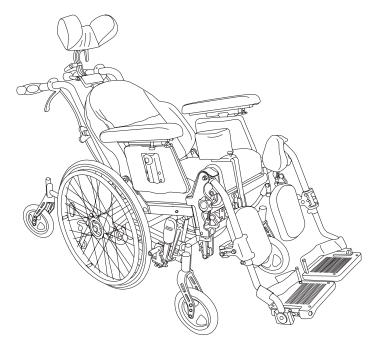
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# User Manual WEELY COMFORT WHEELCHAIR



#### Model Reference n°

FMW-1044, 44cm seat width FMW-1039, 39cm seat width FMW-1049, 49cm seat width







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#### I. BASICS

#### A) WHEELCHAIR AT A GLANCE:

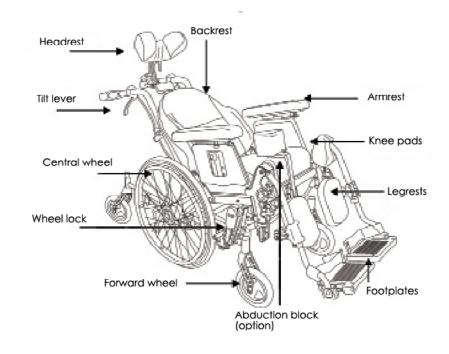
We thank you for purchasing our WEELY Comfort Wheelchair.

The WEELY Comfort Wheelchair is developed and constructed with consideration for the user, caregivers and others handling or assisting with the wheelchair.

Your wheelchair is marked in accordance with directive 93/42/EEC concerning medical devices and certified according to ISO13485

For safety reasons, please read the entire user's manual before using the wheel-chair. Keep it in order to be able to refer to it later on.

In order to get familiar with the wheelchair, identify the below items:



#### ⚠ NOTE:

WEELY Comfort Wheelchair is used to provide mobility to persons in need of assistance. Any other usage might result in personal injury or property damage.

#### B) QUICK GUIDE TO THE WHEELCHAIR IN 5 STEPS:



#### **STEP 1: ASSEMBLY**

Note: Before the assembly, engage the wheel locks properly.

The following components require installation before the first use:

- 1. Backrest
- 2. Headrest
- 3. Armrests
- 4. Seat and backrest cushions
- 5. Footrests



#### **STEP 2: SIT IN THE WHEELCHAIR**

- Push the footrest assembly inwards until it locks into place
- Pivot footplates and legrests upwards to vertical position
- Engage the wheel locks in order to avoid that the wheelchair moves unintentionally

Ensure the seat is fully open before sitting or transferring into the wheelchair



#### **STEP 3: PROPULSION**

- Use the handrims of the wheelchair
- or ask an attendant to assist you

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#### **STEP 4: GETTING UP**

- Engage the wheel locks
- Pivot footplates and legrests upwards to vertical position
- Position in front of a device to which you can hold to (e.g. A walker)
- Position your legs in parallel
- While standing up, bend the elbows slightly when placing the hands onto the handgrips of the object







#### **STEP 5**:

#### STORING THE WHEELCHAIR

In order to minimize the storage space required for your chair, you can fold it into its most compact form.

- Engage the wheel locks
- Pivot footplates and legrests upwards to vertical position
- Remove the cushions of the seat and backrest
- Remove the armrests, headrest, footrest and fold the backrest.

#### **RECOMMENDATION:**

- Store the screws properly after disassembly
- Two persons are recommended to perform the disassembly.

#### **WARNING:**

• Keep your head clear of the backrest while dismantling it.

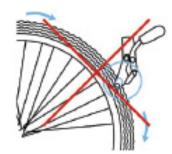
## C) SAFETY GUIDELINE: WEIGHT LIMITATION:

• Weight limitation: 308 lbs (140 kg)



#### 2) WHEEL LOCKS:

- DO NOT stop a moving wheelchair with wheel locks, these are not brakes. Use hand rims to stop the wheelchair
- DO NOT slow down wheelchair with wheel locks
- ALWAYS engage both wheel locks to prevent the wheelchair from tilting



#### 3) OPERATION:



**Upward slope** Lean forwards when moving up on a sloped ground



**Downward slope**Sitting as far back as possible in the seat when going down a gradient



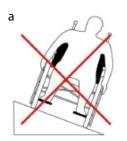
DO NOT allow children to play on or operate

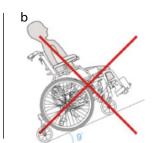
- DO NOT operate on roads, streets or highways
- $\bullet$  DO NOT operate on soft surfaces such as sand, grass ,or gravel
- DO NOT move up or down an incline with a water, ice or oil film
- Beware of narrow doors, steps, high surfaces, protruding wall fitting and everyday household items such as children 'toys, electrical appliances etc when using indoor. Take extra care in kitchen environments

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#### 4) STABILITY:

- To determine the user's particular safety limits, PRACTICE bending, reaching and transferring activities in several combinations in the presence of a qualified healthcare professional before attempting active use of the wheelchair
- DO NOT move your centre of gravity outside the normal seating position
- DO NOT shift your weight or sitting position towards direction you are reaching as the wheelchair may tip over
- DO NOT move across the slope, make sharp turns, zigzag movements when going up and down a slope
- DO NOT take sharp turns while on a sloped surface
- DO NOT go up or down ramps or traverse slopes greater than 9°
- DO NOT stand on the frame or the footplates of the wheelchair
- The seat is intended for one person's use only.







#### 5) MAINTENANCE:

- Take the wheelchair for a thorough inspection and servicing by a qualified technician every SIX months.
- Prior to use, make sure all nuts and screws are tight. Check all parts for damage or wear and replace.
- Periodically check hand rims for signs of rough edges or peeling and to ensure they are securely attached to the central wheels prior to use
- Periodically check front and rear casters and central wheels to make sure they are clean and free of cracks. They should be replaced if damaged
- Periodically check upholstery for sagging, rips or tears
- All the repairs and component replacements MUST be performed by a qualified technician.

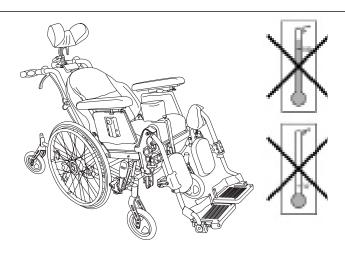
#### **↑** NOTE:

After any adjustments, repair or service and before use, make sure all attached hardware is tightened securely.

DO NOT over tighten hardware attached to the frame. This would cause damage to the frame tubing.

DO NOT expose the wheelchair to extreme temperature (>100°F or < 32°F). (>38°C or < 0°C).

WARNING: surfaces of the wheelchair (frame parts,upholstery) can reach temperatures that hurt skin due to excessive amounts of exposure to sun.



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#### SAFETY INSPECTION CHECKLISTS

Initial adjustments should be made to suit the user's personal body structure and preference. Thereafter follow these maintenance procedures:

#### **INSPECT/ADJUST INITIALLY:**

- Ensure that the wheelchair rolls straight (no excessive drag or pull to one side)
- Inspect for loose or missing hardware on frame and cross bars
- Inspect for bent frame or cross bars
- Check that the wheel locks do not interfere with tires when rolling
- Check that the wheel lock pivot points are free of wear
- Check that the wheel locks are easy to engage
- Ensure that the wheel locks prevent the wheelchair from moving when engaged
- Inspect seat and back for rips and sagging
- Inspect seat and back for loose or broken hardware

#### **WEEKLY check that:**

- Wheel locks do not rub tyres when not engaged and secure the wheel when locked
- Casters are automatically locked when braking.
- Caster bolts are tight and all fasteners are secure
- The axle assembly is secure
- Tyres do not show excessive wear or damage
- Casters for proper tension, i.e. spinning casters should come to gradual stop

#### MONTHLY check that:

- Tyres are not excessively worn
- Handrims are smooth (no edge)
- The chair rolls straight (no excessive drag or pull to one side)
- Pivot points are free of wear or looseness
- Seat and backrest upholstery is not ripped or sagging
- Frame is not worn or bent

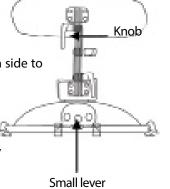
#### **CLEANING:**

- Regular cleaning with a duster or damp cloth and mild soap can enhance the smooth operation of the wheelchair
- DO NOT use any harsh abrasive cleaners, bleach base fluids or solvents.

#### **II LIST OF COMPONENTS:**

#### A) HEADREST:

- Headrest is removable
- Adjustable in height, forward/backward, and from side to side
- A padded cushion is provided
- The cloth protection is made of Dartex and has been tested fire-resistant to ensure maximum safety



#### **ADJUSTMENTS:**

**HEIGHT:** Pull the small lever behind the backrest, and adjust to the desired height. **FORWARD/BACKWARD:** Unscrew the locking lever behind the headrest's tube by turning anti-clockwise, and adjust to the desired position.

#### **REMOVAL:**

Pull the small lever behind the backrest while simultaneously lifting the headrest

#### **B) PUSH BAR:**

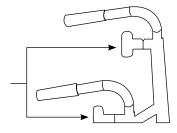
Push bar for Wheelchair assistant to propel the chair

#### **ADJUSTMENT:**

#### **HEIGHT:**

Unscrew the knobs (A) and adjust it to the desired height

Knob (A)



#### **⚠ NOTE:**

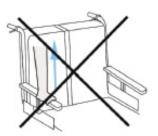
- Ensure that all the screws are tightened properly before use.
- Regularly check the push bar for wear/ looseness/deterioration

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#### C) ARMREST:

- Removable
- Adjustable in height and depth
- Side panels with cloth protection
- The cloth protection of side panel is made of Dartex and has been tested fire-resistant to ensure maximum safety





⚠ **WARNING**: DO NOT lift the wheelchair by the armrests. Wheelchair should be lifted by the frame.

#### **ADJUSTMENTS:**

#### **HEIGHT OF ARM PAD:**

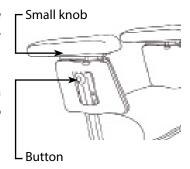
Press the button located on the side of the armrest, adjust to the desired height of the arm pad.

#### **DEPTH OF ARM PAD:**

Unscrew the small knob underneath the arm pad by turning anti-clockwise, and adjust it to the desired position.

#### **REMOVE THE ARMREST:**

Press the button located on the side of the armrest, and lift it upwards for removal



#### D) BACKREST:

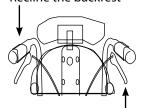
- Removable and reclinable by actuator
- A padded seat cushion is provided
- The cloth protection is made of Dartex and has been tested fire-resistant to ensure maximum safety
- Adjustable in height

#### **ADJUSTMENT:**

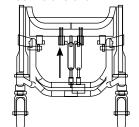
- **HEIGHT:** Unscrew the 4 small knobs behind the backrest by turning anti-clockwise, and adjust to the desired height.
- **ANGLE OF BACKREST:** Squeeze the left-handed handle upwards while pushing the backrest down to the desired position.
- **ANGLE OF CHAIR:** Squeeze the right-handed handle upwards while pushing the whole chair down to the desired position.
- **DISMANTLE THE BACKREST:** Remove the pin, then the washers and screws

# Small knob

Recline the backrest



Recline the chair



#### E) SEAT:

- A padded cushion is provided
- The cloth protection is made of Dartex and has been tested fire-resistant to ensure maximum safety

#### **⚠ NOTE:**

Ensure that the seat is fully open and seat rails are fully seated into the side frame before sitting or transferring into the wheelchair



P.9 P.10

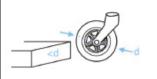
#### F) FRONT AND REAR CASTERS:

- Bandage front casters of 6" (15.5 cm)
- Always ensure that casters are free of debris prior to use
- Periodically inspect casters for cracks and wear and replace them if damaged
- Periodically inspect axle assembly for proper tension by spinning casters. Casters should come to a gradual stop



#### **↑** NOTE:

The curbs should NOT be higher than radius of the castors, otherwise wheel-chair MUST be lifted up to traverse kerbs.







Kerbs MUST NOT be higher than caster's radius

Lift up the wheelchair

#### **G) CENTRAL WHEEL:**

- Central wheels of 22" 1 3/8
- With quick release button for easy transportation or storage



#### **REMOVING THE CENTRAL WHEEL:** (See Figure 6)

- Place the wheelchair frame up on blocks so that the central wheels are off the ground
- With one hand holding up the wheelchair frame, the other hand gripping the centre of the wheel and pushing in the centre button, pulling the wheel completely away from the wheelchair
- To reinstall the central wheel onto the wheelchair, reverse the procedure.

#### **⚠ NOTE:**

- Before use, ensure that the quick release button is not pushed down
- Never dismantle the central wheels when a person is sitting in the wheelchair

Figure 6



#### **H) HANDRIMS:**

- •The wheelchair is equipped with handrims
- Push from rear to forward, to go forward

#### **⚠ NOTE:**

- Always ensure that the handrims are securely attached to the rear wheels prior to use
- WARNING: The handrims may become hot due to friction, which may cause injury to the user's



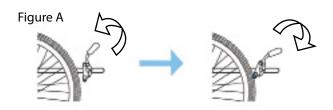
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#### I) WHEEL LOCK:

The wheel locks allow a safe transfer of the user.

#### **OPERATION:**

Engage the lock: Push lock handle backwards. The wheels are locked and the wheel-chair does not move. (FIGURE A)



#### $\triangle$ NOTE:

- Wheel locks are not brakes and are not to be used to slow the wheelchair.
- Check that bolts are tight.
- Ensure that the manual brake does not touch the wheel when moving.

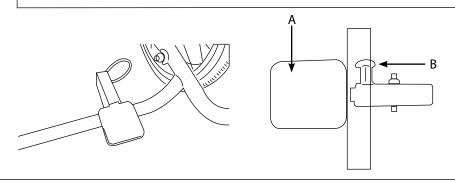
#### J) PASSING KERBS:

The wheelchair is equiped with a device for passing kerbs.

Operation: Unlock security (B) and push pedal (A).

#### NOTE:

Always pay extra caution when using on wet, soft ground or on gravel surfaces Always ensure that the locking pin fully protrudes out of the hole on the side of the wheelchair frame prior to use



#### **K) FOOTREST**

- The legrests are removable and swing-away
- Foot plates are adjustable in angle
- Knee cushion pads are provided
- Pivot footplates and legrests are adjustable

#### **REMOVE:**

- $\bullet \ \, \text{Pivot footplates and legrests upwards to vertical position} \\$
- Pull up on the footrest release lever to unlock the footrest
- Rotate swing away footrest assembly outwards
- Lift the footrest assembly off the hinge pins

#### **INSTALL:**

- Pivot footplates and legrests upwards to vertical position
- Turn the swing away footrest assembly to the side
- Install the hinge plates on the footrest onto the hinge pins on the wheelchair frame
- Push the footrest assembly inwards until it locks into place

#### **ADJUSTMENT:**

#### **HEIGHT OF LEGREST:**

Unscrew the small knob located on the side of legrest and adjust to the desired height

#### ANGLE:

• Flip up and down the foot plate until the desired position is reached



Lever

#### **↑** WARNING:

- DO NOT stand on the footplates
- Always make sure that the footplates are in the vertical position when getting in or out of the wheelchair
- Always ensure the footrest is locked in position before use

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### **III COPING WITH EVERYDAY OBSTACLES A) HANDLING OF WHEELCHAIR:**

#### 1) NOTES TO WHEELCHAIR USER:

- Use the handrims attached to the central wheels to propel the wheelchair
- Position the palms on the handrims with the thumbs between the central wheels and handrims
- Pull back to front to move.

#### $\triangle$ CAUTION:

DO NOT propel the wheelchair by yourself on a a wet or sloped ground



#### 2) NOTES TO WHEELCHAIR ASSISTANT:

- Use the push bars to propel the wheelchair
- Always keep the back straight and bend the knees whenever tilting the wheelchair or traversing curbs



#### 3) TRANSFERRING TO ANOTHER CHAIR:

Before attempting to transfer in or out of the wheelchair:

- Every precaution should be taken to reduce the gap distance
- Turn both casters parallel to the object you are transferring onto
- Engage wheel locks
- Pivot footplates and legrests upwards to vertical position





Pivot footplates and legrests upwards to vertical position

Engage wheel locks

#### A) INDEPENDENT TRANSFER:

The transfer can be performed independently provided the user has adequate mobility and upper body strength



- 1. Get close to the fixed seat
- 2. Engage the wheel locks
- 3. Pivot footplates and legrests upwards to vertical position
- 4. Raise up the armrest nearest to the fixed seat  $\,$
- 5. Grasp farest armrest with one hand and keep other hand on the armrest. Shift body weight into seat helping with arms.





#### **⚠ NOTE:**

When transferring, position yourself as far back as possible in the seat to help prevent the wheelchair from tipping forwards

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#### B) TRANSFERRED BY WHEELCHAIR ASSISTANT:

The transfer can also be performed with the help of a caregiver

- 1) The wheelchair should be maneuvered as close as possible to the transfer seat with the front casters pointing parallel to it, the caregiver in front of you.
- 2) Engage wheel locks
- 3) Pivot footplates and legrests upwards to vertical position
- 4) Raise up the armrest nearest to the fixed seat
- 5) The attendant pulls you forwards in the wheelchair while criss-crossing the legs. Put your arms around his neck, his hands are under your armpit (FIGURE a).
- 6) The attendant lifts you from under the arms and turns you around into the place where you wish to be transferred (FIGURE b)
- 7) The attendant should securely position you in the seat (FIGURE c)

Figure a



Figure b



Figure c



⚠ **NOTE:** (Use a transfer board if necessary)

Individual needs will vary from person to person, but if there are difficulties, please consult your therapeutic advisor who will help you to develop your skills and to find an appropriate transfer method that suits you.

#### 4) POSITIONING:

Proper positioning to maintain stability and balance is essential for safety. Follow the advice:

#### **REACH OBJECTS:**

#### Forwards:

- Position wheelchair as close as possible to the desired object.
- Engage wheel locks
- Lean your body out of the wheelchair only as far as the length of the armrest without changing your sitting position

#### **⚠ WARNING**

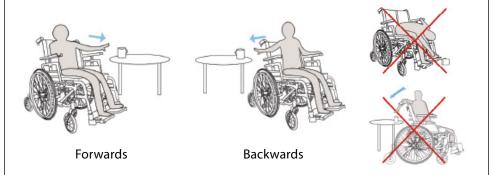
DO NOT slide forwards to the edge of the seat to reach objects or pick them up from the floor by reaching down between the knees.

#### **Backwards:**

- Position wheelchair as close as possible to the desired object.
- Engage wheel locks
- Reach back only as far as your arm will extend without changing your sitting position.

#### **⚠ WARNING**

DO NOT lean over the top of the back upholstery to reach objects behind you, as this may cause the wheelchair to tip over.



P.17 P.18

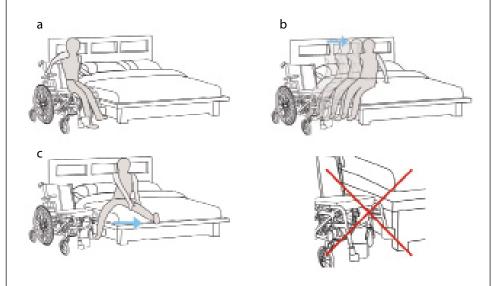
#### **B) INDOOR:**

#### 1) BEDROOM:

#### A) INDEPENDENT TRANSFER

The transfer can be performed independently provided the user has adequate mobility and upper body strength.

- 1) The wheelchair should be maneuvered in parallel to the bed at the headrest end of the bed
- 2) Engage wheel locks
- 3) Pivot footplates and legrests upwards to vertical position
- 4) Raise up the armrest nearest to the bed
- 5) Shift body weight onto the edge of the wheelchair.
- 6) Transfer to the bed by placing the hand that is closest to the bed on top of the mattress with the other hand poised on the armrest
- 7) Position yourself as far back as possible on the bed
- 8) Lift up your legs in the bed so that you can lie straight on the bed



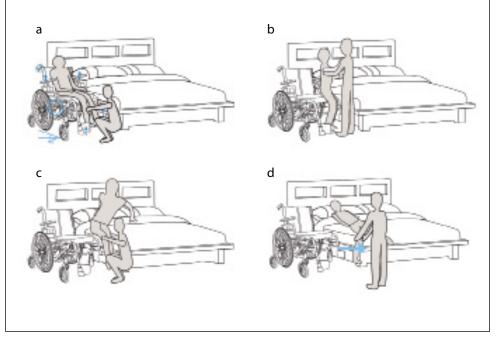
#### **⚠NOTE:**

The bed which you are transferring to should be of the same height as the wheel chair

#### **B) TRANSFERRED BY WHEELCHAIR ASSISTANT**

#### The transfer can also be performed with the help of a caregiver

- 1) The wheelchair is maneuvered as close as possible to the bed
- 2) Engage wheel locks
- 3) Pivot footplates and legrests upwards to vertical position
- 4) Raise up the armrest nearest to the bed
- 5) The attendant pulls you forwards in the wheelchair by grasping your knees.
- 6) The attendant transfers you over in a half-standing position
- 7) Lie down on the bed by supporting yourself first on your extended arms and then on your elbows
- 8) The attendant stands, lifts up your legs in the bed while the attendant moves your upper body so that you lie straight on the bed



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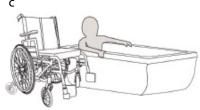
#### 2) BATHROOM:

The transfer can be performed independently provided the user has adequate mobility and upper body strength.

- 1) The wheelchair should be maneuvered as close as possible to the bathtub
- 2) Engage wheel locks
- 3) Pivot footplates and leg rests upwards to vertical position
- 4) Raise up the armrest nearest to the bathtub
- 5) Shift body weight onto the edge of bathtub by placing one hand that is closest to the bathtub on bathtub edge with the other hand poised on the armrest
- 6) Lift up your legs into the bathtub and slowly sit in it







#### **⚠ WARNING:**

The height from the bottom surface to the top of a side wall of the bathtub MUST NOT be higher than the height from the bottom



#### ⚠ NOTE:

- For easy transfer, a bath board that fits well across the bathtub is recommended
- $\bullet$  Always transfer into a dry bathtub to keep from slipping.
- Always put your towel close to the bathtub so that it can be reached easily
- Always empty the water before transferring out of the bathtub
- Always dry feet last to avoid slipping when transferring back to chair

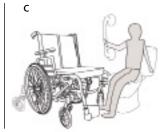
#### 3) W.C:

The transfer can be performed independently provided the user has adequate mobility and upper body strength

- 1) The wheelchair should be maneuvered as close as possible to the toilet
- 2) Engage wheel locks
- 3) Pivot footplates and leg rests upwards to vertical position
- 4) Raise up the armrest nearest to the toilet seat
- 5) Put your feet flat on the floor next to the sides of the raised toilet seat.
- 6) Spread your knees and ankles wider than the toilet seat
- 7) Grab the safety bars next to and behind the toilet seat. Facing the wall behind the toilet, lift yourself up.
- 8) Holding and using the safety bars, turn your body around and lower yourself on to the toilet seat







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#### C) OUTDOOR:

• Remind the occupant to lean back. Make sure the occupant's feet and hands are clear of all wheels

#### 1) KERBS:

#### To mount a kerb: (Figure A)

- The attendant positions the wheelchair facing the kerb and presses the rear pedal, tilts the wheelchair until the front wheels are on the kerb
- •The attendant moves the wheelchair forward until the central wheels touch the kerb and pushes the wheelchair on th kerb.
- •The attendant presses the pedal so that the rear wheels touch the floor.

#### To go down a kerb: (Figure B)

- The attendant positions the wheelchair facing the kerb and tilts it backwards to its balance point.
- The attendant moves the wheelchair forward until the central wheels touch the pavement and slowly lowers the front wheels.
- •The attendant presses the pedal so that the rear wheels touch the floor.

#### **⚠ NOTE:**

Two attendants are recommended to be utilized for this procedure



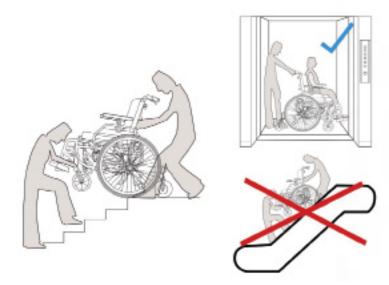
ire A Figure B

#### 2) STAIRWAYS:

If moving a wheelchair between floors using a stairway, the wheelchair MUST NOT be occupied .

It is recommended using two assistants and making thorough preparations.

- 1. Remove the occupant from the wheelchair
- 2. Bend your knees and keep your back straight
- 3. Using non-removable (non-detachable) parts of the wheelchairs for hand-hold support, lift the wheelchair off of the ground and transfer the wheelchair up and down the stairs
- 4. The wheelchair should not be lowered until the last step has been negotiated and the wheelchair has bee carried away from the stairway.



#### **⚠ WARNING:**

- DO NOT use an escalator to move a wheelchair between floors. Serious bodily injury may occur
- DO NOT attempt to lift the wheelchair by any removable parts which may result in injury to the user and property damage

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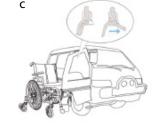
#### 3. VEHICLE

- 1) Position wheelchair as close as possible to the desired vehicle seat
- 2) Engage wheel locks
- 3) Raise up the armrest nearest to the vehicle
- 4) Pivot footplates and leg rests upwards to vertical position
- 5) Shift body weight into seat by placing one hand that is closest to the vehicle on top of the seat upholstery with another arm poised on the armrest
- 6) Securely position yourself in the vehicle seat and fasten the seat belt

a







#### STORING THE WHEELCHAIR FOR TRANSPORTATION:

Remove the following components:

- 1. Backrest
- 2. Headrest
- 3. Armrests
- 4. Cushions of the seat and backrests
- 5. Legrests



#### $\triangle$ CAUTION

DO NOT sit on the wheelchair when in a vehicle

## IV. WARRANTY A) WARRANTY CONDITIONS

Congratulations on your choice of the Rupiani WEELY Comfort Wheelchair.

Rupiani assures that the mechanical components of this product when purchased new and unused to be free from defects in materials and workmanship within the quality guarantee period date of purchase from Rupiani or a dealer, with a copy of the seller's invoice required for coverage under this warranty.

- The quality guarantee period for the FRAME: 2 Years
- The quality guarantee period for the components: 1 Year (Components excluding easy-worn-out components)

The foregoing warranty shall not apply to:

- Products damaged by reason of repairs made to any component without the specific consent of Rupiani or to a product damaged by circumstances beyond Rupiani's control, and such evaluation will be solely determined by Rupiani
- Normal wear and tear or failure to adhere to the product instructions
- The product if it is improperly set up
- Serial numbered products if the serial number has been removed or defaced

Rupiani declines any responsibility for damages caused by negligence, accident, improper operation, maintenance or storage products modified or opened without Rupiani expressed written consent (including, but not limited to modification through the use of unauthorized parts or attachments).

The foregoing expressed warranty is exclusive and in lieu of any other warranties whatsoever, whether expressed or implied, including the implied warranties of merchantability and fitness for a particular purpose, shall be limited to repair or replacement of the defective product pursuant to the terms contained herein.

The application of any implied warranty shall not extend beyond the duration of the express warranty provided herein.

Rupiani shall not be liable for any consequential or incidental damages, or any discrepancy of the products shipped due to cause for which the insurance company, carrier, shipping company, other transportation organization and /or post office are liable.

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# **B) WARRANTY CERTIFICATE:** First name: Adress : ZIP Code : City: \_\_\_\_\_ Date of purchase : In order to qualify for guarantee, date of first purchase must be clearly stated. Serial number : Dealer stamp:

V. PRODUCT PA	V. PRODUCT PARAMETERS		
Weight limitation	140 kg (308 lbs)		
Overall height	137 cm to 143 cm		
Overall width	57 to 72 cm		
Overall depth	114 cm		
Seat width	39 cm, 44 cm, 49 cm		
Seat depth	39 to 51 cm		
Front/Rear casters	6", bandage		
Central wheel	22" 1 3/8, PU, removable,24", 20", 12"		
Wheel lock	Manual		
Backrest	Reclinable, removable		
Chair	Reclinable		
Armrest	Removable, adjustable height and depth		
Hangers	Swing away, removable		
Footrest plates	Flip up, adjustable height, depth, angle		
Legrests	Adjustable height and angle		
Upholstery	Dartex		
Frame	Aluminium		
Product weight	38 kg		

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