
IMPORTANT INSTRUCTIONS FOR MEDICAL PRODUCT ADVISORS AND SPECIALIST DEALERS

GENERAL INFORMATION

This checklist is a guide for Alber specialist dealers for instructing wheelchair users with regard to general safety instructions and detailed information on handling the product. On the following pages is a checklist to support you in providing a comprehensive and detailed product briefing. This checklist is intended to serve as a guide for a detailed step-by-step introduction of the user to the Alber product. Such instruction is an essential part of the handover of this medical product. It is important to inform the user about safety-relevant topics and to explain the use of the Alber product in detail.

After the explanation, a short test drive with the user is recommended. Special attention must be paid to possible hazardous situations that may occur when using the product. Please take the time for this important part when handing over the Alber product.

Instructions may only be given by trained persons. Alber does not accept any liability for damage caused by instruction or advice given by untrained persons.

GENERAL SAFETY INSTRUCTIONS

- Prior to first use, read and observe the user manual and the safety instructions.
- Use e-fix only if you are in good physical and mental condition.
- Observe the critical obstacle height and tip-over limit over the rear axle of the wheelchair (for details, see the instructions for use of the wheelchair manufacturer)
- The maximum obstacle height, maximum person weight, maximum gradeability of the e-fix and the wheelchair manufacturer are to be observed.
- Approach and overcome obstacles only at low speed. Drive over obstacles backwards if necessary. If necessary, call in a helper and remove the anti-tippers for a short time.
- On uphill and downhill slopes, start and stop particularly slowly.
- Avoid jerky steering movements.
- Avoid stairs, drops, bodies of water and other such hazardous areas!
- Persons may only be transferred in the chair when drive wheels and control unit are switched off and the parking brake of the wheelchair is activated.
- Check that the control unit is correctly adapted to the forearm length of the wheelchair user and readjust it if necessary.
- Secure individual parts during transport in the car.
- The e-fix may only be used with a wheelchair. Such a wheelchair must be equipped with two parking brakes and a pair of anti-tippers.
- Repairs may only be carried out by the Alber Service Centre or by persons authorised by Alber.

CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

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|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | Explain potential hazards | Safe driving: Inform the customer about the general safety instructions (see front page). |
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DRIVE WHEELS

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| <input type="checkbox"/> | Attach and detach the drive wheels | Coupling cover in „green“ position. Press release button and remove wheel with button depressed. Press the release button to mount the wheel, position quick-release axle, align connecting plug with socket and push in. Ensure that the wheels are seated correctly. |
| <input type="checkbox"/> | Demonstrating engagement and disengagement | Turn coupling cover from „green“ to „red“ position. Attention: Wheel goes into freewheel – demonstrate on level ground. |
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ANTI-TIPPERS (option, mandatory for safety)

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| <input type="checkbox"/> | Correct use of the quickpins | Do not lose quickpins. Make sure the bolts of the pins are locked properly (shake test). |
| <input type="checkbox"/> | Attach and detach the anti-tippers | Always push the carriage into the guides as far as it will go. Make sure the antitippers have sufficient safety distance to the drive wheels. Do not mix up left and right sides (see labelling). Rollers must be able to swivel freely (approx. 1.5 cm distance to the floor). |
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BATTERY PACK

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| <input type="checkbox"/> | Explaining the charging of the battery pack | Explain charger, insert plug. Recommend charging after each use. Use only Alber charger. |
| <input type="checkbox"/> | Mounting the battery pack | Insert the battery pack at the bottom, then snap it into place at the top (distinct „click“) and check that it is securely seated. |
| <input type="checkbox"/> | Removing the battery pack | Pull the handle on the battery pack upwards and remove the battery. |
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CONTROL UNIT

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| <input type="checkbox"/> | Mounting the control unit | Insert the lower tothing at the correct angle and with feeling. |
| <input type="checkbox"/> | Connecting the control unit | Plug in the connector to the battery pack with feeling. |
| <input type="checkbox"/> | Cable must not rub against the wheel | Explain cable routing. During transport, position the magnetic connector on the control unit bracket. |
| <input type="checkbox"/> | Explain buttons and display | On/off switch, speed controller, battery indicator, horn, immobilizer. |
| <input type="checkbox"/> | Explain function of swivel arm (if present) | Ensure that it engages correctly. |
| <input type="checkbox"/> | Reconnecting the control unit for the attendant (if available) | Explain cable routing. Adapter cable recommended. |
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CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

TEST DRIVE

- Switch on** Press key, release joystick, explain display.

- Release wheelchair parking brake** Show/explain manual parking brake.

- Setting the speed** Explain only at standstill!

- Handling the joystick** Always practice at low speed and on a free surface/area.

- Refer to the safety instructions in the user manual**
