
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-pilot only if you are in good physical and mental condition.
- Observe the maximum obstacle height, maximum climbing capability and tipping limit when cornering. (For details, see the instructions for use of the wheelchair manufacturer).
- Only approach and overcome obstacles at an adapted speed and if possible at a 90° angle to the obstacle.
- Avoid jerky steering movements. Reduce speed before cornering – Caution: Risk of toppling!
- Avoid stairs, drops, bodies of water and other such hazardous areas!
- Repairs may only be carried out by the Alber Service Centre or by persons authorised by Alber.
- Prior to each use, check that the bracket is firmly attached to the wheelchair and that no parts such as screws have come loose or are missing.
- Secure individual parts during transport in the car.
- Only move persons when the e-pilot is undocked and when the wheelchair parking brakes are activated.

CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

<input type="checkbox"/>	Explain potential hazards	Safe driving: Inform the customer about the general safety instructions (see front page).
<input type="checkbox"/>	Removing the battery pack	Turn the key to the left and remove the battery. Then turn the key to the right and remove the key. (We recommend to note the engraved number on the key to be able to reorder if the key is lost).
<input type="checkbox"/>	Inserting the battery pack	Insert the battery pack first at the upper part of the frame recess. Then firmly press at the bottom part and engage audibly. (Two clear „clicks“ must be heard.) Check for secure fit.
<input type="checkbox"/>	Explaining the undocking of e-pilot	<ol style="list-style-type: none">1. Apply the wheelchair brakes and secure against rolling away.2. Insert the docking strut into the attached bracket on the seat tube and secure with quickpins.3. Align e-pilot in line with the docking strut and pull it towards the body via the insertion bevel of the bracket. Then push the rocker arm of e-pilot forward until the bracket audibly engages. Check whether has engaged securely by pressing several times. <p>ATTENTION: Always ensure that the locking flap is closed while riding.</p>
<input type="checkbox"/>	Explaining the undocking of e-pilot	<ol style="list-style-type: none">1. Switch off e-pilot.2. Open the locking flap upward, push the rocker arm briefly forward and then release. Then briefly push the rocker arm downward and forward.
<input type="checkbox"/>	Explaining the switching on of e-pilot	Press the middle button on the right-hand control unit for at least 2 seconds. Wait until the indicator on the display turns green. Do not operate the throttle twist grip during the switch-on process.
<input type="checkbox"/>	Explaining the max. speed selection	Press the upper button on the right-hand control unit several times.
<input type="checkbox"/>	Explaining the use of the brake system	Ensure that both brake levers can be accessed. Pull the brake on the left and right and monitor the pressure point/functionality.
<input type="checkbox"/>	Explaining the use of the throttle twist grip	By turning the throttle twist grip, e-pilot accelerates proportionally. Carry out a driving training on open terrain and practice at a max. speed of 6 km/h (see instructions under „Driving practice“).
<input type="checkbox"/>	Activate lighting / horn	Press the upper/lower button for lighting/horn on the left-hand control unit.
<input type="checkbox"/>	Switching off e-pilot	Press the middle menu button on the right-hand control unit for 2 seconds at standstill. This takes you to the menu. Confirm the switch-off by pressing the menu button again.
<input type="checkbox"/>	Explaining the charging of the battery pack	Explain the battery charger, insert the plug. Recommend charging after each use. Only use a battery charger from Alber. Do not charge below an ambient temperature of 0 °C. The battery charger automatically switches off when the battery is fully charged. Overcharging the battery is not possible.

CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

<input type="checkbox"/> Explaining the accessories	<p>Explain how to handle any additional equipment such as bags etc. Mobility Plus Package: Explain the activation and deactivation of the cruise control (Cruise mode): as of 3 km/h, the Cruise mode can be activated by pressing the menu button > 2 s. The cruise control is deactivated by braking sharply (reducing speed by at least 2 km/h) or by pressing the menu button again or turning the throttle twist grip.</p>
<input type="checkbox"/> Driving practice	<p>ATTENTION: Point out the potential danger of tipping over when cornering</p> <ol style="list-style-type: none">1. Accelerating and decelerating.2. Reversing: Press the „R“ button on the right-hand control unit and hold it for as long as the user wants to reverse. Attention: Danger of collision – pay attention to the surroundings.3. Practice to drive along serpentine and to turn around at low speed.4. Practice to turn on the spot.5. Never drive over obstacles such as kerb stones in parallel. Always drive over obstacles at a right angle to the respective obstacle.6. When driving downhill: Attention freewheel – regulate the speed via handbrakes.7. Optional: Explain the cruise control function, explain the deactivation by braking sharply (reducing speed by at least 2 km/h) or by pressing the menu button. Adjust the cruise control speed in steps of 1 km/h by pressing the up/down buttons.
