

INSTRUCTION MANUAL

Halley



 **OFF CARR**[®]

CE

OFF CARR S.r.l. Via Dell'Artigianato II, 29 35010 Villa del Conte (PD) Italy
Tel. +39 049 9325733 Fax +39 049 9325734
offcarr@offcarr.com - www.offcarr.com

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GENERAL INFORMATIONS

WARNINGS

- **Please read this manual carefully before carrying out any operation on HALLEY wheelchair.**
- Before use the device verify the package's good conditions arrival (see par. Packaging, transport, delivery and stocking in this manual).
- Every wheelchair is labelled with an Identification Number (Matricola), the manufacturer's full address and the CE mark. This label cannot be removed for any reason to maintain trace-ability and guarantee terms and conditions of the device.
- Halley wheelchair is designed and produced to compensate a physical handicap on respect of Medical Device Essential Requirements from 93/42/EEC EN Directive. According with the product classification from above Directive, appendix IX, par. III. 1.1., Venus is classified as *non-invasive medical device of class 1*.
- The use of the Halley or its components is forbidden for any purpose other than those indicated in this manual.
- For any problems or fault or breakage please inform immediately the authorized dealer supplying the following indications:
 - a. Model
 - b. Identification number ("Matricola" on the gold label on the frame).
 - c. Fault description
- In case of direct contact with the manufacturer assistance please communicate also:
 - a. User name and full address
 - b. Dealer name and address.

Packaging, transport, delivery and stocking

All the OFF CARR wheelchairs are shipped in closed cardboard cases to protect them from knocks and dust.

The package include the HALLEY wheelchair configured as per your request, this Instruction manual.

The wheelchair must be transported in trucks that protect it from atmospheric agents, as indicated on the packing case.

Upon receipt, check the case integrity and in case of problems notify them on the waybill.

Open the package, remove the wheelchair and check it is not bent or scratched or damaged. In case of problems, note your remark on the waybill and notify them immediately to the forwarder.

Once these checks have been carried out, place again the wheelchair in its packing until it will be used, keeping it in a dry place.

Do not place any objects over the packing case.

1. PRODUCT DESCRIPTION

HALLEY WHEELCHAIR

Halley is an ultra-lightweight foldable orthopaedic wheelchair with aluminium frame.

Frame and upholstery can be supplied in different colours.

Halley wheelchair is very versatile in its several configurations and a wide range of set-up is available to satisfy any sort of user's requirement. The new wheel plate support AwP makes very easy to find the best set-up and it is an original element who give to the wheelchair an unmistakable style.

The footrest can be single or separate, adjustable in height with minimum steeps and the foot-plate are angle adjustable.

The quick release axle of the rear wheels allows to reduce the weight and the volume during the transfer.

The backrest can be chosen with or without push-handles and it is height adjustable by a technical personnel.

Halley wheelchair is assembled and supplied according to the choices selected in the order form. Further adjustments are always possible by authorized personnel to fully satisfy the user needs.

Please consult *Halley* Order Form to see the complete range of options and accessories.

2. WHEELCHAIR PREPARATION

HOW TO PREPARE THE WHEELCHAIR BEFORE USE

The wheelchair is shipped inside a carton box complete with wheels and other accessories. The wheelchair can be open acting a pressure with the hand palm on the seat paying attention to the hand fingers.

It is recommended to perform a quick check if the rear wheels are properly inserted on the frame.

To verify if the wheels are correctly hooked, check if the button is no longer depressed trying to pullout the wheels without pressing the axle's button.

Check the tyre pressure if they are pneumatic.

A wrong tyre pressure can compromise the brakes efficiency.

Check also the efficiency of the brakes before using the device.

The brake must be used only for parking, never use them as service brakes.

Assemble the foot-rest to the frame (only for detachable foot-rest version) checking the good functioning of the blocking mechanism.

If the wheelchair is ordered with options supplied separately, they must be assembled before the use.

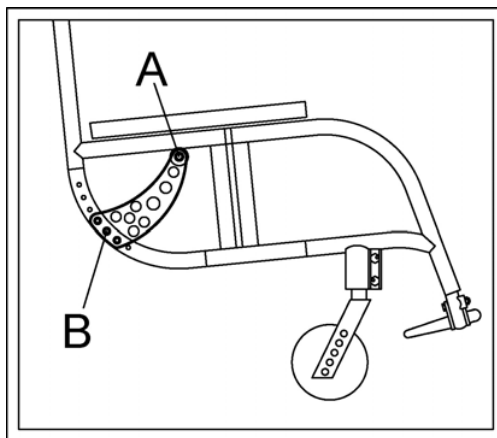
If the wheelchair needs further adjustments to better fulfil the user's requirements, contact your dealer or other qualified person.

3. TRIM ADJUSTMENT

3.1. SEAT HEIGHT AND REAR SET-UP

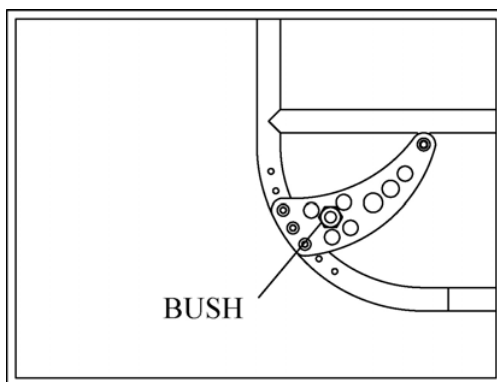
Acting on the AwP is possible to change the height and seat rear set-up.

- The AwP support is connected to the main frame with four screws: one in front "A" acting as fulcrum and three in the back "B" for angle adjustment.
- Remove the screws "B" in the back and loose the one in front.
- Raise or lower the rear seat to the desired position chosen from the available positions.
- Replace and tighten the screws "B" and tight them properly as well the "A"



On the AwP support, it is possible to insert the bush axle holder in five different positions in order to obtain little set-up adjustment without touching the AwP assembly to the frame.

- Remove the inside bolt that fixes the bush to the AwP supports.
- Insert the bush in the new position.
- Fix again tightly the bolt paying particular attention to the washers.



Notes: With extreme balancing set-up, the wheelchair become easier to push but it requires a good user stability self control.

Once the seat tilt has been changed, the front fork plate holders need to be adjusted to be perpendicular to the ground.

Clothes guards may need to be repositioned according with the new wheels position.

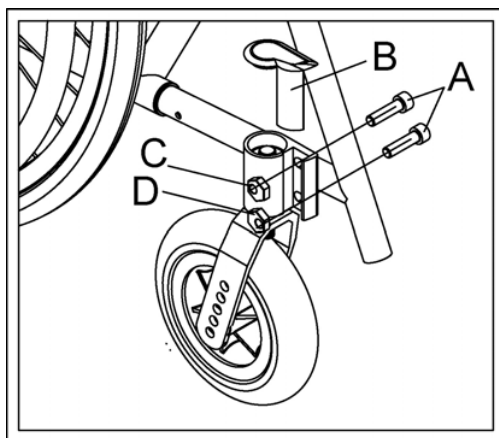
Brakes also may need to be readjusted according with the new set-up.

3.2 FRONT FORK HOLDER ADJUSTMENT

Once the set-up of the wheelchair is changed is very important to check if the front fork supports are still perpendicular to the ground in order to drive the wheelchair easily and smoothly.

If necessary is possible to correct the angle of the front fork support as follow:

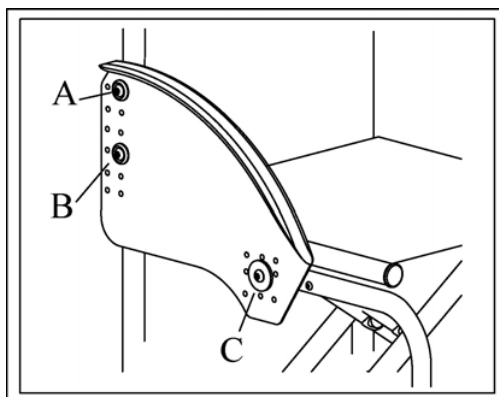
- Remove the plate protection cap "B";
- loose the screws A, and remove the nut C;
- adjust the plate support until it's axle will be perpendicular to the floor and insert properly the nut "C";
- fix all the screws of the front castor plate support;
- close the screw housing with the proper caps "B".



3.4 CLOTHES GUARD ADJUSTMENT

Clothes guards may need to be repositioned according with the new wheels position:

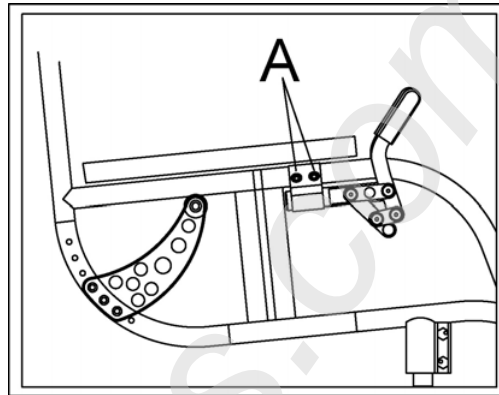
- remove the screws A,B and C;
- adjust the position of the clothes guard as needed;
- insert and fix the screws A,B and C.



3.5 **BRAKE ADJUSTMENT**

Brakes also must be adjusted according with the new set-up, acting as follows:

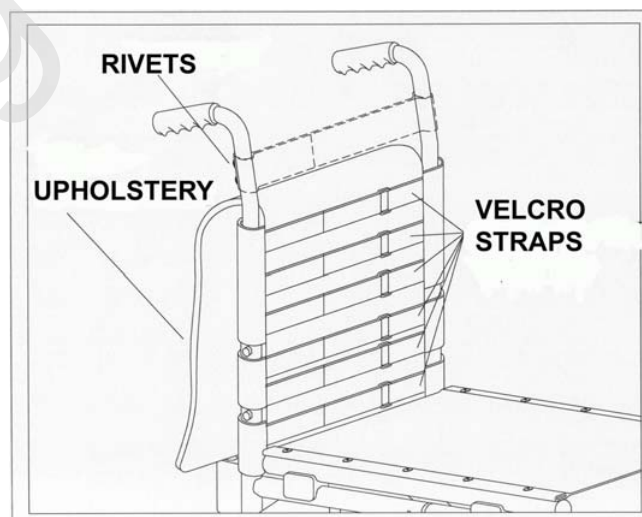
- release the brake;
- loose the dowel;
- loose the screws A and B enough for slide the brake support on the frame tube;
- slide the brake support on the frame tube until the distance between brake feather and tyre is 10 mm;
- fix the screws A and B and then fix the dowel.



3.6 **BACKREST TENSION ADJUSTMENT**

The backrest tension can be easily adjusted by some velcro straps inside the upholstery.

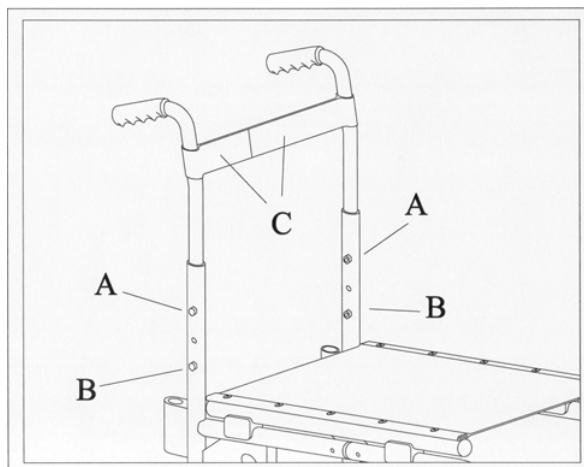
- Lift-up the front side of the backrest upholstery.
- Stretch or loosen the Velcro-straps according to your need.
- Fold-down the backrest upholstery to complete the operation.



3.7 BACKREST HEIGHT ADJUSTMENT

At the purchase time the backrest height has been selected but further adjustments are still available:

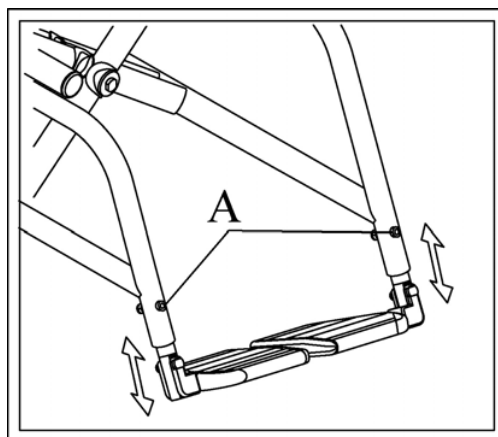
- lift-up the front side of the backrest upholstery and open the velcro straps;
- remove the screws A and B releasing the backrest tubes;
- move up or down them according with your wish (the tubes are pre-holed with steeps of 2 cm);
- replace and tighten the screw A and B;
- close the Velcro straps;
- fold-down the upholstery.



3.8 FOOTREST HEIGHT ADJUSTMENT

The foot-rest holding tube is slide into the wheelchair front frame and tightened by the two fixing screw in the back of the pipe frame.

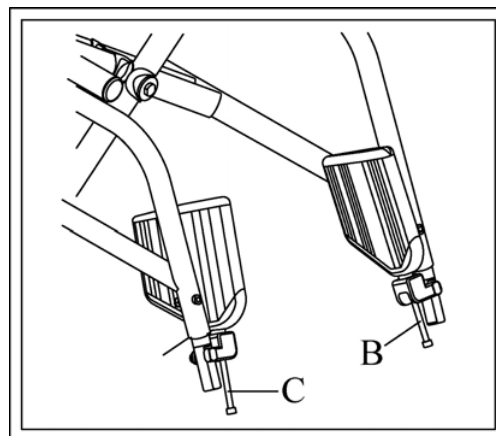
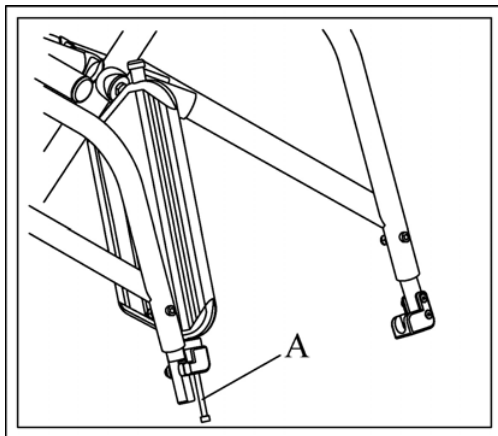
- Loose and remove completely the two screws A;
- slide the foot-rest at the height required;
- insert and tight the screws A.



3.9 FOOTPLATE TILT ADJUSTMENT

The aluminium foot-plates can be adjusted in tilt acting as follows:

- if the foot-plate is single, loose the screw A;
- if the foot-plate is separate, loose the screws A and B;
- change the inclination of the foot-plate as requested;
- fix the screws.



4. HOW TO USE THE WHEELCHAIR

For a safe end efficient use of the wheelchair, consult your therapist or other qualified person. A proper use and a periodical maintenance of the wheelchair will help to preserve its original characteristics for long time.

The brakes are only parking brakes; never use them to reduce the speed.

If the pneumatics don't have the proper pressure, the brakes may not perform properly.

Halley is a wheelchair designed for very active persons and according with the chosen configuration it can be extremely unbalanced. In this case the user fills the wheelchair very light to drive but at the same time become easy to fall down if the user has not a good equilibrium self control. On request a proper revolving anti-tip device is available (see *Halley* Order Form).

Avoid the contact of the wheelchair with seawater and sand. If it happen, clean the wheelchair with clean water and dry it immediately to avoid damages to the frame.

The wheelchair is designed for the transport of one person. It is not suitable for other uses.

NOTES

Please keep the wheelchair far from fire or other high temperature sources; the upholstery is not fireproof.

The wheelchair is produced with material suitable to avoid allergy and other skin problems. If any problem may happen related to the contact with the material or paint used on the wheelchair, please contact a doctor and inform also OFF CARR about it.

The upholstery is washable with water at 30°.

It is always recommended to avoid unnecessary immersion of upholstery and frame parts in water or other liquids.

Maintenance and inspections

It is recommended to inspect weekly :

- The pneumatic pressure. On the side of the tyre is marked it's right pressure.
- The efficiency of the quick release axle and if necessary add few drops of lubricant between axle and bush.
- The upholstery backrest tension in order to maintain always the most comfortable position.
- The efficiency of the brakes.

It is suggested to check every three months:

- The tightness and perpendicular of the front fork plate.
- The status of the castor and their agility.
- The efficiency of the ball bearings of front and rear wheels.
- If necessary add some lubricant on moving elements.

It is recommended to contact expert and authorized personnel to perform any extraordinary maintenance operation to the device.

5. GUARANTEE TERMS

- 5.1.** The frame is guaranteed for three years from the delivery date of the wheelchair.
- 5.2.** Parts subject to normal wear and tear are not covered by the guarantee, unless wear is caused by a manufacturing fault.
- 5.3.** The guarantee does not cover transport.
- 5.4.** If a fault occurs during the guarantee period, OFF CARR will:
 - a) Repair the faulty part
 - b) Replace the faulty part
- 5.5.** The guarantee does not cover damage caused by negligence, improper use, mishandling or incorrect maintenance by unauthorised personnel or by the user.
- 5.6.** OFF CARR is not responsible for damages caused during transport. The forwarder company is the only responsible, therefore please inform both the forwarder company and OFF CARR of any damage that has been caused by the transport.
- 5.7.** This guarantee does not cover injury or others damages eventually related to a malfunctioning of the wheelchair.
- 5.8.** The identification number label must never be removed from the wheelchair frame, otherwise the guarantee is no longer valid.

6. WARRANTY CARD

Fill-up and forward within 10 days from the purchase of the device

Surname

Name

Address

.....

Telephone number

WHEELCHAIR MODEL : HALLEY

Retailer

.....

Purchase date

Frame Identification Number(from gold label on the frame)

Production Year(from gold label on the frame)

All the information will be treated in accordance with Privacy Tutelage Regulation in force in Italy.

OFF CARR S.R.L. reserved the right to modify or to improve the product without notice respecting the guarantee terms and the spare part availability on the basis of the Italian law terms.

The instruction manual is constantly brought up date but it is possible that some device improvements are not still included in this manual.