



User Manual
Excel G3 Eco

YOU AND / OR YOUR ATTENDANT MUST READ AND FULLY UNDERSTAND THIS MANUAL BEFORE USE**General information**

At this moment we introduce you to a quality product from Van Os Medical UK Ltd and we want to thank you for the confidence in our Excel products. The Excel G3 'Eco' wheelchair is a quality product. It is adjustable in many different ways and it can also be easily upgraded.

The policy of Van Os Medical UK Ltd is to continually improve the quality and reliability of our products. We reserve the right, therefore, without prior notification, to alter this guide.

It is important that your guide for the use of the wheelchair is read carefully. The manual contains important information about the safe use and maintenance of your wheelchair. We recommend that you keep this guide, it's also your proof of warranty and you will find it useful for referring to at a later date.

The safety instructions in this guide are general guidelines that must be seen as broad guidelines. It is possible that you develop your own ways for many common actions. However, we advise you to consult a professional for assistance in developing safe and effective techniques with regards to your daily activities and your physical capabilities.

Your new wheelchair requires frequent maintenance, much of which you can do yourself. We want you to take your wheelchair once a year to be inspected by a professional. You will find a maintenance schedule later in this manual.

You will also find that this manual includes a detailed description of all the available settings of your wheelchair. Many of these options require, as well as repairs to your wheelchair, the knowledge of a professional. We therefore advise you to consult a professional if your wheelchair requires repairs or a modification.

Caution!

In this guide you will find informative comments and warnings. These are clearly identified by the below symbols and the appearance of the text:

- | | | |
|--|----------------|--|
|  | Tip | <i>Information</i> |
|  | Warning | <i>To avoid personal injury, warnings must be followed</i> |

Fill out the information on your authorised dealer below:

Company:

Address:

.....

Telephone number:

Fax number:

Email adress:

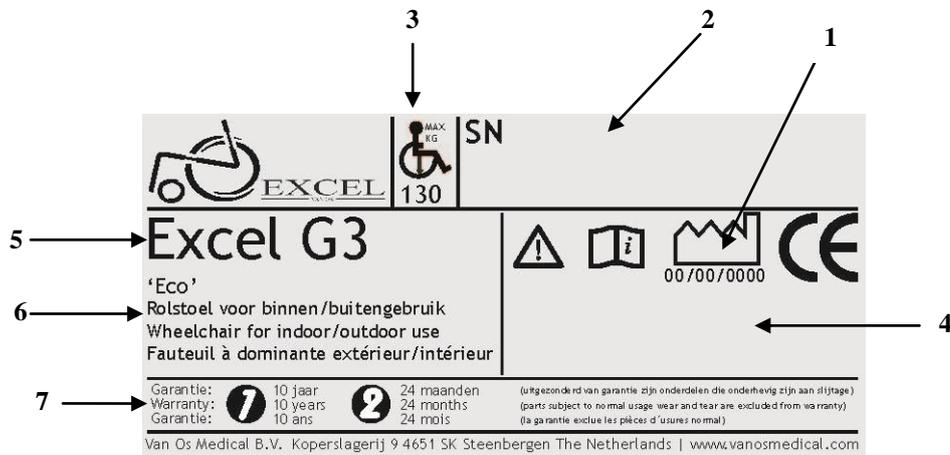
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1. IDENTIFICATION

Your wheelchair is equipped with a unique serial number. You can find this number on the cross frame of your wheelchair. Below is an example of the frame label on which you can find the identification number. Furthermore you will find the explanation of the various data stored on the frame label listed below.



- | | |
|-------------------------------|---|
| 1. Production date | The date on which your wheelchair was manufactured. |
| 2. Serial number | Every wheelchair has its own unique serial number. You must have this number when making technical requests or if warranty parts are required. |
| 3. Maximum user weight | The largest occupant weight allowed for protection of both the wheelchair and the user. |
| 4. Type number | This number indicates which model of wheelchair you have, again this is always required when making technical calls. |
| 5. Model name | The model name of your wheelchair starts with the brand name Excel. The brand name Excel is followed by an additional model description that forms the model name of your wheelchair. |
| 6. Usage application | The intended use of your wheelchair. |
| 7. Warranty | Here is the guarantee period of your wheelchair reflected. Chapter 9 describes your warranty terms and conditions in more detail. |

2. GENERAL EXPLANATION CONCERNING YOUR WHEELCHAIR

2.1 Components of the wheelchair



1	Push handle	8	Front wheel
2	Backrest upholstery	9	Foot plate
3	Armrest	10	Bearing head
4	Rear wheel	11	Frame
5	Hand rim	12	Foot rest
6	Brake	13	Arm pad
7	Quick-release axle		

Your wheelchair is equipped with a number of elements and parts. You should know these before continue reading this manual. Your wheelchair can be equipped with options and accessories not pictured. You will see this yourself whilst reading this manual. Designs and specifications may change without prior notice.

2.2 General explanation of the function and possibilities of your wheelchair

Your wheelchair is foldable, which is designed to be easy to transport in a car. This wheelchair is known for its cross frame. The cross frame has the same colour as the side frame. We distinguish our manual wheelchairs into two categories: self propel wheelchairs and transit version wheelchairs. You can see if you have a self propel wheelchair or a transit version wheelchair by checking the rear wheels (self propel: 24" rear wheels, transit version: 12½" wheels). The G3 Eco is only available as a self propel wheelchair. The rear wheels are provided with a steel wheel hub. Your wheelchair is a product falling into the medical equipment and is not a standard consumer product. You must follow this manual completely to ensure good, optimal and safe use of your wheelchair.

3. SAFETY REGULATIONS

Van Os Medical UK Ltd specifically disclaims responsibility for anybody injury or property damage which may occur during any use which does not comply with laws or ordinances. If used correctly, the Excel wheelchair is an utmost safe and stable product, if the instructions for use as described in this manual are followed. However, it is possible when the Excel wheelchair is not used correctly, dangerous situations may occur.

3.1 General safety regulations

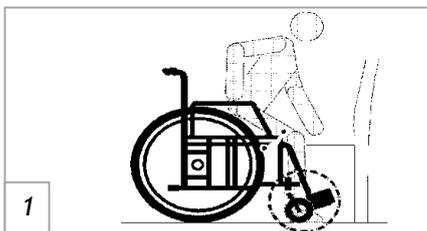
Protect your Excel wheelchair by checking it regularly. When a part of your Excel wheelchair is not functioning properly, a dangerous situation could occur. **You must keep your wheelchair in a good condition to ensure safety in use.** Periodical inspection, correct adjustment of your wheelchair and timely replacement of damaged and worn parts will result in use for years without any problems. A qualified Van Os Medical UK Ltd dealer, who will use only Van Os Medical UK Ltd replacement parts, will take care of your wheelchair to ensure a long lifetime.

i Warning:

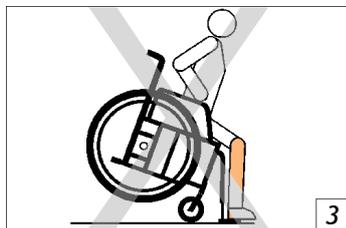
You must keep your wheelchair in a good state to be guaranteed of safe use.

3.2 Warnings for safe use**i Warnings:**

- Do not use your wheelchair on streets or roads, only on the pavements;
- Do not use your wheelchair in sand, rough area, wet and glade surfaces or surfaces with little grip;
- You are able to transport your wheelchair in all types of vehicles, including vehicles that are developed to transport wheelchairs, however this is taken at your own risk. We accept absolutely no liability for this. We recommend you to contact a recognised manufacturer of taxi fixations if you want to transport your wheelchair using the appropriate system for your wheelchair and the situation.
- Do not try to ascend ramps without installed anti tippers, never ascend a hill without anti tippers;
- Do not lean over the backrest of the wheelchair. This can result in rolling over the wheelchair;
- Do not drive into curbs;
- Before leaning or reaching forward, sit back into the chair and face the castors forward, figure 1;
- A wheelie is extremely dangerous to the user and will cause serious damage to the wheelchair, figure 2;



- Do not stand on the footrest this will cause the chair to tip and injure the user (figure 3);
- Attach the brakes when you use the wheelchair in a lift or on a wheelchair lift and when you want to get off, figure 4;



- For suitable protection of potential obstruction the lowest point of the footrests serves minimum 7 cm free of the ground;
- Place the wheelchair on a stable, flat surface and attach the brakes before you get off;
- The standard weight capacity has been indicated on your frame label;
- Unauthorized modification and or use of no Van Os Medical parts will void the warranty of this chair and may lead to injury to the user and damage to the chair.

4. INSTRUCTIONS FOR USE

You will have to learn the characteristics of your wheelchair. It is most important to learn the safest methods to develop the daily activities in accordance to your life style. Consult your medical advisor or therapist for assistance by developing safe and effective techniques for your daily activities and your physical possibilities.

4.1 Safety Tips

Daily operations such as getting off the wheelchair, reaching and bending in the wheelchair will cause a change in the weight distribution and the centre of gravity of you and your wheelchair. You will need to perform these movements and techniques as shown below.

Transferring

Transferring in a wheelchair is a difficult manoeuvre. Consult your physical therapist for assistance in developing your individual technique. The possibilities you have for making a transfer are depending on your physical characteristics. We advise you to discuss this first with your physical therapist.

However if you have sufficient body strength and you want to transfer to and from the wheelchair can you best do this in the following manner:

To get out of the wheelchair

First of all you must make sure that your wheelchair stands as closely as possible to the place of where you want to sit. Put the castors forward and attach the brakes. Flip up the footplates and swing away the foot or leg rests and place your feet on the ground. You are now in position to carry out the operation. Shift your weight to the front of the chair, you can use the armrests as a support and move yourself to the place where you want to sit. If necessary you can use a transfer board.

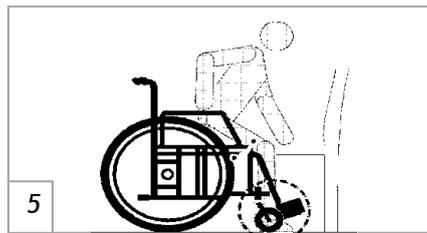
To get in

To get in your wheelchair you need to do the same things as when you want to get out of the wheelchair, only in reversed order.

Reaching / bending forward

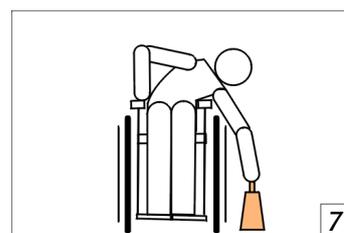
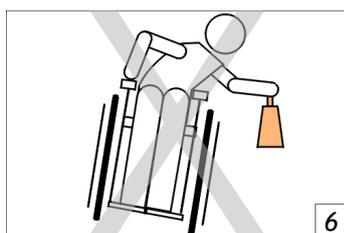
Make sure that you are as close as possible to the object;

1. Place yourself as close as possible against the backrest;
2. Make sure the front wheels are turned forward. If not, go forwards and then backwards to turn the wheels fully to the front, figure 5;
3. Engage the wheel brakes;
4. You can now move towards the target with caution to keep the wheelchair from tilting.



Reaching / bending sideward

1. Manoeuvre the chair as closely as possible to the object you want to reach. You can use your rear wheels;
2. Make sure the front wheels are fully turned to the front. If not, go forwards and then backwards to turn the wheels fully to the front;
3. You can now pick up the object. While you pick up the object you need to make sure you keep it as close as possible to the wheelchair (picture 6 and picture 7) to avoid tilting.



Reaching / bending backward

1. Manoeuvre the chair as closely as possible to the object. You can use the rear wheels. For example they will indicate how close you can come to object;
2. Do not engage the wheel locks. If your weight moves while reaching, it is better to drive in that direction than tipping the wheelchair, figure 8;
3. Do not reach further than your arm can reach. If you are in doubt, you reposition the chair.



4.2 Negotiating pavements and unequal surfaces

Going up the pavement

If you ascend a pavement, you must do this together with an attendant. The attendant can help you in two different ways, however we advise you to do it the first way.

- You and the attendant reach the pavement facing forwards. The attendant must pull the push handles towards him and place his foot on the stepper on the rear side of the wheelchair. This creates a leverage effect that tips the wheelchair, figure 9.



- The attendant is already standing on the pavement and makes sure that the wheelchair stands with the rear wheels as closely to the pavement as possible. The user of the wheelchair needs to lean backwards. This way the wheelchair will tip backwards and the attendant can pull the chair on the pavement. The attendant needs to make sure that the front wheels are on the pavement before he lets the wheelchair down.

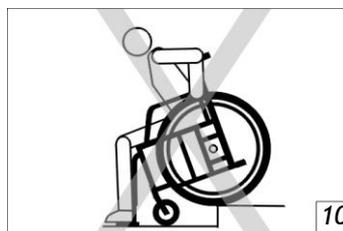
ⓘ Warning:
Do not drive into curbs!

If you want to go up a pavement alone, you should move your weight as far forward as possible by bending forward. Then you must provide a so-called 'Wheelie', to get the front wheels on to the pavement (see figure 2, under the heading "Warnings for safe use"). You can only perform this action if you have practiced it with a trained expert.

Going down the pavement

If you want to go down the pavement, you must do this with an attendant. The attendant should move the wheelchair forwards to the curb. Then the user should lean back so the attendant can tilt the wheelchair to find a balance point. When the wheelchair is balanced the attendant can move the wheelchair slowly off the curb. When the wheelchair is off the pavement, the attendant can let the front wheels back onto the ground.

If you want to independently go off the pavement, you should do this backwards not forwards (figure 10 shows what not to do). You can do this only if you've practiced with a trained expert.



4.3 Going up and down ramps

Most people can climb short slopes by themselves. This of course depends on your body strength, stamina and the gradation of the slope. Inspect the slope always for risks, such as holes or slippery and uneven surfaces before you drive off. If you cannot see the slope, ask someone to inspect it for you.

ⓘ Warning:
A slope of more than 5 degrees can be dangerous to descend or climb. Remember that the friction of your hands to grab the hand rim is the only way to brake while driving.

Most people develop their own methods to drive up slopes through practice. Sit with your upper body slightly forwards as you climb the slope. Should it be necessary to stop on the slope, you must try to avoid unexpected movements which may cause tilting when climbing further (figure 11). If you want to climb a relatively steep slope, you must do this with the assistance of a supervisor, figure 12.



Tip

- We recommend you to use anti-tip wheels. They prevent you from tipping the wheelchair over backwards (figure 12). Depending on the model of your Excel wheelchair sometimes these are a standard item and sometimes they are an optional extra;
- Do not carry any weight on the back of the wheelchair whilst ascending (figure 13). This changes the balance and increases the chances of tipping backwards.



Make sure the footrest is at least 7 cm from the ground when you are descending a slope. This is in order to ensure your safety at the end of the slope. Always look forward when you descend and do not lean forward as this can cause overturning. Lean slightly backwards in order to increase stability.

Make sure you have your wheelchair under control at all times. Do not hurry down the slope, but move slowly and safely. The speed of descent is controlled by the amount of grip strength that you exercise on the hand rims. In an effort to prevent friction burns to your hands, it is recommended that you use gloves. To reduce the risk that you burn your hands or lose control over the wheelchair, you need to slowly descend a slope.

Do not use the wheel brakes during the descent. The wheel brakes are designed for static braking of the rear wheels whilst stationary.

Avoid changing direction as you descend. Despite that your Excel wheelchair is designed for balance and control, a change of direction on the slope can change the balance which will cause instability.

If you are using an attendant they should be aware that even with a slight slope already considerable traction should be exercised (figure 14).



Warning:

Using the wheel brakes to slow down the wheelchair whilst driving can cause a sudden stoppage. The result of this can be that the chair rotates to one side and tilts, or abruptly stops so that the seat tilts forward.

Tip

If your wheelchair is used in an environment where there are many slopes, it is advisable to fit a drum braking system for the attendant to use.

4.4 Going up and down stairs

Stairs are one of the largest obstacles for wheelchair users. However, with a little help from others it is possible to climb up and down the stairs when a wheelchair elevator is not available. Only you and your attendant must be aware of the rather heavy weight to be replaced.

Going up the stairs

You need to go up the stairs backwards. We advise if you want to climb the stairs with a wheelchair you will do this with the help of a minimum of two attendants. One attendant on the front of the wheelchair, and one attendant on the back. The attendant at the back grabs the push handles and let the wheelchair tip backwards until it is in balance. When the wheels are in balance the attendant at the front needs to grab the side frames. You are now in position to climb the stairs. The attendant on the front pushes the side frames up until they are above the first step and the attendant on the back makes the first step on the stairs. Repeat this technique until the last step of the stair, see figure 16. You can let the front castors down when the attendant on the front has taken the last step.



Going down stairs

To go down the stairs you need to do the same things as when you were going up the stairs, only in reversed order and you need to go down the stairs forwards.

i **Warning:**

Never lift a wheelchair by the push handles, armrests or footrests (figure 15). Always hold a part of the main frame.

MAKING ADJUSTMENTS TO YOUR WHEELCHAIR CAN CAUSE BIG RISKS FOR YOUR SAFETY AND THE FUNCTION OF YOUR WHEELCHAIR. ADJUSTMENTS MADE BY YOURSELF ARE STRONGLY ADVISED AGAINST AND CARRIED OUT AT YOUR OWN RISK. ALWAYS SEEK ADVICE FROM AN APPROVED DEALER BEFORE MAKING ADJUSTMENTS.

5. INSTRUCTIONS FOR USE AND MOUNTING OPTIONS

In this chapter we will explore all the possibilities that you have with your wheelchair. All setting and user instructions, such as the removal of the footrest, will be discussed.

Your wheelchair is an Excel G3 'Eco'

This wheelchair is available as self propel wheelchair. You can check paragraph 2.2 for more information.

 Warning:
We advise you, if you want to make changes where tools are needed, to consult with your dealer.

5.1 Tools and technical information

For the maintenance of your wheelchair you will, in some cases, need tools. For your wheelchair you will need the following tools:

Phillips screwdriver	PH2
Allen keys	4, 5 and 6 mm
Cross-ring or keys	8, 10, 13 and 26 mm
Spanners	19 and 22 mm
Socket wrench	19 mm
Excel G3 'Eco'	
Seat width	40, 45, 50, 55* and 60* cm
Seat depth	43 and 46 cm
Seat height	47½** and 50 cm
Backrest height	37½ cm
Total width	seat width + 20 cm
Total length	107 cm (including footrests, 81 cm without footrest)
Total height	90 cm
Armrest height	23½ cm
Weight (complete)	19.9 kg
Transport weight	11.9 kg
Maximum user weight	130 kg (150 kg for seat width 50, 55 and 60 cm)

*Seat width 55 and 60 cm are only available in combination with seat depth 46 cm.

**Only on a self propel wheelchair

5.2 Opening and closing the wheelchair

Opening the wheelchair

- Stand next to the wheelchair;
- Grab the seat tubes and move them apart;
- Push the seat tubes downwards until the wheelchair unfolds itself, picture 1;
- Go to the front of the wheelchair and push the seat tubes on to the cross frame;
- Check if the seat tubes are directly on to the cross frame and if the seat upholstery is flat;
- Replace the foot or leg rests and the seat cushion back on the wheelchair and fold down the footplate;
- You can now use the wheelchair.

Folding the wheelchair

- Flip up the footplates and remove the foot or leg rests;
- Remove the seat cushion from the wheelchair;
- Go to the side of the wheelchair;
- Place one hand at the front side in the middle of the seat upholstery and one hand at the backside in the middle of the seat upholstery, picture 2;
- Pull the seat upholstery upwards;
- Tilt the wheelchair and push the sides towards each other to fold the wheelchair completely.



Picture 1



Picture 2

5.3 Use of the footplate and footrest

Adjusting the heel straps:

- You can adjust the heel straps, which you will find on the footplate, with the Velcro;
- Check if the Velcro of the heel straps is tightened properly.

Folding the footplate away

- Go to the front of the wheelchair and get a hold of the front of the foot plate, picture 3;
- Fold the footplate in the direction of the footrest, picture 4. Make sure the heel strap does not get stuck between the footplate and footrest.



Picture 3



Picture 4

Swinging the footrests towards and away from the wheelchair

- Go to the front of the wheelchair;
- Pull the black control lever up, picture 5;
- You can now swing the footrest inwards or outwards, picture 6.

Removing the footrests from the wheelchair

- Go to the front of the wheelchair;
- Pull the black control lever up, picture 5. You can now swing the footrest inwards and outwards, picture 6;
- Swing the footrests 90° to the outside of your wheelchair and pull the complete footrest straight up from the tube.

Placing the footrest back on your wheelchair

- Go to the front of the wheelchair;
- Place the footrest with an angle of 90° back on the tube;
- Swing the footrest 90° to the front until you hear a click. This click confirms that the footrest is in position.



Picture 5

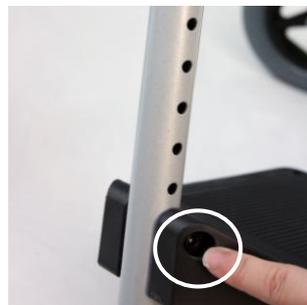


Picture 6

Setting the height of the footplate

You have the possibility to adjust the height of the footplate.
You can do this by using the included Allen wrench.

- Loosen the screw, picture 7;
- Place the footplate at the desired height;
- Tighten the screw.



Picture 7

5.4 Using the elevating leg rests (optional)

You have the possibility to place an elevating leg rest on your wheelchair instead of a standard leg rest. In this section you can read how to use an elevating leg rest.

Swinging the elevating leg rest away

- Go to the front of the wheelchair;
- Pull the black button upwards, picture 8;
- You can now swing your elevating leg rest inwards and outwards.

Removing the elevating leg rest from the wheelchair

- Go to the front of the wheelchair;
- Pull the black button upwards, picture 8;
- You can now swing your elevating leg rest inwards and outwards;
- Swing the elevating leg rest 90° to the outside of the wheelchair and pull it straight up from the receiving tube.

Replacing the elevating leg rest back on the wheelchair

- Go to the front of the wheelchair;
- Attach your elevating leg rest back to the frame at an angle of 90°, picture 9;
- Turn the leg rest so that it is parallel with your frame;
- You should hear a click. This click confirms that the leg rest is in position.

Setting height of the elevating leg rest

- Turn the bolt of the elevating leg rest loose, picture 10;
- Select the desired height and retighten the bolt;
- Make sure the comfort leg support is in the desired position.



Picture 8



Picture 9



Picture 10

Setting the angle of the elevating leg rest

- Move the control lever with the black button towards the wheelchair. The gas spring in the comfort leg rest moves up automatically, picture 11;
- If you want the comfort leg rest to move downwards, you control the lever towards the wheelchair to maintain and support the leg while gently pushing down.



Picture 11

5.5 Using the calf plate (optional)

You have the possibility to place an elevating leg rest on your wheelchair instead of a standard leg rest. The elevating leg rest is equipped with a calf plate. In this section you can read how to use a calf plate.

Swing away the calf plate

- Go to the front of the wheelchair;
- Get a hold of the middle of the calf plate, picture 12;
- Swing the calf plate away by moving it upwards and sideward's, picture 13.



Picture 12



Picture 13

Setting the angle of the calf plate

Hold the calf plate at the top and bottom and by moving it up and down find the correct angle, picture 14;



Picture 14

Setting the height of the calf plate

In order to set the height of the calf plate, you have to use the number 4 supplied wrench.

- Use the wrench to loosen the two screws, picture 15;
- Move the calf plate to the desired height by pushing it upwards or downwards, picture 16



Picture 15



Picture 16

5.6 Using the wheelchair brake

Putting the wheelchair brake on

If you are in the wheelchair

- Take the black handle of the brake, picture 17;
- Push the forward until you hear a click, this confirms that the wheelchair has been put on the brake, picture 18.

If you are next to the wheelchair

- Go to the side of the wheelchair and face towards the front of the wheelchair;
- Take the black handle of the brake, picture 17;
- Push the lever forward until you hear a click, this confirms that the wheelchair has been put on the brake, picture 18.



Picture 17



Picture 18

5.7 Using the armrest

Flipping the armrest backwards

- Where the front of the armrest meets the frame you will find a black lever. Pull the black lever to the armrest tube, see picture 19;
- You can now swing the armrest backwards;
- To put the armrest back in place you must reverse the previous steps. Please make sure you hear the click that confirms that the armrest is back in place.



Picture 19

5.8 Using the push handles

Adjust the height of the push handles

- Turn the black lever, until you can move the push handles, picture 20;
- Move the push handles to the desired height;
- Tighten the black lever back;
- Make sure the handles are fastened securely.



Picture 20

5.9 Using the arm pads

With the G3 'Eco', it is possible to push the arm pads back. With this option you can decide for yourself whether you wish to have long or short arm pads. Just do the following:

- Screw the two designated screws loose (picture 21 and 22);
- Remove the arm pads from the arm rests;
- Replace the arm pads;
- Screw the screws back in the arm rests.



Picture 21



Picture 22

5.9 Using the rear wheels (tyre cable) and anti-tip wheels

Removal of the rear wheel

You can remove the rear wheels using the quick release system in the following way:

- Stand next to the wheelchair;
- Tilt your wheelchair slightly so the wheel you wish to remove is off the ground;
- Press the black button in the centre of the wheel (picture 23) and remove the axle and wheel from the frame. Make sure the black button is completely pressed in otherwise the ball bearing safety system that stops the wheel from being removed at the opposite side of the axle will do exactly that;

To put the rear wheel back in place you must reverse the above steps. In order to ensure your safety please make sure the axle is fully in place and the ball bearing system is engaged so the wheel does not come loose during use.



Picture 23

Tyre table

Type Designation	Type wheelchair	Tyre size front	Maximum pressure front tyres	Tyre size rear	Maximum pressure rear tyres
EXCEL G3 'Eco'	Self propel	7"X 1¼" 8" X 1 ¼"	2,5 bar / 36 psi 2,5 bar / 36 psi	24" x 1 3/8"	4,5 bar / 65 psi

Using the anti-tip wheels

- Go to the back of the wheelchair;
- At the bottom of the rear side of the side frame you can find the anti-tip wheels, picture 24;
- By pulling the silver round you can adjust the height of the anti-tip wheels;
- When you pull the silver round towards you, the anti-tip wheel will automatically slide downwards. Adjust the anti-tip wheel to the desired height and let go of the silver round;
- The anti-tip wheels are adjusted in the best manner if you, if you are at the side of the wheelchair, can see the anti-tip wheel stick out of the outside the rear wheel;
- Check if the anti-tip wheels are fastened correctly and aren't moving anymore;
- When you do not want to use the anti-tip wheels you can adjust the anti-tip wheels in to the highest position. Retract the silver round with one hand, while pushing up the anti-tip wheel, by sliding it up the holder.



Picture 24

5.10 Using accessories and other options on your wheelchair

The seat cushion (option)

Your wheelchair can be equipped with a 5 cm thick, nylon seat cushion. This seat cushion is equipped with an anti-slip layer, see picture 25. You need to place the seat cushion with the anti-slip side down on your wheelchair. When you are going to sit in the wheelchair the seat cushion will not move.



Picture 25

Seat Belt (optional item)

Your wheelchair is equipped with a seat belt which you can use the following way:

- When in the wheelchair, you can fasten the belt by clicking the two loose ends together, picture 26;
- If the belt is too loose or too tight you can make it more secure or looser, picture 27;
- To release the seat belt, you press the red button with 'press' printed on.



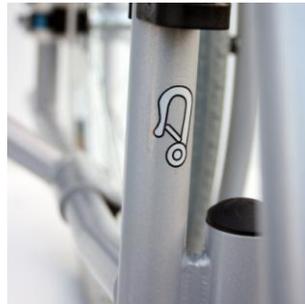
Picture 26



Picture 27

Taxi Fixation Points

On your wheelchair, you will find taxi fixation indication points, picture 26. You should be familiar with these items before transporting your wheelchair in a car or on a taxi bus. We advise you to make contact with the carrier, your supplier and/or an approved manufacturer of taxi fixation systems for advice on an adequate system if you want to transport your wheelchair



Picture 26

CERTIFICATE



CERAH
FRANCE

Product identification

Product: *Manually propelled wheelchairs*
Brand: *Excel*
Model/type: *G3*
Version: *Eco*

Manufacturer:

Name *Van Os Medical B.V.*
Address *Koperslagerij 9
4651 SK Steenberg*

Country *The Netherlands*

EU Representative:

Name *W. van Os*
Address *Koperslagerij 9
4651 SK Steenberg*

Country *The Netherlands*

Function *Director*

Technical constructed file

Prepared by: Name *J.M.J. Brouwer BBA*
Function: *Research and Development*
Issue date: *01-02-2008*
TCF date: *01-02-2008*
Recertification date: *09-06-2008*

Certificate/report no.: *08-021 / 06-233-KA*
Crash test report no. according to ISO 7176/19: *S8918*

Means of conformity

The product is in conformity with Directive 93/42/EEC based on the use of a Technical construction file in accordance with Article 9 (Class I products) of the Directive

Signature of EU representative:

Place : *Steenbergen*

Date : *09-06-2008*

Number: *VOS.TCF.G3.0229*

6. TRANSPORT AND TRANSIT IN CAR

Your Excel wheelchair is designed to be easily transported by car. Your wheelchair is foldable so the total width is limited to an average measure of 20 cm. Further your wheelchair is equipped with swing away and detachable footrests. At the same time some wheelchairs can be equipped with a couple of size decreasing accessories, like quick release (detachable) rear wheels.

6.1 De-assembly

Take away the foot rests on the front side of your wheelchair (see chapter 5 'Instructions for use and mounting options').

1. Remove the seat cushion (if your wheelchair is optional equipped with one);
2. Fold the wheelchair:
Stand next to the wheelchair. Get a hold of the seat in the middle of the rear and front and pull it straight up. To fold the chair completely, tilt the chair sideward (so the wheels can not drag) and push the sides towards each other.

⚠ Attention! A few EXCEL® wheelchairs have an extended backrest. Under the backrest coating you'll find Velcro strap. You need to loosen this before folding the wheelchair.

3. If it is necessary to, due to a small space, remove the rear wheels, than see chapter 5, 'Instructions for use and mounting options'.

6.2 Assembly

If the rear wheels are removed, you will have to place them back first (see chapter 5, 'Instructions for use and mounting options').

1. Go stand next to the wheelchair, tilt the wheelchair a bit towards you and push the seat tubes down. The wheelchair will un-fold. Go stand before the wheelchair and push again on the two seat tubes to ensure that they are directly on the frame. This is confirmed by flat seat upholstery.

Warning:

If you de-assemble/assemble the wheelchair, ensure yourself that both tubes are on their places in the holders on the front of the frame. If not, the chair is unsafe for use.

7. MAINTENANCE

Protect your Excel wheelchair by having it serviced regularly. We strongly advise you to have your wheelchair check at least once a year by a qualified Excel dealer, who will only use Excel spare parts. This periodic inspection will ensure you that the wheelchair will function perfectly for years.

There are a lot of things you can do yourself to keep your wheelchair in optimum condition. If you regularly check the wheelchair and perform (small) maintenance, this will extend the lifetime and increase the ease of use.

7.1 Tyres

Examine tyres periodically for wear and replace them as needed.

Air tyres: These tyres should be checked weekly for correct tyre pressure. You will find the recommended tyre pressure on the rear wheels and you can check it with a standard car or bicycle tyre pressure gauge. If the tyres of the wheelchair do not have the correct pressure it will lean to the side where the minimum pressure is. It will also influence the driving comfort and it will mean you have to exert more effort to move the wheelchair.

PU tyres: More and more we use PU tyres (polyurethane or puncture-free tyres) on the wheelchair. You can recognise these tyres because they do not have a valve. These tyres have the advantage that they do not need to be pumped up and can not be punctured. This PU tyre can just as an air tyre wear out. Check periodically to see if the tread is still deep enough.

Tip

For the maximum tyre pressure we direct you to chapter 5, 'Instructions for use and mounting options'.

Warning:

EXCEL *When tyres are not fully inflated this may cause bad functioning of the brakes and make the chair move when not intended.*

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7.2 Brakes

Before you can check the brakes, you need to make sure the tyre pressure is correct, see chapter 7.1.

Inspect both brakes for sharp rims. If there are sharp rims on the brakes we advise you to replace them. Ensure that all the parts of the brake are in the right position and fastened secure;

- Make sure that the mechanism is functioning smoothly. If it is not functioning smoothly put some oil at turning points with one or two drips of WD40 oil or Teflon. Remove surplus oil and dirt;
- Make sure the brakes do not come into contact with the wheels as you are moving.

7.3 Cross brace

The cross-frame of the wheelchair has to be in a good condition. The cross brace is the base of your wheelchair.

- Make sure the wheelchair can be folded and unfolded;
- Make sure the wheelchair travels in a straight line while moving;
- Make sure the cross frame is not bent and shows no wear signs;

When one of the exceptions, noted above, occurs, please contact a qualified Excel dealer to inspect your wheelchair.

7.4 Rear wheel

A good adjustment of the rear wheels improves the stability of the wheelchair. Also it will allow you to use less energy to move the wheelchair.

- Make sure that the wheels can move freely without touching anything;
- Make sure there is no margin on the rear wheels.

When one of the exceptions, noted above, occurs or if an adjustment is necessary it is recommended to do this through a qualified Excel dealer.

7.5 Front castor and front castor fork

The front fork must move and turn freely to ensure a smooth ride.

- Make sure the nut of the front fork is not too loose or too tight. When the nut is too loose, the wheels will rotate but the ride will be uncomfortable. If the nut is too tight, the chair will be difficult to steer because of the bearings getting pushed so the balls can not move freely. When the nut is correct in place the front wheel will stop slowly;
- Make sure the front castor shows no wear signs.

When one of the exceptions, noted above, occurs or if an adjustment is necessary it is recommended to do this through a qualified Excel dealer.

7.6 Upholstery

It is important to check the lining of your wheelchair regularly. Torn or worn upholstery can no longer support human weight and this can create dangerous situations.

- Check the textile coating for holes, cracks and worn spots;
- Check the upholstery-mounting grommets to make sure that they are all correctly aligned and secure.

7.7 Cleaning

It is important to clean your wheelchair regularly.

- Clean the upholstery, chassis and plastic components on the wheelchair regularly with a mild soap and water. Never use abrasive cleaners, they can damage the varnish. Also never use steam or high pressure cleaners;
- Wax the varnish of the chassis regularly. Never use solvents, abrasive waxes, caustic chemicals or spray silicone;
- Dry your wheelchair after cleaning. Also dry your wheelchair after you have been using it during a rainstorm.



Tip

You can also use a car shampoo; this cleans, protects and gives a beautiful gloss to your wheelchair.

8. PROBLEM ANALYSIS AND SOLUTIONS

Your Excel wheelchair is inspected and adjusted so that you can use it immediately. Continual use necessitates maintenance, especially if the factory set adjustments have been altered.

The following troubleshooting guide, lists several common problems that may occur and offers corrective actions for each.

Symptom							POSSIBLE CAUSE AND CORRECT SOLUTION
Looseness in chair	Squeaks / rattles	Castor flutter	The wheelchair moves too heavy	Sluggish turning	Chair veers left	Chair veers right	
✓			✓	✓	✓	✓	Check if the tyre pressure is correct and equal in both wheels. See chapter 5.11.
✓	✓	✓		✓			Check if all nuts and bolts are tightly fastened.
		✓		✓	✓	✓	Rear wheels and/or castors may be adjusted improperly. Make sure that both rear wheels and castor are mounted in identical positions.
			✓				Check if the bearings are not worn.
		✓		✓	✓	✓	Castor forks may be adjusted improperly. Make sure they are adjusted properly.

Tip

- If you have problems that cannot be solved with the troubleshooting table, we advise you to contact a qualified Excel dealer.

9. WARRANTY

9.1 Warranty application

Together with your wheelchair you get the factory warranty. However, it is possible that your dealer offers a supplementary warranty. This manual only handles the factory warranty as given by Van Os Medical UK Ltd.

This warranty is only granted to you as the consumer. It is not intended to be used commercially (like hiring or institutional use). The warranty is limited to defects to materials and possible hidden shortages. Van Os Medical UK Ltd guarantees the following components on your Excel wheelchair:

COMPONENT	None	2 years	10 years
A) Side frames, cross bar			✓
B) Wheels, hand brakes, front forks, arm rests, foot rests and all components not stated here under:		✓	
C) Upholstered components like seat and back upholstery and rigid arms, plastic parts like foot plates, coating and rubber parts. Tyres and inner tubes.	✓		

Also you can find the warranty periods label on the frame of your wheelchair. See also chapter 1.

Garantie: 1 10 jaar	2 24 maanden	(uitgezonderd van garantie zijn onderdelen die onderhevig zijn aan slijtage)
Warranty: 10 years	24 months	(parts subject to normal usage wear and tear are excluded from warranty)
Garantie: 10 ans	24 mois	(la garantie exclue les pièces d'usures normal)

9.2 Warranty definition

Your manual is also the warranty form, fill in the relevant details and store it carefully.

Warranty conditions

The warranty period commences upon the date of purchase. If within the warranty period, your wheelchair will be defect, it will be repaired or replaced.

However you do need to provide to Van Os Medical UK Ltd a complete filled in warranty registration form or a copy of the bill with date of purchase. Without a warranty registration form or a proof of the purchase date the warranty will start at the date when Van Os Medical UK Ltd sent the invoice to the dealer.

Repairs and replacement must be performed by an authorized Van Os Medical UK Ltd service agent. To qualify for the warranty, your wheelchair must require the care standards. Furthermore, if a problem occurs, you need to fully inform the Van Os Medical UK Ltd service agent immediately. If you use the wheelchair outside the designated area of the Van Os Medical UK Ltd service agent, you can repair your wheelchair by any other, by the factory approved, service agent.

When parts of the wheelchair, within 24 months after the commence date, needs reparation or replacement, as a result of a manufactory or material error and the wheelchair is with its first owner, the part or parts will be repaired or replaced free of charge.



Tip

This warranty is not transferrable.

This warranty does not include any labour charges incurred by replacements.

Replaced or repaired parts fall under the same warranty conditions as the original wheelchair. Worn parts are normally not guaranteed, unless these parts are worn as a direct result of an original manufacturer defect. These parts are for example upholstery, tyres, inner tubes and similar kinds of parts.

The warranty conditions above describe all wheelchair parts, and are applied for the models bought at the normal end-user price.

Under normal circumstances no responsibility is accepted when the wheelchair needs replacement or repairs as a direct result from:

1. Not maintaining the wheelchair and parts according to the recommendations of the manufacturer or not using the specific original parts;
2. Damaging the wheelchair or parts by inattentive use, accident or wrong use;
3. Adjusting the wheelchair or parts, different from the specifications of the manufacturer or reparations done before the service agent is warned.
4. If the product is not equipped with an original factory frame number and identification label as described in the manual, see chapter 1.

The wheelchair that is described and showed in this manual can differ from your own model in details. However, all instructions are relevant, independent of slightly different details. We reserve the right to change the product in this manual without further notice. All drawings, measures and capacities showed in this manual, are approximations and may be slightly different to your wheelchairs specifications.

Warning:

Van Os Medical UK Ltd cannot be liable for any consequent or individual damage whatsoever. While this manual is created with care it is not exclusive. If you are going to use the wheelchair not in accordance with the guidelines in this manual you need to consult with an authorized Van Os Medical UK Ltd dealer. The warranty is only valid during the indicated period. If adjustments are made to the wheelchair, who have structural impact on the product, the warranty will expire completely. You can contact Van Os Medical UK Ltd for an enlarged warranty and supply conditions and an address list of authorized dealers.

For warranty service, contact your authorised dealer from where you bought your wheelchair. If it occurs that you are not helped to your satisfaction concerning the warranty service, please contact Van Os Medical UK Ltd in writing. You can find the address on back page of this manual.

10. SERVICE AND MAINTENANCE

10.1 General maintenance instructions

Your wheelchair needs periodical maintenance. This is necessary for a long lifetime and an optimal users comfort of your wheelchair. A badly maintained wheelchair will give more technical problems, turn less flexible and falls out the warranty terms.

Preventive maintenance is most important and many of these things you can easily do yourself or a friend or family member can help you. We highlight below the maintenance you can do yourself.

Every week	Check tyre pressure;
Every month	Check the fold ability of the wheelchair and the quick release rear wheels; Check upholstery for wear; Check wheel movement front and rear and check turn ability of the wheels; Check if the brakes are working correct;
Every three months	Check all bolts, screws and nuts and tighten if necessary; Check all spokes for tension; Check tyre tread for wear.



Tip

In chapter 7, you will also find extensive information on the maintenance of your wheelchair.

Furthermore we advise you to let your wheelchair check by an authorised dealer every year. Make sure you dealer checks the point mentioned by paragraph 10.2.

10.2 Service checklist

For optimal life your wheelchair should be periodically maintained by an authorized dealer.

Service interval:	Service Schedule								
	1	2	3	4	5	6	7	8	9
Service number									
Wheels: for example margin, wear bearings, adjust quick-release									
Tyres									
Hand rims: for example wear and burrs									
Front forks: for example control margin, adjustment ball head axle									
Brakes: for example adjustment, re-adjust, control for margins									
Foot rests: for example adjustment, line out									
Frame: for example fracture, welding seams, plastic components									
Arm rests: for example fixation, rigid arms									
Sealing-wax / coating / chrome									
Upholstery: for example adjust straps, control									
Connection material on all components									
Teflon treatment of all moving parts									
Checked by (initials)									
Inspection date									

Service stamp dealer

1	2	3	4	5
6	7	8	9	10

In practice the usage intensity varies greatly from person to person. It may therefore be that in your case, the wheelchair requires servicing more or less often than once a year.



Tip

Maintenance is not warranty. Your dealer may deviate from the maintenance interval.



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