



# OWNER'S OPERATION & MAINTENANCE MANUAL FOR THE **ALCO CLASSIC WHEELCHAIR**



**PLEASE READ THIS MANUAL BEFORE OPERATING YOUR WHEELCHAIR FOR  
MAINTENANCE INSTRUCTIONS AND SAFE USAGE**

**STOP**  
**PLEASE READ**  
**WARNING**

**DO NOT OPERATE THIS WHEELCHAIR  
WITHOUT READING AND  
UNDERSTANDING THIS MANUAL. IF YOU  
ARE UNABLE TO UNDERSTAND THE  
WARNINGS AND INSTRUCTIONS,  
CONTACT THE HEALTHCARE  
PROFESSIONAL, DEALER OR  
MANUFACTURER, BEFORE  
ATTEMPTING TO USE THIS EQUIPMENT.  
OTHERWISE INJURY OR DAMAGE MAY  
OCCUR.**

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## NOTE FROM MANUFACTURER

*WARNING/CAUTION NOTICES AS USED IN THIS MANUAL APPLY TO HAZARDS OR UNSAFE PRACTICES, WHICH COULD RESULT IN PERSONAL INJURY OR PROPERTY DAMAGE.*

Congratulations on your selection of an ALCO Classic Wheelchair. ALCO Classic Wheelchairs are the result of extensive engineering and are manufactured to meet our rigid specifications and surpass your expectations.

ALCO Classic Wheelchairs are designed to combine comfort, safety and reliability. ALCO is committed to the quality of our products and satisfaction of our customers.

For your personal safety and to assure optimal efficiency of the new wheelchair, please read these instructions carefully, refer to the call-outs on the illustrations, so you are familiar with all the parts before using the wheelchair. Keep this manual handy, in a safe place, so that you can refer to it as often as needed to be sure you are using your wheelchair correctly and to help maintain it for optimum performance.

Although these chairs have been thoroughly inspected by the manufacturer's quality control department prior to shipping, please check it for any damage that may have occurred in shipping, prior to using it. Should there be any problems, contact the dealer you purchased it from immediately.

Routine inspection and maintenance of all parts are essential for user safety and to prolong the life of the wheelchair.

*YOU MAY WANT TO CHECK WITH YOUR HEALTH CARE PROFESSIONAL FOR POINTERS ON HOW TO USE THE CHAIR, BASED ON YOUR SPECIFIC NEEDS.*

We want to thank you for choosing the ALCO Classic Wheelchair. If you should ever have any questions, please contact ALCO Sales & Service Co.

Additional copies of this manual are available upon request from ALCO Sales & Service Co..

## **SAFETY SUMMARY**

### **WARNING**

1. Unless noted, all service and adjustments should be performed while the wheelchair is unoccupied.
2. After any adjustments are made, (i.e. repair, service and before use) make sure all attaching hardware is tightened and secure. Otherwise injury or damage may occur.
3. Do not reach for objects if you have to move forward in your seat.
4. Do not reach for objects if you have to pick them up off the floor by reaching out and down between or across your knees.
5. Do not lean over the top of the back upholstery to reach for objects from behind, which may cause the wheelchair to tip over.
6. Do not shift your weight or sitting position toward the direction you are reaching as the wheelchair may tip over.
7. Do not tilt the wheelchair without assistance.
8. Do not attempt to use an escalator to move between floors. Serious injury may occur.
9. Do not attempt to stop a moving wheelchair with the wheel locks. These are not brakes.
10. Do not operate on roads, streets, or highways.
11. Do not climb, go up or down ramps or steep slopes greater than 8°.
12. Do not attempt to ride up or down ramps with water, ice or oily film.
13. Do not attempt to ride over curbs or obstacles; this may cause your wheelchair to tip over, which may cause bodily injury and damage to the wheelchair.
14. Do not use unauthorized parts or accessories.
15. Do not attempt to lift the wheelchair by lifting on any removable parts. This may cause injury and damage the wheelchair.
16. Do not stand on the frame of the wheelchair.
17. Do not use the footplate as a platform when getting in or out of the wheelchair. This may cause the chair to tip over and cause bodily injury.
18. Before attempting to transfer in or out of the wheelchair, every precaution should be taken to reduce the gap distance between you and the object you are transferring to. Turn both casters toward the object you are transferring onto. When transferring to and from the wheelchair, always engage both wheel locks.

## **OPERATING INSTRUCTIONS**

### **TO OPEN**

Stand on one side of your wheelchair, and tilt it to one side so the weight is only on one side of the chair. This will help to avoid dragging the wheel sideways, which may make the chair more difficult to open and cause tire damage.

Push the seat rails down gently and firmly with the side of your hand, until the chair is fully open. **DO NOT GRIP THE SEAT RAIL FROM THE UNDERSIDE, OR PUT HAND BETWEEN THE SIDE PANEL AND SEAT RAIL AS DOING SO COULD CAUSE INJURY.**

Fold down the footplates.

### **TO FOLD**

Fold up the footplates.

Tilt the chair sideways and lift up on the front and back of the seat. Tilting the chair will help to avoid dragging the wheel sideways, which could cause tire damage or make it more difficult to close. Continue pulling up the upholstery until fully closed.

Tuck the upholstery down between the front rails evenly.

### **TO REMOVE DETACHABLE DESK ARMS (if applicable)**

Push in the button lock at the front base of the arm.

Lift the arm up and off.

### **TO REPLACE DETACHABLE DESK ARMS (if applicable)**

Reposition the arms.

The button lock will automatically snap in place.

## **TO ADJUST LENGTH OF FOOTREST**

Using the enclosed allen wrench, loosen the cap screw near the bottom of the footplate and adjust to desired length.

Allow a minimum of 2½" clearance from the lowest point of the footplate to the floor.

Tighten the cap screw securely after adjustment.

## **CALF SUPPORT ADJUSTMENT (if applicable)**

The calf supports can be adjusted to three different positions for optimum comfort. **Note:** The calf support must be in the middle or top position when folding up the legrest. It cannot be in the bottom position.

## **TO REMOVE FOOTREST OR LEGREST (if applicable)**

Release the locking lever.

Swing the footrest/legrest aside.

Lift up and off in one continuous motion.

## **WHEEL LOCKS**

To engage the wheel locks that are on both sides of the wheelchairs, push the handles forward until they are firmly set against the tires. However, if the wheelchair will not be used for an extended period of time, do not set the wheel locks as doing so may permanently dent the tire.

## **HOW TO RAISE AND LOWER ELEVATING LEGRESTS (if applicable)**

To raise the legrests, lift them to the desired heights. If it is necessary to adjust this position, release lever to lower legrest. They will automatically lock.

To lower the legrests completely, press the release lever.

**Note:** It is recommended that the lowest part of the footplate be at least 2½" above the ground for adequate clearance.

## **TO ADJUST THE FULL-RECLINING BACK (if applicable)**

Pull the trigger release and recline the back to the desired increment position. Then lock the trigger release back into place.

## **TO PROPEL YOURSELF**

Position yourself comfortably in the chair.

Grasp the hand rims and rotate them in the direction you wish to go. Try to develop a consistent stroke.

## **TIRES**

Make sure the tires are not worn. Worn tires can cause difficulty in propelling and maneuvering the wheelchair. To ensure proper balance, both tires should be replaced at the same time.

## **CASTER**

Remove any lint, thread or dirt that may be caught in the casters to prevent binding.

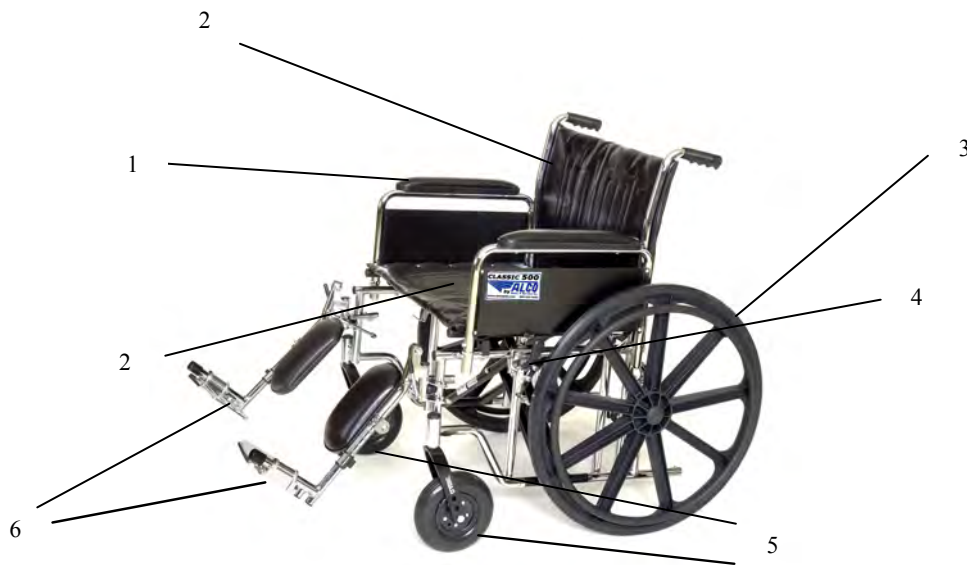
## **HAND RIMS**

Replace the hand rims if there are any signs of rough, sharp edges or peeling.

## **REAR WHEEL LOCKS**

You can make minor adjustments to compensate for normal tire wear by simply loosening the bracket and sliding the assembly forward or backward.

## WHEELCHAIR TERMINOLOGY



- 1) Armrest
- 2) Seat/Back Upholstery
- 3) Wheel and Hand rim
- 4) Wheel Locks
- 5) Casters
- 6) Footplates/Footrests

Serial Number is located at the bottom of the left cross brace

## **INDICATIONS FOR USE OPERATION SAFETY**

### **GENERAL CARE**

Wipe off chrome parts at least once a week using a clean soft cloth. Clean all metal parts with auto wax or similar products. Dry the chair immediately if exposed to moisture. Do not use abrasive cleaner or materials that will scratch the finish of the chair.

### **TO OPEN CHAIR**

Open wheelchair by tilting to one side and pushing downward on seat rail until fully open.

### **TO CLOSE/FOLD FOOTPLATES TO THE VERTICAL POSITION**

Grab seat upholstery with both hands at front and back edge and lift up. Or tilt the chair to one side and lift up on seat rail.

### **REMOVAL OR SWING AWAY FOOTREST/LEGREST**

Release the lock by pushing on the front rigging lever. Swing the footrest/legrest outward and sideways. Then lift up the assembly to remove the footrest or legrest.

### **ADJUSTING LENGTH OF FOOTREST/LEGREST**

When adjusting the length of the footrest/legrest, the wheelchair user should be sitting in the wheelchair with feet on the footplates. Loosen bolt on the clamp around support assembly. Raise or lower the footplate as needed to provide maximum support of thighs on seat upholstery. Front rigging should be lowered to the point that it causes pressures to thighs at front of seat upholstery. The footrest should not be closer than 2½ inches to the ground.

## **ADJUSTING ELEVATING-LEGREST**

Lift up on legrest assembly on footplate to desired height or position. Release legrest assembly and it will automatically lock in place. To lower, push out on legrest levers and slowly lower the footplate until desired position is reached.

## **REMOVABLE ARMS**

To remove arms, depress spring button arm out of the front and rear sockets.

To flip the arm back, push or pull on the paddle and flip the arm back. To remove the arm, release the paddle at the back of the armrest.

## **WHEELS**

The large rear wheels should be checked at least once every month for correct tightness. If the wheel wobbles or is loose, release the lock nut and tighten the axle bolt slightly. **DO NOT OVERTIGHTEN.** To test for correct tightness lean the chair to one side and spin the adjusted wheel. The wheel should spin freely.

## **WHEEL LOCKS**

Engage wheel locks on both wheels before entering the chair, leaving the chair, leaning forward in the chair, or while being transferred in an elevator or wheelchair lift. When adjusting correctly, wheel lock shoe should be embedded into the tire at least 1/8 inch when engaged in lock position. Pushing the handle completely forward activates wheel locks. To adjust locks loosen nut on the carriage belt. Slide clamp toward rear wheel until lock shoe is embedded at least 1/8 inch into tire when handle is engaged in lock position. Tighten nut bolt to secure in position. Inspect for correct locking action **BEFORE** actual use.

## **TIRES**

Solid rubber tires require minimal maintenance, but should occasionally be cleaned with damp cloth. Replace tires if they become cracked or severely worn.

## **FRONT CASTERS**

Castors should be inspected periodically and lubricated, remove fork and grease casters steam bearings. Remove the wheel from fork by tightening nuts until no play remains but the wheel rolls freely. If the nut is too loose, the caster will flutter or shimmy, it is too tight the chair will be difficult to steer.

## **CAUTION**

### **STABILITY**

The wheelchair is designed to be safe and stable as long as you maintain your center of gravity while performing normal activities. Care must be taken when performing activities that require you to shift in the seat or bend over out of the chair. Whenever reaching for objects that requires you to lean, make sure front casters are pointed in a forward position. This extends the wheelbase and will help stabilize the chair.

### **RAMPS**

Know your own capabilities and limitations in term of strength and endurance before attempting to go up a ramp. You and your attendant should first consult a qualified professional for correct techniques on ramp negotiation. Assistance is recommended when going up or down steep inclines greater than 8-10%. If it becomes necessary to stop on an incline avoid sudden abrupt forward movement when you resume propelling the chair. Because of the backward angle of the chair, sudden abrupt movement could cause instability. Attempting to use the wheel lock brakes could result in accidental locking veering or tipping to one side, or suddenly stopping. Avoid changing direction when going down an incline, as this could cause instability.

## WARRANTY

This warranty is extended only to the original purchaser/user of our products.

This warranty gives you specific legal rights. You may also however, have other legal rights that may vary from state to state (consult the proper officials in your state for a list of those rights).

ALCO Sales & Service Co., Inc. warrants its products to be free from defects in materials and workmanship for a certain period of time. Applying only to the original purchaser/user, ALCO Sales & Service Co. warrants the side frames and cross members of the wheelchairs to be free from defects in materials and workmanship for the following time periods:

*ALCO Classic Wheelchair*

*Lifetime on frames & crossbraces, 5 year on components*

If the original purchaser/user finds a defective *frame, upholstery, and or a specific component*, and believes it is due to a manufacturer defect, that component will be repaired or replaced, at ALCO Sales & Service Co., Inc. option and discretion. This warranty does not include any labor or shipping charges incurred for replacement parts installation or repair for any such product. ALCO Sales & Service Co., Inc. sole obligation and your exclusive remedy under this warranty shall be limited to such repair and/or replacement deemed to be manufacturer defect of the previous specified components and parts.

For warranty service, please contact ALCO Sales & Service Co. In the event you do not receive satisfactory warranty service, please write directly to ALCO Sales & Service Co., Inc. at the address at the bottom of this page. Provide name, address, the product model number, and date of purchase, indicate nature of the defect and, if the product is serialized, indicate the serial number. Do not return products to our location without our prior consent.

### LIMITATIONS AND EXCLUSIONS

The forgoing warranty shall not apply to serial numbered products if the serial number has been removed or defaced, products subjected to negligence, accident, improper operation, maintenance or storage, products modified without ALCO Sales & Service Co.'s express written consent including, but not limited to, modification through the use of unauthorized parts or attachments; products damaged by reason of repairs made to any component without the specific consent of ALCO Sales & Service Co., or to a product damaged by circumstance beyond ALCO's control, and such evaluation will solely be determined by ALCO. The warranty shall not apply to problems arising from normal wear or failure to adhere to the safety and maintenance instructions listed in this booklet.

The foregoing warranty is exclusive and in lieu of other expresses warranties. Implied warranties, if any, include the implied warranties of merchantability and fitness for a particular purpose, shall not extend beyond the duration of the expressed warranty provided herein and the remedy for violations of any implied warranty shall be limited to repair or replacement of the defective product pursuant to the terms contained herein. ALCO Sales & Service Co. shall not be liable for any consequential or incidental damages whatsoever.

This warranty shall be extended to comply with State/Provincial laws and requirements.

### **ALCO Sales & Service Co.**

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WEBSITE: [WWW.ALCOSALES.COM](http://WWW.ALCOSALES.COM)

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**MEDICAL EQUIPMENT - PARTS - CASTERS - REPAIRS**

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