



# GIMA

**CARROZZINE  
WHEELCHAIRS  
FAUTEUILS ROULANTS  
ROLLSTÜHLE  
SILLAS DE RUEDAS  
CADEIRAS DE RODAS  
ΤΡΟΧΟΚΑΘΙΣΜΑΤΑ  
عربات**

**MANUALE D'USO E MANUTENZIONE  
USE AND MAINTENANCE BOOK  
INSTRUCTIONS DE FONCTIONNEMENT ET ENTRETIEN  
BETRIEBS UND WARTUNGS ANWEISUNGEN  
MANUAL DE USO Y MANTENIMIENTO  
MANUAL DE USO E MANUTENÇÃO  
ΕΓΧΕΙΡΙΔΙΟ ΧΡΗΣΗΣ ΚΑΙ ΣΥΝΤΗΡΗΣΗΣ  
دليل الإستعمال والرعاية**

**ATTENZIONE:** Gli operatori devono leggere e capire completamente questo manuale prima di utilizzare il prodotto.

**ATTENTION:** The operators must carefully read and completely understand the present manual before using the product.

**AVIS:** Les opérateurs doivent lire et bien comprendre ce manuel avant d'utiliser le produit.

**ACHTUNG:** Die Bediener müssen vorher dieses Handbuch gelesen und verstanden haben, bevor sie das Produkt benutzen.

**ATENCIÓN:** Los operadores tienen que leer y entender completamente este manual antes de utilizar el producto.

**ATENÇÃO:** Os operadores devem ler e entender completamente este manual antes de usar o produto.

**ΠΡΟΣΟΧΗ:** Οι χειριστές αυτού του προϊόντος πρέπει να διαβάσουν και να καταλάβουν πλήρως τις οδηγίες του εγχειριδίου πριν από την χρήση του.

**الحذر:** على العمال قراءة وفهم هذا الدليل بكامله قبل البدء باستخدام المنتج.



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(P.R.C.)





## INTRODUCTION

Carefully read the manual to avoid damages while handling and using the wheelchair. All wheelchairs GIMA are extremely versatile and arranged for internal and external use. The indications reported in the following manual are valid both for push wheelchairs (driver only) and for wheelchair directly driven by the passenger.

### WARNINGS

- Do not lift the wheelchair by catching its wheels, the footboards or parts, which are not fixed.
- Do not get on the footboards or the footrests to avoid tilting!
- Do not stop or engage high-sloping ramps; in case of necessity call for help.
- Do not get on sidewalks or false planes if you are not completely aware of the risks.
- Pay attention to the position of your hands, particularly when going through narrow corridors or doors; avoid putting your fingers into the spokes.
- NEVER use the wheelchair to get on/off moving staircases, even though someone is helping you.
- In any case avoid unnecessary risks: do not hesitate to look for other people's help.

## HANDLING/TRANSPORT

### Closing

- Lift or remove the footrest (footboard), lift the seat from underneath paying attention not to crash your fingers and bending the back forwards.

### Opening

- Open the armrests, then press the seat downwards – Reassemble or lower the footrest (footboard) and adjust its height: for external use it must be 4-5 cm far from the ground.

### Wheelchair lifting

- Lift the footrest, then turn the boards under the seat or in case of necessity disassemble them.
- Lift the wheelchair by means of the grips and the frame front side, in connection with the board stops.

### Transport by car

Place the wheelchair in the bonnet. If this is not possible, place it on the back seat in such a way that it is stable and cannot tilt or slide. If possible, block the wheelchair by means of the car's safety belts.

### Minibus

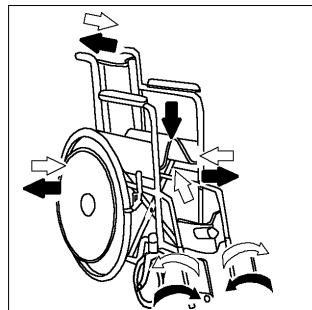
The wheelchair user must seat on one of the minibus seat, while the wheelchair must be locked so that it cannot tilt or slide.

**On the transport means where it is possible to get on with the wheelchair with the passenger onboard, adopt the following precautions:**

- For the user's safety, the space must be equipped with a post provided with a safety belt and a headrest (the wheelchair headrest is not sufficient).
- The wheelchair must be fixed by the sides and not by the wheels. The fixing belts must have an inclination ranging between 0° and 30°.

The wheelchair belt is not sufficient to prevent the user from being projected forward in case of sudden braking; it is therefore advisable to value additional backing points.

In case the apposite anchoring points are not compatible or fixing cannot be carried out in absolute safety, it is necessary to make the passenger sit on the transport mean seat and separately fix the wheelchair.





## HANDLING RECOMMENDATIONS

### In general

- To facilitate the wheelchair handling with passenger onboard, it is useful to concentrate the main weight on the bigger wheels.

The heavier is the weight exerted on the big wheels, the easier results the wheelchair drive.

- For the wheelchair transport it is necessary to adequately fix it in order to avoid undesirable shifts.

- If the wheelchair is pushed by another driver or in any case before unlocking the pushing handrail, it is advisable to put on the brakes.

- To increase the supporting base (on some models) it is useful, once you have reached your destination, make the wheelchair move back some centimetres, so that the front (pivoting) wheels move outside.

### Recommendations for both the independent use and the use with driver

#### - Getting on the sidewalks with forward running

This operation involves high risks of uncontrolled back tilting, for this reason it is reserved to expert user aware of risks. In this case proceed as follows:

- Approach with forward running the sidewalk edge or the step you want to climb over and check for the presence of hindrances such as too high obstacles or too low footrests;

- Bring the weight backward, to release the front wheels, which must be lifted as much as it is sufficient and in this condition push the handrails to keep the balance;

- When the front wheels are over the hindrance, revert the body's position bringing it as forward as possible and push on the driving wheel handrails.



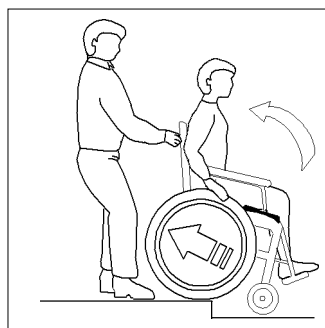
#### - Getting on the sidewalks with backward running

This operation involves high risks of tilting, even though it is more controllable, for this reason it is reserved to expert user aware of risks. In this case proceed as follows:

- Approach the sidewalk edge or the step you want to climb over and check that the footrests are not too low with reference to the hindrance to overcome. In fact it may be the case that although you can get on with the driving wheels, the footrest touches the ground, preventing to further lift the wheelchair;

- Bring the weight forward to release the driving wheels and vigorously push to get on the hindrance with the driving wheels;

- As soon as you get on the hindrance, revert the position by bringing the body's weight on the back wheels and proceed backward until the front wheels can get on the hindrance.

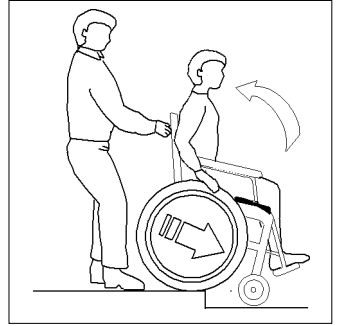




**- Getting off the sidewalk with forward running**

This operation involves high risks of tilting, even though it is more controllable, for this reason it is reserved to expert user aware of risks. In this case proceed as follows:

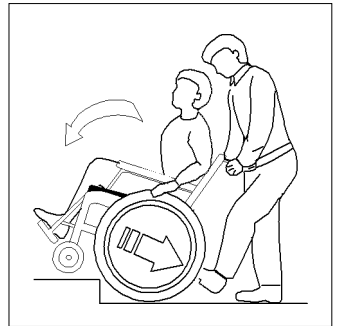
- Approach the sidewalk edge or the step you want to climb over and check that the footrests are not too low with reference to the hindrance to overcome. In fact it may be the case that the footrest touches the ground before the front wheels, preventing to further lift the wheelchair;
- Bring the body's weight backward in order not to sudden falling from the hindrance with the front wheels;
- Very slowly get off with the front wheels;
- Keep on in the direction of travel by bringing the body's weight forward, but avoiding tilting forward;
- Very slowly get off with the back driving wheels.



**- Getting off the sidewalk with backward running**

This operation involves high risks of uncontrolled back tilting, for this reason it is reserved to expert user aware of risks. In this case proceed as follows:

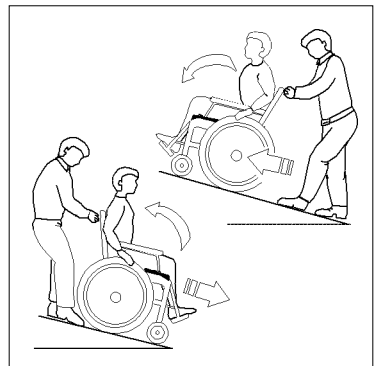
- Approach the sidewalk edge or the step you want to get off and avoid unintentional getting off;
- Bring the body's weight forward to release the driving wheels and very slowly getting off the hindrance, while vigorously keeping the driving wheel handrails;
- When the driving wheels rest on the ground, bring the body's weight backward, as much as it is necessary to release the front wheels and make them slowly get off too.



**Handling on inclined planes**

On inclined planes the wheelchair could behave in an unexpected way, picking up speed and making you losing control. As the involved forces change, it is necessary to consider the possibility of easier tilting and the necessity of a greater power to control it. Please carefully value the following:

- Avoid suddenly reverting the direction of travel;
- Do not engage yourself in very steep sloping or climbing directly, but slightly diagonally and carefully valuing the involved forces. Then always proceed straight; in case of reversal of course there is the risk of side tilting;
- While getting on or forward running, bring the body's weight forward;
- While getting off or forward running, bring the body's weight backward;
- Do not use the brakes to reduce the speed; they are not suitable to this purpose.





### Going upstairs and downstairs

First of all always ask for someone else's help, both when going upstairs and downstairs.

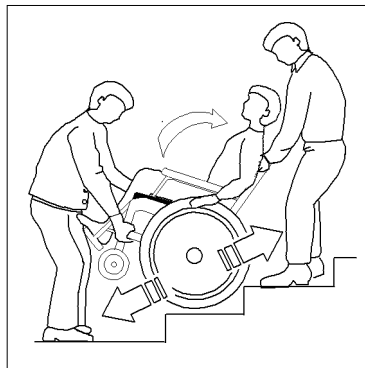


*NEVER use the wheelchair to get on/off moving staircases, even though someone is helping you.*

To make going upstairs and downstairs easier and more comfortable, pay attention to the following suggestions:

- To go upstairs approach the backward running wheelchair to the first step, to go downstairs approach the first step with the front wheels;
- Incline the wheelchair on the back wheels (making use of the lifting pedal, if present) by lifting the front ones; the passenger must cooperate by bringing the body's weight backward;
- The driver must firmly keep the wheelchair by the suitable back handles and engage a step at a time, while keeping the wheelchair constantly balanced on the back wheels;
- If an assistant is available, he must facilitate the wheelchair motion by catching hold of stiff parts and not boards, armrests or moving parts.

N.B. The drivers and assistants are suggested to make use of the force of their legs, without bending or working on their back.

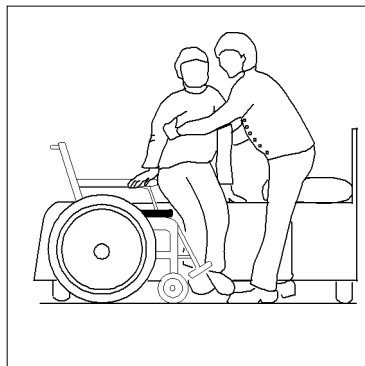


### Transfert from the wheelchair

When transferring a person from the wheelchair to another place (bed, commode chair, tub, shower, etc...) it is advisable to ask for someone else's help. In any case it is recommended to observe the following suggestions:

- Approach the wheelchair parallelly with reference to the bed, for example;
- Lock the brakes and lift the boards;
- Lay a hand on the bed and with the other firmly grasp an armrest;
- Shift the body's weight towards the bed and then carry out the transfert.

N.B. The drivers and assistants are suggested to make use of the force of their legs, without bending or working on their back.



## MAINTENANCE

### Covering

Some models are provided with a covering, which can be easily removed from the frame. In any case the seat and the back can be washed with a wet sponge and neutral detergents.

### Inflatable wheels

Tyres: check for the pressure and the wear degree and in case of necessity replace them.

### Spokes

If the spokes are loosened, they can deform the wheels. If needed adjust the spokes, apply to a bicycle repairer or an assistance centre for sanitary articles.

### Wheel axes

In case of necessity remove hair and dirtiness and periodically have the wheel checked for free rotation.

### Handrails

In case they are so scratched that the user's hand get irritated, they must be replaced.



## Brakes

The braking effect hardly depends upon the pressure of tyres and the condition of the tread. Furthermore the presence of dirtiness can negatively affect the use of brakes. Always keep the wheelchair clean for a better comfort of the user!

## TROUBLESHOOTING

### In case the wheelchair tends to steer on one side:

- Pump up the tyres.
- Check whether a brake is slightly engaged.
- The inflatable wheel stops are not correctly assembled.
- The user does not fairly distribute the weight on the wheelchair.
- The thrust wheel is more tightened on one side.

### In case the wheelchair move forward with difficulties:

- Pump up the tyres.
- Check whether a brake is slightly engaged.
- The inflatable wheel stops are not correctly assembled.
- Remove hair and dirtiness from the driving wheel axes.
- Excessive load on the driving wheels, better distribute the load.

### In case the wheelchair steers with difficulties:

- Pump up the tyres.
- Make sure that the front fork stops are not excessively tightened.
- Remove hair and dirtiness from the driving wheel axes.

### In case the brakes do not correctly work:

- Pump up the tyres.
- Adjust the distance between the tyre and the brake.

### In case of difficulties in opening and closing the wheelchair:

- The covering is too stretched out.
- Grease and clean the cross support joints under the seat.

### In case the wheelchair is instable:

- Pump up the tyres.
- Make sure that the screws and the controls are correctly tightened.

If the problem persists, get in contact with an assistance centre.

## GIMA WARRANTY CONDITIONS

Congratulations for purchasing a GIMA product.

This product meets high qualitative standards both as regards the material and the production. The warranty is valid for 12 months from the date of supply of GIMA.

During the period of validity of the warranty, GIMA will repair and/or replace free of charge all the defected parts due to production reasons. Labor costs and personnel traveling expenses and packaging not included. All components subject to wear are not included in the warranty.

The repair or replacement performed during the warranty period shall not extend the warranty.

The warranty is void in the following cases: repairs performed by unauthorized personnel or with non-original spare parts, defects caused by negligence or incorrect use.

GIMA cannot be held responsible for malfunctioning on electronic devices or software due to outside agents such as: voltage changes, electro-magnetic fields, radio interferences, etc.

The warranty is void if the above regulations are not observed and if the serial code (if available) has been removed, cancelled or changed.

The defected products must be returned only to the dealer the product was purchased from. Products sent to GIMA will be rejected.