

The



caddy

Seating System

Manufactured  
by

**RMS**  
REHABILITATION MANUFACTURING SERVICES

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CE



The



Seating System  
Installation and User Manual



EDITION 5 Jan 2020

## INTRODUCTION

RMS Ltd would like to take this opportunity of thanking you for choosing a **caddy** Seating System. We are confident that it will meet with the necessary seating requirements of the user for which it was prescribed.

From the time of its initial conception, the **caddy** Seating System has undergone rigorous strength testing and quality inspections, including successful "Crash Testing" to ISO 16840-4 standard .

In view of the wide range of wheelchairs into which the **caddy** Seating System can be interfaced, the pictures in this manual may not depict identically the components supplied, or the location positions of installation for your specific application. They are intended however, for general guidance purposes only and to assist a suitably qualified person to install and adjust a complete **caddy** Seating System.

RMS Ltd reserves the right to change, without notice, the design, methods of manufacture, or any materials used in the construction of the **caddy** Seating System, where it considers such changes will serve to improve the product quality, or become necessary to meet any changes in device legislation.

Should the reader have any concerns regarding the installation, set-up, adjustment, or use of the **caddy** Seating System, please contact the RMS Ltd. Technical Help-Line on 01795-477280.

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## GENERAL INFORMATION

Your **caddy** Seat Base serial Number is: .....

Your **caddy** Backrest serial number is: .....

Date of Supply: .....

Supplied to: .....

.....

.....

## PRODUCT MAINTENANCE

For safety reasons, the manufacturer recommends that components such as the Seat Base Brackets, Lock and Latch Interface Brackets, Backrest Mounting Brackets, Headrest Mountings, Pelvic Support Mountings, Thoracic Support Mountings, Abductor and Adductor Mountings are checked for security before use. Inspection by a suitably qualified healthcare professional should be made at least annually and recorded below. Inspection frequency should be increased accordingly for heavy users.

Any defects should be reported to the appropriate authority, with any repairs being carried out using genuine original equipment replacement parts, available direct from RMS Ltd.

(Also refer to Upholstery Maintenance section on pages 21).

### INSPECTION RECORD

DATE	INSPECTED BY	COMMENTS	SIGNED

## SAFETY GUIDELINES

Due to the various activities that a wheelchair user has to perform, RMS recommends that, prior to issuing the **caddy** Seating System and the wheelchair into which it is to be interfaced, this manual, together with any wheelchair manufacturer' User Guide, should be studied by all relevant persons to ensure that all instructions, procedures and warnings are carefully observed and understood.

**Prior to commencing the installation of a caddy Seating System, the surrogate wheelbase should be placed on a level non-slip surface with the parking brakes applied.**

- For correct support and user comfort, it is strongly recommended that the initial installation and adjustments are carried out by a suitably qualified person.
- The maximum occupant capacity of a complete **caddy** Seating System for transportation purposes, when interfaced into a suitably tested wheelchair with a seat width up to 17", is **57Kg**. For the standard version and **136kg** for the HD version.
- As the installation of a **caddy** Seating System may raise or position the user further forward in their wheelchair, an appropriate stability test should be carried out prior to final commissioning.
- After the **caddy** Seating System has been initially adjusted to suit the individual user, any settings should not be subsequently affected by the removal and refitting of the Seat Base or Backrest to allow the wheelchair to be folded. However, care should be taken not to impact adjustable components whilst the Seat Base or Backrest is removed from the wheelchair as this could affect their original pre-set position.
- To accommodate any changes in user growth or postural positioning, it is recommended that the user be checked at regular intervals by a suitably qualified person, to ensure that adjustable components are correctly set to suit the user's current requirements.
- Carers should ensure correct utilisation of any positioning Straps or Harnesses, as failure to do so could result in injury to the user. It is recommended that any postural Straps or Harnesses being used, are the first items to be secured when the user enters the seat and the last items to be released before exiting.
- Worn or damaged upholstery can lead to hygiene contamination, cause injury to the user and, in some cases, fail to support the user correctly. Regular inspections of all upholstery should be made and any defects should be reported to the relevant authority for rectification as soon as possible.
- Ancillary devices, such as the Headrest, positioning Straps and Harnesses, Knee-block or Pommel should be checked for security on a daily basis.
- The wheelchair parking brakes should always be applied before attempting to transfer the occupant, removing or refitting the **caddy** Seating System or making any adjustments.
- Never hang heavy objects on the **caddy** Seating System or any part of the wheelchair, as this could seriously affect the overall stability.

## WARRANTY STATEMENT

### The caddy Seating System — Component Identification



Every effort is made by RMS Ltd to ensure that your **caddy** Modular Adjustable Seating System is manufactured to the highest standards and supplied to the specifications as detailed on the prescription.

The supply of our quality products is backed by the company's ISO 9001 – 2015 Quality Management System and CE Marking declaration.

The **caddy** Modular Seating System is supplied with a manufacturer's warranty covering faulty materials or workmanship, for a period of twelve months from the date of dispatch from our factory.

In the unlikely event of a warranty claim being necessary, the failed part must be returned to the manufacturer, or the manufacturer's approved repairer, for inspection. The failed part may then be repaired or replaced at the manufacturer's discretion or that of their approved repairer. In the latter case, any displaced parts must be returned to the manufacturer for inspection.

Any part, component or accessory, repaired or replaced during the twelve month warranty period, will continue to be covered for the balance of the warranty period only.

As unusually high rates of wear on this device, or its ancillary parts, may be caused by the user's clinical condition, the manufacturer may consider this to be beyond its control. Therefore, items such as Upholstery may only be considered for repair or replacement under the terms of the product warranty where a failure is clearly attributed to a manufacturing, material or fabric defect.

With the exception of modifications and / or alterations carried out by the manufacturer, to meet the clinical needs of the user, any attempt to change the design or modify the construction of the **caddy** Modular Seating System in any way, will invalidate the product warranty and the manufacturer's CE marking declaration.

For further assistance with any matters relating to the product warranty or product Technical Information, please contact the RMS Ltd Technical Help-line on 01795-477280.

## Occupant Restraint Considerations:

A prescription should specify the type of occupant restraint required in a vehicle, i.e. a lap and diagonal belt or full harness. The amount of upper body control that the user has during normal vehicle movement should be taken into account. "Normal" movement includes, braking and cornering, which have considerable effect on persons with limited upper trunk control.

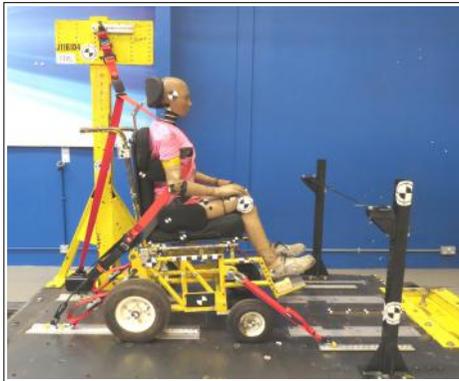
Some wheelchair users for example, may be able to maintain an upright posture when using the wheelchair indoors, but not whilst travelling in a motor vehicle.

Such considerations apply equally to lower limb amputees and users in supportive seating units who may also have limited upper body control.

\*\*\*\*\*

Example pictures from the successful **caddy** testing to ISO 16840-4

PRE-TEST



POST TEST

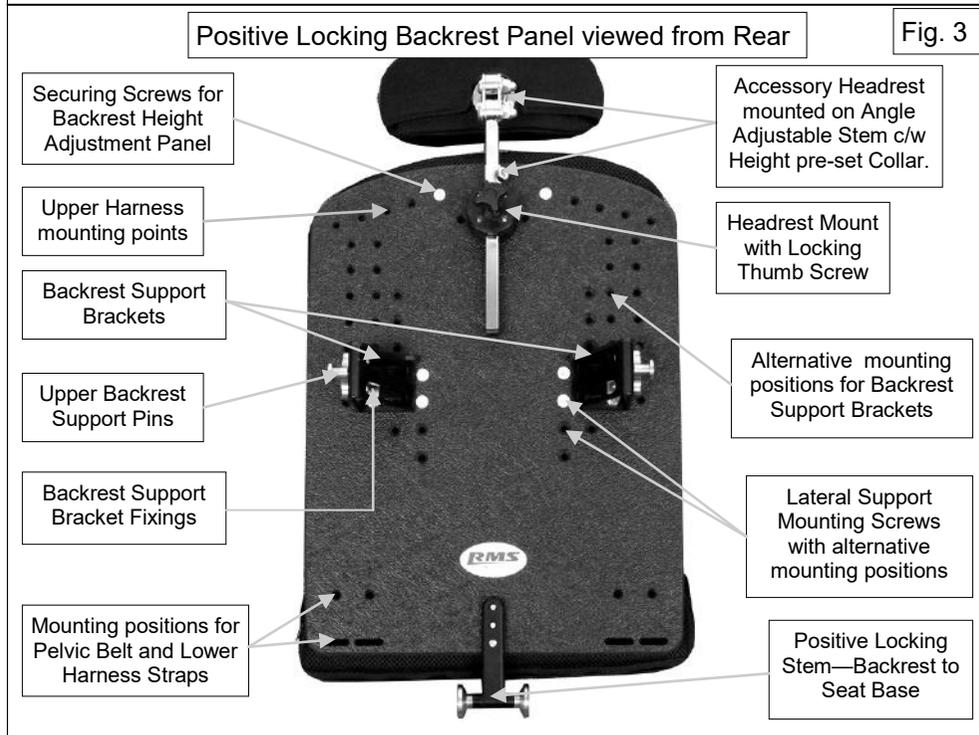
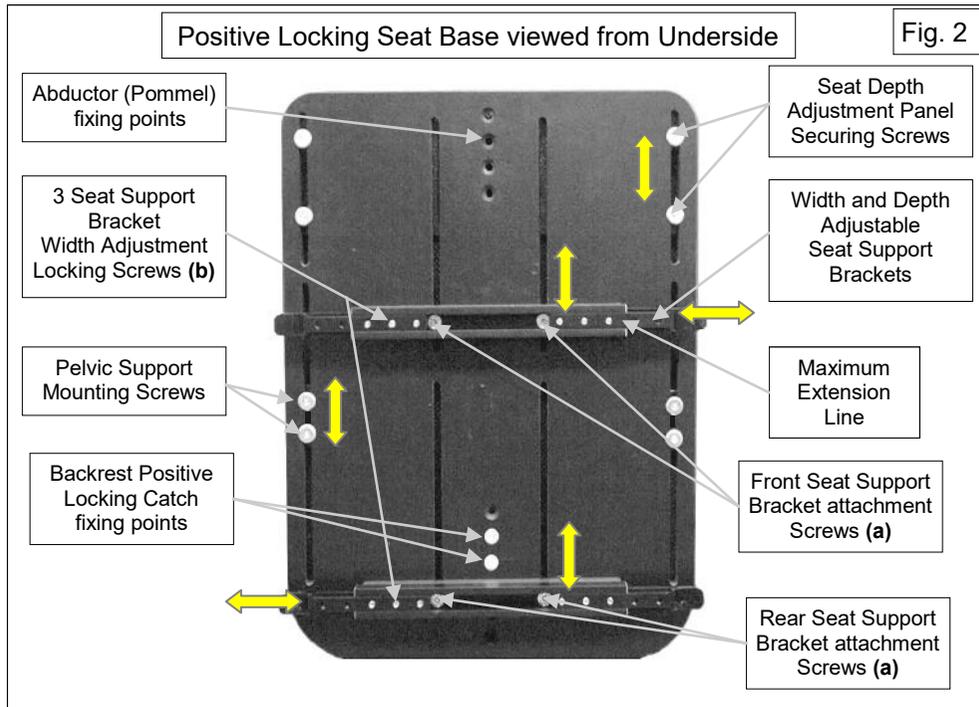


## INITIAL INSTALLATION



### IMPORTANT NOTES:

- The **caddy Seating System** is supplied assembled and ready to be interfaced onto the intended surrogate wheelchair. However, the installer should note that some adjustment of both **Seat and Backrest Support Brackets** may be necessary to ensure correct interfacing.
- The installer should also note that at the time of despatch from the RMS factory, none of the **Backrest or Seat Base Support Brackets** have been fully and finally tightened. This has been done to allow the installer ease of correctly positioning the interface brackets to suit the intended surrogate base.  
**It is therefore, the responsibility of the installer to ensure that all Interface Mounting and Component Screws and Nuts are correctly tightened, before handover to the user. (This does not apply to caddy Seating Systems interfaced with a surrogate base at the RMS factory).**
- Where the **caddy Seating System** is supplied by RMS Ltd., together with a surrogate wheelbase, the following installation instructions may not apply, as the interfacing and mounting brackets will normally be pre-set at the RMS factory prior to delivery. Adjustable components may also be pre-set to the required specification, where the necessary information was stated on the device prescription.
- Before commencing installation, the surrogate wheelchair should be vacated and placed on a suitable level non-slip surface, with the parking brakes applied.
- For ease of installation, both side-arms should be removed wherever possible.
- Any references to left or right, relate to positions as viewed from being seated in the wheelchair facing forwards.
- The basic weight of a "Standard Specification" **caddy Seating System** to suit a 43cm (17") seat width wheelchair is 11.5Kg (25.3lbs)



### Risk analysis for Wheelchair Transportation:

A comprehensive risk assessment is essential, taking into account the user's requirements and the type of transport they plan to use.

#### Potential risk areas:

- The user being transferred to a fixed vehicle seat.
- The wheelchair/seating unit being transported as unoccupied luggage.
- The user occupying a wheelchair/seating unit during transportation.
- Ability of the WTORS to hold the wheelchair and/or seating unit together with the user during vehicle movement or in the event of an impact.
- Effects of normal vehicle manoeuvres, such as braking, accelerating and cornering on the wheelchair user.
- Effects of the occupant restraint on the user, both in normal vehicle movement and on impact.
- Effects of the seating unit, wheelchair and / or any accessories being used, on the action of a vehicle anchored occupant restraint in an impact.
- Suitability of any interface that connects the seating unit to the wheelchair.
- Postural support or belt/harness that is not sufficiently strong to withstand the force of an impact.
- Requirements for the use of a headrest to restrict the rearward movement of the head during vehicle motion or impact.
- The effect on other passengers if the user, wheelchair/seating unit or accessories were to become detached during impact.

### Wheelchair Security:

Although it may initially appear that the wheelchair and occupant are just one unit to be restrained, the reality is that they are independent of each other yet the forces created in their restraint will interact with each other. As a result, it is extremely important that restraint of the wheelchair, does not occur through the occupant and their restraint system, in a crash situation.

This now means that the wheelchair, often weighing-in at around 100 Kg, (for an electric powered model) and designed to be very mobile, must now become as close as possible, to being a fixed seat, secured using a restraint system which is independent from the occupant restraint system.

This system should be to the wheelchair manufacturers recommendations as it will be of the type that the wheelchair was successfully crash tested with and therefore proven to be suitable for that application.

The wheelchair must also be secured in such a way that it cannot tip over, collapse or break-up causing injury to the occupant or other passengers in the transporting vehicle.

[cont]

## TRANSPORTATION



The **caddy** Seating System has been successfully Crash Tested to ISO 16840-4 (Seating Devices for use in Motor Vehicles), interfaced with an approved surrogate test base. However, this does not imply and is not intended to imply in any way, that the **caddy** Seating System is suitable for transporting an occupant in a motor vehicle, other than with the **caddy** Seating System being correctly interfaced with a surrogate wheelbase of a type and model which has been successfully Crash Tested and meets the requirements of ISO 7176-19.

The transporting vehicle **MUST** also be suitably equipped with wheelchair and occupant restraint systems compliant with ISO 10542.

**Under No Circumstances** should any part of a transportation restraint system, be attached directly to the **caddy** Seating System.

Whilst provision is made on the **caddy** Backrest for attaching a postural positioning belt or harness, which should still be utilised as normal during the transportation period, these support devices should **NEVER** be used as the sole method of occupant restraint during transportation.

### General information regarding the Transportation of Wheelchairs, Seating Systems and their Occupants

*The information given in this section is intended for guidance only. Any figures and standards quoted are correct at the time of printing but may be subjected to change or update in the future, as a result of ongoing product testing and experience gained by those involved in both the Care and Transportation fields.*

There are over 750,000 wheelchair users in the UK. Although thousands travel in motor vehicles every day, very few problems are reported. However, in the small number of injuries and fatalities recorded, investigations have revealed that the cause is rarely attributed to a piece of faulty equipment. The majority are the result of inappropriate, inadequate or incorrectly used equipment, which can pose as much a risk to wheelchair users as a vehicle impact.

#### The main areas where problems are identified :

- Lack of communication between the parties involved, notably with transport service providers before a wheelchair/seating unit is prescribed.
- Lack of comprehensive risk analysis for users.
- Lack of clear product information for users, carers and transporters.
- Inadequate transportation information and training for users, carers, prescribers, service providers and drivers.
- Inappropriate, incomplete or misused, wheelchair tie-down systems (WTORS).
- Inappropriate occupant restraint systems.
- Incorrect use of tail lifts and ramps.
- Wheelchairs blocking gangways and exits during transportation.
- Transportation of unoccupied powered and non-powered wheelchairs without being correctly secured.

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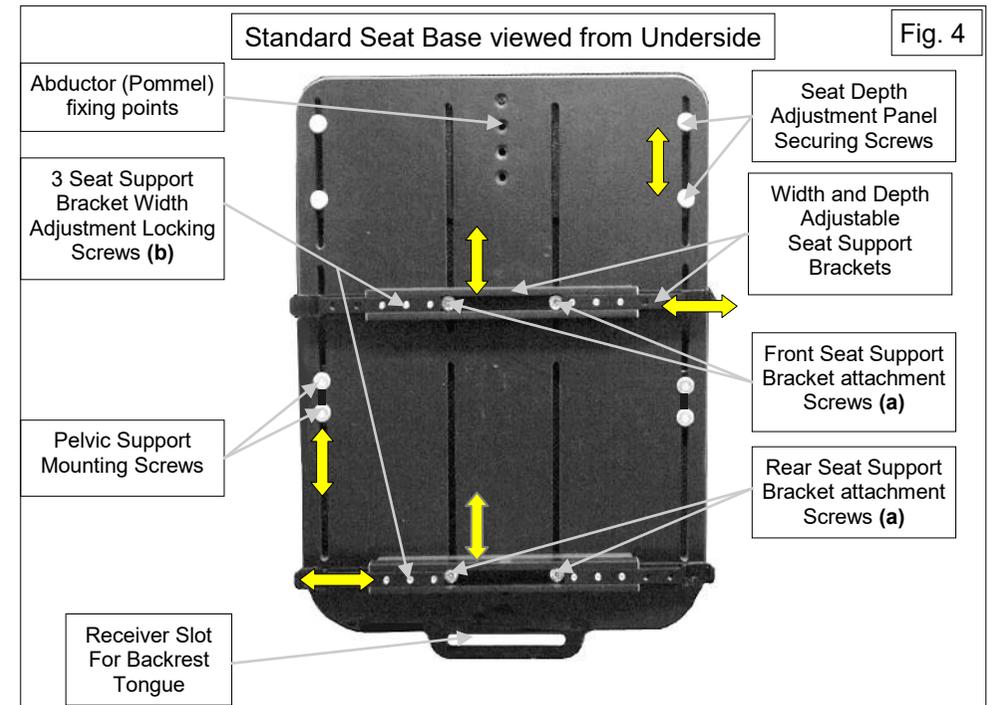


Fig. 4

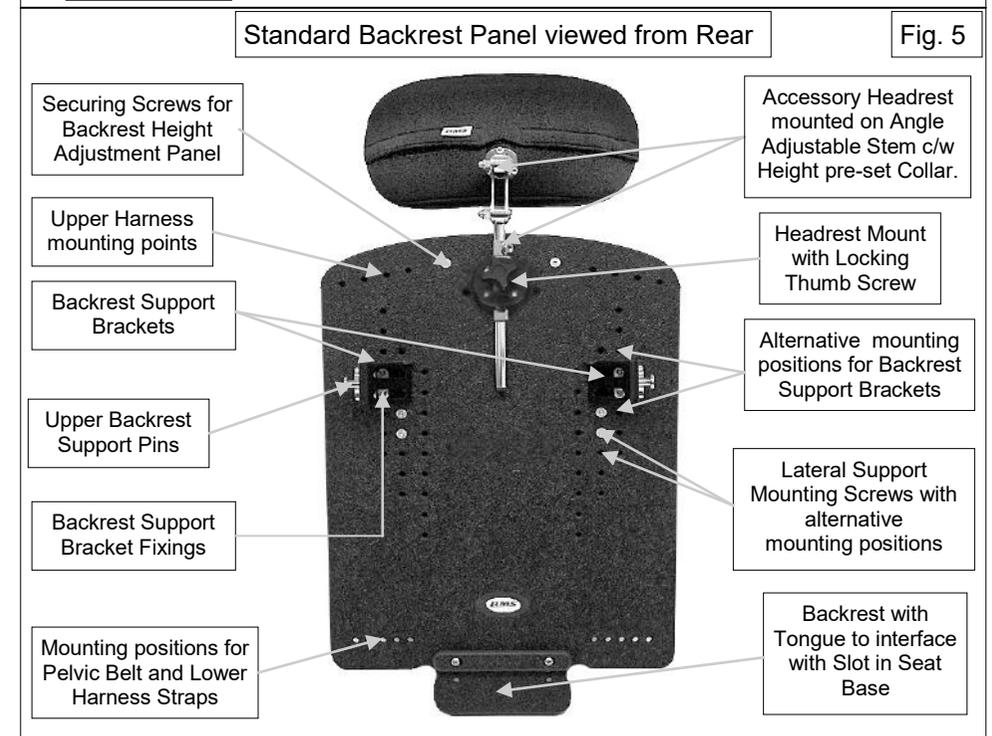


Fig. 5

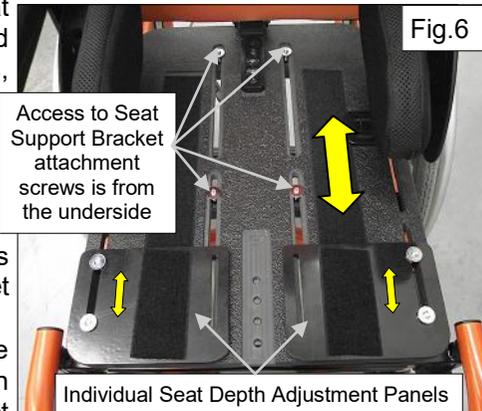
## SEAT BASE INSTALLATION (Positive Locking and Standard Seats) (Using Lock & Latch Interface method)

 The **caddy** Seating System should only be installed by a suitably qualified person.



Hexagon Keys 3,4 & 5mm and Flat Blade Screwdriver.

- Disconnect and remove any original seating upholstery from the surrogate wheelbase. (Methods may vary according to make and model).
- Temporarily place the **caddy** Seat Base Panel centrally in its intended position on the wheelbase seat rails, ensuring there is sufficient clearance around any cross braces and seat rail support saddles.
- To adjust the Seat Support Brackets, either forwards or rearwards, these are secured by two Hex-drive screws **(a)** Figs. 2 & 4, in each Support Bracket \*.
- It may also be necessary to adjust the Hook Brackets inwards or outwards on each side to ensure correct contact with the seat rails. These are secured by three Hex-drive grub-screws **(b)** Figs. 2 & 4 in each Hook Bracket \*\*. \*Using a 4mm Hex-key, slacken screws **(a)** on each Support Bracket and \*\*3mm Hex-key for the grub-screws **(b)** in the Hook Brackets.  
Re-position Brackets as required and re-secure all screws sufficient to prevent any movement.



Heavy Duty seat channel option is illustrated on page 11.

 Seat Depth Adjustment Panels are provided as standard, Fig.6, to allow for user growth or possible asymmetrical requirements, (see Figs.2 & 4 for retaining screw positions). Seat Cushions therefore, will normally be to the same dimensions as the Base Panel. However, special individual needs may require an alternative Cushions. Please contact RMS sales.

## INSTALLING LOCK & LATCH

- Before removing Seat Base from wheelchair, lightly mark seat rails at the back edge of rear Support Hooks and front edge of the forward Support Hooks See Fig.7.

[Cont]



## UPHOLSTERY CARE and MAINTENANCE



Unless otherwise requested, your **caddy** Seating System will be finished in 100% Polyester, 3mm “Spacer” fabric.  
Alternative surfaces may be textured or smooth (reversed).

Zip-removable covers enable easy removal, for cleaning or machine washing.

The “Spacer” fabrics have the following qualities:-

Flame Retardant to BS5852-2006 Ign. source 5 Crib 5 and meet or exceed BSEN1021—1&2

Anti-Bacterial / Anti Fungal i.e. will not support microbial or fungal growth including Salmonella, E Coli and MRSA.

Waterproof — Water or oil

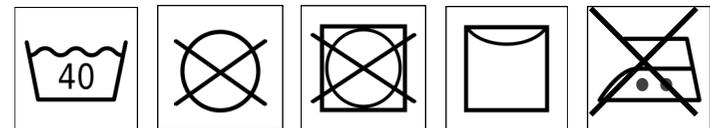
Breathable — Moisture vapour permeable.

### General Fabric Care

- Use of a vacuum cleaner or soft brush, to remove dust and solid particles, together with frequent wiping with a damp cloth, will help to maintain the appearance of the fabrics.
- **Spillages** should always be removed as quickly as possible with an absorbent dry cloth.
- **Minor Soiling** can normally be removed with a clean damp cloth.
- **Water Based Stains** can be cleaned using mild liquid detergent with warm water. Use cold water for stains produced by bodily fluids, then rinsed thoroughly, followed by drying with a clean absorbent cloth.
- **Light Steam Cleaning** can be carried out in situ, ensure all areas are completely dry before reuse.
- **Machine Washing** with care @ 40°. Covers must **NOT** be turned inside-out and any zips should be fully closed. Remove from machine as soon as the wash cycle has finished.
- **DO NOT DRY CLEAN**
- **Line Dry** ideally the upholstery should be “Line Dried” do **NOT** Tumble Dry.  
**See Symbols below.**

### NOTES:

- All soap residue must be thoroughly rinsed out of all fabrics, as it can attract further stains.
- All stains caused by bodily fluids, should be removed immediately.
- As with all fabrics, stains that are left in situ for over 24 hours will have set and will become increasingly difficult to remove.
- Always pre-test cleaners on a hidden area of fabric to test for colour-fastness and texture before proceeding with cleaning.



## Accessory LEG ABDUCTOR (Pommel)

### INSTALLATION and ADJUSTMENT

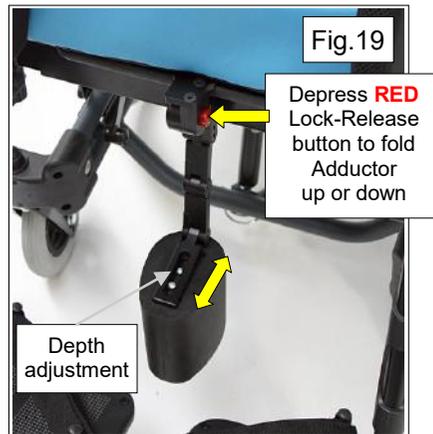
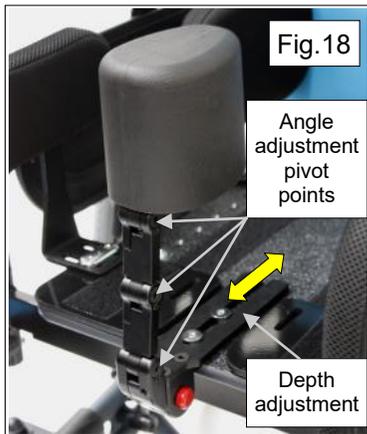


4mm Hexagon Key

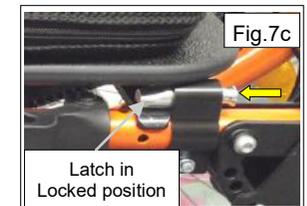
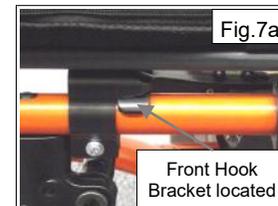
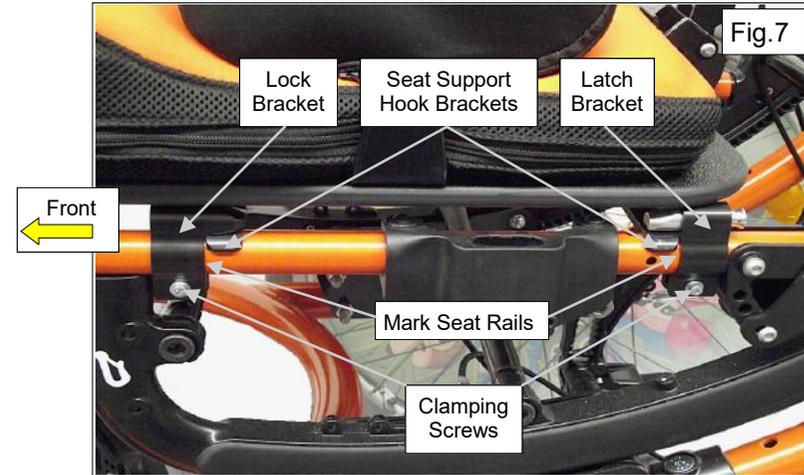


The **caddy** Leg Abductor Figs.18 & 19 is intended for use as a device to assist with user positioning and offers an angle adjustable vertical stem, with a quick release fold down mechanism, thus avoiding the need for the device removal during transfers.

- The Abductor should be mounted to the upper front surface of the pre-drilled Seat Base Board and may be attached, where access allows, by screws inserted upwards from the underside into threaded key washers as Fig.18.
- Where underside access is limited, it may be necessary for the screws to be inserted downwards from the top into a single retaining plate with two threaded holes (these are available from RMS sales). Depth adjustment of the Abductor is therefore made at this point, Fig.18.
- Depth adjustment of the Abductor Pad can also be made at the Pad attachment point to it's mounting bracket, Fig.19.
- Height and angle adjustments can also be made by using a combination of adjustment pivot points, Fig.18.
- To fold the Abductor assembly either downwards or upwards, fully depress the **RED** Lock-Release button Fig.19 and fold to the required locked position.



- With the screws removed from the Lock and Latch Brackets, install both Lock Brackets onto the seat rails (one each side). Locate each Lock Bracket with the rear edge of the clamp in line with the previously marked front Support Hook position. With locating lugs uppermost and pointing rearwards as Fig.7a, install clamping screws and tighten sufficient to maintain the Bracket positions on the seat rails.



- Install the Latch Brackets onto the seat canvas rails and locate against the previously marked position as Fig.7. Re-install clamping screws and tighten clamps just sufficient to **lightly** maintain their position but still allowing their movement if required. Pull each locking plunger rearwards until it clicks into the unlocked position Fig.7b.
- Re-install Seat Base Panel by raising the rear edge to approximately 15°, whilst locating the front Support Brackets under each Lock Bracket. With the Seat Panel resting on the seat rails and pushed fully forward, slide Latch Brackets with the locking plunger uppermost, forwards until the clamps just lightly contact the rear Seat Support Hook Brackets then back by 2mm Fig.7c.
- To confirm correct bracket positioning, it is recommended that a careful test by removal and refitting of the Seat Base Panel is carried at this stage.

**Fully tighten all Lock & Latch clamping screws sufficient to maintain their positions on the Seat Rails.**

## SEAT BASE INSTALLATION (Fixed/Bolt-on Interface method)

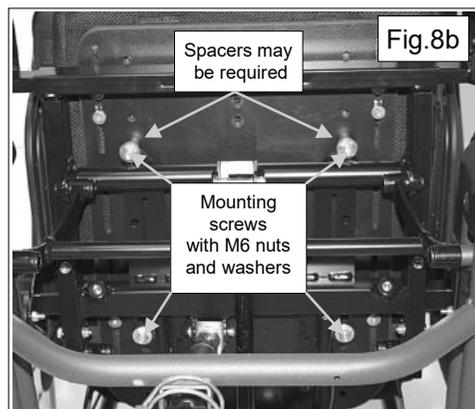
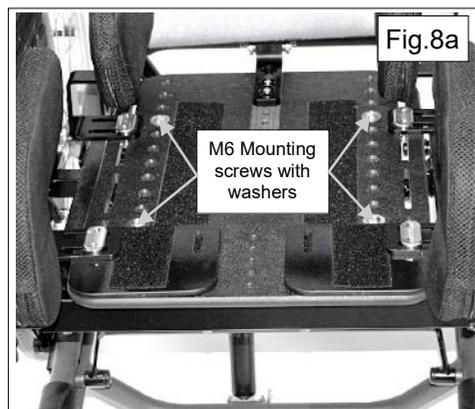
**!** As positioning and methods of attachment for a fixed seat base may vary according to the make and model of intended surrogate wheelchair, the information detailed below should be used as general guidelines only. Therefore, the **caddy** Seating System should only be installed by a suitably qualified person.

**⚡** Hexagon Keys 4 & 5mm, 10mm Spanner/Socket.  
Power Drill with drill bit to suit the diameter of the mounting screws supplied with seat unit.

**!** Where a fixed Seat Board is already in place on the wheelchair, it is suggested that this be removed and used as a template for drilling the **caddy** Seat Base Board. As the O/E Seat Board may be secured to the wheelchair seat frame by either four or six screws it is recommended that the **caddy** Seat Board be secured by the same number of screws.

- Disconnect and remove any original seating upholstery from the surrogate wheelbase (methods may vary according to make and model).
- Initially it is recommended, that the **caddy** Seat Unit be temporarily placed on the surrogate wheelchair for the installer to gain a better understanding of where the **caddy** should best be finally positioned.
- Disconnect and remove the O/E Seat Board and place this over the **caddy** Seat Base Board to mark the drilling positions for attaching to the wheelchair frame. (Temporary removal of the individual Seat Depth Adjustment Panels may be necessary prior to drilling)
- Drill the appropriate number of holes required through the **caddy** Seat Base Board, then replace the Seat Base Board onto the wheelchair to confirm correct drilling alignment with the wheelchair frame.

[Cont]



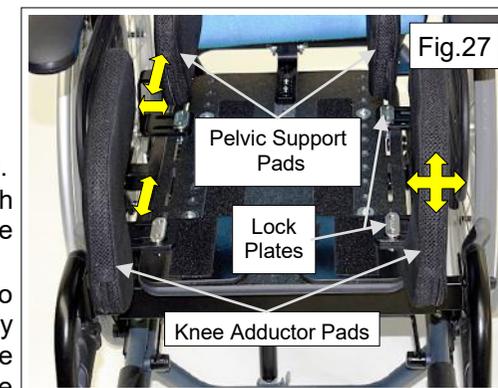
## Accessory ADJUSTABLE PELVIC SUPPORTS and KNEE ADDUCTORS INSTALLATION and ADJUSTMENT

**!** Whilst supplied with “Fixed” Straight style Pelvic Supports as standard, alternative mounting brackets are also available (see the **caddy** prescription form QMF100) for details and can be mounted to the Seat Panel as per the “Fixed” style. These will enable each Support to be positioned inboard by 2.5cm or 5cm. Alternative brackets are available from RMS Sales.

- When replacing Pelvic Support brackets on Seat Units with sufficient clearance under the seat, the mounting screws can be accessed from the underside by tilting or raising the Seat Base.

**NOTE:** The brackets DO NOT have to be removed where the Pads only, are being replaced, as the Pad to bracket retaining screws and nuts are easily accessed with the Pad covers removed.

- Remove both screws from each mounting bracket and retain the threaded Lock Plates.
- The new brackets can be attached to the upper surface of the Seat Base by inserting the screws from the underside of the Seat and screwing into the threaded Lock Plates as Fig.27.



**!** Where Knee Adductors are being installed for the first time, the method of attachment may vary according to the amount of underside access available to the Seat Base. For normal installation, i.e. Good access, the retaining screws should be installed from the underside and screwed into the threaded Lock- Plates supplied, ensuring the key ways locate correctly into the slots in the brackets before fully tightening.

Alternatively, where only limited access is available, the bracket retaining screws may be installed through the slots in the brackets, downwards into the threaded Lock Plates on the underside of the Seat Panel.

- The Pads can be attached to the new brackets using the screws supplied and set to the required position before fully tightening.
- Adjustment of the bracket positions can be made both forwards and backwards as well as laterally, just by slackening the retaining screws and moving to the required position via the slots provided in the Seat Base and the Pad mounting brackets. Retighten all screws sufficient to prevent any movement.

**IMPORTANT NOTE: Users of Supportive Seating and associated devices, should be regularly checked in areas of contact, for redness of skin, abrasions and pressure sores etc.**

## Accessory HEADREST and MOUNTING

### INSTALLATION and ADJUSTMENT

A range of ball mounted Headrests, with angle adjustable stems, is available for use with the **caddy** Seating System and requires an appropriate mounting bracket to be fitted to the rear face of the Backrest Panel. The Panel is pre-drilled to accept various mounting brackets available from RMS Ltd.

(The Mounting Boss L4-P44 shown in Fig.25, is capable of accepting both 13mm and 16mm standard square Headrest Stems).

 3 & 4mm Hex. Keys. 13mm Spanner.

As installation of a Headrest Mount requires access to the front and rear of the Backrest Panel, the user should be removed from the seat unit.

- Temporarily remove the Backrest Upholstery from the Backrest Panel.
- From the rear of the Backrest, slacken both securing screws for the Backrest Height Adjustment Panel, refer to Figs.3 & 5 and raise Panel to it's highest point to expose the Headrest Mounting holes required. (If using the Mounting Boss shown in Fig.25, the four centre holes will be required).

- Remove all four screws from the Mounting Boss and hold the Boss assembly against the rear of the Backrest Panel with the 13mm square receiver hole at the top when a 13mm Headrest Stem is being used, or 16mm hole at the top if using a 16mm square Stem. Insert each of the previously removed four screws, through from the front of Backrest Panel and screw into the Mounting Boss.

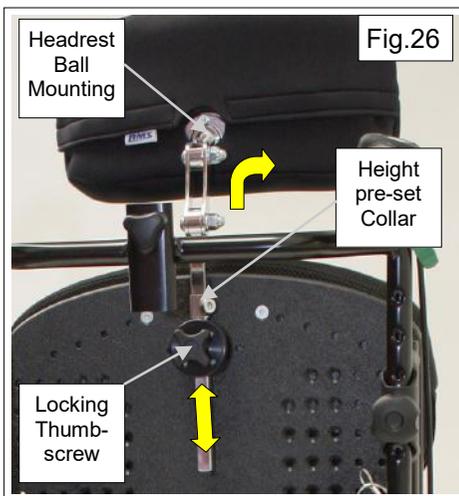
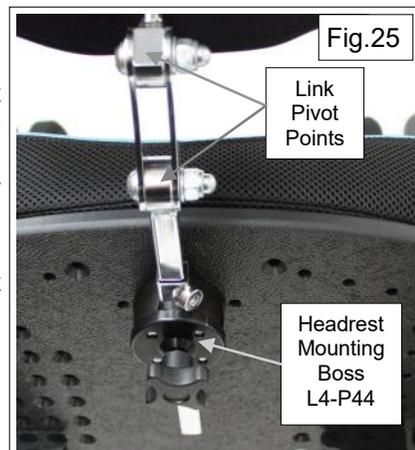
- Fully tighten all screws evenly sufficient to prevent any movement.
- Re-secure the Backrest Height Adjustment Panel in it's previous position and re-attach the Backrest Upholstery.

Headrest height adjustment can be made at both the Mounting Boss and Link pivots Fig.25. Forward adjustment can also be made at the Link pivot points.

Swivel adjustment can be made at the Headrest Ball Mount Fig.26.

With the Headrest Stem inserted into the Mounting Boss to the required position, fully tighten the Locking Thumb-screw

Fig.26. The Height Pre-set Collar, when set, enables the Headrest to be refitted to the same height after each removal.



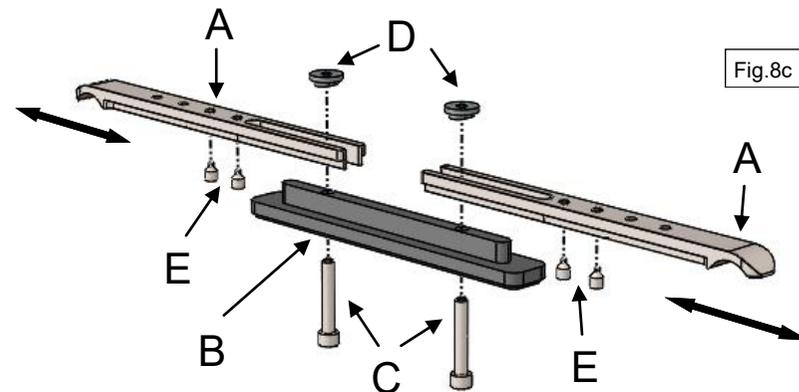
Where there is limited access to the underside of the Seat Base Board and to improve the adjustability of the Pelvic Supports and/or Knee Adductors (where fitted), it is advisable before finally attaching the Seat Base Board, to reverse the mounting screws i.e. to be inserted from the top of their brackets and screwing into the their threaded plates which will now to be located on the underside of the Seat Base Board, with the threaded bosses pointing downwards.

- Finally attach the **caddy** Seat Base Board to the wheelchair seat frame using the screws supplied, with large washers under their heads and where possible on the underside of the frame and secure with Nylock nuts.



Although spacers are supplied for use between the **caddy** Seat Base Board and the mounting points on the wheelchair frame Figs. 8a & 8b, these may not be required for all applications

### Heavy Duty Seat Channel option



The **Heavy Duty** option is fitted the same way as the standard version as shown on page 8/9.

However there is an additional bracing bar **B** that fits as shown in figure 8c.

HD channel parts :

- A** - HD seat channel hooks.
- B** - Seat channel bracing bar.
- C** - Cap head bolts M6x35
- D** - Key washers.
- E** - Seat hook adjuster grub screws.

## BACKREST INSTALLATION (Positive Locking Backrest)

This model of **caddy** Backrest is equipped with a Positive Locking mechanism, which enables the Backrest Panel to be easily removed or installed as required.

The upper area of the Backrest is secured to the wheelchair, by Support Brackets attached to the Backrest Panel and Upper Backrest Mounting Lock-Pin Brackets, which are securely clamped to the wheelchair backrest frames. Fig.9.

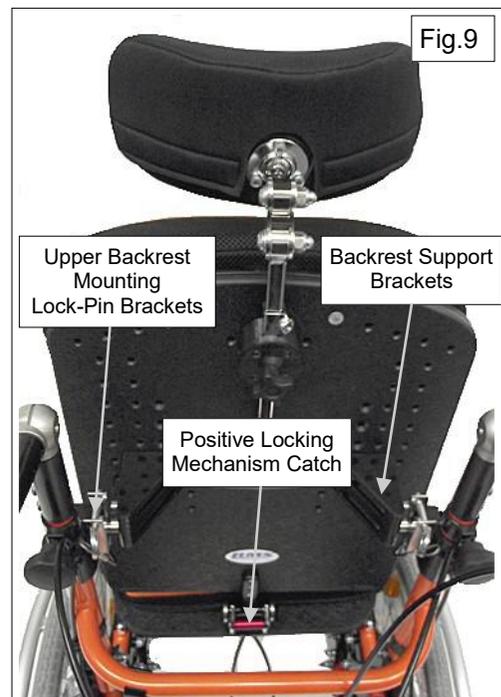


Fig.9

### SEAT UNIT only SUPPLIED Backrest Installation

 Hexagon Keys 3,4 & 5mm

- To assist the installer with locating the most suitable mounting positions for the Upper Backrest Mounting Lock-Pin Brackets, the Backrest Panel should be placed against the wheelchair backrest frames, with the Positive Locking Stem Fig.3, fully engaged into the Positive Locking Mechanism, Fig.9.

 A minimum 50mm of straight Backrest Frame will be required to enable the Lock-Pin Bracket Mounting Clamps Fig.10. to be attached correctly.

- Separate the two halves of the Clamps by removing both clamping screws. Install the Lock-Pin Brackets onto the wheelchair backrest frames as Fig.10 and secure the Clamps just sufficient to maintain their positions on the frames. **DO NOT** fully tighten at this stage.

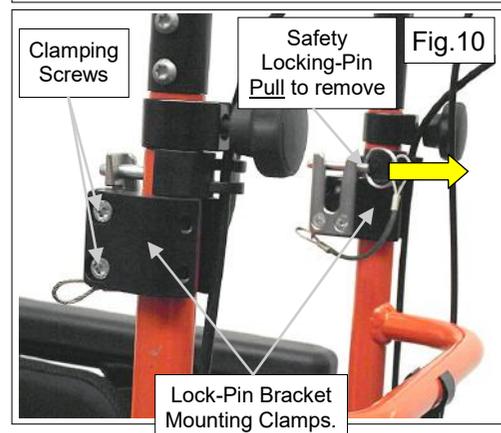


Fig.10

## Accessory TRICEP PADS and SHOULDER PADS

### INSTALLATION and ADJUSTMENT

Both Tricep Pads and Shoulder Pads are available in two sizes, 75x100mm and 100x150mm. The Tricep Pads are supplied with 25mm adjustment links, whereas Shoulder Pads will be supplied with 50mm adjustment links. The devices are intended to give additional support to the user's shoulder areas and the muscle areas at the rear of the upper arms.



2.5mm and 4mm Hexagon Keys



The Backrest Panel is manufactured with a matrix of holes to enable the attachment of accessories to either the front or rear face, see Fig. 23.

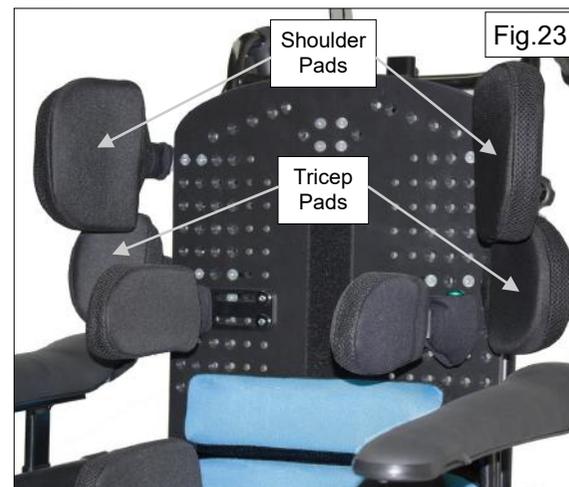


Fig.23

Both Tricep and Shoulder Pad Mounting Brackets, should be attached to the rear face, with their attachment screws installed from the front.

The installer will need to locate the ideal positions to suit the user's requirements for the Mounting Brackets, taking into account the current position of the Lateral Supports the wheelchair sidearms.

The wheelchair should be vacated prior to commencing installation.

Link cover temporarily removed

- Detach and remove the upper section of the Backrest Upholstery.
- To mount the Tricep or Shoulder Pads their Brackets should be attached to the rear face of the Backrest Panel using the screws provided through the appropriate holes from the outer two lines of pre-drilled holes on each side, screwing into the pre-tapped holes in the Brackets. As there is no adjustment at this point, fully tighten screws to prevent any movement.

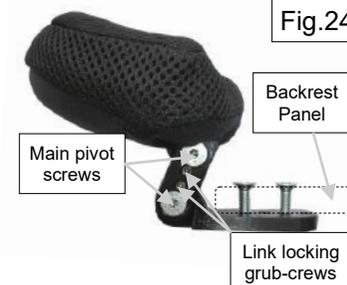


Fig.24

- Lateral rotational adjustment can be made by the Adjustment Links, by peeling back their fabric covers to gain access to the two main pivot screws. With the correct positions achieved, fully retighten the main pivot screws. The Pad positions can then be securely locked by tightening all Link locking grub-screws Fig.24. **NOTE:** There are two grub-screws on the top and bottom links. Refit link covers.

The wheelchair sidearms may also require re-positioning.

## LATERAL (THORACIC) SUPPORTS

(Standard Fixed and accessory Swing-away and Wrap-around styles)

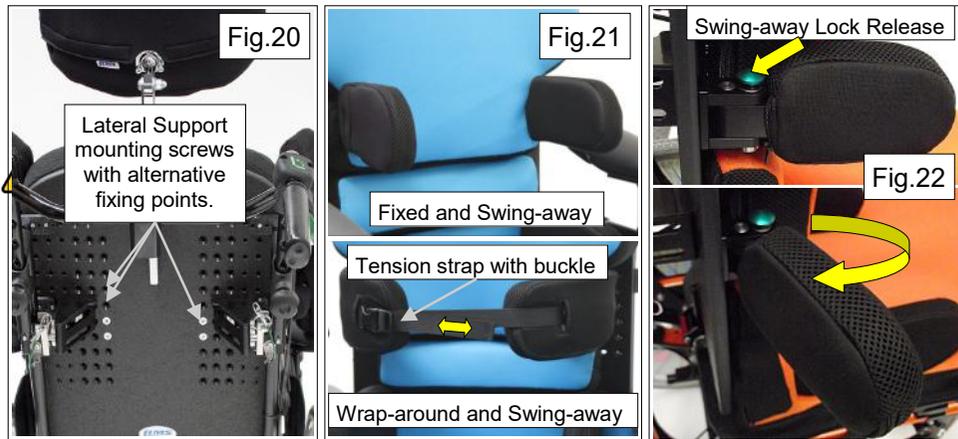
### INSTALLATION and ADJUSTMENT

 4mm Hexagon Key

 The **caddy** Backrest Panels are designed with pre-drilled holes to enable Lateral Supports to be fitted at various heights, Fig.20.

When factory fitted, the Supports will be positioned as requested on the original prescription. However, these positions may need to change due to user growth, positioning needs or changes required in seasonal clothing. Swing-away and Wrap-around styles, feature a positive locking method in the forward position, which is released by depressing a Lock-Release button on each device, Figs.21 & 22.

The curved Wrap-around style lateral pads are produced with tension straps, connected and adjustable via a buckle.



- To raise or lower the Lateral Support Mountings, it will be necessary to remove both securing screws from each Mounting, these are located at the rear of the Backrest Panel, Fig.20. Reposition the Mountings using the alternative fixing points provided and using the original screws and special key-way nuts.

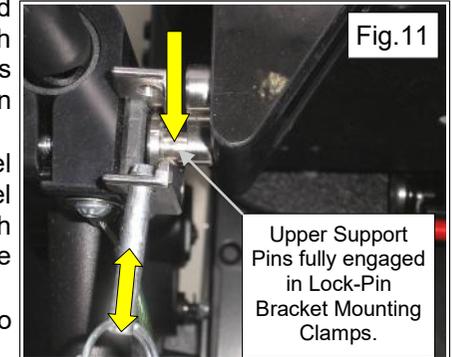
**NOTE:** When tightening the securing screws, care should be taken to ensure the key-way nuts are located correctly in the Mounting Bracket slots.

Fully tighten the securing screws

- Width adjustment of the Lateral Supports with the user seated can easily be carried out, by slackening the retaining screws, adjust as required and retighten screws just sufficient to prevent any movement.

 All Lateral Supports have zipped-removable, washable covers, refer to washing instructions on page 21.

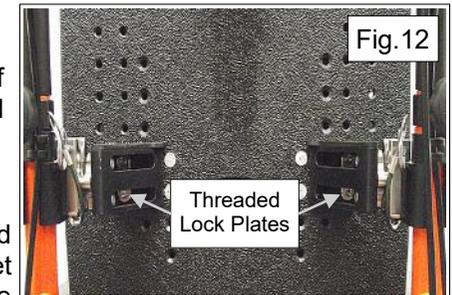
- With both Safety Locking Pins removed from their Brackets, Fig.11, position each Backrest Support Bracket in turn, with it's Locating Pin inserted into a Lock-Pin Bracket.



- By holding these Brackets in a level position against the Backrest Panel Fig.12, will indicate to the installer which screw holes should be used to attach the Brackets to the Backrest Panel.

- Attach the Backrest Support Brackets to the rear of Backrest Panel using two M6 x 20 Hex. drive countersink screws provided for each side.

These should be inserted from the front of the Panel and screwed into the Threaded Lock Plates which should be positioned inside the Backrest Support Brackets as Fig.12.



- Before fully tightening these screws, and those located in the Lock-Pin Bracket Mounting Clamps Fig.10, ensure the Backrest is correctly positioned with the Positive Locking mechanism fully engaged Fig.8 and both Upper Support Pins Fig.11 are fully engaged in their Mountings.

Tighten all screws sufficient to prevent any movement.

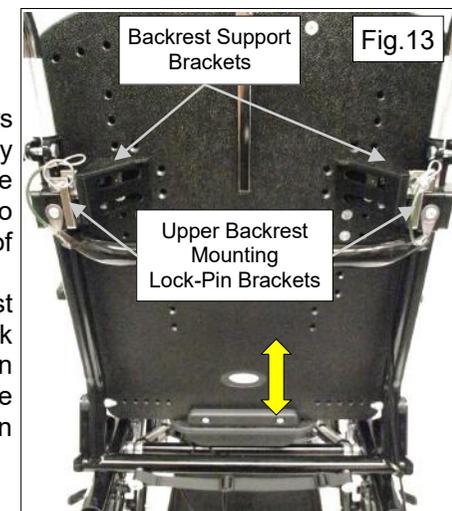
**Reinstall both Safety Locking-Pins.**

## BACKREST INSTALLATION

(Standard Backrest)

 The Standard **caddy** Backrest differs from the Positive Locking model, by virtue of the shaped tongue on the lower edge Fig.5, which is designed to engage with the slot located at the rear of the Seat Panel Fig.4.

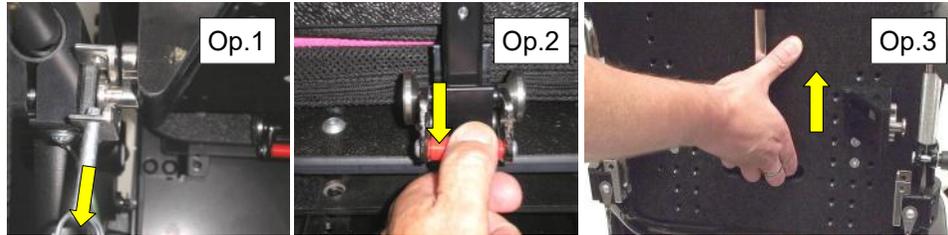
Therefore, installation of the Backrest Support Brackets and Upper Mounting Lock - Pin Brackets, is the same as detailed on the previous page and above covering the Positive Locking model, also shown in Fig.13.



## REMOVING and REFITTING BACKREST (Positive Locking models)

With the wheelchair vacated:-

- 1.[Remove both Lock-Pins] 2. [Release Positive Lock Catch] 3. [Lift Backrest clear of wheelchair]



**!** On Standard models, operations 1 and 3 only will be required.

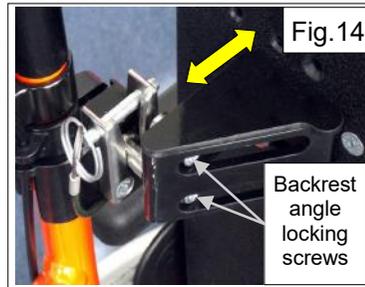
**!** Refitting will be the reverse of the above, ensuring that the Positive Locking Stem fully engages into the Catch and the Upper Support Pins engage correctly into their Upper Mounting Brackets. **Refit both Lock-Pins.**

**!** When refitting the Standard Backrest, ensure the Upper Support Pins engage correctly into their Upper Mounting Brackets at the same time as the tongue locates correctly into the Seat Panel. **Refit both Lock-Pins.**

## BACKREST ANGLE ADJUSTMENT 5mm Hex. Key

**!** The Backrest angle in relation to the Seat Base, is adjustable from +5° to -15°, however, this amount of adjustment may vary slightly dependant on the position of the Seat Base on the wheelchair seat rails. Where necessary, this may also require adjustment via the Lock and Latch positions if the Backrest angle has not been achievable with the Seat in its initially fitted position.

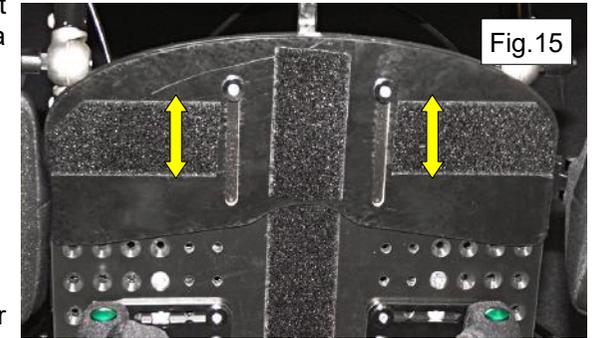
- To change the Backrest angle, slacken the two angle locking screws Fig.14, on each side, located through slots in the Backrest Support Brackets. Reposition the Backrest Panel as required and retighten all screws sufficient to prevent any movement.



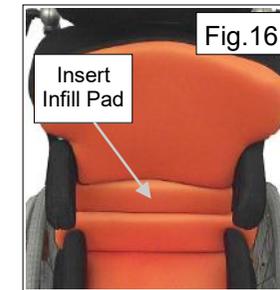
**!** **NOTE:** In some cases, the installer may find it necessary to re-attach the Upper Backrest Lock-Pin Brackets in reversed positions. This will require changing the Brackets from side to side and re-attaching to the Backrest Support Brackets. This will have the effect of supporting the Backrest further forwards or further backwards from its previous position.

## BACKREST HEIGHT ADJUSTMENT 4mm Hex. Key

**!** To enable the Backrest height to be adjusted, a Height Adjustment Panel is attached to the upper front face of the Backrest Panel by two screws inserted through the rear of the Panel, screwing into threaded key washers Figs. 3, 5 and 15.



- Detach and remove Upper Backrest Upholstery.
- Slacken both screws and re-position Height Adjustment panel as required. Retighten screws just sufficient to prevent any movement.



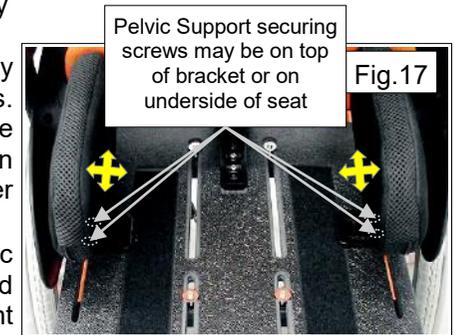
- Reattach Upper Backrest Upholstery level with the top of the Backrest.

**!** Where the Backrest has been raised, it may be necessary to install the additional infill panel, between the main Upholstery and Sacral Pad Fig.16 (Infill panel supplied and packaged with the new caddy Seat Unit).

## PELVIC SUPPORTS 4mm Hex. Key

These are adjustable individually, laterally by 35mm each also forwards or rearwards. Access to their mounting screws is from the underside of the Seat Unit, Figs.2 and 4. on removable seat units and from the upper face of fixed seat bases.

- Slacken both screws on each Pelvic Support Bracket, reposition as required and retighten screws sufficient to prevent any movement.



**!** Whilst the **caddy** will be supplied with the Pelvic Supports set to the pelvic width as stated on the initial prescription form, these may still require slight adjustment at final hand-over, due to changes in growth or seasonal clothing.

**NOTE: Two alternative mounting brackets are available from RMS sales where the required pelvic width cannot be achieved with the current brackets. Where alternative or replacement brackets are required, please refer to page 19.**