



EJT500 TRANSIT TRANSPORT CHAIR OPERATION MANUAL

SAVE THIS MANUAL FOR FUTURE USE.

⚠ WARNING: Transport Chair user and attendant: Do not operate the Transport Chair without first reading and understanding this manual. If you do not understand the warnings, cautions, and instructions provided herein, contact your healthcare professional, Graham-Field authorized distributor, or technical representative before proceeding with the use of this product; otherwise personal injury or damage to your Transport Chair could result.

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1 INTRODUCTION

Thank you for choosing an Everest & Jennings product. We at GF Health Products, Inc. (Graham-Field) wish to assure you of our continuing commitment to provide innovation, quality, and reliability in our products. Important safety, operating, and maintenance instructions that warrant the attention of both user and attendant are included in this operation manual. Read the entire manual carefully before operating your new Transport Chair, keep it handy for future reference, and refer to it as often as necessary to help maintain good performance standards.

Consult your Graham-Field authorized distributor for assistance in developing and learning safe and effective techniques for performing your daily activities according to your patient's individual physical abilities and needs, and to make certain that your Transport Chair is properly prescribed and adjusted for patient's use.

The safety precautions in this manual are general warnings intended to be used only as basic guidelines. You may find it necessary to develop your own methods for safely solving frequently encountered challenges. Again, consult your professional medical advisors for their recommendations about safety methods, and never hesitate to ask for their assistance.

Your Transport Chair should receive frequent, regularly scheduled maintenance, including an inspection of the mechanical parts, to ensure proper operation. Some suggested inspection procedures, troubleshooting procedures, and adjustment procedures are included in this manual. When it comes to service and repair, remember that your Graham-Field authorized distributor knows your Transport Chair best.

The person performing adjustments on the Transport Chair has the responsibility of making certain that the user can safely operate the Transport Chair with the adjustments selected. This person must evaluate the user's ability, weight, physical condition, the environment in which the Transport Chair will be used, and the terrain over which the Transport Chair will travel.

INTENDED USE

The EJT500 Transport Chair is a manual Transport Chair, suitable for frequent users with a maximum weight capacity of 500 lb (226.80 kg) who require a Transport Chair, without the need of customization or alteration to the center of gravity. The EJT500 Transport Chair is intended for indoor and/or outdoor use. The Transport Chair is intended to be propelled by an attendant at all times, who should remain behind the Transport Chair when the user is being positioned or the Transport Chair is in use.

STATEMENTS OF SIGNIFICANCE

Please note the following special statements, used throughout this manual, and their significance:

- ⚠ CAUTION: Indicates a potential hazard or unsafe practice that, if not avoided, could result in minor or moderate personal injury.
- ▲ NOTICE: Indicates a potential hazard or unsafe practice that, if not avoided, could result in product or property damage.

Info: Provides application recommendations or other useful information to ensure that you get the most from your product.

2 IMPORTANT SAFETY PRECAUTIONS

IMPORTANT SAFETY PRECAUTIONS: ALWAYS FOLLOW THESE SAFETY PRECAUTIONS WHEN USING YOUR TRANSPORT CHAIR. FAILURE TO DO SO COULD RESULT IN PERSONAL INJURY TO YOU OR OTHERS OR DAMAGE TO YOUR TRANSPORT CHAIR.

Safety requires the constant attention of the Transport Chair user and the attendant. It is extremely important to learn and always use safe methods when using this transport chair.

Occupants must be able to sit upright unassisted. Sit upright, fully back in seat with armrests lowered and feet on the footrests.

Do not use this chair for young children or those without upper truncal control. Occupants must be able to hold themselves upright unassisted.

Protect yourself and your Transport Chair by having your Transport Chair serviced regularly. Whenever any part of your Transport Chair is not functioning properly, contact your Graham-Field authorized distributor immediately, as a hazardous situation could result, causing personal injury or damage to your Transport Chair. **ONLY EXCELLENT CONDITION IS ACCEPTABLE WHERE SAFETY IS CONCERNED.** Periodic inspection, adjustment, and replacement of worn parts will provide many years of superb performance.

WARNINGS

- ⚠ WARNING: To avoid possible tilt hazard, do not leave user unattended. Attendant must always be behind and in control of Transport Chair when the chair is occupied by a passenger. The passenger cannot control the chair without the attendant.

- **⚠ WARNING:** Do not tie down or attach anything to the wheels. This could cause tipping and possibly result in injury or damage to the Transport Chair.
- **⚠ WARNING:** Doing a "wheelie" (tilting the Transport Chair backward until it reaches its balance point) is dangerous and could result in personal injury to the user.
- ⚠ WARNING: Do not stand or step on the footrest while transferring to or from your Transport Chair. This could cause the Transport Chair to tip, or could cause personal injury or damage to your Transport Chair.

- ⚠ WARNING: Ensure that Transport Chair is on a stable, level surface when the passenger is entering or exiting the chair.

- ⚠ WARNING: Unauthorized modification or the use of non-Everest & Jennings replacement parts could change the structure of the Transport Chair, void the warranty, and create a hazardous condition resulting in serious personal injury.
- **⚠ WARNING:** Do not lean on the Transport Chair or use it as a walker—these are practices which could result in loss of balance and personal injury.
- **⚠ WARNING:** Do not use the Transport Chair on stairs or escalators.
- **⚠ WARNING:** Do not allow children to play on or under the transport chair.

3 OPERATION

GETTING STARTED

Please familiarize yourself with main components, identified in EJT500 Transport Chair illustration below.



OPERATE WHEEL LOCK BAR

⚠ WARNING: Wheel locks, intended to keep the Transport Chair in place when it is at a complete stop, are not brakes. Do not use the wheel locks to slow down the Transport Chair, or while the Transport Chair is moving. Ensure that wheel locks lock in place appropriately before occupying or operating Transport Chair. If your wheel locks are not operating correctly, please see your Graham-Field authorized distributor immediately for repair.

Attendant: To **disengage** wheel lock bar, squeeze bar located near Transport chair handle. Once the bar is "squeezed," chair will roll freely.

Attendant: To **engage** wheel lock bar, release the wheel lock bar and wheel locks will re-engage with rear wheels.



HANDLING TIPS

The Everest & Jennings EJT500 Transport Chair has been designed and engineered to perform as a stable and well balanced unit when used for its intended purpose. However, it is possible to tip the Transport Chair over if it is used improperly. We urge both user and attendant to learn the characteristics of your Transport Chair. Use this manual as a guide for developing the skills and proper techniques to perform all activities safely.

TO ATTENDANT

Maneuvering Chair: Be aware of the passengers arms and feet when moving in tight or crowded spaces. Do not pinch the hands, arms, or feet against the between the chair and the wall or other obstacles.

- 1. Have the chair passenger enter from the side of the chair. Raise the armrest and enter from the side of the chair. Do not enter from the front of the chair.
- 2. Always tell the Transport Chair user what you are about to do and what you expect them to do, especially when changing balance or tipping backward. Remind the Transport Chair user to lean back when tipping backward, to maintain proper weight distribution.
- 3. When assisting a Transport Chair user, always perform operations carefully and use good body mechanics (bend your knees slightly and keep your back as upright as possible) to prevent personal injury.

BALANCE

Proper balance is the key to maintaining the stability of your Transport Chair. Reaching, bending, and transferring to or from a Transport Chair will change your weight distribution and center of gravity. Have an attendant with you at all times, especially when reaching, bending, or transferring.

TRANSFER ACTIVITIES

- ⚠ WARNING: Do not step on the footrest; this could cause the Transport Chair to tip.

Transferring into or out of a Transport Chair is a very difficult maneuver; exercise extreme care when transferring, and never transfer without the aid of an attendant. Consult your physician, nurse, or physical therapist for assistance in developing your individual technique. Make sure that the Transport Chair is stabilized, and will not move or slide during the transfer. Take extra precaution to prevent tipping. Use good body mechanics to prevent personal injury.

FOR ATTENDANT: TILTING

Tilting the Transport Chair backward is generally required to negotiate such obstacles as ramps, inclines, curbs, stairs and door sills. Tilting should only be performed by an attendant. To tilt the Transport Chair backward:

- 1. Grasp the push handles securely and ensure that the hand grips are firmly attached.
- 2. Ensure that the user's feet are situated flat on the footplates and that arms, hands and fingers are clear of the wheels and any other components.
- 3. Advise the user, before tilting the Transport Chair backward, what you intend to do and remind the user to lean back.
- 4. Place one foot on the tipping lever and apply downward force until the Transport Chair is tilted back enough to overcome the obstacle.
- 5. Lower the front end slowly.

RAMPS AND INCLINES

- ⚠ WARNING: Do not attempt any incline or decline of more than 6 degrees (10% grade, or one foot of rise or fall per ten feet of ramp length).
- ⚠ WARNING: Do not use wheel lock bar to slow your descent. Attempting to use wheel locks is likely to result in accidental locking that could cause the Transport Chair to stop abruptly, suddenly pitch forward, or tip sideways.
- \triangle WARNING: Avoid changing direction while descending a ramp or incline, as this could cause instability.

Ramps and inclines should only be negotiated with the assistance of an attendant. Always inspect the ramp for hazards such as holes, slippery or uneven surfaces, etc. before starting up or down. If you can not see the entire ramp, ask someone to inspect it for you.

CURBS AND STEPS

Curbs, steps and stairways are dangerous obstacles that confront the Transport Chair user. When you encounter curbs, find a way around, or use the ramps now available in most locations. If you encounter stairs or escalators and there is no ramp available, avoid the stairs or escalators by utilizing the disabled designated elevators now required in most locations.

Curbs and steps should only be negotiated with the assistance of an attendant. The following are suggestions only for curb negotiation. It is important for you to develop your own safe technique that is best suited to your abilities.





For attendant: curb ascent facing forward

- 1. Stand behind the Transport Chair, holding the handle bar, facing the curb.
- 2. Advise the user that you will be tilting backward and remind the user to lean back.
- 3. Tilt the Transport Chair backward to its balance point and move forward until the front casters pass over the top of the curb.
- 4. Lower the front casters SLOWLY to the curb while you rotate the Transport Chair forward by the push handles until the rear casters roll up and over the curb.
- 5. Ensure that the Transport Chair has completely cleared the curb and can not roll backward.



For attendant: curb descent

- 1. Stand behind the Transport Chair, holding the handle bar, with your back to the curb.
- 2. Look over your shoulder and step down carefully.
- 3. Hold the handle bar tightly and pull the Transport Chair until the rear casters reach the curb edge.
- 4. Slowly roll the rear casters down onto the lower level.
- 5. After the wheels are safely on the lower level, advise the user that you will be tilting backward and remind the user to lean back.
- 6. Tilt the Transport Chair back to its balance point; this will lift the front casters off the curb. Take several small steps backward until the front casters have cleared the curb.
- Turn the Transport Chair around, place one foot on the tipping lever, and gradually lower the front casters to the ground.



Note: Curb ascent facing backward is not advised as the anti-tippers will prevent the transport chair from going over the curb.

4 ADJUSTMENTS

The Transport Chair offers several adjustments to make it easier and more comfortable to operate. Section 6, MAINTENANCE, offers preventive maintenance suggestions for keeping your Transport Chair in excellent condition; ensure that all components are in excellent condition before adjusting. The following are recommended methods; after a few adjustments, you may develop your own. Always consult your Graham-Field authorized distributor for assistance.

The person performing adjustments on the Transport Chair has the responsibility of making certain that the user and attendant can safely operate the Transport Chair with the adjustments selected. This person must evaluate the user's ability, weight, physical condition, the environment in which the Transport Chair will be used, and the terrain over which the Transport Chair will travel.

All adjustments and their page locations are referenced in the index at the end of this manual. Specific tools needed to perform each adjustment are identified in adjustment directions. Most of the following adjustments can be performed with the wrench and hex key included with your Transport Chair.

CASTERS

We recommend that you do not replace or adjust front or rear wheel components yourself, since special tools and training are required. Please contact your Graham-Field authorized distributor when your casters need adjustment.

5 MAINTENANCE

Protect your E&J Transport Chair by having it serviced regularly. Proper care and maintenance are essential to keep your Transport Chair in safe working condition. Periodic inspection, adjustment, and replacement of worn parts will provide many years of superb performance. When you believe that a component or part of your Transport Chair is not functioning properly, contact your Graham-Field authorized distributor immediately, as a potentially hazardous condition could result. Only excellent condition is acceptable where safety is concerned.

Service manual

There is no service manual for the Transport Chair. Please contact your Graham-Field authorized distributor with service questions not answered by this manual.

Info: We recommend that you have a Graham-Field authorized distributor perform a six month maintenance check, as the distributor may find and correct a problem which might otherwise go undetected and eventually cause more serious problems and/or personal injury.

Do-it-yourself maintenance

You can do many of the scheduled maintenance tasks yourself, if you have mechanical ability and a few basic tools. Refer to the maintenance schedule below for the recommended regularity of each procedure. If any maintenance procedure is not clear to you, ask your Graham-Field authorized distributor for assistance.

▲ NOTICE: Improper maintenance can cause operating problem and may affect your warranty.

MAINTENANCE SCHEDULE										
Procedure	Perform at least every									
	Week	Month	3 Months	6 Months						
Check tire wear	V									
Check wheel lock engagement	V									
Wipe off frame with soft cloth	~									
Check handle bar		~								
Check upholstery		~								
Check arms		~								
Check footrest		~								
Clean frame with soap and water			V							
Check caster stem rotation			V							
GF distributor maintenance check (distributor)				~						
Check caster bearings (distributor)				~						

List of tools

The tools and cleaning supplies listed will assist in the procedures outlined in this section.

30 weight oil (available at most auto parts stores) soft cloth mild soap and water solution

General Care

Always evaluate the overall operation of your Transport Chair. It should function with ease and should travel straight without excessive drag or pull to one side.

Remember, your Graham-Field authorized distributor knows your Transport Chair best when it comes to service and repairs. Contact your distributor with any questions or concerns regarding the safe operation and maintenance of your Transport Chair. Regular maintenance is essential for your safety and continued operation of your Transport Chair.

Check Caster Tire Wear

Examine caster tires at least once a week for surface wear and cracks and replace them as needed. Always replace tires when they become loose on the rims or cracks appear.

Important: Wheel Lock Adjustment

- 1. Press the wheel lock mechanism and move chair forward.
- 2. If there is a clicking noise when the wheel lock mechanism is pressed the wheel locks need to be adjusted.
- 3. Press the wheel lock mechanism and hold.
- 4. Adjust the wheel lock by turning the nut at the top of black lower wheel lock rod.
- 5. Watch the pin that engages the wheel locking cogs.
- 6. When the pin is just clear of the cogs the wheel lock is adjusted correctly.
- 7. Release the wheel lock bar and make certain when it is released, the pin is seated in the bottom of the wheel locking cogs.
- 8. If the wheel lock is not falling into the socket, loosen the bolts very slightly or until the wheel lock falls. (See diagram)

Check Handle Bar

Check handle bar at least once a week. Ensure there are no burrs, cracks, or sharp edges.

Check Upholstery

Check upholstery at least once a month. Inspect for rips, tears and worn spots.

∴WARNING: Worn or torn upholstery, or upholstery with loose hardware, must be replaced immediately.

Check Arms

Check arms at least once a month. Inspect for sharp edges or cracks which could weaken the arm, and replace if found.

Check Footrest

Check footrests at least once a month. Inspect the mechanisms to confirm sure fit. Check for cracks, burrs, or sharp edges, and replace if found. If any adjustments are needed, tighten or loosen the nut on the footrest pivot. Footrest should move smoothly and stay in position.

Cleaning your Transport Chair

Wipe off frame frequently, at least once a week, using a soft cloth. Dry the Transport Chair immediately if exposed to moisture. Clean the frame every three months with a mild soap and water solution. The frame does not need to be waxed. Do not use solvents, abrasive waxes, caustic chemicals or spray silicone. Never use abrasive cleansers; they could scratch the finish. Never use steam or high pressure cleaners. Clean upholstery and plastic components at least once a month with a mild soap and water solution.

Check Front Caster Stems

Check front caster stems for proper rotation at least every three months. Front caster forks must swivel freely to facilitate steering and handling. Adjusting the stem nut varies the amount of force required to turn the caster. If the nut is too loose, the caster will flutter or shimmy; if the nut is too tight, the Transport Chair will be difficult to steer. If the front caster stems requires adjustment, or any caster bearings require replacement, contact your Graham-Field authorized distributor. Ensure that stems are firmly attached to forks, and that forks and stems are not bent. Evaluate all threads, locking nuts and bearings.

Check Caster Bearings

Have your Graham-Field authorized distributor check front and rear caster bearings at least every six months.

6 TROUBLESHOOTING

Continual use of your Transport Chair 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. If you are unsure of the solution or unable to diagnose the problem, do not hesitate to ask your Graham-Field authorized distributor for assistance.

SYMPTOM						
looseness in transport chair	squeaks / rattles	front caster flutter	sluggish turning	chair veers left	chair veers right	
						PROBABLE CAUSE AND CORRECTIVE ACTION
1	1	1	1			Nuts and/or bolts may be loose. If so, tighten. Bolts should be snug.
		1	1	1	1	Casters or stem(s) may be adjusted improperly. Have your GF distributor correct adjustment.

Info: Use only Everest & Jennings replacement parts. A Transport Chair replacement parts list is available at www.grahamfield.com to assist in the ordering of parts.

- ⚠ CAUTION: A complete inspection of your Transport Chair, including maintenance, servicing and safety checks, should be performed by a Graham-Field authorized distributor at least every six months.

7 LIMITED WARRANTY

SCOPE OF WARRANTY

GF Health Products, Inc. ("GF") warrants to the original purchaser only that it will replace or repair components, at GF's sole discretion, that are defective in material or workmanship under normal use and service. All warranties are conditioned upon the proper use of the products strictly in accordance with good commercial practice and applicable GF instructions and manuals, including proper use and maintenance. To the extent that a third party warrants a component, GF conveys all of its rights under that warranty to the original purchaser, to the extent permitted.

This limited warranty shall only apply to defects that are reported in accordance with the provisions set forth in this warranty document, within the applicable warranty period and which, upon examination by GF or its authorized representative, prove to be a warranty item. (See Obtaining Warranty Service below) This limited warranty is not transferable.

The warranted components and time period are set forth below:

Frame:.....three (3) years All other durable components not listed above:six (6) months

Labor is not included in the warranty.

The warranty period is as designated above. If a part is replaced under warranty, the original warranty period will not be affected. All other replacement parts will be subject to the warranty period specified.

The applicable warranty period shall commence from date of shipment to the original customer, unless there is an expiration date on the component in which case the warranty shall expire on the earlier of warranty period or the expiration date.

OBTAINING WARRANTY SERVICE

Customers located in the United States who wish to report a warranty issue, must contact GF directly by calling 1.770.368.4700 or by e-mailing a request to cs@grahamfield.com. Customers located outside the United States must contact the Distributor from whom they purchased the products. In both cases, further directions will be provided once the initial contact is made. This limited warranty shall only apply to defects that are reported within the applicable warranty period. Failure to abide by the specific directions will result in denial of the warranty claim.

EXCLUSIONS

The warranty does not cover and GF shall not be liable for the following:

- 1) Defects, damage, or other conditions caused, in whole or in part, by misuse, abuse, negligence, alteration, accident, freight damage, tampering or failure to seek and obtain repair or replacement in a timely manner;
- 2) Products which are not installed, used, or properly cleaned and maintained as required in the official manual for the applicable product;
- 3) Products considered to be of a non-durable nature including, but not limited to: filters, fuses, gaskets, lubricants, and charts;
- 4) Accessories or parts not provided by GF;
- 5) Matching of color, grain or texture except to commercially acceptable standards;
- 6) Changes in color caused by natural or artificial light:
- 7) Charges by anyone for adjustments, repairs, replacement parts, installation or other work perfored upon or in connection with such products which are not expressly authorized in writing, in advance, by GF;
- 8) Any labor or shipping charges incurred in the replacement part installation or repair;
- g) Costs and expenses of regular maintenance and cleaning; and
- 10) Representations and warranties made by any person or entity other than GF.

ENTIRE WARRANTY, EXCLUSIVE REMEDY AND CONSEQUENTIAL DAMAGES DISCLAIMER

THIS WARRANTY IS GF'S ONLY WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. GF MAKES NO IMPLIED WARRANTIES OF ANY KIND INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF ANY MODEL OR SAMPLE WAS SHOWN TO THE CUSTOMER, SUCH MODEL OR SAMPLE WAS USED MERELY TO ILLUSTRATE THE GENERAL TYPE AND QUALITY OF THE PRODUCT AND NOT TO REPRESENT THAT THE PRODUCT WOULD NECESSARILY CONFORM TO THE MODEL OR SAMPLE IN ALL RESPECTS. THIS WARRANTY IS LIMITED TO THE REPAIR OR REPLACEMENT OF THE DEFECTIVE PARTS. GF SHALL NOT BE LIABLE FOR AND HEREBY DISCLAIMS ANY DIRECT, SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO: DAMAGES FOR LOSS OF PROFITS OR INCOME, LOSS OF USE, DOWNTIME, COVER, OR EMPLOYEE OR INDEPENDENT CONTRACTOR WAGES, PAYMENTS AND BENEFITS. CERTAIN STATES MAY CONFER ADDITIONAL RIGHTS REGARDING WARRANTIES AND IN THOSE STATES GF'S LIABILITY AND THE LIABILITY OF GF'S SUPPLIERS, SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED BY LAW.

The warranties contained herein, together with GF's current Terms and Conditions, contain all the representations and warranties with respect to the subject matter of this document, and supersede all prior negotiations, agreements and understandings with respect thereto. The recipient of this document hereby acknowledges and represents that it has not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this document.

For additional information on this product or this warranty, please contact a GF Customer Service Representative.

NOTES:

- 1) Additional terms and conditions may apply. See GF's General Terms and Conditions on its website: www. grahamfield.com.
- 2) Freight claims must be notated on the appropriate shipping documents and must be made with immediacy. International, federal and state regulations govern specific requirements for freight claims. Failure to abide by those regulations may result in a denial of the freight claim. GF will assist you in filing the freight claim.
- 3) Claims for any short shipment must be made within three (3) days of the invoice date.

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PRODUCT & MAINTENANCE NOTES

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