

# ActiveAid

# 720

OWNER'S MANUAL



Please ensure the Owner's Manual stays with the unit at all times.

## SYMBOL LEGEND



**CAUTION/ATTENTION**



**DATE OF MANUFACTURE**

**SN**

**SERIAL NUMBER**



**SEE INSTRUCTIONS FOR USE**



Please be environmentally responsible and recycle this product through your recycling facility at its end of life.

Afin de préserver l'environnement, veuillez confier ce produit à votre centre de recyclage à la fin de sa durée de vie.



**MANUFACTURER**

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Serial number is located on the frame under the seat.

Date Purchased: \_\_\_\_\_

Serial#: \_\_\_\_\_

Model #: \_\_\_\_\_

Supplier: \_\_\_\_\_

# Introduction

CONGRATULATIONS! You have selected one of our many fine mobility products. Your Shower/Commode Chair has been carefully designed and fabricated focusing on customer needs.

## Shower/Commode Chair Description

ActiveAid shower and commode products are intended for individuals who are able to transfer independently or with assistance from a caregiver. They are a useful tool for rehabilitation or home use. ActiveAid shower and commode products can be individually configured to meet the specific needs of an individual.

## Indications for Use

The **Shower/Commode Chair** is indicated for most individuals weighing up to **600 lbs. (272kg)**.

## Intended Use

ActiveAid shower and commode products are intended to assist disabled individuals in performing activities of daily living (toileting and bathing).

This device is designed and intended for shower/commode use in accessibility compliant environments. Accessibility compliant environments generally outline that flooring surfaces are to be stable, firm and slip resistant. If ground and floor surfaces are encountered that are not within the appropriate accessible standards, the area in question should be brought within the code for disability accessibility before using the device.

**This manual is an integral part of your Shower/Commode Chair product and should be read completely and thoroughly by anyone that will be operating the unit.** This will ensure the product is assembled properly and used in the most beneficial manner.



The ActiveAid 720 should only be used under the guidance of a physician or therapist. Consult your physician or therapist for proper transfer techniques.

Should any problem arise that you cannot solve by reading this manual, please contact your local supplier or call ActiveAid, LLC at 1-800-533-5330 or 1-507-644-2951.

It is necessary to inspect your Shower/Commode chair at least weekly to ensure it is in safe operating condition. Adjustments that are listed in the product owner's manual can be made by the operator by following the instructions for use. After an adjustment is made, inspect the unit to ensure all hardware and adjustable components are properly secured per the instructions for use. Replacement of worn parts, major adjustments, or any other important corrections should be handled by an authorized supplier. Only ActiveAid, LLC approved replacement parts should be used to ensure safety and performance.

THANK YOU FOR BUYING AN ACTIVEAID PRODUCT!

# Safety Precautions

- Please read and understand all safety precautions and user instructions prior to use. Call ActiveAid at 1-800-533-5330 or 507-644-2951 with questions or concerns.
  - The **Shower/Commode chair** is designed to accommodate most individuals up to **600 lbs. (272kg)**.
  - The expected service life of a **720** product is 3 years under normal use conditions. *Note: this may vary based on frequency of use.*
  - ActiveAid products are specifically designed to be used with ActiveAid accessories and options. Unless otherwise noted, accessories and options from other manufacturers have not been tested by ActiveAid and are not recommended for use with ActiveAid products.
  - Product modifications made without express written consent (including but not limited to, modification through the use of unauthorized parts or attachments) are not recommended and will void the product warranty.
  - This equipment is designed to accommodate a range of users; therefore, the unit has various adjustment slots and holes. Avoid placing fingers or other body parts in any of these areas.
  - Please dispose of packaging materials properly. Keep plastic bags away from children.
  - ActiveAid shower/commode chairs are designed for indoor use only.
  - Do not submerge the shower/commode chair.
  - Extreme movements laterally or front to back may cause the unit to tip. These movements will cause a change to the normal center of gravity of the chair.
  - When transferring or re-positioning in the chair, ensure casters are properly aligned (front casters in forward position, rear casters positioned to the rear) and wheel locks/caster locks are locked (as applicable to the configuration of the selected product).
  - Do not use foot plates in the transfer process or when shifting your weight.
  - Wheel locks/caster locks are intended to keep the shower/commode chair stationary during transfer or use. They are not intended to be used as brakes to slow and stop a moving shower/commode chair.
  - Do not remove the anti-tip levers, they provide stability.
-  • **Caution: Check all fasteners before operating.**
-  • **Caution: It is necessary to periodically check all fasteners (snap buttons, screws, nuts, bolts, clips, pull pins, handles, etc.) to ensure they are secure.**

# Assembly

**Tools required for setup: 7/16" wrench, 5/32" hex key, #10 metric wrench.**

*Note: Assembly may include some or all these steps based on shipping configuration and options of the product selected.*

1. Remove all parts from the shipping container(s).  
Remove all packing material from the parts. Recycle shipping and packing materials in accordance with the recycling codes of your location.

Set chair frame upright



2. Loosen then remove the self-locking nut and machine screw that are in the chair frame where the casters will be inserted. (4)



3. If the rear casters were ordered, insert rear caster so that it is flush with the frame.



**4A.** Re-insert the screw through the holes in the chair frame and caster stem.

*Note: Screw head should be to the outside of the frame and the nut to the inside. Hand start the nut onto the end of the screw.*

**4B.** Use a wrench and hex key to tighten the casters into place. Repeat for other rear caster.



**5.** Flip unit over and do the same for the front casters.

Insert caster so that it is flush with the frame.



**6A.** Re-insert the screw through the holes in the chair frame and caster stem.

*Note: Screw head should be to the outside of the frame and the nut to the inside. Hand start the nut onto the end of the screw.*

**6B.** Use a wrench and hex key to tighten the casters into place. Repeat for other front caster.





**7.** If a wheel option was ordered, loosen then remove the two self-locking nuts from the end of the machine screws in the chair frame where the anti-tippers will be inserted. Insert the rear anti-tippers to extend towards the rear of the chair.



**8.** Insert the screw through the holes in the chair frame and anti-tippers. Tighten securely.

*Note: Screw head should be to the outside of the frame and the nut to the inside. Hand start the nut onto the screw.*



**9.** Wheel mount placement depends on size of wheel ordered, 24" Wheels will be mounted in the top hole and 20" Wheels will be mounted in the lower hole.





### Bolted Axles

**10.** Remove the nut, washer and spring lock washer from the bolt. Start bolt thru the wheel.



**11.** Place washer on bolt end to inside of wheel.



**12.** Insert bolt thru wheel mount. Place spring washer and then nut onto bolt end. Tighten securely.

*Note: If over tightened, the wheel will not move.*

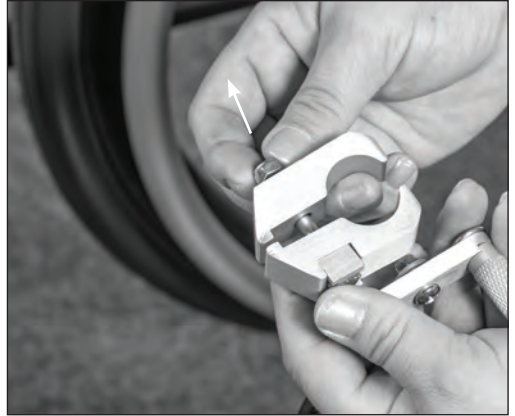
Insert cap over axle bolt end



Repeat steps 10-12 for second wheel.



**13.** For shipping purposes, one brake assembly needs to be repositioned. Loosen the nut on the brake assembly mount just enough to turn the assembly upright using a wrench.



**14.** Place the wheel lock assembly onto the unit as shown.



**15.** Move the assembly just in front of the wheel (approximately 1"). Tighten nut securely.

*Note: If the wheel moves while the brake is engaged, the brake assembly needs to be moved slightly closer to the wheel.*



**16.** Loosen then remove both self-locking nuts and machine screws that are in the chair frame where the back assembly will be attached.



**17.** Install the back assembly by placing the assembly onto the upper rear tubes of the chair frame.



**18.** Re-insert the screw through the holes in the chair frame and back assembly. Tighten securely.

*Note: Screw head should be to the outside of the frame and the nut to the inside. Hand start the nut onto the end of the screw. Use a wrench and hex key to tighten the back into place.*

Repeat step for other side.



**19.** Depress the snap buttons on the arm rest assembly and insert into the arm rest pivots.

*Note: Make sure the snap buttons “click” into the slots in the arm rest pivots to secure the arm rest assembly.*



**20.** Pivot the arm rest assembly down and secure in the arm rest lock by pushing down on the front of the arm rests.

Pivot the arm lock lever over the arm rest and arm rest lock.

Repeat for second arm rest.



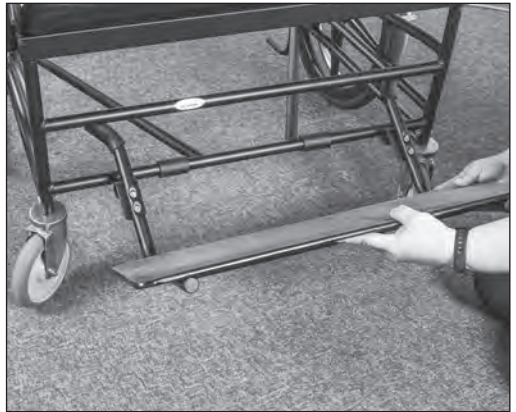
**21.** If the 1-piece foot plate/leg rest was ordered, loosen screw on front anti-tippers clamp.



**22.** If the 1 piece foot plate/leg rest was ordered, turn clamp into position as shown, and tighten securely.



**23.** If the 1 piece foot plate/leg rest was ordered, place onto frame as shown.



**24.** Push down on both sides of the foot plate to secure into position.





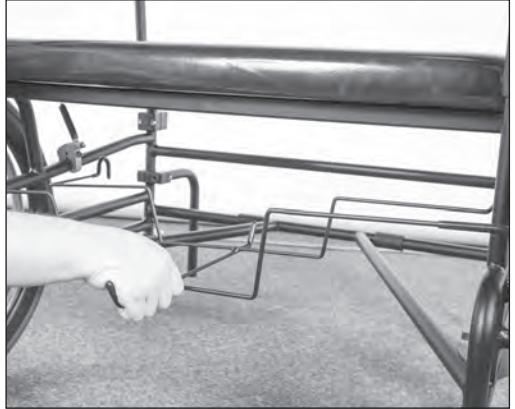
**25.** If the leg rests were ordered, insert the ends (with the pin) into the receiver of the front support. Push down to secure the leg rest into the front support.

Repeat for second leg rest, if ordered.



**26** If the pan hanger was ordered, insert pan hanger under the seat.

Pan Hanger Hook Placement



**27.** Place pan onto pan hanger.



# Usage

## Back

Loosen then remove the self-locking nut and screw that are securing the back assembly to the frame. Pull up on the back assembly. Re-insert the screw through the holes in the chair frame. Hand start the nut onto the end of the screw.

## Leg Rests

Adjust the height of the foot plate by depressing snap button and sliding foot plate mount up or down to obtain correct height. Remove leg rest assembly by lifting up on the gooseneck to remove it from the receiver of the front support.

### Elevating Leg Rest

Adjust the height of the leg rest by depressing snap button and sliding foot plate mount up or down to obtain correct height. Adjust the angle of the leg rest upward by lifting, lower by depressing the tab.

## Arm Rests

To raise the arm up, pivot the arm lock lever away from the armrest and armrest lock. Lift up on the armrest. Remove by depressing the snap button and sliding it out of the armrest pivot.

## Casters

Locking casters: To lock casters (option), push down on the front of the caster brake lever. To release caster brake, push down on the rear of the caster brake.

**Removing Casters:** Loosen then remove the self-locking nut and machine screw that are in the chair frame where the casters will be inserted. Insert caster so that it is flush with the frame. Re-insert the screw through the holes in the chair frame and caster stem. *Note: Screw head should be to the outside of the frame and the nut to the inside.* Hand start the nut onto the end of the screw Use a wrench and hex key to tighten the casters into place. Repeat for second caster.

## Wheels

### Wheel Locks

To engage the wheel lock, push forward on the lever, to unlock pull back on the lever.

*Note: If the wheel moves while wheel lock is engaged, the assembly needs to be moved slightly closer to the wheel.*

## Belts

### Hook and Loop Fasteners

Pull the belt strips apart to separate them. Adjust the strips to the proper position. Press the belt strips together to connect them.

### Snap Fit Buckle

To unbuckle, depress the two spring arms on the male end and pull/slide to separate it from the female receiver. To buckle, insert the male end into the female receiver until the spring arms secure. Listen for clicking sound to indicate it is secure. Pull strap thru male portion of buckle to tighten.

Check all fasteners (snap buttons, screws, nuts, bolts, clips, pull pins, handles, etc.) for tightness and make sure they are secure.



# Maintenance

- It is necessary to inspect your Shower/Commode chair at least weekly to ensure it is in safe operating condition.
- Check all fasteners (snap buttons, screws, nuts, bolts, clips, pull pins, handles, etc.) to ensure they are present and secure.
- Check upholstery for tears and cracks.
- Check belts for fraying, cuts, tears, broken/worn stitching and buckles for cracks or damage.
- Check wheels, casters, and tires for flat spots, cracks, and wear.
- Check wheel locks or caster locks for tightness and proper function.
- Wheel locks may need to be adjusted as tire tread wears.
- Wheel lock fasteners may need to be tightened.
- Ensure hand rims are properly secured to wheels.
- Replace damaged or worn components. Contact your Supplier for repair/replacement of said parts before continuing use of the shower/commode chair.
- Use only recommended ActiveAid replacement parts; use of any other parts may void your warranty and cause damage to your device.

# Cleaning/Disinfecting

- After each shower use, rinse the device with water to remove soap residue. Using a soft non-abrasive cloth or sponge, wipe the device down to remove water accumulation and product build up. Allow to dry completely before storing.
- When cleaning the unit, use a mild detergent with a soft non-abrasive cloth or sponge. Do not use harsh cleaning solvents or an abrasive cleaning agent.
- Upholstery pads may be cleaned with a non-abrasive, non-alcohol-based soap or sanitized using a bleach dilution of up to 1:10. Note, many anti-bacterial and disinfectant products contain alcohol and should not be used on the upholstery, due to the drying effect of the alcohol. Choose a non-alcohol-based sanitizer. Germicidal wipes that are rated to kill C-difficile spores may be used on the upholstery and the epoxy coated stainless steel.
- Urethane Coated Fabrics may be cleaned with a sponge or damp cloth to wipe the surface clean with warm water. As needed, they may be hand washed using warm water and a mild detergent. Do not use bleach. Line dry. Do not iron. Do not dry clean.

# Parts Replacement

When asking your supplier to order replacement parts, please specify the serial number of the 720 unit. Your Supplier will contact ActiveAid Customer Service to obtain the necessary items for your specific unit.

If you have any questions, please contact your local supplier or call ActiveAid, LLC at 1-800-533-5330 or 1-507-644-2951.

# Limited Warranty

This warranty is extended only to the original purchaser/customer (or supplier non consumer who does not buy or resell). ActiveAid, LLC, warrants the 720 against defects in materials and workmanship as listed below.

- Stainless Steel Frames – 3 year warranty
- Brake mechanisms, locking mechanisms, wheels and casters – 1 year warranty
- Other metal and structural parts not of stainless steel--1 year warranty
- Upholstered components, plastic pads, rubber parts, painted surfaces, bearings and other parts not specifically identified above – 6 months warranty

The warranty period commences on the original ship date from ActiveAid. Any product proven to ActiveAid's satisfaction to be defective and within warranty period shall be repaired or replaced at ActiveAid's option.

ACTIVEAID's SOLE OBLIGATION AND YOUR EXCLUSIVE REMEDY UNDER THIS WARRANTY SHALL BE LIMITED TO SUCH REPAIR AND/OR REPLACEMENT. This warranty does not include any labor charges incurred in replacement parts installation. For warranty service, please contact the authorized supplier from whom you purchased your ActiveAid product. In the event you do not receive satisfactory warranty service, please contact ActiveAid at the address below. Do not return products to our factory without prior authorization.

**LIMITATIONS AND EXCLUSIONS:** The foregoing warranty shall not apply to serial numbered products if the serial number has been removed or defaced. Products subject to negligence, abuse, misuse, improper maintenance, improper storage, or damages beyond ActiveAid's control are not covered by this warranty, and that evaluation will be solely determined by ActiveAid. Products modified without ActiveAid's express written consent (including but not limited to, modification through the use of unauthorized parts or attachments) are not covered by this warranty. The warranty shall not apply to problems arising from normal wear or failure to follow instructions. The warranty will be void if parts not manufactured by ActiveAid or parts not complying with original equipment specifications are added to an ActiveAid product.

**THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS WARRANTIES. ACTIVEAID SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER.**

ActiveAid maintains a policy of continual product improvement and reserves the right to change features, specifications, and prices without prior notification. Check with ActiveAid for latest information.



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