

Take-Along Lifts LLC

Model 1000 Portable Transfer Aid

OWNERS INSTRUCTION MANUAL



DESCRIPTION

The Take-Along Lifts LLC Model 1000 is a portable patient transfer aid, designed to assist in transferring individuals weighing up to 300 pounds between surfaces such as beds, wheelchairs and toilets. It folds up compactly for storage and transport and weighs only about 47 pounds, allowing it to be transported in a car, or rolled along like a piece of luggage.

INTENDED USE / INDICATIONS

The Model 1000 is designed to assist individuals weighing up to 300 lbs. who have sufficient upper body balance to support themselves in a sitting position on the edge of a bed. It is indicated for use in transferring these individuals between surfaces in close proximity to each other, and over flat, smooth surfaces. The transfer device is intended for use with standard-sized wheelchairs of up to 20-inch frame size. The clearance between the legs of the lift is 24” at the base of the legs to 41” at the tips.

CONTRAINDICATIONS

The Model 1000 should not be used with individuals who do not have sufficient upper body balance to sit upright in a chair or on the edge of a bed. The PTA’s slings are not intended to provide full body and head support. The Model 1000 should only be used in transferring individuals short distances, and should not be used over irregular or inclined surfaces, over obstacles, or on soft surfaces such as plush carpeting. The Model 1000 should not be used with individuals weighing more than 300 lbs. The Model 1000 may be used with “standard” sized wheelchairs which can fit between the legs of the lift. The clearance between the legs of the lift is 24” at the base of the legs to 41” at the tips.

SPECIAL NOTES

WARNING

DO NOT OPERATE THIS EQUIPMENT WITHOUT FIRST COMPLETELY READING AND UNDERSTANDING THIS MANUAL. IF YOU ARE UNABLE TO UNDERSTAND THE WARNINGS, CAUTIONS AND INSTRUCTIONS; CONTACT A QUALIFIED TAKE-ALONG LIFTS LLC REPRESENTATIVE BEFORE ATTEMPTING TO USE THIS EQUIPMENT - OTHERWISE INJURY OR DAMAGE MAY RESULT.

ACCESSORIES WARNING: THE TAKE-ALONG LIFT IS SPECIFICALLY DESIGNED AND MANUFACTURED FOR USE IN CONJUNCTION WITH TAKE-ALONG LIFT ACCESSORIES. ACCESSORIES DESIGNED BY OTHER MANUFACTURERS HAVE NOT BEEN TESTED BY TAKE-ALONG LIFTS LLC AND SHOULD NOT BE USED WITH THE TAKE-ALONG LIFT

MAINTENANCE

Maintenance MUST be performed ONLY by qualified personnel.

WARNING notices as used in this manual apply to hazards or unsafe practices that could result in serious bodily harm.

CAUTION notices as used in this manual apply to hazards or unsafe practices which could result in minor personal injury or property damage.

NOTES highlight procedures and contain information which assist the operator in understanding the information contained in this manual.

NOTICE

The information contained in this manual is subject to change without notice.

SAVE THESE INSTRUCTIONS AND KEEP WITH PATIENT TRANSFER AID AT ALL TIMES.

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SAFETY SUMMARY

WARNING

Check all parts for shipping damage before using. In case of damage, DO NOT use the equipment. Contact Take-Along Lifts LLC for further instructions.

DO NOT move a person suspended in a sling any distance. The Take-Along Lifts LLC Model 1000 Patient Transfer Aid is NOT a transport device. It is intended to transfer an individual from one resting surface to another (such as a bed to a wheelchair). Otherwise, injury or damage may occur

DO NOT attempt any transfer without the approval of the patient's physician, nurse or qualified medical assistant. Thoroughly read the instructions in this Owner's Manual, and then practice the transfer procedure several times with a capable individual acting as patient.

Use common sense in all transfers. Use only with patients who have sufficient upper body control to remain in a sitting position.

Take-Along Lifts LLC slings and patient lift accessories are specifically designed to be used in conjunction with Take-Along Lifts LLC patient transfer aids. Slings and accessories designed by other manufacturers are not to be used as a component of Take-Along Lifts LLC's patient transfer systems. Use of these products is prohibited and will void Take-Along Lifts LLC's warranty. Use only genuine Take-Along Lifts LLC slings and lift accessories to maintain patient safety and product utility.

Use the Take-Along Lifts LLC's sling design that is recommended by the individual's doctor, nurse or qualified medical assistant for the comfort and safety of the individual being transferred.

The Take-Along Lifts LLC slings are intended for use with individuals who have sufficient upper body control to remain in a sitting position. They are not full body slings and do not provide full body and head support.

DO NOT use any kind of plastic backed incontinence pad or seating cushion between the patient and sling material that may cause the patient to slide out of the sling during transferring.

The PTA's legs MUST BE in the OPENED/LOCKED position BEFORE lifting and transferring the patient. Insure that leg locking button is fully raised above the leg surface.

Before transferring a patient from a stationary object (wheelchair, commode, car or bed), slightly raise the patient off the stationary object and check that all sling attachments are secure and that the sling is properly adjusted. If any attachment/adjustment is not correct, lower the patient and correct the problem, then raise the patient and check again.

WARNING: Use caution when adjusting the sling for increased access to clothing. Adjusting the sling higher will increase the tendency for sliding through the sling. Be sure to use the side adjustment straps to re-adjust the sling, and only raise the patient slightly off the commode.

DO NOT transfer the patient to another surface with the sling adjusted for toileting. The sling should be re-positioned to the normal position after toileting before transferring from the commode.

During transfer, with patient suspended in a sling attached to the transfer aid, **DO NOT** roll caster base over objects such as plush carpet, raised carpet bindings, door frames, or any uneven surfaces or obstacles that would create an imbalance of the patient transfer aid and cause the patient transfer aid to tip over. Use the steering handle at **ALL** times to maneuver the patient.

Take-Along Lifts LLC does **NOT** recommend locking the casters of the patient transfer aid when lifting an individual. Doing so could cause the transfer aid to tip and endanger the patient and assistants. Take-Along Lifts **DOES** recommend that the casters be left **UNLOCKED** during transferring procedures to allow the transfer aid to stabilize itself when the patient is initially lifted from a chair, bed or other stationary object.

To avoid the possibility of pinching, use a pen or similar device to depress the spring plungers that lock the legs in position.

Follow the recommended preventive maintenance procedures outlined in the manual. Regular maintenance is necessary to assure proper operation.

DO NOT exceed maximum weight limitation of the transfer aid. The weight limitation is 300 lbs. (136 kg.).

Take-Along Lifts LLC recommends that when moving a patient, the transfer aid be rolled by pulling the steering handle towards the attendant, not by pushing. This will increase the stability in the event that an unexpected obstacle is encountered.

CAUTION: When transferring to/from a wheelchair, insure that the wheelchair's footrests have been removed or swung out of the way, and that the wheelchair's front wheels are oriented so as not to interfere with the base of the transfer aid.

SPECIFICATIONS

Height at column top - MAX:	53 inches
Height at column top - MIN:	34 inches
Base Width:	26 inches
Base Height:	5.25 inches
Base Length OPEN:	33 inches
Base Length CLOSED:	14 inches
Caster Size:	4.0 inches
Sling Options:	“Split” style “Seat” style
Weight Capacity:	300 lbs.
Weight OUT of Carton:	47 lbs.
Weight IN Carton:	65 lbs.
Warranty:	1 Year

SLINGS	Seat Sling	Split Sling
Width	23	43
Length	36	29

FEATURES

- Weight limitation is 300 lbs.
 - Base and arms fold for storage and transport.
 - Transfer aid weight is 47 lbs.
 - Transfer aid may be disassembled into two parts of approximately equal weight.
 - Force required to turn crank is typically less than 5 lbs.
 - Range: 19 inch stroke allows transferring from surfaces between approximately 12 in and 31 in high.*
 - Optional extension straps allow for lifting from floor to 18" seat height.
 - Transfer aid may be folded and rolled like a piece of rolling luggage.
- * Range depends on sling adjustment.

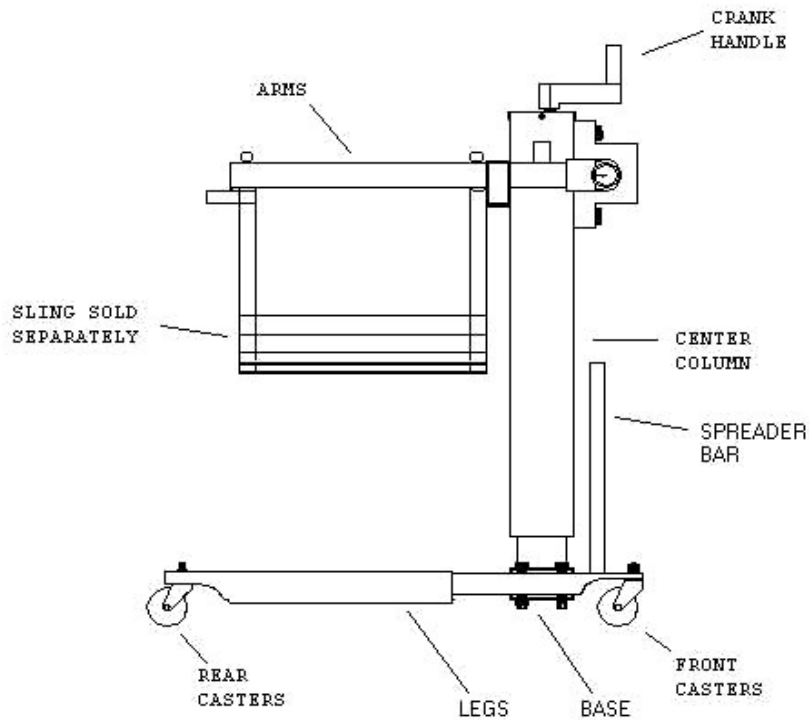


FIGURE 1 - SIDE VIEW OF MODEL 1000

HANDLING PROCEDURES

SHIPPING AND TRANSPORTATION INSTRUCTIONS

If the Transfer Aid is to be shipped by common carrier, it should be packed in the original packing carton, or should be professionally packaged to prevent damage during shipment.

Unpacking

1. Check for obvious damage to the carton or its contents. If damage is evident, notify Take-Along Lifts LLC.
2. Open the top of the carton and remove the slings and cardboard shelf.
3. Lay carton face-down on floor.
4. Open the bottom of the carton and fold back the carton flaps.
5. Stand the carton upright and pull the outer box up off the lift.
6. Remove bag and all packing tube material from the lift.

NOTE: Retain boxes, containers and packing material for use in storing or shipping.

Inspection

1. Examine exterior of the Transfer Aid for damage.

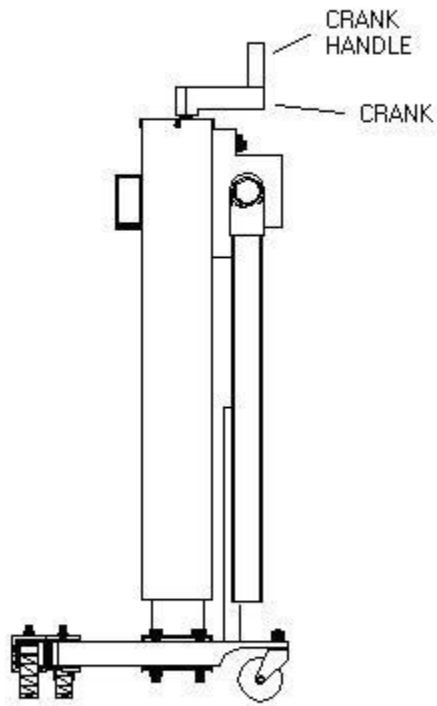
Storage

1. Store the Transfer Aid in a dry area.
2. DO NOT place other objects on top of the Transfer Aid.

ASSEMBLY

ASSEMBLY OF THE TRANSFER AID

The Model 1000 Transfer Aid is shipped in its folded configuration. To complete assembly of the PTA, attach the crank handle to the crank. (FIG. 1) using the enclosed allen wrench .



DISASSEMBLY OF THE TRANSFER AID

The Model 1000 Transfer Aid may be disassembled into two pieces of approximately equal weight. This may be helpful in the case that the lift can not be rolled and must be carried, such as carrying the lift up a flight of stairs.

To disassemble the lift, simply turn the crank to raise the column to its maximum height. When the column reaches its maximum height, pull upwards on the outer column and gently turn the crank a little further until you hear a “click”. Now, simply pull the outer column up and off the inner column. A lifting strap at the bottom of the inner column can be used when carrying the base.

To re-assemble, simply slide the outer column back onto the inner column. **Note that the outer column is keyed to prevent incorrect alignment with the inner column . The rectangular horizontal bar with U-shaped cut-outs should be on the same side as the legs of the lift. The column will not re-assemble if the columns are oriented backwards.** Push down on the outer column until you hear a “click”. Verify that the outer column has re-engaged with the inner column by trying to pull the outer column back up and off the inner column. If the outer column separates from the inner column, simply rotate the crank handle ½ turn and push the outer column back down onto the inner column until you hear the “click”. The outer column should now be re-engaged with the inner column. Rotate the crank clockwise to lower the column.

WARNING

Be sure the outer column is engaged with the inner column before attempting to pick up the assembled lift .



OPERATION

OPERATING THE PATIENT TRANSFER AID

Opening the Legs of the Base Assembly

Two spring plungers mounted in the legs are used to lock the legs in the open position (Fig. 1).

WARNING

The operation of the transfer aid is an easy and safe procedure. **DO NOT** attempt any transfer without approval of the patient's physician, nurse or qualified medical assistant. Thoroughly read the instructions in this Owner's Manual, and then perform the entire transfer procedure several times with a capable individual acting as patient.

ONLY operate this transfer aid with the legs in **MAXIMUM OPEN POSITION** and **LOCKED** in place. The base legs **MUST** be locked in the open position at all times for stability and patient safety when lifting and transferring a patient. Insure that the leg locking spring plunger is fully raised above the leg surface.

To avoid the possibility of pinching, use a pen or similar device to depress the spring plungers that lock the legs in position.

1. Stand at the rear of the transfer aid and depress spring plunger #1, then rotate the left leg towards you until spring plunger #1 engages in the locked OPEN position. (Fig 2)
2. Rotate the right leg towards you until spring plunger #2 engages in the locked OPEN position. (Fig. 3)
3. To spread the legs, pull the spreader bar towards you to release it from its locked position. Then swing the bar sideways to spread the legs. Be sure that the bar springs back into a locked position. (Fig. 4)

NOTE: The spreader may be locked in one of three positions: left, middle or right. In the left position the lift's legs are oriented straight ahead for maneuvering in tight spaces. The middle position spreads the legs apart wide enough to surround a standard 18" frame wheelchair. The right position spreads the legs further to fit around a standard 20" frame wheelchair.

NOTE: All spring plungers **MUST** fully extend into their locking notches to lock the legs in the full OPEN position. Insure that the leg locking spring plunger is fully raised above the leg surface.

WARNING

If all spring plungers are **NOT** positioned completely into their locking notches, **DO NOT** use the transfer aid until the plungers are all properly seated and the legs of the transfer aid are **LOCKED** in place or injury and/or damage may occur.

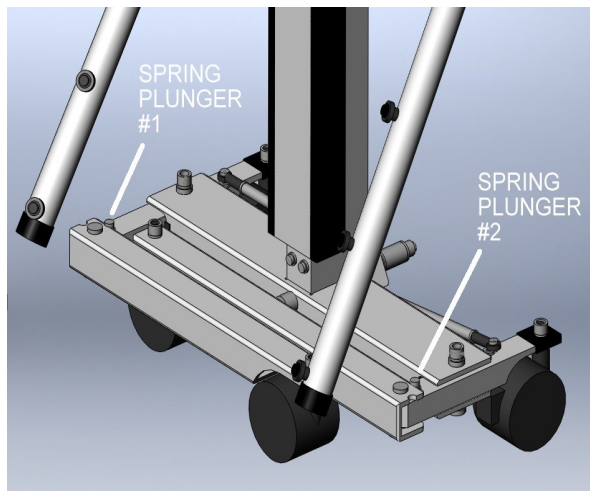


FIG. 1 - Leg Locking Plungers



FIG. 2 - Unfolding Left Leg



FIG. 3 – Unfolding Right Leg

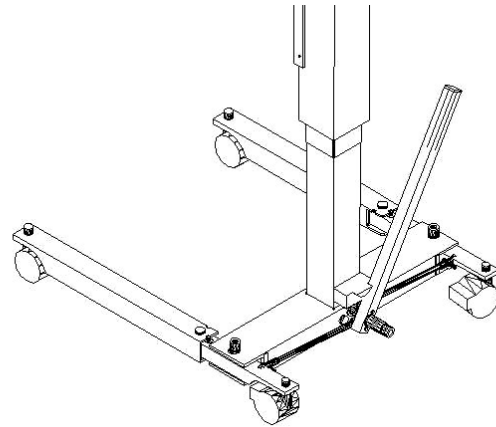


FIG. 4 – Spreader bar in locked position

Opening the arm assembly

1. Position the spreader bar so it is in a mid-position pointing straight up. (Fig 6)



FIG. 6 – PLACE SPREADER BAR IN MIDDLE POSITION

2. Raise the lift column slightly by turning the top crank counter-clockwise to allow clearance for the arms to rotate freely (Fig. 7)

3. Rotate the arms towards you and around 270 degrees until they are resting in their arm supports (Fig 7 & 8).



FIG. 7 - UNLOCKING ARMS



FIG. 8 - ROTATING ARMS

Raising/Lowering Transfer Aid

WARNING

Take-Along Lifts LLC does NOT recommend locking of the casters of the transfer aid when lifting an individual. Doing so could cause the transfer aid to tip and endanger the patient and assistants. Take-Along Lifts LLC does recommend that the casters be left UNLOCKED during transferring procedures to allow the transfer aid to stabilize itself when the patient is initially lifted from a chair, bed or any stationary object.

1. Rotate the crank COUNTER-CLOCKWISE to raise the transfer aid. Rotate the crank CLOCKWISE to lower the transfer aid (Fig. 9).



FIGURE 9 - RAISING/LOWERING TRANSFER AID

Folding the Transfer Aid

To avoid the possibility of pinching, use a pen or similar device to depress the spring plungers that lock the legs in position.

1. Position the spreader bar so it is in the middle position pointing straight up.
2. Lift the arms and rotate them past 270 degrees.
3. Swing the spreader bar into the left locked position with the legs pointing straight ahead.
4. Depress spring plunger # 2 to release the right leg and rotate it towards the column into the folded position.
5. Roll the Transfer Aid slightly towards you until the caster at the tip of the right leg rotates parallel with the right leg.
6. Depress spring plunger # 1 to release the left leg and rotate it towards the column into the folded position.
7. The Transfer Aid may now be tilted and rolled like a piece of rolling luggage. (Fig 10)



FIGURE 10 - ROLLING FOLDED TRANSFER AID

PATIENT SLINGS

Patient slings work in conjunction with the transfer aid to support the patient during transferring procedures.

WARNING

After each laundering (in accordance with instructions on the sling), inspect sling(s) for wear, tears, and loose stitching. Bleached, torn, cut, frayed, or broken slings are unsafe and could result in injury. Discard immediately.

WARNING: The Take-Along Lifts LLC slings are intended for use with individuals who can support themselves in a sitting position. They are not full body slings and do not provide full body and head support. Use the Take-Along Lifts LLC sling design that is recommended by the individual's doctor, nurse or qualified medical assistant for the comfort and safety of the individual being transferred.

Take-Along Lifts LLC slings are designed specifically for use with Take-Along Lifts LLC Transfer Aids and slings and made to support the patient during lift and transfer procedures. Slings attach to the transfer aid by using the sewn-in fasteners. The slings are reinforced at all points of attachment for safety. The fabrics used in these slings are of very durable materials that resist deterioration from exposure to moisture and laundering. This design will accommodate patients of heavy or light weight, having sufficient upper body control to sit in a chair or on the edge of a bed.

SPLIT SLING

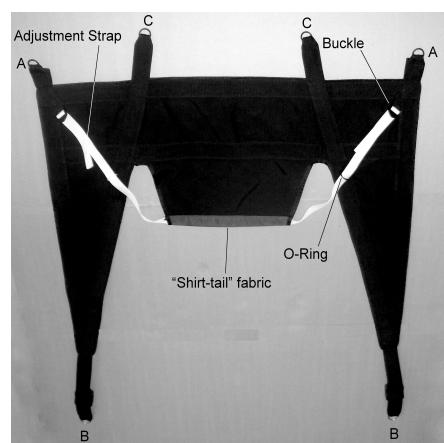


Fig. 1 - Split Sling



FIG. 2

The sling is designed to be placed or removed with the patient in a sitting position. The edging is soft yet durable with extra reinforced stitching for safety (Fig. 1). The split sling is useful for toileting, as the sling provides access to clothing and under-garments to facilitate toileting.

To familiarizing yourself with the sling and its adjustments, start by attaching the sling to the lift without anyone sitting in it (Fig. 2). Fasteners C (Fig. 1) attach to the studs at the tips of the lift arms. Fasteners A attach to the studs on the arms that are closest to the lift column. Fasteners B attach to the middle stud of the arm on the opposite side of the lift, as in Fig. 3. To connect the fasteners, lay the top of the O-ring over the top edge of the black rubber stud as in Fig. 4, then push down to snap the O-ring over the bottom edge of the stud as in Fig. 5, to fully engage the fastener as in Fig. 6. An important adjustment is the length of the wide leg straps, which are adjusted via the large plastic buckles. It's important to snug up the straps to take all of the slack out of the sling before starting to raise the lift. **If the straps are adjusted too long, then the sling will ride up too high on the persons' back.**

You'll notice that the sling has two small adjustment straps along its sides. These are used to adjust the size of the opening. Pull on the thin adjustment straps. You should observe how tightening the straps causes the sling to fold inward and how the opening becomes smaller (Fig 2 & 3).

To detach the fasteners, simply pull up on the bottom edge of the ring strap (Fig. 7) to pop the ring off the stud (Fig. 8).



FIG. 3



FIG. 4



FIG. 5



FIG. 6



FIG. 7



FIG. 8

Positioning the split sling on the person

NOTE: Use the following method to easily move the patient and avoid strain to yourself.

WARNING

If the patient is in a wheelchair, secure the wheel locks in place to prevent the chair from moving forward or backwards.

1.Begin with the patient in a sitting position on the edge of the bed or in a chair. If transferring from a wheelchair, be sure the wheel locks of the wheelchair are locked to prevent movement of the chair. The small front casters of the wheelchair should be facing backwards and the foot rests should be swung out of the way or removed.

2.Slide the split sling behind the patient's back (Fig 1).

a)When sliding the sling down between the person's back and the back of a chair it helps to fold the "shirt-tail" fabric upwards to create a pouch that you can place your hands into as you slide your hands down their back. Once the back support section of the sling is about at the patient's waist level you can then unroll the pouch and tuck the lower edge of the shirt-tail fabric under the patients' bottom. When properly adjusted, the lower edge of the "shirt-tail" fabric of the sling should wrap about 2 to 3 inches under the persons' bottom (Fig. 6a-c). The top of the sling will then be no higher than shoulder-blade height.

WARNING

The shirt tail should tuck 2-3 inches under the persons' bottom.

3.Slide each thigh support under the patient's thighs. (Fig 2). Pass the leg support fabric under the thighs and tug it to make sure it is positioned fully under the thigh, not just behind the knees. The fabric should reach almost all the way from crotch to knee.



FIG. 1 – PLACING SPLIT SLING



FIG. 2 - POSITIONING THIGH SUPPORT

Attaching the split sling to the Transfer Aid

NOTE: Refer to **TRANSFER AID SAFETY SUMMARY** in the front of this manual before proceeding further and observe all **WARNINGS** indicated.

WARNING

Before lifting or transferring the patient, the base legs MUST be LOCKED in the OPEN position for optimum stability and safety.

NOTE: Before positioning the legs of the patient transfer aid under a bed, make sure that the area is clear of any obstructions.

4. With the legs of the base OPEN and LOCKED, and the lift arms in the horizontal, lifting position, raise or lower the transfer aid to place the lifts' arms at approximately the patient's rib height if transferring from a bed or chair, or just above the armrests if transferring from a wheelchair.
5. Use the steering handlebar to roll the transfer aid into position underneath the bed or wheelchair.

CAUTION: When transferring to/from a wheelchair, insure that the wheelchair's foot-rests have been removed or swung out of the way, and that the wheelchair's front wheels are facing rearwards so as not to interfere with the base of the transfer aid.

6. Place the patient's feet on the transfer aid's base, straddling the center column. (Fig 4)
7. Attach split sling fasteners C and A to the front-most and rear-most studs of each arm.
8. Attach the sling's thigh support fastener B to the middle stud of the opposite arm, so that the sling crosses over to the other side (Figs. 5 - 6). The strap from the right leg support fabric attaches to the middle stud on the left side of the lift, and vice-verse. The straps should crisscross as they come up and attach to the lift.
9. With the lift in position and the straps clipped onto the lift, firmly tug on the large leg straps to tighten them up and take out **all** the slack. Raise the lift column slightly to take any slack out of the sling side fabric, then pull the small 1" adjustment straps at both sides of the sling firmly to draw in the shirt-tail.

NOTE: When properly positioned, the bottom edge of the "shirt-tail" fabric should wrap around the person's bottom 2-3", and the thigh supports should extend almost all the way from the crotch to behind the knee with no slack in the straps. Refer to Fig. 6a-c below. When properly adjusted, all parts of the sling should rise together as the lift is raised.

10. Lift the patient. Refer to the **LIFTING THE PATIENT** section of this manual. If the straps are all taut before you start to raise the column, then all parts of the sling should rise together and the sling should not ride up the patient's back much as you raise the lift column.

When the sling is positioned as described above, it should feel secure and the patient should not slide through the opening in the sling. However, it will not provide much access to the clothing for toileting. For toileting, please refer to the "Transferring to a Commode" section of the manual for a description of the toileting procedure and how to adjust the sling for toileting.



FIG. 4 - Placing Feet on Base



FIG. 5 - Attaching Split Sling



FIG. 6a– Split Sling – Side View

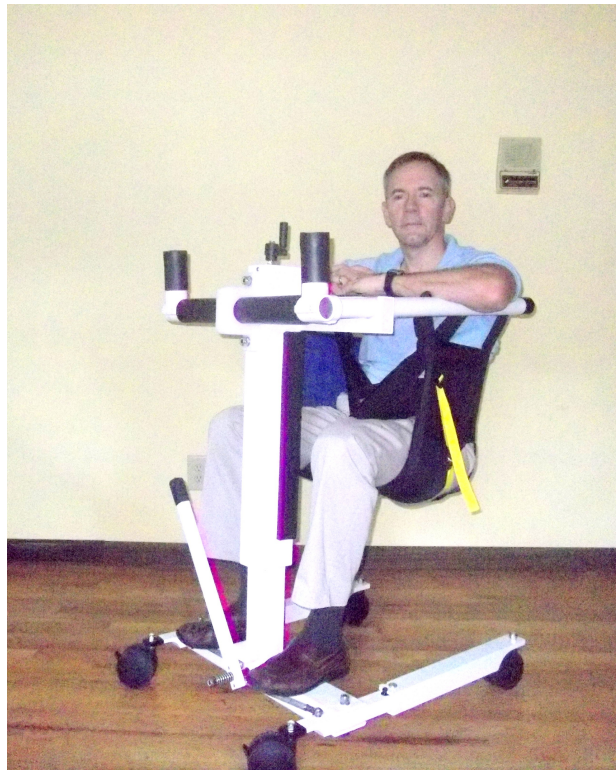


FIG. 6b – Split Sling – Front View



Fig. 6c – Split Sling - Rear View

SEAT SLING

The seat sling (FIG. 1) does not have an opening at the bottom, and must be positioned underneath the patient. It can be used for general transfers and for transferring into a vehicle. The seat sling may be positioned under patient from bed by folding the sling lengthwise, placing the sling next to the patient (Fig 3), sitting the patient upright then rolling patient to other side (Fig. 4), unfolding sling and returning patient to an upright seated position.



Figure 1 - Seat Sling



Figure 2 - Seat Sling, Patient Side



Figure 3



Figure 4

NOTE: Use the following method to easily move the patient and avoid strain to yourself.

WARNING

If the patient is in a wheelchair, secure the wheel locks in place to prevent the chair from moving forward or backwards.

1. The seat sling must be in position underneath the patient prior to use. Begin by placing the seat sling on the surface from which the person will later be transferred. Place the side of the sling with the longer strap and buckles along the front edge of the seat surface.
2. Position the patient onto the seat sling, using the split sling if necessary. Refer to the sections of this manual that describe the correct usage of the split sling. The patient should now be in a sitting position on the edge of the bed or in a chair, with the seat sling underneath the patient.
3. If transferring from a wheelchair, be sure the wheel locks of the wheelchair are locked to prevent movement of the chair, and the foot rests should be swung out of the way or removed.

Attaching the seat sling to the Transfer Aid

NOTE: Refer to TRANSFER AID SAFETY SUMMARY in the front of this manual before proceeding further and observe all WARNINGS indicated.

WARNING

Before lifting or transferring the patient, the base legs MUST be LOCKED in the OPEN position for optimum stability and safety. Insure that the leg locking spring plunger is fully raised above the leg surface.

NOTE: Before positioning the legs of the patient transfer aid under a bed, make sure that the area is clear of any obstructions.

4. With the legs of the base OPEN and LOCKED, and the arms OPEN, raise or lower the transfer aid to place the arms at approximately the patient's arm-pit height if transferring from a bed or chair, or just above the armrests if transferring from a wheelchair.
5. Use the steering handlebar to push the transfer aid underneath the bed or wheelchair.

CAUTION: When transferring to/from a wheelchair, insure that the wheelchair's foot-rests have been removed or swung out of the way, and that the wheelchair's front wheels are facing rearwards so as not to interfere with the base of the transfer aid.

6. Place the patient's feet on the transfer aid's base, straddling the center column.
7. Attach fasteners A to the studs of each arm that are closest to the lift column. Attach sling fastener s C to the studs at the tips of the arms. For standard transfers use the connections labeled C1 in Fig 1. To maximize the lifting height, to transfer to high seat surfaces, use the connections attached to the blue straps labeled C2 in Fig 1.

NOTE: The length of the seat sling's thigh straps is adjustable. Adjust the straps so that the fasteners C just reach the fastener attachment studs at the base of the arm. When properly adjusted, all parts of the sling should rise together as the lift is raised.

8. Lift the patient. Refer to the **LIFTING THE PATIENT** section of this manual.



FIG. 6 – Seat Sling – Side View



FIG. 7 – Seat Sling – Front View



Seat Sling using C1 Connections



Seat Sling using C2 Connections

LIFTING THE PATIENT

NOTE: Refer to **TRANSFER AID SAFETY SUMMARY** in the front of this manual before proceeding further and observe all **WARNINGS** indicated.

WARNING

Before lifting or transferring the patient, the base legs **MUST** be **LOCKED** in the **OPEN** position for optimum stability and safety. Insure that the leg locking spring plunger is fully raised above the leg surface.

NOTE: Before positioning the legs of the patient transfer aid under a bed, make sure that the area is clear of any obstructions.

NOTE: Do not engage the front locking casters when the patient is in the transfer aid.

1. With the legs of the base **OPEN** and **LOCKED**, turn the crank counter-clockwise to raise the patient above the surface. (Fig. 1)

NOTE: Raise the patient just high enough to clear the surface.

WARNING

When elevated just off the surface and before moving the patient, check again to make sure that the sling is properly adjusted and connected to the studs on the arms. If any attachments are **NOT** properly in place, immediately lower the patient back onto the surface and correct this problem.

Adjustments for safety and comfort should be made before moving the patient.

Take-Along Lifts LLC slings are made specifically for use with Take-Along Lifts patient transfer aids. For the safety of the patient, **DO NOT** intermix slings and patient lifts of different manufacturers. Warranty will be voided.

2. Pull the steering handlebar to move the transfer aid away from the surface. (Fig 2)

3. Turn the crank clockwise to lower the patient so that his/her feet rest on the base of the transfer aid, straddling the center column. (Fig 3)

NOTE: The lower center of gravity provides stability making the patient feel more secure and the transfer aid easier to move.

WARNING

Take-Along Lifts LLC recommends that when moving a patient, the transfer aid be rolled by pulling the steering handle towards the attendant, not by pushing. This will increase the stability in the event that an unexpected obstacle is encountered.



FIG. 1 - Raising Patient



FIG. 2 - Rolling Patient



FIG. 3 - Lowering Patient

TRANSFERRING TO A WHEELCHAIR

NOTE: To position an individual in a sling, follow the procedures concerning lifting the patient, operation and sling attachments.

WARNING

When elevated just off the surface and before moving the patient, check again to make sure that the sling is properly adjusted and connected to the studs on the arms. If any attachments are NOT properly in place, immediately lower the patient back onto the surface and correct this problem.

Adjustments for safety and comfort should be made before moving the patient.

Take-Along Lifts LLC slings are made specifically for use with Take-Along Lifts patient lifts and transfer aids. For the safety of the patient, DO NOT intermix slings and patient lifts of different manufacturers. Warranty will be voided.

Take-Along Lifts LLC does NOT recommend locking the casters of the patient transfer aid when lifting an individual. Doing so could cause the transfer aid to tip and endanger the patient and assistants. Take-Along Lifts DOES recommend that the casters be left UNLOCKED during lifting procedures to allow the transfer aid to stabilize itself when the patient is initially lifted from a chair, bed or other stationary object.

1. Insure that the legs of the transfer aid are in the OPEN and LOCKED position.
2. Insure that the wheelchair footrests have been swung away or removed, the wheelchairs front wheels are oriented rearwards so as not to interfere with the base of the transfer aid, and the wheelchairs rear wheels are locked.
3. Raise or lower the transfer aid so that the Transfer Aid's arms are positioned just above the height of the wheelchair armrests.
4. Roll the Transfer Aid into position so that it's legs surround the wheelchair (FIG. 1)
5. Lock the rear wheels of the wheelchair.
6. Turn the crank clockwise to lower the patient into the wheelchair.(FIG. 2)
7. Disconnect the sling fasteners from the Transfer Aid's arms.

NOTE: It is possible to re-position the patient in the wheelchair in the event that they are sitting slouched in the chair and it is desirable to have them sit up straighter. Use the following procedure to shift the patient's bottom back a few inches towards the seat back:

 - a) Disconnect only the two sling attachments that are closest to the lift column (attachments labeled A in the sling section of this manual). Leave the other attachment points connected.
 - b) Turn the crank counter-clockwise to raise the lift column a few inches. This will have the effect of sliding the patient's bottom towards the seat back to sit more upright in the chair. Use caution to keep the patient from leaning forwards.
 - c) Once they are re-positioned, turn the crank clockwise to lower the lift column and then disconnect the remaining sling attachments.
8. Roll the Transfer Aid away from the wheelchair.

WARNING

Be sure to check the sling attachments each time the sling is removed and replaced, to ensure that it is properly attached before the patient is removed from the bed or chair.



FIG. 1 – Transferring to a Wheelchair



FIG. 2 - Lowering into Wheelchair

TRANSFERRING FROM A WHEELCHAIR

NOTE: To position an individual in a sling, follow the procedures concerning lifting the patient, operation and sling attachments.

WARNING

When elevated just off the surface and before moving the patient, check again to make sure that the sling is properly adjusted and connected to the studs on the arms. If any attachments are **NOT** properly in place, immediately lower the patient back onto the surface and correct this problem.

Adjustments for safety and comfort should be made before moving the patient.

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1. Insure that the legs of the transfer aid are in the OPEN and LOCKED position.
2. Verify that the wheelchair's front wheels are oriented rearwards so as not to interfere with the base of the Transfer Aid.
3. Lock the wheelchair's rear wheels.
4. Place the patient's feet next to each other on the floor and swing the footrests out of the way or remove them.
5. If using the SPLIT SLING, place the sling on the patient. If using the SEAT SLING, the sling will already have been positioned under the patient. Refer to the **SLINGS** section of this manual for instructions.
6. Roll the Transfer Aid towards the wheelchair until the base surrounds the wheelchair and the wheelchair's front wheels contact the lifts' base.
7. Place the patient's feet on the base, straddling the column. (FIG. 1)
8. Adjust the height of the Transfer Aid as low as possible so that the Transfer Aid's arms just clear the level of the wheelchair's armrests.
9. Attach the sling to the Transfer Aid and adjust the sling. Refer to the **SLINGS** section of this manual for instructions.
10. Lift the patient. Refer to the **LIFTING THE PATIENT** section of this manual. (FIG. 2)

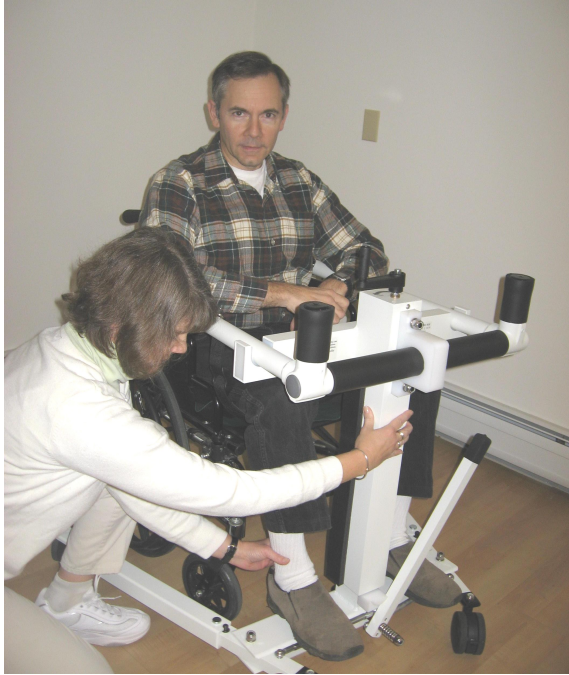


Figure 1 - Placing Feet on Base



Figure 2 - Transferring From a Wheelchair

TRANSFERRING TO A STANDARD COMMODE

NOTE: The patient **MUST** be transferred to a wheelchair and transported to the bathroom facilities before using the patient transfer aid again to position the patient on a standard commode. Refer to the **TRANSFERRING TO A WHEELCHAIR** section of this manual. After this has been accomplished refer to the following:

NOTE: Take-Along Lifts LLC recommends that the sling remain connected to the Transfer Aid during the patient's use of the commode.

1. Lift the patient from the wheelchair using the split sling. Refer to the **SLINGS** and **TRANSFERRING FROM A WHEELCHAIR** sections of this manual.
2. The patient should be elevated just high enough to clear the standard commode.
3. Guide the transfer aid to position the patient over the commode, with the transfer Aid's legs straddling the base of the commode. (FIG. 1)
4. Lower the patient onto the commode, leaving the sling attached to the Transfer Aid.

For increased access to clothing when toileting, it is helpful to re-position the sling on the patient (FIG. 2). To do this:

1. Loosen the side adjustment straps.
2. Pull up the shirt-tail fabric to raise the bottom of the fabric to the patient's waist level and allow access to the patient's clothing, then re-slug the adjustment straps to remove all slack from the sling.

It is helpful if loose fitting clothing are worn, or that clothing is per-loosened before lifting

3. Raise the lift just enough to lift the patient slightly off the commode.
4. Remove the necessary clothing for toileting from around the person's bottom as far as possible, and lower the patient back down onto the commode.
5. Disconnect the leg support straps to allow access to complete removing the clothing for toileting.
6. After toileting, pull up the clothing, trying to tuck it up under the thigh as far as possible.
 - It may be helpful to lift the person's leg up one at a time to tuck the clothing up under the thigh
7. Place the leg straps under the thighs, trying not to trap the bunched-up clothing under the thigh strap, and re-connect the thigh straps.
8. Raise the patient slightly off the commode and pull up the clothing around the person's bottom.
 - If the clothing can not be pulled up completely around the person's bottom, pull it up as far as possible, lower the person back onto the toilet, and repeat the process from step 6
9. Lower the patient back onto the commode, and re-adjust the sling for normal transfers (i.e., re-position the shirt-tail fabric around the patient's bottom and tighten the side adjustment straps).

WARNING: Use caution when adjusting the sling for increased access to clothing. Lengthening the leg straps slightly will adjust the sling higher and allow more access to clothing, but will also increase the tendency for sliding through the sling. Be sure to use the side adjustment straps to re-adjust the sling, and only raise the patient slightly off the commode. **DO NOT** transfer the patient to another surface with the sling adjusted for toileting. The sling should be re-positioned to the normal position after toileting before transferring from the commode.

7. When complete, re-check for correct attachment and then raise the patient off of the commode.
8. When patient is clear of the commode surface, roll the transfer aid away from the commode.
9. To return the patient to the wheelchair, refer to the **TRANSFERRING TO A WHEELCHAIR** section of this manual.



FIG. 1 - Transferring to a Commode



FIG. 2 – Sling adjusted for access to clothing

TRANSFERRING FROM A WHEELCHAIR TO A CAR

NOTE: Take-Along Lifts LLC recommends that two assistants be used when transferring a patient from a wheelchair to a car.

WARNING

When elevated just off the surface and before moving the patient, check again to make sure that the sling is properly adjusted and connected to the studs on the arms. If any attachments are NOT properly in place, immediately lower the patient back onto the surface and correct this problem.

Adjustments for safety and comfort should be made before moving the patient.

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CAUTION

Transfer to a car should be made on a level driveway or surface.

1. Open the door of the car. Adjust the passenger seat forward/backwards so that the seat back is approximately even with door frame column.
2. Lift the patient from the wheelchair. Refer to the **TRANSFERRING FROM A WHEELCHAIR** section of this manual. NOTE: For maximum lifting height it is important to start with the lift lowered all the way before connecting the sling to the lift, and to use the lower seat sling connections as described in the **SEAT SLING** section of this manual.
3. Roll the transfer aid to the car doorway.(FIG. 1)
4. Adjust the height of the Transfer Aid so that the patient just clears the car seat surface.
5. Slowly roll the Transfer Aid backward to insert the patient through the car doorway, being careful to protect his/her head as it passes through the door frame.(FIG 2)
6. Lower the patient onto the car seat.(FIG. 3)
7. While one assistant is supporting the patient, the other assistant detaches the strap fasteners from the Transfer Aid and slides the Transfer Aid out of the way.(FIG. 4)
8. Swing the patient's legs into the car, until the patient is rotated and facing forewords.(FIG. 5). If using the "Seat" sling, the sling remains under the patient.
9. The Transfer Aid may be folded and placed in the car. Refer to the **Folding the Transfer Aid** section of this manual. (FIG. 6)



FIG. 1 - Rolling Patient Towards Car



FIG. 2 - Placing Patient in Car



FIG. 3 - Lowering Patient into Car



FIG. 4 - Removing Transfer Aid



FIG. 5 – Swinging Knees into Car



FIG. 6 - Placing Lift in Car Trunk

TRANSFERRING FROM FLOOR LEVEL

NOTE: Transferring from floor level requires the use of a set of optional extension straps in combination with the seat sling. The lift is not meant for routine transfers to and from floor level. The extension straps are provided for use in unusual situations where it is necessary to lift someone from the floor back into a seat.

NOTE: To position an individual in a sling, follow the procedures concerning lifting the patient, operation and sling attachments.

WARNING

DO NOT attempt to lift someone who is injured from the floor. Seek qualified medical help.

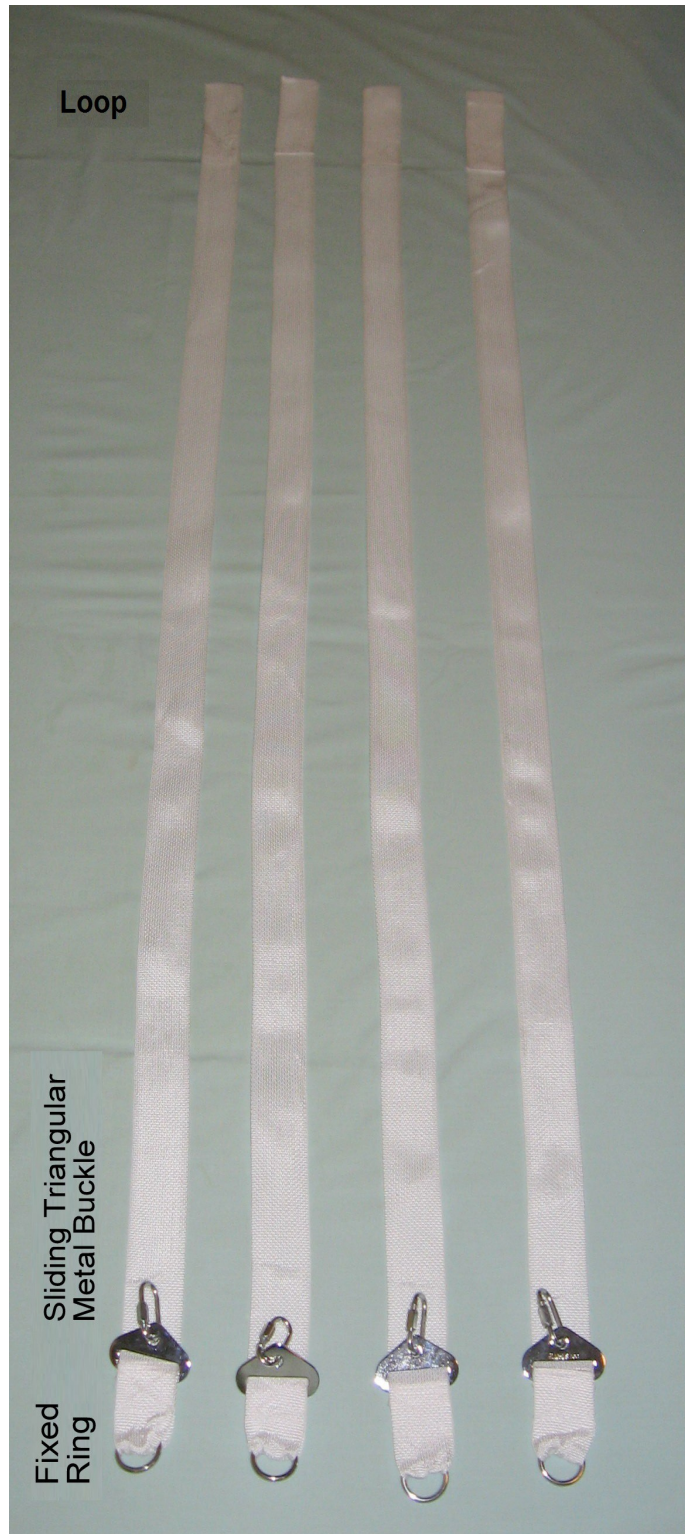
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1. Collect the (4) extension straps. Each extension strap has a metal ring at one end, a loop at the other end, and a metal fitting with locking hook that slides along the strap. (Fig. 1).



2. Take one strap, and slide the end with the loop underneath the lift's leg (Fig 2). Then slide the other end of the strap and all the metal hardware through the loop (Fig. 3). Position the strap as close to the lift base as possible and pull taught to cinch the strap tight around the base of the leg. (Fig. 4)

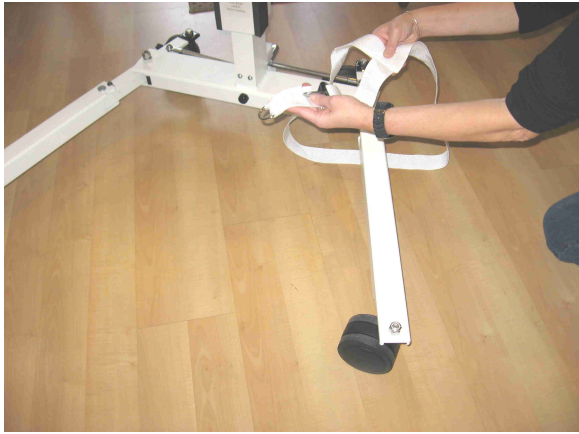


Fig. 2



Fig. 3

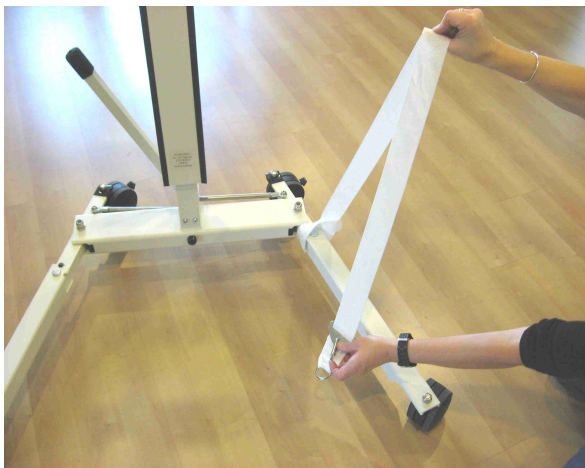


Fig. 4

3. Next, position the arms of the lift in their unfolded, horizontal position. Lower the lift column **ALL** the way to its lowest position. Bring the strap and all the metal brackets up the outside of the lift, and drape the strap over the lift arm so that it hangs down the inside of the lift. Hook the D-ring onto the stud in the arm closest to the lift column. The sliding bracket should now hang on the inside of the arm, between the first stud and the lift column, as shown in Fig. 5.



FIG. 5

4. Repeat this process with the second strap, attaching it to the base of the leg as before, but this time attaching the D-ring to the last stud at the end of the arm. **NOTE:** The second strap should drape over the arm between the middle and last stud, as shown in Fig. 6.



Fig. 6

5. Repeat this process with the other two straps on the other side of the lift, attaching them to the base of the leg, and draping them over the arm, from outside to inside, as before. The four straps should be positioned as shown in Fig. 7.



Fig. 7

6. Position the seat sling under the patient (See Fig 8). The seat sling should be positioned such that the side of the sling with the adjustable straps is just behind the patients knees.



Fig. 8

7. Spread the lift legs to the middle position, so that the spreader bar is pointing vertically straight up. Then roll the lift into position in front of the patient. Place the patient's legs over the base of the lift and bring the lift into position with the patient's knees straddling the lift column. (Fig. 9).



Fig. 9

8. Adjust the seat sling's adjustable straps as short as they will go, and attach the seat sling's adjustable straps to the sliding buckles that are hanging near the lift column using the locking hooks. Manually help the patient into a partially seated position, supporting the patient's back as you attach the other end of the seat sling to the metal brackets that are hanging near the ends of the arms using the locking hooks. (Fig. 10)

WARNING: Be sure to lock the hooks by screwing the nut until it engages fully with the opposite end of the hook.



Fig. 10

9. Turn the lift crank to raise the column to its highest possible elevation. This will raise the patient to a seated position approximately 18 inches from the floor (Fig. 12).

WARNING: It is strongly recommended that you place some kind of padding, such as a blanket, between the patients knees and the lift column prior to lifting to minimize any discomfort and avoid pinching the patient's skin against the lift column.

WARNING: Be sure that the spreader bar is pointing vertically upwards behind the column, so as not to interfere with the patient's leg as they are raised. (Fig 11)



Fig. 11

NOTE: It will require about 50% more effort to turn the crank when lifting from floor level with the floor extension straps.



Fig. 12

10. Place a chair or wheelchair underneath the patient and lower them onto the seat surface to complete the transfer (Fig. 13).



Fig. 13

TROUBLESHOOTING

SYMPTOMS	FAULTS	SOLUTION
Casters/Brakes noisy or stiff	Fluff or debris in bearings	Refer to Casters in the CARE AND MAINTENANCE section in this manual.
Crank fails to lift/lower when turned	Lift dis-assembly mechanism unlatched	Refer to DISASSEMBLY OF THE TRANSFER AID in the ASSEMBLY section in this manual.
Noisy or squeaky sound when transfer aid is raised/lowered	Lift dis-assembly mechanism unlatched	Refer to DISASSEMBLY OF THE TRANSFER AID in the ASSEMBLY section in this manual.
	Needs lubrication	Refer to Lubrication in the CARE AND MAINTENANCE section in this manual.
Transfer Aid feels loose	Loose mounting bolts	Check for loose nuts and bolts in base/leg attachment and base/column attachment.
	Worn column slides	Refer to Column Slides in the CARE AND MAINTENANCE section in this manual.

NOTE: If problems are not remedied by the suggested means, please contact Take-Along Lifts LLC.

MAINTENANCE SAFETY INSPECTION CHECKLIST

ITEM	INITIALLY	INSPECT/ADJUST MONTHLY	INSPECT/ADJUST SEMI-ANNUALLY
THE CASTER BASE			
Inspect for missing hardware.	X	X	X
Base opens/closes with ease.	X		
Inspect casters for smooth swivel and roll.	X	X	
Inspect leg locking notch for wear.		X	
Inspect leg locking pin for smooth operation	X	X	
COLUMN			
Inspect for excessive play.	X		X
Inspect for bends or deflections	X	X	
ARMS			
Inspect for bends or deflections	X	X	
CLEANING			
Whenever necessary	X	X	X
SLINGS AND HARDWARE			
CHECK ALL SLING ATTACHMENTS			
each time it is used to ensure proper connection and patient safety.	X	X	
Inspect sling material for wear.	X	X	
Inspect straps for wear.	X	X	

CARE AND MAINTENANCE OF YOUR TRANSFER AID

NOTE: Follow the maintenance procedures described in this manual to keep your transfer aid in continuous service.

The Take-Along Lifts LLC Patient Transfer Aid is designed to provide a maximum of safe, efficient and satisfactory service with minimum care and maintenance; however, a periodic check should ensure continued safety and reliability. Please refer to the **Maintenance Safety Inspection Checklist** in this manual for items to check and for the checking interval. If you question the safety of any part of the transfer aid, contact Take-Along Lifts LLC immediately and advise them of your problem.

Keep the transfer aid and slings clean and in good working order. It is important to inspect all stressed parts, such as slings, arms and base, for signs of cracking, fraying, deformation or deterioration. Replace any defective parts immediately and ensure that the transfer aid is not used until repairs are made.

Cleaning

The sling should be washed regularly. A soft cloth, dampened with water and a small amount of mild detergent, is all that is needed to clean the transfer aid. The transfer aid can be cleaned with a non-abrasive cleaner.

Casters

The casters **MUST** swivel and roll smoothly. There is no adjustment or maintenance of either the casters or brakes, other than cleaning. Remove all debris, etc. from the wheel and swivel bearings. If any parts are worn, replace these immediately.

Caster Replacement

Remove the top nut that secures the caster to the base. Transfer any spacers and washers from the old caster to the new caster. Replace with new caster and affix to base with top nut.

Lubrication

All parts of the Transfer Aid are internally lubricated for the life of the unit. If you suspect that lubrication is required (noisy or squeaky), please contact Take-Along Lifts LLC.

Screw Clutch

The Transfer Aid uses a simple spring-loaded clutch to prevent the screw from back driving under load. If the crank is seen to turn continuously by itself when the transfer aid is loaded, then the clutch may be worn or requires adjustment. There is no immediate safety issue, but please contact Take-Along Lifts LLC for further instructions.

Column Slides

The Transfer Aid uses internally lubricated slides between the inner and outer column sections. These should not require lubrication or maintenance. However, if you suspect that there is excessive play between the inner and outer columns, perform the following procedure.

1. Lower the transfer aid to its lowest height.
2. Measure the distance between the inner and outer columns at a point at the bottom of the outer column, on the side of the column that normally faces the patient.
3. Lean on the arms, and measure the distance again.
4. The difference between these two measurements will normally be about 1/8 in. If the difference approaches 1/4 in, contact take-Along Lifts LLC for further instructions.

PACKING YOUR TRANSFER AID FOR SHIPMENT

NOTE: It is recommended that your transfer aid be shipped using the original packing material.

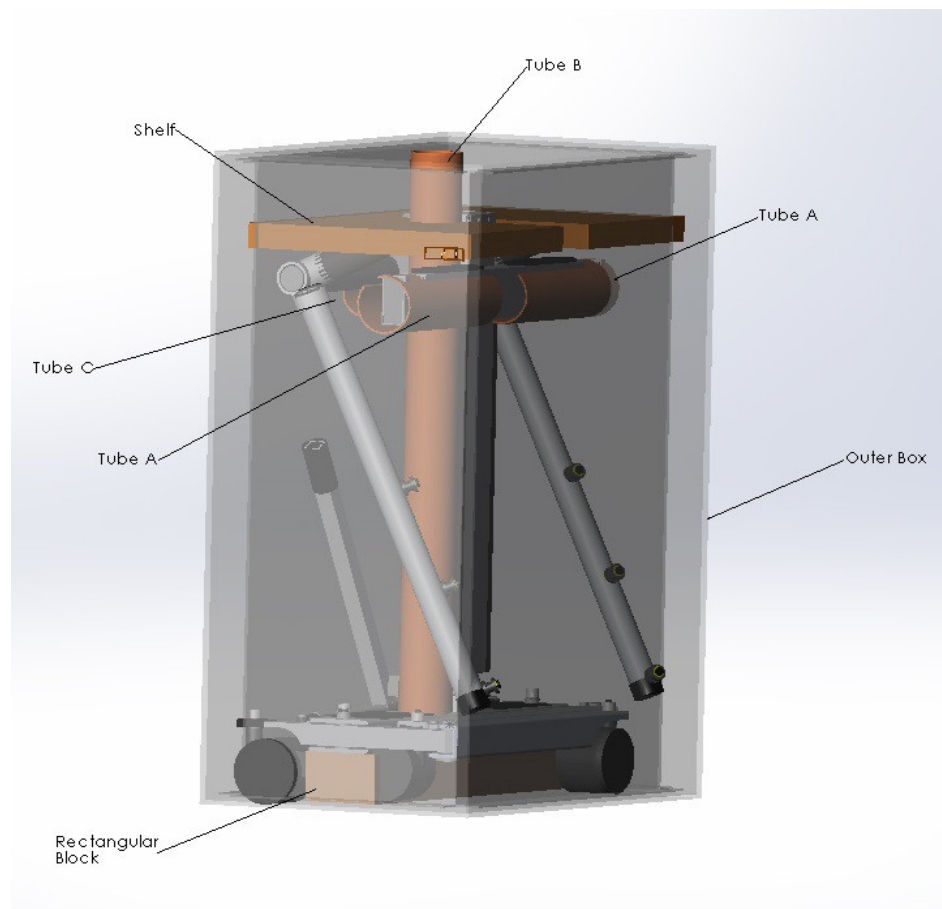


Figure 1 – Lift Packaging

The packaging of your transfer aid consists of an inner sleeve, four round cardboard tubes, a cardboard shelf, five narrow plastic bags, a large plastic bag and a rectangular cardboard block. Slide a narrow plastic bag over each caster and leg and fold the legs closed into their storage positions. Rotate the arms past vertical to their stored position as shown. Slide a narrow plastic bag over each end of the horizontal crossbar. Crank the lift down to its shortest height possible while making sure that the tips of the arms do not extend past the front of the folded legs. Remove the hand crank (reverse the assembly procedure described earlier in this manual). Tubes A are slit lengthwise. Slide a narrow plastic bag over each end of the horizontal crossbar, then slide a Tube A over each end of the horizontal crossbar with the slit aligned towards the top rear of the crossbar. Place the longest tube, tube B, alongside the lift column, slide a narrow plastic bag over the top of the tube, and rubber-band it to the bottom of the spreader bar and to the top of the column. Tube C is a short tube with a slit that fits over the back of the white block and is rubber-banded in place. The rectangular cardboard block is rubber-banded underneath the base of the lift. Place the large bag over the top of the lift. Slide the outer box with the inner sleeve over the top of the lift. Lay the box down and close and seal the bottom of the box. Stand the box back up and place the cardboard shelf over the top of the Tube B and the outer column, and place the sling(s) in a plastic bag then place them inside the box on top of the shelf. Close the box top, label the box, and it is ready for shipment.

LIMITED WARRANTY

PLEASE NOTE: THE WARRANTY BELOW HAS BEEN DRAFTED TO COMPLY WITH FEDERAL LAW APPLICABLE TO PRODUCTS MANUFACTURED AFTER JULY 4, 1975.

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

This warranty gives you specific legal rights and you may also have other legal rights which vary from state to state.

Take-Along Lifts LLC warrants the products manufactured to be free from defects in materials and workmanship for a period of one (1) year on the lift and one (1) year on the slings, from the date of purchase. If within such warranty period any such product shall be proven to be defective, such product shall be repaired or replaced, at Take-Along Lifts LLC's option. This warranty does not include any labor or shipping charges incurred in replacement part installation or repair of any such product. Take-Along Lifts LLC's sole obligation and your exclusive remedy under this warranty shall be limited to such repair and/or replacement.

For warranty service, please contact Take-Along Lifts LLC.

Take-Along Lifts LLC will issue a serialized return authorization. The defective unit or parts MUST be returned for warranty inspection using the serial number, when applicable as identification within 30 days of return authorization date. Do not return products to our factory without our prior consent. C.O.D. shipments will be refused; please prepay shipping charges.

Limitations and Exclusions: The foregoing warranty shall not apply to serial numbered products if the serial number has been removed or defaced, products subjected to negligence, accident, improper operation, maintenance or storage, products modified without Take-Along Lifts' express written consent (including, but not limited to, modification through the use of unauthorized parts or attachments; products damaged by reason of repairs made to any component without the specific consent of Take-Along Lifts LLC, or to a product damaged by circumstances beyond Take-Along Lifts LLC's control, and such evaluation will be solely determined by Take-Along Lifts LLC. The warranty shall not apply to problems arising from normal wear or failure to adhere to the instructions in this manual.

THE FOREGOING WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS WARRANTIES. IMPLIED WARRANTIES, IF ANY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, SHALL NOT EXTEND BEYOND THE DURATION OF THE EXPRESSED WARRANTY PROVIDED HEREIN AND THE REMEDY FOR VIOLATIONS OF ANY IMPLIED WARRANTY SHALL BE LIMITED TO REPAIR OR REPLACEMENT OF THE DEFECTIVE PRODUCT PURSUANT TO THE TERMS CONTAINED HEREIN. TAKE_ALONG LIFTS LLC SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER.

Some states DO NOT allow exclusion or limitation of incidental or consequential damage, or limitation on how long an implied warranty lasts, so the above exclusions and limitations may not apply to you.

This warranty shall be extended to comply with state or provincial laws and requirements.

Take-Along Lifts LLC

125 Pumpkin Hill Rd * New Milford * CT 06776 * Phone 1-(877) 667-6515