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## IMPORTANT INSTRUCTIONS FOR MEDICAL PRODUCT ADVISORS AND SPECIALIST DEALERS

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### GENERAL INFORMATION

This checklist is a guide for Alber specialist dealers for instructing wheelchair users with regard to general safety instructions and detailed information on handling the product. On the following pages is a checklist to support you in providing a comprehensive and detailed product briefing. This checklist is intended to serve as a guide for a detailed step-by-step introduction of the user to the Alber product. Such instruction is an essential part of the handover of this medical product. It is important to inform the user about safety-relevant topics and to explain the use of the Alber product in detail.

After the explanation, a short test drive with the user is recommended. Special attention must be paid to possible hazardous situations that may occur when using the product. Please take the time for this important part when handing over the Alber product.

Instructions may only be given by trained persons. Alber does not accept any liability for damage caused by instruction or advice given by untrained persons.

### GENERAL SAFETY INSTRUCTIONS

- Prior to first use, read and observe the user manual and the safety instructions.
- Use e-motion / e-motion DuoDrive one only if you are in good physical and mental condition.
- The maximum obstacle height, maximum person weight, maximum gradeability of the e-motion / e-motion DuoDrive and the wheelchair manufacturer are to be observed.
- Approach and overcome obstacles only at low speed. Overcome obstacles backwards if necessary. If necessary, call in a helper and remove the anti-tippers for a short time.
- On uphill and downhill slopes, start and stop particularly slowly.
- Avoid stairs, drops, bodies of water and other such hazardous areas!
- In Cruise Mode, always keep your hands on the push rims for steering and braking.
- Persons may only be transferred in the chair when drive wheels and control unit are switched off and the parking brake of the wheelchair is activated.
- For the first few journeys, select learning mode or assistance level 1.
- The drive wheels of e-motion DuoDrive are already set to the left and right side of the wheelchair. Always mount wheels sideways!
- Secure individual parts during transport in the car.
- The e-motion / e-motion DuoDrive may only be used with a wheelchair. Such a wheelchair must be equipped with two parking brakes and a pair of anti-tippers.
- Repairs may only be carried out by the Alber Service Centre or by persons authorised by Alber.

# CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

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| <input type="checkbox"/> | <b>Explain potential hazards</b> | Safe driving: Inform the customer about the general safety instructions (see front page). |
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## DRIVE WHEELS

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| <input type="checkbox"/> | <b>Attach and detach the drive wheels</b> | Press the release button and pull off the wheel. When attaching the wheels, make sure that the quick-release axle is correctly locked and that the wheels are in contact with the bracket on the wheelchair (shake test). With the e-motion DuoDrive, make absolutely sure that the drive wheels are attached on the correct side (see sticker), otherwise the system will move backwards. |
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| <input type="checkbox"/> | <b>Transport of the drive wheels in the car</b> | Put down the drive wheels with the back of the wheel facing downwards. Remove the the quick-release axle. Secure the individual parts. |
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## ANTI-TIPPERS

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| <input type="checkbox"/> | <b>Correct use of the quickpins</b> | Do not lose quickpins. Make sure the bolts of the pins are locked properly (shake test). |
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| <input type="checkbox"/> | <b>Attach and detach the anti-tippers</b> | Always push the carriage into the guides as far as it will go. Make sure the anti-tippers have sufficient safety distance to the drive wheels. Do not mix up left and right sides (see labelling). Rollers must be able to swivel freely (approx. 1.5 cm distance to the floor). |
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## BATTERY OF DRIVE WHEELS

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| <input type="checkbox"/> | <b>Maintenance of batteries</b> | Charge after every use - Do only use the appropriate Alber charger |
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| <input type="checkbox"/> | <b>Use of the battery charger</b> | Insert the magnetic plug onto the charging socket (on/off switch). Acoustic signal, all 5 LEDs light up. The display of the wheels indicated the current charging progress. When the battery is fully charged, all 5 LEDs light up. In addition, explain the charging status display of the charger. |
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| <input type="checkbox"/> | <b>Battery display of the drive wheel</b> | Switch on the wheel. Each LED represents 20% charging capacity. Point out the LED battery indicator of the ECS-Remote Control or the DuoDrive control unit (if available). Both devices always show the current charge status of the weaker battery of the two drive wheels. |
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## CONTROL UNIT DUODRIVE (if available)

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| <input type="checkbox"/> | <b>Attach Control Unit</b> | Switch both drive wheels off. Apply the parking brakes. To attach the control unit onto the bracket attached on the footrest and lock it. |
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| <input type="checkbox"/> | <b>Remove Control Unit</b> | To remove the control unit, switch off both drive wheels. Apply the parking brakes, press the unlocking button underneath the bracket and hold the control unit before removing it. |
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| <input type="checkbox"/> | <b>Switch Control Unit on</b> | Switch the control unit on by pressing the speed knob (approx. 1 second). The Bluetooth connection to the drive wheels is automatically established. During this time an LED on the control unit may flash blue. When the connection is active a multi colour LED indicates the battery charge status of the control unit itself. The five white LEDs indicate the battery charge status of the drive wheels. |
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# CHECKLIST FOR THE INSTRUCTION OF THE WHEELCHAIR USER

To be ticked by the instructor following demonstration

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**Switch Control Unit off** Switch off the control unit by pressing the speed knob (approx. 2 seconds). The drive wheels then go into standby mode for 48 hours.

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**Charge control unit** Show the charging socket on the back of the control unit. Recharge after each use.

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## TEST DRIVE

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**Switch system on and off** Two signal tones sound when switching on and off the drive wheels. Switching the drive wheel on with the ECS-Remote Control or the DuoDrive control unit is only possible if the wheels have been previously activated via the on/off mainswitch.

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**Drive with little power assistance (learning mode)** Always practise in an open area and away from danger zones. Prepare the user for the agile driving behaviour of the e-motion compared to a pure manual wheelchair.

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**Adjustment of sensor sensitivity** Determine sensor setting (-3 to +3). Compensate for left/right dysbalances if necessary, to ensure optimum straight running. The sensor setting also has influence on the steering and braking behaviour of Cruise Mode.

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**Selection of a driving profile** Four different driving profiles are available via the free Mobility App. If required, carry out individual programming of the driving parameters (password for professional area: alber123). Programming does not apply to Cruise Mode.

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**Selection of assist level with ECS Remote Control, DuoDrive Control Unit or Mobility App** Assistance level 1 is usually used indoors, level 2 is used outdoors. While **in standstill** with the DuoDrive control unit, pressing the speed knob sideways twice switches back and forth between assist level 1 and 2.

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**Braking behaviour on downhill slopes** Braking torque engages relatively abruptly depending on the driving profile. Sufficient upper body stability is required for braking manoeuvres on slopes.

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**Driving in Cruise Mode (DuoDrive)** Turning the speed knob forwards accelerates the drive wheels. Turning the speed knob against driving direction reduces the speed. When reducing the cruise speed on downhill slopes, ensure sufficient upper body stability. Acceleration is possible from a standstill as well as while driving. (no reversing in Cruise Mode).  
**Note: If the control unit is mounted on the left side of the wheelchair, this needs to be adjusted via the e-motion Mobility App.**

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**Braking in Cruise Mode (DuoDrive)** Pressing the speed knob deactivates the Cruise Mode and the system switches to power assisted driving mode. The wheelchair must then be stopped manually. Alternatively it is possible to deactivate Cruise Mode by simultaneously deflecting both push rims against the driving direction (for at least 1 second).

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**Rollback Delay (Hillholder)** Activate Rollback Delay via ECS-Remote Control or Mobility App with Mobility Plus Package. The wheelchair is held for 5 seconds on slopes and then starts to roll backwards slowly after a warning tone. The user's hands must always remain close to the push rim. Note the maximum allowed gradient when driving with rollback delay in the instructions for use.  
Note: Rollback Delay is not available when the DuoDrive control unit is connected.

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**Refer to the safety instructions in the user manual**

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