

Everest & Jennings®



## **E&J® Navigator Transport Wheelchair Operation Manual**

EJNAV-18-INS-LAB-RevC14  
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**E&J Navigator Transport Wheelchair user and attendant:  
Read this manual before operating the Transport Wheelchair.  
Save this manual for future reference.**

**The most current version of this manual can be found online at  
[www.grahamfield.com](http://www.grahamfield.com).**

**⚠ WARNING: E&J Navigator Transport Wheelchair user and attendant: Do not operate the Transport Wheelchair 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 Wheelchair could result.**

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# 1 INTRODUCTION

Thank you for choosing an Everest & Jennings product. We at GF Health Products, Inc. wish to assure you of our continuing commitment to provide innovation and quality 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 E&J Navigator Transport Wheelchair, keep it handy for future reference, and refer to it as often as necessary to help maintain good performance standards. Consult your healthcare professional and Graham-Field authorized distributor for assistance in developing and learning safe and effective techniques for performing your daily activities according to your individual physical abilities and needs, and to make certain that your Transport Wheelchair is properly prescribed and adjusted for your 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 Wheelchair 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 Wheelchair best.

The person performing adjustments on the Transport Wheelchair has the responsibility of making certain that the user can safely operate the Transport Wheelchair with the adjustments selected. This person must evaluate the user's ability, weight, physical condition, the environment in which the Transport Wheelchair will be used, and the terrain over which the Transport Wheelchair will travel. We recommend the use of anti-tippers at all times.

All information and specifications in this manual are current at the time of printing.

## INTENDED USE

The E&J Navigator Transport Wheelchair is a manual, folding, lightweight Transport Wheelchair, suitable for frequent users with a maximum weight capacity of 250 lb (113 kg) who require a lightweight, portable Transport Wheelchair, fitted to their anatomy, without the need of customization or alteration to the center of gravity. The E&J Navigator Transport Wheelchair is intended for indoor and/or outdoor use. The E&J Navigator Transport Wheelchair is intended to be propelled by an attendant at all times, who should remain behind the Transport Wheelchair when the user is being positioned or the Transport Wheelchair is in use.

## STATEMENTS OF SIGNIFICANCE

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

- ⚠ WARNING:** Indicates a potential hazard situation or unsafe practice that, if not avoided, could result in death or serious injury.
- ⚠ 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 WHEELCHAIR. FAILURE TO DO SO COULD RESULT IN PERSONAL INJURY TO YOU OR OTHERS OR DAMAGE TO YOUR TRANSPORT WHEELCHAIR.**

Safety requires the constant attention of the Transport Wheelchair user and the attendant. It is extremely important to learn and always use safe methods of performing basic daily activities. Always consult your healthcare professional to determine those methods most suitable for your individual abilities.

Protect yourself and your Transport Wheelchair by having your Transport Wheelchair serviced regularly. Whenever any part of your Transport Wheelchair 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 Wheelchair. **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

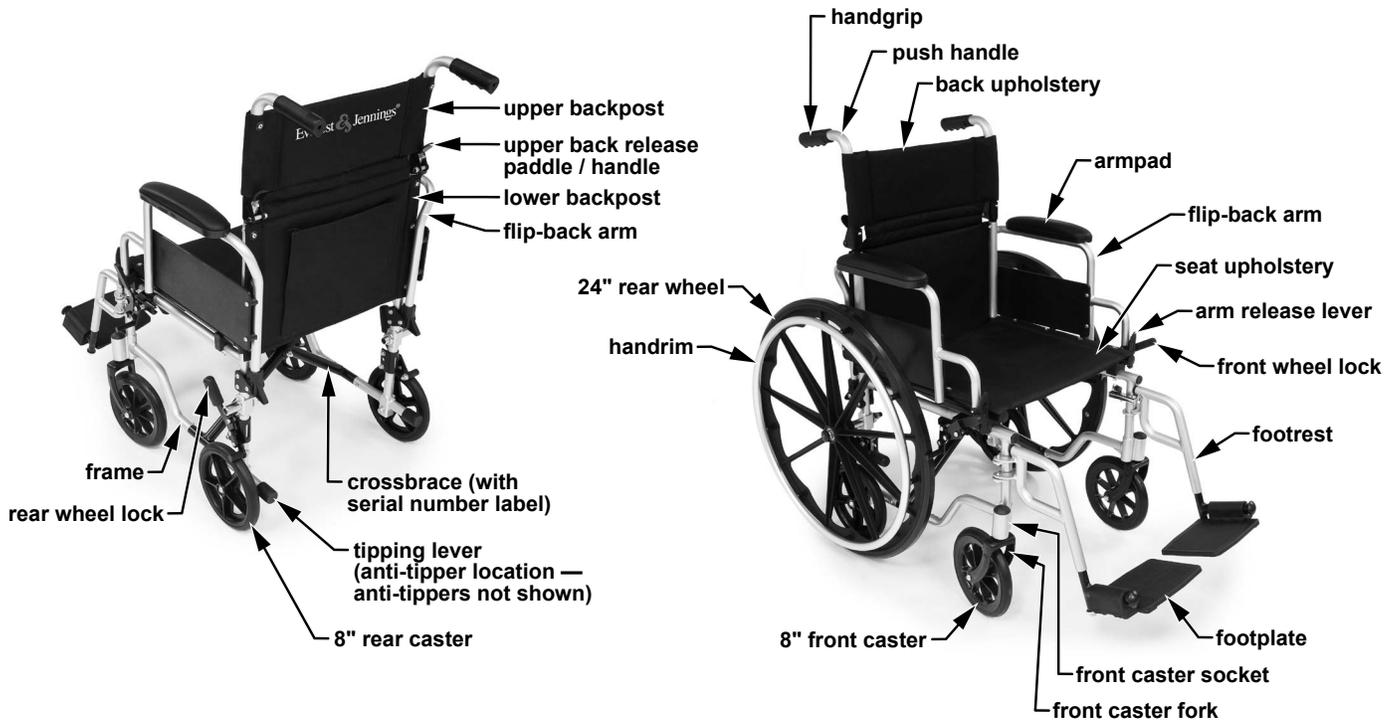
- ⚠ WARNING: The E&J Navigator Transport Wheelchair maximum weight capacity is 250 lb (113 kg), EVENLY DISTRIBUTED.**
- ⚠ WARNING: To avoid possible tilt hazard, DO NOT leave user unattended. Attendant must always be behind and in control of Transport Wheelchair when user is being positioned or Transport Wheelchair is in use.**
- ⚠ WARNING: Do not operate the Transport Wheelchair on streets or roadways.**
- ⚠ WARNING: Do not operate the Transport Wheelchair on hilly or rough terrain, sand, wet or icy surfaces, or surfaces with impaired traction. Ensure that pathway is clear of all obstacles.**
- ⚠ WARNING: Do not leave the Transport Wheelchair on an incline.**
- ⚠ WARNING: Do not turn the Transport Wheelchair while going downhill, as the Transport Wheelchair could tip over.**
- ⚠ WARNING: Under normal usage, anti-tippers will prevent the wheelchair from tipping over backwards. We recommend the use of anti-tippers at all times.**
- ⚠ WARNING: Do not attempt inclines without anti-tippers installed. Do not attempt any incline or decline greater than six degrees (10% grade, or one foot of rise or fall per ten feet of ramp length).**
- ⚠ WARNING: This Transport Wheelchair does not offer seating or occupant restraint equivalent to the seat provided in a motor vehicle! To increase your safety while traveling in a motor vehicle, always transfer to the vehicle seat and use the restraint provided by the vehicle manufacturer.**
- ⚠ 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 Wheelchair.**
- ⚠ WARNING: The footplates' lowest point should clear the ground by at least 2 1/2 inches, to permit proper clearance of potential obstruction.**
- ⚠ WARNING: Doing a “wheelie” (tilting the Transport Wheelchair 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 footplates while transferring to or from your Transport Wheelchair. This could cause the Transport Wheelchair to tip, or could cause personal injury or damage to your Transport Wheelchair.**

- ⚠ WARNING: Operate only with anti-tippers in place when leaning or tipping.**
- ⚠ WARNING: Ensure that Transport Wheelchair is on a stable, level surface and engage wheel locks before and during transfer.**
- ⚠ WARNING: Always engage wheel locks before transferring, using a wheelchair lift or using an elevator.**
- ⚠ WARNING: Do not lean over the top of the Transport Wheelchair back. This could cause the Transport Wheelchair to tip over.**
- ⚠ WARNING: To reduce the risk of tipping before leaning or reaching forward, sit back in the seat and rotate front casters fully toward front of Transport Wheelchair.**
- ⚠ WARNING: Unauthorized modification or the use of non-Everest & Jennings replacement parts could change the structure of the Transport Wheelchair, void the warranty, and create a hazardous condition resulting in serious personal injury.**
- ⚠ WARNING: Do not lean on the Transport Wheelchair 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 Wheelchair on stairs or escalators.**
- ⚠ WARNING: Wheel locks are not brakes. Do not use the wheel locks to slow down the Transport Wheelchair, or while the Transport Wheelchair is moving. Wheel locks are only intended to keep the Transport Wheelchair in place when it is at a complete stop.**
- ⚠ WARNING: Notice for California Customers- California Proposition 65 WARNING: This product contains a chemical known to the State of California to cause cancer and reproductive or developmental harm.**
- ⚠ WARNING: GF Health Products, Inc. specifically disclaims responsibility for any personal injury or property damage which may occur during any use which does not comply with federal, state, or local laws or ordinances.**

# 3 OPERATION

## GETTING STARTED

Please familiarize yourself with main components, identified in E&J Navigator Transport Wheelchair illustration below.



E&J Navigator shown with 8" rear casters only (configured as a transport chair)

E&J Navigator shown with 8" rear casters and 24" rear wheels (configured as a lightweight wheelchair)

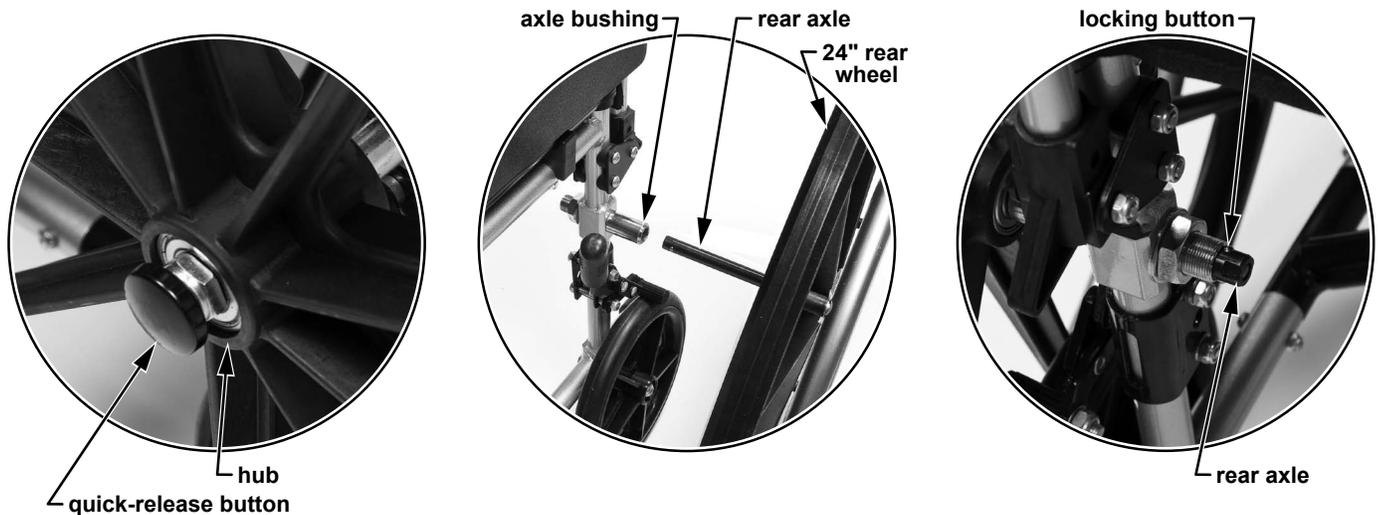
## ANTI-TIPPER INSTALLATION

Slide anti-tipper tubes into rear frame rails until locking buttons protrude from rear frame holes.

**⚠ WARNING:** Ensure anti-tippers are securely mounted and locking buttons protrude completely from rear frame rails.

## 24" REAR WHEELS WITH QUICK-RELEASE AXLES

The E&J Navigator Transport Wheelchair can be used with both sets of rear wheels installed (8" rear casters and 24" rear wheels) or with the 24" wheels removed for movement in restricted areas. Both sets of wheel locks (rear and front) remain in place regardless of how many wheels are present. The rear wheel locks are for attendant use with the 24" wheels removed. The front wheel locks are for user operation only with the 24" wheels installed. The 8" wheels contact the ground only after the 24" wheels have been removed.



### Remove 24" rear wheel with quick-release axle

To remove rear wheel: depress the quick-release button in the rear wheel hub and pull the wheel straight out, away from the wheelchair.

### Install 24" rear wheel with quick-release axle

To install rear wheel: depress the quick-release button in the rear wheel hub and insert into axle bushing.

**⚠ WARNING:** When reassembling the wheelchair after removing the rear wheels, ensure that the rear axles are locked in place (check that locking buttons extend completely, and rear wheels spin freely but can't be pulled off), to prevent wheels from falling off.

## OPERATE WHEEL LOCKS

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



E&J Navigator shown with  
8" rear casters only



E&J Navigator shown with  
8" rear casters  
and 24" rear wheels

### Operate Rear Wheel Locks (for Attendant)

Attendant: To **engage** wheel locks, grasp both rubber-tipped wheel lock levers and lift up completely. Rear casters will be locked in place.

Attendant: To **disengage** wheel locks, grasp both rubber-tipped wheel lock levers and push down completely. Rear casters will now be free to roll.

### Operate Front Wheel Locks (for User)

User: To **engage** wheel locks, grasp both rubber-tipped wheel lock levers and push forward completely. Rear wheels will be locked in place.

User: To **disengage** wheel locks, grasp both rubber-tipped wheel lock levers and pull back completely. Rear wheels will now be free to roll.

## HANDLING TIPS

The E&J Navigator Transport Wheelchair 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 Wheelchair over if it is used improperly. We urge both user and attendant to learn the characteristics of your Transport Wheelchair. It is most important to learn safe methods to perform the daily activities basic to your lifestyle. Use this manual as a guide for developing techniques that you are comfortable with, and consult your medical professionals for assistance in developing the skills and proper techniques to perform all activities safely.

### TO ATTENDANT

**⚠ WARNING: To avoid possible tilt hazard, do not leave user unattended. Attendant must always be behind and in control of Transport Wheelchair when user is being positioned or Transport Wheelchair is in use.**

1. Work with the Transport Wheelchair user's medical professionals to learn the best methods of assistance.
2. Always tell the Transport Wheelchair user what you are about to do and what you expect them to do, especially when changing balance or tipping backward. Remind the Transport Wheelchair user to lean back when tipping backward, to maintain proper weight distribution.
3. When assisting a Transport Wheelchair 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.

**⚠ WARNING: Ensure handgrips are firmly attached to push handles before assisting user with Transport Wheelchair. Slippage of handgrips could cause personal injury or Transport Wheelchair damage. If handgrips are loose or in unstable condition, contact your Graham-Field authorized distributor for repair before assisting user with Transport Wheelchair.**

**⚠ WARNING: Do not lift the Transport Wheelchair by any detachable parts; this could cause personal injury to attendant or user, and damage to the Transport Wheelchair.**

### BALANCE

Proper balance is the key to maintaining the stability of your Transport Wheelchair. Reaching, bending, and transferring to or from a Transport Wheelchair 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: Always ensure that the Transport Wheelchair is on a stable, level surface and engage the wheel locks before transfer.**

**⚠ WARNING: Do not step on the footplates; this could cause the Transport Wheelchair to tip. Fold them up, and either detach them, or swing them aside.**

**⚠ WARNING: There is a critical moment when there is little or no seat platform beneath you. Take every precaution to reduce this unsupported distance before you attempt transfer.**

Transferring into or out of a Transport Wheelchair 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 Wheelchair 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 Wheelchair 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 Wheelchair backward:

1. Grasp the push handles securely and ensure that the handgrips 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 Wheelchair 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 Wheelchair is tilted back enough to overcome the obstacle.
5. Lower the front end slowly.



## RAMPS AND INCLINES

- ⚠ **WARNING:** During descent, the footplates' lowest point should be no closer to the ground than 2 1/2 inches to permit proper clearance.
- ⚠ **WARNING:** Do not attempt inclines without anti-tippers installed. 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 locks to slow your descent. Attempting to use wheel locks is likely to result in accidental locking that could cause the Transport Wheelchair to stop abruptly, suddenly pitch forward, or tip sideways.
- ⚠ **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. To attendant: Practice with a healthcare professional first before attempting ramps or inclines. 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

- ⚠ **WARNING:** Never attempt to negotiate curbs or steps in your Transport Wheelchair without the assistance of an attendant.
- ⚠ **WARNING:** Never attempt to negotiate stairs or escalators in your Transport Wheelchair under any circumstances.

Curbs, steps and stairways are dangerous obstacles that confront the Transport Wheelchair 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.

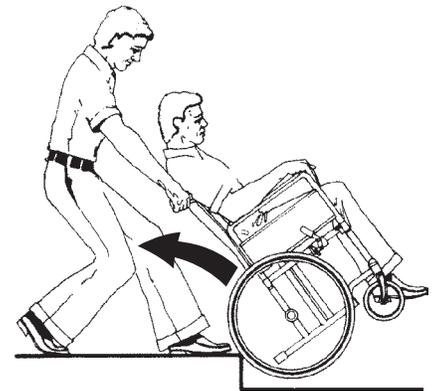
### **For attendant: curb ascent facing forward**

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



### **For attendant: curb ascent facing backward**

1. Ensure that the handgrips are securely fastened and do not turn or slip.
2. Stand behind the Transport Wheelchair, holding the handgrips, facing away from the curb, with the rear casters against the curb.
3. Advise the user that you will be tilting backward and remind the user to lean back.
4. Tilt the Transport Wheelchair back to its balance point and lift up by the push handles while pulling the Transport Wheelchair up and over the curb. DO NOT lower the front casters down until the Transport Wheelchair is back far enough to clear the curb.



### **For attendant: curb descent**

1. Ensure that the handgrips are securely fastened and do not turn or slip.
2. Stand behind the Transport Wheelchair, holding the handgrips, with your back to the curb.
3. Look over your shoulder and step down carefully.
4. Hold the handgrips tightly and pull the Transport Wheelchair until the rear casters reach the curb edge.
5. Slowly roll the rear casters down onto the lower level.
6. 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.
7. Tilt the Transport Wheelchair 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.
8. Turn the Transport Wheelchair around, place one foot on the tipping lever, and gradually lower the front casters to the ground.



## 4 ADJUSTMENTS

The Transport Wheelchair offers several adjustments to make it easier and more comfortable to operate. Section 6, MAINTENANCE, offers preventive maintenance suggestions for keeping your Transport Wheelchair 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 Wheelchair has the responsibility of making certain that the user and attendant can safely operate the Transport Wheelchair with the adjustments selected. This person must evaluate the user's ability, weight, physical condition, the environment in which the Transport Wheelchair will be used, and the terrain over which the Transport Wheelchair 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 Wheelchair.

### CASTERS

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

### CROSSBRACE

#### Tighten crossbraces

*Tools required: included wrench and hex key*

Check the crossbraces to ensure that the bolts and nuts that fasten the crossbraces in the center of the Transport Wheelchair are secure (crossbraces should be loose enough to fold easily, yet snug enough to take up excess play). Use the included tools to tighten the crossbraces.

## ARM

Flip arms back for transfer (see pictures below)



**E&J Navigator shown with  
arm locked in place**



**E&J Navigator shown with  
arm rotated backward**

To flip the arm backward for transfer:

1. Depress the arm release lever.
2. Hold arm by the front post and rotate it up and back.

**Rotate arm down to reinstall (see pictures above)**

To return the arm to operation position:

1. Rotate the arm forward and down into the arm receptacle.
2. Depress the release lever and push the arm down to lock front of arm into place.

*Info: Front of arm must be fully down and engaged in the arm receptacle or the release lever will not lock into place.*

**⚠ WARNING: Ensure that arms are locked into place before occupying or operating Transport Wheelchair.**

## FOOTREST—DETACHABLE, SWINGAWAY

**⚠ WARNING:** Do not stand on the footplates; this could cause the Transport Wheelchair to tip.

**Remove footrest for transfer**  
(see picture at right)

1. Pull swingaway release lever toward front of Transport Wheelchair and swing footrest outward.
2. Lift footrest straight up off Transport Wheelchair hinge pins.

**Attach footrest (see picture at right)**

1. Set footrest on outside of Transport Wheelchair so that footrest hinge plates engage Transport Wheelchair hinge pins.
2. Swing footrest inward until release lever locks into place. Ensure that swingaway release lever is locked in place.

**⚠ WARNING:** Ensure that footrests are locked in place before occupying or operating Transport Wheelchair.



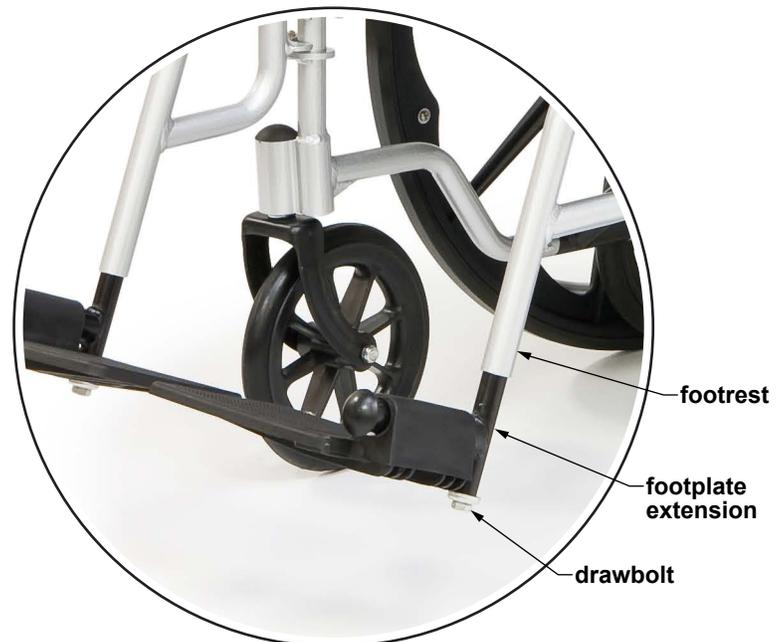
remove footrest

## Adjust footplate extension length

*Tools required: 1/2" wrench*

There is a draw bolt in the bottom of the footplate extension tube that allows the footplate extension to be repositioned upward or downward in the footrest hanger. To lengthen or shorten footplate extension:

1. Loosen, but do not remove, the draw bolt using a 1/2" wrench.
2. Reposition the footplate extension at the desired position.
3. Resecure the draw bolt using a 1/2" wrench.
4. Follow steps 1-3 to adjust other footplate extension length. Ensure that footrest bolts are securely fastened, and that minimum ground clearance is 2 1/2 inches.



adjust footrest extension length

**⚠ WARNING:** The footplates' lowest point should be no closer to the ground than 2 1/2 inches, to permit proper clearance.

**⚠ WARNING:** Ensure that footplates are securely clamped before occupying or operating Transport Wheelchair.

## CROSSBRACES

### Tighten crossbraces

*Tools required: M13 wrench, M5 hex key*

Check the crossbraces to ensure that the bolt and nut securing both crossbraces in the center of the wheelchair are secure (crossbraces should be loose enough to fold easily, yet snug enough to take up excess play). Use an M13 wrench and M5 hex key to tighten.

## WHEEL LOCKS

### Adjust Front wheel locks

*Tools required: M10 wrench*

1. Use an M10 wrench to loosen the adjustment bolt until the wheel lock slides on the frame.
2. Place the wheel lock in the locked position and slide it into contact with the tire.
3. Place the wheel lock in the unlocked position and slide it 3/8" closer to the tire.
4. Use an M10 wrench to tighten the adjustment bolt and engage the wheel lock to check the fit. The wheel lock should indent the tire at least 3/8".
5. Repeat steps 1-4 for other wheel lock. Tighten the adjustment bolts securely to eliminate wheel lock movement on frame.

**⚠ WARNING: Ensure that wheel locks are adjusted so that they lock in place appropriately before occupying or operating wheelchair.**

# 5 TRANSPORTING THE E&J NAVIGATOR TRANSPORT WHEELCHAIR

## PREPARING THE E&J NAVIGATOR FOR TRANSPORT

**⚠ WARNING:** This Transport Wheelchair does not offer seating or occupant restraint equivalent to the seat provided in a motor vehicle! To increase your safety while traveling in a motor vehicle, always transfer to the vehicle seat and use the restraint provided by the vehicle manufacturer.

When transporting the Transport Wheelchair in a motor vehicle, do not place the Transport Wheelchair where it will interfere with the safe operation of the vehicle or endanger the driver or passengers. The front seat is not a good location to store a Transport Wheelchair during transport, as the Transport Wheelchair can be dislodged and become a serious hazard to the vehicle driver. Always take precautions to avoid personal injury when loading or lifting a Transport Wheelchair into or out of a vehicle. The Transport Wheelchair can easily be transported in the back seat or the trunk.



**E&J Navigator shown with 8" rear casters only**



**E&J Navigator shown with 8" rear casters and 24" rear wheels**

### **Fold the Transport Wheelchair (see picture above)**

1. Detach footrests from Transport Wheelchair.
2. Fold the back: Press the upper back release paddles / handles toward the upper back until the back releases, then lower the upper back.
3. Fold the Transport Wheelchair: Pull up sharply on the seat upholstery at front and rear center at the same time. Tip the Transport Wheelchair sideways so the opposite wheel won't drag. Press sides together.
4. If 24" rear wheels are installed, you may wish to remove them for storage and transport. To remove rear wheel: depress the quick-release button in the rear wheel hub and pull the wheel straight out, away from the wheelchair. Repeat for other wheel.

### **Store Transport Wheelchair in car's back seat**

1. Move the car's front seat as far forward as possible.
2. Lift the folded Transport Wheelchair into the car and place it on the back seat floorboard. Stow the footrests alongside. **DO NOT** put any articles on top of the Transport Wheelchair.

Ensure the Transport Wheelchair is stable, will not shift while the car is in motion, and does not block the driver's field of vision.

### **Store Transport Wheelchair in car's trunk**

1. Lift the folded Transport Wheelchair and carefully place it in the trunk. Stow the footrests alongside.
2. **DO NOT** put any articles on top of the Transport Wheelchair. Close the trunk lid slowly.

### **Unfold the Transport Wheelchair (see picture on previous page)**

1. Push down on the seat rails until the seat is completely open.
2. Unfold the back: Raise upper back until it locks into place; ensure that upper back is locked into place before proceeding.
3. Install footrests.
4. You may wish to install 24" rear wheels. To install rear wheel: depress the quick-release button in the rear wheel hub and insert into axle bushing. Repeat for other wheel.

**⚠ Warning: When reassembling the wheelchair after removing the rear wheels, ensure that the rear axles are locked in place (check that release buttons extend completely, and rear wheels spin freely but can't be pulled off), to prevent wheels from falling off.**

**⚠ WARNING: Ensure Transport Wheelchair is unfolded as instructed and that upper back is locked into place, seat is completely open, and footrests are locked in place before occupying or operating Transport Wheelchair.**

# 6 MAINTENANCE

Protect your E&J Transport Wheelchair by having it serviced regularly. Proper care and maintenance are essential to keep your Transport Wheelchair 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 Wheelchair 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 Wheelchair. 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 dealer 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 problems and may affect your warranty.**

**⚠ WARNING: Unauthorized modification or the use of non-Everest & Jennings replacement parts could change the structure of the Transport Wheelchair, void the warranty, and create a hazardous condition resulting in serious personal injury.**

| MAINTENANCE SCHEDULE                      |                        |       |          |          |
|---|------------------------|-------|----------|----------|
| Procedure                                 | Perform at least every |       |          |          |
|   | week                   | month | 3 months | 6 months |
| Check tire wear                           | ✓                      |       |          |          |
| Check handrims (24" rear wheels only)     | ✓                      |       |          |          |
| Check wheel lock engagement               | ✓                      |       |          |          |
| Check anti-tippers                        | ✓                      |       |          |          |
| Wipe off frame with soft cloth            | ✓                      |       |          |          |
| Check handgrips                           |                        | ✓     |          |          |
| Check upholstery                          |                        | ✓     |          |          |
| Check arms                                |                        | ✓     |          |          |
| Check backposts / push handles            |                        | ✓     |          |          |
| Check footrests                           |                        | ✓     |          |          |
| Clean frame with soap and water           |                        |       | ✓        |          |
| Check caster stem rotation                |                        |       | ✓        |          |
| GF distributor maintenance check          |                        |       |          | ✓        |
| Check caster/wheel 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)***

***Phillips screwdriver***

***soft cloth***

***mild soap and water solution***

## **General care**

Always evaluate the overall operation of your Transport Wheelchair. 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 Wheelchair best when it comes to service and repairs. Contact your dealer with any questions or concerns regarding the safe operation and maintenance of your Transport Wheelchair. Regular maintenance is essential for your safety and continued operation of your Transport Wheelchair.

### **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.

### **Check handrims (24" rear wheels only)**

Check handrims at least once a week. Inspect each handrim for rough or sharp edges and, if any are found, replace handrims immediately. Ensure that all hardware is properly aligned and secure.

### **Check wheel lock engagement (front and rear wheel locks)**

Check wheel lock engagement at least once a week. If a wheel lock is worn or damaged, have your Graham-Field authorized distributor replace it immediately. Inspect the hardware for looseness or signs of wear.

Ensure that the locking mechanism operates smoothly. The locking assembly should be tight enough so that the wheel can not rotate or the lock slip. Check that the locking shoe does not press against the tire when in the unlocked position. Excessive force should not be required to either engage or release wheel locks. Oil the wheel lock pivot points with one or two drops of 30 weight oil. Remove excess oil and dirt.

### **Check anti-tippers**

Check the anti-tippers at least once a week. Ensure that the anti-tippers are securely fastened and properly positioned.

**⚠ WARNING: Always operate Transport Wheelchair with anti-tippers installed.**

### **Check handgrips**

Check handgrips at least once a week. Ensure that they are not ripped. Ensure that they are tight and securely fastened.

### **Check upholstery**

Check upholstery at least once a month. Inspect for rips, tears and worn spots. Ensure that all upholstery-attaching screws are present, properly aligned, and well-secured. Use a Phillips screwdriver to tighten mounting screws. Check attaching screws for sharp edges or stripped screws, and replace if found.

**⚠ WARNING: Worn or torn upholstery, or upholstery with loose hardware, must be replaced immediately. It may not support body weight.**

### **Check arms**

Check arms at least once a month. Inspect for sharp edges or cracks which could weaken the arm, and replace if found. Use a Phillips screwdriver to tighten arm pad mounting screws. Check for burrs on the screw heads and replace if found. Ensure that screws do not extend into the padding.

### **Check backposts / push handles**

Check backposts at least once a month. Ensure that all mounting hardware is securely fastened and that the backposts are not bent or damaged. Ensure that back folding mechanisms are secure, work correctly, and that there is no play in back fold points. Contact your dealer if you observe back play, cracking or peeling paint or plating.

### **Check footrests**

Check footrests at least once a month. Inspect the locking mechanisms to confirm sure fit. Check for cracks, burrs, or sharp edges, and replace if found. Ensure that the footrest will automatically lock securely in place and will not accidentally unlock.

### **Cleaning your Transport Wheelchair**

Wipe off frame frequently, at least once a week, using a soft cloth. Dry the Transport Wheelchair 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 Wheelchair 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/wheel bearings**

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

# 7 TROUBLESHOOTING

Continual use of your Transport Wheelchair 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 |   |
|                              |                   |                      |                  |                  |                   | <b>PROBABLE CAUSE AND CORRECTIVE ACTION</b>   |
| ✓                            | ✓                 | ✓                    | ✓                |                  |                   | Nuts and/or bolts may be loose. If so, tighten. Bolts should be snug.                       |
|                              |                   | ✓                    | ✓                | ✓                | ✓                 | Casters or stem(s) may be adjusted improperly. Have your GF distributor correct adjustment. |

*Info: Use only Everest & Jennings replacement parts. A Transport Wheelchair replacement parts list is available at [www.grahamfield.com](http://www.grahamfield.com) to assist in the ordering of parts.*

- ⚠ **CAUTION:** A complete inspection of your Transport Wheelchair, including maintenance, servicing and safety checks, should be performed by a Graham-Field authorized distributor at least once every six months.
- ⚠ **WARNING:** Unauthorized modification or the use of non-Everest & Jennings replacement parts could change the structure of the Transport Wheelchair, void the warranty, and create a hazardous condition, which could result in serious personal injury.

# 8 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 component is warranted by a third party, 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 to GF's customer service team within the applicable warranty period and which, upon examination by GF or its authorized representative, prove to be a warranty item. This limited warranty is not transferable.

The warranted components and time period are set forth below:

Sideframes and Crossbraces: . . . . .two years

All other durable components not listed above: . . . . .six months

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

A GF Customer Service Representative must authorize warranty service. Please contact the GF Customer Service department by calling 678-291-3207, sending a fax request to 770-368-2386 or by e-mailing a request to [cs@grahamfield.com](mailto:cs@grahamfield.com). Specific directions will be provided by the Customer Service Representative. 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: casters, filters, fuses, gaskets, lubricants, and charts;
- 4) Accessories or parts not provided by GF;
- 5) Charges by anyone for adjustments, repairs, replacement parts, installation or other work performed upon or in connection with such products which are not expressly authorized in writing, in advance, by GF;
- 6) Any labor or shipping charges incurred in the replacement part installation or repair;
- 7) Costs and expenses of regular maintenance and cleaning; and
- 8) 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.

The warranties contained herein 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.
- 2) Freight claims must be notated on the Bill of Lading and must be made with immediacy. The ICC 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 thirty (30) days of the invoice date.

GF Health Products, Inc.  
2935 Northeast Parkway  
Atlanta, GA 30360  
Tel 770-368-4700  
Fax 770-368-2386  
[www.grahamfield.com](http://www.grahamfield.com)

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Everest & Jennings®

**Manufactured for:  
GF Health Products, Inc.  
2935 Northeast Parkway  
Atlanta, Georgia 30360 U.S.A.**

**telephone: 770-368-4700**

**fax: 770-368-2386**



**GRAHAM-FIELD**

**[www.grahamfield.com](http://www.grahamfield.com)**

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