



# Finger Lakes Porter

## Service Manual



[www.reposefurniture.com](http://www.reposefurniture.com)

1	Introduction .....	3
2	Safety Precautions .....	3
3	Tools and Equipment List.....	3
4	Preventative Maintenance .....	4
4.1	Upholstery .....	4
4.2	Handset.....	4
4.3	Castors .....	4
4.4	Tilt-in-Space.....	4
4.5	Back Recline.....	5
4.6	Slide-out footrest.....	5
4.7	Power Cord .....	5
5	Testing.....	5
5.1	Functional Testing.....	5
6	Additional Documentation .....	6
7	Removal and Replacement.....	6
7.1	Handlebar .....	6
7.2	Slide-Out Footplate cover .....	7
7.3	Slide-Out Footplate .....	7
7.4	Seat Recline Actuator.....	8
7.5	Back Recline Actuator .....	9
7.6	Casters .....	10
7.7	Lockable Back Brackets .....	10
7.8	Handlebar Rubber Grips.....	12
7.9	Arm Cap .....	12
7.10	Seat Cushion and Cover Pad .....	13

## 1 Introduction

This manual will explain how to carry out interim servicing and parts replacement on the Finger Lakes Porter safely and effectively. This document is divided into sections to help a Service Engineer find the correct information. Each section will show in a step-by-step fashion the correct way to disassemble and assemble the part. The aim of the manual is to advise and assist you so that you can provide a successful service for the end user.

## 2 Safety Precautions

Read and understand this manual in its entirety before servicing the Finger Lakes Porter.

- Authorised personnel must complete the full and interim services of the Finger Lakes Porter.
- The chair must not be in use by the user during any form of servicing.
- The chair must be turned OFF during any servicing that requires any dismantling of standard parts.
- Ensure that all the servicing procedures are followed correctly as instructed in this manual.
- All listed tools and equipment stated in this manual must be used to safely service this chair.
- Ensure you have assessed all risks for your environment and any persons within that environment before commencing work.
- Ensure you have all PPE available to carry out the work before commencing.

## 3 Tools and Equipment List

When carrying out work on the Finger Lakes Porter, you will require the following:

Tools Required	Equipment Required
10mm Spanner M6 Allen Key Phillips Head Screwdriver Slotted Head Screwdriver	Service Documentation User Manual

## **4 Preventative Maintenance**

Maintenance should be completed by an approved service engineer every 1 year to ensure the product's required standard is maintained. The service history of the product should be documented for each service. This is documented in the service log, found in the back pages of the user manual.

When recording the service in the service log, ensure that the serial number of the chair and the user manual align. Each chair is provided with its own user manual.

The sub-sections below provide detailed instructions on what must be inspected/tested for each component on the chair at every service. Follow the guidelines below for a successful service.

### **4.1 Upholstery**

- Visual inspection of the upholstery integrity, including rips, burns or any impact damage.
- Ensure that the upholstery is fitted correctly.
- Inspect the label integrity, ensure that they are legible and aren't peeling.
- Ensure the serial number is legible.

### **4.2 Handset**

- Inspect and test handset buttons are all functional.
- Ensure handset labels remain legible.
- Ensure the handset is connected to the chair correctly.

### **4.3 Castors**

- Examine the castors for damage such as cracking and general wear.
- Ensure that the castors are running smoothly.
- Ensure the castor brakes function.

### **4.4 Tilt-in-Space**

- Visual inspection of the component for any abnormalities.
- Ensure all cables are connected.
- Perform the Tilt-in-Space test to ensure the actuator is functioning correctly.
- Ensure free movement is achieved without contact or clashing.

#### **4.5 Back Recline**

- Visual inspection of the component for any abnormalities.
- Ensure all cables are connected.
- Perform the Tilt-in-Space test to ensure the actuator is functioning correctly.
- Ensure free movement is achieved without contact or clashing.

#### **4.6 Slide-out footrest**

- Ensure the footrest can slide smoothly in and out from underneath the chair without obstruction.
- Confirm that no cables or wires are in contact with the sliding mechanism.
- Perform a functional test to verify the sliding mechanism operates correctly.
- Check for free movement throughout the full range, ensuring there is no contact, clashing, or resistance.

#### **4.7 Power Cord**

- Inspect the condition of the power cord, ensure that the casing remains intact, and that there are no cuts or exposed wires.
- Ensure the power cord is working correctly and charging the battery.

### **5 Testing**

The section will assist in ensuring that the chair has undergone the required function testing following its service.

#### **5.1 Functional Testing**

The guidelines below will ensure that the main functional components of the chair are functioning as intended following a service. Functional testing should be done after each service.

1. Position the chair in a suitable position in the middle of the room, clear of any obstacles.
2. Tilt the backrest to its upper limit and then to its lower limit. (Confirming the handset buttons are functional).
3. Tilt the Tilt-in-Space to its upper limit and then its lower limit. (Confirming the handset buttons are functional).
4. Slide out the footrest and confirm that there is movement throughout the full range, ensuring there is no contact, clashing, or resistance.
5. Return the footrest to its out-of-use position, ready for manoeuvring.
6. Position the chair back to its upright position, ready for manoeuvring.
7. Ensure all brakes are off and move the chair around the room. Confirming all castors work correctly without obstructions.
8. Activate the brakes and ensure that they are all working as intended.

## 6 Additional Documentation

See the list of available documents you may or may not need to refer to for a successful service. All documents will be available to view on the Repose website: <http://www.reposefurniture.com>

- Spare Part Manual – 992041
- User Manual -999041

## 7 Removal and Replacement

This section covers the details of removing, refitting, and replacing all serviceable parts of the chair. Ensure to read and understand each step thoroughly before removing any component from the chair.

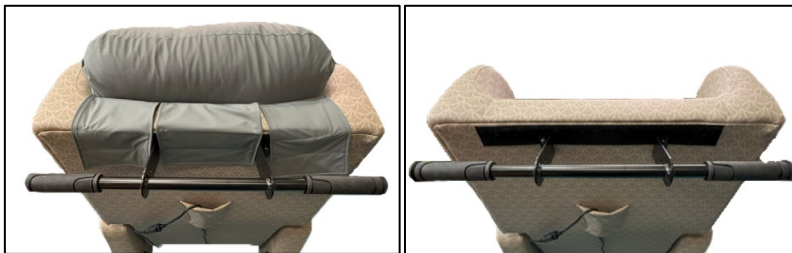
Before carrying out any dismantling of the chair, the power should be turned off.

### 7.1 Handlebar

This section covers the details of removing, refitting, and replacing the handlebars.

#### Removal

1. Locate the handlebar to remove.
2. Remove the top cushion from the backrest to allow access to the handlebar bolts.



3. Remove the caps to allow access to the bolts.



4. Using a 10mm spanner, remove the 4 bolts that secure the handlebars. The handlebar removal process is now complete.



#### Refitting / Replacement

Refitting is a reversal of the removal process.

## 7.2 Slide-Out Footplate cover

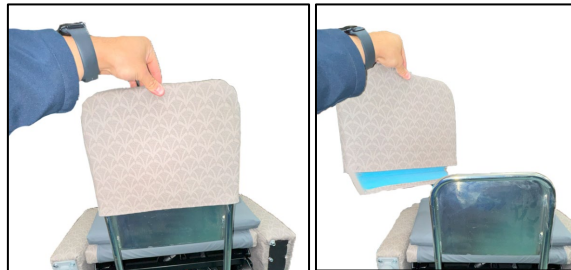
This section covers the details of removing, refitting, and replacing the Slide-Out Footplate cover.

### Removal

1. Gently tilt the chair back so it rests on its backrest for easier access. Locate the footrest cover and detach the hook-and-loop fastener at the furthest back point of the footrest.



2. Slide the footrest cover off the footrest assembly.



### Refitting / Replacement

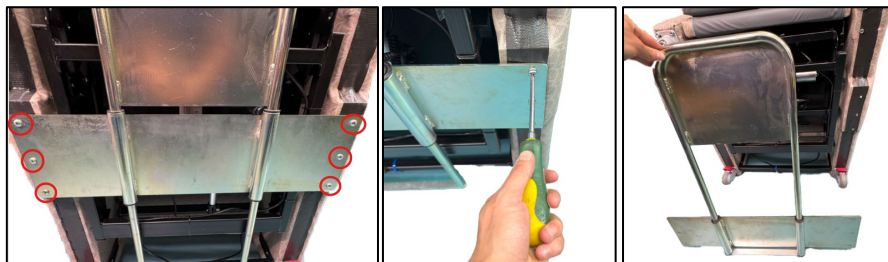
Refitting is a reversal of the removal process.

## 7.3 Slide-Out Footplate

This section covers the details of removing, refitting, and replacing the Slide-Out Footplate cover.

### Removal

1. Gently tilt the chair back so it rests on its backrest for easier access.
2. Using a Phillips head screwdriver, remove the 6 bolts that secure the footrest assembly to the chair.



### Refitting / Replacement

Refitting is a reversal of the removal process.



## 7.4 Seat Recline Actuator

This section covers the details of removing, refitting, and replacing the Seat Recline Actuator.

### Removal

1. Gently tilt the chair back so it rests on its backrest for easier access.
2. Remove Slide-Out Footplate. Refer to step 7.3.
3. Ensure the power to the chair is switched OFF, and disconnect any cables connected to the actuator.
4. Using a slotted screwdriver, remove the retaining clip that secures the pin. Carefully pry around the locking mechanism with the screwdriver to unlock it, then pull the clip out through the hole



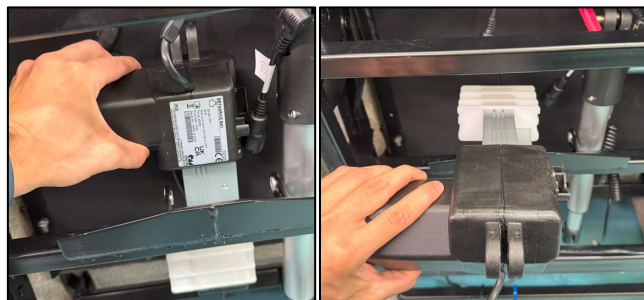
5. Remove the pin from the fixing point by sliding it through the hole.



6. Using an M6 Allen key, remove the 2 bolts from the bottom actuator fixing point.



7. Once all fixing points are disconnected, lower the actuator and pull it out through the middle section of the base frame.



### Refitting / Replacement

Refitting is a reversal of the removal process.

NOTE: A new retaining clip will be required if the clip becomes deformed during removal.



## 7.5 Back Recline Actuator

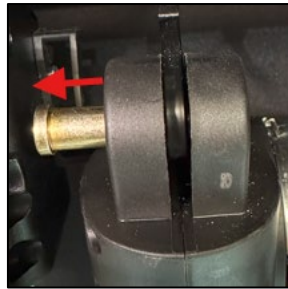
This section covers the details of removing, refitting, and replacing the Back Recline Actuator.

### Removal

1. Gently tilt the chair back so it rests on its backrest for easier access.
2. Remove Seat Recline Actuator. Refer to step 7.4.
3. Ensure the power to the chair is switched OFF, and disconnect any cables connected to the actuator.
4. Using a slotted screwdriver, remove the retaining clip that secures the pin. Carefully pry around the locking mechanism with the screwdriver to unlock it, then pull the clip out through the hole



5. Remove the pin from the top fixing point by sliding it through the hole.



6. To remove the bottom fixing point pin, follow the same process as stated in step 3.
7. Remove the pin from the bottom fixing point by sliding it through the hole.



### Refitting / Replacement

Refitting is a reversal of the removal process.

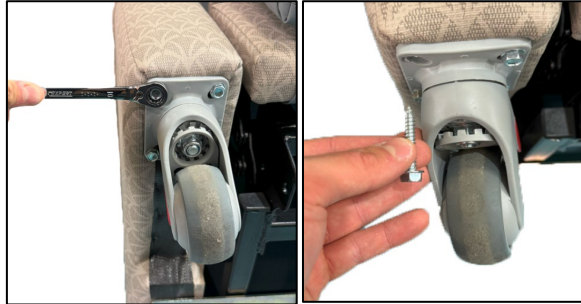
NOTE: A new retaining clip will be required if the clip becomes deformed during removal.

## 7.6 Casters

This section covers the details of removing, refitting, and replacing the castors.

### Removal

1. Gently tilt the chair back so it rests on its backrest for easier access.
2. Using a 10mm spanner, remove the 4 bolts used to secure the caster to the base.



3. Remove the caster from the base.



4. Repeat the process for the remaining casters.

### Refitting / Replacement

Refitting is a reversal of the removal process.

## 7.7 Lockable Back Brackets

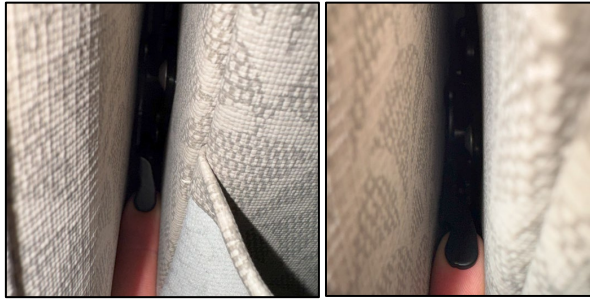
This section covers the details of removing, refitting, and replacing the Lockable Back Brackets.

### Removal

1. Detach the hook-and-loop strap located at the front of the backrest. Push the cover tab through the gap between the armrest and the backrest.



2. Release the locking lever by pushing it upwards.



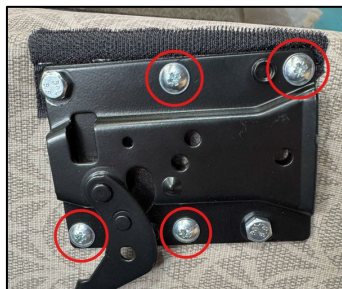
3. Remove the backrest by lifting it upward and off the fixing points located on the chair mechanism.



4. Using a 10mm spanner, remove the 2 bolts located on the Lockable Back Brackets



5. Using a Phillips head screwdriver, remove the remaining 4 screws.



### Refitting / Replacement

Refitting is a reversal of the removal process.

## 7.8 Handlebar Rubber Grips

This section covers the details of removing, refitting, and replacing the Handlebar Rubber Grips.

### Removal

1. Twist the rubber handlebar grips while simultaneously pulling them until they slide off the handlebars.



### Refitting / Replacement

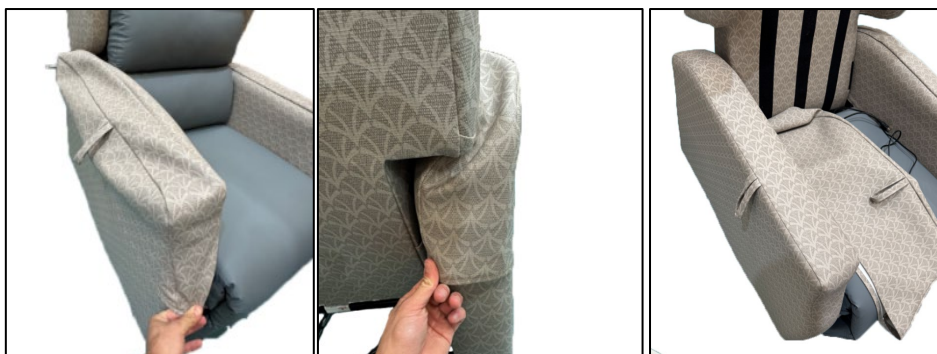
Refitting is a reversal of the removal process.

## 7.9 Arm Cap

This section covers the details of removing, refitting, and replacing the Arm Caps.

### Removal

1. Carefully remove the arm cap by pulling it forward and backwards until it loosens and slides off the armrest. The arm cap is now detached.



### Refitting / Replacement

Refitting is a reversal of the removal process.

## 7.10 Seat Cushion and Cover Pad

This section covers the details of removing, refitting, and replacing the Seat Cushion and cover pad.

### Removal

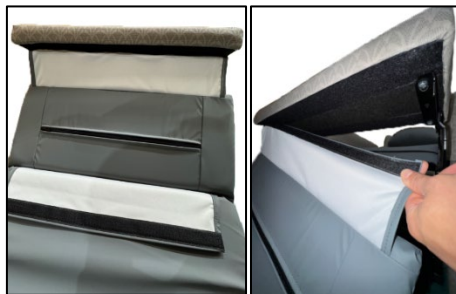
1. Detach the hook-and-loop strip on the back of the seat cover from the seat frame.



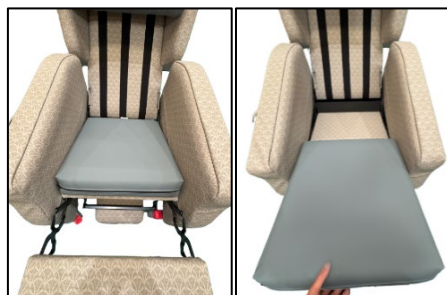
2. Peel back the furthest back hook-and-loop fastener on the leg rest and unfold the seat and leg rest cover away from the seat.



3. Undo the furthest forward hook-and-loop fastener located underneath the footrest.



4. Slide the seat pad out of the seat slot.



### Refitting / Replacement

Refitting is a reversal of the removal process.



**Dealer/service contact details:**

**Manufacturer contact details:**

Repose Furniture Ltd,  
Building 31, First Ave,  
Pensnett Trading Estate  
Kingswinford  
DY6 7TU  
Telephone Number: 01384 567401  
Email: [service@reposefurniture.com](mailto:service@reposefurniture.com)

**Disclaimer**

While every effort has been made to ensure the accuracy of information contained in this manual, no liability can be accepted by Repose Ltd for any errors or omissions. Repose Ltd operates a policy of continuous improvement. Specifications and other data are subject to change without notice.



**[www.reposefurniture.co.uk](http://www.reposefurniture.co.uk)**