



toll free: 1-877-706-4480  
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[www.MS3C.co](http://www.MS3C.co)

## MS3C-300TS Aluminum Alloy Emergency Manual Stair Evacuation Chair

### Deploying Chair:

1. To unfold chair, release seatbelt, grasp backrest with one hand and grasp the seat with other hand. Slowly guide chair into a fully open position.
2. Chair will automatically lock when chair reaches its fully open position. You may now roll chair.

### **IMPORTANT: Follow all local safety protocols**

### Preparing for passenger loading:

1. Roll evacuation chair next to patient, once chair is in position, LOCK rear wheels.
2. To lock rear wheels, push down the red lever located on top of rear wheels.
3. Make sure locks are engaged by trying to move chair.
4. If chair does not move, you are ready to seat and secure your passenger.

### Loading your Passenger:

1. Assist your passenger into seat using side handlebars for support and balance if necessary.
2. Secure your passenger with horizontal lap belt.
3. Place passenger's feet on foot rest

### Patient Transport Descending Stairs:

1. HEAD END operator will roll evacuation chair to top of staircase.
2. HEAD END operator will LOCK rear casters.
3. Open track system
4. To open track system, push red release level located behind seat.
5. Fully extended track and lock. Make sure track is in locked position by trying to slide the track in or out. If it does not move, track is locked.





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6. Raise guide bar located behind passenger's HEAD END to a comfortable height. To extend guide bar push horizontal chrome bar located across back of seat.
7. The LOWER operator will extend telescoping lower guide bars by pushing red release buttons located on top of guide bar. Extend lower guide bars into outmost locked position.
8. Make sure guide bars are locked by pushing or pulling on bars without pressing on the red button. If they do not move, bars are locked.
9. Spotter (if applicable) will position themselves behind LOWER operator.
10. When ready HEAD END operator will disengage locked casters by pushing the grey unlock tab located on top of rear casters.
11. Slowly, tilt chair back keeping tracks aligned with staircase and begin descent.
12. BOTH operators will maintain guide angle
13. HEAD END operator will apply pressure slightly down while LOWER operator applies pressure slightly up. This will keep the tracks engaged with stairs
14. When chair reaches bottom steps the HEAD END operator will tilt chair back to upright position making sure front wheels are securely placed on ground.
15. LOWER operator retracts telescoping guide bars back to locked closed position.
16. HEAD END operator will then disengage track by pushing red release bar located on back of chair and pushing in. Make sure track is in closed locked position.
17. Make sure track is locked by pulling in or out. If track does not move, track is locked. Disengaging track will engage the rear wheels.
18. To roll chair, HEAD END operator will lower HEAD END push handle and extend rear push handles.



#### To Fold Chair:

- Grab backrest with one hand and pull red folding bar located under chair with other hand.
- Guide chair into its folded position.
- Use seatbelt to lock chair in its folded position by placing seat belt around outside of chair and locking it. Pull seatbelt tight to secure seat into its locked position.





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#### Accessories Available:

- Dust Cover
- Wall mount brackets



#### Adjusting Track Tension:

- 1) To increase tension on track, locate the tension adjustment bolts. They are located on both sides of track (4 bolts total).
- 2) With provided Allen wrench, turn tension adjustment bolt clockwise to increase tension and counterclockwise to decrease tension.



Counterclockwise decreases tension

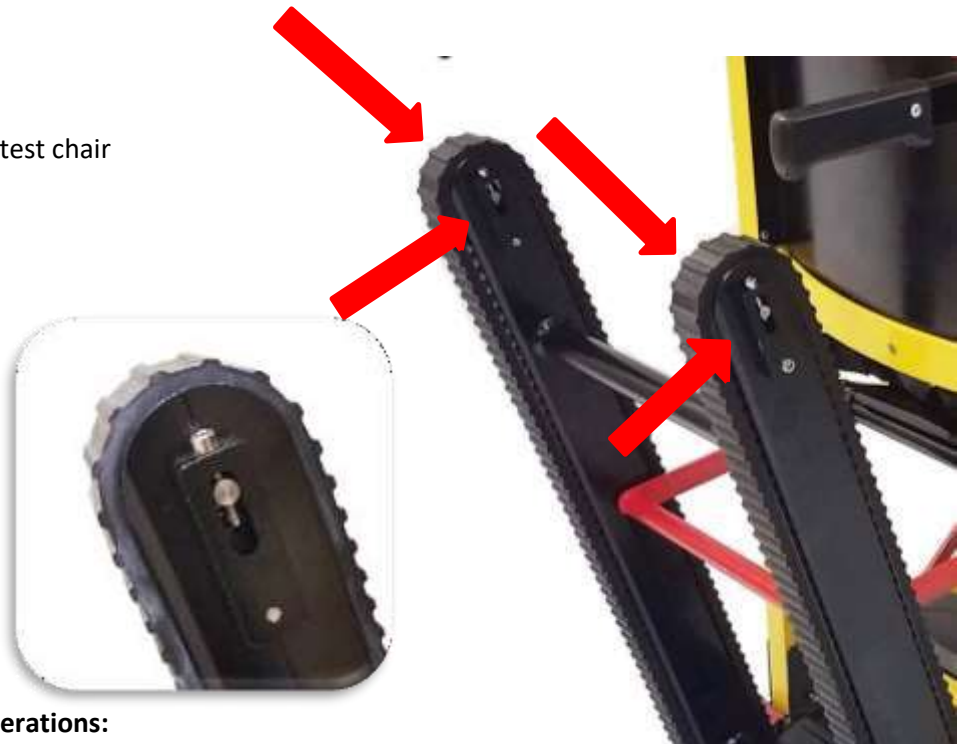


Clockwise increases tension

- 3) Make certain to turn both bolts in the same direction and equal number of turns. Repeat step until desired track tension is achieved.

#### Note:

Tension on tracks is factory set.  
After tension adjustment, make sure to test chair without a passenger.



**YOUTUBE VIDEO MS3C-300TS Basic Operations:**

<https://www.youtube.com/watch?v=N1PFyU8XDU>

