



Direct Supply®
EZ-LIFT™
WHEELCHAIR SEAT

Patents pending

Owner's Manual

Please keep and refer to this Owner's Manual.

Thank you for purchasing this Direct Supply EZ-Lift Wheelchair Seat. In this owner's manual, you'll find important information that you should read before assembling and using this device. If at any time you do not understand how to use this product, or you suspect it may be damaged, DO NOT USE and immediately contact the distributor that sold this product to you. This owner's manual is compiled from the latest specifications and product information available at the time of publication. Changes may be made to this manual at any time. Contact your distributor for a current copy of this owner's manual.

Introduction

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Definitions and Symbols

NOTE: Indicates a tip.

CAUTION: Means correct operating or maintenance procedures must be followed in order to prevent damage to or destruction of the product or other property.

WARNING: Calls attention to a potential danger that requires correct procedures or practices in order to prevent personal injury.

⚠ Attention! Read the instructions.

PRODUCT OR DEVICE: Your Direct Supply EZ-Lift Wheelchair Seat, distributed by Direct Supply Manufacturing, Inc. (“We,” “Us” or “Our”).

“You”: Means the user, caregiver and any other individuals who will be using or servicing the product.

“Distributor”: Means the reseller or other entity from whom you purchased this product.

“Medical Professional”: The physician or other healthcare professional who is familiar with the user’s medical history and current medical condition, and is responsible for determining if this product is medically appropriate for the user.

Caregiver: The individual(s) responsible for the care and needs of the user, such as a spouse, adult family member or home health aide. The caregiver must be available at all times to provide the user with physical and cognitive assistance and provide supervision as needed.

User: The individual who uses the device.

Safety Information

Warnings

Read carefully all directions and warnings before using this device. Do not operate this device without first reading and understanding the contents of this manual. Death or injury may result from the improper use of this device or failure to follow all directions and warnings. This device is intended for use in normal, indoor conditions. This product may not be appropriate for all individuals.

⚠ WARNING: This seat lift device is intended only for use with standard folding wheelchairs. Use with reclining wheelchairs, powered wheelchairs, some wheelchairs with drop arms or tilt-back arms, etc., may result in user injury or damage to the device.

⚠ WARNING: This device is intended to provide lifting force assistance to assist wheelchair users. This device is only intended for use with users who are able to safely stand and ambulate.

⚠ WARNING: Maximum patient weight: 250 lbs. Not for use with bariatric or heavy-duty wheelchairs.

⚠ WARNING: This device is intended to be used with a pressure redistributing seat cushion (not included).

⚠ WARNING: This lift seat must be used in conjunction with a compatible anti-rollback device.

⚠ WARNING: Do not allow residents to use this device if it has not been set up for that resident specifically or if it has not been tested to confirm functionality.

⚠ WARNING: Check system daily to verify functionality; periodic tweaks or adjustments may be required.

⚠ WARNING: Do not use this device if it does not fit the wheelchair as described in the installation section of this manual.

⚠ WARNING: Do not use if you have reason to believe the product is broken or not functioning properly.

⚠ WARNING: This product is designed to be compatible with many standard folding wheelchairs but may not be usable in every application. It is the responsibility of the user to ensure final fit, function and compatibility for each unique application before putting device into use.

⚠ WARNING: Routinely inspect seat lift device and anti-rollback device for proper installation and function. Discontinue use if product is damaged or is not functioning as intended.

⚠ WARNING: Hard, worn, brittle, or otherwise compromised wheelchair wheels may negatively impact the performance of this device. Routinely check this device for proper function.

⚠ WARNING: Do not attempt to operate on inclines 10° or greater without proper assistance.

⚠ WARNING: Be sure to completely engage wheel locks when getting in and out of wheelchair or when in elevator or wheelchair lift.

⚠ WARNING: This device is not a substitute for caregiver supervision. Take appropriate precautions when users who are deemed to be a fall risk are using a wheelchair with this seat lift device.

⚠ WARNING: Wheelchair should be on a smooth, stable and level area with wheel locks engaged before transferring user in or out of wheelchair.

⚠ WARNING: When getting in or out of wheelchair, do not stand on or apply weight to footrests.

⚠ WARNING: Do not make any modifications to this device or use non-Direct Supply parts. Doing so may void the warranty and pose a risk to the user.

⚠ WARNING: This device may not be suitable for all individuals. Always assess the appropriateness of this device for a user on a case-by-case basis. Consult the user's medical professional for assistance if you are unsure whether this device is appropriate for the user.

Compatibility

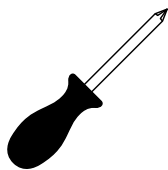
This device is compatible with most standard folding wheelchairs and is intended for use on wheelchairs with a seat width between 16in and 20in wide and with a seat depth between 16in and 18in deep.. Prior to use, you must assess the installed device on the wheelchair to ensure proper installation, fit, and function. Review this manual in its entirety prior to installation and/or use.

DO NOT USE THIS DEVICE with reclining or tilting wheelchairs.

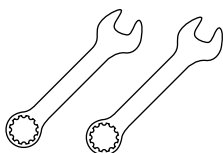
DO NOT USE THIS DEVICE if your wheelchair has obstructions or accessories which prevent the device from being installed according to the instructions below.

Installation Instructions

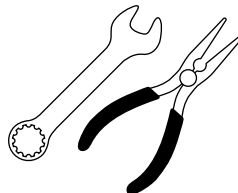
Tools Required:



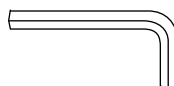
Phillips Screwdriver
(or other tool(s) as
needed to remove
wheelchair sling seat)



2x 7/16" Wrenches
or **Socket Wrenches**
used to adjust
mounting bars



**10mm Wrench and
Long-nose Pliers**
used for Anti-rollback
Installation



3/16" Allen Wrench
used to adjust upper
lift force

STEP 1 – Review For Compatibility Before Installation

Review chair for compatibility with lift seat and anti-rollback devices. See the Warnings, Compatibility, and Installation sections of this manual and the anti-rollback device manual before beginning installation.

STEP 2 – Remove Wheelchair Sling Seat and Armrests

- a. Remove your wheelchair's sling seat. Most standard folding wheelchairs' sling seats are attached with 8 to 10 screws which can be removed using a phillips screwdriver. (figure 1)
- b. Retain the seat and screws in a safe location.
- c. Remove your wheelchair's armrests. The armrests will remain on the chair after installation but should be removed to provide better access to the seat-mounting tubes during installation. (figure 2)



Figure 1



Figure 2

STEP 3 – Install Lift Mechanism

- a. Using (2) 7/16 inch wrenches, loosen the mounting bar width-adjustment bolts to allow the bars to slide in and out. Do not completely remove the bolts. *(figure 3)*
- b. Adjust the mounting bars to the approximate width of your wheelchair's mounting tubes.
- c. Set the lift mechanism onto the wheelchair. The mounting hooks should fit securely over the wheelchair's seat tubes as shown. *(figure 4)*
- d. Ensure that the lift mechanism is centered between the two seat tubes and that the rear hooks are positioned next to the backrest vertical tube.
- e. Using (2) 7/16 inch wrenches, tighten the mounting bar width-adjustment bolts. *(figure 5)*
- f. Tighten four thumb screws to secure the mounting hooks to the wheelchair's seat tubes. *(figure 6)*

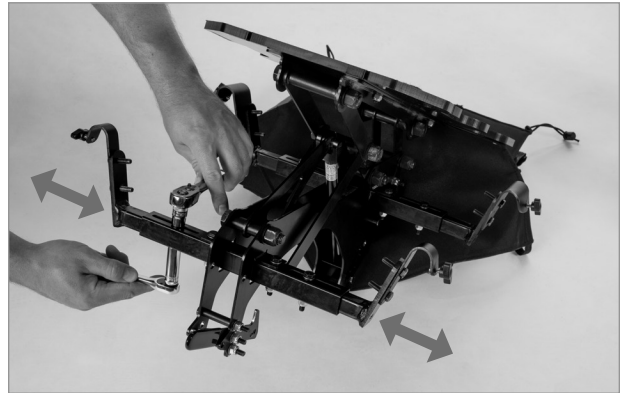


Figure 3



Figure 4



Figure 5



Figure 6

Installation Instructions *(cont.)*

STEP 3a – Install Lift Mechanism (Optional seat height adjustment for some installations)

Follow these directions if your lift seat mechanism is interfering with the cross bars on your wheelchair and additional clearance height is needed. Always verify that a higher seating height is appropriate for the user before placing the wheelchair into use.

Note that this operation will increase the wheelchair's seating height and will also require a higher bumper mounting height for the anti-rollback device.

- a. Remove the lift seat mechanism from the wheelchair and set on a work surface.
- b. Using a 1/2 inch wrench, remove the two bolts connecting the mounting hook to the adjustable slide bar. *(figure 7)*

- c. Adjust the hook to the low, middle, or high position:

Lowest Hook Height = Higher seat height and more clearance *(figure 8)*

Highest Hook Height = Lower seat height and less clearance *(figure 9)*

- d. Rethread both bolts and tighten snugly using a 1/2 inch wrench.
- e. Check the fit on your wheelchair and readjust using Steps 1-4 if necessary.
- f. Complete all steps listed in Step 3 of this manual before proceeding.

⚠ WARNING: All four of the seat's hooks must be set to the same height to ensure correct function.



Figure 7

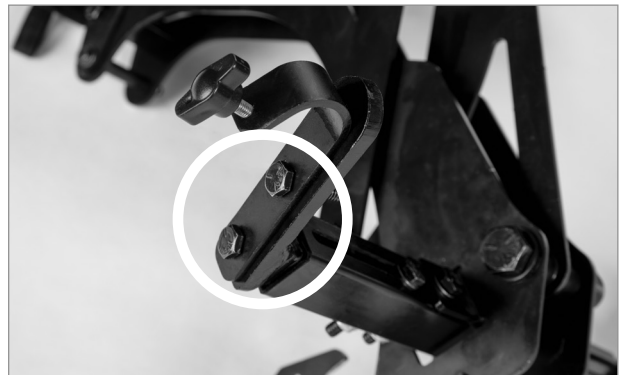


Figure 8

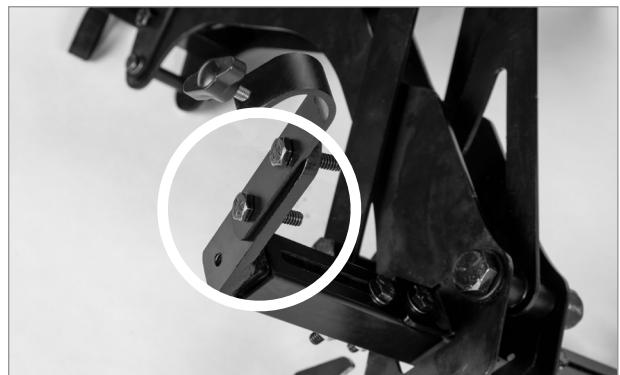


Figure 9

STEP 4 – Install and Test Anti-Rollback System

- a. Locate Direct Supply® Anti-rollback Device and owner's manual, included.
- b. Read entire owner's manual and then install anti-rollback device. (figure 10)

- c. **NOTE:** During Step 6 – Adjust Seat Bumper Height (page 10 of the Anti-rollback Device manual), set the anti-rollback device's bumper height so that the top of the bumper is about one inch above the bottom of the plastic lift seat when the seat is fully collapsed (down position).

If your installation requires additional bumper height, which may occur when using the lowest hook height setting (see step 3a), you may use the included wooden spacers to increase the height of your anti-rollback bumpers. Remove the foam bumpers, insert the wooden spacers into the bumper cavities, and replace the bumpers before continuing installation.

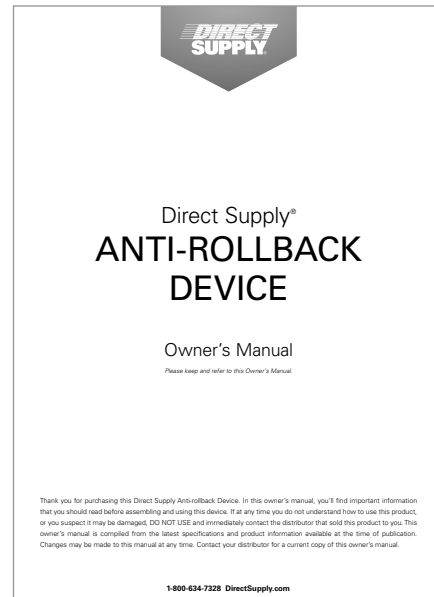


Figure 10

- d. Before proceeding to the next step, test the anti-rollback system to ensure functionality according to the instructions on page 13 of the Anti-rollback Device owner's manual. Instead of sitting in the wheelchair's sling seat to test the system as instructed in the owner's manual, compress the lift seat mechanism and ensure that the anti-rollback system is correctly activating and deactivating as the seat is raised and lowered. (figures 11a and 11b)



Figure 11a



Figure 11b

Installation Instructions *(cont.)*

STEP 5 – Attach Wheelchair User's Seat Cushion

Locate user's seat cushion

⚠ WARNING: If the wheelchair user does not have a seat cushion or if the cushion does not fit onto the lift seat device, do not continue the installation or use this device. Do not allow a user to sit directly on the lift seat's plastic seat pan. Contact your Direct Supply Account Manager if you need to purchase a pressure-redistributing seat cushion.

- a. Clean the bottom of the cushion with an alcohol prep pad, disinfecting wipe, or other quick-drying cleaner to ensure that the hook-and-loop strips adhere to the cushion's bottom cover.
- b. Peel the protective backing from the loop side of the cushion-attachment strips, which are pre-installed onto the top of the lift mechanism's plastic seat. *(figure 12)*
- c. Carefully position the cushion onto the plastic lift seat so that the exposed adhesive strips attach to the cushion's bottom cover. Ensure that the cushion is centered left-to-right and that the front edge of the cushion aligns with the front edge of the lift seat. You may wish to allow the front edge of the cushion to slightly overhang the plastic lift seat to prevent the wheelchair user's legs from contacting the hard plastic edge. Press firmly onto the cushion to adhere to the attachment strips. *(figure 13)*
- d. Route the cushion's rear strap through the provided slots at the back of the plastic lift seat. Secure the strap and any extra loose strap material, being sure to avoid allowing the strap or excess material to interfere with the lift mechanism. *(figure 14)*
- e. Sit on the cushion, allowing the lift seat mechanism to move up and down as intended. Ensure that the cushion is secured and cannot slip forward during use. Do not use lift seat if the cushion is not secure or if the cushion interferes with the lift seat's use.

ENSURE THAT CUSHION IS SECURE AND DOES NOT SLIDE, TIP, OR INTERFERE WITH LIFT MECHANISM BEFORE PROCEEDING

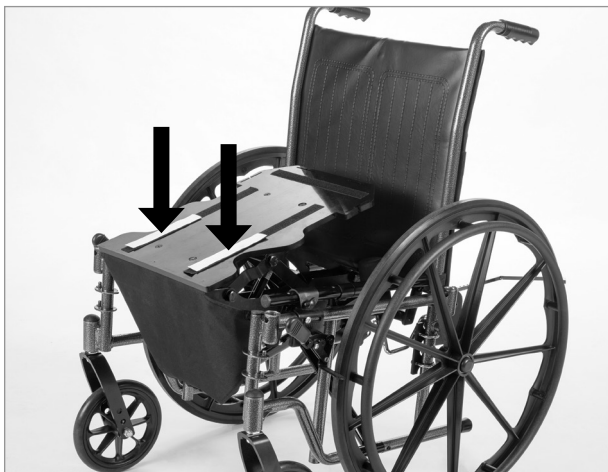


Figure 12



Figure 13

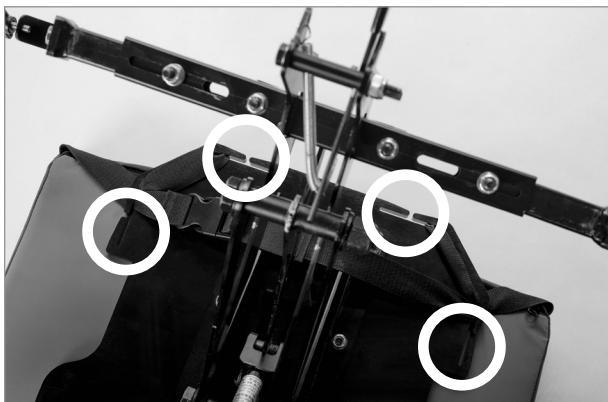


Figure 14

STEP 6 – Install Rear Cover

- a. Press the hook-and-loop strip on the rear cover onto the compatible strip on the rear of the plastic seat. *(figure 15)*
- b. Fit upper attachment loops over the wheelchair's push handles, as shown. This is easiest if the lift seat is in the "up" position. *(figure 16)*
- c. Adjust slides so that the loops fit loosely over the wheelchair's handles when the lift seat is in the "up" position. *(figure 17)*
- d. Test the fit of the rear cover by moving the lift seat up and down a few times, ensuring that the cover is securely in place throughout the seat's travel range.



Figure 15

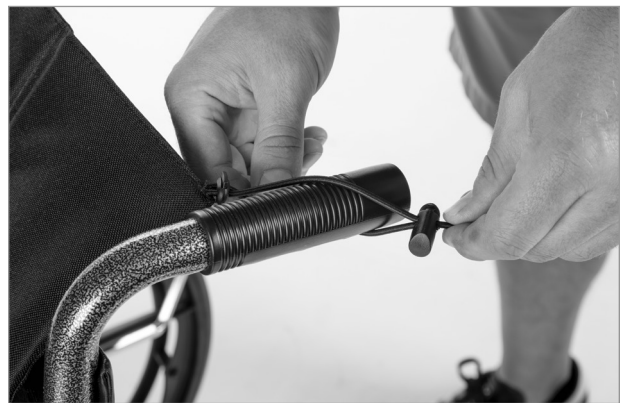


Figure 16



Figure 17

Installation Instructions *(cont.)*

STEP 7 – Prepare the Wheelchair for Use

- a. Reinstall removable armrests and ensure that seat system functions without interference.
- b. Reinstall removable footrests, if applicable.

STEP 8 – Test all Functions Before Use

a. Test the lift seat functionality.

- a.1 Manually compress the lift seat to ensure stability, range of travel, and to check for interference with the wheelchair or any installed accessories.
- a.2 Ensure that both covers are installed before use.
- a.3 Check the cushion's attachment to the plastic lift seat to ensure a secure connection and correct positioning.

b. Test the anti-rollback functionality

- b.1 With the wheelchair empty and the lift seat in the "up" position, confirm that both brake bars are level and resting on the wheelchair's rear wheels.
- b.2 Push the chair firmly backwards to verify the system is preventing rearward movement.
- b.3 Sit in the wheelchair in a natural seating position and verify that the chair can roll freely forward and backward.
- b.4 Stand up from the chair while pushing backwards on the chair, verify that the anti-rollback system engages.
- b.5 Refer to the Anti-rollback Device's user manual to make adjustments to the anti-rollback device, if needed.

c. Re-test the system with the primary user of the wheelchair.

- c.1 You may need to adjust the counterbalance bar depth, seat bumper height, and/or the spring force to accommodate individual users' weight and/or seating position.
- c.2 See the Directions for Use section (pages 11-14) of this manual for instructions about how to adjust the force settings.

⚠ WARNING: Do not use the device or the wheelchair if the system is not functioning as intended.

Directions for Use

Directions for Use

Your Direct Supply EZ-Lift™ Wheelchair Lift Seat Device is designed to provide between 20-60 lbs of lift assistance while standing. The system should help enable a resident who is otherwise able to stand and ambulate safely, however the lift seat is not expected to fully lift the resident by itself.

Adjusting Primary Force Setting

Follow these steps to adjust the primary force adjustment setting. For fine-adjustment of seat collapse force, see the next step. These steps must be done with the assistance of the wheelchair user in order to ensure proper adjustment and function of the device.

⚠ WARNING: Do not attempt to adjust force while the wheelchair or lift seat is occupied.

- a. Access the force adjustment by removing the bottom strap of the front cover, as shown. *(figure 18)*
- b. Remove hairpin from the round pin and then remove the round pin so that the adjustment lock swings freely. *(figures 19a and 19b)*

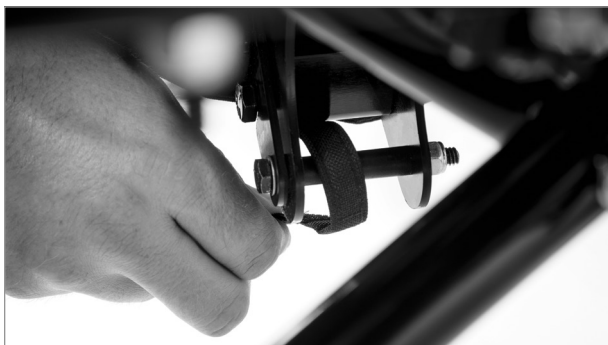


Figure 18

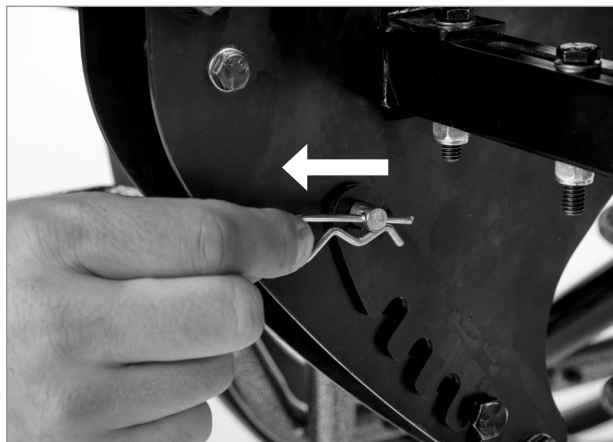


Figure 19a

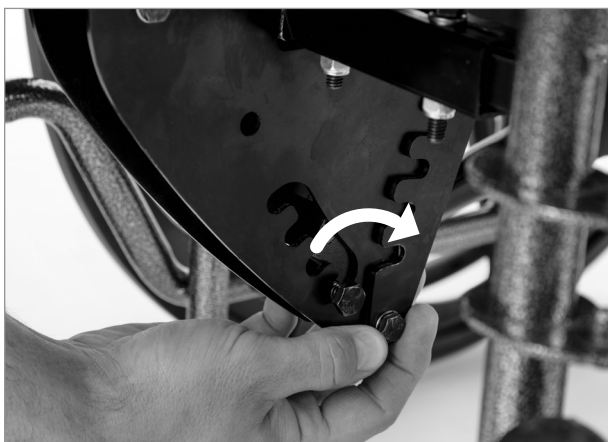


Figure 19b

Directions for Use *(cont.)*

- c. Lift gently on the back of the plastic lift seat and then guide the adjustment block into one of the desired force settings, as shown. *(figure 20)*
- d. Once the desired force setting has been selected, swing the adjustment lock into its home position and secure with round pin and hairpin. Replace front cover strap before using chair. *(figures 21a and 21b)*
- e. Allow the user of the wheelchair to test the seat force. Ensure that the seat is providing stability while sitting and force assistance while standing. If necessary, make adjustments to the force setting based on user's preference. Fine-adjustment of seat collapse force may be made in the following step, if desired.

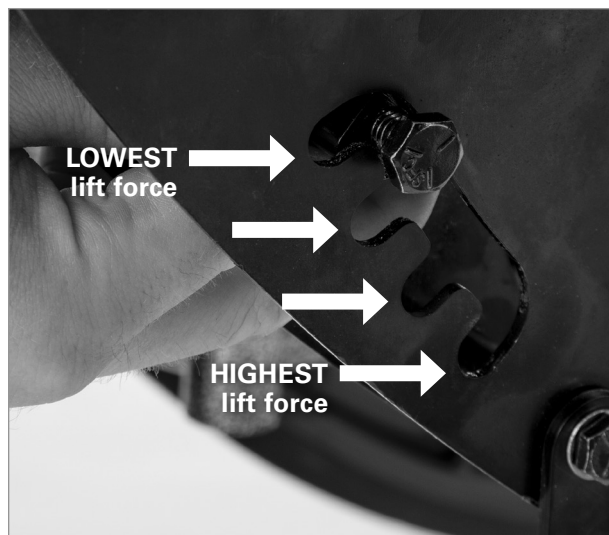


Figure 20

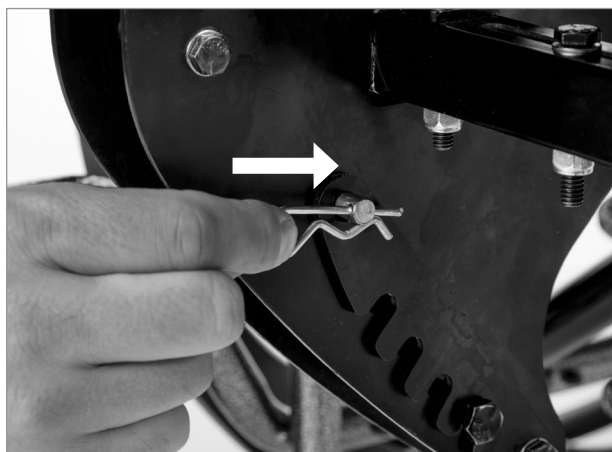


Figure 21a



Figure 21b

Adjusting Rear Lock Lever

Your seat lift includes a rear lock lever which holds the seat in flat position if the lift seat functionality is not desired, or if the chair must be moved backwards while empty.

The system is also designed so that the lift force when the seat is fully flat is less than 10 lbs (which ramps up to the higher force as the seat lifts). This means that a resident can sit in the seat without needing to activate/deactivate the rear seat lock lever. The seat will automatically lift when standing and can be left in the up position until the resident sits.

Move the lever to the “up” position to allow the seat lift to raise and lower. To lock the seat in the flat position, push the seat down and then push the rear lock lever to the “down” position.
(figure 22)



Figure 22

Removing Lift Seat

Your EZ-Lift™ Wheelchair Lift Seat may be removed from the wheelchair for cleaning or transportation. Slip the rear cover's loops off of the wheelchair push handles, then loosen four thumb screws in order to lift the seat lift mechanism off of the chair.

When the EZ-Lift Wheelchair Lift Seat is removed, the Direct Supply seat lift device is designed to allow a wheelchair to fold even when the device is installed. Your wheelchair's collapsed width may be slightly wider when using this device.

CAUTION! Do not force a wheelchair to a narrower collapsed position when this device is installed. Doing so may damage your device and prevent it from functioning correctly.

Your Direct Supply EZ-Lift Wheelchair Lift Seat Device must be configured specifically for each individual combination of wheelchair, user, and any accessories such as cushions or positioning aids. The system must be checked for correct operation whenever the wheelchair height is adjusted, when there is a change to cushions or positioners, or if a new user is using the wheelchair.

Directions for Use *(cont.)*

Adjusting Seat Collapse Force Setting

Follow these steps for fine-adjustment of seat collapse force. Use this setting if the wheelchair user requires a lower force to lower the seat while sitting, while maintaining a higher lifting force while standing. Primary lift force adjustment should be done using the main lift force adjustment described in the previous step.

⚠ WARNING: Do not attempt to adjust force while the wheelchair or lift seat is occupied.

- a. Access the collapse force adjustment by removing the bottom strap of the front cover, as shown. *(figure 23)*
- b. Adjust seat collapse force by using a 3/16 inch hex wrench to turn the counterbalance adjustment screw to the desired position. The screw may be set at any position, as desired. *(figure 24)*

Turn screw CLOCKWISE	=	HIGHER force to start to collapse seat
Screw is fully inserted		

Turn screw COUNTER-CLOCKWISE	=	LOWER force to start to collapse seat
Screw is backed-out		

⚠ WARNING: Do not force screw past its maximum settings in either direction.

- c. Once the desired force setting has been selected, replace the front cover lower strap.
- d. Allow the user of the wheelchair to test the seat force. Ensure that the seat is providing stability while sitting and force assistance while standing. If necessary, make adjustments to the force setting based on user's preference.

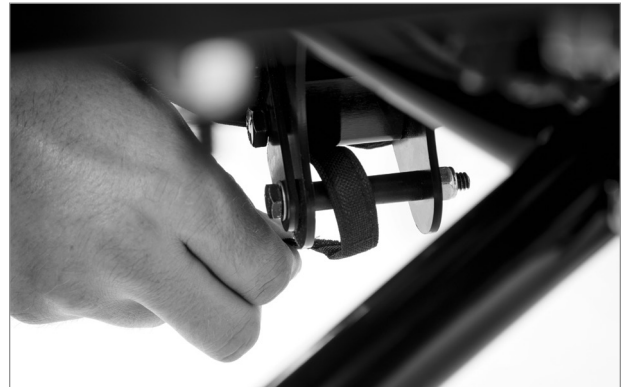


Figure 23

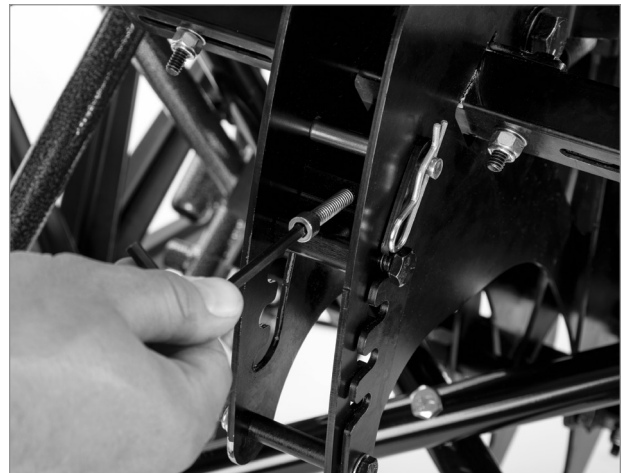


Figure 24

Cleaning

Cleaning Instructions

⚠ WARNING: Ensure the chair is unoccupied before performing any cleaning or service.

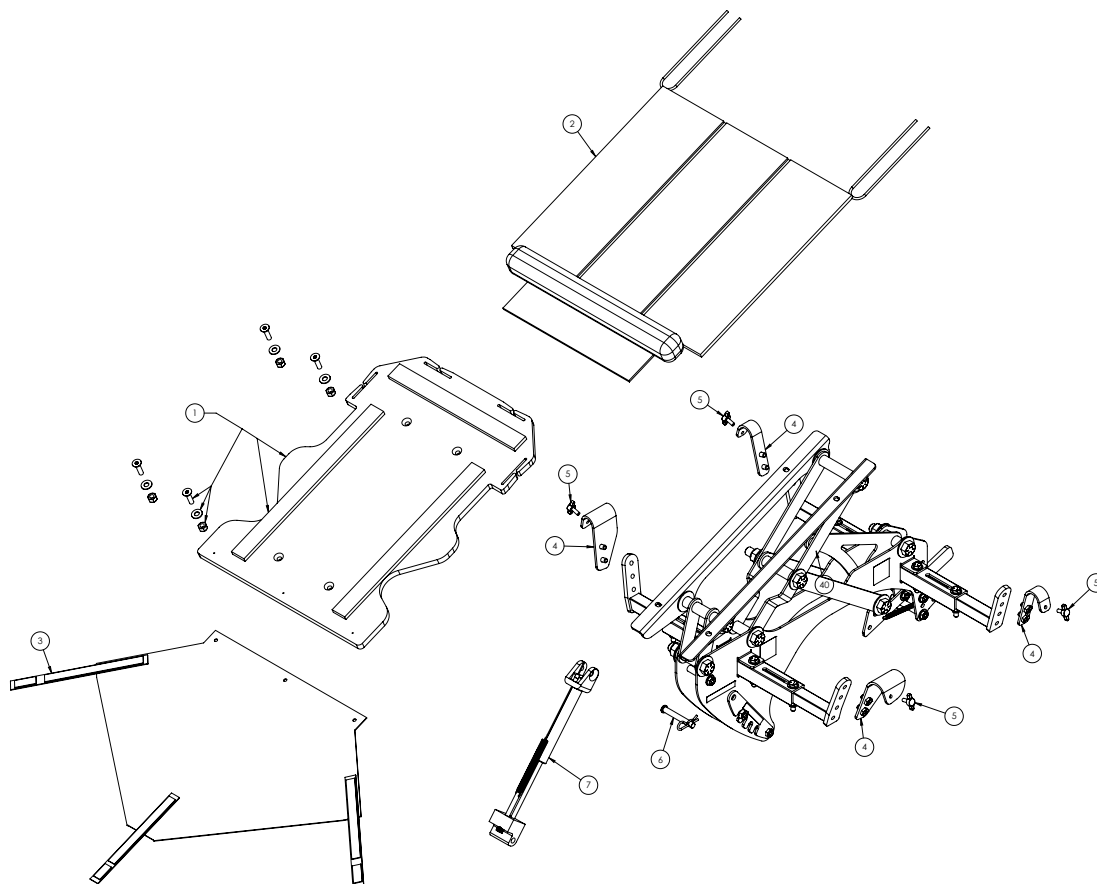
- Sanitize and wash all components. **DO NOT** submerge the device.
- Use standard water pressure. **DO NOT** power wash or steam clean any parts.
- Rinse completely with water (maximum temperature 110°F or 43°C). Solvents, alcohol or petroleum should not be used on the device.
- You may remove the fabric covers, the resident's seat cushion, and/or the anti-rollback device's foam bumpers for cleaning, if desired.
- Make sure all parts are dry before using or storing the device.
- Use of a wheelchair washer or other automated device washer may reduce the lifespan of this device and is not recommended. If a wheelchair needs to be placed in an automatic or high-pressure washer, the lift seat may be removed to allow the chair to be cleaned.

Periodic Inspection

Periodic Inspection

1. Check for proper system function by following the steps outlined in Step 8 of the Installation section of this manual.
2. Review all adjustment points to ensure adjustment pins are correctly seated and hairpin retainers are in place on all adjustment pins.
3. Review and inspect for compliance to the “**WARNINGS**” listed in this manual.
4. Check the anti-rollback device’s tension springs to ensure that springs are not excessively stretched and that they are providing sufficient braking force to the brake bars.
5. Inspect all components for damage or excessive wear.
6. Visually examine all welds for cracks.
7. Inspect the anti-rollback device’s foam bumpers for wear, tearing, or deformation. Foam may lose some height or firmness over time. Adjustments may be made to the bumper height or the bumpers may be replaced as needed.
8. Inspect all bolts and fasteners for loosening (Do not over tighten bolts at pivot points).
9. Press the lift seat to the down position and engage the rear seat lock to ensure the seat lock is functioning as intended.
10. Move the lift seat up and down to ensure appropriate lift force. Make adjustments to force settings if needed and/or make sure pivot point on device are properly tensioned.
11. Inspect the connections between the user’s seat cushion and the lift seat. Make sure that the hook-and-loop strips are firmly seated to both the cushion and the seat, and that they are aligned. Ensure that the cushion’s rear strap is securely connected to the seat’s rear strap connection points.

Parts List



The Direct Supply® EZ-Lift™ Wheelchair Seat device consists of the following components:

Part No.	Description	Included Components	QTY Incl.	Supplier Item No.
1	Seat Replacement Kit for Direct Supply EZ-Lift™ Wheelchair Seat	Seat	1	847102001272
		91263A562 (screw)	4	
		90107A029 (washer)	4	
		95615A120 (nut)	4	
		Hook & Loop	1	
2	Rear Cover Replacement for Direct Supply EZ-Lift™ Wheelchair Seat	Rear Cover	1	847102001333
3	Front Cover Replacement for Direct Supply EZ-Lift™ Wheelchair Seat	Front Cover	1	847102001444
4	Replacement Mounting Hook Set for Direct Supply EZ-Lift™ Wheelchair Seat	Hook Front, LH	1	847102001456
		Hook Front, RH	1	
		Hook Rear	2	
		92865A172 (bolt)	8	
5	Thumb Screw Kit for Direct Supply EZ-Lift™ Wheelchair Seat	Thumb Screw	4	847102001524
6	Adjustment Gate Pin Kit for Direct Supply EZ-Lift™ Wheelchair Seat	98306A716 (clevis pin)	1	847102001814
		92391A049 (cotter pin)	1	
7	Replacement Spring Assembly for Direct Supply EZ-Lift™ Wheelchair Seat	Piston Block Lower	1	847102001906
		Gas Spring Eyelet Block	1	
		Adjustment Screw	1	
		Stop Sleeve	2	
		Counter Spring	1	
		9416K315 (gas spring)	1	

Limited Warranty

We, Direct Supply Manufacturing, Inc. offer to you, as the original purchaser, a warranty for the Direct Supply® EZ-Lift™ Wheelchair Lift Seat Device and Direct Supply® Anti-rollback Device. Our warranty applies for the limited warranty period stated below. If any product or product part listed below is defective in material or workmanship during the applicable limited warranty period, we will repair or replace it at our cost. Please note that the decision to repair or replace a product or product part will be at our discretion.

Our warranty applies only if the product is properly maintained by the original purchaser for normal, indoor use and does not cover normal wear and tear, modification of the product, or damage caused by abuse, improper use, failure to maintain, use which exceeds the published product limitations, or the combination of any product with another product. In addition, our warranty does not cover fading, colorfastness, stains, spills or exposure to chemicals, odors, heat or light. In certain cases, we may provide you repair or adjustment instructions and/or replacement parts, and ask you to perform a repair or adjustment or replace a defective part.

Our warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Please note that our limited warranty period begins when we ship the product to you. The limited warranty period and our obligations under the warranty end once you transfer the product to someone else or at the end of the applicable limited warranty period identified below, whichever is earlier.

Product	Limited Warranty	Anticipated Usable Product Life
Direct Supply® EZ-Lift™ Wheelchair Lift Seat	36 months	36 months
Direct Supply® Anti-rollback Device	18 months	18 months

Anticipated Usable Product Life is based on normal use with proper maintenance, cleaning and storage. You should still inspect, monitor and care for the product as described in this guide, as the product may need to be replaced sooner than anticipated in particular situations.

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Customer Service

Our promise to you is that you will have a convenient and easy ordering experience, receive a quality Direct Supply® EZ-Lift™ Wheelchair Seat and enjoy outrageous customer service. If you have any questions about the seat lift device you have purchased or would like to request warranty service, please contact: **Direct Supply Equipment & Furnishings** at 1-800-634-7328, 7301 W Champions Way, Milwaukee, WI 53223, SalesSupport@DirectSupply.com.



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