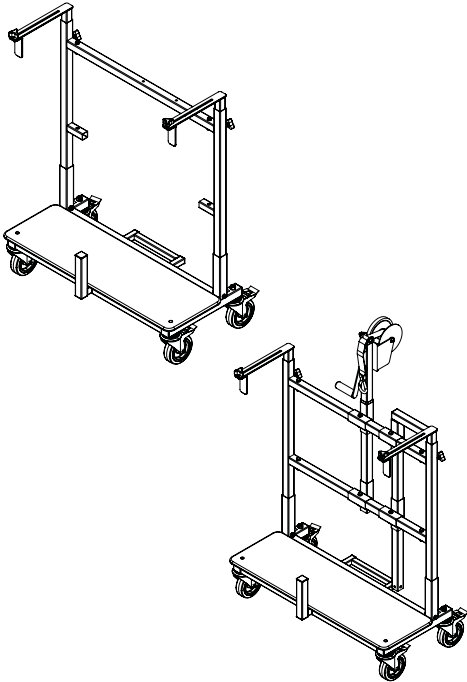




# BED MOVING TROLLEY USER MANUAL



## **BEA824205** Bed Moving Trolley **BEA824206** Winch Upgrade Kit

The Bed Moving Trolley is designed to assist in the safe handling and manoeuvring of one-piece beds (long single to queen sizes) over relatively flat and even terrain. It should not be used to carry mattresses or other items at the same time.

The trolley has a narrow base and easily manoeuvres within small corridors making home bed deliveries safer and easier. Therefore, the trolley requires at least **TWO PERSONS** to safely handle double or queen size beds. **MORE THAN TWO PERSONS** are required when handling any bed over rough or uneven terrain, or when a risk assessment determines that more people are necessary.



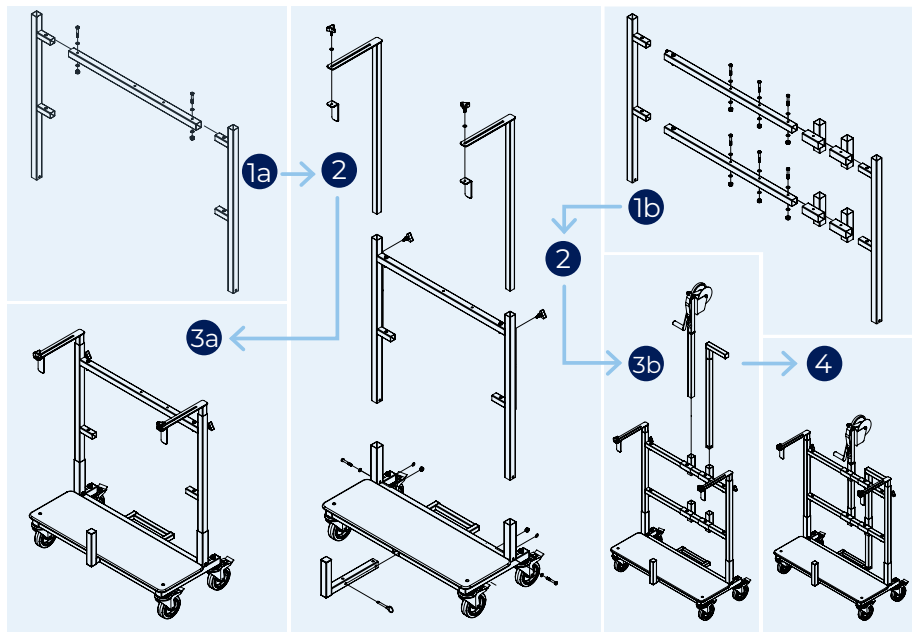
## **SAFETY PRECAUTIONS**

- Always check trolley is in good condition before loading or unloading beds. Inspect for any damage to castors and frame.
- Always assess your surroundings before using the trolley and loading/offloading beds to ensure safety of people and property in the vicinity.
- Always apply the brakes before loading and unloading bed from trolley.
- Always check bed weight before loading to or offloading from trolley. If in doubt, ask for assistance and use TWO or more people.
- Always use proper lifting technique when loading bed to or offloading from trolley.
- Always unplug bed from power source before loading bed to or unloading from trolley.
- Always ensure at least TWO persons are involved when handling a loaded trolley with double or queen size beds or more persons when handling any bed over rough or uneven terrain, or when a risk assessment determines that more people are necessary.
- Always ensure width adjustment brackets and height adjustment arms are locked in place and bed is secured in place before moving loaded trolley.

## ASSEMBLY

Without Winch Upgrade Kit

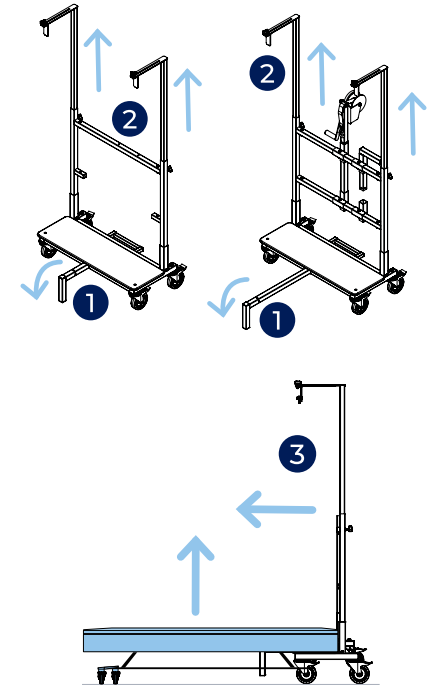
With Winch Upgrade Kit



- 1a Assemble the uprights to the cross bar and lock in place using bolts, washer and locknuts. 1b **If installing the winch upgrade kit:** install the winch and long leg receiver tubes as shown. **Do not fully tighten bolts and locknuts to allow frame to adjust when inserting onto base assembly.**
- 2 Assemble uprights to base assembly and fasten tightly with bolts, washers and locknuts. Tighten off any loose bolts from uprights and base assembly. Fasten width adjusting brackets to height adjustable arms using handwheels and assemble the arms to the upright assembly. Lock to uprights with handwheels. Fasten locking leg to front of trolley with split pin.
- 3a Assembly without winch now complete.
- 3b **If installing the winch upgrade kit:** assemble winch and long leg to uprights. No locking required.
- 4 Assembly is now complete

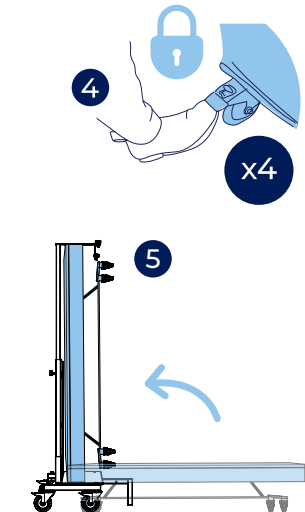
## GENERAL OPERATION

- 1 **If NOT using winch upgrade kit:** Adjust stopper leg to down position. **If using winch upgrade kit:** Replace the stopper leg with the longer leg.
- 2 Lift adjustable arms to maximum height and lock with hand wheels.
- 3 Raise bed so that trolley can be wheeled under frame. Disconnect bed from power.
- 4 Move trolley under bedframe and lock all four castors.
- 5 **If NOT using winch upgrade kit:** Flip bed up against the frame



**CAUTION** Use **TWO or MORE** persons when loading bed to trolley

**CAUTION** Beds are heavy items. Use **MULTIPLE PERSONS** and best practice lifting technique to lift and tilt the bed on and off the trolley. Ensure legs are bent and back is as straight as possible with the bed as close to the body as possible, to minimize the risk of injury.



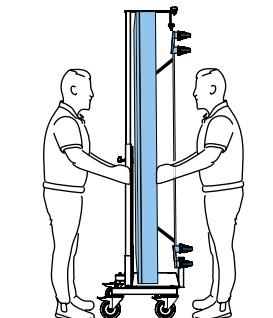
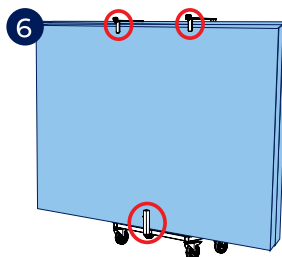
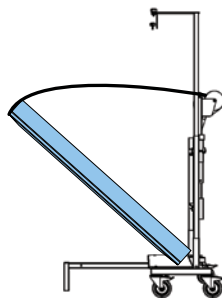
**If using winch upgrade kit:** unwind the winch so that the strap reaches the opposite side of the frame. Loop strap around bed's frame and either lock the hook directly to frame or back onto the strap. Stand behind trolley frame and begin winding winch until strap is taut and just beginning to lift bed. Stop and check frame and bed for any signs of misalignment or damage.

**Do NOT proceed if any damage or misalignment is noted. Lower bed, realign or re-attach winch as necessary.**

Continue winding the winch until bed rises to a vertical position.

- 6 Secure bed in position using the height adjustable arms and width adjustable brackets. Flip stopper leg to face upwards, preventing the bed from shifting off the trolley during movement.

- 7 Unlock castors and ready to go!



It is mandatory that a trolley is handled by **TWO or more** persons when loaded with long double or queen beds.

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