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Minimo Autofold Operating Instructions and Owners Handbook

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## INTRODUCTION TO YOUR MINIMO AUTOFOLD

Thank you for purchasing a TGA Minimo Autofold mobility scooter. We hope your new scooter will bring freedom, independence and pleasure to your life.

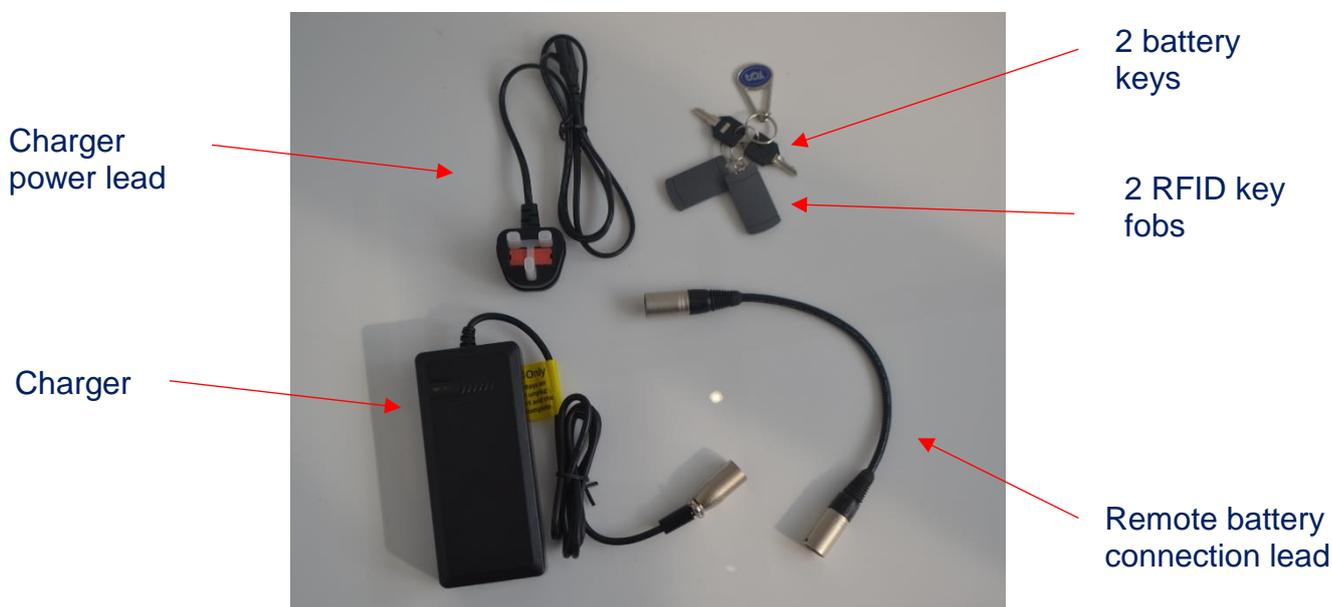
This handbook provides important information on the most common operational and maintenance concerns that you should be familiar with. It is very important that you are familiar with the driving technique and able to operate the controls competently before venturing too far from where there is assistance.

Please make sure you read this handbook in full and fully understand how to operate your scooter before setting out on your new scooter. This handbook will draw your attention to important safety related issues by **Care! Warning** labelling throughout. Please keep this handbook for future referral.

## PRODUCT OVERVIEW

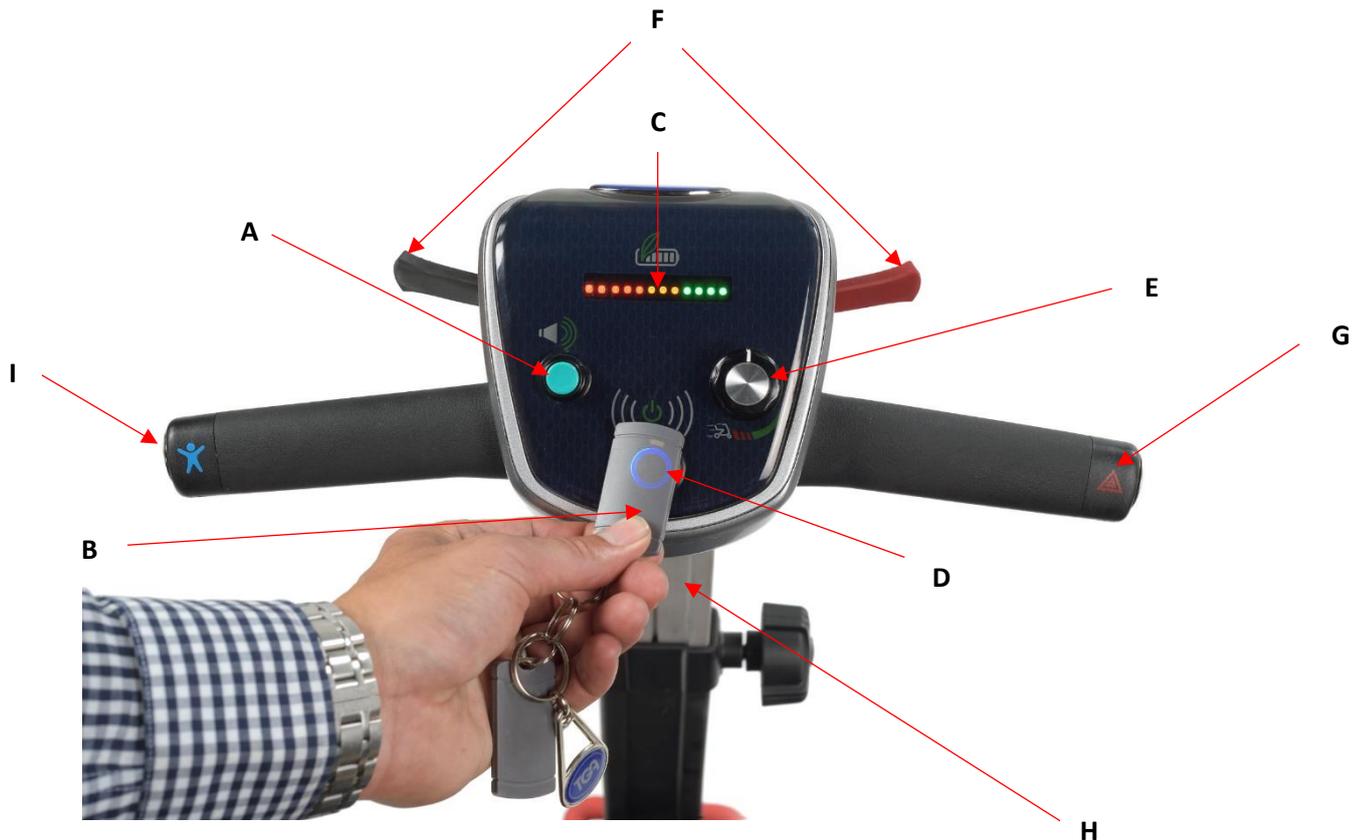
Your Minimo Autofold is a class 2 mobility scooter and intended for indoor or outdoor use but is not road legal. It is designed to fold automatically in order to fit in your car boot making it ideal for trips to your local town and shops. It is capable of up to 4mph, can climb 3-degree slopes and negotiate obstacles up to 6 or 7cm high (see Technical Specifications). Care must be taken when using your scooter in these conditions.

## ITEMS INCLUDED WITH YOUR MINIMO AUTOFOLD



Operating Instructions and Owners Handbook.  
Pre-Despatch Inspection Record

## YOUR SCOOTER CONTROLS



A. Horn – press the button to sound your horn.

B. Key Fob – Press the power button on the Minimo display panel until the light surrounding the button illuminates 'red', then swipe the key fob over this button to put the scooter into 'driving mode' (indicated by the light changing to blue). Always keep the fob with you when driving.

C. Battery Condition Indicator – When your scooter is switched on, the lights on the indicator will show the level of battery life. As the battery is used, the lights will individually extinguish from the right 'green' sector to the left 'red' sector. As the charge is used up in your battery the lights will slowly move towards the red sector indicating the state of charge at that precise time. When all lights are showing, the battery is fully charged. When only the red lights are showing, your battery is losing charge and needs to be recharged. For more information see the 'Charging Your Scooter' section.

D. Power Button – Press the power button to wake up the system. When it shows red, it is awaiting the command from the fob to go into 'drive mode' – which will turn this to blue. Press again to switch the scooter off. (In the diagram above, the power button is shown as a blue circle, as it is hidden by the Key Fob).

E. Speed Adjuster – This allows you to pre-select your desired maximum speed. The adjuster is proportional to speed and can be set anywhere between minimum and maximum. Turn the adjuster knob fully anti-clockwise for the lowest speed and gradually rotate clockwise to increase your maximum speed.

F. Throttle Control Levers – The throttle control also adjusts the speed of your scooter. The further you move the control lever the faster you will go. To move forwards, pull the red right-hand lever towards the handle bar, (as you do so you will notice the black left-hand lever moving away from the handlebar. You can either pull the red right hand lever or push the black left hand lever). To reverse, pull the black left-hand lever towards the handlebar.

G. Hazard Light Button (located on the end of the handlebar) – Press and release, and wait five seconds. The front light and rear lights will flash.

H. Light Switch – The switch under the control panel will operate the front and rear lights. Please note the front day-running light will always remain on while your scooter is in use. This switch will put the front light on ‘full beam’.

I. Autofold Button (located on the end of the handlebar) – When the scooter is turned off, press the button and press on the foot pedal to start the automatic folding process.

## **DRIVING YOUR SCOOTER**

Before driving your scooter, make sure the battery is fully charged and check the tyres do not appear to be soft (see Maintenance section for details of monthly checks and tyre pressures). Do not press the ‘on’ button before entering. When comfortably sat, ensure that the seat is secure. Ensure the armrests are in the correct position.

Set your speed to low, hold the tiller handlebars with both hands and gently apply pressure to the throttle control lever to move forwards. The more pressure you apply to the lever, the faster you will go. Remember to always come to a stop before changing from forward to reverse.

Releasing the throttle control lever automatically operates the motor brake to slow down your scooter to a stop. Once stopped, the parking brake will automatically engage.

Use the tiller to steer your scooter left and right. Simply move your left hand towards you to steer left and your right hand towards you to turn right.

To reverse, pull the black left-hand throttle control lever towards the handlebar. The speed in reverse is reduced automatically for safety; while reversing your scooter will ‘beep’.

To negotiate kerbs, you should always approach as head-on, (square), as possible. If you are going up, select a low speed setting then drive until both front and back wheels are on the pavement. If going down, proceed slowly until on the road, then switch to a suitable higher speed to cross the road safely.

Watch your battery condition indicator. The distance you can travel depends on many factors. Range is influenced by many environmental conditions; hills will substantially decrease the range. Establish what you can obtain around your locality by gradually increasing the distance and checking the battery indicators at the end of each journey.

Should the battery run out before you get home, there is a 'free wheel' mode that will allow someone to push your scooter home. This is operated via the parking brake release. See the instructions label at rear of your scooter.

### **Care! Warning**

\* The Minimo Autofold will automatically slow down when turning corners. However, you should ensure you take extra care when turning, especially when changing direction from moving forward in a straight line.

### **Driving inside shops and buildings**

When inside it is your responsibility to drive slowly and safely and not damage your surroundings or hurt other people.

Using the footpath – Just because you are on the footpath or in a pedestrian precinct, it does not make you a pedestrian. If you are on a scooter you are no longer a pedestrian.

In a crowded precinct, market area, or footpath – It is your responsibility to ensure you do not run into anyone or do any harm with your scooter. While many people will make way for you, you cannot expect everyone to do so. Some will appear to not even realize you are there. They will climb round and even over your vehicle rather than allow you room to move. Also be very aware of people's feet. As per the Highway Code, you don't hold any right of way over pedestrians.

Watch out for:

- \* Children – They may well run in front of you without warning. You may only be moving very slowly, but you could still injure a child.
- \* Elderly people – They may be unable to quickly move aside to let you pass. Give way to them.
- \* Disabled people on foot – they too may be unable to move aside for you.
- \* People with visual problems or impaired hearing – Give them space and time.
- \* Other scooter users – You may be doing all the right things. This does not guarantee they will do likewise

### **Driving on the road**

Your scooter is a class 2 mobility scooter and therefore it is not road legal.

## ADJUSTING YOUR TILLER



If you'd like to adjust the height of your tiller, simply turn the adjustment wheel anti-clockwise until the top part of the tiller moves freely up and down. Then just move the top half of the tiller to the height you would like and tighten the adjustment wheel by turning it clockwise until tight.

## REMOVING YOUR BATTERY PACK



To remove the battery pack first ensure the pack is unlocked by inserting the key into the pack and turning it 90° anti clockwise to the unlock position. Then simply lift the pack up away from the base of the scooter and the seat using the handle provided.

## ADJUSTING YOUR SEAT

### Removing your seat

To remove your seat, follow these 2 simple steps:

1. Pull and rotate the red circular knob located under the seat so that it is locked open.



2. Slide the seat forwards slightly and lift away from the base.



To replace the seat simply reverse these steps.

### Care! Warning

\* Always ensure the seat is locked in place before attempting to get on. Failure to check this could result in injury.

## Adjusting your arm rests

Your scooter has both height adjustable and rotating armrests. To adjust the height of your armrests, follow these 2 simple steps:

1. Press the silver button located halfway up either armrest.



2. Slide the armrest to a suitable position and height and release the silver button. The armrest will locate into the nearest pre-set position when you apply gentle downward pressure.



To rotate the armrests, follow these 2 simple steps:

1. Press the silver button located at the bottom of the armrest.



2. Rotate the armrest backwards 90 degrees until it locks in place.



To rotate the armrest forwards simply reverse these steps.

### **FOLDING & UNFOLDING YOUR SCOOTER (with the battery fitted)**

#### **Folding**

To fold your scooter in order to put it into a car boot, stand it up or store it, follow these steps:

1. Fold the back of the seat down and the arms back (see Adjusting Your Seat).



2. Press the Power Button to turn the scooter off.

3. Press the Autofold button on the left-hand side of the handlebar. It will glow orange for around five seconds. Within this time, push down on the foot pedal for around three seconds to start the automatic folding process.



4. Once folded you can then lift your scooter using the handle at the rear and stand it on its front wheels to move around in the folded position.



### Unfolding

To unfold your Minimo Autofold, simply press the Autofold button until it shows an orange light and then press on the foot pedal for around three seconds. The scooter will then unfold automatically.



### Care! Warning

\*Always take care when folding and unfolding your scooter that your hands and fingers are clear of moving parts.

### FOLDING & UNFOLDING YOUR SCOOTER (with the battery removed)

You can fold and unfold your scooter with the battery removed. This enables you to charge your battery remotely from the scooter, or remove the battery in order to travel on a Plane. To fold and unfold your Minimo Autofold with the battery removed:

1. Remove the battery as explained on page 7, 'Removing your battery pack'
2. Connect the 'Remote battery connection lead' that was supplied with your scooter to the charging socket on the top of the battery, and to the charging socket on the side of your scooter, ensuring that they are firmly located.
3. Carry out the same 'folding' and 'unfolding' procedure, detailed above as if the battery was located on the scooter.

4. After folding or unfolding your scooter with the battery removed, you must remove the 'Remote battery connection lead' and store it safely. Refit the battery in order to drive your scooter.

### **Care! Warning**

**Never** drive your scooter with the battery removed and connected to the side charging socket.

## **CHARGING YOUR SCOOTER**

Only use the charger supplied with your scooter as other makes of chargers have not been tested and may permanently damage your batteries. Your battery charger is designed and tested for use with your scooter so it may not be suitable for any other scooters.

The battery can be charged either fitted to your scooter or when removed, remotely, from your scooter. When charging remotely, please follow the instructions below starting at number 2. To remove the battery see 'Removing your battery pack' on page 7.

To charge your batteries follow these simple steps.

1. Switch OFF your scooter.
2. Ensure the charger power lead is firmly plugged into the body of the charger.
3. Plug the round plug on the charger lead into the socket located on the battery pack. Plugging the charger in automatically cuts all power to the electronics so your scooter cannot be driven. Alternatively, you can plug the charger lead into the socket located on the side of the Minimo – particularly useful when the scooter is folded.
4. Push the plug from on mains power lead into a suitable wall outlet and switch on.
5. A green light will flash before turning red, to indicate the battery is charging. The green light will come on when your batteries are fully charged.
6. When your batteries reach their maximum charged state, stop charging. Do not charge for over 24 hours.
7. Although to get out of trouble the batteries can be put on charge for a short period of time, it is always best to go through a complete charge cycle each time. Excessive short period charging will be detrimental to battery life.
8. It is always best to go through a complete charge cycle every time.
9. Depending on the depth of the discharge, the minimum time taken to recharge serviceable batteries fully will vary between 4 and 10 hours. Please note that this time may increase as batteries get older. During periods without use it is wise to charge the batteries every 4 to 6 weeks.

### **Care! Warning**

- \* Do not smoke or use a naked flame while your batteries are being charged.
- \* Do not use the charger if it has received a sharp blow, been dropped or otherwise misused in any way.
- \* Do not dismantle your charger.
- \* Do not leave your charger plugged into your scooter with your charger switched off as this may discharge your batteries.

- \* For a complete charge – Do not switch off, unplug or interrupt the recharge cycle until it has completed.

### Care! Warning

All TGA lithium battery packs contain a temperature sensor. When this sensor records a temperature of 10°C or lower, the internal circuit board will stop the battery charger from working in order to protect the battery cells. Once the battery pack reaches a temperature of approximately 20°C it will then allow the charger to start working again. This is only relevant if the pack drops below 10°C, so long as the battery pack is stored and remains above 10°C then the charger should work as normal; standard room temperature is sufficient.

### PARKING BRAKE RELEASE

Your scooter is fitted with a manual parking brake release. This is located at the rear of your scooter just above the right-hand rear wheel. The back position is normal use, pushed forwards releases the brake and allows your scooter to be pushed. There will be no power to drive when the brake is in this position, however when switched on the battery condition indicator lights will flash indicating a fault mode. Never release this lever when your scooter is on a slope.

### MAINTENANCE

We recommend that your scooter has an annual service and maintenance check by either TGA or an approved mobility specialist. There are however a few tips you can follow yourself to keep your scooter in good condition.

- Keep all components clean and dry.
- Keep your tyres inflated according to the technical specification. Low tyre pressure will degrade your scooters performance so it is very important that you check them frequently.
- Check your tyres for wear and replace them as soon as there is any sign of excessive wear.
- Your scooter uses lithium maintenance free batteries which are leak-proof regardless of their position so charging the battery is the only maintenance required. **DO NOT** leave the batteries flat though, charge them every 4-6 weeks if your scooter is being stored or not in use.
- Check any accessible electrical cable connectors are fully home and secure.
- Battery replacement is dependent upon use. When your batteries lose power too quickly, it is likely they need replacing. If you want to change the batteries yourself installation instructions are included with the replacement batteries from TGA.
- Make sure all repairs relating to electrical or mechanical components are carried out by TGA or an approved mobility specialist only.
- Do not apply oil or grease to any components. Sealed bearings and nylon bushes eliminate the need for lubrication.

### Seat Upholstery

You can use a damp cloth and a little soap to keep your seat looking good. Do not use abrasive cleaning materials as this will damage the coating of your seat. Upholstery can also be damaged by chemicals so do not over apply. Ultraviolet light can also reduce the life of the material coating your seat.

## Bodywork

You can clean the plastic bodywork of your scooter by lightly washing it with clean soapy water. Car polish can be used to keep the paint and bodywork in pristine condition. Do not use abrasive cleaners or strong detergents as this will fade the colour. Do not pressure wash.

## Motor Brake

You can check if the motor brake is functioning correctly by testing, if you can push your scooter when it is switched off or switched on with the speed control throttle in the neutral position. If your scooter can be pushed when as described above, the motor brake may be faulty.

## Care! Warning

If this is the case do not use your scooter and contact TGA or an approved mobility specialist. You can also test this when driving your scooter, if you let go of the speed control lever it should lose speed very quickly. If you notice a change in the normal stopping time/distance you should also contact TGA or an approved mobility specialist.

**DO NOT** operate your scooter in extreme weather conditions i.e. very heavy rain.

**DO NOT** drive through deep water. This could damage the main electronic controller, or other electronics.

**DO NOT** store your scooter in damp conditions. This may affect the electronics if left for very long periods of time

**DO NOT** do not hose down or pressure wash your scooter. Water could be forced into the electronics and cause permanent damage.

## TROUBLESHOOTING

### If your scooter will not start, check the following:

Make sure the 'on' button has been pushed and the blue light is showing. If it is then the battery condition indicator will be displayed, if it is showing empty then recharge batteries.

Check parking brake is released

### If the battery condition indicator fails to operate when the scooter is on, check the following:

Make sure your battery charger is not plugged in to the wall outlet, this will prevent your scooter driving.

Check parking brake is released

Check the battery pack connection

### If your scooter will not charge, check the following:

Check the lights on your battery charger are on and that the charger is plugged into a working wall socket.

Check your battery charger is connected to your Minimo charge socket correctly

## Care! Warning

If you find for any reason your scooter does not reduce speed when you let go of the speed control lever, press the power button to stop. This operation should only be carried out as an emergency.

## TIPS FOR SCOOTER USERS

- Your Minimo is designated as a 'Class 2' scooter, which is essentially a 4mph pavement scooter and can only legally be used on the road when either crossing over or because there are no footpaths.
- Class 2 scooters must not be driven on dual carriageways, motorways, bus lanes or cycle tracks.

### **Insurance**

There is no legal requirement for insurance, but it is a very good idea to have cover for fire and theft, accidental and malicious damage and third-party damages. For more information call TGA.

### **Breakdown & Recovery Service**

Again, not a requirement but a very good idea to enable you have total peace of mind when going out on your scooter.

### **Mobile Phone**

An essential item if you are out there alone. You never know, breakdown, accident, health - communication is a must.

### **Carrying Loads**

Do not overload. It may make your scooter unstable and reduce its range. Place heavy loads inboard – in the middle – not behind the back wheel which can lighten the steering or can cause the front end to lift off the road on a bump, and not at the front which might make steering heavy. See maximum weight capacity in the specifications.

### **Airline Checking**

11.5Ah lithium batteries are permitted on aeroplanes. Airline personnel may insist on removing the battery cover to verify its contents. It is important to check with the airline before travelling. An airline compliance certificate is available from TGA. Due to circumstances out of TGA's control, it is not possible to board an aeroplane with a lithium battery exceeding 11.5Ah. This is due to an instruction/information provided by the Civil Aviation Authority. The Minimo Autofold folding scooter comes complete with a 11.5Ah battery and therefore can be transported on aeroplanes.

### **Warranty**

Conditions of warranty will be detailed on the documentation supplied at the time of ordering / supplied with your new scooter. Consumable components such as tyres, light bulbs, fuses, brake pads, seat cushions and motor brushes, are excluded from warranty.

## TECHNICAL SPECIFICATIONS – MINIMO AUTOFOLD

### Specification

Length	96cm
Width	53cm
Folded Dimensions	75x48.5x45cm
Seat Depth	33cm
Total Weight	27.3kg (60lbs)
Wheel & Tyre Size front	18 x 4cm
Wheel & Tyre Size rear	23 x 7cm (2.80/2.50-4)
Battery	24v 11.5Ah
Motor	4-pole 270watt
Controller	Dynamic controller 50
Charger	2amp
Max Speed	4mph (6kmh)
Approximate Range	10 miles (15km)
Max Carry Capacity	115kg (18 stone)
Max Gradient	3 degree
Ground Clearance	6cm
Vehicle Class	2
Tyre Pressure	25psi front, 35psi rear



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