

**LECKEY**



# **BeMe** **Adjustment Guide**

**Supporting Children**

## Introducing the Leckey BeMe Family Adjustment Guide

This guide provides all the essential information you need to adjust and configure products within the Leckey BeMe Family. Whether you're setting up for initial use or finetuning for reissue, this guide ensures each product meets the standard stock configuration and is tailored for optimal performance.

### Why the Leckey BeMe Family?

The modular design of the BeMe range simplifies adjustments and reduces the need for unique parts, making it a practical and efficient choice for trusts and stores. With shared core components and interchangeable accessories, the BeMe family is designed to streamline your work while meeting the diverse needs of its users.

### What's Included?

- Clear instructions for achieving the standard stock configuration.
- Guidance on adjustments to meet individual needs.
- A comprehensive list of spare parts and accessories for reconditioning or reissuing.

For more information or help with your adjustment, please contact us:

**(+44) 28 9260 0750**  
**hello@leckey.com**

**Note: All parts and accessories are completely interchangeable and any comment about Basic, Moderate or Advanced refers to returning seat to original standard stock configuration.**

# Content

## Seat base and lower limb accessories

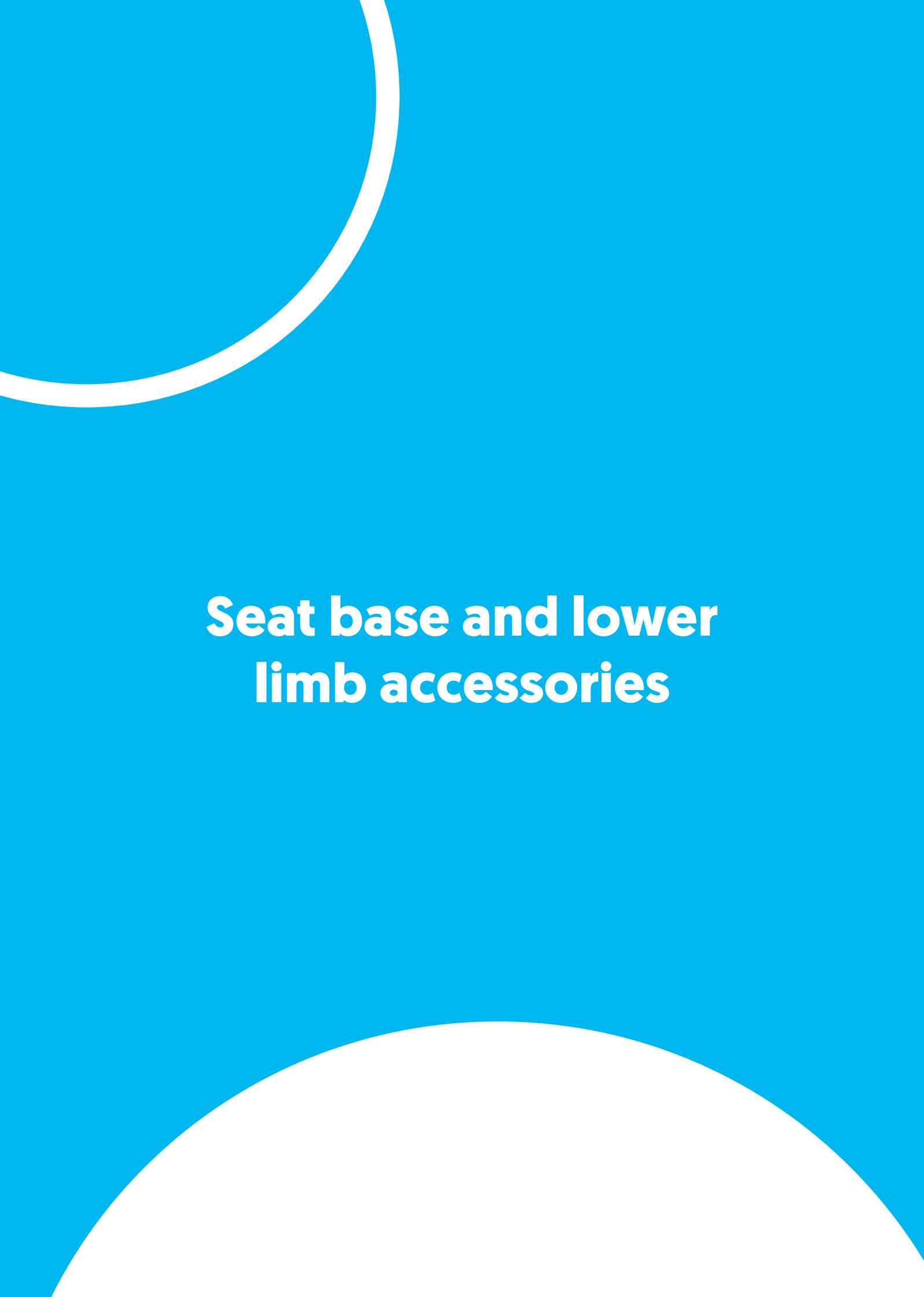
Seat Depth Adjustment .....	5
Split Seat Depth Adjustment .....	5
Split Seat Ab/adduction .....	5
Pommel Fitting .....	6
Femoral Guide Width and Angle Adjustment .....	7
Femoral Guide Removal .....	7
Lower Leg Length .....	8
Lower Leg Angle .....	9
Flip Up/Down Footplate .....	10
Angle Adjust Footplate .....	11
Hip Guide Width .....	12
Contour Cushion Removal .....	13
Contour Cushion Depth Adjustment .....	14
Contour Cushion Additional Depth Adjustment .....	15
Contour Cushion Ischial Shelf set-up .....	17
Contour Cushion Width Adjustment .....	18
Contour Cushion Re-attach the Foam .....	18
Contour Cushion Re-attach the Cover .....	19

## Seat back, head and upper limb accessories

Backrest Height .....	21
Backrest Pads Angle Adjustment .....	22
Backrest Pad Depth Adjustment .....	22
Thoracic Pad .....	23
Sacral Pad .....	23
Shoulder Wing .....	24
Increased Backrest Angle .....	25
Backrest Removal .....	26
Dynamic Backrest Resistance .....	26
Dynamic Backrest Lock .....	27
Dynamic Backrest Add/Remove Air .....	27
Laterals Width, Height and Angle Adjustment .....	28
Headrest Adjustments .....	29
Armrest Height Adjustment .....	30
Armrest Pad Depth Adjustment .....	30
Armrest Pad Angle Adjustment .....	31
Tray Attachment and Adjustments .....	31

## Multi Height and Tilt Chassis

Chassis Height Adjustment .....	33
Chassi Tilt Adjustment .....	34
Chassis Brake Engagement .....	34

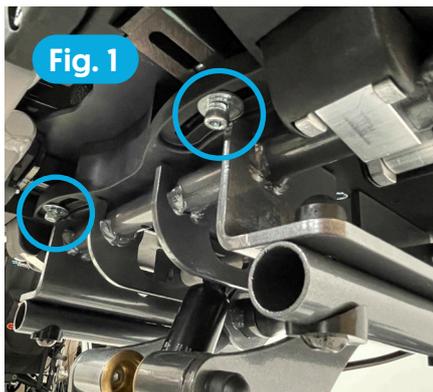


# **Seat base and lower limb accessories**

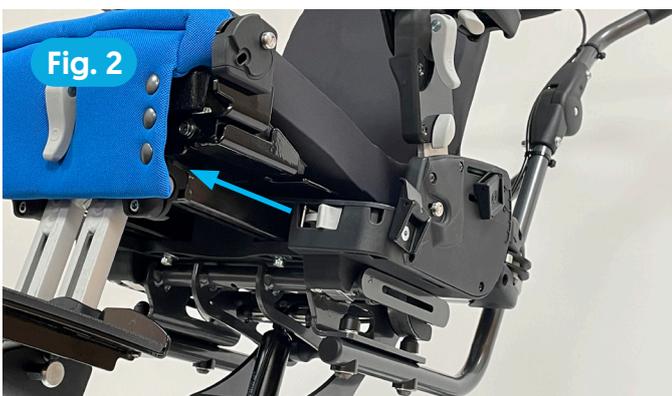
# Seat Depth Adjustment

Basic

Advanced



- Locate both adjustment screws on the underside of the seat (circled). Using a 5mm Allen key, turn each screw anti-clockwise (approximately 3-5 turns) but do not completely remove.

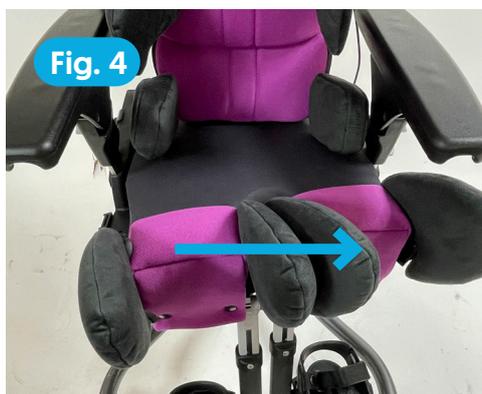


- Seat depth can now be adjusted by gripping the leg stems and pulling the seat toward you until the desired setting is achieved (**figure 2**). Tighten screws when desired length is reached (**fig 1**)

Advanced

## Split Seat Depth Adjustment

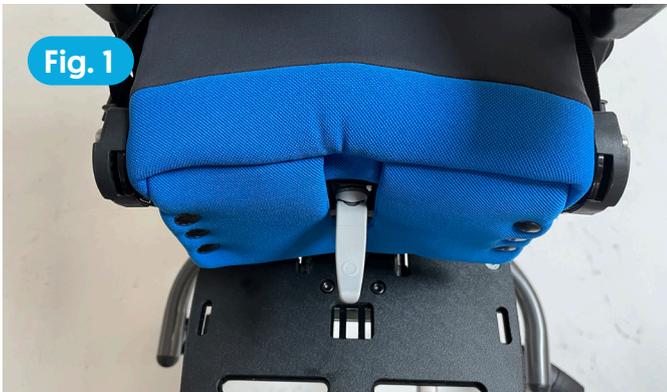
## Split Seat Abduction/Adduction



- If using the split seat, each leg can be individually adjusted in length and angle (abduction/adduction). Tighten screws when desired length is reached (**fig 1**)

# Pommel Fitting

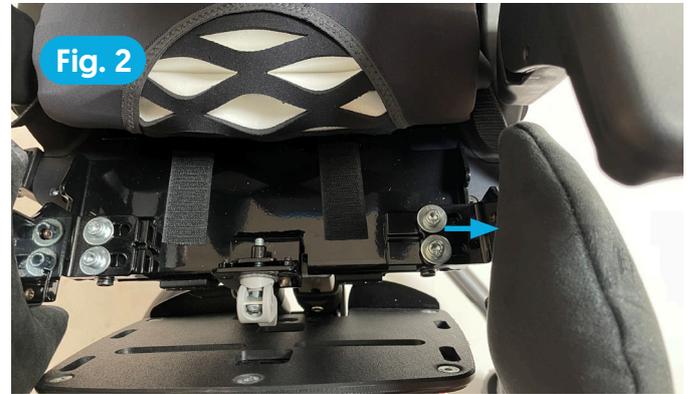
Basic



- Locate the pommel retainer **(fig. 1)**
- Fix pommel in place and close retainer **(fig.2)**

# Femoral Guide Width and Angle Adjustment

Advanced



- To width/angle adjust, locate the femoral guide adjustment and loosen (fig. 1)
- Move the femoral guide to the desired position and tighten screws (fig.2)

# Femoral Guide Removal

Advanced

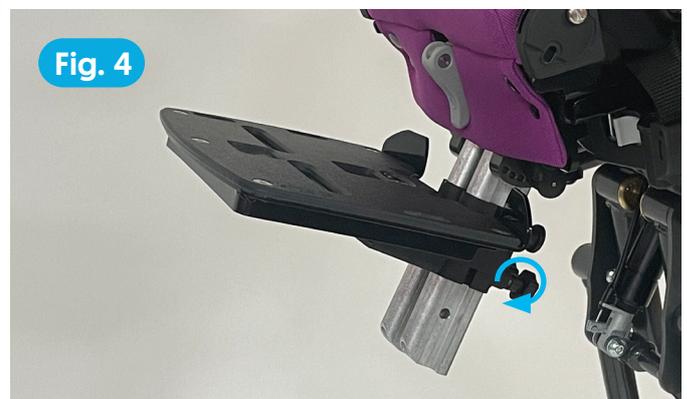
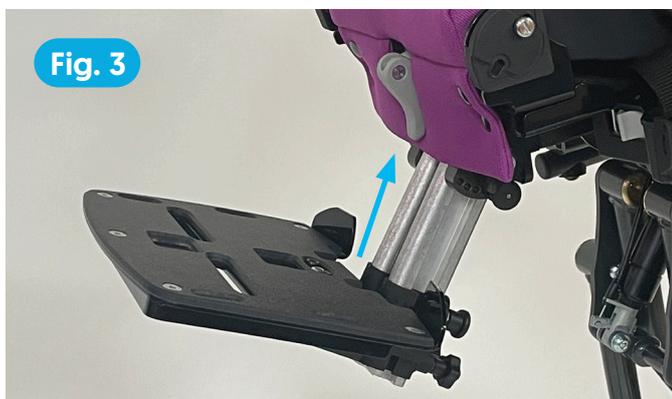
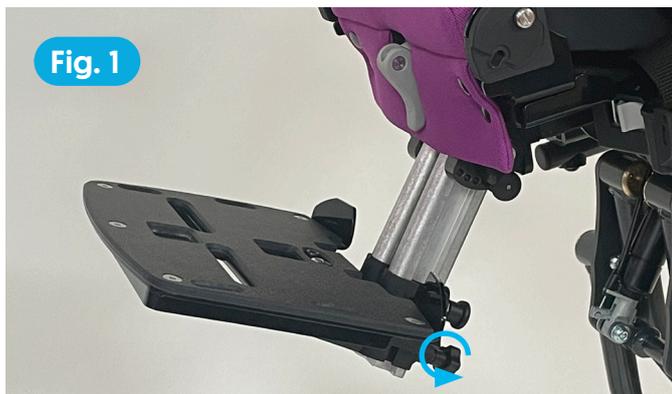


- Locate the guide release mechanism (fig. 1)
- Operate the mechanism by moving it upward in the slot while simultaneously pulling the femoral gable away from the socket (fig.2)

# Lower Leg Length

## One-piece footplate

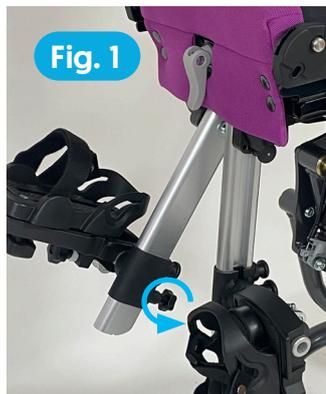
## Basic



- Locate both tension screws on the leg stems and loosen **(fig. 1)**
- Now locate both pull pins and pull out to disengage **(fig.2)**
- With both pull pins locked out, footplate can now be raised or lowered **(fig.3)**
- Re-engage pull pins and tighten tension screws. Leg length is now set **(fig. 4)**

# Lower Leg Length

## Split Footplate



- Locate the tension screw and loosen **(fig. 1)**
- Then locate and disengage pull pin **(fig.2)**
- Footplate can now be adjusted. When the desired height is achieved, re-engage pull pin **(fig.3)**

Moderate

Advanced

# Lower Leg Angle



- Locate the pull pin and disengage **(fig. 1)**
- Raise or lower the leg stem. When the desired setting is achieved, re-engage pull pin. Leg angle is now set **(fig.2)**

Basic

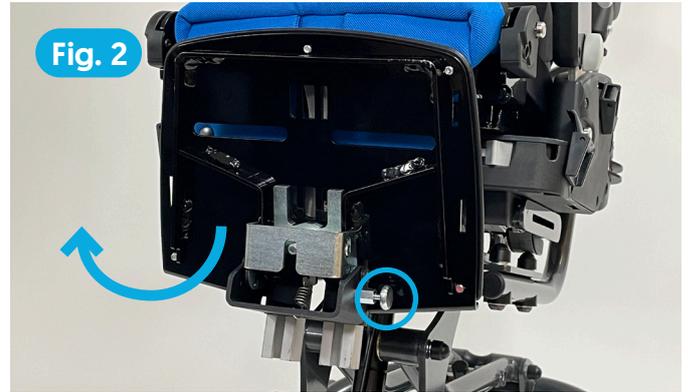
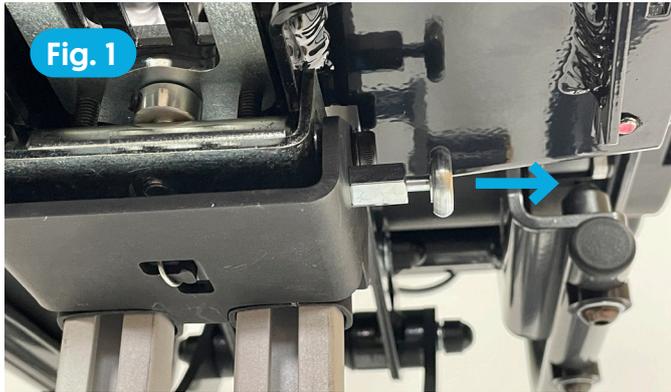
Moderate

Advanced

# Flip Up/Down

## One-Piece Footplate

Basic



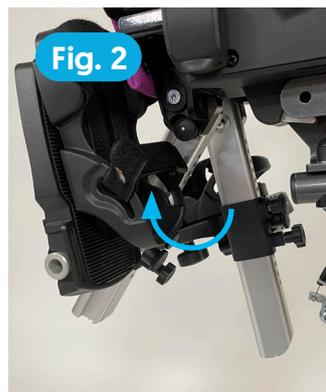
- Locate the plunge pin assembly on the underside of the footplate and pull to release the lock out mechanism (**fig. 1**)
- Manually lift the footplate until the plunge pin assembly (circled) locks into position (**fig.2**)

# Flip Up/Down

## Split Footplate

Moderate

Advanced



- Locate the pull pin at the rear of the sandal and disengage (**fig. 1**)
- With the pull pin disengaged, flip the sandal to the vertical position until pull pin automatically re-engages (**fig.2**)

# Angle Adjust Footplate

One Piece

Basic



- Locate the angle adjustment screw (**fig. 1**)
- Using the 5mm Allen key turn the screw anti-clockwise to raise, or clockwise to lower the angle of the footplate (**fig.2**)

# Angle Adjust Footplate

Split Footplate

Moderate

Advanced



- Locate the correct adjustment screw (**fig. 1**)
- Footplate shown level (**fig.2**)
- Clockwise turn will raise the footplate angle (**fig. 3**)
- Anti clockwise turn will lower the footplate angle (**fig.4**)

# Hip Guide Width

Basic

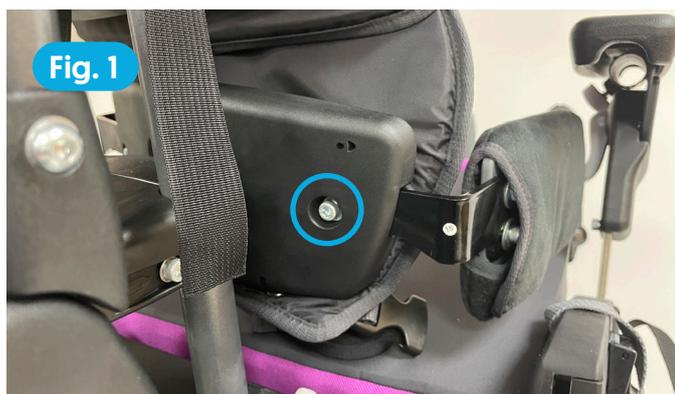


- Locate the hip guide adjustment screw and loosen **(fig. 1)**
- Move the hip guide to the desired width and tighten screw **(fig.2)**

# Hip Guide Width

Moderate

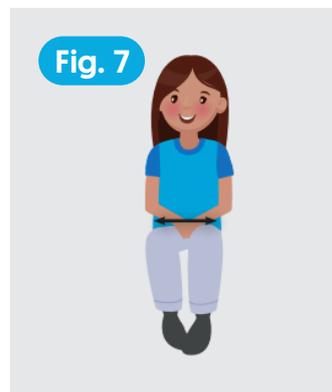
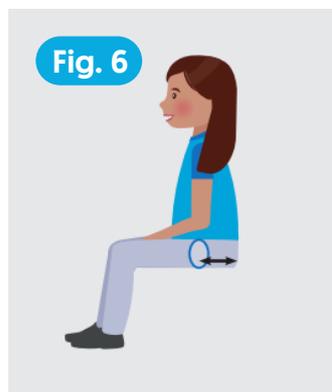
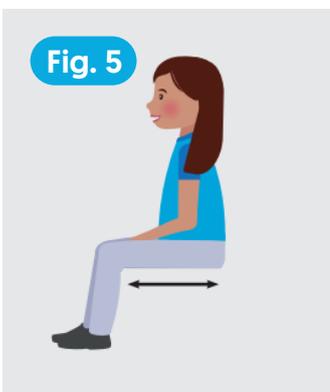
Advanced



- Locate the hip guide adjustment screw and loosen **(fig. 1)**
- Move the hip guide to the desired width and tighten screw **(fig.2)**

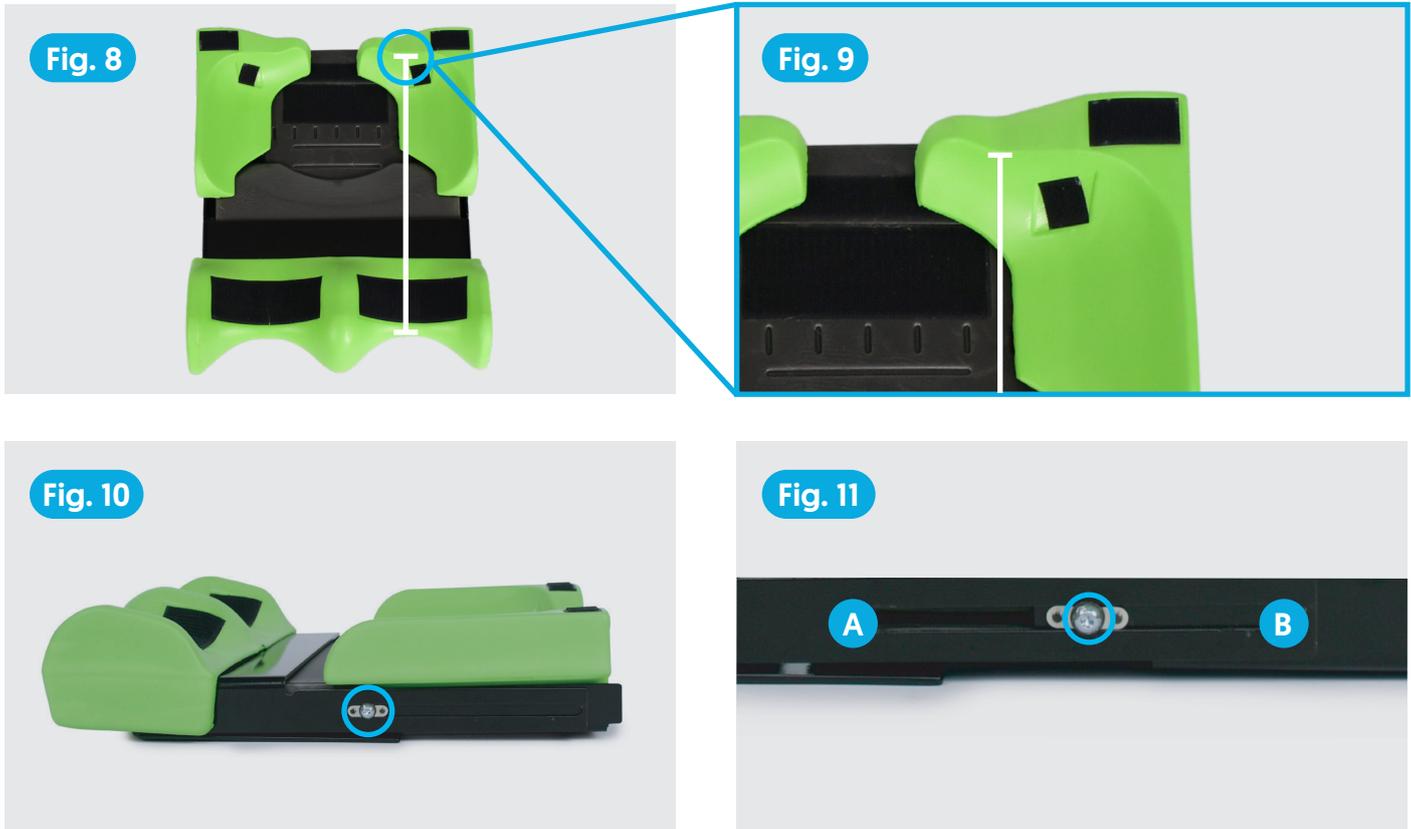
# Contour Cushion Removal

Moderate



- Locate the retaining pegs in the seat core (circled) **(fig. 1)**
- Release the webbing straps from the pegs, including poppers, where fitted **(fig.2)**
- Lift the front edge of the contour seat parts to release the hook & loop fixing **(fig.3)** and pull the complete seat assembly away **(fig. 4)**
- Take and record user measurements:
  - Thigh length **(fig. 5)**
  - Greater trochanter depth **(fig. 6)**
  - Hip width **(fig. 7)**

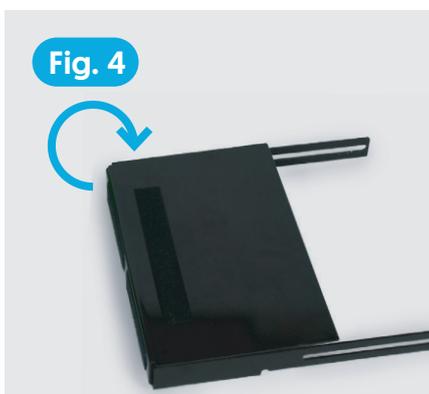
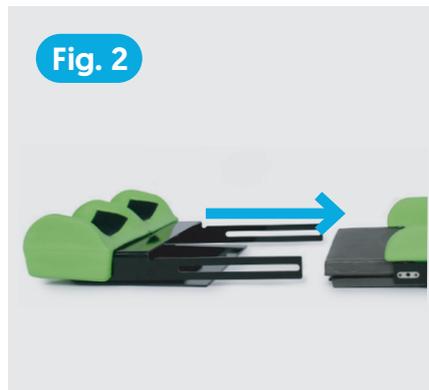
# Contour Cushion Depth Adjustment



- The child's thigh length measurement will dictate the seat depth. The seat depth is measured from the front and rear cushion point (**fig. 8**), the rear point measurement position is the front edge of the contour (**fig.9**)
- The seat depth is set by adjusting a metal plate which screws onto the base. For longer thigh lengths this front plate will need flipped to give the longer depth required
- To adjust the seat depth, slightly loosen the screws at either side of the base plate and slide the plate on the base (**fig.10**)
- If the seat depth causes the adjustment screw to sit closer to point **B**, then the front plate will require detaching, flipping, and re-attaching to ensure adequate thigh support (**fig. 11**)
  - When the screw is closer to point **A** the seat depth is near its minimum
  - When the screw is closer to point **B** the seat depth is near its maximum

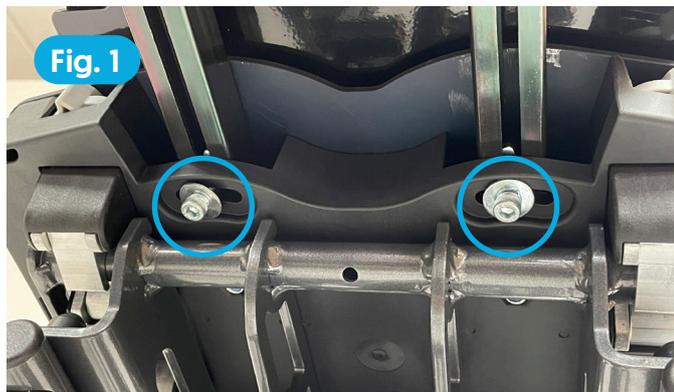
**Note: if closer to point B, you will need to flip the plate – instructions on next page.**

# Contour Cushion Additional Depth Adjustment



- Fully unscrew each of the seat depth adjustment screws either side of the base plate **(fig.1)**
- Separate the front plate from the base **(fig.2)**
- Detach the leg guides that velcro onto the front plate **(fig.3)**
- Flip the plate over **(fig. 4)**
- Reattach leg guides to the plate **(fig. 5)**
- Reattach front plate to base and set to appropriate seat depth **(fig. 6)** and loosely fasten screws when complete

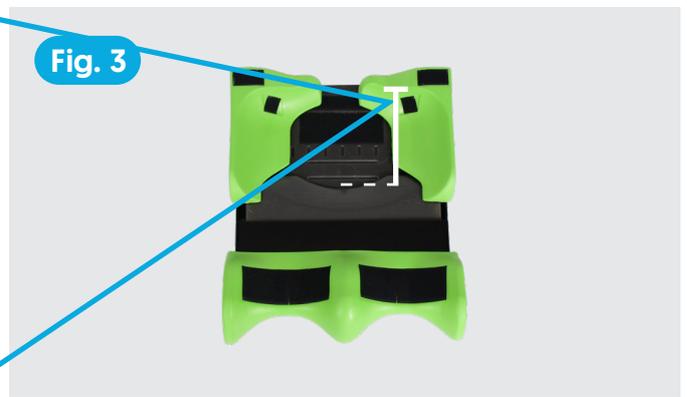
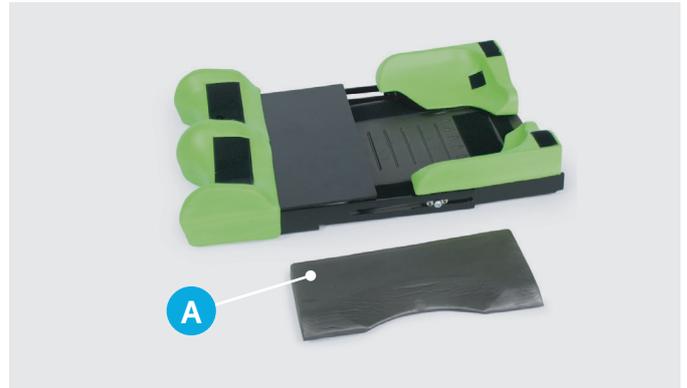
# Contour Cushion Seat Depth Adjustment



After you have now set up your contoured cushion, you'll need to adjust the seat pan.

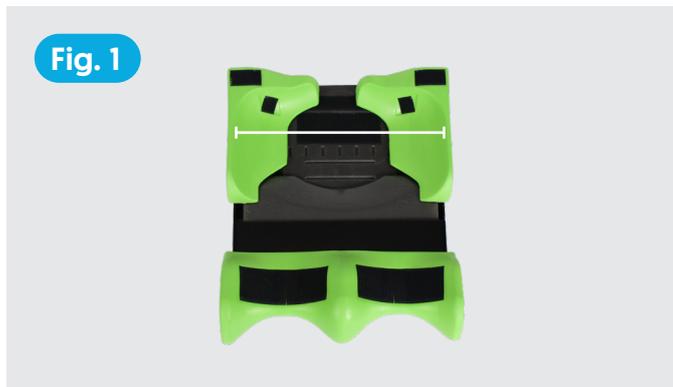
- Locate both adjustment screws on the underside of the seat (circled) **(fig. 1 & 2)**
- Using a 5mm Allen key, turn each screw anti-clockwise (approximately 3-5 turns) but do not completely remove **(fig.2)**
- Seat depth can now be adjusted by gripping the leg stems and pulling the seat toward you until the desired setting is achieved **(fig.3)**. The depth will need to match what has previously been set on contour components
- Using the 5mm Allen key, turn each screw clockwise until tightened. Seat depth is now set.
- Reattach the contoured cushion, ensuring the poppers are reattached the poppers **(Fig 4)**

# Contour Cushion Ischial Shelf Set-Up



- Remove the grey ischial shelf [you may need to extend the seat depth to gain access] **(fig. 1)**
- Establish optimum position for ischial shelf by measuring from the front edge of the contour **(fig.2)**
- Attach ischial shelf to appropriate position **(fig.3)**, note for most children, the greater trochanters should align with the inner curved edge of the well

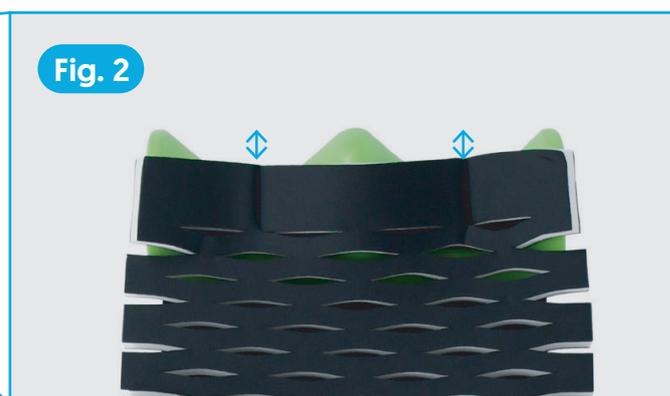
# Contour Cushion Width Adjustment



The seat width is adjusted using the rear green trochanteric supports which Velcro to the grey base.

- Measure the seat width from approximately 10mm down from the top inside edge of the trochanteric supports (**fig. 1**), note the vertical lines on the seat base can be used to ensure symmetry
- Adjust trochanteric supports to suit hip width and reattach (**fig.2**)

# Contour Cushion Re-attach the Foam



The Velcro on the accordion foam is asymmetrical to help to identify the correct orientation. The long one-piece Velcro will attach at the rear of the seat and the two individual Velcro strips attached at the front.

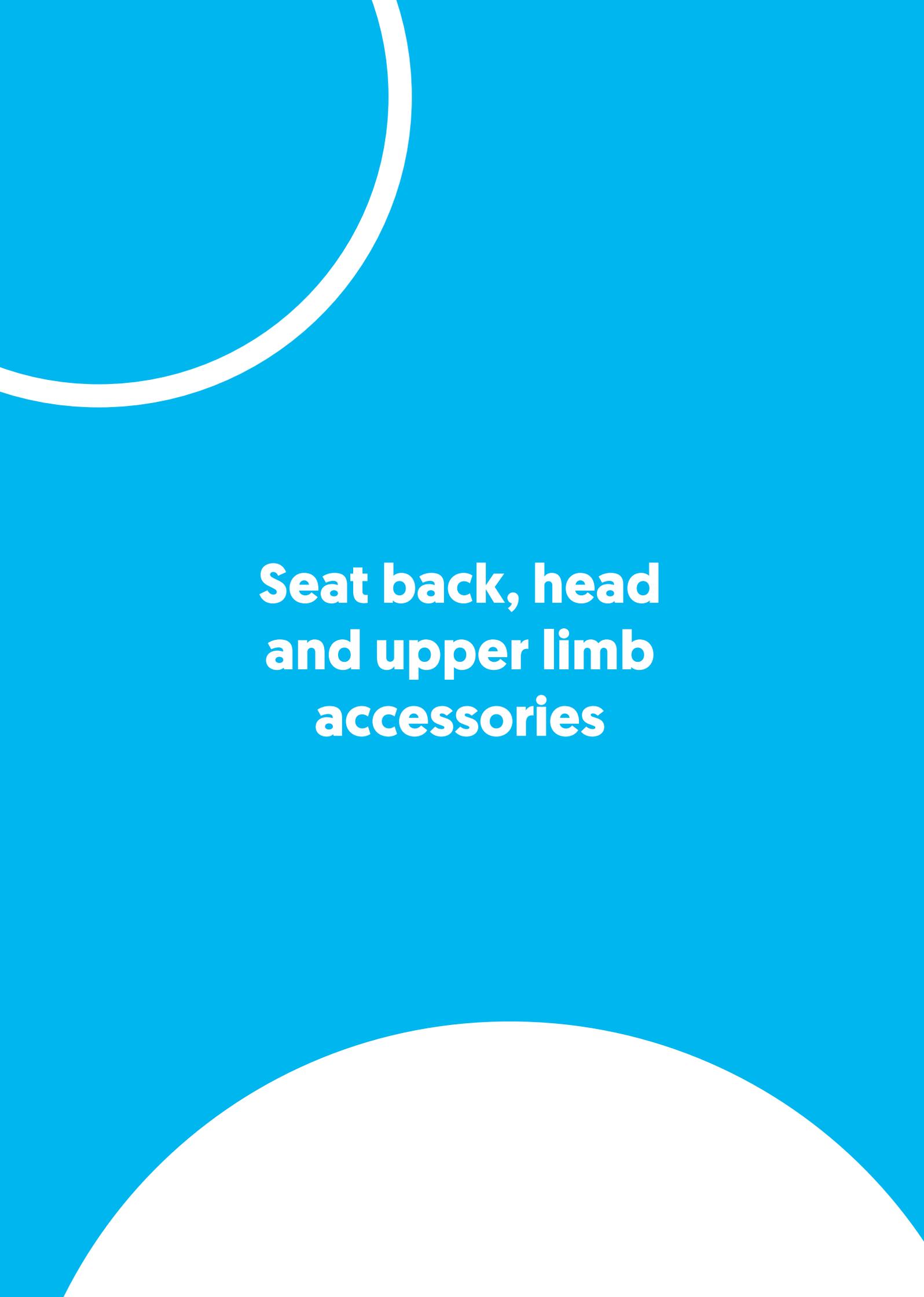
- Attach the foam at the rear of the seat (**fig. 1**)
- Stretch the foam and secure at the front of the seat so the foam overhangs the green contoured leg guides by approximately 5mm (**fig.2**)

# Contour Cushion

## Re-attach the Cover



- Flip the cushion upside down
- Attach the front part of the cover and Velcro into position **(fig.1)**
- From underneath pull the stretch cover over the whole cushion and Velcro into position **(fig.2)**
- The cushion is assembled and ready to attach to the seat base **(fig.3)**



# **Seat back, head and upper limb accessories**

# Backrest Height

Basic



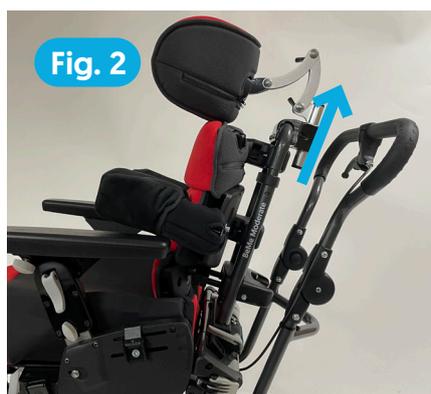
- Locate the adjustment screws and loosen **(fig. 1)**
- raise the backrest to the desired height **(fig.2)** and tighten screws **(fig.3)**

# Backrest Height

## Shoulder pad

Moderate

Advanced



- Turn the screws [circled] **(fig. 1)**
- Pull the backrest up to the desired height **(fig.2)** and tighten screws.

The thoracic and sacral pads should also be individually height adjusted to there are no large gaps between the pads.  
**NOTE THE SHOULDER PAD ITSELF SHOULD NOT BE HEIGHT ADJUSTED.**

# Backrest Pads Angle Adjustment

On the Moderate backrest the sacral pad has rotation and depth adjustment and on the complex backrest all three pads have individual rotation and depth adjustment.

Moderate

Advanced



- Loosen these two screws for rotation.

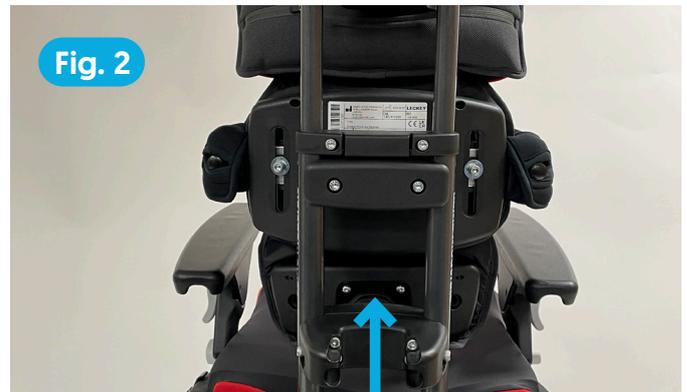
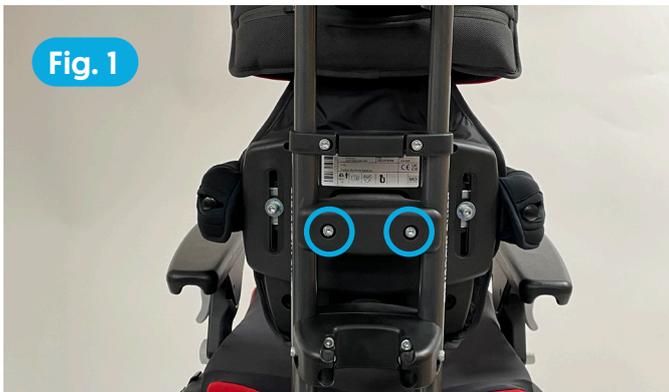
# Backrest Pad Depth Adjustment



- And these two for depth.
- Tighten when set at desired position.

# Thoracic pad

To height adjust the thoracic (middle) segment on the moderate backrest...



- Loosen the screws (circled) **(fig. 1)**
- Pull the thoracic segment height up to desired position and tighten screws **(fig.2)**

# Sacral Pad Height

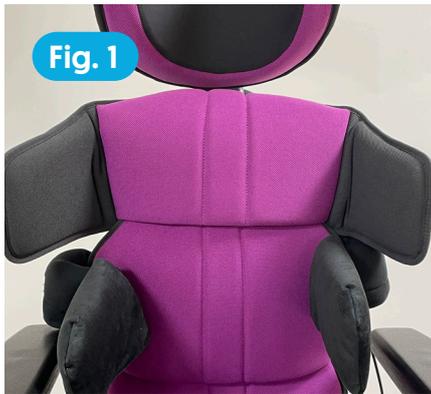
To height adjust the sacral (lower) segment on the moderate or complex as well as the complex thoracic (middle)...



- Loosen the screws (circled) **(fig. 3)**  
Pull the segments to the desired position and tighten screws.

# Shoulder Wing

Advanced



- Shoulder wings can be individually adjusted (**fig. 1**)
- Locate the zipper at the rear of the wing assembly (**fig. 2**) and open to reveal the bolt (circled) (**fig. 3**) loosen with a 5mm Allen key and adjust the shoulder wings
- Move each one to the desired position and tighten

Basic

Moderate

Advanced

# Backrest Angle



- Locate the backrest recline adjustment on both sides of the seat and open (**fig. 1**)
- Move the backrest to the desired position (**fig. 2**) and refix the catch (**fig.3**)

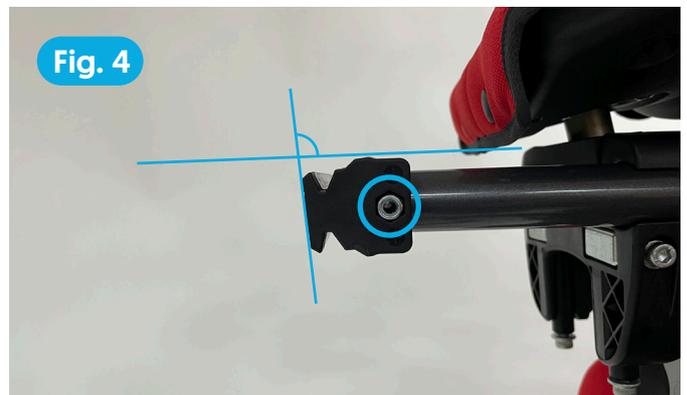
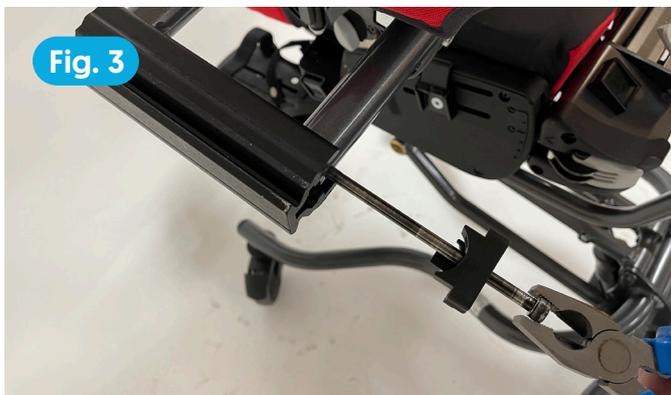
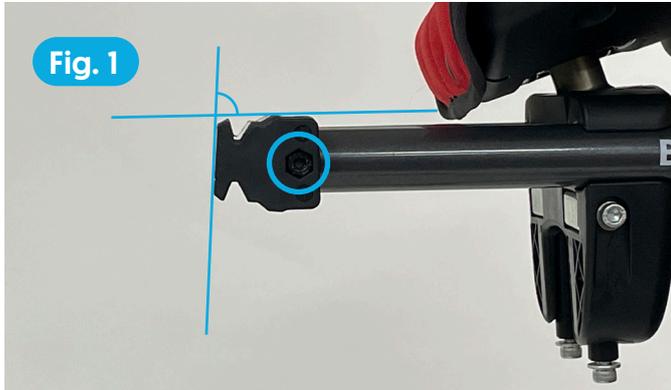
# Increasing Backrest Angle

Basic

Moderate

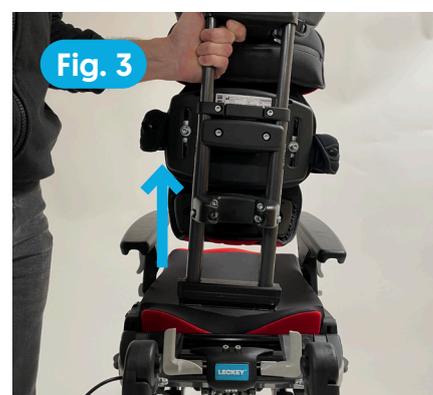
Advanced

\*An extra 5-10 degrees of recline can be achieved by removing the backrest block, rotating through 180 degrees and re fitting to the backrest tubes



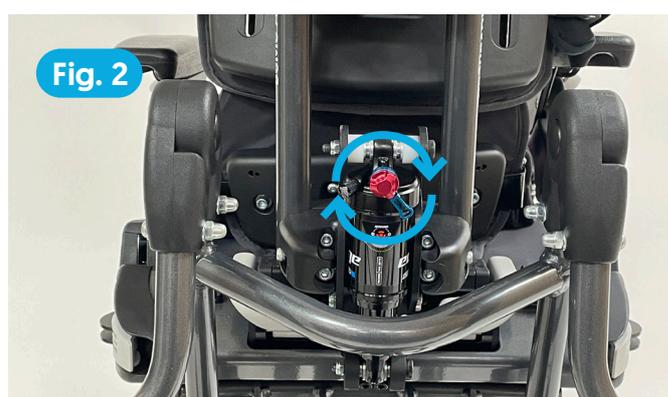
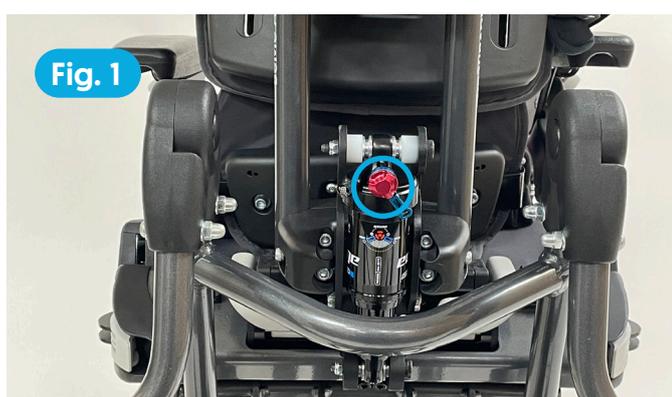
- First remove the backrest as previously described and lay the complete assembly flat. Note the angle of the backrest block relative to the tubes and locate the retaining bolt (circled) **(fig. 1)**
- Using a 5mm Allen key unscrew the long retaining bolt until it has travelled around 30mm **(fig.2)**
- The remainder of the bolt can now be extracted using pliers **(fig.3)**
- With the block now fully removed, it can be rotated through 180 degrees and re-fitted to the backrest tubes. Replace the bolt and end caps and then tighten fully. Note the angle of the block relative to the backrest tubes **(fig.4)**

# Backrest Removal



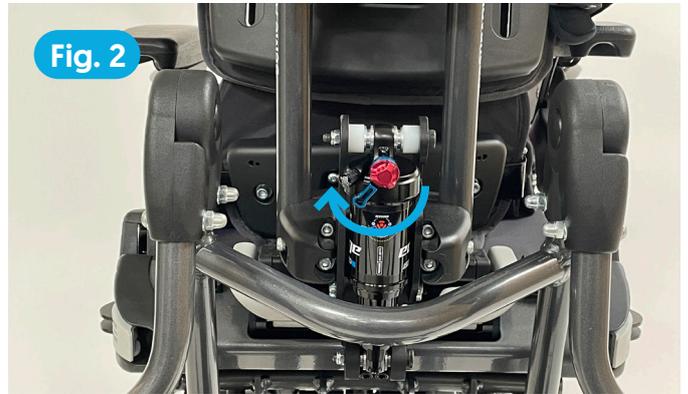
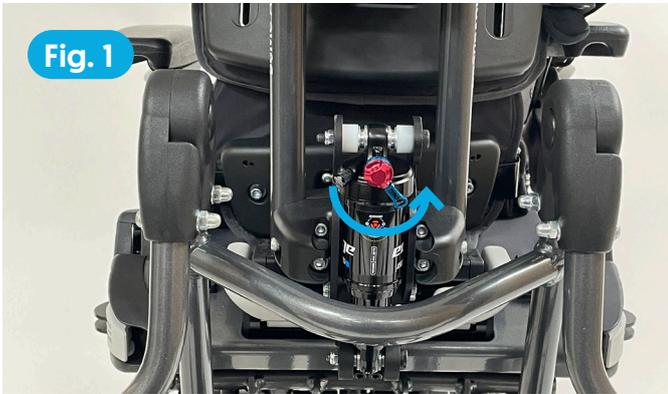
- Locate the backrest release catches (circled) and pull rearward (**fig. 1**)
- Once the release catches have disengaged, move each catch left and right (**fig. 2**) against the spring to allow the backrest to be pulled away from the seat core (**fig.3**)

# Dynamic Backrest Resistance



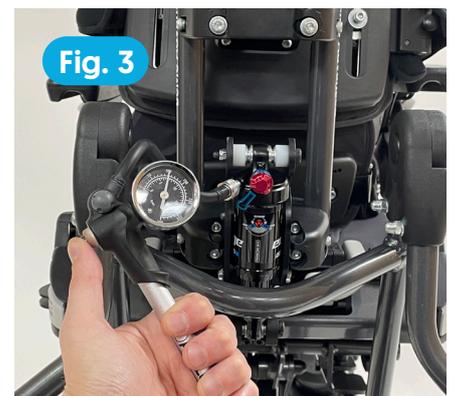
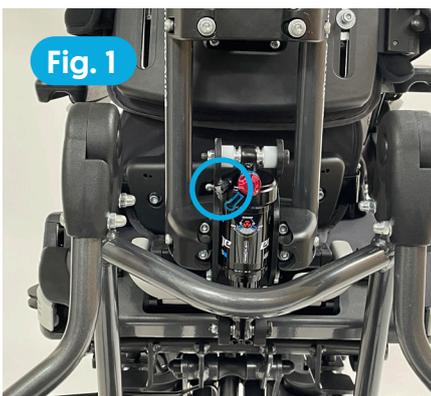
- Locate the red turn control (**fig. 1**)
- Turn clockwise for more resistance, turn anti-clockwise for less resistance (**fig.2**)

# Dynamic Backrest Lock



- Locate the blue lever **(fig. 1)**
- Turn to the right to unlock, turn to the left to lock **(fig.2)**

# Dynamic Backrest Add/Remove Air



- Locate Dust Cover and unscrew **(fig. 1)**
- Attach Pump [supplied] and pump up to desired pressure (Psi/Bar) **(fig. 2)**
- To decrease pressure, place thumb and valve and press until desired pressure is reached **(fig. 3)**

# Laterals (width, height and angle)

Basic

Moderate

Advanced



- Locate the screw and loosen (**fig. 1**)
- Move the lateral to the desired position and tighten screw (**fig.2**)

# Headrest Adjustments



- Locate the adjustment screws and loosen **(fig. 1)**
- Move the headrest to the desired depth and tighten screws **(fig.2)**



- Unzip the upholstery to reveal the adjustment screws **(fig. 1)**
- Set to the desired contour **(fig.2)**
- Tighten screws to maintain desired contour **(fig.3)**

# Armrest Height Adjustment

Basic

Moderate

Advanced



- Locate the armrest height adjustment and loosen **(fig. 1)**
- Push against the spring and then raise armrest to the required position and tighten screw **(fig. 2)**

# Armrest Pad Depth Adjustment



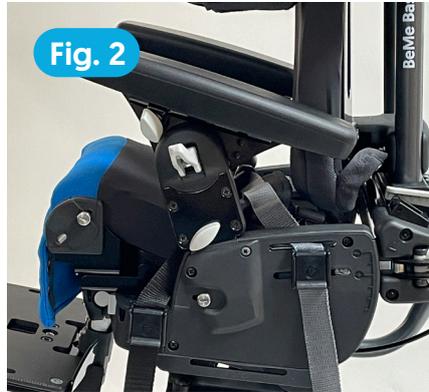
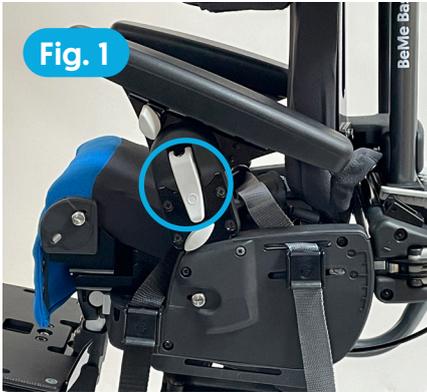
- First remove armrest and locate fixing screws **(fig. 1)**
- With armrest pad removed set depth of armrest with corresponding holes lined up and refix using screws

# Armrest Pad Angle Adjustment

Basic

Moderate

Advanced

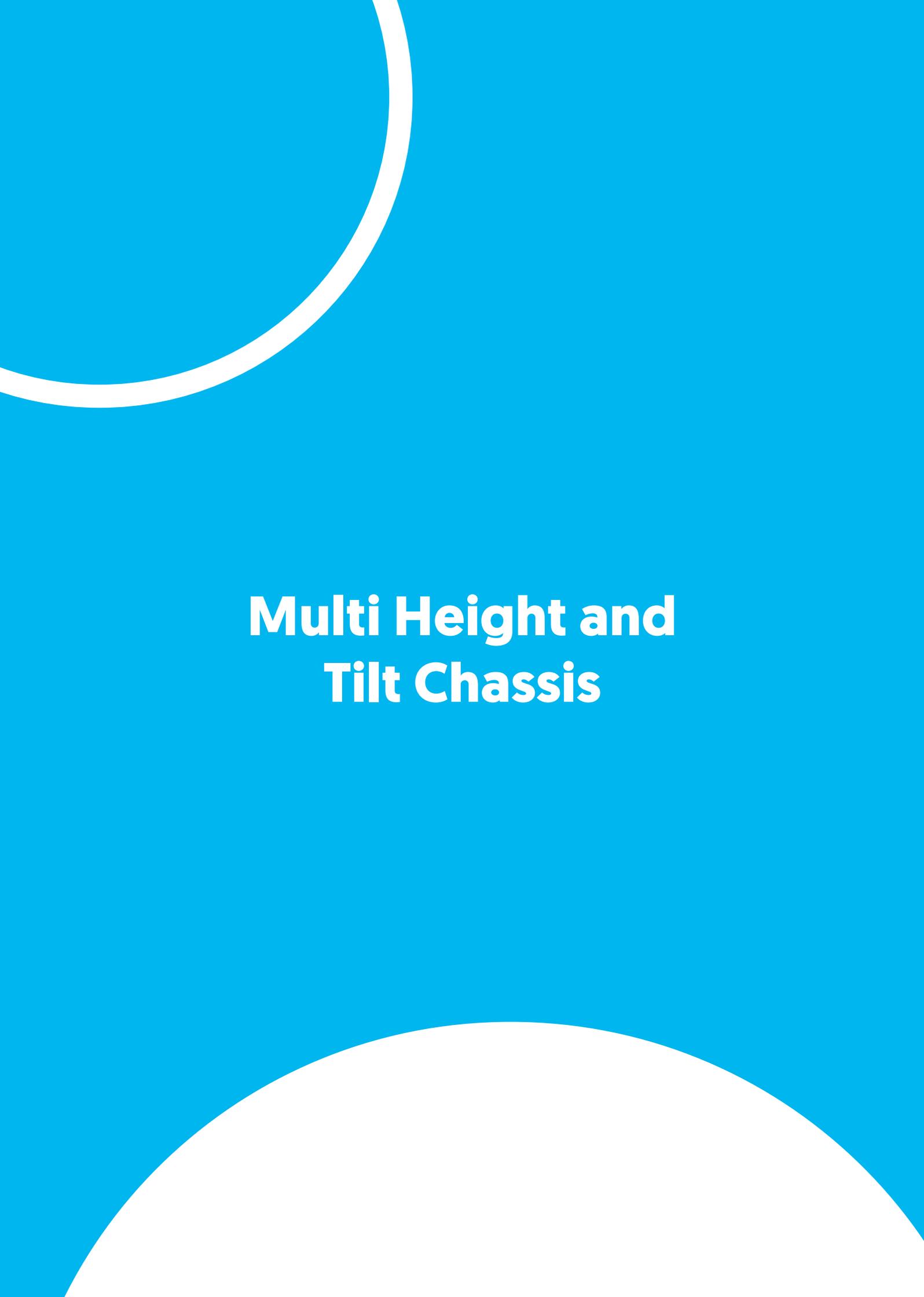


- Locate the angle adjustment lever and lift
- Move the armrest to the desired position and press the lever back into place

# Tray Attachment & Adjustments



- Offer the tray up to the armrests ensuring each pole enters the aperture evenly (**fig. 1**)
- When the tray is located push back to the required depth (**fig.2**)
- Tighten the tray retaining screw to fix firmly in place (**fig.3**)



# **Multi Height and Tilt Chassis**

# Chassis Height Adjustment

## Manual MHT chassis



- To raise the height of the chassis, pump the foot pedal until desired height is reached. Height is now set **(fig. 1)**
- To lower the height of the chassis, lift the foot pedal to release pressure in the gas ram until the required height is achieved **(fig.2)**

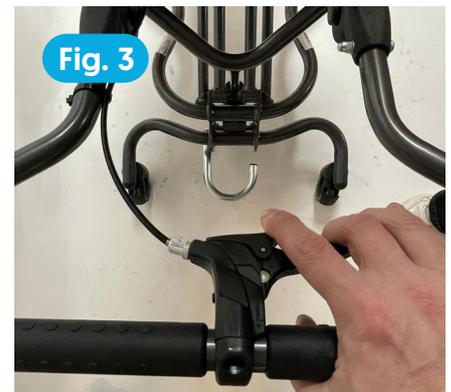
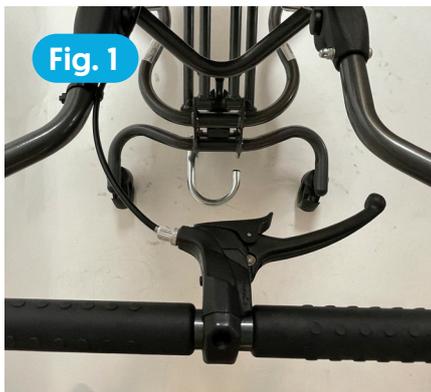
# Chassis Height Adjustment

## Electric MHT chassis



- To raise the height of the chassis, press button on control module (circled) **(fig. 1)**
- To lower the height of the chassis, press button on control module (circled) **(fig. 2)**

# Chassis Tilt Adjustment



- Locate the tilt adjustment **(fig. 1)**
- Use forefinger to operate the safety catch which releases the main tilt lever **(fig. 2)**
- Fully depress tilt lever and allow the mechanism to tilt until the desired angle is achieved **(fig. 3)**

# Chassis Brake Engagement



- Use foot to push the brake lever into position **(fig. 1)**
- Castor brake is now engaged **(fig. 2)**



## Contoured Cushion Set Up



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How to set up your BeMe seat



How to adjust your BeMe seat



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