

# BHM MEDICAL

## EASYTRACK<sup>®</sup> SYSTEM 2-POST ASSEMBLY

MODELS #9220010, #9220011, #9220012  
Instructions for Use



CE

Printed in Canada

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## SPECIAL NOTES

### WARNING

**DO NOT OPERATE THIS EQUIPMENT WITHOUT FIRST  
READING AND UNDERSTANDING THIS MANUAL.**

**SHOULD YOU BE UNABLE TO UNDERSTAND THE WARNINGS,  
CAUTIONS AND INSTRUCTIONS, CONTACT OUR TECHNICAL SUPPORT.**

### MAINTENANCE

**Maintenance MUST be performed by qualified personnel ONLY.**



**WARNING:** Notices as used in the manual apply to hazards or unsafe practices that could result in serious bodily harm.



**CAUTION:** Notices as used in this manual apply to hazards or unsafe practices that could result in minor personal injury or property damage.



**NOTES:** Highlight procedures and contains information which assists the operator in understanding the information contained in this manual.

### NOTICE

The information contained in this document is subject to change without notice.

**SAVE THESE INSTRUCTIONS AND KEEP WITH EASYTRACK SYSTEM AT ALL TIMES.**

## CONTACT INFORMATION

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## GETTING STARTED

### REQUIREMENTS AND WARNINGS



The Easytrack System and its accessories are intended to be used as an assistive device for transferring a person between the posts. The Easytrack System is only to be used with BHM Portable lifts.

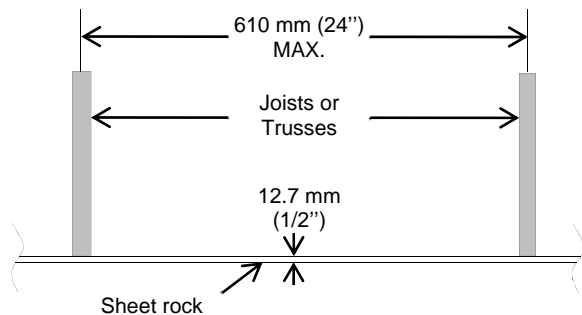


Failure to meet requirements listed below could result in serious bodily harm.

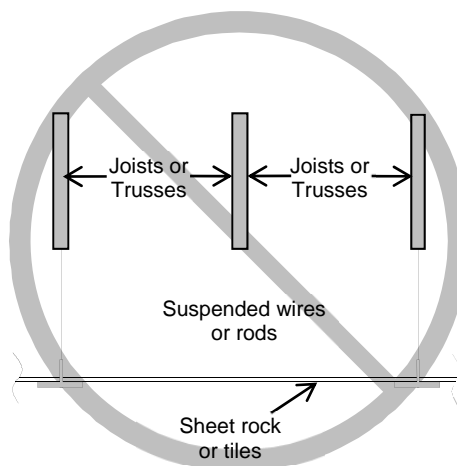
### REQUIREMENTS

#### CEILING REQUIREMENTS:

- Install to a rigid ceiling (must have a framework above it).
  - Must have a maximum of 24" / 610 mm between the trusses or joists in the ceiling (see *Figure 1*).
  - Ceiling must be made of wood or ½" / 12.7 mm sheet rock or thicker.



**Figure 1**



**Figure 2**

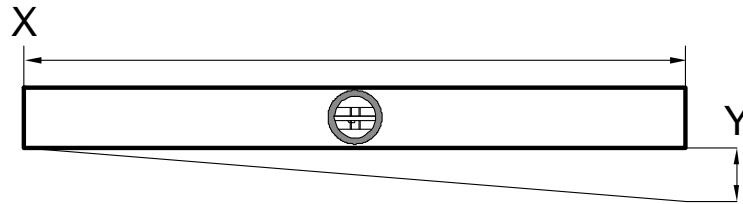
- Ensure ceiling is clear of any dust, grease, water or any foreign substance.

*Note: A build-up of nicotine, grease or water on the ceiling will affect the integrity of the Easytrack System.*

*Note: Installing a post directly under a joist or truss is not required, but preferable.*

**FLOOR REQUIREMENTS:**

- Ensure flooring meets local building code standards (Termites or water damages may affect the structure of the floor).
- Ensure floor is clear of any dust, grease, water or any foreign substance.
- Floor must have a slope of less than 0.5°. See drawing below to determine the floor slope. Use a level or contact a contractor if unsure of floor slope.



X	300 mm (12")	600 mm (24")	900 mm (36")	1200 mm (48")
Y	2.6 mm (0.10")	5.2 mm (0.21")	7.9 mm (0.31")	10.5 mm (0.42")

**OTHER REQUIREMENTS:**

- Ensure posts are straight – failure to do so may cause injury. (Please use the level provided).
- A maintenance check should be done on a monthly basis to ensure all posts are levelled. (See "Maintenance" in this manual).
- Make sure the padded surface of the top plate and foot plate are kept clean and are intact.
- Protect the Easytrack System and its accessories during transport.

WARNINGS:



**USE ONLY AS INTENDED – This product may cause serious injury if not installed and operated according to the instruction manual.**



**Failure to observe warnings listed below could result in serious injury.**

## REQUIREMENTS AND WARNINGS - CONTINUED

### BEFORE YOU INSTALL THE EASYTRACK

- Carefully inspect product upon arrival. If any pieces are missing or appear damaged – do not install. Contact your local distributor for further instructions.
- If you are unsure of the strength or stability of your floor and / or ceiling – do not install the Easytrack System – consult your local distributor.
- Easytrack **cannot** be used with **any** type of suspended ceiling: Includes suspended drywall, acoustic tiles, etc.
- Installation on a plaster ceiling may cause cracking, BHM Medical Inc. cannot be held responsible for damage.
- Do not install on a ceiling with water damage.
- Do not over-tighten ceiling plate as this may cause ceiling to crack.
- If flooring is not according to local building code standards, flooring may be damaged.
- Do not install on a sloped floor.
- Do not drop product; may cause breakage.
- Do not completely submerge in water.
- Do not attempt to over-extend the rail past the locking point.
- Do not install product if Neoprene on top or bottom plate appears to be damaged or absent.

### WHEN THE EASYTRACK IS IN USE



- ◆ **Do not hit posts – this might cause unit to become unstable. If posts are hit, reassemble Easytrack System to ensure the posts are straight.**
- ◆ **If you use a power wheel chair, use extreme care – hitting posts may cause unit to become unstable. If posts are hit, re-install the Easytrack System to ensure the posts are straight.**
- ◆ **Do not lean against posts.**
- ◆ **Do not use the Easytrack System as a swing.**
- ◆ **Refrain from swinging patient sideways of rail.**

## 2-POST ASSEMBLY INSTRUCTIONS

### BEFORE YOU START



Read the section "Requirement and Warnings" before attempting to assemble the Easytrack System.

- ◆ Survey the room where you plan to install the Easytrack System.
  - ◆ Make sure the room meets all the specifications outlined in "REQUIREMENTS AND WARNINGS".
- ◆ Use the measurements below to determine the best place to put the Easytrack System:
  - ◆ Over a bed – approx. 915 – 1020 mm / 36-40" from the head of the bed (see Figure 3) :
  - ◆ Over a tub – approx. 400 – 460 mm / 16-18" from the end of the tub (see Figure 3);
  - ◆ Allow 1000 mm / 36" of the open area for transfer working space (see Figure 4).
- ◆ Transfers should only take place between the Easytrack System's posts (see Figure 5).

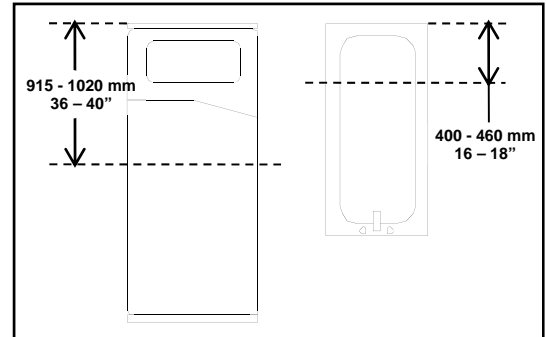


Figure 3

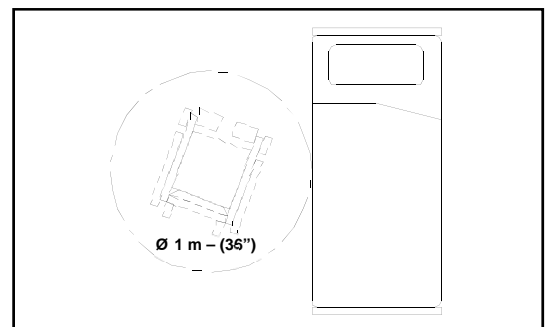


Figure 4

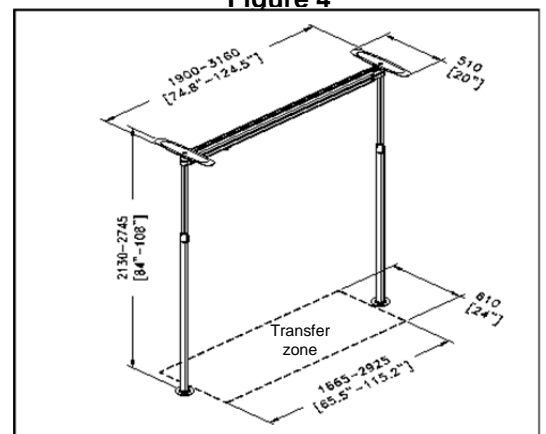


Figure 5





Though it is not a requirement to place the posts directly under a joist in the ceiling, it is preferable. It does not matter which direction the plate is facing (see Figure 6 and Figure 7).

## POSTS PLACEMENT

### PREFERABLE

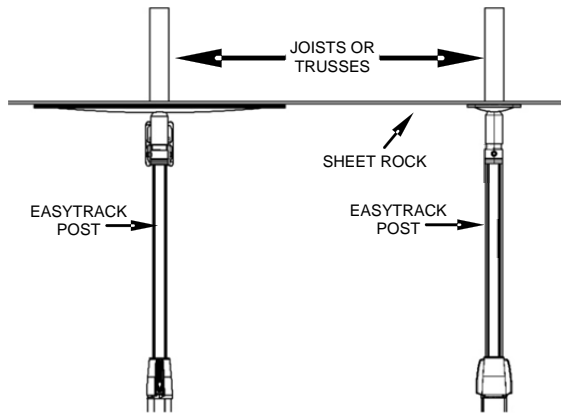


Figure 6

### OK

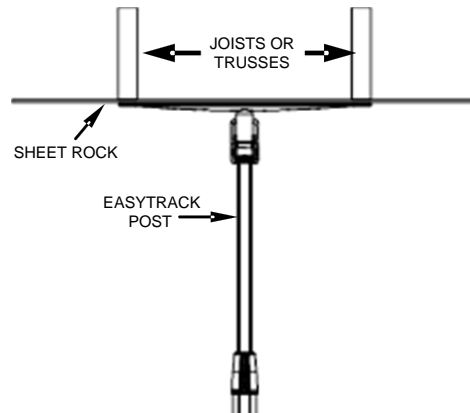


Figure 7



This safety label, (see Figure 8)  
apposed on each post, is to remind that  
the red zone on top of each post must not  
be visible when the system is assembled.

Never use the Easytrack system  
when a red mark is visible.

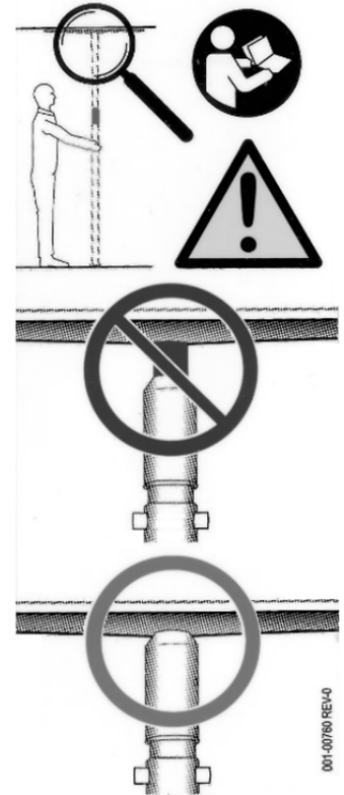
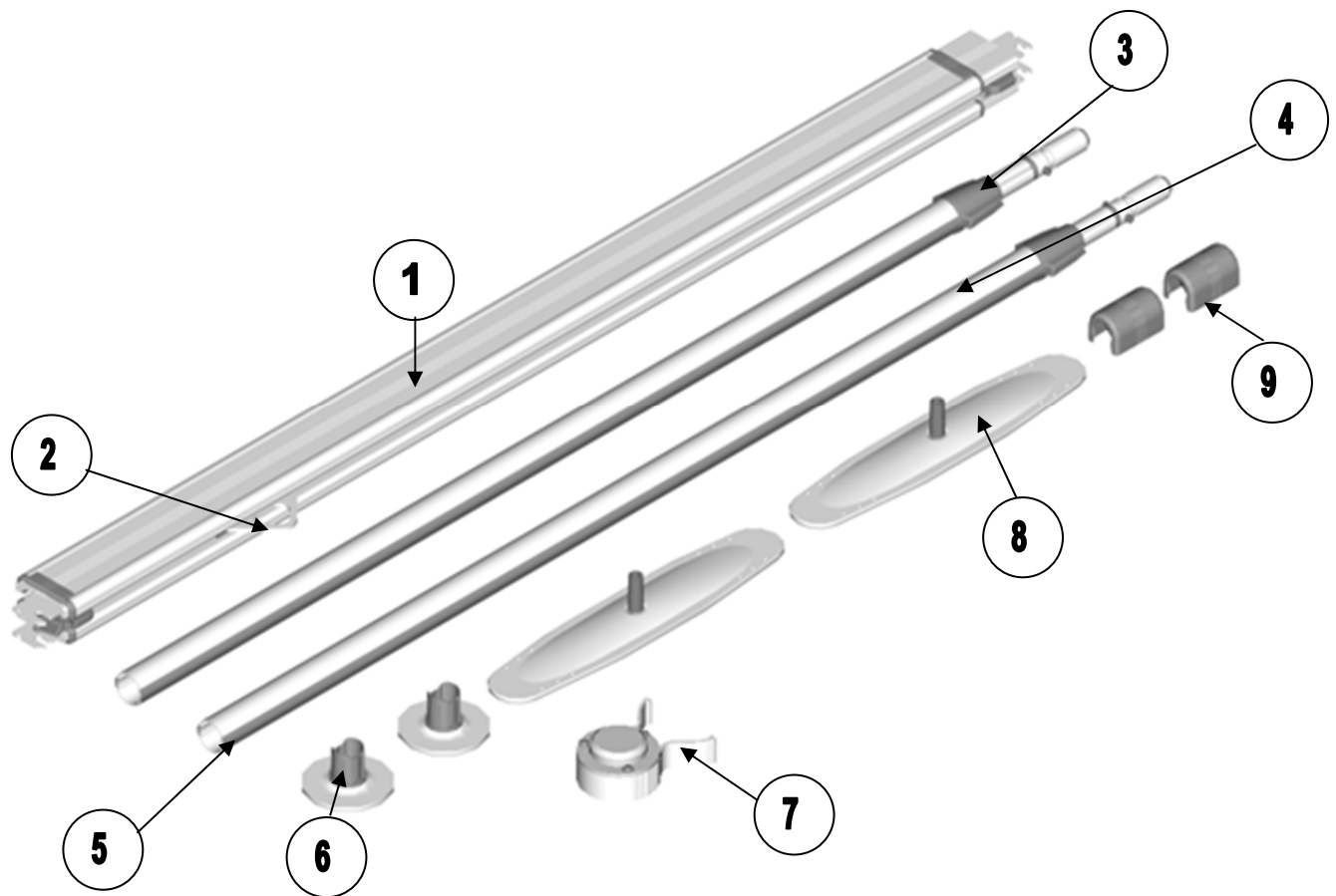


Figure 8

**Kit Content  
(Easytrack – 2-Post System)**

Description	Part number	Qty
# 1 Extendable rail w/standard trolley	700.10750	1
# 2 Standard Trolley	700.10650	1
# 3 Blue locking handle	N/A	2
# 4 Standard post	700.10500	2
# 5 Blue plastic strips (2-post)	700.10230	4
# 6 Round foot plate	700.10350	2
# 7 Clip-on level	700.10600	1
# 8 Top plate	700.10400	2
# 9 Round blue cap	200.10720	2



**Figure 9**

## ASSEMBLY

### ASSEMBLY FOR 2-POST EASYTRACK SYSTEM

#### Requirements:

- ◆ Step ladder
- ◆ Tape measure
- ◆ Someone to assist you

1. Remove the round blue cap (see Figure 9 – item #9) from the top of each post by pulling them away from the post (see Figure 10).
2. Remove the blue plastic strips from each side of the posts. Take one end and pull gently (see Figure 11).

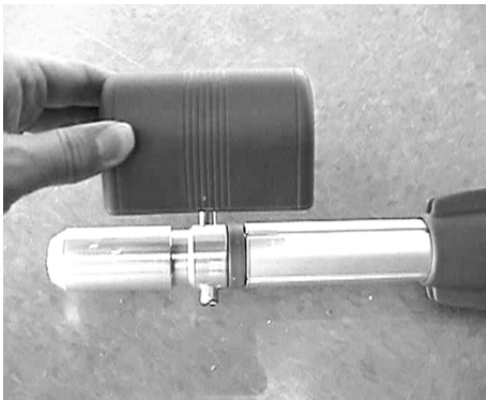


Figure 10

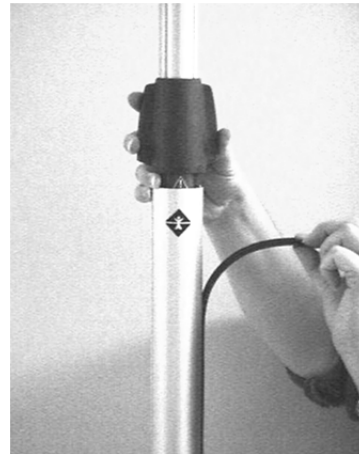


Figure 11

3. Place one round foot plate (see Figure 9 - item #6) on the floor where you want to place the first post of the Easytrack System.
4. Take one of the posts out of the box. Turn the post upright. Place the clip-on level (see Figure 9 - item #7) onto the post at approximately waist height (see Figure 12).
5. Place the post onto the foot plate and press down to tighten (see Figure 13). **Pay attention to the shape of the post and foot plate before pressing the post down onto the foot plate.**



Figure 12

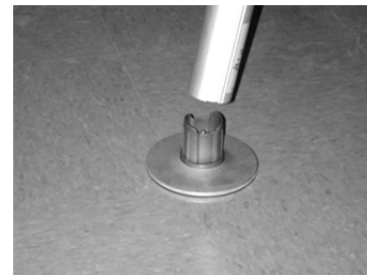


Figure 13

6. Place the top plate into the top of the post, press firmly and evenly downward until the top plate "clicks" into place (see Figure 14).

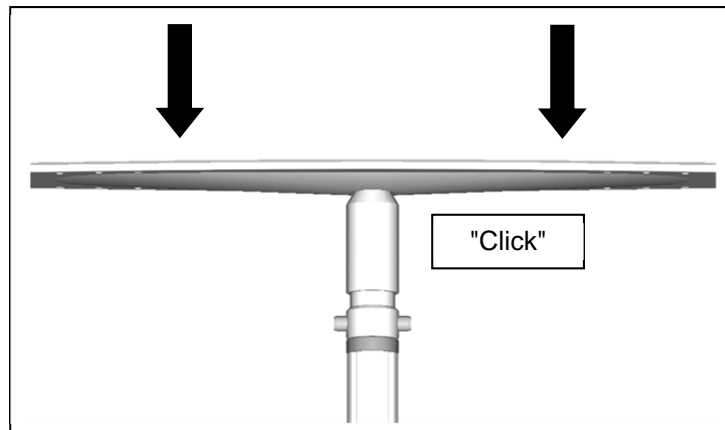


Figure 14

7. Extend the post quickly towards the ceiling by pulling the top portion and holding the bottom portion. The post should be within 76 mm / 3" to touching the ceiling (see Figure 16). If the top of the post is more than 76 mm / 3" from the ceiling:
- a) Raise the top portion of the post slightly (see Figure 17).



Figure 15



Figure 16



Figure 17

- b) Press in metal pins on both sides of the post (see Figure 18).

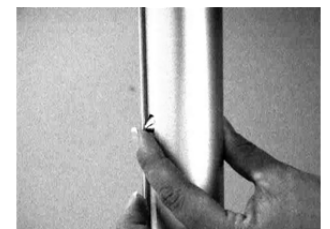
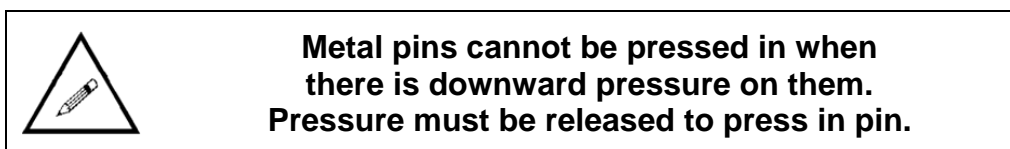


Figure 18

- c) Pull up the top portion of the post towards the ceiling.  
d) Repeat until the top of the post is less than 76 mm / 3" from the ceiling.

8. Lift the blue locking handle out of the lower portion of the post (see Figure 9 - item #3). Using the blue piece as a handle, twist the post as follows (see Figure 19):
  - a) Top portion – turn counter-clockwise.
  - b) Bottom portion – hold firmly.

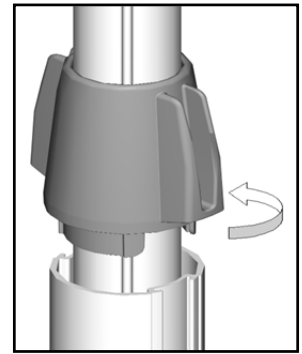


Figure 19

9. Before the Easytrack post tightens against the ceiling; check the clip-on level to make sure the bubble is in the centre of the circle. Tilt the post until the bubble reaches the centre of the circle (see Figure 20 and Figure 21).

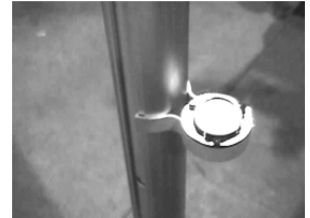


Figure 20

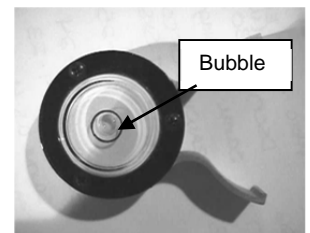



Figure 21



**Make sure clip-on level is fully attached to the post.  
Failure to attach level properly could give an incorrect reading. Level should “Click” into place.**

10. Once the bubble is in the centre of the clip-on level – continue to tighten **ONLY** until the **red zone at the top of the post is no longer visible** (see Figure 22 and Figure 23).

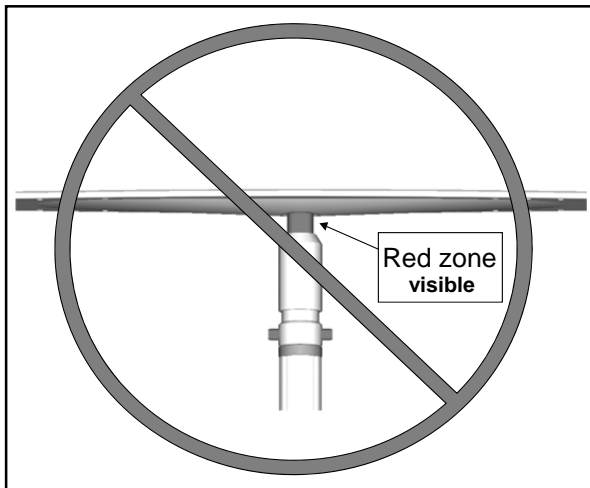


Figure 22

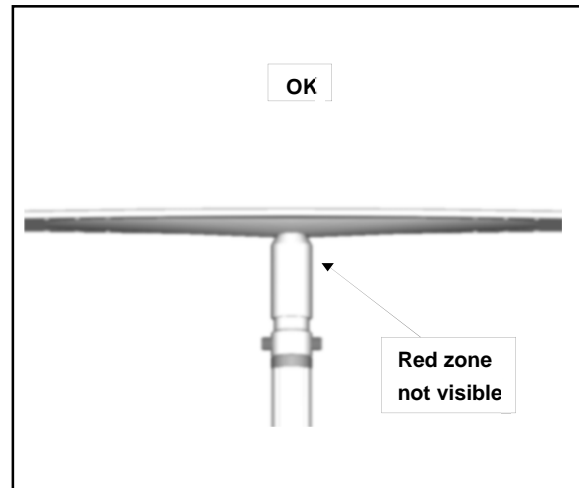


Figure 23

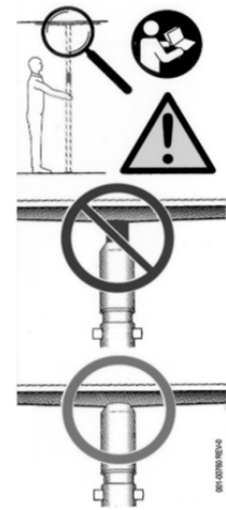


**Red zone must not be visible for the post to be safely secured (see the warning label, apposed on each post, as shown in Figure 24).**



**Do not over-tighten the post. Tighten only until red zone disappears. Over-tightening post may cause damage to the ceiling.**

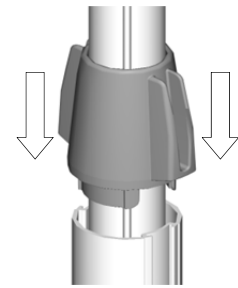
- Remove the level from the post by sliding it up off the bottom portion of the post. Slide the blue locking device down to fit into the bottom part of the post to lock the post in place (see Figure 25).



**Figure 24**



**Once the blue locking handle is pressed into the lower portion of the post, the post can be turned as a whole, except for the top plate and foot plate. This will not lower the post. The post must turn to enable you to attach the rail.**



**Figure 25**

- Repeat steps 3-11 for the second post.



**Make sure that all posts are far enough from each other to allow the rail to latch on (minimum distance between each post: 1.90 meters / 75”).**

- After you have both posts secured, install the end of the rail (see Figure 9 – item #1) marked "Step 1" onto one post (see Figure 26).

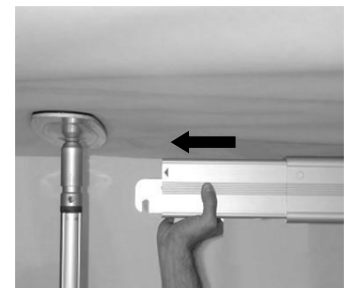


**Figure 26**

If the pins on top of the post are not facing the desired direction, place the rail onto pins and rotate post to desired direction.



**Tilt the rail upward (45°) to latch the rail onto the post (see Figure 26).**



**Figure 27**

- Raise the rail slightly, and then extend the rail to the second post (see Figure 27).



**Do not squeeze sides of rail together when attempting to extend or shorten the rail. Squeezing the rail makes it more difficult to slide.**



Figure 28

15. Latch the end of the rail marked "Step 2" onto the second post. The rail should "click" in place. Press up on the rail to make sure it is locked into place (see Figure 28).
16. Install one blue end cap on each end of the rail (see Figure 29).
17. Put the level in a safe place, as you may need it in the future.
18. Place the blue plastic strips on both sides of the posts by pinching the strip in order to insert it into the grooves. Start at the bottom of the post (see Figure 30).



Figure 29



Figure 30

19. See Figure 31 for photo of assembled 2-Post Easytrack System.



Figure 31



**BEFORE USING THE EASYTRACK SYSTEM – GO THROUGH THE FOLLOWING CHECKLIST :**

- Make sure the red zone on top of all posts is not visible.
- Make sure the posts are straight (did you use the clip-on level?)
- Make sure the rail is locked into place and that it is levelled.
- Check your installation against Figure 31.
- Is the blue locking handle secured down into the lower portion of all posts?

## DISASSEMBLY INSTRUCTIONS



Ensure there is no one in the lift and remove the lift from the Easytrack before adjusting or disassembling the Easytrack System.

### DISASSEMBLY FOR 2-POST EASYTRACK SYSTEM

#### Requirements:

- ◆ 4-step ladder
  - ◆ Someone to assist you
1. Remove plastic strips from the sides of the posts. To remove, take one end of the strip and gently pull outward (see Figure 32).
  2. Remove the round blue cap (see Figure 9, item #9) from the ends of the rail, by pulling them away from the post (see Figure 33).

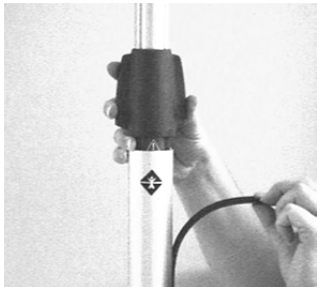


Figure 32

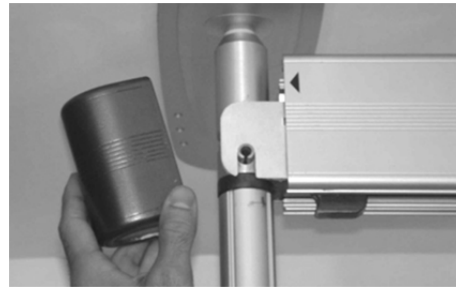


Figure 33

3. Using a step ladder, reach under the section of the rail labelled "Step 2". Slightly pull the blue tab away from the post to release the lock on the rail (see Figure 34).
4. Push end of rail to shorten the rail and tilt the rail downward (45°). The other end of the rail should easily be released from the post (see Figure 35).

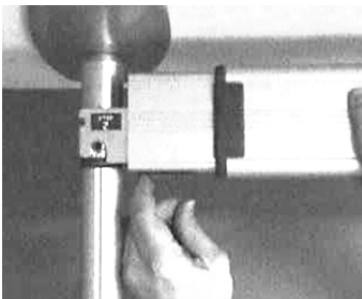


Figure 34



Figure 35



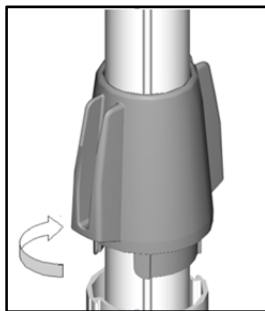
Do not squeeze sides of rail together when attempting to extend or contract the rail. Squeezing the rail makes it more difficult to slide.





**Place the rail in a box or a bag to protect it from dust and / or other damage.**

5. To remove the post, slide up the blue locking device out of the bottom part of the post to unlock it.
6. Loosen the post by (see Figure 36):
  - a) Top part of post – turn clockwise.
  - b) Bottom part of post – hold firmly.
7. Once the post is loose enough to allow you to move the post, slide the top portion of the post down :
  - a) Press the blue locking device back into the bottom part of the post.
  - b) Slightly raise the top portion of the post.
  - c) Press in metal pin on both sides of the post (see Figure 37).



**Figure 36**

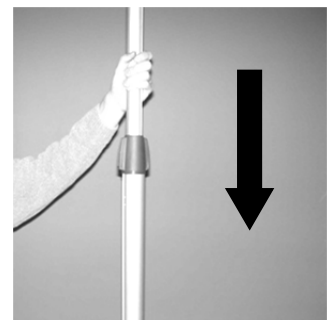


**Figure 37**



**Metal pins cannot be pressed in when there is downward pressure on them. Pressure must be released to press in pin.**

- d) Push top portion of post downward (see Figure 38).
- e) Repeat until the metal pins are no longer visible and the top of the post is only 152 mm - 200 mm / 6-8" above the blue locking handle.



**Figure 38**

8. Remove the top plate from the post by pressing up evenly.
9. Remove the post from the foot plate by stepping on both sides with your feet and pulling the post up (see Figure 39).



**Place all pieces into a box or a bag to protect them from dust and / or damage.**



**Figure 39**

10. Repeat steps 6-11 for the second post.



**Put the level with the rest of the Easytrack System for the next time you need to assemble it.**

# SPECIFICATIONS 2-POST SYSTEM

## EASYTRACK SPECIFICATIONS

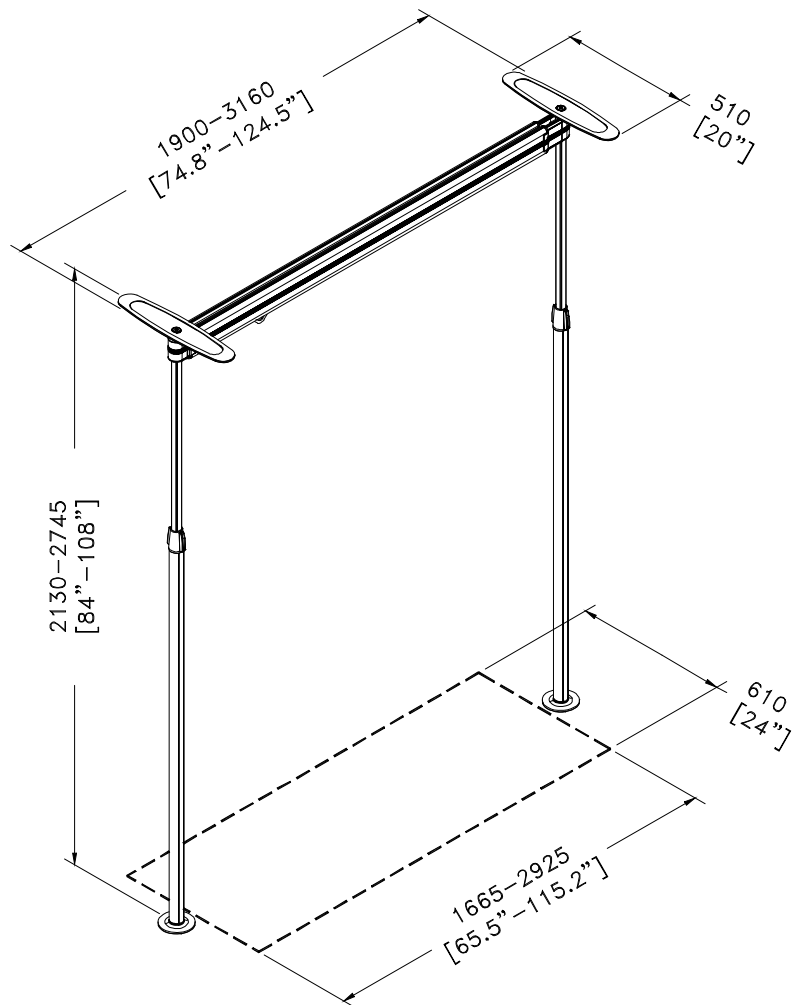


Figure 40

SPECIFICATIONS	
Product Code	9220010
Capacity	200 kg (440 lb)
Range	
Length of rail	1900 - 3160 mm (74" to 124½")
Length of post	2130 - 2745 mm (84" to 108")
Material	Anodised Aluminium
Weight	20 kg (44 lb)
Ceiling plate	510 mm (20")
Floor plate	120 mm (4.8")

# MAINTENANCE

## BASIC MAINTENANCE



**Failure to follow maintenance instructions below when indicated could result in injury or damage.**



**PERIODIC INSPECTION SHOULD BE PERFORMED BY A PERSON WHO IS SUITABLY AND PROPERLY QUALIFIED AND WELL ACQUAINTED WITH THE DESIGN, USE AND CARE OF THE EASYTRACK SYSTEM. CONTACT YOUR LOCAL DEALER / DISTRIBUTOR.**

**INSPECTION SHOULD BE CARRIED OUT BOTH ROUTINELY (AT LEAST AS OFTEN AS SPECIFIED), AND, AS NECESSARY. ALL DEFECTS AND DAMAGE THAT HAVE LEAD TO CORRECTIVE ACTIONS SHOULD BE NOTED, SIGNED AND DATED BY THE INSPECTOR. DEFECTS AND RESULTING ACTIONS SHOULD BE REPORTED IN WRITING TO YOUR SUPPLIER.**

### ❖ Upon receipt of your Easytrack System:

1. Make sure you received all components listed in Figure 9.
2. Inspect all parts for possible damage in transit.
3. Ensure all components are in working order.
4. Arrange for repair/replacement of any faulty parts.
5. Keep a log of any repair/replacement required.

### ❖ Before each time you use the Easytrack System:

Visually inspect the Easytrack system to make sure that:

- Posts are straight. If they do not appear straight, use level to check. If posts are not straight, remove rail (see disassembly) and re-install posts (see assembly instructions).
- Red zone on top of post (under the top plate) is not visible.
- Rail is secured in place. Press up on the rail to make sure that the rail is locked onto the post.
- There is no appearance of damage. IF THERE IS ANY APPEARANCE OF DAMAGE – DO NOT USE THE EASYTRACK SYSTEM.

❖ **Every month the following should be done :**

1. Use the level supplied to ensure all posts are straight.
2. Clean inside of rail with a damp cloth to ensure there is no dust or grease build-up inside of rail.
3. Make sure the red zone is not visible. If red zone is visible, re-tighten posts according to instruction manual.
4. Check to ensure you still have all your original parts. If any parts are missing they should be replaced BEFORE USING THE EASYTRACK AGAIN.
5. Check to make sure that the trolley in the rail moves freely. Trolley may need to be cleaned or replaced.
6. Check for the appearance of rust. If rust is starting to appear, simply scrub the piece clean.
7. Examine all joints and pieces for wear and fatigue. Replace any part that looks damaged or worn.
8. Document inspection and any repairs.

❖ **If equipment is moved on a regular basis, the following should also be done:**

1. Make sure all components are accounted for.
2. Check "REQUIREMENTS AND WARNINGS" before re-installing the Easytrack System.
3. Make sure the padding on the foot and top plate is clear of any foreign substance and is not damaged. If neoprene (rubber) on either top or bottom plate appears damaged, then the plate must be replaced.
4. Make sure the level is still working.
5. Look for signs of wear or breakage on all parts. Replace any part that appears worn or damaged.



**Follow guidelines in your portable lift manual  
for maintenance and procedures on the lift.**

## TROUBLESHOOTING

PROBLEM	CORRECTION
1. Trolley moves substantially on its own when the Easytrack System is fully assembled.	<ul style="list-style-type: none"> <li>◆ Are posts, straight? Use level (see assembly instructions, steps 9 &amp; 10).</li> <li>◆ Are the rails secured to the posts? Press up on the rail to make sure that the rail is latched onto the post.</li> <li>◆ Is the ceiling levelled? An uneven ceiling will make the rail uneven. (See "Requirements and Warnings" of manual).</li> </ul>
2. Extendable rail comes completely apart during assembly.	<p>Rail has been extended too quickly/forcefully. Rail was pulled past the locking device.</p> <ol style="list-style-type: none"> <li>1. Check locking device inside rail (top of rail above the trolley) to make sure it is not damaged. Replace trolley if damaged. See "Easytrack kit contents and parts numbers" section of manual.</li> <li>2. Put rail back together at a slight angle and slide together.</li> <li>3. Slowly extend rail out again to make sure locking device clicks into place</li> <li>4. Slowly compress the rail again.</li> </ol>
3. Not able to push pin to assemble/disassemble post.	<ul style="list-style-type: none"> <li>◆ Is the post still tight against the ceiling? Release pressure on posts by unscrewing blue locking device. (See disassembly instructions, step 7).</li> <li>◆ Are you lifting the upper portion of the post slightly to release pressure? Raise upper portion of post first, and then push the pin in. (See assembly instructions, step 7 / disassembly instructions step 8).</li> <li>◆ Is the blue locking handle up out of the lower portion of the post when turning the upper portion to the right? (See assembly instructions, step 8).</li> </ul>
4. Not able to tighten post enough to hide the red zone.	<ul style="list-style-type: none"> <li>◆ Have you extended the post enough? Unscrew using the blue locking handle, (see disassembly instructions, step 7). Slide post up one or more notches, then screw the upper portion of the post to tighten (see assembly instructions steps, 7-8). If the post has been "unscrewed" to the maximum and will not turn anymore – reverse direction to shorten the post several inches, then slide the post up another notch (see assembly instructions, steps 7-8).</li> <li>◆ Is the blue locking handle up out of the lower portion of the post when turning the upper portion to the right? (See assembly instructions, step 8).</li> <li>◆ Are you holding the top portion of the post firm while twisting the upper portion of the post towards the right? (See assembly instructions step 8).</li> </ul>
5. Posts do not appear stable.	<ul style="list-style-type: none"> <li>◆ Is the red zone still visible? <ul style="list-style-type: none"> <li>▪ See assembly instructions step 10.</li> <li>▪ See troubleshooting problem #4.</li> </ul> </li> <li>◆ Is Neoprene (rubber) on either top plate or foot plate damaged or dirty? <ul style="list-style-type: none"> <li>▪ Clean both foot plate and ceiling plate with soap and warm water. Make sure they are completely dry before re-assembling post.</li> </ul> </li> <li>◆ Is ceiling clean? <ul style="list-style-type: none"> <li>▪ Clean ceiling and/or floor. See "Requirements and Warning" sections of manual.</li> </ul> </li> </ul>
6. Trolley does not roll in rail smoothly.	<ul style="list-style-type: none"> <li>◆ Is rail clean? Clean rail with damp cloth.</li> <li>◆ Is trolley centred in rail? Re-centre trolley.</li> <li>◆ Is the trolley damaged? Replace trolley. See " Easytrack kit contents &amp; parts numbers".</li> </ul>

## LIMITED WARRANTY

This warranty is extended only to the original purchaser/user of BHM Medical products.

Subject to the limitations and exclusions hereafter, BHM Medical Inc. warrants its products to be free from defects in material under normal use and service, within the periods stated below from the date of purchase. If within such warranty period any such product shall be proven to be defective, such product shall be repaired or replaced at BHM Medical option. This warranty does not include any labour or shipping charges incurred in replacement part installation or repair of any such product. BHM Medical sole obligation and your exclusive remedy under this warranty shall be limited to such repair and/or replacement.

The proper operation of this product is dependent on the compliance with the instructions regarding operation and maintenance. Failure to comply strictly with those instructions will void this warranty.

Patient Lifter	1 year
Tracks and installation	1 year
Weighing Devices	1 year
Accessories on Lifter	1 year
Slings	1 year
Batteries - All other lifts	1 year
Easytrack System	1 year
FS Gantry	1 year
Batteries – Maxi Sky Portable	3 months

For warranty service, please contact the distributor from whom you purchased the BHM Medical product.

Do not return products to our factory without prior authorization. BHM Medical will issue a Return Authorization (RA) Number. C.O.D. shipments will be refused; all shipments to BHM Medical must be prepaid. For this warranty to be valid, the purchaser must present its original proof of purchase at the moment of the claim. The defective unit, assembly or part must be returned to BHM Medical for inspection. The part or components repaired or replaced are guaranteed for the remaining period of the initial warranty.

### **Limitations and Exclusions:**

The warranty above does not apply to serial numbered products if the serial number has been erased, removed or defaced.

No warranty claim shall apply where the product or any other part thereof has been altered, varied, modified, or damaged; either accidentally or through improper or negligent use and storage. Warranty does not apply to products modified without BHM Medical's express written consent (including but not limited to products modified with unauthorized parts or attachments), products damaged by reason of repairs made to any component without the specific consent of BHM Medical, or to products damaged by circumstances beyond BHM Medical's control. BHM Medical will solely determine evaluation of warranty claim. The warranty does not apply to problems arising from normal wear or failure to adhere to the instructions in this manual. This limited warranty does not cover non defect damage, damage caused by improper installation (other than installation performed by BHM Medical) operation or care (including but not limited to abuse, misuse, failure to provide reasonable or necessary maintenance, unauthorized repairs or any alterations to the products). BHM Medical Inc. slings are void of warranty if not laundered as per instructions on the Sling Label.

BHM Medical Inc. shall not be liable for damages losses or inconveniences caused by a carrier.

Only the original installation performed by BHM Medical or by its authorized subcontractors is covered by this limited warranty. Any modification to the original installation not authorized by BHM Medical will void this limited warranty. The limited warranty does not cover any problems with or relating to the premises where the products are installed or to the property of the purchaser and shall remain the responsibility of the purchaser.

This limited warranty is in lieu of any other warranties, express or implied, and of any other obligations or liability on BHM Medical's part. Under no circumstances shall BHM Medical be liable for consequential, incidental or special damages arising in connection with use, or inability to use, the products. In no event shall BHM Medical's liability for breach of warranty, or for any delay in the performance of this warranty due to cause beyond the control of BHM Medical, breach of contract, negligence or strict liability exceed the cost of the product covered hereby. BHM Medical neither assumes nor authorises any person to assume for it any other obligation or liability in connection to the sale installation, maintenance or service to the products.

The purchaser may have other rights under existing provincial or federal laws and where any terms of this warranty are prohibited by such laws, they are deemed, null and void, but the remainder of the warranty shall remain in effect.