

WARDRAY PREMISE

MR5505

MR Conditional Adjustable Height Cube Trolley and Fixed Top Trolley



OPERATORS MANUAL



Introduction

Thank you for purchasing this MR Conditional product. Manufactured and tested to the highest standards it is guaranteed MR Conditional to 7.0T.

Our products are manufactured by Wardray Premise Ltd to BS EN ISO 13485 and are CE marked.

Manufacturing address:

**Wardray Premise Limited, Northern Regional Office,
Unit 2, Springvale Works, Elland Road,
Brighouse, West Yorkshire, HD6 2RN, UK**



To ensure that you obtain maximum benefit from your product, please take a few minutes to read the enclosed information regarding operation, service and maintenance.

If you have any problems in the meantime or would like any advice about this or any other MR products from the Wardray Premise range, please contact us at our **Head Office:**

**Wardray Premise Limited, Hampton Court Estate, Summer Road
Thames Ditton, Surrey, KT7 0SP, UK**

Tel: +44 (0) 20 8398 9911

Fax: +44 (0) 20 8398 8032

E-mail: sales@wardray-premise.com

Kindly note:

If you modify a Wardray Premise product you will invalidate your warranty.

Unless you have our express written permission to modify a product, we transfer all liabilities for modified products to you.

EU Authorised Representative:

Advena Ltd

Tower Business Centre

2nd Floor, Tower Street

Swatar

BKR 4013

Malta



Safety Definitions for MRI as Defined by International Standard F2503

MR SAFE:



An item that poses no known hazards resulting from exposure to any MR environment. MR SAFE items are composed of materials that are electrically non-conductive, non-metallic, and non-magnetic.

MR CONDITIONAL:



An item with demonstrated safety in the MR environment within defined conditions including conditions for the static magnetic field, the time-varying gradient magnetic fields and the radiofrequency fields.

Supplementary marking – additional information that, in association with marking as “MR CONDITIONAL,” states via additional language the conditions in which an item can be used safely within the MR environment.

MR UNSAFE:



An item which poses unacceptable risks to the patient, medical staff or other persons within the MR environment.

Specification

The MR5505 Trolley is designed to be MR Conditional and is manufactured and tested to the highest standards.

The MR5505 is constructed from 3 main materials, these being aluminium, brass and 316 stainless steel.

The Top Frame, Pivot Sections, X Frames and Base frame are all manufactured from aluminium, which whilst being MR Compatible is also lightweight, this aids the easy movement of the trolley.

Brass and stainless steel materials are used in the manufacture of the Pivot Bolts and parts within the hydraulic pump and cylinder.

It is advisable that the product is inspected and serviced every 12 months by a Wardray Premise trained engineer.

A service contract package is available, and details are available upon request from our Service Department on +44 (0) 20 8398 9911.

For international customers please contact your local Wardray Premise representative for assistance.

	Table top size	Max length	Max width	Low height	Top height	Max load
	mm	mm	mm	mm	mm	Kg
Fixed Top Trolley	1900 x 500	1900	575	630	950	220
Cube Trolley	1900 x 500	1900/1055 (folded)	575	630	950	220

Maximum patient weight 34 Stone / 220 Kg

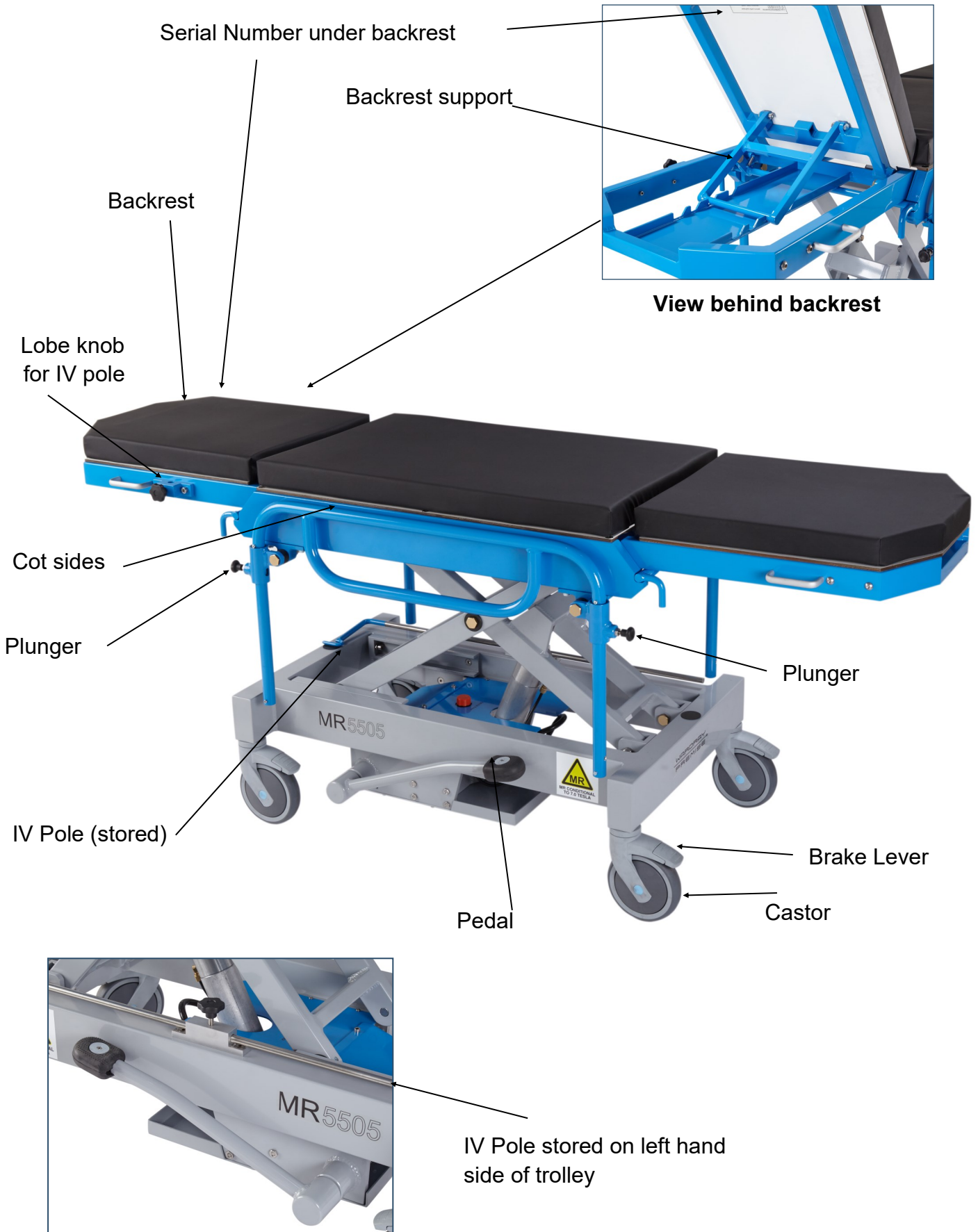
Important Information

This MR Conditional trolley has been designed for adult patients. If you use the trolley to transport a child extra care should be taken particularly regarding the movement of the child across the mattress and the potential for their limbs or other body parts to protrude through the trolley sides, potentially causing injury / harm. Wardray Premise Ltd also offer a range of paediatric trolleys with cot bumpers for the safe transportation of children.

MR5505 Cube Trolley parts reference



MR5505 Fixed Top Trolley parts reference



Operating Instructions

Raising and Lowering Trolley



Fig 1

There is a pedal located each side of the trolley.

To raise the trolley place your foot on the black rubber (Fig.1) and push down until you feel it stop, lift foot and allow the pedal to raise until it stops, repeat until desired height is reached, or top height is achieved.

To lower, place foot on black rubber and push down until you feel the stop, then push further and table top will lower. Remove foot when table reaches desired height or lowest position is achieved.

Please note the trolley is fitted with a safety 'blow-off' system, this allows you to pump up the trolley to the top height without damaging the cylinder or trolley.

Operating Instructions - Cube Trolley

Pivot Sections



Fig1

When the Cube Trolley is not in use it folds away into a handy size;

1040mm (L) x 575mm (W) x 630mm (H). This is particularly convenient when space is at a premium.

The Cube Trolley has two pivot sections one on each end (Fig 1). The Pivot sections can be raised from vertical to horizontal by simply grasping the handles on either side of the pivot section, and raising to slightly above horizontal, you will then hear the lock bar click into place.

Make this adjustment without the patient on the trolley.



Fig 2

To lower the pivot section, hold the raised end of the pivot section and raise slightly above horizontal, place your finger around the blue pull handle (Fig 2) and pull backwards, this will disengage the lock bar. Hold the pull handle until the lock bar is clear, release the pull handle and simply lower the pivot section until it rests on the base.

Make this adjustment without the patient on the trolley.

Operating Instructions - Cube Trolley and Fixed Top Trolley

Backrest



Fig 1

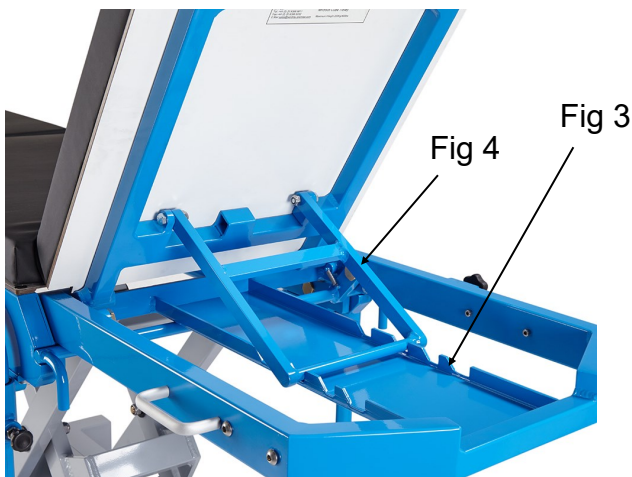
Both ends of the trolley have a manual backrest. (Fig 1)

To raise the backrest place your hand into the pocket (Fig 2) at the end of the pivot section and lift, positioning backrest support into one of the 3 set heights (Fig 3).



Fig 2

To lower the backrest hold the backrest board from the underside and raise until the backrest support (Fig 4) can swing freely, pull the backrest support towards the rear of the trolley and lower the board.

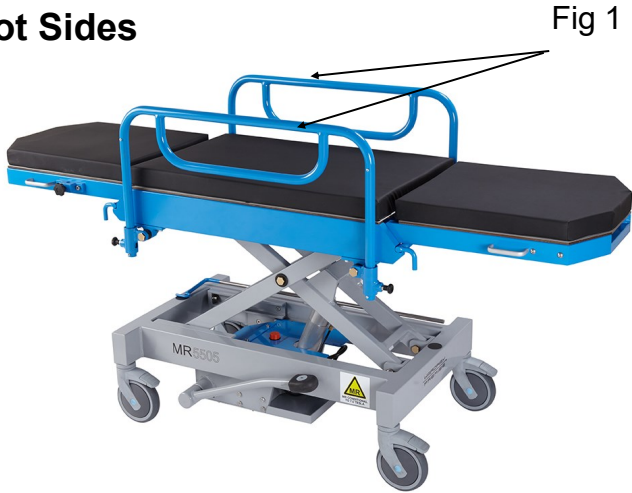


When moving the backrest into its flat/horizontal position, ensure nothing can become trapped between the framework and the backrest

Please note that when adjusting the backrest position while a patient is on the trolley we strongly advise this is done by two members of staff, one to support the patient and one to adjust the backrest.

Operating Instructions

Cot Sides



The trolley is fitted with raise and lower cot sides (Fig 1) these protect the patient during transportation to and from the ward.

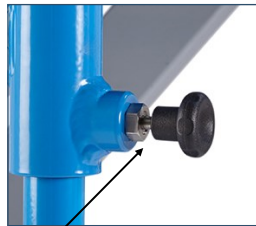
The cot sides should not be used to steer/push the trolley.

Depending on the design of the trolley, it will be fitted with one or other of the plungers indicated below; Standard Plunger (Fig 2) or Flag Plunger (Fig 4)

Standard Plunger



Standard Plunger Engaged Fig 2



Standard Plunger Disengaged Fig 3

To operate the Standard Plunger:

To lower the cot sides, pull the black plunger to disengage (Fig 3) and lower that cot side end until it stops*.

To raise the cot sides, hold the top rail in the centre and lift until the plunger engages.

Flag Plunger



Flag Plunger Engaged Fig 4



Flag Plunger Disengaged Fig 5

To operate Flag Plunger:

To lower the cot sides, disengage the black 'flag' plunger by pulling and turning upwards until it snaps into the notch vertically and pointing upward. (Fig 5)

Lower the cot side until it stops*.

To raise the cot sides, hold the top rail in the centre and lift upwards. Pull and rotate the flag plunger until it snaps into the vertical downward position (Fig 4). Once partially turned the flag will snap into the notch at the bottom to be in the engaged position.

IMPORTANT NOTE: Do not attempt to push the cot sides down while the plunger is still engaged.

Operating Instructions

Raising and Lowering Trolley



Fig 1

There is a pedal located each side of the trolley (Fig.1).

To raise the trolley place your foot on the black rubber (Fig.2) and push down until you feel it stop, lift foot and allow the pedal to raise until it stops, repeat until desired height is reached, or top height is achieved (Fig 3).

To lower, place foot on black rubber and push down until you feel the stop, then push further and table top will lower (Fig 4).

Remove foot when table reaches desired height or lowest position is achieved.



Fig 2



Fig 3



Fig 4

Please note the trolley is fitted with a safety blow off system, this allows you to pump up the trolley to the top height without damaging the cylinder or trolley

Operating Instructions

Castors



The trolley is fitted with four 150mm diameter, individually braked castors.

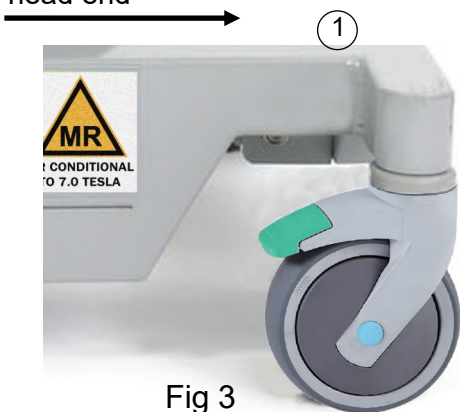
To engage the brakes, place your foot on the front part of the brake lever (Fig 1) and push down firmly, the brake will lock in place and stop the castor from moving.

To release the brake place your foot on the rear part of the brake lever (Fig 2) and press down firmly, this will release the brake.

If your trolley is fitted with a Directional Locking Castor, this is denoted by the green locking lever. To engage a directional locking castor:

- ① Stand at the head end of the trolley, push the trolley forward by approximately 1 metre. This will ensure that the directional locking castor is the 'trailing' position under the trolley (Fig 3).
- ② Engage the directional lock by pushing down firmly on the green lever (Fig 4).
- ③ To release the directional lock place your foot on the green lever, on the rear/raised part, and press firmly to release (Fig 5).

Push forward from
head end



Operating Instructions

IV Pole



Fig 1

The trolley is fitted with a single hook IV Pole. (Fig 1)

There are two brackets, one on each pivot section that the IV Pole can locate into. The IV Pole can be raised and lowered to any height and locked into position by means of a lobe knob. (Fig 2).



Fig 2



Fig 3

When not in use the IV Pole can be stored safely on the base frame of the trolley (Fig 3).

The IV Pole is manufactured from 316 stainless steel, and is stamped with the serial No. of the trolley.

As a safety precaution, please check the serial No. of the IV Pole matches the trolley's serial No. before using.

Do's and Dont's

Do ensure the following are observed:

- The trolley should only be used by properly trained staff at all times.
- The trolley must be operated by 2 people when transporting a patient.
- When a patient is on board, the cot sides must be in an upright locked position before moving the trolley or adjusting the trolley height.
- The trolley must only be used for the purpose for which it was designed.
- When disposing of the trolley, ensure that the hydraulic oil is drained and removed, and disposed at an oil bank. In the UK find the nearest oil bank to you at: <http://www.oilbankline.org.uk/>. For outside the UK check your governments guidance and dispose of the oil appropriately.

Don't:

- Lift the trolley upwards by the top.
- Push the trolley over rough or uneven ground.
- Drop heavy or sharp objects onto the solid plastic table top.
- Push the trolley by the cot sides, these are for patient safety only.
- Place a weight of over the equivalent of 34 Stone (220Kg/485lbs) onto the trolley.
- Place a weight of over the equivalent of 7 Stone 12lbs (45Kg/99lbs) on either of the Pivot Sections.
- Spill oil or other liquids/chemicals on the mattress.
- Attempt to rectify any faults on the trolley without contacting Wardray Premise Ltd.
- Use the trolley without a mattress.
- Do not allow staff or patients to fix or store any items on the trolley unless you have verified the MR safety of the items.

The trolley should be serviced regularly, but only by Wardray Premise trained engineers, as they will carry the correct spares to guarantee safety and compatibility of the trolley. Failure to comply with this will invalidate your warranty and could compromise its MR compatibility and therefore safety.

Any serious incidents that occur in relation to this device should be reported to Wardray Premise LTD and the competent authority of the member state in which the user and/or patient are established.

General Maintenance

It is strongly recommended that the following checks are carried out on a weekly basis by trained personnel, to ensure trouble free operation of the trolley.

- Check the solid plastic table top for cracks or other obvious signs of damage or contamination. Report any damage found.
- Check mattress for any sign of damage or contamination. Report damage or clean where necessary with mild soap and water.
- Check castors for free movement and the braking mechanism for functionality, check and remove any debris that may have been caught between the forks and around the axles, This is a common occurrence and can lead to a shortened life expectancy of the castor if left unattended.
- Check the pivot sections (Cube Trolley) for ease of movement and the lock bar mechanism
- Check the backrest function, including the ability to lock into each of the positions.
- Particular attention must be made to the raise and lower function. Raise and lower the trolley a couple of times before using, check for any leaks, especially if the trolley has not been used for a long period of time.
- Check the cot sides for functionality and damage, especially the cot side brackets and plungers, as these take the brunt of any impacts from the side. Ensure that the plungers work freely and locate into the holes.
- Ensure that the IV Pole fitted is correct and the serial no. corresponds with the trolley serial no. located on the inside of the backrest board (see page 5 for location). Make sure there are no sharp burrs from misuse.

Please register your product with us, via the Warranty Registration Form (see page 17), for ease of contact in case of urgent upgrades or recalls.

If the unit is damaged please do not attempt to repair as this could invalidate your warranty and could compromise its MR integrity and therefore safety, please call or email Wardray Premise Limited:

T: +44 (0) 20 8398 9911

F: +44 (0) 20 8398 8032

E-MAIL: sales@wardray-premise.com

Please include the product code and the product's serial number when contacting Wardray Premise.

Cleaning

This product should be washed with a disposable cloth wrung out in a solution of warm water and detergent. The product should be rinsed with warm water and dried thoroughly with paper towels.

If required the product can be washed down with hand hot sodium hypochlorite solution up to 1% or 10000 parts per million chlorine combined with a detergent. Alternatively, follow your local guidelines or instructions.

If any of the above give cause for concern, please contact your Wardray Premise service provider.

EU Declarations of Conformity and Magnetic Testing

Documentation is available upon request.

WARRANTY REGISTRATION FORM

To receive full warranty cover on your equipment, please complete and return this form at your earliest convenience

Reply e-mail: sales@wardray-premise.com

Reply Fax: +44 (0)20 8398 8032

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Fax:	
Email:	
Product Code/ Description:	
Product Serial/ Reference No:	
Please enter date Product received:	

If your department currently has any other Wardray Premise Ltd. equipment, which is not already covered under a service contract, please contact Servicing-Admin@wardray-premise.com to discuss an all-inclusive package.

If you would like any further information or would like to be contacted regarding any of our products, please add your enquiry to the box below.