

WARDRAY PREMISE

XRT4000 Adjustable Height X-ray Trolley



OPERATORS MANUAL



Introduction

Thank you for purchasing the XRT4000 X-ray trolley. This product is manufactured and tested to the highest standards and can carry a safe patient weight of 220Kg / approximately 485lbs / 35 stone.

Our products are manufactured by Wardray Premise Ltd to BS EN ISO 13485:2016 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 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



Specification

Wardray Premise Limited has developed a Multi Imaging table for use in the Accident & Emergency and CT / X-ray departments, built from lightweight material but designed to withstand the rigours of the Accident & Emergency department. Thus minimising the transference of patients.

The table can accommodate both conventional cassettes and new digital technology, including C-Arm.

The table is manoeuvred on four 200mm (8") anti-static castors, these can be locked from both ends of the table by means of a foot lever, the lever also controls the directional lock, this locks a single castor in straight run mode.

The table top is raised and lowered by 2 linear columns positioned at each end of the table, these are powered by a 24v DC battery located on the base frame.

The raise and lower, Trendelenberg and reverse Trendelenberg functions are selected via soft touch buttons on the handset.

The Bucky shelf can be accessed from both sides of the table enabling portrait and landscape images, full body length images are possible.

The table top has a 6 position backrest for patient comfort and the table is fitted with a 50mm anti-static mattress as standard.

The table is fitted with full length drop down/ raise up cot sides for patient transportation.

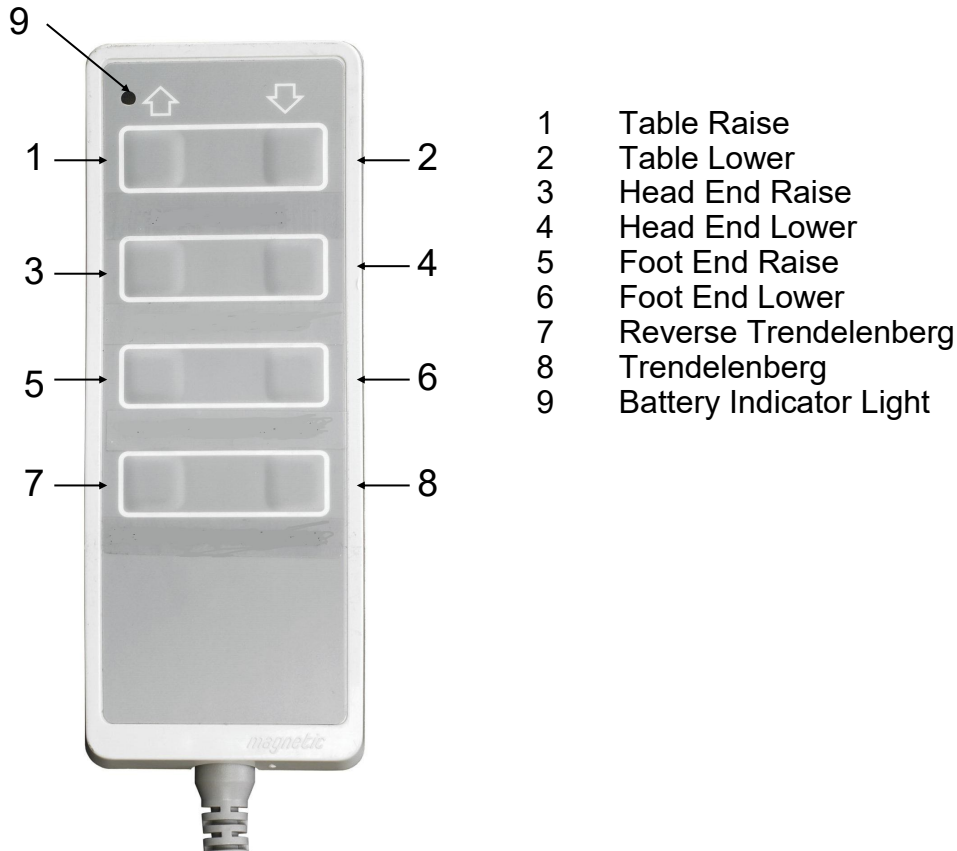
It is advisable that this product is inspected and serviced every six months by a Wardray Premise trained engineer.

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.

Operating Instructions

HANDSET



- 1 Table Raise
- 2 Table Lower
- 3 Head End Raise
- 4 Head End Lower
- 5 Foot End Raise
- 6 Foot End Lower
- 7 Reverse Trendelenberg
- 8 Trendelenberg
- 9 Battery Indicator Light

1. Press and hold down button for table top to rise. The table top will stop when maximum height is reached (1010mm).
2. Press and hold down for table top to lower. The table top will stop when minimum height is reached (710mm).
3. Press and hold down button for Head end to rise, release to stop.
4. Press and hold down button for Head end to lower, release to stop.
5. Press and hold down button for Foot end to rise, release to stop.
6. Press and hold down button for Foot end to lower, release to stop.


Table top size mm 1865 x 580	Max length mm 2170	Max width mm 790	Low height mm 710	Top height mm 1010	Max load Kg 220

Operating Instructions

7. Press and hold down for Reverse Trendelenberg, the head end will rise and the foot end will lower, release to stop.
8. Press and hold down for Trendelenberg, the Head end will lower and the foot end will rise, release to stop
9. The battery indicator light indicate the following when any button is pressed.

GREEN	Fully Charged
AMBER	Semi Charged
NO LIGHT	No Charge

CAUTION



Please be aware of damage to people or property as the result of incorrect operation.

Before pressing a button on the handset ensure you press the right button.

Check the flexible cable regularly for damage



Trolley in raised position



Trolley in Lowered position

Operating Instructions

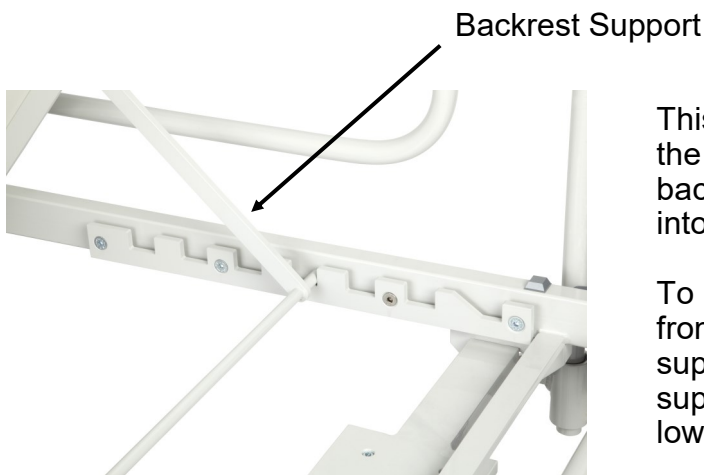


Trolley in Trendelenberg



Trolley in Reverse Trendelenberg

BACKREST



This trolley has a manual backrest. To raise the backrest place your hand at the end of the backrest and lift, positioning backrest support into one of the 6 set heights (Fig 1).

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

Fig 1

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

Ensure that the backrest is locked into position or flat before use by a patient.

IMPORTANT NOTE: If you adjust 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

BUCKY SHELF

The Bucky Shelf is located directly below the trolley top, offering access to the full body length of the patient.

The Bucky Shelf can be accessed from both sides of the trolley.

The Bucky Slide can accommodate both conventional cassettes and digital imaging pallets.

The Bucky Shelf can be removed easily by unscrewing and removing the securing knobs on both sides of the trolley.



Operating Instructions

CENTRAL LOCKING CASTORS

The trolley is fitted with four 200mm Anti Static Castors, these are controlled via the foot bars at each end of the trolley.

At the head end the foot bar can select either braked or free spinning as per Fig 1.

At the foot end the foot bar can select either braked, free spinning or directional lock, as per Fig 2

When braking is required push the lever with the foot until the brakes are applied.

When full swivel is required, lift the lever with the foot, until pedal is level, this will allow the trolley to move in any direction.

When directional lock is required (at foot end) pull the lever upwards with the foot into position **A** and then push trolley in a straight line, this will engage the directional lock mechanism in the front right castor of the trolley and aide in the smooth running of the trolley.



Fig 1

Foot bar / lever
Head end

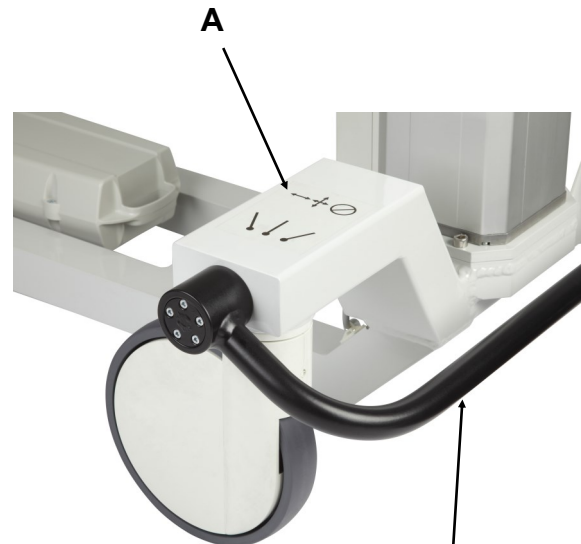
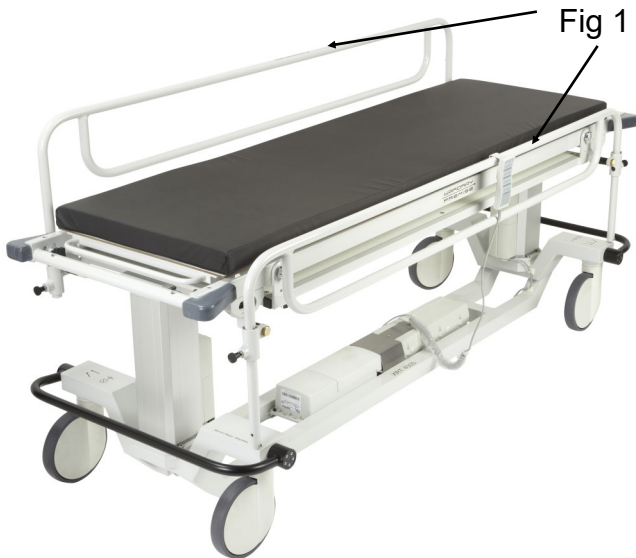


Fig 2

Foot bar / lever
Foot end

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 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 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.

*If, after plunger has been released the cot side is not in its lowest position, ensuring plunger is disengaged, gently push down on the centre of the top rail.

Operating Instructions

THE BATTERY

The trolley is supplied with two 24V DC Batteries, one of which is fitted to the trolley, and one which is for connection to the wall mounted charging station supplied.

It is recommended that the spare battery is kept on the charger unit in readiness for use, this does not limit the life of the batteries.

CHANGING THE BATTERY

When the battery requires changing (see page 5, point 9) follow the following steps.



Kneel down at the base
Of the trolley and take
Hold of the battery handle
**Do not over reach as this
could cause injury**

Step 1



Pull battery towards you
Until battery is clear of
connections

Step 2



Lift battery and remove
from trolley

Step 3



Lower charged battery into
Place and push until battery
Locks into place

Step 4

Important Note: IF THE TROLLEY IS NOT USED FOR A LONG PERIOD OF TIME, APPROXIMATELY 3 / 4 WEEKS, THE BATTERY LIFE DIMINISHES. SO BEFORE USE INSTALL THE FULLY CHARGED SPARE BATTERY, MAKING SURE THE REMOVED BATTERY IS THEN PLACED ON THE CHARGE UNIT.

IF THE BATTERY IS COMPLETELY DRAINED IT WILL TAKE APPROXIMATELY 4 HOURS TO FULLY CHARGE BEFORE IT CAN BE USED.

To maintain / optimise the life of the batteries it is recommended they are alternatively used and docked on the charger.



Maintenance

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

Documentation is available upon request.

Maintenance

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

- Check the table top for cracks or other obvious signs of damage or contamination. Report any damage found.
- Check mattress and corner buffers for any signs of damage or contamination, report damage or clean where necessary with a mild soap and water.
- Check castors for free movement and locking, check for and remove any debris that may have become caught in the brake and around the axle. This is a common occurrence and can lead to a shortened life expectancy of the castors if left unattended.
- Check the backrest for ease of movement and also its ability to lock in all 6 positions.
- Check the Bucky Shelf for damage.
- Check the raise and lower function of the trolley.
- Check the Trendelenburg and reverse Trendelenburg function of the trolley.
- Check the Cot Sides for signs of damage, free movement and the locking mechanism when in the upright position.
- It is recommended that the electrical side of the trolley and certification be maintained by Wardray Premise engineers.

Please register your product with us, via the Warranty Registration Form (see page 15), 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 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.

(Serial number is located under the back rest)

Do's and Don'ts

Do ensure that the following are observed

- The Trolley should only be used by properly trained staff at all times.
- The Trolley must be moved 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.
- Be aware of all warning labels.
- At the end of the device lifetime, the battery should be removed from the trolley so it can be properly disposed according to local government guidelines. The rest of the trolley can be disposed using standard general waste.

Don't

- Push the Trolley over rough or uneven surfaces.
- Drop heavy or sharp objects onto the radio translucent top.
- Push the Trolley by the cot sides, these are only for patient safety
- Place a weight of over the equivalent of 35 Stone (220Kg/485lbs) onto the trolley
- Place a weight beyond that normally encountered in normal usage, on either the head or foot sections.
- Spill oil or other liquid chemicals on the covered mattress.
- Attempt to rectify any faults on the Trolley without contacting Wardray Premise.
- Use the Trolley without a mattress.

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

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.

WARDRAY --- PREMISE



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Website: www.wardray-premise.com

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.