



 horizon.

# 4000 Patient Trolley

Product Code: 7-4PT

## Instruction Manual

Please carefully read this Instruction Manual before using the Patient Trolley.

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## INTRODUCTION

This instruction manual contains information on the instructions for use and explanations of the signs and symbols used. These instructions for use contain instructions for operating the medical care bed.

These instructions for use may contain inaccuracies or printing errors. The information provided here will be updated periodically and changes due to product maintenance will be included in later editions. Changes or improvements are possible at any time without prior notice. If you have any questions, please contact our customer service team.

The instructions for use must be read and used by every person who operates the medical bed.

## PURPOSE

The intended purpose of the Horizon 4000 Patient Trolley is to be used for patients in hospital and healthcare facilities. These beds are electrically powered to allow the bed to be placed in various positions suitable to the patient. It is a medical device intended for human medical use only.

The Horizon 4000 Patient Trolley moves on castors and features infinitely adjustable motorised height settings. The bedding area can be adjusted by multiple motors, allowing for positions such as sitting or exiting position.

The intended user of the Horizon 4000 Patient Trolley is any individual who is receiving medical treatment.

The bed should only be used by individuals trained or experienced in proper handling. Users must be instructed on its correct use and familiarize themselves with these instructions. Common users include nursing staff, physicians, therapists, family members, technicians, and cleaning staff.

## Symbols Explained:



Manufacturer



For Indoor Use (house)



Type B Application Part (classification according to the degree of protection against electric shock)



Product with a Thermofuse



Safety Isolating Transformer



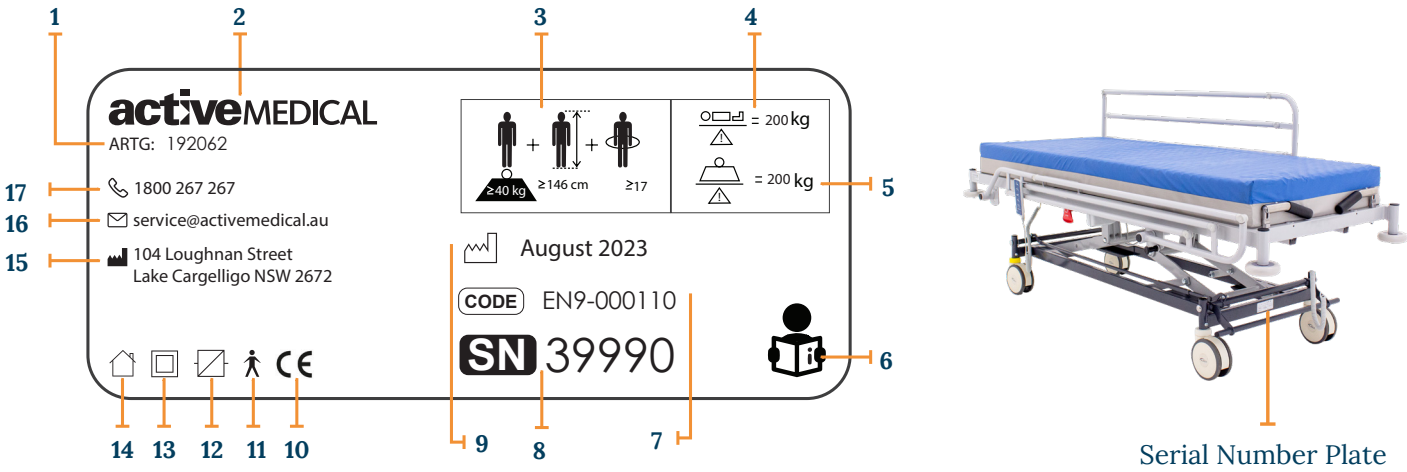
Device Protection Class II (classification according to the type protection against electric shock)



Demko Approval



PRODUCT SERIAL NUMBER PLATE



Serial Number Plate Explained:

1	ARTG Number
2	Company Logo
3	Adult Identification (minimum weight, minimum height, minimum BMI)
4	Maximum Occupant Weight
5	Maximum Safe Working Load
6	Read Instruction Manual - Follow Instructions For Use
7	Product Code
8	Product Serial Number
9	Manufacture Date
10	CE Marking
11	Type B Application Part (classification according to the degree of protection against electric shock)
12	Switching Power Supply Unit
13	Device Protection Class II (classification according to the type protection against electric shock)
14	For Indoor Use Only
15	Manufacturer Address
16	Company Service Email Address
17	Company Phone Number



## PRE OPERATION CHECK

### WITH BED IN POSITION, CHECK THE FOLLOWING:

- Electric patient trolley should ONLY be used where earth leakage is fitted to the power source.
- Check power cord is plugged into 240V supply and is active.
- Check power cord is clear of castors and any moving part of patient trolley.
- Ensure power cord has enough slack so cord is not strained when the bed is raised and lowered.
- Position patient trolley at least 50mm from the floor in the lowest position. Lock castors. This position is critical for not damaging the wall when raising the bed.
- Before using patient trolley, perform all functions to ensure they are working properly. If not please call your service technician or call the Active Medical Technician Team on 1800 267 267

### IMPORTANT

**WARNING:** The word warning refers to a hazard to unsafe practice that may cause severe injury or death to you or another person.


### NOTES

1. Horizon shall not be liable for loss, cost, damages or expenses incurred by the client or any other person or company, resulting from the use of any information or interpretation given in this report. In no case shall Horizon be liable for consequential damages, including but not limited to, lost profit, damages for failure to meet deadlines and lost production arising from this report. This document shall not be reproduced except in full and relates only to this product.
2. It remains the responsibility of the client to ensure that this product tested is representative of the entire product batch.
3. Horizon shall take no responsibility for the procurement and authenticity of the test product as described herein.
4. This report is specific to the test items in their state at the time of testing. It should not be taken as a statement that all products in all states of repair would also perform in the same manner.
5. Horizon shall take no responsibility for the interpretation of the procedures or calculation methods as provided herein or for the appropriateness or validity of the test procedures for the test items described and reported.
6. Horizon shall take no responsibility for the installation procedures used for the test items as described herein.

**WARNING:** No patient, service personnel or any person must lie underneath the 4000PT while power is turned on. If not obeyed, this may result in serious bodily injury or death if the bed controls are actuated.



## 4000 Patient Trolley Specifications:

Overall Dimensions	840 x 2230 mm
Sleeping Surface	720 x 2025 mm
SWL	250 kg
Low/High Positions	390 / 830 mm
Under Bed Clearance	160 mm
Backrest Angle	75 °
Trendelenburg Angle	16 / 16 °
TGA Number	ARTG 135743
Manufacturer	 Active Medical, 104 Loughnan Street, Lake Cargelligo NSW 2672

## Electrical Data:

U In	230V ~, 50Hz
I In	Max. 1.5A
U Out	24V ... , max. 70W
Op.	10%, Max. 2min./18min.
Protection Class	1Px4
Insulation Class	II Type B
Noise	48DBA

**\*\* LOAD CAPACITY HAS BEEN TESTED IN ACCORDANCE WITH IEC 60601-2-52 \*\***

## IMPORTANT

- Check electric cords regularly and notify an electrician or Active Medical on 1800 267 267 immediately. If any damage occurs, cease to use and remove mains power until checked and repaired.
- No wiring is to be modified without authorisation from the manufacturer.
- Ensure the small extension cable is correctly connected to the patient trolley socket and to the 240 volt supply when the patient trolley is in a stationary position. A small light on the control box will illuminate showing a power supply.
- Hi-low models should be left in the lowest position when a nurse is not in attendance.
- Nurses, cleaners or anyone using Horizon patient trolleys, must make sure that the main power cord is clear of any moving parts on the bed before turning the power on.
- Electric patient trolleys should ONLY be used where earth leakage is fitted to the power source.
- When patient condition could lead to patient entrapment, the mattress support platform should be left in the flat position when unattended.



For indoor use (house)



Type B equipment, as per EN60601+1



Product with a thermo fuse

RE-Tuv approval



Safety isolating transformer



Equipment KI.2 (Double square)



Demko approval



## OPERATOR CONTROLS

Electric patient trolleys are controlled by a handset, which is plugged into the connection port.  
(Normally located below and at the edge of the mattress base towards the head end.)

### Upper Posture, Electric Backrest:

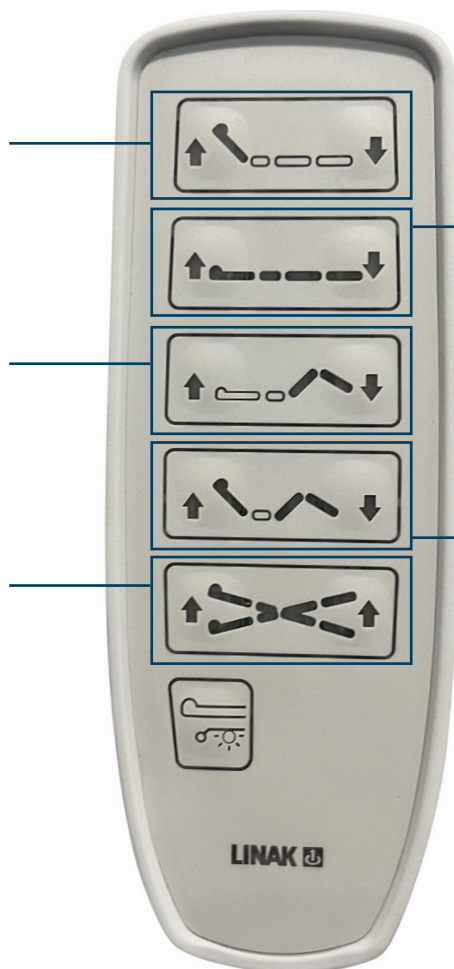
The top pair of push buttons control the electric upper posture as indicated on the handset. Beware of potential pinch points when lowering backrest.

### Electric Kneebreak (optional):

The third pair of push buttons on the handset control the operation of the kneebreak. Beware of potential pinch points when lowering kneebreak.

### Electric Trendelenburg (optional):

The last pair of push buttons on the handset control the operation of the tilt. Beware of potential pinch points when using the tilt function.



### Hi-Low Operation:

The second pair of buttons on the handset control the smooth operation of raising & lowering the trolley. When raising and lowering the bed, ensure that no person of part of his or her body is under the bed. Failure to do so could cause serious physical injury.

### Chair Position (optional):

The fourth set of buttons operate the chair function. This raises the backrest and kneebreak, then goes into reverse Trendelenburg (feet down). If fitted with optional Electric Vascular, these buttons operate the electric vascular function and the Auto Chair Position is not available.



### Push Handles

Fold down push handles;

- To lift handles up and allow handles to drop down over the mount.
- To fold handles down - lift handle up from mount and fold down towards the inside of the trolley.



### Standard Castors

To activate braking, place your foot on the grey bar pedal and press down firmly. To release this, put your foot underneath the grey bar pedal and flick it upwards until it unlocks.

**Brakes should only be released when bed is being moved.**







### **CPR Electric Backrest**

The electric CPR backrest is only for emergency use. To activate, pull red lever to allow backrest to go down manually.



### **Battery Back Up**

Battery Back Up allows you to safely change a patients position using the handset, during a power outage.



### **Electric Kneebreak (optional)**

The third pair of push buttons on the handset control the operation of the kneebreak.



### **Under Bed Light (optional)**

The bottom left button on the handset controls the under bed light.



### **Pull Out Extension (optional)**

The optional pull out extension enables the patient trolley to be extended by 200mm, when required. 200mm Foam Bolsters are available to suit.

This is simply done by releasing the red lever at the foot end of the 4000PT and sliding the footboard out.



### **End Boards (optional)**

The optional head and footboards on the 4000PT drop in from above, allowing for rapid removal in an emergency.

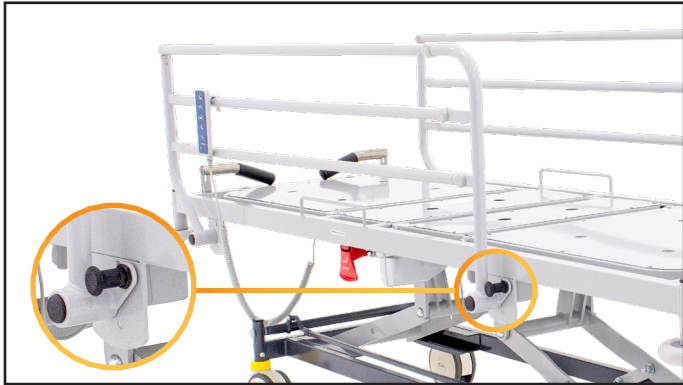
**WARNING:** Please ensure the power cord is not in the way when fitting or removing end boards.



## OPERATING THE RAILS

### LOWERING THE RAILS:

1. Locate the black knob.
2. Pull the black knob to release the lock. Lower the rail carefully.



### RAISING THE RAILS:

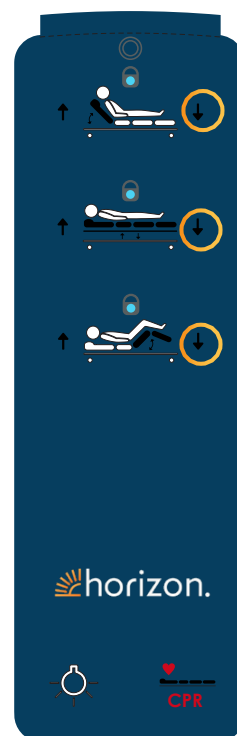
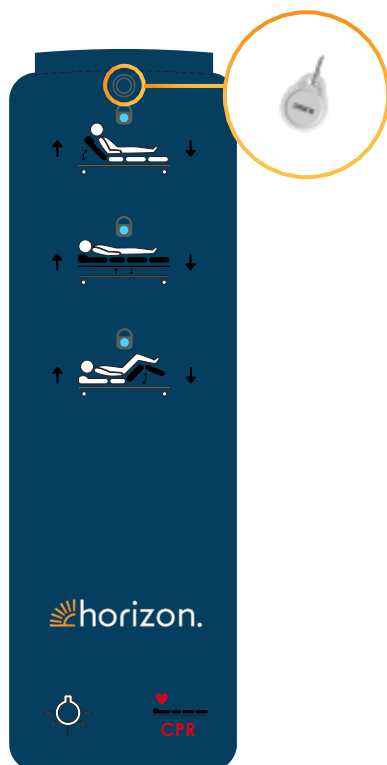
1. Lift the rail to the desired position.
2. The locking knob will automatically engage and secure the rail.

**HORIZONTAL RAIL WARRANTY:** 12 Months

## LOCKING AND UNLOCKING LOCK OUT FUNCTIONS (OPTIONAL)

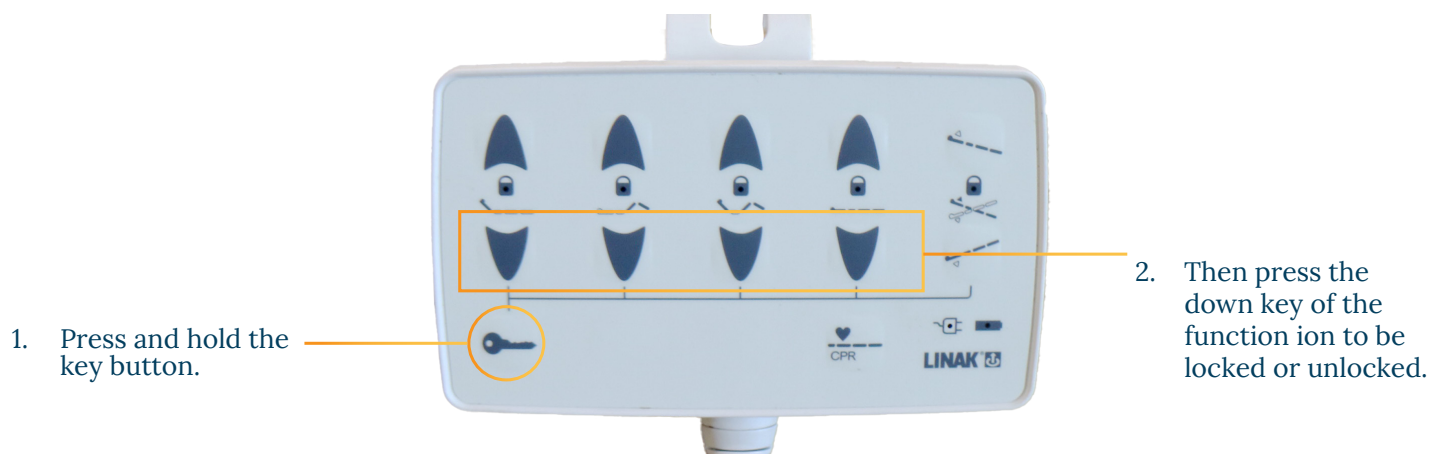
### HB400 HANDSET:

1. Locate the fob over the top of the handset as shown.
2. Then press the down key of the function to be locked out or unlocked. When locked, the LED function will be illuminated.





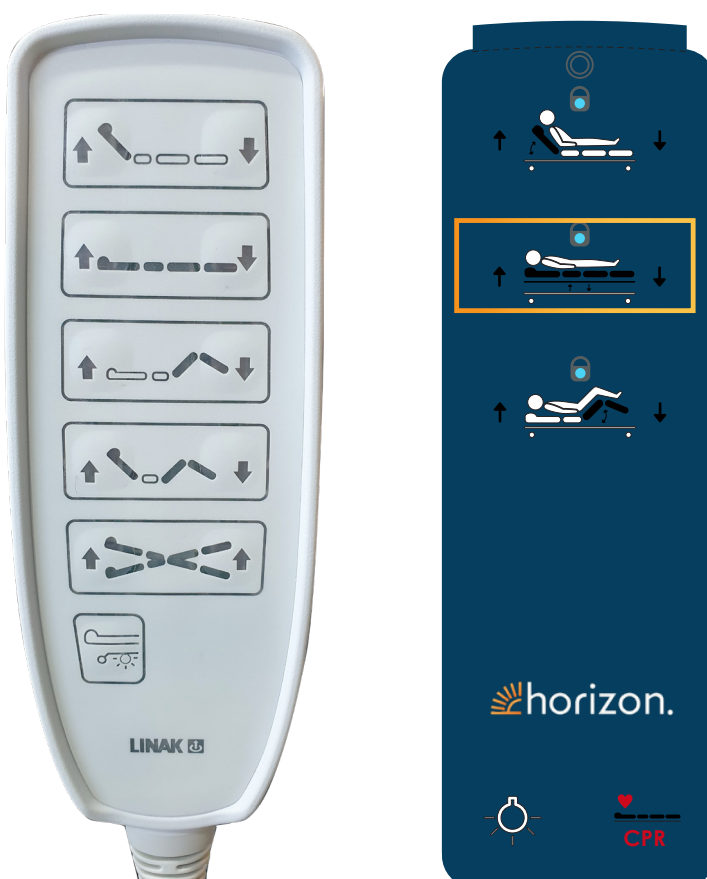
## ACOM ATTENDANT CONTROL:



## RESETTING A 4000 PATIENT TROLLEY FITTED WITH A CO71 LINAK CONTROL BOX:

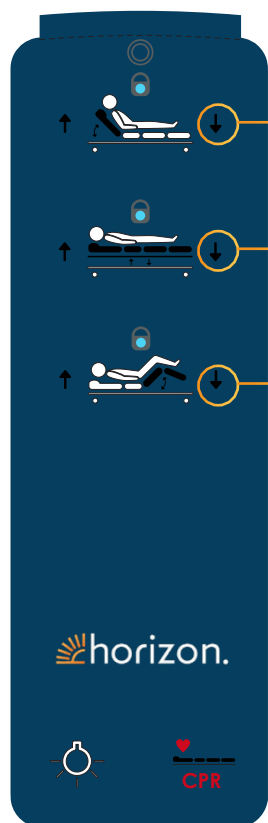
Press both hi-low buttons (up and down) together

- It will beep for 5 to 10 seconds - don't let go of the buttons once beeping has stopped.
- After another 10 seconds the bed will start to rise, it will go to the maximum height and return to the minimum height. - through this process don't let go of the buttons
- Once at the lowest position the back and knee function motor will retract right in, once this is complete, you will get a double beep. - only let go of the buttons once you have heard these beeps



## TROUBLESHOOTING

### TROUBLESHOOTING WITH A HB400 HANDSET:



Lock LED flashing on backrest function - issue with either the backrest actuator or cable.

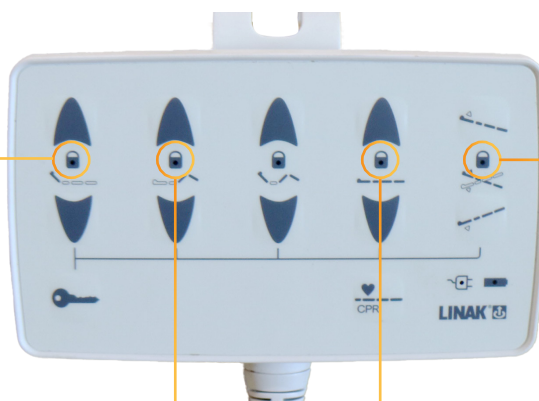
Lock LED flashing on hi-low function - issue with the head end hi-low actuator or cable.

Lock LED flashing on the kneebreak function - issue with the kneebreak actuator or cable.

If all LED lights are flashing - issue with either handset or the cables connecting it to the control box.

### TROUBLESHOOTING WITH ACOM ATTENDANT CONTROL:

If all LED lights are flashing - issue with either handset or the cables connecting it to the control box.



Lock LED flashing on backrest function - issue with either the backrest actuator or cable.

Lock LED flashing on the kneebreak function - issue with the kneebreak actuator or cable.

Lock LED flashing on hi-low function - issue with the head end hi-low actuator or cable.

Lock LED flashing on tilt function - issue with either the foot end hi-low actuator or cable.



## SAFETY & WARNINGS

- Electric patient trolleys should ONLY be used where earth leakage is fitted to the room or building.
- If any cords are cut or damaged the bed MUST not be used until checked, fixed and tagged.
- No patient, service personnel or any person must lie underneath a Horizon patient trolley while power is turned on, if not obeyed this may result in serious bodily injury or death if the patient trolley controls are actuated.
- Please check no person or object is under the patient trolley before using.
- Hand control to only be given to fully competent patients.
- Never leave hand control unattended with trolley switched on unless patient is fully competent.
- Fit optional nurse lockout for safety of incompetent patients.
- Only one person is to be on the bed at any time.

## MAINTENANCE

- Patient trolleys should be inspected monthly for abnormal wear. For example, bolts loose or missing, castors, rubbers or brakes damaged.
- Rails must be inspected regularly for any wear or movement that may cause injury, do not use if unsure.
- If one or more of the bed functions is found not working correctly, notify the manufacturer for advice.

### Every 6 months

1. Check there is no visible damage to electrical system or mechanical parts.
2. Check wiring is secure and not interfering with bed movement.
3. If actuator shafts are not clean - wipe chromed shaft of actuators to remove lint, grease & dirt.
4. Extended actuators fully. (Do not wash as this removes fine layer of oil).
5. Correct operation of all bed functions including castor locking.
6. Check all accessories including rails are still functioning properly.
7. Check all pivot points on the trolley for wear. Replace pivot pins or bolts and removable bushes (where fitted) if a pivot has a significant play.
8. Check all functions still run smoothly.

### Annually

Professional service of product to be carried out annually & documented in 'Record of Performed Service Procedures and Regular Service Maintenance in the back of this instruction manual.

## CLEANING

- Cleaning can be done often - using domestic detergents.
- Do not use acids, alkaline or any other chemical solvents
- When cleaning actuators disconnect from mains power before wiping down with a moist cloth.
- When cleaning, be careful of entrapment, as it could cause physical injury.



## Record of Performed Service Procedures and Regular Service Maintenance

[illegible]

## Record of Performed Service Procedures and Regular Service Maintenance

[illegible]

## Record of Performed Service Procedures and Regular Service Maintenance

[illegible]



I confirm that technical staff have undertaken the repairs as described in the Record of Performed Service Procedures and Repairs Maintenance, and the equipment is now functioning properly.

Date \_\_\_\_\_ Customer Signature \_\_\_\_\_

**HORIZON 4000 PATIENT TROLLEY WARRANTY**

**Conditions**

From the date of purchase, your Horizon 4000 Patient Trolley is guaranteed for 10 years on the frame, 5 years on the electrics, 1 year on the castors and 1 year on the battery.  
Professional service of product to be carried out annually and documented in the ‘Record of Performed Service Procedures and Regular Service Maintenance.

This warranty applies only on the parts manufactured or approved by Active Medical.

**Exclusions**

This warranty does not extent those items that may need replacement due to normal wear and tear, or to damaged caused by misuse or accident, for which Active Medical or it’s distributors cannot be held responsible.  
  
If your patient trolley should need attention due to failure as defined under the warranty above, please contact the distributor from whom you purchased your bed.

Please fill in the below and retain for your own records.

Date Purchased
Model
Serial Number(s)
Distributor
Distributor Address
Distributor Contact Number





✉ [service@activemedical.au](mailto:service@activemedical.au)

☎ 1800 267 267