

3250 Change Table

Product Code: 7-3250



Instruction Manual



Please carefully read instructions before using this change table.

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 3250 Change Table is an electric Examination couch/table for examination and/or treatment that may be fitted with some basic functions, e.g. raise, lower or tilt, and is used in, e.g. examination rooms or doctors' surgeries.

These 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 3250 Change Table 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 3250 Change Table is any individual receiving regular changing or being examined.

The bed should only be used by individuals trained or experienced in proper handling. Users must be instructed on its correct use and familiarise 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

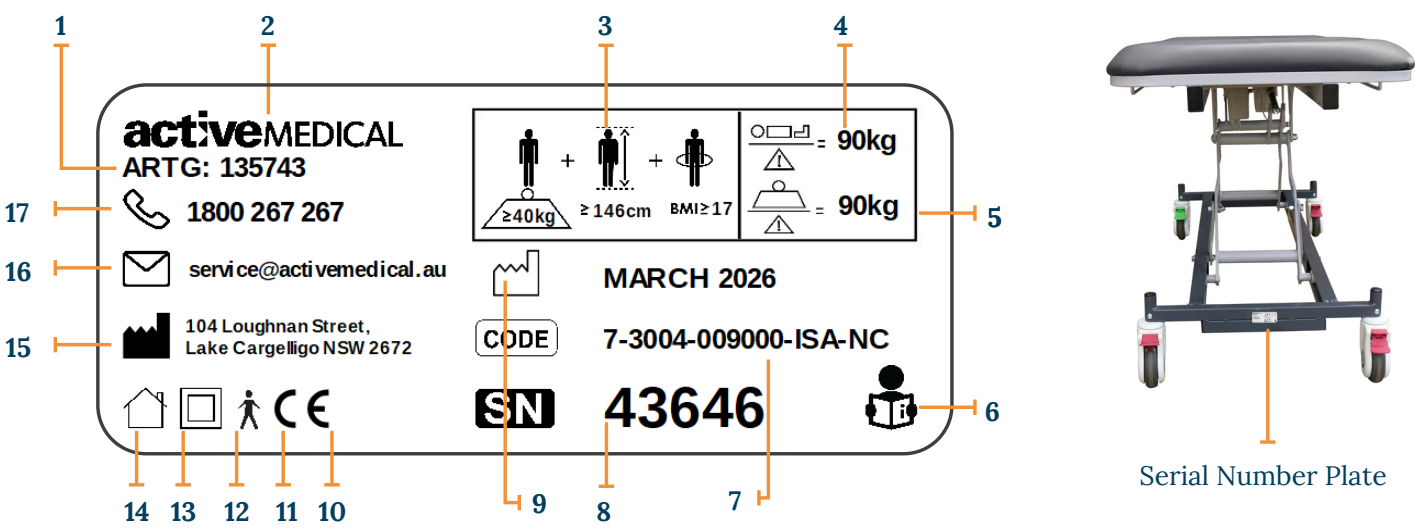


Device Protection Class II (classification according to the type protection against electric shock)



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 CHANGE TABLE IN POSITION, CHECK THE FOLLOWING:

- Electric change tables 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 change table.
- Ensure power cord has enough slack so cord is not strained when the change table is raised and lowered.
- Position change table at least 50mm from the wall in the lowest position. Lock castors. This position is critical for not damaging the wall when raising the change table.
- Before using change table, 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.

** When fitting safety sides to this bed, please beware of the possible crushing points. The clamps can create crushing points on the rails. **

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 3004 Change Table while power is turned on. If not obeyed, this may result in serious bodily injury or death if the change table controls are actuated.

3250 CHANGE TABLE SPECIFICATIONS

Specifications:

Style	Without Backrest	With Backrest
Overall Dimensions	700 x 1880 mm	700 x 1880 mm
SWL	250 kg	250 kg
Low/High Positions	450 / 900 mm	450 / 900 mm
Backrest Angle	-	75 °
TGA Number	ARTG 135743	200 kg
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	IPx4
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 change table socket and to the 240 volt supply when the change table 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 change tables, must make sure that the main power cord is clear of any moving parts on the change table before turning the power on.
- Electric change tables 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



Safety isolating
transformer



Equipment KI.2
(Double square)



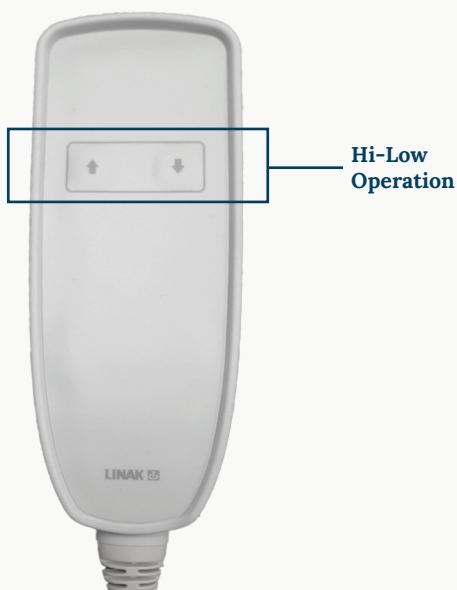
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OPERATOR CONTROLS

Electric beds are controlled by a handset, which is plugged into the connection port.

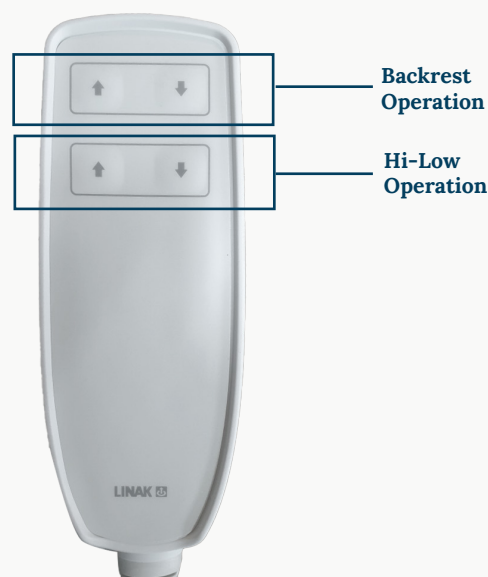
3250 Change Table (without backrest)



Hi-Low Operation:

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

3250 Change Table (with backrest)



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.

Hi-Low Operation:

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



Standard Castors

3 x Braking Castors - press to activate.

1 x Steering Castor - click up to release.

Brake applied by pressing down red levers on wheels, steering Castors press green down for moving in a straight line.

Brakes should only be released when bed is being moved.



Backrest (optional)

The backrest option must be added at time of manufacture. The electric backrest can be positioned using the handset provided.



Foot Control (optional)

The optional foot control is used to control the hi-low operation.



Battery Back Up (optional)

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



Face Hole (optional)

The face hole is an optional feature at time of manufacture.



Central Locking Castors (optional)

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.

FITTING THE VERTICAL RAILS (ACCESSORY)

WARRANTY: 12 Months



Tools needed

- 16mm spanner
- Phillips head screwdriver



Step 1

Remove rails from packaging

Remove clamping plate from the rails with the 16mm spanner (both ends)



Step 2

Loosen Padded top from frame with Phillips head screwdriver – no need to remove the screws completely just enough to allow the rail mount to slide between top and frame.



Step 3

Fit rails – ensure when they are folded down, they don't protrude out past the end of the table.



Step 4

Once in position fit clamp plates and tighten bolts with 16mm spanner.



Step 5

Once rails fitted securely – fastener down padded top again with Phillips head screw driver – Please do not overtighten screws as they may strip in padded top.

- Electric change tables should **ONLY** be used where earth leakage is fitted to the room or building.
- If any cords are cut or damaged the change table **MUST** not be used until checked, fixed and tagged.
- No patient, service personnel or any person must lie underneath a Horizon change table while power is turned on, if not obeyed this may result in serious bodily injury or death if the change table controls are actuated.
- Please check no person or object is under the change table 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 change table at any time.

- Change tables 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 change table functions is found not working correctly, notify the manufacturer for advice.

1. Check there is no visible damage to electrical system or mechanical parts.
2. Check wiring is secure and not interfering with change table 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 change table 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.

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 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.

[illegible]

Record of Performed Service Procedures & Regular Service Maintenance

[illegible]

Record of Performed Service Procedures & 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 3250 CHANGE TABLE WARRANTY

Conditions

From the date of purchase, your Horizon 3250 Change Table is guaranteed for 10 years on the frame, 5 years on the electrics, 1 year on 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 extend to those items that may need replacement due to normal wear and tear, or to damage caused by misuse or accident, for which Active Medical or its distributors cannot be held responsible.
If your Change Table should need attention due to failure as defined under the warranty above, please contact the distributor from whom you purchased your Change Table.

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

Date Purchased

Model

Serial Number(s)

Distributor

Distributor Address

Distributor Contact Number

