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2500
SERIES

OPERATION MANUAL

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AMC 2500 series

Thank you for purchasing from Forme Medical!

We hope you enjoy your new couch and find it has all the functionality you need. Our industry leading warranties mean that we'll be here to support you for the life of your couch, if there is anything you need or if you have any issues. We're also very happy to chat to you about the research and development of any new products, or customisations to our current products. So please stay in touch with us!

This manual is intended as a guide for any personnel who are responsible for operating the couch during a medical procedure, or who are performing general adjustments or maintenance. Please always keep this manual readily available, to ensure correct operation and proper care.

Please note that incorrect care or use of your new medical couch may cause injury, reduce the lifespan of the product and affect the product warranty.

To find out more about us and our products visit www.formemedical.com.au.



**Australian
Owned**



**Lifetime
Warranty**
On frame and
workmanship



We customise
Built to suit your
needs



Children **MUST** always be fully supervised when near the couch. They must **NOT** be allowed to crawl under the couch.

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Safety Instructions


The primary concern of Forme Medical is that our products are operated within safe parameters and regularly maintained to ensure the safety of both patients and practitioners.

- Please ensure that relevant personnel read this manual in full before attempting to install or operate the examination couch.
- Please keep this manual near the couch or, if possible, permanently attached to it.
- Before using or operating your new medical couch please ensure that the area surrounding the couch is clear from interference or obstructions which may affect the operation of the couch's movement. Ensure that all leads and plugs are securely connected, that they are visually free from damage and in good working order.

Storage recommendations

- If the bed cannot be installed immediately the protective packaging should be kept during the storage period.
- The device must be stored in a clean and dry place. The temperature should range between 5°C and 40 °C and the humidity should be less than 80%.
- Store the device on a level surface.
- If the device has been stored in temperatures close to 5 degrees, leave the device disconnected from the mains in the area where is supposed to work for 12 hours and then follow the "get started" instructions.



1. This device is to be operated by a qualified practitioner only.
2. This couch is designed to carry one person only.
3. Do not exceed the maximum lifting capacity. Please refer to *Technical specifications* page 28.
-  4. Do not sit or place heavy objects on the edge of either end of the device, as it may cause the couch to become unstable.
5. Take care to avoid the power leads and control leads getting caught in the lifting mechanism. Regularly check these items for damage.
6. Do not use electric cables with damaged insulation.
7. This device is not intended for the transportation of patients.
8. Maximum ramp slope when brakes are applied is 15 degrees.
9. Do not get on or off this device when it is in an elevated position.
10. Do not get on or off this device when on an inclined/uneven floor.
11. Ensure the wheels are locked before anyone sits on the couch, steps off the couch and before operating the couch.
12. Beware of areas within the mechanical elements of this device where items may become trapped.
13. Prevent cables lying on the floor from becoming trip hazards.
14. Ensure to clean/disinfect the bed after each patient use.
15. Children MUST always be fully supervised when near the couch. They must NOT be allowed to crawl under the couch.

Get started

Unpacking and installing

Your new medical couch arrives fully assembled and ready to plug in and start operation. Ensure that the couch is plugged into a power socket. Please refer to the technical specifications section on page 28 for voltage requirements.



Carefully remove wrapping without the use of knives or sharp objects to avoid the risk of damaging the upholstery.

If you see any damage or issues with the couch before you use it, contact us immediately.

Operation

Our couches are all fully electric, with main movements completed with the assistance of electric actuators. To protect people from injury, the couch operates on 24 volts direct current.



Take care to avoid the power leads and control leads getting caught in the lifting mechanism. Also, regularly check these items for damage. Do not use electric cables with damaged insulation.

Our couches are designed for average weight distribution. Backrests and foot sections are not designed to take the full weight of the patient and incorrect use may cause patient injury, damage to the couch and risk voiding the warranty.

Intended Use

The 2500 Series couches are intended to aid the positioning of patients that are undertaken different medical treatments and/or procedures. The suggested applications are shown below.

<div>DEVICES</div> <div>APPLICATION</div>	<div>ONYX</div> <div>(AMC 2510)</div>	<div>TANZANITE</div> <div>(AMC 2520)</div>	<div>QUARTZ</div> <div>(AMC2530)</div>	<div>MALACHITE</div> <div>(AMC 2540)</div>	<div>OPAL</div> <div>(AMC 2550)</div>	<div>CITRINE</div> <div>(AMC 2570)</div>
General Examination	X				X	X
Ultrasound	X	X	X	X	X	X
Treatment Rooms	X				X	X
Gynaecology & Obstetrics						
Vascular		X				
Cardiology			X	X		
Dermatology					X	
ENT						
Podiatric					X	X

Device description

The 2500 series couch is an electrically powered medical device used to position the patient in a sitting, semi-sitting, horizontal, or reclined posture for easy access and patient comfort during an examination, treatment, or minor procedure.

The main components are shown in the image below.



Patient Access

Before allowing access to the bed make sure that the brakes have been applied (Refer to Wheels and locking section). The bed should be at a height where the patient can sit comfortably without the need of climbing.

Make sure that the patient accesses the couch within the limits of the safe access area as shown in the image below. The lifters can be used as a reference.



Do not sit or place heavy objects on the edge of either end of the device (areas in red), as it may cause the couch to become unstable.

Our couches are designed for average weight distribution. Backrests and foot sections are not designed to take the full weight of the patient and incorrect use may cause patient injury, damage to the couch and risk voiding the warranty.

Wheels and locking

All our couches have four 125mm wheels to permit effortless and safe movement. Ensure that the power lead is unplugged and foot/hand switch cable are tucked away safely from the wheels' path before unlocking them to enable the couch to be moved. Sudden tugs on the lead may result in damage.



Please ensure all wheels are locked before a patient sits on the couch or before operating the couch.

There are two-wheel locking options: individual locking or central locking.

Individual locking (*standard*)

Individual locking enables the four wheels to be locked or unlocked independently. You will see that each wheel has a red section on it.

To lock the wheel, push the end of the red section down firmly so that it tilts and stays in position.

To release the lock simply push the high end of the red section so that it returns to a flat position.



LOCKED



UNLOCKED

Central locking *(optional)*

Central locking allows all four wheels to be locked by one lever.

To lock the wheels locate the lever, which will be attached to one of the four wheels, and press firmly on the red end of the lever. Central locking is engaged when the red section of the lever is tilted down.

To unlock, press firmly on the green end so that it is tilted down.

Ensure the couch is stable before you begin operation.



LOCKED



UNLOCKED

Note: The Tanzanite (AMC 2520) comes standard with central locking.

Control operation

You have the option of either a hand switch or foot switch for the operation of your medical couch.

Each control will have a combination of either four, six or eight buttons. Each button has a different function and will have an image attached to it to identify the function. The main two buttons are to raise and lower the couch height (Hi/low). The other buttons are for other features where relevant, such as backrest, leg rest or tilt movement.

Press the button for the function you require and the direction you need the couch to move. The couch will continue to move for as long as the button is being pressed. The couch will stop at its limit in either direction.

Foot switch control

The top row of buttons controls upward adjustment, while the bottom row controls lowering adjustment. Each section is then split into a pair for each function.

**Top row controls
upward movement**



**Backrest
adjustment**



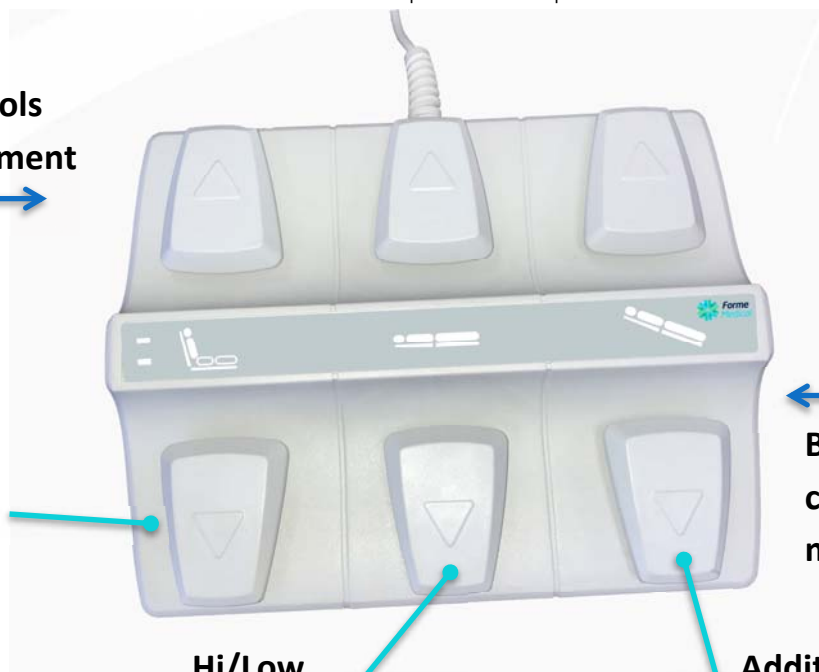
**Hi/Low
adjustment**



**Additional movement
i.e. Footrest/Tilt**



**Bottom row
controls downward
movement**



Hand switch control

Our hand switch controls come either with a magnet or a hook on the back so they can be attached to the couch frame when not in use.

The images over the buttons provide instruction on their function.



Operation of optional extras and product specific features

60° couch tilt – Reverse Trendelenburg

(Specific to AMC 2520)

The Tanzanite examination couch (AMC 2520) can be tilted to an angle of 60°.



Do not allow the patient to get on or off the couch when it is in the tilt position.

Please follow the below steps before moving the couch into its tilt position to ensure the safety of your patient:

1. Ensure all wheels are securely locked in place.
2. Pull down the support legs at the foot end of the couch.

To engage the support legs:

- a. Pull black pin at the side of each support leg and push the leg down to its full length. The pin should click when it locks into place.
- b. Repeat on both support legs and ensure they are locked into position.



Support legs engaged

3. Ensure the couch is positioned at its lowest possible horizontal height before beginning the tilt movement.



DO NOT use the couch unless the support legs are locked into their lowered position.

4. Pull the manual footstep down into place so the patient can stand on it as the couch tilts.

Step 1**Step 2****Step 3**

5. To achieve the desired tilt simply press the hand/foot switch with the pictured movement. The couch will tilt for as long as the button is pressed, until it reaches its highest point.

Once the couch is tilted and the patient is secure, you can adjust the height of the couch.

Please note: The Tanzanite comes standard with a battery that will need 24 hours of charge before its first use. Simply plug the couch into a power point to charge.

Back cushion



The back cushion is used to provide extra support and comfort to patients and help with positioning. Follow the same care instructions for the cushion as for the vinyl on the couch (refer to Page 26).

Backwards couch tilt - Trendelenburg

(standard for AMC 2570)



Trendelenburg allows the whole couch to be tilted backwards (backrest down) on a gentle angle of 12°. The backwards tilt can only be achieved when the couch is in a raised position that would allow the backrest to be clear of the frame below. However, the operator does not need

to worry about the backrest touching the frame below as it will safely follow the contour of the lifting arm.

To operate the tilt, simply locate the illustrated movement on the control switch and press the button for the desired movement (up or down). The couch will continue to move while the button is being pressed. It will stop when it has completed the full movement.

Battery Pack

You must charge the battery for 24 hours before its first use.

Please notice that the bed must remain always connected to the power outlet during normal operation and must not be run on battery only; with the exemption of a power outage.

During a power outage, the system will automatically switch to battery power. The battery provides enough power to safely manipulate the bed for a short period of time. This allows the patient to exit the examination table.

If the couch is moving slightly slower than usual it might be that the examination table is running low on battery power. If this occurs, it might be that the table is not connected to the power outlet and it must be reconnected immediately.

If the battery level is less than 20% of its fully charged state and the couch is operated a beep is generated. When this happens, the couch will not move because the battery does not have enough power stored. To remove the alarm, connect the 2500 series examination table to the power outlet.

Echo cardio drop door section

(Specific to AMC 2540, Optional for 2520)

The echo cardio drop section makes it easier for you to access the chest area of your patient for echo cardiac scanning.



To lower the echo cardio drop door, lift the white lever that sits beneath the cut-out section and push the section down gently. Releasing the white lever will lock the drop door into position. Ensure you push down the drop door all the way until it stops before releasing the white handle.



To bring the echo cardio drop door back up, lift the white lever again and gently guide the flap until it reaches its highest position. Note that the drop door will rise on its own and does not require any lifting.

Fold down siderails

Ensure side rails are used in accordance with the legislation in your State or Territory.

To move the side rails into either the up or down position:

1. Locate the black pin on the side rail.
2. Pull out the black pin and move rail into position until you feel it lock into place. You will also hear a click. Make sure the rail is secure in its position before continuing.



Head cushion



The head cushion comes with a Velcro grip that attaches it to the back of the couch. Follow the same care instructions for the cushion as for the vinyl on the couch (refer to page 26).

Paper roll holder

When your couch is delivered to you the paper roll holder is not attached, so that it is not damaged during transport. Once you have carefully unwrapped the couch, please follow these instructions to install the paper roll holder.

Step 1

At the back of the couch you will find four screws and washers already in place.



Step 2

Packed with the couch you will find the paper roll holder rod and two white brackets.



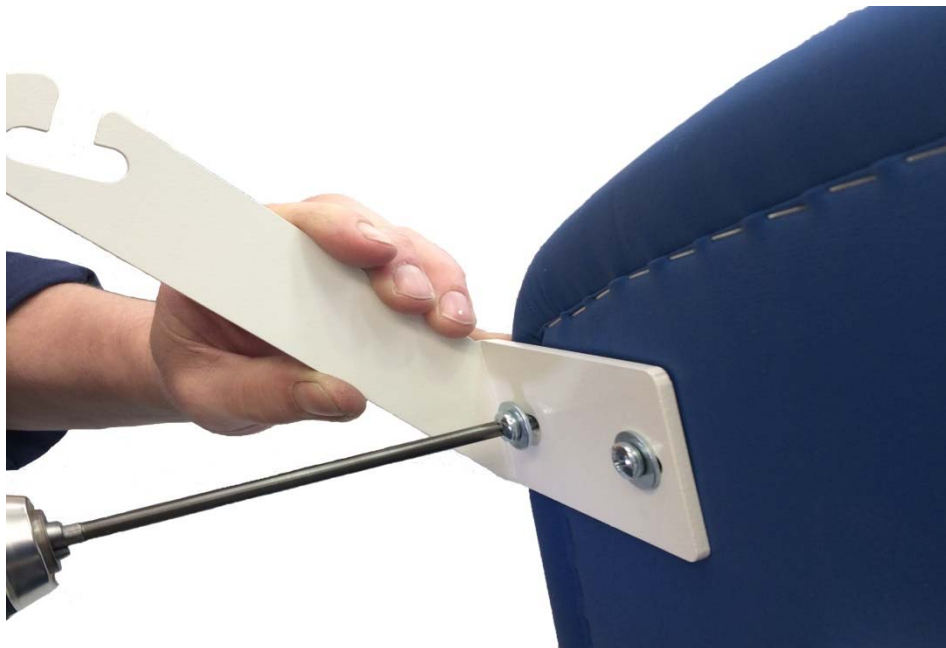
Step 3

You will need to attach the brackets to the back of the couch with the screws and washers provided. Ensure you attach the correct bracket to each side, as pictured.



Step 4

Carefully remove the screws and washers. Place the bracket into position and loosely tighten the screws into place. Keep some movement in the bracket so the rod can be positioned.



Step 5

Repeat this step with the bracket on the other side. Ensure both brackets are kept loose.



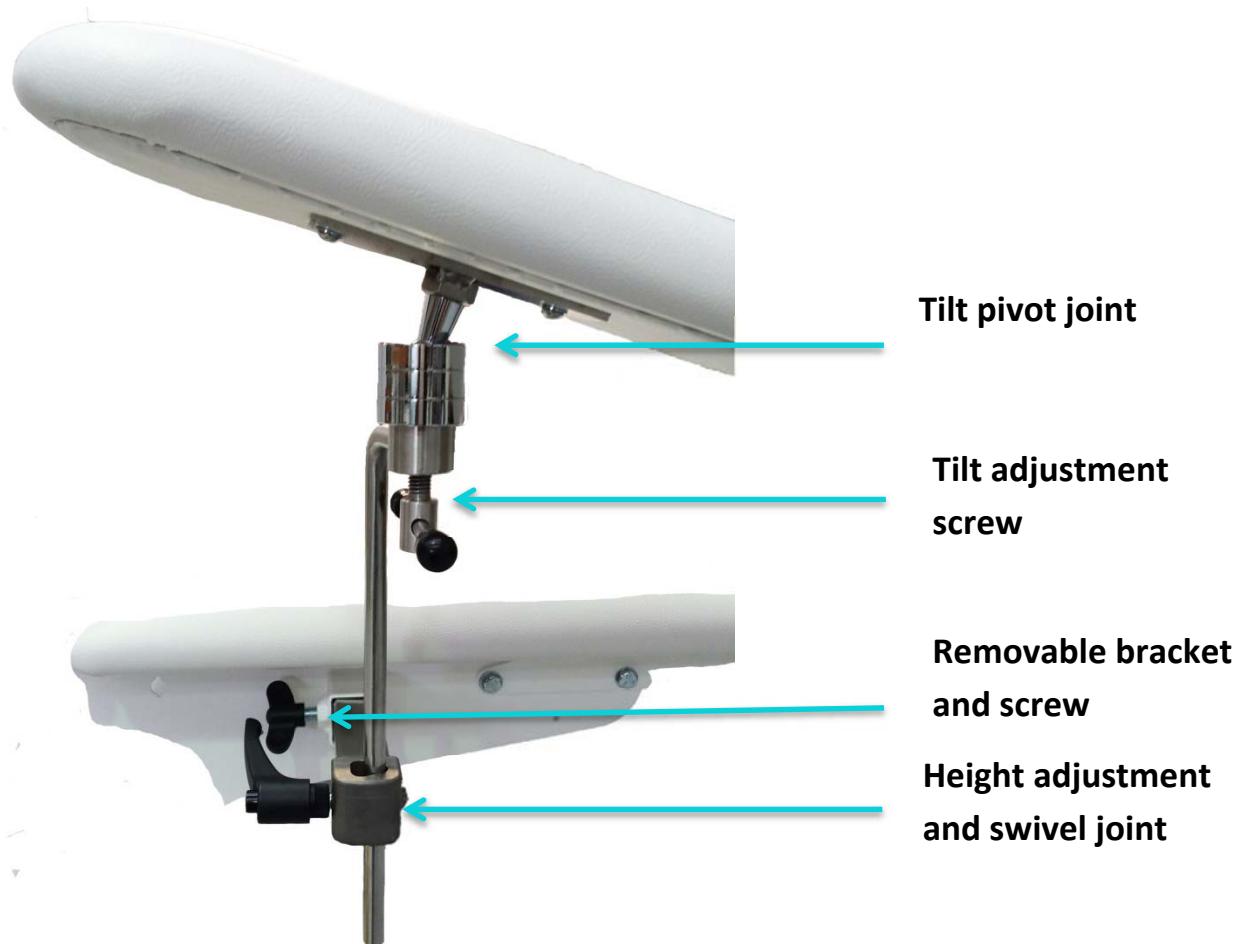
Step 6

Put the rod into the brackets to ensure a comfortable fit. Tighten the screws on the brackets so they sit firmly in place.

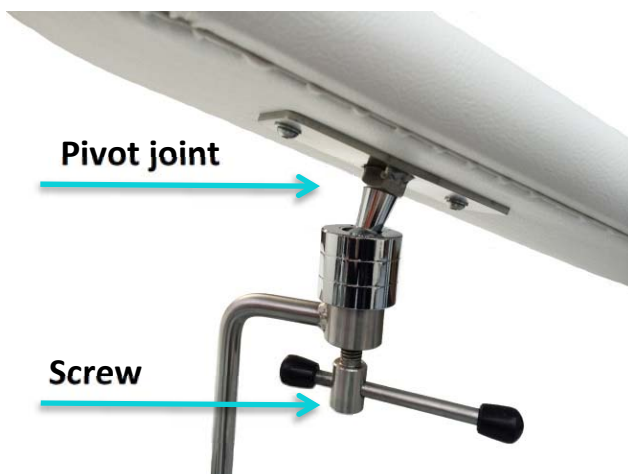


Swivel armrest

The removable armrest can be adjusted by height, swivel and tilt.



Tilting the armrest



To adjust the tilt of the armrest, loosen the screw sitting underneath the pivot joint.

Move the padded section of the armrest to the angle you wish. The ball fitting will support almost any angle.

Tighten the screw when the armrest is in the desired position.

Height and swivel adjustment

The armrest can be raised, lowered and turned to face different directions by adjusting the black handle screw and manually moving the armrest into the desired position.



To use the black handle screw, press on the centre button to move the handle to where it is comfortable for you to turn it. After releasing the centre button, turn the handle to loosen or tighten the screw. Do not press on the centre button when loosening or tightening the screw.

To adjust the height, loosen the black handle screw that holds the rod of the armrest and then lift or drop the armrest into the desired position. Tighten the screw until the armrest is firmly held in position.

To adjust the swivel of the armrest, loosen the black handle screw that holds the rod of the armrest and twist the armrest until it sits in the desired position. Tighten again until the armrest is securely held in position.



Removing the armrest

The whole armrest can be removed from the couch by loosening the thumb screw and removing the rectangular rod from the bracket.



Examples of armrest adjustment

In addition to adjusting the height and tilt of the armrest, you can also move the armrest, so it sits in a more comfortable reach for patients. You can widen the position of the armrest, so it sits further away from the couch, or make it narrower, as pictured below.

There are two ways you can do this.

1. You can loosen the rod of the armrest and turn it to the desired position. You can then adjust the padded section. *Pictured below.*
2. You can loosen the screw where the armrest attaches to the couch and slide the square rod closer or further away from the couch. Take care as this whole section can be removed from the couch. *Pictured above.*



Wider adjustment



Narrow adjustment

Care and maintenance

Vinyl

For best results, cover the couch with a cotton sheet or paper towel to reduce contact with body oils, as these can cause hardening of the fabric.

Most stains can be cleaned using warm soapy water, followed by clean water rinsing. Moderate scrubbing with a medium bristle brush will help loosen soiling from the embossed surface. **Do not use solvents.** The vinyl may also be bleach cleaned and we suggest you use one-part bleach to nine parts water.

Failure to follow cleaning instructions may permanently stain and reduce the life of the vinyl.

Frame

The frame can be cleaned by wiping it over with a wet cloth.

At least once a year, apply a water-resistant silicone lubricant to all pivot joints. **Do not use machine oil.** Wipe off excess lubricant with a rag. In case of continuous use this might need to be done more regularly.

A regular visual inspection is also recommended.

Electric actuators and control boxes do not require maintenance. Any service and repairs must be carried out by an approved service engineer.

Faults

If there appears to be a problem or fault with the couch's movements or operation, please cease operation immediately.

Check the area for obstructions or possible faults.

Switch the power off at the wall outlet: inspect the electrical plugs from the wall, power supply and the control box and ensure firm connections are present.

Ensure that the hand/foot control is securely inserted into the control box and the actuator plugs are also firmly seated.

Turn on power to the couch and cycle through the movements by testing each button on the hand or foot controls.

If the fault remains, then please contact us on +61 3 9708 2661. **Do not** attempt to repair the couch.

All repairs and servicing should be carried out by a trained technician or an authorised Forme Medical representative.

Technical specifications

	2510/50/70	2520	2530	2540
Table Dimensions	[mm] 1910 X 610	[mm] 1910 x 610	[mm] 1910 x 610/710	[mm] 1910 x 670
Weight	73 Kg ± 3 Kg	97 Kg ± 3 Kg	73 Kg ± 3 Kg	73 Kg ± 3 Kg
Lifting Capacity	2510/30/40/50 – 260 Kg		2520, 2570 - 200 Kg	
Back Rest Tilt Range	0 – 70 degrees			
Table tilt backward	12 degrees (model specific)			
Table tilt forward	60 degrees (model specific)			
Max. Height	1000 mm – Floor to upholstery			
Min. Height	550 mm – Floor to upholstery			
Noise Level	Approx. 50 dB(A)			
Frame	High strength steel – AS/NZS 1163:2009 Coating: Powder coated, Good abrasion and corrosion resistance. Resistance to alcohol and white spirits. Resistance to dilute acid and alkali.			
Fabric	85% PVC / 15% Polyester Fire Retardancy tested to AS1530.3 Abrasion Resistance tested to AS 2001.2.25 Bacteria growth inhibitor Light fastness rating 6-7 ISO 105-B02-1994 (Grey scale 1-5) Colour fastness to bleach tested to AS 2001.4.11 (No change colour rating 4-5)			
Castors	Individual Locking Castors 125 mm Mechanical Central Locking Castors 125 mm			
Electrical components	IEC60601-1:2005 3rd ed. Compliance Protection Class: IPX4 Water resistance			
Classification according to 60601-1	Class I Applied part - Type B			
Power Input	100 – 240 V ~ 50/60 Hz. SMPS Power supply. (Region specific)			
Power Output	24 VDC			

Warranty

Warranty Document for all products manufactured by Forme Medical.

Warranty Period – with exclusions:

- Lifetime Warranty* on the structural integrity of the frame.
- Five-year warranty period applies to all electrical components including the motor.
- One-year limited warranty period applies to footswitch, handset, upholstery and foam.

1. Where, in the opinion of Forme Medical Pty Ltd, A.B.N. 48 154 618 014 there is defective workmanship in a Forme Medical manufactured product ("the Product") Forme Medical undertakes, at its discretion, within the Warranty Period:-

to (a) repair, or replace free of charge any defective parts, either by: -

- i. using new or refurbished parts; or
- ii. replacing the Product with a new or refurbished Product

or (b) to otherwise rectify any faults in the Product.

2. Any repairs or parts replaced under the Warranty Period will be made without charge, providing that:

- a. the Product was purchased from an authorised dealer/agent appointed by Forme Medical;
- b. there has been no attempt to repair the Product by an unauthorised service provider;
- c. the Product's serial number has not been removed or altered;
- d. in the event that Forme Medical requires the return of the Product, the Product must be delivered to a facility authorised by Forme Medical in

packaging that provides an equal degree of protection as to that which the Product arrived in. Postage, insurance and/or freight and shipping charges are the responsibility of the customer.

3. The Warranty Period extends only to defects occurring under normal use of the Product and when operated in accordance with Forme Medical's instructions.
4. When a product or part is exchanged under the Warranty Period, the original item becomes Forme Medical's property.
5. Any replacement Product provided under the Warranty Period may vary in colour and/or cosmetic design from the original Product.
6. Service under the Warranty Period (which may include replacing the defective part) will not extend the Warranty Period.
7. This Warranty expressly excludes:
 - a. Fair wear and tear;
 - b. Cosmetic damage, such as scratches, nicks and dents;
 - c. Damage caused by accident, abuse, misuse, water, flood, fire, or other acts of nature or external causes;
 - d. Mileage or travelling time in respect of service, or pick up or delivery costs incurred;
 - e. Service costs arising from failure to correctly adjust the controls of the Product or observe the operating instructions;
 - f. Damage caused by service performed by anyone who is not an authorised service provider for Forme Medical; or
 - g. Damage to Product that has been modified or altered without Forme Medical's written permission in advance.
8. The Warranty is transferable. However, any transfer of the Product does not extend the term of the Warranty Period.

9. The Warranty may be fully assigned by Forme Medical upon the sale of its business and upon the transfer being effected Forme Medical's liability under the warranty will cease. For service queries, or specific instructions on obtaining warranty service for your Product, please contact your sales consultant at the place of purchase, and quote the serial number.

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FORME MEDICAL PTY LTD ACCEPTS NO LIABILITY FOR ANY INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, WHETHER RESULTING FROM THE USE, MISUSE OR INABILITY TO USE THIS PRODUCT OR FROM DEFECTS IN THE PRODUCT, AND NEITHER ASSUMES NOR AUTHORISES ANY REPRESENTATIVE OR ANY OTHER PERSON TO ASSUME FOR IT ANY OBLIGATION OR LIABILITY OTHER THAN AS EXPRESSLY PROVIDED HEREIN.

*'Lifetime Warranty' means up to a maximum of 10 years, which is the expected lifespan of the Product. Effective as of January 1st 2016.

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