

Product Manual

AMC 2100 Series



Forme
Medical

evolving
with you

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AMC 2100 series

Thank you for purchasing from Forme Medical!

We hope you enjoy your new couch and find that it has all the functionality you need. Our industry leading warranties mean we will be here to support you for the life of your couch, if there is anything you need or if you have any issues. We are 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 keep this manual readily available at all times, 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 also affect the product warranty.

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



**Lifetime
warranty**

on frame and
workmanship



**5 Year
warranty**

on electrical
components



**Australian
Made**

WARNING: Children must never be left unsupervised around this couch.

Children 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.

IMPORTANT WARNINGS

- 1. This device is to be operated by a qualified practitioner only.**
- 2. This couch is designed to carry one person only.**
- 3. Maximum total lift capacity is 200kg.**
- 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 be fully supervised at all times when near the couch. They must not be allowed to crawl under the couch.**

Get started

Unpacking and installing

Your new medical couch will arrive fully assembled and ready to plug in to start operation.

WARNING: 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.

To install:

1. Plug in the hand or foot switch if it is not already connected by inserting the plug into the black control box and lock the plastic clip back into place.
2. Connect the transformer cable to the black box and plug the other end into a 240VAC power socket.

PLEASE NOTE: If you have purchased the AMC 2130 or AMC 2140 you will need to remove the packing strap, holding down the back rest, before operating the couch.

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.

WARNING: 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.

Wheels and locking

All of our couches have four 125mm wheels to permit effortless and safe movement. **Ensure that the power lead is unplugged and foot/hand switch cables 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.

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

Locking the wheels

Individual locking castors enable 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**

Ensure that all four wheels are locked to ensure stability before allowing patients onto the couch and before operating the couch.

Control switch operation

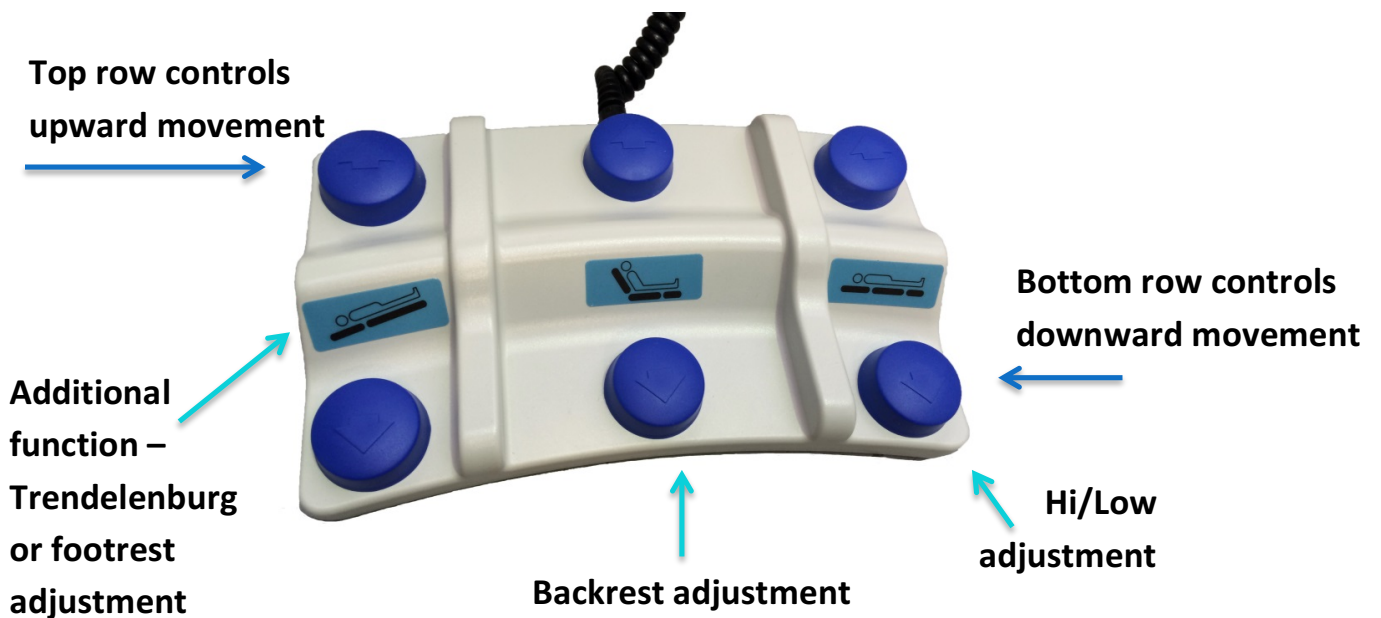
You have the option of either a hand switch or foot switch for the operation of your medical couch.

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. Two buttons are to raise and lower the couch height (Hi/low). The other buttons are for other features where relevant, such as back rest, 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 control upward adjustment, while the bottom row controls lowering adjustment. Each section is then split into a pair for each function.



Hand switch control

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

The images next to the buttons provide instruction on their function.



Operation of optional extras and product specific features

Back cushion



The back cushion is used to provide extra support and comfort to patients and also help with positioning. Follow the same care instructions for the cushion as for the vinyl on the couch (refer to page 25)

Backwards couch tilt - Trendelenburg

(optional for AMC 2110, AMC 2130, AMC 2140)



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.

The battery pack can be used to power the couch during operation, for instance if the couch is moved frequently and the operator does not want to connect and disconnect the power lead. It should be charged when the couch is not in use.

Alternatively the battery pack can be used for emergency power back-up. When mains power is disconnected the system will automatically switch to battery power, which will provide enough capacity for at least one day of normal use. If the battery charge is low it will emit a warning sound and the couch **must not be used further** on battery power. Reconnect mains power to operate the couch and recharge the battery simultaneously.

In order to increase the longevity of your battery it is recommended that you take the following steps:

- Discharge the batteries as little as possible between charges.
- When not in use, especially over long periods, keep the batteries connect to a power source so they are on charge. It is not possible to overcharge a battery.

Breathe hole and plug



Please keep the plug in the breathe hole when it is not in use. To remove the plug, simply push it upwards from the back of the couch.

To reinsert the plug, push it back into the breathe hole and ensure it holds securely.

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 25).



Heine light

Please refer to the instruction manual provided with the light for operation instructions.

The light is attached to the couch on a bracket that allows it to be easily removed when not required, and adjusted in various positions.

To adjust the light, untighten the black screw until the light is loose in the socket and twist or move the height until it is in the position you want. Tighten the black screw until the light is held securely and does not move.

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.

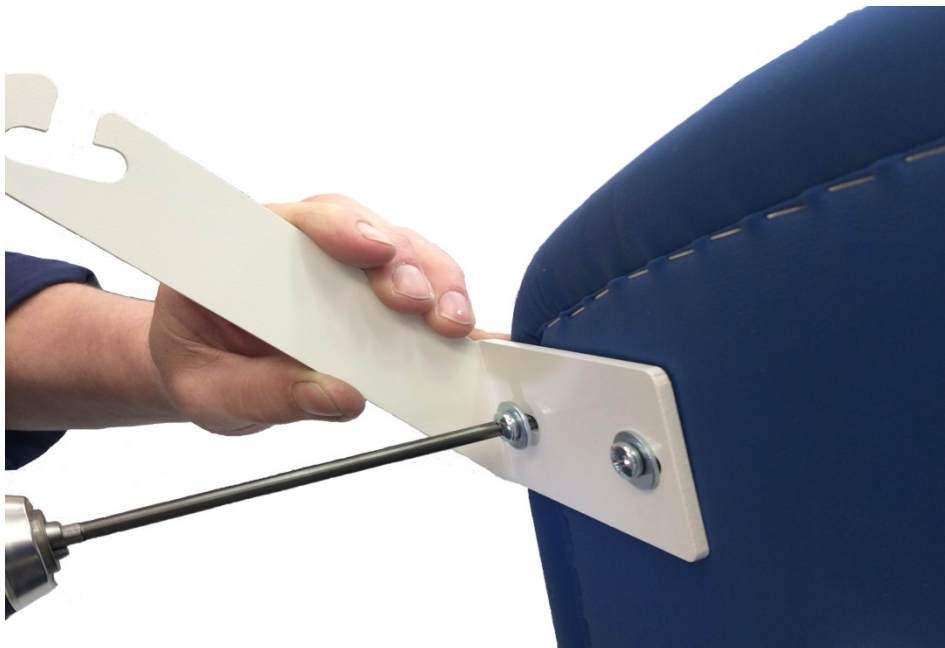


Step 3

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.

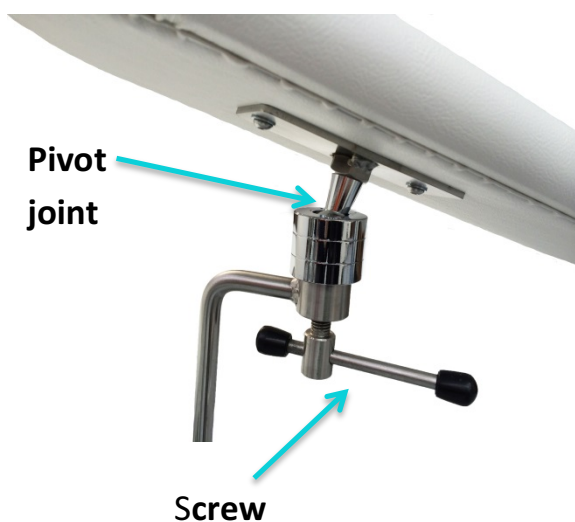


Swivel armrest

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



Tilting the arm rest



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 firmly when the arm rest 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 arm rest

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



Examples of arm rest adjustment

In addition to adjusting the height and tilt of the arm rest, you can also move the arm rest so it sits in a more comfortable reach for patients. You can widen the position of the arm rest, 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 arm rest 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

White LED light

Please refer to the instruction manual provided with the light for operation instructions.

The LED light is available in three options:

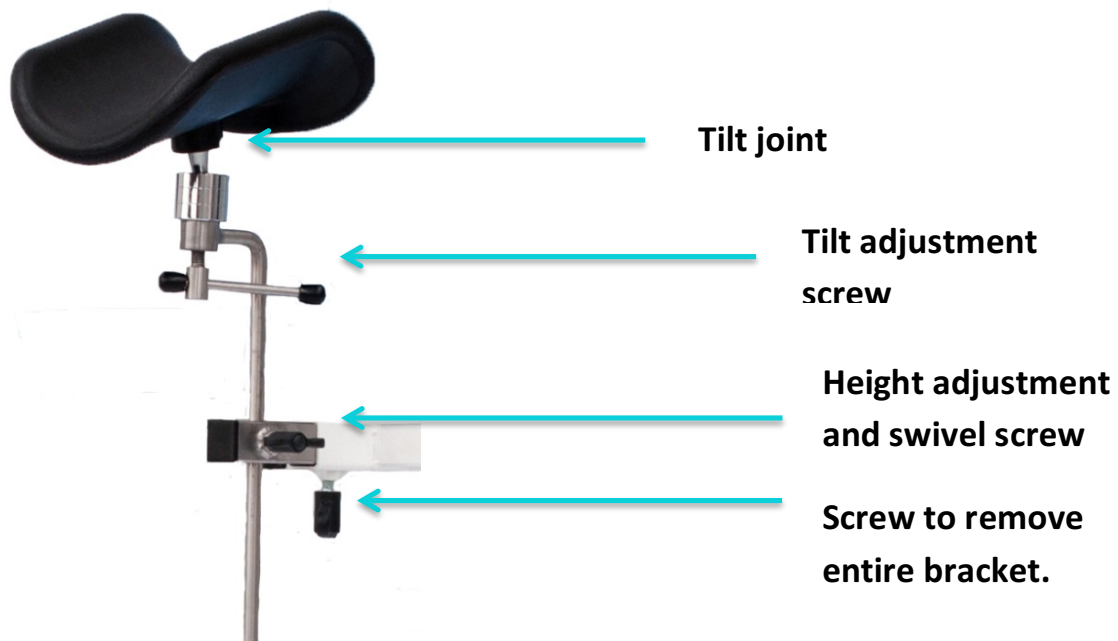
1. Attached to the couch,
2. On a wall mount, or
3. On a set of castors for free movement.

When the light is attached to the couch, it sits on a bracket that can be easily removed when not required, and adjusted to various positions.

To adjust the light on the couch, untighten the black screw that sits under the light until the light is loose in the socket and twist or move the height until it is in the position you want. Tighten the black screw until the light is held securely and does not move.

Operation of specific features and options for Sapphire (AMC 2130)

Under knee stirrups



Under knee stirrups can be adjusted in various ways to make your patients more comfortable. They can also be completely removed from the couch when necessary.

Tilting the stirrup

The stirrup can be tilted by loosening the screw underneath the joint and then moving the stirrup to the desired angle. The ball joint will accommodate a variety of angles. Make sure you tighten the screw once again so that the stirrup is firmly held into place.



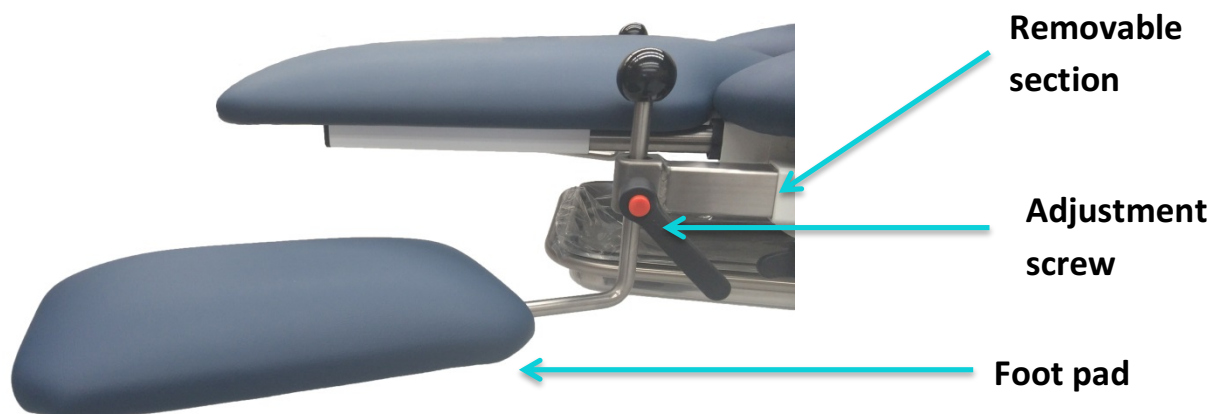
Changing the height or direction of the stirrup

To adjust the stirrup, loosen the black thumb screw that holds the rod of the stirrup and lift, drop or swivel the stirrup into the desired position. Tighten the black thumb screw until the stirrup is firmly in place.

Removing the stirrups

The stirrups can be removed completely by loosening the thumb screw that attaches the square bracket to the couch and sliding it out completely from the end of the couch.

Foot pads



Foot pads can be adjusted in height and swivel. They can also be completely removed from the couch.

To adjust the foot pads, use the handle screw to loosen the grip on the rod of the foot pad and then move it in the direction you wish. You can move the handle screw into a more comfortable position for turning by pressing on the button on the handle.

You can also completely remove the foot pads from the couch by loosening the thumb screw underneath the joint where the foot pad meets the couch and the sliding the frame out.

If you reinsert the footpads, ensure the thumb screw is tightened securely to keep them in place.

Instrument tray/collection tray (optional)



The instrument tray sits in a metal, sliding frame that cannot be removed from the couch. You can slide the frame under or out from the couch, depending on when you need it.

The instrument tray itself can be removed for cleaning by lifting it from the metal frame.

If the instrument tray drawer becomes sticky, clean the sliding tube and apply a thin film of silicone based grease.



Removable Foot Section

(optional)

Step 1



To use the Sapphire AMC 2130 as a full length examination table insert the contoured foot section into the brackets at the end of the bed and slide it in until the section fits firmly against the couch.

Step 2



WARNING: Do not put any weight on the removable foot section until it has been pushed all the way into the bracket and fits firmly against the couch.

Pictured in Step 3

Step 3



Ensure you completely remove the foot section if you need to use the instrument tray.

Should the removable foot section become stiff to slide in and out of the bracket, clean the stainless steel rod and apply a thin film of silicone based grease.

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.

Vinyl composition: 85% PVC 15% Polyester

F.R. properties: Tested to Australian Standards (AS 1530.3)

Spread of flame: 0

I.M.O. Standards A. 652 (16)

F.A.S. – 25.853

Frame

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

At least once a year, apply silicone lubricant spray 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 in to 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

Power input: 240VAC 50Hz

Power output: 24VDC 105W

Weight Capacity: 200kg

Upholstery: Foam/Vinyl

Frame: Australian steel, powder coated.

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 other components including motor and electrical components.
 - One year limited warranty period applies to castors, 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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THE WARRANTIES AND REMEDIES CONTAINED HEREIN ARE IN ADDITION TO ALL OTHER RIGHTS OR REMEDIES THE CUSTOMER MAY HAVE, INCLUDING ANY LIABILITY ARISING

UNDER ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, STATUTORY OR OTHERWISE. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, WHICH MAY VARY FROM STATE TO STATE.

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 15 years, which is the expected lifespan of the Product. Effective as of January 1st 2016.

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