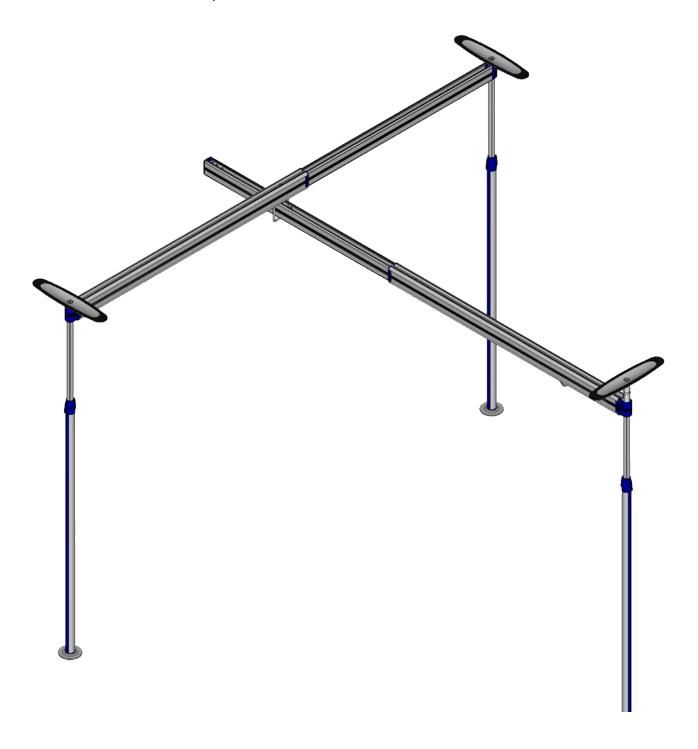
# **EASYTRACK SYSTEM**

3-POST ASSEMBLY, Model no 9330010

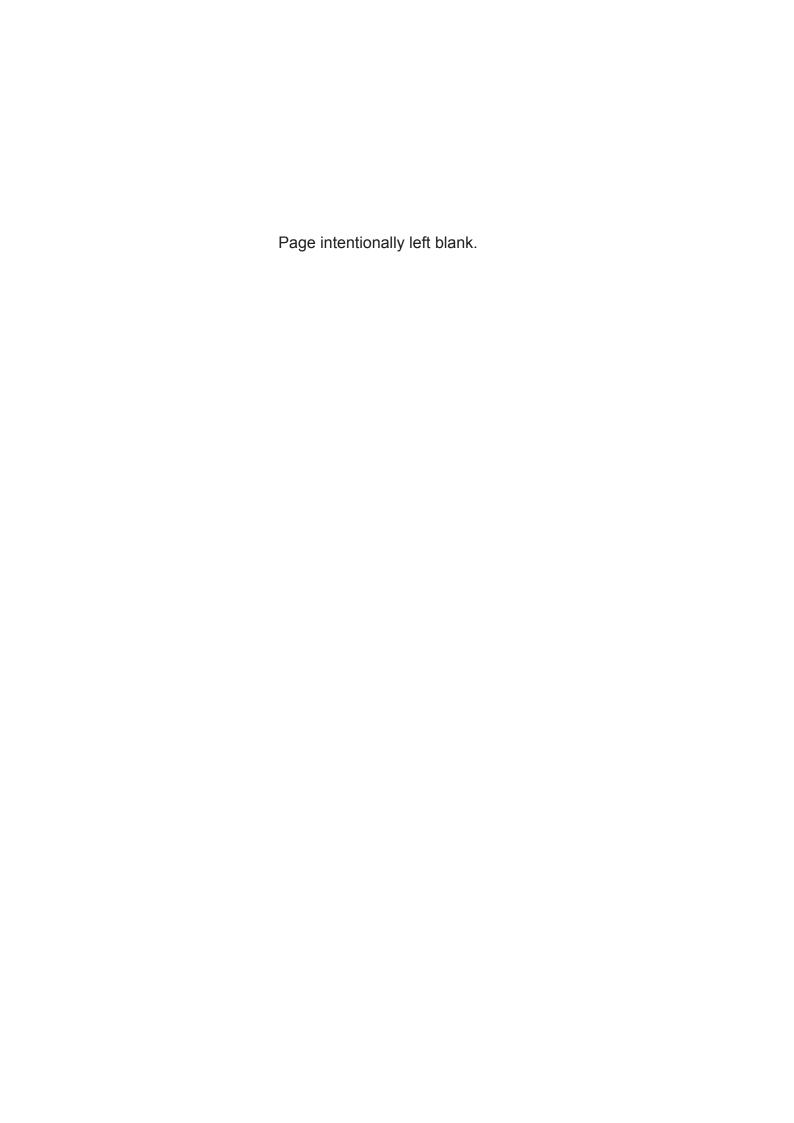






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# Thank you for choosing Arjo products.

Your EASYTRACK® is part of a series of quality products designed specially for home care, nursing homes and other health care uses.

We are dedicated to serving your needs and providing the best products available along with training that will bring your staff maximum benefit from every Arjo product.

## Please Read this Manual Thoroughly!

The information in this manual is crucial to the proper use and maintenance of the *EASYTRACK*. It will help protect your product as well as ensure that it performs to your satisfaction.

Lifting and transferring a person always presents a potential risk. This manual contains safety related information that must be read and understood to help prevent injuries.

**WARNING**: Arjo strongly advises and warns that to avoid injuries that can be attributed to the use of inadequate parts, only parts designated by Arjo should be used on product and other appliances supplied by Arjo.

**WARNING**: Unauthorized modifications on any Arjo product may affect its safety. Arjo will not be held responsible for any accidents, incidents or lack of performance that occur as a result of any unauthorized modification to its products.

Do not attempt to service or repair the *EASYTRACK*. If any item is defective, contact your local Arjo vendor.

If a serious incident occurs in relation to this medical device, affecting the user, or the patient then the user or patient should report the serious incident to the incident to the medical device manufacturer or the distributor. In the European Union, the user should also report the serious incident to the Competent Authority in the member state where they are located.

## **Service and Support**

A service routine has to be done on your *EASYTRACK* by Arjo trained service personnel. This will ensure it remains safe and functional.

Please contact your local Arjo vendor for any of the following:

- If you require further information.
- Want to report an unexpected event, change in the performance or a malfunction.
- Need any help in setting up, using or maintaining your EASYTRACK.
- · Need replacement parts.

Your Arjo vendor can offer support and service programs to maximize the long-term safety, reliability and value of the product.

Additional copies of this manual can be purchased from your local Arjo agent. When ordering, include the *Instructions for Use* part number (see front page).

### **Manufacturer Information**

This product was manufactured by:

ArjoHuntleigh AB Hans Michelsensgatan 10 211 20 Malmö SWEDEN

### **Definitions Used in this Manual**

#### **WARNING:**

Means: Failure to understand and follow this instruction may result in injury to yourself and others.

### CAUTION:

Means: Failure to follow this instruction may cause damage to the product(s).

#### NOTE:

Means: Important information regarding correct use of the product.

# **Safety Instructions**

#### **Intended Use**

The EASYTRACK is a portable track system to be used with Arjo portable lift intended to assist caregivers in hospitals, long-term care, nursing homes and home care environments, including private homes.

Patient transferring is performed under the supervision of a trained caregiver as per the instructions outlined in this manual in conjunction with the Instruction for Use accompanying the ceiling lift. All other uses must be avoided.

The EASYTRACK must only be used for the purposes stated above.

WARNING: The EASYTRACK for is transferring patients only. Do not use the EASYTRACK for any other purpose.

Using this *EASYTRACK* outside the scope of its intended use could lead to injuries.

## Operational Life

This product is designed and tested for a useful life of seven (7) years or 10000 transfers whichever comes first—at maximum safe working load (SWL). It is subject to preventive maintenance as specified in the "Care and Maintenance" section.

Time equivalence between the number of transfers versus the number of years is made clear in the following table.

Transfers per Day	Years (10 000 transfers)
4	7
6	4.5
8	3.5

WARNING: The manufacturer ensure full safety for a product of which the life span has been exceeded. Wear may cause the breakage of a part and lead to a patient fall.

The life span is the safe operating time period before a complete overhaul is required.

Following are factors that have an impact on the EASYTRACK life span:

- aging of the unit;
- transfers per day:
- weight of the patient;
- maintenance frequency.

### **How to Use this Manual**

safe ensure the operation EASYTRACK, read the entire manual carefully before operating this product.

If anything is not completely understood, please contact your local Arjo agent for more details. Failure to comply with warnings in this manual may result in injuries.

Keep this manual handy and refer to it as required. Make sure that all operators are regularly trained in the use of the product as per the information found therein.

The EASYTRACK must be used as per these safety instructions.

Anyone using the *EASYTRACK* must also have read and understood the instructions in this manual.

If there is anything you are not sure about, contact your local Arjo agent.

## Safe Working Load

The EASYTRACK has been designed to be used with Arjo ceiling lifts with a safe working load of 200 kg (440 lb) or less.

**WARNING**: The *EASYTRACK* is intended to be used for residents whose weight is within a specified safe working load (SWL). Do not attempt to lift more than the lowest weight limit indicated on the following:

- the track system
- · the "maximum load" label on the ceiling lift
- on the spreader bar
- on accessories
- on the sling.

Overloading any of these elements could lead to a patient fall.

## **Important Safety Instructions**

Before installing or using the *EASYTRACK* always ensure to comply with following safety instructions.

- Carefully inspect product upon arrival. If any pieces are missing or appear damaged – do not install. Contact your local Arjo agent for further instructions.
- The EASYTRACK is used by trained staff.
- All labels are read and those that cannot be easily read are replaced.
- The daily maintenance is carried out before using the unit.
- If you are unsure of the strength or stability of your floor and / or ceiling – do not install the EASYTRACK System – consult your local Arjo agent.
- The EASYTRACK is not used with any type of suspended ceiling such as: suspended drywall, acoustic tiles, etc.
- Do not install on a ceiling with water damage.
- Do not over-tighten ceiling plate as this may cause ceiling to crack.

**CAUTION**: Installation on a plaster ceiling may cause cracking, Arjo cannot be held responsible for damage.

- Do not install on a sloped floor.
- Do not drop product; may cause breakage.
- Do not completely submerge in water.
- Do not attempt to over-extend the track past the locking point.
- Do not install product if Neoprene on top or bottom plate appears to be damaged or absent.

**WARNING**: Never hit the posts or lean against them – this might cause unit to become unstable and lead to injuries. If this occurs, reassemble the *EASYTRACK* System to ensure the posts are straight.

- Never use the EASYTRACK system as a swing.
- Always refrain from swinging patient sideways of track.

WARNING: Safety label shown in Fig. 1 is apposed on each post to remind that the red mark on top of each post must not be visible when the system is assembled.

Never use the EASYTRACK system when a red mark is visible as it

could fall down

resulting in injuries.



Fig. 1

### **Environmental Advice**

When disposing of any items associated with the product, contact local authorities for information.

# Homecare Environment Considerations

**WARNING**: The *EASYTRACK* is not intended to be operated by children. Serious injuries could occur.

**NOTE:** Rigorous cleaning actions should be done when the *EASYTRACK* is exposed to an animal. Pet hair trapped inside the device can reduce the product performance.

# Symbols Used

# **General Symbols**

	Manufacturer's name and address. May also point out manufacturing date.
C€	CE marking indicating conformity with European Community harmonised legislation.
REF	Points out the manufacturer's catalogue number.
	Indicates a potential risk, see <i>Instructions for Use</i> for corrective action.
SN	Points out the manufacturer's serial number.
SWL	SWL is the maximum load the device is rated for safe usage.
<b>(3)</b>	Refer to the <i>Instructions</i> for Use (IFU).
0	Incorrect
Ø	Correct
MD	Indicates the product is a Medical Device according to the EU Medical Device Regulation 2017/745.

# **Product Description**

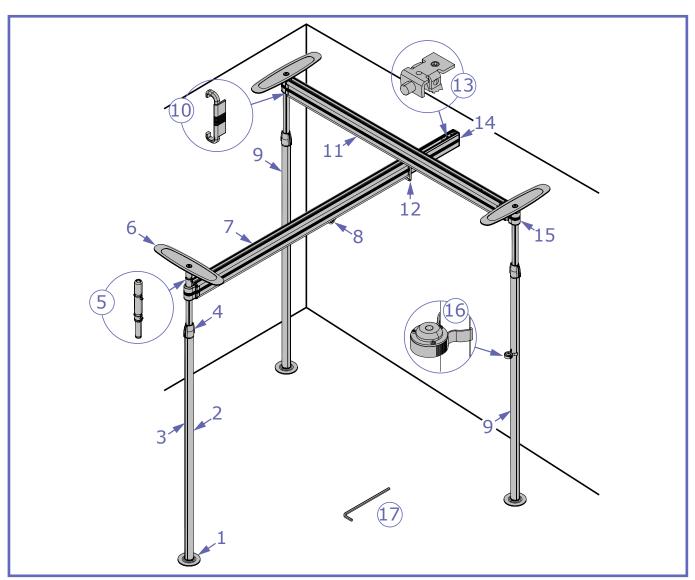


Fig. 2

Item	Description	Part №	Quantity
1	Round foot plate	700.10350	3
2	Pivot post	700.10455	1
3	Plastic strip (2 per post)	700.10230	6
4	Locking handle	N/A	3
5	Post top for pivot post	700.10560	1
6	Top plate	700.10400	3
7	Pivoting Track (extendable 1.9 - 3 m, with the standard trolley)	700.10850	1
8	Standard trolley	700.10650	1
9	Standard post	700.10500	2
10	C-H protector	200.10780	8
11	Fixed Track (extendable 1.9 - 3 m, with the swivel trolley)	700.10800	1
12	Swivel trolley	700.10900	1
13	End stopper	700.11005	2
14	Flat cap	200.11050	1
15	Round cap	200.10720	3
16	Clip-on level	700.10600	1
17	Allen key 6 mm	000.03280	1

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## **Ceiling Requirements:**

The EASYTRACK must be installed to a rigid ceiling which have a framework above it.

- Must have a maximum of 610 mm (24") between the trusses or joists in the ceiling.
- Ceiling must be made of wood or 12.7 mm (1/2") sheet rock or thicker.

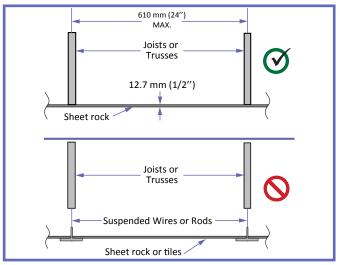


Fig. 3

 Ceiling must be clear of any dust, grease, water or any foreign substance.

**WARNING**: A build-up of nicotine, grease or water on the ceiling affects the integrity of the EASYTRACK System which could lead in patient fall.

## Floor Requirements:

Flooring must comply to local building code standards.

**WARNING**: Termites or water damages may affect the structure of the floor.

- Floor must be clear of any dust, grease, water or any foreign substance.
- Floor must have a slope of less than 0.5°. See drawing below to determine the floor slope. Use a level or contact a contractor if unsure of floor slope.

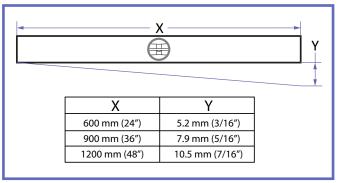


Fig. 4

## **Other Requirements:**

**WARNING**: Use the clip-on level included with kit to ensure all posts are straight – failure to do so may lead to injury.

- A maintenance check should be done on a monthly basis to ensure all posts are levelled, see "Care and Maintenance" section.
- Make sure the padded surface of the top plate and foot plate are kept clean and are intact.

# **Room Assessment**

Before installing the *EASYTRACK* prepare the installation as follows:

- 1) Survey the room where you plan to install the *EASYTRACK* System.
  - Make sure the room meets all the specifications outlined in "EASYTRACK System Requirements" section.
- 2) Make sure the pick-up point will be inside the transfer zone:
  - Over a bed: approximately 915 - 1020 mm (36 - 40") from the head of the bed.
  - Over a tub: approximately 400 - 460 mm (16 - 18") from the end of the tub.
  - Allow 1000 mm (39") of the open area for transfer working space.
- 3) Determine the location for the three posts considering the following, see Fig. 6:
  - Distance from the wall, adjacent to the two standard posts, to allow clearance for the pivot track overhang.
  - Minimum distance of 1.9 m (75") between the two standard posts.
  - Transfers should only take place between the EASYTRACK System's posts.
  - Centre the pivot post as much as possible between both standard posts.

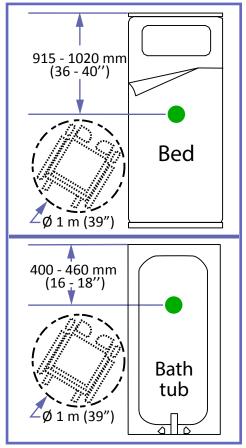


Fig. 5

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**NOTE:** Although it is not a requirement to place the posts directly under a joist in the ceiling, it is preferable. It does not matter which direction the plates are facing, see Fig. 7

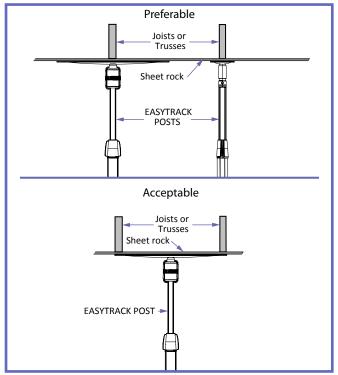


Fig. 6

Fig. 7

## Requirements

- · Step ladder
- · Tape measure
- · Someone to assist you

## **Assembling Procedure**

 Remove the round blue cap from the top of each post by pulling them away from the post.

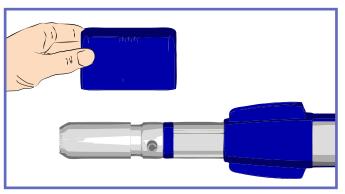


Fig. 8

5) Take one of the posts out of the box. Turn the post upright. Place the clip-on level (see Fig. 2 - item № 16) onto the post at approximately waist height.

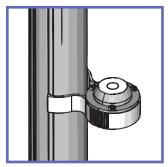


Fig. 11

6) Place the post onto the foot plate and press down to tighten. Pay attention to the shape of the post and foot plate before pressing the post down onto the foot plate.



Fig. 12

 Remove the blue plastic strips from each side of the posts. Take one end and pull gently.

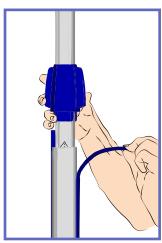


Fig. 0

 Place one top plate (see Fig. 2 - item № 6) into the top of the post, press firmly and evenly downward until the top plate "clicks" into place.

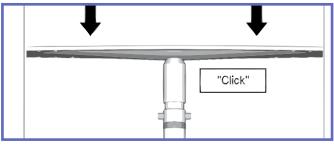
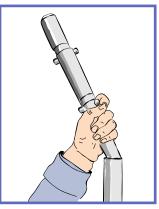


Fig. 13

- 3) Place one round foot plate (see Fig. 2 item № 1) on the floor where you want to place the first post of the *EASYTRACK* System.
- 4) Take the pivot post (see Fig. 2 item № 2) out of the box and the post top for pivot post (see Fig. 2 item № 5). Insert the post top into the post until it snaps into place.



ia 10

Extend the post quickly towards the ceiling by pulling the top portion and holding the bottom portion. The post should be within 76 mm (3") to touching the ceiling. If the top of the post is more than 76 mm (3") from the ceiling:

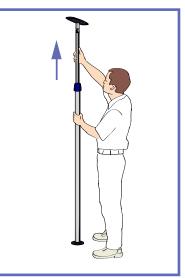
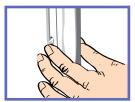
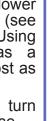


Fig. 14

a) Raise the top portion of the post slightly.



- c) Pull up the top portion of the post towards the ceiling.
- d) Repeat until the top of the post is less than 76 mm / 3" from the ceiling.
- 9) Lift the blue locking handle out of the lower portion of the post (see Fig. 2 - item № 4). Using the blue piece as a handle, twist the post as shown in Fig. 16:



- a) Top portion turn counter-clockwise.
- b) Bottom portion hold firmly.
- 10) Before the EASYTRACK post tightens against the ceiling; check the clip-on level to make sure the bubble is in the centre of the circle. Tilt the post until the bubble reaches the centre of the circle. see Fig. 17 and Fig. 18.

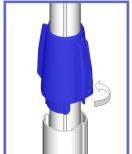


Fig. 16

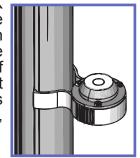
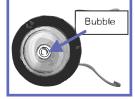


Fig. 17

NOTE: Make sure clip-on level is fully attached to the post. Failure to attach level properly could give an incorrect reading. Level should "Click" into place.



Once the bubble is in the centre of the clipon level – continue to tighten only until the red mark at the top of the post is no longer visible.

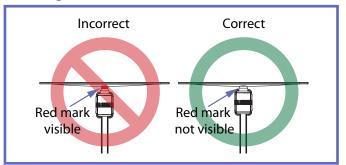
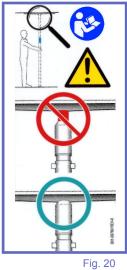


Fig. 19

**WARNING**: Red mark must not be visible for the post to be safely secured (see the warning label, apposed on each post, as shown in Fig. 20.

NOTE: Do not overtighten the post. Tighten only until red mark disappears. Over-tightening post may cause damage to the ceiling.



12) Remove the level from the post by sliding it up off the bottom portion of the post. Slide the blue locking device down to fit into the bottom part of the post to lock the post in place.

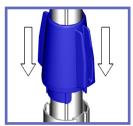


Fig. 21

**NOTE:** Once the blue locking handle is pressed into the lower portion of the post, the post can be turned as a whole, except for the top plate and foot plate. This will not lower the post. The post must turn to enable you to attach the track.

13) Repeat procedure from steps (1) for the second and third posts.

**NOTE:** Make sure that all posts are far enough from each other to allow the track to latch on (minimum distance between each post: 1.9 m (75").

14) Get the Fixed track with the swivel trolley (Fig. 2 - item № 11 & 12) and place the end of the track marked "Step 1" onto one standard post, not the post designated to be the 'pivot' post. Place the track onto the pins and rotate the post to desired direction.



Fig. 22

**NOTE:** Tilt the track upward (45°) to latch the track onto the post.

15) Raise the other end of the track to make it horizontal and extend it to the second standard post.

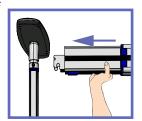


Fig. 23

**NOTE:** Do not squeeze sides of track together when attempting to extend or shorten the track. Squeezing the track makes it more difficult to slide.

16) Latch the end of the track marked "Step 2" onto the second standard post. The track should "click" in place. Press up on the track to make sure it is locked into place.

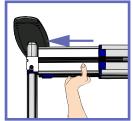


Fig. 24

17) Take the Pivoting Track with the standard trolley out of the box (Fig. 2 – item № 7 & 8) and remove the flat cap off the track.



Fig. 25

18) Locate the end stopper from inside the top of the track. The top portion is the section without the trolley in it.

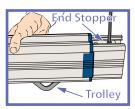


Fig. 26

19) Using the Allen key (Fig. 2 – item № 6) provided, loosen the stopper in the upper portion of the track and slide it out of the track.



Fig. 27

20) Place the end of the fixed track with the hooks onto the lowest pins of the pivot post. Tilt the track upward (45°) to latch it onto the post.



Fig. 28

21) Extend the track and thread the wheels of the trolley through the upper portion of the track.



Fig. 29

22) Continue to extend the track through the metal U-shaped attachment. Track should extend long enough beyond the attachment to allow the the pivoting track to reach both standard posts.



Fig. 30

23) Reinstall the stopper onto the top portion of the track with the rubber "bumper" leading. Slide stopper so it is approximately 25 mm (1") from the end of the track.



Fig. 31

24) Using the Allen key, secure the stopper in place. Make sure the stopper is snug. Do not over-tighten.

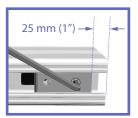


Fig. 32

- 25) Slowly move the track from post to post to make sure it moves freely. If it does not reach both posts, the pivoting track needs to extend further out.
- 26) Reinstall the flat cap onto the end of the track.

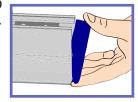


Fig. 33

- 27) Put the level and the Allen key in a safe place for future usage.
- 28) Install an end cap on each end of the fixed track.



Fig. 34

29) Place the blue plastic strips on both sides of the posts by pinching the strip in order to insert it into the grooves. Start at the bottom of the post.

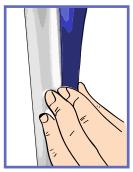


Fig. 35

Before using the *EASYTRACK*, review the installation to make sure it is safe for usage.

- · Check your installation against, Fig. 36.
- Make sure the red mark on top of each posts is not visible.
- Using the clip-on level, make sure that all posts are straight.
- Make sure that the both tracks are locked into place and that they are levelled.
- Make sure that the locking handle is secured down into the lower portion of each posts.
- Make sure that the end stoppers are well adjusted and secured.



Fig. 36

# Requirements:

- 4-step ladder
- Someone to assist you

# Disassembling Procedure

- 1) Remove the lift from the assembly before adjusting or disassembling the EASYTRACK System.
- 2) Remove plastic strips from the sides of the posts. To remove, take one end of the strip and gently pull outward.

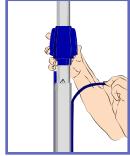


Fig. 37

3) Remove the cap from both ends of the fixed track, by pulling them away from the post.



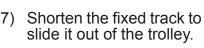
Fig. 38

4) Using a step ladder, reach under the section at the end of the pivoting track and remove the cap off of the end of the track.



Fig. 39

- 5) Locate the end stopper from inside the top of the track.
- 6) Using the Allen key provided, loosen the stopper and slide it out of the track.



Do not squeeze sides of track together when attempting to extend or shorten the track. Squeezing the track makes it more difficult to slide.



Fig. 40

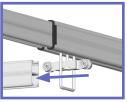
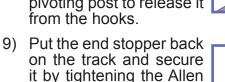


Fig. 41

8) Once the track from disengaged the trolley, tilt it to a 45° angle and lift the end at the pivoting post to release it from the hooks.



10) Put the blue caps back at both ends of the track.



Fig. 42



- 11) Place all pieces into a box or bag to protect them from dust and/or damage.
- 12) Using a step ladder, reach under the section of the fixed track labelled "Step 2". Slightly pull the blue tab away from the post to release the lock on the track.

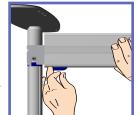


Fig. 44

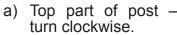
13) Push end of track to shorten the track and tilt the track downward (45°). The other end of the track should easily be released from the post.

Do not squeeze sides of track together when attempting to extend or the contract track. Squeezing the track makes it more difficult to slide.



Fig. 45

- 14) Place the track in a box or a bag to protect it from dust and / or other damage.
- 15) To remove the post, slide up the blue handle out of the bottom part of the post to unlock
- 16) Loosen the post by rotating the handle as shown in Fig. 46:



Bottom part of post – hold firmly.

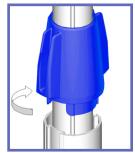


Fig. 46

- a) Slide the handle back into the bottom part of the post.
- b) Slightly raise the top portion of the post.
- Press in metal pin on both sides of the post.

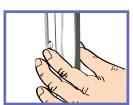


Fig. 47

**NOTE:** Metal pins cannot be pressed in when there is downward pressure on them. Pressure must be released to press in pin.

- d) Push top portion of post downward.
- e) Repeat until the metal pins are no longer visible and the top of the post is only 152-200 mm (6-8") above the blue locking handle.



Fig. 48

- 18) Remove the top plate from the post by pressing up evenly.
- 19) Remove the post from the foot plate by stepping on both sides and pulling the post up.

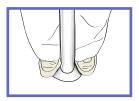


Fig. 49

- 20) Repeat from step (15) for the remaining two post.
- 21) Place all pieces into a box or a bag to protect them from dust and / or damage.

**Troubleshooting** 

PROBLEM	ТО СНЕСК	
7) Pivoting track does not slide all the way over to one or both sides.	<ul> <li>Is the pivoting track extended far enough beyond the fixed track? Lengthen pivoting track, by pulling further.</li> <li>Is the pivot post too far from the two standard posts? If the pivoting track can't reach the swivel trolley track, you need to decrease this distance. Follow disassembly instructions and reassemble the <i>EASYTRACK</i>. See "Fig. 6" on page 7 for information on dimensions and layout.</li> <li>Does the pivoting track need to be more centred between the two standard posts? See figure below. Pivoting post may need to be moved so it is more centred between the two standard posts. Follow Disassembly instructions and reassemble the <i>EASYTRACK</i></li> </ul>	
8) Pivoting track seems to be at an angle and track slides freely toward one direction.	<ul> <li>Is the ceiling levelled? See "EASYTRACK System Requirements" on page 6 for more information.</li> <li>Is the pivoting track attached to the lowest pins on the pivot post? See "Fig. 6" on page 7 to make sure that the proper post was used. The pivot post and standard post are different.</li> <li>Is the fixed track secured on the post? Push down on the track to ensure it is locked.</li> </ul>	

# Care and Maintenance

#### **Preventive Maintenance Schedule**

The *EASYTRACK* is subject to wear and tear, and the following actions must be performed when specified to ensure that the product remains within its original manufacturing specification.

**WARNING**: The points on this checklist are the minimum the manufacturer recommends. In some cases more frequent inspections should be carried out. Continuing to use the *EASYTRACK* without conducting regular inspections will seriously compromise the user and resident/patient's safety. Preventive maintenance specified in this manual can prevent accidents.

**WARNING:** Safety related maintenance and authorized service must be carried out by qualified personnel, fully trained in servicing procedures by Arjo and equipped with correct tools and proper documentation, including *Parts List* and *Service Manual*. Failure to meet these requirements could result in personal injuries and/or unsafe equipment.

	FREQUENCY				
POINTS TO BE INSPECTED BY USER/SERVICE TECHNICIAN	Annually / every 1400 transfer / every 50 assembling*				
	Monthly				
	Before every use				
	Before installing	<b>4</b>	Ψ	<b>V</b>	Ψ
Inspect for evidence of external damage or missing parts.		•	•	•	•
Ensure all components are in working order.		•	•	•	•
Using the clip-on level, make sure that all posts are straight. If any post is not straight remove the track and level post accordingly.			•	•	•
Red mark on top of each post (under the top plate) is not visible.			•	•	•
The tracks are secured in place. Press down on each track to make sure they are locked onto the posts.			•	•	•
Clean the inside of the tracks to ensure there is no dust or grease build-up inside the tracks.				•	•
Check to make sure that the trolleys move freely along the tracks.				•	•
Make sure the padding on the foot and top plate is clear of any foreign substance and is not damaged. Have the paddings replaced accordingly.					•

<sup>\*</sup> Which ever comes first: Annually - every 1400 patient transfer cycles - every 50 assembling/disassembling cycles.

**WARNING**: If any of the above inspection point fails, DO NOT USE the *EASYTRACK* system until appropriate corrective action is taken.

# **Annual Inspection by an Authorized Technician**

The *EASYTRACK* must be inspected by a qualified Arjo technician on an annual basis to ensure the proper functioning of its components, as well as the safety of the patients and care givers that use the *EASYTRACK*. Please contact your local representative to make arrangements.

**NOTE**: If the product does not work as intended, immediately contact your local Arjo agent for support.

## Cleaning

To clean the EASYTRACK, wipe it down with a damp cloth using warm water and mild detergent.

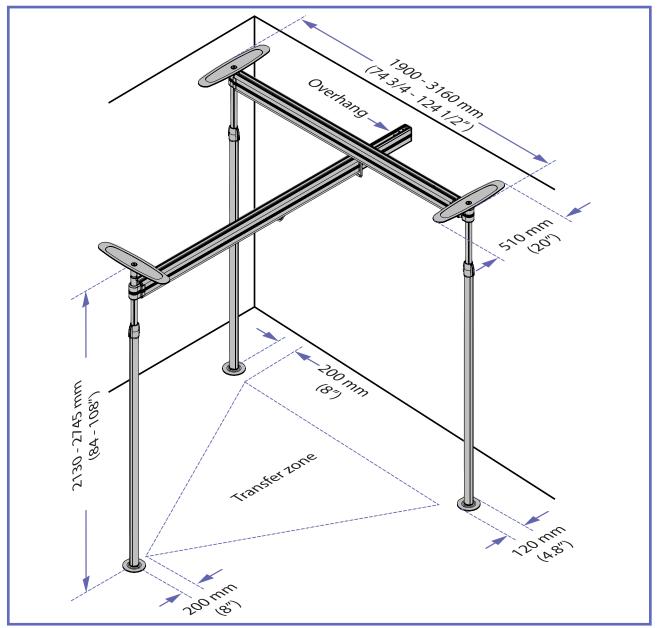
**CAUTION**: Do not use phenol, chlorine or any other type of solvent that may damage the finish.

To ensure a better rolling surface for the trolley wheels, clean the inside of the track every four months. To do so, insert a damp cloth in the opening and slide it from one end of the track to the other.

# **Technical Specifications**

PRODUCT INFORMATION	EASYTRACK 3-post system № 933001X
Weight	Total: 36.5 kg (80.3 lb) Post Assembly: 3.9 kg (8.58 lb) Fixed Track: 12.9 kg (28.38 lb) Pivot Track: 11.9 kg (26.18 lb)
Max. safe working load	200 kg (440 lb)
Range	Fixed Track: 1900 - 3160 mm (74 - 124 1/2") Pivot track: 1900 - 3160 mm (74 - 124 1/2") Post length: 2130 - 2745 mm (84 - 108")
Material	Aluminium
END OF LIFE DISPOSAL	
Package	Corrugated cardboard recyclable
Product	Components that are primarily be made up of different kinds of metal (containing more than 90% metal by weight) for example sling bars, rails, upright supports, etc., should be recycled as metals.

# **Dimensions**



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At Arjo, we are committed to improving the everyday lives of people affected by reduced mobility and age-related health challenges. With products and solutions that ensure ergonomic patient handling, personal hygiene, disinfection, diagnostics, and the effective prevention of pressure ulcers and venous thromboembolism, we help professionals across care environments to continually raise the standard of safe and dignified care. Everything we do, we do with people in mind.



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