



CAPSAHEALTHCARE

# CareLink™

Mobile Nurse Station

User Manual

*For RX and XP Models*



Elevating performance, every day.

# Warnings



**IMPORTANT** – Indicates a situation that does not present any hazard but is very important in maintaining a well functioning workstation.



**ATTENTION** – Consult manual to avoid a potentially hazardous situation which may result in minor or moderate injury.



**ELECTRICAL** – Indicates an impending electrical hazard which, if not avoided, may result in personal injury, fire and/or death.

- If this cart is used as part of a medical electrical system, the complete integrated medical electrical system must be evaluated to the requirements of section 16 of the IEC 60601-1 standard.
- **WARNING:** Do not modify this equipment without written authorization from the manufacturer.
- **WARNING:** If this equipment is modified, appropriate inspection and testing must be conducted to ensure continued safe use of the equipment.
- The supplied power cord is rated for medical use. Connecting the cord to an outlet that is not medical grade (indicated with a green dot) will not ensure grounding protection.
- **WARNING:** To avoid the risk of electric shock, this equipment must only be connected to a supply mains with protective earth.
- **WARNING:** The CareLink™ is not connected to Protective Earth while operating on battery power.
- CareLink™ carts use a battery power source that is not automatically maintained in fully usable condition. The battery power source requires periodic checking or replacement.
- Power cord, USB extension, and workstation are for INDOOR use only. **DO NOT OPERATE OUTDOORS.**
- If installed equipment is provided an integral multiple socket-outlet, connecting equipment to that multiple socket outlet results in creation of a medical electrical system and can result in a reduced level of safety. Clinicians, laypersons, hospitals or other organizations responsible for the use, maintenance, and care of the equipment refer to standard IEC- 60601-1 for guidance.
- This cart is designed to conform to Electromagnetic Compatibility (EMC) standard IEC 60601-1-2 and will operate correctly in combination with other medical equipment which also meets this requirement. To avoid interference problems affecting the device, connect only equipment that complies with IEC, ISO, UL/ANSI, or CSA standards that are relevant to that equipment.

# Warnings

- Keep power cord away from water. **DO NOT PLUG CORD INTO OUTLET IF WET.**
- **DO NOT OPERATE PRODUCT IF WET.** If the WORKSTATION becomes wet, unplug it immediately, wipe off any excess liquid, and allow it to dry before using again.
- Inspect power cord before integration. **DO NOT USE POWER CORD IF DAMAGED.**
- Fully insert power cord plug into outlet. **DO NOT** unplug by pulling on cord. **DO NOT** remove, bend or modify any metal prongs or pins of power cord.
- **DO NOT** use excessive force to make mechanical or electrical connections.
- **DO NOT** obstruct the cooling vents.
- **DO NOT** use an electrical extension cord with your workstation.
- **DO NOT** operate the lift system when there is an obstruction.
- **DO NOT** use a flammable cleaner on the station as it can result in fire or explosion.
- **DO NOT** overload the cart. Weight of technology components and monitor not to exceed 30 pounds (13.6 kg). Weight of monitor not to exceed 15 lbs. (6.8 kg).
- To prevent tipping, **DO NOT** operate the cart on an incline exceeding 4.7 degrees.
- **DO NOT** use the cart to power equipment that is not part of the configured cart system. The cart power system is designed to only power components that have been integrated with the CareLink™ cart.



To avoid potential electrical shock, **DO NOT** simultaneously touch any component of the CareLink™ cart system and the patient or any apparatus not connected to the CareLink™ system. Electric current may try to flow through you between the CareLink system and the point of contact as it seeks the easiest path to ground.



The CareLink™ cart may be equipped with Lithium Ion technology. **Do Not** direct short the battery. Shorting the battery will cause a violent reaction that may result in death or serious injury to personnel.

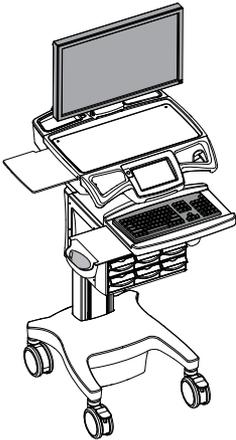
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# Introduction

## BOX CONTENTS

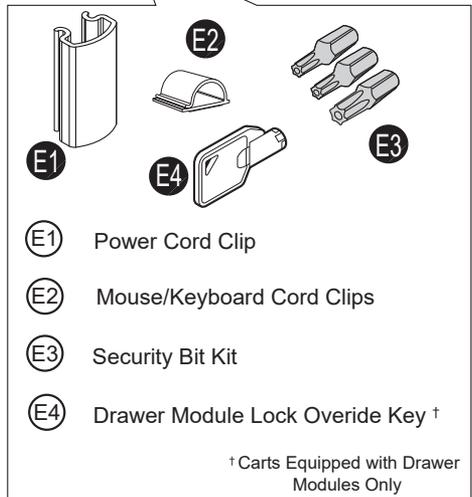
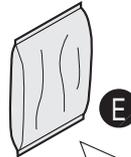
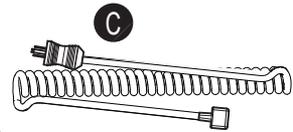
**A**



**D**



- (A)** CareLink™ Cart
- (B)** Security Keys
- (C)** Power Cord
- (D)** CareLink™ User Manual
- (E)** Accessory Kit



# Introduction

## SPECIFICATIONS

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Base Size	17" x 19" (43.2 cm x 48.3 cm)
Height Adjustment	Up to 15.7" (40.0 cm)
Cart Height	49.3" to 65" (125.2 cm to 165.3 cm)
Keyboard Height	4.8" (12.2 cm) of vertical travel
Front of Monitor to Wrist Rest	22" (55.9 cm)
Work Surface	20.75" W x 10" D (52.7 cm w x 25.4 cm)
Casters	5" (12.7 cm) 2 locking
Keyboard Platform	Accommodates 1.75" H x 18" W x 8" D (4.5 cm x 45.7 cm x 20.3 cm) USB keyboard
CPU Cavity	21.5" x 11.1" x 2.9" (54.6 cm x 28.3 cm x 7.5 cm)
LCD Monitor Mount	15 lbs (6.8 kg) max. 24" monitor max.
Power Cord	2.5 ft (0.75 m) hospital grade spiral cord – extends to 8 ft (2.4 m), recharges on board technology, 120 or 240 Vac, 6.3A, 50/60 Hz
Power Strip/Inverter	3 - NEMA 5/15 outlets/ 150W output each inverter Cart has provisions for up to 2 inverters/power strips for a total of 6 outlets/300W total output
UPS input	120-240 Vac 50-60Hz @ 6.3A
UPS Output	24 Vdc
Lithium Battery	24 Vdc 512 Wh

## STATEMENT OF USE

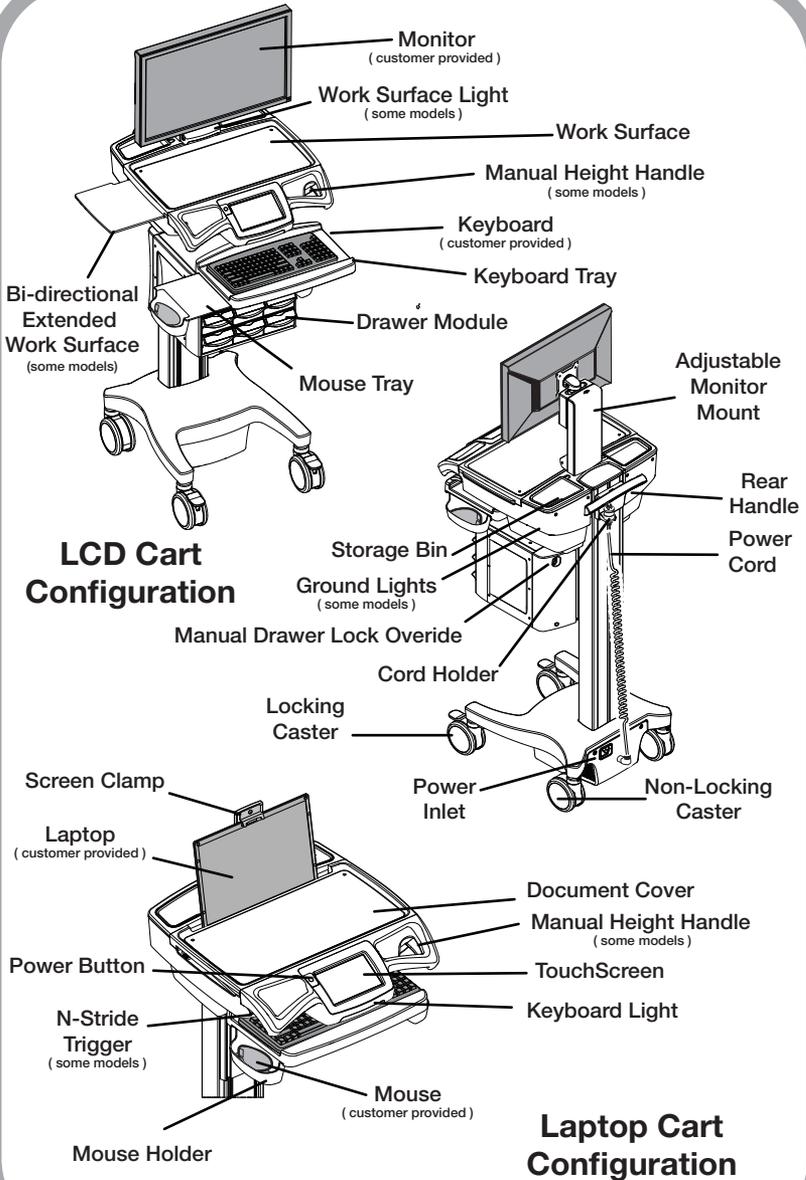
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The CareLink™ Mobile Computer Cart is designed and manufactured by Capsa Healthcare. Capsa Healthcare is dedicated to providing innovative quality products. Our goal is to increase the capacity to care by improving productivity, ergonomics and compliance while enhancing your facility image.

- The CareLink™ Mobile Computer Cart is a mobile computing workstation cart designed for safe use in general patient areas for the purpose of clinical data entry and retrieval and medication delivery
- The CareLink™ Mobile Computer Cart is not intended for home use
- The CareLink™ Mobile Computer Cart has no potential electromagnetic or other interference risks when operated according to guidelines covered in this instruction manual

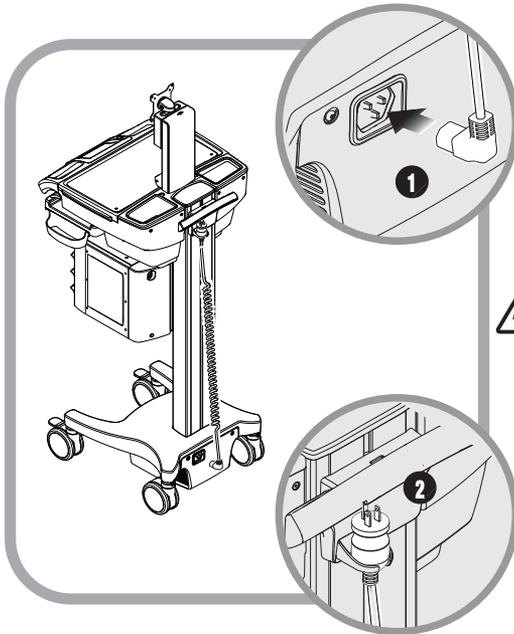
# Introduction

## OVERALL VIEW



# Get Started

## PLUG IN THE POWER CORD



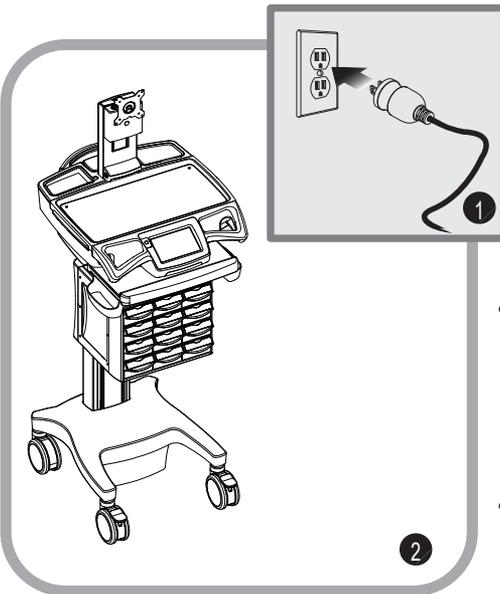
Install the power cord.

1. Plug the power cord into the cart.
2. Stow the plug in the cord holder.



**Note:** The supplied power cord is rated for medical use. Connecting the cord to an outlet that is not medical grade (indicated with a green dot) will not ensure grounding protection.

## CHARGE THE BATTERY



When a cart is new or has been removed from service for more than 30 days, the battery will need to be conditioned.

To condition the battery:

1. Plug in the power cord.
2. Leave the cart plugged in for approximately 8 hours.



**Note:** The initial touch screen charge indicator reading may be incorrect. Charge the cart for 8 hours to ensure the battery is at full charge and that the charge indicator is set to the correct level of charge.



**WARNING:** To avoid the risk of electric shock, this equipment must only be connected to a supply mains with protective earth.

# Operation

## QUICK START PROCEDURE

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Good practice for starting the CareLink™ cart is as follows:

1. Turn on the cart (see *Power the CareLink™ Cart* page 10).
2. Note the condition of the battery (the cart may need to be plugged in).
3. Log In to the touch screen (see *Touchscreen Log In/Log Out* page 15).
4. Move the cart to the desired location.
  - Unplug the cart from the wall outlet
  - Place the plug in the cord holder
  - Unlock the casters (see *Castors* page 17)
  - Move the cart
5. Lock the casters.
6. Adjust the work surface height (see *Lift System* pages 21-23).
7. Set work lights as you need them (see *Task Lighting* pages 24-25).
8. When you finish your work cycle, log out from the touch screen.

**Note:** Plug the cart into an electrical outlet when it will be left unattended for any length of time.

To fully shut down the cart for service or cleaning, you must:



1. Unplug the power cord.
2. Power down the cart and internally disconnect the battery by touching the **Shutdown** button located on the Help screen.

If the power cord is plugged in after the shutdown button is pressed, the battery will reconnect and the cart will power up automatically.

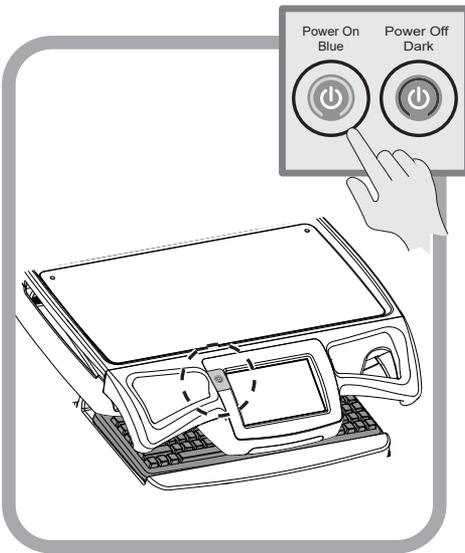
To power up the cart after shutdown, you must plug in the power cord to reconnect the battery to the cart electrical system.



Observe local safety procedure to ensure that cart remains de-energized during maintenance and cleaning cycles.

# Operation

## POWER THE CARELINK™ CART



**Note:** If the touch screen is dimmed, touch it to awaken it.

The **Power** button is located to the left of the touch screen. A color band on the button indicates the power state of the cart. The power state band colors are as follows:

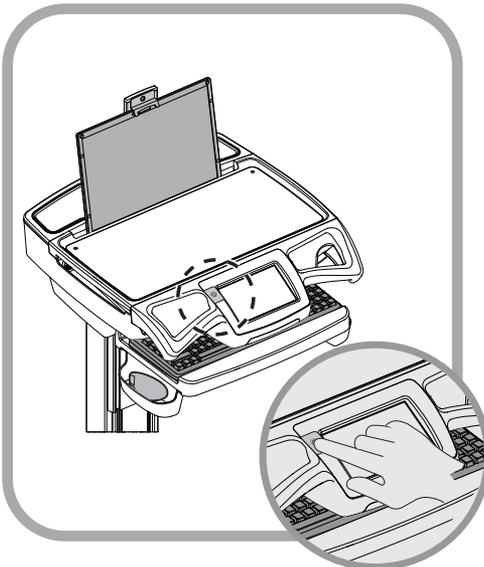
- Blue – Power On  
The touch screen is enabled, the cart is functioning normally.
- Dark – Standby/Shutdown

### In Standby:

- The power output to installed components is off
- The touchscreen is active
- The power button will turn on power to installed components

### For Shutdown:

- Power off to the installed components
- The touchscreen is inactive
- The cart must be plugged in to restart



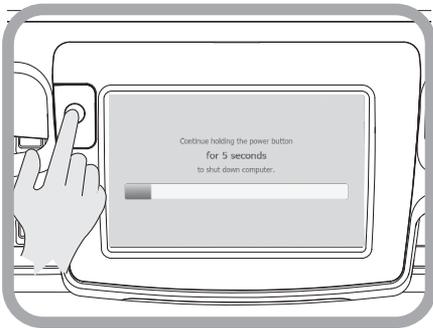
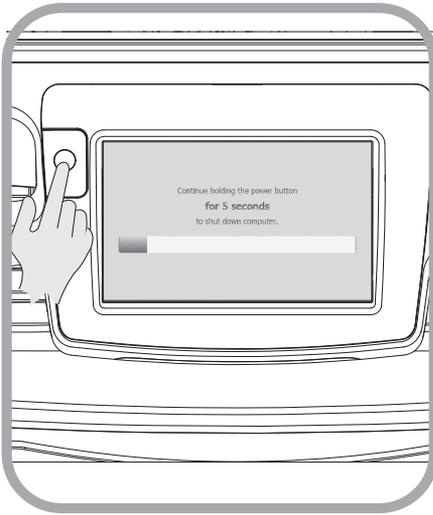
### To power the CareLink cart:

- Plug in the power cord
- In approximately 5 seconds the cart will power on

**Note:** A de-energized cart cannot be powered on unless it is plugged into AC power.

# Operation

## POWER THE CARELINK™ CART



### Standby Mode:

1. To switch the CareLink™ into *Standby Mode*, hold down the **Power** button for 5 seconds.

- Power to the installed components is turned off
- The power switch goes dark
- The touchscreen stays active

2. To cancel *Standby Mode*, press and release the **Power** button.

Normal operation is restored.

### To Shutdown the Cart Using the Power Button

1. Unplug the CareLink™ cart.

2. Hold down the **Power** button until the touchscreen goes dark (approximately 20 seconds). Release the **Power** button.

- The cart will shutdown if the power cord is unplugged
- The cart remains in standby mode if the cart is plugged in

### Using the Shutdown Button

1. Unplug the CareLink™ cart.

2. Touch the **Help** Icon  to display the help page.

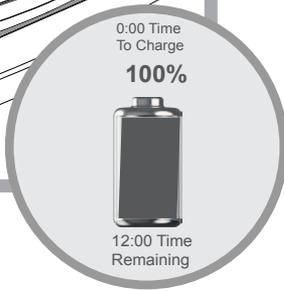
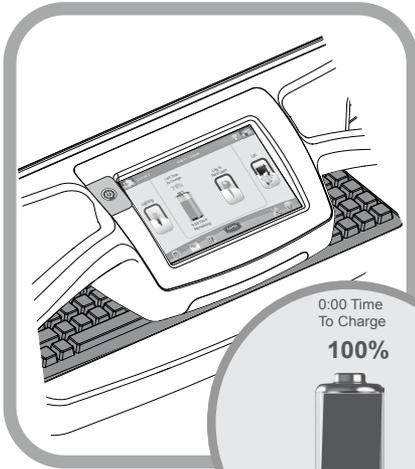
3. Touch the **Shutdown** button – a confirmation screen is displayed.

4. Touch the **Shutdown** button to confirm shutdown.

**Note:** Touch the **Cancel** button  to end the shutdown cycle and return to the help screen.

# Operation

## THE BATTERY CHARGE INDICATOR

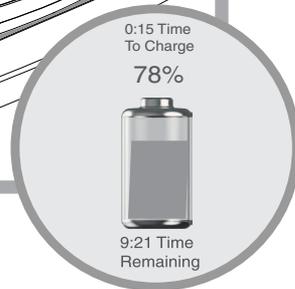
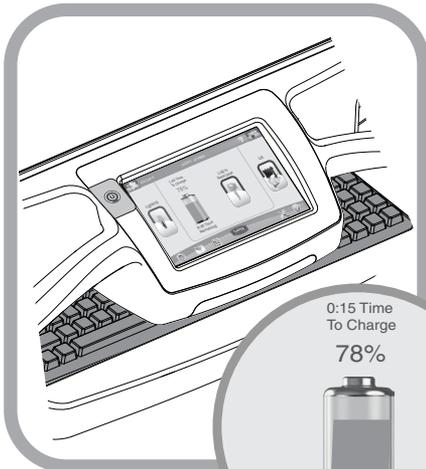


The battery charge indicator is located at the center of the touch screen. The indicator displays both a numeric listing and graphic representation of the remaining battery charge. The graphic indicator displays 4 charge states:

- Blue – Full Charge/Normal
- Yellow – Lesser Charge/Normal
- Red – Discharged/Critical
- Clear – Fully Discharged/Critical

### When the graphic indicator is Blue:

- The cart is ready for mobile battery power use
- Plug in the CareLink™ cart when it will be left unattended

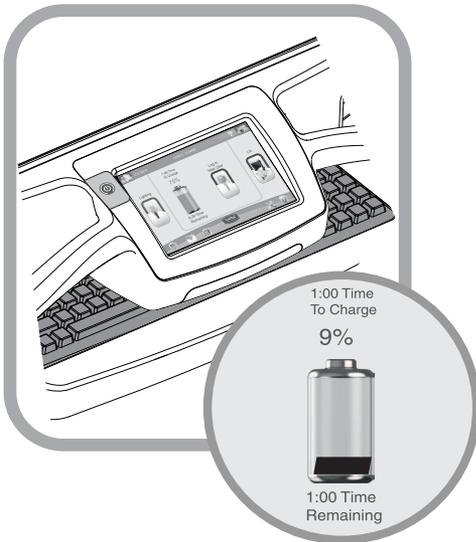


### When the graphic indicator is Yellow:

- The cart may be used on battery power
- There is no immediate need to plug in the cart
- The cart does need to be plugged in to top up the charge before the charge level drops to the red level

# Operation

## THE BATTERY CHARGE INDICATOR



### When the graphic indicator is Red:

- Less than 10% (factory default) charge remains

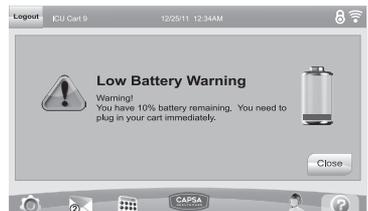
**Note:** This setting is configurable in N-Sight™.

- If the cart is not plugged in, it must be plugged in very soon



### When the graphic indicator is clear:

- The cart reads 0% charge
- The cart must be plugged in immediately to avoid a recovery period
- The cart will soon shutdown for a battery recovery period - your computer will not be available to you during this time
- The *Low Battery Warning* is displayed - plug in the cart now!



# Operation

## USING THE TOUCHSCREEN

The touchscreen uses sensitive optical technology to register touch. A touch will register just before a finger actually touches the screen surface. Lightly contacting the screen will register a touch.



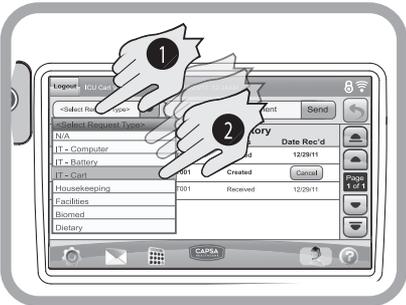
Keep the screen clean from foreign objects to achieve the best touch sensitivity. Avoid excessive dust accumulation on all sides of the border of the screen. Refer to the *Cleaning* (starting on page 36) for more information.



### Selecting items on the touchscreen

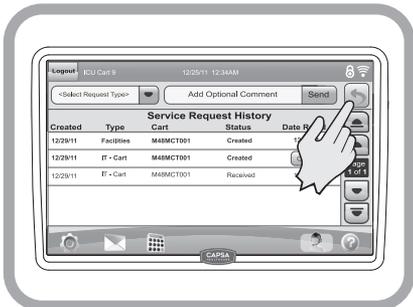
To select items on your touch screen, you can:

- Touch once much like a single mouse click



- Open a roll down menu as you would with a right mouse click by:

1. Touching and hold the screen selection until the roll down menu appears.
2. Then touch the desired menu item.

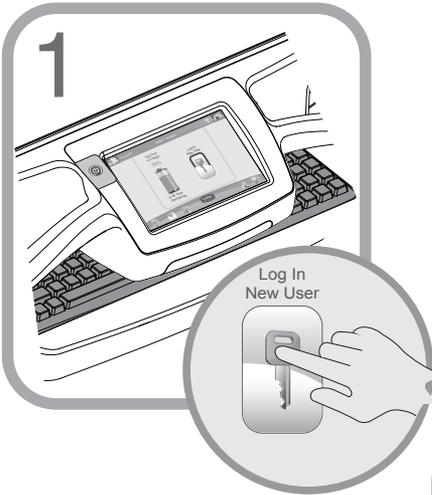


### Return to a Previous Screen

To return to the previous screen, touch the **Return** button  that is displayed in the right hand corner of the display.

# Operation

## TOUCHSCREEN LOG IN/LOG OUT



To log in to the touchscreen, touch the **Log In/Unlock Drawers** button to access the keypad.

Enter your PIN. When you type the correct number of digits:

- The touchscreen will validate the PIN entered
- If valid, the touchscreen will:
  - Load your personal settings
  - Open the drawers
  - Activate advanced operation of the touchscreen
- If not valid, the touchscreen will display an error message and request entry of a valid PIN.



The CareLink™ card is ready for use.

### Log Out

To log out from the cart, touch the

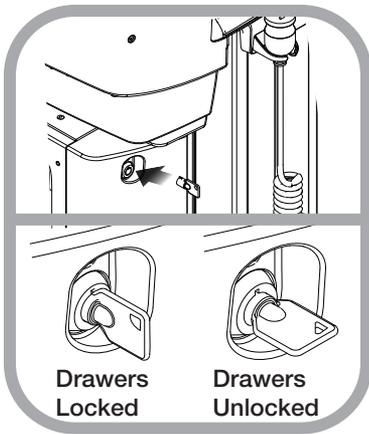
**Logout** button  .

# Operation

## DRAWER MODULES

### Drawer Locks

The drawers are accessible when a valid PIN is entered into the touchscreen. A user may lock the drawers by either touching the **Drawer Lock** button  or by waiting until the drawer lock timer counts down (go to the **Preferences** screen to set the drawer lock timer.) The electronic drawer lock will not function when the battery is dead, conditioning or the cart is electrically de-energized. When there is no power to the drawer module, open the drawers by using the manual lock override that is located at the rear of the module.



Use the manual drawer lock override as follows:

1. Insert the lock override key into the lock located on the rear of the drawer module.  
The Drawers are locked – the key may be removed from the lock.
2. Turn the key clockwise to open the drawers.  
The key cannot be removed while the drawers are unlocked.
3. Turn the key counter clockwise to lock the drawers and remove the key.

### Drawer Labeling

The user may choose from two methods of labeling:

- Wet-erase labels, located on the drawer pull beneath the clear label guard (white for locking drawers, gray for non-locking).
- 4 1/8" (10.5 cm) X 7/8" (2.2 cm) paper or card label placed in the pocket formed by the clear label guard.

**Label the drawers in the following manner:**

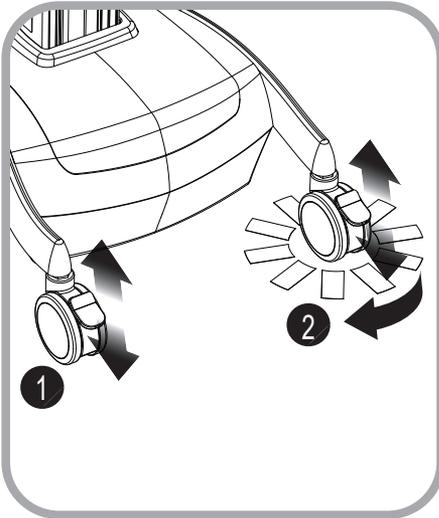
1. Remove the clear plastic label guard.
2. Use a wet-erase marker (Expo® Vis-A-Vis® or equivalent) to label the drawer.
3. Replace the label guard.

### Paper labels

1. Cut out and print a sufficient number of 4 1/8" X 7/8" labels.
2. Insert the label between the label guard and the dry erase surface.

# Operation

## CASTERS



To operate braking casters:

1. Lower the tab with your toe to lock a caster.
2. Lift the tab with your toe to unlock a caster.

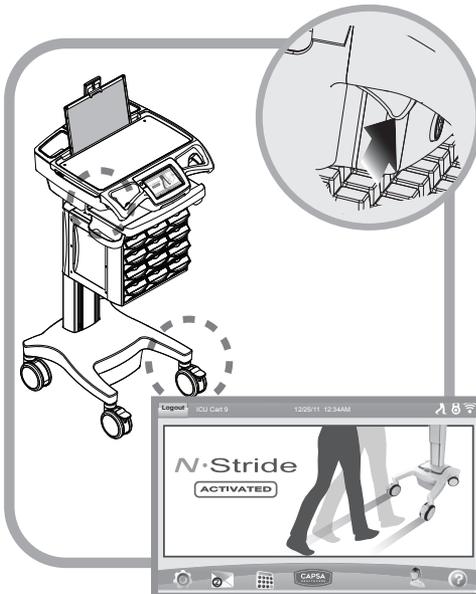
To operate tracking casters:

1. Lower the tab with your toe to engage tracking feature.

**Note:** When the tab is lowered, the tracking caster will align to the nearest angle position.

2. Lift the tab with your toe to disengage the tracking feature.

## N-STRIDE™ (SOME MODELS)



N-Stride™ is designed to aid straight line movement of a loaded cart by locking the right front caster in position.

### To activate N-Stride™:

Squeeze the trigger that is located beneath the left handle.

The N-Stride™ screen is displayed for a few seconds when the wheel has locked in to position.

The N-Stride™ icon  is displayed on the right side of the title bar while the N-Stride™ is active.

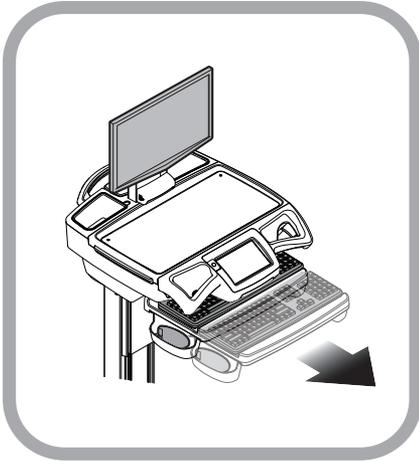
### To cancel N-Stride™:

Squeeze the trigger again.

**Note:** N-Stride™ toggles on or off with each squeeze of the trigger).

# Operation

## EXTEND THE KEYBOARD, MOUSEPAD AND WORK SURFACE



The CareLink™ cart features a retractable keyboard tray, mousepad and optional bidirectional work surface. The retractable surfaces shrink the overall size of the cart to allow passage through confined spaces.

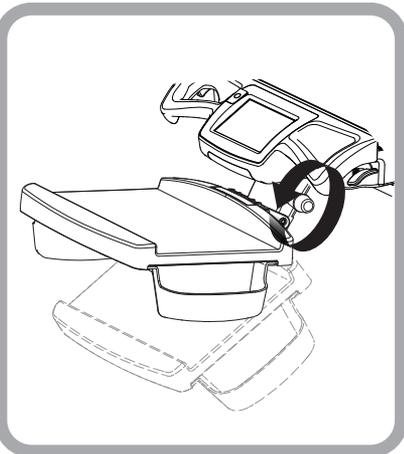
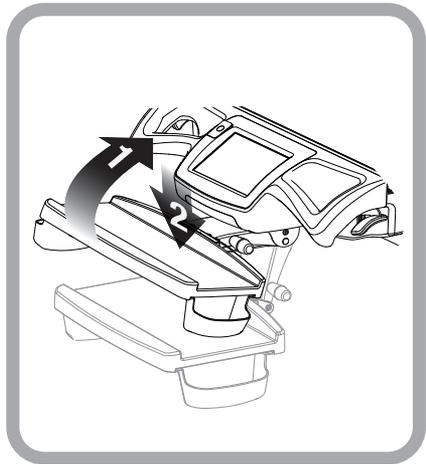
- To extend the keyboard tray, pull the keyboard tray out.
- To retract the keyboard tray, push the front edge of the keyboard tray in until fully retracted.

The keyboard tray mount allows the user to raise and lower the keyboard tray in relation to the work surface. The user may also tilt the keyboard tray to type while standing.

### To lower the keyboard tray:

1. Tilt up the front of the keyboard tray to unlock the mechanism.
2. Push the keyboard tray downward to the desired position.

To raise the keyboard tray, pull the keyboard tray upward.



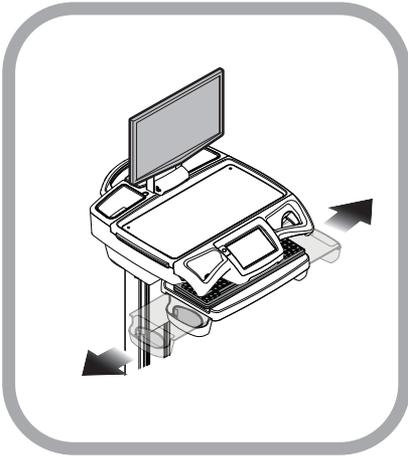
### To tilt the keyboard tray:

Rotate the knob located at the center of the keyboard tray mount until the keyboard tray is tilted as desired.

# Operation

## EXTEND THE KEYBOARD, MOUSEPAD AND WORK SURFACE

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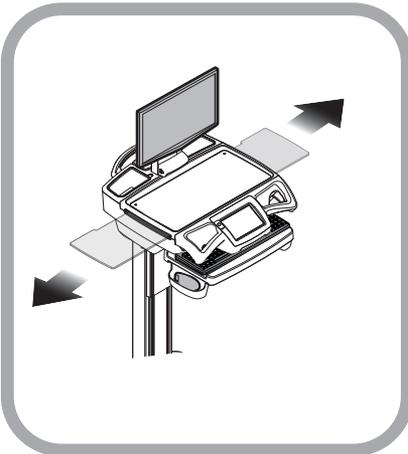


### To Extend the mousepad:

Pull the mouse holder in the desired direction.

### To Retract the mousepad:

Push the mouse holder toward the keyboard until the mousepad is centered to the keyboard tray.



### To **Extend** the bidirectional work surface:

Pull the end of the bidirectional work surface in the desired direction.

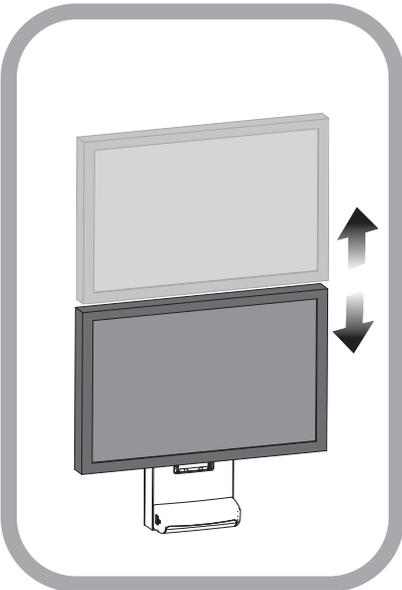
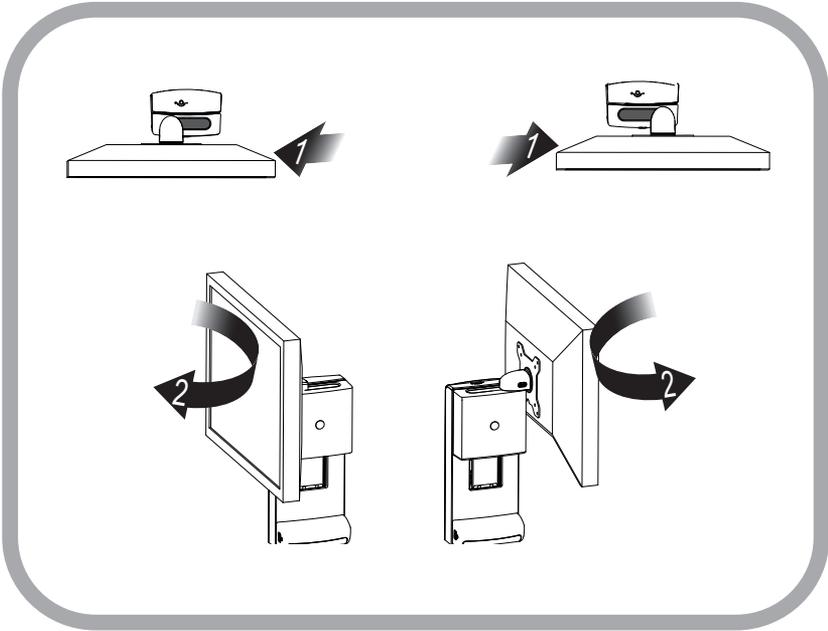
**Note:** You may have to push the opposite end of the work surface into the Tech box in order to get a hand hold.

### To **Retract** the bidirectional work surface:

Push the exposed end of the bidirectional work surface until it is flush with the side of the tech box.

# Operation

## ADJUSTABLE LCD MOUNT (OPTIONAL)



The adjustable LCD monitor mount is designed to allow height adjustment of the monitor and to allow the monitor to pivot 180 degrees.

### To pivot the monitor:

1. Grasp the sides of the monitor, then slide the monitor to the desired side.
2. Twist the monitor to the desired position.

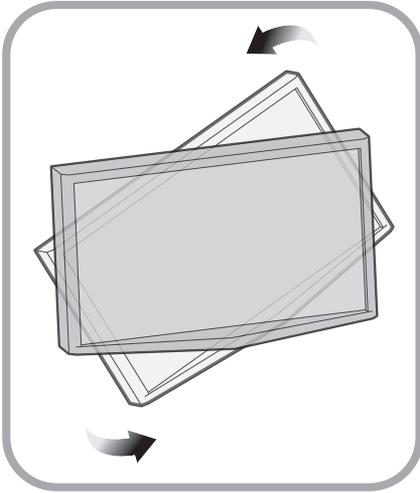
### To raise or lower the monitor:

1. Grasp the sides of the monitor.
2. Slide the monitor up or down as desired.

 If the monitor seems difficult to raise or creeps downward, the monitor lift system may need to be calibrated. Contact your IT department.

# Operation

## LCD MONITOR ROTATION



If the feature is enabled, the LCD monitor may be rotated 90 degrees. Some configurations will only rotate 90 degrees clockwise or counter clockwise, not both.

To rotate the monitor:

1. Grasp the sides of the monitor
2. Rotate the monitor until the monitor is positioned as desired (usually full portrait or full landscape position)

**Note:** That the monitor will slightly rotate then stop, indicates that the monitor is not setup for rotation.

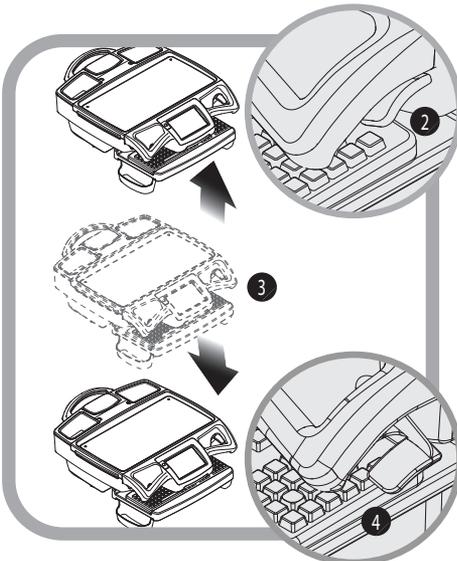


**Do Not** force the monitor to rotate. Forcing the monitor to rotate can damage both the monitor and the mount.



Make sure the monitor cables do not wind around the monitor mount. Always reverse the rotation of the monitor to keep the cables free.

## MANUAL WORK SURFACE LIFT (SOME XP MODELS ONLY)



To raise or lower the work surface:

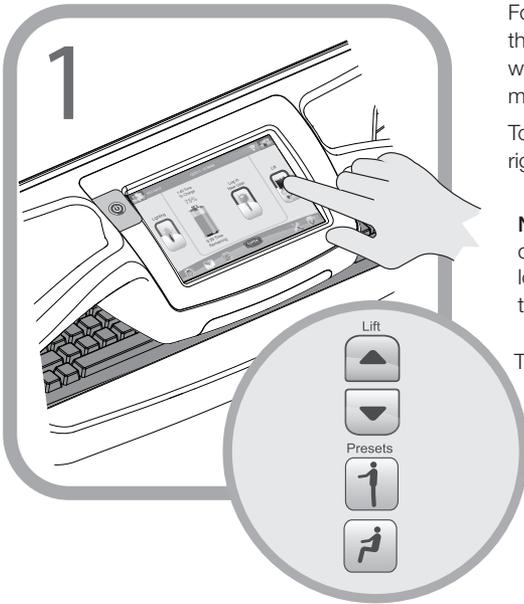
1. Position your hands to hold the work surface steady.
2. Lift the height lever located beneath the right handle.
3. Raise or lower the work surface to the desired height.
4. Release the height lever, then slightly raise or lower the work surface to make sure the locking pin is seated. You will feel the locking pin detent and lock in position if is not seated.



If the work surface seems difficult to raise, or seems to fall too easily, the lift system may need to be calibrated. Contact your IT department.

# Operation

## ELECTRONIC WORK SURFACE LIFT SYSTEM (SOME MODELS)

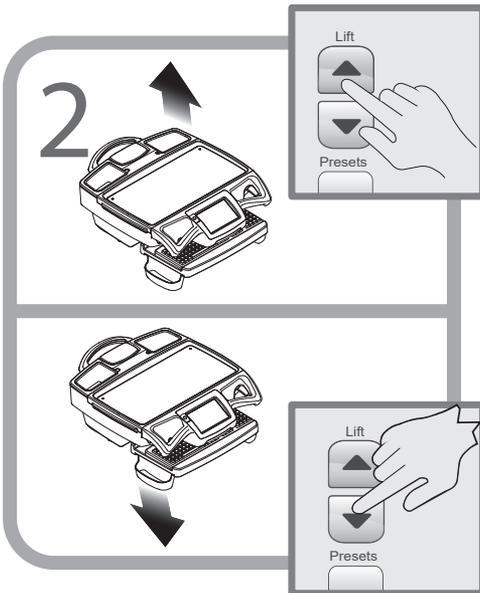


For CareLink™ carts equipped with the electronic lift system, adjust the work surface height in the following manner:

Touch the **Lift** button located on the right side of the touchscreen.

**Note:** Depending on the configuration of your cart, a login may be required to access this feature.

The lift controls are displayed.



To adjust the work surface upward:

1. Touch and hold the **Up Arrow** button.
2. Release the button when the work surface has moved to the desired position.

To adjust the work surface downward:

1. Touch and hold the **Down Arrow** button.
2. Release the button when the work surface has moved to the desired position.

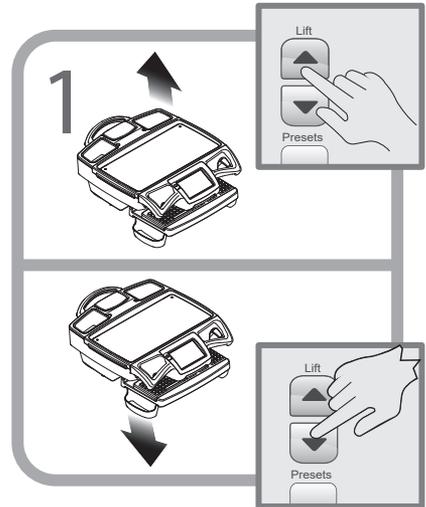
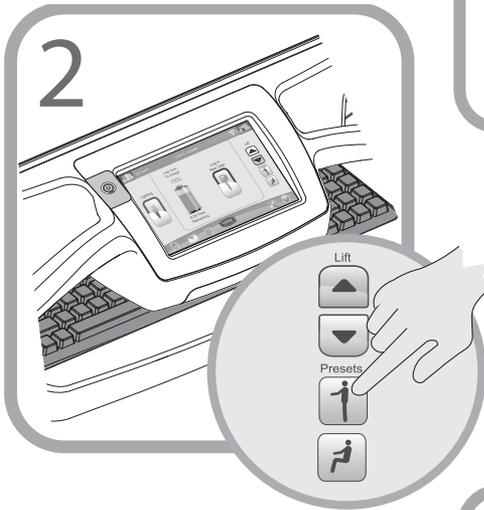
# Operation

## ELECTRONIC WORK SURFACE LIFT HEIGHT PRESETS (OPTIONAL)

Electronic lift height presets are available to users who are logged in. Individual users may set sitting and standing height presets to adjust the CareLink™ cart for their personal comfort.

To set height presets:

1. Use the arrow keys to adjust the work surface to the desired height.

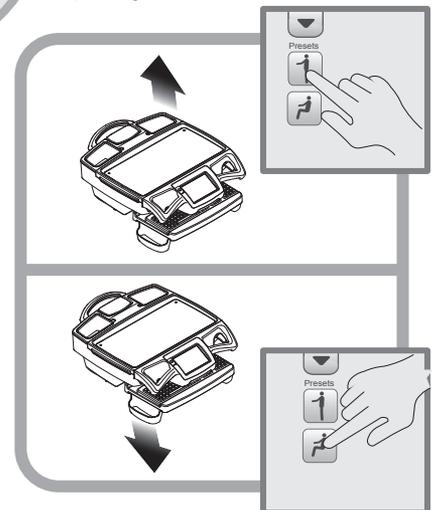


2. Touch and hold the **Preset** button for approximately 5 seconds to store the preset position in memory.

**Note:** Your saved work surface height presets are stored in your user profile. Your saved presets will follow you to any cart that you log in to.

Move the work surface to your height presets in the following manner:

- Touch the **Standing** button to move the work surface to the preset standing height.
- Touch the **Sitting** button to move the work surface to the preset sitting height.

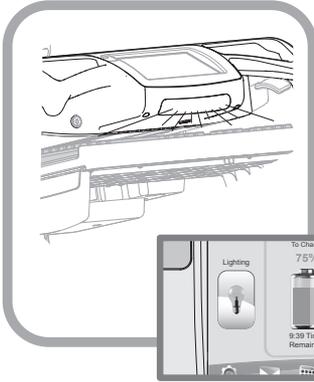


Touch the **Stop** button displayed on the touchscreen to stop travel of the work surface before it reaches a height preset.



# Operation

## TASK LIGHTING

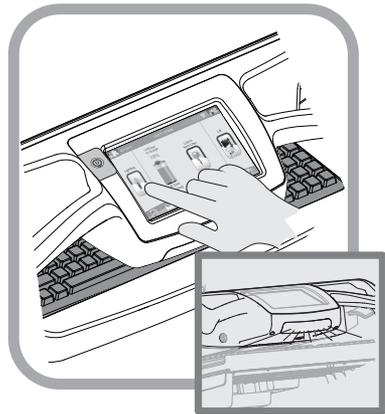


Task lighting is included to enhance cart usability in darkened patient areas. All CareLink™ carts are equipped with a standard keyboard light operated by using the **Lighting** button located at the left side of the touch screen.

Optional task lighting configurations can include a work surface light and ground lights. Optional lighting configurations are operated from the lighting menu (accessed by touching the **Lighting** button).

To use the standard configuration keyboard light:

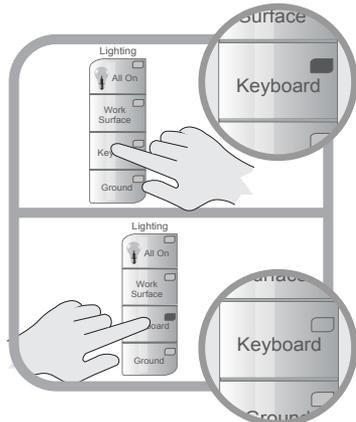
- Touch the **Lighting** button located on the left side of the touch screen to turn on the keyboard light
- Touch the **Lighting** button again to turn off the keyboard light



To access the optional task light buttons:

Touch the **Lighting** button located on the left side of the touch screen.

The optional task light buttons are displayed.



The optional task light buttons include an indicator that darkens when button is toggled on and is Gray when the button is toggled off.

- Touch a button to turn on a task light— the indicator will darken.
- Touch a button with a darkened indicator to turn off that light— the indicator will turn Gray.

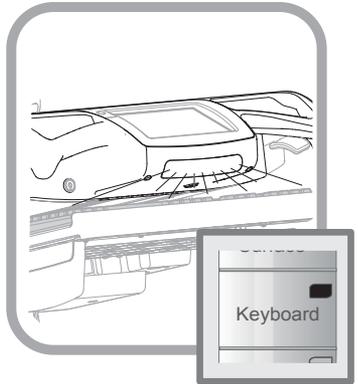
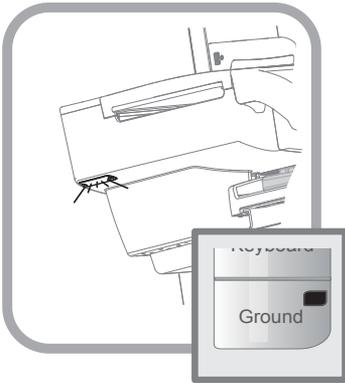
# Operation

## TASK LIGHTING

The function of the optional **Task Light** buttons is further explained in the sections that follow:

- The **Keyboard** button controls the lights located below the touch screen
- The keyboard light is designed to illuminate the keyboard area.

**Note:** When the keyboard tray is retracted, the keyboard light will illuminate the floor in front of the cart.

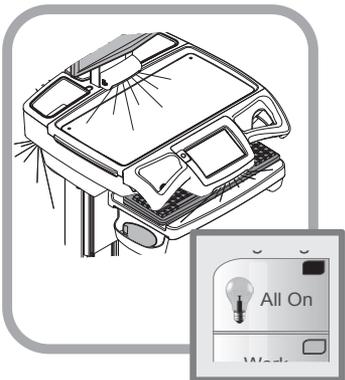


The **Ground** button controls lights are built into the bottom rear corners of the technology tray.

The ground lights illuminate the floor at the rear of the cart to aid in navigating darkened patient areas.

- The **Work Surface** button controls the light located beneath the LCD monitor.
- Note:** Laptop models do not include a work surface light).

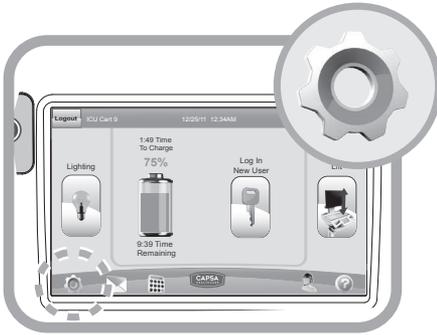
- The work surface light illuminates the work surface area and the inside of the technology tray when the work surface is removed.



The **All On/All Off** button is used to operate all task lights simultaneously.

# Operation

## SETTINGS (STANDARD)/PREFERENCES (OPTIONAL)



The **Cog** button , located at the bottom left of the touchscreen, is used to access both the *Settings* and *Preferences* screens. If no user is logged in, the **Cog** button will access the *Settings* screen. When a user is logged in, the **Cog** button will access the *Preferences* screen.

A user who is not logged in may use the *Settings* screen to temporarily adjust the level of touchscreen brightness and alarm volume.

To change touchscreen settings:

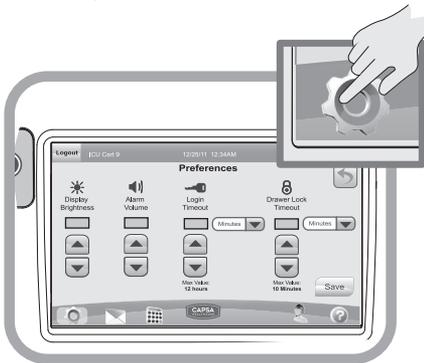
1. Touch the **Cog** button , to access the *Settings* screen.
2. Change the desired setting:
  - Touch the **Up Arrow** button to increment the setting value.
  - Touch the **Down Arrow** to decrement the setting value.
4. Touch the **Return** button  to return to the previous screen.



The *Preferences* screen allows a logged in user to adjust the levels of touchscreen brightness, alarm volume and log in time.

To set individual touchscreen preferences:

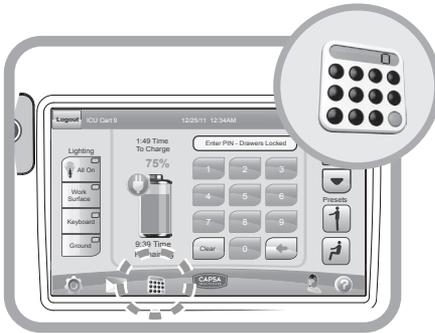
1. Log in to the touchscreen if you have not already done so.
2. Touch the **Cog** button  to access the *Preferences* screen.
3. Change the desired setting:
  - Touch the **Up Arrow** button to increment the setting value.
  - Touch the **Down Arrow** to decrement the setting value.
4. Touch the **Save** button to save the new settings to memory and return to the previous screen.



**Note:** When saved, your preferences will follow you to any cart that you log in to.

# Operation

## CALCULATOR (OPTIONAL)



To access the CareLink™ calculator feature:

Touch the **Calculator** button .

The function of the calculator is described in the sections that follow:

The Readout : shows each entry and the result.

 , ,  keys:

Enter numerals on the display. For decimal places use the  key in the logical sequence.

Use the  key to change the sign of the bottom number on the readout.

, , ,  Function keys:

Perform the four basic mathematic calculations when these keys are Touched in arithmetic sequence with the number keys.

Touch the  key to obtain the answer after entering numeral and function keys.



 **Memory Icon:**

The memory icon is displayed whenever there is a value stored in memory. The icon is turned off when the memory is clear.

 **Memory Plus (Minus) key:**

Transfers the bottom number on the readout to the memory as a positive (negative) value and automatically adds that value to any value previously stored in the memory.

 **Memory Recall key:**

Recalls the contents of the memory to the bottom line of any number stack shown on the readout.

 **Memory Clear key:**

Clears the contents of the memory and changes the value to zero.

 **Back Space key:**

Moves the entry cursor back one space and erases the last key Touch.

 **Clear Entry key:**

Removes the last line of the readout. Touching the  key twice clears the readout and ends processing of any calculations.

# Operation

## SERVICE REQUEST (OPTIONAL)

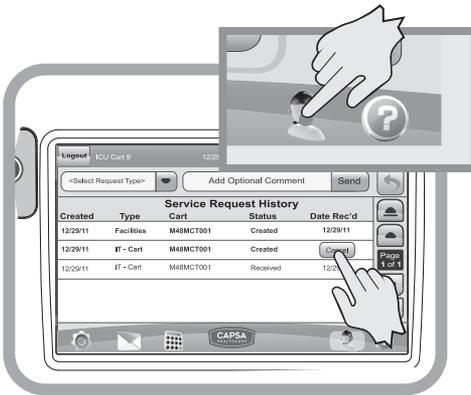


The **Service Request**  button is used to send requests from the cart.

A new request may be canceled until it is acknowledged. Once a request has been acknowledged, the **Cancel** button is replaced with the date received.



**Note: Do Not** use the Service Request system to transmit patient or HIPAA protected Information.



The *Service Request* screen displays a listing of requests sent from the cart.

To access the *Service Request* screen:

Touch the **Service Request** button.

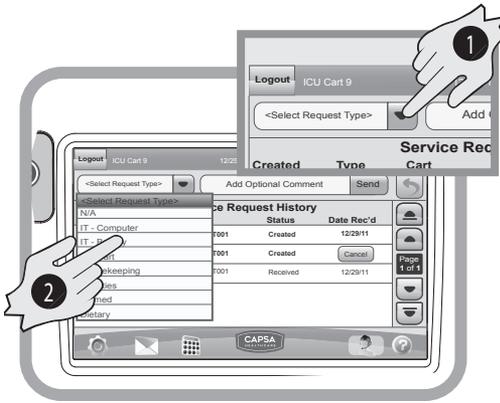
A pending request may be canceled and removed as long as the **Cancel** button is visible.

To cancel a pending request:

Touch the **Cancel** button to delete the request from the system.

# Operation

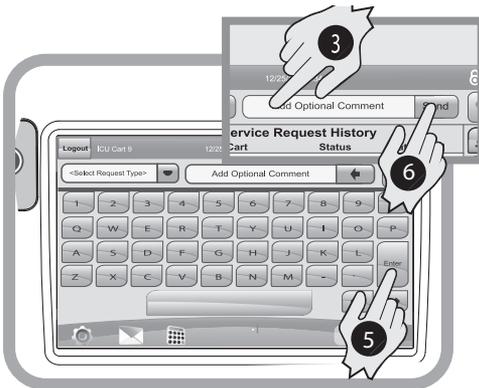
## SERVICE REQUEST (OPTIONAL)



To send a request from the cart:

**Note:** Make sure the Wi-Fi is active. Look for the  icon in the upper right hand corner of the touch screen.

**Note:** If Wi-Fi is not active requests and notifications cannot be sent or received.

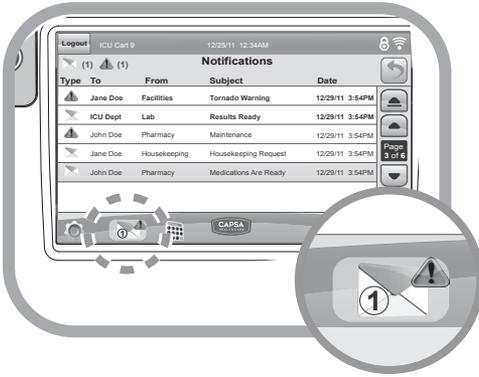


1. Touch the **Select Request Type** window to roll down the Request Type menu.
2. Touch the desired message type.
3. If it is necessary to add additional information, touch the **Add Optional Comment** window to display the on-screen keyboard.
4. Type in your comment.
5. When finished, touch the **Enter** key.
6. Touch the **Send** button to send the message to the management system.

The new message will appear at the top of the message list.

# Operation

## NOTIFICATIONS (OPTIONAL)



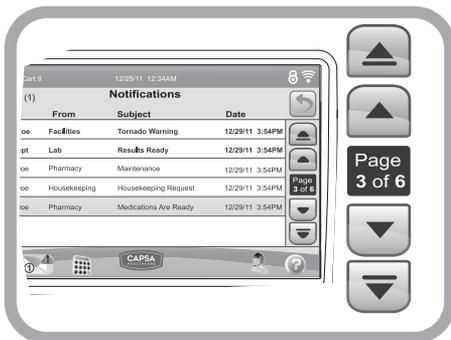
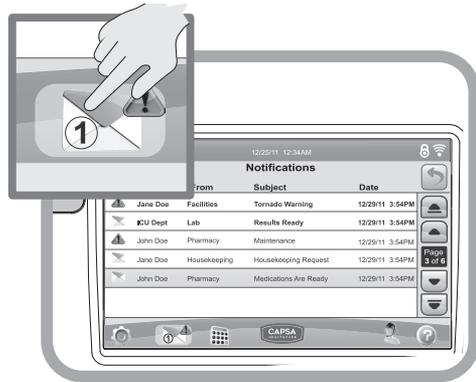
The **Notifications** button  is used to display a list of messages sent to a cart user. There are two types of messages:

- Alerts  are intended to be read immediately. The icon is displayed when there are active alerts on the list.
- Messages may be read at the users convenience. The icon displays the number of active messages on the list.

To display the message list:

Touch the **Notifications** button  at the bottom of the screen.

The Notifications screen is displayed.



To scroll through the message list:

- Use the arrow keys to scroll through the list
- The inner arrow keys scroll one message at a time
- The outer arrow keys scroll one page at a time

# Operation

## NOTIFICATIONS (OPTIONAL)



To read a message:

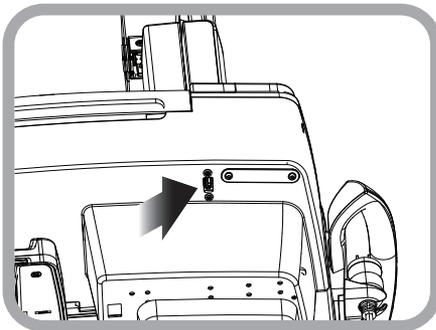
**Note:** Make sure Wi-Fi is active. Look for the  icon in the upper right hand corner of the touch screen.

**Note:** If the Wi-Fi is not active, requests and notifications cannot be sent or received.

- Touch the title of the message. The message is displayed
- Touch the **Close** button to return to the Notifications screen.

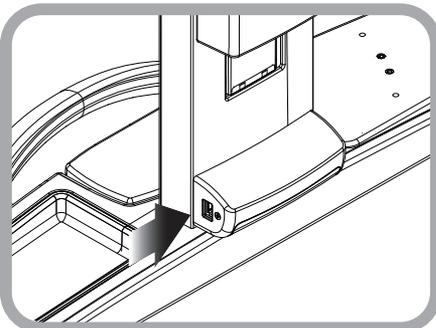
**Note:** Service Requests, Alerts and Notifications are kept active for a configured period of time, then deleted.

## EXTERNAL USB PORTS



The CareLink™ cart is equipped with up to two external USB port extensions that may be plugged into a customer provided USB source (computer, hub, etc). The external USB ports allow USB devices to be plugged into customer installed technology devices without opening the work surface.

The standard external USB extension port is located at the right rear bottom of the technology tray.



CareLink™ carts configured for use with LCD monitors may be equipped with an optional work surface task light. The work surface light includes an external USB port extension.

**Note:** if an available external USB port does not seem to work, it is likely that it has not been setup for your cart. Contact your IT department.

# Operation

## HELP SCREEN



The **Help** button  is used to display the help screen. The help screen contains:

- A listing of control system screen buttons and icons
- The optional **Battery Help** button which explains the battery indicator states
- The optional **Reboot** button used to reboot the computer when necessary
- The **Shutdown** button is used to completely shutdown the cart and disconnect the battery



The power cord must be unplugged before using the **Shut Down** button.

To access the help screen, touch the **Help** button.

To use the **Shut Down** button:

1. Unplug the power cord.
2. Press the **Shutdown** button.

The cart must be plugged in to power up the cart after shut down.

To display the definition of a screen icon or button:

- Touch the icon in the left hand pane of the help screen
- The definition of that icon is displayed in the right hand pane



### Reboot Computer Button (optional)

To reboot the CareLink™ Computer:

1. Touch the **Reboot** button.
2. A confirmation screen is displayed.
3. Touch the **Yes** button to reboot the computer.

**Note:** Touch the **No** button to cancel the reboot and return to the help screen.



# Preventative Maintenance

## INSPECTION CHECKLIST

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To protect optimal performance, Capsa Healthcare recommends a periodic inspection and preventative maintenance of your computing cart fleet. These simple steps can safeguard against breakdowns and help you realize uninterrupted workflow and cart availability.

Items	Action	Benefit
<b>Power supply</b>	Check voltage and current output to original power supply specifications. Inspect fan and airflow for dust and lint buildup.	Helps prevent unexpected power failures and ensures proper airflow to power system for cooling.
<b>AC power cord, fuses, and internal cables assemblies</b>	Inspect wires and components for any damage; ensure there are no loose connectors.	Identifies potential safety issues, extends life of battery, ensures consistent recharging and optimizes workstation runtime.
<b>Battery</b>	Check if battery voltage is within normal operating range. Check battery cable connectors for correct tightness; terminals are free of corrosion.	Extends life of battery and supports consistent performance.
<b>Casters</b>	Check casters for proper tightness, ensure casters are free of dirt and grime and operate smoothly.	Mitigates risk of injury due to loose casters. Ensures proper maneuverability of workstation.
<b>Inspect base covers and hardware</b>	Check for loose or broken covers.	Ensures proper airflow and power system cooling. Prevents unexpected power failure; mitigates chance for interrupted workflow and clinical processes.
<b>Inspect keyboard tray movement</b>	Check range of keyboard tray for full field of motion and stability.	Proper adjustment supports ergonomic capability that meets unique requirements of multiple users.
<b>Inspect work surface area</b>	Inspect work surface for cleanness and damage.	Promotes proper infection control practices and maintains protected area for internal electrical components.

# Preventative Maintenance

## INSPECTION CHECKLIST

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Items	Action	Benefit
<b>Inspect height adjustment, electrical or manual</b>	Check height adjustment for proper function, including full range of motion.	Facilitates simple height and ergonomic adjustments; ensures comfortable use by clinical staff.
<b>Inspect keyboard light</b>	Check all lighting and switch operation; confirm lights function properly.	Supports proper lighting for reading, work surface tasks, and safe cart maneuvering in low light environments.
<b>Inspect User Interface (including storage module functions)</b>	Check proper functionality of all cart controls.	Functional controls allow users the full benefit of the cart features and capabilities.
<b>Inspect all bins and drawers</b>	Check functionality of bins and drawers including locking function.	Smooth operation of bins and drawers provides secure, organized storage.
<b>Inspect mounted accessories</b>	Check for secure fit to mount area and tighten if necessary.	Ensure stable accommodation of peripheral device holders and other accessories and supplies.

## Maintenance

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**DO NOT** use the computer cart if pieces are missing or the unit is damaged.

In these cases, immediately contact Capsa Healthcare Customer Service for more information: 1-888-859-8294.

**Cables:** Always keep the cables neatly organized and be sure to route cables away from moving components with wire ties or cable clips.

**Electric Cables:** Periodically inspect the power cord for frays and the plug for bent prongs.

# Troubleshooting

Problem	Solution
Cart is Hard to Push	Check that the caster locks are in the unlocked (up) position.
	Check casters for obstructions.
Cart is Hard to Turn	Check that N-Stride™ is active.
Computer/Monitor Will Not Power Up	Check that cart power button is not orange and battery is disconnected from cart. Power to installed components will be available again after the battery conditioning cycle is complete.
	Check that power supply is turned on.
	Check that device power cables are connected.
	Check that wall outlet has power.
Power Supply Does Not Turn On.	Check fuses at the power inlet.
	Check power cord.
	Check that wall outlet has power.
Cart Will Not Power Up	Check fuses at cart power inlet.
	If Power Button, is orange indicating battery is in recovery mode. When the recovery cycle is complete, cart electronics will be enabled.
	Check that power cord is plugged into a working outlet.
	Check that end of power cord is plugged into the cart power inlet.
Computer Does Not Work Properly	After completing above checks cart will not power up, file a service request for maintenance.
	Check that power button is not orange. If power button is orange, when cart finishes the recondition cycle the computer should again function.
Manual Lift Mechanism Performance	If cart is functional, but computer will not work, file a service request for maintenance.
	If it is difficult to raise and lower the work surface, the lift mechanism preload may need adjustment. File a service request with your IT department for service.
Electronic Lift Performance	If the electronic lift is stuck in position or is running slowly, it may need calibration. File a service request with your IT department for service.
Drawers will not Open	Make sure that the Power Button indicator is not orange and the battery has greater than 20% charge.
	Make sure that the drawers locked  icon is not active and that the drawers unlocked (lock button)  is active. If necessary re-enter your PIN.
	If battery does not have sufficient charge, or re-entering the PIN does not work: <ul style="list-style-type: none"> <li>• Use the manual override key to unlock the drawer module.</li> <li>• File a service request with your IT department for service.</li> </ul>

# Cleaning

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**CAUTION:** Because of the close proximity of electrical power and equipment, flammable cleaners should never be used on the computer cart.

## To clean the cart:

1. Turn off the cart.
  - a. Turn off any technology installed, on the cart.
  - b. Unplug the power cord.
  - c. Press the cart Shut Down button to shut down the cart.
- Verify that your computer cart is unplugged from the wall outlet before cleaning.
- Allow your computer cart to dry completely before plugging the power cord into a wall outlet.
- When cleaning the computer cart, wipe surface with a damp cloth and thoroughly dry.
- **NEVER** cover the computer cart or its components with liquid or allow liquids to flow into the computer cart.
- **NEVER** use steel wool or other abrasive material as these could damage the surface finish.
- Before using any cleaner on the computer cart, first test on a small area to ensure that the surface is not harmed.
- These guidelines cannot guarantee infection control. The hospital's Infection Control Administrator should be consulted regarding cleaning procedures and schedules.
- Clean plastic components with diluted, non-abrasive solutions. Suggested cleaners are water, soap, diluted bleach and alcohol solutions.
- Remove pen and dry erase marker stains with a soft cloth and 91% isopropyl alcohol.
- Remove iodine stains with a soft cloth and any cleaners suggested above.
- The touch screen requires periodic cleaning to remove any particles on the surface of the screen.
- Use a soft cloth or paper towel dampened with a typical household glass cleaner to clean the glass surface of the touch screen.
- To maintain touch sensitivity, keep the screen clean from foreign objects.
- Avoid excessive dust accumulation on all sides and edges of the screen.

## To clean the touch screen:

1. Spray a small amount of a mild glass cleaner onto a soft cloth or paper towel.
2. Wipe the surface of the touch screen to remove any dirt, fingerprints or other debris that could hinder touch recognition.

**DO NOT** use the following chemicals to clean your computer cart: acetone, mineral spirits, abrasive cleansers, paint thinner or any other harsh or toxic chemicals.

# Warranty

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## LIMITED WARRANTY FOR CARELINK™ COMPUTER CART

Capsa Healthcare is pleased to offer a three-year warranty on durable components and a three-year warranty on electronic components.

If, during the warranty period, this Capsa Healthcare product proves defective in materials or workmanship under normal use by the original purchaser, please contact Capsa Healthcare technical support (please be ready to furnish complete information, including the product serial number, description of the issue and full contact information). Capsa Healthcare will determine, at its sole discretion, how to best address your warranty issue, which may include sending you a replacement part covered under warranty or for sale. Capsa Healthcare reserves the right to require proof of purchase prior to honoring any warranty request. This warranty does not cover product abuse, improper or lack of maintenance or cleaning, modification, integration with third party products, improper storage, failure to adhere to product instructions, improper operation or misuse. Examples of misuse include, but are not limited to: improper battery charging / discharging behavior, over stuffing of drawers and side bins, use of sharp objects on user interface screens or keypads, improper handling of and over stressing power cords, spilling liquids on product or exposure to harsh elements including temperatures and moisture outside the operating and storage specifications. CAPSA HEALTHCARE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state or country to country. Components that generally do not warrant onsite technical assistance include, but are not limited to: storage bins, power cords, drawers and battery replacement. Components that are not covered under this warranty include, but are not limited to: post cart manufacturing installed accessories, document protectors, wrist rests and any customer or third party provided items. Preventative maintenance is necessary and recommended once per year for proper function and safety. Examples of preventative maintenance include, but not limited to: the removal of dust and lint from the power system, inspecting and tightening casters. Preventative maintenance is the sole responsibility of the customer unless this service is purchased separately from Capsa Healthcare. Battery performance warranties are different from product warranty and are based on battery type. Capsa Healthcare will determine, in its sole discretion, how to best address your warranty issue, which may include any one or combination of the following: phone support, sending you a replacement part, or providing on-site technical assistance. When Capsa Healthcare provides on-site services, the customer will provide access to the product with minimum wait time. The customer is required to return all parts at the request of Capsa Healthcare.

## SERVICE DETAILS

Consumable components are not covered under warranty and include:

- Locks and keys
- Document cover

Other standard components will be replaced under the applicable warranty following a filed service request.

\*The above terms for replacement parts applies to facilities located in the United States. All other customers should contact the appropriate reseller for the terms of part replacement.

All terms are subject to change without notice.

# Transport/Storage/Disposal

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## TRANSPORT/STORAGE

- The shipping weight of the CareLink™ cart is approximately 160 lbs (72 kg). Use proper lifting techniques to prevent injury.
- Care should be taken to transport and store this system within a temperature range of -4 °F to 131 °F (-20 °C to 55 °C); humidity 0% RH to 90% RH non-condensing.

## CART/BATTERY DISPOSAL

### **Battery Disposal/Recycling**

Dispose/Recycle Lithium and SLA batteries according to local guidelines and regulations for disposal/recycling of batteries.

### **Cart Disposal**

Dispose of this cart according to local guidelines and regulations for disposal of electronic equipment. For more information contact Capsa Healthcare Customer Service: 1-800-437-9966.

# Service

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## SERVICE REQUEST

Contact your IT department, or file a service request at our website: [www.capsahealthcare.com/request-service](http://www.capsahealthcare.com/request-service).

## SERVICE LEVEL COMMITMENT

Capsa Healthcare is committed to providing best-in-class service. This document details our standard warranty and instructions on how to request service using our customer support system.

# Standards Compliance

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## TESTED TO COMPLY WITH:

### **NRTL certified to**

- o UL 60601-1 - Issued:2003/04/25 Ed:1 Rev: 2006/04/26 UL Standard for Safety Medical Electrical Equipment, Part 1: General Requirements for Safety
- o ANSI/AMMI ES 60601-1:2005/(R)2012
- o CAN/CSA C22.2 No. 60601-1-08 (R2014), (Edition 3.1) Medical electrical equipment - Part 1: General requirements for basic safety and essential performance; COR 2: 2011/06/01
- o IEC 60601-1 3rd Edition Medical Electrical Equipment - Part 1-1: General Requirements for Safety - Collateral Standard: Safety Requirements for Medical Electrical Systems

IEC/EN 60601-1-2 (Ed. 3rd): 2005 - Medical electrical equipment Part 1-2: General requirements for safety - Collateral standard: Electromagnetic compatibility

- o Conducted Emissions - Conducted Voltages (CISPR 11/ EN 55011 (CV))
- o Radiated Emissions - Electric Fields (CISPR 11/ EN 55011 (RE-E))
- o Electrostatic Discharge Immunity Test - (IEC 61000-4-2)
- o Radiated, radio-frequency, electromagnetic field immunity test (IEC 61000-4-3)
- o Electrical Fast Transient/Burst Immunity Test (IEC 61000-4-4)
- o Surge Immunity Test (IEC 61000-4-5)
- o Immunity to conducted disturbances, induced by radio-frequency fields (IEC 61000-4-6)
- o Power Frequency Magnetic Field Immunity Test (IEC 61000-4-8)
- o Voltage Dips, Short Interruptions and Voltage Variations Immunity Tests (IEC 61000-4-11)

## **COMPATIBILITY - REQUIREMENTS AND TESTS**

FCC PART 15, Subpart B, Class A – Unintentional Radiators

### **This product is classified as:**

- o Class 1/ Internally powered device with no applied parts.
- o This equipment is designed for continuous operation.
- o Class A, Group 1 ISM Equipment
- o This device is classified IPX0 for water ingress
- o Input 120V-240 V 50-60 Hz 6.3 Amps



800.437.6633  
[www.CapsaHealthcare.com](http://www.CapsaHealthcare.com)