



# Electronic Medical Cart Owner's Manual

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Contains FCC ID: 2AC7Z-ESP32WROVERE

- 1. This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:
  - (1) This device may not cause harmful interference.
  - (2) This device must accept any interference received, including interference that may cause undesired operation.
- 2. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

#### **FCC Radiation Exposure Statement**

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter. This equipment must be installed and operated with a minimum distance of 20 cm between the radiator and the user body.

Serial Number			
Date of Purchase			
Purchased From			
RETAIN THIS INFORMATION FOR FUTURE USE			



## **PROPER DISPOSAL**

When this device reaches the end of its useful life, it must be properly disposed of. It must not be disposed of as unsorted municipal waste. Within the European Union, this device should be returned to the distributor from where it was purchased for proper disposal. This is in accordance with EU Directive 2002/96/EC. Within North America, the device should be disposed of in accordance with the local laws regarding the disposal of waste electrical and electronic equipment.

It is everyone's responsibility to help maintain the environment and to reduce the effects of hazardous substances contained in electrical and electronic equipment on human health. Please do your part by making certain that this device is properly disposed of. The symbol shown to the right indicates that this device must not be disposed of in unsorted municipal waste programs.



## CAUTION



**CAUTION:** RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN INCORRECT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS.

**ATTENTION:** RISQUE D'EXPLOSION SI LA BATTERIES EST REMPLACE'E PAR UN TYPE INCORRECT. REJETEZ LES BATTERIES UTILISE'ES SELON LES INSTRUCTIONS.

### TRANSPORTATION AND STORAGE



9400-0161-0M Rev B • MobileCare Electronic Cart Owner's Manual

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## INTRODUCTION

Thank you for purchasing DETECTO's innovative and highly customizable MobileCare medical cart. The MobileCare line of medical carts offers the most advanced security-level features available in the medical cart market and has nearly unlimited configuration possibilities.

The MobileCare medical carts are manufactured using an aluminum seamless shell body which is constructed without any exposed holes for flush clean lines and a more aesthetically pleasing appearance. They are available in 10 standard colors and unlimited Pantone and RAL color options. The countertop is a continuous one-piece ABS thermoplastic countertop with molded edges for optimal hygienic clean-up. Spacious soft-close drawers elegantly glide shut for added convenience allowing the drawers to be closed without using any hands. Two soft-closing side extension trays are included as standard for additional workspace. The carts come standard with full wrap-around high-impact bumper trim, which extends beyond the handrails for complete protection. Handrails can be specified for all three sides, two, one, or none. The wheels are 5-in/12.7-cm diameter 1 or 2-wheel casters with features such as anti-static, total lock, and bead chain for static dissipation which provide easy mobility for smooth transport and nimble maneuvering. Versatile corner extrusion mounting provides easy optional accessory attachment with customized locations. A full range of accessories is available, including IV poles, sharps container holders, defibrillator shelves, cardiac boards, oxygen tank holders, 12-bin organizers, catheter holders, waste bins, and many more.

The carts are made in the USA of American and foreign components and are TAA compliant.

This manual covers models equipped with an electronic lock that enhances security through either a touchscreen PIN (password) or an RFID card if the cart is equipped with an RFID reader. Users can unlock the cart by entering a 6-digit PIN (password) or by scanning an RFID card on a cart with an RFID reader. Additionally, a key lock is included as a manual override, allowing access if the cart loses AC power or the batteries fail.



16.5-inch, 6-drawer, RFID Models Shown



23-inch, 5-drawer, RFID Models Shown



29-inch, 6-drawer, RFID Models Shown

## **SPECIFICATIONS**

Construction:	
Cart Body:	Aluminum - Cart top, bottom, sidewalls, drawer fronts, slides, corner extrusions, and 2 work trays
Countertop: Bumpers:	One-piece ABS thermoplastic with molded edges Wrap around high-impact ABS thermoplastic
Available Color Finish:	10 standard colors and all possible Pantone and RAL colors optional
Handrails:	0 to 3 (None, Back Only, Both Sides, Back and Both Sides)
Wheel Diameter, Type:	5 in (12.7 cm), anti-static 1-wheel casters; two locking casters and two non-locking casters (2-wheel casters are optional)
Lock Types Available:	• Electronic, Standard Lock
	<ul> <li>Electronic, Standard Lock with Individual Drawer Sensors</li> <li>Electronic, Individual Drawer Lock with Individual Drawer Sensors</li> </ul>
Display Type:	3.2 in (81.3 mm) diagonal, full-color TFT display, 320 x 240 resolution
Touch Screen:	Resistive touch panel covering the display
Communication Interfaces:	Wi-Fi and Bluetooth
Alarm Duration:	Continuous until Snooze is pressed or battery is depleted
RFID Types:	<ul> <li>125kHz ("LF" HID compatible and EM4001 cards)</li> <li>13.56 MHz ("HF" Proximity Cards, ISO/IEC 14443 A/B)</li> <li>13.56 MHz ("HF") Vicinity Cards and Tags, ISO/IEC 15693</li> </ul>
Power Requirements:	100 to 240V AC universal switching power supply or 12 "D" cell Alkaline, Ni-Cad, or NiMH batteries (not included) <i>For optimal performance, 10,000 mAh rechargeable batteries are recommended</i> .
Battery Runtime*:	45 days with Alkaline batteries 30 days per charge on 10,000mAh NiMH batteries
	* Battery runtime based on 20 unlock/lock cycles per day and 5 minutes of active time per hour.
Battery Recharge Time:	40 hours to recharge fully depleted 10,000mAh batteries
Operating Environment:	Operated Temperature Range: 14 to 104 °F (-10 to +40 °C) Humidity: 0 to 90% non-condensing
Storage Environment:	Storage Temperature Range: -4 to 176 °F (-20 to +80 °C) Humidity: 0 to 95%

## SPECIFICATIONS, CONT.

Overall Dimensions:		(Height includes handrail, width, and depth is to the edge of bumpers	
16.5 in dr	awers	43.9 in H x 27.0 in W x 26.7 in D	
		(111.5 cm H x 68.6 cm W x 67.8 cm D)	
23 in drav	vers	43.9 in H x 33.5 in W x 26.7 in D	
		(111.5 cm H x 85.1 cm W x 67.8 cm D)	
29 in drav	vers	43.9 in H x 39.5 in W x 26.7 in D	
		(111.5 cm H x 100.3 cm W x 67.8 cm D)	
Box Dimensions:			
16.5 in dr	awers	27.0 in H x 16.5 in W x 18.0 in D (68.6 cm H x 41.9 cm W x 45.7 cm D)	
23 in drav	vers	27.0 in H x 23.0 in W x 18.0 in D (68.6 cm H x 58.4 cm W x 45.7 cm D)	
29 in drav	vers	27.0 in H x 29.0 in W x 18.0 in D (68.6 cm H x 73.7 cm W x 45.7 cm D)	
Top Work Surface Dimens	ions:		
16.5 in dr	awers	20.6 in W x in 19.0 D (52.3 cm W x 48.2 cm D)	
23 in drav	vers	27.1 in W x in 19.0 D (68.8 cm W x 48.2 cm D)	
29 in drav	vers	33.1 in W x in 19.0 D (84.1 cm W x 48.2 cm D)	
Drawer Configuration:		3 in, 6 in, 9 in, 12 in	
(Drawer Height)		(7.6 cm, 15.2 cm, 22.9 cm, 30.5 cm)	
Drawer Internal Dimension	IS:		
(Width x Depth)			
16.5 in dra	awers	16.4 in W x 17.9 in D (41.7 cm W x 45.5 cm D)	
23 in draw	vers	22.9 in W x 17.9 in D (58.2 cm W x 45.5 cm D)	
29 in draw	vers	28.9 in W x 17.9 in D (73.4 cm W x 45.5 cm D)	
(Height)			
3 in drawe	ers	2.6 in (6.6 cm)	
6 in drawe	ers	5.6 in (14.2 cm)	
9 in drawe	ers	8.6 in (21.8 cm)	
12 in draw	vers	11.6 in (29.5 cm)	
Drawer Weight Capacity:		3 in, 6 in, 9 in (7.6 cm, 15.2 cm, 22.9 cm) = 50 lb (22 kg), 12 in (30.5 cm) = 100 lb (45 kg)	

## SPECIFICATIONS, CONT.

PC Software Requirements:	Windows 10 or greater or Windows Server 2016 or greater and SQL Express
PC Hardware Requirements:	(SQL Express requirements)
Hard Disk:	A minimum of 6 GB of available space
Memory:	1 GB Recommended
Processor:	2.0 GHz or faster recommended
Monitor:	Super-VGA (800x600) or higher resolution monitor
Internet:	For Internet functionality (fees may apply)
Cart Users Available:	5,000
Net Weight:	
16.5 in drawers	148 lb (67.1 kg)
23 in drawers	163 lb (73.9 kg)
29 in drawers	188 lb (85.3 kg)
Shipping Weight:	
16.5 in drawers	203 lb (92.1 kg)
23 in drawers	218 lb (98.9 kg)
29 in drawers	243 lb (110.2 kg)
Country of Origin:	USA

## FEATURES

- Most advanced security level features in the medical cart market
- Dual authentication with pin code touchscreen entry and/or RFID
- Three different RFID types are available
- Cart unlocking with one lock and individual drawer sensors, individual drawer locks and individual drawer sensors, or simply one lock
- Detailed audit employee tracking to mitigate narcotics theft
- Tracking to check accountability of individual drawer inventory
- Nearly unlimited configuration possibilities are available
- Audible alerts (alarms with timing settings) and e-mail/text notifications (up to 3 admins each)
- Aluminum cart body, high-impact plastic bumpers, and ABS countertop
- Seamless aluminum shell body without any exposed holes for flush clean lines and a more aesthetically pleasing appearance
- Standard full wrap-around high-impact bumper trim
- ABS thermoplastic countertop with molded edges that is all one continuous piece for optimal hygienic clean-up
- A wrap-around handrail that is height adjustable (3-sided, 2-sided, 1-sided, or none)
- Two soft-closing side extension trays included standard for additional counter space
- Spacious soft-close drawers elegantly glide shut for convenience
- Versatile corner extrusion mounting for easy optional accessory attachment with customized locations
- Full range of accessories available: IV pole, sharps container holder, defibrillator shelf, cardiac board, oxygen tank holder, 12-bin organizer, catheter holder, waste bin, and many more
- Proprietary onboard and PC software developed by DETECTO
- Full-color touchscreen LCD with self-prompting graphical menus
- User setup at the cart or within Windows software
- Up to 5,000 users are available per cart
- Included PC software allows you to print, download, and export detailed history reports (holds up to 50,000 records)
- One centralized point via the included PC software for all your employee access and updates to individual users, carts, locations/buildings, and departments
- Cart user admin through powerful PC software updated via secure Wi-Fi
- Made in USA (of American and foreign components): TAA-compliant

## **UNPACKING INSTRUCTIONS**

Remove the medical cart from its packing and inspect it for signs of shipping damage, such as exterior dents and scratches. *Keep and use the original packing material for return shipment if it should become necessary*. Note that it is the responsibility of the purchaser to file all claims for any damage or loss incurred during transit.



Note that the above cart is shown with the optional side handrails installed. It also has the following optional accessories installed: 12-Bin Organizer, Waste Bin, and Catheter Holder.

## **TOUCHSCREEN FUNCTIONS**

#### SETUP



This is the **SETUP** button. It is shown on the **Admin Main Menu** screen. Pressing it will change the display to show the **Main Menu** screen.

#### LOCK



This is the **LOCK** button. It is shown on the **Admin Main Menu** screen after logging into the cart. Pressing it will momentarily show **Cart Locking** on the display, lock the cart drawers (a clicking sound will be heard indicating the locks of the drawers are latching), and change the display to show the login **Enter PIN/Scan RFID** screen.

#### HOME



This is the **HOME** button. It is shown on numerous screens. Pressing it will return the display to the **Admin Main Menu** screen.

#### **Up Arrow**



#### **Down Arrow**



This is the **Down Arrow** button. It is shown on numerous screens. Pressing it will change the display to the next screen, such as showing the next four audit trail events, additional system settings, or additional settings for creating or managing users.

#### Left Arrow



This is the **Left Arrow** button. It is shown on numerous screens. Pressing it will return the display to the previous screen. For example, pressing it on the **Search Results** or **User Name** screens will return to the display to the **Manage Users** screen.

#### CANCEL



This is the **CANCEL** button. It is shown on data input screens such as entering the first name when creating a new user. Pressing it will cancel any characters entered for the first name and return the display to the **Create User** screen allowing you to start over by entering the new user's first name.

#### ACCEPT



This is the **ACCEPT** button. It is shown on data input screens such as entering the first name when creating a new user. Pressing it will accept any characters entered for the first name and return the display to the **Create User** screen to proceed with the next setting. *Note that this button is similar to the Enter key on a PC keyboard*.

## **TOUCHSCREEN FUNCTIONS, CONT.**

#### **Green Check**



This indicates the item on the screen has been selected. For example, when creating a new user (or managing a user), after selecting a drawer for the user to access, the white circle next to the drawer name will have a Green Check in it. Note that unselected drawers will have a blank white circle.

#### White Circle



This indicates the item on the screen has not been selected. For example, when creating a new user (or managing a user) and selecting drawer access for the user, all unselected drawers will have a blank white circle.

#### USERS



This is the **USERS** button. It is shown on the **Main Menu** screen. Pressing it will change the display to show the **Users** screen with selections for creating a new user (**Create New User**) or for managing existing users (**Manage Users**).

#### AUDIT TRAIL



This is the **AUDIT TRAIL** button. It is shown on the **Main Menu** screen. Pressing it will change the display to show a list of events (by date and time) occurring on the cart. Detailed information about the event is available by pressing the event on the touchscreen. Refer to the AUDIT TRAIL section of this manual for detailed information.

#### SYSTEM



This is the **SYSTEM** button. It is shown on the **Main Menu** screen. Pressing it will change the display to show a list of system functions such as showing the number of drawers the cart has, configuring how many drawers have locks, sensors, and alarms, and numerous other system functions. Refer to the SYSTEM FUNCTIONS section of the MobileCare Electronic Medical Cart NETWORK, SERVER, AND SERVICE manual for detailed information.

#### ALARMS



This is the **ALARMS** button. It is shown on the **Main Menu** screen. Pressing it will change the display to show a list of alarm settings such as the alarm volume, silence timeout, open drawer alarm time, and mute silence timeout. Refer to the PROGRAMMING ALARMS section of this manual for detailed information.

### **TOUCHSCREEN FUNCTIONS, CONT.**

#### SERVER

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•	
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This is the **SERVER** button. It is shown on the second **Main Menu** screen after pressing the Down Arrow button on the first **Main Menu** screen. Pressing it will change the display to show a list of server functions such as the API URL and password, the Sync status, the last time the cart was synchronized with the server, the server connect interval, and the MAC address of the cart. Refer to the SERVER FUNCTION section of the MobileCare Electronic Medical Cart NETWORK, SERVER, AND SERVICE manual for detailed information.

#### NETWORK



This is the **NETWORK** button. It is shown on the second **Main Menu** screen after pressing the Down Arrow button on the first **Main Menu** screen. Pressing it will change the display to show the network credentials such as the Wi-Fi network name, the Wi-Fi password, the IP assignment (IP address assigned by a DHCP server or a static IP address), the IP address, the Subnet Mask, and the Gateway address. Refer to the NETWORK SETUP section of the MobileCare Electronic Medical Cart NETWORK, SERVER, AND SERVICE manual for detailed information.

#### CALIBRATION



This is the **CALIBRATION** button. It is shown on the second **Main Menu** screen after pressing the Down Arrow button on the first **Main Menu** screen. Pressing it will change the display to show the **Touchscreen Calibration** screen. Refer to the TOUCHSCREEN CALIBRATION section of the MobileCare Electronic Medical Cart NETWORK, SERVER, AND SERVICE manual for instructions to calibrate the touchscreen.

## **DISPLAY ANNUNCIATORS**

#### Completed



When entering data on input screens such as entering the password or after selecting drawer access when creating a new user, this symbol will be shown next to the selection displayed to indicate that the selection has been completed.

#### **Battery Power**



This display annunciator indicates the cart is powered by batteries (12 D-size Alkaline, Ni-Cad, or NiMH) and is not connected to the 100 to 240V AC power source.

#### **Battery Charging**



This display annunciator indicates the cart is powered by the 100 to 240V AC power source and is charging the batteries in the cart.

#### AC Power



This display annunciator indicates the cart is powered by the 100 to 240V AC power source and does not have batteries installed in the battery tray.

#### Wi-Fi Excellent Signal



This display annunciator indicates the cart is connected to a Wi-Fi network with excellent signal strength.

#### Wi-Fi Good Signal



This display annunciator indicates the cart is connected to a Wi-Fi network with good signal strength.

#### Wi-Fi Weak Signal

This display annunciator indicates the cart is connected to a Wi-Fi network with weak signal strength.

#### Wi-Fi Not Connected

This display annunciator indicates a Wi-Fi network is available, but the cart is not connected to it.

## **DISPLAY ANNUNCIATORS, CONT.**

#### Server Not Connected



This display annunciator shows when the cart is attempting to connect to the server. After the cart connects to Wi-Fi, it will replace the Wi-Fi indicator with this gray icon while trying to connect to the server.

#### Server Connected



This display annunciator shows when the cart is connected to the server. Once the cart connects to Wi-Fi and attempts to reach the server (indicated by a gray icon), the icon will turn black to confirm the connection is successful.

## **CART SETUP**

### Initial Setup with AC Power

- **1.** To power the MobileCare medical cart using AC power, plug the power cord from the cart into the proper electrical outlet.
- **2.** The display on the cart will turn on and show MobileCare (white lettering on a black background) in the center of the screen for several seconds.
- **3.** Next, the display will change to show Cart Locking and a clicking sound will be heard indicating the drawer locks are latching, and then the display will turn off.

**NOTE:** If the drawers were locked when the cart was previously unplugged, you will not hear the drawer locks latching when the AC power cord is plugged in.



- **4.** With the medical cart plugged into a proper AC electrical outlet, press (b) (the power button) to turn on the cart.
- 5. The cart display will turn on showing the *initial startup* login Enter PIN/Scan RFID screen.
- 6. Enter 9 9 9 9 9 9 (six 9's) on the keypad. **NOTE:** This code is only used when the cart is initially setup and will be replaced with your Setup Code created in the next section.
- 7. The display will momentarily show Validating User and then change to show the Enter PIN/Scan RFID screen again.



### Accessing the Main Menu

- With the Enter PIN/Scan RFID screen displayed (after validating the user), enter a six-digit code on the keypad to be used as your Setup Code. This code should be kept secret and only used by the cart Administrator.
- 2. The cart will unlock the drawers (a clicking sound will be heard indicating the drawers locks are unlatching) and the display will change to the Admin Main Menu screen.
- 3. Press (the SETUP button).
- 4. The display will change to show the Main Menu screen.

Enter PIN/Scan RFID 🛛 🛜 🖪				
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4	5	6		
7	8	9		
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**NOTE:** In the illustration to the left, the drawer colors indicate their status:

- **Red**: The drawer is closed and locked.
- Green: The drawer is unlocked and closed.
- White: The drawer is unlocked and open.

### **Battery Power Operation**

The cart requires twelve D-size batteries, which can be either Alkaline, Ni-Cad, or NiMH (batteries are not included). *For optimal performance, 10,000 mAh rechargeable batteries are recommended*. Before using the cart, it is necessary to acquire and install the batteries. They are housed in a slide-out battery holder located on the left side of the cart, equipped with the same soft-close feature found in the cart drawers.



**NOTE:** The cart can be operated from twelve Alkaline, Ni-Cad, or NiMH batteries. All twelve batteries must be of the same type. They must all be Alkaline, all Ni-Cad, or all NiMH. **DO NOT** mix Alkaline and Ni-Cad or NiMH batteries.

### **Battery Status**

The cart will operate for up to 45 days with Alkaline batteries or 30 days per charge on 10,000mAh NiMH batteries. **NOTE:** Battery runtime is based on 20 unlock/lock cycles per day and 5 minutes of active time per hour. A battery bar graph on the upper right corner of the display indicates the battery capacity in 5 steps:



If the battery voltage drops to a level unsuitable for reliable operation (e.g., the cart powers up but fails to unlock the drawers correctly), the cart's display will show the blank battery annunciator, and it will shut off if the operation is continued. To restore functionality, replace the Alkaline batteries or, if utilizing Ni-Cad or NiMH batteries, connect the AC power cord to a power outlet. This connection powers the cart and initiates battery recharging, enabling you to turn the cart back on.

### **Battery Charging**

To recharge the Ni-Cad or NiMH batteries, connect the AC power cord to a power outlet. Fully recharging depleted 10,000mAh batteries will take approximately 40 hours. It is important to note that charging the batteries for more than 40 hours will not cause damage to them.

**NOTE:** The cart may be operated while the batteries are charging.



When the batteries are being charged, the bar graph on the display will change to show the battery charging annunciator.

#### **Battery Charging**



### **Battery Installation or Replacement**

To install or remove the batteries, the following steps should be followed:

- **1.** Make sure the AC power cord is unplugged.
- **2.** Referring to the image on the previous page and facing the cart, locate the handle for the slide-out battery holder on the left side of the cart.
- **3.** Gently pull out on the handle until the battery holder stops, exposing the two six D-size battery holders.
- **4.** When installing new batteries, proceed to step 5. When replacing the batteries, remove all twelve batteries from the two battery holders and then proceed to step 5.
- **5.** Install twelve new D-size batteries (six in each battery holder), noting the polarity markings located in the holders. Refer to the figure below.



**IMPORTANT!** When installing the batteries, the cart will power on as soon as the sixth battery is inserted into either of the battery holders. This is a normal operation. Proceed by installing the remaining six batteries into the remaining battery holder. If the cart display fails to power on, inspect for any improperly positioned batteries that may be causing the issue.

**6.** After placing all twelve batteries (six in each battery holder), gently push the slide-out battery holder into the side of the cart until it is approximately 2 inches from the side and release the battery holder. The soft close feature will then completely close the battery holder.

### **Initial Setup with Batteries**



**IMPORTANT!** When installing the batteries, the cart will power on as soon as the sixth battery is inserted into either of the battery holders. This is a normal operation. Proceed by installing the remaining six batteries into the remaining battery holder.

 When the sixth battery is inserted into either of the battery holders, the display on the cart will activate. It will initially show a black screen for several seconds before changing to display Cart Locking accompanied by a clicking sound, indicating the drawer locks are latching. Subsequently, the display will turn off.

Please note that if the drawers were locked when the cart was previously powered down, you will not hear the drawer locks latching when the sixth battery is inserted.



- With all twelve batteries installed and the battery holder closed, press (b) (the power button) to turn on the cart.
- 3. The cart display will turn on showing the *initial startup* login Enter PIN/Scan RFID screen.
- **4.** Enter 9 9 9 9 9 9 (six 9's) on the keypad. **NOTE:** This code is only used when the cart is initially setup and will be replaced with your Setup Code created in the next section.
- 5. The display will momentarily show **Validating User** and then change to show the **Enter PIN/Scan RFID** screen again.

Enter PIN/Scan RFID   🗈				
1	2	3		
4	5	6		
7	8	9		
	0			



### Accessing the Main Menu

- With the Enter PIN/Scan RFID screen displayed (after validating the user), enter a six-digit code on the keypad to be used as your Setup Code. This code should be kept secret and only used by the cart Administrator.
- 2. The cart will unlock the drawers (a clicking sound will be heard indicating the drawers locks are unlatching) and the display will change to the Admin Main Menu screen.
- 3. Press (the SETUP button).
- 4. The display will change to show the Main Menu screen.

Enter PIN/Scan RFID 🛛 🛜 🖪				
1	2	3		
4	5	6		
7	8	9		
	0	×		



## **CREATE NEW USER**

#### Main Menu Screen

On the **Main Menu** screen, press the **USERS** Button. The display will change to the **Users** screen, which allows a new user to be added to the cart or to manage existing users.



#### Users Screen (Create New User / Manage Users) With the Users screen shown, select Create New User to begin adding a new user.



### Enter User Name and Date of Birth

With the **Create User** screen, you will need to input the user's **First Name**, **Last Name**, and **Date of Birth**.



### **Enter First Name**

- 1. After selecting First Name on the **Create User** screen, the display will change to the **First Name** input screen.
- Enter the first name of the user, then press the in the upper right corner of the display to save it. Press the shift (♠) key before selecting the letter to toggle between upper and lower case letters for the name.
- **3.** The display will return to the **Create User** screen.

### **Enter Last Name**

- From the Create User screen, select Last Name. The display will change to the Last Name input screen.
- Enter the last name of the user, then press the ✓ in the upper right corner of the display to save it. Press the shift (♠) key before selecting the letter to toggle between upper and lower case letters for the name.
- **3.** The display will return to the **Create User** screen.

### Enter Date of Birth

- From the Create User screen, select Date of Birth. The display will change to the DOB(MM/DD/YYYY) screen.
- Enter the date of birth for the user in the format of two digits for the month (MM), two digits for day (DD), and four digits for year (YYYY).
- **3.** The display will automatically return to the **Create User** screen after the fourth digit of the year has been entered.







### Enter Date of Birth, Cont.

- With the display showing the Create User screen, verify that the first and last name and date of birth are correct, then press the Next button in the lower right of the display.
- 5. The display will change to the next **Create User** screen with selections for creating a Password for the user and selecting Drawer Access for the user.



### **Create User Password**

With the **Create User** screen (for password and drawer access) showing, you will need to create a 6-digit PIN (Password) for the user to allow them to log in to the cart, and then select the drawers (Drawer Access) the user will have access to.

- With the Create User screen (for password and drawer access)showing, select Password. The display will change to show the Enter 6-Digit Pin screen.
- 2. Enter a 6-digit PIN (password) for the user.
- After the last digit has been entered, the display will momentarily show
   Searching DataBase please wait, and then return to the Create User screen (for password and drawer access).



Enter 6-Digit PIN				
1	2	3		
4	5	6		
7	8	9		
	0	×		



### Create User Password, Cont.

- Note that the Create User screen (for password and drawer access) now shows the 6-digit PIN (Password) entered and a
   in the Password box.
- 5. From the **Create User** screen (for password and drawer access), select Drawer Access.



### **Create User Drawer Access**

1. With the **Drawer Access** screen showing, select the drawers the user will have access to by touching the drawer number on the display.

**NOTE:** After selecting a drawer, the white circle for the selected drawer will have a ✓ in it.

- 2. Next, press the v in the upper right corner of the display to save the selections.
- The display will return to the Create User screen with a for both the Password and Drawer Access selections, and a Next button in the lower right of the display.
- Press the Next button to proceed to Create User, Admin Level User screen.

**IMPORTANT!** It should be noted that for a single actuator cart, when any drawer is selected on the Drawer Access screen, they are all selected. Also, when any drawer is deselected, they are all deselected.





### Admin Level User / Add RFID Card

After pressing the **Next** button, the display will change to a **Create User** screen with selections for Admin Level User and Add RFID Card (if the cart is equipped with an RFID card reader).

### Admin Level User

The Admin Level User selection determines whether the user will have admin rights. Note that the default admin level setting switch symbol is red and to the left to indicate "No".

1. To grant the user admin rights, touch the Admin Level User selection. The switch symbol will turn green and move to the right to show it is set to "Yes".



**IMPORTANT!** If your cart is equipped with an RFID card reader, proceed to the next section, **Add RFID Card**. Otherwise, continue with Step 2.

- **2.** Press the Save button.
- 3. The screen will change to show "Do you want this person to have admin rights?".
- Press the YES button if the user is to have admin rights, otherwise press the Cancel button to return to the Create User, Admin Level User / Add RFID Card screen and proceed to Step 7, 8, or 9.
- After pressing the YES button, the display will momentarily show
   Searching DataBase please wait and then briefly show "User Added" (with the new user name displayed).
- 6. Next, the display will change to show the **Users** screen with the Create New User and Manage Users selections.
- To add additional new users, repeat the steps starting at the Users Screen, (Create New User / Manage Users).
- **8.** To make updates to an existing user, select Manage Users.
- To exit, press the Left Arrow to return to the Main Menu or press the HOME button to return to the Admin Main Menu screen.





#### Add RFID Card

**NOTE:** The following instructions to add an RFID card to the user only apply if the cart is equipped with an RFID card reader.

- 1. With the Create User, Admin Level User / Add RFID Card screen showing, press the Add RFID Card selection. The display will change to show the Scanning RFID Card screen.
- **2.** To add the RFID card, place the card on the card reader on the front of the cart.



- Otherwise press the Cancel button to return to the Create User, Admin Level User / Add RFID Card screen and proceed to Step 8, 9, or 10.
- After placing the card on the card reader, a beep will sound and then after a few seconds, the display will return to the Create User, Admin Level User / Add RFID Card screen.
- 5. Press the Save button.
- 6. The display will momentarily show Searching DataBase please wait and then briefly show "User Added" (with the new user name displayed).
- 7. Next, the display will change to show the **Users** screen with the Create New User and Manage Users selections.
- To add additional new users, repeat the steps starting at the Users Screen, (Create New User / Manage Users).
- **9.** To make updates to an existing user, select Manage Users.
- 10. To exit creating new or managing users, press the Left Arrow to return to the Main Menu or press the HOME button to return to the Admin Main Menu screen.



## MANAGE USERS

#### Manage Users Screen

With the **Manage Users** screen showing, you can select to search the user database by First Name, Last Name, Password, or RFID Card. Once the user has been found, you can make changes such as adding or removing an RFID card, changing the user password, changing drawer access, or deleting the user.

Manage Users		•)) ₽
Search by First Name	>	
Search by Last Name	>	•
Search by Password	>	
Search by RFID Card	>	

### Search by First Name

- 1. After selecting Search by First Name on the **Manage Users** screen, the display will change to the **First Name** input screen.
- 2. Enter the first name of the user (or at least the first two letters of the first name) and then press the ✓ in the upper right corner of the display.

For example, entering "Th" or "Thomas" would result in a list of user names that start with "Th" or "Thomas".

**NOTE:** Press the shift (**1**) key before selecting the letter to toggle between upper and lower case letters for the name.

**3.** The display will momentarily show **Searching DataBase please wait**, and then change to the **Search Results** screen.



### Search by First Name, Cont.

**4.** With the search completed and the list of names displayed, select the name of the User to manage.



- 5. The display will change to show the User Name screen with selections to:
  - Remove RFID (remove the user RFID card)
  - Change Password of the user
  - Change Drawer Access of the user
  - Delete User from database



	ş 🗗
Admin Level User	•
Update RFID	-
Cancel	Save

#### Search by Last Name

- 1. After selecting Search by Last Name on the **Manage Users** screen, the display will change to the **Last Name** input screen.
- 2. Enter the last name of the user (or at least the first two letters of the last name) and then press the v in the upper right corner of the display.

For example, entering "Sc" or "Schuller" would result in a list of users whose last name started with "Sc" or is "Schuller".

**NOTE:** Press the shift (**1**) key before selecting the letter to toggle between upper and lower case letters for the name.

**3.** The display will momentarily show **Searching DataBase please wait**, and then change to the **Search Results** screen.





**4.** With the search completed and the name or list of names displayed, select the name of the User to manage.



### Search by Last Name, Cont.

- 5. The display will change to show the User Name screen with selections to:
  - Remove RFID (remove the user RFID card)
  - Change Password of the user
  - Change Drawer Access of the user
  - Delete User from database





### Search by Password

- 1. After selecting Search by Password on the **Manage Users** screen, the display will change to show the **Enter 6-Digit Pin** screen.
- 2. Enter the 6-digit PIN (password) to search the database for the user.
- 3. After the last digit has been entered, the display will change to the Search Results screen.





- 4. With the search completed, the name that matches the password will be shown.
- 5. Press the name on the screen to change to the Users Name screen with selections to:
  - Remove RFID (remove the user RFID card)
  - Change Password of the user
  - Change Drawer Access of the user
  - Delete User from database



Thomas Schulle	r	🋜 🖪		\$ <b>[</b> •
Remove RFID	>		Admin Level User	•
Change Password	>	+	Update RFID	-
Change Drawer Access	>			
Delete User	>	➡	Cancel	Save

### Search by RFID Card

- 1. After selecting Search by RFID Card on the **Manage Users** screen, the display will change to show the **Scanning RFID Card** screen.
- 2. To begin the search, place the RFID card on the card reader on the front of the cart, otherwise press the **Cancel** button to return to the **Manage Users** screen.







- 4. With the search completed, the name that matches the password will be shown.
- 5. Press the name on the screen to change to the Users Name screen with selections to:
  - Remove RFID (remove the user RFID card)
  - Change Password of the user
  - Change Drawer Access of the user
  - Delete User from database



Thomas Schuller	🤶 🖪		\$ <b>•</b>
Remove RFID		Admin Level User	•
Change Password		Update RFID	
Change Drawer Access			
Delete User	↓	Cancel	Save



### **Remove RFID**

- 1. With the **User Name** and the manage selections screen showing, press the Remove RFID selection. The display will change to show the **Remove RFID Card** screen.
- 2. Press the Remove RFID Card selection on the screen. The screen will change to show **Do you want to Remove RFID?**
- 3. Press the YES button to remove the user's RFID Card from the database. The display will return to the **Remove RFID Card** screen.
- 4. Otherwise, press the **Cancel** button to return to the **Remove RFID Card** screen.
- 5. Press the Left Arrow to return to the **User Name** screen to perform additional manage functions if required.
- 6. With the User Name screen showing, press the Down Arrow to proceed to the next screen with the Admin Level User and Update RFID selections.
- 7. Press the **HOME** button to return to the **Admin Main Menu** screen.









#### Change Password

- **1.** With the **Users Name** screen and manage selections showing, press the Change Password selection.
- 2. The display will change to show the Enter 6-Digit Pin screen.



3. Enter a new 6-digit PIN (password) for the user. After the last digit has been entered, the display will momentarily show **Searching DataBase please wait**, and then return to the **User Name** screen to perform additional manage functions if required.

Note that if the new 6-digit PIN (password) entered is already in the database, an error screen will be displayed prompting you to choose a different password.

Searching DataBase please wait	Thomas Schuller 🛛 😤 🖪
	Remove RFID >
	Change Password
	Change Drawer Access
	Delete User

- **4.** Press the Down Arrow to proceed to the next screen with the Admin Level User and Update RFID selections.
- 5. Press the Left Arrow on the User Name screen to return to the Manage Users screen.
- 6. Press the HOME button to return to the Admin Main Menu screen.

### **Change Drawer Access**

- 1. With the **User Name** and Manage selections showing, press the Change Drawer Access selection.
- 2. The display will change to show the **Drawer Access** screen.
- **3.** Select or deselect the drawers the user will have access to by touching the drawer number on the display.

**NOTE:** After selecting a drawer, the white circle for the selected drawer will have an ✓ in it. After deselecting a drawer, the white circle will be blank.

- **4.** Next, press the ✓ in the upper right corner of the display to save the selections.
- **5.** The display will return to the **User Name** screen to perform additional management functions if required.
- 6. Press the Down Arrow to proceed to the next screen with the Admin Level User and Update RFID selections.
- 7. Press the Left Arrow on the User Name screen to return to the Manage Users screen.
- 8. Press the HOME button to return to the Admin Main Menu screen.









### **Delete User**

- 1. With the **User Name** and Manage selections showing, press the Delete User selection.
- 2. The display will change to show the **Delete User** screen.
- **3.** Press the **YES** button to delete the user from the database. The display will return to the **Manage Users** screen.
- **4.** Otherwise, press the **Cancel** button to return to the **User Name** screen to perform additional manage functions if required.
- 5. Press the Down Arrow to proceed to the next screen with the Admin Level User and Update RFID selections.
- 6. Press the Left Arrow to return to the Manage Users screen to perform manage functions on additional users.
- 7. Press the HOME button to return to the Admin Main Menu screen.









### Change User Admin Level or Update RFID Card

After pressing the Down Arrow on the **User Name** screen, the display will change to a screen with selections for Admin Level User and Update RFID Card (if the cart is equipped with an RFID card reader).

### Admin Level User

The Admin Level User selection determines whether the user will have admin rights.

- **1.** To change the user's admin rights, touch the Admin Level User selection.
  - If adding admin rights to the user, touching the switch symbol will turn it green and move it to the right to show it is set to "Yes".
  - If removing the user's admin rights, touching the switch symbol will turn it red and move it to the left to show it is set to "No".

**IMPORTANT!** If your cart is equipped with an RFID card reader, proceed to the next section, **Update RFID**. Otherwise, continue with Step 2.

- 2. Press the Save button.
- 3. The screen will change to show "Do you want this person to have admin rights?".
- 4. Press the YES button if the user is to have admin rights, otherwise press the Cancel button to return to the User Name screen and proceed to Step 6, 7, or 8.
- 5. After pressing the **YES** button, the display will change to show the **User Name** screen.
- 6. Press the Down Arrow to proceed to the next screen with the Admin Level User and Update RFID selections.
- 7. Press the Left Arrow to return to the **Manage Users** screen.
- 8. Press the HOME button to return to the Admin Main Menu screen.





Change Drawer Access

Delete User



### **Update RFID**

**NOTE:** The following instructions to update a user's RFID card only apply if the cart is equipped with an RFID card reader.

- 1. With the User Name, Admin Level User / Update RFID Card screen showing, press the Update RFID Card selection. The display will change to show the Scanning RFID Card screen.
- **2.** To add the RFID card, place the card on the card reader on the front of the cart.



- Otherwise press the Cancel button to return to the Create User, Admin Level User / Add RFID Card screen and proceed to Step 7, 8, or 9.
- After placing the card on the card reader, a beep will sound and then after a few seconds, the display will return to the User Name, Admin Level User / Update RFID Card screen.
- 5. Press the Save button.
- 6. The display will change to show the User Name screen.
- Press the Down Arrow if you need to return to the User Name, Admin Level User / Update RFID screen.
- 8. Press the Left Arrow to return to the Manage Users screen.
- 9. Press the HOME button to return to the Admin Main Menu screen.





Change Drawer Access

Delete User

## **AUDIT TRAIL**

### Audit Trail Main Screen

- 1. On the Main Menu screen, press the AUDIT TRAIL Button.
- 2. The display will change to the **Audit Trail** screen, which will show a list of the most recent events (by date and time) occurring on the cart.

**NOTE:** Four events are displayed on the screen at one time. To view the next four (older) events, press the **Down Arrow** button. Press the **Up Arrow** button to return to the previous (newer) list of events.





### Audit Trail Detail Screen

- **1.** Detailed information about an event is available by pressing the event on the screen.
- **2.** If desired, the detailed information of the previous (older) event can be viewed by pressing the **Down Arrow** button.

Note that repeated pressing of the **Down Arrow** button will allow viewing the detailed information of additional older audit trail events.



## **AUDIT TRAIL**

#### Audit Trail Detail Screen, Cont.

- **3.** Press the **Left Arrow** button on the Audit Trail detail information screen, to return to the main **Audit Trail** screen.
- **4.** To view the next four (older) audit trail events, press the **Down Arrow** button on the **Audit Trail** screen.
- 5. With the next list of events displayed on the **Audit Trail** screen, press the event on the screen to view detailed information about the event.
- 6. Otherwise, with the Audit Trail screen showing, press the Left Arrow button to return to the Main Menu screen.



7. Press the HOME button to return to the Admin Main Menu screen.



### **PROGRAMMING ALARMS**

### **Alarms Screen**

- 1. On the Main Menu screen, press the ALARMS Button. The display will change to the Alarms screen.
- 2. This screen shows a list of selections for programming alarms such as the alarm volume, alarm silence timeout, open drawer alarm time, and the mute silence timeout.

Note that the current settings for each are displayed on the right of the selection.



### Set Alarm Volume

1. With the **Alarms** screen showing, press the Alarm Volume selection. The display will change to show the **Edit Alarm Volume** screen.



Press the Up Arrow (∧) to increase the volume or press the Down Arrow (∨) to decrease the volume.

Note that the available volume level setting is 1 through 10.

- 3. Press the **Save** button to save the new setting and return to the **Alarms** screen.
- To cancel changing the alarm volume level, press the Cancel button to return to the Alarms screen.



### **PROGRAMMING ALARMS, CONT.**

### **Alarm Silence Timeout**

When a user is logged in and a drawer stays open longer than the Auto Lock time (with Autolock enabled), the cart will lock, but because a drawer is still open, the alarm will sound and the keypad will be displayed. Pressing the Silence button on the keypad will temporarily silence the alarm. The Alarm Silence Timeout setting determines how long the alarm is silenced. A user with access to the drawer(s) that was/were left open should log in to permanently silence the alarm.

- 1. With the **Alarms** screen showing, press the Alarm Silence Timeout selection. The display will change to show the **SILENCE** setting screen.
- Enter the number of minutes (1 through 10) for the alarm silence timeout setting and press the on the top right corner of the screen to save the new setting.
- 3. To cancel changing the setting, press the on the top left corner of the screen to return to the **Alarms** screen.

SILENC	CE	<b>~</b>
1	2	3
4	5	6
7	8	9
	0	×

#### **Drawer Open Alarm**

The Drawer Open Alarm specifies the amount of time a drawer can be left open (while a user is logged into the cart) before the alarm sounds. Closing the open drawer(s) will permanently silence the alarm. No login is required to silence this alarm.

- 1. With the **Alarms** screen showing, press the Drawer Open Alarm selection. The display will change to show the **TIME** setting screen.
- Enter the number of seconds (1 through 60) for the drawer open alarm to sound and press the ✓ on the top right corner of the screen to save the new setting.
- To cancel changing the setting, press the on the top left corner of the screen to return to the Alarms screen.

TIME		$\checkmark$
1	2	3
4	5	6
7	8	9
	0	×

### **PROGRAMMING ALARMS, CONT.**

#### **Mute Silence Timeout**

When no user is logged in and a drawer is forced open, the alarm will sound and the keypad will be displayed. Pressing the Silence button on the keypad will temporarily silence the alarm. The Mute Silence Timeout setting determines how long the alarm is silenced. A user with access to the drawer(s) that was/were opened should log in to permanently silence the alarm.

- With the Alarms screen showing, press the Mute Silence Timeout selection. The display will change to show the MUTE SILENCE setting screen.
- 2. Enter the number of seconds (1 through 60) for the mute silence timeout and press the 

   ✓ on the top right corner of the screen to save the new setting.
- To cancel changing the setting, press the x on the top left corner of the screen to return to the Alarms screen.

	SILENCE	<b>~</b>
1	2	3
4	5	6
7	8	9
	0	×

### **PROGRAMMING ALARMS, CONT.**

#### Alarms Screen, Cont.

1. With the Alarms screen showing, press the Left Arrow to return to the Main Menu screen.



2. Press the HOME button to return to the Admin Main Menu screen.



## **DISINFECTING YOUR MEDICAL CART**

#### **Cleaning versus Disinfecting**

The first thing to remember is that cleaning is different from disinfecting. By cleaning, germs and dirt are removed from surfaces, but germs are not killed. Removing them only decreases the number of germs and helps to reduce the risk of spreading infections.

On the other hand, by disinfecting your medical cart you kill viruses and bacteria on surfaces by using chemical products. This process does not necessarily clean dirty surfaces. Killing viruses and bacteria on the surface after cleaning has been done can further decrease the risk of spreading infectious diseases.

With this in mind, you need to conduct regular cleaning of your medical cart, and then disinfect it using an appropriate disinfecting product for the type of surface.



**CAUTION:** When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the cleaning and disinfecting product manufacturer's instructions.



#### For Frequently Touched Surfaces

For frequently touched surfaces, such as the push handle and drawer handles, remove visible dirt, then disinfect using alcohol-based wipes containing at least 70% alcohol.

### For Hard Non-Porous Surfaces

For hard non-porous surfaces such as the cart body, drawer front, and ABS countertop, clean with a mild detergent or soap and water if the surfaces are visibly dirty, before disinfectant application.

 After cleaning, use any of the products contained on the EPA's List L, List N, or List Q for products to use against the Ebola virus, disinfectants for Coronavirus (COVID-19), or disinfectants for Emerging Viral Pathogens that are suitable for hard non-porous surfaces. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products. Click on the links below to proceed to the EPA's websites to search and view the lists.

List N: Disinfectants for Coronavirus (COVID-19) List L: Disinfectants for use Against Ebola Virus List Q: Disinfectants for Emerging Viral Pathogens (EVPs)

• Diluted household bleach solutions (prepared according to the manufacturer's label for disinfection) if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Make sure the product is not past its expiration date.



IMPORTANT! Never mix household bleach with ammonia or any other cleaner.

• Alcohol solutions with at least 70% alcohol.

### **DISINFECTING YOUR MEDICAL CART, CONT.**

#### For Soft or Porous Surfaces

For soft or porous surfaces such as the straps on the Oxygen tank holder and defibrillator shelf, clean them with the appropriate cleaners indicated for use on these surfaces.

- After cleaning, use any of the products contained on the EPA's List L, List N, or List Q that are suitable for porous surfaces. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products. Click on the links above in the **For Hard Non-Porous Surfaces** paragraph to view the lists.
- Disinfect with wipes that contain at least a 70% alcohol solution.

## DETECTO MEDICAL CARTS STATEMENT OF LIMITED WARRANTY

DETECTO warrants its Medical Carts and Cart Accessories to be free from defects in material and workmanship as follows:

DETECTO warrants to the original purchaser only that it will repair or replace any part of the medical cart which is defective in material or workmanship for a period of **twelve (12) years from date of shipment**. Medical cart accessories (such as IV poles, waste bins, catheter holders, bin organizers, etc.) are warranted for a period of **two (2) years from the date of shipment**.

DETECTO shall be the sole judge of what constitutes a defect.

**During the first ninety (90) days**, DETECTO may choose to replace the product at no charge to the buyer upon inspection of the returned item.

After the first ninety (90) days, upon inspection of the returned item, DETECTO will repair or replace it with a refurbished product. The customer is responsible for paying for the freight both ways.

This warranty does not include replacement of expendable or consumable parts, or parts which have deteriorated or been damaged due to wear including but not limited to plastic parts such as tops, drawer rollers and slides, wheels, locks and hinges. Nor does it apply to damage caused by accident, misuse, abuse, overloading, theft, lightning, fire, water or acts of God, or due to extended storage or exposure.

This warranty does not apply to normal maintenance service, which is the responsibility of the purchaser.

DETECTO may require the product to be returned to the factory; item(s) must be properly packed and shipping charges prepaid. A Return Authorization number must be obtained for all returns and marked on the outside of all returned packages. DETECTO accepts no responsibility for items lost or damaged in transit, received without prior authorization or without proper markings and documentation.

### **Conditions Which Void Limited Warranty**

This warranty shall not apply to equipment which:

- A.) Has not been properly assembled.
- B.) Has been tampered with, defaced, mishandled or has had repairs and modifications not authorized by DETECTO.
- C.) Has had serial number altered, defaced, or removed.

### **Freight Carrier Damage**

Claims for equipment damaged in transit must be referred to the freight carrier in accordance with freight carrier regulations.

This warranty sets forth the extent of our liability for breach of any warranty or deficiency in connection with the sale or use of the product. DETECTO will not be liable for incidental or consequential damages of any nature arising from the use of any DETECTO product, defective or not, including but not limited to, loss of profit, delays or expenses, whether based on tort or contract. DETECTO reserves the right to incorporate improvements in material and design without notice and is not obligated to incorporate improvements in equipment previously manufactured.

The foregoing is in lieu of all other warranties, express or implied including any warranty that extends beyond the description of the product including any warranty of merchantability or fitness for a particular purpose. This warranty covers only those DETECTO products installed in the forty-eight (48) contiguous continental United States.





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