

INSTRUCTIONS FOR USE

EASYTRACK FS

Model No 9720010



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Thank you for choosing Arjo products.

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

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

Please Read this Manual Thoroughly!

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

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

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

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

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

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

Service and Support

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

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

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

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

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

Manufacturer Information

This product was manufactured by:

ArjoHuntleigh AB
Hans Michelsensgatan 10
211 20 Malmö
SWEDEN

Definitions Used in this Manual

WARNING:

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

CAUTION:

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

NOTE:

Means: Important information regarding correct use of the product.

Safety Instructions

Intended Use

The *EASYTRACK FS* is a portable track system to be used with Arjo portable lift intended to assist caregivers in hospitals, long-term care, nursing homes and home care environments, including private homes. Patient transferring is performed under the supervision of a trained caregiver as per the instructions outlined in this manual in conjunction with the *Instruction for Use* accompanying the ceiling lift. All other uses must be avoided.

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

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

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

Operational Life

This product is designed and tested for a useful life of seven (7) years or 10 000 transfers — whichever comes first—at maximum safe working load (SWL). It is subject to preventive maintenance as specified in the “Care and Maintenance” section.

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

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

WARNING: The manufacturer cannot ensure full safety for a product of which the life span has been exceeded. Wear may cause the breakage of a part and lead to a patient fall.

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

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

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

How to Use this Manual

To ensure the safe operation of the *EASYTRACK FS* read the entire manual carefully before operating this product.

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

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

The *EASYTRACK FS* must be used as per these safety instructions.

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

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

Safe Working Load

The *EASYTRACK FS* has been designed to be used with Arjo portable lifts with a safe working load of 200 kg (440 lb) or less, such as Voyager Portable, Maxi Sky 440 and adapted models of the Maxi Sky 2. Please contact your local Arjo agent for more information.

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

- the track system
- the “maximum load” label on the lift
- on the spreader bar
- on the sling.

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

Important Safety Instructions

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

- Carefully inspect product upon arrival. If any pieces are missing or appear damaged – do not install. Contact your local Arjo agent for further instructions.
- All labels are read and those that cannot be easily read are replaced.
- The daily maintenance is carried out before using the unit.
- Do not drop product; may cause breakage.
- Do not submerge in water.
- Do not attempt to over-extend the track past the locking point.
- Do not install product if Neoprene on bottom plate appears to be damaged or absent.
- Never use the *EASYTRACK FS* system as a swing.
- Always refrain from swinging patient sideways of track.

WARNING: Never use, store or carry the *EASYTRACK FS* when a red marker is visible. Serious injuries could occur. Refer to “Fig.1” on page 5 for location of red markers.

- Protect the *EASYTRACK FS* and its accessories during transport.
- Prior each use, perform the “Before every use ” inspection points in the “Preventive Maintenance Schedule” table on page 11.

Environmental Advice

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

Homecare Environment Considerations

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

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

Symbols Used

General Symbols

	Manufacturer's name and address. May also point out manufacturing date.
	CE marking indicating conformity with European Community harmonised legislation.
	Points out the manufacturer's catalogue number.
	Indicates a potential risk, refer to <i>Instructions for Use</i> (IFU) for details.
	Points out the manufacturer's serial number.
SWL	SWL is the maximum load the device is rated for safe usage.
	Refer to the Instructions for Use.
	Incorrect
	Correct
	Indicates the product is a Medical Device according to the EU Medical Device Regulation 2017/745
	Unique device identifier

UK SYMBOL EXPLANATION

This section is only applicable to United Kingdom (UK) market when UK marking is applied to the Arjo medical device labelling.

UK CA	UK marking indicating conformity with UK Medical Devices Regulations 2002 (SI 2002 No 618, as amended)
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UK Responsible Person & UK Importer:

Arjo (UK) Ltd, ArjoHuntleigh House, Houghton Regis. LU5 5XF

Is the appointed UK Responsible Person as defined in UK Medical Devices Regulations 2002 (SI 2002 No 618, as amended).

For Northern Ireland (NI) CE marking will still apply until further amendment to applicable regulations.

Product Description / Labels

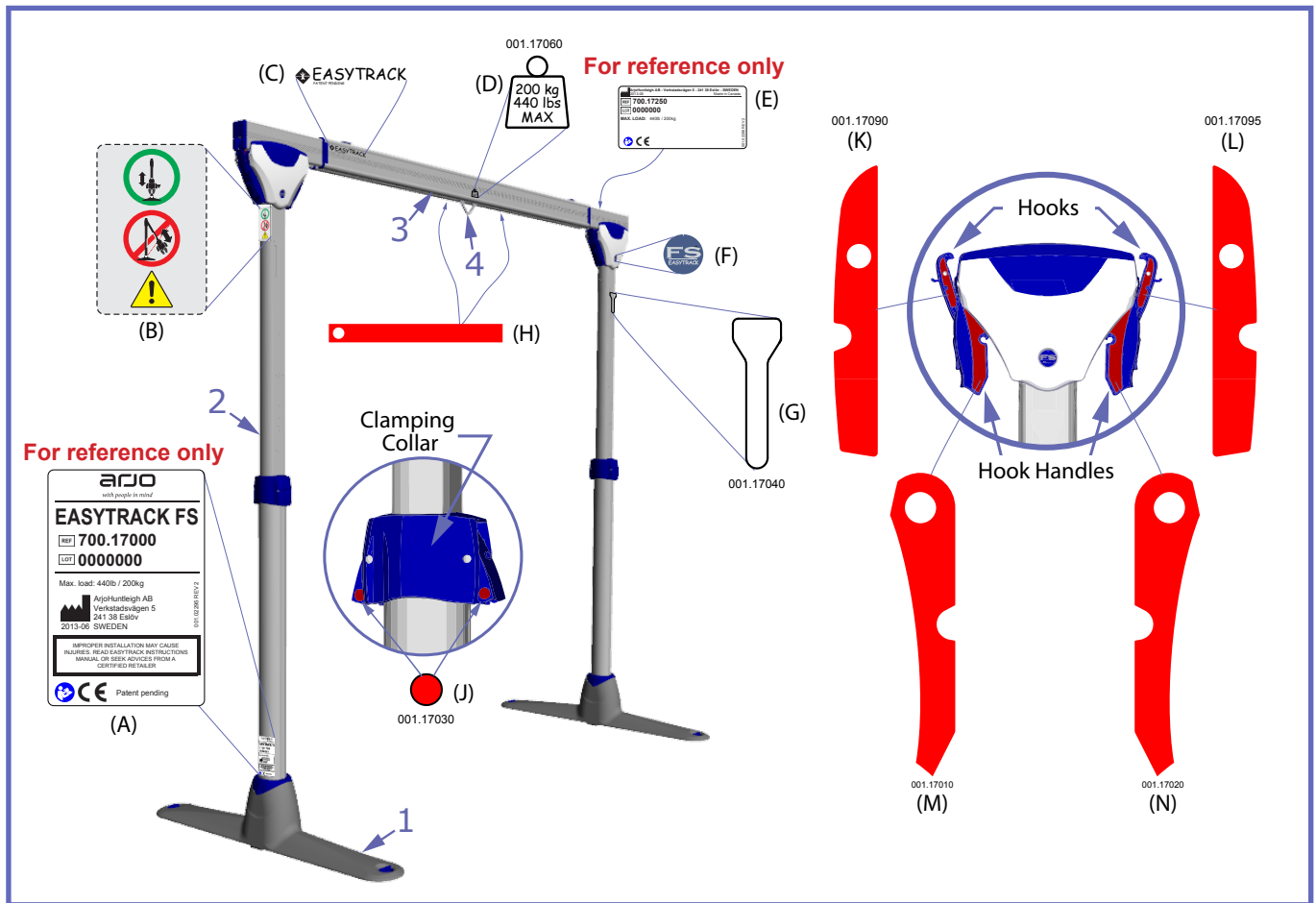


Fig. 1

Item	Part Description	Part №	Quantity
1	Base	700.17100	2
2	Extendable post	700.17001	2
3	Extendable track with trolley	700.17250	1

Item	Label Description	Part №	Quantity
A	Product Identification, Manufacturer Data	001.02295	1
B	Warning	001.17050	4
C	Product Name	001.10440	4
D	Maximum Load Capacity (SWL)	001.17060	2
E	Track Identification, Manufacturer Data, SWL	001.02296	1
F	FS Logo	001.17070	4
G	Anti-slip Sticker	001.17040	2

Red Markers - Do not use the EASYTRACK FS when any of the following marker is visible

H	Visible when inner track is extended beyond maximum usage length	001.17000	4
J	Visible when collar clip is unlocked	001.17030	8
K	Visible when track hook is unlatched	001.17090	4
L		001.17095	4
M	Visible when track hook latch handle is unlocked	001.17010	4
N		001.17020	4

EASYTRACK FS System Requirements

Floor Requirements:

CAUTION: If you are unsure of the strength or stability of the floor – do not install the EASYTRACK FS System – consult your local Arjo agent.

- Flooring must comply to local building code standards.

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

- Floor must be clear of any dust, grease, water or any foreign substance.
- Floor must have a slope of less than 0.5° . See “Fig.2” to determine the floor slope. Use a level or contact a contractor if unsure of floor slope.

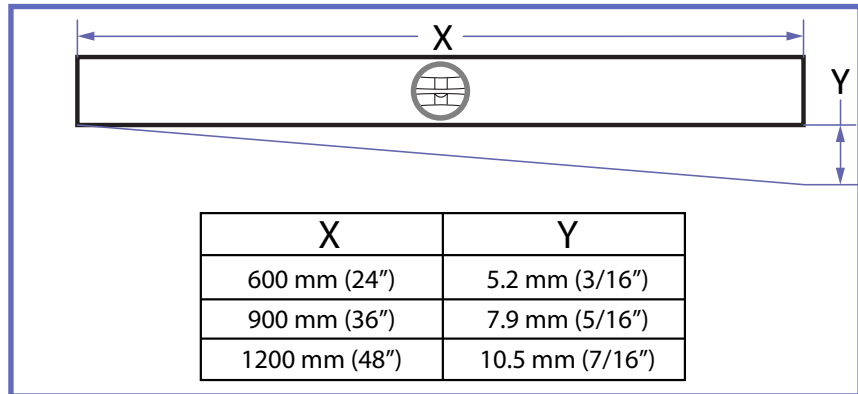


Fig.2

Before installing the EASYTRACK FS prepare the installation as follows:

- 1) Survey the room where you plan to install the EASYTRACK FS system.
 - Make sure the room meets all the specifications outlined in "EASYTRACK FS System Requirements" section.
- 2) Make sure the pick-up point will be inside the transfer zone:
 - Over a bed :
approximately 915 - 1020 mm (36 - 40") from the head of the bed.
 - Over a tub:
approximately 400 - 460 mm (16 - 18") from the end of the tub.
 - Allow 1000 mm (39") of the open area for transfer working space.

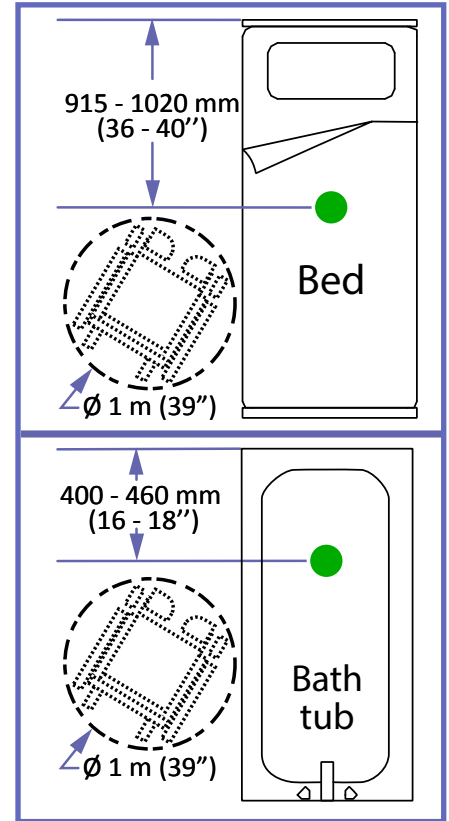


Fig.3

- 3) Determine the location for the two posts considering that transfers should only take place between the posts of the EASYTRACK FS system.

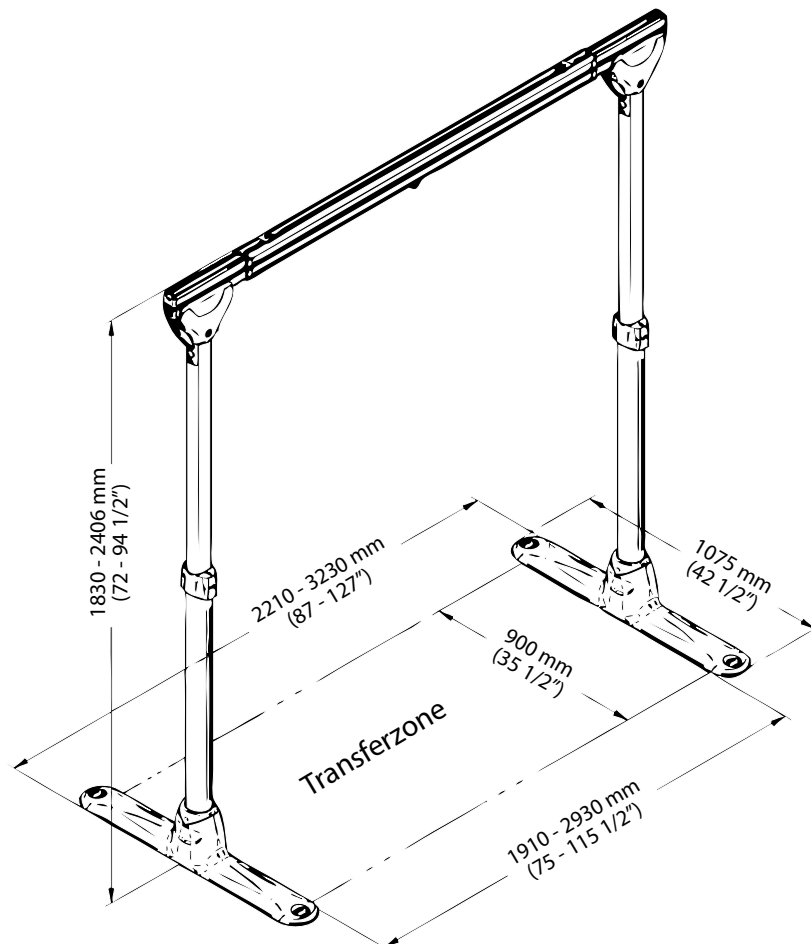


Fig.4

Assembling the *EASYTRACK FS*

Step 1. Post to Base Assembly

NOTE: The assembly can be performed by one person. Perhaps, we recommend to be assisted for increased safety.

WARNING: Never leave a post unattended when the track is not assembled. The post could fall down resulting in injuries.

- 1) Remove all parts from the boxes. Before assembling make sure that all parts are included and in good condition.
- 2) Layout the bases on a level and clean floor at the desired distance.
- 3) Insert the posts in the bases. The design of the base will ensure the post lines up in the correct position.



Fig.5

CAUTION: Make sure both posts are correctly inserted into each base.

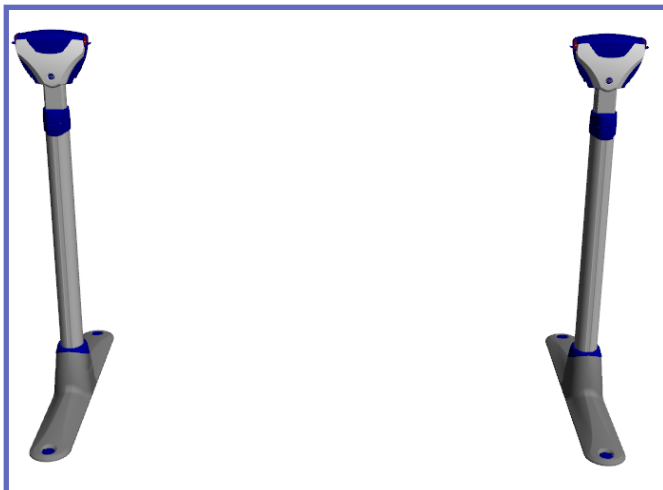


Fig.6

Step 2. Installation of the Track

- 1) Prior to track installation, unlock the hook handle by pressing on the safety latch and pulling outward (located on the blue colour component on the side of post head).



Fig.7

- 2) Gently pull out the handle until the red stripe of the hook mechanism is visible.



Fig.8

- 3) Insert the track in place on top of both posts.



Fig.9

- 4) Attach the track to the post by engaging the hooks, on both sides of the post, over the track pins.



Fig.10

- 5) Secure the track to the post by closing the hook handle while pushing the hook over the track pin. The red marks on the hook handle should no longer be visible.



Fig. 11

You should feel a slight tension when closing the hook handle.

Repeat procedure until all 4 hooks are secured.

Following figure shows a view of the track when properly installed and locked in place.



Fig. 12

CAUTION: Make sure the main hooks are well engaged.

Step 3. Track Width Adjustment

- 1) To adjust the track width, pull the inner track away from the main outer track until the desired width is achieved.

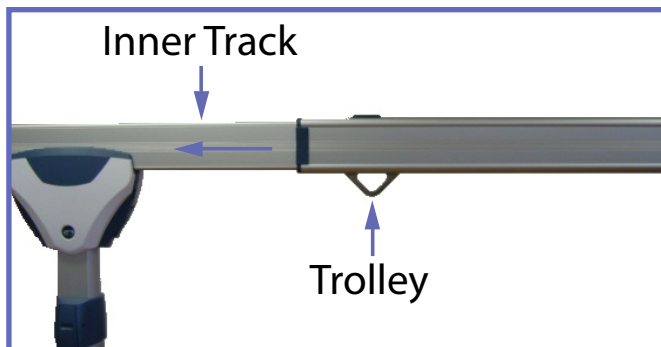


Fig. 13

- 2) Trolley position should be as shown in "Fig. 13". If not, make sure that inner track is extended. Trolley will become free of its transportation slot. If it does not, shake the trolley lightly left and right to release it. Trolley should move freely at this point.

NOTE: This step can also be done after adjusting the height.

Step 4. Height Adjustment

Extending the Posts

- 1) Pull on the lower portions of each collar locking handle located on both sides of the collar to release the locking mechanisms and allow the inside section of the post to extend upwards.

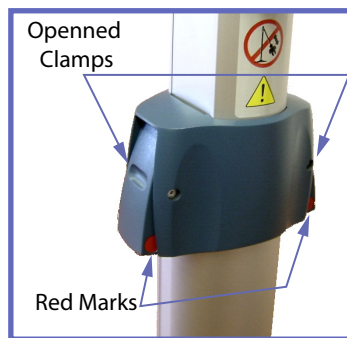


Fig. 14

When the clamping collars are in the open position red marks are visible.

- 2) Position yourself under the track and gently push upwards until the desired height is achieved.



Fig. 15

CAUTION: NEVER extend the post to allow the track to be in contact with the ceiling. Always leave a clearance of at least 30 mm (1 inch) above the track. This clearance is necessary to allow retracting the post for disassembling.

Levelling the Track

- 3) Ensure the track is level. To level the track, extend both posts to same length. Make sure the ruler in front of the post is exiting the post by same length for both posts.



Fig. 16

Retracting the Posts

Proceed as follows to retract the post for adjusting the length or for disassembling.

- 4) Unlock the collar of the post, if it is not already unlocked.
- 5) Referring to “Fig. 17”, grab the upper portion of the post with both hands (1) and raise it about 5 mm to remove the pressure on the collar.

Take care not to allow the track to make contact with the ceiling.

- 6) With your two thumbs, slide only the ruler downward (2) then lower the post to desired height (3).

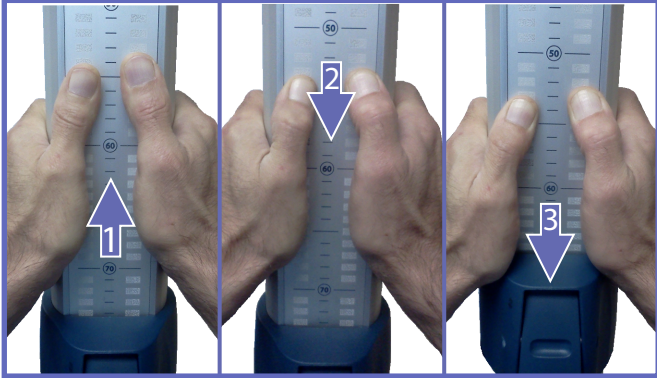


Fig. 17

- 7) When the ruler is released, it reverts back to its original position preventing the post from being contracted.

Securing the Posts

- 8) Lock the clamping collars on both posts to prevent the posts from extending by themselves. When the collars are locked, no red mark should be visible.

Levelling the Posts

- 9) Adjust the levellers on each base to stabilize the bases. When adjusting the levellers, make sure the central gliders are in contact with the floor.

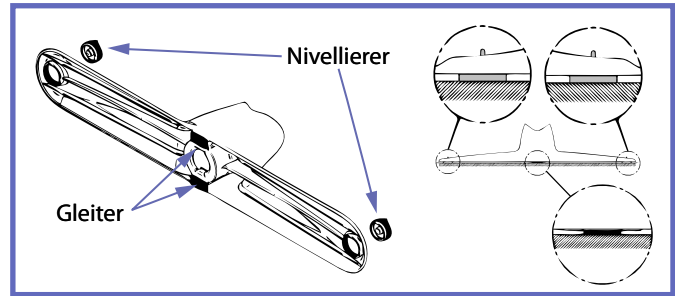


Fig. 18v

Your *EASYTRACK FS* is now ready to be used with your Arjo portable lift (not included).

Disassembling the *EASYTRACK FS*

To disassemble the *EASYTRACK FS* reverse the assembly sequence.

- 1) Remove the lift from the trolley.
- 2) Unlock the clamping collars on both posts.
- 3) Retract both posts (see “Retracting the Posts” on page 10 and relock the clamping collars).

- 4) Unlatch the hook handles to release the hooks from the track pins.
- 5) Remove the track from the posts and retract it.
- 6) Remove both posts from their bases.
- 7) Place all components in an appropriate container to protect them from dust or damages.

Preventive Maintenance Schedule

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

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

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

POINTS TO BE INSPECTED BY USER/SERVICE TECHNICIAN	FREQUENCY		
	Annually / every 1400 transfer / every 50 assembling*		
	Monthly		
	Before every use ↓	↓	↓
Inspect for evidence of external damages or missing parts.	•	•	•
Make sure that bases are properly adjusted	•	•	•
Make sure that all posts are straight.	•	•	•
No Red marks are visible.	•	•	•
Make sure track is secured in place. Press up on the track to make sure it is locked onto the post.	•	•	•
Clean the inside of the tracks to ensure there is no dust or grease build-up inside the tracks.		•	•
Check to make sure that the trolleys move freely along the tracks.		•	•

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

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

Annual Inspection by an Authorized Technician

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

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

Cleaning

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

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

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

Troubleshooting

PROBLEM	TO CHECK
Trolley moves substantially on its own when the Easytrack FS system is fully assembled.	• Is the track levelled? • Is the floor levelled? • Is the track secured to the posts? Press up on the track to make sure that it is correctly fixed onto posts.
Trolley does not roll in track smoothly.	• Is track clean? Clean track with damp cloth. • Is trolley centered in track? Re-center trolley. • Is the trolley damaged? Replace trolley
The trolley does not move	• Did you extend the inner track in order to release it from the track slot (transportation)? • Is there debris on the track?
Extendable track comes completely apart during assembly.	• Track has been extended too quickly/forcefully. Track was pulled past the locking device. • Check locking device inside track (top of track above the trolley) to make sure it is not damaged. Replace the trolley if damaged. See "Product Description / Labels" . • Put track back together at a slight angle and slide together. • Slowly extend track out again to ensure locking device clicks into place. • Slowly compress the track again.
Posts and bases are not stable.	• Check integrity of the floor. • Are the levellers properly adjusted? • Are the posts properly inserted in the base? • Are the collar clamps closed?
It is impossible to retract posts	• Did you release the collar clamps? • Did you follow the disassembling instructions? • Did you remove lift from trolley?
Main hook does not engage on track pin	• Is there debris in the track? • Is the track well seated on the posts?

Technical Specifications

PRODUCT INFORMATION EASYTRACK FS № 9720010	
Weight	Total: 38.2 kg (84.2 lb) Post: 7.75 kg (17 lb) (each) Track: 13.8 kg (30.4 lb) Base: 4.45 kg (9.8 lb) (each)
Max. safe working load	200 kg (440 lb)
Range	Extendable Track Length: 2210 - 3230 mm (87 - 127") Post length: 1830 - 2406 mm, (72 - 94 1/2")
Material	Aluminium
SAFE DISPOSAL	
Package	Corrugated cardboard recyclable
Product	Metal and Plastic Parts shall be separated and recycled according to marking on the unit.

Dimensions

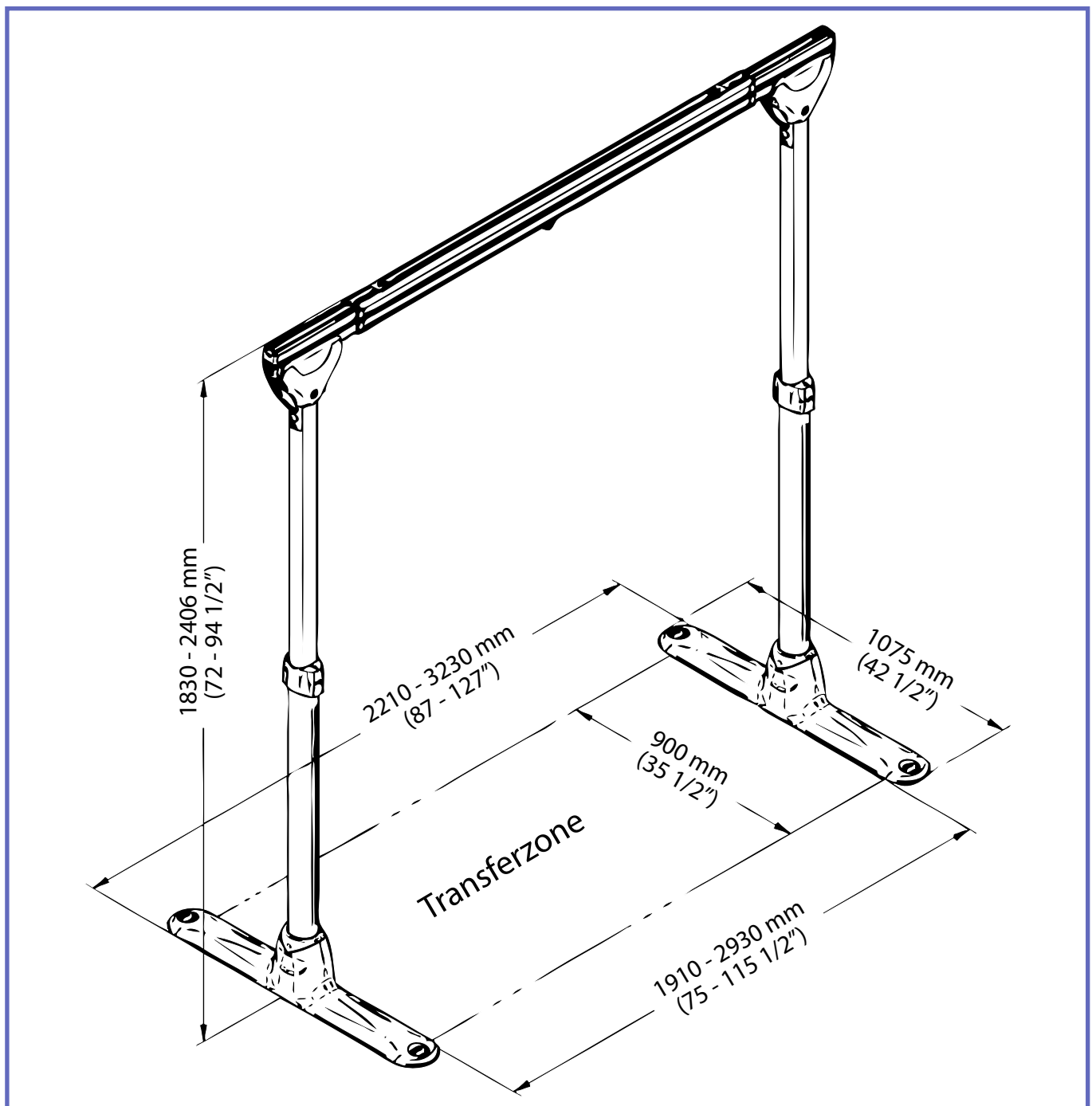


Fig. 19

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At Arjo, we believe that empowering movement within healthcare environments is essential to quality care. Our products and solutions are designed to promote a safe and dignified experience through patient handling, medical beds, personal hygiene, disinfection, diagnostics, and the prevention of pressure injuries and venous thromboembolism. With over 6500 people worldwide and 65 years caring for patients and healthcare professionals, we are committed to driving healthier outcomes for people facing mobility challenges.



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