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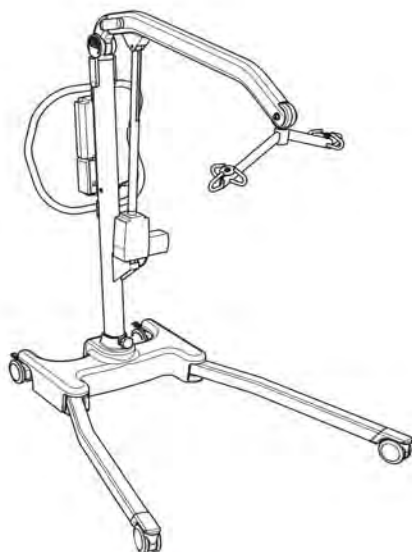
Quality
ISO 9001

Oxford[®]

Oxford[®] Presence

User Instruction Manual & Warranty

To avoid injury, read user manual prior to use.



 Joerns
Healthcare

Redefining patient handling

Manufacturer's Contact Details

Oxford®

EUROPE

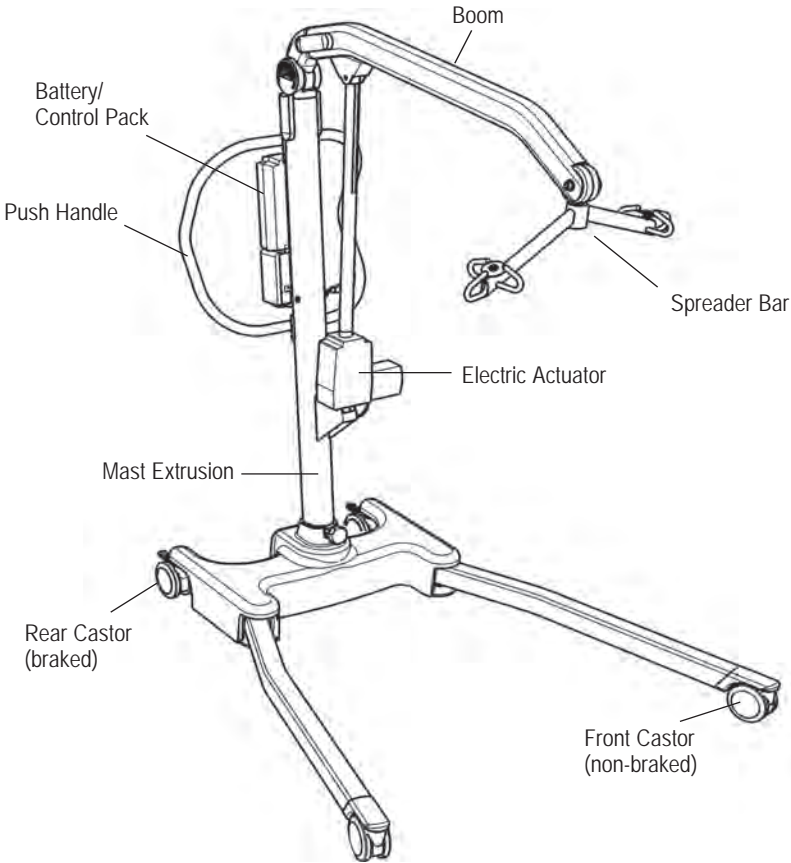
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1. The Oxford Presence Patient Lift



2. Introduction: About Your Lift

The Oxford Presence is an electrically operated patient lift. Each Presence lift is fully assembled load tested and certified before being packed/shipped.

The packing consists of a strong, purpose built carton that is used for both export and domestic markets to ensure the safe arrival of the lift.

A number of documents are supplied in a wallet, and packed with each lift and should be kept safely for future reference.

- TEST CERTIFICATE
- DEALER GUARANTEE CARD
- PACKING CHECK LIST
- USER MANUAL
- CUSTOMER SATISFACTION CARD

The TEST CERTIFICATE is an important document and will be required for your insurance records. It is valid for six months and after it has expired the lift should be inspected and serviced per the maintenance schedule.

Servicing and periodic testing can be carried out by your authorised supplier. Please ensure your lift is included in their maintenance schedule. If you are at all unsure what your local market servicing requirements are, please check with your dealer and/or a local government agency.

The Oxford Presence is suitable for the following CATEGORIES of lift within the working parameters of the lifts specified in the TECHNICAL SPECIFICATIONS.

- Category A - Wheelchair
- Category B - Bed
- Category C - Bath (dependent upon setting)
- Category D - Toilet/Shower Chair
- Category E - Floor
- Category F - 90 degree Rotation

The Oxford Presence is suitable for patients in the SITTING, SITTING/RECUMBENT and RECUMBENT positions. The examples of slings suitable for use with this device are listed as follows:

- Oxford Quickfit
- Oxford Full Back
- Oxford Quickfit Deluxe
- Oxford Long Seat
- Oxford Access
- Oxford Comfort
- Oxford Silkfit

The CE mark:



The Oxford Presence carries the CE mark and complies with the following EC directives:

- Medical Device Directive (93/42/EEC)
- EMC Directive (89/336/EEC)
- Low Voltage Directive (73/23/EEC)



3. Assembly and Commissioning Instructions

CARTON CONTENTS

Place the carton in a clear working area and open carefully. The carton contains:

- Oxford PRESENCE LIFT
- WALLET CONTAINING DOCUMENTS
- HAND CONTROL
- BATTERY PACK
- CHARGING LEAD
- DESK TOP CHARGER/STAND

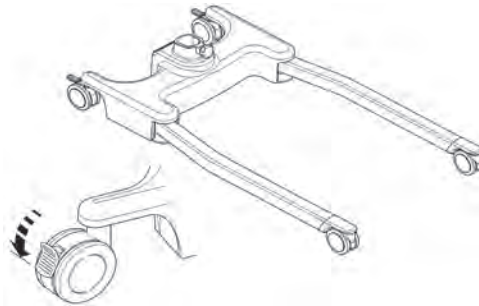
WARNING

The Oxford Presence is heavy and will need to be lifted with care. You may need assistance to lift the Oxford Presence from the carton.

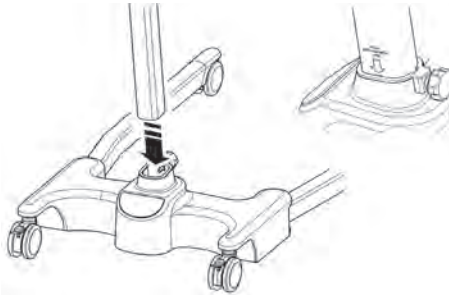
ASSEMBLY INSTRUCTIONS

Remove all the parts from the carton and place on the floor, taking care to protect the finish from damage.

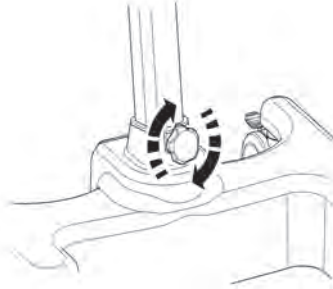
1. Place the chassis in a clear space and apply the rear bakes.



2. Fit the mast and boom assembly into the chassis socket



3. Tighten the mast assembly with the mast-locking device, which is located at the front of the chassis.

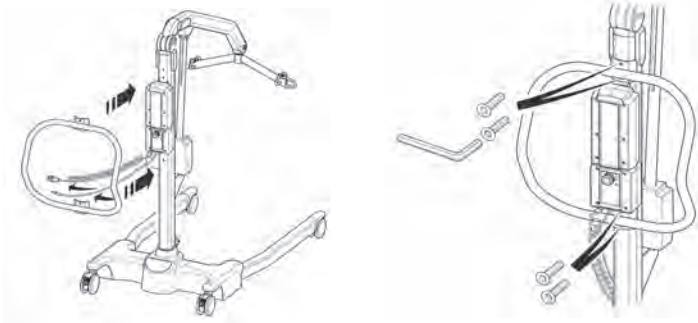


⚠ WARNING

Avoid trapping fingers. Keep fingers away from the end of the mast when inserting into the chassis socket. Full engagement of the mast is indicated by the label on the side of the mast. The electric leg operation will not function unless the mast is fully engaged.

4. Turn the locking knob until hand tight.
5. Line the handle assembly up to the rear of the mast, and attach using the fixings provided. The fixings and wrench needed to attached the handle are kept in the user instruction wallet for safe keeping.

NOTE: When attaching the handle to the mast be sure that all trailing wires are left outside the handle before fixing.



6. Fit power pack to the lift and make sure the latch holding the pack in place is fully engaged. "Click" in place.

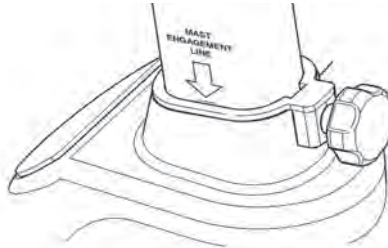


DISASSEMBLY

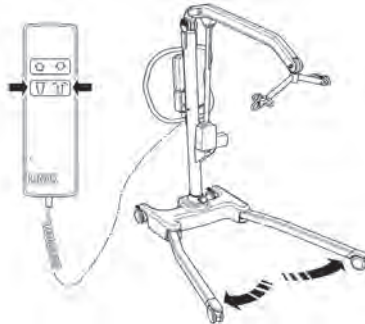
The lift should not be disassembled unless for service, repair or transport if necessary. Therefore follow the assembly instructions in reverse sequence.

ALWAYS CHECK THE FOLLOWING BEFORE OPERATION

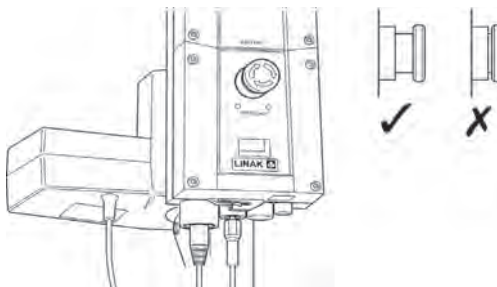
- The mast is fully locked into position.



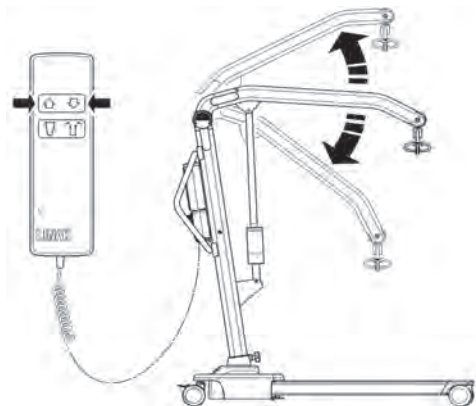
- The legs of the lift open and close satisfactorily (This is done via the hand control).



- The red emergency stop button, located on the rear of the control box, is in the OFF (out) position.



- Push the up and down buttons on the hand control and confirm the boom rises and lowers.



4. Safety Precautions

Please read and follow the safety precautions listed below. The operation and use of Oxford patient lifts is simple and straightforward. Following these few basic safety precautions will make lifting operations easy and trouble free.

READ AND UNDERSTAND THE USER INSTRUCTION MANUAL BEFORE USING YOUR "PRESENCE"

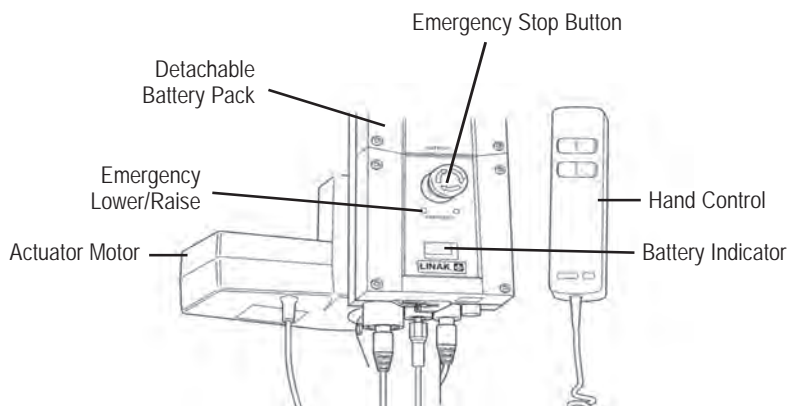
WARNING

- ALWAYS plan your lifting operations before commencing.
- ALWAYS carry out the DAILY CHECK LIST before using the lift.
- ALWAYS familiarise yourself with the operating control and safety features of a lift before lifting a patient.
- DO NOT use a sling unless it is recommended for use with the lift.
- ALWAYS check the sling is suitable for the particular patient and is of the correct size and capacity.
- NEVER use a sling which is frayed or damaged.
- ALWAYS fit the sling according to the instructions provided (user instructions).
- ALWAYS check the safe working load of the lift is suitable for the weight of the patient.
- ALWAYS carry out lifting operations according to the instructions in the user manual.
- NEVER disconnect or bypass a control or safety feature because it seems easier to operate the lift.
- DO NOT lift a patient with the castor brakes on. Always let the lift find the correct centre of gravity.
- DO NOT attempt to manoeuvre the lift by pushing on the mast, boom or patient.
- ALWAYS manoeuvre the lift with the handle / foot push pad provided.
- ALWAYS lower the patient to the lowest comfortable position before transfers.
- DO NOT push a loaded lift at speeds which exceed a slow walking pace (3 Km/hour 0.8 metres/second).
- DO NOT push the lift over uneven or rough ground. Particularly if loaded.
- DO NOT attempt to push/pull a loaded lift over a floor obstruction.
- NEVER force an operating/safety control. All controls are easy to use and do not require excessive force.

- The MINIMUM load required to manually lower the hoist using the mechanical emergency down function is 30 kg.
- DO NOT park a loaded lift on ANY sloping surface.
- DO NOT use electric lifts in a shower.
- DO NOT charge an electric lift in a bathroom or shower room.
- DO NOT lift a patient unless you are trained and competent to do so.
- YOUR lift is for patient lifting. DO NOT use it, or allow it to be used, for any other purpose.
- DO NOT bump the lift down steps, loaded or unloaded.
- DO NOT attempt to negotiate a loaded lift on a slope which exceeds 1:12 (approximately 5 degrees).
- DO NOT attempt to negotiate a slope without a second helper being present.
- DO NOT use in a wet or corrosive environment such as poolside locations.

5. Operating Instructions

OPERATING CONTROLS



1. Leg adjustment

The legs on the Oxford Presence are electrically adjustable for width. The legs can be opened to enable access around armchairs or wheelchairs. For transferring and negotiating narrow doorways and passages the lift legs should be in the closed position.

Electric leg adjustment - is achieved by pressing the appropriate buttons on the handcontrol. The legs will be locked whenever the handcontrol switch is released.

2. Castors and Braking

The lift has two braked castors which can be applied for parking. When lifting, the castors should be left free and un-braked. The lift will then be able to move to the centre of gravity of the lift. If the brakes are applied it is the patient that will swing to the centre of gravity and this may prove disconcerting and uncomfortable.

3. Raising and lowering the boom

The movement of the boom is achieved by a powerful electric actuator which is controlled by a simple handcontrol unit. The handcontrol has two buttons with directional arrows UP and DOWN $\uparrow\downarrow$. The actuator stops automatically at the limit of travel in both directions. The handcontrol plugs into a socket at the base of the control box.

4. Emergency Stop

The red Emergency Stop Button is located on the front of the control box and is activated by pressing in. This will cut all power to the lift and only be reset by twisting the button anticlockwise and releasing.

5. Electrical Emergency Down/Up

Emergency lower (down) and raise (up) buttons are provided at the front of the control box. This is operated by inserting a ballpoint pen into the button highlighted $\uparrow\downarrow$. This will bring the boom up or down should the handcontrol fail at any time.

6. Mechanical Emergency Down

In the case of a complete electrical failure the electrical actuator is fitted with mechanical lowering device (RED BOSS). This will only operate when the lift is under load. The device must be pulled upwards to activate, and a slow decent will commence.

Note: The MINIMUM load required to manually lower the hoist using the mechanical emergency down function is 30 kg.

7. Batteries

The batteries are protected from deep discharge by a LOW VOLTAGE ALARM. This will sound when the batteries need recharging and the handcontrol is being operated. It will not sound independently of the handcontrol being operated. DO NOT IGNORE THIS WARNING ALARM. Complete the lifting operation and place the battery on charge (see charging instructions).

8. Slings

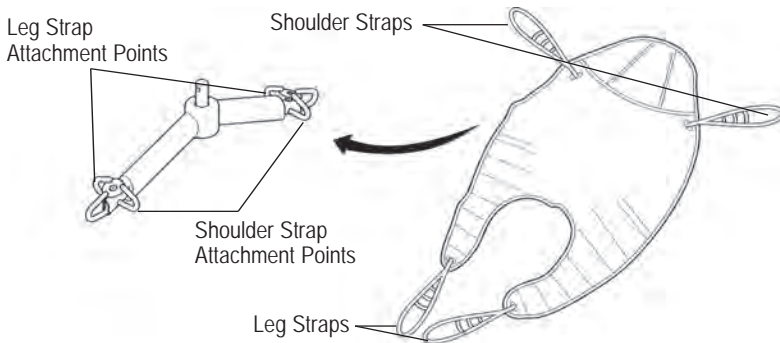
The Oxford Presence has the option of both a 6-point spreader bar and a 4-point positioning cradle. Both systems use different attachment methods and slings.

The 6-point system uses slings with webbing loops, which allow positioning adjustment by selecting different coloured loops. The 4-point cradle uses the Secur3 safety clip system and adjustment is made by rotating the 4-point cradle either upward or down.

Loop strap slings: Oxford Quickfit, Full Back, Quickfit Deluxe, Long Seat, Access and Silkfit

Safety clip slings: Oxford Comfort

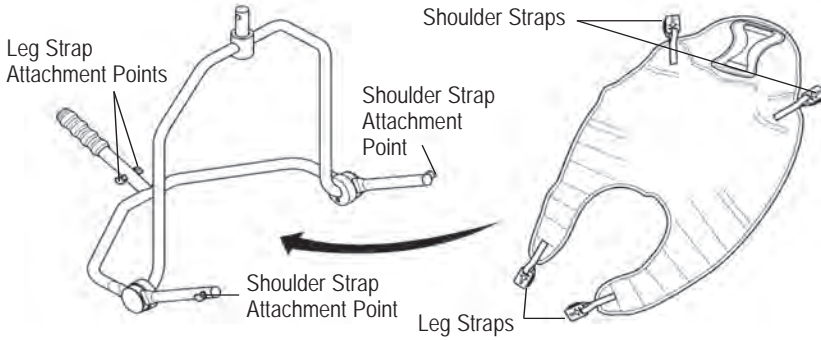
The 6-point system attaches to the spreader bar hooks via loop straps (shown below), each sling is supplied with instructions. Please study the instruction guide before use.



6-point spreader bar. Example of 6-point spreader bar sling with loop attachments.

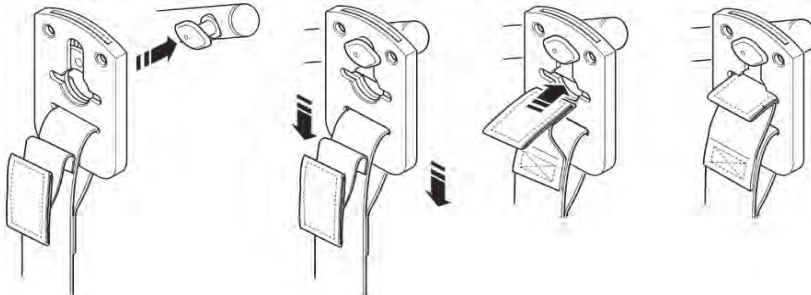


The four point cradle sling attaches to the cradle studs via a safety clip system (shown below), each sling is supplied with instructions. Please study the instruction guide before use



4-point positioning cradle.

Example of 4-point cradle sling with safety clip system.



Securi3 sling attachment system. Example of installation.

NOTE: For detailed fitting instructions, please refer to the user guide supplied with each sling.

⚠ WARNING

Joerns Healthcare recommends that slings be checked regularly and particularly before use for signs of fraying or damage. DO NOT use slings that are worn or damaged.

⚠ WARNING

OXFORD RECOMMENDS THE USE OF GENUINE OXFORD PARTS. Oxford sling and lift products are designed to be compatible with one another. For country specific guidance on sling use and compatibility, please refer to the sling label or contact your local market distributor or Joerns Healthcare.

⚠ WARNING

Refer to maximum weight capacity of lift. Sling capacity is limited by the maximum capacity of the lift.

6. Removal of Spreader Bar/Cradle Systems



FOLLOW THESE INSTRUCTIONS EXACTLY

Your presence lift has the option of using both a 6-point spreader bar and 4-point positioning cradle. The removal of either of these systems is completed easily by the use of a quick-release pin. This is done quickly and easily, but you must read the following safety instructions to ensure the spreader bar/cradle is safely locked into position before use.

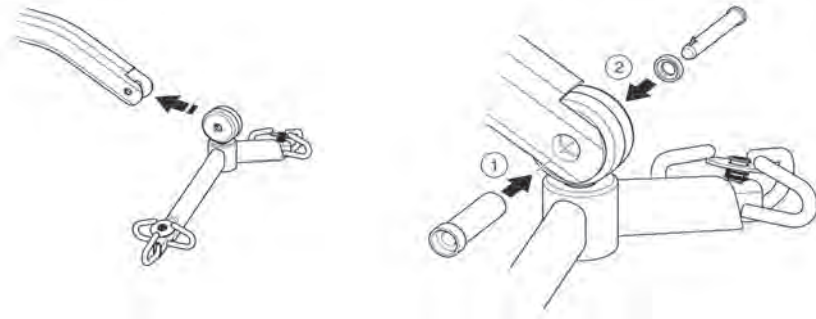
CONNECTION

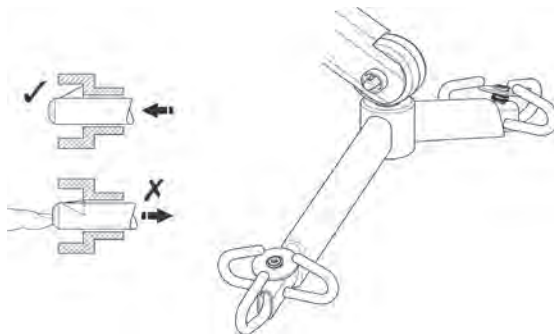
To connect, raise the spreader bar/cradle up toward the boom slot.

Insert the pin sleeve through the plastic end cap and to support the spreader bar/cradle.

Once aligned in the boom slot reinsert the quick release pin fully into the sleeve until it locks into position. **YOU MUST CHECK THAT THE PIN IS SECURELY FITTED.**

To do this, press your finger into the barbed end. If the pin remains stationary the lift is safe to use.

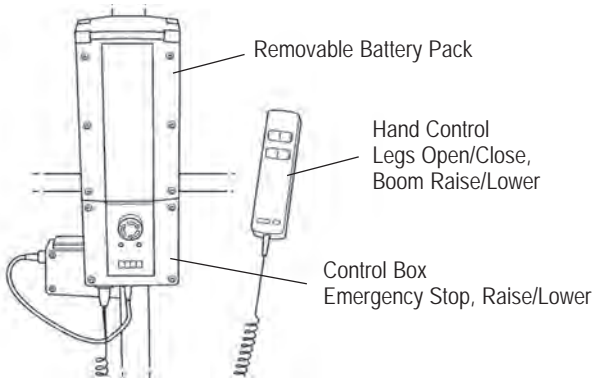






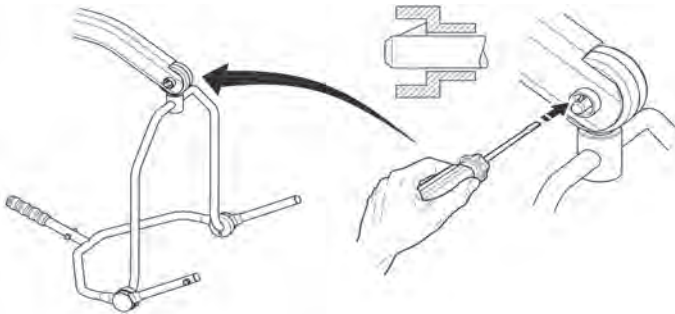
REMOVAL

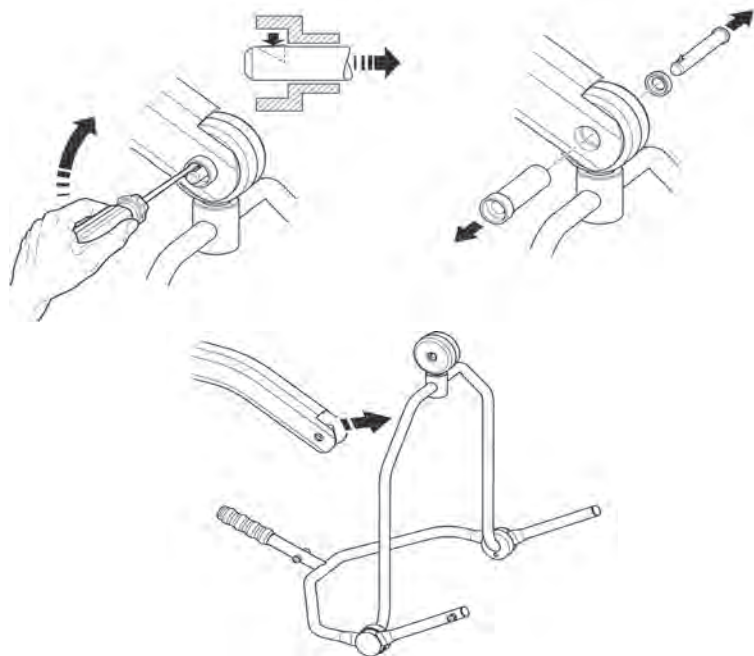
CAUTION: Be sure to support the weight of the spreader bar/cradle before removing pin.



To detach pin, depress the spring barb (using a flat blade electrical screw driver or similar) and pull the pin out.

Support the spreader bar/cradle, and then pull the pin sleeve in the opposite direction, removing it completely from the boom. This will release the spreader bar completely.





7. Charging Instructions

The batteries are located in the power pack and are charged via an off board desktop charger unit.

CHARGING INSTRUCTIONS FOR THE OXFORD PRESENCE

When the power pack needs charging it is removed from the lift and fitted to an off board charging unit.

Joerns Healthcare Ltd recommend an additional battery pack is purchased, so that one pack can be on charge at all times.

1. Remove the power pack from the lift. The pack is retained by a simple latch at the top of the power pack. Lift the latch and the power pack will be released.
2. Fit the power pack to the charging unit. The location and latching of the power pack to the charger is the same system as used on the lift.
3. Plug the charger mains plug into a suitable mains outlet and switch the mains supply ON.
4. Charging is automatic and will fully charge the batteries over a period of eight to twelve hours.
Note: Even if the charger is left plugged in for extended periods it will not allow the batteries to overcharge.
 - a) Green Light - Indicates main power is on.
 - b) Yellow Light - Indicates battery is charging.
 - c) Battery will be fully charged when yellow light goes off.**Note:** Charging will take up to four (4) hours.
It is recommended that the battery be charged immediately upon receipt.
5. To return the lift to service, switch OFF the mains supply and remove the power pack from the charger. Fit the power pack to the lift and make sure the latch holding the pack in place is fully engaged. "Click" in place. The charging of Oxford electric lifts is simple and straightforward, but it is important to follow the charging instructions closely. Please pay particular attention to the following points, they will help you avoid problems with discharged batteries.

*THESE CHECKS SHOULD INCLUDE:

	Initially	Before Use	Service Intervals
1. SPREADER BAR: Check the spreader bar for freedom of rotation and swing. Check for wear on the central pivot. Check for firm attachment to the boom.	✓	✓	
2. BOOM: Check the attachment of the boom to the mast. Make sure there is only minimal side movement of the boom and the boom is free to rotate on the boom bearing.	✓	✓	
3. MAST: Check the operation of the mast-locking device. Make sure the mast fully engages into the socket. Check the bottom actuator.	✓	✓	
4. ACTUATOR: The actuator should require no maintenance other than checking for correct operation and listening for unusual noise.			✓
5. POWER PACK: Check the function of the emergency stop button and emergency down/up. Note: The MINIMUM load required to manually lower the hoist using the emergency lower function is 30 kg.	✓	✓	
6. BATTERIES: The batteries are housed in the power pack and should not require maintenance other than the regular charging as detailed in the charging instructions. Check that the connections remain clean.			✓
7. LEG ADJUSTMENT: Check the legs operate in both full extensions (inward/outward).	✓	✓	
8. CASTORS: Check all castors for firm attachment to the legs. Check for free rotation of the castor and the wheels.	✓	✓	
9. CLEANING: Clean with ordinary soap and water and/or any hard surface disinfectant. Harsh chemical cleaners or abrasives should be avoided as these may damage the surface finish of the lift. Avoid wetting any of the electrical parts.			✓
10. LOAD TEST: The load test should be carried out in accordance with the manufacturer's test procedures. It is strongly recommended the testing is carried out by an authorised service dealer.			✓
11. BASE AND WHEELS: Ensure base is even and level (all four wheels are on the floor).	✓	✓	
12. SLINGS: Check for wear and fraying.	✓	✓	✓
13. LUBRICATION: Oil pivot joints, including mast and boom connections, pedal assembly, spreader bar joint (only if required).			✓
14. HAND SET: Ensure plugged fully into controller.	✓	✓	
15. QUICK RELEASE PIN: Ensure the pin is securely fitted before lifting, by pressing the barbed end.	✓	✓	
16. FIXINGS: Check all nuts, bolts, screws and fasteners for excessive wear and for tightness. Replace as required.			✓

⚠ WARNING

KEEP the batteries fully charged. Place the battery on charge whenever it is not in use. If it is more convenient to do so, place on charge every night. The charger will not allow the batteries to overcharge.

⚠ WARNING

NEVER run the batteries completely flat. As soon as the audible warning sounds, complete the lifting operation in hand and place on charge.

⚠ WARNING

NEVER store the power pack for long periods without regular charging throughout the storage period.

⚠ WARNING

ALWAYS make sure the mains power to the charger is switched off before connecting or disconnecting the power pack.

⚠ WARNING

NEVER leave the power pack plugged in to the charger with the mains power off.

⚠ WARNING

Do not charge an electric lift in a bathroom or shower room.

8. Maintenance Schedule & Daily Check List

All Oxford products are designed for minimum maintenance, however some safety checks and procedures are required. A schedule of DAILY tasks are detailed below. Daily checks and a six monthly service, inspection and test will ensure a lift is kept in optimum safe working condition. A list of spare parts is available upon request.

The LOAD TEST and certification should only be carried out by qualified personnel or an authorised service agent / dealer.

DAILY CHECK LIST: Joerns Healthcare strongly recommends the following checks be carried out on a daily basis and before using lift.

- MAKE sure the lift moves freely on its castors.
- MAKE sure the spreader bar is free to rotate and swing
- EXAMINE the spreader bar is firmly attached to the boom.
- EXAMINE the sling hooks/clips on the spreader bar and side suspenders for excessive wear.
- MAKE sure the legs open and close correctly.
- OPERATE the hand control to confirm the boom raises and lowers satisfactorily.
- ON electric powered lifts check the operation of the emergency stop button.
- EXAMINE slings for fraying or other damage. DO NOT use any sling if damaged or if the sling shows signs of wear.
- CONFIRM the lift is not giving a low battery alarm when the hand control is operated. If the alarm sounds, DO NOT use, and place on charge immediately.

MAINTENANCE, INSPECTION AND TEST

Joerns Healthcare recommend a thorough inspection and test of the Oxford Presence lift and lifting accessories, slings, scales etc is carried out on a regular basis. Inspection frequency varies depending on locality, so you must check with your dealer or local government agency as appropriate regarding how often an inspection is required. The examination and test should be conducted according to the recommendations and procedures provided in this manual. Joerns Healthcare recommends maintenance, inspection and certified testing is carried out by authorised service agent / dealers only.

NOTE: These recommendations are in compliance with the requirements of 1998 No2307 Health and Safety: The Lifting Operations and Lifting Equipment Regulations 1998. This is a UK regulation. Outside the UK please check your local country requirement

9. Technical Specifications

Safe Working Load	500 lbs	227 kgs
Maximum Overall Length	57.5 inches	1460 mm
Minimum Overall Length	55.1 inches	1400 mm
Maximum Overall Height	81.3 inches	2065 mm
Minimum Overall Height	57.5 inches	1460mm
Spreader Bar Maximum Height	75.2 inches	1910 mm
Spreader Bar Minimum Height	16.9 inches	430 mm
Height at Maximum Reach	51.5 inches	1310 mm
Reach at Maximum Height	25.6 inches	650 mm
Reach at Minimum Height	15.7 inches	400 mm
Maximum Reach*	36.6 inches	930 mm
Turning Radius	64.2 inches	1630 mm
Legs Open- External Width	45.2 inches	1150 mm
Legs Open- Internal Width	40.1 inches	1020 mm
Legs Closed- External Width	26.4 inches	670 mm
Legs Closed- Internal Width	21.6 inches	550 mm
Overall Height of Legs	4.7 inches	120 mm
Ground Clearance	1.4 inches	35 mm
Front Twin Castors	4 inches	100 mm
Rear Braked Castors	4 inches	100 mm

* Reach = centre of spreader bar to the front of the mast

4-point Position Cradle (measurement to top of location pins)

Cradle Max. Height	61 inches	1550 mm
Cradle Min. Height (usable)	15.4 inches	390 mm

Weights

Mast, Base & Boom Assembly	81.4 lbs	37 kgs
(includes 2 point spreader bar)		
Power Pack	6.6 lbs	3 kgs
Total	88 lbs	40 kgs
Base Assembly (not inc battery)	44 lbs	20 kgs
Mast & Boom (not inc battery)	37.4 lbs	17 kgs
4-point Position Cradle	13.2 lbs	6 kgs

All measurements are within a +5/--5 degree of tolerance.