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Intended Use

This procedure is intended to provide the biomedical technician (or equivalent) with the instructions necessary for the replacement of the keyboard tray hardware of their Endoscopy Cart.

Safety Measures



WARNING – General Warning

- **Do not** perform the replacement procedure before having read the safety measures section of the Endoscopy Cart user manual.
- **Do not** use powered tools to screw the hardware during the replacement, as there is a risk of damage to the threads.
- Use only Technimount parts and the replacement procedure as described herein. Using unapproved modified parts or procedure with the Technimount product may cause the system to be unstable and could cause injury to the patients or clinical staff and void the product warranty.
- In case of a non-conformity, stop using the product and contact Technical Support at techsupport@technimount.com immediately for a remedial action plan.
- Always keep records of your replacement activities and immediately remove defective or expired products from your inventory.



CAUTION – Corrosion

Dispose of corrosive wastes according to the environmental laws that apply to your jurisdiction and consult the Safety Data Sheets (SDS).



CAUTION – Two (2) Person Installation

Two (2) people are recommended to facilitate performing the replacement procedure.



CAUTION – Follow Instructions for Use

Always read and abide by all the safety guidelines identified, as well as follow instructions provided within this replacement procedure. This procedure **does not** replace the product information, standards and guidelines provided in the Endoscopy Cart user manual.

Required Time

2 hours

Required Kit(s)/Part(s) and Tool(s)

- 3006-00-KB-KT replacement kit
- $\frac{1}{8}$ in. hex key
- $\frac{5}{32}$ in. hex key
- $\frac{3}{8}$ in. key
- Phillips screwdriver #2
- Torque wrench
- Clean and dry cloth

Replace the Keyboard Tray Hardware

NOTE : The orientations referenced herein are from the biomedical technician (or equivalent) standpoint, when facing the Endoscopy Cart (Figure 1).

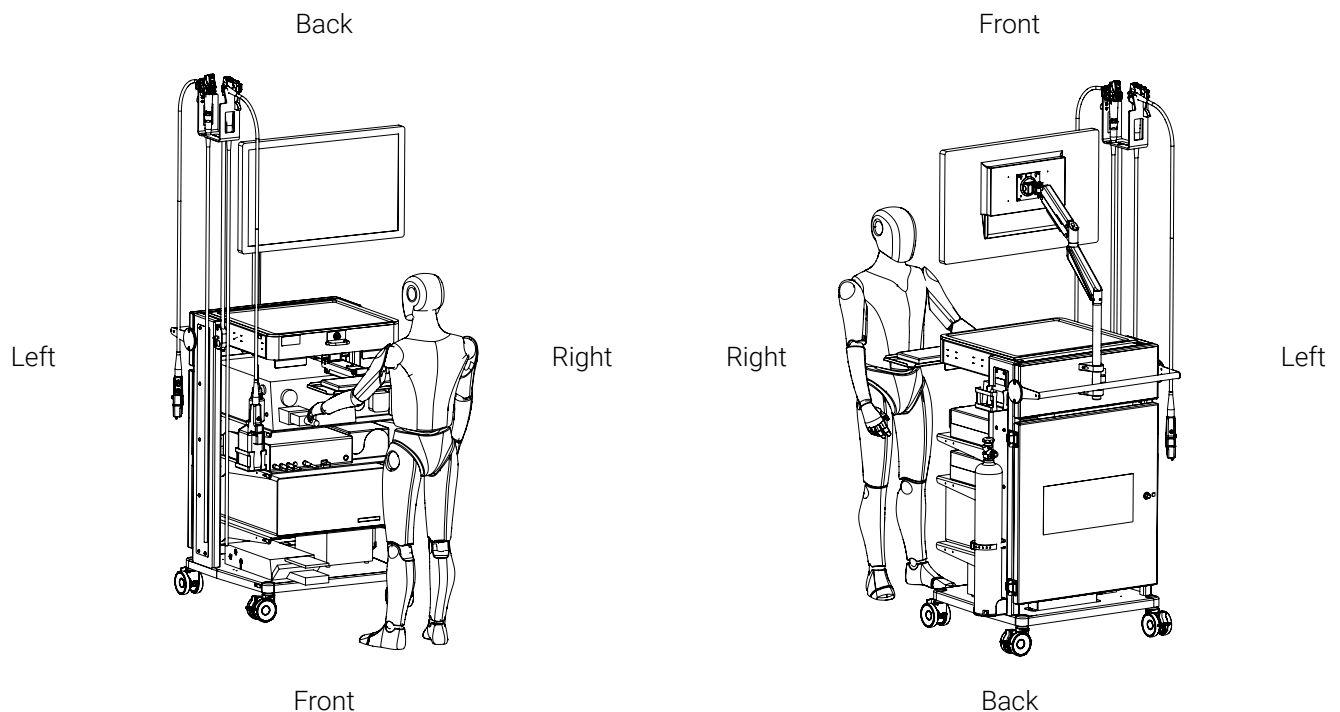
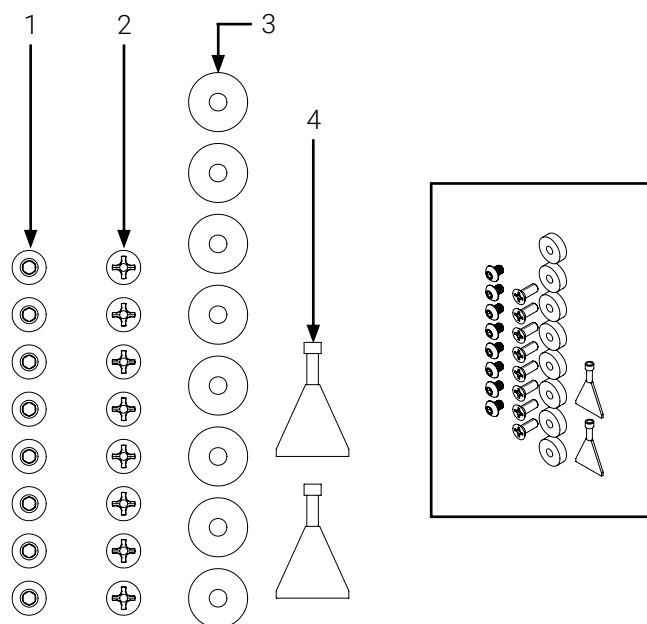


Figure 1: Orientation diagram of the Endoscopy Cart

1. Identify the parts included in the hardware replacement kit (Figure 2).

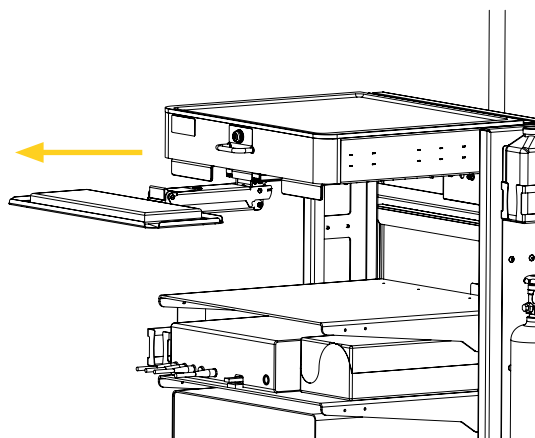


- | | |
|--|---|
| 1. 10-32 in. X 1/4 in. button head hex screw (8X) | 3. Ball-bearing (8X) |
| 2. 10-32 in. X 1/2 in. flat head Phillips screw (8X) | 4. Medium strength thread lock adhesive packet (2X) |

Figure 2: Replacement kit parts

2. Engage the brakes on all four (4) dual wheel swivel casters.
3. Disconnect and remove the medical devices on the top shelf. Refer to your established internal protocols if needed.
4. Pull the keyboard tray horizontally to retract it, remove the keyboard (Figure 3) and set it aside temporarily.

(A)



(B)

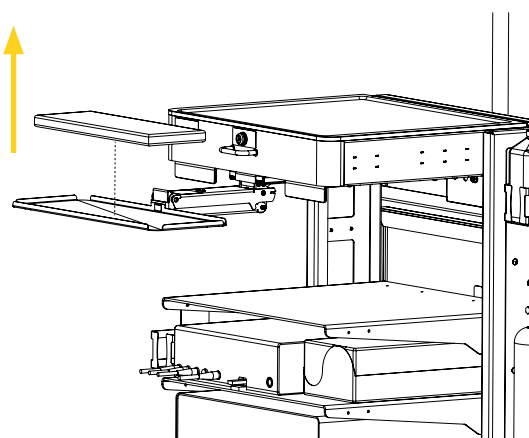


Figure 3: Retracting the keyboard tray

5. Locate the under desk keyboard tray sliding mechanism located under the top shelf. Your configuration could have a 1-part (Figure 4 A) or a 2-part sliding mechanism (Figure 4 B). Follow the subsequent instructions that apply to your specific configuration.

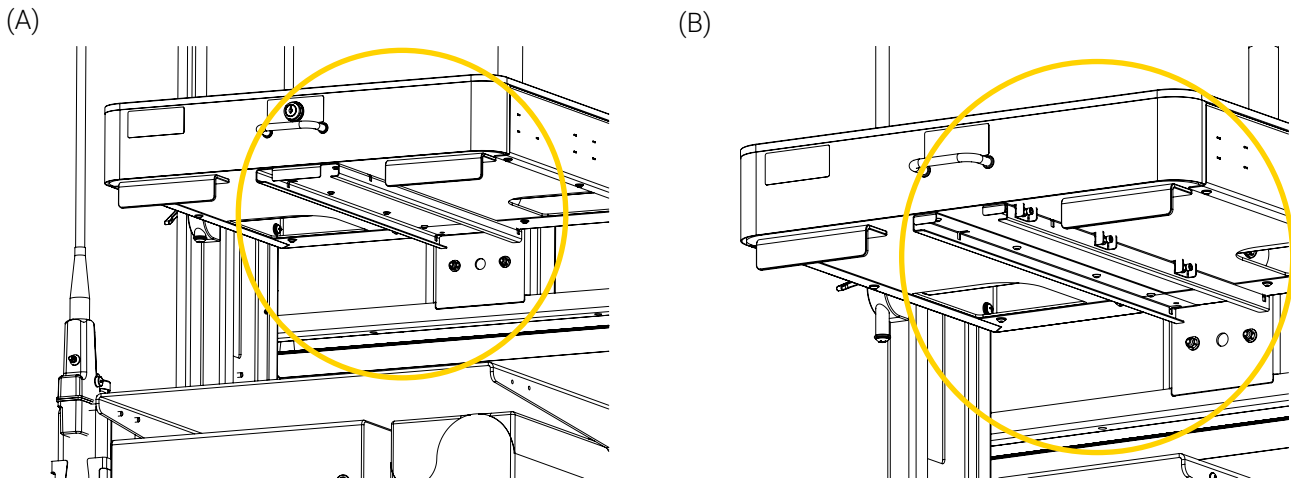


Figure 4: Sliding mechanisms of the keyboard tray

6. While one (1) person is holding the tray, remove the sliding mechanism screws using a 1/8 in. hex key:
 - For an Endoscopy Cart with a 1-part sliding mechanism, remove the first six (6) accessible screws (Figure 5 A). The hardware will not be reused and can be discarded.
 - For an Endoscopy Cart with a 2-part sliding mechanism, remove the first three (3) accessible screws on the rail located on the left-hand side (Figure 5 B). The hardware will not be reused and can be discarded.

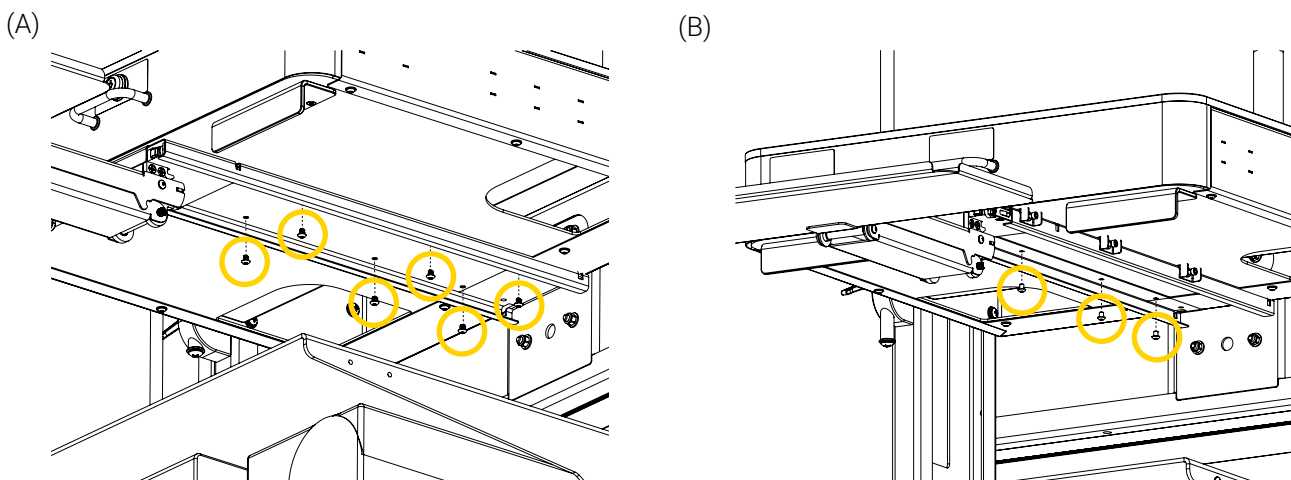


Figure 5: Removing the first accessible screws

7. Push the tray horizontally to insert it completely, then remove the last screw(s), using a $\frac{1}{8}$ in. hex key:
- For an Endoscopy Cart with a 1-part sliding mechanism, remove the last two (2) screws (Figure 6 A). The hardware will not be reused and can be discarded.
 - For an Endoscopy Cart with a 2-part sliding mechanism, remove the last of the four (4) screws on the rail located on the left-hand side (Figure 6 B). The hardware will not be reused and can be discarded.

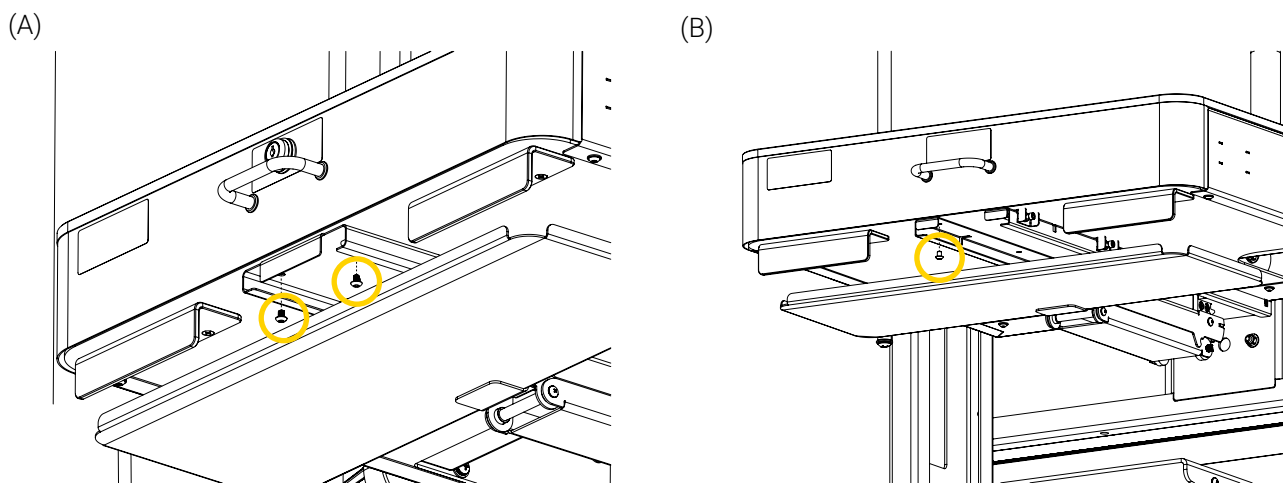


Figure 6: Removing the last screw(s)

8. Pull the tray horizontally to remove it from the Endoscopy Cart (Figure 7), then set it aside temporarily.

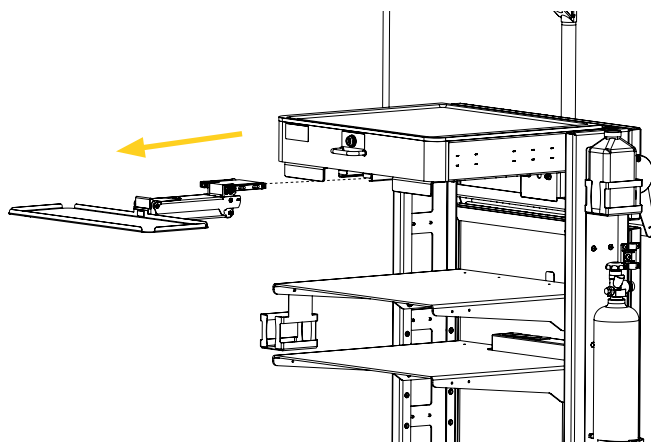
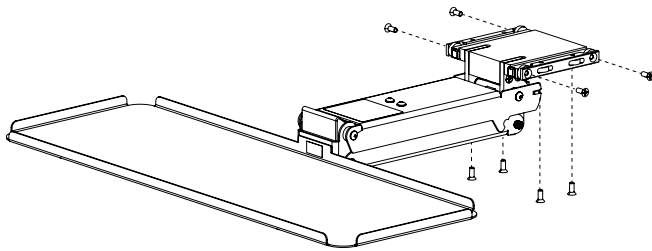


Figure 7: Removing the keyboard tray

9. Remove the eight (8) screws (Figure 8 A) and eight (8) ball-bearings (Figure 8 B) of the tray, using a Phillips screwdriver #2. The hardware will not be reused and can be discarded.

(A)



(B)

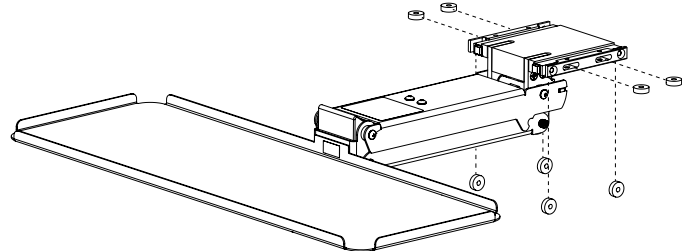
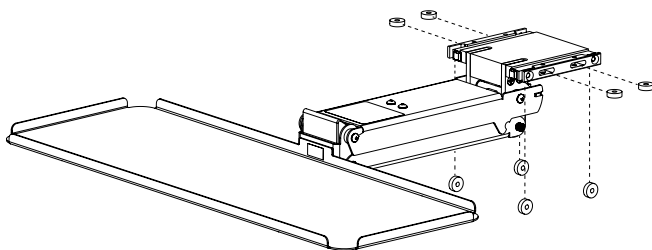


Figure 8: Removing the hardware of the keyboard tray

10. Clean the sliding mechanism and keyboard tray using a dry cloth, and ensure that there are no lodged particles in the cavities.
11. Install the eight (8) ball-bearings (Figure 9 A), and eight (8) 10-32 in. X 1/2 in. flat head Phillips screws coated with medium strength thread lock adhesive (Figure 9 B) included in the replacement kit, then tighten using a Phillips screwdriver #2 and a torque wrench.

NOTE: A torque of 1 lb-in. to each screw is required.

(A)



(B)

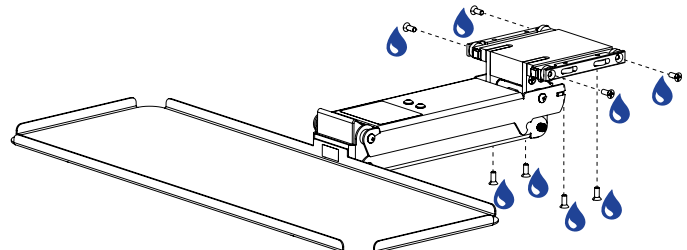


Figure 9: Installing the new hardware of the keyboard tray

12. Reinstall the tray horizontally, holding it in the retracted position to access the screws.

13. While one (1) person is holding the tray, install the new 10-32 in. X 1/4 in. button head of the sliding mechanism, under the top shelf:

- For an Endoscopy Cart with a 1-part sliding mechanism, tighten the first six (6) screws coated with medium strength thread lock adhesive, using a 1/8 in. hex key (Figure 10 A).
- For an Endoscopy Cart with a 2-part sliding mechanism, tighten the first three (3) screws coated with medium strength thread lock adhesive on the rail located on the left-hand side, using a 1/8 hex key (Figure 10 B).

NOTE : Remove the excess thread lock adhesive on the sliding mechanism if needed.

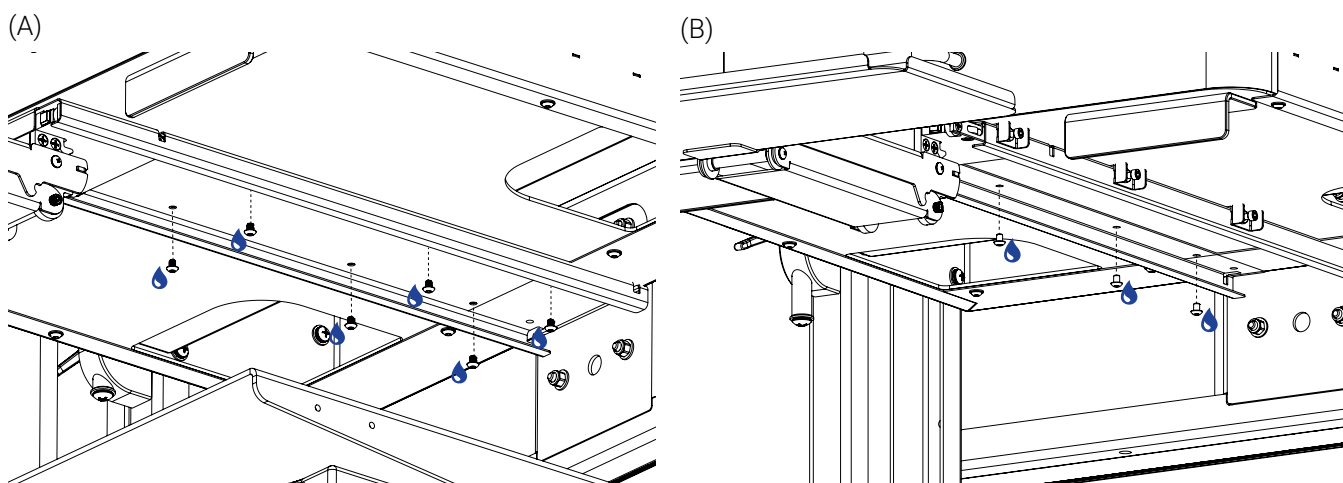


Figure 10: Installing the first accessible screws

14. Push the tray horizontally, to insert it and access the last screw holes:

- For an Endoscopy Cart with a 1-part sliding mechanism, tighten the last two (2) screws coated with medium strength thread lock adhesive using a 1/8 hex key (Figure 11 A).
- For an Endoscopy Cart with a 2-part sliding mechanism, tighten the last screw coated with medium strength thread lock adhesive using a 1/8 hex key (Figure 11 B).

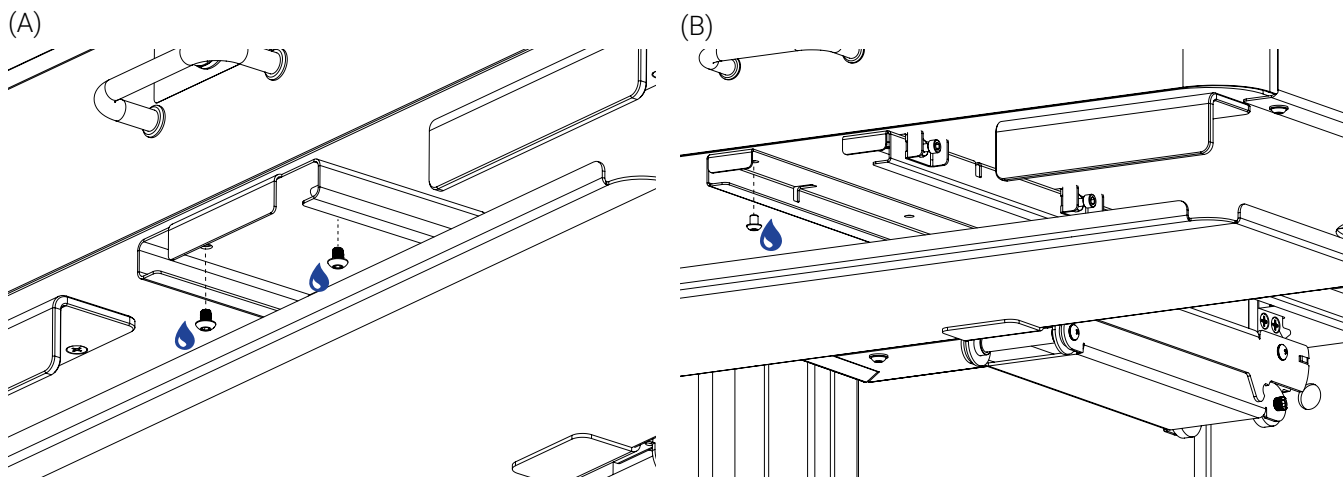


Figure 11: Installing the last screw(s)

15. Push/pull the tray a few times to ensure it glides in and out without resistance.
16. For an Endoscopy Cart with a 2-part sliding mechanism only,
 - A. Pull the tray horizontally to retract it and access the three (3) first screws located under the rail on the right-hand side of the mechanism (Figure 12), then loosen them using a $\frac{1}{8}$ in. hex key.

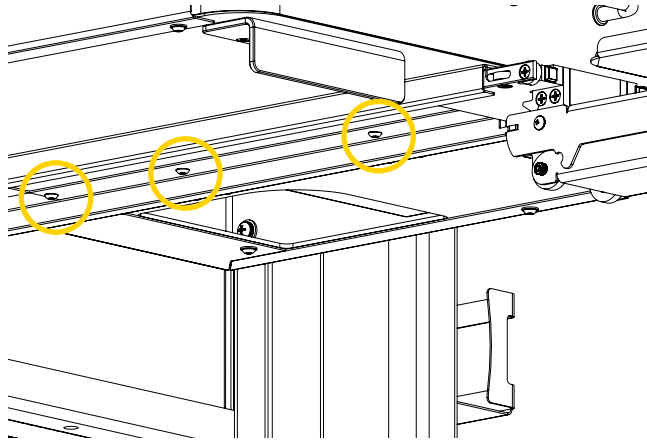


Figure 12: Loosening the screws under the rail on the right-hand side of the 2-part sliding mechanism (1 of 2)

- B. Push the tray horizontally to insert it and access the last inner screw (Figure 13), then loosen it using a $\frac{1}{8}$ in. hex key.

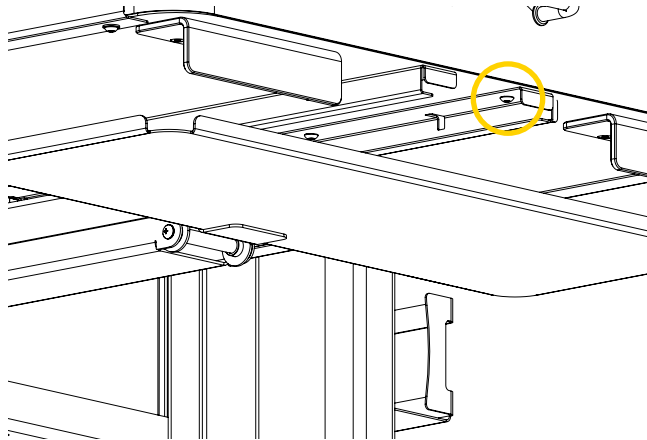


Figure 13: Loosening the screws under the rail on the right-hand side of the 2-part sliding mechanism (2 of 2)

- C. Pull the tray to retract it and align the bearing housing of the keyboard tray in front of the first adjustment screw located on the outside of the right-hand side rail (Figure 14), then tighten the screw until you begin to feel resistance using a $\frac{5}{32}$ in. hex key and torque the nut $\frac{1}{2}$ to 1 full turn using a $\frac{3}{8}$ in. key.

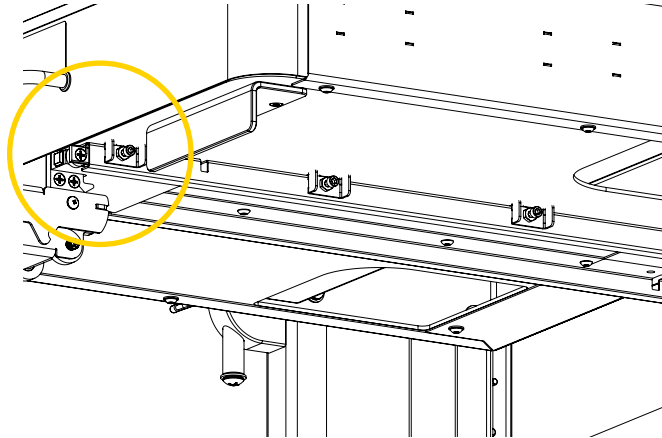


Figure 14: Tightening the adjustment screws (1 of 3)

- D. Push the tray horizontally to insert it and align the bearing housing in front of the third adjustment screw (Figure 15), then tighten the screw until you begin to feel resistance using a $\frac{5}{32}$ in. hex key and torque the nut $\frac{1}{2}$ to 1 full turn using a $\frac{3}{8}$ in. key.

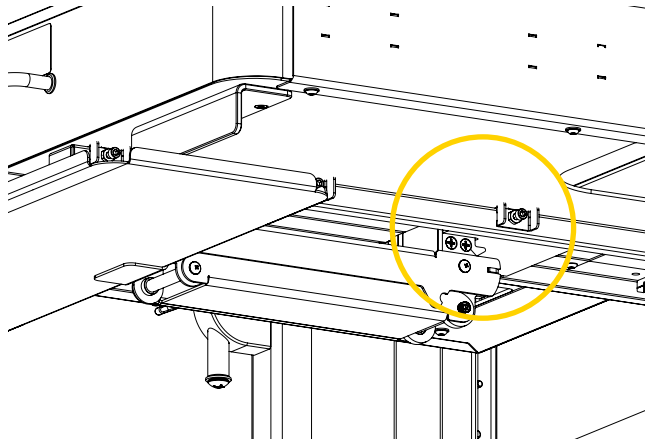


Figure 15: Tightening the adjustment screws (2 of 3)

- E. Pull the tray to retract it and align the bearing housing in front of the second adjustment screw (Figure 16), then tighten the screw until you begin to feel resistance using a $\frac{5}{32}$ in. hex key and torque the nut $\frac{1}{2}$ to 1 full turn using a $\frac{3}{8}$ in. key.

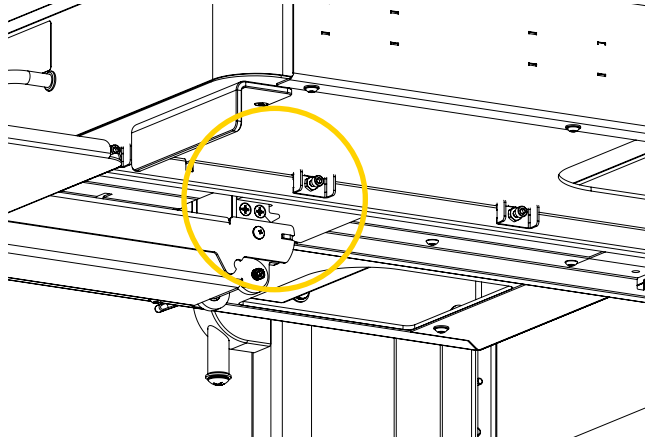


Figure 16: Tightening the adjustment screws (3 of 3)

- F. Pull the tray horizontally to retract it and access the three (3) first inner screws located under the rail on the right-hand side of the mechanism (Figure 17), then tighten the screws using a $\frac{1}{8}$ in. hex key.

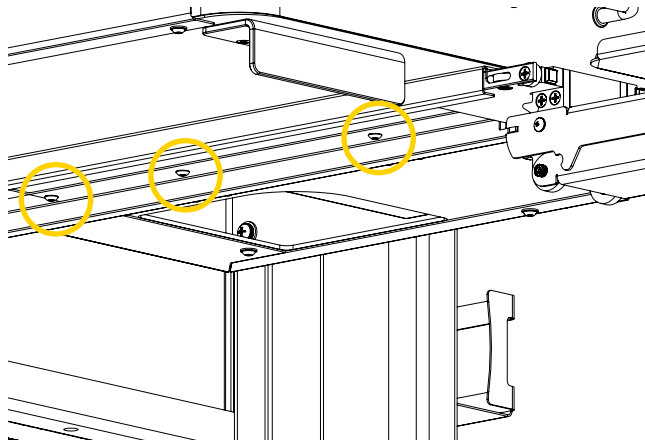


Figure 17: Tightening the screws on the right-hand side of the 2-part sliding mechanism (1 of 2)

- G. Push the tray horizontally to insert it and access the last inner screw (Figure 18), then tighten the screw using a 1/8 in. hex key.

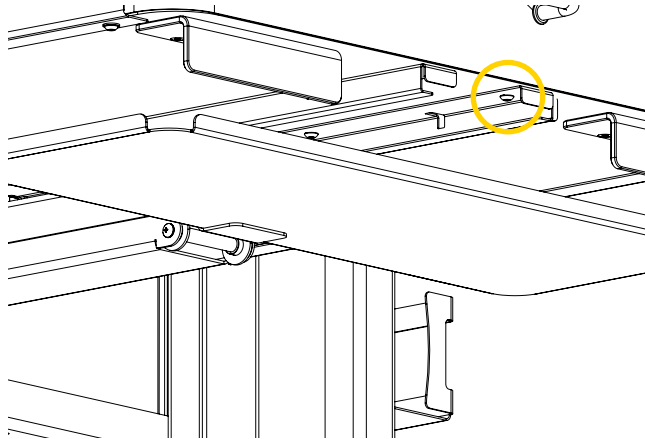


Figure 18: Tightening the screws on the right-hand side of the 2-part sliding mechanism (2 of 2)

17. Perform the functional testing checks to ensure proper installation and functioning of the keyboard tray:

FUNCTIONAL TESTING CHECKLIST	COMPLIANT	
	YES	NO
- Visually inspect the keyboard tray and ensure there are no loose screws and that the screws are leveled with the surface in which they are fastened. If not, tighten the screw(s) using a 1/8 in. hex key, and/or a 5/32 in. hex key and torque the nut using a 3/8 in. key.	☐	☐
- Insert/retract the keyboard tray a few times to ensure that the sliding mechanism is correctly installed and that the keyboard tray glides without resistance. If the tray and glides without resistance during the verification, the mechanism is correctly installed. If not, contact Technical Support at techsupport@technimount.com immediately for a remedial action plan.	☐	☐

19. Reinstall the keyboard in the keyboard tray, then push the tray horizontally to insert it completely.
20. Reinstall and connect the medical devices on the top shelf. Refer to your established internal protocols if needed.

The keyboard tray hardware replacement procedure is complete.

Replacement Checklist

Please fill in and sign the form, then keep it with your maintenance records.

REPLACEMENT CHECKLIST	COMPLIANT	
	YES	NO
- Used the provided hardware and parts, and used the recommended tools.	☐	☐
- Performed the functional tests.	☐	☐

Signature

Replacement procedure completed by (full name):

Replacement procedure completed on (dd/mm/yyyy):

Comments and observations following the replacement checklist: