



ClinicalAccess® Station

Manual



Contents

Section

About GlobalMed.....	3
About the CAS.....	4
Precautions.....	5
Key Features.....	6-10
CAS Peripherals.....	11
Quick Start Guide.....	12-14
Basic Maintenance.....	15
Cleaning Procedures.....	16-17
Troubleshooting.....	18
Warranty Information.....	19

About GlobalMed

Scottsdale, Arizona-based GlobalMed, designs, manufactures, and markets telemedicine solutions and medical image automation systems that provide superior image quality, unmatched versatility, and unsurpassed simplicity for the healthcare industry. GlobalMed's camera, image management, store-and-forward, video conferencing and video-streaming technologies enable multiple specialists and other caregivers to be more effective in providing patient care, and more productive and efficient in managing patient information. Products include the TotalExam™ Camera, the most versatile and easy-to-use exam camera on the market, CapSure® store-and-forward imaging and image management software with DICOM output, which provides automated workflow capabilities for seamless integration into a provider's network, and fully integrated mobile video cart systems for primary care applications.

Contact Info

GlobalMed Help Desk: www.globalmed.com/helpdesk

GlobalMed Help Desk: 1.800.886.3692



ABOUT THE CLINICAL ACCESS STATION

The ClinicalAccess® Station (CAS) is a mobile telemedicine platform that integrates video-conferencing, medical devices, and software to enable remote consultations and examinations. This is a modular exam station offered with multiple peripheral medical devices. Frequent exam stations functions include:

- **Video-conferencing**
- **Teledermatology**
- **Wound care**
- **Vital signs management**
- **Sonography**
- **Imaging**
- **Patient data transfer and management**

This alone is not intended to be used to diagnose, treat, cure, or prevent any disease and should not be used as a substitute for a health professional's advice. GlobalMed does not accept any liability for injury, loss, or damage by use of or reliance on the information gathered by this product.

NOTE: The Clinical Access Station is not intended to be serviced or maintained while in use.

PRECAUTIONS

Please thoroughly review these safety instructions before operating the equipment. Clinical and technical personnel should adhere to warnings and precautions at all times. The telemedicine station and associated devices should only be used by trained professionals. Equipment, should be utilized according to operating instructions outlined throughout this manual. Only utilize manufacturer recommended or approved accessories to ensure compatibility.

Liquids and Moisture	<ul style="list-style-type: none"> • Avoid direct contact with liquids on all electrical components and devices on the telemedicine station • Do not store or operate equipment in areas with excessive moisture
Mobility	<ul style="list-style-type: none"> • Care should always be taken when transporting the telemedicine station. Before moving the station, secure monitor(s), close bin(s), and stow loose cords and peripheral devices. Proceed slowly when moving the station over thresholds and uneven surfaces to prevent damage to the system • To ensure stability, engage all wheel locks when the cart is stationary. Push lever down to lock and up to unlock. Two locks are on the front wheels and one is located on the rear wheel • The versatility of the CAS enables variable positioning of the patient and operator to address patient- specific needs
Ventilation	<ul style="list-style-type: none"> • Do not obstruct any ventilation vents on the telemedicine station. This will prevent damage resulting from overheating
Electrical	<ul style="list-style-type: none"> • Warning: To avoid the risk of electric shock, this equipment must only be connected to a supply mains with protective earth • Do not use an extension cable or a power strip to provide power to the telemedicine station • Do not use damaged electrical cable
Certifications	<ul style="list-style-type: none"> • The Clinical Access Station complies with U.S. FCC and EMI requirements according to FCC Part 15, ICES-001, and ICES-003



General Warning Sign (ISO 7010 – W001)



Follow Operating Instructions (IEC 60878)

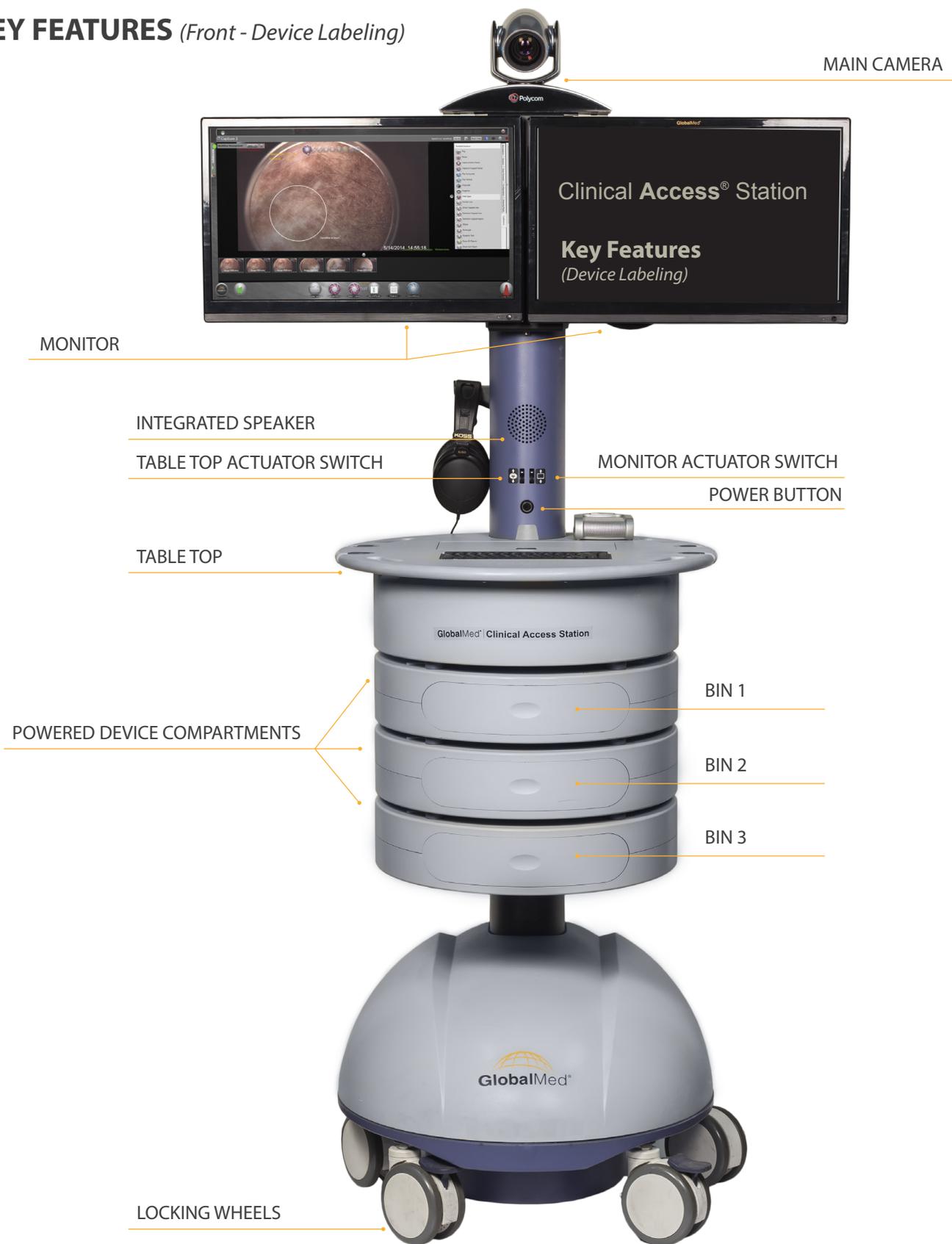


Type BF Applied Part (IEC 60417 – 5333)

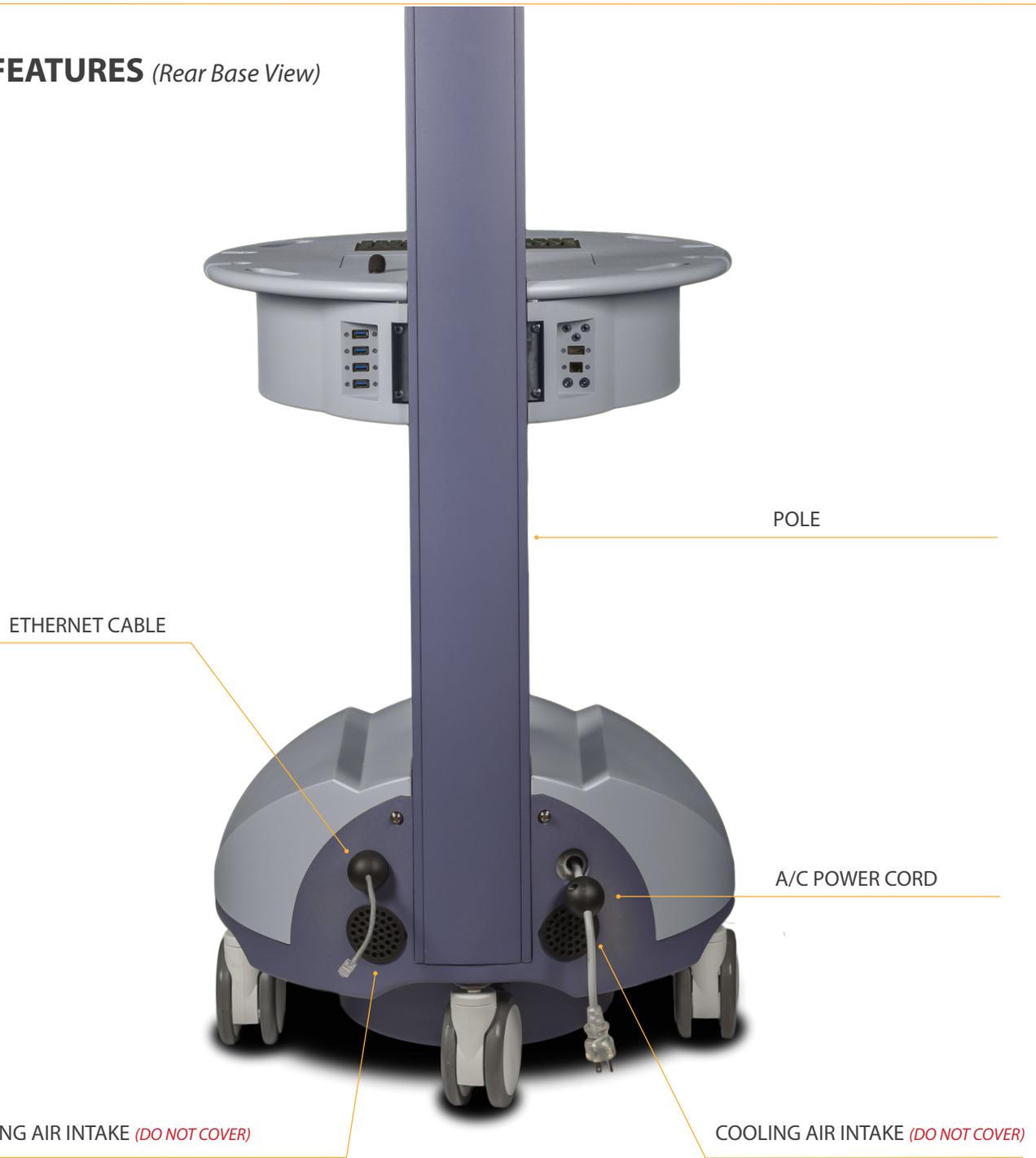


Take all used batteries to a battery collection site according to your national legislation and the Batteries Directive 2006/66/EU
Do not discard in standard trash or at a trash site.

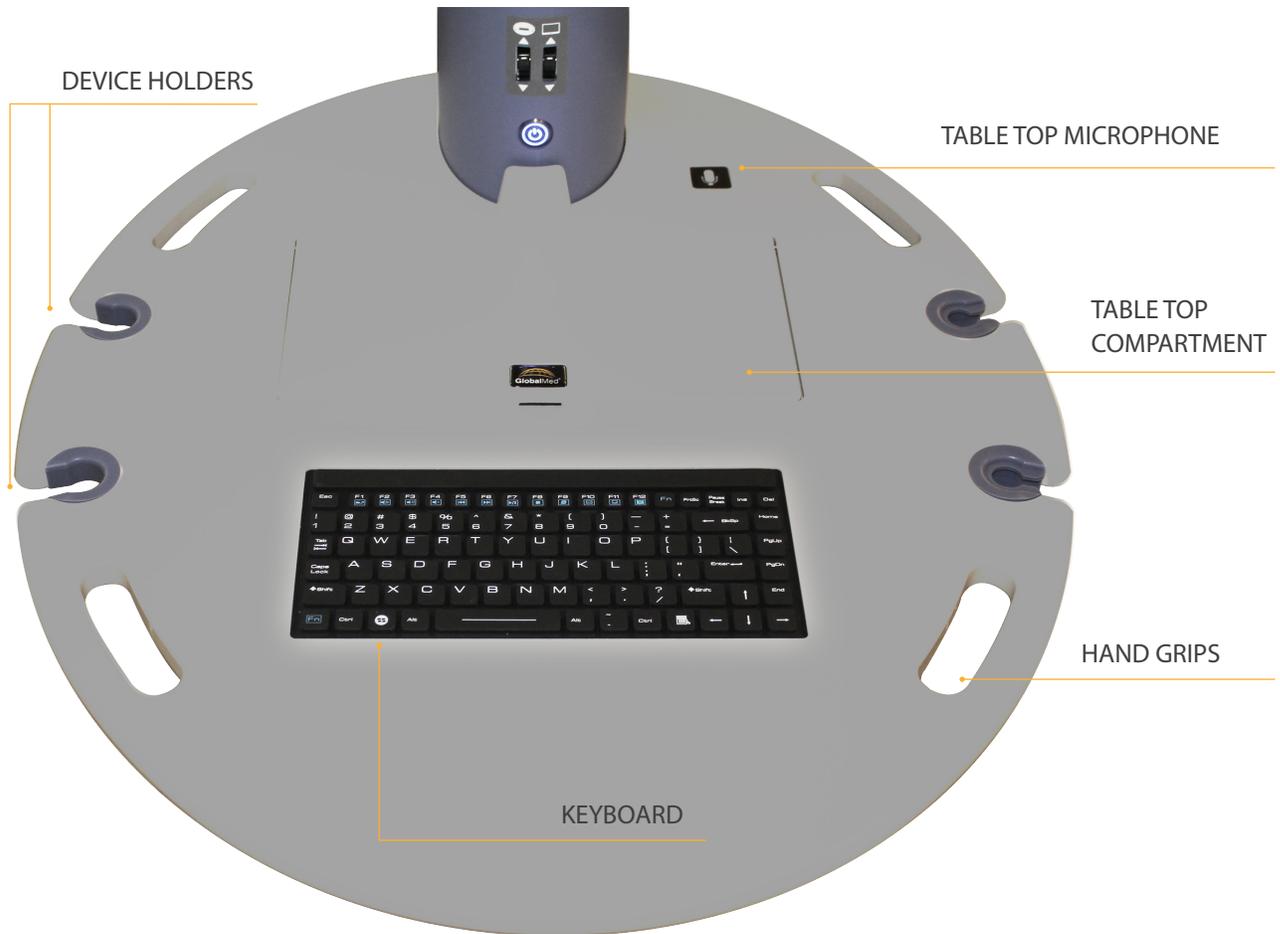
KEY FEATURES *(Front - Device Labeling)*



KEY FEATURES *(Rear Base View)*



FRONT TABLE TOP VIEW



REAR TABLE TOP VIEW

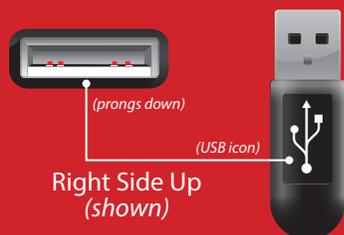


FRONT

Component	Function
Main Camera	Pan, tilt, and zoom camera that moves up/down in accordance with the adjustment of the monitor.
Table Top	Antimicrobial surface, approximately: 24" W x 28" L Adjustable height: Max: 42" Min: 36"
Monitor(s)	Dual Monitors: 22" 1080p DC powered. Adjustable height between 58" and 64" Monitors swivel up to 270° to maximize viewing range. Single Monitor: 27" 1080p DC powered. Adjustable height between 58" and 64". Monitors swivel up to 90° degrees to maximize viewing range.
Power Button	Use to power on and power off the Clinical Access Station.
Integrated Speaker	Internal speaker that enables auditory transmission.
Device Holders	Stowaway table top slots for peripheral devices.
Table Top Compartment	Powered compartment for TotalExam HD or TotalExam 3. NOTE: When using the TotalExam 3, connect the USB externally via the USB panel on the backside of the table top.
Pole	Wired pole that supports monitors. Removable panel provides maintenance access point that should be removed by a qualified service person only.
Table Top Speaker	Use for communication during teleconference.
Monitor Actuator Switch	Use to adjust monitor height.
Table Top Actuator Switch	Use to adjust table top height.
Keyboard	Enables user to interact with computer interface. Waterproof.
Powered Device Compartments: Bin 1, Bin 2, Bin 3	Compatible with GlobalMed approved devices (see list on following page). Bin 1: Powered by USB 3.0 connection, compatible with Total Exam cameras. Bin 2: Powered by USB 3.0 connection, compatible with GlobalMed approved peripheral device. Bin 3: Can be either powered or non-powered, primarily used for storage.

REAR

Component	Function
<p>USB 3.0, Spare</p>	<p>Spare USB 3.0 port for peripheral connection.</p> <p>WARNING: Ensure that all USB connections are oriented correctly when plugging in USB devices. An incorrect USB connection (plugged in upside down) could result in deactivation of integral CAS components, requiring a complete system restart to remediate.</p>
<p>USB 3.0, Bin 1 <i>(if applicable)</i></p>	<p>USB 3.0 port used to power Bin 1 device.</p> <p>WARNING: Ensure that all USB connections are oriented correctly when plugging in USB devices. An incorrect USB connection (plugged in upside down) could result in deactivation of integral CAS components, requiring a complete system restart to remediate.</p>
<p>USB 3.0, Bin 2 <i>(if applicable)</i></p>	<p>USB 3.0 port used to power Bin 2 device.</p> <p>WARNING: Ensure that all USB connections are oriented correctly when plugging in USB devices. An incorrect USB connection (plugged in upside down) could result in deactivation of integral CAS components, requiring a complete system restart to remediate.</p>
<p>USB 3.0, Bin 3 <i>(if applicable)</i></p>	<p>USB 3.0 port used to power Bin 3 device.</p> <p>WARNING: Ensure that all USB connections are oriented correctly when plugging in USB devices. An incorrect USB connection (plugged in upside down) could result in deactivation of integral CAS components, requiring a complete system restart to remediate.</p>
<p>5 VDC Aux Connector</p>	<p>Do not exceed 1.0 Amp on either AUX Output.</p> <p>When the CAS is operating on Battery Power, the AUX voltage will vary with the battery voltage.</p> <p>The battery voltage ranges from 11V to 13.2V depending on its State-of-Charge (SOC).</p>



WARNING: Ensure that all USB connections are oriented correctly when plugging in USB devices. An incorrect USB connection (plugged in upside down) could result in deactivation of integral CAS components, requiring a complete system restart to remediate.

CAS PERIPHERALS

Description	Stock Code	
TotalExam HD 2.0 Camera:	GMD5503HD02	Cameras
TotalExam HD 2.0 Camera w/ Polarizing Hood:	GMD5503HD04	
TE 3 Camera w/ Manual Focus Head:	GMD5504HD01	
TE 3 Camera w/ Manual Focus Head & Polarizing Hood:	GMD5504HD11	
TE 3 Camera w/ Adult Otoscope Head:	GMD5504HD12	
TE 3 Camera w/ Manual Focus & Adult Otoscope Head:	GMD5504HD13	
TE 3 Camera w/ Manual Focus & Adult Otoscope Head & Polarizing Hood:	GMD5504HD14	
RNK PCP-1 USB ClearSteth Stethoscope:	GMD20230001	Stethoscopes
3M Littmann 3200T Stethoscope:	GMD50220013	
ForaCare P20B Blood Pressure:	GMD50700016	
NiMedical NiCaS (ICG):	GMD50620001	
GloblaMed Vascular Ultrasound:	GMD6175VA01	
GlobalMed Abdominal Ultrasound:	GMD6135AB01	
GNOtometrics Otocam 300:	GMD12080011	
Welch Allyn GM-12 ECG:	GMD50600001	
Telemed Solutions TotalECG:	GMD50610001	
Welch Allyn Spiro-S Spirometer:	GMD50500001	
Welch Allyn Connex 6000 Vital Signs:	GMD50700007	
ForaCare VSM100 Vital Signs:	GMD50700017	
CareTone Sender:	GMR14112123	

NOTE: "Other Devices," those not specified in the above list, are not covered by CSA or IEC certifications when used with CAS.

QUICK START GUIDE



POWER ON:

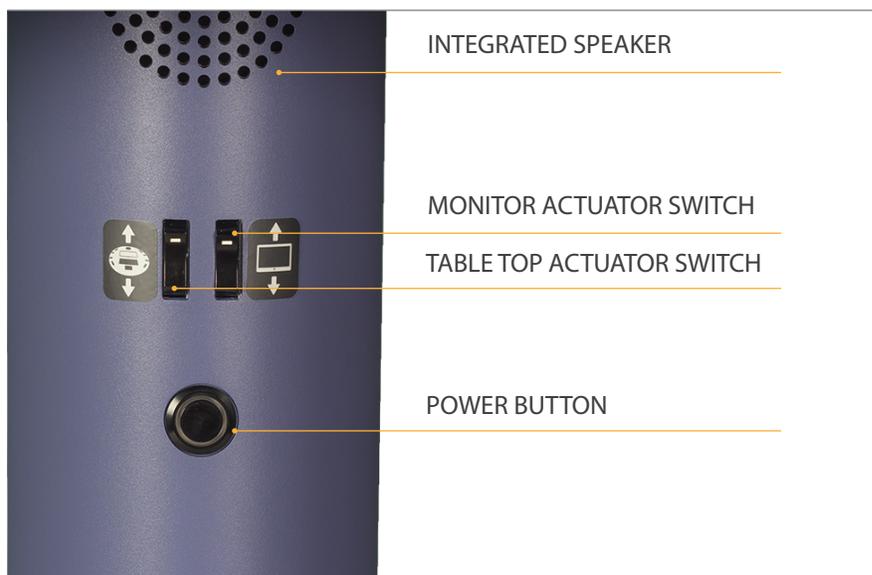
When turning the CAS on for the first time, plug the unit into an AC outlet for at least 8 hours before operating the unit on battery power. This will charge the battery and still allow the user to operate the CAS. To power on the CAS, use the power button located on the front of the Pole. Press and hold the power button for approximately one second to power on system. The Power LED ring around the button will illuminate.



POWER OFF:

To power off the Clinical Access Station, it is important to first initiate a soft power down of the PC before shutting down the entire cart itself.

NOTE: To avoid corruption of computer software and potential loss of data, DO NOT initiate a shutdown sequence without first ensuring a soft power down of the computer has occurred. To do this, use Windows to execute a standard shut down sequence. Once the PC and monitors are powered off, press and hold the power button until the Power LED ring around the button turns off.



Locking and Unlocking Powered Device Bins:

Each compartment within the CAS, including the TotalExam Table Top Compartment, automatically locks when not in use and can be unlocked via a software trigger. To access this trigger, perform the requisite log-in procedure to access the computer's home screen. On the task bar of the windows home screen is a 'CAS Padlock' icon.



This icon serves two primary functions:

- a) Indicates the locked/unlocked status of the device bins and compartments
- b) Serves as the software trigger that locks and unlocks all bins and compartments

Simply clicking this icon will result in both the unlocking and locking of the Powered Device Bins and TotalExam Table Top Compartment.

Battery Power Indicators:

The Power On/Off blue ring LED is visible on the outside of the CAS station and encircles the power button. It has blink patterns that indicate the general power condition of the cart.

CAS Power Off	CAS Power Off
CAS on AC Power (Plugged In)	LED Always On
CAS on Battery Power >20% charge	One short blink every 30 seconds
CAS on Battery Power 15-20% charge	Two short blinks every 30 seconds
CAS on Battery Power 10-15% charge	Three short blinks every 30 seconds
CAS on Battery Power 5-10% charge	Blinking steadily at 1-second: Station will shut down soon

Battery Monitoring Icons:

In order to accurately track the battery power levels at values greater than 30%, the CAS software interface displays a color coded battery icon that indicates the relative charge of the CAS battery. Located on the bottom right corner of the Windows taskbar, each color indicates a specific battery charge range:



When the CAS battery reaches critical level, a warning window will appear:

BATTERY LEVEL

Plug in immediately to avoid shut down of unit and potential loss of data

Shutdown Now

Continue

To avoid a potential loss of data, either plug the CAS into an A/C power outlet or save all relevant information before shutting down.

Battery icon green at 50%+ charge 	Battery icon yellow at 30-49% charge 	Battery icon red at <30% charge 
---	--	---

BASIC MAINTENANCE

Main Camera Maintenance	Should the main camera become loosened or unstable, tighten the screws surrounding the base. Also, tighten the main center screw of the rotating hinge of the main camera to increase tension and stabilize camera for lower angle views.
Monitor Bracket	Check the screws attaching the monitor to its supportive bracket and adjust as necessary.
Battery Charging	When turning CAS on for the first time, it should be plugged into an AC outlet for at least 8 hours before running on the battery. This will charge the battery and still allow the user to operate the CAS. The purpose is to allow the battery fuel gauge to begin operation from a full charge for higher accuracy. Battery power should last 6-8 hours at full load.
Battery Replacement	If the battery life does not last up to 2-3 hours, the battery will need to be serviced or replaced. This must be carried out by a qualified service person only.

Cleaning Procedures

The purpose of these procedures are to provide clear direction and instruction with regard to the cleaning requirements for the complete Clinical Access Station. These procedures reference the classification scheme found in the Centers for Disease Control and prevention, "Guidelines for Disinfection and Sterilization in Healthcare Facilities, 2008." In order to stratify the relative degree of risk for infection when utilizing the individual CAS components, the procedures are categorized into three levels. The categories and their basic definitions are as follows:

Critical - Items confer a high risk for infection if they are contaminated with any microorganism.

Semi-Critical - Items that contact mucous membranes or non-intact skin.

Non-Critical - Items that contact intact skin but not mucous membranes.

The tables associated with this document detail the examination type, the CDC disinfection and sterilization classification, and provide the cleaning instructions based on the product's use.

- **ALWAYS** use approved disinfecting wipes and/or a soft cloth, lightly moistened with the approved cleaning solutions per CDC guidelines.
- **ALWAYS** check with CDC guidelines and product manuals, if in doubt.
- **NEVER** spray any liquids directly on the Clinical Access Station or any of the components.
- **NEVER** use any abrasive cleaners or volatile solvents.
- **NEVER** use any alcohol, ammonia, or abrasive products on screens or monitors. It can etch the screen surface and cause the plastic to appear cloudy.

Component	Procedure	CDC Classification
External Surface Areas	Items that may come in contact with non-intact skin for a brief period of time are usually considered noncritical surfaces and are disinfected with intermediate-level disinfectants such as phenol, iodine solution, alcohol, or chlorine.	Semi-Critical
Table Top	Gently wipe the table top with a disinfecting wipe and or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Wheels and Base	Gently wipe the base covering and wheels with a disinfecting wipe and or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Cables and Cords	Gently wipe all of the exposed cables and cords with a disinfecting wipe and or soft sloth, lightly moistened with a facility or CDC-approved cleaning solution. All of the electrical cords must be unplugged before cleaning. After cleaning, check that all of the cables and cords are properly plugged in.	Non-Critical
External Surface Areas	Gently wipe external surface areas with a disinfecting wipe and or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Monitor Screen(s)	Use a soft cloth to gently clean the screen(s). The screen(s) is fragile. Do not scrape or tap the screen(s) with any sharp objects. Upon contamination, use a soft cloth moistened with an approved spray designed for monitors and computer screens. Wipe the display with a soft, dry cloth after cleaning.	Non-Critical
Camera Body	Gently wipe the camera pod and body with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Camera Lens	ONLY use a lens cloth and a lens cleaner specifically designed for camera lenses.	Non-Critical
Microphone	Gently wipe the microphone body and bracket with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Storage Bin(s)	Gently wipe the bin's exterior and interior surfaces with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical
Keyboard	Gently wipe the tabletop keyboard with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	Non-Critical

Troubleshooting

Issue:	Solution:
<p>CAS Will Not Power ON</p>	<p>If the battery level is at or below 1%, the CAS will protect the battery by not allowing power to be turned ON without AC power. After plugging in AC power to the CAS, if the unit still does not power ON, there could be a faulty AC cord. Without AC power the CAS will not be able to charge the battery.</p>
<p>Blinking Light on Power Ring</p>	<p>When the Station is operating on battery power, the LED ring around the power button will blink every 30 seconds to indicate the Station is operating on battery power.</p>
<p>Cord Reel Malfunction/ Damage</p>	<p>A damaged cord reel should only be serviced by a qualified service person.</p>



GlobalMed's hardware and software products come with a standard, one-year limited warranty. Products that become defective during the first year (365 days) after the order is shipped ("Original Warranty Period") will be repaired or replaced by GlobalMed free of charge. This limited warranty is contingent upon proper use of the product and does not cover products that have been damaged (scratches, bent metal, broken components), misused, modified, or subjected to unusual physical or electrical stress. This limited warranty is contingent upon proper use of the product and does not cover products that have been damaged (scratches, bent metal, broken components), misused, modified, or subjected to unusual physical or electrical stress. Customer must obtain an official Return Merchandise Authority ("RMA") from GlobalMed prior to shipping any products to GlobalMed for repair or replacement. Customer must include all original components, literature, and packaging in the same salable condition received to avoid any additional charges. All returns for any other reason must be made within the first 30 days from time of shipment and will be subject to a 25 percent restocking charge.

In addition to the standard one-year warranty, various components may have a manufacturer's warranty that may extend the warranty period of the individual components.

Note: The computer on your cart is under the original warranty provided by the manufacturer. Please check the service tag for the computer's serial number and technical support contact information.

Note: The videoconferencing system, including codec, camera, microphone, microphone cable, camera cable and audio/video cable, have been supplied by the buyer and are not covered under a GlobalMed warranty. Contact the codec manufacturer for specific warranty information and conditions.



Transforming Healthcare Delivery™

15020 North 74th Street
Scottsdale, Arizona 85260 USA

1.800.886.3692

+1.480.922.0044 phone
+1.480.922.1090 fax
telemed@GlobalMed.com
www.GlobalMed.com

©2002-2015 GlobalMedia Group, LLC. DBA GlobalMed.
All Rights Reserved. Additional copyright and patent
information can be found at www.GlobalMed.com/legal

MAN-600007 Rev.A



Made in the USA
Products and services
distributed globally