

100GCX Medical Cart Packaging Instructions

WI-0072 (2)

A Service Center Work Instruction
Security Level: Medium

Course-0202 (1)

July 30th, 2024

Manager, Service Center-ACP

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1. Scope

- 1.1 This work instruction applies to personnel performing 100GCX Medical Cart packaging.

2. References

- 2.1 None.

3. Forms

- 3.1 None.

4. Packaging Materials Required

- 4.1 Medical Cart branded box.
- 4.2 Medical Cart honeycomb inserts.
- 4.3 Tape gun with 3 inches, ACP identified packing tape (Must be ACP tape)
- 4.4 “Rehab” manager label (Orange label)
- 4.5 “Fragile Medical Equipment Label” (White and Red Label)
- 4.6 “Asset Identifier Label” (White Dymo Label from AGW)

5. Unit Preparation

- 5.1 Visual inspections, checks and preparations.
- 5.2 Verify that the unit is clean. Remove possible dust and markings.
- 5.3 Verify that no internal or external hardware is loose.
- 5.4 Verify the “Bar Code” label is secure and serviceable condition.
- 5.5 (If applicable) Remove the “Wrist Band” identifier label from unit, then discard it.

6. AGW Processing and Printing (Lease Units)

- 6.1 Access AGW – Open the drop down in the Asset group-
- 6.2 Select “MOBILE SCANNER” page.
- 6.3 Scan unit Bar Code- Select “Next”. (This step transfers the unit from Pack to “FGI”)
- 6.4 On the Left Hand side there will be identifier numbers for printing the unit’s Certificate and the Asset Identifier label.
- 6.5 Place the mouse curser over the number for the Label and Select it.
- 6.6 The label Preview window will open, Select “File”.
- 6.7 On the drop down select “Page Setup”.

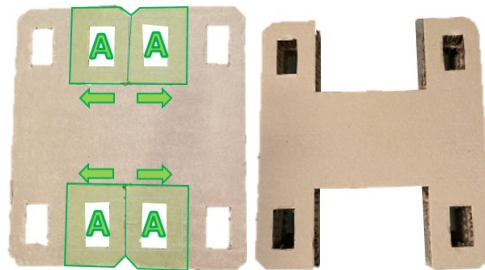
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- 6.8 Verify or select printer to the “Dymo 450”.
- 6.9 Select address to “30256 shipping”
- 6.10 Select page to “Landscape”
- 6.11 Select “OK”
- 6.12 On the label Preview window, Select “File”.
- 6.13 Drop down to and Select “Print”
- 6.14 The Print window will open, verify the “Dymo 450” is selected.
- 6.15 Select “Pages” on the Page Range enter: “1-1”
- 6.16 Select print- close the Label window after label is printed.
- 6.17 The label Preview window will open, Select “File.”

7. Packaging

- 7.1 Tape the bottom of the shipping box, extend the tape on the sides halfway down.
- 7.2 Take the bottom honeycomb piece and fold tabs highlighted as “A” outwards from the center.
- 7.3 Flip the bottom piece so the A tabs are facing the ground.



- 7.4 Place the medical cart on the honeycomb piece with the casters facing inwards before sliding into the caster holes.
- 7.5 Ensure all 4 bin dividers are located in the OmniVersa inlay.
- 7.6 Place the top honeycomb piece on the top of the medical cart.
- 7.7 Slide the medical cart in the box and tape shut.

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7.8 Apply the labels in the set locations found printed on the box.

8. Where Posted

8.1 This document is posted on Master Control.

9. Revision History

9.1 For the complete record of change see Master Control.

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