

mackworth

# CP Portable Lift



## Commissioning Manual

1 Introduction ..... 3

2 Safety Precautions ..... 4

3 Tools and Equipment List..... 4

4 Ceiling Track Access..... 5

5 Installing the Trolley ..... 6

6 Installing the Portable Lift ..... 7

7 Mounting the Charing Dock to the Wall..... 8

8 Connecting the Handset ..... 8

9 Attaching the Carry Bar ..... 9

10 Accessories..... 9

11 Final Function Checks ..... 9

12 Additional Documentation ..... 10

13 Decommissioning ..... 10

    13.1 Removal..... 10

    13.2 Dismantling..... 10

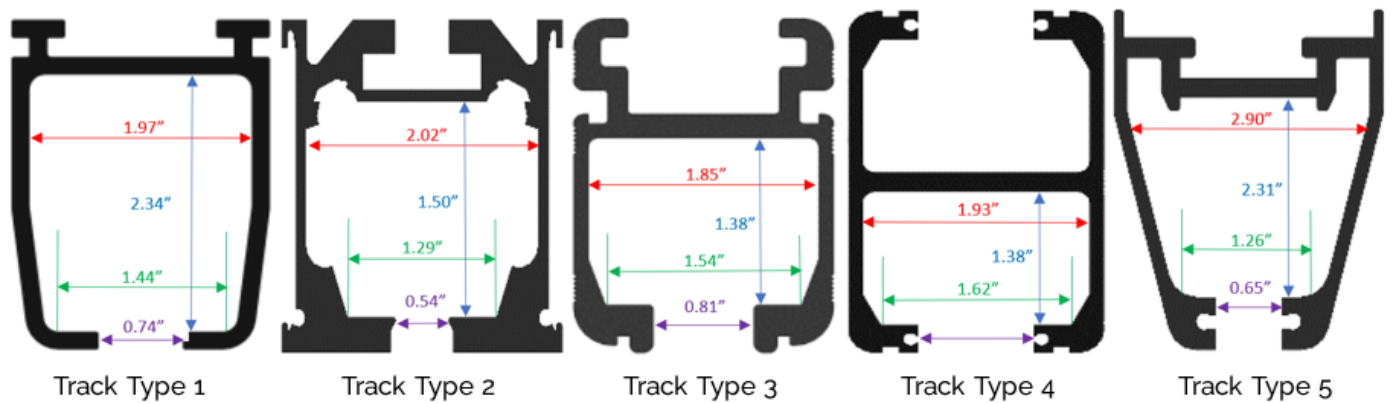
    13.3 Disposal ..... 11

## 1 Introduction

This manual will explain how to successfully commission the Mackworth CP portable lift safely and effectively. This document includes how to install the portable lift into a pre-installed ceiling track system, as well as removing and decommissioning the portable lift at the end of its life cycle. The aim of the manual is to advise and assist you, so that you can provide a successful install for the end user.

The Mackworth CP is available in different configurations dependent on track profile. The track profiles are shown below:

When installing the portable lift, one of the below track profiles should match.



To ensure that the portable lift is compatible with the pre-installed track, match the track type above with the portable lift list in the table below.

Portable Lift Type	Carry Bar Type	Track Type
CP440 – 108720	Black Carry Bar	Type 1
CP440 – 108730	White Carry Bar	Type 1
CP440 – 108722	Black Carry Bar	Type 2
CP440 – 108732	White Carry Bar	Type 2
CP440 – 108721	Black Carry Bar	Type 3/4
CP440 – 108731	White Carry Bar	Type 3/4
CP440 – 108726	Black Carry Bar	Type 5
CP440 – 108736	White Carry Bar	Type 5
CP440 FSG – 108727	Black Carry Bar	FSG
CP440 FSG – 108737	White Carry Bar	FSG

## 2 Safety Precautions

Read and understand this manual in its entirety before Commissioning the Mackworth CP Portable Lift.

- Only Mackworth authorised personnel are eligible to perform a portable lift commission and decommission.
- The Portable lift must not be in use by the user during any form of servicing.
- The Portable lift must be turned OFF during any commissioning or decommissioning of the portable lift.
- Always ensure suitable clearance to remove the portable lift from the ceiling track.
- Ensure that all the procedures are followed correctly as instructed in this manual.
- All listed tools and equipment stated in this manual must be used to safely commission the portable lift.
- Ensure you have assessed all risks for your environment and any persons within that environment before commencing work.
- Ensure you have all PPE available to carry out the work before commencing.
- The portable lift is only suitable for installs within the professional and home healthcare environment.
- When working with ceiling track systems, ladders must be used to gain access. Ensure to follow safety guidelines while using ladders and working at height.

## 3 Tools and Equipment List

When carrying out work on the Mackworth CP Portable lift, you will require the following:

Tools Required	Equipment Required
2mm Allen Key 2.5mm Allen Key 3mm Allen Key 4mm Allen Key 5mm Allen Key 8mm Spanner No. 2 Pozi Drive Screwdriver 2mm Slotted Screwdriver 5.5mm Slotted Screwdriver External Circlip Pliers 3-10mm Long Nose Pliers Side Snips Second Cut Hand File Power Drill 8.5mm Drill Piece	Step Ladder Marker Pen Cloth Lint Free Cloth Relevant Documentation Cable Ties – 100x2.5mm (Part No. 000106) Digital Vernier Calliper Tape Measure

## 4 Ceiling Track Access

This section will guide you on how to install and remove the safety components found within the track system. This includes the end stops, safety bolt and end caps.

A pre-installed track system should already have these components installed. A track system should never be left without the safety components being installed.

To install the safety bolt, a through hole should be drilled through the track profile. A hole position template should be available. Position the template side face against the edge of the track and flush against the inside of the bottom of the track, this will align the hole position. See images below for reference.

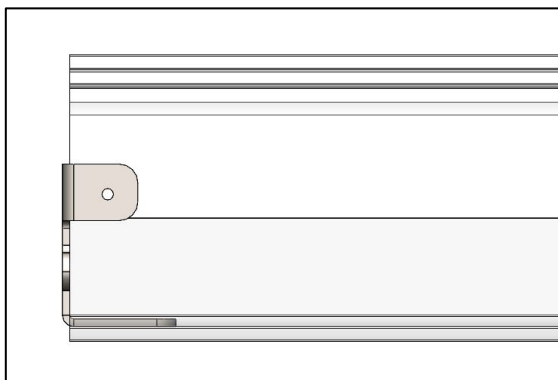


Figure 4-1

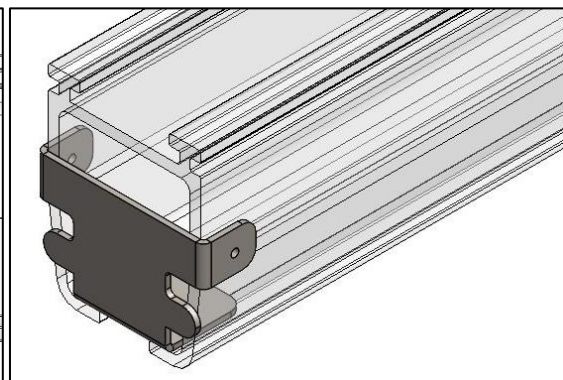


Figure 4-2

If the template is not available, see the drawings below for hole position.

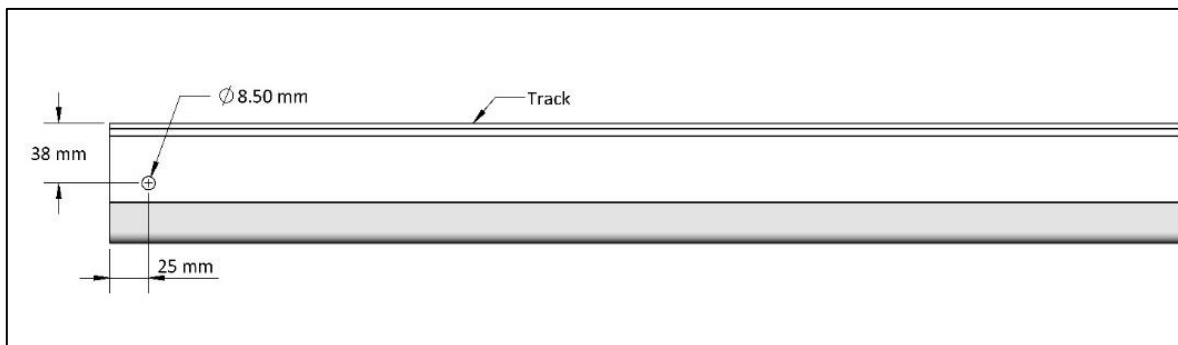


Figure 4-3

Once the hole is drilled, the end stop is installed first.

Slide the end stop into the track with the bumper facing inward. The end stop can be secured by clamping the end stop together within the track. This is done using a 5mm Allen Key on the two bolts. The end stop should be secured close to the end of the track system but leaving enough space for the safety bolt behind.

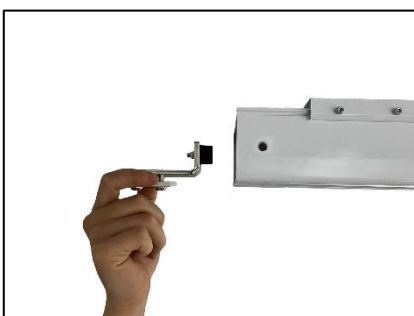


Figure 4-4



Figure 4-5



Figure 4-6

Once the end stop is secured, the safety bolt and end cap can be fitted. Place the rubber bumper inside the track, aligning it with the drilled hole and place the given bolt through the track and bumper and secure at the other end with the nut. This is done using two 13mm combination spanners. The end cap is push fitted into the track profile as shown below.

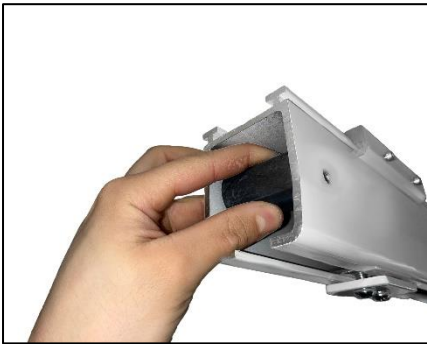


Figure 4-7



Figure 4-8



Figure 4-9

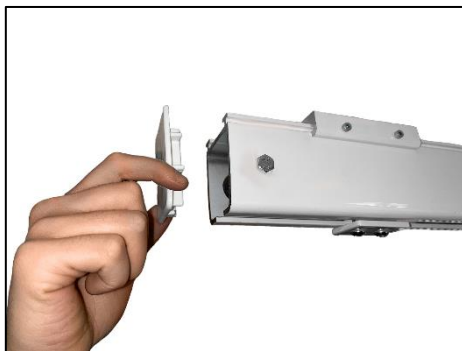


Figure 4-10



Figure 4-11

## 5 Installing the Trolley

Each variant of the portable lift trolley is installed into the track in the same manner.

To install the portable lift correctly, follow the guidelines below:

1. Remove the safety components found in the track system for access. (Refer to section 4)
2. Raise the trolley up to the ceiling track entrance (See figure 5.1.)
3. Place the trolley wheels into the track profile.
4. Slide the trolley to the centre of the track system. (5.2)
5. Close the track system by fitting the safety components at either end. (Refer to section 4)



Figure 5-1

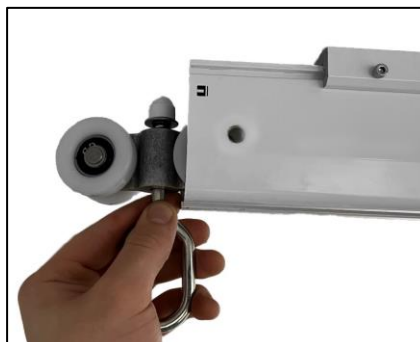


Figure 5-2



Figure 5-3

## 6 Installing the Portable Lift

Follow the guidelines stated below on the correct method for installing the portable lift onto the trolley.

1. Complete all the relevant steps in section 5.
2. Place the portable lift on a secure and soft surface such as a bed or chair.
3. Using the handset or membrane, extend the lift tape to allow enough slack to attach the QRS hook to the trolley while the portable lift remains in position. (See figure 6.1)
4. Locate the QRS hook into the Reacher pole and tension the lift tape to open the QRS latch. (Figure 6.2)
5. Using the Reacher pole, raise the hook and secure onto the trolley. (See figure 6.3)
6. Remove the Reacher pole and store in a safe place.
7. Using the handset or membrane, raise the portable lift off the chair to a suitable suspended height.



Figure 6-1



Figure 6-2



Figure 6-3



Figure 6-4



Figure 6-5

When installing the portable lift in the opposite orientation, the Reacher pole is not suitable and cannot be used. Therefore, the lift must be manually attached by raising the product up to the ceiling and attaching the QRS hook onto the trolley, securing in the same manner as above. To do this, the installer will require a ladder for accessibility.

## 7 Mounting the Charging Dock to the Wall

Follow the guidelines stated below on the correct method for mounting the charging dock onto the wall.

1. The charging dock is found inside the handset case, this casing has two holes which are used to mount the case to the wall.
2. To mount the case to the wall, determine a suitable location, (close to a socket or other power source) and drill two 7mm holes into the wall to the profile of the case. (See figure 6.1)
3. Place the provided raw plugs into the holes and secure the case using the provided screws and a pozi screwdriver. (See figure 6.2)
4. Within the charging docks box, multiple adaptors are available, select the correct adaptor for your use and attach. (See figure 6.3)
5. Route the charging cable in a tidy fashion and plug into the closest power source.
6. Turn on the power supply to make the charging dock operational.

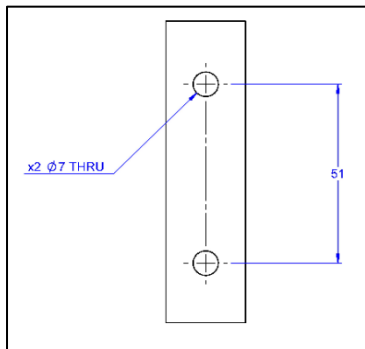


Figure 7-1



Figure 7-2

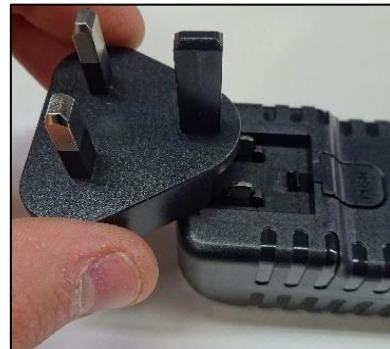
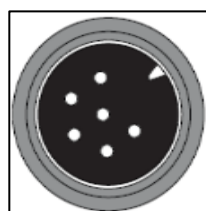


Figure 7-3

## 8 Connecting the Handset

Follow the guidance below for the correct install method for the portable lift handset.

1. Connect the plug located at the end of the handset to the portable lift connection located on the underside of the portable lift. Align the handset male connector to the portable lift female connector.
2. Once the two parts are aligned push the handset connector upwards in the portable lift port until it is fully connected and secure in place by twisting the thread lock on the handset connector until it is completely closed.
3. Test the handset by operating each button to ensure that the command functions as intended.



Handset Male connector



Lift Female connector

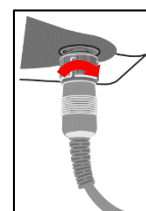
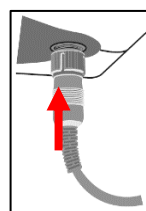


Figure 8-1



## 9 Attaching the Carry Bar

To attach the carry bar, follow the guidance below for correct install method.

1. Open the red retaining tab on the QRS by pushing it down. (See figure 10.1)
2. Hold the carry bar horizontally and insert the boss into the QRS hook. (See figure 10.2)
3. Pivot the carry bar down to its natural position and release the retaining tab to secure. (See figure 10.3)



Figure 9-1



Figure 9-2



Figure 9-3

## 10 Accessories

The remaining parts provided include the User Manual and the box/packaging. These should be given to the customer for safe keeping. The box should also be kept with the User and stored in a safe place. The box will be required for decommissioning and transportation.

## 11 Final Function Checks

Once the portable lift is installed into the ceiling track system, you should function test the product to ensure that everything is working correctly. Follow the guidelines below to complete the function test.

1. To turn the portable lift on, press the red button on the side of lift from the 'O' position to the 'I' position as shown in Fig. 11-1.
2. Operate each handset (and membrane) button to ensure that the portable lift is responding to the correct command.
3. Check that the portable lift can traverse correctly along the full length of the track system.
4. Place the handset into the charging dock to ensure that the portable lift is charging correctly.



Figure 11-1



Figure 11-2



Figure 11-3

If the portable lift is not functioning as intended, refer to the troubleshooting guide for details on how to resolve the issue.

## 12 Additional Documentation

See the list of available documents you may or may not need to refer to for a successful commission. All documents will be available to view on the Mackworth website: <http://mackworthusa.com>

- Spare Part Manual – 992097
- User Manual -999097
- Service Manual – 995097
- Troubleshooting Guide – 990097
- Ceiling Track Installation Manual – 996158

## 13 Decommissioning

Once the portable lift has reached the end of its life cycle, the portable lift will require decommissioning. This includes removing the track from the portable lift, dismantling and disposal. Follow the guidelines below for detailed instructions on how to decommission correctly.

Before removing the portable lift from the track, it is highly recommended that the portable lift be cleaned to reduce the risk of cross-contamination. For cleaning instructions, refer to the user manual.

### 13.1 Removal

To remove the portable lift from the track, follow the guidelines below:

- 1.** Turn the portable lift "off" by pressing the red button on the side of lift from the 'I' position to the 'O' position.
- 2.** Turn off the charger at the mains power source and unplug the charger.
- 3.** Remove the charging dock from the wall mount.
- 4.** Detach the carry bar from the portable lift.
- 5.** Detach the handset from the portable lift.
- 6.** Detach the portable lift from the trolley.
- 7.** Remove the safety components from the track system, this includes the end stop, safety bolt and the end cap.
- 8.** Slide the trolley out of the track.
- 9.** Ensure to refit the safety components into the track to close the track system.
- 10.**

### 13.2 Dismantling

All serviceable components of the portable lift should be dismantled prior to the disposal of the portable lift. Refer to the service manual for detailed instructions on how to dismantle the portable lift.

### 13.3 Disposal

The following specifies the importance of correct disposal procedure including local laws and being environmentally friendly.

Please observe the local laws on recycling and respect the current laws for disposal within the community the device is being used within. If there is any uncertainty of the below guidelines, contact your local authorities to determine the proper method of disposal of potentially biohazardous parts and accessories.

The relevant components utilised in the manufacture of the device that can be recycled at the end of life are:

Fully recyclables:	Consideration when Recycling:
Chassis	Batteries
Plastic Covers	Wiring Looms – electronics
Metallic Internals – Hub etc.	PCB
Initial packaging of the device (cardboard)	Hand Control
Metallic fixing – Screws etc.	Motors
Plastic Mouldings	Lift Tape
Carry Bar metalwork	Charger

Ensure that this list is used as guidance and that the local laws in the given community overrule the suggested component disposal in the table above.

**Dealer/service contact details:**

**Contact details:**

**Mackworth USA**  
54 West Industrial Drive  
O'Fallon, MO 63366 USA  
314-889-1000  
www.mackworthusa.com

**Disclaimer**

While every effort has been made to ensure the accuracy of information contained in this manual, no liability can be accepted by Mackworth for any errors or omissions. Mackworth operates a policy of continuous improvement. Specifications and other data are subject to change without notice.



mackworth

54 West Industrial Drive  
O'Fallon, MO 63366 USA