

Installation Instructions
Hummingbird Lite
Workstation on Wheels



Preface

IMPORTANT, PLEASE READ CAREFULLY

Thank you for your purchase with Amico Accessories Inc.

This equipment is designed for long-lasting performance, providing the end user complies with assembly and maintenance procedures. This Instruction Manual is your guide to ensure that you get the best performance out of the equipment. Amico Accessories Inc. is not responsible for any damage as a result of (but not limited to) abuse and other problems that may be a direct or indirect result of failure to comply with the instructions provided in this manual.

Please note these key words and symbols:



WARNING

Steps where extra care should be taken to prevent injuries and damage.



NOTE

Steps that point out helpful information.

Medical Facility Responsibilities

Preventive maintenance checks must be performed regularly to maintain the quality and performance of this product. Any parts that may be broken, missing, worn, distorted, or contaminated in any way should not be used and all affected parts should be replaced immediately. Should the necessity of any repair be suspected; please contact your local distributor or call 1-877-264-2697.

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Installation Preparation

Installation Tools



#2 & #3 Phillips Head
Screwdriver

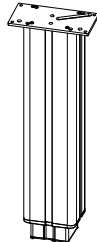


Cordless Electric Screwdriver
with #2 & #3 Philips bits

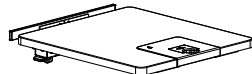
Installation Reference



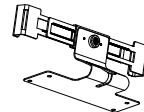
LCD/Display Post



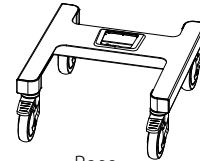
Column



Worktop



Laptop Security Bracket

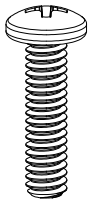


Base



Hardware Kit

Hardware Kit



4x Phillips Pan Head
1/4-20UNC 1" Length



10x Phillips Pan Head
8-32UNC 3/16" Length



4x Hex Acorn Cap Nut
10-24UNC



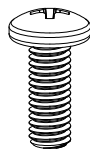
4x #10 Washer



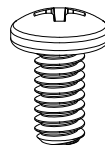
4x #14 Washer



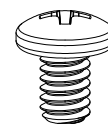
4x Phillips Pan Head
1/4-20UNC 1/4" Length



4x Phillips Pan Head
8-32UNC 9/16" Length



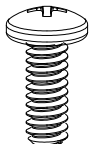
4x Phillips Pan Head
1/4-20UNC 1/2" Length



4x Phillips Pan Head
1/4-20UNC 3/8" Length



4x #14 Lock Washer



1x Phillips Pan Head
10-24UNC 1/2" Length



1x Spacer/Stopper



8x Mounting Saddle



4x Reusable Zip Ties



12x Dual Lock Pad

Installation

Instructions

1. Unpack box 1/2 as per the instruction layout printed on the inside flap and box 2/2 as per the instruction layout printed on the top of the box.



Figure 1

2. Place base with casters on the ground (**Figure 2**). Lock the casters by engaging the red brakes on the front casters.

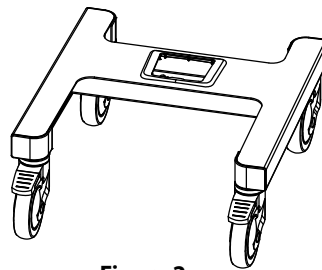


Figure 2

3. Join the column (**Box C**) with the base by sliding the column into the opening on top of the base (**Figure 3**) and fasten four 1/4 - 20 x 1" long screws, four #14 lock washers, and four #14 flat washer through the bottom of the base into the column. Ensure the bottom of the vertical column is placed inside the collar (pre-installed in the opening)

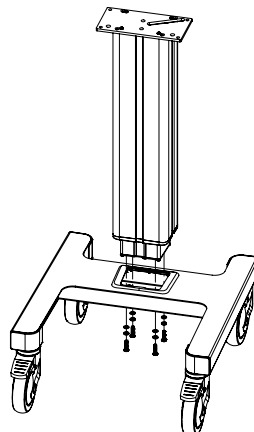


Figure 3

Installation

4. **Laptop Model:** Place the worktop (**Box 2/2**) on the column top plate and fasten four 1/4 - 20 x 3/8" long screws (**Figure 4**). Fit the lever housing to the worktop with four 1/4 - 20 x 1/2" long screws (**Figure 5**).

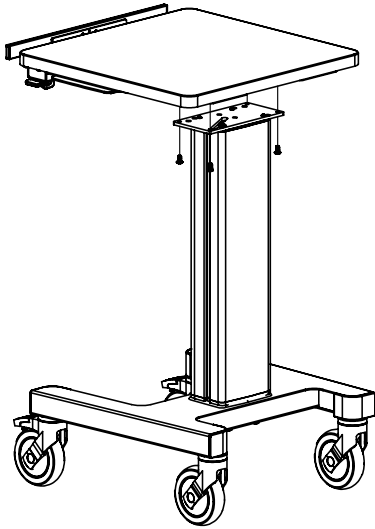


Figure 4

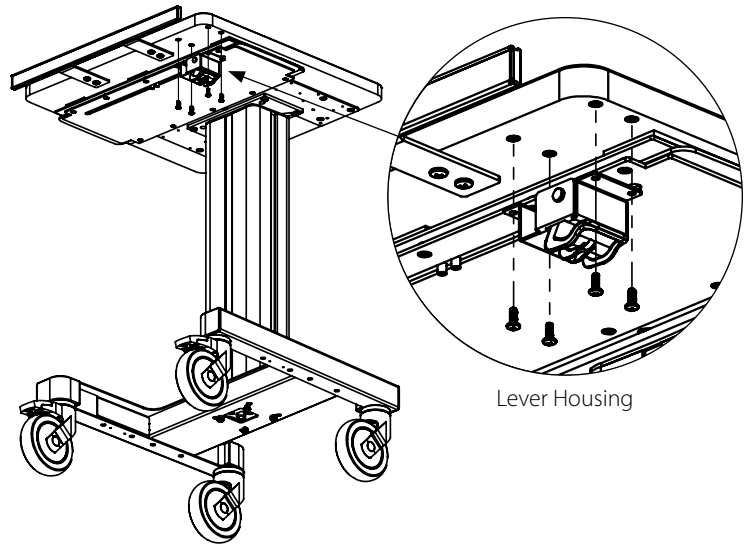


Figure 5

- a. **Laptop with Security Bracket Model:** Install the Laptop Security Bracket (**Box B**) to the worktop by placing the Laptop Security Bracket on the backside of the worktop and fasten four 1/4 - 20 x 1/4" long screws (**Figure 6**) from the bottom.

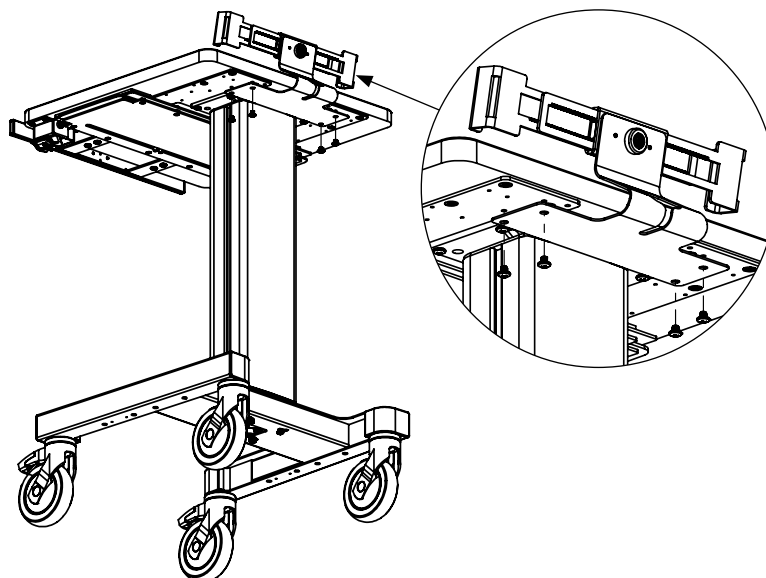


Figure 6

Installation

- b. **LCD/Display Model:** Install the LCD/Display Post (**Box B**) to the worktop, First place the LCD/Display bracket (**Box B**) to the worktop bottom and fasten four 1/4 - 20 x 1/4" long screws (**Figure 7**) from the bottom. Carefully insert the LCD/Display Post through the worktop opening on the top and align with the LCD/Display bracket hole. Fasten with four 8 - 32 x 9/16" long screws (**Figure 7**).

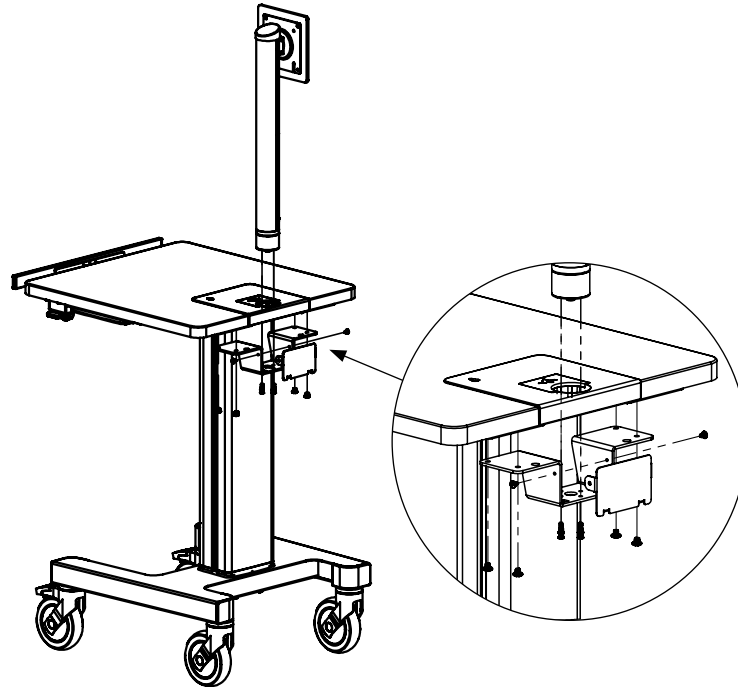


Figure 7

- c. **LCD/Display with Sliding Keyboard Tray Model (outside North America only):** First slide the keyboard tray bracket (**Box B**) into the worktop keyboard tray track (**Figure 8**) and insert 10 - 24 x 1/2" long screws through spacer/stopper into keyboard tray track to secure. Remove the bottom acorn nuts and #10 washers from the Sliding Keyboard Tray (**Box 2/2**) and align them with the keyboard tray bracket holes. Fasten back #10 washer and acorn nuts (**Figure 8**).

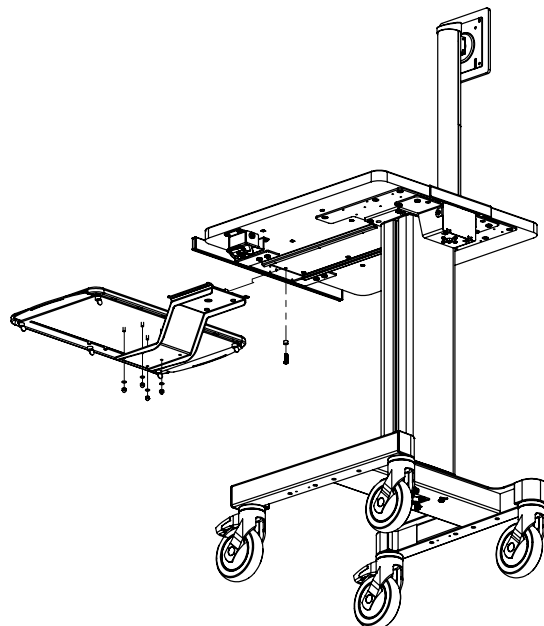


Figure 8

Installation

5. Install accessory mounts underneath the worktop.
 - a. Install the power hook bracket (**Box B**) to the worktop bottom plate with two 8 - 32 x 3/16" long screws (**Figure 9**).

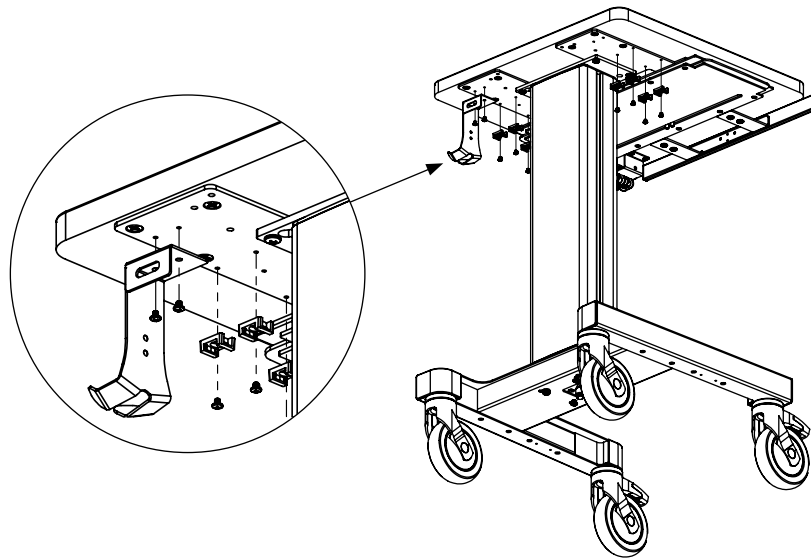


Figure 9

6. To install the two reusable zip ties on the saddles, slide the zip tie through the two saddles slots as shown below and repeat for the second zip tie. Place the power bar or laptop adapter symmetrically with the two zip ties and secure.

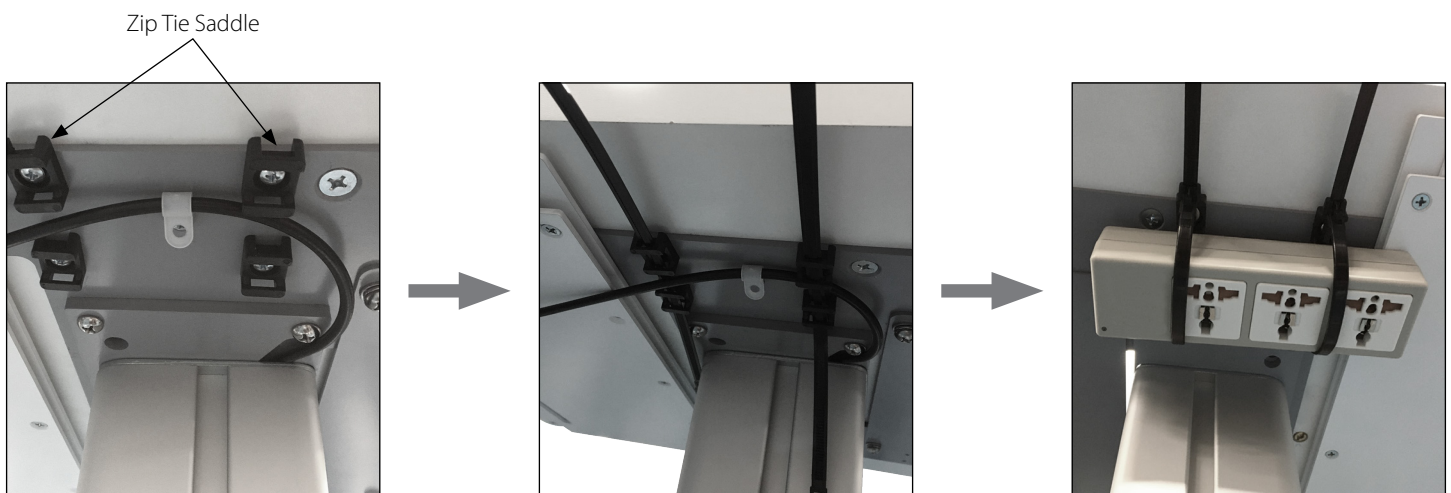


Figure 10

Device Installation

LCD/Display Mounting: VESA 75/100

i NOTE: 4x M4 screws are provided for mounting the LCD/Display to the VESA Head. Different screws may be needed if the provided screws are not the right size. Standoffs may be needed depending on the hole pattern on the LCD/Display.

i NOTE: Allow 90° rotation in both directions for excess cabling.

1. Determine the LCD/Display mounting configuration. VESA 75 (75 mm x 75 mm M4 thread) or VESA 100 (100 mm x 100 mm M4 threads).
2. VESA 100 configuration: Partially thread two screws into the top 2 holes in the back of the LCD/Display. The LCD/Display can then be hung up on the VESA Head through the two slots at the top. Insert 2 more screws through the VESA 100 mounting holes at the bottom and tighten all screws (**Figure 1**).
3. VESA 75 configuration: Rotate the VESA Head so the 2 slots for the VESA 75 configuration are located at the top. Partially thread two screws into the top 2 holes in the back of the LCD/Display. The LCD/Display can then be hung up on the VESA Head through the two slots at the top. Insert 2 more screws through the VESA 100 mounting holes at the bottom and tighten all screws.
4. When removing the LCD/Display, the LCD/Display arm and the LCD/Display should be placed at the highest position (**Figure 2**). Remove the 2 bottom screws from the VESA plate, loosen the top 2 screws, and lift the LCD/Display off the VESA plate.

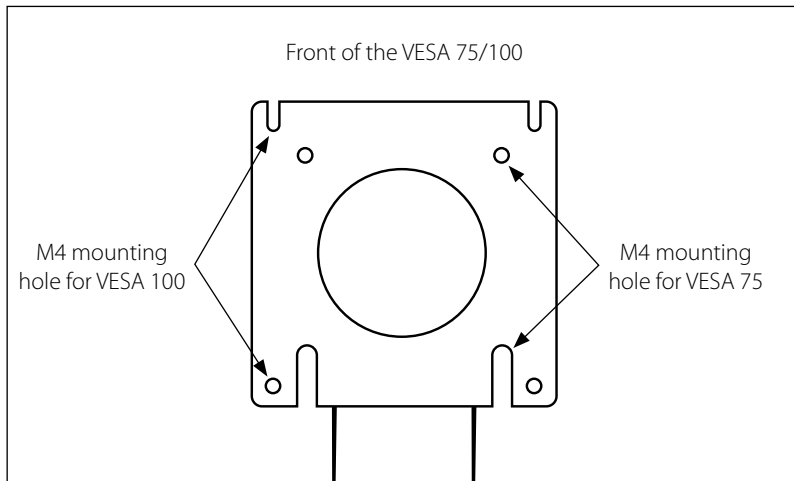


Figure 1

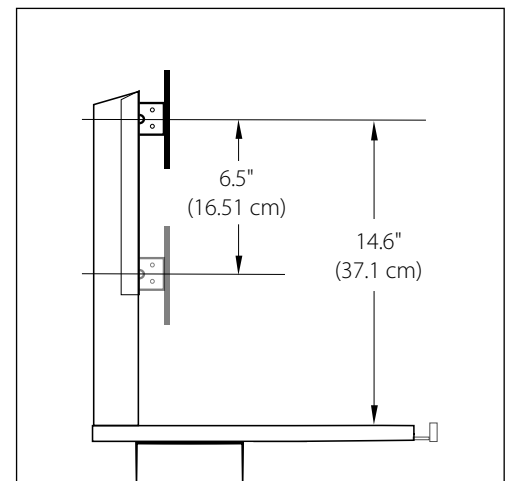


Figure 2

Adjustments

Mounting a Laptop (Laptop Models Only)

⚠ WARNING: ENSURE THE LAPTOP SECURITY BRACKET IS FULLY OPEN BEFORE PLACING THE LAPTOP DEVICE.

i NOTE: Laptop Security Bracket is suitable for 13" to 17" laptops.

1. Place the key in the Laptop Security Bracket key slot (Back). Turn and hold the key to facilitate movement of the adjustable glides.
2. Place the laptop on worktop between the adjustable glides and adjust the laptop screen and tilt the laptop screen so that it makes contact with Laptop Security Bracket.
3. Shut the adjustable glides by pushing towards inside each other to secure the laptop and remove the key from the key slot.

i NOTE: Keep the Laptop Security Bracket Key in a safe location, separate from the workstation.

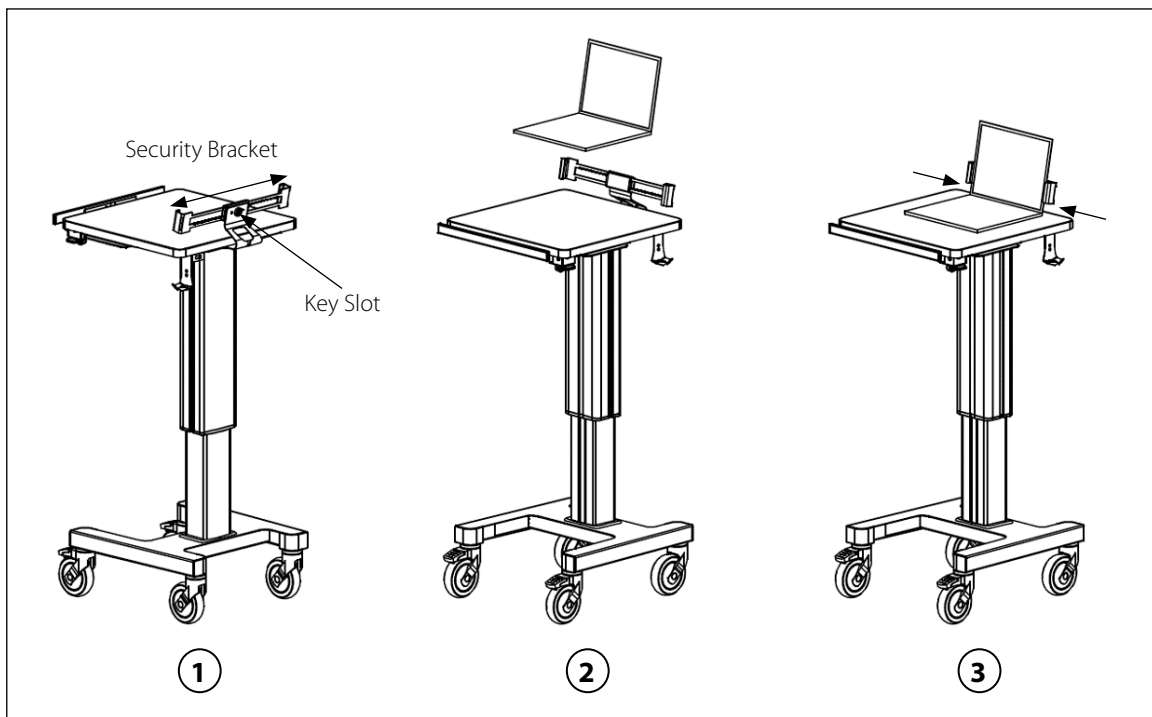


Figure 1

Adjustments

LCD/Display Adjustments

i NOTE: You may need to remove the cap and cover on the LCD/Display Post.

! WARNING: BE SURE TO SUPPORT THE LCD/DISPLAY IF ADJUSTING THE TILT ANGLE WITH THE LCD/DISPLAY MOUNTED.

! WARNING: AFTER THE LCD/DISPLAY IS INSTALLED, TIGHTEN THE LARGE AND SMALL TILT ADJUSTMENT SCREWS TO THE TIGHTEST POSITION POSSIBLE WITH THE WEIGHT OF THE LCD/DISPLAY ATTACHED. ALTERNATE BETWEEN TIGHTENING THE LARGE AND SMALL SCREWS UNTIL APPROPRIATE TENSION IS REACHED.

The LCD/Display (not included) can pan up to 180°, tilt up and down by +/- 15° and can be adjusted from portrait to landscape orientation (**Figure 1**).

1. For panning adjustment, hold the LCD/Display and turn left or right until in the desired position.
2. For LCD/Display landscape or portrait orientation, hold the LCD/Display and rotate 90° (**Figure 1**).
3. To adjust LCD/Display height, hold LCD/Display and slide up or down until desired height is reached. Independent adjustment height range: 6.5" (16.5cm).

Adjusting tilt tension: Tighten or loosen the tension screws on the mounting bracket.

i NOTE: You may need to remove the cap and cover on the LCD/Display Post.

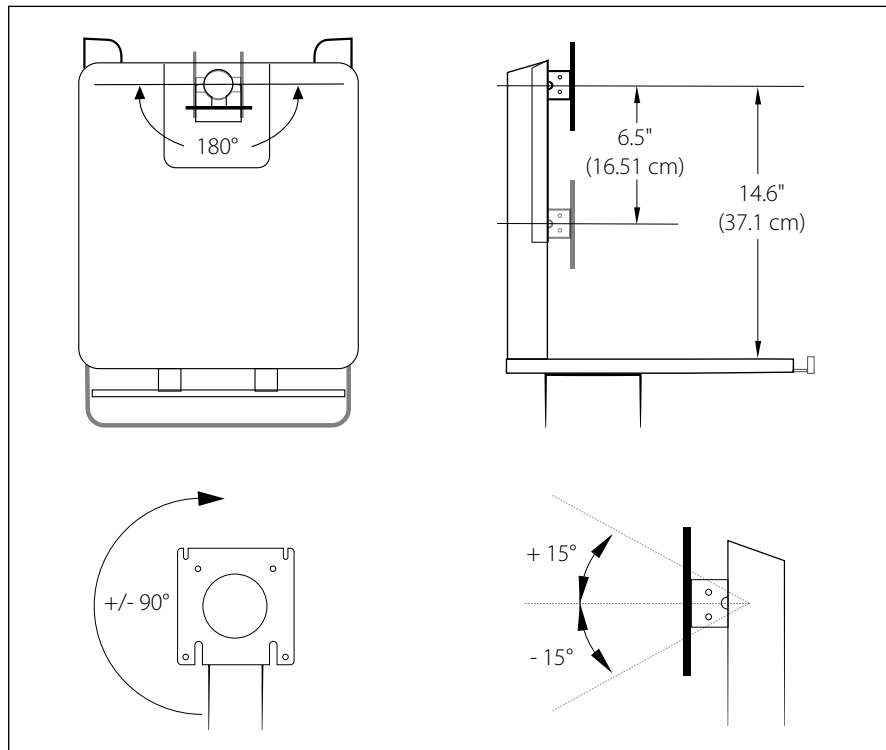


Figure 1

Adjustments

Sliding Keyboard Tray Adjustments

The standard keyboard tray slides in and out of the cart (**Figure 1**).

⚠ WARNING: DO NOT TRANSPORT THE CART WITH KEYBOARD TRAY IN EXTENDED POSITION.

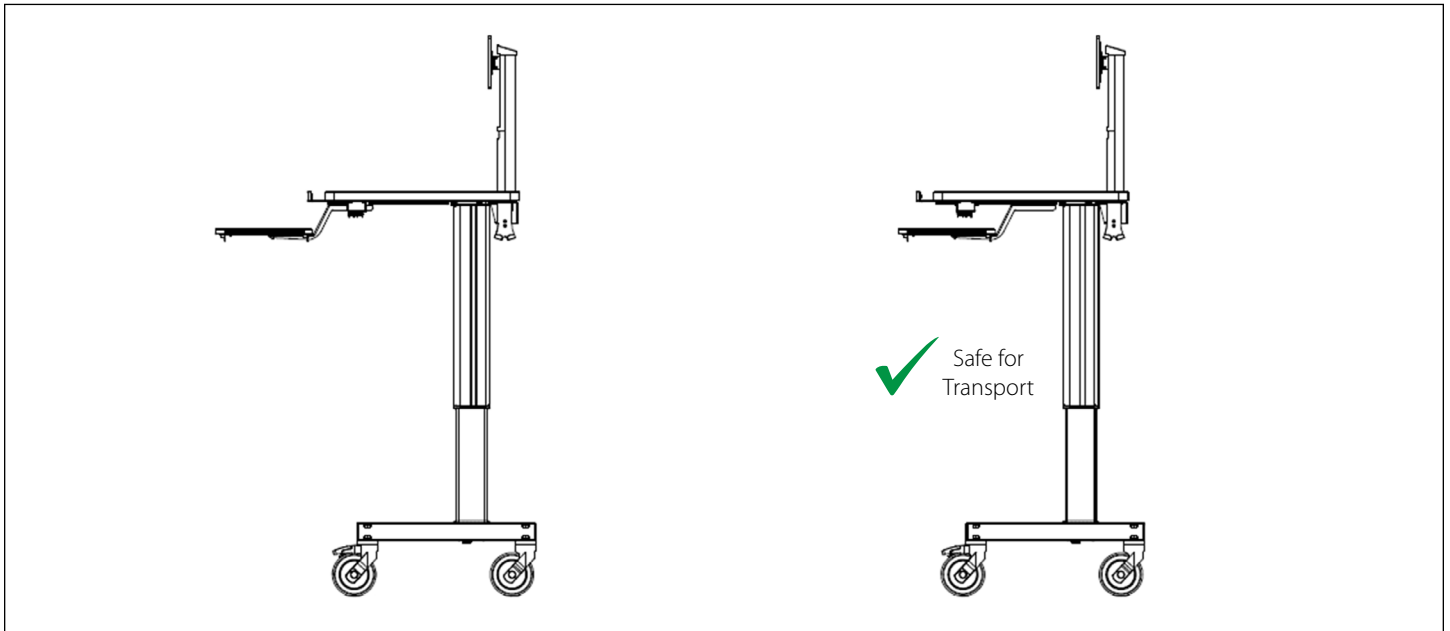


Figure 1

Mouse Tray Adjustments

The mouse tray slides in and out on both sides of the worktop or standard keyboard tray (**Figure 1**).

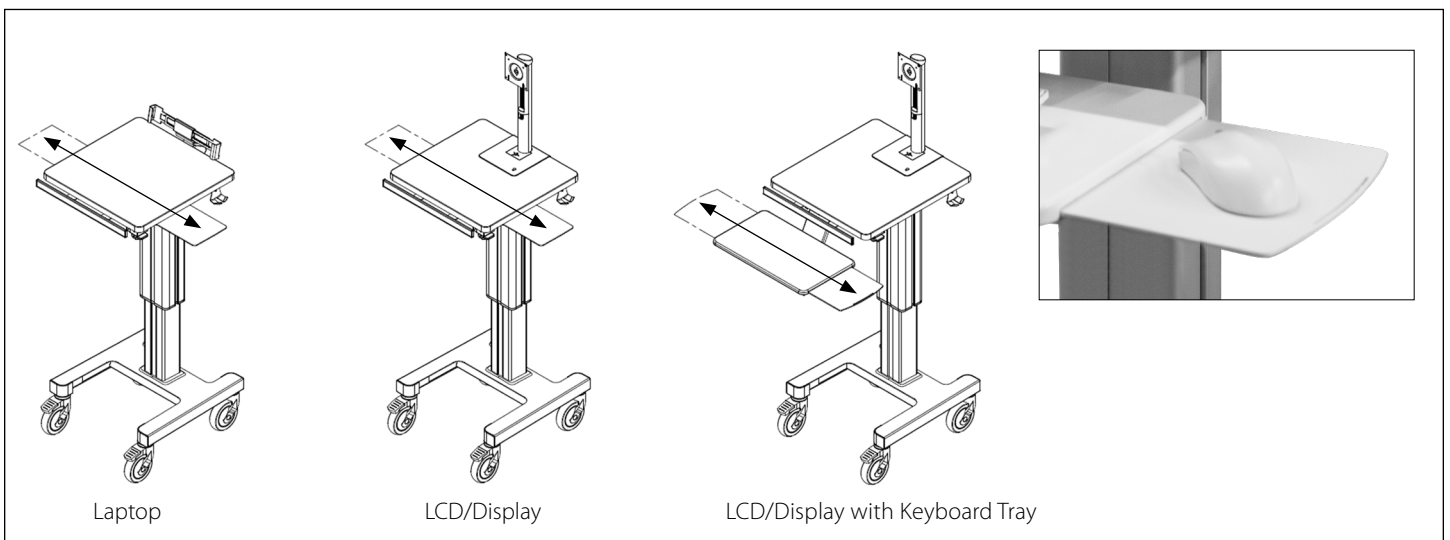


Figure 1

Adjustments

Lockable Casters and Transport Position

The Hummingbird Lite Mobile Workstation includes two Total Locking Casters (red) to prevent movement.

1. To lock the casters, step on the Locking Lever (on each caster) such that it clicks in the down position (**Figure 1**).
2. To unlock the casters, lift the Locking Lever up (on each caster) or push the back end of the caster down (**Figure 1**).
3. To steer the cart, unlock the Total Locking Caster (red) and grasp the 2 handles firmly while pushing the cart.

⚠ WARNING: PUSH THE CART TO TRANSPORT BETWEEN LOCATIONS, EXCEPT WHEN TRAVELLING OVER A THRESHOLD. WHEN TRAVELLING OVER A THRESHOLD, PULL THE CART OVER TO PREVENT TIPPING AND SUBSEQUENT DAMAGE OR INJURY.

4. The Directional Caster (optional) (**Figure 2**), and supports easier handling of the cart around turns. It is recommended for turning when there is sufficient space (**Figure 2**).

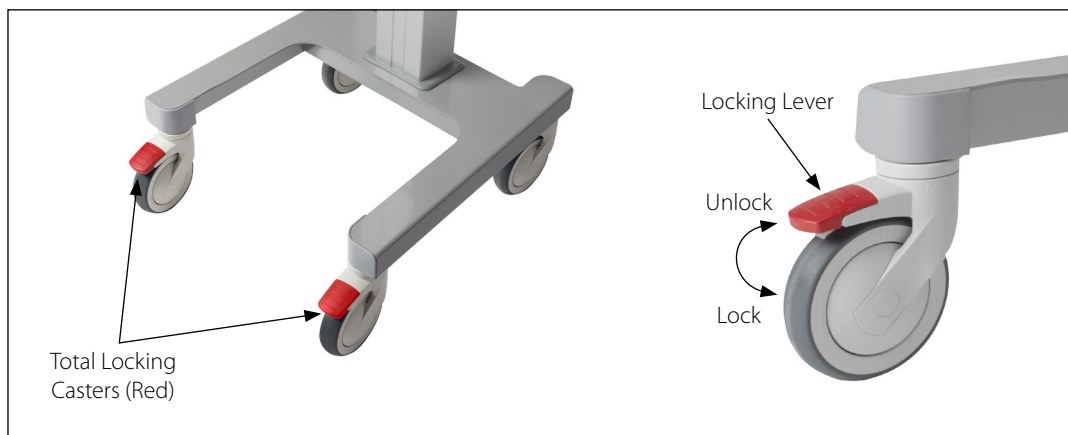


Figure 1

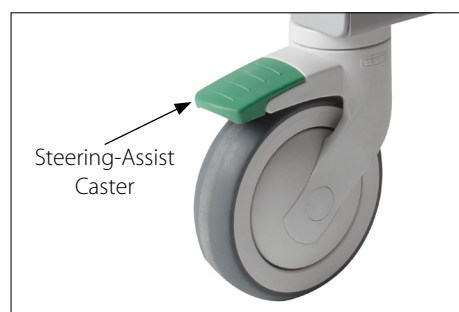


Figure 2

Adjustments

Spring Adjustment (LCD/Display Models Only)

i NOTE: The LCD/Display post uses a gas spring to support and facilitate vertical adjustment of the LCD/Display.

! WARNING: THE LCD/DISPLAY POST INTERIOR CONTAINS SHARP EDGES. WEAR PROTECTIVE EQUIPMENT WHEN PERFORMING THE FOLLOWING TASKS.

i NOTE: Refer to page 16 for spring weight ranges.

! WARNING: ENSURE THAT THE LCD/DISPLAY IS REMOVED AND THE VESA PLATE IS AT THE TOP POSITION PRIOR TO BEGINNING.

1. The Gas Spring in the LCD/Display Post can be replaced if the LCD/Display weight changes, in order to maintain the appropriate counterbalancing.
2. Remove the cap on the top of the LCD/Display Post to reveal the 2 screws. Use a Philips head screwdriver (#2) to remove the 2 screws (**Figure 1**). Remove the LCD/Display Post Cover.
3. Remove the Top Plate and slide out the VESA Plate to reveal the Gas Spring underneath. Replace the Gas Spring with the new Gas Spring. Ensure that there is a hex nut on the thin side of the replacement spring and the nut is facing up (**Figure 2**).
4. Replace the VESA Plate, re-attach the Top Plate with the screws and replace the Top Cap and the LCD/Display Post Cover.



Figure 1

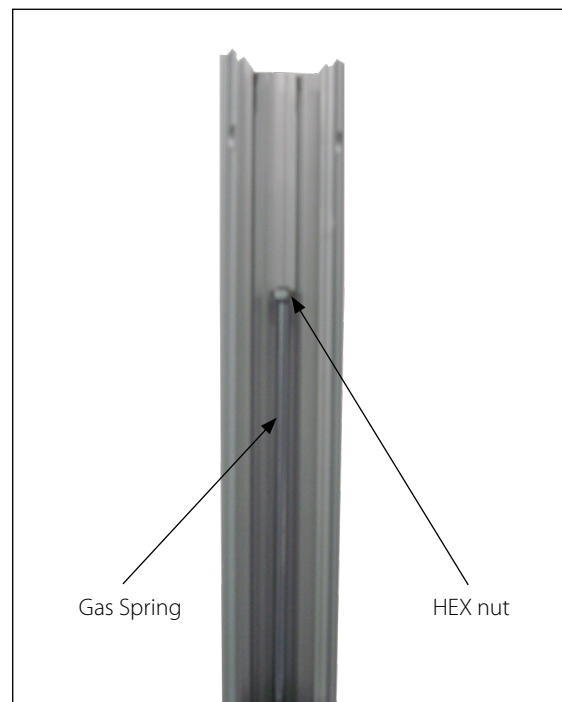


Figure 2

Adjustments

Worktop Height Adjustment

⚠ WARNING: ADJUST HEIGHT WITH CAUTION IF THERE IS NO LOAD ON THE CART, AS GAS SPRING MAY MOVE UPWARDS SUDDENLY WHEN LEVER IS RELEASED. DO NOT ADJUST HEIGHT WHILE CART IS IN MOTION.

i NOTE: At ideal operating height, the operator's forearms should be parallel to the floor when using the keyboard/mouse (90° bend at elbows).

⚠ WARNING: KEEP LOAD WITHIN SPECIFIED RANGE AS NOTED BELOW. FAILURE TO DO SO COULD RESULT IN DAMAGE AND/OR INJURY.

1. Lift the Height Adjustment Lever to activate the vertical adjustment mechanism (**Figure 1**).
2. Grasp the sides of the Work Surface and push down while holding the Height Adjustment Lever to lower the Work Surface.
3. Grasp the sides of the Work Surface and pull upwards while holding the Height Adjustment Lever to raise the Work Surface.
4. Worktop Height adjustment range is 15" (38.1 cm) (**Figure 2**).

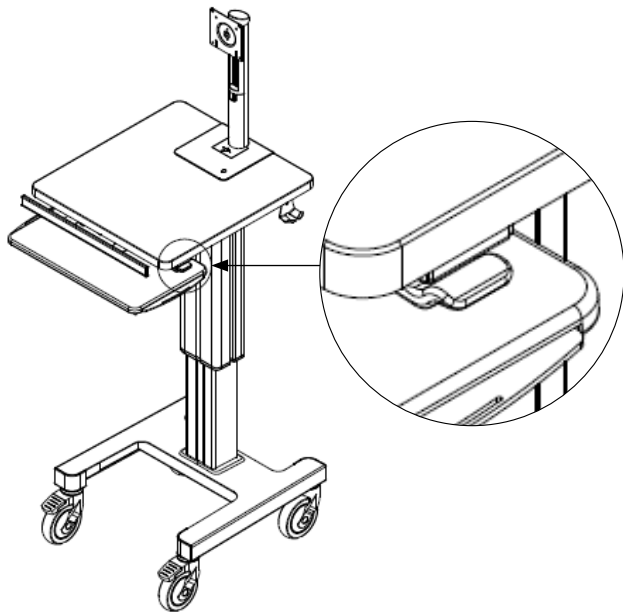


Figure 1

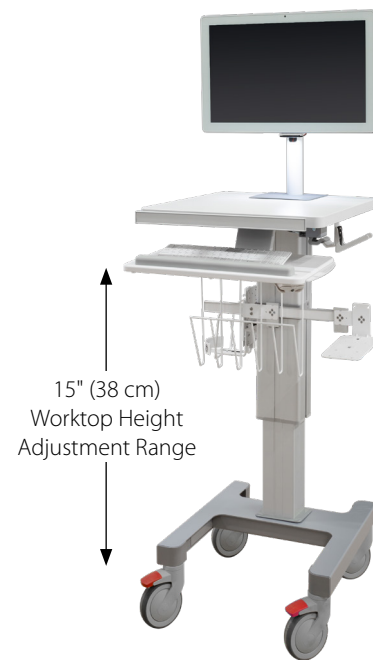


Figure 2

Cable Management (LCD/Display Models Only)

⚠ WARNING: DO NOT BUNCH CABLES TOGETHER ON ONE CABLE GUIDE-CHANNEL. USE SEPARATE CHANNELS FOR EACH CABLE.

1. Remove the cable access cover on the worktop near the LCD/Display Post by pressing in the center and pull up (**Figure 1**).
2. Remove the bottom LCD/Display Post Cable cover by pulling through the top channel (**Figure 2**).
3. Push cables from the bottom of the worktop between column and Post bracket (**Figure 3**) and pull it from the access door cutout (**Figure 4**).
4. There are 2 LCD/Display cable guide-channels in the LCD/Display Post (shown below), which is covered by the LCD/Display Post Cable Cover and place the cables carefully into the guide channels (**Figure 5**).
5. Push-fit the LCD/Display Post Cable Cover so that the cables pass through the hole on the top and the 2 holes on the bottom (or equivalent) of the LCD/Display Post Cable Cover (**Figure 5**).
6. Ensure there is sufficient slack in the cables to allow for normal LCD/Display adjustment (**Figure 6**).

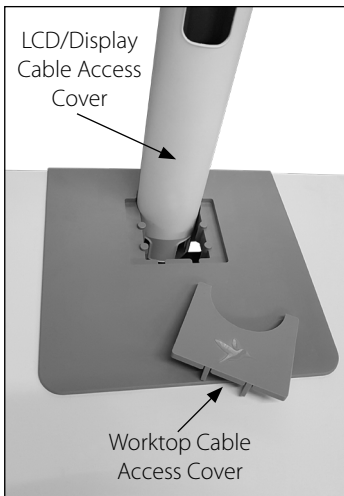


Figure 1

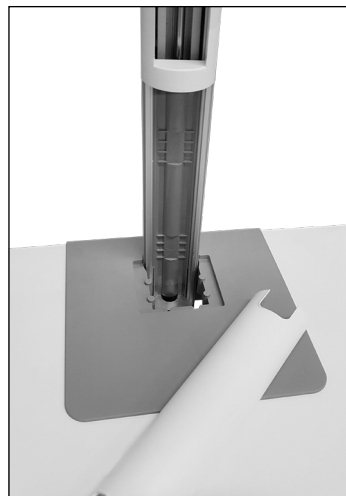


Figure 2



Figure 3



Figure 4

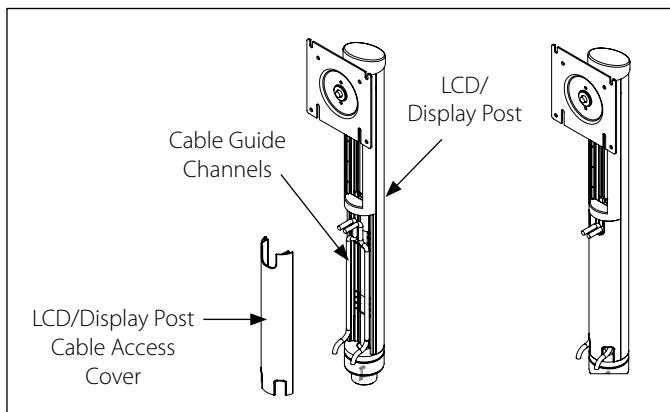


Figure 5

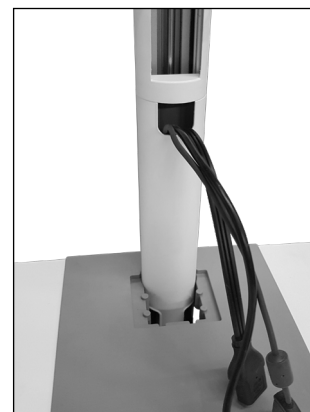


Figure 6

Mounting Keyboard and Mouse

1. Remove the backing on 6 (or half of given) dual locking pads and adhere to top and bottom of keyboard, spaced evenly apart (**Figure 1**).

i **NOTE:** Locking pads secure peripherals such as a keyboard to the cart to prevent movement during cart transport.

2. Place the remaining 6 dual locking pads on top of the 6 dual locking pads adhere to the keyboard (**Figure 2**).
3. Now remove the backing on the dual locking coins.
4. Carefully position the keyboard on the keyboard tray and firmly press down while supporting the keyboard tray from the bottom (**Figure 3**).

! **WARNING:** DO NOT OVERLOAD OR LEAN ON THE KEYBOARD TRAY (MAX LOAD = 10 LBS).

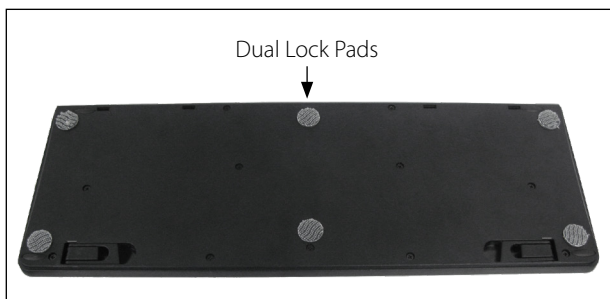


Figure 1



Figure 2



Figure 3

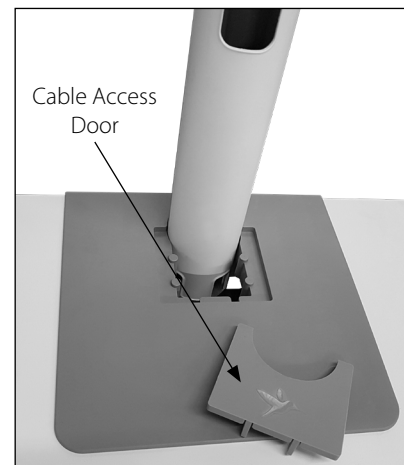


Figure 4

Mounting Keyboard and Mouse

5. If the keyboard and mouse placed directly on the worktop for Laptop and LCD/Display cart without sliding keyboard, remove the cable access door on the worktop (Rubber piece) near the LCD/Display Post by pressing in the center and pull up (**Figure 4**).
6. Remove the bottom LCD/Display Post Cable cover by pulling through the top channel (**Figure 4**).
7. Tear off the bottom two tabs for the cable access door (**Figure 5**).
8. There are 2 cable guide-channels in the LCD/Display Post (shown below), which is covered by the LCD/Display Post Cable Cover and place the cables carefully into the guide channels (**Figure 6**).
9. Push-fit the LCD/Display Post Cable Cover so that the cables pass through the hole on the top and the 2 holes on the bottom (or equivalent) of the LCD/Display Post Cable Cover (**Figure 6**).
10. Ensure there is enough slack in the cables to allow for normal LCD/Display adjustment. Put back the cable access door and allow the cables to pass through the channels (**Figure 7**).

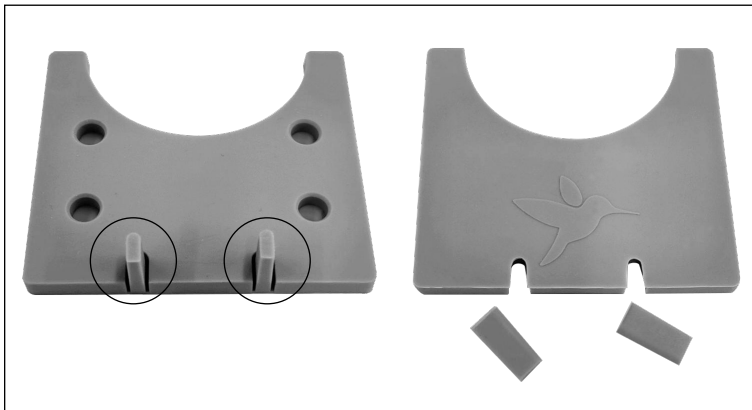


Figure 5

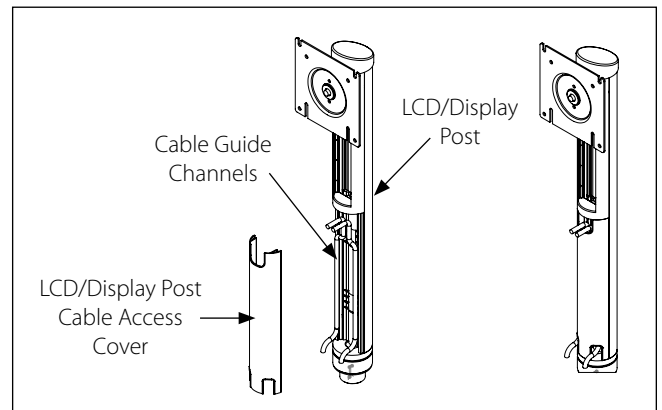


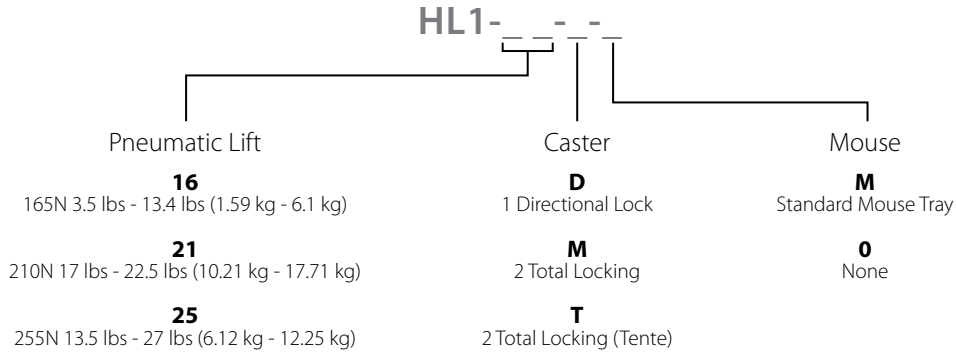
Figure 6



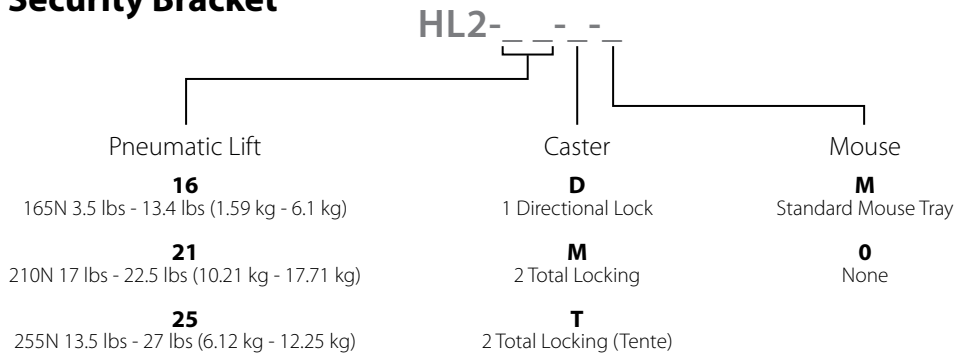
Figure 7

Product Matrix

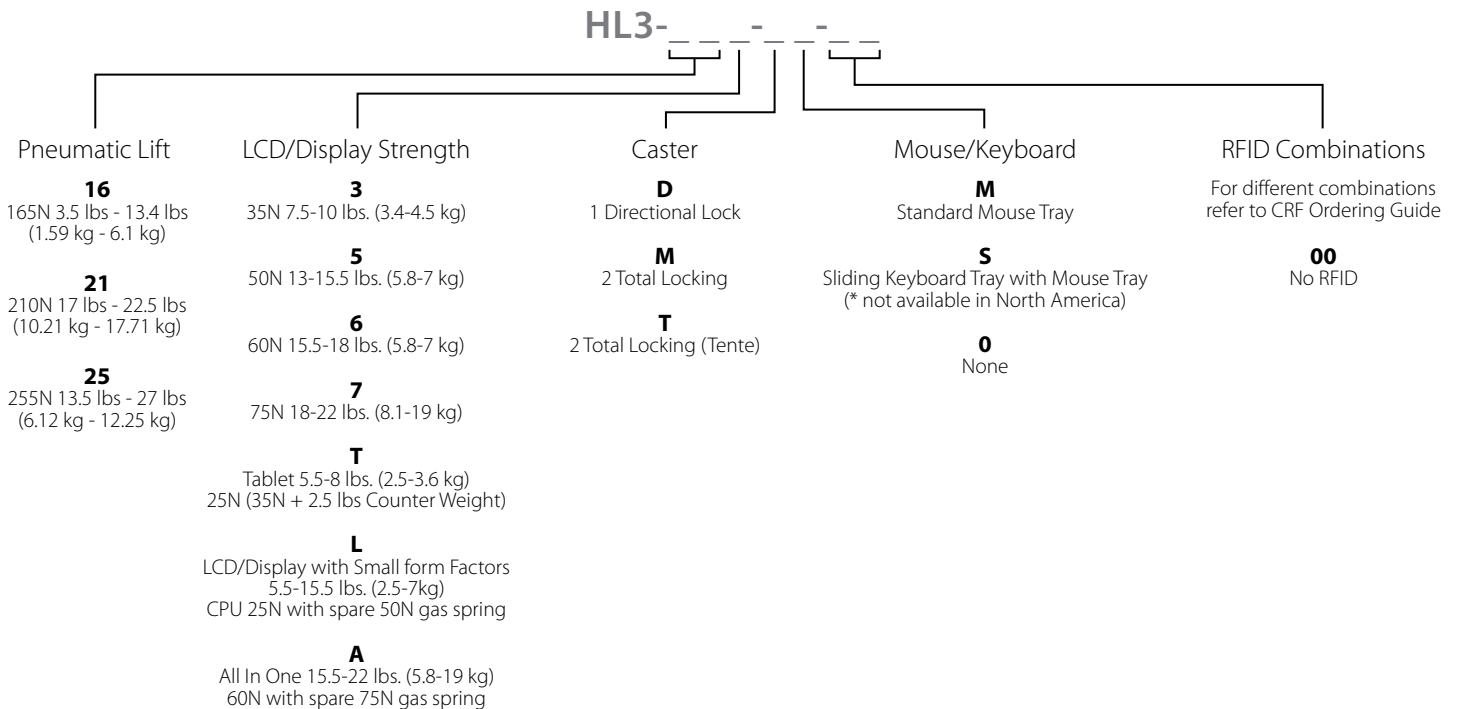
Laptop



Laptop with Security Bracket



LCD/Display



Troubleshooting, Maintenance, Product Classification

Specifications and Adjustments

Refer to Amico website for the manual and specification documents.

Troubleshooting Guide


Problem	Possible Cause	Solution
LCD/Display mount facing wrong direction	Incorrect installation	Check the LCD/Display Post hole positions, should keep the LCD/Display mounting facing front with 180° hole pattern
Loosened worktop	Improper installation or loose connection	Check the screws between worktop and column plate, should be tightly secured
Sliding Keyboard Tray falls off	Forgot to install the stopper	Make sure always stopper is installed
Laptop adjustable clamp is not opening	Missing key	Locate the key or contact Amico
Too easy or too difficult to utilize the portrait landscape feature	Damaged hardware	Please contact Amico Accessories
The LCD/Display mount is not secure, it is wobbling or loose when using the portrait landscape feature	Damaged LCD/Display mount	LCD/Display mount needs to be replaced. Please contact Amico Accessories
LCD/Display drifts down	Incorrect gas spring in LCD/Display Post	Please contact Amico Accessories


Maintenance

Area	Maintenance	Period (Month)
VESA 75/100 Adapter (FIT Units only)	Check if the VESA Plate and LCD/Display are securely attached. Ensure the four screws on the Mounting Plate(s) are fastened to the tightest possible position.	3
	Visually inspect for any signs of grinding and gapping.	1
LCD/Display Post	Inspect bolt, washers and contacting surfaces for grinding and wearing. Ensure bolt is tightened (using 5/32" ball end hex key) Located bottom center of the post.	1
Casters	Inspect Casters for debris, chipping and ensure that all Casters are making contact with the floor.	1
	Ensure the Locking Mechanisms on Directionally Locking and Total Locking Casters are functioning correctly (test by pressing down with foot and attempting to move the cart).	3
Manual Height Adjustable Column	Check if the height adjustment is smooth.	3
Handle	Ensure that the Handle screws are tight, if loose then tighten using #3 Philips screw driver (Screws are underneath the worktop).	3
General	Clean any dust build-up on the cart and vacuum the dust out around the wheels.	1
	It is recommended that all locks, bolts and screws are visually inspected for signs of product wear and tear or damage. Check the product for looseness in the mount.	3

Troubleshooting, Maintenance, Product Classification

Cleaning

 **WARNING:** THE CLEANING CHEMICALS AND METHODS BELOW ARE NOT MEANT FOR CONTROLLING ANY INFECTIONS. IT SHALL BE THE RESPONSIBILITY OF THE HOSPITAL OR THE HOSPITAL'S INFECTION CONTROL OFFICER TO SANITIZE THE EQUIPMENT.

 **WARNING:** PLEASE DO NOT SPRAY ANY CHEMICAL DIRECTLY ONTO THE HUMMINGBIRD. APPLY ONTO A SOFT CLOTH AND WIPE CLEAN TO PREVENT CHEMICALS GETTING INTO THE INTERNAL COMPONENTS OF THE HUMMINGBIRD.

The mounting assembly may be cleaned with most mild, non-abrasive solutions commonly used in the hospital environment (e.g. diluted bleach, ammonia, or alcohol solutions). The surface finish will be permanently damaged by strong chemicals and solvents such as acetone and trichloroethylene. Steel wool or other abrasive material should never be used. Damage caused by the use of unapproved substances or processes will not be warranted. It is recommended that you test any cleaning solution on a small area of the Hummingbird Lite that is not visible to verify compatibility. Never submerge the Hummingbird Lite and do not allow liquids to enter it. Wipe any cleaning agents off the Hummingbird Lite immediately using a water-dampened cloth. Dry the Hummingbird Lite thoroughly after cleaning.

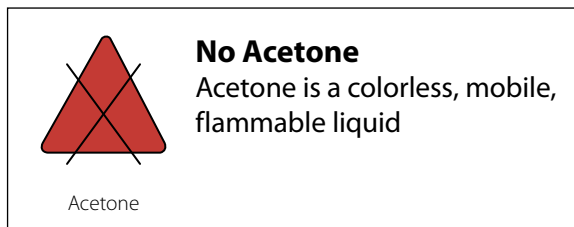


Figure 1

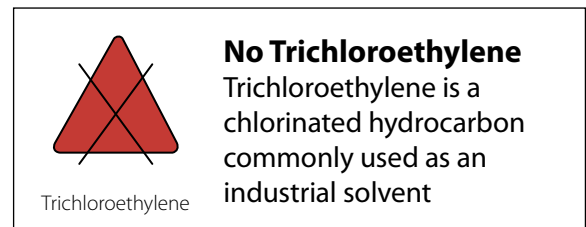


Figure 2



Warranty Policy – Hummingbird Lite Mobile Workstation

Amico Accessories Inc. warrants all mounting accessories to be free from defects in material and workmanship for a period of twelve (12) months from the date of shipment. Within this period Amico Accessories Inc. will repair or replace any part which is proven to be defective.

Amico Accessories Inc. will warrant its materials to be free from defect for an additional period of two (2) years, (three [3] from the date of shipment). Within this period, Amico Accessories Inc. will replace any part which is proven to be defective, at no charge. Shipping and Installation costs after the first twelve (12) months will be borne by the Customer.

This warranty is valid only when the product has been properly installed according to Amico Accessories Inc. specifications, used in a normal manner and serviced according to factory recommendations. It does not cover products that are not manufactured by Amico Accessories Inc. It does not cover failures due to damage which occurs in shipments or failures which result from accidents, misuse, abuse, neglect, mishandling, alteration, misapplication or damage that may be attributable to acts of God.

Amico Accessories Inc. shall not be liable for incidental or consequential damages resulting from use of equipment.

All claims for warranty must first be approved by Amico Accessories Inc. A valid Return Goods Authorization (RGA) number must be obtained from Amico Accessories Inc. prior to commencement of any service work. Warranty work, which has not been pre-authorized by Amico Accessories Inc., will not be reimbursed.

AMICO ACCESSORIES INC. DOES NOT HONOR VERBAL STATEMENTS CONCERNING THE WARRANTY.

The distributor and/or dealer are not sanctioned to create verbal warranties about the product described in this agreement. Any statements will not be honored or be made part of the agreement of sale. This document is the final complete and exclusive terms of the agreement.

THIS WARRANTY IS INCLUSIVE AND REPLACES ALL OTHER WARRANTIES.

Amico Accessories Inc. shall not, under any circumstances be liable for incidental or consequential damages including, but not limited to, profit, loss of sales or injuries to person(s) or property. Correction of noncompliance as noted above will result in completion of all liabilities of Amico Accessories Inc., whether based on agreement, neglect or changed materials, designs or specifications without notice.

All claims for warranty must first be approved by Amico Accessories Inc. Service Department: accessories@amico.com or 1.877.264.2697. A valid Return Goods Authorization number must be obtained from Amico Accessories Inc. prior to commencement of any warranty claim.

Notes

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