



# ClinicalAccess® Station

## Manual



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## 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® line of Cameras, the most versatile and easy-to-use exam cameras on the market, eNcounter® 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 for applications.

## Contact Info

GlobalMed Help Desk: [www.globalmed.com/helpdesk](http://www.globalmed.com/helpdesk)

GlobalMed Help Desk: 1.800.886.3692



## ABOUT THE CLINICALACCESS STATION

The ClinicalAccess® Station (CAS) is a mobile telemedicine platform that integrates video-conferencing, medical devices, and software to enable remote consultations and examinations. The CAS is a modular exam station and is offered with multiple peripheral devices. Frequently used exam station functions include, but are not limited to:

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

This device alone is not intended 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 ClinicalAccess 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.

<b>Liquids and Moisture</b>	<ul style="list-style-type: none"> <li>• Avoid direct contact with liquids on all electrical components and devices on the telemedicine station.</li> <li>• Do not store or operate equipment in areas with excessive moisture.</li> </ul>
<b>Mobility</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The versatility of the CAS enables variable positioning of the patient and operator to address patient-specific needs.</li> </ul>
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Do not obstruct any ventilation vents on the telemedicine station. This will prevent damage resulting from overheating.</li> </ul>
<b>Electrical</b>	<ul style="list-style-type: none"> <li>• <b>WARNING: To avoid the risk of electric shock, this equipment must only be connected to a supply mains with protective earth.</b></li> <li>• Do not use an extension cable or a power strip to provide power to the telemedicine station.</li> <li>• Do not use damaged electrical cable.</li> </ul>
<b>Certifications</b>	<ul style="list-style-type: none"> <li>• The ClinicalAccess Station complies with U.S. FCC and EMI requirements according to FCC Part 15, ICES-001, and ICES-003.</li> </ul>



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.

## CONFIGURATIONS

- One 27" Monitor, no bins



- Dual 22" Monitors, 2 bins



- Dual Monitors with Articulating Arm, 1 bin



- Single 34" Curved Monitor



**KEY FEATURES** (Front - Device Labeling)  
Shown with optional configuration.  
(Your configuration and options will vary)

MAIN CAMERA WITH  
CAMERA ANGLE MOUNTS

TOP SPEAKER

34" MONITOR

ClinicalAccess® Station

**Key Features**  
(Device Labeling)

INTEGRATED SPEAKER

BADGE ACCESS READER (optional)

TABLE TOP ACTUATOR SWITCH

MONITOR ACTUATOR SWITCH

POWER BUTTON

TABLE TOP

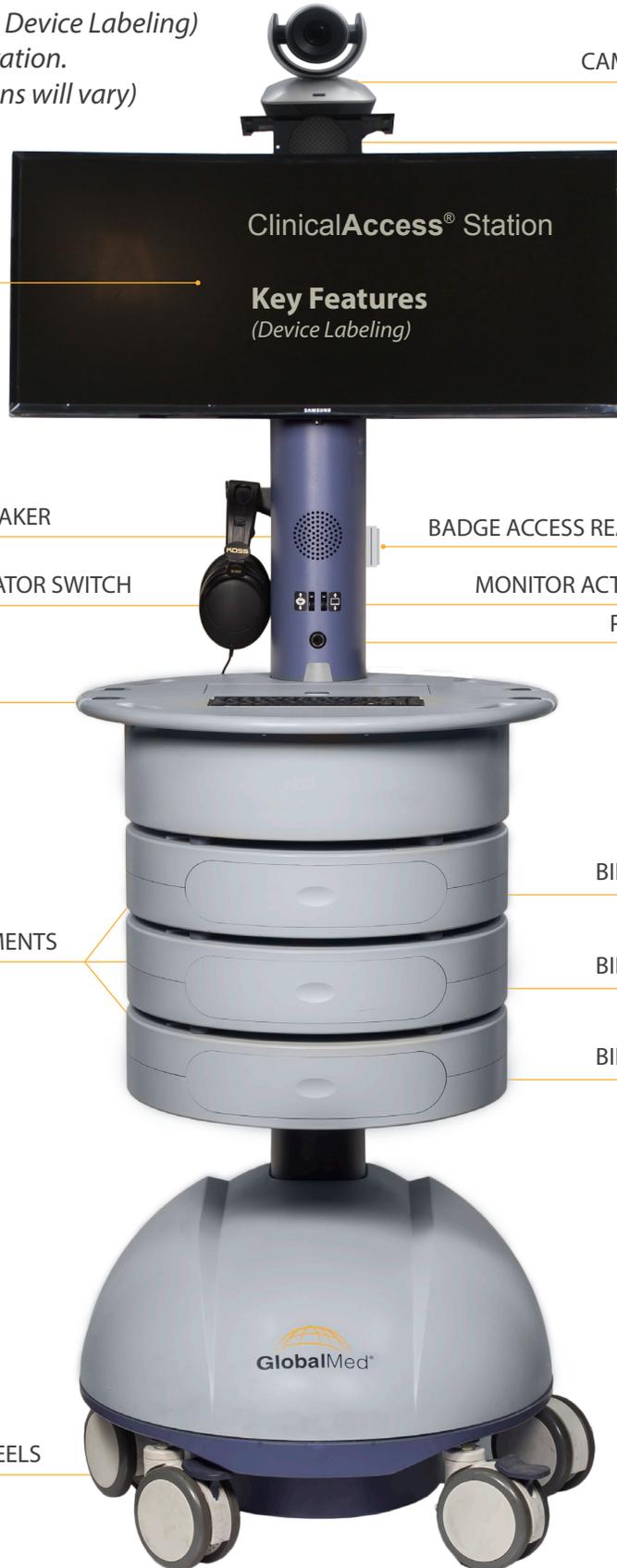
POWERED DEVICE COMPARTMENTS

BIN 1

BIN 2

BIN 3

LOCKING WHEELS



**KEY FEATURES** *(Rear Base View)*



ETHERNET CABLE

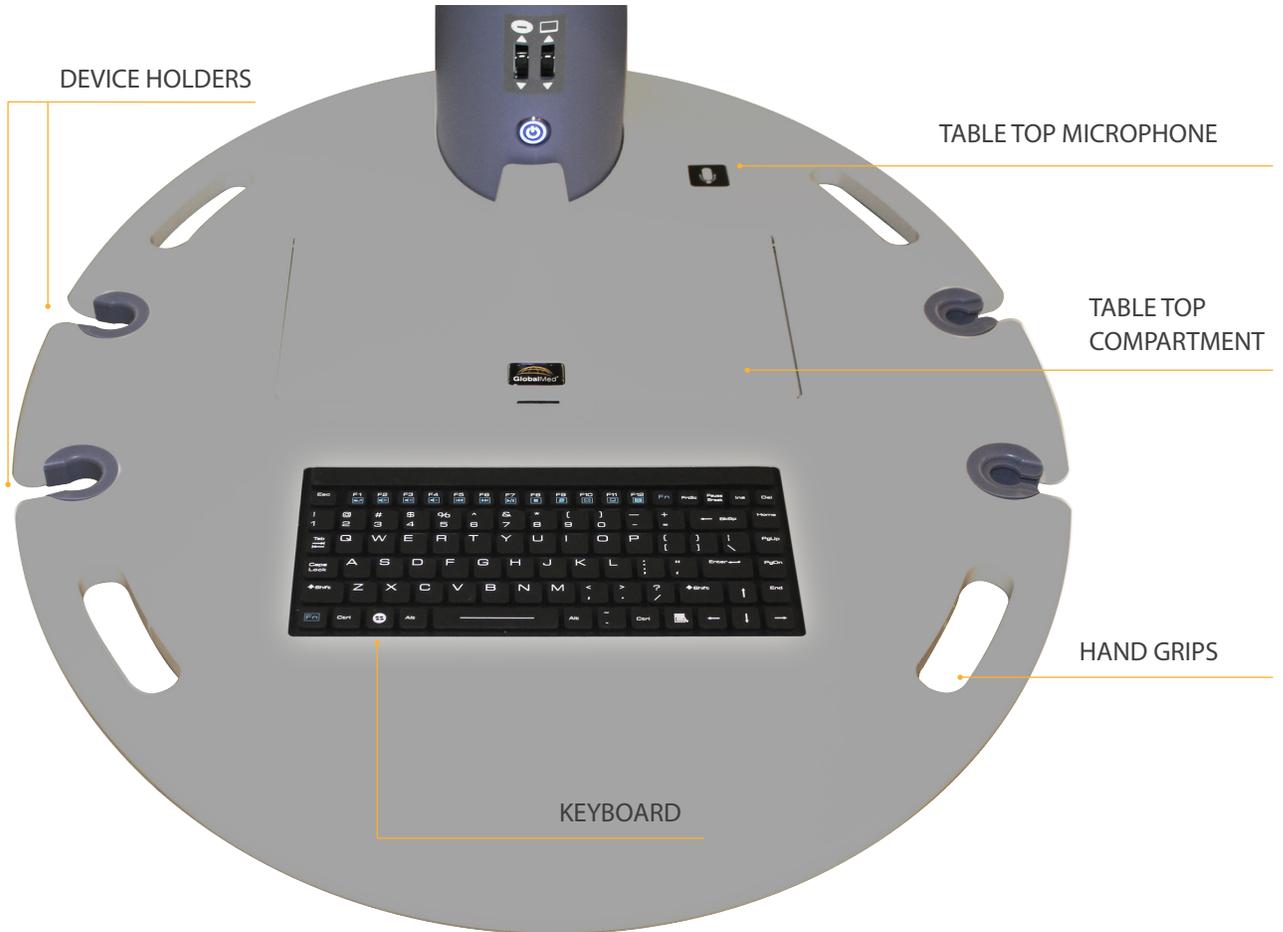
POLE

A/C POWER CORD

COOLING AIR INTAKE *(DO NOT COVER)*

COOLING AIR INTAKE *(DO NOT COVER)*

## FRONT TABLE TOP VIEW



## REAR TABLE TOP VIEW

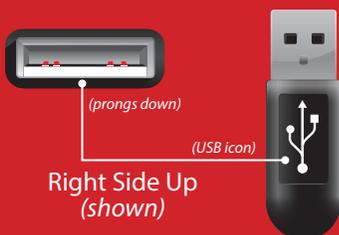


**FRONT**

Component	Function
<b>Main Camera</b>	Pan, tilt, and zoom camera that moves up/down in accordance with the adjustment of the monitor.
<b>Table Top</b>	Antimicrobial surface, approximately: 24" W x 28" L Adjustable height: Max: 42" Min: 36"
<b>Monitor(s)</b>	<p>Dual Monitors: 22" 1080p DC powered. Adjustable height between 58" and 64" Monitors swivel up to 270° to maximize viewing range.</p> <p>Single Monitor: 27" 1080p DC powered. Adjustable height between 58" and 64". Monitors swivel up to 90° degrees to maximize viewing range.</p> <p>Single Curved Monitor: 34" UltraWide 21:9. Adjustable height between 58" and 64". Monitors swivel up to 90° degrees to maximize viewing range.</p>
<b>Power Button</b>	Use to power on and power off the ClinicalAccess Station (CAS).
<b>Integrated Speaker</b>	Internal speaker that enables auditory transmission.
<b>Device Holders</b>	Stowaway table top slots for peripheral devices.
<b>Table Top Compartment</b>	Powered compartment for TotalExam® HD or TotalExam 3. <i>NOTE: When using the TotalExam 3, connect the USB externally via the USB panel on the backside of the table top.</i>
<b>Pole</b>	Wired pole that supports monitors. Removable panel provides maintenance access point that should be removed by qualified service personnel only.
<b>Table Top Speaker</b>	Use for communication during teleconference.
<b>Monitor Actuator Switch</b>	Use to adjust monitor height.
<b>Table Top Actuator Switch</b>	Use to adjust table top height.
<b>Keyboard</b>	Enables user to interact with computer interface. Waterproof.
<b>Powered Device Compartments: Bin 1, Bin 2, Bin 3</b>	Compatible with GlobalMed approved devices (see list on following page). <b>Bin 1:</b> Powered by USB 3.0 connection, compatible with TotalExam cameras. <b>Bin 2:</b> Powered by USB 3.0 connection, compatible with GlobalMed approved peripheral device(s). <b>Bin 3:</b> Powered or non-powered options available; primarily used for storage.

## REAR

Component	Function
<b>USB 3.0, Spare</b>	Spare USB 3.0 port for peripheral connection.
<b>USB 3.0, Bin 1</b> <i>(if applicable)</i>	USB 3.0 port used to power Bin 1 device(s).
<b>USB 3.0, Bin 2</b> <i>(if applicable)</i>	USB 3.0 port used to power Bin 2 device(s).
<b>USB 3.0, Bin 3</b> <i>(if applicable)</i>	USB 3.0 port used to power Bin 3 device(s).
<b>5 VDC Aux Connector</b>	<p>Do not exceed 1.0 Amp on either AUX Output.</p> <p>When the ClinicalAccess Station (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>
<b>Audio Jack, Left</b> <i>(if applicable)</i>	Left audio jack for hardware codec output only.
<b>Audio Jack, Right</b> <i>(if applicable)</i>	Right audio jack for PC output only.



**CAUTION:** 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.

<b>ClinicalAccess Station (CAS) PERIPHERALS</b>	
Description	Stock Code
<b>TotalExam3® HD Camera &amp; Auto:</b>	GMD5504HD23
<b>TotalExam3® HD Camera &amp;Auto Focus w/VPH:</b>	GMD5504HD24
<b>TotalExam3® HD Camera &amp; Auto Focus and Otoscope:</b>	GMD5504HD25
<b>TotalExam3® HD Camera, Auto Focus, Otoscope and VPH:</b>	GMD5504HD26
<b>TotalExamHD® Camera 2.0 w/Polarizing Hood:</b>	GMD5503HD12
<b>ClearSteth® Send Kit:</b>	GMD50230002
<b>WA ECG/EKG 12 Lead System:</b>	GMD50600001
<b>TotalECG™:</b>	GMD50610001
<b>TotalVitals®:</b>	GMDTVSBO2T
<b>Spot Vital Signs™ LXI w/Blood Pressure:</b>	GMD50700001

**Cameras**
**Other**

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:**

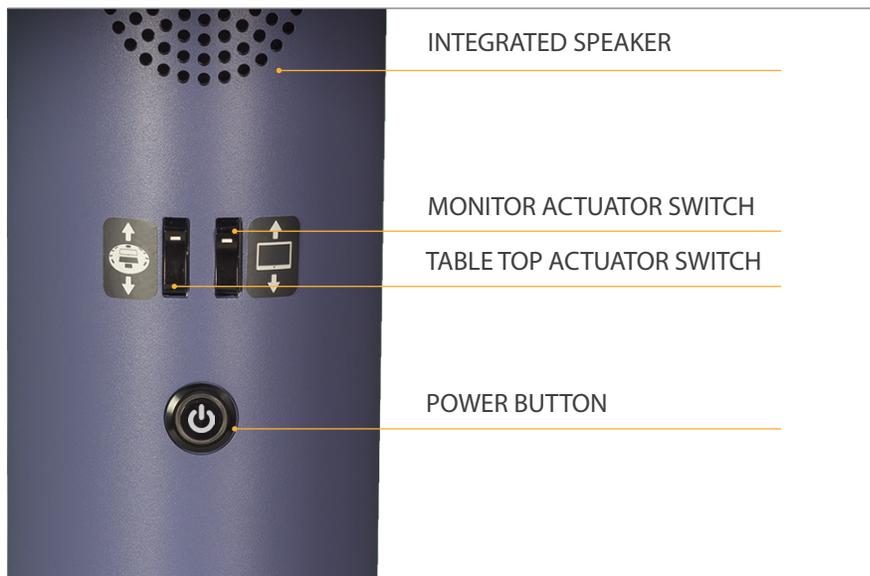
When turning the ClinicalAccess Station (CAS) on for the first time, plug the unit into an AC outlet for at least 8 hours before operating the unit on battery power. This will charge the battery while still allowing the user to operate the CAS. To power on the CAS, use the power button located on the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

**POWER OFF:**

To power off the CAS, it is important to initiate a soft power down of the PC before shutting down the cart itself.

**CAUTION:** 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 ClinicalAccess Station (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, login to access the computer's home screen. A CAS padlock icon (shown below) is located in the task bar of the windows home screen.



**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 ClinicalAccess Station (CAS) station and encircles the power button. It has blink patterns that indicate the general power condition of the cart.

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

## 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 LOW

**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 
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## BASIC MAINTENANCE

<p><b>Main Camera Maintenance</b></p>	<p>Should the main camera become loose 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.</p>
<p><b>Monitor Bracket</b></p>	<p>Check the screws attaching the monitor to its supportive bracket and adjust as necessary.</p>
<p><b>Battery Charging</b></p>	<p>When turning ClinicalAccess Station (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. Battery power should last 6-8 hours at full load.</p>
<p><b>Battery Replacement</b></p>	<p>If the battery life does not last 2-3 hours, the battery will need to be serviced or replaced. This must be carried out by a qualified service personnel only.</p>

## Cleaning Procedures

The purpose of these procedures are to provide clear direction and instruction with regard to the cleaning requirements for the ClinicalAccess Station (CAS). These procedures reference the classification scheme found in the Centers for Disease Control and Prevention (CDC), "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 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 as they can etch the screen surface and cause the surface to appear cloudy.

<b>Component</b>	<b>Procedure</b>	<b>CDC Classification</b>
<b>External Surface Areas</b>	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.	<b>Semi-Critical</b>
<b>Table Top</b>	Gently wipe the Table Top with a disinfecting wipe and or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	<b>Non-Critical</b>
<b>Wheels and Base</b>	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.	<b>Non-Critical</b>
<b>Cables and Cords</b>	Gently wipe all of the exposed cables and cords with a disinfecting wipe and or soft cloth, 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.	<b>Non-Critical</b>
<b>External Surface Areas</b>	Gently wipe external surface areas with a disinfecting wipe and or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	<b>Non-Critical</b>
<b>Monitor Screen(s)</b>	Use a soft cloth to gently clean the screen(s). The screen(s) are 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.	<b>Non-Critical</b>
<b>Camera Body</b>	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.	<b>Non-Critical</b>
<b>Camera Lens</b>	ONLY use a lens cloth and a lens cleaner specifically designed for camera lenses.	<b>Non-Critical</b>
<b>Microphone</b>	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.	<b>Non-Critical</b>
<b>Storage Bin(s)</b>	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.	<b>Non-Critical</b>
<b>Keyboard</b>	Gently wipe the table top keyboard with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC-approved cleaning solution.	<b>Non-Critical</b>

## Troubleshooting

Issue:	Solution:
<b>CAS Will Not Power ON</b>	If the battery level is at or below 1%, the ClinicalAccess Station(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.
<b>Blinking Light on Power Ring</b>	When the 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.
<b>Cord Reel Malfunction/ Damage</b>	A damaged cord reel should only be serviced by qualified service personnel.
<b>No sound when using headphones</b>	If there is no - or poor quality - sound in headphones, move headphone jack into the other audio output.



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.





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