



# i8300 Cart

User/Admin Manual



|   |      |
|---|------|
| About GlobalMed .....                       | 1    |
| Key Features .....                          | 2    |
| Cleaning and Maintenance.....               | 3    |
| Patient Encounter Guide .....               | 4    |
| Precautions .....                           | 5    |
| Cleaning Procedures .....                   | 6-8  |
| Dell Optiplex 9020m Setup and Features..... | 9-18 |
| Warranty .....                              | 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<sup>®</sup> line of Cameras, the most versatile and easy-to-use exam cameras on the market, eNcounter<sup>®</sup> 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





## Key Features





---

## Cleaning and Maintenance

### Daily Maintenance

Clean and wipe down all surfaces.  
Lock away any vulnerable items (i.e.)  
Lock wheel casters to prevent damage to cart and nearby walls  
Power off screen

### Weekly Maintenance

Inspect back of cart, look for loose cables or damaged cables

### Monthly Maintenance

Physically tighten cable connections  
Inspect and tighten all screws and closely inspect all mounting brackets  
Move the cart around, and listen for any abnormal rattling, or loose parts.

### Annual Maintenance

Tighten all screws  
Tighten all cables and connections  
Inspect all cables and brackets for damage  
Inspect PC for internal dust build up

GlobalMed has renewable warranties available, call 480-922-0044 for information.

## Patient Encounter Guide

Tips to Optimize the Telehealth Patient Encounter

### Setting The Stage

When conducting a patient encounter, please keep in mind that we are interacting over a distance medium rather than communicating in the same room face-to-face with the patient. Our goal is to optimize this encounter & provide an illusion of time & space that the Provider and patient are sharing.

### Appearance Makes a Difference

Wearing plain, pastel colors are best for videoconferencing.  
Telehealth light blue is always a safe choice.  
Wear non-distracting neckties & accessories.

### Optimizing Your Environment

Remove all unnecessary clutter from the camera's view.  
Minimize light sources to one primary source to maximize sufficient indirect lighting on both ends.  
Light falling on the face from the front minimizes shadows  
Close all blinds & window coverings.  
Have a phone in the room (if possible) in case you experience technical difficulties.

### Camera Angles and Mic Placement

Mic placement should be 5-7 feet from the monitor (if applicable).  
Camera placement should be slightly above eye level.  
Frame the patient as close as possible (dependent upon clinical need).  
Frame the clinician to display head and shoulders, similar to that of a newscaster.

### Patient/Provider Relationship

Begin every patient encounter with introductions of everyone in each room.  
Maintain eye contact with patient as much as possible.  
Avoid distracting behaviors like:  
    Looking at your watch or pager  
    Tapping the table  
    Adjusting hair or clothing, etc.  
Accommodate for the slight delay in transmission time & speak clear and slow.

### Patient Feedback

It is extremely important to solicit patient feedback.  
Each patient should be given a patient feedback form to complete.

### Patient Privacy

Reassure the patient that the Telehealth patient encounter is secure and that all the necessary steps have been taken to protect their privacy.  
Remember to post "Teleconference in Session" signs on the office doors of both facilities conducting the patient encounter.

## Precautions

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

### Liquids and Moisture:

- The telemedicine cart and all electrical components should not have direct contact with liquids.
- Do not store or operate equipment in areas with excessive moisture.

### Mobility:

- Care should always be taken when transporting the telemedicine cart. Before moving the cart, properly stow any loose cords and peripheral devices. Proceed slowly when moving the cart over thresholds and uneven surfaces to prevent damage to the system.
- Always engage the wheel locks when the cart is stationary; these act as a braking Mechanism for the cart.

### Ventilation

- Do not obstruct any device ventilation vents on the telemedicine cart to prevent damage associated with overheating.

### Electrical:

- Do not use an extension cable to provide power to the telemedicine station
- Do not use damaged electrical cables.
- Do not attempt to service or repair equipment; please contact the appropriate technician to service any electrical component concerns.

### Backup Battery:

- For short term backup use (such as power outage or moving cart from one location to another) only. It is not intended to power cart for extended periods of time.



## Cleaning Procedures

The Following Cleaning Procedures and Classifications are in Accordance with the [Centers for Disease Control and Prevention \(CDC\) Guidelines for Disinfection and Sterilization in Healthcare Facilities \(2008\)](#).

The tables in this document detail the CDC disinfection and sterilization classification, and provide the cleaning instructions based on product use. The sterilization classification definitions are as follows:

- Critical – Items that 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.
  
- **ALWAYS** unplug all the components before cleaning.
- **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 cart or any of the components.
- **NEVER** use any abrasive cleaners or volatile solvents.
- **NEVER** use any ammonia-based products on screens or monitors. They can etch the screen surface and cause the plastic to cloud.

| Component  | Procedure   | CDC Classification |
|--|---|--------------------|
| Tabletop, Backup Battery and Front Drawer                              | Gently wipe the tabletop with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC approved cleaning solution.   | Non-Critical       |
| Star Base and Wheels   | Gently wipe the star base 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-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. | Non-Critical       |
| Gas Cylinder Post, Monitor Post, Aluminum Brackets, and Device Bracket | Gently wipe the posts, monitor post, aluminum brackets, and the device bracket with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC approved cleaning solution.   | Non-Critical       |
| Network Switch   | Gently wipe the housing of the network switch with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC approved cleaning solution.  | Non-Critical       |

Cleaning Procedures Continued

| Component        | Procedure   | CDC Classification |
|------------------|---|--------------------|
| Monitor Screen   | Use a soft cloth to gently clean the screen. The screen is fragile. Do not scrape it with any sharp object. Do not press or tap the screen. When the screen is contaminated, 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       |
| Computer         | Gently wipe the outside housing of the computer with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC approved cleaning solution.  | Non-Critical       |
| Camera Body      | Gently wipe the body and platform of the camera 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. NO EXCEPTIONS   | Non-Critical       |
| Codec (Optional) | Gently wipe the body and platform of the codec with a disinfecting wipe and/or soft cloth lightly moistened with a facility or CDC approved cleaning solution.  | 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       |
| Remote           | Gently wipe the remote with a disinfecting wipe and/or soft cloth, lightly moistened with a facility or CDC approved cleaning solution.   | Non-Critical       |

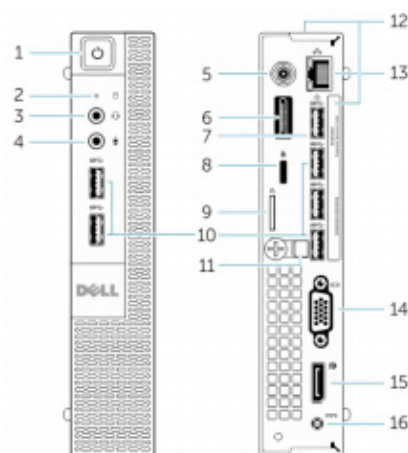


## Dell OptiPlex Micro 9020 Setup And Features Information About Warnings

**Warning: A WARNING indicates a potential for property damage, personal injury, or death**

### Mini-Tower--Front And Back View

The tables in this document detail the CDC disinfection and sterilization classification, and provide the cleaning instructions based on product use. The sterilization classification definitions are as follows:



**Figure 1. Front And Back View**

- |   |  |
|---|--|
| 1. Power button, power light                        | 2. Hard-drive activity light                                   |
| 3. Headset connector                                | 4. Microphone connector  |
| 5. Wi-Fi antenna connector (optional)               | 6. HDMI or display port or PS2 and serial connector (optional) |
| 7. USB 3.0 connector (hibernate wake-up)            | 8. Security-cable slot   |
| 9. Padlock ring                                     | 10. USB 3.0 connectors   |
| 11. Cable holder                                    | 12. Service tag  |
| 13. Network connector (Integrated Connector Module) | 14. VGA connector  |
| 15. DisplayPort connector                           | 16. Power cable connector                                      |

## Quick Setup

**WARNING:** Before you begin any of the procedures in this section, read the safety information that shipped your computer. For additional best practices information, see [www.dell.com/regulatory\\_compliance](http://www.dell.com/regulatory_compliance).

**NOTE:** Some devices may not be included if you did not order them.

1. Connect the monitor using only one of the following cables:

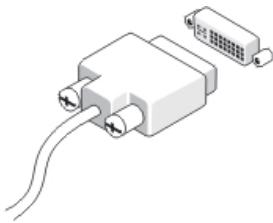


Figure 2. DVI Cable

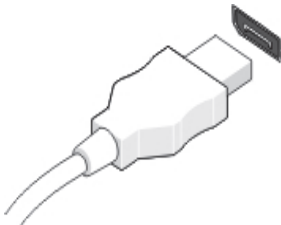


Figure 3. DisplayPort Cable

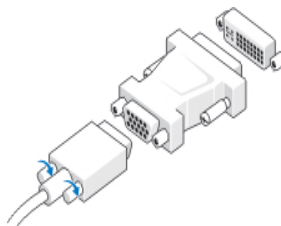


Figure 4. VGA To DVI Adapter

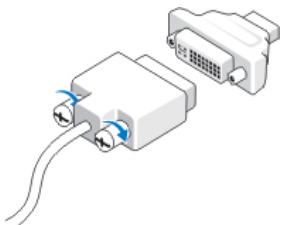
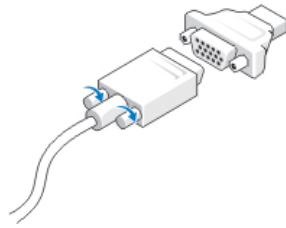
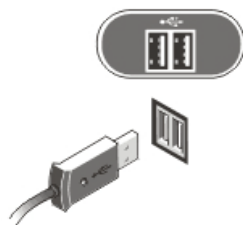


Figure 5. DVI To Displayadpater



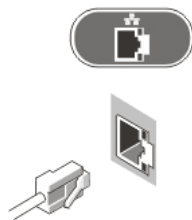
**Figure 6. VGA To DisplayPort Adapter**

2. Connect the USB keyboard or mouse (optional).



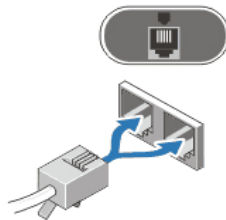
**Figure 7. USB Connection**

3. Connect the network cables (optional).



**Figure 8. Network Connection**

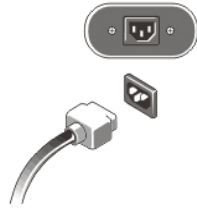
4. Connect the modem (optional).



**Figure 9. Modem Connection**

5. Connect the power cable(s).





**Figure 10. Connecting Power**

6. Press the power buttons on the monitor and the computer.



**Figure 11. Turning on Power**

## Specifications

**NOTE:** The following specifications are only those required by law to ship with your computer. For a complete and current listing of the specifications for your computer, go to [support.dell.com](http://support.dell.com).

---

### System Information

---

|         |                                |
|---------|--------------------------------|
| Chipset | Intel 6 Series Express Chipset |
|---------|--------------------------------|

---

### Processor

---

|           |  |
|-----------|--|
| Processor | Intel Core i5 series<br>Intel Core i7 series |
|-----------|--|

|             |  |
|-------------|--|
| Total cache | Up to 8 MB cache depending on processor type |
|-------------|--|

---

### Video

---

|                     |                   |
|---------------------|-------------------|
| Type:<br>Integrated | Intel HD Graphics |
|---------------------|-------------------|

|          |                                  |
|----------|----------------------------------|
| Discrete | PCI Express x16 graphics adapter |
|----------|----------------------------------|

|                         |  |
|-------------------------|--|
| Integrated video memory | Up to 1.7 GB shared video memory (Microsoft Windows Vista and Windows 7) |
|-------------------------|--|

---

**Memory**

---

|                          |                     |
|--------------------------|---------------------|
| Memory module connectors | Two DIMM slots      |
| Memory Module capacity   | 1 GB, 2GB, and 4 GB |
| Type                     | DDR3 1333 MHz       |
| Minimum memory           | 2 GB                |
| Maximum memory           | 16GB                |

**Drives**

---

Externally accessible:

5.25 inch drive bays

Mini-Tower Two

Desktop One

Small Form Factor One slim optical drive bay

Ultra Small Form Factor One slim optical drive bay

Internally accessible:

3.5 inch SATA drive bays

Mini-Tower Two

Desktop One

Small Form Factor One

Ultra Small Form Factor None

2.5 inch SATA drive bays

Mini-Tower Two

Desktop One



---

## Drives

---

|                         |     |
|-------------------------|-----|
| Small Form Factor       | One |
| Ultra Small From Factor | One |

---

## Control Lights And Diagnostic Lights

---

|                      |  |
|----------------------|--|
| Power button light   | <p>Blue light - Solid blue light indicates power-on state; blinking blue light indicates sleep state of the computer.</p> <p>Amber light - Solid amber light when the computer does not start indicates a problem with the system board or power supply. Blinking amber light indicates a problem with the system board.</p> |
| Drive activity light | Blue light - Blinking blue light indicates that the computer is reading data from or writing data to the hard drive.   |
| Diagnostic lights    | Four lights located on the front panel of the computer. For more information on the diagnostic lights, see the <i>Service Manual</i> at <a href="http://support.dell.com/manuals">support.dell.com/manuals</a>   |

---

## Power

---

|                         |  |
|-------------------------|--|
| Coin-cell battery       | 3 V CR2032 lithium coin cell               |
| Voltage                 |  |
| Mini-Tower              | 100 VAC to 240 VAC, 50 Hz to 60 Hz, 5.00 A |
| Desktop                 | 100 VAC to 240 VAC, 50 Hz to 60 Hz, 4.40 A |
| Small Form Factor       | 100 VAC to 240 VAC, 50 Hz to 60 Hz, 3.60 A |
| Ultra Small Form Factor | 100 VAC to 240 VAC, 50 Hz to 60 Hz, 4.00 A |
| Ultra Small Form Factor | 100 VAC to 240 VAC, 50 Hz to 60 Hz, 2.90 A |
| Wattage                 |  |
| Mini-Tower              | 265 W                                      |
| Desktop                 | 250 W                                      |

| <b>Power</b>      | <b>Wattage</b>               | <b>Voltage</b>   |
|-------------------|------------------------------|------------------|
| Power Adaptor     | 65 W                         | 19.5 VDC, 3.34 A |
| Coin-cell battery | 3 V CR2032 lithium coin cell |                  |

| <b>Physical</b> |                      |  |
|-----------------|----------------------|--|
| Height          | 18.2 cm (7.2 inches) |  |
| Width           | 3.6 cm (1.4 inches)  |  |
| Depth           | 17.6 cm (7 inches)   |  |

| <b>Physical</b>  |                    |  |
|------------------|--------------------|--|
| Weight (Minimum) |                    |  |
| Mini-Tower       | 8.87 kg (19.55 lb) |  |

---

## Physical

---

### Weight (Minimum)

|                         |                    |
|-------------------------|--------------------|
| Mini-Tower              | 8.87 kg (19.55 lb) |
| Desktop                 | 7.56 kg (16.67 lb) |
| Small Form Factor       | 5.70 kg (12.57 lb) |
| Ultra Small Form Factor | 3.27 kg (7.21 lb)  |

---

## Environmental

---

### Temperature range:

|               |                                    |
|---------------|------------------------------------|
| Operating     | 5 °C to 35 °C (41 °F to 95 °F)     |
| Non-Operating | -40 °C to 65 °C (-40 °F to 149 °F) |

### Relative humidity (maximum):

|               |                             |
|---------------|-----------------------------|
| Operating     | 20% to 80% (non-condensing) |
| Non-Operating | 5% to 95% (non-condensing)  |

### Maximum vibration:

|               |           |
|---------------|-----------|
| Operating     | 0.66 GRMS |
| Non-Operating | 1.37 GRMS |

### Maximum shock:

|               |       |
|---------------|-------|
| Operating     | 40 G  |
| Non-Operating | 105 G |

### Altitude:

|               |  |
|---------------|--|
| Operating     | -15.2 m to 3048 m (-50 to 10,000 ft)       |
| Non-Operating | -15.20 m to 10,668 m (-50 ft to 35,000 ft) |

### Airborne contaminant level

G1 or lower as defined by  
ANSI/ISA-S71.04-1985

## Finding More Information and Resources

See the safety and regulatory documents that shipped with your computer and regulatory compliance website at [www.dell.com/regulatory\\_compliance](http://www.dell.com/regulatory_compliance) for more information on:

- Safety best practices
- Regulatory certification
- Ergonomics

See [www.dell.com](http://www.dell.com) for additional information on:

- Warranty
- Terms and Conditions (U.S. only)
- End User License Agreement



## Warranty Information

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. Customer must obtain an official Return Merchandise Authorization ("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.



**GlobalMed**<sup>®</sup>  
Transforming Healthcare Delivery<sup>™</sup>

15020 North 74th Street  
Scottsdale, Arizona 85260 USA

---

**1.800.886.3692**

---

+1.480.922.0044 phone  
+1.480.922.1090 fax  
telem@globalmed.com  
www.globalmed.com

©2002-2016 GlobalMedia Group, LLC. DBA GlobalMed.  
All Rights Reserved. Additional copyright and patent  
information can be found at [www.GlobalMed.com/legal](http://www.GlobalMed.com/legal)

MAN-600200 Rev. B



Made in the USA  
Products and services  
distributed globally