

# Operating instructions

## Universal vessel holder with urine and secretion bag cutter TopCut H

Translation of the "Original operating instructions"



**Read operating instructions bevor using machine!**

# **CONTENTS**

	<u>Page</u>
<b>1 PREFACE</b>	<b>3</b>
1.1 Scope	3
1.2 General information	3
<b>2 INTENDED USE</b>	<b>3</b>
2.1 Suitable bag types	4
<b>3 STRUCTURE</b>	<b>7</b>
<b>4 FUNCTIONAL DESCRIPTION</b>	<b>8</b>
<b>5 OPERATION: INSERTING THE BAG</b>	<b>9</b>
<b>6 CLEANING</b>	<b>10</b>
<b>7 SAFETY INSTRUCTIONS</b>	<b>11</b>
<b>8 NOTES IF TOPCUT IS NOT WORKING PROPERLY</b>	<b>12</b>
<b>9 MAINTENANCE</b>	<b>13</b>
<b>10 REPLACING A BLADE</b>	<b>14</b>
<b>11 DECOMMISSIONING</b>	<b>14</b>
<b>12 SPARE PARTS LIST</b>	<b>15</b>

# 1 Preface

## 1.1 Scope

These operating instructions apply to the Universal vessel hold with TopCut H urine and secretion bag cutter.

The TopCut H is fully integrated into the 2013 model Topline and Topic cleaning and disinfection machines if the machine is to cut open and empty urine and secretion bags as well as clean urine bottles, bedpans and commode pans.

TopCut is not to be used in appliances with an automatic door. Due to the increased operating forces caused by the cutting mechanism and the weight of the filled bags, this could cause damage to/malfunction of the door drive or the TopCut itself. MEIKO will not assume any warranty in such cases.

## 1.2 General information

Please read these operating instructions carefully.

We accept no responsibility for damage caused by incorrect operation/failure to observe the operating instructions. Modifications to the TopCut, and in particular, technical modifications carried out without the manufacturer's written authorisation, or any modifications carried out by unauthorised persons, will lead to the complete loss of any guarantee claims and will invalidate any liability for the product.

MEIKO is constantly working on the further development of all its products. Please understand that we reserve the right to make changes to the scope of supply concerning the design, equipment and technical features at any time. No claims may therefore be based on the details, the images or the descriptions contained in these operating instructions.

Reproduction or translation of this document, or parts thereof, is not permitted without written permission from MEIKO. All rights in keeping with German copyright law are reserved by MEIKO.

These operating instructions are provided free of charge with the TopCut.

Please look after them carefully as we will have to charge you for each additional copy you require to cover our own costs.

# 2 Intended use

TopCut H is a universal vessel holder for the Topline cleaning and disinfection machine. It empties, washes and disinfects urine bottles, bedpans and commode pans, as well as hygienically cutting, emptying and disinfecting urine and secretion bags (see section on "Suitable bag types") thus reducing the level and volume of waste.

Only bags of urine and low viscosity secretions which are allowed to be discarded with the waste water may be cut open and emptied using the TopCut. Bags of viscous secretions, such as coagulated blood, do not drain freely from the bag once it has been cut open and are thus not suitable for use with the TopCut.

Bags of urine and low viscosity secretions may be disposed of in this way if they have been classified suitable as part of the operator's risk assessment and taking into account the disinfection performance of the cleaning and disinfection machine.

## 2.1 Suitable bag types

Bag types suitable for use with the TopCut H:

The following bags may be inserted, cut and emptied.

<b>TopCut H</b>		
<b>Manufacturer</b>	<b>Model</b>	<b>Capacity in ml</b>
Baxter	Physioneal 40	1500
		2500
	Dianeal PD1	1500
Bbraun	Ureofix	1500
		3500
	Ureofix with outlet	2000
	Secretion bag	1500
		2000
Vacufix	1000	
Curion	CuriBag	1500
Dahlhausen	Urine bag with tube	1500
	Gastric suction bag	1500
Kendall	Curity urine measurement device	2000
pfmmedical	Biliary drainage bag	1500
Sarstedt	UM500	1800
Serumwerke Bernburg AG	Isotonic saline solution	1000
Serres	Suction bag	1000
Smiths medical	medex drainage bag	1000



B Braun Ureofix



B Braun secretion bag



Worek with outlet



B Braun Vacufix

The following care utensils can be placed in the TopCut H:



Commode pot with lid and a urine bottle together



Plastic commode pot with lid and a urine bottle together



Bedpan with lid and a urine bottle together



3 urine bottles together



Urine collection vessel

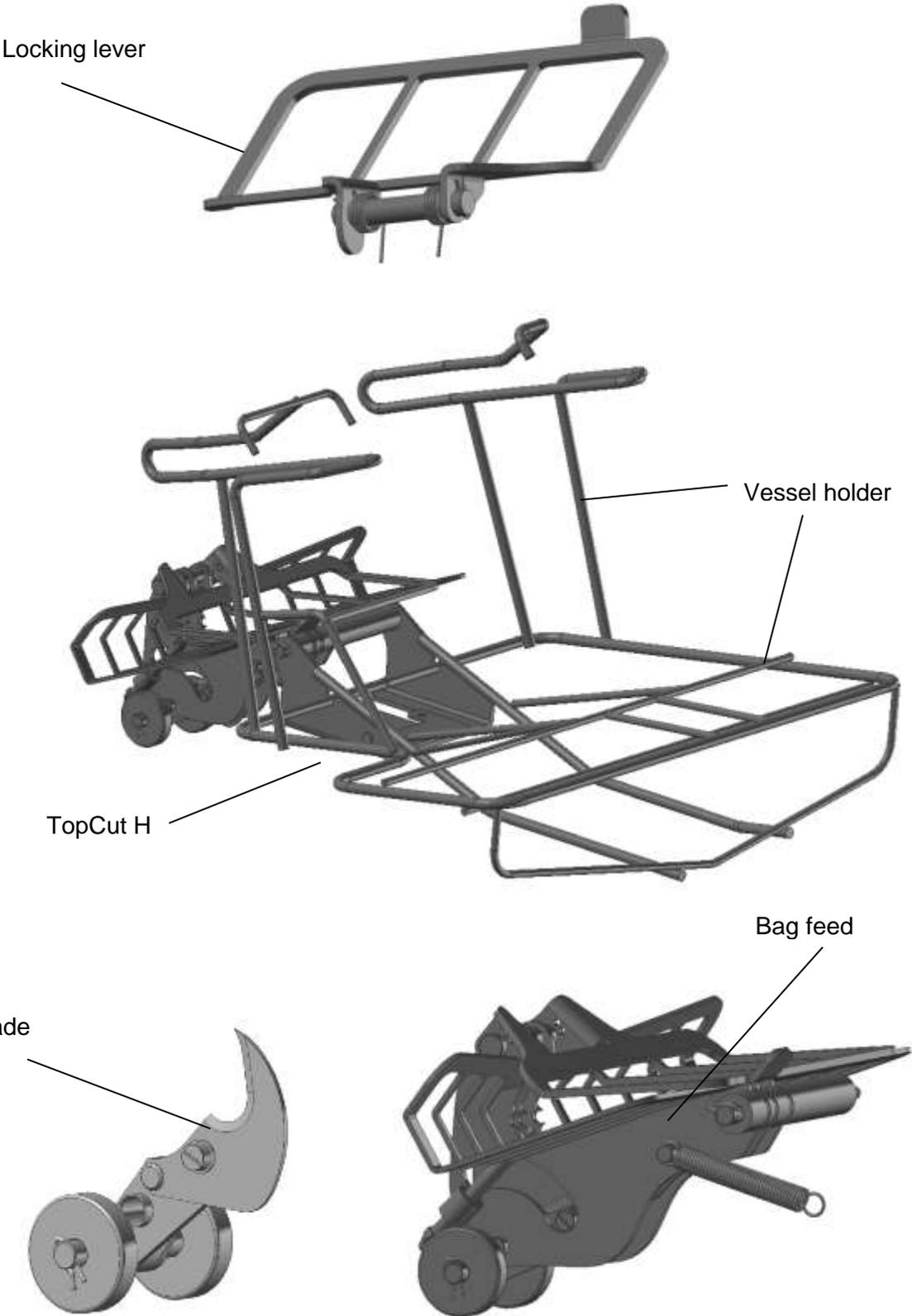


Secretion bag



2 Gilac urine bottles together

### 3 Structure



## 4 Functional description

TopCut H is fully integrated into the 2013 model Topline and Topic cleaning and disinfection machines.

For safety and operational reasons, it is **not** to be used as a replaceable holder. The cutting mechanism is activated as the wash chamber door is closed.

The bag is cut open in the middle (30 to 40 mm) and then the bag empties itself with the wash chamber door closed.

**This works with no complications,** provided the bags are placed in the centre of the TopCut cutting mechanism for urine and secretion bags and are filled with low viscosity fluids.

## 5 Operation: inserting the bag

**CAUTION!** TopCut is equipped with a sharp blade at the front. If the TopCut is directly operated by hand, the blade poses a risk of injury.

	<p><b><u>Inserting the bag to be emptied:</u></b></p> <p>Open the locking arm towards the back, place the bag centrally in the bag tray, in front of the blade.</p>
	<p>Close the locking arm. If there is a tube, place it under the clamp as shown.</p>
	<p>Close door and start wash programme immediately.</p>
	<p>After the programme has been completed, remove the empty bag, which has been disinfected on the outside.</p>

**Once the programme has finished, the bag has been emptied and disinfected and can be removed.**

## **6 Cleaning**

Once the programme has finished, the bag has been emptied and disinfected on the outside.

The TopCut H has also been disinfected.

## 7 Safety instructions



TopCut is necessarily equipped with a **sharp blade** at the front. When the cutting mechanism is in the idle position, the blade is covered and only revealed when the door to the wash chamber is closed. **If the TopCut is directly operated by hand, the blade poses a risk of injury.**



If the TopCut is bent from improper use, the blade may remain uncovered after use. In this case, the TopCut is to be disabled immediately and secured against use.



Insert the bags into the holder, do not throw them in as this could cause the door to close unexpectedly.



If the bag is not correctly cut open, place it centrally in the holder and cut it open again. If the TopCut still fails to cut it, you must inform an authorised member of staff.



Once the chamber door has been closed, do not reopen it. Start the programme immediately.



**During servicing:** use caution when replacing the blade: **risk of injury.**



Please use the cleaning and disinfection machine as instructed. If it is used or operated differently, damage and risks may occur for which we accept no liability.



Wear personal protective equipment (rubber gloves). In order to avoid contaminating the door handle and the work area, gloves should be removed after loading the TopCut. Disinfect your hands afterwards. Observe the operator's hygiene regime.



Please read and observe the safety instructions and the operating instructions for the cleaning and disinfection machine.



Before removing the TopCut, check whether the blade has been properly retracted and ensure that the holder is unsoiled. Once the TopCut has been dismantled, carry it on the side facing the cutting mechanism. Do not use moving parts for support. Handle the TopCut with care. Do not throw, swing or drop it.



TopCut is not to be used in devices with an automatic door. If used with an automatic door, the increased strain on the door drive may be damaged, as may the TopCut itself.



For your safety and to avoid danger, **only** use authentic MEIKO spare parts.

## 8 Notes if TopCut is not working properly

- Bags are being used which do not adhere to the specifications. Only use suitable bags as listed in the section on "Suitable bag types."
- Bags are being inserted incorrectly. -> Insert the bags as shown in the section on "Suitable bag types."
- The blade is blunt or damaged and is therefore unable to pierce the film. -> Have the blade replaced by an authorised member of staff.
- The the mechanism is buckled or not running smoothly, an authorised member of staff will be required to return the TopCut to its operational state or, if appropriate, replace it.
- The retaining plate is not screwed onto the bracket on the TopCut. The TopCut is pushed upwards when the door is closed. -> An authorised member of staff must be informed and the TopCut correctly mounted.
- The vessel holder is buckled, meaning utensils are not being cleaned properly. -> An authorised member of staff will be required to return the TopCut to its operational state or, if appropriate, replace it.
- The utensils are not being properly loaded or unsuitable utensils are being loaded (see section on "Suitable care utensils") and are not being properly cleaned. -> Care utensils must be loaded as shown in the section on "Suitable care utensils." Unsuitable care utensils may not be washed in the TopCut.

## 9 Maintenance

Maintenance work	daily	monthly	Note on completion
Check blades are sharp and undamaged		◆	
Check smooth running of TopCut		◆	
Check mechanism has not been damaged, e.g. from falling		◆	
Check return spring		◆	
Check whether blade has retracted to protected position.	◆		
Check whether the bag holder has buckled	◆		
Check whether vessel holder has buckled	◆		
Check for soiling	◆		

- Always wear cut-resistant protective gloves when removing housing parts and when working inside the machine!

Before removing the TopCut, check whether the blade has been properly retracted and ensure that the holder is unsoiled. Once the TopCut has been dismantled, carry it on the side facing the cutting mechanism. Do not use moving parts for support. Handle the TopCut with care. Do not throw, swing or drop it.

**The following must be checked following every maintenance appointment:**

1. Check the movement of the blade fixture.
2. Screw TopCut into the bracket on the wash chamber door.
3. Check working: load filled urine bag (fill with water) into TopCut holder and close door to wash chamber.

## 10 Replacing a blade

Dismount TopCut H and place on a secure work surface. Wear robust work gloves when working on the TopCut H.

- Unscrew the blade fixture (M5 x 6 – crosshead)
- Pull blade out
- Install new blade, MEIKO item no.: 9658626
- Replace M5 screw

1. Check working: check movement of blade fixture

Push TopCut into the bracket on the wash chamber door and screw in

- 2. Check working: load filled urine bag (perhaps fill with water) into TopCut holder and close door to wash chamber.

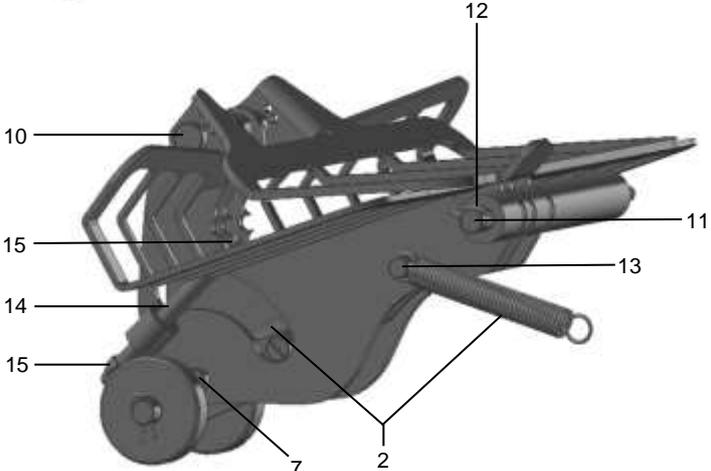
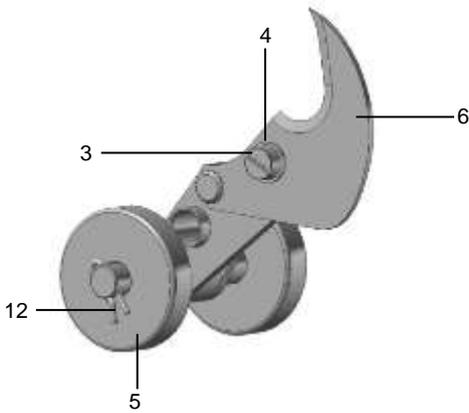
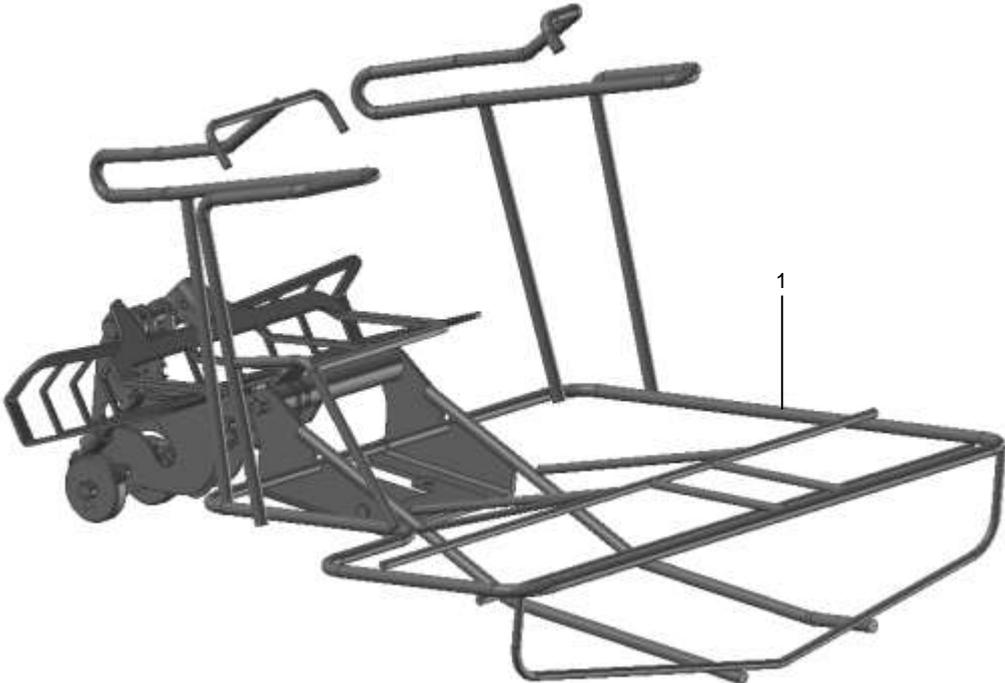
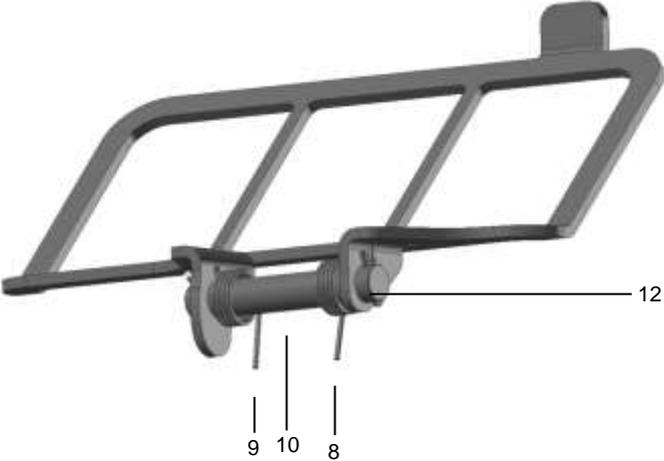
## 11 Decommissioning

If the machine has been operated properly, the holder has been disinfected. The blade is to be removed for decommissioning. The holder is made completely of stainless steel and can be fully recycled. If it is unclear whether the appliance is fully disinfected, the dismantled holder must be disinfected in a cleaning and disinfection machine prior to disposal.

12 Spare parts list

Bag cutter

TOPCUT H



## **BAG CUTTER TOPCUT H**

<b>ITEM</b>	<b>IDENT. NR. IDENT. NO.</b>	<b>DESIGNATION</b>	<b>DESIGNATION</b>	<b>DESIGNATION</b>
1	9658420	HALTER	HOLDER	SUPPORT
2	9658912	ZUGFEDER	TENSION SPRING	RESSORT DE TENSIONS
3	0308034	ZYLINDERSCHRAUBE	PAN SCREW	VIS CYLINDRIQUE
4	0340021	SCHEIBE DIN 125-A	LIMPET DIN 125-A	RONDELLE DIN 125-A
5	9667198	LAUFROLLE	ROLLER	POULIE
6	9658626	MESSER	KNIFE	COUTEAU
7	9658624	WELLE 8X36	SHAFT 8X36	ARBRE 8X36
8	9658893	SCHENKELFEDER	LEG SPRING	RESSORT À BRANCHES
9	9658900	SCHENKELFEDER	LEG SPRING	RESSORT À BRANCHES
10	9658824	WELLE 10X60	SHAFT 10X60	ARBRE 10X60
11	9658477	WELLE 8X117	SHAFT 8X117	ARBRE 8X117
12	0351100	FEDERSTECKER 1,6MM	SPRING CONNECTOR 1.6 MM	
13	9661040	WELLE 7X33,5	SHAFT 7X33.5	ARBRE 7X33,5
14	9662257	STAB 6X64	SLAT 6X64	BARRAU 6X64
15	0336049	SECHSKANT HUTMUTTER M4	HEXAGON CAP NUT M4	HEXAGONAL ÉCROU BORGNE M4





**MEIKO Maschinenbau GmbH & Co. KG**

Englerstraße 3

77652 Offenburg

Germany

[www.meiko-global.com](http://www.meiko-global.com)

[info@meiko-global.com](mailto:info@meiko-global.com)

**Design and construction subject to change without prior notice!**