

QCare International, LLC

Q-103 Needle Management System

USER'S MANUAL

INTRODUCTION

This manual is intended to show you how to operate and care for the Model Q-103 Needle Management System. **Read this manual thoroughly before attempting to use the Model Q-103.**

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15

DESCRIPTION

The Q-103 Needle Management System is a hand held disposable needle destruction device that has the capacity of storing up to 5,000 contaminated needles. It incorporates a patented head and electronic needle cutting circuit. The Q-103 is powered by rechargeable NiCad batteries, which must be fully charged for peak operation.

INTENDED USE STATEMENT

The QCare Needle Management System (Q-103) is a needle destruction device intended to be used in a home care environment to sever ½ inch hypodermic needles (gauges 28 – 29) attached to insulin syringes and store them until disposal.

16

PRECAUTIONS

Do not immerse in water.

Do not use a Power Supply, other than the one supplied with the unit or that meet manufacturer's specifications, to charge the batteries.

Do not use extension cords or electrical adapters.

Do not attempt to cut needles if the red LED is ON.

Do not sterilize this unit.

The Q-103 Needle Management System is designed to function as described in this manual. The user(s) of this system should not use this product when it has failed, exhibits excessive wear, is contaminated, damaged or otherwise ineffective.

Remove the battery from the unit prior to disposal. Disposal of battery and unit should be in accordance with state and local regulation.

User / Owner Responsibility

The user/ owner of this system shall have the sole responsibility and liability for injury to persons or damage to property resulting from:

1. Not operating the unit in accordance with this User's Manual; and,
2. Modifying the system or accessories or using components not meeting the manufacturer's specifications.

DIRECTIONS FOR USE

Unpacking and Inspection

1. Remove the unit from its shipping carton.
2. Complete the Product Registration Card and return to QCare.
3. Store all warranty and product information in your personal healthcare file.
4. Your Q-103 will need charging before use.

Each carton is packed with a Q-103 Needle Management Unit, Battery Charger, Product Registration/ Warranty Card and User's Manual.

IF ANY OF THESE COMPONENTS ARE FOUND TO BE MISSING OR DAMAGED, CONTACT QCARE IMMEDIATELY.

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18

Battery Charging

Your Q-103 is a portable device powered by **rechargeable NiCad batteries**, which must be fully charged for peak operation. Initially, charge the unit for 16 hours. The red LED indicator on the back of the Q-103 will come ON when the unit needs recharging.

To charge the batteries:

1. Insert the charging plug into the charging receptacle located on the back of the Q-103. **Precaution: Do not use extension cords or electrical adapters.**
2. Insert the battery charger's power cord into a standard 115 volt AC wall outlet. Leave on until the Q-103 is fully charged, usually overnight.
3. Disconnect the battery charger from the wall outlet and the Q-103.

Keeping the unit on the battery charger while not in use will insure the unit is fully charged when needed.

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19

Operating Instructions

Before using, check the red LED indicator! If the LED indicator is ON, the unit must be charged before it can be used. **Precaution: Do not attempt to cut needles if the red LED is on.**

Step 1

Warning: After administering the insulin injection, firmly hold the Q-103 from the back with your fingers pointing toward you.

Insert the needle until the syringe rests against the disposal hole. The unit may not cut off all of the needle if the syringe is not resting against the disposal hole.

Step 2

While pressing the syringe and needle firmly into the hole, ***push*** the syringe ***downward*** until the needle receiver stops.

Step 3

Gently ***rotate*** the syringe one half turn or more before removing the syringe.

Step 4

Remove the needle-less syringe from the unit and discard.

If the needle is not completely cut, check the indicator light and repeat the steps above.

NOTE: Photographs will be changed to show the unit being held from the back.

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20

CARE and DISPOSAL

Cleaning

The Q-103 is a sealed unit and requires no maintenance by the user other than normal cleaning. QCare recommends a cleaner/ disinfectant such as Lysol® and cotton swabs to clean in and around the needle receptacle area. The cleaner will be an effective germ killer and will not harm the exterior of our Q-103. **Contraindication: Do not use alcohol to clean your Q-103.**

Disposal

When properly cared for, your Q-103 should last up to 3 years and store up to 5000 insulin needles. Replace your unit when the battery no longer holds a charge as indicated by the red LED light or when the needle storage compartment is full as indicated by resistance in rotating the needle receiver.

Warning: Remove the batteries from the unit through the door in the bottom of the unit prior to disposal. Disposal of the battery and unit with contaminated sharps should be in accordance with state and local regulations.

CONTRAINDICATION: DO NOT DISCARD WITH RECYCLABLES. Contact your local trash service for directions.

For more information about our products or government recommended disposal methods, please call QCare International at 1-800-xxx-xxxx.

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21