



Pneumatic Tube Delivery Station V-Panel Quick Reference Guide

Loading a Carrier

1. Carefully place items inside the carrier.
 - a. Protect all fragile items by using foam inserts or bubble wrap.
 - b. Liquids and biohazards should be bagged per your hospitals procedures.
2. Close and latch the carrier, making sure nothing is protruding.

Sending a Carrier

1. Confirm that the station display reads "Station Ready."
2. Place the carrier on the dispatch arm.
3. Address and send the carrier.
 - a. Enter the destination address using the key pad and then press the Send key, or
 - b. Select an address using a shortcut key located just beneath the LCD.

Special Functions

1. Press the Special key, enter the desired option code and follow the instructions on the display. (Some special functions require an authorization code to complete)

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|-----------------------|---------|----------------------|---------|
| • Secure Send | Code 73 | • Traffic Forwarding | Code 74 |
| • Release Secure Send | Code 76 | • Stop Forwarding | Code 75 |

Spills Contained Within a Carrier

1. Contact your engineering department for your specific facility procedures.
 - a. In general, when a medical product or biohazard spills and remains contained within the carrier, carefully bag all contaminated contents including any foam inserts and dispose of them following OSHA/CDC regulations.
 - b. The plastic pneumatic tube system carrier can be cleaned using disinfectants that do not contain formalin, formaldehyde or forms thereof.

Spills that Leak Outside a Carrier

1. If contents leak outside of a carrier while the carrier is traveling in the pneumatic tube system, stop using your station.
2. Immediately contact your facility's engineering department to report the spill. They will initiate an emergency stop of the pneumatic tube system.
3. Be prepared to report exactly what was spilled and when the carrier was received. Your facility engineering department will have specific cleaning procedures for liquid and airborne contaminants.
4. Follow OSHA/CDC regulations as appropriate.

Station Name and Number: _____

Engineering Contact: _____ ext: _____