

HUPFER

Operating instructions



Paper holder trolley

Read the instructions prior to performing any task!

Manufacturer information

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Table of contents

1	General information.....	5
	1.1 Product information.....	5
	1.2 Target group.....	5
	1.3 Symbols.....	5
2	Product description.....	6
	2.1 Function.....	6
	2.2 Overview.....	6
	2.3 Technical data.....	7
3	Safety information.....	7
	3.1 Intended use.....	7
	3.2 Improper use.....	7
	3.3 Safety instructions.....	8
	3.3.1 General information.....	8
	3.3.2 Safety devices.....	8
4	Transport.....	8
	4.1 Delivery.....	8
	4.2 In-house transport.....	8
	4.3 Lifting.....	9
5	Operation.....	9
	5.1 Operating the transport cart.....	9
	5.2 Moving the cart.....	10
6	Care and cleaning.....	11
	6.1 Cleaning intervals.....	11
	6.2 Permissible cleaning types.....	12
	6.3 Permissible cleaning agents.....	13
	6.4 Material compatibility.....	14
	6.5 Manual cleaning.....	14
	6.6 Disinfecting.....	14
7	Maintenance and repair.....	15
	7.1 Maintenance intervals.....	15
	7.2 Troubleshooting.....	15

7.3	Repairs and spare parts.....	15
7.4	Recommissioning.....	16
8	Disposal.....	16

1 General information

1.1 Product information

Product name Paper holder trolley

1.2 Target group

These operating instructions are intended for the following groups of people who perform the listed activities with or on the product:

Maintenance engineer

- Maintenance work on mechanical systems or trained activities on the electrical, cooling or heating systems
- Simple repairs
- Appropriately trained employees of the customer or an employee of the manufacturer

Operating staff

- Standard operating steps
- Rectifying faults as described in the “Troubleshooting” section
- Cleaning

Operator

The operator or an authorised person must carry out the work.

- Check the condition of the entire unit
- Determine maintenance requirements

1.3 Symbols

DANGER

“Danger” indicates a hazardous situation that will result directly in death or serious injury.

WARNING

“Warning” indicates a hazardous situation that may result in serious injury.

CAUTION

“Caution” indicates a potentially hazardous situation that may result in minor to moderate injury.

! NOTICE

“Notice” indicates a situation that may result in damage to property.

“Notes” give tips on the correct use of the product.



2 Product description

2.1 Function

The paper holder trolley is for storing and preparing paper sheets for sterile packaging.

2.2 Overview



Fig. 1: Overview of paper holder trolley

- 1 Shelf frame
- 2 Swivel castors with lock
- 3 Disc bumpers
- 4 Tube push bar
- 5 Retaining clips

2.3 Technical data

Paper holder trolley		
Dimensions, weight		
Width ¹	mm	1416
Depth ¹	mm	718
Height ¹	mm	995
Height of shelves	mm	905
Shelf frame thickness	mm	Ø 25
Rectangular tube frame	mm	25 × 25
Max. paper size	mm	1,200 × 905
Weight ¹	kg	16
Equipment		
Number of shelf frames	--	4
Castors	--	4 swivel castors, 2 with lock
	mm	Ø 75

¹The figures are approximate values. Deviations are possible.

3 Safety information

3.1 Intended use

The paper holder trolley is for storing and preparing paper sheets for sterile packaging.

3.2 Improper use

It may not be used for transporting living creatures. Persons must not sit or stand on the paper holder trolley.

In the case of improper use, the manufacturer and suppliers assume no liability for resulting damage. Damage caused by improper use results in loss of liability and of guarantee claims.

3.3 Safety instructions

3.3.1 General information

The unit may only be used in a technically sound condition, with risks and safety in mind, for its intended purpose and according to the operating instructions.

All operating elements and controls must be in a technically sound condition and function reliably.

Before each use, the transport cart must be checked for any visibly apparent damage and defects. If damage occurs, immediately notify those responsible and take the cart out of use.

Changes are only permitted after consultation and with written consent from the manufacturer.

Transport trolleys can move independently and in an uncontrolled manner if the castors are not locked.

3.3.2 Safety devices

Locks on the wheels. The wheel locks must be applied when the transport trolley is stationary to prevent it from rolling away.

4 Transport

4.1 Delivery

Delivery is performed by a transport company, whose specialists are responsible for securing the load during transport. At the place of delivery, the transport cart can then be moved on its own wheels.

4.2 In-house transport



WARNING

Risk of crushing

Transport carts rolling in an uncontrolled way may crush persons.

- Never leave the transport cart to roll unattended.
- Only transport up or down an incline if you can control the transport cart. If necessary, involve a second person.
- Only park the transport cart on level surfaces.
- Each time you park the transport cart, secure it with both locks against rolling away.
- Fix the wheels in the "straight ahead" position.

Only use transport vehicles that are approved for the weight of the transport cart.

- Release the locks.

4.3 Lifting

The transport cart does not have any attachment points for eyelets or similar lifting aids.

Always transport the transport cart upright if possible. It can be lifted using a lifting platform, for example.

5 Operation



WARNING

Risk of crushing

Transport carts rolling in an uncontrolled way may crush persons.


- Never leave the transport cart to roll unattended.
- Only transport up or down an incline if you can control the transport cart. If necessary, involve a second person.
- Only park the transport cart on level surfaces.
- Each time you park the transport cart, secure it with both locks against rolling away.
- Fix the wheels in the "straight ahead" position.


5.1 Operating the transport cart


Placing the paper sheets

Personnel:

- Operating staff

1.  Lift up the retaining clips.

2.  Lay the paper sheets on the shelf frame.


3.  Close the retaining clips.

➔ The paper holder trolley is loaded with paper sheets.

Removing the paper sheets

Personnel:

- Operating staff

 Slide the paper sheet out along the shelf frame.

5.2 Moving the cart

WARNING

Contusion hazard

Transport carts rolling in an uncontrolled way may crush persons.

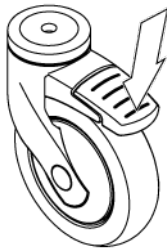
- Never leave the transport cart to roll unattended.
- Only drive uphill or downhill if you can control the transport cart. If necessary, involve a second person.
- Only park the transport cart on level surfaces.
- Each time you park the transport cart, secure it with both locks against rolling away.
- Fix the wheels in the "straight ahead" position.

Engaging the locks

Swivel castors with locks can block the wheel from turning and swiveling. When the locks on both swivel castors are engaged, the transport cart is secured against rolling away.

→ Engage the lock as shown on the left.

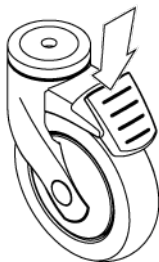
- ➔ The turning and swivel movement of the wheel is blocked.



Releasing the lock

→ Release the lock as shown on the left.

- ➔ The wheel can turn and swivel.



6 Care and cleaning

WARNING

Risk of crushing








Transport carts rolling in an uncontrolled way may crush persons.

- Never leave the transport cart to roll unattended.
- Only transport up or down an incline if you can control the transport cart. If necessary, involve a second person.
- Only park the transport cart on level surfaces.
- Each time you park the transport cart, secure it with both locks against rolling away.
- Fix the wheels in the “straight ahead” position.

6.1 Cleaning intervals

Interval	Maintenance work	Personnel
After each use and according to the in-house hygiene concept	Clean the transport trolley	Operating staff
As needed and according to the in-house hygiene concept	Disinfect the transport trolley	Operating staff

6.2 Permissible cleaning types

Cleaning type	Definition of the cleaning operation	Approval
Manual cleaning	Dry	Cleaning with dry cleaning agents 
	Moist	Cleaning with a damp cloth and degreasing liquid cleaner 
	Wet	Cleaning with a wet sponge and degreasing liquid cleaner 
Water hose	Pressure ≤ 8 bar Cleaning with a spray jet and degreasing cleaning agents if required: <ul style="list-style-type: none">■ Do not spray into the bearings.	
High-pressure/steam cleaning	High-pressure ≤ 200 bar Cleaning the surfaces: <ul style="list-style-type: none">■ max. 30-90 seconds■ Do not spray into the bearings■ Use a flat stream nozzle■ Keep a distance of at least 30 cm	
	Wet steam $\leq 135^{\circ}$ C Cleaning the surfaces: <ul style="list-style-type: none">■ max. 30-90 seconds■ Short exposure time for individual sections■ Do not spray into the bearings	
Washing devices	Water temperature $\leq 90^{\circ}$ C Spraying with cleaning and rinsing agent: <ul style="list-style-type: none">■ max. 30-90 seconds	

6.3 Permissible cleaning agents

! NOTICE

Incorrect cleaning agents

Incorrect treatment of the installed material surfaces will result in damage and corrosion.

- Only use cleaning agents approved for cleaning.
- Follow the instructions of the cleaning agent manufacturer.




Suitable cleaning agents



The manufacturer cannot assess the suitability of specific detergents or disinfectants.

- Check the notes on the cleaning agents or disinfectants to find out whether they are suitable for the materials of the transport cart.
- If in doubt, ask the manufacturer of the agent if it is suitable for the materials of the transport cart.

Cleaning agent	Approval
Degreasing agent	✓
■ Neutral liquid cleaner	
Salty cleaning agents	✗
■ Table salt	
■ Hydrochloric acid	
Sulphuric cleaning agents	✗
■ Sulphur dioxide	
■ Sulphuric acid	
Chlorinated cleaning agents	✗
■ Chlorine cleaner	
■ Sea water	
■ Bleach	
Ferrous material	✗
■ Water with iron content	
Low-oxygen cleaning agents	✗
■ Low-oxygen water	
■ CO ₂ atmosphere	
Neutral cleaning agents	✓
■ Neutral cleaning agents pH 7	
■ Slightly acidic cleaning agents pH 6 – 7	
■ Slightly alkaline cleaning agents pH 7 – 8	
Acidic cleaning agents pH 1 – 5	✗
■ Acids	






Cleaning agent	Approval
Alkaline cleaning agents pH 8 – 14	
<ul style="list-style-type: none"> ■ Alkalis 	
Abrasive cleaning agents	
<ul style="list-style-type: none"> ■ Scouring pad ■ Pot scrubber 	
Non-abrasive cleaning agents	
<ul style="list-style-type: none"> ■ Uncoated sponges ■ Soft cloths 	

6.4 Material compatibility

When selecting the cleaning agent, make sure it is compatible with the materials used.

Material	Components
PE 500 (polyethylene)	Disc bumpers
Stainless steel	Transport cart
Galvanised steel	Wheels, standard version

6.5 Manual cleaning

3.  Clean the outer surfaces of the transport cart after use or as required.
4.  For wet cleaning, use a soft cloth or an uncoated sponge.
5.  Use degreasing liquid cleaners.
6.  Rinse so that all detergents and disinfectants are completely removed.
7.  Dry the interior and exterior surfaces after cleaning.

6.6 Disinfecting

All the surfaces can be disinfected with commercially available surface disinfectants.

NOTICE

Damage to property

High concentrations of disinfectant can cause corrosion damage.

- Follow the instructions of the disinfectant manufacturer.

7 Maintenance and repair

WARNING

Unqualified staff

Danger from incorrect handling of mechanical or electrical components.

- Only qualified personnel may carry out maintenance work.

7.1 Maintenance intervals

Regularly check that the following components are functioning properly:

Interval	Maintenance work	Personnel
daily	Carry out a visual inspection of the entire unit.	Operator
annually	<ul style="list-style-type: none"> ■ Check entire unit for distortion and mechanical damage ■ Check effectiveness of the locks ■ Check mechanical strength of the wheels ■ Check functionality of the central lock treads 	Maintenance engineer

7.2 Troubleshooting

Troubleshooting

Fault description	Cause	Remedy	Personnel
Running noises made by wheels	Wheel bearings damaged	Replace worn wheels	Maintenance engineer
Wheels do not turn easily	Wheel bearings damaged	Replace damaged rollers	Maintenance engineer
Transport trolley pulls to one side during transport	Wheel bearings damaged	Replace worn wheels	Maintenance engineer
Castor lock no longer working	Lock worn out	Replace lock	Maintenance engineer

7.3 Repairs and spare parts

Spare parts and accessories are available from our customer service. Replace defective components with genuine spare parts. Only then can safe and reliable operation be guaranteed. When ordering spare parts or requesting customer service, always state the order number and the information on the rating plate. This information helps avoid follow-up queries and speeds up the process.

7.4 Recommissioning

The transport cart may only be used in a technically sound condition, for its intended use, and in accordance with the operating instructions. Check the transport cart for visible damage before each use. In the event of damage, inform the responsible departments immediately. Only operate transport carts in faultless technical order.

- Check the transport cart functions, especially the lock and cooling.
- Clean the transport cart thoroughly before putting it back into operation.

8 Disposal



Help protect our environment. Make sure that the materials are recycled.

- Have the transport cart disassembled and disposed of by recycling companies. All the materials are recyclable.

Dispose of the product using the following step.

- ➔ Take the components to a designated disposal centre.