



**The Medline Home Care Basic Bed  
Owner's Assembly & Operating Manual**



MDR107002E

Full-Electric Bed Model **MDR107003E**  
Semi-Electric Bed Model **MDR107002E**  
Full-Electric Low Bed Model **MDR107003ELO**

- DEALER:** This manual must accompany this bed upon purchase and be supplied to the user.
- USER:** Please read this manual completely for warnings, proper assembly, maintenance, and safe usage instructions before using this bed

Save these instructions for future reference!

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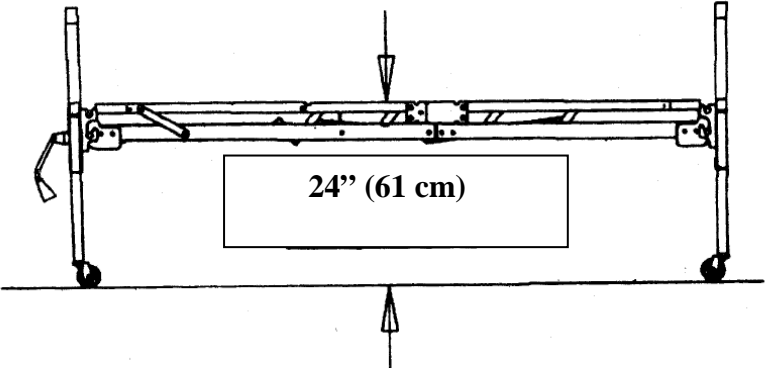
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# SPECIFICATIONS

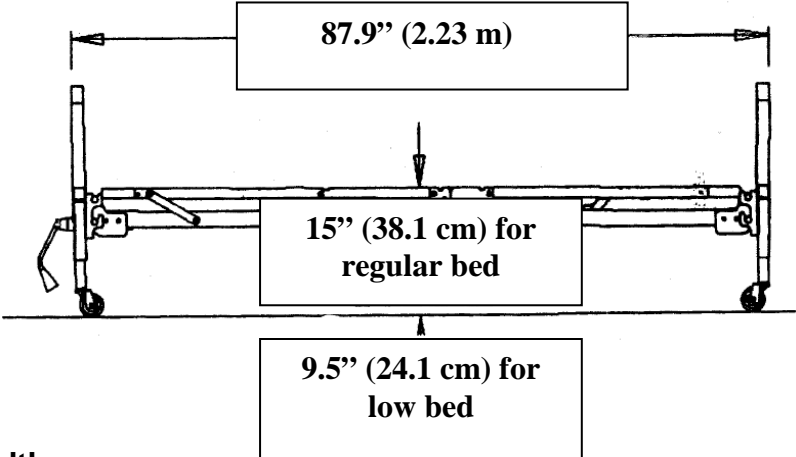
**Deck Height:**

**Bed Height (High Position)**

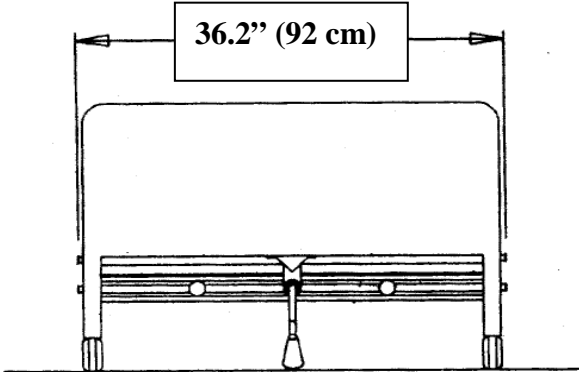


**Deck Height:**

**Bed Height (low position) and Length**



**Deck Width:**



**Electrical**

- The motor is UL approved.

**Construction**

- Frame: 11ga (.120) hot rolled steel. (Roll formed)
- Sleeping surface: Zinc plated steel wire and coils.

**Finish on the Metal Parts of the Bed**

- Durable Powder Coating.

## Special Notes and General Warnings

WARNINGS/CAUTION notices in this manual apply to hazards or unsafe practices which could result in personal injury and/or property damage.

- ✓ To ensure the users safety in operating this Medline home care basic bed, all warnings, safety information and instructions must be followed. Failure to do so may result in serious bodily injury or damage to the bed.
- ✓ Once assembled for operational use, if any part of the bed is not working properly, call a qualified technician to examine and repair it.
  - Routine cleaning and electrical inspection should be performed by the user.
  - All repair and maintenance on the bed should be performed by a qualified technician. After any adjustments, repair or service and BEFORE use, make sure all attaching hardware is tightened securely.
- ⚠ Note to Technicians - Do not service the bed without first reading and understanding this Owner's Assembly & Operating Manual.
- ⚠ If you are unable to understand the warnings, cautions or the instructions, contact a Medline sales rep or Medline customer service before using this equipment, otherwise injury or property damage may result.

## Safety Summary



### **OPERATIONAL HINTS**

- ✓ Inspect all parts for shipping damage before assembly and use.
  - In the case of damage to any part of the bed's components, do not use that part.
  - Contact the shipping carrier immediately for instructions on reporting concealed shipping damage.
  - For any non-shipping issues, contact your Medline Dealer/Sales Representative for further instructions.
- ✓ Close supervision is necessary when this product is used by or near children or physically challenged individuals.
- ✓ Assembly - Ensure that the head and foot spring sections are securely locked to each other and to the head and foot-boards **BEFORE** use.



## OPERATIONAL HINTS (Continued)

- ✓ After assembly, test to make sure that all of the bed sections are properly and securely installed and operate correctly **BEFORE** use.
- ✓ Ensure that the pendant and power cords are routed and secured properly so that the cords do not become entangled, pinched and/or severed during operation of the electric bed or inhibit maneuvering around the bed. **NEVER** operate the bed if these cords are damaged.
- ✓ Ensure the mattress is centered on the frame. This will minimize the risk of the occupant becoming trapped between the mattress and any bed rail being used.
- ✓ To prevent casters from moving whenever the bed is stationary, ensure the bed caster locks are properly engaged.
  - **ALWAYS** lock the caster locks when transferring into or out of the bed. Inspect the caster locks **BEFORE** using the bed to ensure the locks function adequately.
  - Even with casters properly locked, some floor surfaces will allow the bed to move under some conditions. Use of the bed on such floor surfaces must be evaluated by the care provider.



## Electrical Warning

- ✓ Ensure all cables and cords are routed in a way such that they will not become entangled, pinched, or run-over.
- ▲ Never plug into an outlet that is greater than 120 Volts AC.
- ▲ Never operate the bed if it has a damaged cord or plug. If the bed is not working properly call qualified technician.
- ▲ Unplug the power cord from wall **BEFORE** performing any maintenance on the bed. After installing any connectors into the junction box, be sure the cable plug is secure otherwise injury or damage may occur.
  - **DO NOT** force connectors into the junction box otherwise injury or damage may occur.
- ▲ Keep all cords away from heated or hot surfaces. i.e. radiators, heating pads, portable gas heaters.
- ▲ Do not open assemblies such as the motor, hand control unit, junction box or electrical control box.
  - There are no user serviceable parts inside these components. Only trained service personnel are qualified to repair these parts. **If uncertified individuals perform any work on these beds, the warranty is voided.**



## Electrical Warning (Continued)

- ⚠ When using liquids in or around the bed, caution should be taken to ensure that liquids of any kind are not spilled. If a liquid is spilled in or around the electric bed, unplug the bed immediately before cleaning. Clean up the spill and let the bed or area around it dry thoroughly before using the electric controls again.
- ⚠ When the bed is not going to be used for an extended period, **UNPLUG** electric bed from the wall outlet.



## Weight Warning

- ✓ The **TOTAL** weight limit of the Medline Home Care Bed (including accessories, mattress, occupant and any other object positioned on the bed) is 450 lbs (204 kg) for full or semi electric beds.
- ✓ Never permit more than one person on/in the bed at any time.
- ✓ Body weight should be evenly distributed over the surface of the bed. Do not lay, sit or lean in such a way that the patient's entire body weight is placed only on **RAISED** head or foot sections of the bed. This includes when repositioning or transferring in or out of bed.



## Positioning the Bed



- ✓ **NEVER PERMIT ANYONE TO BE UNDER THE BED OR IN BETWEEN THE RAISED BED FRAME COMPONENTS AT ANY TIME.**
- ✓ Be sure that the bed is free and clear of all obstructions for full range of motion. Damage to the unit and wall will occur if the bed contacts the wall, chair rail, other obstruction while in motion.
- ✓ Be sure to check that all cords are not pinched, stretched or in any way stressed. Never wind cords around the bed or other objects to compensate for excess cord length. Never allow cords to fall under the casters.
- ✓ The bed is not designed to be used as a patient transport. When transporting a patient, use an approved patient transport, otherwise injury or damage may result.
- ✓ When operating or moving the bed aside, always ensure that the individual in the bed is properly positioned within the bed.
  - **DO NOT** allow extremities to extend beyond the sides or between the bed rails when performing these functions.
- ⚠ Keep the bed a minimum of 12 inches (30.48 cm) away from any direct heat source or wall.

## Accessory Cautions

- ✓ Improper use of some bed accessories (patient restraints, side rails, trapeze devices, etc.) can cause patient injury or death. Consult a health care professional or the accessory manufacturer for proper use instructions.
- ✓ Keep all moving parts and all drive shafts free of obstructions during operation of the bed. (i. e. blankets/sheets, heating blankets/pads, tubing, wiring, etc. and other types of products using electric cords which may get tangled around the bed, legs or optional side rails).
  - If using optional bed side rails and bed extension kit check to ensure they are properly and securely installed BEFORE using the bed.
- ✓ Individuals that cannot prevent themselves from rolling/climbing out of the bed may require alternative safe means of restraint.
- ✓ Optional side rails are **NOT** intended to be used as a restraint and may be used only if they are necessary to treat a resident's medical symptoms, which are documented in the resident's medical record. A physician or healthcare professional should be consulted for an alternative means of safe restraint.
- ✓ Replacement mattresses and bed rails with dimensions different than the original equipment supplied or approved by Medline may not be interchangeable. Variations in bed side rail design, and thickness, size or density of the mattress could lead to entrapment. Use **ONLY** authorized Medline replacement parts and accessories.



## Oxygen Warning

-  Ensure that ignition sources are minimized near combustible/explosive gases and materials.
-  Do not use near explosive gases. May be a fire hazard when used with oxygen administering equipment other than nasal or masked type.
  - Use **ONLY** mask or nasal type oxygen administering equipment around the bed. The use of any other type of oxygen administering equipment can result in a fire hazard.
  - When using nasal or masked type administering equipment, oxygen or air tubing must be routed and secured properly to ensure that tubing does not become entangled and eventually severed during normal operation of the bed.



## Disassembly of the bed

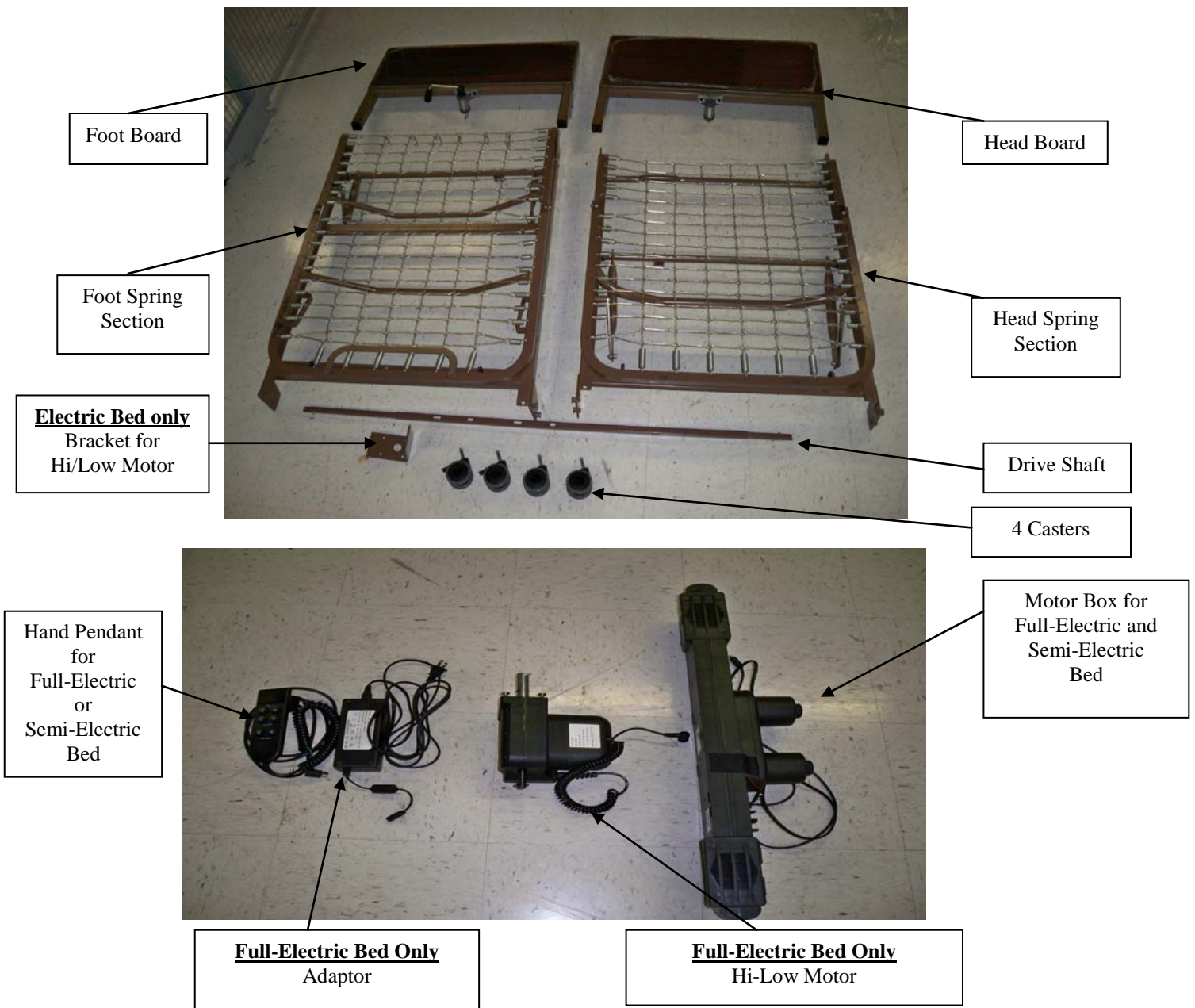
-  When disassembling the bed, make sure all parts are in the lowest position.

# Bed Assembly

## Unpacking the Bed

The Medline Home Care Bed will arrive in two (2) boxes with the following contents:

- 1 Manual
- 1 Head Board
- 1 Head Spring Section
- 1 Drive Shaft: length adjusts to adapt for Full-Electric or Semi-Electric models
- 4 Casters (2-locking, 2-non-locking)
- 1 Foot Board (w/hand crank on Semi-Electric model - not pictured)
- 1 Foot Spring Section:
  - Semi-Electric Model includes a motor box only.
  - Full-Electric Model includes a motor box, a Hi-Low motor, and an adaptor.
- 1 Bracket for Hi/Low motor (**Full-Electric model only**)
- 1 Hand Pendant for Full and Semi-Electric Bed (Not Pictured Gearbox)





## Connecting the Two Frames

Figure 1



Figure 2



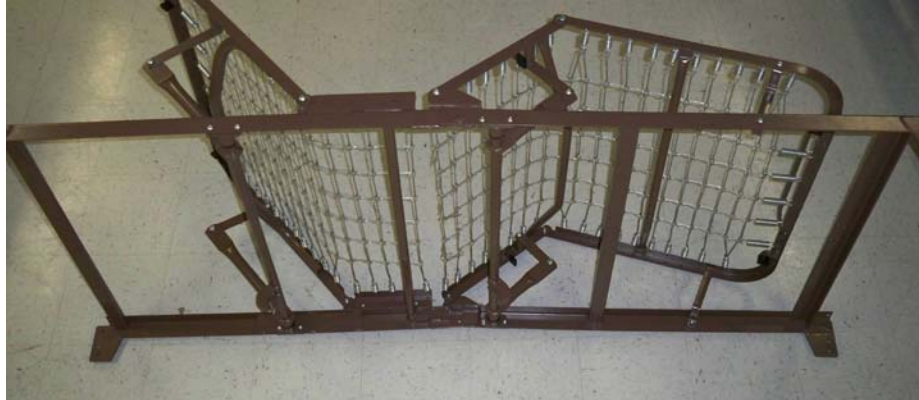
Figure 3



### **Connecting the Two Frames:**

1. Place the Head Spring Section on its side to your left with the center mounting hooks to the right. (See figure 1)
2. Place the Foot Spring Section on its side to your right with the head frame pull tube at the top of the assembly and the center mounting rivets facing to the left.
3. The crank handles and/or motors should be at your right.
4. The head and foot springs should now be on their sides at approximately a 90° angle to one another.
5. Hook the head spring center mounting hooks to the foot spring center mounting rivets. (See figures 2 and 3)

6. After head and foot springs are connected, slowly open the frame sections into a horizontal (straight) position while still on their sides. Make sure the hooks remain engaged on the rivets at all times.



7. Lay the bed flat with the springs facing up.



## Connecting the Spring "Fabric"

### Connecting the Spring "Fabric":

1. With the bed flat and the springs facing up, lift the head spring section upward to give slack to the spring "fabric."



2. Connect the spring "fabric" together with the links provided.
3. Hook together all the links to the spring "fabric."



Installing the Casters  
MDR107002E and MDR107003E

**To Install Casters:**

Ensure that the locking casters are installed diagonally from each other and are locked. This will provide maximum locking security.



1. Position the two locking casters so they will be diagonally opposite from one another when the bed is assembled.
2. Insert the shaft of the caster into the caster socket of each bed leg. Ensure the stem is fully inserted into the socket.



3. To prevent excess movement of the bed during assembly, lock each of the two locking casters by pushing **down** on the caster lock.

**Note:** Locking the casters may not prevent the bed from moving on slick or slippery surfaces.

4. To unlock the two locking casters, **pull** up on the caster lock.

Installing the Casters  
MDR107003ELO (Low Bed)

**To Install Casters**

Ensure that the locking casters are installed diagonally from each other and are locked. This will provide maximum locking stability.

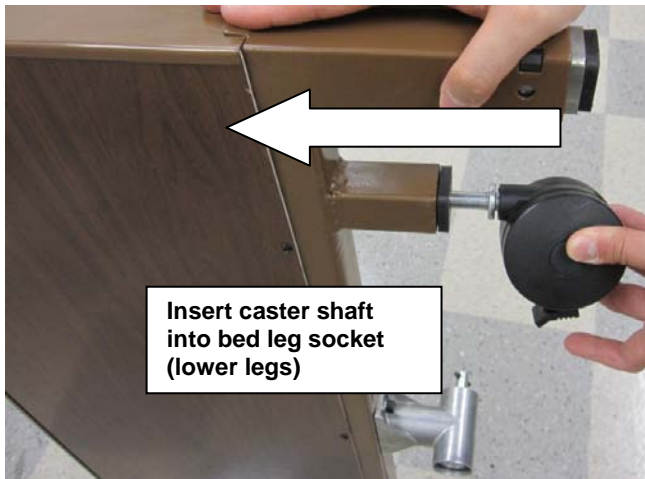


Figure 12



Figure 13

1. Position the two locking casters so they will be diagonally opposite from one another when the bed is assembled.
2. Insert the shaft of the caster into the caster socket of each bed leg. Ensure the stem is fully inserted into the socket. Please make sure that you insert the casters to the lower legs for Low Bed.
3. To prevent excess movement of the bed during assembly, lock each of the two locking caster by pushing **down** on the caster lock.

**Note:** Locking the casters may not prevent the bed from moving on slick or slippery surface

4. To unlock the two locking casters, **pull** up on the caster lock.

## Installing the Headboard and Footboard

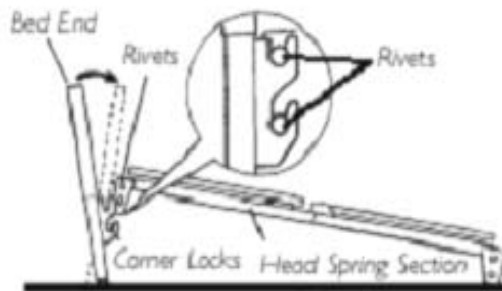
**CAUTION: Do not place your hand between the spring section and the bed ends while attaching the bed boards as injury may occur.**

### To Attach the Head and Foot Boards

1. Stand the head board section as close to the head frame as possible.



2. Raise the head frame until the rivets on the corner plates of the head frame fit into the corner locks on the headboard. The headboard may need to be tilted backward slightly for the rivets to slide into the locks.



3. Return the headboard to its full upright position to lock it into place.
4. Repeat steps 1-3 for the "Foot Board" section.

# Bed Operation

## Hand Control Pendant: Semi-Electric & Full-Electric Beds



Semi-Electric Hand Pendant



Full-Electric Hand Pendant



### **BATTERY BACKUP**

In the event of the power failure, the standard 9 volt battery in the motor:

- ✓ Will allow the user to **lower the head and foot** sections of the bed.
- ✓ On the full-electric bed will also allow the **bed height to be lowered**.

⚠ Will **NOT** allow the bed's motor to **lift the head or foot sections or the bed height**.  
NOTE: **Periodically replace the battery/ies**

# Installing the Electric Motor Unit

## Head/Foot Electric Motor Units

1. Before installing:

A. **Semi-Electric Bed** - make sure that the hand pendant cable is plugged into the motor



B. **Full-Electric Bed** - make sure that the hand pendant and the Hi/Low Motor cables are plugged into the motor.



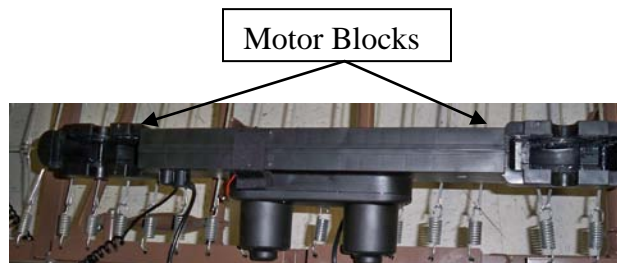
2. Connect the 9V battery (sold separately) to the battery clip on the motor. It is stored in the recess on the side of the motor. With this battery installed, the motor can be operated to return the sleep surface to the horizontal position in the event of a power failure.



3. Locate the slide caps. Remove the slide caps from both ends of the motor.



4. Prior to installation, make sure that the 2 motor blocks are in the retracted position.





5. Full-Electric Bed Only - Insert the adapter into the clip.



### Aligning and Mounting the Motor

1. With the motor oriented properly underneath the bed (head to head, foot to foot), align the motor with actuator bar and lift the head spring to the highest position. The motor will automatically be pulled towards the bed and lock onto the actuator.



2. Once the head side of the motor is attached to the head section of the bed, return the head section to the flat position.
3. Once flat, attach slide caps to the head section of the motor and slide it into place. Repeat for foot section.



4. Completed Assembly.

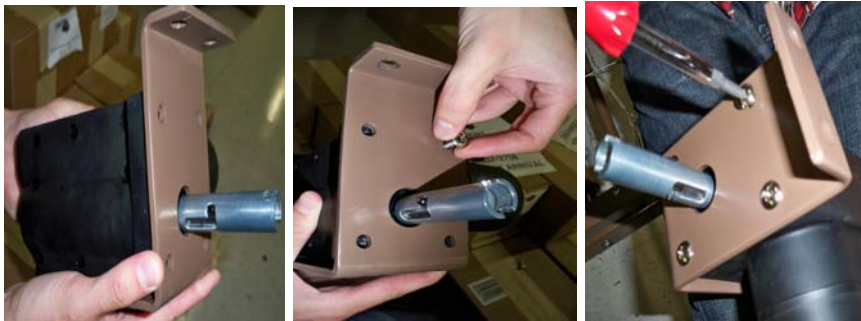


## Installing the Hi/Low Motor on the Full-Electric Bed

1. Lift up the foot section of the bed.



2. Attach the Hi/Low Motor into the bracket and screw the motor into the bracket tightly, making sure it is not loose.



3. Attach the Hi/Low Motor with bracket to the foot section of the bed.



4. Make sure the slot on Hi/Low Motor engages the roll pin on the gearbox axle.



## Installing the Center Drive Shaft

Connect the drive shaft assembly to the bed.

- 1 Connect the drive shaft assembly to the bed by first attaching either side of the drive shaft to the head board gearbox.
- 2 For the **Semi-Electric Bed** - attach the other end to the foot board gearbox.
- 3 For the **Full-Electric Bed** - attach the other end to the foot board Hi/Low Motor.

Head Board Gearbox Box  
For Attachment to Both  
**Semi-Electric and Full-Electric Bed**



Foot Board Gearbox Box for  
**Semi-Electric Bed Only**



Hi/Low Motor for  
**Full-Electric Bed Only**



# Hand Crank for the Semi-Electric Bed

The manual bed crank is located at the foot of the bed.



1. Before attempting to manually adjust the bed height, it is necessary to remove the optional height adjustment lock pins from each leg.
2. *To raise the bed* – Turn the crank handle clockwise.
3. *To lower the bed* – Turn the crank handle counter-clockwise.



- ⚠ If using the semi-electric bed footboard with a full-electric bed/motor, first remove the crank handle from the footboard. If left in place, the crank will turn when the motor is on and could cause personal injury or damage to the bed.

## The Trendelenberg Position

A position in which the head is low and the body and legs are on an inclined plane.

### Trendelenberg

1. Lower the bed to its lowest height. Disengage the drive shaft by compressing the spring fitting and removing the drive shaft from the Hi/Low Motor to the headboard gearbox.
2. Raise the foot end of the bed using the hand pendant or crank. The head end of the bed will remain in the low position.

### Reverse Trendelenberg

1. Raise the bed to its highest height. Disengage the Hi/Lo drive shaft by compressing the spring fitting and removing the drive shaft from the motor to the foot end of the bed.
2. Lower the end of the bed using the hand pendant or crank. The head end of the bed will remain in the high position.

# MAINTENANCE AND SAFETY CHECKS

Safety checks are recommended between patient placements.  
An annual safety check is recommended.

Cleaning and Electric Inspection may be performed by the user. Mechanical Maintenance Inspection should be performed by a qualified technician.



## ***Cleaning***

1. Unplug power cord before cleaning or performing maintenance on the electric bed.
2. Wipe down the entire bed and frame with a disinfectant and allow them to dry completely before using the bed.
3. Do not pressure wash.
4. Periodically raise the head and foot sections of the bed and remove any dust from the frame.
5. Periodically remove the mattress and clean the mattress deck.



## ***Electrical Inspection***

1. Inspect all electrical bed components for damage or excessive wear (i.e. cracked, frayed or broken housings, or worn components).
2. Check pendant and power cords for chafing, cuts or excessive wear.
3. Check all bed functions:
  - Head raises and lowers properly.
  - Foot raises and lowers properly.
  - Bed raises and lowers properly.
4. Make sure all plugs are fully inserted and free of damage. If damaged contact a qualified technician for repair.



## ***Mechanical Maintenance Inspection***

1. Lubricating:
  - a. Lightly grease all actuator screw threads with white lithium grease.
  - b. Lubricate all caster roller and swivel bearings with light machine oil.
2. Check all bolts and tighten as needed.
3. Check joints between sleeping surface sections for loose fasteners.
4. Inspect all bed components for damage or excessive wear.
5. Visually examine all welds for cracks.
6. Inspect the deck components for bending or damage.
7. Check mounting hardware for bending or excessive wear.
8. Inspect all bolts and fasteners for proper functioning. (Do not over tighten bolts at pivot points )
9. If applicable, check casters to ensure they lock and roll properly.

## TROUBLESHOOTING GUIDE

SYMPTOM	POSSIBLE CAUSE	ACTION (See steps for isolating problems)
No Power	Unit is not connected to A/C power.	Check plug to receptacle.
	Cut/damaged/pinched power cord.	Check Power Cord for damage.
	Loose plug for pendant	Check pendant connection to control box.
	Cut/damaged/pinched pendant cord	Inspect pendant cord for damage.
	Actuator plug not connected	Check actuator connection to control box. Inspect actuator cord for damage.

**IF USE OF THE ABOVE TROUBLE SHOOTING GUIDE DOES NOT CORRECT THE PROBLEM,  
PLEASE CALL MEDLINE INDUSTRIES INC.  
TECHNICAL SUPPORT AT 1-800-MEDLINE.**

## Maintenance Schedule

Maintenance should be performed at least once every 3 months.  
This form may be copied and used as a procedural guide and facility documentation.

Serial # \_\_\_\_\_

Date	Inspection	Maintenance	Cleaning	Initials	Notes

**LIMITED WARRANTY**

Medline Industries, Inc. warrants to the original user (“Customer”) all products manufactured by Medline Industries, Inc. to be free from defects in material and workmanship under normal use and service. If such a defect appears and Customer has given immediate written notice of same, Medline Industries, Inc. shall replace or repair such part at Medline’s option. Medline Industries, Inc. will require the return of the defective part to establish the claim. Medline's obligation under this warranty shall be limited to said replacement and/or repair. Installation and freight costs for replaced or repaired items remain the responsibility of the Customer. This warranty does not cover failure due to negligence, accident, deliberate abuse, nor improper installation and/or maintenance. Modifications made to products (including modifications without the expressed written consent of Medline Industries, Inc.) shall void this warranty in its entirety.

This warranty does not extend to non-durable components, such as casters, which are subject to normal wear and replacement. This warranty gives you specific legal rights and you may have other rights which vary from state to state.

NO FURTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE NOT SPECIFIED HEREIN, ARE MADE BY MEDLINE INDUSTRIES, INC. AND ANY FURTHER EXPRESSED OR IMPLIED WARRANTIES ARE DISCLAIMED BY MEDLINE INDUSTRIES, INC. and this warranty sets forth the full extent of the liability arising from the manufacture, use of sale of the products and materials sold hereunder. No allowances will be made for delays or loss of profit, nor for any other special, indirect or consequential damages or injuries, whether based on tort or contract.

Applicable warranty periods commencing from date of shipment from Medline Industries, Inc. are as follow:

- Electrical and mechanical components..... 2 Years
- Bed Frame..... Lifetime

Manufactured in China for:

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	<p><b>Medline Industries, Inc.</b>                  One Medline Place                  Mundelein, IL 60060</p>
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<p><b>Medline United States</b>                  1-800-MEDLINE (663-5463)</p> <p><a href="http://www.medline.com">www.medline.com</a>   <a href="mailto:Info@medline.com">Info@medline.com</a></p>	<p><b>Medline Canada</b>                  1-800-396-6996</p> <p><a href="http://www.medline.ca">www.medline.ca</a>   <a href="mailto:Canada@medline.com">Canada@medline.com</a></p>	<p><b>Medline Mexico</b>                  01-800-831-0898</p> <p><a href="http://www.medlinemexico.com">www.medlinemexico.com</a>   <a href="mailto:mexico@medline.com">mexico@medline.com</a></p>
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Some products may not be available for sale in Mexico or Canada. Please contact your Account Representative for additional information.

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