

Dual Column Dispensing Machine.

The Dual Column Dispensing Machine has been designed for internal use only and needs to be mounted securely to a solid wall or surface, (4 x screws and wall spacers are included in a bag with tokens) attached to the inside of the machine. The four adhesive foam wall spacers are to be placed between the wall and back of the machine at the point of the mounting holes. These are to accommodate any slight unevenness of a wall or surface. The mounting holes are at the top left and right and bottom left and right of the back plate. We do not provide wall plugs as these will need to be specific to the wall or surface construction. If the machine is not securely mounted to the wall pulling the drawer open may pull the machine away from or off the wall. A wall mounted metal unit for the return of used equipment can also be purchased to mount alongside the dispensing machine (Order Code OMVMSR). Orion also have a selection of kits that can be dispensed including Naloxone, for full details please contact Orion on 01869 244423.

The mounting and filling of the machine is the responsibility of the purchaser. Each machine has one security key which requires correct use (**see information below on how to use the key correctly**). The dispensing machine operates by use of a token which allows access to a kit via the pull draw. Each machine is supplied with 25 tokens. The machine is capable of dispensing 24 kits via two columns (12 kits per column). Please note! If any column is allowed to become empty an internal mechanical lock will automatically fall in place and stop the drawer from accepting a token and operating. A **Red Flag** will also appear in a small round window directly above the drawer to signal the column is empty and requires attention (**Please see note highlighted below in Blue**).

All machines are fully tested and checked for correct operation before we despatch. The machines are designed specifically for use with Orion's dispensing kits only. If any problems arise from the use of any other kits or equipment other than supplied by Orion, we accept no responsibility for the equipment and the machine. The machines are mechanical in operation and maintenance free.

The dispensing machine & kits have been designed to enable client's access to clean, sterile injecting equipment. Orion Medical have designed a range of kits that can be dispensed via the machine, each kit offers a tailored solution to a specific client's requirements whether this is Rough Sleeping or a Police Custody Suite release kit. All the kits promote point of use disposal of used injecting equipment and use specialist single use sharps containers. The used single use containers can be disposed of in a returns unit mounted alongside the dispensing machine or kept securely in the main outer box that the kit is supplied in, until it can be disposed of safely at a specialist service or pharmacy. Orion can produce kits to suit any requirements, please call to discuss on 01869 244423.

Consideration needs to be given to areas for use, and which clients will benefit from using the machine. The machine is a tool for enhancing provision and not in place of. See below some considerations for use.

- Custody Suites, Homeless Hostels, Community Pharmacies, Specialist Services, Prison Release Suites, Hospital A&E, Doctors Surgeries, Gyms

Please be considerate of a client's demeanour before issuing a token. It may not be prudent to give a person who is obviously in desperate need a token, but rather you engage with this person and help directly. We suggest that a client is instructed and shown how to use the machine before providing them with tokens. The machine will provide a good service and can be an excellent steppingstone for any new clients wishing to visit services without having to engage. The machine can also reduce tensions between counter staff and clients in pharmacies.

Dispensing Machine Dimensions:

- Height 890mm, Width 440mm, Depth 135mm, Weight 18kg
- Hole centres for mounting are: 780mm x 365mm. There are 4 holes 6mm in diameter.

Machine Operation:

1. Place token into slot in drawer with required kit.
2. Pull drawer open to make the kit available.
3. Remove the kit and immediately push drawer fully home.
4. If the drawer is showing a **Red Flag**, in the small round hole directly above the drawer, the column is empty, please report to reception.

"It is important that the dispensing machine is checked and filled on a regular basis, we suggest a check and fill at the start and afternoon of each day. If the machine is allowed to run empty on a regular basis, clients will lose confidence in its use. When a column runs empty the drawer will automatically lock and signal via a **Red Flag that the column is empty."**

The kit is secured by a permanent adhesive label (tamper proof) Break the label and lift the locking tab on the front of the plastic case to allow access to contents. Once you have removed the equipment required, the lid can be closed, and the tab locked back in place.

There is a video link on the product page that shows the operation and filling of the machine. This is also available in the User & Training Guides.

New Kits, Keys and Tokens can be purchased separately from Orion Medical Supplies Ltd, please call 01869 244423

Orion accept no liability for incorrectly mounted machines and incorrect use of security key. We cannot accept any responsibility for damage caused through misuse or vandalism. It is important that the operation of the dispensing machine is followed at all times.

Please sign below acceptance and understanding of the dispensing machine criteria. Sign, scan, and email both pages back to Deborah@orionmedical.co.uk and on receipt we will despatch the machines. **It is important that on receipt of the machine it is opened and tested for functioning correctly. Any damage or non-functioning of the machine needs to be reported within 5 days from delivery date.**

Dispensing Machine Security Key Operation.

Familiarisation with instructions below is a requirement before attempting to gain access to the machine. This will ensure there are no issues when using the security lock and key. Once you have identified the correct entry point (see below instructions) push the key into the lock. The pins are spring loaded so when you push in the key hold this position and turn anti clockwise continually until the front cover becomes released.

When locking the machine, the process is reversed. DO NOT over tighten when locking the unit or this will make unlocking much more difficult and could damage the lock.

This machine is fitted with a High Security Radial Pin Tumbler lock (RPT lock)

There are 4 Key Entry points around the inner barrel of the lock as shown in diagram 1. However, the key can only be inserted into 1 of these points, keys should not be forced into entry points which are not aligned.

How to identify the Key Entry point to be used - alignment:

There are 8 x small brass Tumbler Pins around the inside barrel as shown in diagram 1 - (only 7 pins will be visible)

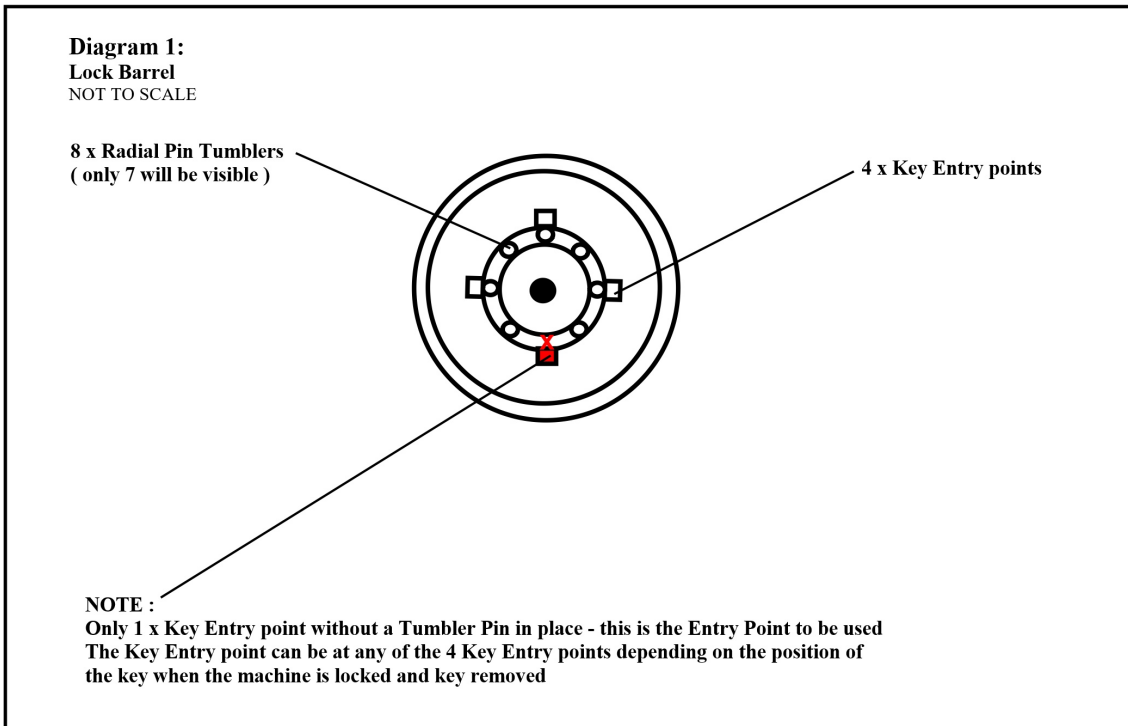
1 Key Entry point will be without a tumbler pin in place - (shown by the 'X' in diagram 1)

This position identifies the Key Entry point to be used

Insert the nib on the key into this Key Entry point and turn clockwise (to lock) anti-clockwise (to unlock) see additional 'Installation and Operating' instructions attached.

NOTE :

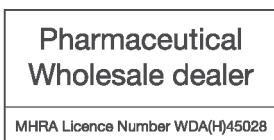
There are 4 Key Entry points to allow for fine lock adjustment when the machine is locked - the 'Key Entry' point can be at any of the 4 Key Entry points depending on the position of the key when the machine is locked and key removed



Name in Capitals

Date

Signed



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