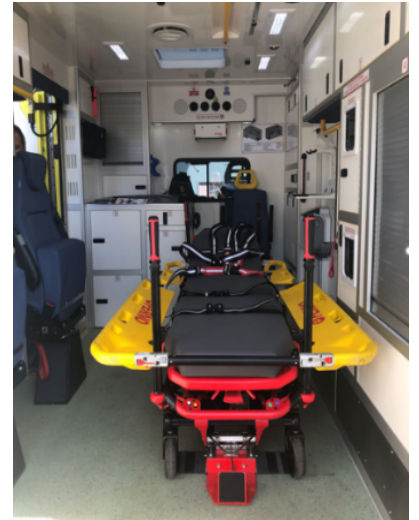




# Split-Scoop Surface Extender Kit for POWERX, iNX & Mondial



## Split Scoop Extender Kit Users' Manual

FERNO/MAN/0626/223-R4/UK  
Stock Code 2003-0154



Read this Manual and Retain for Future Reference



## Ferno UK Customer Services

Customer Service and product support are important aspects of each Ferno product. Please have the product serial number available when calling, and include it in all written communications.

Manufactured by Ferno (UK) Ltd, Ferno House, Stubs Beck Lane, Cleckheaton, West Yorkshire, BD19 4TZ

For technical support questions:

Customer Support Telephone	+44 (0) 1274 851999
Service Department Telephone	+44 (0) 1274 854511
Service Department Fax	+44 (0) 1274 855511
Email	<a href="mailto:sales@ferno.co.uk">sales@ferno.co.uk</a>
Internet	<a href="http://www.ferno.co.uk">www.ferno.co.uk</a>

### ALL OTHER LOCATIONS

For assistance or information, please contact your Ferno distributor. If you do not have a Ferno distributor, please contact your nearest Ferno Customer Services office.

### USA HEADQUARTERS

Ferno-Washington, Inc., 70 Weil Way  
Wilmington, Ohio 45177-9371, U.S.A.

Telephone	Country Code +1.937.382.1451
Fax	Country Code +1.937.382.6569
Internet	<a href="http://www.ferno.com">www.ferno.com</a>

## Disclaimer

This manual contains general instructions for the use, operation and care of this product. The instructions are not all-inclusive. Safe and proper use of this product is solely at the discretion of the user. Safety information is included as a service to the user. All other safety measures taken by the user should be within and under consideration of applicable regulations and local protocol. Training on the proper use of this product must be provided before using this product in an actual situation.

Retain this manual for future reference. Include it with the product in the event of transfer to new users. Additional free copies are available upon request from Customer Relations.

## Proprietary Notice

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## Limited Warranty Statement

The products sold by Ferno are covered by a limited warranty, which is printed on all Ferno invoices. The complete terms and conditions of the limited warranty, and the limitations of liability and disclaimers, are also available upon request by calling Ferno on +44 (0) 1274 851999 or +44 (0) 1274 854511




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# 1 - SAFETY INFORMATION

## 1.1 - Warnings

Warning notices indicate a potentially hazardous situation which, if not avoided, could result in injury or death.

 **WARNING**

**Improper use of this product can cause injury. Use the trolley only for the purpose described in this manual.**

**Untrained operators can cause injury or be injured. Permit only trained personnel to operate the trolley.**

**Improper operation can cause injury. Operate the product only as described in this manual.**

**An unattended patient can be injured. Stay with the patient at all times.**

**An unrestrained patient can fall off the trolley and be injured. Use restraints to secure the patient on the trolley.**

**Helpers can cause injury or be injured. Maintain control of the trolley, operate the controls, and direct all helpers.**

**Improper maintenance can cause injury. Maintain the product only as described in this manual.**

**Improper parts and service can cause injury. Use only Ferno parts and Ferno-approved service.**

**Modifying the product can cause injury and damage. Use the trolley only as designed by Ferno.**

**Attaching improper items to the trolley can cause injury. Use only Ferno-approved items on the trolley.**

## 1.2 - Dangers

Danger notices indicate an immediate hazardous situation which, if not avoided, will result in injury or death.

## 1.3 - Important Notices

Important notices emphasise important usage or maintenance information. Failure to follow Important notices could result in damage to the product or property damage. Example:.

### Blood-borne Disease Notice


**To reduce the risk of exposure to blood borne diseases such as HIV-1 and hepatitis when using the trolley, follow the disinfecting and cleaning instructions in this manual.**

## 1.4 - Cautions

**Bleach, phenols and iodine can cause damage. Do not apply products containing these chemicals to disinfect. Refer to cleaning section for more detail**

**Improper lubricants can cause damage. Please refer to service manual for instructions.**

**Trapping hazards are unavoidable in any design of product due to its locking action. Operate with care.**

 **WARNING**

**Do NOT exceed the safe working loads of  
350 kg in the raised position,  
400 kg when in the lowered position.**

## 1.5 - Trolley and Lock Compatibility

Combining different manufacturers' products into a "mixed-component" trolley/fastener system can increase the user's risk of injury and damage if not checked first for compatibility.

However, Ferno trolleys are designed to be compatible with either the Ferno range of Two-Part locking devices or competitors equivalent locking devices, giving full compatibility and interchangeability across your vehicle fleet.

 **WARNING**

**To comply with BS EN 1789, the four-point upper-body harness and leg restraints MUST be used as patient restraint and the Trolley MUST be secured with the Ferno 2 part locking device.**

# 1 - SAFETY INFORMATION

## 1.6 - Safety and Instruction Labels

Safety and instruction labels place important information from the user manual on the trolley.

Read and follow label instructions. Replace worn or damaged labels immediately. New labels are available from your distributor.

## 1.7 - Symbol Glossary

The symbols defined below are used on the trolley and/or in this user manual. Ferno uses symbols recognised by the International Standards Organisation (ISO).



Label to notify use at head-end of trolley



Label to notify use at head-end of trolley

## 2 - OPERATOR SKILLS AND TRAINING

### 2.1 - Skills

Operators using this product need:

- The strength, balance, coordination and common sense to safely operate the trolley on which it is being used
- The ability to select the proper equipment and procedures for the circumstances
- The ability to read, understand and follow the procedures as described in this manual and the trolley user manual
- To have full training on the proper operation of the trolley and this product
- To have a working knowledge of manual handling procedures

### 2.2 - Training

Operator trainees need to:

- Have followed a training plan
- Read and understand the instructions in this manual
- Practice using the fully-equipped trolley with weight and under simulated conditions
- Trainees should be tested to verify their understanding of trolley operation
- Keep training records. Annual refresher training for all trolley operators is recommended

 **WARNING**

**Untrained operators can cause injury or be injured.  
Permit only trained personnel to operate the trolley.**

 **WARNING**

**Improper use of the trolley can cause injury.  
Use the trolley and this product only for the  
purpose described in this manual.**

## 3 - ABOUT FERNO SPLIT SCOOP SURFACE EXTENDER KIT

### 3.1 - Split Scoop Kit Features

The Ferno Split Scoop kit allows a standard Scoop EXL to be attached to a POWERX, iNX or Mondial trolley to give a greater patient surface for transportation of larger physical size patients, making for a clinically and operationally safer and more comfortable journey.

Using a standard Scoop EXL (red, yellow or other colour), which is present and available in most ambulances, the Split Scoop kit allow a standard ambulance trolley to be quickly converted into a bariatric trolley in real time, without the need for much specialist equipment, and thereby reducing the need for specialist bariatric ambulance trolleys and vehicles.

Split Scoop kit consists of 4 brackets which lock onto the side interface at the 4 corners of the trolley, the Scoop is split in 2 halves with one half attached to each side, locked to each other and onto the brackets, giving a fully crash-tested configuration for the transportation of larger-size patients.

For further improved patient comfort and tissue viability the Split-Scoop kit can also be used in combination with optional inflatable side pads or foam side pads.



Dynamically crash tested and certified to EN 1789 when used with Ferno trolleys with a side interface rail, i.e. POWERX, iNX and Mondial.

Load tested with 200 kg on each side of trolley with Scoop attached, to ensure SWL of trolley is maintained when used with or without Split Scoop kit



POWERX LOAD LIMIT IN RAISED POSITION



POWERX LOAD LIMIT IN LOWERED POSITION

## 4 - OPERATING SPLIT SCOOP KIT ON POWERX

### 4.1 - Attaching Split-Scoop fixing kit

The Split Scoop fixing kit consists of 6 components; 2 fixing brackets for head-end, 2 fixing brackets for foot-end and 2 extension fixing poles, all supplied in a carry bag.



To attach the Scoop to POWERX, first ensure that SX cotsides or lateral-folding cotsides are placed in the fully-down position on both sides of the stretcher.



**SX cotsides moved to fully-down position**

1. At the foot-end of the trolley, place one of the brackets with the 'foot' label onto the upper profile of the siderail interface that runs along the length of the trolley (refer to section 6.14), slightly angled up at the end nearest to you. In the same way as attaching an IV pole or any other accessory, the metal coloured-grip profile of the bracket is behind and underneath the recess that is situated on the rear-side of the siderail interface. Position it as far towards the foot-end as possible on the siderail. On POWERX MkII the brackets need to be positioned before the ends of the rail so they do not clash with the end-brace below.



**Attaching fixing bracket to siderail interface, LHS picture POWER Mkl at end, RHS picture MkII**

2. Once the bracket is located in behind the siderail interface, make the bracket level and then push the red handle down fully to lock the bracket in place. Ensure that the handle is fully down and clicks in place, then confirming that the bracket is indeed firmly locked by trying to lift the bracket slightly.



**Lock the bracket in place by pressing down on the red locking handle until it clicks**

3. Repeat the process at the head-end of the trolley with one of the shorter fixing brackets with a 'head' label, then repeat the process both foot-end and head-end on the other side of the trolley such that all 4 brackets are firmly attached.

Next, make sure that the Scoop length has been extended and locked in to the first extension position.

Then split the Scoop EXL into 2 halves by opening the TSL locks at both the head-end and foot-end of the Scoop.

Lay each of the 2 halves of the Scoop over the fixing brackets attached to the trolley.

Note the orientation of the Scoop on POWERX should be such that foot-end of the Scoop is at the head-end of the trolley and the head-end of the Scoop at the foot-end of the trolley, as per the below picture. This ensures maximum usable extended patient surface.



**Two halves of Scoop positioned on top of fixing brackets**

## 4 - OPERATING SPLIT SCOOP KIT ON POWERX

### 4.1 - Attaching Split-Scoop fixing kit (cont...)

4. The Split-Scoop half-sections should be positioned along the length of the trolley such that the lift-up locking arms on the brackets correctly line up with the hand-hold holes in the sides of the Scoop as shown below.



Fixing bracket lift-up locking arm

6. Once the Scoop is positioned correctly, connect the two halves of the Scoop together at the foot-end using one of the TSL extension fixing poles, which have TSL locks at each end of the pole. Then attach the head-end of the 2 Scoop halves using the second TSL extension fixing pole.



Attaching 2 halves of Scoop together using extension fixing pole



Ensure Scoop hand-hold holes line up with locking arms on fixing brackets at foot-end as per photo above (1). For POWERX MkII the Scoop needs to be positioned so locking arms are the other side of the pin as per photo above position 2

5. Ensure that the fins of the Scoop are correctly held into the fin holders on each of the fixing brackets at the head-end and foot-end and that the locking arms are still sat correctly in the hand-hold holes of the Scoop.



Ensure Scoop fins are positioned under the holding plates



Connect Scoop halves at head-end with extension fixing pole



Recheck to ensure Scoop still positioned such that hand-hold holes are in line with locking arms on foot-end bracket. For POWERX MkII the Scoop needs to be positioned so locking arms are the other side of the pin as per photo above position 2

## 4 - OPERATING SPLIT SCOOP KIT ON POWERX

### 4.1 - Attaching Split-Scoop fixing kit (cont...)

7. Once the 2 half-sections of the Scoop have been attached together, the Scoop then needs to be locked onto the POWERX frame. Under each fixing bracket locking arm there is a red lever.



Locking arm red lever



Locking arm unlocked

8. Starting with the foot-end brackets, start to rotate and raise the lever such that the locking arm starts to protrude through the hand-hold hole on the Scoop.



9. Continue to twist the lever until the top of the locking device is holding hard against the body of the Scoop and the lever fully up.



Locking device holding against the Scoop body

10. Repeat this for all 4 fixing brackets, ensuring that each is fully locked in place, visibly checking the position of the levers underneath, which should be fully up. At the head-end of the trolley the locking arms should be holding the outer edge of the Scoop. Double-check that all brackets are indeed locked by trying to lift or move the Scoop up by hand. The Scoop should remain in place.



Locking device lever in full up position, locked

**IMPORTANT BEFORE USING:** Re-check all 4 locking levers on the fixing brackets to make sure they are fully down and that the fixing arms are securely locked to the trolley siderail interface.

Recheck the Scoop to ensure it is firmly locked in place. Raise and lower the trolley to ensure there is no contact with the Scoop or obstruction hindering movement.

Check backrest and leg platform movement to ensure there is no infringement by the Scoop. If there is, move and/or extend the Scoop so that it no longer interferes.

Note that when using the Split-Scoop module the Scoop sides **MUST** be supported underneath when moving a patient on/off the trolley to ensure there is no imbalance of trolley and should always be carried out with the trolley in the lowest possible position.

## 5 - OPERATING SPLIT SCOOP KIT ON INX

### 5.1 - Using Split Scoop on iNX

Split Scoop kit can also be used on other Ferno trolleys, including iNX, having the same interface rail as POWERX.

When using on iNX it is recommended that the Scoop halves are positioned the opposite direct to on POWERX, i.e. position the head-end of the Scoop at the head end of the iNX trolley and foot-end of the Scoop at the foot-end of the trolley. Due to the positioning of the patient platform in relationship to trolley and the side interface rail being different to POWERX, positioning the Scoop the opposite way round on POWERX maximises the upper torso patient surface extension created.

The procedure for attaching the brackets is the same as for POWERX with the exception that the brackets need to be positioned opposite to POWERX, i.e. brackets with "head" label should be positioned and locked on at the foot-end of the iNX and the brackets with "foot" label positioned at the head end of the iNX.



**Split Scoop on iNX with foot-end of Scoop at foot-end of trolley.**

Dependant on the patient body size and whether inflatable sidepad or foam sidepads are being used or not, there may be situations where it is preferable to position the Scoop with the head-end of the Scoop at the foot-end of the trolley, same as on POWERX, which is possible. In this configuration the brackets also need to be positioned in the same way as on POWERX, i.e. brackets with "head" label at head-end of trolley and brackets with "foot" label at foot-end of trolley, as per below photo.



**Split Scoop on iNX with foot-end of Scoop at foot-end of trolley.**

## 6 - MOVING A TROLLEY WITH SPLIT SCOOP ATTACHED

### 6.1 - Manoeuvring the Trolley

It is recommended to move a patient with the trolley in the lowest position wherever possible, as this minimises risk of tipping.

POWERX can be moved in the raised position with Split Scoop attached providing operators risk assess the suitability, condition and gradient of surface they are moving over, especially when moving over rough ground, cambers or low inclines.

It is also important to ensure there are sufficient operators holding the trolley when manoeuvring to maintain a stable movement throughout the transfer, wherever possible with heavier patient weights using more than the minimum recommended 2 operators.

It is recommended to always move the trolley in the lowest position when transferring on and off a vehicle via a tail-lift or ramp.

1. Transporting a patient on the trolley should always be carried out with the upper-body harness and leg restraint straps fastened and suitably tightened.
2. The trolley is recommended to be operated by at least two people at all time.
3. If low obstacles (such as door sills) are encountered, move the trolley as close as possible and lift the leading wheels over the obstacle. Repeat for the trailing wheels. Note that additional help may be required when carrying out this manoeuvre with Split Scoop attached. The trolley must not be lifted holding any part of the Scoop. The trolley must be lifted using the trolley frame handles.
4. High obstacles such as curbs or steps, rough terrain, etc. should be recognised as potentially hazardous to smooth rolling and trolley balance and may require physical assistance or an alternative route.
5. Where available, attach winch to the trolley winch-link to aid transfer into vehicle.

### 6.2 - MCF Winch Link Attachment

The winch link connector aids the loading of a trolley into an ambulance with a ramp. The ambulance must be fitted with a winch mechanism with a MCF specification buckle.

To operate, attach to the winch from the ambulance to the winch buckle situated on the trolley base at the head-end of POWERX.

Follow the winch manufacturer's instructions and recognised local manual handling protocols to winch the trolley into the vehicle.



Winch link attachment

## 7 - LOCKING DEVICES

### 7.1 - FERNO LOCKING DEVICES

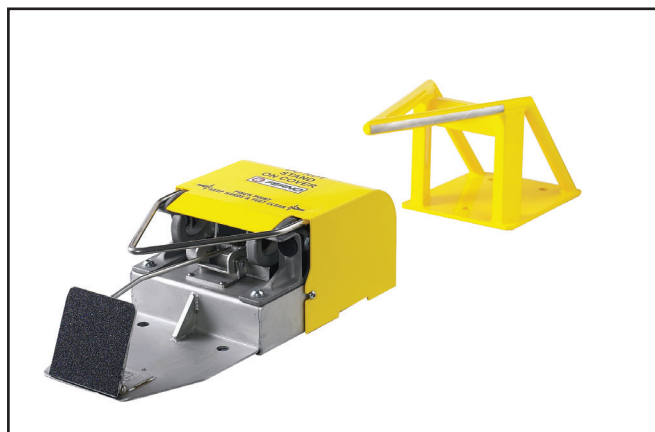
Ferno available locking devices include:

1. Standard floor-mounted Ferno 2-part lock
2. NMI floor-track mounted 2-part lock
3. Unwin floor-track mounted 2-part lock
4. Ferno SlideLock 2-part lock with adjustable floor positioning

All have been dynamically crash-tested to BS EN 1789 and CEN certified when used in conjunction with Ferno UK's range of ambulance trolleys, Falcon, Pegasus, Megabus, Harrier and POWERX.

Combining different manufacturers' products into a "mixed-component" trolley/fastener system can increase the user's risk of injury and damage if not checked first for compatibility.

However, Ferno trolleys are designed to be compatible with the Ferno range of Two-Part locking devices or competitors equivalent locking devices, giving full compatibility and interchangeability across your vehicle fleet.



**Ferno Standard 2-part Lock**



**Ferno 2-part NMI Track lock**

### 7.2 - FERNO SLIDELOCK

Ferno SlideLock is a 2-position ambulance trolley lock system, allowing the position of the trolley lock to be moved from side to centre (C to B) quickly and easily, without the need to remove the lock and with no tools required, making it simple to reconfigure the vehicle to accommodate a bariatric trolley such as Harrier/ Megabus with extended sides or POWERX with ratcheted SX cot sides or with Split Scoop attached.

The lock is mounted on a linear bearing mounted into the floor, allowing the lock to be moved from side to side.



**Ferno SlideLock (150)**



**SlideLock Spike - linear bearing mounted in floor**

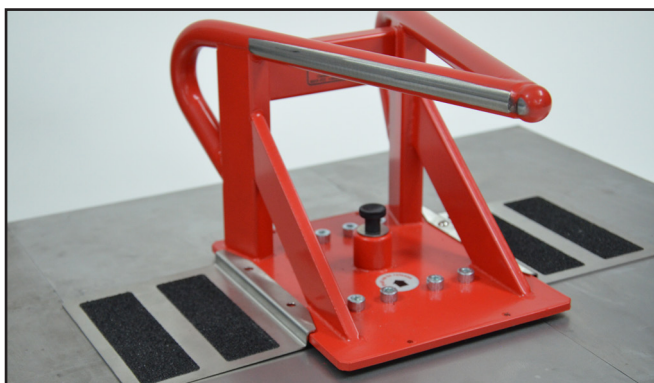


**SlideLock 255 (single linear bearing cover on RHS)**

## 7 - LOCKING DEVICES - SLIDELOCK

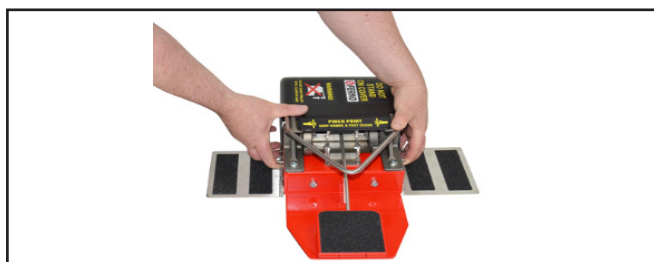
### 7.3 - SlideLock Operation

To move the Spike section of the lock, lift the black release plunger on the top of the base of the Spike to unlock it from the linear bearing below and then start moving the lock to the other side. Once the lock has started to move over, release the plunger knob whilst continuing to move the lock all the way over to the other side. It will lock in position with a positive 'click' sound and the plunger will have moved back own indicating the locking pin has located itself into the locking hole. Rattle the lock from side to side to ensure it has indeed locked in place. If the Spike has not locked into place, slightly move the lock to the left and then to the right until you find the locking pin hole, such that it then locks in place.



**Plunger on SlideLock Spike**

Do the same for the foot-end section of the lock. Either side of the lock there is a small metal lever. Lift the levers on both sides of the lock and then slide the lock across towards the other position, letting go of the levers once it has started moving. Continue to move all the way over to the other side and again it will lock in position with a positive 'click' sound. Rattle the lock from side to side to ensure it is indeed locked in place.



**Foot-end SlideLock movement**



**POWERX with Split Scoop attachment, SlideLock moved to B position**

Due to the simplicity of SlideLock, it allows the vehicle to be reconfigured in real time by the crew in order to accommodate transporting bariatric patients.

### 7.4 - Maintenance and cleaning of SlideLock

SlideLock is designed such that the lock does not need to be removed from the vehicle floor. The 2 sections of the lock are attached to linear bearings that are fixed to the chassis and embedded in a cut out in the vehicle floor, which is covered by cover plates attached to the Lock itself.

As part of the regular cleaning and maintenance schedule of the vehicle, the cover plates for the Lock (2 plates for Slidelock 150 and 1 plate for SlideLock 255) should be removed and the area below cleared out of any debris that may have collected and the whole area thoroughly cleaned and disinfected accordingly. Pressure washer may be used to clean out the whole area.

The linear bearing slide rail must NOT be greased as it uses a self-lubricating bearing. Greasing of the rail will only attract build-up of dirt and debris.

Further details on cleaning and maintenance are included in the SlideLock Installation and Maintenance guide (0859-0006 & 0859-0003)



**Removal of cover plates for cleaning linear slide rail and enclosure**

## 8 - MAINTENANCE

### 8.1 - Maintenance Schedule

The trolley and all accessories require regular maintenance. Set up and follow a maintenance schedule. The table at right/below represents minimum intervals for maintenance. Keep maintenance records. A sample maintenance record sheet is provided at the end of this manual.

When using maintenance products, follow the manufacturers' directions and read the manufacturers' material safety data sheets. You can purchase a recommended disinfectant from your Ferno distributor or Ferno UK Service Department.

Minimum Maintenance Intervals	Each Use	As Needed	Each Month
Disinfecting	•		
Cleaning		•	
Inspecting		•	•
Lubricating		•	

### 8.2 - Cleaning Trolley and accessories

Regular cleaning helps reduce the risk of transmitting disease and enables equipment to function at its optimum.

Steam cleaning or power washing with a suitable cleaning additive is the most effective method of cleaning. Although sealed to IPX6 rating, avoid spraying directly onto the electrical components. When using a steam cleaner or jet wash, ensure to operate at a safe working distance and with the cleaning nozzle at all times positioned at least 8inch / 20cm from the surface being cleaned, using water at a temperature no more than 60°C / 140°F.

Cleaning can also be carried out using a sponge and mild detergent soap mixed in warm water. For particularly grimy cases, especially if the trolley has been in storage for a long period, it may be necessary to first wash the trolley with a water-soluble solvent-soaked cloth prior to using soap and water.

Once cleaned, dry the trolley with a soft towel, paying particular attention to swivel and sliding joints. If a compressed air hose is available, you may find that compressed air jets are more effective in drying the hard-to-reach places.

### 8.3 - Disinfecting

Wipe all surfaces with disinfectant. Follow the disinfectant manufacturer's instructions for application method and contact time. Ferno recommends you inspect the trolley for damage as you clean and disinfect it. See note regarding disinfectants to use.

1. Remove the mattress, restraints and any accessories.
2. Hand clean all surfaces of the trolley with warm water and a mild detergent.
3. Rinse with warm, clear water. Dry the trolley with a towel and allow it to air-dry thoroughly, replacing the mattress and harness/restraints prior to storage.
4. To disinfect: Apply disinfectant to the trolley, following the disinfectant manufacturer's instructions for application method and contact time. Ensure to wash down thoroughly after disinfecting to remove any chemical residue that might cause long-term damage

### 8.4 - Disinfecting & Cleaning Split Scoop kit

As with all equipment, the Split Scoop kit also should be cleaned every time it is used and should be disinfected on a regular basis as needed and also at the same time as other equipment is disinfected.

Care should be taken with the TSLs on the extension fixing poles to ensure these are always kept clean and free of dirt or debris to avoid these locking up during use. This is the same as with the Scoop EXL TSL locks.

The Split Scoop brackets should be checked on a regular basis to ensure free movement of the locking arms and should always be kept clean and free of dirt or debris to avoid these locking up during use

#### IMPORTANT

Disinfectants and cleaners containing chlorine/bleach, phenol, or iodine can cause damage. It is recommended not to use products containing these chemicals. If these type of disinfectants are to be used, then to minimise the level of damage they will cause it is recommended that they are used with the least possible contact time, diluted as specified by the manufacturer's guidelines, and that the equipment is then thoroughly washed down with water after disinfecting in order to remove any chemical residue and prevent any ongoing surface damage from occurring. Accessories such as push poles, IV poles etc. should be cleaned and disinfected whilst detached from the trolley and the fixing points on the trolley disinfected and thoroughly washed down after.

### 8.5 - Lubrication of parts

Disinfect and clean the trolley before applying lubricant. Use the lubricants designated below to lubricate the trolley. Do not lubricate points marked with the "do not lubricate" symbol.

Your Ferno POWERX trolley will work efficiently and safely only when it is lubricated. You **MUST** lubricate all moving and sliding parts after every inspection or preventative maintenance programme, or if there is inadequate lubrication for the moving parts to operate easily and quietly.

In general terms, almost all sliding and moving parts may be lubricated with light duty grease. A penetrating fluid lubrication is used on some sliding parts of the trolley. However, when a penetrating fluid lubricant is used, all excess **MUST** be wiped away, to prevent any build-up of dust or grime which can clog up working parts and impede movement.

#### IMPORTANT

Lubricating parts that should not be lubricated allows dirt and foreign particles to collect on those parts, resulting in damage. Lubricate **only** the numbered reference points shown.

## 9 - PARTS AND SERVICE

### 9.1 UK Support

In the United Kingdom to order parts or for professional trolley repair, contact Ferno UK - the only agent authorised by Ferno UK to manage, service, and repair Ferno products.

Telephone	+44 (0)1274 851999
Service	+44 (0)1274 854511
Service Fax	+44 (0)1274 855511
Internet	<a href="http://www.ferno.co.uk">www.ferno.co.uk</a>



#### WARNING

**Improper parts and service can cause injury. Use only Ferno parts and Ferno-approved service on the trolley.**

### 9.2 Worldwide

To order Ferno parts, and for professional trolley repair, contact your Ferno distributor. Your distributor is the only agent authorised by Ferno UK to manage, service, and repair Ferno products.



#### WARNING

**Modifying the Trolley can cause injury and damage. Use the Trolley only as designed by Ferno.**