

Abbott  
**FreeGo**<sup>®</sup> pump  
*Training Manual*





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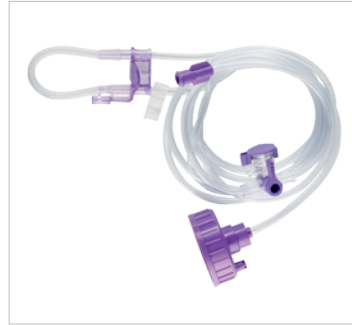
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# What you will need



**Abbott FreeGo® pump**  
with power lead



**Giving set** provided in a plastic bag. Must be discarded after 24 hour use



**Stand** to hold the feed



**Pole clamp** to attach the pump to the stand



Abbott Feeds are Foods for Special Medical Purposes. Use under Medical supervision.

**Feed** (may differ from the ones shown in this picture). Remove Purple cap prior to screwing on FreeGo® Giving sets

# Set up the Abbott FreeGo<sup>®</sup> table drip stand



1. The stand is in two parts



2. Depress the locking button and slide the parts together



3. Stand is correctly assembled when the locking button pops through the hole



Feed container hangs from the hook at the top of the stand

Feed may be different from the one shown here

4. Correct position of pump, feed and stand when assembled

# Prepare the Abbott FreeGo<sup>®</sup> pump

2



5. Attach power cord to pump



6. Attach the pole clamp to the back of the pump by turning the grey wheel clockwise



7. Screw the pole clamp to the stand ensuring to align the small black end of the pole clamp to the green dot on the stand



8. Hold the pump in place and tighten the clamp onto the stand by turning the black knob



9. Ensure stand is firmly in the pole clamp and that the pump cannot move up or down

# Plug in and turn on



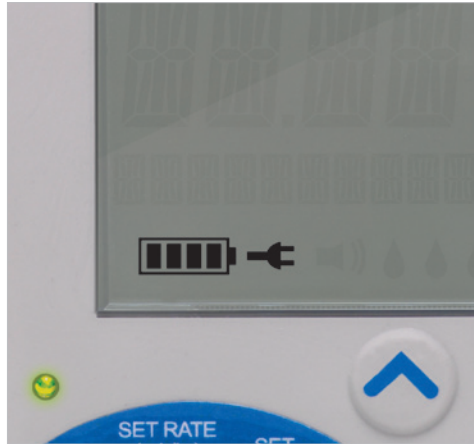
10. Insert plug into wall socket



11. Switch on the power supply

**NOTE:**

The pins need to be sitting flush with the main body of the adaptor. The green light on the charger will illuminate to indicate that the pump is being recharged

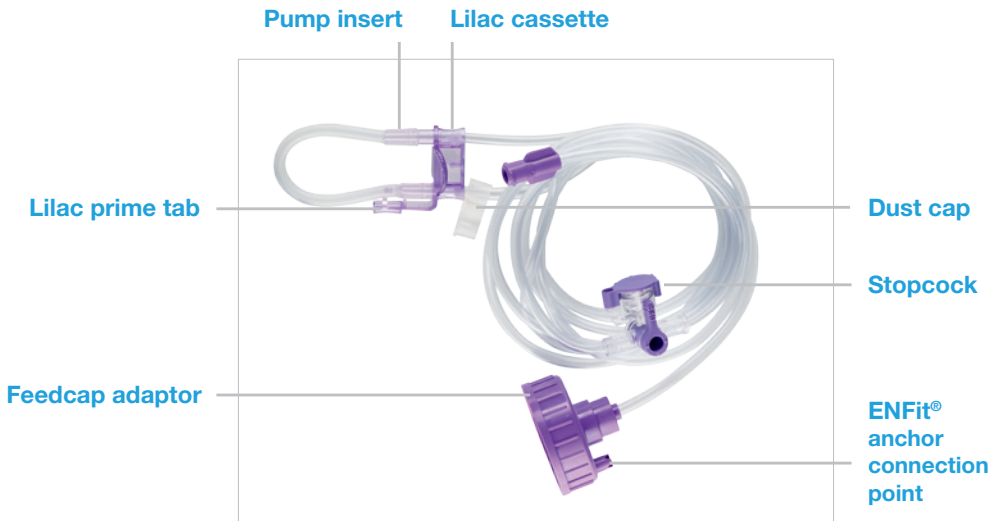


12. When the pump is powered by the AC/mains a plug icon shows on the LCD and an LED light above the pump dial illuminates. These icons indicate the pump's integral battery is being recharged. During recharging the LCD battery icon will scroll.

Fully-charged, the battery will allow the pump to work in the event of power failure or voluntary disconnection from the mains power supply. Please see page 17 for further details on how long the battery can power the pump

# Become familiar with the giving set

3



## Before using your giving set:

- 13.** Check the date on the packaging and do not use if out of date
- 14.** Find the V-notch at the top of the packaging and tear open
- 15.** Remove paper band and uncurl the giving set, taking care not to kink the tubing





**Feedcap adaptor**



**Pump insert**



**Lilac prime tab**



**Lilac cassette**



**Stopcock**



**Dust cap**



**ENFit® anchor connection point**

# Attach giving set to the Ready to Hang (RTH) container\*

4



**17.** Check the date on the feed (do not use if out of date)



**18.** Shake the container gently



**19.** Unscrew the protective cap, taking care not to touch the foil lid



**20.** Do not touch foil with your fingers and do not pierce with scissors or any other sharp object



**21.** Screw on the feedcap adaptor tightly. The built-in foil cutter will pierce the foil automatically



**22.** Hang the container upside down from the hook on the drip stand

\* the rigid pre-filled plastic bottles containing the feed

# Insert giving set cassette into pump and prime the giving set

The giving set can be primed (filled) using:

## (A) THE AUTOPRIME FUNCTION



**23.** Open the pump door



**24.** Grasp the lilac cassette body



**25.** Loop pump insert around rotor, stretching lightly



**26.** Gently pull down on the loop



**27.** Seat lilac cassette into pump. Gently press the tubing to ensure it is fully seated in slots below cassette



**28.** Close pump door. You will hear a “click” when the door has been closed properly



**29.** Turn pump dial to SET RATE or SET DOSE



**30.** Press and hold the PRIME button for 2 seconds until it “beeps” then release. Autoprime will commence

## (b) manual priming



**23.** Gently push the lilac prime tab on the giving set cassette against the tubing



**24.** Steadily apply pressure until the feed begins to flow (there is no need to use a pumping action)



**25.** Completely fill the giving set by allowing the feed to flow (there is no need to use a pumping action)



**26.** Open the door on the pump



**27.** Grasp the lilac cassette body



**28.** Loop the pump insert around the rotor, stretching lightly



**29.** Gently pull down on the loop



**30.** Seat the lilac cassette into the pump. Gently press the tubing to ensure it is fully seated in slots below the cassette



**31.** Close the pump door. You will hear a “click” when it has been closed properly

# Summary of controls and functions

## NOTE:

Set rate is also your "ON" button. When turning pump on, allow for 3 "beeps" so pump can calibrate.

## OFF/CHRG

Turns pump off (and will charge the battery if plugged in)

## SET RATE

Sets the amount of feed needed per hour

## SET DOSE

Amount to be fed. Set to INF DOSE if a specific dose is not required

## RUN

Operates pump and delivers feed

## HOLD

Pauses pump for 5 minutes. Use HOLD if you want to cancel an alarm or pause feeding

## VOL FED

Shows the amount of feed administered

## CLEAR VOL

Clears the accumulated volume that has been delivered and been stored in pump's memory

## ARROW KEYS



Used to increase or decrease dosage and rate of feed.

They are also used to switch between settings on the LCD display

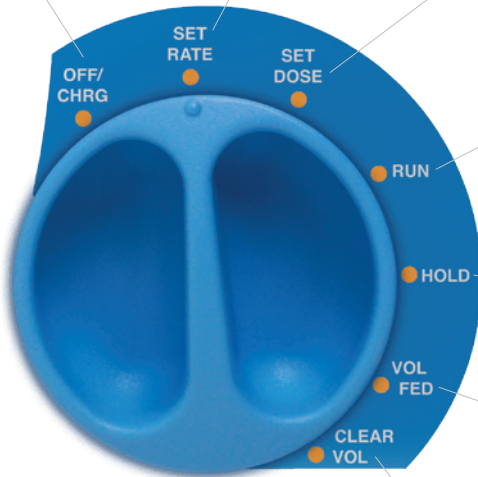
## PRIME BUTTON

Used to auto prime the system



## AUDIO/BACK LIGHT OPTIONS BUTTON

Used to adjust audio alarm and back light intensity



# SET RATE and SET DOSE functions



- 32.** Turn pump dial to SET RATE



- 33.** Select flow rate by pressing the Up or Down arrows. Keeping an arrow depressed will cause the scroll rate to increase or decrease

See page 25 to check your feeding rate



- 34.** Turn dial to SET DOSE



- 35.** Program desired dose by using the Up or Down arrows

See page 25 to check your total dose

If your healthcare professional tells you not to set a dose, depress the Down arrow until INF DOSE is displayed (the formula will feed until the container is empty)

# Connect to feeding tube and start feeding



**36.** Prior to attaching primed giving set, flush your feeding tube as per HCP recommendation

**37.** Connect giving set to your feeding tube. Use the feeding adaptor if required, Please note, when attaching the giving set to your feeding tube, DO NOT over tighten. This may lead to difficulty in detaching the giving set and/or damaging your feeding tube. It is a push and half turn technique



**38.** Turn the dial to RUN to start feeding. Four drop icons will scroll in the lower right hand corner of the display while feed is running

**NOTE:**  
An Additional Transitional adapter maybe required to attach the giving set to your tube (please contact your Abbott representative)

# VOL FED and CLEAR VOL setting

## VOL FED

Lets you check how much accumulated feed you have delivered



- 39.** Turn the dial to VOL FED and the display will indicate how much feed you have delivered



- 40.** To continue feeding, turn the dial back to RUN

## CLEAR VOL

Resets VOL FED display to zero



- 41.** To reset the VOL FED counter to zero, turn the dial to CLEAR VOL (the volume will clear after a 5 second count down on display)



- 42.** To continue feeding, turn the dial back to RUN



# Everyday care of your pump

The pump should be cleaned every day after use and immediately after spills occur



- 43.** Before cleaning make sure the pump is off. Switch off mains power and unplug from the wall socket



- 44.** Wipe carefully and thoroughly with a soft damp cloth and warm soapy water



- 45.** The pump is water resistant and can be rinsed under running water. Make sure that you dry the pump properly



- 46.** When you have finished cleaning the pump, it should be reconnected so that the battery can continue charging



## **WARNING – CLEAN THE OUTSIDE OF THE PUMP ONLY**

Do not submerge the pump or spray water or cleaning solution into the pump. For general disinfecting, use 10% solution of 5.25% sodium hypochlorite (household bleach), or 40% solution of ethyl alcohol, or 10% solution of phosphoric acid.

# Steps to use the medication/flushing port



1. Put pump on "Hold"



2. Turn 'stop cock' towards the pump "off" position to pump and "On" position to feeding tube. Attach the syringe and administer medications and/or Flush. (Push and half turn techniques. Do Not over tighten syringe)



3. Once administration of medications and/or flush complete, remove syringe, turn stop cock back to upright position = "On", remove syringe and close cap



4. Turn pump back to "Run" position to recommence feeding

## HOW TO USE THE DUST CAP AND THE ENFIT® ANCHOR CONNECTION POINT:

- When pump not in use, attach the distal end of the giving set to the dust cap or the ENFit® anchor connection point on the screw cap.



**Dust cap off**



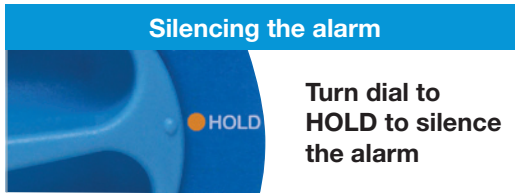
**Dust cap on**



**ENFit® anchor connection point**

# Alarms/Alerts: OCCL

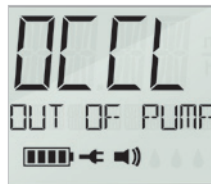
(OCCLUSION, A BLOCKAGE ALARM)



## OCCL



If the display shows **OCCL INTO PUMP** and an audio alarm sounds, the feed cannot be delivered due to a blockage between the feed container and the pump



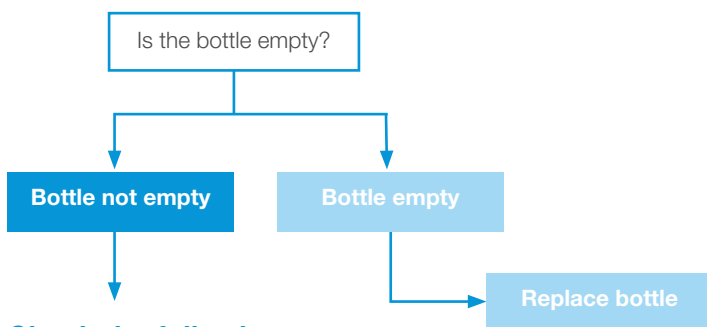
If the display shows **OCCL OUT OF PUMP** and an audio alarm sounds, there is a blockage between the pump and the patient

# Alarms/alerts: FEED EMPTY

## FEED EMPTY



The **FEED** EMPTY alarm occurs if the bottle is empty or if the cassette becomes loose or is not inserted correctly



### Check the following

- Is the cassette inserted correctly?
- Did you shake the bottle gently first?
- Is the giving set tubing bent or trapped anywhere?
- Is the stopcock in the feeding position?
- Is the clamp open on your feeding tube (e.g. nasogastric/gastrostomy tube)?
- Is your feeding tube blocked? To check, disconnect the giving set from the feeding tube and RUN the pump into a suitable container. If feed comes out and there is no alarm, it means the pump and giving set are working normally, indicating that your nasogastric/gastrostomy tube may be blocked (contact your Healthcare Professional)
- If you still experience problems, telephone Abbott Nutrition on: 1800 819 831 (Australia) or 0800 738 090 (New Zealand)

# Alarms/alerts: DOSE and BATTERY

## DOSE DONE



- **DOSE DONE** means that the dose you entered in SET DOSE is finished. This is normal
- If you wish to feed until the container is empty, set the dose to INF DOSE by selecting SET DOSE and depressing the Down arrow until INF DOSE is displayed
- If dose is set to INF DOSE this alarm will not alert

## BATTERY



- **BATT LOW BATTERY** means that the pump's internal battery needs recharging
  - Approximately 20 minutes of battery operation remain
  - Connect to mains power and continue feeding
  - If CHRG PLEASE WAIT is displayed, please wait until PUMP READY FOR USE is displayed
  - A fully charged battery will power the pump for about 24 hours at a feed rate of 84mL/h. The battery charges fully in about 6 hours
- **BATT BATT EMPTY** means that the battery is depleted and the pump has stopped feeding
  - Connect to mains power
  - The display will indicate CHRG PLEASE WAIT until the pump is ready to use

# Troubleshooting guide

| Screen display              | Possible cause   | Action to take   |
|-----------------------------|--|--|
| <b>ATTN</b><br>PUMP ON HOLD | This means that hold time has elapsed  | Turn dial to RUN to restart the pump   |
| <b>ATTN</b><br>POWER SUPPLY | Loose wire or the pins have moved  | Check that the part where the two pins are has not become loose and separated from the main body of the adaptor. If this has happened simply push back together so the top of the charger is completely flat |
| <b>BATT</b><br>BATT EMPTY   | This means the pump battery is depleted and the pump has stopped working   | Plug the power cord into a mains outlet and make sure the power is turned on. The display will indicate CHRGR PLEASE WAIT until pump is ready to use   |
| <b>BATT</b><br>LOW BATTERY  | This means the pump battery is nearly empty and approximately 20 minutes of battery operation remain                       | Plug the power cord into a mains outlet and make sure the power is turned on   |
| <b>CHRG</b><br>PLEASE WAIT  | The battery charge is below the minimum level to operate and the pump cannot be used until minimum charge level is reached | No action can be taken. Pump is available for use when the display indicates PUMP READY TO USE   |
| <b>DIAL</b><br>NOT SET      | Pump dial is between two dial positions e.g. between RUN and HOLD  | Turn the dial to the desired position directly aligning the two dots (on the dial and pump casing). Continue setting up and operating pump as normal   |
| <b>DOOR</b><br>OPEN         | This means the pump door is open while feeding or priming the giving set   | Turn dial to HOLD and close the pump door. Turn dial to RUN to restart pump or attempt to prime the giving set again   |

# Troubleshooting guide

| Screen display             | Possible cause   | Action to take  |
|----------------------------|--|---|
| <b>DOSE</b><br>DONE        | This shows the pump has completed delivering the programmed dose   | <p>If you have finished feeding: turn dial to OFF/CHRG as the dose has been delivered (VOL FED has reached your set dose).</p> <p>Or, if there is more feed to deliver: turn dial to CLEAR VOL (after 5 seconds, volume will be cleared). Then turn dial to SET DOSE, and use the Up and Down arrows to set the remaining dose to be delivered. Turn dial to RUN to restart the pump</p>  |
| <b>ER##</b><br>SYSTEM FAIL | This indicates a pump malfunction  | You should remove the pump from the patient immediately. Turn the dial to OFF/CHRG and contact Abbott Nutrition   |
| <b>FEED</b><br>EMPTY       | This means that air has been detected in the giving set  | <p>If you are just beginning a feeding:</p> <ul style="list-style-type: none"> <li>• Open the door. Gently press the tubing to ensure it is fully seated in slots below the cassette. Close the door firmly</li> </ul> <p>Or...If there is more 'feed' to deliver:</p> <ul style="list-style-type: none"> <li>• Turn dial to HOLD to stop the audio alarm</li> <li>• Remove giving set from your enteral feeding tube</li> <li>• Refer to instructions for priming on pg 8 and 9 to prime the air out of the giving set</li> <li>• Securely re-attach the giving set to your enteral feeding tube</li> <li>• Turn dial to RUN to begin feeding</li> </ul> <p>Or...If you are done feeding:</p> <ul style="list-style-type: none"> <li>• Turn dial to OFF/CHRG. This message is displayed because pump was programmed to feed until container is empty (SET DOSE at INF DOSE)</li> </ul> |
| <b>LOCK</b><br>PUMP LOCKED | Lock-out disables the SET RATE, SET DOSE and CLEAR VOL dial settings, as well as the pump's prime features | Turn dial to SET RATE or SET DOSE. Deactivate the lock by pressing the Up and Down arrows simultaneously. Repeat these steps to reactivate the pump   |



# Troubleshooting guide

| Screen display   | Possible cause   | Action to take   |
|--|--|--|
| <b>NO CASSETTE</b>                                     | This means that either there is no cassette installed or that the cassette was installed incorrectly when attempting to run pump or prime giving set | Turn dial to HOLD and insert cassette correctly and close pump door. Turn dial to RUN to start pump, or attempt to prime the giving set again  |
| <b>OCCL INTO PUMP</b><br>or<br><b>OCCL OUT OF PUMP</b> | Flow has stopped due to blockage between the feed container and the pump, or between the pump and the patient  | Turn dial to HOLD. Remove giving set from pump. Clear obstruction; check for kinked tubing or empty container. Reinstall giving set. If this alarm appears during priming, attempt to prime the set again, then connect the feeding adaptor to the enteral feeding tube. Turn dial to RUN to begin feeding |
| <b>PUMP READY TO USE</b>                               | The battery charge has reached the minimum level to operate and the pump can now be used   | Turn dial to any position to clear message. Confirm all settings are accurate. Turn dial to RUN to continue feeding  |
| <b>- HOLD MINUTES</b>                                  | This display counts down the remaining time the pump will be on hold   | Turn dial to HOLD. If desired, adjust the HOLD timer to any duration (in 1 minute intervals), between 1 to 90 minutes by using the Up and Down arrows  |

If you have any problems setting up your Abbott FreeGo® pump and feeding system, please telephone Abbott Nutrition Australia: 1800 819 831, New Zealand: 0800 738 090

# Pump accessories



# Abbott FreeGo® portable backpack



- Backpacks are available to carry the Abbott FreeGo® system
- Backpack is suitable for adult and paediatric use
- The backpack will hold the 500mL and 1000mL RTH containers

# Abbott FreeGo<sup>®</sup> portable backpack

## Using the Abbott FreeGo<sup>®</sup> system in the backpack

1. Set up your pump and giving set as normal. Then push the pump into the padded support in the backpack, making sure you haven't caught the giving set tubing behind it
2. Position your feed bottle in the backpack as indicated by the printed lines and secure in place with the Velcro straps and the looped elastic
3. Secure the tubing using the Velcro and coil any excess tubing



4. Fasten the zip allowing the tubing to move freely out of the bottom of the backpack
5. Connect the giving set to the feeding tube. Open the lower pocket and set the pump to RUN
6. The back panel can be positioned so the backpack will stand upright

Please contact your Healthcare Professional or call Abbott Nutrition Australia: 1800 225 311, New Zealand: 0800 738 090 if you need further information about portable backpacks

# Abbott FreeGo<sup>®</sup> accessories



AC adaptor (S414)



FreeGo giving set (S790.BI8)



Standard pole clamp (S406)



Backpack (S405.001)



Table drip stand (S407)

# Feed details

Patient's name

Name of feed

Feeding **RATE:**

Feed (1st container, mL/h)

Feed (2nd container, mL/h)

Feeding **DOSE:** (total volume to be given, mL)

Other information:

# Important contact numbers

Dietitian:

Other Healthcare Professional:

Abbott Nutrition Clinical Nurse Educator:

Abbott Nutrition Pump Service Centre:  
Australia: 1800 819 831, New Zealand: 0800 738 090

Note to Healthcare Professional:

Please complete the above details or affix self-adhesive label giving similar information

# FreeGo<sup>®</sup>

Freedom for life

Abbott FreeGo<sup>®</sup> is a registered trade mark of The Abbott Group of Companies

Further information is available from:

**Abbott Australasia Pty Ltd**

299 Lane Cove Road, Macquarie Park NSW 2113, Australia

Pump Service Centre: 1800 819 831

Customer Service: 1800 225 311

Website: [www.abbottnutrition.com.au](http://www.abbottnutrition.com.au)

**Abbott Laboratories NZ Ltd**

Bldg. D, 4 Pacific Rise, Mt Wellington Auckland 1640. New Zealand

Pump Service Centre: 0800 738 090

Customer Service: 0800 737 115

Website: [www.abbottnutrition.co.nz](http://www.abbottnutrition.co.nz)

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*life. to the fullest.*

