

Series 6.0 Software

User Guide

PN 0510-1065-A



RFTECHNOLOGIES[®]

Series 6.0 Software User Guide

**PN: 0510-1065-A
DRAFT Date: 03/17/08**

Users must read this guide before using the Product.

Copyright 2008 by RF Technologies, Inc.

All Rights Reserved. No Part of this work may be reproduced or copied in any form or by any means without written permission from RF Technologies, Inc.





Conforms to UL Std. 294


(3048736)


Important Warnings


It is important for your facility to implement and enforce the following WARNINGS in order to keep all equipment functioning properly.


	WARNING INSTALLATION AND CONFIGURATION—It is the responsibility of the facility to follow the installation instructions carefully, as outlined in the <i>Series 6.0 Software Administrator Guide</i> , and to use the components and supplies specified by RF Technologies, Inc. for all installations. Failure to use the components and supplies specified by RF Technologies, Inc. may result in equipment and/or system failure.
---	--

	WARNING SYSTEM MAINTENANCE AND TESTING—It is the responsibility of the facility to establish and facilitate a regular maintenance schedule for your system, as outlined in the <i>Series 6.0 Software Administrator Guide</i> . This includes regular inspection, testing, and cleaning. RF Technologies, Inc. recommend monthly maintenance and testing of your system. It is also recommended that your facility keep records of maintenance and test completions. Failure to provide regular maintenance and testing of these products may result in equipment and/or system failure.
---	--

	WARNING SYSTEM INSPECTION—It is the responsibility of the facility to establish and facilitate a regular inspection schedule for your system. RF Technologies, Inc. recommend quarterly inspections of your system for safety and performance by a qualified RF Technologies, Inc. representative. To arrange for a quarterly inspection by RF Technologies, Inc., call our Technical Support Department at (800)-669-9946 or (262) 790-1771. Failure to provide regular inspection of these products may result in equipment and/or system failure.
---	---

	WARNING USER TRAINING—It is the responsibility of the facility to implement structured training procedures for all employees using the system. Only users who have received adequate training on the use of the system, as outlined in this manual, should use the system. Failure to adequately train employees may cause system failure due to user error. In addition, incorrect use of the equipment may also result in system failure.
---	---

	WARNING DISPOSAL—At the end of their service life the products described in this manual, as well as accessories (i.e. lithium batteries, banding material, disposable pads, etc.), must be disposed of in compliance with all applicable federal, state and local guidelines regulating the disposal of products containing potential environmental contaminants. Dispose of the packaging material by observing the applicable waste control regulations.
---	--

	WARNING PRODUCT WARRANTIES—Failure to follow the Warnings and Cautions in this guide voids any and all Product Warranties.
---	--

Compliance

Federal Communication Commission (FCC) Compliance

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. Changes or modifications not expressly approved by the party responsible for compliance voids the user's authority to operate the equipment.

FCC and IC Radiation Exposure Statement for Mobile Devices

(For the Pull Cord model 0800-0285 and 0800-0317; Universal Transceiver model 0800-0301, which covers part numbers 0800-0303 and 0800-0304; Router model 0800-0354 and model 0800-364; Asset Transceivers model 0800-0286 and model 0800-0302 and Motion Control Unit model 0800-0318)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

FCC and IC Radiation Exposure Statement for Portable Devices

(For the Pendant Transceivers model 0800-0288 and model 0800-0349 and Pager model 0800-0297)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment is in direct contact with the body of the user under normal operating conditions. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Industry Canada Compliance

Changes or modifications not expressly approved by RF Technologies could void the user's authority to operate the equipment. The Term "IC" before the radio certification number only signifies that Industry Canada technical specifications were met.

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This device has been designed to operate with the antennas listed below, and having a maximum gain of 3dBi. Antennas not included in this list or having a gain greater than 3dBi are strictly prohibited for use with this device. The required antenna impedance is 50 ohms. Acceptable antennas are PCB antennas in all cases of the Router which uses a 2.4 GHz 1/2 wave RP-SMA.

To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that permitted for successful communication.

This page intentionally left blank.

Contents

Preface	1
Overview	1
9450 System	1
Quick Response (QR) System	2
Integrated Care Management (ICM) System	2
Intended Audience	2
Additional Detailed Documentation	3
Contact Information	3
Product Warranty	3
Chapter 1 Equipment Overview	5
Introduction	5
Central Server and Client Computers	5
Quick Look Display	5
9450 System	6
Exit Alarm Controller	6
Card Reader Access Device	7
The Exit Alarm Zone	7
Exit Alarm Receiver	7
Magnetic Reed Switch	8
CodeLock Electromagnetic Lock	8
Alarming Band Receivers	9
Alarming Band Zone	9
Transmitters	9
Wander Management Transmitter	9
Alarming Band Transmitters	10
Mother Transmitter	11

Quick Response System	12
Wireless Receiver	12
Repeater.	13
Locator	13
Paging Base	13
Back-Up Interface.	13
Pendant and Wall Mount Transmitters	14
CodeWatch Transmitter.	14
Pull-Cords	15
Check-in Pull Cord.	15
Smoke Detector	15
PIR Sensor.	15
Door/Window	16
Universal Transmitter.	16
Code Alert ICM System	17
Gateway.	17
Router	17
Transceivers.	18
Pull-Cords	18
Nurse Call	19
Door/Window Transceivers	19
Reset Button.	19
Smoke Detector	20
PIR Sensor	20
Universal Transceiver	20
Pendant Transceivers	21
Asset Transceiver.	21
Fall Management System	22
Control Unit	23
Sensor Pad.	23
Advanced 3-Way Care Solution	24
Advanced 3-Way Control Unit.	25
Advanced 3-Way Care Sensor Pads	25
Motion Sensor Pad.	25
Incontinence Sensor Pad	25
Pagers and Walkie-Talkies	26
Event Paging	26
Pager Delays, Retries and Escalation.	26
Walkie-Talkie System	27

Chapter 2 Software Features	29
Introduction	29
Start the Software	29
Window Conventions	30
Touchscreen Monitor	31
Quick Reference Tutorial	32
Map Orientation	33
Ruleset for Displaying Patient Name	34
The Main Window	35
The Menu Bar	36
Monitor	36
Tools	36
Messaging	37
Asset	38
Help	38
Top Toolbar	39
Bottom Toolbar	40
Low Battery Icon	42
 Chapter 3 Using the Software	 43
Introduction	43
Commonly Used Terms	43
Login and Passwords	43
Units	44
Supervised Transmitter	44
Global Lockdown	44

Common Operations	45
Admit.	45
Admit Information Windows.	50
Patient Admit Information Window	50
Asset Admit Information Window	51
Admit Information Tabs	51
Patient Main Information Tab	51
Discharge.	58
Escort	61
Transfer	64
Adjust	67
Reports	69
Silence	69
Chapter 4 Handling Events	71
Introduction	71
Events	71
Devices Displayed on the Map	72
Devices Assigned to a Room	73
Event Types	74
Event Information Window	74
Event Information Window Properties	75
Red Alarms	76
Door Alarm	76
Exit Alarm (Wide Gap)	77
Smoke Alarm	77
Perimeter Alarm	78
Cut Band Alarm	79
Mismatch Alarm	80
Match Alarm	80
Link Alarm	81
Check Alarm (not “Check Transmitter Alarm”)	81
Check Transmitter Alarm	82
Assistance Required	84
Fall Alarm	85
Wet Alarm	86
Turn Alarm	87
Server Missing	88

Yellow Alarms	89
Client Missing	89
Low Battery	90
Device Fault	90
White Alarms	91
Auto-enroll	91
Admit Complete	92
Discharge Expired	92
Discharge Complete	92
Escort to Expire	93
Escort Expired	93
Escort Complete	94
Transfer to Expire	94
Transfer Expired	94
Transfer Complete	95
Begin Adjust	95
Adjust Expired	95
Adjust Compete	95
Blue Alarms	96
Door Alarm	96
Cut Band Alarm	97
Check Transmitter Alarm	98
Light Blue Alarms	99
Admit Complete	99
Discharge Expired	99
Discharge Complete	99
Escort to Expire	100
Escort Expired	100
Escort Complete	100
Transfer to Expire	101
Transfer Expired	101
Transfer Complete	102
Adjust Expired	102
Adjust Compete	102

Chapter 5 Using System Reports 103

- Introduction 103**
 - Reports 103
 - Report Buttons 105
 - Sort By Headings 106
 - Additional JCAHO Report Buttons 107
- System Reports 108**
 - Daily Alarms and Activities (Tracer Level 2). 108
 - Alarm Report 108
 - Alarm Activities Report. 109
 - Alarm Response Report 109
 - Care Time Report. 110
 - Activities Report 110
 - All Activities Report 111
 - All Other Reasons Report 111
 - Facility Trends (Tracer Level 3) 112
 - JCAHO Alarm Trend Report 112
 - JCAHO Assistance Trend Report 114
 - Response Time Trend Report 116
 - Staff Reports (Tracer Level 4) 118
 - Users Report. 118
 - User Training Report 119
 - Staff Care Time Report 119
 - Staff Drill Report 120
 - Training Report 120
 - Facility Maintenance (Tracer level 5) 121
 - System Maintenance Report 121
 - Low Batteries Report 121
 - Device Fault Report 121
 - Additional Reports 122
 - Census Report 122
 - Auto Enrolled History Report 122
 - Adjusted Bands Report 123
 - Transfer Report 123
 - Escort Report 124
 - Discharge Report 124
 - Device Hardware Report 125
 - Transmitter Report 125
 - Links Report 125
 - Links Activities Report 126
 - Sensatec Report 126

Patient Reports	127
Review Info Report	127
Review Activity Report	127
Review Response Report	128
Review Response Reason	129
Review Response Reason Detail Report	129
Asset Reports	130
Asset Transmitter Report	130
Asset Activities Report	130

Contents

This page intentionally left blank.

Preface

Overview

The Series 6.0 Software supports the 9450, QR and ICM Systems. This guide provides detailed information about the Series 6.0 Software, using the software and using system reports. It also provides an overview of the 9450, Quick Response (QR) and Integrated Care Management (ICM) Systems as well as an equipment overview.

9450 System

The 9450 System monitors doors, elevators, hallways, and stairwells, to assist staff in monitoring patients and assets in a facility. The various transmitters and devices of the system alerts staff if a transmitter's banding material is tampered with, cut or opened without authorization (referred to as Cut Band for Infant and Emergency Department systems only), or if monitored devices in the system are not functioning properly. An alarm also sounds if a transmitter is detected in an Exit Alarm Zone. If the system fails to detect a transmitter within its monitored area, a Check Transmitter alarm is issued.

Depending on which equipment options your facility has installed, the 9450 System can automatically lock doors and deactivate elevators. In addition, the system sounds an alarm at the Central Server and its network of Client computers when the event occurs. If configured, alarms are also annunciated at remote notification locations (i.e. pagers, walkie-talkie, Quick Look display).

With the Mother/Infant Matching feature activated, an alarm is generated if there is a mismatch, meaning the infant and mother transmitters do not match; a linking error, meaning there is a problem linking the infant transmitter to a mother transmitter; or if a discharge is attempted without first matching the infant transmitter with the mother transmitter.

NOTE: The Mother/Infant Matching feature is included in the software; however, **if your facility is not currently configured for Mother transmitters, the Mother/Infant Matching feature IS NOT ACTIVE.** For more information, contact RF Technologies Technical Support at (800) 669-9946 or (262) 790-1771.

Quick Response (QR) System

The QR System immediately notifies staff when a patient requires attention, and provides details that are essential in responding quickly to the needs of a patient. The QR System offers a variety of transmitters, each of which interfaces with the Central Server to assure that when a patient is in need, staff can be alerted via multiple methods (i.e. pagers, walkie-talkie, Quick Look display).

A QR transmitter may be worn by a patient; it could be mounted to a wall where it is easy to access; it may be integrated with a wireless smoke detector; it could additionally be used in conjunction with the 9450 System.

Integrated Care Management (ICM) System

The Code Alert™ ICM System immediately notifies staff when a patient requires attention, and provides details that are essential in responding quickly to a patient's needs.

The Code Alert ICM System offers a variety of transceiver devices, each of which interfaces with the Central Server to assure that when a patient is in need, staff is alerted. A transceiver is a device that periodically transmits a signal containing data to uniquely identify it from other transceivers. It may be worn by a patient; it could be mounted to a wall where it is easy to access; it may be integrated with a wireless smoke detector; it could even be used in conjunction with other systems such as the 9450 System and Code Alert Wanderer Monitoring System.

Transceiver devices send data to the Central Server on a regular basis. When an event occurs that warrants a response, staff is alerted by an audible alarm from the Central Server, a message is displayed on-screen and the designated staff is summoned to respond to the situation. Staff can also be notified of an event via the ICM pager.



WARNING: The 9450, QR and ICM Systems are designed and intended to work in conjunction with a facility's overall security program, including reasonable operating policies and procedures. The systems, by themselves, cannot prevent abductions or elopements.

Intended Audience

The *Series 6.0 Software User Guide* is intended for users who use the software. It includes detailed information about the 9450, QR and ICM Systems, the software, and how to use the software. This guide is intended to be used in conjunction with the *Series 6.0 Administrator's Guide* along with other user and installation guides when specified.

Additional Detailed Documentation

Documentation for the system is available in Portable Document Format (PDF) on the System Documentation CD-ROM. The System Documentation includes the following guides:

- Series 6.0 System Administrator Guide (PN 0510-1066)
- Code Alert ICM Hardware Installation Guide (PN 0510-1064)
- Quick Reference Guide for Long Term Care (PN 0511-2126)
- Quick Reference Guide for Hospitals (PN 0511-2127)
- Delayed Egress Exit Alarm Controller Installation Guide (PN 0510-1037)
- DuoLink Exit Alarm Receiver Installation Guide (PN 0510-1041)
- Class II Central Power Supply Installation Guide (PN 0510-1036)
- Ethernet and Device Network Installation Guide (PN 0510-1013)
- Alarming Band Receiver Installation Guide (PN 0510-1001)
- CodeLock Electromagnetic Door Lock Installation Guide (PN 0510-1002)
- CodeLock 600 Lb. Electromagnetic Door Lock Installation Guide (PN 0510-1038)
- CodeLock 1500 Lb. Electromagnetic Door Lock Installation Guide (PN 0510-1039)
- Quick Look Display, High Visibility and Display Interface Installation Guide (PN 0510-1007)
- Staff Alert Panel Installation Guide (PN 0510-1008)
- Omni-318 Antenna Installation Guide (PN 0510-1051)
- Infant Transmitter User Guide (PN 0510-1006)
- Adult Transmitter User Guide (PN 0510-1019)
- Mother/Baby Match Mother Transmitter User Guide (PN 0510-1020)
- Wandering Management Solutions Code Watch Transmitter User Guide (PN 0510-1050)
- Model 30 Keypad Installation Guide (PN 0510-1011)
- Product Warranty (PN 0510-0121)

Contact Information

For more information about RF Technologies, Inc. products, go to www.rft.com. For technical support, contact the Technical Support Team at (800) 669-9946 or (262) 790-1771. For questions or comments about the System Documentation, contact the RF Technologies Technical Publications team at techpubs@rft.com.

Product Warranty

Product Warranty information can be found on the System Documentation CD-ROM or with your original system proposal and invoice.

This page intentionally left blank.

Equipment Overview

Introduction

This chapter provides equipment overviews of the devices supported by the system and device supervision. The supervision feature applies to many devices such as the alarming band transmitters, Pendants, Fall Monitoring and Incontinence devices. A supervised device is the system's way of ensuring that devices are communicating properly and within range of the receivers. This chapter also provides details of the Central Server and Client computers used to run the software as well as Messaging and Walkie-Talkie information.

Central Server and Client Computers

The Central Server is a Windows based computer that runs the software. It contains the database and provides communication with devices in the system as well as the Client computer(s).

Depending on your configuration, the system can include several Client computers. The Client computers allow the user to perform such functions as admitting, discharging, and authorizing transfers and escorts. Each Client computer includes a touchscreen monitor that displays alarms as they occur on a floor plan of the facility.

The Central Server can be located in any area such as the nurse's central station or security office. It must be located near a dedicated analog phone line or broadband connection to allow for remote Technical Support access when requested by the customer. Each Client computer must be located in a secure area that can be accessed by staff to enter and retrieve information.



Quick Look Display

The Quick Look Display shows information from the system at remote locations such as a secondary nurse's station. When a Red alarm is issued from the system, it is received through the Quick Look Interface. The type of alarm (Cut Band, Door, Check), location of the alarm and the transmitter ID are displayed on a large, easy-to-read 2 x 20 Character Vacuum Fluorescent Displays (VFDs). As new alarms occur, they appear immediately; the display then begins scrolling through each active alarm. For more information about the Quick Look Display, see the *Quick Look Display and Interface Installation Guide*.



9450 System

There are many transmitters and devices that can be used with the software. The transmitters and devices in this section are supported by the 9450 System running the Series 6.0 Software application.

The 9450 System consist of the following equipment.

- Central Server and Client Computer(s)
- Quick Look Display(s)
- Exit Alarm Controller
- Exit Alarm Receiver
- Magnetic Reed Switch
- CodeLock Electromagnetic Lock
- Alarming Band Receivers
- Quick Look Display
- Transmitters
 - Alarming Band
 - Wander Management
 - Mother

Exit Alarm Controller

The Exit Alarm Controller receives data from the Exit Alarm Receivers and issues an alarm if a transmitter is detected in the Exit Alarm Zone, and the door is open. The Exit Alarm Controller contains a keypad, and/or card reader access device, that allows authorized staff to reset the system after an alarm. The Exit Alarm Controller is the device that triggers the alarm process for the Central Server and Staff Alert. For more information about the Exit Alarm Controller, see the *Delayed Egress Exit Alarm Controller Installation Guide*.



Power: The red light indicates that power is available to the system.

Signal: The yellow light indicates that a signal has been received from the Exit Alarm Receivers.

Status: The green light indicates that the system is in bypass or that the unit is disarmed.

Card Reader Access Device

The Card Reader Access device can be connected to the Exit Alarm Controllers in order to use access cards for triggering bypass cycles and resetting alarms on the Exit Alarm Controller. The Card Reader Access device can be an HID proximity card reader or a magnetic/bar code card reader (available at RF Technologies).

The Card Reader is interfaced through an RS-232 serial communications port between the Card Reader and the Exit Alarm Controller. The Card Reader and the Exit Alarm Controller may share a common power supply feed.

The Exit Alarm Zone

An Exit Alarm Zone is the area within range of a door, elevator, hallway, or stairwell that is being monitored by the system. If a transmitter is detected in an Exit Alarm Zone and the door is open, an alarm sounds at the exit. If the door is equipped with a CodeLock, when a transmitter enters the Exit Alarm Zone and the door is closed, it will lock.

The devices that are used in an Exit Alarm Zone are an Exit Alarm Controller, Magnetic Reed Switches, and Exit Alarm Receivers. Optional devices include CodeLock™ electromagnetic locks, passive infrared (PIR) detectors, and an External Reset/Bypass Keypad.

Exit Alarm Receiver

Exit Alarm Receivers are low frequency (LF) antennas placed on or near a door frame in an Exit Alarm Zone. They receive signals from transmitters within a monitored zone and send the signals to the Exit Alarm Controller, which triggers the alarm process. For more information about Exit Alarm Receivers, see the *DuoLink Exit Alarm Receiver Installation Guide*.



Magnetic Reed Switch

The Magnetic Reed Switch is used by an Exit Alarm Controller to detect that a monitored door is open. The Magnetic Reed Switch should be mounted at the top of a door near the non-hinged edge. It comes in two pieces: a switch and a magnet. The switch is mounted on the door frame; the magnet is attached directly to the door.

When normally closed (NC) reed switches are used on a double door, connect the switches in series. The provided Magnetic Reed Switches are normally closed (indicated with a gold Code Alert logo) when the doors are closed so that opening either door opens the switch on that door.



CodeLock Electromagnetic Lock

The CodeLock option is an electromagnetic lock attached to an exit and connected to the Exit Alarm Controller. If a transmitter is detected in the Exit Zone, the CodeLock activates to help stop the door from opening for as long as the transmitter is within range of the receivers. Refer to the *CodeLock Electromagnetic Door Lock Installation Guide* for information on installation and operation.



Alarming Band Receivers

Alarming Band Receivers are placed strategically throughout the monitoring area to receive signals from the alarming band transmitters worn by patients. If the Cut Band feature is enabled, the system provides an alert if the banding material that holds the transmitter to the patient is tampered with, cut, or opened without authorization. Multiple receivers are used to ensure reception of the signal if there is an effort made to shield the transmitter during abduction or elopement attempts. For more information, see the *Alarming Band Receiver Installation Guide*.

NOTE: The Mother/Infant function requires applicable Alarming Band Receivers.

Alarming Band Zone

An Alarming Band Zone is the area within range of an Alarming Band Receiver, several of which are mounted above the ceiling tiles of a facility. If a Cut Band alarm is triggered in an Alarming Band Zone, an alarm is sounded on all Client computers assigned to monitor the transmitter's unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s). Cut Band alarms are also posted on remote notification devices.

Transmitters

A transmitter is a device that periodically transmits a signal containing data to uniquely identify it from other transmitters. Some transmitters are also capable of transmitting information to identify that the band has been cut.

Wander Management Transmitter

A Wander Management transmitter is a wireless, mobile transmitter that can be worn around the wrist or ankle. An event is reported in the Event List when a patient is near a monitored door or attempts to leave an Exit Zone.



Alarming Band Transmitters

Alarming band transmitters are placed on the ankle or wrist of a patient or affixed to an asset. The transmitter becomes active once the banding material remains connected on both sides with banding material in place for 60 seconds. The 60-second window exists to allow for proper adjustment of the banding material.



Patient Transmitter



Infant Transmitter

After one minute, the transmitter ID is displayed in the Event List and information of the patient or asset wearing the transmitter can be associated with the transmitter using the Admit or Auto-Enroll function. Alarming band transmitters can be supervised. If a transmitter is configured for Supervision, and fails to regularly communicate to the system, a Check Transmitter alarm will result in the Event List at the computer. For more information about securing, cleaning, and troubleshooting transmitters, see the appropriate *Transmitter User Guide*.

Asset Tracking

Alarming band transmitters can be used for asset management. When an alarming band transmitter is attached to an asset and admitted using the Add Asset admit function, *Blue* alarms are generated and appear in the Event List when an attempt is made to remove the assets from an Exit Zone or the band is tampered with or cut.

Mother Transmitter

A Mother transmitter is placed on the wrist of a new mother and then linked to an Infant transmitter worn by her newborn. When the Infant transmitter is in proximity of the Mother transmitter, the Mother transmitter flashes Green light to indicate that the Infant and Mother transmitters match. If there is a mismatch, meaning the Infant and Mother transmitters do not match, the Mother transmitter flashes the Red light three times, and sounds a three beep alarm. A Mismatch Transmitter alarm is also generated in the Event List at the computer. If there is a linking problem, a Link Transmitter alarm is generated in the Event List at the computer.



NOTE: Although the Mother transmitter will link to an Asset transmitter, the software does not support this functionality. If this happens, clear the mother transmitter and re-link the infant and mother transmitters.

In cases where the Mother Transmitter is linked but no longer active (e.g. the patient has been discharged but the transmitter was never cleared) the transmitter will beep after 24 hours of inactivity. If the transmitter goes undetected and allowed to beep for 15 minutes, it will clear and discharge itself from the system. Tapping the Mother Transmitter will temporarily stop the beeping but the transmitter remains in a linked state until manually cleared (refer to the *Mother Baby Match Mother Transmitter User Guide*). If not cleared, the transmitter will beep again after another 24 hours of inactivity.



CAUTION: The Mother Transmitter can be worn in the shower; complete submersion should be avoided. Prolonged submersion may result in equipment and/or system failure and voids any or all Product Warranty.

Quick Response System

Transmitters and devices listed in this section are supported by the Quick Response System running the Series 6.0 Software application. The Quick Response system includes transmitters that are both carried by the patient and fixed devices. A fixed device is a stationary device that is assigned to a room or a unit. This device is not transported with the patient but stays in the unit or room to which it is assigned.

Quick Response devices are entered into the system by placing the device into an alarming state. The system senses the device when the device goes into alarm and adds it to the device list in the Configuration-Device window (refer to the *Series 6.0 System Administrator Guide*). The user must then update the device information; for example, give the device a name and/or enable features.

The Quick Responses System consist of the following equipment.

- Central Server
- Quick Look Display
- Wireless Receiver
- Repeater
- Locator
- Paging Base
- Back-up Interface
- Pendant Transmitter
- Wall Mount Transmitter
- Universal Transmitter
- Pull-Cord
- Smoke Detector
- PIR (Passive Infrared) Sensor
- Emergency Devices
- Door/Window Transmitter

Wireless Receiver

The Receiver is a device that receives signals from the repeater, locator, or QR transmitters and communicates them to the Central Server. The Receiver can be supervised; if no information is received by the system from the Receiver for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer.



Repeater

A Repeater is a device that receives the signals from Quick Response transmitter and communicates them to the Receiver. This enables the system to cover larger facilities. Repeaters are supervised; a routine signal is sent from each Repeater and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.



Locator

Locators receive signals from Quick Response transmitters, add location data, and communicates the signals to the receiver. When an event occurs, the map of your facility will indicate the Locator that received the signal from the alarming device. Locators are supervised; a routine signal is sent from each Locator and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.



Paging Base

The Paging Base (optional) sends radio frequency signals to the pager receiver(s) when events occur. The pager receiver indicates the name, room number, and event type of the transmitter that issued the alarm.



Back-Up Interface

The Back-up Interface is an optional device that takes over the responsibility of communicating with the paging base and provides alarm information (transmitter number only) in the event of a inoperable computer.



Pendant Transmitters

A Pendant transmitter is a wireless, mobile transmitter that can be worn around the neck or wrist, or attached to a belt. The Pendant transmitter is suitable for use in showers or baths. To prevent damage to the Pendant transmitter, avoid prolong submersion.

Since the Pendant transmitter is a mobile device, no installation is required. Simply insert the battery and assign the transmitter to a resident, assuming the transmitter has been configured into the system and the transmitter ID number falls within the configured range. The Pendant transmitter is powered by a replaceable 3-volt battery.



Wall Mount Transmitters

The Wall Mount transmitter may be mounted on a wall. When a resident presses a button on the transmitter an *Assistance Required* alarm event is reported Event List at the computer. If the transmitter is supervised, a routine signal is sent from the transmitter and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Wall Mount transmitter is powered by a replaceable 3-volt battery.



CodeWatch Transmitter

The CodeWatch transmitter is lightweight, compact, and has a 1-year battery life expectancy. Each transmitter is stamped with a warranty expiration date. This date indicates the date that RF Technologies' warranty on that transmitter expires (the last day of the month stamped). **If the warranty period has expired, discard the CodeWatch transmitter immediately.**



WARNING: Using a CodeWatch transmitter beyond the printed EXP date can result in system failure and/or an elopement.

The CodeWatch transmitter sends a signal to be received by Exit Alarm Receivers. Exit Alarm Receivers are low frequency (LF) antennas placed on or near a door frame or in an Exit Alarm Zone. They receive signals from transmitters within a monitored zone and send the signals to the Exit Alarm Controller, which triggers the alarm process.

The Exit Alarm Controller receives data from the Exit Alarm Receivers and issues an alarm if a resident wearing a transmitter is detected in the Exit Alarm Zone, and the door is open.



Pull-Cords

A Pull Cord is usually mounted on a wall. This device is used to request staff assistance and is commonly used in bedrooms and bathrooms. It is suitable for use in close proximity to showers or baths; however to prevent damage, avoid any submersion.

An Assistance Required alarm event is reported in the Event List when a patient pulls a cord. The Pull Cord can be supervised; a routine signal is sent from the transmitter and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Pull Cord is powered by a replaceable 3-volt battery.



Staff/Patient Check-in Pull Cord

Check-in Pull Cord

A Check-in Pull Cord enables the staff or patient to push a green button to check-in. A staff member may push the check-in button every time they check on a patient. A patient may push the button to notify the staff that he/she is awake and ok. Pressing the green button indicates to the system that the patient has checked in or been visited by staff.

Smoke Detector

If your facility is using wireless smoke detectors in conjunction with your Series 6.0 Software, a *Smoke* alarm event is reported in the Event List each time a smoke detector is activated. A smoke detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Smoke Detector is powered by a replaceable 3-volt battery.



PIR Sensor

The Passive Infrared (PIR) Sensor is a motion detector used to sense motion in a room or hallway. An *Assistance Required* alarm event is reported in the Event List each time the detector is activated.

A PIR motion detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List. The PIR Sensor is powered by a replaceable 3-volt battery.



Door/Window

A Door/Window transmitter is used to protect a door or window against unauthorized egress. An *Exit* alarm event is reported in the Event List when a door or window is opened. The alarm automatically clears when the door or window is closed.

The Door/Window transmitter comes in two pieces: the transmitter enclosure and a magnet. The transmitter enclosure is mounted on the door/window frame; the magnet is attached directly to the door/window. Separating these devices triggers an alarm. The Door/Window transmitter is powered by a replaceable 3-volt battery.



Universal Transmitter

A Universal transmitter can be used to integrate your facility's existing equipment such as backup generators, pull-cord devices, or smoke detectors with the Series 6.0 Software. Universal transmitters come as either NO (normally opened) or NC (normally closed) devices. They automatically activate when the input from a monitored device has a contact close or open respectively. When this happens, the Universal Transmitter sends event information to the Central Server.

The Universal transmitter can be placed in the enclosure of an existing device or inconspicuously mounted near the device. Be sure that the transmitter is not encased in metal that might block the wireless signal to the Repeater or Receiver. The Universal transmitter is powered by a replaceable 3-volt battery.



Code Alert ICM System

The basic components of the Code Alert Integrated Care Management (ICM) system consist of the Central Server, the Gateway, the Router and the transceiver devices. The Code Alert ICM System transceiver devices consist of the following:

- Central Server
- Quick Look Display
- Pull Cord
- Nurse Call
- Door/Window Transceiver
- Smoke Detector
- PIR Sensor
- Universal Transceiver
- Pendant Transceiver
- Asset Transceiver

Gateway

The Gateway receives signals from a Router or transceiver devices and sends them to the Central Server. The Gateway can be supervised; if no information is received by the system from the Gateway for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer.



Router

Routers receive signals from transceivers and re-transmit them to the Gateway. Two factors that affect the placement of Routers are the availability of a power source and sufficient coverage for the supervision of transceivers.

There are two variations of Routers, one with an internal antenna and one with an external antenna for greater range. Routers are supervised; a routine signal is sent from each Router and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.



Transceivers

A transceiver is a device that periodically transmits a signal containing data to uniquely identify it from other transceivers. Additionally, transceivers can receive data back. The transceiver devices listed in this section are supported by the Code Alert ICM System running the Series 6.0 Software application. The Code Alert ICM System includes transceivers that are carried by the patient and fixed devices. A fixed device is a stationary device that is assigned to a room or a unit. Fixed devices are not transported with the patient but stay in the unit to which they are assigned.

The transceiver devices are entered into the system by placing the device into an alarming state. The system senses the device when the device goes into alarm and adds it to the device list in the Configuration-Device window (refer to the *Series 6.0 System Administrator Guide*). The user must then update the device information; for example, give the device a name and/or enable features.

Pull-Cords

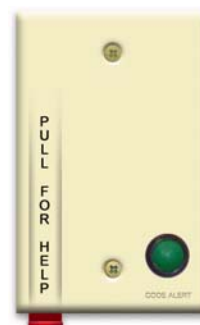
A Pull Cord is usually mounted on the wall. This device is used to request staff assistance and is commonly used in bedrooms and bathrooms. It is suitable for use in close proximity to showers or baths; however to prevent damage, avoid any submersion.

An Assistance Required alarm event is reported in the Event List when a patient pulls a cord. The Pull Cord is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.



Check-in Pull Cord

A Check-in Pull Cord enables the staff or patient to push a green button to check-in. A staff member may push the check-in button every time they check on a patient. A patient may push the button to notify the staff that he/she is awake and ok. Pressing the green button indicates to the system that the patient has checked in or been visited by staff. The Pull Cord is powered by a replaceable 3-volt battery.



Nurse Call

A Nurse Call is affixed near the bed of the patient. An Assistance Required alarm event is reported in the Event List when a patient pushes the button on the Nurse Call. The Nurse Call is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Nurse Call is powered by a replaceable 3-volt battery.



Door/Window Transceivers

A Door/Window transceiver is used to protect a door or window against unauthorized egress. An *Exit* alarm event is reported in the Event List when a monitored door or window is opened. The alarm automatically clears when the door or window is closed. The Door/Window transceiver is supervised; if no information is received by the system from the transceiver for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer.



The Door/Window transceiver comes in two pieces: the transceiver enclosure and a magnet. The transceiver enclosure is mounted on the door or window frame; the magnet is attached directly to the door or window. An alarm triggers when the devices are separated. The Door/Window transceiver is powered by a replaceable 3-volt battery.

Reset Button

There are two types of reset buttons. If your Door/Window transceiver comes with a rest button, the alarm must be reset at the door by pressing the reset button once the door/window is closed. The Door/Window transceiver comes in three pieces: the transceiver enclosure a magnet, and a reset button.



Smoke Detector

If your facility is using wireless Smoke Detectors in conjunction with your Series 6.0 Software, a *Smoke* alarm event is reported in the Event List each time a Smoke Detector is activated. A Smoke Detector is supervised; a routine signal is sent from the device and if the signal is not received by the system, a *Device Fault* event is generated in the Event List at the computer. The Smoke Detector is powered by a replaceable 3-volt battery.



PIR Sensor

The PIR Sensor is a Passive Infrared (PIR) motion detector. A Passive Infrared (PIR) motion detector senses motion in a room or hallway. An *Assistance Required* alarm event is reported in the Event List each time a the detector is activated.

A PIR motion detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The PIR Sensor is powered by a replaceable 3-volt battery.



Universal Transceiver

A Universal transceiver can be used to integrate your facility's existing equipment such as backup generators, pull-cord devices, or smoke detectors with the software. Universal transmitters come as either NO (normally opened) or NC (normally closed) devices. They automatically activate when the input from a monitored device has a contact close or open respectively. When this happens, the Universal Transmitter sends event information to the Central Server. The Universal transceiver is powered by a replaceable 3-volt battery.



Pendant Transceivers

A Pendant transceiver is a wireless, mobile transceiver that can be worn around the neck or wrist, or attached to a belt. The protective boot protects the Pendant transceiver against water ingress. However to prevent water damage, avoid submersion deeper than one foot.

The Pendant can be supervised; if no information is received by the system from the Gateway for a specified number of times, a Device Fault alarm is generated in the Event List at the computer. Since the Pendant is a mobile device, no installation is required. Simply insert the battery and set up the Pendant transceiver for use. The Pendant is powered by a replaceable 3-volt battery.



Asset Transceiver

An Asset transceiver is a wireless, mobile transceiver that is attached to an asset. An event is reported in the Event List when an attempt is made to remove the asset from an Exit Zone. The Asset transceiver is supervised; if no information is received by the system from the transceiver for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer. The Asset transceiver is powered by a replaceable 3-volt battery.



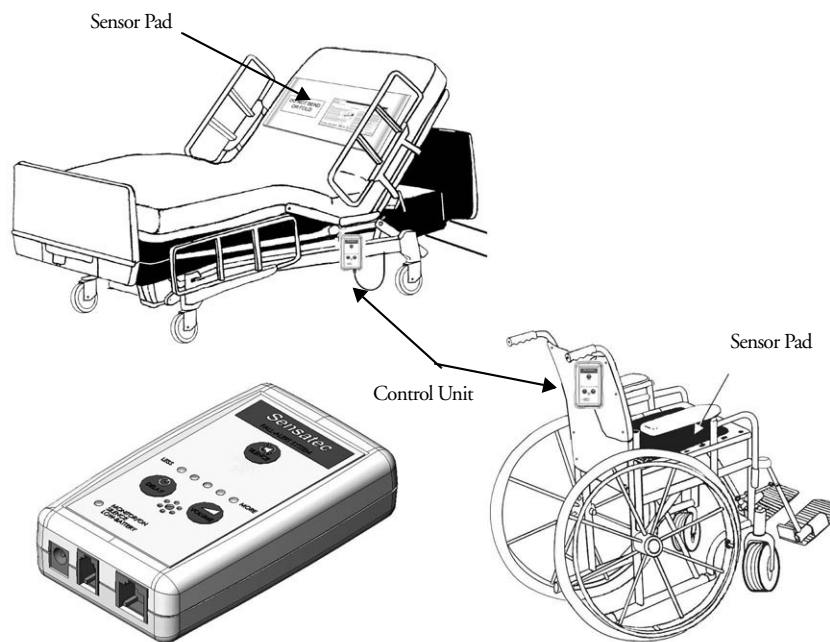
Fall Management System

The Fall Management System provides restraint-free monitoring of a patient who may try to leave a bed or chair without assistance. The Fall Management System can be configured to interface with the software along with your facility's nurse call system. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 6.0 Software.



WARNING: The Fall Management System may not be suitable for patients who are "AT HIGH RISK FOR FALL." Other monitoring measures may also be required. The Fall Management System should not be a substitute for routine visual monitoring protocol by caregiving personnel.

The Sensor Pad of the Fall Management System is placed on a patient's bed or chair and connected to a Control Unit. If a patient removes his or her weight from the Sensor Pad, the Control Unit issues an audible alert. Refer to the applicable Control Unit's manual for detailed information about using the Fall Management System.



WARNING: Due to the possibility of strangulation, all cables should be routed away from the patient's throat. When securing the strap, take up any extra slack in the cord that may become tangled with a patient's bed or chair. Failure to do so may result in patient injury. This device should not be used in the presence of flammable anesthetic mixtures.

Fall Management System Control Unit

The Fall Management System Control Unit is connected to a Fall Management System Sensor Pad and attached to a patient's bed or chair, out of reach of the patient. If a patient attempts to get up, the Control Unit sounds an alert. An alert can be annunciated in the form of a buzzer. Staff can also be alerted via your facility's nurse call system or the software. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 6.0 Software. The Control Unit is powered by a 9-volt alkaline battery or by a plug-in power supply.



WARNING: If the keys on the Control Unit are worn or damaged, you must stop using the Control Unit and contact RF Technologies.

Fall Management System Sensor Pad

Fall Management System Sensor Pads can be used on most standard beds or chairs in your facility. They are disposable, intended for single-patient use, and warranted for 7, 30, 90, or 180 days. The Sensor Pads have a limited expected useful life. You must record the date the warranty expires in the area provided on the label. You must not use the sensor pad after the in-service warranty has expired.



WARNING: Pad may become damaged when used on a dynamic mattress (air, water, etc.). Correct operation should be confirmed at every patient rotation.

Advanced 3-Way Care Solution

The Advanced 3-Way Care Solution has been designed to assist in the areas of Fall Management, Incontinence Detection and Re-position Reminder. The system can be used to address all three areas of care or to assist with a single problem area. The system functions as a stand-alone system or can be configured to interface with the Series 6.0 Software along with your facility's nurse call system. When interfaced with the Series 6.0 Software, a Fall, Wet or Turn alarm is activated in response to the applicable event.



WARNING: The Advanced 3-Way Care Solution may not be suitable for patients who are at **AT HIGH RISK FOR FALL.** Other monitoring measures may also be required. The Advanced 3-Way Care Solution should not be a substitute for routine visual monitoring protocol by caregiving personnel.

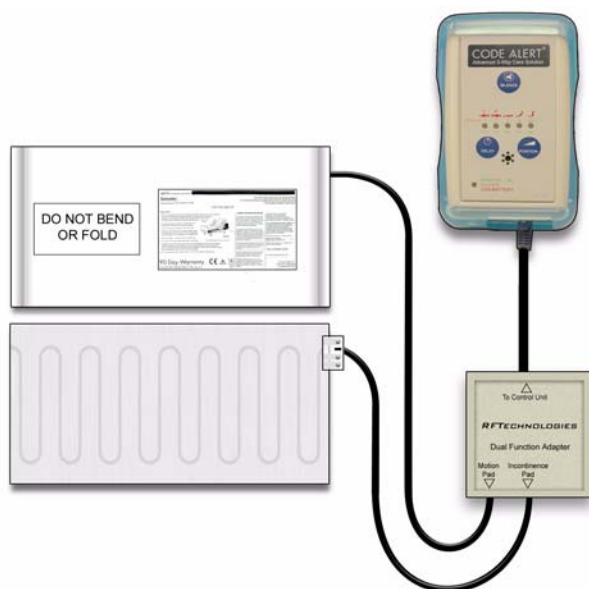


FIGURE 1.1: Advanced 3-Way Care System



WARNING: Due to the possibility of strangulation, all cables should be routed away from the patient's throat. When securing the strap, take up any extra slack in the cord that may become tangled with a patient's bed or chair. Failure to do so may result in patient injury. This device should not be used in the presence of flammable anesthetic mixtures.

Advanced 3-Way Control Unit

The Advanced 3-Way Care Control Unit connects to a sensor pad and attaches to a patient's bed or chair, out of reach of the patient. If using the Control Unit for Fall Management or Re-position Reminder, connect the Motion sensor pad. If using the Control Unit for Incontinence Detection, connect the Incontinence sensor pad. To simultaneously address all three applications, insert the Dual Function Adapter and plug in the Motion sensor pad and the Incontinence sensor pad into their respective jacks in the adapter. The Control Unit is powered by a 9-volt alkaline battery or by a plug-in power supply.



WARNING: If the keys on the Control Unit are worn or damaged, you must stop using the Control Unit and contact RF Technologies.

Advanced 3-Way Care Sensor Pads

The sensor pads of the Advanced 3-Way Care Solution is placed on a patient's bed or chair and connected to a Advanced 3-Way Care Control Unit. Refer to the applicable Control Unit's in-service manual for detailed information about using the Control Unit with the sensor pads.



WARNING: Pad may become damaged when used on a dynamic mattress (air, water, etc.). Correct operation should be confirmed at every patient rotation.

Motion Sensor Pad

The motion sensor pad is used for Fall Management and Re-Position Reminder monitoring. They are disposable, intended for single-patient use, and warranted for 1 week, 4 weeks or 8 weeks. When used for Fall Management, if a patient removes his or her weight from the motion sensor pad, the Control Unit flashes the green light and beeps to alert the caregiver.

When used for a Re-position Reminder, the motion sensor pad connects to the Control Unit to allow you to select a pre-programmed time interval to remind you to change/vary the position of a patient in their bed. When the selected time interval expires, the Control Unit will alert the caregiver that it is time to reposition the patient.

Incontinence Sensor Pad

The DriTec Incontinence Sensor Pad comes on a roll and is perforated in one-foot sections to allow you to tear off only what is needed. It is recommended that you use three sheets for a bed and one for a chair. Prior to tearing, fold at the perforation to ensure that the pad tears freely from the roll.

The Incontinence sensor pad connects to the Control Unit via the Incontinence Sensor Clip. When incontinence is sensed from the incontinence sensor pad, the Control Unit flashes the green light and beeps to alert the caregiver.

Messaging Services

Event Messaging

The Event Messaging system allows staff members to be notified of system events. When an event occurs, the designated staff is summoned, via pager (standard and ICM), email, text message or phone to respond to the situation. Each messaging media can be assigned to a messaging group, which can be configured to receive messages specific to that group (nursing staff, maintenance, etc.). Messages may be sent to single message media or sent to entire groups at once.

A Message Unit is the top tier of the Event Messaging system. Each Message Unit can be comprised of a number of Messaging Groups and a configured list of alarms and events that trigger messages. For example, Messaging Unit “A” can be configured to receive messages for Cut Band, Check Transmitter and Client Missing events. Message Unit “B” may be configured to respond to the same events as Messaging Unit “A” with the addition of Door Open and Device Fault events.

Depending on the needs of your facility, a Messaging Group can be included in more than one unit. In other words, Messaging Group “2” can be included in Messaging Unit “A” and Messaging Unit “B”. If no alarms are selected for a Messaging Unit, alarms will default to a Messaging Group. Shift selections can also be selected to indicate that, within a specified shift’s time period, all messages will be sent to that shift.

Messaging Delays, Retries and Escalation

Messaging Delay allows the user to enter the number of seconds between an event and the messaging of designated staff. This delay provides enough time for the system to transmit location information to the Client computer(s). Messaging Delay is set by the installer and should not be changed without consulting a factory-trained administrator.

The Messaging Retries features will retry a message after a specified number of minutes for any event to which there is no response. Once a message has been retried the configured amount of times, the message can be escalated to another Messaging Group.

Messaging escalation is intended to ensure that staff will respond to an emergency call. If a message is sent to a Messaging Group and the relevant staff does not respond within a specified period, the call will escalate to another Messaging Group. It is recommended that the final group be comprised of all the messaging media in the building. The final group will continue to be messaged until the call is answered. The system does not roll over to the first group again.

NOTE: White alarms for messaging do not escalate or retry. A white alarm message is only sent once.

Walkie-Talkie System

The Walkie-Talkie system alerts staff members when specific events occur. Staff members equipped with a walkie-talkie will receive an audible message for triggered events. Triggering events for the walkie-talkie are configured in the Configuration menu. The options are: Assistance Required, Check Transmitter, Cut Band Alarm, and Door Alarm. If your system includes the Advanced 3-Way Care system, additional options include Fall, Wet and Turn.

The Walkie-Talkie system allows you to set the number of seconds between the start of an alarm and when the alarm is repeated. This is referred to as a repeat interval. The repeat interval count down starts as soon as the walkie-talkie alarm sounds. Therefore, depending on the number of seconds selected for a repeat interval, an alarm may repeat only seconds after the first alarm stops.

This page intentionally left blank.

Software Features

Introduction

This chapter provides details about starting the software and features of the software. It describes the use of the touchscreen monitor, the window conventions and the Main operating window. From the Main application window you can access menu items and toolbars necessary to operate your system.

Start the Software

After installation, the software automatically starts when you turn on the computer. A splash screen with the logo and the name of the system is displayed while the program loads. This screen contains the version number of your software.

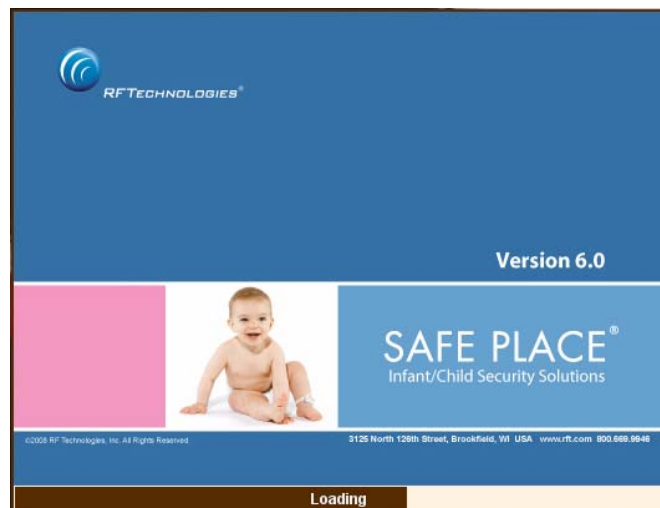


FIGURE 2.1: Startup Splash Screen for the Safe Place Infant Security System

Window Conventions

When you perform a function using the software, a window appears. Here, you can enter data or select options. The software is designed for use with a touchscreen monitor. The user buttons are large and easy to use. All daily functions, such as admitting and transferring, can be performed using the touchscreen monitor; configuration operations may require you to use the keyboard and mouse. For more information about configuration options, see the *Series 6.0 Software Administrator Guide*.

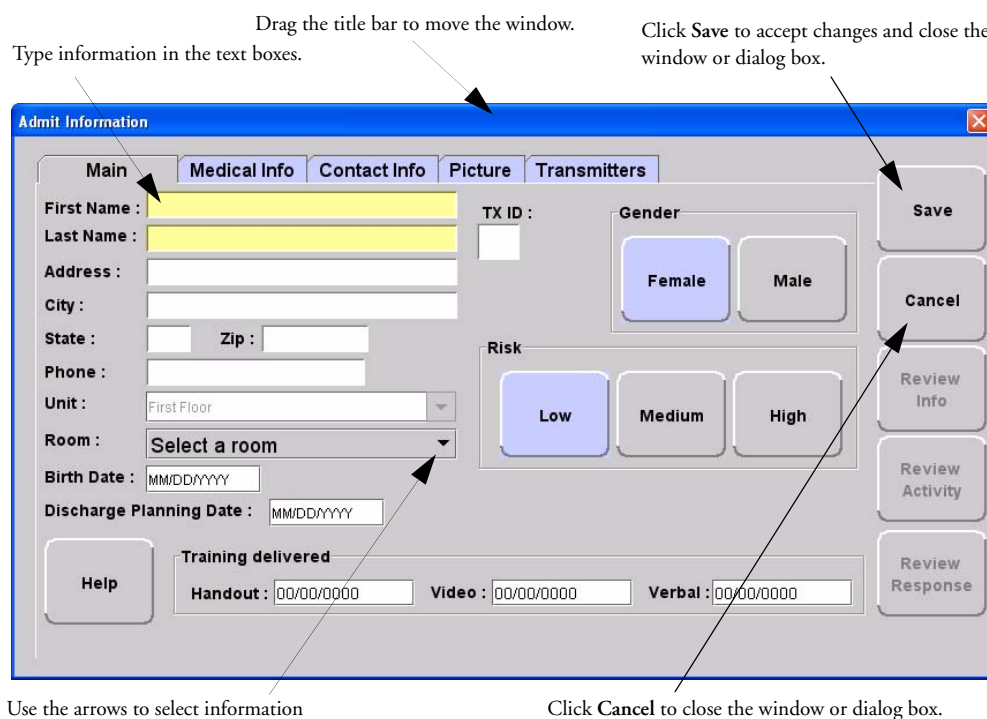


FIGURE 2.2: Sample Window

Touchscreen Monitor

An on-screen keyboard is available to fully utilize the monitor. Simply use the keyboard on the screen as you would use a keyboard connected to a computer.

NOTE: When using the Select Multiple feature, anomalies may occur when using the on-screen keyboard while the desktop keyboard is connected to the computer.

The on-screen keyboard can be turned off by deselecting the Display Virtual Keyboard check box found under Tools >>Client Properties >> Display.

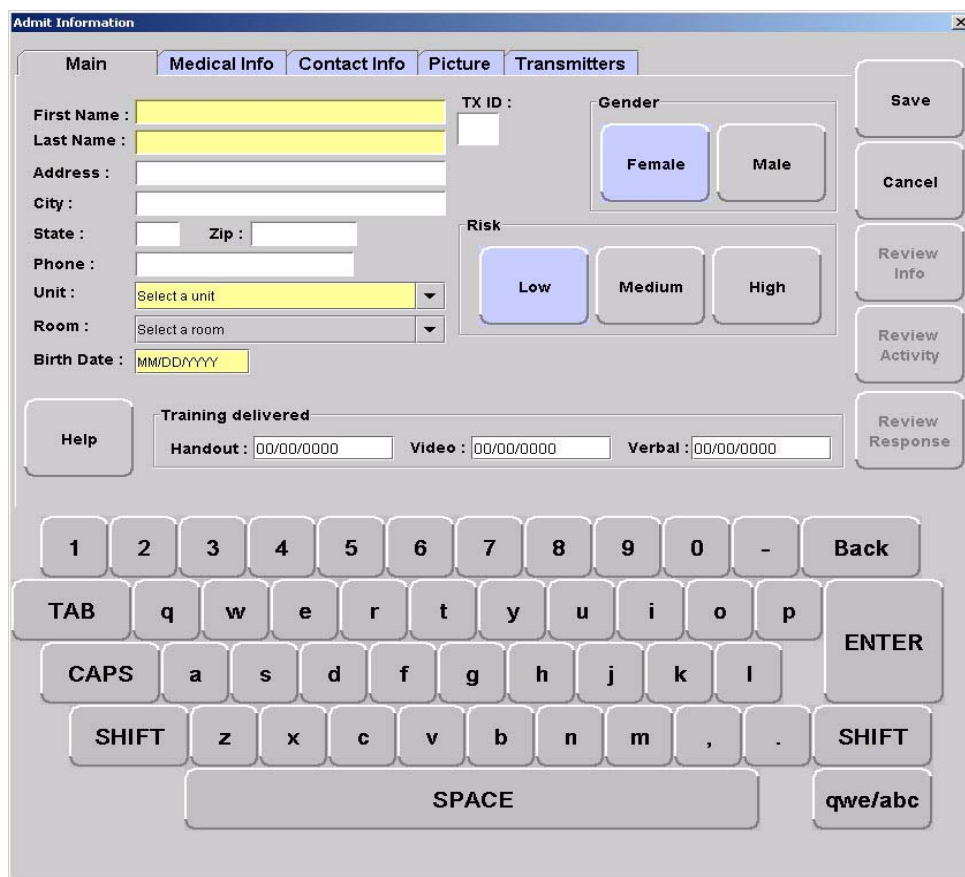


FIGURE 2.3: On-Screen Keyboard

Quick Reference Tutorial

A Quick Reference Tutorial is embedded in the software to aid users in responding to alarms. The option to display the tutorial can be turned off by deselecting the Tutorial check box found under **Tools >>Client Properties >> Display**.

The Quick Reference Tutorial opens within the Event Information Window when responding to Red, Blue and White alarms (refer to the section “Event Types” on page 74 for information on Red, Blue and White alarms). The tutorial contains a quick reference on how to respond to an alarm and common causes for the alarm.

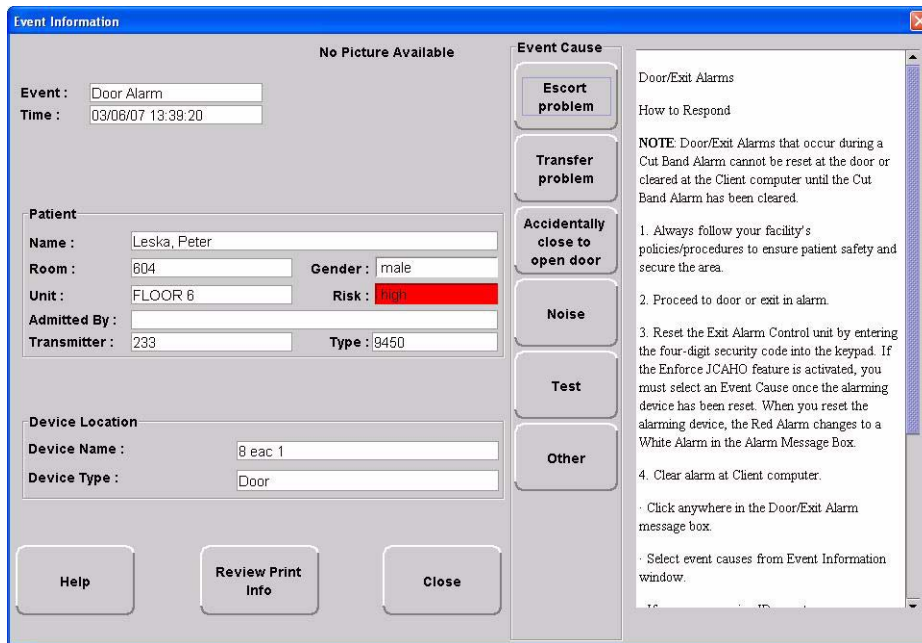


FIGURE 2.4: Quick Reference Tutorial Window

Map Orientation

Maps can be rotated for visual orientation of the unit. Icons distributed on the map represent the location of each device assigned to the unit. Icons do not move from their original placement on the map; they rotate with the map. An indication of where you are, based on the placement of the computer at the time of configuration, is also displayed on the map.

To rotate the Map displayed on the client computer

1. Select Tools from Menu Bar (see “The Menu Bar” on page 36)
2. Select Client Properties.
3. Select the **Map** tab.

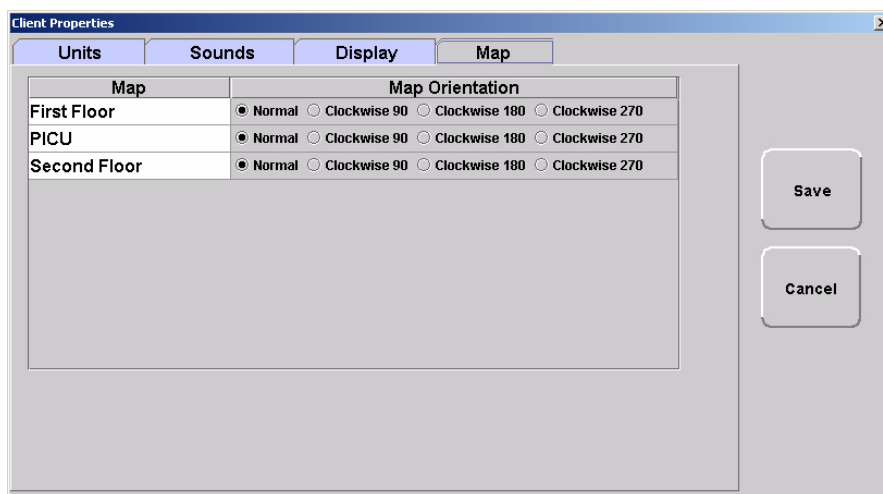


FIGURE 2.5: Client Properties - Display

4. On the **Map** tab, select the unit to which you want to rotate the map.
5. Click the radio button next to the Map Orientation that you wish displayed for that unit.
6. Do one of the following:
 - a. Click **Save** to save and return to the main window.
 - b. Click **Cancel** to return to the main window without saving.

Ruleset for Displaying Patient Name

The ruleset for displaying the patient's name on the Quick Look Display, Pager and in the Alarm Message Box on the central server and client computer(s) is based on the patient information entered during the admit process and whether the HIPAA option is enabled in the software (refer to the *Series 6.0 Software Administrator Guide*). When HIPAA is enabled, the patient's name is not shown on the Quick Look Display.

The patient's first name or last name is required when entering patient information during the admit process. Depending on what information is entered, the following ruleset applies.

Patient Information	What is displayed on the Quick Look Display
First and Last Name	Last Name, First Name
Last name only	Last Name -Gender
First name only	TX ID number
If HIPAA privacy is enabled	TX ID number

The Main Window

When the software is started, the main window appears. It contains all the necessary information to operate your system.

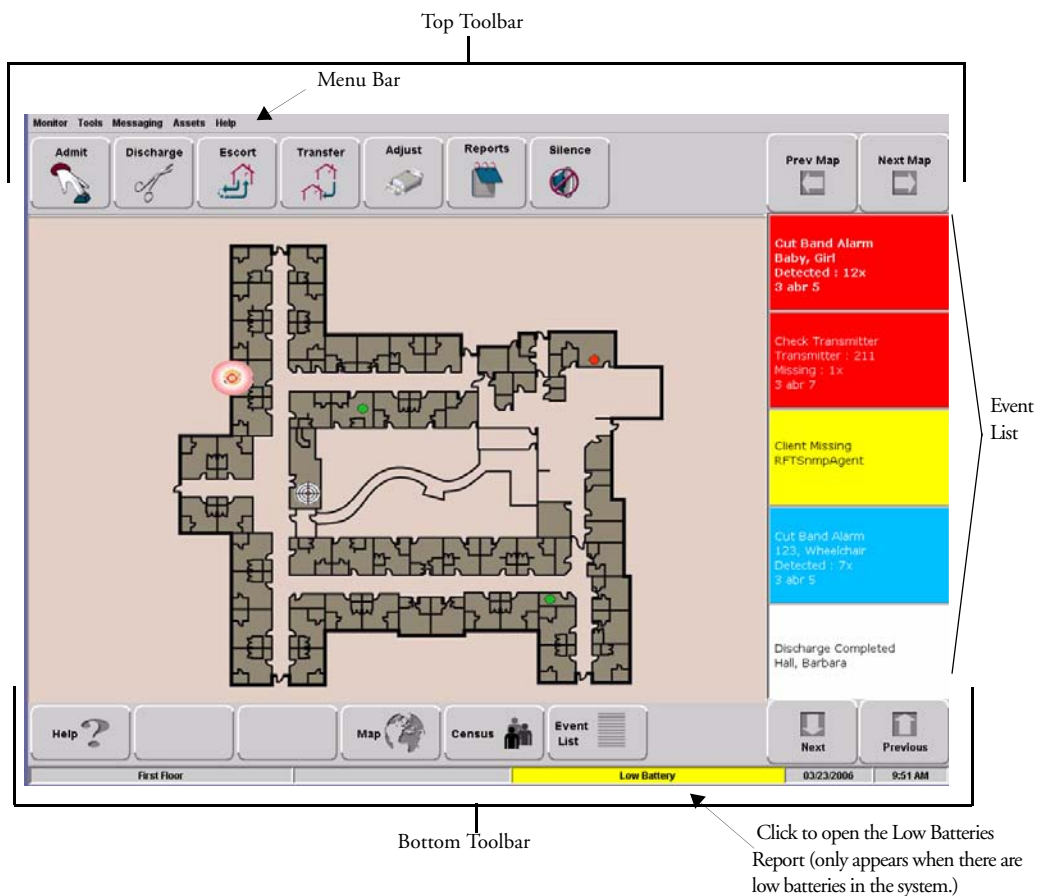


FIGURE 2.6: Main Window

The Menu Bar

The Menu Bar contains selections which provide shortcuts directly to certain tasks.

Monitor Tools Messaging Assets Help



Monitor

EXIT—Selecting Exit closes the software application.

WARNING: When the software application is closed, indicators of alarms and events will not be seen at the computer. **Important!** Only close the software application if instructed to do so by authorized staff.



Tools

CLIENT PROPERTIES—The settings or properties for the Client computer are defined here by the System Administrator. For more information about Client Properties, see the *Series 6.0 Software Administrator Guide*.

CONFIGURATION—The Configuration options allow you to configure devices in the system. System configurations are done by the System Administrator. For more information about Configuration, see the *Series 6.0 Software Administrator Guide*.

STAFF DRILL—When a staff drill is performed, the attendant performing the drill enters the resulting information here.

SYSTEM MAINTENANCE—A log of maintenance performed on the system is manually recorded here.

SCHEDULED MESSAGES—This option allows you to schedule system messages to be sent to staff on an daily, weekly or monthly basis For more information on Scheduled Messages, see the *Series 6.0 Software Administrator Guide*.

Messaging

Messaging
Change Paging Shift
Start Shift
End Shift
Send Pager Message
Send ICM Message
Send Text Message
Send Email Message
Send Cisco Message

CHANGE PAGING SHIFT—It may be necessary to change a page unit's work shift. Use this feature to select a different page unit and work shift. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

START SHIFT—Use this feature to start a page unit work shift. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

END SHIFT—Use this feature to stop a page unit work shift. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND PAGER MESSAGE—This feature allows you to send a page to a staff member via the standard pagers (non-ICM pagers). This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND ICM MESSAGE—This feature allows you to send a page to a staff member via the ICM pagers. This feature is configured by the System Administrator and can only be used if you **currently** use ICM pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND TEXT MESSAGE—This feature allows you to send a text message to a staff member via his/her cell phone. This feature is configured by the System Administrator and can only be used if you **currently** use cell phones with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

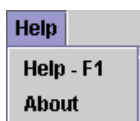
SEND EMAIL MESSAGE—This feature allows you to send an email to a staff member. This feature is configured by the System Administrator and can only be used if you **currently** use email with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND CISCO MESSAGE—This feature allows you to send a Cisco phone message to a staff member. This feature is configured by the System Administrator and can only be used if you **currently** use Cisco phones with your system. For more information, see the *Series 6.0 Software Administrator Guide*.



Asset

ASSET TRANSMITTER REPORT—Opens the Asset Transmitter Report. This report lists all the assets that are currently admitted in the system. The Asset Transmitter Report includes make, model, serial number, transmitter ID number and location (the unit or room to which the asset is assigned).



Help

HELP -F1—This takes you directly to the online Help for the Series 6.0 System. Here you can navigate through user help topics.

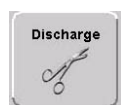
ABOUT—Select to view the splash screen with the logo and the name of the system and the version number of your software.

Top Toolbar

The top toolbar contains icons that provide shortcuts directly to commonly used tasks



ADMIT—Click to access the **Admit Information** window. This is where you enter a new patient or asset into the system. This selection is also used to update existing patients or assets.



DISCHARGE—Click to access the **Discharge** window. This allows you to take a patient or asset out of the census of monitored transmitters. If the patient is wearing an alarming band transmitter, you then have a limited time to remove the banding material from the transmitter. The discharge time is configured per unit or can be set to discharge the patient or asset immediately.



ESCORT—Click to access the **Escort** window. This is where you select the amount of time required to take a patient /asset out of a protected area **and back to the same protected unit.**



TRANSFER—Click to access the **Transfer** window. This is where you select the amount of time required to move a patient or asset from one protected area **to another protected unit.**



ADJUST—Click to access the **Adjust Bands** window. This allows you to temporarily suspend the alarm function for a patient or asset's alarming band transmitter so the banding material can be readjusted. If there are no 9450 transmitters configured for the system, this key is disabled.



REPORT—Click Reports to access a list of all available reports.



SILENCE—The **Silence** button enables you to silence an alarm only at the computer where the Silence button is pushed. This Silence button is green when the Silence feature is turned ON.



PREV MAP—Click **Prev** to scroll back to the previous map viewed. Only those maps assigned to the units monitored on the Client computer(s) are available.

NEXT MAP—Click **Next** to scroll ahead to the next available map. Only those maps assigned to the units monitored on the Client computer(s) are available.

Bottom Toolbar

The bottom toolbar contains icons that provide shortcuts to the screens used to view alarms and events



Help

Click **Help** to access the on-line help window. This is where you enter topics you wish to obtain information about.



Map

Click **Map** to display a floor plan of each unit the Client computer(s) is configured to monitor. Icons distributed on the map represent the location of each device assigned to the unit; the icons flash when an event occurs. Devices assigned to a room will not show on the map until the room device goes into alarm.



Alarm Message Box

Click in the alarm message box to access the Event Information window for that alarm. Alarms are displayed sequentially as they occur and by priority. Alarms are color coded according to the alarm.

- Red Alarm—high priority alarms
- Yellow Alarm—medium priority
- White Alarm—low priority alarms
- Blue Alarm—high priority asset alarms
- Light Blue Alarm—low priority asset alarms

Click **Next** to scroll down through alarms in the list.

Click **Previous** to scroll back up through alarms in the list.



Census

Click **Census** to display a census screen of every Auto-enroll transmitter, patient and asset in the system.

Census [5] Excluding Assets									
Name	Room	State	Last Known Loc...	Admit Time	Destination	Time Remaining	Tx ID	Risk	Gender
Auto-Enroll									
Transmitter: 213		mon	17 abr 5				213		
Transmitter: 228		mon	17 abr 10				228		
Transmitter: 238		mon	17 abr 3				238		
6/23rd Floor									
Goetz, Nate		mon	4 abr 2	02/11/08 15:37			237	H	M
Hasman, Paul 209		mon	23 abr 2	02/13/08 09:03			209	H	M
229		mon	16 abr 5	02/11/08 15:48			229	H	
239		mon	17 abr 4	02/11/08 15:48			239	H	

The information displayed includes:

- **Name**—the name of the patient, asset or transmitter enrolled in the system.
- **Room**—the room assigned to the patient.
- **State**—the state (mode of operation) that the transmitter is in (monitor, transfer, escort, adjust, or discharge)
- **Last Known Location**—the location of the receiver that best picked up the last signal from the transmitter.
- **Admit Time**—the time the patient was admitted to the system.
- **Destination**—the destination of the patient in escort or transfer.
- **Time Remaining**—the time remaining to complete the escort or transfer.
- **Tx ID**—the identification number of the transmitter.
- **Risk**—the risk level assigned to the patient.
- **Gender**—the gender of the patient

In the top right corner of the Census screen are buttons to allow you to print or scroll through the census.



Click **Print** for a print out of the census screen. A printer must be connected to the computer from which the print command is initiated.



Click **Next** to scroll down through the census.



Click **Previous** to scroll back up through the census



Event List

Click **Event List** to display all events that are in the system. Clicking on an event takes you directly to that event's information window.

Event	Time	Name	Location	Tx ID
Check Transmitter	05/26/06 13:46	106	Auto-Enroll : 3 abr 5	106
Check Transmitter	05/26/06 13:42	135	Auto-Enroll : 3 abr 4	135
Check Transmitter	05/26/06 13:41	12	Auto-Enroll : 3 abr 5	12
Cut Band Alarm	05/26/06 13:36	113	Auto-Enroll : 3 abr 4	113
Cut Band Alarm	05/26/06 13:35	23	Auto-Enroll : 3 abr 7	23
Check Transmitter	05/26/06 10:17	6	Auto-Enroll : 3 abr 8	6
Cut Band Alarm	05/26/06 09:14	Baby, Girl	Second Floor : 3 abr 5	7
Check Transmitter	05/26/06 08:36	211	Auto-Enroll : 3 abr 7	211
Client Missing	05/26/06 08:36	RFTSnpAgent		
Cut Band Alarm	05/26/06 08:36	123, Wheelchair	Second Floor : 3 abr 5	17
Discharge Completed	05/26/06 13:49	236	Auto-Enroll : 3 abr 7	236
Discharge Completed	05/26/06 08:39	Hall, Barbara	Second Floor	



Click **Next** to scroll down through events in the list.

Click **Previous** to scroll back up through events in the list.

Low Battery Icon

Located on the bottom of the Main Window is a Low Battery icon. The Low Battery icon only appears when there are transmitters and/or devices with low batteries in the system. When visible, the Low Battery icon appears in yellow.



Click on **Low Battery** to go directly to the Low Batteries Report.

Using the Software

Introduction

This chapter provides detailed information about the Series 6.0 Software functions. For information about tasks such as adding devices or adding users to a Client computer, see the *Series 6.0 Software Administrator Guide*. In addition, for specific information about securing and cleaning alarming band transmitters, see the appropriate *Transmitter User Guide*.

Commonly Used Terms

Throughout this guide terms are used to describe functions that may be enabled/disabled in the software or actions necessary for using the software. Following are commonly used terms and their definitions.

Login and Passwords

Some functions of your system may be password protected. This simply means that a staff member must enter a login and password or use his or her proximity card or magnetic/barcode card before performing a task. When you select a function that requires a password, the Login and Password dialog box appears.

To access a password protected function:

1. Enter your login name in the **Login** box.
2. Enter your password in the **Password** box.
3. Press **Enter** or click **OK**.
4. If enabled, use your proximity card or magnetic/barcode card approved for use with the software.

Units

Upon admission, a patient or asset must be assigned to a Unit. A Unit represents a protected area in your facility that is monitored as a unit, such as the Nursery or Intensive Care. All devices in the area are assigned to the unit, and are identified on a map or floor plan specific to the unit.

Some units may have more than one patient or asset occupying the same room. It is important when admitting a patient or asset to a double-occupancy room that you specify which bed or side of the room the patient or asset is assigned, for example room 101-A or room 101-B.

If an alarm occurs, the relevant alarm information, such as the patient's or asset's name, the type of event, and the location of the event, is displayed at any Client computer that has been configured to monitor the unit. Some System Properties, such as the time allowed for the discharge and adjust function, are defined at the unit level.

Device Supervision

The Supervision feature applies to many devices such as the alarming band transmitters, Pendants, Fall Monitoring and Incontinence devices. A supervised device is the system's way of ensuring that devices are communicating properly and within range of the receivers. When the Supervised transmitter function is enabled, a Check Transmitter alarm will be placed in the Event List if the system does not receive a signal from the device within a specified time interval. The supervision interval is configured in the Configuration-Units menu. The Supervision function defaults ON.

Global Lockdown

A Global Lockdown is when all of the doors are automatically locked during a Cut Band alarm. If a door is already open at the time a Cut Band alarm occurs or if a door is opened at any time while the system is in Global Lockdown:

- an alarm sounds at the Exit Alarm Controller
- a message is displayed on the Client computer(s) in the unit configured to monitor the door and on all Quick Look Displays for that unit
- the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s)

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm triggers a Global Lockdown. You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However if a Cut Band alarm is triggered during an Escort or a Transfer, the system automatically locks *All exits* and posts the alarms on all Client computer(s). This is because the transmitter in Escort or Transfer may be outside of its protected unit.

NOTE: When a transmitter is configured as a low priority asset transmitter, a Cut Band Alarm will not trigger a Global Lockdown. High Priority configured asset transmitters will trigger a Global Lockdown.

Common Operations

The top toolbar provides shortcuts to commonly used tasks such as admitting, discharging, escorting, and transferring a patient or asset. Additionally you can use the top toolbar to access the windows for adjusting the banding material on an alarming band transmitter, viewing system reports and silencing audible alarms.



Admit

Using the Admit function, you can admit a patient or asset and enable the system to associate the transmitter with information of the patient or asset being admitted. There are two ways to access the Admit window.

To admit a patient or asset from the Admit button

1. Click **Admit** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Admit Selection** window appears. Patients, assets or Auto-enrolled alarming band transmitters that currently exist in the census are listed in the window.

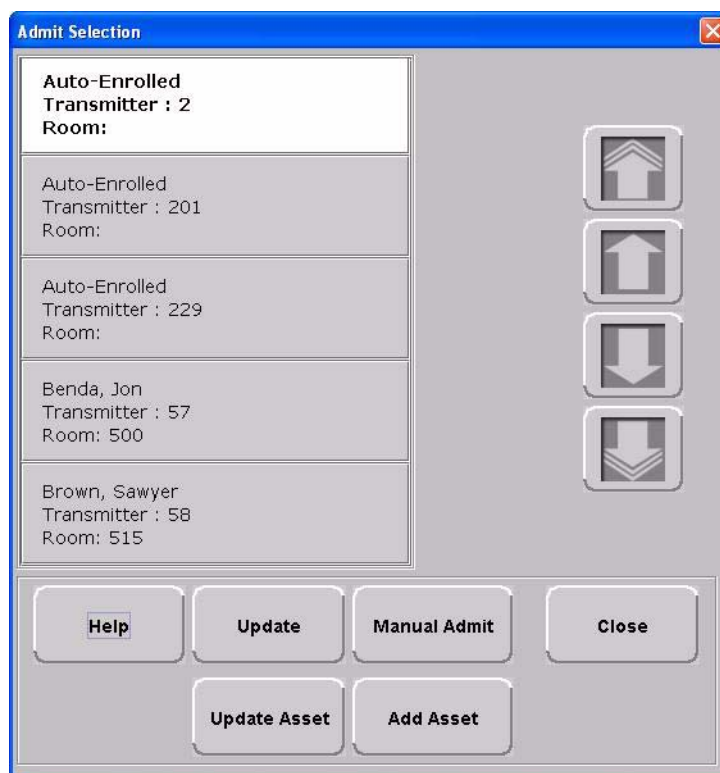


FIGURE 3.1: Admit Selection Window

3. For patient transmitters, do one of the following steps:
 - a. If the Auto-enroll feature is activated and the alarming band transmitter is automatically enrolled, use the arrow buttons to find and select the transmitter number to be assigned to the patient. Auto-enrolled alarming band transmitters appear first in the list. Click **Update** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry. (see “Patient Admit Information Window” on page 50).
 - b. If the alarming band transmitter was not auto-enrolled, click **Manual Admit** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry. (see “Patient Admit Information Window” on page 50).
4. For asset transmitters, do one of the following steps:
 - a. If the transmitter has been auto-enrolled in the system, use the arrow buttons to find and select the transmitter number to be assigned to the asset. Click **Update Asset** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry. (see “Asset Admit Information Window” on page 51).
 - b. If the transmitter was not enrolled, click **Add Asset** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry. (see “Asset Admit Information Window” on page 51).
5. Once admit information has been entered, click **Save**.

If the admit is successful, you will get the following dialog box:



6. Click **OK**.

NOTE: The **Manual Admit** and **Add Asset** options can be disabled to require Auto-enroll admits only. This features is enabled/disabled in Client Properties. Refer to the *Series 6.0 Software Administrator Guide*.

To admit from the Event List

Another way to admit is from the Event List. If the Auto-Enroll feature is activated and the alarming band transmitter is automatically enrolled, a white Auto-Enroll message appears in the Event List. Auto-Enroll events appear last in the Event List as they are considered low priority alarms.

NOTE: The **Display auto-enroll confirmation** checkbox must be checked to display the white Auto-enroll message box (refer to the *Series 6.0 Software Administration Guide*).

1. From the Client computer, click anywhere in the Auto-Enroll Message Box to access the Admit Event Information window.

For details on the Silence button refer to “Auto-enroll” on page 91.

FIGURE 3.2: Admit Event Information Window

2. Click **Admit**.
3. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Admit Information** window appears (see Figure 3.4 on page 50).

4. Enter patient information. The yellow fields designate required entry.
5. Click **Save**.

If the admit is successful, you will get the following dialog box:



6. Click **OK**.

To admit with a Pendant, Fall Monitoring or Incontinence device

1. Alarm then reset the device.
2. Click **Admit** on the toolbar.
3. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Admit Selection** window appears (refer to Figure 3.1 on page 45).

4. Select **Manual Admit**.
5. Enter patient information; the yellow fields designate required entry.
6. Select the **Transmitter** tab.

NOTE: The **Transmitter** tab will not appear until a QR Transmitter ID Range is configured into the system (refer to the *Series 6.0 Software Administration Guide*).

7. Select the **Tx ID** number (printed on Pendant) from the pull-down.
8. Click **Add**

The **Admit Information** window appears allowing you to select the transmitter type.

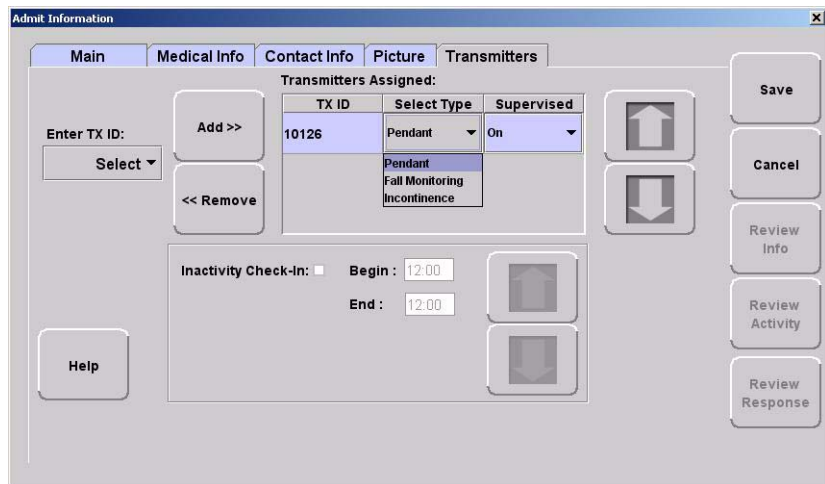


FIGURE 3.3: Admit Information to Select Transmitter Type

9. Select the Transmitter **Type** from the pull-down menu.
 - Pendant
 - Fall Monitoring
 - Incontinence

10. The **Supervised** option is selected by default. If desired, deselect.
11. Select **SAVE**.

If the admit is successful, you will get the following dialog box:



12. Click **OK**.

For more information on the Transmitter tab, refer to "Enter Transmitter Information" on page 55.

To admit with a fixed device

NOTE: Pull Cords and Smoke Detectors are considered fixed devices. They are assigned to a room and/or unit at the Configuration level. Refer to the *Series 6.0 Software Administrator Guide*.

1. Click **Admit** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.
The **Admit Selection** window appears (refer to Figure 3.1 on page 45).
3. Select **Manual Admit** to bring up the Admit Information window.
4. Enter patient information; the yellow fields designate required entry.
5. Select the **Room** that was configured with device from the drop-down menu.
6. Click **Save**.

Admit Information Windows

From the Admit Information window you can enter the general information about the patient or asset being admitted. The yellow fields designate required entry.

Patient Admit Information Window

There are five tabs for entering patient admit information and one for Scheduling Events see “Scheduling an Event” on page 56). The five tabs for entering patient admit information are: Main, Medical Info, Contact Info, Picture, and Transmitter.

The screenshot shows a software window titled "Admit Information" with a blue title bar and a close button. The window contains several tabs: "Main", "Medical Info", "Contact Info", "Picture", and "Transmitters". The "Main" tab is active. The form includes the following fields and controls:

- First Name :** A text input field with a yellow background, indicating it is required.
- Last Name :** A text input field with a yellow background, indicating it is required.
- Address :** A text input field.
- City :** A text input field.
- State :** A dropdown menu.
- Zip :** A text input field.
- Phone :** A text input field.
- Unit :** A dropdown menu with "First Floor" selected.
- Room :** A dropdown menu with "Select a room" selected.
- Birth Date :** A date input field in MM/DD/YYYY format.
- Discharge Planning Date :** A date input field in MM/DD/YYYY format.
- TX ID :** A text input field.
- Gender :** Two buttons labeled "Female" and "Male".
- Risk :** Three buttons labeled "Low", "Medium", and "High".
- Training delivered :** A section with three input fields: "Handout : 00/00/0000", "Video : 00/00/0000", and "Verbal : 00/00/0000".
- Buttons:** A vertical stack of buttons on the right side: "Save", "Cancel", "Review Info", "Review Activity", and "Review Response". A "Help" button is located at the bottom left.

FIGURE 3.4: Admit Information Window

Asset Admit Information Window

From the Asset Admit Information window you can enter the general information about the asset being admitted. There are three tabs for entering patient admit information and one for Scheduling Events see “Scheduling an Event” on page 56).

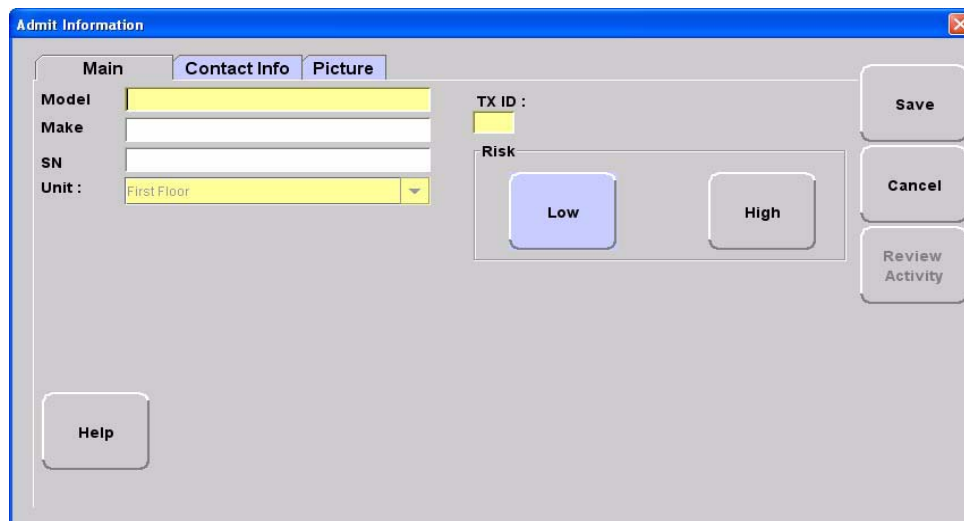


FIGURE 3.5: Asset Admit Information Window

Admit Information Tabs

Patient Main Information Tab

The Patient Main information tab allows you to enter general information about the patient being admitted; the yellow fields designate required entry. Depending on your configuration, the **Birth Date** field may be a required entry for the Series 6.0 Software. When updating admit information for patients who were enrolled in the system prior to software version 6.0, you **must** enter the patient’s birth date even if that information was not previously entered.

NOTE: The following characters are invalid and should not be used when entering main information: , + " & ' % # /

1. Click **Main** on the toolbar.
2. In the **First Name** box, type the first name of the patient being admitted (either first or last name is required).
3. In the **Last Name** box, type the last name of the patient being admitted (either first or last name is required).
4. Type the patient’s **Address, City, State, Zip**.
5. In the **Phone** field, type the phone number of the patient.

6. In the **TX ID** field, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the patient.
7. Click **Female** or **Male** to indicate the gender of the patient.
8. Click the **Risk** level for abduction or elopement associated with the patient. Choices are **Low**, **Medium** or **High**.
9. In the **Unit** field, select the unit to which the patient is currently assigned, even if the patient will not remain in that unit (required).
10. In the **Room** field, select the patient's room number.
11. In the **Birth Date** field, enter the patient's birthday (two digit month, two digit day, four digit year).
12. In the **Discharge Planning Date** field, enter the planned date of discharge (the appearance of this field depends on your system configuration)
13. In the **Training Delivered** field, indicate the type of training material used by entering the date training was delivered to the patient or patient's family.

Asset Main Information Tab

The Asset Main information tab allows you to enter identification information about the asset being admitted. The yellow fields designate required entry.

NOTE: The following characters are invalid and should not be used when entering main information: ,+”&’%#/#

1. Click **Main** on the toolbar.
2. In the **Model** field, type the model or description of the asset being admitted (required).
3. In the **Make** field, type the manufacturer's information of the asset being admitted.
4. In the **SN** field, type the serial number of the asset being admitted.
5. In the **TX ID** field, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the asset.
6. In the **Unit** field, select the unit to which the asset is currently assigned, even if the asset will not remain in that unit (required).
7. Click the **Risk** level associated with the asset. Choices are **Low** or **High**. If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm will trigger a Global Lockdown when a **High Risk** level is selected for an asset transmitter.

Medical Information Tab

The Medical information tab is only accessible from the **Patient Admit Information** window. To access the Medical Info tab, the user must be configured into the system as a Care Provider (refer to the *Series 6.0 Software Administrator Guide*).

The Medical Info tab allows you to enter medical information about the patient being admitted. Fields are provided here for you to enter information necessary per your facilities policies and procedures.

NOTE: The following characters are invalid and should not be used when entering medical information: ,+”&’%#/

Contact Information Tab

The Contact information tab allows you to enter contact information about the patient or asset being admitted.

NOTE: The following characters are invalid and should not be used when entering contact information: ,+”&’%#/

1. Click **Contact Info** on the toolbar.
2. In the **Special Instructions** field, type any special instructions associated with the patient or asset.
3. In the **Name** field, type the name of the primary contact for inquires regarding the patient or asset.
4. In the **Phone** field, type the phone number of the primary contact.
5. Type the **Address, City, State, Zip** of the primary contact.

If there is more than one contact, you can enter that information in the subsequent contact fields.

Insert a Picture

The Picture tab allows you to insert a picture of the patient or asset being admitted. The patient's picture is displayed on patient generated reports. When available, the patient's picture also appears in the Event Information window for Cut Band, Door, and Check Transmitter alarms as well as alarms generated from Pendant, Fall Monitoring and Incontinence devices.

All of the pictures in the system are stored on the P: drive on the Server. When you need to enter a picture for a patient, go to the P: drive.

1. To insert a picture, click or press the (...**Browse**) button.
2. Select a picture from the Browse Picture Files dialog box.

IMPORTANT: All pictures must be placed in the P: directory. If you are using a digital camera, removable USB drive, or any other removable media, you must first save the picture file to the P: directory before removing the media.

It is the responsibility of the customer to have the system work on their domain which governs the security access to their network.

To save a picture to the P: drive on the Server

1. Insert the removable media (USB drive).
2. On the Computer Desktop, double-click **My Computer**.
3. Double-click the removable media.
4. Right-click the pictures on the media you want to access and select **Copy**.
5. Double-click **P:**.
6. Double-click **Pictures**
7. Double-click **People** or **Asset**
8. Right-click and select **Paste** to paste the pictures to the P: drive for access.

Enter Transmitter Information

The Transmitter information tab is only accessible from the **Patient Admit Information** window. The Transmitter tab allows you to enter Pendant, Fall Monitoring and Incontinence transmitter information of the patient being admitted.

NOTE: The following characters are invalid and should not be used when entering transmitter information: ,+”&’%#/#

To enter transmitter information of the patient being admitted:

1. Click **Transmitters** on the toolbar.
2. Select the patient's transmitter number in the **Enter TX ID:** field.
3. Click **Add**.
4. From the **Transmitter Assigned** field, select the transmitter type.
5. The **Supervised** option is selected by default. If desired, deselect it.
6. If you want to enable the Inactivity Check-In feature for the transmitters, select the check box.
7. Enter the **Begin** and the **End** times for the Inactivity Check-In.
8. Click **Save**.

Scheduling an Event

The Schedule tab allows you to schedule daily, weekly or monthly activities (events) to alarm on a per patient basis. This tab is only available for patients already admitted to the system.

To schedule an event:

1. Click **Schedule** on the toolbar to open the following window.

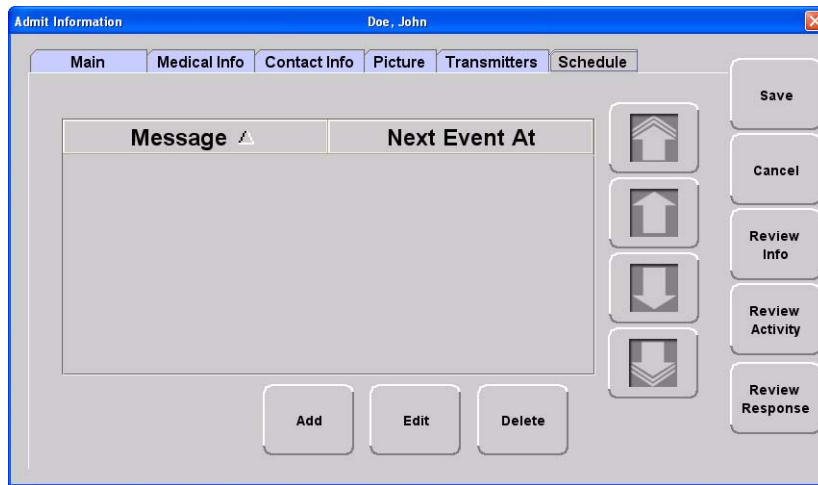


FIGURE 3.6: Schedule Tab

2. Click **Add** to open the Scheduling Detail window for adding events.

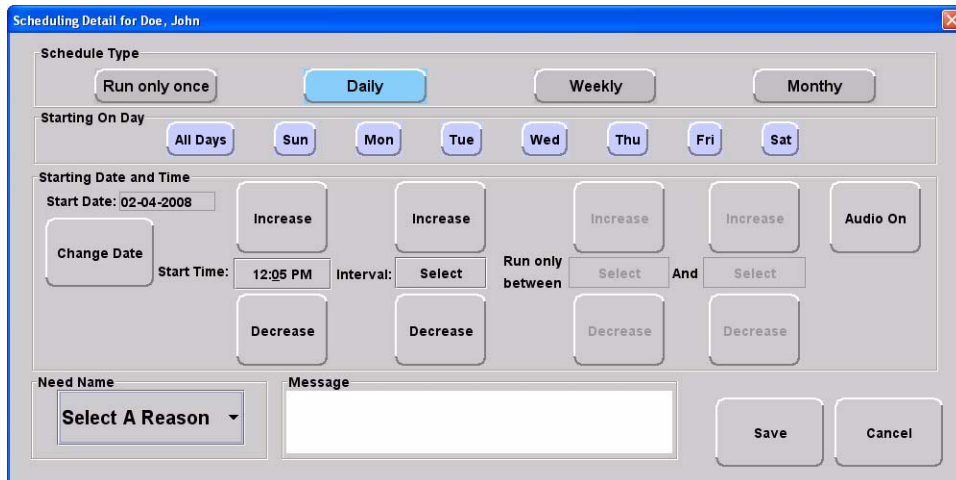
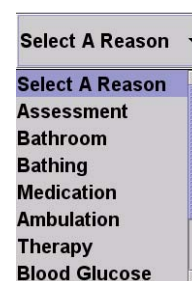


FIGURE 3.7: Schedule Detail window

3. Select the **Schedule Type**. Do you want the scheduled event to:
 - **Run only once**
 - run **Daily**
 - run **Weekly**
 - run **Monthly**
4. If you choose to run the scheduled event daily, you must select the day(s) you wish to run the event. Choose the day(s) from the **Starting On Day** field.
5. From the **Starting Date and Time** field, select a date and time to start the scheduled event. The current date is displayed in the **Start Date** field. To change the date, click on **Change Date** and choose a date from the popup calendar.
6. Choose a **Start Time**. The current time is displayed, click **Increase** or **Decrease** to select the desired start time.
7. If you choose to run the scheduled event more than once daily, you must select a run **Interval** and **Run only between** times. The **Interval** is how often you want the scheduled event to run (increments are 1 to 11 hours). Click **Increase** or **Decrease** to select interval.
8. The **Run only between** range is 12:00 A.M. to 12:00 A.M. Click **Increase** or **Decrease** to select the starting Run only between time then click on the **Increase** or **Decrease** to select the ending Run only between time.

NOTES:

- The scheduled event **Start Time** must fall within the starting **Run only between time** and the ending **Run only between** time range. For example, a scheduled event with a start time of 8:00 A.M. must have a Run only between time window that includes 8:00 A.M. A Run only between time of 7:00 A.M to 10:00 A.M. is legitimate; it includes 8:00 A.M. A time of 4:00 A.M. to 7:00 A.M. is not a legitimate **Run only between time**.
 - The scheduled event's **Interval** time must be less than the time window created by the **Run only between** times. For example, a scheduled event with an interval of 5 hours must have a Run only between time window of at least 6 hours.
9. The Audio button toggles On/Off. When Audio is turned On, the scheduled event will alarm at the Client computer(s).
 10. Select a reason for the scheduled event from the **Select A Reason** pull down or enter free text in the **Message** field.
 11. Click **Save** to save your changes or **Cancel** if you do not wish save your changes.





Discharge

When it is time for a patient to leave your facility, he/she must be discharged from the software. If applicable, the alarming band transmitter is removed from the patient within the period of time specified in the software by your facility. Finally, the transmitter must be cleaned in order to be ready to be used again.

NOTE: If a transmitter is in alarm, the event must be cleared before the patient or asset can be discharged.

To discharge a patient or asset

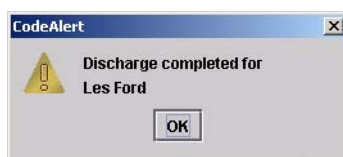
1. Click **Discharge** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The Discharge window appears. Patients, assets, or auto-enrolled transmitters that currently exist in the census are listed in the window.



FIGURE 3.8: Discharge Window

3. Use the arrow buttons to find and select the patient or asset to be discharged. Multiple patients or asset can be selected for discharge.
 - a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Discharge** window. The **Select Multiple** button highlights when activated.
 - b. Select the patients or assets to be discharged.
4. Click **Discharge**.
 - a. If the discharge is for a Wander Management transmitter, Pendant, Fall Monitoring or Incontinence device, the discharge occurs immediately. A dialog box appears indicating the discharge is complete.



- b. If the discharge is for an alarming band transmitter, a dialog box appears showing the patient's name and the amount of time you have to remove the alarming band transmitter. The amount of time you have to remove the alarming band transmitter can be set in the Configuration, Units menu (refer to the *Series 6.0 Software Administrator Guide*).



- c. If the amount of time for discharge is set to immediate, a dialog box appears asking you if you are sure you want to discharge the patient or asset.



NOTE: You cannot discharge a patient or asset that is not in the unit being monitored by the Client computer you are currently using.

5. Click **OK**.
6. Remove the alarming band transmitter from the patient or asset within the time allowed; the patient's or asset's name is automatically removed from the census.

To cancel a discharge

If the discharge is for an alarming band transmitter, you can cancel the discharge before the discharge time expire.

1. Click **Discharge** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Discharge** window appears (Figure 3.8 on page 58). Patients, assets or alarming band transmitters that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose discharge is to be canceled. Multiple patients or asset can be selected for canceling.
4. Click **Cancel**.

A dialog box appears indicating that the discharge for the selected patient or asset has been canceled.



5. Click **OK**.

NOTE: If the unit is configured for immediate discharge, you will be unable to cancel the discharge.

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and a Discharge attempt is made.



1. Follow the steps outline in the dialog box.
2. Click **OK**.



Escort

It may be necessary to temporarily move patients or asset within your facility from a protected area to an unprotected area, or an area that is not monitored by the software, for example taking a patient to X-Ray. The Escort function allows for movement of patients or assets by authorized staff within a facility while maintaining a record of the patient or asset being escorted and the staff who authorized the action.

If an alarm from a Pendant, Fall Monitoring or Incontinence device is generated for the patient while he/she is in Escort, the alarm cancels the Escort function. The alarm must then be cleared before the patient can be placed back into Escort.

NOTE: If a patient or asset is in alarm, the event must be cleared before the patient or asset can be placed into Escort.

To perform an escort

1. Click **Escort** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The Escort window appears. Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

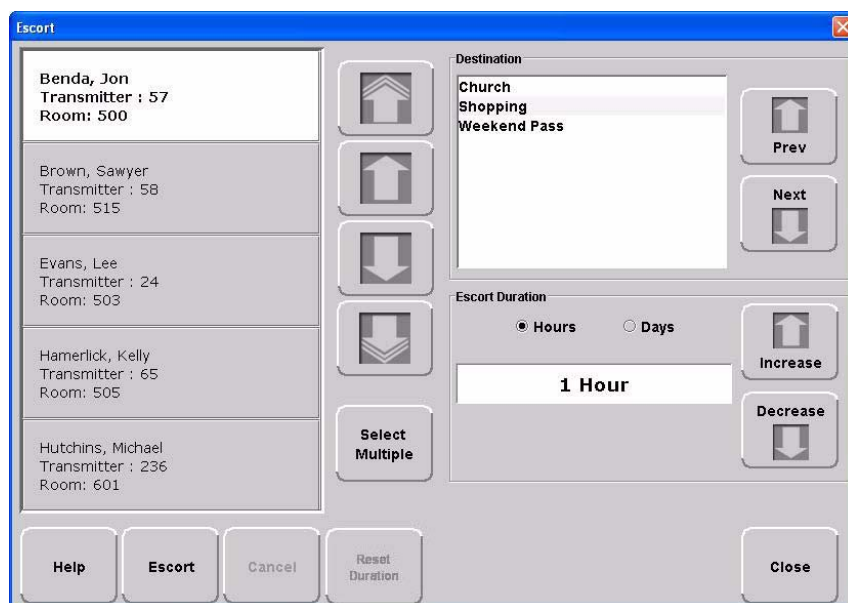


FIGURE 3.9: Escort Window

3. Use the arrow buttons to find and select the patient or asset to be escorted. Multiple patients and assets can be selected for escort providing that the **Destination** and **Escort Duration** is the same.
 - a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Escort** window. The **Select Multiple** button highlights when activated.
 - b. Select the patients or assets to be escorted.
4. Use the arrow buttons to find and select the **Destination**, or the location to which the patient is to be escorted.
5. Select the Escort Duration; the choices are **Hours** or **Days**. You can choose to set the Escort Duration from 1 to 23 Hours or 1 to 23 Days.
6. Use the **Increase** and **Decrease** arrows to select the amount of time required to escort the patient.
7. Click **Escort**.

A dialog box appears showing the name of the patient or asset and the amount of time allowed for the escort.



8. Click **OK**.

The patient or asset must be returned to the *same unit* within the selected time allowed, or an alarm is issued. When initiating an Escort for a patient or asset utilizing an alarming band transmitter, you must wait 45 seconds before returning the patient or asset to the unit. Returning a patient or asset to the unit before the 45 seconds time-lapse will result in an incomplete Escort.

To reset escort duration time

1. Click **Escort** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password. Press **Enter** or click **OK**.

The **Escort** window appears (Figure 3.9 on page 61). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose escort duration time is to be reset. Multiple patients or asset can be selected for resetting duration time, providing that the **Destination** and reset duration time is the same.
4. Use the **Hours** or **Days** arrows to select the new time needed to escort the patient or asset.

- Click **Reset Duration**.

A dialog box appears showing the patient's or asset's name and the Escort Reset Duration hours or days.



- Click **OK**.

To cancel an escort

- Click **Escort** on the toolbar.
- If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Escort** window appears (Figure 3.9 on page 61). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

- Use the arrow buttons to find and select the patient or asset whose escort is to be canceled. Multiple patients or assets can be selected for canceling.
- Click **Cancel**.

A dialog box appears indicating that the escort for the selected patient or asset has been canceled.



- Click **OK**.

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and an Escort attempt is made.



- Follow the steps outlined in the dialog box.
- Click **OK**.



Transfer

The Transfer function is used to move a patient or asset from one protected area to another protected area, for example from Labor and Delivery to Post Partum. Use the following steps to transfer a patient.

NOTE: If a transmitter is in alarm, the event must be cleared before the patient or asset can be placed into Transfer.

To perform a transfer

1. Click **Transfer** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Transfer** window appears. Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

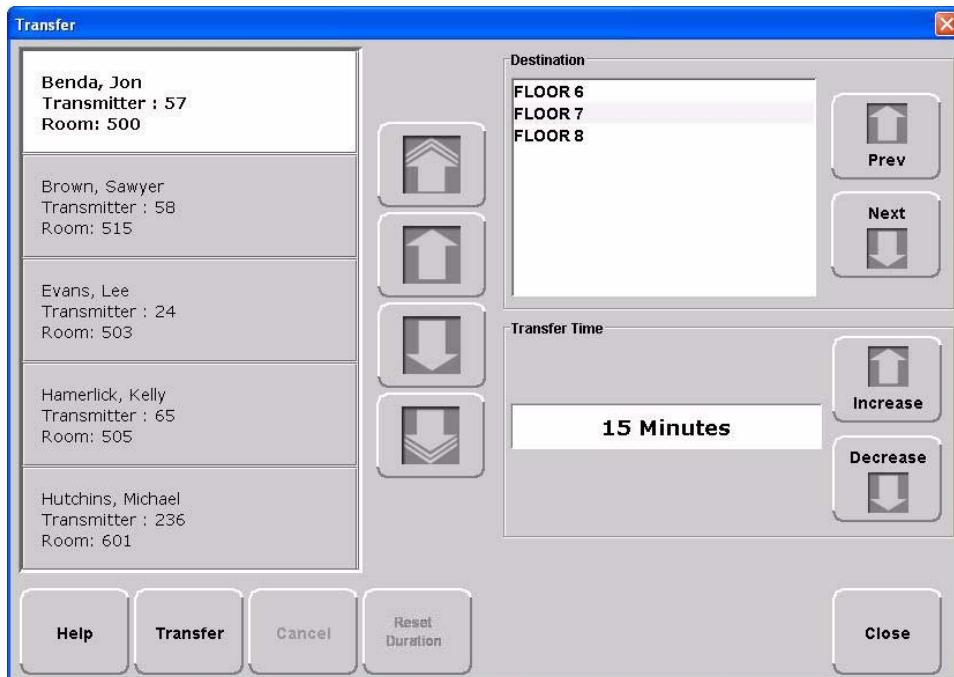


FIGURE 3.10: Transfer Window

3. Use the arrow buttons to find and select the patient or asset to be transferred.

4. Use the arrow buttons to find and select the **Destination**, or the location to which the patient or asset is to be transferred.
5. Use the **Increase** or **Decrease** arrows to select the amount of time required for the transfer.
6. Click **Transfer**.
7. A dialog box appears showing the patient's or asset's name, the amount of time allowed to transfer the patient or asset, and the destination.



If the Transfer is for a Wander Management transmitter, Pendant, Fall Monitoring or Incontinence device, the transfer occurs immediately.

8. Click **OK**.

As soon as the patient's or asset's transmitter passes through a protected zone that belongs to the selected designation, the system recognizes that the transfer was successful and the Transfer completes.

To reset a transfer duration time

1. Click **Transfer** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password. Press **Enter** or click **OK**.

The **Transfer** window appears (Figure 3.10 on page 64). Patients or assets that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose transfer duration time is to be reset.
4. Use the **Increase** or **Decrease** arrows to select the new time needed to transfer the patient or asset.
5. Click **Reset Duration**.

A dialog box appears showing the patient or asset name and the number of minutes that the transfer is extended.



6. Click **OK**.

To cancel a transfer

1. Click **Transfer** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Transfer** window appears (see Figure 3.10 on page 64). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

3. Select the patient or asset currently being transferred.
4. Click **Cancel**.

A dialog box appears to confirm that the transfer was canceled.



5. Click **OK**.

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and a Transfer attempt is made.



1. Follow the steps outline in the dialog box.
2. Click **OK**.



Adjust

The Adjust feature is only applicable with alarming band transmitters. In the normal course of a patient's stay in your facility, it may become necessary to adjust the banding material so that the alarming band transmitter fits the patient's ankle or wrist more comfortably and securely. The Adjust function temporarily suspends the Cut Band feature for a selected transmitter, allowing the banding material to be adjusted without triggering an alarm. The time period allowed for the band adjustment is specified by your facility.

NOTE: If a transmitter is in alarm, the event must be cleared before the Adjust function can be initiated.

To adjust banding material on a Transmitter

1. On the toolbar, click **Adjust**.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Adjust Bands** window appears. Patients or assets with alarming band transmitters that currently exist in the Census are listed in the window.

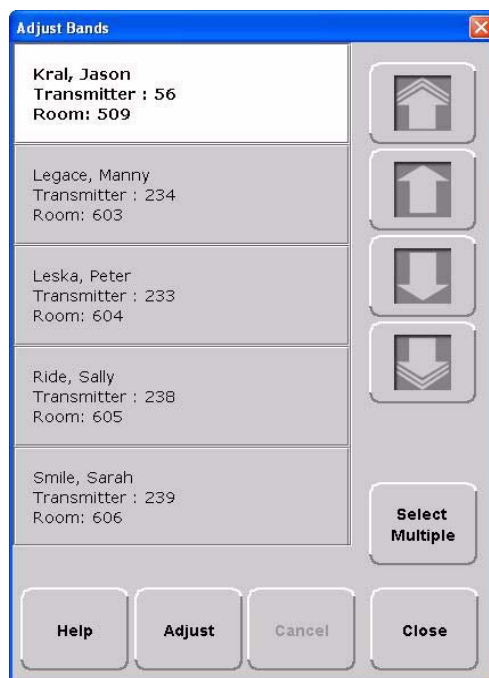


FIGURE 3.11: Adjust Bands Window

3. Use the arrow buttons to find and select the patient or asset whose banding material needs adjustment. Multiple patients or assets can be selected for adjusting.
 - a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Adjust** window. The **Select Multiple** button highlights when activated.
 - b. Select the patients or assets whose banding material needs adjustment.
4. Click **Adjust**.
 - a. If the alarming band transmitter is in alarm, a dialog box appears indicating that the transmitter is in alarm and the adjust function could not be performed. You must clear the alarm and re-try the **Adjust**.



- b. If successful, a dialog box appears showing the name of the patient or asset and the amount of time allowed to adjust the banding material.



5. Click **OK**.
6. Adjust the banding material and re-attach the transmitter.

The transmitter is active 60 seconds after both sides of the banding material are re-clamped. The patient or asset being monitored by the transmitter is once again supervised by the system.

NOTE: If the banding material is not removed within the time allowed, a message appears on the Client computer indicating that the adjust time expired. **Do not continue with the adjustment; a new adjust function must be initiated.** Adjusting the banding material after the adjustment time has expired will cause a Cut Band alarm.

To cancel an adjust

1. Click **Adjust** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

The **Adjust** window appears (see Figure 3.11 on page 67). Patients and assets that currently exist in the census are listed in the window.

3. Select the patient or asset currently being adjusted.
4. Click **Cancel**.

A dialog box appears to confirm that the adjust was canceled.



5. Click **OK**.



Reports

There are several System Reports that enable you to view information about the activities of the system throughout the day, week, or month. Refer to *Chapter 5, Using System Reports* for detailed information about viewing, printing, saving and filtering reports.



Silence

You can click **Silence** to stop the alarm sound. The alarm is silenced for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound. This Silence button is green when the Silence feature is turned ON. To configure the Alarm Silence Time-out, refer to *Series 6.0 Software Administrator Manual*.

