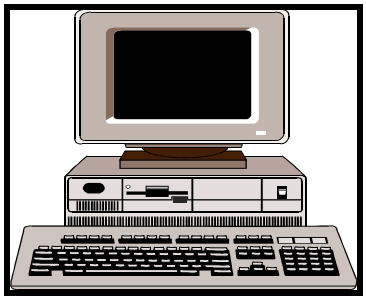
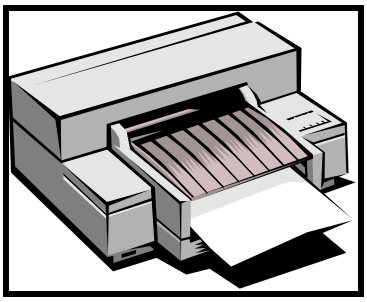
ALPHA-LOG v4.2 Rev.F

PATIENT CALL MONITORING
CALL RECORDING, PERFORMANCE REPORTS
ALPHANUMERIC PAGING





installation/owners manual #AL42F

Alpha Communications®

Toll Free Phone 800-666-4800

*** NOTICE ***

The alphanumeric paging feature of Alpha-Log is extremely reliable at sending nurse call messages to pocket pagers. The system sends messages to your pager(s) using a relatively high power radio signal. This signal has considerable range and has the ability to reject radio "noise" which could corrupt the message being sent.

Although Alpha-Log is extremely reliable, it must only be used as supplemental call annunciation in life safety applications such as nurse call. Alpha-Log should only be used to enhance the efficiency of a nurse call system by providing additional, immediate call notification via wireless paging. Manufacturer / supplier shall not be held liable for incidental or consequential damages resulting from annunciation failure.

INTRODUCTION

Alpha-Log is a hardware/software system designed to be used in conjunction with a nurse call system. The purpose of Alpha-Log is to monitor and increase the efficiency of patient care and to provide a communications tool for health care personnel. Alpha-Log is used with a personal computer. Information about every patient call placed is recorded in the personal computer (PC). The date, call start time, call end time, a user programmed description (patient name, room number, health condition, etc.), and call type (routine, priority) are all recorded. System users can create reports from this data using the included Windows software. Many reports are available. The user can easily specify what type of report is desired. For example, you may wish to view all calls that occurred on a particular day, week, or month. You can determine to average response time for all calls, or all calls from 9:00 AM to 5:00 PM (the start time and end time is user programmable). You may wish to know what percent of calls were responded to within 5 minutes on a particular day on second shift, or what percent of calls lasted more than 10 minutes on first shift during the last week. Many other useful reports are available to you. A detailed description can be found under *call activity reports.*

In addition to call data recording, Alpha-Log improves patient care by immediately notifying nursing personnel of patient calls using pocket pagers. (Alpha-Log can be used without pocket paging.) Within seconds after a patient places a call, a user programmed description of the call is sent to pagers worn by nursing personnel, for example, "Jack Jones, room 101A". This allows nurses to receive patient calls no matter where the nurse is in the building. Nurses are made aware of patient calls without having to be near call lights or buzzers. This improves call response times.

Alpha-Log also displays active calls (room number, description, duration of call) on the main screen. This provides real-time call information at a glance.

A message can be sent to a specific person (to their pocket pager) at any time using the *messenger* feature of Alpha-Log. This reduces or eliminates the need for loud, annoying overhead voice paging. A detailed description is found under *Messenger.*

The *Memo Page* feature allows users to program Alpha-Log to transmit memo's to the pocket pagers. For example, a nurse might program Alpha-Log to send the memo "medication-Mr. Jones" every morning at 9:00AM. Up to 300 memo's can be programmed. See *Memo Page* for details.

MLS-EC1 ENCLOSURE INSTALLATION

Most of the hardware interface portion of the Alpha-Log system fits in the MLS-EC1 surface-wall mount enclosure. Determine a suitable location for the MLS-EC1. Remember, one wire for each room (or patient call station) needs to be run to the MLS-EC1. This can come directly from a room station, from a corridor light or, if there is an annunciator panel (light board where all calls appear), one wire for each room can be run from the annunciator panel to the MLS-EC1 enclosure. Locate the MLS-EC1 in a location that will allow the most convenient means of running the required wiring between the nurse call system and Alpha-Log. Refer to drawings C022397-1 and C022397-2 for enclosure dimensions and mounting hole locations.

ROOM WIRING

An annunciator wire (call signal wire) for each room/patient must be connected to a MLS-32L signal input board. The signal may come directly from a room station, from a corridor dome light, or can be parallel connected to the call light/LED of the annunciator panel (light board showing all calls). The annunciator panel is usually located at the nurses station. Refer to the drawings in this manual for basic wiring schematics. Note that there must be a connection between the nurse call power supply and the "COM" terminal of the MLS-SPU1 board. If the nurse call system is the common negative type (positive is switched to place call), then nurse call power supply negative (-) must be connected to the "COM" terminal of the MLS-SPU1 board. If the nurse call system is the common positive type (negative is switched to place call), then nurse call power supply positive (+) must be connected to the "COM" terminal of the MLS-SPU1 board. If the nurse call system is powered by an AC transformer, the common (un-switched) side of the transformer must be connected to the "COM" terminal of the MLS-SPU1 board (drawing C031698-1).

Alpha-Log can monitor up to 256 rooms/patients. Each MLS-32L signal input board can accommodate 32 inputs. Therefore, more than one MLS-32L board is required if more than 32 inputs are being monitored, up to eight MLS-32L boards can be used. The system can be expanded at any time by simply adding additional MLS-32L boards. Each MLS-32L board is programmed with an "address" (1-8) which identifies it from the other MLS-32L boards. Programming is accomplished by placing a programming jumper over stake-pin pair 1-8 on the MLS-32L board (refer to drawing C022397-3). Later, each input will be programmed with its own description and room number. Therefore, the contractor terminating annunciator wires should record on the sheets that follow the room number that corresponds to each MLS-32L input number. Terminals 1-32 on the MLS-32L board addressed as #1 are programming inputs 1-32, respectively. Terminals 1-32 on the MLS-32L board addressed as #2 are programming inputs 33-64, respectively. Refer to the chart Relationship between MLS-32L terminal number, MLS-32L board number and programming input number for a complete reference guide.

Room wiring is connected to pluggable terminal blocks on the MLS-32L boards, refer to drawing C030497-1. MLS-32L boards are plugged into the MLS-32L sockets of the MLS-SPU1 board, refer to drawings C022397-4 and C030297-1. Any MLS-32L board number (address) may be plugged into any of the eight sockets on the MLS-SPU1, the order does not matter. MLS-32L boards are held securely in place by placing #6-32 (1/4") mounting screws through the "L" brackets of the MLS-32L and into the MLS-32L mounting stand-off nuts located in the MLS-EC1 enclosure.

Relationship between MLS-32L terminal number, MLS-32L board number and programming input number

	MLS-32L board number							
	#1	#2	#3	#4	#5	#6	#7	#8
terminal:								
1	001	033	065	097	129	161	193	225
2	002	034	066	098	130	162	194	226
3	003	035	067	099	131	163	195	227
4	004	036	068	100	132	164	196	228
5	005	037	069	101	133	165	197	229
6	006	038	070	102	134	166	198	230
7	007	039	071	103	135	167	199	231
8	008	040	072	104	136	168	200	232
9	009	041	073	105	137	169	201	233
10	010	042	074	106	138	170	202	234
11	011	043	075	107	139	171	203	235
12	012	044	076	108	140	172	204	236
13	013	045	077	109	141	173	205	237
14	014	046	078	110	142	174	206	238
15	015	047	079	111	143	175	207	239
16	016	048	080	112	144	176	208	240
17	017	049	081	113	145	177	209	241
18	018	050	082	114	146	178	210	242
19	019	051	083	115	147	179	211	243
20	020	052	084	116	148	180	212	244
21	021	053	085	117	149	181	213	245
22	022	054	086	118	150	182	214	246
23	023	055	087	119	151	183	215	247
24	024	056	088	120	152	184	216	248
25	025	057	089	121	153	185	217	249
26	026	058	090	122	154	186	218	250
27	027	059	091	123	155	187	219	251
28	028	060	092	124	156	188	220	252
29	029	061	093	125	157	189	221	253
30	030	062	094	126	158	190	222	254
31	031	063	095	127	159	191	223	255
32	032	064	096	128	160	192	224	256

input number	Room/station
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input number	Room/station
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input number	Room /station
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input number	Room /station
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input number	Room/station
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input number	Room/station
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input number	Room/station
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input number	Room/station
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CONNECTING ALPHA-LOG TO THE PERSONAL COMPUTER

Refer to drawings C061404-1, and C061404-2 for information on connecting the MLS-SPU1 processor board to the PC running Alpha-Log. The MLS-232 serial port extenders allow the PC to be located remotely from the nurse call system RS-232 data port. The MLS-SPA board allows the nurse call system data (from the MLS-SPU1 board) and paging transmitter (if used) to share a single PC COM (communications) port. Refer to drawing #C112205-1 for connection/wiring instructions for the optional paging transmitter. Note that the paging data will come out of the "transmitter" center jack of the MLS-SPA board. The data will go through two MLS-485 units, then after a protocol conversion will be fed into the TX125-ENC paging transmitter. The MLS-485 devices also function as short-haul modems. This means that the paging transmitter may be located remotely from the Alpha-Log PC by up to 2,500'. This may be useful for locating the transmitter in a central (and high location in multi-story buildings) to achieve optimum paging coverage. The MLS-SPA and one MLS-485 will be located near the PC running Alpha-Log PC, the second MLS-485 will be installed at whatever location is chosen for the TX125-ENC transmitter. Two pair of unshielded 22 AWG wire is required between the MLS-485's. Note that the MLS-485's will be powered from the 12VDC power output terminals of the MLS-SPU1 board either directly or by tapping into the +12V and NEG terminals of either MLS-232 since they are also powered from the MLS-SPU1 board. **MAKE SURE to observe voltage polarity when connecting power to the MLS-485's.** Do **NOT** connect the A and B terminals of the two MLS-232's to the A and B terminals of the MLS-485's. The data buses for each are separate.

Notice that the two MLS-485's have a mode switch coming out of the end panel. Refer to drawing #112205-1 for the correct mode switch position for each MLS-485. **Also notice that each MLS-485 has different firmware installed in it's processor board.** The firmware version in each MLS-485 is indicated on a label on the bottom of the unit. Again refer to drawing #C112205-1 for the proper location (at MLS-SPA or at TX125-ENC paging transmitter) for each MLS-485. Mount the TX125-ENC using the four keyholes. You provide the TX125-ENC mounting screws depending on what type of surface the TX125-ENC is being mounted to. Mount the TX125-ENC with the antenna oriented vertically.

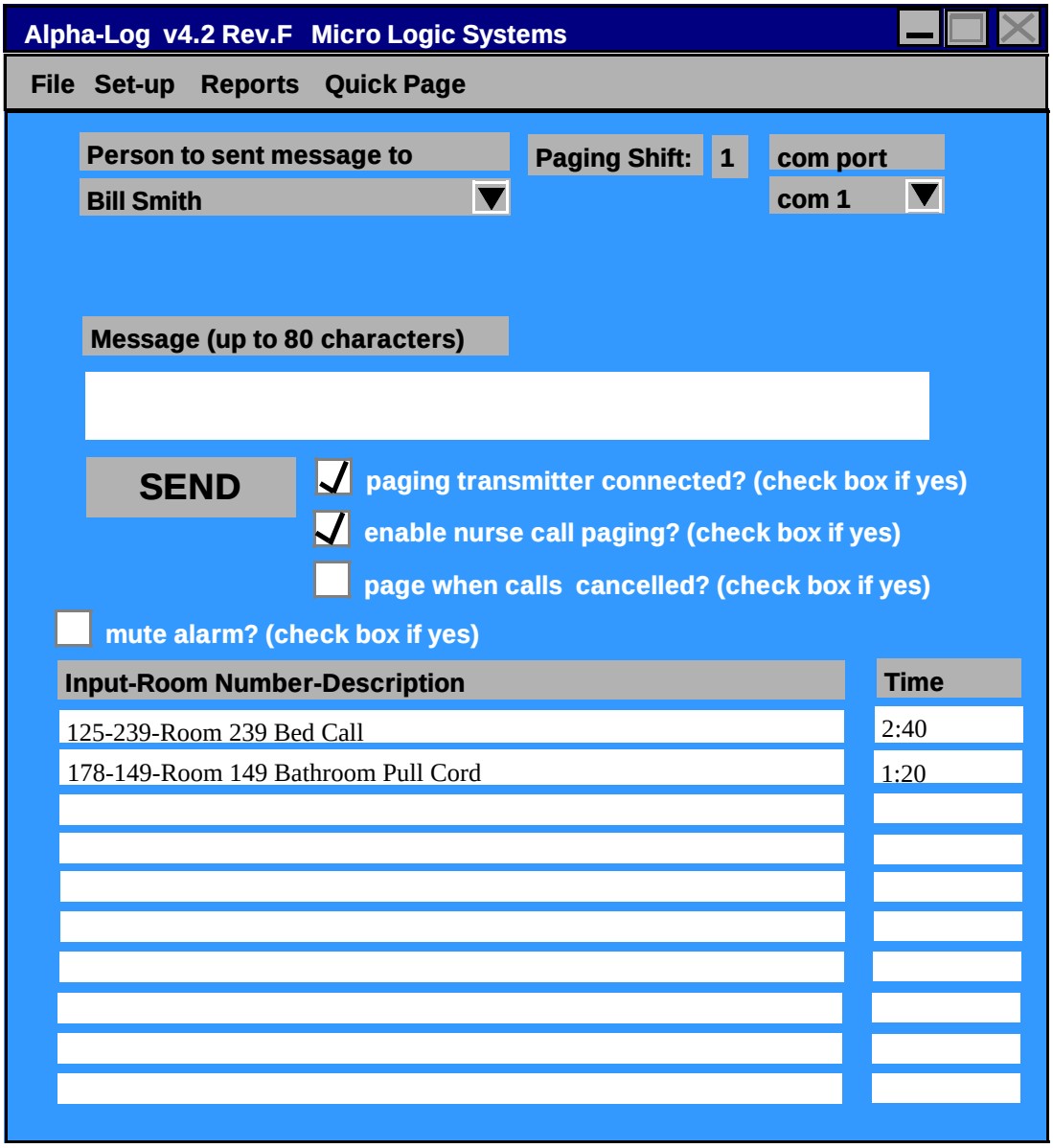
If the nurse call system, MLS-SPU1 board and the PC running the Alpha-Log software are equipped with power back-up, plug the power supply for the TX125-ENC paging transmitter (if pocket paging is being used with Alpha-Log) into an AC power outlet with power back-up so that Alpha-Log will remain 100% operational during a power failure.

PC SOFTWARE INSTALLATION

The installation is simple and done manually. Insert the software CD-R into the CD drive. Using the "My Computer" function of Windows, **create a folder on the PC hard drive (must be C: drive) called alog42 (c:\alog42)** . Copy the Alpha-Log software program, **alog42f.exe** into the alog42 folder that you've created. The next step is to copy the four Windows support files from the CD into the C:\windows\system folder. The four files are: vbrun300.dll, spin.vbx, mscomm.vbx, and msafinx.dll. The Alpha-Log program, alog42f.exe, is a 16-bit Windows application. It has been successfully tested on all versions of Windows up to and including Windows XP.

"My Computer" can then be used to run Alpha-Log. Open the alog42 folder that contains Alpha-Log. Double-click the Alpha-Log icon.

USING ALPHA-LOG



Alpha-Log main screen

When Alpha-Log is started, the main screen will appear. Alpha-Log is a data logging **and** message paging system. Alpha-Log can be used for data logging without using the paging feature (paging could then be added at any time). If the paging feature isn't being used, un-check the "paging transmitter connected?" check box on the main screen by clicking on the box with the mouse. The nurse call system is connected to one of the PC's serial communication (com) ports. You need to tell Alpha-Log which com port is being used. On the main screen, click the down-pointing arrow under the label "com port". From the list of com ports, click on the one that the nurse call system is connected to. Alpha-Log will not function until the proper com port is selected. The selected port is opened 20 seconds after Alpha-Log is run. At that time, the selected COM port changes from green to black on the screen. The COM port selection CAN be changed at any time, however, if an unavailable COM port is selected, a "Device Unavailable" error will occur. You will have to re-start Alpha-Log. When Alpha-Log is run for the first time, COM1 is selected as the default. Your COM port selection is saved when Alpha-Log is exited by clicking on Exit under the File menu. Then, when Alpha-Log is re-run, your previous COM port selection is used until you change it again.

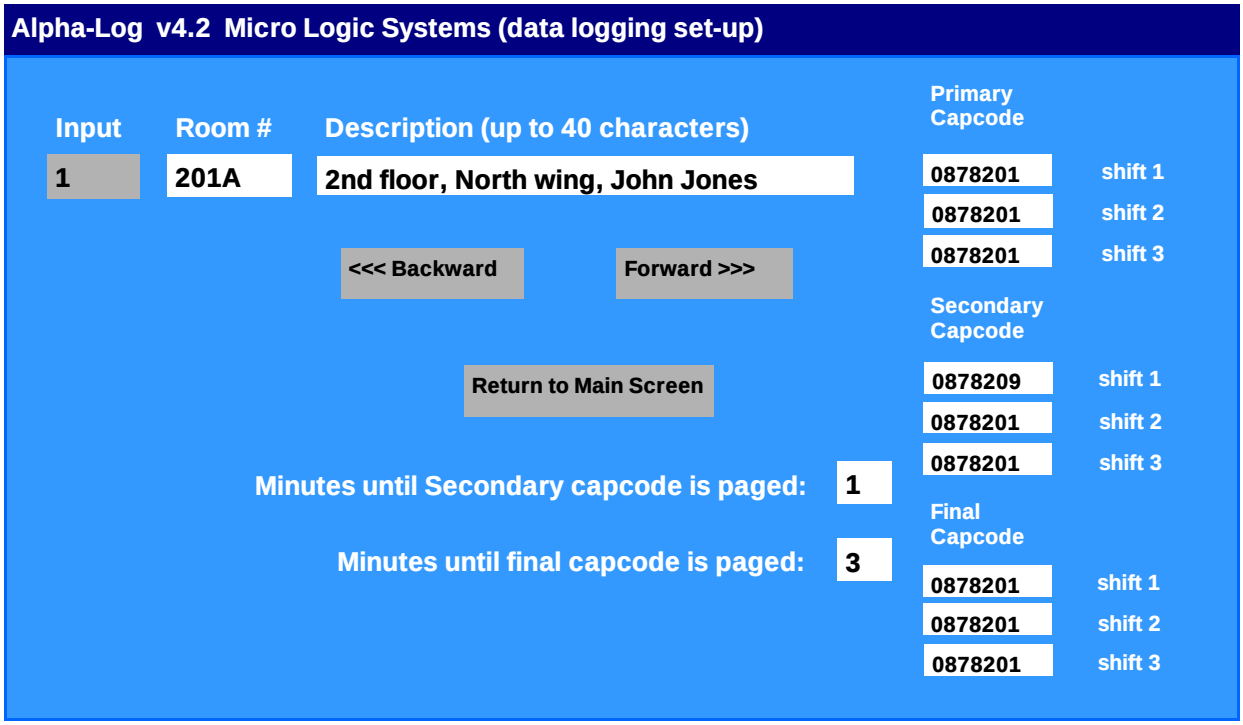
Whenever Alpha-Log is running, it is automatically monitoring and recording all patient calls. Also, when each patient call is placed, a call description is sent to your pager(s) if the "enable nurse call paging" box is checked. The description might include the patients name, room number, and perhaps a brief note regarding the patients health. You will need to program Alpha-Log with your call descriptions.

Alpha-Log will display active calls on the main screen. The call description, room number, and duration of the call is displayed. If the call is a emergency/priority type call (flashing input signal) such as from a bathroom pull-cord station, the call description will be displayed with a red background. If any call reaches a duration of five minutes or more the call timer will be displayed with a red background. Also displayed with each call/ alarm is the input terminal number (at the Alpha-Log interface) associated with the call.

If there are any active calls, Alpha-Log will generate a Windows "beep" every ten seconds unless the "mute alarm?" check box is checked. The actual sound of the beep can be changed by going to the Windows Control Panel, clicking on "sounds and audio devices" and selecting a new sound for *Default Beep*.

If the "send page when calls are cancelled" check box is checked, a page will also be sent when each call is cancelled. The page will consist of the call description plus "-call cancelled". Check the check box by clicking on it with the mouse. Un-check it by clicking on it again.

When a patient places a call, a call signal is received by the Alpha-Log interface (MLS-SPU1 and MLS-32L board(s). The call signal wire from each patient room (or each call station, there may be more than one call station in a room) is connected to a terminal at the Alpha-Log interface. The electrician who connected the call signal wires to the Alpha-Log interface should have noted which patient room/patient call station was connected to each input at the Alpha-Log interface. Refer to the charts located in this manual. You will use that information to program the call descriptions. On the Alpha-Log main screen, click on the **set-up** menu. Then click on **data logging.** The data logging set-up screen will appear. See next page.



Data logging set-up screen

From this screen, a room number, description, primary, secondary, and final pager capcodes (for each of up to three shifts) will be programmed for each input of the Alpha-Log interface. Remember, call signals from each room/patient are wired to an input of the Alpha-Log interface. Let's assume that the call signal wire for the call station in room 101A (John Jones' room) is connected to input 1 at the Alpha-Log interface. Make sure "1" appears in the input box located in the upper left corner of the screen. That means you are programming input 1.To increment the input number by 1, click on the Forward>>> button with the left mouse button. To increment the input number by 10, click on the Forward >>> button with the right mouse button. The <<< Backward button decrements the input number. Again, make sure "1" appears in the input box. Type in the room number in the room # box (6 characters max.). Use the TAB key or the mouse to move the cursor to the description box. Type in a description.

You may wish to change the default capcodes (See **Capcodes,** next page) that appear in the nine capcode boxes. The nine capcode boxes allow you to specify which pager(s) will receive nurse call pages. There is a primary, secondary, and final page for each of three shifts. The **shift paging** feature allows nurse call pages from any patient to be routed to different nursing personnel depending on the time of day. To set up paging shifts, from the main screen, click on the **set-up** menu, then click on **Shifts**. Use the up/down arrows to select the *starting time* for each shift. Click the AM/PM button to toggle between AM and PM. Any of the three shifts can be set to begin at any time of the day. Shifts can last for any length of time. For example, let's assume that shift 1 is set to 9:00 AM and shift 2 is set to 5:00 PM, and shift 3 is set to 11:00 PM. At 9:00 AM each morning, Alpha-Log will *automatically* be operating in paging shift 1. At 5:00 PM each day, Alpha-Log will automatically switch to paging shift 2, and at 11:00 PM, paging shift 3 is activated. If the "activated" box isn't checked under a shift time, that shift is ignored. This allows you to operate using just two shifts. For example, program a start time for any two shifts, and un-click the "activated" box for the remaining shift. If all three shifts are not activated when Alpha-Log is started, shift 1 is used. If all three shifts are de-activated during operation, Alpha-Log will remain in its current paging shift. Shift data is saved on the hard drive, if Alpha-Log is shut down, shift programming data is maintained. The current paging shift is displayed on the main screen.

Primary capcodes designate which pager(s) will immediately receive call notification. If a call isn't responded to/cancelled within a specified time frame, Alpha-log can re-send call notification to a different, secondary capcode. To use this feature, specify how long Alpha-log should wait before transmitting call notification to the second pager by entering the number of minutes in the "Minutes until secondary capcode is paged:" box (1-3 digits). If you specify 0 minutes, the feature is disabled for that patient.The time delay

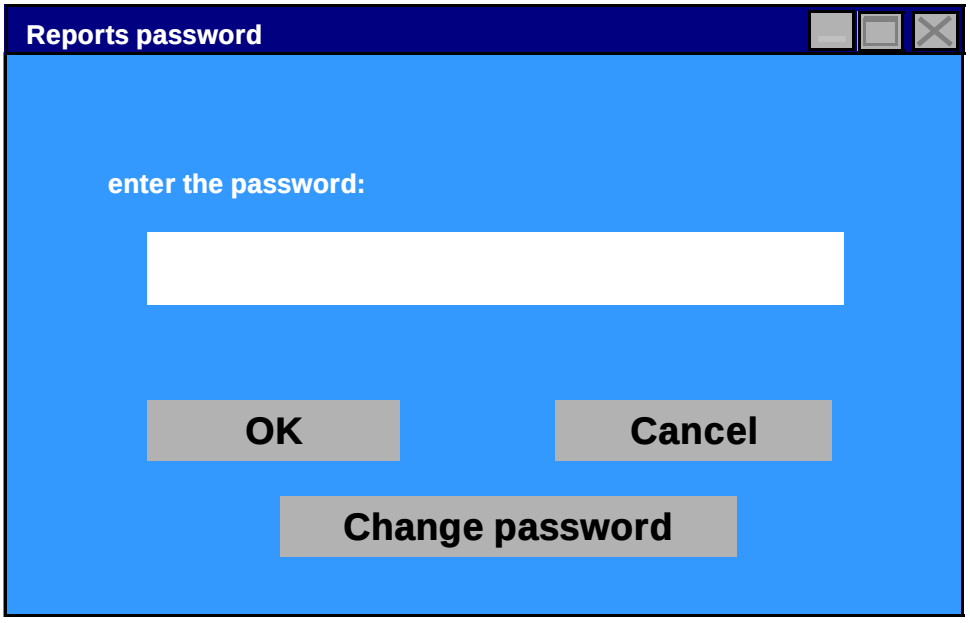
for this feature (and for final page) can be different for each patient. Alpha-Log can send a third, final page to a third capcode if the call isn't responded to/cancelled within the number of minutes entered in the "Minutes until final capcode is paged:" box (1-3 digits). The number is minutes until the final capcode is paged should be longer than the number if minutes until the secondary capcode is paged. If the minutes until the final capcode is paged is set to 0, the final page feature for that patient is disabled. Enter primary, secondary, and final page capcodes (if used) for each shift that is being used. For example, primary, secondary, and final capcodes entered in the shift 1 boxes apply when Alpha-Log is operating in paging shift 1. Input programming can be edited at any time. For a paper print-out of the description, capcodes, room number, secondary page delay, and final page delay currently programmed for each input, click on the **Reports** menu on the main screen. Then click on **Print setup data**.

Capcodes

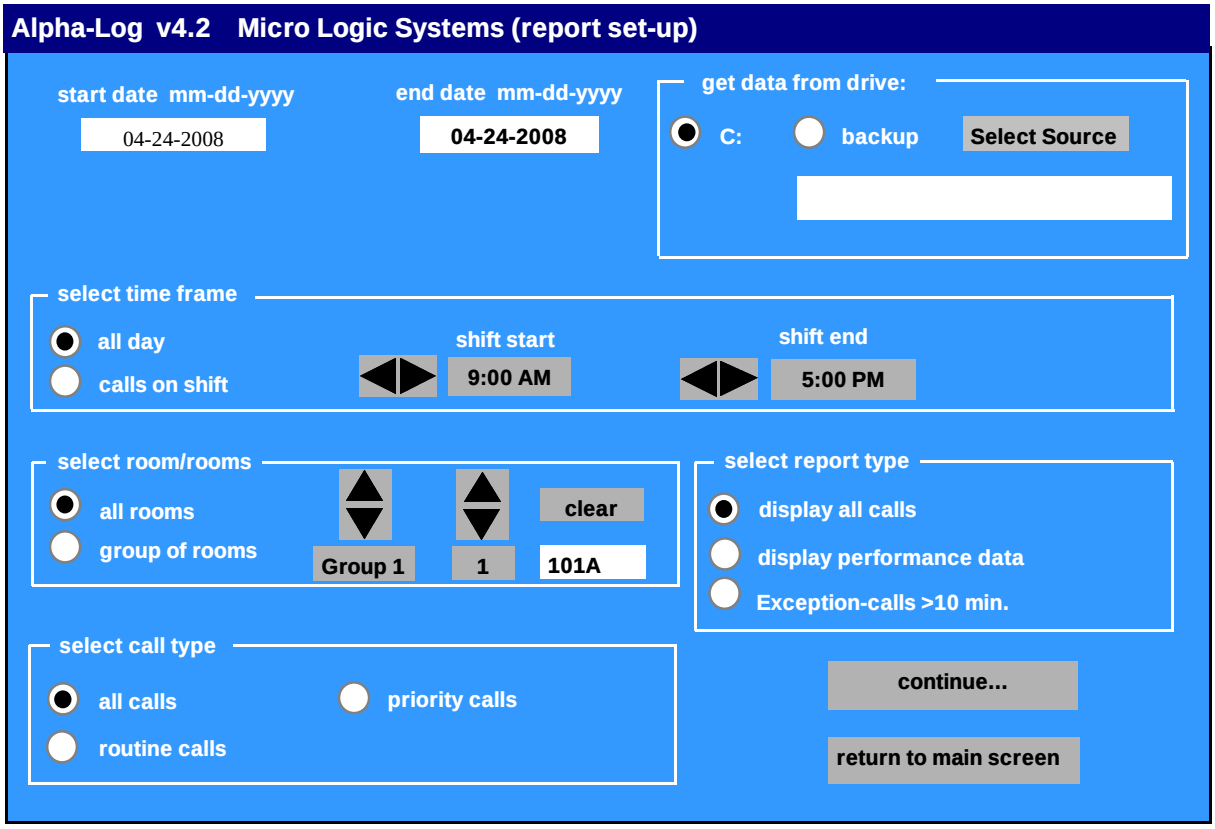
A capcode is a number programmed in the pager that gives the pager a unique identity. A capcode is similar to a telephone number. For example, when you dial a particular phone number, a connection is established between you and one specific receiver, the person you wish to speak with. When you program capcodes for an input (room/patient), you are designating which pager or pagers the call description will be sent to when the patient places a call. Paging differs from the telephone analogy in that you may want the call description to go to all of the pagers (all nurses) or specific groups of pagers. Each pager may contain multiple capcodes. Typically a pager contains a unique capcode and one or more group capcodes. If a message is sent to a pager capcode common to all pagers, the message will be received by all of the pagers. You can have call descriptions for a particular patient sent to a particular nurse by typing a unique capcode in that nurses' pager in the capcode boxes on the screen shown on the previous page. Pagers from Micro Logic Systems can be hand programmed (including capcodes) without a programmer, instructions included.

CALL ACTIVITY REPORTS

To create and view call activity reports, click on the **Reports** menu on the main screen, click on **Call reports.** Before call activity reports can be created, the correct password must be entered. This prevents unauthorized personnel from viewing call data. When "Reports" is selected from the main screen, the Reports password screen appears.



To enter the Reports set-up screen, type the password then click on "OK". **The default password is "alpha".** Passwords ARE case sensitive, ALPHA is not the same as alpha. To change the password, first enter the current password then click on "Change password". Enter the new password then click on "OK". Clicking on "Cancel" will return you to the main screen.



Report set-up screen

Alpha-Log allows a variety of call activity reports to be created on the computer screen and printed on paper. The report set-up screen allows the user to quickly create the desired report. There are two basic report types. From the *select report type* box, you will select which type you would like by clicking on *display all calls, display performance data*, or *Exception-calls >10 min.* with the mouse pointer. If *display all calls* is selected, the report will show the date, start time, end time, duration of call, type of call, and a description of **each** call. A sample screen of this report type is shown at the top of the next page.

Alpha-Log v4.2 Micro Logic Systems (call data)

start date 03-23-2008 end date 03-23-2008 shift:all day call type:all calls rooms:all rooms screen 6

Date	Description	Room	Start time	End time	Min.	R/P
03-23-2008	Mark Jones	101A	8:05 AM	8:11 AM	6	R
03-23-2008	Heather Freeman	115B	8:09 AM	8:14 AM	5	P
03-23-2008	Judy Roth	147B	8:55 AM	9:11 AM	16	P
03-23-2008	Mark Jones	101A	10:12 AM	10:19AM	7	R
03-23-2008	Stacy Armstrong	213B	10:14 AM	10:17AM	3	R
03-23-2008	Kurt Becker	201A	1:09 PM	1:18 PM	9	P
03-23-2008	Heather Freeman	115A	1:37 PM	1:57 PM	20	P
03-23-2008	David Ryan-pneumonia	225	1:44 PM	1:51 PM	7	P
03-23-2008	Dan Peters	113B	2:05 PM	2:23 PM	18	R
03-23-2008	Judy Roth	147B	2:44 PM	2:50 PM	6	P
03-23-2008	Heather Freeman	115B	3:11 PM	3:13 PM	2	P
03-23-2008	Kurt Becker	201A	3:13 PM	3:30 PM	17	R

Print report | <-back to screen 1 | <-Previous screen | Next screen-> | New report | Return to main screen

display all calls-report

If *display performance data* is selected, a report is generated which shows overall call response data, not information on any particular call. A sample screen of this report type is shown below.

Alpha-Log v4.2 Micro Logic Systems (performance data)

start date 03-04-2008 end date 03-23-2008 shift:all day rooms:all rooms

Routine calls:	225	Average response time (min.):	8.45
Priority calls:	124	Average response time (min.):	5.12
Total calls:	349	Average response time (min.):	6.39

Routine calls under 5 min.:	32	Percent of routine calls under 5 min.:	14
Priority calls under 5 min.:	83	Percent of priority calls under 5 min.:	67
Routine calls 5-10 min.:	174	Percent of routine calls 5-10 min.:	77
Priority calls 5-10 min.:	30	Percent of priority calls 5-10 min.:	24
Routine calls over 10 min.:	19	Percent of routine calls over 10 min.:	8
Priority calls over 10 min.:	11	Percent of priority calls over 10 min.:	9

print report | New report | return to main

display performance data-report

If **Exception-calls >10 min.** is selected, a report similar to the "display all calls" report is created. However, only calls with a duration over 10 minutes are displayed.

For each report type, the following report set-up information applies. The report set-up screen allows you to quickly create a customized report. The information may be entered in any order.

The **start date and end date** boxes allow you to specify the time period the report will cover. Use the mouse pointer or TAB key to move the cursor to each data box. Dates must be entered in the form mm-dd-yyyy. The end date must be equal to the start date or be a later date. Valid dates range from 01-01-1998 to 12-31-2025.

The **select time frame** box gives you the option to select all calls regardless of the time they began or to only include calls that occurred during a specified shift. Click on the left and right arrows to change the shift start and end times. The time shown will adjust in half-hour steps.

The **select room/rooms** box allows you to select which room numbers will be included in the report. If *all rooms* is selected, call data from all rooms will be included in the report. If *group of rooms* is selected, the report will only include call information from the specified group of rooms. You are allowed up to eight groups of room numbers. Each group can contain up to 99 room numbers. When *group of rooms* is selected, the report will only contain call information from the room(s) in the selected group. To select a group, click on the up or down pointing group select arrows above the Group x label. Click on the up or down pointing arrows to the right of the group select arrows to view or enter room numbers. Room numbers may contain up to six characters. If a particular nurse is responsible for certain patients, you may program a group with only those room numbers containing his/her patients. You can then view the call response data for that nurse by selecting his/her group of rooms. You may check the call response received by a single patient by programming a group with only that patient's room number. You can then view the call response data for that patient by selecting his/her group number. Groups can be reprogrammed at any time. Clicking on the *clear* button will clear all room numbers from the selected group.

The **select call type** box allows you to select which call types will be included in the report. Select *all calls* to include routine **and** priority calls. Select *routine calls* to include only routine calls in the report. Select *priority calls* to include only priority calls in the report.

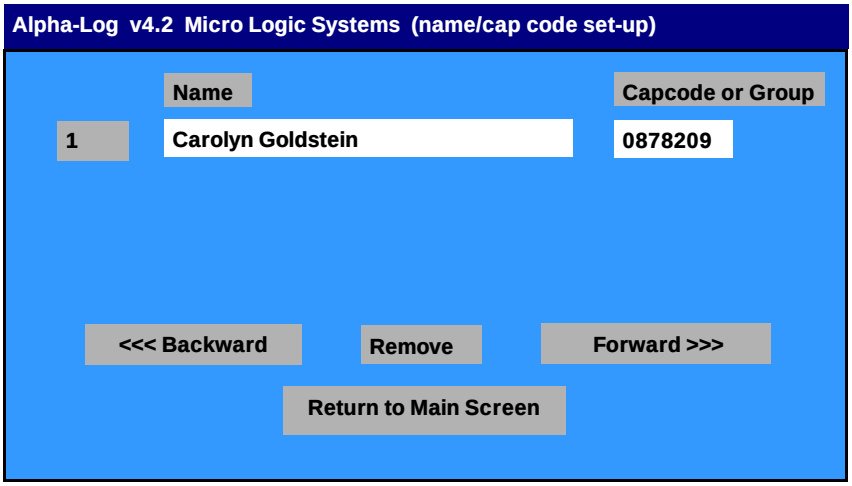
The **get data from drive:** box allows you to select the data source for the report, the current data base located in c:\alog42 (designated C:) or data from a prior backup. Clicking the "Select Source" button will bring up a window at which you can select the drive and folder that contains the data base from which to create a report. The label in the upper right of that window indicates which drive and folder you have selected. The list box at the left shows what files are in that folder. See *Data Backup*.

When your report set-up is complete, click on the *continue...* button to show the report on the computer screen. You can click on *return to main screen* at any time to exit the report set-up screen. Click on *New report* to create another report.

Once the report is shown on the screen, you can print it on paper by clicking on the *print report* button. The reports will appear slightly different on paper than on the computer screen.

MESSENGER

The messenger feature of Alpha-Log allows you to instantly send a message to any or all of the nurse call pagers . This allows you to get a message to a specific person anyplace in or around the building (including outdoors) without noisy and annoying overhead voice paging. Before the messenger feature can be used, it must be set-up. Click on the **Set-up** menu near the upper left corner of the main screen. Then click on **messenger**. The name/cap code set-up screen will appear.



name/capcode setup screen

As the screen name suggests, you will be linking each person who will carry a pager to the unique capcode programmed in their pager. By using the unique capcode, you will be able to send a message to (and only to) the person you want. Enter the persons name in the name box. Use the mouse or TAB key to move the cursor the the *Capcode or Group* box.

Enter the unique capcode in the pager that person will carry. Continue by clicking on the *Forward>>>* button. Follow the same procedure for each person. Move forward and backward through the names by clicking on the Forward >>> and <<< Backward buttons. Clicking with the left mouse button moves you one space. Clicking with the right mouse button moves you ten spaces. Programming can be changed/edited at any time.

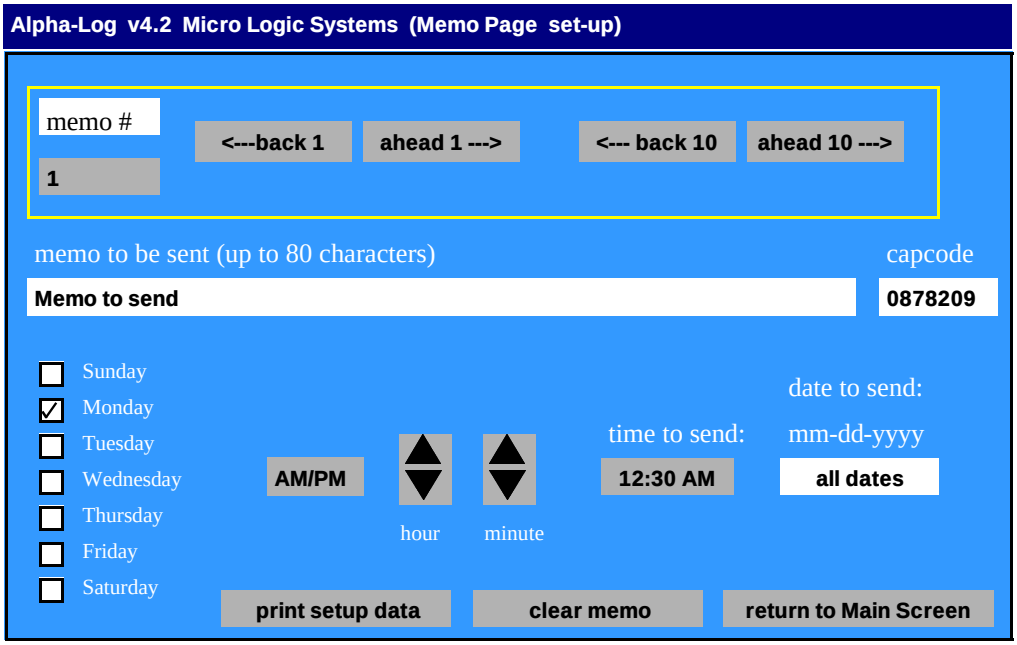
To remove a name, make sure the name appears in the name box by using the *Forward>>>* or *<<< Backward* buttons. Click on the *Remove* button. When you are finished, click on *Return to Main Screen.* On the Alpha-log main screen, click with the mouse the down-pointing arrow under the label "Person to send message to". Each name that was entered during set-up will appear in a menu. Click on the persons name you wish to send a message to. Type your message in the message box, then click on the SEND button. The message will be received in a few seconds.

QUICK PAGE

Quick Page is used in conjunction with the Messenger feature. Quick Page allows you to quickly enter frequently used messages into the Messenger text box by selecting them from up to 12 pre-programmed messages. To setup your Quick Page messages, click on the *Set-u*p menu on the main screen then select *Quick Page*. The Quick Page setup screen will appear. Enter up to 12 alphanumeric messages (80 characters max.) in the text boxes provided. When finished, click on the *Return* menu, then select *Return to main screen*. To use Quick Page, click on the *Quick Page* menu on the main screen, then select one of 12 stored messages. The message will appear in the Messenger text box. You can then manually add to/edit the text in the Messenger text box if you desire. To send the message (to the person/group selected in the *Person to send message to* menu), click on the *Send* button. Note: To clear the Messenger text box, click on *Clear* in the *Quick Page* menu.

MEMO PAGE

The *Memo page* feature allows you to send alphanumeric memos to the pocket pagers at specific times on particular days of the week. These memos can be used to remind staff members of important actions that must be taken such as administering medication to patients. From the main screen, click on the **Set-up** menu then click on **Memo page**. The Memo page set-up screen appears.



Memo Page setup screen

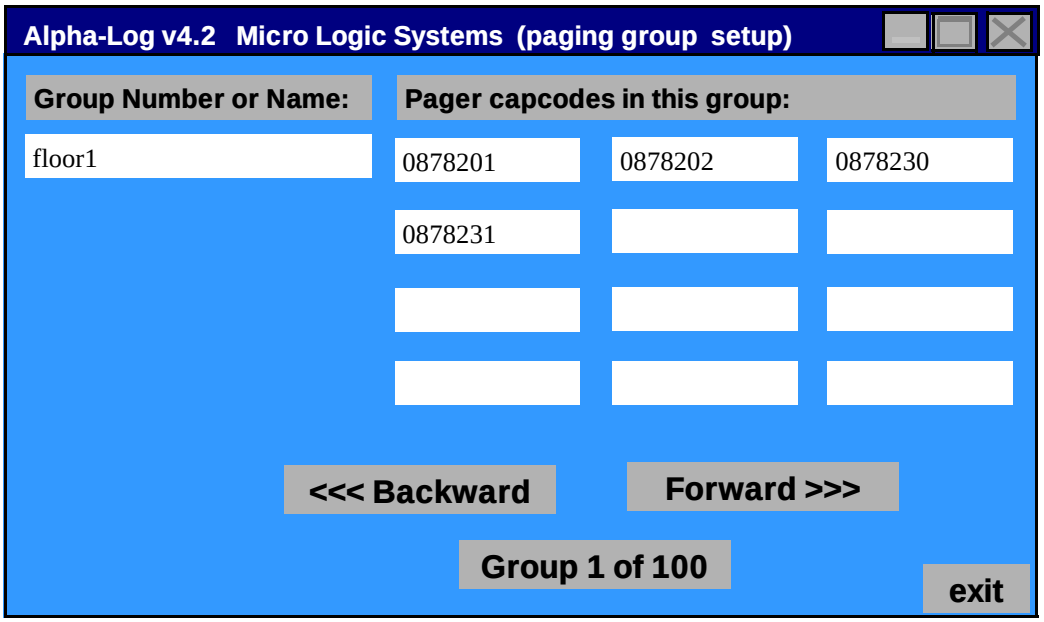
Up to 300 memo's can be programmed. The current memo number is displayed near the upper left corner of the screen. The four buttons to the right of the memo # indicator allow you to move forward and backward through memo's. Enter the memo text you wish to send to the pager(s). Move the cursor to the capcode box using the mouse or TAB key. Enter the capcode (7 digits) of the pager (or pagers) that are to receive the memo.

You will now setup WHEN the memo will be sent. Select the time of day the memo is to be sent using the hour and minute up/down arrows. Click the AM/PM button to toggle the AM/PM status. If the memo is to be transmitted only once on a specific date (as a reminder) enter that date in the "date to send:" box in the format mm-dd-yyyy (example 01-01-1999). If a valid date is entered, it does not matter which, if any, day of week boxes are checked. If the memo is to be sent every week on specified days of the week, enter "all dates" (or leave blank) in the "date to send:" box and check one or more day of week boxes on the screen with the mouse.

If no memo text or capcode is entered, no page will be transmitted. Clicking the "clear memo" button clears the current entry. When done programming, click the "return to main screen" button. All memo programming is then stored on the computer's hard drive in C:\alog42\mpdata.dat.

Click on the "print setup data" button to print on paper all memo programming.

Group Paging



In order to easily allow you to send a message to a group of pagers in just one step, Alpha-Log has a built-in group page feature. You may create as many many as 100 groups that may each contain up to 12 pager capcodes.

To setup pager groups, from the main screen, select the **Set-up** menu, then select **Pager Groups.** The above screen will appear. Each group will have a name. Enter the group name using 1-7 alphanumeric characters in the *Group Number or Name* box. Now specify up to 12 pagers (capcodes) in the pager capcode boxes. You may enter 1 to 12 capcodes but each capcode that you specify must contain 7 numeric characters. Use the *Forward* and *Backward* buttons to select/program other groups. Click the *exit* button when you are done.

Using Group Paging

Once a paging group has been setup, you need only to specify the **Group number or Name** in place of an individual capcode to send the message to each capcode selected in that group. This applies to the *Messenger* feature, *MemoPage*, and for nurse call primary, secondary, and final page capcode selections.

To use group paging with the *Messenger* feature, on the main screen, select the **Set-up** menu, then select **Names/Capcodes.** Under *Name*, enter a brief description of the group. For the *Capcode or Group*, enter the Group Number or Name that you chose when setting up the group. In the above example, you would use "floor1" as the *Capcode or Group*.

To use group paging for nurse call paging and with MemoPage, simply use the desired Group Number or Name in place of a single capcode.

When finished, click the *exit* button to return to the main screen.

DISK SPACE

All call data is stored on the PC's hard disk drive (C:). Alpha-log will create five separate data files in the C:\alog42 directory for recording call activity. They are start.dat, end.dat, calltype.dat, roomnumb.dat and desption.dat. Recording each call uses about 100 bytes of disk space. Approximately 10,000 calls can be recorded in 1M of disk space. At some point in time, you may wish to back-up and remove these five data files from the hard drive to make space (see DATA BACKUP). Reports will be processed more quickly if the data base on the C: drive isn't exceedingly large. Alpha-log will create five new data files with the same name if they are removed from the hard drive.

DATA BACKUP

As the call data base (consisting of the five data files listed above, see DISK SPACE) on the hard drive increases in size, (as more and more calls are stored) it takes longer for the PC to process the data and generate reports. Alpha-Log contains a data backup feature which transfers the data base from the base location (C:\alog42), which is where all new call records are stored, to any valid drive\folder (except CD and c:\alog42), including another folder on the C: drive, another hard drive on the same PC, a drive somewhere on your network, ZIP drives, removable USB flash drives, and digital camera type flash memory cards plugged into the computer's memory card reader (if available). To do a backup, on the main screen, click on the *file* menu, then click *Backup call data*. A window will appear allowing you to select the drive and folder in which to move the call data files. The label in the upper right of that window indicates which drive and folder you have selected. The list box at the left shows what files are in that folder. After you have selected your backup location, click the "Do Backup" button. This will copy (transfer) the current data base to the specified backup location and remove it from c:\alog42. A new data base (blank) is then automatically created at c:\alog42 to begin to store new call data. Caution- Do not choose a drive/folder location for a backup that already contains an old (backed up) Alpha-Log data base, the old data will be overwritten by the new data.

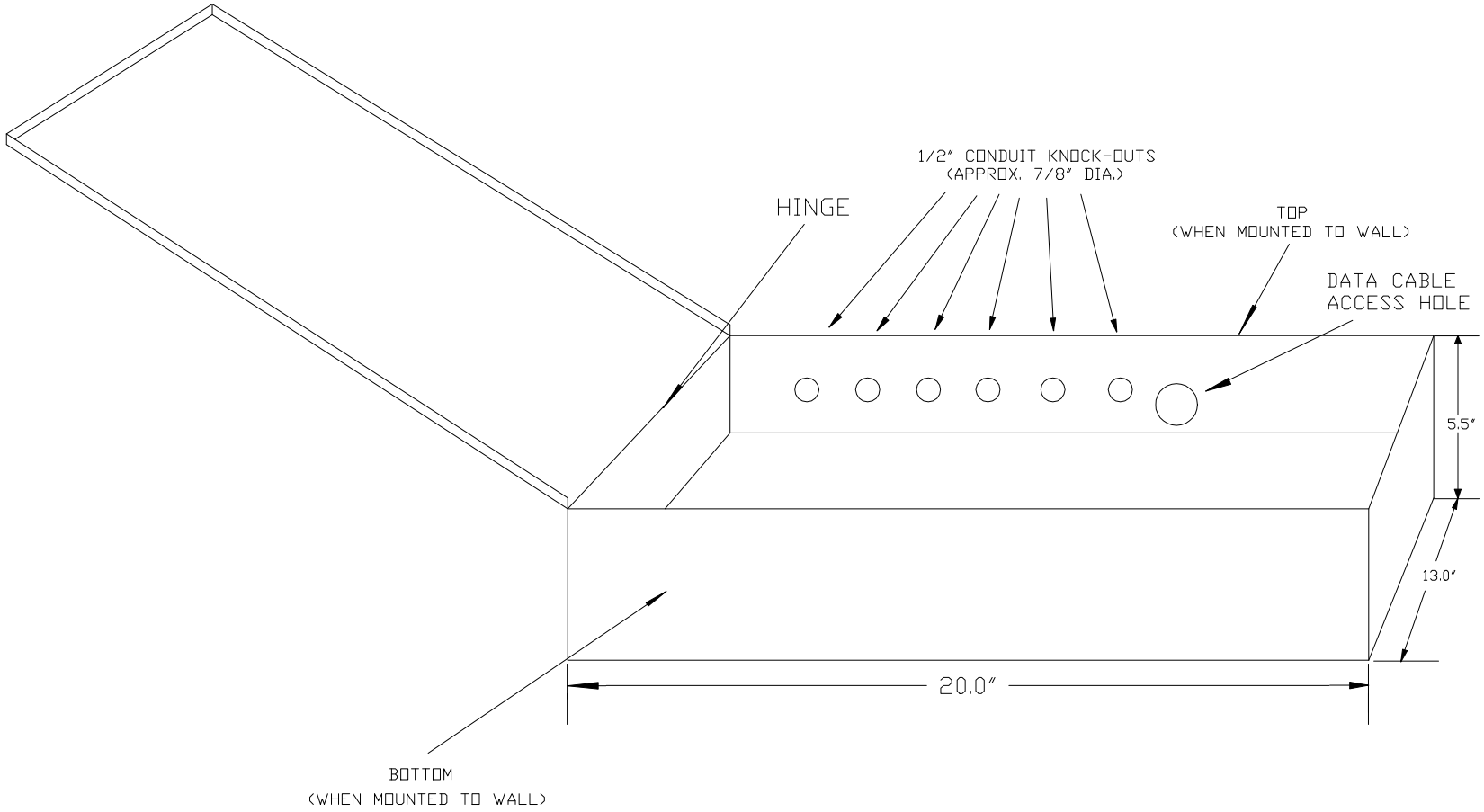
Hint: Alpha-Log does not create folders, you must create them. Create folders to store old (backup) data bases with names that indicate the time frame of the data base. For example, if you do a quarterly data backup, use folder names such as 2009Q1, then 2009Q2, etc.

To create reports from backed up call data, go to the reports setup screen, click the "Data Source" button. You will be able to select the drive and folder that contains the desired backup data base. See *get data from drive:* for further instructions four pages back.

GENERAL

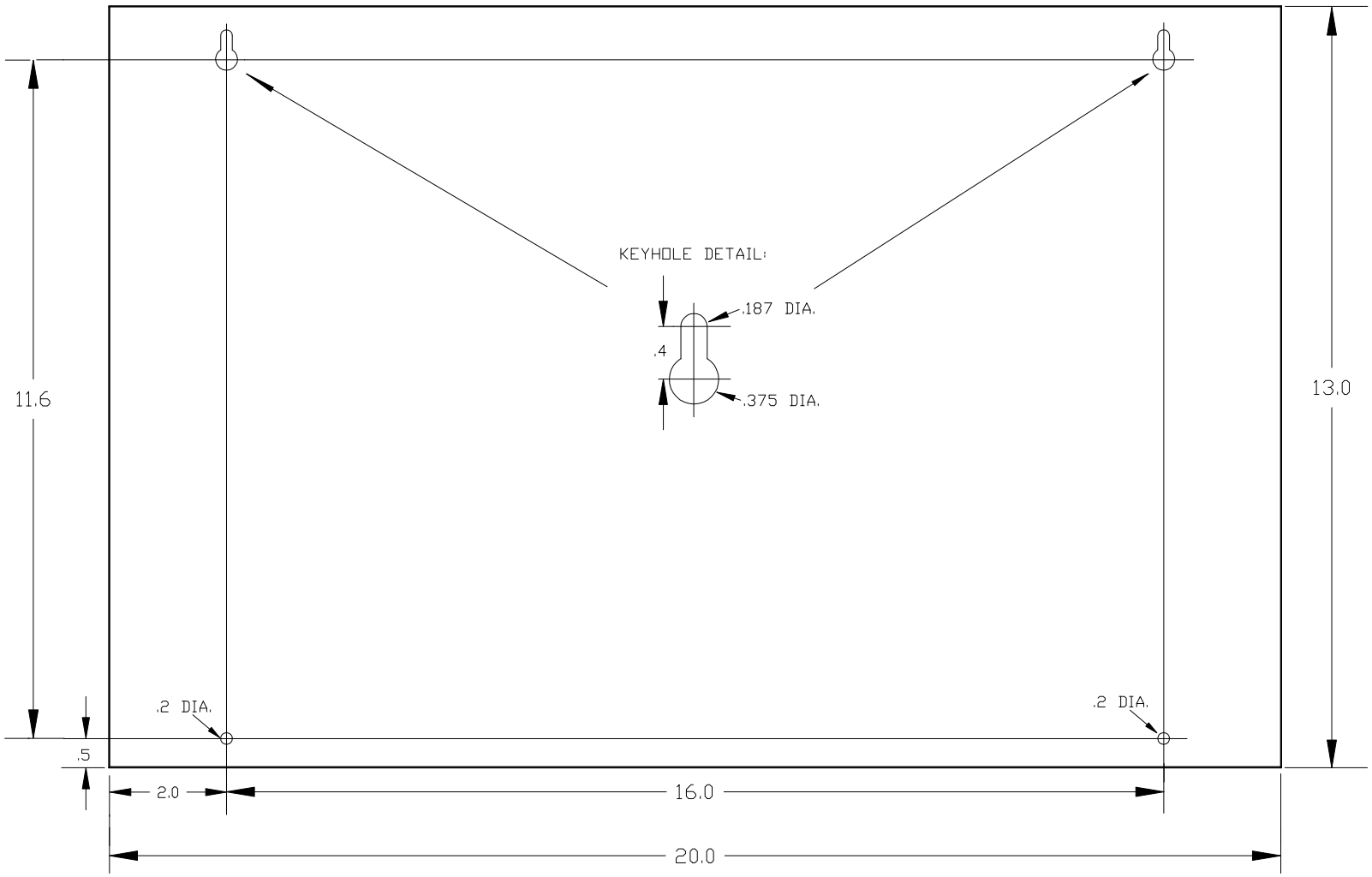
Other applications (programs) can be run on the PC while Alpha-Log is running. You can click on the "minimize" button on the main screen to remove the main screen from the PC monitor. When needed, restore the main screen window. The PC needs to be running for alpha-log to function. You may wish to shut off the PC's monitor during long periods of inactivity (such as over night), but leave the PC's CPU on so that alpha-log will continue to function.

If you wish to shut down the Alpha-Log software, click on the **File** menu, then click on **exit**.



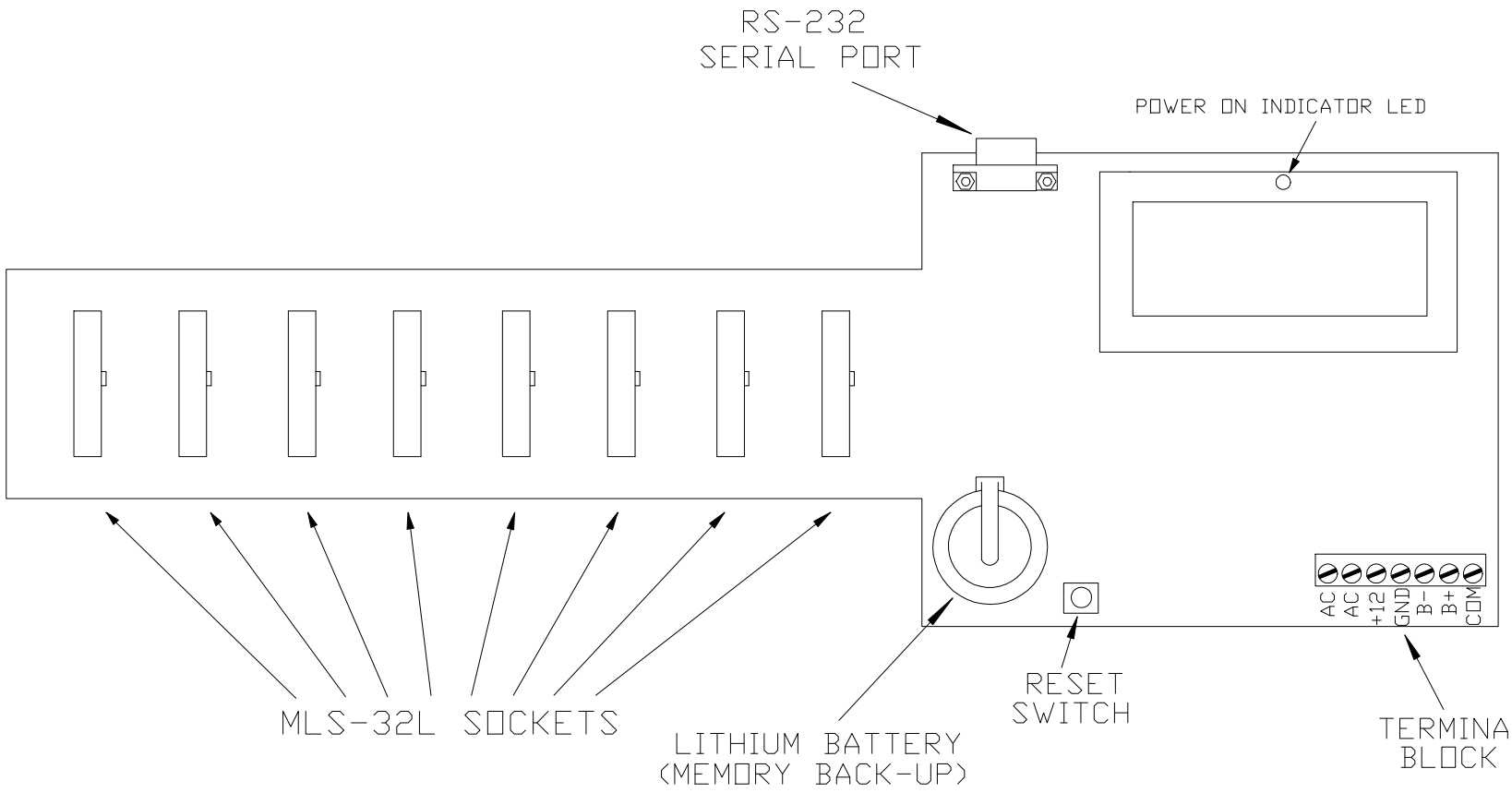
NOTE:
ENCLOSURE CONTAINS MAGNETIC COVER LATCH AND COVER OPENING KNOB.

TITLE	MLS-EC1 ENCLOSURE DIMENSIONS	
NUMBER	C022397-1	REVISION C
		ORIG. SIZE A
DATE: 2/23/97 REV. 9/21/98	SHEET 1 OF 1	
FILE: EC1-DIMS	DRAWN BY: MG	

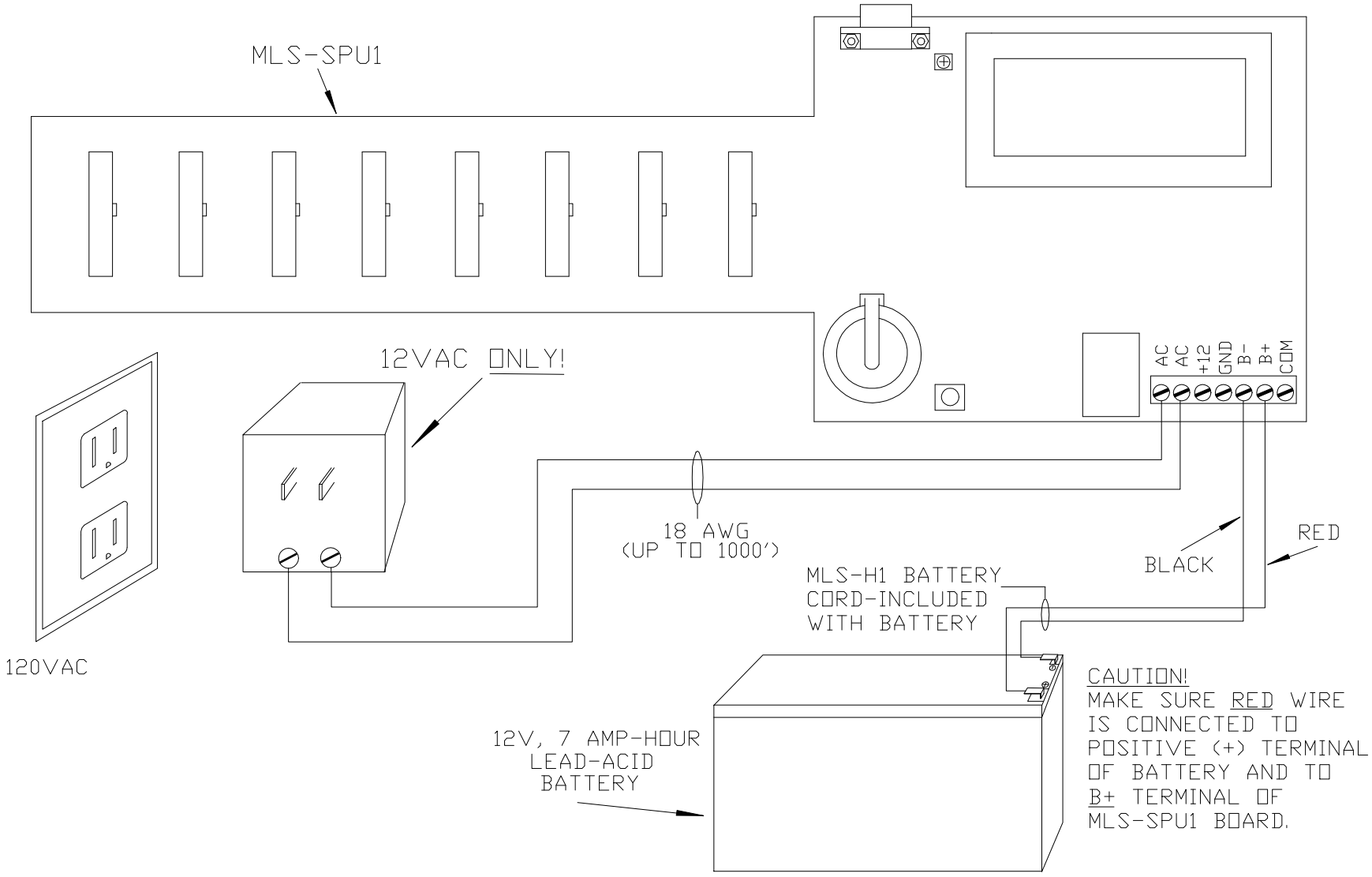


NOTE:
ALL DIMENSIONS IN INCHES

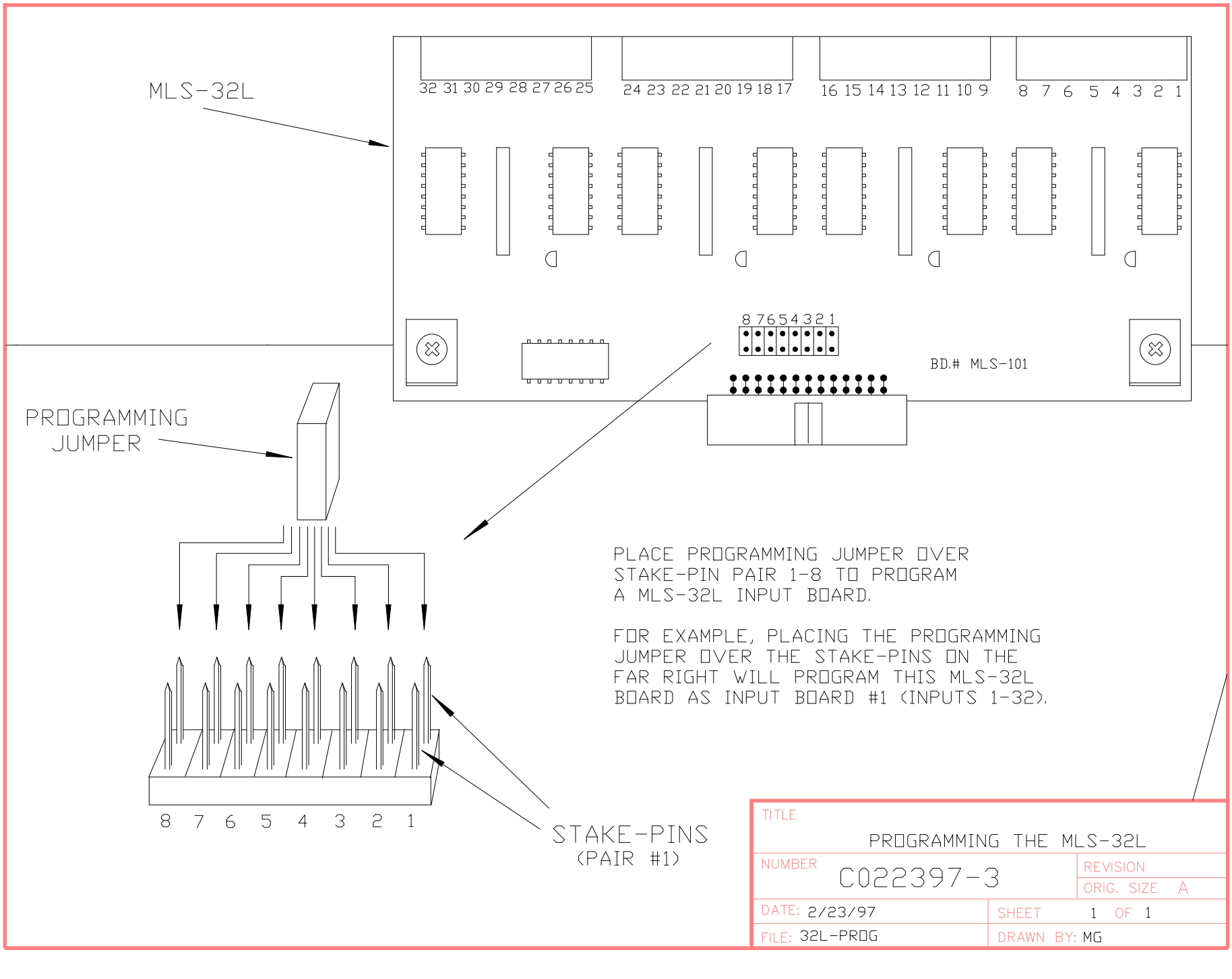
TITLE: MLS-EC1 ENCLOSURE MOUNTING HOLE DIMENSIONS		
NUMBER: C022397-2		REVISION:
		ORIG. SIZE: A
DATE: 2/23/97	SHEET 1 OF 1	
FILE: EC1-MNT	DRAWN BY: MG	



TITLE	MLS-SPU1 SIGNAL PROCESSING UNIT-FOR ALPHA-LOG	
NUMBER	C022499-1	REVISION A
		ORIG. SIZE A
DATE: 2/24/99	SHEET 1 OF 1	
FILE: SPUOVERD	DRAWN BY: MG	



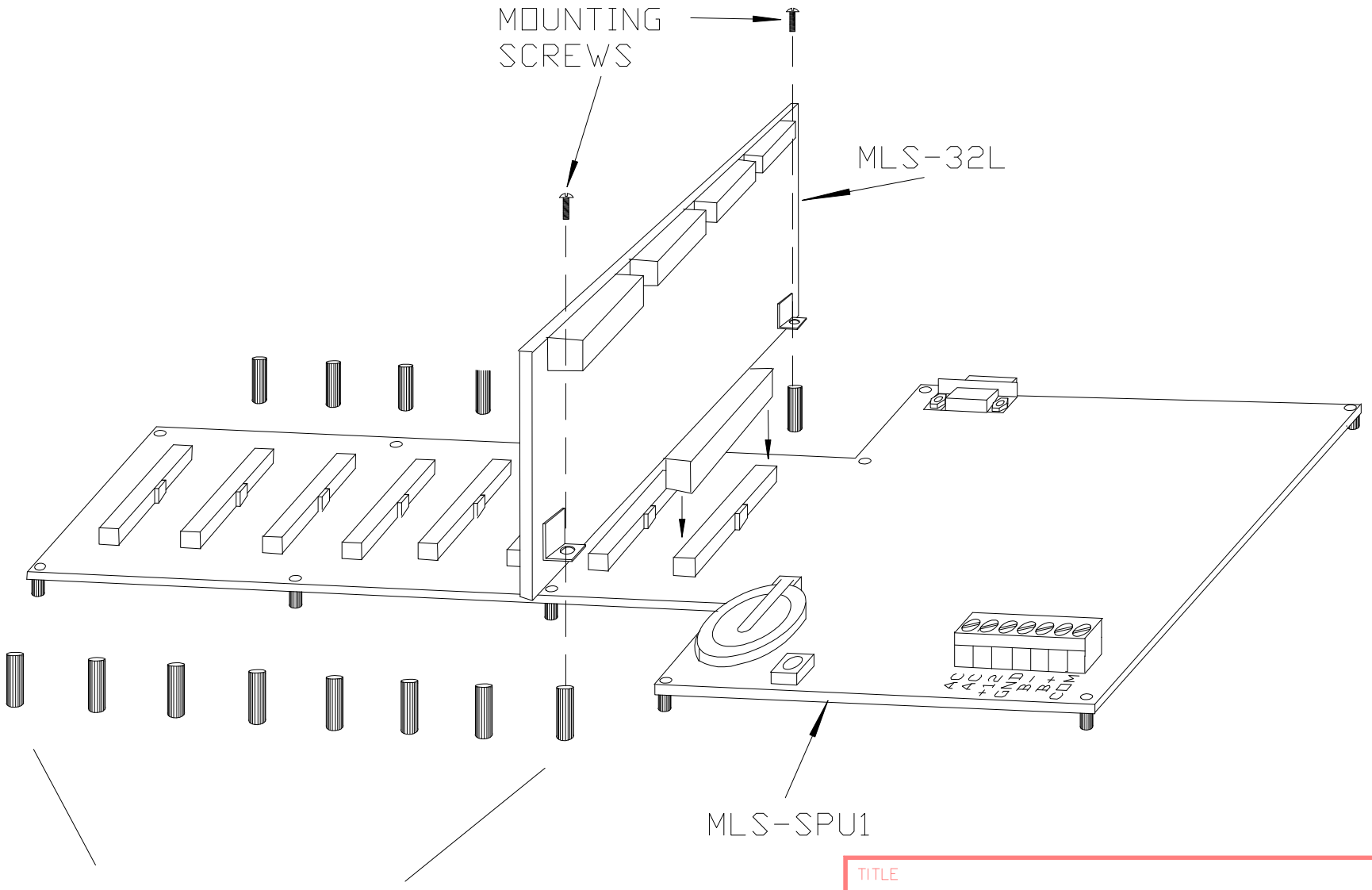
TITLE	POWER WIRING AND POWER BACK-UP BATTERY CONNECTIONS TO MLS-SPU1
NUMBER	C022397-5
REVISION	
ORIG. SIZE	A
DATE: 2/23/97	SHEET 1 OF 1
FILE: PWR-BATT	DRAWN BY: MG



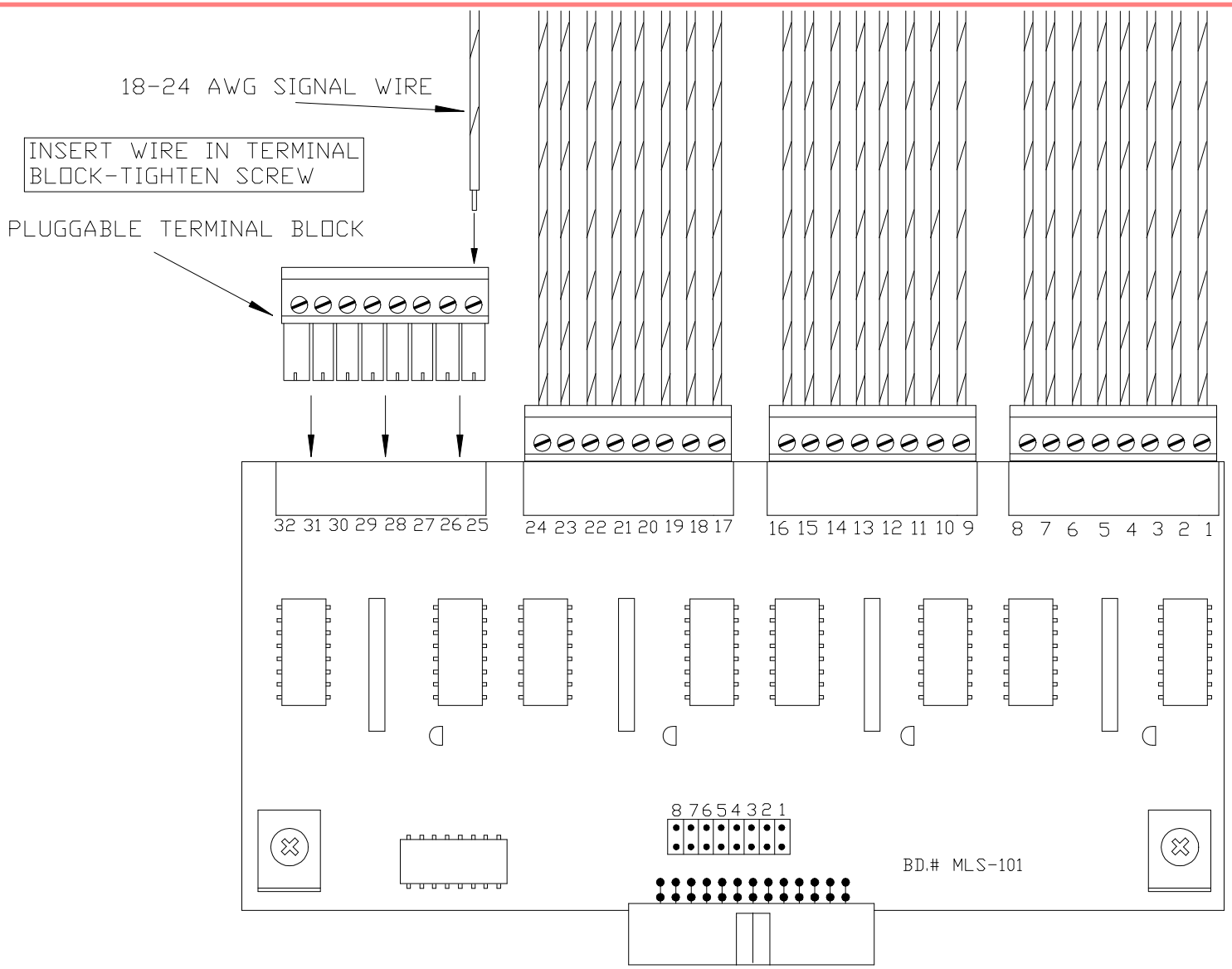
PLACE PROGRAMMING JUMPER OVER STAKE-PIN PAIR 1-8 TO PROGRAM A MLS-32L INPUT BOARD.

FOR EXAMPLE, PLACING THE PROGRAMMING JUMPER OVER THE STAKE-PINS ON THE FAR RIGHT WILL PROGRAM THIS MLS-32L BOARD AS INPUT BOARD #1 (INPUTS 1-32).

TITLE	PROGRAMMING THE MLS-32L	
NUMBER	C022397-3	REVISION ORIG. SIZE A
DATE: 2/23/97	SHEET 1 OF 1	
FILE: 32L-PROG	DRAWN BY: MG	



TITLE	INSTALLING MLS-32L BOARD	
NUMBER	C022499-2	REVISION A ORIG. SIZE A
DATE: 2/24/99	SHEET 1 OF 1	
FILE: INSTIBDD	DRAWN BY: MG	



TITLE: CONNECTING CALL/ALARM SIGNAL WIRE TO MLS-32L	
NUMBER: C030497-1	REVISION ORIG. SIZE A
DATE: 3/4/97	SHEET 1 OF 1
FILE: 32L-WIRE	DRAWN BY: MG

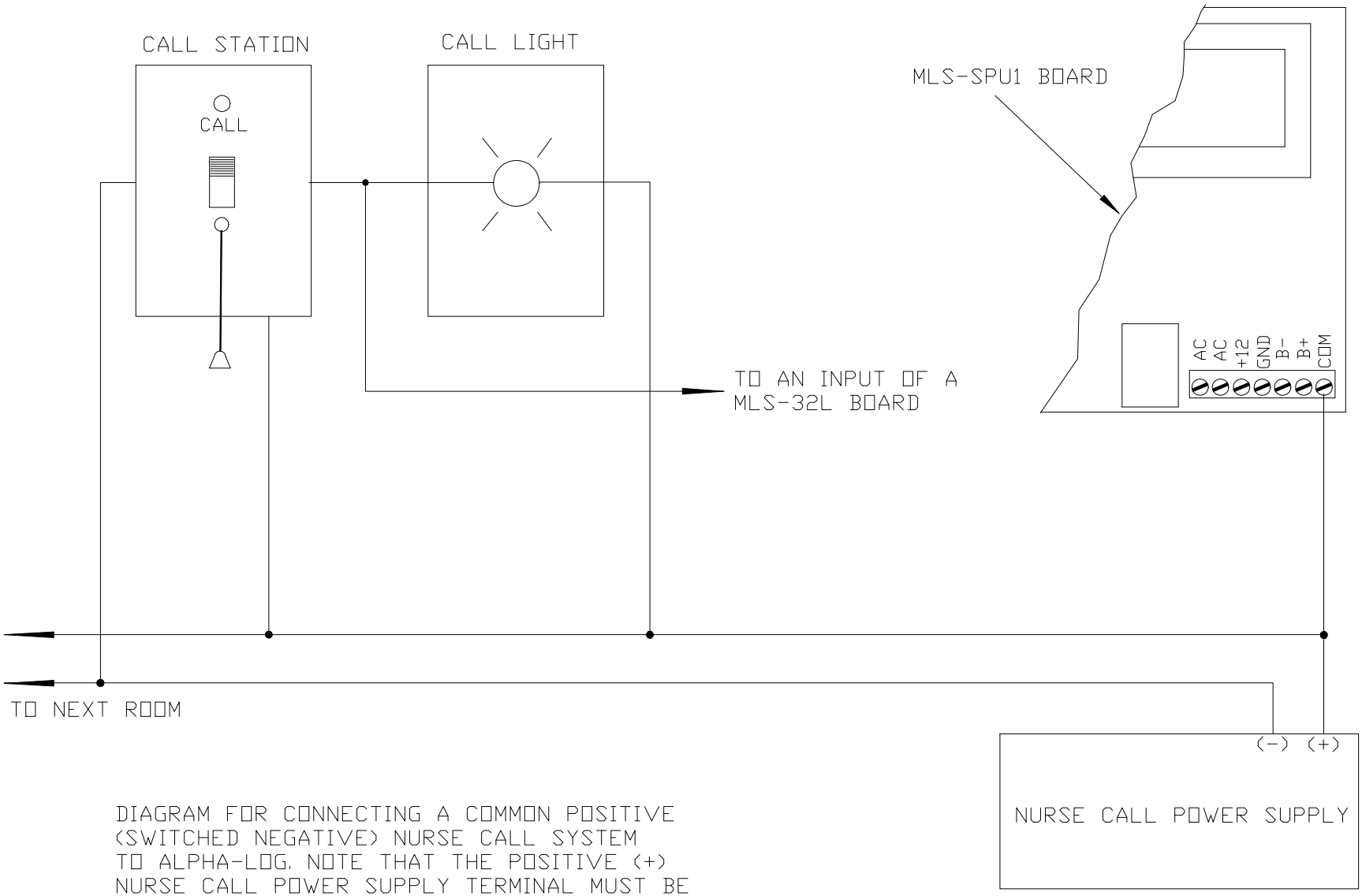


DIAGRAM FOR CONNECTING A COMMON POSITIVE (SWITCHED NEGATIVE) NURSE CALL SYSTEM TO ALPHA-LOG. NOTE THAT THE POSITIVE (+) NURSE CALL POWER SUPPLY TERMINAL MUST BE CONNECTED TO THE "COM" TERMINAL OF THE MLS-SPU1 BOARD.

TITLE: CONNECTING COMMON PLUS NURSE CALL SYSTEM TO ALPHA-LOG	
NUMBER: C031698-3	REVISION ORIG. SIZE A
DATE: 3/16/98	SHEET 1 OF 1
FILE: NCCOMP-L	DRAWN BY: MG

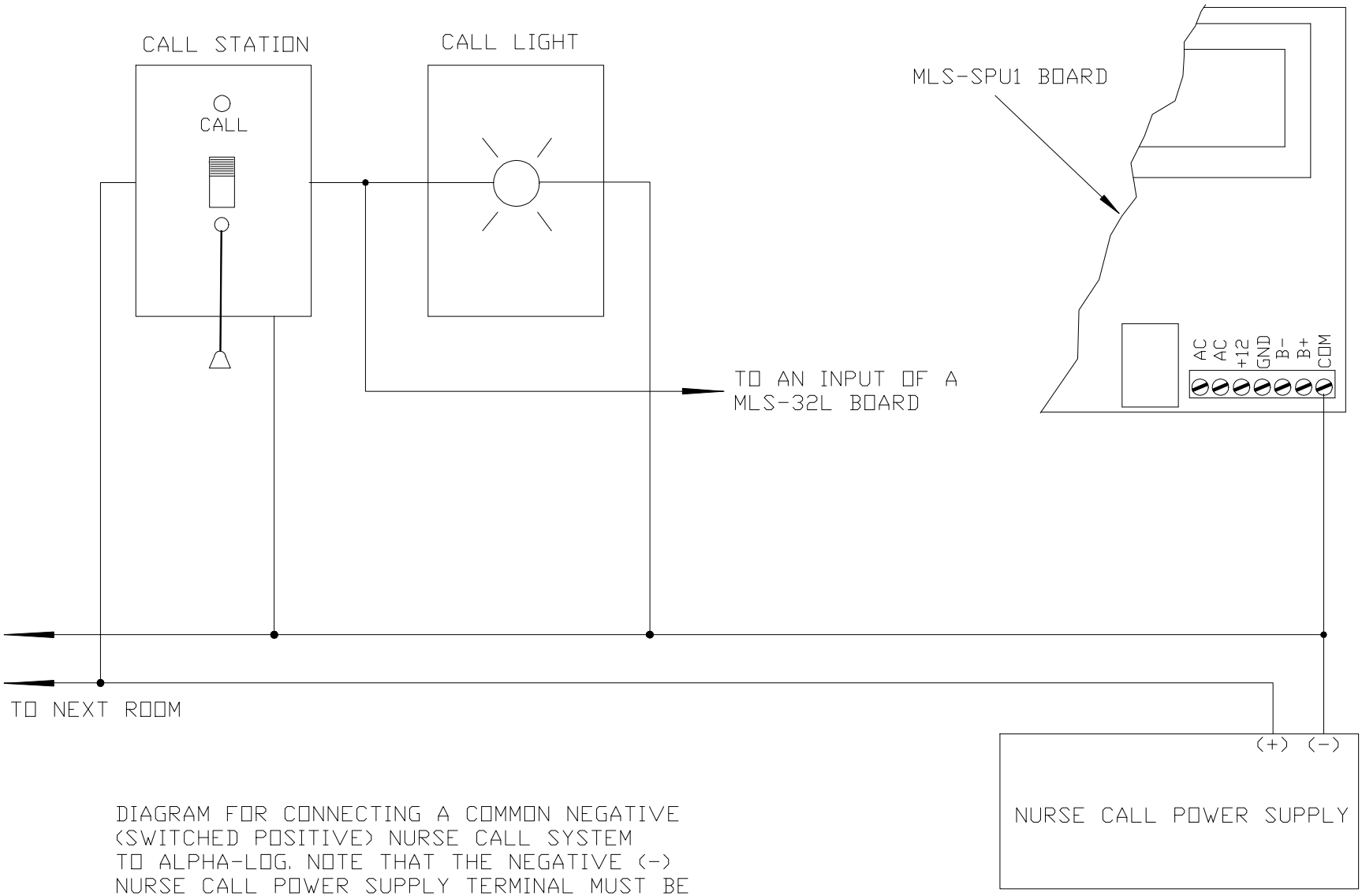
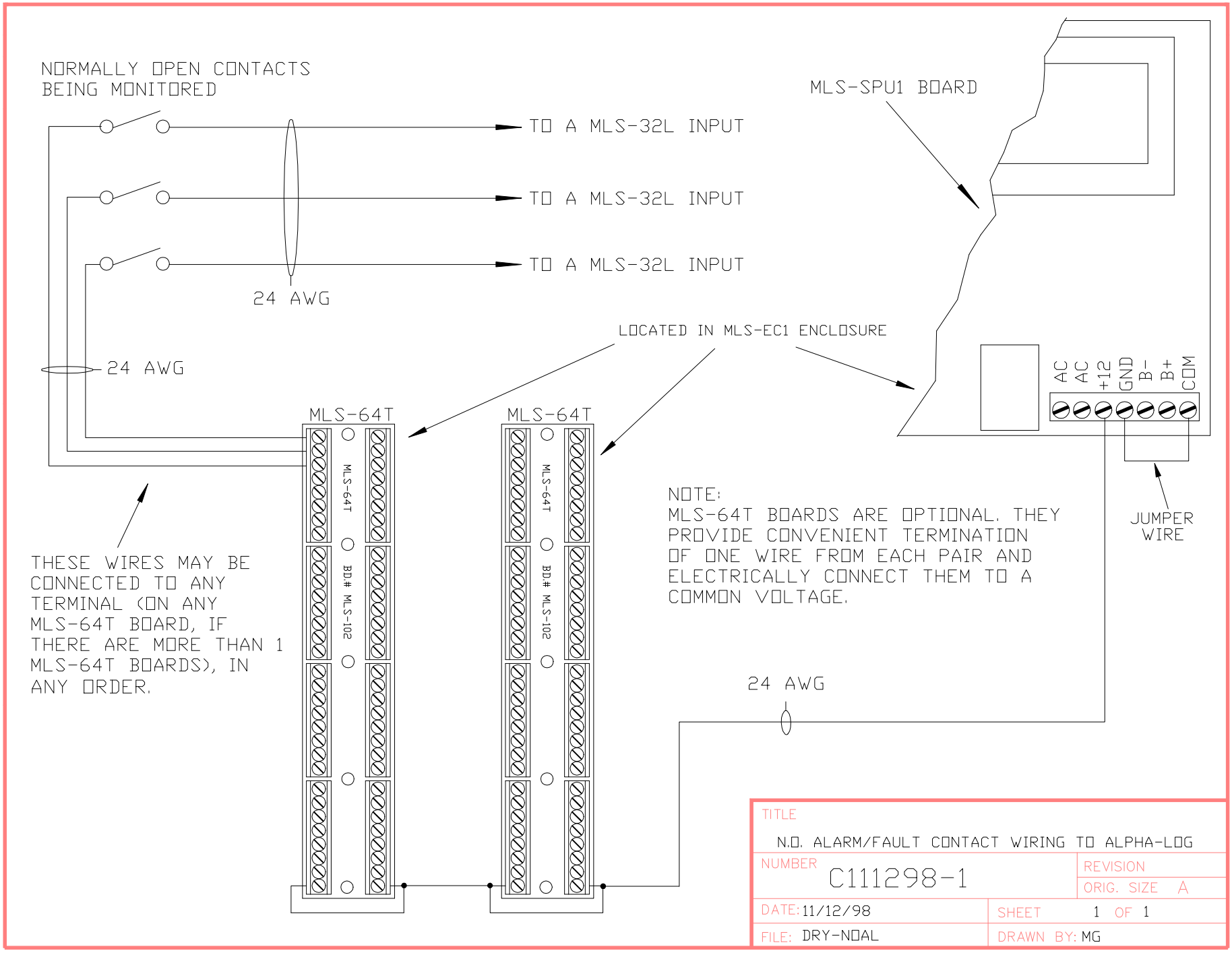


DIAGRAM FOR CONNECTING A COMMON NEGATIVE (SWITCHED POSITIVE) NURSE CALL SYSTEM TO ALPHA-LOG. NOTE THAT THE NEGATIVE (-) NURSE CALL POWER SUPPLY TERMINAL MUST BE CONNECTED TO THE "COM" TERMINAL OF THE MLS-SPU1 BOARD.

TITLE	CONNECTING COMMON NEGATIVE NURSE CALL SYSTEM TO ALPHA-LOG
NUMBER C031698-2	REVISION
	ORIG. SIZE A
DATE: 3/16/98	SHEET 1 OF 1
FILE: NCCOMN-L	DRAWN BY: MG



TITLE	N.O. ALARM/FAULT CONTACT WIRING TO ALPHA-LOG
NUMBER C111298-1	REVISION ORIG. SIZE A
DATE: 11/12/98	SHEET 1 OF 1
FILE: DRY-NOAL	DRAWN BY: MG

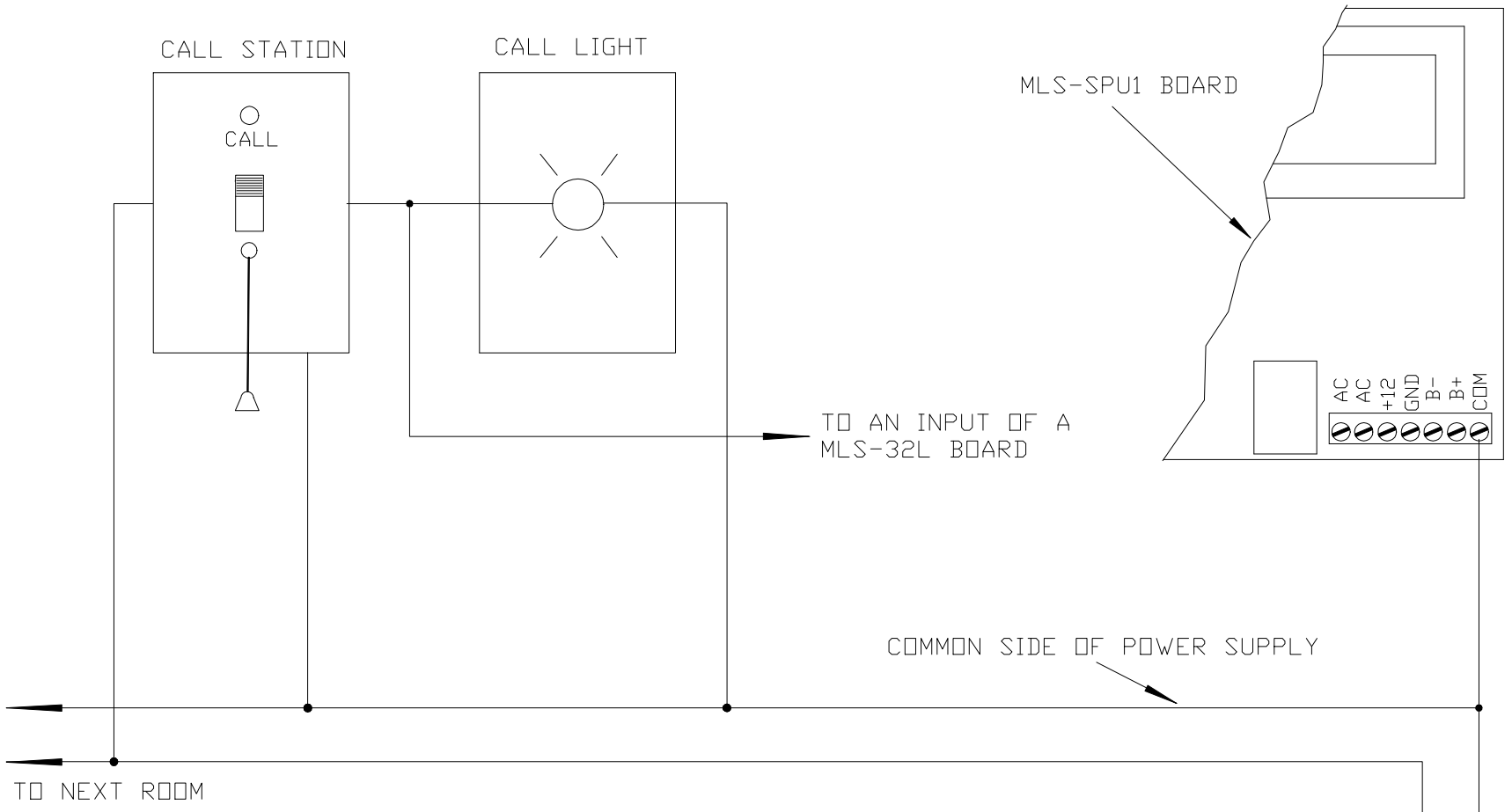
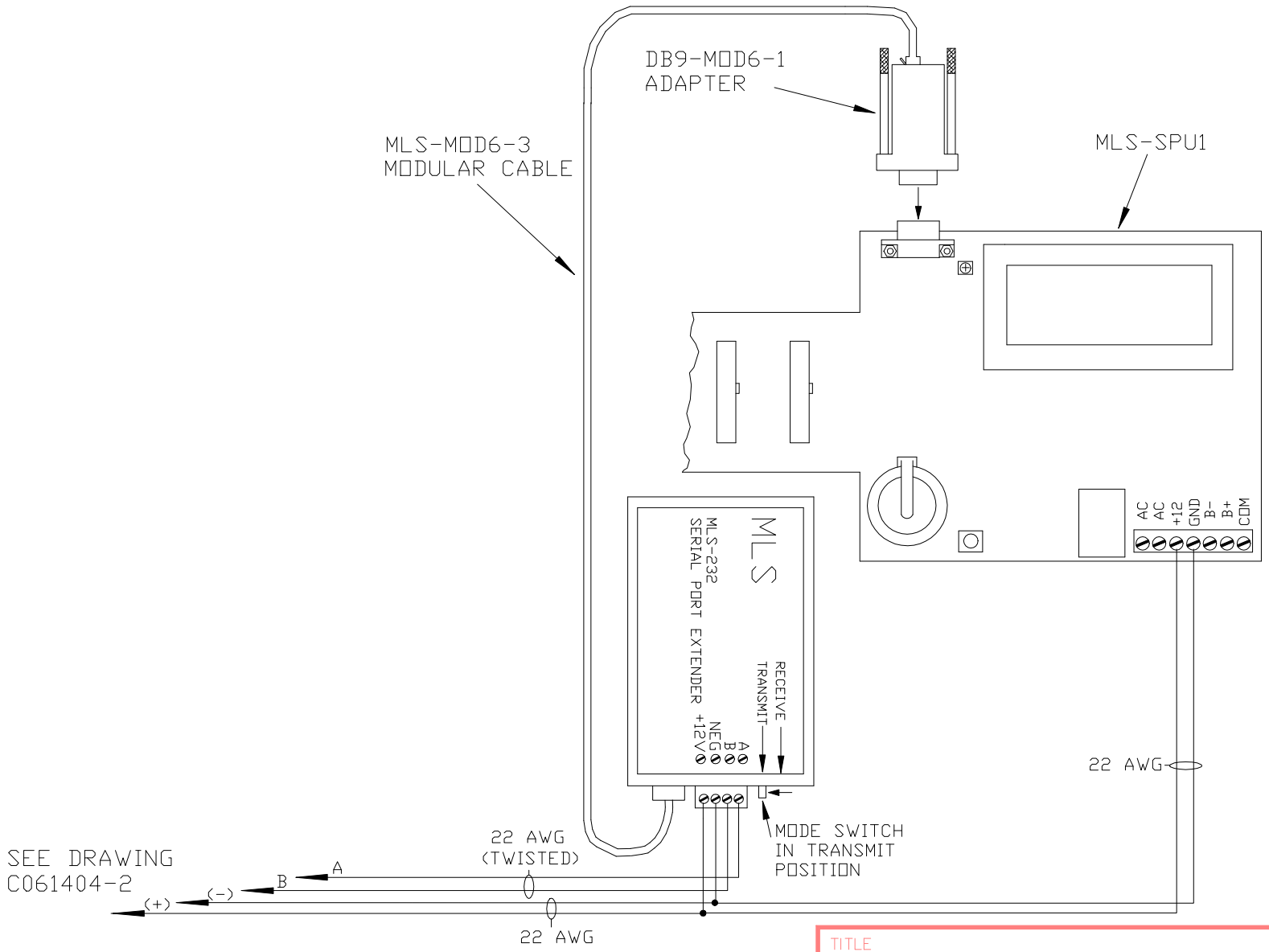


DIAGRAM FOR CONNECTING A LOW-VOLTAGE AC POWERED NURSE CALL SYSTEM TO ALPHA-LOG. NOTE THAT THE COMMON (UN-SWITCHED) SIDE OF THE AC POWER SUPPLY MUST BE CONNECTED TO THE "COM" TERMINAL OF THE MLS-SPU1 BOARD.

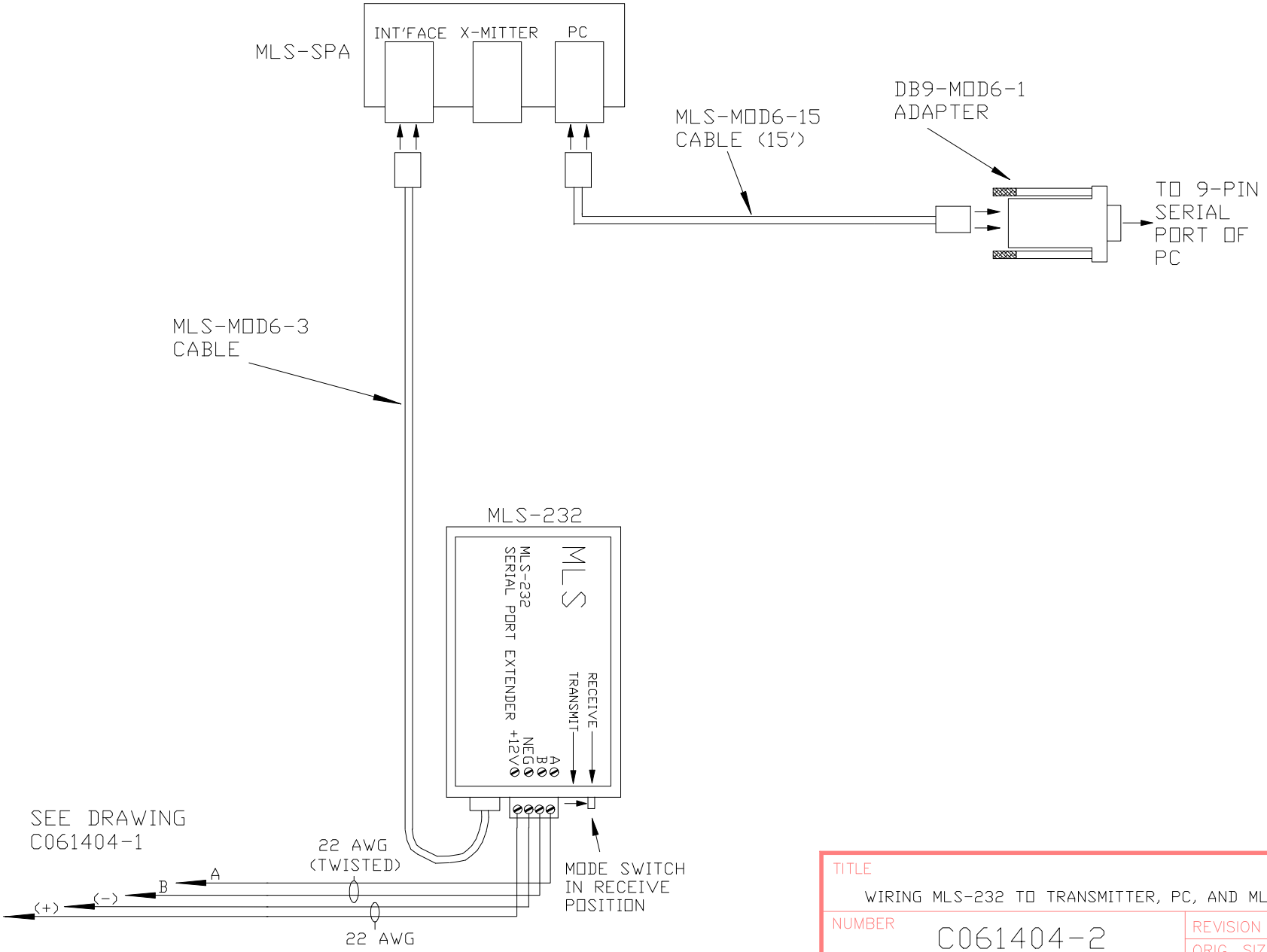
IF MORE THAN ONE AC POWER SUPPLY IS BEING USED, CONNECT THE COMMON SIDE OF EACH OF THEM TOGETHER.

LOW VOLTAGE AC (9-24VAC) POWER SUPPLY FOR NURSE CALL SYSTEM

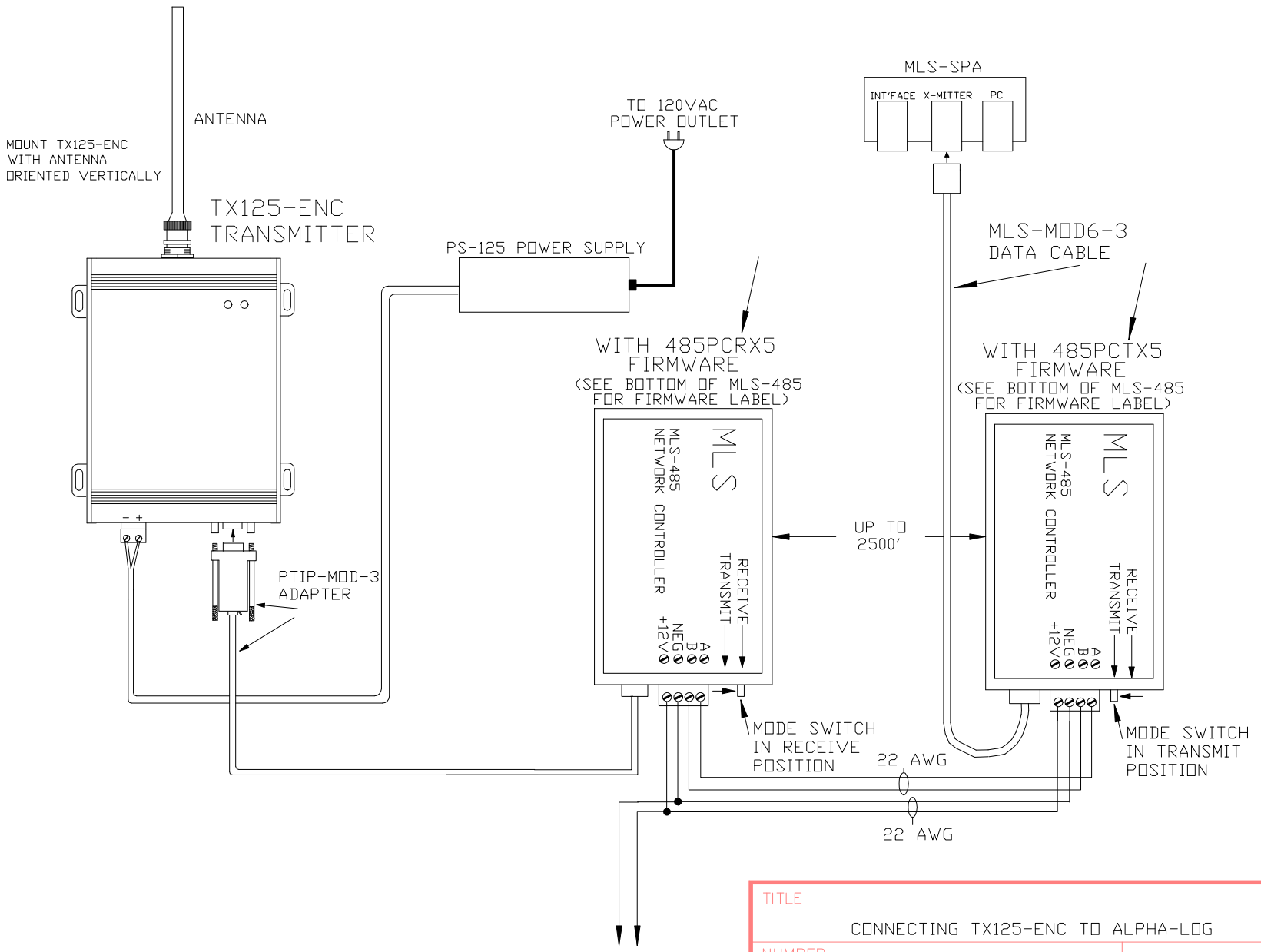
TITLE: CONNECTING AC POWERED NURSE CALL SYSTEM TO ALPHA-LOG	
NUMBER: C031698-1	REVISION ORIG. SIZE A
DATE: 3/16/98	SHEET 1 OF 1
FILE: NCACALOG	DRAWN BY: MG



TITLE	WIRING MLS-232 PORT EXTENDER TO ALPHA-LOG INTERFACE	
NUMBER	C061404-1	REVISION ORIG. SIZE A
DATE: 6/14/04	SHEET 1 OF 1	
FILE: 232AL4T2	DRAWN BY: MG	



TITLE	WIRING MLS-232 TO TRANSMITTER, PC, AND MLS-SPA	
NUMBER	C061404-2	REVISION ORIG. SIZE A
DATE: 6/14/04	SHEET 1 OF 1	
FILE: 232AL5T2	DRAWN BY: MG	



NOTE:

POWER FOR THE MLS-485'S WILL COME FROM THE +12 AND GND TERMINALS OF THE MLS-SPU1 BOARD, EITHER DIRECTLY OR TAPPED FROM EITHER MLS-232 (ALSO POWERED FROM THE MLS-SPU1)

TITLE	CONNECTING TX125-ENC TO ALPHA-LOG	
NUMBER	C112205-1	REVISION
		ORIG. SIZE A
DATE: 11/22/05	SHEET 1 OF 1	
FILE: 125AL42	DRAWN BY: MG	

WARRANTY

ELEMENTS OF WARRANTY: MLS warrants, for one year, this MLS product to be free from defects in materials and workmanship with only the limitations orexclusions set out below.

This warranty shall terminate one year after the date of original sale. The warranty is invalid if the product is modified, altered, improperly installed, or repaired by parties other than Micro Logic Systems. Power transformers with blown fuses are excluded from this warranty. Care must be taken to avoid short circuiting the secondary terminals of power transformers.

THE LIMITED WARRANTY SET FORTH ABOVE IS THE SOLE AND ENTIRE WARRANTY PERTAINING TO THE PRODUCT AND IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES OF ANY NATURE WHATSOEVER, WHETHER EXPRESS, IMPLIED OR ARISING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY DOES NOT COVER OR PROVIDE FOR THE REIMBURSEMENT OR PAYMENT OF INCIDENTAL OR CONSEQUENTIAL DAMAGES. Some states do not allow this exclusion or limitation of incidental or consequential damages so the above limitation or exclusion may not apply.

STATEMENT OF REMEDY: In the event that the product does not conform to this warranty at any time this warranty is in effect, Micro Logic Systems will repair the defect and return it to you without charge for parts, service, or any other cost incurred by Micro Logic Systems. Customer is responsible for shipping costs for returning defective product. Micro Logic Systems is responsible for return shipping costs associated with returning the repaired product to the customer. Product will be returned by the same means it was received (ground, 2nd day air, overnight). Customer must call Micro Logic Systems and obtain authorization before returning equipment.

Return shipping expense of equipment that is determined by Micro Logic Systems to NOT be defective will be billed to the customer. There is no charge for testing equipment even if the equipment proves to be functioning properly.

PAGER WARRANTY
Pocket pagers sold by MLS are covered only by the warranty extended by the pager manufacturer. Call MLS for assistance on pocket pager repair.