GUIDE TO USING THE ECARE DRUG CARTS

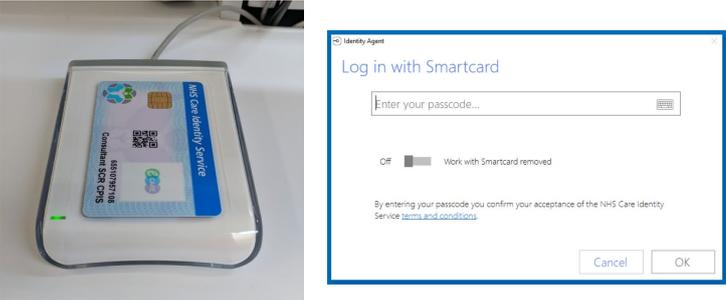|		
Ergonomics and Adjustment	The Drug Cart can be adjusted for height by pulling on the lever to the right of the keyboard tray and then raising or lowering as appropriate.	
Ergonomics and Adjustment	The angle of the All-in-One (AIO) PC's screen can also be adjusted- it's tightness has been set by IT, but if the screen has become loose over time, it can be re-tightened using the knob at the back of the screen.	
Ergonomics and Adjustment	To use the keyboard, pull the tray out. The Angle of the tray can be adjusted. The whole tray can also be rotated 90 degrees to each side if required.	

Batteries and Charging	The AIO contains 3 batteries. With all three batteries installed the expected run-time is around 12 hours. Keep an eye on the charge status of the AIO PC through the battery indicator on the Windows taskbar- clicking on it will advise you of the charge status of the batteries. It can run off of just one or two batteries for a reduced period of time. The batteries are 'hot-swappable' which means you don't need to power off the machine to change them, **but never remove all batteries at once when the machine is switched on!**	
Batteries and Charging	Like a laptop computer, the Drug Cart can be plugged in to any standard 240v wall socket in order to charge it's batteries (this will take longer than using the dedicated charging bay). Use any opportunity to plug the Drug Cart into a socket to keep the batteries charged as this will prolong their life. The more convenient option is to use the supplied charging cradles to charge depleted batteries that have been swapped out. These cradles can charge 3 batteries at once and it takes **2.5 hours** to fully charge a battery in one of these.	
Batteries and Charging	When notified that a battery is running low, remove it from the back of the screen by opening the appropriate cover and pulling the tab. Place it in the dock to charge. When charging the LED on the dock will be Amber, it will turn green when fully charged. Insert a freshly charged battery back into the AIO and close the slot.	

Smartcard Access	To log into eCare simply place your smartcard on the reader- you will be prompted to enter your PIN on the screen. Then click the appropriate eCARE icon on the Desktop to launch.	
Scanning – Wireless	If you are using a Drug cart you will have a wireless scanner. This operates over Bluetooth, but functions the same as the wired scanner. It contains an internal battery which is charged when it is located on its dock and the AIO is switched on. To scan a barcode (e.g. patient, medication or specimen label), simply remove the scanner from its cradle, point at the barcode and pull the trigger. **Important: Each scanner is paired to its own docking cradle. After use, please ensure that the scanner is returned to the Drug Cart and cradle it came from.**	
Scanning – Wireless 're-pairing'	If scanners do become mixed up and are not returned to their original bases, it is quite straightforward to 're-pair' them to a different base. To do this, point the scanner at the base you wish to pair it to and scan the small QR barcode on the cradle.	
Medication Drawer usage	You will have been issued a 4 digit PIN by pharmacy to use with your Drug Cart. To open the drawers, key in the pin on the pad above the keyboard and press enter. You will hear the locks disengage and can now open the drawers. Note that drawers 1-3 have a green LED showing they are unlocked. As soon as you open a drawer you	

	will hear the lock re-prime this means when you shut it, it will be locked automatically.	
Medication Drawer usage	If the drawer(s) are left open for more than 20 seconds an alert will sound and the buttons will flash red. Press any button to silence the alarm. As soon as you shut the drawer, the applicable red LED will extinguish and the drawer will be re-locked. **Note: If you forget your PIN please contact Pharmacy. They have a master PIN and will be able to reset it for you.**	