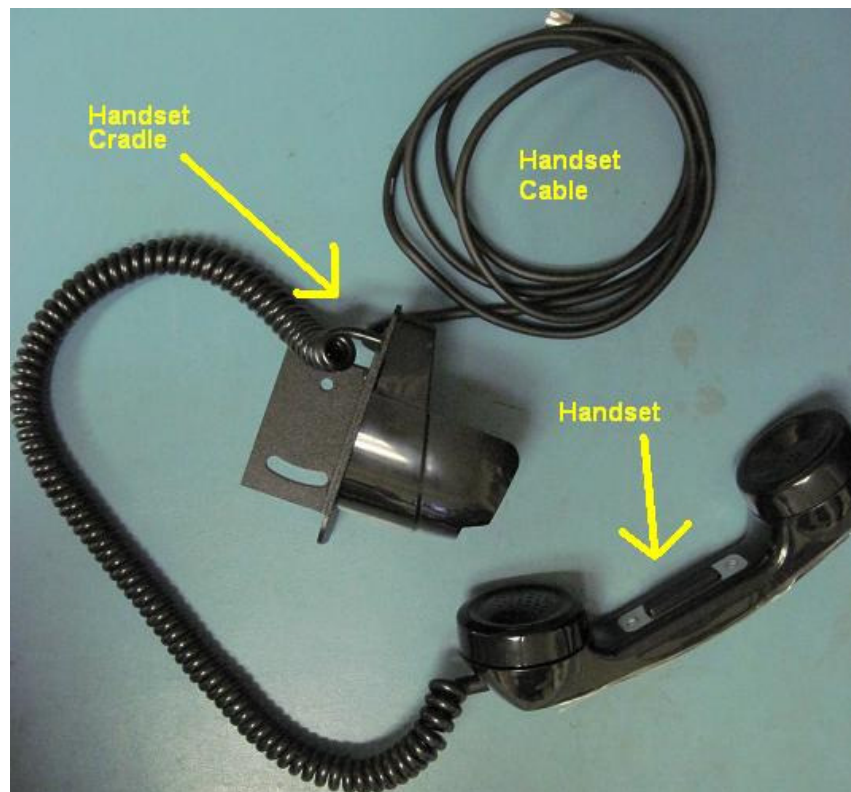


1. On the blue keypad, type *#SHUTDOWN* (#7-4-8-8-3-6-9-6). Wait until the screen says it is safe to shut the computer down. When that screen comes up, flip the switch on the power supply off.

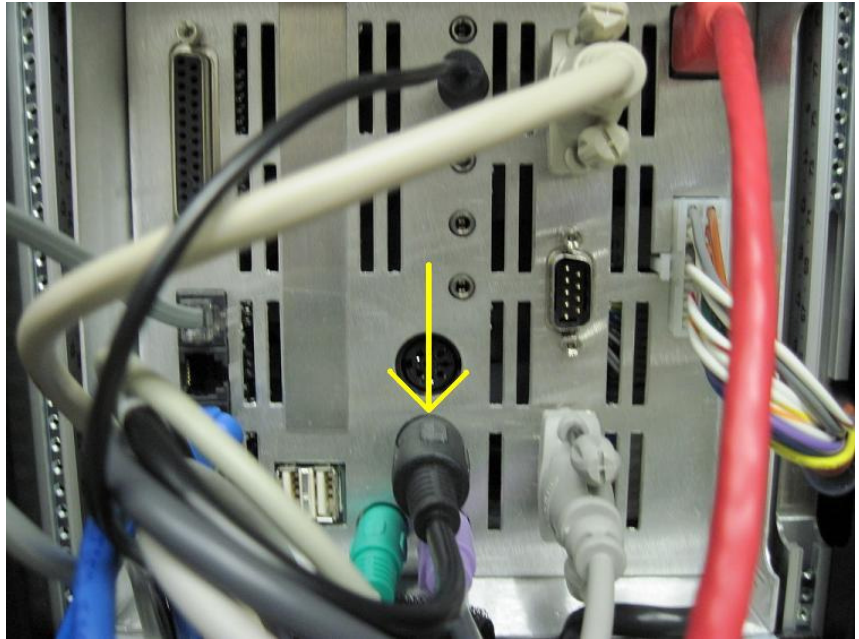


2. When you receive your new handset, it will be one unit with three components: a cable, a cradle, and the handset itself. Verify that all three parts are fully intact.

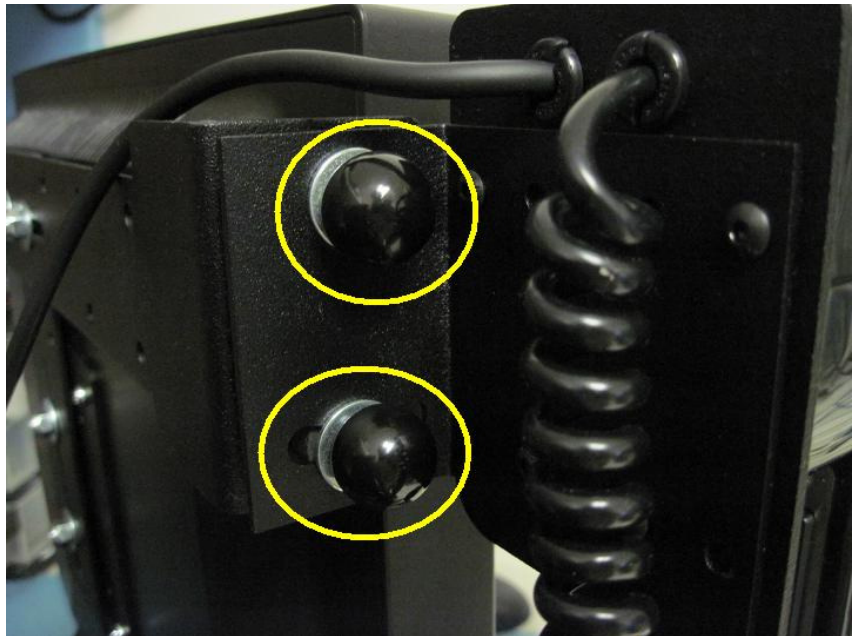


3. If you are using an extension cable, leave this plugged in, and unplug from the extension rather than the CAREpoint Workstation.

NOTE: If you are not using an extension Cable, unplug the old handset cable from the back of the CAREpoint Workstation. It will be next to the keyboard and mouse cables.

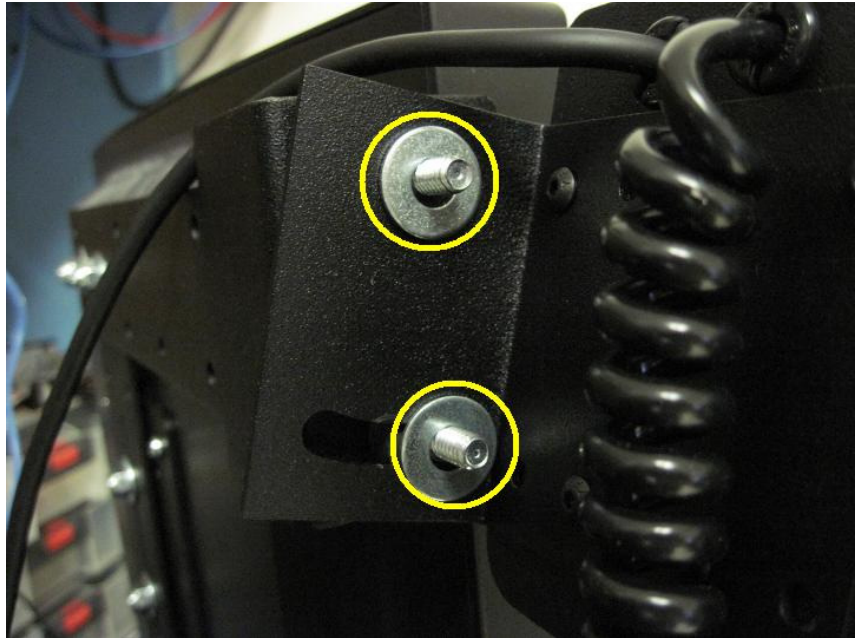


4. On the monitor, look on the back of the old handset cradle; there should be two thumbscrews. Unscrew and set these aside; they will be used later.



11/30/09

5. Remove the two washers and set them aside; these will also be used later



6. Pull the handset cradle off of the monitor and set it aside; it will be shipped back to General Devices
7. Put the new handset cradle on the monitor
8. Put the washers back on in the same location
9. Put the thumbscrews back on in the same location
10. Plug in the handset cable in the same location (either the extension cable or the CAREpoint)
11. Turn the CAREpoint back on; you should be able to use your new handset now.
12. Return the old handset to General Devices using the packaging we shipped with the new handset

- END PROCEDURE -