



WELCOME! Thank you for choosing CAREpoint from GD. We are excited to help you work through the installation process so that you get the most out of your workstation.

This is a checklist of the items that need to be addressed prior to installation. Please refer to the CAREpoint Pre-Installation Requirements document (1838009x) if you need detailed information about any item on the checklist.

Here are a few important notes about the checklist:

- ✓ We are here to help you! If you have any concerns or questions about any item on this form, please give us a call at 201-313-7075 or email to Installs@General-Devices.com.
- ✓ Please review each item carefully. Our goal is to make the installation process as clean and easy as possible. Your careful consideration of these items will help the process greatly.
- ✓ **Once the form is complete, please return the document to your local CAREpoint sales representative.**
- ✓ We will review your completed form and schedule a pre-installation conference call to review the checklist items.
- ✓ Installation can be scheduled once the form and the conference call is completed.
- ✓ As a reminder, please mark the checkbox to the corresponding item when completed.

A successful CAREpoint installation requires the assistance of various hospital personnel. Contacting the following groups will be of great help in making your installation run smoothly:

- Hospital Information Technology/Services Department
- Hospital Maintenance Department
- Hospital Biomedical Department
- Internal or contracted EMS radio service

Note: Any installation time spent by GD personnel in excess of the standard/contracted period due to incomplete/inadequate site preparation or the unavailability of customer provided materials or technical personnel will be billed at the rate of \$2,200/day.

OK, let's get started!

Please Verify that:

1. Preliminary

The supplied CAREpoint Site Configuration Drawing/Sheet has been approved and has been reviewed for:

- Accuracy
- (**CAREpoint Upgrades Only**) If this checklist is for a CAREpoint upgrade AND nothing outlined in the document below will change, check this box and fill out the signature portion to confirm.
- AC power outlet needs
- New and Existing Telephone and Radio wiring connections
- Network (LAN) connections

Notes:

2. Space Requirements

- That adequate space is available and any new cabinetry / shelving is installed. **Note:** See sample installation pictures on CAREpoint Pre-Installation Requirements document (1838009x).

IMPORTANT! Make sure there is adequate space for fresh air to freely flow around the equipment to prevent damage due to excessive heat buildup.

- There are cabling passage ways or holes for routing of wiring above/below counter. Holes must be less than 2' from the proposed equipment locations and at least 2.5" diameter.
- There is wall space for the GD supplied 66-type punch block to be mounted.
- Keyboard storage is provided for (GD Keyboard Garage or customer provided slide-out tray)
- PC (OPE) Wheeled Cart (included) or customer provided stand available (if necessary).
- Expansion Module Wheeled Cart (included) or customer provided stand available (if necessary).
- Space is available for the UPS.

Notes:

3. Electrical Power and Grounding Requirements

- Review the supplied Site Configuration Drawing/Sheet for AC outlet needs. (Each CAREpoint system requires 1 outlet)
- At least one **generator back-up (RED) 115VAC** power outlet is available within 5' of proposed equipment (UPS) location. Typical current draw is <2A per workstation.

Notes:

4. Telecom/Network Wiring

- Review the supplied Site Configuration Drawing/Sheet for Telecom needs. (Contact the GD technical staff if you have any questions.)
- All radio and telephone lines terminate in **RJ11** jacks with the center pair (red/green) used for TX/RX for phones and 2-wire radios or TX for 4-wire radios. The outer pair (black/yellow) is used for RX for 4-wire radios.
- If the optional Remote Alarm AV Kit (Speaker and LED) appears on the Site Configuration Drawing/Sheet, a 2-pair circuit should be run between where the CAREpoint OPE is located and the desired location for the Remote Speaker. This wiring should terminate in RJ11 jacks on both ends with red/green on the center pair and black/yellow on the outer pair. There also needs to be a 115VAC power outlet within 5' of where the Remote Speaker will be located.
- If the optional Overhead Intercom System connection appears on the Site Configuration Drawing/Sheet, a 2-pair circuit should be run between where the CAREpoint OPE is located and where the input to the Overhead Intercom System is located. This wiring should terminate in an RJ11 jack with red/green on the center pair (used for Line Level Audio) and black/yellow on the outer pair (used for a Relay Closure from the CAREpoint). If a Relay Closure is not required to the Overhead Intercom System, then a 1-pair circuit will suffice for the Line Level Audio.

4.1 Telephone Wiring

All telephone lines must be analog type. They can be either a direct outside or inside (switch, DID) type.

- Any existing telephone^{1,2} lines are tested and known to be working properly. (See Site Configuration Drawing/Sheet)
- Any new telephone^{1,2} lines are installed (up to the CAREpoint location) **AND TESTED**. (See Site Configuration Drawing/Sheet)
- All phone line terminations² are **identified and marked** (jack number, phone number, jack/cable location, etc.).

Telephone Voice Lines

| Line | Telephone Number | Line | Telephone Number |
|------|------------------|------|------------------|
| 1 | | 4 | |
| 2 | | 5 | |
| 3 | | 6 | |

Only list numbers for required amount of lines based on CAREpoint Site Configuration Drawing/Sheet. List any additional numbers on a separate page.

- An analog telephone line for the **fax/modem** is located and activated at the CAREpoint location. This line must be DID and long-distance dial-out capable.
Note: This line is IN ADDITION to any incoming voice lines and is labeled as "Fax/Modem" on the supplied Site Configuration Drawing/Sheet.

FAX No.

Outside-line access number (ex. "9")

Notes:

4.2 Radio wiring

- All radio line terminations are **identified and marked** (jack number, jack/cable location, etc.).
- Any existing radio lines are tested and known to be working properly. (See CAREpoint Site Configuration Drawing/Sheet)
- Any required **Tone Remote Adapters are installed AND TESTED.** (See CAREpoint Site Configuration Drawing/Sheet)

Note: All Tone Remote Adapters must be hooked to a fixed level output that is independent of the volume knob on the front of the radio. Tone Remote Adapters should be configured for 4-wire operation and terminate in RJ11 jacks with the center pair (red/green) used for TX audio and the outer pair (black/yellow) used for RX audio.

Notes:

4.3 Network wiring

- A network (Ethernet) RJ-45 jack is located AND activated at the CAREpoint location.
Jack/Port or ID No. Location:

5. IS / IT / Desktop Services

Note: Refer to the CAREpoint Network & IS/IT FAQs document (1838023*) for requirement details.

Network IP addresses have been obtained:

a) "Static" IP Address

(if multiple CAREpoints are to be installed, one static IP is required for each. These IP's must be on the same subnet)

b) Subnet Mask

c) Default Gateway

d) DNS Address

e) WINS Address

f) DNS Suffixes:

g) Proxy settings and/or any other network related settings:

Notes:

Internet access is provided

E-mail account created (used primarily for sending and receiving of 12-Lead ECG's)

e-mail address:

Password:

Hospital OWA:

Email type (Exchange 2010, 2013, Lotus Notes) :

Remote Access provided to GD via GoToAssist

Not blocked

Tested with GD

Network Time Server Provided

Name or IP Address:

Network Backup Location Provided

Path to shared folder (i.e, \\server\carepoint_backups):

Username:

Password:

Domain Name (if required):

6. Other Equipment

- All other non- GD equipment (new radios, etc.) is installed and tested.

Notes:

7. Installation

Note: Installation date cannot be scheduled until this checklist is approved by GD and a “Pre-Install Review” conference call is completed

- Advise Clinical Engineering/Biomedical engineering of new equipment & installation (as required).
- Tentatively schedule installation with your local GD Sales Agent. Installation typically takes at least 4 hours (longer for more complex radio systems). An exact date cannot be set until GD receives this document and approves it.
- Tentatively schedule training with your local GD Sales Agent. Basic training occurs immediately after installation and is based on a “train-the-trainer” approach. Duration is typically 1-2 Hrs. for CAREpoint administrators, 5-10 mins. for CAREpoint end-users. Additional training sessions will be available for new installations, and will be scheduled either the day before or day after the CAREpoint install day.

Note: Optional additional in-service time/sessions may be purchased in advance. Contact your GD Sales Agent for information. WebEx can also be used for follow-up remote in-services.

- Tentatively schedule & contract with your local 2-way radio service for the (non-basic) installation (i.e. connecting to your radio equipment, setting levels, etc.).
- Tentatively Schedule with **Telecom, IS/IT, maintenance, etc., MUST HAVE** personnel available on-site at time of installation.

Notes:

(Attach additional sheets as needed)

Customer/Facility Name:

Authorized Representative:

Title:

Phone:

e-mail:

I hereby represent that all of the above pre-installation requirements have/will be met prior to installation. I **understand that failure to meet these requirements may result in; delayed install, reduced functionality and/or additional installation charges as noted above.**

Signature (Type in name):

Date:

Instructions:

- Email this completed document to your local CAREpoint sales representative.
- Arrange a Pre-Install Review conference with any subcontractors, radio service, etc. and with GD (contact your Sales Representative)