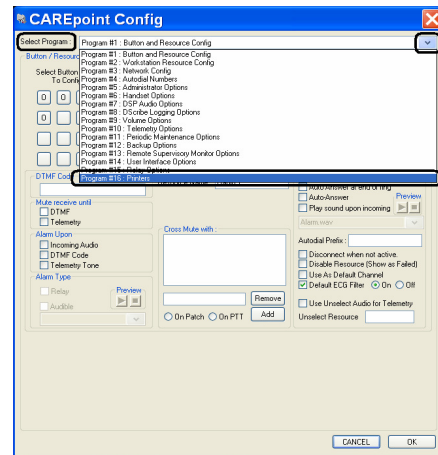## B.14 Quick Guide #14: Configuring the ECG Print/Send Option
(Refer to CAREpoint Users Manual Section 4 for more information)

1. On the blue on-screen keypad, type in **#C-O-N-F-I-G (#-2-6-6-3-4-4)**. This will bring the CAREpoint Config Window.

2. On the top of the window, where it says "Select Program", click on the drop down arrow and select "Program #16: Printers."

3. Locate the drop down arrow toward the lower right under "Printer Name" and select the desired printer or sending option. The options are as follows:

   GD PDF: Creates a PDF file of the 12-Lead that was just received. The path where the PDF file will be saved needs to be specified in the "Path" edit box. It can be saved either to a folder on a local drive or a folder on a remote network drive.

   Fax: DO NOT USE. If faxing out of the 12-Lead is required, see GD_FAX.

   GD_EMAIL: Creates a PDF file of the 12-Lead that was just received and attaches it to an email. If the "Email" edit box is left blank, the PDF will be attached to a blank email and the email address must be specified before it is sent out. If an email address is entered into the "Email" edit box, the PDF will be attached and the email will be sent out automatically. Multiple email addresses can be specified if a semicolon (;) is placed between the addresses.

   - **Note:** The Email/Fax program must be configured to send/receive emails for this feature to work.

GD_FAX: Faxes out a copy of the 12-Lead that was just received. If the "Fax" edit box is left blank, an outgoing fax will appear and the fax number must be specified before it is sent out. If a fax number is entered into the "Fax" edit box, the fax will be sent out automatically. Only one fax number can be specified.

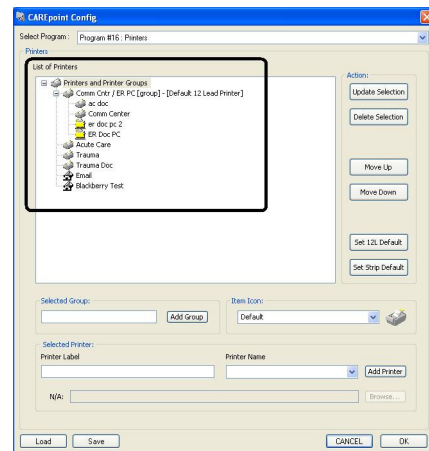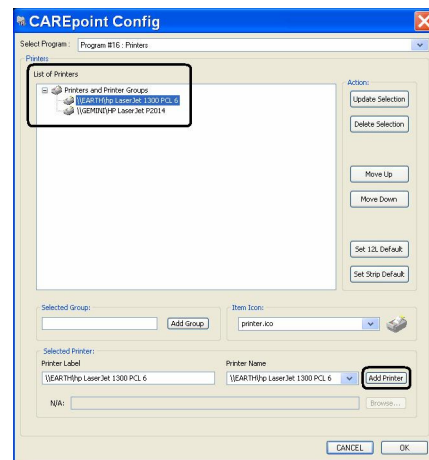- **Note:** The Email/Fax program must be configured to send/receive faxes for this feature to work.

GD_STRIP_CHART: Prints a single lead ECG strip to the Strip Chart Printer if the CAREpoint is equipped with one.
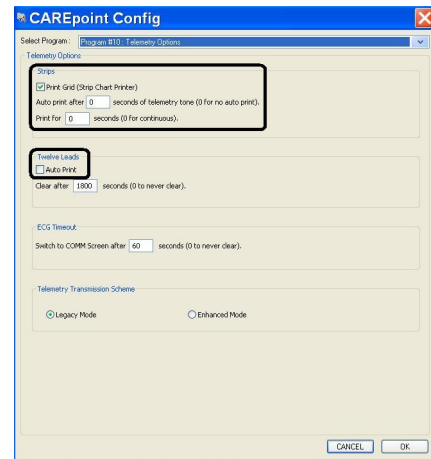
GD TLM FILE: Creates a copy of the 12-Lead just received in General Devices' specific 12-Lead file format (.tlm). This is used for sending 12-Leads to a PC running Telemetry Monitor from the CAREpoint Desktop Applications. The path where the TLM file will be saved needs to be specified in the "Path" edit box. It can be saved either to a folder on a local drive or a folder on a remote network drive.

Any other printers installed (network or local) will also appear in this drop down list.

4. After selecting the type of printer or sending option, enter the desired name in the "Printer Label" edit box. This is what will appear on the button after the Print/Send button is clicked from the CAREpoint ECG screen. The icon can be changed by clicking the drop down menu in the "Item Icon" section. To add the item, click [Add Printer]. The printer or sending option will now appear in the "List of Printers" window.

5. Repeat steps 3 and 4 for any other printers or sending options to be configured.

6. If multiple printers or sending options are required to be sent to at the same time, a group can be set up. Enter a name for the group in the "Selected Group" section and click [Add Group]. The group will now appear in the "List of Printers" window. Drag the desired items into the group. When the group is selected, CAREpoint will send the 12-Lead to each of the items in the group at the same time.
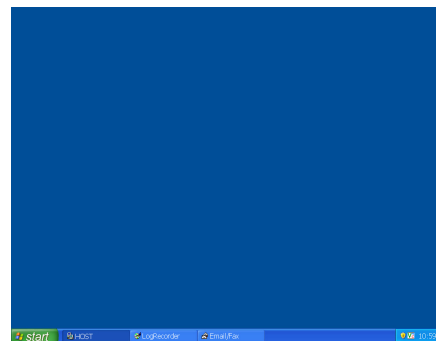
7. If automatic printing or sending of 12-Leads is required, a default must be set. Only one item or group can be set as the default. Highlight the desired item or group by clicking it in the "List of Printers" window and then click the [Set 12L Default] button. The same can be done for setting a default single lead strip printer by clicking the [Set Strip Default] button. On the top of the window, where it says "Select Program", click on the drop down arrow and select "Program #10: Telemetry Options." To set up Auto Printing of 12-Leads, click the checkbox for Auto Print under the "Twelve Leads" section. To set up Auto Printing of single lead strips, put a number in the
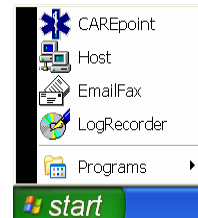
[Auto print after [0] seconds of telemetry tone (0 for no auto print).] box.

8. Press [OK] on the lower right of the screen. This will close the CAREpoint Config window.

   On the blue on-screen keypad, type in **#-B-Y-E (#-2-9-3)**. This will close the main CAREpoint screen and the screen will become blue.

9. Go to the lower left of the Windows taskbar, click on "Start", and then click on "CAREpoint". After a few seconds, the main CAREpoint screen will come back up.

- END OF PROCEDURE -