

CAREpoint™ Workstation

INSTALLATION CHECKLIST

1. Preliminary

Hospital Name:

CAREpoint S/N: GDCP-

2. Installation

UPS

Battery Terminals Connected

Mounted or located securely

Power cord plugged into a generator/UPS (red) outlet

Critical items (OPE, Monitor, Speakers, etc.) connected to the "Backed Up" outlets

Adequate room around OPE unit for cooling, airflow and service

LAN, Fax/Modem line RJ cables connect to PC Module (even if not used at time of install)

ALL PC Module cables routed behind strain relief hold down clamps and secured

All cables cable-tied neatly with adequate service loop

Connector cover secure in place

Take pictures of install and e-mail to GD

3. Configuration

Resource button names and icons

Line level settings (per resource)

Alarms and sounds

Handset and Volume settings

Auto-Dial Numbers

Network (LAN) configuration

User PIN set

Code:

4. Testing

Touch-Screen Monitor

All telephone lines tested (see page 2)

All radios tested (see page 2)

Fax line tested (Dial in / Dial out)

LAN tested, IP set to static

Desktop and alarm speakers set and tested

CAREpoint Update Agent connects to GD server for updates

Windows Update connects to Microsoft for updates

Anti-Virus installed and receiving updates

e-Bridge connects and tested

D-Scribe logs recordings from all installed CAREpoints

CAREpoint syncs to Network Time Server

Server Name/IP:

5. TR Card Information

Port #						
Type						
Label (Line 1)						
Label (Line 2)						
Incoming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Only	Phone Number					
	Type					
	Access Digit					
	Hunts/Rolls (To port #)					
	Loop Current	mA	mA	mA	mA	mA
	Ring Detect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Auto Disconnect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dial In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dial Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Only	All Channels Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DTMF					
	TX/RX Strength	dB/ dB	dB/ dB	dB/ dB	dB/ dB	dB/ dB

Port #						
Type						
Label (Line 1)						
Label (Line 2)						
Incoming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Only	Phone Number					
	Type					
	Access Digit					
	Hunts/Rolls (To port #)					
	Loop Current	mA	mA	mA	mA	mA
	Ring Detect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Auto Disconnect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dial In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dial Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio Only	All Channels Tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Monitor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DTMF					
	TX/RX Strength	dB/ dB	dB/ dB	dB/ dB	dB/ dB	dB/ dB

6. CAREpoint Information

IP and other network information

IP:	<input type="text"/>		
Subnet Mask:	<input type="text"/>		
Default Gateway:	<input type="text"/>		
DNS Primary:	<input type="text"/>	Secondary:	<input type="text"/>
WINS Primary:	<input type="text"/>	Secondary:	<input type="text"/>
DNS Suffix:	<input type="text"/>		
Proxy IP:	<input type="text"/>		

Fax

Number: type: access digit:

Email address:

Verify with GD that all the latest software is installed

Latest configuration files uploaded to GD

7. Desktop Application Software

- Desktop Software installed on customer's PC Number of PC's:
- Remote D-Scribe opens database automatically and calls can be played
- Remote Monitor finds CAREpoint(s) and streaming audio works

8. Voice Card

Voice Card installed and configured (If no voice card skip to next section)

<input type="checkbox"/> Announce message 1 recorded and labeled	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Announce message 2 recorded and labeled	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Announce message 3 recorded and labeled	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Announce message 4 recorded and labeled	<input type="text"/>		<input type="text"/>
<input type="checkbox"/> Acknowledge message recorded			

All recorded messages tested

9. InfoManager

List any documents and/or websites loaded into InfoManager:

10. Other 3rd Party Software and Drivers

List any 3rd party software installed (antivirus, etc.):

List printers installed:

Printer name:

Make:

Model:

IP address:

Local

Network

Driver installed

Default printer

Printer name:

Make:

Model:

IP address:

Local

Network

Driver installed

Default printer

Printer name:

Make:

Model:

IP address:

Local

Network

Driver installed

Default printer

11. Training

- CAREpoint User basic operation
- CAREpoint Supervisor operation
- D-Scribe Review software
- D-Scribe Reports software
- Remote Monitor software
- InfoManager software
- CAREpoint Forms
- Service overview (Periodic maintenance, emergency plan, calling for service)

12. Remote Access

- Remote access is provided and tested with GD

GoToAssist

Other

13. Installation Signoff

Installation is: Complete Incomplete (explain)

Name of GD tech(s) that assisted remotely:

Problems encountered:

Other Notes/Comments:

14. Contact Information

Customer Technical Contact (for updates, services, etc.)

Contact Name:

Department:

Title:

Phone:

email:

Other Technical Contact (Radio Services, BioMed, etc.)

Contact Name:

Department:

Title:

Phone:

email:

ER Phone Number (preferably near CAREpoint):

Installed by:

Date:

Company:

Signature:

Accepted By:

Date:

Department:

Title:

Signature:

Phone:

email: