

# 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 (backed up) outlet
  - Critical items (OPE, Monitor, Speakers) connected to the “Backed Up” outlets
- Adequate room around OPE unit for cooling, airflow and service
- LAN, Fax/Modem line RJ cables connected to PC Module (even if not used)
- ALL PC Module cables routed behind strain relief hold down clamps and secured
- All cables cable-tied neatly with adequate service loop
- Connector Cover secured in place
- Take pictures of install and e-mail to GD

### 3. Configuration

- Resource button names & icons
- Line level settings (each resource)
- Alarms & Sounds
- Handset & Volume settings
- Auto-Dial Numbers
- Network (LAN) configuration
- User PIN Code Set    Code: \_\_\_\_\_

### 4. Testing

- Touch-Screen & Monitor
- All telephone lines tested – ring detect, auto disconnect, dial in/out (See page 2)
- All Radios, all channels tested – monitor, PL, CH, RX, TX (See page 2)
- Fax/Modem line tested (with General Devices) dial in and out
- LAN (network) tested, IP’s set
- Desktop & Alarm Speakers set to good volume
- CAREpoint Update Agent connects to GD for updates
- Windows Update connects to Microsoft for updates
- Anti-Virus installed and receiving updates
- e-Net Messenger goes Online and able to send/receive messages
- D-Scribe logs recordings from all installed CAREpoints
- CAREpoint syncs to Network Time Server    Server Name/IP: \_\_\_\_\_

### 5. Desktop Application Software

- Desktop Software installed on customer’s PC    How many PC’s? \_\_\_\_
- Remote D-Scribe opens database automatically and calls can be played
- Remote Monitor finds CAREpoint(s) and streaming audio works

### 6. Information Recorded and Supplied to GD

Port #							
Type (Circle One)		Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio
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						
	In-House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access Digit						
	Hunts/Rolls (To Port #)						
	Loop Current						
	Ring Detect	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
	Dial In	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Radio Only	All Channels Tested	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RX Signal Strength						
Port #							
Type (Circle One)		Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio	Phone / Radio
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						
	In-House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access Digit						
	Hunts/Rolls (To Port #)						
	Loop Current						
	Ring Detect	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
	Dial In	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Radio Only	All Channels Tested	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
	PL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RX Signal Strength						

IP and other network information

IP \_\_\_\_\_

Subnet Mask \_\_\_\_\_

Default Gateway \_\_\_\_\_

DNS Primary \_\_\_\_\_ Secondary \_\_\_\_\_

WINS Primary \_\_\_\_\_ Secondary \_\_\_\_\_

DNS Suffix \_\_\_\_\_

Proxy IP \_\_\_\_\_

- Email Address: \_\_\_\_\_
- Fax/Modem Telephone  
     Number: \_\_\_\_\_  In-House  Outside Access Digit \_\_\_\_\_
- Verify with GD that all the latest software is installed
- Latest configuration files uploaded to GD

**7. Voice Card**

Yes / No    Is there a Voice Card installed                      (If no, skip to next section)

   Announce message 1 recorded, label: \_\_\_\_\_ || \_\_\_\_\_

   Announce message 2 recorded, label: \_\_\_\_\_ || \_\_\_\_\_

   Announce message 3 recorded, label: \_\_\_\_\_ || \_\_\_\_\_

   Announce message 4 recorded, label: \_\_\_\_\_ || \_\_\_\_\_

   Acknowledge message recorded

All messages tested

**8. InfoManager**

List any Documents or Web sites loaded into InfoManager

\_\_\_\_\_

\_\_\_\_\_

**9. Other 3<sup>rd</sup> Party Software & Drivers**

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

\_\_\_\_\_

\_\_\_\_\_

List Printers Installed:

Printer Name: \_\_\_\_\_

Printer Make/Model: \_\_\_\_\_  Local  Driver installed

Network IP Address: \_\_\_\_\_

Printer Name: \_\_\_\_\_

Printer Make/Model: \_\_\_\_\_  Local  Driver installed

Network IP Address: \_\_\_\_\_

Printer Name: \_\_\_\_\_

Printer Make/Model: \_\_\_\_\_  Local  Driver installed

Network IP Address: \_\_\_\_\_

**10. Training**

- CAREpoint User basic operation
- CAREpoint Supervisor operation (Use + Configuration & settings, changing CD)
- D-Scribe Review software
- D-Scribe Reports software
- Remote Monitor Software
- InfoManager Software
- Forms Builder Software
- Service Overview (Filter cleaning, Card / PC module swap, calling for service)

**11. Remote Access**

- Remote (service) Access is provided and tested with GD  
Type:  VPN  GoToAssist

**12. Install Signoff**

Installation is:  Complete  Incomplete (explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of GD Tech. that assisted by phone: \_\_\_\_\_

Problems Encountered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Notes/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Company/Department: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

ER Phone Number (preferably near CAREpoint): \_\_\_\_\_

Installed by: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

GD Sales Agent/Rep Sign-off: \_\_\_\_\_

Customer Sign-off: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Mark any changes or corrections to Site Drawing and scan and email  
or fax to GD.**

**Email digital pictures of Install to GD.**

**Scan and email or Fax this Check List to General Devices prior to  
leaving installation.**

**GD email address: support@general-devices.com**

**GD Fax #: (201) 313-5671**

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(Below for GD Use Only)

Reviewed By: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_