

Vitalograph Reports Utility Instructions for Vitalograph 2120

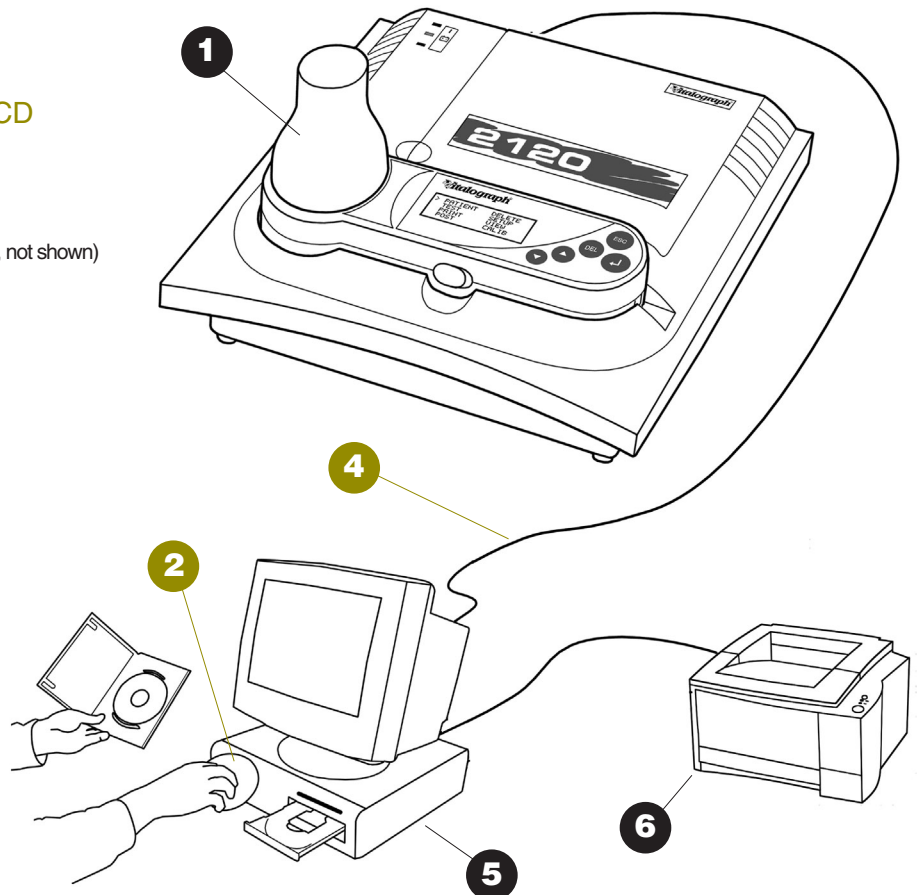
Using this guide it will take you just a few minutes to install your Vitalograph Reports Utility software on your PC and configure it to receive report data from your Vitalograph spirometry device and save it in PDF format. If you need further instruction details, you will find the User Manual on the CD provided. If you need more help contact your supplier or visit Technical Support on:

www.vitalograph.co.uk

... system components

Items listed in colour are shipped with the Vitalograph Reports Utility:

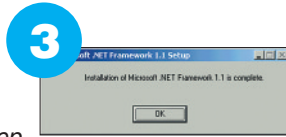
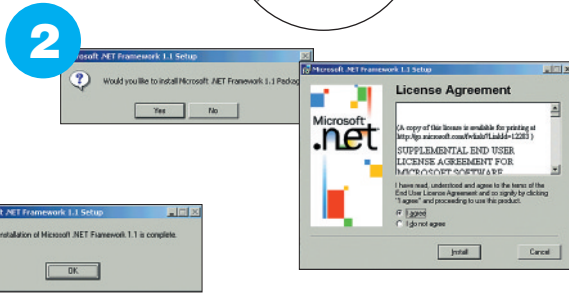
- 1 Your Vitalograph 2120
- 2 Vitalograph Reports Utility CD
- 3 Vitalograph Reports Utility Quick Start Guide (this document, not shown)
- 4 Serial Cable
- 5 Your PC
- 6 Your Printer



... installing the software and cable on your PC

DO THIS FIRST IF YOU WANT TO CREATE PDF REPORTS AND/OR PRINT

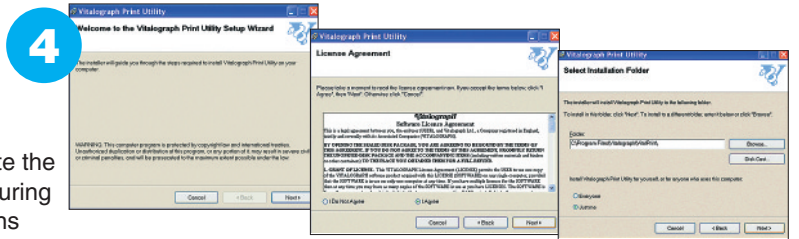
- 1 Place the Print Utility CD into the CD drive of your PC. The install wizard starts automatically after a short time.
- 2 If you do not already have it installed, the install wizard will first install Microsoft.NET Framework, click the **Yes** button to install, click **I Agree** radio button to accept the License Agreement and click the **Install** button to continue.
- 3 Follow the install wizard instructions to complete the installation of Microsoft.NET Framework.
- 4 Now the install wizard is ready to install the Vitalograph Reports Utility,



Note that you will be taken directly to this step if the install wizard detects that you already have Microsoft.NET Framework installed.

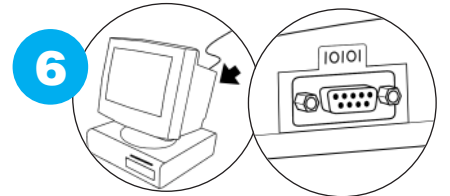
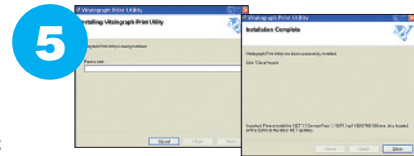
Click the **I agree** radio button to accept the License Agreement,

- 5 Follow the install wizard instructions to complete the installation of the Vitalograph Reports Utility. During the installation you can select the default options (recommended) or change the folder / directory in your PC where you want the Vitalograph Reports Utility to archive your PDF spirometry reports.



Click the **Close** button at the end of the install process.

- 6 **IMPORTANT: YOU MUST NOW SHUT DOWN YOUR PC.** While the PC is off, connect the 9-pin 'D' end of the cable into your PC serial port, usually marked by the symbol (IOIOI). Connect the other end to the Vitalograph spirometry device.
- 7 Re-start your PC. **THE VITALOGRAPH REPORTS UTILITY IS NOW INSTALLED BUT IT IS NOT READY TO USE UNTIL THE UTILITY SETTINGS ARE SET TO VITALOGRAPH 2120 AS THE DEVICE - SEE LAST SECTION**



... using a Serial to USB Converter

If you have no serial port and have only USB Ports (such as on a Laptop PC), you will need to buy and install a USB to Serial converter, such as Vitalograph Cat No 77051. Follow the install instructions on the CD.

IMPORTANT: If you use a USB/Serial converter, you will need to change the setting of the Com Port in the Vitalograph Reports Utility. Open the utility by right clicking on the blue 'V-Snake' icon at the bottom right-hand side of your taskbar. Stop the utility, change the com port, run the utility again. If you do not know how to find which com port is used by the USB/Serial converter, seek help from your network administrator. If you have multiple USB ports, do not switch ports. Don't forget to re-start your PC.

... important note for Spirotrac users

IMPORTANT: If you have Spirotrac spirometry software installed on your PC, you may need to stop the Vitalograph Reports Utility running before you can perform spirometry testing using Spirotrac. This is because the utility uses the serial port.

Right click on the blue '**V-Snake**' icon at the bottom right-hand side of your taskbar and click on **Stop Print Service**

... using the Vitalograph Reports Utility with the Vitalograph 2120

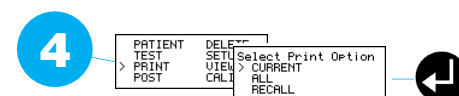
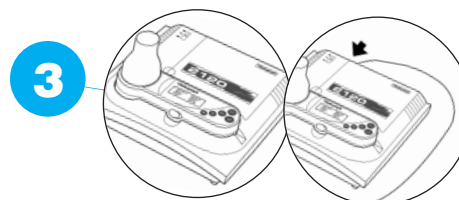
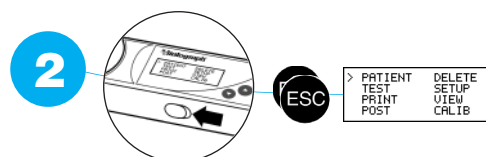
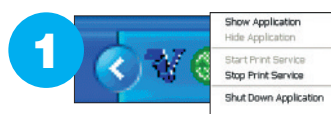
IMPORTANT: YOU MUST SHUT DOWN AND RESTART YOUR PC AFTER INSTALLATION

The Vitalograph Reports Utility on your PC receives spirometry report data from your Vitalograph 2120. It converts the report to a PDF format file for viewing, printing, archiving, e-mailing, etc.

IMPORTANT: Before using the Vitalograph Reports Utility to create PDF documents, first check that your Vitalograph 2120 settings is configured to print to 'Hewlett Packard' printer (No matter which printer is attached to your PC – this is a setting for the Vitalograph Reports Utility). To do this from the Vitalograph 2120 main menu:

- select **Setup > Printer > Hewlett Packard**.
- when the device asks: **'Print via Base Station?'** – answer **No**.
- then press **ESC** again on the 2120 to get back to the main menu.

- 1 Right click on the blue **V-Snake** icon on the bottom right side of your PC screen taskbar. Select **Start Print Service**. (If this is greyed out the Utility is already running, you can **Show Application** and check that **Vitalograph 2120** is the device selected if you want to be sure)
- 2 Switch ON the Vitalograph 2120 and set the display to the main menu. Depending on your 'Smart' settings, you may need to repeatedly press the **ESC** button.
- 3 With the Vitalograph 2120 still switched ON, place it in the cradle connector to your PC. (Alternatively you may connect the serial cable directly to the 2120). The Utility will communicate with the device and screen messages appear. Wait for the 'handshaking' to complete.
- 4 With the device still in its cradle/connected, from the Vitalograph 2120 main menu, select **PRINT**, and then select the print option required (**CURRENT**, **ALL** or **RECALL**).



If you haven't done a test since switching on, select **RECALL**.

- i. Select a subject
- ii. Select a test (time and date shown) *Note: F = FVC test; V = VC test.*

Press the **Enter** button.

'Printing...' appears on the Vitalograph 2120 display. The data is transferred from the Vitalograph 2120 to the Vitalograph Reports Utility. Do not move your Vitalograph 2120 whilst transmitting.

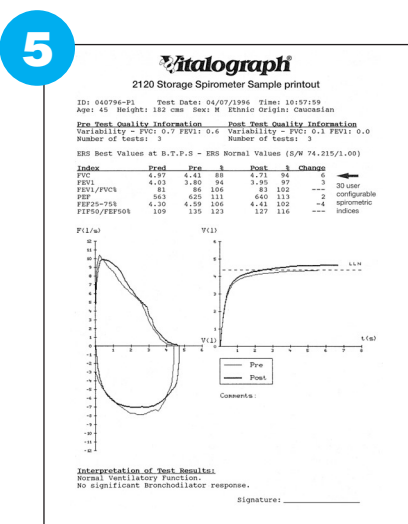
Note: There is a lot of data: subject demographics, predicted values, test parameters and curves when transmitting an FVC test report – this takes about 2 minutes.

- 5 At the end of transmission, the creation of the spirometry report PDF begins on your PC, this takes another 30s on most PCs.

Unless you have changed the default settings, a PDF will be created in the folder called 'Vitalograph Reports' which has a shortcut on your desktop.

Note: For 'techies' the default location is: C:\Program Files\Vitalograph\VitalPrint\Data

You can re-name, view, print, e-mail and archive this PDF file as you wish anywhere on your network.

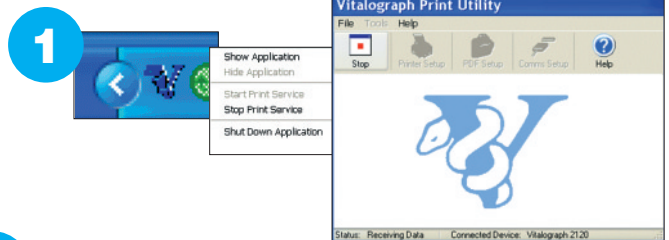


... archiving the PDF spirometry report in other databases

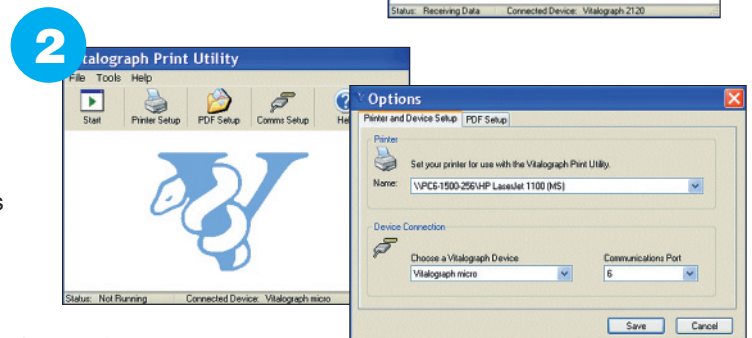
Many databases will allow the import of PDF documents directly into the record for the test subject. Alternatively a shortcut link may be pointed to the 'Vitalograph Reports' folder.

... Vitalograph Reports Utility settings

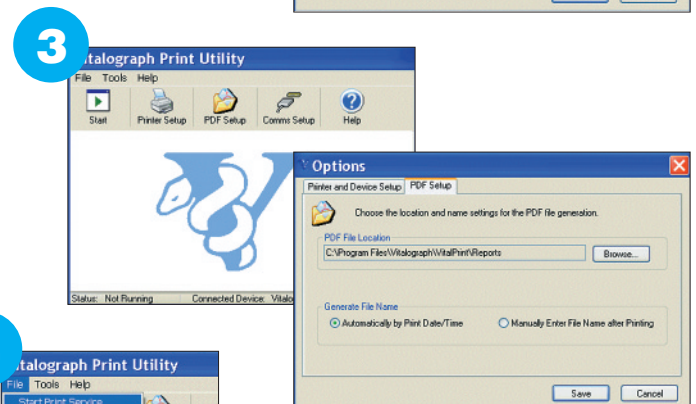
- 1 First open the Vitalograph Reports Utility and stop it by: right clicking on the blue 'V-Snake' icon at the bottom right-hand side of your taskbar, click on the **Show Application** menu item, stop the utility by pressing the **Stop** button in the Vitalograph Print Utility window displayed.



- 2 Change the Vitalograph spirometry device to be used with the Vitalograph Reports Utility: click on the **Comms Setup** button, and in the window displayed, select the device from the Vitalograph device list, select the correct Com port from the communications port list, click the **Save** button to save the setting.



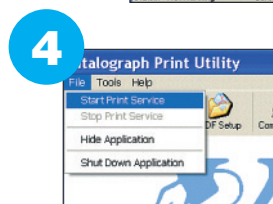
- 3 To change the location in which the Vitalograph Reports Utility archives the PDF Report files: click on the **PDF Setup** button, and in the window displayed, select a new location to archive your spirometry reports, click the **Save** button to save the setting.



Note: In PDF settings it is possible to switch off the creation of a PDF - this is not recommended.

- 4 To re-start the Vitalograph Reports Utility: select **Start Print Service** from the **File** menu.

CONGRATULATIONS! YOUR VITALOGRAPH REPORTS UTILITY IS NOW READY TO USE



If the Vitalograph 2120 is not connected and in the main menu, the PC will give a communications error message. To prevent this error message when you are not using the Utility, you can stop the utility by right clicking the blue 'Snake-V' icon in your taskbar.

If you re-boot your PC daily, you will get an error message each time, unless the Vitalograph 2120 is connected, switched on and in the Main Menu. You can remove the utility from your Start Menu, but then you will need to start the Utility each time before using it. To remove it from your Start Menu: Start > Programs > Startup > Right Click > Delete

from **Vitalograph**[®]

... the spirometry people



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