

CAREpoint WORKSTATION

INSTALLATION CHECKLIST

1. Preliminary

Hospital Name: Winchester M.C.

CAREpoint S/N: GDCP- 0833

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: 0833

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-Bridge 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? 4
- ☒ 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 #	1/1	1/2	1/3	1/4	1/5	1/6
Type (Circle One)	Radio Card	Radio Card	Radio Card	Radio Card	Phone Card	Phone Card
Label (Line 1)	VHF Hear	MED 8	MED 4	CALL 1	Line 1	Line 2
Label (Line 2)	2-Wire	2-Wire	2-Wire	2-Wire		
Incoming	☐	☒	☒	☒	☒	☒
RX	☐	☒	☒	☒	☒	☒
TX	☐	☒	☒	☒	☒	☒
Phone Only	Phone Number				540-667-0609	540-542-0299
	In-House	☐	☐	☐	☐	☐
	Outside	☐	☐	☐	☒	☒
	Access Digit				X	X
	Hunts/Rolls (To Port #)				X	X
	Loop Current	mA	mA	mA	26.52 mA	29.82 mA
	Ring Detect	☐	☐	☐	☒	☒
	Auto Disconnect	☐	☐	☐	☒	☒
	Dial In	☐	☐	☐	☒	☒
	Dial Out	☐	☐	☐	☒	☒
Radio Only	All Channels Tested	☐	☒	☒	☐	☐
	Monitor	☐	☒	☒	☐	☐
	PL	☐	☒	☒	☐	☐
	RX Signal Strength	dB	-10/0 dB	-10/0 dB	-10/0 dB	dB
Port #	1/7	1/8	1/9	1/10	1/11	1/12
Type (Circle One)	Blank	Blank	Blank	Blank	Blank	Voice Card
Label (Line 1)						
Label (Line 2)						
Incoming	☐	☐	☐	☐	☐	☐
RX	☐	☐	☐	☐	☐	☐
TX	☐	☐	☐	☐	☐	☐
Phone Only	Phone Number					
	In-House	☐	☐	☐	☐	☐
	Outside	☐	☐	☐	☐	☐
	Access Digit					
	Hunts/Rolls (To Port #)					
	Loop Current	mA	mA	mA	mA	mA
	Ring Detect	☐	☐	☐	☐	☐
	Auto Disconnect	☐	☐	☐	☐	☐
	Dial In	☐	☐	☐	☐	☐
	Dial Out	☐	☐	☐	☐	☐
Radio Only	All Channels Tested	☐	☐	☐	☐	☐
	Monitor	☐	☐	☐	☐	☐
	PL	☐	☐	☐	☐	☐
	RX Signal Strength	dB	dB	dB	dB	dB

☒ IP and other network information

IP 172.18.16.76
 Subnet Mask 255.255.254.0
 Default Gateway 172.18.16.1
 DNS Primary 172.22.7.24 Secondary _____
 WINS Primary _____ Secondary _____
 DNS Suffix _____
 Proxy IP _____

☒ Email Address: EDWMC@ValleyHealthLink.com☐ 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 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 3rd Party Software & Drivers

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

List Printers Installed:

 Printer Name: LaserJet
 Printer Make/Model: Shared from PC ☐ 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: Jorge

Problems Encountered:

VHF HEAR is not functional, needs radio tech to review.

Radio was not functional prior to CAREpoint install.

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: _____

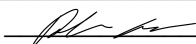
Company/Department: The company formally know as Teltronic Title: AKA Now Motorola

Phone: 540-662-6867 e-mail: _____

ER Phone Number (preferably near CAREpoint): _____

Installed by: Pete Gondor Date: 07/11/17

Company: GD

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

(Below for GD Use Only)

Reviewed By: _____

Notes: _____
