





## Set-Up Procedure

1. Attach ECG cable and SpO<sub>2</sub> cable (if applicable) to top of Micropaq.
2. Ensure proper lead preparation. Attach lead wires to the electrodes before applying them to the patient. Apply the electrodes to the patient in the proper locations. Make a small stress loop in each lead wire and tape the loop to the patient's skin.
3. Attach battery to the Micropaq. After the initial powerup screen, confirm that the Micropaq displays the ECG waveform, heart rate, and other patient data.
4. The first time the Micropaq monitor is connected to Acuity®, the monitor displays the message: ACUITY CONTACTED, WAITING FOR RESPONSE. Press the Select  button to confirm that Acuity has been contacted.
5. To verify that the Micropaq is in communication with the Acuity workstation, ensure the telemetry symbol  is displayed on the Micropaq screen and the green LED light is flashing.


## Menu Lockout (configuration choice)

To unlock the menu on the Micropaq, press and hold the Select  and Scroll down  buttons simultaneously for two seconds to gain access to the Main Menu.







**NOTE:** The Menu Lock is disabled if the Micropaq loses communication with Acuity.


## To Pre-Admit A Patient

At the Acuity Workstation:









1. Click on Patient List icon  located on the bottom left corner of the screen.
2. Click **Admit**.
3. Using the keyboard, enter patient information.

## 4. Click **Confirm**.

5. When the patient arrives and is connected to the Micropaq and in communication to the Acuity Workstation, the Micropaq will prompt you to select a patient from the list of names previously entered at Acuity.
  - a. Press the Scroll Down key  to highlight the appropriate patient, press Select .
  - b. Press the Scroll Down key  to highlight the appropriate room number, press Select .
  - c. Press Scroll Down  until the room number is highlighted, then press Select .





**NOTE:** If your patient has not been pre-admitted, highlight 'Select Patient at Acuity,' and press Select . The patient will then need to be entered at the Acuity Workstation.

If the patient list is not automatically displayed, you may access it by the following procedure:





- a. Unlock the menu (if applicable).
- b. Press Scroll Down  until you highlight Acuity, then press Select .
- c. Press Scroll Down  until you highlight New Patient, then press Select .
- d. Press Scroll Down  until you highlight the patient's name, then press Select .
- e. Press Scroll Down  until you highlight patient's room number, then press Select .

**NOTE:** If your system is part of a Networked System, the Micropaq will first prompt you to select the appropriate unit.

## To Change ECG Lead

1. If applicable, unlock the menu.
2. Press Scroll Down  to highlight ECG LEAD, then press Select .
3. Press Scroll Down  to highlight ECG 1, then press Select  until you find the lead you prefer. Depending on lead configuration, the choices will cycle through from I, II, III, aVR, aVL, aVF and V. Do same for ECG II.

## To View Additional Leads









1. If applicable, unlock the menu.
2. Press Scroll Down  to highlight waveform, then press Select . You will have a choice of 1 Waveform, 2 Waveform, Full Screen and 5 Seconds.
3. After selecting which waveform you prefer, press Scroll Up  until you highlight Exit and then press Select .

**NOTE:** Once you exit the menu you will notice your waveform choice is on the Micropaq screen.

## To Suspend Alarm Tones

1. Press the Select  button to suspend the alarm or alert tone for 90 seconds.










## To Change Alarm Limits

1. If applicable, unlock the menu.
2. Press Scroll Down  to highlight LIMITS, then press Select .
3. Press Scroll Down  or Scroll Up  to highlight the desired limit, then press Select  to display alarm limits (Threshold Adjustment Menu).
4. Scroll and select the + or – selections to change the limit as desired. To turn the highlighted limit on or off, scroll to ON/OFF and press Select .
5. To change other limits, scroll to PREVIOUS MENU. Press Select , then select another limit to change.
6. When you have completed all changes scroll to PREVIOUS MENU, then EXIT on the Alarm Limits Adjust Menu. Press Select  to return to the normal monitoring screen.






**NOTE:** HR/PR alarm parameters are changed in increments of 5 whereas SpO<sub>2</sub> is changed in increments of 1.


## To Transfer A Patient

### To Transfer a Patient to a New Room in the Same Unit:

1. Press Scroll Down  to display the main menu.
2. Press Scroll Down  to highlight Acuity, then press Select .
3. Press Scroll Down  to highlight Transfer, then press Select .
4. Press Scroll Down  to highlight the New Room, then press Select .
5. A list of available rooms will be displayed. Press Scroll Down  to highlight the appropriate room number, then press Select .

### To Transfer a Patient to a New Room in a Different Unit:

1. Follow steps 1-3 as stated above.
4. Press Scroll Down  to highlight the New Unit.
5. A list of available units will be displayed. Press Scroll Down  to highlight the appropriate unit, then press Select .
5. A list of available rooms will be displayed. Press Scroll Down  to highlight the appropriate room number, then press Select .

**NOTE:** If you do not have a room number assigned for the patient yet, you may highlight Select Room at Acuity, then press Select . You will need to enter a room number later at the Acuity Central Workstation through the patient's waveform window.


## Temporary Disconnect

### Option 1 – Remove Battery


1. Remove the battery from the Micropaq.
2. Disconnect leads from the patient.
3. At the Acuity Workstation, respond to an Equipment Alert dropout message by selecting RESET from the patient's On-Screen Monitor. The wave-

form window will turn blue indicating a disconnected patient state.

### To Resume Patient monitoring:


1. After proper lead prep, apply leads to electrodes then apply to patient.
2. Reconnect the battery.
3. You may need to reconfirm your patient (depending on how long patient was not monitored) by pressing Select .

### Option 2 – Remove Sensor Cables






1. Remove sensor cables from top of the Micropaq.
2. Acknowledge the equipment alert by pressing Select .
3. Remove leads from the patient.
4. Do not remove battery.

**NOTE:** At Acuity, the patient's waveform window will be blue indicating a disconnected patient state.

### To Resume Patient Monitoring:

1. After proper lead prep, apply leads to electrodes then apply to patient.
2. Reconnect Patient sensor cables to the Micropaq.
3. You may need to confirm your patient (depending on how long patient was not monitored) by pressing Select .

## To Discharge A Patient At The Micropaq


1. Press Scroll Down  to display the Main Menu.
2. Press Scroll Down  to highlight ACUITY, then press Select .
3. Press Scroll Down  to highlight END TELE, then press Select .

4. When the Micropaq displays the message SAFE TO REMOVE BATTERY, remove the battery.


5. Disconnect the leads and sensors from the patient.

**NOTE:** If the battery is not removed within 30 seconds of ending telemetry, a message will appear asking if the monitor is connected to the previously monitored patient.

## To Discharge A Patient At Acuity

1. Click on Patient List icon .
2. Select Patient to be discharged by highlighting name.
3. Click **Discharge**.
4. Click **Discharge** again after verifying patient to be discharged.

## Tips

1. Micropaq is water resistant, not waterproof. Do not submerge in water.
2. The Micropaq monitor is intended for Adult and pediatric patients only.
3. When out of range of the Acuity Central Station, a TELE FAULT/DROPOUT alert will occur at the Micropaq. Press Select  to acknowledge this alert OR at the Acuity Workstation, click the RESET button on the On-Screen Micropaq.
4. If a patient is out of range and/or the battery is removed for longer than the configured time, the Micropaq will reconnect to the network and the Acuity and Micropaq will ask that you confirm the patient.
5. Cleaning – Wipe with a nearly-dry cloth moistened with cleaning solution. Do not use alcohol. Thoroughly wipe off any excess cleaning solution. Do not let cleaning solution run into connector openings or crevices. See Micropaq Directions for Use for approved cleaning solutions.

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