

Quick Start Guide

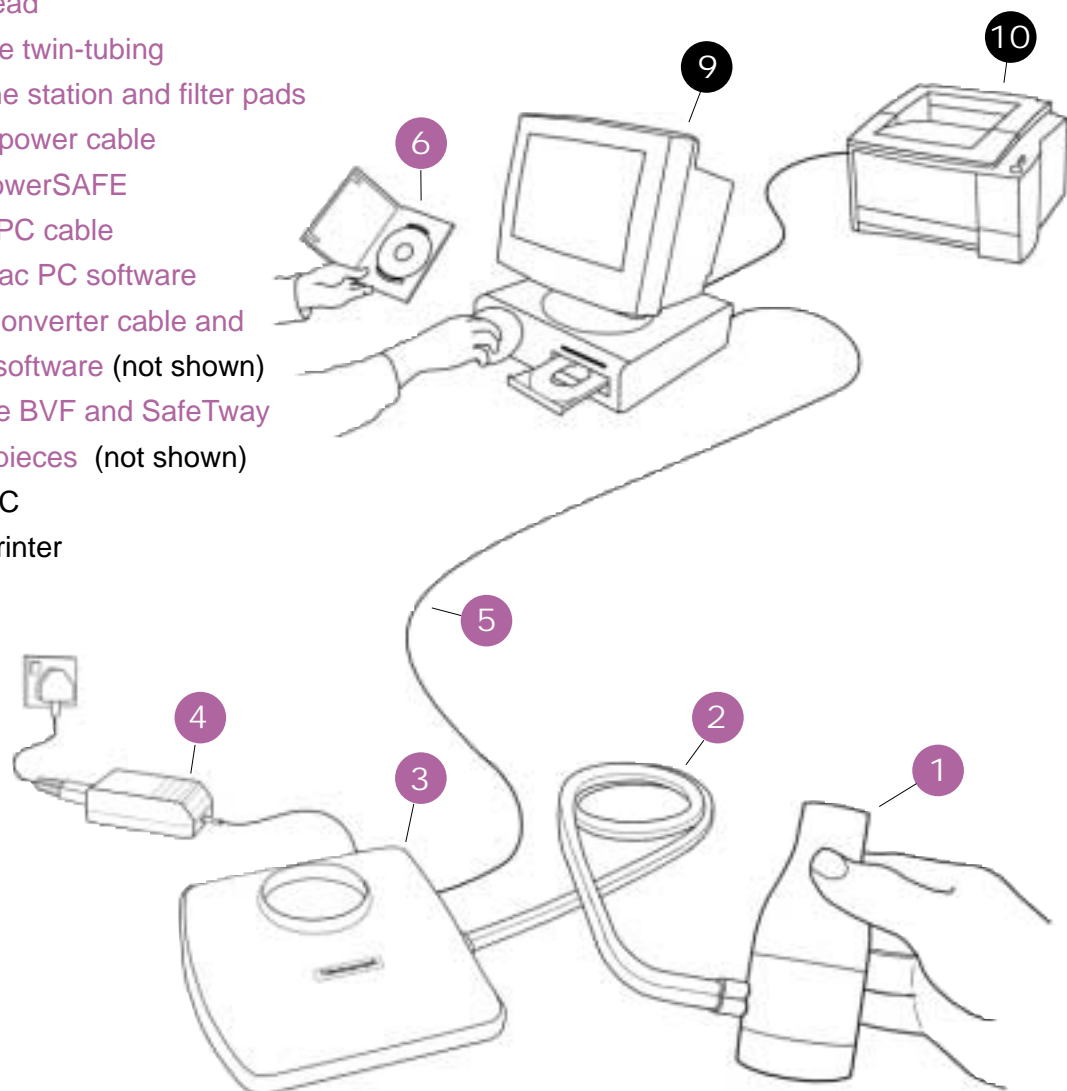
Using this guide it will take you just a few minutes to produce your first spirometry test report using the Vitalograph Pneumotrac. If you need further instruction details, you will find the User Manual on the CD provided, or alternatively visit the Technical Support section of:

www.vitalograph.com

... system components

Items listed in colour are shipped with the Vitalograph Pneumotrac

- 1 Flowhead
- 2 Silicone twin-tubing
- 3 Hygiene station and filter pads
- 4 Mains power cable and PowerSAFE
- 5 Serial PC cable
- 6 Spirotrac PC software
- 7 USB Converter cable and driver software (not shown)
- 8 Sample BVF and SafeTway mouthpieces (not shown)
- 9 Your PC
- 10 Your printer



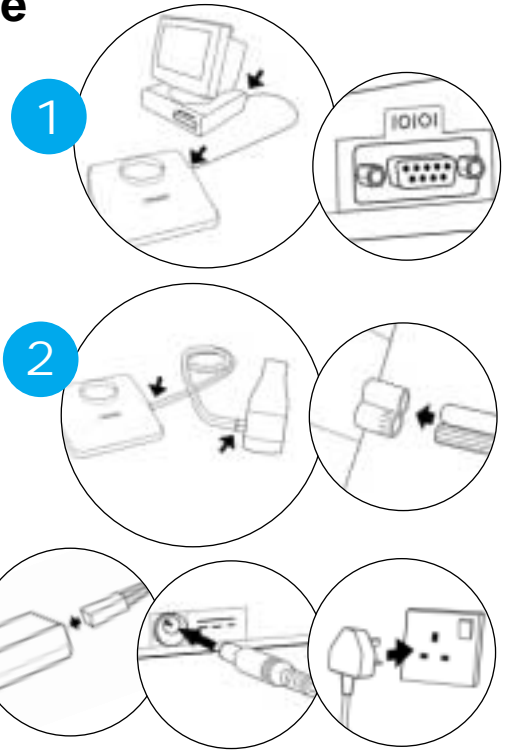
... setting up the Pneumotrac hardware

- 1 Connect one end of the PC cable into an available serial connection on the back of your computer and the other end into the serial connection at the side of the hygiene station (serial connections are normally marked by the symbol IOIOI).

If your PC has no serial connector, use the supplied USB to Serial Converter Cable, but first read the instructions on how to install the drivers on the USB Converter CD.

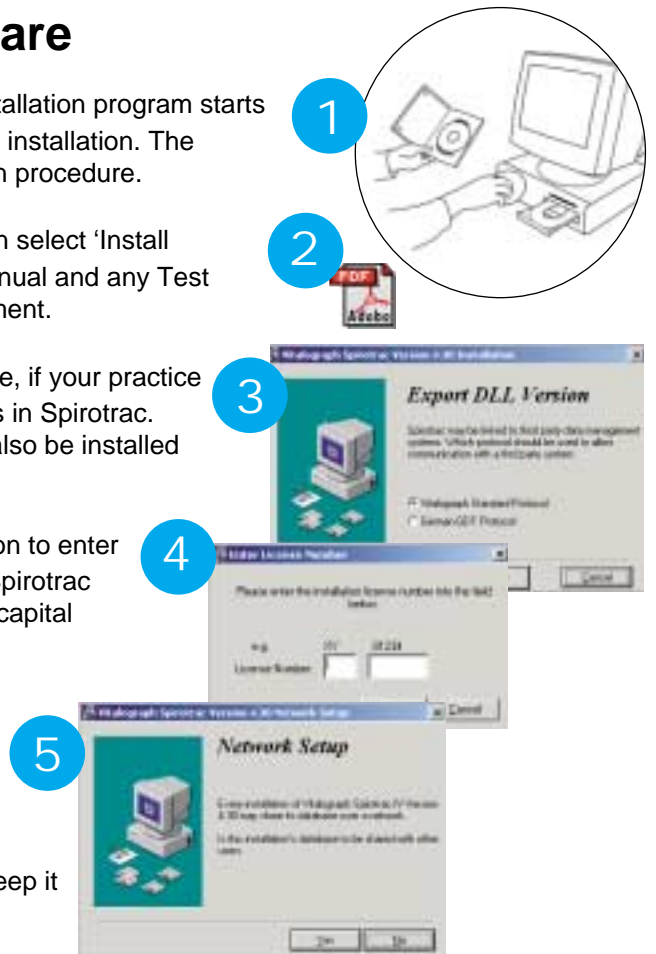
- 2 Connect the white silicone '8' section tubing to both the hygiene station and the flowhead. Ensure that the grooved side of the tubing matches with the grooved side of the connectors at both ends.

- 3 Plug the mains power cable into the PowerSAFE. Plug the low voltage cable into power connector at the back of the hygiene station. Then plug in and switch on mains power.



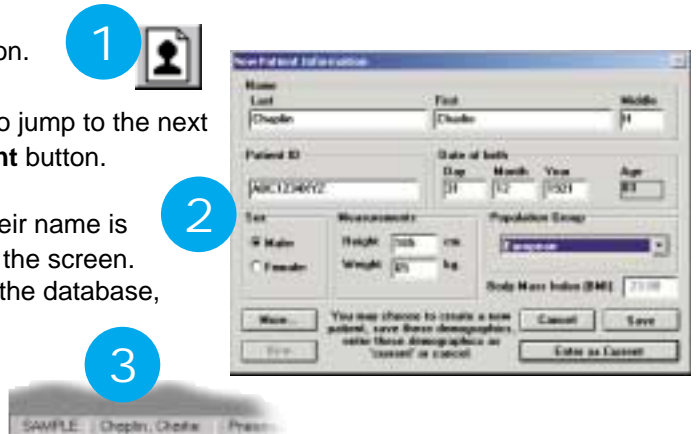
... installing the Spirotrac software

- 1 Place the Spirotrac CD-ROM into the CD drive. The installation program starts automatically after short time and leads you through the installation. The following are the most important points of the installation procedure.
- 2 If you do not already have Acrobat Reader installed then select 'Install Acrobat Reader'. You will require it to read the User Manual and any Test Reports that you have chosen to 'Print' as a PDF document.
- 3 Spirotrac can import and export to your practice software, if your practice software supports one of the communications standards in Spirotrac. Administrator rights on your PC are required. This can also be installed later.
- 4 For security reasons it is necessary during the installation to enter a password. The password is the serial number of the Spirotrac software, which is on the CD cover and consists of two capital letters followed by a number.
- 5 Select 'No' for a PC installation, unless you need to enable archiving and viewing test data across a network. You can run install again at any time to enable networking.
- 6 When the installation is complete remove the CD and keep it in a safe place.



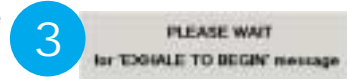
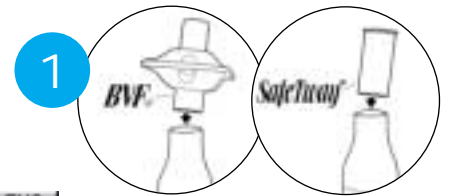
... creating a New Subject

- 1 To enter a new subject click on the **New Subject** icon.
- 2 Fill out the data fields (use your keyboard **Tab** key to jump to the next fields). When complete click on the **Enter as Current** button.
- 3 The new subject is now the 'Current Subject' and their name is shown in the **Current Subject** field at the bottom of the screen. (Second box from left. First box shows the name of the database, 'SAMPLE' until you name your own database.)



... performing FVC testing

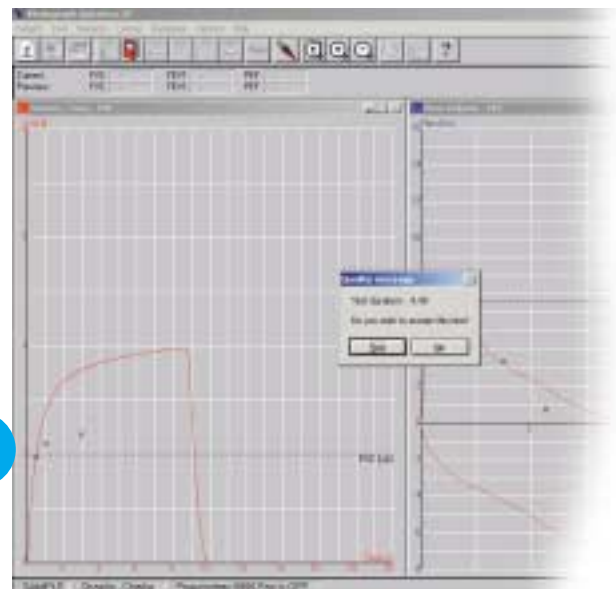
- 1 For each subject insert a BVF (Bacterial Viral Filter) or a SafeTway mouthpiece into the flowhead. (SafeTway mouthpieces are recommended if you are conducting expiratory testing only, but the BVF helps to protect the device as well as the test subject). Use of a noseclip is also recommended.
- 2 Click on the **FVC** icon.
- 3 Wait until the message 'EXHALE TO BEGIN' appears above the graph display.



Give your test subject the following instructions in order to accomplish the test:

- ▼ Sit upright and relax
- ▼ Hold the flowhead, but away from your mouth
- ▼ Inhale as deeply as possible and hold your breath
- ▼ Now place the mouthpiece into your mouth and hold it firmly between your teeth, sealing your lips around it (Demonstrate this with another mouthpiece). It is important that you enthusiastically urge the subject to blow hard and long.
- ▼ Blow out as hard and fast as possible, keep blowing for at least 6 seconds (Demonstrate this manoeuvre).
- ▼ After a satisfactory plateau has been reached, instruct the subject to rest.

- 4 After the subject has finished blowing, a dialog field appears and informs you about the test quality. Click on the **Yes** button in order to accept the test. A minimum of 3 acceptable blows is required for a satisfactory test session.



- 5 Click on the **Door** icon to exit the test screen. Every test is automatically saved unless you rejected it.



... printing

- 1 To print a test report for this session on your PC Printer, simply click on the **Print** icon.



CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED YOUR FIRST SPIROMETRY REPORT ON YOUR VITALOGRAPH PNEUMOTRAC.

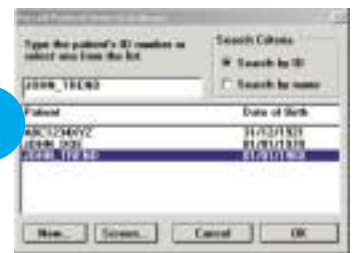
... recalling a Subject from the Database

Once the subject's details have been entered there is never a need to do this again, simply select the subject from the database.

- 1 To recall a subject click on the **Recall Subject** icon.



- 2 Scroll down the list of names to find the subject's name. Highlight their name and click the **OK** button.



The demographic details are displayed. Click the **Enter as Current** button. The recalled subject is now the 'Current Subject' so it's name appears in the **Current Subject** field at the bottom of the screen.

- 3 To view or print previous tests stored for that subject, click on the **Test** menu at the very top of the screen and select the **View** and **FVC** options from the menu.

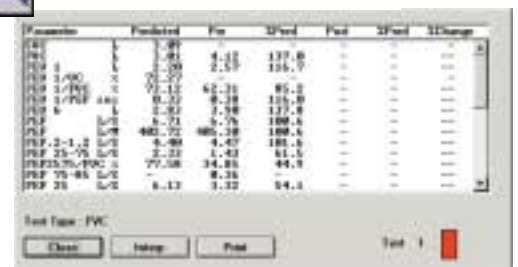


Highlight the desired test session by clicking on it. More than one test session may be selected.

- 4 Press the **View** icon to view the test and click the **Print** button to print the test.



- 5 There are many print report options available. For details click the **Help** icon or the read the User Manual (PDF file on CD)



... consumables and accessories

70054 additional user license
20303 Nose Clips (10)
28350 BVF (50)

20242 SafeTway mouthpieces (200)
42084 Flow Conditioning Mesh (10)
76050 filter pads for hygiene station (50)

from **Vitalograph**

... the spirometry people



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