

## Visilert Unit

### Operating Instructions

#### 1. Charging and Recharging:

- a. Upon initial use, remove Visilert Unit from plastic shipping bag. Remove plastic film from face of unit, if still attached.
- b. **Six Unit Charger Base:** Place the Visilert unit on the six (6) unit Visilert charger base. Lights on device will turn yellow. Note, these lights may flicker during the charging process, this is normal. Leave device on charger base until lights on the Visilert device turn green. This will indicate the unit is fully charged and ready to use. Use as per operating instructions below:
- c. **Individual Wall Charger:** Plug power cord (supplied) to the bottom of the Visilert wall bracket. Place Visilert unit in wall bracket. Yellow will illuminate indicating the unit is charging. Once charge the lights will turn green. Note, the Visilert device will function while being charged in the wall bracket charger.
- d. **Extending battery life:**
  - i. It is recommended that once the Visilert device is fully charged it be used until the lo-battery indicator (one bar on the left side of the face screen) illuminates.
  - ii. Resist the urge to recharge after each patient. The batteries in the new Visilert device have been tested and have operated the unit for over 148 hours consistently on each charge.

#### 2. Operating the Visilert Unit:

- a. **Turn the Visilert device** on using the switch on the top of the unit. Note, the Visilert device will always turn on to Mode 1
  - i. See indicator under the battery icon on the left side of the screen.
- b. **Mode I: (This is a set program and cannot be changed by the end-user. When using "Mode 1" the Visilert defaults to at 90% of the selected rounding time the unit turns from green to yellow, at 100% of the selected rounding time the yellow lights begin to flash and at 110% the flashing yellow lights turn red, indicating you missed the round**



**on your patient.) (Mode I)**

- i. Make certain the device is turned on.
- ii. Determine your rounding time. For our example, we will hourly or every 60-minute rounding.
- iii. Press the program (Prog) button on the lower left side of the face plate. Then enter your rounding time pressing first the "6" button, then the "0" button.
- iv. Press the "Start/Stop" button. Note, the green lights will illuminate on the device and will remain illuminated 90% of the rounding time (54 minutes) when they will turn to Yellow. At 100% (60 minutes) the yellow lights will begin to flash, then at 110% (66 minutes) the flashing yellow lights will turn red.
- v. When re-entering the patient room, simply press the "Start/Stop" button. Zero will appear on the screen. When leaving the patient room, simply press the

reset button. 60 will appear on the screen. Press the “Start/Stop” button again and the device will automatically start counting down again.

- vi. Once the rounding time is set (in this example to 60 minutes), it is no longer necessary to press the “Prog” first. You will only need to press the “Prog” button if you wish to change the rounding time. This is true even when you turn the Visilert device off and turn it back on.

- c. **Mode II: (This program is end-use determined and is NOT preset from the factory. The Visilert device is infinitely programmable for any “total” rounding time up to and including 9,999 minutes.) This program tends to be used for 24 hour admits or longer term admits and not for general hourly rounding. See mode I above for shorter term**



rounding. (Mode II)

- i. Make certain the device is turned on.
- ii. To access mode II, press the “Mode” button. Note, two “II” will appear under the battery indicator on the left lower side of the time screen. Remember, the Visilert device defaults to “Mode I”. If you turn the device off, each time you want to use “Mode II”, you will to press the “Mode” button. If the device is not turned off, the “Mode” should NOT be pushed. The device will remain in the current mode as selected.

**iii. Setting the Rounding Time in Mode II:**

- 1. Make certain you are in Mode II, see steps and description above.
- 2. Determine the total rounding time to be used. In our example, we are going to use a 24 hour, or 1440 total minute rounding period. Our incremental steps (lights turn to yellow) will be at 20 hours (1200 minutes) and 22 hours (lights turn to flashing yellow) (1320 minutes.)
- 3. Press the program “Prog” button (note, the II will be flashing under the battery and the green lights will appear on the device...Press “1” then press “2”, then press “0”, then press “0” again. 1200 will appear on the screen. Press the “Prog” button again, note the yellow lights will turn on. Press “1”, then press “2”, then press “0”. 120 will appear on the screen. Press the “Prog” button again. Note the yellow lights will begin to flash. Now press “1”, then press “2”, then press “0”. 120 will appear on the screen. Press the “Prog” button one more time. Note, 1440 will appear on the screen and NO lights will be illuminated.

**iv. Operating the Device in Mode II:**

- 1. Press the “Start/Stop” button. The green lights will illuminate and the unit will begin counting down from 1440 minutes. At “240 minutes left in the 1440-minute cycle, the yellow lights will illuminate. At “120” minutes left in the 1440-minute rounding cycle the yellow lights will begin to flash and at 1441minutes, the red lights will illuminate.
- 2. Once the patient is discharged. Staff would simply press the “Start/Stop” button to stop the countdown. To begin a new rounding countdown period, simply press the “Reset” button (in our example, 1440 minutes will appear on the screen) and then press the

“Start/Stop.” The green lights will illuminate and the device will begin its countdown again.

3. Once programmed, the device will remain programmed to the set time (1440 minutes in this example) until steps 2 and 3 above are repeated. This is true even if the device is turned off.

### 3. Wall Bracket Installation:

- a. Select the location to install the wall bracket. It is important to locate the wall bracket/Visilert device in a visible and convenient location for the care-giver. Optimally the wall bracket will be placed adjacent to the patient door frame immediately outside the patient room. For semi-private rooms, it is suggested that the units be placed one above the other. It is further suggested that the top unit be the first patient in the room and the bottom unit be the second patient in the room. Note, although the height of the bracket is variable depending on room signage, etc., it is suggested the bracket be located no less than 42” above the floor.
- b. Follow the instructions included with the screws/wall anchors packet to install the Visilert wall bracket to the wall. Two (2) anchors and screws are provided for each wall bracket along with a 5/16” drill bit. Also, see “Installing the Wall Bracket” video on the Visilert website.

### 4. Disinfecting your Visilert Device:

- a. Visilert recognizes the need to maintain a clean and disinfected environment within the healthcare setting; as such, we provide the following instructions on disinfecting your Visilert device (**as a reminder, the Visilert device is electronic and do NOT come in contact with the patient. It is also expected that staff use good hand hygiene techniques, therefore Visilert recommends the devices only be cleaned when the devices become obviously soiled. This will prolong the life of the electronic Visilert device**):
  - i. **Step One:** Turn the Visilert device off.
  - ii. **Step Two:** Use either an alcohol wipe (suggested), or a lint-free cloth **lightly** dampened with either ethyl or isopropyl alcohol.
  - iii. **Step Three: Lightly**, forcing as little moisture into the Visilert device as possible, wipe the device clean.
  - iv. **Step Four:** Expose the Visilert devices to as little moisture as possible. **Do NOT spray the disinfectant directly onto the device or into the openings on the sides of the device.**
  - v. **Step Five: Cleaning the Visilert device with non-approved cleaners (or using saturated cleaning cloths), such as a quaternary ammonia (aka “quat”) or any other chlorine based product can weaken the plastics, causing hairline cracks, leading to malfunctioning of the devices. A commonly used quat is benzalkonium chloride.**
  - vi. **Common malfunctions caused by inappropriate cleaning include the following:**
    1. One or more buttons on device face doesn’t work...most commonly the zero “0” button.
    2. The device fails to charge.
  - vii. **Visilert devices that are cleaned with unapproved cleaners or suffer damage due to overexposure to moisture will not be covered under warranty.**