

LogTag® Data Logger

Device Prep & Configuration Guide – REFRIGERATOR

Preparing the Glycol Probe(s)

If you have more than one device that needs to be set up, complete steps 1-4 for **each** device before proceeding to the next section.

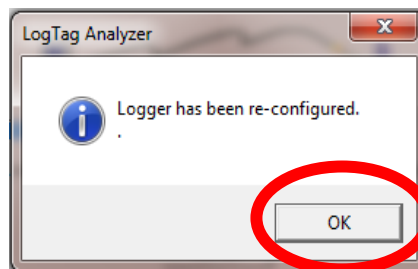
1. Make sure the LogTag® device is not connected to a glycol probe.
2. Place the glycol probe that came with the device centrally in the storage unit to begin cooling it to the temperature of the unit.
3. Using the ties and brackets provided, secure the cord to prevent accidental movement of the glycol bottle.
4. Attach the mounting bracket that came with the device to the side of the unit where it will be easy to read the temperatures from the device.
5. Once complete, proceed to the next section to configure the device(s).

Note: if you have not yet installed and configured the LogTag® Analyzer software, please use the “Software Installation & Configuration” guide to do so before continuing.

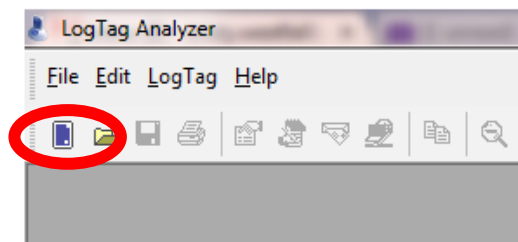


Device Configuration - Refrigerator

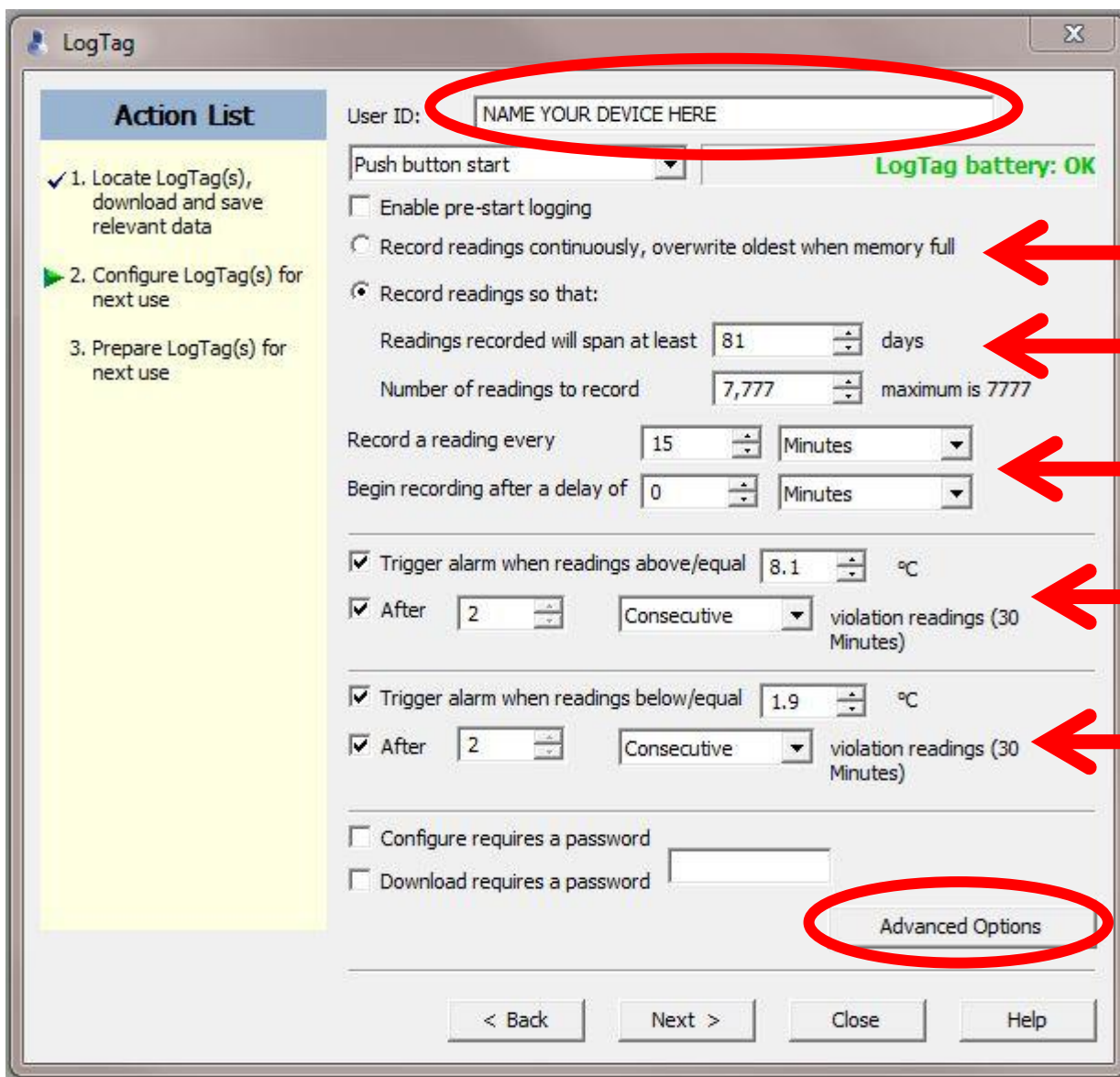
1. Open the LogTag® Analyzer software and then place the LogTag® device into the docking station as shown.
2. Several boxes will appear; don't click anything until the box showing “Logger has been reconfigured” appears. Then, click OK.



3. Start the “LogTag® Access Wizard” by clicking the blue square at the top left of the screen.

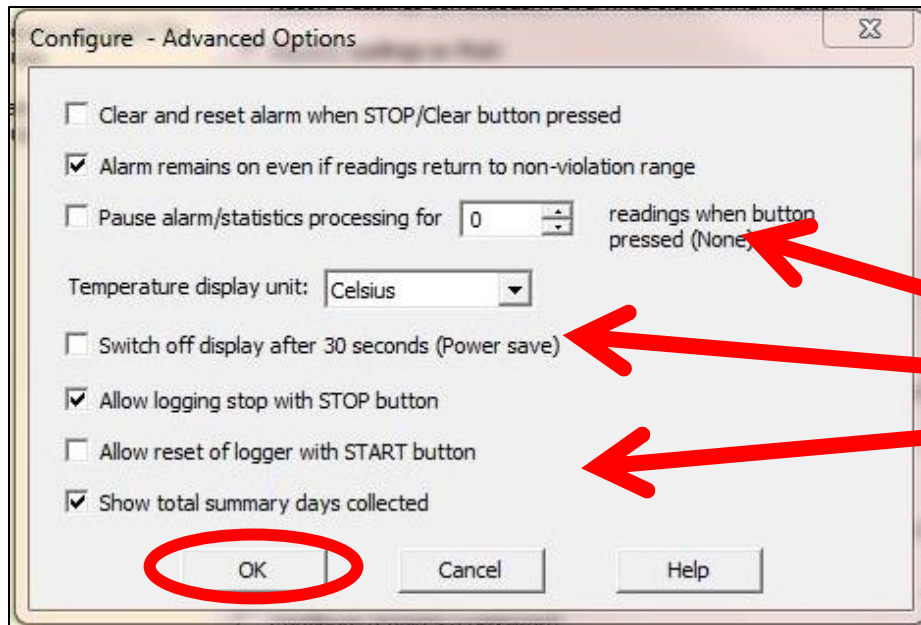


5. If the “Welcome” screen appears, check the box next to “Do not show me this information again” and then click “Next.”
6. The wizard should automatically “find” the device and advance you to the next screen.
 - *If the device is not found automatically, remove the device from the docking station and unplug the docking station from the USB port. Plug the docking station into an alternate USB port if one is available (otherwise, plug it back into the available USB slot). After the docking station is plugged into the computer, put the device into the docking station and re-start at step 1 in this section.*
7. On the Device Configuration screen:
 - a. Name the device by changing the “User ID” to the name of the storage unit the device will be used for (i.e. “West Refrigerator”, “Pharmacy Refrigerator”, etc.).
 - b. All of the other settings must match the settings **exactly** as shown below:

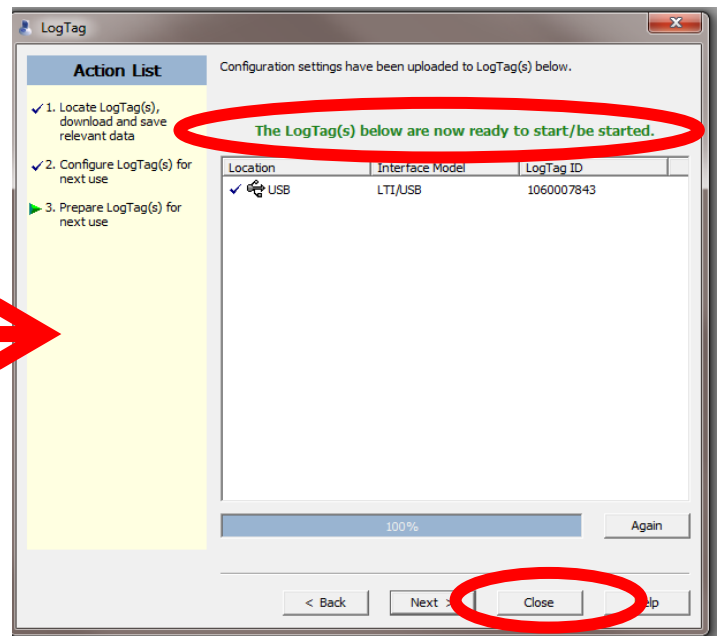
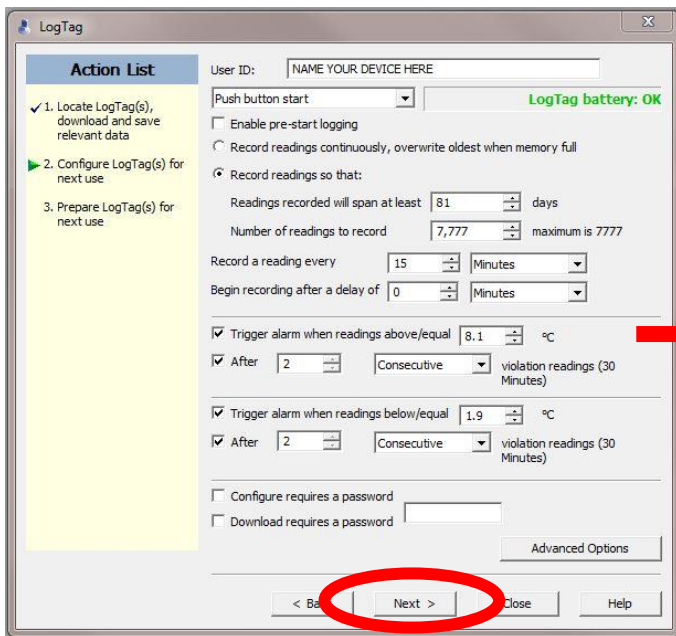


- c. Once the settings are entered **exactly** as shown, click “Advanced Options.”

8. In the “Advanced Options”, check only the 2nd, 5th, and last box. No other boxes should be checked. The settings must match the settings shown below **exactly**.
 - a. The “Temperature display unit” needs to be set to Celsius.



- b. After the settings for the device are **exactly** as shown, click “OK.”
9. On the Device Configuration screen, click “Next” to apply these settings to the device.
10. When the screen displays “The LogTag(s) below are now ready to start/be started.” click “Close.”

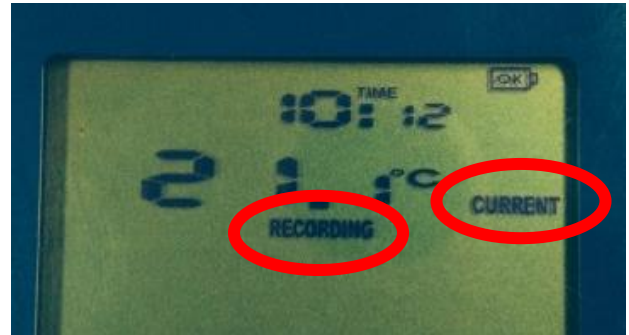


11. Remove the device from the docking station.
12. The device should now show “Ready” as well as the current time on the device’s display.

13. Mark the device with the same name you gave the device during the configuration process (or at the very least, mark it as “refrigerator” or “R”).
 - a. This can be done by putting a label on the device, or by writing directly on the device in permanent marker.
 - b. It is very important that you do not mix up refrigerator and freezer devices to avoid inaccurate out-of-range temperature alarms.

Next Steps

1. Take the device to the appropriate storage unit where the glycol bottle is already placed.
 - a. It is recommended that the glycol be stored in the storage unit for at least 2-4 hours to ensure the glycol is within proper vaccine storage temperatures; otherwise an out-of-range temperature alarm could be triggered.
2. If you have not already done so, attach the mounting bracket to the side of the unit to easily store the LogTag® device.
 - a. It should be placed in a location where the temperature can easily be read at all times.
3. Plug the cord from the glycol probe into the side of the LogTag® device as shown.
4. Press and hold the “Start Clear Stop” button until the word “STARTING” stops flashing and the word stays steady; it will appear as: “READY STARTING.”
5. As soon as “STARTING” is no longer flashing, release the “Start Clear Stop” button.
6. The screen should show two things:
 - a. It is showing the current temperature, and
 - b. It is recording the data.



Be sure to check out the other LogTag® Resources available at www.immunizewyoming.com!

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