

## Vitalograph Reports Utility Instructions for Vitalograph micro

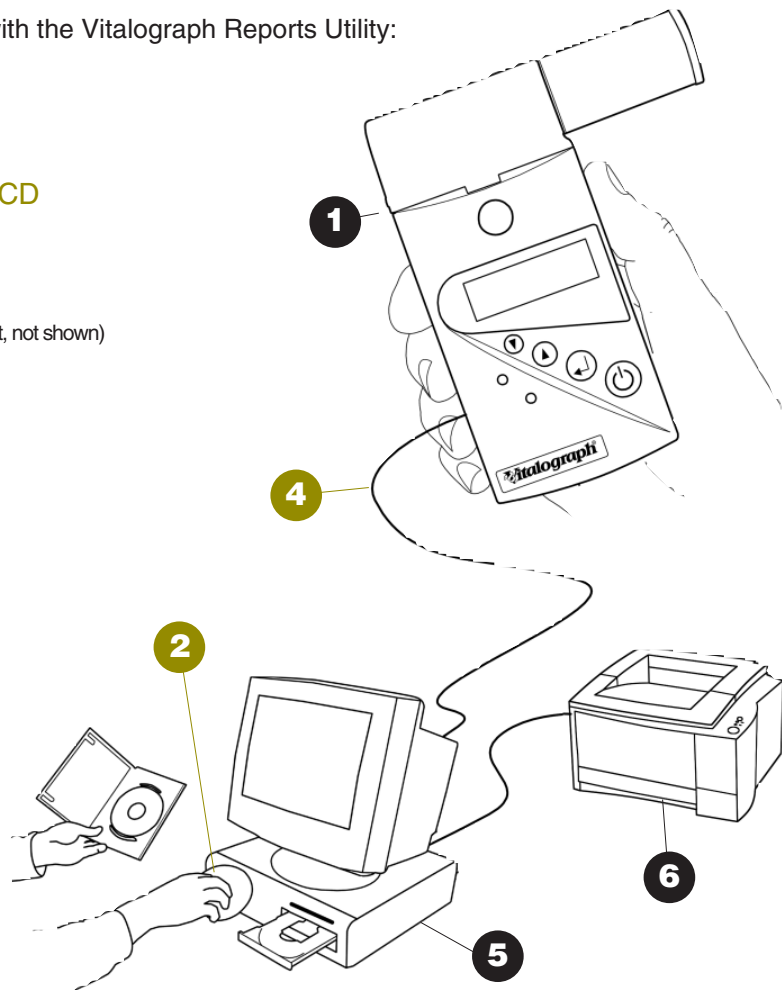
Using this guide it will take you just a few minutes to install your Vitalograph Reports Utility software on your PC and configure it to receive report data from your Vitalograph spirometry device and save it in PDF format. If you need further instruction details, you will find the User Manual on the CD provided. If you need more help contact your supplier or visit Technical Support on:

[www.vitalograph.co.uk](http://www.vitalograph.co.uk)

### ... system components

Items listed in colour are shipped with the Vitalograph Reports Utility:

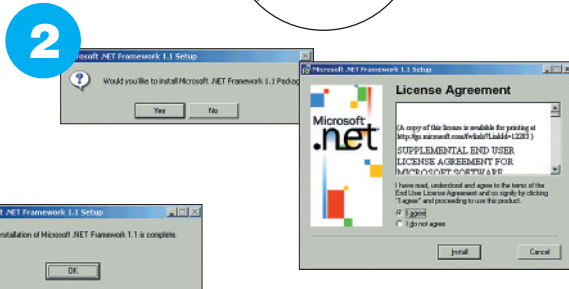
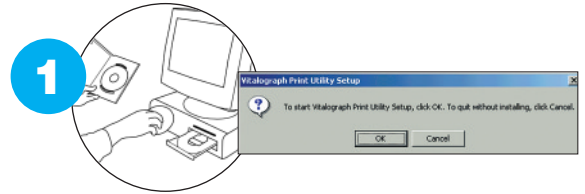
- 1 Your Vitalograph **micro**
- 2 Vitalograph Reports Utility **CD**
- 3 Vitalograph Reports Utility Quick Start Guide (this document, not shown)
- 4 Serial Cable
- 5 Your PC
- 6 Your Printer



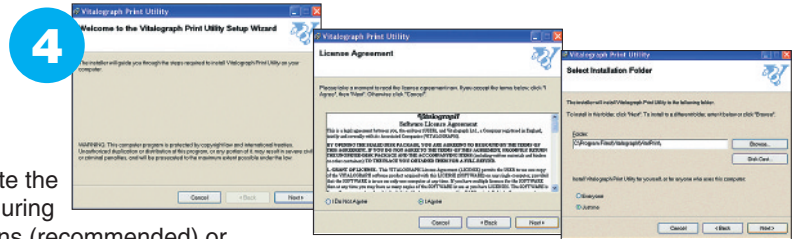
# ... installing the software and cable on your PC

## DO THIS FIRST IF YOU WANT TO CREATE PDF REPORTS AND/OR PRINT

1. Place the Print Utility CD into the CD drive of your PC. The install wizard starts automatically after a short time.
2. If you do not already have it installed, the install wizard will first install Microsoft.NET Framework, click the **Yes** button to install, click **I Agree** radio button to accept the License Agreement and click the **Install** button to continue.
3. Follow the install wizard instructions to complete the installation of Microsoft.NET Framework.
4. Now the install wizard is ready to install the Vitalograph Reports Utility,

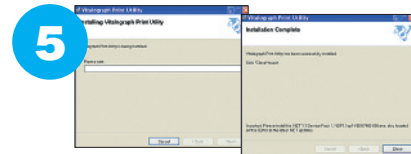


*Note that you will be taken directly to this step if the install wizard detects that you already have Microsoft.NET Framework installed.*

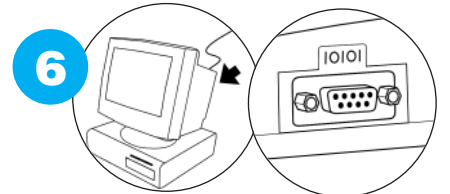


5. Follow the install wizard instructions to complete the installation of the Vitalograph Reports Utility. During the installation you can select the default options (recommended) or change the folder / directory in your PC where you want the Vitalograph Reports Utility to archive your PDF spirometry reports.

Click the **Close** button at the end of the install process.



6. **IMPORTANT: YOU MUST NOW SHUT DOWN YOUR PC.** While the PC is off, connect the 9-pin 'D' end of the cable into your PC serial port, usually marked by the symbol (IOIOI). Connect the other end to the Vitalograph spirometry device.
7. Re-start your PC.



THE VITALOGRAPH REPORTS UTILITY IS NOW INSTALLED

## ... using a Serial to USB Converter

If you have no serial port and have only USB Ports (such as on a Laptop PC), you will need to buy and install a USB to Serial converter, such as Vitalograph Cat No 77051. Follow the install instructions on the CD.

**IMPORTANT:** If you use a USB/Serial converter, you will need to change the setting of the Com Port in the Vitalograph Reports Utility. Open the utility by right clicking on the blue 'V-Snake' icon at the bottom right-hand side of your taskbar. Stop the utility, change the com port, run the utility again. If you do not know how to find which com port is used by the USB/Serial converter, seek help from your network administrator. If you have multiple USB ports, do not switch ports. Don't forget to re-start your PC.

## ... important note for Spirotrac users

**IMPORTANT:** If you have Spirotrac spirometry software installed on your PC, you may need to stop the Vitalograph Reports Utility running before you can perform spirometry testing using Spirotrac. This is because the utility uses the serial port.

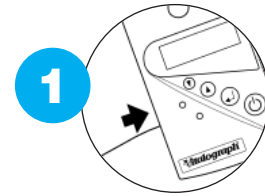
Right click on the blue '**V-Snake**' icon at the bottom right-hand side of your taskbar and click on **Stop Print Service**

## ... using the Vitalograph Reports Utility

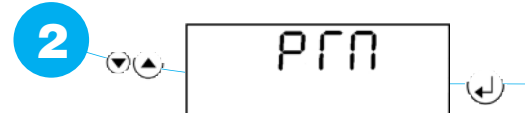
### IMPORTANT: YOU MUST SHUT DOWN AND RESTART YOUR PC AFTER INSTALLATION

The Vitalograph Reports Utility on your PC receives spirometry report data from your Vitalograph **micro**. It converts the report to a PDF format file for viewing, printing, archiving, e-mailing, etc.

1. Immediately after a test session is completed, wait until the **Blow** icon reappears on the **micro** display, then plug the jack plug into the Vitalograph **micro** jack socket, which is located on the side of the device.

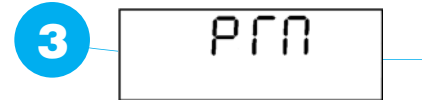


2. Press the **Up** button on the Vitalograph micro until PRN is displayed... press the **Enter** button to start transmission, put the unit down and talk to your test subject while your Vitalograph micro downloads all the data, during which time it should not be interfered with.



*Note: The screen will go blank for approximately two and a half minutes while the normal values data is calculated, graphs drawn and the full test data are being transferred. There is a lot of data: subject demographics, predicted values, test parameters and curves.*

3. At the end of transmission, the device will 'beep' and briefly display 'PRN' again before switching itself off.



*Note: When the Vitalograph micro switches itself off, the best test from the last session is retained in its memory. The stored test may be printed at any time as long as the device detects no new blow. Do this by switching **On**, pressing the **Enter** button repeatedly until the **Blow** icon and time are displayed, then pressing the **Up** button and **Down** button together to print.*

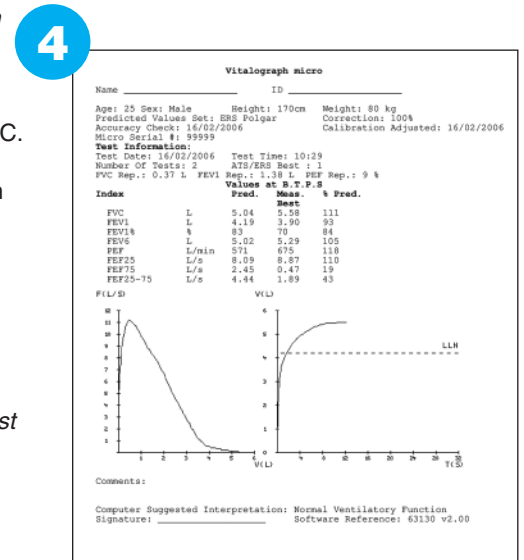
4. At this time the creation of the spirometry report PDF begins on your PC.

Unless you have changed the default settings, a PDF will be created in the folder called 'Vitalograph Reports' which has a shortcut on your desktop.

*Note: For 'techies' the default location is: C:\Program Files\Vitalograph\VitalPrint\Data. Each test report is time and date stamped.*

*Note: The best test in the session is printed, not necessarily the last test shown on the LCD screen.*

You can re-name, view, print, e-mail and archive this PDF file as you wish anywhere on your network.

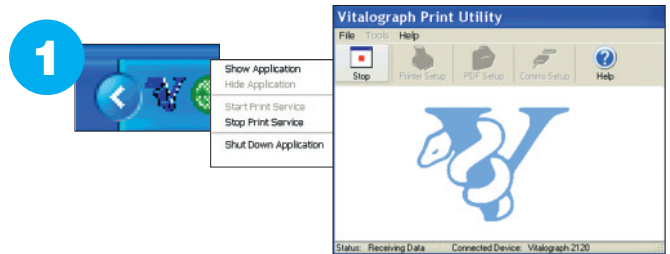


## ... archiving the PDF spirometry report in other databases

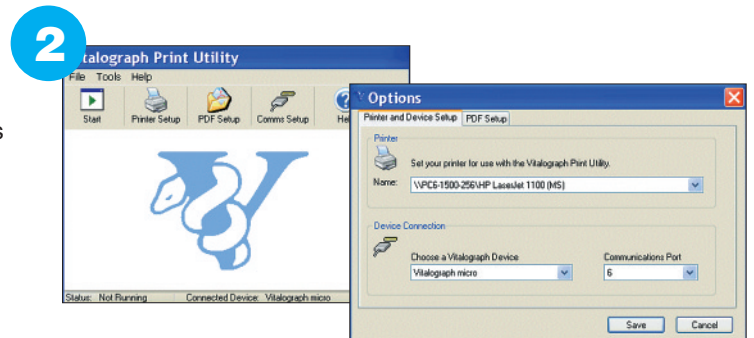
Many databases will allow the import of PDF documents directly into the record for the test subject. Alternatively a shortcut link may be pointed to the 'Vitalograph Reports' folder.

## ... adjusting the Vitalograph Reports Utility settings

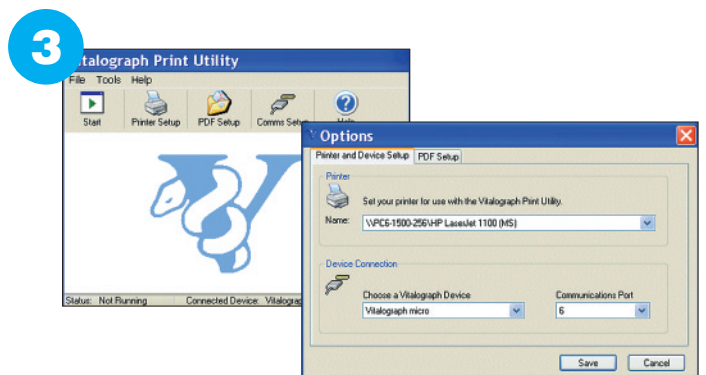
1. First open the Vitalograph Reports Utility and stop it by: right clicking on the blue 'V-Snake' icon at the bottom right-hand side of your taskbar, click on the **Show Application** menu item, stop the utility by pressing the **Stop** button in the Vitalograph Print Utility window displayed.



2. To change the Vitalograph spirometry device to be used with the Vitalograph Reports Utility: click the **Comms Setup** button, and in the window displayed, select the device from the Vitalograph device list, select the correct Com port from the communications port list, click the **Save** button to save the setting.

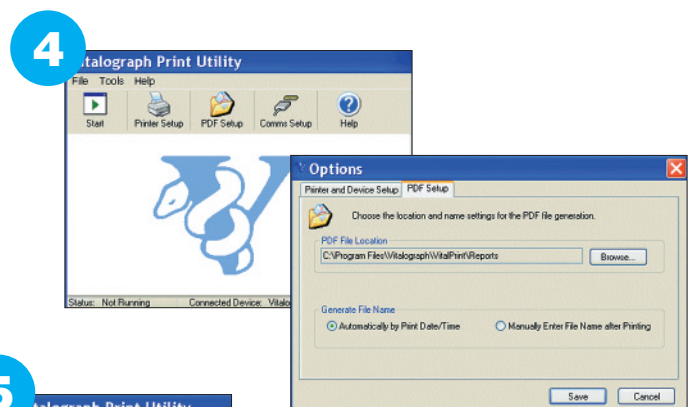


3. To select the printer to be used by the Vitalograph Reports Utility: click on the **Printer Setup** button, and in the window displayed, select a printer from the printer list, click the **Save** button to save the setting.



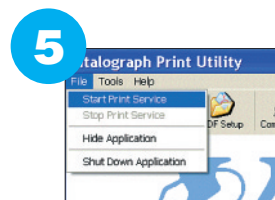
*Note that it is possible to print directly to your PC or network printer as well as, or instead of creating a PDF. However, it is recommended always to create a PDF and print from the Adobe application in preference to setting a direct print. The reason for this is that the Vitalograph Reports utility does not have full error handling such as out-of-paper or warnings if the printer is switched off.*

4. To change the location in which the Vitalograph Reports Utility archives the PDF Report files: click on the **PDF Setup** button, and in the window displayed, select a new location to archive your spirometry reports, click the **Save** button to save the setting.



*Note: In PDF settings it is possible to switch off the creation of a PDF - this is not recommended.*

5. To re-start the Vitalograph Reports Utility: select **Start Print Service** from the **File** menu.



from **Vitalograph**<sup>®</sup>

... the spirometry people



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