

# RealCare Baby® Control Center Software Help Guide



www.realityworks.com

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# **General Information**

This section contains information about the Control Center Software program, how to start using the software with RealCare<sup>®</sup> Babies, how to get assistance using the software, and a list of terms that are used by the software.

### **Control Center Software Help Guide**

RealCare<sup>®</sup> Control Center Software is intended for wireless control of one or more RealCare<sup>®</sup> Baby 3 infant simulators (referred to as Babies in this guide). It manages parenting simulation programming, displays Baby status, and permits student report download and storage.

The Control Center Software communicates with RealCare<sup>®</sup> Baby II-plus and RealCare<sup>®</sup> Baby 3.

#### **Program Functions**

Control Center Software contains all of the tools necessary to program Babies for infant care simulations, download student reports, and perform maintenance on Babies. The software assigns the class name, Baby name, student name, Baby gender, start and stop times for the simulation, the simulation care level (easy, medium, or hard), and preset quiet times when Babies will not cry for care. The software also downloads and stores simulation reports in a database. See Useful Terms

#### **Getting Assistance**

Help information can be viewed on the Help menus in this software.

Additional assistance is available at the Product Support section of the Realityworks website at <u>www.realityworks.com</u> or by calling 800.830.1416. Contact Product Support for all types of technical support such as operating assistance, assistance in analyzing simulation data, and arranging a repair.

### **Useful Terms**

About	Shows the version number and manufacture date of your Control Center Software.
Activate Baby	Prompts the Baby electronics module to start communication with the wireless communication adapter.
Active	A Baby that is actively engaged in an infant care simulation.
Add	Screen that allows adding Babies to the All Babies list to establish wireless communication.
Add a Baby	Establishes wireless communication between the wireless communication adapter and the Baby electronics module.
Available	Status when Baby is not engaged or scheduled for a simulation.
Baby ID	An identification number assigned to an infant simulator.
Baby List	$\ldots$ Babies contained in the Baby database; displayed on the main screen All Babies list.
Baby Name	A name assigned to an infant simulator for a simulation. The name can be changed before each simulation starts.
Car Seat	RealCare Baby 3 is able to determine length of time it has been in a car seat when used in conjunction with car seat detection tags.
Caregiver Wristband	Wristband containing a unique identification disc worn by the person caring for Baby.
Care Level	The frequency and length of Baby care requests during the simulation (easy, medium, hard, custom, or random).
Charging Station	DC charger for charging five infant simulators at a time.
Class	The folder name for simulation reports.
Clipboard	During the export process, the software copies a graphic file of the active report to a virtual clipboard for pasting into an e-mail message or word processing document.
Clothing	RealCare Baby 3 features clothing detection. Baby is able to distinguish what article of clothing is worn and for how long.
Database	A list of Babies that have been added/bound to the Control Center Software.
Day Care	An option that a facilitator can activate on demand when the participant cannot care for Baby. Baby does not request any care or respond to mishandling when the Day Care option is active.
Demonstration	Demonstrates each of Baby's actions individually, i.e. feeding, burping, rocking, etc.
Electronics Module	Circuit board assembly with rechargeable batteries that communicates with the wireless communication adapter and records simulation data.
End Simulation	Option that stops the simulation and downloads the final report.
Gender	Sex assigned to an infant simulator.
Get Report	A Control Center command that allows the user to retrieve and view a simulation report while the simulation is running.
Host Computer	The computer containing the Control Center Software and connected to the wireless communication adapter.
LED	An indicator light that illuminates when a function is active such as power on, Baby transmitting, etc.
Main Screen	The default screen displayed when the Control Center Software is started.
Mishandle	Number in the simulation report that shows how many times the participant did not support Baby's head, roughly handled Baby, placed Baby in a wrong position, or shook Baby, resulting in Shaken Baby Syndrome (see curriculum for more information).
Missed Care	Percentage and total in the simulation report that shows how often the participant did not provide care to Baby within two minutes.
Page	Control Center command intended to locate (i.e. "page") a specific Baby by prompting the Baby to coo.
Parent	Participant assigned to an infant care simulation.

PendingA Baby of	changing from one status to another.
Print ReportPrints a	simulation report to a printer.
Program BabyAssigns	Baby characteristics and schedule simulation times and care level.
	ntage and tally in the simulation report that shows how often the participant provided care fully (within two minutes).
ReadyStatus v	vhen Baby is programmed for a simulation but it is before the Start Time.
Report DueStatus v	vhen Baby has finished a simulation but has not downloaded the final report.
	period(s) programmed during the infant care simulation when Baby does not require care, but Is to mishandles.
Schedule DayChoose	from schedules 1 through 15.
Schedule OrderThe mix difficult	of care levels assigned to an infant care simulation that can be on easy, medium, or hard y.
Single ChargerDC Char	rger for a single infant simulator.
StartThe pro	grammed simulation starting day and time.
Stop The pro	grammed simulation stop day and time.
	cation number disc given to each participant during a simulation. Primary caregiver is ID1 ondary caregiver is ID2.
Student Name The nam	ne of the participant assigned to an infant simulator.
USB CableCable u	sed to connect the communication pod to the host computer.
	e Baby 3 is able to report temperature in either Fahrenheit or Celsius. Iperature reported is internal to Baby and not external temperature.
	Center diagnostics that allows the user to verify that the Baby's sensors are ng normally.
View ReportView sir	nulation report on screen.
Wireless communication	
•	tter that communicates with the Baby electronics module. It may be either an XStick® or a nication pod.
XStick <sup>®</sup> Wireless	s communication adapter that communicates with the Baby.

# **Getting Started**

### **Before Starting**

#### **Charge the Baby**

Before starting for the first time, plug Baby in to charge.

- 1. Connect the charging station or the single charger to a 120 VAC source.
- 2. Connect the charging station or the single charger to the power connection located on the Baby battery cover.
- 3. Baby is ready to connect to the Control Center Software.
- 4. Allow Baby to charge completely for up to 6 hours.

#### Hint: Control Center connects and communicates with Babies much faster while Babies are plugged into a charger!

#### **Install the Software**

Before connecting the wireless communication adapter to the host computer, make sure that the Control Center Software is installed.

- 1. Visit <u>www.realityworks.com/realcaredownloads</u> to download your software.
- 2. Follow the on-screen instructions to install the software.

#### **Multilingual Application**

Control Center Software can be used in several languages. The software is installed and automatically displayed in the language you select in your user **Regional and Language Options** on your computer.

Simulation reports can also be printed in multiple languages without regard to which language you use for the software.

See Selecting the Report Language.

#### **Connect the Wireless Communication Adapter**

Connect the XStick<sup>®</sup> wireless communication adapter to an open USB port before starting the Control Center Software.

To remove communication adapter, unplug from computer.

#### **Create a Database**

In order to communicate with the Control Center Software and run simulations, each Baby must be added to the Control Center's Baby list. The first time the software is started, the database is empty. A database must be created by adding Babies to the Baby list.

#### Tutorial

A software tutorial will start the first time the Control Center Software is opened. The tutorial will feature step-by-step starter instructions on how to use the software.



### Add Babies to the Baby List

When the Control Center Software starts, it displays the <u>Main Screen</u>. The Baby list shows all of the Babies in the Baby database (also referred to as the Baby list).

When the Control Center Software is launched for the first time, the database is empty and Babies must be added. Additional Babies can be added at any time.

#### **Open Add Baby Screen**

1. On the main screen, click Add.



2. The Add Baby screen displays. Follow the Add Baby Instructions on the lower half of the screen.



#### Add Babies to Baby List

- 1. Activate Baby (see below) and open the Add Baby screen.
- 2. The Baby ID appears in the Add Baby screen table in the left column.
- 3. Battery level will display. Red indicates a very low charge; Baby should be charged immediately. Green indicates an adequate charge level.
- 4. A green communication icon in the **Comm** (Communication) column indicates communication with the wireless communication adapter. A red communication icon indicates that communication has been lost.
- 5. The Status column shows Pending. Baby's yellow LED will remain illuminated.
- 6. After several seconds, Baby's status on the Add Baby screen changes from **Pending** to **Added** and the communication icon turns green. Baby now belongs to this Control Center Software.
- 7. If a Baby is not added to the Baby list for some reason, the Comm icon changes to red and the status changes to **NOT Added**. When this happens, Baby requires re-activation.
- 8. Click the Back button to return to the Main Screen.

#### **Activate Baby**

- 1. Locate the small recessed button in the upper part of Baby's back.
- 2. Use an object such as an unfolded paper clip to push inward and *HOLD* the button for *two chimes*, then release.

## Do not use a ballpoint pen or pencil! Permanent damage to the Baby exterior can occur as a result!

3. The yellow LED illuminates and stays solid for up to three minutes. If yellow light turns off before Baby is added, repeat step 2.





# **Control Center Software Program Window**

### Introduction

Control Center Software contains all of the necessary tools to program Babies, download simulation reports, and perform maintenance. The software is used to:

- Assign Baby name and identification numbers.
- Assign student name and identification numbers.
- Assign Baby gender.
- Assign start and stop times for the infant care simulation.
- Assign care level: easy, medium, hard, custom, or random.
- Assign preset quiet times, i.e. time periods when Babies will not request care.
- Download simulation reports to a report database.
- Terminate a simulation before the scheduled stop time.
- Activate the day care option (a period when Baby does not require care).
- Perform Maintenance

Starting the Control Center Software opens the Main Screen, which displays the All Babies database, menus, and program toolbar.

#### Babies Menu

	Displays the Add Dahies screen to allow	💮 Rea	alCare® Control	Center	
Add	Displays the Add Babies screen to allow adding new Babies to the database.	File E	dit Help		
	See Add Babies to the Baby List.				
AII	Displays the entire database list with Baby ID, student name, simulation start date, simulation stop date, battery level, and communication status.	Bal	bies • All	Add 5	All Babies
Available	Displays a list of Babies available for a new simulation.		Available	5	X Baby ID
Active	Displays a list of Babies that are engaged in or programmed for a simulation.		Active	0	ABY7A88
Report Due .	Displays a list of Babies that have completed a simulation and have a final report ready to download.		Report Due	0	BABY A
Reports		••			BABY4107
•	Displays the entire existing list of report folders. See Report List.				BABYF3D5
Add	Allows user to create a new report folder in the report database. See Add a Report Folder.	ке	ports	Add 🖉	BABY95F3
$\mathcal{P}(z, d; t)$		Đ	No Class	1	
(edit)	Displays the report folder screen, which permits renaming, emptying, or deleting report folders. See <u>Edit Report Folders</u> .	Ŵ	Trash	о	
Trash	A folder that contains deleted reports. See <u>Delete a Folder</u> .				
No Class	A default folder that cannot be renamed or deleted.				

### **Main Screen**

The Main Screen with the All Babies list is the default screen and displays when Control Center Software is started. The first time the software is used, the Baby list will be empty.

See Add Babies to the Baby List.

RealCare® Control Cer ile Edit Help	nter									- 0
Babies	Add	All Babies	6							1 Selected $\times$
🔒 All	5	ē	) Demo	🕡 Program Baby	Birth Certificates	📑 Get Report	Stop	🔑 Maintenance	Day Care	🗑 Delete Baby
🝦 Available	5	X Baby ID	Stude	nt		Start	Stop	Batter	y Comm	Status
Active	0	ABY7A88							(i.	Available
Report Due	0	🗆 ВАВУ А							(a	Available
Teport Due	Ŭ	BABY4107							(a	Available
		BABYF3D5						Ÿ	(i.	Available
Reports 4	Add 🖉	BABY95F3							*	Available
No Class	1									
ற் Trash	0									

# "All Babies" List Column Headers

Check Box	Click the check box to select the Baby. A check will display in the box. Click again to de-select the Baby. Select or de-select all Babies on the list by clicking on the $X$ at the top of the check box column.	<ul><li>☑ Select</li><li>□ Deselect</li></ul>		
Baby ID	<b>by ID</b> Column that displays the unique Baby identification number. This ID is preset but can be changed on the Program Babies screen. See <u>Assign Baby ID</u> .			
Student	Column that displays the student name assigned to the Baby on the Program Baby scree appears for <b>Active</b> or <b>Report Due</b> Babies. See <u>Assign Student and Baby Names.</u>	en. This only		
Start	r <b>t</b> Column that displays the infant care simulation start day and time. This only appears for <mark>Active, Ready</mark> Day Care, or Report Due Babies. See <u>Start a Simulation</u> .			
Stop	Column that displays the infant care simulation stop day and time. This only appears for <b>Active, Ready,</b> Day Care, or <b>Report Due</b> Babies. See <u>Start a Simulation.</u>			
Battery	<b>ery</b> Column that displays the charge level of the Baby battery module. Red battery indicates a very low charge. Babies with this battery condition need to be charged immediately. Amber battery indicates a charge less than 40%. Green battery indicates an adequate charge level.			
Comm	<b>DMM</b> (Communication) Column that displays the simulator communication condition. A green icon indicates that the simulator has communication with the wireless communication adapter. A red icon indicates no communication.			
Status	Column that displays the current status of each Baby — <b>Available</b> (can be programmed simulation), <b>Active</b> (already programmed for a simulation), <b>Ready</b> (already programmed but it is before the Start Time), and <b>Report Due</b> (has completed a simulation but has no the simulation report).	d for a simulation		

### All Babies Menu Bar

All Babies	1 Selected							
🗔 D	iemo ӣ Program Baby 民 Birth Certificates 🖃 Get Report 🔲 Stop 🤌 Maintenance 炎 Day Care 🏢 Delete Baby							
Demo	Displays the demonstration screen to allow demonstration or practice of each of Baby's features individually or as a pre-selected group. Select one or more Babies and click <b>Demo</b> to display the Baby demonstration screen. See <u>Baby Demonstration</u> .							
Program Baby	Displays the program screen to assign the class name, baby name, student name, Parent ID numbers, gender, simulation start and stop times, care level schedule, and quiet time schedule. Select one or more Babies and click <b>Program Baby</b> to display the Program Baby screen. See <u>Start a Simulation</u> .							
Birth Certificate.	Birth CertificateDisplays a screen to print one or more Baby birth certificates. Select one or more Babies and click Birth Certificates to display the Baby Birth Certificate Summary screen. See <u>Baby Birth Certificate</u> .							
Get Report	Downloads a report from a Baby that has a simulation in progress.							
Stop	<b>p</b> Ends the simulation before the programmed stop time and downloads a report. Select one or more Babies and click <b>Stop</b> to end the simulation. See <u>Stop Simulation Time</u> .							
Maintenance	Displays the Maintenance screen to locate a Baby and perform troubleshooting functions. Select one Baby by clicking the Baby check box and click <b>Maintenance</b> to display the Maintenance screen. See <u>Maintenance</u> .							
Day Care	Displays the Day Care screen to start or stop day care. Select one or more Active Babies and click <b>Day</b> <b>Care</b> to display the Day Care screen. See <u>Day Care</u> .							
Delete Baby	Removal of selected Babies from the database. See <u>Delete a Baby from the Baby List</u> .							

### **Program Toolbar**

The toolbar allows access to features that support Control Center Software operation and technical support.

#### **File Menu**

Pod Tool	A tool for Product Support use. It should only be used with Product Support supervision.
Export	Copies a selected report to the computer's virtual clipboard for pasting into an image editor, a word processing document, or an e-mail.
Quit	Click to close the Control Center Software. Database is saved to the host computer.

#### **Edit Menu**

- Preferences......Permits use of an alternate Baby communication channel if needed. See <u>Assign a Comm Channel</u>.
- **Delete Babies** ......Permits the removal of selected Babies from the database. See <u>Delete a Baby from the Baby List</u>.





#### Help Menu

Help	Click Help to display the RealCare Baby Support Page.
Tutorial	Click Tutorial to view step-by-step starter instructions.
Check for Updates	Click to download the latest software updates.
About	Click to display the Control Center version number.



### **View Baby Information Screen**

The View Baby Information screen allows the user to display the current Baby information.

0	pen the	View	Baby Informat	ion Scree	en [	😚 RealCare® Contro	ol Center				
1.						File Edit Help Babies	Add	All Babies			
2.			n to the original scree			All Available	5 5 0	X Baby ID	Student	👌 Demo	7 Program
						🔓 Report Du	0	BABY A BABY4107			
			/			Reports P No Class T Trash	Add 🖉 1 0	⊠ ВАВУ95F3			
	RealCare® Control C Edit Help	Center								_	□ ×
	Babies All Available	Add 11 10	View Briby Inform	ation							
	Active	1	Student Jessica Smith	<b>ID2</b> 00000							
ſ	Reports	Add 🖉 43 0	Start	Gender Male Stop 8/19/2019							
			6 PM Schedule Order 9 11 12 13 Quiet Times	6 AM 15							
	Realitywa Live it Jearn www.realitywork										(Co

# **Baby Demonstration**

The Demonstration screen allows practice or demonstration of all of Baby's features. Baby demonstration is available when the Baby status is **Available**.

The Demonstration screen for Baby is not available when Baby is **Active**, **Ready**, or **Day Care** (engaged in or programmed for an active infant care simulation).

#### **Open the Demonstration Screen**

- 1. On the Available Babies screen or All Babies screen, click the Baby check box for Baby to be demonstrated.
- Click **Demo**. The Demonstration screen will display.

#### **Demonstration Presets**

Choose any of these preset demonstration options if you don't want to select specific event durations and order of demonstration. Clicking on **Preset 1**,

**Preset 2, Feed, Burp, Diaper**, or **Rock** loads preset settings for a demonstration. Start the preset demonstration by clicking **Start Demo**.



- Preset 1.....Mix of events that include Coo, Feed, Burp, Diaper, Cough, and Rock. Each event will demonstrate one time. Events play in order and last for 60 seconds with 30 seconds of quiet between each event.
- Preset 2.....Mix of events that include Feed, Burp, Diaper, and Rock. Events will demonstrate in a random order continuously. Each event lasts 120 seconds with 30 seconds of quiet between each event.
- Feed ......Feed demonstration setting which lasts 30 seconds.
- Burp .....Burp demonstration setting which lasts 30 seconds.
- Diaper ......Diaper demonstration setting which lasts 30 seconds.
- Rock ......Rock demonstration setting which lasts 30 seconds.
- **Coo** ......Coo demonstration setting which lasts 30 seconds.
- Cough.....Cough demonstration setting which lasts 30 seconds.

#### **Start Demo**

- 1. On the Demonstration screen, click the Baby check box for the Baby to be demonstrated.
- Click a check box for one or more of Coo, Feed, Burp, Diaper, Cough, or Rock or one of the preset demonstrations (Preset 1, Preset 2, Feed, Burp, Diaper, or Rock).
- 3. Set the **Event duration** and **Quiet between events** time in seconds by clicking the up or down arrows.
- 4. Click This order or Random order.
- 5. Click **Play Once** or **Continuous**.
- 6. Click **Start Demo** to start the demonstration.

#### **Stop Demo**

Click **Stop Demo** to end the demonstration.



# **Start a Simulation**

The Program Baby screen allows the user to assign the class name, the Baby name, student name, the ID1 and ID2 numbers, Baby gender, simulation start and stop times, simulation care level (easy, medium, hard, custom, or random), and quiet times when Babies will not require care.

### **Program Baby Screen**

#### **Open the Program Baby Screen**

- 1. Click each **Baby check box** for each Baby to be programmed on the Main Screen database list. Recommended programming a max of 5 Babies at a time.
- 2. Click **Program Baby**. The Program Baby screen will display to allow assigning data to the first Baby on the list.

6	🕽 Real	Care® Control (	Center				
Fi	e Ed	it Help					
	Bab	ies	Add	All Babies			$\frown$
	÷	All	5			ὀ Demo	🐻 Program Baby
	÷	Available	5	X Baby ID	Student		
	÷	Active	о	ABY7A88			
	÷	Report Due	о	BABY A			
				BABY4107			
	Rep	orts	Add 🖉	BABYF3D5			

#### **Program Baby Screen**

- 3. Click Previous or Next to toggle to program screens for other selected Babies.
- 4. Click **Done** to display the Program Baby summary screen. Program data will be saved once it is sent to the babies. See <u>Save Program Data</u>.
- **Class**..... The report folder name where the final report will be stored. See <u>Assign Class Name</u>.
- Student...... The name of the participant in the simulation. See Assign Student and Baby Names.
- **Baby**..... The name assigned to the infant simulator during the simulation. See <u>Assign Student and Baby Names</u>.

🔂 RealCare® Control Cen File Edit Help	nter			– 🗆 X
Babies	Add	Program Baby (1 of 1)		
All	5	< Previous Next >		Cancel Done
🝦 Available	5	Class		
🐥 Active	0	5th Period ~ [More	fo]	
🝦 Report Due	0	Student	ID1 ID2	
		Jennifer Smith	70B8B 0 00000 0	
Reports A	Add 🖉	Baby	Baby ID Gender	
no Class	1 ^	Arie	BABYF3D5 🖉 None 🖉	
	· · · ·	Start	Stop	

- Baby ID ..... The Baby identification number. See Assign Baby ID.
- ID1 and ID2....... The identification number for the small circular disc worn on a wristband by the person caring for Baby. The ID contains a micro chip with a unique identification number that is recognized by Baby. ID1 is required. See Assign ID1 and ID2 Numbers.

Gender..... Sex (male or female) assigned to each Baby. See Assign Gender.

- **Start**..... The simulation scheduled start time and date. See <u>Simulation Start and</u> <u>Stop Time</u>.
- **Stop**..... The simulation scheduled stop time and date. See <u>Simulation Start and</u> <u>Stop Time</u>.

Baby		Baby I	D	Gender	
Ariel		BABY	F3D5 🧷	None	0
Start		Stop			
Fri, Jun 14	~ 10 AM ~	Sat, J	lun 15	~ 10 A	M ~
Fri, Jun 14					
Sat, Jun 15 Sun, Jun 16	starts No	w			
Mon, Jun 17	l lasts 0	days 22 hour	s 51 minu	ites	
Tue, Jun 18		, i i i i i i i i i i i i i i i i i i i			
Wed, Jun 19					
Thu, Jun 20					
4 ~ 11 ~	12 ~ 13 ~	15 ~ [Sche	dule Helper]		
Quiet Times					

**Schedule Order**. The order in which Baby will follow the infant care schedules chosen by the instructor (easy, medium, hard, custom, or random levels can be selected). See <u>Select Specific Schedule Numbers</u>.

G RealCare <sup>®</sup> Control Center <u>File</u> <u>Edit</u> <u>H</u> elp			- (	- X	
Babies Add	Program Baby (1 of 1)				
🐥 All 1	< Previous Next >	Cancel	Do	ne	
Available 1	Class				
🐥 Active 0	No Class 🔂 Baby Control Center Schedule Helper				
🝦 Report Due 0	Student         Schedule Order           Day 1         Day 2         Day 3         Day 4         Day 5         O Keasy Mix         (9, 11, 12, 13, 15)           4         11         12         13         15         O Heard Mix         (2, 3, 7, 10, 14)				
Reports Add 🖉	Image: Addition of the state of th				
no Class 0	Start OK Cancel				
🛍 Trash 0	Fri, Jun 14 ~ 9 AM ~ Sat. Jun 15 ~ 9 AM ~				
	Simulation starts Now and lasts 0 days 23 hours 35 minutes				
Realityworks'	Schedule Order 9 11 12 13 15 (Schedule Helper) Ouiet Times (Reset] (Reset] (Reset] (Reset]				
www.realityworks.com				(i.	

Quiet Times ...... Preset periods of time throughout the simulation when the Baby does not request care from the participant but will respond to mishandling. Maximum of 3 Quiet Times up to 12 hours each. If total hours is less than it should be, check that all Quiet Time is scheduled between Start and Stop times. Also check for overlap. See <u>Select Quiet Times</u>.



### **Save Program Data**

When all of the program information is entered, save the data to the Babies as follows.

#### Hint - Plug Babies into charger for faster communication.



- 1. Click **Done**. The Program Baby Summary screen will display.
- 2. Review the data displayed for accuracy.
- 3. To make changes to the data before saving it, click **Back** to reopen the Program Baby screen. Make any changes needed and click **Done** again.
- If the data is correct, click Send to Baby(s). The Send to Baby(s) button deactivates (grays out).
- 5. The program data is sent and Baby chimes when it is received.



**Programming** 

Do not remind me for 120 days

baby(s)

You need to press the 'Send to Baby(s)' to send your programming instructions to your

- 6. Baby status changes from Available to Pending briefly, then to Ready or Active for a successful save.
- 7. When the simulation begins, at the scheduled Start Time, Baby status will change from Ready to Active.

aby ID	Student	Baby	Start	Stop	Schedules	Quiet	Comm	Status
ABY7B29	Tanya	Sam	8/7 2 PM	8/8 2 PM	7 11 12 13 15	3 Hrs	(a.	Active

 Baby Status may also show Fail, which means communication with Baby was interrupted and the program data was not saved. If that happens, the Send to Baby(s) button re-activates. Click the button again to re-transmit the program data. If this happens frequently, see <u>Assign a Comm Channel</u>.

### **Assign Baby ID**

The Baby ID number is pre-assigned to a Baby and identifies the Baby on various software screens. The Baby ID can be changed for a Baby after it is added to the Baby list.

#### Assign the Baby ID

1. On the Program Baby screen, click **Baby ID** 🖉 (edit).

G RealCare <sup>®</sup> Control C File Edit Help	Center			-		×
Babies	Add	Program Baby (1 of 1) Click here to change the Student ID to match the code on the wireless ID you are				
All	5	Previous Next > assigning to the Baby.	Cancel		Done	
🝦 Available	5	Class				
🝦 Active	0	Sth Period V [More Info]				
🝦 Report Due	0	Student         ID1         ID2           00000         00000         0				
Reports	Add 🖉	Baby Baby ID Gender				
n No Class	1 <sup>^</sup> 0 <sub>v</sub>	BABYF3D5     None       Start     Stop       Fri, Jun 14     11 AM       Sat, Jun 15     11 AM				
		Simulation starts Now and lasts 0 days 23 hours 9 minutes				
		Schedule Order         4       11       12       13       15       [Schedule Helper]         Quiet Times         Image: Schedule Helper]       Image: Schedule Helper]         Image: Schedule Helpe				

- 2. The Edit Baby ID dialog box displays. Enter the new Baby ID number. The identification can be no longer than eight letters, numbers, and spaces.
- 3. Click OK to save the new Baby ID and close the dialog box. The new Baby ID will appear below **Baby ID**.

When finished entering all program data, click **Done**. See <u>Save Program Data</u>.

😚 Baby Control Center - Edit Baby ID	×
Please enter a new Baby ID below	
Baby ID is your personal Baby identifier. Use letters, numbers, and spaces up to 8 characters	
TINA	
OK Cance	I

### **Assign Class Name**

- 1. On the Program Baby screen, click the **Class** field down arrow.
- 2. Select a Class Folder Name by clicking an existing name in the drop-down menu or click **New Class** to create a new class folder.

Class	
No Class	~
New Class	
No Class	
Parenting 101	

3. Clicking **New Class** opens the Add Report Folder dialog window. Enter the new folder name into the text field. *The class folder name can be no longer than 20 characters (letters, number, and spaces).* 



- 4. Click **OK** to save the folder name.
- **Note:** When Baby completes a simulation, the Control Center Software downloads a final report. The report appears in the reports folder with the class name. See <u>Report List</u>.

### **Assign Student and Baby Names**

#### **Enter Student and Baby Name**

- 1. On the Program Baby screen, select the **Student** text field and enter the student name.
- 2. Select the **Baby** text field and enter a Baby name.

	Student	
2	Jennifer Smith	
	Baby	
	Ariel	

When finished entering all program data, Click **Done**. See <u>Save Program Data</u>.

**Note:** When the simulation final report is generated and downloaded to a report folder, the student name and the Baby name appear within the report. A student and Baby name should be assigned for each new simulation.

08/19/2019

### **Assign ID1 and ID2 Numbers**

Before starting a simulation, Baby is assigned an identification disc with a unique identification number. When this number is entered into the Baby database, it allows Baby to recognize and record the caregiver's performance during the simulation. Each Baby can have two IDs—ID1 and ID2.

#### Assign the IDs

1. Click ID1 (edit) or ID2 (edit). ID1 is a required field.



2. The Edit Student ID dialog box displays. Enter the five digits printed on the ID disc.



3. Click **OK** to save the ID number and close the dialog box. The new ID number will appear below **ID1** or **ID2**. When finished entering all program data, click **Done**. See <u>Save Program Data</u>.

### **Assign Gender**

The gender can be changed by following the steps below.

- 1. Click **Gender** (edit).
- 2. The Edit Gender dialog box displays. Click on the desired Baby gender.
- 3. Click **Cancel** to abandon entering the gender and close the dialog box or click **OK** to save the gender and close the dialog box.
- 4. The new gender will appear below **Gender**.

When finished entering all program data, click **Done**. See <u>Save Program Data</u>.

🚷 Baby Control Ce	enter - Edit Gender	×
Please select fror	n the list below	
Male		
Female		
	ОК	Cancel

😚 RealCare® Control ( File Edit Help	Center						-		×
Babies	Add	Program Baby (1 of 1)							
All	5	< Previous Next >				Cancel		Done	J
🝦 Available	5	Class							
Active	О	5th Period v [Mor	re Info]		Classical				
🝦 Report Due	о	Student	ID1	ID2	Changes appear on screen.				
			00017 🖉	00000	Click Done when finished				
Reports	Add 🖉	Baby	Baby ID	Gender					
no Class	. ^		TINA 🥏	Female 🖉					
		Start	Stop						
🗁 5th Period	2	Fri, Jun 14 $\checkmark$ 1 PM $\checkmark$	Sat, Jun 15	~ 1 PM ~					
		Simulation starts <b>Now</b> and lasts <b>0 days</b>	23 hours 44 minute	es					

### **Simulation Start and Stop Time**

Before starting a simulation, the start time and stop time must be scheduled on the Program Baby screen. A simulation can be programmed up to seven days in advance and can run for up to seven days in length.

#### **Start Simulation Time**

Select the date and time from the dropdowns under Start.

#### **Stop Simulation Time**

The scheduled simulation stop day and time must create a simulation of at least one hour.

Select the date and time from the dropdowns under Stop.

When finished entering all program data, click **Done**. See <u>Save Program Data</u>.





### **Select Specific Schedule Numbers**

Selecting specific schedule numbers for each day of the simulation is a separate option from selecting an easy, medium, or hard mix of schedules for all days. To learn how to select an easy, medium, or hard mix of schedules, see the "Schedule Helper" section below.

Specific schedule numbers or a care level must be selected for the simulation before it starts. There are 15 real infant schedules you can choose from, and they are ranked as easy, medium, or hard. A random mix is also available. The care level or specific schedule numbers are scheduled for five days. If the simulation lasts more than five days, the schedules will repeat from the beginning. The schedule changes at 6 am in the morning

#### Schedule Order - To choose specific schedule numbers for each day:

Each schedule order field represents one day of the simulation.

1. Click the **Schedule Order** down arrow. Schedule Order 2. Click the desired schedule number. [Schedule Helper] 4 11 12 13 15 🚷 Baby Control Center Schedule Helper  $\times$ **Easy Care Schedules:** — 9, 11, 12, 13, or 15. Schedule Order Easy Mix (9, 11, 12, 13, 15) **Medium Care Schedules:** Dav 1 Day 2 Day 3 Day 4 Day 5 O Medium Mix (2, 3, 7, 10, 14) 12 13 15 - 2, 3, 7, 10, or 14. O Hard Mix (1, 4, 5, 6, 8) Random (1 - 15)Hard Care Schedules: — 1, 4, 5, 6, or 8. ОК Cancel

#### Schedule Helper

The Schedule Helper dialog window lets you choose an easy, medium, hard, or random mix of infant schedules.

1. Click **Schedule Helper** to open the Schedule Helper dialog box.

#### **Random Schedule Selection**

- 2. Click on **Easy Mix**, **Medium Mix**, Hard Mix, or **Random** to select a schedule mix.
- 3. Click **OK** to save selected schedule mix and close the dialog window.

#### Make Changes to the Schedule Mix Manually

Changes to the mix of schedules can be made manually in the Schedule Helper dialog box.

- 4. Click the down arrow for one of the days.
- 5. Click the desired schedule number.
- 6. Click **Cancel** to abandon changes and close the dialog box or click **OK** to save changes and close the dialog box.

When finished entering all program data, click Done. See Save Program Data.

### **Select Quiet Times**

Quiet times are preset periods during the simulation when Baby does not require care. Up to three quiet times can be set during a simulation. Each quiet time can be up to 12 hours long. Quiet times starting at or before the start time or after the stop time are ignored.

#### Set the Day, Start Time and Duration

- 1. Select the date, start time and number of hours (duration) from the Quiet Times dropdowns.
- 2. The total scheduled quiet time displays in an information window. It is possible to schedule quiet time periods that overlap. Overlapping quiet time periods and quiet times scheduled before the simulation start time and after the simulation stop time are not included in the total quiet time.



#### Clear a Scheduled Quiet Time 🗸

1. Click [Reset]. The scheduled quiet time period will be deleted from the simulation.

When finished entering all program data, left-click **Done**. See <u>Save Program Data</u>.

# **During the Simulation**

### Day Care

Day Care is activated on demand when the student cannot care for Baby. Baby does not request any care when the day care option is active. The Day Care screen allows the user to start and stop Day Care on demand.

To start and stop Day Care, Baby must be engaged in an active simulation. Babies will also need to be within communication range.

#### Start and Stop Day Care

- 1. On the Active Babies screen, click the Baby check box.
- 2. Click the **Day Care** button. The Day Care screen will display.

RealCare® Control Cent ile Edit Help	er										-		×
Babies	Add	Active Bal	bies								1 Selecte	ed 💙	×
🔒 All			👌 Demo	🕡 Program Baby	🐻 Birth	Certificates 🖃	Get Report	Stop	🔑 Maintenance	🍣 Day Care	Delet	e Baby	
鼻 Available		X Baby ID	Student			Start	Stop	,	Battery	Comm	Status		_
🔒 Active		🗹 TINA	Bryce R.			6/14 1 PM	6/15 1	PM		(i.	Active		
🝦 Report Due													

3. On the Day Care screen, click on the Baby check box to select a Baby for day care.

🔂 RealCare® Control Cent iile Edit Help	ter							- 🗆	×
Babies	Add	Day Care						1 Selected	$\times$
🛔 All		< Back				Start I	Day Care	End Day Car	e
🝦 Available		X Baby ID	Student	Start	Stop	Battery	Comm	Status	_
🐥 Active		ABY7B29	Tanya	8/7 4 PM	8/8 4 PM		(h.	Day Care	
🝦 Report Due									

- 4. Start day care by clicking **Start Day Care**. Baby will not require care until day care is ended. The status will change from **Active** to **Day Care**.
- 5. Stop day care by clicking **End Day Care**. Baby will resume the simulation and the status will change from **Day Care** to **Active**.
- 6. Click **Back** to close the Day Care screen.

### **Baby Birth Certificate**

The Baby Birth Certificates - Summary screen allows printing birth certificates on a host computer printer, or as a hard copy if you have a printed curriculum binder. This template can be printed or photocopied and birth certificate data for each participant can be printed from the All Babies screen or the Available Babies screen in the software.

#### **Open the Baby Birth Certificates Screen**

- 1. On a Baby list, click the Baby check box.
- 2. Click Birth Certificates. The Baby Birth Certificates Summary screen will display.

🔂 RealCare® Control Cen ile Edit Help	iter									- 0	)
Babies	Add	All Babies								1 Selected	×
🔒 All	5			👌 Demo	7 Program Baby	Birth Certificates	📑 Get Report	Stop	🔑 Maintenance	Day Ca	are
🝦 Available	5	X Baby ID	Student			Start	Stop	Battery	Comm	Status	
🔓 Active	0	ABY7A88							(le	Available	
	0	BABY A						<b></b>	(i.	Available	
🝦 Report Due	U	BABY4107							(a	Available	
		☑ TINA							(c.	Available	
Reports A	Add 🖉	BABY95F3						Ÿ,	*	Available	

#### **Print Birth Certificate**

1. On the Baby Birth Certificates - Summary screen, click **Print Birth Certificates**. The print dialog box displays.

Baby Bi	rth Certificates - Summary				
Back Baby ID	Student	Baby	Print Birth Certifi	icates) 📇 Pr	int Summary
ABY7B29	Tanya	Sam	8/7 4 PM	12345	12345

### **Generating Reports**

Control Center Software enables users to generate two types of reports:

- 1. Optional manual progress reports to monitor participants while the simulation is in progress.
- 2. Final reports automatically created for each participants at the end of the simulation.

The option below allows retrieval of simulation data from Baby while the simulation is still in progress.

#### **Select Babies and Get Report**

Make sure all Babies you want to Get Reports for are within communication range, Comm icon is green.

Comm

- 1. On the Baby list, click all of the Baby check boxes you want a report for.
- 2. Click **Get Report**. The software and wireless communication adapter will search for each checked Baby in the list, one at a time, and retrieve the simulation reports.
- The Status column will change briefly to read Get Report and then Report OK if the command was successful, or Report Fail if the command failed.

🔂 RealCare® Control Cer ile Edit Help	nter									- 🗆 X
Babies	Add	Active Ba	bies							1 Selected $\times$
🔒 All	5			💍 Demo	🕢 Program Baby	Birth Certificates	🖽 Get Report	Stop	🔑 Maintenance	🍣 Day Care
鼻 Available	4	X Baby ID	Student			Start	Stop	Battery	Comm	Status
Active	1	🗹 TINA	Bryce R.			6/14 1 PM	6/15 1 PM		(iii	Active
Report Due	0									
🔒 RealCare® Control Ce ïile Edit Help	nter									×
Babies	Add	Active Ba	bies							1 Selected $\times$
🔒 All				õ Demo	🕡 Program Baby	Birth Certificates	📰 Get Report	Stop	eta Maintenance	Day Care
🝦 Available		X Baby ID	Student			Start	Stop	Battery	Comm	Status
Active		🗹 TINA	Bryce R.			6/14 1 PM	6/15 1 PM		(a	Report OK
· · · · · · · · · · · · · · · · · · ·										

The simulation report will be placed into the folder that Baby's reports have been assigned to. Each new download of a report for that Baby during the same simulation will overwrite the old report automatically and store it in the same location. When the simulation is over and Baby is brought within range of the computer, the software automatically retrieves the final simulation data and overwrites the older report.

RealCare® Ba	day.						
Simulation Rep					Cale		
🖉 Class 5t	h Period						
🖉 Student Br	yce R.		ID1 00017	ID2 00000			
🧷 Baby			TINA	None			
Start 6/	14/2019, 1 PM		Stop	6/15/2019, 1 F	м		
Schedule Ord	ler 4111	2 13 15	Simula	ation			
Quiet Times			runn	ing			
	otal Simulation Time: 0d 00h 08m			[Edit I	Rubric]		
Total Simulatio	fotal Simulation Time: 0d 00h 08m Proper Care Rock 0/0 0%	Baby cried 4 minutes	total				
Proper Care		Mishandle					
Rock	0/0	0%	Shaken Baby	0	0%		
Diaper	0/0	0%	Head Support	0	0%		
Burp	0/0	0%	Wrong Position	0	096		
Feed	0/1	0%	Rough Handling	0	0%		
Average	0/1	0%	Other	0	0%		
ID1 was used 0	times, ID2 was	used 0 times	Total	0	0%		
Performance O	verview: 0%						

# **After the Simulation**

The Report menus allow editing, viewing, exporting, and printing student reports. You can edit the Class Name, Student Name, Baby Name, or add your own comments to the reports. When the Control Center Software is opened for the first time, there is only one report folder in the report database, called No Class. See <u>Assign Class Name</u> or <u>Add a Report Folder</u> to learn how to create, move, and delete folders. See <u>Using Reports</u> to learn how to edit the rubric and other information in each simulation report.

### **Report List**

Simulation reports are added to a report folder by entering the report folder name when programming Baby for a simulation. See <u>Assign Class Name</u>.

#### Add a Report Folder

On the main screen, click **Reports Add**. The Add Report Folder dialog 1. File Edit Help box displays. 2. Enter the new folder name into the text field. Babies Add Click **OK** to save the folder name or **Cancel** to 3. abandon creating a new folder and close the dialog box. All Note: The "No Class" folder itself cannot be deleted or renamed. Available 💮 Baby Control Center - Add Report Folder × Active Report Due Please enter a name for the new folder Reports Add D No Class OK Cancel The new folder name displays on the report list with the 4. number of reports in the folder. Reports Add D No Class

💮 RealCare® Control Center

Parenting 101

🗓 Trash

#### **Edit Report Folders**

You can rename report folders, empty reports to the trash folder, or delete a single report (move it to the trash folder).

Click **Reports** (edit) to open the Report Folders screen. 1. Керопь 2. The Report Folders screen displays. RealCare® Control Center × No Class File Edit Help **Report Folders** Babies Parenting 101 前 Delete 🧹 Empty 🖉 Renam D ÷ ÷ Name Report No Class 愐 Trash 3 ÷ 0 🖻 00000 ÷ 5th Period 8 fifth period 0 how many letters can 0 No Clas new class 0 D 🕅

1

#### **Rename a Folder**

🗁 5th Per

P new class

Realityworks

- To rename a folder, click the folder check box on the folder list. 1.
- 2. Click **Rename**. The Name Folder dialog box displays.
- Enter the new folder name into the text field. 3.

Trash

- The class folder name can be no longer than 15 characters (letters, numbers, and spaces). 4.
- Click **OK** to save the new folder name or **Cancel** to abandon renaming a folder and close the dialog box. 5.
- The new folder name displays on the report list with the number of reports in the folder. 6.

#### **Empty a Folder**

Folders must be emptied before they can be deleted.

- Click on **Reports (edit)** to open the Report Folders screen. 1.
- 2. Click the folder check box for the folder to be emptied.
- Click **Empty** on the Report Folders screen. 3.
- All reports in the selected folder are moved to the Trash. 4.

#### **Delete a Folder**

A folder cannot be deleted if it contains any student reports. See Empty a Folder.

- To delete a folder, click the folder check box on the folders list. 1.
- 2. Click **Delete** on the Report Folders screen.
- 3. The selected report folder is erased from the database.

D

### **Selecting the Report Language**

Reports can be viewed and printed in another supported language, regardless of the language you are using on your computer.

#### Select a language

- 1. Click on Language: English. A drop-down list will appear containing other language choices.
- 2. Click on the language you would like to use for viewing and printing reports. All reports will be displayed and printed in that language until you change it.

∂ RealCare <sup>®</sup> Control Cer File Edit Help	nter							-		×
Babies	Add	No Class						1 Sele	ected >	×
🔒 All	5	📌 Language: E	inglish			ᆒ Delet	e 🛅 Move 🔹	Q View	💾 Print	
🝦 Available	5	X Baby ID	Student	Start	Duration	Performance	Comments			_
🚑 Active	0	☑ BABY3090		1/17/2000 1 AM	5d 14h 24m	0%				
🔓 Report Due	0	BABYA001	Jenna	3/15/2019 3 PM	2d 16h 42m	84%				
	0	BABY66A0	Athena	3/15/2019 3 PM	0d 22h 37m	0%				

### **Using Reports**



🔂 RealCare® Control Cer File Edit Help	nter						- C	×
Babies	Add	No Class					1 Selected	ı ×
🔒 All	5	A <sup>≇</sup> Language: English ▼			ᆒ Delete	🛅 Move 🔹 🔇	्र View 💾 P	'rint
🝦 Available	5	X Baby ID Student	Start	Duration	Performance C	Comments		
🐥 Active	0	☑ BABY3090	1/17/2000 1 AM	5d 14h 24m	0%			
🔓 Report Due	0	BABYA001 Jenna	3/15/2019 3 PM	2d 16h 42m	84%			
, hepoin buc	Ū	BABY66A0 Athena	3/15/2019 3 PM	0d 22h 37m	0%			

- 4. Click Previous and Next to toggle between each report.
- 5. You can now print reports from the View screen
- 6. Click **Back** or **Done** to save and changes and close the reports.

#### View a Report additional features

- 1. RealCare Baby 3 contains sensors to read the internal temperature of Baby. On the second page of the report, you can view the temperature range that Baby was in.
- 2. RealCare Baby 3 is able to detect the clothing it is wearing. This can be used in conjunction with the temperature readings to determine if Baby was clothed appropriately for the environment. This chart can be found on the second page of the report.
- 3. RealCare Baby 3 is also equipped with car seat detection sensors. The second page of the report will tell you how long Baby was in the car seat.



#### **Edit Reports**

Some information in each report can be changed (class, student, Baby name, the grading rubric, and comments. See <u>View a Report</u>.

#### **Change Class Folder**

The report being viewed can be moved to another report folder but a new report folder cannot be created.

- On the Report screen, click Class (edit). The List Selection dialog box displays.
- 2. Click on the destination folder name.
- 3. Click **OK** to save the destination folder name or **Cancel** to abandon moving the report and close the dialog box.



#### **Change the Student Name**

A new student name can be entered into the report as follows.

1. Click **Student** (edit).

The Edit Student dialog box displays.

- 2. Enter the new student name.
- Click OK to save the new name or Cancel to abandon entering a new name and close the dialog box.

	RealCare® Simulation								ealer
0	Class	5th Period							
0	Student	Bryce R.				ID1 00017	ID2	00000	
O	Baby					TINA	None	2	
	Start	6/14/2019, 1 PM				Stop	6/15/	2019, 1 P	м
	Schedule Quiet Tim		2 13 15			Simulat runnir			
								[Edit F	lubric]
1	iotal Simula	ation Time: 0d 00h	08m		Baby crie	ed 4 minutes t	otal		
F	Proper Care	e de la companya de la			Mishand	le			
F	Rock	0/0	0%		Shaken B	Baby		0	0%
(	Diaper	0/0	0%		Head Su	pport		0	0%
E	Burp	0/0	0%		Wrong P	osition		0	0%
F	eed	0/1	0%		Rough H	andling		0	0%
4	verage	0/1	0%		Other			0	0%
1	D1 was use	d 0 times, ID2 was	used 0 t	imes	Total			0	0%
F	erformanc	e Overview: 0%							
0	riday, June 14 11:53 PM Sta 11:58 PM Mis	rt Simulation							

#### **Change the Baby Name**

A new Baby name can be entered into the report as follows.

1. Click Baby 🖉 (edit).

The Edit Baby Name dialog box displays.

- 2. Enter the new Baby name.
- Click OK to save the new name or Cancel to abandon entering a new name and close the dialog box.



#### **Edit the Mishandle Rubric**

The mishandle rubric can be edited as follows.

- 1. Click [Edit Rubric]. The Edit Mishandle Rubric dialog box displays.
- 2. Adjust each percentage (Shaken Baby, Head Support, Wrong Position, Rough Handling) by clicking on the up or down arrows.
- 3. When adjustments are complete, click **OK** to save the edit rubric information or **Cancel** to abandon the changes to the rubric and close the dialog box.

# Caution! Changing the mishandle rubric will update all reports in the database, both old and new.

Edit Mishandle Rubric	:	×
Mishandle Rubric		
Please enter your grade adjus	tment per mishandle event	
Caution! Changing the misha database, both old and new.	andle rubric will update all reports in the	
Shaken Baby	<mark>-15</mark> ▲ %	
Head Support	-3 🕈 %	
Wrong Position	-3 🚔 %	
Rough Handling	-3 💌 %	
	OK Cancel	

#### Edit the Other Grade Adjustment

A grade adjustment can be performed as follows.

- Click (edit).
   The Edit Other Grade Adjustment dialog box displays.
- 2. Adjust by clicking **Adjust Grade by** up or down arrows as a positive or negative percentage.
- When adjustment is complete, click OK to save the adjustment or Cancel to abandon the adjustment and close the dialog box.
- Caution! Changing the "Edit Other Grade Adjustment" only updates the report that is currently visible on the screen.

				[Edit R	ubric]
Total Simulation T	ime: Od 00h	08m	Baby cried 4 minutes total		
Proper Care			Mishandle		
Rock	0/0	091	Shaken Baby	0	0%
Diaper	0/0	0%	Head Support	0	0%
Burp	0/0	0%	Wrong Position	0	0%
Feed	0/1	0%	Rough Handling	0	0%
Average	0/1	0%	Other	0	0%
ID1 was used 0 tim	nes, ID2 was	used 0 times	Total	0	0%
Performance Over	view: 0%				
😚 Edit Other (	Grade Adj	ustment			×
Discretionary	y Editor				
	percenta		tment as a positive or		
			OK	Cancel	

#### **Add Comments to the Report**

Comments can be added to the report as follows.

1. Click **Comments:** (edit). The Edit Comments dialog box displays.



- 2. Enter text into the text field.
- When adding text is complete, click OK to save the comments or Cancel to abandon comments and close the dialog box.

G Edit Comments	×
1	
1	OK Cancel
	OK Cancel

#### **Print a Report**

Simulation reports can be printed on a printer as follows. Open the report folder containing the report to be printed.

- 1. Click on the Baby check box for the report to be printed. More than one Baby can be selected.
- 2. Click Print. The Print Reports Summary screen will display.

RealCare® Control Cer le Edit Help	nter							_	
Babies	Add	5th Period	I					1 Select	ted $ imes$
🐥 All	5	<sub>A</sub> ≉ Language: Er	inglish 🔹			ᆒ Dele	te 🛅 Move 🔹	Q View 💾	Print
🝦 Available	4	X Baby ID	Student	Start	Duration	Performance	Comments		
🚑 Active	1	BABYF3D5		6/14/2019 12 PM	0d 00h 46m	0%			
	0			6/14/2019 1 PM	0d 00h 09m	0%			
🝦 Report Due	U	✓ TINA	Bryce R.	6/14/2019 1 PM	0d 00h 08m	0%			

3. Click on the Print Reports - Summary screen **Print** icon. The Print dialog box displays. Click **Back** to return to the folder report list without printing.

🔒 RealCare® Control Cent ile Edit Help	ter						- 🗆	×
Babies	Add	Print Reports - Summary						
🐣 All	5	< Back				📇 Print	📇 Print Summary	
🝦 Available	4	Student	Start	Duration	Performance	Comments	Printed	
Active	1	Bryce R.	6/14/2019 1 PM	0d 00h 08m	0%			
Report Due	0	То	print the FULL rej	port, click this	PRINT.			-

#### **Delete a Report**

Open the folder containing the report to be deleted.

- 1. Click on the Baby check box for the report to be deleted.
- 2. Click **Delete**. The report is moved to the trash folder.

#### Caution! Reports deleted from the trash folder are permanently deleted from the database.

RealCare® Control Ce ile Edit Help	nter							- 0	; נ
Babies	Add	No Class						1 Selected	×
🛔 All	5	📌 Language: E	nglish 🔹			📺 Dele	ete 🗂 Move 🔹	Q View 💾 Pr	rint
🝦 Available	5	X Baby ID	Student	Start	Duration	Performance	Comments		
🝦 Active	О	☑ BABY3090		1/17/2000 1 AM	5d 14h 24m	0%			
🖁 🝦 Report Due	0	BABYA001	Jenna	3/15/2019 3 PM	2d 16h 42m	84%			
	Ŭ	BABY66A0	Athena	3/15/2019 3 PM	0d 22h 37m	0%			

#### Move a Report to a Different Report Folder

Open the folder containing the report to be moved.

- 1. Click on the Baby check box for the report to be moved.
- 2. Click the **Move** down arrow. The report folder list displays.
- 3. Click on the destination folder or **New Folder** to create a new folder.
  - a. To create a new folder, click **New Folder**.
  - b. The Add Report Folder dialog box displays.
  - c. Enter the new folder name and click **OK**. The report moves to the new folder.

♂ RealCare <sup>®</sup> Control Cer ile Edit Help	nter								- 0	ı ×
Babies	Add	No Class						1 \$	Selected	×
🛔 All	5	<sub>A</sub> ≇ Language: E	nglish 🔹			ᆒ Dele	te 🛅 Move	Q View	📇 Pr	rint
🝦 Available	5	X Baby ID	Student	Start	Duration	Performance	Comments			
Active	0	☑ BABY3090		1/17/2000 1 AM	5d 14h 24m	0%				
🔓 Report Due	0	BABYA001	Jenna	3/15/2019 3 PM	2d 16h 42m	84%				
	0	BABY66A0	Athena	3/15/2019 3 PM	0d 22h 37m	0%				

### **Export a Report**

This option saves a copy of the actively viewed report to the computer clipboard as an image file. You can paste this file into many applications, including e-mail, word processing programs, and photo editing programs. Only one report can be exported at a time.

- 1. Click on the report folder name that contains the reports to be exported.
- 2. The list of reports in the folder are displayed. Click on the Baby check box for the report to be exported.
- 3. Click on View. The selected report will display.
- Click the File menu and position your cursor over Export. A flyout appears with the words Copy to Clipboard. Click on Copy to Clipboard. The viewed report is copied as an image file to your computer's clipboard.

😚 RealCare® Control Cer	nter							-		×
ile Edit Help										
Babies	Add	No Class						1 Sele	cted	×
🛔 All	5	🗚 Language: Englis	sh 🔹			🔟 Delet	e 🛅 Move 🔹	Q View	💾 Print	ıt
🝦 Available	5	X Baby ID St	tudent	Start	Duration	Performance	Comments			
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5. Open an e-mail, a word processing document, etc. and choose **Edit**-->**Paste** or do a RIGHT-click in the body of the e-mail or word processing document and choose **Paste** to insert the report image.

**Note:** If your word processing, e-mail, or other software program has difficulty pasting the report image into a document, close and reopen that program and try the File-->Export-->Copy to Clipboard command again.

(Text-based programs like word processing, e-mail, etc. give preference to text on the clipboard, not images. This may cause the program to paste any previously copied text rather than your report image. Closing and opening the program resets the clipboard, allowing you to copy and paste your report image.)

Reports

No Class

🔟 Trash

Parenting 101

# Maintenance

### **Maintenance Screen**

The Maintenance screen allows the user to locate a Available Baby that is within communication range and perform diagnostics and testing.

#### **Open the Maintenance Screen**

- 1. On the All Babies screen or Available Babies screen, click on the Baby check box for each Baby that requires maintenance or location.
- 2. Click Maintenance. The Maintenance screen will display.

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### Locate a Baby

- 1. Click the Baby check box for the Baby to be located.
- 2. Locate Baby by clicking **Page** to prompt Baby to coo.

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### Troubleshooting

Use the Troubleshooting screen if you want to check that your Baby is functioning normally.

#### **Open the Troubleshooting Screen**

- 1. On the Maintenance screen, click the Baby check box for the Baby that requires troubleshooting.
- 2. Click Troubleshooting to display the Troubleshooting screen.

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#### **Troubleshoot Baby**

- 1. Click the Baby check box for Baby requiring testing.
- 2. Click Start Test. Baby will chime when ready for testing. Status will change from Available to Diag.
- 3. Refer to the table below for instructions and Baby's response to actions.
- 4. Baby will coo if all tests are passed. A green check displays below each symbol when that test is successful.
- 5. Click **Stop Test** and Baby will chime. The Baby's status will display **Available**.

<b>Test Function</b>	Action Needed by Test Person	<u>Baby Response</u>	<u>Test Symbol</u>
Battery	None (automatic)	None	
Memory	None (automatic)	Соо	CS
Movement (two tests)	Hold Baby on tummy, then head down	Two chimes	Mov
	Move Baby	Cough	
Feeding sensor	Bring bottle to Baby's mouth	Chime	Btl
Neck forward	Tilt Baby's head forward	Whimper	Nf
Neck backward	Tilt Baby's head backward	Two whimpers	Nb
Rough handling	Strike Baby on its right side just above the hip	Three whimpers	RH
Yellow diaper	Place yellow diaper onto Baby	Chime	Yel
Green diaper	Place green diaper onto Baby	Chime	Grn
Wireless ID	Hold ID close to Baby's belly button	Chime	ID
E-stop	Push recessed E-stop push button on Baby's back	Chime	ES
Temperature	None (automatic)	None	Temp
Outfit Top	Place Outfit sensor close to Baby's belly button	Chime	ОТ
Outfit Bottom	Place Outfit sensor close to Baby's belly button	Chime	OB
Body Suit	Place Body Suit sensor close to Baby's belly button	Chime	Bd
Outerwear	Place Outerwear sensor close to Baby's belly button	Chime	Ow
Sleeper	Place Sleeper sensor close to Baby's belly button	Chime	SI
Car Seat	Place Baby into Car Seat	Chime	СА
All tests pass	None (automatic)	Соо	Pass

### **Get Control Center Software and Baby Updates**

Software updates for both Control Center and Babies themselves can be retrieved via an Internet connection.

#### **Check for Updates**

- 1. Click on the **Help** menu.
- 2. Click on Check for Updates. Make sure your Internet connection is active.
- 3. A web browser window will open, and a message will appear telling you if any updates are available for your version of Control Center Software or for Baby.
- 4. If updates are available, see the sections below.



#### **Download and Install Software Updates**

- 1. Click on the download button for the Control Center Software update.
- 2. A window will appear containing instructions on how to complete the update download and installation.
- 3. Download the update installer file to your hard drive.
- 4. Open or run the downloaded file to start the update installation.
- 5. Follow the on-screen instructions to complete the installation.
- 6. A software update may or may not include a Baby update. If Babies show a green checkmark and an asterisk 💉 in the Comm column, they have a software update available. See Update Babies.

#### **Update Babies**

Updates will become available via the Realityworks website. Please see <u>Get Control Center Software and Baby Updates</u> for download instructions. If Babies show a green communication icon with an asterisk in the **Comm** column, they have a software update available.

- 1. Connect all Babies to a charger.
- 2. At the All Babies screen, click the Baby check box for each Baby with an update available icon (green check and an asterisk) in the Comm column.
- 3. Click Maintenance.
- 4. Click Update Babies. An instruction box appears.
- 5. Rarely, the software indicates that a Baby requires a factory update. Please contact Product Support in that case.
- 6. Click the OK button in the instruction box.
- 7. A window appears showing the status of each Baby's update.
- 8. Updated Baby's status changes to Updating: Done.
- 9. The update process continues until every selected Baby is updated. Babies that temporarily fail are retried until successful.
- 10. The update process can be started and stopped as many times as desired.
- 11. After updating reaches 100% the Baby will go offline while updates are applied. Once it comes back online the Comm icon will again be green but will no longer have the asterisk.

#### **Important notes:**

- Have all Babies plugged into charger while updating.
- Each Baby could take over 35 minutes to update. Large numbers of Babies can take a very long time to update. You may need to review your computer's standby and hibernate settings.

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Babies	Add	All Babies								1 Selected	×
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• No harm will come from cancelling or interrupting Baby updates.



### **Calibrate Battery**

Weak batteries take less time to fully discharge starting from a full charge. Calibrate Battery checks Baby's battery module in a fast discharge mode and compares the discharge time to normal batteries.

#### **Fully Charge Baby**

- 1. Connect Baby to charger. The green charge light on Baby's back turns ON, solid.
- 2. Wait up to 6 hours for Baby's green charge light to turn OFF.
- 3. Baby's batteries now have a full charge.
- 4. Unplug Baby from charger.

#### **Calibrate Battery**

- 1. Fully charge Babies and unplug from charger as described above.
- 2. At the Maintenance screen, click Calibrate Battery. An instruction box appears.

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Report Due										

#### Caution! You will not be able to use the Baby until the calibration is complete.

- 3. Click **OK** to check Baby's battery module or **Cancel** to do nothing.
- 4. Status column changes to Calibrate --.
- 5. Baby status stays in **Calibrate** -- until the batteries are completely discharged (up to 20 hours). Comm icon goes red.
- 6. Plug Baby into a charger. Baby status automatically returns to **Available** when Calibrate Battery finishes.
- 7. Once Baby is plugged back in it communicates and returns to Available.

#### Attention! Fully charge Babies.



#### Read Calibrate Battery Result

- Calibrate Battery completely discharges Baby's battery, so plug Baby into the charger.
- 2. At the Maintenance screen, position the mouse pointer over the Baby battery icon.
- 3. Read the result at the bottom of the window.

Note: Check the calibration results immediately after plugging Baby back into the charger for an accurate reading.



### **Assign a Comm Channel**

Depending on local conditions, WiFi or other radio sources may interfere with Baby communication. If the Baby Comm column frequently goes red even though the Baby is present and charged, you may wish to try another Comm Channel.

- 1. Channel change only works for current version Babies. Older Babies must use Comm channel 2. Affected Babies will trigger an "Are you sure?" prompt during channel change. See Get Software and Baby updates.
- 2. Plug all Babies into a charger.
- 3. Wait for the communication icon to appear green, which means it is available for channel scanning. You may position your mouse pointer over the icon to see how many commands remain to be processed.
- 4. Click on **Edit** in the top menu bar.
- 5. Click on **Preferences** in the pull down menu to open the Edit Preferences window.



- 6. A graph of available channels appears. Open channels display as long green bars and heavily used channels display as short red bars. Channel activity may vary greatly from minute to minute, so monitor the graph for at least several minutes.
- 7. Pay special attention to the graph bar of the current channel, as marked by a green radio select button. A very short red bar indicates Baby communication interference. Please choose another channel.
- Select another channel by clicking on the numbered radio button, or select the best channel by clicking Auto Select.
- 9. Click **OK** or **Apply** to save your changes, or **Cancel** to discard your changes.
- Babies should connect to the Control Center Software using the new channel within a few minutes. If they do not, make sure they are plugged into a charger.

Baby Control Center - Edit Preferences	$\times$
Scanning for the best Baby communication channel: - Scan for several minutes for more accurate results. - The highest bar is the best channel. - Babies must be plugged into a battery charger to discover a new channel!	
Channel Scan and Manual Select	J
Default Channel 2	
Communication Log	
Maximum log file size: 10 MB (0 = create new every time)	
Report	
Temperature Display O Celsius I Fahrenheit	
OK Cancel Apply	

### Delete a Baby from the Baby List

To remove a Baby from the Baby list:

- 1. Click the Baby check box.
- 2. Click Edit on the Control Center Software toolbar.
- 3. Click Delete Babies on the drop-down menu. The Caution dialog box displays.



4. Click **Yes** to delete Baby from the Baby list or **No** to do nothing. Deleting removes the Baby ID and all other Baby information from the database.

🔂 Caution	>
Caution	
Are you sure you want to delet	e the selected baby?
(	Yes No

### **Uninstall Control Center Software**

If necessary, Control Center Software can be removed from the host computer by doing the following. To prevent damage to the operating system, always follow this procedure. If problems occur when removing the software, contact Realityworks Product Support (800.830.1416) before proceeding.

#### Windows

- 1. Click the Windows **Start** button.
- 2. Click **Control Panel**.
- 3. Click on **Programs and Features**.
- 4. Select Baby Control Center and click Uninstall.

#### Macintosh

- 1. Go to the Baby Control Center Software folder.
- 2. Open the \_uninst folder.
- 3. Double-click unistaller.command.
- 4. Follow the on screen instructions to complete the uninstall.

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