Setup Guide

e-pill® MedTime Pro

Locked Automatic Pill Dispenser

US Patent 9,027,787 B2

Item: 992020

Item: 992030

Carefully review and save this setup guide

Components

Locked Automatic Pill Dispenser (x1)
Item: 992020 (clear lid)/992030 (white lid)

Medication Tray (x2)
Item: 992040

Key (x2)
Item: 991022

Dosage Template Set (x1)
Item: 991038

AA Battery (x4)
Item: Not available separately

e-pill® MedTime Pro
Locked Automatic Pill Dispenser

Introduction

e-pill MedTime Pro locked automatic pill dispenser is designed to remind and dispense pills according to the patient's dosing schedule, reminding by means of auditory alarm and flashing light. MedTime Pro will make the correct dose available at the correct time, keeping all other pills secure via a locked lid plus an additional Secure Mode feature. All alarms will automatically repeat every day.

e-pill MedTime Pro is locked but it is not tamperproof, therefore it should not be used to administer pain medications or Schedule II/III drugs. Two keys are included - one key for the caregiver and one key as a backup.

How it Works

At dose time the alarm will sound, and the internal tray will rotate making the correct dose available. To dispense, turn the dispenser over as seen in the photo above. This will release the dose and silence the alarm.

SETUP - STEP 1

Turning On and Opening e-pill MedTime Pro
1. Turn the pill dispenser upside down and remove the battery door.
2. Remove the battery insulator strip to power on the dispenser.
3. e-pill MedTime Pro is now on.
4. Replace the battery door and turn the dispenser right-side up.
5. Open the lid by placing a finger on top of the clear dispensing window and your thumb on the front catch. Press with your thumb and lift up.

Setup Menu A: Carefully Go Through All of Menu A for Proper Setup
Menu A Settings: Clock, Date, Doses, Alarms.

CLOCK:
1. Tap button 1 until 'CLOCK' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the correct time.

DATE:
1. Tap button 1 until 'DATE' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the correct YEAR.
3. Tap button 1 to move to the month 'MM.'
4. Tap button 2 (decrease) or 3 (increase) to set the correct MONTH.
5. Tap button 1 to move to the day 'DD.'
6. Tap button 2 (decrease) or 3 (increase) to set the correct DAY.

DOSES: The number of alarms needed per day.
1. Tap button 1 until 'DOSES' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the number of alarms.

ALARMS: Alarms need to be set in order, starting with the earliest alarm first.
1. Tap button 1 until 'ALARMS' is displayed.
2. Set the earliest alarm first ('1'):
    a. Tap button 2 (decrease) or 3 (increase) the alarm time.
3. Tap button 1 to save and to move to the next alarm, then tap buttons 2 or 3 to set the next alarm time.

SAVE and EXIT Menu A:
1. Press and <u>hold</u> button 1 for 5 seconds to save and exit Menu A.
2. The display will cycle between the current time and the current date.

Setup Menu B: Carefully Go Through All of Menu B for Proper Setup
To access Menu B: Press and hold button 3 until 'BEFORE' is displayed.
Menu B Settings: Before, After, Sound, Light, Filled, Batt, Secure, Hours, DLS, Start, Stop, Record.

BEFORE (early dose): Allows dispensing of medication before the set alarm time. This setting can be set from 5 minutes to 5 hours and is useful if needing to take a dose earlier than scheduled in order to not miss important appointments or events that may take you away from your dispenser.
Note: Do not use this function with someone who may get confused by its use.
Turn off: If this function is not required set to 00:00.
1. When in menu B, tap button 3 until 'BEFORE' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set length of BEFORE time.
3. How to Use: When the patient is within the set of number minutes prior to alarm time, turn the dispenser upside down (past 180°) and then upright, 2 times in succession. The dispenser will then rotate, and the next dose will become available. If a dose is taken early, the dispenser will not activate again until the following medication is due.

AFTER: Alarm duration.
1. When in menu B, tap button 1 until 'AFTER' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the alarm's duration.

SOUND: Alarm melody.
1. When in menu B, tap button 1 until 'SOUND' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the alarm's melody:
    a. 00 for silent (visual alarm only), 01 – 04 for different melodies.

LIGHT: Visual alarm via a blinking red light.
1. When in menu B, tap button 1 until 'LIGHT' is displayed.
2. Tap button 2 to turn off or button 3 to turn on.

FILLED: This setting shows patients the number of doses left in the tray.
1. When in menu B, tap button 1 until 'FILLED' is displayed.
2. Tap button 2 (decrease) or 3 (increase) to set the exact number of compartments filled in the medication tray.
3. After setup: At every alarm, the number entered into the FILLED setting will be reduced by 1. When no doses remain '- - - -' is displayed.

BATT: Set the type of battery in the dispenser for optimal battery life.
1. When in menu B, tap button 1 until 'BATT' is displayed.
2. Tap button 2 or 3 to set battery type to either:
    a. 'ALC' for alkaline/non-rechargeable (most common).
    b. 'NIMH' for rechargeable (uncommon).

SECURE: Auto-locking dispensing window. This setting refers to the dispensing window only, the window where the pills dispense from. The entire lid should always be kept locked.
ON: The dispensing window in the front of the lid only unlocks when the alarm is sounding. The window will lock again 2 minutes after dispensing.
OFF: The dispensing window in the front of the lid never locks.
1. When in menu B, tap button 1 until 'SECURE' is displayed.
2. Tap button 2 to turn on or button 3 to turn off.

HOURS: Use either a 12-hour clock (AM/PM) or 24-hour clock.
The dispenser's default uses the 24-hour clock.
1. When in menu B, tap button 1 until 'HOURS' is displayed.
2. Tap button 2 or 3 to set to:
    a. 12 hour – 'AM' or 'PM' will be displayed next to the time.
    b. 24 hour – 'AM' or 'PM' will not be displayed next to the time.

DLS: Set the dispenser to automatically adjust for daylight saving.
1. When in menu B, tap button 1 until 'DLS' is displayed.
2. Tap button 2 or 3 to set to:
    a. 'OFF' to disable.
    b. 'EU' for European Daylight Saving.
    c. 'US' for United States Daylight Saving.

DISPENSER START: **DO NOT SET IF YOU ARE USING THIS PILL DISPENSER DAILY.** To delay the time at which the dispenser will start to operate. This function is useful if the dispenser is being filled, for example by a caregiver offsite and is not being used until a later date.
If this function is not needed, tap button 1 until you reach STOP.
If this function is needed, use the steps below to set the date and time of when the filled dispenser is getting delivered to the patient. When in menu B, tap button 1 until 'START' is displayed.

1. Set the Year (YY) Month (MM) Date (DD) and Hour (HH) that you wish the dispenser to start operating. The time (HH) should be in advance of the first dose to be dispensed for the user.
2. Tap button 2 (decrease) or 3 (increase) the settings.

DISPENSER STOP: It is possible to stop the dispenser's operation at a future date and time. This function is useful if two or more dispensers are being used by a user in sequence and ensures that only one dispenser is active at one time.
If this function is not needed, tap button 1 until you reach RECORD.
If this function is needed, use the steps below.

When in menu B, tap button 1 until 'STOP' is displayed.
1. Set the Year (YY), Month (MM), Date (DD) and Hour (HH) to when you want the dispenser to stop operating. The time (HH) should be set after the last dose to be dispensed for the user.
2. Tap button 2 (decrease) or 3 (increase) the settings. **If this function is not required set the year (YY) to a distance future year ex: YY38**

RECORD: Will show the time at which the previous 28 doses were dispensed
1. When in menu B, tap button 1 until 'RECORD' is displayed.
2. Tap button 2 (decrease) or 3 (increase) the previous dispensing times:
   a. '1' is the latest dispense time which occurred.
   b. '2' is the second latest dispense time which occurred.
   c. '3' is the third latest dispense time which occurred etc.

SAVE and EXIT Menu B:
1. Press and <u>hold</u> button 1 for 5 seconds to save and exit Menu B.
2. The display will cycle between the current time and the current date.

SETUP - STEP 2

<u>Filling the Tray</u>
1. With the lid still open, remove the tray that is inside the dispenser. This makes filling the tray easier. Important: Never force the tray to rotate.
2. e-pill MedTime Pro comes with three different dosing templates. The template identifies the number of alarms per day and, very importantly, the time of day that you are filling the tray. The blank disc is used for 5 -

24 alarms per day. This disk has been intentionally left blank so it can be customized. Place the correct template based on your needs on the tray.

3. Fill compartments counterclockwise with pills using the dosing template as a guide. Important: Do not overfill any compartment. If one of the doses does not fit into a single compartment, an additional alarm can be set for shortly after the original alarm. The dose can then be split into 2 compartments. Splitting larger tablets into smaller pieces using a pill splitter can also help.

<u>Begin Use</u>

1. Place the tray into the dispenser. The next dose will be the first compartment to the right of the slot located directly at 6 o'clock. At each alarm time the try will rotate clockwise 1 compartment.
Important: Never force the tray to rotate.
2. Press and <u>hold</u> button 2 until 'TRAY Z' is displayed.
   a. The tray will then move clockwise (forward) ½ a compartment to the correct position.
3. Close the lid.
4. Turn the dispenser over and lock the dispenser. WARNING: When locking/unlocking the cover do not turn the key more than ¼ of a turn.

<u>Congratulations</u>
Your e-pill MedTime Pro is now 100% setup.

Refilling the Tray

<u>Resetting 'DOSES LEFT' Count After Refilling the Tray</u>
The FILLED function will reduce 'DOSES LEFT' by 1 each time medications are dispensed. Every time after the tray is refilled, it is required to set the FILLED setting to the exact number of doses placed into the medication tray.

1. Press and <u>hold</u> button 3 until 'BEFORE' is displayed.
2. Tap button 1 until 'FILLED' is displayed.
3. Tap button 2 (decrease) or 3 (increase) to set the exact number of compartments filled in the medication tray.
4. Press and <u>hold</u> button 1 for 5 seconds to save.
5. Press and <u>hold</u> button 2 until 'TRAY Z' is displayed.
   a. The tray will then move clockwise (forward) ½ a compartment to the correct position.

6. The number of 'DOSES LEFT' displayed will now be the same as the number entered in 'FILLED.' When zero doses remain '- - - -' is displayed.

General Information

Dashboard
Enables the patient, caregivers, and family members to make a visual check on the status of the dispenser without having to open it.
1. When the dispenser is at rest the display cycles between showing the time and date.
   a. When doses remaining reaches 4 or less, the number of doses remaining 'DOS ##' will appear in the cycle.
   b. When the battery level reaches 20% or less, 'LOW BATT' will appear in the cycle.
2. When the dispenser is tilted continuously at 20 degrees (lock must touch the surface of the table) the display cycles between showing the time of the next dose, doses left, battery level and date.

Secure Mode: Additional Details
When operating in secure mode, the dispensing window in the lid of the e-pill MedTime Pro only unlocks when the alarm is going off. The dispensing window automatically locks again 2 minutes after the dose has been dispensed.
Note: The dispensing window automatically locks by the dispenser turning the tray clockwise ½ a compartment to the locked position. The dividers between the tray's compartments is what prevents access to the dispenser's tray.

Diagnostic Test
Test the alarm sequence.
1. Press and hold all three buttons until 'TEST' is displayed.
2. Tap button 3 to begin test:
   a. 'DEMO' is now displayed.
   b. The tray rotates 1 compartment, the alarm sounds, and the light flashes.
   c. 'TAKE MED' is now displayed.
   d. Pick up the dispenser and turn it over to simulate dispensing.
   e. 'CLOSE' is now displayed.

      f.   The tray rotates ½ of a compartment.
2. Press and <u>hold</u> button 1 for 5 seconds to leave the Test function.

Error Handling

<u>Medications Will Not Dispense</u>
Check all compartments for stuck pills.
Solution:
1. Gel-caps: Adding a thin coating of standard baking flour to the compartments can help prevent blockage.
2. Tablets: Splitting larger tablets into smaller pieces using a pill splitter can help prevent blockage.

<u>ERROR 01 or ERROR 04 or ERROR 08</u>
The dispenser fails to properly rotate.
Solution:
1. If dispenser is sitting close to and in the direct path a very bright light source (window, lightbulb).
    a. Remove all 4 batteries to clear the error, then reinsert them. Next, place the dispenser in a less bight area to eliminate future errors.
2. If an obstruction exists between the body of the dispenser and the internal tray.
    a. Remove all 4 batteries to clear the error, then reinsert them. Next, clear the obstruction to eliminate future errors.
3. If you are still receiving error messages then the dispenser has been shaken, dropped, transported (with the batteries still in the unit) or the tray has been tampered with. Tampering of the tray is often due to the patient putting a finger into the dispensing window and forcing the tray to rotate in order to gain access to medication(s) prior to the scheduled time. These actions damage the drive unit inside the dispenser, misuse is not covered under warranty.

<u>ERROR 10</u>
The battery level is 0%.
Solution:
1. Replace all 4 AA batteries with brand new alkaline batteries. Uncommon: If using rechargeable AA batteries, set BATT to 'NIMH.'

2. After changing the batteries all of your settings will be saved EXCEPT the current time. To set the correct current time:
    a. Tap button 1 until 'CLOCK' is displayed.
    b. Tap button 2 (decrease) or 3 (increase) to set the correct time.
    c. Press and <u>hold</u> button 1 for 5 seconds to save and exit.

Low Battery

When the battery capacity is less than 20% the display will show 'LOWBATT' in sequence with the date and time.

Solution:
1. Replace all 4 AA batteries with brand new alkaline batteries. Uncommon: If using rechargeable AA batteries, set BATT to 'NIMH.'
2. After changing the batteries all of your settings will be saved EXCEPT the current time. To set the correct current time:
    a. Tap button 1 until 'CLOCK' is displayed.
    b. Tap button 2 (decrease) or 3 (increase) to set the correct time.
    c. Press and <u>hold</u> button 1 for 5 seconds to save and exit.

Dispenser Left Upside Down

If the dispenser is upside down at alarm time the alarm will sound but the internal tray will not rotate until the dispenser is turned upright. If more than one alarm time has passed while the dispenser has been upside down, the dispenser will make available the correct dose when the dispenser is turned upright.

Assessment and Observations

1. The e-pill MedTime Pro is not suitable for everyone; a patient assessment is important.
2. Patients who wilfully try to gain access to their medication by force will eventually damage the unit. e-pill MedTime Pro is locked but it is not tamperproof, therefore it should not be used to administer pain medications or Schedule II/III drugs.
3. Two keys are included - one key for the caregiver and one key as a backup.
4. The dispenser's lock should only be turned ¼ of a turn. Overturning the key can cause the lock or case to break.
5. Never force the tray to rotate.

Medication Reminders

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