



## Setup

- Unpack. Find the unit labeled "Coordinator" on its underside label.
- Plug the Coordinator into an ordinary AC outlet in a room that's centrally located.
- Plug in the remaining units in rooms best-suited for your use.
- Choose a letter from A to H for each staff member and a number for each room.
- Fill-in ID labels (provided).
- In each room, on each unit, press and hold the Room button to set its room number. Apply the ID label on the upper right. Lift off the retaining ring. Position the clear plastic overlay and replace the retaining ring (see photo on back).
- Set desired volume (under right side of the unit head). Push any Person button 3 times to cause continuous chiming for setting volume. Press Clear to silence.
- Provided for your use, you will find ID labels and clear plastic overlays inside the VisiCom User's Guide included with your package.

## VisiCom's 3-basic messages

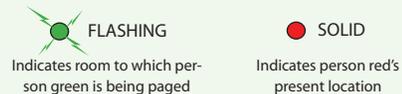
- **Call someone to a certain location**  
Whenever you need someone to come to your location, simply press their button on the VisiCom unit. If you press the A button while in room 3...the message A3 would be displayed on all VisiCom units...person A is needed in room 3.
- **Announce patient arrivals**  
Use the VisiCom unit at the front desk to let staff know a patient has arrived for them simply by pressing their button. First, hold down the ROOM button for several seconds. After room number 26, you'll see Ph then Pt. Release when you see Pt. Now, just press a staff person's button to announce their patient has arrived.
- **Announce phone calls**  
Use the VisiCom unit at the front desk to let staff know they have a phone call by pressing the MEET AT button, the Ph button, and then their assigned button. After MEET AT press A for example, after the Ph button...and the message A-Ph

## Other functions

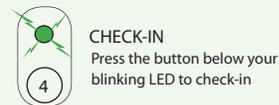
- **Alternate operating mode**  
If you don't need to know where to find staff members, or, if you used a previous VisiCom model that had no color bar, you may prefer to use the system in its earlier operating mode. This is accomplished by pressing the CLEAR button for acknowledgement while the message you wish to acknowledge is visible in the two-character display.
- **More on the back**  
More information on VisiCom's other functions is provided on the back side of this publication, including.
  - Message emphasis
  - Phone messages
  - Patient sequencing
  - Personal chime settings
  - Message replies
  - Other coded messages

## Color Bar

For many practices, it's vital to know where to find staff members. Using multicolor LEDs, the VisiCom Color Bar provides a snapshot of all practice activity...who's being paged and who's presently located in which room.



In order to establish your location, you must CHECK-IN each time you enter a room by pressing the button below your blinking LED.



- **CHECK-OUT.** There is no need to check-out. When you check into a room, VisiCom automatically checks you out wherever you previously checked in. Also, if desired, you may manually check out by pressing the CHECK-IN button a second time.

## Questions/Problems

- **If the R-F display persists**  
After all the Transceivers have been plugged in, the Coordinator establishes communications with all the units. This can take up to 10 minutes. If, after 10 minutes, any units still have a flashing RF display, then reliable radio communications could not be achieved with that unit, and you should contact your VisiCom Customer Service Representative for further instructions. In the most challenging environments an RF booster (Wall Router) may be needed to achieve reliable RF communications.
- **We're here to help**  
If you have any problems or need assistance of any kind, we will be only too happy to assist you in any way we can. Feel free to call your VisiCom Customer Service representative Monday through Friday from 9:30 am to 5:00 pm CST at the toll free number below.

Give us a call...

**1-800-228-3400**

...we'll be happy to assist you!

# Attach the label, the overlay and the retaining ring

As shown in the first photo below, remove the retaining ring by gently angling it upward starting at the top of the unit. The retaining ring lifts right off the unit. Attach the paper label, place the printed clear overlay and replace the retaining ring.



1. Gently pull off retaining ring beginning at the top of the VisiCom head



2. Bare unit without the retaining ring



3. Remove backing, apply paper label to top right of the unit



4. Position imprinted clear plastic overlay on top surface of unit



5. Snap the retaining ring back over the top of the unit



6. Labeling complete

## Other functions

### Priority messages

Add emphasis to a message, causing displays to flash alternately left-to-right, by pressing the same Person, Phone or Patient button a second time. In truly urgent situations, a third button press causes a flashing display and chiming non-stop until the called party responds.

### Patient sequencing

Whenever more than one message is present, VisiCom organizes all messages by provider...messages for person 1 are displayed before messages for person 2, and so on. Each person's messages are shown in the order they were entered, so staff can tell the order in which calls were sent. Two asterisks "✳✳" shown in the display indicate where the sequence begins.

### Chime settings

Hold the Menu button for three seconds to activate the tone demo, press Clear to exit. Units will demonstrate the available tones by pressing each of its eight Person buttons. Tones can be assigned to the individuals of your choosing or can be configured to provide silent paging for selected individuals on a room-by-room basis. Contact your customer service representative for assistance in configuring your desired chime settings.

### Message replies

Let the caller know you got their message by pressing your Check-In button at any time, or by pressing the Clear

button on any unit while the message you want cleared is visible in the display window. Use the Next key to quickly scroll to a desired message. Also, you may assign special reply codes to unused Person buttons...for example...you may designate button H to notify the sender you'll be there in 5 minutes.

### Phone messages

If paged, and you're in a position to take a phone call... press Clear. In which case, you may wish to have the receptionist either record or announce the details of the call. If you can't come to the phone, don't press Clear. The receptionist can then understand to take a message if there's no reply after twenty seconds or so.

Your receptionist probably knows which calls you normally take. She can signify these calls by using a different Person button...or by pressing the Phone button twice to indicate a priority call.

### Other coded messages

Codes can signify other messages of your choosing. Some practices utilize unused Person buttons to indicate the procedure scheduled for the patient, others indicate in which exam room the patient is to be seated or how many patients are waiting in the lobby, etc. It's up to you. A flyer is available from VisiCom entitled Non-Standard Message Ideas which explains several of these novel messaging approaches.

Call your VisiCom Customer Service Representative for assistance setting up any of these features at 1-800-228-3400