

*STUDY OF  
OSTEOPOROTIC  
FRACTURES*

Manual of Procedure for Oximetry

**SOF Sleep/Cognition Study**

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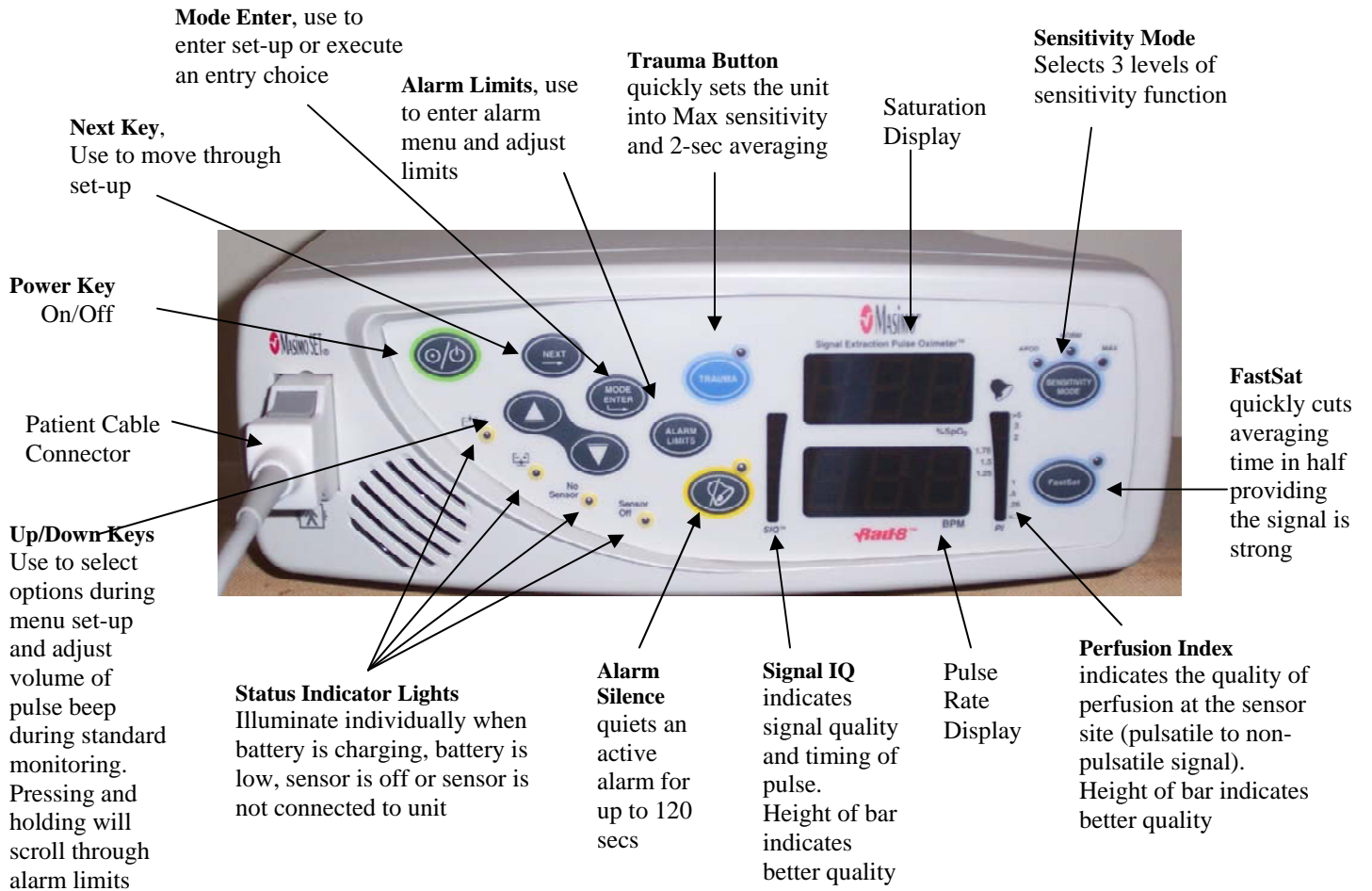
This Manual of Procedure provides step instructions to acquire field data in a uniform fashion and is not intended to replace the Rad-8 Operator's manual. All users should read and refer to the manufacturer's operator manual for more extensive information on the Rad-8 oximeter.





<b>Rad-8 specifications</b>	
<b>PERFORMANCE</b>	
<b>Measurement Range</b>	
SpO <sub>2</sub> :	1-100%
Pulse Rate:	25-240 beats per minute (bpm)
Perfusion:	0.02% - 20%
<b>ACCURACY</b>	
Saturation	70% to 100%
<b>No Motion<sup>1</sup></b>	
Adults, Pediatrics	±2 digits
Neonate	±3 digits
<b>Motion<sup>2</sup></b>	
Adults <sup>1</sup> , Pediatrics <sup>1</sup>	±3 digits
Neonate	±3 digits
<b>Low Perfusion<sup>3</sup></b>	
Adults, Pediatrics	±2 digits
Neonate	±3 digits
<b>Pulse Rate Accuracy</b>	
Pulse rate:	25-240 bpm
<b>No Motion<sup>1</sup></b>	
Adults, Pediatrics, Neonate	±3 digits
<b>Motion<sup>2</sup></b>	
Adults, Pediatrics, Neonate	±5 digits
<b>Low Perfusion<sup>3</sup></b>	
Adults, Pediatrics	±2 digits
Neonate	±3 digits
<b>Resolution</b>	
Saturation (%SpO <sub>2</sub> )	1%
Pulse Rate (bpm)	1 bpm
<b>ELECTRICAL</b>	
AC Power requirements:	90-240 VAC, 47-63 Hz
Power consumption:	15 VA
<b>Batteries</b>	
Type:	Sealed lead acid
Capacity:	8 hours <sup>4</sup>
Charging time:	8 hours
<b>ENVIRONMENTAL</b>	
Operating Temperature:	41°F to 104°F (5°C to 40°C)
Storage Temperature:	-40°F to 158°F (-40°C to +70°C) <sup>5</sup>
Operating Humidity:	5% to 95%, non-condensing
Operating Altitude:	500 mbar to 1060 mbar pressure, -1000 ft to 18,000 ft (-304 m to 5,486 m)
<b>PHYSICAL CHARACTERISTICS</b>	
Dimensions:	8.2" x 6.0" x 3.0" (20.8 cm x 15.2cm x 7.6 cm)
Weight:	2.1 lbs. = .908 Kg. = 32 oz
<b>Rad-8 Modes</b>	
Rad-8 Averaging mode:	2, 4, 8, 10, 12, 14 or 16 seconds <sup>6</sup>
Rad-8 Sensitivity:	Normal, Maximum and APOD
<b>Alarms</b>	
Sensor condition, system failure and low battery alarms	
Audible and visual alarms for high and low saturation and pulse rate (SpO <sub>2</sub> range 1-100%, pulse rate range 25-240 bpm)	
High Priority:	800 Hz tone, 5 pulse burst, pulse spacing: 0.250s, 0.250s, 0.500s, 0.250s, repeat time:10s
Low Priority:	500 Hz tone, 3 pulse, repeat time: 5s
Alarm Volume:	High Priority: 80 dB, Low Priority: 78 dB
<b>Display/Indicators</b>	
Data display:	%SpO <sub>2</sub> , pulse rate, alarm status, alarm silenced status, AC power, Signal IQ / pleth bar, perfusion index bar, battery status, no sensor, sensor off
APOD, Norm, Max, FastSat, Trauma	LED
Type:	LED
<b>Compliance</b>	
EMC Compliance:	EN60601-1-2, Class B
Equipment Classification:	IEC 60601-1/UL 60601-1
Type of Protection	Class 1 (on AC power), Internally powered (on battery power)
Degree of Protection-Patient Cable:	Type BF-Applied Part
Rad-8 Mode of Operation:	Continuous
<ol style="list-style-type: none"> <li>Masimo SET technology with UNOP Ad<sup>1</sup> Neo sensors has been validated for no motion accuracy in human blood studies on healthy adult volunteers in induced hypoxia studies in the range of 70-100% SpO<sub>2</sub> against a laboratory co-oximeter and ECG monitor. This variation equals plus or minus one standard deviation which encompasses 68% of the population. The saturation accuracy of the neonatal sensors was validated on adult volunteers and 1% was added to account for the properties of fetal hemoglobin.</li> <li>Masimo SET technology with UNOP Ad<sup>1</sup> Neo sensors has been validated for motion accuracy in human blood studies on healthy adult volunteers in induced hypoxia studies while performing rubbing and tapping motions, at 2 to 4 Hz at an amplitude of 1 to 2 cm and a non-repetitive motion between 1 to 4 Hz at an amplitude of 2 to 3 cm in induced hypoxia studies in the range of 70-100% SpO<sub>2</sub> against a laboratory CO-oximeter and ECG monitor. This variation equals plus or minus one standard deviation which encompasses 68% of the population. The saturation accuracy of the neonatal sensors was validated on adult volunteers and 1% was added to account for the properties of fetal hemoglobin.</li> <li>Masimo SET technology has been validated for low perfusion accuracy in bench top testing against a Biopak Index 2 simulator and Masimo's simulator with signal strengths of greater than 0.02% and a % transmission of greater than 5% for saturations ranging from 70 to 100%. This variation equals plus or minus one standard deviation which encompasses 68% of the population.</li> <li>This represents approximate run time at lowest indicator brightness and pulse tone turned off using new, fully charged batteries.</li> <li>With FastSat the averaging time is dependent on the input signal. For the 2 and 4 second settings the averaging time may range from 2-4 and 4-6 seconds, respectively.</li> </ol>	

## Front Panel Buttons



### Rear Panel

Serial Output Connector  
Download access Interface

Device Ground Pin.  
Unit Serial Number is located on the inside casing above this area



AC Power Entry Module

Masimo Technical Support: 1-800 326-4890

Before first use, fully charge the battery by attaching the power cord to the AC power entry Module in the back of the unit. Plug the power cord receptacle into an AC power source. The green battery charging light (front panel) will illuminate.

There will be 2 oximetry collections for SOF V9:

- One short daytime “baseline” at the time of the sensor placement. This daytime collection will be performed with the Rad8 in the standard (STD) collection mode and serves to verify good sensor placement as well as a resting baseline values. The sensor will be placed on the participant for the baseline collection and remain on the participant until the following morning.
- Nighttime oximetry for which the Rad8 will be set to the sleep (SLP) mode. The participant will connect the Rad8 to a power source in the bedroom and then connect the sensor to the oximeter before bedtime. If the participant needs to leave the bed in order to use the bathroom, the power cord will be unplugged from the AC power entry module then re-plugged when returning to bed. In the sleep mode, alarms will not sound to disturb sleep, and values will not be displayed on the unit.

## Setting Up the Rad8 for the 3 minute baseline collection

1. Attach the power cord to the back of the oximeter and the other end to an AC wall outlet.
  - The green battery-charging indicator will illuminate.
2. Turn on the unit by pressing the Power key. The oximeter will beep once then cycle through to display its current settings.
  - If in the STD mode, the colored indicator lights will be illuminated. If in the SLP mode, only the green charging and amber silence alarm indicators will be illuminated. If in SLP, change to STD mode.

### **If Necessary, Change from SLP to STD mode (Needed to Synchronize Time/Date to Actigraph):**

1. Press and hold NEXT and MODE ENTER at the same time until “No Sen” is displayed on the screen.
2. Release NEXT and MODE ENTER.
3. While “No Sen” is still displayed, again press and hold NEXT and MODE ENTER at the same time until the mode is displayed. If the mode reads “SLP” press NEXT until STD is displayed.
4. Press ENTER to execute the command for the mode change.

When in STD mode, the indicator lights will be illuminated for FastSat, Silence Alarm, No Sensor and battery charging.

### **Set Averaging Time:**

1. Press MODE ENTER once
2. Cycle through the menu (AL VOL, SIL 120, AL ON, AL 05) by pressing NEXT 4 times. It is not necessary to adjust these settings since they are not active for the SLP mode.



3. After the pressing NEXT 4 times, the averaging time will be displayed. Make sure the averaging time is set to 02 SEC.
  - If 02 Sec is not displayed, adjust the averaging time by pressing the ↑↓ buttons until 02 is displayed.
  - Press MODE ENTER to lock in the 02 averaging time.

**Synchronize Time and Date to the Actigraph:**

1. Press MODE ENTER 4 times, SEt CL will be displayed.
2. Press NEXT to set the year (Yr)
3. Press NEXT to set the month (nn)
4. Press NEXT to set the day (dAY)
5. Press NEXT to set the hour (Hr)
6. Press NEXT to set the minute (nn)
7. After adjusting the date and time press MODE ENTER to execute any changes.
  - Set the time and date as closely to the actigraph as possible.

**With the Participant, Review the Conditions Within the Home:**

1. It will be necessary to plug in the Rad 8 once the participant returns home. It is necessary that the wall plugs within the home have grounded receptacles (i.e.: 3-pin receptacle which will take a standard ground pin). The use of “cheater adaptors” in order to convert at 3 pin plug on the oximeter to a 2 pin wall outlet is not advised.
2. The Rad 8 should be plugged in close to the bed in which the participant sleeps. Ask the participant which side of the bed she occupies during the night and which side of the bed the Rad 8 will be placed in order to provide AC power. Once the Rad 8 is plugged-in it can be placed either on the floor near the bed or on a bedside nightstand providing the oximeter and power cord are out of the path of the participant and others. Keep in mind which side (hand) the finger sensor should be applied based on the location of the Rad 8 in the bedroom.

**Attach the Finger Sensor for Baseline Oximetry:**

The finger oximeter records pulse and oxygen saturation using a small light that shines through the finger. When possible, the finger sensor should be placed on the ring finger of the non-dominant hand (preferably the 4<sup>th</sup> or 5<sup>th</sup> digit). Colored nail polish defeats the function of the oximeter. Colored nail polish must be removed from the finger prior to sensor attachment.

Placing the LNCS Neo sensor:

1. Open the package and remove the sensor.

2. Remove the sensor from its protective backing.
3. With the fingers spread, support the participant's hand by placing it on a flat surface. Align the sensor onto the desired finger so that the diode (grey rectangle with the word "Neo") is on the pad of the fingertip, the center line of the receiver (with the \*) is midline of the fingernail and the gray sensor cord runs the length of the finger.
4. Lightly tape the sensor wire to the finger, and then thread the wire through the web space to the side of the hand, providing additional tape to hold in place.
5. Lastly, securing the cord once more to the forearm, between the wrist and elbow, can provide additional strain relief. Coban works nicely for this.

Add a new picture here

**Connect the sensor to the cable:**

1. Flip open the clear connector cable-lock on the receptacle of the grey oximeter cable.
2. Hold the cable receptacle with the hinged lock cover on top.
3. Hold the connector of the finger sensor with the name "Masimo" on top.
4. Firmly insert the sensor connector into the cable receptacle and close the cable-lock cover.

**Acquire baseline oximetry recording:**

1. Allow the readings to settle, with participant sitting and at rest, acquire data for 3 minutes.
2. During this 3-minute collection, fill in the baseline oximetry form, note values for
  - SpO<sub>2</sub>
  - Pulse
  - Signal IQ (SIQ)
  - Perfusion Index (PI)

For oximetry (SpO<sub>2</sub>) readings <90%:

1. Check sensor on your own finger

- a. If the reading is what you would expect, then reposition sensor on participant using a different digit.
  - i. If reading on different digit remains below 90%, see “Medical Alert” below.
- b. If reading is not what you would expect, use a new sensor.
  - i. If new sensor is applied, start a new form. Record failure of sensor in your equipment log and tag sensor to return to vendor.

**Medical Alert:**

1. If SpO<sub>2</sub> <90% but >85%:
  - a. Ask the participant about a known history of anemia, heart disease, peripheral vascular disease and annotate form.
  - b. Ask participant about symptoms: shortness of breath, dizziness and chest discomfort.
    - i. If symptoms are denied, annotate form.
    - ii. If symptoms are confirmed, call participant’s physician with information on history and current symptoms.
2. If SpO<sub>2</sub> ≤ 85%:
  - a. Call participant’s physician, regardless of symptoms.
  - b. Ask participant about history and symptoms, and report this information to physician.
  - c. Physician will decide course of action.
  - d. Annotate form.

**Place the Rad 8 into the SLP Mode:**

1. Press MODE ENTER and NEXT at the same time
2. Hold for 3 secs until the bottom screen displays the current mode (STD).
3. Press the NEXT till display reads SLP
4. Press MODE ENTER to execute the SLP command.
  - In the SLP mode the displays, indicator lights and alarms are deactivated. The green battery level and amber silence alarm lights remain illuminated.
  - While in the SLP Mode pressing any key will activate the display for %SpO<sub>2</sub>, BPM, SIQ and PI for 10 secs.

**Disconnect the finger sensor from the cable.**

1. Leave the oximeter powered on
2. Flip open the clear plastic cable-lock on the receptacle of the gray interface cable.
3. Firmly grasp the connector of the finger sensor at the strain-relief and gently rock the connector side-to-side while pulling from the interface receptacle.
4. After disconnection provide a form of cable management for the tail end of the finger sensor.
  - This must be able to be easily removed by the PPT at bedtime.

**Provide instructions to participant:**

- How to keep the finger sensor in place and dry until bedtime.
- How to re-connect and lock the sensor in place before bedtime.

- How to plug in the oximeter as soon as the participant arrives home, in a grounded outlet  
(Note: see instructions for driver below)
- How to unplug (and re-plug) the power cord from the back of the unit when leaving bed in order to use the bathroom or how to unplug the oximeter once the participant gets into bed, to avoid having to unplug (and re-plug) during the evening
- That pressing any key on the front panel will display values for 10 secs.
- How to remove the finger sensor and unplug unit from wall AC power after morning awakening (if oximeter was plugged in during the night).
- How the unit will be retrieved from the home.

**Provide Instructions for Driver:**

- How to plug in the oximeter as soon as the participant arrives home, in a grounded outlet
  - If there is no grounded outlet in the participant's bedroom, the oximeter may be plugged into an outlet in another room (eg, the kitchen or the bathroom)
  - If there is no grounded outlet anywhere in the participant's home, use a power surge outlet strip.
- How to re-connect and lock the sensor in place before bedtime.
- How to unplug (and re-plug) the power cord from the back of the unit when leaving bed in order to use the bathroom or how to unplug the oximeter once the participant gets into bed, to avoid having to unplug (and re-plug) during the evening
- That pressing any key on the front panel will display values for 10 secs.
- How to remove the finger sensor and unplug unit from wall AC power after morning Awakening (if oximeter was plugged in during the night).

How the unit will be retrieved from the home.

**Upon Morning Retrieval:**

Power off the unit

1. Press and hold the Power ON/OFF key for 3 secs.
2. Remove and discard the used finger sensor.
3. Clean the Rad 8 by wiping with a soft cloth dampened with 70% isopropyl alcohol, or a commercially prepared disinfectant wipe.
4. Remove all sticky residue of tape from the grey interface cable by wiping with a cloth saturated with adhesive remover such as Goo-Gone or Detachol.
5. Before downloading data from the Masimo Change from SLP to STD mode:
  - Plug in the Masimo to an AC supply.
  - Power on the Masimo.
  - Press and hold NEXT and MODE ENTER at the same time until "No Sen" is displayed on the screen.
  - Release NEXT and MODE ENTER.
  - While "No Sen" is still displayed, again press and hold NEXT and MODE ENTER at the same time until the mode is displayed. If the mode reads "SLP" press NEXT until STD is displayed.
  - Press ENTER to execute the command for the mode change.

- When in STD mode, the indicator lights will be illuminated for FastSat, Silence Alarm, No Sensor and battery charging.
6. Connect the download cable that is connected to the computer with the ProFox software to the back of the Masimo Unit.

*If the computer you are going to use does not have a serial communication port, not uncommon with new equipment, we recommend a Keyspan USB to serial converter model number USA-19HS. You can find where to buy this and pricing at [www.keyspan.com](http://www.keyspan.com). This device will replicate a 9 pin serial or COM port to allow downloading of the oximeters.*

### **Download Procedures from Masimo to Profox for sending to Reading Center:**

The Trend files on the Masimo only contain the dates and times of recording and the following procedures will be done to remove the data from the Masimo:

1. Download files from Masimo to ProFox
2. Name the File with Study ID
3. Save the File
4. Create a Zip File
5. Place Zip File on Reading Center FTP Server
6. Complete necessary paperwork during the download to Profox.

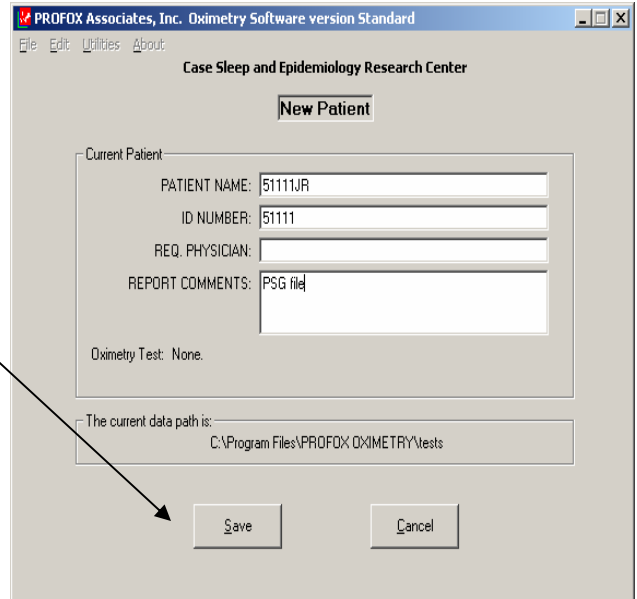
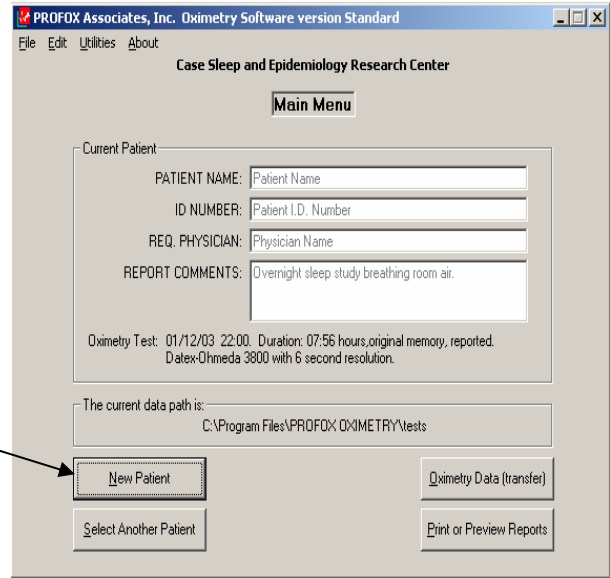
**Downloading Files**

To Begin -Click on the PROFOX Icon on your Desktop

Select "New Patient"

In the blank screen that appears enter the **Study ID** of the file you are downloading in **both** the Patient Name box and ID Number box.

Select Save



The Main Menu will appear with the information filled in

- Select Oximetry data (transfer)

PROFOX Associates, Inc. Oximetry Software version Standard

File Edit Utilities About

Case Sleep and Epidemiology Research Center

Main Menu

Current Patient

PATIENT NAME: Patient Name

ID NUMBER: Patient I.D. Number

REQ. PHYSICIAN: Physician Name

REPORT COMMENTS: Overnight sleep study breathing room air.

Oximetry Test: 01/12/03 22:00. Duration: 07:56 hours, original memory, reported.  
Datex-Dhmeda 3800 with 6 second resolution.

The current data path is:  
C:\Program Files\PROFOX OXIMETRY\tests

New Patient

Select Another Patient

Oximetry Data (transfer)

Print or Preview Reports

- Select Masimo Rad8 then select Next

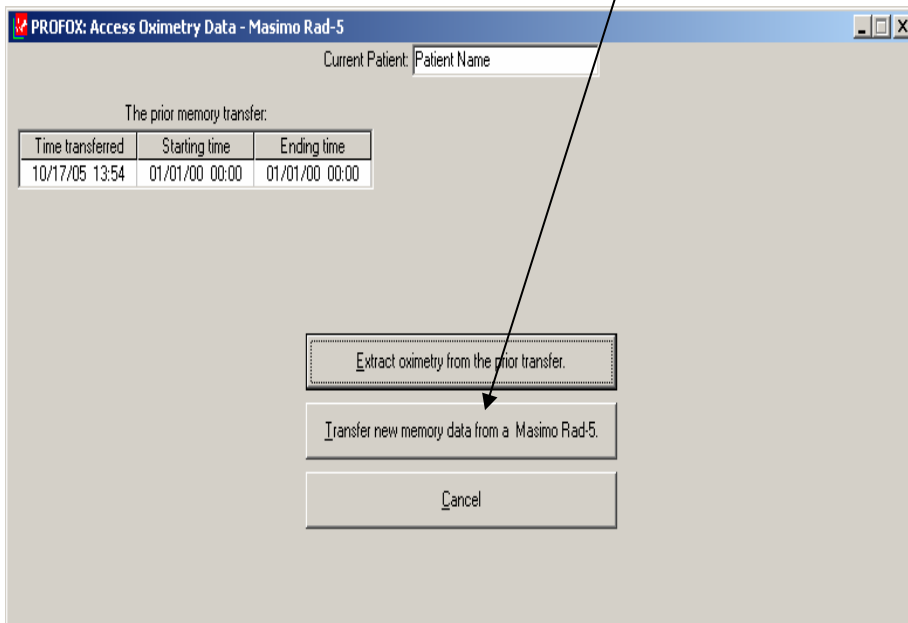
**PROFOX: Access Oximetry Data**

Please select an oximeter:

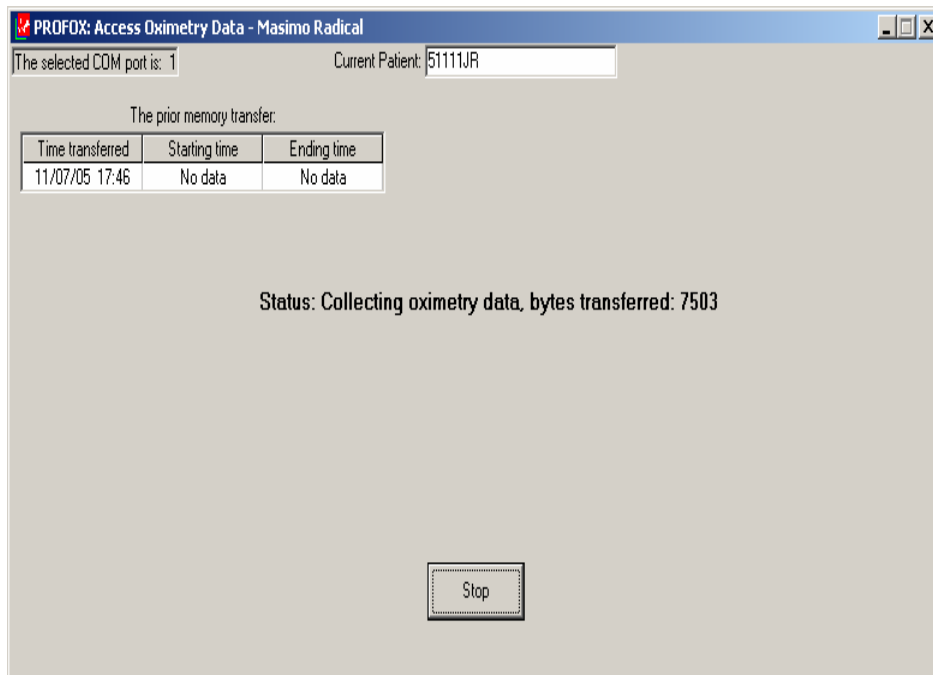
<input type="radio"/> BCI 3302	<input type="radio"/> Invacare 750	<input type="radio"/> Nellcor N-595
<input type="radio"/> BCI 3303	<input type="radio"/> Invacare 775	<input type="radio"/> Nellcor N-3000
<input type="radio"/> BCI 3304	<input type="radio"/> Invivo 4500 plus 4	<input type="radio"/> Nonin 2500 PalmSAT
<input type="radio"/> BCI 3402	<input type="radio"/> Invivo Scout ES	<input type="radio"/> Nonin 3100 WristOx
<input type="radio"/> Burdick OXY-200	<input type="radio"/> Masimo Rad-5	<input type="radio"/> Nonin 8500M
<input type="radio"/> Criticare 504	<input type="radio"/> Masimo Rad-9	<input type="radio"/> Nonin 8600M
<input type="radio"/> Criticare 504DX	<input checked="" type="radio"/> Masimo Radical	<input type="radio"/> Nonin 8800
<input type="radio"/> Datex-Ohmeda 3500 TruSat	<input type="radio"/> Minolta Pulsox 3 Series	<input type="radio"/> Nonin 9600 Avant
<input type="radio"/> Datex-Ohmeda 3700	<input type="radio"/> Nellcor N-45	<input type="radio"/> Nonin 9700 Avant
<input type="radio"/> Datex-Ohmeda 3740	<input type="radio"/> Nellcor N-200	<input type="radio"/> Philips M4529A
<input type="radio"/> Datex-Ohmeda 3800	<input type="radio"/> Nellcor NPB-290	<input type="radio"/> Quartz Q-400
<input type="radio"/> Datex-Ohmeda 3900	<input type="radio"/> Nellcor NPB-295	<input type="radio"/> Respirationics 920M
<input type="radio"/> Dolphin 2100	<input type="radio"/> Nellcor N-395	<input type="radio"/> Respirationics 920M Plus
<input type="radio"/> Draeger MicrO2+	<input type="radio"/> Nellcor N-550	<input type="radio"/> Respirationics WristOx



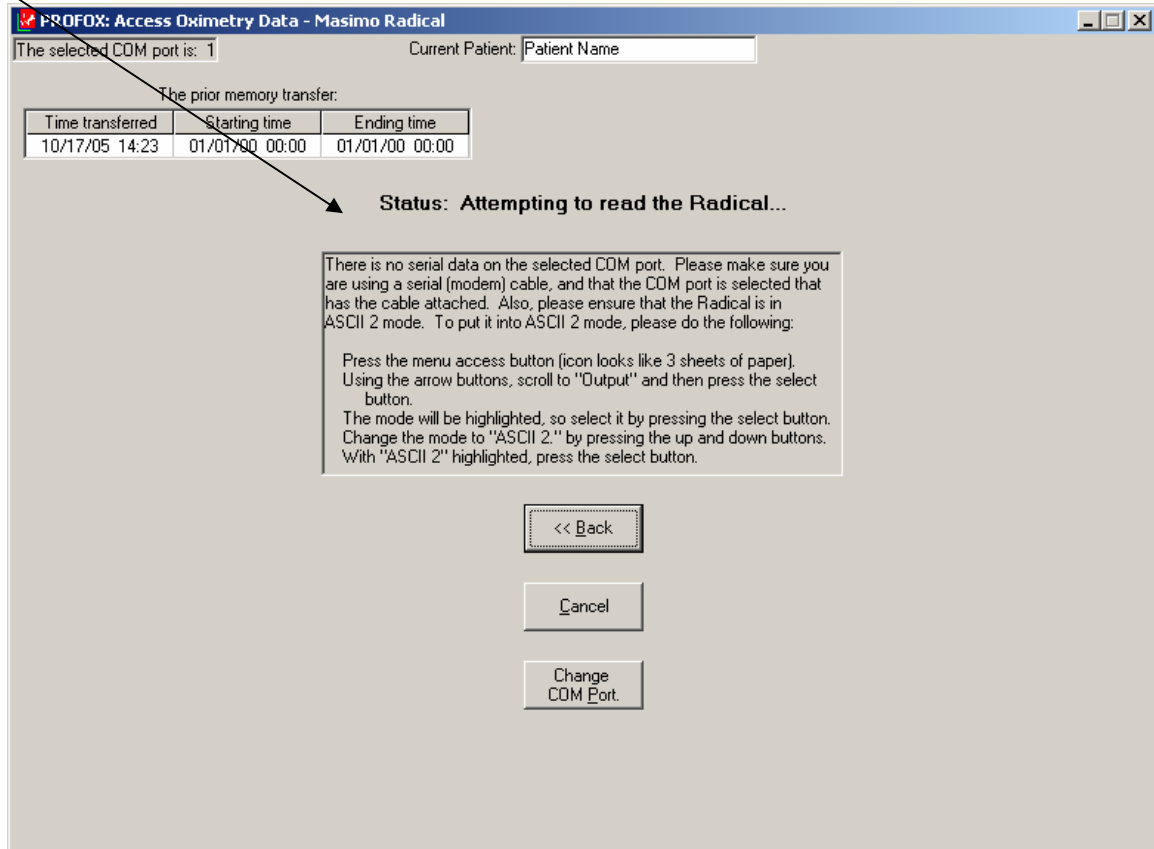
- Select transfer new memory data from a Maximo



It will immediately begin transferring the data if your cable is connected

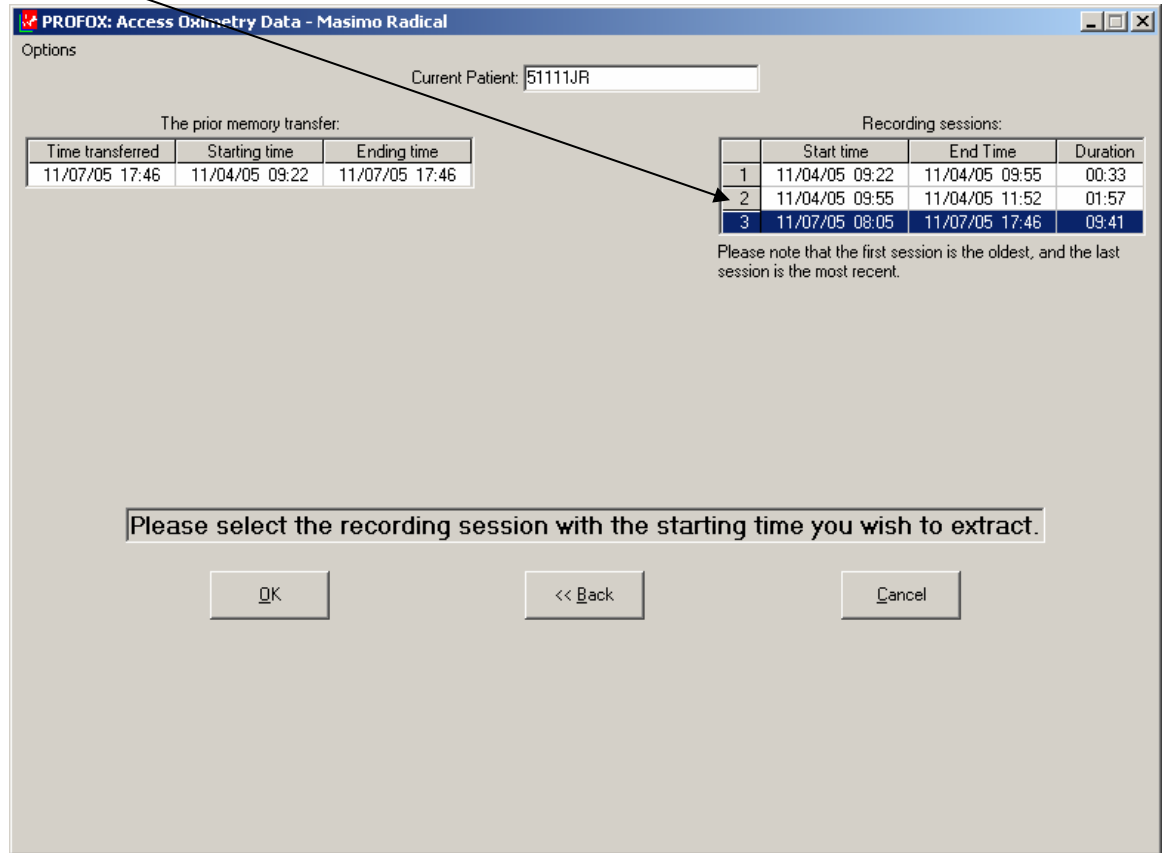


If you get an error message check cable connection and/or check your output selection on the Masimo is set correctly. Instructions for the proper settings will appear if the program is unable to find the connection.

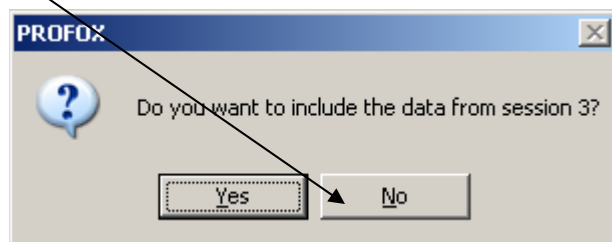


If you have not deleted previous files on the Masimo, or if you have collected several files before downloading, you will need to select which file matches the Study ID you set up. This is why the Masimo Log is so important to identify correct participant.

- Select correct file based on date and start time of recording then select OK

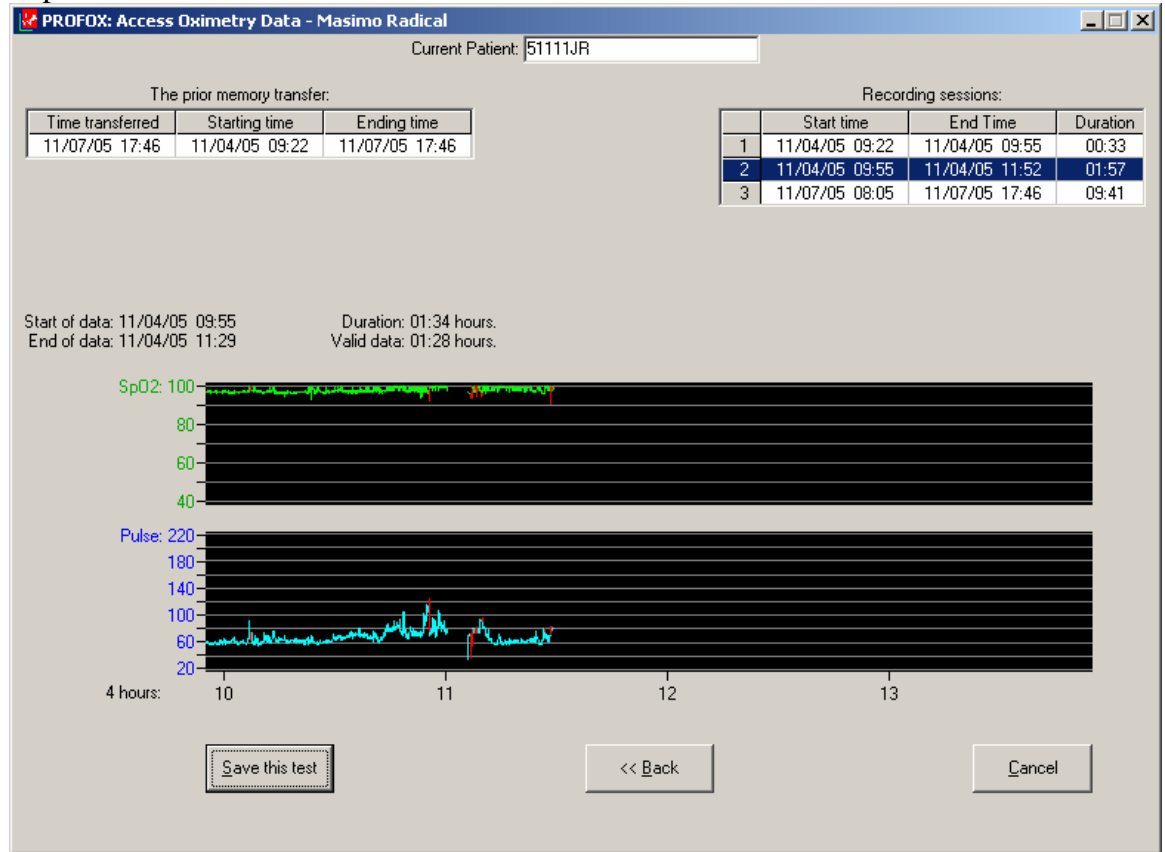


In cases where there are multiple files respond no when it asks if you want to include this data. This keeps the files separate, as you do not want to join participant files.

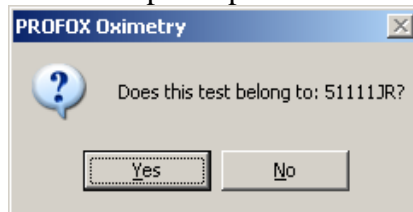




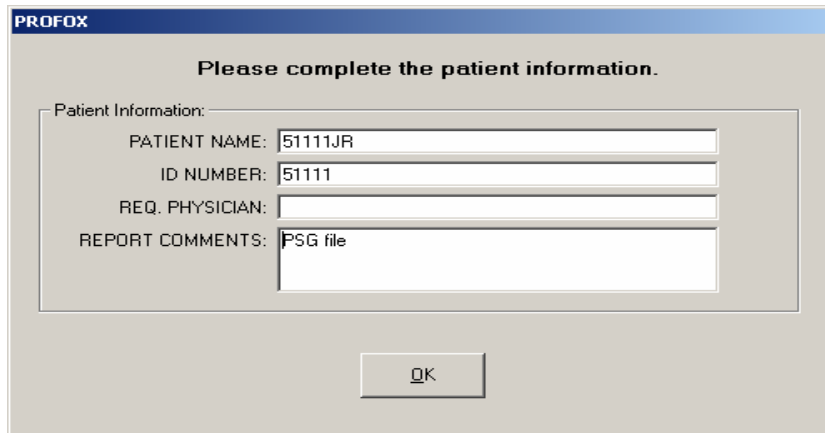
- Select save this test - confirm that the hours of recording you have are appropriate for the time the participant had the unit.



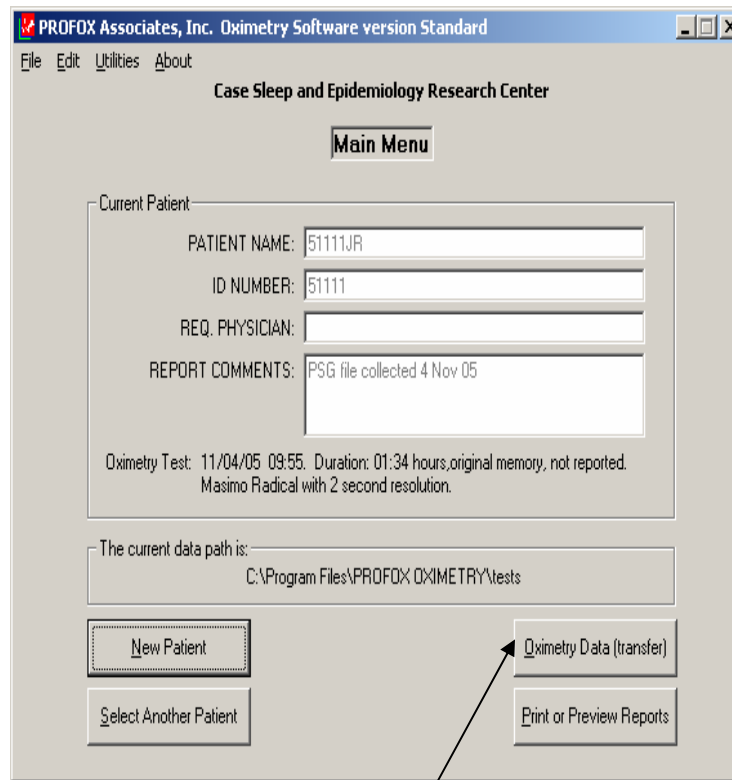
- Confirm it belongs to the correct participant



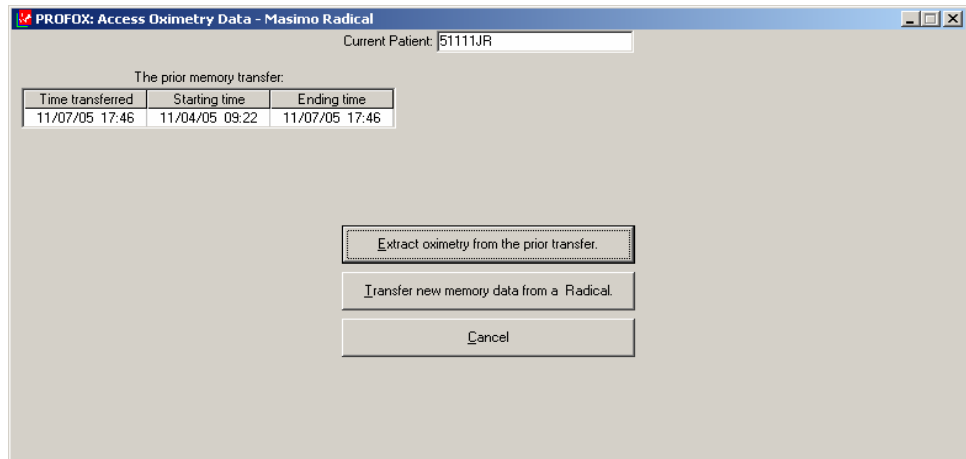
- It will display patient info and you can correct any fields needed



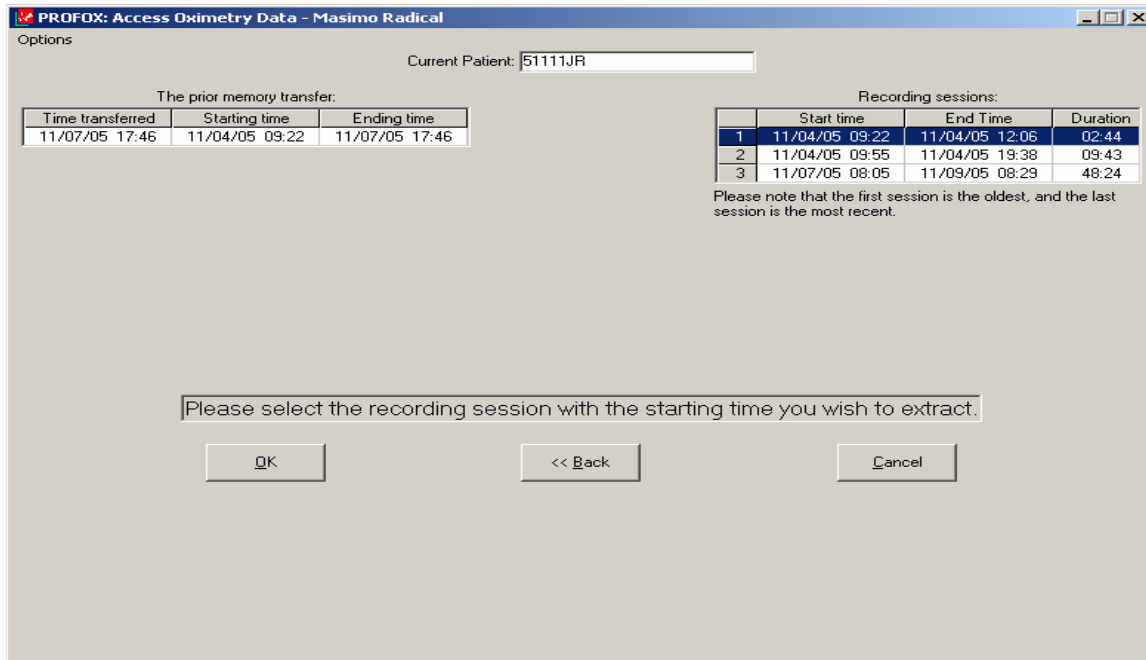
If more than one file downloaded and you need to name the other files continue by

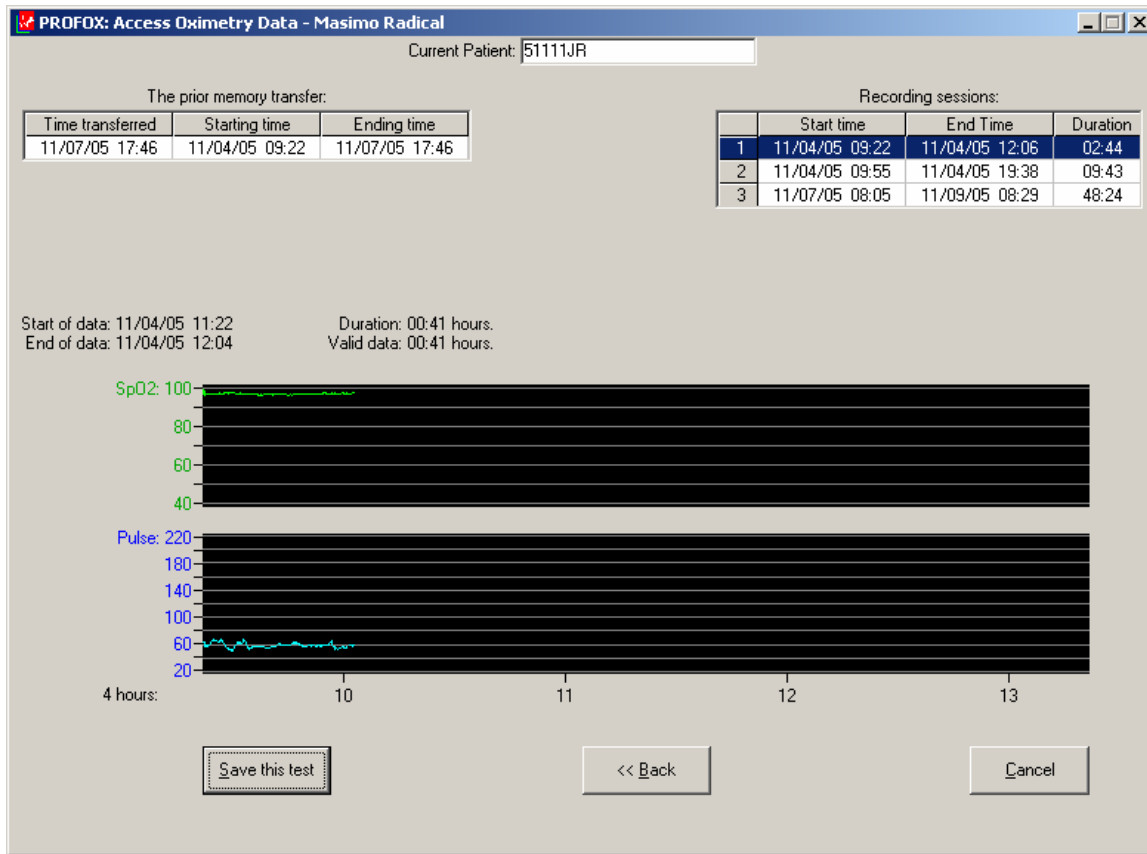


- Selecting “Oximetry Data (transfer)” again
- Then radical 8
- Then select oximetry from prior transfer

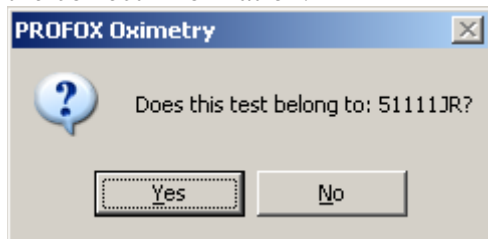


Now you can select a different recording, select OK, then Save

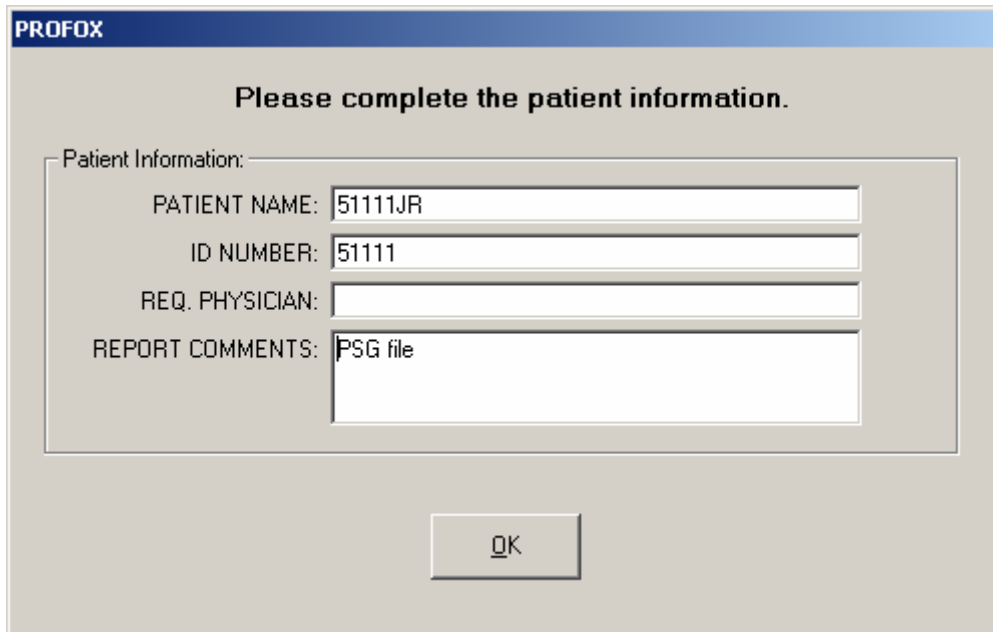




When prompted if this is the correct ID – answer “No” and then complete the Patient Info screen with the correct information.







The screenshot shows a software window titled "PROFOX" with a blue header bar. Below the header, the text "Please complete the patient information." is centered. A form titled "Patient Information:" contains four input fields: "PATIENT NAME:" with the value "51111JR", "ID NUMBER:" with the value "51111", "REQ. PHYSICIAN:" which is empty, and "REPORT COMMENTS:" with the value "PSG file". Below the form is a button labeled "OK".

After all downloaded files have been named correctly and accurate comments have been entered you can exit the ProFox software.

**Re-Set Rad 8 in order to Clear Trend:**

1. After download is completed disconnect cable from the back of the unit.
2. Power the unit off by pressing and holding the Power key for 3 secs.
3. Re-power the unit.
4. The unit will beep and cycle through its settings and end with NO SEN displayed.

**Clear Trend:**

1. Press MODE ENTER 4 times
2. CLR Trd will be displayed
3. Press the ↑ or ↓ button until YES is displayed
4. Press MODE ENTER to execute the CLR command
5. There will be no confirmation that the trend has cleared but the display will advance to SET CL
6. If no keys are pressed the display will revert to NO SEN
7. Fill in paperwork

**MESSAGES**

The Rad-8 will indicate other data or system errors.

Message conditions for the Rad-8 follow:

DISPLAY	TYPE	SOLUTION
LEDS FLASH HORIZONTAL BARS	Pulse Search	Wait for found pulse. (This Search should occur whenever a sensor is first applied to a patient).
PULSE BAR TURNS RED (Bottom two LEDs only)	Low Signal IQ	1. Rule out occlusion of blood flow. 2. Verify placement of sensor.
PERFUSION BAR TURNS RED (Bottom two LEDs only)	Low Perfusion	1. Rule out occlusion of blood flow. 2. Attempt to warm patient. 3. Move sensor to better perfused site. <i>Note: Masimo recommends using an adhesive sensor whenever low perfusion is expected or evident.</i>
SpO <sub>2</sub> NUMBER FLASHES	Saturation limit alarm	Assess /address patient condition. Re-set alarm limits if indicated.
PULSE RATE NUMBER FLASHES	Pulse Rate limit alarm	Assess /address patient condition. Re-set alarm limits if indicated.
Err ##	System Fault	Return for service There are several error codes, all error codes require return of the unit to an authorized service center for repair. See Section 9, <i>Service and Repair</i> .
bAd SEN	Defective sensor	Replace sensor
SEN	Unrecognized sensor	Connect appropriate cable
int det	Interference detected	Ensure that the sensor is properly applied, and cover the sensor site with opaque material, if required.

**Troubleshooting**

The following chart describes what to do if the Rad-8 system does not operate properly or fails.

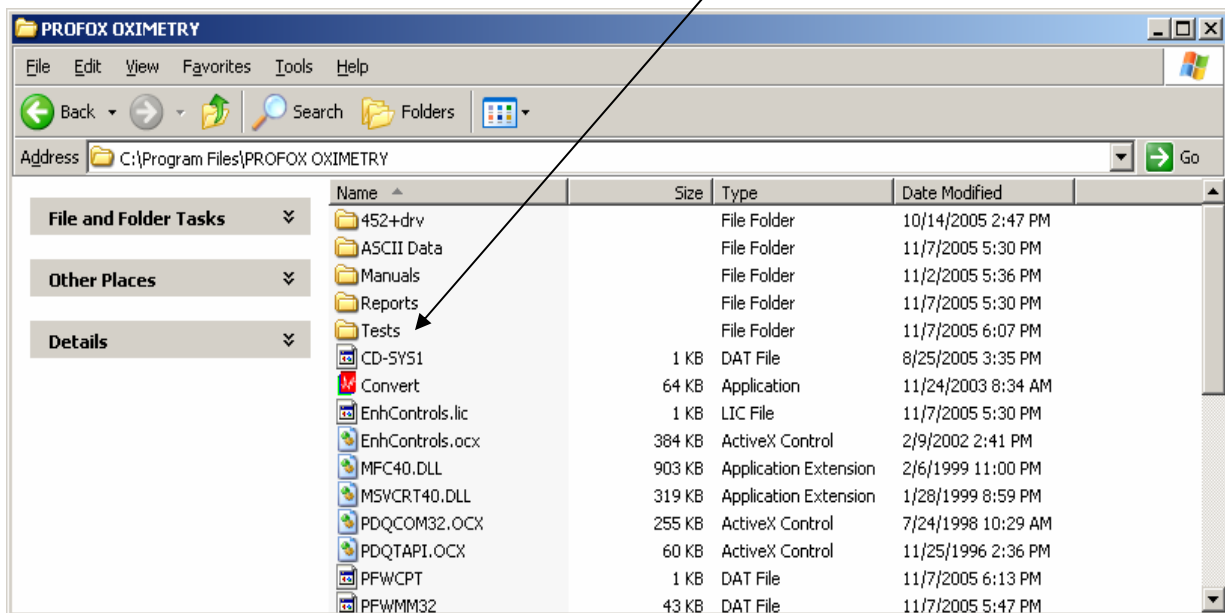
DISPLAY	TYPE	SOLUTION
UNIT DOES NOT POWER ON	Low battery/ not plugged into AC power supply	Check / plug into AC power supply.
CONTINUOUS SPEAKER TONE	Internal Failure	Unit requires service. Press the Alarm Silence button. If alarm continues to sound, power down unit. If the power button does not turn the unit off, press and hold the sensitivity and alarm suspend buttons simultaneously. Return the unit for service.
NO SPEAKER TONE	Pulse tone set to "mute"	Press Up Arrow (Rad-8) or Alarm Volume Adjust (Rad-8).
	Alarm Suspend Enabled	Inspect Alarm Suspend Indicator. See Section 4, <i>Alarm Suspend</i> . Press Alarm Suspend button until Alarm Suspend Indicator is no longer illuminated or flashing.
BUTTONS DON'T WORK WHEN PRESSED	Internal Failure	Use auxiliary power down method by pressing and holding sensitivity and Alarm Suspend buttons simultaneously. Return for service.

## IV. CREATE ZIP FILE BACKUPS

After you have downloaded and saved the Masimo oximetry files you need to make a backup copy (create a zip file) and transmit the "zip" file via FTP to the Reading Center.

Go the directory containing the POD files:

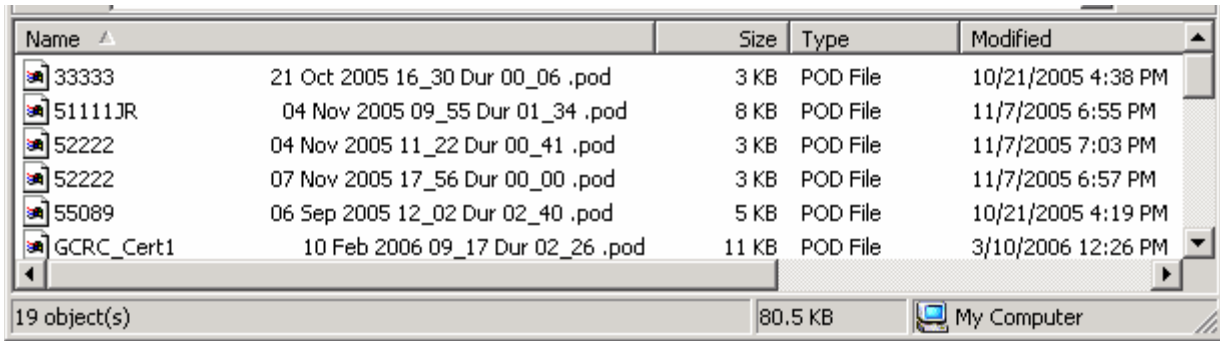
C:\\Program Files\\PROFOX OXIMETRY\\Tests



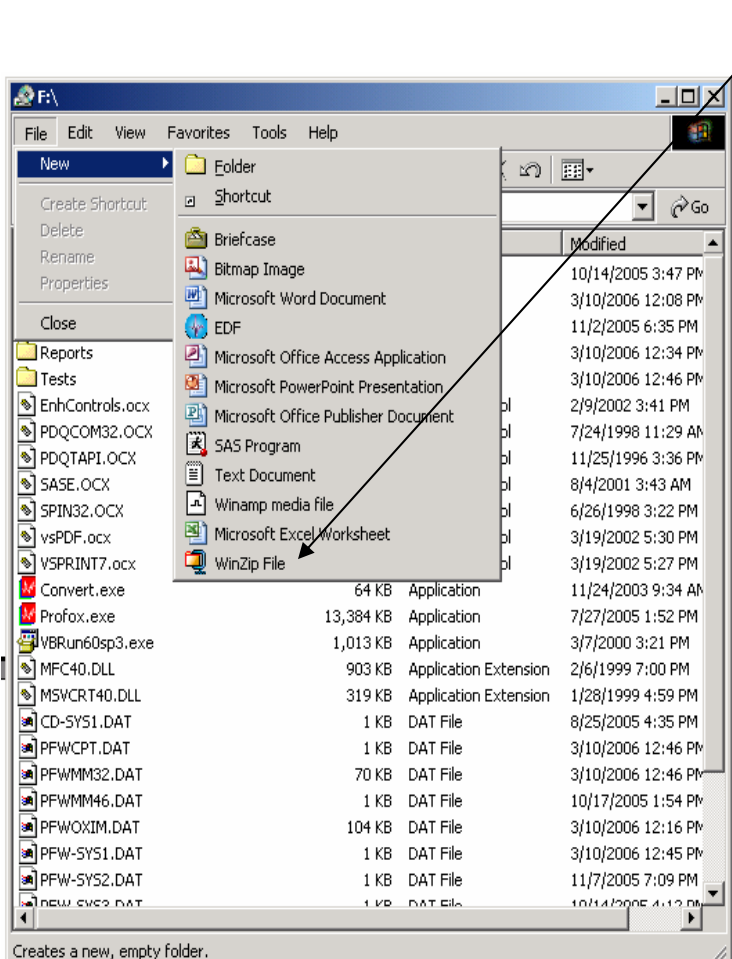
A list of all the "pod" files that have been downloaded, named, and saved will be displayed.

The program names the test files using the participant name, the starting date and time of the test, the duration of the test in hours, the status of the test and the entered comments. In the example below, 51111JR was done on November 4, 2005, it started at 9:55 am and the recording was for 1 hour 34 minutes.

There will be one ".pod" file for every data collection.



Once you are in this directory you will create a zip file for all Masimo collections that need to be sent to the Reading Center. Select "File" -> New -> then WinZipFile.

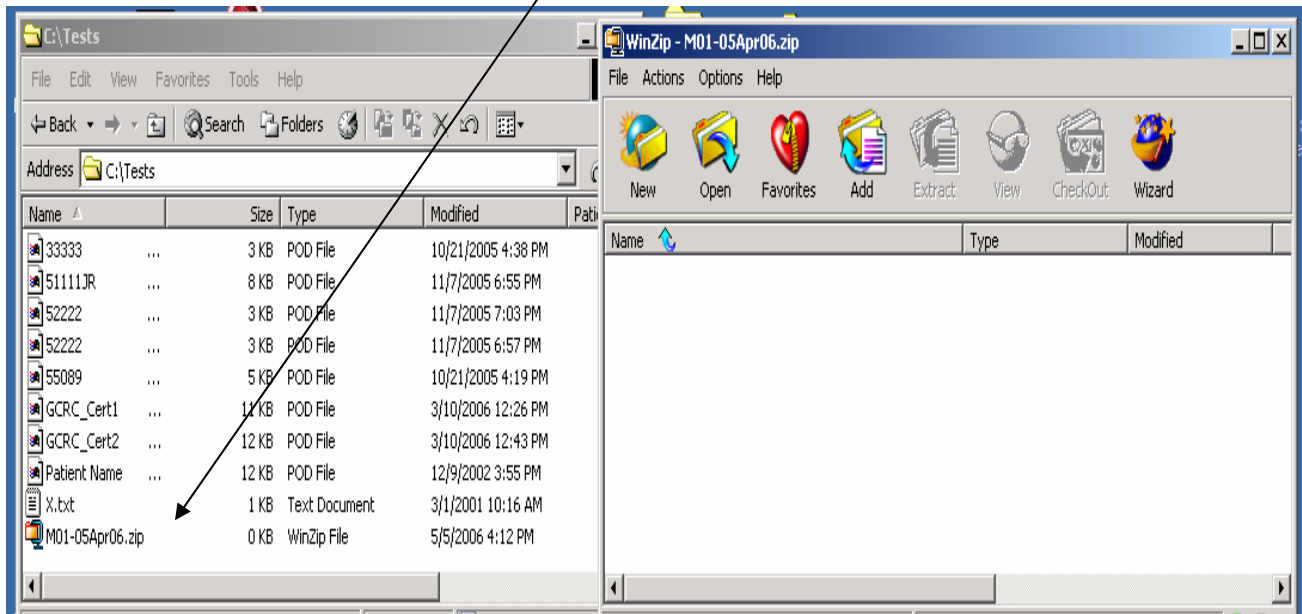


Name the zip file as follows:

**SOF01-05Apr06.zip** (SOF-indicating study name, your site ID, and date DDMonthYY)

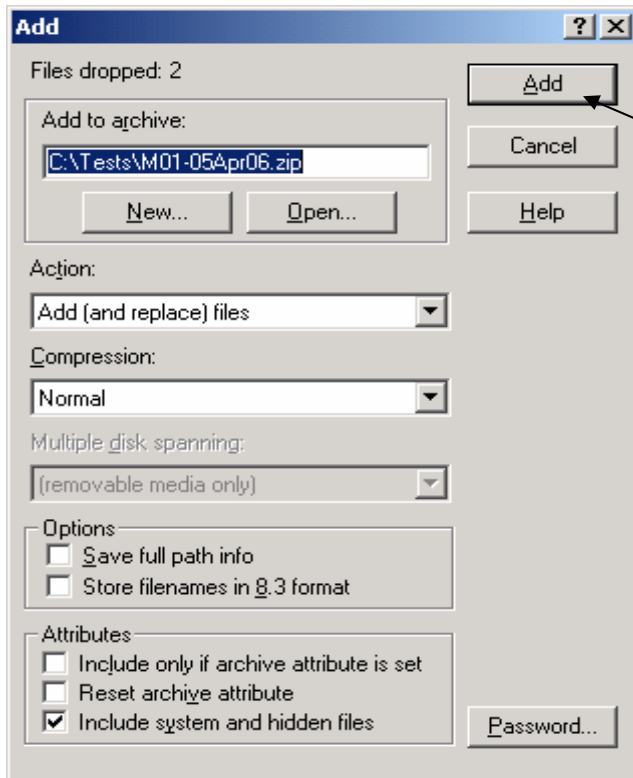


Once it has been named Click on the zip file to open it.



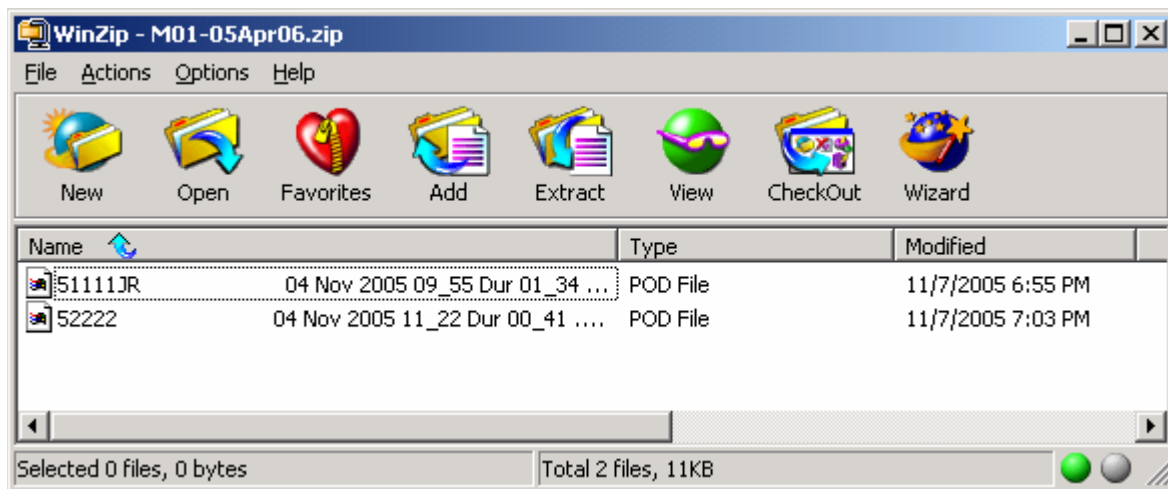
Check the Masimo Log and determine which studies are to be sent.

Highlight the studies in the "Tests" folder that need to be placed in the zip file (Hold down Control Key and click on studies that need to be included). Once highlighted click on any one of the studies and drag them into the winzip window.



When this prompt appears select Add and the files will be "copied" into the zip file (note they will still remain in the "Test" directory).

Once you see the files displayed you can close the Winzip file. As long as the Winzip file window is open you can continue to add files. If after you close the file you want to add more, just double click on the winzip file to open it again and add more files by highlighting and dragging. (Confirm all "Names" - "Participant IDs" are accurate)



This zip file becomes your backup copy of your data and should be kept on some media or computer other than the computer used to download the data to Profox. Do not delete the files from PROFOX.

***BE SURE TO RECORD ON THE MASIMO LOG SHEET THE FILE(S) HAVE BEEN  
DOWNLOADED AND BACKED UP.***

This will confirm to the next person using the Masimo that the files can be deleted before proceeding to collect additional data.



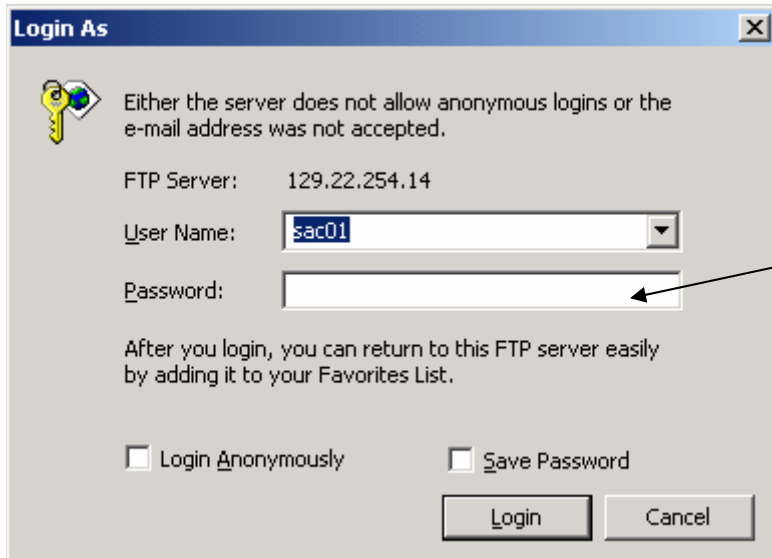
### IV. FTP DATA TO READING CENTER

Create a folder on the computer used to send data via ftp called: "FTPSends\_SOFV8  
Place the zip file containing the Masimo files in this directory.

Using your web browser, enter the following ftp address:

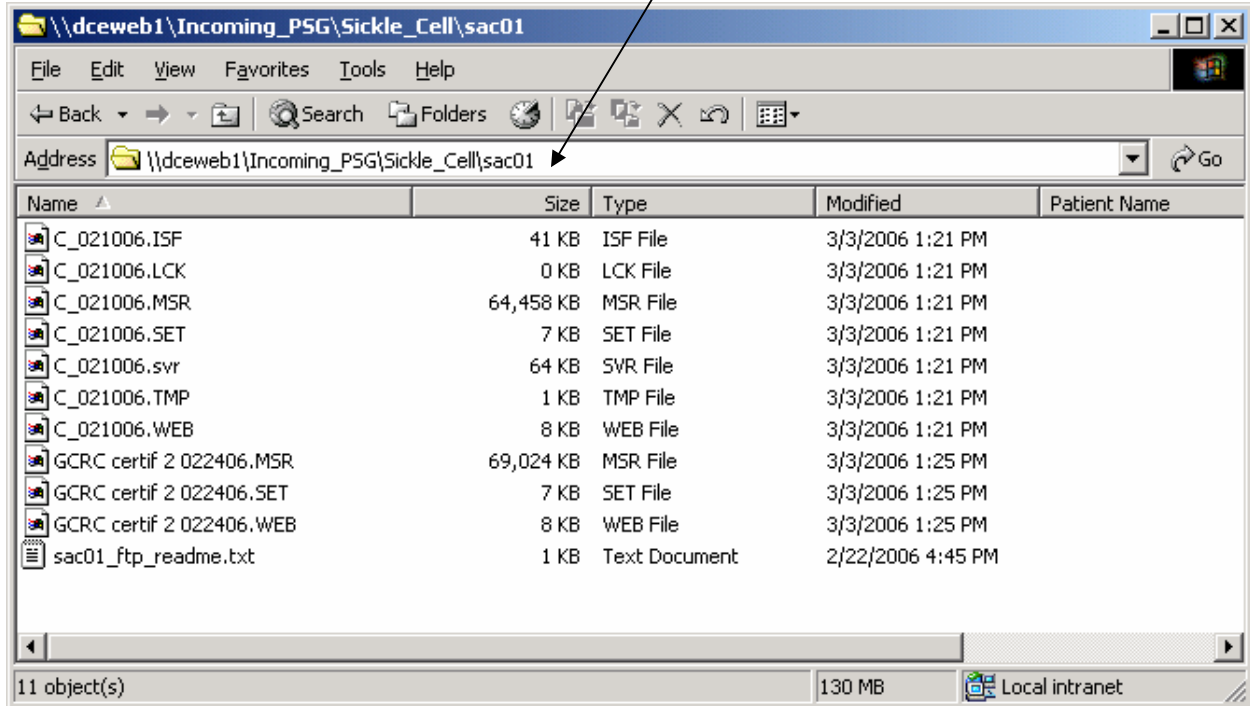
ftp:// \_\_\_\_\_ (Nate will send once set up)

User names assigned are:      SOF01 - Minneapolis  
   SOF02 - Pittsburgh



Assigned passwords have been sent via e-mail to the individual sites and may be changed for security reasons from time to time. Please contact Susan Surovec 216-844-6272 if you are having problems accessing the FTP server.

Place the "zip" file on the server in the appropriate folder:



***Be sure you have closed the zip file and or any files before placing them on the server.  
"Folders" cannot be placed on the server.***

***Enter data on the appropriate forms and send an e-mail to [susan.surovec@case.edu](mailto:susan.surovec@case.edu) that a Masimo data zip file was placed on the FTP server. Please make every attempt to send data to Cleveland every week.***

***Remember to delete the files from the Masimo!***