

Operation manual

For activation, re-configuration
and back up of
Q-tag® CLm doc family devices.



Compliant equipment:

- Q-tag® CLm doc L
- Q-tag® CLm doc LR
- Q-tag® CLm doc D

Table of contents

| | |
|--|----------|
| 1) Initial Set-up | 2 |
| 1.1) Create the following two folders on your computer | 2 |
| 1.2) Save the configuration file | 2 |
| 1.3) Download the Q-tag® easy go program | 2 |
| 1.4) Hotw to connect a Q-tag® CLm doc device to your computer | 2 |
| 2) Install Q-tag® easy go 3.0 | 3 |
| 3) Configuration of button settings | 4 |
| 4) Load user configuration settings into a Q-tag® CLm doc device and back up of the PDF files | 5 |

The Q-tag® easy go

The Q-tag® easy go program is used with the Q-tag® CLm doc family (L, LR and D). The CLm doc devices can be activated, re-configured and backed up with the easy go (depending on the pre-configured settings you have chosen for the devices).

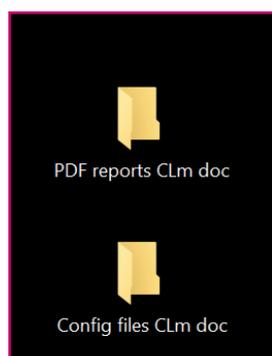


If you use the Q-tag® easy go program for the first time, start with **chapter 1** (Initial Set-up).

If you have already made the initial settings, then please proceed with **chapter 3** (Button configuration) or **chapter 4** (Loading configuration settings).

1. Initial Set-up

1.1 Create the following two folders on your computer



Config files: (to store all configuration files)
PDF reports: (to collect and store the PDF reports from all Q-tag® CLm doc devices)

Note:

These files may be stored anywhere on your computer (e.g. My Documents, Data Logger File, etc.). It makes sense to create a folder named easy-go, where you put the **easy-go 3.0** software (.jar file), your config files and PDF reports in.

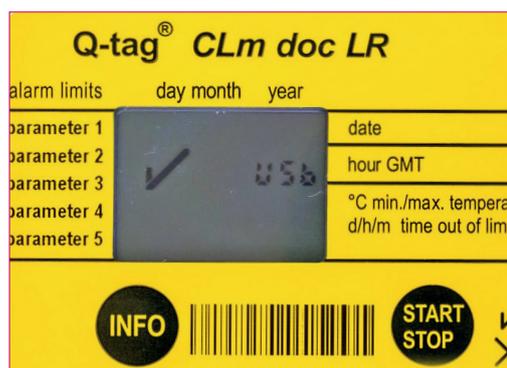
1.2 Save the configuration file

Once your requested settings are programmed, you will receive the configuration file from Berlinger & Co. AG. Save this configuration file in the newly created folder „*config files*“.

1.3 Download the Q-tag® easy go program

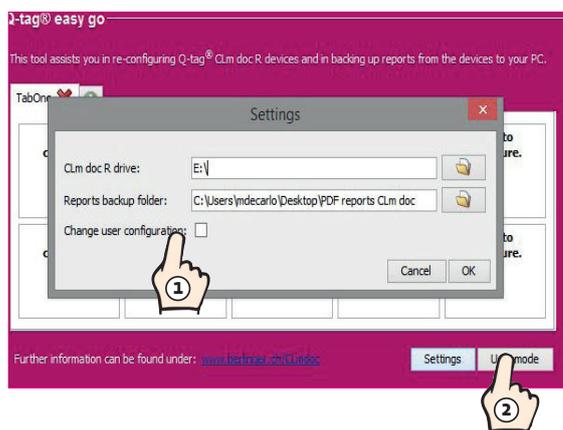
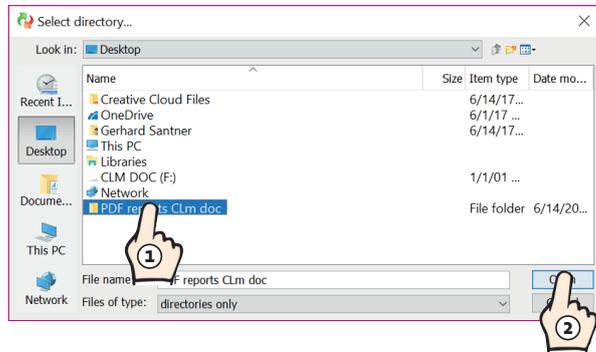
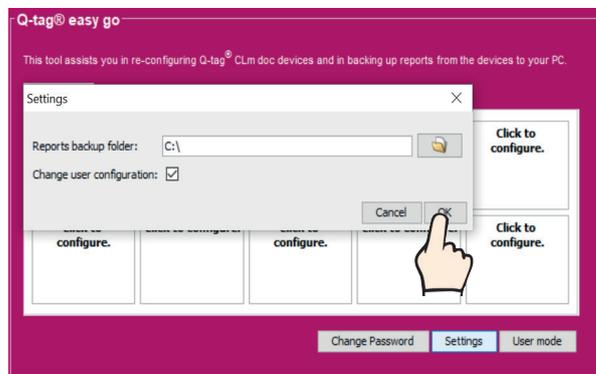
Make sure that the free Java Runtime Version 6.0 or higher is installed on your computer before downloading the Q-tag® easy go program. Download and save, e.g. on your desktop, the Q-tag® easy go program from our website: www.berlinger.com/easygo-manual. **easy go 3.0** can be stored on a file server and run by multiple users.

1.4 How to connect a Q-tag® CLm doc device to your computer



If the device is connected properly to the computer, a ✓ check mark and the word **USB** will appear on the display.

2. Install Q-tag® easy go 3.0



2.1 Open the Q-tag® easy go program.

2.2 To set up the initial settings, click on the tab titled „Admin mode“ on the bottom right.

Set and change password:

When entering the „Admin Mode“ for the first time, an individual password needs to be set. For the future you will be required to enter this password each time you want to access the „Admin Mode“. You can change your password at any time by clicking the tab „Change Password“. If you lost your password please contact our support team at: support@berlinger.com. You cannot reset your password by yourself.

2.3 Choose settings to define the „reports backup folder“.

2.4 Click on the folder button for the „reports backup folder“.

2.5 Look for the „PDF reports folder“ you have created (see chapter 1.1).

2.6 Choose your folder and press „open“.

Note:

This step ensures that any data generated by a Q-tag® CLM doc device is automatically stored in this folder once connected to the Q-tag® easy go 3.0. This is done as a precaution to ensure that data is not lost.

2.10 Click the (✓) check mark for „Change user configuration“. Please see step 4.3.

2.11 Press OK.

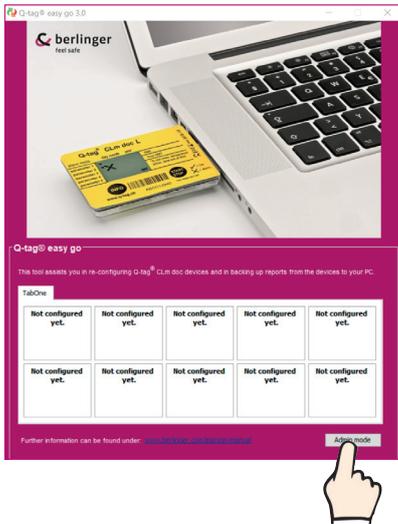
2.12 If you have a new configuration please go to step 3.3, to see how to upload the config file.

2.13 Go back to the „User mode“.

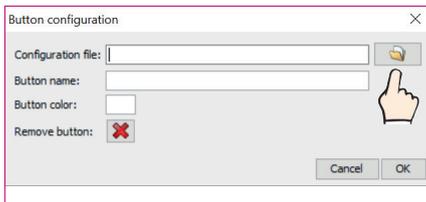
The set up process of the Q-tag® easy go program is now completed. Your settings are saved and remain unchanged until you decide to change them again.

3. Configuration of Button settings

For each new configuration file (delivered by Berlinger) you need to complete the following steps, before you are able to upload the configuration file to any device.



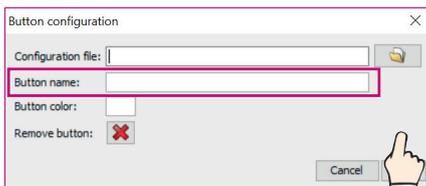
- 3.1 After you receive a configuration file from Berlinger you must save it into your „*config file*“ folder created in step 1.1.
- 3.2 Open the „*Admin mode*“ (enter your predefined password).
- 3.3 Click on the first free button „*click to configure*“.



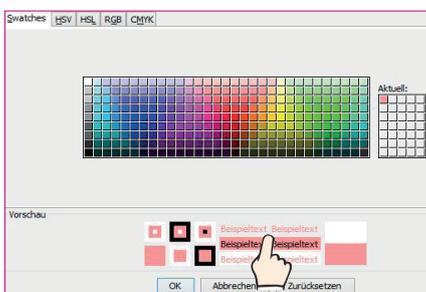
- 3.4 Click on the folder to set the desired configuration file.
- 3.5 Choose the folder where the configuration files are stored (see chapter 1.1).



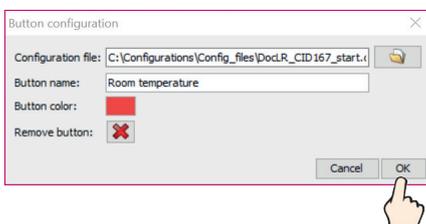
- 3.6 Select the required configuration file to be added to the button.



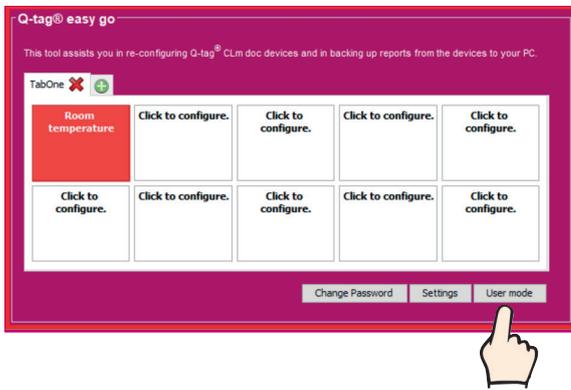
- 3.7 Give the button a name for the specific configuration (e.g. DTP vaccines -0.5 °C - +30 °C_CID10).



- 3.8 Click in the field next to „*button color*“ and choose your favourite color for this button.



- 3.9 Press „*OK*“.

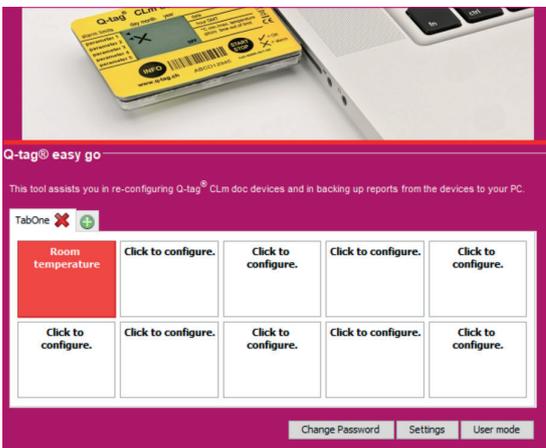


The button is now configured.

To load your new settings into a **Q-tag® CLm doc** device please change to the „user mode“.

It is always possible to change the button configuration. You simply need to enter the „Admin mode“ and click on the configuration button you would like to change. Now you can change all the information or also delete the button configuration by pressing the .

4. Load user configuration settings into a Q-tag® CLm doc device and back up of PDF files



- 4.1 Now insert a **Q-tag® CLm doc** device to a USB port of your PC/Mac
- 4.2 Click on the desired configuration button in the **Q-tag® easy go** software.

Attention:

If you are using the reusable **Q-tag® CLm doc LR** device any data will be automatically stored in the back up file created in step 1.1. The file will be named by the serial number + a number determined by the number of times the device has been used (e.g. second use will add a 2 to the end of the serial number).



Once you clicked on the desired tab, the window on the left will open. Only if the checkbox in step 2.10 has been selected.

- 4.3 The following information can now be set, provided that your device was ordered with any of these extra functionalities:
 - A text can be added to the PDF report. You can use 3 lines with 20 characters each.
 - GMT can be changed. It is recommended to use GMT if devices are in use around the world.
 - A fix start time can be set. You decide on which day and at what time the device shall start/activate itself.

Note:

If your device was not ordered with changeable settings, you are still able to change the information in this window in **Q-tag® easy go** program but none of these entries will be loaded to your **Q-tag® CLm doc** device.



4.4 After pressing OK, you will see the following screen with the confirmation of a successful upload of the configuration.

The message also gives you the information about how many files the Q-tag® easy go has uploaded from the device to the PDF folder on your computer.

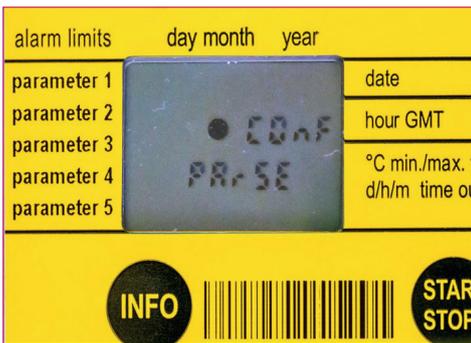
Note:

The above message is only the confirmation from the computer that it delivered the new file to the device successfully.

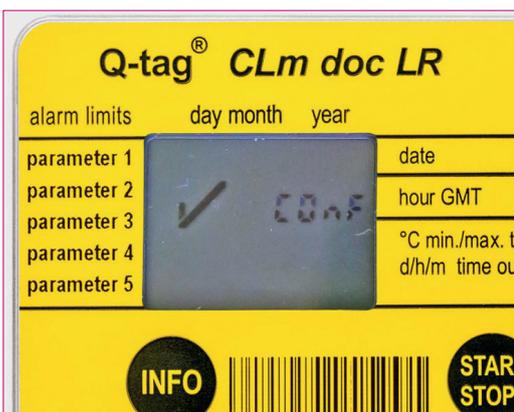


Attention:

To ensure a successful upload, always use the „safely remove hardware“ function (🗑️) on your PC/MAC in the same way you would remove a standard USB memory stick.



4.5 Make sure to always check the devices display after disconnecting it from the computer for the information (CONF PARSE) as shown in the picture. This means that the device is processing the new configuration.



4.6 Once the program is uploaded completely the check mark and the word „CONF“ appears on the display for 10 seconds. This means that the upload worked properly and the device can now be used.

Note:

The display of the device will turn blank after this screen until you start the device again. (To start the device please go to www.berlinger.com/usermanuals.)

Attention:

If a cross instead of the check mark appears, please check if you uploaded an appropriate configuration file for the device.

If you have further questions of the Q-tag® easy go or your devices, please do not hesitate to contact our support team under: support@berlinger.com



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