

## Hygiene Monitors 2009 / 2010

If you follow these instructions we hope you will find the set up and operation of your hygiene monitors straightforward and self-explanatory.

First install the hygiene monitor installation program from the CD provided.

Should you have any difficulties installing this program you may prefer to download the files directly from [www.thehygienecompany.com/cd](http://www.thehygienecompany.com/cd) be sure to download and install the card drivers as well.

Carefully follow the installation instructions as per the attached.

Having installed the hygiene monitor set up utility on your computer, **before opening** the program connect your smart card reader / writer to your computer.

On opening the program you will see 4 selection boxes.

**Step one:** Go to 'ADMIN'

Add new site - example 'White Waters'

**Step two:**

Add new unit - example 'ground floor ladies' – in turn a unit number will be assigned to this monitor (make a note of this unit number – example 'ladies ground floor unit 1').

**Step three:** Go back to main options / create or change operator card

**Step four:** Insert a blank operators card into the card reader – the screen will now display the following:

Name: this is where you build operator cards example: 'Sally Anne', in turn the program generates a card number.

Tick the appropriate boxes: reset timers and if you are using the monitors for clocking in and out, also tick clock in.

Select the **site** for which this operator will be operating within.

Programme card - remove card and mark the persons name on this card.

BACK TO MAIN OPTIONS

[Configure Hygiene Monitor:](#)

**Step one:** using the drop down menu in UNIT MODEL – select the model, which you have purchased.

Example: 'Professional Plus'

The options and the features for this model will now be displayed.

This is where you can now configure your monitors to your exact requirements:

Carefully select the set up configuration required.

Special Instructions:

In order to fully appreciate the data download information we suggest you ensure you enter the appropriate unit number for the monitor you are programming.

Tick both the set up unit number and set up site code.

In the box site: make sure you are displaying the site for which you are setting the monitors.

Insert a blank SET UP CARD (this is the large bronze chip) into your smart card reader / writer and click on 'MAKE SETUP CARD'

On completion of writing your set up card remove it from the card reader and insert it into your monitor.

Your monitor will display load & done – if you withdraw the card too soon the monitor will transmit a loud bleep this is because the monitor has not had time to read the card correctly.

With the required settings now programmed into your monitor, insert the operators card, this in turn will reset your monitor and commence the countdown as per your settings.

**Data download card:** To create a data down load card, go to the Admin section.

Insert Data download card into your smart card reader (large bronze chip)

Under the manager's cards, select the site for which you will be operating in.

**DO NOT** tick 'read full data' unless you want to read the entire contents of the memory chip every time you insert the card.

Reading FULL DATA will take 4 / 5 minutes

Tick any site if you are reading data from more than one of your sites.

Click 'create Manager card' – when programmed your card is now ready to download data.

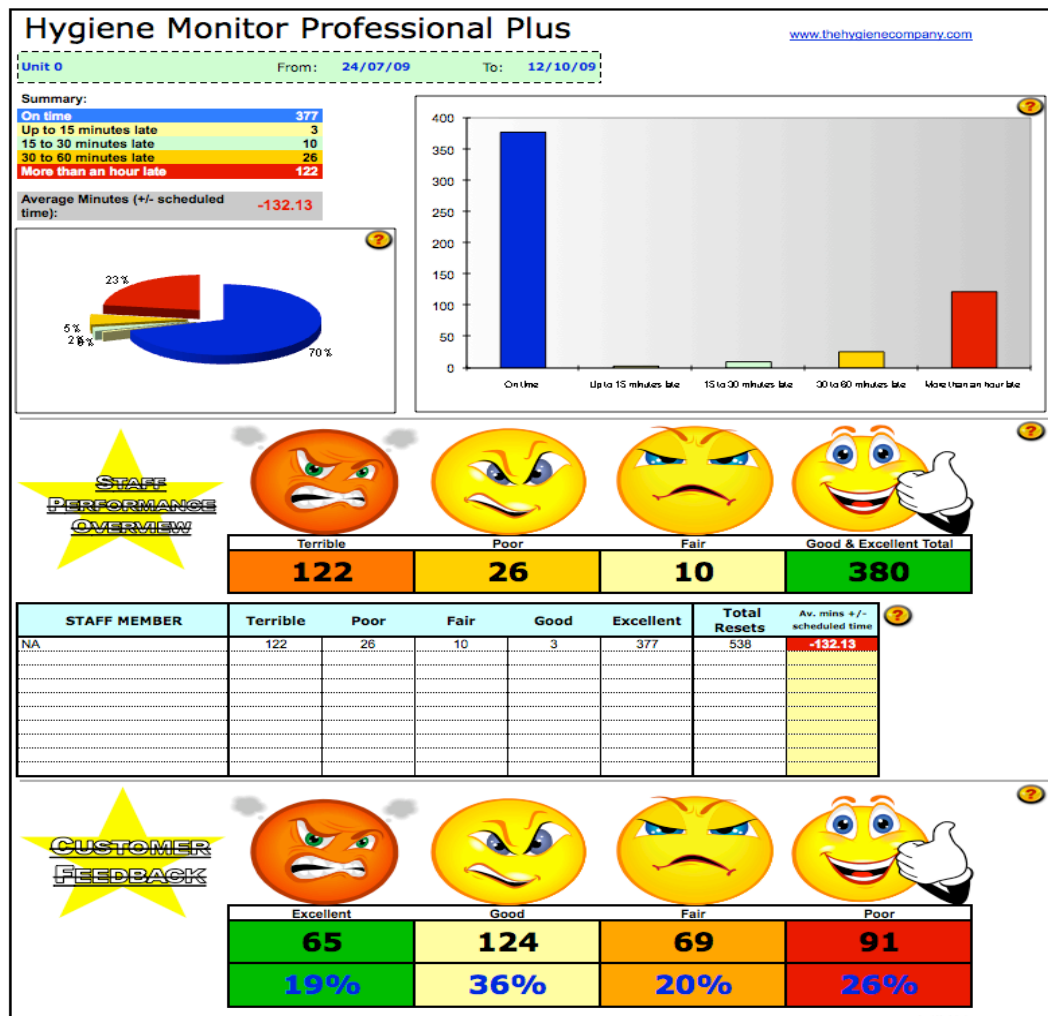
To download data simply insert the data download card into the monitor(s), when the data is fully read it will read 'done'. Do not remove the card before it reads done.

To read this card data simply insert it into your card reader and click the button 'Display manager data'.

Data is saved to a CSV file which can be read in excel – customers often formulate their own excel display charts which in turn make the data easily analysable.

We have written our own chart that is freely available for all to use simply by requesting it from [info@thehygienecompany.com](mailto:info@thehygienecompany.com)

All you have to do is paste your data from each monitor into the cell A1 as indicated and the chart will transfer your data into an instant summary of the activities.



## **Hygiene Monitors / 2009 - 2010**

### **Please note:**

In order that your monitor is received in optimum condition, protective film is often left on the LCD glass and Perspex – this should be CAREFULLY removed before use.

Enclosed you will find:

- Fixing screws and raw plugs, first check these are suitable for the wall to which you are mounting the Hygiene Monitors
- Keys for locking / unlocking your monitor

Having installed your monitor, connect the battery pack (Mains operation uses the transformer making sure you use the appropriate jack plug - Important connect the transformer using the 6V setting).

Should at any time the buzzer sound, simply reset the monitor by turning off and then back on.

If you withdraw a card before it is fully read, the monitor will sound a buzzer – simply put the card back into the card reader until the display reads - done

If you experience difficulties with the set up please do not hesitate to contact us  
on 0845 370 0030

### **Enclosed:**

**Professional Plus Hygiene Monitor**  
**Operator cards (Small bronze chip)**  
**Set up cards (Large bronze chip)**  
**Data download cards (Large bronze chip)**  
**Smart card reader / writer (if ordered)**  
**CD Hygiene Monitor Program**

**Hygiene Monitor program can be downloaded at:**

**[www.thehygienecompany.com/cd](http://www.thehygienecompany.com/cd) - but we have also included the CD**

**Please follow the set up instructions as per attached in order to program your monitors.**

## **IMPORTANT:**

Operator cards are the **small** bronze chip

Set up cards & data download cards are the **large** bronze chip

When inserting your cards in to the card reader, with the green light in the top left hand corner, insert the cards with the chip facing up wards.

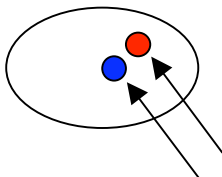
## **To set / adjust the clock – Hygiene Monitor – all models**

Open the Hygiene Monitor door.

The LCD glass is held on with Velcro fastening – VERY carefully lift the LCD glass and electronics circuit board (do not part the LCD glass from the electronics circuit board)

On the electronics circuit board you will see

- Red button – this is used to set / adjust the clock
- Blue screw button this is used to adjust the contrast on your LCD display



- For contrast adjustment you will require a small screw driver
- The red plastic switch is used to set the LCD – clock / date / day / year

Simply hold the red switch for approximately 8 seconds – the first two digits will start to flash – release the red button and then hold in again for 5 seconds this will now allow you to set the first two digits.

On reaching your required setting – hold in for 5 seconds, release and click in again this will now take you to the next digits to be set.

On completion of your required settings - either hold the red button in for 10 seconds and the unit should return to its operational state – or simply leave for it for approximately 10 seconds and it will return to its fully operational state.

Having set the clock to your required settings carefully replace the LCD glass and electronics circuit board back on to the housing.

Closed and lock the monitor door.