



TAB *in* TIME



Version April 2019

INSTRUCTION MANUAL

TAB*in*TIME Medication Management System

AKVIGO

Akustisch / Visuelle Gesundheits-Optimierung

Dear customer,

Thank you for deciding to purchase our product **TAB in TIME** .
We appreciate your trust and your decision to simplify your everyday medication management.

A CE conformity declaration has been issued for **TAB in TIME**.
The legally required full declaration is available from the manufacturer AKVIGO GmbH.

To ensure safe operation and maintain the **TAB in TIME** in proper condition, please read and observe the entire instruction manual carefully before commissioning!

Please observe all usage and safety information important for the everyday operations of **TAB in TIME**. AKVIGO GmbH shall accept no liability for subsequent damages resulting from improper use.

The content of this operating manual can be changed without prior notification.

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TAB in TIME is a self-contained electronic device that can be used to help patients receiving outpatient care to properly take their medications. The device is filled with medications and water in the included cups by the user/outpatient nursing care service. The integrated computer saves the times/dates when medication should be taken as entered by the user/outpatient nursing care service. These are always based on the physician's current medication schedule. The device reminds the patient through audiovisual output/announcement that it is time to take their medication at the programmed time. If the patient takes the wrong medication or does not take their medication, the device can contact a defined contact person. In addition to its connection to mobile wireless networks, a freely accessible USB slot, WiFi, or a Bluetooth adapter can be connected to the device as communication media. The device is designed for operation in a 230V network with the included plug-in power supply.

TAB in TIME is designed exclusively to support patients in taking medications prescribed by physicians. It does not guarantee that they will take medications correctly, if it is programmed incorrectly. The device does not prevent the patient from consciously taking their medications incorrectly.

TECHNICAL DATA

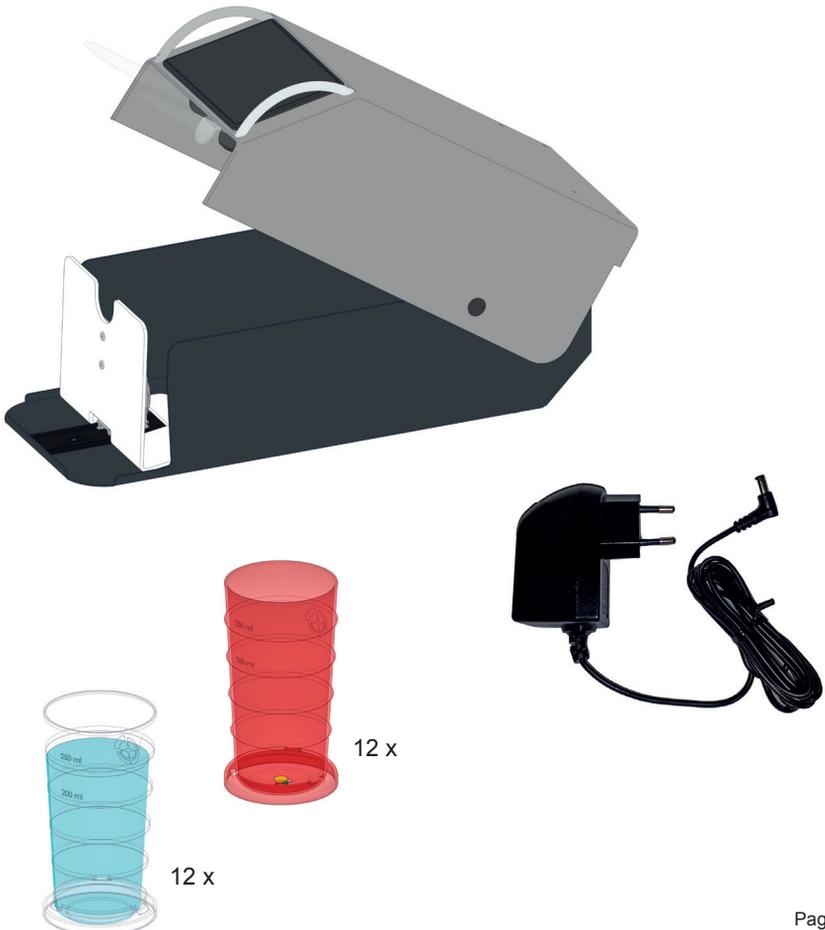
Width	200 mm
Depth with swivel cover closed	460 mm
Depth with swivel cover open	470 mm
Height with swivel cover closed	225 mm
Height with swivel cover open	463 mm
Touch screen (display)	5 inches
Weight (without cups)	4350 g
Capacity	2 x 5 cups, for pills and water
Connection voltage	230 V
Operating voltage	24 V
Connection cable length	150 cm
Cup height	133 mm
Cup diameter	70 mm
Cup capacity	250 ml water

Radio frequencies	E-GSM 900 and LTE B8	DCS 1800 and LTE B3	LTE B20
Transmission	880 – 915 MHz	1710 – 1785 MHz	832 – 862 MHz
Reception	925 – 960 MHz	1805 – 1880 MHz	791 – 821 MHz

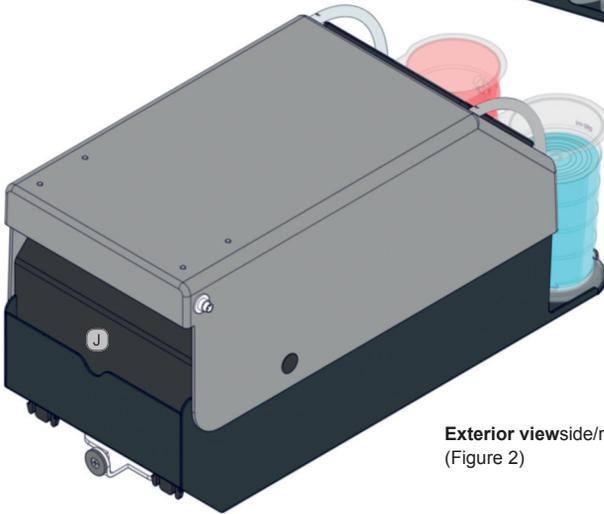
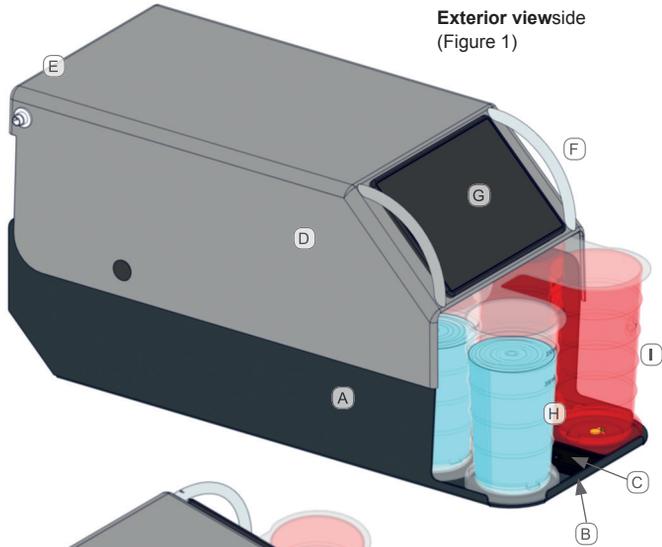
Applicable standards and directives		
Safety Directive 2014/35/EU	EMC Directive 2014/30/EU	Radio Directive 2014/53/EU
EN 60950-1, EN 61010-1, IEC 60825-1, EN 62311	EN 61326-1, EN 301 489-1, EN 301 489-52	EN 301 908-1, EN 301 908-13, EN 301 511

SCOPE OF DELIVERY

- 1 **TAB*in*TIME** medication management system
- 1 instruction manual
- 1 microfibre cleaning cloth for the display screen
- 1 plug-in power supply with cable
- 1 touch pen for input (hygiene purposes)
- 12 transparent cups for water
- 12 coloured cups for pills



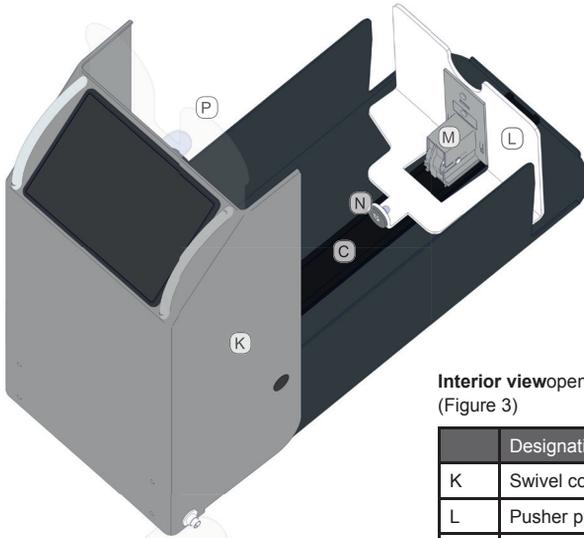
Exterior viewside
(Figure 1)



Exterior viewside/rear
(Figure 2)

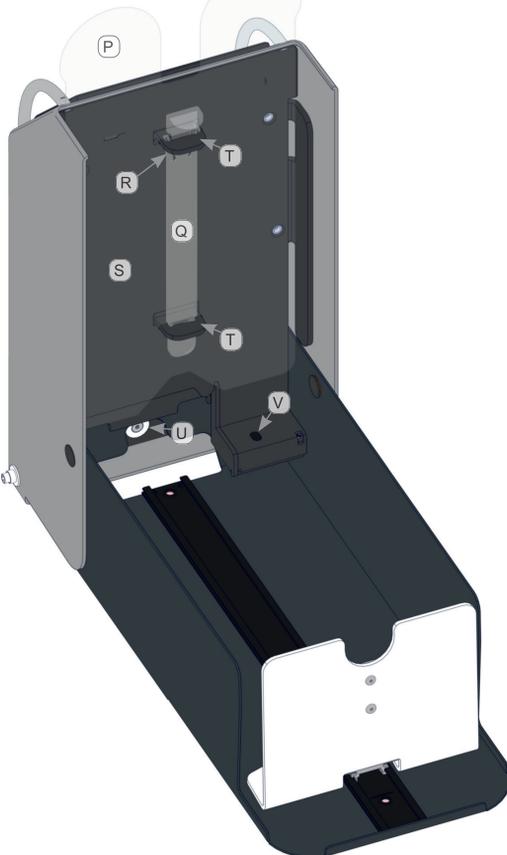
	Designation in the operating manual
A	Base metal housing
B	Stop edge
C	Sliding rail
D	Swivel cover
E	Connection socket

	Designation in the operating manual
F	Handles
G	Touch screen
H	Transparent water cup
I	Coloured pill cup
J	Document compartment (Fig. 2)



Interior viewopen, from rear
(Figure 3)

	Designation in the operating manual
K	Swivel cover open
L	Pusher plate
M	Spring feed
N	Magnetic clamp feed
C	Sliding rail
P	Protective cover



Interior viewopen, from front
(Figure 4)

	Designation in the operating manual
P	Protective cover
Q	Locking bar for protective cover
R	Locking bar catch
S	Processor cover (rear protective cover)
T	Mount for locking bar
U	Magnetic clamp housing
V	Fill level sensor

YOUR AND OUR CONTRIBUTION TO ENVIRONMENTAL PROTECTION

DISPOSAL OF TRANSPORT PACKAGING

The packaging protects the device against damage. Packaging materials have been selected according to environmental and disposal considerations, and are recyclable.



DISPOSING OF USED DEVICES

Electrical and electronic equipment contains many valuable materials. It also contains certain substances, mixtures and components that were important for their function and safety. If disposed of improperly with household garbage, it may damage human health and the environment. Therefore, never place an old device with household garbage.



Please use official, established collection and acceptance stations for recycling and surrendering electrical and electronic equipment, such as those in communities, at dealers, or collection by AKVIGO GmbH. You are legally responsible for deleting personal data saved on old devices before disposal. Please ensure your old device is stored where it cannot be accessed by children until it is removed.

SAFETY INFORMATION AND WARNINGS



This TAB *in* TIME device conforms to prescribed safety regulations. Improper use may harm people or damage the device itself.

Failure to observe this operating manual will void any warranty claims!

AKVIGO GmbH accepts no liability for subsequent damages. AKVIGO GmbH accepts no liability for property damage or personal injuries resulting from improper use.

Please read the operating instructions carefully before beginning operation of the device.

It contains important information on device location, programming, maintenance and cleaning. This will allow you to prevent and avoid damage to the device.

Store the operating instructions for future use.

PROPER USE

Place the device near an outlet (max. 150 cm).

Do not place objects on top of the device.

Only place the TAB *in* TIME on a flat surface. The device and its functions will be restricted on tilted or uneven surfaces. Placing it on such surfaces is not permitted.



In order to protect the medications and mineral water, the **TAB in TIME** may not be exposed to direct sunlight, and should not be placed beside a heat source (such as an oven, dishwasher, etc.).

Do not use the device outdoors or in wet environments.

Only use it for its intended purpose, to store your medications and water.

Patients who use the **TAB in TIME** are responsible for deciding to remove and take their medications and drink water themselves.

The **TAB in TIME** is designed exclusively to support patients in taking medications prescribed by a physician. It does not guarantee that medications will be removed or taken on time, if patient data are programmed with mistakes, or intentionally entered incorrectly. AKVIGO GmbH is not liable for incorrect operation or incorrect filling with medications.

The device cannot prevent the customer from intentionally or knowingly removing or taking medications incorrectly.

We ask for your understanding in this matter. The following text is prescribed by law, and must be included in all operating instructions:

“Persons who are unable to operate the **TAB in TIME** safely due to their physical, sensory or mental state may not use the **TAB in TIME** without the supervision or instruction of a responsible individual”.

Volume notice: Please set the volume to an appropriate level. Excessive volume levels may lead to hearing damage.

The fill level sensor (see p. 9, Fig. 4) may not be touched.



CHILDREN OR GUESTS IN THE HOUSEHOLD

Children, visitors or guests in the household may not operate, open, modify or use the device. Please safeguard it as you would your medications in your medicine cabinet, and warn them of the dangers of improper use.



TECHNICAL SAFETY

- Check the **TAB in TIME** before setting it up and connecting it for exterior or visible damage. Please never operate a damaged device.
- Electrical safety can only be ensured if only the included cable and power supply are used.
- Always compare the connection data on the type plate (e.g. 230 V) before connecting the device. These data must match, to ensure the device is not damaged.
- Observe the instructions in the chapter “Initial commissioning of the **TAB in TIME**”.
- Defective components may not be replaced with components from other companies. AKVIGO GmbH can only ensure the device fulfils safety instructions in full if original replacement parts are used.

DATA PRIVACY



DATA PRIVACY DECLARATION AND AGREEMENT

Your data, first and last name, telephone number, name and telephone number of your outpatient nursing care service, the first and last name of your informed family members/helpers are processed according to the enclosed data privacy declaration and are stored in the **TAB in TIME** device.

The data privacy declaration is available on our website **www.akvigo.de**.

INITIAL COMMISSIONING OF THE TABinTIME

Remove packaging and protective foil

- Lift the TABinTIME out of its packaging. Remove the safety sleeve and protective foil from the swivel cover.

The handles attached to the swivel cover are not designed for carrying the device. Please use the handles only to open and close the swivel cover. Carry the device safely by lifting it using the base metal housing (see p. 8, Fig. A).



- **The stickers and type plate may not be removed.**

Choosing a location for the TABinTIME

- Select a position that is easy for the user to reach.
- A 230V outlet must be available within 150 cm.
- Avoid direct sunlight or other heat sources. This protects your medications and water.

Connect the TABinTIME device

- Plug the included power cable into the socket on the back of the swivel cover. Place the cable so that it is not a tripping hazard and does not pose any danger.

Note: The cable may not interfere with the cover's swivel range!

- Plug the power supply into the outlet.
- The homepage on the TAB in TIME will light up.



- You can see whether the mobile connection has sufficient field strength in the "System information" menu.
- If the homepage does not light up, please check the procedure described above once again.

Start-up and setting your data

- Please do not complete the settings or make corrections at the same time as, or directly before you take your medications. This will interfere with the other settings, such as background, language sound (loud/quiet), symbol display
- Please use the included touch pen to change all settings as necessary on the device. This makes it easier to operate the touch screen and is more hygienic.
- The “Welcome to **TAB in TIME**” start screen appears



and automatically switches to the “**Please enter settings**” screen. The sprocket on the bottom left of the start screen is always the symbol for settings.



- Touch the sprocket  to change settings.

- The **“Set time”** screen appears.



- Use the arrow buttons (left hours / right minutes) to set the current time.
- Save the settings using the Save button.
- Then the **“patient name”** input field will appear. Please enter the patient name using the keyboard on the bottom part of the screen.



Use the arrow button ➤ to save.

- Then the “primary contact” input field will appear. Always use the keyboard to enter your outpatient nursing care service as the primary contact, if you use a nursing service.

Use the arrow button  to save.

- Then the “cell phone number” input field will appear. Please use the keyboard to enter the number of the outpatient nursing care service.

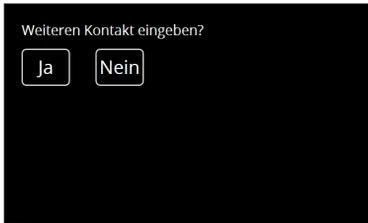
Use the arrow button  to save.

You are required to enter a primary contact and cell phone number. If you use a nursing care service, this service must be entered as the primary contact.

This allows you to contact the nursing service or your desired informed family members.

Tip: If you are using the **TAB in TIME** without a nursing care service, you can also save your own cell phone number as the primary contact. Then you will receive a message if you are not at the location of your **TAB in TIME**.

- Then a query will appear: Enter **additional contact**?
If you answer “yes”, the input field “secondary contact 1 name” will appear (e.g. Family member). Please enter the name using the keyboard.



Use the arrow button ➤ to save.

- Then the “secondary contact 1 cell phone number” input field will appear.
Please enter the name using the keyboard.



Use the arrow button ➤ to save.

You can enter up to **2 secondary contacts**. You should inform these people that they are serving as your contacts.

Please note that both the primary and secondary contacts you enter will be informed via text message of any irregularities!

Then the “number of medication times” input field will appear.

Use the arrow buttons  to select a number between 1 and 5.



Press “Continue” to save.

The “**First medication time**” input field will appear. Use the arrow buttons (left hours / right half hours) to set the desired time.



Press “Continue” to save.

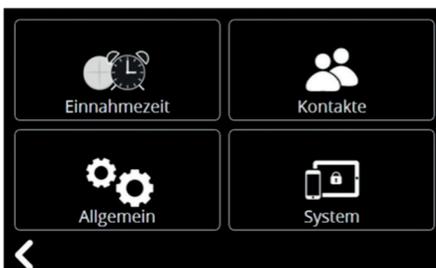
Enter all other medication times using the same process. The number of times entered must match the input for “**Number of medication times**” .

- Then check the reception strength at the set-up location.

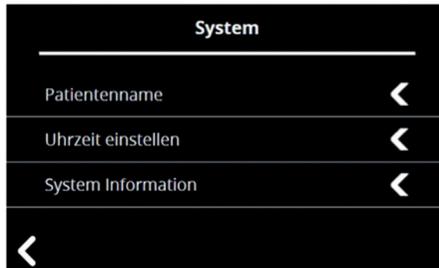
1. Touch the sprocket (sprocket image)



2. Touch the "System" field.



3. Touch the “System information” field.



4. Beside the words “Field strength”, you will see the reception strength as a percentage.



5. The number that appears on the screen beside “Field strength” should be higher than 11 % to guarantee an optimal connection.

- After dates and times are entered correctly, the screen will appear with the current time, e.g. 7:32 PM, and the next medication time, e.g. 8:00 PM.



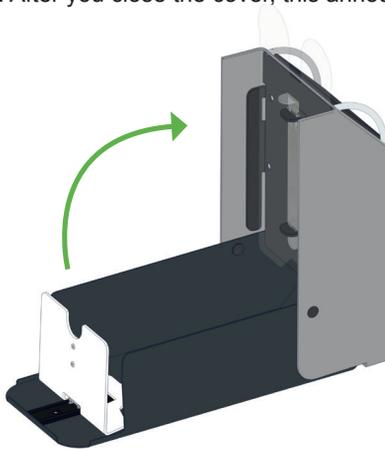
- After settings are changed (up to 15 minutes before the next medication time), the screen will switch to energy saving mode and will go dark. *A nice feature if you're resting!*
- You can access a current time check and your next medication time at any time. Please swipe slowly from the top to the bottom of the screen. The screen will light up once again. The current time and your next medication time will be displayed and announced. This function is especially helpful in the dark, or for patients with visual impairments or blindness.

HANDLING THE TABinTIME

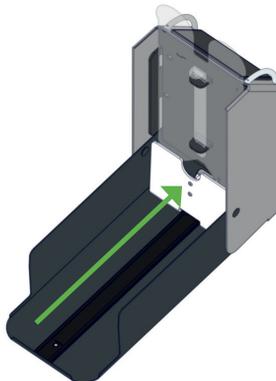
– after entering required data

Filling the cups

- Please open the swivel cover on the device by 90° until the stop. Once the swivel cover is open, you will hear a repeated announcement: “Device open”. After you close the cover, this announcement will stop.



- Slide the pusher plate with spring feed all the way to the rear until you hear it click in the magnetic locking device. Now you can begin filling your medications.



- After removing the cups from the box, please clean them thoroughly in the dishwasher or by hand.
- Always fill the transparent cups with water first. This helps prevent water droplets from getting into the pill cups.



Tip: Use medium mineral water. The low level of carbonic acid prevents germ growth. The mineral water was tested at the Fresenius Microbiological Institute for up to 72 hours. Results: There was no bacterial contamination in the water!



Warning: If another person is carrying germs and comes into contact with the **TAB in TIME**, it may be contaminated. AKVIGO GmbH accepts no liability for this.

- Add a sufficient quantity of water from 200 to 250 ml (maximum). Place the cups filled with water in a row on one track in the **TAB in TIME** device.



- The coloured cups are filled with medications based on the physician's current medication schedule, which is always in the document compartment on the back of the device. The pharmacy, an outpatient care service, family members, or a person chosen by the patient is responsible for filling the cups.

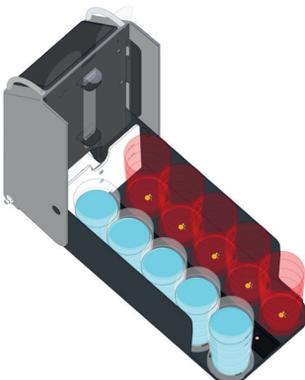


- Medications may only be placed in completely dry cups. For safety reasons, they should be exchanged with the replacement cups included in the delivery on a daily basis.
- The cups filled with medications are placed on the 2nd track in the **TAB in TIME** device in the order in which the medication should be taken. This means that the next medication the patient is supposed to take should always be in the front. Please sort all the other medications behind it in the order they should be taken.

An example: You go to the device in the morning to prepare four medications. The next medication time, in this case **MIDDAY MEDICATION** is always in the front. After that are the **EVENING**, the **NIGHT** and the **MORNING MEDICATION** for the next day. The next day, you go to the device again in the morning for the next filling, to add the next day's **MIDDAY, EVENING, NIGHT, AND MORNING MEDICATIONS**.



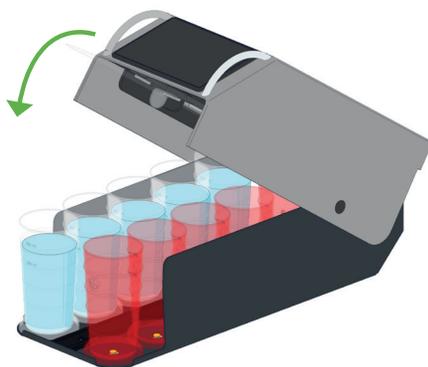
- You can choose how cups are positioned, e.g. the clear cups with water on the left and coloured cups with medications on the right, or vice versa, alongside the patient. However, once this arrangement is selected, you should keep it consistent in the future.



- Close the swivel cover. Use both handles to do so. This prevents you or anyone else from getting their fingers caught while completing this step. The handles attached to the swivel cover are not designed for carrying the device. Please use the handles only to open and close the swivel cover. Carry the device safely by lifting it using the base metal housing (see p. 8, Fig. A).



- After you close the cover, the announcement “Device open” will stop. The magnetic locking device will be released automatically, and will cause the cups to be pushed to the front stop edge.



The **TAB inTIME** is now ready for use!

TAKING MEDICATIONS AT THE RIGHT TIME

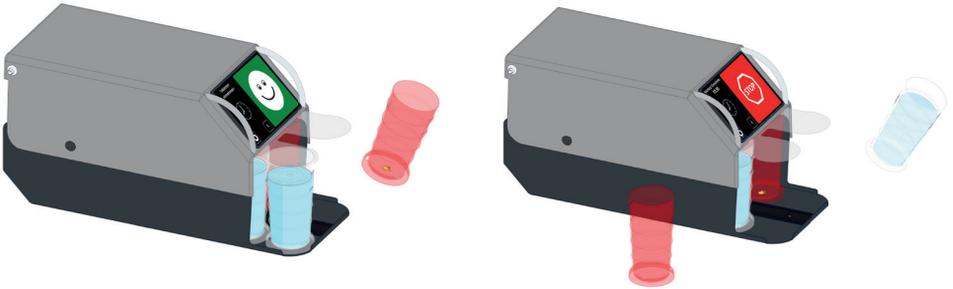
You will see the next medication time on the display.



15 minutes before the next medication time, the touch screen display will switch to green. From the set medication time, you will hear a repeated announcement: "Please take medications".



Now, gently lift the coloured cup containing the medications. After you have removed it, remove the clear cup containing water. Please do not forget to drink the water!



A sensor will register that both cups (with pills and water) have been removed. The next cups with pills and water will now move to the front stop edge. The display immediately changes to red and displays the next medication time. The announcement stops!



This procedure is repeated at the next medication time.

For patients, this means: "If the display is **RED** then wait for the next medication time; if it is **GREEN** then please take your pills!"

DEACTIVATING THE TAB *in* TIME WHEN YOU ARE AWAY

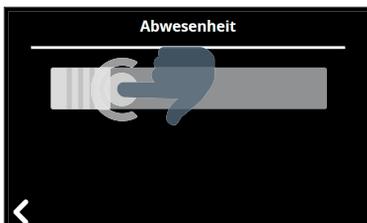
To ensure you do not receive unnecessary text messages to your contact persons from the **TAB *in* TIME** when you are travelling or away from home, you can activate “Away mode”. To do so, touch the “A” on the screen. Push the slider to the right, and the field will go from white to yellow for “Away”.

Open the swivel cover and push the pusher plate back until you hear a click. Then you can remove the medication and drink cups for the time you will be gone. Please ensure they are in the correct sequence “morning, midday, evening, night”.

There will be no requests for you to take your medication, and no error messages will be sent to contact persons during the activated away time.



The status: “**Away**” will be shown on the display during this time.



IMPORTANT NOTE:
After you return, push the slider back to the left!



WHAT HAPPENS IF A PATIENT DOES NOT TAKE THEIR MEDICATION AT THE PRESCRIBED TIME?



If the patient does not remove the pills and water **within 30 minutes** after the medication time and after multiple repetitions of the **announcement**, a text message stating *"Patient John Doe has not taken his medication"* will be sent to the saved primary and secondary contacts.

If the pills and water are removed **at the wrong time or too early**, a text message stating *"Patient John Doe took his medications incorrectly"* will be sent to the contact addresses.

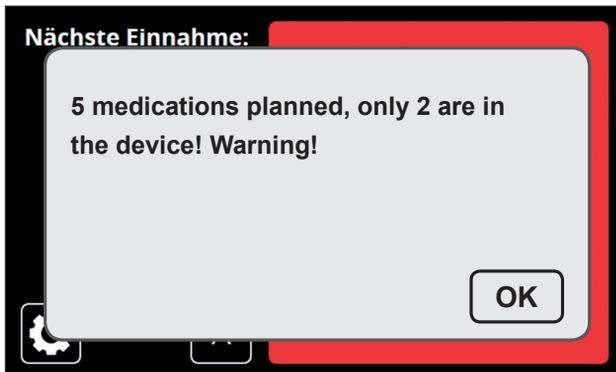
Calling the patient over the phone or a visit from the outpatient nursing service can help clarify the situation.



NOTE

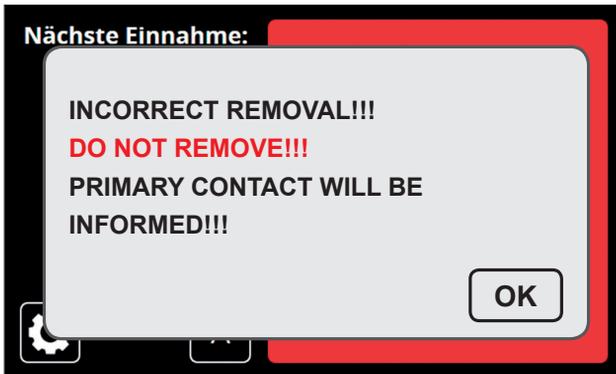
The computer stores the number of medication and water cups programmed by the outpatient nursing care service / family member.

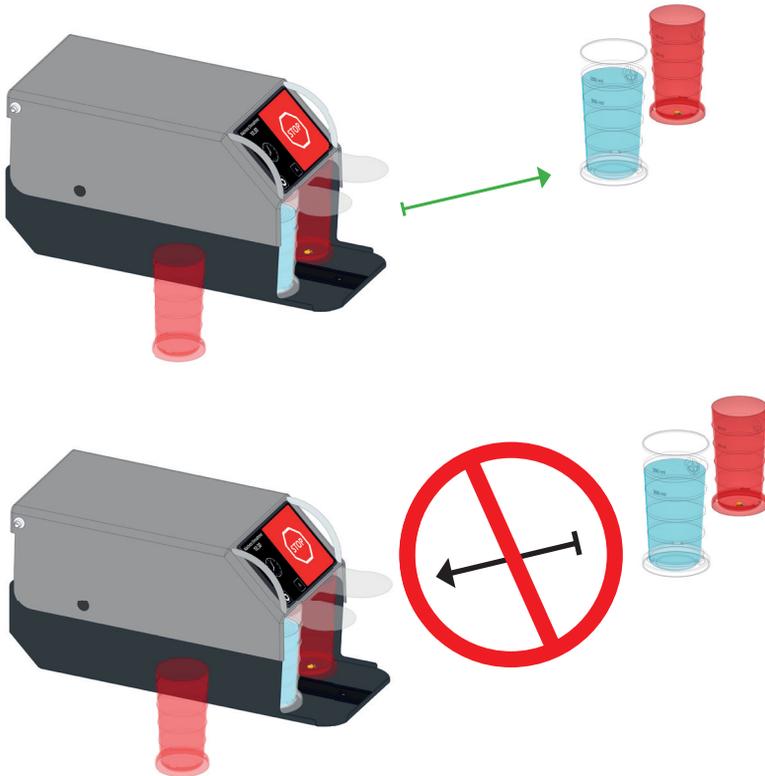
If there are fewer cups in the device than the programmed number, a text appears, e.g. **5 medications planned, only 2 are in the device! Warning!** and the announcement: **Caution! Check number of cups.**



NOTE

If cups are removed incorrectly, or too early, from the device, or in deviation from the programmed time, a text appears with an announcement: **Incorrect removal – Do not remove – Primary contact will be informed.**

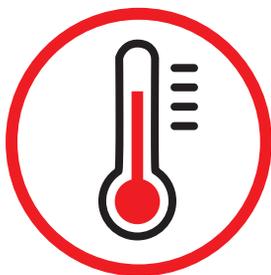


**WARNING NOTICE**

Please do not place cups that were removed incorrectly or removed too early back in the device. This will endanger a safe medicating process!



WARNING NOTICE

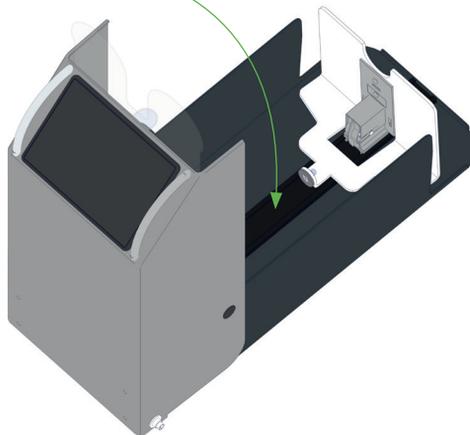


**Just like every electronic device, the
TAB in TIME screen generates heat.
This heat production has been tested,
and is not harmful to you,
the medications or the mineral water.**

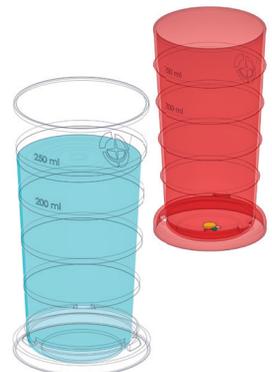
CLEANING AND CARE

- The **TAB in TIME** device is rugged, and requires almost no maintenance. Before beginning cleaning, unplug the device from the power supply. The **TAB in TIME** device, in particular the touch screen, should not come into contact with water.
- Only clean the device using solvent-free cleaners. Use a wet micro-fibre cloth to do so. Please use the included cleaning cloth for the touch screen.

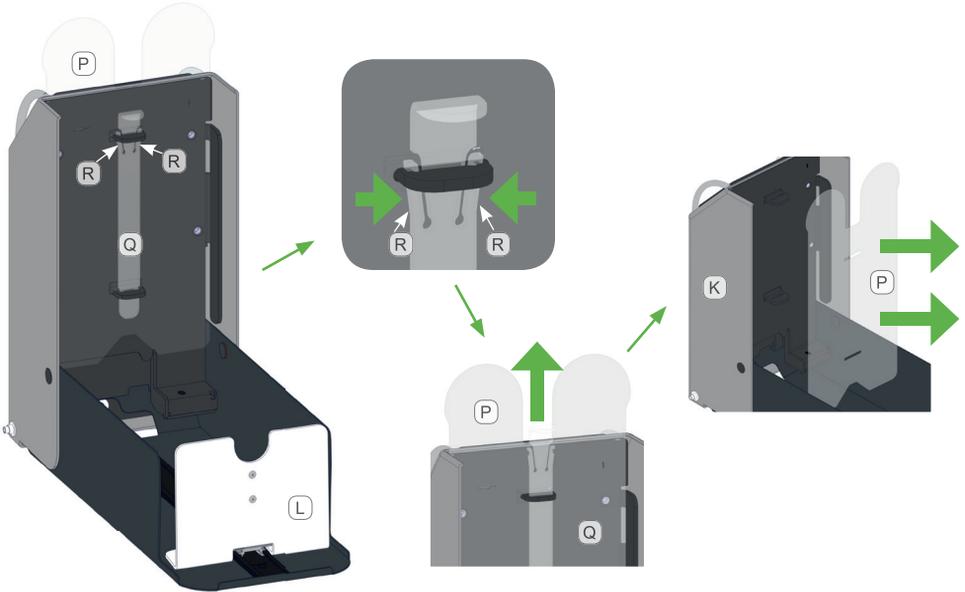
Clean the rail for the spring feed using a soft brush.



- The cups with grip rings should be cleaned regularly, either by hand or in the dishwasher. Please ensure the cups, especially the medication cups, are completely dry so that you can sort pills in a dry environment. The cups are not designed to be stacked, since this would interfere with the circulation required for drying.



- The cups in the device are protected against foreign objects and dirt by a flexible protective cover (P). This flexible cover can be removed from the swivel cover (K) for cleaning with a mild household cleaner.
- Before filling the device with medications and water: Open the swivel cover of the empty **TAB in TIME** device. Then push the pusher plate (L) back to the rear stop.
- Press the catches (R) on the locking bar (Q) together for disassembly. Then you can pull out the locking bar (Q) to the front and remove the protective cover (P).



After cleaning and drying it, reinsert the protective cover (P) with the two semicircles facing forward. Push the locking bar back in from the front until you hear an audible “click”.

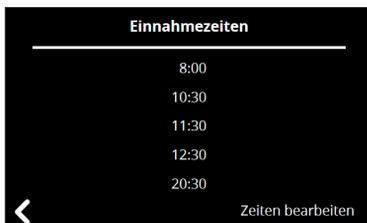


Always plug the device back in after maintenance.

CHANGING SETTINGS



Tapping the sprocket symbol  will send you to the Settings menu, with the four buttons “Medication time”, “Contact”, “General” and “System”.



- In the “**Medication time**” square, you can check the times you have saved. You can use “**Edit times**” to save new times.



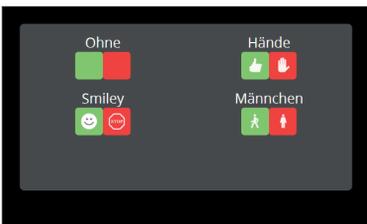
- In the “**Contacts**” square, you will see the data you have entered. You can make any desired corrections using the “**Edit contacts**” item.



- In the “General” square, you will see the “Display”, “Background/ font” and “Language/sound” menu.



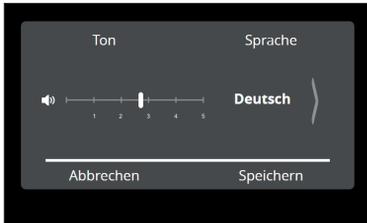
- You can use the “Display” menu to select symbol displays. In “Medication time display”, you can display the time either analogue using a clock face or digital in numbers.



You have 4 possible selections for the “Symbol” display.

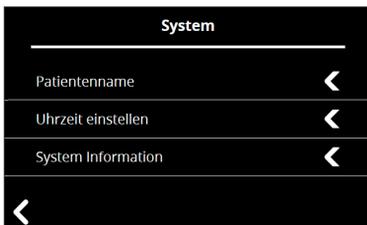


- You can use “Background/Font” to “reverse” the colours. From white to black or from black to white.



- In the “Language/Sound” menu, you can use the arrow to select your desired language, e.g. German or English.

Regulate the volume of the announcements between 1 and 5 using the slider. After you touch the slider with the touch pen, you will hear a reference tone at your set volume level.



- The “System” menu includes the functions:
 - Edit patient name
 - Set time
 - System information

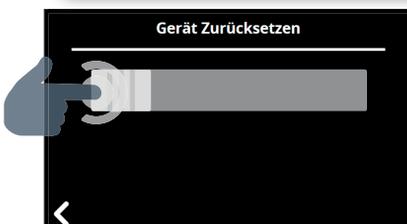


Under “System information”, you will find information on the device and the field strength display for the mobile wireless connection as a %.

The selection “Reset device” will delete all of the data you have entered.

To do so, you must press the right symbol, a small circle .

You must also press the slider to confirm this selection.



This function should only be used by authorised persons.



What should I do if ...

... the display stays dark?

Check to ensure the power supply is plugged into the outlet and the angled plug is connected to the **TAB inTIME**.

... the spring feed does not lock after i push it back?

Check to ensure the swivel cover is opened 90 degrees.
Remove any contamination between the magnet and metal disc using a brush.

... pills and water were removed too early (when the display was red)?

You will hear a warning message "Please do not remove". Your primary contact will be informed via text message.

... the swivel cover is opened once again after daily medications are added?

You will hear the announcement "Device open" repeatedly.
Please close the swivel cover.

... the cups were not pushed to the front?

Check to ensure both the water and medication cups were removed. Both tracks must be free so the next pair of cups can be pushed to the front.

Remove any contamination on the rail using a brush. Remove foreign objects interfering with the track.

... the device is connected to power, but does not react to any inputs or actions?

Electronic devices, and the **TABinTIME** as well, can “freeze up” under certain circumstances – nothing works!

The best thing to do is unplug the device for approx. 10 seconds. Unplug the plug from the outlet, and plug it in again after 10 seconds. This is called a reset. Then the **TABinTIME** will work once again. In such cases, the contact persons will be informed.

If the malfunction remains, inform your primary contact and/or AKVIGO service at 05222/369237 -10.

Medications should be taken conventionally until the problem is fixed.

You can find a video on initial operations for the device here:



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