



Mini Manual

Motion Tablet/handheld

1. Power On/Off & Logging On
2. Using the Pen
3. Using the on-screen keyboard
4. Information Governance
5. Health & Safety

Support available:

Please contact your local Champion User

Service Desk:

Tel: 01225 82 5444

Email: ruh-tr.ITServiceDesk@nhs.net



Bringing it all together

Power On/Off & Logging On



The tablets will automatically go to sleep if unused for 20 minutes and the screen will be black. You can either short press the power switch once on the side (Fig. 1) or single touch the screen with the pen to activate it.



Use the key icon (Fig. 2) on the right side of the tablet as this is your "Ctrl Alt Delete" equivalent function to allow login. To log-in, use the on screen keyboard and input your Wards Network User Name and Password (avoid using personal network logon).



The Smart Card slides in at the back in the slot provided picture facing forward. Tap in your pin number using the attached pen and on-screen keyboard.

Recommendation


Every Morning Switch on tablet by pressing  key and  (Ctrl Alt Delete). Log on to wards generic network login

To Use Tablet insert smartcard. Log in to Millennium / PACs/ ICE etc. as required. When finished exit System & remove smartcard.

PUT TABLET BACK IN CRADLE ready for next user.

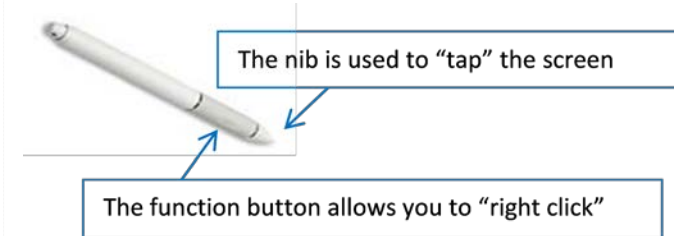
Every Night Power Off the Tablet using the  OR  button on the screen and selecting "shutdown". Place in the cradle to charge.

Warning

DO NOT PRESS and HOLD the power button  as this would be like pressing power key on a PC and forces a shut down and can lock the unit.

Using the Pen

The pen functions as a mouse and is attached to the device by a non-electrical cord and can even be used on a nearby second device.



How the pen replaces the mouse:

Mouse Function	Pen Equivalent
Single click	Single tap
Double click	Double tap
Click & Drag	Single tap, hold down and drag.
Right Click	<ol style="list-style-type: none"> 1) Hover the mouse over target. 2) Press and hold the button on the pen and a grey circle will form on the area you have selected. 3) Continuing to hold down the button touch the pen on the target and then keeping the button suppressed lift the pen from the screen. 4) You can release the button when the menu appears and then use the "single tap" functionality to make your selection.

If the pen co-ordinates become confused, gentle press and hold the pen on the screen to reset.

To avoid loss or damage, please ensure the pen is stored in the hollow on the back of the handle after use.

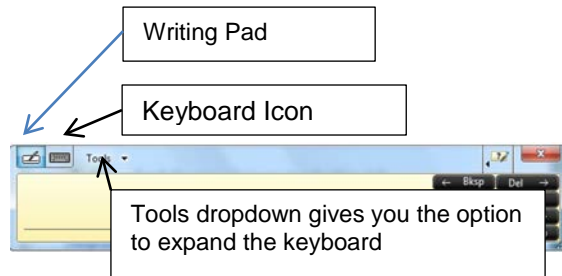


Using the On-Screen Keyboard

Using the On-Screen Keyboard:

The keyboard can be retrieved from the left hand edge of the screen (parked position) at any time.

Hover the pen in that area and the keyboard edge will appear which you can select, hold & drag into a more convenient position.



You may be presented with the "Write Here" Tool first of all. If so, tap on the keyboard icon in the top left of the box to access the keyboard.



If at any time you select on  in the right hand corner of the key board it won't be closed completely but will go to the left hand side of the screen (parked position).

Tap on the relevant keys using the nib of the pen to enter information.

Writing Pad

The writing pad allows free hand writing of text and numbers into a window which will be converted into typed text for use in forms.

Information Governance

To protect patient information and ensure the security of the device please return the tablet to its designated place after use.

Smart cards should not be left in an unattended device. Patient records should not be left open or visible on an unattended device.

Health & Safety

The benefit of tablets is their flexibility. They can be used almost anywhere and in different ways. They can be held in your hand or rested in your lap. The weight of the equipment is 3.3 lbs. (1.50 kg). When carrying use the grab handle. There is a small risk that prolonged use of a tablet could lead to discomfort.



For data entry, adopt a comfortable grip of the device where there is even weight distribution across the forearm. If prolonged data entry is required place the device in an approved Computer on Wheels (COW) and utilise a full size keyboard and mouse.

There is a small risk of eye strain with prolonged use. This risk can be reduced by avoiding lighting conditions that cause glare or reflections and having regular breaks from looking at the screen.

Note: COW trolleys and configuration may differ from those illustrated.

Health & Safety

