



## CAREGIVER'S Getting Started Guide & User's Manual







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PharmAdva, LLC MedaCube Caregiver's Getting Started Guide and User's Manual

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# Chapter 1: Introduction

## Overview

Welcome to the MedaCube, an automated home medication dispenser manufactured by PharmAdva, LLC.

The MedaCube can be used right out of the box and contains training and helpful information for use within the MedaCube's touch screen. Just plug it in, perform initial set up following instructions in the Quick Start Guide, and start using it right away.

The MedaCube has two primary users: the Caregiver and the Patient. This guide shows you how to use an extensive set of Caregiver features and functions.



### Important >

The MedaCube is highly effective at helping people take their medications in the exact way their doctor has prescribed. For some people, this may result in a sudden increase in the amount of medications they are taking. If any medication side effects occur after starting use of the MedaCube, please contact the patient's physician.

## In this Guide

This guide provides you with instructions and information for the general usage of the MedaCube.



For instructions regarding initial set up, refer to the MedaCube Quick Start Guide.

Please call the MedaCube help line at (844) 506-9350 or email [Help@PharmAdva.com](mailto:Help@PharmAdva.com) if you have any questions or concerns.



## Using this Guide

This guide is authored using the following industry standards:

- Screen names, button names, etc. are displayed in **Bold** text.
- For each major area of functionality, the section is formatted as follows:
  - Reference information defining what the features/functions are and what they enable you to do.
  - Step-by-step instructions are provided for completing tasks (i.e., how to perform the tasks). For each task you need to perform, there is a **Step #, Task** instructions, and associated **Results** to help you know that the system performed as expected.
- Important information is designated by:  [Important >](#) or  [Note >](#).



## Chapter 2: Getting Started



### Overview


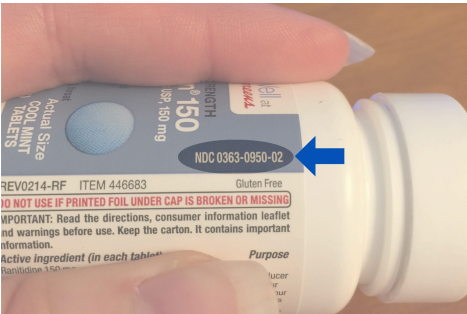
Before performing initial set up and using the MedaCube, you must first review the following information:

- MedaCube-related language and terminology that you need to learn (see page 5).
- Operation Safety and Use Conditions
  - Safety Precautions Regarding Medications (see page 13).
  - Safety Precautions Regarding Electrical Shock (see page 10).
  - Safety Precautions Regarding MedaCube (see page 11).
  - Learning the MedaCube System (see page 15).
  - Learning the MedaCube Hardware (see page 16).
  - Learning the MedaCube's User Interface (i.e., the screens that you look at) (see page 17).


## MedaCube Language and Terminology

Term	Definition
<b>As-Needed Medication</b>	A medication that is taken only when the patient feels it is necessary. An example of these are pain relievers. As-needed medications are often referred to as “PRN.”
<b>Battery</b>	The MedaCube device contains a back-up battery that provides power for approximately 24-hours in the event that power is cut off.
<b>Bar Code</b>	The bar code printed on some medication labels that can be scanned by the MedaCube.
<b>Bin</b>	A pie-slice shaped container within the MedaCube that holds a medication. A MedaCube contains several bins.
<b>Bubble Pack (or blister pack)</b>	<p>Some medications come in individually packaged doses called bubble packs.</p> <p>The packaging cannot be placed in the MedaCube; you must remove the medication from the bubble packaging before loading it.</p> 
<b>Capsule</b>	A form of medication held within a cylindrical container. When the MedaCube touchscreen and/or guides/manuals reference a “pill,” they are referring to a pill, tablet, or capsule. Note: use of gel capsules in the MedaCube is not supported.
<b>Caregiver</b>	The person assisting the patient. The Caregiver programs the MedaCube and ensures that that patient takes their medication as prescribed.
<b>Cellular Modem</b>	<p>A cellular modem can be plugged into the back of the MedaCube to allow wireless connectivity to the MedaCube web portal for sending email, text, and voice notifications.</p> <p>Alternatively, the MedaCube can also use a Wi-Fi adaptor. Use of a Wi-Fi adaptor is preferred by most users.</p> 

Term	Definition
<b>Cloud</b>	The practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than a local server or a personal computer.
<b>Desiccants</b>	The moisture-absorbing packs that come with some medications. If you find a desiccant in a medication bottle with the medicine, DO NOT load it into the MedaCube with the medication.
<b>Dispense Drawer</b>	The location on the MedaCube where you retrieve dispensed medications. 
<b>Dose</b>	A quantity of a medicine taken at a particular time.
<b>Dose Pack</b>	A package of medication in which the dose varies in size over the course of the regimen. DO NOT load Dose Packs into the MedaCube.
<b>Dose Time</b>	The time that a dose is dispensed. These are set by the caregiver.
<b>Early Dose</b>	A dose that was dispensed ahead of its scheduled time using Get Dose Early on the Home screen.
<b>Expiration Date</b>	When adding a medication to the MedaCube, you will be asked to enter an expiration date for the medication. 

Term	Definition
<b>MedaCube</b>	<p>Automated medication dispenser for use at-home.</p> <p>The MedaCube can be used for dispensing pills, capsules, and tablets.</p> <p>It cannot be used for dispensing liquid gel capsules, chewable, gummy, and dissolvable medications.</p> 
<b>MedaCube database</b>	The drug database that the MedaCube downloads and uses to help the Caregiver add medications to the MedaCube.
<b>Missed Dose</b>	A scheduled dose that was not accepted by the patient. Doses are considered missed and are moved to the Restock Compartment if they have not been acknowledged before the half-way point to the next dose time.
<b>NDC</b>	<p>The National Drug Code is a number assigned by the FDA identifying a specific medication. This number can be used to add a new medication to the MedaCube.</p> 
<b>OTC</b>	<u>O</u> ver <u>T</u> he <u>C</u> ounter medications, which can be purchased without a prescription, such as vitamins, fiber supplements, and pain relievers. OTC supplements often do not have an NDC.
<b>Packaged Materials / Medications</b>	Medications, such as bubble-packed pills, inhalants, injections, or patches, that are distributed in a form that cannot be loaded in to the MedaCube. This packaging is often used to preserve the pills' freshness, or because are different on certain days of the month.
<b>Patient</b>	The person receiving the medications dispensed by the MedaCube.
<b>Pills</b>	A form of medication. When the MedaCube touchscreen and/or guides/manuals reference a "pill," they are referring to a pill, tablet, or capsule.

Term	Definition
<b>PIN</b>	<p>A pin is a Personal Identification Number.</p> <p><u>For Caregivers</u>, PIN numbers are used to allow access to the set-up and maintenance features of the MedaCube.</p> <p><u>For Patients</u>, a PIN can be set, optionally (refer to Edit MedaCube Info on the portal). If this is set, the MedaCube will request the patient's PIN every time pills are to be dispensed. This security feature ensures that only the patient is able to retrieve their medications, making it safer for children, visitors, those living in an assisted living facility, etc.</p> <p>If this feature is enabled, the Patient PIN is requested...</p> <ul style="list-style-type: none"> <li>• For scheduled doses, after the <b>Touch Here</b> screen is displayed.</li> <li>• If the patient requests <b>Get Dose Early</b>.</li> <li>• If the patient requests <b>Get Missed Dose</b>.</li> <li>• If the patient requests an <b>As-Needed Medication</b>.</li> <li>• If the patient requests a <b>Replacement Pill</b>.</li> </ul>
<b>Portal</b>	The MedaCube communicates with the PharmAdva web portal. Like a cloud or web server, the portal is a convenient way for a Caregiver to check that the patient has been taking all of their medications. You can access it by going to <a href="http://portal.pharmadva.com">portal.pharmadva.com</a> .
<b>PRN</b>	This is an abbreviation for the Latin “pro re nata” which translates to “as-needed” in our medication context.
<b>Reminder</b>	A textual and/or audio message given by the MedaCube at a certain dose time or when a certain medication is dispensed.
<b>Tablets</b>	A form of medication. When the MedaCube touchscreen and/or guides/manuals reference a “pill,” they are referring to a pill, tablet, or capsule.
<b>Touch screen</b>	The visual display located at the top left of the MedaCube hardware. The Caregiver uses this to enter data and make selections. The patient uses this to dispense their pills, get doses early, get replacement pills, and to view the medication schedule.
<b>USB port</b>	The port on the back of the MedaCube where the cellular modem or Wi-Fi adaptor are inserted.
<b>User Interface (UI)</b>	A software industry term used for the screens, dialog boxes, windows, menus, and buttons that the user sees when using software.

Term	Definition
<b>Wi-Fi</b>	A facility allowing computers, smartphones, or other devices to connect to the internet or communicate with one another wirelessly within a particular area.
<b>Wi-Fi adaptor</b>	<p>A Wi-Fi adaptor can be plugged into the back left of the MedaCube to allow wireless connectivity to the MedaCube web portal for sending email, text, and voice notifications.</p> <p>Alternatively, the MedaCube can also use a cellular modem, though use of a Wi-Fi adaptor is preferred.</p> 

## Technical Requirements & Safety Precautions

Always follow basic safety precautions when using this product to reduce risk of injury, including from fire and/or electric shock. Failure to follow all instructions may result in electric shock, fire, and/or serious personal injury.

### Electrical and Operating Requirements



- Line voltage: 100V to 240V AC
- Frequency: 47Hz to 63Hz
- Operating temperature: 60° to 90° F (15.6° to 32.2° C)
- Storage temperature: -5° to 110° F (-20.6° to 43.3° C)
- Relative humidity: 0% to 85% noncondensing

### Safety Precautions Regarding Electric Shock



- Ensure that you only use the power supply/cable that comes with the MedaCube; ensure that MedaCube is positioned safely on a flat surface and its power cable is not causing a tripping hazard.
- Use only a grounded electrical outlet when connecting this product to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
- Connect the power cable of the device to the outlet having the necessary capacity amperes or higher, and position the power cable so that it does not get in the way of the operator.
- To disconnect, pull the power cable from the outlet.
- When connecting the power cable to an outlet, take care not to overload the outlet or wiring accessories, such as power strips. Overloading may result in fire due to excessive heat generation. When disconnecting the power cable, ensure that MedaCube is positioned safely on a flat surface and its power cable is not causing a tripping hazard; ensure to hold the plug and not the cable; pulling the power cable may cause electric shock or fire due to a short circuit.
- Ensure that all cables are undamaged and correctly-connected.




- **NEVER** operate the device if it is wet.
- **NEVER** operate the device if the surrounding counter or floor are wet.
- **NEVER** handle the power cable with wet hands to avoid the risk of electric shock.
- Do not place items such as cups, plastic bottles, vases, vessels of water, etc. on the device. If liquid contents are spilled, electric shock to caregivers and patients, short circuit the machine, or other accidents may occur.
- Do not forcibly push or pull the cable. If the cable is handled roughly, electric shock to Caregivers and patients or abnormal operation may result.
- During a thunderstorm, do not touch the device, power cable, or plug to avoid the risk of electric shock.



## Safety Precautions Regarding the MedaCube



- Ensure that the MedaCube is always sitting on a flat, level surface. If not level and stable, the MedaCube's tilt sensor will not allow medication dispensing, which prevents pills from dropping into other bins and the MedaCube hardware.
- For best communications, do not keep the MedaCube in a basement or in an underground location.
- Ensure that the loading door (the door on the left) is fully-closed and locked if you are not loading medications; never leave the MedaCube unattended if the door is open and unlocked.
- Ensure that the dispense drawer (the door on the right) is always clean and closed when not in use; never leave the MedaCube unattended if this drawer is open. Do not scratch the bottom of the dispense drawer.
- Ensure that the room hosting the MedaCube has adequate room temperature and humidity control.
- Ensure that dust and debris do not collect near the MedaCube.
- Before inserting a bin into the MedaCube, ensure that you are placing it into the correct location.
- The MedaCube intermittently makes a variety of noises during its normal operation. Do not be alarmed by unusual sounds as long as the MedaCube dispenses the medications.
- The MedaCube operates using regular, household power. If the power goes out, the MedaCube will operate for approximately 24 hours on battery backup; the battery should only be used during power outages. With that said, during some caregiver activities, if the house power fails and the MedaCube starts to run using its backup battery, no alert will be sent. In this circumstance, once the caregiver has completed the tasks and returned to the **Home** screen, if the power is still off, a notification will be sent informing the caregiver that the MedaCube is running on battery power.
-  **Important >** **IMMEDIATELY call the toll free MedaCube HELP line (1-844-506-9350) if the MedaCube does not operate properly.** Also call the MedaCube help line or email [Help@PharmAdva.com](mailto:Help@PharmAdva.com) for any questions.




- **NEVER** place the MedaCube near a heat or water source; do not leave the MedaCube in a high-temperature, high-humidity location for an extended period of time.
- **NEVER** damage or drop the MedaCube.
- **NEVER** access the machine interior.
- If the device emits smoke, generates an abnormal sound or its external surface becomes unduly hot, immediately stop using it, place the power button to the OFF position, unplug the power cable, and contact PharmAdva.
- If the cellular modem/WiFi is disconnected, the MedaCube will operate, but caregiver notifications, Internet backups, and web server features will not be available.
- There are no user-serviceable parts inside. Refer servicing to qualified service personnel. Do not modify the device as safety assurance features and other essential functions may be impaired.
- **NEVER** remove covers or other parts that are screwed down to avoid the risk of electric shock or injury to personnel.
- To avoid the risk of injury, **NEVER** insert your fingers into the device while its internal parts

are moving.


- If anything drops into the USB port, contact PharmAdva Support. If the machine is operated without removing this foreign matter, mechanical failure or abnormalities may occur.
- Do not use any liquid near the device. If a liquid is spilled on the device, it may become unable to operate due to a short circuit.
- The MedaCube is not intended to be a portable device. It is intended to remain in one location. The MedaCube has a backup battery that is intended for emergency use only.
- **NEVER** lift, invert, shake or move the MedaCube with the Load and Missed Dose door or dispense door open or when it is in the process of dispensing pills as pills could spill into the machine or other bins causing machine failure or incorrect dosing.

## Safety Precautions Regarding Medications



- Wash and dry your hands or put on gloves prior to loading medication into the MedaCube. If you have latex gloves, verify whether or not the patient has a latex allergy.
- Only load pills known as caplets, capsules, and tablets into the MedaCube.
- You can load medications that are and are not in the MedaCube database.
- When adding and loading medications:
  - Ensure that the correct medications are loaded into the correct bins per the instructions on the screen.
  - Ensure that the correct dosing is programmed, including number of pills per dose and dose times. Once a medication is added, review these dosage settings to ensure they are correct.
  - To prevent errors, the MedaCube is designed to have only one bin loaded or refilled at a time.
  - Place the bin fully-back into its location in the MedaCube immediately after it is loaded or refilled.
- Always follow the on-screen instructions to confirm that the pills being loaded or refilled look the same as the image on the screen and match the information on the details screen. In general, the pills should look the same as the other pills in the bin, except when the pills are from different manufacturers (generics). If the pills do not match, double check to ensure they are the correct medication. The dispenser 'assumes' the bins are loaded correctly. ***IT IS THE CAREGIVER'S RESPONSIBILITY TO LOAD THE BINS AND PROGRAM DOSING CORRECTLY.*** PharmAdva, LLC assumes no liability or responsibility for incorrectly loaded medications.
-  **Important >** The MedaCube is highly-effective at helping people take their medications in the exact way the doctor prescribed. For some people that previously had difficulty taking their medications as prescribed, this may result in a sudden increase in the amount of medications they are using. If any medication side effects occur after starting to use the MedaCube, please contact the patient's physician.



- When loading medications:
  - Do not overfill a bin. Pills should not be filled beyond the fill line marked and should remain well below the rim.
  - Use of liquid filled gel capsules in the MedaCube is not supported. There are often tablet forms of the same medication that are easily loaded into the MedaCube. Consult the patient's doctor or pharmacist for such a substitution.
  - NEVER have more than one bin out of the MedaCube at a time during the loading or refill process.
-  **Important >** ***NEVER*** load the following into the MedaCube:
  - Chewable, dissolvable, or gummy medications
  - Liquid and liquid-filled medications
  - Desiccants (moisture-absorbing packs)
  - Pill packaging materials, such as blister/bubble packs
  - Inhalants, injections, or patches
- Do not load any medications that are used for immediate, emergency, or life-threatening

---

conditions. The patient should keep these emergency medications readily-available at all times.

- At this time, the MedaCube does not recognize contraindications or drug-drug interactions; however, it may have this capability in the future. If you have a concern about drug interactions, our recommendation is to check with the patient's physician or pharmacist prior to programming doses.

## The MedaCube System

The MedaCube system includes:

- MedaCube: Automated home medication dispenser
- Portal: Sends caregivers and patients emails, text messages, and voice notifications, and hosts data to run reports, etc.
- Cloud: First Databank Drug Database and MedaCube Software Updates
- Cell Modem or WiFi Dongle: Allows the MedaCube to connect to the portal and send notifications to the caregiver.

## Learning the MedaCube Device



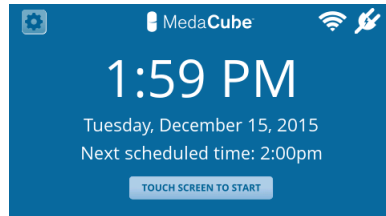
- |  |  |
|--|--|
| 1. <b>Touch Screen</b>                     | The main interface for both patients and caregivers. If the clock screen is displayed, touch the screen to wake up the MedaCube.   |
| 2. <b>Barcode Scanner &amp; Microphone</b> | The barcode scanner is used to add medications using barcodes from participating pharmacies, UPC codes, or special MedaCube barcodes. Just below the scanner is the microphone, which is used to record custom audio messages.   |
| 3. <b>Load &amp; Missed Dose Door</b>      | Used to access the medication bins and the missed dose container.  |
| 4. <b>Loading Door Lock</b>                | Locks the medication in the MedaCube. The loading door should be kept locked at all times except when the medication storage area is being accessed by the caregiver.  |
| 5. <b>Dispense Drawer</b>                  | Medications are dispensed into this drawer, which has a clear window. After the medication is dispensed into the drawer, it automatically opens. The patient retrieves it by gently pulling it out the rest of the way and tipping it counterclockwise; the medication will fall into their hand. Then, the patient tips that drawer back and gently pushes the drawer inward to close it. |

## MedaCube's User Interface

### Main Screens

The MedaCube has several main screens, which are defined below.

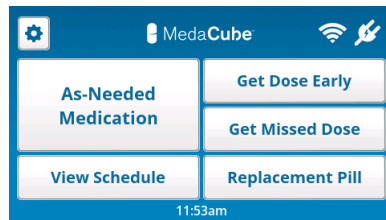
#### Clock Screen



When the MedaCube is resting, it displays a clock screen.

Touch the clock screen to access the **Home** screen.

#### Home




The **Home** screen displays the **Caregiver** button plus the main patient buttons, including **As-Needed Meds**, **View Schedule**, **Get Dose Early**, **Get Missed Dose**, and **Replacement Pill**.

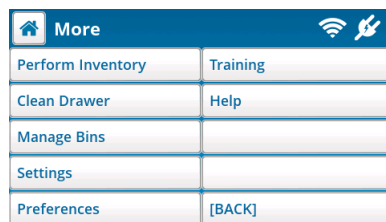
Patient buttons are enabled based upon settings the caregiver determines via the patient menu access settings.

#### Caregiver




Pressing the **Caregiver** button  on the **Home** screen displays this screen (after entering a PIN), which allows access to the main caregiver functions.

#### More



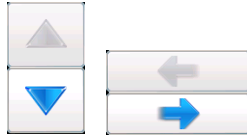
On the **Caregiver** screen, press the **More** button to access additional buttons enabling the caregiver to access and set special features, such as settings, preferences, user information, and training.

You can navigate back to the **Home** screen by pressing the **Home** button .

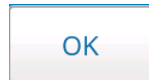
## Navigating the Screens

You will navigate through the screens on the MedaCube in the same manner that you navigate dialog boxes and windows on a normal computer.

**Arrows**



**OK**



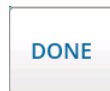
**Caregiver Settings**



**Cancel**



**Done**



**Home**



[HOME]

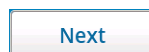
**Backspace**



**Back**



**Next**



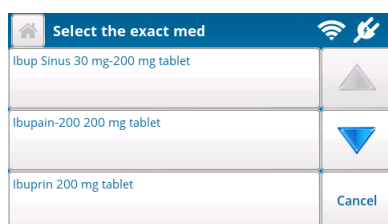


## Pre-Set Defaults

For your convenience, the MedaCube ships with numerous pre-set choices. This makes initial set-up and configuration easier and enables usage of the MedaCube as soon as possible.

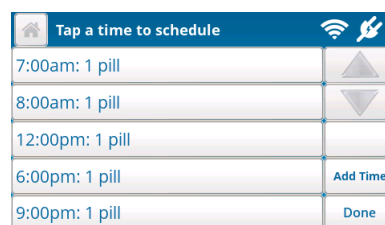
## Drug Database

MedaCube's drug database helps you ensure that you are matching the medication that you are loading with exact information for dosage, manufacturer, and pill image. The MedaCube must be connected to the portal over the internet to access the drug database.



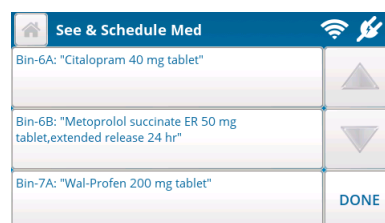
## Scheduled Dose Times

MedaCube comes with five pre-configured dose times for easy dosing set-up. Dose times can also be used for reminders. Unused dose times can be deleted from the menu. A total of 20 times can be configured. For details, see page 71.



## Bins

MedaCube comes with pre-assigned bin numbers that match the bin numbers in the software. The MedaCube supports bins numbered 1 through 8, any of which can be either one large bin or a pair of small bins. For example, in bin slot 5, a large bin would be noted as Bin-5, and a set of small bins would be noted as Bin-5A and Bin-5B. This structure allows a large bin to be traded for two small bins or vice versa. Contact PharmAdva if a patient's medication needs change and a different bin configuration is desired.



## System Reminders

MedaCube arrives with pre-recorded system reminders that are played by the system, when appropriate. However, the caregiver can add and customize recordings if needed. For details, see page 85.

System Reminders	
Please Close the Drawer	Please make sure dispenser is level
Check Drawer for Pills	Please put all bins in the right place
Check Drawer Not Blocked	There may be multiple issues
Please close & lock Missed Dose	[BACK]

Audio for 7:00am	
Play Standard	Delete Custom
Play Custom	
Record Custom	[BACK]

# Chapter 3: Using the MedaCube

## Overview

Please refer to the included quick setup card to register your MedaCube and create your web portal account. In this chapter, you will learn how to perform some basic caregiver tasks, including:

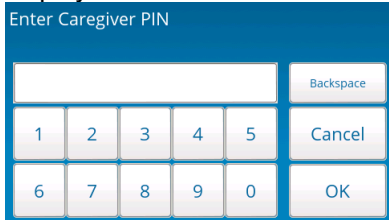

- Accessing caregiver functions via the Caregiver PIN (see page 21).
- Adding New Medications:
  - Adding and loading scheduled and as-needed medications (see page 22).
  - Adding reminders for unsupported medications (see page 28).
- Refilling a currently-loaded medication (see page 36)
  - Refill from bottle (see page 36).
  - Restock Loose Pills (returning missed pills; see page **Error! Bookmark not defined.**).
- Seeing which medications are loaded into the MedaCube (See/Schedule Med, see page 39).
  - Scheduling the doses (see page 41).
  - Change scheduled times, time names, and delete times (for medications already loaded into the MedaCube (see page 43).
  - Setting pills to be taken as-needed (see page 52).
  - Setting custom dose options (see page 56).
  - Viewing pill, refill, and expiration info (see page 63).
  - Viewing the medication (see page 67).
- Deleting a medication from the MedaCube (see page 69).
- Viewing scheduled times (see page 71).
  - Times & Names (see pages 71 and 73).
- Viewing reports (see page 91).
  - Adherence (see page 92).
  - As Needed Meds (see page 94).
  - Days Supply (see page 96).
  - Expiring Meds (see page 97).
  - Network (see page 98).
  - Pills Taken (see page 99).
  - Pills Missed (see page 101).
  - Doses Taken (see page 103).
  - Doses Missed (see page 104).
- Additional functions (the **More** screen):
  - Perform Inventory (see page 107).
  - Clean Drawer (see page 109).
  - Manage Bins (see page 111).
  - User Info (see page 122).
  - Settings (see page 123).
  - Preferences (see page 137).
  - Training (see page 148).
  - Help (see page 156).

- Delete Unused Time (see page 74).
- View Schedule (see page 77).
- Check Next Time (see page 78). Audio & Reminders (see page 79).
  - Dose Time Audio (see page 80).
  - Custom Reminders (see page 82).
  - System Reminders (see page 85).
  - Audio On/Off (see page 87).
  - Audio Volume (see page 88).
  - Key Click Volume (see page 89).
  - Key Clicks (see page 90).

## CAREGIVER PIN

You will need to enter your **Caregiver PIN** number to access all caregiver functionality. Your **Caregiver PIN** was chosen when you set up your account on the portal.

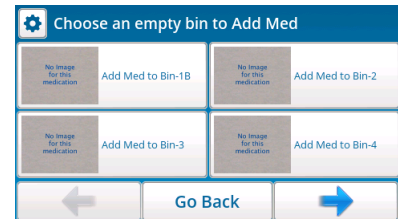
### >>> To enter your Caregiver PIN

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver Pin</b> screen displays.</p> 
2.	Enter your PIN number, then press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 

>>> If you forget your Caregiver PIN or need to change it  
[TODO go to portal and change your PIN]

## ADD NEW MED

You can use the **Add Meds** feature to add and load medications into the MedaCube and also schedule reminders for unsupported medications.



- Enter Med Name** Allows you to add a medication by entering the medication's name.
- Enter by NDC** Allows you to add a medication by entering the medication's NDC number.
- Scan UPC or Rx Barcode** Allows you to add a medication by scanning the barcode printed on the medication's package.

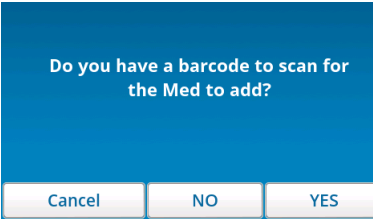
To add half-pills, see page 28.

## >>> To add and load medications to be scheduled

Step #	Task	Results
1.	On the <b>Home</b> screen, enter the <b>Caregiver PIN</b> number, and press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p>
2.	Press the <b>Add Meds</b> button.	<p>The <b>Choose an empty bin to Add Med</b> screen displays.</p>

3. Select an **Empty Bin**.

The **Barcode** screen will display.

A blue rectangular dialog box with white text. The text asks 'Do you have a barcode to scan for the Med to add?'. Below the text are three buttons: 'Cancel', 'NO', and 'YES'.

Do you have a barcode to scan for the Med to add?

Cancel NO YES

The MedaCube enables you to add medications three different ways:

- Using the medication name
- Using the medication's NDC number. (You may only have the NDC if the pharmacy has given you the prescription in the manufacturer's original bottle)
- Using the medication's barcode. Not all barcodes are supported.

1.

By Name

OR

By NDC

OR

By Barcode

If you do not have a barcode press **NO**.

Enter at least 3 letters of Med name (or enter NDC):

q	w	e	r	t	y	u	i	o	p					
a	s	d	f	g	h	j	k	l						
z	x	c	v	b	n	m	back space							
abc			123-@			space			Cancel			OK		

Enter at least the first three letters of the name of the medication you want to add.

Your screen should look something like the example below.

Enter at least 3 letters of Med name:

nucynta														
q	w	e	r	t	y	u	i	o	p					
a	s	d	f	g	h	j	k	l						
z	x	c	v	b	n	m	back space							
abc			123-@			space			Cancel			OK		

Press **OK**.

The **Add New Med** screen displays progress as the MedaCube searches the database.

Add New Med

Searching Database  
Please stand by...

After searching completes, the **Select the exact med** screen displays.

Select the exact med

Nucynta 100 mg tablet	▲
Nucynta 50 mg tablet	▼
Nucynta 75 mg tablet	Cancel
Nucynta ER 100 mg tablet, extended release	OK

Scroll through the screen using the arrows until you locate the correct medication.

Tap the name of the medication.

A screen displays showing the medications.

Select Matching Med / Brand

	Nucynta 100 mg tablet
--	-----------------------

Go Back

If you do not have a barcode press **NO**.

Enter at least 3 letters of Med name (or enter NDC):

q	w	e	r	t	y	u	i	o	p					
a	s	d	f	g	h	j	k	l						
z	x	c	v	b	n	m	back space							
abc			123-@			space			Cancel			OK		

Enter the NDC

Your screen should look something like the example below.

Enter at least 3 letters of Med name (or enter NDC):

00013010260														
q	w	e	r	t	y	u	i	o	p					
a	s	d	f	g	h	j	k	l						
z	x	c	v	b	n	m	back space							
abc			123-@			space			Cancel			OK		

Press **OK**.

The **Add New Med** screen displays progress as the MedaCube searches the database.

Add New Med

Searching Database  
Please stand by...

Once the medication is found the **Verification and med information** screen appears

Verify the Add Med information.  
Tap to change product picture, quantity, expiration, or notification.

Add Med	>	Now adding	0 pills >
		Azulfidine EN-tabs	Expiring on 06/22/2022 >
		500 mg tablet, delayed release	When low Notify >

<< Back Med Details Cancel Next >>

Press **Now adding** and enter a quantity and press **OK**.

How many pills are you adding?

30										Backspace
1	2	3	4	5						Cancel
6	7	8	9	0						OK

Determine if the medication is a **one-time** or **Ongoing** medication. If you'd like to be notified when this medication is low leave

If you have a barcode press **YES**.

The **Scan Bar Codes** screen displays.

Scan Bar Codes

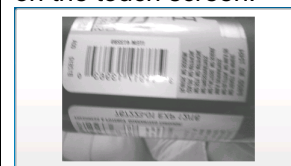
A) Place barcode 2-6 inches from camera.  
B) Move it slowly for best focus and a full image.  
C) Press OK when ready to scan barcode.

Cancel OK

Read the instructions, then press **OK**.

The scanner activates.

Hold the barcode in front of the scanner; you will see the image displayed on the touch screen.



Once the medication is found the **Verification and med information** screen appears

Verify the Add Med information.  
Tap to change product picture, quantity, expiration, or notification.

Add Med	>	Now adding	0 pills >
		Azulfidine EN-tabs	Expiring on 06/22/2022 >
		500 mg tablet, delayed release	When low Notify >

<< Back Med Details Cancel Next >>

Press **Now adding** and enter a quantity and press **OK**.

How many pills are you adding?

30										Backspace
1	2	3	4	5						Cancel
6	7	8	9	0						OK

Determine if the medication is a **one-time** or **Ongoing** medication. If you'd like to be notified when this medication is low leave the setting as **Notify**.

Press **Next>>** and follow the instructions on screen.



--	--	--	--	--	--	--

2. After pressing **Done>>** you will be taken to the scheduling screen. This will allow you to schedule the medication as prescribed.

3. Schedule the medication as prescribed.

**A What does the label say?**  
screen displays.



4. Select **Take 1 or more Daily** if you need to schedule this medication to be taken at one or more set time each day.

Select **Take As-Needed** if the medication does not have to be scheduled because the patient only takes the medication under certain circumstances, such as for a migraine headache.

Select **Take Daily AND As-Needed** if the patient needs to take the medication per a schedule, but also needs it as-needed, as well.

Select **Other** if you need to set custom dose options, such as: when a patient tapers on to or off a medication, etc. (see page 56 for instructions).

5. Press a button based on the medication's instructions regarding when it's supposed to be taken.


The **Tap a time to schedule** screen displays.

6. Based on the medication's dosage instructions, press one of the pre-configured times or press **Add Time**.

When you select a time, a subsequent screen displays enabling you to specify the time and number of pills to take at that specific time.

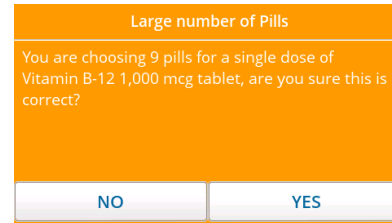
If you select **Add Time**, the MedaCube allows you to add a new time.

7. Enter the number of pills to be taken at the assigned time, and press **OK**. When all the pills are scheduled as prescribed, press **Done**.

 **Important** > If you entered a large number of pills for a single dose

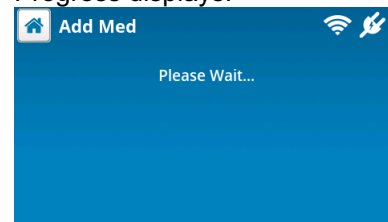


time, a screen displays asking you if you are sure that you want this many pills dispensed for a single dose. If necessary, make change according to the doctor's prescription instructions.<sup>1</sup>



8. Press **OK**.

Progress displays.



- 9.

The **Caregiver** screen displays.



10. Using the instructions on page 49, ensure the newly added medication's dosing is correct.

<sup>1</sup> AS A CAREGIVER, CONFIRM THAT THE QUANTITY OF PILLS PER DOSE MATCHES THE PRESCRIBING PHYSICIAN'S INSTRUCTIONS. *IT IS THE CAREGIVER'S RESPONSIBILITY TO CORRECTLY-CONFIGURE DOSING.* PHARMADVA, LLC ASSUMES NO LIABILITY OR RESPONSIBILITY FOR INCORRECTLY LOADED MEDICATIONS.

### >>> To add half-pills

Your physician may ask you to take a half-pill dosage of a medication. The following instructions explain how to load pills that have been cut in half into the MedaCube.

#### Before starting, you will need:

1. **Empty capsules.**

Only use new, empty capsules. Empty capsules are available for purchase in several sizes from online retailers and possibly at your local pharmacy.



2. **A pill cutter.**

A pill cutter will provide more consistency than pills cut with a knife, ensuring that you are receiving the dosage your physician intended. A pill cutter can be purchased at your local pharmacy.

Not all pill cutters work in the same manner. The pill cutter you purchase may work in a different manner than the instructions provided in this guide.







**3. Your medication.**



**4. A clean, dry surface to work on.**

### >>> To Cut Pills and Insert them into Capsules

Step #	Task	Results
1.	Set-up your supplies on a flat surface.	
2.	Place the first pill in the pill cutter.  Some pills have score lines on them that you can be lined-up with the blade on the cutter.	
3.	Press the cover down onto the pill.  You will feel it crack the pill.	
4.	Open the lid of the cutter.  The pill is now cut in half.	

5. Remove the pills from the cutter.

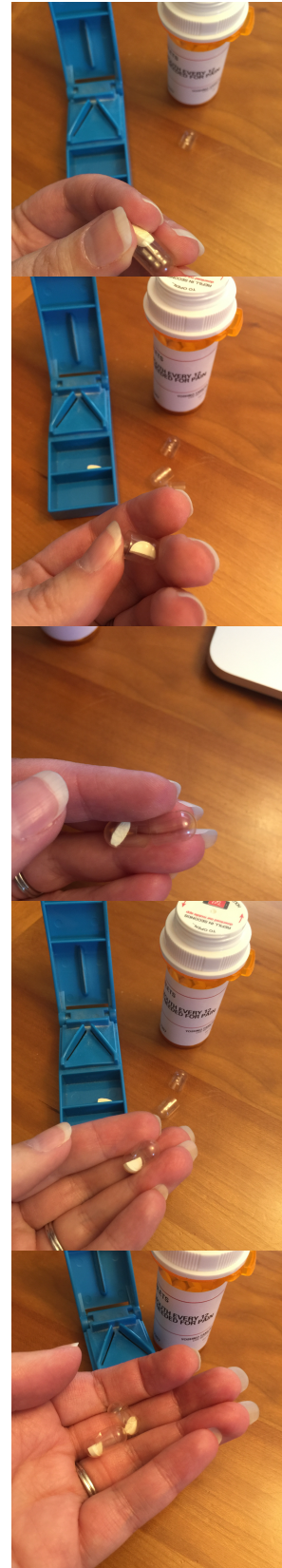
Take one of the pill halves, and drop the half-pill in a capsule-half.

6. Take another capsule half, and put the two capsule halves together.

You may have to bend the side of one of the capsules inward to make it fit into the other capsule.

7. Repeat the process until you are finished.

8. Follow the steps from [Pg. 22](#) to finish adding the medication.





## >>> To set reminders for unsupported medications

### Step # Task

### Results

1. On the **Home** screen, press the **Caregiver** button.

The **Enter Caregiver Pin** screen displays.

2. Enter the **Caregiver PIN**, then press **OK**.


The **Caregiver** screen displays.

3. Press the **Add Meds** button.

The **Choose an empty bin** screen displays for you to select a bin to use.

4. The MedaCube enables you to add medications three different ways:

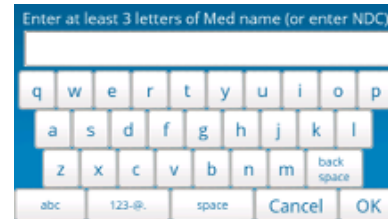
- Using the medication name.
- Using the medication's NDC number.
- Using the medication's special PharmAdva barcode.

 **Note >** You may only have the NDC number if the pharmacy has given you the prescription in the manufacturer's original bottle.

For the instructions listed below, the name of the medication is used.

5. Press Enter Med Name.

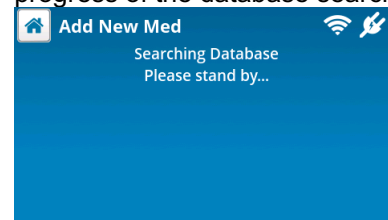
An **Enter Med Name** screen displays.




6. Enter at least the first three letters of the name of the medication you want to add.

7. Press **OK**.

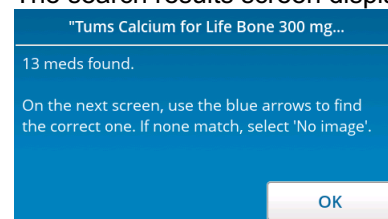
The **Add New Med** screen displays the progress of the database search.



 Important > If the medication is not listed, you can load it using an entry that does not have a photo associated with it.

A **Select Exact Med** screen may display showing arrows that you can use to search for the correct med. Once you select a med, it searches again.

The search results screen displays.





8. Press **OK**.

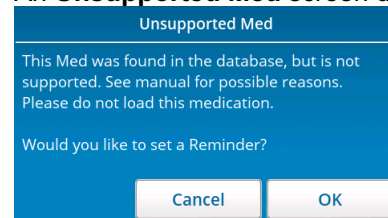
A screen displays showing the search results.



9. Use the arrow buttons to scroll through the medications and locate the medication that you want to set a reminder for.

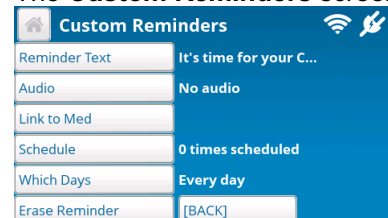
10. Once you find the medication, press **Select**.

An **Unsupported Med** screen displays.



11. Read the information, then press **OK**.

The **Custom Reminders** screen displays.



12. Using the buttons in this screen, navigate to subsequent screens to:

- Make custom reminder text, which will display on the touchscreen.
- Make a custom audio recording for the reminder.
- Schedule the reminder to go off at a certain time(s) and on a certain day(s).

13. Once finished, press **[BACK]**.

The **Add New Med** screen redisplay.

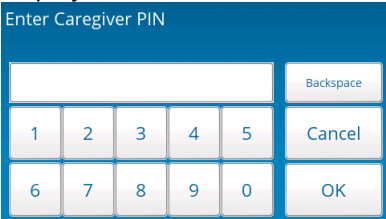


Reminder creation is complete.

## REFILL MED

A caregiver can refill a current medication at any time by selecting **Caregiver > Refill Med**. This procedure is similar to adding a new medication.




### >>> To refill a medication

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver PIN</b> screen displays.</p> 
2.	Enter the <b>Caregiver PIN</b> and press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 
3.	Press the <b>Refill Meds</b> button.	<p>The <b>Choose a Medication to Refill</b> screen displays.</p> 
	Select the medication you are looking to refill or select the Scan Barcode.	<p>The <b>Verify Refill Information</b> screen displays.</p>

4.

Verify the refill information.  
Tap to change product picture, quantity, expiration, or notification.

Refill product >	Refill has 30 pills >
 Pain Relief 500 mg tablet	Expiring on 02/21/2020 >
	When low Notify >

<< Back Cancel Next >>

5. If the brand of medication is different from before, press the **Refill product** button.

Select Matching Med / Brand


 Pain Relief (acetaminophen) 500 mg tablet	 Pain Reliever Extra Strength 500 mg tablet
 Pain Reliever Extra Strength 500 mg tablet	 Pain Reliever Extra Strength 500 mg tablet

Go Back

6. Use the arrow buttons to find the new brand of medication, then select the new brand.

The **Verify Refill Information** screen displays again with an updated image of the medication.

Verify the refill information.  
Tap to change product picture, quantity, expiration, or notification.

Refill product >	Refill has 30 pills >
 Pain Reliever Extra Strength 500 mg tablet	Expiring on 02/21/2020 >
	When low Notify >

<< Back Cancel Next >>

7. To change the number of pills in the refill, select the **Enter Qty** button.

A screen displays asking how many pills there are in the refill.

How many pills to be added during refilling?

30 Backspace

1	2	3	4	5	Cancel
6	7	8	9	0	OK

8. Enter the refill quantity, then press **OK**.

The **Verify Refill Information** screen displays again with the updated quantity.

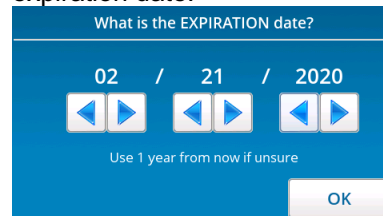
Verify the refill information.  
Tap to change product picture, quantity, expiration, or notification.

Refill product >	Refill has 40 pills >
 Pain Reliever Extra Strength 500 mg tablet	Expiring on 02/21/2020 >
	When low Notify >

<< Back Cancel Next >>

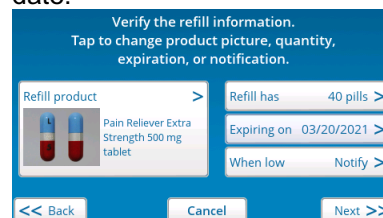
9. To change the expiration date, press the **Expiring on** button.

A screen displays asking for the new expiration date.



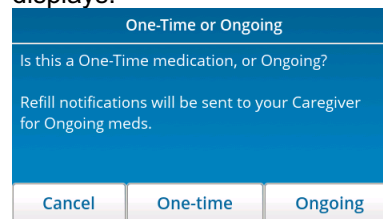
10. Use the arrow buttons to adjust the date, then press **OK**.

The **Verify Refill Information** screen displays again with the updated expiration date.



11. To change the notification preferences for that medication press the **When low** button.

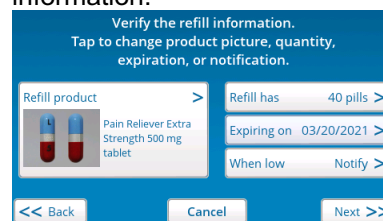
The **One-Time or Ongoing** screen displays.



12. If the medication won't need to be taken again after the pills run out, press **One-time**.

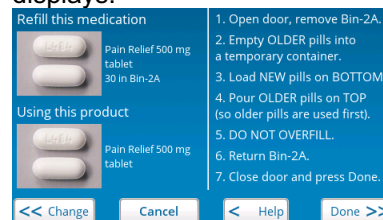
If the medication needs to be taken after the medication refill pills are gone, press **Ongoing**.

The **Verify Refill Information** screen displays again with the updated information.



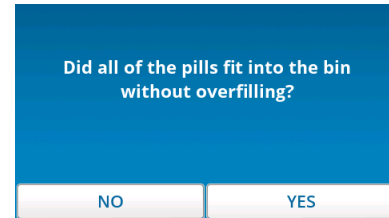
13. When all the information looks correct, Press Next.

A screen showing refill instructions displays.



14. Follow the instructions on screen to load the refill into the MedaCube. Press **Done** when the pills are loaded into the bin and the load door is closed.

A screen displays asking if all of the pills fit in the bin.

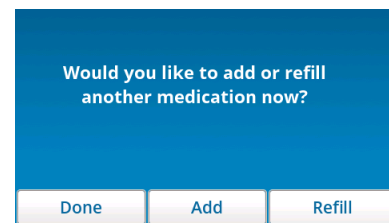


Did all of the pills fit into the bin without overfilling?

NO YES

15. Press **YES** if all of the pills fit into the bin. Otherwise, press **NO** and enter how many pills did not fit into the bin.

In this example, **YES** was selected and a screen displays asking if you have another medication to refill or a new medication to add or if you are done.



Would you like to add or refill another medication now?

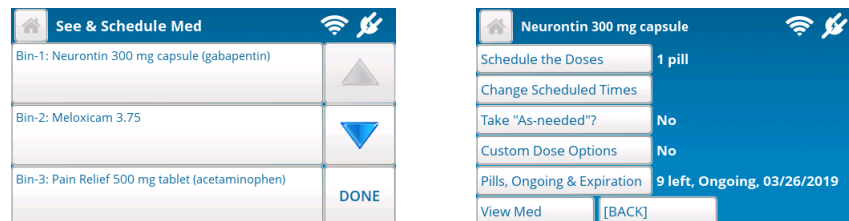
Done Add Refill

16. Press **Refill** and repeat the above steps for each medication until all refills are completed, or press **Done** if this was the last refill.

If there is a new medication that needs to be added press **Add**, this will redirect to the Add Meds menu.

## Scheduled Times

On the **Caregiver** screen, pressing the **Scheduled Times** button displays the **Schedule Times** screen. From there, selecting **Times & Names** will allow the caregiver to view what dosage times are currently setup as well as what they are called. Selecting **Check Next Time** will show the next dosage time and how many medications are included at that time. Selecting **View Schedule** will pull up the times currently setup on the Medacube and show which medications and how many of each are set to be dispensed at each time.



### Schedule the Doses

Allows the caregiver to add new scheduled dose times to a medication.

### Change Scheduled Times

Allows the caregiver to modify a scheduled time and scheduled time's name, and also delete a scheduled time.

### Take "As-needed"?

Allows the caregiver set the "as-needed" settings.

### Custom Dose Options

Allows the caregiver access to less-commonly-used dosing options:

- **Daily/Weekly/Other:** Allows the caregiver set non-daily dose frequencies.
- **Steady/Increase/Decrease:** Allows the caregiver set a taper or escalation.
- **Bin Cutovers/Cutoffs:** Allows the caregiver set a medication to dispense from a new bin when it runs out. This function is used:
  - When the strength is changing (tapers and dose escalations)
  - When the generic is changing (the pills have the same medication and size but a different appearance)
  - If the pills are expiring (so the old pills are used up completely)
- **Bin Start/Stop Dates:** Allows the caregiver to the date of when a medication should start or stop dispensing.
- **Required Med:** Allows the caregiver to set if a med should send out missed dose notifications.

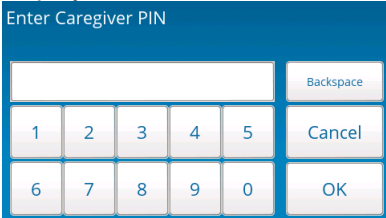

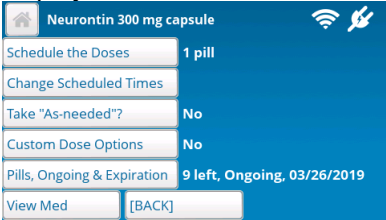
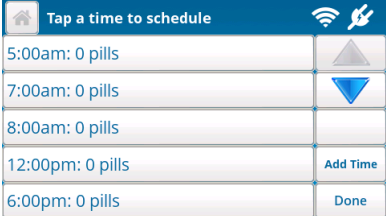
### Pills, Refills & Expiration

Allows the caregiver to view the quantity, refill, expiration date, and pill size information about the medication.

### View Med

Allows the caregiver to view a photo of the medication.

## >>> To Schedule the Doses:

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver Pin</b> screen displays.</p> 
2.	Enter the <b>Caregiver PIN</b> and press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 
3.	Press the <b>Change Meds</b> button and choose the medication that needs scheduling.	<p>The screen for that medication displays.</p> 
4.	Press the <b>Schedule the Doses</b> button.	<p>The <b>Tap a time to schedule</b> screen displays show the already-scheduled times for this medication.</p> 

5. Press a time to open a screen that allows you to adjust the number of pills for that time, or

Press **Add Time** to open a new screen that enables you to add a time that is not already in the list. Press **Done**.

The screen for the medication re-displays.

The screenshot shows a mobile application interface for scheduling medication. At the top, it says "Neurontin 300 mg capsule" with a home icon on the left and Wi-Fi and signal strength icons on the right. Below this is a table with two columns. The first column contains the following options: "Schedule the Doses", "Change Scheduled Times", "Take 'As-needed'?", "Custom Dose Options", "Pills, Ongoing & Expiration", "View Med", and "[BACK]". The second column contains the following values: "1 pill", "No", "No", "9 left, Ongoing, 03/26/2019", and "[BACK]".

Schedule the Doses	1 pill
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	No
Pills, Ongoing & Expiration	9 left, Ongoing, 03/26/2019
View Med	[BACK]

6. Press **[BACK]**.

If other medications are in need of scheduling, select from the medication list and follow the steps above to schedule others.

7. Once all medications are scheduled as needed, select the **Go Back** option at the bottom of the **Choose a Medication** screen.

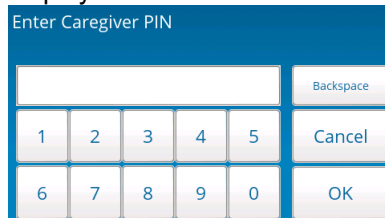
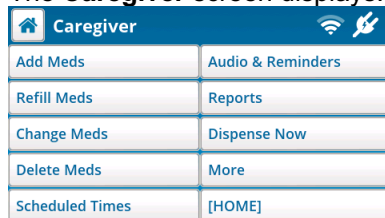
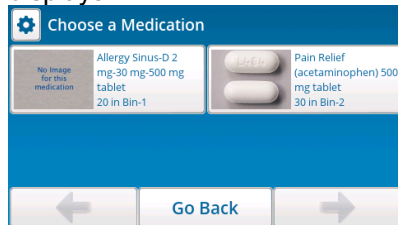
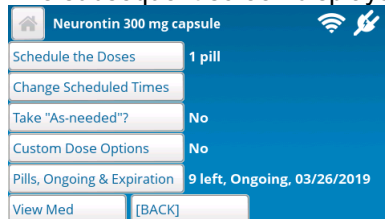
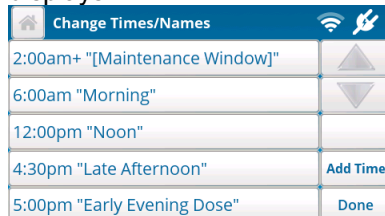
The **Caregiver** screen displays.

The screenshot shows a mobile application interface for a caregiver. At the top, it says "Caregiver" with a home icon on the left and Wi-Fi and signal strength icons on the right. Below this is a table with two columns. The first column contains the following options: "Add Meds", "Refill Meds", "Change Meds", "Delete Meds", and "Scheduled Times". The second column contains the following options: "Audio & Reminders", "Reports", "Dispense Now", "More", and "[HOME]".

Add Meds	Audio & Reminders
Refill Meds	Reports
Change Meds	Dispense Now
Delete Meds	More
Scheduled Times	[HOME]



## >>> To Change Scheduled Times via Change Meds

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver Pin</b> screen displays.</p>  <p>The screen shows a numeric keypad with digits 1-9, 0, and a Backspace button. There are also Cancel and OK buttons.</p>
2.	Enter the <b>Caregiver PIN</b> , then press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p>  <p>The screen shows a menu with options: Add Meds, Audio &amp; Reminders, Refill Meds, Reports, Change Meds, Dispense Now, Delete Meds, More, Scheduled Times, and [HOME].</p>
3.	Press <b>Change Meds</b> .	<p>The <b>Choose a Medication</b> screen displays.</p>  <p>The screen shows two medication options: Allergy Sinus-D 2 mg-30 mg-500 mg tablet (20 in Bin-1) and Pain Relief (acetaminophen) 500 mg tablet (30 in Bin-2). There are navigation arrows and a Go Back button.</p>
4.	Press the name of the med you want to change scheduled time for.	<p>The subsequent screen displays.</p>  <p>The screen shows details for Neurontin 300 mg capsule, including Schedule the Doses (1 pill), Change Scheduled Times, Take "As-needed"? (No), Custom Dose Options (No), Pills, Ongoing &amp; Expiration (9 left, Ongoing, 03/26/2019), and View Med ([BACK]).</p>
5.	Press the <b>Change Scheduled Times</b> button.	<p>The <b>Change Times/Names</b> screen displays.</p>  <p>The screen shows a list of times: 2:00am+ "[Maintenance Window]", 6:00am "Morning", 12:00pm "Noon", 4:30pm "Late Afternoon", and 5:00pm "Early Evening Dose". There are up/down arrows and Add Time/Done buttons.</p>

6. Press the button for the time you want to change.

A screen displays showing three options for the selected time.

A screenshot of a mobile application interface. At the top, a blue header bar contains a home icon, the text "7:00am 'Early Morning'", and icons for Wi-Fi and a hand. Below the header is a 2x2 grid of buttons. The top-left button is labeled "Change Time", the top-right is "Delete Time", the bottom-left is "Change Name", and the bottom-right is "[BACK]".

7. Press the **Change Time** button.

A screen displays allowing you to change the time in 5-minute increments.

A screenshot of a mobile application interface. The header is blue and contains the text "Change 7:00am scheduled time to:". Below the header, the time "07 : 15 am" is displayed. Under each part of the time (07, 15, am), there are left and right arrow buttons for adjustment. At the bottom, there are two buttons: "Cancel" and "OK".

8. Adjust the time, then press **OK**.

If the time you selected has no conflicts, the edited time displays on the **Add/Change Times** screen.

A screenshot of a mobile application interface. The header is blue and contains a home icon, the text "Change Times/Names", and icons for Wi-Fi and a hand. Below the header is a list of times with their names in quotes. The times are: "2:00am '[Maintenance]'", "7:15am 'Early Morning'", "8:00am 'Morning'", "12:00pm 'Noon'", and "6:00pm 'Evening'". To the right of each time is a small up/down arrow icon. At the bottom right, there are two buttons: "Add Time" and "Done".

If the time you selected conflicts with another time, the following screen displays.

A screenshot of a mobile application interface. The header is blue and contains the text "Cannot make 7:00am time any later". Below the header, the text reads: "This change conflicts with the later 8:00am dose time. Dose times must be 30 minutes apart. Consider reassigning meds and/or reminders to a later dose time, and review the complete schedule." At the bottom, there are two buttons: "Don't Change" and "Continue Editing".

Press **Continue Editing** to select a new time.

9. Press **Done**.

The **Change Times/Names** screen displays.

Change Times/Names	
2:00am+ "[Maintenance Window]"	▲
6:00am "Morning"	▼
12:00pm "Noon"	
4:30pm "Late Afternoon"	Add Time
5:00pm "Early Evening Dose"	Done

10. Press **Done**.

The previous screen in the workflow displays.

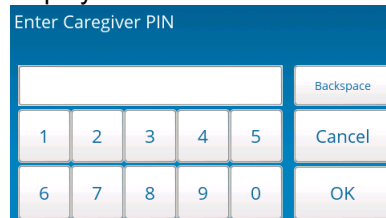


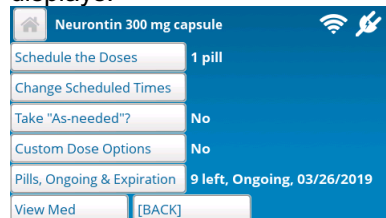
Neurontin 300 mg capsule	
Schedule the Doses	1 pill
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	No
Pills, Ongoing & Expiration	9 left, Ongoing, 03/26/2019
View Med	[BACK]

11. Press **[BACK]**.

The **Choose a Medication** screen re-displays.

Choose a Medication	
No Image for this medication	Allergy Sinus-D 2 mg-30 mg-500 mg tablet 20 in Bin-1
	Pain Relief (acetaminophen) 500 mg tablet 30 in Bin-2
Go Back	

## >>> To change a previously-scheduled medication time's name

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver PIN</b> screen displays.</p> 
2.	Enter the <b>Caregiver PIN</b> , then press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 
3.	Press the <b>Change Meds</b> button.	<p>The <b>Choose a Medication</b> screen displays.</p> 
4.	Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to adjust.	
5.	Once you locate the medication, tap it.	<p>The screen for that medication displays.</p> 
6.	Press the <b>Change Scheduled Times</b> button.	<p>The <b>Change Times/Names</b> screen displays.</p>

7. Press the button for the time you want to change.

For the purposes of this guide, we have selected:

7:00am "Early Morning"

8. Press the **Change Name** button.

9. Edit the name, then press **OK**.

10. Press **Done**.

Change Times/Names	
2:00am "[Maintenance]"	▲
7:00am "Early Morning"	▼
8:00am "Morning"	
12:00pm "Noon"	Add Time
6:00pm "Evening"	Done

A screen displays showing three options for the selected time.

7:00am "Early Morning"	
Change Time	Delete Time
Change Name	[BACK]

A screen displays showing you the editable time name.

Name for 7:00am scheduled time:

Early Morning

q w e r t y u i o p  
a s d f g h j k l  
z x c v b n m back space  
abc 123-@ space OK

The **Change Times/Names** screen re-displays with the new name.

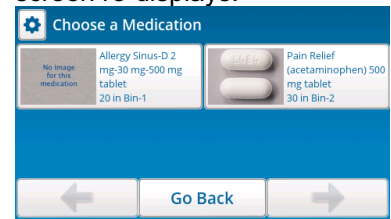
Change Times/Names	
2:00am "[Maintenance]"	▲
7:00am "Early AM"	▼
8:00am "Morning"	
12:00pm "Noon"	Add Time
6:00pm "Evening"	Done

The screen for that medication re-displays.

Neurontin 300 mg capsule	
Schedule the Doses	1 pill
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	No
Pills, Ongoing & Expiration	9 left, Ongoing, 03/26/2019
View Med	[BACK]

11. Press **[BACK]**.

The **Choose a Medication** screen re-displays.



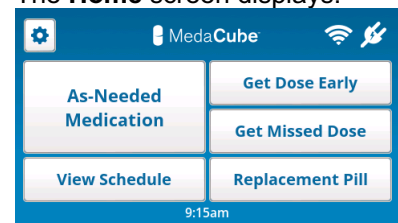
12. Press **Go Back**.

The **Caregiver** screen re-displays.



13. Press **[HOME]**.

The **Home** screen displays.

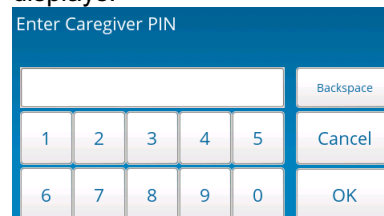


## >>> To delete a previously-scheduled time

### Step # Task

1. On the **Home** screen, press the **Caregiver** button.

The **Enter Caregiver Pin** screen displays.



Enter Caregiver PIN


Backspace

1 2 3 4 5 Cancel

6 7 8 9 0 OK

2. Enter the **Caregiver PIN**, then press **OK**.

The **Caregiver** screen displays.



Home Caregiver

Add Meds	Audio & Reminders
Refill Meds	Reports
Change Meds	Dispense Now
Delete Meds	More
Scheduled Times	[HOME]

3. Press the **Change Meds** button.

The **Choose a Medication** screen displays.



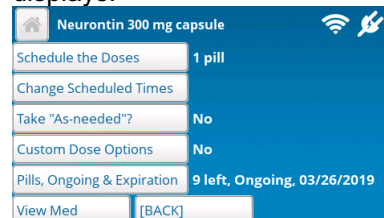
Choose a Medication

No image for this medication	Allergy Sinus-D 2 mg-30 mg-500 mg tablet 20 in Bin-1	Pain Relief (acetaminophen) 500 mg tablet 30 in Bin-2
------------------------------	---	--

Go Back

4. Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to adjust.
5. Once you locate the medication, press it.

The screen for that medication displays.

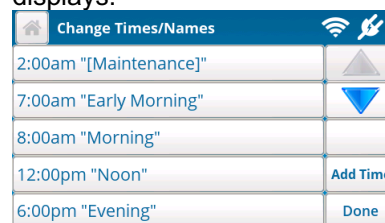


Home Neurontin 300 mg capsule

Schedule the Doses	1 pill
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	No
Pills, Ongoing & Expiration	9 left, Ongoing, 03/26/2019
View Med	[BACK]

6. Press the **Change Scheduled Times** button.

The **Change Times/Names** screen displays.

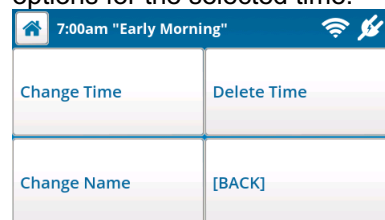


7. Press the button for the time you want to change.

For the purposes of this guide, we have selected:

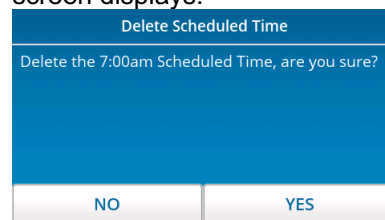
7:00am "Early Morning"

A screen displays showing three options for the selected time.



8. Press the **Delete Time** button.

The **Delete Scheduled Time** screen displays.



9. Read the screen, then press the **YES** button.

The **Change Times/Names** screen displays. The time is deleted from the list.

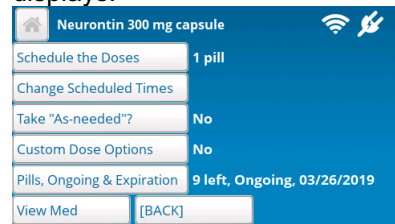


10. Delete additional times, if desired.



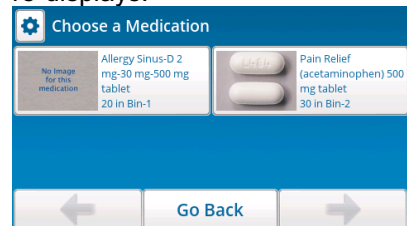
11. Press **Done**.

The screen for that medication re-displays.



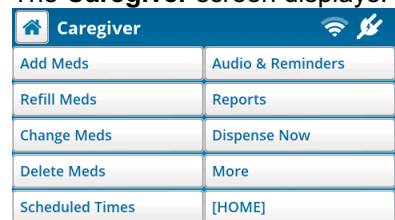
12. Press **[BACK]**.

The **Choose a Medication** screen re-displays.



13. Press **Go Back**.

The **Caregiver** screen displays.

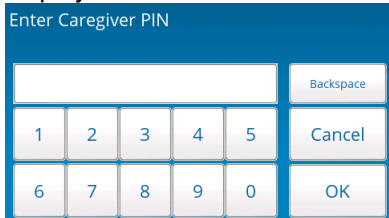
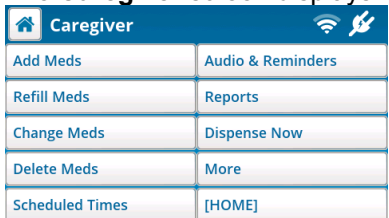
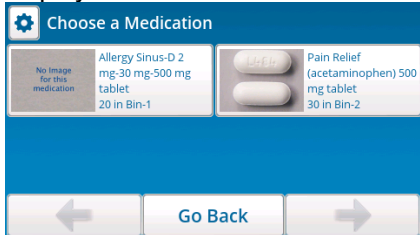
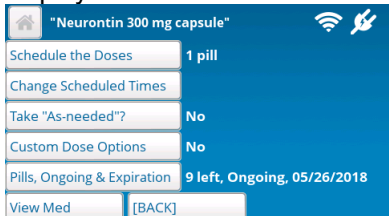


14. Press **[HOME]**.

The **Home** screen displays.

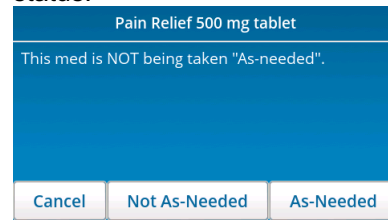


## >>> To set a regularly scheduled medication to be taken as-needed

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver Pin</b> screen displays.</p> 
2.	Enter the <b>Caregiver PIN</b> , then press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 
3.	Press the <b>Change Meds</b> button.	<p>The <b>Choose a Medication</b> screen displays.</p> 
4.	Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to adjust.	
5.	Once you locate the medication, press it.	<p>The screen for that medication displays.</p> 

6. Press the “**As-Needed**” button.

A screen displays stating the medication’s current status and offering buttons to enable you to change the status.



Pain Relief 500 mg tablet

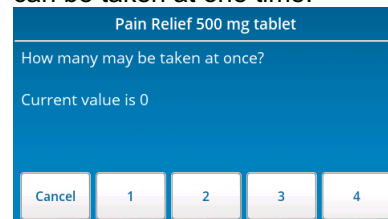
This med is NOT being taken "As-needed".

Cancel Not As-Needed As-Needed

7. If you want the medication to be taken as-needed, press the **As-Needed** button.

If you do not want the medication to be taken as-needed, press the **Not As-Needed** button and the medication settings screen will redisplay.

A screen displays asking how many pills can be taken at one time.



Pain Relief 500 mg tablet

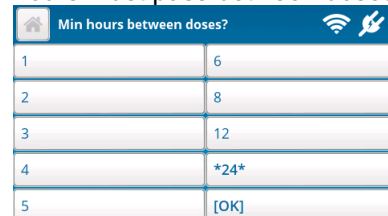
How many may be taken at once?

Current value is 0

Cancel 1 2 3 4

8. Press the quantity as prescribed.

A screen displays asking how many hours must pass between doses.

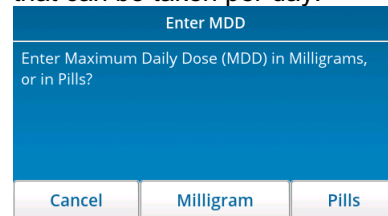


Min hours between doses?

1	6
2	8
3	12
4	*24*
5	[OK]

9. Press the number of hours between doses as prescribed, and press **[OK]**.

A screen displays asking you to enter the maximum milligrams or number of pills that can be taken per day.



Enter MDD

Enter Maximum Daily Dose (MDD) in Milligrams, or in Pills?

Cancel Milligram Pills

10. Press either **Milligram** or **Pills**.

If you pressed **Milligram**, a screen displays asking you to enter the maximum daily dose in milligrams that can be taken.

Maximum Daily Dose (MDD) # in Milligrams?

					Backspace
1	2	3	4	5	Cancel
6	7	8	9	0	OK

If you pressed **Pills**, a screen displays asking you to enter the maximum daily dose of pills that can be taken.

Maximum Daily Dose (MDD) # of Pills?

					Backspace
1	2	3	4	5	Cancel
6	7	8	9	0	OK

11. Enter the appropriate amount, then press **OK**.

A screen displays showing a safety warning.

As-Needed Maximum Daily Dose

The correct setting of As-Needed Maximum Daily Dose (MDD) is crucial for safety. It includes ONLY the total of As-Needed doses, NOT Scheduled doses if any. Please confirm that 4 pills is a safe MDD according to the doctor's instructions.

NO	YES
----	-----

12. Verify that what you entered is correct according to guidelines and press **Yes**, or edit the dosage if needed by pressing **No**.

The information is saved, and the screen displaying medication details returns to focus with the new information.

Pain Relief 500 mg tablet

Schedule the Doses 1 pill

Change Scheduled Times

Take "As-needed"? Yes

Custom Dose Options No

Pills, Ongoing & Expiration 184 left, Ongoing, 03/26/2019

View Med [BACK]

13. Press **[BACK]**.

The **Choose a Medication** screen re-displays.

Choose a Medication

No image for this medication	Allergy Sinus-D 2 mg-30 mg-500 mg tablet 20 in Bin-1		Pain Relief (acetaminophen) 500 mg tablet 30 in Bin-2
------------------------------	---	---	--

← Go Back →

13. Press **Go Back**

The **Caregiver** screen displays.

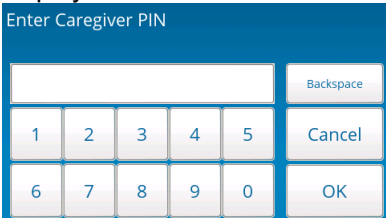
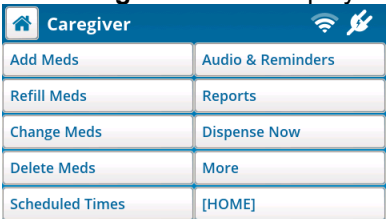
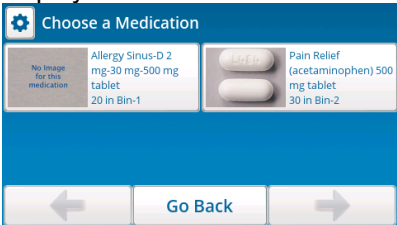
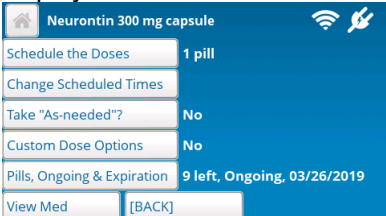
Caregiver	
Add Meds	Audio & Reminders
Refill Meds	Reports
Change Meds	Dispense Now
Delete Meds	More
Scheduled Times	[HOME]

14. Press **[HOME]**.


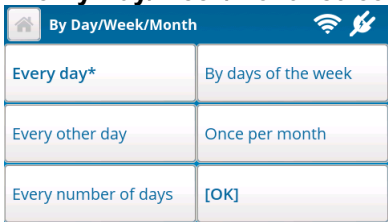
The **Home** screen displays.

MedaCube	
As-Needed Medication	Get Dose Early
View Schedule	Get Missed Dose
	Replacement Pill
11:53am	

## >>> To Navigate to the Custom Dose Options screen

Step #	Task	Results
1.	On the <b>Home</b> screen, press the <b>Caregiver</b> button.	<p>The <b>Enter Caregiver Pin</b> screen displays.</p> 
2.	Enter the <b>Caregiver PIN</b> , then press <b>OK</b> .	<p>The <b>Caregiver</b> screen displays.</p> 
3.	Press the <b>Change Meds</b> button.	<p>The <b>Choose a Medication</b> screen displays.</p> 
4.	Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to adjust.	
5.	Once you locate the medication, press it.	<p>The screen for that medication displays.</p> 

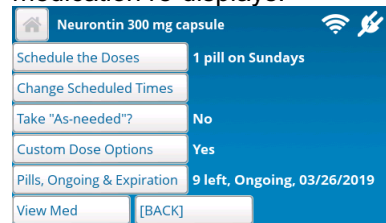
>>> To specify Custom Dose Options > Day, Week or Month Timeframes

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Change Meds &gt; medication name screen with options &gt; Custom Dose Options.</b>	
2.	On the <b>Custom Dose Options</b> screen, press the <b>By Day/Week/Month</b> button.	<p>The <b>By Day/Week/Month</b> screen displays.</p>  <p>Make selection choices based on:</p> <p><b>Every day:</b> Choose this option if the medication needs to be taken daily. This is the default selection for all newly-added medications, as noted by the asterisks.</p> <p><b>Every other day:</b> Choose this option if the medication needs to be taken every other day. Upon pressing <b>[OK]</b>, a subsequent screen displays enabling you to choose the start date.</p> <p><b>Every number of days:</b> Choose this option if the medication needs to be taken for a number of days greater than every other day. Upon pressing <b>[OK]</b>, a subsequent screen displays enabling you to change the interval of days and the start date.</p> <p><b>By days of the week:</b> Choose this option if you need to schedule doses on specific days of the week and not others. Upon pressing <b>[OK]</b>, a subsequent screen displays enabling you to choose the days of the week that the medication should be taken on.</p> <p><b>Once per month:</b> Choose this option if the medication needs to be taken once per month. Upon pressing <b>[OK]</b>, a subsequent screen displays enabling you to choose the day of the month. The 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> of each month cannot be selected.</p>

3. After making a selection, press **OK**.

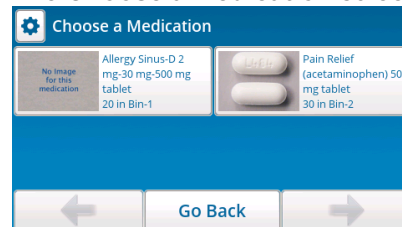
If changed, a confirmations screen displays.

The displaying information for the selected medication re-displays.



4. Press **[BACK]**.

The **Choose a Medication** screen re-displays.



5. Press **Go Back**.

The **Caregiver** screen re-displays.




6. Press **[HOME]**.

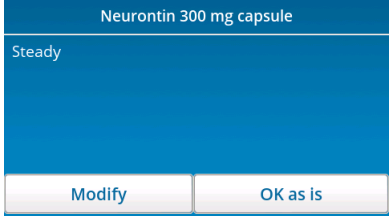
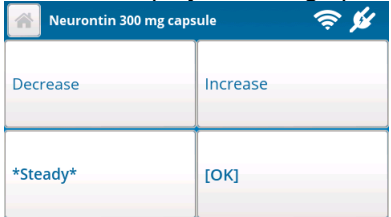
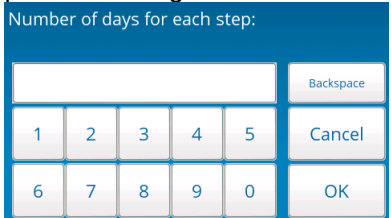
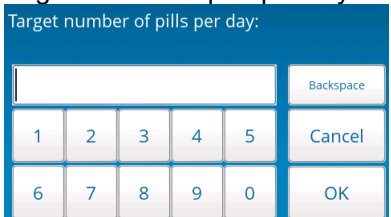
The **Home** screen displays.





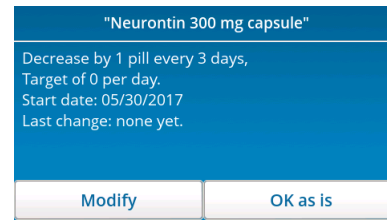
>>> To Program Custom Dose Options > Medication Steady, Increase, or Decrease

 **Note** > You cannot schedule an escalation or taper for a medication that is taken multiple times per day.

Step #	Task	Results
1.	On the <b>Custom Dose Options</b> screen, press the Steady/Increase/Decrease button.	<p>A screen displays showing the medication's current status. By default, medications are added to the system as Steady.</p> 
2.	Press the <b>Modify</b> button.	<p>A screen displays showing options.</p> 
3.	<p>If you need the medication to increase each dose, press the <b>Increase</b> button, and press <b>OK</b>.</p> <p>OR</p> <p>If you need the medication to decrease each dose, press the <b>Decrease</b> button and press <b>[OK]</b>.</p>	<p>A screen displays asking you to enter the number of days to use to decrease the patient's dosage of this medication.</p> 
4.	Enter the number of days, then press <b>OK</b> .	<p>A screen displays asking you to enter the target number of pills per day.</p> 

5. Enter the number of pills, then press **OK**.

A screen displays with the entered information.



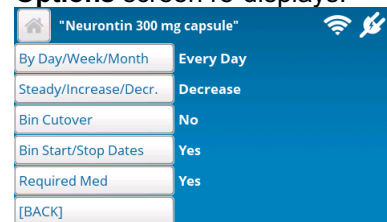
"Neurontin 300 mg capsule"

Decrease by 1 pill every 3 days,  
Target of 0 per day.  
Start date: 05/30/2017  
Last change: none yet.

Modify OK as is

6. Review the information and press the **OK as is** button or modify to make changes.

Changes are saved and the **Custom Dose Options** screen re-displays.



"Neurontin 300 mg capsule"

By Day/Week/Month Every Day

Steady/Increase/Decr. Decrease

Bin Cutover No

Bin Start/Stop Dates Yes

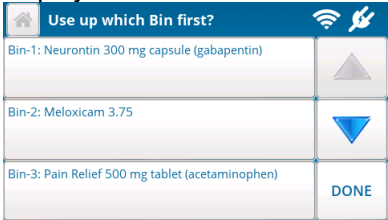
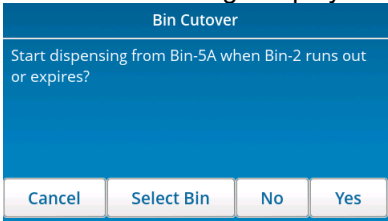
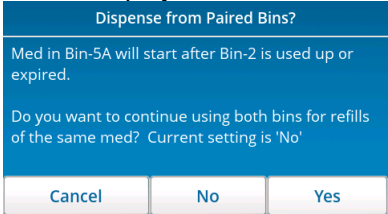
Required Med Yes

[BACK]

### >>> To Specify Custom Dose Options > Bin Cutovers

The Bin Cutover feature is used when:

- The MedaCube needs to hold the same medication of two different strengths.
- The MedaCube needs to hold the same medication that is made by two different manufacturers.
- When pills that are expiring are already loaded and new pills also need to be loaded.

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Change Med &gt; Choose a Medication &gt; medication name screen with options &gt; Custom Dose Options &gt; Bin Cutovers/Cutoffs.</b>	
2.	To specify the bin that the MedaCube should use up first before cutting-over, press the <b>Select Bin</b> button.	<p>The <b>Use up which bin first?</b> screen displays.</p> 
3.	Scroll through the list and then select the bin that you would like to complete first.	<p>The <b>Bin Cutover</b> screen return to focus with the new settings displayed.</p> 
4.	Press <b>Yes</b> .	<p>Now, when Bin-5A runs out of medication, the MedaCube will use the medication in Bin-2.</p> <p>The <b>Dispense from Paired Bins?</b> screen displays.</p> 

5. If you would like to use both bins for refills of this medication, press **Yes**. If you do not want use both bins for refills this medication, press **No**.

In this example we pressed **Yes** because these medications are the exact same and there are refills for it.

The **Custom Dose Options** screen updates to display the Bin Cutovers/Cutoffs that are programmed.

A screenshot of a mobile application interface for 'Meloxicam 3.75'. The screen has a blue header with a home icon, the medication name, and status icons (Wi-Fi and signal). Below the header is a list of settings with labels on the left and values on the right:

By Day/Week/Month	Every Day
Steady/Increase/Decr.	Steady
Bin Cutover	Bin-5A, Bin-2 follow each other
Bin Start/Stop Dates	No
Required Med	Yes
[BACK]	

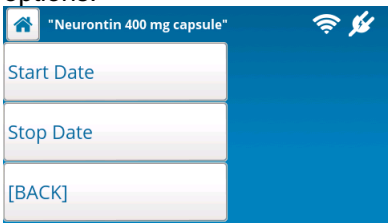
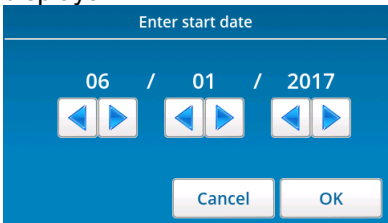
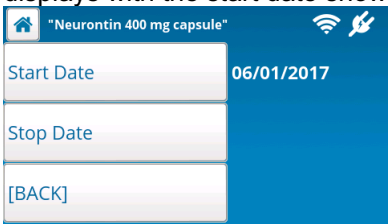
6. Press **[BACK]**.

The medication name screen updates to display that there are custom dose options programmed.


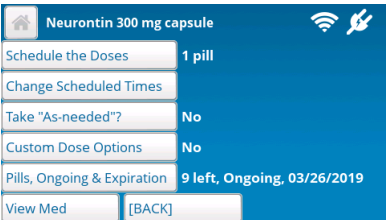
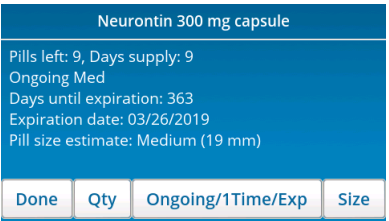
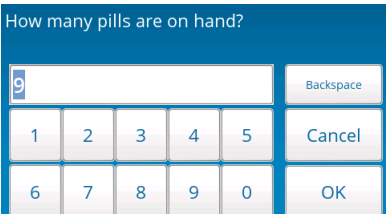
A screenshot of the same mobile application interface for 'Meloxicam 3.75'. The settings list is updated to show the status of the medication:

Schedule the Doses	0 pills
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	Yes
Pills, Ongoing & Expiration	15 left, Ongoing, 04/16/2019
View Med	[BACK]

>>> To Specify Custom Dose Options > Bin Start/Stop Dates

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Change Meds &gt; [select the medication you want to have a start/stop date] &gt; medication name screen with options &gt; Custom Dose Options &gt; Bin Start/Stop Dates.</b>	<p>A screen for the selected medication displays with bin start and stop date options.</p> 
2.	<p>To specify when a medication should start dispensing, press <b>Start Date</b>.</p> <p>To specify when a medication should stop being dispensed, press <b>Stop Date</b>.</p>	<p>For this example, a start date is being set, so the <b>Enter start date</b> screen displays.</p> 
3.	Use the arrow buttons to adjust the start date, then press OK.	<p>The selected medication's screen displays with the start date shown.</p>  <p>Now, the med will start dispensing on 6/1/2017.</p>

## >>> To change quantity, refill, and size information for a medication

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Change Meds.</b>	The <b>Choose a Medication</b> screen displays. 
2.	Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to adjust.	
3.	Once you locate the medication, press it.	The screen for that medication displays. 
4.	Press the <b>Pills, Ongoing &amp; Expiration</b> button.	A screen displays showing data specific to the medication. 
5.	Press the <b>Qty</b> button.	A screen displays showing the number of pills that the MedaCube currently thinks are loaded. 

6. Change the number and press the **OK** button.

The screen for that medication returns to focus with the updated information.

7. Press the **Pills, Ongoing, & Expiration** button.

A screen displays showing data specific to the medication.

8. Press the **Ongoing/1Time/Exp** button.

A screen displays asking if this medication is an ongoing medication.

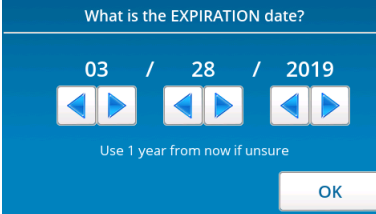
9. If the medication won't need to be taken again after the pills run out, press **One-time**.

If the medication needs to be taken after the medication refill pills are gone, press **Ongoing**.

In this example, **Ongoing** is selected and the following screen displays.

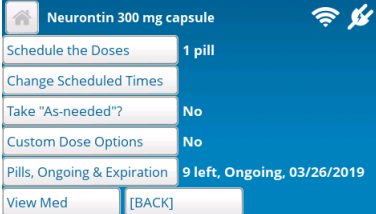
10. Press **OK**.

The **What is the EXPIRATION date?** screen displays.



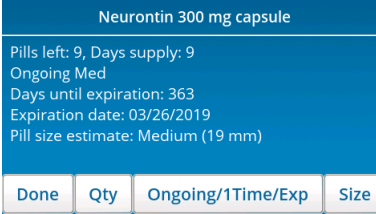
11. Enter the expiration date and press **OK**.

The screen for that medication returns to focus with the updated information.



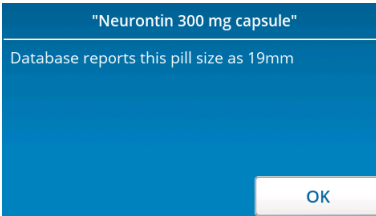
12. Press the **Pills, Ongoing & Expiration** button.

A screen displays showing data specific to the medication.

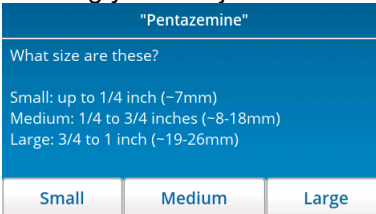


13. Press the **Size** button.

If the size of the pill was taken from the drug database, the screen displays this information.



If the caregiver entered the size during the loading process, then a screen displays enabling you to adjust the size.





14. Press the button for the correct size.

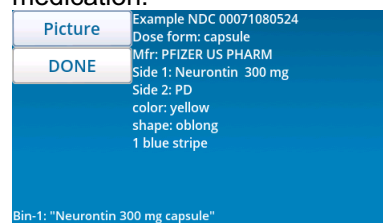
The **Change Med** screen displays for the selected medication.

### >>> To view details about a medication

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Change Meds.</b>	<p>The <b>Choose a Medication</b> screen displays listing all of the bins.</p>
2.	Using the arrow buttons, scroll through the list of medications until you locate the medication that you want to view.	
3.	Once you locate the medication, press it.	<p>The <b>Medication Options</b> screen for the selected medication displays.</p>
4.	Press the <b>View Med</b> button.	<p>The <b>Picture</b> screen displays for the medication.</p>

5. Press the **Details** button.

The **Details** screen displays for the medication.

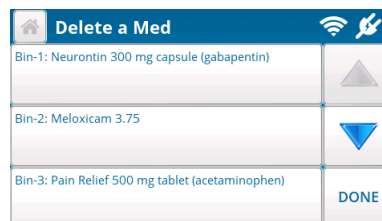


6. Press the **DONE** button.

The selected medication's **Medication Options** screen displays.

## DELETE A MED

The delete a med function allows a caregiver to remove a medication from the MedaCube.



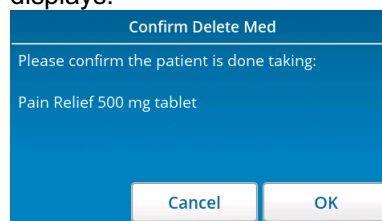
### >>> To Delete a Medication from the MedaCube

Step #	Task	Results
--------	------	---------

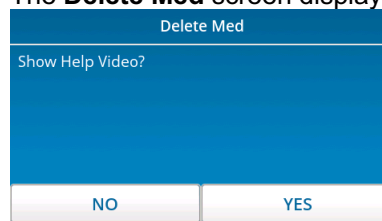
- |    |   |   |
|----|---|---|
| 1. | Navigate to <b>Caregiver &gt; Delete a Med.</b> | The <b>Choose a Medication</b> screen displays. |
|----|---|---|



- |    |  |  |
|----|--|--|
| 2. | Press the medication name that you want to delete. | The <b>Confirm Delete Med</b> screen displays. |
|----|--|--|



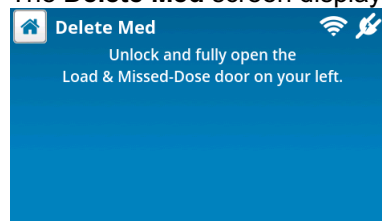
- |    |  |  |
|----|--|--|
| 3. | Verify that the medication name displayed matches the name of the medication that you want to delete, then press <b>OK</b> . | The <b>Delete Med</b> screen displays. |
|----|--|--|



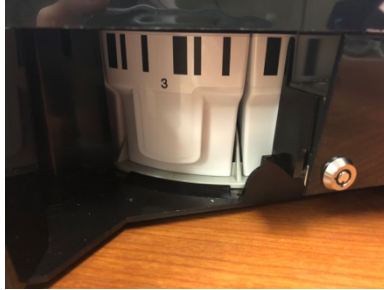
- |    |  |  |
|----|--|--|
| 4. | If you want to watch a help/training video, press <b>YES</b> . |  |
|----|--|--|

If you do not want to watch a help/training video, press **NO**.

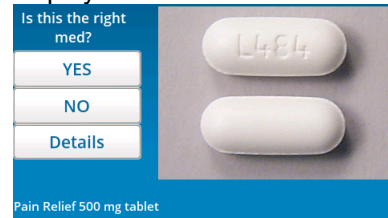
The **Delete Med** screen displays.



5.
  - a) Read the instructions.
  - b) Unlock the loading door and remove bin as instructed on the touch screen.

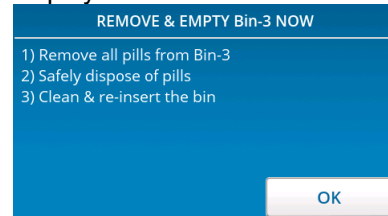


The **Is this the right med?** screen displays.



6. Ensure that this is the correct medication to delete, then press **YES**.

The **Remove Pills Now** screen displays.



7.
  - a) Read and follow all of the instructions.
  - b) Empty all pills from the bin into a bottle or container.

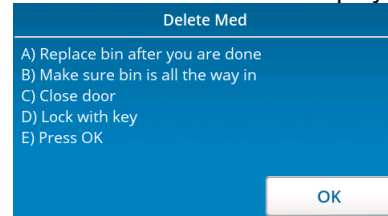


Important >

You will need to safely dispose of unwanted medications based on your community's guidelines.

8. Clean the bin (i.e., ensure that the bin is dust-free and dry), and re-insert it.
9. Press **OK**.

The **Delete Med** screen displays.



10. Read and follow all instructions, then press **OK**.

The **Delete Med** screen displays progress, and the MedaCube scans bins. The **Caregiver** screen automatically displays.

## SCHEDULED TIMES

The Scheduled Times functions enable you to modify functions associated with schedules/times.

There are four options within the **Scheduled Times** screen.

Scheduled Times	
Times & Names	Check Next Time
Delete Unused Time	Set Next Dose Time
View Schedule	[BACK]

<b>Times &amp; Names</b>	Allows the caregiver to add and change dose times and names.
<b>Delete Unused Time</b>	Allows the caregiver to delete dose times which are no longer in use.
<b>View Schedule</b>	Allows the caregiver to see what medications and reminders are scheduled at each dose time.
<b>Check Next Time</b>	Displays the next scheduled dose time.
<b>Set Next Dose Time</b>	Allows the caregiver to set the next time that a dose will be dispensed. See page 130 for instructions

### >>> To modify dose times and names:

Step #	Task	Results
--------	------	---------

#### >>> Changing a Time:

1. Navigate to **Caregiver > Scheduled Times**.

The **Scheduled Times** screen displays.

Scheduled Times	
Times & Names	Check Next Time
Delete Unused Time	Set Next Dose Time
View Schedule	[BACK]

2. Press the **Times & Names** button.

The **Change Times/Names** screen displays.

Change Times/Names	
4:00am "[Maintenance]"	▲
5:00am "Morning"	▼
7:00am "Early Morning"	
8:00am "Morning"	Add Time
12:00pm "Noon"	Done

3. Press the time/name button that you want to change.

A new screen displays for the selected time/name.

A screenshot of a mobile application screen titled "8:00am 'Morning'". The screen has a blue header bar with a home icon, the title, and status icons for Wi-Fi and Bluetooth. Below the header is a 2x2 grid of buttons: "Change Time", "Delete Time", "Change Name", and "[BACK]".

4. Press the **Change Time** button.

The **Change Scheduled Time** screen displays.

A screenshot of a mobile application screen titled "Change 8:00am scheduled time to:". The screen has a blue background. It displays the time "08 : 00 am". Each part of the time (08, 00, am) has a pair of left and right arrow buttons for adjustment. At the bottom are "Cancel" and "OK" buttons.

5. Using the arrow buttons, adjust the time.

A screenshot of a mobile application screen titled "Change 8:00am scheduled time to:". The screen has a blue background. It displays the time "09 : 15 am". Each part of the time (09, 15, am) has a pair of left and right arrow buttons for adjustment. At the bottom are "Cancel" and "OK" buttons.

A **warning will appear** if you attempt to move the time across another scheduled time.

A screenshot of a warning dialog box. The title is "Cannot make 8:00am time any later". The text inside says: "This change conflicts with the later 12:00pm dose time. Dose times must be 30 minutes apart. Consider reassigning meds and/or reminders to a later dose time, and review the complete schedule." At the bottom are "Don't Change" and "Continue Editing" buttons.

6. Press **OK**.

The **Change Times/Names** screen displays showing the modified time.

A screenshot of a mobile application screen titled "Change Times/Names". The screen has a blue header bar with a home icon, the title, and status icons for Wi-Fi and Bluetooth. Below the header is a list of scheduled times: "4:00am '[Maintenance]'", "5:00am 'Morning'", "7:00am 'Early Morning'", "9:15am 'Morning'", and "12:00pm 'Noon'". To the right of each time is a button with an up or down arrow. At the bottom right are "Add Time" and "Done" buttons.

7. Adjust more times, or if you are finished, press the **Done** button.

The **Scheduled Times** screen re-displays.

>>> *Changing the name of a dose time:*

**Step # Task**

1. Navigate to **Caregiver > Scheduled Times**.

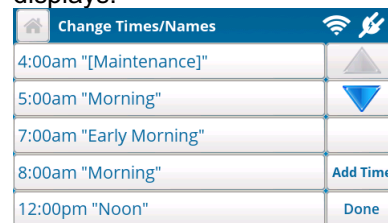
**Results**

The **Scheduled Times** screen displays.



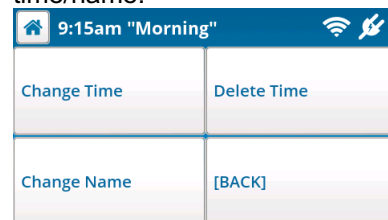
2. Press the **Times & Names** button.

The **Change Times/Names** screen displays.



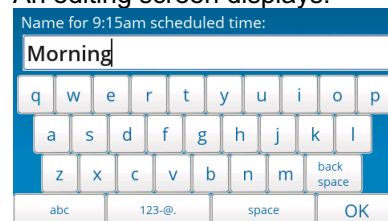
3. Press the time/name button for the name that you want to change.

A new screen displays for the selected time/name.

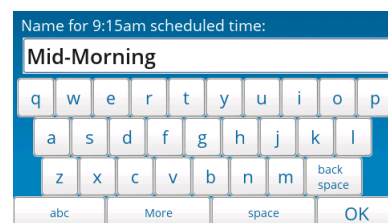


4. Press the **Change Name** button.

An editing screen displays.



5. Modify the name, as desired.




6. Press **OK**.

The change is saved, and the **Change Times/Names** screen re-displays. The new name is displayed.

Change Times/Names	
4:00am "[Maintenance]"	▲
5:00am "Morning"	▼
7:00am "Early Morning"	
9:15am "Mid-Morning"	Add Time
12:00pm "Noon"	Done

### >>> Deleting a Time:

 Note > You cannot delete a time if there are medications currently-assigned to that time.

### Step # Task

1. Navigate to **Caregiver > Scheduled Times**.

### Results

The **Scheduled Times** screen displays.

Scheduled Times	
Times & Names	Check Next Time
Delete Unused Time	Set Next Dose Time
View Schedule	[BACK]

2. Press the **Times & Names** button.

The **Add/Change Times** screen displays.

Change Times/Names	
4:00am "[Maintenance]"	▲
5:00am "Morning"	▼
7:00am "Early Morning"	
9:15am "Mid-Morning"	Add Time
12:00pm "Noon"	Done

3. Press the time/name button for the name that you want to delete.

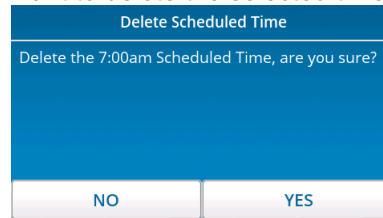
In the example below, we selected **7:00am "Morning"**.

7:00am "Morning"	
Change Time	Delete Time
Change Name	[BACK]



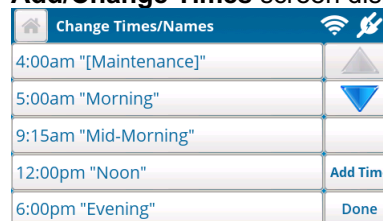
4. Press the **Delete Time** button.

The **Delete Schedule Time** screen displays asking you to confirm that you want to delete the selected time.



5. Press **YES**.

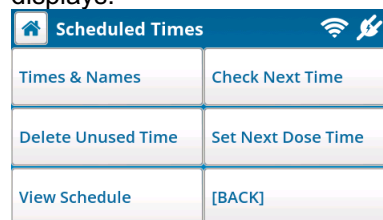
The time is deleted, and the **Add/Change Times** screen displays.



The **7:00am "Morning"** time is no longer listed.

6. Press the **Done** button.

The **Scheduled Times** screen re-displays.



## >>> To Delete an Unused Time:

### Step # Task

1. Navigate to **Caregiver > Scheduled Times**.

### Results

The **Scheduled Times** screen displays.

Scheduled Times	
Times & Names	Check Next Time
Delete Unused Time	Set Next Dose Time
View Schedule	[BACK]

2. Press the **Delete Unused Time** button.

The **Delete Unused Time** screen displays.

Delete Unused Time	
7:00am "Morning"	▲
12:00pm "Noon"	▼
6:00pm "Evening"	
9:00pm "Night"	
	OK

3. Press the time/name button that you want to delete.

A screen displays asking you to confirm that you want to delete this time.

Delete Unused Time	
Delete unused scheduled time 6:00pm "Evening", are you sure?	
NO	YES

4. Press the **YES** button.

The **Delete Unused Time** screen re-displays; the selected time is no longer displayed.

Delete Unused Time	
7:00am "Morning"	▲
12:00pm "Noon"	▼
9:00pm "Night"	
	OK

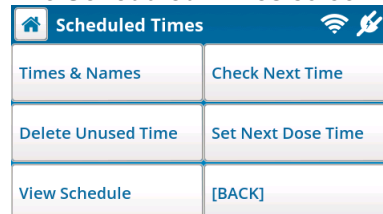
## >>> To View the Medication Dispensing Schedule:

### Step # Task

### Results

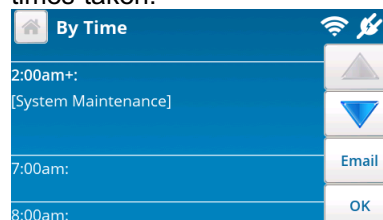
1. Navigate to **Caregiver > Scheduled Times**.

The **Scheduled Times** screen displays.

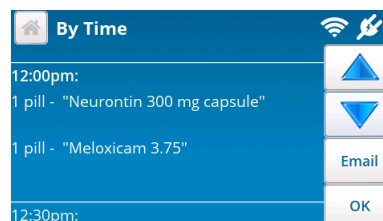


2. Press the **View Schedule** button

The View Schedule screen displays listing the patient's medication group by times-taken.



3. Press the arrow buttons to view more information.



4. If you want to email the schedule, press the **Email** button.

The caregiver(s) are sent an email with a link to view the schedule on the portal.

[help@pharmadva.com](mailto:help@pharmadva.com)  
to me ▾

Please follow this link for the current [Medication Schedule](#)

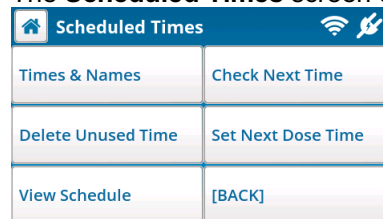
>>> To See When the Next Medication Dispensing will Occur:

**Step # Task**

**Results**

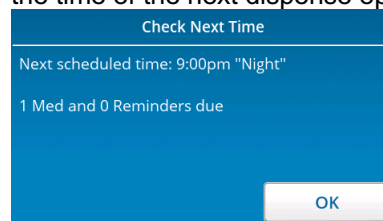
1. Navigate to **Caregiver > Scheduled Times**.

The **Scheduled Times** screen displays.



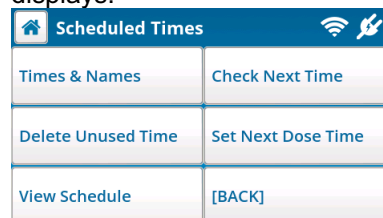
2. Press the **Check Next Time** button.

The **Check Next Time** screen displays the time of the next dispense operation.



3. Press **OK**.

The **Scheduled Times** screen re-displays.



## AUDIO & REMINDERS

Audio and visual reminders are used by the MedaCube to communicate information to the patient.

The MedaCube provides pre-recorded reminders, and the ability to record your own custom reminders. This menu also allows you to change the audio/volume settings.

Audio & Reminders	
Dose Time Audio	Audio Volume
Custom Reminders	Key Click Volume
System Reminders	Key Clicks
Audio On/Off	[BACK]

<b>Dose Time Audio</b>	Reminders can be set at any time and can be recorded by speaking directly into the MedaCube. Individual dose times can have different audio.
<b>Custom Reminders</b>	Following on-screen instructions, the caregiver can create up to 20 different customized reminder messages and set them to play at scheduled dose times. Custom reminders can have both audio and text components, which are displayed on the screen. A small microphone is used to record the audio portion of the reminder. The microphone is located just under the barcode scanner on the front of the MedaCube.
<b>System Reminders</b>	Pre-recorded audio reminders that used to prompt the patient to take actions such as take their medication and close the dispense drawer.
<b>Audio On/Off</b>	Allows the caregiver to turn the audio on and off.
<b>Audio Volume</b>	Allows the caregiver to adjust the audio volume.
<b>Key Click Volume</b>	Allows the caregiver to adjust the audio volume of the key click sounds.
<b>Key Clicks</b>	Allows the caregiver to turn the key click sound on and off.

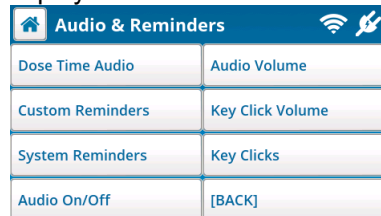
## >>> To Record Custom Audio For A Specific Time (Dose Time Audio):

### Step # Task

### Results

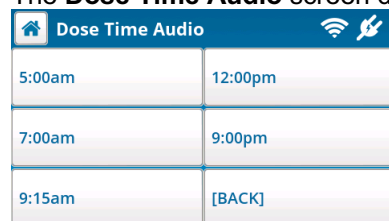
1. Navigate to **Caregiver > Audio & Reminders**.

The **Audio & Reminders** screen displays.



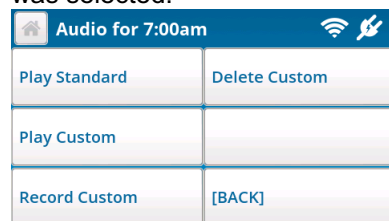
2. Press the **Dose Time Audio** button.

The **Dose Time Audio** screen displays.



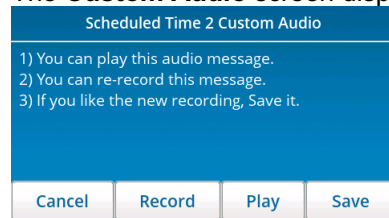
3. Press the button for the time you want to record an audio reminder for.

A screen displays showing different options. In the example below, 7:00 a.m. was selected.



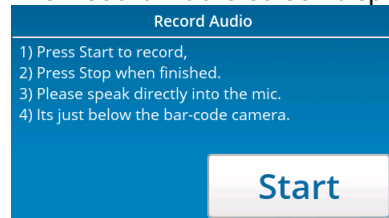
4. Press the **Record** button.

The **Custom Audio** screen displays.



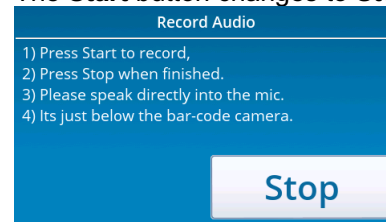
5. Press the **Record** button.

The **Record Audio** screen displays.



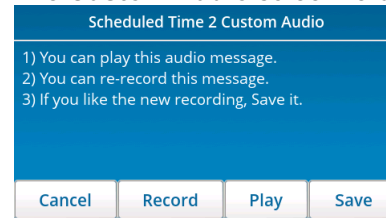
6. Read all of the instructions, and then press **Start**.

The **Start** button changes to **Stop**.



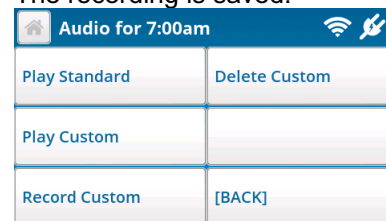
7. Once you are done with the new recording, press the **Stop** button.

The **Custom Audio** screen re-displays.



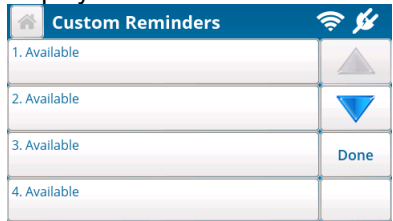
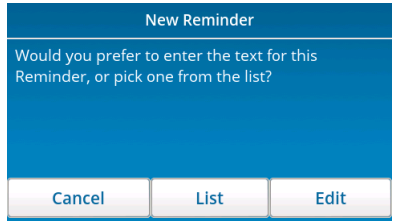

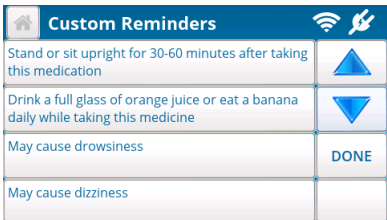
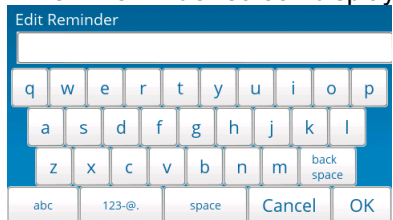
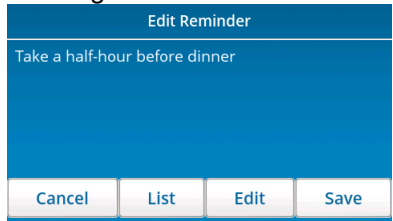
8. Press **Play** to listen to the recording to ensure that you approve of it.
9. Press the **Save** button.

The recording is saved.



## >>> To Set Up a Custom Reminder:

A Custom Reminder is a textual message given to the patient at a dose time, or when a certain medication is dispensed. You can see if the patient acknowledges these with the portal and you can set a total of 20 custom reminders.

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; Audio &amp; Reminders &gt; Readings &amp; Reminders</b> .	<p>The <b>Readings &amp; Reminders</b> screen displays.</p> 
2.	Press the first available reminder in the list.	<p>A screen displays asking if you would like to choose a pre-existing reminder from a list or create a new one.</p> 
3.	If you want to choose a reminder from a list of default reminders, press the <b>List</b> button.	<p>If you want to customize your own reminder, press the <b>Edit</b> button.</p>
	<p>A <b>Custom Reminders</b> screen displays.</p>  <p>Using the arrow buttons, scroll through the list of reminders to locate the reminder you want to use.</p> 	<p>A <b>New Reminder</b> screen displays.</p>  <p>Type reminder text, then press <b>OK</b>.</p> <p>An <b>Edit Reminder</b> screen displays showing the new text.</p> 



Custom Reminders	
May cause drowsiness. Alcohol may intensify this effect.	▲
Do not drink alcoholic beverages when taking this medicine	▼
Use care when operating a car or machinery	DONE
Do not drive after taking this medicine	

Custom Reminders	
Take with plenty of water or other fluid	▲
May cause discoloration of the urine or feces	▼
Do not take with nitrates	DONE
Chew tablets before swallowing	

Custom Reminders	
Dissolve under the tongue	▲
Do not eat grapefruit or drink grapefruit juice while taking this medicine	▼
Avoid prolonged exposure to direct or artificial sunlight when taking this medicine	DONE
Keep out of reach of children	

Custom Reminders	
Do not touch if you are of childbearing potential (can become pregnant)	▲
Check blood sugar level	▼
It's time for your Inhaler	DONE
It's time for your Injection	

Custom Reminders	
It's time for your Refrigerated Meds	▲
It's time for your Insulin	▼
It's time to change your Patch	DONE
It's time for your Eyedrops	

Once you find the reminder that you want to use, press its button.

Press the **Save** button.

The **Custom Reminders** screen displays showing the new reminder text.

Readings & Reminders	
Reminder Text	Take a half-hour bef...
Audio	No audio
Link to Med	
Schedule	0 times scheduled
Which Days	Every day
Erase Reminder	[BACK]

Use the remainder of the controls in the **Custom Reminders** screen to make additional settings, then press **[BACK]**.

Readings & Reminders	
Reminder Text	Take a half-hour bef...
Audio	No audio
Link to Med	Nucynta 100 mg tablet
Schedule	Whenever Nucynta 100 mg...
Which Days	Every day
Erase Reminder	[BACK]

The **Audio & Reminders** screen returns to focus.

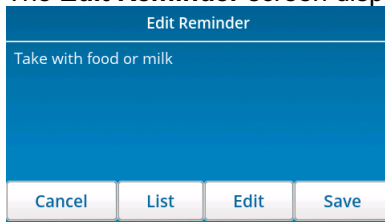
Audio & Reminders	
Dose Time Audio	Audio Volume
Custom Reminders	Key Click Volume
System Reminders	Key Clicks
Audio On/Off	[BACK]

If you want to customize your own reminder, press the **Edit** button.

A **New Reminder** screen displays.

Edit Reminder	
q	w
e	r
t	y
u	i
o	p
a	s
d	f
g	h
j	k
l	
z	x
c	v
b	n
m	back space
abc	123-@-
space	Cancel
OK	

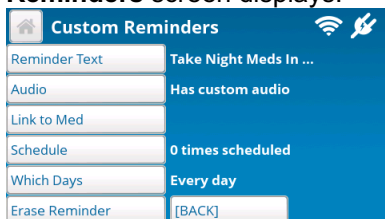
The **Edit Reminder** screen displays.



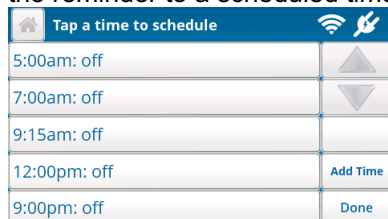
From this screen, you can:

- Press the **List** button to go back to the list of custom reminders.
- Press the **Edit** button to open a screen that allows you to modify the message.
- Press the **Save** button to save the reminder and return to the **Custom Reminders** screen.

After pressing **Save**, the **Custom Reminders** screen displays.



- Press the **Audio** button to record, play, and save audio for the reminder.
- Press the **Link to Med** button to assign the reminder to one medication.
- Press the **Schedule** button to assign the reminder to a scheduled time.



- Press the **Which days** button to schedule the frequency.

By Day/Week/Month	
Every day*	By days of the week
Every other day	Once per month
Every number of days	[OK]

- Press **OK** or **Done** to proceed.

The **Custom Reminders** screen returns to focus displaying new selections.

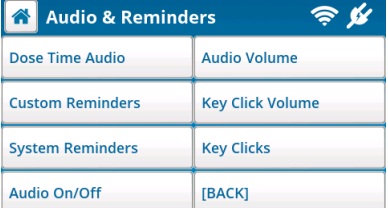
- Press **BACK**.

- The **Custom Reminders** list displays again. Select **Done**.

The **Audio & Reminders** screen returns to focus.

Audio & Reminders	
Dose Time Audio	Audio Volume
Custom Reminders	Key Click Volume
System Reminders	Key Clicks
Audio On/Off	[BACK]

### >>> To Set Up a System Reminder:

Step #	Task	Results										
1.	Navigate to <b>Caregiver &gt; Audio &amp; Reminders</b> .	<p>The <b>Audio &amp; Reminders</b> screen displays.</p>  <table><tr><th colspan="2">Audio &amp; Reminders</th></tr><tr><td>Dose Time Audio</td><td>Audio Volume</td></tr><tr><td>Custom Reminders</td><td>Key Click Volume</td></tr><tr><td>System Reminders</td><td>Key Clicks</td></tr><tr><td>Audio On/Off</td><td>[BACK]</td></tr></table>	Audio & Reminders		Dose Time Audio	Audio Volume	Custom Reminders	Key Click Volume	System Reminders	Key Clicks	Audio On/Off	[BACK]
Audio & Reminders												
Dose Time Audio	Audio Volume											
Custom Reminders	Key Click Volume											
System Reminders	Key Clicks											
Audio On/Off	[BACK]											

2. Press the **System Reminders** button.

The **System Reminders** screen displays showing you four pre-existing reminders.

System Reminders	
Please Close Drawer	Put all bins back in
Check Drawer for Pills	Multiple issues
Drawer Not Blocked	Put Me Down!
Please close & lock	Thank you
Dispenser not level	[BACK]

No matter which button you choose, the subsequent screens are the same.

In the example below, we are selecting the **Please Close the Drawer** button.

3. Press the **Please Close the Drawer** button.

The **Please Close the Drawer** screen displays.

Please Close Drawer	
Play Standard	Delete Custom
Play Custom	
Record Custom	[BACK]

4. Press the **Play Standard** button to listen to the standard audio message for this reminder.
5. Press the **Play Custom** button to listen to the custom audio message for this reminder (if one is assigned to it).
6. Press the **Record Custom** button to record a custom audio message for this reminder.
7. Press the **Delete Custom** button to delete the custom audio message for this reminder (if one is assigned to it).
8. When finished, press the **Back** button.
9. Press **[BACK]**.

The **System Reminder** screen returns to focus.

The **Audio & Reminders** screen returns to focus.

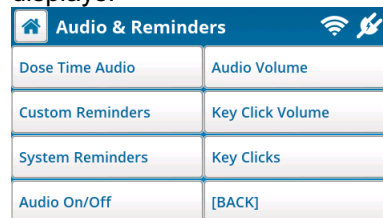
Audio & Reminders	
Dose Time Audio	Audio Volume
Custom Reminders	Key Click Volume
System Reminders	Key Clicks
Audio On/Off	[BACK]

## >>> To Turn the Audio On and Off:

Step #	Task	Results
--------	------	---------

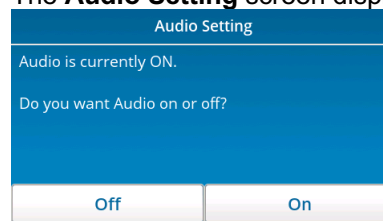
1. Navigate to **Caregiver > Audio & Reminders**.

The **Audio & Reminders** screen displays.



2. Press the **Audio On/Off** button.

The **Audio Setting** screen displays.

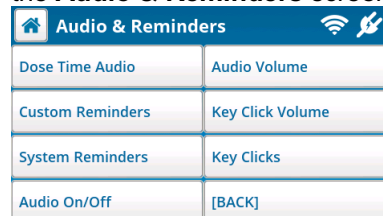


3. If you want to have the MedaCube play sounds, press the **On** button.

The setting is saved, and focus returns to the **Audio & Reminders** screen.

OR

If you want to have the MedaCube NOT play sounds, press the **Off** button



## >>> To Adjust the Audio Volume:

### Step # Task

### Results

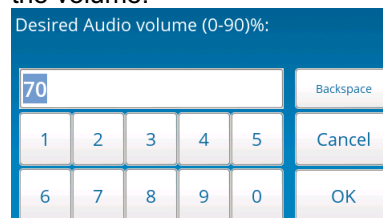
1. Navigate to **Caregiver > Audio & Reminders**.

The **Audio & Reminders** screen displays.



2. Press the **Audio Volume** button.

A screen displays enabling you to adjust the volume.



3. Using the number pad, make adjustments, as desired.

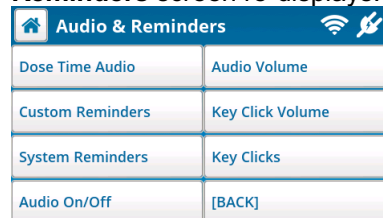
4. Press **OK**.

The screen remains displayed, and a reminder is played enabling you to hear the new volume.

5. If necessary, continue adjusting the volume and pressing **OK**.

6. Once you have found a preferred volume, press **OK** again.

Changes are saved, and the **Audio & Reminders** screen re-displays.



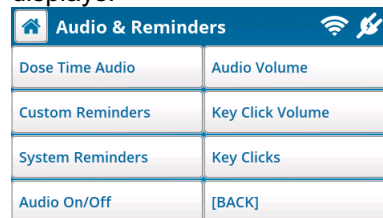
## >>> To Adjust the Key Click Volume:

### Step # Task

1. Navigate to **Caregiver > Audio & Reminders**.

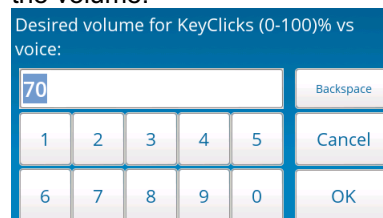
### Results

The **Audio & Reminders** screen displays.



2. Press the **Key Click Volume** button.

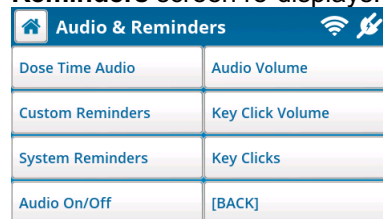
A screen displays enabling you to adjust the volume.



3. Using the number pad, make adjustments, as desired.

4. Press **OK**.

Changes are saved, and the **Audio & Reminders** screen re-displays.



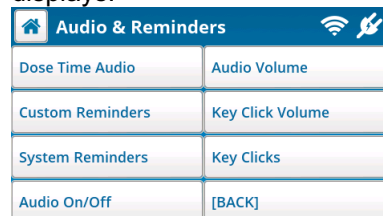
## >>> To Turn the Key Click Sounds On and Off:

### Step # Task

1. Navigate to **Caregiver > Audio & Reminders**.

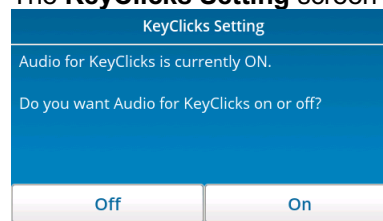
### Results

The **Audio & Reminders** screen displays.



2. Press the **Key Clicks** button.

The **KeyClicks Setting** screen displays.

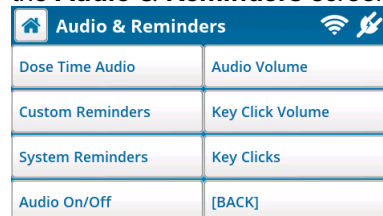


3. If you want a “click” sound to play when a button is pressed, press the **On** button.

OR

If you DO NOT want a “click” sound to play when a button is pressed, press the **Off** button

The setting is saved, and focus returns to the **Audio & Reminders** screen.





## REPORTS

The MedaCube allows for a variety of different types of reports, which can be viewed on-screen or sent to caregivers via email. These reports include valuable information such as medication adherence, missed doses, and excessive requests for As-Needed medications.

Available reports include:

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

<b>Adherence</b>	Provides data regarding whether or not the patient is taking the medications as prescribed.
<b>“As-Needed” Meds</b>	Provides data regarding the frequency that the patient is taking as-needed medication and if they have requested excessively.
<b>Days Supply</b>	Provides data regarding how many days of a medication are left.
<b>Expiring Meds</b>	Provides data regarding how many days are left for each medication before expiration.
<b>Network</b>	Provides data regarding the MedaCube's connectivity, checking in with the portal, sending emails, etc.
<b>Pills Taken</b>	Provides data regarding the number of pills taken per medication for a one-month period of time.
<b>Pills Missed</b>	Provides data regarding the number of pills that were dispensed but not taken per medication for a one-month period of time.
<b>Doses Taken</b>	Provides data regarding the number of doses taken, including how many pills per dose, for a one-month period of time.
<b>Doses Missed</b>	Provides data regarding the number of doses missed, including how many pills per dose, for a one-month period of time.

## >>> To View and Email Adherence Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Adherence** button.

The **Choose Starting Month** screen displays.

Choose Starting Month

03 / 2018

◀ ▶ ◀ ▶

Cancel OK

3. Using the arrow buttons, select the month and year that you want the report to start on, and press **OK**.

The **Choose Ending Month** screen displays.

Choose Ending Month

03 / 2018

◀ ▶ ◀ ▶

Cancel OK

4. Using the arrow buttons, select the month and year that you want the report to end on, and press **OK**.

The **Adherence Rate** screen displays.

Adherence Rate

Neurontin 300 mg capsule

2 pills taken in interval  
0 pills missed  
2 pills prescribed  
100.0% adherence

▲ ▼

Email

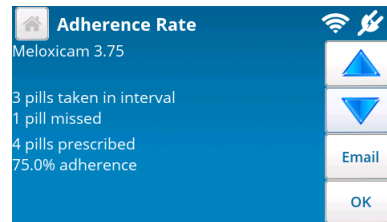
OK

For each medication, this screen displays the:

- Number of pills taken during the timeframe you selected.
- Number of pills missed during the selected timeframe.

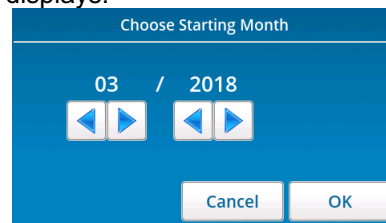
5. Use the arrow buttons to scroll and see adherence information for each medication loaded into the MedaCube.

- Number of pills prescribed during the timeframe.
- Adherence percentage.



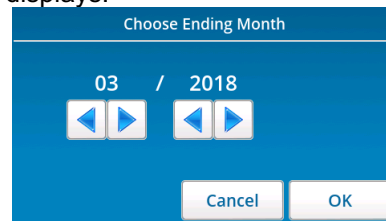
6. If you want to email a report of this information to a caregiver, press the **Email** button.

The **Choose Starting Month** screen displays.



7. Using the arrow buttons, select the month and year that you want the report to start on, and press **OK**.

The **Choose Ending Month** screen displays.



8. Using the arrow buttons, select the month and year that you want the report to start on, and press **OK**.

The **Reports** screen re-displays.

The caregiver(s) receive an email with a link to view the adherence data on the portal.

## >>> To View and Email As-Needed Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **As Needed Meds** button.

The **Choose Starting Month** screen displays.

Choose Starting Month

03 / 2018

◀ ▶

◀ ▶

Cancel

OK

3. Using the arrow buttons, select the month and year that you want the report to start on, and press **OK**.

The **Choose Ending Month** screen displays.

Choose Ending Month

03 / 2018

◀ ▶

◀ ▶

Cancel

OK

4. Using the arrow buttons, select the month and year that you want the report to end on, and press **OK**.

The **'As-Needed' Report** screen displays.

'As-Needed' Report

Neurontin 300 mg capsule

Days max limit: 0

Excess requests: 0

2 pills taken As-Needed

30 days in period

Avg 0.07/day

▲ ▼

Email

OK

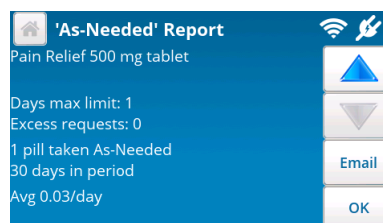
For each as-needed medication, this screen displays the:

- The maximum number of medication that can be taken in a day.
- The number of times that the patient asked for the medication above the maximum threshold.
- Number of pills taken during the

5. Use the arrow buttons to scroll and see information for each medication loaded into the MedaCube.

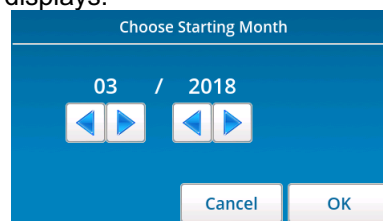
selected timeframe.

- Average number of pills taken per day.



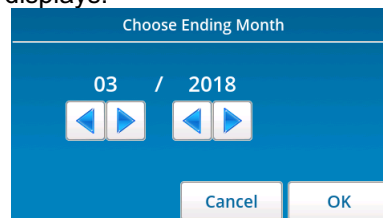
6. If you want to email a report of this information to a caregiver, press the **Email** button.

The **Choose Starting Month** screen displays.



7. Using the arrow buttons, select the month and year that you want the report to start on, and press **OK**.

The **Choose Ending Month** screen displays.



8. Using the arrow buttons, select the month and year that you want the report to end on, and press **OK**.

The **Reports** screen re-displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

The caregiver(s) receive an email with a link to view the data on the portal.

## >>> To View and Email Days Supply Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Days Supply** button.

The **Days Supply Remaining** screen displays.

Days Supply Remaining	
0+: Bin-1 Neurontin 300 mg capsule (gabapentin)	▲
1 : Bin-2 Meloxicam 3.75	▼
4+: Bin-3 Pain Relief 500 mg tablet (acetaminophen)	Email
8 : Bin-4 Nucynta 100 mg tablet (tapentadol hcl)	OK

For each medication, this screen displays the number of days each medication has left in the MedaCube before it runs out.

3. Use the arrow buttons to scroll and see supply information for each medication loaded into the MedaCube.

Days Supply Remaining	
+ In Days left indicates an estimate for 'As-Needed' meds	▲
Projections based on inventory counts.	▼
From Caregiver menu, you can use either:	Email
a) Refill Med	OK

Days Supply Remaining	
b) More, Inventory	▲
c) See/Schedule Med, Pills, Qty	▼
	Email
	OK

4. If you want to email a report of this information to a caregiver, press the **Email** button.

The **Reports** screen re-displays.

The caregiver(s) receive an email with a link to view the data on the portal.

## >>> To View and Email Expiring Meds Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Expiring Meds** button.

The **Expiring Meds** screen displays.

Expiring Meds	
# of days until expiration:	
361: Meloxicam 3.75	
361: Neurontin 300 mg capsule	
361: Nucynta 100 mg tablet	
	Email
	OK

3. Use the arrow buttons to scroll and see expiration information for each medication loaded into the MedaCube.

Expiring Meds	
363: Meloxicam 3.75	
363: Pain Relief 500 mg tablet	
	Email
	OK

4. If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays.

The caregiver(s) receive an email with the data.

## >>> To View Network Reports

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > Reports**.

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Network** button.

The **Network Status** screen displays.

Network Status	
Connection: WiFi 'PharmAdva'	
Connect 12:39pm 5/30 succeeded	
Set Clock 10:55am 5/30 succeeded	
Bandwidth 140.5 KB/sec Upload	
Bandwidth 140.5 KB/sec Upload	
Bandwidth 140.5 KB/sec Upload	
Set Clock 10:55am 5/30 succeeded	
OK	

3. Use the arrow buttons to scroll and see network information for the MedaCube.

4. Press **OK**.

The **Reports** screen re-displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]



## >>> To View and Email Pills Taken Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Pills Taken** button.

The **Choose Reporting Month** screen displays.

Choose Reporting Month

03 / 2018

◀ ▶ ◀ ▶

Cancel OK

3. Press **OK**.

A screen displays asking which day to report on.

For which day of the month:

Backspace

1	2	3	4	5	Cancel
6	7	8	9	0	OK

4. Enter a day and press **OK**.

The **Pills Taken** screen displays.

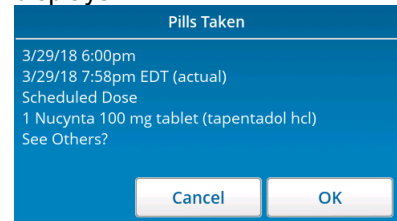
Pills Taken	
3/29 3:00pm Scheduled Dose Neurontin 300 mg capsule (gabapentin)	▲
3/29 3:00pm Scheduled Dose Meloxicam 3.75	▼
3/29 4:00pm Scheduled Dose Meloxicam 3.75	Email
3/29 4:30pm Make Up Dose Neurontin 300 mg capsule (gabapentin)	OK

5. Use the arrow buttons to scroll and see data regarding what pills were taken.

Pills Taken	
3/29 4:30pm Make Up Dose Meloxicam 3.75	▲
3/29 6:00pm Scheduled Dose Nucynta 100 mg tablet (tapentadol hcl)	▼
	Email
	OK

6. To see how many pills were in a dose, along with the time that they were taken, press one of the buttons displaying dose information.

A subsequent **Pills Taken** screen displays.



7. Read the information, then press **OK** to go back to list of doses.

The **Pills Taken** screen re-displays.



8. If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays.

The caregiver(s) receive an email with a link to view the Pills Taken data on the portal.

## >>> To View and Email Pills Missed Reports

### Step # Task

### Results

1. Navigate to **Caregiver > Reports**.

The **Reports** screen displays.

Reports	
Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Pills Missed** button.

The **Choose Reporting Month** screen displays.

Choose Reporting Month

03 / 2018

◀

▶

◀

▶

Cancel
OK

3. Use the arrow buttons to select the month you want the report run on, then press **OK**.

The **Missed Pills** screen displays.

Missed Pills	
3/29 3:30pm Scheduled Dose Meloxicam 3.75	▲
3/29 4:30pm Scheduled Dose Neurontin 300 mg capsule (gabapentin)	▼
3/29 4:30pm Scheduled Dose Meloxicam 3.75	Email
	OK

4. Use the arrow buttons to scroll and see data regarding what pills were missed.
5. To see how many pills were in a dose, along with the time that they were missed, press one of the buttons displaying dose information.

A subsequent **Missed Pills** screen displays.

Missed Pills

3/29/18 3:30pm  
3/29/18 3:45pm EDT (actual)  
Scheduled Dose  
1 Meloxicam 3.75  
See Others?

Cancel
OK

6. Read the information, then press **OK** to go back to list of doses.

The **Missed Pills** screen re-displays.

Missed Pills	
3/29 3:30pm Scheduled Dose Meloxicam 3.75	▲
3/29 4:30pm Scheduled Dose Neurontin 300 mg capsule (gabapentin)	▼
3/29 4:30pm Scheduled Dose Meloxicam 3.75	Email
	OK

- If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays.

The caregiver(s) receive an email with a link to the Missed Pills data on the portal.

## >>> To View and Email Doses Taken Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

### Results

The **Reports** screen displays.

Adherence	Pills Taken
As Needed Meds	Pills Missed
Days Supply	Doses Taken
Expiring Meds	Doses Missed
Network	[BACK]

2. Press the **Doses Taken** button.

The **Choose Reporting Month** screen displays.

Choose Reporting Month

03 / 2018

< > < >

Cancel OK

3. Use the arrow buttons to select the month you want the report run on, then press **OK**.

The **Doses Taken** screen displays.

3/26 6:00pm 2 pills Scheduled Dose	▲
3/29 3:00pm 2 pills Scheduled Dose	▼
3/29 4:00pm 1 pill Scheduled Dose	Email
3/29 4:30pm 2 pills Make Up Dose	OK

4. Use the arrow buttons to scroll and see data regarding what doses were taken.

3/29 6:00pm 1 pill Scheduled Dose	▲
3/30 12:00pm 1 pill Scheduled Dose	▼
3/30 12:18pm 1 pill 'As-Needed'	Email
3/30 12:33pm 2 pills 'As-Needed'	OK

5. If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays, and the caregiver(s) receive an email with a link to the Doses Taken data on the portal.

## >>> To View and Email Doses Missed Reports

### Step # Task

1. Navigate to **Caregiver > Reports**.

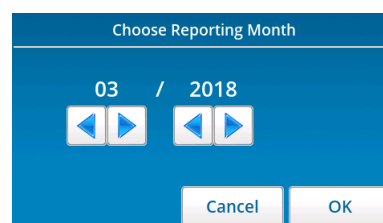
### Results

The **Reports** screen displays.



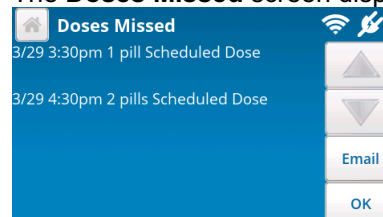
2. Press the **Doses Missed** button.

The **Choose Reporting Month** screen displays.



3. Use the arrow buttons to select the month you want the report run on, then press **OK**.

The **Doses Missed** screen displays.



4. Use the arrow buttons to scroll and see data regarding what doses were missed.
5. If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays, and the caregiver(s) receive an email with the Doses Missed data.

## MORE

The **More** button allows the caregiver to access management functions of the MedaCube.

The **More** options include:



More	
Perform Inventory	Preferences
Clean Drawer	Training
Manage Bins	Help
User Info	
Settings	[BACK]

### Perform Inventory

The **Perform Inventory** function allows the caregiver to fix incorrect information. An inventory should be performed if the caregiver suspects the pill counts are incorrect. To perform an inventory, select '**Perform Inventory**' from '**More**' menu, and follow the on-screen prompts.

### Clean Drawer

Selecting **Clean Drawer** opens the dispense drawer so it can be inspected and cleaned. Excessive pill dust can build up and clog the pill-picking system over time. Avoid the need for maintenance by keeping the bins clean. A clean bin should be dust-free, chemical-free, and dry.

### Manage Bins

The **Manage Bins** feature allows the caregiver to perform several useful functions such as:

- **Remove All Bins:** Allows the caregiver to remove all bins in case of power failure or discontinued use.
- **Replace All Bins:** Allows the caregiver to replace the bins after having removed the bins.
- **List All Bins:** Lists all bins currently in MedaCube, available or not.
- **List Available Bins:** Lists only bins which are available (i.e., are not loaded with medication).
- **View Meds:** Displays all loaded medications and associated bin locations.
- **Move a Med:** Allows the caregiver to move a medication from a bin to a different bin.
- **Trade Bin Sizes:** Allows the caregiver to switch between small and large bin configurations.

### User Info

The **User Info** screen is where the caregiver can enter and change user and contact information for up to three caregivers and one patient. To enter or change information, simply touch the button and edit the field.

### Settings

The **Settings** screen contains many options for customization of the MedaCube. While the default settings are appropriate for most users, there are several settings that can be changed.

## **Preferences**

The **Preferences** screen provides features that enable you to specify personal settings for the MedaCube.

## **Training**

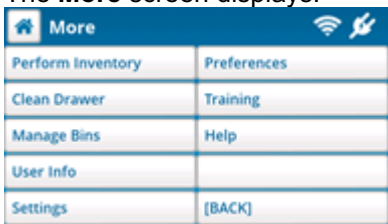
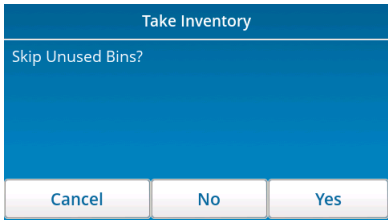
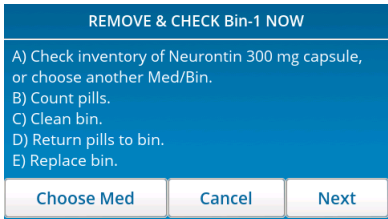
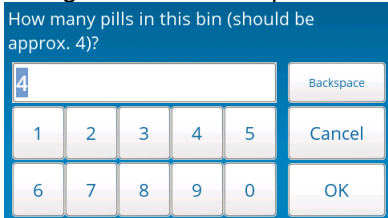
The **Training** screen provides useful information about using the MedaCube and training videos.

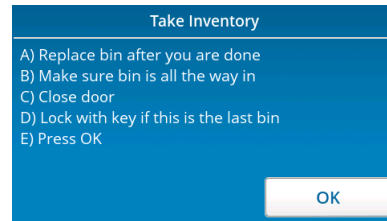
## **Help**

The **Help** screen provides the ability to test communications between the MedaCube and the portal site, obtain the software version, and contact tech support.



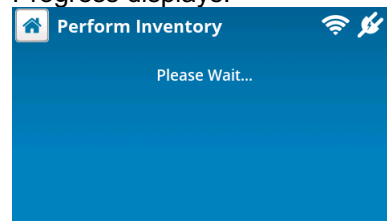
## >>> Perform Inventory

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; More</b> .	<p>The <b>More</b> screen displays.</p> 
2.	A screen displays asking if you want to skip the bins that have no medication loaded into them.	
3.	Press <b>YES</b> or <b>NO</b> based on what you want to do.	
4.	Press the <b>Perform Inventory</b> button.	<p>Progress displays followed by instructions.</p> 
5.	Read and follow all of the instructions, then press <b>Next</b> .	<p>A screen displays enabling you to change the number of pills.</p> 
6.	If necessary, revise the number, and press <b>OK</b> .	<p>A <b>Take Inventory</b> screen displays.</p>



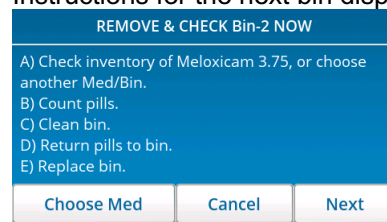
7. Read and follow the instructions, then press **OK**.

Progress displays.



8. Press **YES**.

Instructions for the next bin display.

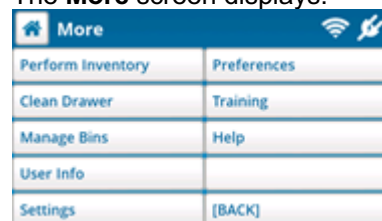


9. Continue with the same process until you have checked the inventory for every bin.

## >>> Clean Drawer

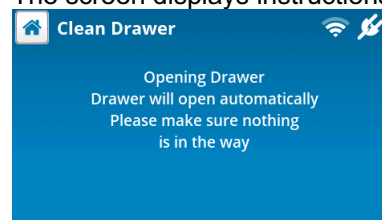
Step #	Task	Results
--------	------	---------

- |    |  |                                  |
|----|--|----------------------------------|
| 1. | Navigate to <b>Caregiver &gt; More</b> . | The <b>More</b> screen displays. |
|----|--|----------------------------------|



- |    |  |  |
|----|--|--|
| 2. | Ensure that nothing is in front of the drawer. |  |
|----|--|--|

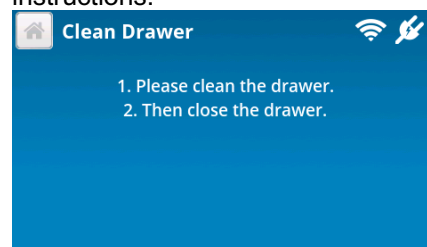
- |    |                                       |                                   |
|----|---------------------------------------|-----------------------------------|
| 3. | Press the <b>Clean Drawer</b> button. | The screen displays instructions. |
|----|---------------------------------------|-----------------------------------|



The dispense drawer opens while the screen displays progress.

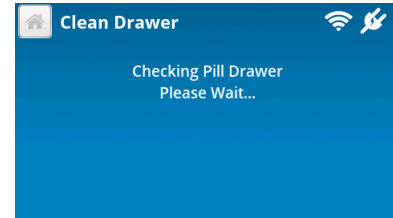


The screen updates with cleaning instructions.



4. Gently clean the drawer ensuring that it is dust-free and dry. Ensure to not scratch the bottom of the drawer.
5. Gently close the drawer.

The MedaCube checks the drawer for cleanliness.

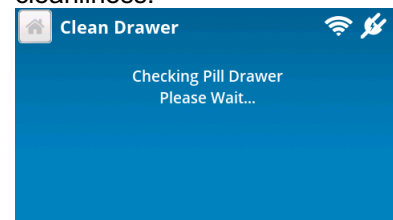


If the MedaCube detects dust in the drawer, the screen will display a photo and designate a location where the drawer needs additional cleaning.



6. Gently clean the drawer again, and close it.

The MedaCube checks the drawer cleanliness.



Once complete, the **More** screen re-displays.

## >>> Manage Bins

The **Manage Bins** set of features enables you to work with the bins in different ways.

Manage Bins	
Remove All Bins	View Meds
Replace All Bins	Move a Med
List All Bins	Trade Bin Sizes
List Available Bins	[BACK]

**Remove All Bins** Allows the caregiver remove all bins in case of power failure or discontinued use.

**Replace All Bins** Allows the caregiver replace the bins after having removed the bins.

**List All Bins** Lists all bins currently in MedaCube, available or not.

**List Available Bins** Lists only bins which are available (i.e., are not loaded with medication).

**View Meds** Displays all loaded medications and associated bin locations.

**Move a Med** Allows the caregiver to move a medication from a bin to a different bin.

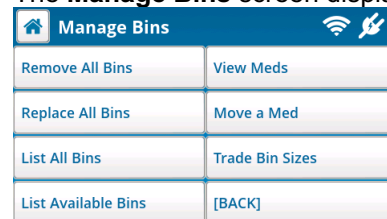
**Trade Bin Sizes** Allows the caregiver to switch between small and large bin configurations.

### >>> Remove All Bins

Step #	Task	Results
--------	------	---------

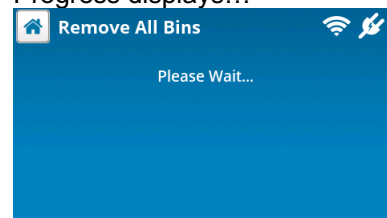
1. Navigate to **Caregiver > More > Manage Bins**.

The **Manage Bins** screen displays.

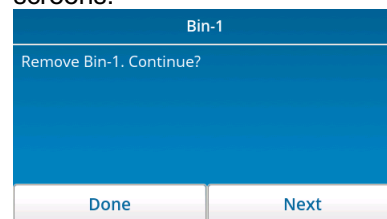


2. Press the **Remove All Bins** button.

Progress displays...

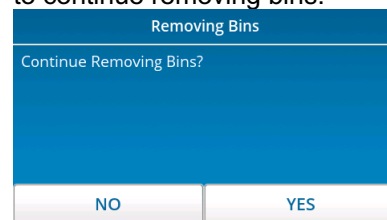


Followed by a **Remove All Bins** screens.



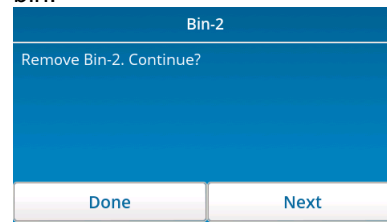
3. Follow the instructions to remove the first bin, then press the **Next** button.

A screen displays asking if you want to continue removing bins.



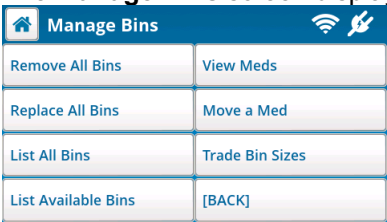
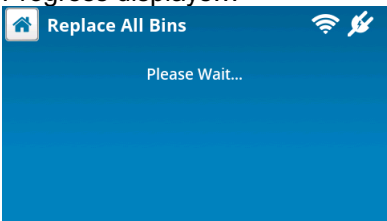
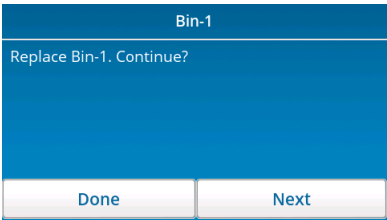
4. Press **YES**.

The process continues with the next bin.



5. Follow on-screen instructions until complete and all bins have been removed.

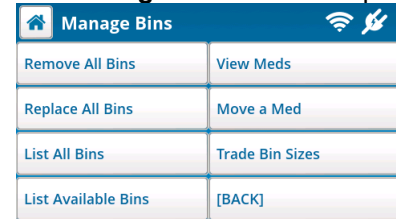
### >>> *Replace All Bins*

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; More &gt; Manage Bins</b> .	<p>The <b>Manage Bins</b> screen displays.</p> 
2.	Press the <b>Replace All Bins</b> button.	<p>Progress displays...</p>  <p>Followed by the <b>Replace All Bins</b> screen.</p> 
3.	Press <b>Next</b> , then follow the instructions to replace the removed bin, and press <b>OK</b> .	<p>A screen displays asking if you want to continue replacing bins.</p>
4.	Press <b>YES</b> .	<p>The process continues.</p>

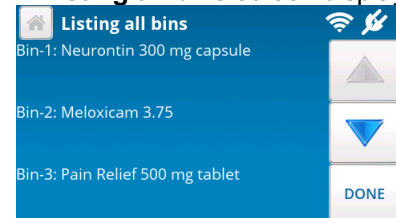
### >>> List All Bins

Step #	Task	Results
--------	------	---------

- |    |   |   |
|----|---|---|
| 1. | Navigate to <b>Caregiver &gt; More &gt; Manage Bins</b> . | The <b>Manage Bins</b> screen displays. |
|----|---|---|

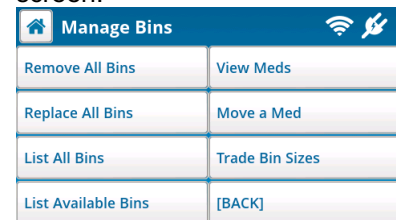


- |    |  |  |
|----|--|--|
| 2. | Press the <b>List All Bins</b> button. | A <b>Listing all bins</b> screen displays. |
|----|--|--|



- |    |  |  |
|----|--|--|
| 3. | Using the arrow buttons, scroll the list to see which medications are in each bin. |  |
|----|--|--|

- |    |                                    |   |
|----|------------------------------------|---|
| 4. | When finished, press <b>DONE</b> . | Focus returns to the <b>Manage Bins</b> screen. |
|----|------------------------------------|---|





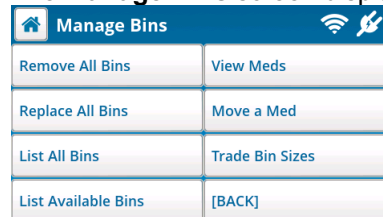
>>> *List Available Bins*

**Step #    Task**

**Results**

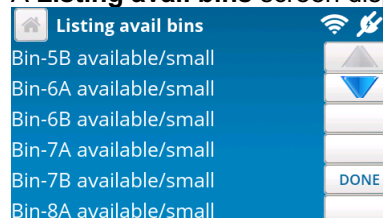
1.      Navigate to **Caregiver > More > Manage Bins**.

The **Manage Bins** screen displays.



2.      Press the **List Available Bins** button.

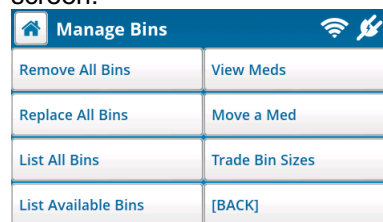
A **Listing avail bins** screen displays.



3.      If necessary, use the arrow buttons to scroll through the list to see which bins are empty.

4.      When finished, press **DONE**.

Focus returns to the **Manage Bins** screen.



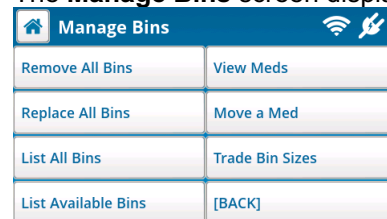
## >>> View Meds

### Step # Task

1. Navigate to **Caregiver > More > Manage Bins**.

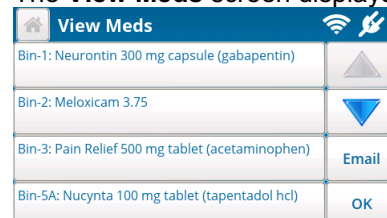
### Results

The **Manage Bins** screen displays.



2. Press the **View Meds** button.

The **View Meds** screen displays.



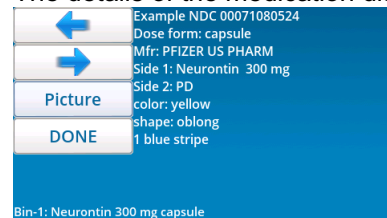
3. Press the button for the desired medication.

The picture screen for the selected medication displays.



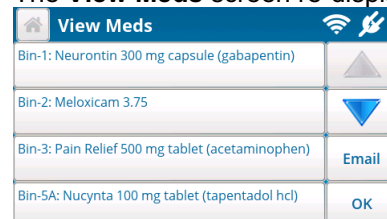
4. Press the **Details** button.

The details of the medication display.



5. Press the **DONE** button.

The **View Meds** screen re-displays.



6. If you would like to email the medication list, press the **Email** button.

An email is sent to the caregiver(s) with a link to the portal and the **Manage Bins** screen re-displays.

Manage Bins	
Remove All Bins	View Meds
Replace All Bins	Move a Med
List All Bins	Trade Bin Sizes
List Available Bins	[BACK]

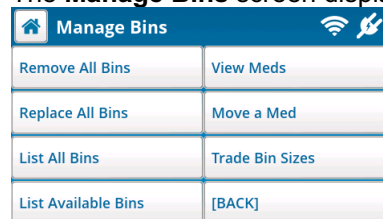
## >>> Move a Med

### Step # Task

1. Navigate to **Caregiver > More > Manage Bins**.

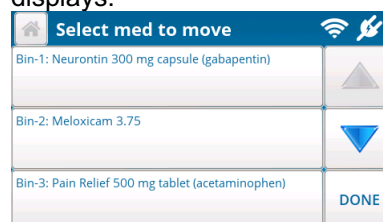
### Results

The **Manage Bins** screen displays.



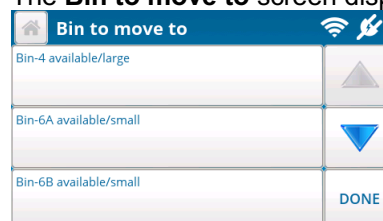
2. Press the **Move a Med** button.

The **Select med to move** screen displays.



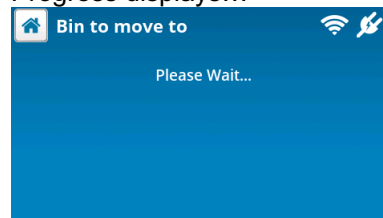
3. From the list, press the bin/med button for the medication you want to move to a different bin.

The **Bin to move to** screen displays.

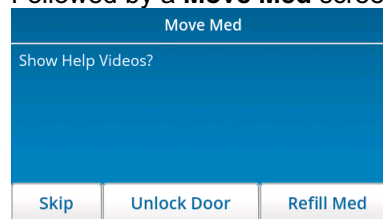


4. From the list, press the bin button for the bin that you want to move the medication to.

Progress displays...

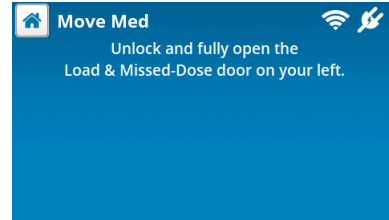


Followed by a **Move Med** screen.



The **Move Med** screen displays.

5. Watch the videos or press the **Skip** button.



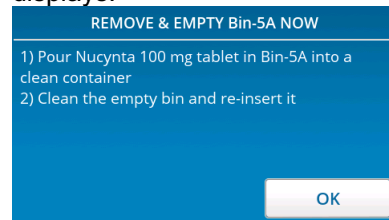
6. Follow the on-screen instructions.

The screen updates asking you if the medication pictured is correct.



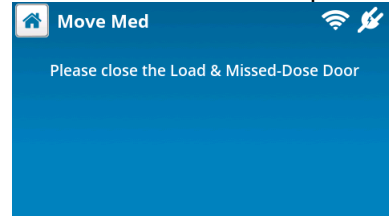
7. If the medication is correct, press **YES**

The **Remove & Empty Bin Now** screen displays.



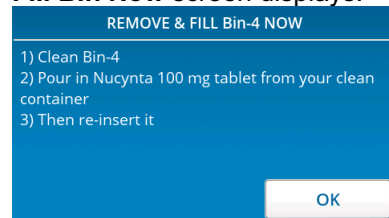
8. Follow all on-screen instructions, then press **OK**.

The screen instructions update.



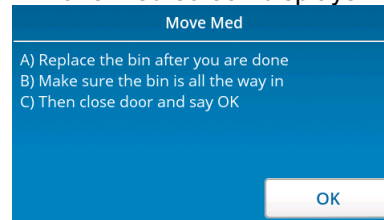
9. Follow on-screen instructions.

Automatically, a subsequent **Remove & Fill Bin Now** screen displays.

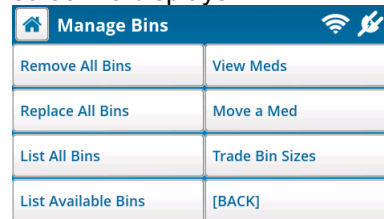


10. Open the Load & Missed Dose Door. Closely follow all on-screen instructions, and then press **OK**.

A **Move Med** screen displays.



When finished, the **Manage Bins** screen re-displays.



### >>> Trade Bin Sizes



#### Note >

Two adjacent small bins must both be empty to be able to exchange them for one large bin.

#### Step # Task

#### Results

1. Navigate to **Caregiver > More > Manage Bins**.

The **Manage Bins** screen displays.

Manage Bins	
Remove All Bins	View Meds
Replace All Bins	Move a Med
List All Bins	Trade Bin Sizes
List Available Bins	[BACK]

2. Press the **Trade Bin Sizes** button.

The **Select bin to change** screen displays.

Select bin to change	
Bin-1 available/large	▲
Bin-2 available/large	▼
Bin-3 available/large	DONE


3. Continue to follow instructions shown on screen.

## >>> User Info

The **User Info** function allows you to view which caregivers have access to the MedaCube.



### >>> To View the User Info:

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; More &gt; User Info</b> .	The <b>Caregivers for this MedaCube</b> screen displays. 
2.	Review the information, and contact PharmAdva if changes are needed. (This includes changing an email address or removing an account.)	
3.	Press <b>OK</b> .	Focus returns to the <b>More</b> screen.




## >>> Settings

**Settings** allow you to customize the MedaCube for personal preferences.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

<b>Date &amp; Time</b>	Allows the caregiver to set the date, time, and time zone.
<b>Screen Saver</b>	Allows the caregiver to select a Detailed or Simple clock screen-saver and to set the number of minutes (1-10) before the display times out to the screen-saver. This also allows the caregiver to set the brightness of the screen when the screen-saver is displayed.
<b>Erase My Data</b>	Enables you to delete <b>ALL</b> of the personal information on the MedaCube. <b>This is permanent, and the data you delete cannot be recovered.</b>
<b>Power &amp; Battery</b>	Tells you which kind of power source the MedaCube is currently running on.
<b>Set Next Dose Time</b>	Enables you to set the next time that a dose will be dispensed.
<b>WiFi Network</b>	Enables you to configure wireless network settings.
<b>AM/PM or 24-Hour Time</b>	Allows the caregiver to select if they would like the time on the MedaCube to display the time as AM/PM or 24-hour time format.
<b>Patient Menu Access</b>	Enables the caregiver to enable and disable the patient's <b>Home</b> menu options.
<b>Away Mode</b>	Away mode temporarily stops dispensing medications. This can be used for vacations or other holidays (where Get Dose Early was not used as the time away may not be predictable) and temporary hospitalizations. Doses will not be tracked as taken or missed. Auto away mode occurs after the configured number of days worth of doses are missed; it accounts for other unexpected time away from the MedaCube and lessens too many doses needing to be restocked.

## >>> To Set the MedaCube's Date & Time:

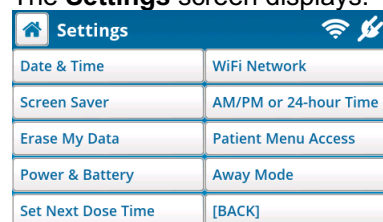
 Important > The date and time must be set correctly to ensure proper functionality of the MedaCube.

### Step # Task

### Results

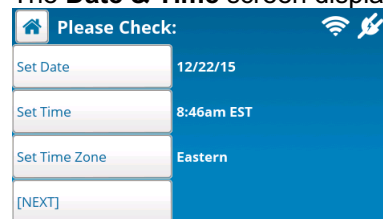
1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.



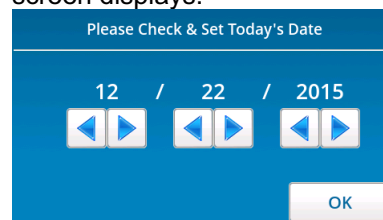
2. Press the **Date & Time** button.

The **Date & Time** screen displays.



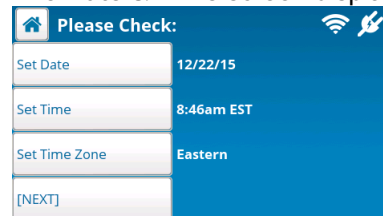
3. Press the **Set Date** button.

The **Please Check & Set Today's Date** screen displays.



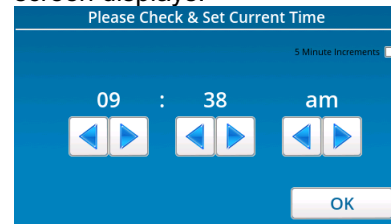
4. Using the arrow buttons, set the date, and press **OK**.

The **Date & Time** screen displays.



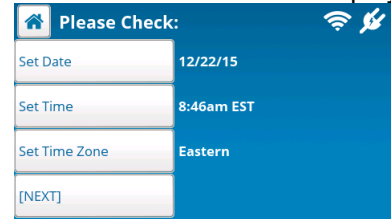
5. Press the **Set Time** button.

The **Please Check & Set Current Time** screen displays.



6. Using the arrow buttons, set the time, and press.

The **Date & Time** screen displays.



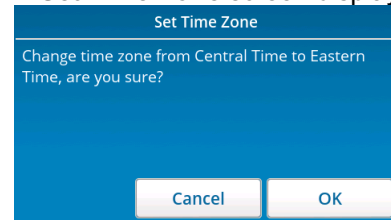
7. Press the **Set Time Zone** button, then press **OK**.

A **Set Time Zone** screen displays.



8. Select the appropriate time zone, and then press **OK**.

A **Set Time Zone** screen displays.



9. Press **OK**.

The MedaCube returns to the **Date & Time** screen.

## >>> To Set the MedaCube's Screen Saver:

### Step # Task

1. Navigate to **Caregiver > More > Settings**.

### Results

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **Screen Saver** button.

The **Screen Saver** screen displays.

Screen Saver	
Choose the type of clock screen saver:	
It is currently set to the Detailed clock.	
Cancel	Detailed Simple

3. Select the **Detailed** or **Simple** clock button.

A screen displays asking you how long the MedaCube can be idle before the screen saver should start.

Number of idle minutes before Screen Saver comes on? (1-10)	
5	Backspace
1 2 3 4 5	Skip
6 7 8 9 0	OK

4. Edit the time, if desired, and press **OK**.

A screen displays allowing the screen saver brightness to be set.

Desired clock-screen brightness (0-100)%:	
	Backspace
1 2 3 4 5	Cancel
6 7 8 9 0	OK

5. Enter the desired brightness, then press **OK**.

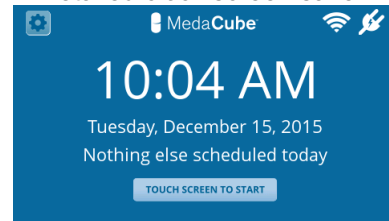
The option to preview the screen saver will be displayed.

Screen Saver	
Preview it now?	
NO	YES

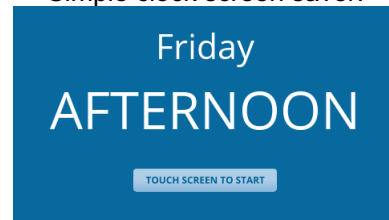
6. Press **YES**.

A preview of the screen saver will be displayed.

Detailed clock screen saver.



Simple clock screen saver.



7. Tap anywhere on the screen to dismiss the screen saver.

The **Settings** screen re-displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

## >>> To Erase the Caregiver, Patient, Medication, and Scheduling Data:

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **Erase My Data** button.

An **Erase All of My Data** screen displays asking you if you are sure you want to delete all of the information on the MedaCube.

Erase All of My Data	
Are you ABSOLUTELY SURE you want to do this? All loaded med info will be lost, all user info, scheduling, report data, everything will be erased. Proceed?	
NO	YES

3. Read ALL of the text on this screen.

4. If you do want to delete the data, press **YES**.

The data is removed from the MedaCube, and it begins initial setup.

## >>> To Verify If the MedaCube is Running on Power or Battery:

### Step # Task

### Results

1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **Power & Battery** button.

The **Power & Battery** screen displays showing you the MedaCube's current power source.

Power & Battery	
MedaCube IS plugged in	
to wall power	
Tap [HERE] when finished	

3. Tap the screen.

The **Settings** screen re-displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

### Important >

If a power outage occurs, the following screens display. The MedaCube will run on battery power for ~24 hours.

Power Just Failed	
Power just failed or MedaCube unplugged.	
Do you want to Shutdown, or Run on Battery?	
Shutdown	Run on Battery

Power & Battery	
MedaCube is NOT plugged in	
to wall power	
Battery power:	
13.0 volts	
~100% left	
Tap [HERE] when finished	

### >>> To Set the Next Dose Time:

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **Set Next Dose Time** button.

The **Reset Next Time** screen displays.

Reset Next Time	
5:00am	12:00pm
7:00am	*9:00pm*
9:15am	[OK]

3. Press the desired time, and press **[OK]**.

The **Settings** screen re-displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]



## >>> To Configure WiFi Networking:

### Step # Task

### Results

1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **WiFi Network** button.

The **WiFi Setup** screen displays.

WiFi Setup	
Change Network	DuBoisHomestead
Signal Strength	100% (excellent)
Details	
[BACK]	

3. Press **Change Network**.

The **WiFi Setup** screen displays.

WiFi Setup	
Connected network is 'DuBoisHomestead'	
Make changes?	
No	Forget
Change Net	

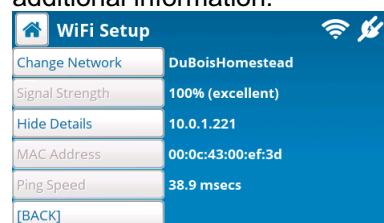
4. To change the WiFi Network, press **Change Net** and use the screens to configure your network.

WiFi Setup	
Scanning WiFi, Please Wait (5-10 secs)...	

WiFi Setup	
DuBoisHomestead	▲
NETGEAR59	▼
{Enter Network Name}	
{Forget Saved Networks}	DONE

- If you want to view details about your WiFi network, press **Details**.

The screen updates to display additional information.



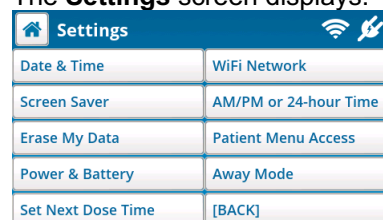
## >>> To Configure 12-Hour or 24-Hour Time:

### Step # Task

- Navigate to **Caregiver > More > Settings**.

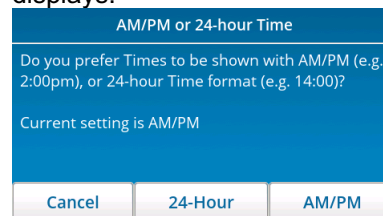
### Results

The **Settings** screen displays.



- Press the **AM/PM or 24-hour Time** button.

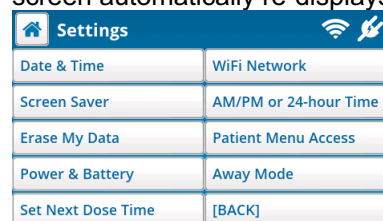
The **AM/PM or 24-hour Time** screen displays.



- If you want the time on the MedaCube to display 24-hour time (i.e., military time), press the **24-Hour** button.

If you want the time on the MedaCube to display 12-hour time, press the **AM/PM** button.

After making a selection, the **Settings** screen automatically re-displays.



## >>> To Configure Patient Menu Access:

### Step # Task

1. Navigate to **Caregiver > More > Settings**.

### Results

The **Settings** screen displays.

Settings	
Date & Time	WiFi Network
Screen Saver	AM/PM or 24-hour Time
Erase My Data	Patient Menu Access
Power & Battery	Away Mode
Set Next Dose Time	[BACK]

2. Press the **Patient Menu Access** button.

The **Patient Menu Access** screen displays.

Patient Menu Access	
As-Needed Meds: yes	
View Schedule : yes	
Get Dose Early : yes (31 days)	
Get Missed Dose: yes	
Replacement Pills: yes	Cancel
Only a CG can Set Clock: no	OK

3. Press a button name to turn it on or off for the patient when they view the Home screen.

In this example, the **As-Needed Meds** option has been turned off.

Patient Menu Access	
As-Needed Meds: no	
View Schedule : yes	
Get Dose Early : yes (31 days)	
Get Missed Dose: yes	
Replacement Pills: yes	Cancel
Only a CG can Set Clock: no	OK

4. Press **OK**, and exit the Caregiver screens.

The **Home** screen displays.

MedaCube	
As-Needed Medication	Get Dose Early
View Schedule	Get Missed Dose
	Replacement Pill
3:17pm	

5. Press the **As-Needed Medication** button.

A screen displays showing you that the feature has been disabled for the patient.

As-Needed Medication	
The Caregiver has disabled this menu command.	
Check with your Caregiver to see if they should enable it.	
OK	

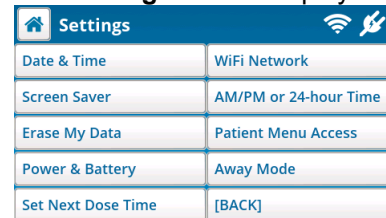
## >>> To Configure Away Mode:

Step #	Task	Results
--------	------	---------

To turn **Away Mode** on...

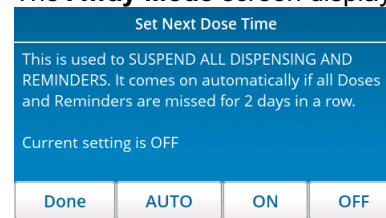
1. Navigate to **Caregiver > More > Settings**.

The **Settings** screen displays.



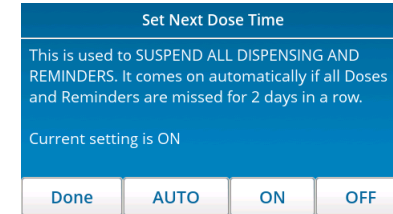
2. Press the **Away Mode** button.

The **Away Mode** screen displays.



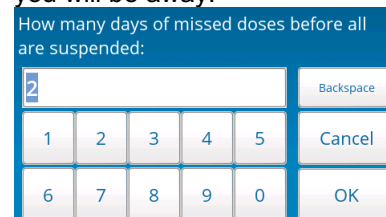
3. Press the **ON** button.

The screen now shows **Current Setting is ON**.



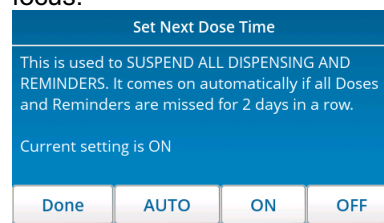
4. By default, Away Mode is set for two days. Press **AUTO** to modify this.

A screen displays allowing you to adjust the number of days based on how long you will be away.



5. Click **OK**.

The **Away Mode** screen returns to focus.



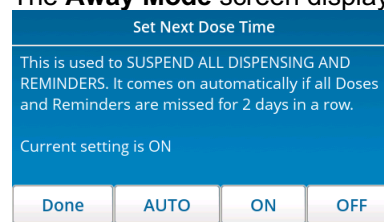
6. Click **Done**.

The **Settings** screen re-displays.

To turn **Away Mode** off...

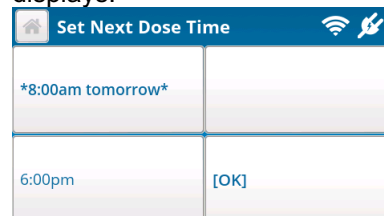
1. Navigate to **Caregiver > More > Settings > Away Mode**.

The **Away Mode** screen displays.



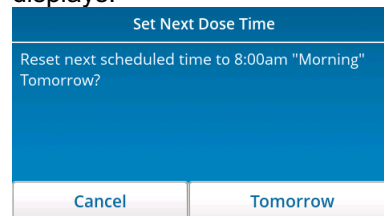
2. Press **OFF**.

The **Set Next Dose Time** screen displays.



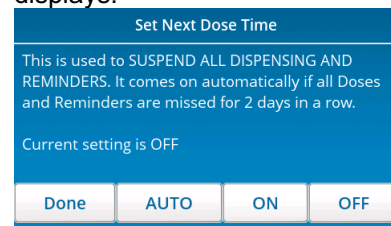
3. Select the time that you want the MedaCube to start dispensing doses again.

The **Set Next Dose Time** screen displays.



4. Click the **Tomorrow** button.

The **Set Next Dose Time** screen re-displays.



Set Next Dose Time

This is used to SUSPEND ALL DISPENSING AND REMINDERS. It comes on automatically if all Doses and Reminders are missed for 2 days in a row.

Current setting is OFF

Done AUTO ON OFF

5. Click **Done**.

The **Settings** screen re-displays.

## >>> Preferences

The **Preferences** features enable you to configure medication- and dose-specific settings.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

<b>Hide Med Names</b>	Allows you to prevent the medication names from showing when dispensing is occurring.
<b>Question Timeout</b>	Allows the caregiver to set the number of idle minutes before access to caregiver menu times out.
<b>Refill Alert</b>	Allows the caregiver to set the number of days left of medication when they will start to be sent daily notifications until the medication is refilled.
<b>Dose Warning</b>	Allows the caregiver to set how soon notifications are sent after a dose is not taken – “Late Dose” (default is 60 minutes).
<b>Show Instructions</b>	Allows the caregiver to toggle “Info” screens and help videos On/Off.
<b>Overnight Tasks</b>	Allows the caregiver to set the approximate time for overnight maintenance tasks such as database updates.
<b>HIPAA Consent</b>	<p>Allows the caregiver to review and reset the HIPAA permission.</p> <p>Note: the HIPAA Consent must be authorized for the networking functions of the MedaCube, including caregiver notifications and backups to be operational.</p> <p>The full privacy and confidentiality privacy of PharmAdva, LLC is available on the website: <a href="http://www.MedaCube.com">www.MedaCube.com</a>.</p>
<b>Error Messages</b>	Enables you to choose who receives error messages.
<b>Patient Screens</b>	Allows you to insert a delay in the presentation of the MedaCube’s screens to make the MedaCube easier to use for patients, especially those with hand tremors.

## >>> To Set the Question Timeout:

### Step # Task

1. Navigate to **Caregiver > More > Preferences**.

### Results

The **Preferences** screen displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

2. Press the **Question Timeout** button.

The question timeout screen displays.

# of minutes before questions time out?					
5					Backspace
1	2	3	4	5	Skip
6	7	8	9	0	OK

3. Enter the number of minutes you prefer, then press **OK**.

The **Preferences** screen re-displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]



## >>> To Set a Refill Alert:

Step #	Task	Results
--------	------	---------

- |    |  |   |
|----|--|---|
| 1. | Navigate to <b>Caregiver &gt; More &gt; Preferences.</b> | The <b>Preferences</b> screen displays. |
|----|--|---|

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

- |    |                                       |                               |
|----|---------------------------------------|-------------------------------|
| 2. | Press the <b>Refill Alert</b> button. | The question screen displays. |
|----|---------------------------------------|-------------------------------|

Notify me 'X' number of days before a med runs out:					
<input type="text" value="7"/>					Backspace
1	2	3	4	5	Skip
6	7	8	9	0	OK

- |    |  |  |
|----|--|--|
| 3. | Enter the number of days you prefer, then press <b>OK.</b> | The <b>Preferences</b> screen re-displays. |
|----|--|--|

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

>>> To set the amount of time before a late dose warning is sent out:

**Step # Task**

**Results**

1. Navigate to **Caregiver > More > Preferences**.

The **Preferences** screen displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

2. Press the **Dose Warning** button.

The question screen displays.

# of mins a dose is not taken for notification to go out?					
<input type="text" value="60"/>					Backspace
1	2	3	4	5	Skip
6	7	8	9	0	OK

3. Enter the number of minutes you prefer, then press **OK**.

The **Preferences** screen re-displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

## >>> To Show or Hide Instructions:

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Preferences**.

The **Preferences** screen displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

2. Press the **Show Instructions** button.

The **Show Instructions** screen displays.

Show Instructions	
Instruction screens ARE being shown.	
Show instruction screens?	
NO	YES

3. Press **YES** if you want instruction screens to be shown.

Press **NO** if you do not want instruction screens or help videos to be shown.

The **Preferences** screen re-displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

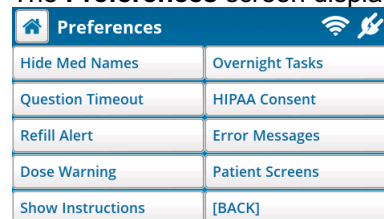
## >>> To Set Overnight Task Times:

### Step # Task

1. Navigate to **Caregiver > More > Preferences**.

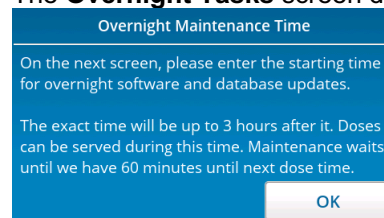
### Results

The **Preferences** screen displays.



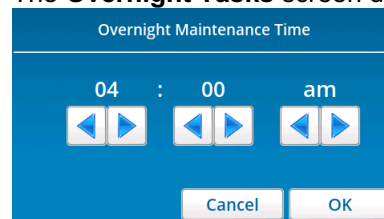
2. Press the **Overnight Tasks** button.

The **Overnight Tasks** screen displays.



3. Press **OK**.

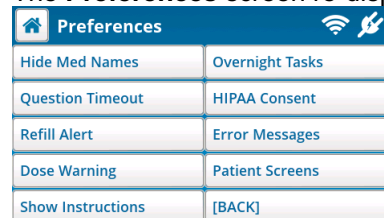
The **Overnight Tasks** screen displays.



4. Using the arrow buttons, set the time that you want the software and database updates to be downloaded to the MedaCube. This time must be different from any dose times.

5. Press **OK**.

The **Preferences** screen re-displays.



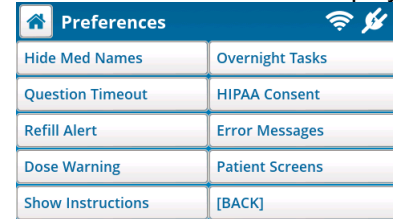
## >>> To Read the HIPAA Consent:

### Step # Task

### Results

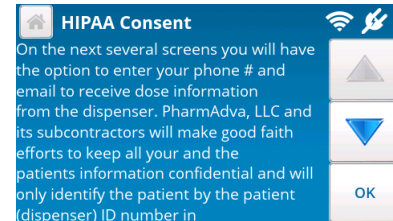
1. Navigate to **Caregiver > More > Preferences**.

The **Preferences** screen displays.

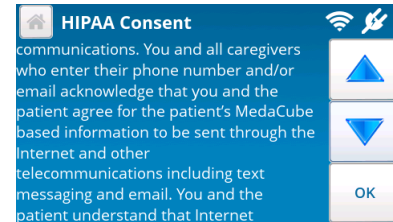


2. Press the **HIPAA Consent** button.

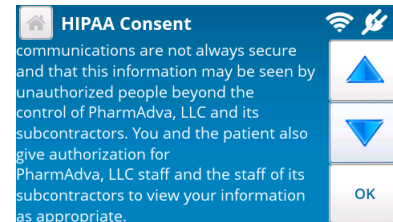
The **HIPAA Consent** screen displays.



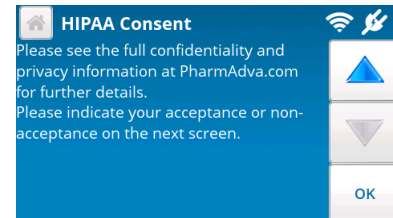
3. Using the arrow buttons, scroll through and read the screens of text.



4. Read and scroll...



5. Read and scroll...



6. Press **OK**.

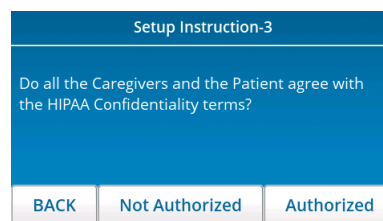
The **Setup Instructions-3** screen displays enabling you to choose authorization settings. (This is the same screen where you made a choice during initial setup.)

7. If you **DO** want communications sent to the caregiver and patient via email and text message, press the **Authorized** button.

The **Preferences** screen redisplay.

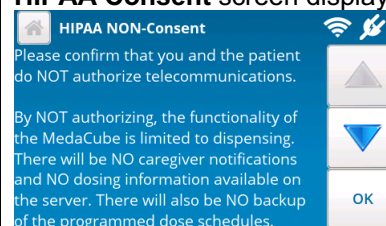
Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

The **Preferences** screen re-displays.

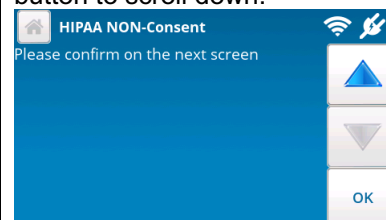


- OR If you **DO NOT** want communications sent to the caregiver and patient via email and text message, press the **Not Authorized** button.

After pressing **Not Authorized**, the **HIPAA Consent** screen displays.



Read the text, and press the arrow button to scroll down.



**WARNING:** If you choose this option, you will not have any reports available on the cloud, no backups will be performed, and no software or database updates can occur. Also, in addition to a lack of text/email notifications, no voice-call dispatches will occur.

Read the information. Press **Back** if you changed your mind about communications, or press **Not Authorized** to confirm your decision to not receive communications.

Read the final text, and press **OK**.

Not Authorized	
Please confirm that you and the patient do NOT authorize telecommunications.	
BACK	Not Authorized

Press **Not Authorized**.

The **Preferences** screen re-displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

## >>> To Define Who Error Messages Are Sent To:

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Preferences**.

The **Preferences** screen displays.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

2. Press the **Error Messages** button.

The **Error Messages** screen displays.

Error Messages	
Messages will be sent to Caregiver, and can also be given on-screen for Patient.	
Current setting: Caregiver only.	
Caregiver only	Both

3. If you want error messages to be sent to only the caregiver, press the **Caregiver Only** button.

The selection is saved, and the **Preferences** screen re-displays.

If you want error messages to be sent to both the caregiver and the patient, press the **Both** button.

Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

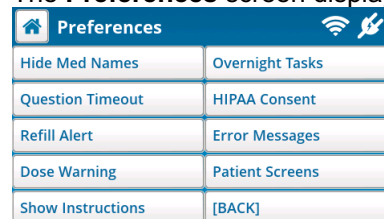


## >>> To Set Screen Delay for the Patient Screens:

Step #	Task	Results
--------	------	---------

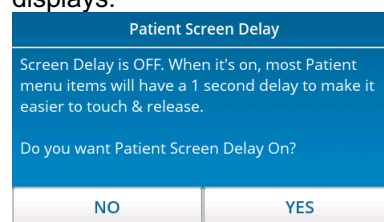
1. Navigate to **Caregiver > More > Preferences**.

The **Preferences** screen displays.



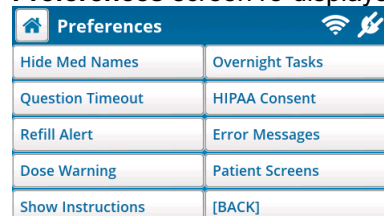
2. Press the **Patient Screens** button.

The **Patient Screen Delay** screen displays.



- 3.
- If you want to turn the screen delay feature on, press **YES**, or
  - If you want to turn the screen delay feature off, press **NO**.

The selection is saved, and the **Preferences** screen re-displays.



## >>> Training

The Training component of the MedaCube provides several different readings and videos.

PharmAdva, LLC recommends that all caregivers new to the MedaCube read and watch these training aids.

Training	
Take Pills Screen	View Help Videos
Missed Pill Screen	Opening Screen
Reminders	
Training Tutorial	[BACK]

<b>Take Pills Screen</b>	Shows you how you will be notified that your pills are ready to be taken.
<b>Missed Pill Screen</b>	Shows you what happens if the patient misses taking a dose.
<b>Reminders</b>	Shows you which system reminders are assigned to which doses.
<b>Training Tutorial</b>	Shows you a step-by-step overview of the MedaCube's major areas.
<b>View Help Videos</b>	Provides usage videos that can be watched on the MedaCube touchscreen.
<b>Opening Screen</b>	Shows you the MedaCube opening splash screen.

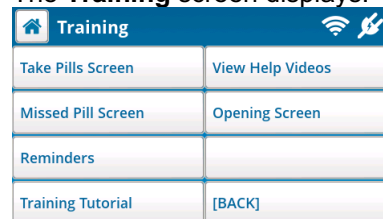
## >>> To Learn How to Get Pills from the MedaCube

### Step # Task

1. Navigate to **Caregiver > More > Training**.

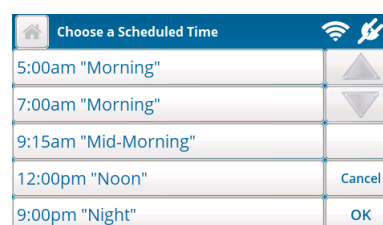
### Results

The **Training** screen displays.



2. Press the **Take Pills Screen** button.

The **Choose a Scheduled Time** screen displays.



3. Press one of the time buttons.

An alert sounds, a voice reminder plays, the light in the dispense drawer flashes, and the **Press Here** screen displays.



4. Press where the screen states **Press Here**.

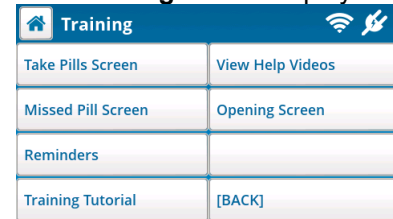
The **Training** screen re-displays.

## >>> Missed Pills Training

Step #	Task	Results
--------	------	---------

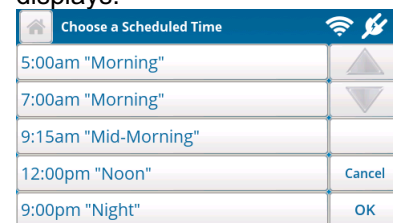
1. Navigate to **Caregiver > More > Training**.

The **Training** screen displays.



2. Press the **Missed Pills Screen** button.

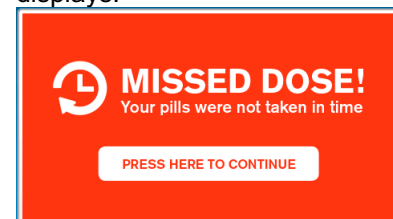
The **Choose a Scheduled Time** screen displays.



3. Press one of the time buttons.

A screen displays stating, **This dose was missed. Please Wait.**

And then a **Missed Dose** screen displays.



4. Press the screen to dismiss the screen.

The **Training** screen re-displays.

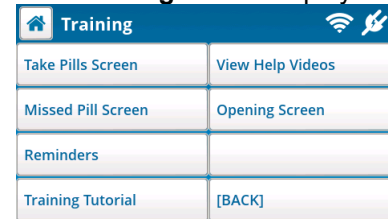
## >>> To View Reminders

### Step # Task

### Results

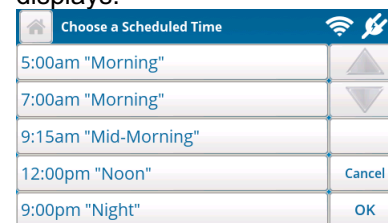
1. Navigate to **Caregiver > More > Training**.

The **Training** screen displays.



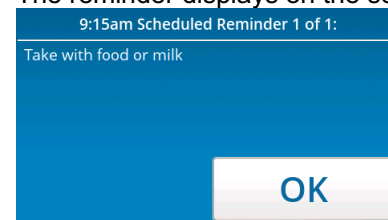
2. Press the **Reminders** button.

The **Choose a Scheduled Time** screen displays.



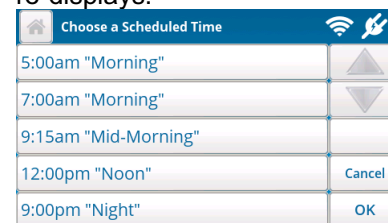
3. Press one of the time buttons.

The reminder displays on the screen.



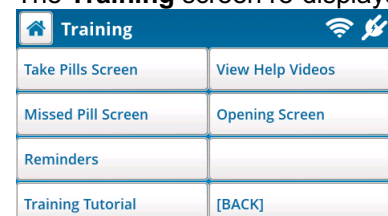
4. Press **OK**.

The **Choose a Scheduled Time** screen re-displays.

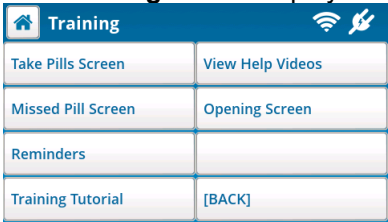
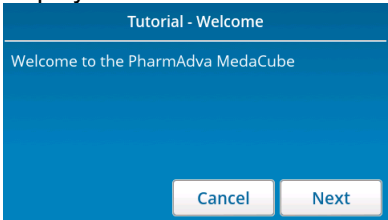
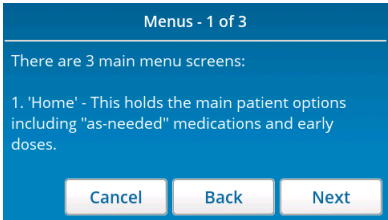
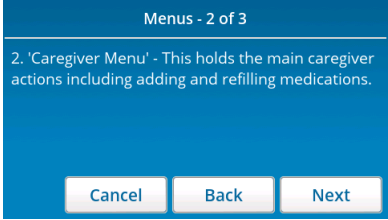
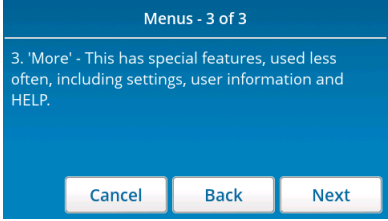


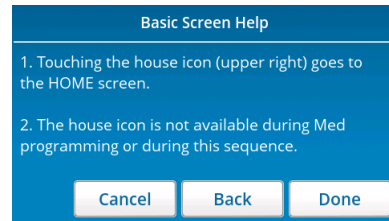
5. Press **OK**.

The **Training** screen re-displays.



## >>> To Take the Training Tutorial

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; More &gt; Training</b> .	<p>The <b>Training</b> screen displays.</p> 
2.	Press the <b>Training Tutorial</b> button.	<p>The <b>Tutorial - Welcome</b> screen displays.</p> 
3.	Press <b>Next</b> .	<p>First, information is displayed regarding the main menu screens of the MedaCube.</p> 
4.	Read the help text, and press <b>Next</b> .	
5.	Read the help text, and press <b>Next</b> .	
6.	Read the help text, and press <b>Next</b> .	<p>Second, <b>Basic Screen Help</b> information displays.</p>



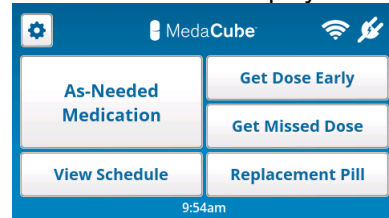
7. Read the help text, and press **Done**.

The next screen displays.

8. Continue pressing **OK**, **Next**, or **Done** until the tutorial is complete.

9. Press **OK**.

The **Home** screen displays.



## >>> To Watch Help Videos

Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Training**.

The **Training** screen displays.

Training	
Take Pills Screen	View Help Videos
Missed Pill Screen	Opening Screen
Reminders	
Training Tutorial	[BACK]

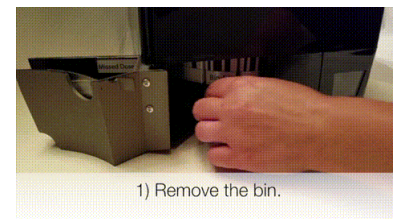
2. Press the **View Help Videos** button.

The **View Help Videos** screen displays.

View Help Videos	
Add New Med	Close Load Door
Refill Med	Dispense Drawer
Open Load Door	[BACK]

3. To view a video, simply press a specific button.

The video loads and immediately starts playing.



The video ends, and the **View Help Videos** screen redisplay.



## >>> Watch the MedaCube's Opening Screen

### Step # Task

1. Navigate to **Caregiver > More > Training**.

### Results

The **Training** screen displays.

Training	
Take Pills Screen	View Help Videos
Missed Pill Screen	Opening Screen
Reminders	
Training Tutorial	[BACK]

2. Press the **Opening Screen** button.

The MedaCube splash screen displays.



After a few seconds, the **Training** screen automatically re-displays.

Training	
Take Pills Screen	View Help Videos
Missed Pill Screen	Opening Screen
Reminders	
Training Tutorial	[BACK]

## >>> Help

The **Help** screen provides ways to test the MedaCube's communications and access PharmAdva Tech Support.

Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

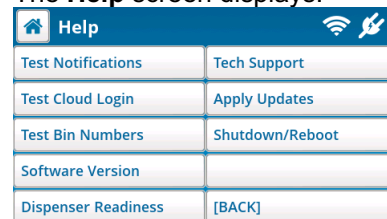
<b>Test Notifications</b>	Allows you to test the email and text messages going to the patient and caregivers.
<b>Test Cloud Login</b>	Allows you to test communications to the MedaCube cloud.
<b>Test Bin Numbers</b>	Allows you to test the MedaCube's bin numbers to ensure that all bins are in the correct locations.
<b>Software Version</b>	Shows you the MedaCube software and medication database version.
<b>Dispenser Ready</b>	Allows you to test the dispenser to ensure that it is functioning properly.
<b>Tech Support</b>	Allows you to send a report to PharmAdva, and view the serial and registration numbers of your MedaCube.
<b>Apply Updates</b>	Allows you to perform software and database updates on the MedaCube.
<b>Device Serial #</b>	Displays the unique serial number for your device.

## >>> To Test Email and Text Functionality:

Step #	Task	Results
--------	------	---------

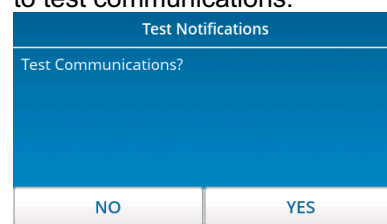
1. Navigate to **Caregiver > More > Help**.

The **Help** screen displays.



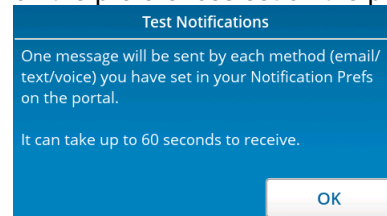
2. Press the **Test Notifications** button.

A screen displays asking if you want to test communications.



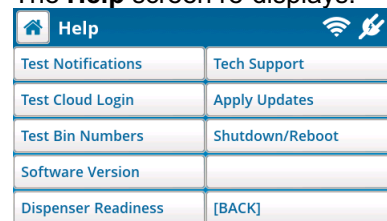
3. Press **YES**.

A subsequent **Test Notifications** screen displays saying that notifications have been sent based on the preferences set on the portal.



4. Press **OK**.

The **Help** screen re-displays.



## >>> To Test Your Cloud Login:

Step #	Task	Results
--------	------	---------

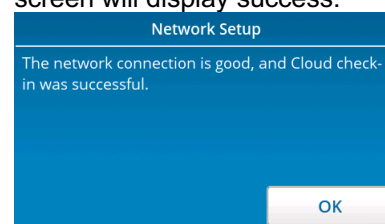
1. Navigate to **Caregiver > More > Help**.

The **Help** screen displays.

Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

2. Press the **Test Cloud Login** button.

If the network connection is good, the screen will display success.



3. Press **OK**.

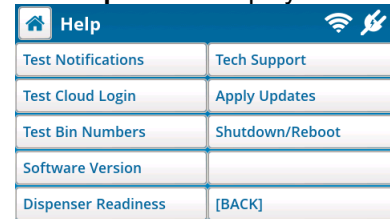
The **Help** screen re-displays.

Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

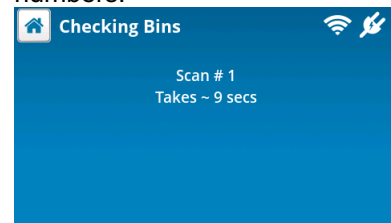
## >>> To Test Bin Numbers:

Step #	Task	Results
--------	------	---------

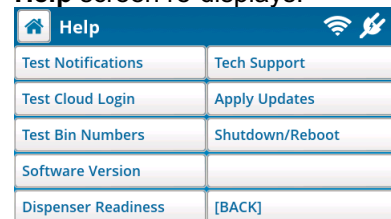
- |    |  |                                  |
|----|--|----------------------------------|
| 1. | Navigate to <b>Caregiver &gt; More &gt; Help</b> . | The <b>Help</b> screen displays. |
|----|--|----------------------------------|



- |    |   |   |
|----|---|---|
| 2. | Press the <b>Test Bin Numbers</b> button. | The MedaCube begins scanning bin numbers. |
|----|---|---|



If bin scanning is successful, the **Help** screen re-displays.

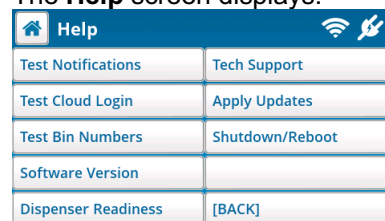


## >>> To Find Your MedaCube's Software and Drug Database Versions:

Step #	Task	Results
--------	------	---------

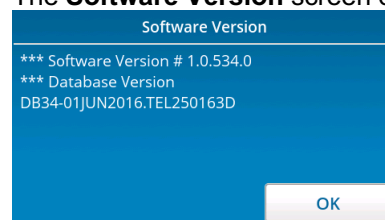
1. Navigate to **Caregiver > More > Help**.

The **Help** screen displays.



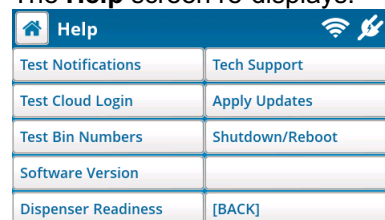
2. Press the **Software Version** button.

The **Software Version** screen displays.



3. Press **OK**.

The **Help** screen re-displays.

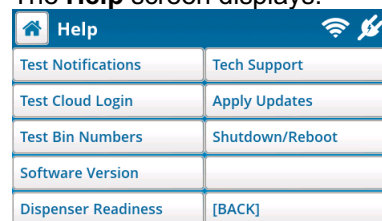


## >>> To Check to See if the Dispenser is Working:

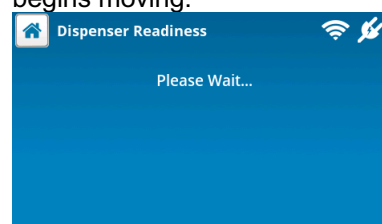
Step #	Task	Results
--------	------	---------

1. Navigate to **Caregiver > More > Help > Dispenser Ready**.

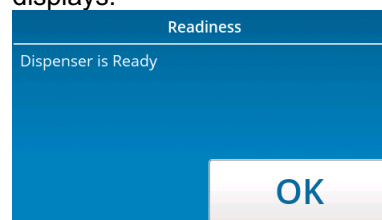
The **Help** screen displays.



Progress displays as the dispenser begins moving.



Once complete, the **Readiness** screen displays.



2. Press **OK**.

The **Help** screen re-displays.

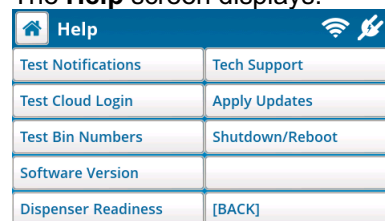


## >>> To Get Tech Support Info:

Step #	Task	Results
--------	------	---------

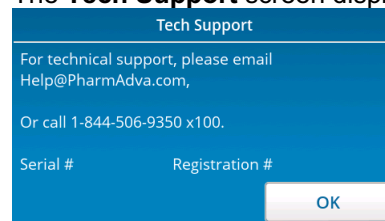
1. Navigate to **Caregiver > More > Help**.

The **Help** screen displays.



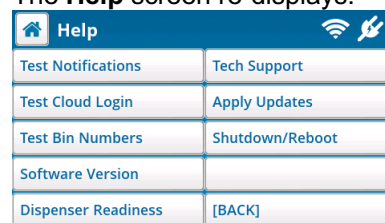
2. Press the **Tech Support** button.

The **Tech Support** screen displays.



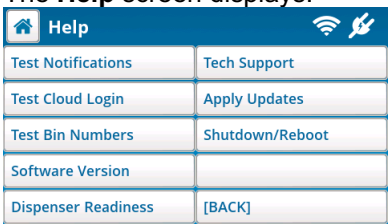
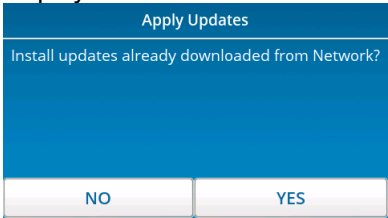
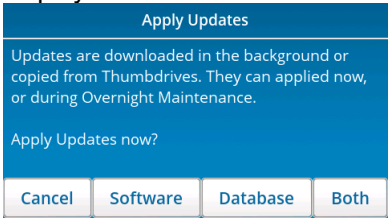
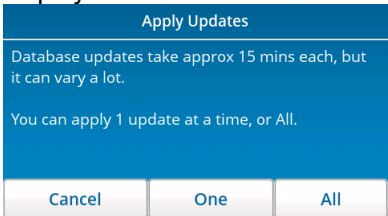
3. Press **OK**.

The **Help** screen re-displays.





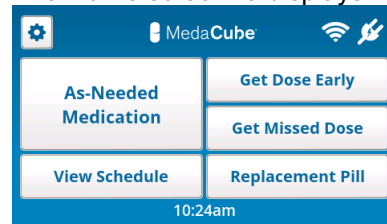
## >>> To Apply Software and Drug Database Updates to Your MedaCube:

Step #	Task	Results
1.	Navigate to <b>Caregiver &gt; More &gt; Help</b> .	<p>The <b>Help</b> screen displays.</p> 
2.	Press the <b>Apply Updates</b> button.	<p>The <b>Apply Updates</b> confirmation screen displays.</p> 
3.	Press <b>Yes</b> .	<p>The <b>Apply Updates</b> selection screen displays.</p> 
4.	Review the information, then press the <b>Both</b> button.	<p>The <b>Apply Updates</b> options screen displays.</p> 

5. Press the **All** button.

The updates are installed on the MedaCube.

The **Home** screen re-displays.



## Chapter 4: Using the Portal

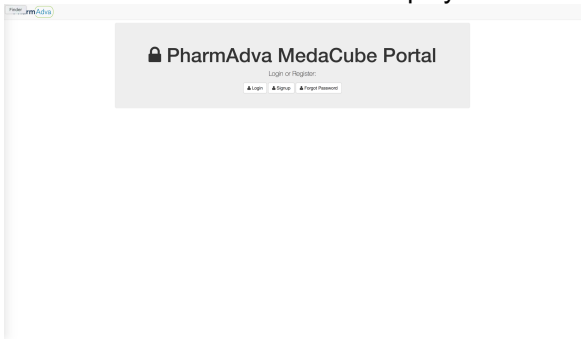
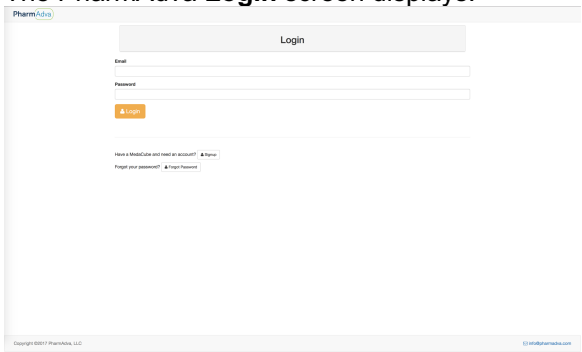
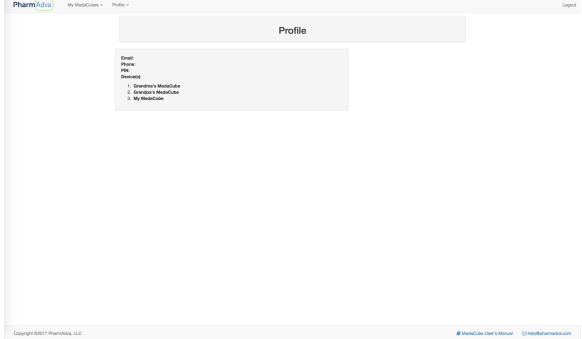
### Overview

In this chapter, you will learn how to use the portal that is part of the MedaCube system, including:

- Logging in (see page 166)
- Accessing Reports (see page 167)
- Adding A New MedaCube (see page 169)
- The Profile Menu (see page 171)
- To Add A New User (see page 171)
- To Add An Existing MedaCube To An Existing User (see page 173)
- To Change Your Password (see page 174)
- To Set Notification Preferences (see page 175)
- To Add A Medication Using Remote Programming (see page 176)
- To Trade Bin Sizes Using Remote Programming (see page **Error! Bookmark not defined.**)
- To Allow A Medication To Be Taken As-Needed Using Remote Programming (see page 181)
- To Set Custom Dose Options For A Medication Using Remote Programming (see page 183)
- To Edit Medication Details Using Remote Programming (see page 186)
- To Add A Dose Time Using Remote Programming (see page 188)
- To Edit A Dose Time Using Remote Programming (see page 190)
- To Delete A Dose Time Using Remote Programming (see page 192)
- To Apply A Remote Programming Update On The MedaCube (see page 194)

## >>> To Log In to the PharmAdva Portal:

PharmAdva provides a secure portal (web site) that caregivers can use to access their patients' data.

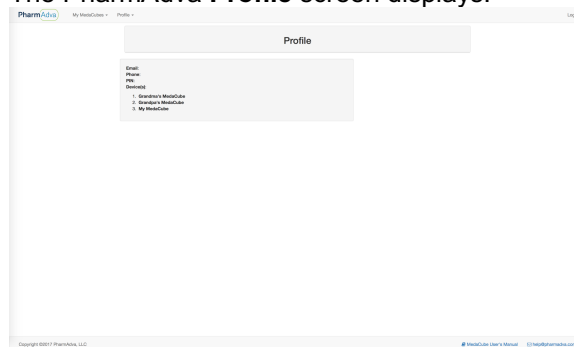
Step #	Task	Results
1.	Launch a browser application, and enter the following into the address field: <a href="https://portal.pharmadva.com/">https://portal.pharmadva.com/</a>	<p>The PharmAdva <b>Home</b> screen displays.</p> 
2.	Press <b>Login</b> .	<p>The PharmAdva <b>Login</b> screen displays.</p> 
3.	Enter your email address and your password, and click the <b>Login</b> button.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 

## >>> Accessing Reports:

Step #	Task	Results
--------	------	---------

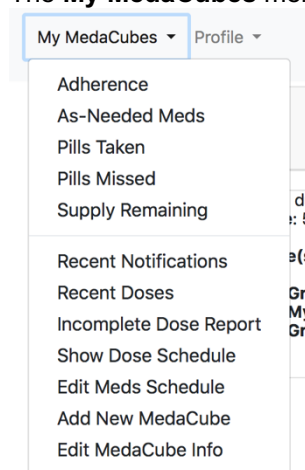
1. Log in to the PharmAdva portal.

The PharmAdva **Profile** screen displays.



2. Click the **My MedaCubes** menu button on the **Profile** screen.

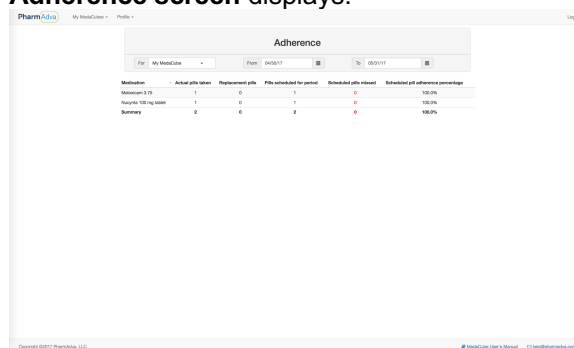
The **My MedaCubes** menu displays.



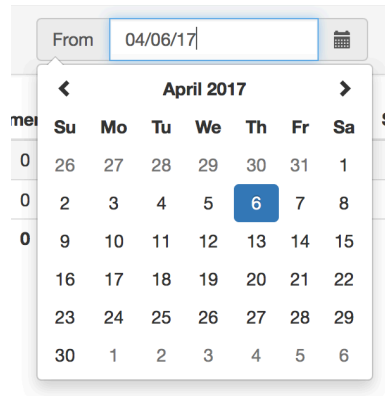
3. Select a report type from the menu.

The report types include: Adherence, as-needed meds, pills taken, pills missed, and supply remaining. You can also choose to view recent notifications, recent doses, a report of incomplete doses or the dose schedule.

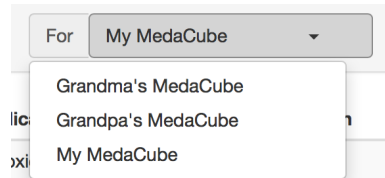
For this example, Adherence is selected and the **Adherence screen** displays.



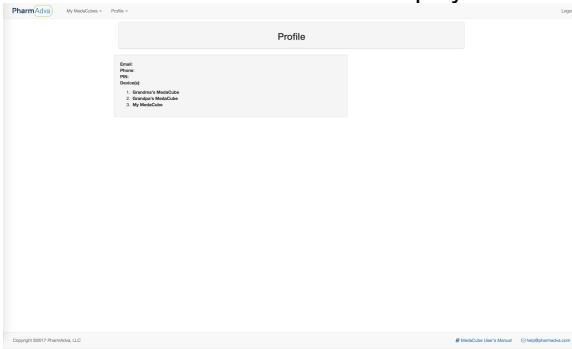
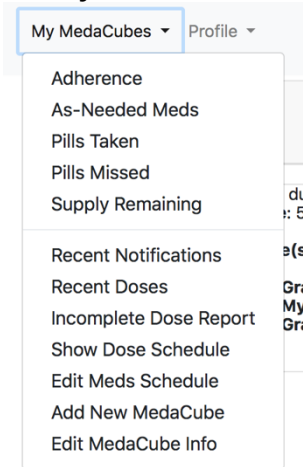
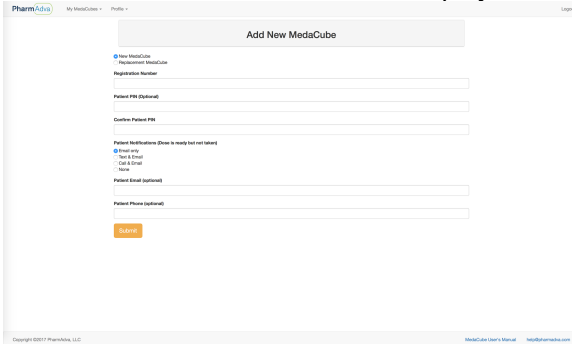
To edit the date range, click the calendar icons displayed next to the To and From fields. Adjust the month with the arrow buttons, then click on a day to update the report.



To view information for a different MedaCube, click the name of the MedaCube listed next to the **For** field, then select one from the list.



## >>> Adding A New MedaCube:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	Click the <b>My MedaCubes</b> menu button on the <b>Profile</b> screen.	<p>The <b>My MedaCubes</b> menu displays.</p> 
3.	Select <b>Add New MedaCube</b> from the menu.	<p>The <b>Add New MedaCube</b> screen displays.</p> 

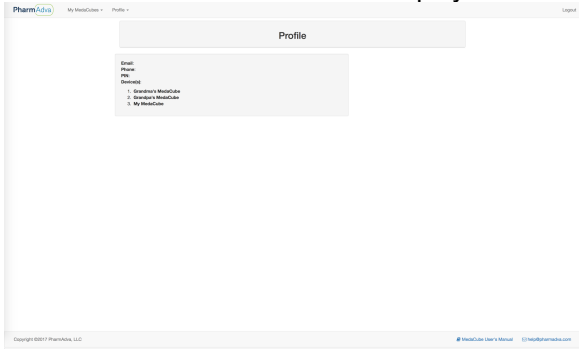
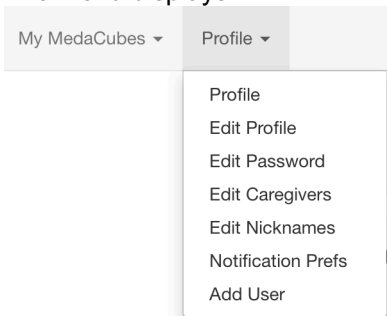
If you are adding a new MedaCube for a new user, select **New MedaCube**. If you are

For this example, **Add New MedaCube** is selected. If you would like to replace an

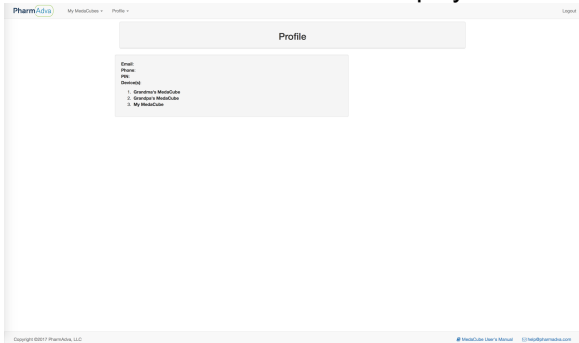
4. replacing a MedaCube of an existing user, select **Replacement MedaCube**. existing MedaCube, please contact our help line by emailing [help@pharmadva.com](mailto:help@pharmadva.com) or call 1-844-506-9350.
5. Enter the registration number that appears on the screen of your MedaCube in the corresponding field.
6. If you would like the patient to have a pin to access their functions on the MedaCube, enter a patient PIN in the corresponding field, then enter it again to confirm it in the next field.
7. If you would like the patient to receive notifications regarding if their dose is ready, select either **Email Only, Text & Email, or Call & Email**. Then, enter their email and/or phone number into the corresponding fields.  
  
If you do not want the patient to receive notifications, select **None**.
8. Click **Submit** when you have entered all of the information. Return to your MedaCube to complete initial setup.



## >>> The Profile Menu:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	Click the menu button at the top of the screen that is labeled <b>Profile</b> .	<p>The menu displays.</p> 

## >>> To Add A New User:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 

2. From the Profile menu, click **Add User**.

The **Signup** screen displays.

PharmAdvA My MedaCube Profile Logout

### Signup

Registration Number

Username

Email

Phone #

Notification Preference  
☐ Email only  
☐ Text & Email  
☐ Call & Email

PIN

Confirm PIN

Password

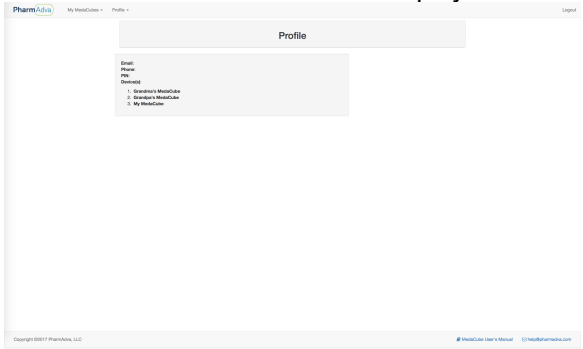
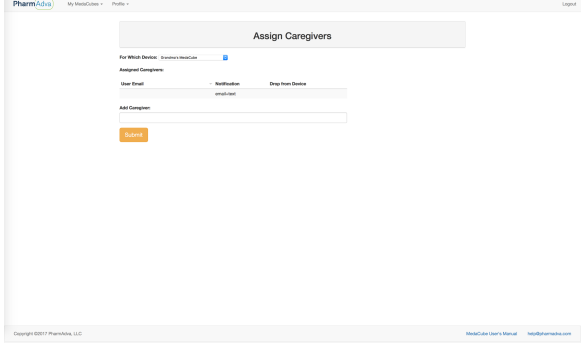
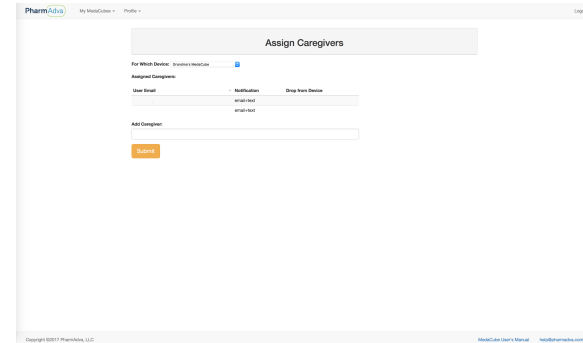
Confirm Password

[Already have an account?](#) [Login](#)

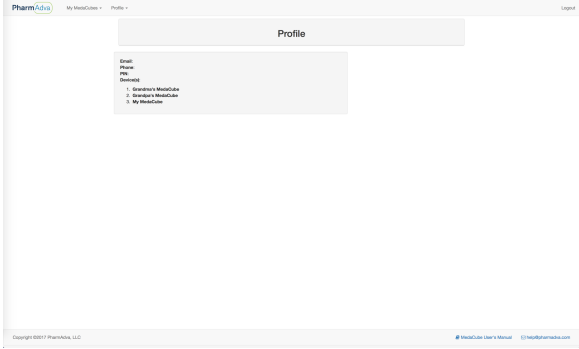
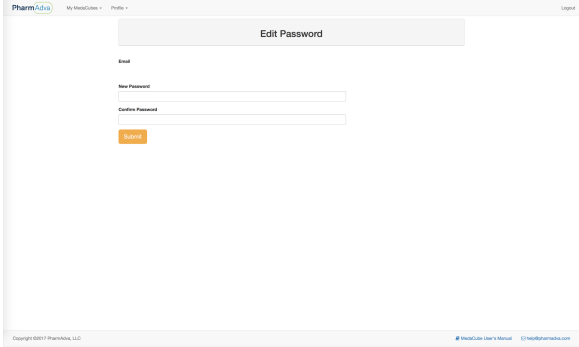
Copyright ©2017 PharmAdvA, LLC [PharmAdvA User's Manual](#) [Contact PharmAdvA](#)

3. Type the registration number of the MedaCube the user needs access to in the corresponding field.
4. Type a nickname for the MedaCube. This will appear next to the registration number where it appears on the portal.
5. Type the user's email in the corresponding field. This will be used to login to the portal and receive notifications.
6. Type the user's phone number in the corresponding field. This is used to receive text or call notifications based on their notification preference set in the next step.
7. Select a notification preference.
8. Have the user create a PIN to access the caregiver functions of the MedaCube and type it into the corresponding field. Confirm their PIN by reentering it in the next field.
9. Have the user create a password to access their portal account. Type it in the corresponding field and reenter to confirm it in the next field to ensure it is correct.
10. Press **Signup**. The user will now have their own portal account and be able to access the patient's MedaCube.

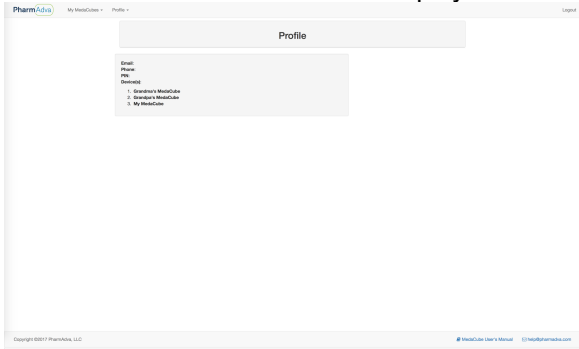
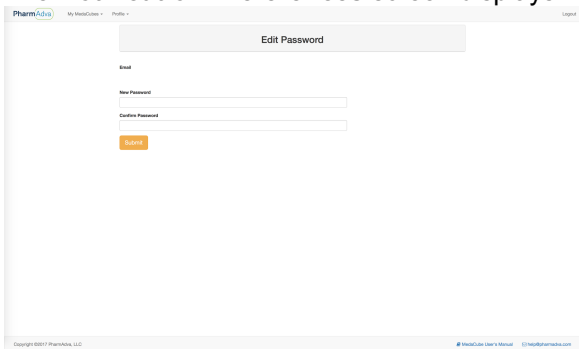
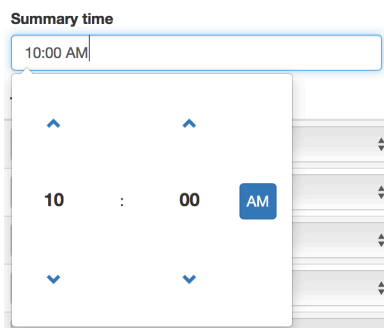
## >>> To Add An Existing MedaCube To An Existing User:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	Under the <b>My MedaCubes</b> menu, click <b>Edit Caregivers</b> .	<p>The <b>Assign Caregivers</b> screen displays.</p> 
3.	Using the menu shown next to <b>For Which Device</b> , select the MedaCube you would like to add a new caregiver to.	
4.	Enter the email the caregiver uses for the portal in the <b>Add Caregiver</b> field.	
5.	Press <b>Submit</b> .	<p>The entered caregiver will now have access to the functions of that MedaCube.</p> 

## >>> To Change Your Password:

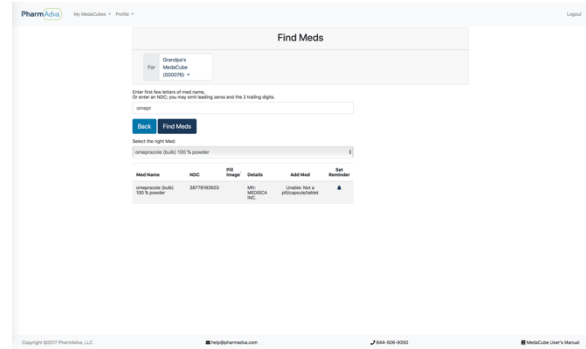
Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	From the Profile menu, click <b>Edit Password</b> .	<p>The <b>Edit Password</b> screen displays.</p> 
3.	In the provided fields enter a new password, and the new password again.	
4.	Click the <b>Submit</b> button.	The new password is saved.

## >>> To Set Notification Preferences

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	From the Profile menu, click <b>Notification Prefs.</b>	<p>The <b>Notification Preferences</b> screen displays.</p> 
3.	For each of the notification types, click the boxes to select how you would like to receive them. Notifications can be sent by email, text message, or phone call.	
4.	Choose the timing of each notification type. Notifications can be sent each time they occur or through a summary that is sent once a day.	
5.	To change the time that daily summaries are sent, click on the time under the Summary Time field and use the arrows and AM/PM button to adjust.	
6.	Click the <b>Submit</b> button.	<p>Your notification preferences are saved.</p>

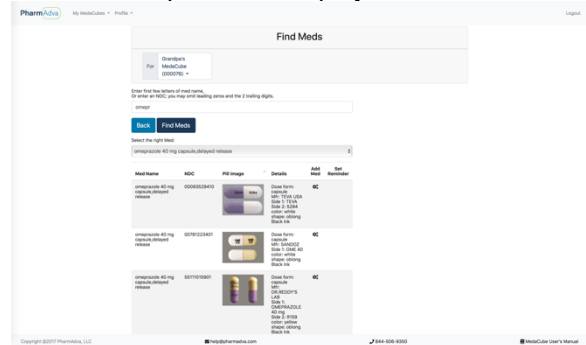
## >>> To Add A Medication Using Remote Programming

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva <b>Profile</b> screen displays.
2.	From the My MedaCubes menu, click <b>Edit Meds Schedule</b> .	The <b>Edit Scheduled Pill Quantities</b> screen displays.
3.	To add a medication, click the <b>Add Med</b> button displayed where there are available bins.	The <b>Find Meds</b> screen displays.
4.	Enter either the NDC for your medication, or the first few letters of the medication name. Then, press <b>Find Meds</b> . In this example the name of the medication is used.	The screen updates with different medications listed.



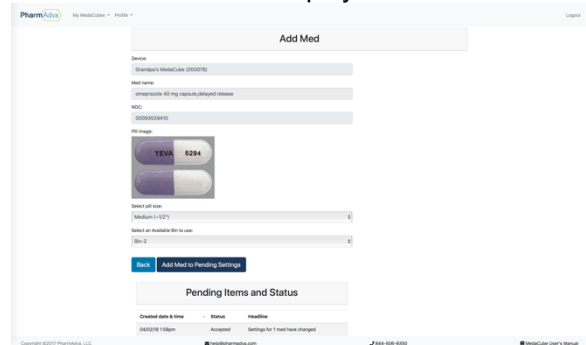
5. Use the dropdown menu under “Select the Right Med” to select the correct medication and strength.

The screen updates to display those medications.



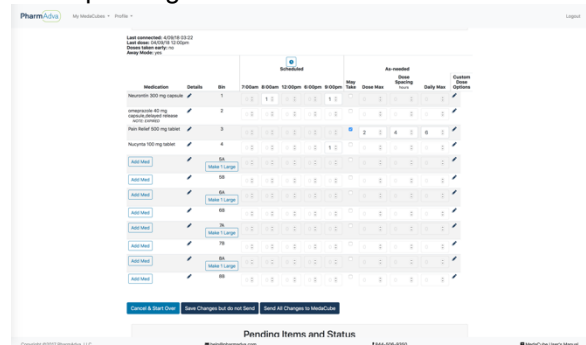
6. In the list of medications, find the image that matches the correct medication. Press the gear icon to add that medication.

The **Add Med** screen displays.



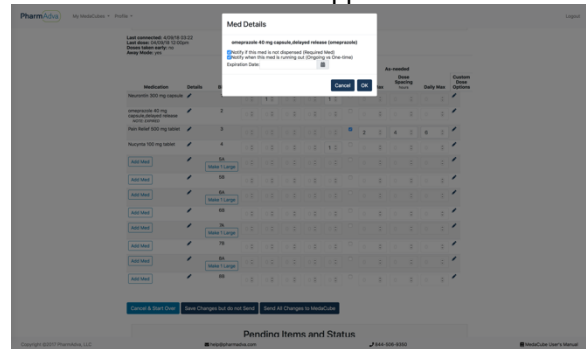
7. Details about the medication are displayed. Review them, then press **Add Med To Pending Settings**.

The **Edit Scheduled Pill Quantities** screen is displayed with the new medication shown in the corresponding bin.



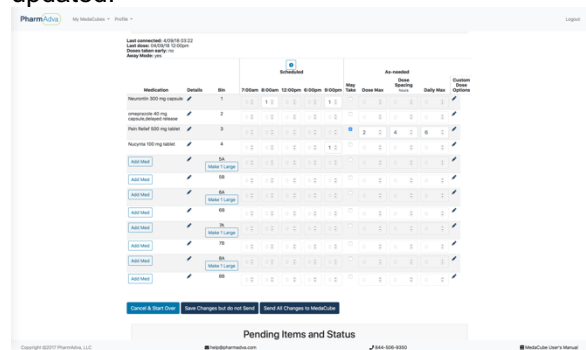
8. If necessary, use the pencil icon to edit details about the medication, such as the expiration date.

The **Med Details** window appears.



9. Make changes if necessary, then press **OK**.

The window is closed, and the information is updated.

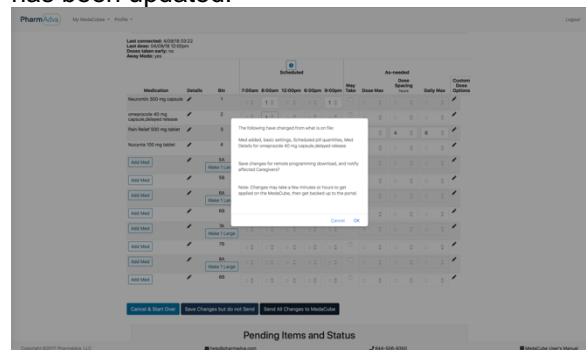


10. Use the dose time columns under **Scheduled** to schedule the medication to be taken based on the prescription's instructions.

For instructions on how to set a medication to be taken as-needed, see page 181 For instructions on setting custom dose options for a medication, see page 183.

11. Once the medication has been scheduled based on it's instructions, press **Send All Changes to MedaCube**.

A new window appears listing the information that has been updated.



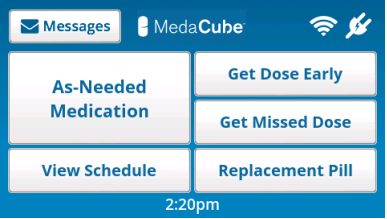
12. Verify that the changes are correct, then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.



Pending Items and Status		
Created date & time	Status	Headline
04/02/18 2:19pm	Pending	1 Med added, and Settings for 1 med have changed

On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.

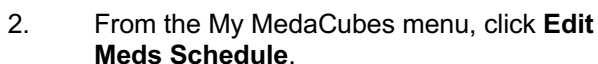


13. These changes need to be applied on the MedaCube before they go into effect. See page **Error! Bookmark not defined.** for instructions on how to apply them. Refer to page 36 for instructions on how to put the medication in the device.



Step #	Task	Results
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- The PharmAdva **Profile** screen displays.



**PharmSim** My Medications & Profile

### Edit Scheduled Pill Quantities

Last updated: 4/23/20 10:10 AM  
 Last dose: 4/23/20 10:10 AM  
 Current dose: 4/23/20 10:10 AM  
 Administer pill

Medication	Details	Bin	Scheduled							Max Time	As needed	Dose spacing	Daily Max	System Messages	
			7 AM	8 AM	10 AM	12 PM	2 PM	4 PM	6 PM						
Naproxen 500		1													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 500		3													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		4													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5A													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5B													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5A													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5B													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5A													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													
Naproxen 100 mg		5B													
<a href="#">Details</a> <a href="#">New Recipe</a>		<a href="#">None</a> <a href="#">Single</a>													

[Add New](#) [Delete](#) [Print](#) [Export](#) [Import](#) [Refresh](#) [Reset](#) [Cancel](#) [Save](#)

PharmSim 4/23/20 10:10 AM

- Here is an example of settings for an as-needed medication.

As-needed

May Take

Dose Max

Dose Spacing  
hours

Daily Max

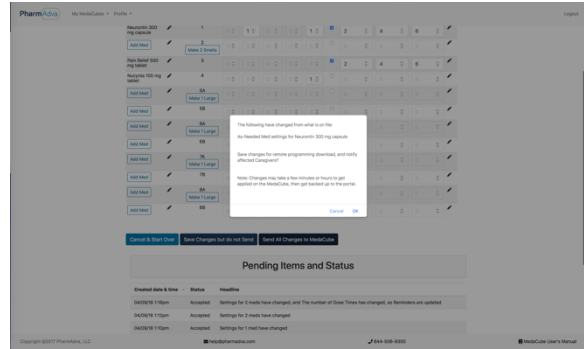
☒

2

4

6

- A new window appears listing the information that has been updated.

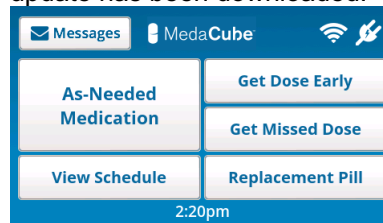


5. Verify that the information is correct, then press then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.

Pending Items and Status		
Created date & time	Status	Headline
04/09/18 1:42pm	Pending	Settings for 1 med have changed

On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.



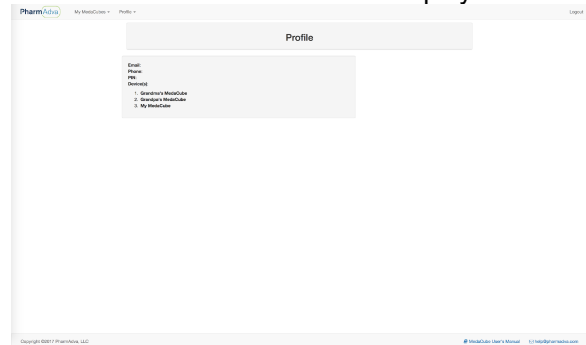
6. These changes need to be applied on the MedaCube before they go into effect. See page 194 for instructions on how to apply them.

## >>> To Set Custom Dose Options For A Medication Using Remote Programming

Step #	Task	Results
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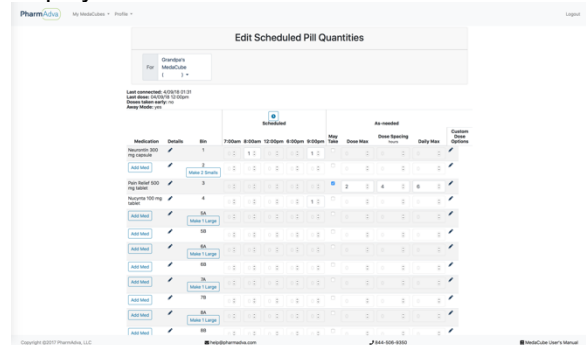
1. Log in to the PharmAdva portal.

The PharmAdva **Profile** screen displays.



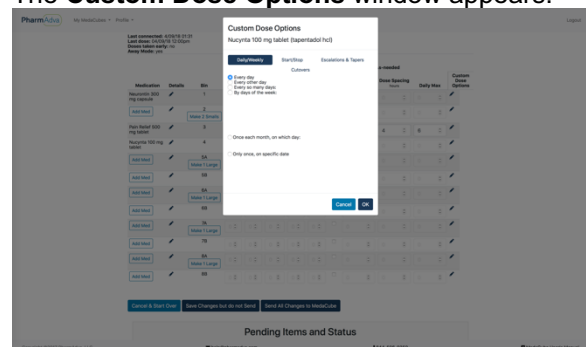
2. From the My MedaCubes menu, click **Edit Meds Schedule**.

The **Edit Scheduled Pill Quantities** screen displays.



3. Press the pencil icon under the **Custom Dose Options Column**.

The **Custom Dose Options** window appears.



4. Press which settings you need using the blue links at the top.

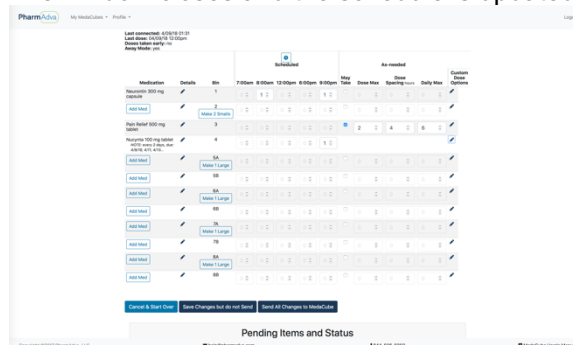
**Daily/Weekly:** Click the circle next to how often the medication needs to be taken. Some custom dose options require additional information, such as the day it needs to be taken on or the next day it is due.

**Start/Stop Dates:** If the medication needs to be started or stopped on a certain date, follow the on-screen instructions for setting this up.

**Note** > Custom dose options cannot be programmed for medications taken as-needed or more than once a day.

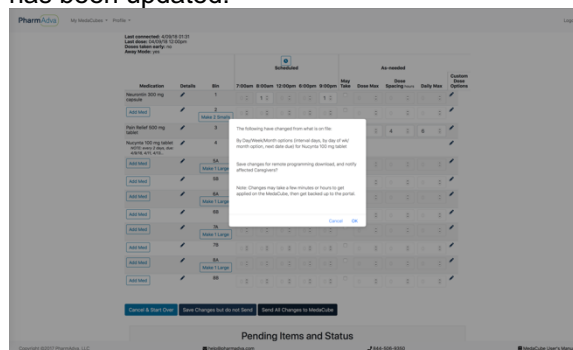
5. Press OK to add the changes to the Medication Schedule.

The window closes and the schedule is updated.



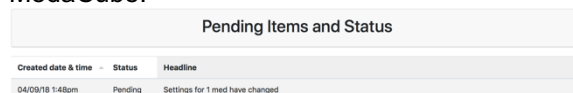
6. If you have other changes to make to the medication schedule, make them, then press **Send All Changes to MedaCube**.

A new window appears listing the information that has been updated.



7. Verify that the information is correct, then press then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.



On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.



8. These changes need to be applied on the MedaCube before they go into effect. See page 194 for instructions on how to apply them.

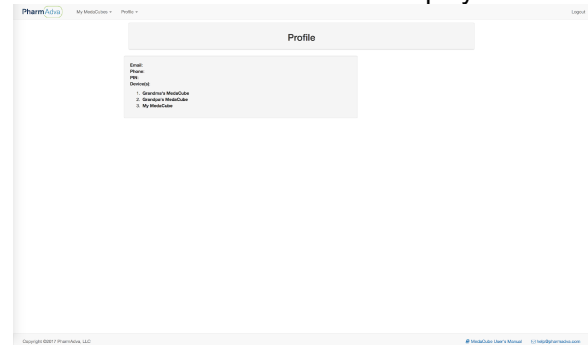


## >>> To Edit Medication Details Using Remote Programming

Step #	Task	Results
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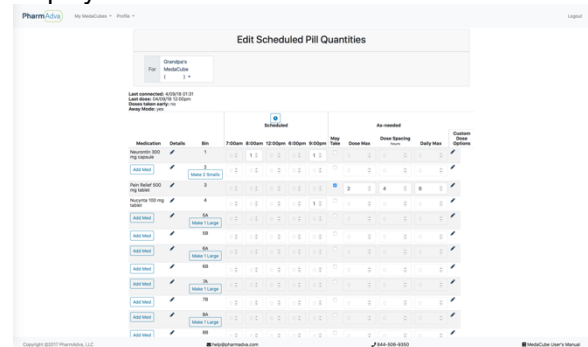
1. Log in to the PharmAdva portal.

The PharmAdva **Profile** screen displays.



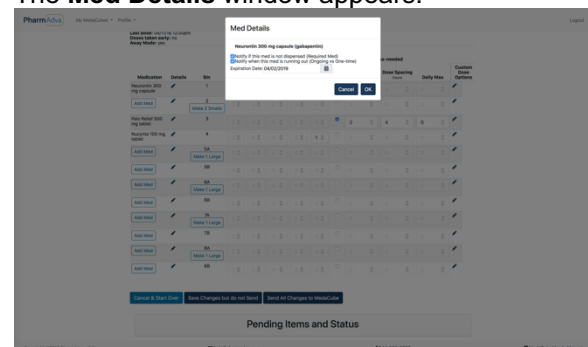
2. From the My MedaCubes menu, click **Edit Meds Schedule**.

The **Edit Scheduled Pill Quantities** screen displays.



3. Press the pencil icon under the **Details** column.

The **Med Details** window appears.



4. If you want to receive notifications for when this medication is not dispensed, check the first box.

If this medication has refills and you want to be notified when the dispenser is running out of pills, check the second box

Edit the expiration date by clicking on the field and using the calendar that appears.

5. Press OK to add the changes to the

The window closes and the schedule is updated.



## Medication Schedule.

6. If you have other changes to make to the medication schedule, make them, then press **Send All Changes to MedaCube**.

A new window appears listing the information that has been updated.

7. Verify that the information is correct, then press then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.

Pending Items and Status		
Created date & time	Status	Headline
04/13/18 4:10pm	Pending	Settings for 1 med have changed

On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.

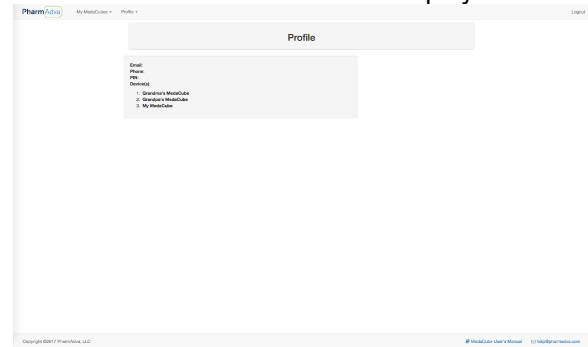
8. These changes need to be applied on the MedaCube. See page 194 for instructions.

## >>> To Add A Dose Time Using Remote Programming

Step #	Task	Results
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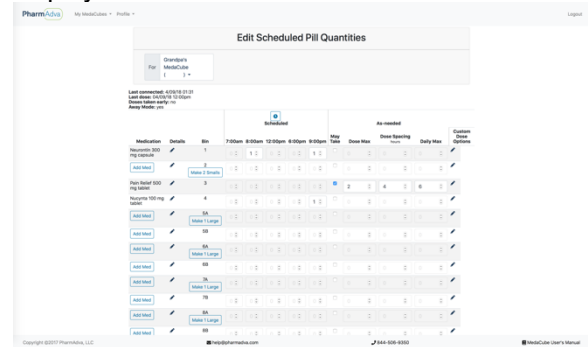
1. Log in to the PharmAdva portal.

The PharmAdva **Profile** screen displays.



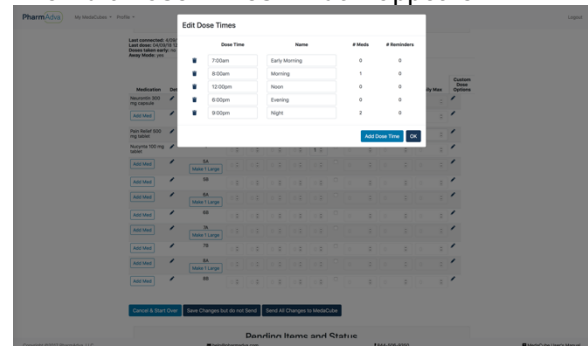
2. From the My MedaCubes menu, click **Edit Meds Schedule**.

The **Edit Scheduled Pill Quantities** screen displays.



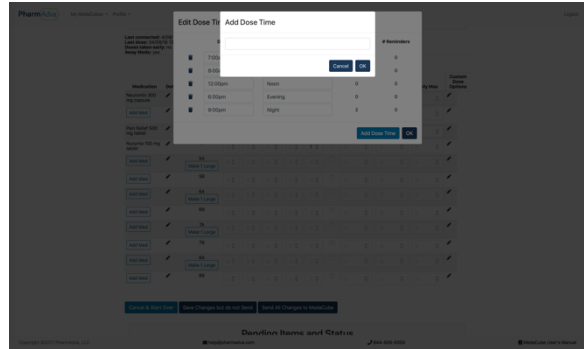
3. Press the clock button above the Scheduled column.

The **Edit Dose Times** window appears.



4. Press the **Add Dose Time** button.

The **Add Dose Time** window appears.



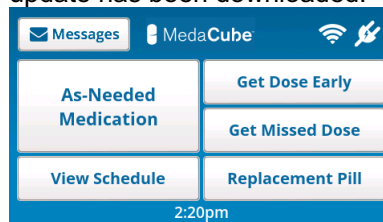
5. Press the entry field, then use the arrows that appear to adjust the dose time. Then, press **OK**.
6. If necessary, make other changes to the medication schedule. Press **Send All Changes to MedaCube**.
7. Verify that the information is correct, then press then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

The windows close and Edit Scheduled Pill Quantities shows the new dose time.

A new window appears with the updated information.

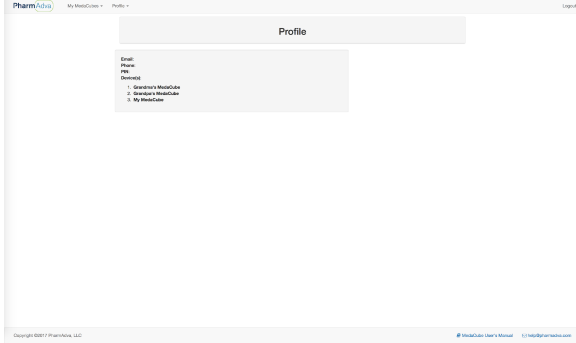
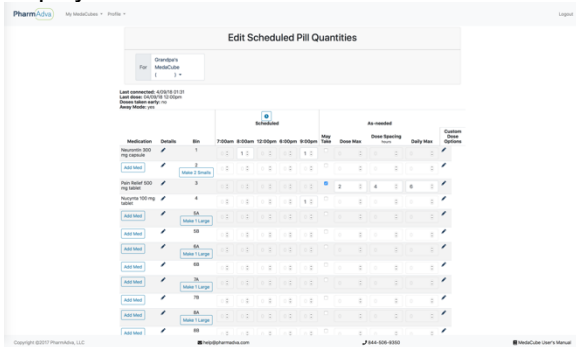
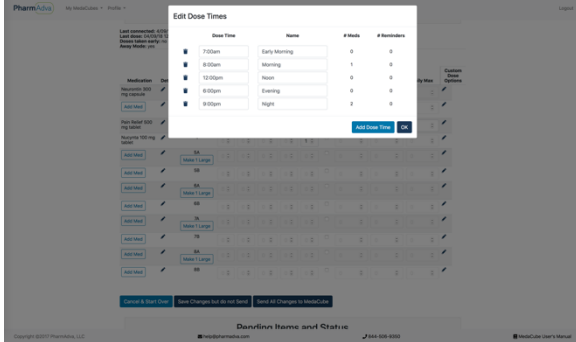
The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.

On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.



8. These changes need to be applied on the MedaCube before they go into effect. See page 194 for instructions on how to apply them.

## >>> To Edit A Dose Time Using Remote Programming

Step #	Task	Results
1.	Log in to the PharmAdva portal.	<p>The PharmAdva <b>Profile</b> screen displays.</p> 
2.	From the My MedaCubes menu, click <b>Edit Meds Schedule</b> .	<p>The <b>Edit Scheduled Pill Quantities</b> screen displays.</p> 
3.	Press the clock button above the Scheduled column.	<p>The <b>Edit Dose Times</b> window appears.</p> 
4.	Press the dose time you need to edit, then use the arrows that appear to adjust it. When you are done, press <b>OK</b> .	<p>The window closes and the <b>Edit Scheduled Pill Quantities</b> screen appears with updated information.</p>

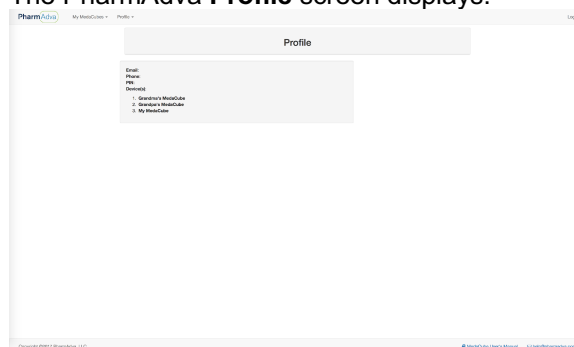


## >>> To Delete A Dose Time Using Remote Programming

Step #	Task	Results
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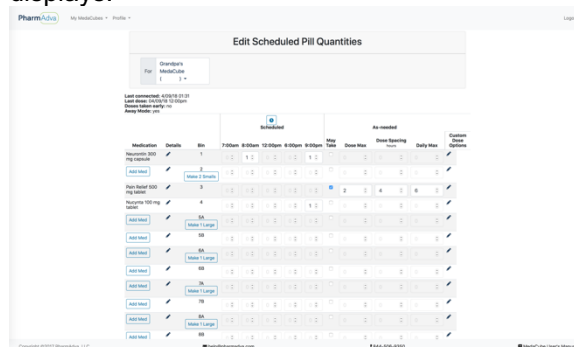
1. Log in to the PharmAdva portal.

The PharmAdva **Profile** screen displays.



- From the My MedaCubes menu, click **Edit Meds Schedule**.

The **Edit Scheduled Pill Quantities** screen displays.



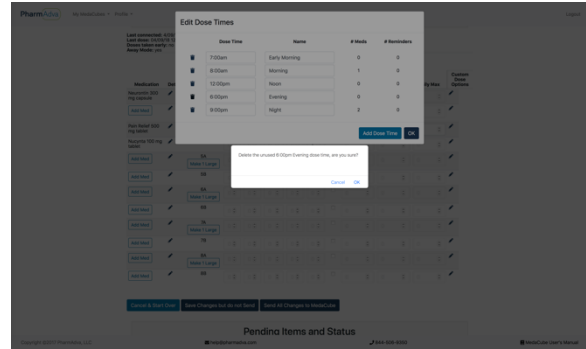
- Press the clock button above the Scheduled column.

The **Edit Dose Times** window appears.



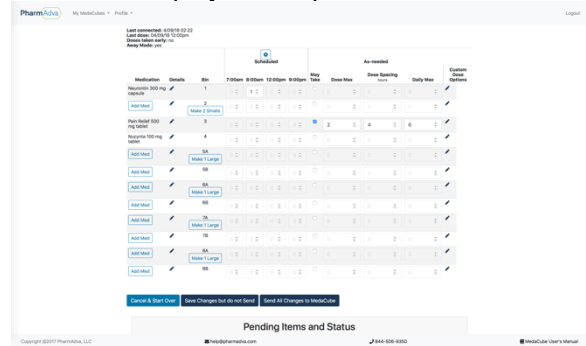
4. Press the trash bin icon next to the unused dose time you would like to delete. You cannot delete dose times that have medications scheduled to be taken at them.

A new window appears confirming that you would like to delete that does time.



5. Press **OK**.

The windows close and Edit Scheduled Pill Quantities displays with updated information.



6. If necessary, make other changes to the medication schedule. Press **Send All Changes to MedaCube**.
7. Verify that the information is correct, then press then press **OK** to send a remote programming update to the MedaCube. If you need to make changes, press **Cancel**.

A new window appears with the updated information.

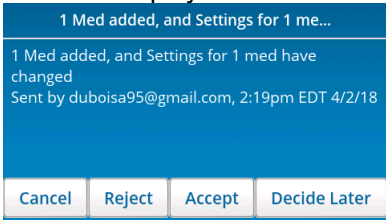
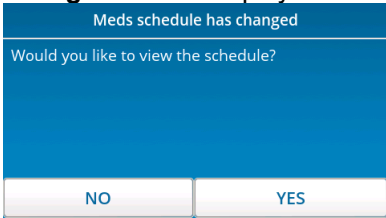
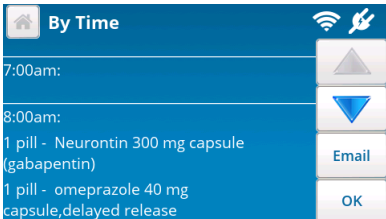

The screen refreshes and the **Pending Items and Status** list at the bottom of the screen updates to show the remote update that was sent to the MedaCube.

On the MedaCube, the home screen will update with a messages button to show that the remote update has been downloaded.



8. These changes need to be applied on the MedaCube before they go into effect. See page 194 for instructions on how to apply them.

## >>> To Apply A Remote Programming Update On The MedaCube

Step #	Task	Results
1.	Go to the MedaCube and press the <b>Messages</b> button in the upper right corner of the screen.	<p>A screen displays with information.</p> 
2.	Press <b>Accept</b> to apply the changes. If you do not want the changes to be applied to the MedaCube, press <b>Reject</b> , or you can apply the update later by pressing <b>Decide Later</b> .	<p>If <b>Accept</b> is pressed, the <b>Med schedule has changed</b> screen displays.</p> 
3.	If you would like to verify the schedule change, press <b>YES</b> . Otherwise, press <b>NO</b> .	<p>The <b>By Time</b> screen displays with the updated medication schedule.</p> 
4.	Use the arrow buttons to scroll and verify the schedule, then press <b>OK</b> .	<p>The <b>Home</b> screen displays.</p> 



## Appendix A

### Notifications

The MedaCube sends notifications for various events that happen with the device. The following section lists all of the notifications and what action to take if you receive that notification.

ID	Message	Action
1	<p><b>Voice Message:</b> The (sched_time) scheduled dose was missed. Please see if the patient is OK and see why they missed their scheduled dose. The missed dose was moved to the restock compartment. Check your email for details.</p> <p><b>Text Message:</b> MISSED DOSE! The (sched_time) dose was missed and moved to the restock compartment. See Portal for details.</p>	Check on the patient who missed the dose. If it is before the next dose time, use <b>Get Missed Dose</b> on the <b>Home</b> screen of the MedaCube to make-up the dose.
2	<p><b>Voice Message:</b> An "As-Needed" Med was requested, but not taken. Please see if the patient is OK and see why they missed the dose they requested. The missed dose was moved to the restock compartment. Check your email for details.</p> <p><b>Text Message:</b> MISSED DOSE! The (sched_time) dose was missed and moved to the restock compartment. See Portal for details.</p>	Check on the patient who did not take the as-needed medication. If they still would like their medication, dispense another using the <b>As-Needed Medication</b> button on the <b>Home</b> screen of the MedaCube.
3.	<p><b>Voice Message:</b> The (sched_time) Scheduled dose was requested early, but not taken. Please see if the patient is OK and see why they missed the dose they requested. The missed dose was moved to the restock compartment. Check your email for details.</p> <p><b>Text Message:</b> ALERT! The (5pm Evening) dose was requested early, but not taken. It was moved to the restock compartment. See Portal.</p>	Check on the patient who has not taken the dose they requested. If it is past the requested dose time, use <b>Get Missed Dose</b> on the <b>Home</b> screen of the MedaCube. If the dose time has not passed yet, let the dose be dispensed at it's scheduled time, or use <b>Get Dose Early</b> to continue taking it early.
4.	<p><b>Voice Message:</b> A make-up dose was requested, but not taken. Please see if the patient is OK and see why they missed the dose they requested. The missed dose was moved to the restock compartment.</p>	Check on the patient who has not taken the make-up dose they requested. If it is still before the next dose time, use <b>Get Missed Dose</b> on the <b>Home</b> screen of the MedaCube to take the missed dose.

Check your email for details.

**Text Message:** ALERT! A make-up dose was requested, but not taken. It was moved to the restock compartment. See Portal for details.

- 5 **Voice Message:** A replacement pill was requested, but not taken. Please see if the patient is OK and see why they missed the dose they requested. The missed dose was moved to the restock compartment. Check your email for details.

Check on the patient who missed their requested replacement pill. If they still need to take a replacement for a pill in their dose, dispense another using **Replacement Pill** on the **Home** screen of the MedaCube.

**Text Message:** ALERT! A replacement pill was requested, but not taken. It was moved to the restock compartment. See Portal for details.

- 6 **Voice Message:** One of the bins just ran out of pills. As soon as possible, please load more pills using a refill or any remaining pills in the bottle. Check your email for details.

If the patient did not receive any pills in their dose because of the bin running out, make sure they take them. Then, refill the bin that ran out of pills using **Refill/Restock Med** located in the **Caregiver Menu** on the MedaCube.

**Text Message:** NOTIFICATION: One of the bins just ran out of pills. Load more pills as soon as possible. See Portal for details.

- 7 **Voice Message:** The dispense drawer was closed but is not empty. There are leftover pills in the drawer. See if the patient started taking a dose but did not take all of the pills.

Check on the patient. If there are leftover pills in the dispense drawer, make sure the patient takes them. If the drawer is empty and dose not stay shut, clean the dispense drawer with a cloth, making sure there is no pill dust on the bottom of the drawer. Then, shut the drawer. Contact PharmAdva if further assistance is needed.

**Text Message:** ALERT! The dispense drawer was closed, but was not empty. Still open for more than 5 minutes. Make sure the meds are taken and the drawer is clean and fully closed. See Portal.

- 8 **Voice Message:** The dispense drawer was not closed when requested. Please close or have the patient close the dispense drawer.

Check on the patient. If there are pills in the drawer, make sure the patient takes them, then shuts the drawer.

**Text Message:** ALERT! The dispense drawer was not closed when requested. Make sure the meds are taken and the

drawer is fully closed. See Portal.

- |    |  |   |
|----|--|---|
| 9  | <p><b>Voice Message:</b> A scheduled dose is ready, but has not been taken yet after (duration). Please see if the patient is OK and see why they missed their scheduled dose.</p> <p><b>Text Message:</b> LATE DOSE! A scheduled dose is ready, but has not yet been taken after (duration). See Portal for details.</p>                      | <p>Check on the patient. Make sure they retrieve their dose by pressing the green button on the screen of the MedaCube.</p>   |
| 10 | <p><b>Voice Message:</b> One or more doses were missed while the dispenser was turned off. Please check what is happening and take corrective action. Check your email for details.</p> <p><b>Text Message:</b> NOTIFICATION: One or more doses were missed while the dispenser was off. See Portal for details.</p>                           | <p>Check on the patient and the MedaCube. Turn on the MedaCube using the power switch on the back. Make sure the patient makes up any doses that they missed.</p>   |
| 11 | <p><b>Voice Message:</b> A medication just expired and will no longer be dispensed. Please check what is happening and take corrective action. Check your email for details.</p> <p><b>Text Message:</b> NOTIFICATION: A medication just expired and will no longer be dispensed. See Portal for details.</p>                                  | <p>If the patient is still taking this medication, use <b>Refill/Restock Med</b> in the <b>Caregiver</b> menu of the MedaCube to put new pills in. Discard any old pills that were still left in the bin. If the patient is no longer taking that medication, use <b>Delete a Med</b> to delete it from the system and discard any pills left in the bin.</p> |
| 12 | <p><b>Voice Message:</b> The dispenser was unable to pick and dispense a pill. Please check what is happening and take corrective action. Check your email for details.</p> <p><b>Text Message:</b> WARNING! The dispenser was unable to pick and dispense a pill. A bin may be empty or the dispenser may have a malfunction. See Portal.</p> | <p>Check on the MedaCube. If a bin is out of pills, use <b>Refill/Restock Med</b> in the <b>Caregiver</b> menu to fill the bin. If there is a malfunction with the dispenser, contact PharmAdva for assistance</p>  |
| 13 | <p><b>Voice Message:</b> Dispenser has recorded a Mechanical Fault, it cannot dispense pills until it is checked. Please contact PharmAdva for assistance.</p> <p><b>Text Message:</b> ALERT! Dispenser has recorded a Mechanical Fault, it can not dispense pills until it is checked. Please</p>   | <p>Check on the MedaCube and contact PharmAdva for assistance.</p>  |

	contact PharmAdva for assistance. See Portal.	
14	<p><b>Voice Message:</b> Testing message. This message is only a test.</p> <p><b>Text Message:</b> TEST: Testing text messaging. This message is only a test.</p>	No action is required.
15	<p><b>Voice Message:</b> Power to the Dispenser has failed or been disconnected. The dispenser will run on battery power for up to {duration}. You will get an hourly update until the dispenser shuts off and stops dispensing meds. If power is not restored, plan to visit and remove all bins from the dispenser for use by hand.</p> <p><b>Text Message:</b> POWER FAILURE! Power to the dispenser has failed or been disconnected. The dispenser will run on battery power for up to {duration}.</p>	Check on the MedaCube. If the MedaCube is unplugged, plug it in. If there is a power outage, the MedaCube will run on battery for ~24 hours.
16	<p><b>Voice Message:</b> The battery is about to run out of power. The dispenser will now turn off. In the event power cannot be restored, unlock the load drawer and remove all bins for access to medications. Follow the power failure instructions in the manual.</p> <p><b>Text Message:</b> IMMINENT FAILURE! The battery is about to run out of power. Follow the power failure instructions in the manual, available at <a href="http://pharmadva.com">pharmadva.com</a>.</p>	Check on the MedaCube. Make sure it is plugged in. Follow instructions on page 202 to remove the bins and access the medications.
17	<p><b>Voice Message:</b> Power to the dispenser has been restored. The dispenser is running again.</p> <p><b>Text Message:</b> NOTIFICATION: Power to the dispenser has been restored and the operation of the dispenser is normal.</p>	No action is required.
18	<p><b>Voice Message:</b> Your (sched_time) scheduled dose is ready. Have a good day.</p> <p><b>Text Message:</b> Your (sched_time) scheduled dose is ready. Have a good day.</p>	Make sure the patient takes their scheduled dose.

- |    |  |  |
|----|--|--|
| 19 | <p><b>Voice Message:</b> Restock compartment door is not closed. Please return to the dispenser and correct this condition.</p> <p><b>Text Message:</b> WARNING! Load door not closed. The dispenser will not operate until the load door is closed.</p>   | <p>Go to the MedaCube, then close and lock the restock drawer.</p>   |
| 20 | <p><b>Voice Message:</b> One or more bins are not in the dispenser. Please return to the dispenser and correct this condition. Check your email for details.</p> <p><b>Text Message:</b> WARNING! One or more bins are not in the dispenser. The dispenser will not operate until all the bins are in. See Portal.</p>         | <p>Go to the MedaCube, then return the missing bin(s) to the dispenser by going to <b>Caregiver menu &gt; More &gt; Manage Bins &gt; Replace All Bins</b> and following the on-screen instructions.</p>  |
| 21 | <p><b>Voice Message:</b> Bins are not in the right position. Please return to the dispenser and correct this condition. Check your email for details.</p> <p><b>Text Message:</b> WARNING! Bins are not in the correct position. The dispenser will not operate until the bins are in the correct position. See Portal.</p>    | <p>Go to the MedaCube, then remove the bins in the dispenser by going to <b>Caregiver menu &gt; More &gt; Manage Bins &gt; Remove All Bins</b>. Then, use <b>Relpace All Bins</b> located in the same menu, ensuring they are placed in the right order.</p> |
| 22 | <p><b>Voice Message:</b> Dispenser was moved, is not level, and cannot dispense pills. Please return to the dispenser and correct this condition.</p> <p><b>Text Message:</b> WARNING! Dispenser is not level and will not operate until placed on a level surface.</p>  | <p>Go to the MedaCube and place it on a level surface. You may need to perform inventory to make sure pills did not spill inside the dispenser.</p>  |
| 23 | <p><b>Voice Message:</b> Dispenser was dropped or knocked, and can not dispense pills until it is checked. Please contact PharmAdva for assistance.</p> <p><b>Text Message:</b> WARNING! Dispenser was dropped or knocked and will not operate until checked. Please contact PharmAdva as soon as possible for assistance.</p> | <p>Check on the MedaCube and contact PharmAdva for assistance.</p>   |
| 24 | <p><b>Voice Message:</b> Dispenser failed to check in on time. Most likely this is due to an interruption of the network, but it could indicate a problem with the dispenser.</p>  | <p>Check on the MedaCube. If the MedaCube uses a cell modem, make sure the modem is plugged in and check its signal using the icon in the upper right corner. If the MedaCube is operating on</p>  |

	<p>Please check that the dispenser is operating and connected to the modem.</p> <p><b>Text Message:</b> WARNING! Dispenser failed to check in on time. This may be an issue with the modem or dispenser. Check the dispenser as soon as possible.</p>	<p>WiFi, make sure the WiFi USB is plugged in and check its signal using the icon in the upper right corner of the screen. If the USB is plugged in, but not connected, go to <b>Caregiver Menu &gt; More &gt; Settings &gt; WiFi Network</b> to connect it to WiFi.</p>
25	<p><b>Voice Message:</b> Dispenser checked in and the operation of the dispenser is normal.</p> <p><b>Text Message:</b> NOTIFICATION: Dispenser checked in and the operation of the dispenser is normal.</p>	<p>No action is required.</p>
26	<p><b>Voice Message:</b> Power to the Dispenser is still off. The dispenser will run out of battery power in approximately (duration).</p> <p><b>Text Message:</b> WARNING: Power to the Dispenser is still off. The dispenser will run out of battery power in approximately (duration).</p>	<p>Check on the MedaCube if you haven't already. If it is not plugged in, plug it in. If there is a power outage, the MedaCube will continue running on battery power for the amount of time in the notification.</p>
27	<p><b>Voice Message:</b> The Caregiver Information has been changed for this Dispenser. Please see email and make sure this looks correct.</p> <p><b>Text Message:</b> NOTIFICATION: The Caregiver Information has been changed for this Dispenser. Please see email and make sure this looks correct.</p>	<p>Check the email you received to review the information in the remote programming update. If the information is correct go to the MedaCube and approve the remote programming update so it gets applied on the dispenser. Refer to page 194 for instructions.</p>
28	<p><b>Voice Message:</b> The Med Settings have been changed for this Dispenser. Please see email and make sure this looks correct.</p> <p><b>Text Message:</b> NOTIFICATION: The Med Settings have been changed for this Dispenser. Please see email and make sure this looks correct.</p>	<p>Check the email you received to review the information in the remote programming update. If the information is correct go to the MedaCube and approve the remote programming update so it gets applied on the dispenser. Refer to page 194 for instructions.</p>
29	<p><b>Voice Message:</b> A Remote Programming Update for this Dispenser has been Approved. Please see email and make sure this looks correct.</p> <p><b>Text Message:</b> NOTIFICATION: A Remote Programming Update for this</p>	<p>Check the email you received to make sure the information in the remote programming update is correct.</p>

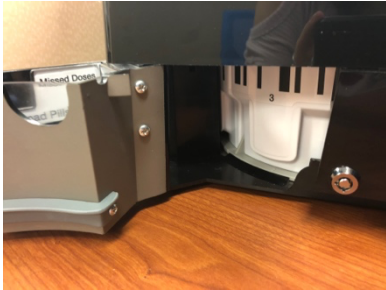


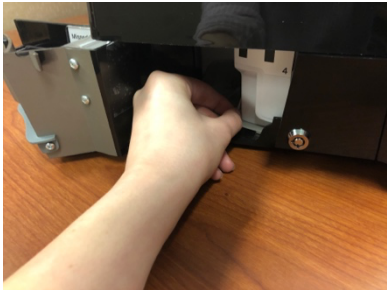
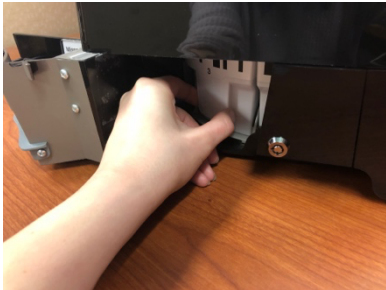
Dispenser has been Approved. Please see email and make sure this looks correct.

- 30     **Voice Message:** A Remote Programming Update for this Dispenser has been Rejected. Please see email and make sure this looks correct.
- Check the email you received to see the information in the rejected remote programming update.
- Text Message:** NOTIFICATION: A Remote Programming Update for this Dispenser has been Rejected. Please see email and make sure this looks correct.

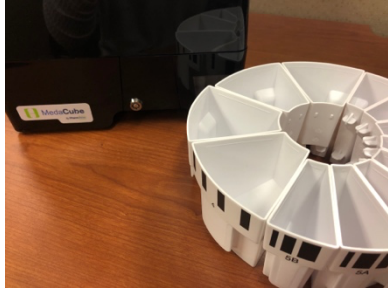
## Appendix B

### Removing Medications When the Dispenser Has Lost Power

This section shows what steps to take if the dispenser has lost battery power and the patient needs access to their medications.

Step	Task	Results
1.	Unlock and open the Load/Missed Dose Drawer. Inside are the bins where the medication is located.	
2.	Inside the top of the opening for the drawer, there is a metal tab. Push the metal tab to the left to allow the bin carousel to be moved freely.	 
3.	Pull out the bins using the handle on the side of them. Move the carousel using the tabs that divide the bins to access all of the bins in the device.	 
4.	Once all of the bins are removed, shut the Load/Missed Dose door. Refer to the portal to see which medication is in each bin and the dosing schedule.	





5. Once power is restored to the MedaCube. Go to **Caregiver Menu > More > Manage Bins > Replace All Bins** to return the bins and resume normal dispensing.