



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 x100 or email 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 8).
 - Safety Precautions Regarding Electrical Shock (see page 9).
 - Safety Precautions Regarding MedaCube (see page 10).
 - Learning the MedaCube System (see page 14).
 - Learning the MedaCube Hardware (see page 15).
 - Learning the MedaCube's User Interface (i.e., the screens that you look at) (see page 16).

MedaCube Language and Terminology

Term	Definition	
Battery	The MedaCube device contains a back-up battery that provides power for approximately 24-hours in the event that power is cut off.	
Bar Code	The bar code printed on some medication labels that can be scanned by the MedaCube.	
Bin	A pie-slice shaped container within the MedaCube that holds a medication. A MedaCube contains several bins.	
Bubble Pack	<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>	
Capsule	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.	
Caregiver	The person assisting the patient. The Caregiver programs the MedaCube and ensures that that patient takes their medication as prescribed.	
Cellular Modem	<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.</p>	
Cloud	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.	

Term	Definition
Desiccants	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.
Dispense Drawer	The location on the MedaCube where you retrieve dispensed medications. 
Dose	A quantity of a medicine taken at a particular time.
Dose Pack	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.
Expiration Date	When adding a medication to the MedaCube, you will be asked to enter an expiration date for the medication. 

Term	Definition
MedaCube	<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> 
MedaCube database	<p>The drug database that the MedaCube downloads and uses to help the Caregiver add medications to the MedaCube.</p>
NDC	<p>A number assigned by the FDA identifying a specific medication. This number can be used to add a new medication to the MedaCube.</p> 
OTC	<p><u>Over The Counter</u> medications, which can be purchased without a prescription, such as vitamins, fiber supplements, and pain relievers.</p>
Packaged Materials / Medications	<p>Medications, such as bubble-packed pills, inhalants, injections, or patches, that are distributed in a form that cannot be loaded in to the MedaCube.</p>
Patient	<p>The person receiving the medications dispensed by the MedaCube.</p>
Pills	<p>A form of medication. When the MedaCube touchscreen and/or guides/manuals reference a "pill," they are referring to a pill, tablet, or capsule.</p>
PIN	<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 (see page 128). 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,</p>

Term	Definition
	<p>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"> • For scheduled doses, after the Touch Here screen is displayed. • If the patient requests Get Dose Early. • If the patient requests Get Missed Dose. • If the patient requests an As-Needed Medication. • If the patient requests a Replacement Pill.
Portal	<p>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 portal.pharmadva.com.</p>
Tablets	<p>A form of medication. When the MedaCube touchscreen and/or guides/manuals reference a "pill," they are referring to a pill, tablet, or capsule.</p>
Touch screen	<p>The visual display located at the top-left of the MedaCube hardware. The Caregiver uses this to enter data and make selections.</p>
USB port	<p>The port on the back of the MedaCube where the cellular modem or Wi-Fi adaptor are inserted.</p>
User Interface (UI)	<p>A software industry term used for the screens, dialog boxes, windows, menus, and buttons that the user sees when using software.</p>
Wi-Fi	<p>A facility allowing computers, smartphones, or other devices to connect to the internet or communicate with one another wirelessly within a particular area.</p>
Wi-Fi adaptor	<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, 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 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.
- ***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 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, 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. You should be able to swipe a finger flat across a bin and not touch any pills.
 - Use of gel capsules in the MedaCube is not supported.
 - 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 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

Learning the MedaCube Device



- 1. Touch Screen** The main interface for both patients and caregivers. If the clock screen is displayed, touch the screen to wake up the MedaCube.
- 2. Barcode Scanner & Microphone** The barcode scanner is used to add medications using special MedaCube barcodes. Just below the scanner is the microphone, which is used to record custom audio messages.
- 3. Load & Missed Dose Door** Used to access the medication bins and the missed dose container.
- 4. Loading Door Lock** 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. Dispense Drawer** 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.

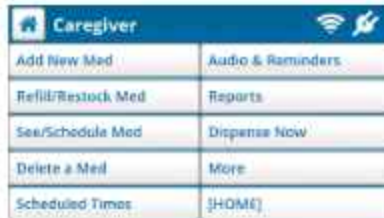
Home




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**.

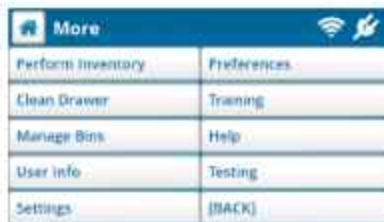
Patient buttons are enabled based upon settings the caregiver determines via the patient menu access settings.

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







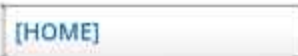


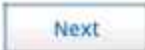


On the **Caregiver** screen, press the **More** button to access additional buttons enabling the caregiver to access and set special features, such as settings, preferences, user information, and training.

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	
Cancel	
Done	
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 database is updated monthly via an automated cloud download.



Scheduled Dose Times

MedaCube comes with five pre-configured dose times for easy dosing set-up. Dose times can also be used as reminders. Unused dose times can be deleted from the menu. A total of 10 times can be configured. For details, see page 77.



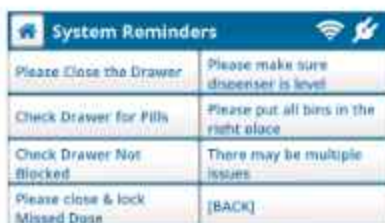
Bin #s

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 a 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.



System Reminders

MedaCube arrives with pre-recorded system reminders that are played by the system, when appropriate. However, the caregiver can customize recordings if needed. For details, see page 92.



Chapter 3: Using the MedaCube

Overview


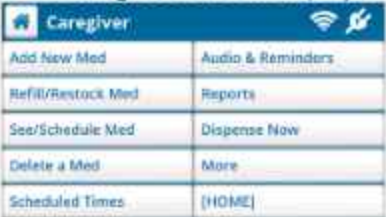
In this chapter, you will learn how to perform some basic caregiver tasks, including:

- Accessing caregiver functions via the Caregiver PIN (see page 19).
- Adding New Medications:
 - Adding and loading scheduled and as-needed medications (see page 19).
 - Adding reminders for unsupported medications (see page 28).
- Refilling a currently-loaded medication (see page 37)
 - Refill from bottle (see page 37).
 - Restock by pill image (see page 43).
 - Restock missed doses (returning missed pills; see page 46).
- Seeing which medications are loaded into the MedaCube (See/Schedule Med, see page 47).
 - Scheduling the doses (see page 48).
 - Change scheduled times, time names, and delete times (for medications already loaded into the MedaCube (see page 50).
 - Setting pills to be taken as-needed (see page 59).
 - Setting custom dose options (see page 63).
 - Viewing pill, refill, and expiration info (see page 70).
 - Viewing the medication (see page 74).
- Deleting a medication from the MedaCube (see page 75).
- Viewing scheduled times (see page 77).
 - Times & Names (see pages 77 and 79).
 - Delete Unused Time (see page 80).
 - View Schedule (see page 83).
- Check Next Time (see page 84). Audio & Reminders (see page 85).
 - Dose Time Audio (see page 86).
 - Custom Reminders (see page 88).
 - System Reminders (see page 92).
 - Audio On/Off (see page 93).
 - Audio Volume (see page 94).
 - Key Click Volume (see page 95).
 - Key Clicks (see page 96).
- Viewing reports (see page 97).
 - Adherence (see page 98).
 - As Needed Meds (see page 100).
 - Days Supply (see page 102).
 - Expiring Meds (see page 103).
 - Network (see page 104).
 - Pills Taken (see page 105).
 - Pills Missed (see page 107).
 - Doses Taken (see page 109).
 - Doses Missed (see page 110).
- Additional functions (the **More** screen):
 - Perform Inventory (see page 113).
 - Clean Drawer (see page 115).
 - Manage Bins (see page 117).
 - User Info (see page 128).
 - Settings (see page 129).
 - Preferences (see page 142).
 - Training (see page 153).
 - Help (see page 161).

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 Home screen, press the Caregiver button.	The Enter Caregiver Pin screen displays. 
2.	Enter your PIN number, and press OK .	The Caregiver screen displays. 

ADD NEW MED

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

Add New Med	
Enter Med Name	Enter by NDC
Scan UPC or Rx Barcode	
Barcode Help	[DONE]

- 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 Special 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 **Home** screen, enter the **Caregiver PIN** number, and press **OK**.

The **Caregiver** screen displays.

Caregiver	
Add New Med	Audio & Reminders
Refill/Restock Med	Reports
See/Schedule Med	Dispense Now
Delete a Med	More
Scheduled Times	[HOME]

2. Press the **Add New Med** button.

The **Add New Med** screen displays.

Add New Med	
Enter Med Name	Enter by NDC
Scan UPC or Rx Barcode	
Barcode Help	[DONE]

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 special barcode

In the instructions below, the name of the medication is used.

3. Press **Enter Med Name**. The **Enter Med Name** screen displays.



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.



Press **OK**.

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



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



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

Tap the name of the

- OR Press **Enter by NDC**.

The **Enter NDC number from label (without dashes)** screen displays.



Locate the NDC number that may be printed on the bottle, and press **OK**.

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



The **Please Choose Bin Size** screen displays.



Press a bin size button.

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



Press **One-Time** if the patient doesn't need to keep taking the medication again; or press **Ongoing** if the patient does.

- OR Press **Scan UPC or Rx Barcode**.

The **Scan Bar Codes** screen displays.



Read the instructions, and 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 MedaCube identifies the code and searches for the medication, the **Is this the right med?** screen displays.



Using the arrow buttons, scroll until you find the medication, and press **Select**.

The **Please Choose Bin Size** screen displays.



medication.

An additional search is performed.



A screen showing search results displays.



Press **OK**.

A screen displays showing the first medication.



If this is not the correct medication, use the arrow buttons to scroll through the screens until you locate the correct one.

Press **Select**.

The **Please Choose Bin Size** screen displays.



Press a bin size button.

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

If **Ongoing** is selected, a screen displays stating that refill notifications will be sent out.



Press a bin size button. For this example, we selected **Small Bin**.

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



If that patient will only be taking the medication for one refill, press **One-Time**. If the patient will be taking the medication for a longer period of time, press **Ongoing**.

If you pressed **Ongoing**, the follow screen displays.





Press **One-Time** if the patient doesn't need to keep taking the medication again; or press **Ongoing** if the patient does.

If **Ongoing** is selected, a screen displays stating that refill notifications will be sent out.



4. Press **OK**.

An **Expiration date** screen displays.



5. Based on the expiration date information printed on the prescription bottle label, press the buttons to select the date, and press **OK**.

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



6. 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.

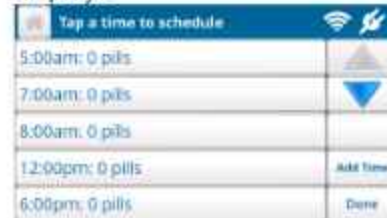
Select **Take Daily AND As-Needed** if the patient needs to take the medication per a schedule,

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 of a medication, etc. (see page 63 for instructions).

7. 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.



8. 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.

9. 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.¹



¹ 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.

Otherwise, a screen displays explaining information for the medication.



10. After reading the text on the screen, press **OK**.

Progress displays...



If videos are enabled, a screen displays asking if you want to view the Help videos.



11. Press the applicable buttons to view the help videos. Otherwise, press **Skip** to proceed.

A screen displays telling you to open the Load and Missed Dose door.



12. Manually open the Load and Missed Dose door.

The screen updates telling you which bin to remove, clean, and fill.



13. Press **OK**.

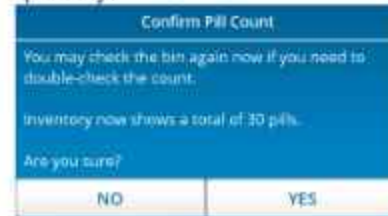
A screen displays asking you to enter the number of pills you are loading.



14. Enter the quantity, and press **OK**.

If you are loading medication from a partially-used bottle or you are unsure how many pills you are loading, you will need to manually count the pills.

The **Confirm Pill Count** screen displays asking if you want to recheck the pill quantity.



15. Press **NO** to re-count the pills.

Press **YES** to proceed.

After pressing **YES**, the **Add Med** screen displays.



16. Press **OK**.

Progress displays.



The MedaCube performs bin scanning, and the **Caregiver** screen displays.



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

>>> 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.**

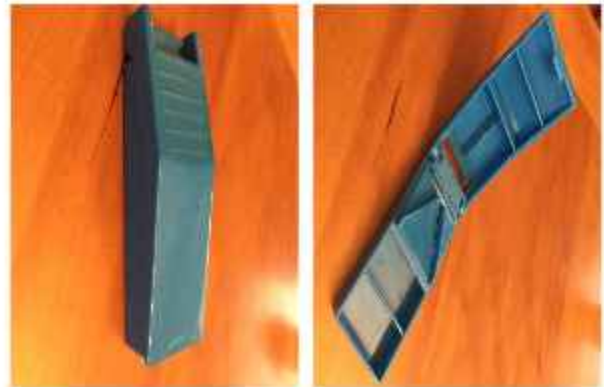
Only use new, empty capsules. Empty capsules are available for purchase in several sizes from online retailers and possibly at your local pharmacy.



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. On the MedaCube, navigate as follows: **Home > Caregiver > PIN > Add Med.**

The **Add New Med** screen displays.

Add New Med	
Enter Med Name	Enter by NDC
Scan UPC or Rx Barcode	
Barcode Help	[DONE]

9. Press **Enter Med Name.**

An **Enter Med Name** screen displays.

Enter at least 3 letters of Med name:									
<input type="text"/>									
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	123-0	space	Cancel	OK					

10. Enter the name you want displayed.

In this example, we typed "Meloxicam 3.75" because we have cut Meloxicam 7.5 MG tablets in half.



11. Press **OK**.

This medication was not found in the database, so the following screen displays.



12. Press **OK**.

An **Add New Med** screen displays.



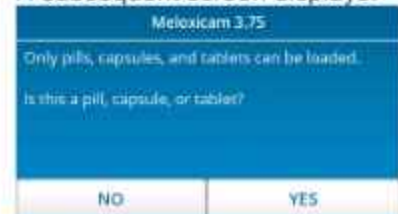
13. Press **Enter Med Info** to enter the medication information manually.

A subsequent screen displays.



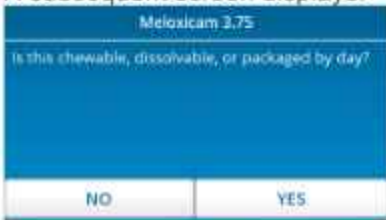
14. Ensure the name entered is correct and press **OK**.

A subsequent screen displays.



15. Read the screen, and press **YES**.

A subsequent screen displays.



Meloxicam 3.75
Is this chewable, dissolvable, or packaged by day?
NO YES

16. Read the screen, and press **NO**.

An **Add Med** screen displays.



Add Med
What size are these?
Small: up to 1/4 inch (~7mm)
Medium: 1/4 to 3/4 inches (~8-18mm)
Large: 3/4 to 1 inch (~19-26mm)
Small Medium Large

17. You are using the capsules provided by PharmAdva, so press **Medium**.

A **Please Choose Bin Size** screen displays.



Please Choose Bin Size
1) Both Small and Large bin sizes are available.
2) The best size to use depends on the pill size and on how many are needed per day.
3) A large bin holds roughly 93 medium pills. A small bin holds roughly 37 medium pills.
(BACK) Small bin Large bin

18. Select either **Small bin** or **Large bin** based on the number of capsules you have.

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




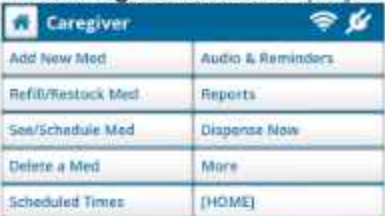


One-Time or Ongoing
Is this a One-Time medication, or Ongoing?
Refill notifications will be sent to your Caregiver for Ongoing meds.
Cancel One-time Ongoing

19. Press **One-Time** if the patient doesn't need to keep taking the medication again; or press **Ongoing** if the patient does.

If **Ongoing** is selected, a screen displays stating that refill notifications will be sent out.

Then, continue adding the medication using the instructions found starting on page 24.

>>> 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 , and press OK .	The Caregiver screen displays. 
3.	Press the Add New Med button.	The Add New Med screen displays. 
4.	The MedaCube enables you to add medications three different ways: <ul style="list-style-type: none">• 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**.

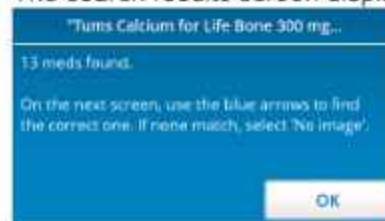
The **Add New Med** screen displays the progress of the database search.



[H] 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, and 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).

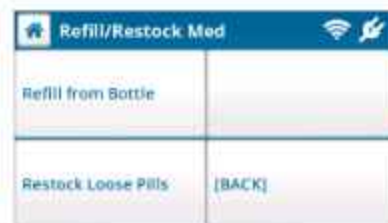
13. Once finished, press **[BACK]**.

The **Add New Med** screen redisplay.

Reminder creation is complete.


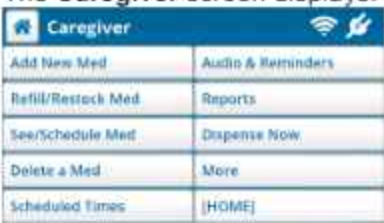
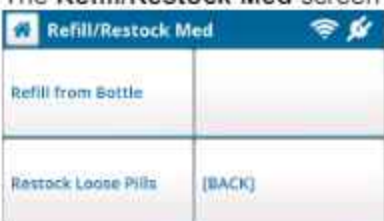
REFILL/RESTOCK MED

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



- **Refill from Bottle** Allows you to refill a medication after obtaining a full refill from the pharmacy.
- **Restock Loose Pills** Allows you to refill a medication by identifying it by what the pill looks like.

>>> To refill from a prescription bottle

Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver PIN screen displays. 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays. 
3.	Press the Refill/Restock Med button.	The Refill/Restock Med screen displays. 

4. Press the **Refill from Bottle** button.

The **Refill Med** screen displays.



5. Select the refill method you prefer.
In this example, **Select from Med list** was selected.

The next screen display allows you to scroll through the medication list until you find the medication you are looking for.



6. Use the arrows to scroll through the medication list until you locate the medication you want.

7. Press the button for the medication to select it, and press **REFILL**.

The **Refill from Bottle** screen displays.



8. If not, press **NO**, and proceed as instructed.
If so, press **YES**.

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



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

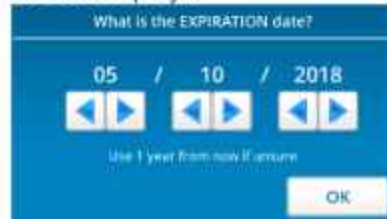
If the medication needs to be taken after the medication refill pills are gone, press **Ongoing**.

If ongoing is selected, a screen displays stating that notifications will be sent out when the medication runs low.



10. Click **OK**.

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



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

A screen displays explaining information for the medication.



12. Press the applicable buttons to view the help videos. Otherwise, press **Skip** to proceed.



13. Manually unlock and open the door.

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



14. If this is the correct medication, press **YES**.

A **Remove and Refill Bin Now** screen displays.



15. Unlock the MedaCube, open the door, and ensure that the correct bin number is being presented for refill².



16. Read and follow the instructions:

- Remove all pills currently in the bin and place them in a safe location.
- Clean the bin. Ensure that the bin is dust-free and dry.
- CONFIRM that the old pills in the MedaCube and the new pills in the pharmacy bottle are the same medication based on appearance, color, and size³.
- Pour the new pills into the bin.
- Place the old pills on top of the new pills.

Ensure that the bin is not overfilled by swiping your finger across the top. No pills should stick up above the top portion of the bin.

² AS A CAREGIVER, CONFIRM THAT THE BIN NUMBER MATCHES THE ONE ON THE SCREEN. THE MEDACUBE WILL DISPENSE INCORRECT PILLS IF THE PILLS ARE LOADED INTO THE WRONG BIN. IT IS THE CAREGIVER'S RESPONSIBILITY TO LOAD THE BINS CORRECTLY. PHARMADVA, LLC ASSUMES NO LIABILITY OR RESPONSIBILITY FOR INCORRECTLY LOADED MEDICATIONS.

³ IF THE PILLS HAVE A CHANGE IN APPEARANCE BUT THE MEDICATION IS CORRECT:

1. PILLS OF THE SAME MEDICATION AND SIZE MAY HAVE A DIFFERENT APPEARANCE EVEN IF THEY ARE MADE BY A DIFFERENT MANUFACTURER (I.E., WHEN GENERIC MEDICATIONS ARE NOW USED INSTEAD). IN THIS SITUATION, THE CAREGIVER CAN DECIDE TO PLACE THE PILLS OF THE SAME MEDICATION AND SIZE, BUT WITH A DIFFERENT APPEARANCE, TOGETHER IN THE SAME BIN. THE CAREGIVER SHOULD ALWAYS INFORM THE PATIENT OF THE CHANGE IN PILL APPEARANCE.
2. ALTERNATIVELY, THE CAREGIVER CAN CANCEL THE REFILL PROCEDURE AND ADD THE REFILL USING "ADD NEW MED". THEN, AFTER THE NEW MANUFACTURER PILLS ARE LOADED (NOTE THE BIN NUMBER), GO TO THE "CAREGIVER" MENU AND TOUCH "SEE/SCHEDULE MED" THEN, AFTER SELECTING THE MEDICATION, TOUCH "CUSTOM DOSE OPTIONS" AND THEN TOUCH "BIN CUTOVERS/CUTOFFS" AND ENTER THE INFORMATION TO FOLLOW THE OLDER BIN WITH THE NEW BIN. TAKE CARE TO HAVE THE NEWLY LOADED BIN TO FOLLOW THE BIN LOADED IN THE PAST.

17. Press **OK**.

The **How many pills after refilling?** screen displays.

How many pills after Refilling?

This is used for low supply alerts.

Please correct & confirm the numbers.

Inventory now shows a total of 185 pills.

Before: 185 pills Added: 0 Done

18. Press the **Added: 0** button.

The **How many pills added during refilling?** screen displays.

How many pills added during refilling?

Backspace

1 2 3 4 5

6 7 8 9 0

Cancel

OK

19. Enter the amount, and press **OK**.

The **How many pills after Refilling?** screen re-displays with an updated number reflected on the **Added** button.

How many pills after Refilling?

This is used for low supply alerts.

Please correct & confirm the numbers.

Inventory now shows a total of 190 pills.

Before: 185 pills Added: 5 Done

20. If the pill count is correct, press **Done**.

The **Confirm Pill Count** screen displays.

Confirm Pill Count

Inventory shows a total of 190 pills after Refill.

Are you sure?

NO YES

21. If the displayed total pill count is incorrect, press **NO** and revise the amount.

If the displayed total pill count is correct, press **YES**.

The **Refill Med** screen displays.

22. Follow all onscreen instructions, and press **OK**.

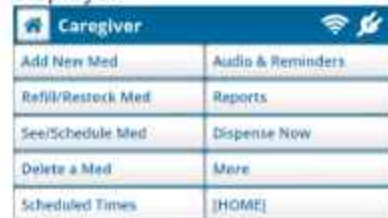


The refill process is now complete.

A progress screen displays...



... and then the **Caregiver** screen re-displays.



>>> To restock loose pills

If a patient misses a dose, after a set length of time⁴, the pills are automatically moved from the hidden pre-dispense compartment into the removable Restock Bin located on the inside of the loading door.

Then, at the caregiver's convenience, these pills can be placed back into the MedaCube.

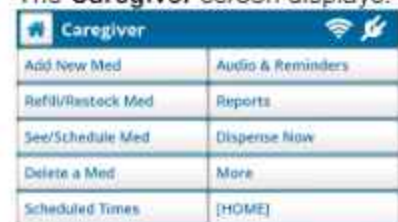


Step #	Task	Results
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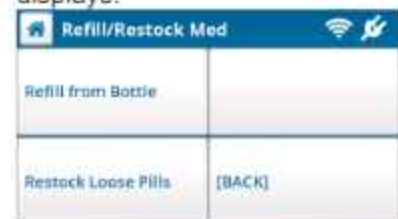
- | | | |
|----|---|---|
| 1. | On the Home screen, press the Caregiver button. | The Enter Caregiver PIN screen displays. |
|----|---|---|



- | | | |
|----|---|---------------------------------------|
| 2. | Enter your Caregiver PIN , and press OK . | The Caregiver screen displays. |
|----|---|---------------------------------------|



- | | | |
|----|-------------------------------------|--|
| 3. | Press the Refill Med button. | The Refill/Restock Med screen displays. |
|----|-------------------------------------|--|



⁴ By default, halfway to the next dose time.

4. Press the **Restock Loose Pills** button.

The **Restock Loose Pills** screen displays.



5. Press **Next**.

A screen displays showing a pill image.



6. Using the arrow buttons, navigate the screen until you locate the image of the pill you are restocking.

7. Press the **Get Bin** button.

Progress displays, and the MedaCube retrieves the medication's bin.

If enabled, the **Return Pills > Show Help Videos** screen displays.



8. Press the video buttons to view videos that will show you how to open the door and remove the bin.

Press **Skip** to proceed.

After viewing videos or dismissing them, the **Return Pills** screen displays.



9. Read the instructions, and unlock and open the door.

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

10. Perform all on-screen instructions, ensuring to remember how many pills were returned to the bin, and press **Next**.



The **How many pills after Refilling?** screen displays.



11. Press the **Added: 0** button.

The **How many pills added during refilling?** screen displays.



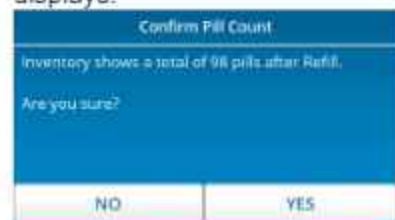
12. Enter the number of pills you just added to the bin, and press **OK**.

The **How many pills after Refilling?** screen re-displays with an updated number reflected on the **Added** button.



13. Press **Done**.

The **Confirm Pill Count** screen displays.



14. After reading the screen, press **NO** if you need to modify the current pill count, or press **YES** if the count is correct.

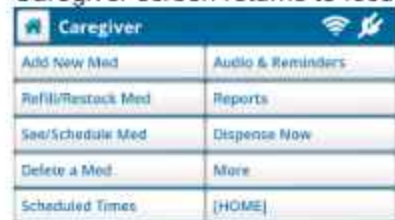
If you pressed **NO**, a screen opens asking you how many pills.

If you pressed **YES**, the **Return Pills** screen displays.



15. Read and follow instructions, and press **OK**.

Progress displays, and the **Caregiver** screen returns to focus.




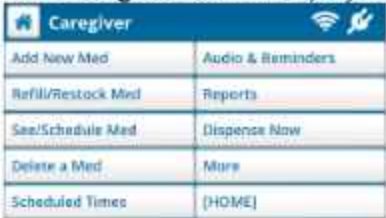

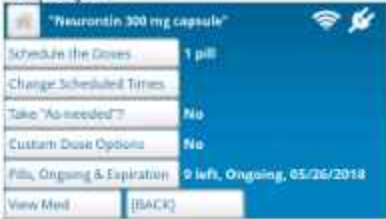
SEE/SCHEDULE MED

On the **Caregiver** screen, pressing the **See/Schedule** button displays the **See & Schedule Med** screen. From there, the caregiver chooses a medication and a subsequent screen displays information about the MedaCube's settings for it, such as the medication's dispense schedule for all loaded medications. The caregiver can also program additional actions for the medication, such as changing the scheduled dispense times, updating the expiration date information, etc.



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: <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">○ 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:

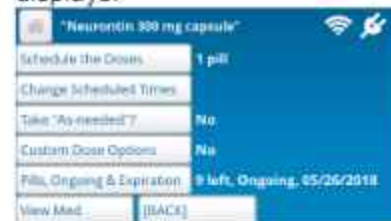
Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver Pin screen displays. 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays. 
3.	Press the See/Schedule Med button.	The See & Schedule Med screen displays. 
4.	Using the arrow buttons, scroll 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. 
6.	Press the Schedule the Doses button.	The Tap a time to schedule screen displays show the already-scheduled times for this medication.



- 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.



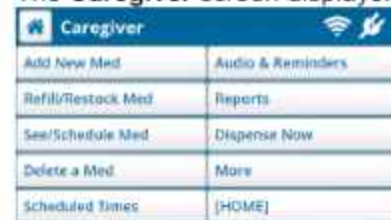
- Press **[BACK]**.

The **See & Schedule** screen re-displays.



- Press **DONE**.

The **Caregiver** screen displays.


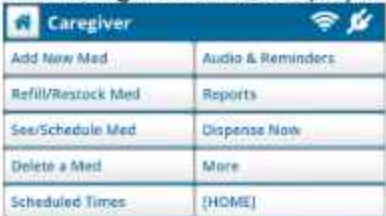


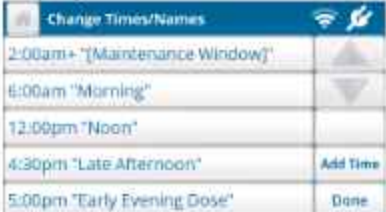


- Press **[HOME]**.

The **Home** screen displays.

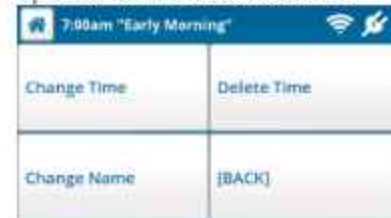


>>> To Change Scheduled Times via See/Schedule Med

Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver Pin screen displays. 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays. 
3.	Press See/Schedule Med .	The See & Schedule Med screen displays. 
4.	Press the name of the med you want to change scheduled time for.	The subsequent screen displays. 
5.	Press the Change Scheduled Times button.	The Change Times/Names screen displays. 

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

A screen displays showing three options for the selected time.



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

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

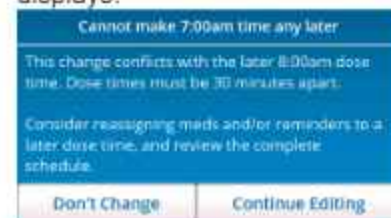


8. Adjust the time, and press **OK**.

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



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

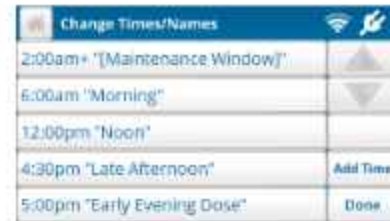


Press **Continue Editing** to select a new time.

9. Press **Done**.

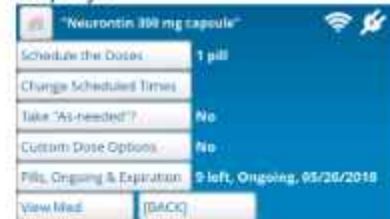
The **Change Times/Names** screen displays.

10. Press **Done**.



The previous screen in the workflow displays.


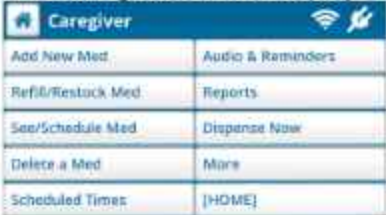


11. Press **[BACK]**.



The See & Schedule Med screen re-displays.



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

Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver PIN screen displays: 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays: 
3.	Press the See/Schedule Med button.	The See & Schedule Med screen displays: 
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.	The screen for that medication displays: 
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"

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

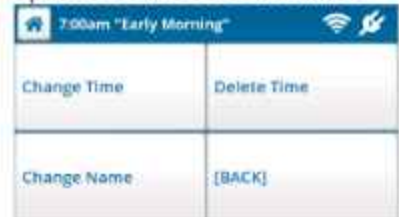
9. Edit the name, and press **OK**.

10. Press **Done**.

11. Press **[BACK]**.



A screen displays showing three options for the selected time.



A screen displays showing you the editable time name.



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



The screen for that medication re-displays.

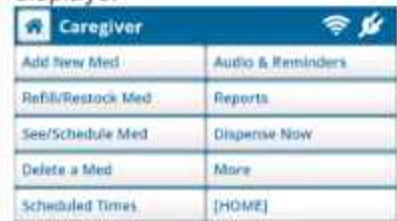


The **See & Schedule Med** screen re-displays.

12. Press **DONE**.



The **Caregiver** screen re-displays.


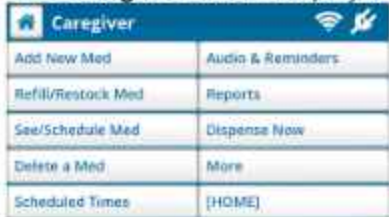




13. Press **[HOME]**.

The **Home** screen displays.



>>> To delete a previously-scheduled time

Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver Pin screen displays. 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays. 
3.	Press the See/Schedule Med button.	The See & Schedule Med screen displays. 
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. 
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"

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

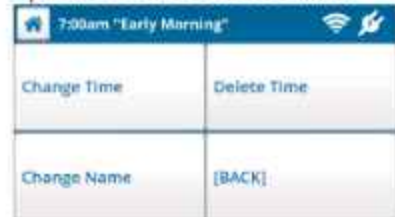
9. Read the screen, and press the **YES** button.

10. Delete additional times, if desired.

11. Press **Done**.



A screen displays showing three options for the selected time.



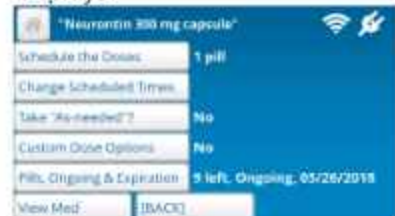
The **Delete Scheduled Time** screen displays.



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



The screen for that medication re-displays.



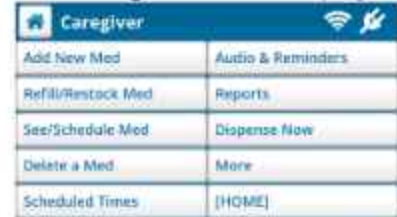
12. Press **[BACK]**.

The **See & Schedule Med** screen re-displays.



13. Press **Done**.

The **Caregiver** screen displays.


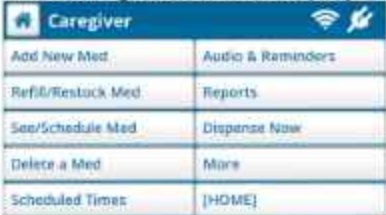




14. Press **[HOME]**.

The **Home** screen displays.



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

Step #	Task	Results
1.	On the Home screen, press the Caregiver button.	The Enter Caregiver Pin screen displays: 
2.	Enter the Caregiver PIN , and press OK .	The Caregiver screen displays: 
3.	Press the See/Schedule Med button.	The See & Schedule Med screen displays: 
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: 

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.



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.



8. Press the quantity as prescribed.

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



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.



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.

11. Enter the appropriate amount, and press **OK**.
12. Verify that what you entered is correct according to guidelines, or edit the dosage.
13. Press **OK**.

14. Press **[BACK]**.

Maximum Daily Dose (MDD) # in Milligrams?					
[Input Field]					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?					
[Input Field]					Backspace
1	2	3	4	5	Cancel
6	7	8	9	0	OK

A screen displays showing a safety warning.

The information is saved, and the **Custom Dose Options** screen returns to focus.

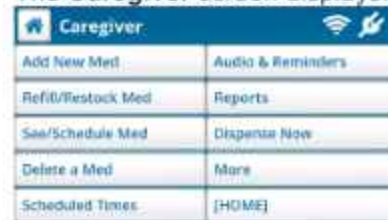
Neurexin 300 mg capsule	
Schedule the Doses	1 pill
Change Scheduled Times	
Take "As-needed"?	No
Custom Dose Options	No
Pills, Ongoing & Expiration	0 left, Ongoing, 05/26/2018
View Med	[BACK]

The **See & Schedule Med** screen displays.

See & Schedule Med	
Bin 44: "Clonidine 40 mg tablet"	▲
Bin 60: "Metoprolol succinate ER 50 mg tablet, extended release 24 hr"	▼
Bin 74: "Wal-Profen 200 mg tablet"	DONE

15. Press **DONE**.

The **Caregiver** screen displays.



Caregiver	
Add New Med	Audio & Reminders
Refill/Restock Med	Reports
See/Schedule Med	Dispense Now
Delete a Med	More
Scheduled Times	[HOME]

16. Press **[HOME]**.

The **Home** screen displays.



MediCube	
As-Needed Medication	Get Dose Early
	Get Missed Dose
View Schedule	Replacement Pill

11:53am

>>> To Navigate to the Custom Dose Options screen

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

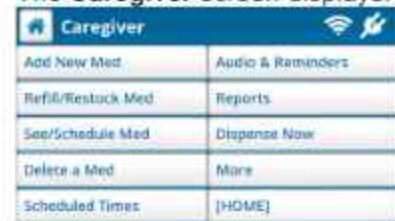
1. On the **Home** screen, press the **Caregiver** button.

The **Enter Caregiver Pin** screen displays:



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

The **Caregiver** screen displays.



3. Press the **See/Schedule Med** button.

The **See & Schedule Med** screen displays.



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.

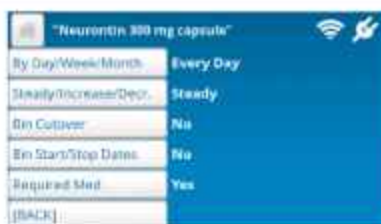
The screen for that medication displays.



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

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

1. Navigate to the **Custom Dose Options** screen.



2. On the **Custom Dose Options** screen, press the **By Day/Week/Month** button.

The **By Day/Week/Month** screen displays.



Make selection choices based on:

Every day: 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.

Every other day: Choose this option if the medication needs to be taken every other day. Upon pressing **[OK]**, a subsequent screen displays enabling you to choose the start date.

Every number of days: Choose this option if the medication needs to be taken for a number of days greater than every other day. Upon pressing **[OK]**, a subsequent screen displays enabling you to change the interval of days and the start date.

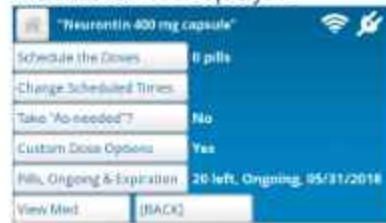
By days of the week: Choose this option if you need to schedule doses on specific days of the week and not others. Upon pressing **[OK]**, a subsequent screen displays enabling you to choose the days of the week that the medication should be taken on.

Once per month: Choose this option if the medication needs to be taken once per month. Upon pressing **[OK]**, a subsequent screen displays enabling you to choose the day of the month. The 29th, 30th, and 31st of each month cannot be selected.

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

If changed, a confirmations screen displays.

The displaying information for the selected medication re-displays.



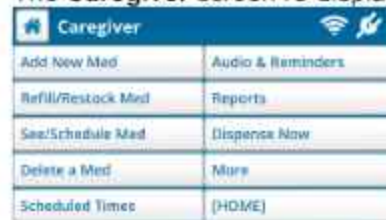
4. Press **[BACK]**.

The **See & Schedule Med** screen re-displays.



5. Press **DONE**.

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

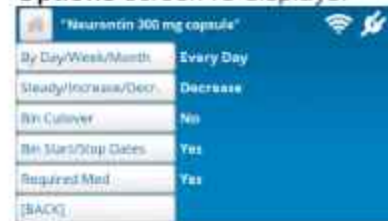
5. Enter the number of pills, and press **OK**.

A screen displays with the entered information.



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



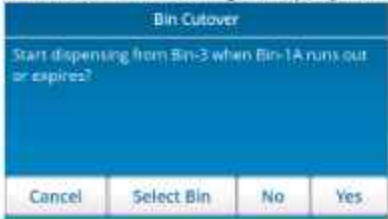
Changes are saved and the **Custom Dose Options** screen re-displays.

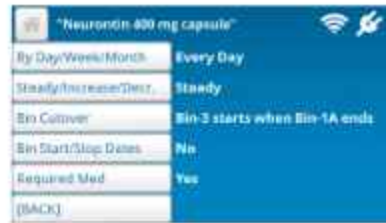


>>> To Specify Custom Dose Options > Bin Cutovers

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.	Add and load the medication to a new, empty bin.	
2.	Navigate to Caregiver > See/Schedule Med > [the new medication/bin] > medication name screen with options > Custom Dose Options > Bin Cutovers/Cutoffs.	<p>The Bin Cutover screen displays providing bin options.</p> 
3.	To specify the next bin that the MedaCube should use when cutting-over, press the Select Bin button.	<p>The Use up which bin first? screen displays.</p> 
4.	Scroll through the list and then select the bin that you would like to complete first.	<p>The Bin Cutover screen return to focus with the new settings displayed.</p> 
5.	Press Yes.	<p>Now, when Bin-1A runs out of medication, the MedaCube will use the medication in Bin-3.</p> <p>The Custom Dose Options screen updates to display the Bin Cutovers/Cutoffs that are programmed.</p>






5. Press **[BACK]**.


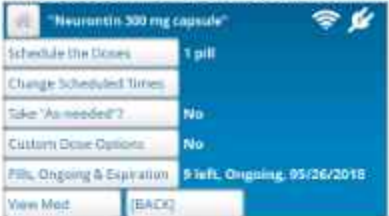


The medication name screen updates to display that there are custom dose options programmed.



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

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

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

Step #	Task	Results
1.	Navigate to Caregiver > See/Schedule Med.	The See & Schedule Med screen displays listing all of the bins: 
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 Pills, Ongoing & Expiration button.	A screen displays showing data specific to the medication. 
5.	Press the Qty 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.



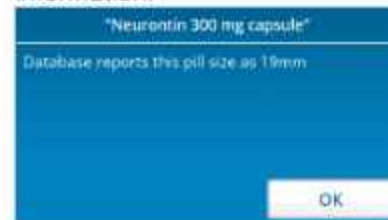
12. Press the **Pills, Ongoing & Expiration** button.

A screen displays showing data specific to the medication.

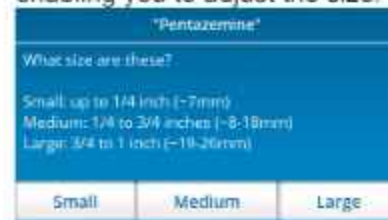


13. Press the **Size** button.

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 **See/Schedule Med** screen displays for the selected medication.



>>> To view details about a medication

Step #	Task	Results
1.	Navigate to Caregiver > See/Schedule Med.	The See & Schedule Med screen displays listing all of the bins: 
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.	The See & Schedule Med screen for the selected medication displays. 
4.	Press the View Med button.	The Picture screen displays for the medication. 
5.	Press the Details button.	The Details screen displays for the medication. 
6.	Press the DONE button.	The selected medication's See & Schedule Med 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 Caregiver > Delete a Med . | The Delete a Med screen displays. |
|----|--|--|



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



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



- | | | |
|----|--|--|
| 4. | If you want to watch a help/training video, press YES . | The Delete Med screen displays. |
|----|--|--|

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



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

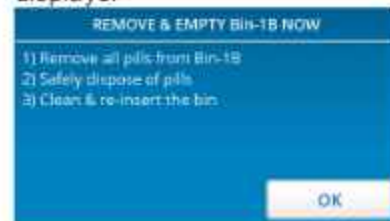


An **Is this the right med?** screen displays.



6. Ensure that this is the correct medication to delete, and 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, and 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]

Times & Names	Allows the caregiver to add and change dose times and names.
Delete Unused Time	Allows the caregiver to delete dose times which are no longer in use.
View Schedule	Allows the caregiver to see what medications and reminders are scheduled at each dose time.
Check Next Time	Displays the next scheduled dose time.
Set Next Dose Time	Allows the caregiver to set the next time that a dose will be dispensed. See page 123 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.

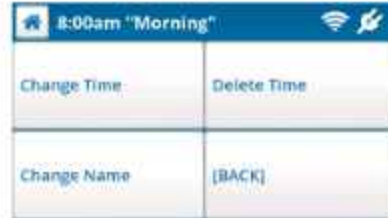
The **Change Times/Names** screen displays.

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.

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



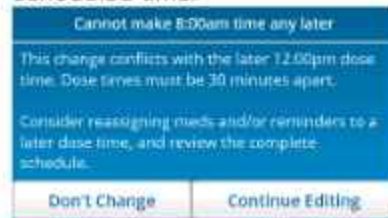
The **Change Scheduled Time** screen displays.



5. Using the arrow buttons, adjust the time.



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



6. Press **OK**.

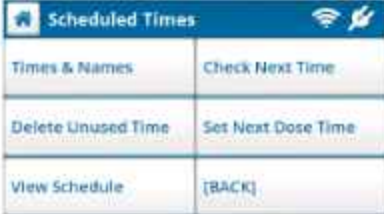

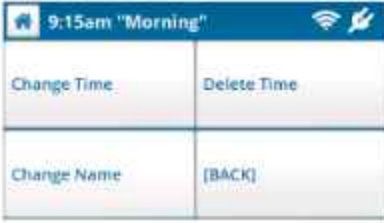


The **Change Times/Names** screen displays showing the modified time.



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	Results
1.	Navigate to Caregiver > Scheduled Times .	<p>The Scheduled Times screen displays.</p> 
2.	Press the Times & Names button.	<p>The Change Times/Names screen displays.</p> 
3.	Press the time/name button for the name that you want to change.	<p>A new screen displays for the selected time/name.</p> 
4.	Press the Change Name button.	<p>An editing screen displays.</p> 
5.	Modify the name, as desired.	

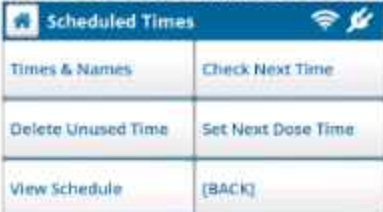
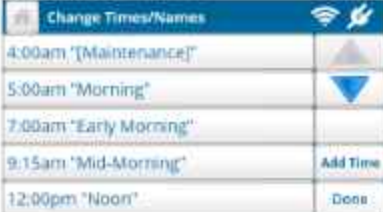
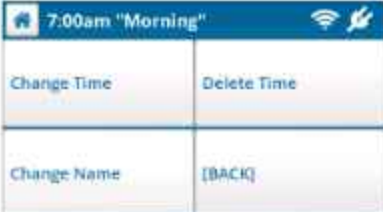
6. Press **OK**.

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	Results
1.	Navigate to Caregiver > Scheduled Times .	The Scheduled Times screen displays. 
2.	Press the Times & Names button.	The Add/Change Times screen displays. 
3.	Press the time/name button for the name that you want to delete.	In the example below, we selected 7:00am "Morning" . 
4.	Press the Delete Time button.	The Delete Schedule Time screen displays asking you to confirm that you

5. Press **YES**.

want to delete the selected time.



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.



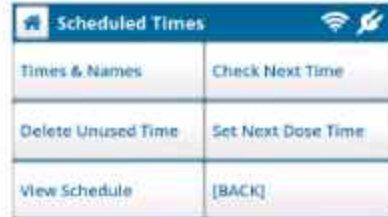
>>> To Delete an Unused Time:

Step # **Task**

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

Results

The **Scheduled Times** screen displays.



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

The **Delete Unused Time** screen displays.



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.



4. Press the **YES** button.

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

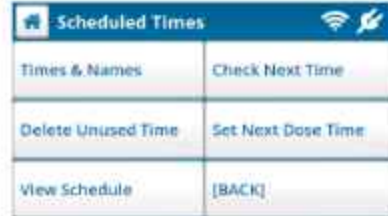


>>> To View the Medication Dispensing Schedule:

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

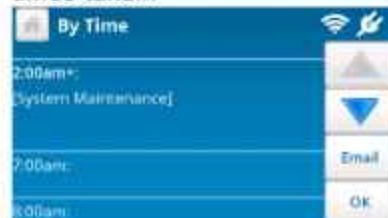
1. Navigate to **Caregiver > Scheduled Times**.

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.

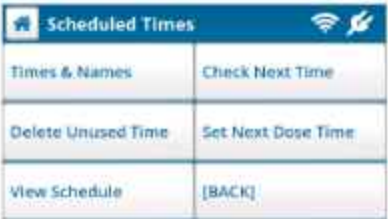

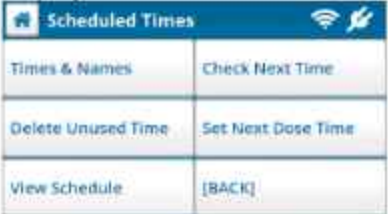


4. If you want to email the schedule, press the **Email** button.

The caregiver(s) are sent an email.



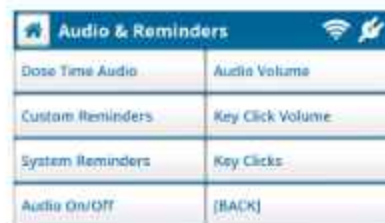
>>> To See When the Next Medication Dispensing will Occur:

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.


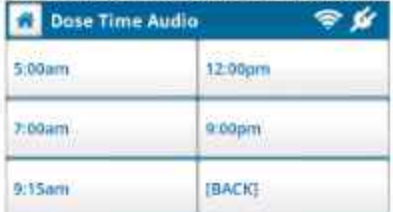



The MedaCube provides pre-recorded reminders, and the ability to record your own custom reminders. This menu also allows you to change the audio/volume settings.



Audio & Reminders	
Dose Time Audio	Audio Volume
Custom Reminders	Key Click Volume
System Reminders	Key Clicks
Audio On/Off	(BACK)

- Dose Time Audio** Reminders can be set at any time and can be recorded by speaking directly into the MedaCube. Individual dose times can have different audio.
- Custom Reminders** 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.
- System Reminders** Pre-recorded audio reminders that used to prompt the patient to take actions such as take their medication and close the dispense drawer.
- Audio On/Off** Allows the caregiver to turn the audio on and off.
- Audio Volume** Allows the caregiver to adjust the audio volume.
- Key Click Volume** Allows the caregiver to adjust the audio volume of the key click sounds.
- Key Clicks** Allows the caregiver to turn the key click sound on and off.

>>> To Record Custom Voice Reminder & Set it 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.

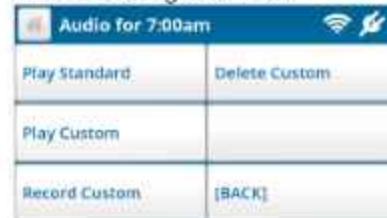
The **Custom Audio** screen re-displays.



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 reminder that you can record; this enables you to personalize the audio heard by the patient. You can set a total of 20 custom reminders. Custom Reminders also have on-screen text that is dismissed by the patient.

Step #	Task	Results
1.	Navigate to Caregiver > Audio & Reminders .	The Audio & Reminders screen displays. 
2.	Press the Custom Reminders button.	The Custom Reminders screen displays. 
3.	Press the first available reminder in the list.	A screen displays asking if you would like to choose a pre-existing reminder from a list or create a new one. 
4.	If you want to choose a reminder from a list of default reminders, press the List button.	<p>A Custom Reminders screen displays.</p> 
	OR	<p>If you want to customize your own reminder, press the Edit button.</p> <p>A New Reminder screen displays.</p> 

Using the arrow buttons, scroll through the list of reminders to locate the reminder you want to use.



Once you find the reminder that you want to

Type reminder text, and press **OK**.

An **Edit Reminder** screen displays showing the new text.

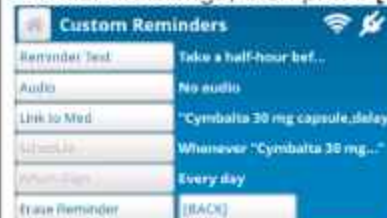


Press the **Save** button.

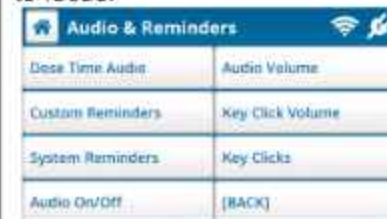
The **Custom Reminders** screen displays showing the new reminder text.



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



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



use, press its button.

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.

Tap a time to schedule	
5:00am: off	
7:00am: off	
9:15am: off	
12:00pm: off	Add time
9:00pm: off	Done

- 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]

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

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


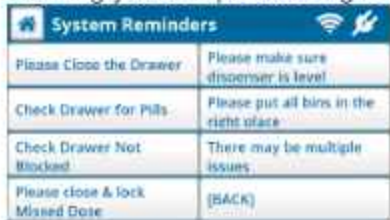
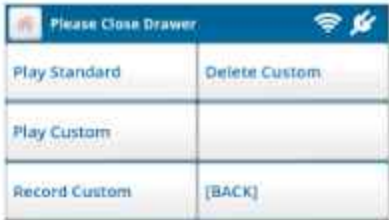
6. Press **BACK**.

7. The **Custom Reminders** list displays again.

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:

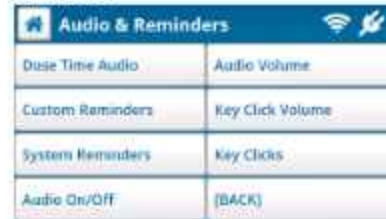
Step #	Task	Results	
1.	Navigate to Caregiver > Audio & Reminders .	The Audio & Reminders screen displays. 	
2.	Press the System Reminders button.	The System Reminders screen displays showing you four pre-existing reminders. 	No matter which button you choose, the subsequent screens are the same. In 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. 	
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.

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

9. Press **[BACK]**.

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

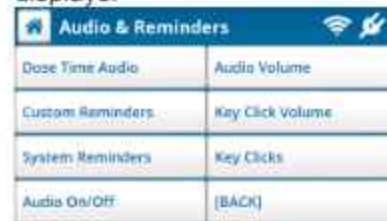


>>> To Turn the Audio On and Off:

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.

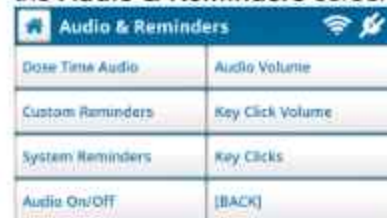


3. If you want to have the MedaCube play sounds, press the **On** button.

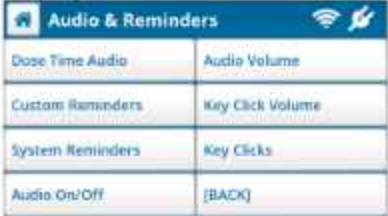


The setting is saved, and focus returns to the **Audio & Reminders** screen.

OR

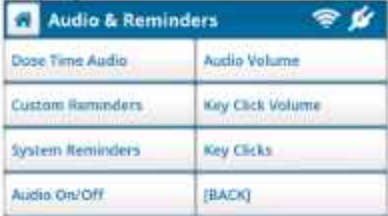

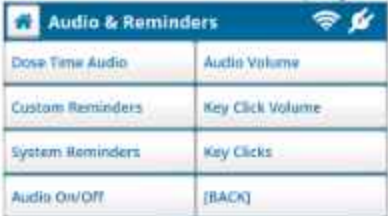
If you want to have the MedaCube NOT play sounds, press the **Off** button



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

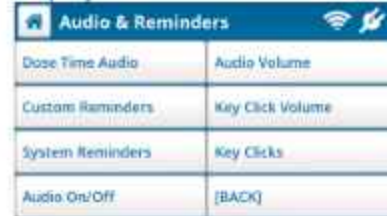
>>> To Turn the Key Click Sounds On and Off:

Step # **Task**

Results

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

The **Audio & Reminders** screen displays.



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

The **KeyClicks Setting** screen displays.

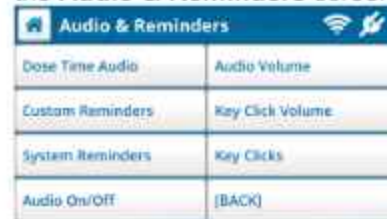


3. If you want a "click" sound to play when a button is pressed, press the **On** button.

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

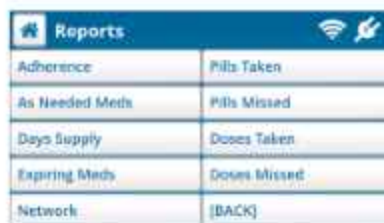
OR

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



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.



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

Available reports include:

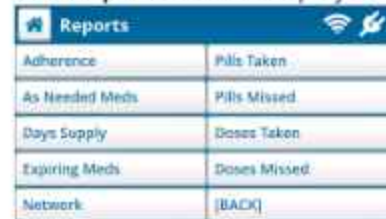
Adherence	Provides data regarding whether or not the patient is taking the medications as prescribed.
"As-Needed" Meds	Provides data regarding the frequency that the patient is taking as-needed medication and if they have requested excessively.
Days Supply	Provides data regarding how many days of a medication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

The **Choose Starting Month** screen displays:



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:



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:



For each medication, this screen displays the:

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

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

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

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

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

- Adherence percentage.



The **Choose Starting Month** screen displays.



The **Choose Ending Month** screen displays.



The **Reports** screen re-displays.

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

>>> To View and Email As-Needed 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 **As Needed Meds** button.

The **Choose Starting Month** screen displays:



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:



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:



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

- 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.



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

The **Choose Starting Month** screen displays.



- 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:



- 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 the data.

>>> To View and Email Days Supply Reports

Step #	Task	Results
1.	Navigate to Caregiver > Reports .	The Reports screen displays.
2.	Press the Days Supply button.	The Days Supply Remaining screen displays.
3.	Use the arrow buttons to scroll and see supply information for each medication loaded into the MedaCube.	For each medication, this screen displays the number of days each medication has left in the MedaCube before it runs out.
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 the data.

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 **Days Supply** button.

The **Days Supply Remaining** screen displays.

Days Supply Remaining	
1+ Bin-4 "Acetaminophen PM Extra Strength 25 mg-500 mg tablet"	▲
2- Bin-1A "Neurontin 300 mg capsule"	▼
2- Bin-2B "Meloxicam 3.75"	Email
2+ Bin-1B "Advil 100 mg tablet"	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	
6- Bin-5A "Zantac 75 mg tablet"	▲
8- Bin-2A "Nucynta 100 mg tablet"	▼
+ in Days left indicates an estimate for As-Needed meds. Projections based on inventory counts.	Email
	OK

Days Supply Remaining	
From Caregiver menu, you can use either:	▲
a) Refill Med	▼
b) More Inventory	Email
c) See/Schedule Med, Pills, Qty	OK

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

The **Reports** screen re-displays.

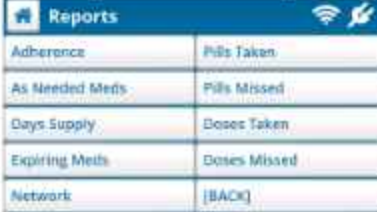
The caregiver(s) receive an email with the data.

>>> To View and Email Expiring Meds 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 **Expiring Meds** button.

The **Expiring Meds** screen displays:



Expiring Meds	Navigation
# of days until expiration:	Up Arrow
365: "Advil 100 mg tablet"	Down Arrow
365: "Meloxicam 3.75"	Email
365: "Neurontin 300 mg capsule"	OK

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



Expiring Meds	Navigation
365: "Neurontin 400 mg capsule"	Up Arrow
365: "Nucynta 100 mg tablet"	Down Arrow
	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.

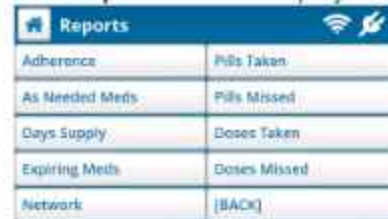
>>> To View Network Reports

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.

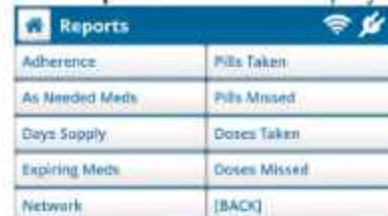
The **Network Status** screen displays:



Network Status	
Connection: WiFi 'PharmAdva'	
Connect: 12:35pm 5/30 succeeded	
Get Clock: 10:55am 5/30 succeeded	
Bandwidth: 140.5 KB/sec Upload	
Bandwidth: 140.5 KB/sec Upload	
Bandwidth: 140.5 KB/sec Upload	
Get Clock: 10:55am 5/30 succeeded	

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**

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 Taken** button.

The **Choose Reporting Month** screen displays.

Choose Reporting Month

12 / 2015

◀▶ ◀▶

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	
6/1 12:30pm Scheduled Dose "Nucynta 100 mg tablet"	▲
6/1 12:30pm Scheduled Dose "Metoclopramide 1.25"	▼
6/1 1:00pm Scheduled Dose "Neurontin 100 mg capsule"	Email
6/1 1:30pm Scheduled Dose "Nucynta 100 mg tablet"	OK

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

Pills Taken	
6/1 2:00pm Scheduled Dose "Neurontin 100 mg capsule"	▲
6/1 2:00pm Scheduled Dose "Metoclopramide 3.75"	▼
6/1 2:30pm Scheduled Dose "Acetaminophen PM Extra Strength 25 mg/500 mg tablet"	Email
	OK

- 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.



- Read the information, and press **OK** to go back to list of doses.

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



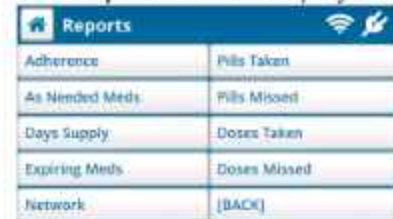
- If you want to email a report of this information, press the **Email** button.

The **Reports** screen re-displays.

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

>>> To View and Email Pills Missed Reports

Step #	Task	Results
1.	Navigate to Caregiver > Reports .	The Reports screen displays.
2.	Press the Pills Missed button.	The Choose Reporting Month screen displays.
3.	Use the arrow buttons to select the month you want the report run on, and press OK .	The Missed Pills screen displays.
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.
6.	Read the information, and press OK to go back to list of doses.	The Missed Pills screen re-displays.









Missed Pills	
12:20 9:00pm Scheduled Dose "Citalopram 40 mg tablet"	▲
12:20 9:00pm Scheduled Dose "Metoprolol succinate ER 50 mg tablet,extended release 24 hr"	▼
12:20 9:00pm Scheduled Dose "Wal-Frofen 200 mg tablet"	Email
	OK

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

The **Reports** screen re-displays.

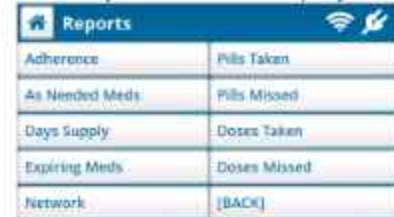
The caregiver(s) receive an email with the Missed Pills data.

>>> To View and Email Doses Taken Reports

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

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

The **Reports** screen displays.



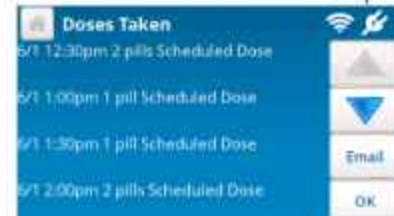
2. Press the **Doses Taken** button.

The **Choose Reporting Month** screen displays.

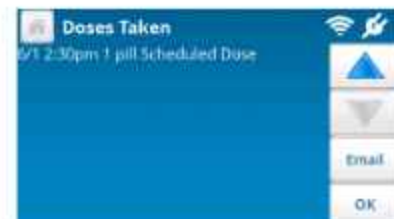


3. Use the arrow buttons to select the month you want the report run on, and press **OK**.

The **Doses Taken** screen displays.



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



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 Taken data.

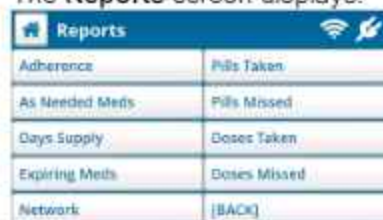
>>> To View and Email Doses Missed Reports

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]

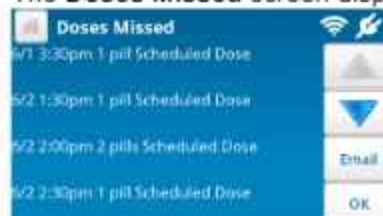
2. Press the **Doses Missed** button.

The **Choose Reporting Month** screen displays:

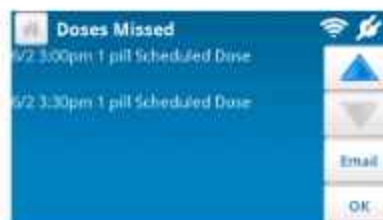


3. Use the arrow buttons to select the month you want the report run on, and press **OK**.

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.

More	
Perform Inventory	Preferences
Clean Drawer	Training
Manage Bins	Help
User Info	
Settings	(BACK)

The **More** options include:

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.




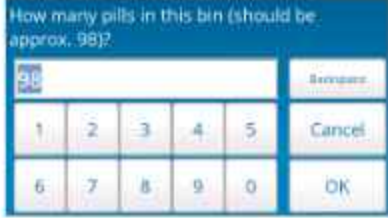
Training

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 Caregiver > More .	The More screen displays. 
2.	A screen displays asking if you want to skip the bins that have no medication loaded into them.	
3.	Press YES or NO based on what you want to do.	
4.	Press the Perform Inventory button.	Progress displays followed by instructions. 
5.	Read and follow all of the instructions, and press Next .	A screen displays enabling you to change the number of pills. 
6.	If necessary, revise the number, and press OK .	A Full Inventory screen displays.



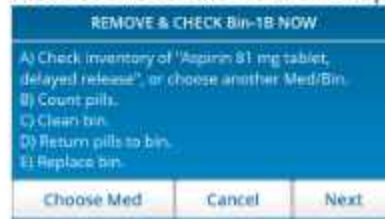
7. Read and follow the instructions, and press **OK**.

Progress displays.



8. Press **YES**.

Instructions for the next bin display.

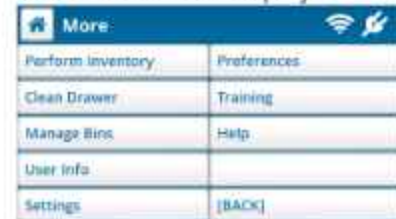


9. Continue with the same process until you have checked the inventory for every bin.

>>> Clean Drawer

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

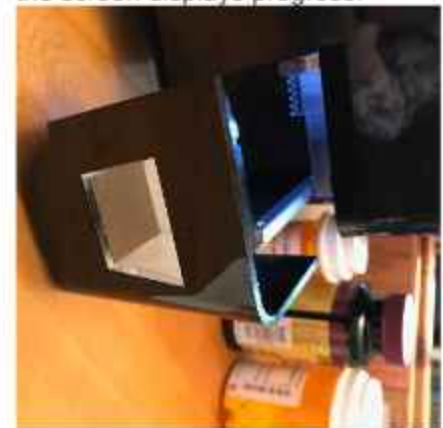
- | | | |
|----|--|----------------------------------|
| 1. | Navigate to Caregiver > More . | The More screen displays. |
|----|--|----------------------------------|



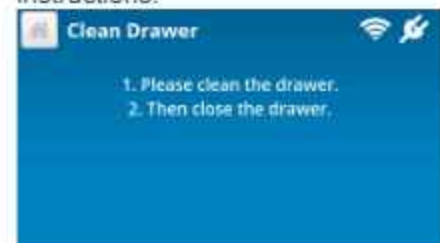
- | | | |
|----|--|-----------------------------------|
| 2. | Ensure that nothing is in front of the drawer. | |
| 3. | Press the Clean Drawer button. | The screen displays instructions. |



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.

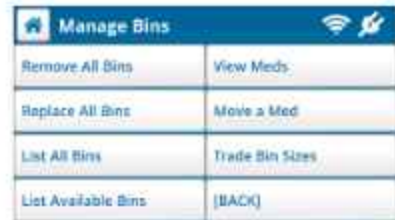
The MedaCube checks the drawer cleanliness.



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:

A screenshot of a mobile application menu titled "Manage Bins". The menu is displayed in a dark blue header with a home icon on the left and a Wi-Fi and signal strength indicator on the right. Below the header is a table with four rows and two columns of menu items.

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.

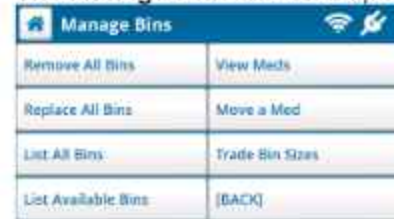
>>> *Remove All Bins*

Step # **Task**

Results

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

The **Manage Bins** screen displays.

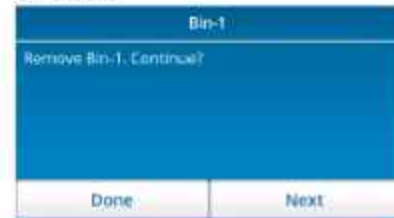


2. Press the **Remove All Bins** button.

Progress displays...



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



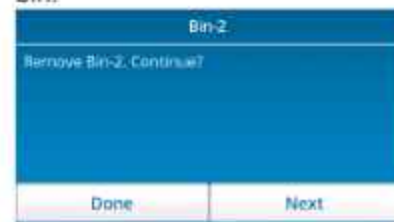
3. Follow the instructions to remove the first bin, and press the **Next** button.

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



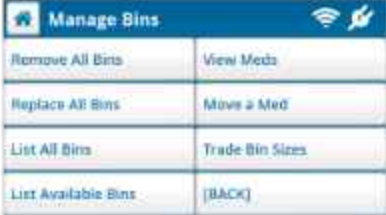
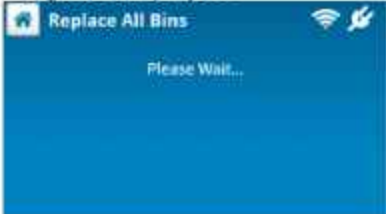

4. Press **YES**.

The process continues with the next bin.



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

>>> *Replace All Bins*

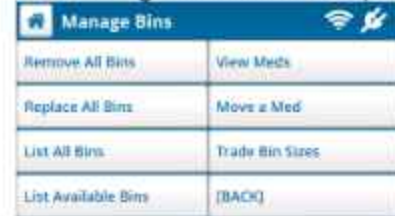
Step #	Task	Results
1.	Navigate to Caregiver > More > Manage Bins .	The Manage Bins screen displays. 
2.	Press the Replace All Bins button.	Progress displays...  Followed by the Replace All Bins screen: 
3.	Press Next , then follow the instructions to replace the removed bin, and press OK .	A screen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

>>> *List All Bins*

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

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

The **Manage Bins** screen displays.



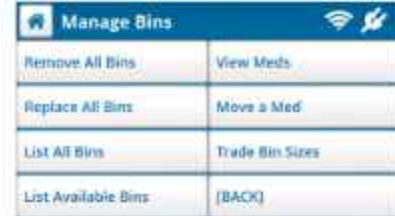
2. Press the **List All Bins** button.

A **Listing all bins** screen displays.



3. Using the arrow buttons, scroll the list to see which medications are in each bin.
4. When finished, press **DONE**.

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

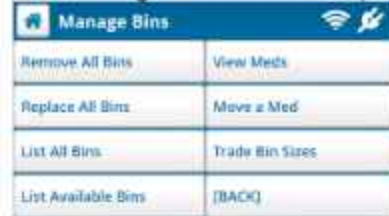


>>> *List Available Bins*

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

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

The **Manage Bins** screen displays.



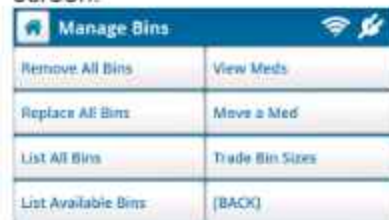
2. Press the **List Available Bins** button.

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.



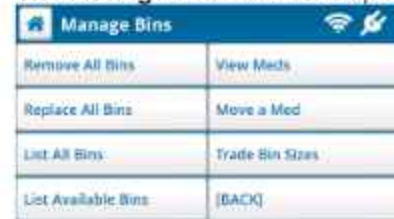
>>> View Meds

Step # **Task**

Results

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

The **Manage Bins** screen displays.



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

The **View Meds** screen displays.



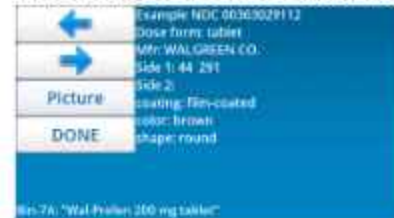
3. Press the button for the desired medication.

The picture screen for the selected medication displays.



4. Press the **Details** button.

The details of the medication display.



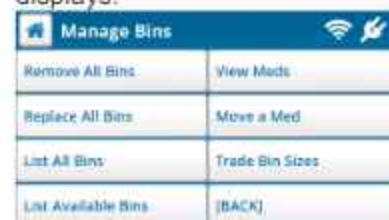
5. Press the **DONE** button.

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



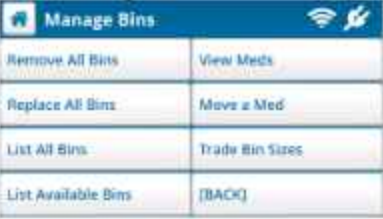




- If you would like to email the medication list, press the **Email** button.

An email is sent to the caregiver(s) 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	Results
1.	Navigate to Caregiver > More > Manage Bins .	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. 

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

The **Move Med** screen displays.



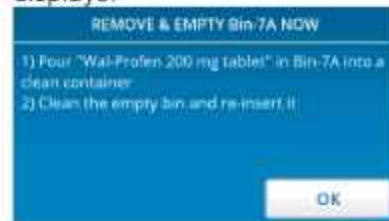
6. Follow the on-screen instructions.

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.



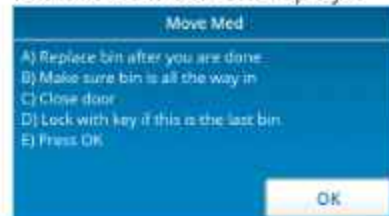
8. Follow all on-screen instructions, and press **OK**.

The screen instructions update.



9. Follow on-screen instructions.

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



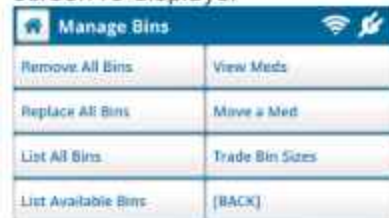
10. Closely follow all on-screen instructions, and then press **OK**.




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. 
2.	Press the Trade Bin Sizes button.	The Select bin to change screen displays. 
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 Caregiver > More > User Info .	The Caregivers for this MedaCube 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 OK .	Focus returns to the More screen.

>>> Settings

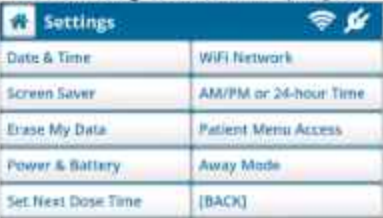



Settings allow you to customize the MedaCube for personal preferences.

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]

Date & Time	Allows the caregiver to set the date, time, and time zone.
Screen Saver	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.
Erase My Data	Enables you to delete ALL of the personal information on the MedaCube. This is permanent, and the data you delete cannot be recovered.
Power & Battery	Tells you which kind of power source the MedaCube is currently running on.
Set Next Dose Time	Enables you to set the next time that a dose will be dispensed.
WiFi Network	Enables you to configure wireless network settings.
AM/PM or 24-Hour Time	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.
Patient Menu Access	Enables the caregiver to enable and disable the patient's Home menu options.
Away Mode	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.



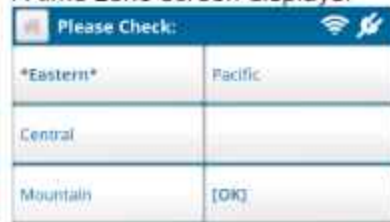
6. Using the arrow buttons, set the time, and press **OK**.

The **Date & Time** screen displays.



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

A 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 restarts with the new time zone saved.

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

Step #	Task	Results
1.	Navigate to Caregiver > More > Settings .	The Settings screen displays.



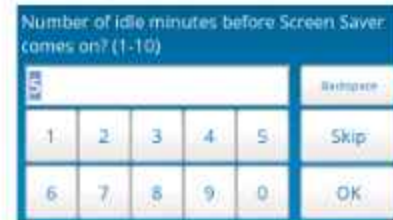
2. Press the **Screen Saver** button.

The **Screen Saver** screen displays.



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.



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

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



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

The option to preview the screen saver will be displayed.



6. Press **YES**.

A preview of the screen saver will be displayed.



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.



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.

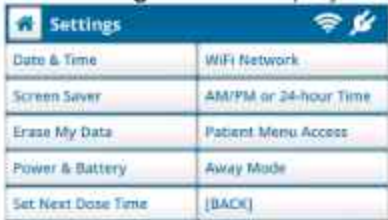




3. Read ALL of the text on this screen.

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

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


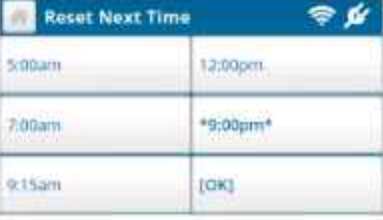
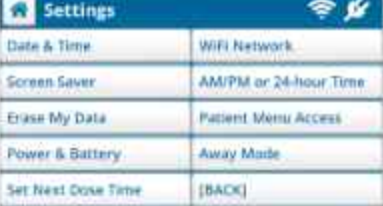
>>> To Verify If the MedaCube is Running on Power or Battery:

Step #	Task	Results
1.	Navigate to Caregiver > More > Settings .	<p>The Settings screen displays.</p> 
2.	Press the Power & Battery button.	<p>The Power & Battery screen displays showing you the MedaCube's current power source.</p> 
3.	Tap the screen.	<p>The Settings screen re-displays.</p> 

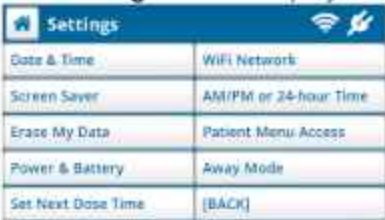



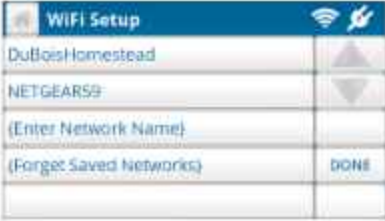
Important > If a power outage occurs, the following screens display. The MedaCube will run on battery power for ~24 hours.



>>> To Set the Next Dose Time:

Step #	Task	Results
1.	Navigate to Caregiver > More > Settings .	The Settings screen displays. 
2.	Press the Set Next Dose Time button.	The Reset Next Time screen displays. 
3.	Press the desired time, and press [OK] .	The Settings screen re-displays. 

>>> To Configure WiFi Networking:

Step #	Task	Results
1.	Navigate to Caregiver > More > Settings .	<p>The Settings screen displays:</p> 
2.	Press the WiFi Network button.	<p>The WiFi Setup screen displays:</p> 
3.	Press Change Network .	<p>The WiFi Setup screen displays:</p> 
4.	To change the WiFi Network, press Change Net and use the screens to configure your network.	 

- 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	Results
--------	------	---------

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

The **Settings** screen displays.



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

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







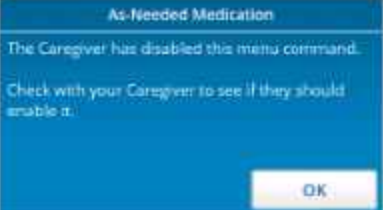
- If you want the time on the MedaCube to display 24-hour time (i.e., military time), press the **24-Hour** button.

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



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

>>> To Configure Patient Menu Access:

Step #	Task	Results
1.	Navigate to Caregiver > More > Settings .	<p>The Settings screen displays.</p> 
2.	Press the Patient Menu Access button.	<p>The Patient Menu Access screen displays.</p> 
3.	Press a button name to turn it on or off for the patient when they view the Home screen.	<p>In this example, the As-Needed Meds option has been turned off.</p> 
4.	Press OK , and exit the Caregiver screens.	<p>The Home screen displays.</p> 
5.	Press the As-Needed Medication button.	<p>A screen displays showing you that the feature has been disabled for the patient.</p> 

>>> To Configure Away Mode:

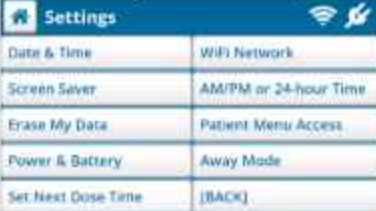
Step # Task

Results

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

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

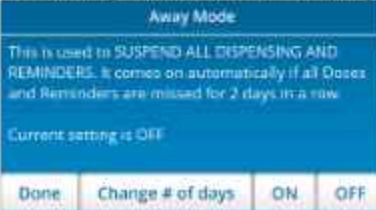
The **Settings** screen displays.



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 **Away Mode** button.

The **Away Mode** screen displays.



Away Mode			
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	Change # of days	ON	OFF

3. Press the **ON** button.

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



Away Mode			
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 ON.			
Done	Change # of days	ON	OFF

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

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



How many days of missed doses before all are suspended.					
1	2	3	4	5	Backspace
6	7	8	9	0	Cancel
					OK

5. Click **OK**.

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

6. Click **Done**.

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

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

2. Press **OFF**.

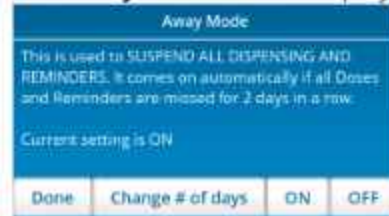
3. Select the time that you want the MedaCube to start dispensing doses again.

4. Click the **Tomorrow** button.

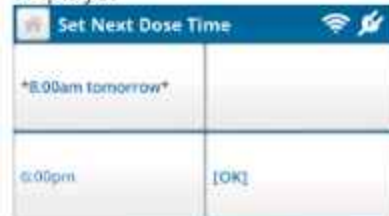


The **Settings** screen re-displays.

The **Away Mode** screen displays.



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



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



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

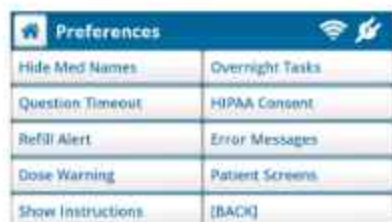


5. Click **Done**.

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)

Hide Med Names	Allows you to prevent the medication names from showing when dispensing is occurring.
Question Timeout	Allows the caregiver to set the number of idle minutes before access to caregiver menu times out.
Refill Alert	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.
Dose Warning	Allows the caregiver to set how soon notifications are sent after a dose is not taken – "Late Dose" (default is 60 minutes).
Show Instructions	Allows the caregiver to toggle "Info" screens and help videos On/Off.
Overnight Tasks	Allows the caregiver to set the approximate time for overnight maintenance tasks such as database updates.
HIPAA Consent	Allows the caregiver to review and reset the HIPAA permission. Note: the HIPAA Consent must be authorized for the networking functions of the MedaCube, including caregiver notifications and backups to be operational. The full privacy and confidentiality privacy of PharmAdva, LLC is available on the website: www.MedaCube.com .
Error Messages	Enables you to choose who receives error messages.
Patient Screens	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.

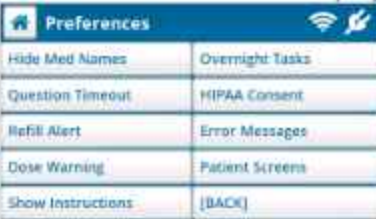
>>> To Set the Question Timeout:

Step # **Task**

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 **Question Timeout** button.

The question timeout screen displays.



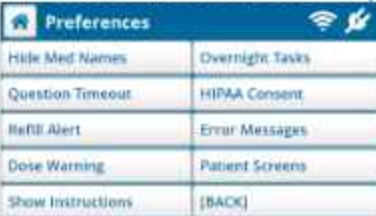
of minutes before questions time out?

5

1	2	3	4	5	Return
6	7	8	9	0	Skip
					OK

3. Enter the number of minutes you prefer, and 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]

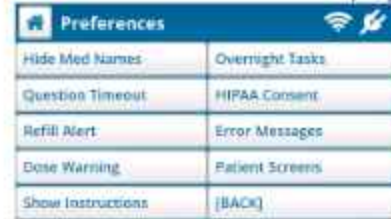
>>> To Set a Refill Alert:

Step # **Task**

Results

1. Navigate to **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 **Refill Alert** button.

The question screen displays.

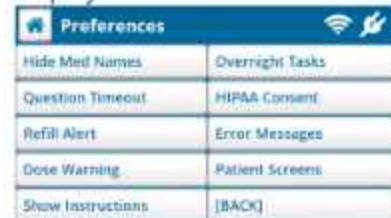


Notify me 'X' number of days before a med runs out:

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

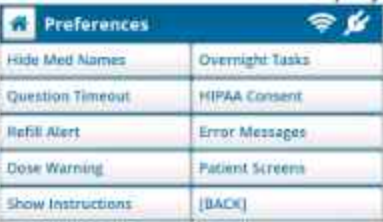

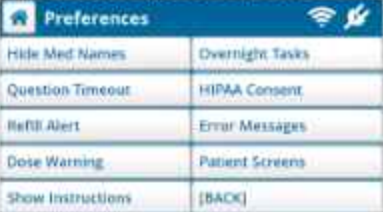
3. Enter the number of days you prefer, and press **OK**.

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 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. 
2.	Press the Dose Warning button.	The question screen displays. 
3.	Enter the number of minutes you prefer, and press OK .	The Preferences screen re-displays. 

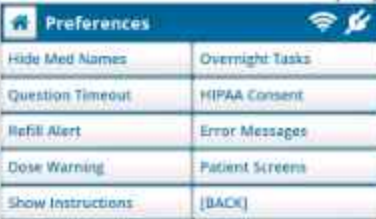
>>> To Show or Hide Instructions:

Step # **Task**

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

Results

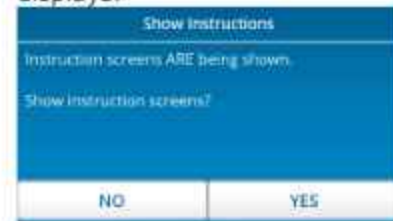
The **Preferences** screen displays.



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

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

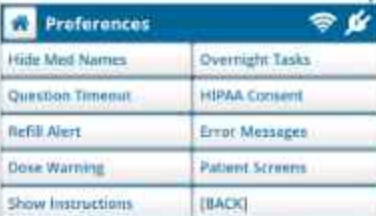
The **Show Instructions** screen displays.



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

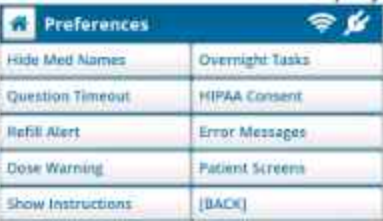

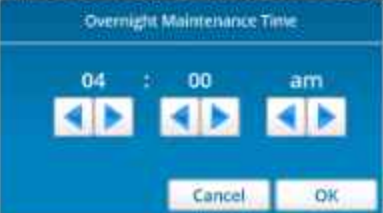
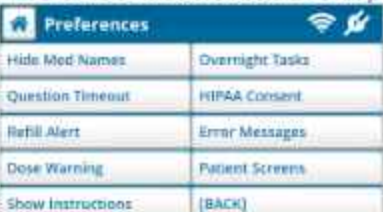
Press **NO** if you do not want instruction screens or help videos to be shown.

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	Results
1.	Navigate to Caregiver > More > Preferences .	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 .	<p>The Preferences screen displays.</p> 
2.	Press the HIPAA Consent button.	<p>The HIPAA Consent screen displays.</p> 
3.	Using the arrow buttons, scroll through and read the screens of text.	
4.	Read and scroll...	
5.	Read and scroll...	
6.	Press OK .	<p>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.)</p>

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.

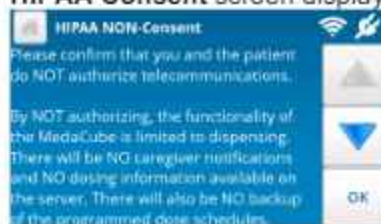
Preferences	
Hide Med Names	Overnight Tasks
Question Timeout	HIPAA Consent
Refill Alert	Error Messages
Dose Warning	Patient Screens
Show Instructions	[BACK]

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.

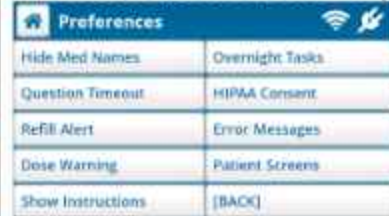
Read the information. Press **Back** if you changed your mind about communications, or press **Not Authorized** to confirm your decision to not receive communications.

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



Press **Not Authorized**.

The **Preferences** screen re-displays.



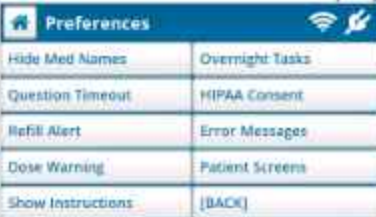
>>> To Define Who Error Messages Are Sent To:

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.

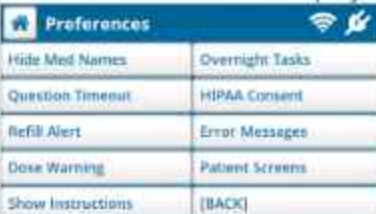
The **Error Messages** screen displays.



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.



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

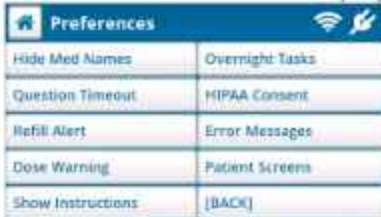
If you want error messages to be sent to both the caregiver and the patient, press the **Both** button.

>>> To Set Screen Delay for the Patient Screens:

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

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

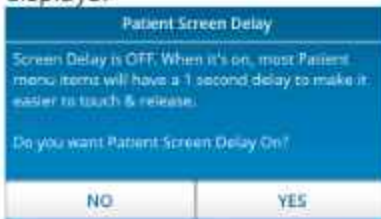
The **Preferences** screen displays.



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

2. Press the **Patient Screens** button.


The **Patient Screen Delay** screen displays.



Patient Screen Delay	
Screen Delay is OFF. When it's on, most Patient menu items will have a 1 second delay to make it easier to touch & release.	
Do you want Patient Screen Delay On?	
NO	YES

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.



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

>>> 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]

- Take Pills Screen** Shows you how you will be notified that your pills are ready to be taken.
- Missed Pill Screen** Shows you what happens if the patient misses taking a dose.
- Reminders** Shows you which system reminders are assigned to which doses.
- Training Tutorial** Shows you a step-by-step overview of the MedaCube's major areas.
- View Help Videos** Provides usage videos that can be watched on the MedaCube touchscreen.
- Opening Screen** Shows you the MedaCube opening splash screen.

>>> To Learn How to Get Pills from the MedaCube

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

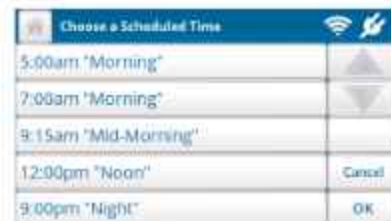
1. Navigate to **Caregiver > More > Training**.

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.



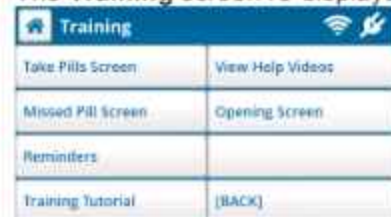
4. Press **OK**.

The **Choose a Scheduled Time** screen re-displays.

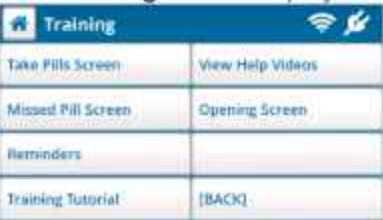






5. Press **OK**.

The **Training** screen re-displays.



>>> To Take the Training Tutorial

Step #	Task	Results
1.	Navigate to Caregiver > More > Training .	The Training screen displays. 
2.	Press the Training Tutorial button.	The Tutorial - Welcome screen displays. 
3.	Press Next .	First, information is displayed regarding the main menu screens of the MedaCube. 
4.	Read the help text, and press Next .	
5.	Read the help text, and press Next .	
6.	Read the help text, and press Next .	Second, Basic Screen Help information displays.



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]

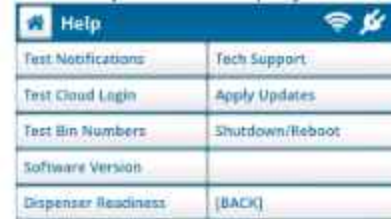
Test Notifications	Allows you to test the email and text messages going to the patient and caregivers.
Test Cloud Login	Allows you to test communications to the MedaCube cloud.
Test Bin Numbers	Allows you to test the MedaCube's bin numbers to ensure that all bins are in the correct locations.
Software Version	Shows you the MedaCube software and medication database version.
Dispenser Ready	Allows you to test the dispenser to ensure that it is functioning properly.
Tech Support	Allows you to send a report to PharmAdva, and view the serial and registration numbers of your MedaCube.
Apply Updates	Allows you to perform software and database updates on the MedaCube.
Device Serial #	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.



Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

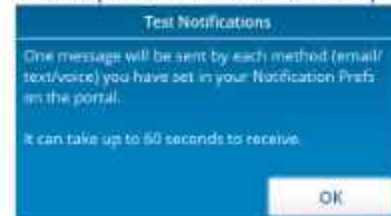
2. Press the **Test Notifications** button.

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.



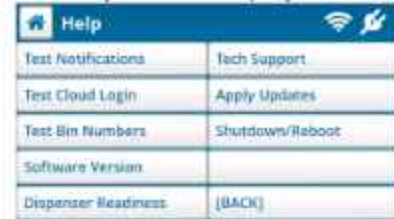
Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

>>> 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.



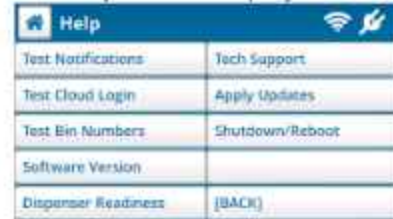
Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

>>> To Test Bin Numbers:

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

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

The **Help** screen displays.



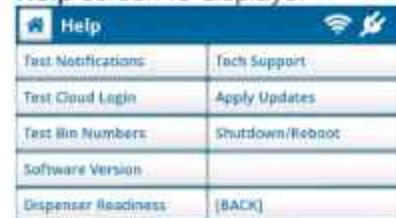
Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

2. Press the **Test Bin Numbers** button.

The MedaCube begins scanning bin numbers.



If bin scanning is successful, 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 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.

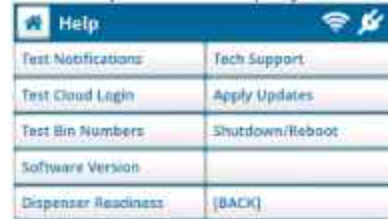


>>> To Check to See if the Dispenser is Working:

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

1. Navigate to **Caregiver > More > Help > Dispenser Ready**.

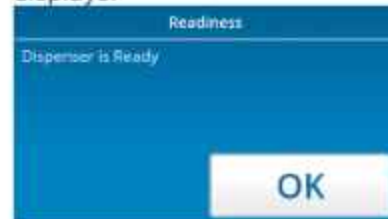
The **Help** screen displays.



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.

Help	
Test Notifications	Tech Support
Test Cloud Login	Apply Updates
Test Bin Numbers	Shutdown/Reboot
Software Version	
Dispenser Readiness	[BACK]

2. Press the **Tech Support** button.

The **Tech Support** screen displays.

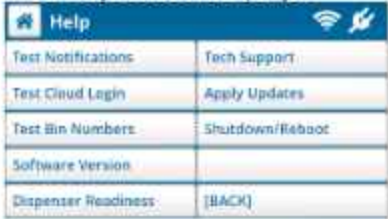
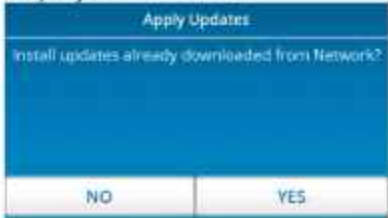
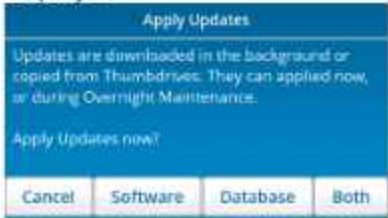



3. Press **OK**.

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 Apply Software and Drug Database Updates to Your MedaCube:

Step #	Task	Results
1.	Navigate to Caregiver > More > Help .	<p>The Help screen displays.</p> 
2.	Press the Apply Updates button.	<p>The Apply Updates confirmation screen displays.</p> 
3.	Press Yes .	<p>The Apply Updates selection screen displays.</p> 
4.	Review the information, and press the Both button.	<p>The Apply Updates 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 171)
- Accessing Reports (see page 172)
- Adding A New MedaCube (see page 174)
- The Profile Menu (see page 176)
- To Add A New User (see page 176)
- To Add An Existing MedaCube To An Existing User (see page 178)
- To Change Your Password (see page 179)
- To Set Notification Preferences (see page 180)

>>> 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: https://portal.pharmadva.com/	The PharmAdva Home screen displays. 
2.	Press Login .	The PharmAdva Login screen displays. 
3.	Enter your email address and your password, and click the Login button.	The PharmAdva Profile screen displays. 

>>> Accessing Reports:

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

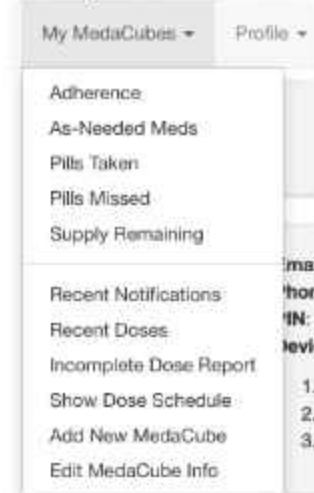
1. Log in to the PharmAdva portal.

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


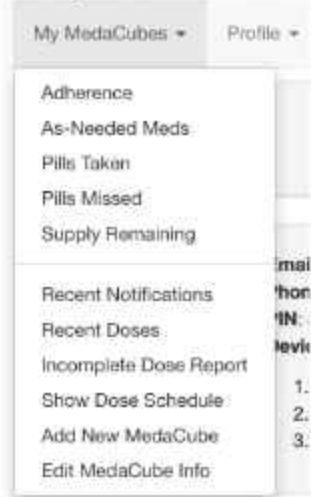

day to update the report.



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.


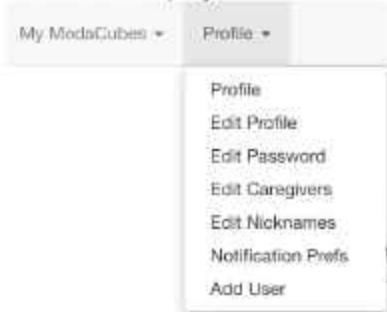


>>> Adding A New MedaCube:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva Profile screen displays. 
2.	Click the My MedaCubes menu button on the Profile screen.	The My MedaCubes menu displays. 
3.	Select a Add New MedaCube from the menu.	The Add New MedaCube screen displays. 

4. If you are adding a new MedaCube for a new user, select **New MedaCube**. If you are replacing a MedaCube of an existing user, select **Replacement MedaCube**.
For this example, **Add New MedaCube** is selected. If you would like to replace an existing MedaCube, please contact our help line by emailing 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.	The PharmAdva Profile screen displays. 
2.	Click the menu button at the top of the screen that is labeled Profile .	The menu displays. 

>>> To Add A New User:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva Profile screen displays. 



2. From the Profile menu, click **Add User**.

The **Signup** screen displays.



A screenshot of a web application's 'Signup' screen. The form is titled 'Signup' and contains several input fields: 'MedaCube Registration Number', 'Nickname', 'Email', 'Phone Number', 'Notification Preference' (with radio buttons for 'Text' and 'Call'), 'PIN', and 'Password'. There is an orange 'Signup' button at the bottom left of the form area. The background is a light gray with a subtle grid pattern.

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.



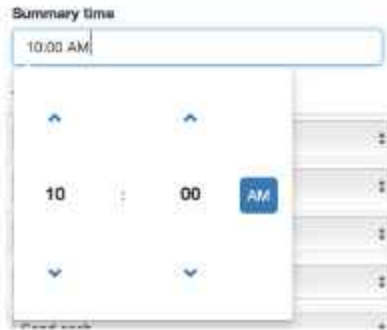
>>> To Add An Existing MedaCube To An Existing User:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva Profile screen displays. 
2.	Under the My MedaCubes menu, click Edit Caregivers .	The Assign Caregivers screen displays. 
3.	Using the menu shown next to For Which Device , select the MedaCube you would like to add a new caregiver to.	
4.	Enter the email the caregiver uses for the portal in the Add Caregiver field.	
5.	Press Submit .	The entered caregiver will now have access to the functions of that MedaCube. 

>>> To Change Your Password:

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva Profile screen displays. 
2.	From the Profile menu, click Edit Password .	The Edit Password screen displays. 
3.	In the provided fields enter a new password, and the new password again.	
4.	Click the Submit button.	The new password is saved.

>>> To Set Notification Preferences

Step #	Task	Results
1.	Log in to the PharmAdva portal.	The PharmAdva Profile screen displays. 
2.	From the Profile menu, click Notification Prefs .	The Notification Preferences screen displays. 
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 Submit button.	Your notification preferences are saved.