LogTag VFC 400 Data Logger Set-Up Instructions

Software Installation

1. Download the LogTag Analyzer software to any PC with a USB port to connect the docking station.
   - If multiple users log into a single PC, the facility may need to download the software for each user.
   - LogTag® Analyzer is compatible with Windows 8 (32 & 64bit), Windows 7 (32 and 64bit), Windows Vista (32 and 64bit) and Windows XP (32 and 64bit).

   LogTag Analyzer software can be downloaded from Control Solutions' website (http://www.vfcdataloggers.com/) by selecting 'VFC 400 Software (VTMC)' under Software Downloads. Select the link, "Click to Download".
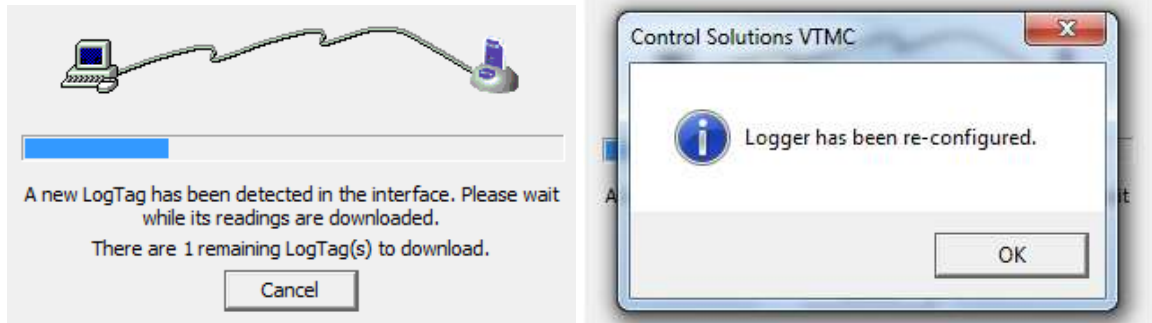2. When the following message displays, "Do you want to allow the following program to make changes to this computer?" select "Yes".
3. A series of pop-up boxes will display. After selecting "Next" and accepting the terms in the License Agreement, select "Install".
4. After selecting Install, select "Run" then "Finish". The following icon will appear on the computer desktop.
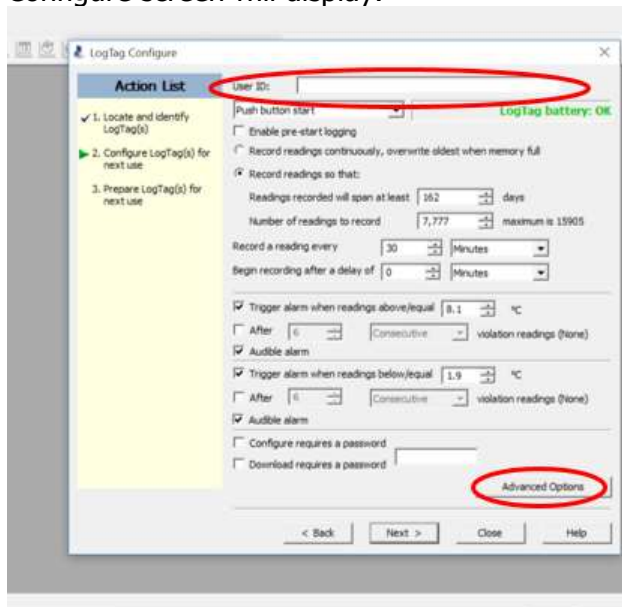

Data Logger Installation

1. Place the glycol vials/probes in the appropriate storage units. Allow the vial/probe to acclimate to storage unit temperatures for two hours before connecting the probe to the data logger (step 16 below).
2. Ensure the software was downloaded to the facility's PC's (look for the Control Solutions VTMC icon on the desktop). If not, download the software.
3. Open the software on the computer by double clicking the Control Solutions VTMC icon.
4. If the facility plans to measure temperatures in Fahrenheit,
   a. Go to Edit →Options.
   b. Under General Settings change "Show temperatures in" to Fahrenheit. (The software defaults to Celsius.)
5. Go to File and Folder Settings (under Edit → Options).
   a. Make any necessary changes to the Folder to allow reports to be saved to a shared location. Software defaults to saving files to a public Documents Folder, titled Log Tag Data.
6. Select "OK".
7. Plug the docking station into the USB port on the PC.

8. Insert the data logger into the docking station. The following messages will display. When the final message is displayed, select "OK".

9. Select LogTag from the menu at the top and then select Configure. The LogTag Configure screen will display.

10. In the **User ID** field, type the facility VFC PIN, RG for refrigerator or FZ for freezer, and a short description to identify which unit the data logger is (e.g., A12345 RG North Nurses Station).
11. Select **Advanced Options**, in the Temperature Display Unit field select Fahrenheit or Celsius to match the profile chosen. Select "OK".
12. Select Next. When step 3 in the 'Action List' step is complete, select "Close".
13. COMPLETE THIS STEP ONLY TO CONVERT A LOGGER FROM °F to °C (vice versa) or from refrigerator to freezer (vice versa):
    a. In the LogTag Analyzer software select LogTag drop-down menu in the upper left hand. Select Profiles.
    b. Highlight the desired profile and select the Configure Loggers icon.
    c. When the status bar indicates 100%, select the Close button.
14. The logger will display the word READY on the screen.
15. Remove the logger from the docking station.

16. Plug the sensor cable into the logger and start the logger. To start the logger press and hold START until the word STARTING on screen stops flashing (about 2 seconds) then release. REC will display on screen. The check in the upper left corner indicates the logger is recording and no alarms are present. The word DAYS below the check shows how many days the recorder has been recording. CURRENT indicates the temperature displayed is the current temperature (as opposed to the minimum or maximum).

For additional support, contact the VFC Program at (800) 831-6293.