

IDEXX VetLab* Station Work Sheet

In having your IDEXX VetLab* Station computer serviced, you may be wondering what to expect when your replacement computer arrives and how it should be set up. The instructions below will help you capture the settings on your current IDEXX VetLab Station and then set up your replacement computer.

To Record Your Current Settings and Set Up Your Replacement IDEXX VetLab Station Computer

1. If you can access the various screens on the IDEXX VetLab Station:
 - a. Tap **Instruments**, tap **Back Up Data**, and follow the on-screen instructions to create a backup of your database. You will need a blank CD-R (there is one packaged with your replacement IDEXX VetLab Station computer).
 - b. Document the preferences that are currently saved in each tab on the Settings screen.

Settings Screen Tabs	Your Settings		
New Results Alert	<input type="checkbox"/> Show Alert	<input type="checkbox"/> Blink Alert (# of minutes:))	<input type="checkbox"/> Beep (# of seconds:))
Reports	<input type="checkbox"/> Draft Print Quality <input type="checkbox"/> Normal Print Quality	High Results Color: Low Results Color:	<input type="checkbox"/> Organ/Cell Type Results Order <input type="checkbox"/> Standard Results Order
	<input type="checkbox"/> Full Text Message Codes <input type="checkbox"/> Short Text Message Codes	<input type="checkbox"/> Standard Report Format <input type="checkbox"/> Results PLUS Report Format	<input type="checkbox"/> Don't Print Report Header <input type="checkbox"/> Print Report Header
	Report Header Information:		
Preferences	<input type="checkbox"/> Display Pending List <input type="checkbox"/> Display Census List <input type="checkbox"/> Display Recent Results	<input type="checkbox"/> Require Reason for Testing <input type="checkbox"/> Enable Stat button <input type="checkbox"/> Display Client First Name <input type="checkbox"/> Display Client Last Name	<input type="checkbox"/> Display Doctor <input type="checkbox"/> Display Patient Breed <input type="checkbox"/> Display Patient Gender <input type="checkbox"/> Display Patient Weight
Printers	Default Printer:		<input type="checkbox"/> Auto-print Results (# of copies:))
Practice Management	<input type="checkbox"/> Cornerstone/Serial <input type="checkbox"/> Cornerstone/Network IP Address:	<input type="checkbox"/> Other/Serial <input type="checkbox"/> Other/Network <input type="checkbox"/> None	<input type="checkbox"/> Requisition ID Required <input type="checkbox"/> Display Requisition ID
Units	<input type="checkbox"/> U.S.	<input type="checkbox"/> S.I.	<input type="checkbox"/> French

- c. Tap **Instruments**, tap **Advanced**, and verify if IDEXX SmartService* Solutions has been enabled. (Circle one: **Enabled** or **Not Enabled**)
 - d. Power off the IDEXX VetLab Station and any connected IDEXX in-house analyzers.
2. Unpack the IDEXX VetLab Station replacement computer and place it next to the current computer.
3. Move each cable that is connected to the current computer to the **exact** same location on the replacement computer.
4. Once the cables are in place, power on the IDEXX VetLab Station replacement computer and follow the on-screen instructions.

Note: It may take 4–5 minutes for the IDEXX VetLab Station monitor to respond once the system is powered on.
5. Tap **Instruments**, tap **Restore Data**, restore your database using the backup you created in step 1a. This will reboot the system.
6. Tap **Settings** on the IDEXX VetLab Station Home screen. If you were able to document your system settings in steps 1b and 1c above, enter the information you recorded and then proceed to step 7. If not, perform these steps:
 - a. Tap the **Printers** tab and select the correct printer from which your consolidated reports will print.
 - b. Tap the **Practice Management** tab and select the appropriate practice management system settings used in your practice.
 - c. If you had IDEXX SmartService Solutions activated on your prior IDEXX VetLab Station, and you still have Internet access at the IDEXX VetLab Station through the IDEXX-supplied router, call IDEXX Technical Support to reactivate IDEXX SmartService.
7. Power on your IDEXX in-house analyzers. All of the analyzer icons should display on the IDEXX VetLab Station Home screen with a green “Ready” status within 5 minutes of powering on the analyzers. If an icon displays with a black “Offline” status, ensure there are no duplicate icons. If a duplicate icon exists, tap it and then tap **Remove**. If “Offline” icons remain, contact IDEXX Technical Support.
8. Ensure your practice management system icon is displaying on the IDEXX VetLab Station Home screen with a green “Ready” status. If it displays with an orange “Not Ready” status, tap the icon and then tap **On** in the Transmit Results Selection area.

Thank you for your patience. We apologize for this occurrence and appreciate your continued loyalty to IDEXX products and services. If you have any questions regarding this procedure, please contact IDEXX Technical Support.

IDEXX Technical Support

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