RealCare®
Control Center Software
Help Guide

...an employee-owned company

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General Information

This section contains information about the Control Center software program, how to start using the software with RealCare® Babies, how to get assistance using the software, and a list of terms that are used by the software.

Control Center Software Help Guide

The RealCare® Control Center software is intended for wireless control of one or more RealCare® Baby II-plus and RealCare® Baby 3 infant simulators (referred to as Babies in this guide). It manages parenting simulation programming, displays Baby status, and permits student report download and storage.

The Control Center software communicates only with RealCare® Baby II-plus and RealCare® Baby 3.

Program Functions

Control Center software contains all of the tools necessary to program Babies for infant care simulations, download student reports, and perform maintenance on Babies. The software assigns the class name, Baby name, student name, Baby ethnicity and gender, start and stop times for the simulation, the simulation care level (easy, medium, or hard), and preset quiet times when Babies will not cry for care. The software also downloads and stores simulation reports in a database.

See Useful Terms

Getting Assistance

Help information can be viewed on the Help menus in this software.

Additional assistance is available at the Product Support section of the Realityworks website at www.realityworks.com or by calling 800.830.1416. Contact Product Support for all types of technical support such as operating assistance, assistance in analyzing simulation data, and arranging a repair.
Useful Terms

About ................. Shows the version number and manufacture date of your Control Center software.

Activate Baby .......... Prompts the Baby electronics module to start wireless communication with the wireless communication adapter.

Active .................. A Baby that is scheduled for or actively engaged in an infant care simulation.

Add ...................... Screen that allows adding Babies to the All Babies list to establish wireless communication.

Add a Baby ................ Establishes wireless communication between the wireless communication adapter and the Baby electronics module.

Available ................ Status when Baby is not engaged or scheduled for a simulation.

Baby ID ................ An identification number assigned to an infant simulator.

Baby List ................ Babies contained in the Baby database, displayed on the main screen All Babies list.

Baby Name ............ A name assigned to an infant simulator for a simulation. The name can be changed before each simulation starts.

Car Seat ................ RealCare Baby 3 is able to determine length of time it has been in car seat when used in conjunction with car seat detection tags.

Caregiver Wristband .... Wristband containing a unique identification disc worn by the person caring for Baby.

Care Level .............. The frequency and length of Baby care requests during the simulation (easy, medium, hard, custom, or random levels can be assigned).

Charging Station ...... DC charger for charging five infant simulators at one time.

Class .................. The folder name for simulation reports.

Clipboard .............. During the Export process, the software copies a graphic file of the active report to a virtual clipboard for pasting into an e-mail message or word processing document.

Clothing ............... RealCare Baby 3 features clothing detection. Baby is able to distinguish what article of clothing is worn and for how long.

Database ............... A list of Babies that have been added/bound to the Control Center software.

Day Care ............... An option a facilitator can activate on demand when the participant cannot care for Baby. Baby does not request any care when the Day Care option is active.

Demonstration .......... Demonstrate each of Baby's actions individually, i.e. feeding, burping, rocking, etc.

Electronics Module .... Circuit board assembly with rechargeable batteries that communicates with the wireless communication adapter and records simulation data.

Ethnicity .............. Ethnic identity that is assigned to the Baby (African-American, American Indian, Asian, Caucasian, Hispanic, Japanese, or Light-skinned African-American).

End Simulation ........ Option that stops the simulation and downloads the final report.

Gender ................ Sex (male or female) that is assigned to an infant simulator.

Get Report .............. A Control Center command that allows the user to retrieve and view a simulation report while the simulation is running.

Host Computer ........ The computer containing the Control Center software and connected to the wireless communication adapter.

LED ..................... Light Emitting Diode; an indicator light that illuminates when a function is active such as power on, Baby transmitting, etc.

Main Screen ............ The default screen displayed when Control Center software is started.

Mishandle .............. Number in the simulation report that shows how many times the participant did not support Baby's head, roughly handled Baby, placed Baby in a wrong position, or shook Baby resulting in Shaken Baby Syndrome (see curriculum for more information).

Missed Care ............ Percentage and total in the simulation report that shows how often the participant did not provide care to Baby within two minutes.
Control Center command that is intended to locate (i.e. “page”) a specific Baby by prompting the Baby to coo.

Participant assigned to an infant care simulation.

A Baby changing from one status to another.

Prints a simulation report to a printer.

Assign Baby characteristics and schedule simulation times and care level.

A percentage and tally in the simulation report that shows how often the participant provided care successfully (within two minutes).

Status when Baby is not engaged or scheduled for an infant care simulation.

Status when a Baby has finished a simulation but has not downloaded the final report.

Preset period during the infant care simulation when Baby does not require care.

Choose from schedules 1 through 15. These schedules were taken from real infants.

The mix of care levels assigned to an infant care simulation that can be easy, medium, or hard in difficulty.

DC Charger for a single infant simulator.

The scheduled simulation starting day and time.

The scheduled simulation stop day and time.

Identification number disc given to each participant during a simulation. Primary caregiver is ID1 and secondary caregiver is ID2.

The name of the participant assigned to an infant simulator.

Cable used to connect the communication pod to the host computer.

RealCare Baby 3 is able to report temperature in either Fahrenheit or Celsius. The temperature reported is internal to Baby and not external temperature.

Control Center command that allows the user to verify that the Baby is operating normally.

View simulation report on screen.

Transmitter that communicates with the Baby electronics module. It may be either an X-stick or a communication pod.

Wireless communication adaptor that communicates with the Baby electronics module.
Getting Started

Before Starting

Charge the Baby Battery Module
Before starting the first time, plug Baby into charger.

1. Connect the charging station or the single charger to a 120 VAC source.
2. Connect the charging station or the single charger to the power connection located on the Baby battery cover.
3. Baby is ready to connect to Control Center software.
4. Allow Baby to charge completely (up to 6 hours).

*Hint! Control Center connects and communicates with Babies much faster while Babies are plugged into a charger!*

Install the Software
Before connecting the wireless communication adaptor to the host computer, make sure that Control Center software is installed. See the RealCare® Control Center software CD readme.rtf file for additional information.

1. Place the software disk into the CD drive.
2. Open the readme.rtf file to view install instructions
3. Run Setup.exe to start the install Wizard.
4. Follow the on-screen instructions to install software.

Multilingual Application
Control Center software can be used in several languages. The software is installed and automatically displayed in the language that is selected in your user Regional and Language Options settings on your computer.

Simulation reports can also be printed in multiple languages, without regard to which language you use for the software.

See Selecting the Report Language.

Connect the Wireless Communication Adaptor
Connect the wireless communication adaptor to an open USB port before starting the Control Center software.

To remove communication device, unplug from computer.

Create a Database
In order to communicate with the Control Center and run simulations, each Baby must be added to the Control Center’s Baby list. The first time the software is started, the database is empty. A database must be created by adding Babies to the Baby list.
Add Babies to the Baby List

When the Control Center software starts, it displays the Main Screen. The Baby list shows all of the Babies in the Baby database (also referred to as the Baby list).

When the Control Center software is run for the first time, the database is empty and Babies must be added. Additional Babies can be added at any time.

Open Add Baby Screen
1. On the main screen, left-click [Add].
2. The Add Baby screen displays. If there are no active Babies in range, the list will be blank.

The Baby list is empty when the software is used for the first time.
Activate Baby
1. Locate the small recessed button in the upper part of Baby’s back.
2. Use a pointed object such as an unfolded paper clip to push inward and **hold** the button for **two chimes**, then release.

*Do not use a ballpoint pen or pencil! Permanent damage to the Baby exterior can result!*

1. Locate the recessed button.
2. Press paper clip in and hold until Baby chimes two times.
3. The yellow LED illuminates.

3. The yellow LED illuminates and stays on for three minutes. If yellow light turns off, repeat step 2.

Add Babies to Baby List
1. Activate Baby and open the Add Baby screen.
2. The Baby ID appears in the Add Baby screen table in the left column.
3. Battery level will display. Red indicates a very low charge. Baby should be charged immediately. Green indicates an adequate charge level.
4. RealCare Baby 3 will not have ethnicity or gender assigned. See Assigning Ethnicity and Assigning Gender for more details.
5. A green check in the Comm (Communication) column indicates communication with the wireless communication adaptor. A red crossed circle indicates that communication has been lost.
6. The Status column shows Pending. Baby's yellow LED will remain illuminated.
7. After several seconds, Baby’s status on the Add Baby screen changes from Pending to Added and the check turns green. The Baby now belongs to this Control Center software.
8. If a Baby is not added to the Baby list for some reason, the Comm icon changes to a red, crossed-circle and the Status changes to NOT Added. When this happens, the Baby requires re-activation.
9. Left-click the Back button to return to the Main Screen.
Introduction

RealCare® Control Center software contains all of the tools necessary to program Babies, download simulation reports, and perform maintenance on Babies. The software is used to:

- Assign Baby name and identification numbers.
- Assign student name and identification numbers.
- Assign Baby ethnicity and gender.
- Assign start and stop times for the infant care simulation.
- Assign care level — easy, medium, hard, custom, or random.
- Assign preset quiet times when Babies will not request care.
- Download simulation reports to a report database.
- Terminate a simulation before the scheduled stop time.
- Activate the day care option (a period when Baby does not require care).

Starting the Control Center software opens the Main Screen, which displays the All Babies database, menus, and program toolbar.

Babies Menu

Add ......................... Displays the Add Babies screen to allow adding new Babies to the database. See Add Babies to the Baby List.

All Babies .................... Displays the entire database list with Baby ID, student name, simulation start date, simulation stop date, battery condition, and communication status.

Available ................... Displays a list of Babies available for a new simulation.

Active ....................... Displays a list of Babies that are engaged in or programmed for a simulation.

Report Due ................. Displays a list of Babies that have completed a simulation and have a final report ready to download.

Reports Menu

Reports ..................... Displays the entire existing report list. See Report List.

Add ......................... Allows user to create a new report folder in the report database. See Add a Report Folder.

Edit ......................... Displays the report folder screen which permits renaming, emptying, or deleting report folders. See Edit Report Folders.

Trash ........................ A folder that contains deleted reports. See Delete a Folder.
Main Screen

The main screen with the All Babies list is the default screen and displays when Control Center software is started. The first time the software is used, the Baby list will be empty.
See Add Babies to the Baby List.

“All Babies” List Column Headers

Check Box .................. Left-click the check box to select the Baby. A check will display in the box. Left-click again to de-select the Baby. Select or de-select all Babies on the list by left-clicking on the X at the top of the check box column.

Baby ID ..................... Column that displays the unique Baby identification number. This number is preset but can be changed on the Program Babies screen. See Assign Baby ID.

Student Name ............... Column that displays the student name assigned to the Baby on the Program Baby screen. This only appears for Active or Report Due Babies. See Assign Student and Baby Names.

Start ........................ Column that displays the infant care simulation start day and time. This only appears for Active or Report Due Babies. See Start a Simulation.

Stop .......................... Column that displays the infant care simulation stop day and time. This only appears for Active or Report Due Babies. See Start a Simulation.

Battery ........................ Column that displays the charge condition of the Baby battery module. Red dots indicate a very low charge. Babies with this battery condition need to be charged immediately. Green dots indicate an adequate charge level.

Comm ........................ (Communication) Column that displays the simulator communication condition. A green check indicates that the simulator has communication with the wireless communication adaptor. A red crossed circle indicates no communication.

Status ........................ Column that displays the simulator status of each Baby — Available (can be programmed for a simulation), Active (already programmed for a simulation), and Report Due (has completed a simulation but has not downloaded the simulation report).
All Babies Menu Bar

**Demo**
Displays the demonstration screen to allow demonstrating or practicing each of Baby’s features individually or as a pre-selected group. Select one or more Babies and left-click **Demo** to display the Baby demonstration screen. See [Baby Demonstration](#).

**Program Baby**
Displays the program screen to assign the class name, Baby name, student name, caregiver ID numbers, ethnicity and gender, simulation start and stop times, care level schedule, and quiet time schedule. Select one or more Babies and left-click **Program Baby** to display the Program Baby screen. See [Start a Simulation](#).

**Birth Certificate**
Displays a screen to print one or more Baby birth certificates. Select one or more Babies and left-click **Birth Certificates** to display the Baby Birth Certificate Summary screen. See [Baby Birth Certificate](#).

**Get Report**
Downloads a report from a Baby that has a simulation in progress.

**Stop**
Ends the simulation before the programmed stop time and downloads a report. Select one or more Babies and left-click **Stop** to end the simulation. See [Stop Simulation Time](#).

**Maintenance**
Displays the Maintenance screen to locate a Baby and perform troubleshooting functions. Select one Baby by left-clicking the Baby check box and left-click **Maintenance** to display the Maintenance screen. See [Maintenance](#).

**Day Care**
Displays the Day Care screen to start or stop day care. Select one or more Babies and left-click **Day Care** to display the Day Care screen. See [Day Care](#).

**Program Toolbar**
The toolbar allows access to features that support Control Center software operation and technical support.

**File Menu**

**Pod Tool**
A tool for Product Support use. It should only be used with Product Support supervision.

**Export**
Copies a selected report to the computer’s virtual clipboard for pasting into an image editor, a word processing document or an e-mail.

**Quit**
Left-click to close the Control Center software. Database is saved to the host computer.

**Edit Menu**

**Preferences**
Permits use of an alternate Baby communication channel if needed. See [Assign a Comm Channel](#).

**Delete Babies**
Permits the removal of selected Babies from the database. See [Delete a Baby from the Baby List](#).
View Baby Information Screen

The View Baby Information screen allows the user to display the current Baby information.

Open the View Baby Information Screen

1. On any Main Screen Baby list, move the mouse cursor onto the Baby ID and left-click. The View Baby Information screen will display.

2. Left-click Back to return to the original screen.
The Demonstration screen allows practice or demonstration of all of Baby’s features. Baby demonstration is available when the Baby status is Available.

The Demonstration screen for Baby is not available when Baby is Active or Ready (engaged in or programmed for an active infant care simulation).

Open the Demonstration Screen
1. On the Available Babies screen or All Babies screen, left-click the Baby check box for Baby to be demonstrated.
2. Left-click Demo. The Demonstration screen will display.

Demonstration Presets
Choose any of these preset demonstration options if you don’t want to select specific event durations and order of demonstration. Left-clicking on Preset 1, Preset 2, Feed, Burp, Diaper, or Rock loads preset settings for a demonstration. Start the preset demonstration by left-clicking Start Demo.

Preset 1
Selects a preset mix of events that include Coo, Feed, Burp, Diaper, Cough, and Rock. Each event will demonstrate one time. Events play in order and last for 60 seconds with 30 seconds of quiet between each event.

Preset 2
Selects a preset mix of events that include Feed, Burp, Diaper, and Rock. Events will demonstrate in a random order continuously. Each event lasts 120 seconds with 30 seconds of quiet between each event.

Feed
Selects the preset Feed demonstration setting which lasts 30 seconds.

Burp
Selects the preset Burp demonstration setting which lasts 30 seconds.

Diaper
Selects the preset Diaper demonstration setting which lasts 30 seconds.

Rock
Selects the preset Rock demonstration setting which lasts 30 seconds.
Start Demo
1. On the Demonstration screen, left-click the Baby check box for the Baby to be demonstrated.
2. Left-click a check box for one or more of Coo, Feed, Burp, Diaper, Cough, or Rock or one of the preset demonstrations (Preset 1, Preset 2, Feed, Burp, Diaper, or Rock).
3. Set the Event duration and Quiet between events time in seconds by left-clicking the up or down arrows.
4. Left-click This order or Random order.
5. Left-click Play Once or Continuous.
6. Left-click Start Demo to start the demonstration.

Stop Demo
Left-click Stop Demo to end the demonstration.
Open the Program Baby Screen

1. Left-click each Baby check box for each Baby to be programmed on the Main Screen database list.
2. Left-click Program Baby. The Program Baby screen will display to allow assigning data to the first Baby on the list.

Program Baby Screen

1. Left-click the Baby check box to program that Baby.
2. Left-click Program Baby.

Program Baby Screen

1. Left-click Previous or Next to toggle through selected Babies on the list.
2. Left-click Done when finished.

Class ......................... The report folder name where the final report will be stored. See Assign Class Name.

Student ........................ The name of the person participating in the simulation. See Assign Student and Baby Names.

Baby ............................. The name assigned to the infant simulator during the simulation. See Assign Student and Baby Names.

Baby ID .......................... The Baby identification number. See Assign Baby ID.

ID1 and ID2 ...................... The identification number for the small circular disc worn on a wristband by the person caring for Baby. The ID contains a micro chip with a unique identification number that is recognized by Baby. See Assign ID1 and ID2 Numbers.
Ethnicity .................. Ethnic identity assigned to each Baby. See Assign Ethnicity.
Gender ...................... Sex (male or female) assigned to each Baby. See Assign Gender.
Start ......................... The simulation scheduled start time and date. See Simulation Start and Stop Time.
Stop .......................... The simulation scheduled stop time and date. See Simulation Start and Stop Time.
Schedule Order ............. The order in which Baby will follow the infant care schedules chosen by the instructor (easy, medium, hard, custom, or random levels can be selected). See Select Specific Schedule Numbers.
Quiet Times .................. Pre-set periods of time throughout the simulation when the Baby does not request care from the participant. See Select Quiet Times.

Save Program Data
When all of the program information is entered, save the data to the Babies as follows.

*Hint - Plug Babies into charger for faster communication.*

1. Left-click Done. The Program Baby - Summary screen will display.
2. Review the data displayed for accuracy.
3. To make changes to the data before saving it, left-click Back to reopen the Program Baby screen. Make any changes needed and left-click Done again.
4. If the data is correct, left-click Send to Baby(s). The Send to Baby(s) button deactivates (grays out).
5. The program data is transmitted to the listed Baby or Babies.
6. Baby status changes from Available to Pending briefly, then to Ready or Active for a successful save.
7. Baby Status may also show Fail, which means communication with Baby was interrupted and the program data was not saved. If that happens, the Send to Baby(s) button re-activates. Left-click the button again to re-transmit the program data. If this happens frequently, see Assign a Comm Channel.
8. When the simulation begins, Baby status will change from Ready to Active.
Assign Baby ID

The Baby ID number is pre-assigned to a Baby and identifies the Baby on various software screens. The Baby ID can be changed for a Baby after it is added to the Baby list.

Assign the Baby ID

1. On the Program Baby screen, left-click Baby ID [Edit].
2. The Edit Baby ID dialog box displays. Enter the new Baby ID number. The identification can be no longer than eight letters, numbers, and spaces.
3. Click OK to save the new Baby ID and close the dialog box. The new Baby ID will appear below Baby ID [Edit].
When finished entering all program data, left-click Done. See Save Program Data.
Assign Class Name

When Baby completes a simulation, the Control Center software downloads a final report. The report appears in the reports folder with the class name. See Report List.

1. On the Program Baby screen, left-click the Class field down arrow.
2. Select a Class Folder Name by left-clicking an existing name in the drop-down menu or left-click New Class to create a new class folder.

3. Left-clicking New Class opens the Add Report Folder dialog window. Enter the new folder name into the text field.

The class folder name can be no longer than 15 characters (letters, number, and spaces).

4. Left-click OK to save the folder name.

When finished entering all program data, left-click Done. See Save Program Data.
Assign Student and Baby Names

When the simulation final report is generated and downloaded to a report folder, the student name and the Baby name appear within the report. A student and Baby name should be assigned for each new simulation.

Enter Student and Baby Name

1. On the Program Baby screen, select the Student text field and enter the student name.
2. Select the Baby text field and enter a Baby name.

When finished entering all program data, left-click Done. See Save Program Data.
Assign ID1 and ID2 Numbers

Before starting a simulation, Baby is assigned an identification disc with a unique identification number. When this number is entered into the Baby database it allows Baby to recognize and record the caregiver’s performance during the simulation. Each Baby can have two IDs—ID1 and ID2.

Assign the IDs
1. Left-click ID1 [Edit] or ID2 [Edit].
2. The Edit Student ID dialog box displays. Enter the five digits printed on the ID disc.
3. Left-click OK to save the ID number and close the dialog box. The new ID number will appear below ID1 [Edit] or ID2 [Edit].

When finished entering all program data, left-click Done. See Save Program Data.
Assign Ethnicity

The ethnicity can be changed by following the steps below.

1. Left-click **Ethnicity [Edit]**.
2. The Edit Ethnicity dialog box displays. Left-click on the desired ethnicity name.
3. Left-click **Cancel** to abandon entering the ethnicity and close the dialog box or left-click **OK** to save the ethnicity and close the dialog box.
4. The new ethnicity will appear below **Ethnicity [Edit]**.

When finished entering all program data, left-click **Done**. See **Save Program Data**.
Assign Gender

The gender can be changed by following the steps below.

1. **Left-click Gender [Edit].**
2. The Edit Gender dialog box displays. Left-click on the desired Baby gender.
3. **Left-click Cancel** to abandon entering the gender and close the dialog box or left-click **OK** to save the gender and close the dialog box.
4. The new gender will appear below **Gender [Edit].**

When finished entering all program data, left-click **Done.** See **Save Program Data.**
Simulation Start and Stop Time

Before starting a simulation, the start time and stop time must be scheduled on the Program Baby screen. A simulation can be programmed up to seven days in advance and can run for up to seven days in length.

Start Simulation Time
1. Left-click the Start day down arrow.
2. Left-click on the day to start the simulation.
3. Left-click the Start time down arrow.
4. Left-click on the desired time to start the simulation.

Stop Simulation Time
The scheduled simulation stop day and time must create a simulation of at least one hour.
1. Left-click the Stop day down arrow.
2. Left-click on the desired day to stop the simulation.
3. Left-click the Stop time down arrow.
4. Left-click on the desired time to stop the simulation.

When finished entering all program data, left-click Done. See Save Program Data.
Select Specific Schedule Numbers

Selecting specific schedule numbers for each day of the simulation is a separate option from selecting an easy, medium, or hard mix of schedules for all days. To learn how to select an easy, medium, or hard mix of schedules, see the “Schedule Helper” section on the next page.

Specific schedule numbers or a care level must be selected for the simulation before it starts. There are 15 real infant schedules you can choose from, and they are ranked as easy, medium, or hard. A random mix is also available (see next page). The care level or specific schedule numbers are scheduled for five days. If the simulation lasts more than five days, the schedules will repeat from the beginning.

Schedule Order - To choose specific schedule numbers for each day:
Each schedule order field represents one day of the simulation.

1. Left-click the Schedule Order down arrow.
2. Left-click the desired schedule number.

Easy Care Schedules:
— 9, 11, 12, 13, or 15.

Medium Care Schedules:
— 2, 3, 7, 10, or 14.

Hard Care Schedules:
— 1, 4, 5, 6, or 8.
Schedule Helper
The schedule helper dialog window lets you choose an easy, medium, hard, or random mix of infant schedules.

1. Left-click Schedule Helper to open the Schedule Helper dialog box.

Random Schedule Selection
1. Left-click on Easy Mix, Medium Mix, Hard Mix, or Random to select a schedule mix.
2. Left-click OK to save selected schedule mix and close the dialog window.

Make Changes to the Schedule Mix Manually
Changes to the mix of schedules can be made manually in the Schedule Helper dialog box.

1. Left-click the down arrow for one of the days.
2. Left-click the desired schedule number.
3. Left-click Cancel to abandon changes and close the dialog box or left-click OK to save changes and close the dialog box.

When finished entering all program data, left-click Done. See Save Program Data.
Select Quiet Times

Quiet times are preset periods during the simulation when Baby does not require care. Up to three quiet times can be set during a simulation. Each quiet time can be up to 12 hours long. Quiet times starting at or before the start time or after the stop time are ignored.

Set the Day
1. Left-click on Quiet Time day down arrow.
2. Left-click on the desired day.

Set the Start Time
1. Left-click on Quiet Time start time down arrow.
2. Left-click on the desired start time.
Set the Duration
1. Left-click on the Quiet Times duration down arrow.
2. Left-click on the desired duration.

3. The total scheduled quiet time displays in an information window. It is possible to schedule quiet time periods that overlap. Overlapping quiet time periods and quiet time scheduled before the simulation start time and after the simulation stop time are not included in the total quiet time.

Clear a Scheduled Quiet Time
1. Left-click [Reset]. The scheduled quiet time period will be deleted from the simulation.

When finished entering all program data, left-click Done. See Save Program Data.
Day Care

Day care is activated on demand when the student cannot care for Baby. Baby does not request any care when the day care option is active. The Day Care screen allows the user to start and stop day care.

To start and stop day care, Baby must be engaged in an active simulation. Babies will also need to be within communication range.

**Start and Stop Day Care**

1. On the Active Babies screen, left-click the Baby check box.
2. Left-click the **Day Care** button. The Day Care screen will display.
3. On the Day Care screen, left-click on the Baby check box to select a Baby for day care.
4. Start day care by left-clicking **Start Day Care**. Baby will not require care until day care is ended. The status will change from **Active** to **Day Care**.
5. Stop day care by left-clicking **End Day Care**. Baby will resume the simulation and the status will change from **Day Care** to **Active**.

6. Left-click **Back** to close the Day Care screen.
Baby Birth Certificate

The Baby Birth Certificates - Summary screen allows printing birth certificates on a host computer printer, or as a hard copy if you have a printed curriculum binder. This template can be printed or photocopied and birth certificate data for each participant can be printed from the All Babies screen or the Available Babies screen in the software.

Open the Baby Birth Certificates Screen
1. On a Baby list, left-click the Baby check box.
2. Left-click Birth Certificates. The Baby Birth Certificates - Summary screen will display.

Print Birth Certificate
1. On the Baby Birth Certificates - Summary screen, left-click Print Birth Certificates. The print dialog box displays.
2. Left-click Preferences to select the page size, orientation, margins, and set the paper source to manual feed or bypass.
3. Left-click on the printer to be used.
4. Insert the birth certificate templates into the manual feed tray of your printer. Print one birth certificate first, as a test, to make sure that you have inserted the paper into the printer in the right direction.
5. Left-click Print. The birth certificate will print.
Generating Reports

Control Center software enables users to generate two types of reports:

1. Optional manual progress reports to monitor participants while the simulation is in progress.
2. Final reports automatically created for each participant at the end of the simulation.

The option below allows retrieval of simulation data from Baby while the simulation is still in progress.

Select Babies and Get Report

Make sure all Babies you want to Get Reports for are within communication range of the wireless communication adaptor. If Babies are not within range, the command will time out after a few attempts.

1. On the Baby list, left-click all of the Baby check boxes you want a report for.
2. Left-click Get Report. The software and wireless communication adaptor will search for each checked Baby in the list, one at a time, and retrieve the simulation reports.
3. The Status column will change briefly to read Get Report and then Report OK if the command was successful, or Report Fail if the command failed.

The simulation report will be placed into the folder that Baby’s reports have been assigned to. Each new download of a report for that Baby during the same simulation will overwrite the old report automatically and store it in the same location. When the simulation is over and Baby is brought within range of the computer, the software automatically retrieves the final simulation data and overwrites the older report.

1. Left-click the Baby check box.
2. Left-click Get Report.
The Report menus allow collecting, viewing, exporting, and printing student reports. You can edit the Class Name, Student Name, Baby Name, or add your own comments to the reports. When the Control Center software is opened for the first time, there is only one report folder in the report database, called No Class. See Assign Class Name or Add a Report Folder to learn how to create, move, and delete folders. See Using Reports to learn how to edit the rubric and other information in each simulation report.

Report List

Simulation reports are added to a report folder by entering the report folder name when programming Baby for a simulation. See Assign Class Name.

Add a Report Folder
1. On the main screen, left-click Reports [Add]. The Add Report Folder dialog box displays.
2. Enter the new folder name into the text field.
3. Left-click OK to save the folder name or Cancel to abandon creating a new folder and close the dialog box.

Note: The “No Class” folder itself cannot be deleted or renamed.

4. The new folder name displays on the report list with the number of reports in the folder.

4. The folder name displays on the folder list.
Edit Report Folders
You can rename report folders, empty reports to the trash folder, or delete a single report (move it to the trash folder).

2. The Report Folders screen displays.

Rename a Folder
1. To rename a folder, left-click the folder check box on the folder list.
2. Left-click Rename. The Name Folder dialog box displays.

3. Enter the new folder name into the text field.
4. The class folder name can be no longer than 15 characters (letters, numbers, and spaces).
5. Left-click OK to save the new folder name or Cancel to abandon renaming a folder and close the dialog box.
6. The new folder name displays on the report list with the number of reports in the folder.
Empty a Folder
Folders must be emptied before they can be deleted.
1. Left-click on Reports [Edit] to open the Report Folders screen.
2. Left-click the folder check box for the folder to be emptied.
4. All reports in the selected folder are moved to the trash folder.

Delete a Folder
A folder cannot be deleted if it contains any student reports. See Empty a Folder.
1. To delete a folder, click the folder check box on the folders list.
2. Left-click Delete on the Report Folders screen.
3. The selected report folder is erased from the database.
Selecting the Report Language

Reports can be viewed and printed in another supported language, regardless of the language you are using on your computer.

Select a language

1. Left-click on **Language: English**. A drop-down list will appear containing other language choices.
2. Left-click on the language you would like to use for viewing and printing reports. All reports will be displayed and printed in that language until you change it.
Using Reports

Reports in the report folder list can be viewed, edited, printed, moved to a different folder, or deleted.

View a Report
1. Left-click on the report folder name that contains reports to be viewed.
2. The list of reports in the folder display on the folder list. Left-click on the Baby check box for the report or reports to be displayed.
3. Left-click on View. The first selected report will display.
4. Left-click Previous and Next to toggle between each report.
5. Left-click Back to close the report without saving any changes or left-click Done to save and changes and close the reports.

Typical report
View a Report continued
1. RealCare Baby 3 contains sensors to read the internal temperature of Baby. On the second page of the report, you can view the temperature range that Baby was in.
2. RealCare Baby 3 is able to detect the clothing it is wearing. This can be used in conjunction with the temperature readings to determine if Baby was clothed appropriately for the environment. This chart can be found on the second page of the report.
3. RealCare Baby 3 is also equipped with car seat detection sensors. The second page of the report will tell you how long Baby was in the car seat.
Edit Reports
Some information in each report can be changed (class, student, Baby name, the grading rubric, and comments. See View a Report.

Change Class Folder
The report being viewed can be moved to another report folder but a new report folder cannot be created.

2. Left-click on the destination folder name.
3. Left-click OK to save the destination folder name or Cancel to abandon moving the report and close the dialog box.

Change the Student Name
A new student name can be entered into the report as follows.

1. Left-click Student [Edit]. The Edit Student dialog box displays.
2. Enter the new student name.
3. Left-click OK to save the new name or Cancel to abandon entering a new name and close the dialog box.
**Change the Baby Name**

A new Baby name can be entered into the report as follows.

1. Left-click **Baby [Edit]**. The Edit Baby Name dialog box displays.
2. Enter the new Baby name.
3. Left-click **OK** to save the new name or **Cancel** to abandon entering a new name and close the dialog box.

**Edit the Mishandle Rubric**

The mishandle rubric can be edited as follows.

1. Left-click **[Edit Rubric]**. The Edit Mishandle Rubric dialog box displays.
2. Adjust each percentage (**Shaken Baby**, **Head Support**, **Wrong Position**, **Rough Handling**) by left-clicking on the up or down arrows.
3. When adjustments are complete, left-click **OK** to save the edit rubric information or **Cancel** to abandon the changes to the rubric and close the dialog box.

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**Caution! Changing the mishandle rubric will update all reports in the database, both old and new.**
Edit the Other Grade Adjustment

A grade adjustment can be performed as follows.

1. Left-click [Edit Other]. The Edit Other Grade Adjustment dialog box displays.
2. Adjust by left-clicking Adjust Grade by up or down arrows as a positive or negative percentage.
3. When adjustment is complete, left-click OK to save the adjustment or Cancel to abandon the adjustment and close the dialog box.

Caution! Changing the “Edit Other Grade Adjustment” only updates one report - the one that is currently visible on the screen.

Add Comments to the Report

Comments can be added to the report as follows.

1. Left-click Comments: [Edit]. The Edit Comments dialog box displays.
2. Enter text into the text field.
3. When adding text is complete, left-click OK to save the comments or Cancel to abandon comments and close the dialog box.
Print a Report

Simulation reports can be printed on a printer as follows. Open the report folder containing the report to be printed.

1. Left-click on the Baby check box for the report to be printed. More than one Baby can be selected.
2. Left-click Print. The Print Reports - Summary screen will display.

3. Left-click on the Print Reports - Summary screen Print icon. The Print dialog box displays. Left-click Back to return to the folder report list without printing.

4. Left-click Preferences to select the page size, source, orientation, margins, etc.
5. Left-click on the printer to be used.
6. Left-click Print. The reports will print.

5. Left-click Preferences to select the page size, source, orientation, and margins.
Delete a Report
Open the folder containing the report to be deleted.
1. Left-click on the Baby check box for the report to be deleted.
2. Left-click **Delete**. The report is moved to the trash folder.

*Caution!* **Reports deleted from the trash folder are permanently deleted from the database.**

Move a Report to a Different Report Folder
Open the folder containing the report to be moved.
1. Left-click on the Baby check box for the report to be moved.
2. Left-click the **Move** down arrow. The report folder list displays.
3. Left-click on the destination folder or **New Folder** to create a new folder.
   a. To create a new folder, left-click **New Folder**.
   b. The Add Report Folder dialog box displays.
   c. Enter the new folder name and left-click **OK**. The report moves to the new folder.
Export a Report

This option saves a copy of the actively viewed report to the computer clipboard as an image file. You can paste this file into many applications, including e-mail, word processing programs, and photo editing programs. Only one report can be exported at a time.

1. Left-click on the report folder name that contains the reports to be exported.
2. The list of reports in the folder are displayed. Left-click on the Baby check box for the report to be exported.
3. Left-click on View. The selected report will display.
4. Left-click the File menu and position your cursor over Export. A flyout appears with the words Copy to Clipboard. Left-click on Copy to Clipboard. The viewed report is copied as an image file to your computer’s clipboard.
5. Open an e-mail, a word processing document, etc. and choose Edit-->Paste or do a RIGHT-click in the body of the e-mail or word processing document and choose Paste to insert the report image.

Note: If your word processing, e-mail, or other software program has difficulty pasting the report image into a document, close and reopen that program and try the File-->Export-->Copy to Clipboard command again.

(Text-based programs (word processing, e-mail, etc.) give preference to text on the clipboard, not images. This may cause the program to paste any previously copied text rather than your report image. Closing and opening the program resets the clipboard, allowing you to copy and paste your report image.)
The Maintenance screen allows the user to locate a Baby that is within communication range and perform diagnostics and testing.

Open the Maintenance Screen
1. On the All Babies screen or Available Babies screen, left-click on the Baby check box for each Baby that requires maintenance or location.
2. Left-click Maintenance. The Maintenance screen will display.

Locate a Baby
1. Left-click the Baby check box for the Baby to be located.
2. Locate Baby by left-clicking Page to prompt Baby to coo.
Troubleshooting

Use the Troubleshooting screen if you want to check that your Baby is functioning normally.

Open the Troubleshooting Screen
1. On the Maintenance screen, left-click the Baby check box for the Baby that requires troubleshooting.
2. Left-click Troubleshooting to display the Troubleshooting screen.

Troubleshoot Baby
1. Left-click the Baby check box for Baby requiring testing.
2. Left-click Start Test. Baby will chime when ready for testing. Status will change from Available to Diag.
3. Refer to the table below for instructions and Baby’s response to actions.
4. Baby will coo if all tests are passed. A green check displays below each symbol when that test is successful.
5. Left-click Stop Test and Baby will chime. The Baby’s status will display Available.

<table>
<thead>
<tr>
<th>Test Function</th>
<th>Action Needed by Test Person</th>
<th>Baby Response</th>
<th>Test Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery</td>
<td>None (automatic)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>None (automatic)</td>
<td>Coo</td>
<td>CS</td>
</tr>
<tr>
<td>Movement (two tests)</td>
<td>Hold Baby on tummy, then head down</td>
<td>Two chimes</td>
<td>Mov</td>
</tr>
<tr>
<td></td>
<td>Move Baby</td>
<td>Cough</td>
<td></td>
</tr>
<tr>
<td>Feeding sensor</td>
<td>Bring bottle to Baby’s mouth</td>
<td>Chime</td>
<td>Btl</td>
</tr>
<tr>
<td>Neck forward</td>
<td>Tilt Baby’s head forward</td>
<td>Whimper</td>
<td>Nf</td>
</tr>
<tr>
<td>Neck backward</td>
<td>Tilt Baby’s head backward</td>
<td>Two whimper</td>
<td>Nb</td>
</tr>
<tr>
<td>Rough handling</td>
<td>Strike Baby on its right side just above the hip</td>
<td>Three whimper</td>
<td>RH</td>
</tr>
<tr>
<td>Yellow diaper</td>
<td>Place yellow diaper onto Baby</td>
<td>Chime</td>
<td>Yel</td>
</tr>
<tr>
<td>Green diaper</td>
<td>Place green diaper onto Baby</td>
<td>Chime</td>
<td>Grn</td>
</tr>
<tr>
<td>Wireless ID</td>
<td>Hold ID close to Baby’s belly button</td>
<td>Chime</td>
<td>ID</td>
</tr>
<tr>
<td>E-stop</td>
<td>Push recessed E-stop push button on Baby’s back</td>
<td>Chime</td>
<td>ES</td>
</tr>
<tr>
<td>Temperature</td>
<td>None (automatic)</td>
<td>None</td>
<td>Temp</td>
</tr>
<tr>
<td>Outfit Top</td>
<td>Place Outfit sensor close to Baby’s belly button</td>
<td>Chime</td>
<td>OT</td>
</tr>
<tr>
<td>Outfit Bottom</td>
<td>Place Outfit sensor close to Baby’s belly button</td>
<td>Chime</td>
<td>OB</td>
</tr>
<tr>
<td>Body Suit</td>
<td>Place Body Suit sensor close to Baby’s belly button</td>
<td>Chime</td>
<td>Bd</td>
</tr>
<tr>
<td>Outerwear</td>
<td>Place Outerwear sensor close to Baby’s belly button</td>
<td>Chime</td>
<td>Ow</td>
</tr>
<tr>
<td>Sleeper</td>
<td>Place Sleeper sensor close to Baby’s belly button</td>
<td>Chime</td>
<td>S1</td>
</tr>
<tr>
<td>Car Seat</td>
<td>Place Baby into Car Seat</td>
<td>Chime</td>
<td>CA</td>
</tr>
<tr>
<td>All tests pass</td>
<td>None (automatic)</td>
<td>Coo</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Troubleshooting screen with table of actions.

Maintenance screen with table and check boxes.

1. Left-click the Baby check box.
Get Control Center Software and Baby Updates

Software updates for both Control Center and Babies themselves can be retrieved via an Internet connection.

Check for Updates
1. Left-click on the Help menu.
2. Left-click on Check for Updates. Make sure your Internet connection is active.
3. A web browser window will open, and a message will appear telling you if any updates are available for your version of Control Center software or for Baby.
4. If updates are available, see the sections below.

Download and Install Software Updates
1. Left-click on the download button for the Control Center software update.
2. A window will appear containing instructions on how to complete the update download and installation.
3. Download the update installer file to your hard drive.
4. Open or run the downloaded file to start the update installation.
5. Follow the on-screen instructions to complete the installation.
6. A software update may or may not include a Baby update. If Babies show a green checkmark and an asterisk in the Comm column, they have a software update available. See Update Babies.
Update Babies

Updates will become available via the Realityworks website. Please see Get Control Center Software and Baby Updates for download instructions. If Babies show a green checkmark and an asterisk in the Comm column, they have a software update available.

1. Connect all Babies to a charger.
2. At the All Babies screen, left-click the Baby check box for each Baby with an update available icon (green check and an asterisk) in the Comm column.
3. Left-click Maintenance.
5. Rarely, the software indicates that a Baby requires a factory update. Please contact Product Support in that case.
6. Left-click the OK button in the instruction box.
7. A window appears showing the status of each Baby’s update.
8. Updated Baby’s status changes to Updating: Done.
9. The update process continues until every selected Baby is updated. Babies that temporarily fail are retried until successful.
10. The update process can be started and stopped as many times as desired.

Important notes:

- Have all Babies plugged into charger while updating.
- Each Baby could take over 35 minutes to update. Large numbers of Babies can take a very long time to update. You may need to review your computer’s standby and hibernate settings.
- No harm will come from cancelling or interrupting Baby updates.

![Diagram of the update process](image)

1. Left-click the Baby check boxes.
2. Left-click Maintenance.
3. Deselect any Babies without a green checkmark and asterisk (update available).
4. Left-click Update Babies.
Calibrate Battery

Weak batteries take less time to fully discharge starting from a full charge. Calibrate Battery checks Baby's battery module in a fast discharge mode and compares the discharge time to normal batteries.

Fully Charge Baby
1. Connect Baby to charger. The green charge light on Baby's back turns ON.
2. Wait up to 6 hours for Baby's green charge light to turn OFF.
3. Baby's batteries now have a full charge.
4. Unplug Baby from charger.

Calibrate Battery
1. Fully charge Babies and unplug from charger as described above.
2. At the Maintenance screen, left-click Calibrate Battery. An instruction box appears.
3. Left-click OK to check Baby's battery module or Cancel to do nothing.
4. Status column changes to Calibrate --.
5. Baby status stays in Calibrate -- until the batteries are completely discharged (up to 20 hours).
6. Baby status automatically returns to Available when Calibrate Battery finishes.

Read Calibrate Battery Result
1. Calibrate Battery completely discharges Baby's battery, so plug Baby into the charger.
2. At the Maintenance screen, position the mouse pointer over the Baby battery balls.
3. Read the result at the bottom of the window.
Assign a Comm Channel

Depending on local conditions, WiFi or other radio sources may interfere with Baby communication. If the Baby Comm column frequently goes red even though the Baby is present and charged, you may wish to try another Comm Channel.

1. Channel change only works for current version Babies. Older Babies must use Comm channel 2. Affected Babies will trigger an “Are you sure?” prompt during channel change. See Get Software and Baby updates.

2. Plug all Babies into a charger.

3. Wait for the communication icon to appear green, which means it is available for channel scanning. You may position your mouse pointer over the icon to see how many commands remain to be processed.

4. Left-click on Edit in the top menu bar.

5. Left-click on Preferences in the pull down menu to open the Edit Preferences window.

6. A graph of available channels appears. Open channels display as long green bars and heavily used channels display as short red bars. Channel activity may vary greatly from minute to minute, so monitor the graph for at least several minutes.

7. Pay special attention to the graph bar of the current channel, as marked by a green radio select button. A very short red bar indicates Baby communication interference. Please choose another channel.

8. Select another channel by left-clicking on the numbered radio button, or select the best channel by left-clicking Auto Select.

9. Left-click OK or Apply to save your changes, or Cancel to discard your changes.

10. Babies should connect to the Control Center software using the new channel within a few minutes. If they do not, make sure they are plugged into a charger.

Note: The end user should leave the Log Comm Activity to File check box unchecked. It should only be used with Product Support supervision.
Delete a Baby from the Baby List

To remove a Baby from the Baby list:
1. Left-click the Baby check box.
2. Left-click Edit on the Control Center software toolbar.
3. Left-click Delete Babies on the drop-down menu. The Caution dialog box displays.
4. Left-click Yes to delete Baby from the Baby list or No to do nothing. Deleting removes the Baby ID and all other Baby information from the database.

Uninstall Control Center Software

If necessary, Control Center software can be removed from the host computer by doing the following. To prevent damage to the operating system, always follow this procedure. If problems occur when removing the software, contact Realityworks Product Support (800.830.1416) before proceeding.

Windows
1. Left-click the Windows Start button.
2. Left-click Control Panel.
3. Left-click on Programs and Features.
4. Select Baby Control Center and left-click Uninstall.

Macintosh
1. Go to the Baby Control Center Software folder.
2. Open the _uninst folder.
3. Double-click uninstaller.command.
4. Follow the on screen instructions to complete the uninstall.
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