LogTag
Temperature Monitoring Device
Software and Device
Initial Set up
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Items in your LogTag Box

1) LogTag Device
2) Vial with probe in glycol and cord
3) Vial stand
4) Zip ties
5) Zip tie brackets
6) Spare battery #CR2032
7) Warranty and calibration registration
8) Certificate of Calibration
9) Aluminum tape
10) LogTag holding bracket with two-sided tape
11) LogTag USB cradle
1. Route the cord across the shelf and along the inside wall towards the front door hinge.

2. Secure the cord to the shelf and wall with the supplied zip ties, zip tie brackets and/or aluminum tape.

3. Place the vial and stand in the middle of the refrigerator or freezer close to the vaccines. We highly recommend that you tape down the stand so that it doesn’t get pushed to the back or side of the unit.

1. Do NOT place the vial close to the wall, in the back of the unit or under the fan that blows cold air because this will influence the temperature readings.
1. Route the cord through the hinge side of the door.
2. Secure the holding bracket to the outside of the storage unit with the two-sided tape.
3. You are now ready to install the LogTag Analyzer software on your computer.
4. **We highly recommend that you install the software on more than one computer so that multiple staff have access.**
Install the Software

Install the LogTag Analyzer software from [www.LogTagrecorders.com](http://www.LogTagrecorders.com) by following these steps:
(You may need IT assistance if you do not have Administration Rights to install software).

1. Click on the scrolling banner at the top of the page that says “Click Here to download LogTag Analyzer.”
2. Click “Download Now” on the right-hand side of the page.
3. Fill out the form and click “submit.”
4. Click the link next to “Installer:”
5. Click “Run”.

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| Installer: | itanalyzer_24r5.exe (26.2Mb) |
| Zip File: | itanalyzer_24r5.zip (20.1Mb) |
| Software Information: | LogTag Analyzer User Guide for version 2.4, What’s new in v2.4, Important Upgrade Information (PDF), Enable password on download (PDF), Copying Option Settings (PDF) |
| Support: | For known issues, FAQ, and software support |
Set up the LogTag Analyzer Software Options

Click on the LogTag Analyzer icon on your desktop to open the software.

Click on “Edit” then click on “Options”
Options – General Settings

1. Show temperatures in Fahrenheit

2. Click on “Summary Statistics” to continue editing

3. (Do not click “OK” yet. Clicking “OK” will exit from options)
1. Check only these four boxes:
   - “Reading range”
   - “Average reading”
   - “Time below lower alert”
   - “Time above upper alert”

2. Select “Chart Statistics” to continue editing
1. Check only these four boxes:
   • “Reading range”
   • “Average reading”
   • “Time below lower alert”
   • “Time above upper alert”

2. Select “Charts” to continue editing
1. Scroll down and select “X-Axis Grids”
2. Maintain all other default settings
3. Select “Automation” to continue editing
1. Check “Enable Automatic...”
2. Check “Re-configure with same settings...”
3. Check “Display readings...”
4. Do not enable the “E-Mail” settings
5. Select “File and Folder Settings” to continue editing

***The “Re-configure with same settings...” option will cause the LogTag to automatically reconfigure with pre-set settings when synced with the LogTag Analyzer software. To change pre-set temperature settings select “LogTag” from toolbar and manage settings in “Configure”.

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Options – Automation

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1. Check “Enable Automatic...”
2. Check “Re-configure with same settings...”
3. Check “Display readings...”
4. Do not enable the “E-Mail” settings
5. Select “File and Folder Settings” to continue editing

***The “Re-configure with same settings...” option will cause the LogTag to automatically reconfigure with pre-set settings when synced with the LogTag Analyzer software. To change pre-set temperature settings select “LogTag” from toolbar and manage settings in “Configure”.

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Options – Automation
It is highly recommended that you save the “LogTag Folder” within a shared drive so that multiple staff, including the Vaccine Coordinator and the Back-up Vaccine Coordinator, can access LogTag graphs.
1. Uncheck all boxes in “Automatically export new files to the following format(s)”
2. Check the “LogTag File (.ltd.)” box
3. No edits needed in the “Customize*.csv” button
4. Select “Date and Time” to continue editing
1. No edits needed
2. Select “Communication Ports” to continue editing
1. Check the “Universal Serial Bus (USB)” box

2. Uncheck any other boxes (“COM 1”, “COM 2”, and “COM 3” etc.)

3. Select “User Server” to continue editing
Options - User Server

1. No edits needed
2. Select “Updates” to continue editing
1. No edits needed
2. Select “Configuration Logs” to continue editing
1. No boxes are checked in the “Include Fields”
2. Select “OK” to save all settings
Now that your software options are set up, you will now configure the settings on the actual LogTag device:

1. Open the LogTag Analyzer software
2. Plug the LogTag USB cradle into a USB port on your computer
3. Insert the LogTag device down into the cradle
LogTag Configure Wizard

1. Select “LogTag” and “Configure”
2. Select “Next” once the software has searched for the LogTag device
Input 6 digit PIN and name of your refrigerator in “User ID” field (i.e. Pharmacy Fridge; Refrigerator #1)

1. Choose: “Push button start” from drop down menu
2. Check: Enable pre-start logging
3. Select: “Record readings so that”
4. “Readings recorded” is 27 days
5. “Number of readings” is 7,777
6. “Record a reading” every 5 minutes
7. “Begin recording after” after 5 minutes
8. “Trigger alarm when above” 46.9
9. “Trigger alarm when below” 35.5
10. No password
11. Select “Advanced Options”
Configure Wizard - Refrigerator

1. Check: “Alarm remains on even if…”
2. Choose: Temperature display unit is “Fahrenheit”
3. Check: “Show total summary”
4. All other boxes remain blank or unchecked
5. Select “OK” to close “Advanced Options”
6. Select “Next” to upload the settings to the LogTag
Configure Wizard - Freezer

Input 6 digit PIN and name of your freezer in “User ID” field (i.e. Pharmacy Freezer; Freezer #1)

1. Choose: “Push button start” from drop down menu
2. Check: Enable pre-start logging
3. Select: “Record readings so that”
4. “Readings recorded” is 27 days
5. “Number of readings” is 7,777
6. “Record a reading” every 5 minutes
7. “Begin recording after” after 5 minutes
8. “Trigger alarm when above” 5.9
9. “After” 13 Consecutive readings
10. “Trigger alarm when below” 40
11. No password
12. Click on “Advanced Options”
1. Check: “Alarm remains on even if...”

2. Choose: Temperature display unit is “Fahrenheit”

3. Check: “Show total summary”

4. All other boxes remain blank or unchecked

5. Select “OK” to close “Advanced Options”

6. Select “Next” to upload the settings to the LogTag
1. Remove the LogTag from the USB cradle, it should read “Ready”
2. Take the LogTag device immediately to your storage unit and plug the cord in to the left side of the LogTag
3. Press and hold the start button for 4 - 6 seconds and observe that the “Starting” icon starts flashing
4. Release the Start button when the “Starting” icon stops flashing. A 5 minute countdown will appear on the screen. If “Ready” still appears on the LogTag screen, this means that you did not hold the start button long enough. (Press and hold the “Start” button again)
5. Place the LogTag into the bracket on the outside of the storage unit
6. When the 5 minute countdown is finished, the LogTag will start recording and the current temperature will display on the screen

To learn how to download a graph and use the LogTag on a daily basis, please refer to the next set of instructions titled: “#2- LogTag Instructions for Daily Use”