# FORA® ATMS

### Auto Temperature Measurement Station



# **Professional Training Guide**



### Part 1: Station Setup

This portion of the guide will walk through setting up the automatic temperature measuring station. For step by step instruction on setting up the stand itself, please refer to the user guide.

### **Measuring Station**

1. Place the ATMS stand in a proper location and lock the latches of the wheel. The senor head should be angled directly toward the forehead and vertical to the ground. Be careful not to touch the buttons of the thermometer.



2. Please adjust the thermometer to a proper height to suit the needs of your facility. Once the height of the ATMS is set, DO NOT adjust the conduit and spring clamp again. The recommended height is 5 feet (around 150 cm).



3. When visitors step up to the ATMS, they need to follow the on-screen instructions and stay 1.97" to 2.75" (5 to 7 cm) away from the thermometer sensor, stand still, and wait for 1 second. The measurement is completed after the beep.



### Helpful Information

- The ATMS measurement is designed to be used indoors. Avoid direct sunlight and windy areas as dust will cause inaccurate results.
- If the user has just come from either a freezing or a hot environment, a break is advised before measuring your body temperature.

### Part 2: App Setup

- When you receive the products, the app (iFORA TM) should be already installed in the iPad and paired with the thermometer.
- Open the app (iFORA TM) and turn on the thermometer. The color of the Bluetooth icon on the app will turn to blue. When you see the blue icon, it's ready to go. Each time the thermometer is connected to the iPad, the system requires 8 seconds of calibration time. Do not stand in front of the thermometer during this calibration period.



 When "Stay Closer" appears on the screen, the ATMS is ready for use. Please click on the gear icon to customize the ATMS to your preferred settings.



4. Set customized alarm message while getting a reading above the alarm threshold.



#### Export Data Page



1. [Auto Upload Data] Switch on to automatically uploaded to the ATMS cloud if connected to Wi-Fi. You can also choose to manually upload the data by clicking "Manual Upload".

### Part 2: App Setup Continued

### 2. (Optional) [WiFi Printer]

iFORA TM has the capability to connect to a thermal printer which prints a receipt after measurement. The receipt shows the date, time, measurement, and ID photo. The function is turned off by default. To turn the printing function on, please refer to the ATMS Printer manual.

To check to make sure the WiFi Printer is enabled, open the iFORA TM app and go to Settings > Export Data.

Switch on the option for "WiFi Printer".



Printer icons:



Printer function enabled for the app, but printer is not connected.



Printer is in active mode.



iPad is connected to printer directly (during printer setup).



- 1. [Alarm Temperature] Set the temperature threshold that will trigger an alarm sound if a reading higher than this value is detected.
- 2. [Photo Retention] Define how many days the photos will be kept in the iPad's memory.

Photo All	Photo Alarm	No Photo

- **3. [Location]** Note the location where the ATMS station is placed. This information syncs to the ATMS Cloud and is beneficial if you have multiple stations under one account and need to identify specific data.
- 4. [Photo Control] Choose for the iPad to take photos during all readings, during an alarm only, or for the iPad to take no photo at all.
- 5. [Temperature Unit] Choose between Celsius or Fahrenheit.

### Part 2: App Setup Continued



- 6. [Alarm Message] The text displayed on the screen when a high temperature is detected.
- 7. [Alarm Sound] Enable or disable the loud warning sound when a high temperature is detected. It can be turned off if the sound will cause a disturbance where the ATMS is located.
- 8. [Pop-up Alarm Message] Emphasize the alarm message with a pop-up window.

#### **Speech Settings Page**



#### Health Screening Page



- 1. [Screening] Enable the Health Screening function.
- 2. [Screening With Voice] Enable the voice reading of survey topics.
- **3. [Screening Visitors Only]** Only the users without QR Code scanning will be guided through the Health Screening process.
- 4. [Popup Alarm Message] Enlarge the display to highlight the message.
- 5. [Alarm Message] Show the content if the answer to any question is "Yes".
- 6. [Answer Introduction] Show the introduction page before questions. Content configurable in the Cloud.
- 7. [Yes Confirmation] Show the confirmation page after every "Yes" answer.
- 8. [Ending Confirmation] Show the ending page after a successful surey.

### Part 2: App Setup Continued



- 1. [Barcode] Enable or disable the barcode (QR Code, etc.) function to help identify and track employees' temperatures. This feature is only for advanced users with a licensed ATMS cloud service.
- 2. [Auto Power Off Daily] If enabled, power off the thermometer and turn the iPad screen off at a specific time of your choosing every day.

Remember to enable "Auto Lock" in the "Display & Brightness" page in the iPad Settings. You can select the option "2 minutes".

- 3. [Low Temperature Warning] Enable the alert for unreasonably low temperatures. The user has to take a measurement again.
- 4. [Password Protection] Enable password protection if a user would like to access history records or app settings.

#### Helpful Information

 Please power off the iPad (not just screen saving) when not in use. The thermometer will be automatically off after the iPad is turned off. Charge your iPad and replace the batteries when necessary. When restarting the ATMS, turn on the power of the iPad and the thermometer, they will automatically pair according to the previous setting.



- Please do not use the assigned iPad for any other purpose nor change the settings that may void original pairing and operation.
- Wi-fi is required for active cloud users to export and upload data.
- Each time the thermometer is connected to the iPad, the system requires 8 seconds of calibration time. Do not stand in front of the thermometer during this calibration period.

### Part 3: ATMS Cloud Overview

Login page: https://www.foracare.live/iForaTM/login

1. Use your email account for the sign-in procedure. Apply for an account through a ForaCare Sales representives.

ATMS Cloud Sys	em
Sign In	
Email	
Password	
Login	
Forgot password?	

- This email account can be different from the email address configured for alert notifications. You will be able to modify the email for notification after login.
- 3. [Records Overview] Records are sorted by date. Quickly review measurement totals. Click on a date to see the full Record List.

FORA						 
Records     Overview	Record	ls Overvie	w(no QRCode)			
	Date	\$	Location	Normal	\$ Alarm	\$ Survey no.
	2020-0	17-09	Conference Room D	7	1	2
	2020-0	17-07	office j	4	0	0
	2020-0	7-07	Conference Room D	2	0	1
	« «	1 >	>>			

4. [Device Overview] Here you can view meters associated with your account by serial number. Click on the "Detail" column to see Record List.



5. [Record List] This page can be accessed from both the Records and Device Overview pages. Click on an ID or "Photos" to view the photo taken with a measurement.

Records Overview	-Back							
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	153178	office					2020-05-12	30
	153177	office					2020-05-11	23
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	153171	office			1		2020-05-07	53
	153165	office		all Su	Re-		2020-05-06	26
	153157	office				- 8	2020-05-05	14
	153129	office	9	97.5°F / office / 202	0-05-13 08:19:08		2020-05-04	15
	153128	office	2020-05-13 08:18:5	59	97.3		2020-05-01	17

6. [Settings and Email Alert] Click on the setting (gear) icon to open the settings pop-up window.

-Back								<u></u> <u> </u>
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			Account			¢ Alarm ≑	Survey no.	Survey warning
ID ¢	Location ¢	Date	Temp. Unit	•F		1	2	2
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1680005	Conference Room D	2020-06-2 15:00:54	Alarm Temp.	100.4		U		U
1673705	Conference Room D	2020-06-2 13:57:33	Recipient	bill.yen@foracare.com		0	6	1
1673460	Conference Room D	2020-06-2 13:55:23	Attachment of	🔿 No 💿 Yes		0	3	2
1673285	Conference	2020-06-2	proto.			0	15	4
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### FAQ - Setting

# What are the best practice for implementing the ATMS?

The ATMS is designed to be placed at entrances indoors. Although outdoor placement is possible, the system would need to be placed in the shade, such as under a tent, so the thermometer and iPad are not in direct sunlight or rain. We recommend marking the measurement waiting areas with yellow tape to clearly guide users on maintaining social distancing standards.

#### What is the estimated set up time?

Stand assembly takes approximately 30 minutes while the iFORA TM app configuration takes less than 10 minutes if the Wi-Fi connection is ready.

# What should I pay attention to when setting up the ATMS?

- Angle the thermometer sensor toward the forehead (vertical to the ground).
- After powering on the iPad, allow 8 seconds for calibration.
- Keep the area in front of the thermometer clear from heat, light, or windy sources.
- We recommend marking the standing position on the ground to guide users on maintaining the proper distance with the thermometer.

#### How much space does the station require?

Approximately 4 square feet and 5'5" height.

### What if someone is too tall or too short and they touch the station?

We suggest adjusting and setting the thermometer at a lower height so that taller people can squat or bend their knees during a temperature scan. Another approach is to set up two stations to accommodate different height ranges: one adjusted at a higher height and one at a lower height. We also suggest sanitizing the easily accessible places regularly in case a person does make their own adjustments.

# Are the instructions for the public to see or should someone be manning the ATMS?

An instruction board is attached to the ATMS. Additionally, instructions like "Stay closer/Stay still" will appear on the screen. There is no need to assign someone to survey the devices; however, there should be someone nearby to guide anyone with higher readings.

#### At what temperature will the alarm go off?

The default temperature for the alarm is set at 99.5° F and above. You can reset the threshold in the settings, but please be sure to assign a proper value suitable to your environment.

#### May I turn off the photo function?

Yes, you can turn off the photo function in settings.

### FAQ - Device

#### What's the proper way to take a measurement?

Aim the forehead thermometer at the center of the forehead, approximately 1.97 to 2.75 inches away from the skin. You will hear a beep and the message "Stand Still during Measurement" will be displayed on your iPad.

### How long will the IR42b battery last?

The two AAA batteries provided with the IR42b will last approximately 160 hours (around 20 days, 8 hours per day).

### How do I know if my device has a low battery?

The iFORA TM app will notify the user of a low battery using a pop-up message. The lifespan of your battery will vary considerably with how it is used, how it is maintained and charged, temperature, and other factors such as frequency of testing. The forehead thermometer comes with two 1.5V AAA alkaline batteries and the iPad comes with a lithium battery.

# What do I do if I receive the error message "The thermometer's authorization period has expired"?

This error message indicates that the thermometer is not authorized properly or authorization has expired. First, check if the Bluetooth connection is secure and pair it again if the connection was lost. If the error message persists, please contact ForaCare at 1-888-307-8188.

### FAQ - Measurement

# Where is the lens area for the portrait? How do I instruct users?

The camera is built in to the iPad. Users should look straight ahead and relax while the photo is taken.

### What do I do if I cannot get a reading?

If you cannot get the reading on the screen, please make sure:

- The Bluetooth icon is a blue color. If not, check the connection with the thermometer. The thermometer might be off or have a low battery.
- The environmental temperature is not too high (more than 89.6° F). Avoid direct heat and sunlight projecting onto the thermometer. Additionally, a windy entrance might cause the sensor to fail.
- You take a break before measuring your body temperature if you've just come from either a freezing or a hot environment.
- You step back and move forward again if the iPad cannot display a reading after 6 seconds.

# Why does my temperature fluctuate if I take a measurement several times?

The angle and the distance between the thermometer and the forehead are the main reasons. Please make sure the thermometer's sensor is angled toward the forehead (vertical to the ground) and the user stands still approximately 1.97 to 2.75 inches in front of the thermometer.

### FAQ - iPad & App

### How long will the iPad battery sustain?

If the brightness auto adjustment turned on, the iPad will last at least 8 hours. Please power off the iPad (not just screen saving) when not in use. The thermometer will be automatically off after the iPad is turned off. Charge your iPad when necessary.

# Will the iPad need to connect to the wireless network?

Yes, a Wi-Fi connection is necessary for the authentication on first use, data uploads, and any iFORA TM app upgrades.

# Are there specific URLs or ports we need to open on our firewall?

You need to open port 80, 443, 1640, and 5223 in order to get a connection to the ATMS cloud and app upgrade services.

# What can I do if the App would react abnormally or crash suddenly?

Please make sure if the APP (iFORA TM) is the latest updated version. If not, please update it and try again. If the problem persists, report to customer service with the iOS and APP version. Provide customer service the detailed description on the procedure causing the abnormal situation.

### FAQ - Cloud

## Will ATMS Cloud be expected to interface with any of our systems?

No, not at the moment. However, we might open the API for data retrieval in the future.

#### How will we use the logs and photos?

You may set an email notification for readings over the threshold. The records on the cloud provide traceability, if necessary.

#### Where is the ATMS Cloud hosted?

In the U.S.

#### How can we access the data?

You'll receive an authorized account on the cloud to review the readings and portraits.

#### Is the data going to FORA's cloud?

Yes, the data will upload to the ATMS Cloud. However, you can turn off this option in the iFORA TM app settings.

# How can I set up an email account to receive alert notifications?

Please click the configuration icon at the upper right side of the cloud interface. You will be guided to input the email address and temperature level for notifications.