

SteriSimple Pre-Installation Checklist

Please ensure that you've read and completed this checklist prior to arranging the installation of SteriSimple on your office network.

Items to be completed prior to installation:

- A. You have signed and returned the **End User License Agreement** to admin@sterisimple.ca (see sterisimple.ca/eula).
- B. You and your team have become introduced to the software by viewing the **Video User Manuals** (see the "User Manuals" section on sterisimple.ca/videos).
- C. The following information for configuration has been provided to us (see sterisimple.ca/setup-info or email to info@sterisimple.ca):
 - a) spores: incubator type and spore duration,
 - b) sterilizers: brands/types, plus cycle types you run in your office,
 - c) staff list: those who would verify spore tests and sterilization cycles,
 - d) instrument list: up to 94 items you would sterilize in your office,
 - e) gmail account User ID and Password: (if applicable) for emailing spore test results and cycle logs,
 - f) patient list: first and last names plus patient ID number: (if applicable) for populating an instrument recall database.
 - g) if using gmail for offsite storage, you must configure it for use with less secure apps.
(see help.sterisimple.ca/wp/gmail-instructions)
- D. You have forwarded the **IT Checklist** to your IT provider and have ensured that they have checked off their duties. You must ensure they have done so.
- E. You have purchased a **Zebra TLP-2824 Plus** printer and associated supplies. (see help.sterisimple.ca/wp/supplies for the best prices). Please **DO NOT** install the associated software for printer and **DO NOT** connect it to your steri PC running SteriReader until directed to do so during the installation process.
- F. You have received your barcode scanner(s), plus one TransLogger for each sterilizer. Please ensure that the TransLoggers are connected just prior to the installation process (see the "**Installation and Configuration Guides**" section at sterisimple.ca/videos). Connection is quite easy, but you can ask your tech to do so if you'd like.
- G. Please try to ensure that placement of the TransLoggers are not obscured by metal or other interferences. Ensure they are seated in their cradles, which must be **affixed in place** with mounting tape.
- H. Someone will be available by phone and present during the software installation process. The process usually takes 60-90 mins and your **sterilizers cannot be in operation during this process**.

*Thank you for your cooperation in these regards.
It will ensure smooth operation of the software.*



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