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# RxLabelReader Lite

## Users Guide

**Version 1.5**

**(Software Version 1.4)**

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# System Requirements

**Minimum PC specifications:** Windows 7 or Windows 8, i5 and above processor, 4GB of memory, 32 bit OS, and a USB port 2.0 or better.

**Recommended PC specifications:** Windows 7 or Windows 8, i7 and above processor, 8GB of memory, 64 bit OS, and USB port 2.0 or better.

**\*NOTE\*** Windows 8 RT is not compatible with the RxL Application

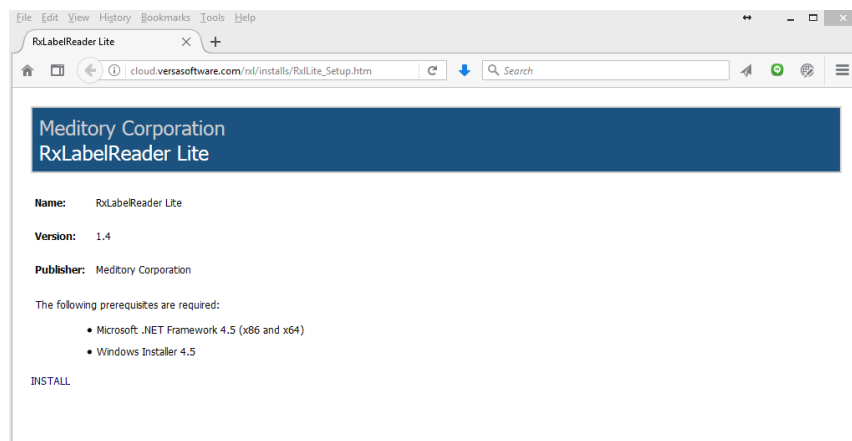
## Battery Life

While using the RxLabelReader with a laptop in the field, it is important to fully charge your RxLabelReader unit and laptop battery prior to use. If the laptop and RxLabelReader battery are fully charged but not plugged into an outlet, 100 scans can be done provided that you do not spend long periods with the laptop and RxLabelReader unit powered on while not in use. A full workday in the field without the need for recharging should be possible. Additional battery packs are available for purchase. If the lights inside the scanner flicker while scanning, this is an indication that the battery is getting low. Please contact Meditory for more information.

## Installation

The latest build of RxLabelReader Lite (RxLite) can be found by navigating to the following URL:

[http://cloud.versasoftware.com/rxl/installs/RxLite\\_Setup.htm](http://cloud.versasoftware.com/rxl/installs/RxLite_Setup.htm)



Click the INSTALL link to download the setup file. Once downloaded, run the setup file to install the software on your system.

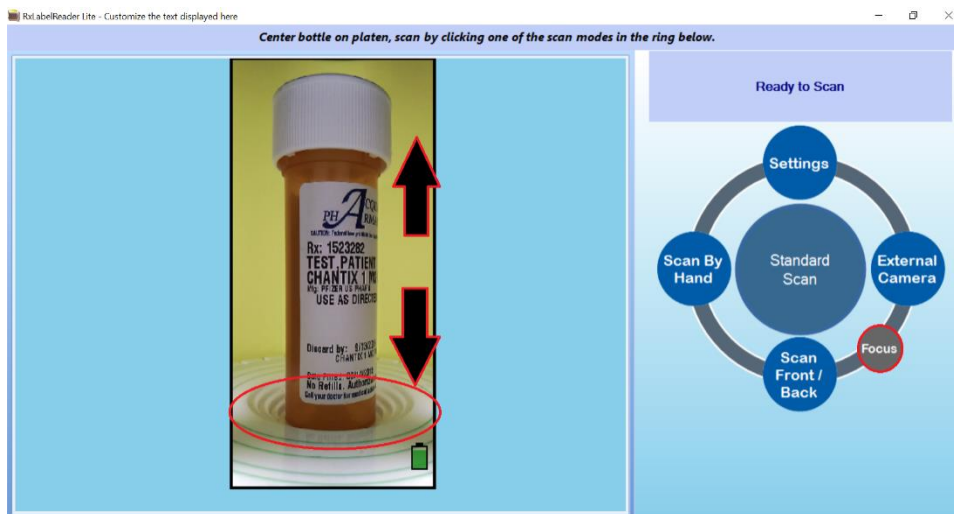
# How to Use RxLite

## Prescan Setup

When RxLite is launched, it immediately displays the scanning screen, shown below with the Settings button enabled. The live Video feed from the Reader's Internal Camera is loaded on the left and the Scan Button Ring appears in the pane on the right. Scanning and capturing images from bottles, boxes, cards, documents, and persons will be performed here.

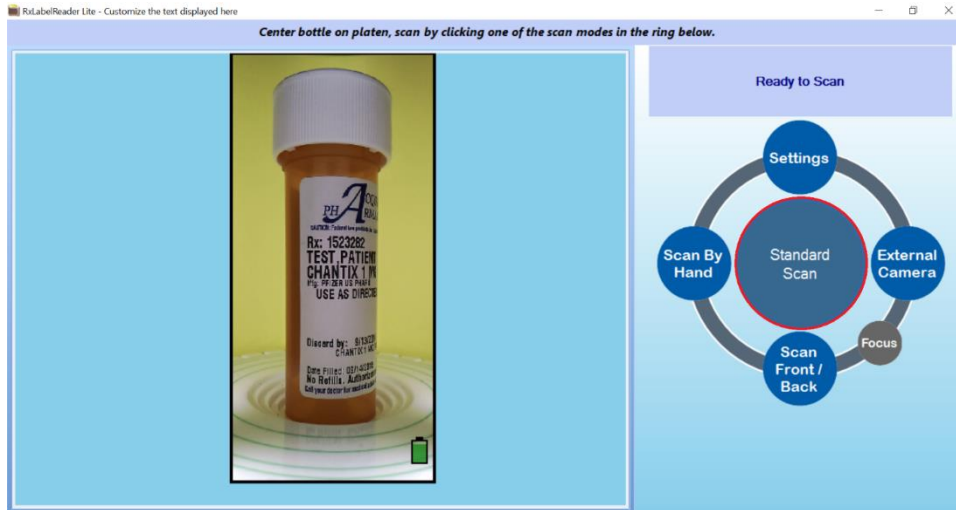


Prior to any scan (except for those using the external camera), ensure that the object is centered on the rubberized platen and, if possible, fit to the contoured grooves for best results. Use the Camera Slide-Knob on the Reader unit to adjust the vertical position of the camera until the label is centered vertically on screen. Also verify that the camera is focused on the label so that the text can clearly be seen, using the Focus button as needed.

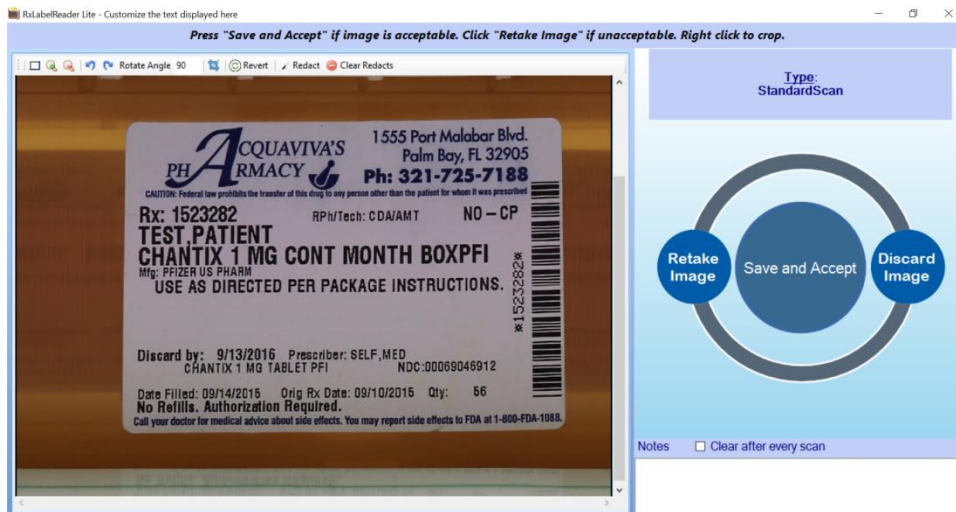


## Standard Scan

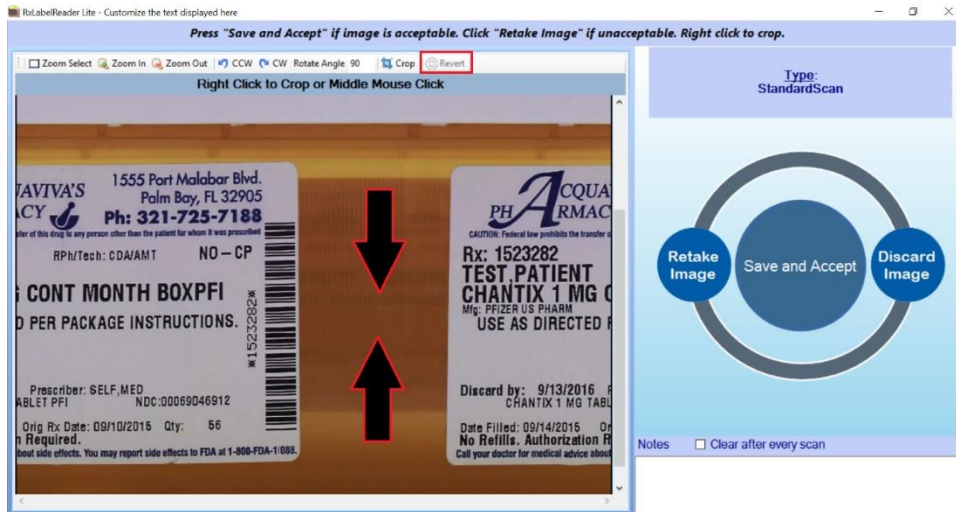
Standard Scan is used for standard round prescription bottles and round over-the-counter medication bottles. It can also be used for triangular bottles and square bottles.



After Prescan Setup is completed and Standard Scan is clicked, the bottle is rotated 360 degrees and a flat image of the label is generated and displayed on the screen. Review the image for missing or unreadable data, blurry text, cropping issues or any other anomalies. See the Final Image Toolbar section of this manual for ways of correcting the image. Click Save and Accept and the image is saved or posted to the designated locations as defined in the Settings. Retake or Discard Image as needed.



If the left edge of the actual label within the image is anywhere besides at the left edge of the entire image (i.e., if the image seems to be cut down the middle), right or center mouse-click the left edge of the actual label within the image to set the left edge correctly. This should be done before any redactions are set. If any redactions were set, they will be cleared when the left edge is set.



If Save Backup Image is selected in Settings, a backup image is saved showing six different snapshots of the bottle taken during the scanning process. The backup image is used for instances when the primary image was accepted but it was later realized that there were issues with the image and no opportunity to rescan the image.

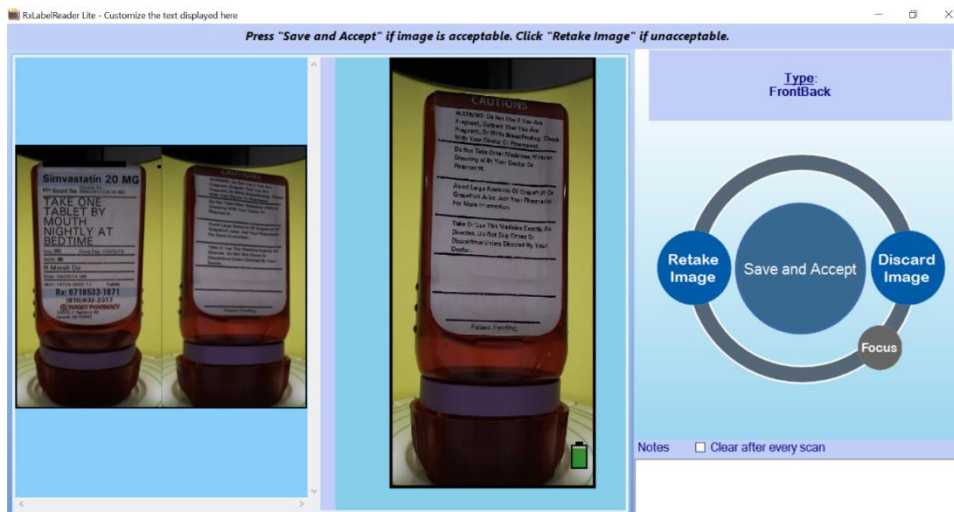


## Scan Front/Back

Standard Front/Back is used for bottles or boxes with labels only on the front and back sides.



During PreScan Setup, make sure that the front label is visible in the live video feed. After Prescan Setup is completed and Scan Front/Back is clicked, an image of the front label is taken, the bottle is rotated 180 degrees, and an image of the back label is taken. The software automatically joins the front and back images side by side to generate a single image. Review the image for missing or unreadable data, blurry text, cropping issues or any other anomalies. Click Save and Accept and the image is saved or posted to the designated locations as defined in the Settings. Retake or Discard Image as needed. Note that the Final Image Toolbar is not available when using Scan Front/Back.



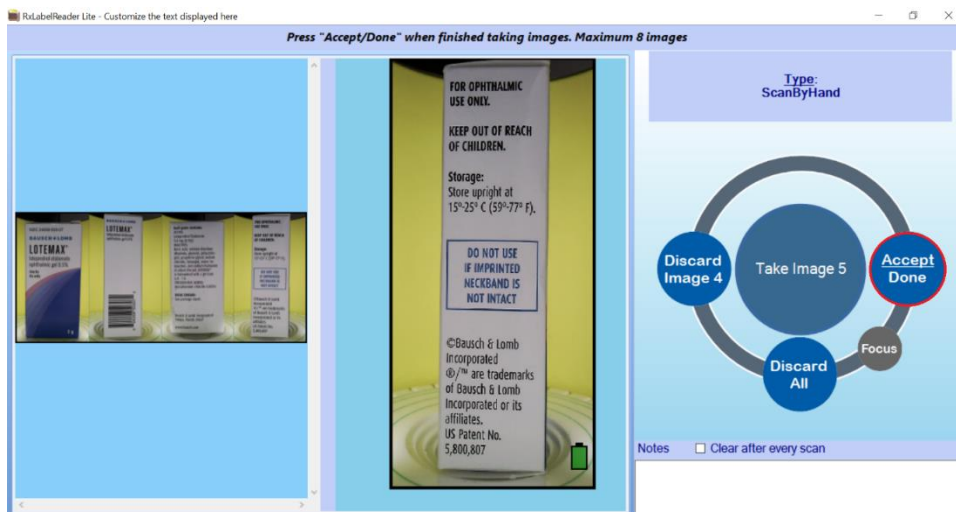


## Scan By Hand

Scan By Hand is used for square bottles or boxes with labels on all four sides or for odd-shaped bottles or boxes that will not scan easily with either Standard Scan or Scan Front/Back. During PreScan Setup, make sure that a label (normally the front of the box/bottle) is visible in the live video feed. After PreScan Setup is completed and Scan By Hand is clicked, click Take First Image to take an image of the front of the package.



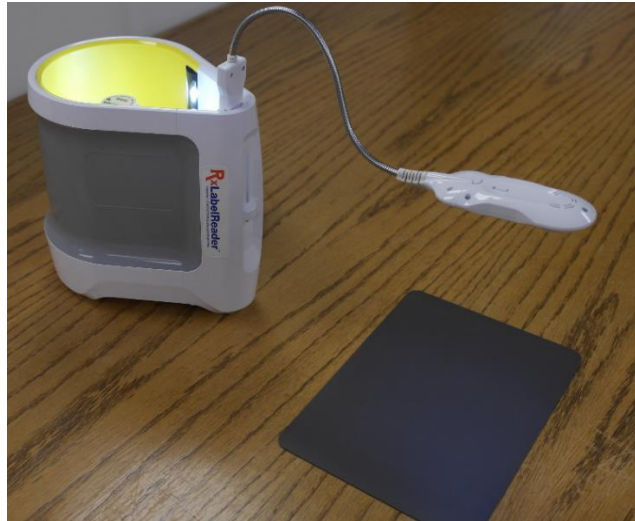
If the scan is acceptable, manually rotate the object in the scanner and click Take Image 2; otherwise click Discard All. For each subsequent sides of the package, manually rotate the package by hand until the next side is visible in the live video feed and click Take Image #, where # is the current image number. After each image is taken, the image should be reviewed and can be discarded if unacceptable and then retaken. Additionally, all images can be discarded at any time. Repeat until all sides of the package are taken. When completed, Click Accept/Done. The software automatically joins all the images to generate a single image and the image is saved or posted to the designated locations as defined in the Settings. Note that the Final Image Toolbar is not available when using Scan By Hand.





## External Camera

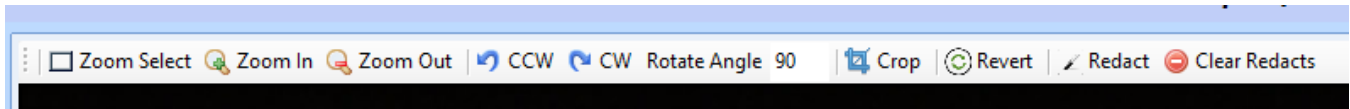
External Camera is used for labels from bottles or boxes that do not fit in the RxLabelReader unit, as well as insurance/identification cards, documents, and forms. Prior to selecting External Camera, ensure that the external camera unit is plugged into the USB port at the top of the scanner. The software will not load the external camera interface unless the external camera unit is connected. If desired, place the black imaging pad on a flat surface under the external camera unit, as this will help ensure a clean background and contrast in the images on any surface. Lastly, if required, there is a light on the external camera that can be turned on if necessary for proper lighting of the object being scanned.



During PreScan Setup, place the object to be scanned under the external camera until it is visible in the live video feed. Align and focus the object as necessary. After Prescan Setup, click Take First Image to take an image of the object. If the image is acceptable, click Take Image 2; otherwise click Discard All. Repeat for each subsequent page or side of the object. After each image is taken, the image should be reviewed and can be discarded if unacceptable and then retaken. Additionally, all images can be discarded at any time. Repeat until all required images are taken. When completed, Click Accept/Done. The software automatically joins all the images to generate a single image and the image is saved or posted to the designated locations as defined in the Settings. It is recommended that separate scans be done for each object. Use the Back button to return to the internal camera. Note that the Final Image Toolbar is not available when using the external camera.

## Final Image Toolbar

After doing a Standard Scan, the Final Image Toolbar can be used to zoom, rotate, crop, and redact the image as needed.



The Crop button allows an image to be cropped to the size specified by the user. The image is cropped by clicking the Crop button and drawing a box around the portion of the image you wish to keep.

The Revert button displays the image as it was obtained by the original scan. All redactions will be cleared when Revert is clicked.

A redaction is a hidden area of the label. This is done to hide sensitive information on the label such as the person's name, normally for HIPAA reasons. To place a redaction on the label, click Redact, then drag on the label to create a black rectangle over the desired area of the label. The Redact button has to be clicked for each individual redaction placed on the label. Once a redaction is placed on the label, it cannot be moved or resized. To remove all redactions, click Clear Redacts. Redactions cannot be individually removed.

## Adding Notes

To add a note to a scanned image, enter text into the Notes data field. When FILE is chosen as a Save Mode, a text file is created with the same file name as the image except with “\_note” appended to the name. When POST is chosen as a Save Mode, the notes are included as a parameter called “notes”. To clear the Notes field after each scan, select the ‘Clear after every scan’ option. This will ensure the notes are not carried over from scan to scan.

