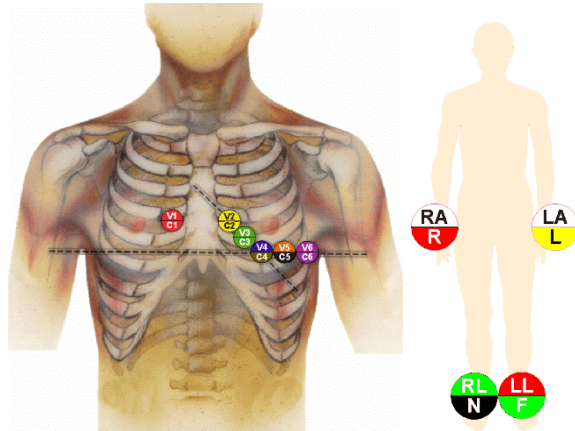# Universal ECG™ How-To Guide

1. Connect the Universal ECG to the PC desktop, laptop or tablet.

2. Click the Office Medic Icon ⬚ to open software.

3. Prep Patient & Connect the Universal ECG.
   a. Shave electrode sites if necessary.
   b. Prep skin by briskly rubbing with gauze, being careful not to break or damage skin.
   c. Remove electrodes from backing and apply each, adhesive side down to desired site.
   d. For positive electrode contact, start from outer edge and run your finger around the electrode several times, working toward the center.
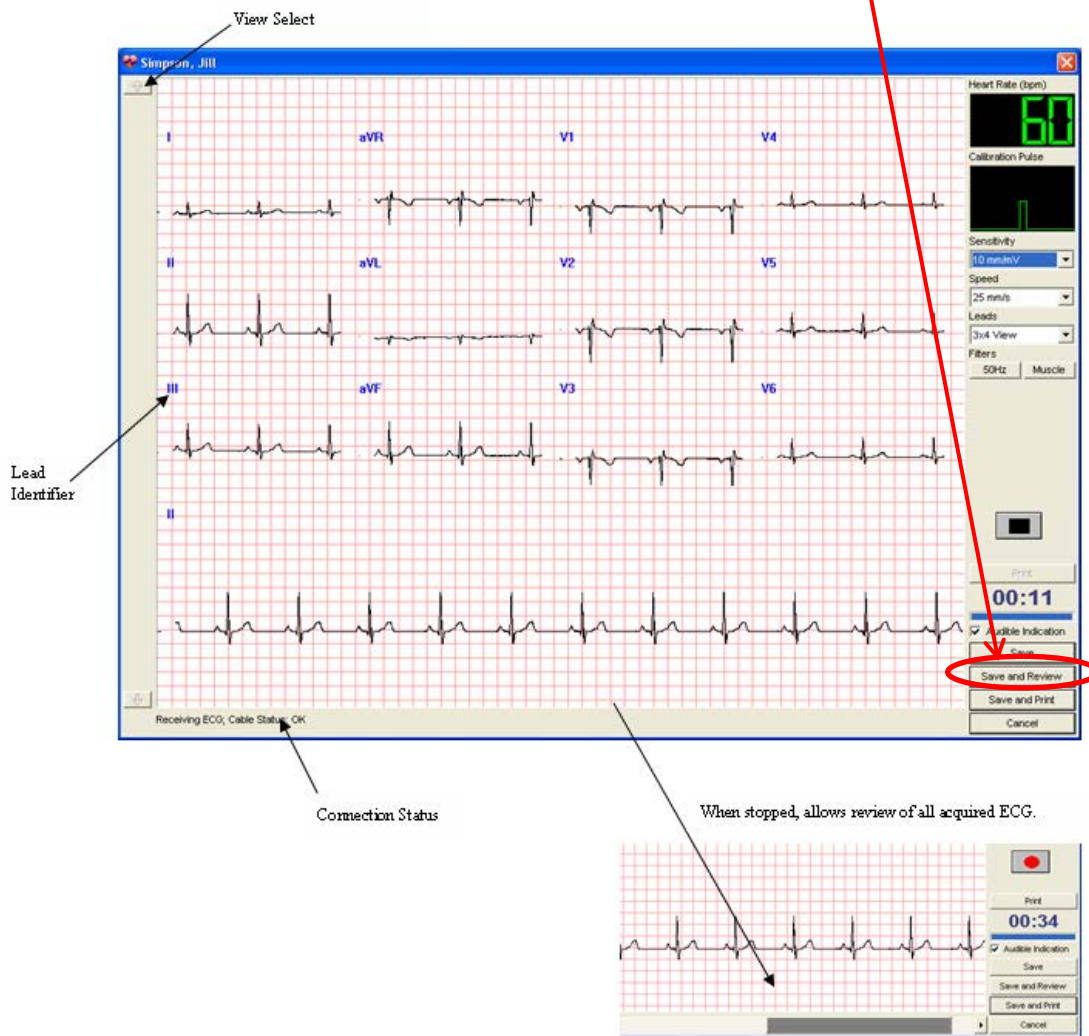   e. Connect the lead wires to the patient ensuring correct lead placement.

   f. Instruct the patient to be still – excess movement can cause artifact.

4. Select a Patient or Click on the New Patient Icon ⬚ to add a new patient.

5. Enter Patient Information into Pop-Up Window *(*Required Field)*:

6. Start an ECG Test. Click the ECG Test Icon [icon] or click **Test | ECG**

7. Click the Record Icon [icon] to begin recording the ECG data.
8. After the ECG data is captured by Office Medic you select **Save and Review**.

View Select

Lead Identifier

Connection Status

When stopped, allows review of all acquired ECG.

9. After Review, select **Print** or **Print to File**.

Contact Customer Care with questions or for troubleshooting assistance.

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