

# MicroDAQ, LLC



## **LOGTAG QUICK START GUIDE**

**FOR TRED30-16R AND TRED30-16CP LOGGERS**

# Unpacking the Loggers

Each kit has been checked by our staff to ensure it is complete and includes the following items:

- TRED30-16R or TRED30-16CP Data Logger
- External Probe w/60ml Glycol Bottle
- Wall Mount Bracket (LTI-MOUNT)
- Base for Glycol bottle (LTI-BASE)
- Spare CR2032 Coin Cell Battery
- Fridge and Freezer Label Stickers
- 2 Zip Ties
- Calibration Certificate

If you are unable to find anything listed on the check-list, please contact us through our website [www.microdaq.com/support](http://www.microdaq.com/support) or by phone at 603-746-5524

## Important!! Match the Probe and Logger

Each logger and probe/bottle **must** be matched by serial number. When unboxing take care to keep probe/bottle and matching logger together.



# Install the Vial and Probe Cable

- Put the Glycol Bottle in the base and place in the center of fridge/freezer unit
- Run the probe cable through hinge side of door
- Use tape and/or the zip ties included to secure the cable to the inside and outside of the unit to keep it secure and out of the way.
- Allow 2 hours for glycol solution to adjust to temperatures in the fridge/freezer before starting to record with the logger



# Install the Logger

- Identify mounting location outside of fridge/freezer
- Be sure it's within reach of the probe and is easily accessible
- Make sure the surface is clean and dry, attach the wall mount bracket using the double-sided tape included in the package with the mount
- When placing the logger into mount, the probe should not be attached. Once the logger is in place you can plug in the probe.

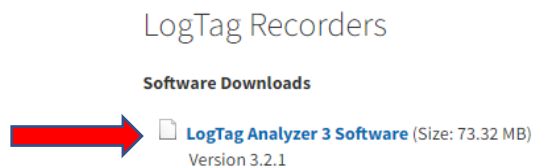


# Install Software

You must be logged in with full administrator rights to properly install the software. This may mean that your IT department may need to install the software for you. You can find the LogTag Analyzer Software on the software downloads page of our website:

[www.MicroDAQ.com/software](http://www.MicroDAQ.com/software)

- Click on the link to download LogTag Analyzer 3
- Follow the on-screen instructions to complete the installation process.
- The user manual for the software can be found by clicking on the Help menu in the software and selecting “user guide”



# Install Docking Station

The LogTag loggers require a USB docking station to connect to your computer for configuration as well as saving data. This docking station is a universal device and compatible with many LogTag models. This device is sold separately and does not come with the kit.

- Once software is installed plug the docking station (LTI-HID) into your PC by inserting the USB plug into an available USB port
- Locate the LogTag Analyzer (LTA) icon on your desktop and double click it to launch the software

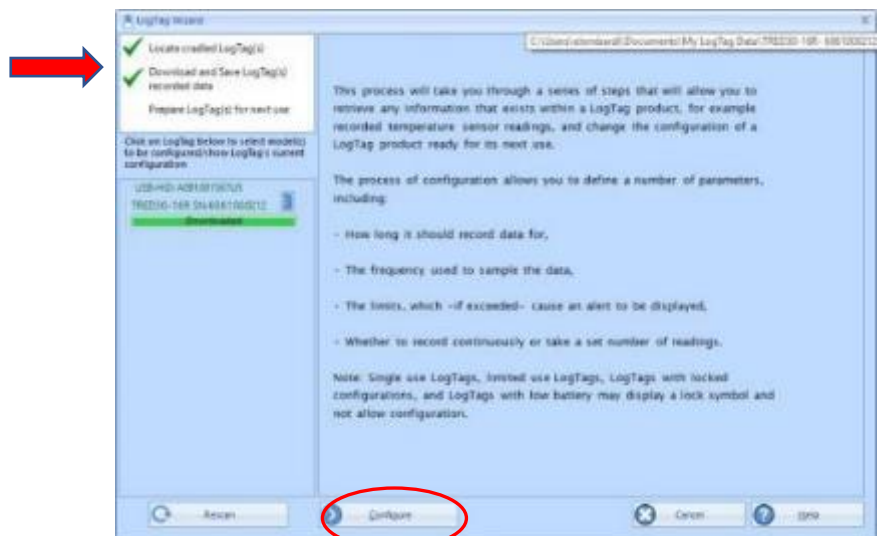


# Configuring the Logger

The loggers will need to be configured for Fridge or Freezer use using the recommended settings for your state. Please contact your VFC/DOH representative or office for the specific configuration settings for your state.

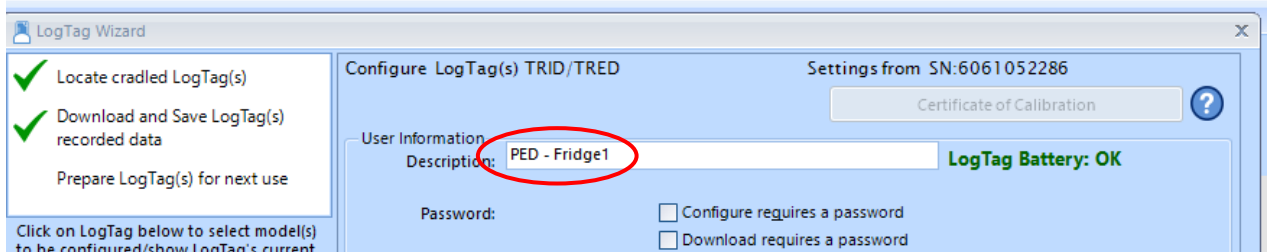
**The settings shown in the following slides are for example only – the settings for your state may vary.**

- Open LogTag Analyzer Software (If not already open)
- Place the Logger into docking station – Push down until you hear logger click into place. The software will recognize the device and tell you “A new log tag has been detected. Please wait while the information is downloaded”
- If this is your first time inserting the logger, a notification box will pop up telling you that there is no data on the device. Click “OK” to proceed, this message will time out and disappear after 5 seconds by default.
- Launch the Configuration Wizard by clicking on the Wizard icon. The software will then scan for available loggers
- Once the logger is found you should see two green checkmarks in the top left corner. Click on the “Configure” button to continue to the configuration options

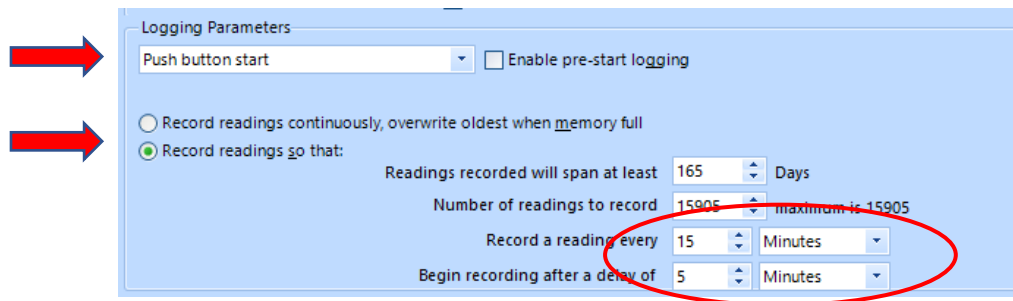


# Configuring the Logger, continued

- **Description:** Give each logger a unique name for easy identification
- We do not recommend selecting the password options, leave the check boxes blank



- Make sure **“Push button start”** appears below Logging Parameters
- **“Record readings so that”** should be selected
- The number of days the device will record for is based on the maximum storage capacity of the device and the recording rate. The faster you record, the faster it will fill up. Once it is full it will stop recording.
- Set **“Record a reading every”** to your desired sample rate
- *Optional* - Set **“Begin recording after a delay of”** to desired minutes
  - This feature creates a delay from the time you start the logger to the time it starts recording. This will allow you time to plug in the sensor cable before the logger starts recording data. Please check with your local VFC/DOH Office to see if this feature is approved for your state.



# Configuring the Logger, continued

Confirm the following settings – Values listed below are for example purposes only

– **Please confirm settings with your local DOH Representative**

- Place a check in the box enabling the **Audible alarm**
- Make sure **Logger display temperature unit** is set correctly for you
- Check the box next to “**Trigger alarm when readings above/equal**”
- 46.5°F (8.1°C)\* is in the field for Fridge or 5.0°F (-15.0°C)\* for Freezer
- Check the box next to “**Trigger alarm when readings below/equal**”
- 35.5°F (-1.9°C)\* is in the field for Fridge or -40°F (-40°C)\* for Freezer

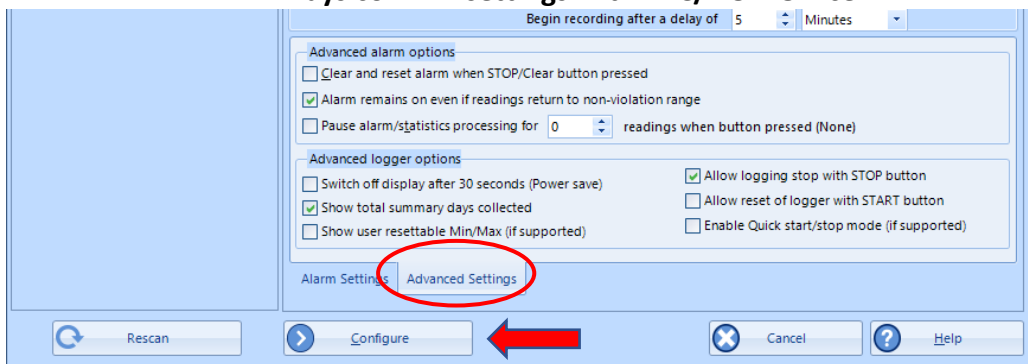
The screenshot shows a configuration window for a logger. At the top, there is a checkbox for 'Audible Alarm (if available)' which is checked and circled in red. To its right is a dropdown menu for 'Logger display temperature unit' set to 'Fahrenheit'. Below this are two sections: 'Upper Alarm' and 'Lower Alarm'. In the 'Upper Alarm' section, the checkbox 'Trigger alarm when readings above/equal' is checked, with a value of 46.5 °F. In the 'Lower Alarm' section, the checkbox 'Trigger alarm when readings below/equal' is checked, with a value of 35.5 °F. Both sections also have an 'After' field set to 2, a dropdown for 'Accumulative', and a field for 'violation readings (None)'. At the bottom, there are two tabs: 'Alarm Settings' and 'Advanced Settings'.

# Configuring the Logger, continued

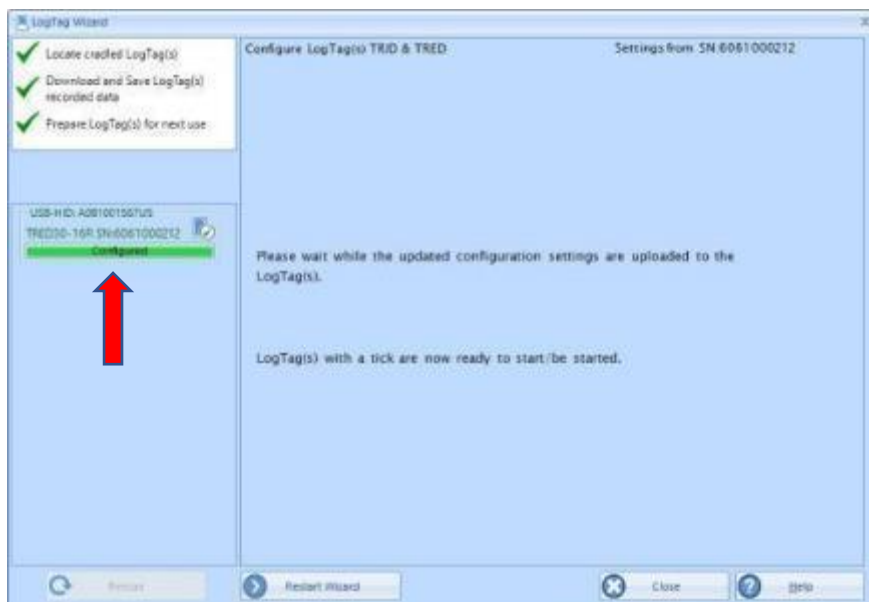
Click “**Advanced Settings**” tab and select the following options\*

- Box is checked for “Alarm remains on even if readings return to non-violation range”
- Box is checked for “Show total summary days collected” – Will not be available for the TRED30-16CP model
- Box is checked for “Allow logging to stop with STOP button”
- All other boxes should remain blank
- Once settings are complete click the “**Configure**” button

**\*Always confirm settings with VFC/DOH Office**



- When you have three green checkmarks, and the status bar shows “Configured” logger can be removed from docking station
- If you don’t have any other loggers to set up, click “**Close**” or if you have another logger to configure insert it in the docking station and click “**Restart Wizard**”





# Attach Probe to Logger

You can now bring the logger back to its proper location, place it into the wall mount bracket, and carefully reattach the probe

- **Important! - Make sure serial number on Logger matches serial number on Probe. There is a sticker next to the plug with the SN number to match**
- Insert the plug end of the probe into the jack on logger. You should hear the plug “Click” into place
- Care must be taken not to damage the probe tip. Inserting the probe into the logger at an angle will damage it



# Starting the Logger

It is recommended that you read through the next few slides before attempting to start your logger. Once done please go through them again while you follow along with your logger.

1. Confirm that “Ready” is displayed on the LCD Screen
2. Press and hold the start button and observe that the “STARTING” starts flashing – Continue to hold button down, as soon as “STARTING” stops flashing and stays on the screen immediately release the button.
3. If correctly started the logger will then show the current temperature and display the REC symbol – If goes back to “Ready” try again.
4. If a Start Delay was applied, it will be shown on this screen with a timer. Once the timer expires the display will show current temperature, time and any alarm triggers.

\*Time/Temp data shown in images below are examples only  
– your time/temp data may be different

1.



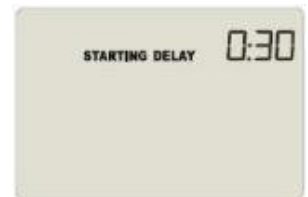
2.



3.



4.



# During Recording

During normal operation, the display shows the most recently recorded temperature. This temperature is updated at the same rate as the logging interval. The current time is also displayed (in 24-hour format). A tick symbol ✓ is shown as long as no alarm event has occurred. If an alarm event is registered, a cross symbol X is shown instead of the tick. At the bottom of the display, you can see an alarm day summary, any days on which an alarm was recorded are highlighted. Following are some sample display screens:

At 1:29 pm the display shows the following:



- Alarm events were recorded 7, 19, 20, & 25 days ago.
- The current temperature is over the upper alarm threshold, as indicated by the upper alarm marker (▲).
- The duration, however, of this temperature excursion has not yet triggered an alarm.

When an alarm is triggered, an X will appear in the top left corner of the screen and the device will begin beeping.

**Clearing Alarms:** Alarms are cleared by stopping the logger, downloading the data, reviewing the excursion, and re-launching the logger using the Wizard tool (see next section View/Save Logger Data).

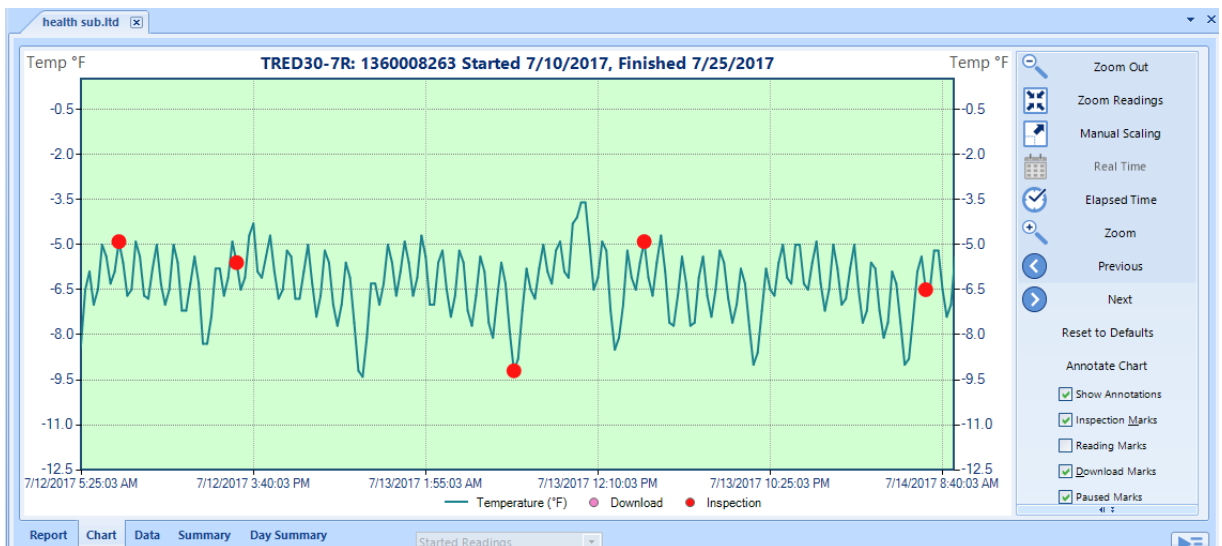


# View/Save Logger Data

- Stop the recording process by pressing and holding the “Start/clear/stop” button
- When “STOPPED” is no longer flashing release the button
- You should see “STOPPED” on screen
- ***It is important to confirm that the logger is stopped before unplugging the probe***
- Unplug probe from Logger – grasp onto **probe plug** (blue band) and pull straight out from the Logger  
**Important:** Do not pull on the probe cable as this can permanently damage the probe
- Slide logger out of mount

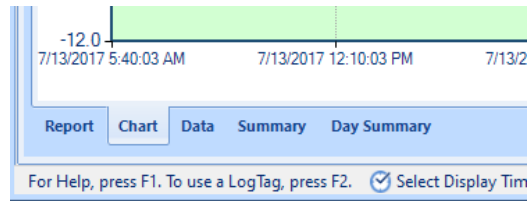


- **IMPORTANT** – Loggers must be plugged back into the proper serial number matched probe. Take care to return each logger to its original location
- Take the logger to your computer that has the software and docking station
- Open LogTag Analyzer Software
- Insert Logger into docking station – Be sure Logger “clicks” into place
- When the software detects the device the data is automatically saved to computer and opens a window that displays the “Chart” tab with the graph



# View/Save Logger Data, continued

Additional views and report options can be chosen from the tabs at the bottom of the window



Once graph is visible the data has been saved and the logger can be re-launched. To re-launch the logger click on the Wizard button. Follow the same procedure described in the “Configuring the Logger” section



- The logger will retain the configuration settings that were previously assigned; however, we recommend double checking that they are correct before sending the configuration to the logger. For example: the logger was being used on the refrigerator but now needs to be moved to the freezer, the temperature alarms would need to be changed.
- Once configuration is complete and saved to the logger you can remove the logger from the docking station and return it to its proper location.
- **Broken Record** - Loggers must be plugged into serial number matched probe – Do not mix and match probes and loggers as this will void the calibration certificate

# Changing The Battery

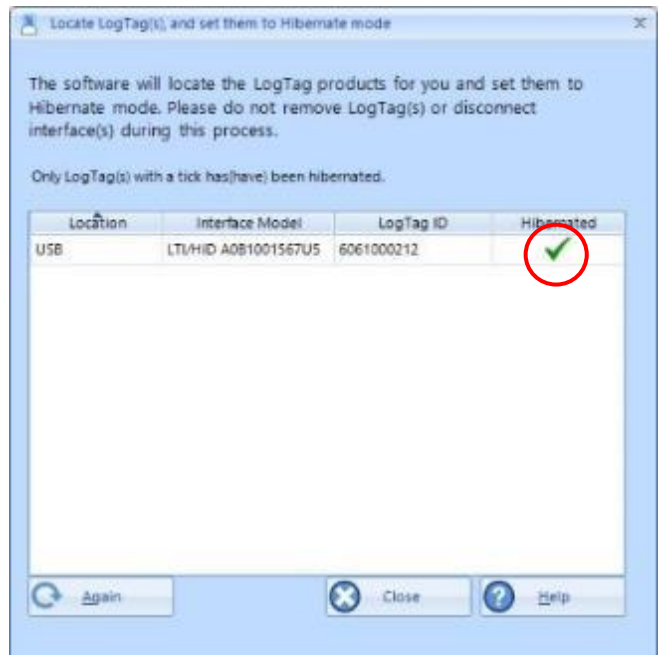
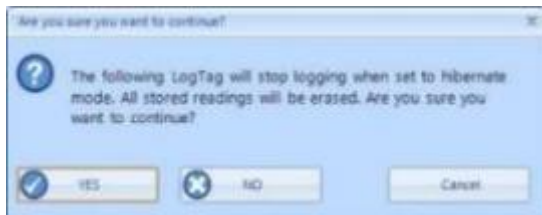
The battery life on your LogTag Logger is up to approximately 1-year. If you see the low battery indicator on the LCD screen, or get a pop-up warning when downloading the logger, you will need to replace the battery. Your logger kit included a spare CR2032 coin cell battery which is to be used when a replacement is needed.

Step 1: Open the software and Insert the logger into the docking station to save any recorded data, you should see the graph come up on the screen.

Step 2: With the logger still in the docking station click on **“LogTag”** menu and select **“Hibernate”** Once you click on “Hibernate” you will get a pop-up warning you that all the data on the logger will be deleted. Click **“YES”** to place the logger into Hibernation.

**WARNING:** Failure to hibernate the logger may result in serious memory corruption. This may cause unrepairable damage to the logger as a result.

Step 3: Once you click “YES” and see a green check in the Hibernated column your logger will be in Hibernation mode – Once complete click **“Close”** and remove your logger from the docking station



# Changing The Battery, continued

Step 4 Remove battery cover: On the back of the device at the top you will notice a square sticker. Carefully remove this sticker that is covering the battery compartment with a small, flat-head screwdriver (fig 1)

Use a coin to turn the battery cover in counter-clockwise direction to open the compartment (fig 2)

Remove the battery using a small, flat-head screwdriver (fig 3)



Fig 1



Fig 2



Fig 3



Step 5: Place the battery into the compartment as shown; the right-hand edge of the battery is inserted first against the contact (fig 4)

Press firmly down on the left-hand side of the battery, it should click into place (fig 5)

Replace the battery cover, turn clockwise to lock in place (fig 6)

Replace the sticker to cover the battery compartment and reconfigure the logger using the wizard tool to wake it up out of hibernation and restart it (fig 7)

Please recycle or dispose of the old battery according to your local environmental regulations.



Fig 4



Fig 5



Fig 6



Fig 7

# Troubleshooting

- Issue: Display says “Stopped” and won’t restart
  - Solution: Device memory may be full. Review section on View/Save Logger Data
- Issue: Logger doesn’t start after pressing “Start” button
  - Solution: Review section on Starting the Logger
- Issue: Display says “not rdy” when pressing the start button
  - Solution: Device has not been configured, review section on Configuring the logger
- Issue: Display or data shows --.- as temperature reading
  - Solution: Probe is not plugged into logger or not properly attached when device was running, reattach probe to logger and wait for the next logging interval for the temperature to display. If probe is securely plugged into the logger, and you still have dashes, call MicroDAQ for further information (603)746-5524.
- Issue: Software/PC doesn’t recognize that Logger is plugged into dock
  - Solution 1: Make sure you see a battery symbol in the top right corner of the LCD screen on the logger; device won’t be recognized if the battery is dead
  - Solution 2: Ensure the docking station is plugged into the computer, try a different USB port
  - Solution 3: Ensure contacts on back of logger are clean
  - Solution 4: Ensure logger is firmly seated in docking station facing the right direction.

Detailed instructions on using the logger and Analyzer Software can be found in the LogTag Analyzer manual. The user manual can be downloaded from the MicroDAQ website or by clicking on the “help” option from inside the LTA software.

Technical support is available from MicroDAQ, LLC Monday – Friday from 9:30 to 4:30 EST by calling **603-746-5524** or by using our support form found at [www.microdaq.com/support](http://www.microdaq.com/support)