MedFolio
— Wireless Pillbox —

User Manual

INTRODUCTION

Congratulations on your purchase of the MedFolio Wireless Pillbox, and for making the first step towards "Taking Control of your Medications." The MedFolio Pillbox was designed by a pharmacist who has spent countless hours in "brown bag" medication sessions with patients of all ages. Therefore, the features of the MedFolio Pillbox finally address the needs of patients, caregivers, and their healthcare providers:

- Compact, stylish design allowing patients to routinely display the device on counters at home and easily transport the device to medical-related appointments.

- Detachable pill storage boxes permitting patients to carry a short-term supply of medications without transporting the entire device to nonmedical related outings.

- Development of access baskets in each compartment of the pill storage boxes to aid in the delivery of each medication dose from the device to the patient's hand.

- Unique built-in pill identification system in order for patients/caregivers to visually recognize the medications by name, dosing schedule, and indication; thereby giving them the confidence to engage in medication discussions with their healthcare providers.

- Interfaces with web application to initiate visual, audio, and electronic messaging reminders for each scheduled medication dose stored in the database.

- Visual lighting reminder system directs patients to the exact compartment that contains their next scheduled dose.

- Alerts caregivers by e-mail or text message if patient does not take their medications by a pre-specified period of time, so action can be taken before it is considered a missed dose.

- Interfaces with secure online server to remotely monitor medication adherence and determine if each scheduled medication dose was taken on time, late, or missed altogether.

This user's manual provides important information on the use and operation of your MedFolio Pillbox. Please read all the information carefully prior to using the device for the best performance and to prevent any accidental damage or misuse. Your MedFolio Pillbox is well made, and we back it with a limited comprehensive one-year warranty. We also stand behind it with a knowledgeable, dedicated Customer Service department, so, should you ever have a problem, you'll receive fast, considerate assistance.

Be an Advocate for your own Healthcare......
Take Control of your Medications!

TABLE OF CONTENTS

GENERAL INFORMATION

INSTALLATION OF THE MEDFOLIO WIRELESS PILLBOX

MAINTENANCE OF THE MEDFOLIO WIRELESS PILLBOX

MEDFOLIO WIRELESS PILLBOX FEATURES

ADDITIONAL INFORMATION

PACKAGE CONTENTS:

1. MedFolio Wireless Pillbox
2. Packages of Daily Pill Storage Boxes and Access Baskets (qty 7)
3. AC Power Adapter
4. USB Cable
5. MedFolio installer CD
6. User's Guide
7. Warranty Card
8. Accessories Card
9. Carrying Case
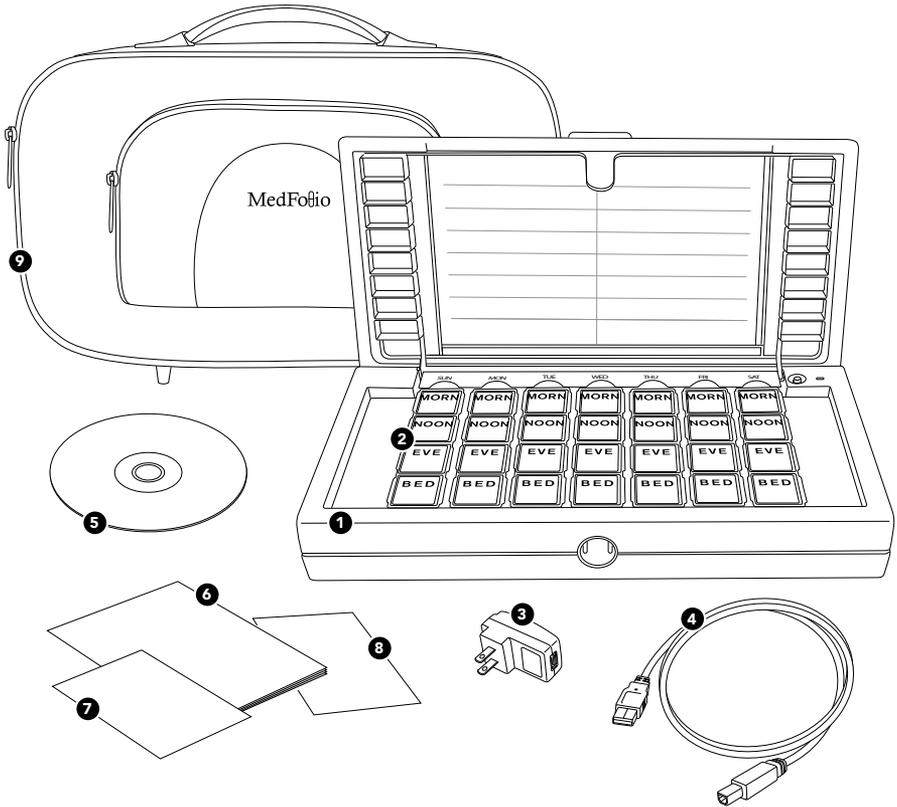
PICTORIAL FEATURES OF THE MEDFOLIO WIRELESS PILLBOX:

1. Outer device housing tray
2. Lid
3. Medication identification tray
4. Medication identification compartments
5. Medication identification label
6. Medication identification tray latches
7. Finger notches
8. Daily pill storage boxes (qty 7)
9. Access baskets (qty 28)
10. LED light pipes (qty 28)
11. LED lights (qty 28)
12. Dosing reminder light
13. Dose acknowledgement button
14. Battery indicator light
15. Audio alert on/off switch
16. USB port
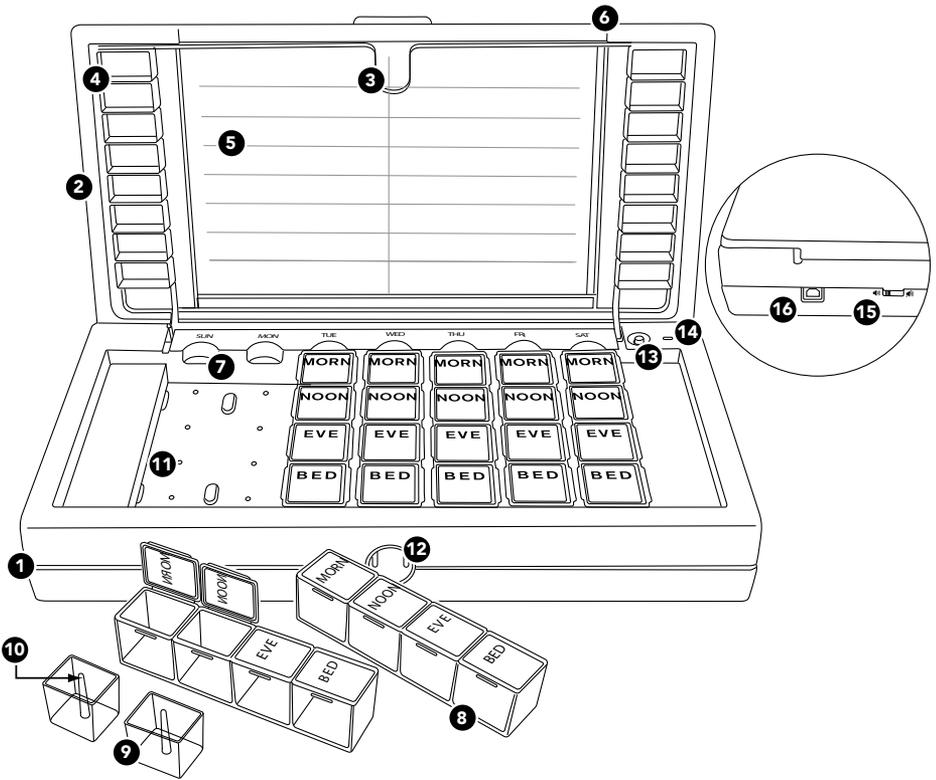
INSTALLATION OF THE MEDFOLIO WIRELESS PILLBOX

STEP 1: INSTALL SOFTWARE TO CONNECT MEDFOLIO PILLBOX TO YOUR WIRELESS ROUTER

Insert the MedFolio software CD into the CD/DVD drive on your personal computer. Follow the on-screen instructions. Once the device has been successfully connected to your router, you will be directed to a web application (www.mymedfoliopillbox.com) to program your MedFolio Pillbox. If your computer does not have a CD/DVD drive, contact us and we can send you a downloadable link of the software program.

STEP 2: CUSTOMIZE YOUR MEDFOLIO PILLBOX

On the first page of the web application, create a MedFolio account. The e-mail address you use for the account will also be used for electronic dosing reminders if you wish to receive them. To start customizing your MedFolio Pillbox, click on the "Set Up MedFolio" button. You will be directed to:

- Set your time zone
- Opt-in to e-mail and text message reminders
- Schedule the times for your dosing intervals: MORN, NOON, EVE, BED
- Enter specific dosing information for your prescription/non-prescription medications and vitamins

After you have entered all of your medications into the web application, click the "Save" button. The battery light will flash indicating that it is communicating with the server and the device will emit a single beep when it has downloaded the information from the server.

✎ **NOTE:** *Certain versions of Internet Explorer may not support our web application. In this case, try alternative browsers such as Firefox or Google Chrome.*

STEP 3: SET UP MEDICATION IDENTIFICATION WINDOW DISPLAY

In the web application, click on the button "Print Medications for Pill Box". Fold paper in half and place face down on clear plastic tray. Fill sample pills next to the corresponding medication names. For more information on the Medication Identification Tray and how to detach it from the lid of the device, see page 8.

STEP 4: FILL MEDICATIONS INTO DAILY PILL STORAGE COMPARTMENTS

For more information on the pill storage boxes and the access baskets, see page 6-7.

STEP 5: (OPTIONAL) SET UP CARE TEAM MEMBERS FOR MISSED DOSE NOTIFICATIONS

Family members and caregivers can receive e-mail and text message notifications if the patient has forgotten to take their medications after a pre-specified period of time. To use this feature, click on the button "Set Up Care Team" in the web application. Click on "Add Care Team Member" and enter required information. Click "Save".

STEP 6: UNPLUG MEDFOLIO PILLBOX FROM COMPUTER AND PLUG INTO WALL OUTLET

Plug the square end of the USB cable into the MedFolio Pillbox's USB port. Attach the rectangular end of the USB cable into the USB port on the AC power adaptor. Plug the AC power adaptor into an electrical outlet. A constant power supply is needed for the device to remain in contact with the cloud server for remote monitoring of medication adherence data and retrieval of new medication scheduling from web application. On occasion, the battery light may flash indicating that it is in communication with our server and the device may emit a single beep when it has downloaded new information from the server.

MAINTENANCE OF THE MEDFOLIO WIRELESS PILLBOX

1. CONNECTING TO NEW ROUTER

Using the computer that you used during the initial installation, click on the MedFolio icon to launch the MedFolio software program. Follow the on-screen instructions. Once the device has been successfully connected to the new router, unplug the device from the computer and plug it into a wall outlet using the USB cable and AC adaptor.

2. REPROGRAMMING THE MEDFOLIO PILLBOX

Using any internet-connected computer or mobile device, go to www.mymedfoliopillbox.com. Log in to your MedFolio account. Click on the "MedFolio Set Up" button. Edit any information that has changed (medications, dosing times, time zone, electronic messaging reminders) and click "Save". The battery light will flash indicating that it is communicating with the server and the device will emit a single beep when it has downloaded the information from the server.

✎ **NOTE:** *The MedFolio Pillbox can be remotely programmed making it very convenient for caregivers/loved ones who do not live with the patient using the pillbox.*

3. EDITING ALERT NOTIFICATIONS FOR CARE TEAM MEMBERS

Using any internet-connected computer or mobile device, go to www.mymedfoliopillbox.com. Log in to your MedFolio account. Click on the "Set Up Care Team" button. Edit, add, or delete any information related to your care team members and click "Save". The battery light will flash indicating that it is communicating with the server and the device will emit a single beep when it has downloaded the information from the server.

4. PRINTING NEW MEDICATION LIST FOR THE MEDICATION IDENTIFICATION WINDOW

Using any internet-connected computer or mobile device, go to www.mymedfoliopillbox.com. Log in to your MedFolio account. Click on the "Print Medications for Pillbox" button.

MEDFOLIO WIRELESS PILLBOX FEATURES

PILL STORAGE BOXES

There are seven detachable individual pill storage boxes in each MedFolio Pillbox. Each individual pill storage box has four compartments labeled MORN, NOON, EVE, BED for the different dosing times for which you may need to take your medications. If you wish to take a short-term supply of medications with you for the day, the pill storage boxes can be detached from the device tray. Each pill storage box is labeled with a day of the week to prevent confusion when they are not housed in the device tray

To open a compartment of an individual pill storage box: Place the pill box in the palm of one hand while you place your fingernail under the tab on the left edge of the compartment. While you pull up on the tab, do not apply too much pressure on the sides of the pill box with the other hand as the locking mechanism can tighten. To close the compartment door, simply press door down until it snaps shut.

To detach an individual pill storage box from the device tray: Place your finger in the respective finger notch (beneath the labeled days of the week on the device) and lift up the pill storage box. To return the individual pill storage box to the device tray, simply slide the box down between the grooves for the respective day.

ACCESS BASKETS

There are 28 access baskets in each MedFolio device. The access baskets are located inside each compartment of the individual pill storage boxes. The access baskets allow you to easily remove your medications from the compartments of the individual pill storage boxes and transfer them into your hand prior to ingestion. To remove an access basket from a compartment of an individual pill storage box, simply grasp onto the center rod of the access basket with your thumb and forefinger and pull up on the access basket.
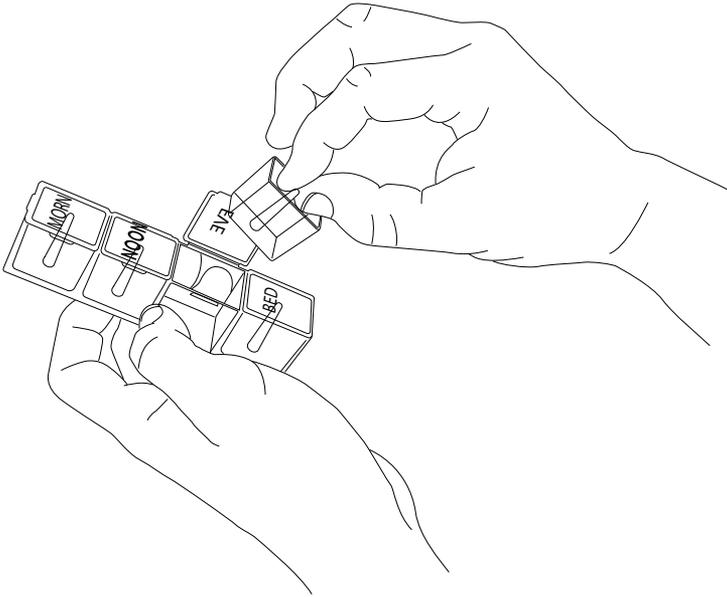
MEDICATION IDENTIFICATION TRAY

Attached to the lid of the MedFolio Pillbox there is a Medication Identification tray. The Medication Identification tray has sixteen compartments in which you can store sample pills of each medication you are prescribed. The Medication Identification tray also consists of a clear plastic sleeve which will hold a folded 8.5" x 11" sheet of paper referred to as the Medication Identification label. The label can be printed from your personal printer after you have entered your medication information into the MedFolio web application. Each compartment that contains a sample pill is aligned to the label in order to provide you and your healthcare provider information regarding the pill sample, such as the name, dosing instructions, and indication of the medication.

To detach the Medication Identification tray from the lid of the MedFolio Pillbox: Place the MedFolio Pillbox on a hard surface. Lift the lid of the device slightly with your thumbs against the medication identification pill compartments and your index fingers along the edge of the lid. Gently press your thumbs against the pill compartments until the latch unhooks the medication identification tray from the lid of the device. Slowly lower the medication identification tray so that it rests on top of the daily pill storage boxes, and lift the lid until it is in the upright position.
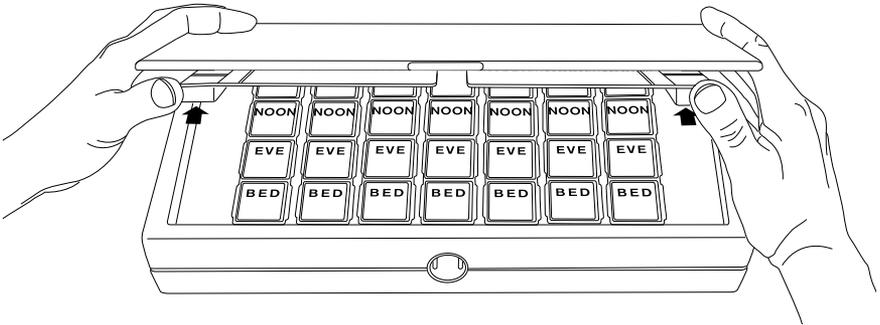
To reattach the Medication Identification tray to the lid of the MedFolio Pillbox: While the medication identification tray is resting on top of the daily pill storage boxes and the lid is in the upright position, simply lower the lid until it comes in contact with the medication identification tray. Gently press the lid against the medication identification tray until they click together. At this time, when the lid is lifted, the medication identification tray will be attached to the lid of the device.
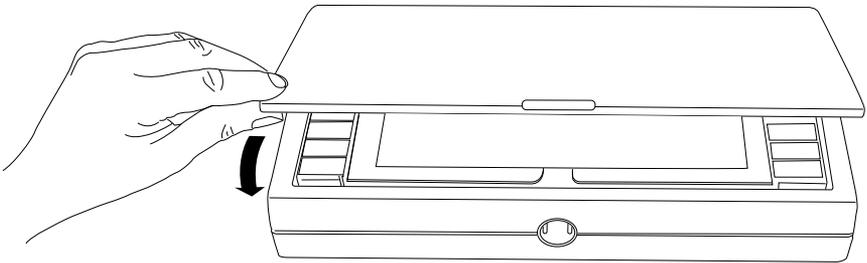
DOSING REMINDER SYSTEMS

There are two reminder systems that are installed in your MedFolio Pillbox to provide you with signals of your next scheduled medication dose. Once you have entered all of your medication information into the MedFolio web application, your device will automatically initiate these dosing reminder systems:

- **Audio Alerting System**

  Once the time of the day is reached of your next scheduled medication dose, you will hear a beep from your MedFolio Pillbox every 1-2 seconds. After you have consumed your medications, you can turn off the audio alert by depressing the *Dose Acknowledgement Button* on the top right section of the device tray. At this point, the audio alert will remain off until the time of your next subsequent scheduled medication dose. If you do not depress the button, then the audio alert will automatically shut off after 2 hours. If you prefer not to hear an audio alert at your scheduled medication dosing times, then simply *turn off* the audio alert with the on/off switch on the back of the device (next to the USB port).

- **Visual Lighting System**

  Along with the audio alert signal, the green circle (Dosing Reminder Light) on the front side of the MedFolio Pillbox will illuminate at the time of the day of your next scheduled medication dose. When you open the lid of the device, the compartment of the pill storage box that contains the medications of your next scheduled dose will also be illuminated. After you have consumed your medications, you can turn off the dosing reminder lights by depressing the ***Dose Acknowledgement Button*** on the top right section of the device tray. At this point, the lighting system will remain off until the time of your next subsequent scheduled medication dose. If you do not depress the button, then the lighting system will automatically shut off after 2 hours.

  > ✎ **NOTE:** *Avoid Double Dosing. The audio/lighting system of your MedFolio Pillbox is designed to help you remember to take your scheduled medication dose within a 2 hour time frame. If the 2 hour time frame elapsed, the audio/lighting system shut off automatically, and you forgot to take your medications for that dosing period, then that is considered a missed dose. Skip that dose and take the next scheduled dose at the normal time and in the normal amount. Do not take more medication than your healthcare provider prescribed.*

Additional reminder systems that are optional features for your MedFolio Pillbox are the **Electronic Messaging System and the Caregiver Notification System**. With the purchase of the MedFolio Wireless Pillbox, you will receive a free month of these reminder systems. If you wish to continue this service after the initial month, your credit card will be charged $2.99 per month.

- **Electronic Messaging System**

  This reminder system allows you to maintain your busy lifestyle, but also provides you with the added benefit of remembering your medication doses by receiving e-mail and/or text message reminders at scheduled dosing times. You have the option to receive only e-mail reminders, only text message reminders, or a combination of both messaging systems.

- **Caregiver Notification System**

  This reminder system allows caregivers, loved ones, or healthcare providers to be notified by e-mail or text message only if the patient did not take their scheduled medications after a pre-specified period of time. Caregivers can then take action before missed doses lead to emergency room visits or hospitalizations.

  > ✎ **NOTE:** *The audio alert and visual lighting indicator will function even if you do not subscribe to the electronic messaging system for specified scheduled dosing times.*

SHARING MEDICATION INFORMATION WITH YOUR HEALTHCARE PROVIDER

It is essential that your healthcare providers stay abreast of the medications that you are taking, especially if you seek care from multiple healthcare providers, medical clinics, and/or pharmacies. At every medical appointment, you need to become accustomed to providing evidence of your medications and their dosing schedules so that your healthcare providers are up-to-date on your medical care. Your MedFolio Pillbox can assist you in a couple of different ways to provide medication documentation for your healthcare providers:

- **Take the MedFolio Pillbox with you to medical-related appointments.** The MedFolio Pillbox was designed as a communication tool between the patient and their healthcare provider, because it incorporates a unique medication identification system in which patients and healthcare providers can visually identify each medication by name, dosing schedule, and indication. Changes in medication regimens are more easily comprehended by the patient/caregiver when the healthcare provider can communicate with the use of visual aids, such as pill samples of each medication. A specially-designed carrying case to protect the MedFolio Pillbox during transport is provided with each device at the time of purchase.

- **Print Medication List.** A list of your current medications which are stored in your MedFolio Pillbox can easily be printed from our web application. Go to www.mymedfoliopillbox.com and login to your MedFolio account. Click on the button "Print Medications for Pillbox".

MONITORING MEDICATION ADHERENCE

Medication Adherence simply means taking the right dose of your medications as prescribed by your healthcare provider at the right time every day. The MedFolio Wireless Pillbox has the ability to monitor whether your medications are taken on time, late, or missed altogether. The pillbox records medication adherence by either one of these methods:

1. When the audio alert and visual lighting system is signaling your next medication dose and after you have consumed your medications, turn off the alerts by pushing the ***Dose Acknowledgement Button*** on the top right section of the device tray. Via wireless communication between the pillbox and the MedFolio server, the physical action of depressing the button will update the server as to whether you took the scheduled medication dose "On Time", "Late", or if it was "Missed".

2. When you receive an e-mail or text message reminder for a scheduled medication dosing interval, the message will ask you "Did you take your medications?" You will need to click the link in the message in order to answer the question "yes" or "no". The answer you select will be transmitted to the MedFolio server and will record the scheduled medication dose as taken "on time", "late", or "missed".

On Time - defined as medications taken within 1 hour from the start of the scheduled medication dosing time.

Late - defined as medications taken 1-2 hours after the start of the scheduled medication dosing time.

Missed - defined as medications not taken within the 2 hour dosing time frame.

To access your adherence records, go to www.mymedfoliopillbox.com and login to your MedFolio account. Click on the button "View My Adherence".

✎ **NOTE:** *In order for the MedFolio Pillbox to wirelessly communicate with the MedFolio server, the device needs to be plugged into an AC outlet.*

TURNING DOSING REMINDER SYSTEMS OFF EARLY

There are moments when your scheduled dosing times may interfere with other obligations in life, such as business meetings, leisure activities, appointments, and even altered sleep patterns. At these times, you may wish to take your medications early (i.e. before the MedFolio Pillbox initiates the dosing reminder alerts for a scheduled dosing interval). The MedFolio Pillbox has a "press and hold" feature installed in which you can turn the dosing reminder systems off early so that you will not be interrupted by the alerts at the regularly scheduled medication dosing time. After you have consumed your medications early, press and hold down the *Dose Acknowledgement Button* on the top right section of the device tray for 5-7 seconds until you hear two beeps. Your dosing reminder alerts will be silenced for the next scheduled dosing interval; however, all subsequent reminder alerts will be initiated at their regular scheduled dosing times. If you proactively turn the dosing reminder systems off early using the "press and hold" feature, the MedFolio Pillbox will wirelessly communicate with the MedFolio server and signify that your medication dose was "Taken Early."

Electrical Specifications:

Charging Adapter Rating:

Input: 100-240VAC, 50/60 Hz, ≥300mA

Output: 5 VDC, 0.5-1A

Maintenance

The pill storage boxes and access baskets can be hand-washed with a mild liquid detergent. If the outer device housing and the medication identification tray are dirty, they can be wiped clean with a soft cloth, slightly moistened with water. The electronic components embedded within the device tray will be damaged if submerged in water. Do not place any components of the MedFolio Pillbox in a dishwasher.

Troubleshooting

If your MedFolio device is not performing to your expectations, please try these simple steps first.

Problem	Suggestion
Dosing Indicator Light is flashing and device is beeping every 1-2 seconds	The next scheduled dose needs to be taken. Open up the lid of the device. Ingest the medications located in the lighted compartment of the pill storage boxes. To turn off the LED lights and audio beeps after taking the dose, depress the dose acknowledgement button.
Dosing Indicator Light does not illuminate even though my next scheduled dose needs to be taken	• Device is not plugged into a wall outlet. Plug the square end of the USB cable into the MedFolio Pillbox's USB port. Attach the rectangular end of the USB cable into the USB port on the AC power adaptor. Plug the AC power adaptor into an electrical outlet. • Check the dosing times for your medications and update your device, if needed, to make sure that the dosing indicator light illuminates at the time prescribed by your healthcare provider. Go to www.mymedfoliopillbox.com and log on to your account. Click on the "Set Up MedFolio" button.
Battery Indicator light is flashing	• The device is in communication with the MedFolio server to check whether there are any new dosing schedules that need to be downloaded to the device. If there is a new dosing schedule, the device will emit one audio beep once the download is complete. If there is not a new dosing schedule to download, the battery light will either turn solid orange (battery charging) or turn off (battery fully charged).

Audio alert does not sound even though my next scheduled dose needs to be taken	• Device is not plugged into a wall outlet. Plug the square end of the USB cable into the MedFolio Pillbox's USB port. Attach the rectangular end of the USB cable into the USB port on the AC power adaptor. Plug the AC power adaptor into an electrical outlet. • Check the dosing times for your medications and update your device, if needed, to make sure that the audio alert sounds at the time prescribed by your healthcare provider. Go to www.mymedfoliopillbox.com and log on to your account. Click on the "Set Up MedFolio" button. • Check to see if audio alert on/off switch on the back of the device is not in the "off" position.
Did not receive electronic messaging even though my next scheduled dose needs to be taken	• Check your e-mail addresses and phone numbers on file and make corrections if needed. Also, check to see that you have enabled the electronic messaging reminders that you desire (email, text message, or both). Go to www.mymedfoliopillbox.com and log on to your account. Click on the "Set Up MedFolio" button. • You may need to set up an electronic messaging reminder subscription if you have already utilized the free 1 month trial period or renew an expired subscription. The subscription for unlimited e-mail and text message reminders costs $2.99 per month. Please contact our customer service department at (888) 900-1969 to order or renew your subscription.
Battery does not maintain the charge	Contact MedFolio customer service (see below)

⚠ **Caution:** Only qualified personnel should remove covers.

🗑 **Note:** This product should be disposed of per local disposal regulations.

If you are still having a problem, please contact our customer service department:

Toll-free within the United States: 1-888-900-1969

Outside the United States: 1-415-285-2980

Fax: 1-415-285-2910

E-mail: support@medfoliopillbox.com

MedFolio