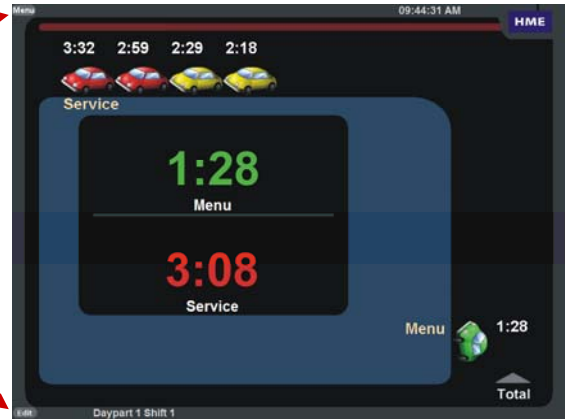# DASHBOARD

Click on Menu button
to go to the **Main Menu** and the
REPORT SHORTCUTS screen
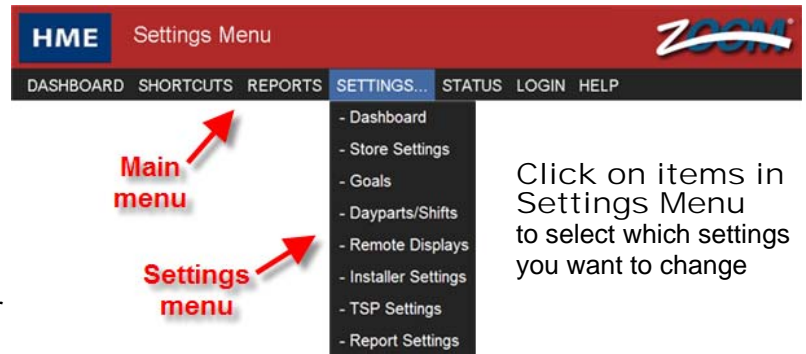

Click on Edit button
to change the Dashboard layout and
the type of information in each pane

MENU

Click on:

DASHBOARD to go to the main screen

SHORTCUTS to run the most common reports

REPORTS for all other reports

SETTINGS to expand the SETTINGS Menu for
changing ZOOM® settings

STATUS to view ZOOM® equipment status

LOGIN to go to a screen for logging in with your
user password to access controlled information

HELP to open the full Table Of Contents for the
ZOOM® Operating Instructions

**Click on items in
Settings Menu**
to select which settings
you want to change

REPORTS

SHORTCUTS to get Current Summary Reports

From the Dashboard - Click on **Menu** button

For all Other Reports

Click on **REPORTS** on the **Main Menu**

| SUMMARY | COMPARISON | EXCESS | INACTIVE | SETTINGS |

Click on the tab for the type of report you want

If you click on the **COMPARISON** tab,
click on **SINGLE DAY** or **MULTI-DAY**

Click on calendar icons to select dates

Click on drop-down arrows to select times

To run a **SETTINGS** report, click on one of the **REPORT** buttons

To run any other report, click on one of the **Get Report:** buttons

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HELP

Click on the HELP button on any screen for explanations and step-by-step instructions

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For more detailed operating instructions, go to www.hme.com/userManuals.cfm
For HELP call HME Technical Support at 1-800-848-4468 or Fax (858) 552-0172

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