

How do I change the Date & Time on my RETeval device?

1. Go to **Settings**.
2. Select **Date/Time**.
3. Use your joystick to edit the date if necessary.
 - Press the joystick down to progress to the next field.
4. Use your joystick to edit the time.
 - Press the joystick down to progress to the next field.
5. Once you are finished and back in the Settings menu, move your joystick to the left to return to the main menu.

**Note: For those using the RETeval Barcode Generator application, if the Testing Date (Current Date and Time) is checked the report will reflect the date and time of your computer/phone and not the date/time of your RETeval device.*

How do I change or add the Practice Information on my RETeval reports?

OPTION 1 – Use your joystick to enter practice information manually:

1. Go to **Settings**.
2. Select **Reporting**.
3. Select **Practice Information**.
4. Enter the Practice Name, press **OK**.
5. Enter the Practice Address line 1 (street number and street address), press **OK**.
6. Enter the Practice Address line 2 (unit/suite), press **OK**.
7. Enter the Practice Address line 3 (City, State, Zip), press **OK**.
8. Once you are finished and back in the Settings menu, move your joystick to the left to return to the main menu.

All reports moving forward will now have the updated/added Practice Information in the header of your report.

OPTION 2 (faster) – Use the RETeval Barcode Generator application to enter practice information:

1. Open your RETeval Barcode Generator program and go to the **Practice Information** section.
 - a. For the phone/tablet app, swipe left.
 - b. For the computer app, select the Practice Information tab.
2. Enter in the Practice Name and address.
3. Generate the QR code (a preview of the practice information will also show).
 - a. On the phone/tablet app, select **Generate**.
 - b. On the computer app, click **Next**.
4. On your RETeval device, go to **Settings**.
5. Select **Reporting**.
6. Select **Practice Information**.
7. Press your joystick down to select the **QR code** option.
8. Use your RETeval to scan the QR code.
9. Select **Next** to confirm the Practice Information.
10. Once you are finished and back in the Settings menu, move your joystick to the left to return to the main menu.

All reports moving forward will now have the updated/added Practice Information in the header of your report.

How do I erase reports from my RETeval device storage?

Important: Please make sure you have saved your RETeval reports to your EMR or to another secure location on your computer before deleting them from your RETeval device.

OPTION 1 – From your computer:

1. When your device is docked, navigate to the RETeval drive in your **File Explorer**.
2. Go to the **Reports folder**.
3. You may delete individual PDFs or select all to delete them all at once.
 - Deleting the PDF reports from this folder will delete them from your device. **WARNING: THIS ACTION IS PERMANENT.**

OPTION 2 – From your RETeval device:

1. Go to **Settings**.
2. Select **System**.
3. Select **Memory**.
4. Select **Erase all test results**. **WARNING: THIS ACTION IS PERMANENT.**

How do I update my RETeval device firmware?

Step-by-step instructions and a video for updating your RETeval device firmware can be found here:

<https://lkc.com/products/reteval-latest-firmware-update/>