

# Eyecon 9420

## Pill Counting, Inventory and Validation System



### Quick Reference Guide

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## Quick Reference Guide

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This Quick Reference Guide is not intended to cover all aspects of the Eyecon 9420's capabilities. Refer to the Instruction Manual at [www.eyeconvpc.com](http://www.eyeconvpc.com) for more details on other modes and specific operations.

### Eyecon package contents

- (1) Eyecon 9420 Visual Pill Counter
- (2) Pill Spatulas
- (1) Quick Reference Guide
- (1) Red Penicillin Contamination Platter
- (1) Yellow Sulfa Contamination Platter
- (1) AC power cord for USA and Canada operation

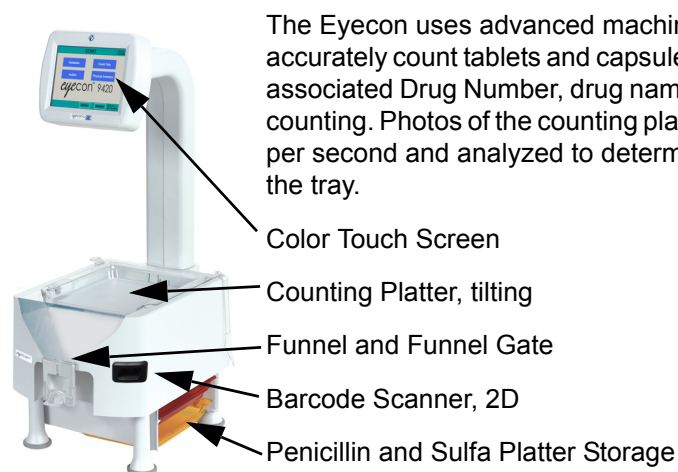



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**CAUTION:** *The Eyecon contains components that can be damaged by rough handling. Unpack all items carefully.*

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### General description



### Powering up the Eyecon

1. Insert the power cable into the receptacle located on the back of the Eyecon.
2. The Eyecon must be installed near an easily accessible socket outlet. Plug the Eyecon power cord into the outlet.
3. When the Eyecon 9420 is first connected to AC power, it will automatically turn on. The display area will illuminate within a few seconds.
4. The terms of the Eyecon *End User License Agreement* (EULA) must be accepted before the unit can be used for the first time.
5. When the **START** screen is displayed the Eyecon is ready for use.

## Shut down the Eyecon



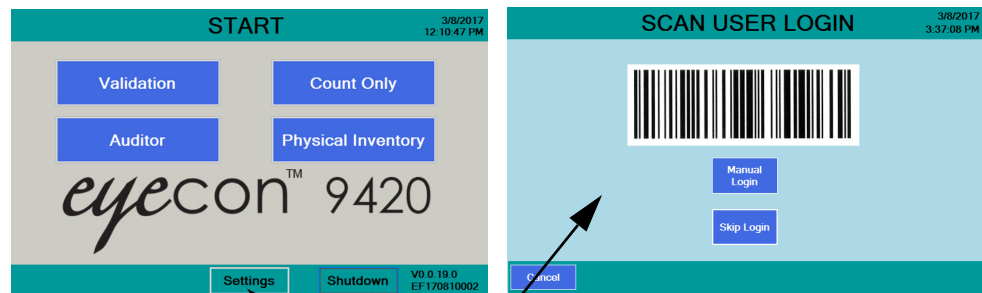
**WARNING!** It is essential to Shutdown or Restart the Eyecon from the Shutdown button on the touchscreen to prevent unnecessary Windows generated issues. Avoid turning off the Eyecon by removing power.

## Scanner

The Eyecon comes standard with a barcode imager capable of decoding 1-D and 2-D barcodes.

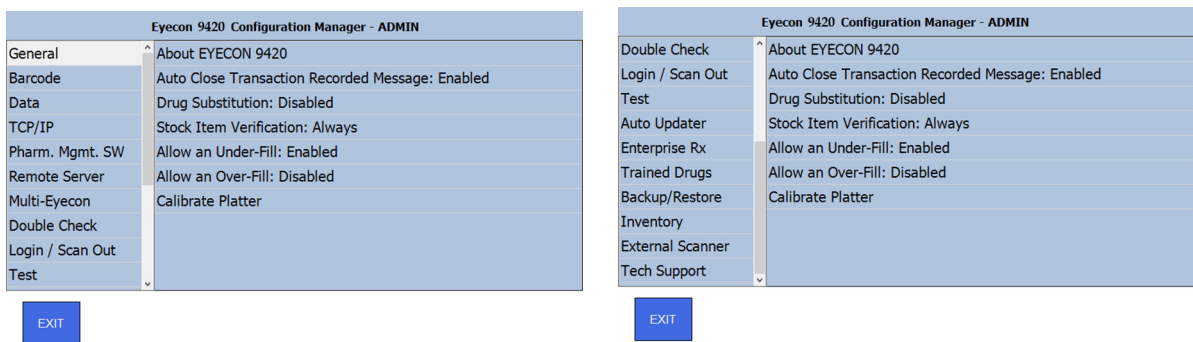
## Configuration settings

Press the **Settings** button on the bottom of the **START** screen. The **SCAN USER LOGIN** screen appears. See illustrations below.



Press **Settings** and this screen appears

If user information has not been entered into your Eyecon, then press the **Skip Login** button and the Configuration Manager screen, shown below, appears.



The main list of settings is shown on the left side of the screen. This can be scrolled up and down by moving the list with your finger. The second part of the list is shown in the right hand illustration above. Click on one of the parameters to view the available choices and make your selection.

Below is a table showing all the settings, choices and brief explanations for each. For more information see the User Instructions (PN AWT35-501651).

Eyecon 9420 Configuration Manager	
Main Menu Item	Description
General	Access this to see information about the 9420, enable or disable the Auto Close Recorded Message, Drug Substitution, Stock Item Verification, Allow an Under-fill or Over-fill and to calibrate the platter.
Barcode	Access this to set the Barcode Type, lengths, offsets, to enable or disable the Rx Scan in Count Mode and to enter the Barcode Test Mode.
Data	Access this to set the Transaction Purge Time, Delete Report Data and see the Tray Photo Count.
TCP/IP	Use this to access the TCP/IP settings
Pharm. Mgmt. SW	Access this to setup an interface between Eyecon and your pharmacy system.
Remote Server	Access this to configure the Eyecon to send Rx fill results back to your pharmacy system.
Multi-Eyecon	Access this to manage communication among multiple connected Eyecons
Double Check	Access this to set up double counts and back counts.
Login/Scan Out	Access this to set up user login and scan out parameters.
Test	Access this to test the scanner, camera, touchscreen and speaker.
Auto Updater	Access this to manage updates for the Eyecon.
Trained Drugs	Access this to import or export the trained pill images to or from this Eyecon.
Backup/Restore	Access this to backup and restore the database or configuration.
Inventory	Access this to manage inventory data.

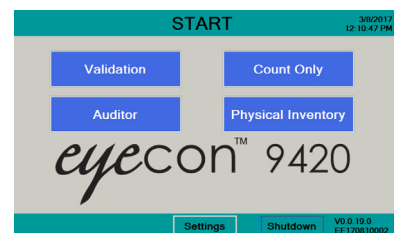


For additional information, reference the Instruction Manual or call 866-260-6540.

## Rx validation

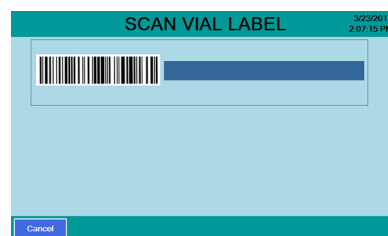
Ensures the proper medication is dispensed by validating the drug number included in the barcode on the patient vial label or Rx pamphlet matches the drug number associated with barcode on the stock item.

1. From the **START** screen press **Validation**, shown at right.
2. Scan or enter User ID if SCAN USER LOGIN is enabled.



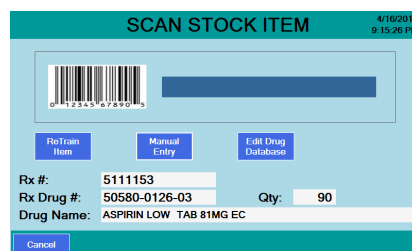
- The **SCAN VIAL LABEL** screen will be displayed, shown at right.

NOTE: Pressing **Cancel** in the lower left corner of display moves back one screen.



## Scan Rx vial/prescription barcode

- Hold the barcode on the Rx label or paperwork about 2 to 5 inches from the scanner beam, with the red dot centered on the barcode producing an audible beep. The **SCAN STOCK ITEM** screen, shown at right, will be displayed.
- Proceed to [Counting and dispensing on page 6](#).



## Physical inventory

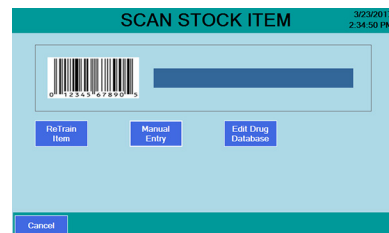
The Physical Inventory mode provides a way to maintain accurate inventory levels. From the **START** screen press **Physical Inventory**. To count inventory, follow the instructions starting at Counting and Dispensing on page 4.

### Count full stock bottle(s)

- Press the **Unit of Use** button on the top right of the Counting screen.
- A numeric keyboard will be displayed. Key in the number of full bottles to be counted and press **OK**.

## Count

- From the **START** screen press **Count Only**.
- The **SCAN STOCK ITEM** screen, shown at right will be displayed.
- Proceed to the [Counting and Dispensing](#) section below.



## Counting and dispensing

- Hold the barcode on the stock item about 2 to 5 inches from the scanner beam, with the red dot centered on the barcode.

2. Once the barcode is recognized, a beep will be heard and the next menu will appear.
3. Dispense the desired quantity on the counting platter.
4. It is quicker to over-pour slightly in one motion, rather than sprinkling pills on multiple times to achieve the target amount.
5. Never pour more than can easily fit flat, unstacked, on the tray. If more pills are required than can fit, press the **Add to Total** button to save the current amount and then follow the instructions to complete the count.
6. Rapidly and vigorously, lift the tray slightly and bang it down against the bumpers, to knock pills off of each other and into a single layer. For flat pills, you may need to use the spatula to assist with de-stacking. View one of our videos at <https://www.eyeconvpc.com/Eyecon9420TrainingVideos> for more assistance.
7. In **Validation** mode the Quantity window will change color depending on the target quantity status.
  - Yellow = under target quantity
  - red = over target quantity
  - green = target quantity.

**Note: Pills must be distributed in a single layer on the counting platter (not stacked). A warning message will occur if individual pills cannot be discriminated..**

8. After ensuring that all excess pills have been removed from the funnel, place one finger on top of the funnel gate to ensure it has closed completely, then lift the counting platter to near vertical so that pills flow into funnel. Next place the vial under the tongue of the funnel gate to lift it up and allow the pills to flow into the vial. See Dispensing Techniques on page 6.
9. Continue filling Rx's by scanning the NDC bar code on a stock bottle anytime in either the Scan Stock Bottle or Counting Pills screen if you need to use an additional bottle to achieve the desired count..

NOTE: Pressing **Cancel** in the lower left corner of display moves back one screen.

## **Pour pills on the counting platter efficiently**

1. When pouring pills onto the counting platter, quickly pour from the stock bottle distributing pills evenly in a single layer while visually estimating your target quantity.
2. Speed is critical so slightly over pouring from the stock bottle is more effective than slowly trying to reach your target by pouring a few pills at a time.

If you do over pour from the stock bottle, simply remove the excess into the funnel by using the spatula. After achieving the desired quantity, return any excess back to stock bottle by lifting the funnel gate with the stock bottle positioned under the funnel opening.

Don't manually count off the excess pills. For example, if your target is 60 and you've poured 87, estimate a scrape off of 20 to 25 pills. If you're still not within 7 pills, scrape off another group. When you get within 7 pills or less, you can easily scrape off the number required to reach your desired amount.

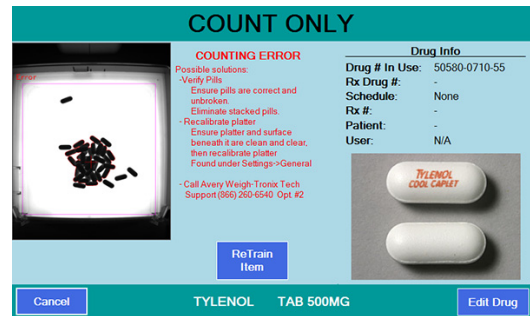
## Example of correct pill distribution

Pour pills onto counting platter utilizing the entire platter surface. Make sure not to stack the pills on top of each other.



## Example of incorrect distribution (pill stacking)

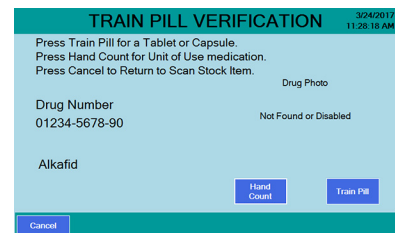
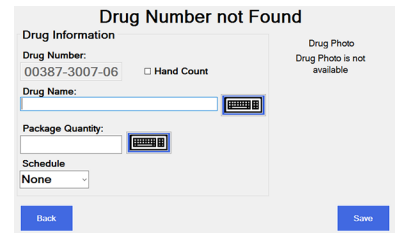
This message will occur if pills are stacked or foreign substances such as incorrect pill or desiccant pack is on the counting platter.



## Drug number not found in the database

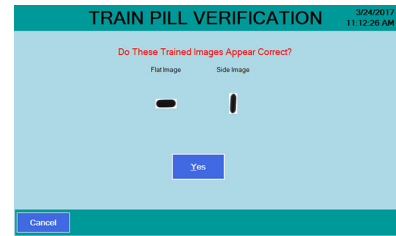
If a drug bar code is scanned and number is not found in the database, **the will appear**. At this screen:

1. Enter correct NDC with dashes and press **OK**.
2. Then press **OK** on the *Drug Number Not Found* screen. If the NDC is found the data will appear. If not, enter the Drug Name, Package Quantity and Schedule then press **Save**.
3. The *TRAIN PILL VERIFICATION* screen may appear. If the item is a gel cap or a unit-of-use type (syrup, syringe, ointment, etc...) then select **Hand Count**, which will take you to a *Hand Count* screen. Otherwise, press **Train Pill** and go to step 4.
4. When the screen shown at right appears, place 2 pills near the center of the tray but not touching each other, one pill on its side the other resting flat. If a pill will not stand on its side, lay both pills flat. Press **Train Pill**.





- If the shadow images displayed represent the pills on the platter, press **Yes**. The pill is now trained and Eyecon has stored the drug name and shadow pill image in the database.
- Proceed with standard Counting and Dispensing steps.

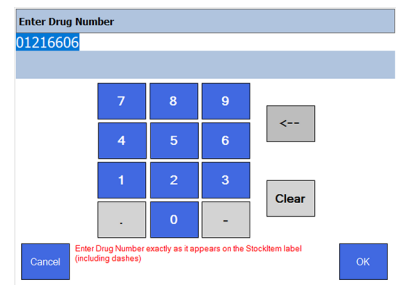


## Drug number Found but no shadow pill image

If a drug's bar code is scanned and the drug name and pill photo are recalled but the shadow pill image is not trained the Train Pill Verification screen will appear. Go to step 3 in [Drug number not found in the database on page 8](#).

## Drug number barcode doesn't exist on stock bottle or won't scan

- At the Scan Stock Item screen press **Manual Entry**.
- The keyboard screen will be displayed.
- Enter the drug number in the format printed on the stock bottle taking care to assure digits and any hyphens are properly inserted.
- Press **OK** and continue.



## Dispensing large quantities or inventory management

When dispensing more pills than the counting platter will hold without pills stacking, an accumulate function is available.

- With pills dispensed on the platter, the actual live quantity will be displayed as **QTY**, the Total QTY shows the sum of the prior saved amounts plus the Current QTY.
- Press **Add To Total** to permanently save the current poured quantity as part of the **Total QTY**.
- Verify no pills fell into the funnel; if so, return those to the stock bottle.
- Tilt counting platter to pour pills into funnel and then transfer them to the vial or a temporary container if counting inventory.
- Pour additional pills and continue accumulating to desired quantity.



## Dispensing small pills - technique

1. To dispense small pills, lift/tilt the Counting Platter to fill the funnel area with pills.
2. Grip the vial as illustrated, with your hand wrapped around the mouth of the vial. Raise the funnel gate to fill the vial. Never use your other hand to raise the funnel gate in order avoid spilling pills!



## Dispensing Large Pills - Technique

Large pills can bridge / bind in the funnel area. To prevent bridging follow this technique.

1. Grip the bottle as illustrated at right and raise the funnel gate completely open before lifting / tilting the Counting Platter.
2. With the bottle in position under the funnel gate, lift / tilt the Counting Platter slowly to allow pills to flow through the funnel into the bottle without bridging.



## Cleaning the Machine

Be sure to keep the Eyecon unit clean and free of dust. Do not use harsh detergents or spray water on the Eyecon unit.

It is recommended the Eyecon unit be cleaned whenever pill dust is building up. Powder and pill dust tends to accumulate on surfaces such as the rapid fill tray and funnel gate. Follow the note below for effective cleaning.



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*You can use isopropyl alcohol in a spray bottle to wet surfaces and then wipe with a soft cloth or paper towel.*

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