

Instructions for Registering Critical Equipment for the first time:

1. Go to: http://ummcsd.med.miami.edu/SECURITY/Critical_Equipment.htm and click on "ADD NEW EQUIPMENT"
2. Please note that a registration number is assigned immediately.
3. Complete all information requested. **Please be sure to click "SAVE" once you have entered your information.**
4. Please enter all phone numbers as "3052436280" with no spaces or dashes.
5. Under "Freezer Information" there are two fields that warrant explanation:
 - a. "Your Freezer #" may be left blank or used to enter any number that your department currently uses to refer to this freezer. It could be a probe number for any freezer attached to a local monitoring system.
 - b. The "Normal Operating Temperature Range" is the temperature range where the freezer operates before going into high or low alarm.
6. Answer the 3 questions in the center of the page concerning alarm status.
7. In the "Emergency Notification List" please enter **at least 3 people** and their phone numbers in the order that you want them called. The telephone numbers should also be listed in the order that you want them called.
8. **Please click "SAVE" after any changes.**
9. **You may print a copy of this registration by using your browser's print function.**
10. If you have more than one piece of critical equipment, you must register each device.
11. Please post a copy on the registration information on the front of your equipment.

Instructions for Updating Critical Equipment Previously Registered:

1. Go to: http://ummcsd.med.miami.edu/SECURITY/Critical_Equipment.htm . You may search for equipment by entering the equipment registration number or owner's name and then clicking "Search Equipment".
2. Click "Select" for the device you wish to update.
3. Click "Edit" for the information you wish to change. **Make the necessary changes and click "Save"**
4. **You can re-order the Emergency Notification List by changing the priority number at the end of each person on the list.**