

## How to use your Reminder Clock



Please read these instructions carefully and keep them safe for future reference

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**Version 3.0\_Instructions for use\_Reminder Clock**

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## What does the Reminder Clock do?

The Reminder Clock provides helpful reminders to people living with memory problems, and was designed with health professionals.

Choose from **four types of time display**, to give reassurance about time:



Choose from **twenty built-in timed reminders** using words and pictures and a voice message, to help with everyday tasks, such as remembering appointments, prompts to do something, or keeping to a daily routine, including:



...or create your own **personalised reminders**.

**CAUTION:** When creating personalised reminders think about what will work for the person. For some individuals reminders may not work, or may involve some risk, e.g. a reminder to take medicine.

## Where should I put the Reminder Clock?

The Reminder Clock can be used wherever it is needed in the home, for example: beside the bed, in the living room, in the kitchen or beside a calendar.

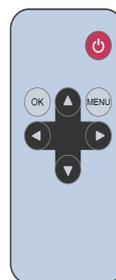
You will need to put the Reminder Clock near a mains power socket, where it can easily be seen.

You may choose to have more than one Reminder Clock throughout the house.

## What's in the box?



Reminder Clock



Remote control  
(including CR2025 battery)



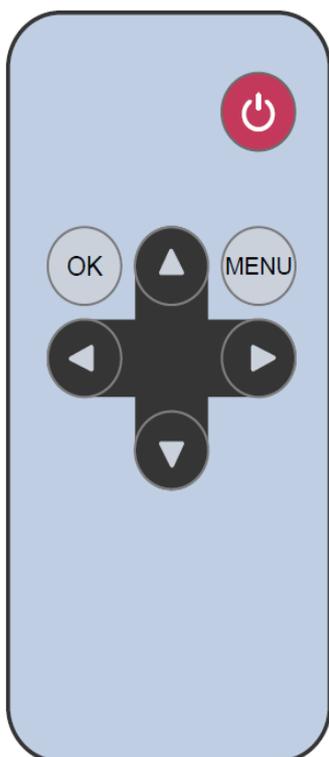
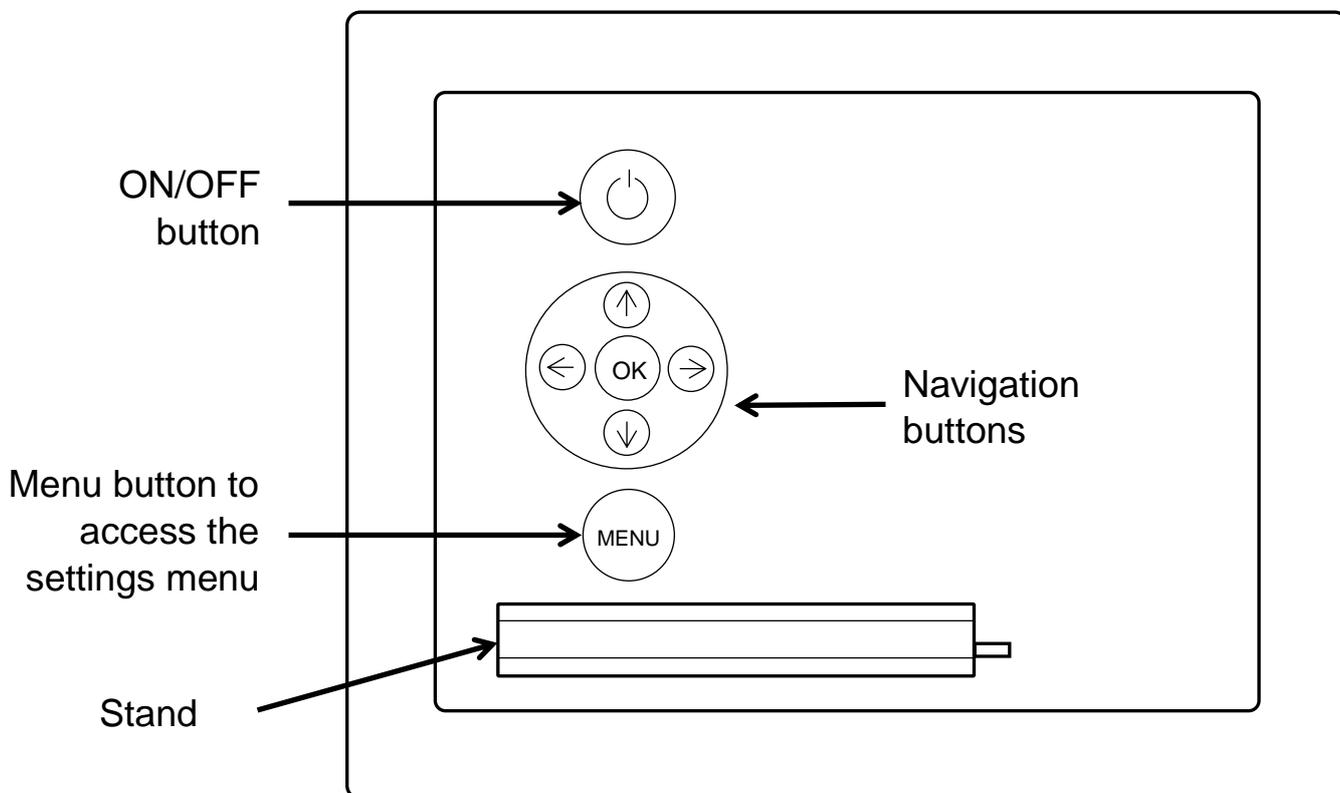
Power cable



These instructions

## Product features

You can use the buttons on the back of the Reminder Clock or use the remote control to adjust the settings.



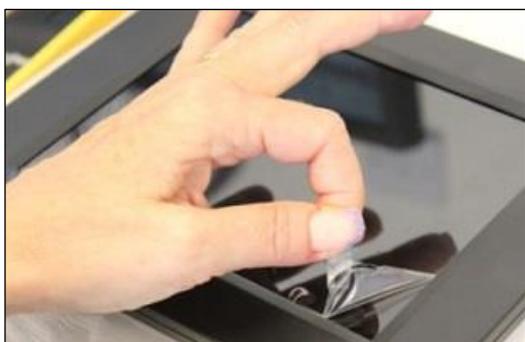
The remote control includes a CR2025 battery, and has a protective tab which must be removed before first use (see page 4).

If you need to change the battery in the remote control, see page 13.

# Getting started

## Step One: Remove protective film and battery tab

Remove the protective film from the Reminder Clock screen, starting at the corner.



Remove the plastic battery tab from the bottom of the remote control by pulling on the tab.



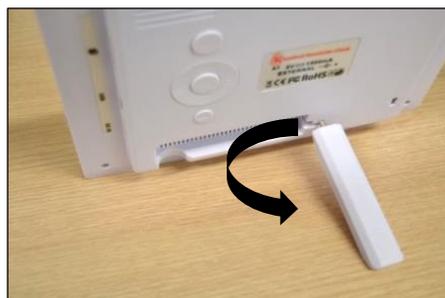
## Step Two: Plug in the Reminder Clock

Plug the power cable into the **DC IN** socket on the right hand side of the clock (as you look at the screen). Plug the other end of the cable into a mains socket and switch on the socket.



## Step Three: Set up the stand

Pull the stand away from the back of the Reminder Clock and then twist it into position.



## Step Four: Choose the type of time display

Choose the type of time display by repeatedly pressing the **OK** button on the back of the reminder clock or remote control.



*Simpler displays can be helpful for people with more advanced memory problems, while other people can manage to take in more information about the date and time as well as the day of the week and part of the day.*

## Step Five: Check the time and date are correct

Check that the time and date are correct. If they need to be adjusted, follow the instructions on page 9.

The Reminder Clock will always show morning, afternoon, evening and night at the following times:

**Morning:** 5am to 12noon

**Afternoon:** 12noon to 5pm

**Evening:** 5pm to 10pm

**Night:** 10pm to 5am

### When the clocks change

In the Spring and Autumn, the time on the Reminder Clock will automatically change forward or backwards by one hour, in line with the change to and from British Summer Time.

## Your Reminder Clock is now ready to use as a clock

To add timed reminders, follow the instructions on page 6 onwards.

# Choosing reminders on your Reminder Clock

Choose built-in reminders from the options below, or make your own personalised reminders (see page 7). Set any reminders to play at the time you choose, as shown on page 8.

For built-in reminders, at the set time a chime will sound, followed by the reminder image, text and voice message. Stop the reminder sooner by pressing OK on the back of the reminder clock or on the remote control.

**CAUTION:** When creating personalised reminders think about what will work for the person. For some individuals reminders may not work, or may involve some risk, e.g. a reminder to take medicine.

## Built-in reminders

The built-in reminders are:

<p><b>It's time for your lunch</b></p> 	<p><b>It's time for your television programme</b></p> 	<p><b>You have a hairdressers appointment today</b></p> 	<p><b>Your carer is visiting today</b></p>
<p><b>It's time for a cup of tea</b></p> 	<p><b>Your family are visiting today</b></p>	<p><b>Check the front door is locked</b></p> 	<p><b>It's time for a cup of coffee</b></p> 
<p><b>You have a doctors appointment today</b></p> 	<p><b>It's time to feed your cat</b></p> 	<p><b>Your home helper is visiting today</b></p>	<p><b>It's time for bed</b></p> 
<p><b>It's time for your breakfast</b></p> 	<p><b>It's time for your dinner</b></p> 	<p><b>It's time to feed your dog</b></p> 	<p><b>It's time to take your medication</b></p> 
<p><b>It's time to wake up</b></p> 	<p><b>It's time for a glass of water</b></p> 	<p><b>Your lunch is in the fridge</b></p> 	<p><b>Would you like to use the toilet?</b></p> 

## **Creating your own reminders**

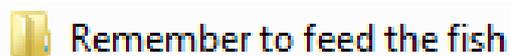
Personalised reminders must be created outside the Reminder Clock and then saved to a USB memory stick which is inserted into the side of the Reminder Clock. A small USB stick will be less noticeable and less likely to be removed.

### **1. Create a reminder image**

On a computer, create an image using a program of your choice. The image should be 1024 pixels wide by 768 pixels high. Save it as a jpeg file (ending in .jpg).

### **2. Create a new folder and save the reminder image**

Create a new folder on your memory stick and give it the name of the reminder. Save your newly created reminder image into this new folder.



### **3. Record and save an audio message**

Create a sound file using a voice recording app on a smartphone and email it to your computer, or use voice recording software on your computer. Save the audio file into the reminder folder you created in step 2. If you want a chime to sound at the start of the reminder, include one in the audio recording.

**Your USB stick should now contain one or more reminder folders, each one containing an image and an audio message for a single reminder.**

### **4. Insert your memory stick into the Reminder Clock**

Insert the USB stick into the side of the Reminder Clock, and leave it in place. Your personalised reminders will now appear on the list of reminders when you set up the timings.

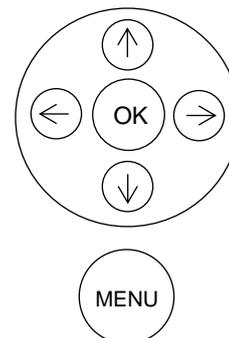
### **5. Set up the timings for your personalised reminders**

Follow the instructions on page 8.

## Set the times for your reminders to play

Set the times for built-in reminders or your personalised reminders in the same way.

Use the buttons on the back of the Reminder Clock (layout shown to the right) or on the remote control to navigate the settings menu.



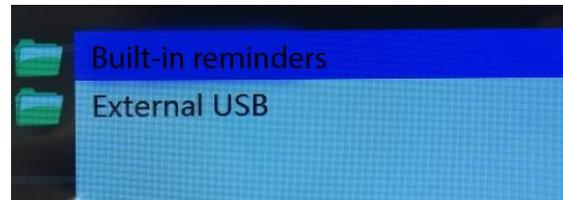
1. Press **MENU** to show the settings menu
2. Press the **DOWN** arrow repeatedly to show the list of reminders at the bottom of the settings menu (e.g. Reminder 01, Reminder 02) – these appear further down than the time, date and other settings. The currently chosen reminder is highlighted in yellow and with arrows.

Reminder 01	01 time for lunch	12:30 PM	Daily
Reminder 02	< 02 time for TV programme	03:00 PM	Daily >
Reminder 03	03 hairdresser appointment	08:48 AM	Off

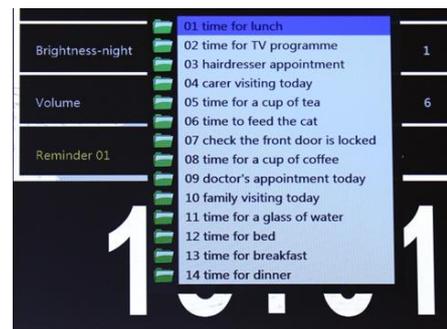
3. Press **OK** to highlight your chosen reminder name in blue then press **OK** to select it.

Reminder 01	<	01 time for lunch	12:30 PM
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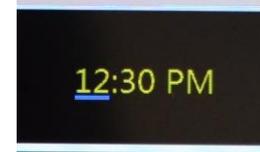
4. **If you are only using built-in reminders, go to step 5.** If there is a USB stick in the side of the Reminder Clock, use the **UP** and **DOWN** arrows to highlight “External USB” (to adjust your personalised reminders) or “Built-in reminders” (to adjust the built-in reminders) then press **OK** to confirm your choice.



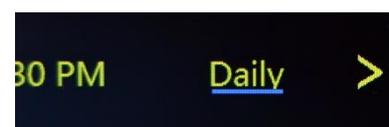
5. **To change the content of the reminder,** use UP and DOWN to select the folder containing the reminder you want to use then press OK.



6. **To change the time that the reminder is given,** press LEFT and RIGHT to underline the hours or minutes in blue, then use UP and DOWN to change the value then press OK



7. **To change how often the reminder is played (frequency),** press LEFT and RIGHT to underline the frequency in blue, then press UP and DOWN to change the frequency between OFF, DAILY, WEEKLY, FUTURE DATE and ONCE. For weekly or future dates, press OK to select weekly or future date then press UP and DOWN to adjust the date, then press OK.



8. Press **MENU** to close the menu.

## Changing the settings

The settings menu allows you to adjust settings and to view and make changes to your reminders.

You can adjust the following settings (as shown on the next page):

**Set time:** clock time

**Set date:** clock date

**Time mode:** 12 or 24 hour format – 24 hours by default

**Date mode:** day-month-year (by default) or month-day-year

**Brightness-day:** screen brightness during the day

**Brightness-night:** screen brightness between 10pm and 5am

**Volume:** how loud the reminder chime and voice sounds

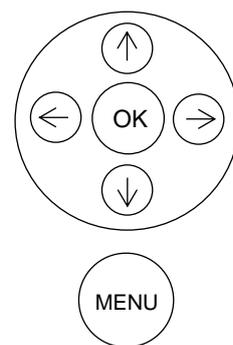
**Repeat:** how many times a reminder plays at each set time (this applies to both built-in and personalised reminders). Reminders are set to repeat 5 times by default, but can be changed to play 1, 3, 5, or 8 times.

**Reminders:** details of the reminders and their timings

For more detailed information about setting and changing reminders, see page 8.

**NOTE:** To change how the time and date are displayed see page 5.

To change the **Time mode, Date mode, Brightness, Volume or Repeat** using the buttons on the back of the Reminder Clock (layout shown to the right) or the remote control, to navigate the settings menu:



1. Press MENU
2. Press UP and DOWN arrows until your chosen setting is highlighted in yellow
3. Press LEFT and RIGHT to change the value
4. Press MENU to close the menu

To change the **Time, Date and Reminders**:

1. Press MENU
2. Press UP and DOWN arrows until your chosen setting is highlighted in yellow
3. Press OK so that one element of the setting (e.g. hour or month) is underlined in blue
4. Press LEFT and RIGHT to move the blue underline to indicate your chosen element
5. Use the UP and DOWN arrows to adjust the value (e.g. to change the hour or the month)
6. Press OK to complete the process
7. Press MENU to close the menu

**For more detailed information about setting and changing reminders, see page 8.**

## Frequently asked questions

### What time does the reminder clock start to say morning?

<b>Morning:</b>	5am to 12noon
<b>Afternoon:</b>	12noon to 5pm
<b>Evening:</b>	5pm to 10pm
<b>Night:</b>	10pm to 5am

### Can I set a reminder to happen several times a day?

Yes. To set the same reminder more than once in a day, set up a new reminder for each time. For example, set Reminder 01 to be *Feed the Cat* and set it for 9am daily, then set Reminder 02 to be *Feed the Cat* and set it for 5pm daily. See page 8 for details of how to set timed reminders.

### How can I stop a reminder once it is playing?

Press the OK button on the back of the Reminder Clock or the remote control to stop the reminder manually.

If not stopped manually, both personalised reminders and built-in reminders will stop after the number of “repeats” in the ‘Repeat’ function within the settings (see page 9). All reminders will repeat 5 times (default) at the set time, unless this setting is adjusted.

### What will happen when the clocks change in the Spring and Autumn?

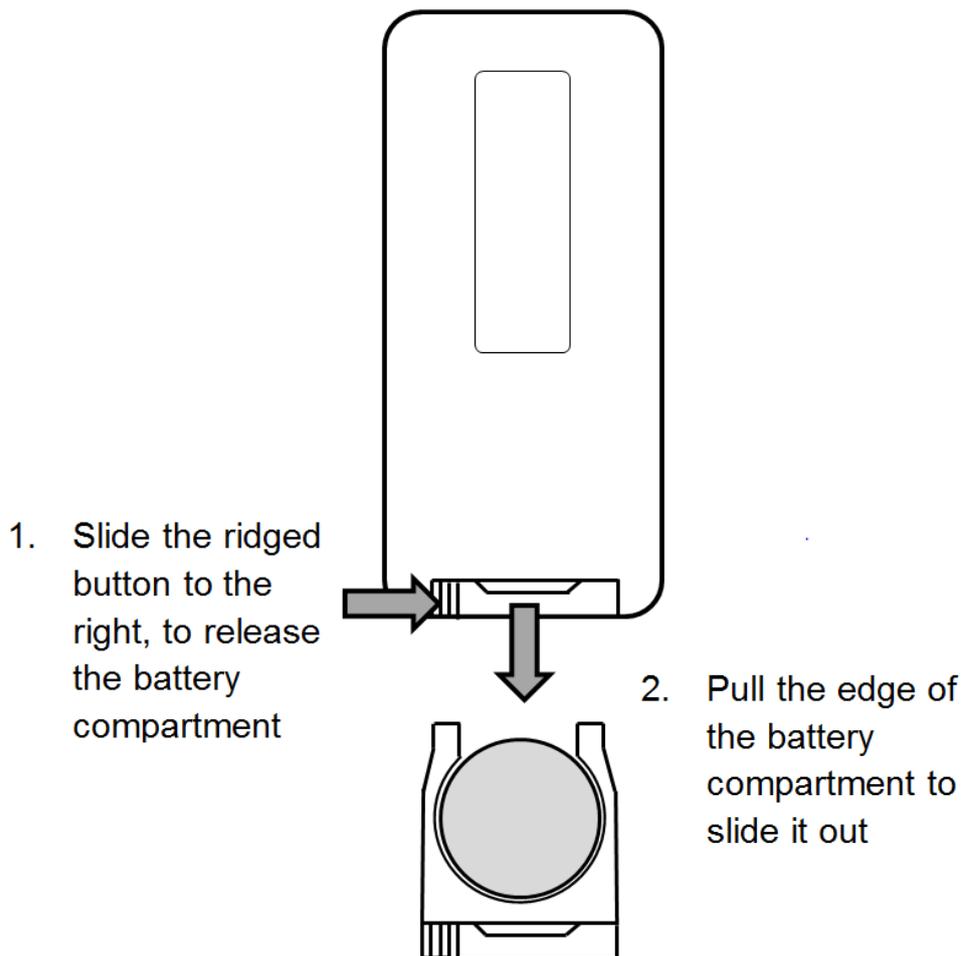
In the Spring and Autumn, the time on the Reminder Clock will automatically change forward or backwards by one hour, in line with the change to and from British Summer Time.

### Can I use a video clip as a personalised reminder?

Yes, you can replace the personalised image with a video clip. Record a video clip in landscape mode and save it into a new reminder folder on the USB stick ensuring that there are no other files in that folder (see the instructions on page 7). The video reminder will then be available to select (see page 8).

## How do I change the battery in the remote control?

Turn the remote control over so you can see the back.



### What if I have another question?

Get in touch using the contact information on the front of these instructions and we will be happy to help you.

# Technical and safety information

(Model no. REMC001W)

## Display

- 8 inch LCD display (BOE A Grade)
- LED Backlight
- 4:3 display ratio
- Resolution 1024 x 768 pixels
- Brightness range: Level 1: 110cd/m<sup>2</sup> – Level 10 220.07cd/m<sup>2</sup>

## Hardware

- Real time clock
- Input AC 100-240V, 50/60Hz, 0.3A
- Output DC 5V, 1A
- Speaker 8Ω/2W
- Frame and casing ABS plastic
- Working temperature -40°C~60°C
- Remote control supplied with 1x CR2025 battery

## Connectors

- USB connector
- Power adaptor: UK 1.8 metre length, black, L-shape connector, DC 5V 1A.

## Warnings

- Do not submerge the Reminder Clock in water
- Do not disassemble or refit the unit
- Clean the unit with a dry cloth, do not use chemicals or detergent

## Warranty

- Your Reminder Clock comes with a 12 month warranty



## **Help using your Reminder Clock**

If you have a question about your Reminder Clock, need any help getting started, or if you require a large print version of these instructions, please get in touch:

Telephone number: **+44 (0) 1780 489100**

Email address: **info@ravencourt.com**

To download a copy of these instructions visit our website:

**[www.ravencourtliving.com](http://www.ravencourtliving.com)**

## Unique collaboration

Ravencourt Living, Designability and Alzheimer's Society have come together in partnership, to offer a range of products to help people to live well with memory problems.

**Designability** are a UK charity who create life changing products for people living with disabilities. They designed the original Day Clock, Simple Music Player and One Button Radio.

**Alzheimer's Society** is the UK's leading dementia charity. They campaign for change, fund research to find a cure and support people living with dementia today.

**Ravencourt** have a reputation for producing quality products that make a real difference to people's lives.

**designability**

[designability.org.uk](http://designability.org.uk)

Designability is a registered charity in England and Wales (256335). Designability is registered with the Fundraising Regulator.



Alzheimer's Society is a registered charity in England and Wales (296645) and the Isle of Man (1128). Alzheimer's Society is registered with the Fundraising Regulator.



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