

Shipping the Monitors

Please call for a pickup, or drop off the monitors at UPS or the clinic site as soon as you can after the monitoring is complete. The same day you finish is ideal. (This will ensure that we can capture your data and send the monitors to other participants quickly.)

You do not pay to ship the box, it is pre-paid.

Check the Packing List that was enclosed in your box and make sure you have all the items for that box. Add a check mark beside the picture for each item on the list.

Place the monitors back in the foam inserts as you received them. See pictures on the Packing List.

Remove the adhesive strip on the top of the box and seal it. Close the box.

There should be a UPS pre-printed label on the outside of the box. If there is not, contact the clinic staff. See picture on the Packing List for a sealed box with label.

As you prepare for shipment, please complete the "Return Device" form in the participant questionnaire on your tablet. The information entered in the form will allow us to track the device and be alerted that you plan to ship to RTI or return to the clinic. After you save the form, you can ship or return the box.

There are 3 options for shipping the box:

- (1) Call UPS at 1-800-742-5877 to schedule a pickup at your house or a place convenient for you;
- (2) Drop the box off at the nearest staffed UPS pickup location, or
- (3) You can drop the box off at the clinic site.

For the Option #1, UPS can come to your home or office to pick up the box. To schedule pickup take the following steps:

- Dial 1-800-742-5877
- Say "schedule a pickup" when prompted about what you would like
- Provide your phone #
- Provide Tracking # on the box. This is the long number on the label. If asked for the account number, it is the 6 digits after the "1Z" on the tracking number.
- Provide the address where you want the box to be picked up.
- Provide the date and time when you want the box to be picked up. You may need to call at least 2 hours ahead of the scheduled pickup time.

For Option #2, you can call UPS to find a location close to you.

- Dial 1-800-742-5877
- Say "ship a package"
- Say "locations"

- Multiple locations will be provided close to you. Please go to a staffed UPS location so someone can help you.
- Note the location closest to you.
- You may also find locations at <http://www.ups.com/>

Packing List for Participants

*Please use this guide when returning your sample box to RTI. Check off each item as you add it to the shipping container.

MicroPEM

- MicroPEM - powered off and inlet covered.



Ogawa

- 2 Ogawa Badges - both separately double bagged



CairClip

- CairClip Monitor
- **RED** dongle – plugged into the monitor
- **GREEN** dongle
- USB cable recharging cable
- USB outlet connection & adaptor



Deployment Platform

- Pouch
- 2 S-clips
- Lanyard



Fully Loaded Tray



Sealed Box

