



# Standard Operating Procedure: AutoDialler Programming

## *Document History*

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The  
University  
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## 1. Background

- This is an SOP for use in University of Sheffield Medical school bio repository describes who to program the SD1+ speech auto dialler used in the holding freezer room EU17.
- The autodialler is connected to the freezer and in the event of an alarm the unit automatically calls one of the 4 programmed numbers until a person accepts the call.
- The telephone line the auto dialler is connected to should have 24/7 national access.

## 2. Quality Assurance/ Control

The unit should be tested monthly to ensure that the unit is working, this should be recorded on the freezer log which will be audited as part of the facility QA procedures.

## 3. Recording a message

1. 'SD1+' will be displayed on the unit, enter the pass code

2. 'READY' will now be displayed press  and 'RECORD, PRASE 0' will be displayed

3. To record new message press  the unit will then start to count down from 40, speaking to the unit clearly state the required message.

4. Once complete press  to return to main menu

## 5. Entering telephone Numbers

1. 'SD1+' will be displayed on the unit, enter the pass code and the display is showing 'READY'

2. Enter  to choose Tel no 1, press   to delete current number and then using the keypad enter the required phone number prefixing '9' for any external number.

3. Press  to save the changes

4. Up to 4 numbers can be stored in the unit, repeat from step 2 entering  for Tel no 2 and so on for 3 & 4.

5. Once complete press  to return to main menu

## 6. Sending a test Call

There are 2 ways to test the auto dialler:

Option A:

- Activate the 'Test alarm' key on the freezer
- An alarm will sound on the freezer and a signal sent to the autodialler.
- Check that the call has been received by one of the programmed numbers and that they have accepted the call by pressing '8' on the phone key pad.

Option B:

- 'SD1+' will be displayed on the unit, enter the pass code and the display is showing 'READY'

- Press  and the display will show ` 1-4/ ENT to send, press

to send to telephone n.o 1 and so on.

- Press  to send the test call. The display will show

'RINGING' if a line has been detected. The message will be played upon answering of the call and the person should acknowledge the call by pressing '8' on the phone keypad.

*Test calls should be recorded on the freezer record sheet.*

## 7. Associated Documents

	Document	Document Reference
1	Freezer maintenance SOP	
2	SD1+ speech Dialler operator manual	
3		
4		
5		
6		
7		