



INSTRUCTIONS FOR PRETERM/SMALLER BABIES

- *Make sure your ARCH-E unit is always plugged in unless you are transporting it from one room to another.
- *Touch or Click to begin.
- *Enter your hospital's assigned password.
- *Select "Create New Patient Record."
- *Scan or enter Birth Mom's MRN/CSN/FIN if the baby doesn't have one of his or her own assigned.
- *Select the "Skip" button when the system asks for the Security Photo.
- *When the system asks for the baby's LEFT foot, LIGHTLY moisten and place BOTH FEET onto the footprint scanner and select "capture."
- *When the system asks for the baby's RIGHT foot, LIGHTLY moisten and place BOTH HANDS onto the footprint scanner and select "capture."
- *Complete the rest of the session as normal entering the correct birth metric data.



In-Hospital Keepsake



Online Keepsake

INSTRUCTIONS FOR FULL-TERM/LARGER BABIES

- *Make sure your ARCH-E unit is always plugged in unless you are transporting it from one room to another.
- *Touch or click to begin.
- *Enter your hospital's assigned password.
- *Select "Create New Patient Record."
- *Scan or enter Birth Mom's MRN/CSN/Fin if the baby doesn't have one of his or her own assigned.
- *Select the "Skip" button when the system asks for the Security Photo.
- *Complete the rest of the session as normal for the footprints.
- *Start a completely NEW session but this time when it asks for the left footprint, moisten and place the LEFT HAND on the footprint scanner.
- *Do the same for the RIGHT HAND.
- *Complete the rest of the session as normal entering the correct birth metric data.
- *The Handprints and Footprints will each have a different customer ID number so make sure to give mom both Keepsakes



In-Hospital Keepsakes



Online Keepsakes

