TECHNOLOGY FOR THE MIND

NeuroTek *Elite Series* Standard Tac

Quickstart Guide

Important: Please read all instructions completely before operating this device

Liability Disclaimer

This product is a tool designed to assist the clinician in the administration of (EMDR). The purchaser/clinician agrees to accept full responsibility for any harmful results and/or undesirable consequences obtained from the use of this machine.

The manufacturer of this machine shall not be held liable for adverse affects caused to clients resulting from the administration of EMDR or any other form of therapy using this machine.

Any unexpected reactions, results, or behavior noted as a result of the administration of EMDR, either using this product or by other methods, should be immediately reported to the EMDR Institute.

Limited Warranty
The manufacturer warrants this equipment to the original purchaser against defective material or workmanship during the warranty period from the date of purchase. The manufacturer's responsibility under this warranty is limited to the repair or replacement of defective parts.

The warranty period:
90 days on components that connect with wires. This includes cables, wired pulsers, headphones and AC Adapters. Batteries are excluded from this warranty. One year on all other parts and components. The manufacturer reserves the right to determine whether the part or parts failed because of defective material, workmanship or other causes. Failure caused by accident, normal wear, alteration, misuse, tampering, negligence or improper packaging of returned units is not covered by this warranty. Please be advised that if a product is returned for warranty service and no defects are found or the problem is due to a weak/dead battery or operator error a shop charge and return shipping costs may be charged. All warranty repairs must be done by NeuroTek or a representative designated by NeuroTek. Any repair to the equipment other than by these authorized facilities voids this warranty. The rights under this warranty are limited to the original purchaser and may not be transferred to subsequent owners. To receive warranty service, you must first contact NeuroTek for a return authorization number. This number will be used for tracking your return. Send the complete unit, postage paid, to NeuroTek. Include a description of the problem you are having and a daytime phone number.

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Odessa, FL 33556   Phone: 727-372-0104
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Product Features

Auditory
    Tone mode
    Dual Modality - Use auditory or tactile stimulation independently or together
Adjustments for volume, speed (rate) and tactile intensity
    Range 1 – 10
    LED Screen provides visual speed and auditory mode information
Connectivity
    Headphone and pulser cable (6 feet)
    Soothing alternative to eye movements
    Prevents clinician fatigue
    Lowers distractions for client
    Use with visually-impaired clients or clients with a history of seizures
Comes complete with
    Headphones, standard tactile pulsers, AC adapter and battery
    Optional Wired LED Pulsers available
    Backed by our Limited one-year Warranty!

Package Contents

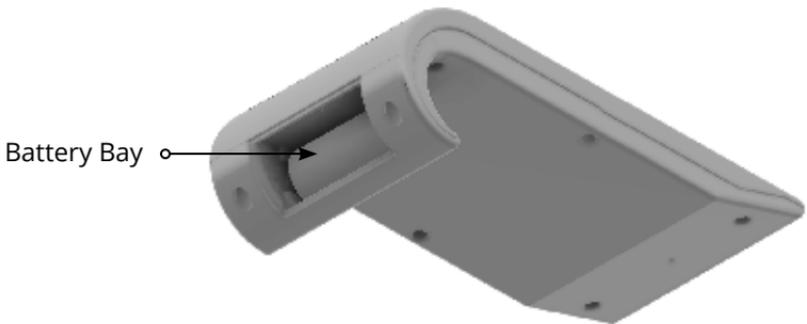| Tac	Adapter	Headset	Pulsers	Battery

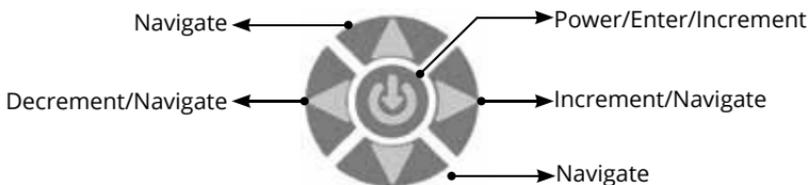# Available Accessories

LED Pulsers

Standard Tac Quickstart Guide

Thank you for purchasing the NeuroTek *Elite Series* Tac. The Standard Tac has and adjustment range of 1–10.

❶ Insert the nonchargeable CR123A battery (included) or plug in the adapter

Battery Bay ○———

Controls for Standard Tac

Navigate ←

Power/Enter/Increment
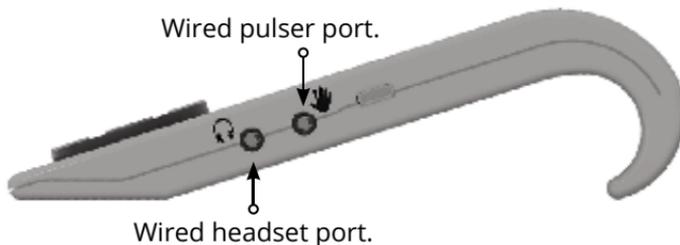
Decrement/Navigate ←

Increment/Navigate →

Navigate →

❷Turn ON/OFF

ON: Press and hold power/enter until screen activates.

OFF: Press and hold power/enter until screen is blank.

❸Tactile and Audio Connect (Wired)

Wired pulser port.

Wired headset port.

❹ Quick Start

- To begin session, hold the middle button for approximately 5 seconds to turn the device on.
- Plug in your pulsers and or headset into the side of the Tac. If you have an EyeScan see #4 of the manual on how to pair the EyeScan to the Tac. If you don't you can continue to the next step.
- On the main screen, you will see the words *Resource* (which is slower speeds), and *Reprocessing* (which is higher speeds). These are 2 preset profiles that you can use to get started. You do have the ability to change the settings if needed. Select which option you prefer. Once selected, the curser will automatically go down to *Start Session*. Press the middle button to select *Start Session*, and your session will begin. Your pulsers, headset, and EyeScan will begin to work.
- Once they are running, if you want to adjust the speed of your devices, the volume of your headset, the settings on the EyeScan, or the intensity of your pulsers, you will use the arrows to select one of the icons in the middle of the screen. There will be a square box around the icon once it's selected. So, the hand is for pulsers, the headset, is for your headset, the eye is for the EyeScan, and the last icon, a clock is for speed. Once the box is around the one you want, press the middle button to select it, and the options to adjust the speed, volume, mode, or intensity will appear. Use the arrows to make the adjustments that you want up or down.
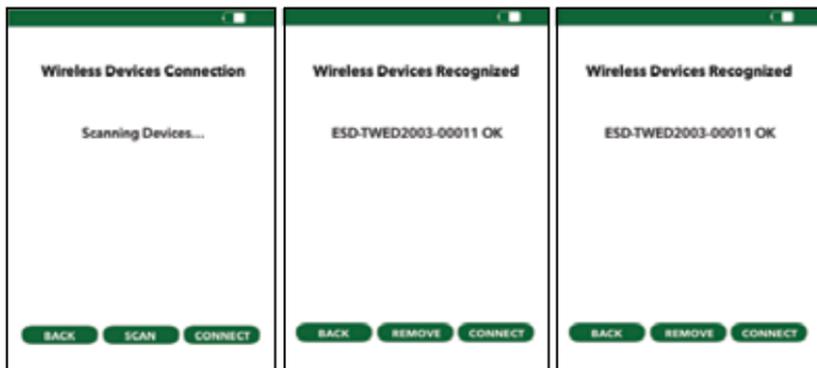
❺ Edit Profiles

To edit the profiles, you would want to have all your accessories (the pulsers, headset and EyeScan if applicable) connected to the Tac in order to adjust the settings for all devices. Once they are connected, you would follow the following steps:

- ○ From the main menu, *Select Profiles*
- ○ You will then see *Resource* (which is set at slower speeds) and *Reprocessing* (which is set at higher speed). Select *Edit* next to the one you want to change, and then select *Start*.
- ○ It will walk you through the settings for each device, (pulsers, headset, and EyeScan if applicable).
- ○ Once completed, press *Save* and your changes should be saved at this point.
- ○ From the main menu, select the profile that you made changes to, *Resource* or *Reprocessin*g and then *Start*, and you should see the changes in your profile.
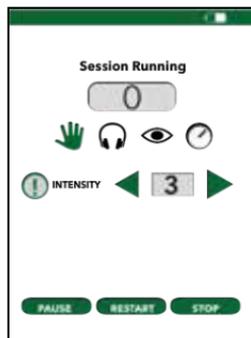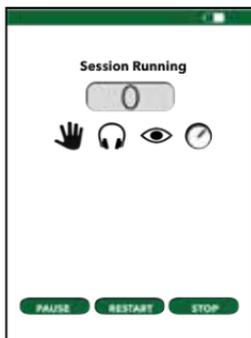
❻ Start A Session

A. Turn on Tac by holding the center power button for 5 seconds
B. Do you have an EyeScan? If yes, continue below. If no, see step C.
   - Ensure your EyeScan is turned on. On your Tac, Select Settings, then select Wireless Devices. Your tac will automatically scan for wireless devices. Once your device is found, it will show up on your Tac. Select the device by hitting enter and then a check mark will appear next to the device. Arrow down and select connect. OK will appear next to the device.
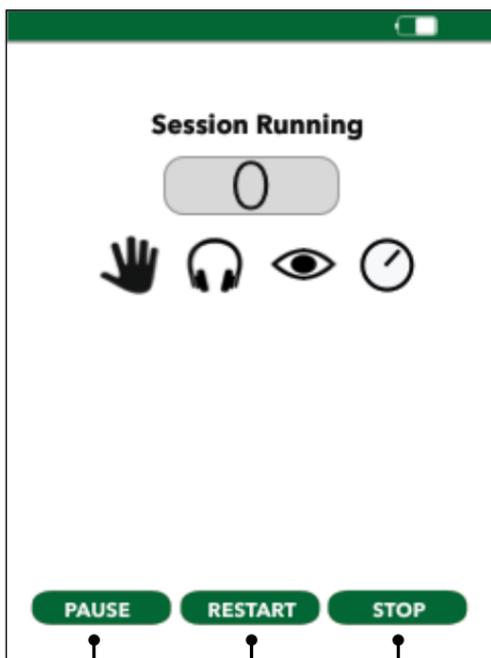   - Select Back until you get back to the Main Menu

Wireless Devices Connection	Wireless Devices Recognized	Wireless Devices Recognized
Scanning Devices....	ESD-TWED2003-00011 OK	ESD-TWED2003-00011 OK
BACK SCAN CONNECT	BACK REMOVE CONNECT	BACK REMOVE CONNECT

C. Connect your wired devices to your Tac:
   - You can plug in the headset, the pulsers, or both. The main menu will show what devices are connected.

Main Menu

Resources

Reprocessing

Pulser

Headphones

EyeScan

Profiles

Settings

START SESSION

D. Select Start Session and it will walk you through the settings for the devices that are connected. Use the arrow buttons to increase or decrease your settings and then arrow down to next and select it to take you to the next screen.
E. Select Start once your settings are selected.
F. During a session you can change any of the settings on the devices you have connected.
   - Highlight the icon of the device that you want to change the settings for, and press enter (the middle button). The hand is for pulsers, the headset is for headset, the eye is for the EyeScan, and the timer icon is for the speed for all devices. Once selected, it will give you the option to make the changes.

Session Running

0

PAUSE   RESTART   STOP

Session Running

0

INTENSITY ◀ 3 ▶

PAUSE   RESTART   STOP

❼ End, Restart, or Pause a Session

Session Running

| PAUSE | RESTART | STOP |

Stopping a session suspends it but gives the user the choice to continue or end the session

Restart will restart the session

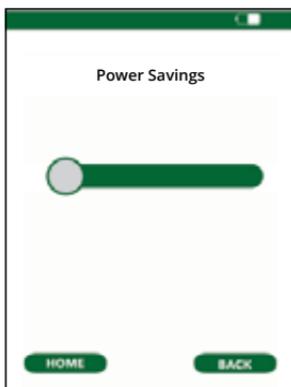The session can be Paused and, when pressed, the button will read Play which will continue the current session

❽ Other Setting for Tac

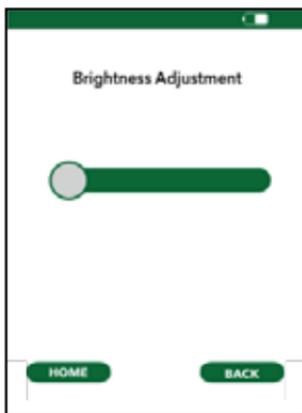Select to turn Power Savings Mode ON/OFF

Arrow to the left to adjust the screen's brightness.

Rechargeable Battery – Select this option if you have purchased a rechargeable version of the battery CR123A. You must also purchase a charger to charge the battery outside of the device.

Troubleshooting Guide

If the Tac screen freezes or you cannot shut off the tac, you can do a reset by inserting a paper clip into the small hole at the bottom of the Tac. When you feel the button click, release pressure and the device will shut off.

The reset button is located in the same place on the bottom of all Tacs.
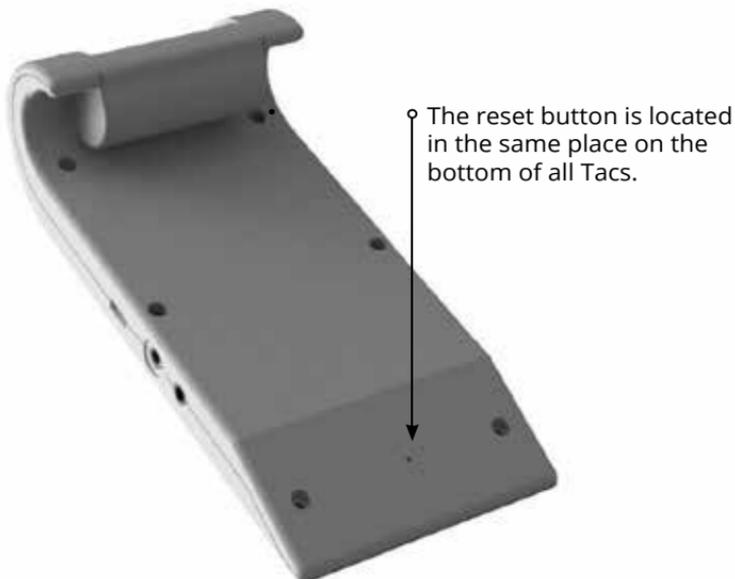
o If you're pressing the buttons and they aren't responding, please check to ensure you are doing a quick press and release. If you press the buttons too long while selecting your option, it won't respond.
o Your device is not rechargeable. It comes with a disposable CR123A battery. There are rechargeable versions of this battery which you can buy. You must also buy a charger to charge the battery outside of the device. If you use these batteries, please go into the Settings menu and select Rechargeable Battery. Once selected, it will be in black letters. This will ensure the device will register the correct battery level.

Troubleshooting Guide

- If you put in a disposable battery, and the battery level still shows low battery, please check the settings to ensure that the Disposable Battery option is selected. It will be in black letters if selected.
- To extend the life of your battery, please turn on the power save mode under settings. It will dim your screen after 30 seconds of inactivity. To light the screen back up, simply press a button.

Maintenance

To clean the device, we recommend using a microfiber cloth to dust the device. Do not use harsh chemicals on the LCD screen as it can damage the screen over time. We do recommend using the premoistened screen wipes occasionally, if you need to clean the screen, and the cloth isn't enough.

In order to extend the life of your pulsers it is important to know that the life of the wires is directly related to how much flexing, pulling and bending your pulser wires receive. Although we work very hard to make the pulsers and wires as durable as possible, there is no way to predict how long they will last. Any wire that is handled on a regular basis, especially by people who are stressed, will eventually wear out. Pulsers are considered consumable items and having spares on hand is highly recommended.

For further assistance please email us at: emdrtools@neurotekcorp.com, or call 727-372-0104. Our normal office hours are 7:30 a.m. - 4:30 p.m. EST Monday through Friday.

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