



VIGILANT

How to Back Time a Label

➤ **We know times get busy and you won't always have time to print labels at the time the infusion was started. Don't worry, you can back time your labels by following these steps:**

1. Click on the "Exp 7Day" or "Exp 96hr" button in the left lower corner of the touch screen
2. Click on the clock icon
3. Select the number of hours you want to subtract from current time
4. Click on the green colored check mark
5. Print your label
6. The printer will default back to original date change settings after label is printed

Link to Video: <https://vigilantsoftware.io/wp-content/uploads/2025/06/Backtime-Updated.mp4>

How to Update the Time

- **Since the printer is stand alone and not connected to wi-fi, you might need to manually update the time on a daylight savings day**
 1. Scan the barcode on the side of the printer with the attached scanner
 2. The first option in that menu is “Set Time”
 3. Click on that option
 4. Change the time manually on the touch screen
 5. Click on the home button twice to return printer to home screen