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AIO TelehealthCart

QUICK START GUIDE

All-In-One 24" Lenovo with
ProEX Software on an Ergotron SV40 cart

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Vision Telehealth Cart - Quick Start Guide

For your All-In-One 24" Lenovo with ProEX Software on an Ergotron SV40 cart.

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Ships with your selection of these clinical examination accessories:

- GEIS® General Examination Camera
- Stethoscope
- Pulse Oximeter
- Thermometer
- Blood Pressure Cuff
- ECG Monitor

- Blood Glucose Monitor
- Weighing Scales
- Otoscope
- Intraoral Dental Camera
- Laryngoscope
- Examination Glasses

CONNECT YOUR PERIPHERALS AND TURN ON THE LENOVO ALL-IN-ONE PC

You have been provided with a wireless keyboard and mouse and Bluetooth® and USB peripherals. The wireless and Bluetooth devices are already paired and ready for use.

Connect the USB peripherals such as the GEIS® Camera and the Stethoscope to the USB Hub.

Turn the Lenovo All-In-One PC on. The PC will automatically log in to Windows and open the Vision log in page.

Click the Network / Wi-Fi icon on the bottom right of your screen to connect to the internet. Some organisations will require assistance from the IT department to connect to a network.

LOG IN TO THE VISION PLATFORM AND SET UP YOUR ORGANISATION

Sign into the Vision Telehealth Platform from the **www.visionflex.com** website.

If you don't know your credentials, please contact the support team by email at **support@visionflex.com.au** or by phone on **+612 8914 4000**.

Select **Manage Users** to set up your clinical staff with user accounts.

CREATE A SCHEDULED MEETING

Follow these steps to **Create a Meeting** to schedule or start a "dynamic" virtual meeting room. This creates a unique, single-use meeting ID.

1. Enter the **Title** and an optional **Description**.
2. Select a date and time for the meeting or **Schedule for now** to start the meeting immediately.
3. Select **Duration**. This can be extended during the meeting by the meeting hosts.
4. Select one or more of the **Host** users that were created earlier.
5. Enter the email address of the **Guests** or remote participants. Press [Enter] after each email address.
6. **Show Calendar** to see other meetings scheduled on the Vision platform for your organisation.
7. Tick **Invite to Virtual Room** if you want to use the Host's dedicated Meeting ID.
8. Click **Settings** to add a meeting password, toggle the company disclaimer and receive an event log by email.
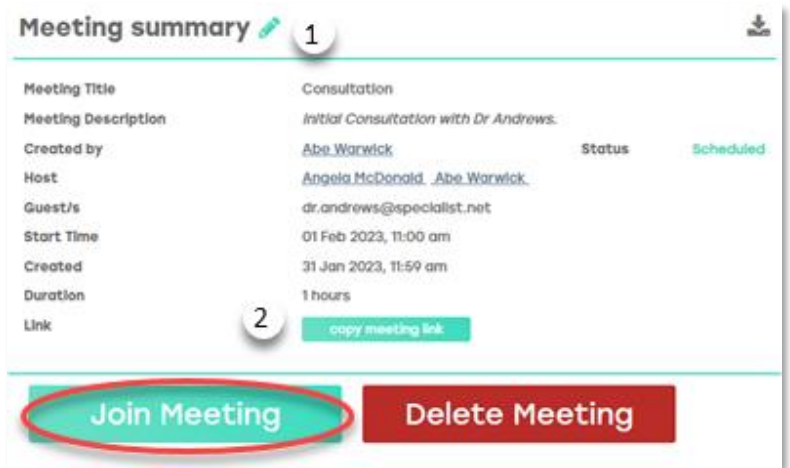
Click **Go** to send the meeting invitation and start meetings that are scheduled to start now.

Review the meeting details before joining.

1. You can **edit** the meeting details and resend the invitation.
2. You can **copy the meeting link** to send it to someone by email or another method.

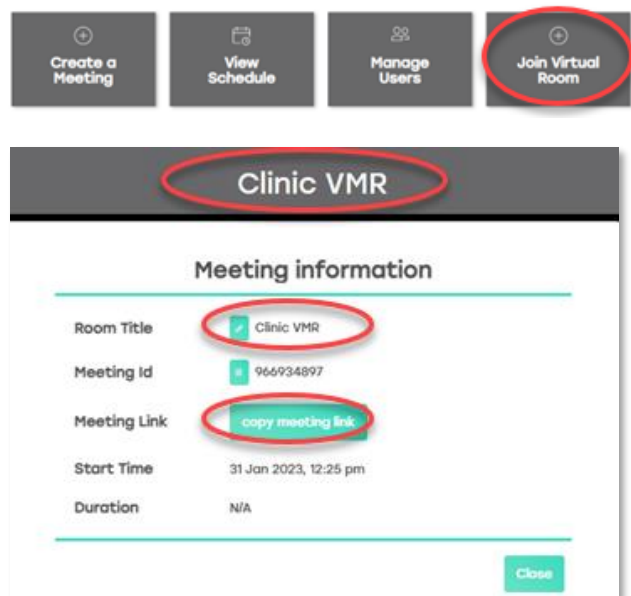When the meeting has started or is about to start you can **Join Meeting**.

USING YOUR DEDICATED VIRTUAL MEETING ROOM

If you want to conduct an ad-hoc immediate telehealth session you may prefer to **Join your Virtual Room**.

From within the meeting, you can view the **Meeting ID**, copy the **meeting link** and modify the **Room Title** by clicking the Virtual Room name at the top of the screen.

The link to this room and the meeting ID are static and always accessible. This means that if you are regularly conducting ad-hoc sessions with another party, they may simply bookmark the Virtual Room **web address** in their browser for quick access.
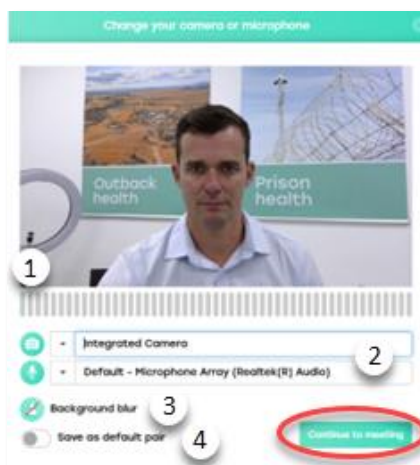
USING THE VISION TELEHEALTH VIDEO CONFERENCING PLATFORM

When the meeting starts all participants will be prompted to select a camera and microphone pair.

1. Try speaking to see the **volume level indicator** below your image.
2. Select alternate **camera** and **microphone** sources if you have any.
3. If there is sensitive information visible behind you, consider using the **Background Blur** feature.
4. You can set your camera and microphone pair as **default** for next time.

Press **Continue to Meeting** to join the meeting in progress.

1. The **Virtual Room Name** is displayed at the top of the screen. Click here to copy the meeting link and modify the room name.
2. The amount of **time** that has elapsed and the **length of the meeting** are displayed. Click to display time remaining.
3. If the meeting needs to be extended, click the **extension button**.
4. Mute and unmute your **microphone**.
5. Disable and enable your **video feed**.
6. Take a **snapshot** which can be shared with other participants.
7. Settings allows you to configure your **audio** and **video sources** and enable and disable **background blur**.
8. Your **camera position** is locked by default. Click the unlock icon to allow remote participants to control your camera. This is especially useful for Pan-Tilt-Zoom cameras. Far-end participants can look around the room and zoom in and out.
9. You can add additional **video sources** such as the **patient facing webcam**. Add **participants**, add **meeting notes** which will be distributed after the call and also connect **SIP videoconferencing endpoints** to the call.
10. You can **Screenshare** a window, a browser tab or your entire screen with the meeting participants.
11. The **TrueSteth** tool is used in conjunction with your digital stethoscope to transmit clear audio to the far-end doctor.
12. Change the **Layout** of your participant and video feed windows. As a host, hold SHIFT and click to force everyone to your layout. This is useful to draw attention to a particular feed or maximise the ProEX ExamVu clinical view.
13. **Collaborate** over captured screenshots, blank canvas and uploaded images with annotation and drawing tools. **Save** resulting documents and images to PDF to share with the participants after the call.
14. Open the **Chat** window to write messages to the participants.

COMMENCING A CLINICAL EXAMINATION

Click the **ExamVu** button on the toolbar in the Vision Telehealth platform to launch the ProEX ExamVu software. If you minimise ProEX it will stop being displayed in your Vision call.

If you aren't conducting a telehealth consultation you can access the **ExamVu ProEX software** from the desktop shortcut.
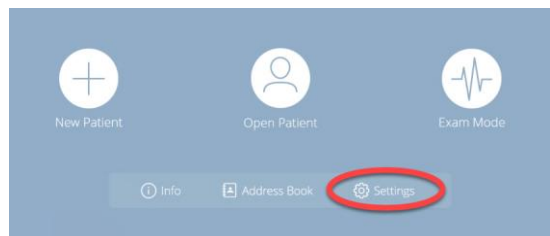
Log in as Administrator, default password is 1234.

Change your Administrator password and set up your user accounts by clicking **Settings** and **Accounts**.

Ensure your Institution Details are correct in **Settings** and **Configuration**.

When you're ready to commence an examination return to the Home Screen.

1. You can create a **New Patient** profile, enter telehealth patient details and then **Create Session** to begin.
2. Or **Open Patient** to view a list of existing patient profiles and **Create Session** to begin a new examination.
3. Or go straight into **Exam Mode**. You will be able capture data, review, share and save against a new or existing patient.
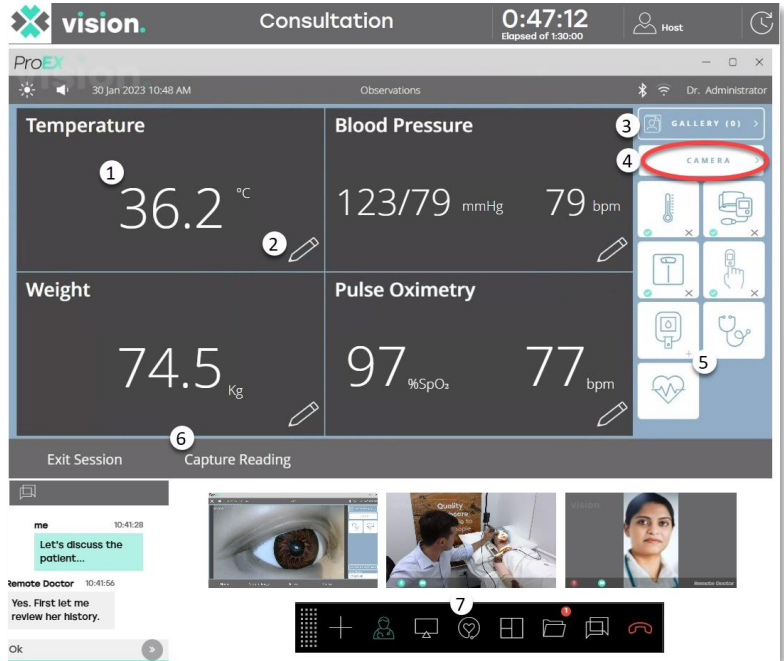
EXAM MODE OVER TELEHEALTH

Exam Mode is used to collect, store and share patient data from clinical peripherals that are connected via Bluetooth® and USB. The peripherals that shipped with your Telehealth Cart are paired and ready for use. To connect new devices first pair the device in Windows and also pair with ProEX ExamVu using the Bluetooth® settings which can be found under **Settings**, **Connectivity**, **Bluetooth®**. For troubleshooting, please consult the relevant peripheral manual.
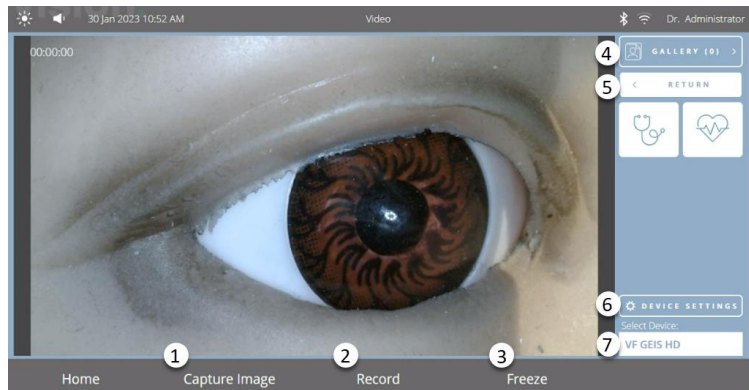
Commence an examination with one or more clinical peripherals and the results will appear in **Exam Mode**.

1. When the reading has registered it will appear in this view.
2. You can manually **enter a value**.
3. Captured Observations, images and video will be sent to the **Gallery** where they can be saved to a session against a patient.
4. View, save and share vision from **clinical cameras** such as an Otoscope, Dental Camera, General Exam Camera and other scopes.
5. **Customise** the Exam Mode view by selecting (+) or removing (x) an Observation. Or click the tile to **focus** on one.
6. **Capture** Observation data to the Gallery.
7. Use the **TrueSteth** feature on the Vision toolbar to share Stethoscope audio with Vision Telehealth participants and allow a remote physician to control the audio.

EXAM MODE CAMERAS

1. **Capture an image** to the Gallery.
2. **Record a video** to the Gallery.
3. **Freeze** the video feed.
4. View captured data, images and video in the **Gallery** and save it to a session against a patient.
5. Return to **Exam Mode**.
6. Configure camera **device settings**.
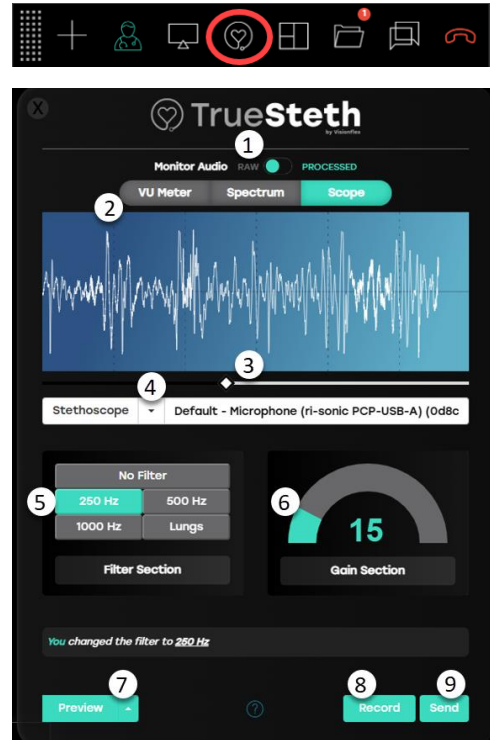7. **Select camera** device.

TRUESTETH

TrueSteth allows the transmission of heart, lung, and body sounds from a Digital Stethoscope over telehealth. The remote physician can control the filters and the gain of the stethoscope to assist with diagnosis.

To carry out a TrueSteth examination, first connect the digital stethoscope via the USB or 3.5mm audio connector. The Stethoscope is seen by Windows as a Microphone. Check the Windows Audio Settings to ensure that the gain of the Stethoscope set to around 80%. You may need to adjust the gain depending on the size of the patient.

We recommend good quality 'over ear' headphones to get the best audio quality during the stethoscope examination. If headphones are not used, feedback can be an issue and some audio indicators will be difficult to detect.

TrueSteth is accessed via the Vision Telehealth toolbar.

1. You can switch between **Processed** audio and the **Raw**, unfiltered audio from the stethoscope.
2. Select the graphical display mode to view **VU Meter** for amplitude, **Spectrum** for the frequency range and **Scope** for a progressive audio trace.
3. Drag the diamond to extend or reduce the **visible time base**.
4. Drop down to **choose the audio device** to use as a stethoscope.
5. **Filters** are selected based on the type of examination being undertaken. For example, 250Hz and 500Hz low frequency for heart sounds, 1000 Hz removes lower frequency sounds to provide good audio for heart valve clicks and lung sounds. The Lungs setting filters out low frequencies and vibrations and provides excellent audio of the lungs.
6. Adjust the **Gain** of the stethoscope to get a good quality audio feed without any clipping.
7. **Preview** the audio stream and select headphones or speakers.
8. **Record** the audio stream. When you stop the recording, it will be downloaded as a .wav file to Downloads folder on the computer.
9. Once the stethoscope is connected and you have verified the volume of the signal to your headphones, you can **Send** an invitation to other participants in the telehealth call to view the TrueSteth application. When the participants 'accept' the invite message on their screens they will see the TrueSteth application and have full control of the stethoscope and the options listed above.

TECHNICAL ASSISTANCE: CONTACT YOUR IT DEPARTMENT OR VISIONFLEX TECHNICAL SUPPORT AS BELOW

This has been an overview of the first steps and basic capabilities of the Visionflex Telehealth Cart using the Vision Telehealth video conferencing platform and the ProEX ExamVu clinical examination software. For detailed information about each peripheral and troubleshooting steps consult the manuals included with your products.

Our Support Team would love to hear from you if you'd like more information or training. Every organisation is different and together we can go through your workflow to help you get the most out of your Visionflex Telehealth Cart.

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