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Instructions for Use

Viot™

Suite

EN	Instructions for Use
SV	Bruksanvisning
DA	Brugsanvisning
NO	Bruksanvisning
DE	Gebrauchsanweisung
FR	Instructions d'utilisation
IT	Istruzioni per l'uso
ES	Manual de instrucciones



Instructions for Use - EN

Viot™ Suite



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1 Introduction

1.1 About this Manual

This manual is valid for the Viot™ Suite. This product is manufactured by:

Interacoustics A/S

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Web: www.interacoustics.com

1.2 Intended use

The Viot™ is used for the objective viewing of the external auditory meatus and canal before, during and after any audiological procedure.

The Viot™ Suite has been created to control the Viot™ hardware allowing viewing, capture and storage of the images and videos created through use of this product.

1.3 Intended User Profile

This product has been designed for use by trained audiological and medical professionals for examination of the ear and external ear.



2 System setup

2.1 System requirements

PC minimum requirements:

- 2 GHz Intel i3 processor
- 4GB Ram
- 2.5 GB available disk space
- 1024x768 resolution (1280x1024 or higher recommended)
- Hardware accelerated DirectX/Direct3D graphics card.

2.1.1 Supported Operating Systems

- Windows® 7 SP1 (x86 and x64)
- Windows® 8 / 8.1 (x64)
- Windows® 10 (x64)

Windows® is a registered trademark of Microsoft Corporation in the United States and other countries.

Important: make sure you have the latest service packs and critical updates installed for the version of Windows® that you are running.

Should you desire to connect the Viot™ via a USB hub then please ensure that it is a powered hub.

2.1.2 PC Security

We recommend that the user has taken sufficient measures regarding PC security. This may include the installation and use of a virus scanner, firewall and restricted user access. For further information on this we recommend the user consults their system administrator.

Using operating systems where Microsoft have discontinued software and security support will increase the risk for viruses and malware, which may result in breakdowns, data loss and data theft and misuse. Interacoustics A/S cannot be held liable for your data. Some Interacoustics A/S products support or may work with operating systems unsupported by Microsoft. Interacoustics A/S recommends you to always use Microsoft supported operating systems that are kept fully security updated.

2.1.3 Supported Noah4 office systems

We are compatible with all NOAH-integrated office systems which are running on NOAH and NOAH engine.

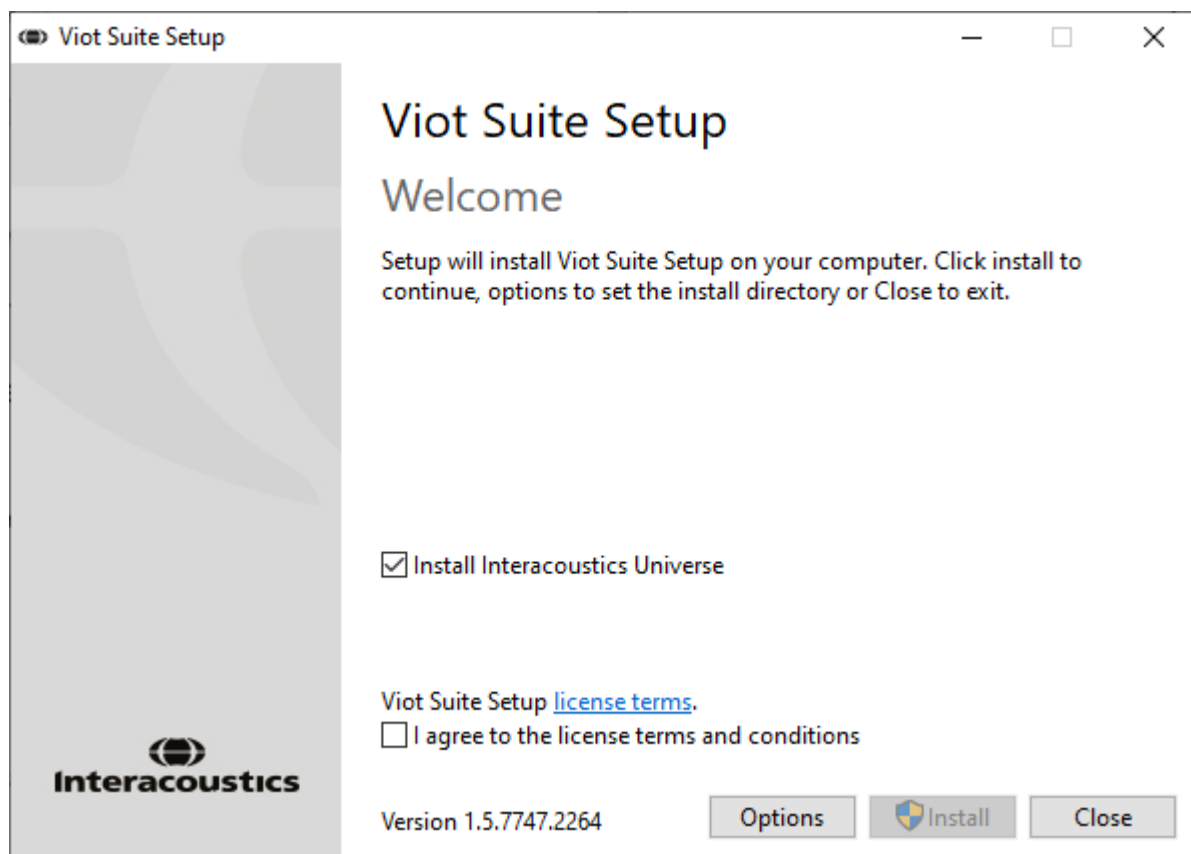


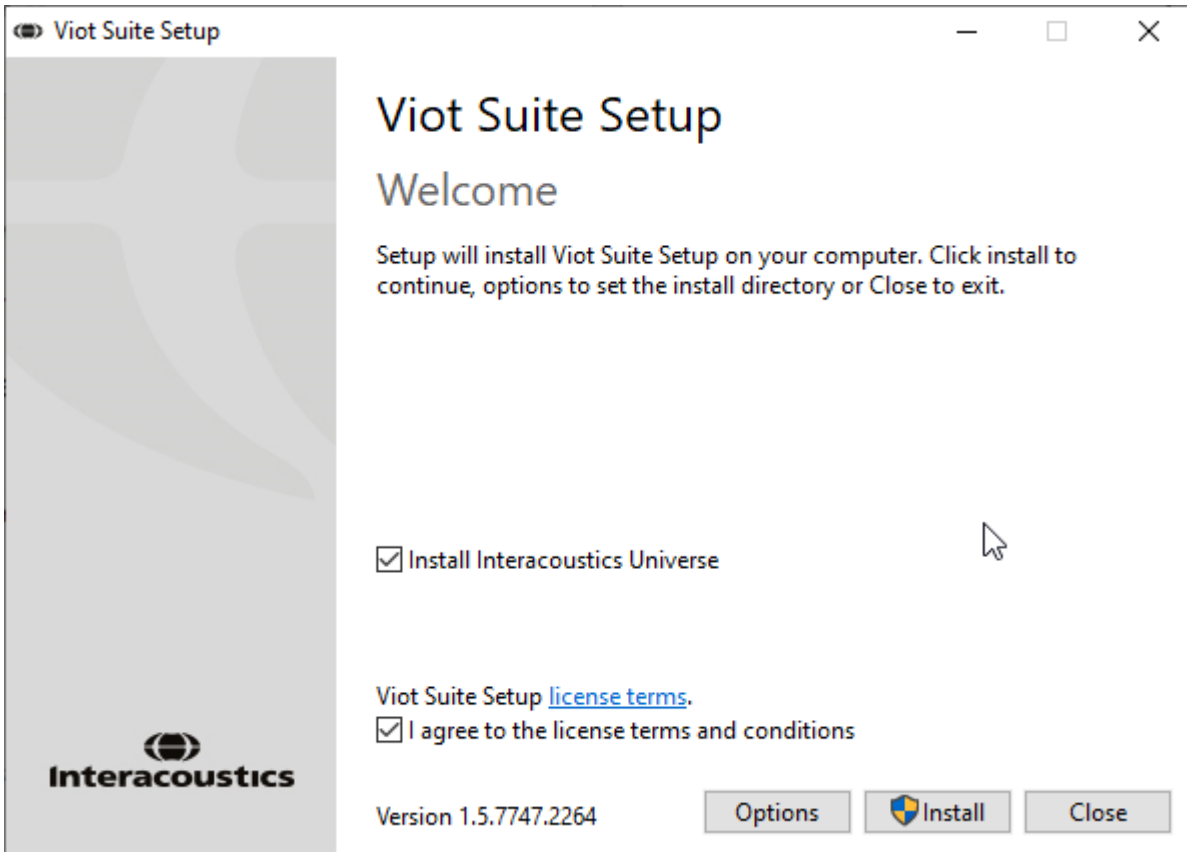
2.2 Software installation

Do not connect the Hardware to the computer before the software has been installed!

2.2.1 Software installation Windows®10, Windows®7, Windows®8.1 and Windows®8

Insert the installation USB drive and follow the steps below to install the Viot™ Suite software. To find the installation file; click “Start”, then go to “My Computer” and double click the USB drive to view the contents of the installation USB. Double click the “setup.exe” file to initiate the installation.



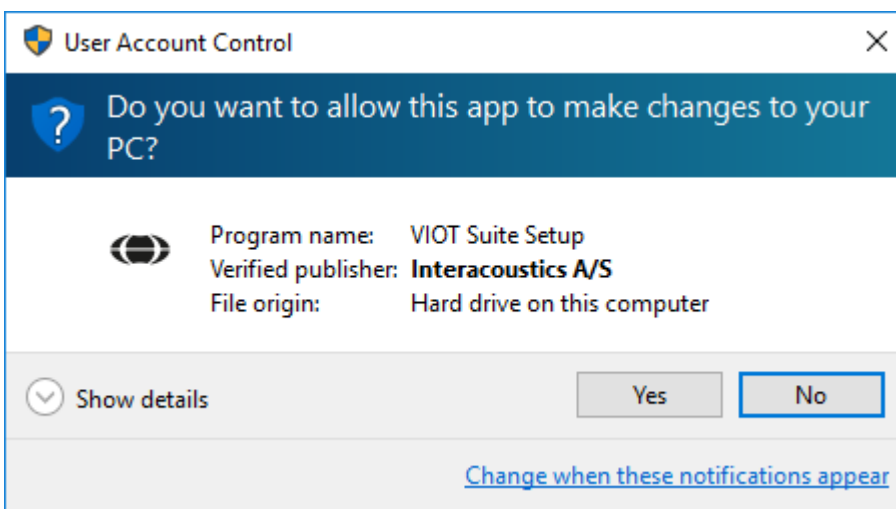


Please ensure that you have checked the box to agree to the license terms and conditions. Once you have done this it will allow you to proceed as the 'Install' button will be active.

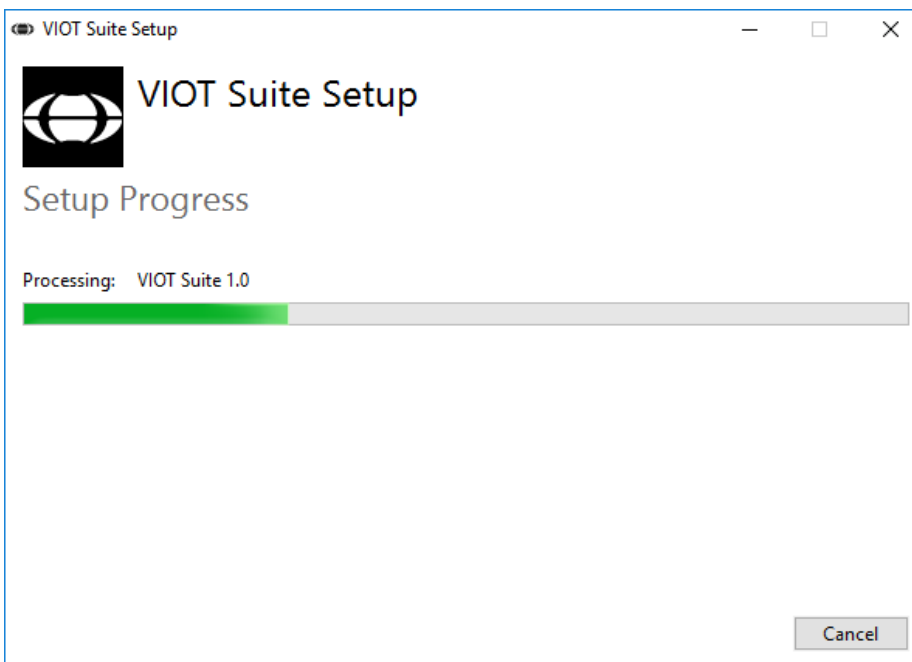
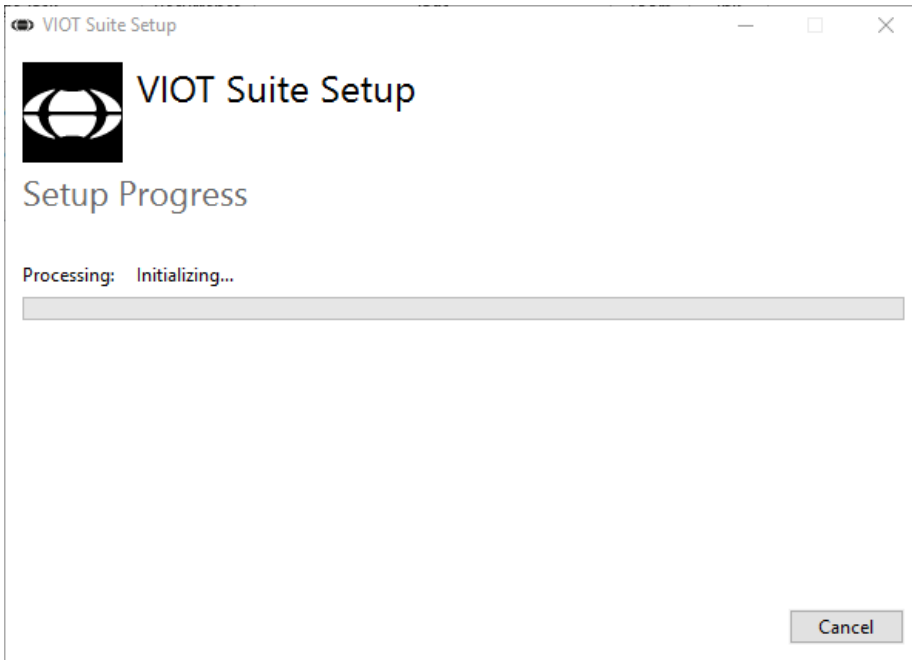
Clicking 'Options' will allow you to change the installation path. If you proceed without clicking and changing this it will go to the default location.

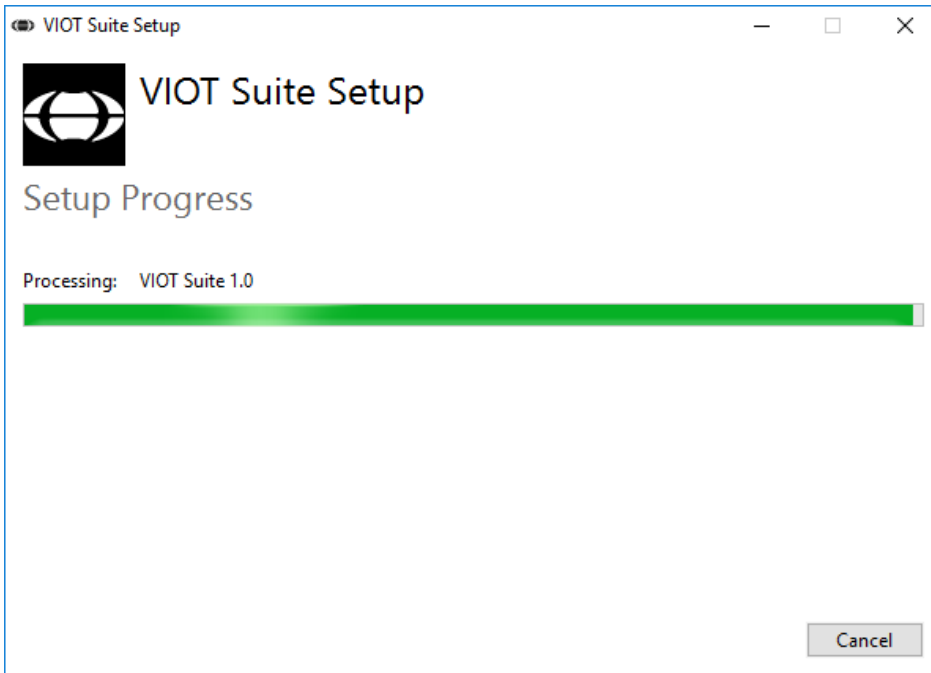
Note: The installation of Interacoustics Universe is included within this step. It is by default checked on; you can disable this if you wish.

- 1) Press "Install" and the following screen appears:



Please click "Yes" to allow the software to make changes and install the required files to your computer. Press "Yes" and the following screens will appear:





On completion the following screen will appear.

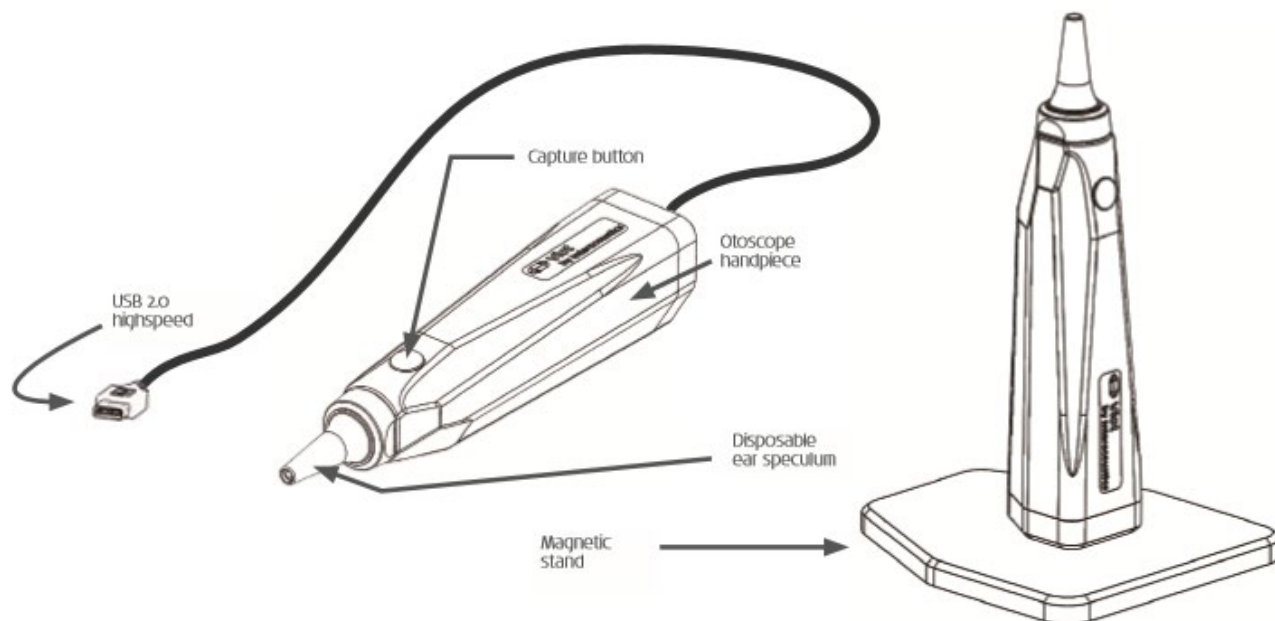




3 Using Interacoustics Video Otoscope

3.1 Pre-heating and light source

There is a light source in the Viot™ which allows you to illuminate the ear canal during use. When the Viot™ is connected to the PC the light source will not immediately be switched on. Only when opening the Suite you will notice that the light source and camera image is enabled allowing you to view the image which the Viot™ can capture.



3.1 White balance

The Viot™ does not require a white-balance procedure and it will handle this automatically.

3.2 Capturing pictures/video

The Capture button can be used for capturing pictures and for starting & stopping video recordings. Alternative ways of capturing are pressing the spacebar and using the mouse to press the capture button in the Viot™ Suite. If you long-press the capture button then it will inform the suite that you wish to swap earside.

3.3 Hardware Manual

For more information regarding the Viot™ hardware, please see the hardware manual. This includes information on the system specification and instructions on care and management.



4 Using the Viot™ Suite

NOTICE

Make sure that the video otoscope is properly connected to your PC before starting the Viot™ Suite!

4.1 Launching from Databases

4.1.1 Noah 4

If you are using HIMSA's Noah 4, the Viot™ Suite software will install itself automatically in the menu bar on the start page, along with all the other software modules.

4.1.2 Working with OtoAccess®

For further instructions about working with OtoAccess®, please see the OtoAccess® operation manual.

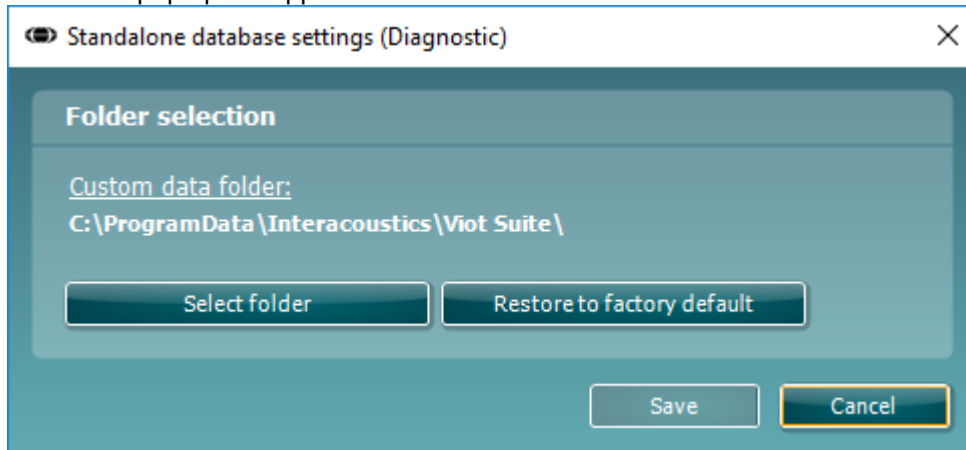


4.2 How to configure an alternative data recovery location

The Affinity/Equinox Suite has a backup location for data to be written in the case that the software is accidentally terminated or the system crashes. The following locations are the default storage folder for recovery or standalone databases: C:\ProgramData\Interacoustics\Affinity Suite\ or C:\ProgramData\Interacoustics\Equinox Suite\ but they can be amended via the following instructions.

NOTE: This feature can be used to change the recovery location when you are working through a database as well as the standalone save location.

1. Go to C:\Program Files (x86)\Interacoustics\Viot™ Suite
2. In this folder find and launch the executable program titled FolderSetupViot™.exe
3. The below pop up will appear.

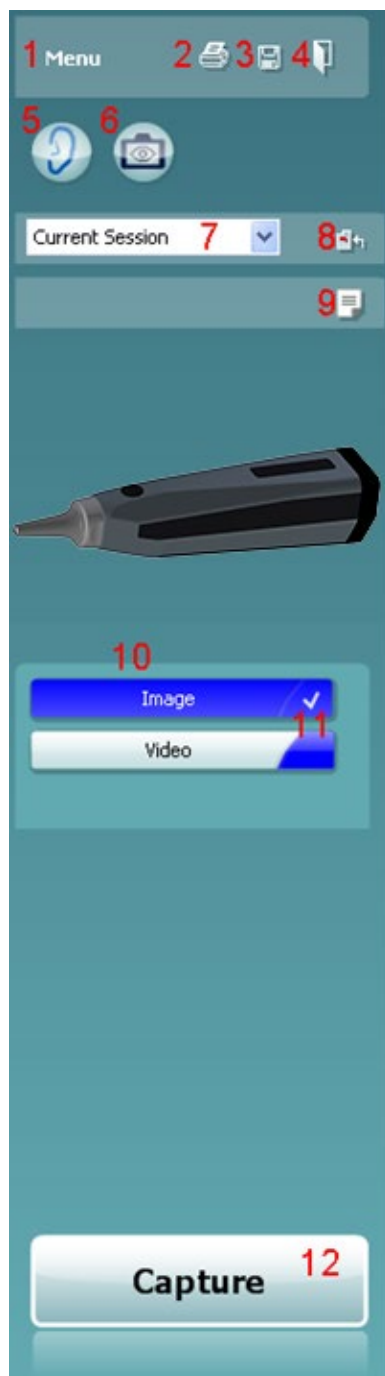


4. Using this tool, you can specify the location you wish to store the standalone database or the recovery data by clicking on the 'Select Folder' button and specifying the desired location.
5. Should you wish to revert the data location to the default then simply click on the 'Restore factory default' button.



4.3 General operations within the Viot™ Suite

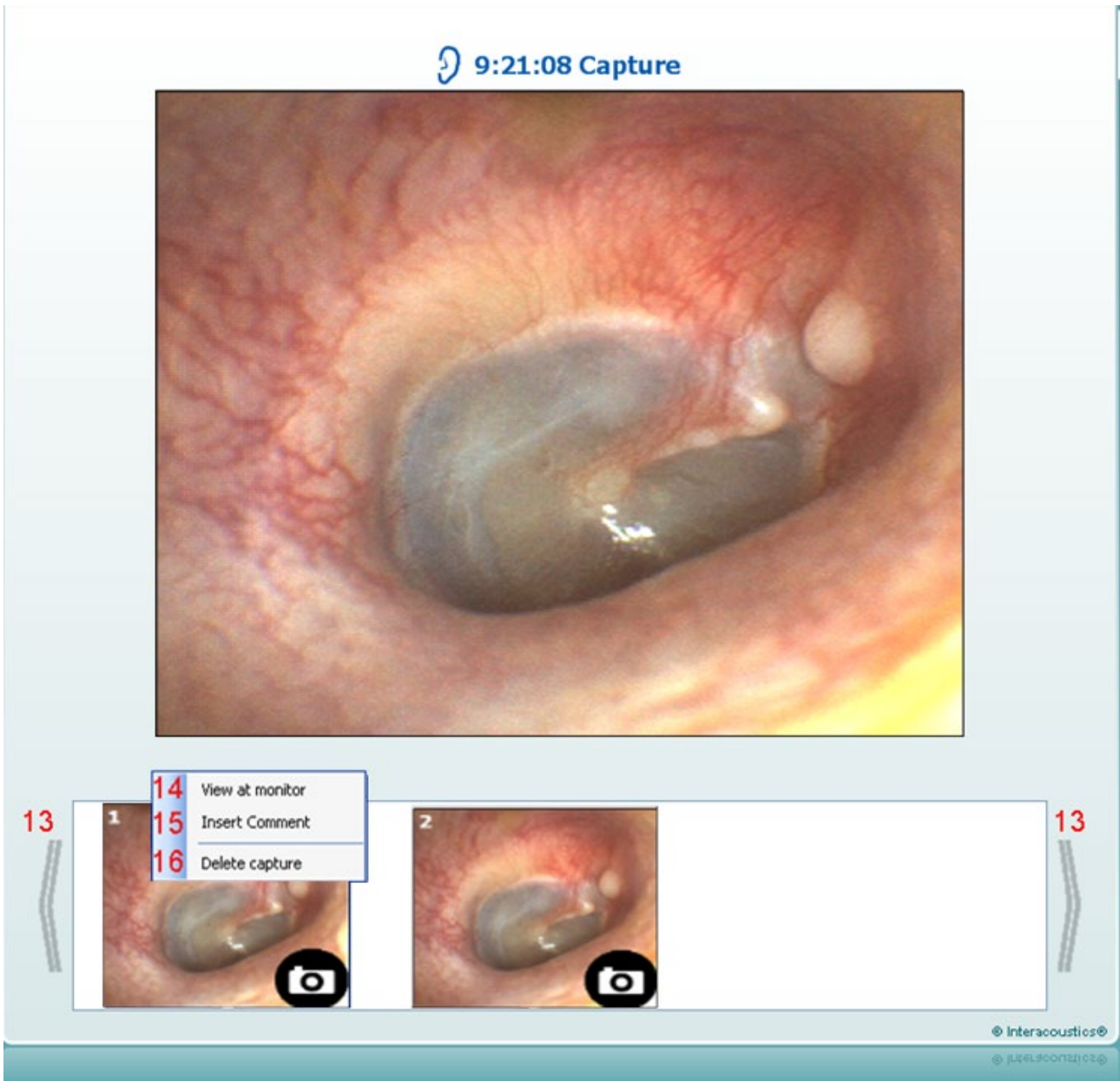
The following operations are available within the Viot™ Suite:



1. **Menu** to go to **Print, View, Edit, Setup or Help, Print**. The menu has the following structure:
 - **Menu | Print | Print ...** to print the current protocol using the default template as it is set up in the Viot™ 440 setup. You will enter the print window from where you can select your printer and change settings before printing. Note that you are prompted to select a template if in the Viot™440 no template is selected.
 - **Menu | Print | Print preview...** to see the print preview using the print template as it is set up in the Viot™440 setup. Note that you are prompted to select a template if in the Viot™440 no template is selected
 - **Menu | Print | Print layout...** to open the print wizard window from where you can select a template to print the current protocol. See paragraph 5.1 5.1for operating the print wizard.
 - **Menu | View | Save window position** stores the current size and positioning of the Viot™ Suite. Next time the suite is opened it will default to saved size and position.
 - **Menu | Edit | Export to file** allows you to export the currently selected picture to a BMP, JPEG, TIFF or PNG file
 - **Menu | Edit | Export to MSPaint** allows you to export the currently selected picture as a BMP file directly into MSPaint
 - **Menu | Setup | Viot™440 setup** opens the main setup window in which you
 - define the location where recorded videos are stored
 - enter the print setup from which the default print template is selected
 - **Menu | Help | About ...** brings you to an informative window which shows the following information:
 - Version of Viot™ Suite
 - Copyright Interacoustics 2009
 - Website link to www.interacoustics.com
2. **Print** button to print current viewed protocol directly to your default printer. Note that you are prompted to select a print template if it is not yet defined in the Viot™440 setup.
3. **Save & New Session** icon to save current measurements to OtoAccess® or Noah and start a new session with all included tests ready for testing.
4. **Save & Exit** button to save current measurements to OtoAccess® or Noah, close the Viot™ Suite and go back to OtoAccess® or Noah.
5. **Change Ear** button to change from left to right ear and vice versa.
6. **Select camera live view** to swap from seeing the currently selected picture or video to the live view from the video otoscope.
7. **Historic session** drop down menu where earlier stored measurements can be chosen for reviewing.
8. **Go to current session** button brings you back to the current session.
9. The **Report editor** button opens a separate window for adding notes to the current session. Remember that when saving the session this report is also saved to OtoAccess®. In the current version it means that after saving no changes to this report can be made.
10. The Viot™ Suite allows 2 types of recording, capturing images and capturing video. The currently selected mode is highlighted blue or red, depending on the chosen ear.
11. A white checkmark indicates that (at least some) captures are stored in memory.
12. The **Capture** (and **Stop**) button allows you to capture a picture and starting/stopping a video recording.



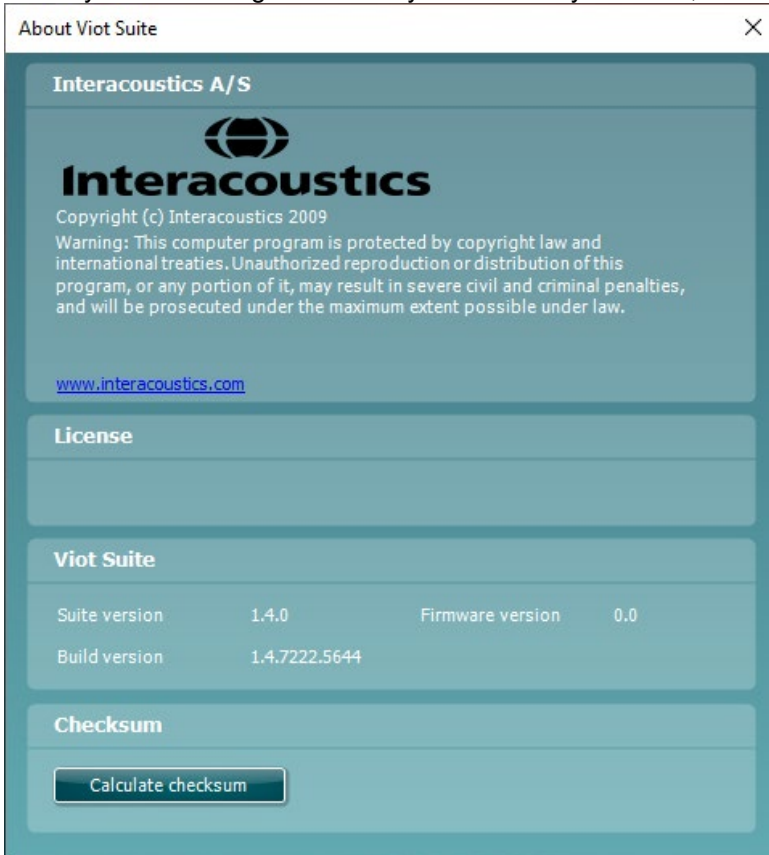
13. The **arrow buttons** allow you to browse to the different captures, in case there are more than four.
14. **View at monitor** under the right mouse click allows you to view the picture in a separate window. This window can be resized by pulling the right bottom corner of the window and can for example be placed full screen on a separate monitor.
15. **Insert comment** under the right mouse click allows you to insert a comment for each picture separately. Comments appear on the printout.
16. **Delete capture** under the right mouse click allows you (after confirming) to delete the picture/video.





4.4 About Viot Suite

Should you go to **Menu > Help > About** then you will see the below window. This is the area of the software where you can manage license keys and check your Suite, Firmware and Build Versions.



Also, in this window you will find the Checksum section which is a feature designed to help you identify the integrity of the software. It works by checking the file and folder content of your software version. This is using a SHA-256 algorithm.

On opening the checksum, you will see a string of characters and numbers, you can copy this by double clicking on it.

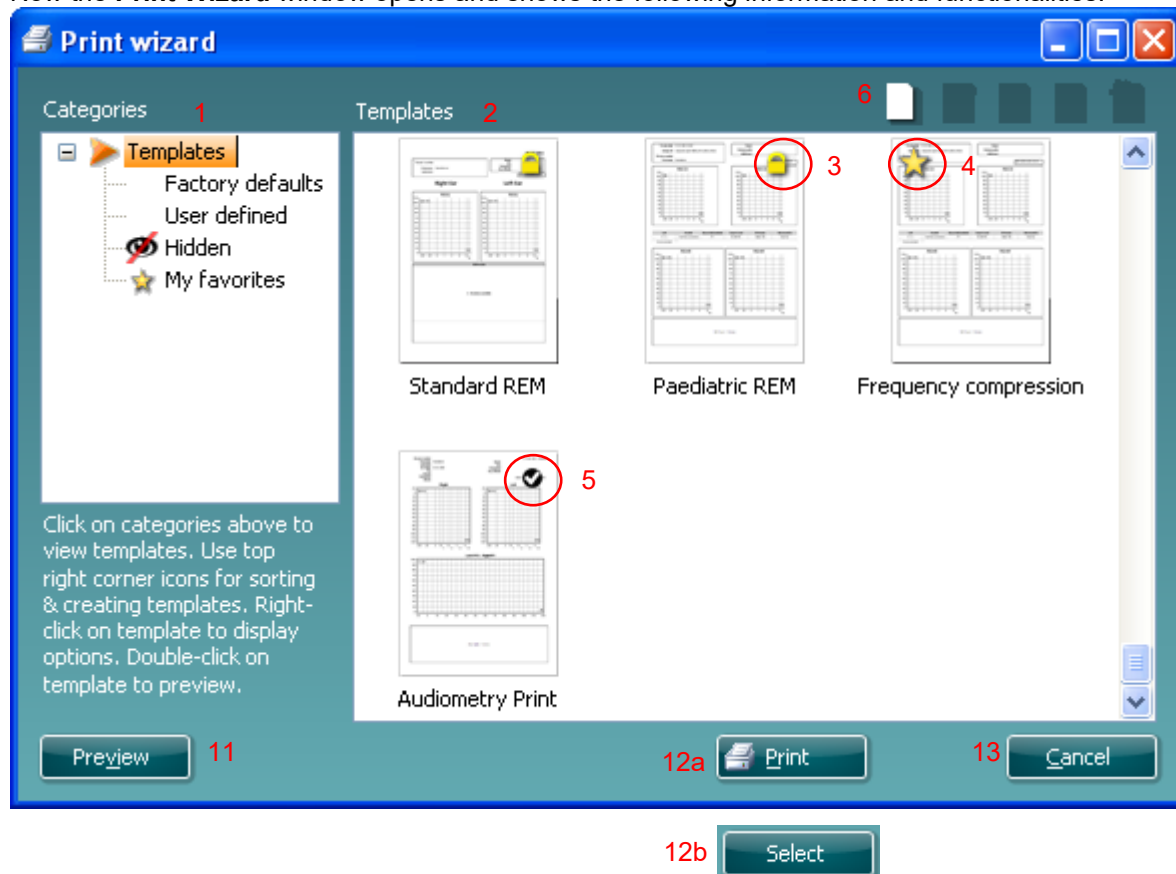


4.5 The Print wizard

In the Print Wizard you have the option to create customized print templates which can be linked to individual protocols for quick printing. The Print Wizard can be accessed in two ways.

- If you want to make a template for general use, or select an existing one for printing: Go to **Menu/File/Print Layout...** in any of the Affinity² Suite tabs (AUD, REM or HIT)
- If you want to make a template or select an existing one to link to a specific protocol: Go to Module tab (AUD, REM, or HIT) relating to the specific protocol and select **Menu/Setup/AC440 setup**, **Menu/Setup/REM440 setup**, or **Menu/Setup HIT440 setup**. Select the specific protocol from the drop down menu and select **Print Wizard** at the bottom of the window.

Now the **Print Wizard** window opens and shows the following information and functionalities:

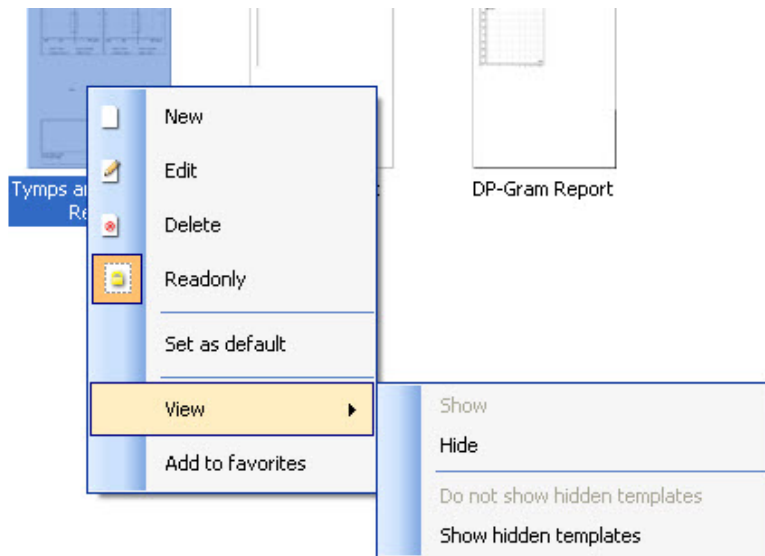


- Underneath **Categories** you can select
 - Templates** to show all available templates
 - Factory defaults** to show only standard templates
 - User defined** to show only custom templates
 - Hidden** to show hidden templates
 - My favorites** to show only templates marked as a favorite
- Available templates from the selected category are shown in the **Templates** viewing area.



3. Factory default templates are recognized by the lock icon. They ensure that you always have a standard template and do not need to create a customized one. However, they cannot be edited according to personal preferences without resaving with a new name. **User defined**/created templates can be set to **Read-only** (showing the lock icon), by right clicking on the template and selecting **Read-only** from the drop down list. **Read-only** status can also be removed from **User defined** templates by following the same steps.
4. Templates added to **My favorites** are marked with a star. Adding templates to **My favorites** allows quick viewing of your most commonly used templates.
5. The template that is attached to the selected protocol when entering the print wizard via the **AC440**, **REM440** or **HIT440** window is recognized by a checkmark.
6. Press the **New Template** button to open a new empty template.
7. Select one of the existing templates and press the **Edit Template** button to modify the selected layout.
8. Select one of the existing templates and press the **Delete Template** button to delete the selected template. You will be prompted to confirm that you want to delete the template.
9. Select one of the existing templates and press the **Hide Template** button to hide the selected template. The template will now be visible only when **Hidden** is selected under **Categories**. To unhide the template, select **Hidden** under **Categories**, right click on the desired template and select **View/Show**.
10. Select one of the existing templates and press the **My Favorites** button to mark the template as a favorite. The template can now be quickly found when **My Favorites** is selected under **Categories**. To remove a template marked with a star from My Favorites, select the template and press the **My Favorites** button.
11. Select one of the templates and press the **Preview** button to print preview the template on screen.
12. Depending how you reached the Print Wizard, you will have the option to press
 - a. **Print** for using the selected template for printing or press
 - b. **Select** for dedicating the selected template to the protocol from which you got into the Print Wizard.
13. To leave the Print Wizard without selecting or changing a template press **Cancel**.

Right clicking on a specific template provides a drop down menu offering an alternative method for performing the options as described above:

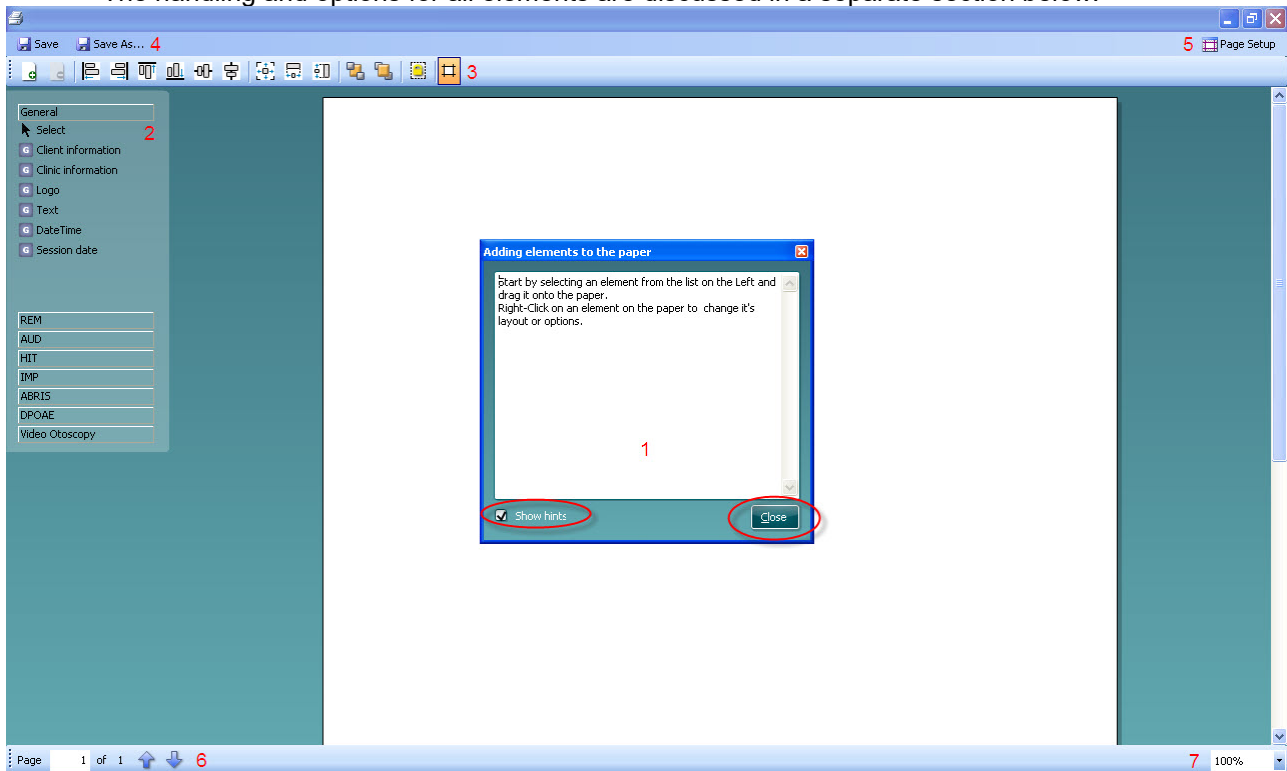





4.5.1 Designing a customized print template

After clicking on the **New Template** (or **Edit Template**) button the design window shows as below.

1. Upon opening, a short description about how to create a template will show on the screen. Press **Close** to close the message box. Uncheck the **Show hints** checkbox, if you do not want it to appear next time.
2. This list shows the elements which can be dragged onto the blank template. When **General** is selected, the general elements are listed. Template elements for each module will be listed when selecting the relevant module name, for example **AUD, REM, HIT**. If other suites are installed, such as the Titan suite, the relevant suites will also be displayed.
The handling and options for all elements are discussed in a separate section below.



3. The taskbar includes numerous icons for customizing the elements that are dragged onto the blank template page. These are described below in a separate section.
4. Press **Save** to save the print template and go back to the **Print Wizard** window. If you have created a new template, you are prompted to give it a name. Press **Save As...** if you have modified an existing template and want to save under a different name.
5. Pressing the **Page Setup** button opens the **Page Setup** window where you can choose the paper size, source, margins and setup the paper orientation.
6. If the template has more than one page, use the up and down arrows, , to scroll through the different pages. You can also type in the page number that you would like to view and/or edit.
7. The **Zoom** drop down menu allows you to change the viewing size of the template on screen.



4.5.2 Design elements

Template elements are added to the template page using the select, drag and drop function. Click on the desired element and drag it onto the template page. The element will appear as a small box in the upper left hand corner. Resize the element to the desired size and drag it to an appropriate location. The following elements are available for the **AUD**, **REM**, **HIT** and **Video Otoscopy** modules. The section below describes the options available within each element once dragged onto the template. Right clicking on any element will list its options for customization.

The image displays five panels, each representing a different module's design elements. Each panel has a 'General' section at the top with a 'Select' option. Below this, various elements are listed, each with a small icon and a label. At the bottom of each panel, there is a small box containing the module name: AUD, REM, HIT, or Video Otoscopy.

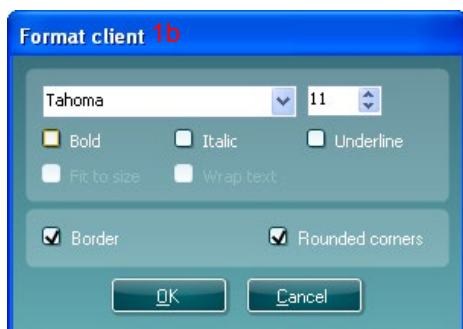
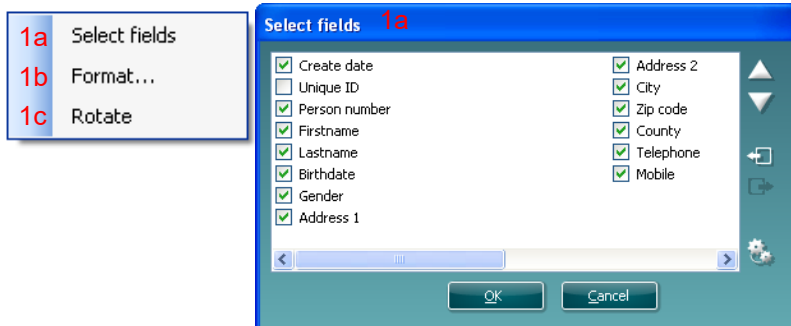
- Panel 1 (AUD):** General (Select), Client information, Clinic information, Logo, Text, Date/time, Session date.
- Panel 2 (REM):** General (Select), Audiogram, Audiogram Table, Speech table, Speech graph, WR comments, MLD, SISI, AUD Report, QuickSIN, AUD Examiner, Tone Decay.
- Panel 3 (HIT):** General (Select), REM Graph, Curve Information, REM Report, Dual view graph, Dual view table, REM Speech mapping, REM Table, Target Information, Session information.
- Panel 4 (Video Otoscopy):** General (Select), HIT Graph, Response/Gain I/O graph, HIT Table, Response/Gain I/O table, HIT Report.
- Panel 5 (Video Otoscopy):** General (Select), VO Image, VO Image comments, VO Report.



4.5.2.1 General elements

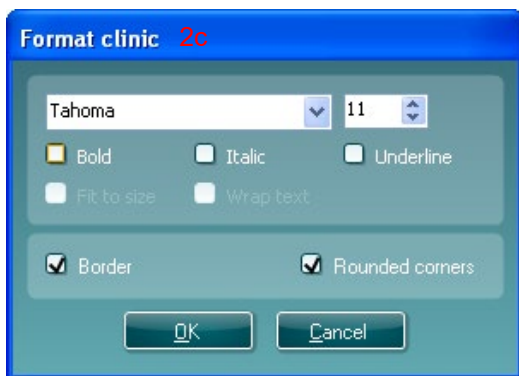
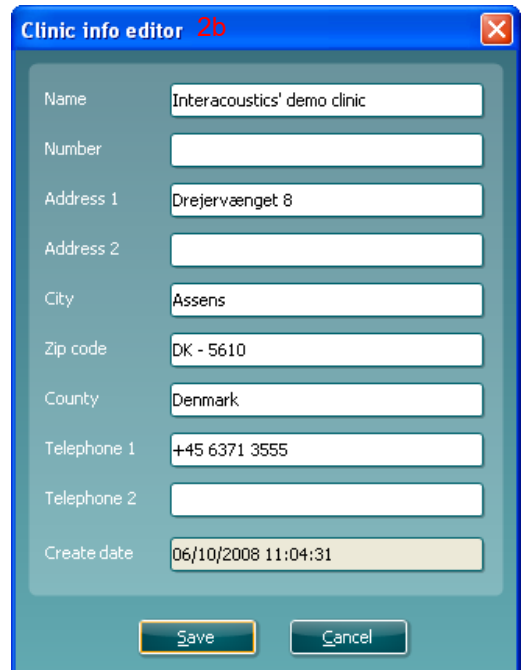
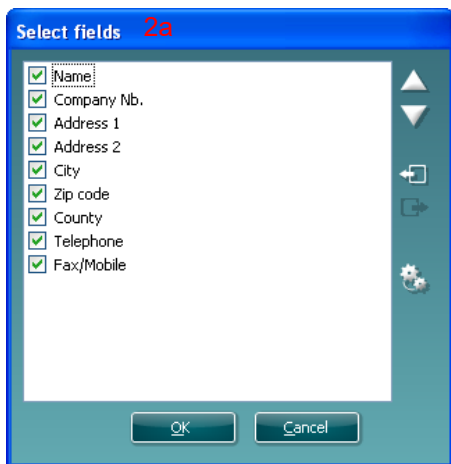
1. Client information

- a. **Select fields** opens the **Select fields** window where you select which items are to be shown in the client information element. You can change the order of the items by selecting one and pressing the up or down arrows . Pressing will create a new empty field that can be named and shown in the template. Change a field's name by selecting it, waiting for 1 sec and then left clicking on the name. Pressing will remove user created fields when selected. Press to restore the manufacturers' default fields.
- b. **Format...** opens the **Format Client** window. Here you can change the the font, font size and formatting, and the appearance (borders) of the **Client information** area.
- c. Selecting **Rotate** makes the element rotate 90



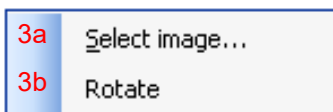
2 Clinic information.

- a. **Select fields** pops up the **Select fields** window where you select which items are to be shown in the clinic information element. You can change the order of the items by selecting one and pressing the up or down arrows . Pressing will create a new empty field that can be named and shown in the template. Change a field's name by selecting it, waiting for 1 sec and then left clicking on the name. Pressing will remove user created fields when selected.
Press to restore the manufacturers' default fields.
- b. **Enter clinic info...** opens the **Clinic info editor** window. Here you can type and save the clinic information specifically for the selected print template. The **Create date** item cannot be changed as it will always show the current date and time.
- c. **Format...** Here you can change the the font, font size and formatting, and the appearance (borders) of the **Clinic information** area
- d. By selecting **Show labels**, the **Clinic information** fields can be toggled on and off
- e. Selecting **Rotate** makes the element rotate 90 degrees clockwise



3. Logo.

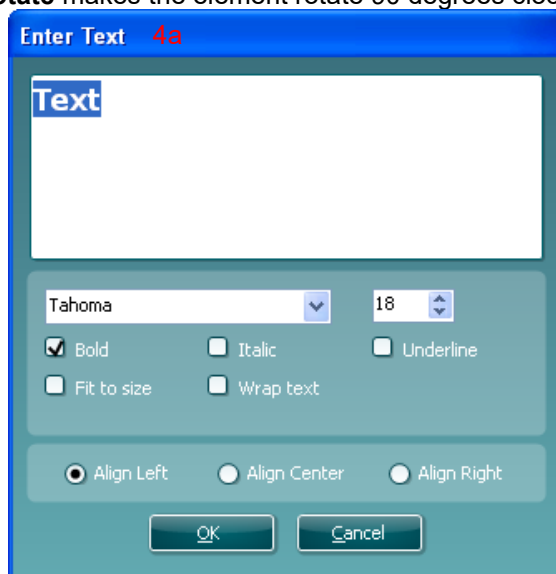
- a. **Select image** opens a window from where you can browse to find the image stored on your PC that you want to include in the template
- b. Selecting **Rotate** makes the element rotate 90 degrees clockwise





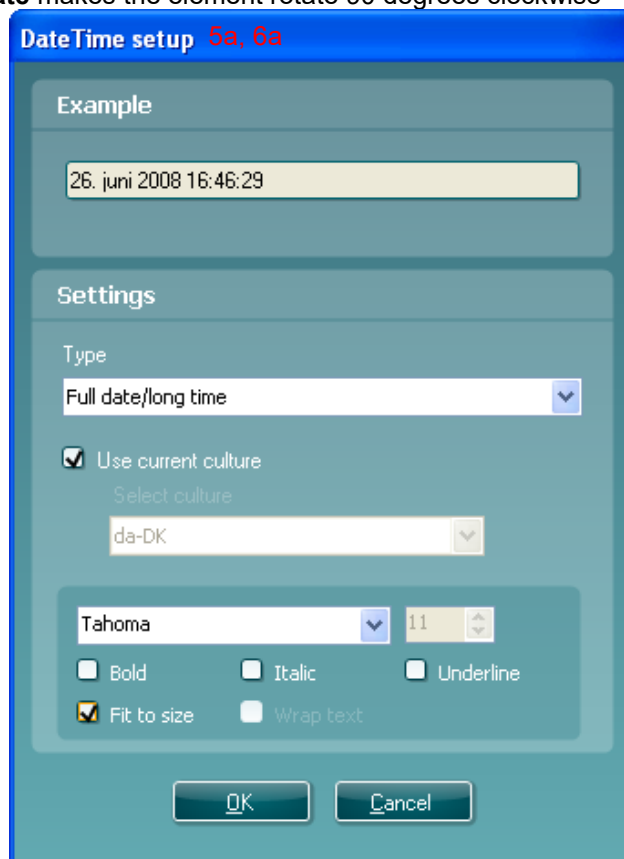
- 4. **Text.** This element allows you to add additional text, e.g. footnotes on your template.
 - a. **Enter text** opens the **Enter Text** window. Here you can type in freetext and choose the font type, size and formatting.
 - b. Selecting **Rotate** makes the element rotate 90 degrees clockwise

- 4a Enter text
- 4b Rotate



- 5. **Date Time.** This element allows you to put in a stamp on the template showing date and/or time of printing.
 - a. **Enter setup...** opens the **Date Time setup** window. Here you choose the format in which the date and/or time appears in the template. You can also choose the font type, size and formatting.
 - b. Selecting **Rotate** makes the element rotate 90 degrees clockwise

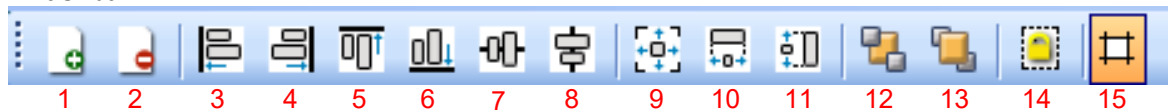
- 5a Enter setup...
- 5b Rotate





6. **Session date.** This element allows you to put in a stamp on the template showing date and/or time that the measurements were recorded.
 - a. **Enter setup...** opens the **Date Time setup** window, exactly as in 5a. Here you choose the format in which the date and/or time appears in the template. You can also choose the font type, size and formatting.
 - b. Selecting **Modules** gives the opportunity to define which modules' session dates will be shown. On the print out you can combine measurements from both the Affinity Suite and Titan Suite.
 - c. **Toggle borders** allows you to disable or enable the border around the **Session date** element
 - d. Selecting **Rotate** makes the element rotate 90 degrees clockwise

4.5.2.2 Taskbar



1. **Add page** to make a template of more than one page.
2. **Remove page.** You will be prompted if you are sure you want to delete the page and all its contents.
3. **Align left.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their left sides.
4. **Align right.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their right sides.
5. **Align top.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their top sides.
6. **Align bottom.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their bottom sides.
7. **Align horizontal.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their horizontal central axis.
8. **Align vertical.** If you select two or more elements (using the shift button on the keyboard) this button will align those elements on their vertical central axis.
9. **Make equal size.** If you select two or more elements (using the shift button on the keyboard) this button will make all sizes equal to the element that was placed on the page first.
10. **Same width.** If you select two or more elements (using the shift button on the keyboard) this button will make all widths equal to the width of the element that was placed on the page first.
11. **Same height.** If you select two or more elements (using the shift button on the keyboard) this button will make all heights equal to the height of the element that was placed on the page first.
12. **Send to back.** This button sends the selected element(s) to the back.
13. **Send to front.** This button sends the selected element(s) to the front.
14. **Lock element** locks (or unlocks) the selected element(s). This means that the position and size of the element is locked. When one of the taskbar functions is used on a locked element it will automatically unlock.
15. **Display margins** toggles between showing and not showing the print margins as a broken line.




4.6 Creating Reports

The Affinity 2.0/Equinox 2.0 Suite allows electronically generated reports through the **Report editor**. This allows reports to be saved in the module for each session and they can be retrieved at any time. The reports can also be implemented in the patient's printout, which gives you the opportunity to have all the relevant test information in one customized piece of paper. The report function also includes the possibility to make **Report templates** which gives you the option to have different templates e.g. for different client groups or for use by different clinicians.

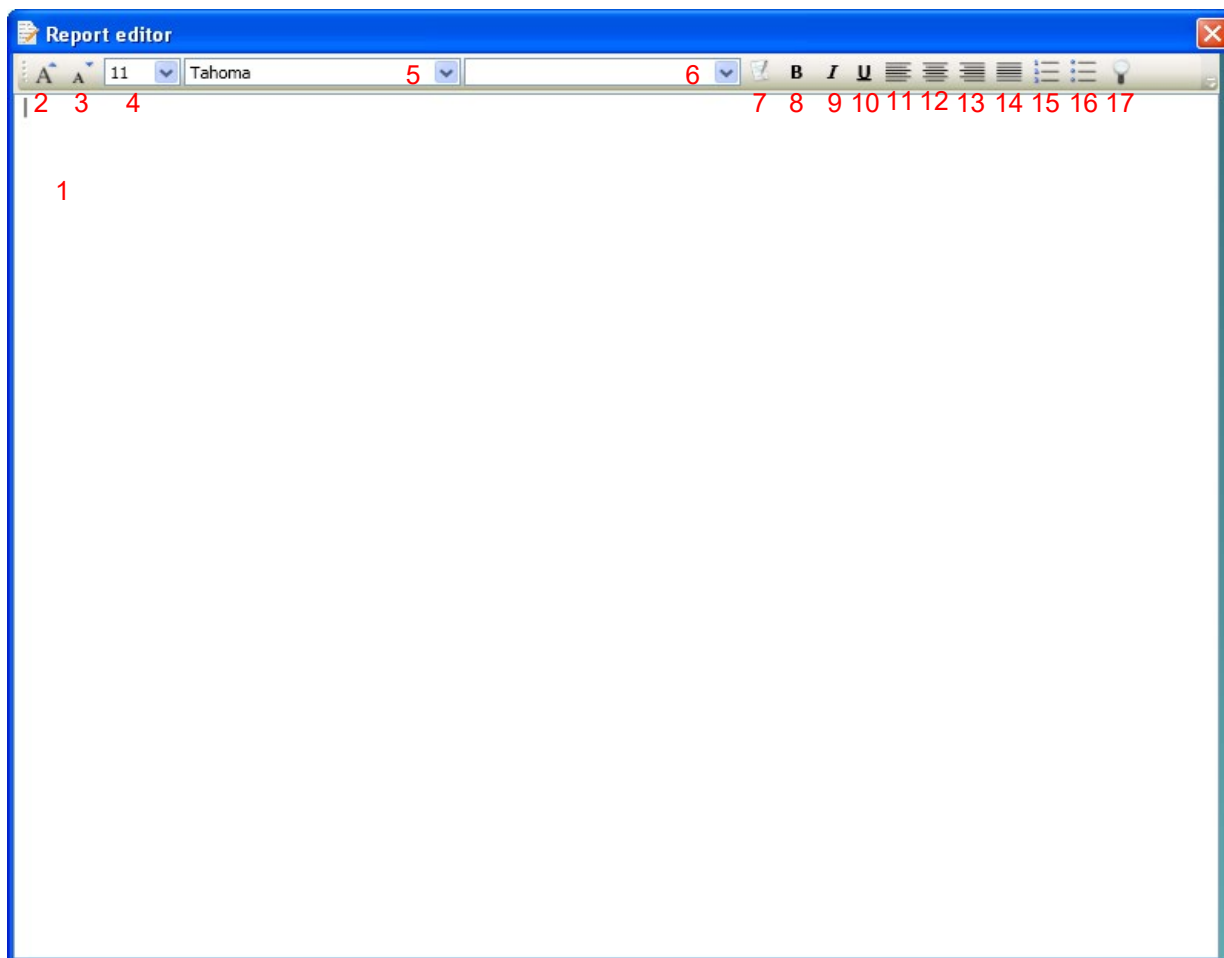
Note: You must enter the report whilst in the current client session. It is not possible to enter a report for a previous session unless you transfer it to the current session first and resave it. Please refer to 1.11 on transferring data to current sessions (Menu/Edit/Transfer to current session).

4.6.1 Operation of the Report Editor

To open the **Report editor** in order to make a report on the current patient you need to press  in the **AUD, REM, or HIT** screen.



4.6.2 The Report editor



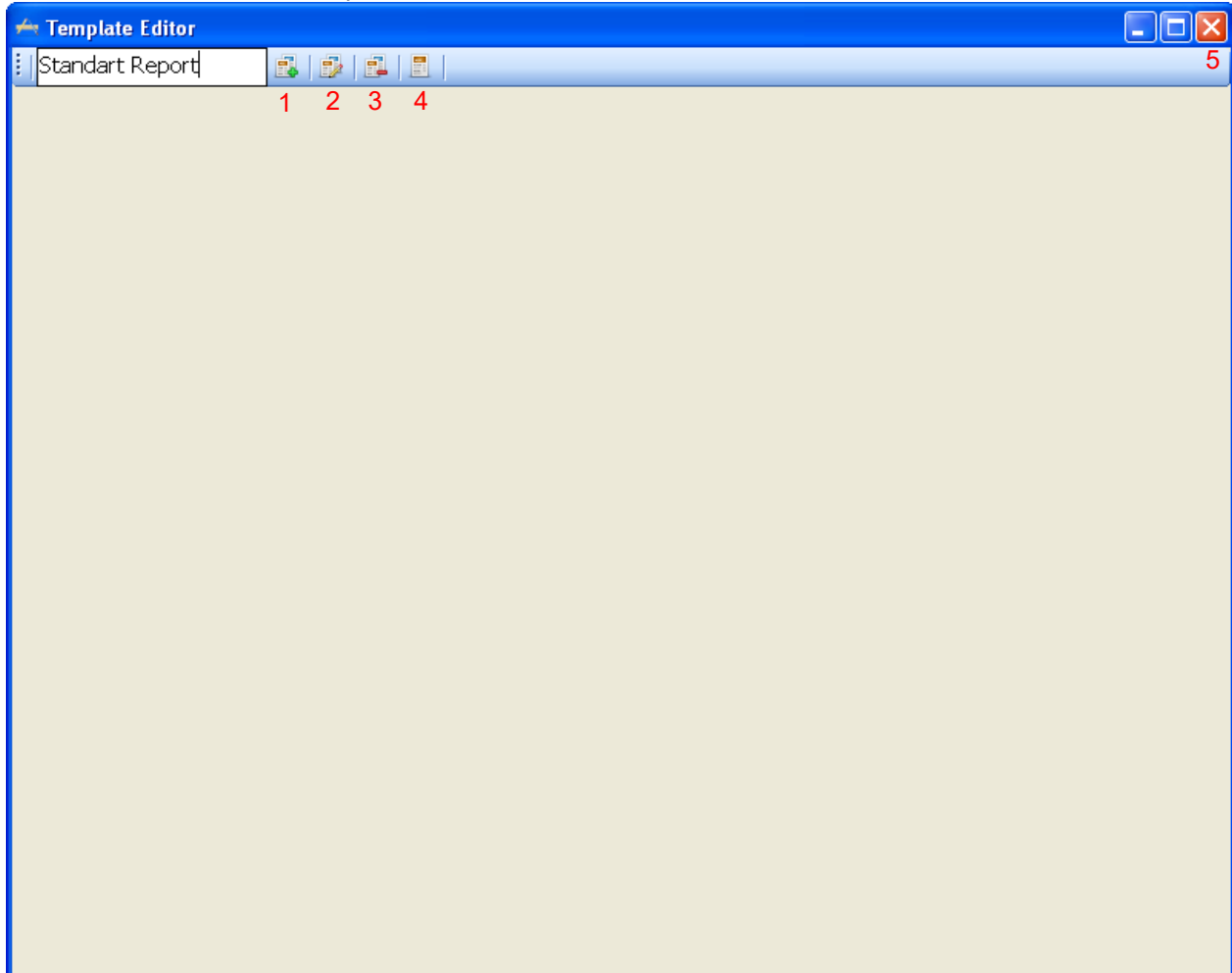
1. Write your reports and observations in the report page.
2. Increase the **Font size** of the current selection.
3. Decrease **Font size** of the current selection.
4. Change the **Font size** of the current selection.
5. Change the **Font type** of the current selection.
6. Select a **Template** from one of the existing templates in the drop down menu and insert it in the current report.
7. **Template Editor** allows you to create a new template, edit an existing template, or set a preferred template to be default template (see section 0).
8. Change the font of the current selection to be **Bold**.
9. Change the font of the current selection to be **Italic**.
10. Change the font of the current selection to be **Underlined**.
11. Change the alignment of the selection to **Align left**.
12. Change the alignment of the selection to **Center**.
13. Change the alignment of the selection to **Align right**.
14. Change the alignment of the selection to **Justify**.
15. Insert **Numbering**
16. Insert **Bulleting**.
17. **Import Image** allows you to browse for a picture on your PC (e.g. a clinic logo).





4.6.3 The Template editor

To enter the **Template editor** press .

1. **New Template** enables you to create a new customized report template. Enter a template name (e.g. "Standard Report") before pressing **New Template**. The name of the template will then appear on the tool bar and you can type in your report template details like in the example below.



- Remember to press the **Save** icon to save the template when finished .
2. **Edit Template** allows you to edit an existing template. Press the button and select which of the saved templates you wish to adjust.
 3. **Delete Template** allows you to remove an existing template. Press the button and select which of the saved templates you wish to delete.
 4. **Set as Default Template** will cause the currently open template always to be inserted when the report editor is opened for the first time during a session.

Press the red cross to return to the Report Editor .