

Spot VS100 Vision Screener How To Questions

Subject / How To	Solution
Adding Printer	<p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Printer icon, select Add+ button. 2. Next you are directed to Add printer screen, where you can add a network ready printer. (If printer discovered on network, it will show up in list.) 3. To add printer to Spot, select it from list; press Continue icon > . 4. If network printer you want is not on list, select Add New Printer press Continue icon >. Confirm settings press Save button.
Adding, Editing, or Viewing Print Configuration	<p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Printer icon, select Edit button or you can select to add printer from Add printer screen, you are directed to Add Printer Details screen. Default Spot printer information will be populated, which can be edited if needed. 2. On Add Printer Details screen, you can change displayed name of your printer by touching Name field. 3. To select print driver, touch Driver field you will be presented with list of available drivers. Use search function at top of driver list to narrow down number of visible drivers. Note: list of printers represents all printers supported by Spot. 4. Location is network location of printer, and is automatically given a local name by Spot. 5. To select custom TCP/IP address location of printer, touch Location field enter a new location as "socket://xxx.xxx.xxx.xxx" where xxx.xxx.xxx.xxx is TCP/IP address of printer. 6. When all printer settings are complete and valid, Save button will be dark grey. Touch Save button to save all settings, or at anytime press exit icon X to return to previous screen without making changes. Note: it may take several minutes after pressing Save for changes to take affect. 7. When your printer settings have been saved, Print Test Page will be dark grey. Press Print Test Page button to test printer configuration. Print icon will appear in menu bar indicating job is processing. Also number of jobs in print queue will show up in jobs box at top of screen, along with current printer status. Note: If you are having a problem with printer or a job is stuck in queue, select Reset button to clear print job and reset printer.
Charge Battery	<ol style="list-style-type: none"> 1. Charge battery by connecting provided AC power cord to provided power supply/charger. 2. (Locate power connector port on device (located in back), insert AC power connector into pwr connector port) 3. Plug pwr cable into AC outlet. 4. Battery indicator light is steady green no further charging is required. 5. Device will run directly off AC pwr source.
Monocular Screening	<p>In monocular mode, you will be given option to choose which eye to screen.</p> <ol style="list-style-type: none"> 1. Touch side of the screen that corresponds with eye you would like to screen. 2. When complete, you can repeat process with other eye by choosing Monocular from Results Menu.
Results Configuration	<p>To change how results are displayed on the results Window after a screening.</p> <p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Results Icon, you will be presented with a Results Options screen from which you can customize your results. When a selection is made, the changes will take effect immediately for the next screening. 2. If Results is set to Hide, referrals will not show on screen or printout. <p>-Data Format - The changes to this configuration will show either formatted or raw refractive values on the Subject Results screen. If Formatted version is chosen, Spot will round the refractive results to the nearest quarter diopter. You can toggle between formatted and raw versions on results screen by touching data boxes of either eye. Settings here indicate which version is shown by default on the Subject Results screen.</p>

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Screening environment	<ol style="list-style-type: none"> 1. Eliminate sunlight/incandescent light, darken room. 2. if pupil size too small, have subject close eyes about 10 sec. then open. 3. When you re-screen subject, wait around 20 -30 sec. in between screening same subject. (Have subject close eyes rest 20-30 sec then rescreen - results may vary).
Subject Data Entry	<ol style="list-style-type: none"> 1. Select Start function (blue Spot logo) from Main Menu screen. 2. Using on screen keyboard, enter subject information: Subject ID (Optional) First Name (Optional) Last Name (Optional) Gender (Optional) Date of Birth/Age (Required) Subject Screen Eyewear Confirmation Screen
Screen Subject	<p>Once all information is entered, position yourself about 1 meter from the subject.</p> <ol style="list-style-type: none"> 1. Check lighting in your environment per instructions on page 6 of Spot Instruction for Use manual (Model: VS100, SW ver. 1.1.51) position yourself appropriately. 2. Have subject sit, cradle spot in your left hand and hold the right handle. 3. Prior to screening, hold nose of Spot pointing down. 4. Begin screening by slowly rotating Spot upward to meet both subject's eyes. 5. Adjust your distance to subject until both eyes are clear on screen. (Blue screen indicates you are too close or too far from subject. Note: keeping Spot even (on axis) with subject's eyes will promote quicker results and help ensure you are not capturing other objects. 6. Position yourself with one foot in front of other and slowly lean forward and back until the spinning icon appears, indicating you are in range. 7. Hold device steady until screening process is complete. You can turn capture sound on/off by pressing speaker icon in bottom left corner of capture screen. Note: Do Not power off Spot during a screening. 8. Exit screening by selecting X , then power down device normally. If you are unable to capture subject or select the exit icon X from screening process, you will be presented with a Screening Options menu. From here you can try to Re-screen subject again, switch to Monocular screening mode, Flag the subject as unscreened, or return to Main Menu. Selecting exit icon X will return you to subject information screen.
Viewing the Results	<p>The results screen will appear at the end of screening process.</p> <ol style="list-style-type: none"> 1. Results that are out-of-range are indicated in Red. 2. Screener/user will make final recommendation regarding a follow up exam with an eye care professional. 3. On results screen you can toggle results data between raw/formatted results by touching the values in box under eyes. 4. You can also toggle between positive/negative cylinder conventions by selecting the CYL label found between boxes. 5. At any time you can select X to close this screen and return to main menu or select continue icon > for additional options. 6. From Results Menu screen you can print: Screening results certificate Re-screen current subject Switch to monocular mode Return to Main Menu.

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View Records Display	<p>On records page you can view previously screened subjects (Complete tab), as well as any queued subject data (Queue tab) that was previously imported or subjects of incomplete screenings that still require screening.</p> <p>Maximum storage capacity of Spot is 3000 complete screenings.</p> <p>Red square indicates a subject that has been screened and at least one result was out-of-range based on criteria at time of screening.</p> <p>Green square indicates subject has been screened and all readings were within the range based on criteria at time of screening.</p> <p>No color indicated subject has not yet been screened.</p>
Deleting Subject Records: (v. 1.1.51)	<p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Records, to delete all records on Spot device, Select Trash Can icon located on bottom left corner of Records screen. All subject data will be deleted permanently, so ensure you have exported any data you wish to save with Import/Export function located in Tools menu. 2. Once you select Trash Can icon, "Delete all Records?" screen will appear. 3. To remove all subject records, select "Delete All Records", otherwise select "Cancel" to return to Records menu and no data will be removed. <p>Note: Regularly deleting records will ensure you always have enough storage space on Spot device.</p>
Reset printer IP	<ol style="list-style-type: none"> 1. Go to Main Screen on printer. 2. Go to Tools. 3. Highlight printer icon (blue), press reset button. 4. Confirm Ok with customer.
Verify if connected to network:	<ol style="list-style-type: none"> 1. When spot is powered on go to Main Menu screen, if spot is connected, network name and IP address will be visible in lower left hand corner of screen (v.1.1.51) <p>Top left corner for (v.2.0.16, 2.1.4)</p>
Add, Enable or Disable Security or Lock Screen	<p>Security:</p> <p>To add a layer of security to your device you can enable the use of a PIN code.</p> <p>Enable Security:</p> <p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Security icon, next screen will be check box Use Security Pin Code. 2. Touch to continue, next screen will prompt you to enter a 4-digit pin code. 3. Re-enter same 4-digit pin code to confirm. Security will be enabled. <p>Disable Security:</p> <ol style="list-style-type: none"> 1. Uncheck "Use Security Pin Code", you will be asked to confirm by entering your PIN. <p>Lock Screen:</p> <ol style="list-style-type: none"> 1. Press and hold pwr button for 2 sec. until pwr off pop-up appears. 2. Spot will prompt; if you would like e to Power Off, Lock, or Cancel. 3. Select Lock - Spot Device will be Locked. If you let Spot device sit idle for more then 5 min. or pwr off device with Security enabled, you will be prompted to enter your 4 d-digit Pin before you can use Spot.
Records section	<ol style="list-style-type: none"> 1. Allows you to view already screened subjects (completed records). 2. Select individual records to review results. 3. Select queued subjects from a list to begin screening capture process. 4. Delete all records from Spot device.
Tools section	<p>Allows you to customize Spot device to meet your specific needs. From Tools you will be able to:</p> <ol style="list-style-type: none"> 1. Set date & time, setup a printer & Print test page. 2. Connect to wireless network. Enable security pin. 3. Review screening criteria. 4. Set measurement formats. 5. Recalibrate your touchscreen. Import/export data. 6. View software version on your spot device.

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Wireless Network Configuration	<p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Network icon, current network settings will be visible on screen. 2. If network settings are correct, select X. If not go to step 3. 3. To add/change any of the Name fields, touch the Name field to edit. <p>SSID - touch Name field SSID, keyboard will appear. Enter SSID, select OK button to save changes and return to previous screen.</p> <p>Security - touch Name field Security, select appropriate security type (None, WEP, WPA) will return you to Network screen.</p> <p>Passphrase - touch Name field Passphrase, keyboard will appear. (Only available when security field is set to WEP or WPA). Enter Passphrase, select OK button to save changes and return to previous screen.</p> <p>4."OK" button on Network screen will be darkened and available to select if any changes have been made. Select Ok to apply all changes made to network settings</p> <p>Note: If you do not select "ok", changes <u>will not be applied</u>. Wireless capabilities on Spot can be enabled or disabled by selecting On/Off button from Network Menu.</p> <p>5. After changes have been applied, select X to return to Tools Menu, or select TCP/IP address assigned by your network, for more advanced network configurations select "Static" to manually configure your network address/settings.</p> <p>Spot MAC Address is available on this screen.</p>
Web Access	<p>When connected to a wireless network, spot gives you the ability to view PDF reports and SpotResults.csv file from a Web Browser (Internet Explorer, Firefox, Safari, etc.) on another PC on same network.</p> <ol style="list-style-type: none"> 1. To access webserver on Spot, open your web browser, enter Spot's IP address in address bar. <p>Username: <i>spot</i></p> <p>Default password: <i>0000</i></p> <p>If you have enabled security on your device, password will be your 4-digit PIN code.</p>
Add Custom Banner	<p>Spot VS100 offers the ability to add a custom banner to the bottom of the printable reports. Banner files must be named "banner.png" and be no larger than 1MB. The banner image must be 1376x240 pixels or it will not fit on the printout.</p> <ol style="list-style-type: none"> 1. Place the banner.png file on the root/top directory level of the USB then place the USB in the Spot. 2. The import file option will highlight, select import. 3. To verify that the file was imported successfully, either screen a new subject or select a completed record and print the certificate. 4. Ensure the new banner has been properly inserted on the bottom on the printable report.
Set or reset Date/Time:	<p>From Tools Menu:</p> <ol style="list-style-type: none"> 1. Select Date/Time icon, current set date/time will be visible on screen. 2. If date/time is correct, select X to return to Tools menu. If not correct go to step 3. 3. To change time, touch time field, keyboard will appear. 4. Enter the correct time, select OK button to save your changes and return to previous screen. <p>Alternatively, select X button to cancel changes and return to previous screen.</p> <p>For Date; repeat same steps to reset date field.</p>

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Touchscreen Calibration	<p>Version 2.1.4 and Below: From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Touchscreen, you will be prompted with a pop-up screen; "Touchscreen Calibration" would you like to calibrate the touchscreen? Select Cancel or Calibrate. 2. Select Calibrate, a series of 5 crosshairs will appear one after the other, starting in upper left hand corner. Touch each target as close to center as possible (a stylus is a useful tool for calibrating the touchscreen). 3. After all 5 targets have been touched a series of 5 confirmation targets will appear one after the other again starting in upper left hand corner . Touch the crosshairs without going out side circle surrounding each target to complete calibration. <p>Note: If you touch outside confirmation circle for targets, calibration will be cancelled and previous settings will be used.</p>
Tools - Results	<p>Allows you to configure how data is displayed on Results screen when screening is complete. If no screenings show as refer, the results have been set to Hide.</p>
Viewing Criteria	<p>From Tools Menu</p> <ol style="list-style-type: none"> 1. Select Criteria icon, a table will be displayed that shows current criteria used to compute the screening results. 2. To change the criteria, please see Import /Export section for details on how to update Spot Criteria fie.
Modify Current Criteria:	<p>Easiest way to modify current criteria used on Spot is to</p> <ol style="list-style-type: none"> 1. Export current criteria file. This gives you a copy of current criteria file located in "config" folder. You will find a file called "SpotCriteria.csv". 2. Make a copy of criteria file, paste it into main directory of USB drive (root or top directory level). 3. Make any desired changed (using Microsoft Excel, or similar) then save file as a Comma Separated Values (csv) file. Ensure file is still called "SpotCriteria.csv". 4. Remove USB drive from your PC insert it into Spot. 5. Go to "Tools" menu, then "Import/Export". 6. Select "Import" option to import updated criteria file. 7. To check to see if file was imported successfully, go to Tools menu then to Criteria and review new criteria settings.
Wrist Strap Info	<ol style="list-style-type: none"> 1. Attach wrist strap to pin located under handle. <p>Note: Use wrist strap as an extra precaution to help prevent damage to spot if it slips from your hands. DO NOT carry spot device by wrist strap. Wrist strap does not guarantee damage will be prevented if dropped.</p>
Neck Strap Info	<ol style="list-style-type: none"> 1. Connects to two tabs located below display on spot device <p>Note: PediaVision offers optional neck strap to assist during extended usage.</p>

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