



## Advanced Ophthalmic Imaging System

### Quick Reference Guide

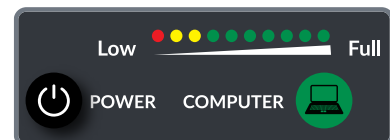


This document does not replace reading the Instructions for Use (IFU). Access the IFU through the ICON software for full instructions, warnings, precautions, contraindications, and cleaning instructions.

#### 1 Turning On The System

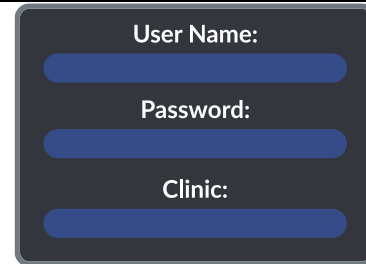
- Press the **Power** button for 5 seconds; battery status light will turn on

Press the **Computer** button once; light will illuminate green when on



## 2 Login

- Enter **Username** and **Password**
- Select **Clinic** from drop down menu
- Select **Sign In**



A dark-themed login form with three input fields. The first field is labeled 'User Name:', the second 'Password:', and the third 'Clinic:'. Each field has a blue underline bar.



A dark button with a blue 'Sign In' label.

## 3 Add or Update a Clinic

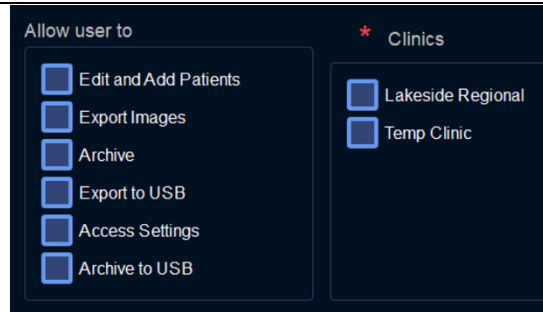
- 1) Click **Settings** button from the Navigation Panel at the bottom of the screen
  - a) Enter the Password 5678
- 2) Select the **Patient Information** tab
  - a) "Temp Clinic" will be shown in the list of Clinics. This is the default clinic.
  - b) Double click "Temp Clinic" to change the name. Enter the new name and press Enter.
  - c) Click the **Folder** button at the bottom of the Clinic list to add a new Clinic. Type in the name of the Clinic in the empty field and press Enter.



## 4 Add Users

- 1) Select the **User** tab (still on the Settings screen)
  - a) To enable strong passwords, click the "Enable Strong Passwords" checkbox. This means that new user Passwords will require at least 8 characters, both upper- and lower-case letters, at least one number, at least one special character.
  - b) Click the **Add New User** button to add a user to the system
- a) Enter a Username and a Password. Re-enter the password to confirm the password. (Note the expiration date of the password.)

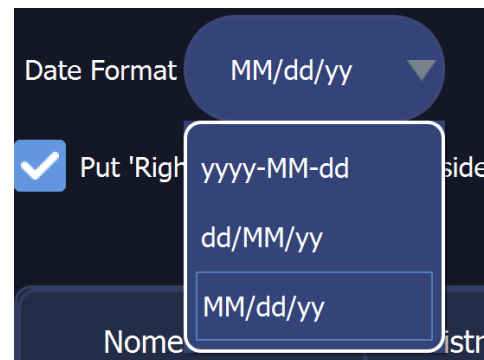
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- c) Select the permissions for the User
- i) Select the check boxes next to the functions that the user will be allowed to perform.
  - ii) Select the Clinic(s) to which the user will have access.



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## 5 Set the Date Format

- 1) Select the desired date format from the Date Format dropdown (still on the Settings->User screen)
- 2) Click the Save button to save the new user and the date format settings.
- 3) Click Patients in the Navigation Panel to leave the Settings screen.



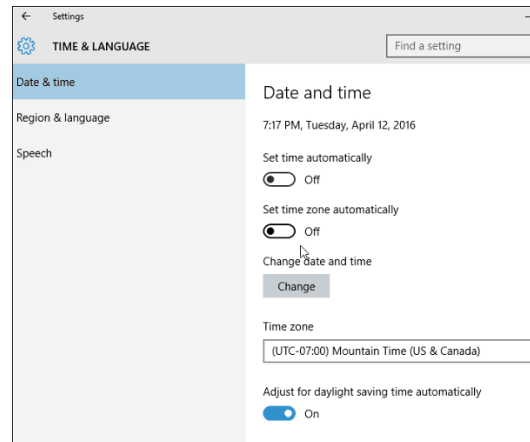
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## 6 Set the Windows Time Zone

- 4) Click the Logout button on the Navigation Panel
  - 5) Click the shutdown icon on the ICON Software login screen
  - 6) Wait for the system to shut down, and then hold down the Shift key and restart the system. A Windows login screen will be presented.
  - 7) Login as the Windows user **phoenixpaints**, with the password **PhoenixTech**
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8) Go to Start > Settings > Time & Language > Date & time and set the time zone

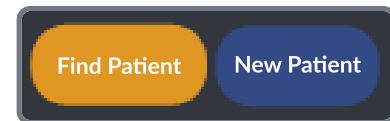
9) While logged in as **phoenixpaints** it may be convenient to also configure the network settings to connect the ICON camera system to the network, and to map a Windows drive letter to a shared folder. This drive can be used as a destination to export images.



## 7

### Patient

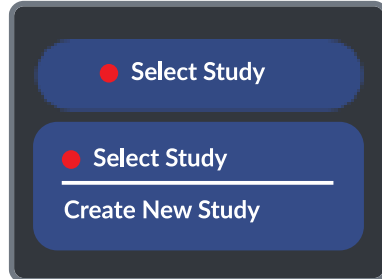
- To enter **New Patient**: Enter desired patient data; fields with a red asterisk are mandatory
  - Select **Save**
  - Move to **Acquire** Screen
- To **Find Patient**: Type patient name or ID in the blank search field
  - Highlight the desired patient
  - Move to **Acquire** Screen
- To Update Worklist
  - Ensure connection to server
  - Select **Update Worklist**
  - Select **View Today's Worklist**
  - Highlight the desired patient
  - Move to **Acquire** Screen



## 8

## Acquire

- Confirm patient information is correct
- **Select Study**
  - Create New Study
- Select Imaging Eye
  - R – Right
  - L – Left
- If prompted, Perform Adjust White Balance (AWB): Follow Adjust White Balance (AWB) Quick Reference Sheet



## 9

## Acquire: Camera Controls

- Select **Preset** from drop down menu OR
- Manually set **Intensity** and **Gain** values for imaging



## 10

## Acquire: Image Capture

- Set **Foot Pedal Action**
  - Photo – Single image capture
  - Video – Record 2 minutes
  - Flashback (FLB) – Record previous 2 seconds
- Turn on **White** light
- Capture in Photo mode
  - Foot Pedal Green Snap button
  - Touch Screen
    - Camera button



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- High Dynamic Range (HDR) – Capture 4 images (Gain 0, 6, 12, 24)
  - Keyboard Hot Keys
  - Capture in Video mode
    - Foot Pedal Green Snap button
      - Start/Pause Video recording
      - Press once to capture FLB 2 second recording
    - Touch Screen
      - REC button to Start Video
      - Pause Video recording
      - Stop Video recording
  - Change eye designation as needed throughout session
  - • When session complete move to **Review** screen
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## 11 Review: Video Save Frame

- Select a video thumbnail
  - Navigate video frames to desired image
    - Select **Save Frame** button
    - Use a keyboard shortcut to **Save Frame**

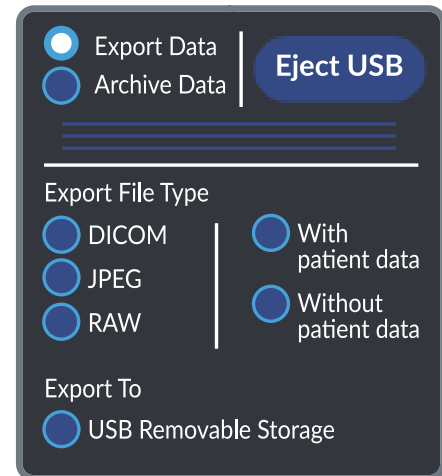


## 12 Review: Delete Media

- Select **Delete Media**
  - Enter **User Password**
  - Scroll to select image and video thumbnails for deletion
    - Media will be marked with RED “X”
  - Select OK from prompt; Images will be permanently deleted
  - When review complete move to **Export** screen
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## 13 Export

- **Search By Patient or Search By Study Date**
- **Select All** or choose specific images for export
- Choose **Export File Type**
  - DICOM, JPEG, or RAW (TIFF)
  - For JPEG or RAW (TIFF) choose With or Without Patient Data
- Choose **Export To** file location
- Select **Export**
- When export is complete, review confirmation dialogue box, Select **Ok**
- If using external USB for export, Select **Eject USB** before removing external media
- If desired, move to **Reporting** screen



## 14 Cleaning Procedure

- Follow IFU for recommended cleaning procedures between patients
- Follow IFU for recommended cleaning procedures prior to system storage



## 15 Shutting Down the System

- Move to **Logout** screen
- Select **Power**
- At shutdown prompt select **Ok**
- Hold **Power** button for 5 seconds; The battery status light will turn off



## 16 Storing the System

- Follow IFU for proper device storage and charging between use