phoenix icon go

by **phoenix** TECHNOLOGY GROUP

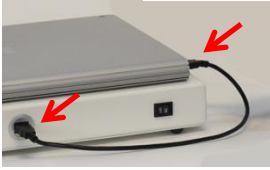## Advanced Ophthalmic Imaging System

Quick Reference Guide
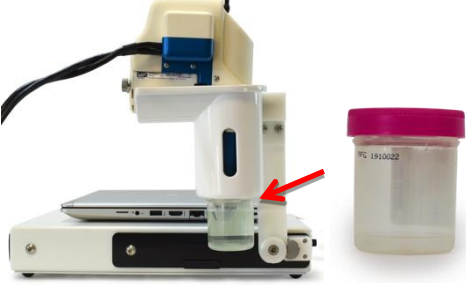

This document does not replace reading the Instructions for Use (IFU). Access the IFU through the ICON software for full instructions, warnings, precautions, contraindications, and cleaning instructions.

1 Travel Case Contents

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2 Setting up The Control Box and Laptop

Laptop **Control Box**	**1. Set up control box and laptop** • Place control box on flat, stable surface • Place fully charged laptop on top of control box • Plug USB cable into laptop and into the back of the control box • *Note: If laptop requires a USB-C hub, use the provided hub*
	2. Insert batteries • Pull back latches on left side of the control box to open battery compartments • Insert fully charged batteries into the compartment, tag side facing up and outwards
	3. Raise holster arm • Pull back latch on the right side of the control box and raise the holster arm until locked into a vertical position
	4. Attach Holster • Pull back the latch on the upper-inside of the arm and slide the holster attachment into the channel
	5. Install handpiece • Place the handpiece into the holster • When time to clean the tip, screw a soaking cup filled with 50 mL of sterilization solution into the bottom of the holste

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a **b**	**6. Connect handpiece** • Plug handpiece USB cable into the laptop (a) • *Note: If laptop requires a USB-C hub, use the provided hub* • Plug twelve-pronged cord into the back of the control box (b) • Ensure the handpiece cables are free to move for imaging
	7. Connect footswitch • Place footswitch in convenient floor location near the control box • Plug nine-pin cord into the back of the control box

3 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

4 Login

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

User Name:

Password:

Clinic:

Sign In:

5 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

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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.

6 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.)

   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.
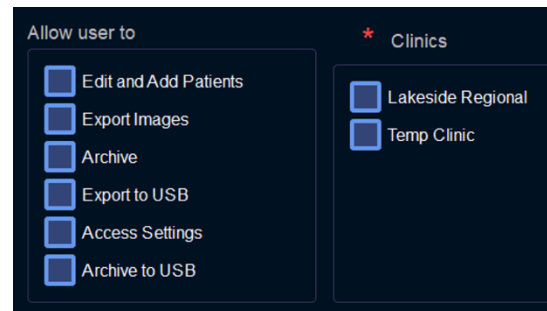
7 Set the Date Format

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.

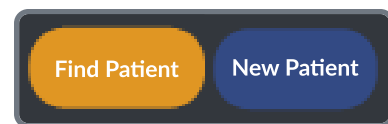3) Click Patients in the Navigation Panel to leave the Settings screen.

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8   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**

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.
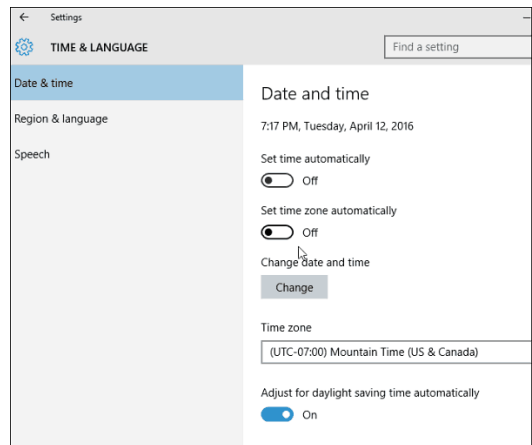
9   Patient

- 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

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o   Move to **Acquire** Screen

10   Acquire

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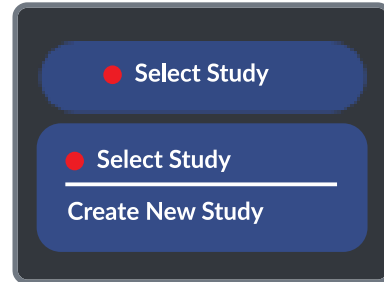
11   Acquire: Camera Controls

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

12   Acquire: Image Capture

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

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- Camera button
  - 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

13 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**

14 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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15 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
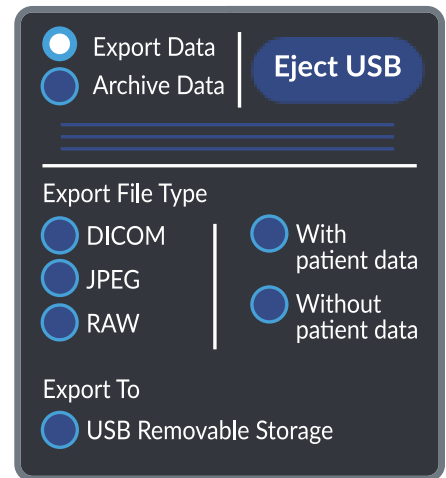
16 Cleaning Procedure

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

17 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

18 Storing the System

- Follow IFU for proper device storage and charging between use