replay™ Server-Based

Getting Started Guide

CAE Healthcare

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Dear Valued Customer:

Congratulations and thank you for your recent purchase of the Replay system. This guide will help you get started using Replay - intelligent recording, easy debriefing. In addition, the Replay integrated Help offers a quick reference to the various areas of Replay and how they are used.

The Replay Server-Based system includes the following components*:

Replay software (web-based)

Server(s)

24-Port PoE Network Switch(es)

Display Capture Kit(s) (Optional)

Simulator Kit(s) (Optional)

Cameras

Digital Audio Kit(s) (Optional)

- Equipment Rack (Optional)

- KVM - Keyboard, Video, Mouse (Optional)

- UPS (Optional)

*The number of cameras, switches, and equipment may vary depending on your purchase.

If you have any questions or comments, please email Replay Customer Service in North America at **avs-support@cae.com** (phone 1-866-462-7920).

International Customer Service information is available at
http://www.caehealthcare.com/eng/support/contacts

IMPORTANT: When contacting customer service, please have the server serial number and ID available. See *Appendix* for locating the serial number and ID.

Replay Getting Started Guide

Welcome to Replay!

This guide will help you get started using Replay - intelligent recording, easy debriefing. It will explain how to set up, connect, use, and debrief with Replay.

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Equipment Setup (Server-Based)

Upon receipt of your Replay system, unpack and set up all equipment.

Replay Server-Based

NOTE: If more than one of any piece of equipment was ordered, remove and set up all pieces.

To unpack and set up equipment:

1. Remove the Server and 24-port PoE network switch and secure in server rack.

The Server and The 24-Port PoE Network Switch

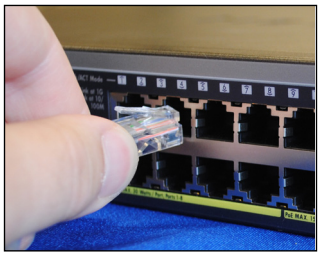
2. Connect your institution network cable to Server port 1.

3. Connect the 24-port PoE network switch to the Server port 2 (with ethernet cable).

The iDRAC port Ports 1 and 2

The Server Back Ports

TIP: Ethernet cables can be connected to any of the 24 ports on the 24-port PoE network switch.



The 24-Port PoE Network Switch - Ethernet Port

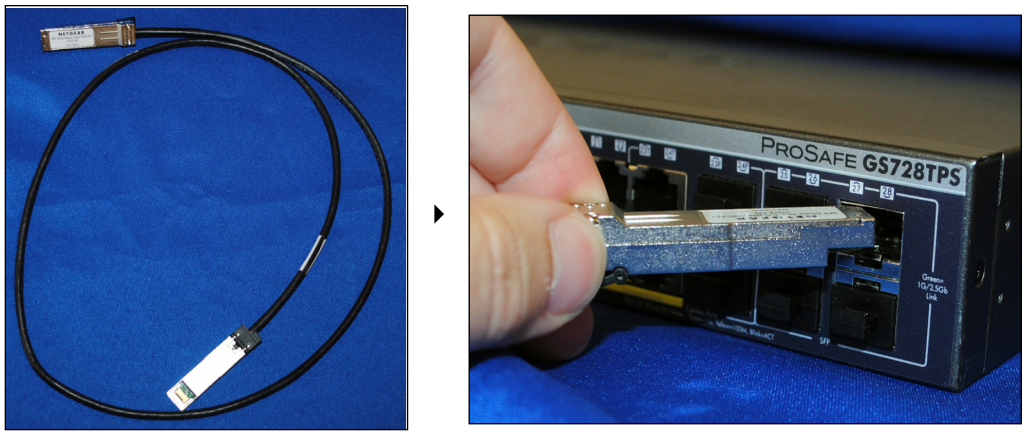
4. Connect the 24-port PoE network switch to the Server iDrac port (with ethernet cable).

The iDRAC port Ports 1 and 2

The Server Back Ports

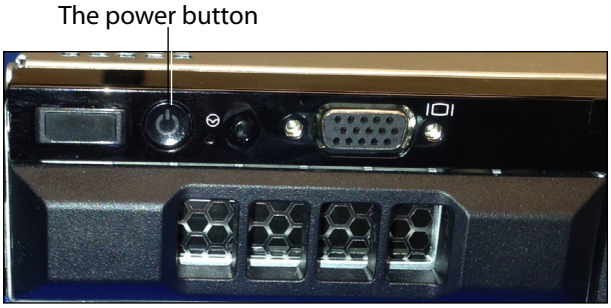
IMPORTANT: Use only one 24-port PoE network switch per Server. If more than one 24-port PoE network switch or server is used:

- Use the Stacking Cable to connect one 24-port PoE network switch to another 24-port PoE network switch.
- Insert the stacking cable into the top right stacking cable port, until clip catches and secures in place.



The Stacking Cable and Connection to 24-Port PoE Network Switch

5. Plug server and 24-port PoE network switch into power outlet.
   - Remove the UPS and plug into power outlet (optional). Plug the server and 24-port PoE network switch into the UPS.
6. Power on the Server by pressing the power button on the front-left of server (LED shows power on).

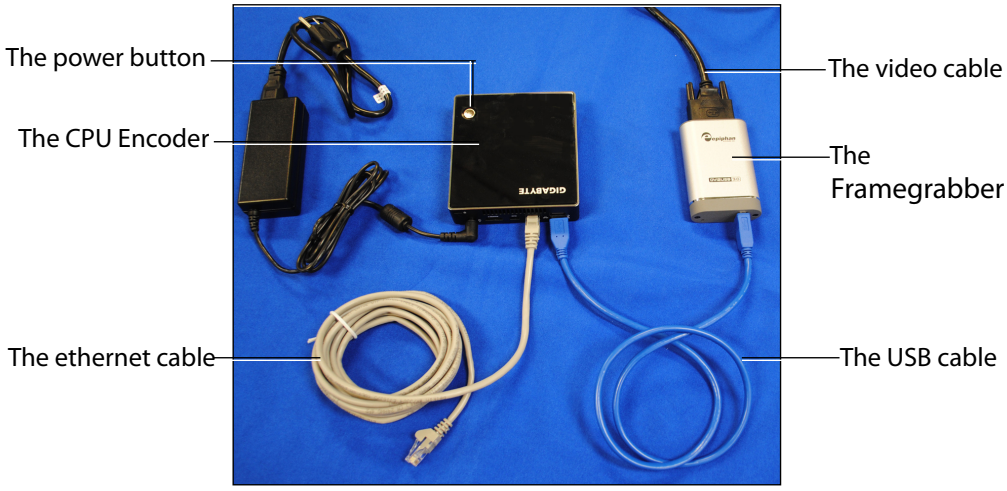


The Server Power Button

7. Install server front bezel (see Appendix for instructions).
8. Remove and secure all cameras in location.
   - Connect each camera to the 24-port PoE network switch (with ethernet cable).

     Refer to instructions included with the cameras for additional instructions.

9. Remove and connect the Display Capture Kit, for use with a simulator monitor (optional).
   The Display Capture Kit consists of the Framegrabber with USB cable and video cable, and the CPU Encoder with ethernet cable and power cord.



The Display Capture Kit

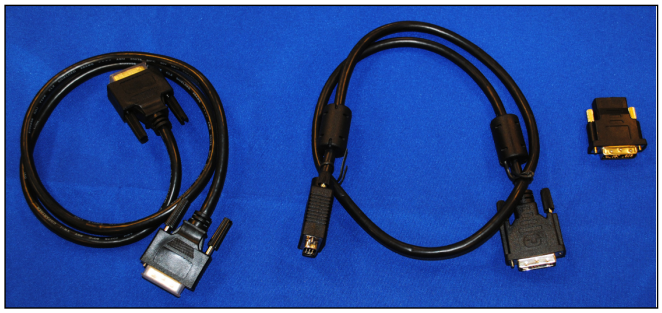
- Connect the Framegrabber to the CPU Encoder with the USB cable (any USB port can be used).
- Connect the appropriate video cable (VGA, DVI, HDMI) to the Framegrabber and your simulator.
- Connect the CPU Encoder to the 24-port PoE network switch (with ethernet cable).
- Ensure power cord is plugged into the CPU Encoder and into power outlet.
- Press and release the power button to power on the CPU Encoder.

IMPORTANT: The CPU Encoder must be powered off before unplugging from power to avoid data loss.

- Press and release the power button to power off; allow 45 seconds for CPU Encoder to power off.

Cables and connections:

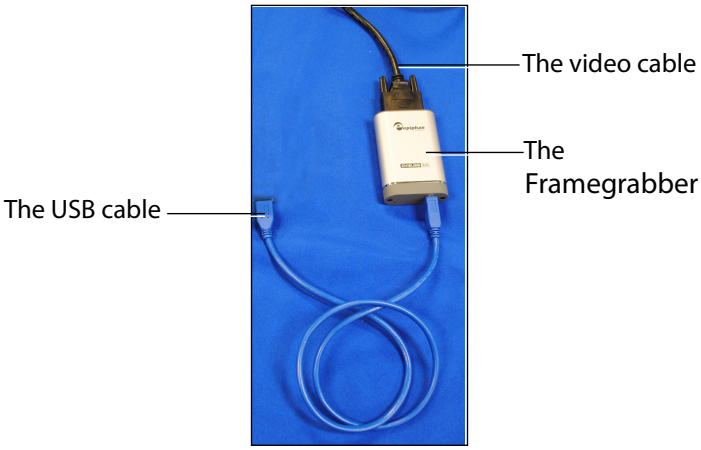
The CPU Encoder - Cables Connected



The Video Cables

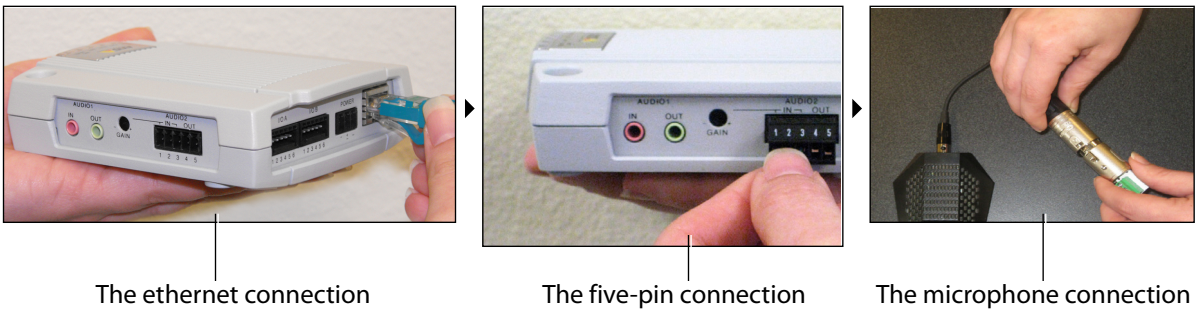
TIP: To ensure images are being displayed properly, you can test the Framegrabber by connecting a monitor display directly to the Framegrabber USB cable. The correct image will be displayed on the monitor if setup properly.

A video splitter may also be used, allowing both monitor display and CPU Encoder capture.



The Framegrabber

10. Remove, connect, and secure the Digital Audio Kit in location.
    - Connect ethernet cable to the Audio Module and to the 24-port PoE network switch.
    - Connect the five-pin cable to the AUDIO 2 port on the audio Module.
    - Connect the other end of the five-pin cable to the Microphone.



The Digital Audio Kit

11. Remove and connect the keyboard, video, and mouse (KVM) to server (optional); separate instructions will be included with KVM.

Initial Network Setup and Login

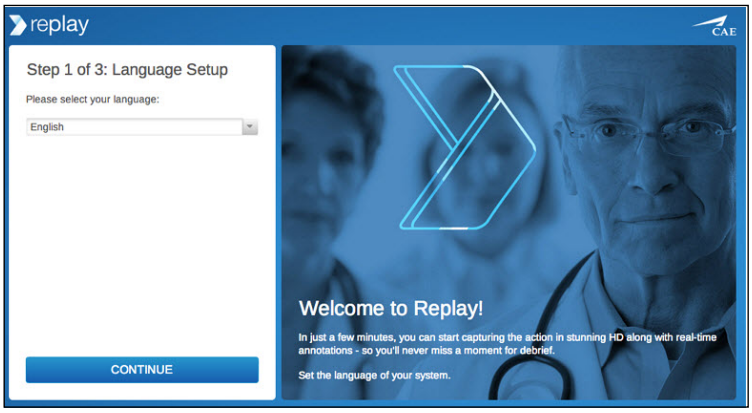
To set up your Replay network and create initial login:

1. Connect your client computer to the 24-port PoE network switch (with ethernet cable).

   IMPORTANT: Disable wifi on your computer during setup, to avoid configuration conflicts.

2. Open your browser and enter the address: ***serialnumber*.myreplay.io**. Where "*serialnumber*" is the actual serial number of your Replay (example: 2.myreplay.io).

The Replay initial setup screen appears.

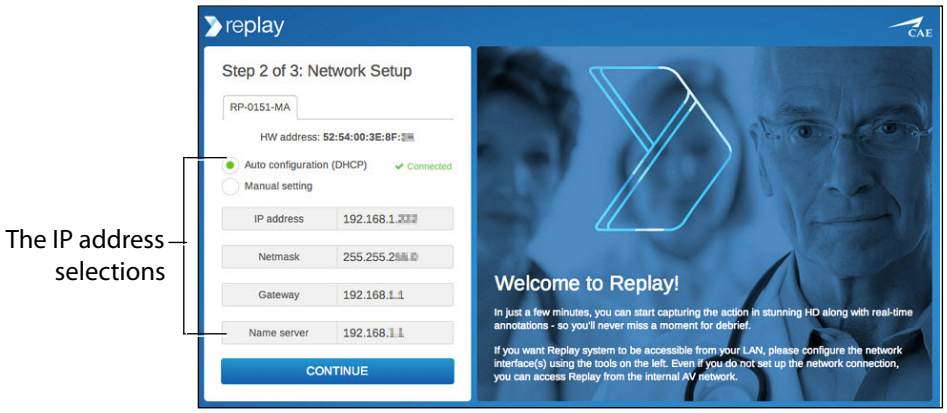


The Replay Initial Setup Screen - Step 1

STEP 1

1. Select your language from the dropdown and click CONTINUE.

   The Replay initial setup screen Step 2 appears.



The Replay Initial Setup Screen - Step 2

STEP 2

1. Select **Auto configuration**.

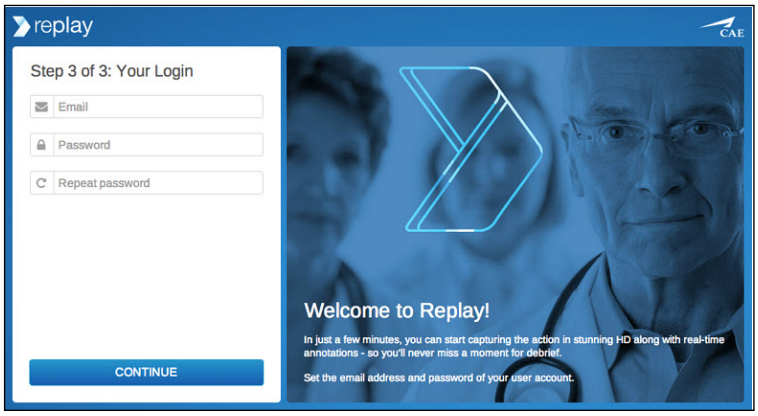
   OR

2. **Manual Setting** to configure addresses for your LAN.

IMPORTANT: Copy or make a note of the IP settings for future reference.

3. When finished, click CONTINUE.

   The Replay initial setup screen Step 3 appears.



The Replay Initial Setup Screen - Step 3

STEP 3

1. Enter your email and password to set up your account.
2. Click CONTINUE.

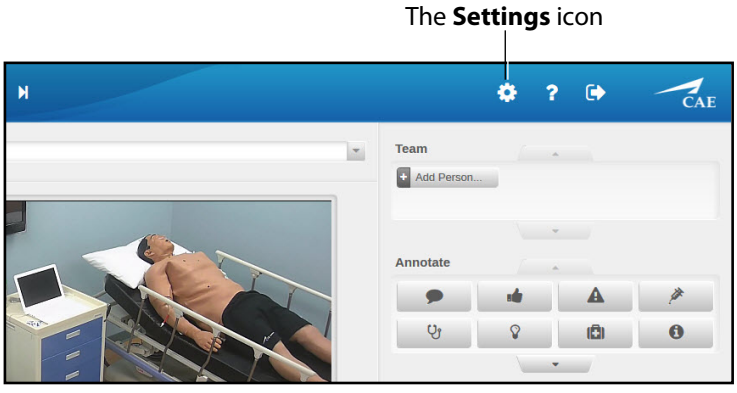
Setup is completed and the Replay Settings screen appears and is ready to set up rooms and begin use.

TIPS: Make a note of the exact email and password used for access.
To change the language selection at any time after initial setup, from the AV network only, access: ***serialnumber*.myreplay.io/lang** .

Setting Up Rooms

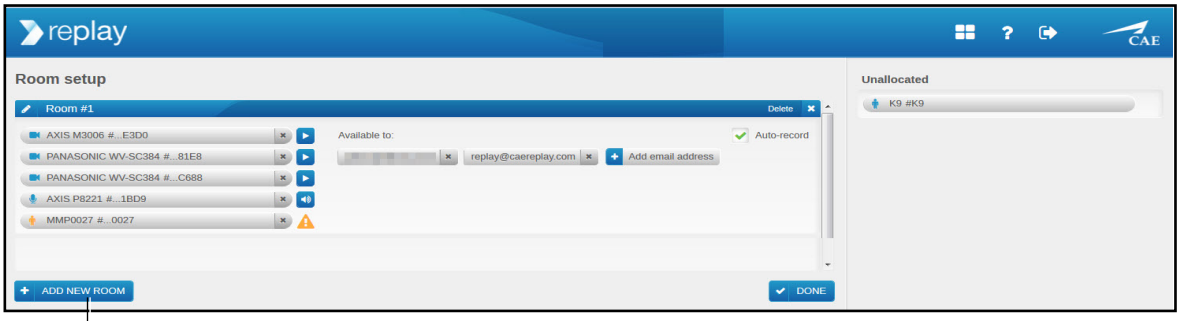
To setup up a Replay room:

1. Click the **Settings** icon to open the Settings page.



The Settings Icon

2. Click on the **ADD NEW ROOM** button.



The **ADD NEW ROOM** button

The Settings Page

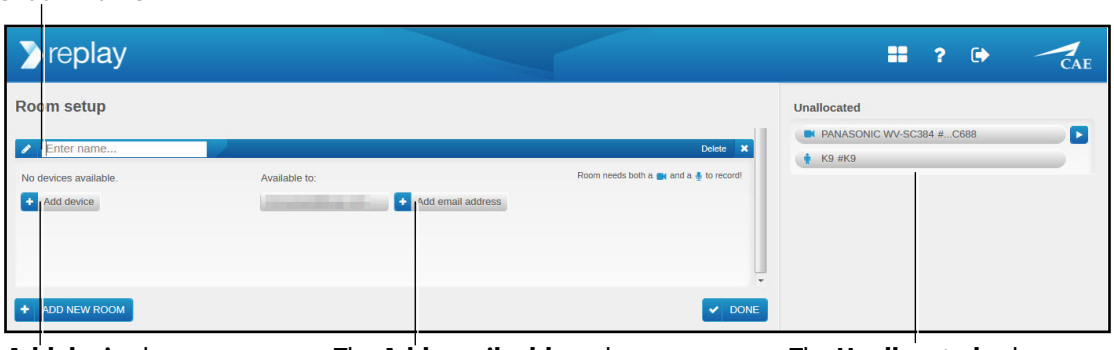
The new room is added and ready to configure.

a. Enter or edit a room name.

b. Click the **Add device** button to add camera and audio, or drag and drop from the Unallocated column into and out of a room.

c. Click the **Add email address** to assign user access.

The room name



The **Add device** button

The **Add email address** button

The **Unallocated** column

The Settings Page

TIP: Any equipment, such as cameras, not assigned to a room will be shown in the Unallocated column. Drag and drop equipment in the Unallocated column into and out of any room.

3. Click **Done** when finished.

   Replay returns to the room view.

TIP: Click the **Settings** icon at any time to manage and edit rooms and devices.

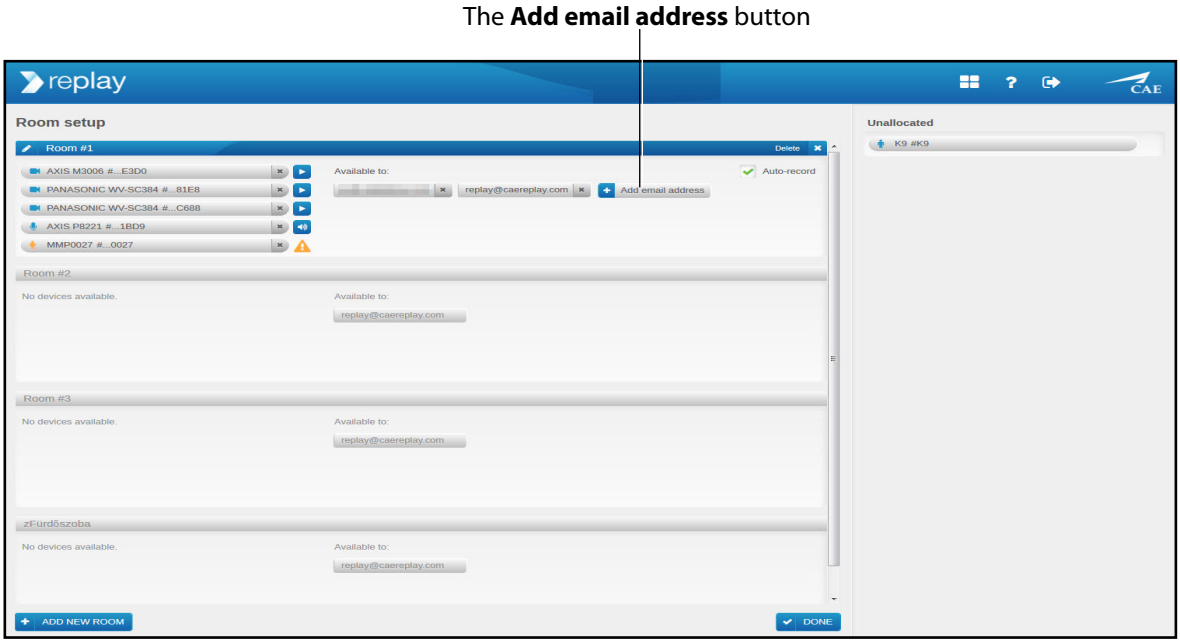
Setting Up User Access

Various groups of users can be set up room by room to allow access, control, and viewing of Replay. A user who has access to a room can access both the live view and all the previous recordings for that room only.

NOTE: For control purposes, discretion should be used when assigning access to Replay.

To give access to users:

1. Click the Settings icon to go to the settings page.
2. Click the **Add email address** button in the Available to window.



The Settings Page

3. Enter the email address and press enter (on keyboard).

   The Initial Password window will open. Enter an initial password for the user and click ok.

   The user will be displayed.

   NOTE: The new user will need to use the email address and the initial password entered to login and access Replay. After the new user's initial login, they will be prompted to set their own password.

General Replay Access

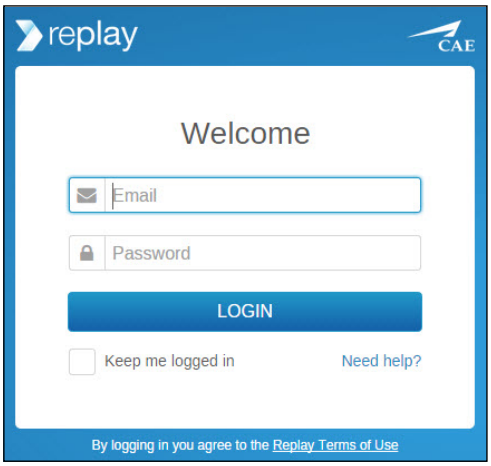
Users who have been setup in your Replay system have access to Replay.

To access Replay:

1. From a network connected computer, open your browser. If the Replay login does not appear, enter your Replay network address (*serialnumber*.myreplay.io). Where "*serialnumber*" is the actual serial number of your Replay (example: 2.myreplay.io).

   The Replay login appears.

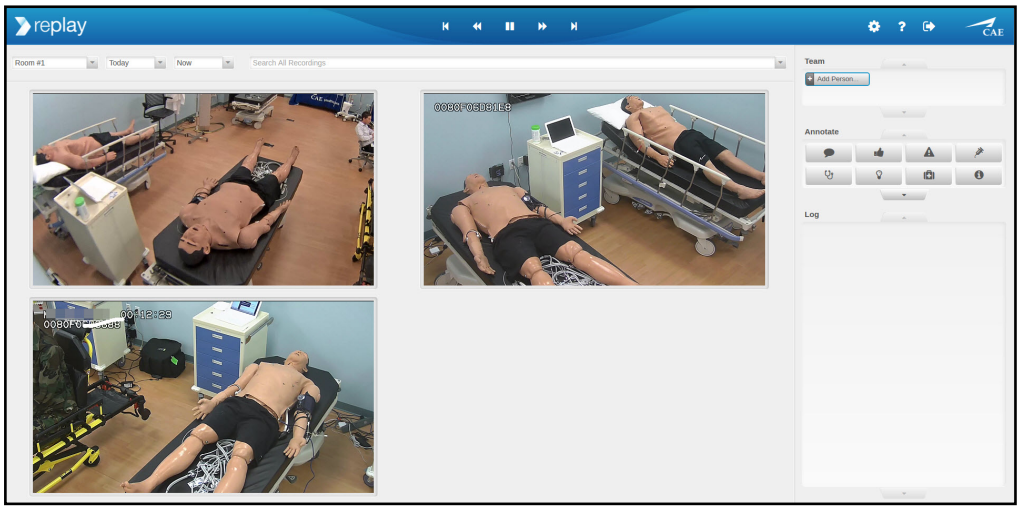
   TIP: Create and use a desktop shortcut for easy access.



The Replay Login Screen

2. Enter your email and password and click **Login**.

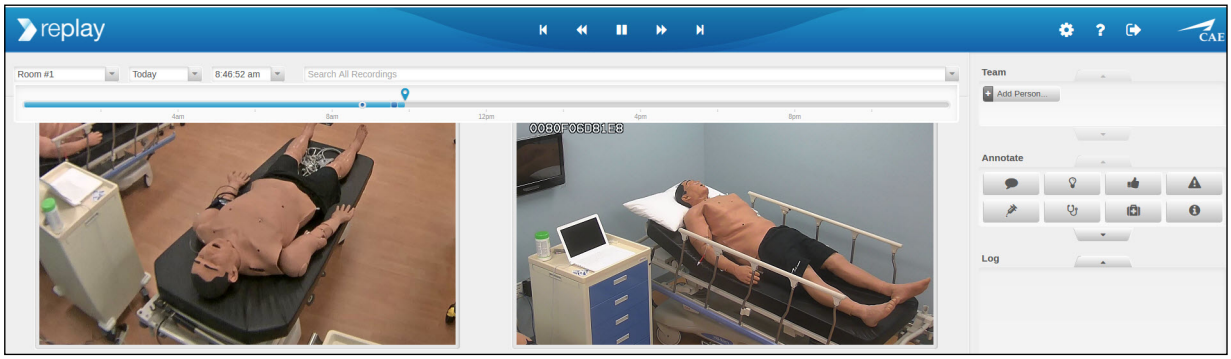
The Replay screen will appear and is ready to use.



The Replay Room View

Room View and Settings Page Overview

The **Room** view displays the recordings and all features used to manage, facilitate, and debrief.

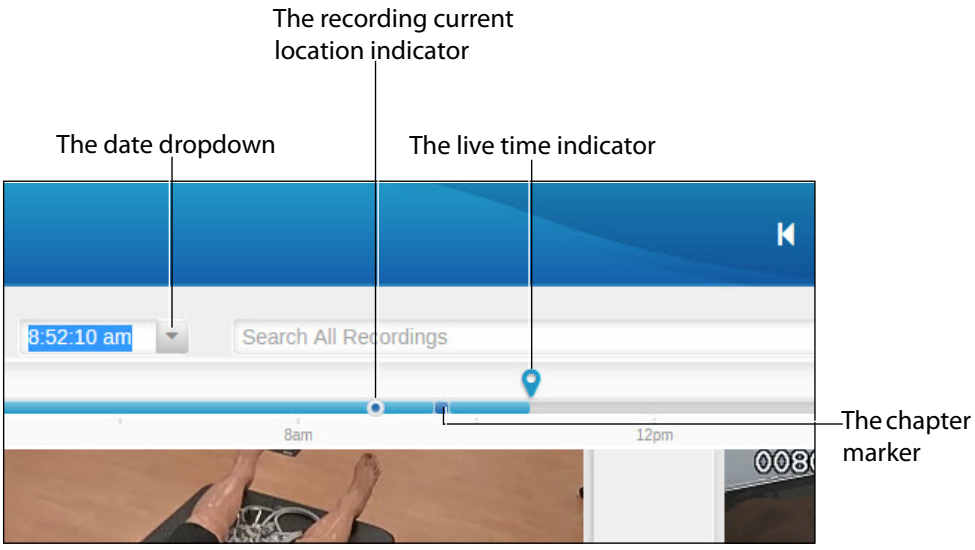


The Room View

A **Timeline** bar indicates the current live time and the location of the recording at any given moment.

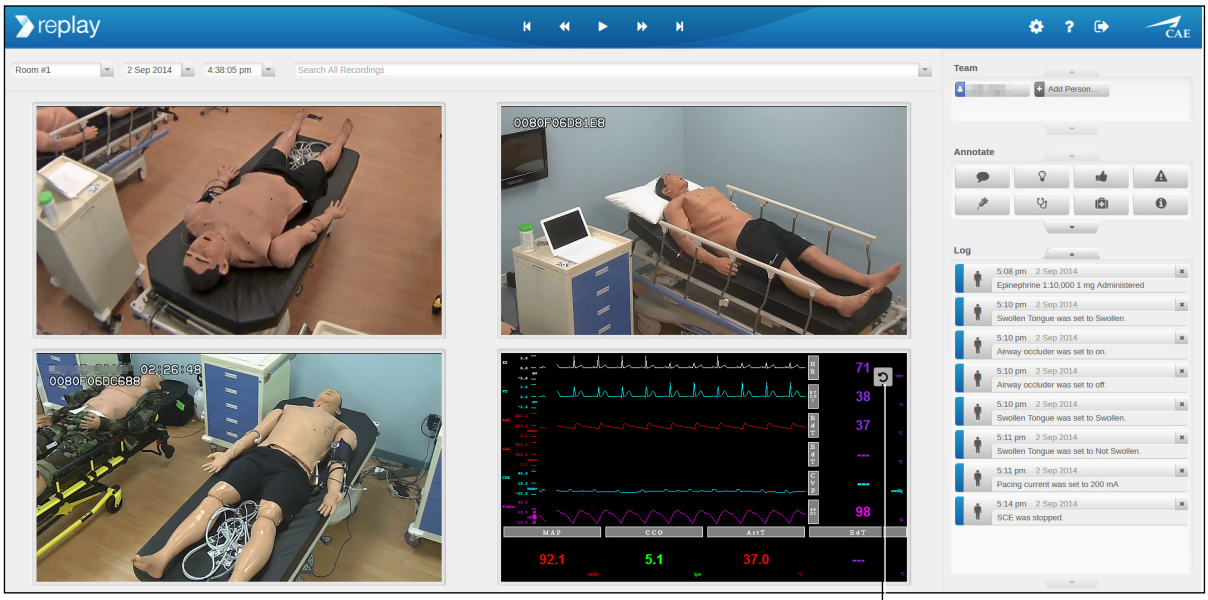
- The current location indicator can be dragged to any point in the recording.
- The timeline bar is accessed by clicking on the date dropdown.

Any input event (annotation, team member added or removed) is indicated on the timeline with a chapter marker (dark blue).



The Room View - Timeline Bar

If a CAE patient monitor or Display Capture Unit with display device is configured with Replay, that display will also be shown in the Room view.

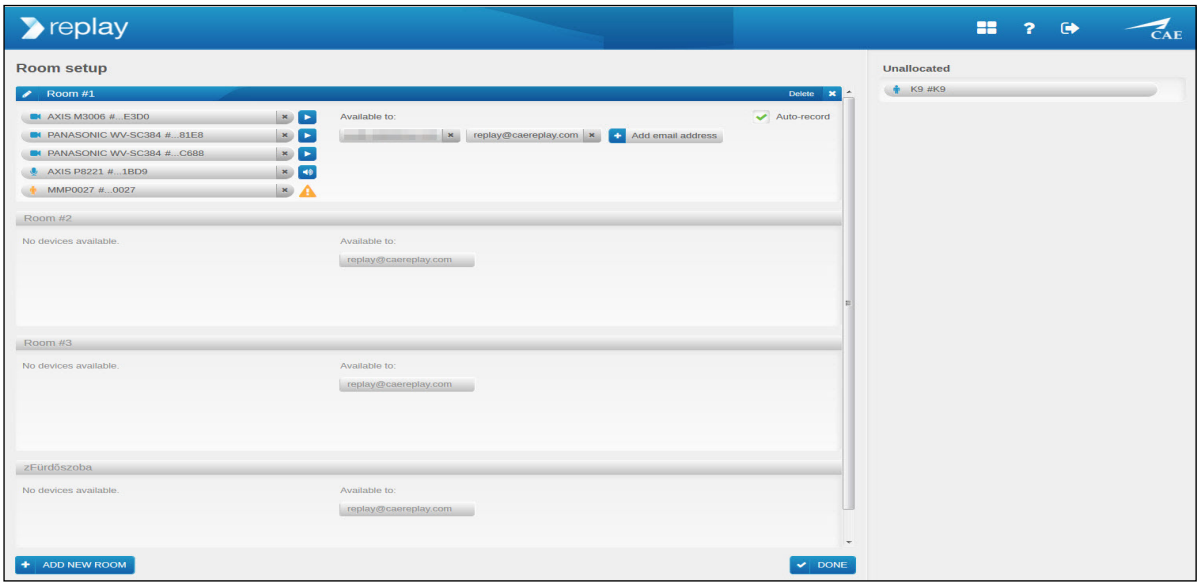


The Room View - With Monitor Display

Click in a video window to pan camera in that direction.

Click and drag up or down in a video window to zoom camera out or in.

The **Settings** page displays the settings for rooms, cameras, equipment, and users.

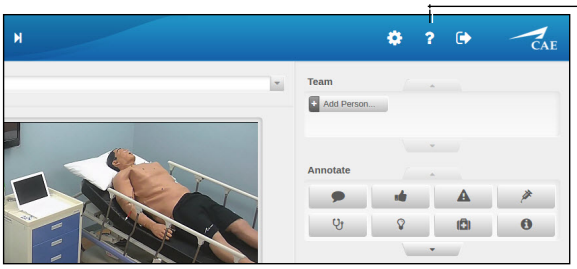


The Settings Page

TIP: Click on the Help icon to display highlights of the various areas and how they are used.

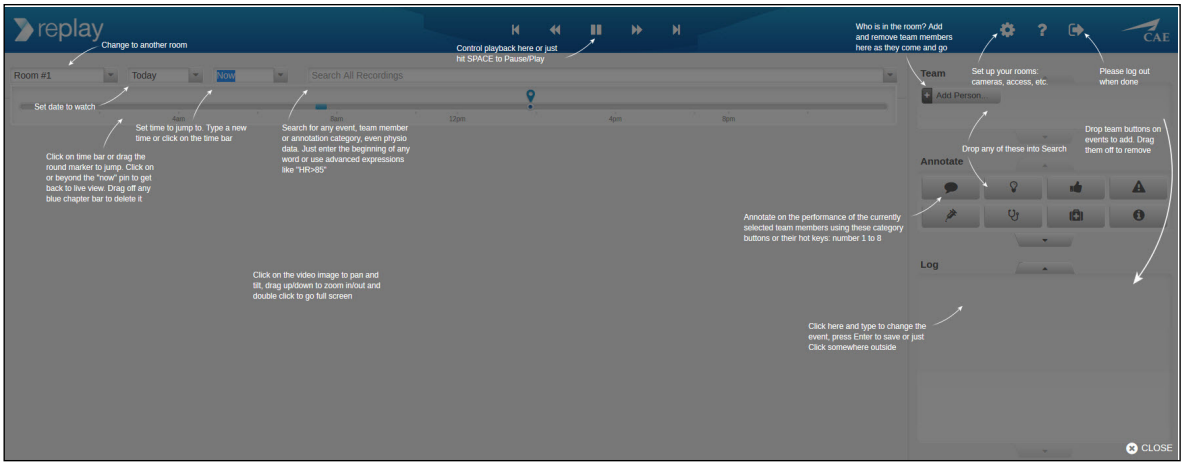
Help Display

Click on the **Help** icon to display an overlay that highlights the various areas and how they are used.



The Help Icon

Help can be displayed on any screen.



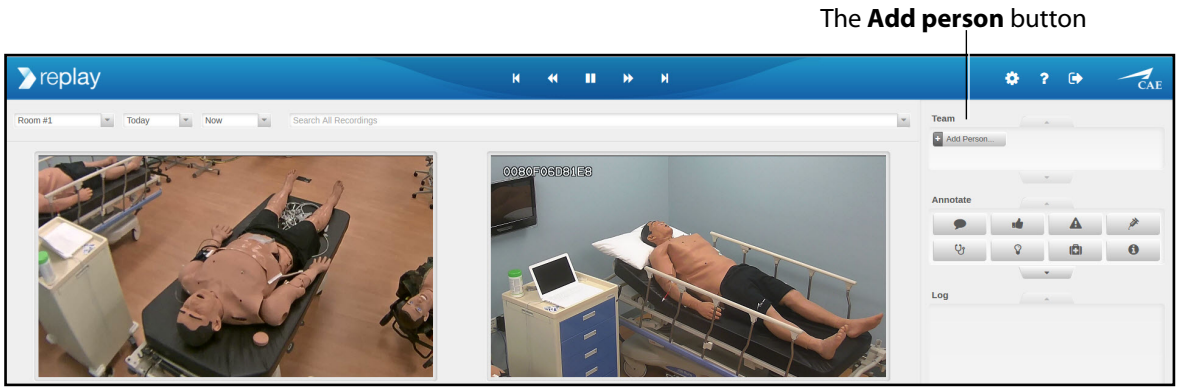
The Help Display

Adding and Removing Team Members

To indicate who is visible or otherwise relevant at any point in a recording, add or remove team members to a recording as they enter or leave the room.

To add a team member to a recording:

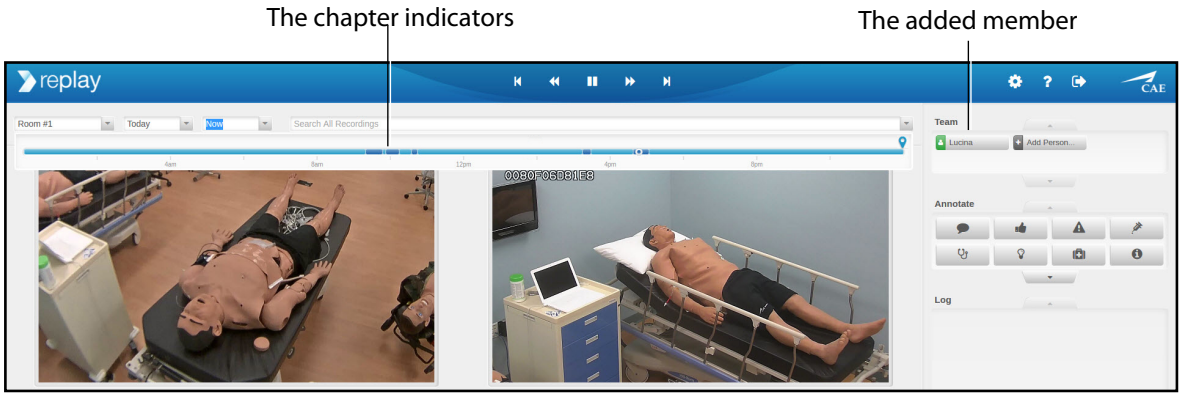
1. Click the **Add Person** button in the **Team** window.



The Room View

2. Enter the name and press Enter on keyboard (or click anywhere outside of box after entering name).

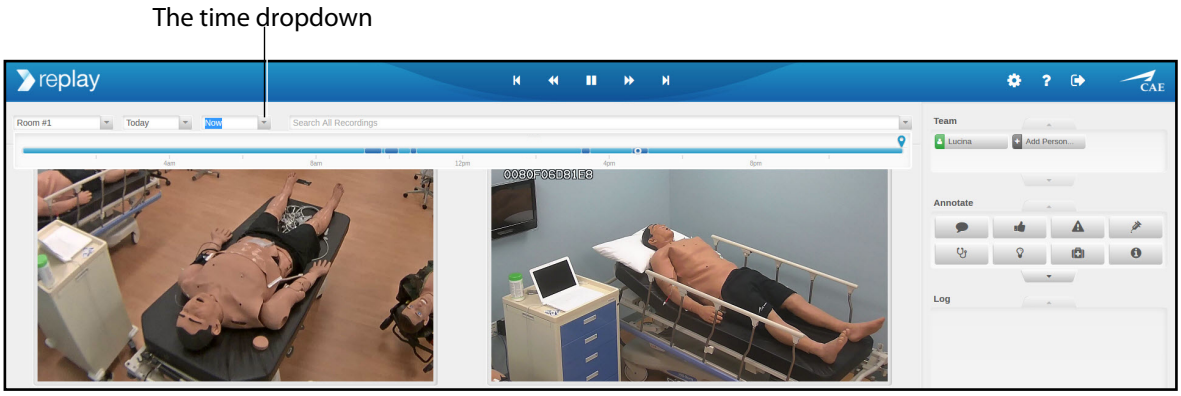
   The member is added and identified as a chapter (dark blue indicator) at that point in the recording.



The Room View

NOTE: Individual color identifiers are automatically assigned per person when added.

TIP: Click the time dropdown to show or hide the time indicator bar.

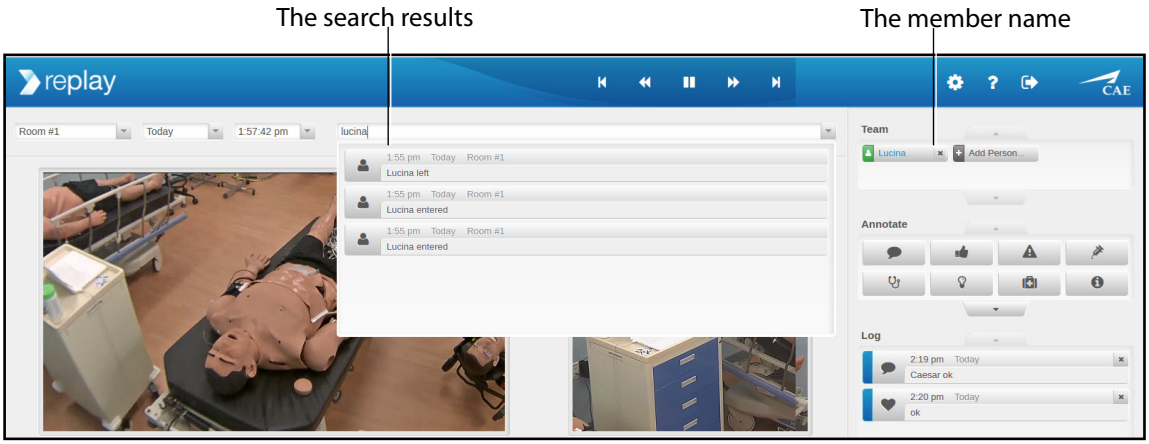


The Room View

TIP: After a team member has been added, click on the chapter identifier (dark blue indicator) to jump to that point in time.

To remove a team member from a recording:

1. Click the **X** of the team member in the **Team** window.



The Room View

TIP: To find a team member, search by name and click on a selection from the search results.

Annotations

There are various ways to add and adjust annotations within a recording.

> **TIP:** When finished typing an annotation, hit Enter on keyboard or click anywhere outside of the annotation box.

To add annotations:

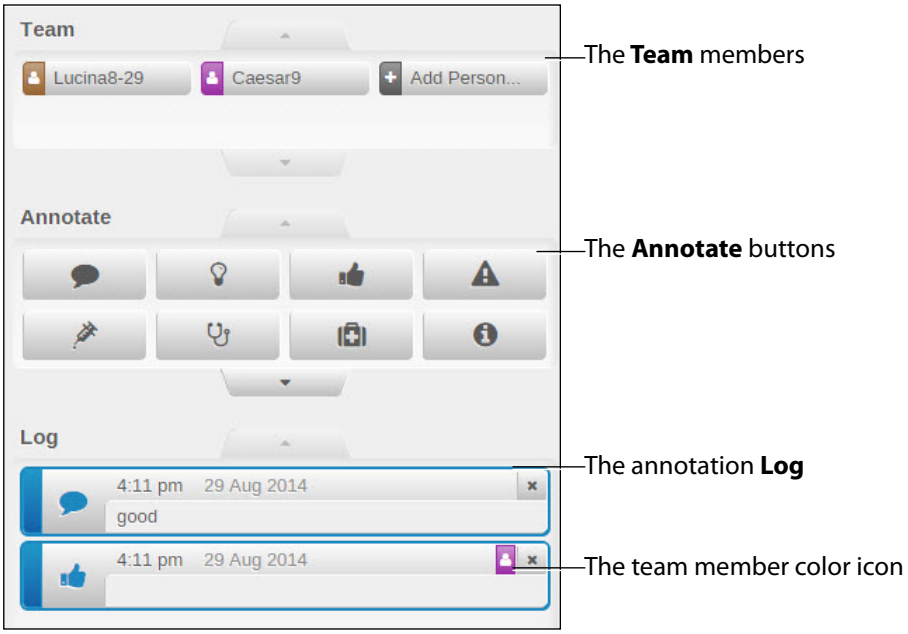
- Click on an **Annotate** button. The annotation appears in the **Log** and is ready for text entry.

  NOTE: This adds the annotation with no associated team member.

- Drag and drop a Team Member button onto an Annotate button. The annotation appears in the Log with the associated team member's color icon and is ready for text entry.

  To remove a team member from an annotation, drag and drop that team member's color icon off the annotation (a red x will indicate removal).

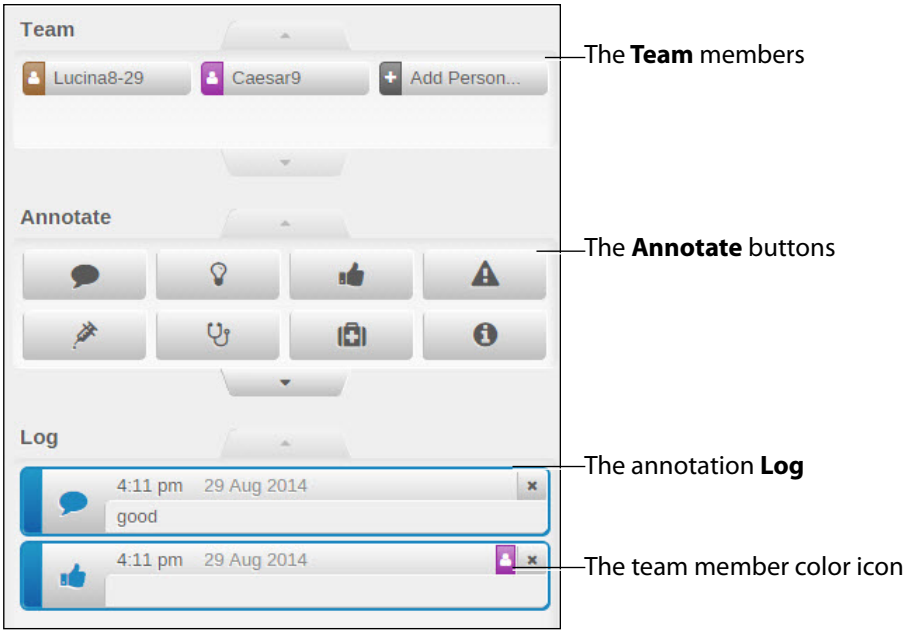
  TIP: Team members can be dragged and dropped into and off of annotations as desired.



The Room View - Close Up

Other annotation features:

- Drag and drop an annotate button onto an existing annotation in the Log to change that annotation category.
- Drag and drop an annotate button into the **Search** box to get search results containing that annotation's category criteria.
- Click on an annotation in the Log to jump to that point on the recording timeline.
- Annotate buttons can be re-arranged by dragging and dropping within the Annotate window.



The Room View - Close Up

To remove an annotation:

- Click the **X** on the right side of the annotation in the Log.

  NOTE: When an annotation is deleted, it is removed from the recording timeline and is no longer searchable.

Search

Replay Search allows you to find and navigate to chapters or events. Use search to find a team member, annotation, or physiological data.

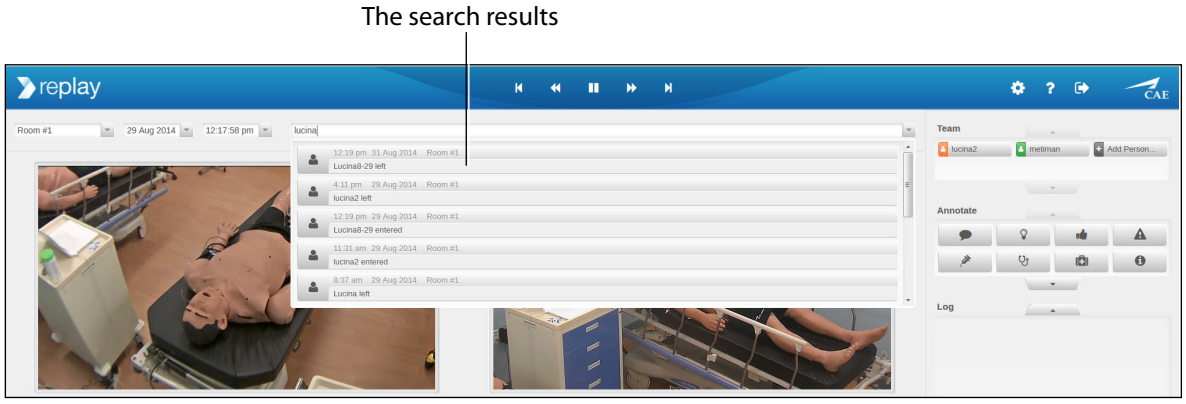
Options to search:

- Enter the search term and press Enter on keyboard.

  A list of results will be displayed.

  - Click on any result to go to that event or chapter.

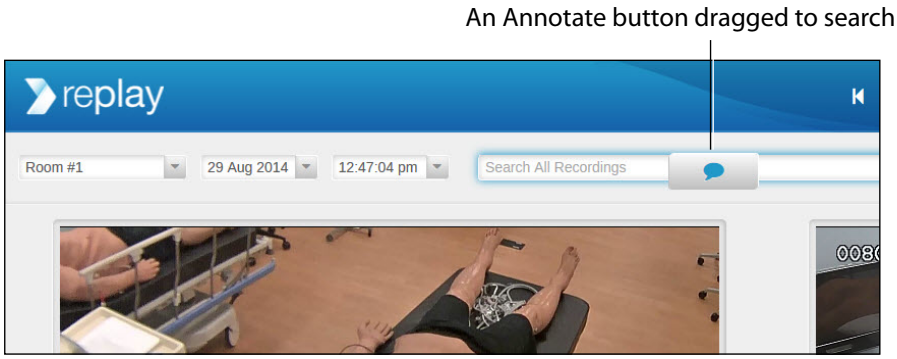
  TIPS: Search for a partial word to increase search results.
  Use advanced terms such as *HR>85* to search for an event where the heart rate was greater than 85.



The Room View - Search

- Drag and drop an Annotate button into the Search box to get a list of results relating to that annotation category.
- Drag and drop a team member into the Search box to get a list of results relating to that team member.

  TIP: Clear search criteria before entering or dropping a new search.



The Room View - Search

TIP: Click the Help icon to get an overlay of help items, including search tips.

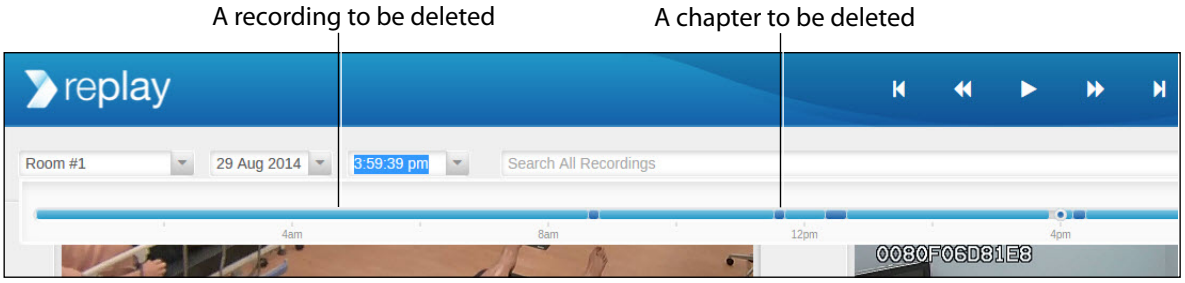
Delete Recordings

Recordings (light blue) or chapters (dark blue) can be deleted from the timeline.

NOTE: When a recording or chapter is deleted, it can no longer be used to debrief.

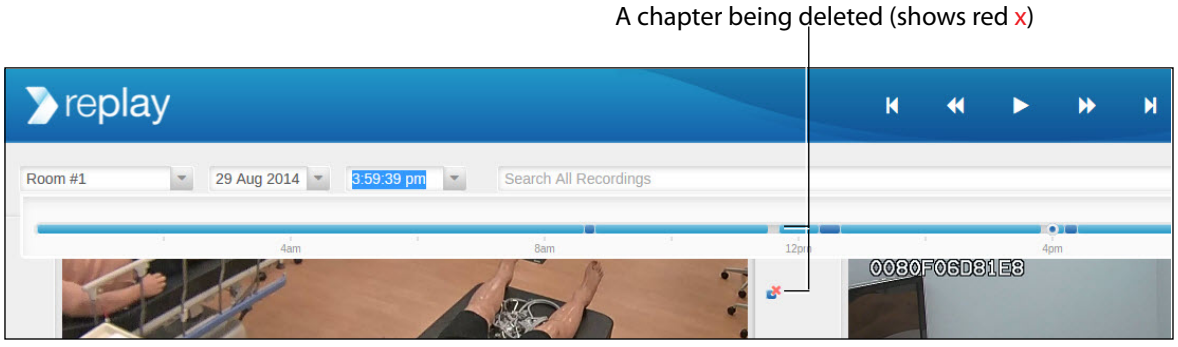
To delete a recording or chapter:

1. Find the recording or chapter in the timeline bar. Options to find the recording or chapter include:
    - Click on the date dropdown to display the timeline bar.
    - Click on the calendar dropdown to select the recording date.
    - Search for the recording or chapter and click on a result.



The Room View - Timeline Bar

2. Click and drag a recording or chapter away from the timeline bar. When the red x appears, release the recording or chapter.
3. A warning popup will ask to verify deletion. Click yes or no to complete.



The Room View - TImeline Bar

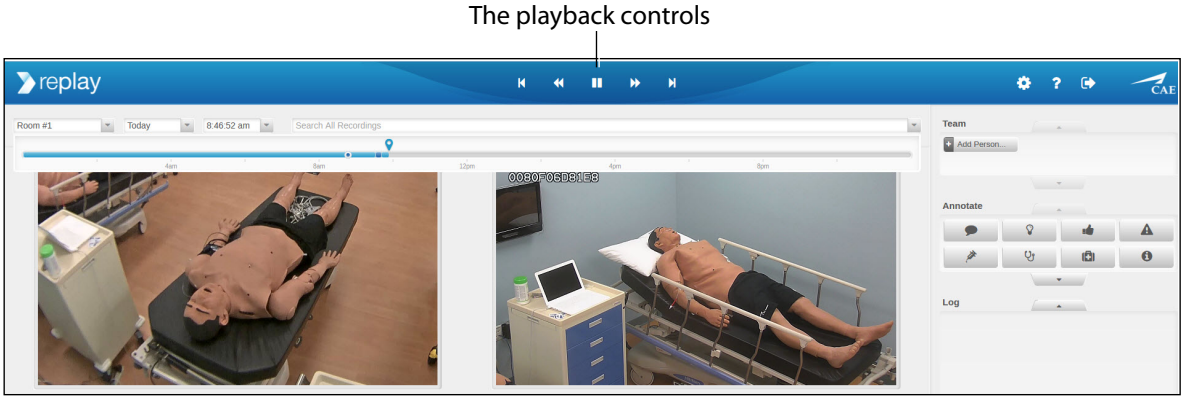
Debrief

Chapters are used to debrief. Navigate to the desired chapter and it will play automatically.

Use the playback controls to pause, play, rewind, fast forward, or skip chapters forward or back.

Use Search or drag and drop team members or annotations into the search field to show events and results.

Use the date and time selections to navigate to a desired time.



The Room View

Appendix

Server Front Bezel Installation and Removal

To install the bezel to the front of the server:

1. Insert right side of bezel into holding latch.
2. Gently push left side of bezel straight into place until securely latched.

To remove the bezel:

1. Press the release latch up (left side of bezel).
2. Gently pull the left side of bezel out to remove completely (the right side holding latch will release).

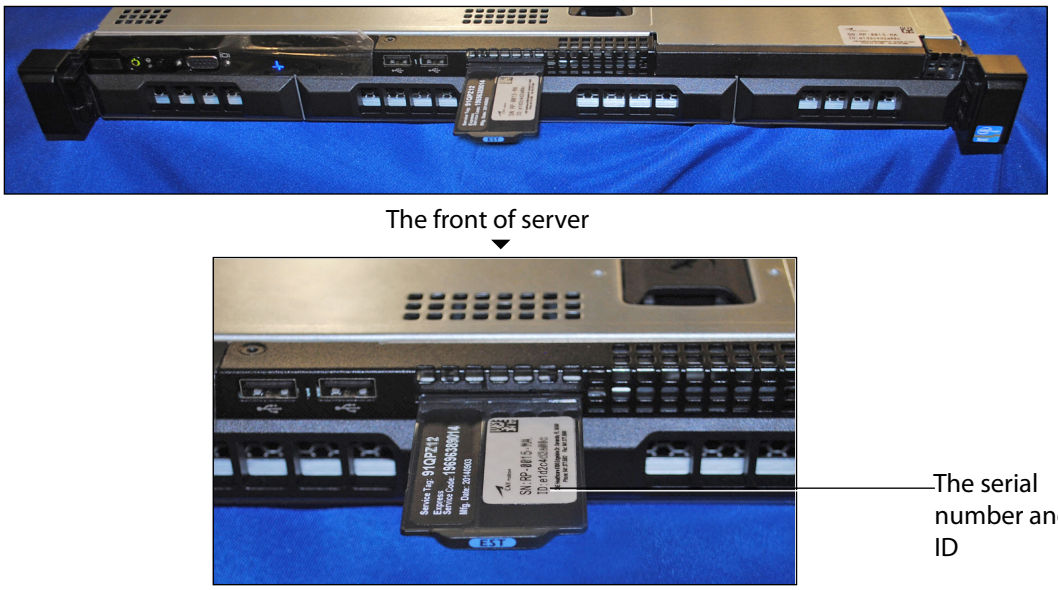
The Server - Bezel

Serial Number and ID Location

The server serial number and ID are located on a pull tab in the front of the server.

To access the tab:

1. Remove the front bezel.
2. Gently pull tab out.

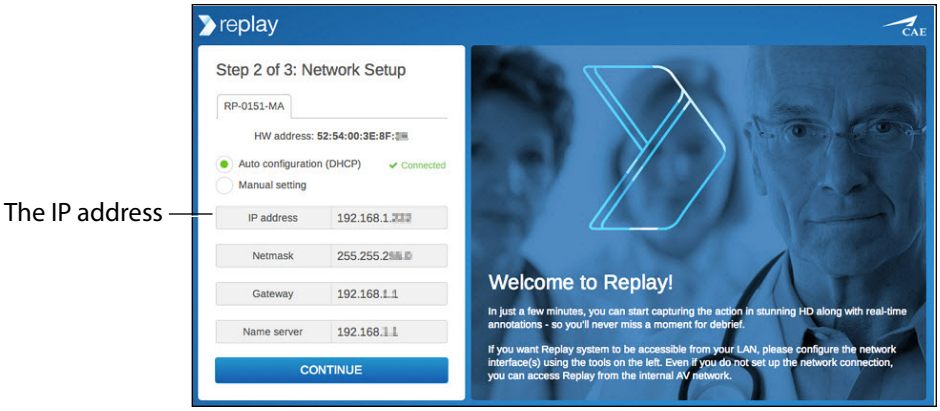


The Serial Number and ID Tab

Troubleshooting - Replay Access

If you experience difficulties accessing Replay through ***serialnumber*.myreplay.io**, you may try accessing Replay by using the network IP address from setup.

Additionally, try accessing Replay while having your client computer connected directly to the 24-port PoE network switch. If that works, the problem is either with the institutional network connection or its configuration.



The Replay Initial Setup Screen - Step 2

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avs-support@cae.com

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Mountain Standard hours: Monday - Friday, 6:00 AM-3:00 PM
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