

replay™ Ultraportable

Getting Started Guide



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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 Ultraportable system includes the following components:

- Replay software (web-based)

- Laptop

- Cameras

- Storage Case

- Display Capture Kit (Optional)

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 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 Components (Ultraportable)



The Ultraportable Equipment In the Case



The Display Capture Kit Housed Under The Laptop

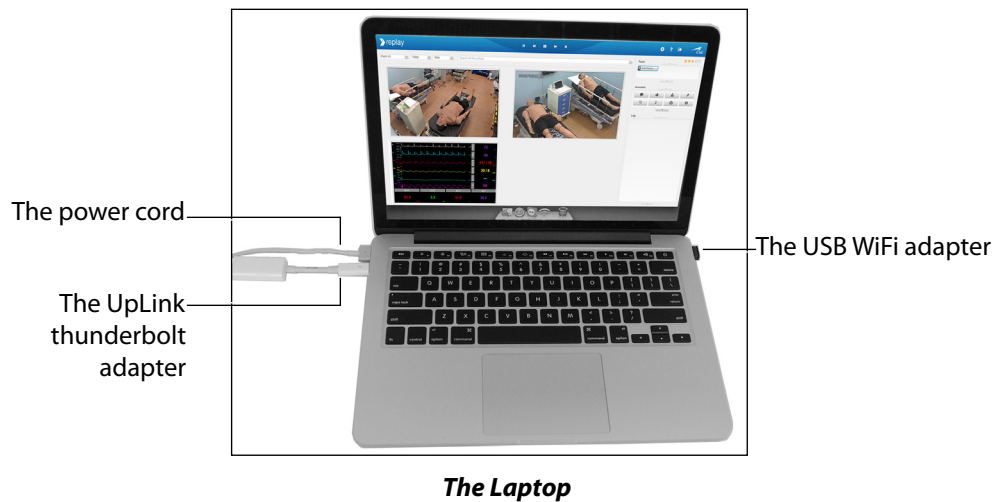
Equipment Setup

IMPORTANT:

- All power and recharging cords should remain in the storage case. Use the case power cord for all items.
- Be sure to unplug camera from battery prior to storing in the case to avoid possible damage.

To unpack and set up equipment:

1. Unwind the case power cord (black) and plug into a power outlet.
2. Remove the laptop
 - Plug the laptop power cord into the laptop (left side).
 - Plug the UpLink thunderbolt adapter into the thunderbolt port on the laptop (left side).
 - Ensure the USB WiFi adapter is plugged into the laptop (the USB WiFi adapter should always remain plugged into laptop).



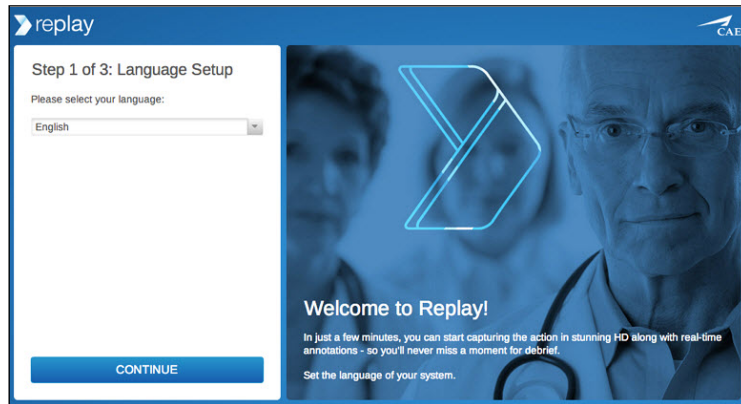
3. Power on the laptop.
4. When laptop starts, minimize the *Wireless Network Utility* window that opens.

TIP: Wireless connections will be detected automatically.

Initial Setup and Login

To set up your Replay and create initial login:

Open your browser. The Replay initial setup screen appears.

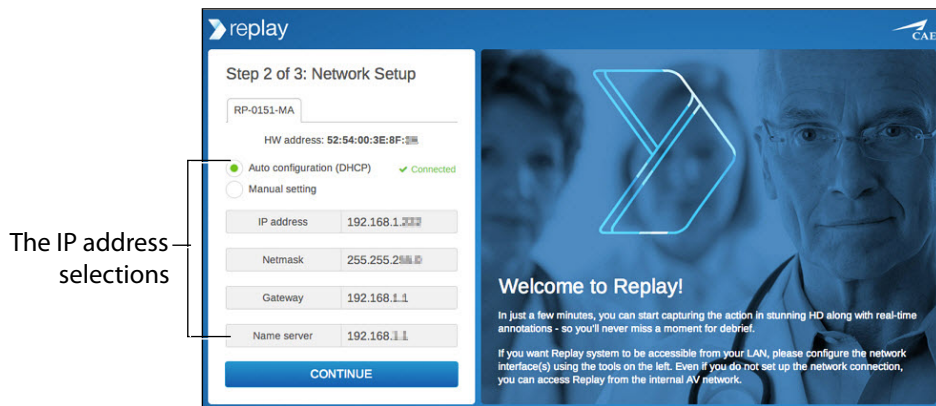


The Replay Initial Setup Screen - Step 1

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 (DHCP)**.

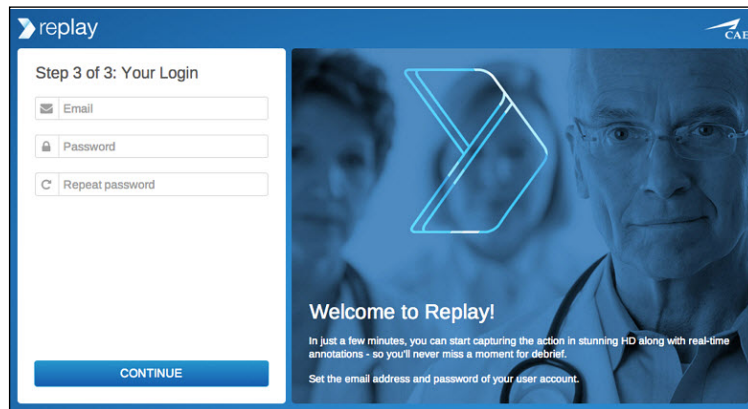
OR

2. **Manual Setting** to configure Replay for use with your local area network (LAN).

IMPORTANT: Copy or make a note of the IP settings for future reference. If unsure of the settings for your LAN, select Auto configuration.

3. When finished, click CONTINUE.

The Replay initial setup screen Step 3 appears.



The Replay Initial Setup Screen - Step 3

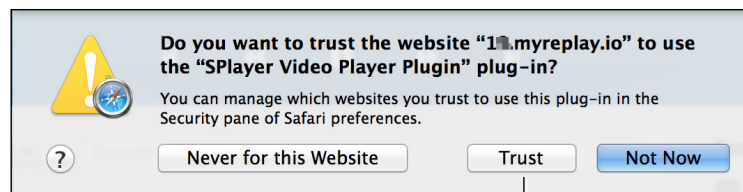
STEP 3

1. Create your account by entering your email and a password.
2. Click CONTINUE.

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

TIPS:

- These three initial setup steps are only performed once.
- Make a note of the exact email and password used for access to Replay.
- Additional users can be added at any time after this initial system setup.
- To change the language selection at any time after initial setup, from the AV network only, access: ***serialnumber.myreplay.io/lang*** .
- When the SPlayer warning pops up, click **Trust**.



The **Trust** button

The SPlayer Warning

Equipment Setup (continued)

1. Remove the cameras and connect each camera cord to the **2A** port on the battery pack.

TIP: The camera should always remain strapped to battery pack.



The Camera and Battery Pack

2. Press the square on the front of the battery pack to power on the camera. Cameras are connected to WiFi when front and back indicator lights are green and the video feed appears on the Replay room.

NOTE: Replay automatically starts recording when cameras are powered on and connected to WiFi.

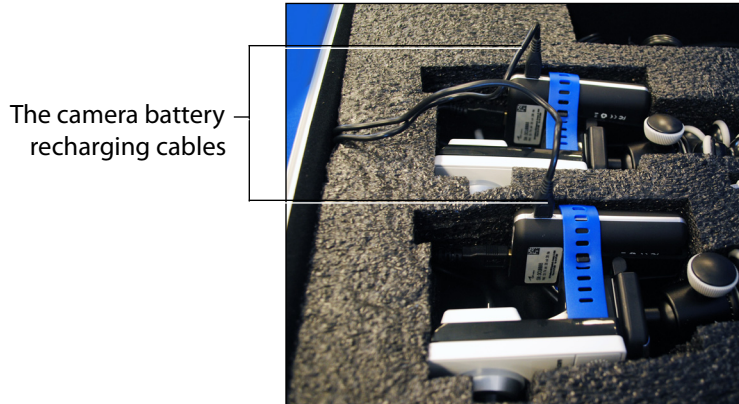


The Camera

IMPORTANT: To power off the camera, remove the cord from the 2A port on battery pack.

Batteries can be recharged by plugging into the battery recharging cables in the case.

CAUTION: Be sure to unplug camera batteries from the recharging cables prior to closing the case, to avoid possible damage.



The Camera Battery Recharging Cables

3. Connect the Display Capture Kit, for use with a simulator monitor (optional).
 - a. Leave the **CPU Encoder** and **Framegrabber** in the case.
 - b. Ensure the Framegrabber is connected to the CPU Encoder.
 - c. Ensure power cord is plugged into the CPU Encoder and the storage case power cord is plugged in.



The Display Capture Kit In the Case

- Connect the appropriate video cable (VGA, DVI, HDMI) to the Framegrabber and your monitor.



The Video Cables

- Press and release the power button to power on the CPU Encoder.

NOTE: The Display Capture Kit will connect to the laptop via WiFi.



The CPU Encoder

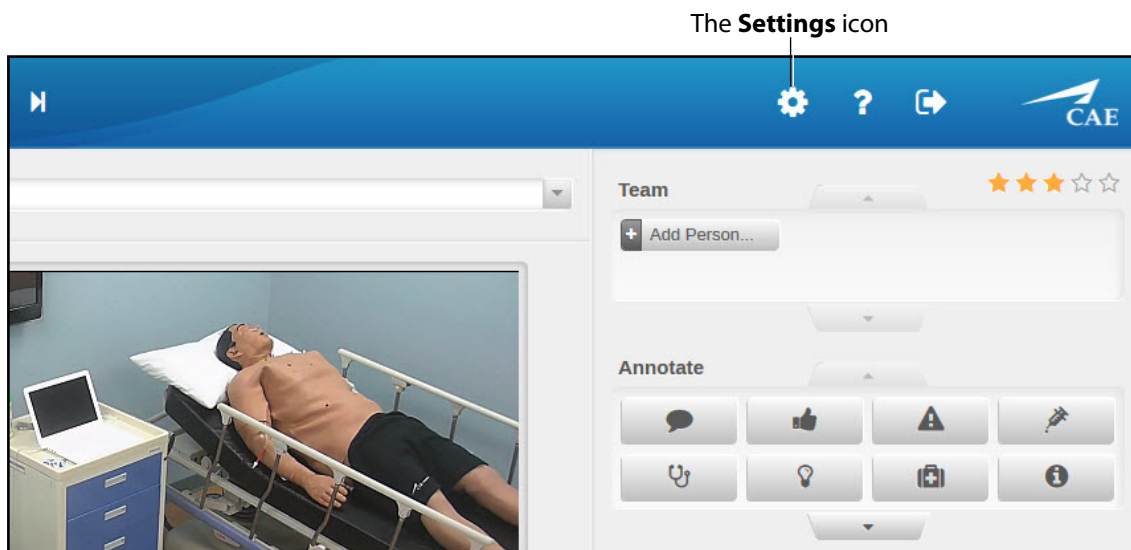
IMPORTANT: The CPU Encoder must be powered off before unplugging from power to avoid data loss.

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

Setting Up Rooms

To setup up a Replay room:

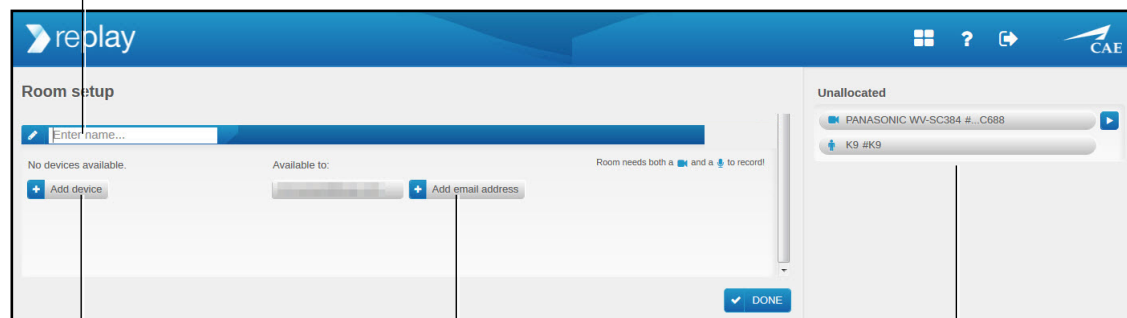
1. Click the **Settings** icon to open the Settings page.



The Settings Icon

- a. Click on the room name in the room title bar to 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** button to assign user access.

The room title bar



The **Add device** button

The **Add email address** button

The **Unallocated** column

The Settings Page

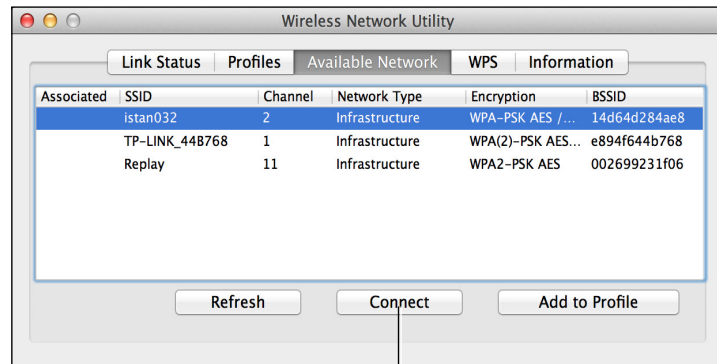
TIP: Any equipment, such as cameras, not assigned to a room will be shown in the Unallocated column. Drag and drop equipment in the Unallocated column into and out of any room.

2. 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. For the Ultraportable wireless camera configuration, the camera can be considered the room.

With the simulator on, if the wireless CAE Simulator does not automatically appear in the Unallocated column, open the *Wireless Network Utility* window (minimized in the dock). Click on Available Network. Find the simulator network and click the **Connect** button.



The **Connect** button

The Wireless Network Utility

Setting Up User Access

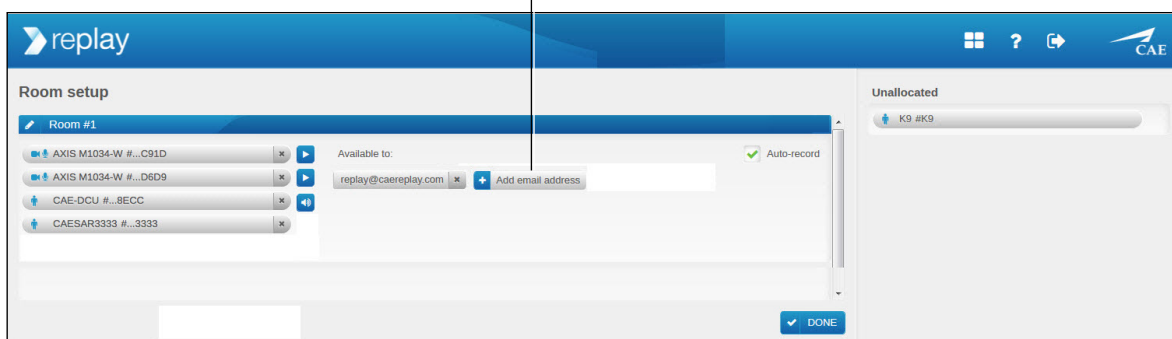
Various groups of users can be set up to allow access, control, and viewing of Replay. A user who has access to a room can access both the live view and all the previous recordings for that room only.

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 **Add email address** button



The Settings Page

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

The user will be displayed and an email will be auto-generated and sent to that user with a link to setup their password and view Replay.

NOTE: The user will need to use that email address and password for any subsequent login and access to Replay.

General Replay Access

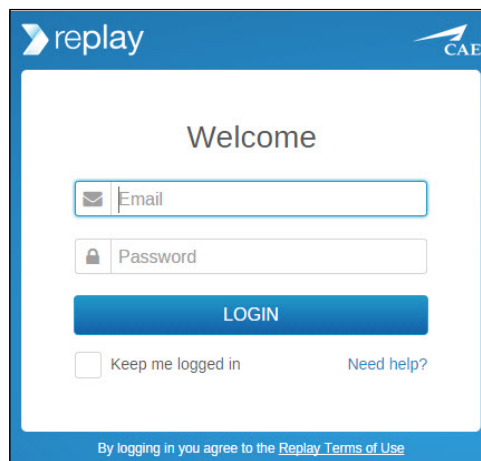
Users who have been setup in your Replay system have access to Replay.

To access Replay:

1. 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.

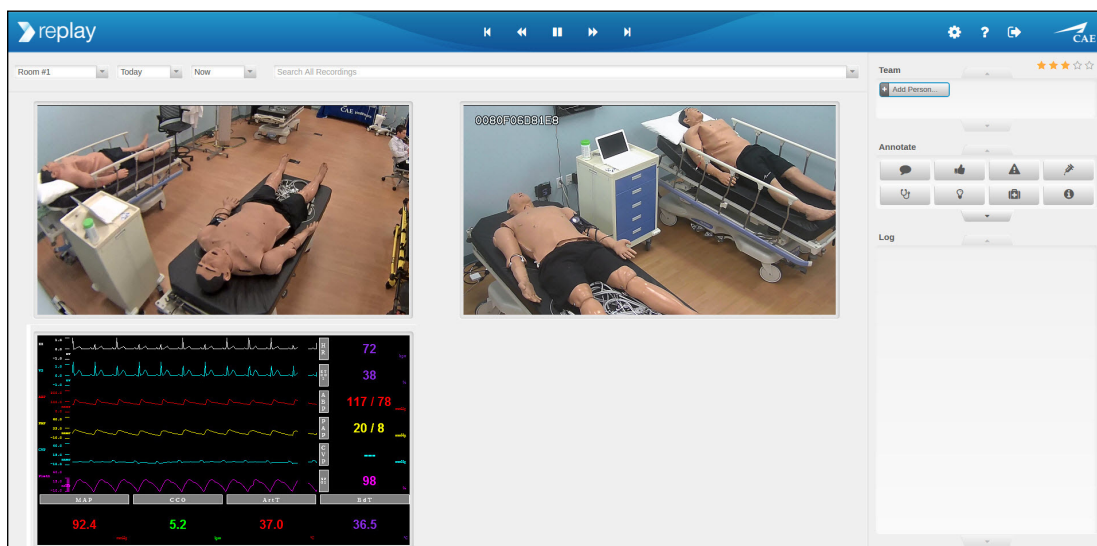
TIP: Create and use a desktop shortcut for easy access.



The Replay Login Screen

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

The Replay screen will appear and is ready to use.

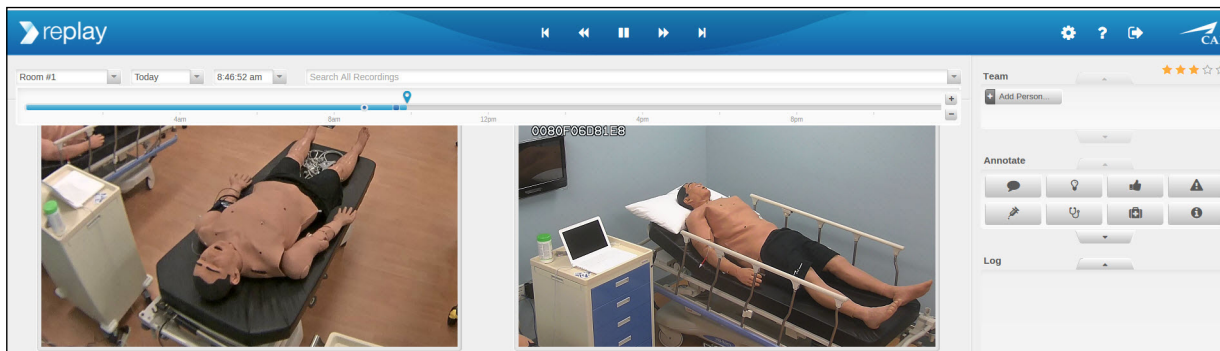


The Replay Room View

TIP: It is recommended that you log in or view your Replay web page at the start of any event or simulation.

Room View and Settings Page Overview

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



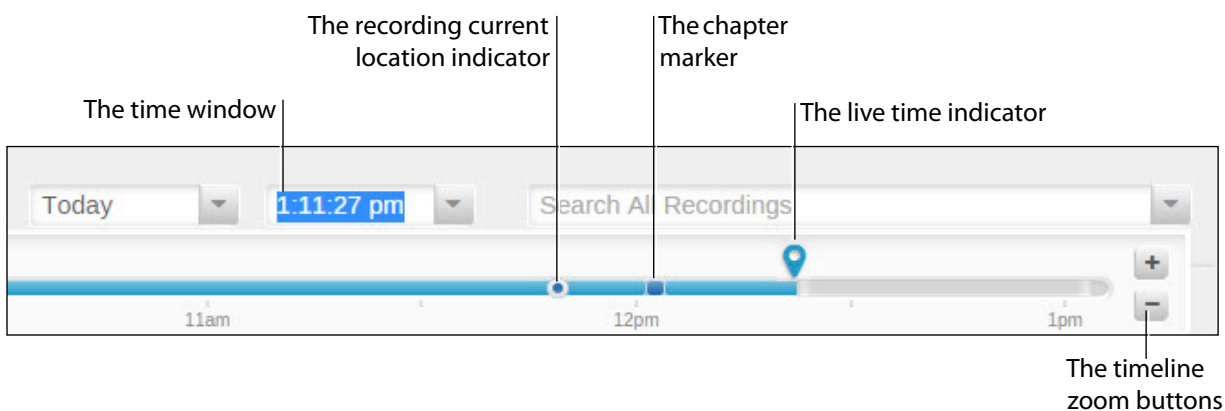
The Room View

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

- The timeline bar is accessed by clicking in the time window or dropdown.
- The current location indicator can be dragged to any point in the recording.
- Click on the timeline + or – buttons to zoom the timeline in or out.

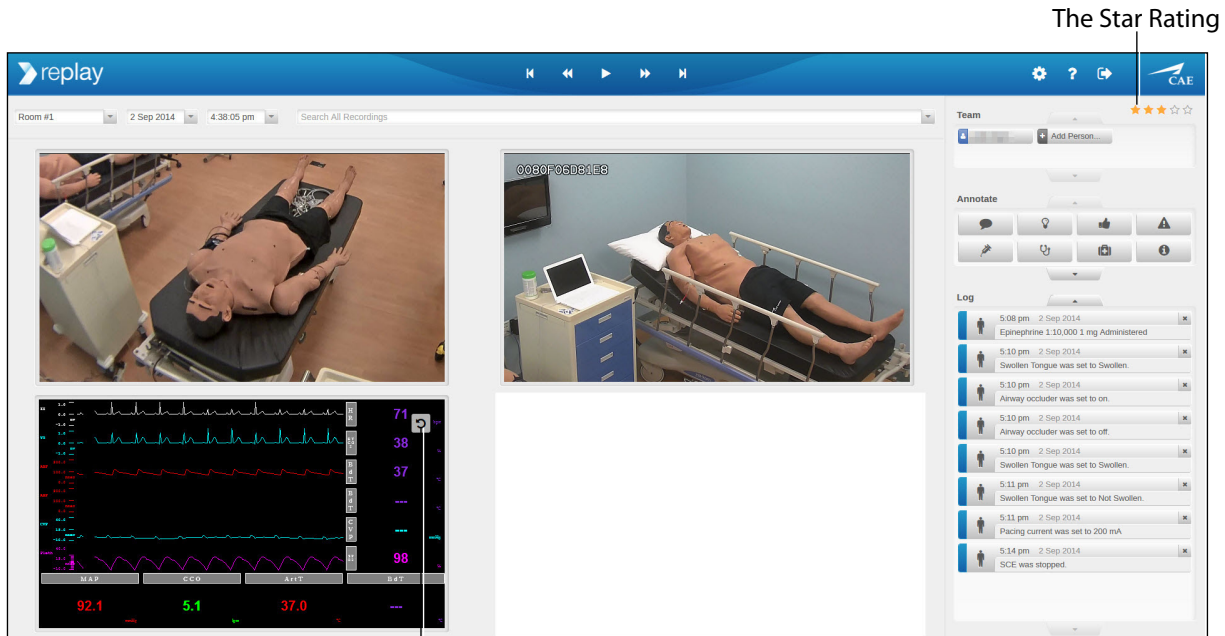
IMPORTANT: To ensure recordings are saved, mark them as chapters by making any input event (annotation, team member added or removed, patient started on simulator)

Any input event (annotation, team member added or removed, patient started on simulator) 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.



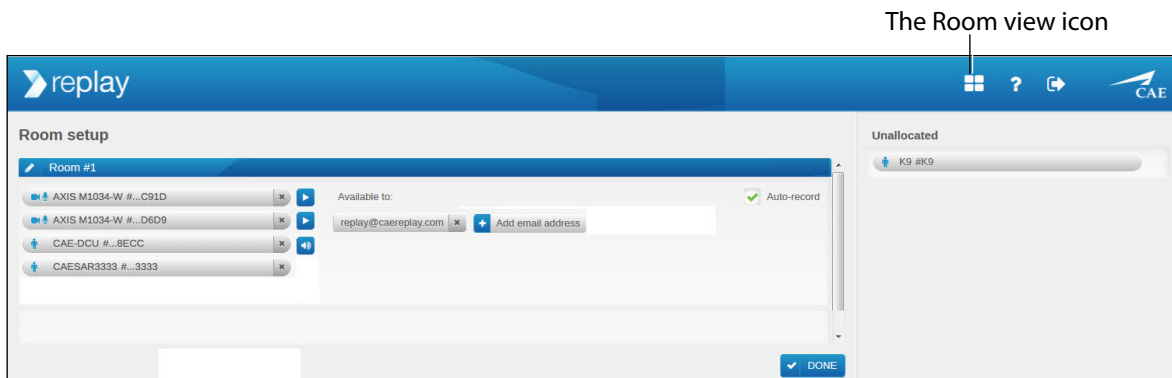
The monitor view selection

The Room View - With Monitor Display

The **Star Rating** system allows users to set a star rating for every Replay recording chapter. Click to highlight a star from one to five.

Recordings can be searched by star ratings, for example, by entering ******* in the search field.

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



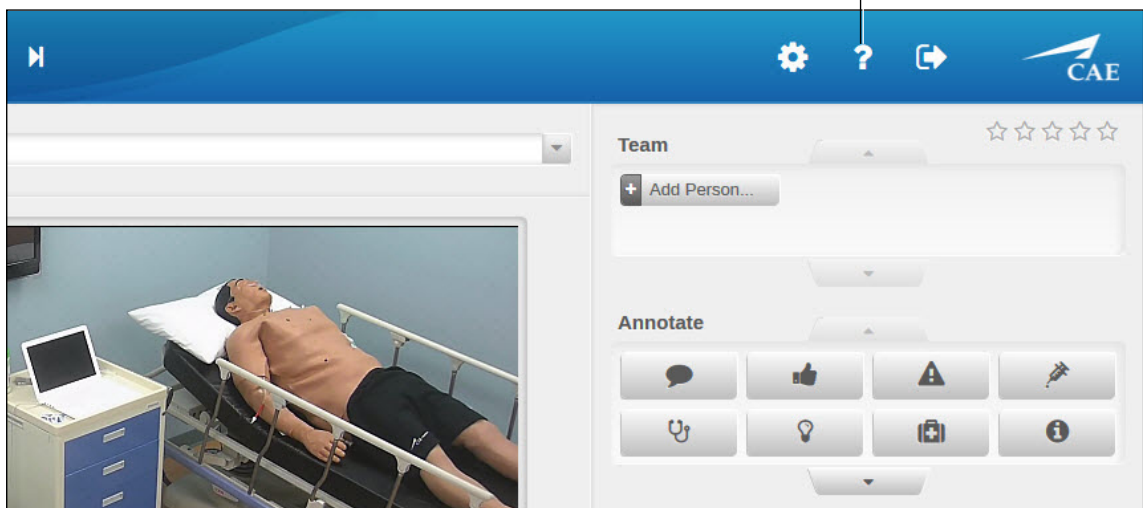
The Settings Page

TIP: Click on the **Room view** icon to return to the Room view screen.

Help Display

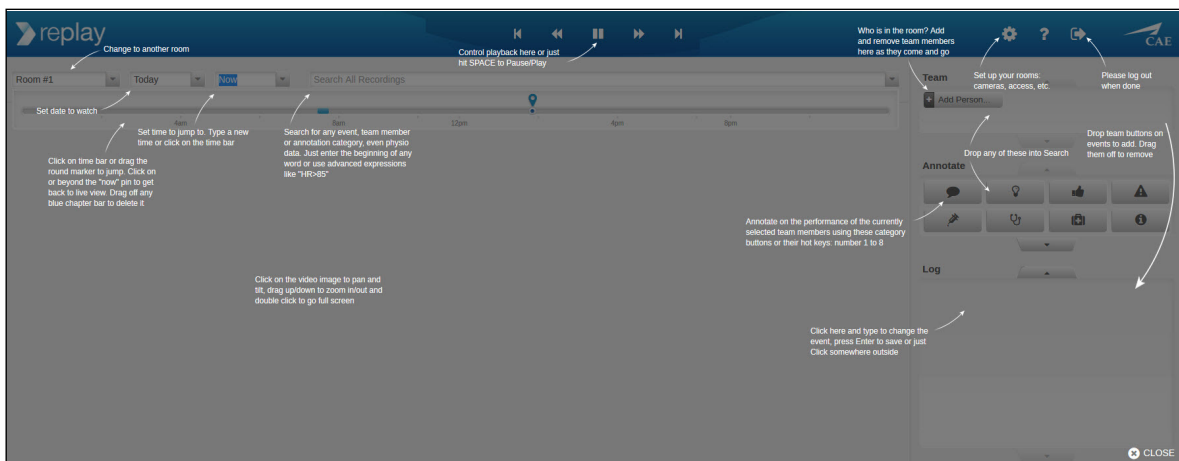
Click on the **Help** icon to display an overlay that highlights the various areas and how they are used.

The **Help** icon



The Help Icon

Help can be displayed on both the Room view screen and the Settings page.



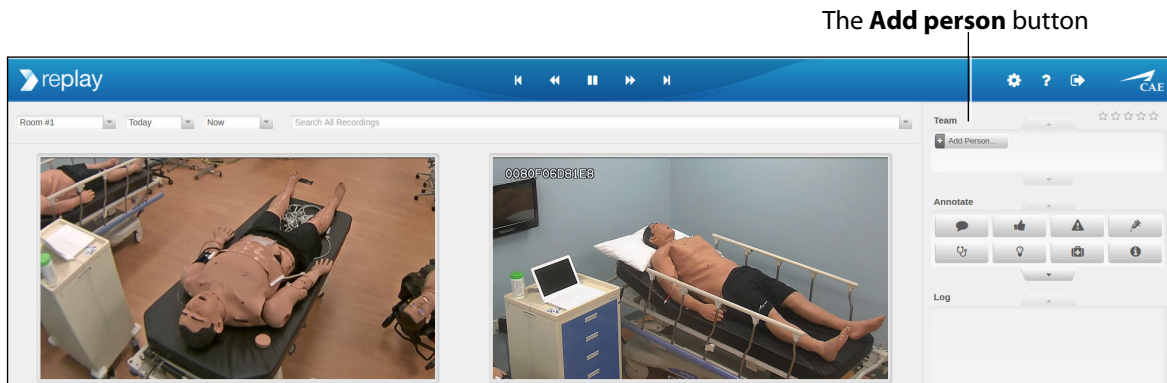
The Help Display

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:

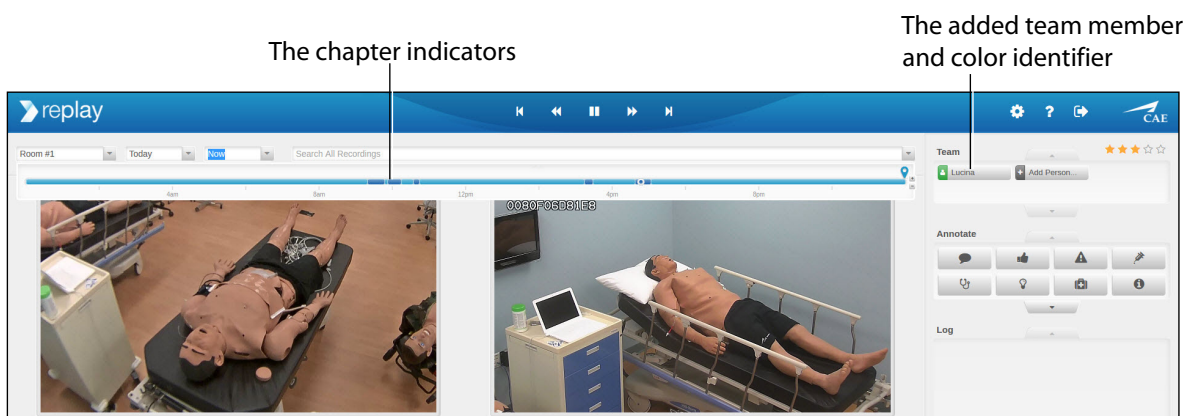
1. Click the **Add Person** button in the **Team** window.



The Room View

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

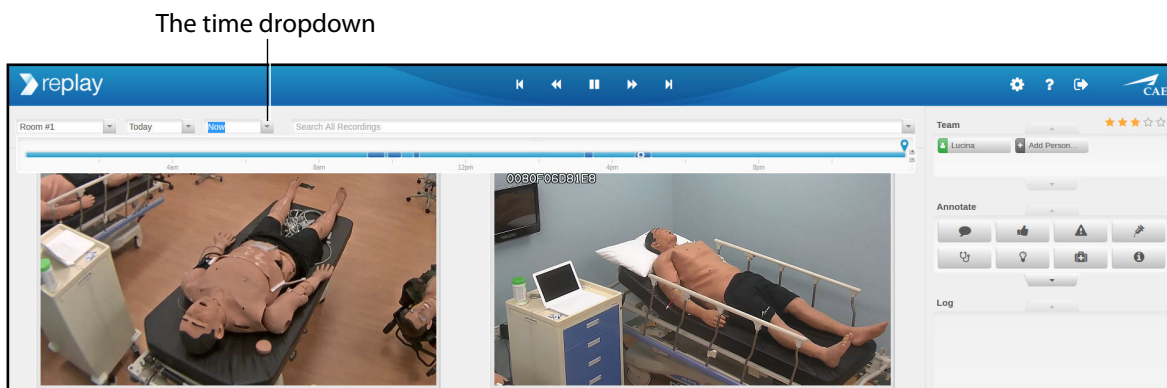
The team member is added and identified as a chapter (dark blue indicator) at that point in the recording.



The Room View

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

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

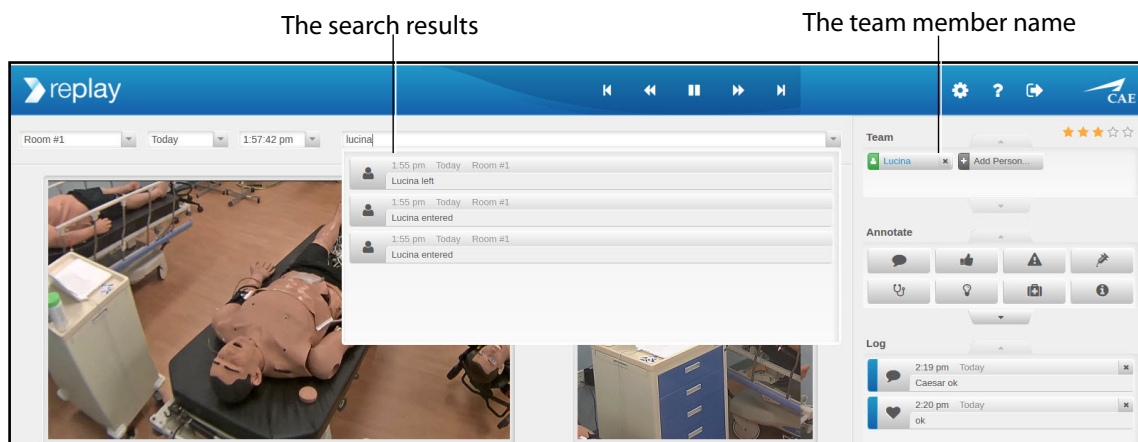


The Room View

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, enter a name (or partial name) in the search box and press enter on the keyboard.

Then click on a selection from the results.

Annotations

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

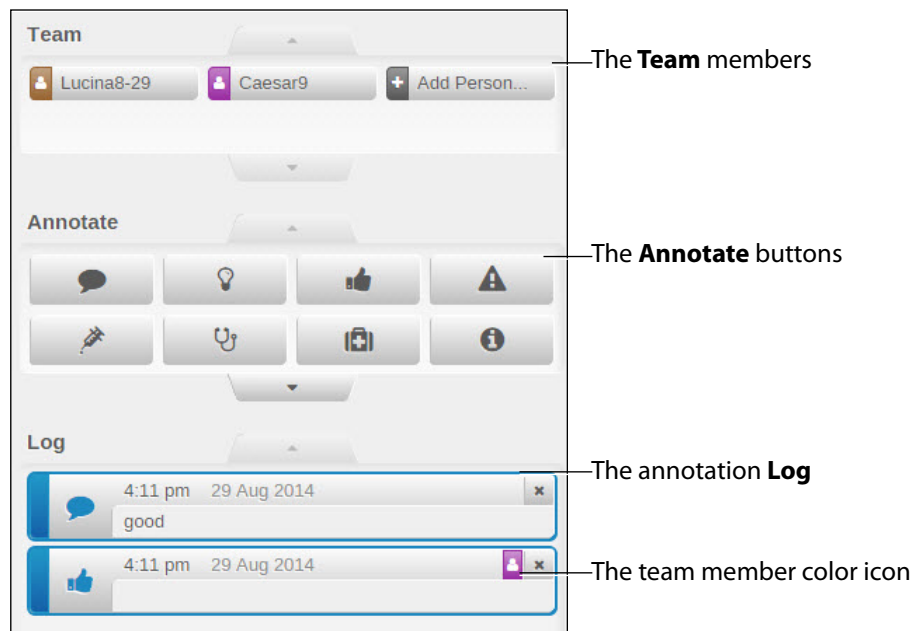
TIP: When finished typing an annotation, hit Enter on keyboard or click anywhere outside of the annotation box.

To add annotations:

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

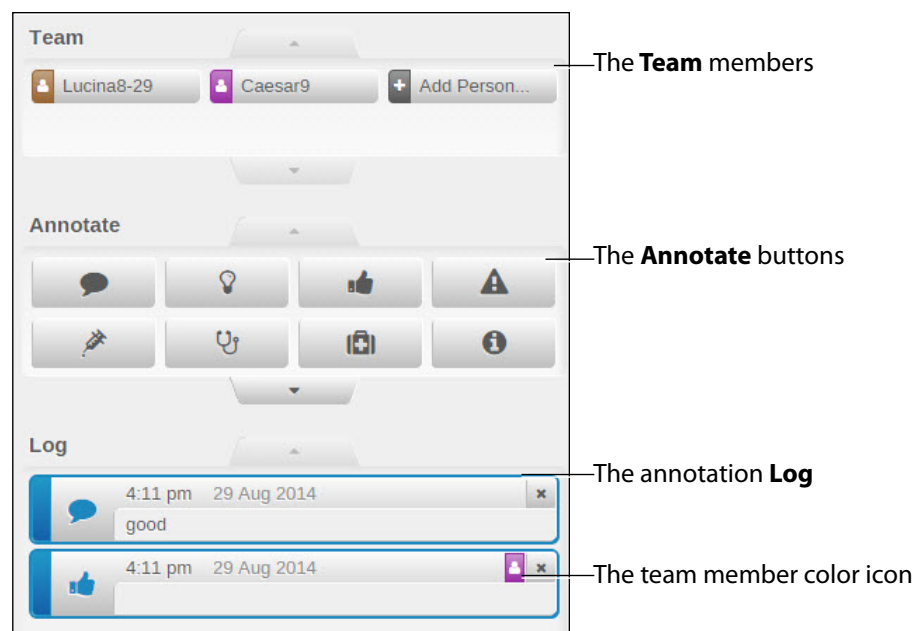
TIP: Team members can be dragged and dropped into and off of annotations as desired.



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

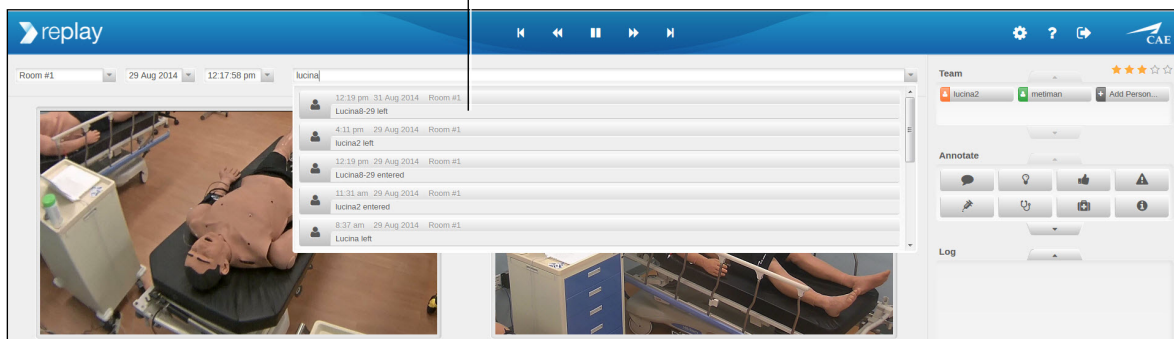
Replay Search allows you to find and navigate to chapters or events. Use search to find a team member, annotation, or physiological data.

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.

TIP: Search for a partial word or name to increase search results. Use advanced terms such as *HR>85* to search for an event where the heart rate was greater than 85. Enter a star rating such as ***** to search for a chapter that was given a three-star rating.

The search results

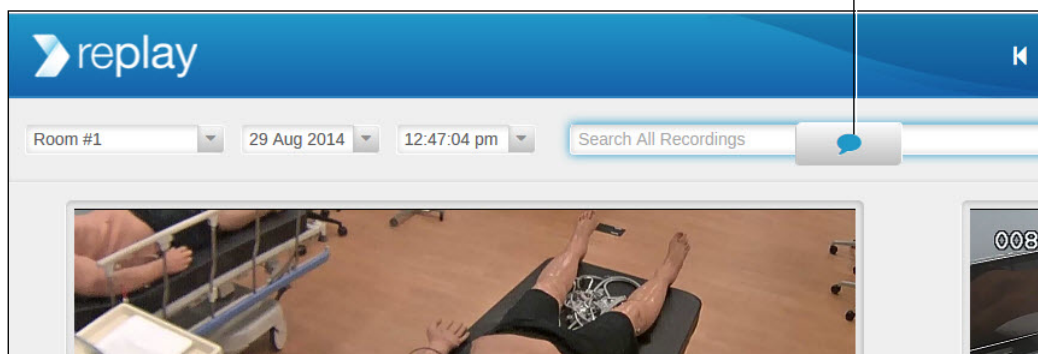


The Room View - Search

- 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.

An Annotate button dragged to search box



The Room View - Search

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

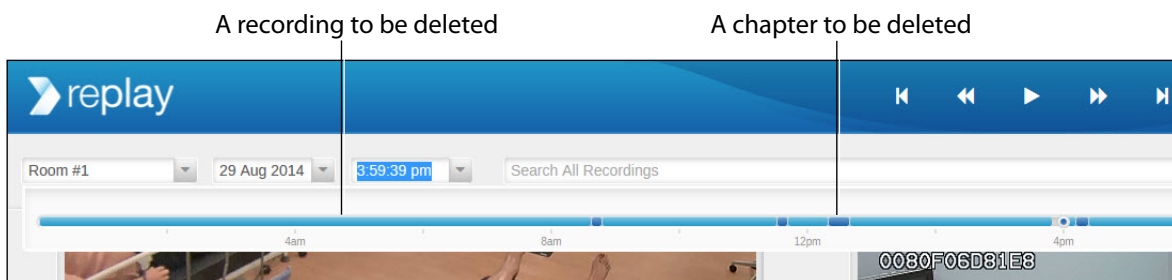
Delete Recordings

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.

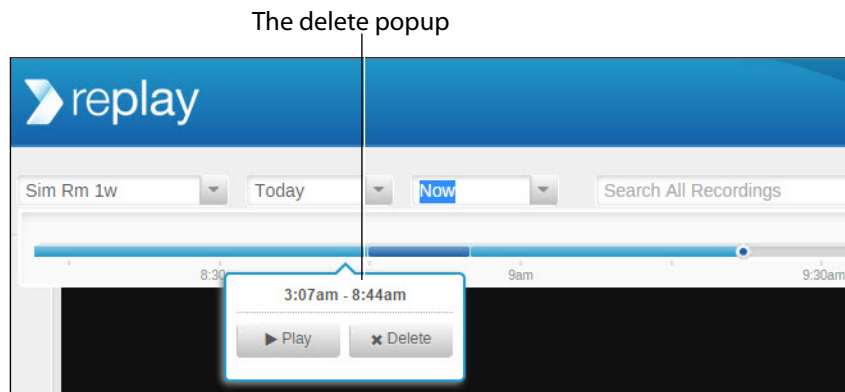
To delete a recording or chapter:

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



The Room View - Timeline Bar

2. Hover your mouse over the recording or chapter to be deleted and the delete popup will appear.



The Room View - Timeline Bar

3. Click **Delete**.
A warning popup will ask to verify deletion.

Debrief

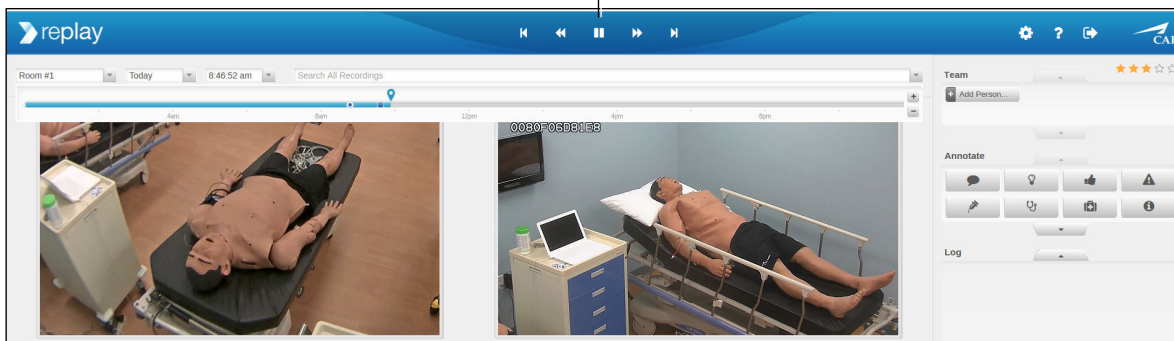
Chapters are used to debrief. Navigate to the desired chapter and it will play automatically.

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 playback controls

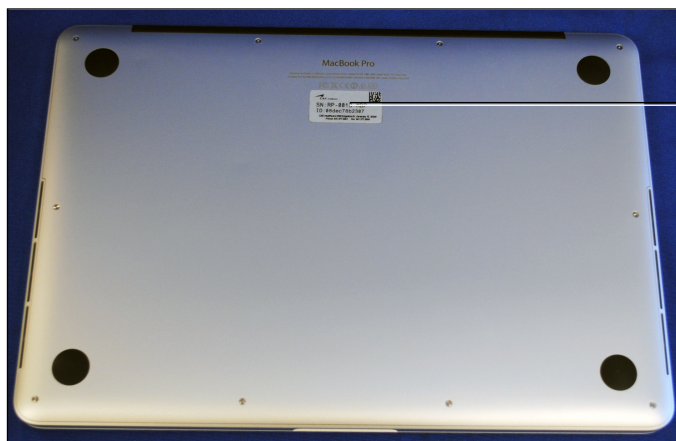


The Room View

Appendix

Serial Number and ID Location

The serial number and ID are located on the bottom of the laptop.

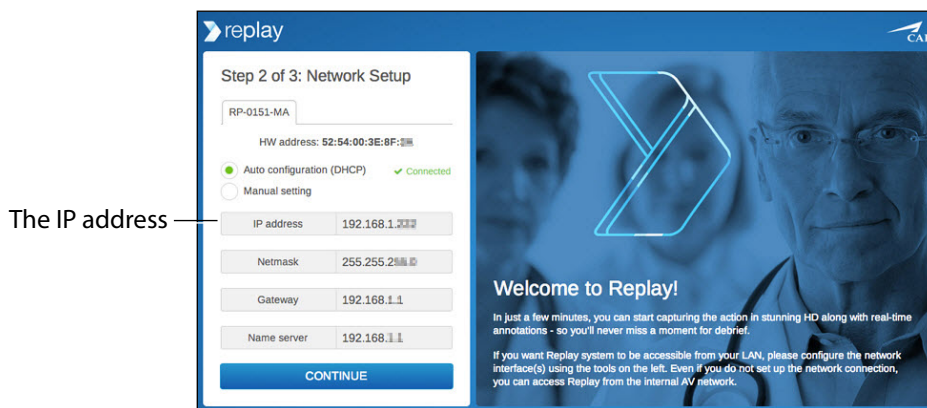


The serial number and ID

The Laptop

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.



The IP address

The Replay Initial Setup Screen - Step 2



caehealthcare.com

For more information about CAE Healthcare products, contact your regional sales manager or the CAE Healthcare distributor in your country, or visit caehealthcare.com. Tel +1 941-377-5562 or 866-233-6384

For customer service, please contact Replay Customer Service by email. avs-support@cae.com

North American Time Zones

Eastern Standard hours: Monday - Friday, 8:00 AM-8:00 PM

Central Standard hours: Monday - Friday, 7:00 AM-4:00 PM

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

Pacific Standard hours: Monday - Friday, 5:00 AM-2:00 PM

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