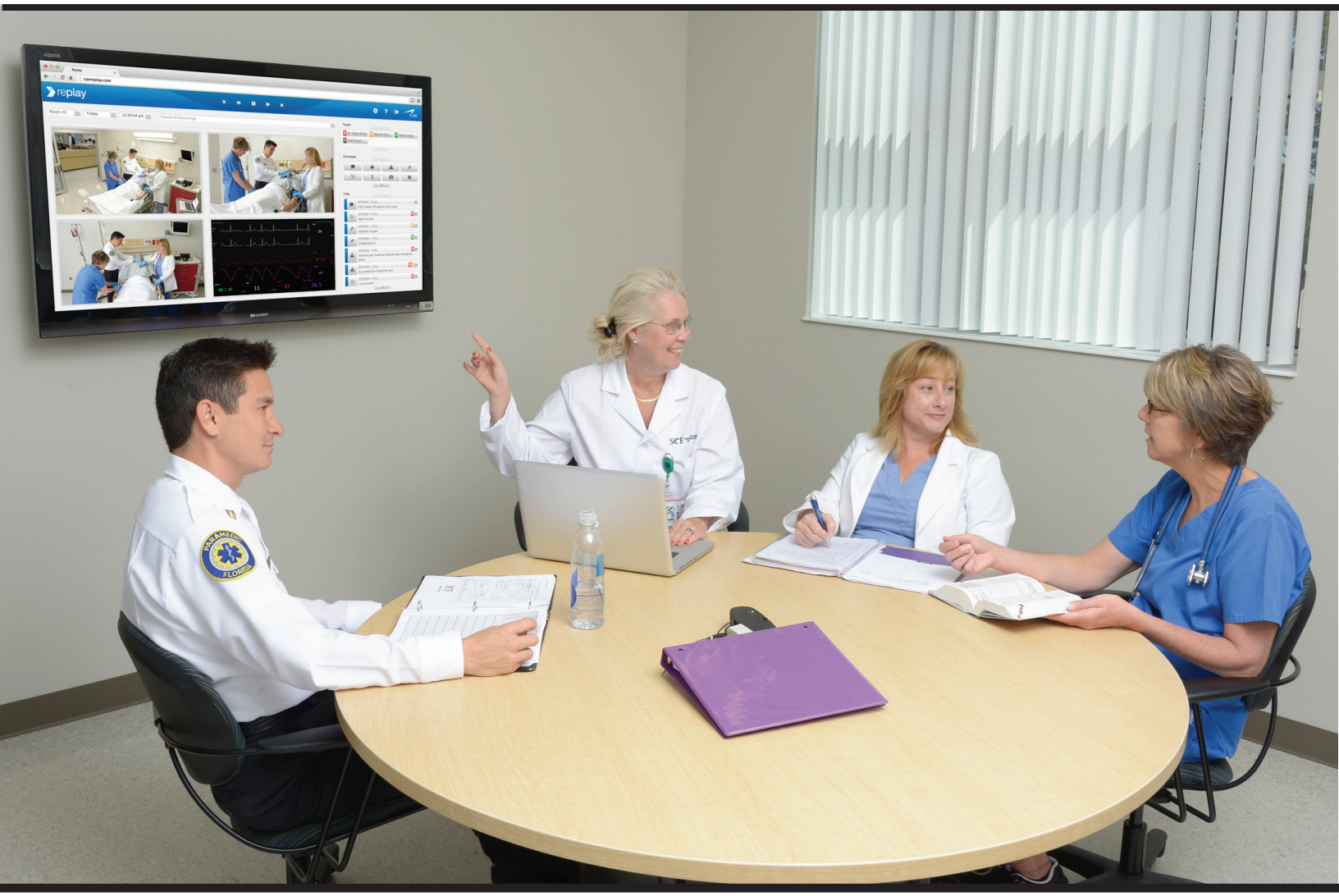
Replay™ Ultraportable

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 Replay Ultraportable the various areas of Replay and how they are used.

The Replay Ultraportable system includes the following components:

- Replay software (web-based, installed on laptop)
- Laptop (Toughbook)
- Cameras (including tripods)
- Storage Case
- Display Capture Unit Framegrabber

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 on page 35* for locating the serial number and ID.

Replay Ultraportable 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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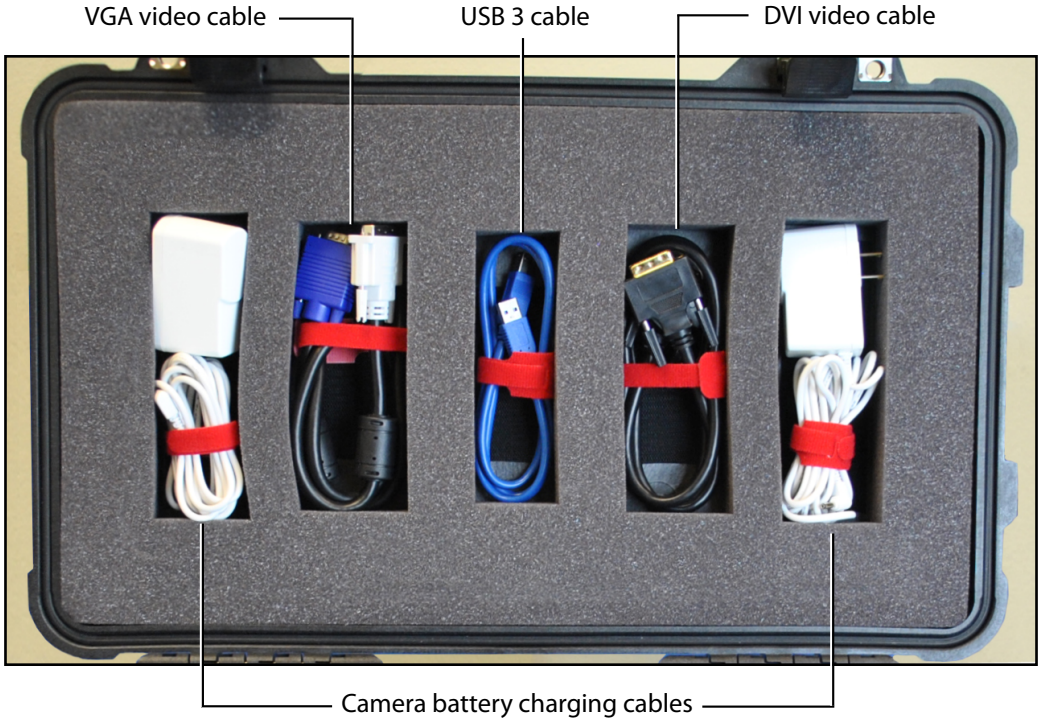
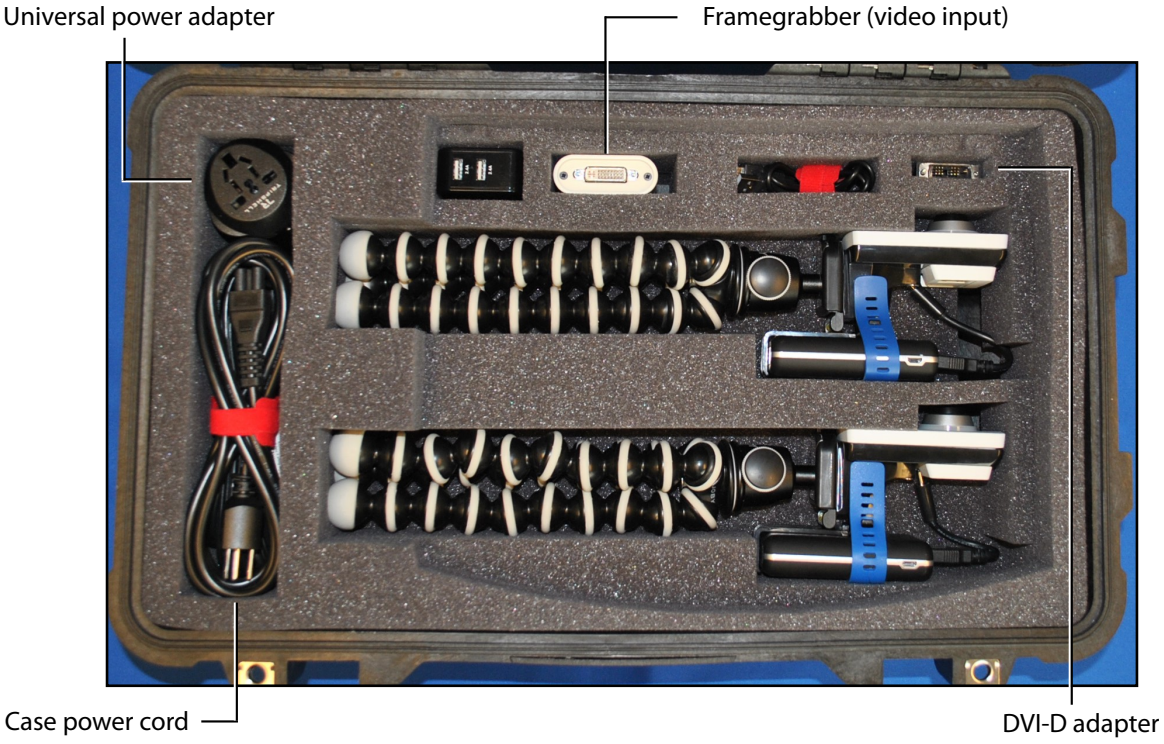
Equipment Components



Replay Ultraportable equipment in the upper side of the case



Replay Ultraportable equipment in the lower side of the case

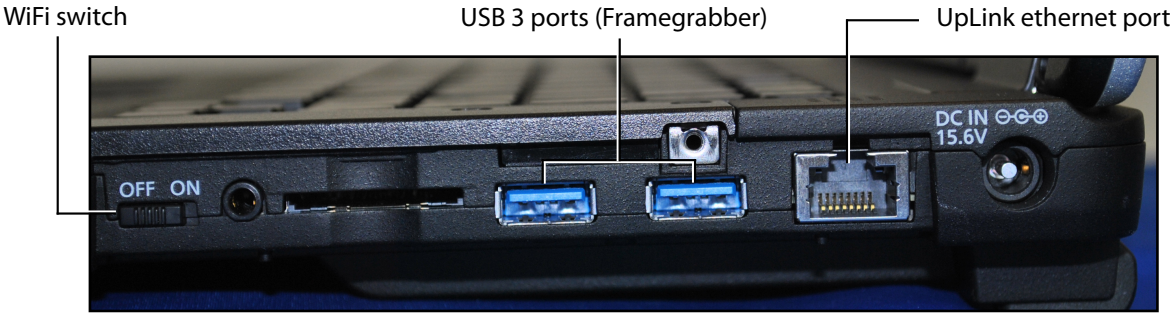
Equipment Setup

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 Toughbook (laptop).



Right side of the laptop

- Plug the laptop power cord into the laptop (right side).
- Plug an UpLink ethernet cable into the UpLink ethernet port on the right side of the laptop.
- Ensure the USB WiFi adapter is plugged into the back of the laptop (the USB WiFi adapter should always remain plugged into laptop).

Back of the laptop

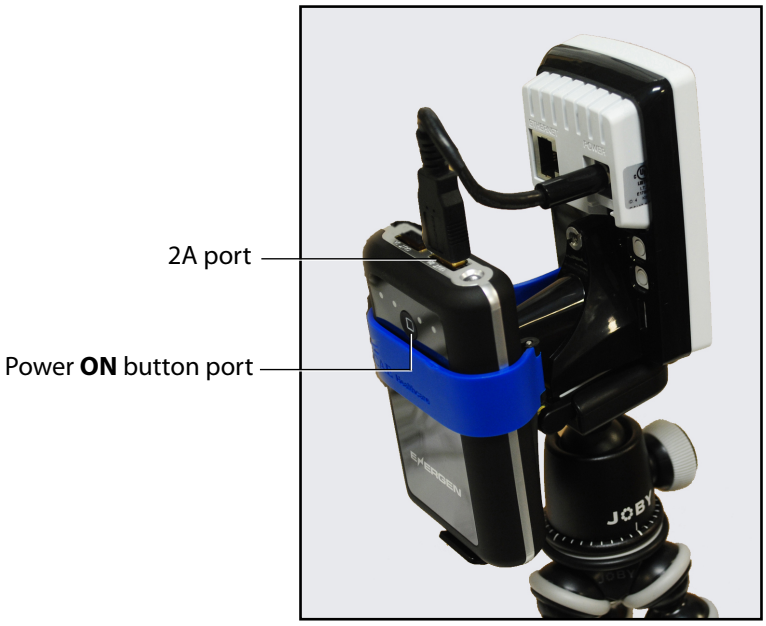
3. Power on the Toughbook.

   IMPORTANT: Make sure that the WiFi switch is set to ON so that recording with the wireless cameras and connection to the unit on its WiFi hotspot are possible.

TO SET UP CAMERAS:

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.



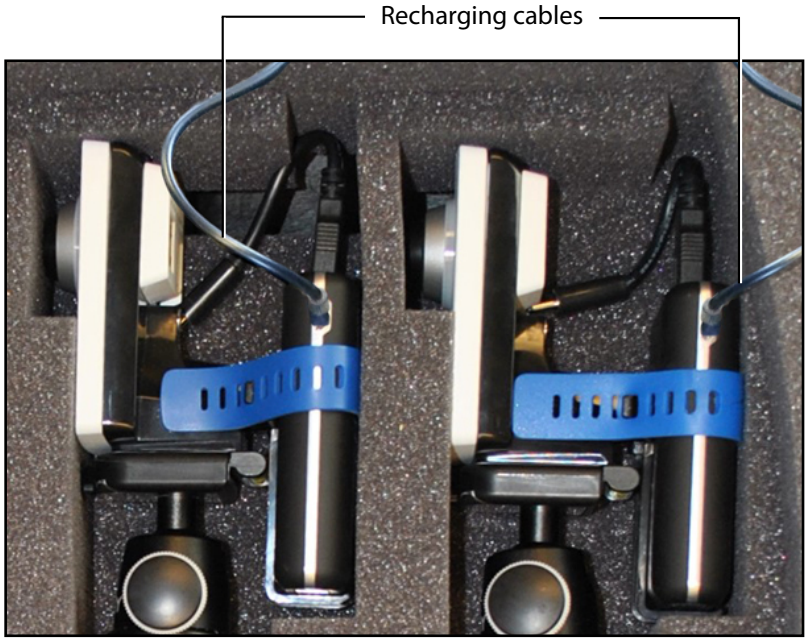
Camera and battery pack

2. Press the **ON** button 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 screen.

Camera

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

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



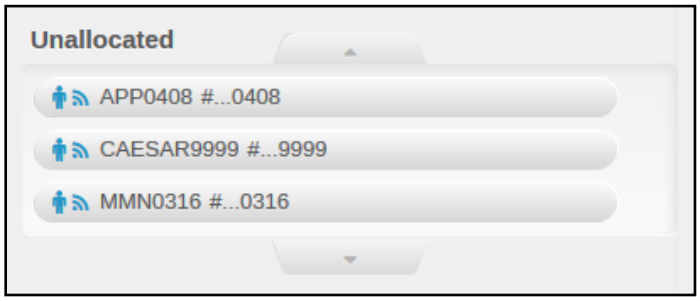
Camera battery recharging cables

3. Connect the **Framegrabber** to one of the USB 3 port of the laptop with the USB 3 cable.
4. Using the appropriate video cable (VGA, DVI, HDMI), connect the other end of the Framegrabber to the display port of the simulator you want to use.

TO SET UP WIRELESS CONNECTION TO A CAE SIMULATOR (after logging in):

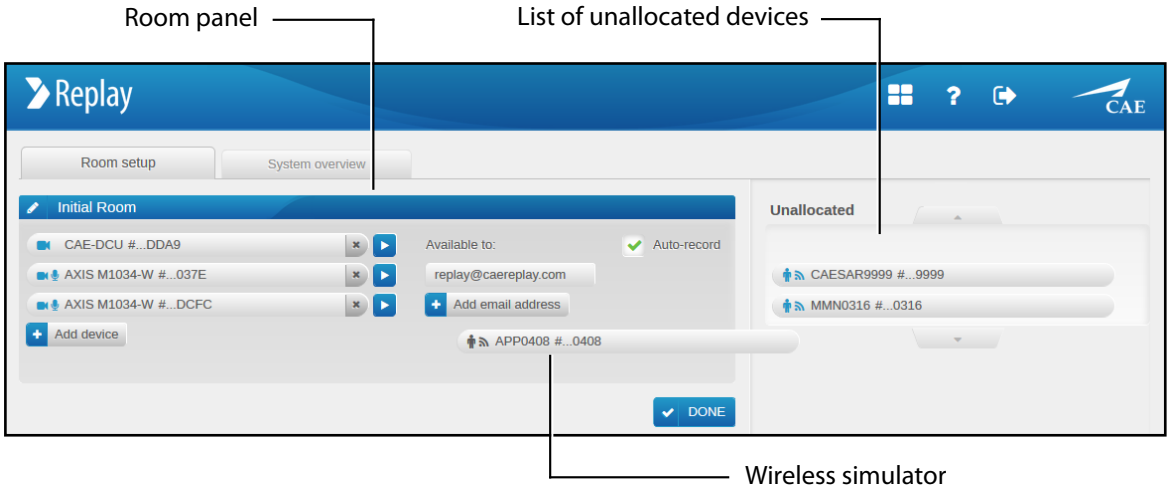
1. Disconnect wired simulator from simulator interface if connected.

   On the **Room setup** tab of the **Settings** page, all the wireless simulators within range will be listed.



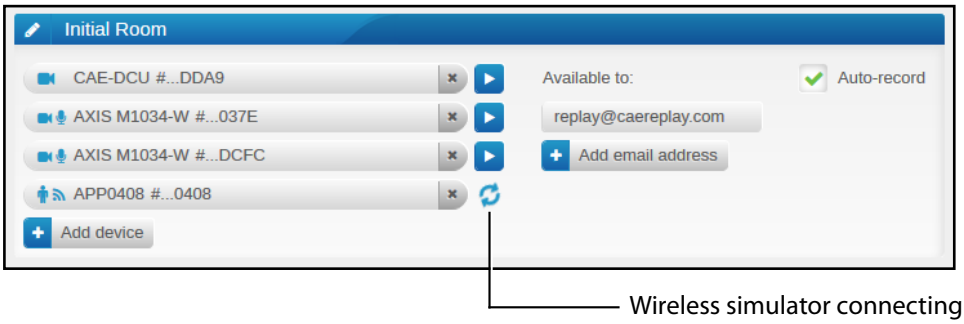
Wireless simulators within range

2. Add the desired simulator to the room by drag and drop or via the **Add device** button.



Adding by drag and drop

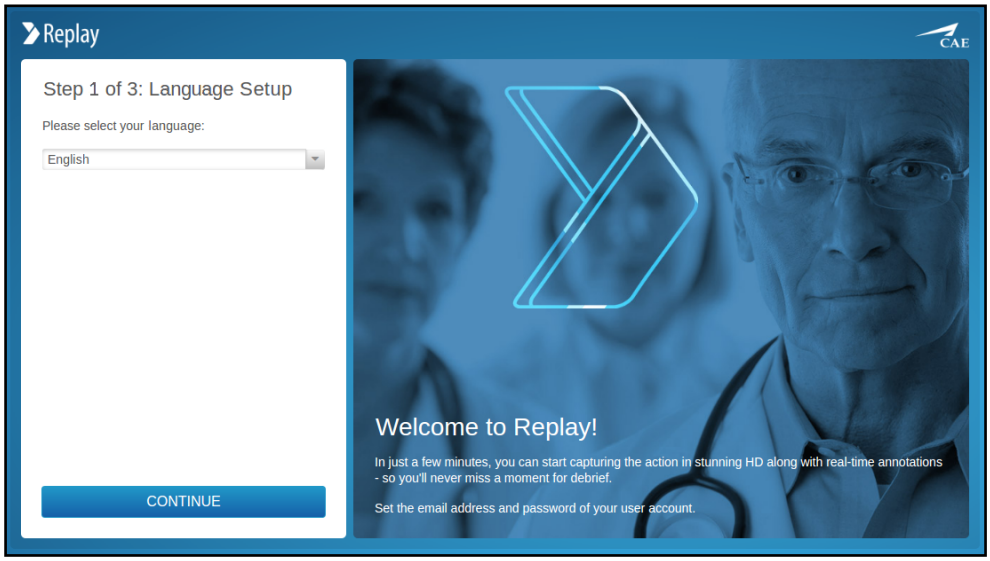
3. The simulator will start connecting.



Room panel with added wireless simulator

Initial Network Setup and Login

1. When the laptop is powered on, the Replay initial setup screen appears.

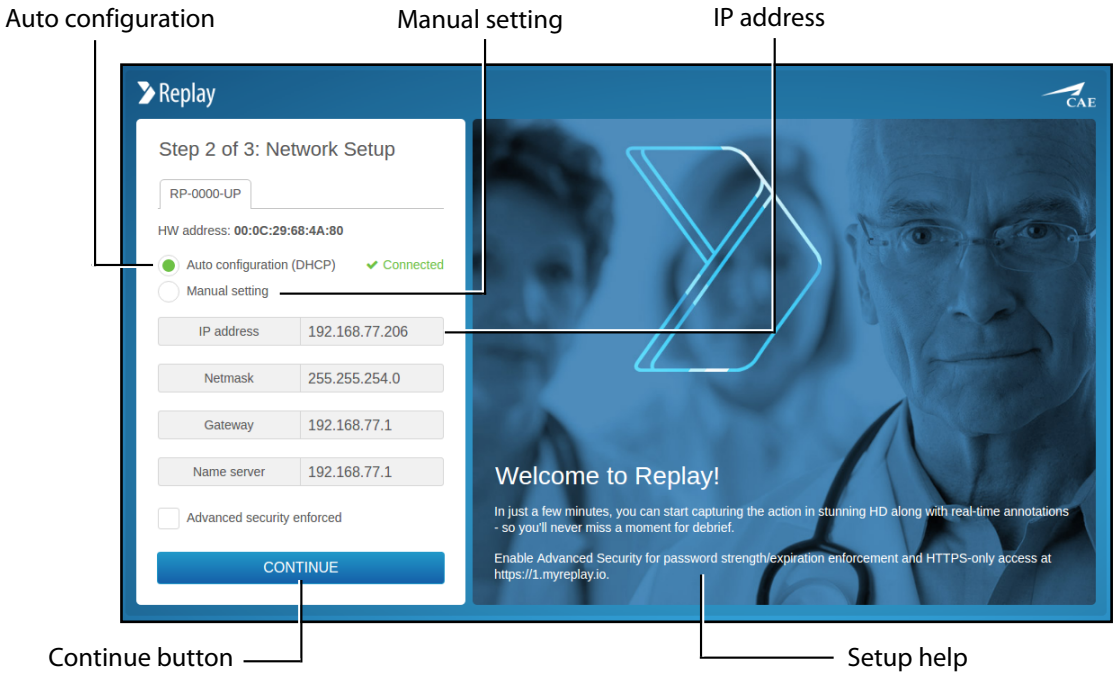


Replay Initial Setup Screen - Step 1

STEP 1

1. Select your language from the drop-down and click **CONTINUE**.

   The Replay initial setup screen **Step 2** appears.



Replay Initial Setup Screen - Step 2

STEP 2

1. Select **Auto configuration (DHCP)**.

   OR

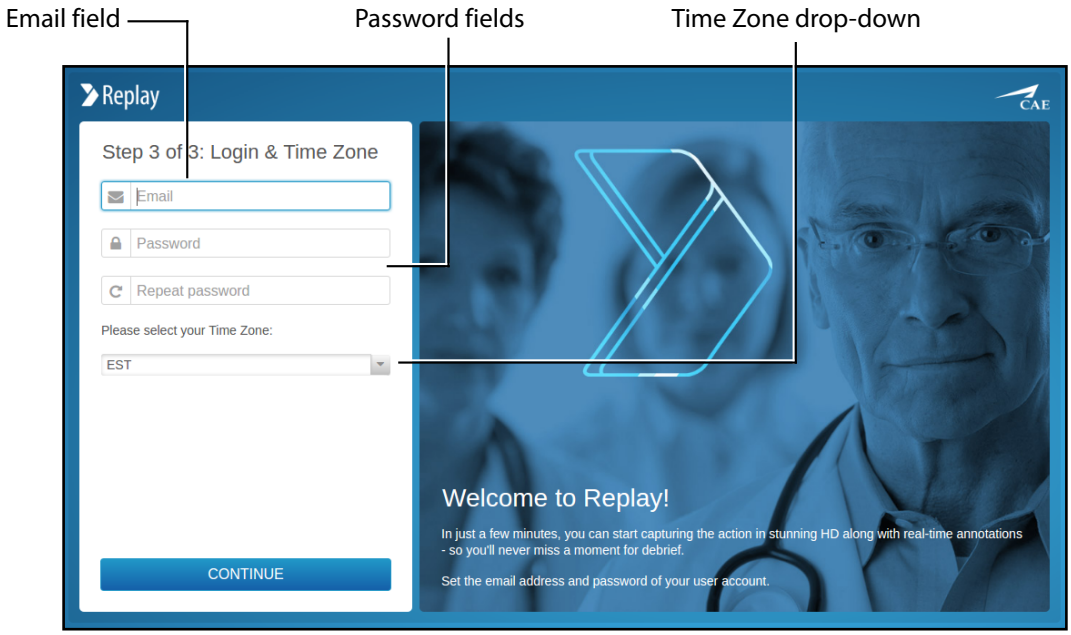
2. **Manual Setting** to configure Replay for use with your local area network (LAN).

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**.

   NOTE: If anything is edited on the Step 2 page, the **CONTINUE** button toggles to **APPLY** and **CANCEL** options. When done with editing, clicking **APPLY** navigates to Step 3. Clicking **CANCEL** toggles back to the **CONTINUE** button.

   The Replay initial setup screen **Step 3** appears.



Replay Initial Setup Screen - Step 3

STEP 3

1. Create your account by entering your email and a password.
2. Select the desired Time Zone from the corresponding drop-down.
3. Click **CONTINUE**.

Setup is completed. The room view appears and the Replay system is ready for use.

HTML5 Video Support

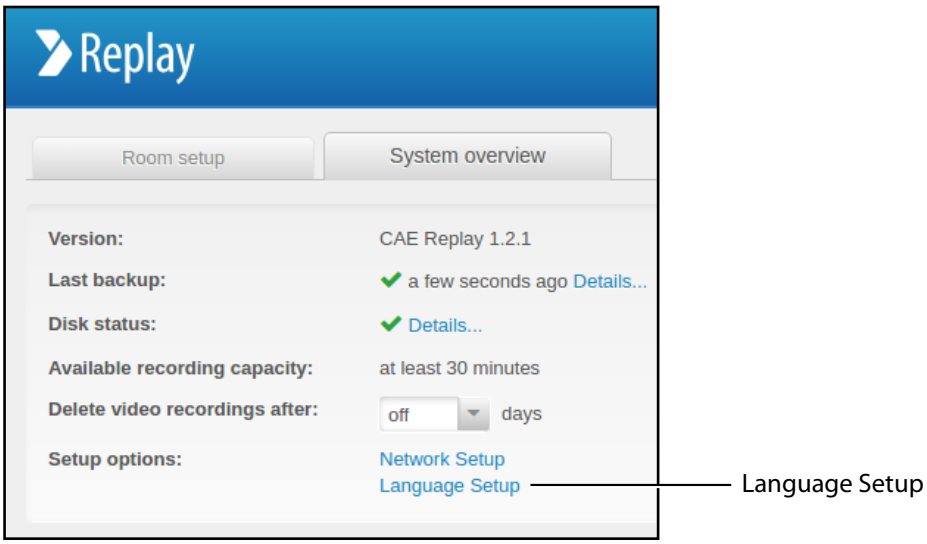
Replay has implemented HTML5 video tag support so that in Chrome and Edge browsers, recordings can be viewed without additional browser plug-ins.

NOTE: In Replay Ultraportable, Chrome is set as default browser.

IMPORTANT: Safari, Internet Explorer and Firefox still requires SPlayer for playing videos.

TIPS:

- The three initial setup steps are only performed once.
- Additional users can be added at any time after this initial system setup.
- To change the language selection at any time after initial setup, go to the System overview tab of the Settings page and use the Setup options.

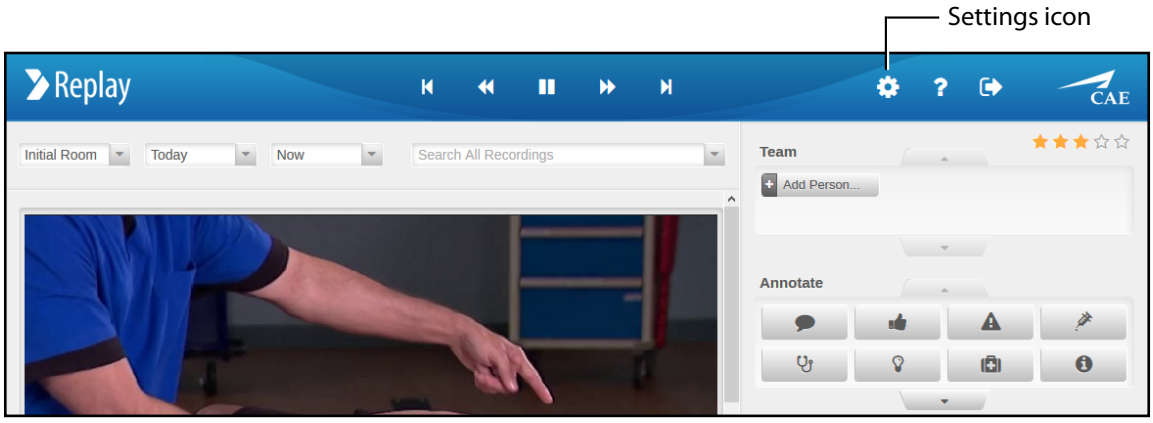


System Overview tab

Setting Up Rooms

To set up a Replay room:

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



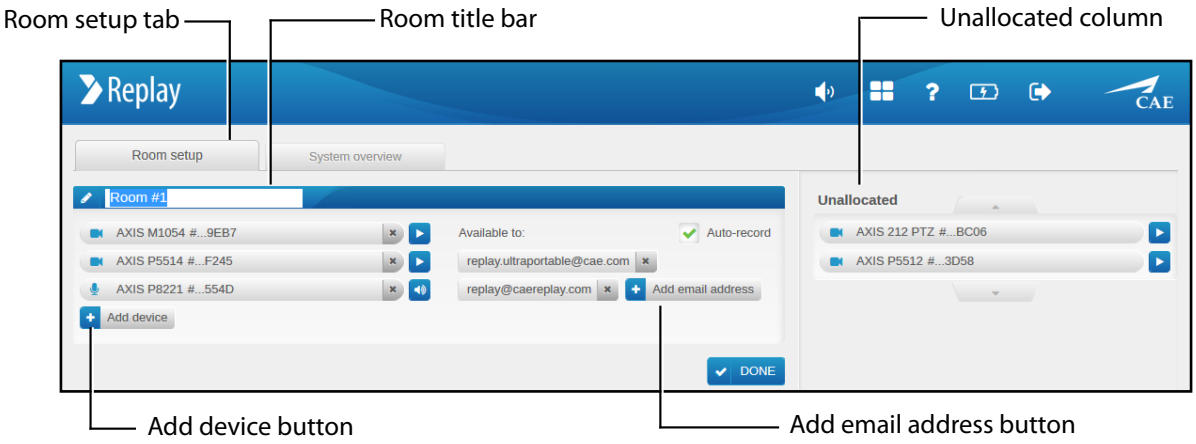
Room view (top)

2. Edit the room name in the title bar.

   TIP: Click the pencil icon for the title bar to appear.

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

4. Click the **Add email address** button to assign user access.



Settings page

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

5. Click **Done** when finished. Replay returns to the room view.

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

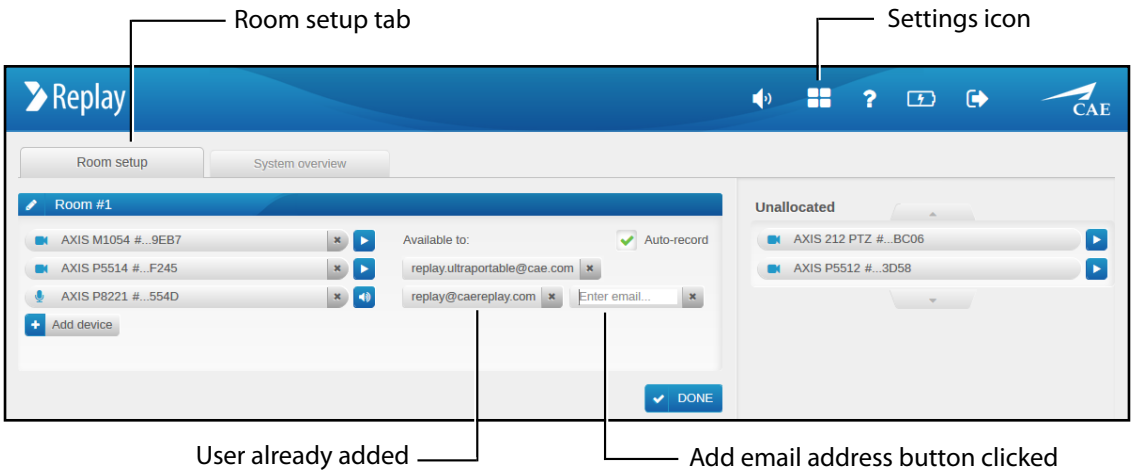
Setting Up User Access

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 is advised 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 within the **Room setup** panel.



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.

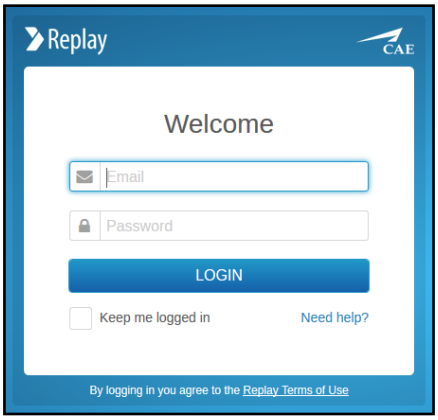
   TIP: After a user has been added to a room, drag and drop that user to add them to any other room.

General Replay Access

Users who have been set up in your Replay system have access to Replay.

To access Replay:

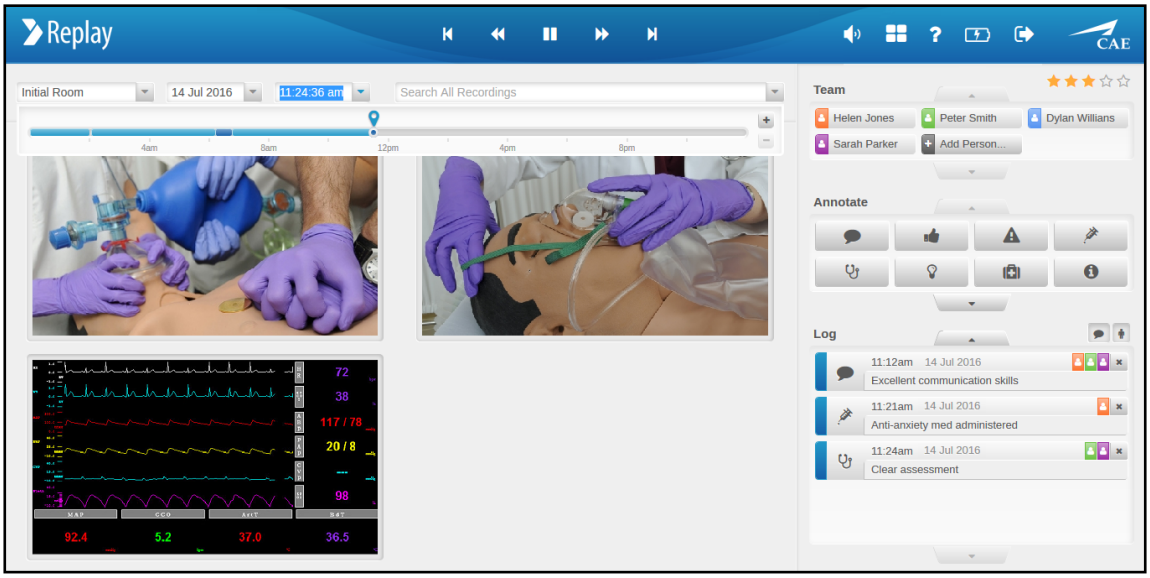
1. Switch on your Ultraportable.



Replay login screen

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

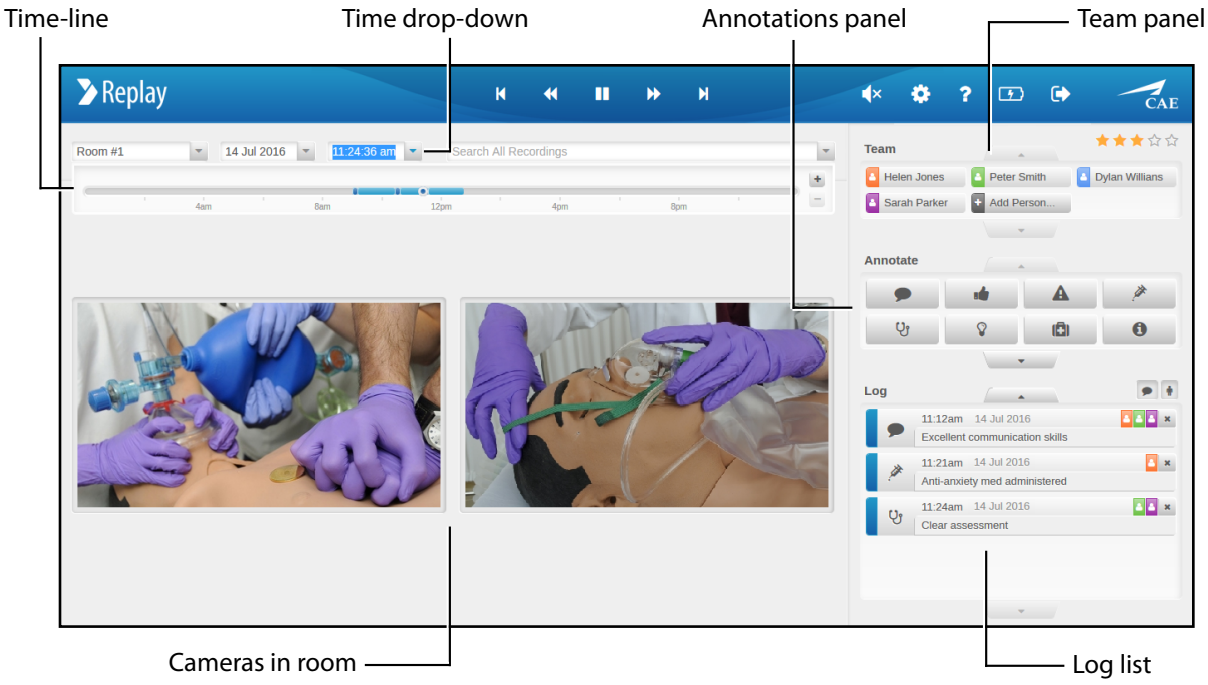
   The Replay screen will appear and is ready for use.



Replay Room view

Room View

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

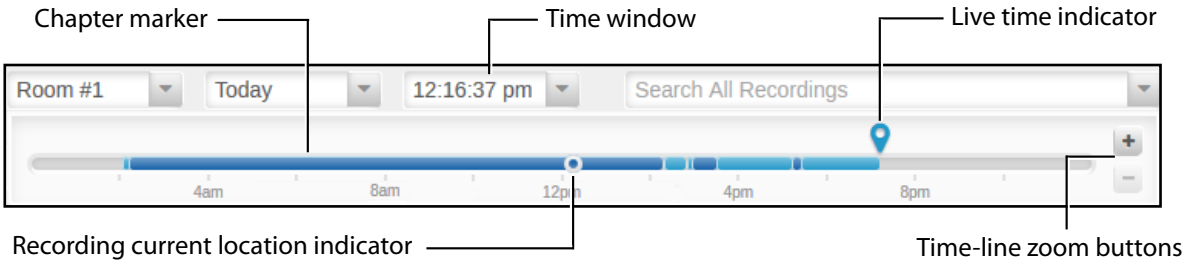


Room view

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

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

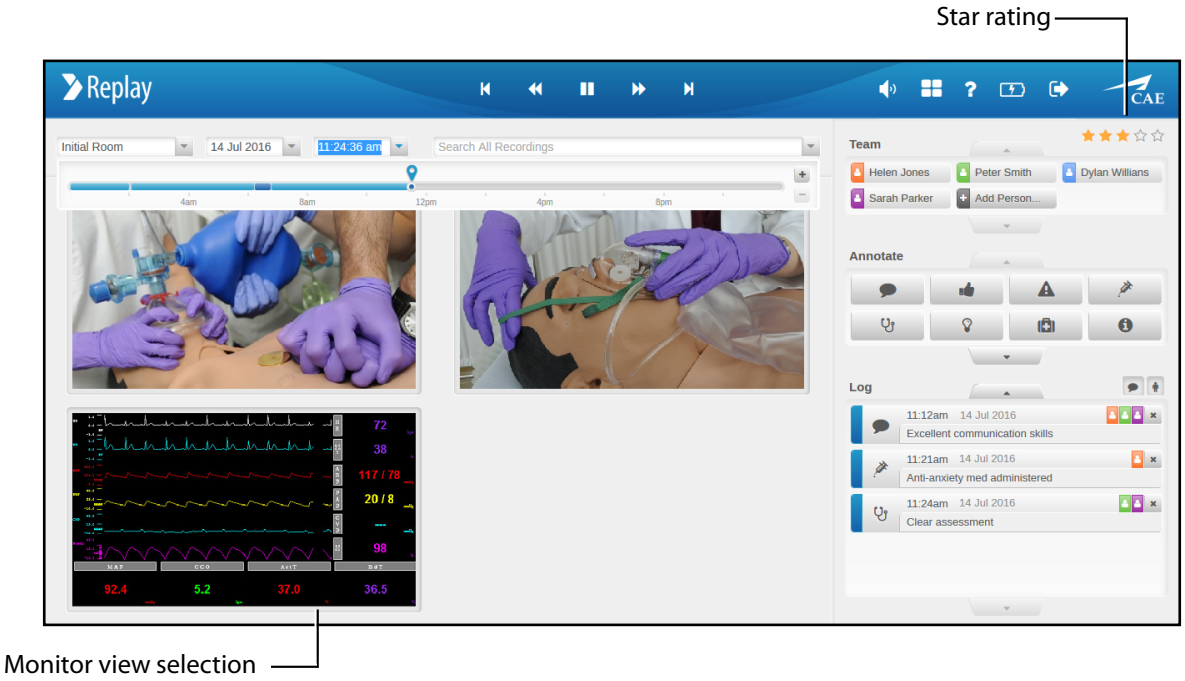
Any input event (annotation, team member added or removed, patient started on simulator) marked as a chapter on the time-line bar will be dark blue.



Room view - time-line bar

IMPORTANT: To ensure recordings are saved, mark them as chapters by making any input event. See more information under *Chapters on page 27*.

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.



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.

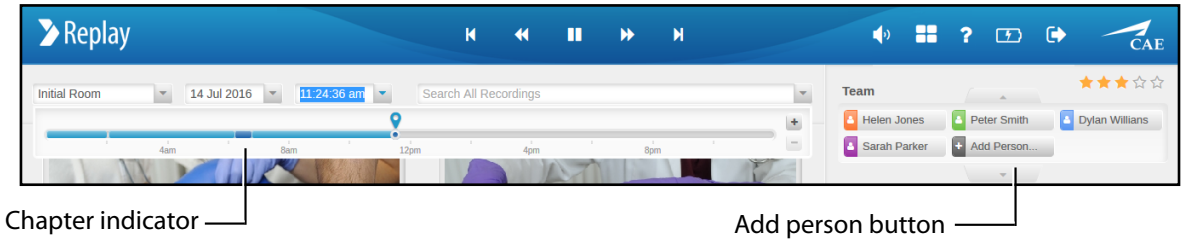
Recordings can be searched by star ratings, for example, by entering *** in the search field.

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:

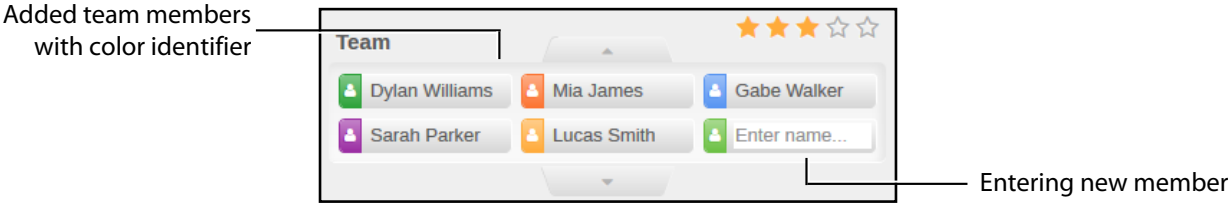
1. Click the **Add Person** button in the **Team** panel.



Room view (top)

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

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

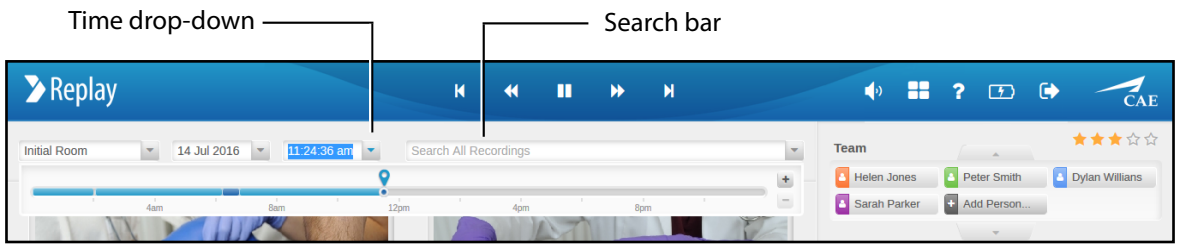


Team panel

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

TIP: To find a team member, enter a name (or partial name) in the search box and press enter on the keyboard. Then click a selection from the results.

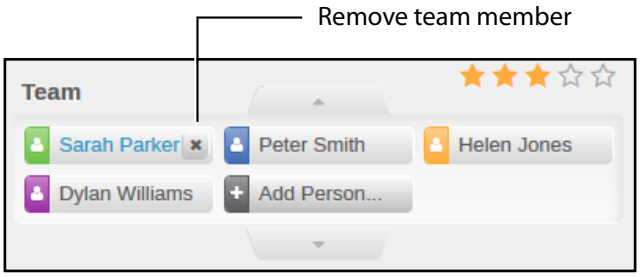
Click the time window or drop-down to show or hide the time-line bar.



Room view (top)

To remove a team member from a recording:

1. Go with the cursor over the team member to be deleted.
   An **X** appears next to the member's name.



Team panel

2. Click the **X** to remove the member.

   A confirmation of removal message appears, including a link offering an undo option.

Confirmation message

IMPORTANT: The undo link is accessible only for approximately ten seconds.

Annotations

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

To add annotations:

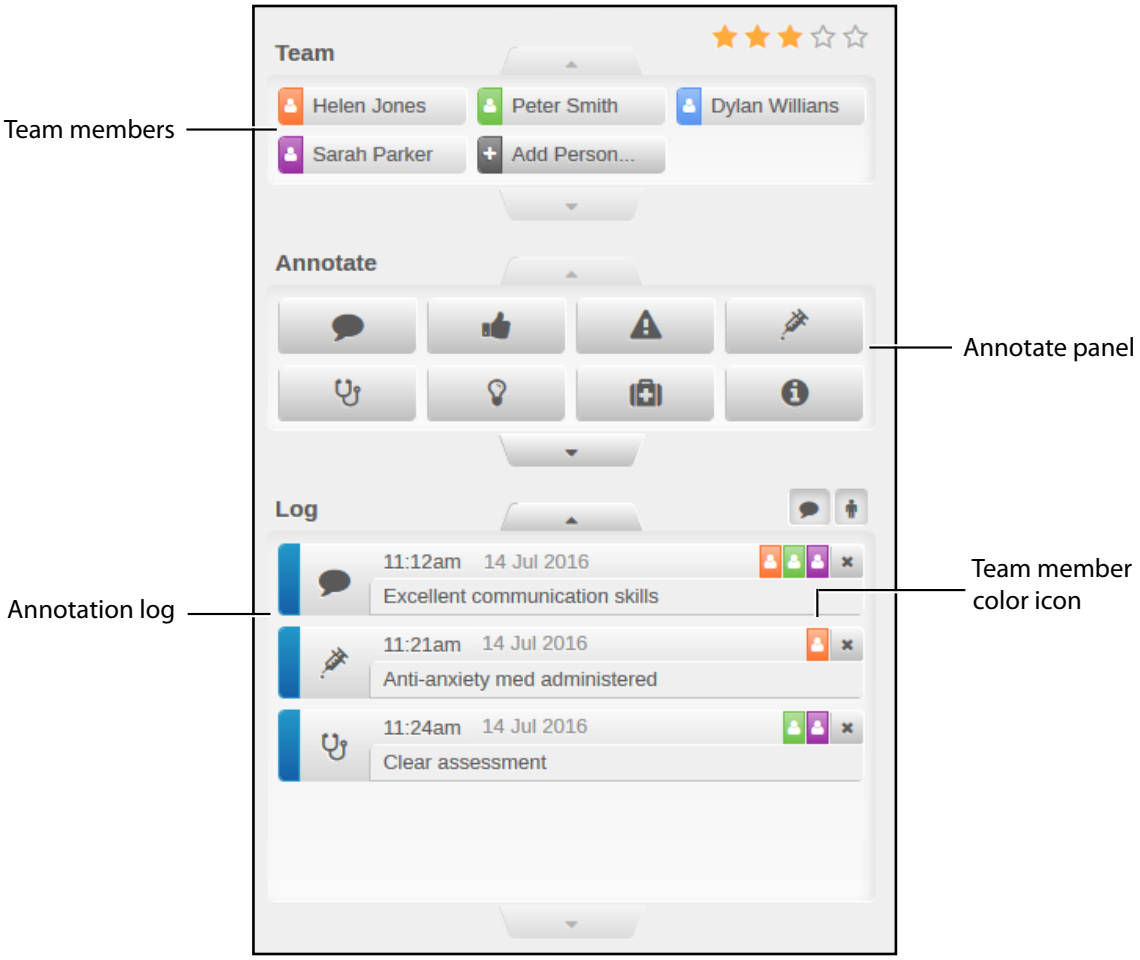
1. Click a button in the **Annotate** panel. The annotation appears in the **Log** and is ready for text entry.

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

2. 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.

3. 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).



Room view (panels)

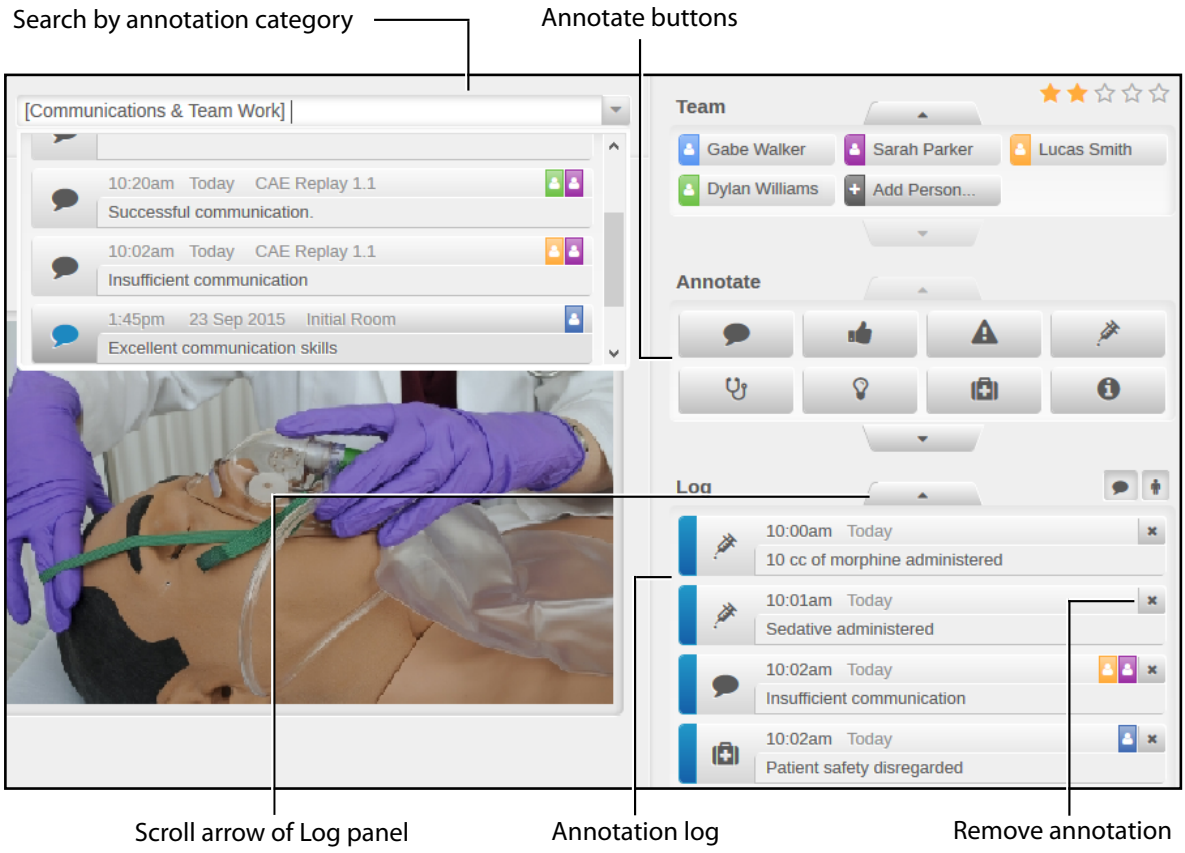
4. When finished typing an annotation, click **Enter** on keyboard or click anywhere outside of the annotation box.

Other annotation features:

- Drag and drop a button in the **Annotate** panel onto an existing annotation in the **Log** panel to change the category of that annotation.

  NOTE: If the dragged button crosses over the scroll arrow of the **Log** panel, all annotations in the system appear in the log.

- Drag and drop a button in the **Annotate** panel into the **Search** bar to get search results containing the category criteria of that annotation.
- Click an annotation in the **Log** to jump to that point on the recording time-line.
- Buttons in the **Annotate** panel can be re-arranged by dragging and dropping them within the panel. Any arrangement made will be automatically saved.



Room view with active search

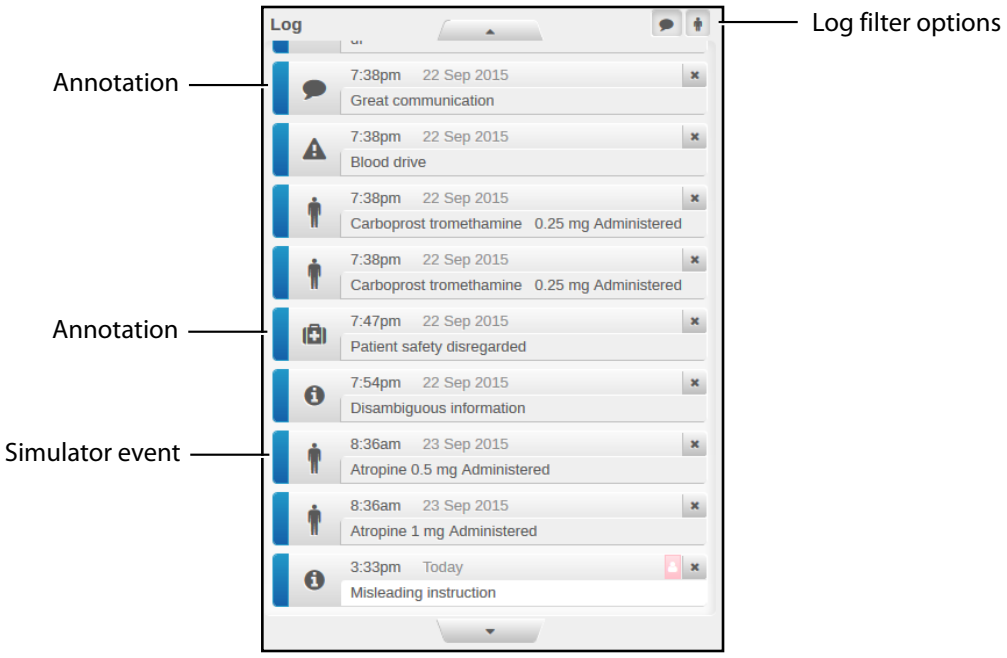
To remove an annotation:

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

  IMPORTANT: When an annotation is deleted, it is removed from the recording time-line and can no longer be targeted in search.

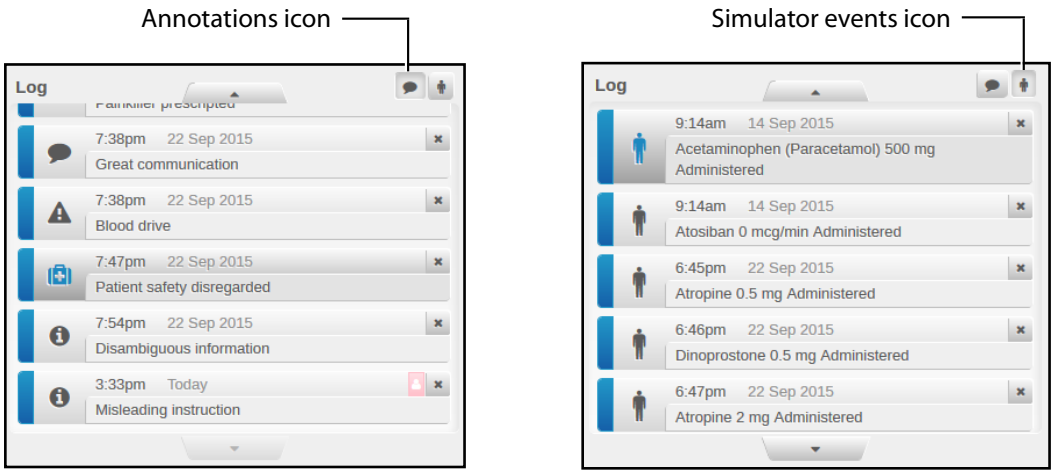
Filter Log View

The added annotations and simulator events listed in the **Log** panel can be displayed selectively. By default, both buttons are activated, therefore the items of both categories are listed in the **Log**.



Log view unfiltered

- To view only the annotations, click - thus deactivate - the **Simulator events** icon (human figure).
- To have only the simulator events listed, click the **Annotations** icon (all other icons - depending on the annotation categories).



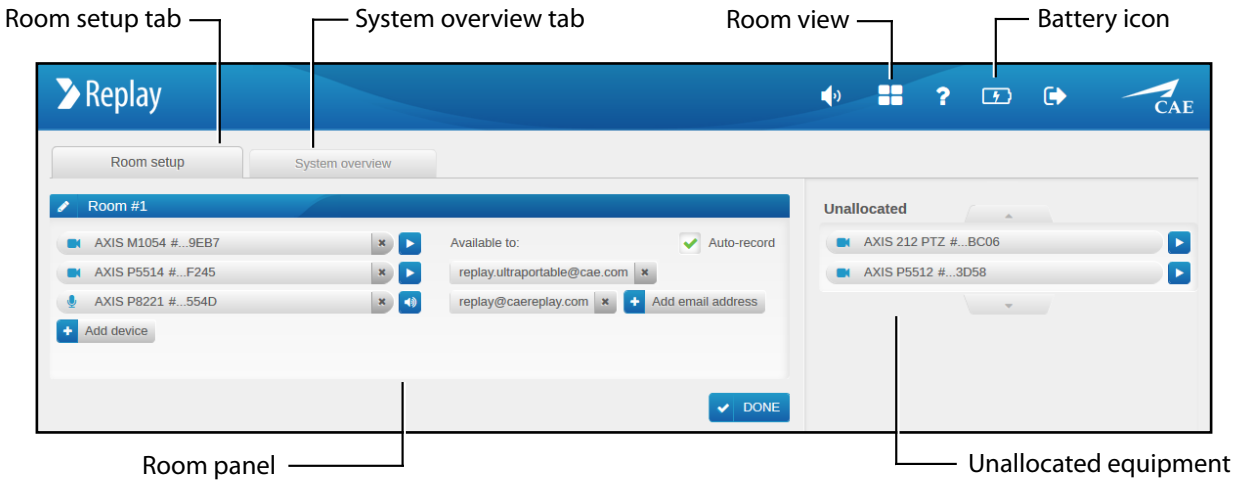
Only annotations or only simulator events displayed

Settings Page Overview

The **Settings** page consists of two tabs:

Room setup tab: displays the settings for rooms, including cameras, equipment and users; as well as a panel for **Unallocated** equipment.

System overview tab: information on the Replay system.

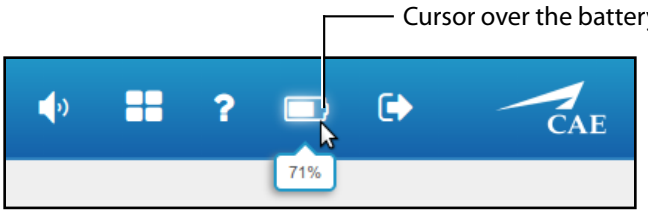


Room Setup tab of Settings page

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

The **Battery** icon indicates the battery level or the charging status of the Toughbook.

TIP: Hovering over the icon prompts a percentage information to appear.



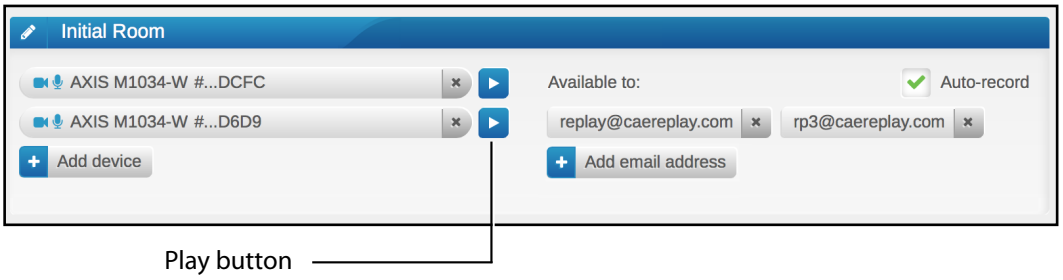
Battery level in percentage

IMPORTANT: The Toughbook shuts down before reaching 0% to be able to save all data.

Video Feed on Room Setup Tab

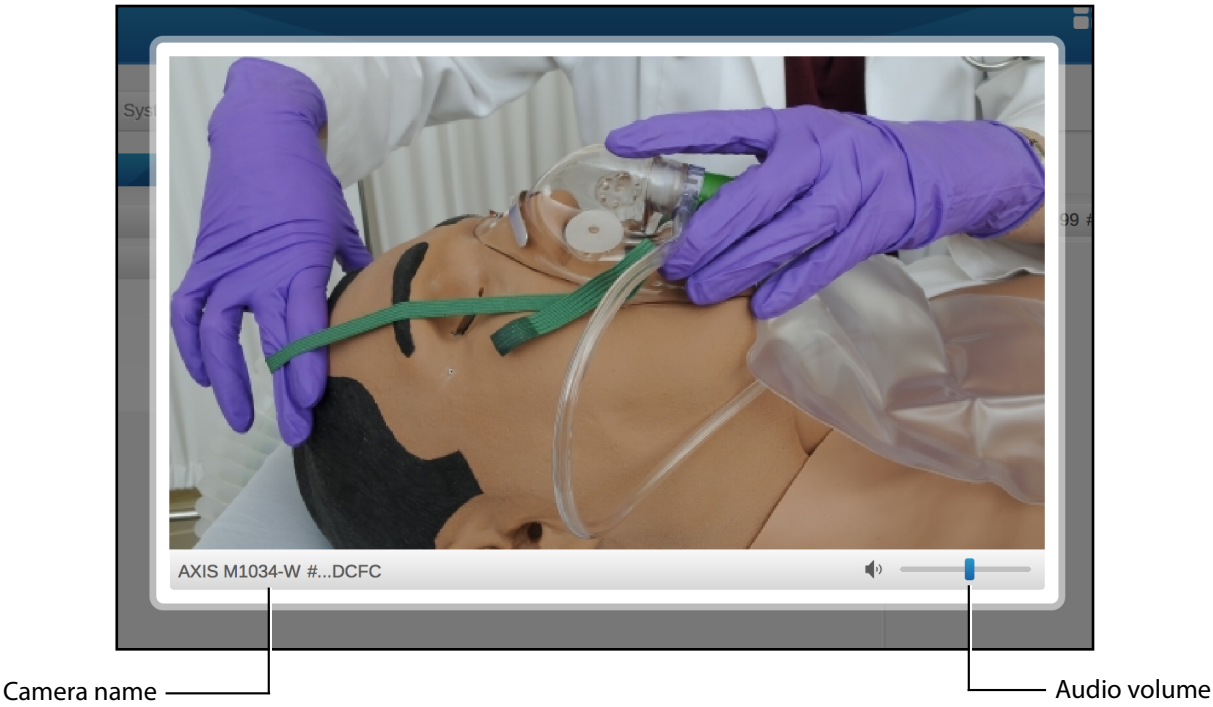
The video feed view is accessible via the **Room setup** tab of the **Settings** page.

1. Click the **Play** icon next to the camera you wish to view.



Room panel on the Room setup tab

The camera view appears in a pop-up window.

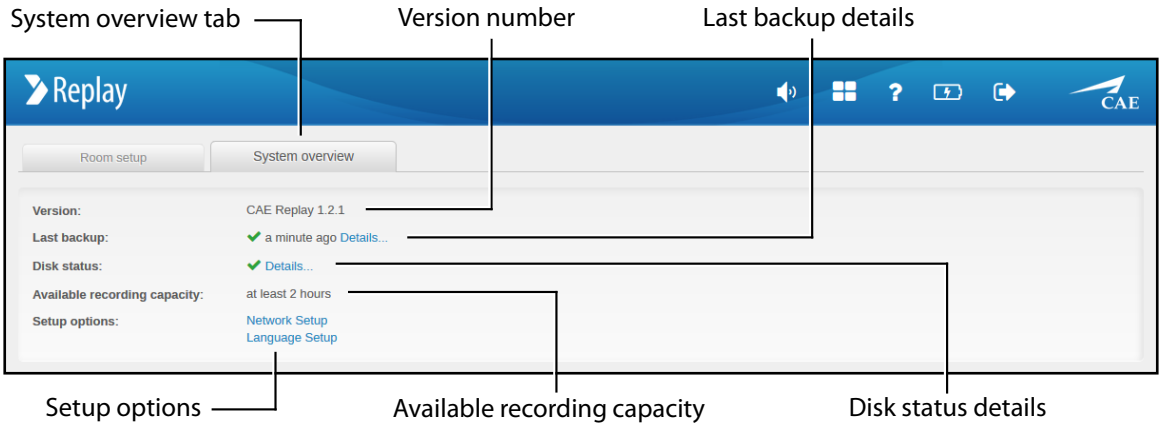


Camera pop-up window on the Settings page

2. Use the volume slider on the right below the camera screen to adjust the volume.
3. Click anywhere on the screen outside the pop-up window to close it.

System Overview Tab

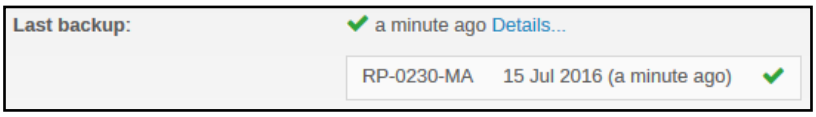
As a new feature, the **System overview** tab is available through the **Settings** page.



System overview tab on the Settings page

The tab includes information about the **Last backup**, that is, the last date and time of transferring data to the cloud.

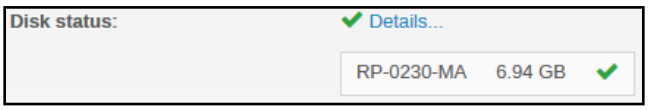
- If the backup has been successful, it is indicated by a green check mark.
- If anything has failed, it is indicated by a red X before the **Details** link, and listed in the details accessed by clicking the link.



Last backup details

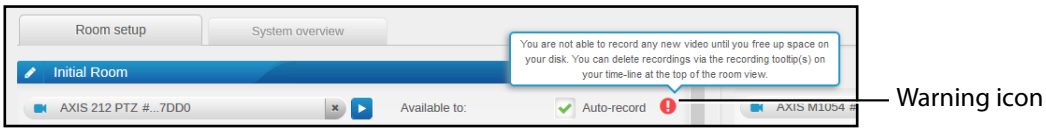
NOTE: Make sure that the Internet connection is uninterrupted.

The **Disk status** provides information about the available storage space. It is displayed with a green check mark before the **Details** link.

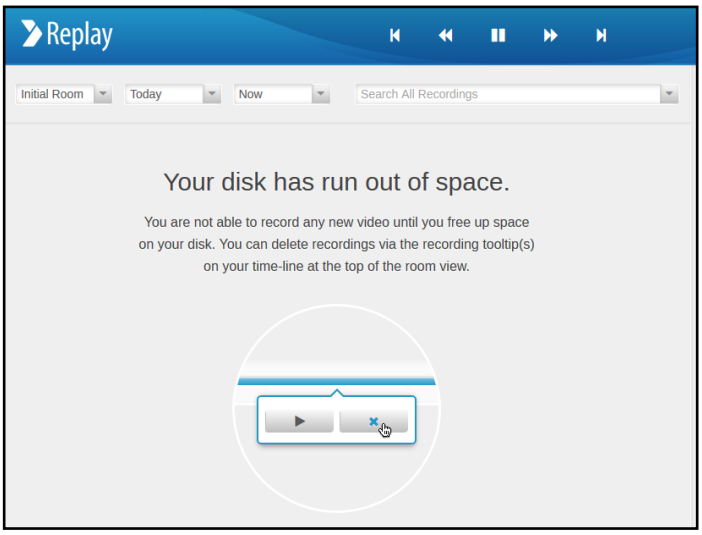


Disk status details

NOTE: If the system runs out of disk space, a message appears in Room View and a warning icon is displayed on the Settings page.



Icon on Settings page

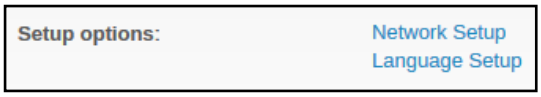


Message in Room View

The **Available recording capacity** is to be considered informative only; it provides an approximate about the minimum capacity.

Available recording capacity

The **Setup options**, including the ***Network Setup*** and ***Language Setup*** links, allow for modifications in the relevant setting after the initial setup.

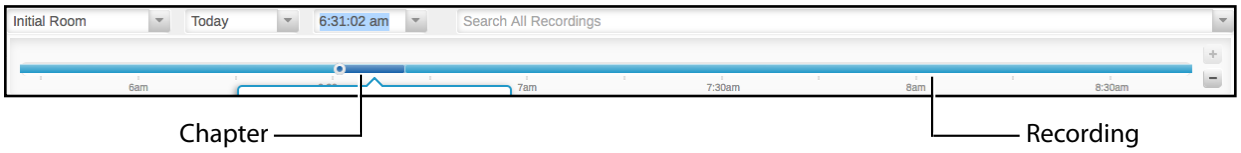


Setup options

Chapters

Any input event (annotation, team member added or removed, patient started on simulator) will be marked as a chapter on the time-line bar, distinguished by dark blue.

IMPORTANT: To ensure recordings are saved, mark them as chapters by making any input event.



Chapter indicated on the time-line

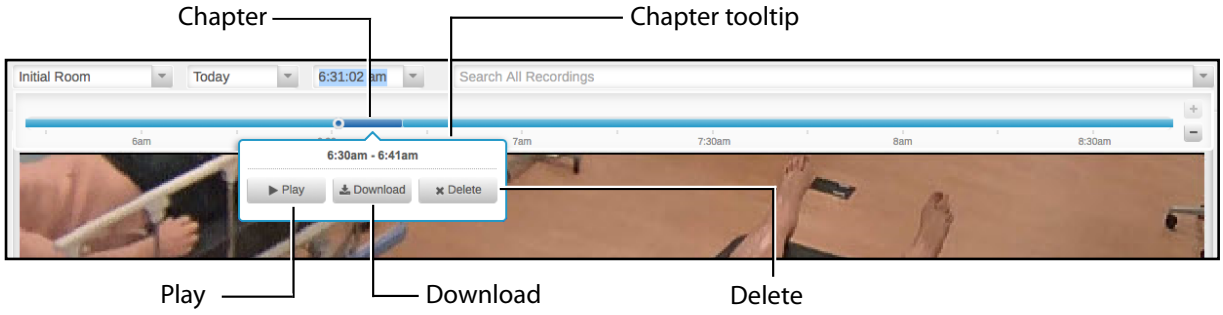
Input events that can mark the beginning of a new chapter include:

- Adding a team member(s).
- Starting a patient on an associated simulator.
- Adding an annotation to a portion of the recording that has no other previous input events, see ***NOTE*** below.

  This will create chapter starting just before the annotation was added and extend to just after the annotation.
- Adding a star rating to a portion of the recording that has no other previous input events, see ***NOTE*** below.
- Removing all team members and then adding new team members. For example, to keep the simulation running, but replacing the team working on the patient.

  NOTE: Adding an annotation or creating a star rating will only create a new chapter if that portion of the recording has no other previous input events. For example, if a team member is added and then an annotation is made within a few minutes, that would be considered the same chapter.

Chapters can be downloaded in mp4 format. This option is available via the Chapter tooltip which can be generated by hovering over the desired portion of the time-line.

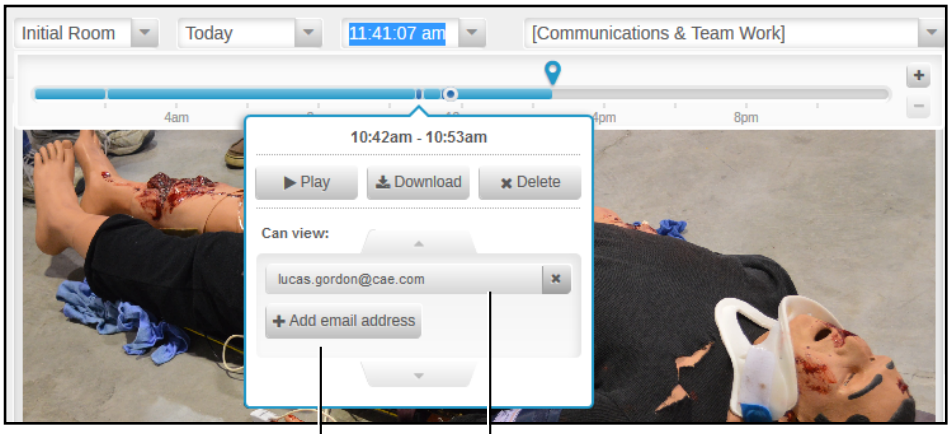


Chapter settings

Sharing Access to Chapters

1. Specific chapters can be shared with addressees via email.
2. Move your cursor over the section of the time-line marking the chapter desired to be shared.

   The chapter tooltip window appears.



Chapter tooltip appearing below the time-line

3. Click the +Add email address field.
4. Enter the email address of the person you wish to share the chapter with.

Chapter tooltip when typing in email address

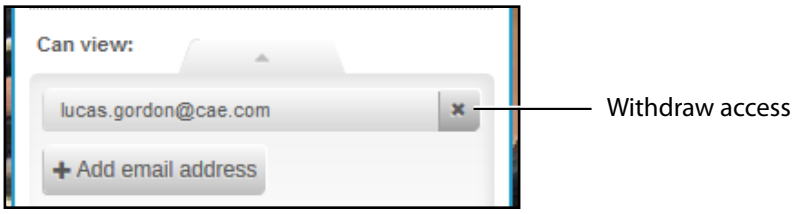
5. Press **Enter**.

   A message appears informing about successful sharing of the chapter; and the addressee receives an email with a link of the recording.

   IMPORTANT: The user the chapter has been shared with will have limited access; only to the chapter itself and search options within the chapter.

Withdrawing Sharing

1. Search for the chapter you wish to withdraw access to.
2. In the chapter tooltip window, click the **X** next to the email address you wish to cease sharing with.



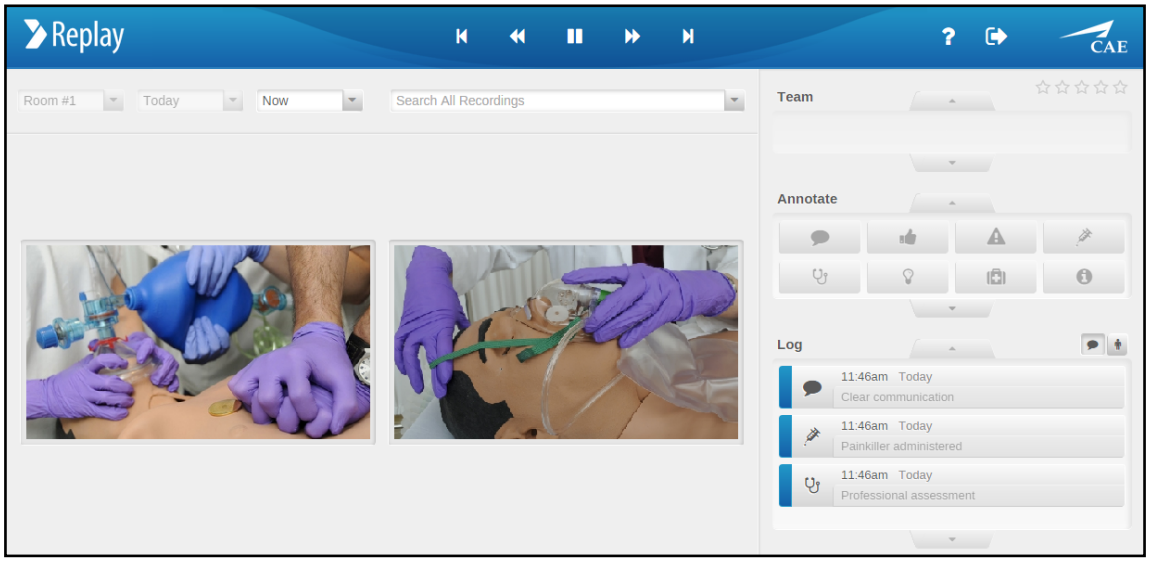
Withdraw sharing in the chapter tooltip

Upon removing an email address, the link will no longer be available to the recipient.

Viewing a Shared Chapter

1. From the email received, click the link provided.

   The shared chapter recording appears.

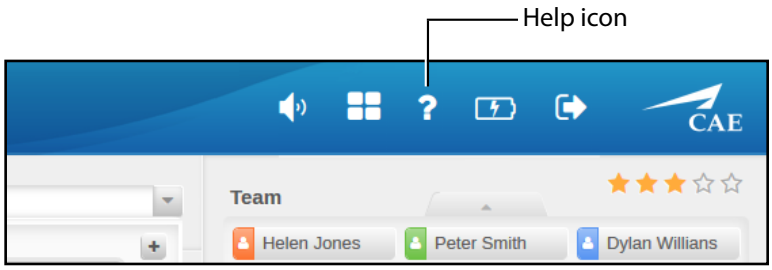


Shared chapter

2. Click anywhere on the accessible line marking the chapter to navigate back and forth within the recording.
3. Use the filters at the annotation **Log** panel to display annotations and simulator events selectively.

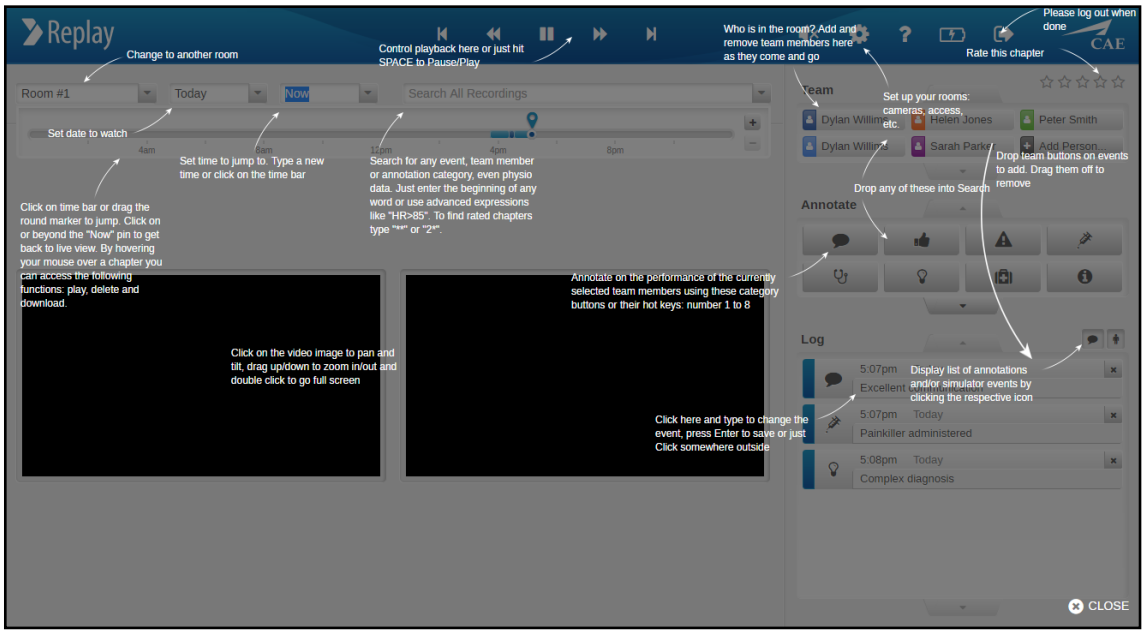
Help Display

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



Help icon

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



Help display on Room view

TIP: Click anywhere on the screen to exit the overlay.

Search

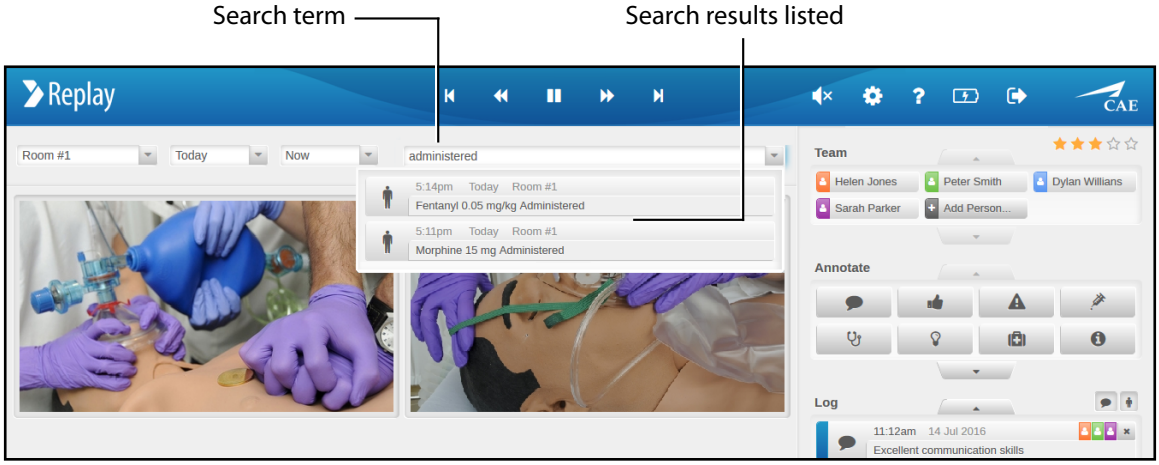
The Search bar on the **Room view** allows you to find and navigate to chapters or events. Use search to find a team member, annotation or simulator events.

Options to search:

a. Enter the search term and press **Enter** on keyboard.

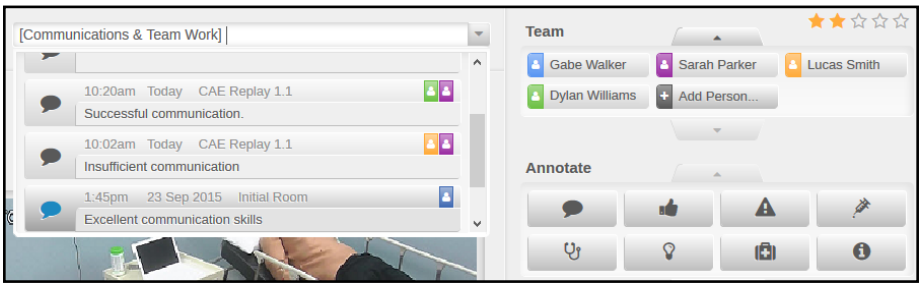
A list of results will be displayed. Click any result to go to that event or chapter.

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.



Room view - search by term

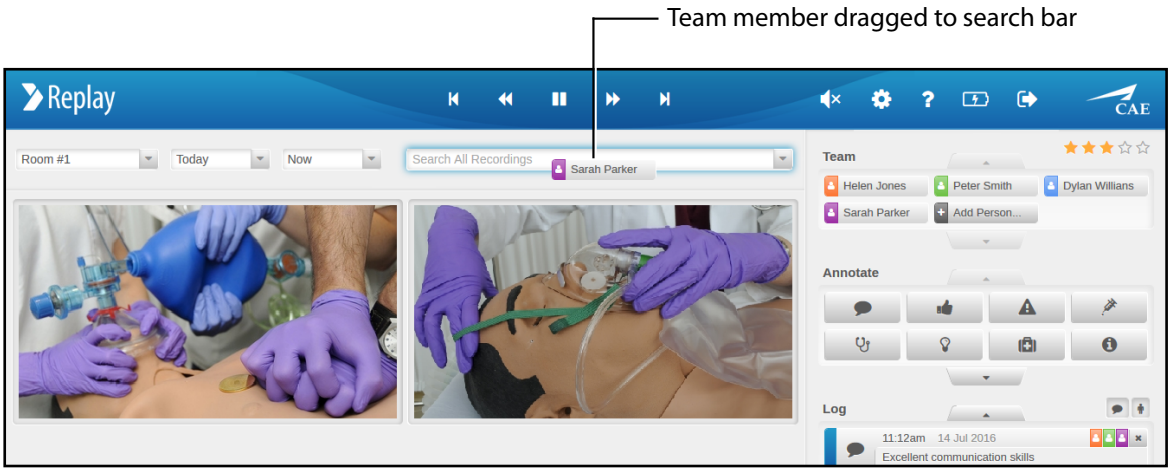
b. Drag and drop a button of the **Annotate** panel into the Search bar to get a list of results relating to that annotation category.



Search results for annotation category

c. Drag and drop a **Team** member into the Search bar to get a list of results relating to that team member.

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



Room view - search by team member

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

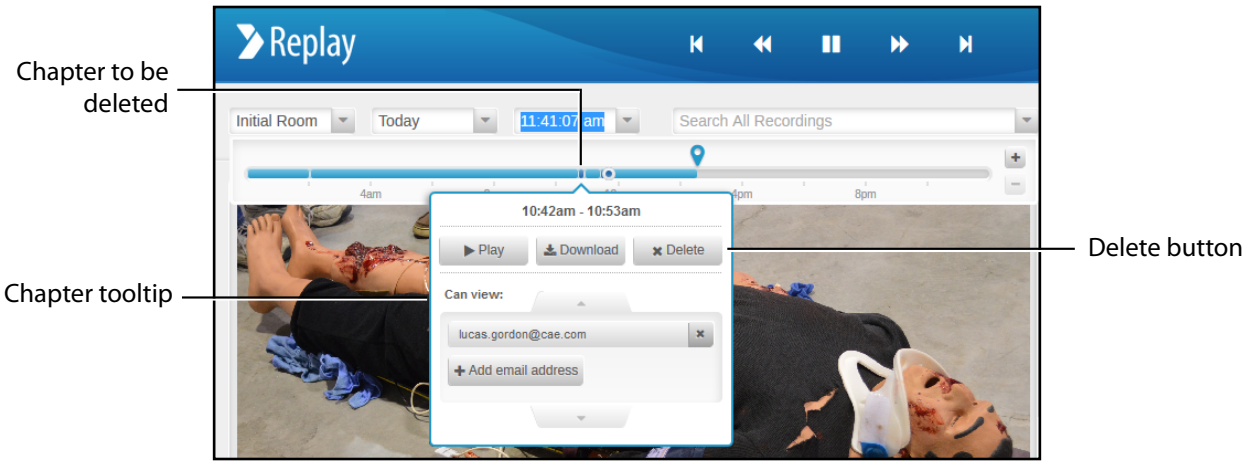
Delete Recordings

Recordings (light blue) or chapters (dark blue) can be deleted from the time-line.

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

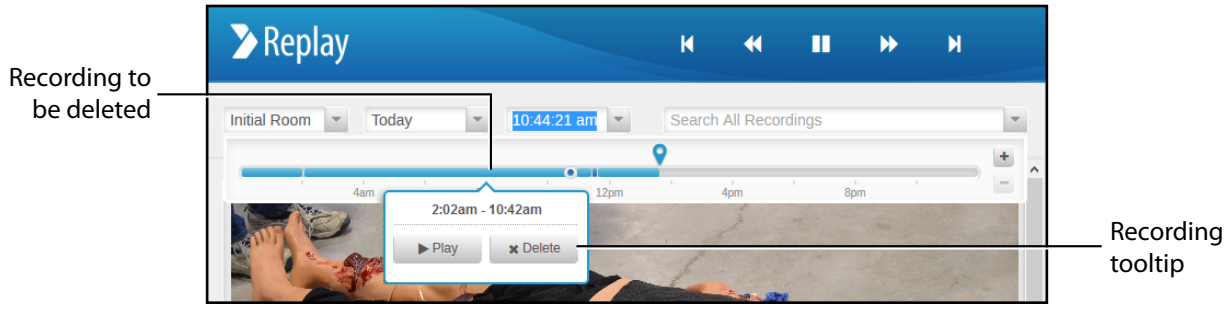
To delete a chapter or recording:

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



Room view - time-line bar

2. Hover your mouse over the recording or chapter on the time-line bar to be deleted and the recording or chapter tooltip will appear.



Room view - time-line bar

3. Click **Delete**.
4. A warning pop-up will ask to verify deletion.

Automatic Recording Deletion

In order to maintain a sufficient amount of free space, Replay automatically deletes recordings when no input event has been detected.

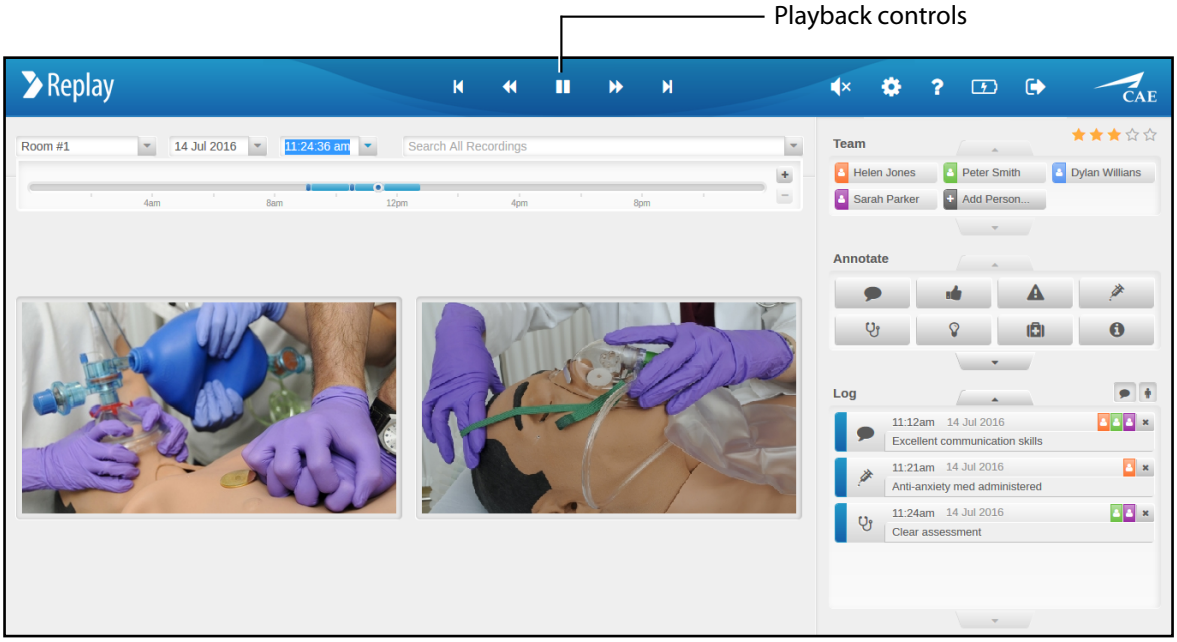
- Recordings that do not contain chapters (input event) **and** are older than 1 day **and** no motion has been detected are automatically deleted.
- If motion is detected **and** the recordings do not contain chapters (input event) **and** are older than 7 days, they are automatically deleted.

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

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 the **search** bar 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.



Room View

Appendix

Serial Number and ID Location

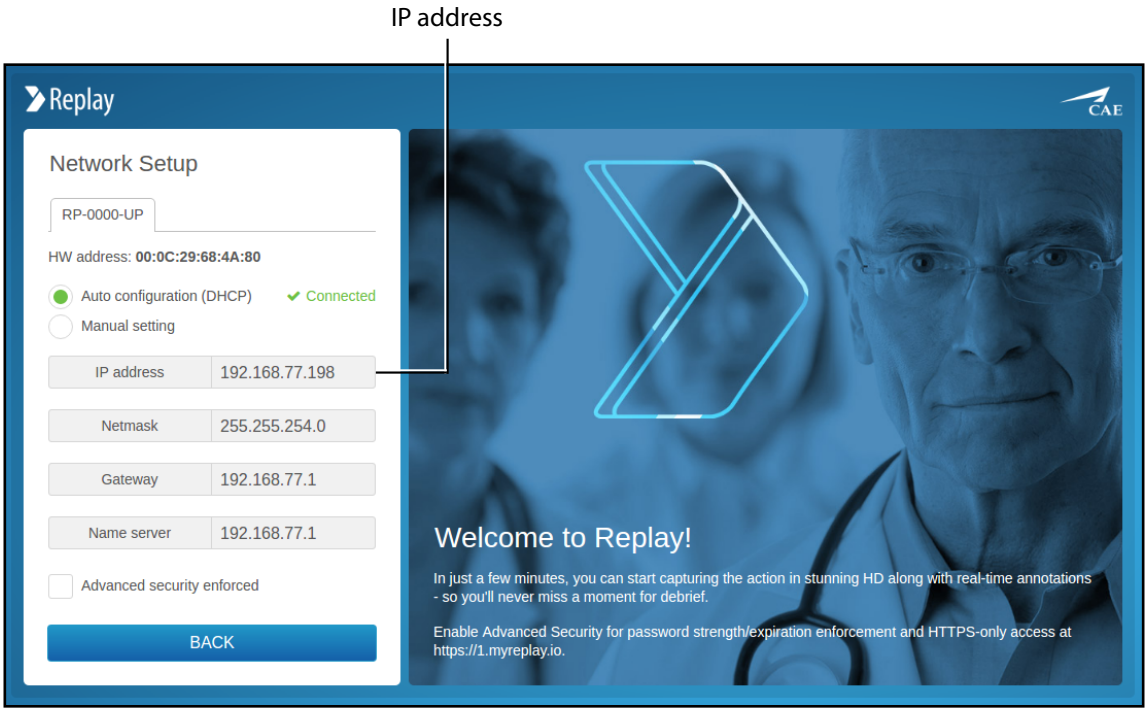
The serial number and ID are located on the bottom of the laptop.

Bottom of the laptop

Troubleshooting - Replay Access

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

In case that does not work, check if Replay is accessible on the Toughbook.



Replay Network Setup screen

CAE Healthcare

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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
Phone 1-866-462-7920

International
Monday - Friday from 7:00 a.m. to 6:00 p.m. ET
Phone + 1-514-341-6780

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