

replay™ ONE

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 ONE system includes the following components*:

- Replay software (web-based)
- Console
- Cameras
- Microphone

*The number of cameras 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 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 (Replay ONE)

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



The Replay ONE Console

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 Console.



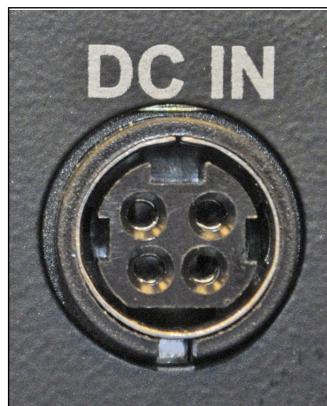
The Console Back Ports

2. Attach the two antennas to back of Console (screw on).



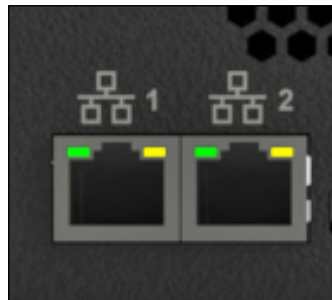
The Console Back

3. Plug in the Console power plug and connect to power cord.



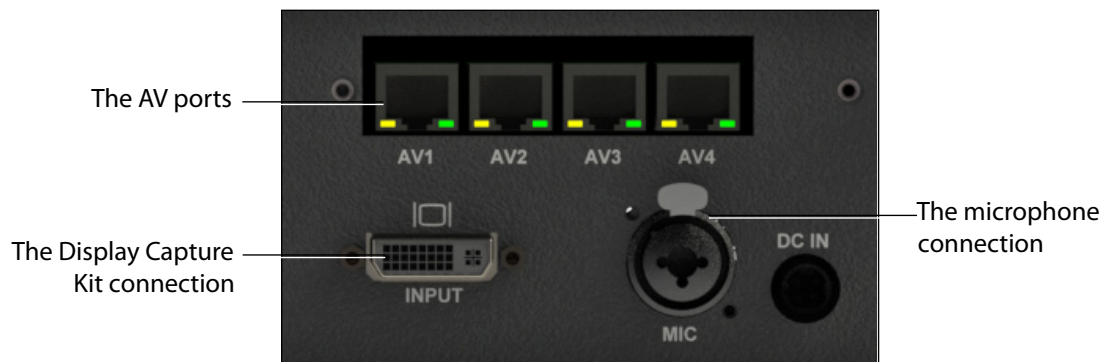
The Console Power Plug Port

4. Connect your institution network cable to the Console network port 1 (ethernet cable).



The Console Network Ports

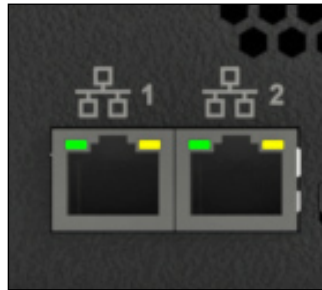
5. Connect your client computer to a Console AV port (with ethernet cable).



The Console Ports

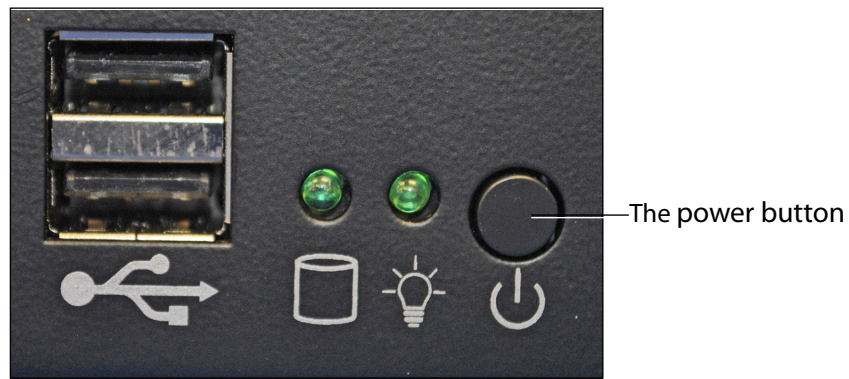
6. Remove and secure all cameras in location.
 - Connect each camera to a Console AV port (with ethernet cable).
Refer to instructions included with the cameras for additional instructions.

7. Connect the Display Capture Kit cable to the Console connection and to the display you want to capture.
8. Connect the Microphone to the Console.
9. If applicable, use network port 2 to connect a wired CAE simulator.
See *WiFi Connection* on page 10 for wireless simulator connection.



The Console Network Ports

10. Power on the Console (the power button is on the front of the Console).



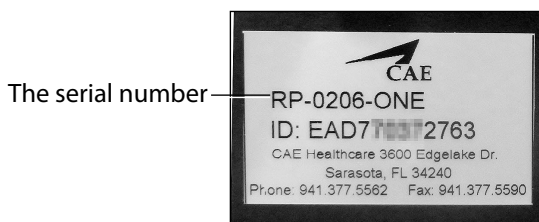
The Console Front

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

Initial Network Setup and Login

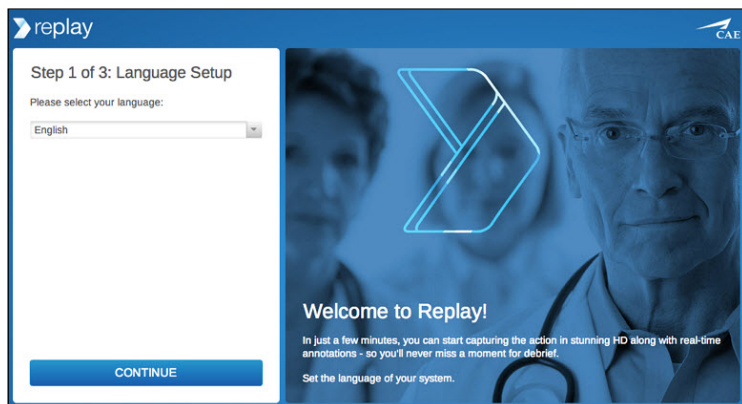
To set up your Replay network and create initial login:

1. Ensure your client computer is connected to a Console AV port (with ethernet cable).
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 serial number is located on the ID sticker (back of console).



The Replay ONE ID Sticker

The Replay initial setup screen appears.

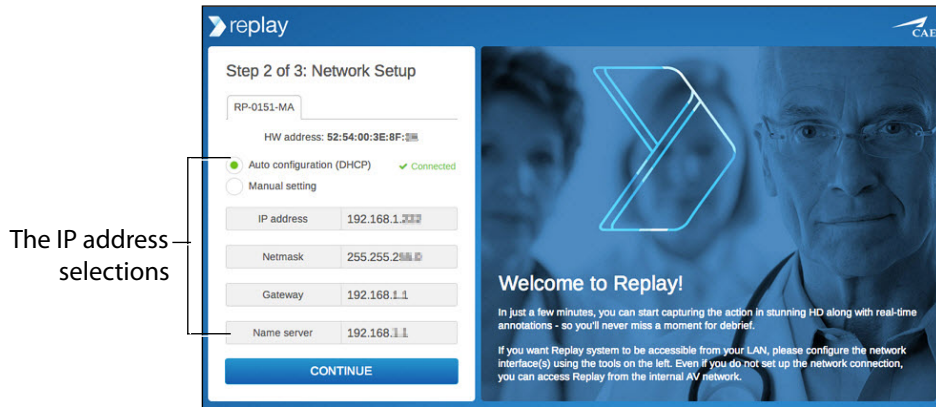


The Replay Initial Setup Screen - Step 1

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

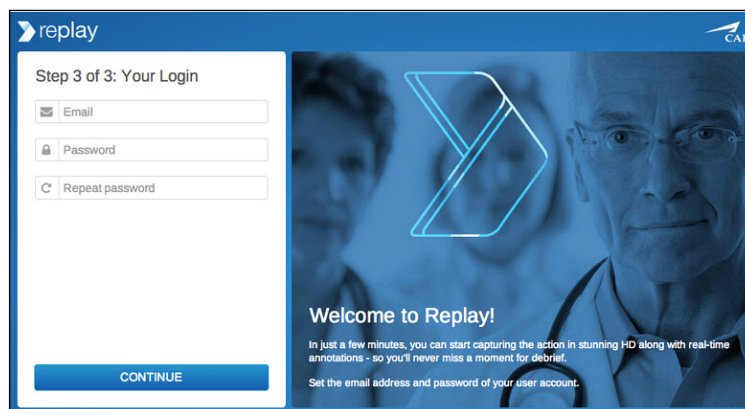
STEP 2

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.

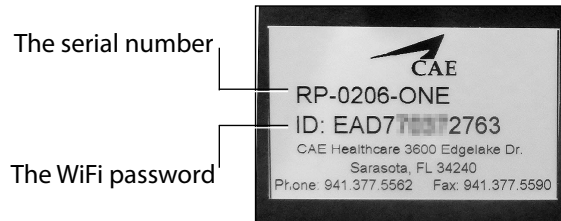
TIPS: Make a note of the exact email and password used for access.

To change the language selection at any time after initial setup, from the AV network only, access: **serialnumber.myreplay.io/lang** .

WiFi Connection

To establish a WiFi connection to the console:

1. Ensure WiFi is enabled on your computer or device and select the Replay ONE WiFi connection. The Replay ONE WiFi will be the serial number on the ID sticker (back of console).
2. Enter the WiFi password. The WiFi password will be the ID on the ID sticker (back of console). Characters are case-sensitive, do not enter "ID:" .



The Replay ONE ID Sticker

NOTE: At this point, if you have a connection to your institution network and a WiFi connection to the Console, you may disconnect the ethernet connection from the Console (a login back to Replay may be required if disconnected from the Console).

To establish a WiFi connection between the Console and a wireless CAE simulator:

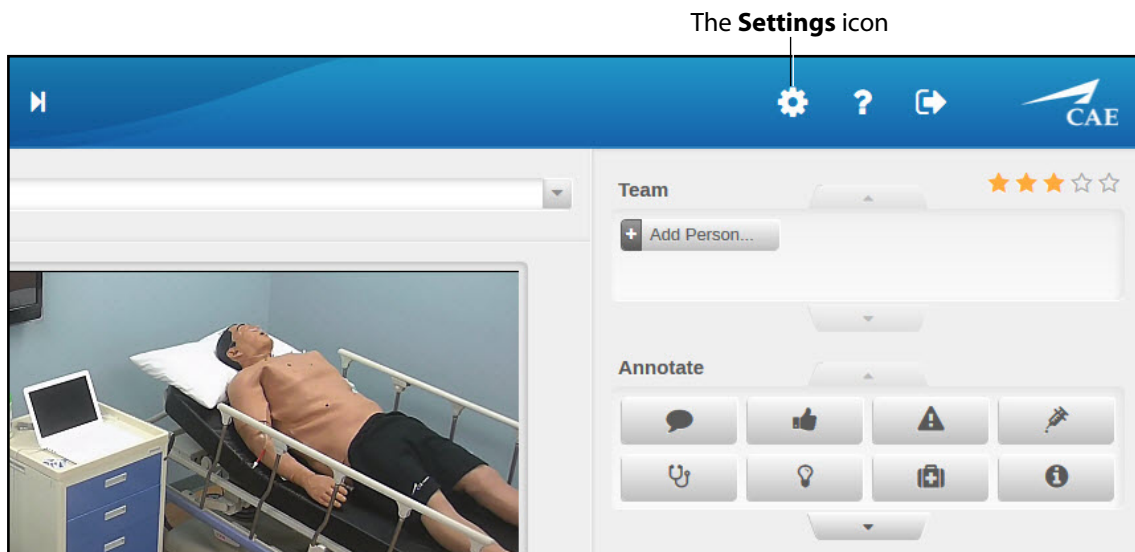
1. Ensure the simulator is **not** plugged into the Console network port.

The Console will connect automatically to the wireless CAE simulator.

Setting Up Rooms

To setup up a Replay room:

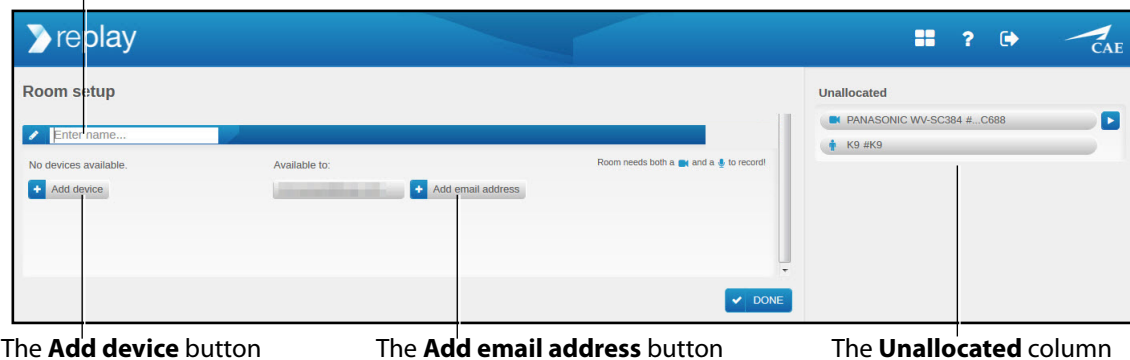
1. Click the **Settings** icon to open the Settings page.



The Settings Icon

- 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 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.

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.

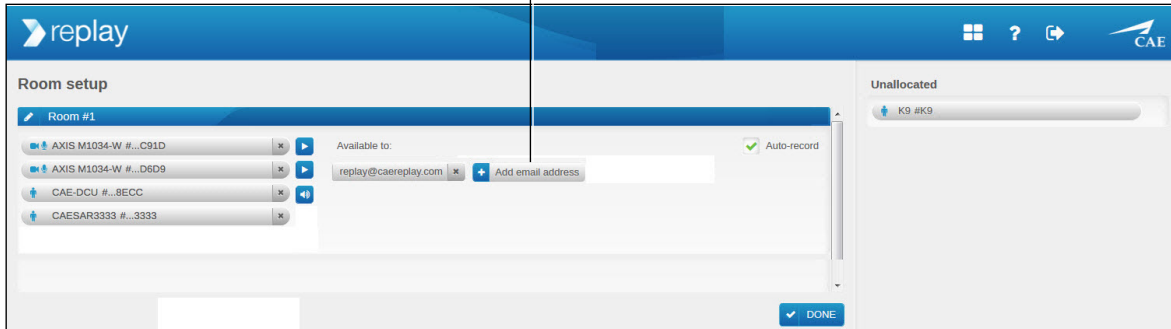
NOTE: For control purposes, discretion should be used when assigning access to Replay.

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 **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

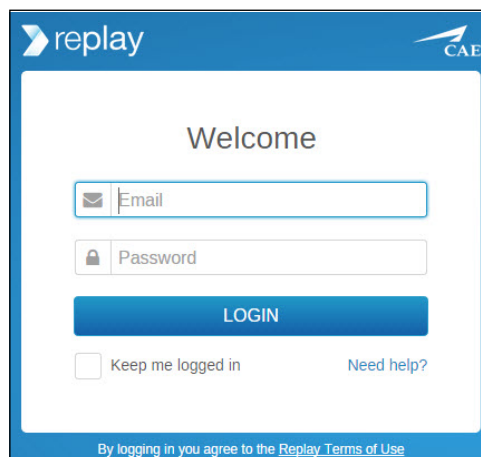
Users who have been setup in your Replay system have access to Replay.

To access Replay:

1. 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).

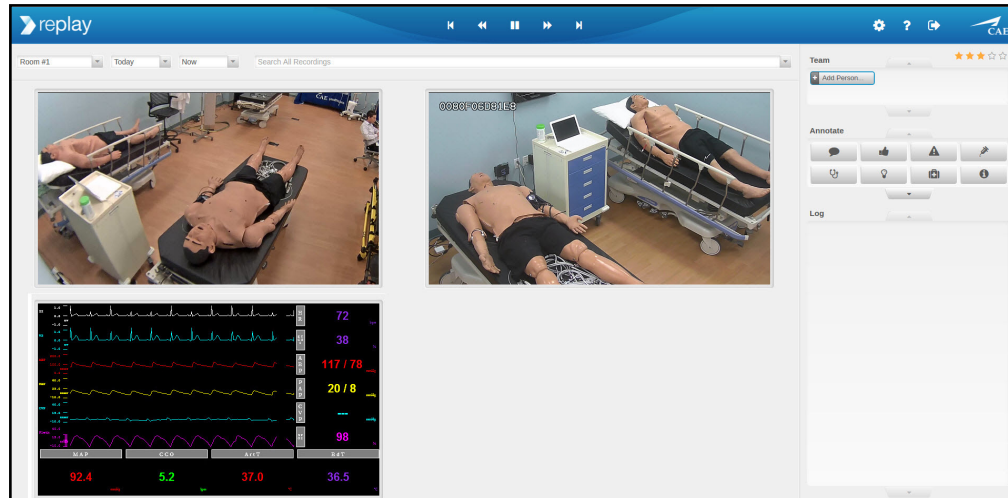
The Replay login appears.

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



The Replay Login Screen

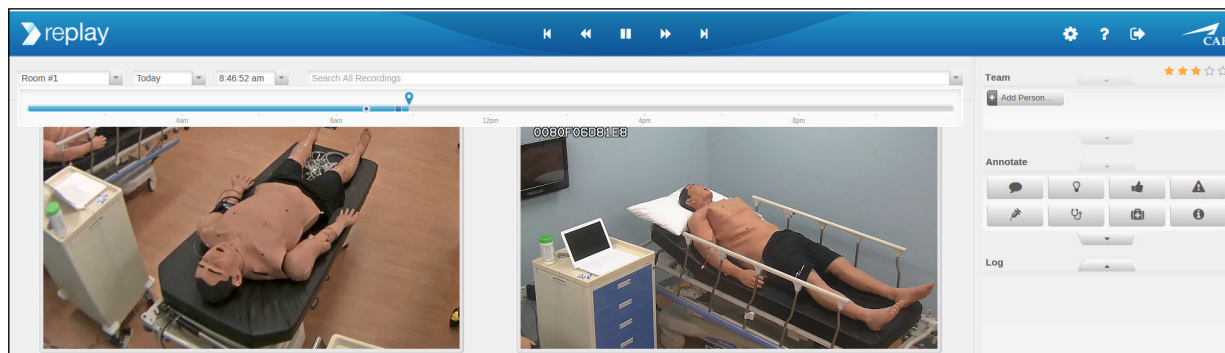
2. Enter your email and password and click **Login**.
The Replay screen will appear and is ready to use.



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.

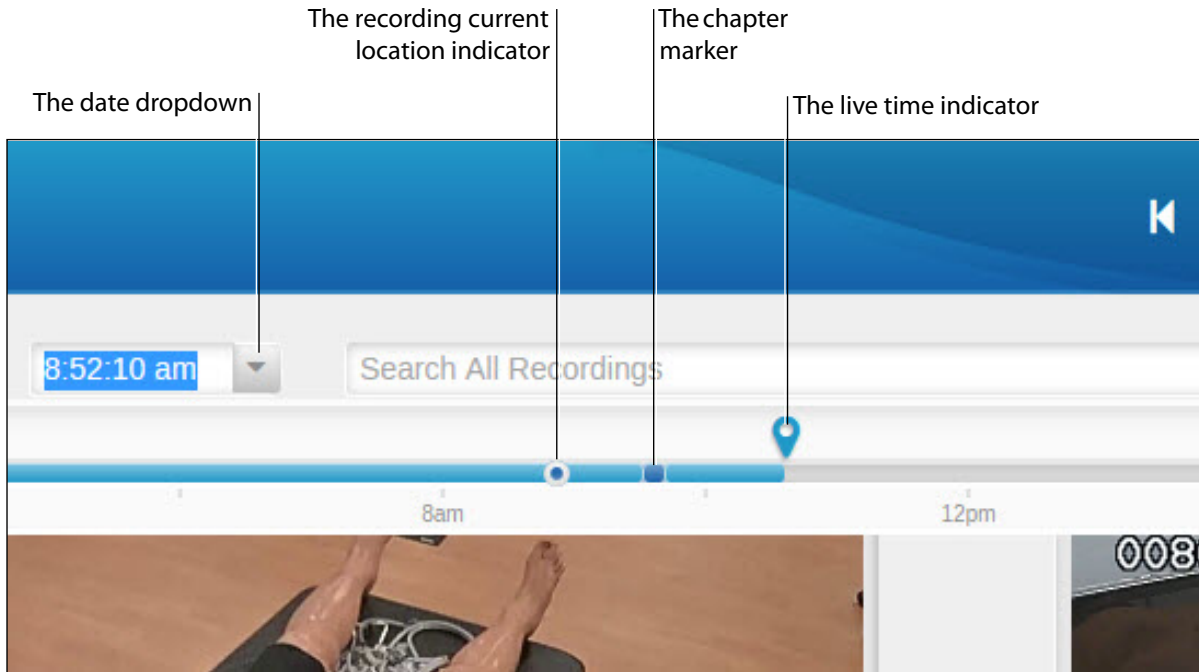


The Room View

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

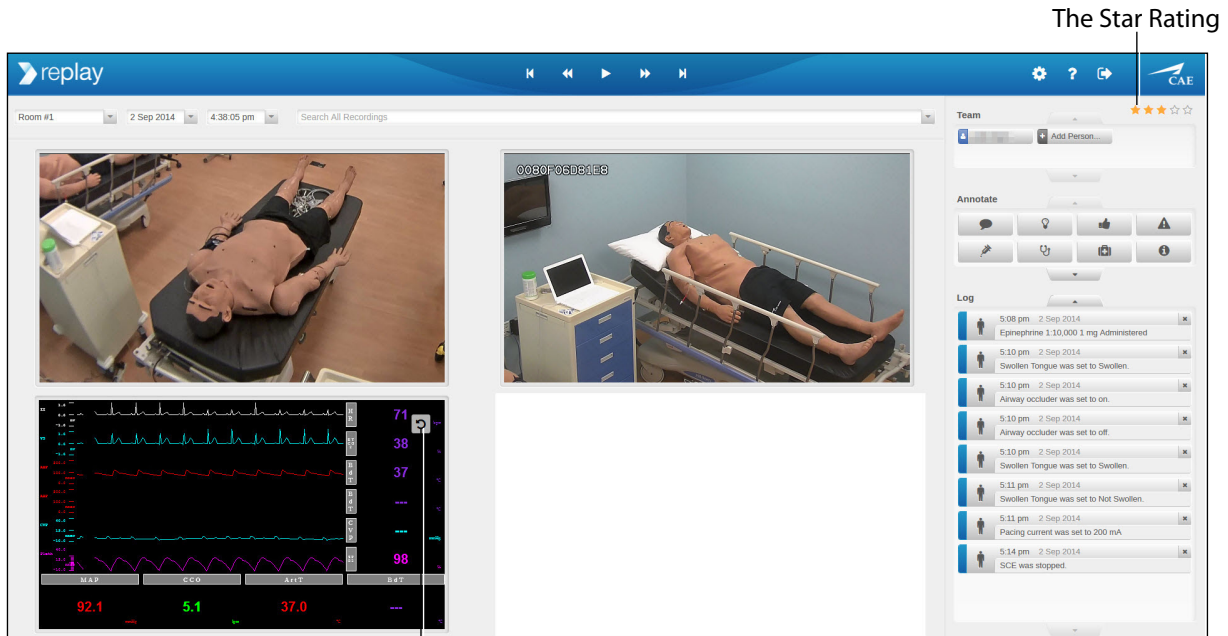
- The current location indicator can be dragged to any point in the recording.
- The timeline bar is accessed by clicking on the date dropdown.

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

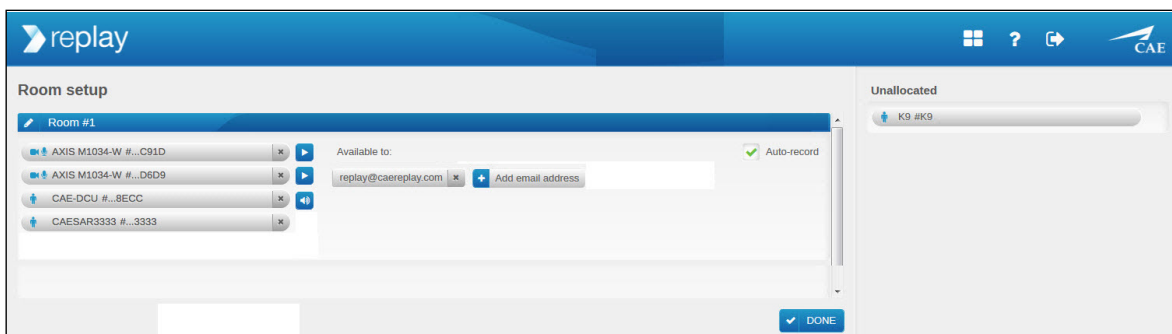
Click in a video window to pan camera in that direction.

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

The **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.

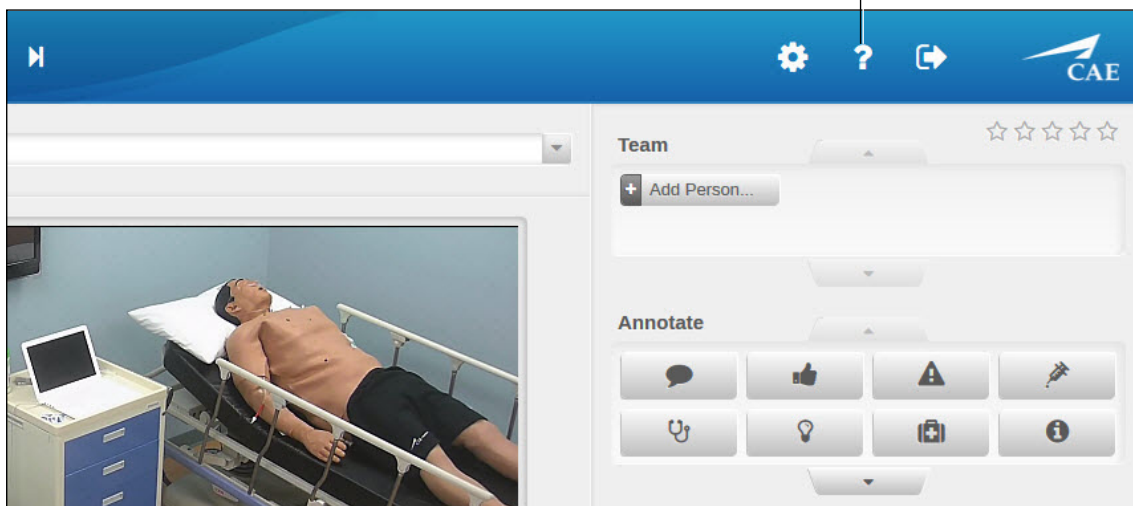


The Settings Page

Help Display

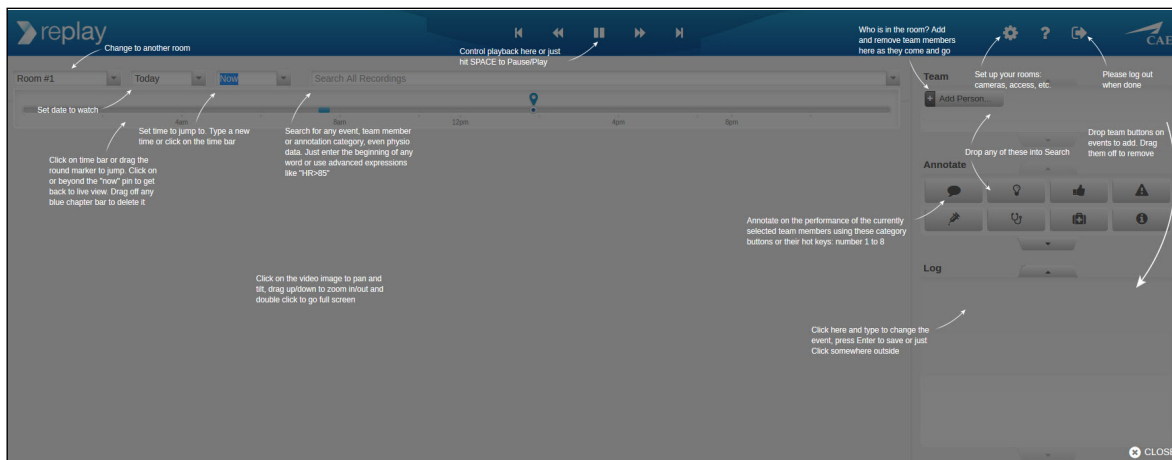
Click on the **Help** icon to display an overlay that highlights the various areas and how they are used.

The **Help** icon



The Help Icon

Help can be displayed on any screen.



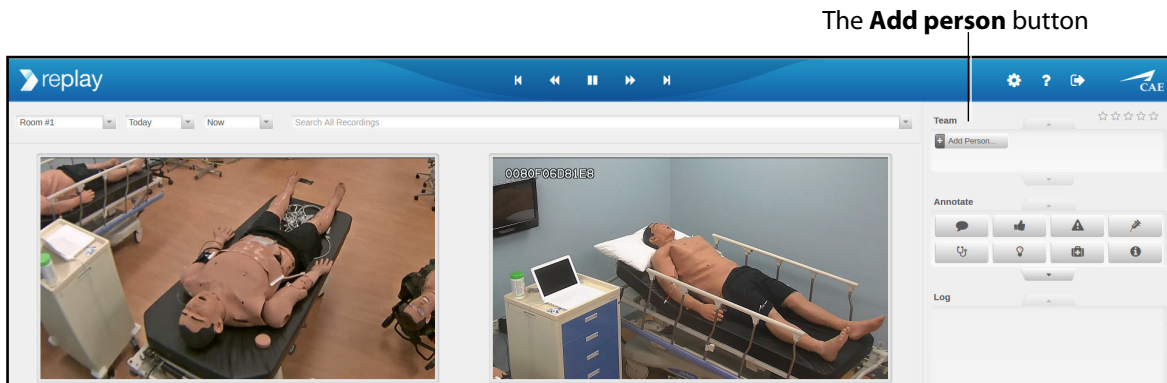
The Help Display

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:

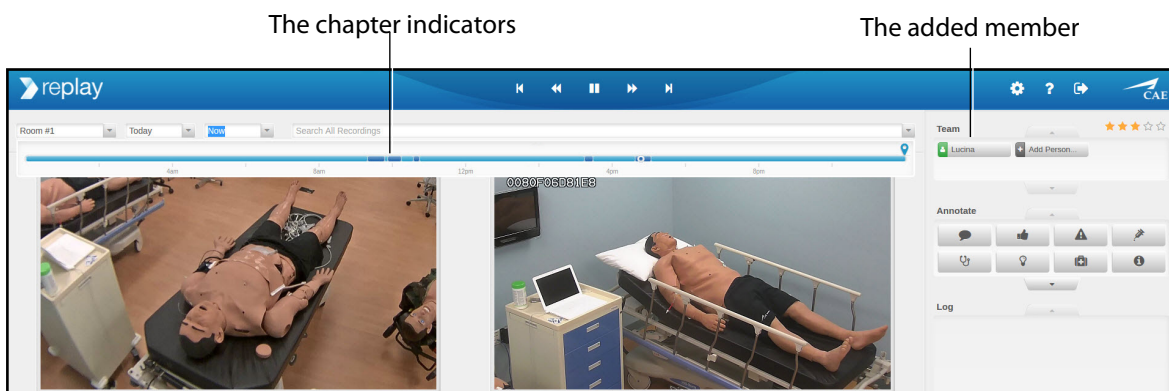
1. Click the **Add Person** button in the **Team** window.



The Room View

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

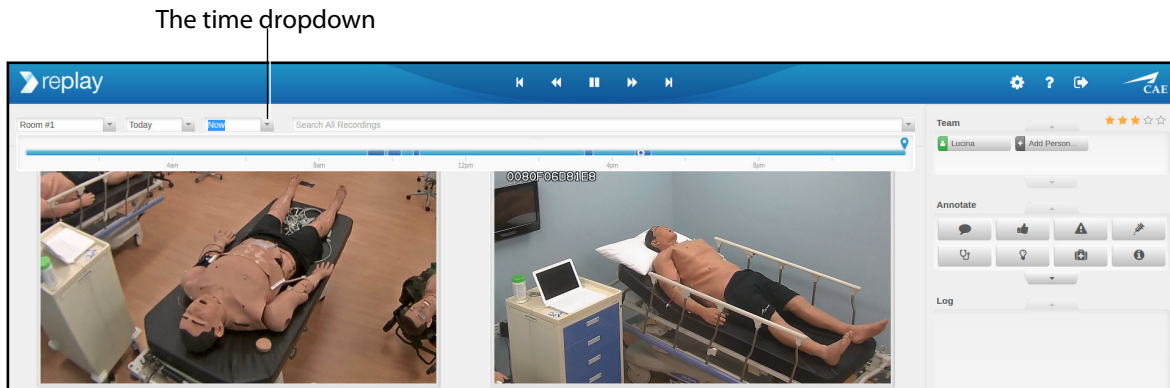
The member is added and identified as a chapter (dark blue indicator) at that point in the recording.



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.

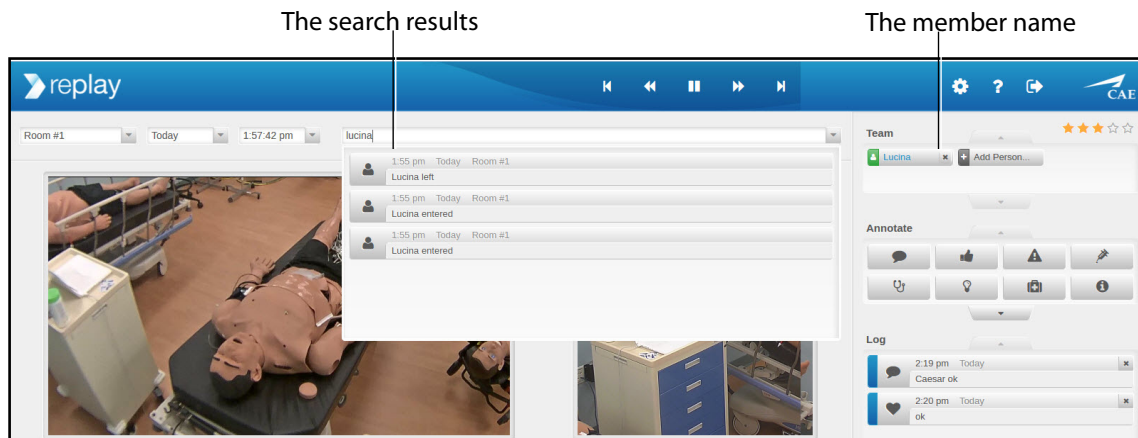


The Room View

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.

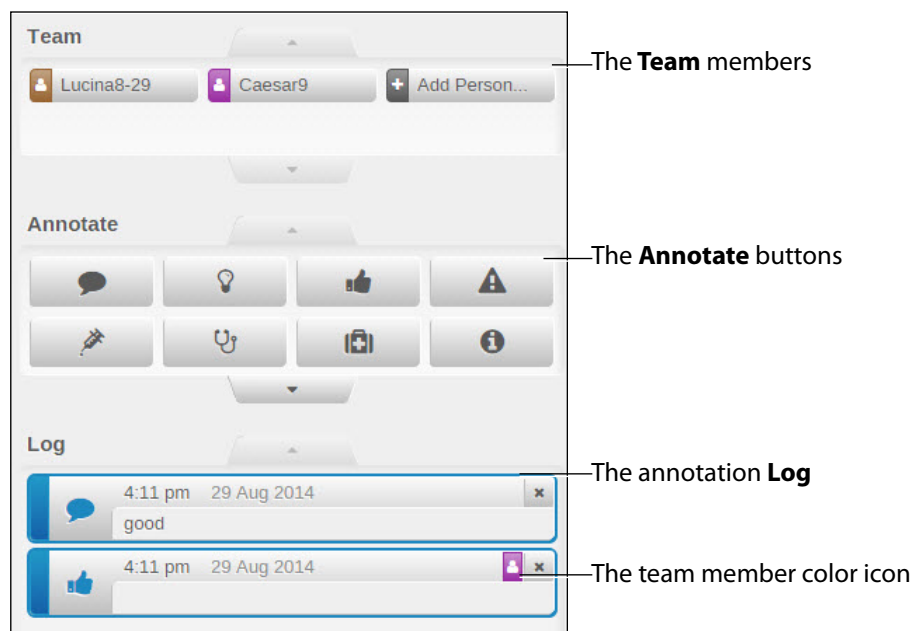
TIP: When finished typing an annotation, hit Enter on keyboard or click anywhere outside of the annotation box.

To add annotations:

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

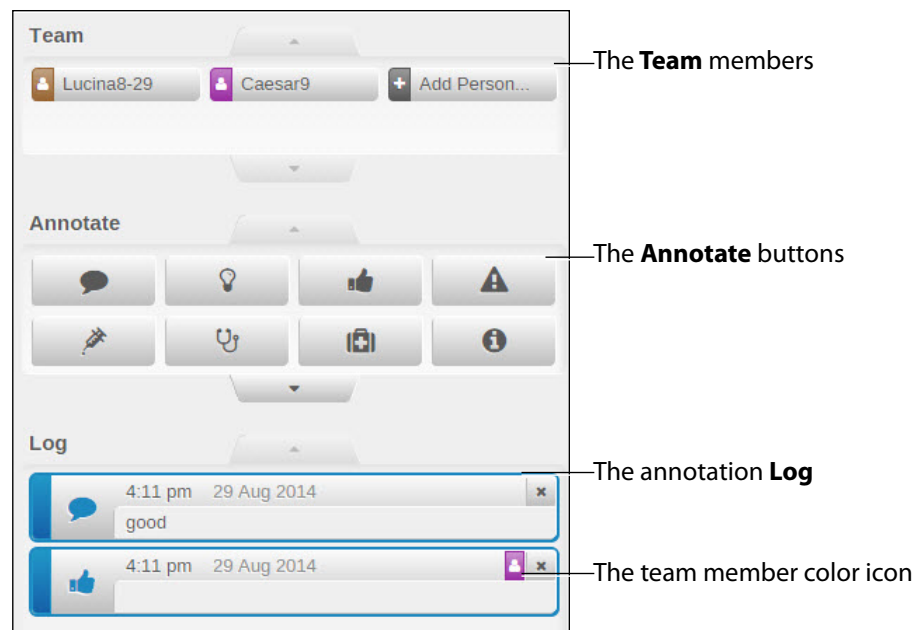
TIP: Team members can be dragged and dropped into and off of annotations as desired.



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

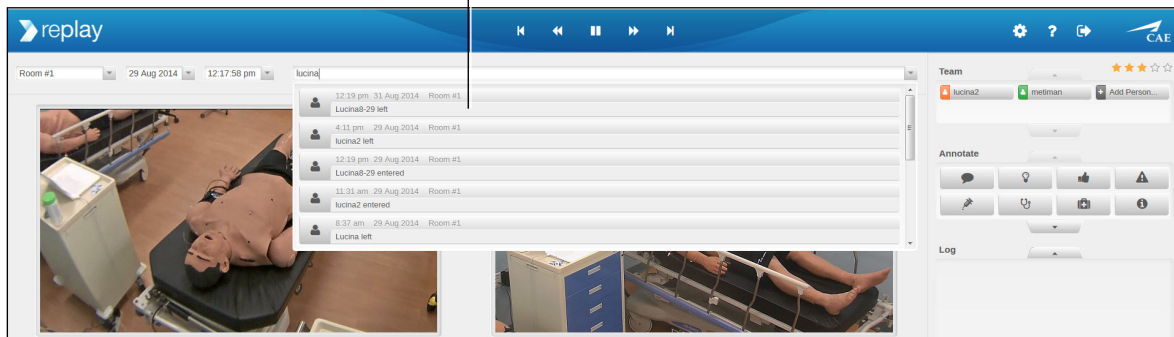
Replay Search allows you to find and navigate to chapters or events. Use search to find a team member, annotation, or physiological data.

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 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

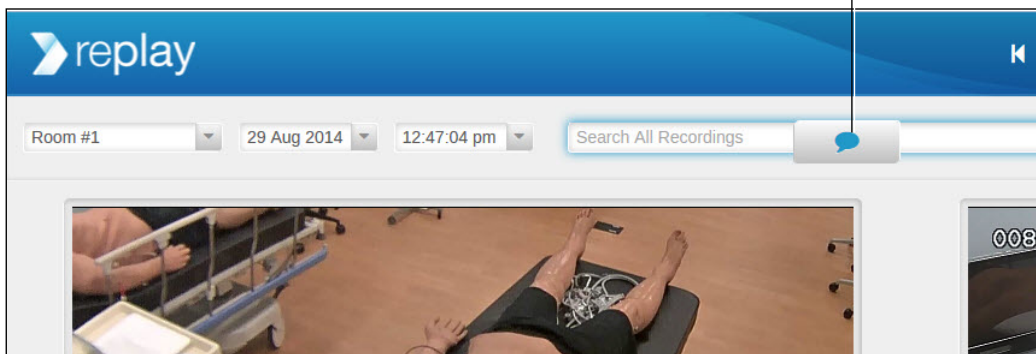


The Room View - Search

- 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.

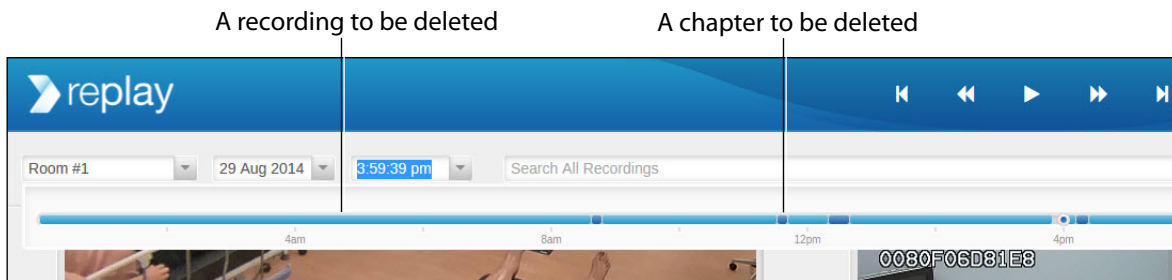
Delete Recordings

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.

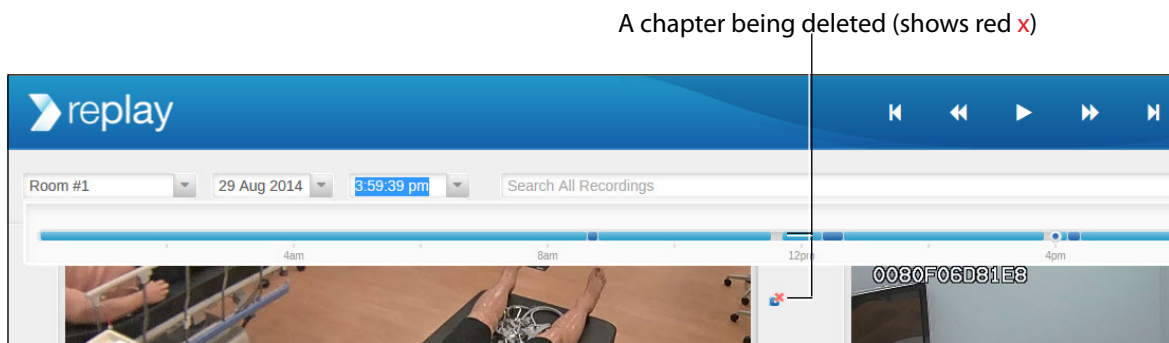
To delete a recording or chapter:

1. Find the recording or chapter in the timeline bar. Options to find the recording or chapter include:
 - Click 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

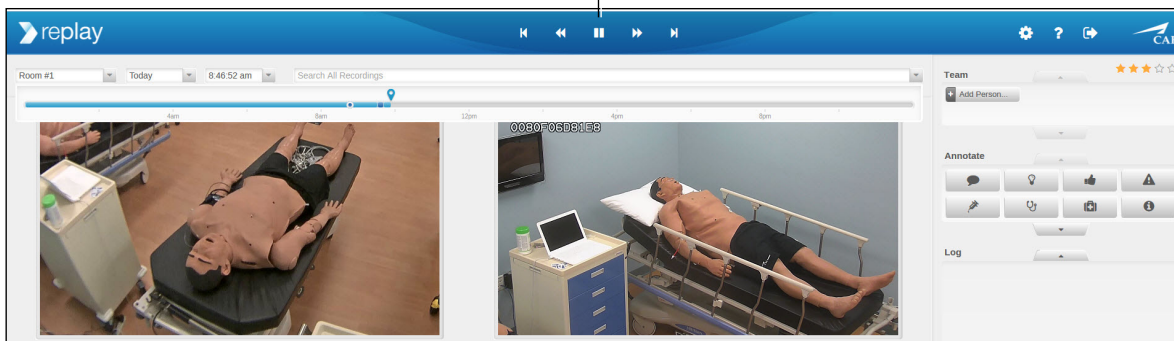
Chapters are used to debrief. Navigate to the desired chapter and it will play automatically.

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 playback controls



The Room View

Appendix

Serial Number and ID Location

The serial number and ID are located on the back of the Console.

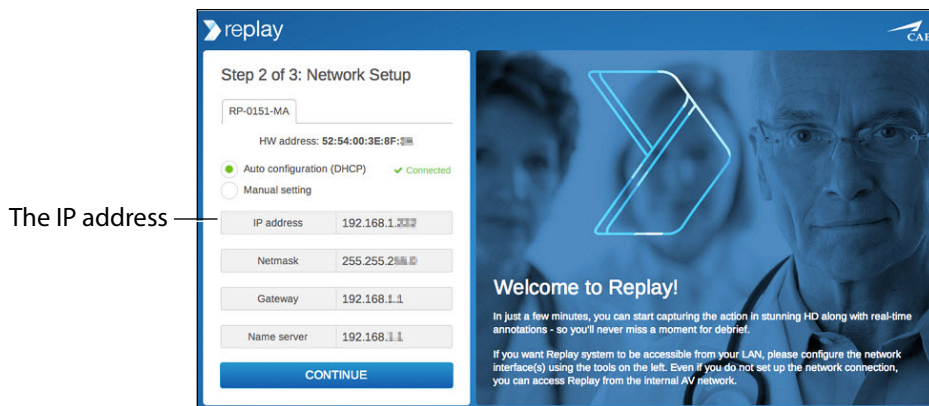


The Serial Number and ID Sticker

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 a Console AV port. 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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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

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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