

SPECTRALIS® Training Guide



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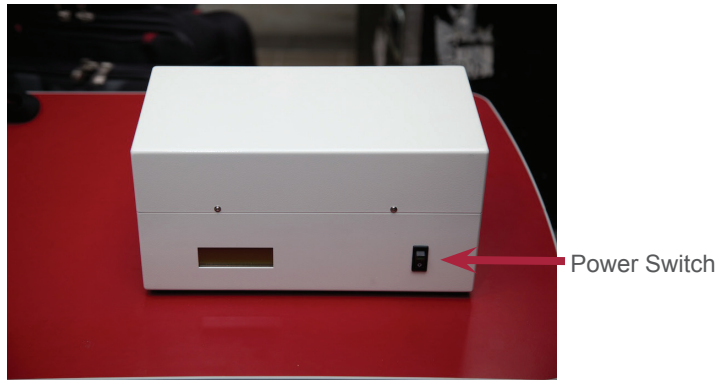


Figure 1: Laser Power Supply



Figure 2: Shut Down

How to Start Up/Shut Down the System

Start Up

1. Turn on the external hard drives if necessary.
2. Turn on the **Laser Power Supply** by pressing the green switch in front (Figure 1). This is located next to the PC, beneath the printer.
3. Power up the PC.

Shut Down

1. Using the Windows Start menu, select **Shut down**.
2. Select **Shut down** from the "Shut Down Windows" pop-up window (Figure 2).
3. Once the PC has completely powered down, switch off the external hard drives.
4. Switch off the Laser Power Supply.



Figure 3: New Patient Icon

Patient Data

Patient - DB - ID: 0

Last name: Johnson

First name: May

Title:

Date of birth: 1/1/1935

Sex: Female Male

Patient-ID: Import

Ancestry:

OK Cancel Apply

Figure 4: Patient Data

Examination Data

Examination Data | Diagnosis

Patient: Data, Patient, 01/01/1900

Date/Time: 12/16/2010

Device type:

Operator:

Study:

OK Cancel Apply

Figure 5: Device Type

Eye Data

	OD	OS
C-Curve [mm]:	7.7	7.7
Retraction [dpt]:	0	0
Cylinder [dpt]:	0	0
Axis [deg]:	0	0
Pupil size [mm]:	0	0
IOP [mmHg]:	0	0
VFieldMean:	0	0
VFieldVar:	0	0
Corrective Lens:	None	None

OK Cancel

Figure 6: Eye Data

How to Enter Patient Data

1. Double click on the Heidelberg Eye Explorer (HEYEX™) icon on the desktop.
2. Once the program opens, click the **New Patient** icon at the top of the screen (Figure 3).
3. Enter, at minimum, the patient's last name, first name, and date of birth into the appropriate fields (Figure 4).
4. Click **OK**.
5. Select the SPECTRALIS system for the device type (Figure 5).
6. Enter operator initials.
7. Click **OK**.
8. Enter the correct cornea curvature or click **OK** to accept the default eye data (Figure 6).
9. The acquisition module will now open and you can begin the exam.



Figure 7: New Exam Icon

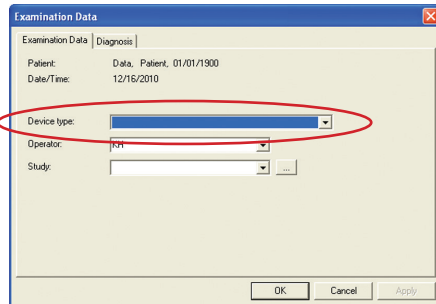


Figure 8: Device Type

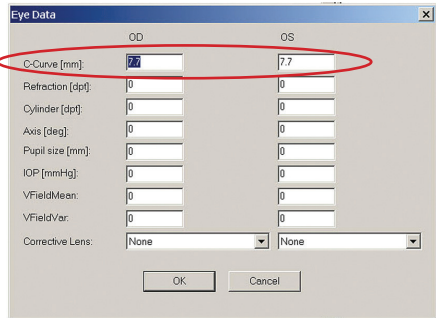


Figure 9: Eye Data

How to Re-examine an Existing Patient

Filter the database by following the above steps and then continue with the instructions below.

1. From the database window, load the selected patient to the right pane of the screen.
2. Use the **New Exam** icon to begin an exam (Figure 7).
3. Click **Yes** when asked to re-examine a patient.
4. Select the SPECTRALIS system for the device type (Figure 8).
5. Enter operator initials.
6. Click **OK**.
7. Enter the correct cornea curvature or click **OK** to accept the default eye data (Figure 9).
8. The acquisition module will now open and you can begin the exam.

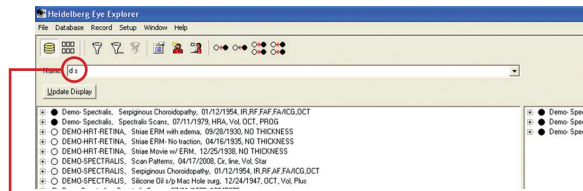


Figure 10: Name Field



Figure 11: Unload Icon

How to Search for a Patient

1. From the main database window, type any portion of the patient's first and last name into the **Name** field. The first initial of each name, separated by a space is sufficient (Figure 10).
2. Click **Update Display**.
3. Select the patient name from the filtered list.
4. Once finished with the patient file, unload the name with the **Unload** icon (Figure 11).
5. Delete all text from the name field.
6. Click **Update Display** to reload the entire database.

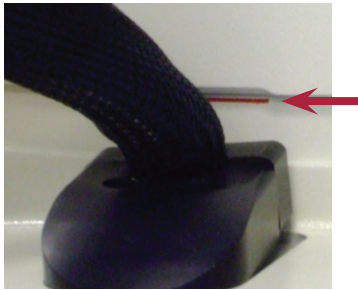


Figure 12: Camera Centered

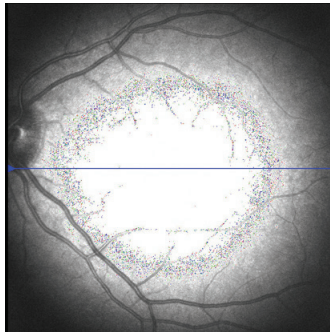


Figure 13: Align Pupil with Lens

How to Align the Patient

1. After entering in the patient data, turn on the camera by activating the yellow start button located on the monitor.
2. Adjust the joystick so the camera is centered on the red line, or one finger between camera and base (Figure 12).
3. Instruct the patient to come forward into the chinrest and adjust the chinrest so the pupil is aligned with the center of the live window (Figure 13).
4. Adjust the table height to the patient's comfort.



Figure 14: Click and Hold Custom Scan Button

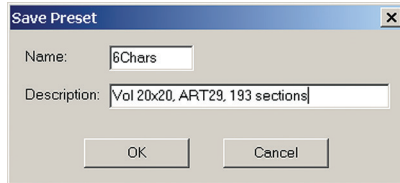


Figure 15: Name and Description

How to Set a Custom OCT Scan

1. Turn on the camera.
2. Press the **IR+OCT** button on the touch panel or OCT button on the bottom right of the monitor.
3. Wait for the OCT module to calibrate.
4. Select the scan parameters required for the custom scan, including the Automatic Real-time Tracking (ART) settings and the fixation target.
5. Click and hold one of the custom scan buttons for three seconds (Figure 14) until the **Save Preset** dialogue box appears, enter a six character name and a description (Figure 15).
6. Click **OK**.

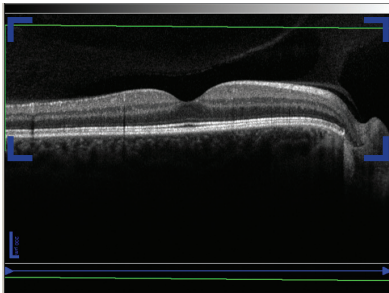


Figure 16: Image in Top One-Third



Figure 19: Gain Control Button

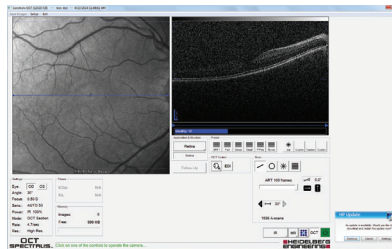


Figure 17: Tilted Scan



Figure 18: Scan Aligned Correctly

How to Acquire an IR+OCT Image

1. Press the **IR+OCT** button on the touch panel or the OCT button on the bottom right of the monitor.
2. Wait for the OCT module to calibrate.
3. Once the OCT goes live, select a preset scan pattern (Fast, RNFL, etc.).
4. Once the patient is aligned with the camera, begin by pushing the base of the camera forward towards the patient's pupil.
5. The patient's fundus will become visible on the computer screen. Make sure to keep the image centered.
6. Push the camera forward until the fundus image is evenly illuminated.
7. Slide the base of the camera forward until the OCT scan is within the blue markers in the top one-third of the acquisition screen (Figure 16).
8. Adjust the joystick left and right to achieve an evenly dense OCT scan. The RPE should be evenly and deeply saturated, and the scan should be as horizontal as possible (Figure 17 and 18).
9. Once the saturation and placement of the scan is optimal, activate the Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 19) or by holding down the joystick button.
10. Maintain the image quality using the smaller live image screen at the bottom of the monitor.
11. Press **Acquire**.
12. When all images have been acquired, click **Save Images**.
13. Once the images have been saved, click **Exit**.

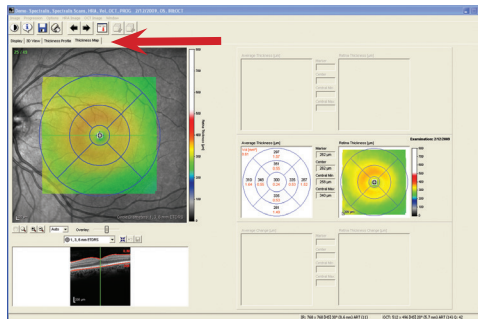


Figure 20: Thickness Map

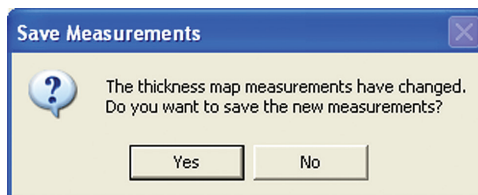


Figure 21: Save Changes

How to Set the ETDRS Grid

1. Open an OCT image in the **Thickness Map** tab (Figure 20).
2. Scroll through the OCT scans with the mouse wheel to determine which one has the point of interest (usually the center of the fovea).
3. Drag the green marker line through the point of interest on the OCT image below the thickness map.
4. Left-click and hold one of the outer blue lines of the ETDRS grid, and drag the center of the grid to the green OCT line marker on the fundus image.
5. To save the image, switch to another view or exit the window, and select **Yes** in the dialogue box (Figure 21).

Set a Reference for a Follow-Up Scan

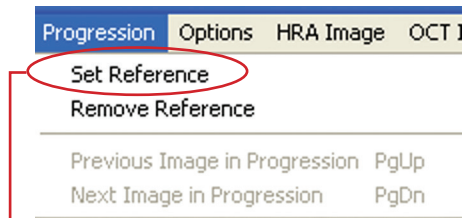


Figure 22: Progression Menu

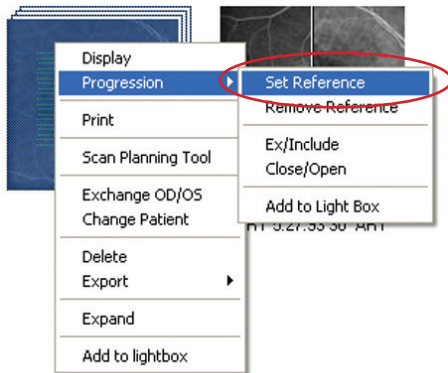


Figure 23: Right-Click Context Menu

How to Set a Reference for a Follow-Up Scan

1. Open the OCT image.
2. Go to the **Progression** menu at the top of the screen (Figure 22).
3. Select **Set Reference**.
4. Close the OCT image.

OR

5. Right-click on the desired OCT scan icon.
6. Go to **Progression** in the menu.
7. Select **Set Reference** (Figure 23).



Figure 24: Follow-Up Button

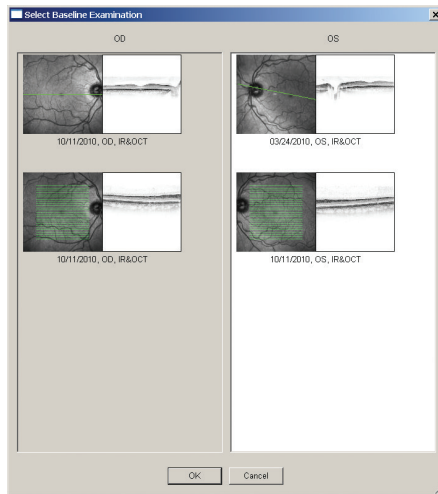


Figure 25: Select Baseline Scan

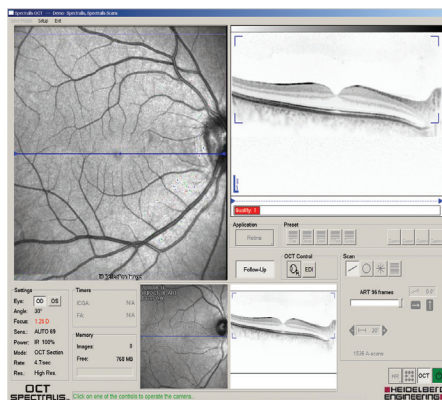


Figure 26: Align Current and Baseline Scans



Figure 27: Gain Control Button

How to Perform a Follow-up Exam

1. Align the patient with the camera, and evenly illuminate an IR image.
2. Press the **IR+OCT** button on the touch panel or the OCT button on the bottom right of the monitor.
3. Wait for the OCT module to calibrate.
4. Slide the base of the camera forward until you have an OCT scan in the top one-third of the screen.
5. Adjust the joystick left and right to achieve an evenly dense scan. The RPE should be deeply and evenly saturated, and the scan should be as horizontal as possible.
6. Once a quality OCT image is in the live window, press the **Follow-Up** button on the acquisition screen (Figure 24).
7. Select the appropriate baseline scan from the **Select Baseline Examination** window (Figure 25). Note: only baseline scans from the eye being imaged will be selectable in the follow up window.
8. Wait for the scan lines to go from red to blue, and adjust the scan and patient to closely match the baseline image at the bottom of the screen (Figure 26).
9. Activate Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 27) or by holding down the joystick button.
10. Press **Acquire**.
11. Repeat for any additional scans for the fellow eye.
12. Click on **Save Images**.
13. Click **Exit**.

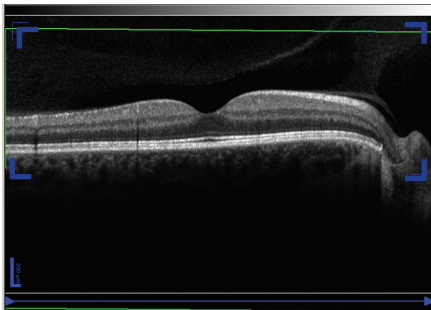


Figure 28: Image in Top One-Third

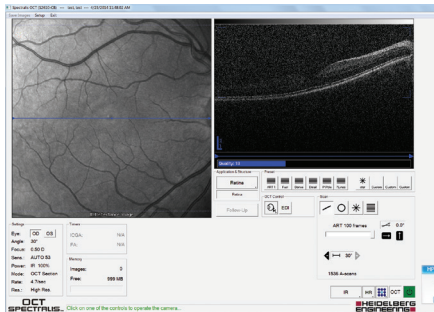


Figure 29: Tilted Scan



Figure 30: Scan Aligned Correctly

How to Acquire a BluePeak Autofluorescence + OCT Image*

1. Press the **IR+OCT** button on the touch panel or the OCT button on the bottom right of the monitor.
2. Wait for the OCT module to calibrate.
3. Once the OCT goes live, select a preset scan pattern (Fast, RNFL, etc.).
4. Once the patient is aligned with the camera, begin by pushing the base of the camera forward towards the patient's pupil.
5. The patient's fundus will become visible on the computer screen. Make sure to keep the image centered.
6. Push the camera forward until the fundus image is evenly illuminated.
7. Slide the base of the camera forward until the OCT scan is within the blue markers in the top one-third of the acquisition screen (Figure 28).
8. Adjust the joystick left and right to achieve an evenly dense OCT scan. The RPE should be evenly and deeply saturated, and the scan should be as horizontal as possible (Figure 29 and 30).

(Continued on next page)

* Not available on the SPECTRALIS OCT or SPECTRALIS OCT Plus



Figure 31: IR to BAF



Figure 32: Focusing Knob



Figure 33: Gain Control Button

9. Press the **FA+OCT** button on the touch panel or change the IR button to **BAF** on the monitor (Figure 31).**
10. Adjust the sensitivity to about 90 by turning the black **Gain Control** button on the touch panel, or until the vasculature in the eye is visible.***
11. Adjust the focus using the knob on the back of the camera until the image is brightest (Figure 32).
12. When the image quality is optimized, activate the Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 33) or by holding down the joystick button.
13. Maintain the image quality using the smaller live image screen at the bottom of the monitor.
14. Press **Acquire**.
15. Once all images have been acquired, click **Save Images**.
16. Click **Exit**.

** Only available on the SPECTRALIS OCT with BluePeak model.

*** SPECTRALIS OCT with BluePeak does this automatically with an automatic Gain Control.

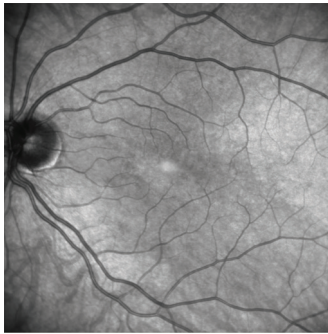


Figure 34: Proper Exposure



Figure 35: Gain Control Button



Figure 36: Focusing Knob

How to Acquire an IR Image

1. Once the patient is aligned with the camera, begin by pushing the base of the camera forward towards the patient's pupil.
2. The patient's fundus will become visible on the computer screen. Make sure to keep the image centered.
3. Push the camera forward until the fundus image is evenly illuminated on the computer screen with no dark corners (Figure 34).
4. Adjust the image brightness by turning the black **Gain Control** button on the touch panel (Figure 35).* If no touch panel exists, the Auto Brightness control will do this automatically.
5. Adjust the focus using the knob on the back of the camera until the image is brightest (Figure 36).
6. Once the image is exposed and focused properly, turn on the Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel or by holding down the joystick button.
7. Allow the ART bar to fill.
8. Press **Acquire** when the image looks optimal.
9. Click **Save Images**.
10. Click **Exit**.

* Touch panel is not available on SPECTRALIS OCT, and SPECTRALIS OCT with BluePeak

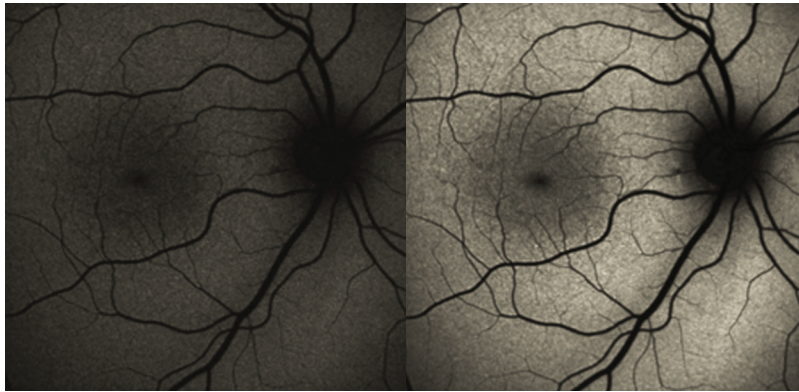


Figure 37: Before and After ART



Figure 38: Focusing Knob



Figure 39: Gain Control Button

How to Acquire a BluePeak Autofluorescence Image*

1. Align and evenly illuminate an IR image.
2. Once the image is focused and in the frame, switch to AF mode by pressing **FA** on the touch panel or clicking **IR** on the bottom right of the monitor and selecting **BAF**.
3. Adjust the brightness so the vasculature is visible, but the image is not too bright (Figure 37).
4. Adjust the focus using the knob on the back of the camera until the image is brightest (Figure 38).
5. Activate Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 39) or by holding down the joystick button. Do not adjust focus with ART active.
6. Allow the ART bar to fill to 15 frames.
7. Press the **Acquire** button on the touch panel or press the joystick button.*
8. Click **Save Images**.
9. Click **Exit**.

* Joystick acquisition button only available on SPECTRALIS OCT and SPECTRALIS OCT with BluePeak models.

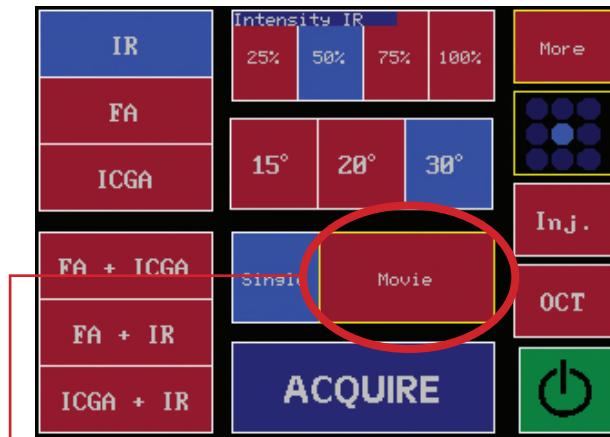


Figure 40: Acquisition Mode Options

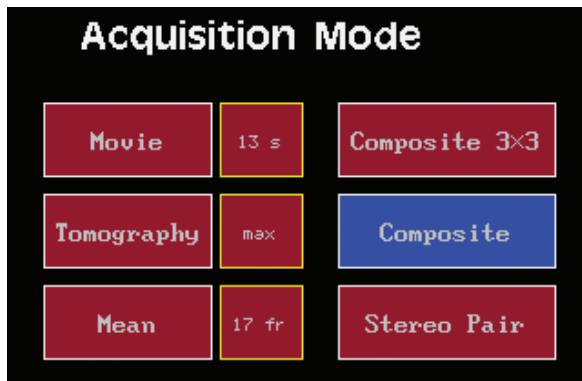


Figure 41: Acquisition Mode Submenu

How to Acquire a Composite Image*

1. Select **IR** on the touch panel.
2. Tap twice on the **Movie** button on the touch panel to access the Acquisition Mode submenu (Figure 40).
3. Select either **Composite 3x3** or **Composite** (Figure 41).

If “Composite 3x3” has been selected, the internal fixation moves automatically.

1. Align the patient in the camera, adjust the exposure of the image, and focus on the smallest blood vessels near the area of concern.
2. Press **Acquire**.
3. Repeat steps 1 & 2 until all 9 points are acquired.
4. Click **Save Images**.
5. The software will ask **Do you want to compute composite images now?** Click **Yes** to automatically compute the composite.

(Continued on next page)

* Automatic composite imaging is not available on SPECTRALIS OCT, and SPECTRALIS OCT with BluePeak

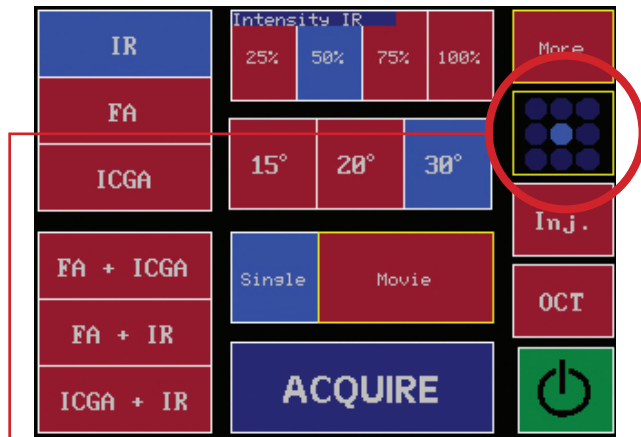


Figure 42: Acquisition Mode Options, Fixation Target

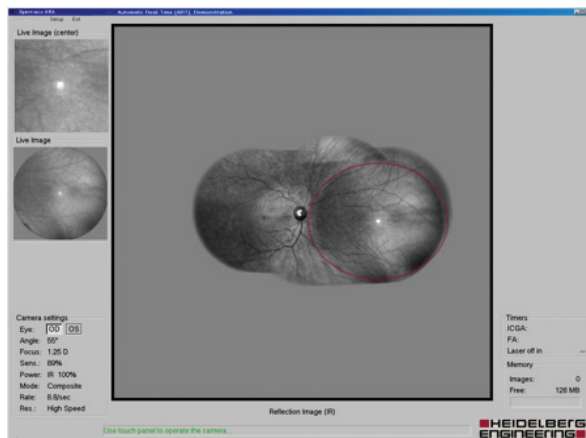


Figure 43: Composite Acquisition Screen

If “Composite” is selected you must use the external fixation light.

1. Align the patient in the camera, adjust the exposure of the image, and focus on the smallest blood vessels near the area of concern.
2. Activate the external fixation light by pressing the fixation target button on the touch panel (Figure 42).
3. Press the **External** button.
4. Press the gray arrow to return to the main touch panel screen.
5. Activate the Automatic Real-time-Tracking (ART) by pressing the black **Gain Control** button on the touch panel. Be sure to have the ART set to 9.
6. Slowly move the camera head while looking at the live image on the monitor. The better the live image looks, the better the composite will look. Moving the camera in an orderly fashion will paint the image onto the screen best (Figure 43).
7. Keep the live image centered and evenly illuminated to avoid dark spots.
8. When finished, press **Acquire**.
9. Click **Save Images**.
10. Click **Exit**.



Figure 44: Filter Wheel A Position



Figure 45: Focusing Knob

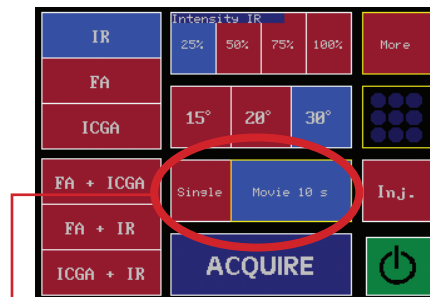


Figure 46: Single or Movie Option

How to Perform an FA*

1. Place the filter wheel in the **A** position (Figure 44).
2. Align and evenly illuminate an IR image.
3. Adjust the focus by using the knob on the back of the camera until the image is brightest (Figure 45).
4. Press **FA** on the touch panel and set the sensitivity to 85, or high enough to obtain the correct alignment.
5. Turn the focus knob until the image is brightest.
6. Select either **Single** or **Movie** from the touch panel (Figure 46).
7. Begin the injection and start the timer by pressing the **Inj.** button.

(Continued on next page)

*Feature only available on: FA+OCT, HRA2 and HRA+OCT models

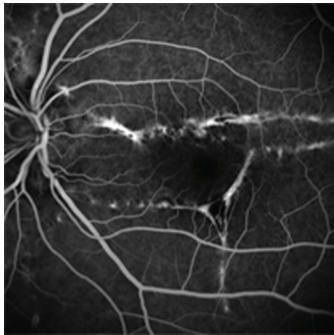


Figure 47: Correctly Exposed FA

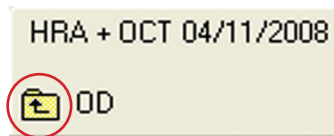


Figure 48: Up One Level

8. Press the **Acquire** button, and allow the movie to acquire images until all the blood vessels have filled, adjusting the sensitivity dial as needed (Figure 47). Do not activate Automatic Real-time Tracking (ART) during the transit phase.
9. Press the **Stop** button on the touch panel.
10. Move to the fellow eye.
11. Activate ART and acquire “single” images of the fellow eye.
12. Continue acquiring single images with ART activated on both the fellow and study eye according to the practice protocol (typically every 30 seconds for the first 3 minutes, then an additional set at 5 minutes).
13. When all images have been acquired, click **Save Images**.
14. Once images have been saved, click **Exit**.
15. To delete single images right-click on an image and select **Delete**.
16. To edit a movie, right-click on the movie and select **Expand**. Within the movie, select a group of images to delete by holding down the CTRL key and left-clicking on each image(s), right-click on an image and select **Delete**.
17. To return from the expanded movie, click on the yellow **Up One Level** folder icon (Figure 48).



Figure 49: Filter Wheel A Position

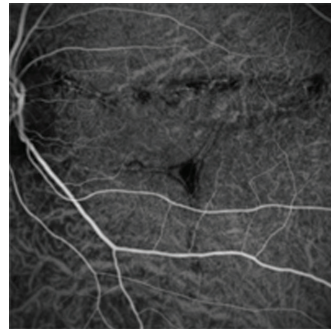


Figure 52: Correctly Exposed ICG



Figure 50: Focusing Knob

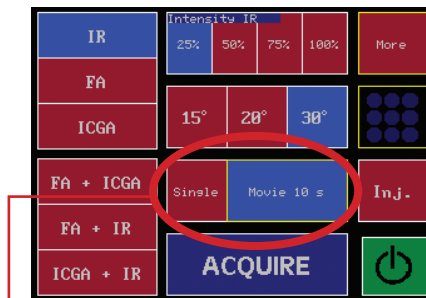


Figure 51: Single or Movie Option

How to Perform an ICGA*

1. Place the filter wheel in the **A** position (Figure 49).
2. Align and evenly illuminate an IR image.
3. Adjust the focus by using the knob on the back of the camera until the image is brightest (Figure 50).
4. Select **ICGA** from the touch panel.
5. Select either **Single** or **Movie** on the touch panel (Figure 51).
6. Begin the injection and start the timer by pressing the **Inj** button.
7. Press **Acquire** once to capture a single image (if **Single** is selected), or to begin the capture of a **Movie** (if **Movie** is selected).
8. Allow the movie to acquire images until the blood vessels are filled, adjusting the sensitivity as needed (Figure 52).

(Continued on next page)

*Feature only available on: HRA2 and HRA+OCT models



Figure 53: Gain Control Button



Figure 54: Up One Level

9. Press the **Stop** button on the touch panel.
10. Move to the fellow eye.
11. Activate Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 53).
12. Continue acquiring single images with ART activated on both the fellow and study eye according to the practice protocol (typically every 30 seconds for the first 3 minutes, then an additional set at 5 minutes).
13. When all images have been acquired, click **Save Images**.
14. Once images have been saved, click **Exit**.
15. To delete single images right-click on an image and select **Delete**.
16. To edit a movie, right-click on the movie and select **Expand**. Within the movie, select a group of images to delete by holding down the CTRL key and left-clicking on each image(s), right-click on an image and select **Delete**.
17. To return from the expanded movie, click on the yellow **Up One Level** folder icon (Figure 54).



Figure 55: Filter Wheel A Position



Figure 58: Correct Exposure



Figure 56: Focusing Knob

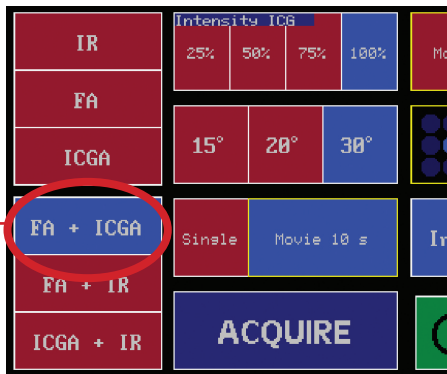


Figure 57: FA + ICGA Button

How to Perform an FA + ICGA*

1. Place the filter wheel in the **A** position (Figure 55).
2. Align and evenly illuminate an IR image.
3. Adjust the focus by using the knob on the back of the camera until the image is brightest (Figure 56).
4. Select **FA + ICGA** on the touch panel and turn down the sensitivity to 25% to prevent over exposure (Figure 57).
5. Select **Single** or **Movie** on the touch panel.
6. Begin the injection and start the timer by pressing the **Inj** button.
7. Press **Acquire** immediately after the timer is started.
8. Allow the movie to acquire images until all the blood vessels are filled, adjusting the sensitivity as needed (Figure 58).

(Continued on next page)

*Feature only available on: HRA2 and HRA+OCT models



Figure 59: Gain Control Button

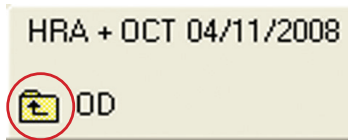


Figure 60: Up One Level

9. Press the **Stop** button on the touch panel.
10. Move to the fellow eye.
11. Activate Automatic Real-time Tracking (ART) by pressing the black **Gain Control** button on the touch panel (Figure 59).
12. Continue acquiring single images with ART activated on both the fellow and study eye according to the practice protocol (typically every 30 seconds for the first 3 minutes, then an additional set at 5 minutes).
13. When all images have been acquired, click **Save Images**.
14. Once images have been saved, click **Exit**.
15. To delete single images right-click on an image and select **Delete**.
16. To edit a movie, right-click on the movie and select **Expand**. Within the movie, select a group of images to delete by holding down the CTRL key and left-clicking on each image(s), right-click on an image and select **Delete**.
17. To return from the expanded movie, click on the yellow **Up One Level** folder icon (Figure 60).

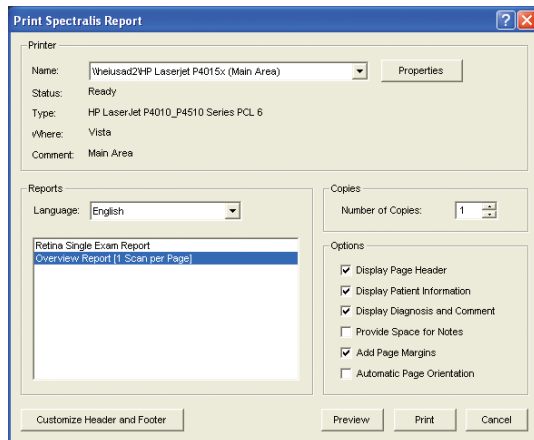


Figure 61: Print Options

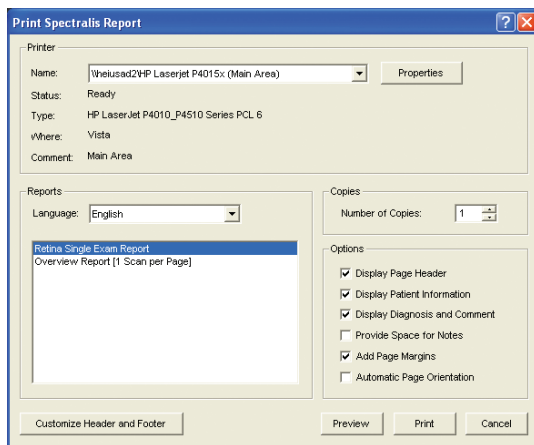


Figure 62: Single Image

How to Print a “Retina Overview Report”

1. Open an OCT scan.
2. Select the **Display** tab.
3. Click the printer icon at the top of the screen.
4. In the dialogue box, highlight **Overview Report** from the **Reports** section of the print dialogue box (Figure 61).
5. Click **Print**.

How to Print a “Retina Single Exam Report”

1. Open an OCT image in a patient file.
2. Select the **Display** tab.
3. Press the printer icon.
4. In the dialogue box, highlight the **Retina Single Exam Report** from the **Reports** section of the print dialogue box (Figure 62).
5. Click **Print**.

(Continued on next page)

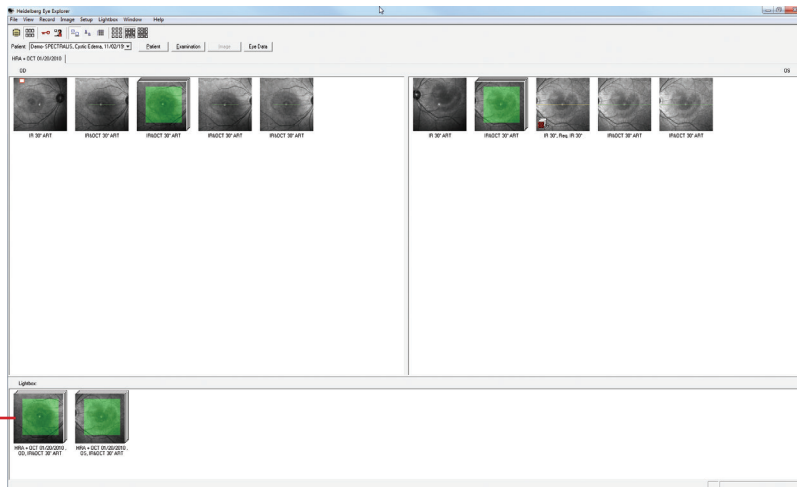


Figure 63: Both Scans Highlighted in Lightbox

How to Print a “Thickness Map OU Report”

1. Click and drag the desired OD and OS volume scans to the lightbox.
2. Highlight both scans in the lightbox (Figure 63).
3. Right click on one of the highlighted scans and select **Print**.
4. In the dialogue box, highlight the **Thickness Map Single Exam Report OU** from the reports section of the print dialogue box.
5. Click **Print**.

How to Print a “Thickness Map Report”

1. Open an OCT volume scan in a patient’s file.
2. Select the **Thickness Map** tab.
3. Click the printer icon at the top of the screen.
4. In the dialogue box, highlight the **Thickness Map Single Exam Report** from the reports section of the print dialogue box
5. Click **Print**.

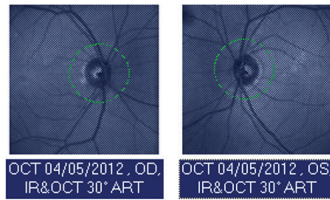


Figure 64: Selected Images

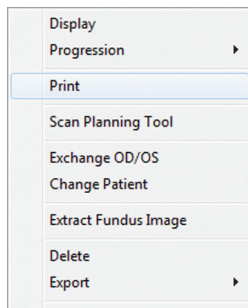


Figure 65: Context Menu

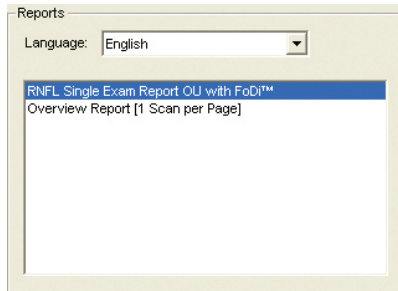


Figure 66: Print Options



Figure 67: Add Current Image to Lightbox Icon

How to Print an “RNFL Single Exam Report OU with FoDi”

1. Click and drag a desired OD and OS RNFL scan to the lightbox.
2. Highlight both images in the lightbox (Figure 64).
3. Right-click on the highlighted images and select **Print** (Figure 65).
4. Select **RNFL Single Exam Report OU with FoDi** from the **Reports** section of the print dialog box (Figure 66).
5. Click **Print**.

OR

1. Double click on an RNFL scan.
2. Click on the **Add Current Image to the Lightbox** icon, or press the down arrow key on the keyboard to add the images to the lightbox (do this for one OD and one OS image) (Figure 67).
3. Highlight both images in the lightbox (Figure 64).
4. Right-click on the highlighted images and select **Print** (Figure 65).
5. Select **RNFL Single Exam Report OU with FoDi** from the **Reports** section of the print dialog box (Figure 66).
6. Click **Print**.

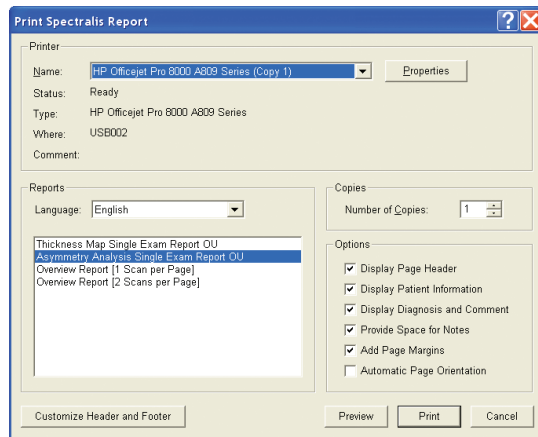


Figure 68: Print Asymmetry Analysis Single Exam Report OU

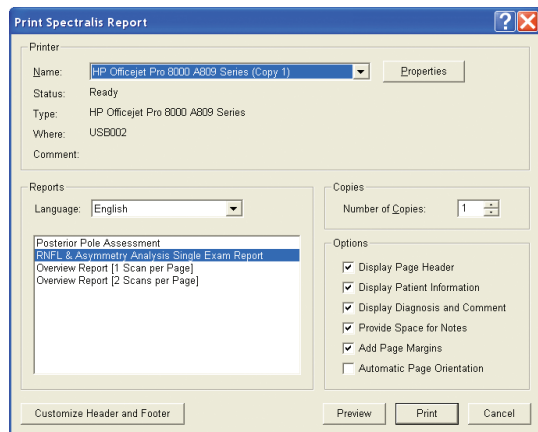


Figure 69: Print RNFL & Asymmetry Analysis Single Eye Exam Report

How to Print an “Asymmetry Analysis Single Exam Report OU”

1. Acquire a Posterior Pole (P.Pole) OCT scan on both eyes.
2. In the **Image Viewing Window**, click and drag the OCT scans for both OD and OS to the lightbox.
3. In the lightbox, hold down the CTRL key and select both OCT scans.
4. Right-click on one of the highlighted OCT scans and select **Print**.
5. In the dialogue box select **Asymmetry Analysis Single Exam Report OU** (Figure 68).
6. Select **Print**.

How to Print an “RNFL & Asymmetry Analysis Single Exam Report”

1. From the **Glaucoma** application on the acquisition screen, acquire an RNFL and a Posterior Pole (P.Pole) scan from the preset selections.
2. In the **Display View**, click and drag the RNFL and Posterior Pole scan for one eye into the lightbox.
3. In the lightbox, hold down the CTRL key and select both OCT scans.
4. Right-click on one of the OCT scans and select **Print**.
5. In the dialogue box select **RNFL & Asymmetry Analysis Single Exam Report** (Figure 69).
6. Select **Print**.

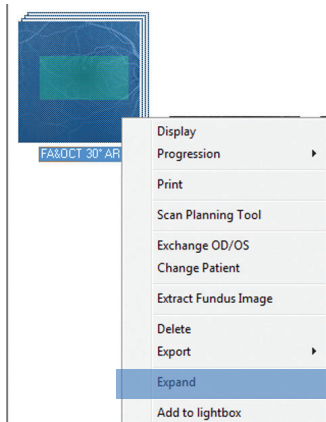


Figure 70: Expand OCT

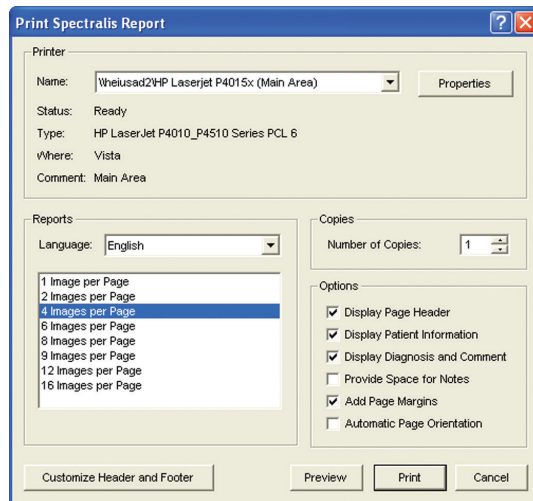


Figure 71: Select Print Options

How to Print Multiple Images on a Single Page (OCT)

1. Click and drag the desired OCT scan(s) to the Lightbox.
 - a. If printing single images from a volume scan, right-click on the volume scan and select **Expand** to choose the desired images (Figure 70).
2. Once all desired images are added to the Lightbox, select them all.
3. Right click on one of the highlighted images and select **Print**.
4. In the dialogue box, choose how many images to print on the page. Each image selected will count as two images on the report. (Figure 71).
5. Click **Print**.

How to Print Multiple Images on a Single Page (Fundus)

1. Click and drag the desired fundus images to the Lightbox.
 - a. If printing images from a movie, right-click on the movie and select **Expand** to select desired images (Figure 70).
2. Once desired images are added to the lightbox, select them all.
3. Right click on one of the highlighted images and select **Print**.
4. In the dialogue box, choose how many images to print on the page (Figure 71).
5. Click **Print**.



IR&OCT

Figure 72: Print Options

How to Print a Follow-Up Report

1. Open an OCT image in a patient file that is associated with a series. Images in the series are designated by small boxes on the image icon (Figure 72).
2. Select the **Display** or **Thickness Profile** tab.
3. Press the printer icon at the top of the screen.
4. Select one of the Follow-Up reports from the **Reports** section of the print dialogue box (Figure 73).
5. Click **Print**.

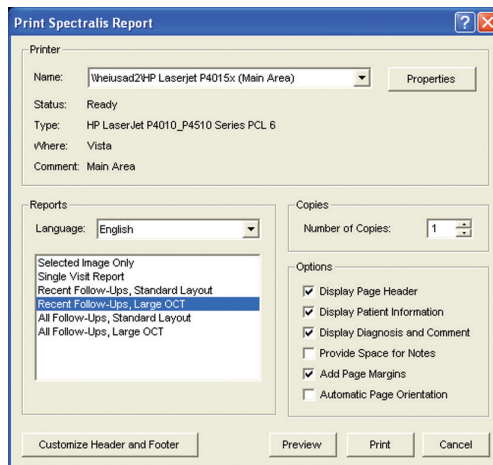


Figure 73: Print Options



Figure 74: No Split Icon

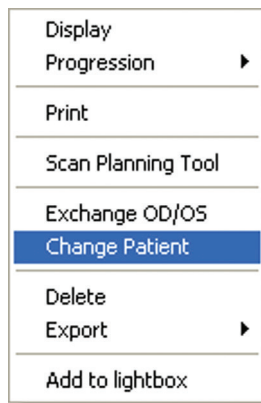


Figure 75: Select "Change Patient"

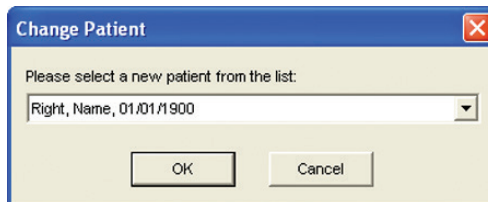


Figure 76: Select Name

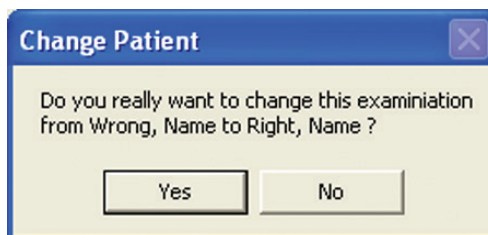


Figure 77: Click "Yes"

How to Transfer Images Between Patient Records

1. Load both patient records with the correct and incorrect files to the right side of the database window.
2. Open the incorrect patient record.
3. Click the **No Split** icon to place all the images in one pane (Figure 74).
4. Highlight all images to be transferred.
5. Right-click on the highlighted images.
6. Select **Change Patient** from the menu (Figure 75).
7. Select from the drop-down list the name of the patient that the images should be transferred to. Click **OK** (Figure 76).
8. Click **Yes** to transfer the images (Figure 77).
9. If all images are transferred, delete the blank patient record (if no longer needed).



Figure 78: Database Icon



Figure 79: Unload Icon

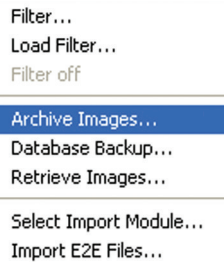


Figure 80: Database Menu

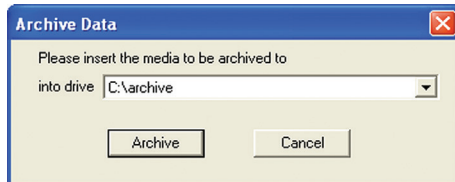


Figure 81: Archive Window

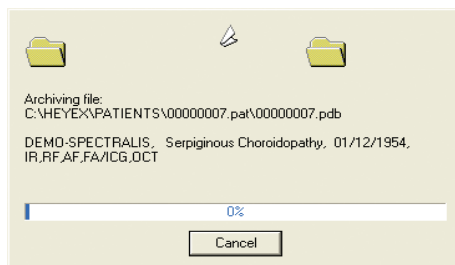


Figure 82: Wait While Archiving

How to Archive Images

1. Return to the main database window (Figure 78).
2. Select **Unload All** from the icons on the menu bar (Figure 79).
3. Click the **Database** menu at the top of the window.
4. Select **Archive Images** (Figure 80).
5. Select the appropriate drive from the drop-down menu on the **Archive Data** window (Figure 81).
6. Click **Archive**.
7. Allow the process to run (Figure 82).
8. When the process is complete, a dialog box will appear stating “Archiving has been completed successfully.”

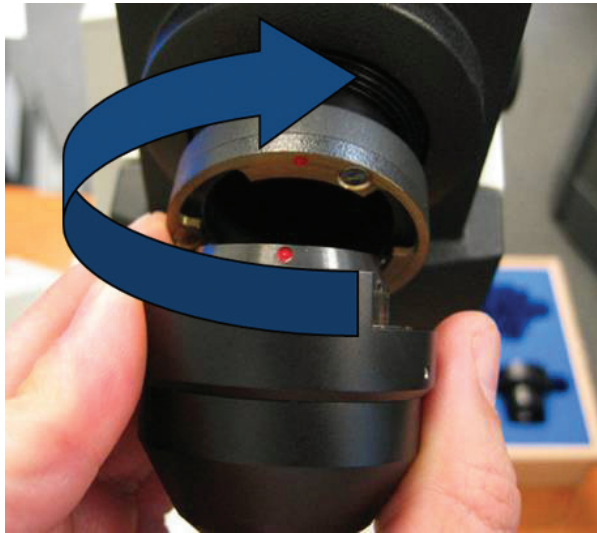


Figure 83: Replace the Lens

How to Safely Clean the Lens

1. Remove the lens from the mount by turning counter-clockwise.
2. Use a blower brush to remove any loose particles.
3. With a soft microfiber cloth, wipe gently in a circular manner beginning in the center of the lens and working your way out to the edge.

(If this does not clear the lens, it is best to use a few drops of pure (99.9%) ethyl alcohol on a microfiber cloth and repeat until the lens is clear.)

DO NOT USE: Acetone, methanol or cleaning tissues, as these can damage the lens.

4. Place the lens back onto the mount by lining up the red dots and turning clockwise until it clicks into place (Figure 83).

How to Delete a Patient Record

1. From the **Database Window**, load the patient record to be deleted.
2. From the **Record** menu, select **Delete** from the drop down list.
3. Check the box to confirm that you want to permanently delete this patient record.
4. Click **OK** to delete the patient record.

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