



Symphony for Auditbase Installation Guide

*Applicable only to Otovation Otopod Audiometers
used with Auditbase patient management software*



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TABLE OF CONTENTS

Installation Guide for OTOPod Audiometers	2
Step 1: Unpack Your Device and Accessories	2
Step 2: Insert and Charge the Device Batteries	3
Step 3: Installing the SYMPHONY FOR AUDITBASE Software.....	4
Step 4: Connect the Transducers.....	12
Step 5: Installing the OTONet Adapter	12
Step 6: Start the SYMPHONY FOR AUDITBASE Software	15
Step 7: Connecting to Your Device	15

Part #: **IM-SYMPH-AB-OPOD**

Doc. # Installation Guide - OTOPOD

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INSTALLATION GUIDE FOR OTOPOD AUDIOMETERS

Welcome to the Installation Guide for OTOPod Audiometers. This guide provides you with instructions on how to install the Symphony for AuditBase software and Bluetooth adapter. Installation will take approximately 5 – 10 minutes to complete.

NOTE: It is critical that you follow these steps precisely, and in exactly the order presented.

STEP 1: UNPACK YOUR DEVICE AND ACCESSORIES

Your complete package contains the items listed below:

- OTOPod device
- DC Power supply
- Transducers (TDH-39, EAR 5A, Sennheiser HDA200, Radioear B-71)
- OTONet USB adapter
- Sennheiser patient communications headset
- USB cable
- Carrying case

Also included in the package are:

- CD with software and electronic version of the Symphony for AuditBase User Guide
- User Guide (printed form)
- Installation Guide (printed form)
- Initial device calibration form

If, after opening the box, any of the above items are not included, or if any of the parts appear damaged or defective, please contact OTOVATION or your supplier immediately.

STEP 2: INSERT AND CHARGE THE DEVICE BATTERIES

The OTOPod is powered by (2) AA Nickel Metal Hydride (NiMH) batteries that will provide up to eight (8) hours of use on a full charge. To conserve battery power, the audiometer will automatically power off after two (2) minutes if not connected to a PC.

The unit is shipped with the batteries fully charged, but it is recommended that you follow these steps to insert the batteries (if necessary) and charge them for at least 30 minutes before use.



Warning: Use only the supplied NiMH (AA) rechargeable batteries in the device.

Never attempt to charge the units with other types of batteries: *The audiometer may overheat, resulting in burns and/or a non-warranty failure of the OTOPod.*

To insert the batteries into the OTOPod device:

1. Remove the battery cover by placing your thumb on the tab at the end of the battery cover. Press the tab down and pull forward with your thumb, lifting the cover off.



2. Insert the supplied NiMH batteries, ensuring that the positive end (with the small protrusion) of each battery is aligned with the + terminal, as marked inside the case. Press down on each battery until you hear the click of the terminal with the connector.

3. Replace the battery cover, ensuring that the tab snaps back into position, securing the battery compartment.



4. Plug the mini-USB jack of your power supply into the port on the side of the OTOPod unit and then plug the power supply into an electrical outlet to begin charging. Charge the audiometer for at least 30 minutes prior to first use. This will ensure that you have a relatively full charge when you begin using the device.

Note that the small green light on the power supply unit will be lit when the charger is plugged in and the unit is charging. The green light on the OTOPod device will blink slowly while charging when the device is off.

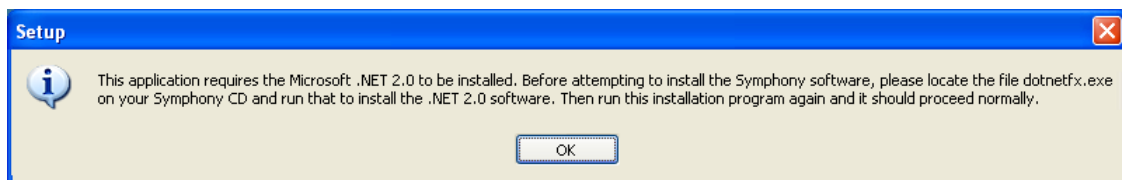
To disconnect the charging unit from the outlet, remove the jack from the device, and then unplug the charging unit from the electrical outlet.

If you expect to store your audiometer for a period of time between uses, removing the batteries and storing them separately will help preserve the battery charge.

STEP 3: INSTALLING THE SYMPHONY FOR AUDITBASE SOFTWARE

Insert the Symphony for AuditBase CD. If your computer is set to do so, the installer will start automatically. (If it does *not* auto start, you will need to navigate to the installer CD in Windows Explorer, then locate and start the installer file manually.)

As the program prepares for installation, the set-up message below **may** appear indicating that Microsoft.NET Framework 2.0 needs to be installed. Microsoft .NET Framework 2.0 is required for Symphony for AuditBase to run properly, and the installer will not work until this step is completed.

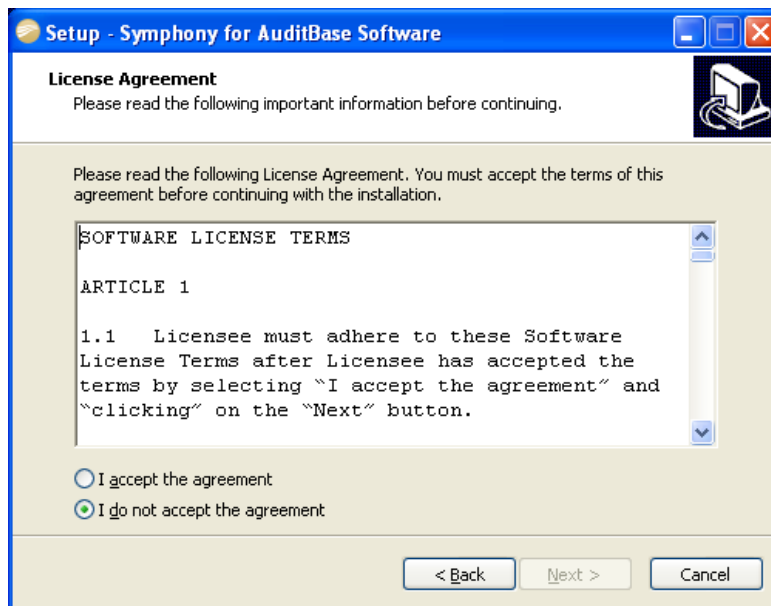


The Microsoft .NET 2.0 Framework is available through Windows Update.

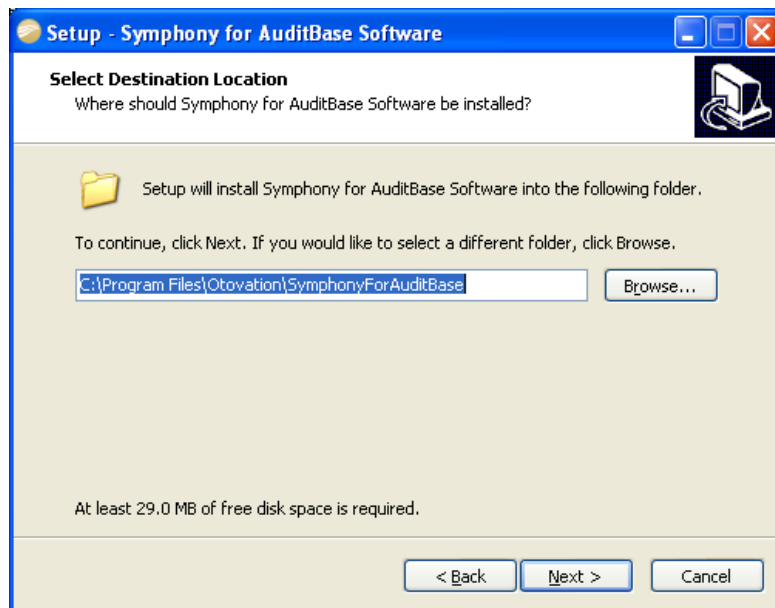
Once the .NET 2.0 software is installed, you can continue with the Symphony for AuditBase installation.



Click the 'Next >' button to proceed with the installation.

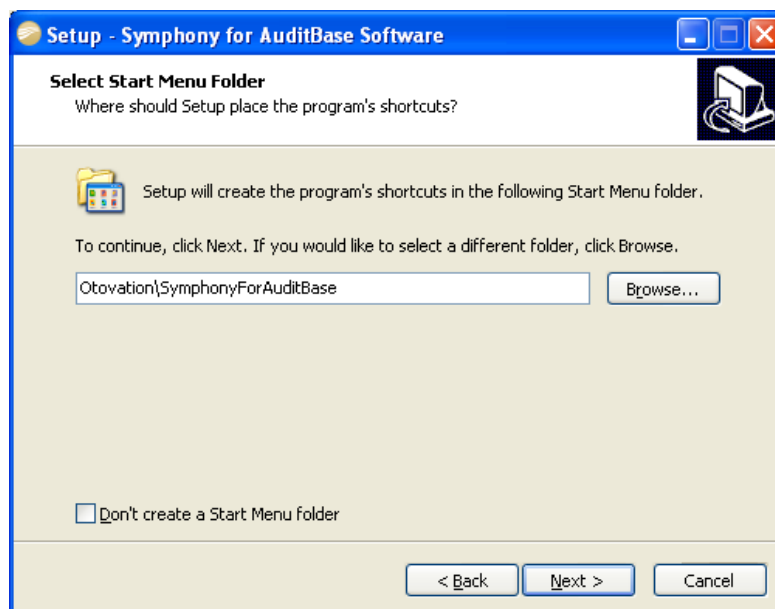


Read the Software License Terms. If you agree, click the 'I accept the agreement' radio button. This will result in the 'Next >' button being activated; click this button to proceed. If you do not agree with the Terms, the installer will close, and the software will not be installed.

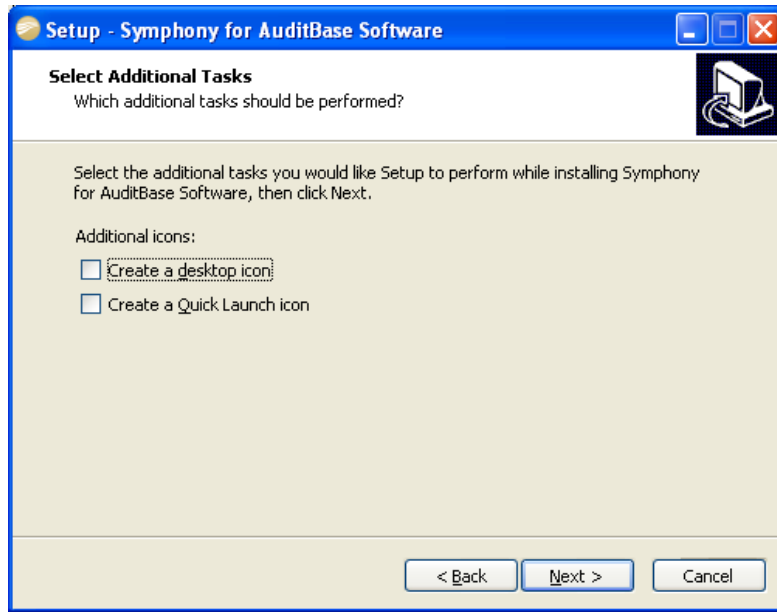


It is recommended that you install the software to the default folder specified. If necessary, you may select another folder on your PC by clicking on the 'Browse...' button.

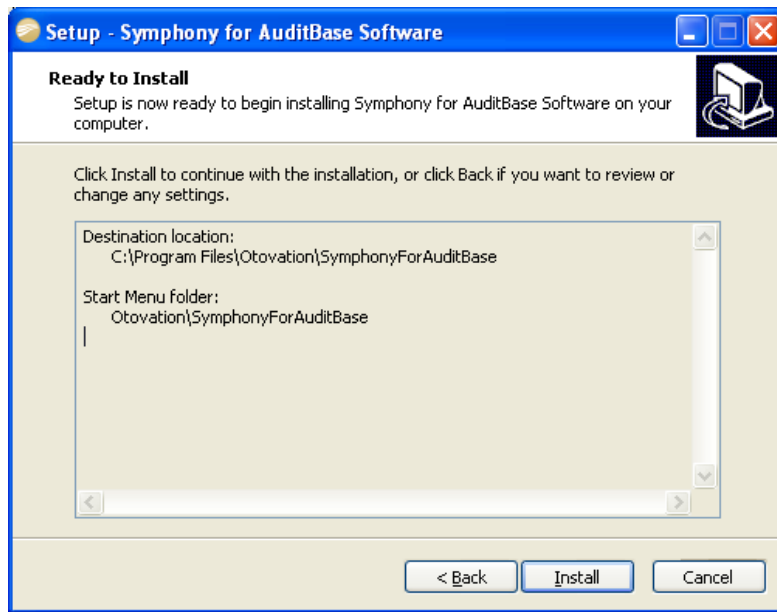
To continue, click the 'Next >' button.



You may accept the default folder or use the 'Browse' button to select an alternate location, then Click the 'Next >' button to continue.

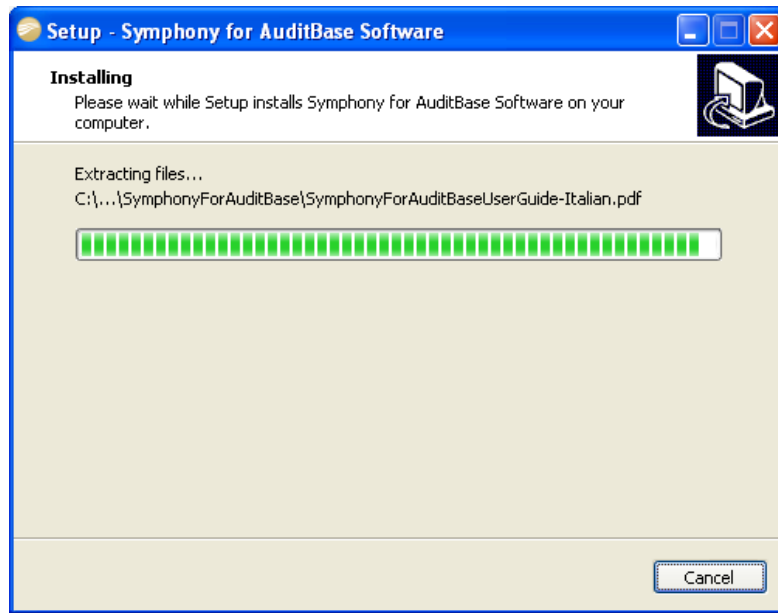


Select (check) or unselect (uncheck) icon choices to meet your preference, and then click the 'Next' button to continue.



This screen summarizes your selections to this point. If you wish to change any of the settings, click on the '< Back' button to return to any of the previous screens.

Click the 'Install' button to continue with the installation.

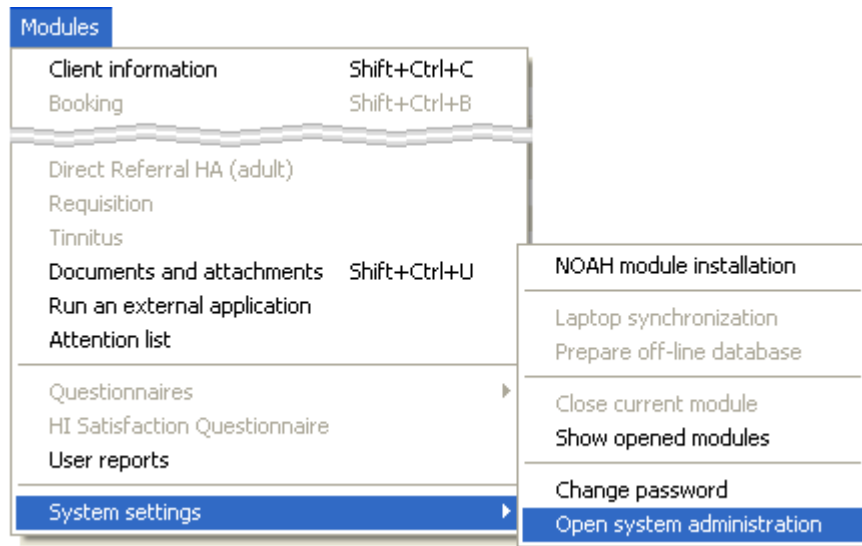


A progress bar is displayed while files are being extracted and copied to your PC.

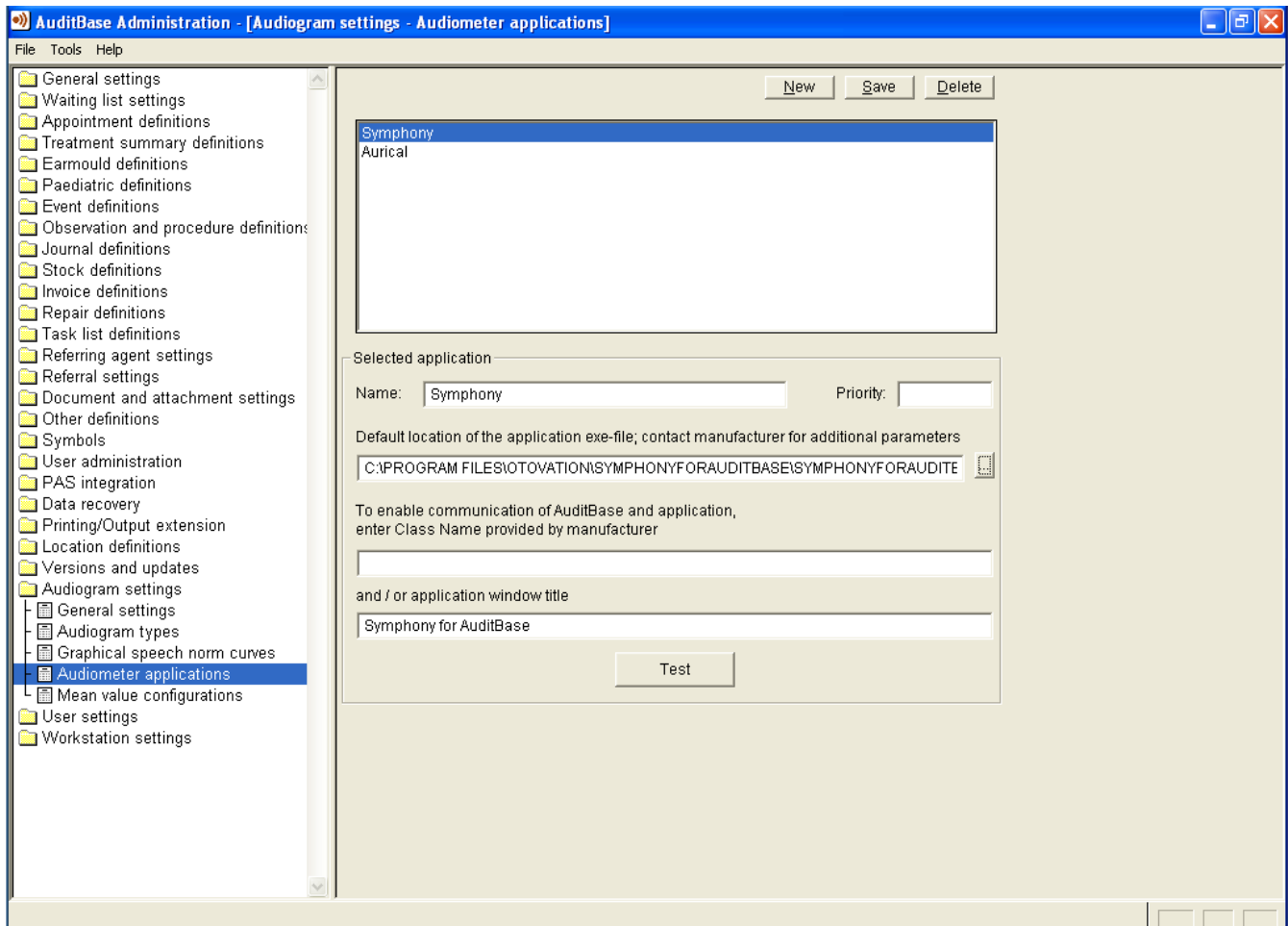


A final message is displayed when installation is complete. Click the 'Finish' button to exit the installation.

Now that Symphony for AuditBase has been installed, AuditBase must now be set up in order to use Symphony for AuditBase's functions.



Run and log in to AuditBase. Enter System Administration by clicking on Modules from the top menu and selecting System Settings then Open System Administration from the menus that appear. You will then need to enter your Administrator-level Username and Password.

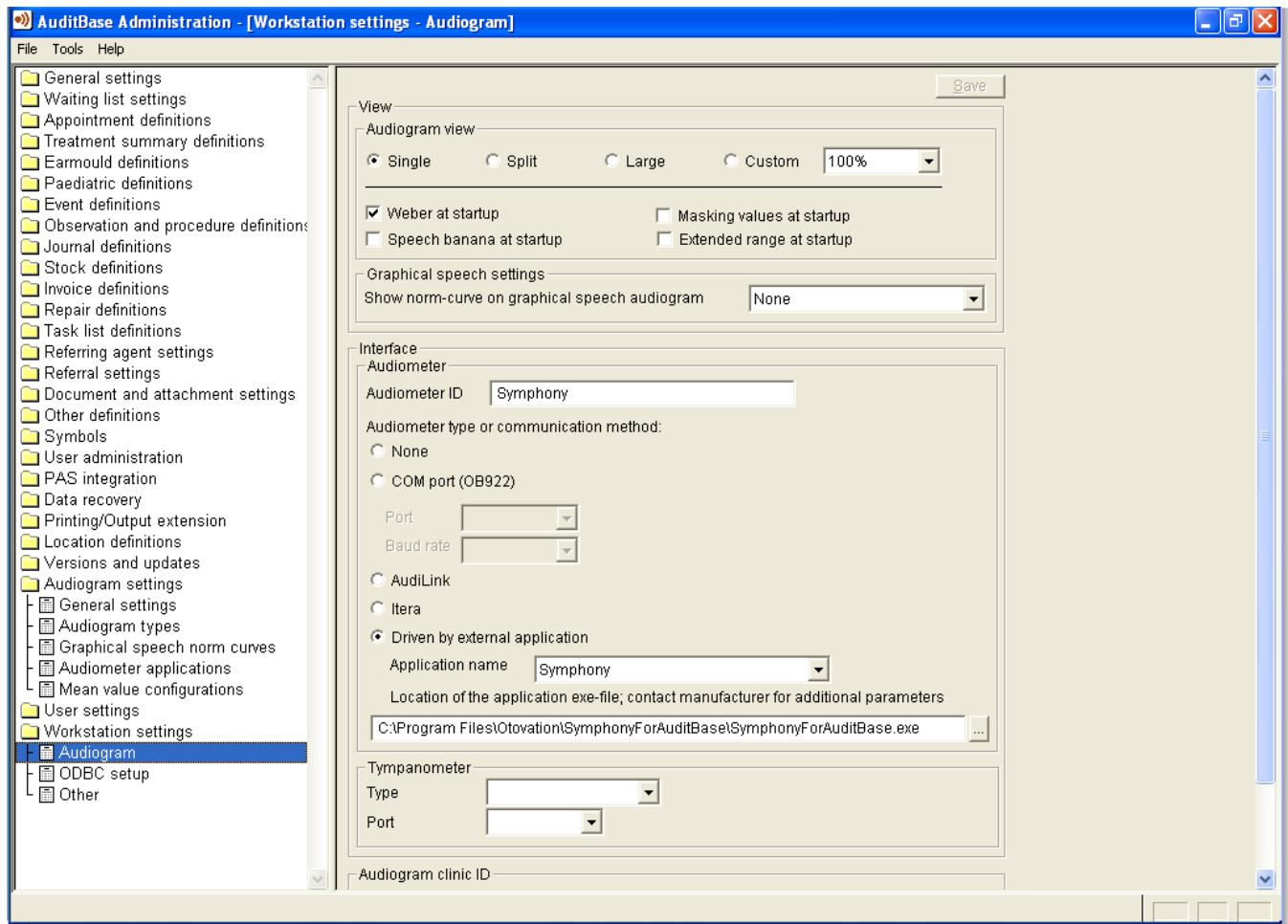


The AuditBase Administration window now appears. In the items along the left side of this window, locate and double-click on Audiogram settings, then select Audiometer applications by left clicking it once. Now, on the right-hand side, click on the button labeled New. Enter the following information in their appropriate fields:

- Name: **Symphony**
- “and / or application window title”: **Symphony for AuditBase**

In the “Default location of the application...” field, click on the button to its right labeled “...” to open a file browser. Navigate to the folder containing the Symphony for AuditBase executable. By default, this folder will be **C:\Program Files\Otovation\SymphonyForAuditBase** and the executable is **SymphonyForAuditBase.EXE**. Select the executable file and then click Open.

Once this information is entered, click on Save. In the large window below, you will now see “Symphony” listed.



Locate and double-click on Workstation settings in the list on the left. From the selections that open below it, single click on Audiogram. Enter the following information in their appropriate fields:

- Audiometer ID: **Symphony**
- Audiometer type or communication method: Select “Driven by external application”
- Application name: Select “Symphony” from that field’s pulldown list. Directly below, in “Location of the application...”, the field should populate itself with the information previously entered in the Audiometer applications page.

Now click Save. In the top menu, click on File, then select Exit System Administration. You are now ready to run Symphony for AuditBase!

This completes the Symphony for AuditBase software setup. You may now proceed to Step 4 to complete the installation.

STEP 4: CONNECT THE TRANSDUCERS

Check the alignment of the plug, and then insert the headphone transducer cable plug into the AC (Air Conduction) port on your device.

The mini-DIN plugs used are intended to provide a very secure and tight coupling to the device so that the optimal connection is made and if the device is dropped, the cable will remain connected. To insert the plug, align the small pill shaped indentation in the metal collar of the plug with the bottom of the port (at 6 o'clock) on the device and carefully push it in, but do not force the connector. If needed, wiggle the plug slightly while pushing in.

If you intend to perform bone conduction testing and purchased an OTOPod model with the B-71 bone conductor, check the alignment and plug that connector into the device in the BC (Bone Conduction) port.



Attaching the transducers to the OTOPod

Important Note: The transducers must be plugged into the correct port on the device or the test results will be inaccurate and therefore invalid.

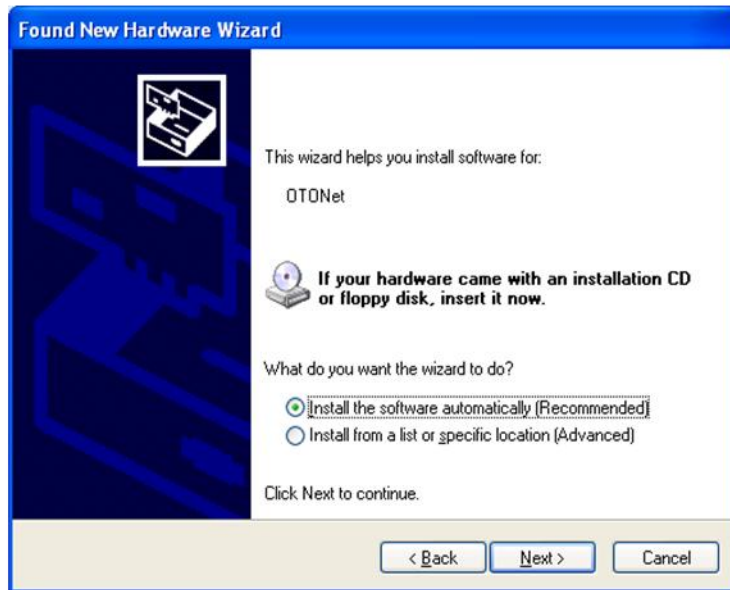
STEP 5: INSTALLING THE OTONET ADAPTER

Insert the OTONet USB adapter to your PC.

Locate an available USB port on your PC and plug the adapter into the port. Windows will automatically detect the adapter and launch the Found New Hardware Wizard or it will proceed with an automatic installation of the driver and indicate successful completion in the taskbar:

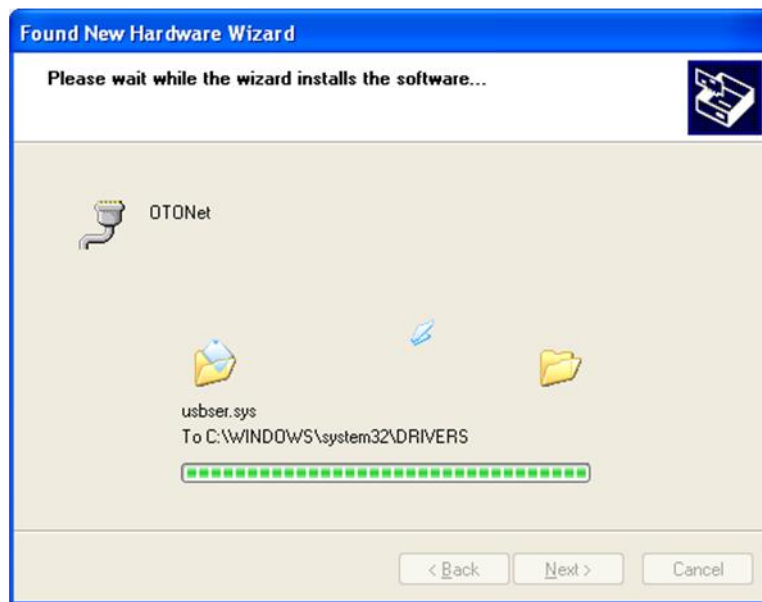


Select the 'No, not this time' button and then click the 'Next >' button.



The 'Install the software automatically (Recommended)' option will be selected. **DO NOT CHANGE THIS SETTING.**

Click the 'Next >' button to continue.



Files will be automatically copied.

If you are installing the adapter on Windows XP, you **may** see the following message:



Click on 'Continue Anyway' to proceed.

After all files have been copied, the following dialog box will be shown:



The configuration is complete; click 'Finish' to close. Proceed to Step 6, below.

STEP 6: CLOSE DOWN THE AUDITBASE SOFTWARE

STEP 7: HOW TO START THE SYMPHONY FOR AUDITBASE SOFTWARE

Once you've completed steps 1-6 above, you are now ready start the Symphony for AuditBase software.

Start the AuditBase Software:

- Select a user for testing, and then select Measurements > AB Audiogram from the top menu.
- In the Audiogram window, click the button labeled "Measure". Symphony for AuditBase will now start.

STEP 8: CONNECTING TO YOUR DEVICE

You do not have to change the connection method if you have an OTONet Adapter. Symphony for AuditBase will automatically connect to your device.

The status indicator in the top right corner of the Symphony for AuditBase window is red to indicate that there are no devices connected.

Power on your device:

1. Press the response button (labeled 'Press') on your device. This will turn the device on.
2. After a few seconds for initialization, the green LED light will blink on and off about once per second. The blinking green light means the device is on but not connected.

The Discovery process will take approximately 20 – 30 seconds the first time you try to connect to your device.

The status indicator in the upper right of the Symphony for AuditBase window will turn yellow to indicate that it is currently searching for available devices.

Once connected, your device will appear highlighted in green. The status indicator in the upper right of the Symphony for AuditBase window will also be green.

If only one device is found, then that device is assumed to be the correct device and the system will attempt to connect to it. If more than one device is found, the devices will be listed in the top section. In this case, you must check the Connect box next to the device that you want to connect to in order to continue with the connection process.

If the selected device has only one calibrated transducer shown in the AC Port section, then it will automatically be connected and you will be ready to proceed. If more than one air conduction transducer has been calibrated with the device, then the available transducers will be listed and the first one selected, and a message is displayed to select the desired transducer.

Your preparation of the OTOPod audiometer and the Symphony for AuditBase software is now complete.

We recommend that you close down all applications and reboot your computer at this point before proceeding to use your software.

Please refer now to the section titled “**Operating the Symphony for AuditBase Software**” in your **User Guide** to familiarize yourself with the operation of the system.

-- End of Document --

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