



## *Installation Guide*



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

Doc. # Installation Guide - OTOPOD

V1.6 - UPDATED 7/10



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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 or upgrade your version of Symphony software and Bluetooth adapter. Installation will take approximately 5 – 10 minutes to complete.

If you are upgrading the software, proceed directly to page 4.

**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 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 SOFTWARE

In order to continue, you must load software from the supplied CD.

**Note:** Your Windows login must have Administrator rights for installing the software.

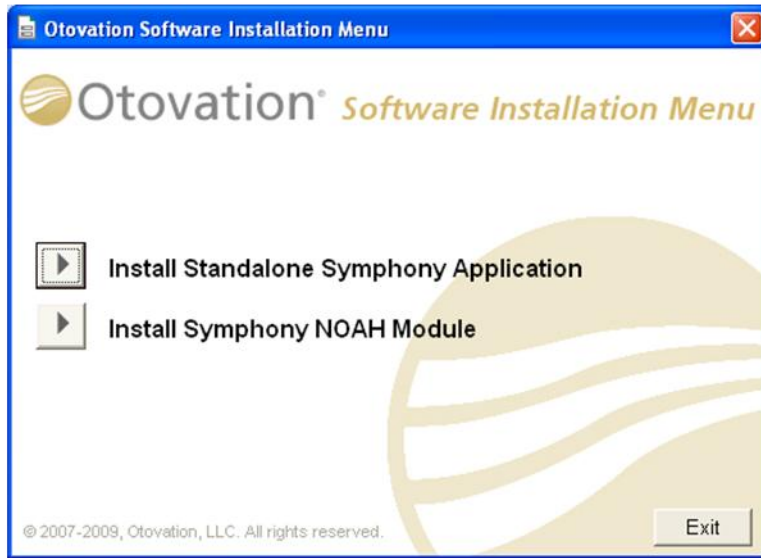
- Insert the supplied CD-ROM into your CD reader.
- The Otovation Software Installation Menu should start automatically. If it does not, launch Windows Explorer and select your CD drive, then double-click on the Setup.exe program to launch the Software Installation Menu.

The Otovation Software Installation Menu will show two choices: 'Install Standalone Symphony Software' and 'Install Symphony NOAH Module':

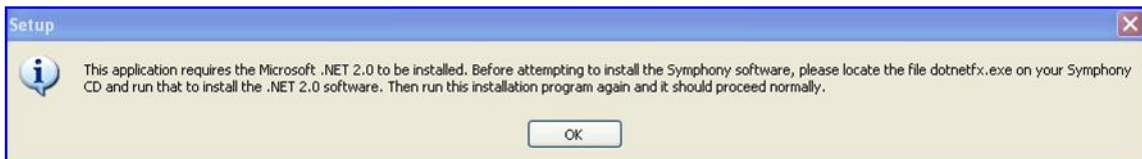


If you are installing the Symphony NOAH Module, proceed to page 11 for instructions. Otherwise, click the “Install Standalone Symphony Application” button to begin.

### 3.1 Installation of the Symphony Standalone Software



Once you have clicked the “Install Standalone Symphony Software” button, the set-up message below **may** appear (on Windows XP only) indicating that Microsoft.NET Framework 2.0 needs to be installed.

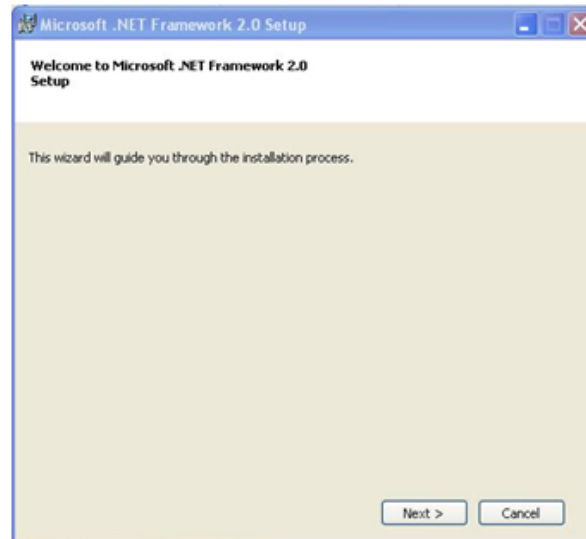


Click ‘OK’ to close this message window. If this message does not appear, then your system already has .NET 2.0 installed and you should skip now to page 8 and begin with the Symphony Setup wizard screen.

To install the .NET 2.0 software, select “My Computer” from the Start Menu and right click on the CD drive. Select Open from the drop-down list. Double-click on “dotnetfx.exe”.

The Microsoft NET framework 2.0 dialog box appears followed by the Microsoft.Net Framework 2.0 Setup Wizard.

Click 'Next >' to begin the installation process. The Microsoft .NET Framework 2.0 End-User License Agreement dialog box is displayed.



Accept the terms of the license agreement and click 'Install >'. A setup message displays the following: "Setup is configuring the install. This may take a minute or two."

The Microsoft.NET Framework 2.0 Setup Installing components dialog box then appears followed by the Microsoft. NET Framework 2.0 Setup Complete dialog box. This process may take a few minutes.



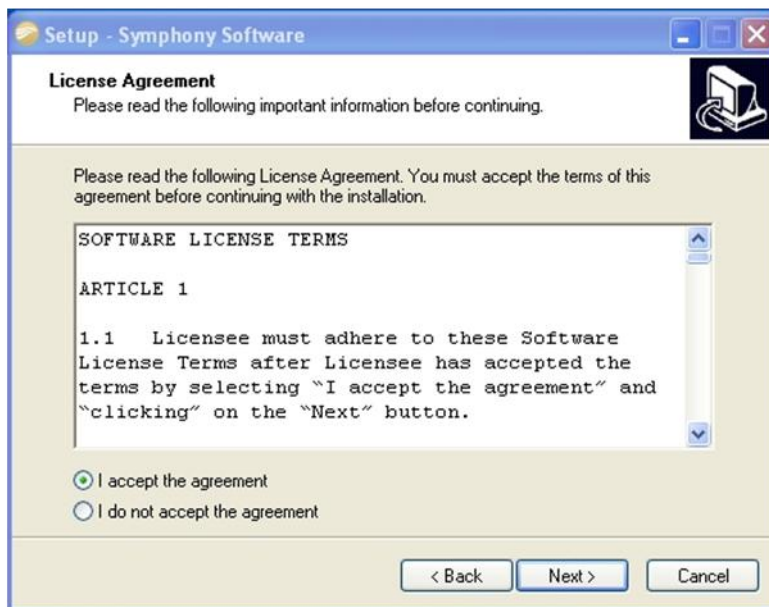
Click 'Finish' to complete the .NET Framework 2.0 installation process. The dialog box will close.

The Otovation Installation Software menu should still be on your desktop. Click 'Install Standalone Symphony Application' to continue with the process. If you are installing Symphony NOAH Module, click 'Install Symphony NOAH Module' and continue with the procedure beginning on page 11.

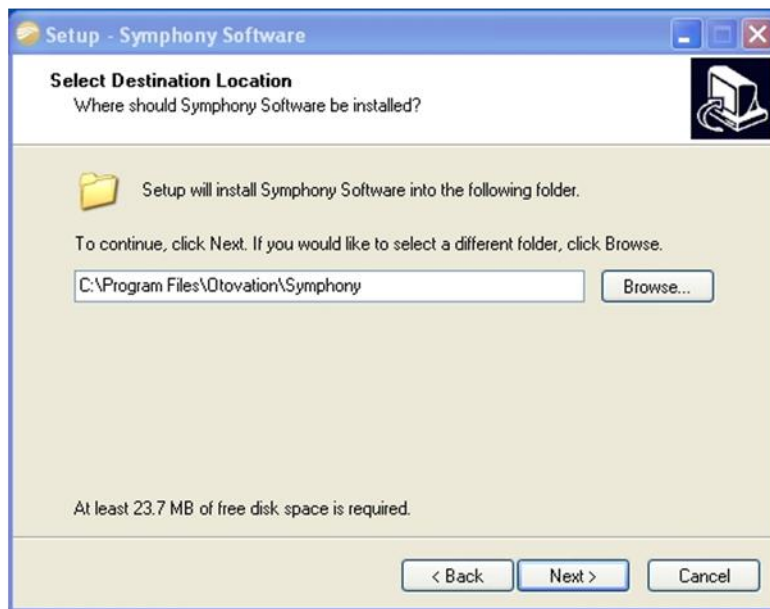
NOTE: If you have opened the CD and executed Setup manually then you can close the CD window.



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



Read the Software License Terms. If you agree with the terms, 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, you may not install the software.

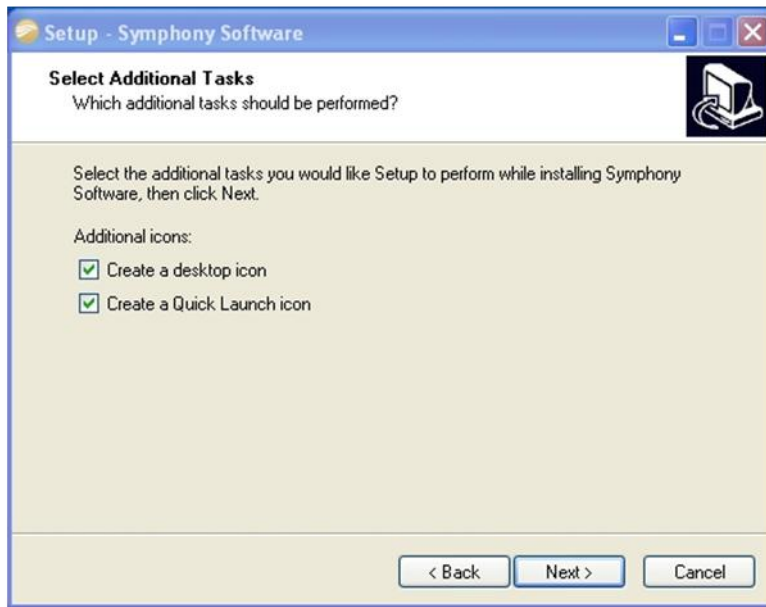


It is recommended that you install the software to the default folder specified. If necessary, you may select another folder on your PC by clicking on the 'Browse...' button.

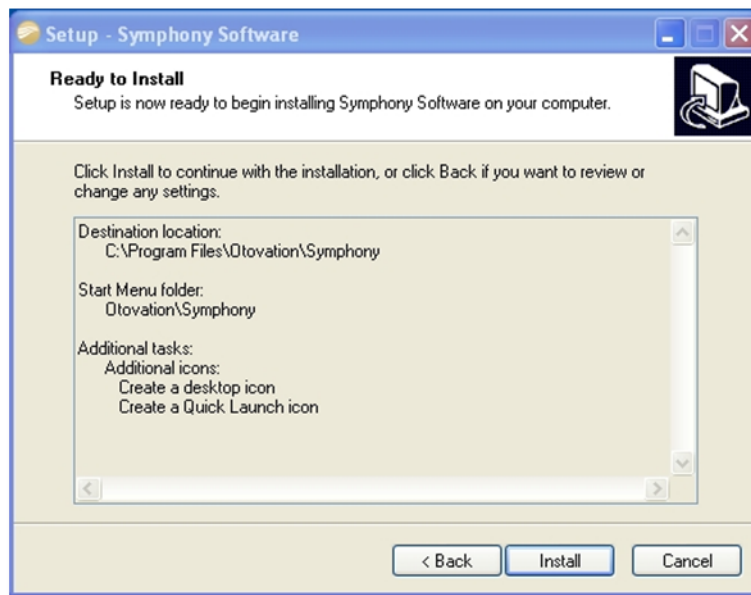
To continue, click the 'Next >' button.



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

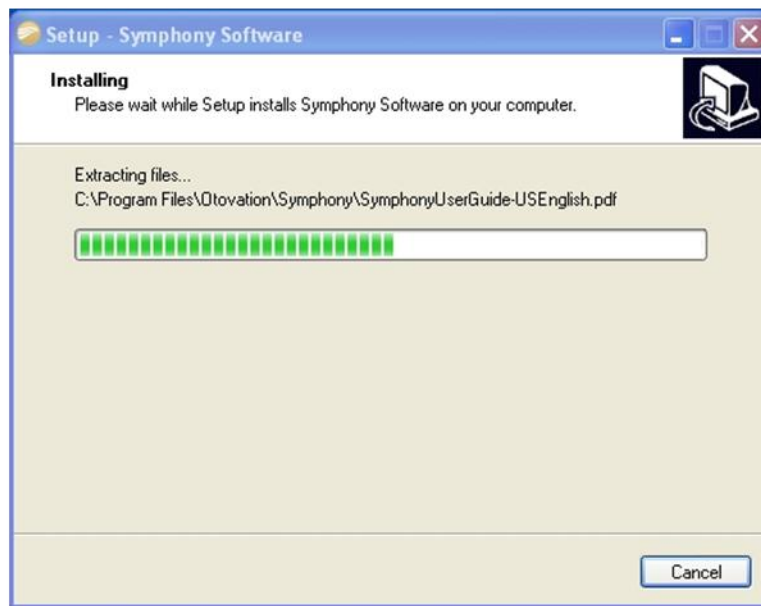


Select (check) or unselect (uncheck) icon choices and then click the 'Next' button to continue.



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.



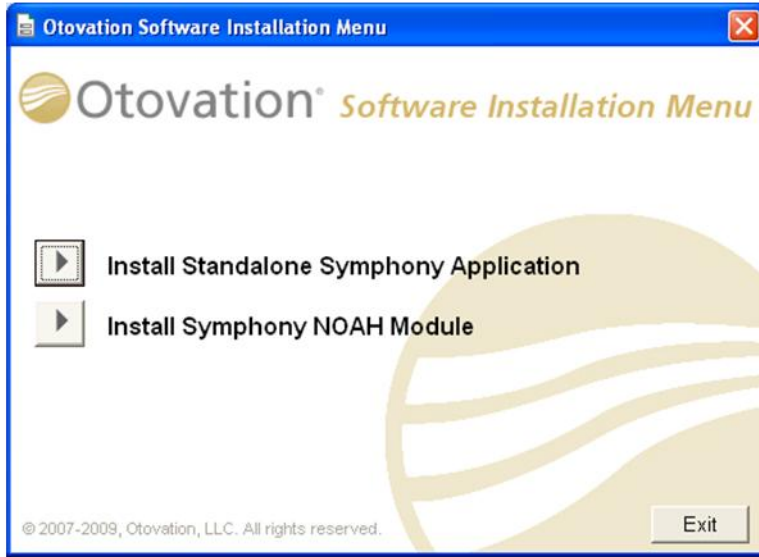
A progress bar is displayed while files are being extracted and copied to your PC.



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

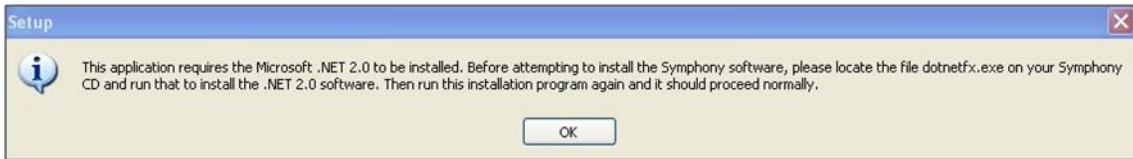
**This completes the software installation process. You may now close the Otovation Software Installation Menu and proceed to Step 4 to complete the installation.**

### 3.2 Installation of the Symphony NOAH Module



Click the "Install Symphony NOAH Module" button to start the Symphony NOAH Module installation.

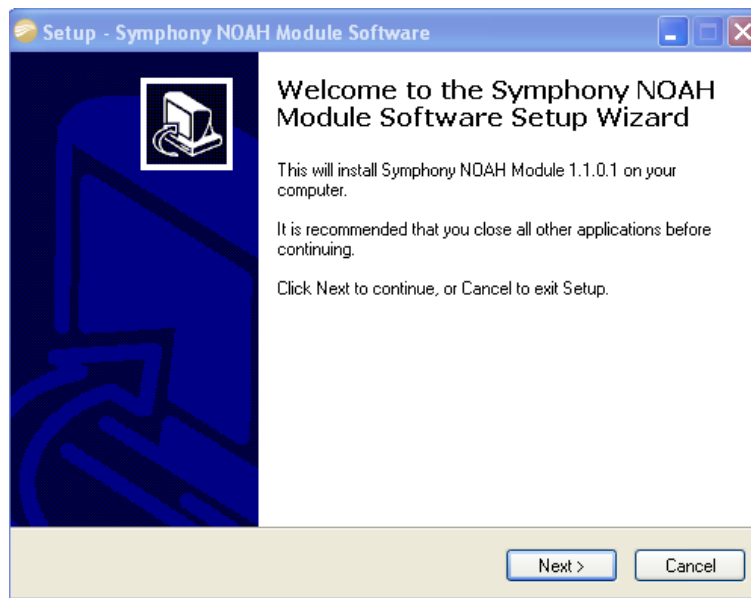
Once you have clicked the "Install Symphony NOAH Module" button, the set-up message below **may** appear indicating that Microsoft.NET Framework 2.0 needs to be installed.



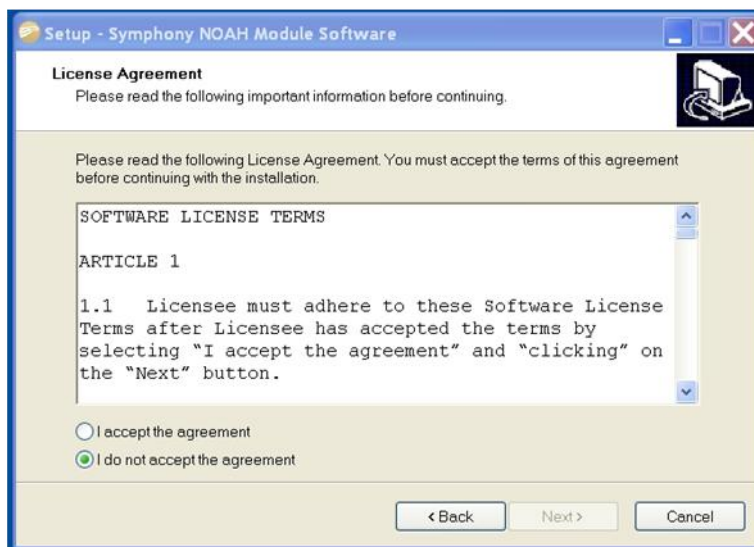
***Follow the instructions to install the .NET Framework found on page 5 and then return to this section to continue with the installation.***

Once the .NET 2.0 software is installed, you can continue with the Symphony NOAH Module installation.

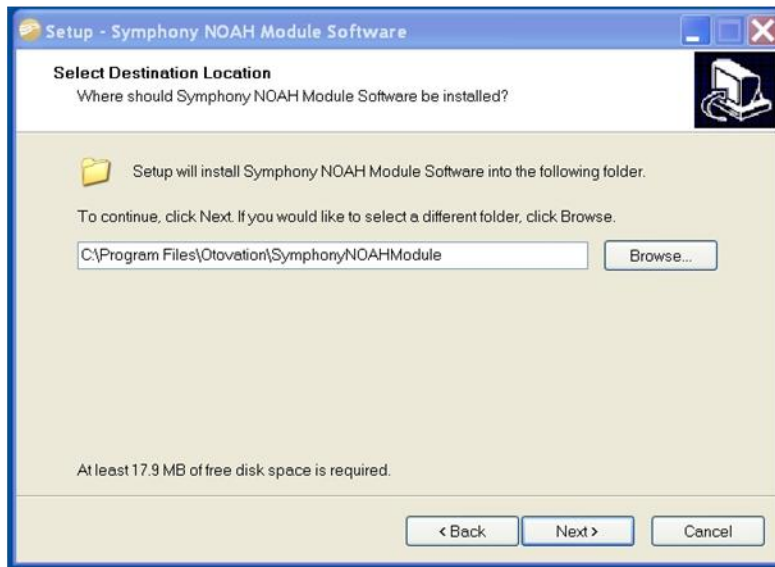
The Otovation Installation Software menu should still be on your desktop. Click 'Install Symphony NOAH Module' to continue with the installation.



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

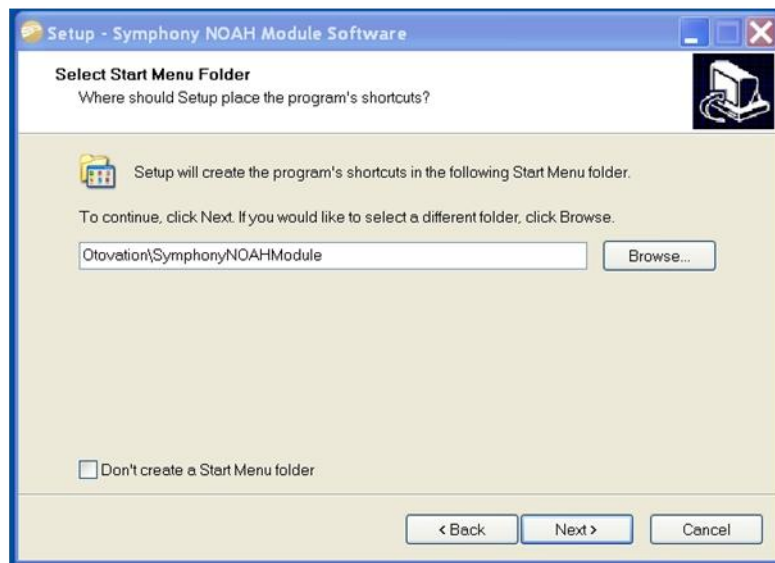


Read the Software License Terms. If you agree with the terms, click the 'I accept the agreement' radio button. This will result in the 'Next >' button being activated; click this button to proceed. If you do not agree with the Terms, you may not install the software.



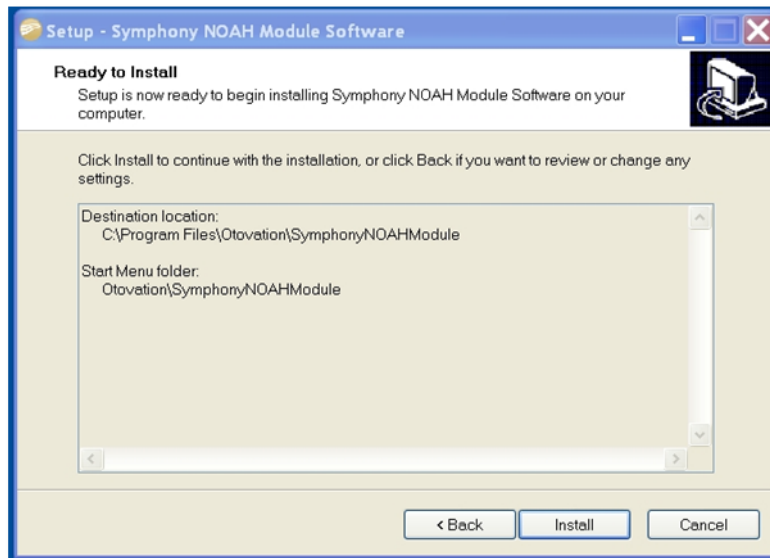
It is recommended that you install the software to the default folder specified. If necessary, you may select another folder on your PC by clicking on the 'Browse...' button.

To continue, click the 'Next >' button.



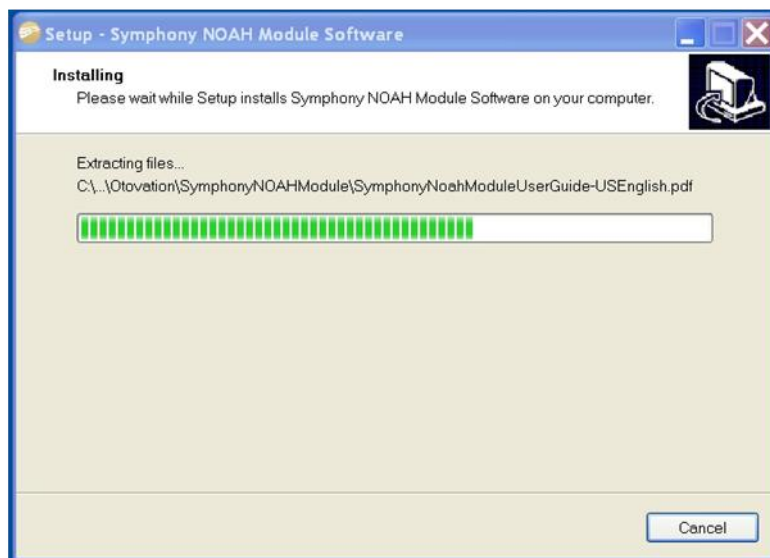
You may accept the default folder or use the 'Browse' button to select an alternate location.

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 the installation is complete. Click the 'Finish' button to exit the installation.

**This completes the software installation process. You may now close the Otovation Software Installation Menu and 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

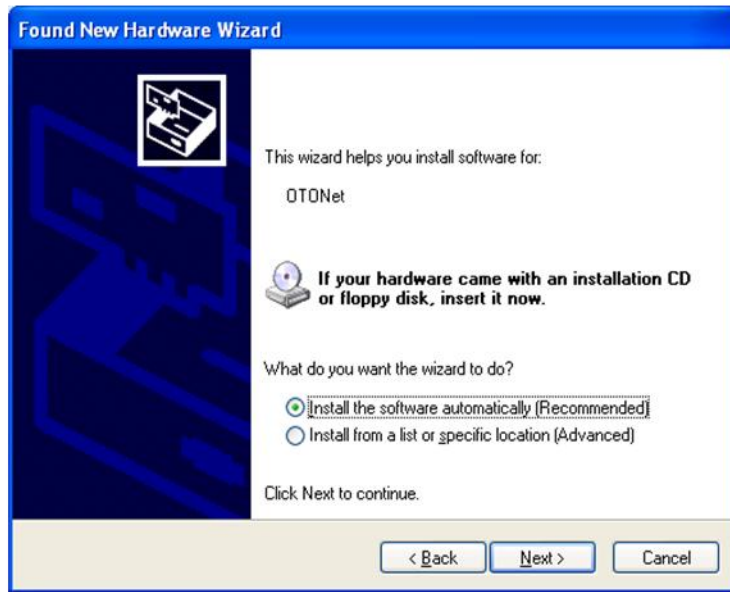
**NOTE:** If this is an upgrade to the Symphony Software, skip this step; your OTONet Adapter should already be installed on your machine.

**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:

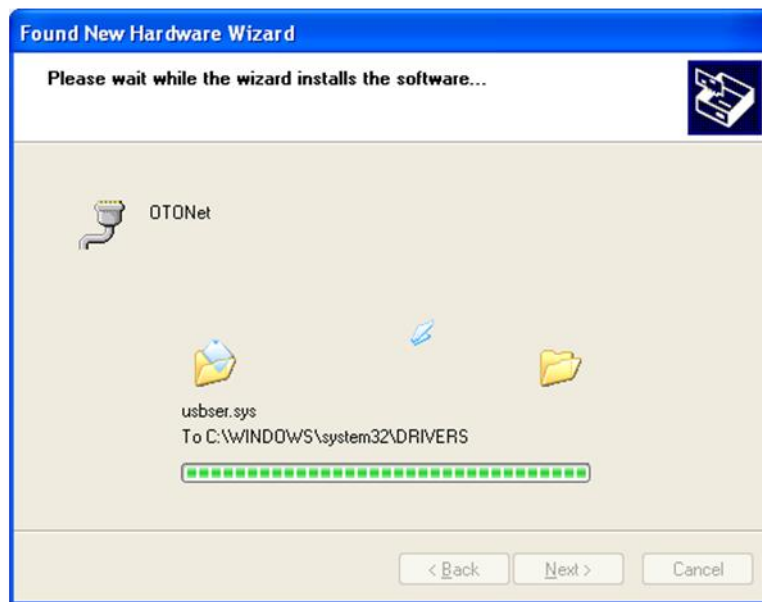


Select the 'No, not this time' button and then click the 'Next >' button.



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 5, below.

## STEP 6: START THE SYMPHONY SOFTWARE

Once you've completed steps 1-5 above, you are now ready start the Symphony software.

### Start the Symphony Software:

1. If the installer placed an icon on your Windows desktop during installation, double-click it to launch the Symphony software. If not, click the Windows Start button, then 'All Programs', find the Otovation program group and select the Symphony entry to launch the software.
2. If you installed the Symphony NOAH Module, you may enter NOAH and access the module.

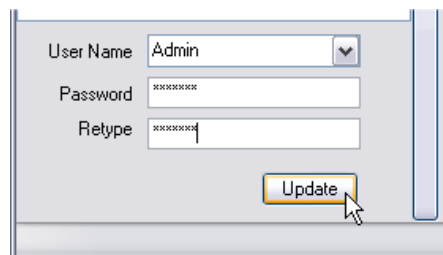
## STEP 7: USE THE ADMIN LOGIN TO CREATE A NEW USER ACCOUNT

**This step is only required if you are using the Symphony standalone version. If you are using the Symphony NOAH Module, this step is not applicable, and your installation is now complete.**

The first time you use the software, you must assign a password to the Administrator (Admin) account. The Admin account is used only to create User Account(s) no testing may be performed under the Admin login.



**Warning:** If this Admin user password is lost or forgotten, you will not be able to create additional user accounts. Please ensure that the password you select is saved and stored in a secure, retrievable location.



To assign a password to the Admin user account:

1. Click the down arrow on the right side of the User Name field, and then select the 'Admin' user name.
2. Enter the Admin password in both the Password and the Retype fields to confirm the value, and then click the 'Update' button to proceed.
3. The values will be placed into the login fields and you may then click Login to enter the Admin user account.

Now, create a new User Account by performing the following steps:

4. Click the New button on the Toolbar and select 'Tester'. The login section at the bottom will now be ready for you to enter a new User Account name and Password. Enter these values and then re-enter the password a second time to confirm its accuracy.
5. Then, click 'Create' to create the new User Account. An entry in the tree view above under Testers will display the new user name.
6. Logout from the Admin user account by clicking the Logout button on the Toolbar.

**NOTE:** If the Admin password is lost, email the nine digit code (xxx-xxx-xxx) from the "Help -> About" screen to Otovation at ([techsupport@otovation.com](mailto:techsupport@otovation.com)) and we will send an alternate (alias) password that will allow access to the Admin ID. Reinstalling the software does not delete the Admin ID, it must be deleted manually.

## STEP 8: CONNECTING TO YOUR DEVICE

You do not have to change the connection method if you have an OTONet Adapter. Symphony will automatically connect to your device once you have logged into the User Account.

The status indicator in the bottom right corner of the screen 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 bottom right of the screen will turn yellow to indicate that Symphony is searching for available devices.

Once connected, your device will appear highlighted in green. The status indicator at the bottom right of the screen 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 software is now complete.***

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

-- End of Document --