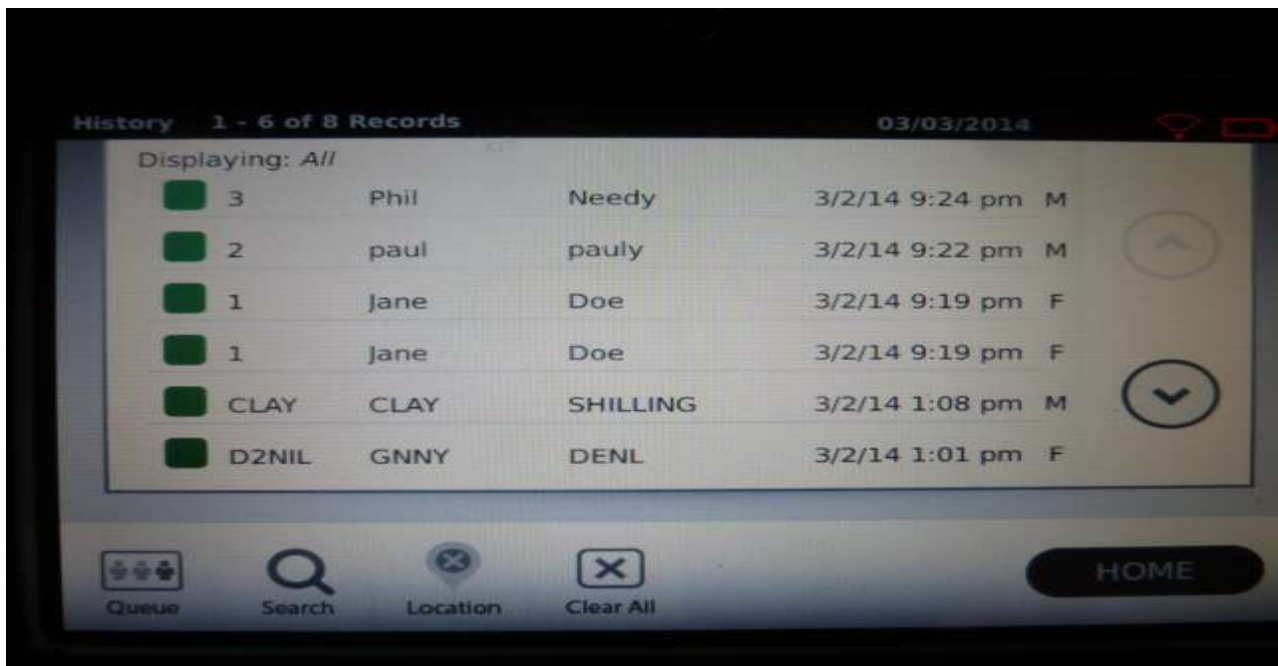


Setting Up Equipment for the Vision Screening

This is the recommended procedure to set up the vision screening equipment before the vision screening starts. The printer needs to be set-up before the SPOT camera is turned on so that the camera will establish a network connection to the printer.

1. Plug in and turn on the printer. The On button should be glowing white and the wireless indicator (right side of front panel) should be slow blinking blue.
2. Turn on the SPOT camera.
3. Ensure that you are connected to the printer. (Taking the camera too far from the printer will cause the connection to be lost. Use this procedure to re-establish the connection when the camera is again in close proximity of the printer. You may also turn the SPOT camera off and back on again to establish the connection.)
 - a. Press the Tools button.
 - b. Press the Network button.
 - c. You should see your printer name and IP address at the bottom of this panel.
 - d. If not, press the ⏻ (Standby) button. (lit in green)
 - e. When the ⏻ (Standby) button is no longer lit green, press it again.
 - f. Wait until the ⏻ (Standby) button turns green. (This may take a couple of minutes) You should now see your printer name and IP address at the bottom of this panel.
4. Return to the “Home” panel by pressing X twice.
5. **If you have a flash drive with a CSV file** of children’s information on it, **proceed to step 6**. **If not, proceed to the next section** “Screening by Manually Entering Children’s Information” **on page 3** to continue the screening.

6. Press the Tools button.
7. Press the Import/Export button.
8. Insert the flash drive that contains the file of the children's information into the camera.
9. When the file on the flash drive is recognized by the SPOT camera (Export and Import are available to select), press the Import button.
10. The children's information should now be loaded in the SPOT camera.
11. To verify that the children's information loaded successfully, return to the "Home" panel by pressing the X button twice.
12. Press the Queue button. The list of children should show up in that window.



13. Remove the flash drive from the SPOT camera.
14. Proceed to the section "Screening When Children's Information is Loaded via CSV File" on page 5 to start the vision screening process.

Screening by Manually Entering Children's Information

If you do not have a CSV file on a flash drive to import the children's information into the SPOT camera, you can enter the information as you screen the children. Room lighting should be somewhat subdued for the full dilation of the child's pupil. Some children and many adults may require much lower light levels. The child and screener may be either sitting or standing.

Insert your right hand through the safety strap of the camera and place your left hand under the camera to control it.

1. Press the **Start** button. (As an alternative to entering all information in steps 2 thru 8, press the appropriate age bracket button and proceed with steps 9 thru step 15. Then press **EDIT** and enter the first and last name of the individual being screened.)
2. Enter ID number if available or leave blank and press **OK**.
3. Enter the First Name and press **OK**.
4. Enter the Last Name and press **OK**.
5. Enter the birthdate (mm/dd/yyyy) and press **OK**.
6. If the subject is wearing glasses OR contacts press the **Glasses** icon.
7. Enter the gender by selecting the **male** or **female** icon.
8. If all required subject information has been entered, the **GO** button will appear in **Blue**.
9. Position the SPOT camera so it is approximately 36 inches from the child.
10. Press the **GO** button and the screening will start. The camera immediately searches for the subject's eyes.
11. Slowly rotate the SPOT camera up to meet the child's eyes. The blue screen will indicate if you are too close or too far from the child. Slowly move the camera forward or back to get the proper distance from the child.

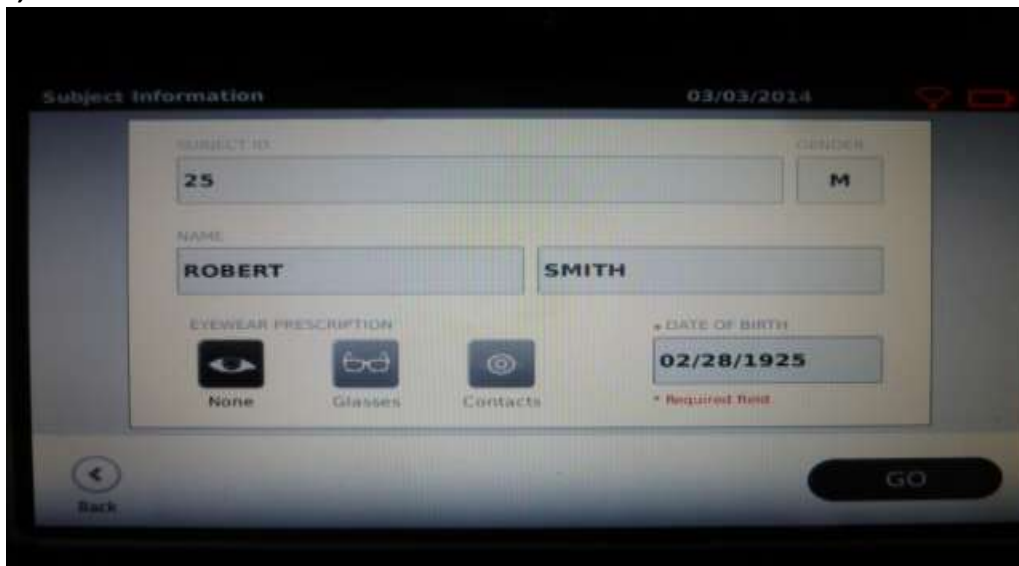
12. Hold the SPOT camera steady when the screening wheel appears and the eye screening is in process.
13. A “Screening Complete” or a “Complete Eye Exam Recommended” message will appear when the screening has completed. If the screening did not complete with one of these messages, you may hit the Retry button to start the screening process again.
14. If still unable to get a reading, press Mono to screen eyes individually. Press OD and point at child to get a reading and then press SD to get the other, and one of the messages should appear.
15. If the “Complete Eye Exam Recommended” message appears, press the Print button, if you want to send results to the printer. **Do a Retry to be sure the results are duplicated, but the second result doesn't need to be printed.** These print-outs may be given by the school/day care to the parents of the children after the screening is completed.
16. Press the Home button to re-start this process to screen the next child.

Screening When Children's Information is Loaded via CSV File

This is the process to screen the children when the children's information is loaded into the SPOT camera via a flash drive. Room lighting should be somewhat subdued for the full dilation of the child's pupil. Some children and many adults may require much lower light levels. The child and screener may be either sitting or standing.

Insert your right hand through the safety strap of the camera and place your left hand under the camera to control it.

- 1. Press the Queue button.**
- 2. You may scroll down the list of children to find the child being screened or you may start the search process by pressing the Search button.**
- 3. Enter the search criteria. You may search by child's number or name. Entering the first three letters of either the child's first or last name will usually bring up the child's information. (If the child's name cannot be found, proceed to the section on page 3 "Screening by Manually Entering Children's Information" for instructions to manually enter the child's information.)**
- 4. Press the child's number or name.**
- 5. Position the SPOT camera so it is approximately 36 inches from the child.**
- 6. Verify that the child's name on the camera screen is correct. If the child is wearing glasses OR contacts, press the Glasses icon and then press the GO button. The camera immediately searches for the subject's eyes.**



The screenshot shows a mobile application interface titled "Subject Information" with a date of "03/03/2014". The form contains the following fields and options:

- SUBJECT ID:** 25
- GENDER:** M
- NAME:** ROBERT SMITH
- EYEWEAR PRESCRIPTION:** None (selected), Glasses, Contacts
- DATE OF BIRTH:** 02/28/1925 (marked as a required field)

Navigation buttons include "Back" and "GO".

7. Slowly rotate the SPOT camera up to meet the child's eyes. The blue screen will indicate if you are too close or too far from the child. Slowly move the camera back or forward to get the proper distance from the child.
8. Hold the SPOT camera steady when the screening wheel appears and the eye screening is in process.
9. A "Screening Complete" or a "Complete Eye Exam Recommended" message will appear when the screening has completed. If the screening did not complete with one of these messages, you may hit the Retry button to start the screening process again.
10. If still unable to get a reading, press Mono to screen eyes individually. Press OD and point at child to get a reading and then press SD to get the other, and one of the messages should appear.
11. If the "Complete Eye Exam Recommended" message appears, press the Print button, if you want to send results to the printer. **Do a Retry to be sure the results are duplicated, but the second result doesn't need to be printed.** These print-outs may be given by the school/day care to the parents of the children after the screening is completed.
12. Press the Home button to re-start this process to screen the next child.

Finishing Tasks for the Vision Screening

These are the tasks to be completed after all children have been screened. It is important that all children's information be returned to the school/day care and deleted from the vision screening equipment.

1. Go to **History** to find the results of the vision screening session to record on the WLF Screening Report.
 - a. Location of Screening (Name of school/daycare), and name of school/daycare contact.
 - b. Date of screening.
 - c. Number of children screened by age group. (Total screened will show in the top border).
 - d. Number of children failed/referred by age group.
 - e. Number of Lions involved in the screening.
 - f. Number (total) of Lions hours involved in the screening.
2. Press the **Tools** button.
3. Press the **Import/Export** button.
4. Insert the flash drive that contained the file of children's information into the SPOT camera.
5. When the flash drive is recognized by the SPOT camera (**Export** and **Import** are available to select), press the **Export** button.
6. When the message "Export Finished Successfully" appears, you may remove the flash drive from the SPOT camera.
7. Return the flash drive and all other children's information used in the screening process including the print-outs for those children who failed the screening to the school/day care.
8. Delete all children's information from the camera. Return to the "Home" panel.
 - a. Press the **History** button.
 - b. Press the **Clear All** button.
 - c. Press **Delete All Records**.

- d. Return to “Home” panel.
 - e. Press the Queue button.
 - f. If children’s information is still in the Queue panel (children who may not be in attendance during the screening), press the Clear All button.
 - g. Press Delete All Records.
 - h. Return to the “Home” panel.
9. Turn off and carefully pack up the vision screening equipment.
- a. Be sure camera didn’t go into “sleep” mode, which would cause the battery to run-down and possibly lead to lithium battery problems.
 - b. Power down by pressing the Power switch for 2-3 seconds to confirm “Power Down” on the camera display.