OLYMPUS

MedPresence®

Quick Reference Guide

**For the Remote Participant**

Overview

Joining a MedPresence Session

The information detailed in this guide covers activities that occur after you have received an email from the hospital's system administrator with instructions and credentials to connect to the MedPresence Wed Portal and have downloaded the remote participant software, or Mobile App from the Apple App Store or Google Play.

In-Network Participant:

1. Using a supported web browser, Windows IE, Microsoft Edge or Google Chrome, navigate to the MedPresence Web Portal, e.g.: *https://cityhospital.medpresence.com*

2. Login using your credentials. First time users will need to download and install MedPresence by selecting the "Download MedPresence" button and following the installation instructions.
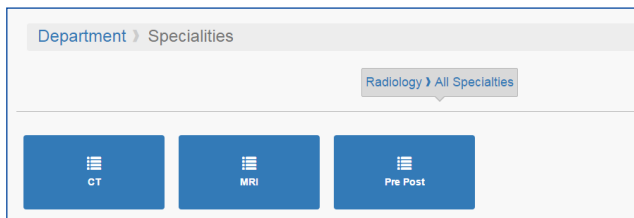
The following screenshots are what a user will see when joining a session on a PC. The mobile experience will differ slightly.
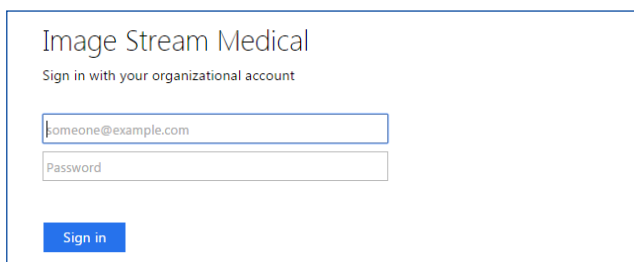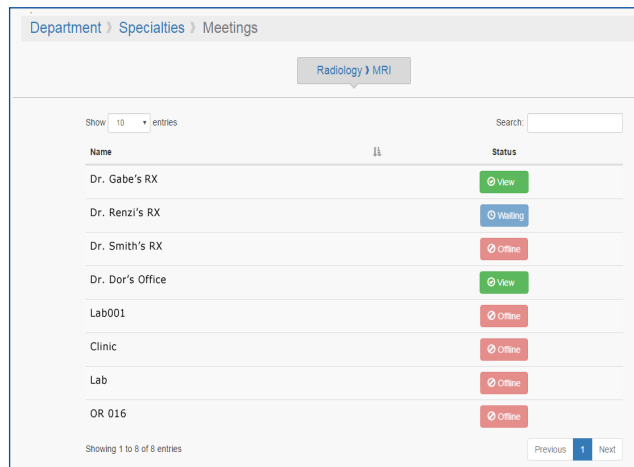

3. Select a Department.
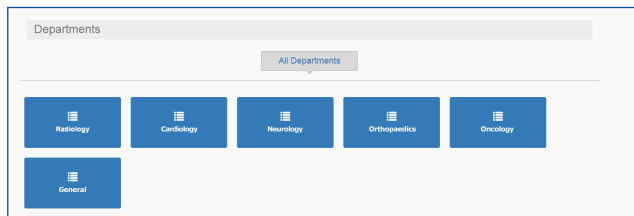
4. Select a Specialty.

5. A list of available MedPresence equipped rooms will be displayed with the button depicting the status.

Button color indicates the status of the MedPresence room:

**Green "Join" button**: Indicates a MedPresence room that is connected and accessible to the user.

Blue "Waiting" button: Indicates a MedPresence room that is connected with no session taking place.

Red "Offline" button: Indicates a MedPresence room that is not connected.

6. Launch MedPresence by selecting the green "Join" button associated with the intended session.

7. Ensure the remote PC microphone and speaker are not muted.

8. MedPresence will launch.

9. Users will be able to use the MedPresence tools to create annotations.

10. In most cases the session initiator will need to provide Remote Control permissions before users have access to any MedPresence screen-sharing or collaborative capabilities. Request Remote Control by selecting the "Request Remote Control" button V), see next page.

Out-of-Network Participant:
(Join Using Secure Invite on a Mobile Device)

1. A link to the Med-Presence confirmation page will be sent to the e-mail address associated with your Secure Invite account.
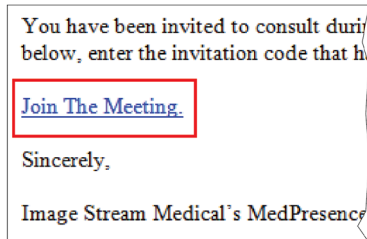
2. A computer-generated security code will be sent to the mobile phone number associated with your Secure Invite account.
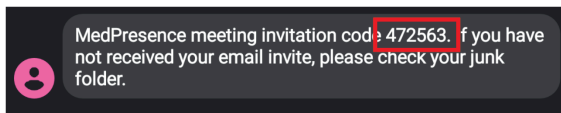
3. Following the emailed link, which will open in a web browser, you must enter the security code that was texted to you, and then select the "Verify" button.
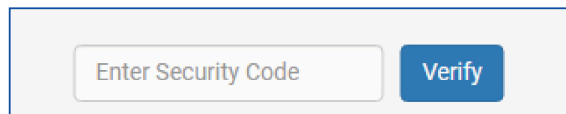
4. The previously downloaded MedPresence Mobile app will open and join the session.

Overview

MedPresence Tools on PC

Remote experiences may differ slightly, depending on which version of MedPresence the facility is using. You will see one of these two toolbars.

A. Mouse Cursor: Acts as mouse cursor for interactive video sources (i.e. web page).

B. Pen: Creates an opaque-free form stroke.

C. Highlighter: Creates a semi-transparent free form stroke.

D. Line: Creates an opaque linear stroke.

E. Unfilled Ellipse: Creates an unfilled ellipse.

F. Unfilled Rectangle: Creates an unfilled rectangle.

G. Arrow Line: Creates an opaque linear stroke with an arrowhead.

H. Filled Ellipse: Creates a semi-transparent filled ellipse.

I. Filled Rectangle: Creates a semi-transparent filled rectangle.

J. Eraser: Removes user created annotations by clicking on the annotation after selecting the Eraser button.

K. Spotlight: Creates a bright area beneath the cursor that can be used to temporarily highlight an area.

L. Point-of-Interest Arrow: Creates an arrow containing the name of the user who created it. Users may only have a single Point of Interest Arrow on the screen at a time.

M. Color Selector: Provides a selection of colors for use in creating annotations. Displays currently selected color.

N. Line Width Selector: Provides a selection of line widths for use in creating annotations. Displays current line width and color.

O. Clear My Annotations: Removes any annotation the user created.

P. "_" (Minimize Tool): Pressing the gray "Minimize Tools" button at the top of the MedPresence Tools Palette will hide the tools.

Q. "X" (Exit MedPresence): Pressing the red "Exit MedPresence" button at the top of the MedPresence Tools Palette will log the user out of the session and exit MedPresence. Logging the user out of the session and exiting MedPresence has no impact on the status of the session.

R. Show Session Chat: Communicate with other session participants via text.

S. Change Speaker View*: Toggles the video stream visibility of participants. Default view is that all participants' video streams are visible. Repeated clicks will result in Active Speaker only, and large format Active Speaker only.

T. Mute/Unmute Speaker*: Toggles speaker audio on/off.

U. Mute/Unmute Microphone*: Toggles microphone on/off.

V. Request Remote Control*: Provides remote users with the ability to request control of the MedPresence user interface.

W. Start/End Session*: Logs the remote user out of the session and leaves MedPresence active. During MedPresence sessions a green "Network Strength" indicator will be displayed.

Mobile Toolbar

This guide is designed as a quick reference guide only. It is not a substitute for reading and learning the entire Operators Manual and/or Instructions For Use (IFU) provided with the MedPresence v.10.3 Software User Guide. Olympus cannot encourage or recommend any actions that deviate or are not covered by the IFU.