METIman®

User Guide

CAE Healthcare

CAE Healthcare

METIman® Simulator Software and Users Guide©

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End of License

METIman Specifications

Size

    Mannequin/Simulator   74"H x 26"W x 11"D (188cm x 66cm x 28cm)

Weight

    Mannequin/Simulator   100 lbs (45.36 kg)

Environmental Requirements

Ambient Temperature Range

    Mannequin/Simulator

        Operation: 40°F to 104°F (4°C to 40°C)

        Storage: 40°F to 122°F (4°C to 50°C)

        Relative Humidity: 0% to 90% non-condensing

Power

    Mannequin/Simulator

        AC Input: AC 90 – 240VAC, 50/60Hz

        Consumption: 70W nominal

        Internal Batteries: 18.5V lithium-ion, rechargeable

        Run Time: 4 hours (Typical)

Communications

    Simulator Network

        Wired: 10/100 Ethernet or

        Wireless: IEEE 802.11g

    Wireless Voice

        537 MHz to 819MHz (Country Specific)

Electrotherapy

    Defibrillation: 20 to 360 joules (Monophasic, Biphasic)

    Pacing: 20mA to 180mA

Cautions/Warnings

Please read and understand these cautions and warnings before you begin using the METIman system.

USE OF THIS EQUIPMENT IN AN UNSPECIFIED MANNER MAY IMPAIR DESIGNED PROTECTION.

Your safety is in your hands. Be sure to follow the instructions on the proper setup, breakdown and use of the METIman system.

SHOCK HAZARD

Electrical Safety

- This product must be connected to an electrical outlet that is properly grounded. Precautions should be taken so that grounding or polarization is not defeated.
- Do not place defibrillator paddles on or adjacent to the ECG patient electrodes. Contact between defibrillator paddles and the electrodes may cause injury to the user and damage to the equipment.
- Always use the supplied power cords. Do not substitute.
- Always use the supplied power adapter to run the simulator from AC.
- Operate the system from a power source with the following rating:

    - 115VAC, 50/60 hertz (cycles per second) (e.g., North America, Japan)

    - 230VAC, 50/60 hertz (cycles per second) (e.g., Europe)

- Do not allow excess fluids to flow on or into electronic parts.
- Do not attempt to disassemble the simulator or service any of the electrical components other than the resetting of circuit breakers.

General Use Warnings

Electrical System

- Operate the system from a power source with the following rating: 115VAC, 50/60 hertz (cycles per second) (e.g. North America, Japan), and 230VAC, 50/60 hertz (cycles per second) (e.g. Europe)
- Do not operate the METIman system in rain. Apply water to the mannequin only in accordance with the supported clinical procedures identified in this User Guide.
- Do not allow excess fluids to flow on or into electronic parts.

CO_2 Production System

- Care must always be taken when using high-pressure equipment.
- Do not disassemble or alter regulator.
- Store CO_2 canisters in dry location between 32° and 104° F. (0 to 40°C). Do not expose CO_2 canister to heat above 140° F as rupture may occur.
- Never point CO_2 canister towards your face or someone nearby.
- Use only CAE Healthcare specified CO_2 canisters.
- Wear protective gloves and eye protection when removing canister from regulator assembly.

Bleeding and Secretion System

- DO NOT modify the tank or any assembly component.
- ALWAYS protect eyes, skin and clothing against accidental exposure.
- NEVER exceed 35 strokes while pressurizing the tank.
- ALWAYS read and follow instructions for creating trauma fluids (e.g. blood). NEVER fill the tank with more than 6 liters (1.6 gallons) of fluid.
- After use, ALWAYS release pressure and clean the tank. DO NOT store liquids in the tank.
- ALWAYS release tank pressure before servicing. NEVER transport or ship in a pressurized and/or full state or leave a pressurized tank unattended.

Mannequin

- Do not disassemble factory-assembled parts of the mannequin.
- Do not clean the mannequin with chemical solvents. Use water and a light soap solution only.
- Make sure that mannequin is set up on a stable, sturdy work surface to avoid collapsing and causing injury to users.
- METIman should be operated in ambient temperatures below 104° F (40° C).
- Do not introduce foreign substances into the airway - with the exception of small amounts of approved lubricant. Only perform invasive procedures supported by the system as described in the applicable sections of the User Guide.
- Do not pick the mannequin up by the limbs — support head and leverage weight with torso. It may be necessary to have the help of a second person to lift and move METIman.

Latex Warning

CAE Healthcare simulators incorporate latex into their design. When performing certain maintenance procedures, the latex can become exposed. Users with latex sensitivity should take necessary precautions when handling the simulator while performing those procedures.

Battery

General Warnings

METIman uses Li-ion batteries. Li-ion batteries have special requirements during handling to avoid hazardous situations.

- The Polymer Li-ion Battery pack should be stored indoors and be kept far from fire and high temperatures.
- Do not store batteries with hairpins, coins, screws or other similar objects.
- Do not heat the battery.
- Do not throw the battery into a fire.
- Do not use or leave the battery close to heat or flame.
- Do not use the battery inside of a car where temperature may exceed 80°C (176°F). Also do not charge/discharge the battery in such conditions.
- Do not short-circuit the positive (+) and negative (-) terminals with other metals.
- Do not place the battery in a device with the positive (+) and negative (-) terminals in the incorrect positions.
- Do not strike the battery with force.
- Do not step on, throw or drop or drop the battery to cause strong shock.
- Do not disassemble or modify the battery.
- Do not solder a battery directly.
- Do not use a battery that has been damaged or deformed.

Additional Warnings

- Stop charging the battery if the battery has not completed charging within the specified time.
- When leakage or foul odor is detected, do not use and keep away from heat or flame.
- Immediately wash thoroughly with fresh water if liquid leaks onto your skin or clothes.
- If liquid leaking from the battery gets into your eyes, do not rub your eyes. Immediately wash eyes completely with clean water and seek medical attention.
- If the amount of time the battery is able power the equipment diminishes significantly, the battery life is at an end. Replace the battery with a new battery of the exact same make and model.
- Immediately remove a battery whose life cycle has expired from the equipment.
- When the battery is thrown away, apply vinyl tape to the positive (+) and negative (-) terminals to avoid short circuits.
- When not using battery for an extended period, remove it from the equipment and store it in a place with low humidity and temperature.
- In all instances, keep the battery away from objects or materials with static electric charges.
- The battery can be used within the following temperature range. Do not exceed this range:

    Charge temperature range: 0˚C (32˚F) to 45˚C (113˚F)

System Requirements

If you are not using a TouchPro computer provided by CAE Healthcare, please be sure to utilize a computer with wireless capability. When operating the TouchPro software, a computer with a Macintosh® or Microsoft Windows® operating system may be used.

To run the TouchPro software, the computer used must meet the following minimum requirements:

Macintosh® Operating System

- Mac OS X 10.5.8 (minimum)
- Safari® 5.x.x or Firefox® 10 ESR (minimum)
- Adobe Flash Player® 10.1.x.x (minimum)
- Adobe Reader 9.x (or higher)

Windows® Operating System

- XP Service Pack 2, Vista or Windows 7
- Firefox® 10 ESR, Internet Explorer® 8 or Safari 5.x.x (minimum)
- Adobe Flash Player® 10.1.x.x (minimum)
- Adobe Reader 9.x (or higher)

Hardware (Windows and Macintosh)

- Intel Core Duo, 2.0 GHz (minimum)
- 2 GB DDR3 RAM (minimum)
- 8 GB Hard Drive space available
- 1024x768 screen resolution (minimum)
- USB 2.0
- Wireless 802.11b/g/n Ethernet card
- 100BASE-T Ethernet Adapter

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Table Table of Contents

Introduction

METIman Nursing and Prehospital simulators give you all the power of CAE Healthcare's cutting edge simulation technology with more of what you want. METIman Nursing was created by nurses to teach the fundamentals of nursing practice, and METIman Prehospital was built for medics by medics. Both simulators are less expensive than other simulators, are easy to use and have everything you need with nothing you don't.

METIman

METIman is fully wireless with on-board fluid, pneumatic and electrical systems and is built tough to withstand a wide variety of real-life, indoor and outdoor learning environments. METIman comes with extensive clinical features and capabilities designed specifically for emergency medical personnel and nurses.

The simulator can be placed on standard operating room tables, on an ICU bed, on the ground or even in a vehicle (in the case of a simulated accident). METIman can also be seated in an upright position.

In addition, METIman has the assessment, cardiovascular, genitourinary and trauma features familiar to CAE Healthcare customers plus an SpO_2 finger probe, fluids on board, bilateral noninvasive blood pressure and IV access. Wireless and tetherless, METIman takes simulation education to a new and exciting level of realism.

Equipment Overview

METIman has been designed to be used in any learning environment. METIman's standard features are easily integrated into a laboratory setting or remote locations.

Standard Components Inventory

METIman comes with all the necessary equipment for establishing an educational simulation center.

Standard Equipment
METIman Simulator
Battery Charger and External Power Supply
Instructor Workstation (Laptop or Tablet)
CO_2 Canisters (Prehospital Only)
Inventory Kit
Wireless Microphone or Wireless Voice Link
Trauma Fill Tank

NOTE: As you would with any shipment, cross-check this inventory with your CAE Healthcare packing invoice to verify that all components have been received.

Optional Components Inventory

Optional equipment is available to accommodate special customer requirements. For example, options like an air compressor, METIVision and METI FX enable instructors to create real-life scenarios at authentic locations.

	Optional Equipment
	METIman Replacement Lithium Battery
	External Compressed Air Kit
	External CO_2 Kit
	Air Compressor
	Hands-Free Training Cables
	METIman Learning Applications and Training Courses
	Tool Kit
	METIVision
	METI FX
	Moulage Kit

Contact CAE Healthcare Customer Service at 866-462-7920 if there are any questions or if optional equipment is needed.

METIman Standard Equipment

METIman comes with standard equipment that allows students and instructors the ability to create an endless number of possible clinical situations. The following equipment is provided with your METIman simulator.

Full-Body Wireless Simulator

All patient assessments and clinical interventions are played out on the METIman mannequin, which represents a human patient. At six feet, two inches (188 cm) in height and weighing 100 pounds (45.36 kg), METIman is fully operational in the supine, lateral, prone and seated positions. The simulator offers features like arm pronation and supination; breath, heart and bowel sounds; palpable pulses; patient voice; and genitourinary features.

Battery Charger and External Power Supply

The simulator is rechargeable using the **Battery Charger** provided.

Instructor Workstation (Laptop or Tablet)

The Instructor Workstation is a computer that utilizes Müse Software to operate as the main simulation control center.

Instructors control the simulation session from the Workstation by using SCEs that meet their learning objectives.

The standard METIman configuration includes a choice of Laptop Instructor Workstation or a ruggedized Tablet Instructor Workstation.

CO_2 Canisters (Prehospital Only)

Four CO_2 canisters are included with METIman to supply the on-board CO_2 exhalation feature.

Inventory Kit

iStan comes with a number of accessories and replacement components.

Included in the Inventory Kit are:

- iStan Start-Up Kit (Quick Start Chart and Setup Map)
- iStan Logo Accessories
- Priming syringe
- Roll (4 ft) of VHB tape and roll of 2-inch-wide red tape (for cricothyrotomy)
- Cricothyrotomy skin
- BP adapter kit
- Silicone lubricant
- Chest tube priming tube
- ECG posts
- Pacing/Defibrillation disks
- Condensation drain
- Wound umbilicals
- SpO$_2$ probe
- Female genitalia
- VGA mini adapter

Wireless Microphone

The wireless receiver enables the user to communicate through the simulator using a microphone. The clip-on microphone is attached to a transmitter that may be attached to a belt or waistband.

Wireless Microphone

The microphone is battery-operated and has a power switch on the top to turn it on and off.

Wireless Voice Link

The wireless voice link replaces the wireless microphone feature in some METIman simulators and comes packaged separately. *For more information about this feature, see Appendix B -Wireless Voice Link on page B-1.*

Trauma Fill Tank

Fluids are supplied to the simulator using a trauma fill tank. One tank is supplied and can be used for distilled water mixed with red food coloring to create simulated blood.

Disassembled Trauma Fill Tank

Assembled Trauma Fill Tank

Trauma Fill Tank (Disassembled and Assembled)

This tank should be cleaned after each use.

Optional Equipment for METIman

Additional components enable the METIman system to be customized to fit the specific needs of a wide variety of education environments.

METIman Replacement Lithium Battery

Under normal usage, a battery pack should last up to two years.

External Compressed Air Kit

The External Compressed Air Kit gives the user the ability to connect METIman to a CAE Healthcare compressor, tank or wall air using the kit's hose and fittings. When connecting to wall air, the kit attaches to the customer's wall adapter.

External Compressed Air Kit

The internal pump turns off automatically when external compressed air is sensed.

The External Compressed Air Kit includes a flexible 30 ft (9 m) hose attached to a preset air regulator, a fitting for air compressors and adapters for wall or tank air.

External CO$_2$ Kit

The External CO$_2$ Kit gives the user the ability to connect METIman to an external source of CO$_2$ (30-120 psi). The External CO$_2$ Kit includes a flexible 30 ft (9 m) hose attached to a preset air regulator and an adapter for wall or tank fittings.

Air Compressor

An air compressor (product #AIR-003) designed for quiet operation is available for same-room use, and an alternative air compressor (product #AIR-002) is available for situations where the compressor resides in a location, such as a storage room, set apart from the simulator.

Both Air Compressors are AC powered and include a regulator and an air hose with the appropriate connector fitting.

A 220VAC/50 Hz version of the Quiet In-Room Air Compressor (product #AIR-004) is also available.

Hands-Free Training Cables

Hands-Free Training Cables connect to most popular defibrillators and cardiac pacing units and take the place of non-reusable electrode pads.

Three different cable designs are available to support the most popular defibrillation and pacing equipment. Each cable kit includes posts that attach to the defibrillator or pace locations on METIman.

Physio-Control (Medtronic, Inc.)

(product #ACC-005)

Zoll (Zoll Medical Corporation)

(product #ACC-006)

Philips (Koninklijke Philips Electronics, N.V.)

(product #ACC-007)

METIman Learning Applications and Training Courses

METIman Learning Applications

CAE Healthcare Learning Applications enhance the use of the simulator by providing preprogrammed scenarios and corresponding support documentation (i.e., course objectives, instructor's notes) that can be readily integrated into a lesson plan, a specific curriculum or an educational program.

> EMS Learning Application 1 (EDU-047)

> Adult Nursing Learning Apllication (EDU-071)

METIman Training Courses

METIman Basic and Advanced courses offer learners at all levels in-depth instruction in the setup, operation, development of scenarios and maintenance related to the use of METIman.

The METIman Basic course provides learners with an overview of the system and its components, as well as an introduction to patient creation and scenario design.

> METIman Basic - two days at CAE Healthcare facility (TRN-018)

> METIman Basic On-Site - two days at learner-defined facility (TRN-020)

The METIman Advanced course builds upon the concepts introduced in the prerequisite Basic course. After a quick review of the Basic course, Advanced instruction spends the majority of the two days providing learners with the ability to design patients and scenarios that can be used immediately upon completion of the course.

> METIman Advanced - two days at CAE Healthcare facility (TRN-019)

> METIman Advanced On-Site - two days at learner-defined facility (TRN-021)

Tool Kit

To simplify common adjustments and periodic repairs, CAE Healthcare has put together a kit containing tools selected for use with the simulator (product #TOL-001).

Tool Kit

METIVision

METIVision is a fully integrated, digital audio-visual management system that is data-synchronized in real-time for use with CAE Healthcare simulators. METIVision is the only solution available with the capability not only to capture and store simulation data, but to broadcast and review any medical simulation exercise using CAE Healthcare simulators. Complete with physiologic data logs, event logs, pharmacology logs and patient monitoring data, METIVision offers the capability to provide a complete record of your simulation exercise for debriefing, assessment and evaluation (product #MTV-001).

METIVision Console

METI FX

CAE Healthcare takes realism to the next level with METI FX: a realistic set of advanced moulage wound simulation and special effects. METI FX includes incredibly lifelike wounds that accurately replicate muscle, tissue and subcutaneous fat and reflect the true physical nature of a wound and its treatment. And, METI FX comes complete with CAE Healthcare's own educational learning tools – a set of how-to treatment cards explaining procedures and learning objectives for both civilian and military patient scenarios (product #MFX-100).

METI FX Simulation

Moulage Kit

The kit provides the materials needed to create wounds on METIman (product #MODS-999).

Moulage Kit

The Moulage Kit may also be ordered separately.

METIman Setup

The following pages will guide you through assembling and configuring METIman. Below is a list of steps required to prepare METIman for operation.

1	Place METIman in the Work Area
2	Connect the Lower Legs to METIman
3	Power On METIman
4	Power On the Instructor Workstation
5	Connect to the METIman Network
	Connect the SpO$_2$ Probe (Optional)
	Connect the External Air (Optional)
	Insert the CO$_2$ Canister (Optional, Prehospital Only)
	Detach the Arms (Optional)
	Prepare the Bleeding System (Optional)
	Connect the TouchPro (Optional)

Before Beginning Setup

Proper operation of the METIman simulation unit requires correct configuration. Before setting up the system, keep in mind these basic guidelines:

Understand the Cautions and Warnings information located in the Introduction section of this User Guide.

- Follow the sequence of steps carefully.
- Complete all steps in order.
- Do not power on any components until instructed in the text.
- KEEP all original shipping materials, including BOXES — warranty and repair items must be return shipped to CAE Healthcare in their original packaging.

When unpacking METIman for the first time, careful use of a box cutter protects both the packaging and the product.

A Setup Map, included with the unit, covers these same steps in abbreviated fashion.

Step 1: Place METIman in the Work Area

Select a work area with enough room for all equipment, providing ample space for easy access to the simulator. At a least 10' x 12' (3 meter x 4 meter) work area is recommended for movement and positioning of components around the simulator.

Positioning METIman

METIman and the Laptop or Tablet Instructor Workstation can be operated from their batteries, allowing for wireless use.

In a lab environment, make sure a multi-plug AC power outlet exists within the workspace to recharge the simulator's battery and its powered components.

Before placing the simulator on a surface, be certain the surface can easily support 200 pounds.

NEVER lift the simulator by the LIMBS. When lifting, be sure to support the torso and head of the simulator while lifting.

Step 2: Connect the Lower Legs to METIman

NOTE: Use extreme care when handling the sensor cables and pulse tubes. NEVER let a leg hang off a surface without the locking pin securely in place. Doing so can seriously damage the sensor cables and pulse tubes.

a. On each leg, at the knee, remove the locking pin from its position.

Removing the Locking Pin

b. Place lower limbs in their correct positions, leaving enough room to manipulate connectors.

c. On each leg, match and connect the color-coded tubing to the three white tubing connectors.

Connecting Tubing

d. Match and connect the color-coded tubing to the three black electrical connectors.
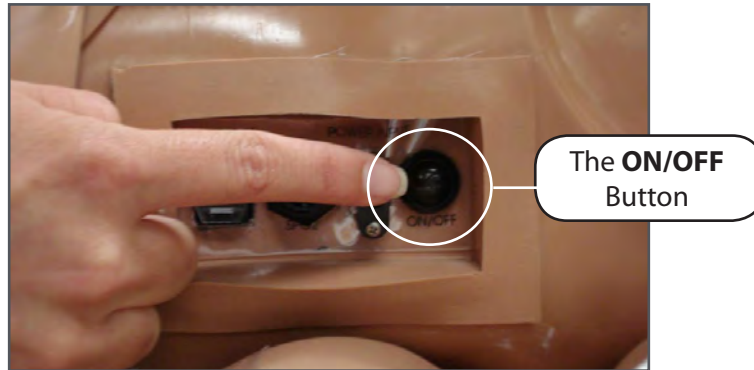

Connecting Electrical

e. Carefully place tubes and cables in the hole on the lower leg.

f. Align holes on the knees and insert the locking pin.

g. Screw the nut on the locking pin, holding it in place.

Affixing the Locking Pin

Step 3: Power On METIman

a. Locate the **ON/OFF** button beneath the skin covering METIman's left hip.

METIman's ON/OFF Button

The **ON/OFF** Button

b. Press and hold the **ON/OFF** button for one second. The power light blinks, indicating the system is busy. In approximately one minute, the light stops blinking and remains solid, indicating the simulator is now ready.

NOTE: METIman can be operated continuously for approximately four hours without recharging the battery.

CAE Healthcare

Step 4: Power On the Instructor Workstation

a. Place the Laptop or Tablet Instructor Workstation near METIman in a convenient location.

b. Ensure the Instructor Workstation battery is fully charged, or connect the AC adapter to the workstation and a surge-protected power outlet.
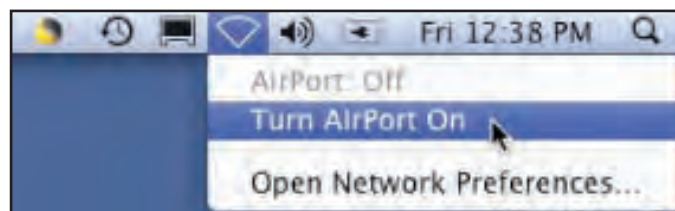
c. Power on the Instructor Workstation.

Step 5: Connect to the METIman Network – Laptop Instructor Workstation (Macintosh) Option

a. Click the **AirPort** icon located in the top-right-hand corner of the screen.

Clicking the AirPort Icon

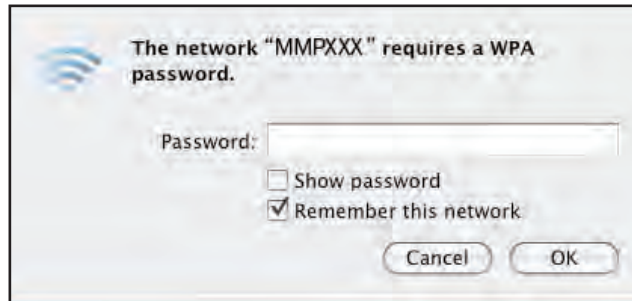b. If the **AirPort** is not on, select **Turn AirPort On**.

Activating the AirPort Card

c. Select the network (e.g., **MMPXXX** or **MMNXXX**, where XXX is the simulator's unit number).

Selecting the Network

The AirPort dialog box appears.

The AirPort Dialog Box

d.   Enter the password *metiadmin* into the **Password** field.

e.   Click **OK**.

Connecting to the METIman Network

The Müse software can now be launched.

Step 5: Connect to the METIman Network – Tablet Instructor Workstation (Microsoft Windows) Option

Once METIman and the Instructor Workstation are both powered on, they automatically establish a wireless connection and, when the Internet Explorer browser is opened, the Müse software launches. If the auto-connect does not occur, perform the following steps:

1. Tap on the **Wireless Network** icon in the task bar.

2. Select the METIman wireless network (e.g., MMPXXX or MMNXXX, where XXXX is the serial number for the unit). The network password is *metiadmin* and the password is case-sensitive.

3. Click the **Connect** button.

   The wireless connection is established. The Müse software can now be launched using Internet Explorer.

Optional: Connect the SpO$_2$ Probe

Connect and attach the SpO$_2$ probe to METIman.

    a. Locate the **SPO$_2$** port on METIman's left hip.

    b. Connect the SpO$_2$ probe to the **SPO$_2$** port.

    c. Place the SpO$_2$ probe on METIman.

Attached SpO$_2$ probe
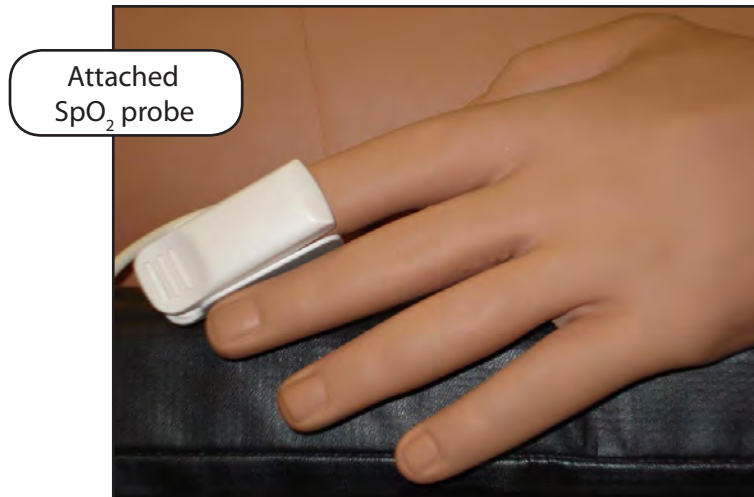
Attached SpO$_2$ Probe

The probe must be connected to view pulse oximetry data on the TouchPro software.

Optional: Connect External Air

Using the External Air kit allows METIman to be run by an external air source rather than the internal compressor. The air hose can be connected to or disconnected from METIman at any time. When the external air pressure is sensed, the pump internal to METIman turns off automatically. When you want to make METIman mobile again, simply disconnect the hose.

The optional External Compressed Air Kit consists of a flexible 30 ft (9 m) hose attached to a preset air regulator and a fitting for air compressors and adapters for wall or tank air.

To connect the air hose:

1. Connect the External Compressed Air Kit to a CAE Healthcare compressor using the Quick Coupler attached to the regulator. (Other compressed air sources have their own adapters. Locate the adapter for your compressed air source.)

2. Connect the other end of the External Compressed Air Kit to the **EXTERNAL AIR** port on the left shoulder.
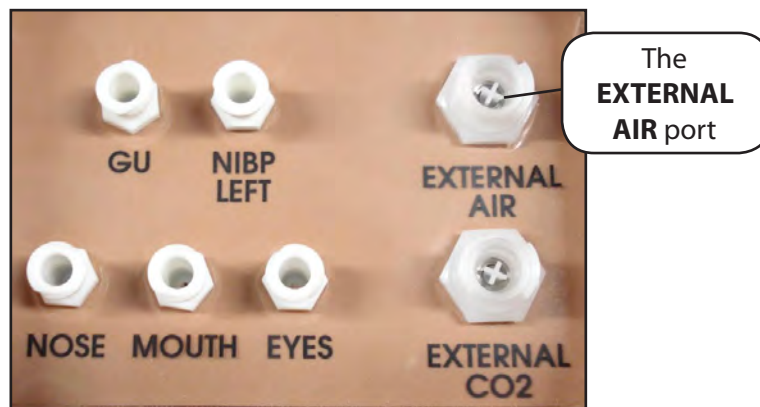
METIman Prehospital's Left Shoulder
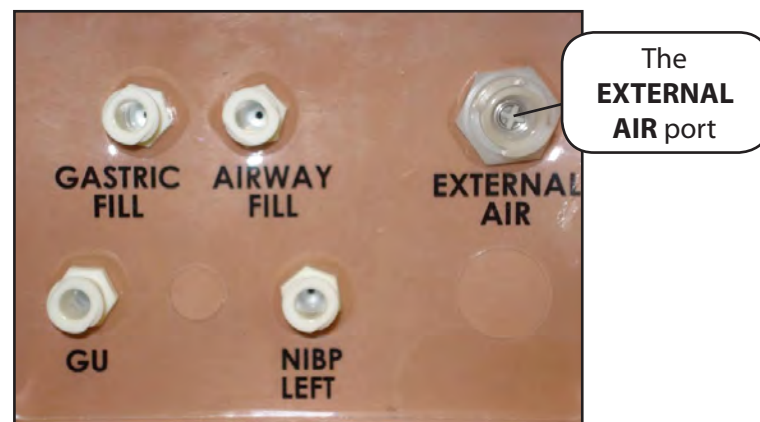
METIman Nursing's Left Shoulder

Optional: Insert the CO_2 Canister (Prehospital Only)

Some SCEs include the simulation of CO_2 exhalation. The following instructions show how to safely connect the CO_2 canister to the simulator.

WARNING: Careful handling, including the use of eye protection, is required when using CO_2 canisters.

Please read and understand all the important cautions and warnings on removing canisters as well as safety steps that must be used when handling CO_2 canisters.

Use of CO_2 Canisters

- Store the CO_2 canisters in a dry location between 32° and 104° F. (0° to 40°C)
- Do not expose the CO_2 canister to heat above 140° F, as rupture may occur.
- Never point the CO_2 canister toward your face or someone nearby.
- Use only CAE Healthcare specified CO_2 canisters.
- Do not remove the canister from the regulator base until empty. The canister end is punctured when screwed into the regulator base.
- Never ship the CO_2 canister attached to the regulator assembly.

Assembly of the CO_2 Regulator

- Care must always be taken when using high-pressure equipment.
- Do not disassemble or alter the regulator.
- Dry completely if the regulator becomes wet.
- Discontinue use of this equipment if leakage or visible damage is evident.

## Insertion of the CO_2 Canister (Prehospital Only)

To insert the CO_2 canister:

    a. Lift the chest skin at the waist and lift the abdominal insert.

    b. From the simulator's right midsection, remove the pull pin and disconnect the blue CO_2 hose.
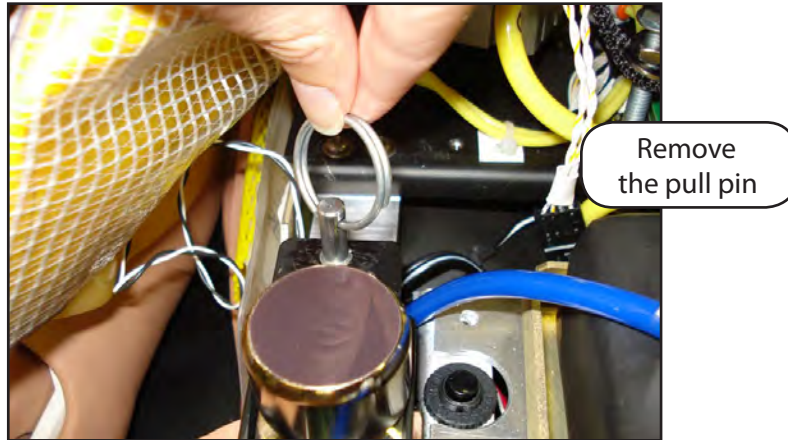
Remove the Pull Pin

    c. Remove the regulator from the simulator.

    d. While holding the regulator firmly, carefully twist the CO_2 canister into the regulator as far as it will go. The final turns puncture the CO_2 canister, which is necessary for correct operation.
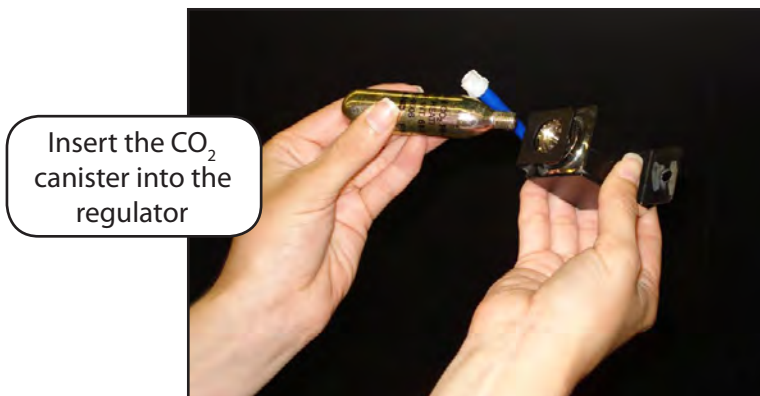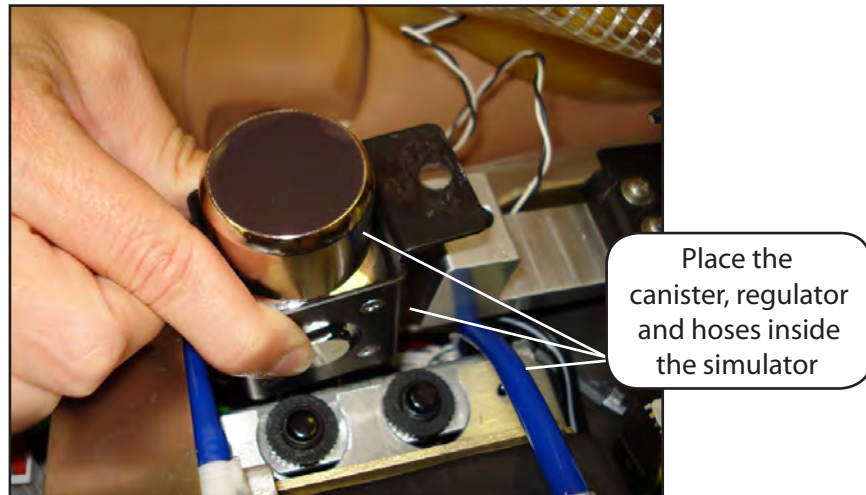

Connecting the CO_2 Canister

CAUTION: Do not loosen the canister once it has been inserted into the regulator assembly until the contents are exhausted and pressure relieved.

CAUTION: Removing the canister before it is empty results in the sudden release of all high-pressure gas with a possibility of liquid CO_2 spray. Unprotected skin could receive freezing burns.

e. Place the CO_2 canister, regulator and hoses inside the simulator. Use the pull pin to secure this assembly to the tray. A properly installed assembly will have the CO_2 canister pointed down toward the rear of the simulator.

> Place the canister, regulator and hoses inside the simulator

Placing the Canister, Regulator and Hoses

f. Attach the blue CO_2 hose to the connection on the regulator.

g. Carefully reposition the abdominal insert and pull the skin back over the simulator to its original location.

Once the canister and regulator assembly are in place, CO_2 is measurable with a disposable $ETCO_2$ detector during positive pressure ventilation.

Based on the training environment, a CO_2 canister may last from 10 minutes (rapid ventilation) to 25 minutes.

See important Cautions and Instructions for removing, transporting and disposing of the CO_2 canisters in the Care and Maintenance section.

Optional: Detach the Arms

METIman's arms may be removed for use with trauma scenarios.

To detach METIman's arms:

1. Unscrew and remove the locking pin at the elbow.

Removing the Locking Pin

2. Carefully separate the lower arm from the upper arm.
3. Twist to disconnect the four tubing connectors (white).

Disconnecting the Tubing

4. Squeeze to disconnect the three electrical connectors (black).

Disconnecting the Electrical Connectors

5. Place the loose connectors carefully within the upper arm.

NOTE: When replacing arms, ensure tubing and electrical connectors are matched using the color-coding.

Optional: Prepare the Bleeding System

ONLY distilled water or distilled water containing food coloring should be used with the secretion system.

A mixture of no more than 29 mL (1 oz) red food coloring with 3.8 liters (1 gallon) of distilled water should be used to create simulated blood. The blood mixture should be created in advance in a separate distilled water container.

NOTE: The higher the ratio of food coloring, the greater the possibility of staining.

Using the Trauma Fill Tank

The Trauma Fill Tank is used to fill the on-board blood reservoir.

CAUTIONS and WARNINGS

Carefully follow all instructions for using the Trauma Fill Tank. Pay particular attention to the following cautions and warnings:

- ALWAYS read and follow instructions for creating trauma fluids (e.g. blood).
- ALWAYS protect eyes, skin and clothing against accidental exposure.
- After use, ALWAYS release pressure and clean the tank.
- ALWAYS release tank pressure before servicing.
- DO NOT modify the tank or any assembly component.
- DO NOT store liquids in the tank.
- NEVER transport or ship in a pressurized and/or full state.
- NEVER leave a pressurized tank unattended.
- NEVER fill the tank with more than 6 liters (1.6 gallons) of fluid.
- NEVER exceed 35 strokes while pressurizing the tank.

Attaching the Overflow Bottle to the Trauma Fill Tank Assembly

The overflow bottle is used to collect overflow when the METIman on-board tank is filled.
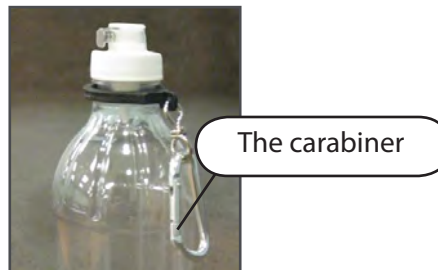
To attach the Overflow Bottle to the Trauma Fill Tank:

1. Connect the clear trauma fill tank hose to the bottle lid fitting.

Connect the clear hose to the bottle lid fitting
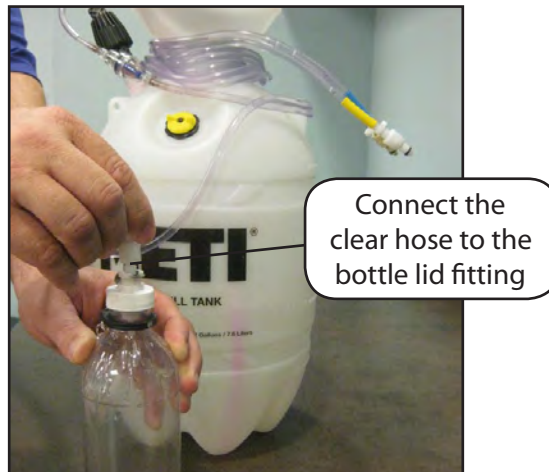
Connecting the Trauma Fill Tank Umbilical to the Overflow Bottle

2. Clip the bottle to the tank using the attached carabiner mechanism.

The carabiner

The Carabiner

Operating the Trauma Fill Tank

Be careful to complete the following steps correctly to ensure proper use and maintenance of the METIman and its peripherals.

Step 1: Pour the Fluid into the Trauma Fill Tank

Pour the desired amount of fluid into the Trauma Fill Tank, being careful to NOT to exceed 6 liters (1.6 gallons) of fluid.

NOTE: The right thigh tank holds 1.5 liters and is used for blood.

Three (3) liters of simulated blood provides enough fluid to fill the right thigh reservoir twice. The amount of blood used in a training session varies with the patient, the wounds simulated and the learner's experience.

Step 2: Connect the Trauma Fill Tank Connector to the Simulator

    a. Locate the tan **FILL** port and white **VENT** port.

    b. Connect the **FILL** (with the tan label) and **VENT** (with the white label) hoses of the Trauma Fill Tank to the corresponding ports on the simulator

       Both connections must be made for correct operation.

Step 3: Pressurize the Trauma Fill Tank and Fill the On-Board Blood Reservoir

An integrated hand pump is used to create the pressure for the Trauma Fill Tank.

> **WARNING**: To prevent ejected pump assembly and/or solution from striking and injuring you, NEVER stand with your face or body directly over the top of the tank when pumping or loosening the pump.

To operate the pump and fill the reservoir:

    a. Unlock the pump handle by turning counter-clockwise. (Be careful not to loosen the pump from the tank.)

    b. Stroke the pump handle up and down from 25 to 35 times to transport 2 liters of simulated blood to the on-board blood reservoir. NEVER exceed 35 strokes while pressurizing the tank.

    c. Lock the pump handle back into the pump assembly by turning clockwise.

    d. Watch the Overflow Bottle located on the tank assembly. When liquid begins to appear in this bottle, the on-board blood reservoir is full. (Filling the on-board blood reservoir takes approximately 3 to 5 minutes.)

Step 4: Release Pressure from the Trauma Fill Tank

Immediately release pressure from the tank by turning and holding the yellow pressure relief knob clockwise until all air pressure is gone.

If pressure will not release using the relief knob:

a. Place a rag over the top of the tank and pump handle.

b. While firmly pushing down on the pump handle, slowly turn the handle counter-clockwise.

NEVER leave a pressurized tank unattended.

Step 5: Disconnect the Trauma Fill Tank Umbilical from the Simulator

Disconnect the Trauma Fill Tank Umbilical from the simulator and store the assembly out of the way for later use.

After use, ALWAYS release pressure and clean the tank.

Preparing for Storage

After filling and using the Trauma Fill Tank and the simulator's blood reservoir, both must be cleaned for storage.

Step 1: Clean the Simulator and Fluid System

When the simulation is completed and the Trauma Fill Tank has been disconnected, remove the fluids and clean the simulator *(see Cleaning the Simulator and the On Board Bleeding System in the Care and Maintenance section of this User Guide)*.

Step 2: Clean the Trauma Fill Tank

Before storing the Trauma Fill Tank, make sure the equipment is clean *(see Cleaning the Trauma Fill Tank in the Care and Maintenance section of this User Guide.)*

Step 3: Store the Trauma Fill Tank

After cleaning, the Trauma Fill Tank assembly should be stored securely for future use.

a. Allow the interior of the tank to dry by loosening the pump assembly. Do NOT leave the pump assembly out of bottle, however, because dust contaminates the system.

b. Loosely wrap the Trauma Tank Umbilical around the neck of the tank to protect it.

c. Store all components in a clean, dry area.

Optional: Connecting a TouchPro Computer to the Wireless Network

The CAE Healthcare TouchPro computer is pre-configured for use with METIman. If you wish to supply your own TouchPro computer, use the following instructions to connect the computer to the METIman network.

Up to two additional computers may be used to run the TouchPro software. The additional computers must meet the TouchPro Software Specifications mapped out in *the Muse and TouchPro Specifications section of this User Guide on page xii.* Follow the steps below to use the TouchPro software on a TouchPro computer.

Step 1: Set Up METIman

The METIman simulator must be set up and powered on, and the Instructor Workstation must be powered on and connected to the METIman network. If you have followed the complete setup procedure, you may proceed to Step 2.

Step 2: Obtain METIman's IP Address

METIman's IP address is the same as the IP address used to access the Müse software on the Instructor Workstation. It can be found in the **Address** field of the web browser on the Müse Start screen.


The Müse Start Screen

**IMPORTANT**: The IP address is different for each simulator.

NOTE: If the **Address** field does not appear, check the view settings of your browser. In Safari, access the **View** menu and select **Show Toolbar**.

Step 3: Configure the TouchPro Computer's Network Settings

Access the Networking screens (the TCP/IP settings screens) for your operating system. If you are unfamiliar with these screens, contact your Network Administrator or CAE Healthcare Customer Service (1-866-462-7920) for help with this step.
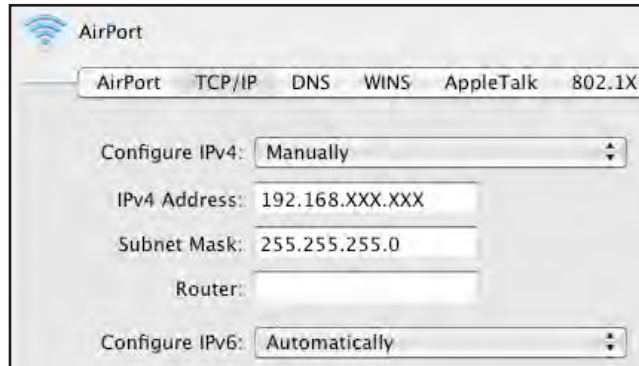
TCP/IP Network Screen – Macintosh
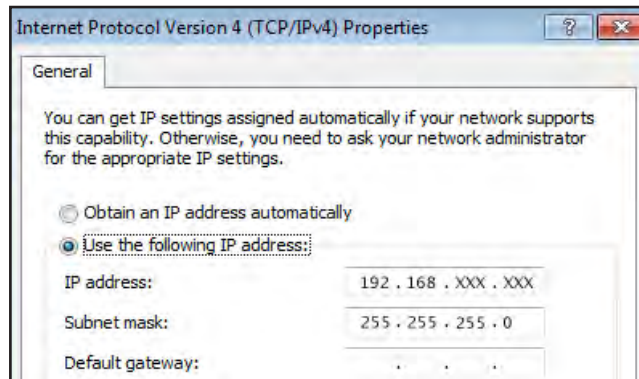
Internet Protocol Version 4 (TCP/IPv4) Properties Screen – Windows

Enter a unique IP address in the **IP address** or **IPv4 Address** field and a subnet mask in the **Subnet Mask** field.

The unique IP address must match the IP address obtained in Step 2 except for the number after the third and final period. This number can be any number between 2 and 254 BUT must be different from the final number of the IP address obtained in Step 2 (METIman's IP address) and the IP address of the Instructor Workstation and any other computers on the network. No two IP addresses can be the same, including the Instructor Workstation's IP address.

Unique IP Address: 192.168.XXX.XXX

Subnet Mask: 255.255.255.0

Router/Gateway: (Leave Blank)

Example: If the IP address of your METIman is 192.168.206.5, and the IP address of your Instructor Workstation for your METIman is 192.168.206.10, you could assign the TouchPro computer the IP address 192.168.206.20.
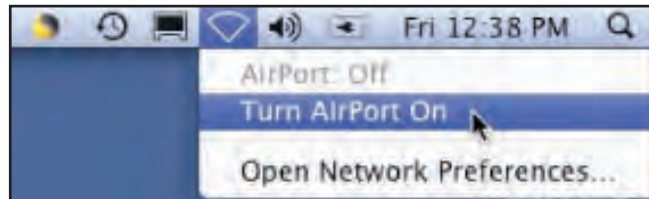
Step 4 – Option 1: Join the METIman Network Using a Macintosh Operating System

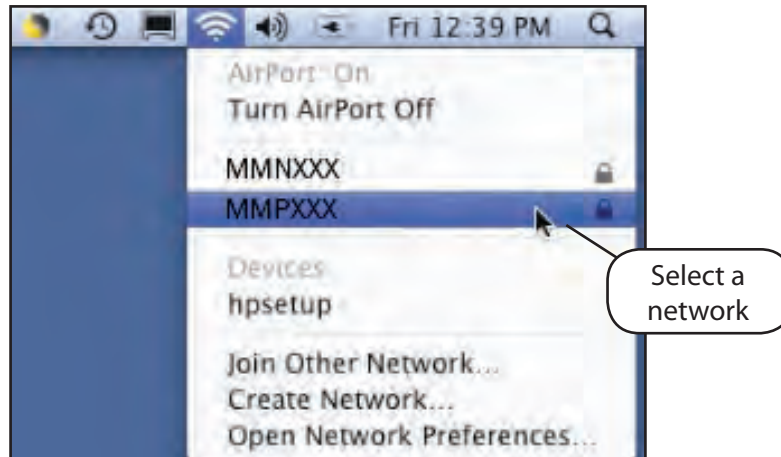a. Click the **AirPort** icon located in the top-right-hand corner of the screen.

Clicking the AirPort Icon

b. If the **AirPort** is not on, select **Turn AirPort On**.
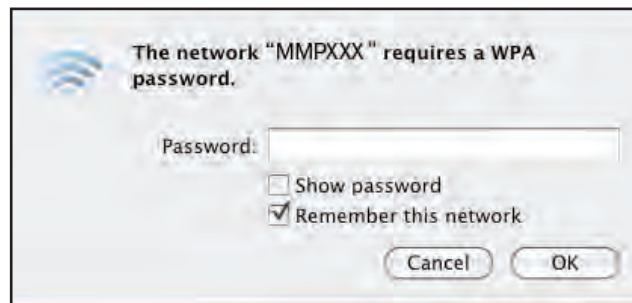

Selecting Turn AirPort On

c. Select the network - e.g., for METIman Prehospital, **MMPXXX** (where XXX is the simulator's unit number).
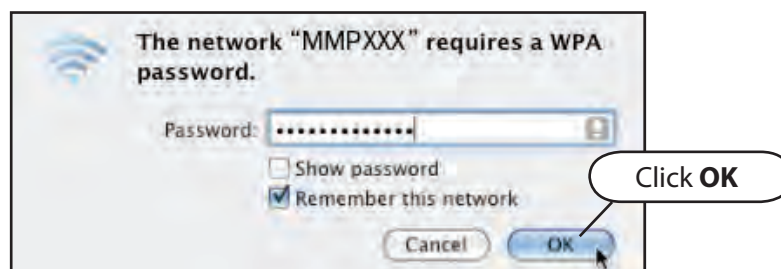

Selecting METIman's Network

The AirPort dialog box appears.

The AirPort Dialog Box

d. Enter the password *metiadmin* into the **Password** field.

e. Click **OK**.

Connecting to METIman's Network

The computer has joined the METIman network. You can now proceed to **Step 5**.

Step 4 – Option 2: Join the METIman Network Using a Windows Operating System

    a. Click the **Wireless Network** icon located in the bottom-right-hand corner of the screen.
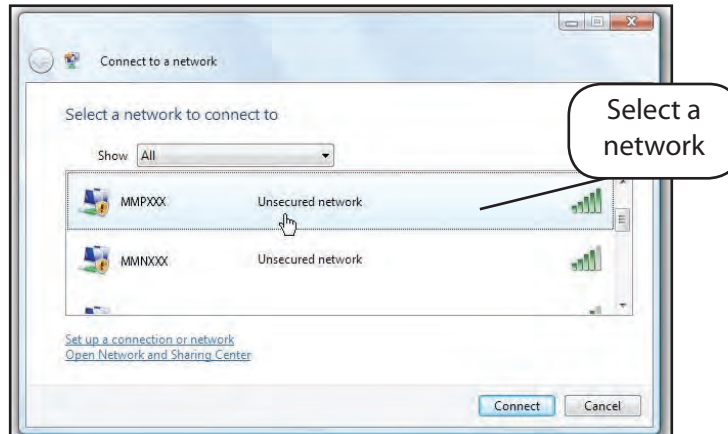

Clicking the Wireless Network Icon

    b. Click **Connect to a Network**.
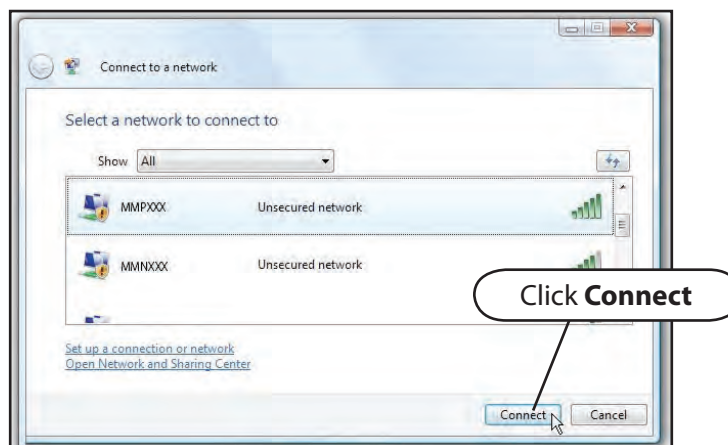

Clicking Connect to a Network

The Connect to a network dialog box appears.

c. Select the network, i.e., METIman Prehospital **MMPXXX** (XXX is the simulator's unit number).

Selecting METIman's Network

d. If prompted for a password, enter *metiadmin* into the available field

e. Click **Connect**.

Connecting to METIman's Network

The computer has joined the METIman network. You can now proceed to **Step 5**.

Step 5: Access the Software from the TouchPro Computer

a. On the TouchPro computer, launch the web browser (e.g., Safari®).

b. Enter the IP address obtained in **Step 2** into the browser's address field. The Müse Start screen appears.

The Müse Start Screen

The TouchPro software can now be launched.

OPTIONAL: From your web browser, a bookmark can be created on the TouchPro computer for ease of access to the Müse or TouchPro software. Please consult your web browser's help menu for aid in creating a bookmark.

IMPORTANT: The Instructor Workstation MUST remain on and connected to the METIman network for the TouchPro computer to be able to operate.

Using the Software

The Müse software used with the METIman simulator is a web-based application that can communicate directly with the simulator. With the software, users can run SCEs, create scenarios and SCEs, import and export data and perform administrative functions.

NOTE: For optimal Müse performance, no other software programs should be open while Müse is running.

IMPORTANT: Only one Müse application window and/or tab can be used per Instructor Workstation, per simulator at a time.

IMPORTANT: Do NOT use any of the browser's navigational tools while operating Müse.

Starting the Application

Once the METIman simulator is powered on and the Instructor Workstation is connected to the METIman network, the Müse software can now be launched.

To launch the software:

1. Using the Laptop or Tablet Instructor Workstation, launch the web browser (e.g., Safari, Internet Explorer).

   NOTE: If using a computer other than the one supplied, the computer will have to be configured to the METIman network. (The directions for using a different computer are the same as the directions for Connecting a TouchPro Computer to the Wireless Network, found on *page 34*.)

   The Müse Start Screen appears.

The Müse Start Screen

2. Select **Müse**. The Login Screen appears.

The Login Screen

NOTE: The METIman User Guide (English version) is available for download by clicking the User Guide link in the bottom, left-hand corner of the screen. To access the User Guide in other languages, please visit www.caehealthcare.com and click the **Support** link.

Click the globe-shaped Language icon in the bottom left corner to change the language of the Müse software.

3. Enter the **Username** *admin* and the **Password** *admin* in the appropriate fields to access the software.

Entering the Username and Password

The software opens to the Home page by default.

The Home Page

From the Home page, users can run, create, search for and edit SCEs.

The Home page can be accessed by clicking the **Home** button in the top, right-hand corner of any screen in the Müse software.
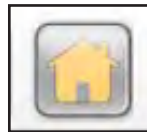
The Home Button

The **Print SCE** and **Add to Favorites** buttons

The SCE Summary Panel

The SCE Selection Panel

A selected SCE

Open Library and **New SCE** buttons

Run button

Review button

The Home Page

The SCE Selection Panel

Simulated Clinical Experiences, or SCEs, are process tools that enable the faculty/educator to execute a learning strategy using simulation. Each process tool provides an extensive overview and outline of the learning exercise and requires minimal additional faculty development time for use. Each SCE is comprised of a patient and can include up to four (4) scenarios.

Available SCEs appear in the SCE Selection panel. Click any SCE to select it.
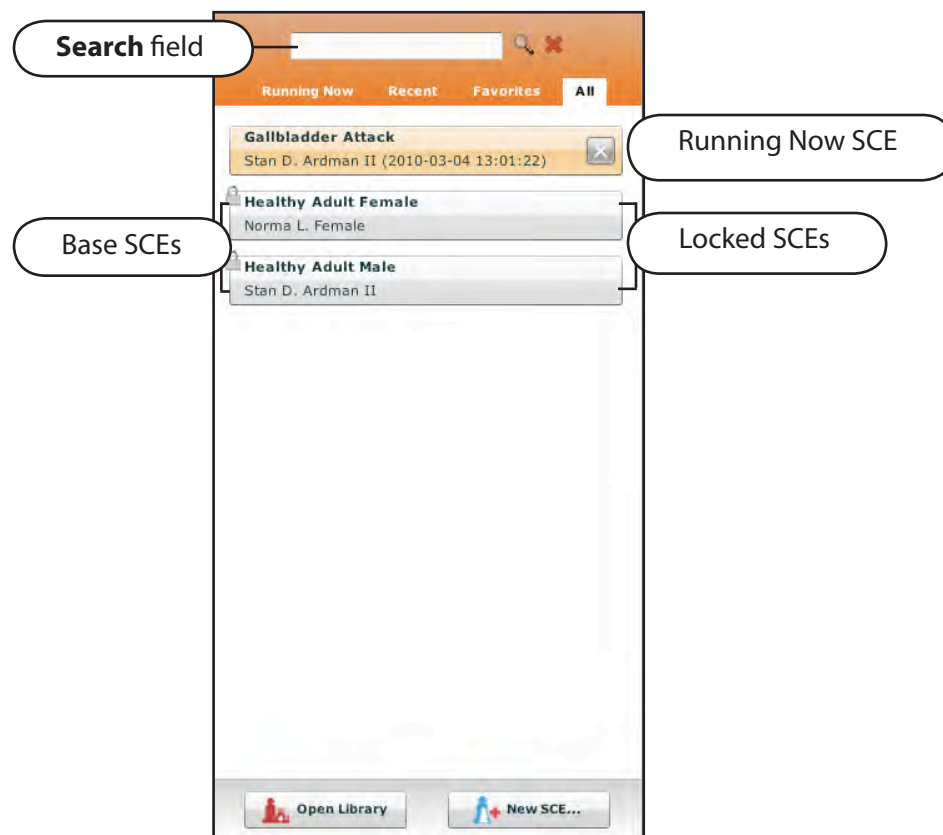
The SCE Selection Panel

The SCE Selection panel has four tabs that access SCEs: **Running Now**, **Recent**, **Favorites** and **All**.

- **Running Now** — lists the SCEs that are currently running and is only available when at least one SCE is running
- **Recent** — lists all the recently run or edited SCEs
- **Favorites** — lists all SCEs that have been selected as favorites. To add a favorite SCE to your profile, click the **Add to Favorites** button at the top of any SCE on the Home screen. Managing favorites is achieved in the Account Profile portion of the software.
- **All** — lists all available SCEs from all available Learning Applications

Click the arrow buttons to view more installed SCEs. Once selected, the SCE appears in the SCE Summary panel.

To search for an installed SCE, enter part of the name of an SCE in the **Search** field and click the **Search** button.

Click **Run** to execute the SCE.

The SCE Library

Access more SCEs from your library by clicking the **Open Library** button at the bottom of the SCE Selection panel. The SCE Library appears, listing all available Learning Applications.

Click the desired Learning Application name to access the SCEs for that Learning Application. The SCEs for that Learning Application appear.

Click the name of the SCE you want to open.

Click the **SCEs** icon to view all user-created SCEs.

Click **Close Library** to exit the SCE Library.
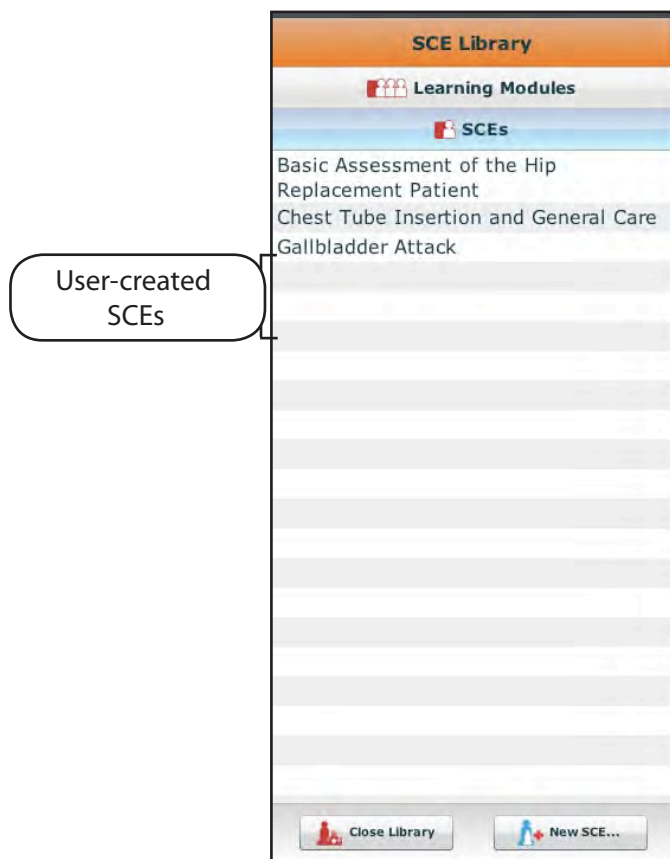
The SCE Library

Printing SCEs

To print an SCE:

1. From the Home page, select the SCE to print.

   The SCE summary panel appears.

2. From the SCE summary panel, click the **Print SCE** button.

   A PDF of the selected SCE appears in a new browser window.

3. Save the PDF to a CD or flash drive for printing from another computer,

   OR

   To print from the Instructor Workstation, consult your network administrator for assistance connecting to a printer. If the Instructor Workstation is connected to a wireless printer, the Instructor Workstation will need to be disconnected from the simulator network and connected to the network on which the printer resides before printing. After printing, the Instructor Workstation will need to be disconnected from the printer's network and reconnected to the simulator network.

   When finished saving or printing the PDF, close the browser window containing the PDF to return to Müse.
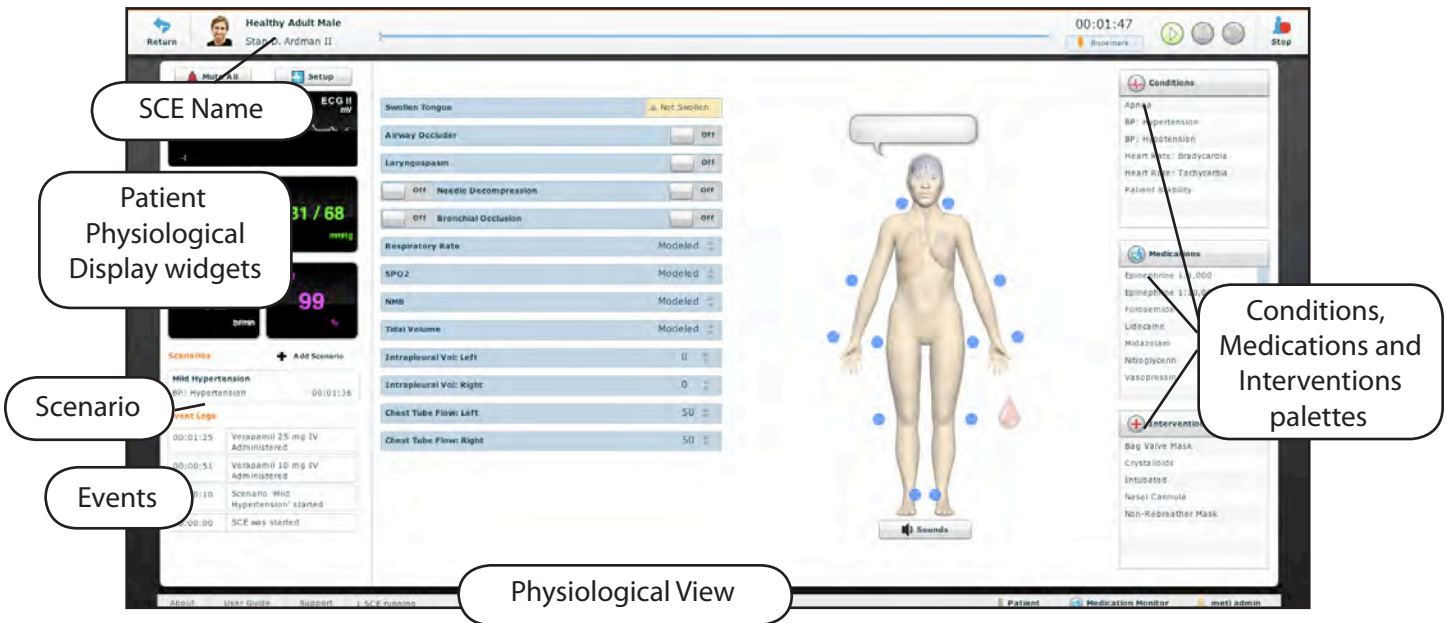
The Run Screen

The Run screen is available when users are running an SCE. From the Run screen, users can manage the SCE, view physiological status and events and perform overrides and interventions.

From the Home screen, click **Run** to access the Run screen.
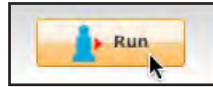
Clicking the Run Button

The Run Screen appears.

The Run Screen

Using the Patient Status Display

On the Run screen, there are widgets that display the patient's physiological status. The **Patient Status Display** widgets can be changed to reflect the user's needs. There are six available display panels for the widgets. Waveform widgets utilize two display panels.

The Patient Status Display Widgets

To change a **Patient Status Display** widget, click the widget you would like to change. A list of available parameters appears.
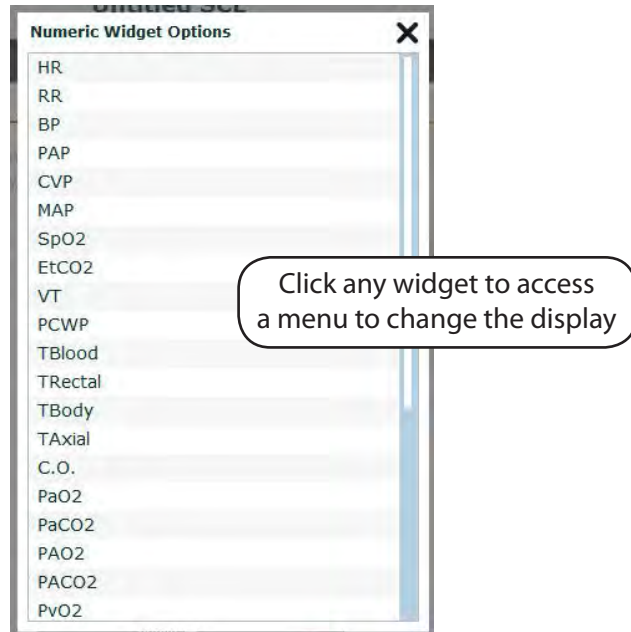
Changing a Patient Status Display Widget

Choose the desired parameter from the list, and the widget changes to reflect the new selection.

The Event Log

During an SCE, all software operations sensed by the simulator or entered manually (e.g., virtual defibrillation), are recorded by an event entry that appears on the screen. The event entry notes what occurred and the time it happened. Events Logs can also be exported.

The Event Logs

Adding a Scenario to an SCE

SCEs incorporate scenarios that contain preprogrammed physiology. Additional scenarios can be added to SCEs to enhance the current scenario's physiology. Click the **Add Scenario** button on the Run screen to add a scenario to an SCE that is running.

The Add Scenario Button

Click the **Add Scenario** button to add a scenario to an SCE

*The Select a Scenario Dialog Box*

Physiological Views

From the Run screen, users can select from five different views representative of various body systems and features:

> Neurological
>
> Respiratory
>
> Cardiovascular
>
> Fluids
>
> Sounds

To access each view, click the appropriate organ, icon or button.

- For Speech Sounds, click the speech balloon
- For Neurological, click the brain.
- For Respiratory, click the lung
- For Cardiovascular, click the heart.
- For Fluids, click the blood droplet.
- For Sounds, click the **Sounds** button.

Physiological Views
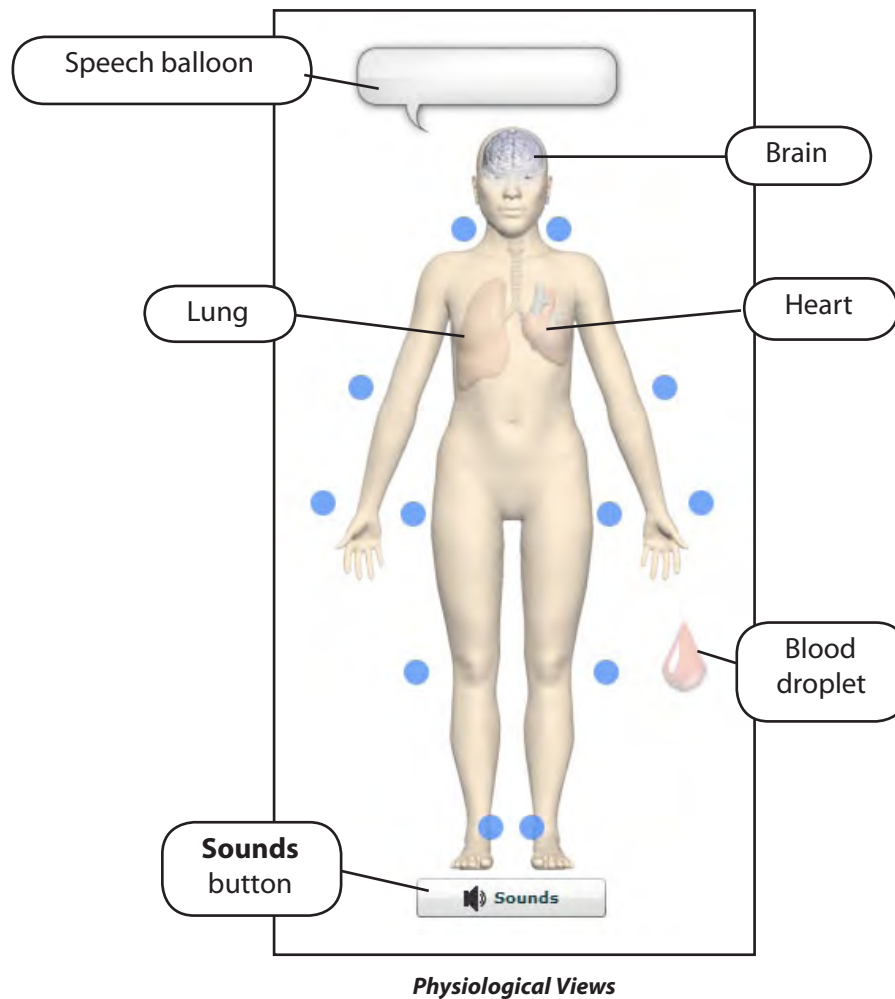
From each view, various parameters can be determined and managed.

Setting Parameters

Parameter settings may be established or changed while an SCE is running in two ways: from the **Conditions** palette or by selecting a parameter from one of the physiological views on the Run screen.

Using the Conditions Palette to Set Parameters

There are two ways to apply conditions using the Conditions palette: using a Quick Link or using the complete Conditions menu. Quick Links are preconfigured conditions that are made accessible in the Conditions palette for quick application. Quick Links can also be created for the **Medications** and **Interventions** palettes.

To set parameters using the Quick Links in the **Conditions** palette, click a Quick Link. The condition is applied and is reflected in the patient's physiology.
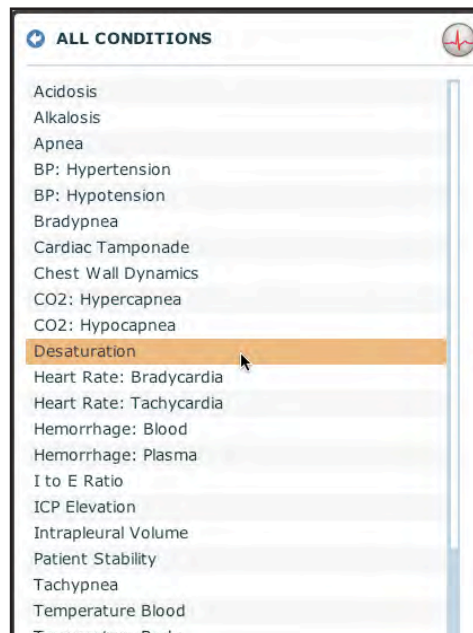

The Conditions Menu
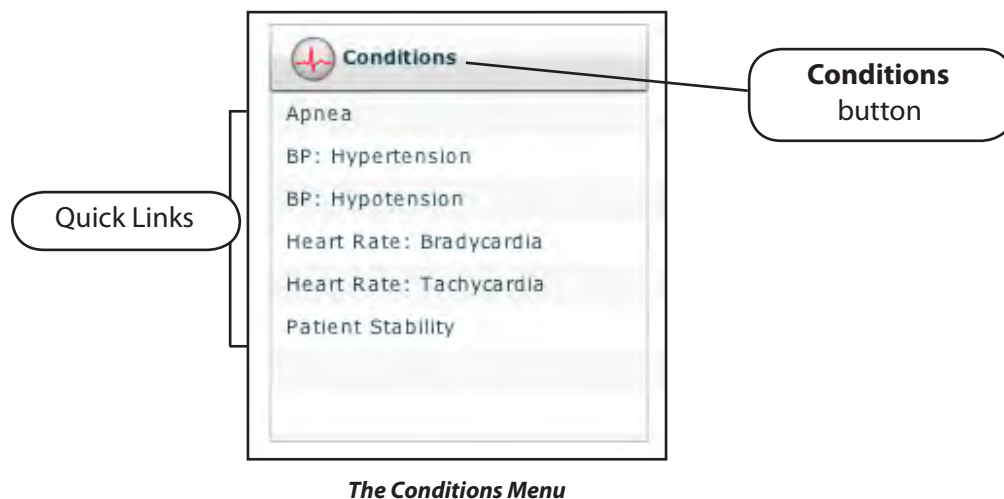
NOTE: Quick Links must be added while creating or editing the SCE.

Or, to apply a condition that is not preconfigured in the **Conditions** palette, click the **Conditions** button. Conditions are organized by system, or all available conditions can be listed by choosing **ALL CONDITIONS**.

Conditions Menu

Navigate through the menus, and once the condition has been located, click the condition's name from the list.


Selecting a Condition

The condition is applied and appears in the patient's physiology.

NOTE: Not all conditions affect the patient's physiology.

Using the Physiological Views to Set Parameters

From the appropriate physiological view, locate the desired parameter. Select the parameter and set the new value. The parameter is changed and is reflected in the patient's physiology.

Parameters have varying controls, such as sliders, switches and menus. In the image below, the Heart Rate parameter is shown. Within the Heart Rate parameter, there are switches that toggle between Modeled and Override and Seconds and Minutes, a slider that sets the beats per minute and a field where the beats per minute value can be keyed in.
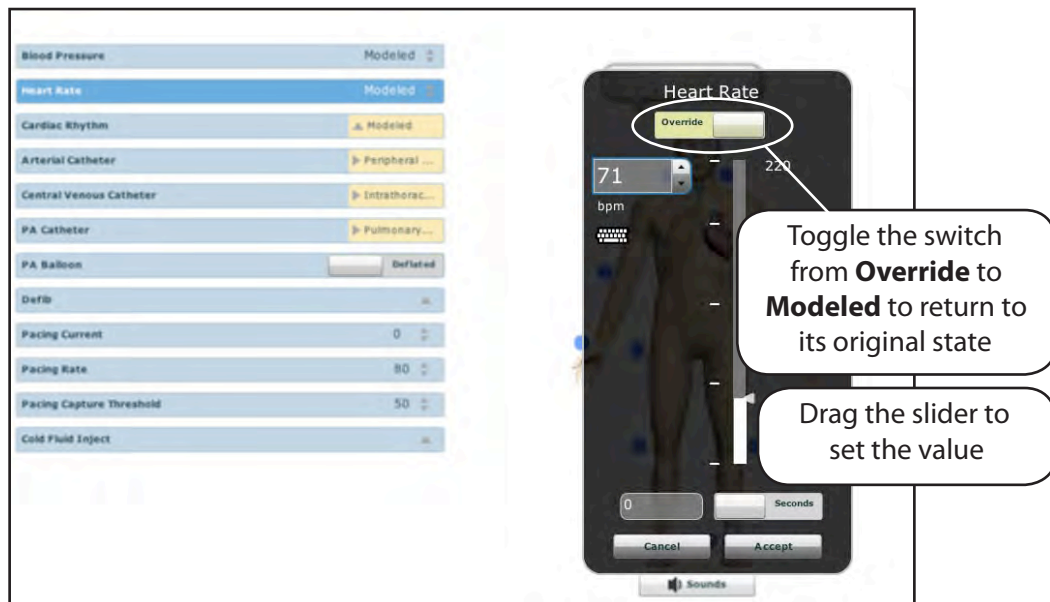
Setting a Parameter from a Physiological View

Once the parameter has been set, it is reflected in the patient's physiology.

Performing Interventions

An intervention in the Müse software is the application of a medication or medical intervention occurring while an SCE is running. Interventions are applied using the **Medications** and **Interventions** palettes or by interacting with the simulator.

Using the Medications Palette

There are two ways to administer medications using the **Medications** palette: using a Quick Link or using the **Medications** menu. Quick Links are preconfigured medications that are made accessible in the **Medications** palette for quick application. Quick Links can also be created for the **Conditions** and **Interventions** palettes.

To set parameters using the Quick Links in the **Medications** palette, click a Quick Link. The medication is applied and is reflected in the patient's physiology, if applicable.
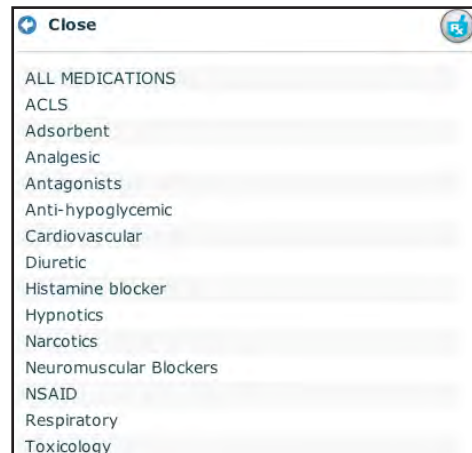
NOTE: Not all medications affect the patient's physiology, but all are logged.
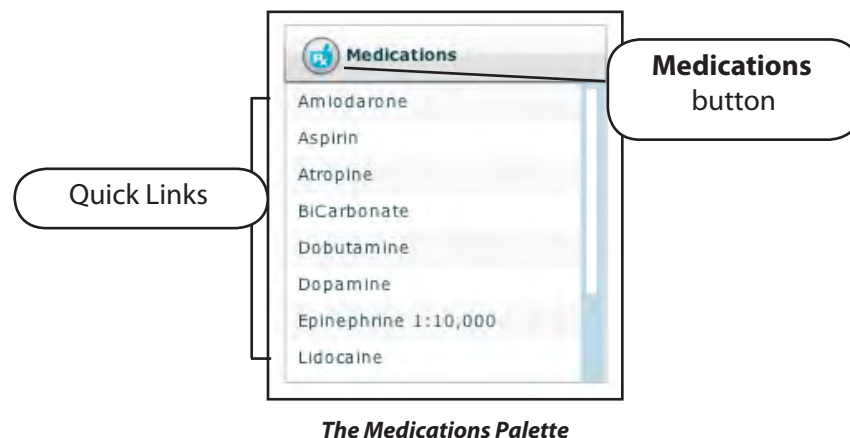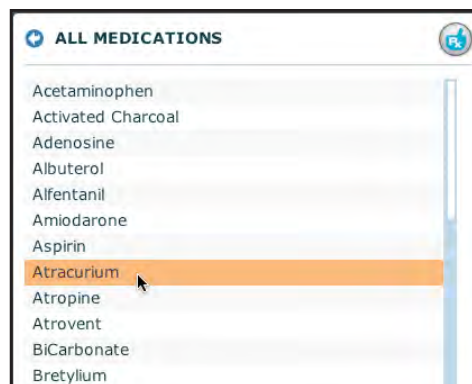

The Medications Palette

NOTE: Quick Links must be added while creating or editing the SCE.

Or, to apply a medication that is not preconfigured in the **Medications** palette, click the **Medications** button. Medications are organized by type, or all available medications are listed under **ALL MEDICATIONS**.

The Medications Menu

Navigate through the menus, and once the medication has been located, click the medication's name from the list.


Selecting a Medication

The medication is applied and is reflected in the patient's physiology, if applicable.

NOTE: Not all medications affect the patient's physiology, but all are logged.

Using the Interventions Palette

There are two ways to perform and/or administer interventions using the Interventions palette: using a Quick Link or using the complete **Interventions** menu. Quick Links are preconfigured interventions that are made accessible in the **Interventions** palette for quick application. Quick Links can also be created for the **Conditions** and **Medications** palettes.

To apply an intervention using the Quick Links in the **Intervention** palette, click a Quick Link. The intervention is applied and is reflected in the patient's physiology.
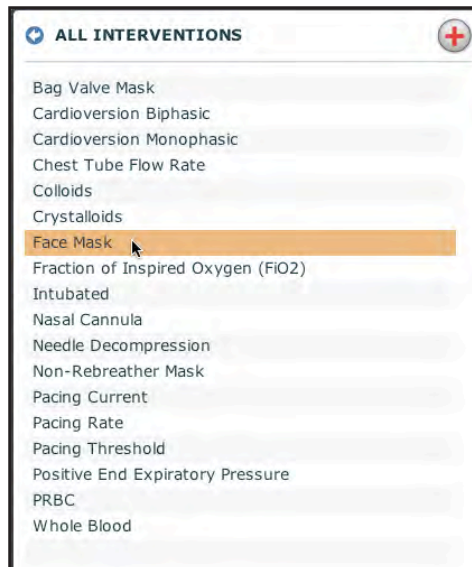

The Interventions Palette
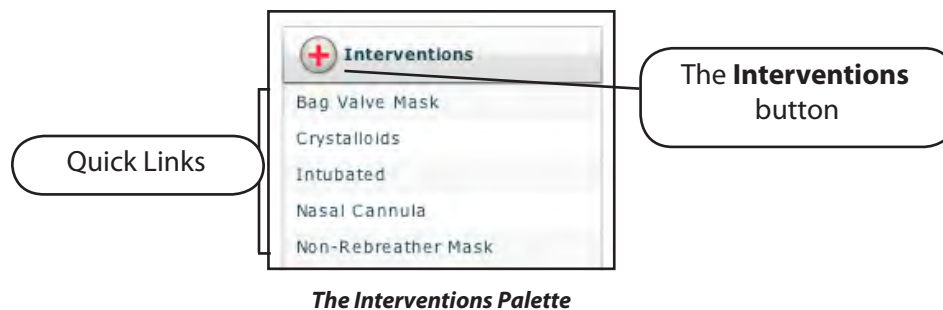
NOTE: Quick Links must be added while creating or editing the SCE.

Or, to apply an intervention that is not preconfigured in the **Interventions** palette, click
Interventions button. Interventions are organized by type, or all available interventions can be
listed by choosing **ALL INTERVENTIONS**.

Interventions Menu

Navigate through the menus, and once the intervention has been located, click the
intervention's name from the list.

Selecting an Intervention

The intervention is applied and is reflected in the patient's physiology.

Changing Scenario States

From the Run screen, users can advance scenario states as desired. A scenario state can be changed from the Scenario screen or from the Run screen.

Changing Scenario States from the Scenario Screen

To change a scenario state from the Scenario screen:

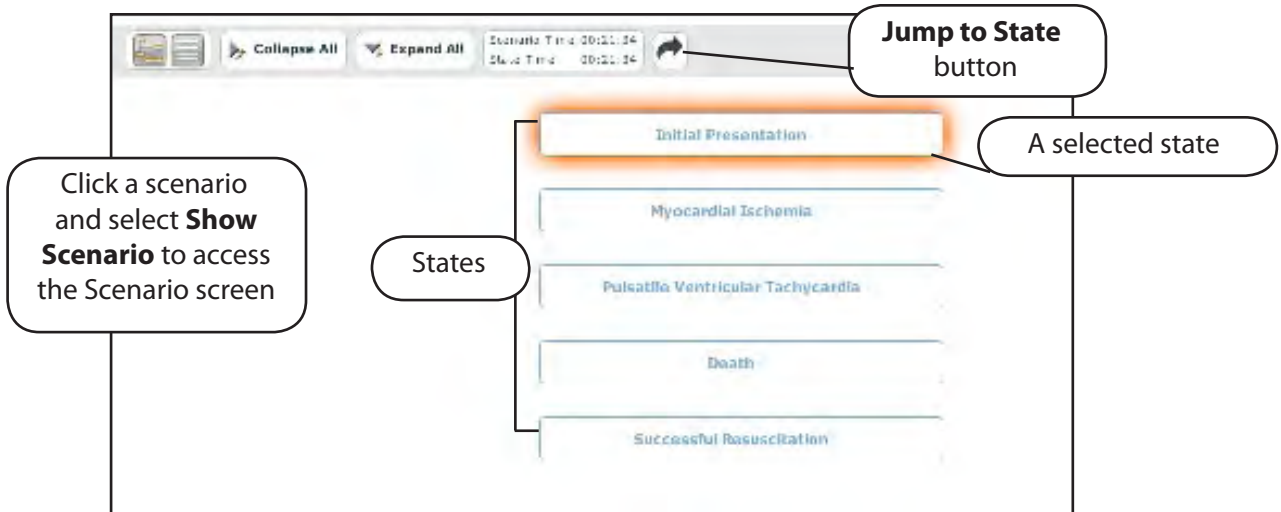1. From the Run screen, click the desired loaded scenario.

   The Scenario Management pop-up menu appears.
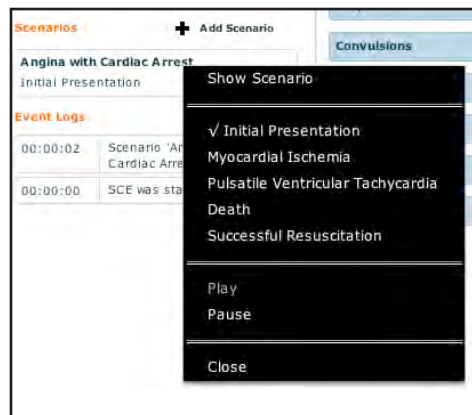
The Scenario Management Pop-Up Menu

2. Select **Show Scenario** from the Scenario pop-up menu.

The Scenario screen appears displaying the scenario.

The Scenario Screen

At the top of this screen, the Scenario Time and State Time are visible. Additionally, users can also pause and continue playing the scenario by clicking the **Pause** and **Play** buttons on the Scenario Management pop-up menu, which can still be accessed from the left side of the screen.

NOTE: Pausing a scenario does NOT pause the SCE.

3. Click the **Jump to State** button.

The Jump to State Button

The Jump to State menu appears, displaying the available states.

4. Select the desired state.

The scenario transitions to the selected state and the state is highlighted.

   NOTE: Double-click a state to expand to the full view.

   Click the **Close Window** button to return to the Run screen.
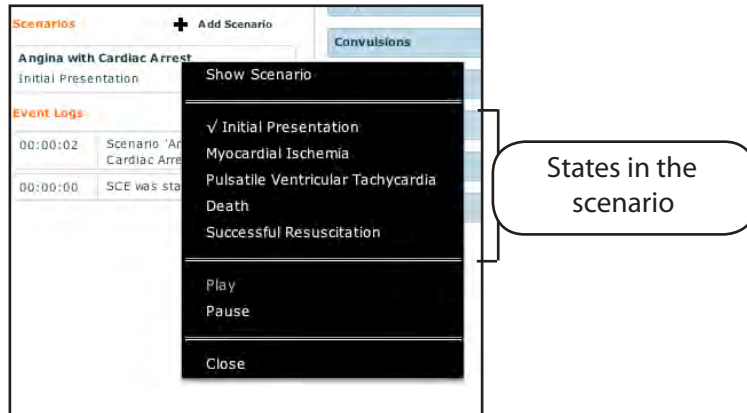

The Close Window Button

Changing Scenario States from the Run Screen

The scenario state can also be changed from the Run screen.

To change the scenario state from the Run screen:

1. Click the desired scenario. The Scenario Management pop-up menu appears, and all available states are listed.
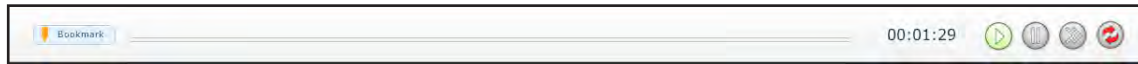

The Scenario Management Pop-Up Menu

Pause or continue the scenario by selecting the **Pause** and **Play** options from the menu.

2. Select the desired state. The scenario proceeds to the selected state.

SCE Time

The **Timeline** bar along with the **Play**, **Pause**, **Fast-Forward** and **Reset** buttons are located at the top of the Run screen.


Timeline Bar

The **Play** button starts the SCE time if it has been paused.

The **Pause** button pauses the SCE time.

The **Fast-Forward** button accelerates the SCE time.

The **Timeline** bar shows the amount of time that has elapsed and shows bookmarks that have been created. Bookmarks are used to create a point in the SCE timeline to which users may easily return. To create a bookmark, click **Bookmark**.
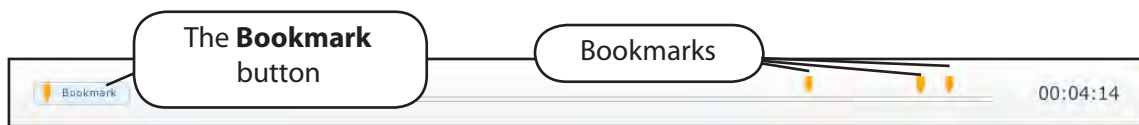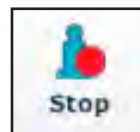

Bookmarks

Exiting the SCE

To exit the SCE and return to the Home page, click the **Return** button.

The Return Button

Stopping the SCE

To stop the simulation, exit the SCE and return to the Home page, click **Stop**.


The Stop Button

IMPORTANT: Another SCE cannot be run until the current SCE has been stopped.

Saving a Patient

Save a Patient when an additional patient with different physiology is needed for repeated use.

To save a Patient:

1. From the Home screen, run an SCE that has a Patient with the same gender as the Patient to be created.

2. From the Run screen, apply the desired conditions and set the necessary parameters.

3. Once complete, click **Patient** at the bottom of the Run screen.
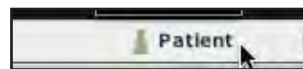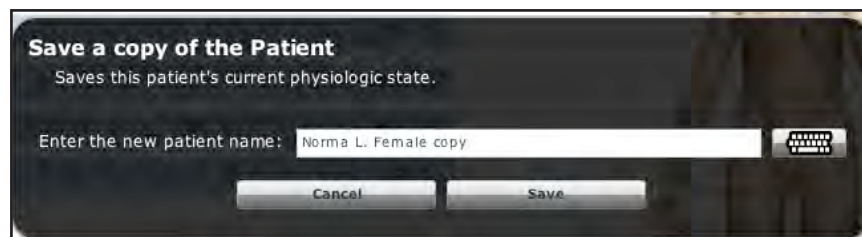

Clicking Patient

The Patient pop-up menu appears.

4. Click **Save**.

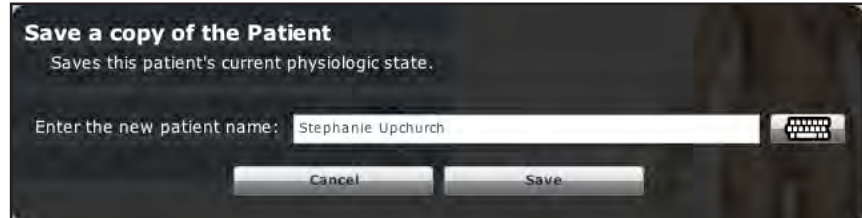*Clicking Save from the Patient Pop-Up Menu*

The Save a copy of the Patient dialog box appears.

The Save a Copy of the Patient Dialog Box

5. Enter a name for the new Patient in the Enter the new patient name field of the Save a copy of the Patient dialog box.

Entering a Name for the Patient

6. Click Save. The new Patient is now available in the Patients Palette.

*The Patient in the Patients Palette*

Resetting a Patient

Resetting a Patient brings the Patient back to its original physiological state at the start of the SCE. However, the SCE time is unaffected. Additionally, the reset appears in the Events Log.

NOTE: If patient baseline physiology settings have been selected, they are removed when the Patient is reset.

To reset a Patient:

1. While running an SCE, click **Patient** at the bottom of the Run screen.
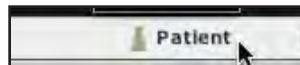
Clicking Patient

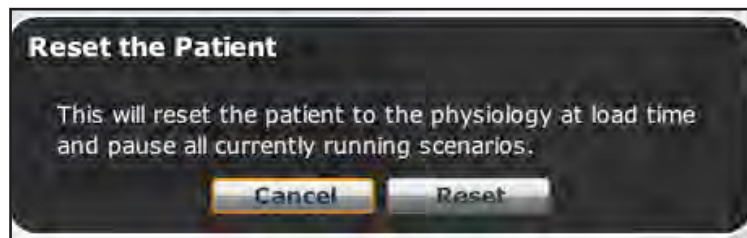The Patient pop-up menu appears.

2. Click **Reset**.

Clicking Reset from the Patient Pop-Up Menu

The Reset the Patient warning box appears stating that the patient's physiology will be reset to its state at the load time and all running scenarios will be paused.

The Reset the Patient Dialog Box

3. Click **Reset**. The Patient returns to its original physiological state at the start of the SCE.

Medication Monitor

The Medication Monitor tracks the infusion of medication administered. To activate the Medication Monitor, from the Run screen, click **Medication Monitor** at the bottom, right-hand portion of the screen.

Select Medication Monitor

The Medication Monitor appears as a movable box on the Run screen.

The Medication Monitor

The number shown on the Medication Monitor next to each medication listing is the normalized effector site concentration.

When a medication is reset from the Medication Monitor by clicking the **Reset** button, the reset clears the medication from the physiological model and from the Medication Monitor.

With continuous infusions, the amount infused goes back to zero, but the infusion continues. If you want the infusion to completely stop, the infusion must be stopped via the Medications Library.
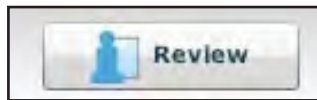
Creating and Editing SCEs

Creating and editing SCEs is a similar process. Once the SCE is created, the steps for editing are the same.

Use the **New SCE** button to create a new SCE.
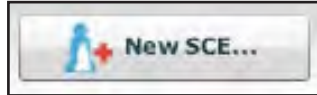
New SCE Button

Use the **Review** button to edit an existing SCE.

Review Button

The minimal requirements for creating a new SCE include selecting a Patient, naming the SCE and saving the SCE. Once the new SCE is created, you can continue with the SCE creation or use the **Review** button to edit later.

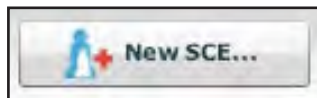To edit an existing SCE, click **Review**.

Creating an SCE

Creating an SCE begins with naming the SCE and determining the Patient Profile.

To name a new SCE:

1. From the Home screen, click **New SCE**.

New SCE Button

The Patients Palette appears.

2. Select a Patient from the palette and click **Create**.

Click the **Create** button to begin creating an SCE

Selecting a Patient

The SCE Editor appears, showing the Enter a name for the SCE dialog box.

The Enter a name for the SCE dialog box
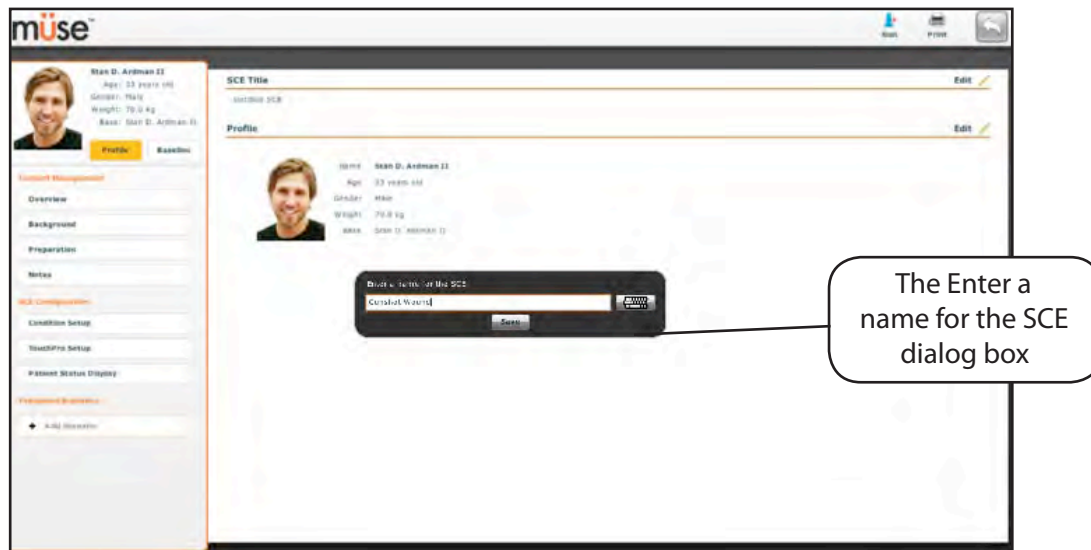
The SCE Editor Screen

3. Enter the name for the SCE.

   IMPORTANT: When naming the SCE, the name of the SCE may NOT exceed 80 characters. Additionally, SCE file names CANNOT contain any special characters, such as / \ : * ? < > % ' | "

4. Click **Save**. Once the SCE is saved, it is stored and can be edited and reviewed at any time, including while creating a Patient Profile and content, determining settings and programming scenarios.

Creating a Patient's Profile and Baseline

To create the Patient Profile:

1. From the SCE Editor, in the **Profile** field, click **Edit**.
2. Set the Patient's name, age, gender and weight by filling in the appropriate fields.
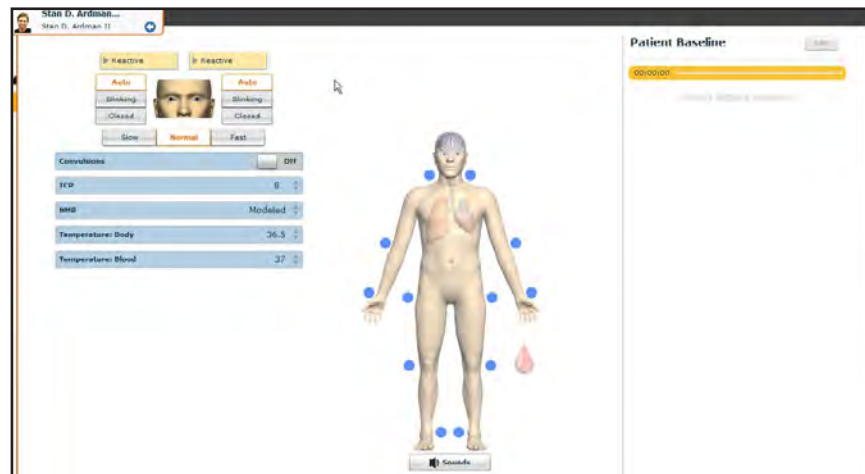
Setting the Patient's Name, Gender and Weight and Changing the Patient's Picture

3. Click the **Change Picture** button if you wish to change the patient's picture.
4. Click **Save**.

   IMPORTANT: No aspect of the patient's profile can contain any special characters, such as / \ : * ? < > % ' | "

To set the Patient's Baseline:

1. From the SCE Editor, click **Baseline**. The Patient Baseline screen appears.

The Patient Baseline Screen

2. Set the Patient's baseline by setting parameters.
3. Click **Save**.

When the SCE begins, the Patient presents with these settings.

Once the SCE is named and the Patient Profile determined, the SCE content can be entered and set up using the SCE Editor.

Content Management

SCE Content is entered by clicking the **Overview**, **Background**, **Preparation** and **Notes** buttons under the **Content Management** heading in the SCE Editor.

The Content Management Buttons

Each screen allows users to enter different information. Click the **Edit** button of each section on the SCE Editor to access a rich-text editor that enables data entry.

IMPORTANT: Text can be copied and pasted into the fields from TextEdit or Notepad programs only.

The Rich-Text Editor

Click **Save** when all data for the field has been entered.

SCE Configuration

Conditions, the TouchPro software and the Patient Status Display can be configured by clicking the buttons under the **SCE Configuration** heading in the SCE Editor.


SCE Configuration Buttons

Condition Setup Screen and Creating Quick Links

Click **Condition Setup** to access the Condition Setup screen. From the Conditions Setup screen, conditions, medications and interventions can be preconfigured for the SCE creating Quick Links.

On the Condition Setup screen, **Conditions**, **Medications** and **Interventions** buttons are available. Click the **Conditions, Medications** and **Interventions** buttons to navigate through the available conditions and interventions.
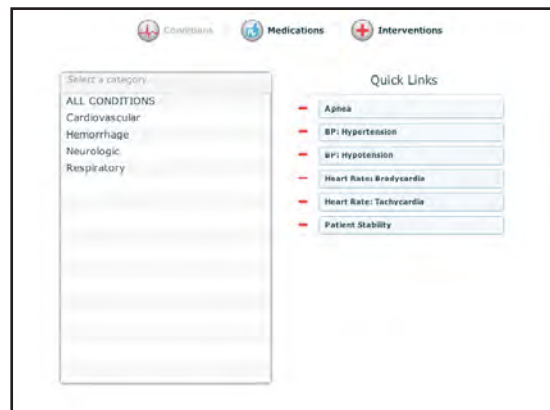

Condition Setup Screen

To create a Quick Link, drag and drop the desired choice(s) to the list of Quick Links to add them to the SCE.

TouchPro Setup

TouchPro software is an additional feature of the Müse software. To preconfigure the TouchPro for use with the Müse software, click **TouchPro Setup** under the SCE Configuration heading on the SCE Editor.

The TouchPro Pre-selected Layout screen appears.
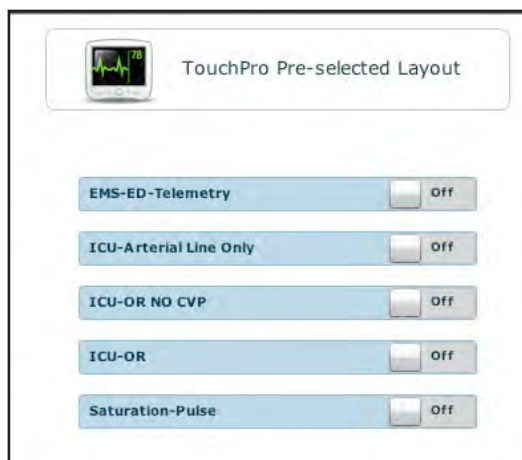
The TouchPro Setup Screen

From the TouchPro Pre-selected Layout screen, the following predefined layouts can be made available in the TouchPro software for a particular SCE:

    Saturation-Pulse

    ICU-OR No CVP

    ICU-OR

    ICU-Arterial Line Only

    EMS-ED-Telemetry

Switch **On** to activate a desired layout. Switch **Off** to deactivate a layout. Any number of the layouts may be selected.

Patient Status Display

To configure the Patient Status Display shown on the Run screen, click **Patient Status Display** under the SCE Configuration heading on the SCE Editor.

The Patient Status Display screen appears.

Patient Status Display Screen

To preconfigure the Patient Status Display for an SCE, drag and drop the desired waveform, numeric or volume widgets on the Patient Status Display screen to an available display panel.

Drag and drop the waveform into an available display panel
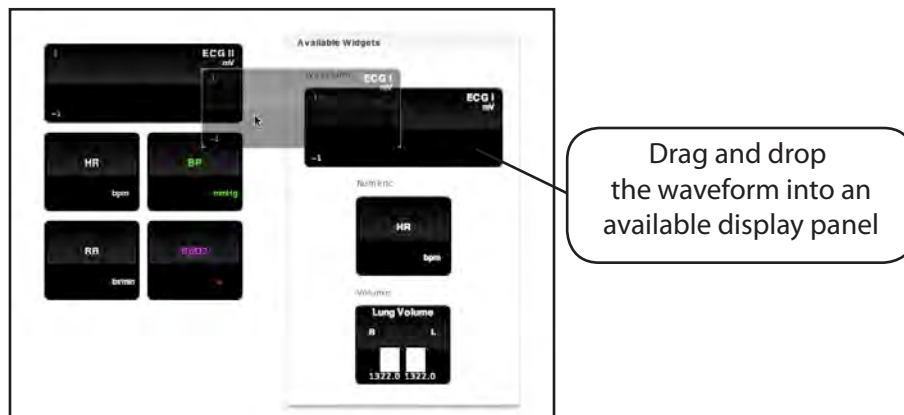
Assigning a Waveform

NOTE: Waveforms occupy two display panels.

Once placed, click the widget to assign a particular physiologic parameter.

Scenario Designer

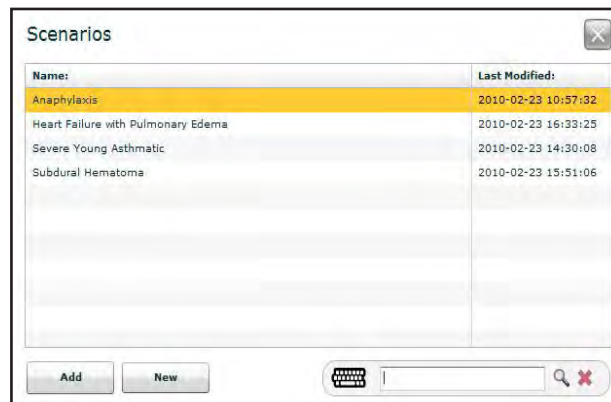The Scenario Designer allows users to create or edit new scenarios.

To access the Scenario Designer from the SCE Editor screen, click the **Add Scenario** button under the Preloaded Scenarios heading.

Click the **Add Scenario** button

Clicking the Add Scenario Button

The Choose Scenario dialog box appears.

The Choose Scenario Dialog Box

To choose a saved scenario from the list, select the scenario and click **Add**. The scenario appears beneath the Preloaded Scenarios heading. Click the scenario to open it in the Scenario Designer.

Enter a keyword in the **Search** field to search for a scenario.

To create a scenario from scratch, click **New**. The Scenario Designer appears.

IMPORTANT: When naming a new Scenario, the scenario name may NOT exceed 128 characters. Additionally, scenario file names CANNOT contain any special characters, such as / \ : * ? < > % ' | "

Once the choice has been made, the Scenario Designer appears.
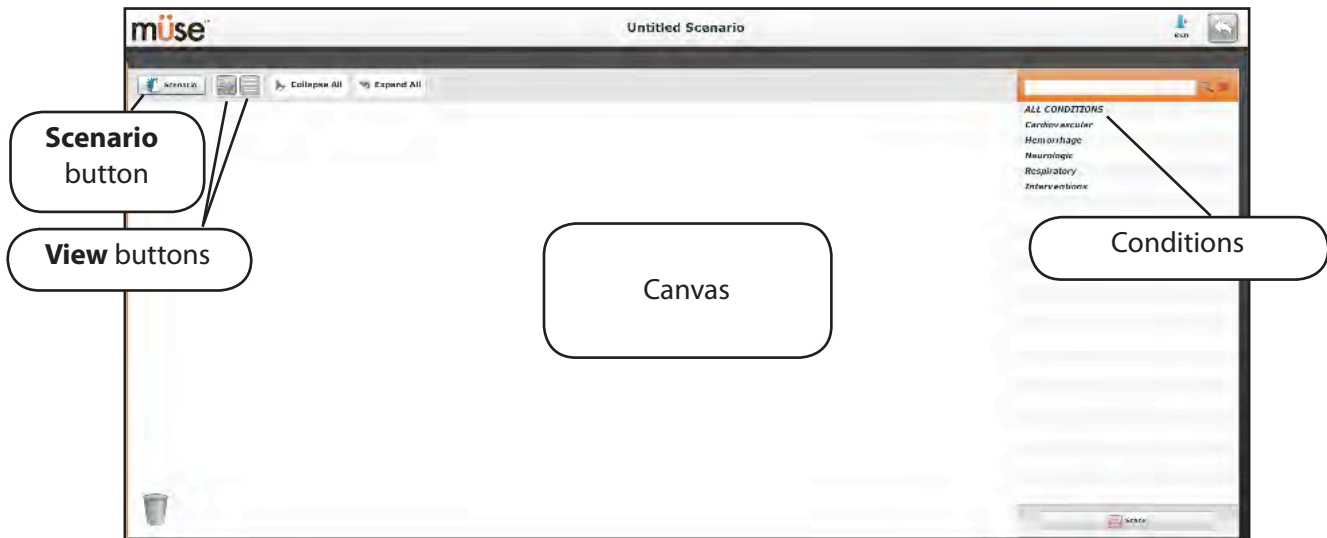
The Scenario Designer

The Scenario Button

Clicking the **Scenario** button accesses the Scenario drop-down menu, which allows users to save scenarios, add blank states and rename and delete selected states.


The Scenario Drop-Down Menu

IMPORTANT: When naming a new Scenario, the scenario name may NOT exceed 128 characters. When naming a Scenario State, the state name may NOT exceed 127 characters. Additionally, scenario file and state names CANNOT contain any special characters, such as such as / \ : * ? < > % ' | "

Scenario Designer Views

The Scenario Designer has two views: The Graphical View and the Line Item view. The Graphical View allows users to branch out scenario states. The Line Item view places the states into a linear format.

Click the **Graphical View** button to utilize the Graphical View.
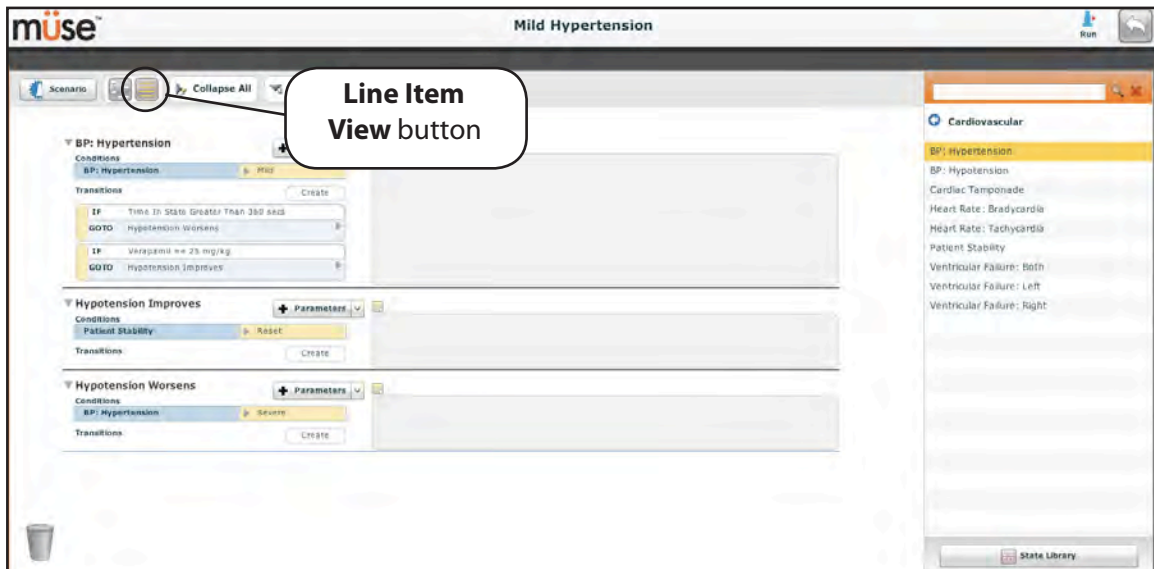
Double-click on any state to expand and view it with all its components as shown in the example below.
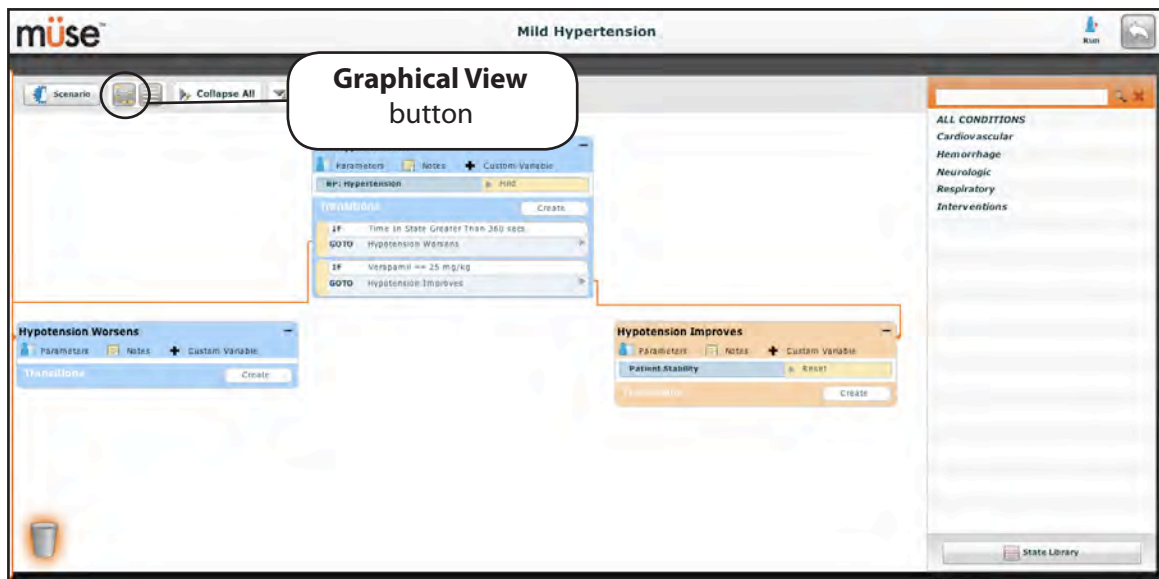
The Graphical View

Click the **Line Item View** icon to utilize the Line Item view.

Double-click on any state to expand and view all its components as shown in the example below.

Line Item View

Creating a New Scenario

When beginning to create a new scenario, the canvas is blank. Scenario states can be created by dragging and dropping conditions, medications and interventions from their respective menus on the right side of the Scenario Designer to the canvas.
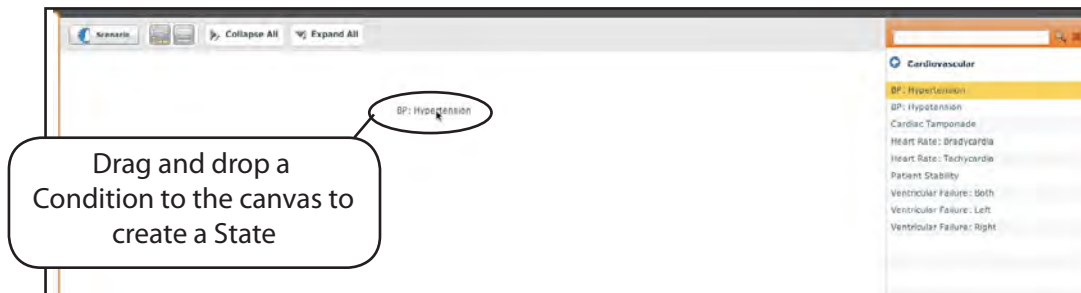
Dragging-and-Dropping a Condition to the Canvas

Or, a new, empty state can be added by clicking the **Scenario** button. Once clicked, the Scenario drop-down menu appears. Click **New State**, and a new state appears on the canvas.

NOTE: When naming a Scenario State, the state name may NOT exceed 127 characters. Additionally, scenario file and state names CANNOT contain any special characters, such as such as / \ : * ? < > % ' | "

Modifying Scenario States

Once a scenario state has been placed on the canvas, it can be modified. Additional parameters, transitions and notes can be added. Each state can contain multiple parameters and transitions. Click the state name to rename the state.
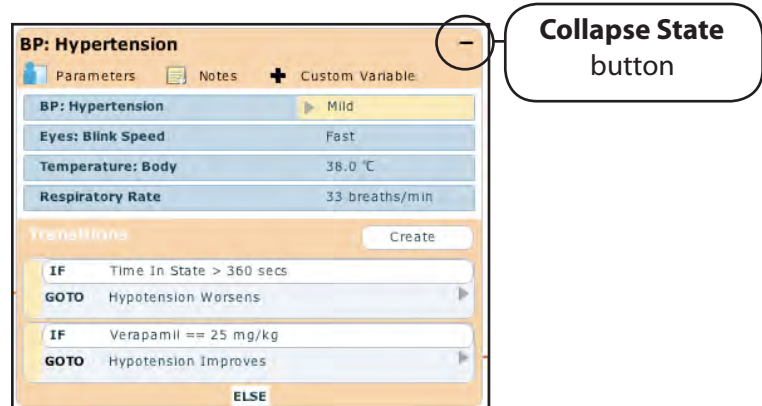
A State

Click the **Collapse State** button to minimize the state.

Double-click the collapsed state to expand.

Adding Parameters and Interventions

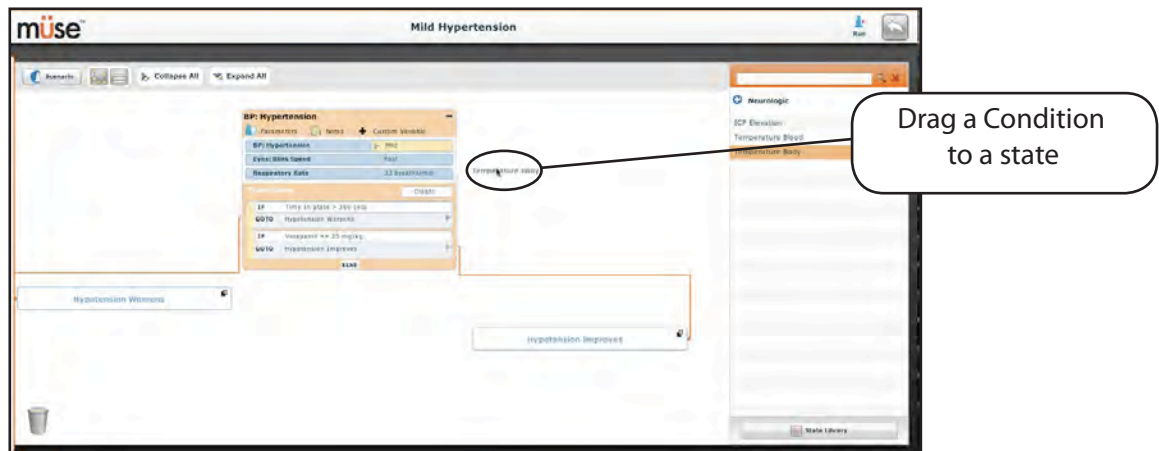Additional parameters and interventions can be set in two ways.

Users can drag and drop additional parameters from the **Conditions** menu to the canvas or to states.

Adding a Condition

Or, click the **Parameters** button within the state to be modified.
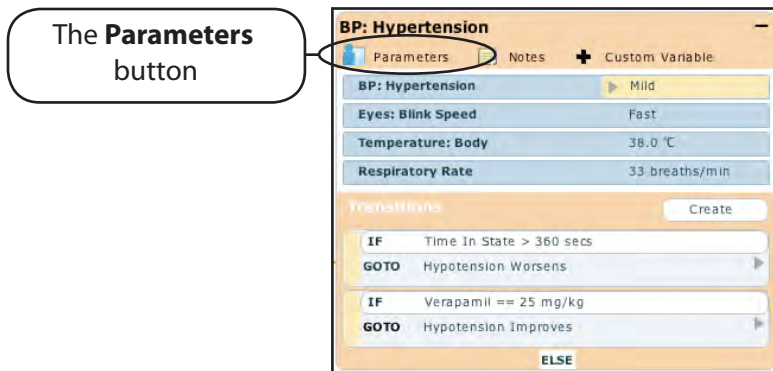
The Parameters Button

The Patient Control screen appears.
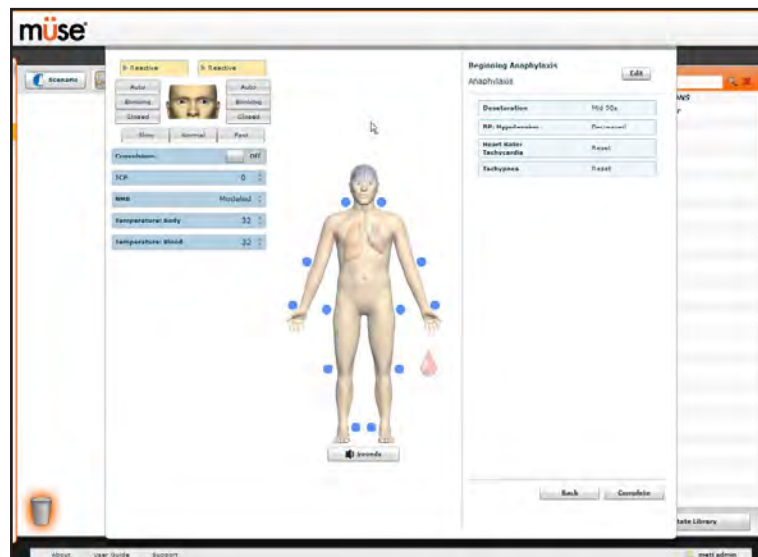
The Patient Control Screen

Click the various organs to change the views, and select the desired parameter. Once a parameter has been selected, it appears in the Patient Control panel.

Add as many parameters as needed. Added parameters appear consecutively within the state. Drag and drop to reorder as needed. Click **Complete** to save and exit the Patient Control screen, or click **Cancel** to exit without saving.

NOTE: If the physiology of any of the parameters conflicts, the Müse software reflects the physiology of the last parameter entered.

Adding Transitions

To add a transition, you must have both an original state and a state that results from the transition.

To add a transition:

1. Click the **Create** button in the original state.

Creating a Transition

A menu appears with all available transition variables.
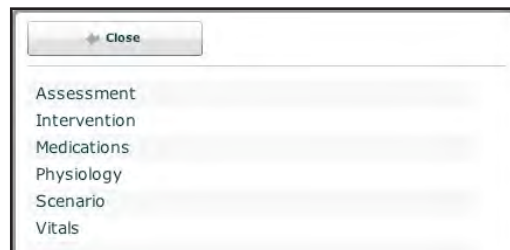
Transitions Menu

2. Select the desired variable from the menu. For example, if a medication is desired, select Medications, and select the desired medication from the list. Once the medication is selected a dialog box appears, asking for the proper dose and the variable.

Setting a Medication Dosage and Variable

3. Once the dose and variable have been selected, click **Accept**.

4. Click the **GOTO** arrow to connect the transition. A menu listing all the available states appears. Select the resulting state from the menu.
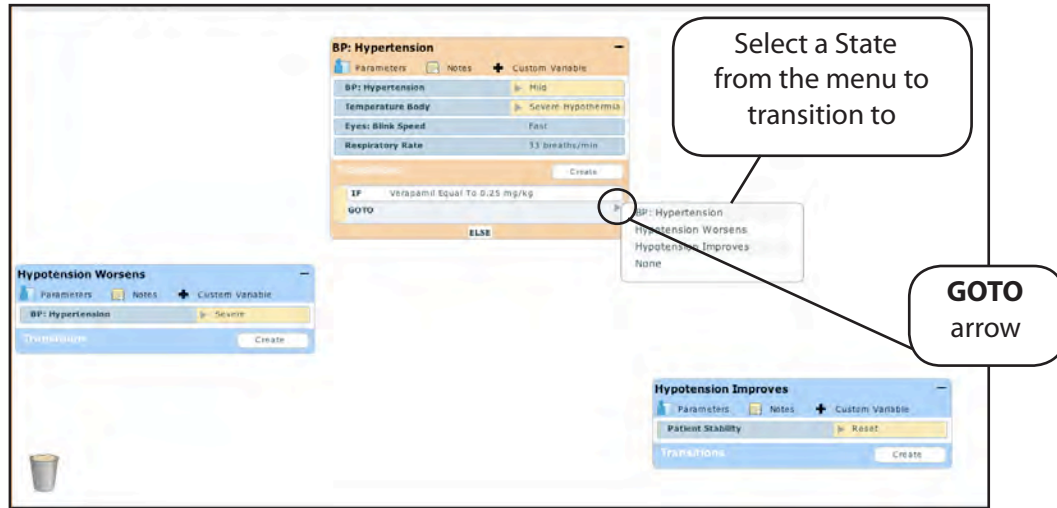
Transition Menu

An orange connector line appears linking the transition to the state.
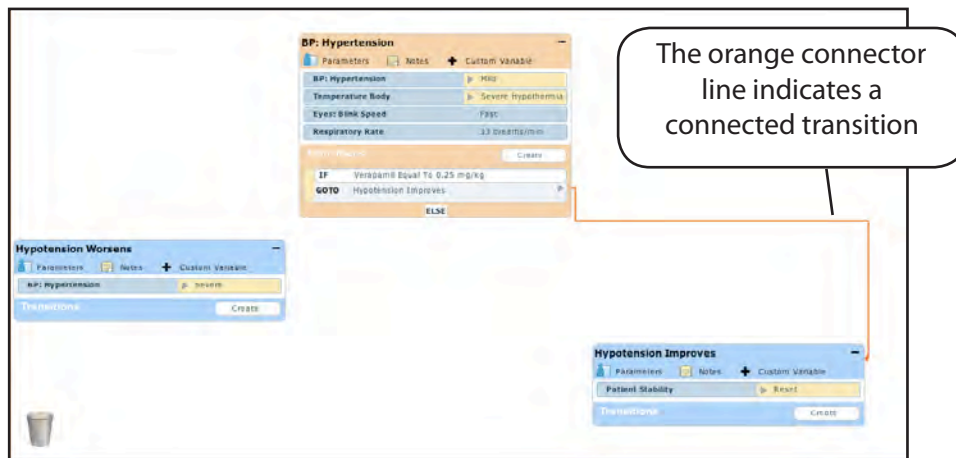
A Connected Transition

5. Follow the same steps to add multiple transitions to the state.

ELSE Statements

An **ELSE** statement is used to transition to a state automatically when none of the other programmed transitions occur.

Before specifying an **ELSE** statement, at least one other state must be created first.

To add an **ELSE** statement, click **ELSE** in the original state. A menu appears with all the available states listed.

Select a State from the ELSE menu
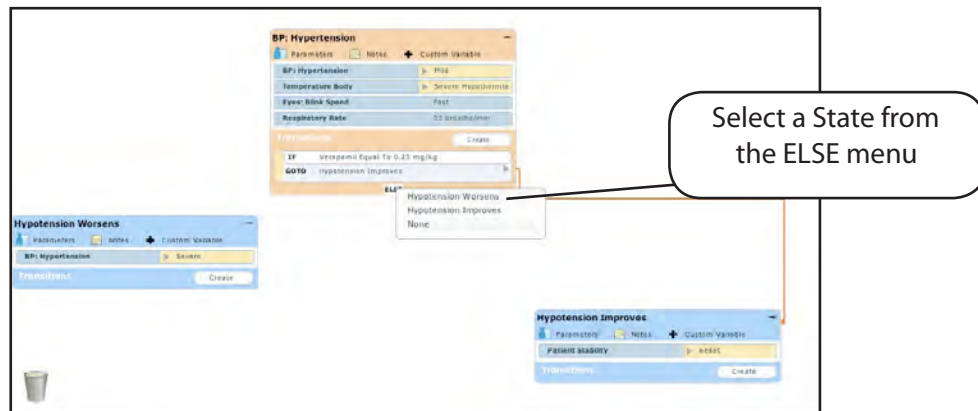
ELSE Menu

Click the desired state. A black connector line appears linking the **ELSE** statement to the state.

The black connector line indicates a connected ELSE statement
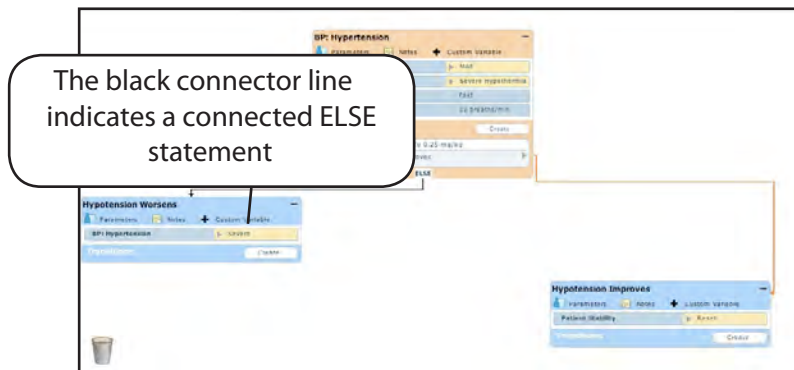
A Connected ELSE Statement

Deleting Scenario States

To delete a state, in the Graphical view, drag and drop the state into the trash.
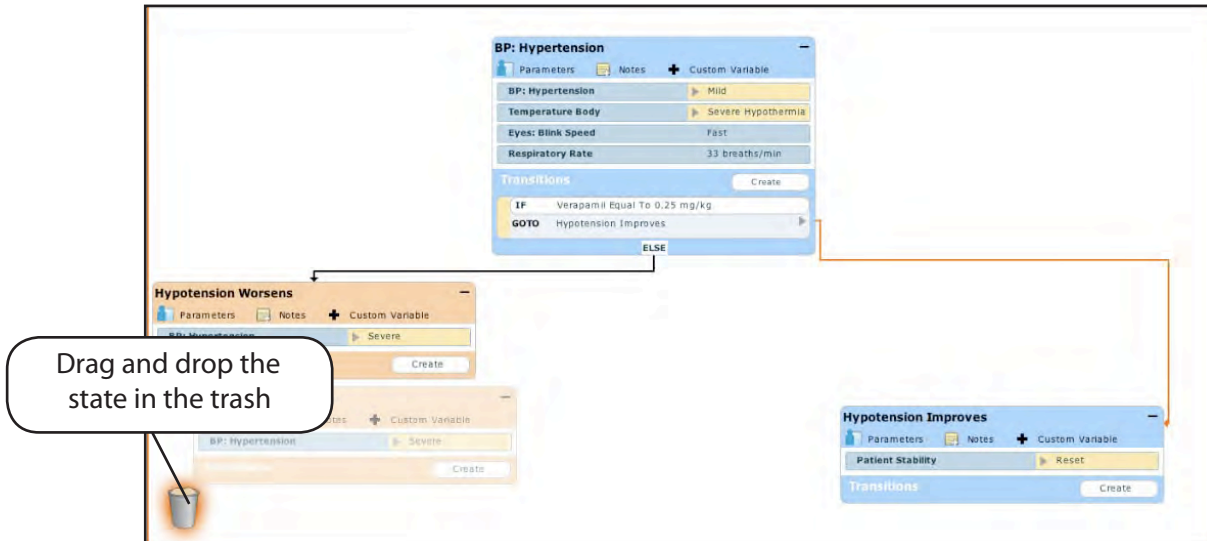
Deleting a State in the Graphic View

In the Line Item view, drag and drop the state into the trash.
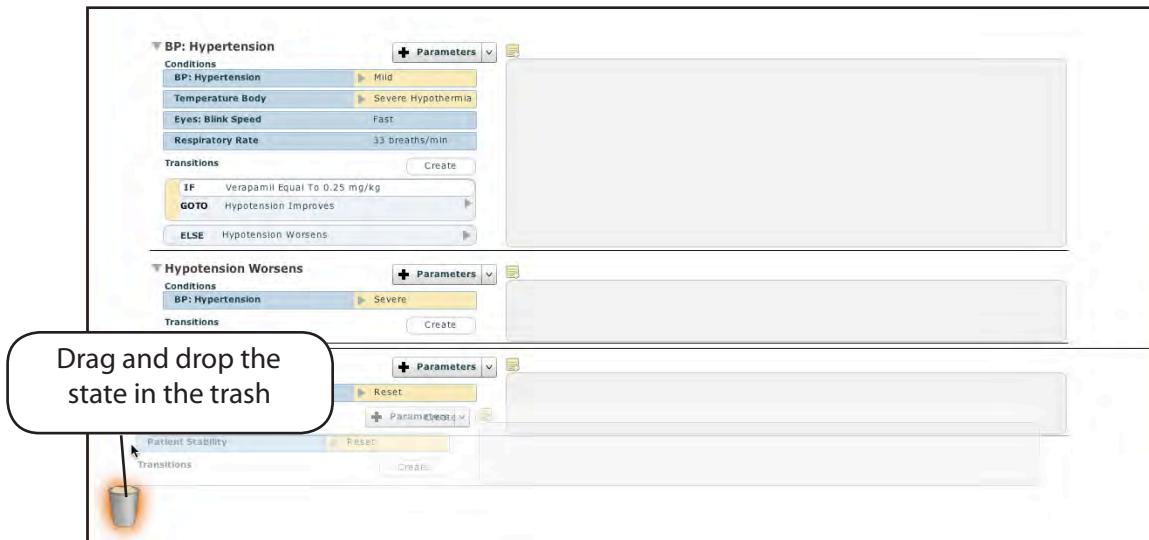
Deleting a State in the Line Item View

Deleted states remain in the trash can until you log out of the software or the trash is cleared.

Deleting Parameters and Transitions

From an active state, drag and drop the desired parameter or transition into the trash.

BP: Hypertension

Parameters   Notes   + Custom Variable

BP: Hypertension	▶ Mild
Temperature Body	▶ Severe Hypothermia
Eyes: Blink Speed	Fast
Respiratory Rate	33 breaths/min

Transitions   Create

IF   Verapamil Equal To 0.25 mg/kg
GOTO   Hypotension Improves ▶

ELSE

Hypotension Worsens

Parameters   Notes   + Custom Variable

| BP: Hypertension | ▶ Severe |

Transitions   Create

BP: Hypertension   Severe

Drag and drop the parameter in the trash

Deleting a Parameter

Emptying the Trash

From the Scenario Designer screen, click the Trash Can. All items placed in the trash are listed.
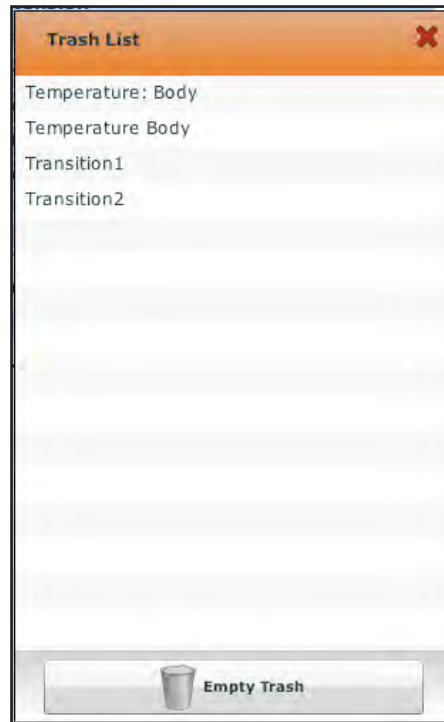
Trash Can Contents

Click **Empty Trash** to empty the trash. If you do not wish to delete the items listed, they can be dragged back into the scenario, at which time they are removed from the trash.

Logging out of the software automatically empties the trash.

NOTE: Items emptied from the trash cannot be retrieved.

Saving the Scenario

At any time during scenario creation or modification, the scenario can be saved. To save scenarios, click the **Scenario** button to access the Scenario drop-down menu.

To save on the most recent version of a modified scenario, click **Save**.

To save a new scenario, click **Save As**. Or, when **Save** is clicked when saving a new scenario, users receive the same prompts.

To save a modified scenario as a new scenario, click **Save As**.

The Scenario Drop-Down Menu

When **Save As** is clicked, the Save Scenario dialog box appears.

Enter a name for the scenario in the **Enter scenario name** field.

The Save Scenario Dialog Box

Enter the name for the scenario in the **Enter scenario name** field and click **Save**.

IMPORTANT: When naming a new scenario, the scenario name may NOT exceed 128 characters. Additionally, scenario file names CANNOT contain any special characters, such as / \ : * ? < > % ' | "

Saving States to the State Library

Users can save states in the State Library for later use.

To save a state, drag and drop the state to the **State Library** button.

Drag and drop states to the **State Libary** button to save them
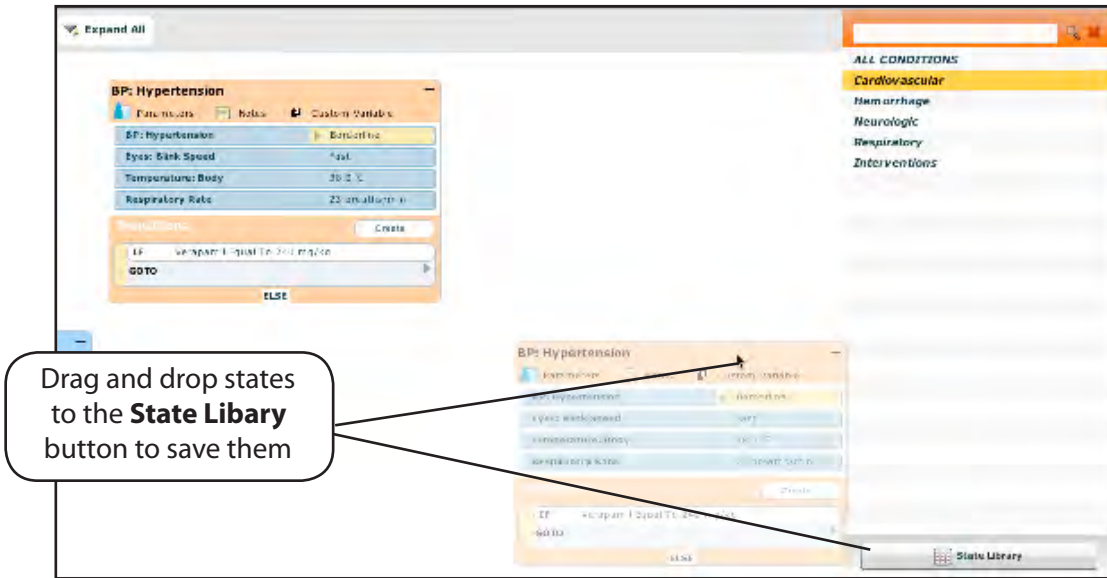
A Saved State

The state is stored in the library and appears in the State Library panel.

A saved state

A Saved State

Click **Conditions Library** to Exit the State Library.

Administrative Tools

The Müse software has administrative tools that allow users to manage logs, stored content, users and system settings. The administrative tools are accessed via the Administrative Tools buttons, located on the Home screen.

History button

System Administration button

Account Profile button

Administrative Tools Buttons

Click the **History** button to view and manage Simulation Session Logs.

Click the **System Administration** button to manage stored content, user accounts, groups and system settings.
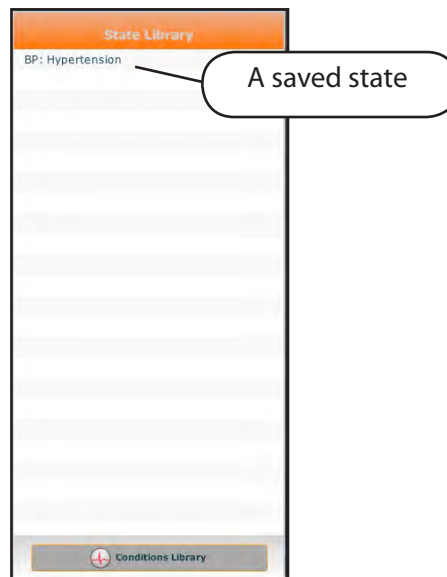
Click the **Account Profile** button to manage and determine preferences for the active account.

History

From the History screen, users can view and export the Simulation Session Logs of performed SCEs. Each Simulation Session lists the Start Time, the title of the SCE and the Patient's name. In addition, the Physiological Data and Simulation Events Logs are available for review and download.

Start Time	SCE	Patient	Simulation Events	Physiological Data	
2009-12-10 14:57:18	Chest Tube Insertion and General Care	Justin Cavanaugh	Simulation Events	Physiological Data	Clear
2009-12-10 12:47:59	Chest Tube Insertion and General Care	Justin Cavanaugh	Simulation Events	Physiological Data	Clear
2009-12-10 12:23:42	Chest Tube Insertion and General Care	Justin Cavanaugh	Simulation Events	Physiological Data	Clear
2009-12-10 09:28:19	Chest Tube Insertion and General Care	Justin Cavanaugh	Simulation Events	Physiological Data	Clear

The History Screen

By clicking the **Simulation Events** link of a Simulation Session, users can view the entire log of the simulation and all the events that occurred during the SCE.

When the **Physiological Data** link of a Simulation Session is clicked, users can view all the physiological data that occurred during the SCE.

On both the Simulation Events and Physiological Data screens, there is an **Export** button that, when clicked, exports the data to a CSV file that can be stored on an external device.

System Administration

From the System Administration screen, users can control and access Content Management, User Accounts, Groups and System Settings.

To access the System Administration screen, click the **System Administration** button from the Home screen.

The System Administration Button

Content Management

From the Content Management screen, users can manage Learning Applications, SCEs, Patients, Scenarios and Conditions.
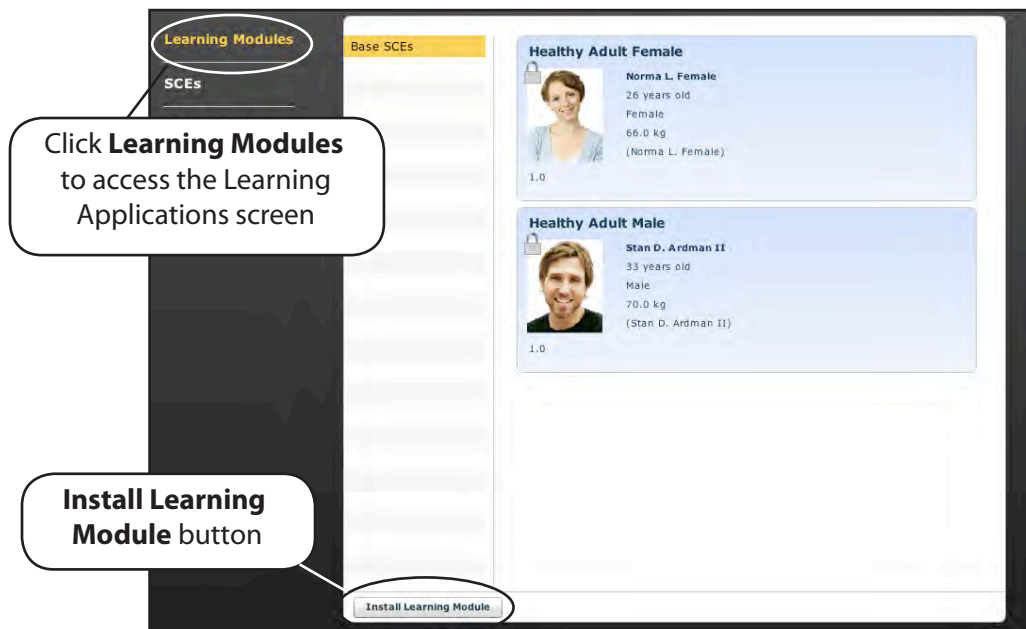
To access the Content Management screen, from the System Administration screen, click **Content Management**.

The Content Management Button

Learning Applications

From the Content Management screen, click **Learning Modules** to access the Learning Applications screen.

The Learning Applications Screen

The Learning Applications screen appears, listing all available CAE Healthcare Learning Applications and their accompanying SCEs.

Additionally, Learning Applications can be installed from this screen.

To install a Learning Application:

1. Click **Install Learning Module**. The Select file to upload dialog box appears.

2. Locate the correct Learning Application file on the Learning Application CD. The file extension is **sce**.

3. Select the file and click **Select**.

4. Refresh the screen by clicking the **Home** button in the Müse software and then follow the steps above for accessing the Learning Applications screen. The Learning Application appears on the Learning Applications screen and is available for use.

SCEs

From the Content Management screen, click **SCEs** to access the SCEs screen. All user-created SCEs appear in the SCEs panel.
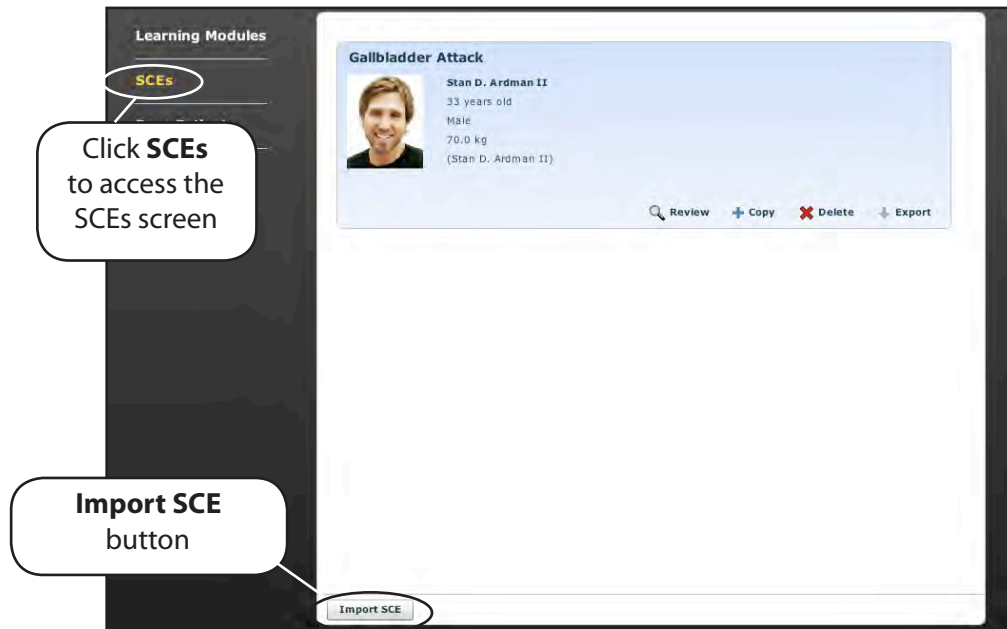

The SCEs Screen

On the SCEs screen, users can import and export the SCEs they have created.

NOTE: SCEs purchased from CAE Healthcare CANNOT be exported.

Click **Import SCE** to import an SCE from an external device as an **sce** file. Click **Export** to export an SCE to an external device.

Base Patients

From the Content Management screen, click **Base Patients** to access the Base Patients screen. All Patients appear in the Patients panel.
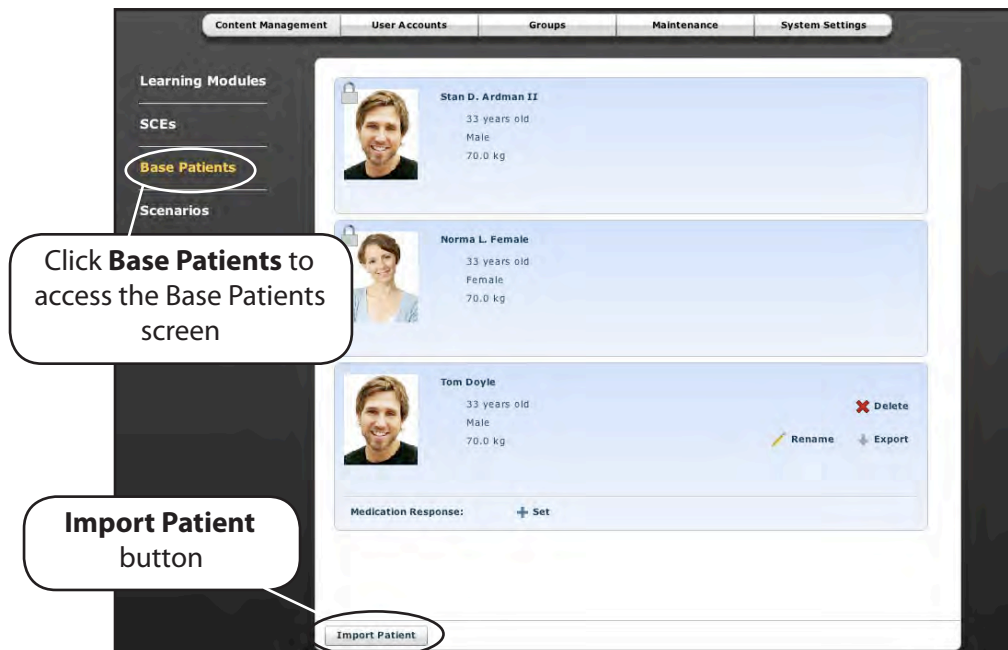
The Base Patients Screen

On the Base Patients screen, users can rename, review, delete, import and export Patients they have created by clicking the respective buttons within each Patient. Locked Patients can only be reviewed from this screen.

Click **Import Patient** to import a Patient file from an external device. Click **Export** to export a Patient file to an external device, such as the Instructor Workstation's hard drive or a USB portable device.

Scenarios

From the Content Management screen, click **Scenarios** to access the Scenarios screen. All Scenarios appear in the Scenarios panel.

The Scenarios Screen

On the Scenarios screen, users can rename, review, delete, import and export Scenarios they have created. Locked Scenarios can only be reviewed from this screen. Users can also create new scenarios from the Scenarios screen by clicking the **Create New Scenario** button.

User-created scenarios can be renamed, reviewed and deleted from the Scenarios screen by clicking the respective buttons within each scenario.

Click **Import** to import a scenario file from an external device. Click **Export** to export a scenario file to an external device.

User Accounts

From the User Accounts screen, users can create, edit and delete users. To access the User Accounts features, on the System Administration screen, click **User Accounts**.

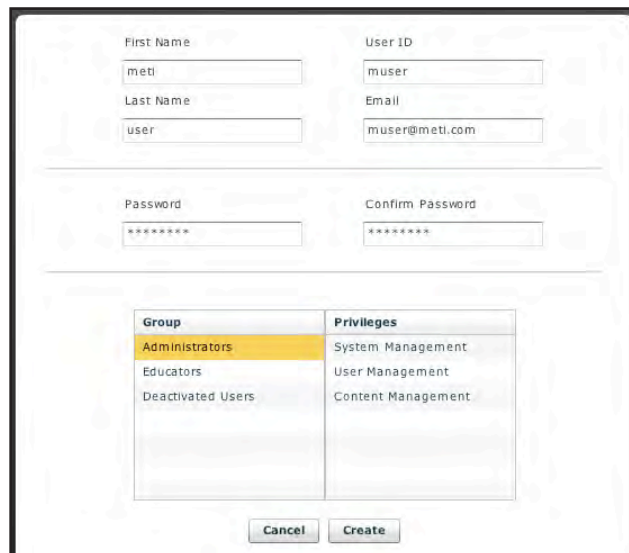Click **User Accounts** to access the User Accounts screen
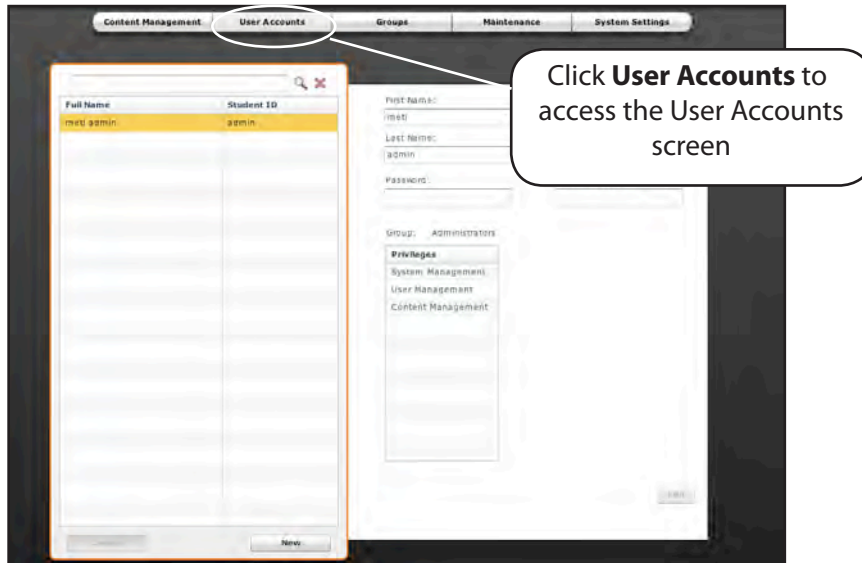
The User Accounts Screen

Creating a User

To create a new user:

1. Click the **New** button in the Users panel. The User Data panel appears on the screen and requests information about the user.

Creating a New User

2. Enter the user's personal data.

    First Name

    Last Name

    Email

    Password – The password should be one that is not easily guessed

    Confirm Password

    NOTE: A suggested User ID is generated automatically when the user's first and last names are entered; however, an alternate User ID can be entered.

3. Assign the user to a Group by clicking on the group name in the Groups panel. New groups can be created as well. Users may be assigned to only one group.

4. Click **Create**.

Editing a User

Edit a user when changes are needed to the user account.

To edit a user's information or privileges:

1. From the Users panel, select the user to edit.

2. Click **Edit**. The user's details appear in the User Data panel.

3. Make the desired changes and click **Save**.

Deleting a User

Delete a user when the user is no longer needed.

To permanently delete a user:

1. From the Users panel, select the user to be deleted.

2. Click **Delete**.

3. The User Deletion Warning box appears stating any content created by this user will be reassigned to your account and asks if you are sure you want to delete the user.
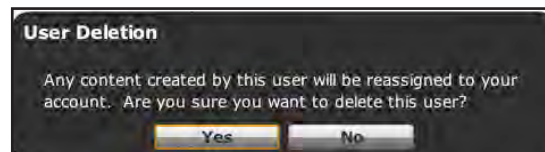
The User Deletion Warning Box

4. Click **Yes**.

   The user and his corresponding data are deleted. However, any SCEs, scenarios or Patients created default to the user who deleted him.

Groups

Users are assigned to groups to define access privileges. To access the Groups screen, from the System Administration screen, click **Groups**.
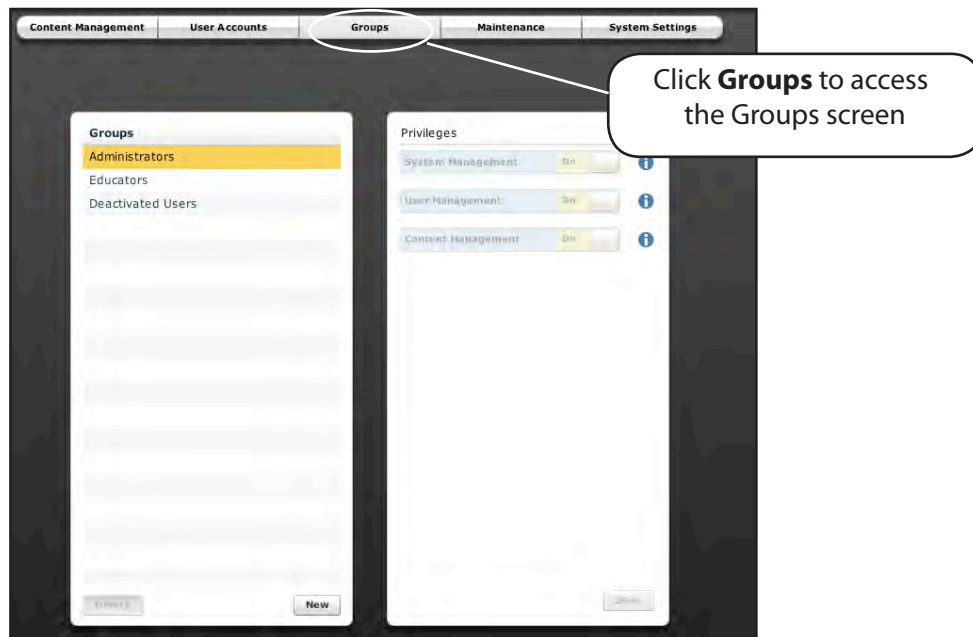
The Groups Screen

From the Groups screen, users can create new groups, delete groups and assign privileges to groups.

In the Groups panel, three groups appear by default.

> Administrators
>
> Educators
>
> Deactivated Users

Each default group has privileges assigned.

Privilege System

The Müse software has three different privileges:

> System Management
>
> User Management
>
> Content Management

User Management and Content Management can be assigned independently or combined. The System Management privilege contains all privileges.

System Management

Users with the System Management privilege have access to all features of the Müse software, including the benefits of the User Management and Content Management privileges, listed below. Users with the System Management privilege can also view system settings, back up and restore data and apply software updates.

User Management

Users with the User Management privilege can manage all users and groups.

Content Management

Users with the Content Management privilege can create and manage all SCEs.

IMPORTANT: Users with the System Management or User Management privilege can DELETE other users, including the default meti admin account. Once deleted, this account cannot be recovered. Please ensure users with the System Management or User Management privilege take care not to delete the default meti admin account.

Creating a New Group

Create a new Group to have an alternative to the preconfigured Groups.

To create a new Group:

1. From the Groups screen, click **New**.

   The **Group Name** field appears.

2. Enter the name of the Group in the **Group Name** field.

3. Click **Create Group**.

   The group appears in the Groups panel on the Groups screen. Privileges can now be selected.

4. Select the privilege(s) to be assigned to the Group.

5. Click **Save**.

Deleting a Group

Delete a group when it is no longer needed. Once a Group is deleted, all users who were affiliated with the Group default to the Deactivated Users Group.

To permanently delete a Group:

1. From the Groups screen, click the group to be deleted.

2. Click **Delete**. The Group Deletion warning box appears asking if you want to continue.

3. Click **Yes**. The Group is deleted.

Maintenance

From the Maintenance screen, users can flush the fluids from their METIman simulators. For more instructions on how to flush the simulator, see the Care and Maintenance section.
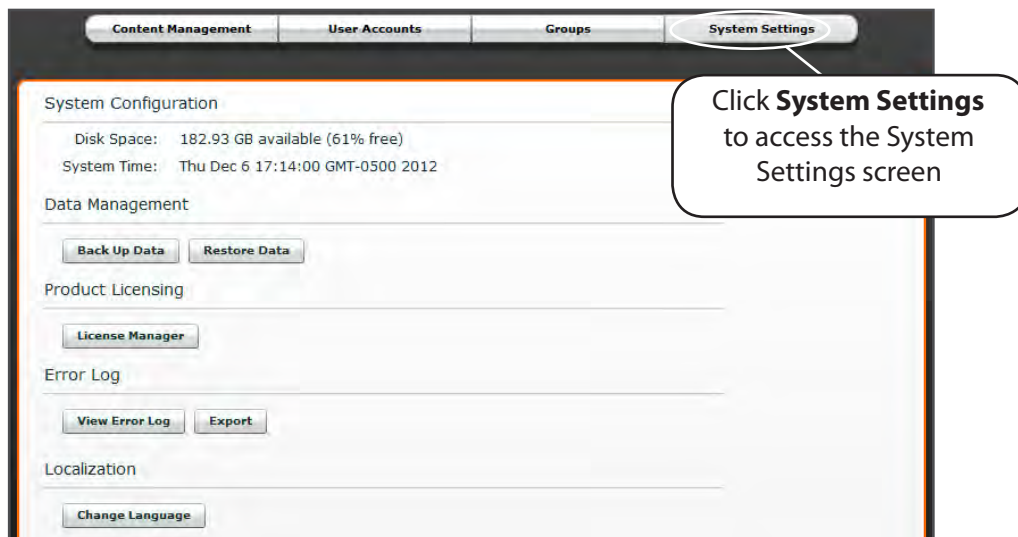

The Maintenance Screen

System Settings

From the System Settings screen, users can view system information, back up and restore data, manage product licensing, view the error log and change the language of the Müse software.

To access the System Settings screen, from the System Administration screen, click **System Settings**.

The System Settings Screen

System Configuration

Under System Configuration, Disk Space and System Time are displayed.

Data Management

The Data Management feature allows users to back up data to an external device. Users can also restore the backup data.

Backing Up Data

Back up data to protect and store content and user data.

To back up data:

1. On the System Settings screen, click the **Back Up Data** button.

    A Save dialog box appears.

2. Select a location to save the backed up data.

3. Click **Save**.

Restoring Data

Restore data when the backed up data needs to be replaced on the software. Restoring data only restores the last backup and does NOT merge the backup data with the current data.

To restore backup data:

1. On the System Settings screen, click **Restore Data**.

2. The System Restore warning box appears stating that restoring data erases all current data and asks if you want to continue.

3. Click **Yes**.

    A select file dialog box appears.

4. Locate the appropriate file to restore the data.

5. Click **Select**. The data is restored.

Product Licensing

To view product licensing information for your simulator or to enter a license key to activate your software, click **Product Licensing**.

Error Log

The Error Log is available for technicians and is used when diagnosing the Müse software.

Localization

To change the language of the Müse software, click **Change Language**, select a language and click **OK** or **Accept**.

NOTE: Only the English version of the User Guide is available via the software, regardless of the Müse language selection. To access the User Guide in other languages, please visit www.caehealthcare.com and click the **Support** link.

Account Profile

From the Account Profile screen, users can view, update and reset personal profile information. From the Account Profile screen, users can also view and add favorite SCEs.
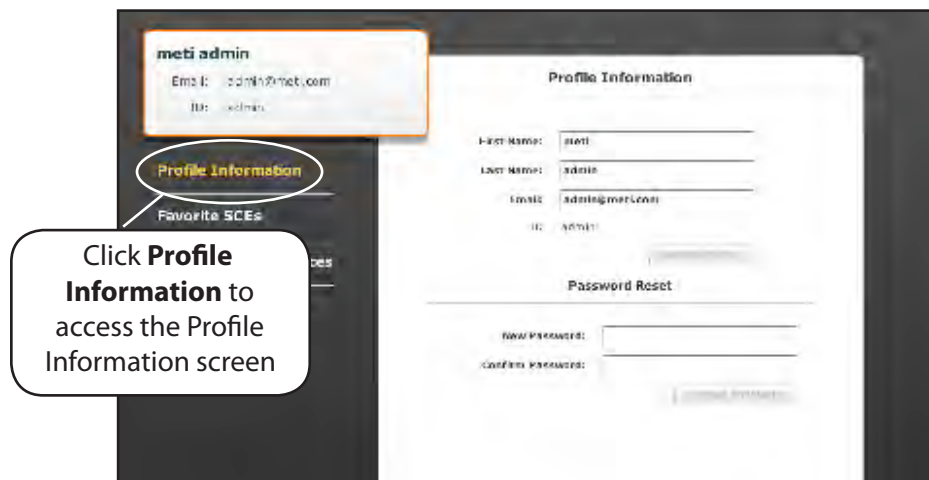
Click the **Account Profile** button to access the Account Profile features.
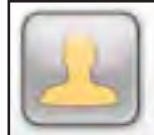
The Account Profile Button

Profile Information

From the Account Profile screen, click **Profile Information** to access the Profile Information screen. From this screen, users can change their profile information and reset their passwords.


The Profile Information Screen

To change profile information, enter the new information in the appropriate field and click **Update Profile** when finished.

To reset a password, enter the new password in the **New Password** field and re-enter the new password in the **Confirm Password** field. Click **Change Password** when finished.

Favorite SCEs

To access the Favorite SCEs screen, click Favorite SCEs from the Account Profile screen. All of the logged-in user's favorite SCEs appear in the Favorite SCEs panel.
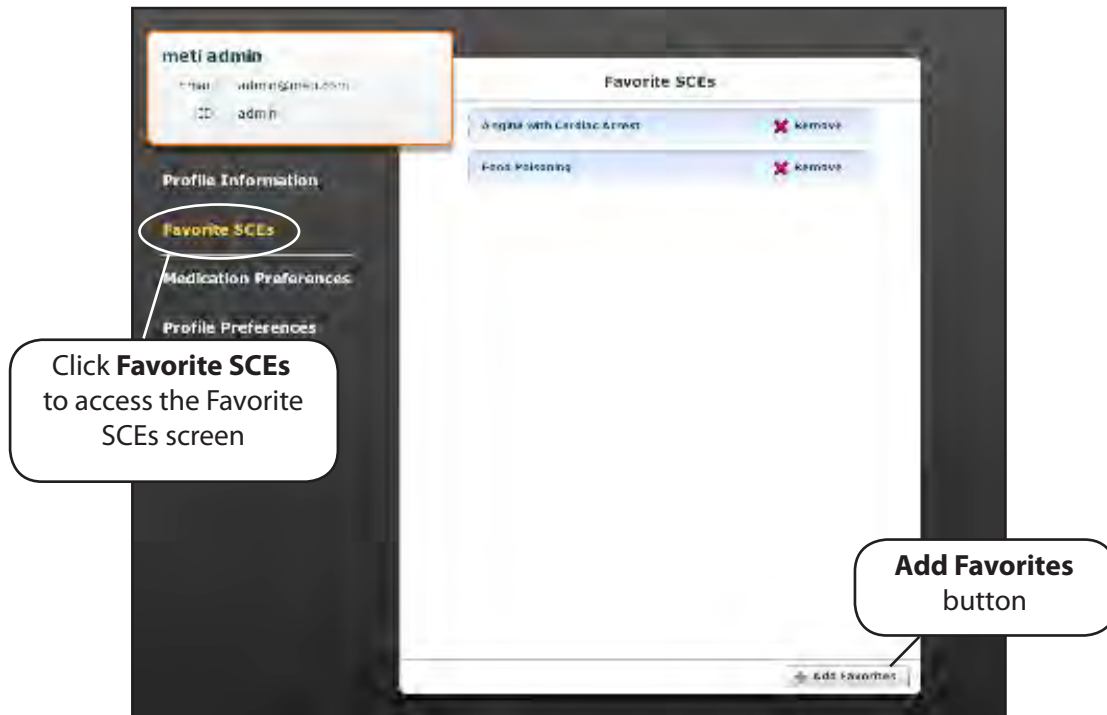

The Favorite SCEs Screen

To add SCEs to the Favorite SCEs panel, click **Add Favorites**. The SCE Library appears. Select the desired SCE, and it automatically appears in the Favorite SCEs panel.
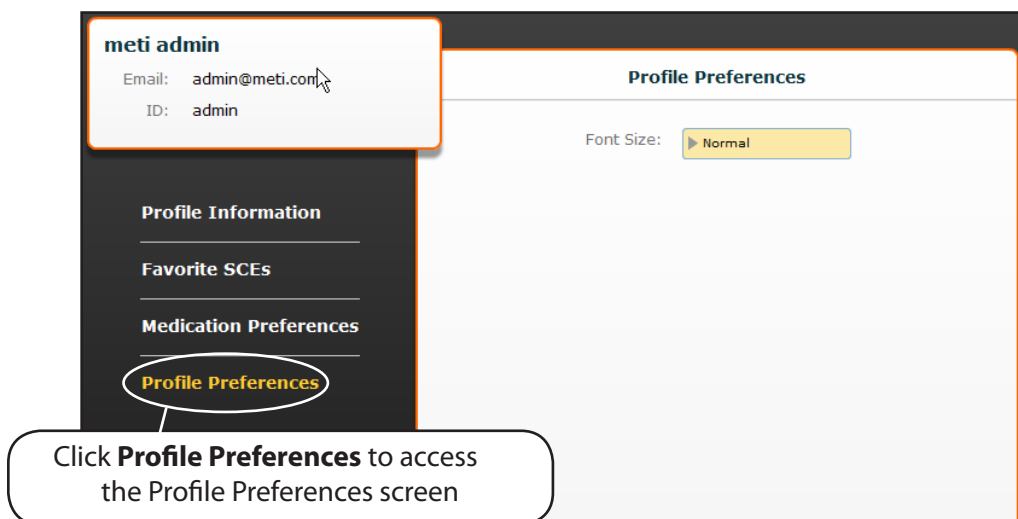
Medication Preferences

From the Medication Preferences screen, found under Account Profile, users can import customized medication response files created in the Pharmacology Editor software.
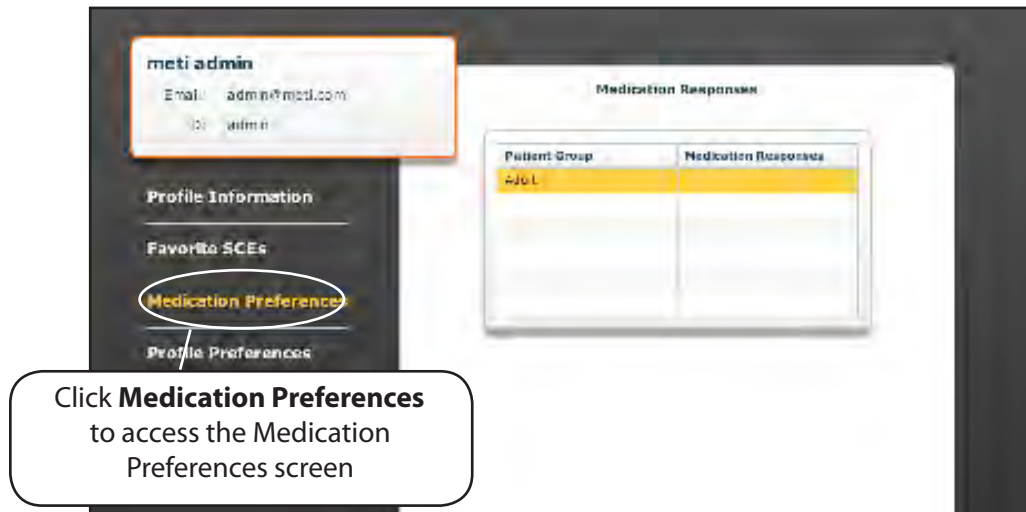
The Medication Preferences Screen

Profile Preferences

Profile preferences allow users to change the font size.

The Profile Preferences Screen

Using TouchPro

The TouchPro software enables users to view the patient's physiology.

The software can be used from the Instructor Workstation or on another computer provided that computer has joined METIman's wireless network.

Accessing the TouchPro Software

Like the Müse software, the TouchPro software is compatible with computers that have touch-screen capabilities.

To run the TouchPro software, the Instructor Workstation must be connected to the METIman network.

> An SCE must be running on the Müse software for any physiological data to be displayed on the TouchPro software. The TouchPro software can only show one Patient at a time.

1. Using the Instructor Workstation, with the Müse software running, open a new tab in the web browser and go to the **Home** page of the web browser.

   The Müse Start Screen appears.

The Müse Start Screen

2. Select the **TouchPro** icon.

When TouchPro opens, the simulated patient monitor appears.

The TouchPro Display

NOTE: If using TouchPro on a separate computer other than the Instructor Workstation, the additional computer must be on METIman's network. *For instructions on how to join the TouchPro computer to the METIman configuration, please refer to page 34.*

Modifying the TouchPro Display

The layout of the waveforms and numeric data shown on the TouchPro software can be customized.

Changing the Layout

The TouchPro software can show up to six waveforms plus an additional four numeric readouts.

There are five preconfigured layouts:

> **EMS-ED-Telemetry** - preconfigured with a waveform and numeric readout for ECG Lead II and numeric readouts for SpO_2 and noninvasive blood pressure (NIBP).
>
> **ICU-OR Arterial Line Only** - preconfigured with waveform and numeric readouts for ECG Lead II, ECG Lead V, ABP, Pleth and a numeric readout for Body Temperature.
>
> **ICU-OR No CVP** - preconfigured with waveform and numeric readouts for ECG Lead II, ECG Lead V, ABP, PAP and Pleth, and numeric readouts for NIBP, Thermodilution C.O., Blood Temperature and Body Temperature.
>
> **ICU-OR** - preconfigured with waveform and numeric readouts for ECG Lead II, ECG Lead V, ABP, PAP, CVP and Pleth, and numeric readouts for NIBP, Thermodilution C.O., Blood Temperature and Body Temperature.
>
> **Saturation-Pulse** - preconfigured with numeric readouts for SpO_2 and pulse.

Selecting a Preconfigured Layout

To select a preconfigured layout, click **Settings**, select the layout from the Layouts panel and click the **Close Settings** button.

Close **Settings** button

Select a layout from the Layouts panel
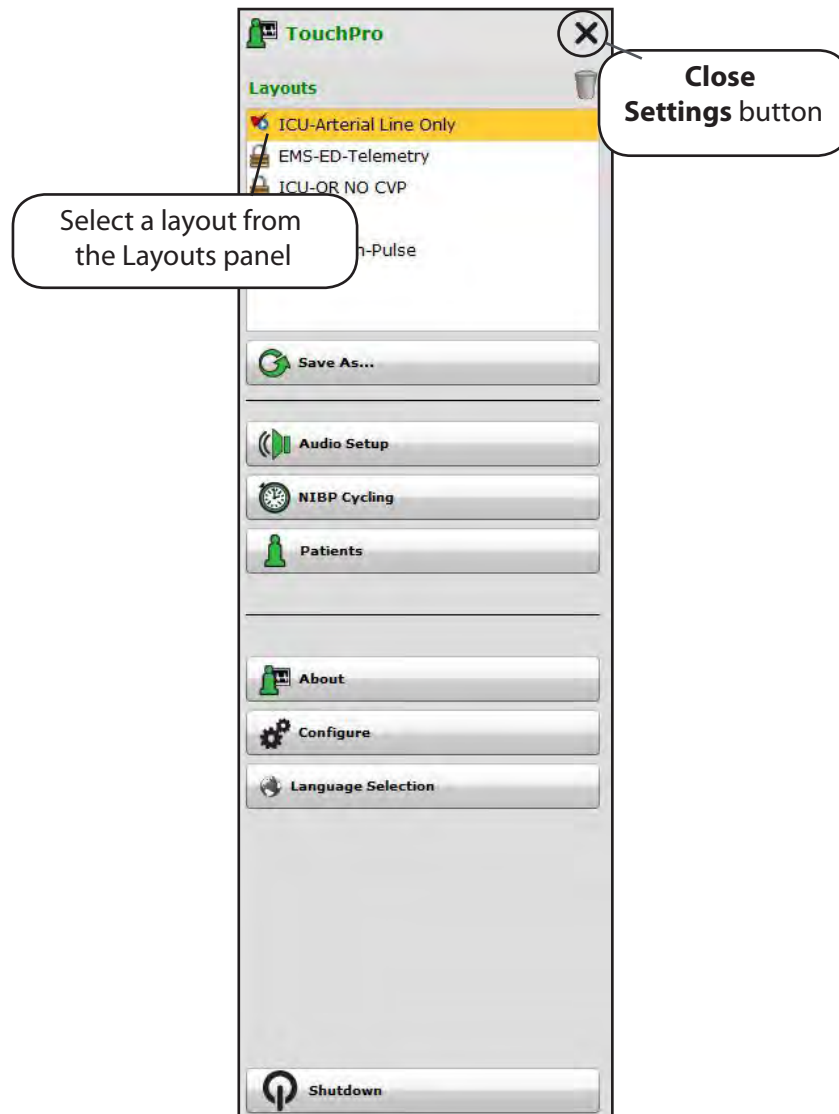
Settings Menu

NOTE: Preconfigured layouts must be enabled in the Müse TouchPro Setup for the currently running SCE to be accessible in the Layouts panel. *For more information, see **TouchPro Setup** on page 73.*

Changing a Waveform or Numeric Display

Waveforms and numeric displays can be changed to suit the user's needs.

To change a waveform or numeric display:

1. Click the waveform or numeric to be changed.

   The Wave Vital Selection menu or the Numeric Vital Selection menu appears, displaying all the available waveforms or numerics.

Wave Vital Selection Menu

2. Select the desired waveform or numeric.

   The new waveform or numeric is reflected on the screen.

From the **Wave Vital Selection** menu, the alarm, color and scale can be set for the waveform using the **Set Alarm**, **Set Color** and **Set Scale** buttons. From the **Numeric Vital Selection** menu, the color and alarm for the numeric can also be established using the **Set Color** and **Set Alarm** buttons.

Adding a Waveform

The TouchPro software supports up to six waveforms.

To add a waveform:

1. Click the **Settings** button in the bottom right corner of the TouchPro display.
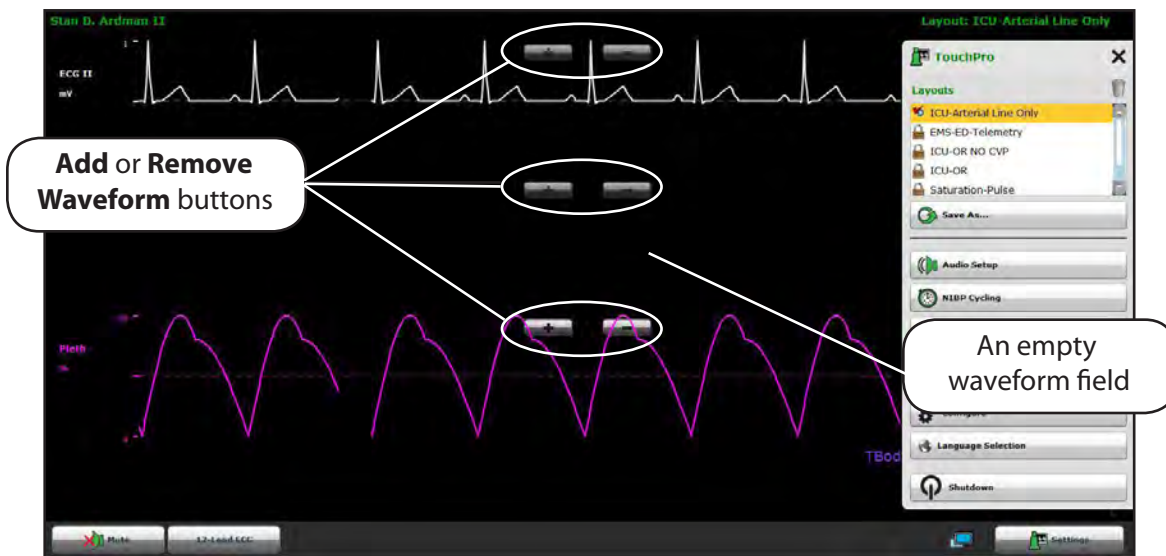
The Settings Button

The Settings menu opens and the **Add Waveform** and **Remove Waveform** buttons appear.

2. Click the plus button in the location above which you want the empty waveform to appear.

An empty waveform field appears.

Add or **Remove Waveform** buttons

An empty waveform field

Adding an Empty Waveform Field

3. Click the empty waveform field.

The Wave Vital Selection menu appears.

The Wave Vital Selection Menu

4. Select the desired waveform from the Wave Vital Selection menu.

The new waveform or numeric is reflected on the screen.

Adding a Numeric Display

The TouchPro software contains four numeric display fields. All four numeric display fields are located on one row beneath the waveform displays.

When fewer than four numeric readouts are being displayed, the remaining fields are blank.
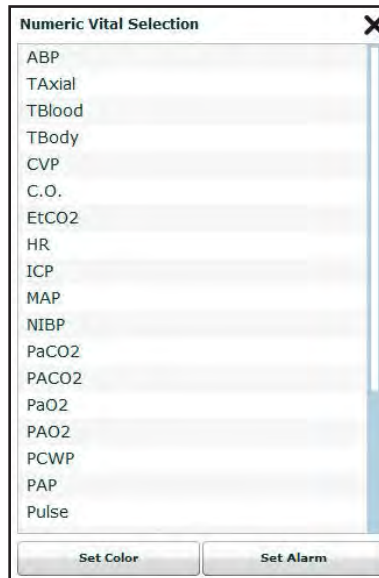
To add a numeric to a blank display field:

1. Click a blank numeric display field.

Clicking a Blank Numeric Display Field

The Numeric Vital Selection menu appears.

The Numeric Vital Selection Menu

2. Select the desired numeric.

The new numeric vital display is reflected on the screen.

Moving a Waveform or Numeric Display

Waveforms and numerics can be moved on the screen to suit the user's needs.

To move a waveform or numeric, click the desired waveform or numeric, and drag and drop the display to a desired location.
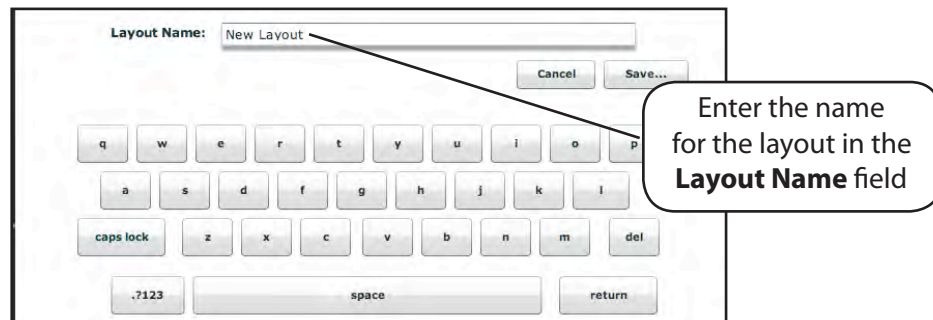

Moving a Waveform

Saving a Layout

Once a desired layout has been configured, it can be saved and reused.

To save a layout:

1. Ensure the correct waveforms and numerics are in place.

2. Click **Settings**.

   The Settings menu appears.

3. Click **Save As**.

   The Save Layout window appears.

4. In the Save Layout window, in the **Layout Name** field, enter a name for the layout.

Entering a Layout Name

5. Click **Save.**

6. Click the **Close** button to exit the Settings menu.

Saved layouts can be deleted from the Settings menu by dragging and dropping them in the Trash.

NOTE: When a layout is saved, it is available for use only with the current SCE. To enable the layout for use with any other SCE, enable the layout from the TouchPro Setup panel for the desired SCE. *See **TouchPro Setup** on page 73 for more information.*
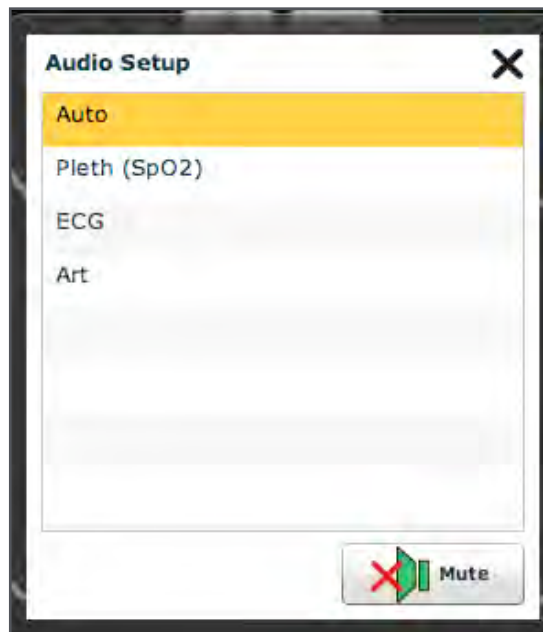
Sounds

All sounds can be silenced by clicking **Mute**.

The Mute Button

To set up the audio for the TouchPro, from the Settings menu, click **Audio Setup**.

The Audio Setup Menu

From the Audio Setup window, select a waveform to set it as the pulse sound. Once a waveform is selected, the Audio Setup window automatically closes.

Clicking the **Mute** button from the Audio Setup window mutes all alarms. Click the **Mute** button again to return the alarms to their original state.
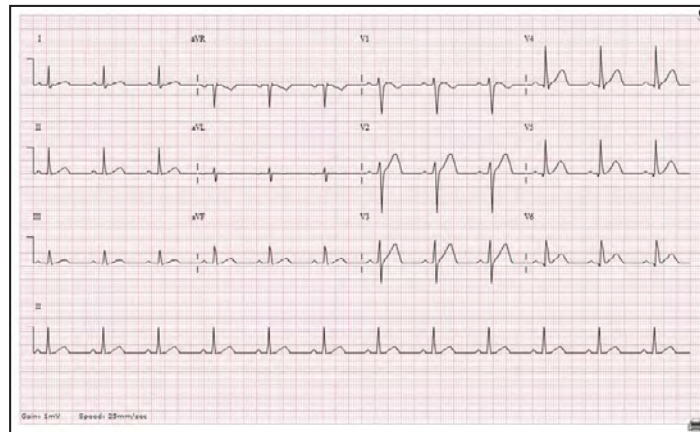
12-Lead ECG

To view a 12-lead ECG report, click the **12-Lead ECG** button at the bottom of the TouchPro screen.
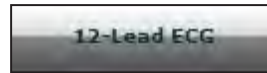
The 12-Lead ECG Button

The report appears.

A 12-Lead ECG Report

The report can be printed or saved by clicking the **Print** button in the bottom right corner of the 12-lead ECG report.. To close the report, click the **Close** button.

IMPORTANT: Prior to saving the report as a PDF or printing to a network printer, the print presets must be adjusted. The page oritentation must be set to Landscape and the margins must be set to .25 inches on all sides. These settings vary in location depending on the operating system (i.e., Macinstoh, Windows).

To save the report to a PDF file on a Macintosh Instructor Workstation:
1. From the 12-lead ECG report screen, click the Print button located in the bottom right corner of the 12-lead ECG report.
2. Select the Save As PDF option.
3. The report saves as a PDF on the Macintosh Instructor Workstation.

To save the report to a PDF file on a Windows Instructor Workstation:
1. From the 12-lead ECG report screen, click the Print button located in the bottom right corner of the 12-lead ECG report.
2. The Print dialog box appears.
3. From the drop-down menu, select Microsoft XPS Document Writer.
4. The report saves on the Windows Instructor Workstation.

To print a report:
1. From the 12-lead ECG report screen, click the Print button located in the bottom right corner of the 12-lead ECG report.
2. Select the appropriate network printer.
     NOTE: A network printer must be configured in order to appear as an option.
3. Click the Print button.
4. The report prints to the designated network printer.

NIBP Cycling and Manual NIBP

When non-invasive blood pressure (NIBP) is displayed, the patient's NIBP can be updated at specified intervals using NIBP Cycling, or the current NIBP can be displayed immediately using the **Manual NIBP** button.

To set the patient's NIBP to be updated at regular intervals, from the Settings menu, click **NIBP Cycling**. The NIBP Cycling menu appears. From the NIBP Cycling menu, select the desired interval for the cycling and click **Start**.
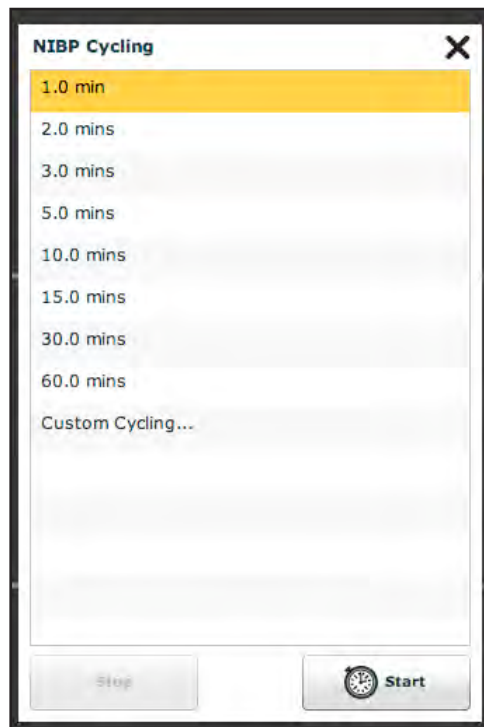
The NIBP Cycling Menu

Custom cycling is also available.

To display the patient's current NIBP, click the **Manual NIBP** button.

The **Manual NIBP** button

The Manual NIBP Button

The current NIBP is displayed.

NOTE: Manual NIBP can be used at any time during cycling. However, this turns off auto-cycling.

Patients

To view the available Patients, click the **Settings** button in the bottom, right-hand corner of the TouchPro screen to access the Settings menu. From the Settings menu, click **Patients** to view the current Patient.


Available Patients

NOTE: When connected to the simulator, the TouchPro only displays the active Patient.

Configuring the TouchPro Software

Configure the background color, alarm suspension time and language selection of the TouchPro from the Configure panel.

To access the Configure panel:

1. Click the **Settings** button in the bottom, right-hand corner of the TouchPro screen.
2. Click the **Configure** button from the Settings menu.
3. From the Configure panel, set the background color and alarm suspension time.
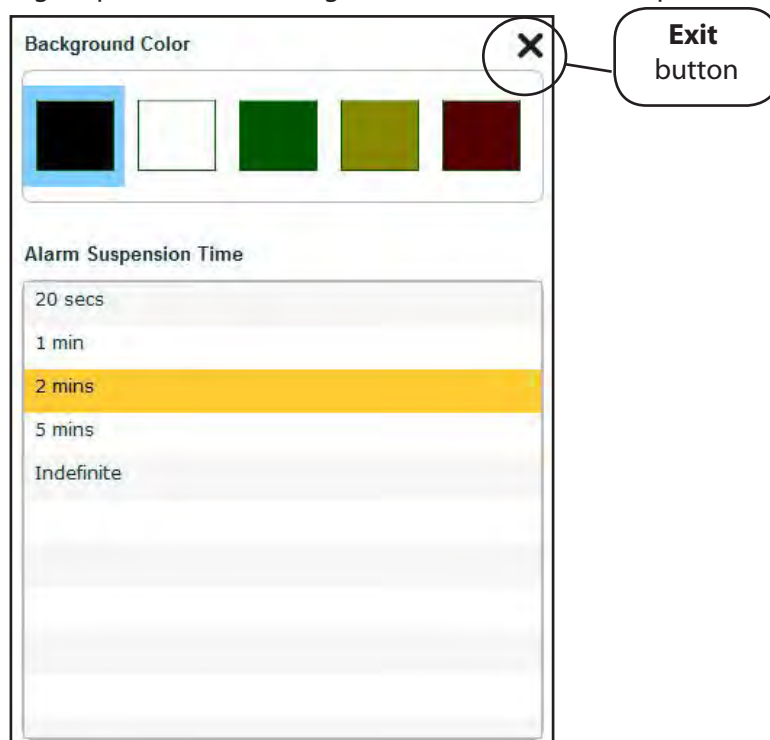

The Configure Panel

4. Click the **Exit** button to exit the Configure panel when finished.

Changing the Language of the TouchPro Software

To change the language of the TouchPro software:

1. Click the **Settings** button in the bottom, right-hand corner of the TouchPro screen.
2. Click the **Language Selection** button from the Settings menu.
3. From the Language Selection panel, select a language.
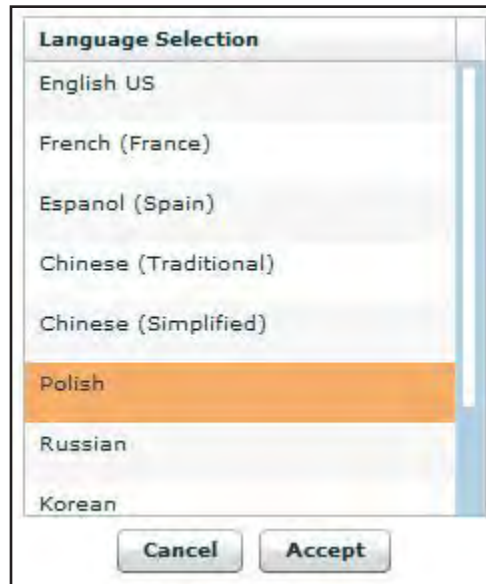
The Language Selection Panel

Click **Accept**.

Exiting the TouchPro Software

To exit the TouchPro Software,

1. Click the **Settings** button from the bottom, right-hand corner of the TouchPro screen.
2. From the Settings menu, click **Shutdown**. A warning box appears asking if you want to exit.
3. Click **Shutdown**.