

EEGer™ Remote Use Systems Therapist Instructions

Before the client can use the system, **it is the therapist's responsibility** to train the client (or caregiver) in the operation of the Remote Use system. You must also provide a client disk (utilizing a USB Flash drive) that contains the training plan and expiration data. This Remote Use Client Disk must be initialized on a Clinical Therapist machine using EEGer version 4.1.0 or greater.

Remote Use System Requirements

Provided by EEG Spectrum

- EEGer version 4.1 or later
- EEGer license dongle with programmed Dongle Sessions
- EEGer Remote Use license keyfile

Provided by You – the Supervising Clinician

- Remote Use Client Disk containing the training session plan(s), number of Remote Use Sessions permitted, & expiration date.
- Training in the operation of the EEGer system; including sensor placement, confirmation of the amplifier connection, how to read the EEG and adjust training parameters.

Requirements to Run a Remote Use Session

1. EEGer version 4.1 or later.
2. EEGer Dongle Sessions available on the EEGer license dongle
3. Remote Use Sessions available on the Remote Use Client Disk as specified in the Remote Use Session Plan
4. Date must be prior to the Expiration Date for Remote Use Sessions as specified in the Remote Use Session Plan

Session counts and expiration dates for individual clients using the Remote Use system are controlled by YOU, through the purchase of Dongle Sessions and creation (initialization) of the client's Remote Use disk (utilizing a USB Flash drive). The Remote Use Client Disk (USB Flash drive) conveys expiration, session count, and session plan information to the Remote Use computer. The EEGer license dongle contains the number of sessions available to be accessed by the Remote Session Plan.

Therapist Clinical Procedures

The recommended procedure for a client who has acquired a Remote Use system is for the client to continue to be seen in the office periodically. The client should (must) bring the disk for each office visit. You may want to review the data before updating the training session plan. We strongly recommend that you create a new disk on every visit, alternating two or more storage devices. If the client should fail to bring the disk, make a new one and instruct the client bring both disks on the next visit.

When training clients who are unable to visit the office, you can create update files to keep their remote system active. However, you must still initialize the Remote Use Client Disk (USB Flash drive) using your CLINICAL system before they can begin training. Clients can either export and email session data or exchange their Remote Use Client Disk by mail for you to be able to review the session details and progress.

STEPS FOR SETTING UP REMOTE USE TRAINING

1. **Order** the EEGer system from ESI with a specified initial number of Dongle Sessions. If the system is shipped to the client, they may set up the system prior to coming to the office for training. Systems set up by ESS are "plug and play" while clients who purchase a "kit" will have to do all of the installation and setup.
2. **Create** the ClientID and custom Plan Session for the desired training of each client who will use the remote system using your CLINICAL system.
3. **Create/Initialize** a Remote Use Client Disk for each client who will use the Remote system. Be prepared to enter the number of sessions allowed and expiration date for the session plan (Default is 45 sessions in 45 days. You can change the number of sessions or expiration based on your treatment plan.)
4. **Train** the client in the use of EEGer and provide them with the Remote Use Client Disk(s) for home use.
5. **Review** data on the Remote Use Client Disk.
6. **Update** the Remote Use Client Disk to permit additional sessions, change the session plan, or extend the expiration date for the Remote Use Plan by re-initializing the USB Flash drive or creating an update file that can be installed by the user.
7. **Update** the EEGer dongle by request additional Dongle Sessions from EEG Spectrum as necessary.

Initialize the Remote Use Client Disk

IMPORTANT: This step must be performed *before* the EEGer Remote Use System can be used for the first time. The drive is first erased and then the necessary EEGer files are copied to the drive.

The same procedure can be used to provide updated plans for the client when the Flash drive is available. After initial setup, creation of update files to email is an alternative method to renew plans when the Flash drive is not present.

A. SET UP THE CLIENT AND SESSION PLAN

1. On the **CLINICAL** Therapist system, go to the **Client** menu and select **Create Client**.
 - a. Follow prompts to enter a Client ID, full name, and birth date. Click **OK** after each.
2. Select **Create Client Class** from the **Client** menu.
 - a. Choose the client ID by double-clicking, or click the ID to highlight it and click **OK**.
 - b. Select the class for training: **BetaSMR**, **Alpha-Theta**, or **Experimental**.
 - c. Repeat if you want to add another class for this client.
3. Click **Select Client** and choose the Client ID/Class entry for the Client ID to set up session details.
4. Click **Choose Layout** then click the button to select the number of EEG traces for the training display.
5. Click **Plan Session** to set up protocol details.
6. Repeat steps 3-5 if you want to add another Class type to the client's training plan.

B. CREATE/RESET THE REMOTE USE CLIENT DISK

1. Insert the USB Flash drive into a USB port.

NOTE: *Special drivers may be required on Windows 98 systems. Refer to the manufacturer's instructions.*
2. From the **Client** menu, select **Remote Use Actions-Initialize EEGer remote use storage device**. (NOTE: Versions prior to EEGer 4.2.1R use the Client menu selection "Create Remote Use Storage Disk")
 - a. Select the client name from the list of clients.
 - b. Click the BIG button labeled "Use drive _: for remote user storage" to choose the device drive where you want to write the client's session plan(s) to disk. (If there is no button, please exit and check My Computer (Computer for Vista systems) to be sure the drive is recognized by the computer.)

NOTE: *If there is EEGer data on the disk, you are prompted to copy the session history to your Clinical system before the disk is reset.*
3. Create the Remote Use Plan
 - a. Select the client Class.
 - b. Select the desired Layout.
 - c. Set up the session count and expiration. You must know the client's EEGer license number for proper setup.
 - Default settings are 45 sessions and 45 days. Adjust the Remote Session count and expiration date as you see fit based on your treatment plan. Make a note of the allowances in preparation for future updates to the Remote Use Plan.
4. The system returns to the initial dialog to allow creation of other Class Session Plans on the drive (You can include one of each type.) Repeat step 9 for another class type.
5. Click **FINISH** to complete the setup. (Note: If you select the Class again, the Remote Session Plan details default back to 45 sessions in 45 days.)

Additional clients (presumably from the same family) can also be assigned to the same Remote Use System. Follow the same process as listed above to create a separate Remote Use Client Disk for each user. Remember, the clients will **share** the Dongle Sessions available.

Visit www.eegspectrum.com/support/supportfaq.html for additional instructions and a Microsoft PowerPoint demonstration/pdf.

Updating the Remote Use Client Disk - Renew or Change the Session Plan and Count

- **How do we know when I need an update?**
- **How do I provide the update?**

1. Ask the client to insert both the EEGer Dongle (*bright green key*) and Remote Use Client Disk (*personalized USB Flash drive*) into the appropriate USB ports of the REMOTE EEGer Therapist system. Open the EEGer program.
2. Click **Select Client**. Click the large button that appears to load the EEGer client information from the Remote Use Client Disk.
3. Select the client name (and protocol) from the client list.
4. Note the information displayed on the main screen (Figure 1). Yellow messages are “warnings” that one of the controls is about to expire. Red messages mean you are not able to run a live session until you update.
5. If either Dongles Sessions or Remote Use Sessions/Days are about to expire, process the appropriate update. Repeat steps for additional Remote Use Client Disks used on the same system.

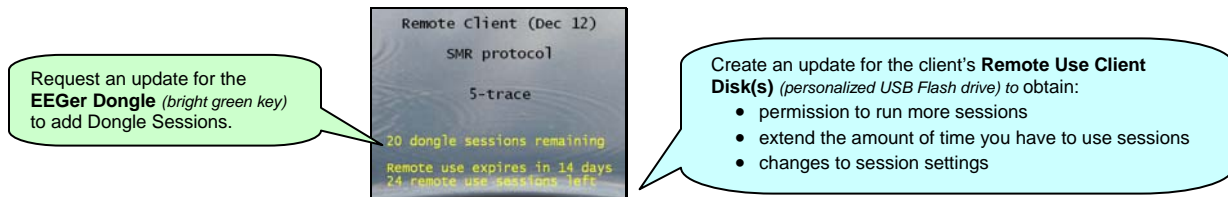


Figure 1. Remote Use Expiration Details

To renew the client's session data

METHOD 1: Create an update file

- a. On your CLINICAL system, select **CLIENT-REMOTE USE OPTIONS-Create EEGer remote use update file**.
- b. Complete the same steps used when initializing a disk.*
- c. When you click Finish, a file is saved on your computer's Desktop.
- d. Attach the file to an email to send to the client or copy to a disk. The file is then loaded onto the Remote Use Client Disk on the client's computer by selecting **Read EEGer remote user update** from the **File** menu on the Remote Use system.

- * Updates ADD Remote Use Sessions to the remote plan but reset the expiration date as opposed to initializing the device which resets both the Remote Use session count and expiration.
- You must create a separate update for each Class (Beta, Alpha-Theta, or Experimental) used for training.
- The filenames do not contain client information. If you update more than one client for the same dongle, we suggest renaming the files as created so it is easier for the client to know which Remote Use Client Disk corresponds to the file. Be sure to keep the file extension. (e.g., 55555_AU091808.ekr or 55555_BU091808.ekr)
- To retrieve history from the client for review, instruct the client how to use Files – Consultation Import/Export options in EEGer.

METHOD 2: Re-Initialize the USB Flash drive on your Clinical Therapist system.

- a. Using your CLINICAL EEGer system, select **CLIENT-REMOTE USE OPTIONS-Initialize EEGer remote use update storage device**.
- b. If there is session history on the Remote Use Client Disk (Flash drive), you are prompted to copy any historical data to your clinical system before the disk can be reinitialized. This allows you to review the client's session history on your system.
- c. Complete the same steps used when initializing a disk.
- d. When you click Finish, the new settings are copied to the USB Flash drive to be provided to your client.
 - When the device is re-initialized, the data is erased from the USB Flash drive, but is still available to the client since it is also stored on their system. This process RESETS the Remote Use Session count and expiration date.

Visit www.eegspectrum.com/support/supportfaq.html for additional instructions and a Microsoft PowerPoint demonstration/pdf.

Retrieving and Reviewing Stored Data

When you choose **Create Remote Use Disk—Initialize EEGer remote use storage device** from the **Client** menu, you are prompted to select the drive letter for the USB Flash drive. The next step is to copy the historical data from the drive to your Clinical system. (You may terminate the disk initialization if you wish to review the data before updating the patient's session plan or proceed with the session controls update at this point.) You can then do any appropriate interviews, testing, and run a training session in the office. There are three options for reviewing patient data:

- Click **Select Client** and choose the correct class and patient ID. Click the desired option to review session history.
 1. **Review:** Displays the trend graph as well as individual session data.
 2. **Replay Stored Data:** Choose a session to replay (select Entire File or select Partial File to specify the beginning and end of the data to review). This runs the normal EEG program but without selection of game and electrode sites and filters.
 3. **Spectral:** Choose a session to replay (select Entire File or select Partial File to specify the beginning and end of the data to review). Press **Pause** or **C** to bring playback on the spectral display. (Press F1 for Help to see other options.)

ORDERING DONGLE SESSIONS FROM EEG SPECTRUM SYSTEMS

The main control settings (overall expiration and session count) for the EEGer Remote Use license key can only be reset by EEG Spectrum Systems technical staff. Contact Customer Service (**818-379-7050 x807**) or email sales@eegspectrum.com to arrange to update the EEGer license dongle or license keyfile.

Please supply:

- Name of Licensee: _____
- Dongle #: _____
- Number of Sessions for Renewal
- Contact Information
- Method of payment
- Method of distribution: a) Email Supervisor and/or Client
 b) Ship CD to Supervisor/Client