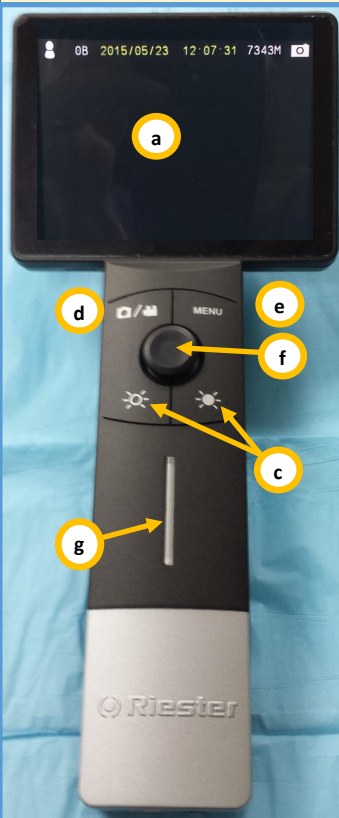


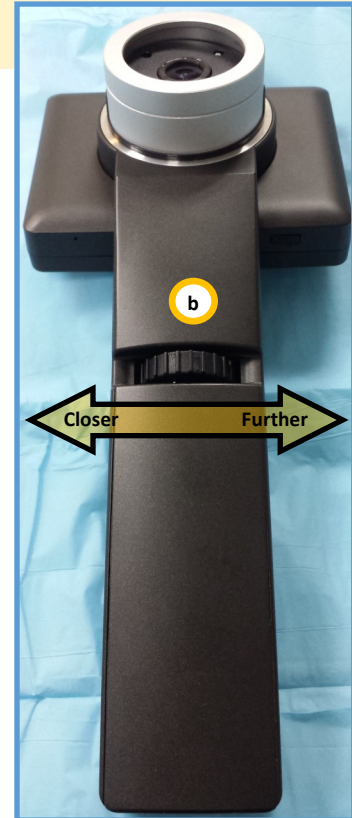
The Versa 4 exam camera is a versatile device that can be used either for Store and Forward cases, or in a Live Video Visit. This Handy Guide provides an overview of the device, and instructions for using it in telehealth encounters.



Power on the Versa 4
(Hold for 2 seconds)

Device Overview:

- a. **LCD Screen** (Displays live and stored images)
- b. **Focus Wheel** (Rotate to adjust focus)
- c. **Brightness Controls** (Toggles between levels of light brightness)
- d. **Camera/Video Mode** (Toggles between still images and video recording)
- e. **Menu Button** (Press to view stored images and to delete images, see back page for details)
- f. **Toggle Control** (Press to pause image)
- g. **Light bar** (blue when the power is on, red charging)



DEVICE OVERVIEW

Interchangeable Lenses:

Exam Cam lens

- Best for general exam at medium distance (8 in.-6 ft.)



Dermatology contact lens

- Capture detail images against the skin
- Built in scale (in mm)
- Polarization filter to



Otoscope lens

- Capture intra-ear images
- Uses adult Welch-Allen disposable tips



Changing Lenses:

Remove Lens-Holding the Versa 4 by the handle, gently grasp the lens and turn counterclockwise and lift.

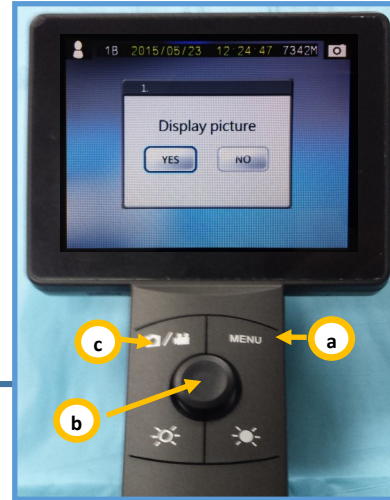
Attach Lens-Line up the black recessed dots (see image) on the lens and camera. Seat the lens into the camera and twist clockwise to lock.

Note: The Versa 4 should always be stored with the Exam Cam lens attached



Reviewing Images:

1. Press the Menu button (a) and use the toggle control (b) to select "Yes" on the Display picture selection
2. Press left or right on the toggle control to move between images
3. Press up or down on the toggle control (b) to move between groups of images
4. Press Menu (a) to bring up the delete image option
5. Press the Camera/Video (c) button to return to live image mode



Cleaning and Maintenance:

- Power off the Versa 4 Scope before cleaning it
- Handset and LCD screen can be cleaned using an alcohol swab
- Use soft lens cleaning cloth or tissues for lenses
- Otoscope Lens: Clean the exterior of the Otoscope tip with alcohol wipe and apply a new specula for each patient
- Dermatology Contact Lens: Clean the contact plate with alcohol swab before and after use with each new patient

DEVICE OVERVIEW (CONT.)

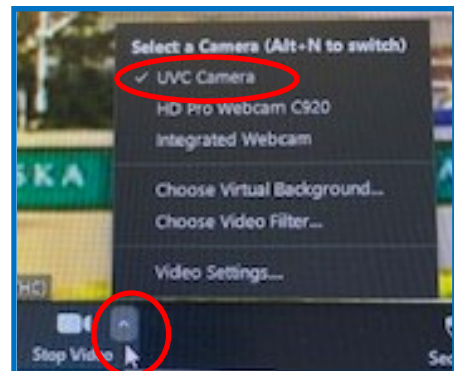
Live Imaging with Zoom: This section describes how to use the Versa 4 Exam Camera for live imaging during a video teleconference encounter using Zoom.



What you need:

- A. Versa 4 exam camera connected to;
- B. Zoom on cart or computer
- C. Video camera, microphone, and speaker

1. Verify the Versa 4 Camera is connected to your Desktop with the supplied USB cable
2. Power on the Versa 4 Camera / Start your Zoom Session
3. To change the camera feed to the Versa 4, click on up arrow next to **video camera** icon located at the bottom left of the screen.
4. Click the **UVC** camera.

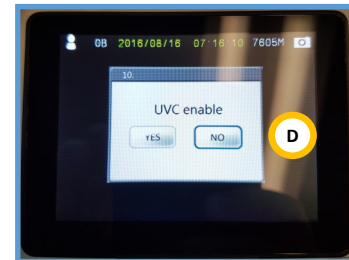
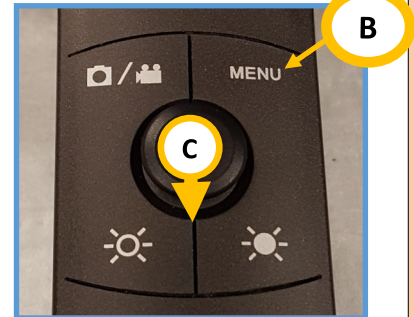
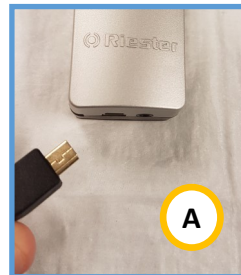


LIVE IMAGING WITH ZOOM

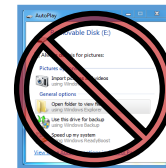
This section describes how to use the Versa 4 Multi-Purpose exam camera to capture images that you can add to an AFHCAN telemedicine case using AFHCANweb.

Connecting the Versa 4 Device

1. Capture all needed images before connecting the Versa 4 to your PC
2. Connect the Versa 4 to your PC with the USB cable that was supplied with the device (A)
3. The Versa 4 should be powered on
4. Press the Menu button on the Versa 4 (B)
5. Use the Toggle Control (C) to choose menu option "UVC Enable" (Option 10)
6. Set "UVC Enable" to "No" (D)- The Versa 4 screen will go black but the device is on and is connecting to your PC
7. Wait approximately 30 seconds for your PC to recognize the Versa 4

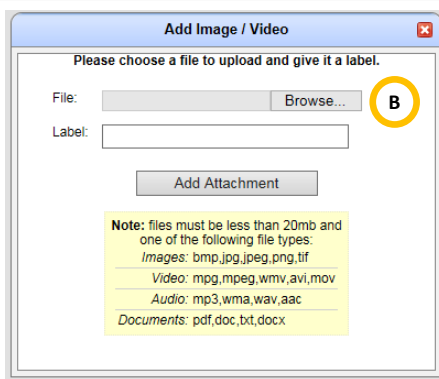
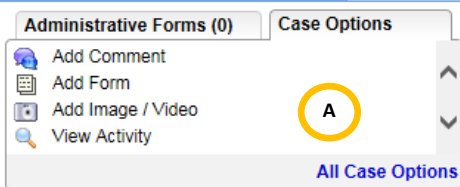


Note: If an AutoPlay window appears close it.
DO NOT select any of the listed options

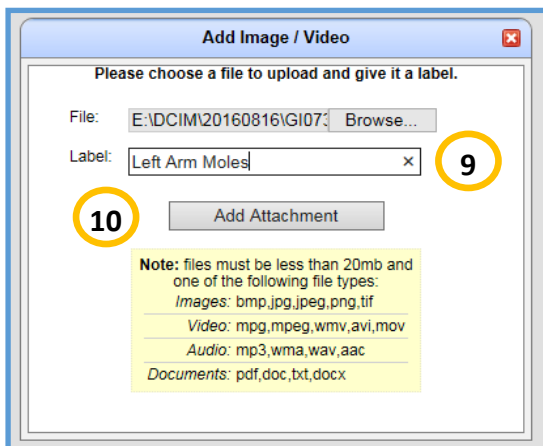
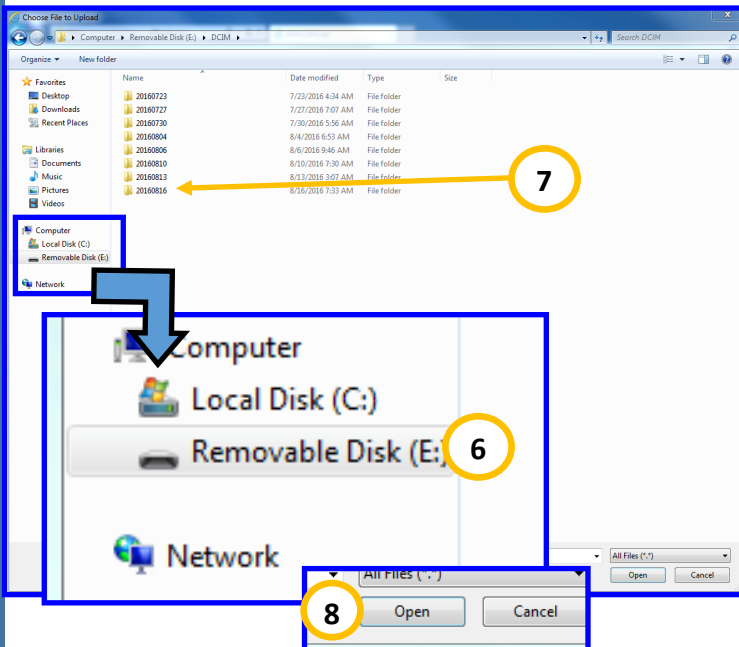


Adding Images to your AFHCAN case

1. Open AFHCANweb and log in
2. Create or select desired case
3. Select "Add Image/Video" (A) from the Case Options list
4. Click the "Browse..." (B) button to find images from the Versa 4



Note: If "Add Image/Video" option does not appear on your Case Options list it can be found under "All Case Options"



6. The Versa 4 will appear as "Removable Disk" in the Choose File screen
7. Versa 4 Images are divided by date- open the folder that shows the desired date of the images you wish to add
8. Click on the desired image and select open to select that image to be added to your AFHCAN case

Note: The Versa 4 lens you use to take the image will affect the file name

Lens Name	File Prefix	Example
General Exam	GI	GI07320
Otoscope Lens	OT	OT05368
Contact Dermatology Lens	CD	CD06378

9. Be sure to add a descriptive label to the case!
10. Click Add Attachment
11. You will need to repeat steps 4-10 for each image added to your
12. Complete and Send your Case

Disconnecting the Versa 4 Device

1. From the Windows System tray eject your Versa 4 device before disconnecting the cable or powering it down
2. Unplugging the USB cable from the Versa 4, and pressing one of the device buttons will return it to camera mode
3. Use the Format mode under the Versa 4 Menu to clear all images from the device
4. Power Off Versa 4

