



# CapSure<sup>®</sup> 2

User Manual

DRAW



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## About GlobalMed

Scottsdale, Arizona-based GlobalMed, designs, manufactures, and markets telemedicine solutions and medical image automation systems that provide superior image quality, unmatched versatility, and unsurpassed simplicity for the healthcare industry. GlobalMed's camera, image management, store-and-forward, video conferencing and video-streaming technologies enable multiple specialists and other caregivers to be more effective in providing patient care, and more productive and efficient in managing patient information. Products include the TotalExam® Camera, the most versatile and easy-to-use exam camera on the market, CapSure® store-and-forward imaging and image management software with DICOM output, which provides automated workflow capabilities for seamless integration into a provider's network, and fully integrated mobile video cart systems for primary care applications.

### Contact Info

GlobalMed Help Desk: [www.globalmed.com/helpdesk](http://www.globalmed.com/helpdesk)

GlobalMed Help Desk: 1.800.886.3692



## About CapSure®

CapSure is a store and forward, collaboration software designed specifically for the medical professional. CapSure simplifies the process of acquiring, sharing, storing and forwarding medical images. In addition, it reduces operator time and error by receiving details of the patient electronically via a modality worklist query. The modality worklist query reduces orphan studies by associating images with the proper patient. Whether your need is to store and forward or share images in real-time, CapSure provides the flexibility to conduct synchronous or asynchronous teleconsultation.

CapSure allows users to annotate and measure on the images while facilitating a HIPAA compliant environment. It protects patient privacy by automatically removing data and images from the originating computer at the end of a patient session, and forwarding images to a DICOM PACS server. As a DICOM-compliant software, CapSure connects easily to CapSure Cloud services or other third-party DICOM PACS servers.

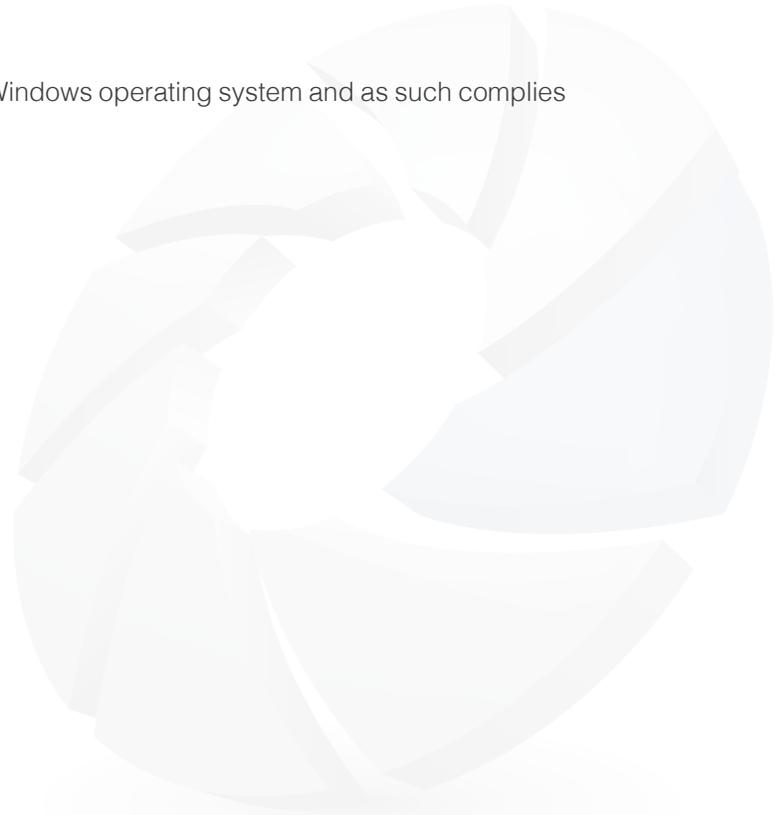
## Indications for Use

CapSure is intended for use by trained professionals (physicians, clinicians and technicians) and receives digital images from medical video cameras. The images can be viewed, manipulated, and annotated with drawing tools. Images can then be stored or shared, including video conferencing, across computer networks. Standard .jpeg compression is utilized.

CapSure is not intended for use in mammography.

## Safety, Security and Privacy

CapSure software executes on the Microsoft Windows operating system and as such complies with all Microsoft Windows security.



## What does CapSure do?

CapSure is designed to work with the Windows 7® Operating System. The software takes full advantage of the latest updates available from Microsoft and works together as an extension of your external video devices. Some of the new features of version 2.1 include:

### New Features:

- Support for 1080p HD resolution at 30 frames per second.
- One main window. CapSure 2.1 combines the session window with the viewing window found in previous versions. The workspace or viewing panel can be increased to maximize the image viewing size.
- Customizable top buttons that fade away when not in use.
- Customizable tabs that the users can show and/or hide as they wish.
- New Setup tab accessible via the Configuration tab that allows the user to set the language, theme, and vitals device as well as control user configurable task set ups.
- Updated patient selection that allows user to create an anonymous or new patient. Uses DICOM Query/Retrieve and web services to allow user to search for existing patients.
- Height, weight, respiration, and chief complaint entries added to Vital Signs tab.
- Encounter Summary tab which can be used to build a SOAP report for each case.
- Report Generation feature that builds and encapsulates a PDF file in a DICOM payload for upload into PACS. PDFs include relevant patient encounter information including vital signs data, images taken during consult, patient information, encounter summary, and ECG data if performed.
- Ability to add up to four video sources at the same time.
- Reset video button now allows user to reset video source.
- DICOM study files stored locally on disk are encrypted using AES256 encryption, and are deleted upon uploading to the PACS.
- If the PACS is unavailable (no network connection), the study files can be uploaded once connectivity is re-established.
- Snap images using a foot pedal.

### Other CapSure Features:

- Picture-on-Picture (POP)
- Annotate and measure features directly on the image
- Ability to save images in multiple formats (.bmp, .jpg or .png)
- DICOM compliant
- Digital Zoom (25% - 600%)
- Connectivity with DICOM PACS
- Date, Time and Name Frame label stamp

## Technical Overview of DICOM and CapSure

DICOM (Digital Imaging and Communication in Medicine) is a messaging standard and a comprehensive specification of information content, structure, encoding, and communication protocols for electronic interchange of diagnostic and therapeutic images and image-related information. DICOM is a complete specification of the elements required to achieve a practical level of automatic interpretation. It ensures HIPAA compliancy when transmitting encoded medical data.

### DICOM addresses five general application areas:

- Network image management
- Network image interpretation management
- Network print management
- Imaging procedure management
- Off-line storage media management

DICOM is a complete specification of the elements required to achieve a practical level of automatic interoperability between biomedical imaging computer systems—from application layer to bit-stream encoding. The Standard is being extended and expanded in modular fashion to support new applications and incorporate new technology.

An interface to other Information Systems provides for shared management of patient, procedure, and results information related to images. A Conformance Statement template enables a knowledgeable user to determine if interoperability between two implementations is possible. Knowledge of DICOM's benefits and realistic understanding of its limitations enable one to use the Standard effectively as the basis for a long term implementation strategy for image management and communications systems.

When an image is saved, CapSure creates different types of files: Image, Text, Audio, and a DICOM Payload (if DICOM Image Capture feature is enabled).

<b>Image:</b>	JPEG (Joint Photography Experts Group file), BMP (Bitmap file), or PNG (Portable Network Graphics file)
<b>Text:</b>	TXT file (Unicode)
<b>Audio:</b>	WAV file (Waveform Audio File)
<b>DICOM Payload:</b>	DCM (Image and Information file)

In order for a session to see a stored image, CapSure must save a JPEG2000, Bitmap or PNG formatted file. To be compliant with DICOM, a .dcm DICOM payload file is saved. The DICOM payload has a JPEG and “nested” tags or fields for data storage. These fields are dynamic in nature and once opened by a DICOM application or DICOM PACS viewer, these fields are completely editable.

## System Requirements

**Software:**

Windows 7 64-bit and 64-bit Operating System (SP1) or higher

**Minimum Hardware:**

**NOTE:** These are the minimum requirements for CapSure. Other requirements will be needed for high definition devices, such as the TotalExam HD camera.

**Processor:** 2.3 GHz Dual-Core i5 or faster

**Interface:** Two USB 3.0 port (built-in USB port is recommended), Memory: 4 GB DDR DRAM

**CD ROM/DVD:** Compact Disc or DVD combo drive is recommended, Hard Disk: 10 GB of free space for image library, (average bit map size is 3-12 MB).

**Video Card:** Intel Graphics Media Accelerator X3000 (or greater)

**Camera support:** iREZ and TotalExam camera lines.

**Additional Minimum Hardware Requirements for use with high definition**

**devices:** Card: ATI 59xx or higher (faster is recommended, 1 GB on-board memory recommended) (must support Direct 3D version 11)

**NOTE:** If you are unsure whether or not your system meets these requirements, or if you have any questions regarding the use of this software, please contact our technical support staff before installing.

## To Install CapSure

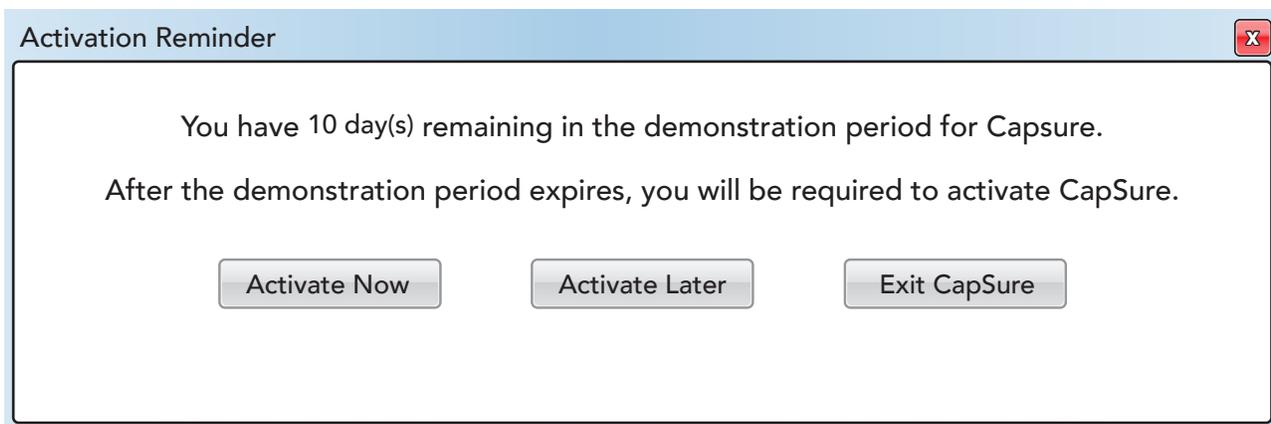
- Using the CD or USB Drive provided with your order, access the auto-run installer.
- Follow installation instructions.
- The Installer will place a “shortcut” on your desktop for you.
- If using the foot pedal, plug foot pedal into USB port on the computer prior to opening CapSure.
- Access application from desktop or programs list.



*If you have disabled the auto-run feature on your computer or the installation does not automatically start up after a minute or so, right-click on the installation drive icon and “explore” the drive. Double click on the file labeled setup.exe, and follow the installation process above.*

## To Run the Application

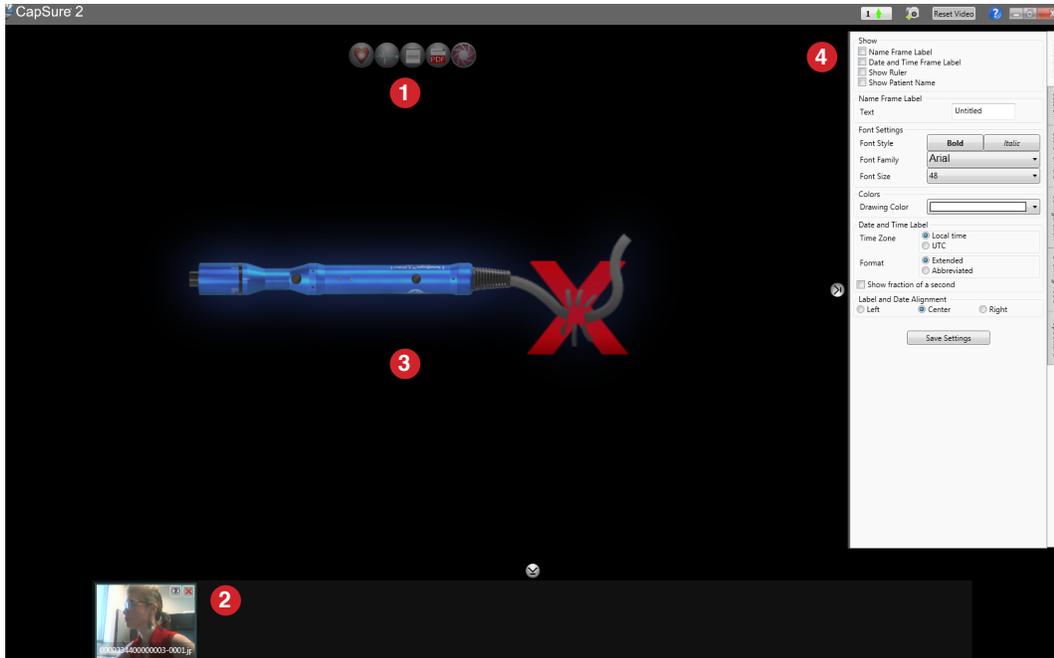
- Select “Activate Later” to continue running in demonstration mode.
- Select “Activate Now” to complete your registration now.



You may download CapSure for a free demonstration. Once the demonstration period ends, CapSure will not launch, run, or re-install on your computer. You must register your software to receive a key that will allow you to continue using it. Contact a GlobalMed Sales Associate to download and purchase the software.

## Interface

CapSure provides a simple user interface. The CapSure window has four regions:



1. Image Tools (*top panel*)
2. Session (*bottom panel*)
3. Workspace (*center panel*)
4. Tabs (*right panel*)

## Session Region

The Session region holds thumbnails of images captured. The default location is **C:\ProgramData\GlobalMedia Group LLC\CapSure2.0\Sessions** folder. You can change the default location by going to the Store Forward tab and changing it on the Root Capture Directory. If you enable communication between CapSure and your DICOM PACS, CapSure will save a DICOM image while storing and/or forwarding the image into your DICOM PACS, as well as delete all data and images from the originating computer.

**NOTE:** You must restart CapSure for new PACS settings to take effect.

To freeze/unfreeze an image in CapSure

- Quickly press and release foot pedal, use the freeze button on the camera, or within the software.
- After the image has been captured, quickly depress and release the foot pedal for live video.

When you capture an image, you may see up to four icons on the top right corner; two of these icons are optional.



**View:** Press this icon to launch the CapSure PREviewer.



**Delete:** Press this icon to delete an image from the session. Please note that the image will be deleted permanently.

Optional (Refer to the Session tab to enable these options)



**Associate Text:** Press this icon to associate text with an image. Remember to press save once you add your text. This feature allows you to save a block of text, words, comments, and impressions separately from an image in a .txt file that is associated with the image saved. The text is stored in the same session as the saved image with the same root filename. The text is completely editable within CapSure.



**Associate Audio:** Pressing the icon will launch an audio recorder. Press Record to start recording and Stop to end recording. Once you finish, press OK. CapSure will associate the recording with image.

**NOTE:** CapSure does not record audio in DICOM format.

## Workspace/Viewing Region

The viewing region or workspace is where the layered video image, toolbar, frame label, and any drawings and annotations are displayed.

Collapsing the Session and Tabs regions will maximize your Workspace region.

**NOTE:** CapSure keeps the native resolution of the cameras connected, for this reason when you expand the workplace viewing region, the image may stay the same size.

When you add more than one video source, you will see a Picture-on-Picture (POP) window on your workspace. Notice three icons on the top right corner of your POP window:



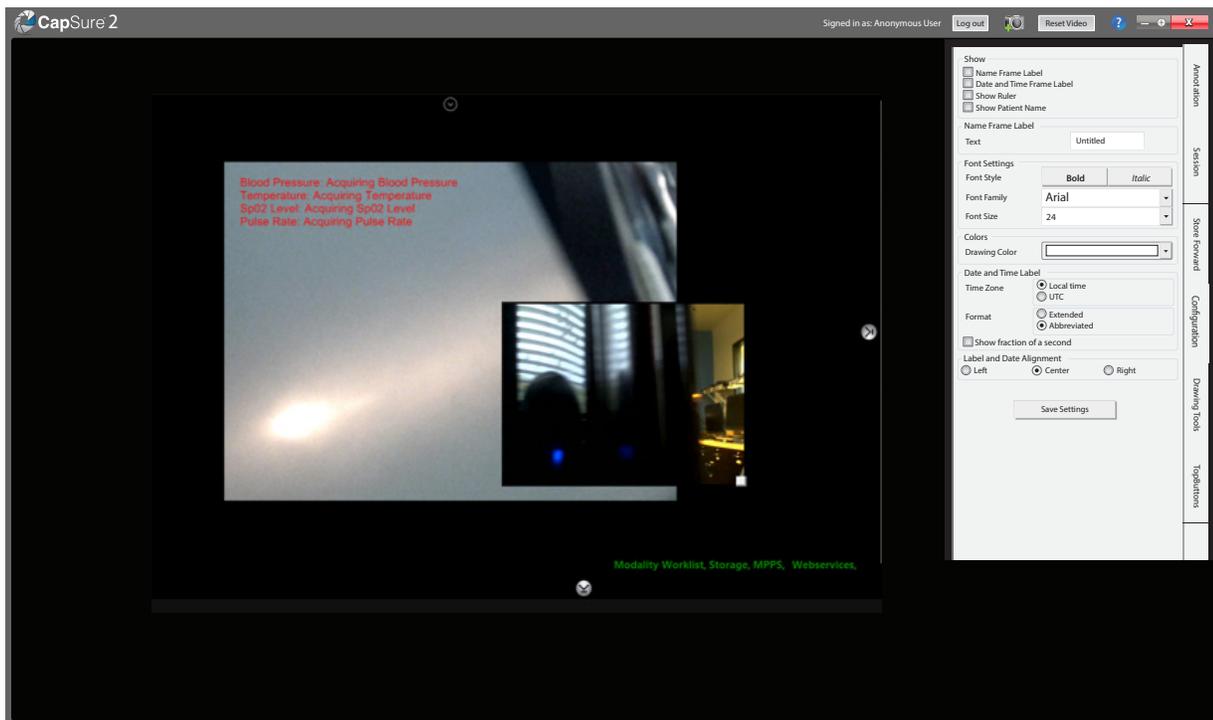
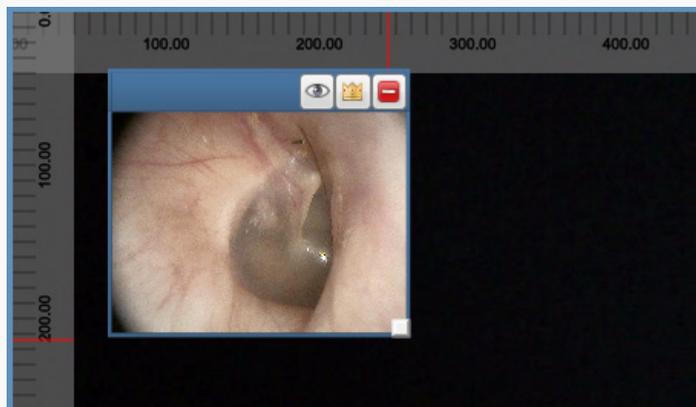
Show/Hide video source.



Set as main source.

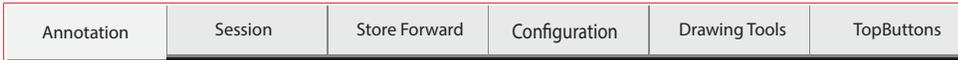


Remove video source.



## Tabs Region

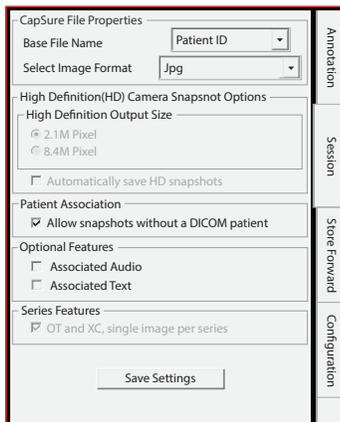
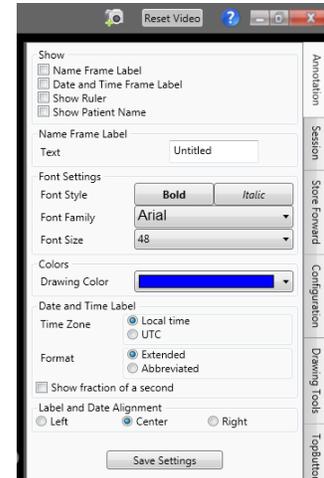
CapSure organizes all the features and settings under different tabs. You can choose to open or close as many tabs as you wish. Each tab provides access to settings for the modules.



## Annotation Tab

The Annotation Tab allows users to label an image. You can select a Name Frame and/or Date and Time Label, as well as displaying the Patient Name and a Ruler. As you select the labels, you should be able to see them on your workspace.

The user can customize the color, font (type and size), alignment, and the date and time (time zone and format). Both the name frame and date/time labels are fixed at the top and bottom of the full image.



## Session Tab

The Session Tab allows you to set a default name for the images, change image format, as well as customizing the high definition camera. If you make any changes while on this tab, you must click 'save settings' to save your changes for the future.

### CapSure File Properties

These properties allow you to select the desired base file name for the images (e.g. Image, Patient Name, etc.), as well as the image format (DICOM, BMP, JPEG, or PNG).

**NOTE:** When sending information to your DICOM PACS, the image format will be set to DICOM and cannot be changed.

## High Definition (HD) Camera Snapshot Options

If you have a High Definition Camera connected, you will be able to change these options.

### High Definition Output Size

The output size refers to the target size of the saved image. You can select 2.1MP or 8.4MP.

If **Automatically Save HD Snapshots** has been selected, CapSure will automatically capture an image once the TotalExam HD camera is paused. Keep in mind that since images are captured automatically, you would not be able to annotate on the image captured.

## Patient Association

If CapSure is connected to your DICOM PACS, you should uncheck this option to prevent the user from capturing images without selecting a patient. If the user tries to capture an image, CapSure will prompt the user to select a patient. If CapSure is not connected to your DICOM PACS, leave this option checked to store images locally.

## Optional Features

Check these options if you want to allow users to associate audio or text file with an image. The audio and text file will not be in DICOM format.

## Series Features

Check this option to save a single image per series in the OT (Other Type) and XC (External Camera Type) modality. If you want to see multiple images in one series or study, do not select this option.

## Configuration Tab

The Configuration Tab is divided into three sections: Setup, PACS, and Pending. The Configuration Tab allows an administrator to configure general CapSure settings relevant to the patient case, allow CapSure to connect to the PACS server, and identify pending saved cases.

### Setup

The Setup section of the Configuration Tab allows the user to determine the language, theme, and device selection within the patient encounter.

**Language Setup:** To set the language, select the drop down menu and choose between English, French, Portuguese, and Spanish.

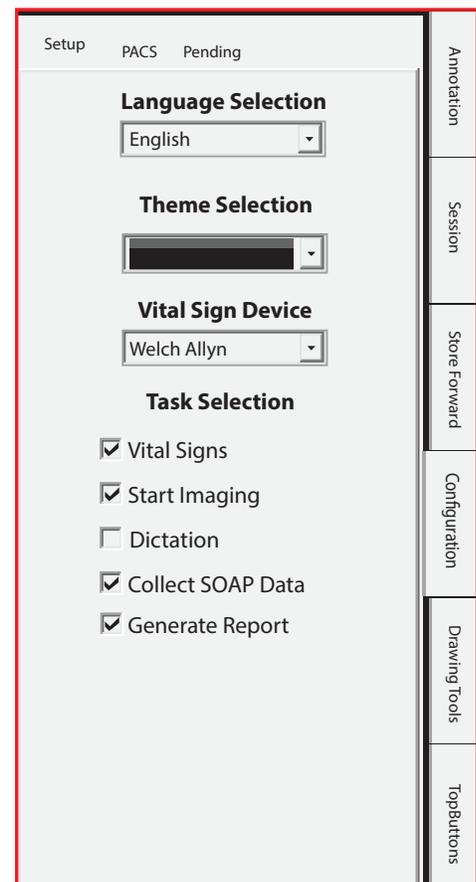
**Theme Selection:** The theme selection allows the user to choose the overall CapSure window color scheme. To choose a theme, select the drop down menu and choose from the presented options.

**Vitals Device:** If using a Welch Allyn SpotVitals or Connex device, select Welch Allyn. CapSure has been designed to automatically pull vitals data from these devices. For any other device, select manual entry.

### Task Selection includes:

- Vital signs
- Start Imaging
- Dictation
- Collect SOAP data
- Generate report

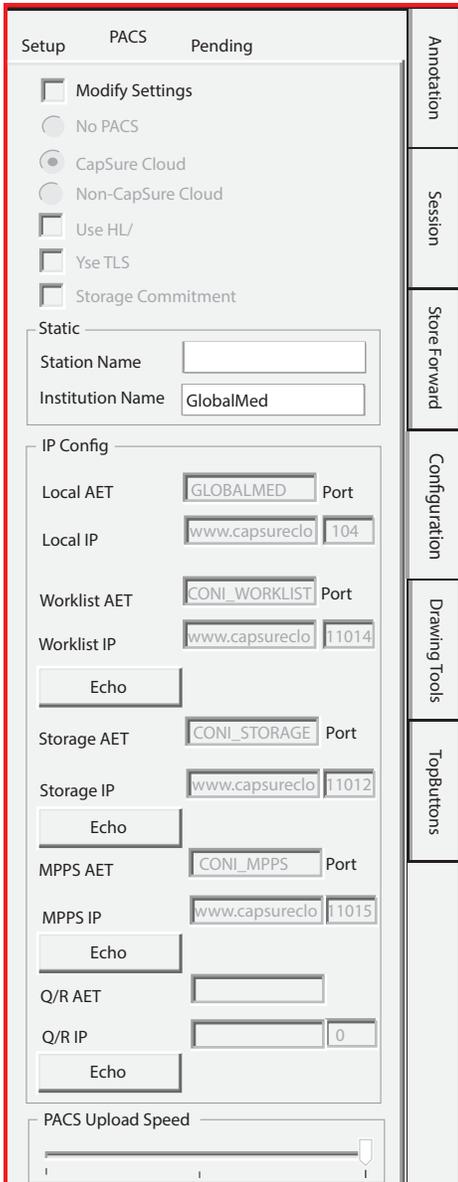
**Note:** Relevant tasks should be selected at start of exam to utilize full CapSure functionality



## PACS

The PACS section of the Configuration Tab allows an administrator to configure CapSure to connect to the PACS server. Editing the information in this tab requires a password and should be configured by your PACS administrator. If CapSure is not connected to a PACS server, it will select the PACS section so that a PACS can be configured.

**Modify Settings:** Check this box to modify the configuration settings. You will be required to enter in a password.



**CapSure Cloud:** uses GlobalMed PACS and web services

**Non-CapSure Cloud:** uses a non-GlobalMed PACS, no web service capability

**No PACS:** If your facility does not have a PACS system.

**Use HL7:** If your RIS or HIS system supports HL7 messaging, you can optionally configure these fields to communicate with your RIS or HIS to create new patients. Only used for new patient creation and may require integration services. Contact GM support with questions.

**Use TLS:** Transport Layer Security is a cryptographic tool used for Internet security that is built on and extends SSL (HTTPS). Your PACS system must support this protocol to use this feature.

**Station Name and Institution Name:** These values identify which workstation was used to upload images.

**AET:** This refers to an Application Entity Title (DICOM name).

**IP:** This refers to an Internet Protocol address. Both IP addresses and normal URLs are acceptable in this field (i.e. www.globalmed.com or simply globalmed.com).

**PORT:** Once the IP address is entered, the port number will then specify where the server will manage your data.

The Local fields correspond to the CapSure software itself. The port number is 104 by default and it is recommended that you DO NOT change this value. Consult with your PACS administrator to determine all configuration values.

**Worklist AET:** These fields correspond to the modality service with which CapSure communicates to find patient studies with which to associate.

**Storage AET:** These fields correspond to the storage service with which CapSure communicates to store images remotely.

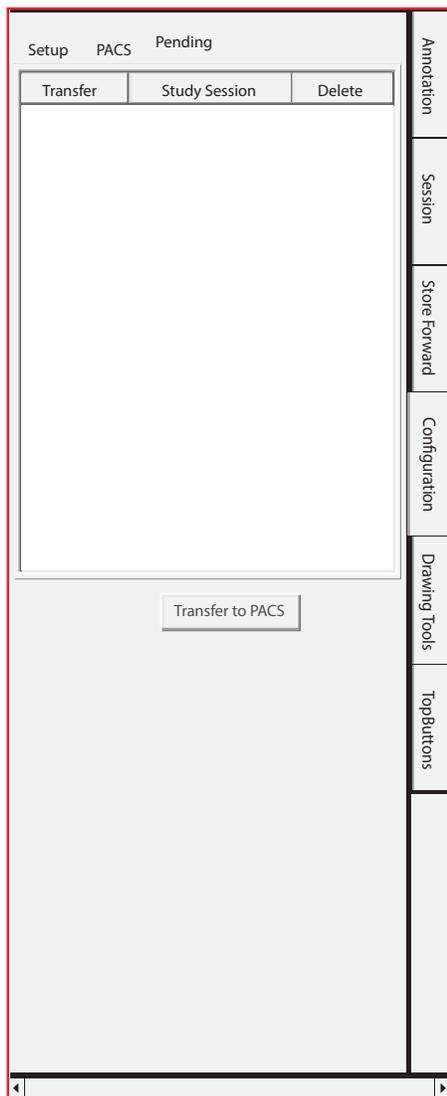
**Echo:** Pressing Echo allows you to test the connections. If the test fails, check your configuration, and try again.

**MPPS AET:** Modality Performed Procedure Step is a DICOM protocol that provides feedback as each step is completed for a particular worklist. Your PACS system must support this protocol to use this feature, and the fields may be left blank if this feature is not required.

**QR AET:** Test the Query/ Retrieve function if using DICOM protocols.

**PACS Upload Speed:** This option comes into play if you have difficulty uploading images and they go into the pending folder rather than completing the upload. The three settings are normal, moderate and slow. The normal setting reflects the bandwidth in use at your facility. This doesn't have a number on it because the bandwidth is determined by the network staff and CapSure will use whatever space is available for uploading. If a faster speed is selected, the upload will be quicker. If there are problems with the connectivity or speed, then the slider can be used to help accommodate less than optimal conditions. Typically, if there are problems with the upload speed, then setting the slider to moderate and monitoring activity at this rate will help with throughput issues.

It is better to not throttle back the upload speed if this is not required because this will make the operation run slower. Only use this option if uploading is problematic.

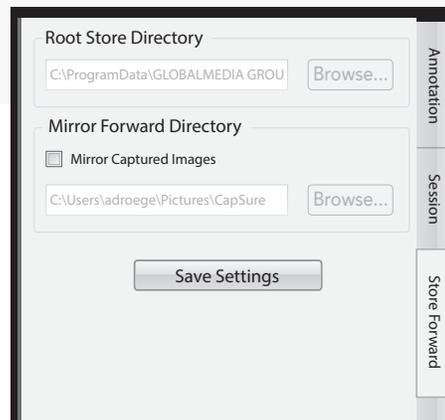


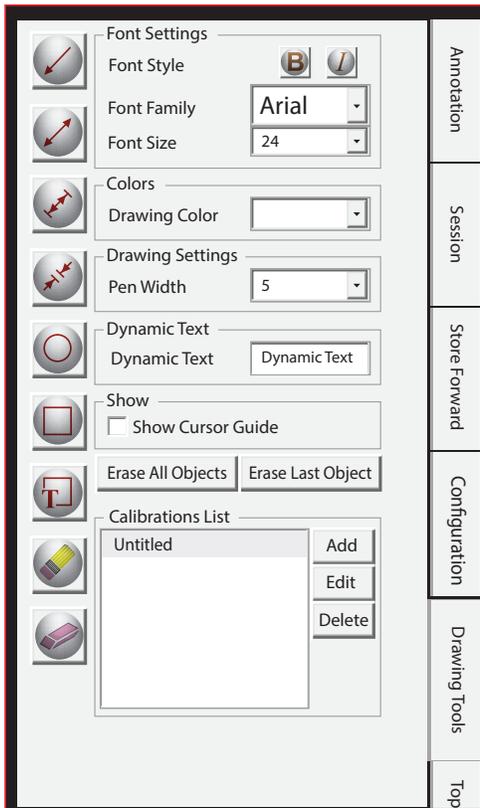
## Pending

While working offline or disconnected from a PACS, any sessions completed will be stored in a 256 bit encrypted format and will be shown in the Pending tab. Sessions listed here will be uploaded on command with the Transfer to PACS button or when the program is restarted with a valid and operable connection to a PACS.

## Store and Forward Tab

The Store Forward tab allows you to change the default folder where images are saved. In addition, you can mirror captured images to a different folder.





## Drawing Tools Tab

The Drawing Tools tab allows the user to customize the drawing properties.

- **Font Settings:** Select the font style (bold, italics), the font family and size.
- **Colors:** Select from the 9 different colors available.
- **Drawing Settings:** Determines the width of lines drawn by the pen tool.
- **Dynamic Text:** Any pre-defined text. It can be edited on the workspace.
- **Show:** Select this option to show the cursor guide on the workspace.
- **Calibrations List:** The calibration list will display all your calibration. You have the option to add, edit and delete any calibration from your list. CapSure will auto save your calibration.

## Top Buttons Tab

CapSure allows you to customize the top buttons on your workspace. To add buttons, drag and drop any of the buttons onto the workspace. To delete buttons drag and drop buttons away from the workspace.

To show the toolbar move your mouse to the top of the CapSure program or click on the program.

CapSure Button	Function
 	<p><b>Start and Pause:</b> Press Start to preview your video or Pause to freeze your video.</p>
	<p><b>Capture Entire Frame Button:</b> The “picture” is the entire image the camera sensor sees. Press the Snap Image Button to take a shot of the entire image. To change this setting, press Format Controls, and adjust the Output Size to determine the size of the image capture.</p> <p><b>Note:</b> If you have used Hand to pan to a corner of the image and then press on the Picture Button, you will get the entire image the camera sees, not the area of the image displayed. Optional foot pedal can be used to freeze or take the image.</p>
	<p><b>Capture Cropped Frame Button:</b> The Snap Button will capture the image you see displayed in the Preview Monitor Window. If you have zoomed in or panned anywhere within the image, the Snap Button will grab the panned and/ or zoomed portion of the image.</p> <p>You determine the quality of the image saved in the Preferences Menu. The default is set to the BMP, or Bitmap format, which is the highest quality. Each image that is taken using either the Picture Button or the Snap Button auto-saves to the open session.</p>
 	<p><b>Flip Vertical and Horizontal:</b> Press to flip the video preview upside down or build a mirror image on the screen in real-time.</p>
	<p><b>Grayscale:</b> Press to switch the video from color to grayscale. Pressing it will cause CapSure to display either a 10-bit gray-scale image or an 8-bit color preview image in real-time.</p>
	<p><b>Negative:</b> Pressing the Negative or Inversion Button will build a color or gray-scale negative for the live preview image. This feature is useful when looking for small defects or details of a subject.</p>
	<p><b>Pointer Line:</b> Allows user to place arrows on the image to indicate a certain feature or region of interest.</p> <p>Hold down the LEFT mouse button while dragging the mouse to start the drawing from the end of the arrow.</p> <p>Hold down the RIGHT mouse button while dragging the mouse to start the drawing from the beginning of the arrow.</p>



**Measurements Tool:** The Measurement buttons will place different arrow measurement drawings in the image with the corresponding length shown in pixels or physical measurement units, if calibration has been completed.

Holding down the RIGHT MOUSE button while dragging the mouse will place the measurement text above the arrow measurement.

Using the LEFT MOUSE button will place the measurement text below it.

Holding the CTRL key while placing subsequent measurement drawings will continue the line segment starting from the end of the last one drawn and display the total length of all segments.

Pressing the RIGHT MOUSE button on any of the measurement lines drawn will display the Calibration List, which will allow the user to change the calibration setting of all the measurements (current and future).

To calibrate, focus the camera on a ruler, select a measurement tool, position the mouse from where you want to start the calibration, and hold down the ALT key and LEFT MOUSE button while dragging the mouse to the desired measurement length. Upon release, an **Edit Calibration** box will display where you can select the desired measurement unit (e.g. cm), and name the calibration.



**Dynamic Text Tool:** Select this tool, and use your cursor to place the editable text box in the desired location on the image. Once you see the editable text box, enter the desired text.



**Draw Buttons:** These buttons will enable you to draw circles, ellipses, squares and rectangles on the image.

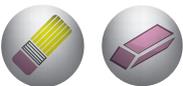
To draw, select a drawing tool, and hold down the LEFT MOUSE button while you drag your mouse.

Holding down the SHIFT and the LEFT MOUSE button will enable user to drag the shape in any direction while maintaining the shape's uniform size.

Holding down the CTRL and the LEFT MOUSE button will start the shape at the middle instead of the side when dragging the cursor.

Holding down the SHIFT and CTRL together with the left mouse button will begin drawing the shape in the middle and keep it uniform.

Using the RIGHT MOUSE button will enable user to include annotations on the image.



**Eraser Buttons:**

Pencil icon = Erase all

Pink = Erase last object



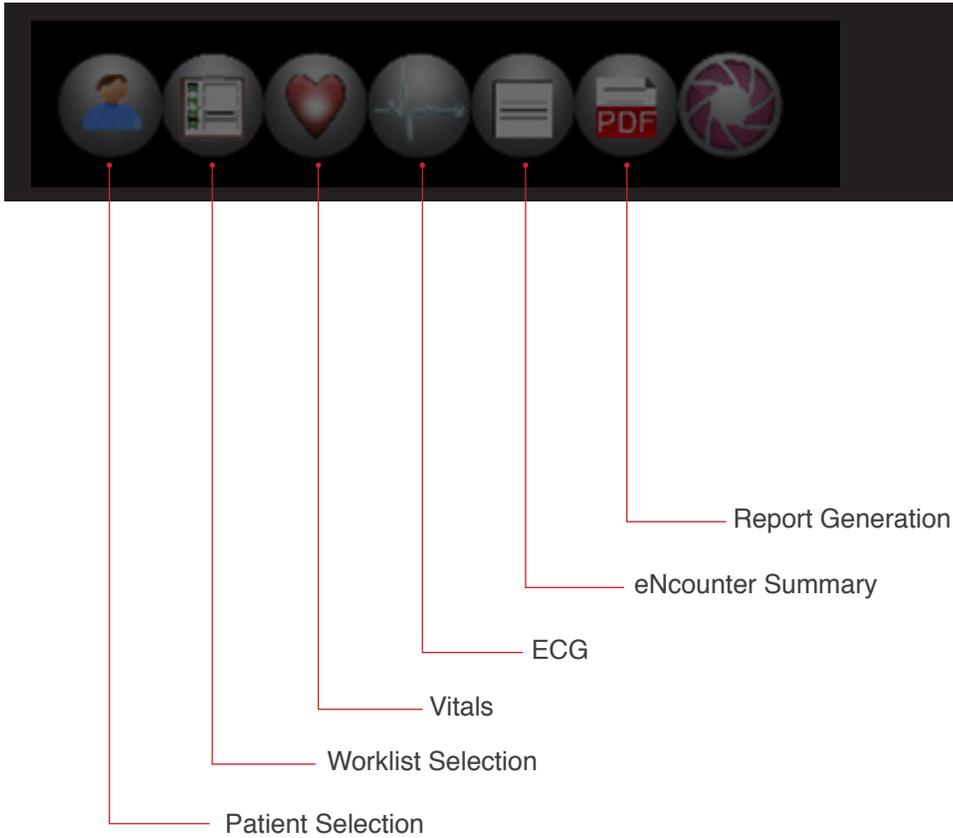
**Reset:** Press once to reset the zoom and pan.



**Pan:** Once selected, the cursor becomes a Hand. Left-Click using your mouse button and the Hand changes into a "grabbing hand" icon, allowing you to pan the image. You need to zoom in before panning the image. If you want to unselect this feature, press on the icon again.

### Task Buttons

The upper section of the main window contains 6 preloaded task buttons that provide improved functionality and flow within the CapSure program.



**Patient Selection**

Patient Selection

Last Name

First Name

Patient ID

Search

Clear Search

Select Patient

Search Results:

Patient Name	Patient ID	Gender	DOB

Anonymous Patient    New Patient

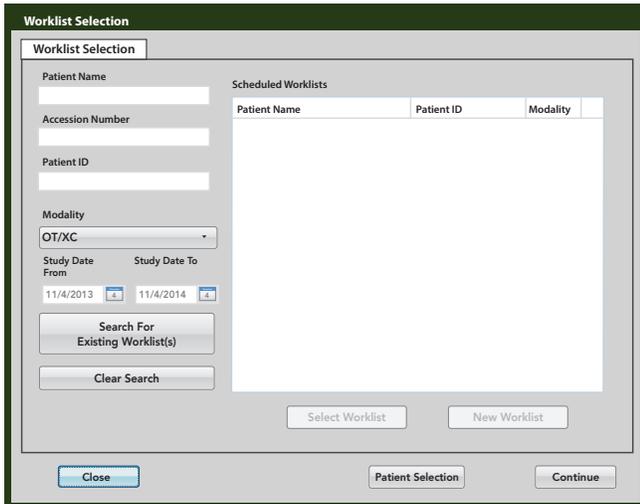
Close    Extended Patient Data    Worklist>>

### Patient Selection

Selecting this button brings up the Patient Selection Window program.

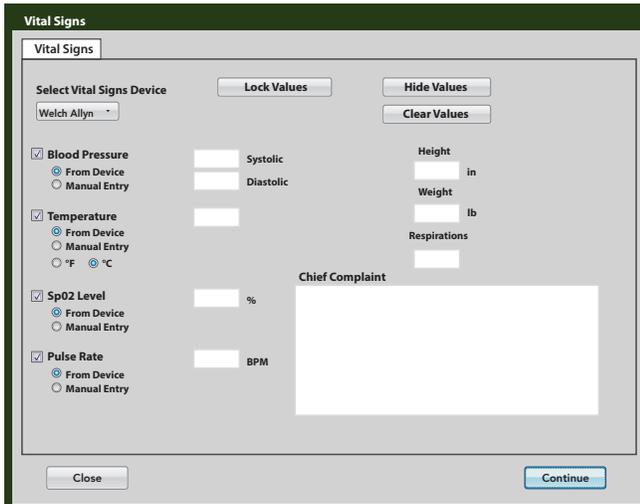
Within this window, the user can search for a patient by name or by an institution specific Patient ID. Patients are discoverable via web services or DICOM Query/Retrieve.

For a first-time patient not on record, the user is able to create a new patient record or an anonymous patient by selecting the respective options.



## Worklist Selection

Selecting the worklist selection button brings up the worklist selection window. Within this window, the user can search for a worklist by name, ascension number, patient ID, modality, and study date. Once the necessary fields are filled out and search initiated, a list of all worklists relevant to the search will appear. From here, the user can select an existing worklist or create a new worklist.



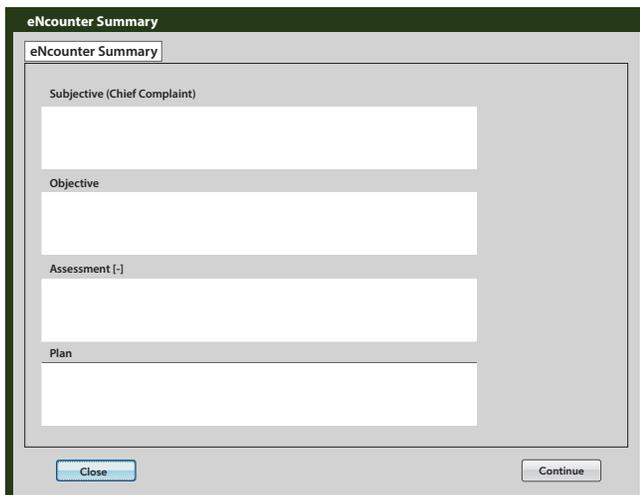
## Vitals

Selecting this button will bring up the Vital Signs window. Within this window, the user can record all relevant vital signs data including blood pressure, temperature, SpO2 levels, pulse rates, height, weight, respirations, and a description of the chief complaint.

## ECG

Selecting this button will attempt to start the Welch Allyn CardioPerfect program.

**Note:** Installation of CardioPerfect and FileLink components are a prerequisite for this functionality. Upon closing CardioPerfect, the ECG image is converted into a DICOM payload for uploading to PACS.



## eNcounter Summary

Selecting the eNcounter summary button brings up the window.

This window can be used to create a SOAP report, note the chief complaint, objective of the visit, assessment of the patient, and treatment plan.

## Report Generation

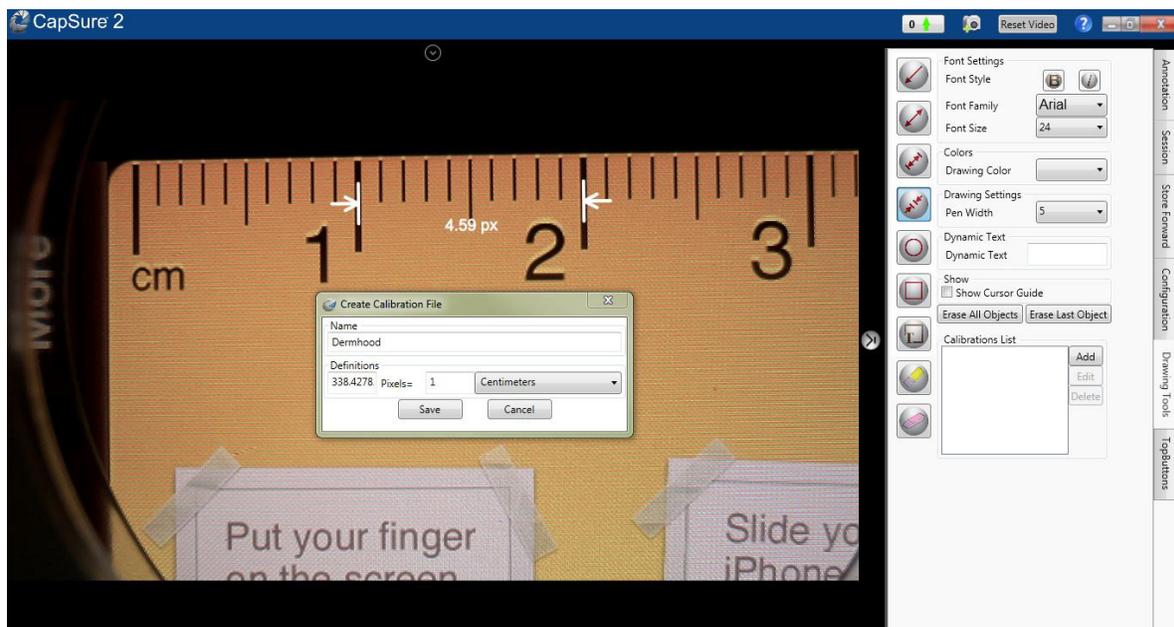
Selecting this button prompts the generation of a PDF report with which includes the following information: patient information, vital signs data, eNcounter Summary report, images taken during the session, and ECG data if performed. The generated PDF file is encapsulated in a DICOM payload for uploading to PACS.

**Note:** AdobeReader® is a prerequisite installation for this functionality.

## To Calibrate CapSure

CapSure can be calibrated to any pre-defined length. To calibrate:

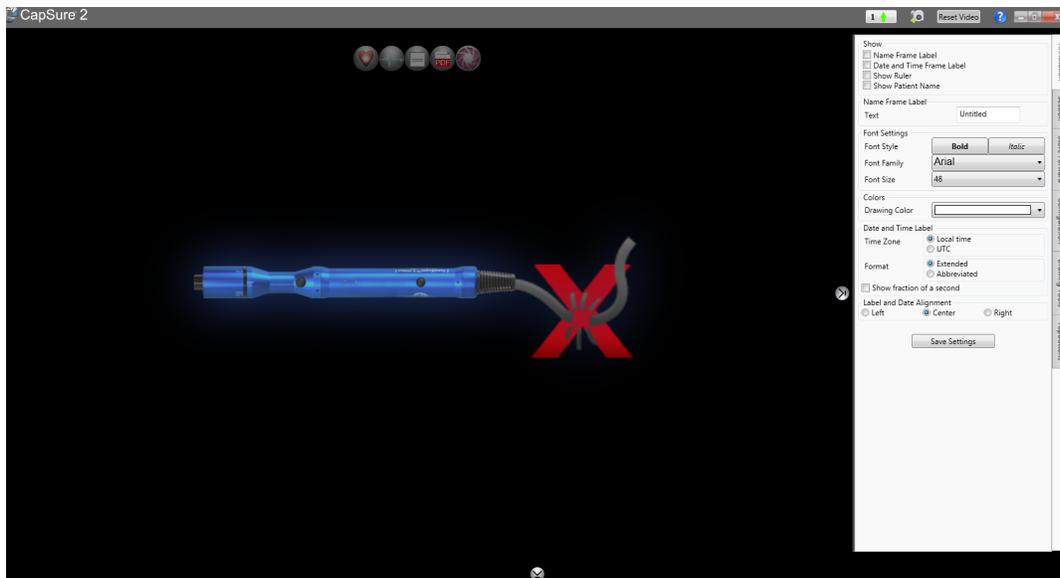
- Focus the camera on a ruler and select a measurement tool
- Position the mouse where you want to start the calibration, and hold down the ALT key and LEFT mouse from button while dragging the mouse to the desired measurement length.
- Upon release, a Create Calibration File box will displayed where you can select the desired measurement unit (e.g. cm), and name the calibration.
- Press Save to save the calibration.



## Frequently Asked Questions (FAQs)

### 1. I have the below image visible in my workspace region.

This indicates that no video source has been selected. Go to the Video Tab, and select a source from the available video sources list. If using a TotalExam camera and a black image appears on the main image pane, the USB Live video source has been selected. To change this video source select 'Input', and change from composite video to s-video.



### 2. My camera is connected, but I cannot see it on the Available Video Sources list.

First, check that the camera is properly powered. If you connected your camera after opening CapSure, close and then reopen CapSure. Next, check that the necessary drivers for the camera have been installed on the computer. If the problem persists, check that no other applications are currently using the video source.

### 3. How do I know if my camera drivers are installed?

Open the Device Manager in Windows and look under Imaging devices. If the drivers have been installed, you should see your camera listed as one of the options.

### 4. Why is my video window tinted green, pink, or another color?

If you are using an S-Video camera, check that the S-Video is correctly connected between the camera and the interface to the computer.

### 5. I tried to search for a patient, and got a Connection Failed message.

Check your Configuration PACS tab. Test your connection by pressing Echo. If your connection failed, revise your IP/Port, and try again.

### 6. How do I save my settings?

Whenever a change is made to any field on a tab, locate and click the "Save Settings" button at the bottom of the tab.

## Frequently Asked Questions (FAQs) *cont.*

### **7. What is the Admin password?**

By default, the Admin password is “admin”. This cannot be changed.

### **8. I cannot use or apply the Grayscale, Negative, and Flip tool when the image is paused.**

You cannot use these tools when you pause an image using the Pause tool. To apply these tools, press Play and apply the tools before you pause the image. These tools would not be affected if you are pausing the image from the camera (e.g. pause button on TotalExam).

### **9. I am not able to select any of my measurement tools; I just see a hand instead of my mouse cursor.**

When the Pan tool is selected your mouse cursor change to a hand. While this tool is selected, you can use the Negative, Grayscale and Flip tool, but you need to unselect the Pan tool before selecting any of the measurement or pointer tools.

### **10. How do I calibrate CapSure?**

Refer to the section in your CapSure manual that explains calibration.

### **11. Can I still conduct a consultation with no internet connectivity?**

You may continue to perform studies and batch upload when reconnected. Your login credentials are cached by the software for 30 days.

### **12. What is the Emergency login?**

You may not enter PHI details such as patient ID, address, email, etc. of the patient in emergency mode. The software provides you a generic reference number for reconciliation and identification once the study is uploaded. From this mode you can quickly perform a study and upload it, later making contact with the consulting doctor for review.

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