

MEDIAMED, INC



MediaMed Software User Guide

For MediaMed Version 2.0

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Introducing MediaMed 2.0 Software

MediaMed 2.0 is a software platform which helps you to educate patients on dental procedures. The software lets you track which educational videos a patient has watched and can be used with an Intra-Oral camera to show the patient problem areas in their mouth. Most patients will never see their teeth up and close like dentist do every day. This helps them to understand why they need a certain procedure and combined with the educational videos can work as a powerful tool to ensure patients make the right decisions about their teeth.

The software user interface is designed to be run on a touch screen computer (like a tablet pc) but is equally useful on a standard computer with keyboard and mouse.

The Main Menu

When you launch the software, you will be taken to the Main Menu. There are 5 functions that can be accessed from the main menu.

1. Create a **NEW PATIENT** in the MediaMed system
2. **FIND PATIENT** which was previously created using #1
3. Directly access **PATIENT EDUCATION** without associating the views to a patient
4. Access the **EDUCATIONAL TIPS** screen
5. Switch between regular and full screen mode (kiosk mode)



Adding New Patients

The MediaMed software allows you to input a small amount of patient information into the system so that you can associate watched videos and intra-oral camera pictures to that patient. This maintains a patient history where you can show your patient before and after pictures and also track which educational videos they have watched.

Below is a screen capture of the Add Patient screen. There are 3 pieces of information that need to be inputted to add a new patient to the system; Patients Name, Gender and Year of Birth. After this information has been set, press the Enter button (#4 in screenshot below) to create the patient. If you don't wish to create a patient at this time, you can press the **MAIN MENU** button to return to the Main Menu (#5 in screenshot below)

Controls in this Screen

1. Patients Name
2. Gender
3. Year of Birth
4. Enter Button (create patient)
5. Return to Main Menu



Finding a Patient

When you add a new patient to the system, you are immediately taken to the **PATIENT INFO** screen which we will cover later in this guide. The **FIND PATIENT** screen is used to locate the patient information which has previously been entered into the system.

Search Queries

As you type the name of the patient you wish to find in the search field (#1), the results will be narrowed down automatically. Either click on the name of the Patient you wish to view info for (#2) or click the Enter button (#3) to view the highlighted patient. As always, you can return to the Main Menu by clicking the Main Menu button (#4).

In some cases it will be faster to narrow results by the last name or by part of the name. For instance, in the example below, you could type the word "GREEN" and only results which had the word "GREEN" would appear. You could also type the search string as "N GR" which would give you all patients whose first name ended in the letter "N" and last name started with the letters "GR".



Patient Lookup Navigation

1. Search Field
2. Search Results
3. Enter Button (view patient)
4. Return to Main Menu

Viewing Patient Information

From the patient information screen you can view pictures which were taken from the Intra-Oral Camera as well as edit and delete them. You can also see which videos have been watched by this patient.



Patient Info Navigation

1. Access Patient Education
2. Launch Camera Interface
3. Edit Patient Info
4. View Patient History
5. Patient Education History
6. Camera Picture Panel
7. General Patient Info
8. Picture Preview
9. Picture Control Functions

Adding to the Patient Education History

To add a video to the watched list, you must watch the video from this patient info screen. Click on [EDUCATION](#) and choose the category and video(s) you want the patient to watch. After the videos are completed, you will be returned to this patient info screen and you will see them in the Patient Education history.

Viewing Patient History

The Patient History feature allows you to see when each video and image was taken or watched. Click on the [HISTORY](#) button while viewing the patient info. From the **PATIENT HISTORY** screen, you can click on an image to see a preview. Additionally you can print the entire patient history by clicking the [PRINT](#) button. Return to the **PATIENT INFO** screen by clicking the [PATIENT INFO](#) button.

Edit Patient

You can update the Patient's information which you used to create the profile in the system by clicking the [EDIT PATIENT](#) button. The **EDIT PATIENT** screen is very similar to the **ADD PATIENT** screen which you used earlier to add the patient to the system. To save your changes, click the [SAVE](#) button. If you wish to discard your changes, click the [PATIENT INFO](#) button which will return you to the **PATIENT INFO** screen.

Using the Intra-Oral Camera

Taking Intra-Oral Camera Pictures

You can take pictures with an Intra-Oral camera or a standard camera by clicking on the [CAMERA](#) button within the **PATIENT INFO** screen. This will load the camera interface. If you do not have a supported camera, an error message will appear and you will be brought back to the **PATIENT INFO** screen. This message will also be seen if the camera is not plugged in or the camera driver is not properly installed.

Once on the **CAMERA** screen you will automatically be taken into camera preview mode or **CAMERA** mode. You will see a live preview of the camera in the center screen. To take a picture, click on the [TAKE PHOTO](#) button. You will see a thumbnail appear in the photo buffer on the right side of the screen. How many pictures you can take at one time will depend on your screen resolution and the size of that buffer. In the minimum supported resolution (1024x768), you can take 10 pictures at a time.

To directly save the pictures from this session to the patient profile, click the [SAVE](#) button. If you wish to preview or delete pictures before saving them to the profile, simply click the thumbnail in the buffer for the picture you wish to view. This will automatically take you out of **CAMERA** mode and you can quickly click on the different pictures you have taken in this session. To delete a picture, click on that picture and click the [DELETE](#) button. To return to **CAMERA** mode, click the [CAMERA](#) button. To return to the Patient Info screen without saving any pictures, click on the [PATIENT INFO](#) button.

Choosing a Camera

Although many common intra-oral cameras will work with the MediaMed software, only the MediaMed Intra-Oral Camera is officially supported. If your computer has a built-in camera or an attached webcam, you may need to use the Choose Camera option to select which camera you want MediaMed to use. After clicking this button, a window will appear which will provide various options for the selected camera. To choose a different camera, click on the **CAPTURE SOURCE** tab and select a **VIDEO DEVICE** from the drop down menu. After clicking OK, the MediaMed software will refresh with a preview of the selected camera. In the Source Settings tab of this window, you can set other camera options like brightness, contrast, white balance, etc.

Taking Pictures with Built-in Camera Controls

Many of the Intra-Oral Cameras available today have controls on the cameras themselves. Controls for lighting and zoom will most likely still work in the MediaMed software however, controls to take pictures will not. The MediaMed Intra-Oral camera is the exception to this rule.

The MediaMed camera has onboard lighting, zoom and freeze buttons. The freeze button will take a picture in the MediaMed software. For other camera you will need to press the **TAKE PHOTO** button in the MediaMed software.

Here is the function of each control on the MediaMed Intra-Oral Camera

- ❖ **Zoom** – Control allows you to zoom in and out with digital zoom.
- ❖ **Freeze** – This button takes the picture in the MediaMed Software
- ❖ **Power** – Turn the camera lights on and off. The camera will function either way

Editing, Printing, Saving and Deleting Pictures

Within the **PATIENT INFO** screen you can view pictures that have been saved to a patient's profile. There are 4 control buttons under the main picture preview section which allow you to perform functions on the selected picture. Let's look at each of those functions in detail.

- **Print** – Use to print the picture that is active in the preview panel
- **Save As** – Use to save the picture to an alternate location out of the MediaMed system. This is useful if you need to email the picture or edit it in a separate software
- **Edit** – Launches the **EDIT PICTURE** screen which allows you to make changes to the picture brightness, contrast and saturation levels. In the **EDIT PICTURE** screen, the **SAVE** button will cause a new picture to be created which is a copy of the original with the added enhancements.
- **Delete** – This will delete the active picture which causes the next picture in the photo panel to take its place.



Patient Education

Navigating the Patient Education Screens

You can access patient education from the **Main Menu** or from within a patient's profile (recommended) which associates all education to the selected patient or from the Main Menu. Both methods will show the same screens which are covered in this section. After clicking on **PATIENT EDUCATION** you will be taken to the Video Categories screen where a list of video categories is presented in the form of buttons.



Video Categories

The videos are organized into categories as follows:

EXAMINATION

- Adult First Visit
- Pediatric First Visit
- Oral Hygiene Instructions

PERIODONTICS

- Adult Prophy
- Scaling & Root Planing
- Implant-Supported Removable Prosthodontics
- Implant-Supported Crown & Bridge

PEDODONTICS

- Pediatric First Visit
- Prophy & Home Care
- Sealants & Sports Guards

ORAL SURGERY

- Extraction
- Wisdom Teeth
- Post-Operation Instructions
- Implant Supported Removable Prosthodontics
- Implant Supported Crown & Bridge

REMOVABLE PROSTHODONTICS

- Complete Denture
- Partial Denture
- Immediate Denture
- Stayplate
- Post-Operation Care
- Implant-Supported Removable Prosthodontics

ORTHODONTICS

- Night Guard

COSMETIC

- Home Bleaching
- Office Bleaching
- Implant-Supported Removable Prosthodontics
- Implant-Supported Crown & Bridge
- Porcelain Inlay
- Porcelain Crown
- Veneer
- Composite Filling

RESTORATIVE

- Amalgam Fillings
- Composite Fillings
- Inlay
- Porcelain Inlay
- Filling Material Comparison

ENDODONTICS

- Root Canal Therapy
- Root Canal Alternatives

CROWN AND BRIDGE

- Crowns
- Porcelain Crown
- Metal Crown
- Porcelain Fused to Metal Crown
- Crown Material Comparison
- Dental Bridges
- Veneer
- Implant-Supported Crown & Bridge

Clicking on a category button will take you to the video selection screen which lets you select videos to be played within that category. You can select multiple videos to be played and start playing them immediately from this screen by clicking the **PLAY** button.

If you would like to select videos from multiple categories, you can select the videos and click the **MORE** button. This will take you back to the categories screen where you can select additional videos from another category. Categories which have selected videos in them will appear in red in the category selection screen.

Educational Tips

The Educational Tips screen can be accessed from the **MAIN MENU** and will run in a continuous loop until you exit the screen and return to Main Menu.

It is important to note that audio is not available from this screen and the tips are presented by video only.

Educational Tips can be used to educate and entertain the patient while they wait. The tips are available in English, Spanish and French and can be changed by clicking on the language button and selecting the desired language.

Networking & Sharing Data between Multiple Instances of MediaMed

MediaMed offers the ability to share data between multiple instances of our software which are connected to the same network. Each installation of the software must be configured for networking.

When configured for networking, MediaMed operates using a client/server model where there are multiple clients sending and receiving data to a single server. Please have a look at the following checklist before deciding to setup your computers for network sharing.

1. Must designate one computer to be the “MediaMed Server”.
2. It is best if the server computer has a static IP address (recommended but not required)
3. You must know the hostname of the computer you wish to be server
4. The server and all other instances of MediaMed must be connected to the same network subnet.

Configuring the Server

Here is the list of steps for configuring your server. We will go into each step where detail is required.

1. Choose a computer to be your MediaMed server
2. Install the MediaMed software on the server choosing COMPLETE INSTALLATION
3. Run MediaMed Network Wizard
4. Record the Hostname of the server as you will need it to configure the clients
5. Configure computer to be server with Network Wizard.

Choosing a computer to be your MediaMed Server

Choosing which computer should be your MediaMed Server can be the most important step in having a successful and stable MediaMed network. Although it is not a requirement, ideally the server should be on all the time and not shutdown frequently. Since all other clients will need to communicate to the server to function properly, it is best if the IP address of the computer does not change frequently. The computer should be physically attached to your network with an Ethernet cable. Try to avoid selecting a computer which is only connected by wireless Ethernet as you can encounter many more networking problems.

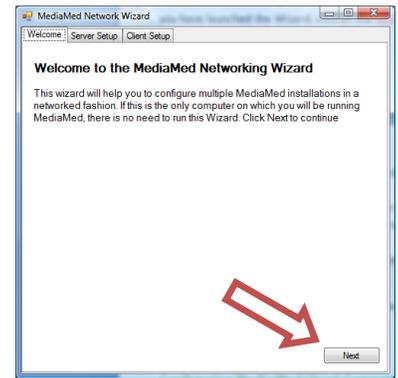
Install MediaMed on your Server

The installation process for installing MediaMed on your server is exactly the same as for your clients except you need to ensure that you have selected **COMPLETE INSTALLATION** during the install process. Once the installation is complete, you can run the MediaMed Network Wizard.

Running the MediaMed Network Wizard

You will find a shortcut to the MediaMed Network Wizard in your Start Menu under **PROGRAMS->MEDIAMED 2.0**. Once you have launched the Wizard, click on the **NEXT** button in the lower right corner of the wizard.

1. You will see the question “Will this be the Server?” followed by a dropdown menu.
2. Select **YES** from the dropdown menu.
3. Once you have selected yes, the Server Information panel will appear in the wizard. Record the Server Name from the panel as you will need it late to configure the clients. You can always come back to this wizard if you forget the name.
4. Click on the **CONFIGURE MY SERVER** button in the lower right corner of the wizard.
5. Click **FINISHED** to exit the Wizard.

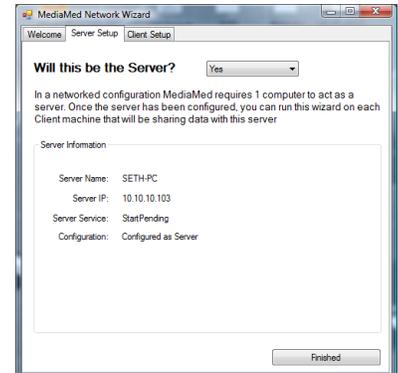


You have now completed the installation of the MediaMed server and are ready to configure the MediaMed client computers.

Configuring MediaMed Client Computers

Here is the list of steps for configuring each client computer. We will go into each step where detail is required.

1. Install the MediaMed software on the computer
2. Run MediaMed Network Wizard
3. Configure computer to be a client with Network Wizard.



Installing the Client Computers

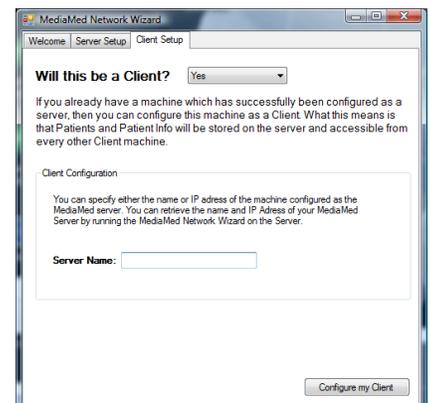
There are no special requirements during the installation process for configuring a computer as a MediaMed client computer. See the installation section of this guide for help on how to install MediaMed.

Running the MediaMed Network Wizard

You will find a shortcut to the MediaMed Network Wizard in your Start Menu under **PROGRAMS->MEDIAMED 2.0**. Once you have launched the Wizard, click on the **NEXT** button in the lower right corner of the wizard.

Configuring Computer as Client with the MediaMed Network Wizard

1. You will see the question “Will this be the Server?” followed by a dropdown menu.
2. Select **NO** from the dropdown menu and click the **NEXT** button
3. In the “Will this be a Client?”, select **YES** from the drop down menu
4. Type the Name of your Server which you have recorded earlier when configuring the Server Computer
5. Click the **CONFIGURE MY CLIENT** button. Then click **FINISHED** to exit the wizard.
6. Launch the MediaMed 2.0 application by clicking on the desktop shortcut or the icon in the start menu under **START->PROGRAMS->MEDIAMED 2.0**



If you installation was successful, after launching the MediaMed program, you will

be able to add and lookup patients from any of the client machines and the server. To test this, go to the server and add a new patient in MediaMed. Once you have added the patient, go the client computer and from the Main Menu, click on Find Patient. Type the name of the patient you just added on the server.

Backup & Restore Utility

Included with your MediaMed installation is a Backup/Recovery application. This allows you to backup the MediaMed database which contains the patient information store, patient education history and photo file pointers. You should backup your database regularly. This will allow you to restore the database if it becomes corrupted or if photos or patient information are accidentally deleted.

You can launch the backup/restore application from the start menu under **START->PROGRAMS->MEDIAMED 2.0**.

When you launch the Backup and Restore Utility for the first time, you will not see available backups (since you have not taken any yet). To backup your database, simply click on the **CREATE NEW BACKUP** button in the lower left corner of the utility.

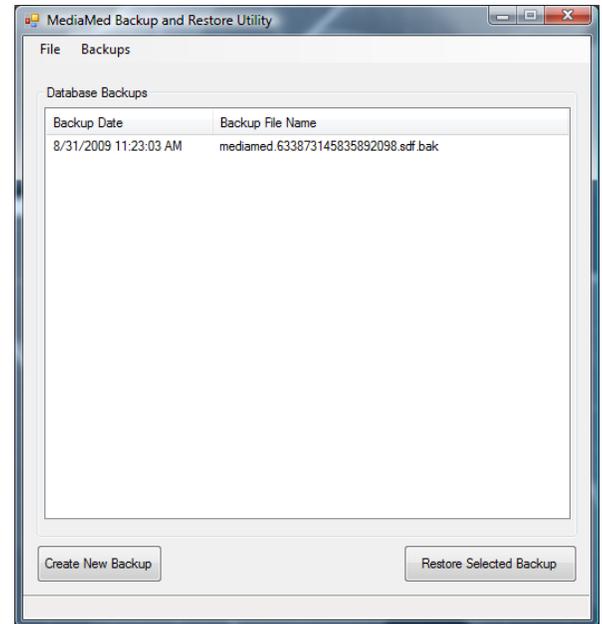
You will now see one backup entry in the Database Backups list.

There are two columns in the list. The first is the data and time which the backup was taken and the second is the actual file name of the backup.

Backup Location

The backup utility places the backup of the database in the installation folder under backups. Typically this will be **C:\PROGRAM FILES\MEDIAMED\V2\BACKUPS**. To restore a previous backup, simply highlight the backup you wish to restore and click the **RESTORE SELECTED BACKUP** button.

***IMPORTANT NOTE:** You must first close the MediaMed application before attempting to backup or restore the database.



Installing MediaMed 2.0

Before starting the installation of MediaMed, you will need to make sure you have your MediaMed license key ready as this will be required to install the MediaMed software. You also need to ensure that your system meets or exceeds the minimum requirements for the MediaMed Software.

Minimum System Requirements

- Intel® Pentium® 4 processor or higher
- Microsoft® Windows® XP or Vista
- 512MB RAM
- 4GB of available hard-disk space
- DVD-ROM drive
- 1280x1024 monitors resolution with 32-bit color and 64MB VRAM.

Installation Steps

STEP 1- Run setup.exe

- Load MediaMed installation DVD into computer DVD Drive
- If autoplay is enabled on your computer, select **RUN SETUP.EXE** from the auto play menu.
- If not enabled, you will need to browse DVD drive in windows explorer and run setup.exe



STEP 2 – Select your region

- Select the North American region in which you are located.
- Click **NEXT**



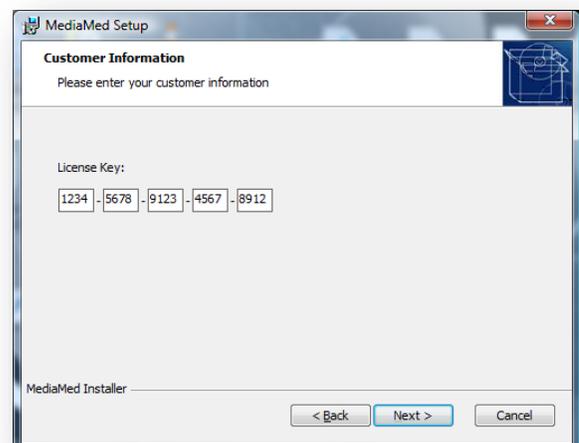
STEP 3 – Read and Accept License Agreement

- Read the License Agreement
- Accept the terms in the Agreement
- Click **NEXT**



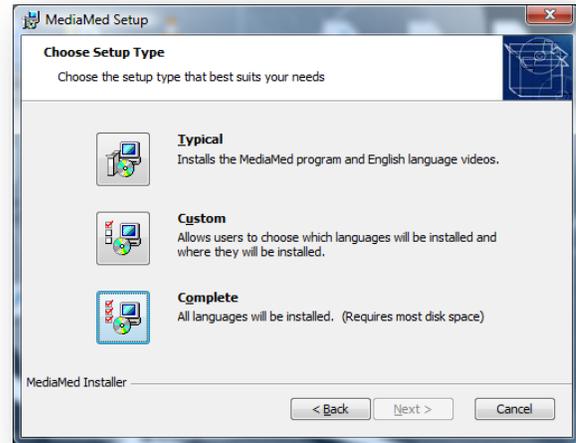
STEP 4 – Enter License Key

- Enter your License Key and click **NEXT**



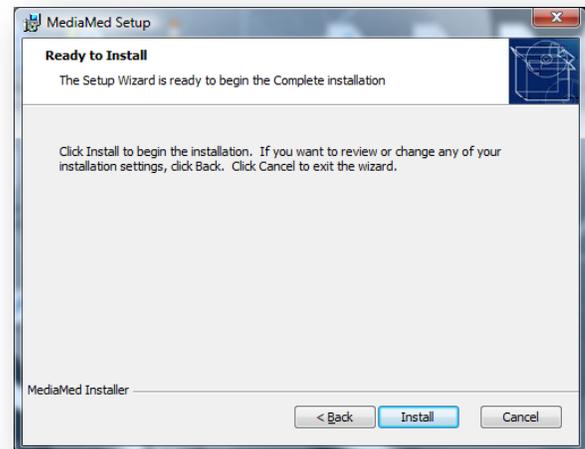
STEP 5 – Choose Installation Type

- Choose the setup type
 - **Typical** – Installs only English language videos
 - **Custom** – Lets you choose which language to install
 - **Complete** – Installs videos in all available languages.



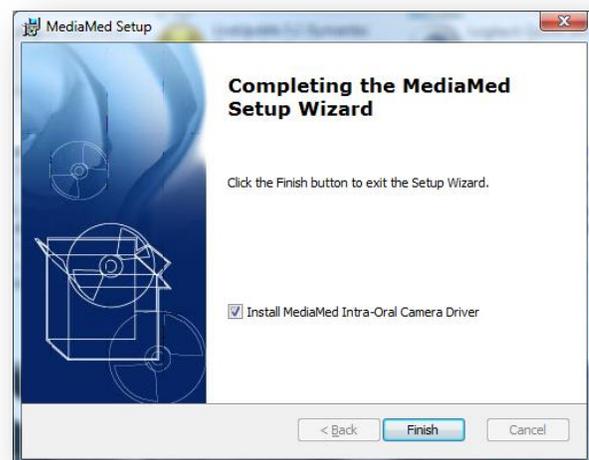
STEP 6 – Start Installation Process

- Click **INSTALL** to start the installation process.
- Depending on the speed of your computer, the installation can take between 10 – 45 minutes.



STEP 7 – Complete Installation & Install Driver

- When the installation completes, you will have the option to start the camera installation. Make sure you keep this box checked if you have also purchased the MediaMed Camera or intend on purchasing it in the future.
- If the install box is checked, the MediaMed camera installation will begin when you click **FINISH**.



Installing the Camera Driver

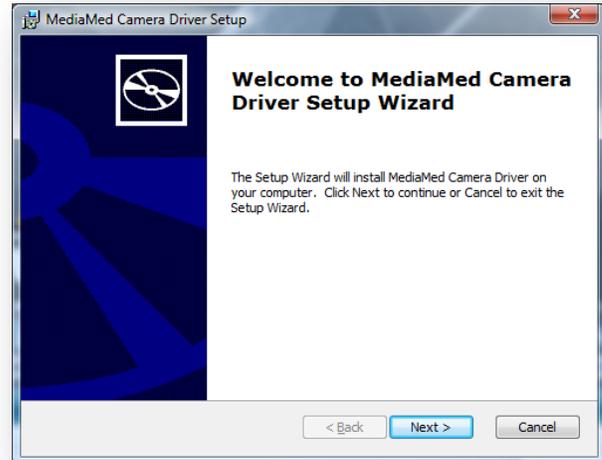
If you have chosen to purchase the MediaMed Intra-Oral Camera along with the MediaMed software, then you will need to make sure that you install the MediaMed Camera Driver (Kolocam). The camera driver is supported for both Windows XP and Vista. Make sure install the MediaMed Camera Driver before plugging in the camera as this may cause driver conflicts.

Follow the installation steps below to install the MediaMed Intra-Oral Camera Driver

Installation Steps

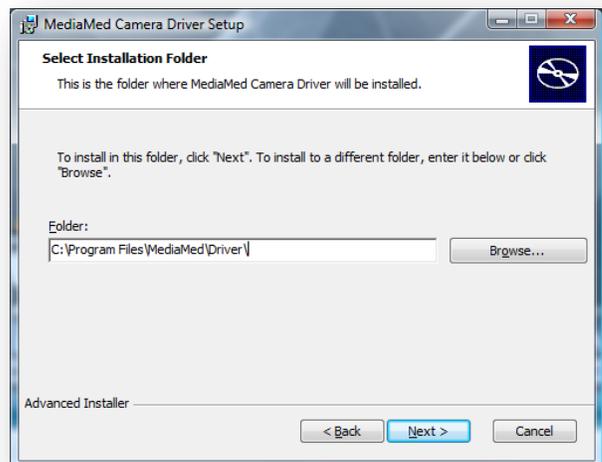
STEP 1 – Start the Installation

- If you have checked the “install camera driver” box during the installation of MediaMed, the camera driver installation will be started automatically
- You can start the installation manually by browsing to the MediaMed DVD and clicking on **CAMERADRIVERINSTALL.EXE**



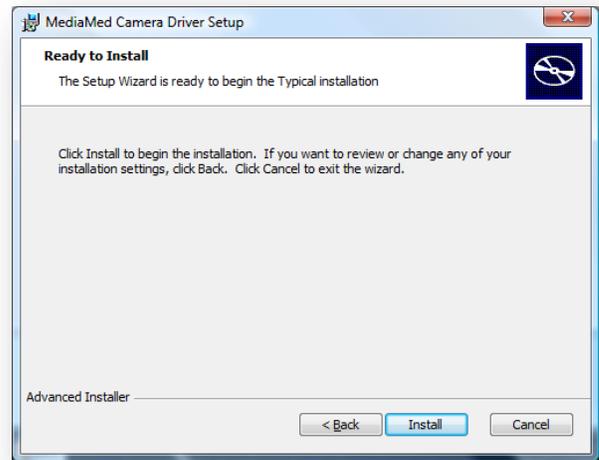
STEP 2 – Choose Installation Location

- In most cases, you can leave the default installation folder as it is. The only reason you might ever want to change this location is if you want to place the driver files somewhere more accessible.



STEP 3 – Install the Driver

- Click on the **INSTALL** button to start the driver installation.
- Typically the installation will take less than 1 minute to complete.



STEP 4 – Finish and Plug in Camera

- When the driver setup has complete, click on the Finish button.
- Next, plug the camera into a USB 2.0 port. The driver should be detected and installed automatically.
- If it is not installed automatically, you can install it manually from the installation location (C:\PROGRAM FILES\MEDIAMED\DRIVER).
- Once the driver has finished installing, you can Launch MediaMed.

