



MEDIPOINT BUILD OUT STANDARD OPERATING PROCEDURE



Revision Date: February 11, 2011

TABLE OF CONTENTS.

1.	Table of Contents	2
2.	Reference Documents	3
3.	Overview	3
4.	List of Equipment and Materials for MediPort Build Out	3
5.	Phases of Build Out	4
6.	Phase I – Inventory Step by Step Procedures	4
7.	Phase II - Build Out Station Set Up Step by Step Procedure	5
8.	Phase III – M38 Mobile Computer Cart Preparation Step By Step Procedure	5
9.	Phase IV – Data Plate Preparation Step by Step Procedure	6
10.	Phase V – Power Cabling Preparation Step by Step Procedure	6
11.	Phase VI – Vertical Cable Manager Installation	7
12.	Phase VII – Device Installation Step by Step Procedure	7
13.	Phase VIII – Initial Power Up and Testing Step by Step Procedure	7
14.	Phase IX – Software Installation Step by Step Procedure	8
15.	Phase X – Full Functionality Testing Step by Step Procedure	8
16.	Phase XI – Quality Assurance Testing Step by Step Procedure	9
17.	Phase XII – Build Out Sign Off Step by Step Procedure	9
18.	Packaging for Shipping	10
19.	Shipping	10
20.	Manufacturing Timetables	12
21.	Blank Forms	15

REFERENCE DOCUMENTS.

The following is a list of reference documents that would be used as guides to ensure the exact specification of a particular customer MediPort build out;.

1. Customer Purchase Order (PO)
2. MediPort Build Out GANNT Chart (Microsoft Project)
3. MediPort Bill of Materials (BOM)(Microsoft Office Excel Spreadsheet)
4. Customer Scope of Work (Microsoft Word)
5. MediPort Cable Description and Details (Microsoft Excel Spreadsheet)
6. Mediport Cabling Matrix and Diagram (Vissio 2010)
7. Port Build Out Form (Microsoft Office Excel Spreadsheet)
8. Video of Step by Step Build Out (Video) ([FUTURE](#))

OVERVIEW.

The following document is developed to ensure the contiguous and consistent manufacturing, installation, and integration of the CPort Solutions MediPort product. This document will be the standard moving forward, and will be occasionally updated to ensure legitimacy and consistency.

LIST OF EQUIPMENT/MATERIALS FOR MEDIPORT BUILD OUT

The following is a full list of devices, equipment, and materials needed to build out one basic MediPort unit. There could be some additional devices or peripherals that a particular customer may add.

Equipment and Devices.

See Bill of Materials, Equipment and Devices section

Cables.

See Bill of Materials, Cables section

Miscellaneous Materials.

- 30ea. 3" Cable Ties (Cable Management)
- 30ea. 6" Cable Ties (Cable Management)
- 4' Velcro, Hook and Loop 1 ½"w (Device and Power Brick Securing)
- 4ea. Screws, M4x12 .70p (Mounting of monitor, camera shelf)
- 4ea. 10mm x ¾" screw with lock washer and nut (for AIO Scope Mount)

PHASES OF BUILD OUT .

The following breakdown is the phases of the build out that will be incorporated in every MediPort Build Out. All Phases must be followed in sequence, and no sequence can be skipped or shortened due to time or equipment/materials issues.

- Phase I: Inventory
- Phase II: Build Out Station Set Up
- Phase III: M38 Mobile Computer Cart Preparation
- Phase IV: Data Plate Preparation
- Phase V: Power Cabling Preparation
- Phase VI: Vertical Cable Management Installation
- Phase VII: Device Installation
- Phase VIII: Initial Power Up and Testing
- Phase IX: Software Installation
- Phase X: Full Functionality Testing
- Phase XI: QA Checklist
- Phase XII: Completion Sign Off

PHASE I – INVENTORY STEP BY STEP PROCEDURE.

1. Get a Bill of Material list for the particular customer build out you are doing a build out for. Review the BOM along with the specific Customer Scope of Work to determine exactly what parts and materials need to be pulled from stock.
2. Pull all component/devices and materials from the stock shelves for a complete build out.
3. If there are any shortages then they must immediately be identified and relayed to the procurement department, so they can be ordered or picked up.
4. Take each component/device from its packing box and take a complete inventory of the component/device and all the accessories that come with that component/device.
5. Ensure there are no defects, scratches, or dents on any of the component/devices.
6. If there are any issues regarding a component/device ensure to package it back up, pull another from stock (if available) and let the procurement department know about the defective product.

PHASE II – BUILD OUT STATION SET UP STEP BY STEP PROCEDURE.

1. Ensure your build out station has a tool bag with all appropriate tools.
2. Ensure your build out station has an operating shop light.
3. Ensure your build out station has a trash can.
4. Ensure your build out station has a sitting bench.
5. Ensure your tool bag at your build out station has at least 50 3" tie wraps, and 50 6" tie wraps.
6. Layout all Components/Devices and cables so that all are readily available and visible for installation.
7. Lay a moving blanket down on the build out station table and lay the HP all in one face down to prepare for the mount bracket installation.
8. Move an M38 Mobile Computer Cart into your build out station.

PHASE III – M38 MOBILE COMPUTER CART PREPARATION STEP BY STEP PROCEDURE.

1. Inspect the M38 mobile computer cart for visual defects.
2. Place the port serial number sticker on the M38 mobile computer cart at the bottom right main vertical frame just below the TUV sticker.
3. Write the port serial number from the sticker onto the Port Build Out Form.
4. Drill out two holes in the back (left of the main vertical post) for a 6" zip tie for cable management. Use a 1/8" drill bit, then a step up drill bit, and step it out from a 4 to 5.
5. Vacuum out the tray and the build out floor area.

6. Cut the USB cable in the tray (from the back of the tray) as far back of the tray as possible (WARNING: The USB connection in the Power Supply Unit at the base of the M38 Mobile Computer Cart MUST be pulled out from the Power Supply Unit to ensure to surge grounding in the unit).
7. The remaining cable from within the M38 mobile computer cart are cable managed vertically in the center of the tray.
8. The grounding cable needs to be loosened and turned 90degrees to the right, so that the cable can be managed vertically in the tray, and the screw retightened.
9. Mount the custom multi head power cord into the power port of the cart, and manage it vertically along the center of the cart drawer. (VELCRO the two 110w dual power pads)
10. Pop the top cover on vertical post, and fully tighten the tensioning screw until it can not be tightened any more. (This is done to ensure that when lowering the tray with all the equipment/devices that it does not slam down) Place the top cover back into place. (WARNING: Be very careful when raising the tray without any equipment mounted on the cart, because the tray will fly up.)
11. Remove the front lower cover of the M38 Mobile Computer Cart. Remove the USB connection at the top of the Power Supply Unit. Replace the front lower cover.
12. Plug in the power cord to the cart. Turn on the power at the power system interface located above the main shelf and below the monitor mount. Verify that you have power. This will ensure your power and Power supply unit are functioning properly.
13. Loosen the four screws that hold the basket in the back of the mast. Remove the basket. Loosen the basket mounting bracket and lower it so that the bottom of the basket mount is 6" above the top edge of the base/mast mount. (WARNING: Do not tighten the basket mounting bracket too tight, because this will warp the mask metal.) Place the basket back on the mount and tighten the four screws.
14. Loosen the bolts for the contoured rear handle. Raise the rear handle to 1" from the bottom of the mast cover. Retighten the bolts.
15. Loosen the bolts on the LCD monitor bracket. Raise the bracket to the top of the vertical slide. Retighten the bolts.
16. Loosen the two screws on the upper shelf and flip the shelf upside down. This will allow the AIO Scope to properly sit on the shelf.
17. Loosen the bolts on the optional lower shelf. Raise the shelf so that the bottom of the shelf is 9" below the bottom of the main shelf/drawer unit. Retighten the bolts on the lower shelf.

PHASE IV – DATA PLATE PREPARATION STEP BY STEP PROCEDURE.

1. Take the data plate template and line up over the two back vent side holes on the M38 mobile computer cart (right side as you look at the front of the cart).
2. Mark out the outline of the template on the cart.
3. Using the cordless Craftsman Oscillating Saw and cut the template cutout for the custom data plate.

4. Place all the data plate cables and couplers into the data plate.
5. Take the data plate and put it up against the cut out template location and align the data plate to ensure that the four holes for the rivets have enough room away from the opening to drill a hole for the rivet. The data plate needs to be pushed upward as far as you can go until the S-Video connector stops at the cutout.
6. Attach the data plate once aligned with a vice grip (towel or cloth to protect the cart and the data plate)
7. Pre-drill the four holes with a 1/8" drill bit. You will have to bore out the holes slightly until you can push the head of the rivet into the hole.
8. Once all four rivets are set, with the data plate in place then use rivet gun and clamp the rivets to secure the data plate to the M38 mobile computing cart.

PHASE V – POWER CABLING PREPARATION STEP BY STEP PROCEDURE.

1. Ensure all the existing cables from the M38 mobile computer cart are properly secured and zip tied and organized vertically in the tray and centered.
2. Mount the custom multi head power cord into the power port of the cart, and manage it vertically along the center of the cart drawer.
3. Wrap the two double 110 outlet plug ports to the right and back up along side of the custom multi head power cord, and Velcro the base of the ports to the base of the tray. (NOTE: All Velcro attached to devices and tray must be connected the same. The hooks (smooth) side will always be on the cart or shelf. The loops (fuzzy) side will always be on the devices. (See Figure 1.)

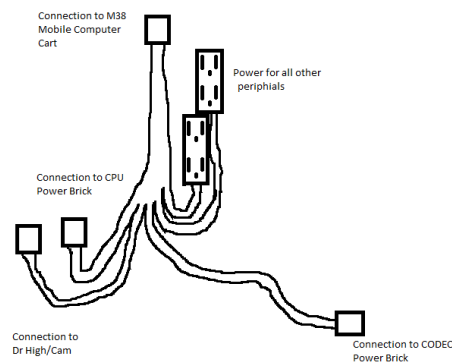


Figure 1.

4. Take the Codec power brick, and place it in the tray near wall along the front left side. (See Figure 2.) Plug in the custom power cord into the Codec brick. Run the device power cord back along the front of the brick, then up the center of the tray along with all the remaining power cords towards the back of the tray in the center then out the back of the tray at the cable management point.

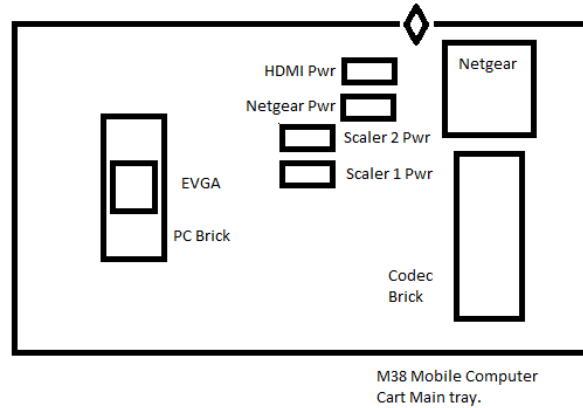


Figure 3.
MediPort Main Tray Device Layout

Figure 2.

5. Take the PC power brick, and place it in the tray against the near wall along the front right side. (See Figure 2.) Plug in the custom power cord into the PC brick. Run the device power cord back along the front of the brick, then up the center of the tray along with all the remaining power cords towards the back of the tray in the center then out the back of the tray at the cable management point.
6. Pull power cables from the two scaler's, the NETGEAR, and the HDMI Switch, and place them into 110w power plug on the custom power cord as per the layout in Figure 2. Cable manage all the excess power cords within the center of the tray along and next to the custom power cord. Be sure all cables are zip tied or secured under other power cords.
7. Connect the USB extender female connector to the USB male connector from the M38 Mobile Computer Cart and run the remaining cable towards the back to the cable management exit point on the back of the main tray. This cable will be connected into the CPU at a USB port for powering the light on the front of the tray.
8. Connect the mini USB male connection to the EVGA VGA display Port. **(WARNING: This device needs to be disconnected when you power up the M38 Mobile Computer Cart to test initial power of all devices in order to properly install the software for this device to work correctly.)** The other end of this cable, USB male, will be connected into the CPU to power the EVGA VGA display port.

PHASE VI – VERTICAL CABLE MANAGER INSTALLATION

1. Ensure you have a 24" Panduit 3" cable management stick, and cover.
2. Second tooth from the top on the tray side must be removed to allow all the cables to roll out of the tray and into the cable manager.
3. Place 1" square Velcro pieces on the plastic cable manager, and the M38 cart. See the pictures depicting actual locations of the Velcro.
4. Ensure the bottom lip of the cable manager does not drop below the lower shelf.
5. NOTE: No Velcro should be placed on the upper shelf. This shelf could potentially get moved up and down for service calls.

6. (WARNING: Be sure that when the vertical cable manager is mounted that there is enough gap at the vertical mast so when fully raised the vertical cable manager does not hit the handle on the vertical mast. Be sure the cable manager is mounted an inch away from the vertical mast.)
7. Be sure there is enough room at the top of the vertical cable manager for all cables to ride within the large opening.

PHASE VII – DEVICE INSTALLATION STEP BY STEP PROCEDURE.

1. EVGA VGA Display Port:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place velcro on the device and the PC power brick
- e. Secure the EVGA on the top of the PC power brick
- f. **WARNING: Do not plug in the USB mini into the EVGA until after the software has been Loaded in the Initial Start Up and Testing Phase.**

2. NETGEAR Data Switch:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place Velcro on the device and on the cart tray.
- e. Mount the Netgear as per figure 2.
- f. Ensure the power is connected.

3. CPU:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Pull the foot tabs off the HP600.
- e. Pull the stand from the HP600
- f. Grab the HP600 wall mounting adapter, and secure it to the HP600
- g. Place the cover back overtop of the HP600
- h. Place the feet pad covers over where the feet pad were.
- i. Ensure all the plastic protective film is removed
- j. Remove all stickers on the front of the HP600
- k. Place the HP600 on the M38 LCD mounting bracket.

4. CODEC:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place Velcro onto the bottom of the Codec and on the top of the lower shelf.
- e. Attach the Codec onto the lower shelf. Ensure that three vent fins on the front of the Codec stick off the sides of the shelf on both sides.
- f. Ensure the power is attached.

5. SCALER 1:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place Velcro onto the bottom of the scaler and onto the top of the Codec
- e. Mount the scaler to the upper left side of the Codec. Ensure the right edge of the scaler sits directly above the “b” in Tanberg, or the “s” in Cisco.
- f. Ensure the power is attached

6. SCALER 2:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place Velcro onto the bottom of the scaler and onto the top of the Codec
- e. Mount the scaler to the upper right side of the Codec. Ensure the left edge of the scaler sits directly above the “b” in Tanberg, or the “s” in Cisco.
- f. Ensure the power is attached

7. CODEC:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Mount the Codec on the lower shelf, centered and to the front edge of the lower shelf.
- e. Ensure power is attached.
- f. Ensure all necessary cables are connected to the back of the Codec.

8. HDMI Switch:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.

- d. Switcher gets mounted on the top of the drawer top towards the back of the tray on the left hand side
- e. Ensure all HDMI cables are properly connected to the HDMI switcher.
- f. Input 1 is the PC share from the EVGA
- g. Input 2 is from the AIO Scope
- h. Output goes to the doc share connection on the Codec
- i. Input 3 goes to the Scaler that provides Composite and S Video Scaling
- j. Input 4 goes to the Scaler that provides VGA Scaling.

9. AIO Scope:

- a. Pull device from its shipping box.
- b. Inventory device and all accessories.
- c. Inspect device and accessories for damage.
- d. Place the AIO Scope on the upper shelf of the two shelf's below the drawer. NOTE: Ensure the upper shelf is flipped upside down for proper AIO Scope mounting
- e. Plug power cord into AIO Scope and route thru vertical cable manager
- f. Plug other end of the power cord into an open C15 connector inside the tray.
- g. Connect the BNC to RCA coupler
- h. Plug in 3' DVI connector into the AIO Scope and route thru the vertical cable manager
- i. Connect the HDMI end of the DVI?HDMI 3' cable into Input 2 of the HDMI Switcher
- j. Grab the Special RCA to S Video Cable.
- k. Connect the RCA connector into the BNC to RCA coupler on the AIO Scope
- l. Route the cable thru the vertical cable manager and up the mast and routed with other cables going into the HP600TS.
- m. Connect the S Video connector into the HP600TS.

10. Connect all cables as per the Mediport Cable Bill of Materials (BOM). Ensure all connectors are attached to the appropriate devices. This is the most important section to ensure attention to detail. This is alleviate any extensive troubleshooting.

11. Do not cable manage the vertical cable manager or all exposed cables at this point in the event that some troubleshooting is required, and some cables need to be replaced.

PHASE VIII – INITIAL POWER UP AND TESTING STEP BY STEP PROCEDURE (HP TouchSmart 600).

HP TouchSmart 600 Setup

- 1. Turn on the power to the M38 Mobile Computing Cart. This is located just below and behind the PC.
- 2. **WARNING.** Be sure that the mini USB is DISCONNECTED on the EVGA+ before turning on the PC.

3. Turn on the Power button to the PC, located on the right side of the HP600 towards the top.
Light will turn blue when on, yellow when off.
4. Turn on the mouse and synchronize the keyboard and the mouse to the PC.
5. Click [United States]
6. Click [English]
7. Click [US]
8. Click [Next]
9. Click [Customer User Name]
10. Click [Next]
11. Check Box "I Accept"
12. Check Box "I Accept"
13. Click [Next]
14. Check [Use Recommended Settings]
15. Check Customer Location [EST]
16. Check [Date]
17. Check [Time]
18. Click [Next]
19. Click Join Wireless Network [Netgear]
20. Click [Next]
21. Check [Work Network]
22. Click [Go Button]
23. Check [Register Later]
24. Check [No, Remind Me Later]
25. Click [No]
26. Click [No] (Norton)
27. Click [Yes]
28. Click [Next]
29. Click [No Do Not]
30. Click [Next]
31. Click [Yes]
32. Click [Finish HP Setup]
33. Click [Finish]
34. Physically touch the screen.
35. Click [Restart Now]

EVGA+ Software Install

1. Install the EVGA software disc into the DVD player
2. Ensure you have an internet connection
3. Click [Run Autorun.exe]
4. Check [Yes]

5. Click [Install Driver]
6. Click [I Accept]
7. Driver Installing
8. NOTE: There is no real identification that the download is complete, so wait 3-5 minutes.
9. Plug in the mini USB into the EVGA +
10. Change multiple displays to [Duplicate]
11. Click [Apply]
12. Click [I Accept]
13. Change resolution to [1280x720] (Customer Spec)
14. Click [Apply]
15. Click [I accept]
16. NOTE: Be sure to change multiple display setting before the resolution setting. If you don't you will have to duplicate efforts to get appropriate settings.
17. See the Software Icon in the lower right corner
18. Grab the carrot in the lower right corner of your menu bar
19. See the DisplayLink Icon in the box
20. Remove the Disc from the DVD player

Basic CODEC Test (Tanberg)

1. Push the power button on the Codec. This is located on the back side and to the left as you look at the front of the Codec.
2. Click the AV switch "twice" on the PC which is located on the left side of the unit towards the top.
3. Ensure the input changes from PC to AV
4. Hit any button on the Codec remote control. This will bring camera out of the standby mode
5. Press the "Silhouette with a box icon" on the remote
6. Show self view
7. Click the [Check Mark] on the remote
8. Pan, Tilt and Zoom the camera to ensure effective operation.

HDMI Switcher Operation

1. Push the front button on the HDMI Switcher . This will bring power to the unit.
2. Should see a blue light on Input 1, if not continue to push the front button until you get the blue light on Input 1.
3. Using your Codec remote control push the share content icon [Laptop]
4. You should visually see your desktop being shared thru the Codec.
5. If not troubleshoot.
6. Turn on the Dr Highscope.
7. Press the front button on the HDMI Switcher to Input 2
8. Verify that you can see the image from the Dr. Highscope
9. If not troubleshoot

10. Plug in and turn on your Test DVD player.
11. Plug in the yellow RCA connector to the DVD player and into the yellow input on the dataplate.
12. Press the front button on the HDMI Switcher to Input 3.
13. Ensure the Scaler 1 input is set to Composite.
14. View video in the shared content window of the Codec.
15. If not troubleshoot.
16. Pull the RCA connections and input the S Video connections into the DVD player and the dataplate..
17. Change the Scaler 1 input to S Video.
18. View Video
19. If not troubleshoot.
20. Remove the S Video connections.
21. Shut off and unplug the DVD player, and return to the test equipment shelf.
22. Grab the laptop and connect the laptop with a VGA cable.
23. Connect VGA cable to the dataplate
24. Press the front button on the HDMI Switcher to Input 4.
25. View Laptop Desktop or content
26. Ensure to have laptop in the share projector mode
27. If not troubleshoot.

PHASE IX – SOFTWARE INSTALLATION STEP BY STEP PROCEDURE.

The following steps breakdown each software add, delete, upgrade or change required for a MediPort to function correctly in an operational environment. The Customer Scope of Work (SOW) will dictate any customer specific software additions, deletions, or changes.

MEDIPORT SOFTWARE TESTING PROCESS

PORT
NUMBER: _____

CUSTOMER: _____

GENERAL

☐

Power Up

Ensure the Medi Port power is plugged in.
Power up the Medi Port main power button.
Power up the HP 600 Smart Touch CPU

☐

Data Connectivity

Plug in a data patch cable into the Data Plate connection
Verify Connectivity on the "hard wired" LAN
(NOTE: All testing of this unit could be
performed
with wireless with the exception of the CODEC
upgrade. Upgrade must be performed with
"hard wired" LAN to get connectivity to the

CODEC and PC)

USER SETTINGS



Single Click on Mouse

Click on the [Start] button in the bottom left corner
Click on [Control Panel]
Click on [Category] Upper Right Corner
Click [Large Icons]
Click on [Folder Options]
Click [Single Click to Open an Item]
Click [Apply]
Click [OK]
Close any open windows



Monitor Brightness

Right side of monitor Pres the circular [menu] button
Box with Sunshine icon is the brightness setting, should already be highlighted
Use up volume button on the right side of the monitor and adjust to 75
Push the [mute] button on the right side of the monitor to set your changes



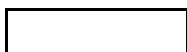
CODEC Brightness

Upper Left side of the monitor push in the [A/V] button until the HDMI is highlighted
Right side of monitor Pres the circular [menu] button
Box with Sunshine icon is the brightness setting, should already be highlighted
Use up volume button on the right side of the monitor and adjust to 100
Push the [mute] button on the right side of the monitor to set your changes
Upper Left side of the monitor push in the [A/V] button until the DVI is highlighted



Display Duplication and Resolution Adjustment

On the desktop right click
Change Multiple Display setting to [Duplicate these Monitors]
Click [Apply]
Click [Keep These Changes]
Click on [Screen Resolution]
Adjust Resolution to 1280x720
Click [Apply]
Click [Keep these Changes]



Customer Desktop Background

Ensure you have attached thumb drive to PC with the customer logo on it

On the desktop right click
Click [Personalize]
Click [Desktop Background] in lower left corner
Click [Browse] and locate the image you want to change the Background to
Change Picture Position if need be to look appropriate on the Desktop
Click [Change Background Color] if needed
Click [Save Changes]



Change Lower Task Bar to Auto Hide

Click [Task and Start Menu]
Check [Auto Hide the Task Bar]
Click [Apply]
Click [OK]



Power Savings Settings

Click on the [Start] button in the bottom left corner
Click [Control Panel]
Click [Power Options]
Under Recommended Settings Click [Change Plan Settings]
Turn off the Display Set to 10 Minutes
Put the Computer to Sleep Set to Never
Click [Save Changes]
Close Window



Disable Wireless Connectivity

NOTE: If you are testing multiple MediPorts at once, you may want to save

this task until the very end.

Click Network Icon (monitor w/plug)
Click
Click [Open Network and Sharing Center]
Click [Change Adapter Settings]
Right Click on the Wireless Network Connection Icon
Click [Disable]

SOFTWARE REMOVAL

Customer Specific

HP Specific Software

Click the [Start] button in the lower left corner
Click [Control Panel]
Click [Applications]

Check the Application you want to remove
Hit the [Uninstall/Change] button towards to top
Follow the prompts. Each program is different whether its an
auto uninstall,

or has an Auto Wizard

Programs/Applications to Uninstall:

HP Advisor

Norton

HP Games (Must manual check each game)

HP Support Assistant

Live TV

Movie Themes

Music/Photos/Video

Netflix

Recipe Box

RSS Twitter

Weather

Touchsmart Browser

SOFTWARE INSTALL

CPORT Solutions

--

EVGA Driver

This should have already been completed during the initial startup.
Verify by seeing the the Display Link icon in the window bottom right
"up carrot"

by clicking on the [Up Carrot Icon]

--

NAVPORT

Not Loading at this time. Will in future.

--

Windows Ultimate

Click the [Start] button in the lower left corner
In bottom Search window type "windows anytime upgrade"
Click the [Windows Anytime Upgrade]
Click on [Enter Upgrade Key]
Enter the key information provided from Pete Muller
Click [Enter]
Check the [I Accept] box

Click [Upgrade]

Program downloading and a reboot. System may beboot several times.

Do not be alarmed this process takes 10-20 minutes. Varies from PC to PC.



JAVA

Open Internet Explorer

Type following URL: www.java.com

Click [Free JAVA Download]

Click [Agree and Start Free Download]

Click [Run]

Click [Yes]

Click [Install]

Click [Yes]

Uncheck [McAfee box]

Click [Next]

Once complete close out the remaining windows



Adobe Reader

Open up Internet Explorer

Type following URL; <http://adobe.com/>

Click the IE [Enter]

Click [Adobe Reader]

Click [Download Now]

Follow the Prompts. May experience a few issues dependant upon permissions

Downloading of Program

Click [Close Download Manager]

Close any additional pop up windows



Mimio Notebook

Find the Auto file of Mimo, usually in the downloads folder

Click the autostart

Click [Next]

Click [I Agree]

Click [Next]

Click [Next]

Click [Install]

Click [Yes]

A screen will come up with the MIMIO symbol

Place the Mimio receiver into a usb port on the PC

This will auto register the software

Test out your MIMIO to ensure it works

Remove the USB receiver

Customer Specific



PACS Viewer

Open up Internet Explorer
Type following URL; <https://pacs.gatelehealth.org/igplatform/>
Click [here] to start the download
Click [run]
Click [accept]
Click [OK]
Downloading of Program (est 15 min)
At the Login Screen just close it out.
Close out any additional screens



Second Opinion

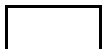
Open up Internet Explorer
Type in following URL; <http://sotelemed.com/tempdist/SOP8RC4.exe>
Click on the IE [Enter] Icon
Click [Run]
Downloading Software
Click [Yes]
Enter Password "green"
Click [OK]
Click [Next]
Check the [I Accept (circle)]
Click [Next]
Click [Next]
Click [Next]
Click [Next]
Click [Install]
Click [Finish]
Click [Next] Xvid setup
Check the [I Accept (circle)]
Click [Next]
Click [Next]
Click [Next]
Click [Next]
Click [Install]
Click [Install]
NOTE: There will be a second window popup for SO Site info....wait
Click [OK] for English
Click [I Agree]
Click [Next]
Click [Install]
Click [Next]

Click [Finish]
Back to the Second Window (SO Site Info)
Click [Next]
Password is 1234
Click [OK]
Click [OK]
Click the [Start] button in the lower left corner
Click [All Programs]
Click on [SO Professional], and drag it to the Desktop.
Place directly below the Mimio software which will be just below the recycling bin.
NOTE: SO is not registered at this point.



Second Opinion Registration

Click on Second Opinion Icon on the desktop
Click [Register]
Input the Site Code. This would be provided by Customer thru Second Opinion.
Click [Next]
Change the Name from "Microsoft" to the actual customer site name.
Delete "Microsoft" from the contact. This is an optional field.
All other address and phone number information is optional but could be filled
out at this time.
Click [Next]
Click [Next]
Click [Finish]
Click [Yes]
A Session Code, and Computer ID Code will show on the screen.
KEEP THOSE VISIBLE.
Call Second Opinion at 310-802-6300. Currently you will speak with Sandy Point.
SO person will ask you for the Session Code and the Computer ID Code.
SO person will give you an Authorization Code and an Additional Authoiraztion
code that you will input on that same screen.
Click [Enter]
The SO person will ask you for the site name that you have inputted in the
previous screen.
This completes the Second Opinion Registration.



Office 2010

Place customer provided DVD into DVD reader on the PC. (GPT is #6 disc only)

Click [Run setup.exe]

Click [Yes]

Check [I Accept]

Check [Continue]

File Downloading

Check [Close]

Open Microsoft WORD

Check [Use Recommended Settings]

Click [Yes]

Go to [File]

Scroll down to [Help]

Right side Click [Change Product Key]

Put in the appropriate product key

Click [Next]

Click [Install Now]

Next window stays hidden, you have to expand it from your bottom task bar.

Click [Next]

Click [Close]



Tight VNC

Open Internet Explorer

Type in "www.tightvnc.com"

Click [Download Now]

Scroll down and Click [Download] Self Installing Package for Windows

Click [Run]

Click [Yes]

Click the [V] icon in the bottom Task Bar

Click [Next]

Click [I Agree]

Click [Next]

Click [Next]

Click [Next]

Click [Next]

Both Passwords are "telemed"

Click [Install]

Click [Next]

Click [Finish]

Click the [Start] button in the lower left corner

Click [All Programs]

Click [Tight VNC]

Click [TightVNC Application Mode]
 Click [TightVNC Server (offline config)]
 Click [Access Control]
 Click [Add]
 First matching IP Address is 10.50.0.1
 Second matching IP Address is 10.50.255.255
 Check [Allow]
 Click [OK]
 Click [Add]
 First matching IP Address is 10.60.0.1
 Second matching IP Address is 10.60.255.255
 Check [Allow]
 Click [OK]
 Perform the same as above in the [TightVNC Service Mode] Folder



AIO Scope Icon Removal

Ensure the AIO Scope is turned On
 Ensure the AIO Scope is viewable thru the HDMI Switcher and AV switch on HP 600 TS
 Ensure Codec is in Document Share Mode
 Once you can see the scope and the ICONs
 Plug in a USB mouse in the front USB Port
 Right click on any of the seven icons.
 Left click on "Configuration"
 Click "System"
 At the bottom of the screen is desktop icons, uncheck the box
 Click "OK"
 Remove the mouse
 Turn off the AIO Scope.

CODEC SPECIFIC CHANGES (Tanberg C20)

Software Upgrade to 4.0.1, CPORT Wallpaper Change, and COCEC Settings (TANBERG/CISCO)

NOTE: Be sure you have a land line LAN connection.
 NOTE: Turn on your Dr. Highscope for burn in and validation later in process.
 Change you A/V Input to HDMI
 Hit [MENU (which is the house symbol)] on your remote
 Drop Down to [Settings]
 Hit the [Checkmark]
 Click [Date and Time]

☐ Change Time Zone to Eastern Standard Time (Customer Specific)
Hit the [Checkmark]

☐ Change Time to 12 hour clock
Hit the [Checkmark]

☐ Drop down and Click [Wallpaper]
Change to [Custom]
Hit the [Checkmark]
Drop down and Click [System Information]
Hit the [Checkmark]

☐ Write down the IP Address, and the Serial Number
Click the small button on top far right of the Remote [Exit]
Hit [MENU (which is the house symbol)] on your remote
Drop Down to [Advanced]
Hit the [Checkmark]
Drop Down to [Advanced Configuration]
Hit the [Checkmark]
Scroll down to [Standby]
Hit the [Checkmark]
Change to [Off]
Hit the [Checkmark]
Scroll down to [Video]
Hit the [Checkmark]
Scroll down to [Output]
Hit the [Checkmark]
Scroll down to [HDMI 1]
Hit the [Checkmark]
Scroll down to [Resolution]
Hit the [Checkmark]
Change to 1280x720x60
Hit the [Checkmark]
Scroll down to [Overscan]
Hit the [Checkmark]
Change to [Medium]
Hit the [Checkmark]
Hit [MENU (which is the house symbol)] on your remote
Toggle your A/V Swith to Computer
Open Internet Explorer
Type in the CODEC IP Address
Click the IE Enter button
Type in "admin"
No Password

☐ Change Wallpaper

Click on [Wallpaper]

Click [Browse]

Find the .png file you want to add

Click [Download]

Will show image and identify download completed successfully



Go to Upgrade software

Click [Browse]

Locate your upgrade file

Click [Upgrade]

This process will take about 15-20 minutes.

You IE screen will ask for a name and password again

Get the IP address from your history and let it refresh.

Put in 'admin'

No password

Click [Enter]

Go down to Release Key

Enter the release key information

Click [Enter]

Once it is complete it will ask you to reboot

Click Reboot later

PHASE X – FULL FUNCTIONALITY TESTING STEP BY STEP PROCEDURE.

***FINAL FUNCTIONALITY
TESTING***

☐

PC Mode

Ensure your screen resolutions are set properly
Check that you can get internet connectivity thru the LAN
(Landline)

☐

A/V - CODEC Mode

Verify Camera Control, Pan Tilt and Zoom
Share
Content

☐

PC

Use the Remote for the CODEC and press the
"Laptop" image
in the upper right

Verify that your PC is being shared thru the CODEC

☐

Dr. HighScope

NOTE: To this point your Dr. Highscope should have
been

running for approximately 45-90 minutes.

Turn the camera
on

Click HDMI Switcher to Input 2

Verify that the image is clear and is sent thru the

content

share on the CODEC

Scaler 1

Change the HDMI Switcher to the Input 3

RCA

Connectivity

Get the DVD player.

Plug it

in

Turn it

on

Place the yellow RCA connector into the
data plate

into the yellow female coupler

Ensure scaler is set on Video

You should see you DVD playing

Remove the yellow RCA connector

S-Video Connectivity

Place the S-Video connector from your
DVD player

into the S-Video connector on
the data

plate

Swith the scaler to S-Video

You should see you DVD playing

Remove the S-Video connector

Scaler 2

Change the HDMI Switcher to Input 4

VGA

Connectivity

Connect a VGA cable from the data plate to
your

laptop.

Ensure your laptop is set to share with a
VGA source.

You should see you desktop or whatever is
on you

laptop screen.

PHASE XI – QUALITY ASSURANCE CHECKLIST STEP BY STEP PROCEDURE.

***VISUALIZATION AND
EXTERIOR QUALITY CHECK***

- ☐ Camera
- ☐ CPU-PC (HP)
- ☐ High Exposed Cable
Management
- ☐ HDMI Switcher
- ☐ Tanberg Microphone
- ☐ Tray Securement
- ☐ Vertical Movement
- ☐ Custom Data Plate
- ☐ Vertical Wire Manager

- ☐ Dr. Highscope
- ☐ Codec and Scalers
- ☐ Lower Tray Cable Management
- ☐ Folder Tray
- ☐ Cart Base and Battery

PHASE XII COMPLETION SIGN OFF STEP BY STEP PROCEDURE.

1. Upon completion of all the previous phases the MediPort can be signed off.
2. A CPort non build out member referred to as the Sign Off Official (SOO) will review the following documents to ensure all appropriate steps and tests have been performed per the SOP;
 - a. Port Build Out Form
 - b. Customer PO
 - c. Customer Scope of Work
 - d. Customer Bill of Material (BOM)
 - e. Cabling Description and Details (Labeling)
 - f. Quality Assurance Checklist
3. The SOO will do a visual inspection of the MediPort for
4. The SOO will then sign and date the MediPort Integration Release Form
5. This will be the Build Out teams authorization to prepare the port for shipment and delivery.

PACKAGING FOR SHIPPING

SHIPPING

MANUFACTURING TIMETABLES

The following section provides a breakdown of the total time it takes to build out a Mediport and the costs associated with the build out.

MEDIPORT Manufacturing and Integration Timeline and Costs

AS OF: 3/11/2011

Step	Description	Min Break		SubC Per Hr	SubC Total
------	-------------	-----------	--	-------------	------------

1	M38 Mobile Computing Cart Unpackage and make Adjustments		15.00	\$4.75
	Unpackage the M38 Mobile Computing Cart	5		
	Throw away packaging	1		
	Raise the Push Handle on the Mast	1		
	Lower the Folder Tray	4		
	Raise the first Shelf	1		
	Place the second shelf	2		
	Tighten the tensioning screw	5		
2	Component and Equipment Inventory and Station Preparation		15.00	\$2.50
	Prep station	2		
	Pull Inventory	8		
3	M38 Mobile Computing Cart Data Plate cutout		15.00	\$3.75
	Measure and Mark	2		
	Cut the data plate cutout	13		
4	Data Plate Installation		15.00	\$3.75
	Line up the Data Plate	2		
	Mark the holes	0.5		
	Drill out holes for Rivets	2		
	Rivet the Data Plate	2		
	Mount the Data Plate Cables	3		
5	Power Cabling		15.00	\$7.50
	Prep Tray cables and Octopus Power Cable	7		
	Velcro all Power cubes	5		
	Mount Large Power Cubes	5		
	Mount Small Power Cubes	5		
	Make Labels	5		
	Label all power cubes	3		
6	Vertical Cable Management Mounting		15.00	\$1.88
	Custom Cutout of the Vertical Cable Manager	2		
	Drill Holes for Zip Tie Securemnt Point	0.5		
	Cut Velcro	1		
	Mount Velcro	2		
	Mount Vertical Cable Manager	2		
7	Dr. Highscope (Specific)		15.00	\$1.25
	Line up Scope Mount	0.5		
	Mark holes for Rivets	0.5		

	Drill holes for Rivets	2		
	Rivet the Scope Hanging Mount	2		
8	HP 600 mounting adapter install		15.00	\$2.50
	Remove existing hardware	3		
	Install HP 600 mounting bracket	3		
	Install Universal mounting bracket	3		
	Install Feet Covers	1		
9	HP Plastic/Sticker removal		15.00	\$1.75
	Plastic coating removal	3		
	Sticker Removal	4		
10	Tanberg COCEC Installation and Mounting		15.00	\$2.88
	Pull CODEC and Accessories	1		
	Write Down the SN on CODEC and Camera	0.5		
	Velcro the CODEC	2		
	Mount the CODEC	3		
	Mount the Camera	4		
	Place Batteries into Remote	1		
11	Component Installation and Mounting		15.00	\$4.75
	Pull Components from boxes	5		
	Place documents in Folder Tray	1		
	Write Down the SN from Components with them	3		
	Velcro the Components	5		
	Mount the Components	5		
12	Component Cabling		15.00	\$15.00
	Install all power cables	10		
	Install all Data Plate Cables	5		
	Install all cables to PC and Camera	10		
	Install all Cable to CODEC	30		
	Cable Management at PC and Camera	2.5		
	Cable Management inside tray	2.5		
13	Initial Startup and Component Testing		15.00	\$8.13
	Ensure VGA+ mini USB is unplugged	0.5		
	Power Up the PC	2		
	Basic Set Up	10		
	Software install of the VGA+	5		

	Initial Set Up and testing of CODEC and Camera	4		
	Test basic PC Document Sharing	1		
	Get and setup the Test DVD Player	2		
	Test basic Component Sharing	2		
	Test basic S-Video Sharing	2		
	Get and Setup the Test Laptop	2		
	Test VGA Sharing	2		
14	Troubleshooting (Variable Baseline)		15.00	\$2.50
15	Cable Management		15.00	\$5.00
	Cable manage under lower shelf	5		
	Cable manage inside the vertical cable manager	15		
16	C Port Software Integration		25.00	\$15.00
	EVGA Driver	(Completed Task 13)		
	NAVPORT	(Not loaded for this customer)		
	Microsoft Ultimate	20		
	JAVA	5		
	Adobe Reader	5		
	MIMIO	4		
	MIMIO Register and Test	2		
17	Customer Software Integration		25.00	\$20.00
	Removal of HP Junk	10		
	PACS Viewer	5		
	Second Opinion	5		
	Registration of Second Opinion	5		
	Office 2010	10		
	Office 2010 Key Change	3		
	Tight VNC	10		
18	Final Component Testing		25.00	\$6.25
19	Final Visual Inspection		55.00	\$6.42
20	Shipping Packaging		15.00	\$2.50
	Total Minutes for MediPort BuildOut	340		
	Total Hours for MediPort BuildOut	5.67		

Ave \$ per hr for MediPort BuildOut	\$18.50
Total Cost for MediPort BuildOut	\$118.04
Sub Contractor Profit %	25%
Sub Contractor Total Cost for MediPort BuildOut	\$147.55

BLANK FORMS