**GI travel cart operating instructions**

VGA = Windows Computer Desktop (access to ProvationMD)

SDI = Endoscopy Video Playback and operating software

**Before the procedure**

1. Plug in the Cart
2. Switch on the cart by pressing the center button (orange light). Button will turn green.
3. Switch on the computer
4. Press “input” button on the monitor. Press “↓” button on monitor, until you reach “VGA”.
5. Press “**<** “ button on monitor in order to select VGA. You will now arrive on the computer desktop screen. (Press “Menu” to hide menu on the screen)
6. Log in to the desktop using “blhuser” and password “Bronx-123”
7. Access ProvationMD. Schedule patient for procedure if not already in schedule. Open patient note and fill as you would normally, including scope number.
8. Insert and set up the scope if not already done
9. Go to “image Capture” in the procedure note
10. Now switch to SDI mode by doing the following: Press “input” button on the monitor. Press “↓” button on monitor, until you reach “SDI”
11. Press “**<** “ button on monitor in order to select SDI. You will now arrive on the Endoscopy Video Playback screen. (Press “Menu” to hide menu on the screen)
12. Perform endoscopy and capture images via the endoscope as you would normally

**After the procedure**

1. Once procedure is completed, and “first step” suctioned, switch off the part of the machine with the endoscope attached to it (the light source) in order to safely remove the scope. Do not switch off the Video system center (the machine above the light source).
2. Switch back to VGA mode (ProvationMD) by doing the following: Press “input” button on the monitor. Press “↓” button on monitor, until you reach “VGA”
3. Press “**<** “ button on monitor in order to select VGA. You will now arrive back on the ProvationMD “image capture” screen. (Press “Menu” to hide menu on the screen)
4. Close ProvationMD and restart the Computer. Once restarted, Log in to ProvationMD, Open patient note and return to “image capture”
5. Switch back to SDI mode by doing the following: Press “input” button on the monitor. Press “↓” button on monitor, until you reach “SDI”
6. Press “**<** “ button on the monitor in order to select SDI. You will now arrive on a screen with “rainbow bars”
7. Pull out the smaller Olympus Video center KeyBoard. Press “menu” on this keyboard (located on the top right).
8. A menu should now appear on the screen. Use the arrows on the small keyboard to navigate to “View Saved Images”, press enter.
9. You should now be able to see the name of the patient on the screen. Navigate to the patient’s name and press enter.
10. Images from the endoscopy should now appear on the screen. Navigate to “All images” on the right of the screen and press enter.
11. You should now be able to see the first captured image enlarged to fill the screen.
12. At this point, switch back to VGA (ProvationMD) as outlined in the above steps.
13. You should see the first captured endoscopy image in the center of the Provation screen
14. Press “P” on the main computer keyboard (big keyboard) to capture the image being displayed on the Provation screen
15. Now press the right arrow key “→” on the small Olympus Keyboard, and the next captured image will show up on the Provation Screen. Again, press “P” on the main computer keyboard (big keyboard) to capture the image being displayed.
16. Repeat the above steps until all captured images during endoscopy are captured to Provation.
17. Now you can complete the note on Provation as you normally would
18. Don’t forget to switch off the Video center and Unplug the travel cart once you are done.