

Dear Welch Allyn RetinaVue™ Customer:

Welcome to the Welch Allyn RetinaVue Network! We are excited to extend our solution to your facility. To prepare for your camera installation and network integration, we are providing you with the pre-installation overview outlined below.

In brief, site planning is carried out as soon as possible to ensure that your facility meets minimum space and networking requirements. Once this is completed, installation and operator training can be scheduled. Both are typically performed on the same day: installation, setup, and testing are completed in the morning and operator training is conducted in the afternoon.

I. Site Planning:

- a. Floor plan requirements:
 - i. An area no smaller than four feet by four feet must be allocated to provide enough space for the camera table, the camera operator, and the patient.
 - ii. Additional space may be required if you if you need to provide access to any patient in a wheelchair.
 - iii. In order to maximize image quality, it is critical that the camera operator is able to turn off the lights in the room; a room without windows is ideal.
- b. Power requirements:
 - i. A standard three-prong, grounded 120-volt power outlet (e.g., NEMA 5-15R) must be located within four feet from the edge of the camera table.
 - ii. The power outlet must be rated for 15 amps or 20 amps.
- c. Network / internet requirements:
 - i. Wired option: a standard RJ45 Ethernet port providing at least 10 Mbit/s service must be located within 20 feet from the edge of the camera table.
 - ii. Wireless option: a secure Wi-Fi network (802.11b, 802.11g, or 802.11n) providing at least 1 Mbit/s service must be within range of the camera.
 - iii. Network firewalls must provide upstream and downstream internet traffic on port 443 for HTTPS and port 22 for secure FTP. If network settings are restricted, it is imperative that Welch Allyn Technical Support work with your IT personnel in advance of delivery.

II. Camera Installation:

- a. Delivery of equipment:
 - i. Depending on your order, equipment may include a fundus camera, a height-adjustable table, and a laptop computer.
 - ii. The equipment will be delivered by a Welch Allyn service representative or a 3rd party shipper before or on the day of installation.
- b. Installation of hardware:
 - i. Reserve four (4) hours for installation (the typical installation requires less than one hour).
 - ii. A Welch Allyn service representative will unpack and set up the equipment and complete comprehensive testing.

III. Operator Training

- a. Reserve four (4) hours for camera operator training.
- b. Operator training is typically conducted in groups of two to four operators and generally lasts two hours uninterrupted. Multiple groups can be trained as needed within the total allotted time.