

## Document Revision History:

Change Date	CO#	Dash #	Rev.	Change Description
1/6/09	351	001	A	Initial Release
Released By: Jan Roestel				Date: 1/6/09

## 1. Validation Overview and Plan

- 1.1. Not unlike product labeling, brochures are used to convey messages to potential users.
- 1.2. The described requirements in these messages must be verified for correctness and validated to ensure the message is clearly communicated to the user.

## 2. Verification Protocol

- 2.1. Marketing Brochures will be verified by proofreading the redline draft or a proof from the graphic artist

## 3. Validation Protocol

- 3.1. The Brochure will be validated to ensure the marketing brochure adequately conveys a message. A 3<sup>rd</sup> party will review the marketing brochure specifically indicating the following:
  - 3.1.1. Is the marketing brochure's message clear?
  - 3.1.2. Is anything in this marketing brochure unclear?
  - 3.1.3. Are there any comments that you would like to submit?

## 4. Summary and Conclusion

- 4.1. Based on the verification and validation results, provide a short summary & conclusion stating their acceptability.

## 5. Appendix

Appendix A: Marketing Brochure V&V Protocol Results

**Appendix A: Marketing Brochure V&V Protocol Results**

1. **Record the results of the protocol below.** Note the numbers in this section correspond to the protocol sections.

**2. Verification Results**

Quality Assurance, Engineering, Legal and Marketing proofread the changes to the RP-VITA Nursing User Guide MA-20011-002, for correctness and clarity and found no issues.

**3. Validation Results**

A Third party has reviewed the changes taken place in Rev.002 of MA-20011 RP-VITA Nursing User Guide, and found no issues at this time, changes are as intended.

**4. Summary & Conclusion**

Results from verification & validation confirm that product specifications and user requirements were met.

**5. Approvals**

5.1. Validation Leader:



---

5.2. Marketing:



---

5.3. Quality Assurance:

See Signature manifest in CO-3405

**ITH Implementation Manual 3<sup>rd</sup> Party Validation  
MA-20011-002 RP-VITA Nursing User Guide**

This process is to ensure that the above stated Manual adequately conveys a message. A 3<sup>rd</sup> party will review the above stated Manual, and indicate the following in writing:

- Is anything in this marketing Manual unclear?

Comments attached

- Are there any comments that you would like to submit?

Some, see attached

- Please record your comments below:

See attached

Kelton's comments will be included  
in this revision.  
- Whitney Warren *Whitney Warren* 10-14-14

Name: *Kelton Tempy* KELTON TEMPY

Signature: *Kelton Tempy* Date: 10-10-14

# RP-VITA™ Nursing

## User Guide



InTouch Health®  
6330 Hollister Avenue  
Goleta, CA 93117  
Ph: 805.562.8686 • Fax: 805.562.8663  
[www.intouchhealth.com](http://www.intouchhealth.com)

P/N: MA-20011-002

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iLBC	2011 The WebRTC project authors

*to?*

*should be same?*

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## Recommended Guidelines For HIPAA Compliance

The Remote Presence System allows hospitals and medical professionals to remain in compliance with HIPAA privacy regulations. InTouch Health is providing the following information to assist with HIPAA privacy regulations as they pertain to the Remote Presence System.

HIPAA requires all healthcare organizations to have policies and procedures, and the guidelines below may not cover all situations as they apply to a specific organization. Further, from time to time automatic software upgrades may be downloaded which may contain new features. InTouch Health will inform users of significant features as they are added, and the impact of these features. How new features may affect HIPAA policies, procedures, and safeguards should also be considered.

*→ This is great - we should add this to IT specs!*

### Access to CS

The CS should be placed in a location that is only accessible to individuals who have authorized access to Protected Health Information (PHI). It is recommended that CS access is password protected via Windows user account control or iPad passcode in addition to the CS password feature. Only authorized users should have passwords, and users should safeguard passwords according to hospital policies and procedures.

All users should be trained to log out of Windows or the Virtual Private Network (VPN), when away from the system for any period of time. This is important for security reasons, so that any person attempting access to the CS will be required to enter a password for secure access.

Finally, the CS screen should be positioned to point away from public areas, so as not to be visible to a passersby.

### Discussion and Display of PHI

From time to time a physician will likely engage in remote communications with patients and medical staff in which patient information (records, images and video) will be discussed or displayed. In general, the same care should be exercised as though the physician were physically present. For example:

- Use the RP-VITA Head rotation to look around and see who else is nearby and might see or hear the sensitive information, and use appropriate discretion.
- Use the microphone mute button when conversing with someone alongside the CS to avoid the inadvertent conferencing of patient-related conversation.

### Stored Images and Video Files

Images and video taken during a remote presence session can be saved. By default files will be saved in an encrypted format and can only be viewed while logged in to the InTouch CS Application. For convenience, all captured images and video files may also be saved in common formats such as JPEG, and can be saved to the CS hard drive, making them accessible to any authorized user of the CS. As such, there are a few recommendations for safeguarding PHI contained in these images and video.

- Save all images and videos in the default encrypted format; OR
- Ensure all personnel who have access to the CS also have full permission to access stored images and videos under the hospital's policies and procedures; OR
- Make sure to store captured images and videos only on removable media (e.g., recordable CD-ROMs) which can be taken with each authorized user; OR
- Do not save to disk any captured images and video clips. Use these images and video segments only while logged in during a particular session.

*update?*

### Disclosure of PHI

If the physician plans to transmit or copy stored images or video to other individuals or organizations, e.g., to a healthcare operator, the physician needs to abide by standard HIPAA codes governing who may receive PHI and under what conditions. The hospital's HIPAA compliance officer should be consulted for details.

# Nursing Staff Orientation

## Overview and Purpose

Your hospital has agreed to enter a partnership to utilize the benefits of the InTouch Health Remote Presence System.

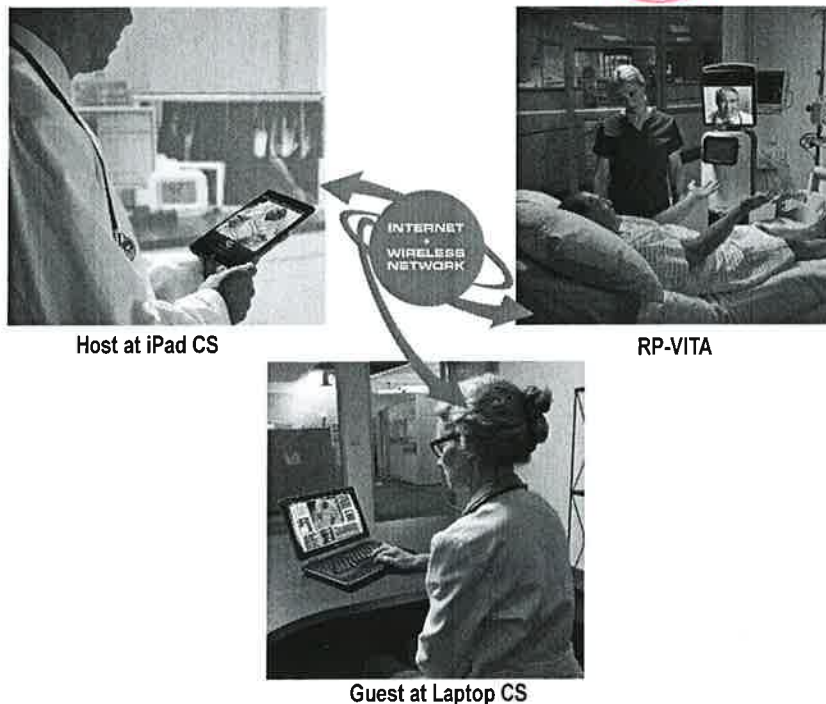
The InTouch Health Remote Presence System is designed to instantly transport a physician to a patient from wherever they are and allow the physician to move, see, hear and interact as if they were there.

Remote Presence enables the clinician to deliver the right clinical expertise at the right time and place. This capability can help improve efficiency and quality of care, all at a lower cost.

## System Basics

Remote Presence is created by combining three technologies:

- RP-VITA Robot at the patient location.
- CS located at a remote location via a desktop computer, laptop computer, or iPad.
- The RP-VITA and the CS are connected via the Internet over a secure broadband connection.



The RP-VITA is to remain on and plugged in at all times. Diagnostic information is constantly being sent to InTouch Health to assure functionality.

**Note:** The only time the camera is connected is when you see a live image on the screen.

**Note:** This system uses wireless access points. The location of the access points may create pockets of poor signal strength—the access point location may be modified to provide optimal coverage.

**Note:** Public Internet may create moments of longer delay.



## Nursing Staff Orientation—continued

### Protocols for Use

Use of the InTouch Health Remote Presence System will be similar to the process used when a physician visits in person.

The patient provides consent to the process as determined necessary.

#### Doctor Initiated:

1. Doctor logs into RP-VITA and selects the room the patient is in from the AutoDRIVE list.

**Note:** This information is provided to the doctor when they are contacted to provide a consult. If this information is not already provided to the doctor then they will check in at the nurse's station to determine which room to drive to.

2. After the consultation, the doctor returns the RP-VITA to the Dock and logs off. Alternately, the nurse may select the Dock from the AutoDRIVE tab on RP-VITA's touch screen Chest Display — see "AutoDRIVE" on page 15. Returning the RP-VITA to its Dock will allow it to get charged up and ready for the next consult.

#### Nurse initiated:

1. Doctor is paged and at that time, the Nurse send the RP-VITA to the patient's room by selecting the room from RP-VITA's touch screen Chest Display AutoDRIVE tab — see "AutoDRIVE" on page 15.
2. After the consultation, the doctor returns the RP-VITA to the Dock and logs off. Alternately, the nurse may select the Dock from the AutoDRIVE tab on RP-VITA's touch screen Chest Display — see "AutoDRIVE" on page 15. Returning the RP-VITA to its Dock will allow it to get charged up and ready for the next consult.

#### General etiquette:

- RP-VITA users should always announce themselves when logging on and when entering a patient room.
- Help the remote doctors select an appropriate RP-VITA speaker volume. Volume can also be adjusted using the knobs on the sides of the RP-VITA touch screen — see "Volume Adjustment Knobs" on page 13.
- In a semi-private room, it is best if the curtain is drawn and the volume remains generally low (new users have a tendency to talk louder than required).

### Emergency Stop

The RP-VITA has an Emergency Stop Button located on its back to disable RP-VITA's movements — see "Emergency Stop Button" on page 13.

To engage the Emergency Stop and disable RP-VITA's movements:

- Depress the red Emergency Stop Button.
- The Robot computer will stay On, but Robot cannot be driven as base motors are disengaged.
- The Robot can now be pushed as needed. *- using the handle on the back of the robot only*

To enable RP-VITA movement:

- Twist the red Emergency Stop Button clockwise about  $\frac{1}{4}$  turn until it pops out.

### Technical Support

InTouch Health is your primary contact for all RP-VITA technical support.

The 24 x 7 Technical Support phone number is **(877) 484-9119**.

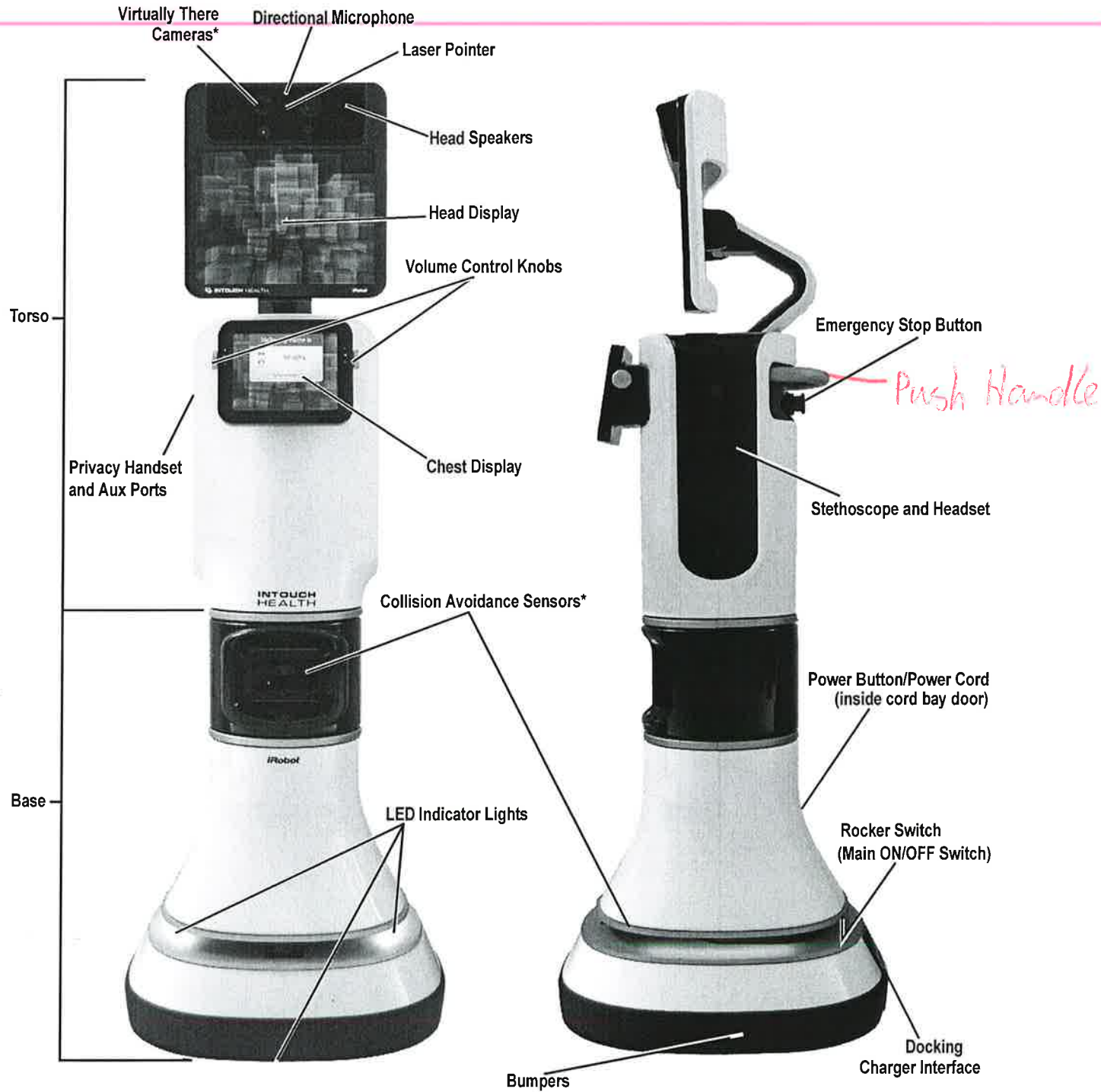
Follow the prompts to reach a technician.

A typical issue is problem connecting to the RP-VITA.

*a doctor having a*

# RP-VITA Overview

## RP-VITA Anatomy and Components



**Caution:** \*Please avoid touching the RP Device camera and sensors.

## RP-VITA Overview—continued

<i>Handle</i>	<i>Handle used for pushing/positioning robot when needed</i>
Chest Display	Touch-screen used for local control of RP-VITA.
Collision Avoidance Sensors	RP-VITA uses FDA Class 1 Laser sensors to provide for detection of obstructions in its surroundings. <i>check Laser + IR? (prime sensor)</i>
Directional Microphone	Captures audio for playback on the CS.
Docking Charger Interface	Used to connect to Dock (allows charging and automated Docking).
Emergency Stop Button	Stops RP-VITA's (base) movements by disengaging its motors. Also, used to disengage wheels, when needing to quickly move RP-VITA manually. See "Emergency Stop Button" on page 13.
Head Speakers	Plays audio from CS microphone on RP-VITA. A sub woofer speaker is also located in the RP-VITA torso.
Laser Pointer	FDA Class II Laser Pointer <sup>a</sup> fixed to the RP-VITA pan/tilt Head. <b>Avoid exposure. Laser radiation is emitted from this aperture.</b> <i>When turned on</i>
LED Indicator Lights	RP-VITA status indicators. Refer to "RP-VITA Status Indicator Lights" on page 16.
Power Button/Power Cord (inside cord bay door)	The RP-VITA power button turns on the computer and display. Power cord used to recharge RP-VITA without the Dock.
Remote Display	Displays remote user's face (video from the CS) or recorded pictures and video from the CS on RP-VITA.
Rocker Switch (Main On/Off Switch)	Supplies power to the RP-VITA either from the batteries or from external power when Docked or plugged in.
Storage/Expansion Bays	An expansion bay is located on each side of the RP-VITA. One side contains the Stethoscope and Headset, the other side contains the Privacy Handset and the Input/Output ports for connecting approved devices to RP-VITA.
Virtually There Cameras	Capture remote video for viewing at the CS.
Volume Control Knobs	Used to adjust volume. See "Volume Adjustment Knobs" on page 13.

- a. The RP-VITA utilizes a Class II Laser Pointer which complies with 21 CFR Chapter 1, sub-chapter j. Maximum Laser radiation output is less than one milliwatt at a wavelength of 635 nanometers.



- Caution:** Dazzle, flash-blindness, and afterimages may be caused by a beam from a Class II laser product, particularly under low ambient light conditions. This may have indirect general safety implications resulting from temporary disturbance of vision or from startle reactions. Such visual disturbances could be of particular concern connected with performing safety-critical operations. Users should not stare at the beam, and perform active protective reactions by moving the head or closing the eyes to avoid continued intrabeam viewing. *(ie look away, or shield eyes with a hand)*
- Warning:** The RP-VITA is not MRI safe nor MRI compatible and should only be used in locations where the presence of metal is not controlled.
- Warning:** Flammable Anesthetics: The RP-VITA is not suitable for use in the presence of flammable anesthetic mixture with air, or in the presence of a flammable anesthetic mixture with oxygen or nitrous oxide.

## Charging the RP-VITA

- RP-VITA will charge to 80% in two hours.
- RP-VITA will charge to 100% in six hours.

**Note:** RP-VITA should be docked whenever it is not in use.

The RP-VITA can be sent to its Dock from the CS or by hospital personnel using the Touch-Screen Chest Display. See [AutoDRIVE](#) (pg. 15).

If Dock is not available for any reason and RP-VITA needs to be charged, plug the RP-VITA into a standard grounded outlet.

**Note:** The power plug has an internal light which lights when plugged into a live outlet. Ensure it is lit when charging with the power plug.

**Caution:** The RP-VITA contains high capacity rechargeable, Lithium-Ion batteries. The RP-VITA should be plugged in when not in use so it is fully charged and ready for the next consult and to avoid deep discharge cycles that can shorten the battery's useful life. Other than keeping the batteries charged by keeping the RP-VITA plugged in, no user maintenance of the batteries is required.

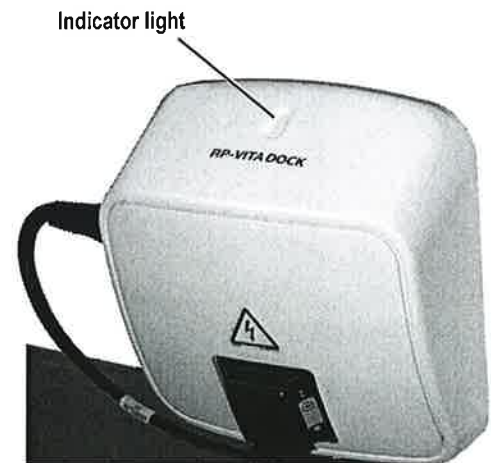
## Charging Status Indicator Lights

The RP-VITA Dock has an LED indicator light located on the top of the Dock. In addition, the power plug contains a light which turn on when plugged into a live AC outlet.

Dock	LED State
No AC power applied	Off
AC power applied, not mated to robot	On
AC power applied, mated to robot	On - blinking

RP-VITA Power Plug	Light State
Plugged in and powered	On →
Unplugged or not powered	Off →



*center table*

### Power Controls

The RP-VITA has two power controls:

- the Rocker Switch (main On/Off switch), that controls power from either the wall plug or the batteries; and
- the RP-VITA Computer Power Button.

The Rocker Switch is located *in the gap in the skirt (gap)* just below the skirt on the base, above the Docking Charger Interface.

The Rocker Switch, which remains in either the Off or On position, controls the power to the RP-VITA. If the RP-VITA is neither plugged in nor docked, the power is provided from the battery. The RP-VITA Rocker Switch should stay On, except during storage, service, transport, or to avoid depleting the battery.

### Power On Sequence

1. Plug RP-VITA in at its docking station or plug the power cord into an approved wall socket.
2. Switch the Rocker Switch to the On position.
3. Turn On the power to the computer:

*less than* Press and hold in the Computer Power Button for **about 0.5 seconds.**

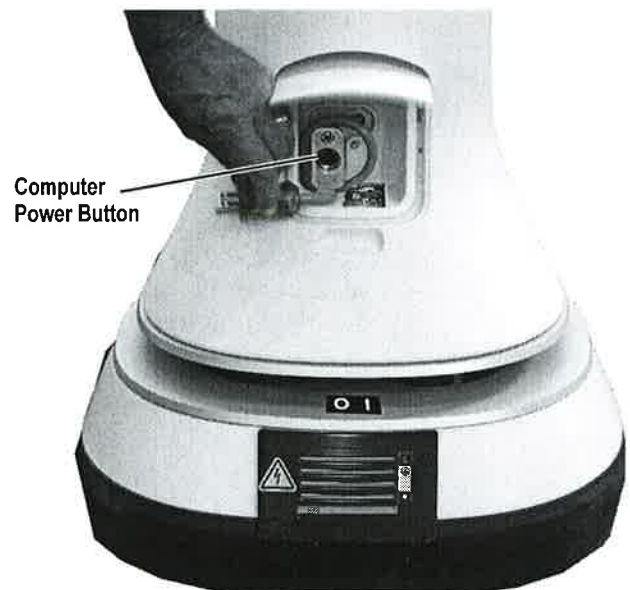
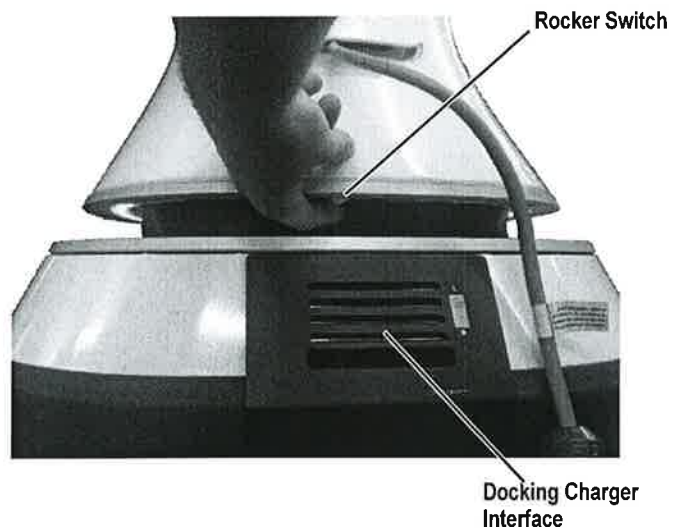
Check to ensure the display powers up successfully.

After a period of self-testing (1-2 minutes), the screen saver should appear on the display.

**The RP-VITA should be docked (or plugged in) and left powered on at all times.**

**Caution:** To ensure system readiness, connectivity, and charged batteries, power on the RP-VITA at least two hours before its intended use.

**Caution:** The RP-VITA checks for and installs any available and scheduled software updates automatically when it is docked.



### Power Off Sequence

The RP-VITA has two power controls:

- the Rocker Switch, that controls power from either AC or the batteries; and
- the RP-VITA Computer Power Button which controls only the computer.

**Caution:** When powering down the RP-VITA for any reason, always ensure that the Computer Power Button is powered off first and that the RP-VITA Display screen turns off (turns black) before turning off the Rocker Switch. It will take approximately 30-45 seconds for the Display screen to turn off.

#### 1. Turn Off the Power to the computer:

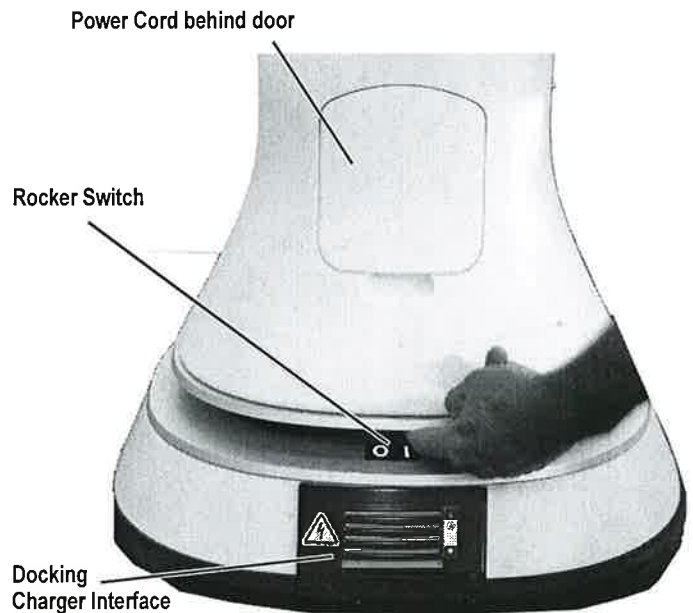
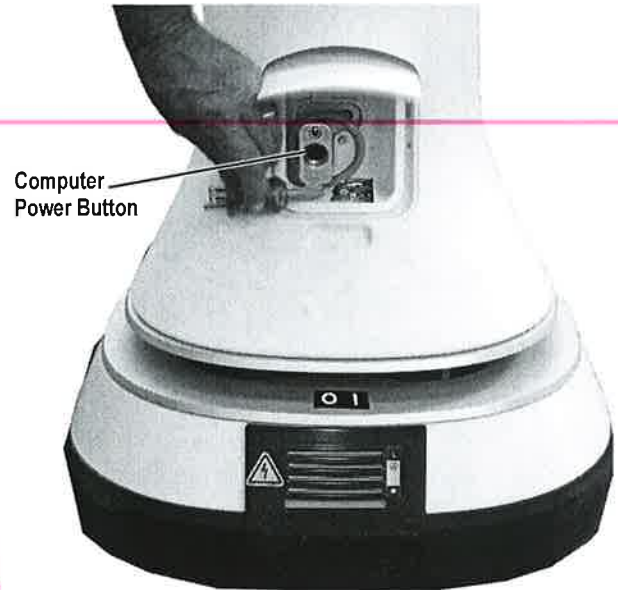
Press and hold in the Computer Power Button for ~~about one second.~~ *less than 0.5 seconds*

Check to ensure that the display screen turns off (turns black).

**Note:** It will take approximately 30-45 seconds for the screen to turn off.

*skipping to step 2*  
If the computer does not shut down following the above step, you can force a shut down by ~~holding the Computer Power Button in for several seconds until the RP-VITA Display screen turns black.~~

#### 2. Turn Off the Rocker Switch:



### Emergency Stop Button

#### To disable RP-VITA movement:

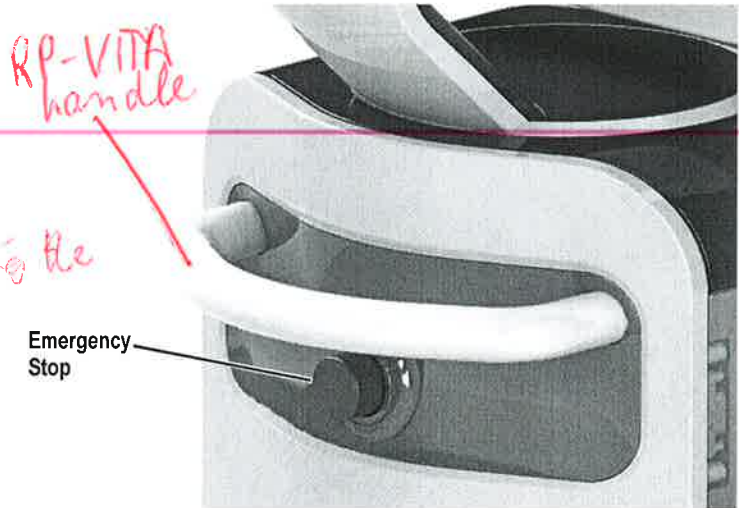
- Depress the red Emergency Stop Button.

The Robot computer will stay On, but the RP-VITA cannot be driven as its base motors are disengaged.

The Robot can now be pushed as needed. *using the handle*

#### To enable RP-VITA movement again:

- Twist the red Emergency Stop Button clockwise approximately 1/4 turn until it pops out.



### Volume Adjustment Knobs

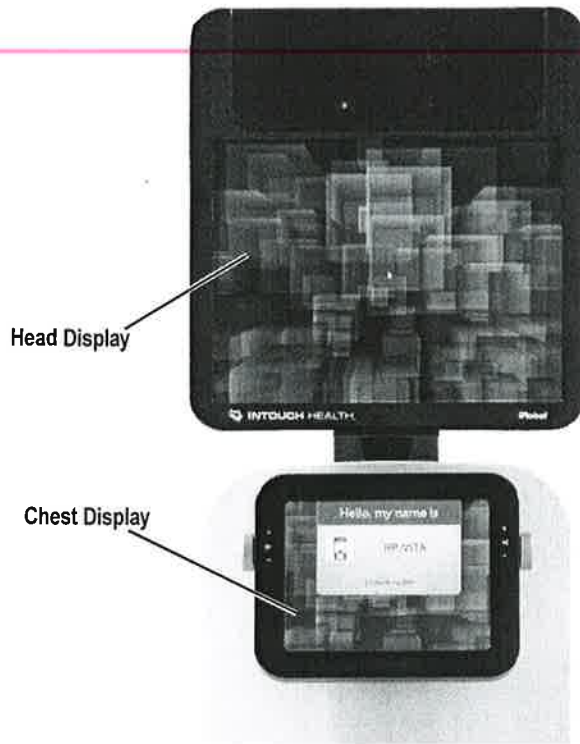
The RP-VITA has two volume controls: one on each side of the Touch-screen Display.

- Turn either knob to control the volume of the RP-VITA speakers.



## RP-VITA Head and Chest Displays

### RP-VITA Head Display



When RP-VITA is actively connected to a CS, the video from the CS will be displayed on the RP-VITA Head Display and the name of the person in the session will be shown on the Chest Display.

When the RP-VITA is NOT actively connected to a CS, a screen saver will appear.

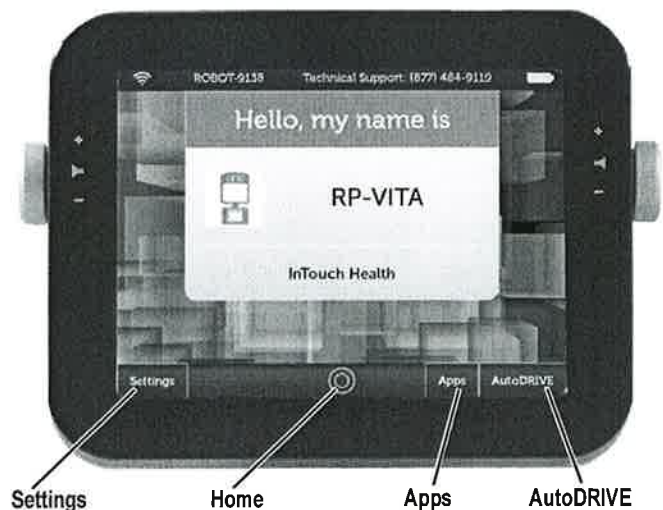
### RP-VITA Chest Display

The RP-VITA Touch-Screen Chest Display provides in-session information and local control of the RP-VITA. Whenever the RP-VITA is powered on, you can tap the Chest Display to show the robot serial number, battery charge, Wi-Fi signal strength, Technical Support telephone number, and the on screen buttons (**Settings**, Home, **Apps**, and **AutoDRIVE**).

Tap the **Settings** button to select network connections or access detailed information concerning RP-VITA. See [Settings](#).

The Home button takes you to the Home screen from any other screen.

Tap the **AutoDRIVE** button to send the RP-VITA to any learned location. See [AutoDRIVE](#).





# RP-VITA Head and Chest Displays—continued

## Settings

Tap the **Battery** button to check the battery charge.

Tap the **Wi-fi** button to view available Wi-Fi network connections.

Tap the **Wired** button to see network information if the robot is hardwired to the network.

Tap the **Robot** button to see the robot software version number, server access information, robot message log, and to reset the robot software.

**Note:** The RP-VITA has a Reset button located on the back edge of the Chest Display. *Remove*



~~Reset button (in back)~~

## Apps

The Apps button allows you to view preloaded slide shows on the RP-VITA Head Display. The default slide show is the RP-VITA Overview Presentation.

1. Select the desired slide show from the list on the left of the screen.
2. Press **Start** to begin the slide show. The slide show will loop and repeat itself until you exit Apps or another presentation is chosen. Press the left and right arrows to manually move backward and forward through the presentation.
3. Press **Stop** to pause the slide show on the current slide.
4. Press the Home button to exit Apps.

**Note:** Please contact your InTouch Health representative to add additional presentations.



*Note: Will the slide show need to be re-loaded after nightly reboot? yes - Whitney Warner*

## AutoDRIVE

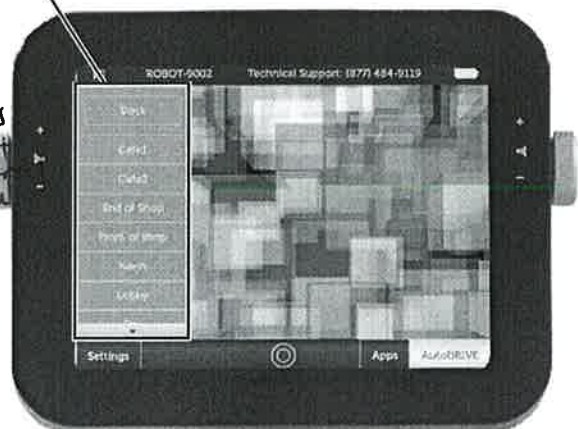
To send RP-VITA to a predefined location, tap the **AutoDRIVE** button, then tap the location button.

- While in motion, the Chest Display shows a **Touch the screen to stop message**. Tap the screen to halt RP-VITA.
- When stopped, the Chest Display shows Resume and Cancel buttons. Tap the Resume button to allow RP-VITA to continue on to its destination. If not resumed or canceled, the navigation will time out.
- The RP-VITA will report when it reaches its destination or if it fails to reach its destination.

To initiate automated docking, when it is available, tap the **AutoDRIVE** button, then the **Dock** button.

**Note:** Dock will always appear at the top of the list.








Select a location



## RP-VITA Head and Chest Displays—continued

### RP-VITA Status Indicator Lights

RP-VITA has LED light strips that indicate its operational status and condition. Lights are located on all four sides under the base and on the left and right sides just above the base. The Head and Chest Displays will also display the color. The meaning of the indicator lights is described in the following table. See "RP-VITA Anatomy and Components" on page 8 for the location of the LED indicator lights.





RP-VITA Status	LED Color, Animation	
Start Up	Gray, static	
Idle (not charging)	White <sup>a</sup> , static	
Idle (charging)	White, sinusoidal	
Message—See "Message Mode" on page 17	Magenta, static	
Mission—AutoDRIVE command from the Chest Display other than Dock.	Teal, static	
Session	Blue, static	
Fault Condition	Yellow, static or flashing	

- a. If RP-VITA is going to its Dock and is not currently in a session, the LED colors will be static white. This can occur as a result of RP-VITA being sent to the Dock from the Chest Display or a disconnected session, or losing its Wi-Fi signal, or because of an idle or low battery timeout.

## Message Mode

Message Mode allows RP-VITA to display an alert message on its Head and Chest Displays when certain events occur. The RP-VITA Head and Chest Displays as well as the LED indicator lights will turn into a magenta color when in Message Mode. The table below describes some of the messages you might encounter when RP-VITA is in Message Mode and the action to take to resolve the issue.



Message	Explanation	Action
 Robot dock is blocked.	The RP-VITA is unable to dock because something is in its path.	Clear the area around the dock, then press the <b>Dock</b> button on the RP-VITA chest display to dock the RP-VITA.  <b>Note:</b> When the dock is blocked the RP-VITA may AutoDRIVE to a predesignated location such as the nurses' station.
 Robot unable to leave dock.	The RP-VITA is unable to leave the dock because something is in its path.	Clear the area around the dock, then press the <b>OK</b> button on the RP-VITA chest display.
 Robot outside its operational area.	RP-VITA has been taken out of its mapped area and is "lost".	RP-VITA must be brought to its docking station by either manually driving it using a CS or by pushing it using the handle on the back of the RP-VITA.  <b>Note:</b> AutoDRIVE will not be available.
 Robot powered up off dock.	RP-VITA has been powered up off its dock.	RP-VITA must be brought to its docking station by either manually driving it using a CS or by pushing it using the handle on the back of the RP-VITA.  <b>Note:</b> AutoDRIVE will not be available.

## In Session Messages

These text messages may appear in the lower right of the RP-VITA Head Display while in a session.

Message	Explanation	Action
<p>"Internet connection slow."</p> <p>"Internet connection failure"</p>	<p>Very high round-trip latency at CS or RP-VITA. Possible cause: poor internal network conditions, low Quality of Service Internet connection or excessive bandwidth usage.</p> <p>Packets lost. May see jumpy video with lower frame rates at CS or RP-VITA. Possible cause: poor internal network conditions, low Quality of Service Internet connection or excessive bandwidth usage.</p> <p>Problem was detected on reverse side (i.e., at the CS if located at RP-VITA, or on RP-VITA if operating CS). These messages are shown if problem is only being detected in one direction.</p>	<p>These error messages represent non-optimal Internet connection conditions. They may happen periodically on many networks under normal conditions. However, if they persist, contact the hospital's IT department.</p>
<p>"Internet failure: Audio lost."</p> <p>"Internet failure: severe loss."</p> <p>"Internet failure: Audio lost remotely."</p> <p>"Internet failure: severe loss remotely."</p>	<p>Packets containing audio data lost, therefore user may notice loss of audio at CS or RP-VITA. Possible cause: poor internal network conditions or low Quality of Service Internet connection or excessive bandwidth usage.</p> <p>Problem was detected on reverse side (i.e., at CS if located at RP-VITA, or on RP-VITA if operating CS). These messages are shown if problem is only being detected in one direction. Important because user might be able to hear, but people on reverse side cannot hear user.</p>	

**Warning:** Do not attempt to open or remove any parts of the RP-VITA. To reduce the risk of electric shock, do not remove the cover. There are no user-serviceable components inside. Refer servicing and repair to qualified personnel only.

**Caution:** Adding third party software or hardware to the RP-VITA may cause it to malfunction or operate erratically. Excluding those devices designed for connection through existing hardware ports, InTouch Health does not support the addition of third party software or hardware to the RP-VITA. Please check with Technical Service PRIOR to installing any other third party devices.

**Note:** If RP-VITA fails to operate for any reason, it can be moved by depressing the RED Emergency Stop Button and then, pushing it with the Handle.

# Cleaning and Maintenance

## RP-VITA Cleaning Procedure

**Warning:** Do not attempt to open or remove any parts of the RP-VITA. To reduce the risk of electric shock, do not remove any covers. There are no user-serviceable components inside. Refer servicing and repair to qualified personnel only.

**Caution:** DO NOT USE phenolic germicidal detergent solutions on any parts of the RP-VITA. Contact InTouch Health Technical Support for other approved cleaning solutions.

**Caution:** Severe contamination, especially of the undercarriage (roller wheels, etc.), may require some disassembly. Cleaning in such cases shall only be performed by InTouch Health representatives.

It is recommended that the outer surfaces of the RP-VITA be cleaned when visibly soiled and/or after contact with any contaminants. All surfaces, display monitors, sensor windows, etc. may be disinfected using the following procedure. In addition, you may use commercial LCD computer screen cleaners to prevent craze, staining, or discoloration of the display monitors and optical lens cleaners to clean the camera lenses.

- Prior to cleaning, make sure the RP-VITA is unplugged and the power is Off.

**Warning:** *with* Wear safety glasses, especially when handling solution prior to dilution. Use rubber or nitrile gloves if in contact liquid. Avoid contact with eyes, skin and clothing. Wash hands after direct contact. Do not wear product-contaminated clothing for prolonged periods.

**Caution:** DO NOT IMMERSE the RP-VITA.  
DO NOT ALLOW any cleaning solution inside the RP-VITA.  
Avoid excess solution which may enter the RP-VITA through its openings.

- Soak a clean rag in a hospital grade disinfectant solution of sodium hypochlorite 6.15%, e.g., dilution 1:500 (1/4 oz. per gallon water) and wring out the rag such that drips will not appear when wiping surfaces.
- Wipe surfaces that have become soiled or contaminated. Avoid applying excess solution which may enter the RP-VITA through its openings.
- Allow to air dry.

**Caution:** The RP-VITA should be kept free from moisture and extreme temperatures.

## Cleaning Sensor Windows

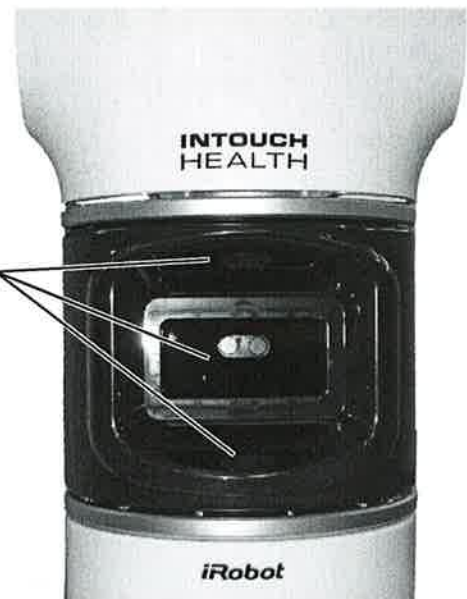
The sensor windows should be kept clean to ensure dirt or foreign particles are not interpreted as objects to avoid when the RP-VITA is moving.

- Clean all three windows of the waist sensor.
- Clean the entire 270° extent of the sensor located under the skirt at the front of the RP-VITA.



*using soft lens cloth*

Keep windows clean



### Maintenance and Inspection

#### RP-VITA and CS Maintenance

The RP-VITA and CS contain no user serviceable parts and require no maintenance. For further information regarding maintenance or assistance with troubleshooting, customers should contact InTouch Health Technical Service.

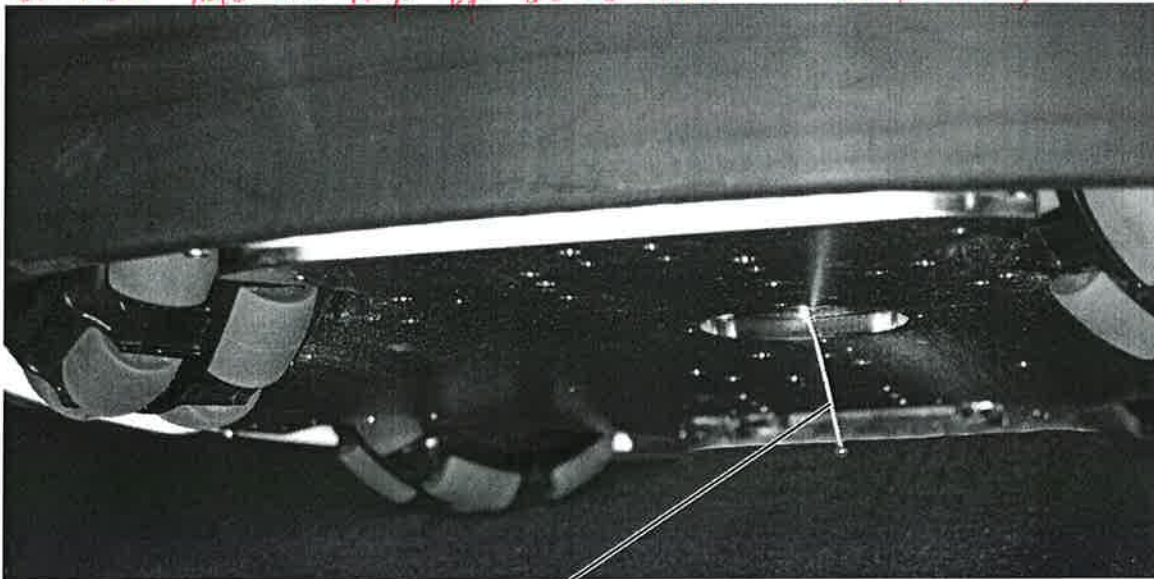
#### Inspecting the ESD Cable

The ESD cable is located on the underside of the RP-VITA to dissipate any static charge, *build up* that arise, for example when the RP-VITA is driven over carpeted surfaces. The cable should be checked periodically to ensure that it is present and remains in contact with the floor.

**Caution:** Do not tilt RP-VITA onto its bumpers or attempt to place RP-VITA on its back. The bumpers located on the bottom edge of RP-VITA may be damaged.

- Tilt the RP-VITA toward the back on its roller wheels so that the static cable can be viewed, *or view parallel to ble ground?*
- As shown in the photograph, the cable should be relatively straight and not kinked.
- Verify that the cable reaches the floor when the RP-VITA is upright.

*• Contact InTouch Rep if ~~there are~~ non-conforming cable is observed.*



Static Cable

## Enhancement Features—Stethoscope

### RP-VITA Stethoscope Components

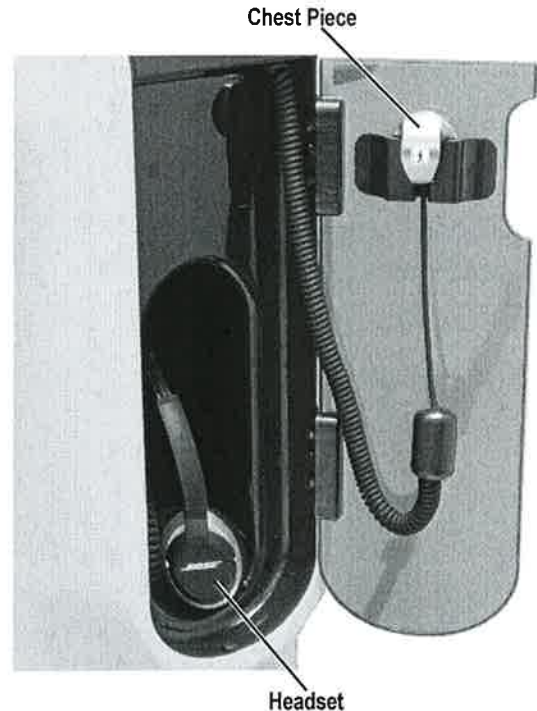
- Stethoscope assembly (pre-mounted on RP-VITA)
- Stethoscope chest piece
- RP-VITA headset

### RP-VITA Stethoscope Operation

On the RP-VITA side, the Stethoscope chest piece is applied to a patient by hospital staff following the physician's directions (received through normal RP-VITA audio).

**Caution:** Do not pull on the cables, and do not pull the RP-VITA using the cables as cables may break, especially near the junction points with the RP-VITA.

1. Ensure the RP-VITA is within 6 feet of the patient exam site.
2. Put on the Stethoscope headset (if desired).
3. Put on gloves.
4. Remove the Stethoscope chest piece and disinfect it with a disposable sanitary wipe.
5. Expose the patient area and apply the chest piece as directed by the physician.
6. Disinfect the chest piece and return it to its bracket.
7. Remove gloves.
8. Remove the headset and return it to its bracket.
9. Close the Storage bay door.



### RP-VITA Stethoscope Headset

Using the RP-VITA headset is optional, but it may be used to assist with placement of the chest piece on the patient or as an aid for teaching/mentoring. The RP-VITA headset allows the nurse, resident, fellow, etc. to listen to the Stethoscope while still being able to hear the normal RP-VITA audio and other sounds in the environment.

### Technical Service—Stethoscope

If a problem should arise in regard to use of the PCP Stethoscope on the RP-VITA, please contact InTouch Health Technical Service, so that Technical Service can determine the source of the issue. Questions about the PCP Stethoscope controls can be answered by reference to the PCP Stethoscope manual shipped with the Stethoscope kits. Should a chest piece or headset cable break, contact InTouch Health Technical Service for assistance.

**Caution:** Do not pull on the cables, and do not pull the RP-VITA using the cables as cables may break, especially near the junction points with the RP-VITA.

## Enhancement Features—Privacy Handset

### Privacy Handset Device

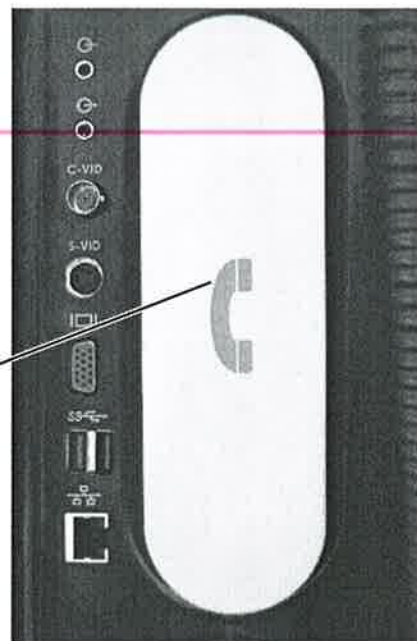
The Privacy Handset is for use in conversations that require privacy or understandability in a loud environment. When the Privacy Handset is enabled, the standard RP-VITA audio system is disabled. This means the RP-VITA microphone is not active, and the RP-VITA speaker is not active. When the Privacy Handset is disabled, the audio system is transferred from the handset, back to the standard RP-VITA audio system.

**Note:** The Privacy Handset can only be turned on or off from the CS.

**Note:** It is important to return the Privacy Handset to the hook on the RP-VITA.

**Caution:** Do not allow the Privacy Handset to drag behind the RP-VITA. Place it on the hook after use and close the Storage bay door for safe RP-VITA driving.

Mounted Handset





## Enhancement Features—Aux Video Ports

### Auxiliary Video Ports

The RP-VITA's expansion bay includes both video input ports and a ~~VGA output port~~. The USB ports can also serve to capture video from approved USB cameras. This allows the remote physician to view multiple video inputs through the CS application.

The ~~VGA output~~ allows the video from the CS (shown on the RP-VITA remote display) to be shown on a different screen or on a projector.

*VGA port is for service technician usage.*

**Warning:** The video images transmitted to and displayed on the RP-VITA and CS may not contain all of the information in the original scene. Video information from the camera is captured, compressed, transmitted, and redisplayed remotely at a different resolution. As a result information in the original scene may be lost.

**Warning:** Color reproduction in the transmitted video is not guaranteed. Color reproduction in a video system *varies by a* ~~is a complicated~~ combination of lighting, cameras, and display technology. It should not be assumed that the colors on the display are an exact replication of the actual colors in the scene.

**Warning:** Clinical judgment and experience are required to review and interpret images and information transmitted via the RP-VITA and CS.

**Caution:** Always push the Emergency Stop button in when connecting video equipment to the Auxiliary Video Input. Disconnect the equipment when ending a session and before pulling the Emergency Stop button out to enable the RP-VITA's (base) movements. The RP-VITA has Autonomous drive modes that will be commanded when it is not in session. For example, the RP-VITA will return to its Dock when its battery charge is running low. The RP-VITA and/or attached equipment may be damaged if the RP-VITA is driven with equipment connected to *its* ~~its~~ *an* ~~Inputs~~ *port.*

Audio Input

Audio Output

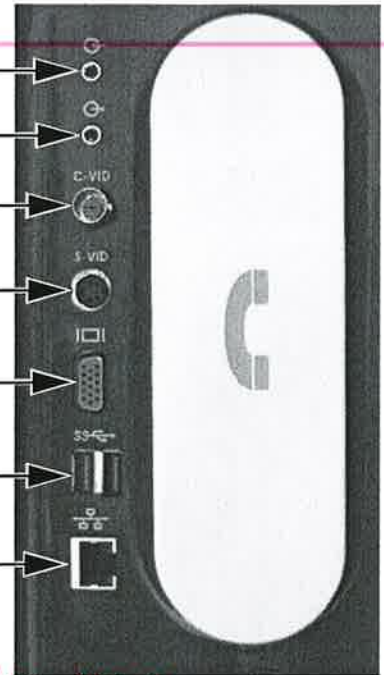
Composite Video Input

S-Video Input

VGA Output

USB Ports

Ethernet





**INTOUCH HEALTH®**

InTouch Health  
6330 Hollister Avenue  
Goleta, CA 93117  
Ph: 805.562.8686 • Fax: 805.562.8663  
[www.intouchhealth.com](http://www.intouchhealth.com)