

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N "Touching Lives Everyday"</p> <p>Policy and Procedures</p>	<p>Department: Information Technology Division - Telemedicine</p>	<p>Policy No.: TEL 0016</p>
	<p>Issued by: Dennis Sato Vice President & CIO</p>	<p>Revision No.: N/A</p>
<p>Subject: <i>How to Turn On and Shut Down the Telemedicine System</i></p>	<p>Approved by: Thomas M. Driskill, Jr. President & CEO</p>	<p>Effective Date: January 9, 2001</p>
		<p>Supersedes Policy: N/A</p>
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I. **PURPOSE:** To provide information on the proper method for turning on and turning off the telemedicine system.

II. **DEFINITIONS:**

Telemedicine Workstation: A computer that has the telemedicine software loaded on it.

Vidar Scanner: A machine that will scan x-rays to be digitized and stored on the teleradiology server. The scanned images can also be viewed in the telemedicine software.

III. **PROCEDURE:**

A. **Workstation Off to On:**

1. Press the start button on the scanner (the button is on the ride side of the scanner). The scanner must be turned on before the computer is turned on or the computer will not 'recognize' the scanner.
2. Press the start button on the computer and the monitor.
3. Login using your general user name and password.
4. Double click on the icon that is shaped like a funnel, is yellow and says VM2000 under the funnel.
5. Login in to the Telemedicine System by entering your user name and password.
6. You can now use the system.

B. **Workstation On to Off:**

1. Save data that you want saved in the system.
2. From inside the telemedicine application, click on the 'home' icon.
3. Scroll down the tool bar on the left side and click on the 'Log Off' button at the bottom. (This will get you out of the software application.)

4. Close other open applications such as Word, Excel, etc.
5. Click on the 'Start' button on the bottom left side of the screen.
6. Click the 'Shut Down' button.
7. Click the top choice 'Shut Down the System.'
8. The computer will shut itself down and you will see a button in the middle of the screen that says 'Restart.'
9. When you see 'Restart,' you can turn off the power by pushing the on/off button on the front of the workstation.
10. Turn off the monitor by pressing the on/off button on the monitor.
11. Leave the Vidar Scanner on.
12. If the Vidar Scanner is turned off, be sure to turn it on before you turn the workstation on.
13. Please call your facility supervisor if you have problems with the system.