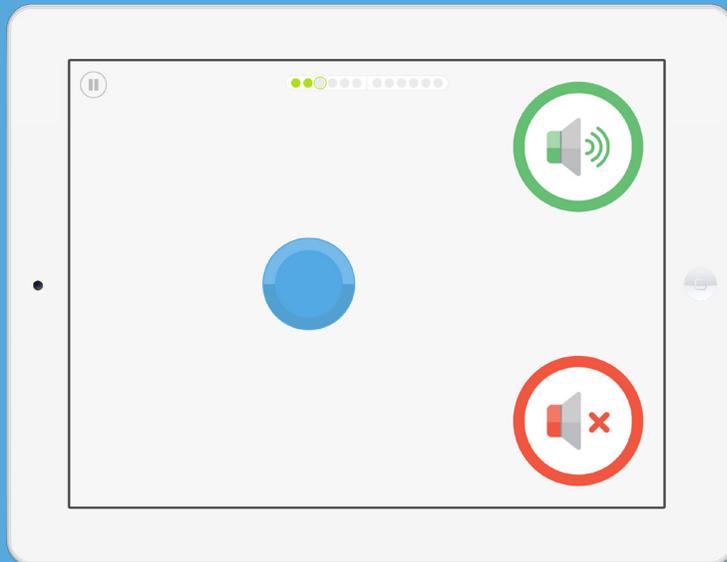


# SHOEBOX<sup>®</sup> AUDIOMETRY



## SHOEBOX<sup>®</sup> Audiometry Standard Quickstart Guide

# Introduction

Welcome to your SHOEBOX<sup>®</sup> Audiometry system! This quickstart guide will help you get SHOEBOX up and running, so you can quickly and easily conduct your first automated test.

Once you're set up, we recommend taking a look at our comprehensive SHOEBOX Help Center website to learn all the capabilities of your system at [help.shoebox.md](http://help.shoebox.md)

If your iPad was provided by SHOEBOX Audiometry, you'll find the user guides in your iBooks app.

If you have any questions about SHOEBOX, please contact [support@shoebox.md](mailto:support@shoebox.md).

## **Important Note for Audiologists**

SHOEBOX measures using dB HL, not SPL. Please consider this when configuring your test and viewing results.

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# Installing SHOEBOX

## If you received your iPad from SHOEBOX

1. Turn on your iPad
2. Connect to WiFi from within the iPad settings
3. Tap the SHOEBOX app icon to launch SHOEBOX



Is your iPad set to the correct Region?

To confirm your Region go to Settings > General > Language & Region

## If you provided your own iPad

1. Turn on your iPad
2. Follow the Apple Installation Wizard to setup
3. Launch the App Store by tapping the App Store icon
4. Search for SHOEBOX Audiometry Standard
5. Tap the "GET" button to download and install SHOEBOX
6. Once installed, the app will appear on your iPad home screen
7. Tap the SHOEBOX app icon to launch SHOEBOX

Done! Now you can set up your SHOEBOX system



# Set up your SHOEBOX system

1. Tap the SHOEBOX app icon to launch SHOEBOX
2. Tap the “Get Started” button to set up your software
3. Login using your SHOEBOX email and password
4. If prompted, select which license to activate
5. If prompted, select which external microphone to download. Choose the one that matches the serial number on the base of the microphone
6. If prompted, select which transducer to download. Choose the one that matches the barcode on your transducer cord
7. Set your passcode. It’s optional, but recommended
8. Enable Microphone Access and Location Access by tapping the “I understand” buttons

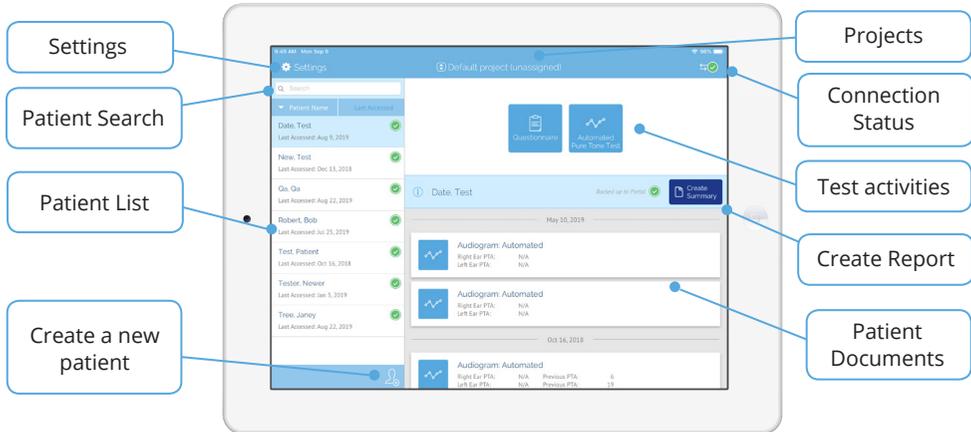


After you finish setting up your software, you'll find yourself on the home screen.

## Don't know your SHOEBOX login?

*Hint:* the email is the one where you receive your SHOEBOX emails, and the password is the one you created on the SHOEBOX web portal. If you don't know what these are, contact [support@shoebox.md](mailto:support@shoebox.md)

# Start Testing

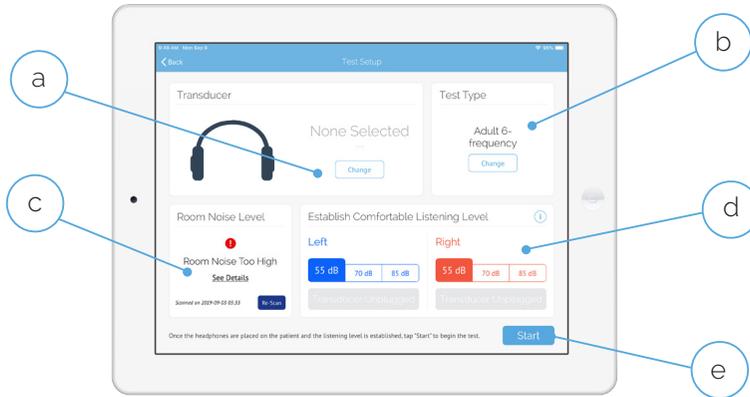


## Create a new patient

1. Create a new patient by tapping the "Create Patient" icon 
2. Enter demographic information
3. Tap the "Save" button to save your patient

# Start the test

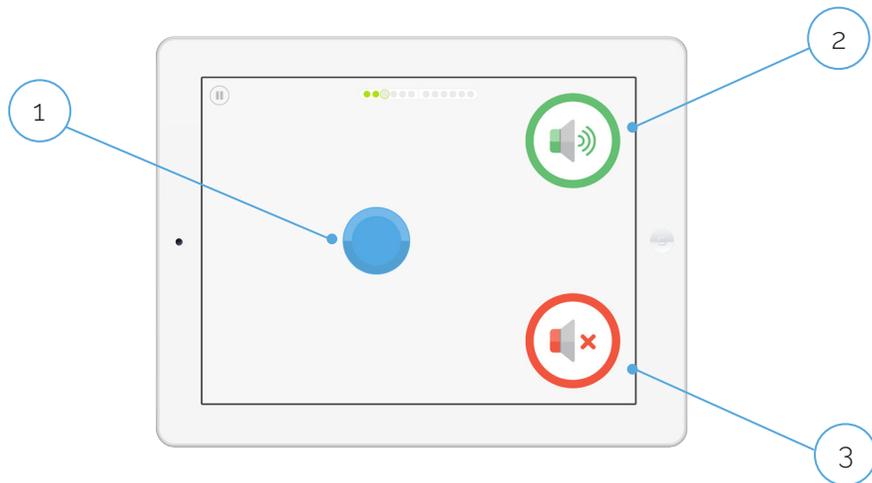
1. Select your patient from the Patient List
2. Tap “Automated Pure Tone Test” in the test activities section of the home screen



3. Set up your test
  - a. Select a transducer
  - b. Select a test type
  - c. Perform a room scan. This ensures your testing area adheres to your Maximum Permissible Ambient Noise Levels (MPANLs)
  - d. Select the starting level (default is 55 dB). If your patient has significant hearing loss, you may want to start at a higher level (70 or 85 dB). *Note: the test starts with the right ear by default. It starts with the better ear if the starting level is different between ears*
  - e. Tap “Start”

# Playing the Automated Game

If the tutorial is enabled (you can disable it in Settings), it will appear. Tap the Play button to start the tutorial.



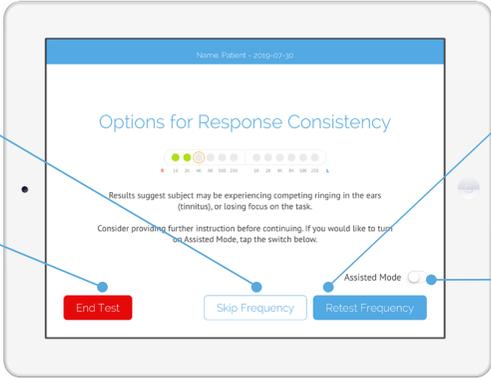
Playing the game is as easy as...

1. Press and hold the blue disc to present a sound
2. If you **hear a sound** (even a very quiet one), tap or drag the blue disc to the green “sound speaker” icon
3. If you **don’t hear any sound at all**, tap or drag the blue disc to the red “no sound speaker” icon. *Hint: more than 50% of the time, you will not hear a sound*

Continue pressing and sorting the blue disc until the test is complete.

# Addressing Notifications During the Test - REACT Wizard

If there's an issue during the test, our Response and Environment Adaptive Control Technology (REACT™) Wizard will help you resolve it by providing an explanation and recommending what steps to take in order to address the issue.



The screenshot shows a tablet displaying the REACT Wizard interface. The screen title is "Options for Response Consistency". Below the title is a progress bar with 20 colored circles representing different frequencies. A notification message reads: "Results suggest subject may be experiencing competing ringing in the ears (tinnitus), or losing focus on the task. Consider providing further instruction before continuing. If you would like to turn on Assisted Mode, tap the switch below." At the bottom of the screen are four buttons: "End Test" (red), "Skip Frequency" (light blue), "Retest Frequency" (blue), and "Assisted Mode" (with a toggle switch). Four numbered callouts (1, 2, 3, 4) point to the "Retest Frequency" button, the "End Test" button, the "Assisted Mode" toggle, and the "Skip Frequency" button, respectively.

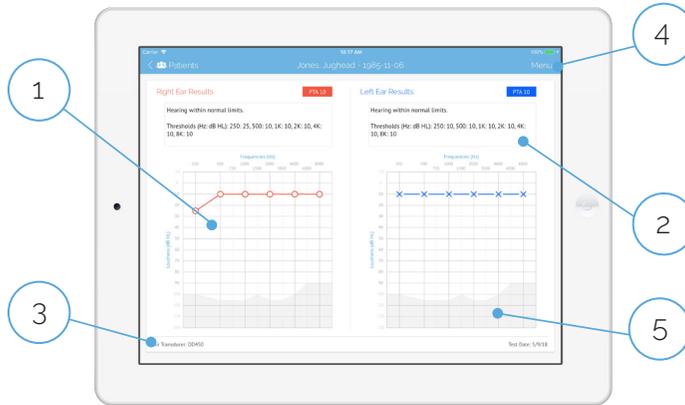
Progress Legend	
	Untested frequency
	Tested frequency
	Skipped frequency
	Issue with frequency
	Current frequency
	Additional Testing Recommended

REACT Wizard screens prompted during the test will include the following action buttons:

1. **Retest Frequency:** Start testing the frequency again to obtain a threshold
2. **Skip Frequency:** Skip the frequency altogether without recording a threshold. Skipped frequencies cannot be retested
3. **End Test:** End the test and save. End Test saves the thresholds obtained up to that point in the results list, but the test cannot be restarted
4. **Assisted Mode:** Turn on Assisted Mode

# Reviewing Results

After you complete a test, you'll be taken to the results screen.



Symbols Legend	
R	L
○ Air	×
△ Masked Air	□
< Bone	>
□ Masked Bone	]
○ Air	× No Response
△ Masked Air	□ No Response
< Bone	> No Response
□ Masked Bone	] No Response

1. View test results. *Hint: You can also view results in Table View by tapping Menu > Switch to Table View. Table View can be an easier way to view results if you're not familiar with audiograms*
2. Review interpretation text and tap box to add your own notes
3. Calibration information
4. Menu options: print, email, reassign patient, switch to table view, delete
5. Display of the maximum output level of the air transducer

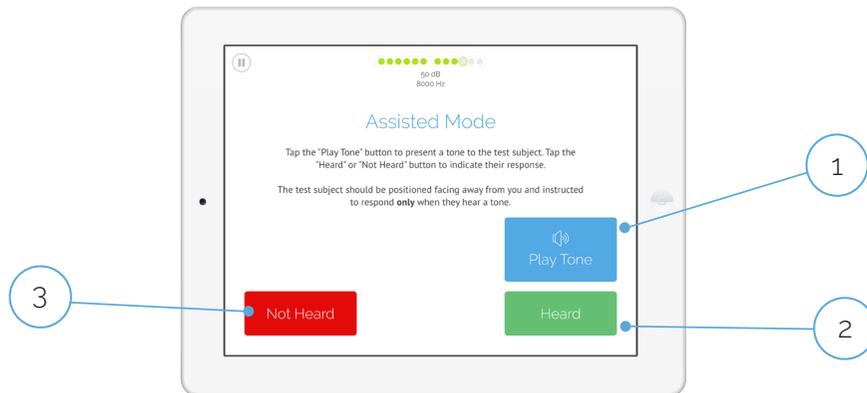
And that's it! Congratulations on completing your first Automated Test with SHOEBOSX Audiometry



# Additional Information

## Administering the Automated Test in “Assisted Mode”

Assisted Mode allows for operator-assisted and faster testing of patients who may have trouble self-testing in automated mode. In Assisted Mode, the test is still automated, but the test administrator administers the test to the patient, instead of the patient self-testing.



To use Assisted Mode:

1. Tap the “Play Tone” button to present a tone
2. If the patient indicates having heard a tone, tap “Heard”
3. If the patient gives no indication of having heard a tone, tap “Not Heard”

*Note: The test will start in “Assisted Mode” if the Test Type Game Theme is set to Assisted Mode. You can also switch to Assisted Mode in the REACT Wizard.*

# Automated Test Types

SHOEBOX comes with default Automated Test Types that you can select/customize.

1. Tap “Settings” in the top left corner of the home screen 
2. Tap “Automated Test Types” in the settings navigation
3. Review the list of Active Test Types and decide which ones you want to use/customize and keep them in the Active list
4. If you want to start your test in Assisted Mode (see the Assisted Mode section for more information), change the Game Theme to “Assisted”
5. Within each Test Type, you can customize other settings such as Frequencies, Game Themes, Max & Min volumes, etc
6. Move any test types that you do not want to use at this time to the Inactive Test Types section of the Automated Test Types screen

*Note: We encourage you to configure as many Test Types as would be useful to your testing groups and conditions. You can have more than one test listed in Active Test Types and you can move any tests in the Inactive Test Types section to Active at any time.*

# Questionnaires

SHOEBOX comes with integrated questionnaires and Hearing Health inventories, and the option to add customized questionnaires.

1. Tap “Settings” in the top left corner of the home screen
2. Tap “General” in the settings navigation
3. Select “Patient Questionnaire” to choose from a list of available questionnaires
4. Return to the home screen
5. Now you will see the Questionnaire activity button in the test activities section. The patient questionnaire can be filled out directly on your SHOEBOX iPad and backed up to your Data Management Web Portal

## Projects

Projects provide a way to organize groups of patients.

When you first log in, your selected project will be “Default project (unassigned).”

If projects are configured in your Data Management Web portal, you can tap the project dropdown to select your project. You can then either choose from a list of patients, or create a patient in that project.

## Test Data

Test results for each individual patient will be viewable on the home screen when the patient is selected. You can tap into individual results to view more data.

Automated Test results are read-only, Questionnaire results can be altered and/or overwritten.

For continuous backup of your data, we encourage you to use the Web Portal Backup feature of SHOEBBOX. If enabled, Web Portal Backup will automatically backup your data to your SHOEBBOX Data Management Web Portal.

## Need more help?

Visit the SHOEBBOX Help Center at [help.shoebox.md](https://help.shoebox.md)

You can also contact us at [support@shoebox.md](mailto:support@shoebox.md) or 1-877-349-9934

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SHOEBBOX is a registered trademark and REACT is a trademark of SHOEBBOX Ltd.

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