

# Visioffice<sup>®</sup>2

powered by *Activisu*<sup>®</sup>

SIMPLE STEPS TO  
PERSONALIZED VISION

*VISIOFFICE<sup>®</sup> 2 SYSTEM  
MEASURING PROTOCOL*



## INTRO

Delivering the most unique, personalized experience in the office is important to today's tech-savvy patients. Providing them with the most accurate and precise measurements for delivering the latest in technologically-advanced eye wear is important to you.

At Essilor, we are constantly evolving to provide the best products to supplement your expertise and help you ensure an overall unique and exceptional service for your patients.

## ***SIMPLE STEPS TO PERSONALIZED VISION***

This protocol will help you give patients the best possible vision experience.

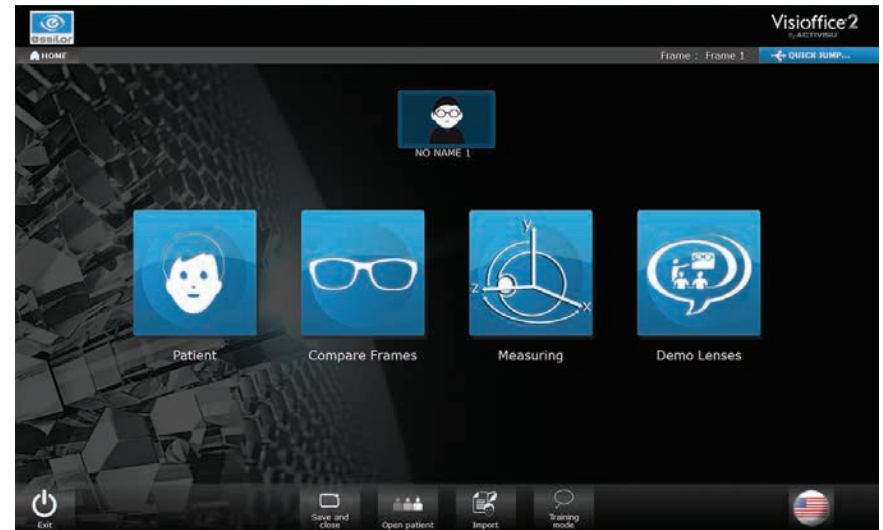
***Let's get started!***



## STEP 1

### CREATING A PATIENT RECORD

- » Select Patient icon on home screen
- » Enter patient name and frame description
- » Select Measuring icon at bottom of screen to begin measurements



*Home screen before creating patient record*



*Patient record screen*

## TIPS

- » To open existing record, select Open Patient on home screen, then patient name in list of records
- » Resize keyboard as needed by dragging corners
- » Add multiple frames and measurements to patient record by selecting eyeglass icon with plus sign on patient record screen

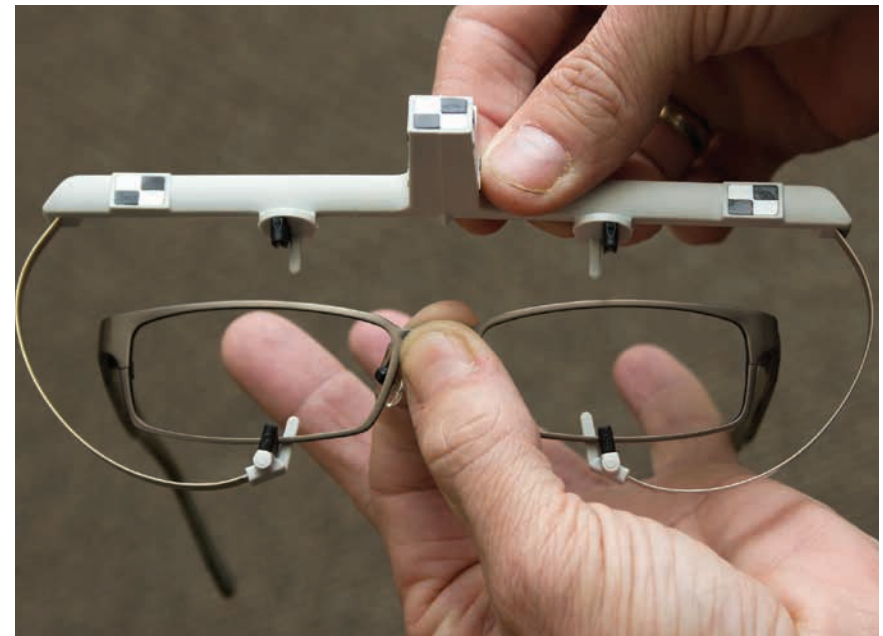
## STEP 2

### PREPARING THE FRAME

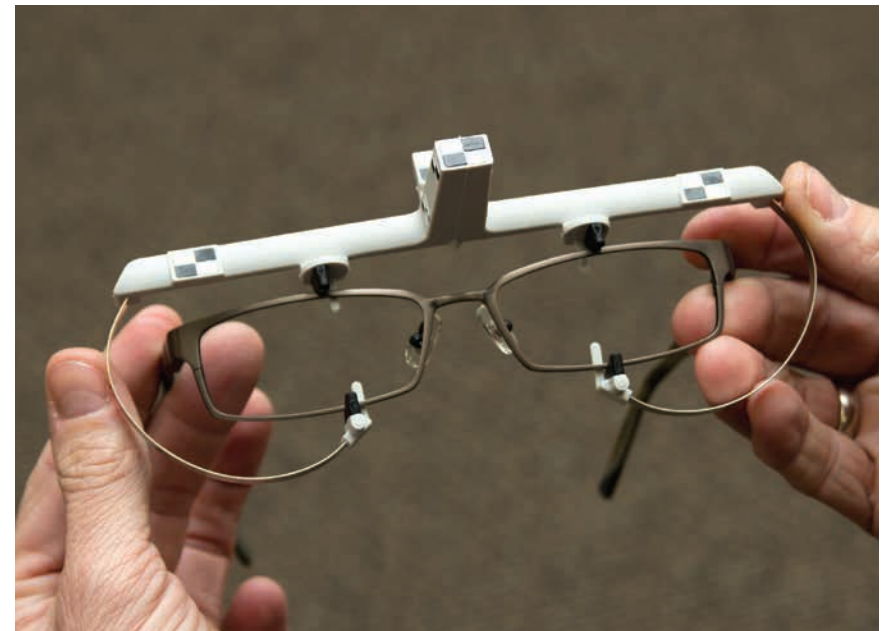
- » Pop out lenses for full frame or clean rimless lenses to reduce glare
- » Adjust frame to patient to acquire proper fitting of frame on patients' face
- » Attach clip to frame — Visioffice® 2 system cannot locate patient without clip
- » Center clip on frame to create foundation for accurate measurements

### TIPS

- » If patient orders multiple pairs, basic Visioffice® 2 system measurements must be taken wearing each chosen frame
- » Excessive glare can prevent Visioffice® 2 system from detecting corneal reflections — adjust lighting coming from windows or fixtures, if needed
- » Frames not properly fitted with frame clip will have incorrect fitting heights and PD



*Attaching clip to frame*



*Proper placement of clip on frame*

## STEP 3

### PREPARING THE PATIENT

- » Position patient approximately 30 inches (two and a half feet) from Visioffice® 2 system mirror, wearing frame and clip
- » Select Far Vision Measurement icon
- » Use arrow icons to raise or lower camera to bring patient into view
- » Verify patient distance from system by making sure dot (representing patient) is inside of box and both are green
- » Make sure patient is relaxed with their arms to their sides to ensure measurements are taken in patient's natural posture



*Patient positioned approximately 30" from mirror*



*Patient in relaxed, natural posture*

## TIPS

- » Position patient on second/middle white marker of Visioffice® mat (accessory sold separately)
- » Do not let patient stand at an angle to system
- » Do not position patient with camera light directly in their eyes as patient may lower head to avoid light, causing fitting heights to be high
- » Patient should not carry anything on shoulders or in hands
- » Ask patient to look away from Visioffice® 2 system then look back — this helps patient to relax into natural position

## STEP 4

### TAKING BASIC MEASUREMENTS

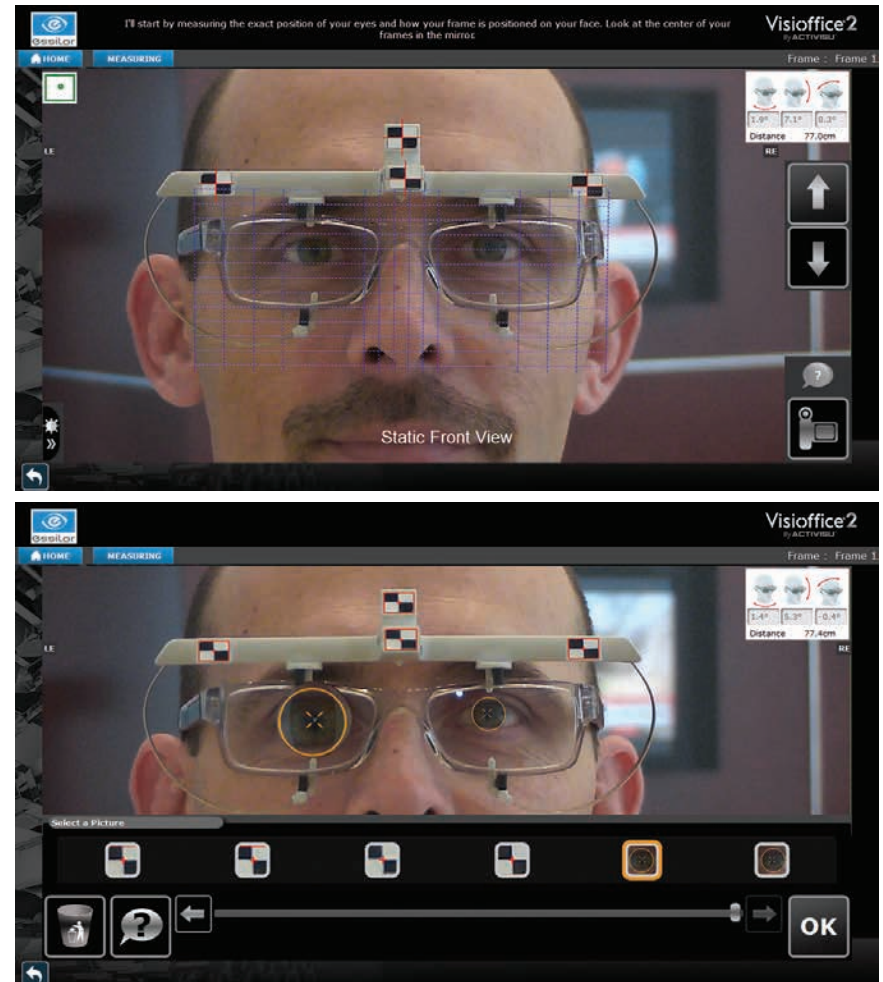
- » Images from front and three-quarter views combine to complete basic measurements: PD, fitting height, pantoscopic tilt, vertex, and wrap
- » **PATIENTS MUST NOT MOVE FEET OR TOUCH FRAME WITH CLIP** between taking of front view and three-quarter view images

#### 4.1 THE FRONT VIEW

- » Have patient look at their eyes in Visioffice® 2 system mirror to ensure their corneal reflections can be detected
- » Press camera icon to start measurement video
- » Choose best image from video slide bar that shows clearest corneal reflections — zoom in to confirm best corneal reflections
- » Press OK icon

#### TIPS

- » Ask patient to remain still until measurement video is complete or measurement video will fail





## STEP 4

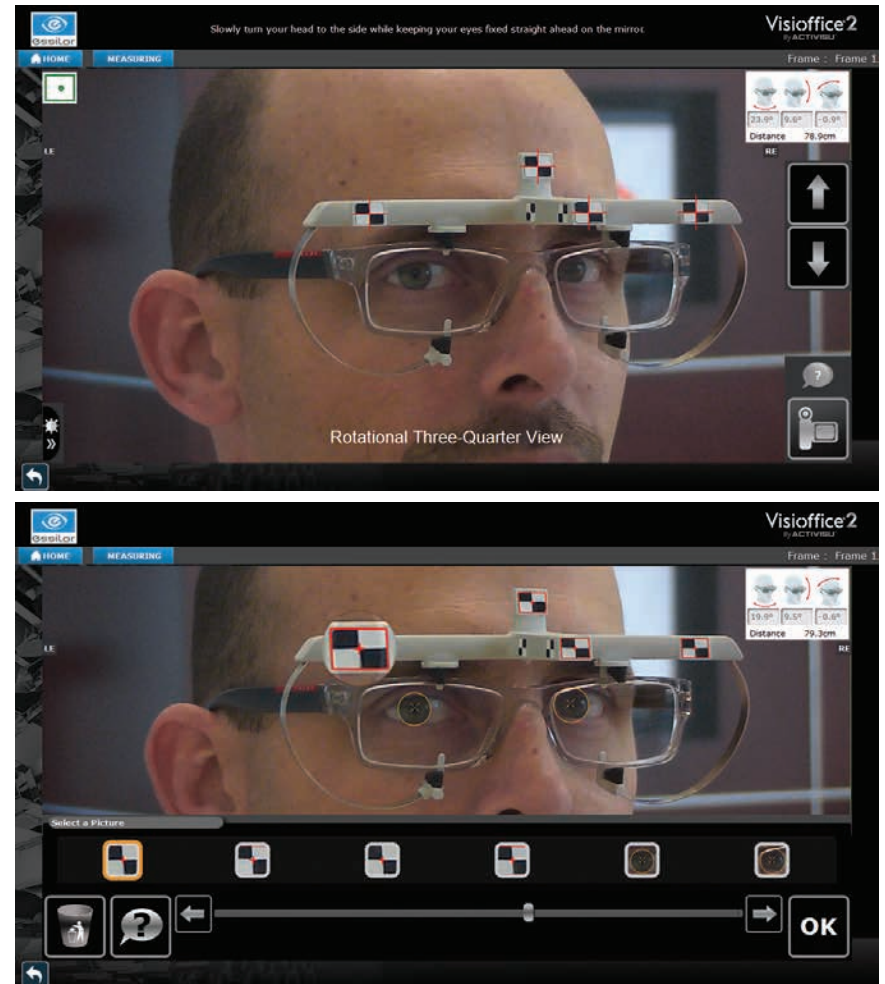
### TAKING BASIC MEASUREMENTS

#### 4.2 THE THREE-QUARTER VIEW

- » Make sure patient and frame with clip have not moved from position during front measurement; if patient has moved, delete front measurement image and take again
- » Have patient turn head 20° (+/-5°) while focusing on their eyes in Visioffice® 2 system mirror
- » Press camera icon to start measurement video
- » Choose best image from video slide bar that shows clearest corneal reflection — zoom in to confirm best corneal reflections
- » Press OK icon

#### TIPS

- » Ask patient to remain still until measurement video is complete or measurement video will fail



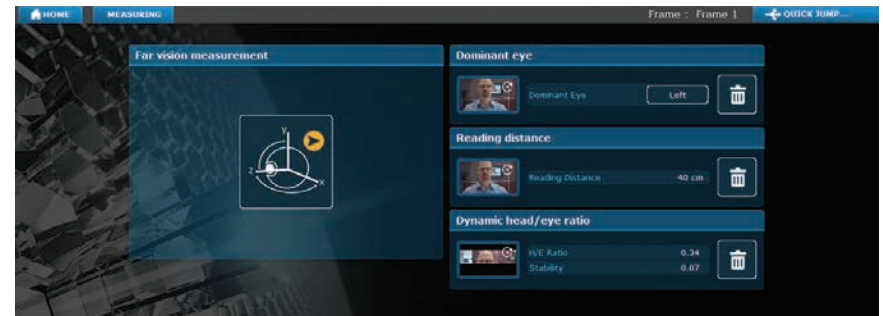
## STEP 5

### BOXING

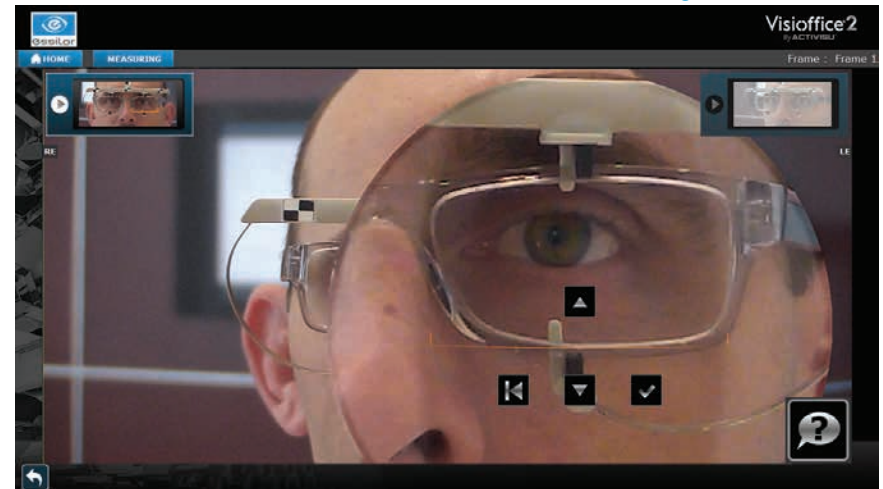
- » Select Far Vision Measurement icon to box the frame
- » Adjust each line to touch outermost edge of lens opening by dragging line or using arrows
- » Click ✓ (checkmark) icon to move to next line
- » Full image of patient wearing frame will appear when complete
- » Select frame material
- » Press OK icon

## TIPS

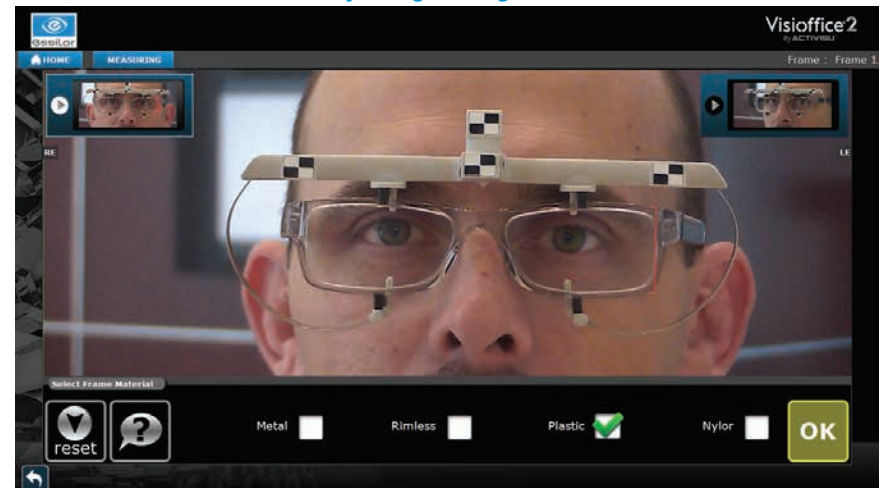
- » Boxing can be completed on a computer with system software/dongle (accessory sold separately)
- » Far Vision Measurement icon will show yellow circle with arrow when boxing hasn't been completed
- » Do not take into account the lens edge bevel — Visioffice® 2 system will adjust for this based on frame material selected



*Far Vision Measurement icon before boxing*



*Adjusting boxing lines*



*Selecting a frame material*



## STEP 6

### LEADING DOMINANT EYE™ MEASUREMENT

REQUIRED MEASUREMENT FOR: VARILUX S 4D™ LENSES

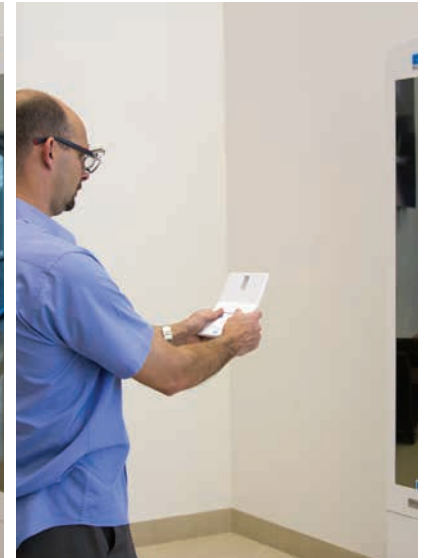
- » Select Dominant Eye icon on measurements screen
- » Position patient 1-2 steps farther back (approximately 50 inches or four feet) from Visioffice® 2 system mirror
- » Raise or lower camera to bring patient into view; clip should appear just above gray area
- » Verify patient distance from system by making sure dot (representing patient) is inside of box and both are green
- » Give patient hand held device
  - Have patient hold device with arms straight down
  - When prompted, patient should raise device while keeping arms straight and look through rectangular hole for blue square on front of Visioffice® 2 system
- » Press OK icon

## TIPS

- » Position patient on third/farthest white marker of Visioffice® mat (accessory sold separately)
- » Do not remove frame clip as system will not capture patient or start measurement
- » Patient can wear their own frame and prescription lenses with frame clip for this measurement if needed
- » Be sure patient does not cover black and white sensors of hand held device with fingers or measurement will fail



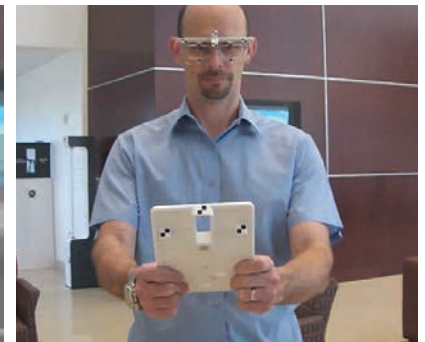
*Patient holding hand held device  
with arms straight down*



*Patient raising hand held device  
while keeping arms straight*



*Clip just above gray area*



*Hand held device*

## STEP 7

### HEAD-EYE RATIO MEASUREMENT

OPTIONAL MEASUREMENT FOR: VARILUX S 4D™ LENSES

- » Select Dynamic Head/Eye Ratio icon on measurements screen
- » Position patient approximately 24 inches (two feet) from mirror
- » Raise or lower camera to bring patient into view
- » Verify patient distance from system by making sure dot is inside of box and both are green
- » Raise arms from sides of Visioffice® 2 system and set level with each other to ensure proper focal length for test
- » Perform test mode of five light cycles to help patient understand how measurement works
- » When patient understands procedure, begin 25-light cycle by selecting Start icon
- » Evaluate patient score: verify Stability Coefficient is **LESS THAN 0.15**
  - Above 0.15 means patient did not consistently exhibit one behavior (head mover or eye mover)
  - Head/Eye Ratio less than .05 is an eye mover, greater than .05 is a head mover

## TIPS

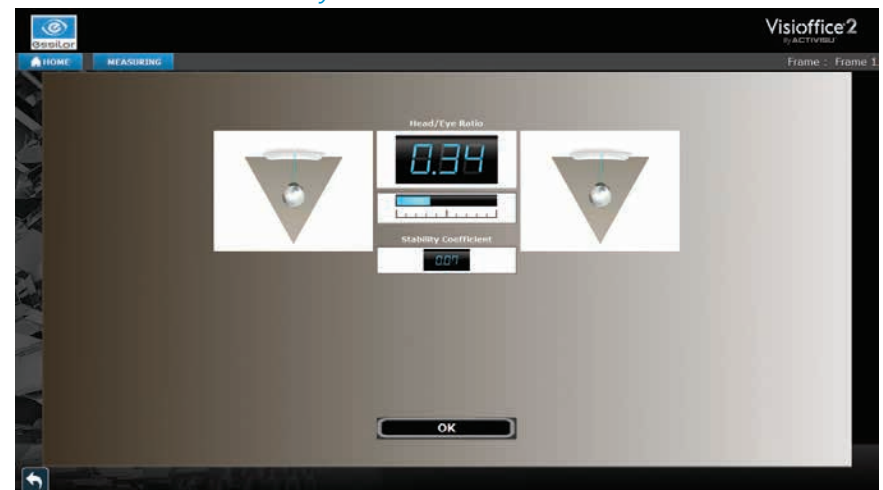
- » DO NOT MOVE CAMERA WHILE ARMS ARE EXTENDED, COULD HIT MONITOR
- » Position patient on first/closest white marker of Visioffice® mat (accessory sold separately)
- » Do not remove frame clip as system will not capture patient or start measurement
- » Patient can wear their own frame and prescription lenses with frame clip for this measurement if needed
- » Do not accept Stability Coefficient above 0.15, redo measurement one time — if measurement fails again, do not submit measurement



*System arms raised and patient positioned 24 inches from mirror*



*Head-Eye Ratio measurement screen*



*Head-Eye Ratio results screen*

## STEP 8

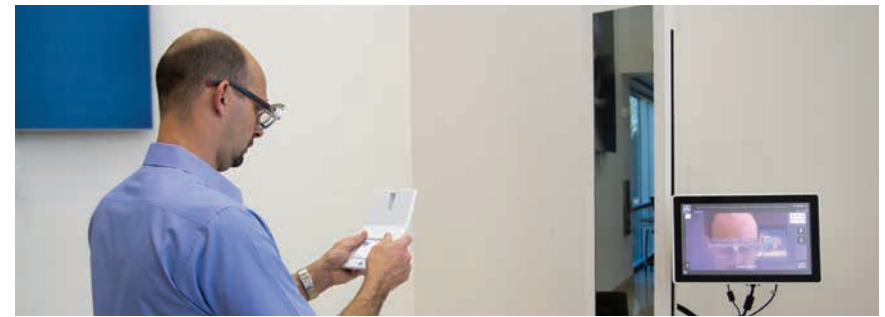
### READING DISTANCE MEASUREMENT

OPTIONAL MEASUREMENT FOR: VARILUX S 4D™ LENSES

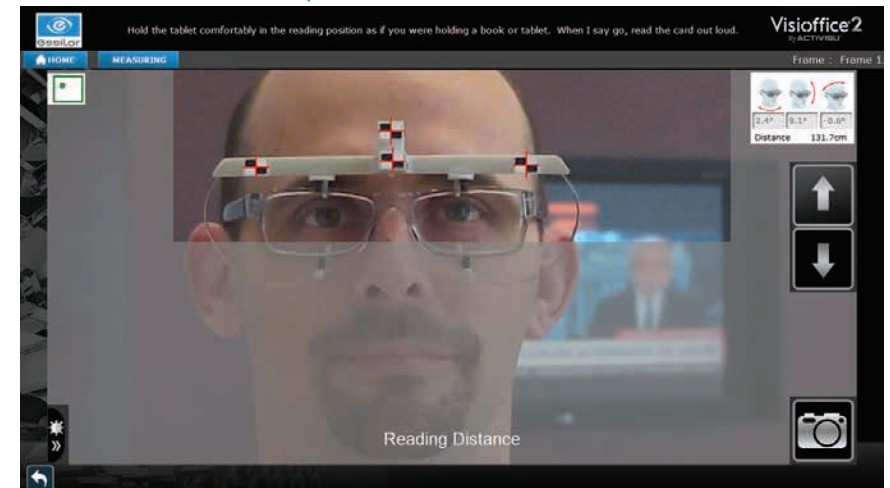
- » Select Reading Distance icon on measurements screen
- » Position patient approximately 50 inches (four feet) from Visioffice® 2 system mirror
- » Raise or lower camera to bring patient into view; clip should appear just above gray area
- » Verify patient distance from system by making sure dot is inside of box and both are green
- » Ask patient to hold hand held device comfortably with both hands, reading card on device
  - Patient should hold device as they would something they are reading
- » Press camera icon as patient reads card
- » Press OK icon

## TIPS

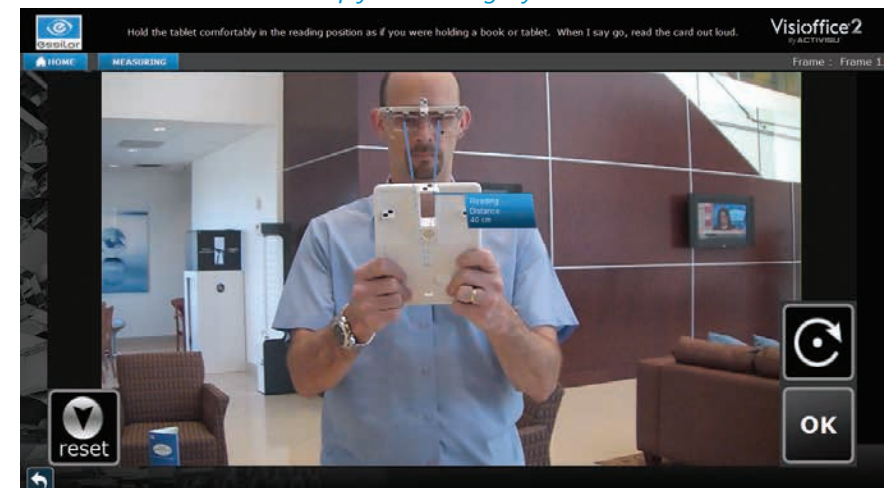
- » Position patient on third (farthest) white marker of Visioffice® mat (accessory sold separately)
- » Do not remove frame clip as system will not picture patient or start measurement
- » Patient can wear their own frame and prescription lenses with frame clip for this measurement if needed



*Patient positioned 50 inches from mirror*



*Clip just above gray area*



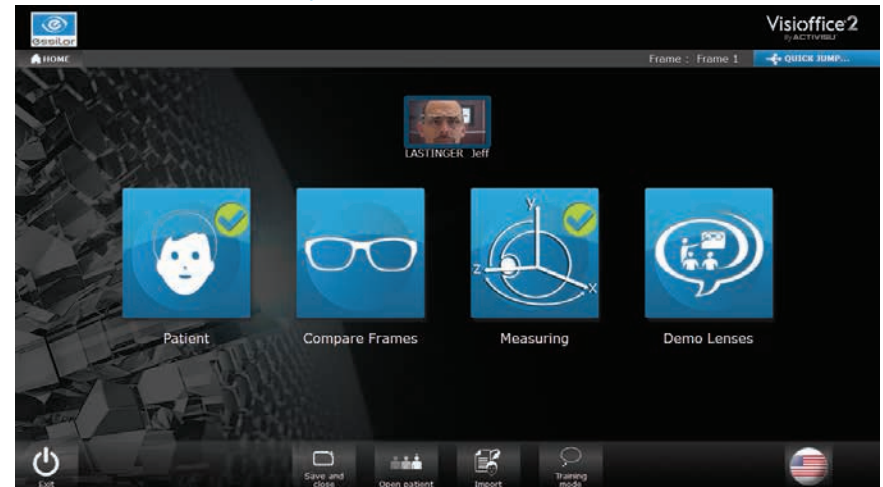
*Reading Distance results screen*

# CONGRATULATIONS!

YOU HAVE SUCCESSFULLY TAKEN  
VISIOFFICE® 2 MEASUREMENTS AND ARE READY  
TO ORDER YOUR PATIENT'S LENSES.



Completed measurements screen



Home screen after completion of measurements