



# Quick Reference Guide



For Technical Assistance, please contact the Visioffice Support Group at: 1-877-457-3760 ext. 3, or [visioffice@essilorusa.com](mailto:visioffice@essilorusa.com)

[www.essilorvisioffice.com](http://www.essilorvisioffice.com)

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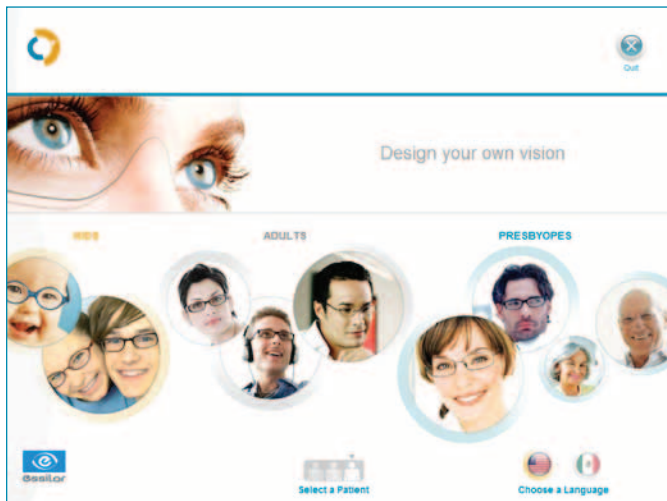
## Your Visioffice System

# Welcome to your new Visioffice System!



Turn on the Visioffice by moving the Master Power Toggle into the “UP” position. The Master Power Toggle is located in the rear access panel of the Visioffice.

Select the appropriate Patient Category from the Visioffice Home Screen based on the patient's prescription



Press on the File Button on the top right of the screen to enter the Patient File Data to be stored in the Patient Record

Patient		Measurements	Products	Life Style			
<div>?</div>		<div>Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female</div> <div>Date of Birth: <input type="text" value="1/15/1978"/></div> <div>Corrective Correction: <input type="radio"/> Single vision <input type="radio"/> Mid-distance <input type="radio"/> Bifocal <input checked="" type="radio"/> Progressive</div> <div>Prescription: <input type="radio"/> Single vision <input type="radio"/> Mid-distance <input type="radio"/> Bifocal <input checked="" type="radio"/> Progressive</div> <div>Comments: <div></div></div>					
ID: <input type="text"/>							
Last Name: <input type="text" value="Name"/>							
First Name: <input type="text" value="Patient"/>							
Address: <input type="text" value="555 Street St"/>							
Zip Code: <input type="text" value="75234"/>							
City: <input type="text" value="Dallas"/>							
Email: <input type="text" value="mail@mail.com"/>							
Phone: <input type="text" value="555-555-5555"/>							
Refraction		Sph	Cyl	Axis	Add	Prism	Base
<input type="checkbox"/>		-3.00	000	0	1.00	000	0
<input type="checkbox"/>		-3.00	000	0	1.00	000	0

### Patient Preparation

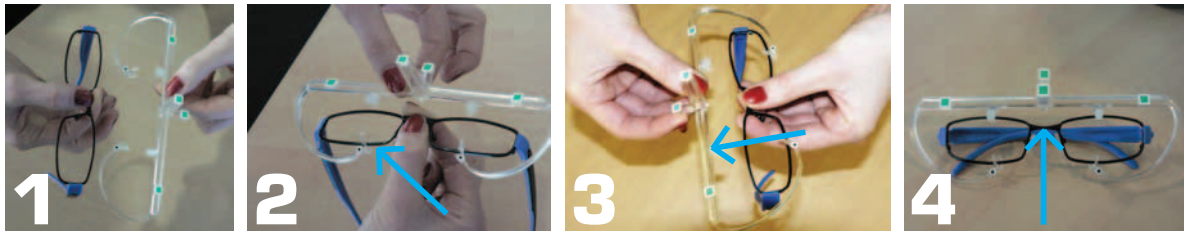
The key to providing the best quality measurement results is properly preparing the patient for the recording. Explain to your patient the added value of these measurements as part of your dispensing process.

*"Now that you have chosen your new frames, we will use the **very latest in measuring technology** to **personalize your lenses**, ensuring you the **best vision possible**. I will capture a few videos of you in front of the mirror and will instruct you throughout the process."*

### Frame Fitting

Adjust the frame for your patient, ensuring precise fit and comfort. Remove the demo lenses from fullrim frames, and remove stickers or markings from the lenses on rimless or semi-rimless frames.

- 1 Attach the Visioffice Tracking Clip to the frame by holding the frame bridge and the Frame Clip facing up
- 2 Place the frame in the lower supports
- 3 Extend the frame clip to allow the top of the frame to rest in the upper supports.



- 4 Align the Central Marker with the center of the Frame Bridge and ensure that the frame still rests against the back of the supports before returning the frame to your patient.

**Reconfirm the frame fitting adjustment and patient comfort before continuing.**

# Measuring

## Patient Positioning

- 1 Position your patient in front of the Visioffice, roughly **30 in** from the mirror with their feet and shoulders squarely facing the unit.
- 2 Select the Measuring Tab at the top of the screen.
- 3 Press the Camera icon to select the Far Vision Measurement.
- 4 Adjust the patient's distance from the Visioffice, using the tracking detector until an acceptable distance is achieved.



Correct



Not Correct

- 5 Raise or lower the Camera to patient's eye level.
- 6 Position the Upper Frame Clip Marker on a horizontal line with the LE and RE references, ensuring detection of all green trackers.
- 7 Verify that the Frame Clip is still centered on the frame and that the Frame Adjustment is still comfortable for the patient.

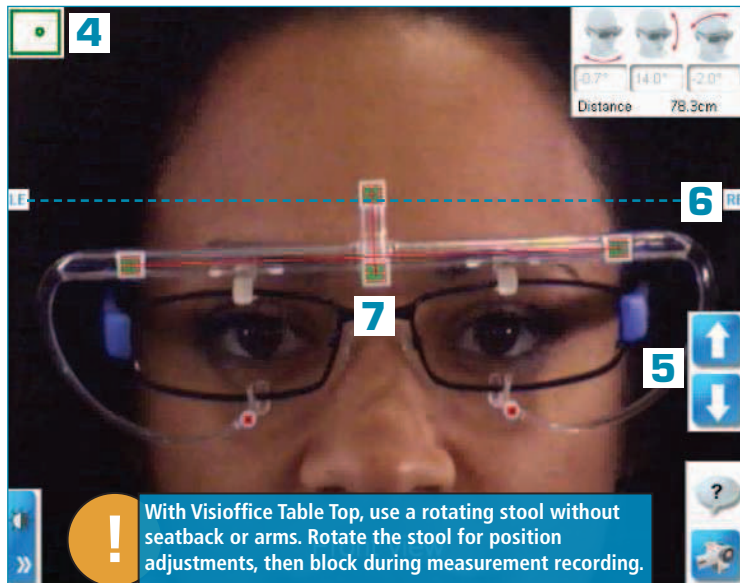
## You can now begin the Measurements

1. Static Front View
2. Rotational Three-Quarter View

3



4

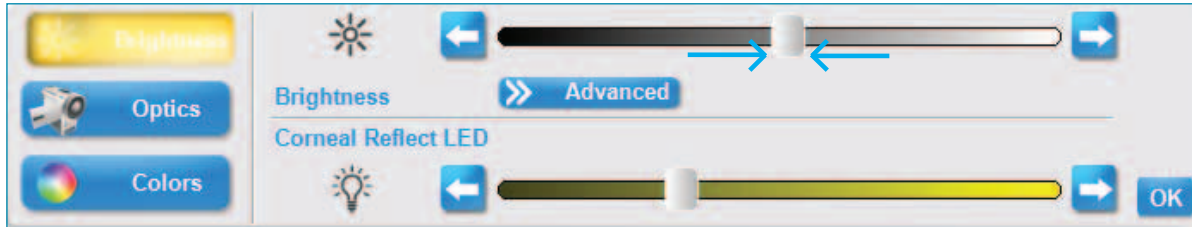


With Visioffice Table Top, use a rotating stool without seatback or arms. Rotate the stool for position adjustments, then block during measurement recording.

## Lighting Adjustment

While positioning the patient, if the Red Tracking Line is flashing, adjust the Visiooffice Luminosity Settings:

- If the image is too dark, move the luminosity slider to the right
- If the image is too bright, move the luminosity slider to the left

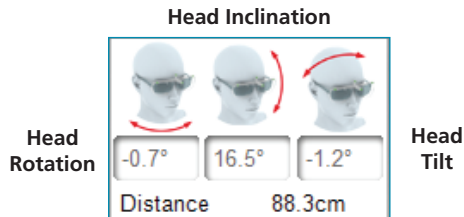


## Measurement Confirmation

When verifying an image, if the Corneal Reflections are not visible or properly tracked, or if the Red Targets are not accurately aligned with the Tracking Markers, choose the image immediately before or after the automatically selected image and perform the same checking process for corneal reflections and marker detection.

## Posture Verification

Check the patient's Head Rotation and Head Inclination values; remember them for later comparison.



Patient Head Inclination can be compared between the Front & Rotational View images to verify that the patient has a consistent and natural posture. If the variance is  $>3^\circ$ , please restart the two video captures with a more comfortable vertical head posture.

In most cases, Patient Head Rotation on the Front View image should not exceed  $5^\circ$ . If there is an instance that the Head Rotation is  $>5^\circ$ , verify that the Frame & Tracking Clip are properly positioned and that your patient's feet & shoulders are squarely facing the Visiooffice mirror.

## Measuring Static Front View

- 1 Ask your patient to look at the bridge of his/her nose in the mirror and to remain still.
- 2 Press Camera button to start Video Recording.



Visiooffice will record a video for a few seconds and select the most acceptable image.

## Image Verification

- 3 Verify two things:
  1. Patient Corneal Reflections are visible and identified

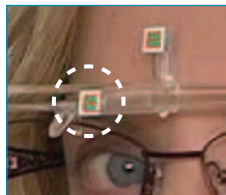


Not  
Correct

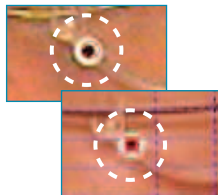


Correct

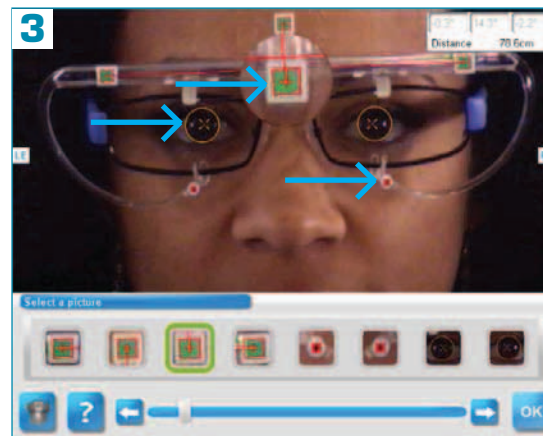
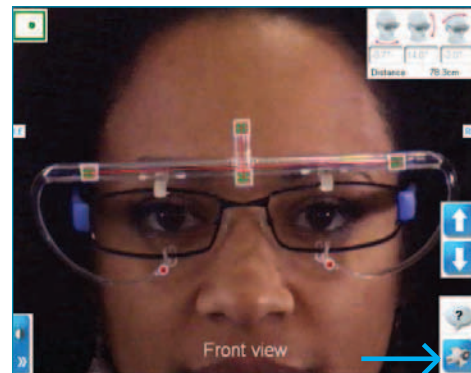
2. All markers are accurately aligned with the red targets



Not  
Correct



Correct

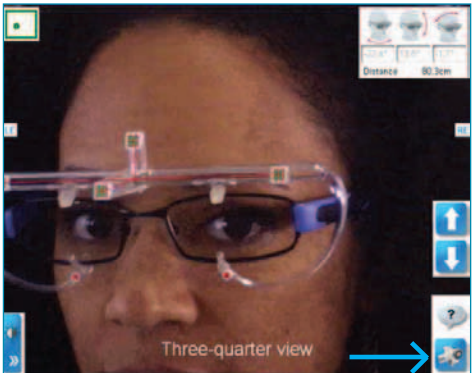


Press **OK** to confirm the image.  
Do not adjust frame or clip between images.



## Rotational Three-Quarter View

- 1 Ask your patient to look at the bridge of his/her nose in the mirror.
- 2 While remaining focused on the bridge of their nose, ask the patient to slowly rotate his/her head to the left or right.
- 3 Press the Camera button to begin recording as the patient rotates their head. Visiooffice will record for a few seconds, automatically selecting the most acceptable image with a **Head Rotation angle closest to 20°**.



## Image Verification

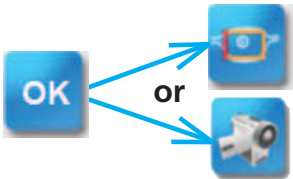
- 4 Verify three things:
  1. Your patient is focusing at his/her image in the mirror
  2. Your patient's corneal reflections are visible and detected
  3. All markers are accurately aligned with the red targets

**If these three conditions aren't met**, choose the image immediately before or after the automatic selection and apply the same checking process for corneal reflections and tracking markers.

Compare your patient's Head Inclination from the Front View, verifying that the value variation does not exceed 3°. **If the variation is greater than 3°, restart the two video captures with a more comfortable vertical head posture in the Static Front View.**

- 5 Once all items are verified, press the **OK** button to accept the images and return to the Measuring screen.

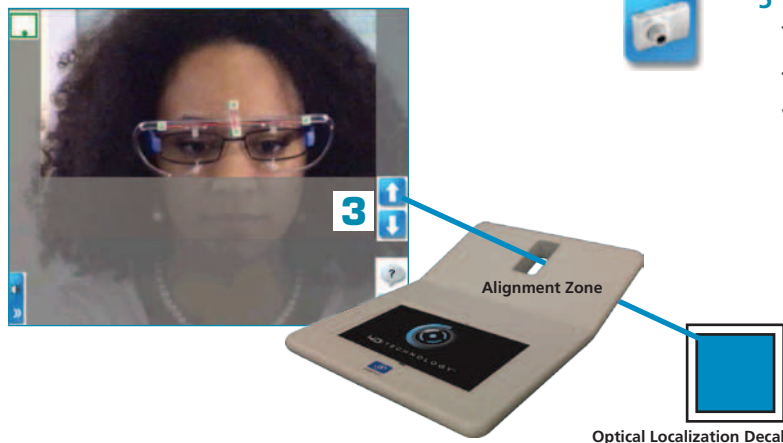
If only **Standard** and **Position of Wear** measurements are required, begin Lens Boxing. For presbyopes, continue through the additional Personalization Measurements before Lens Boxing.



# Measuring

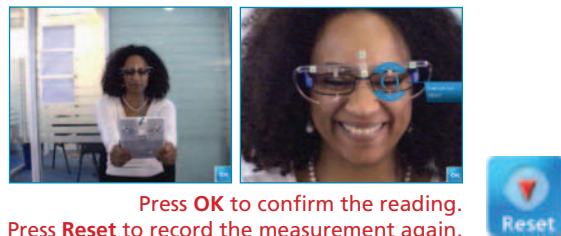
## Leading, Dominant Eye (Presbyope Only)

- 1 Press the Camera button for the Leading, Dominant Eye measurement in the Visual Behavior Measurement Section of the Measuring Tab.
- 2 Hand the patient the Visioffice Handheld Measuring Device and position them roughly **50in** from the Visioffice mirror, still with their shoulders and feet squarely facing the unit.
- 3 Raise or lower the Visioffice camera to place your patient's face in the gray area on the screen.



- 4 Ask your patient to raise the Measuring Device with their arms outstretched, focusing their vision through the open Alignment Zone and onto the Blue Optical Localization Decal attached to the front face of the Visioffice.
- 5 Press the Camera icon to start the video recording as they are focusing.

The Visioffice camera will automatically zoom out while detecting the device tracking markers before returning an animation illustrating the measured Leading, Dominant Eye.



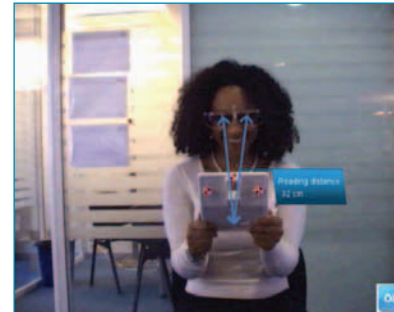
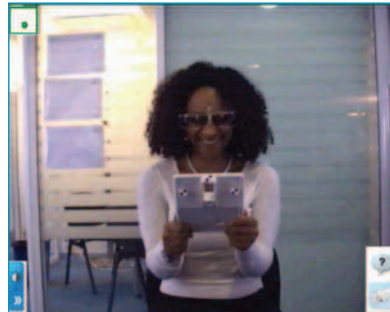
## Reading Distance (Presbyope Only)

- 1 Press the Camera button for the Reading Distance measurement in the Posture Measurement section of the Measuring Tab.
- 2 Hand the patient the Visioffice Handheld Measuring Device and position them roughly **50in** from the Visioffice mirror, with their shoulders and feet squarely facing the unit.
- 3 Raise or lower the Visioffice camera to place your patient's face in the gray area on the screen.
- 4 Ask your patient to read the text on the Handheld Measuring Device.



- 5 Press the Camera icon to start the video recording as they are reading.

The Visioffice camera will automatically zoom out while detecting the device tracking markers before returning an animation illustrating the measured Reading Distance.



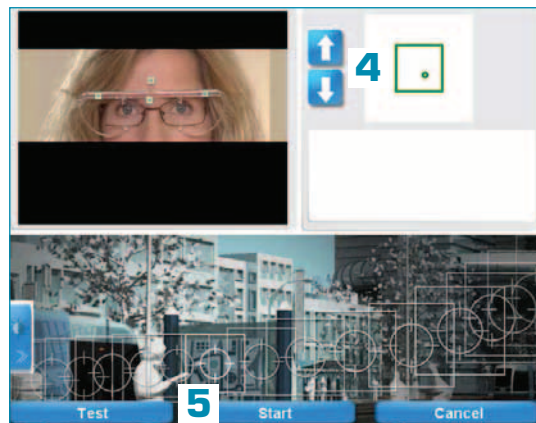
Press **OK** to confirm the reading. Press **Reset** to record the measurement again.



## Measuring

### Dynamic Head/Eye Ratio (Presbyope Only)

- 1 Press the Camera button for the Dynamic Head/Eye Ratio measurement in the Visual Behavior Measurement Section of the Measuring Tab.
- 2 Lower the Visioffice arms, placing them in a horizontal position for all patients.
- 3 Position the patient roughly **24in** from the Visioffice mirror, with shoulders and feet squarely facing the unit.
- 4 Raise or lower the Visioffice camera to your patient's eye level, ensuring detection of all four green clip markers.



- 5 Press the Start button to begin recording. While measurements are acquiring, the progress of the 25 trackings will be displayed on the screen.

Once complete, the Dynamic Head/Eye Ratio results will be automatically displayed.



If your patient is taller than the Visioffice arms, adjust so the clips appear higher in the view.



If your patient is shorter than the Visioffice arms, adjust so the clips appear lower in the view.

Once the patient is in view, ask them to naturally follow the lights as they move randomly from left, center and right.

## Dynamic Visual Behavior Results

Two different values will be displayed, both key for Visual Behavior Lens Personalization:

### 1 H/E Ratio

0.00      **Eye Dominant Movement**      0.50      **Head Dominant Movement**      1.00



- If the Head/Eye Ratio is  $<0.50$ , your patient's dynamic visual behavior is more naturally an Eye Mover
- If the Head/Eye Ratio is  $>0.50$ , your patient's dynamic visual behavior is more naturally a Head Mover

### 2 Stability Coefficient

A lower Stability Coefficient indicates a more consistent measure of your patient's dynamic visual behavior. A Stability Coefficient of  $<0.15$  is recommended to establish viable measurement results.

Press the **OK** button to return to the Measuring Tab.

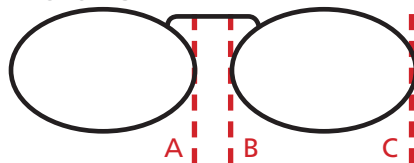
## Measuring Lens Boxing

1 Press the Lens Boxing icon on the Measuring Tab.

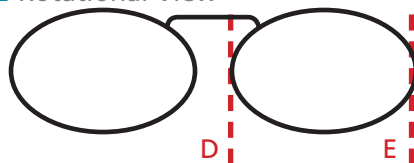


2 Adjust the Frame Boundaries sequentially on the Static Front View and the Rotational Three-Quarter View for ensured measurement accuracy.

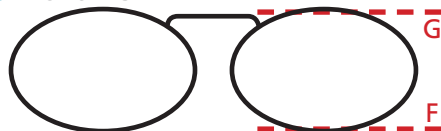
### Step 1 Front View



### Step 2 Rotational View



### Step 3 Front View



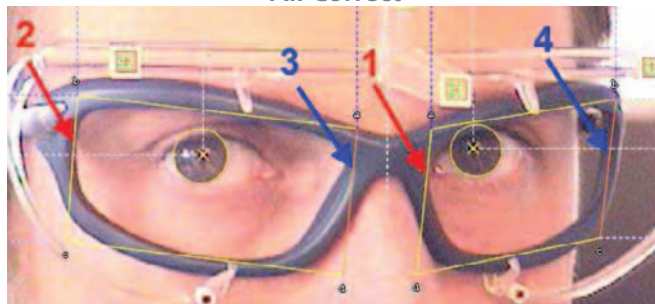
For rimless frames, adjust boundaries to the front face of the lens, where the lens ends.



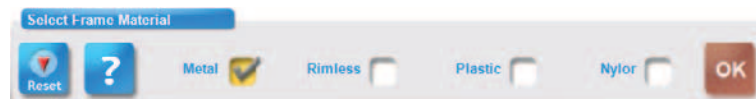
At this point, you have completed the process involving the patient. If they need to be seated, they may, or if you need to move onto a different patient before finalizing the current one, you may do so since all pictures have been saved to the Patient Record.

Adjust the frame boundaries to the front face of the frame rim, where the lens meets the frame. **DO NOT** assess or take into account any frame groove or bevel.

All Correct



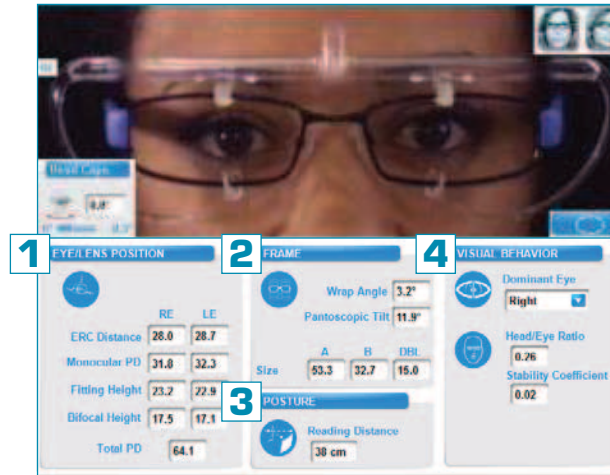
3 Select the appropriate frame material and press the OK button to go to the Measurement Results Screen.



## Measurement Results Screen

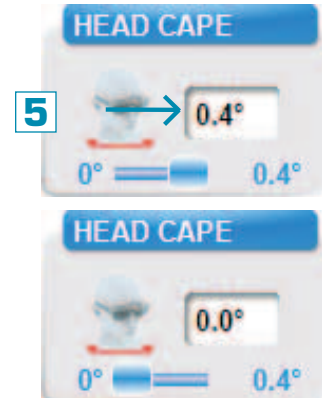
Measurement Results are automatically displayed in 4 Personalization Levels:

- 1 Eye/Lens Position
- 2 Frame
- 3 Posture
- 4 Visual Behavior



- 5 For Essilor personalized designs requiring the Natural Head Posture measurement, manually set your patient's head rotation (**Head Cape**) to the non-zero value. The measurement results will be adjusted automatically.

For non personalized designs (Essilor or other suppliers), do not activate the Head Cape measurement.



Measurement data is now ready for PMS/Web Export or Print.

Press the **Home** button to return to the Visioffice Home Screen.





## Frame Styling

### Frame Selection

- 1 Select the Frame Tab at the top of the screen.
- 2 Position the patient wearing their selected frame in front of the Visioffice mirror.
- 3 Raise or lower the Visioffice camera to align your patient's face in view.
- 4 Press the Digital Camera icon to capture a still image, or press the Video Camera button to record a short video clip.

Still



Video



- 5 Once the images are captured, you may display full screen or split view by using the numbered buttons on the left of the screen.
- 6 Press the Trash Can button to delete and retake and image or video.
- 7 Press the Print Button to print a copy of the images. When displayed split screen, all four images will print on one copy. When displayed full screen, only the selected image will print.





## Product Demo Tools

The Patient Category Selection on the Visioffice Home Screen will customize the product demos available for view.

- 1 Select the Guide Tab at the top of the screen.
- 2 Use the tabs on the left of the screen to navigate through the each demo section.

Demos may be displayed in any order according to the needs of each patient. Some demos can be customized after recording the patient's measurements.

- 3 Press the Import Measurements button where available to provide custom illustrations.



Press the **Back** button to return to the Visioffice Patient Guide.



## Notes





**essilor**

Seeing the world better

Essilor International is the world leader in the design, manufacture and customization of ophthalmic lenses. Active on five continents, Essilor offers a wide range of lenses under the flagship Varilux®, Crizal®, DEFINITY®, Xperio®, Optifog™ and Essilor brands to correct myopia, hyperopia, presbyopia and astigmatism.