



◀ **Visionoffice**® ▶
powered by *Activisu*®

SIMPLE STEPS TO PERSONALIZED VISION

VISIONOFFICE® SYSTEM TRAINING 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
a great vision experience.

GET STARTED!



STEP 1

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—Visiooffice® system cannot locate patient without clip
- » Center clip on frame to create foundation for accurate measurements

TIPS

- » Excessive glare can prevent Visiooffice® system from detecting corneal reflections
- » Frames not properly fitted with frame clip will have incorrect fitting heights and PD



Attaching clip to frame



Proper placement of clip on frame

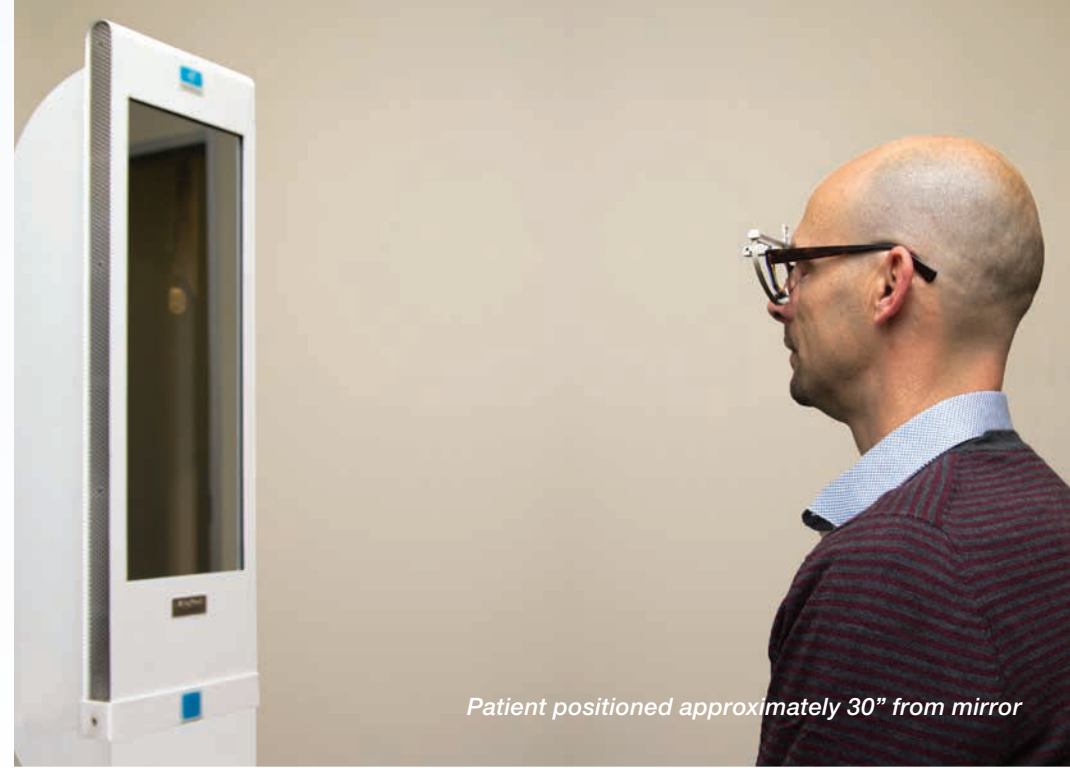
STEP 2

PREPARING THE PATIENT

- » Position patient approximately 30 inches (two and a half feet) from Visioffice® system mirror, wearing frame and clip
- » 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

TIPS

- » 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® system, then look back. This helps patient to relax into natural position.



Patient positioned approximately 30" from mirror



Patient in relaxed, natural posture

STEP 3

TAKING BASIC MEASUREMENTS

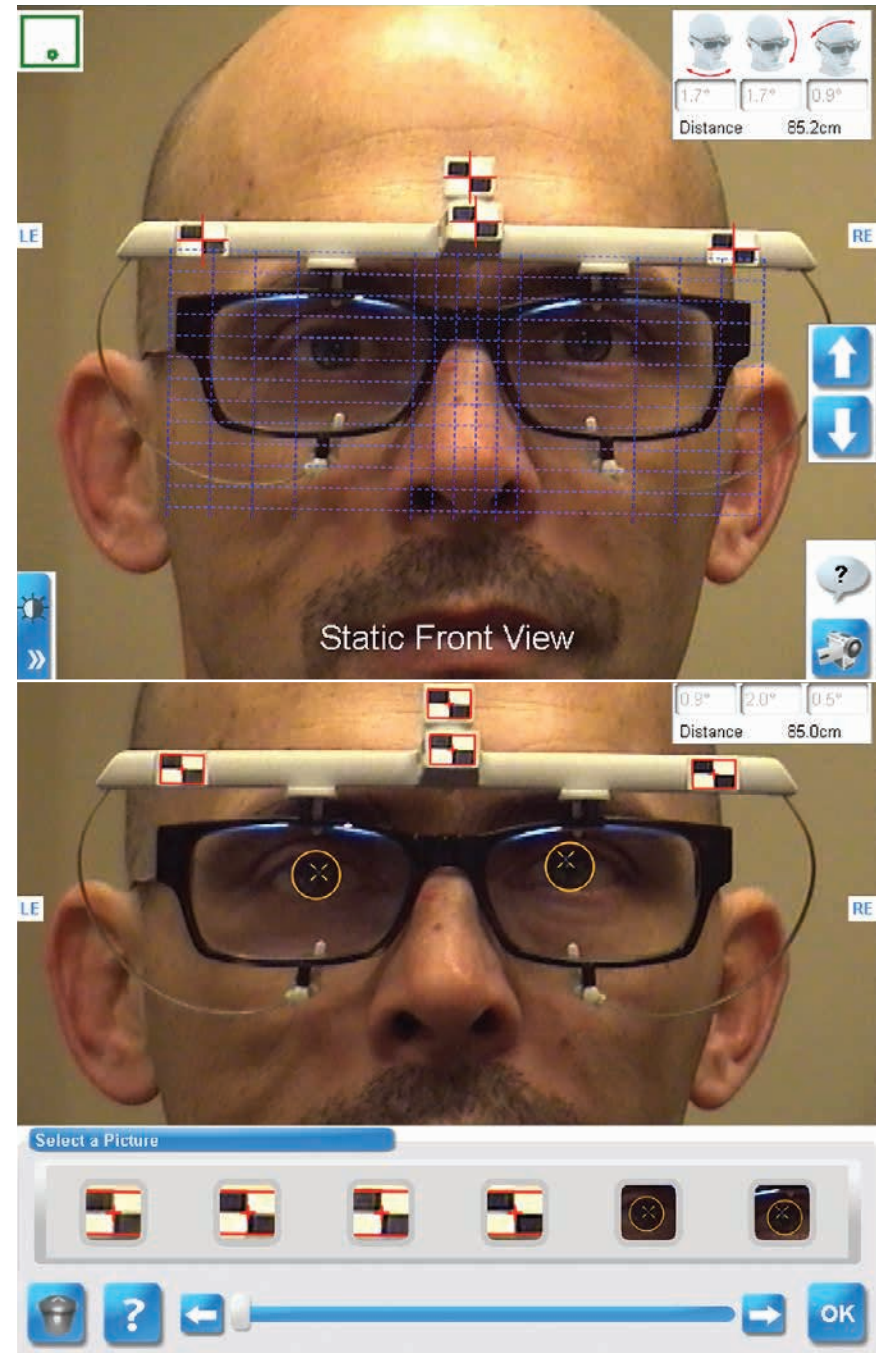
- » Images from front and three-quarter views combine to complete basic measurements: PD, fitting height, pantoscopic tilt, vertex, and wrap
- » Patients must not move feet or touch frame with clip between taking of front view and three-quarter view images

3.1 THE FRONT VIEW

- » Have patient look at their eyes in Visioffice® 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 3

TAKING BASIC MEASUREMENTS

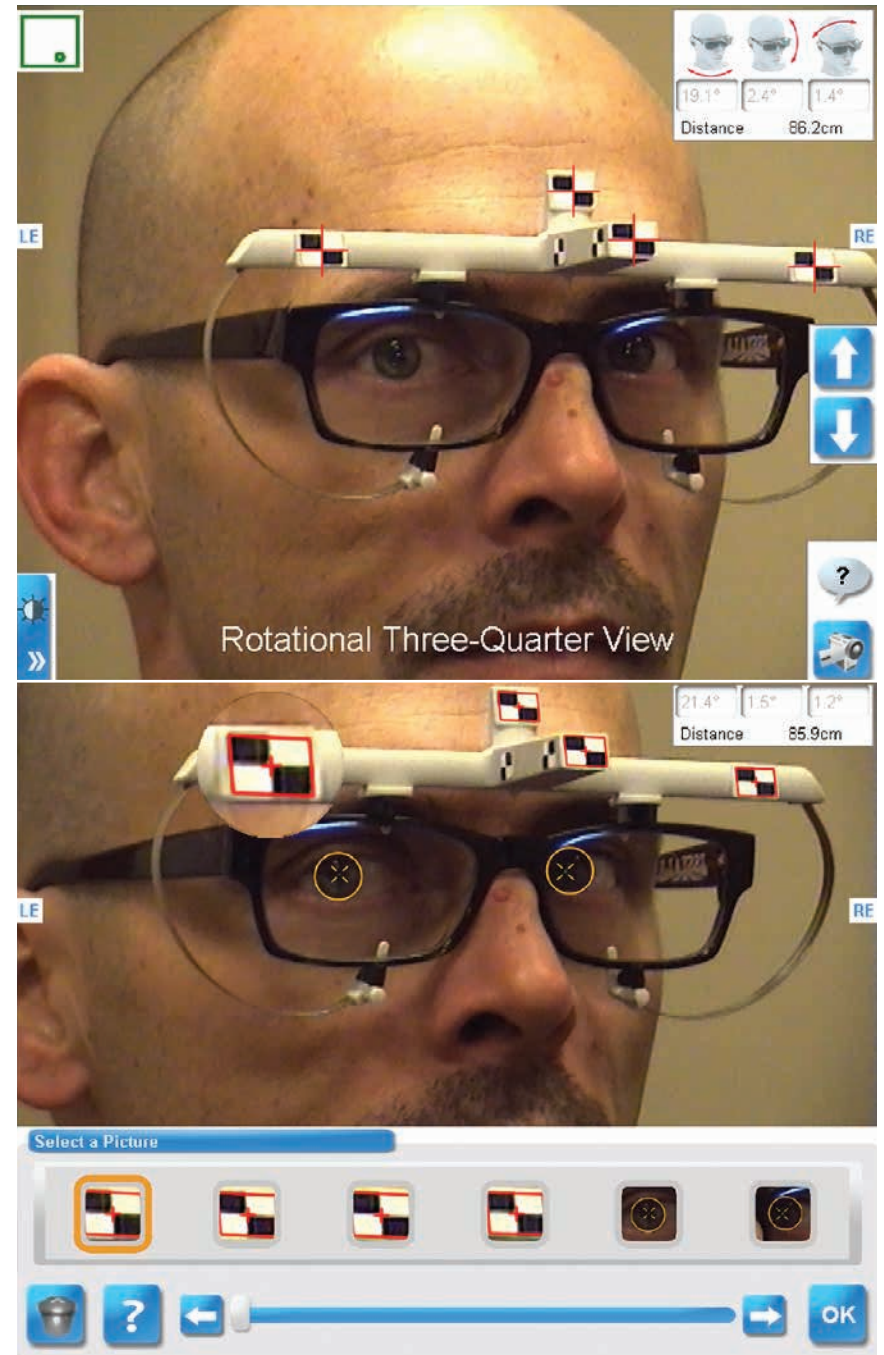
3.2

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® 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



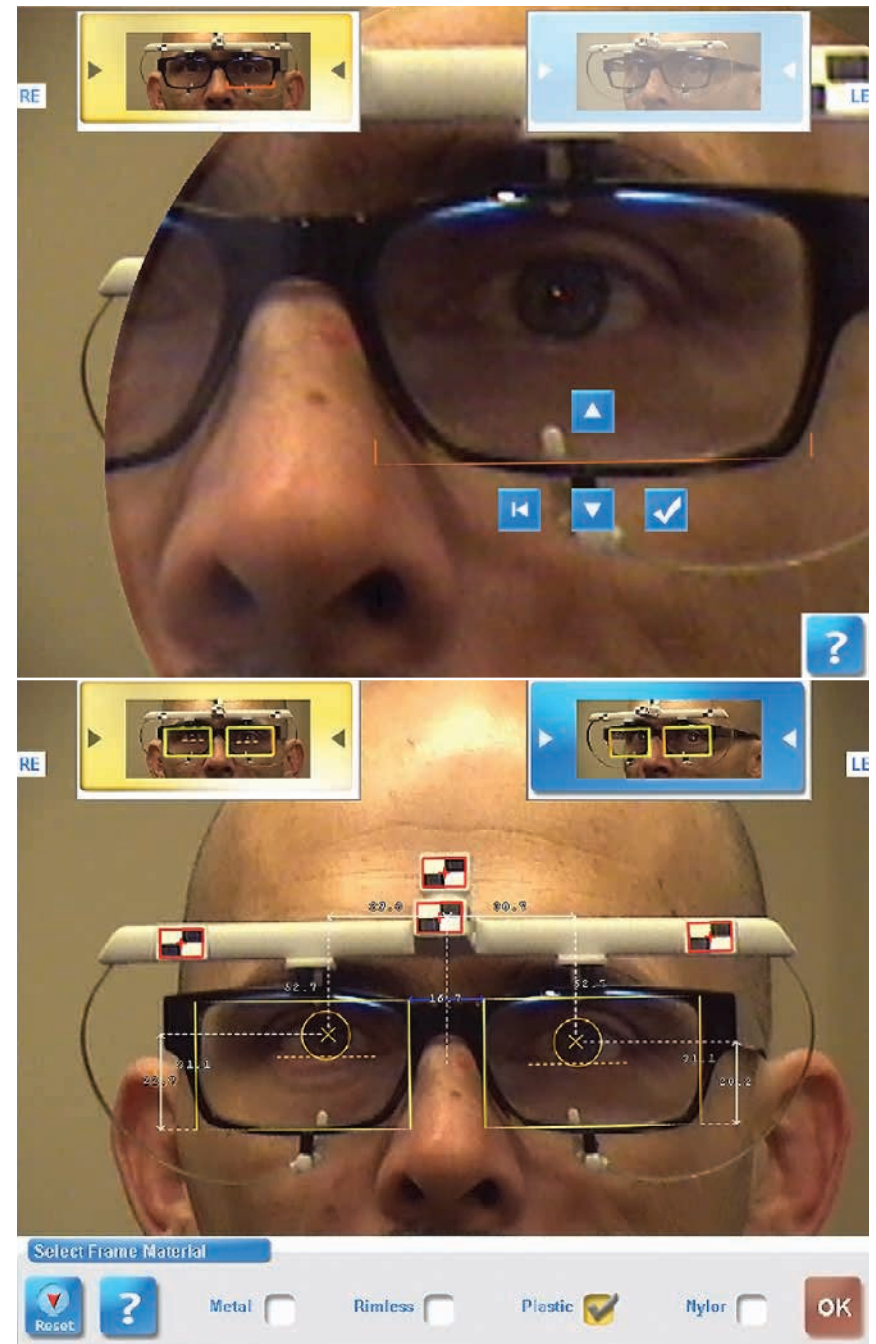
STEP 4

BOXING

- » 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 with yellow boxing lines will appear when complete
- » Select frame material
- » Press “OK” icon

TIPS

- » Do not take into account the lens edge bevel, Visioffice® system will adjust for this based on frame material selected



STEP 5 (OPTIONAL)

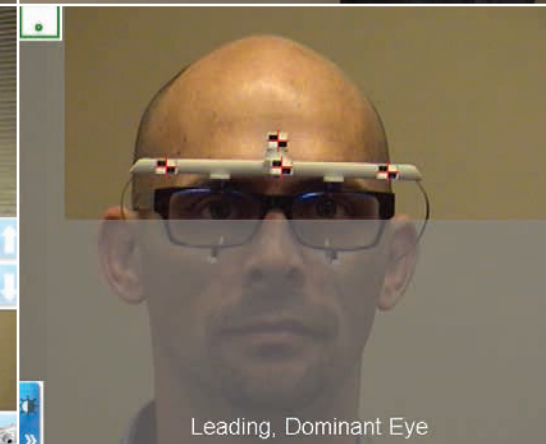
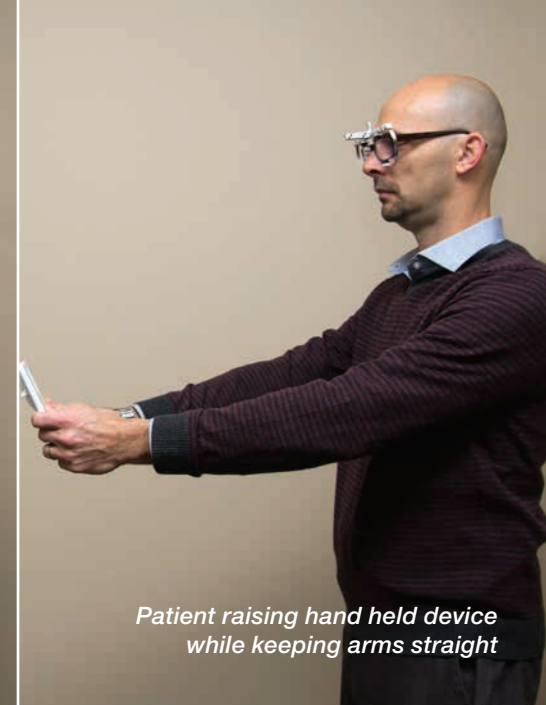
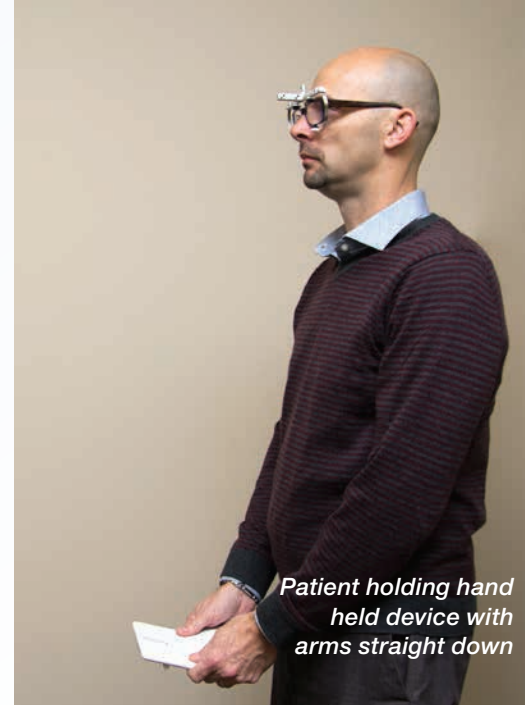
LEADING DOMINANT EYE™ MEASUREMENT

MEASUREMENT FOR: VARILUX S 4D™ LENSES

- » Position patient 1-2 steps back (approximately 50 inches or four feet) from Visioffice® 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® system
- » Press “OK” icon

TIPS

- » Do not remove frame clip as system will not capture patient or start measurement
- » Be sure patient does not cover black and white sensors of hand held device with fingers or measurement will fail



STEP 6 (OPTIONAL)

HEAD-EYE RATIO MEASUREMENT

MEASUREMENT FOR: VARILUX S 4D™ LENSES

- » Lower arms from sides of Visioffice® system and set level with each other to ensure proper focal length for test
- » 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
- » Perform TEST mode of five light cycles to help patient understand how measurement works
- » When patient understands procedure, begin 25-light cycle
- » 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)

TIPS

- » Do not remove frame clip as system will not capture patient or start measurement
- » Do not extend arms past 90° as it will not allow for proper measurement
- » Do not accept Stability Coefficient above 0.15, as lenses can't be fabricated with an improper Stability Coefficient or readings, redo measurement one time; if measurement fails again, suggest different lens



STEP 7 (OPTIONAL)

READING DISTANCE MEASUREMENT

MEASUREMENT FOR: VARILUX S 4D™ LENSES

- » Position patient approximately 50 inches (four feet) from Visioffice® 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

- » Do not remove frame clip as system will not picture patient or start measurement



Patient holding hand held device as they would something they are reading

