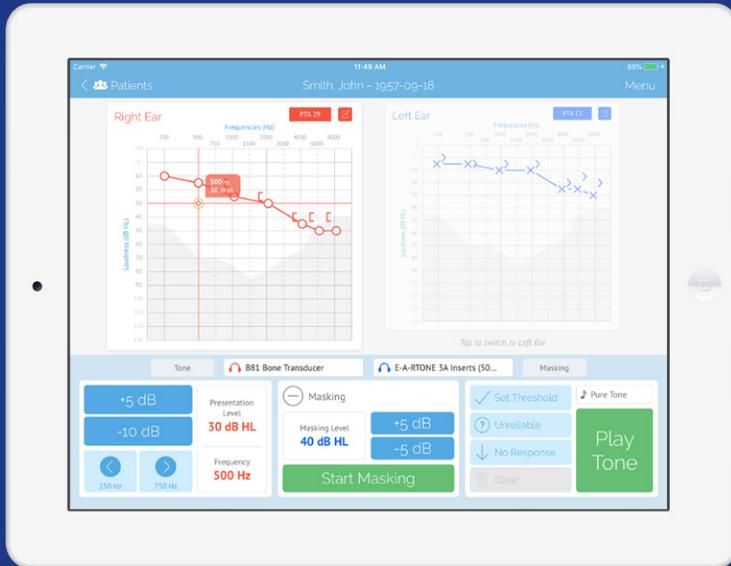


SHOEBOX AUDIOMETRY



SHOEBOX Audiometry Pro Quickstart Guide

Introduction

Welcome to your SHOEBOX Audiometry system! This quickstart guide will help you get SHOEBOX up and running, so you can quickly and easily conduct your first tests.

Once you're set up, we recommend downloading our more comprehensive SHOEBOX Pro User Guide to learn all the capabilities of your system at shoebox.md/support/shoebox-pro.

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.



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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 set up
3. Launch the App Store by tapping the App Store icon
4. Search for SHOebox Audiometry Pro
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 SHOEBBOX system

1. Tap the SHOEBBOX app icon to launch SHOEBBOX
2. Tap the “Get Started” button to set up your software
3. Login using your SHOEBBOX email and password
4. If prompted, select which license to activate
5. If prompted, select which transducer to download. Choose the one that matches the barcode on your transducer cord
6. Set your passcode. It's optional, but recommended
7. 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 SHOEBBOX login?

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

Get to know your Switchbox

If you perform bone conduction testing, Switchbox is here to help you progress from air testing to bone testing easily and efficiently—with just the turn of a dial.



Right Bone
Conduction Testing

Turn the dial to the left for
bone conduction testing
on the right side



Air Conduction
Testing

Turn the dial to the
headphones in the center for
air conduction testing

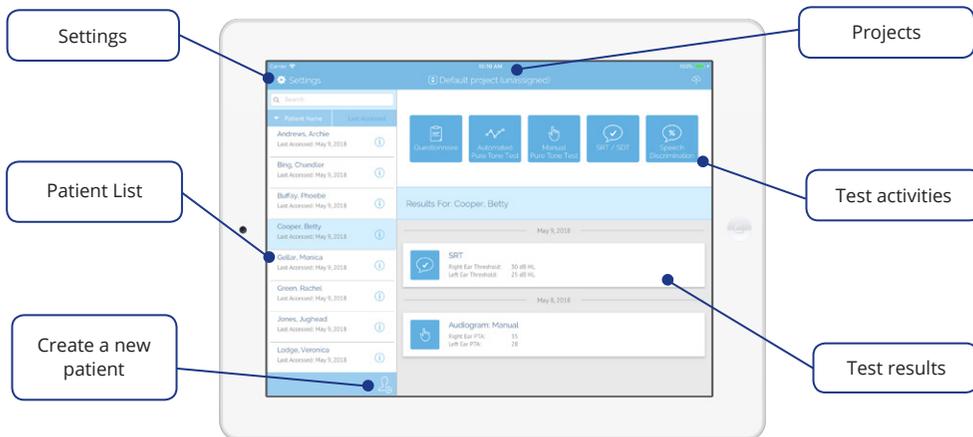


Left Bone
Conduction Testing

Turn the dial to the right for
bone conduction testing
on the left side

Start Testing

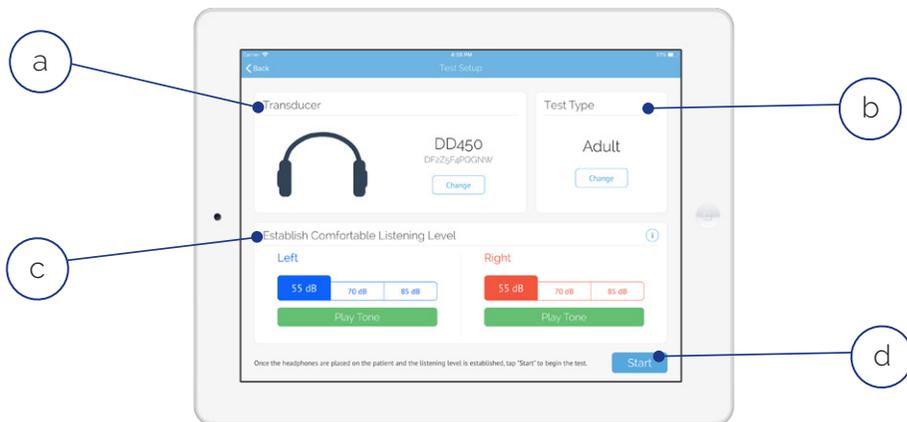
Create a new patient



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 an Automated Test

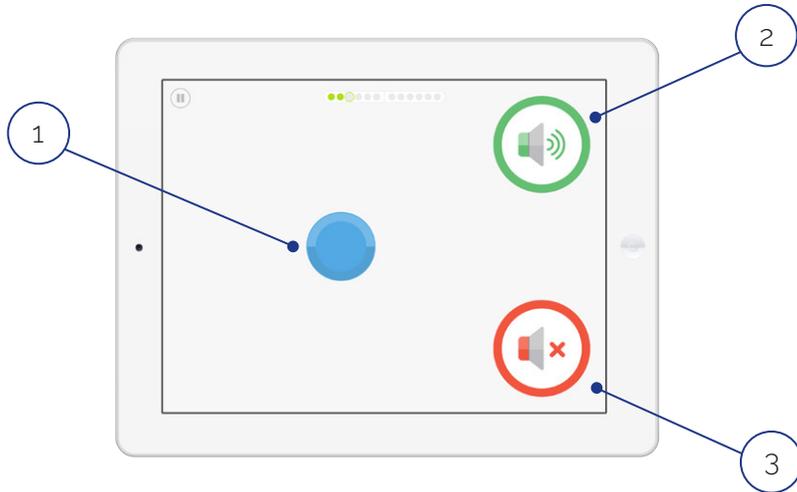
1. Select your patient from the Patient List
2. Tap “Automated Pure Tone Test” in the test activities section of the home screen.



3. Set up your test
 - a. Select a transducer. Choose your transducer by matching the barcode on the transducer to the number on the screen
 - b. Select a test type
 - c. 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*
 - d. 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.

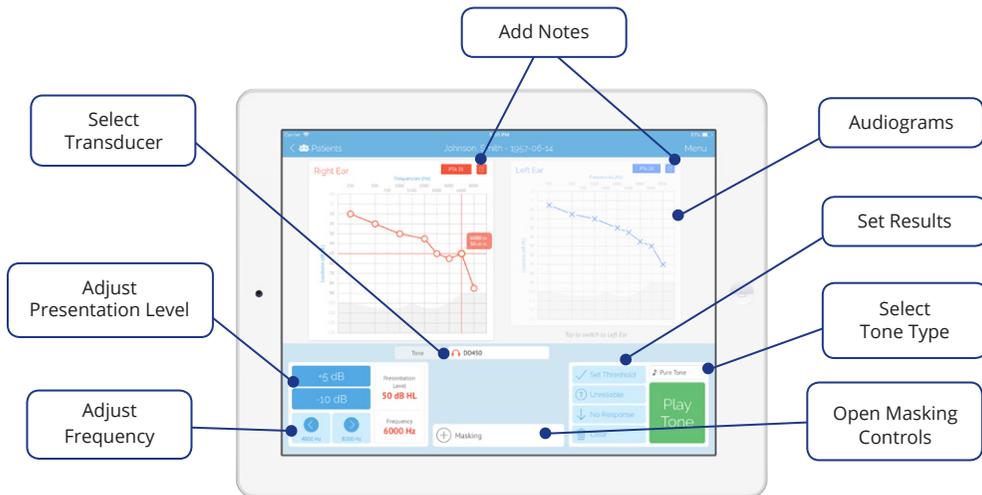


Playing the game is as easy as...

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.

Start a Manual Pure Tone Test



1. Select your patient from the Patient List
2. Tap “Manual Pure Tone Test” in the test activities section of the home screen
3. Set up your test
 - a. Select a transducer by tapping the dropdown in the center of the screen
 - b. Select an ear by tapping the corresponding audiogram
 - c. Select the tone type by tapping the dropdown above the “Play Tone” button

Conducting a Manual Test

1. Select a frequency by tapping the audiogram or using the frequency arrows
2. Adjust your presentation level by tapping the audiogram or using the +/- dB buttons
3. Present a tone by tapping the “Play Tone” button. The tone will play for however long you press the button
4. You can record three different types of results by tapping the corresponding button
 - a. Threshold
 - b. Unreliable
 - c. No Response

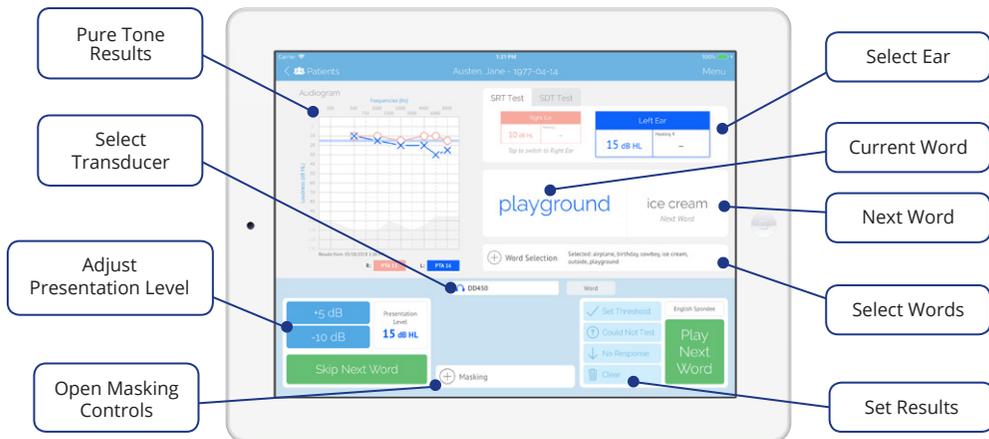
Note: to clear a previously set result, tap “Clear”

5. To bring up masking controls, tap the “+ Masking” component in the bottom center of the screen
6. To switch to bone testing, select a bone transducer from the transducer drop down. A pop-up will appear explaining how to ensure you’re properly set up for bone testing
7. To add ear-specific notes, tap the “Notes” icon at the top right of each audiogram

And that's it! Congratulations on completing your first
Manual Test with SHOEBOX Audiometry



Start an SRT / SDT Test



1. Select your patient from the Patient List
2. Tap “SRT / SDT” in the test activities section of the home screen
3. Set up your test
 - a. Select an ear by tapping the corresponding table
 - b. Select a transducer by tapping the dropdown in the center of the screen
 - c. Select a word list by tapping the dropdown above the “Play Word” button
 - d. Select the words you would like to use for testing by tapping the “+” button next to “Word Selection”
 - e. Tap the “-” button to close Word Selection

Conducting an SRT / SDT Test

1. Adjust presentation level using the +/- dB buttons on the lower left side of the screen
2. The current word and next word are displayed below the ear tables.
 - a. Play the next word by tapping the “Play Next Word” button
 - b. The word will move the left, increase in size, and change color
 - c. To skip words, tap “Skip Next Word.” A word won’t play until you tap the “Play Next Word” button

Hint: You can quickly play through all the selected words at the same intensity for the familiarization task
3. To bring up masking controls, tap the “+ Masking” component in the bottom center of the screen
4. You can record three different kinds of results by tapping the corresponding button
 - a. Threshold
 - b. Could Not Test
 - c. No Response

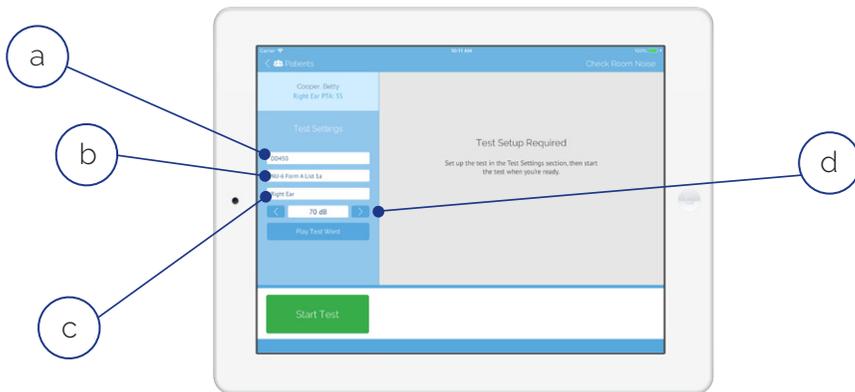
Note: To clear a previously set result, tap “Clear”
7. When you’re finished testing one ear, tap the corresponding table to switch to the other ear

And that's it! Congratulations on completing your first
SRT / SDT test with SHOEBOX Audiometry



Start a Speech Discrimination Test

1. Download word lists: tap “Settings” in the top left corner of the home screen, then “Speech Discrimination Test” in the settings navigation. Tap the switch next to each speech list you would like to download. *Note: each list has an “a” and “b” version*
2. Select your patient from the Patient List
3. Tap “Speech Discrimination” in the test activities section of the home screen



Hint: Instruct the patient by first explaining the intensity level you would like to present words at (if setting MCL*) and asking them to repeat the words after the carrier phrase “Say the word”

4. Set up your test
 - a. Select a transducer
 - b. Select a word list
 - c. Select the starting ear
 - d. Present test words to help set the presentation level (typically MCL*)
5. Tap “Start Test”

**Most Comfortable Level*

Conducting a Speech Discrimination Test



1. The first word will be played immediately
2. Select “Correct” or “Missed” to mark the word accordingly
3. The next word will play automatically after the previous word is marked
4. Tap the “Skip Word” button to remove the word from the test score calculation
5. Tap the “Switch Ear” button to switch to the next ear
6. Tap the “Finish Test” button to finish the test

The test will automatically stop at 10 words. You have two options to adjust:

1. Touch and hold “Stop at 10 words” marker and drag to the stop point you would like to use
2. Tap the “Use All Words” button to use all 25 words

And that's it! Congratulations on completing your first Speech Discrimination test with SHOEBOX Audiometry



Additional Information

Addressing Notifications During the Automated 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 'Options for Response Consistency' screen. The screen includes a progress bar with 10 colored circles, a text message about tinnitus, and three buttons: 'End Test', 'Skip Frequency', and 'Retest Frequency'. An 'Assisted Mode' toggle is also visible. A legend on the right explains the progress bar colors.

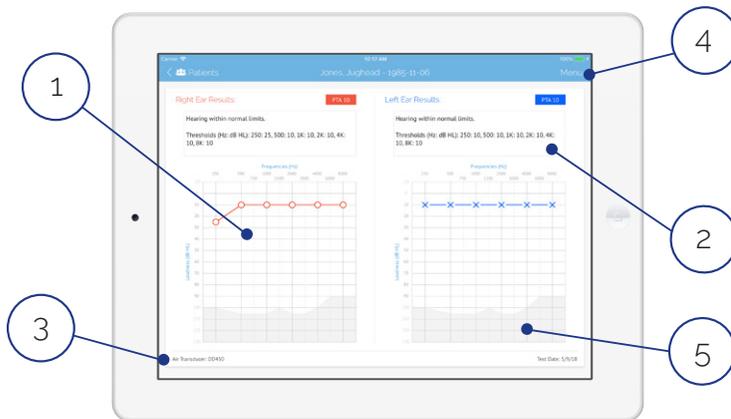
| Progress Legend | |
|-----------------|--------------------------------|
| ○ | Untested frequency |
| ● | Tested frequency |
| ● | Skipped frequency |
| ○ | Issue with frequency |
| ○ | Current frequency |
| ● | Additional Testing Recommended |

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 valid thresholds obtained up to that point in the results list, but the test cannot be restarted
4. **Assisted Mode:** Turn on Assisted Mode

Reviewing Automated Test 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 |] |

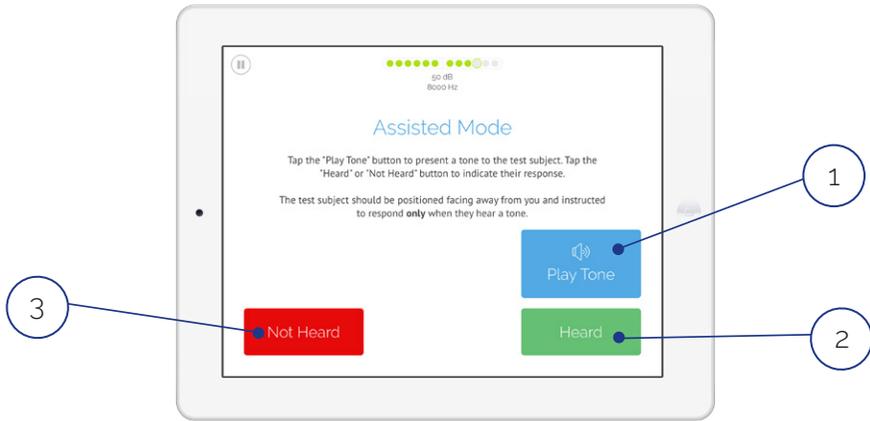
1. View test results. *Hint: You can also view results in Table View by tapping Menu > Switch to Table View. Table View can be an easier way to view results if you're not familiar with audiograms*
2. Review interpretation text and tap box to add your own notes
3. Calibration information
4. Menu options: 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 SHOEBOX Audiometry



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 run 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 SHOEBBOX 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 and Speech Discrimination test results are read-only; Manual Pure Tone Test, SRT/SDT Test, and 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. When enabled, Web Portal Backup will automatically back up your data to your SHOEBBOX Data Management Web Portal.

For more information on using your SHOEBBOX Data Management Web Portal, download the user guide at shoebox.md/support/shoebox-data-management.

Need more help?

Visit shoebox.md/support for training videos, FAQ's, and more.

You can also contact us at support@shoebox.md or 1-877-349-9934