Quick Start Guide: Begin Testing Today!

Go to CNSVS.com

Simple Business Model: We provide free access to the CNS Vital Signs assessment platform including software, account, upgrades & support. There are no start up fees or service contracts. *Clinics and clinicians can purchase economical assessments as needed with volume discounts available* (minimum purchase is 10 assessment testing sessions). Add CNS Vital Signs to your practice service offerings for improved patient care, market advantage and practice performance.

To begin your FREE TRIAL start with Step One...

Step One		Step Two		Step Three
Register and Establish an Account...	**Download the Software...**	**Activate Software after Installation...**	**Begin Testing...**	**Clinic Optimization...**

① **Sign Up – Clinicians, Clinics, and Hospitals**

Go to www.CNSVS.com **CLICK** the Sign-Up button. Complete the fields & accept. A 4 digit verification code will be immediately emailed (you may need to check your spam folder). Type in the code and CLICK 'Submit'. A confirmation e-mail will be sent with instructions to Download, Install & Activate your software with **5 free testing procedure sessions**.

- *Only one account registration is needed per clinician or clinic.*
- *There is no charge for establishing an account.*
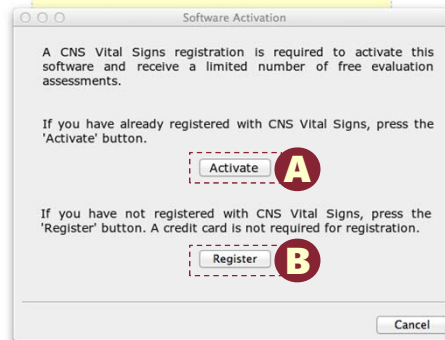- *No credit card information required.*

② **Download Software**

CLICK the 'Download Software' button. Install and Activate the Software. Additional installation information can be found on page 5 of this guide.

Following installation CLICK the Blue Brain icon on your desktop **to begin the software activation.**

A *If you have previously Signed-Up/Registered and have a CNS Vital Signs Account **SELECT** the **'Activate'** button and ENTER your **Account Number, Username and Password** or*

B *If you have not previously Signed-Up/Registered CLICK the 'Sign Up' button and complete step one.*

Software Activation

A CNS Vital Signs registration is required to activate this software and receive a limited number of free evaluation assessments.

If you have already registered with CNS Vital Signs, press the 'Activate' button.

[Activate] **A**

If you have not registered with CNS Vital Signs, press the 'Register' button. A credit card is not required for registration.

[Register] **B**

[Cancel]

Software Activation

Enter your CNSVS Online account information

A
Account Number 2158
User Name sbrain@gmail.com
Password ••••••••

*Software activation is simple requiring only your **Account Number**, **Username** and **Password**.*

[< Back] [Activate] [Cancel]

Following activation you can now SELECT the Blue Brain Icon and BEGIN TESTING

(See testing instructions on page 2 of this guide).

③ **Request Free In-Service Webinar**

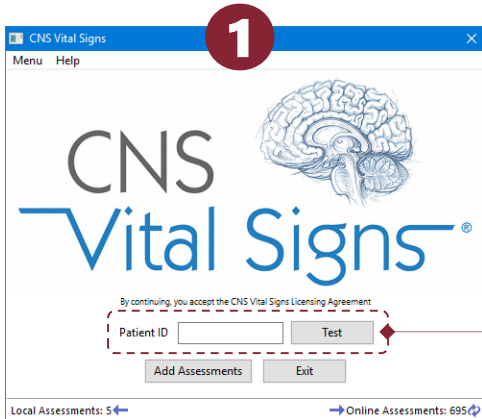**From the CNS Vital Signs Homepage Schedule a Free Personalized In-Service Webinar:** The webinar covers best practices like
- **Test Administration**
- **Report Interpretation**
- **Reimbursement**

plus any questions you may have.

Need Help?
If you are unsure on how-to-begin contact Support at 888.750.6941 or support@cnsvs.com *with your full name.*
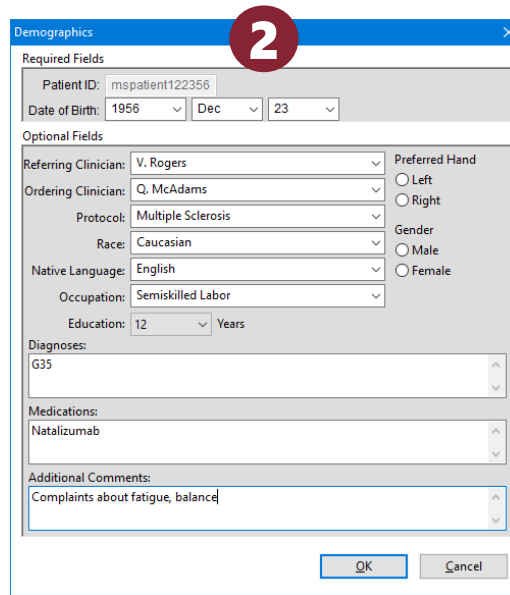
How-to-Use: Testing can Begin After Software Activation

Select the 'Blue Brain' Icon on the Desktop to Begin Testing
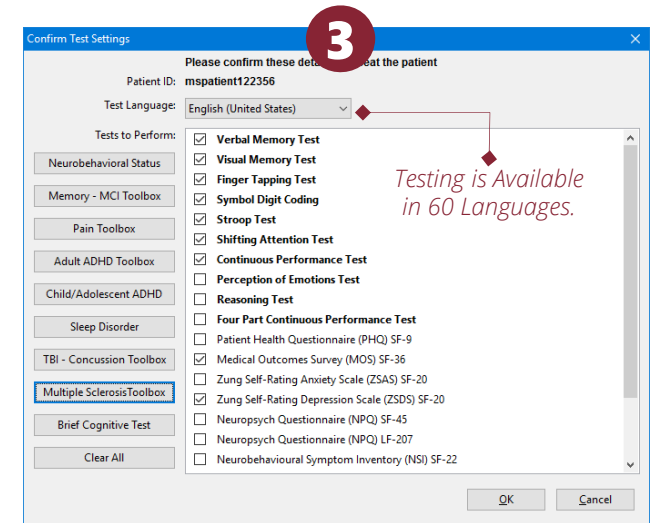Subject or Patient ID Entered and **PRESS TEST**

Demographics Completed (Date of birth must be completed to calculate the age matched norms) PRESS OK

Language, Test, and Scale(s) Selected **PRESS OK**

1

Important: CREATE a PRACTICE POLICY for Identifying Patients.
All test results are longitudinally matched based on the unique Patient ID for each patient or research subject.
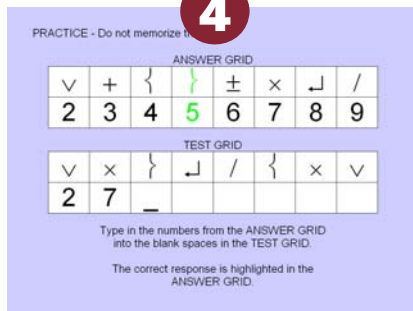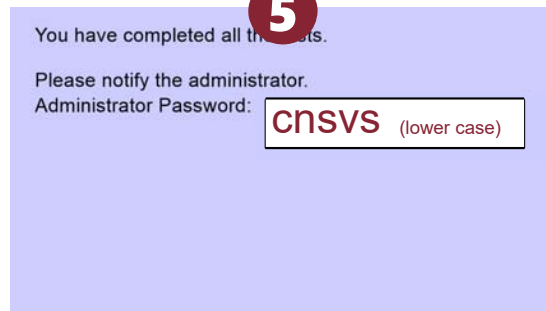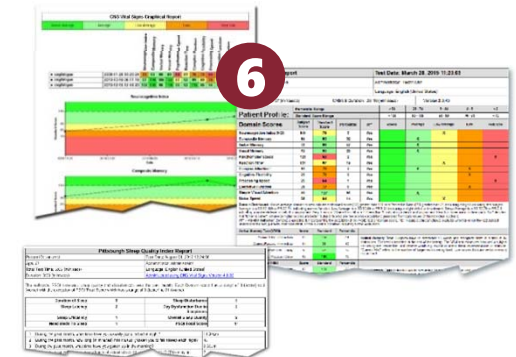
2

3

Testing is Available in 60 Languages.

4

Patient / Subject Takes the Tests
(about 25 to 30 minutes)

5

When Test is Complete Simply Type in **"cnsvs"** *(lower case) and the REPORT is AUTOMATICALLY GENERATED.*

6

...the AUTOMATICALLY SCORED TESTING REPORT(S) is generated for Interpretation and Integration into a final report.

How-to-Give 'Test Administration Guide' available at: http://cnsvs.com/WhitePapers/CNSVS-TestAdministrationGuide.pdf

Local Software Application Windows & Mac

2

CNS Vital Signs®

Computer Settings to Optimize Neurocognitive Testing:

We recommend the following settings for Windows computers when running CNS Vital Signs:

Close Any & All Open Programs before Testing

Other programs running in the background could cause a disruption. "Windows Update" functionality should be set during times testing would be unlikely. The system should be free of viruses, ad-ware and spy software. Any virus scanning, ad-ware scanning, or spy software scanning software should not be actively scanning during patient testing.

Wired External Keyboards

- For testing purposes USB keyboards work best. Wireless & infrared Keyboard transmissions may incur interferences or inaccurate measurements.
- If using CNS VS Online - Keystroke Encryption Software, if installed, must be disabled

Screen Saver is set to "None"

- Windows 7: Windows Flag / Appearance &Personalization / Personalization > Change Screen Saver
- Windows 8: Settings / Control Panel / Appearance &Personalization / Personalization > Change Screen Saver
- Windows 10: Settings > System > Power & Sleep > Screen & Sleep > Set all four to NEVER

All power options are set to "Never"; or 2 hours minimum

- Windows 7: Windows Flag / Appearance & Personalization / Personalization > Change Screen Saver / Change Power Settings / Create a Plan
- Windows 8: Settings / Control Panel / Appearance & Personalization / Personalization > Change Screen Saver / Change Power Settings / Choose when to turn off the display > Select "Never"
- Windows 10: Settings > System > Power & Sleep > Screen & Sleep > Set all four to NEVER

Date – Set Correctly

- Windows 7: system tray, right click on the clock - Adjust Date /Time
- Windows 8: system tray, right click on the clock - Adjust Date /Time
- Windows 10: system tray, right click on the clock - Adjust Date /Time

Sticky Keys – Disabled

- Windows 7: Windows Flag/Control Panel/Ease of Access/Change how your keyboard works/Make it easier to type Uncheck Turn on Sticky Keys Click Set up Sticky Keys-uncheck boxes under Keyboard shortcut
- Windows 8: Settings/Control Panel/Ease of Access/Change how your keyboard works/Make it easier to type. Uncheck Turn on Sticky Keys Click Set up Sticky Keys-uncheck boxes under Keyboard shortcut
- Windows10: Settings > Ease of Access > Keyboard > Sticky Keys > Turn Off

Microsoft e-home Infrared – Disabled

- Unplug the IR receiver and leave the IR receiver unplugged.
- No drivers should be loaded for the IR receiver so the Right Shift Key works with a traditional keyboard.
- Or change the Infrared driver to "HID Compliant Device" and reboot. By default it uses an MCIR 109 keyboard driver - which is a Japanese keyboard driver and appears to cause the problem. The IR receiver should still work.

If you are unfamiliar with these items, we suggest consulting with an local expert who can help you adjust the settings.

CNS VS Local – for Mac

Mac Local – installation interrupted: If your Mac Local installation is interrupted follow the steps in this link to install;
http://www.mcvsd.org/tips/powerteacher/osx_unidentified_developers.html

CNS VS Web – Settings for Mac

CNS Vital Signs Web version will work on Safari. The settings are the same with the ability to use Safari instead of IE or Mozilla. There is nothing specific to MAC

CNS Vital Signs®

Important Information

CNS VS4 Local Software is designed to operate/run on any standard laptop and desktop. No special hardware is required. It can be easily deployed at individual practices, busy large group practices, hospital networks, academic medical centers and global research projects.

Minimum Computer Configuration:

Windows 7 or greater operating system or Mac OS 10.6.8 or higher.

CNS Vital Signs Software:

- **Windows:** Requires Windows 7 or greater operating system. May require that the *DirectPlay/DirectX 'OK' button be selected* during the VS4 install (See #5 on page 5) A VS4 Windows install uses about 70MB of disk space. Runs on a 32bit (x86) or 64bit (x64) processor.

- **Apple Mac:** VS4 will run on Mac OS 10.6.8 or higher and using an Intel processor. A VS4 Mac install uses about 50MB of disk space.

Important: You can install from any account, if you install from a basic account the installer will prompt them for an administrator username and password if required.

Generally, it is best practice to run all software from a User Account, and only use an administrator account when necessary.

CNS Vital Signs assessment platforms are fully functional when test sessions remain on the counter displayed in the CNS Vital Signs applications initial window. Downloading software upgrades and purchasing additional assessment sessions can be performed by visiting **www.CNSVS.com**.

CNS VS Local Software 'System Administrator Password' is:

cnsvs (lower case)

Forgot or Lost CNS Vital Signs Account Password: *To retrieve a forgotten password, click the **Forgot My Password** at the bottom right of the home page and follow the prompts.*
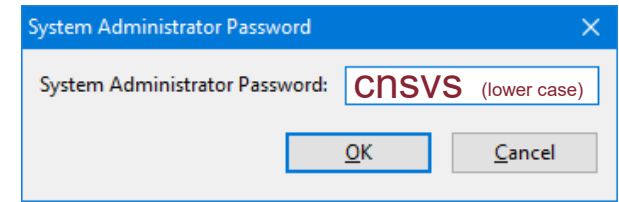
CNS Vital Signs Testing Solutions *are available for purchase from your CNS Vital Signs Account... CLICK the 'Place Order / Purchase button.*

1. **Custom Keyboard** *to support test administration.* **Price: $55 Shipping Included in USA.**

2. **CNS VS Mobile Testing Cart** *a popular solution to optimize exam room use.* **Price: $495 Shipping Included in USA.**

CNSVS Online: CNSVS Online **www.CNSVSONLINE.com** runs on a browser such as Firefox, Internet Explorer, Chrome, Safari, etc. on virtually any computer system connected to the internet. CNSVS Online works best when the clinic has an high speed, persistent internet connection.

Neurocognitive testing requires clinics to provide a quiet uninterrupted location e.g., exam rooms, small dedicated testing cubicles or rooms, empty sleep lab rooms, etc. The CNS Vital Signs 'Test Administration' Guide provides guidelines and recommended script to help patients obtain their BEST RESULTS.
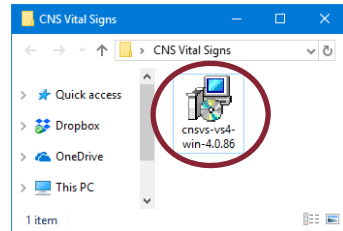
CNS VS Software Installation

You may also encounter a variety of installation graphics & warnings depending on the Windows OS you are running.
This is from a Windows 10 Installation.
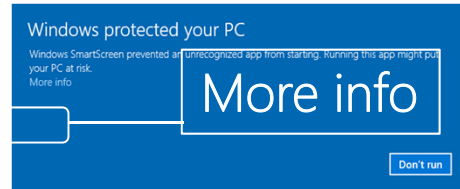
1

② Download Software

Double CLICK the Software Icon

To Begin SELECT the 'Download Software' button at CNSVS.com

2

You will want to affirm the installation.

Select 'More Info'

Select 'Run Anyway'

Windows protected your PC

Windows SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.
More info

More info

Don't run

App: cnsvs-vsx-win-4.0.57.msi
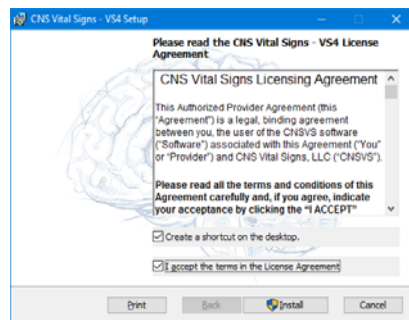Publisher: Unknown Publisher

Run anyway | **Don't run**

Run anyway | Don't run

3

The installation wizard will appear ready to load the software.
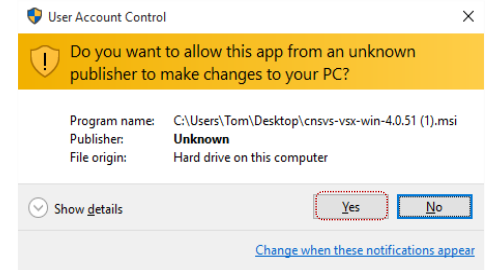
After agreeing to the terms...

SELECT the 'Install' button.

SELECT the 'Finish' button

CNS Vital Signs - VS4 Setup
Please read the CNS Vital Signs - VS4 License Agreement

CNS Vital Signs Licensing Agreement

This Authorized Provider Agreement (this "Agreement") is a legal, binding agreement between you, the user of the CNSVS software ("Software") associated with this Agreement ("You" or "Provider") and CNS Vital Signs, LLC ("CNSVS").

Please read all the terms and conditions of this Agreement carefully and, if you agree, indicate your acceptance by clicking the "I ACCEPT"

☑ Create a shortcut on the desktop.

☑ I accept the terms in the License Agreement

Print | Back | Install | Cancel

4

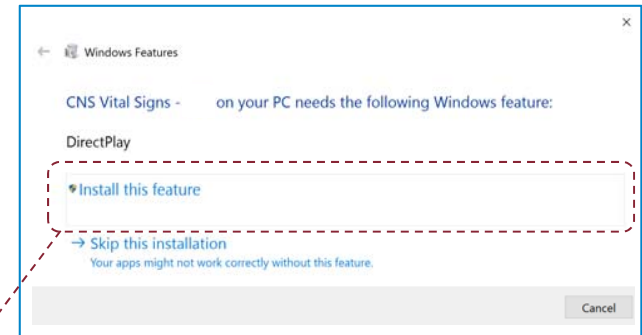**You will want to affirm the installation.**

You may encounter an installation warning... SELECT **Yes, Allow Access,** etc.

The software will install... Continue to select the **'Next'** button as needed.

User Account Control
Do you want to allow this app from an unknown publisher to make changes to your PC?

Program name: C:\Users\Tom\Desktop\cnsvs-vsx-win-4.0.51 (1).msi
Publisher: **Unknown**
File origin: Hard drive on this computer

Show details

Yes | No

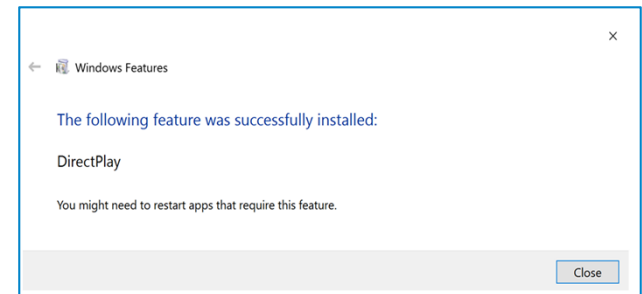Change when these notifications appear

5

Depending on your computers configuration you may be asked to turn on the DirectX/ DirectPlay function

SELECT the **'Install this feature'** button

You will be notified of a successful installation

Windows Features

CNS Vital Signs - on your PC needs the following Windows feature:

DirectPlay

↓ Install this feature

→ Skip this installation
Your apps might not work correctly without this feature.

Cancel

Windows Features

The following feature was successfully installed:

DirectPlay

You might need to restart apps that require this feature.

Close

6

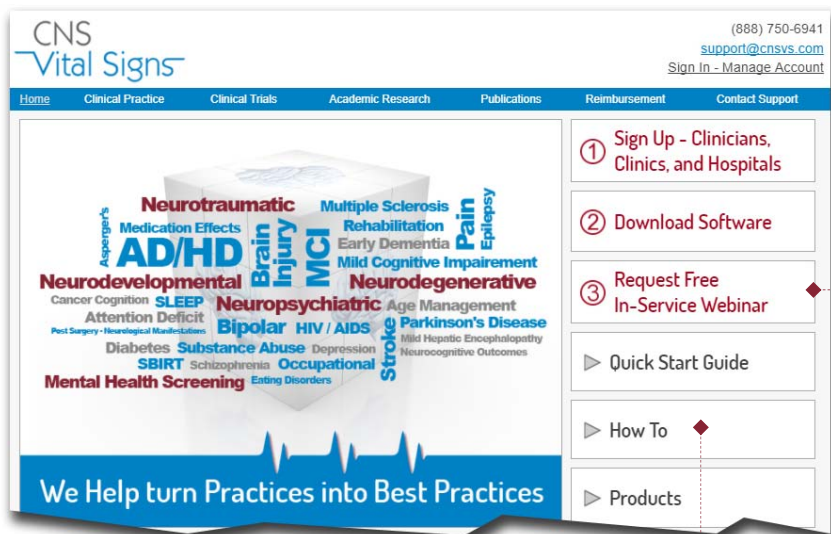**Following installation you will be asked to ACTIVATE your software. New Users will receive FREE Training / Trial Assessments when they ACTIVATE their Local Software App.**

(See the first page for activation and registration instructions)

Software Activation

A CNS VItal Signs registration is required to activate this software and receive a limited number of free evaluation assessments.

If you have already registered with CNS Vital Signs, press the 'Activate'

Cancel

How do I Install the Software? Windows 10 Example **5**

Two Ways to Learn More:

This 'Quick Start Guide' information all or in part is best understood when combined with discussion during a CNS Vital Signs In-Service Webinar.

Schedule a personalized training webinar at a time of your choice.

CNS Vital Signs goal is to tailor the web meeting to meet your needs and optimize your time.

The webinar covers best practices...

- **Test Administration**
- **Report Interpretation**
- **Billing, Coding, Reimbursement**

...plus any questions you have.

Your 45 to 60 minute webinar will be **most effective if you take the test yourself in advance of the web meeting***. The length of the meeting will be determined by you and your informational needs.*

Go to CNSVS.com to schedule your webinar.

▷ How To

Need additional information just CLICK the 'How To' button on the homepage.

If you're wanting to learn more about our Local or Web Assessment platform, our 'How To' tutorials (CLICK the homepage button) are a great way to get started. They range from basic to more advanced topics.

The tutorials are grouped as How-To use the:

- **LOCAL Software Testing Platform:** installed on your computer, no internet access required, and real time reports
- **WEB Testing Platform www.CNSVSOnline.com:** No software to install, run on any computer with persistent internet access and a browser, and produces real time reports (webinar required to set up)
- **iPad Apps**

Begin Testing Today!