INSTRUCTIONS FOR USE

qubeAVpro Debriefing System

IMPORTANT!
READ BEFORE USE
RETAIN FOR FUTURE REFERENCE

Safety information:
The AV Debriefing System should only be set up
and operated by trained personnel.

Manufacturer:
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These instructions for use
are in accordance with the specifications of the EU Product Safety Act (ProdSG).

Version 1.0 - ENGLISH

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Introduction

Congratulations on purchasing your new **qubeAV** system.
With the current level of interest in providing the best training in team communication and medical procedures, the usage of AV systems has become a popular component of regular training.

With your Debriefing System, you can analyse training scenarios from every angle. The high-quality **qubeAV** software allows you to record training scenarios for later debriefings.

The **qubeAV** software also enables you to record a patient monitor. So it's possible to very easily integrate the **qube**^{3} simulation system into a simulation scenario or to integrate other things into the **qubeAV** system.

Coloured markers make it possible for the instructor to mark important situations in the simulation at any time, meaning they can refer to crucial analyses in the debriefing even more quickly.

Sustainable Quality Management

The Skillqube "Mission360" strategy focusses on integrated solutions for simulations and training sessions in pre-clinical and clinical patient care. For Skillqube, "Mission360" means providing sustained support with significant input in all areas of learning.

From pure knowledge acquisition, learning skills, training in how to make the right decisions and team simulations and training through to sharing pre-clinical and clinical experiences.
This cycle of learning is at the core of Skillqube's "Mission360".

Skillqube has revolutionised analysing and debriefing from simulation scenarios with the **qubeAV** audio-video system!

This booklet doesn't just contain operating instructions, it also contains an abundance of information on dealing with the **qubeAV** software. To make sure that you're happy with your **qubeAV** system for a long time, please take the time to carefully read through the following instructions and safety information.

Important safety measures

Safety comes first for SKILLQUBE GmbH!
At Skillqube, we are very safety-conscious and we always bear the safety of our customers in mind when building and assembling our products.

Safety measures for your qubeAV system

- Never leave the **qubeAV** system running unattended.
- Make sure that the system has been put together correctly and completely before starting it up.
- Never pour water or other fluids into the system.
- Always unplug the **qubeAV** system when you have finished working with it.
- Never pull or yank on the power cable.
- Read through the instructions carefully before starting up the system. Store the instructions in a place where they can be accessed at any time.
- Never immerse the power cable in water or other fluids.
- Never work with the system if the power cable or plug is damaged, or if the system is not working as expected or has been damaged in any way. If the equipment needs to be serviced or repaired, take it to an authorised person, or send it to SKILLQUBE GmbH.
- Never let the power cable hang over the edge of a table. Keep the power cable away from hot surfaces (e.g. radiators, ovens).
- Always switch off and unplug the system:
    - if you're leaving the system unattended,
    - if the system is not in use,
    - before cleaning the system,
    - before moving or transporting the system.
- Any maintenance work going beyond cleaning the exterior of the **qubeAV** system may only be carried out be an authorised person.

qubeAV Assembly instructions

The qubeAV Debriefing System consists of:

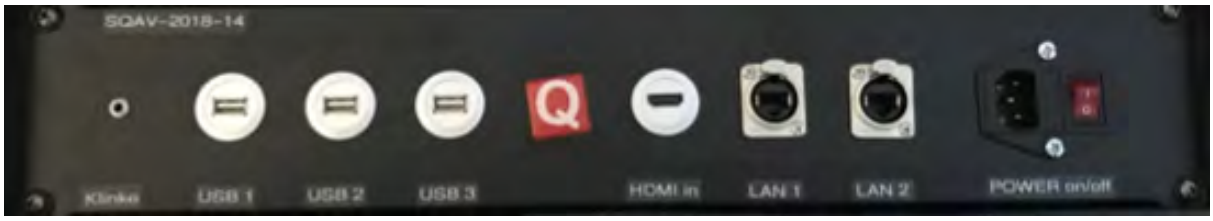
- Debriefing equipment (flight case)
- Connections for accessories
- MacBook inc. adapter
- Accessories case
- 3x cameras
- 1x speaker, 1x 10m audio cable
- 1x microphone, 1x preamp
- 3x 20m USB cables
- 1x marker console

Open the **qubeAV** Debriefing System:

- 1x main cover
- 2x side covers

qubeAV Debriefing System connections from left to right:

1. Jack: 3.5mm jack for stereo speakers (optional)
2. USB 1-3: Logitec USB camera
3. HDMI in: external media stream (Apple TV, optional)
4. LAN 1: external service (Wi-Fi)
5. LAN 2: external service (ThunderBolt Dock)
6. Power on / off: mains plug for 230V power supply

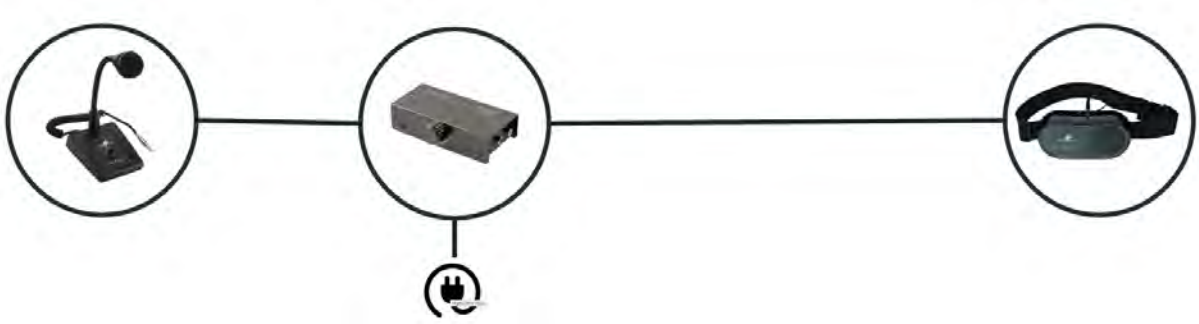


qubeAV Debriefing System MacBook connections:

1. Connect the MacBook to the **qubeAV** Debriefing System via the USB C port.
2. Connect the Student View Monitor to the HDMI out port.
3. Connect the marker console to USB input 4.

qubeAV Debriefing System “Voice of God” (communication station):

1. Connect the microphone (6.3 mm jack) to the preamp – “Mic in” (set to mono).
2. Connect the preamp (red/white phono connectors) with the speaker – 3.5mm “Mic in” jack.
3. Connect the preamp to the power supply.



Activating the licence key – qubeAV

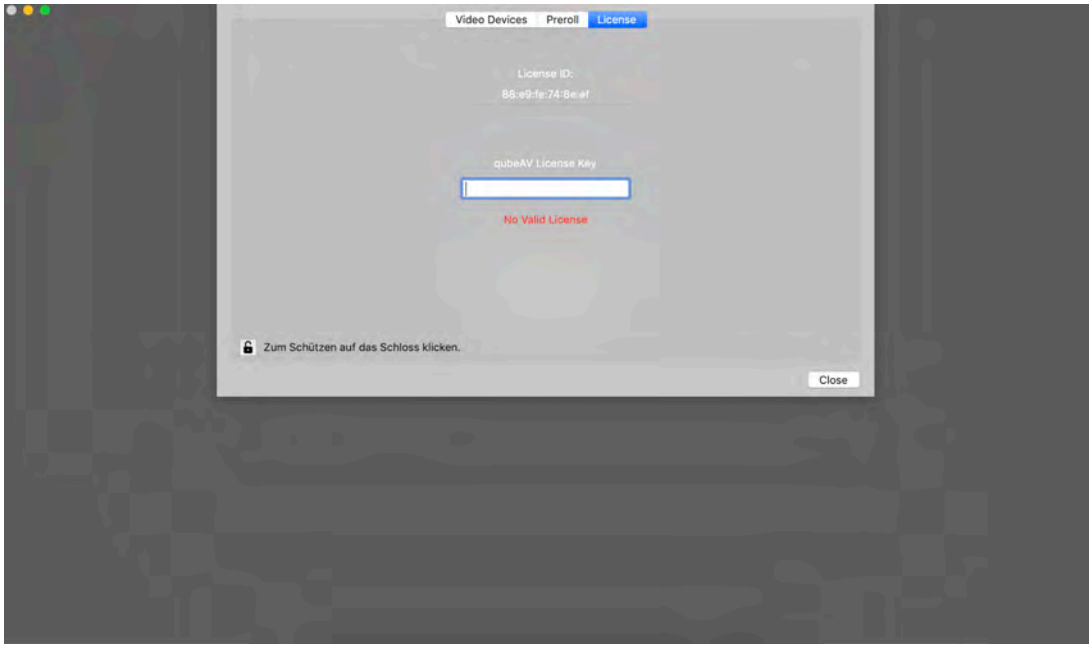
Your AV Debriefing System will be fully set up when you receive it.

If you're setting up your Apple device yourself, the application is activated as follows:

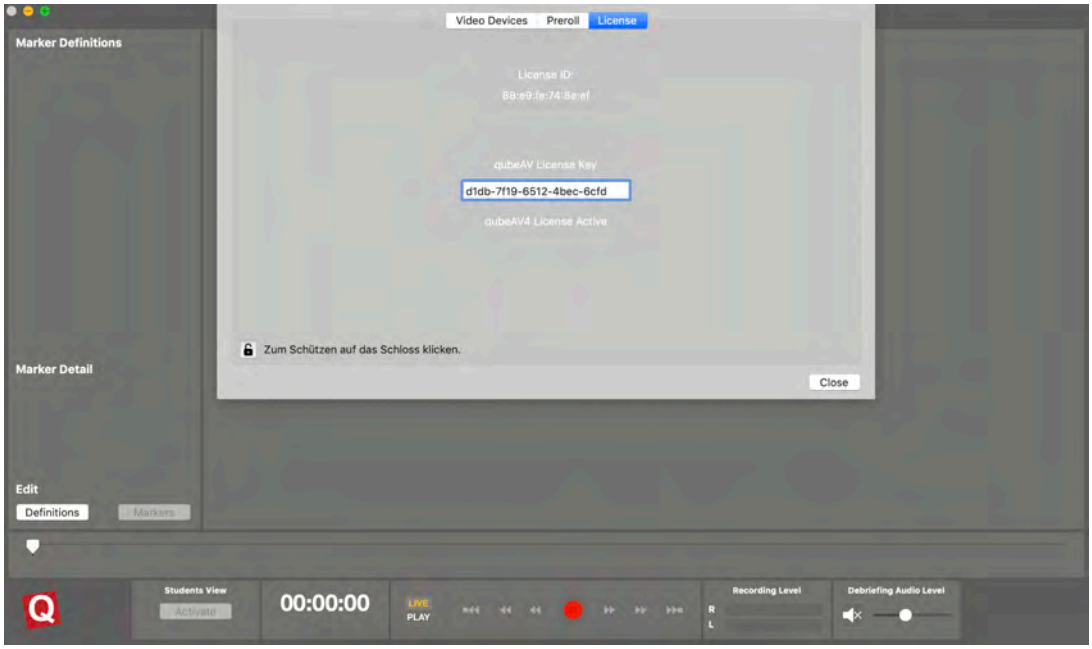
1. Open the installed **qubeAV** application in the dock

2. After opening the application, you'll see the following screen. To activate your licence, press the "Open Settings" button.

3. Open the lock symbol in the bottom left. After that, you can enter the licence key sent to you.



4. The application starts itself, you don’t have to carry out any confirmation after the correct licence key has been entered. After entering the key, close the lock symbol and then press “Close”.



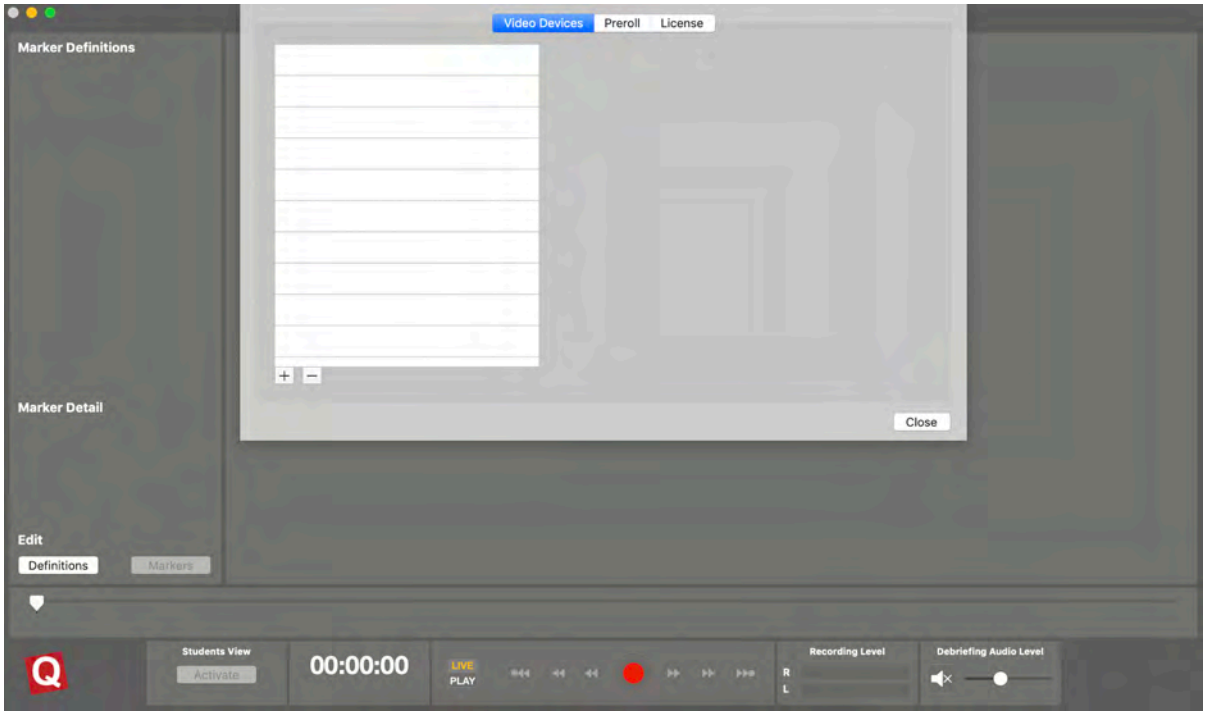
Running the qubeAV application

Integrating and setting up Audio/Video

1. Open the installed **qubeAV** application in the dock

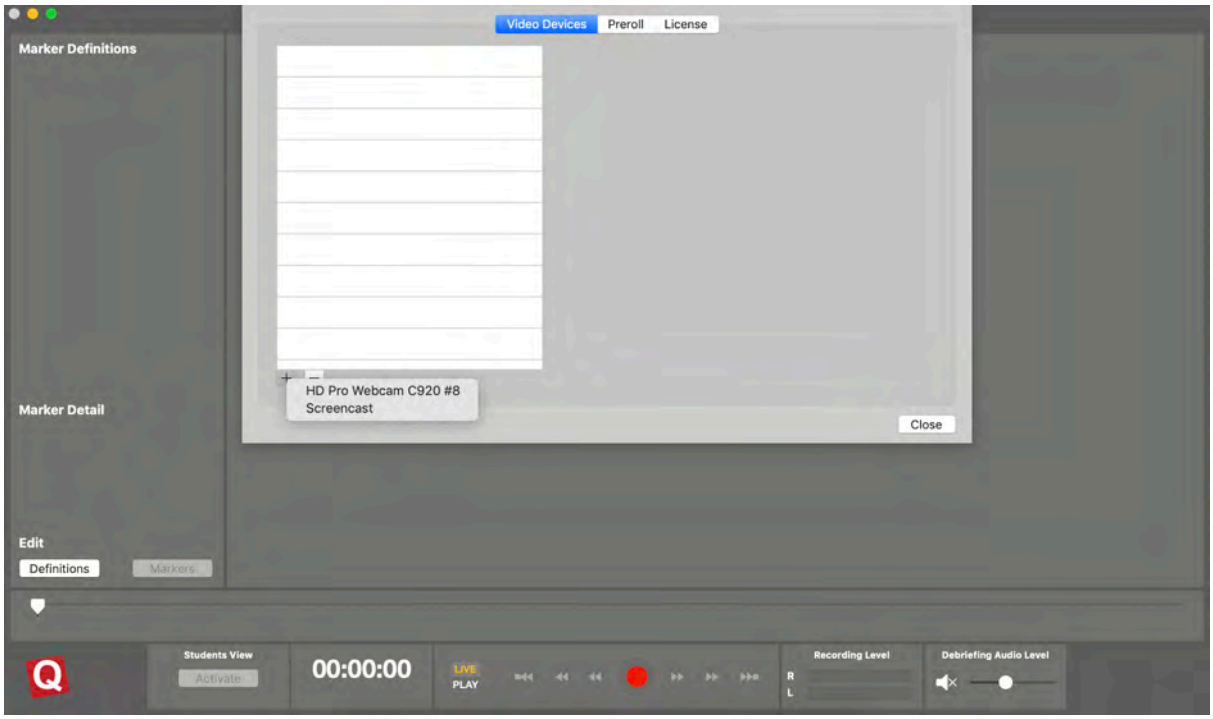
2. The search for video devices after opening the software can go wrong. First check whether all the cameras are connected to the system.
If all the cameras are connected, press the “Settings” button.
If you only want to use the software to load a video, press the “Later” button.

3. The “Settings” button opens the camera settings.

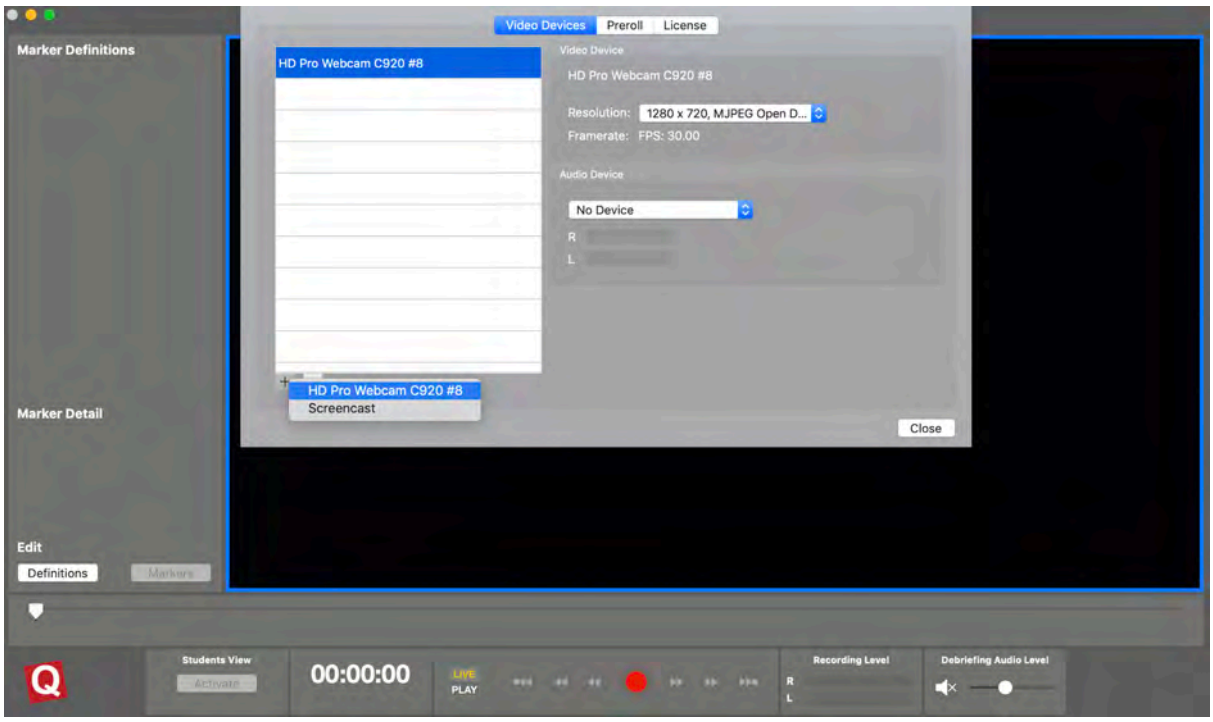


4. Call up the connected cameras by pressing the + button in the bottom left.

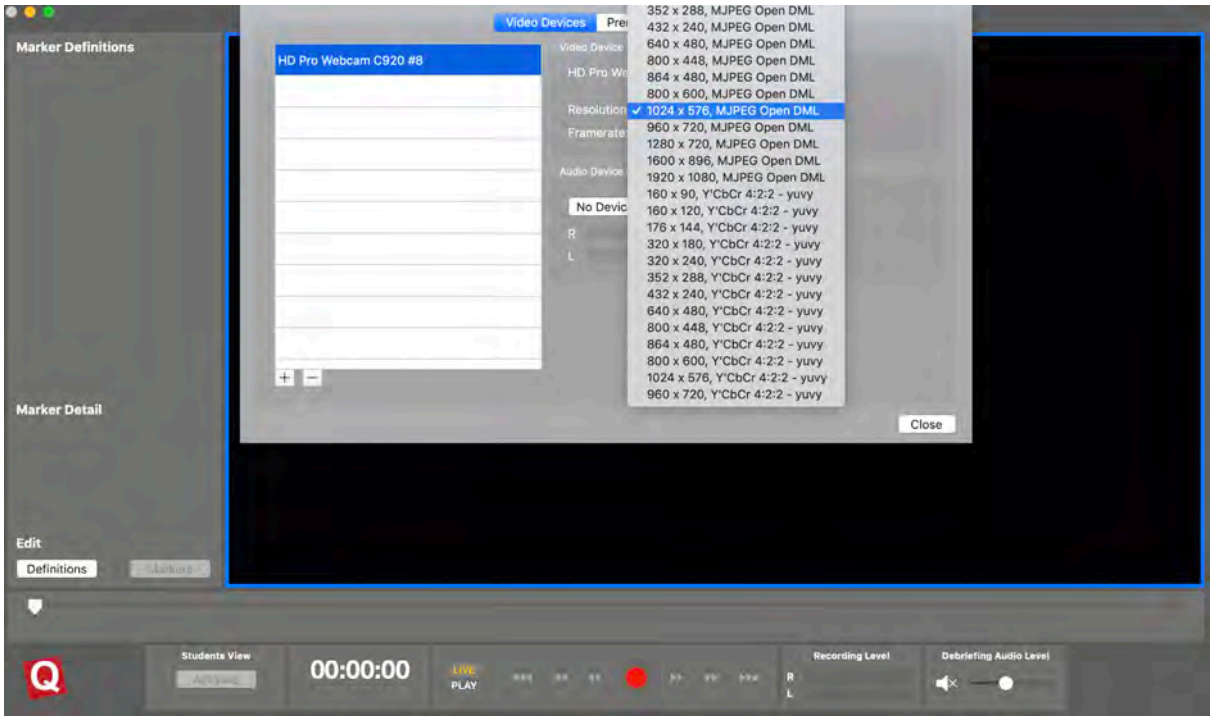
You will be shown all available devices. If using a qube Patient Monitor, you can also connect that to the system here. This will happen so long as they are located and started up in the same network as the debriefing system.



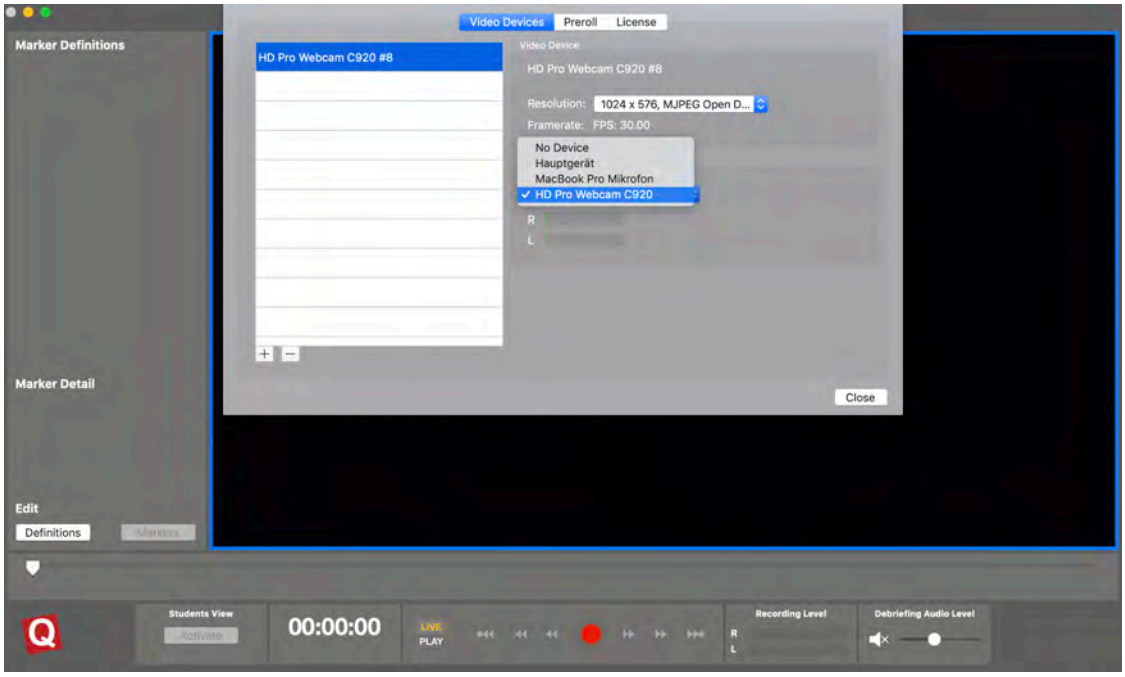
5. After the desired camera has been selected, it will appear in your list. Practical tip: use the first camera for audio as well. That way you can make sure that the best position can still be set by adjusting the camera.



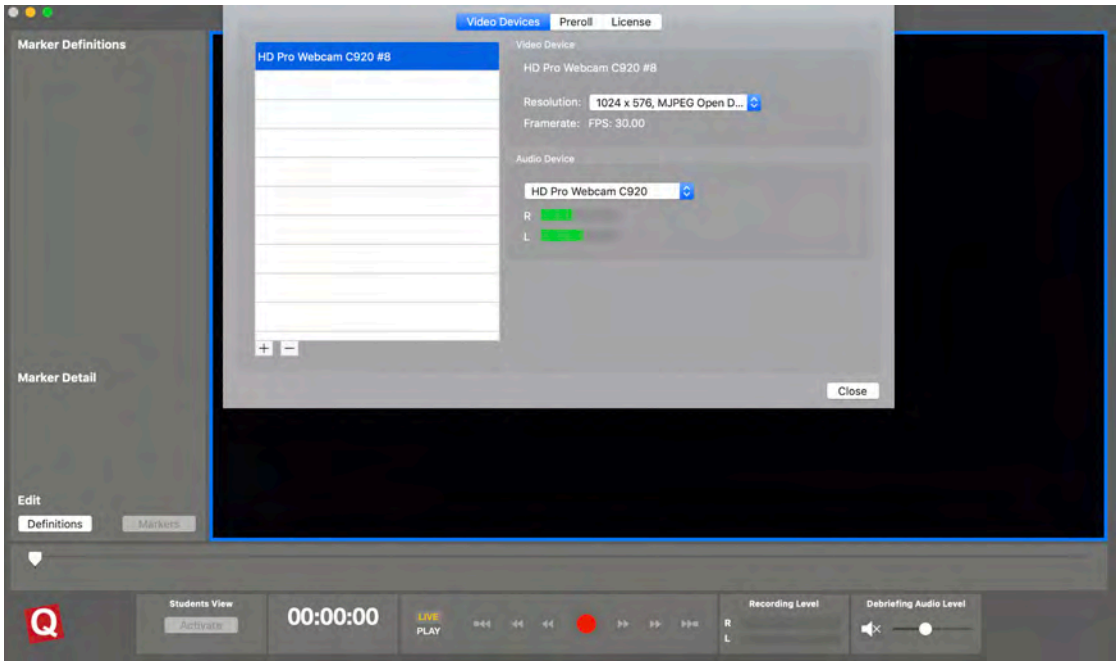
6. If you are using the supplied USB cameras (Logitec C920), use the following resolution.
1024 x 576



7. The camera also providing an audio signal can now be selected using the “Audio Device” menu item.



8. Create background noise in the “action area” (simulation space) to check the microphone is working. If the microphone is working, R and L will light up. Tip: the selected camera will be surrounded by a blue frame which is only visible in settings.



After making your adjustments, press the “Close” button

Connect external media (media stream)

Proceed as you would when connecting a video source.

1. Settings
2. Video source
3. Press + in the bottom left

After that, select the source **Black Magic**.
This will then be available and integrated into the tile view.
Important: make sure that the HDMI settings have been activated!

Black Magic will be deactivated after about 3 minutes if it isn't being used.
You can activate BlackMagic using the BlackMagic software, or by restarting the **qubeAV** system.

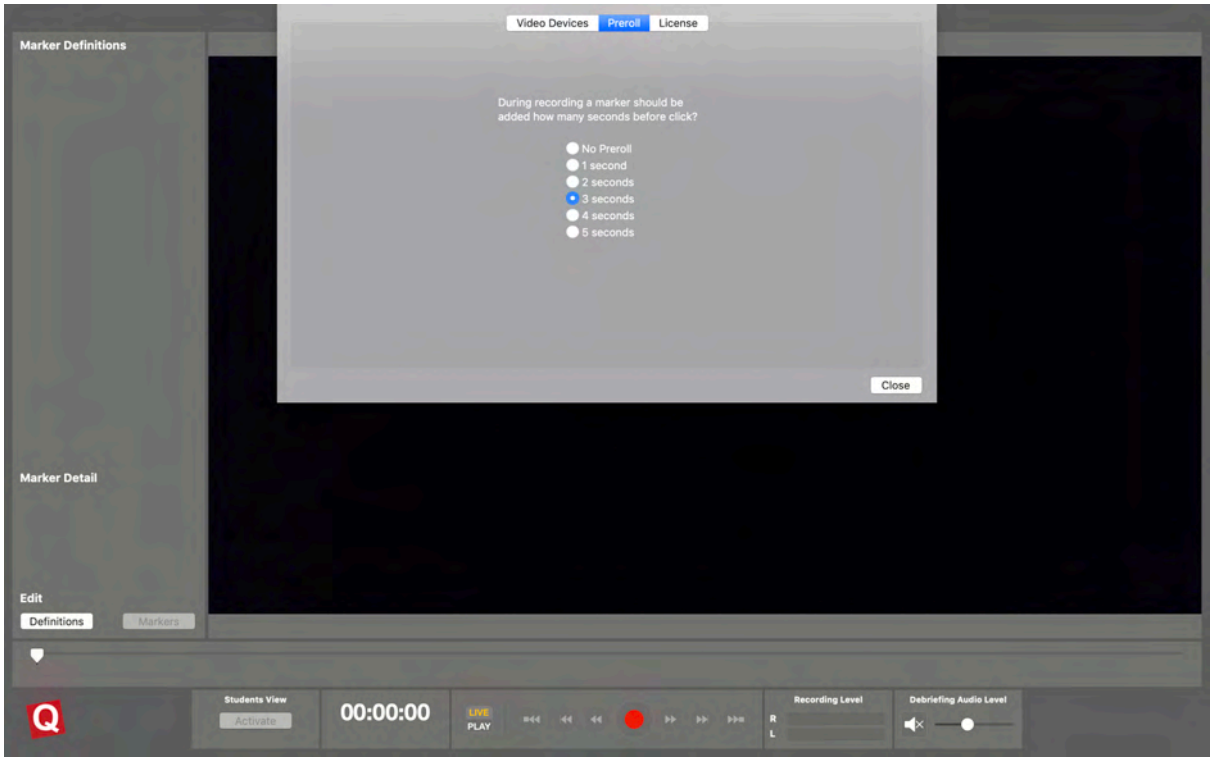
SKILLQUBE recommends the use of AppleTV for media streaming.

Adjusting the preroll

Preroll offers the option of influencing the time at which a marker is placed. Without preroll, the marker will be placed at the exact moment you click. That means that the marker will be a little after the start of the relevant situation instead of at the start. To compensate for reaction and thinking times, you can use "Preroll" in the submenu to place the marker a few seconds before your click.

Proceed as follows to get to the "Preroll" submenu:

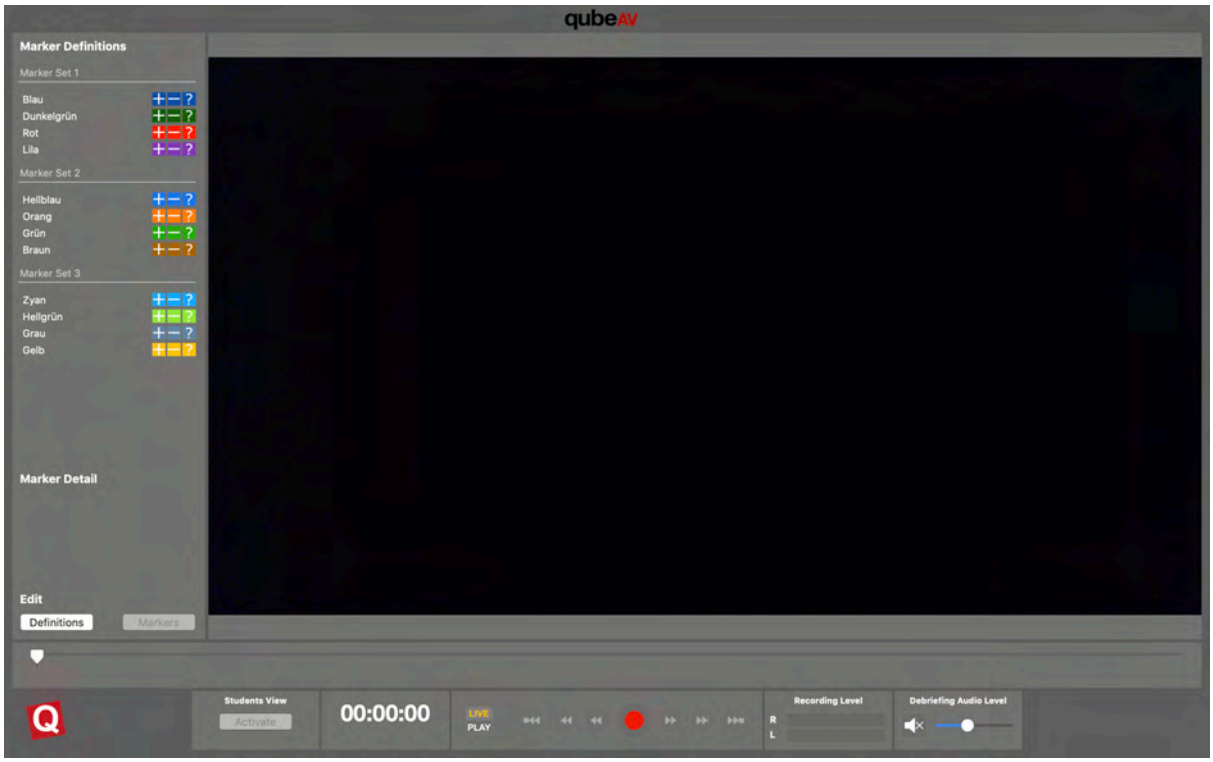
1. Click on "qubeAV" on the menu bar right at the top of the screen
2. Click on "Settings" in the submenu this opens up
3. In the "Settings" submenu, click on the tab "Preroll"
4. Here you set a preroll of up to 5 seconds before your click.



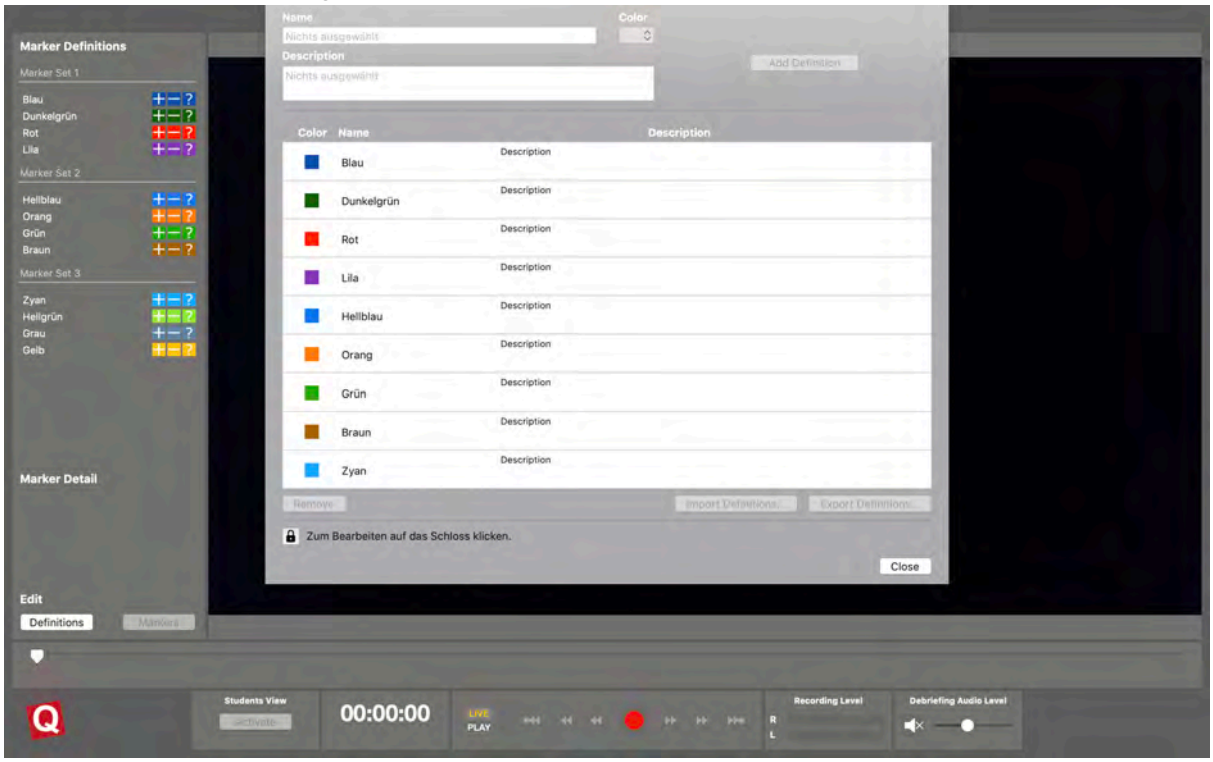
Adjusting marker sets

You have three marker sets in your software which are predefined in colour. This was set up that way by SKILLQUBE and coordinated with the supplied marker console.
For this reason, we recommend that you do not change the colour settings. That's because every change also needs to be adjusted on the programmable console. Should a colour change be necessary, please contact our support team.

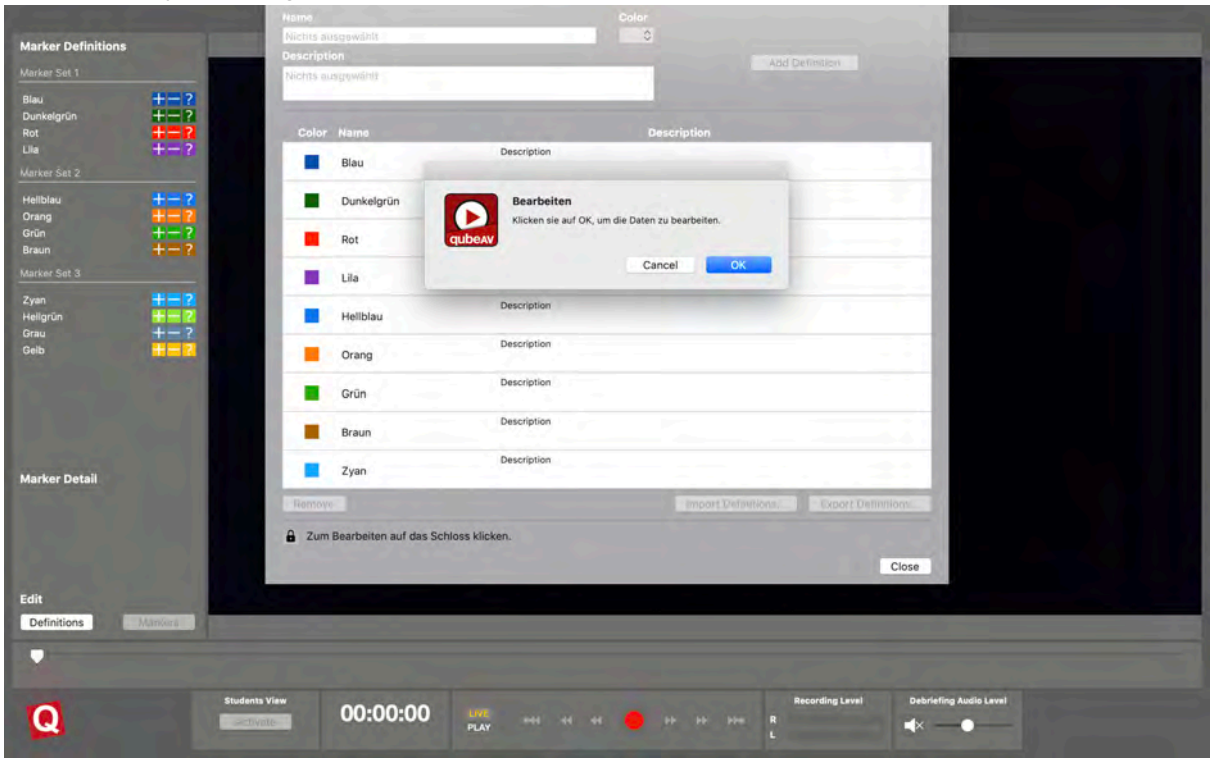
1. Press the “Definitions” button below “Edit”.



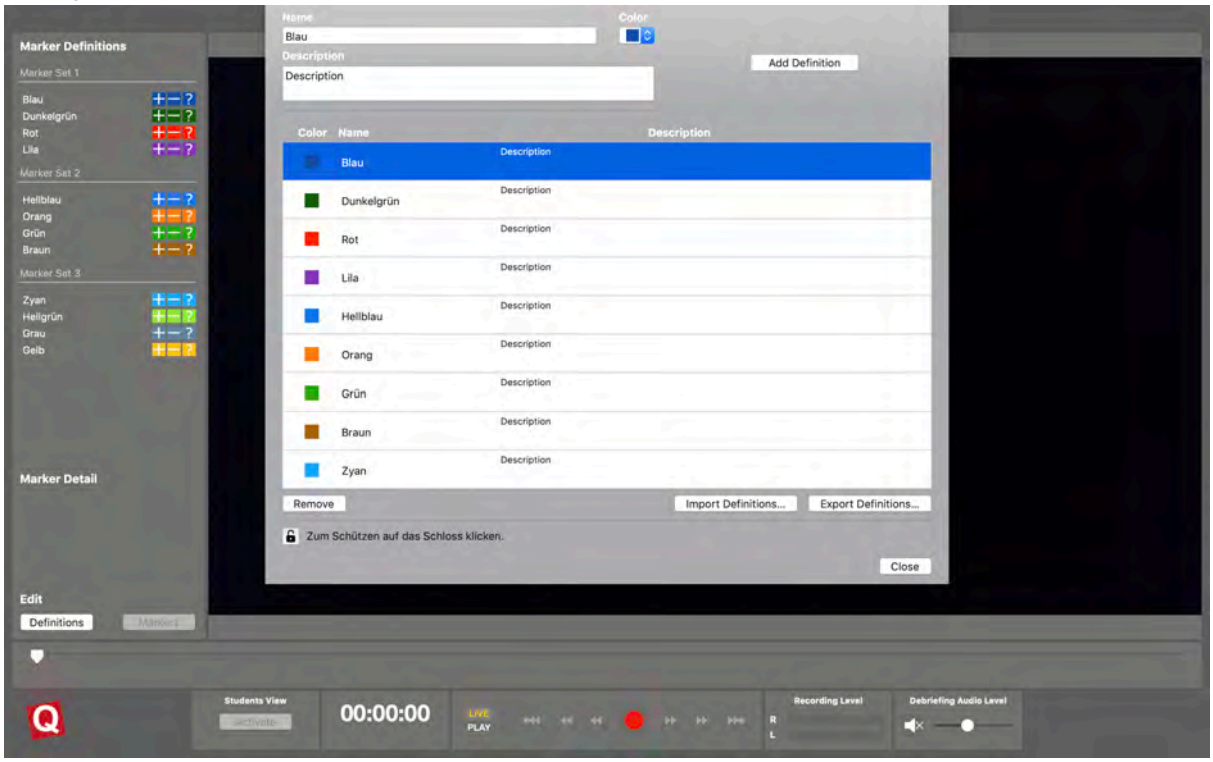
2. To be able to describe the marker colours, click on the lock in the bottom-left area, and open the option of editing the colours.



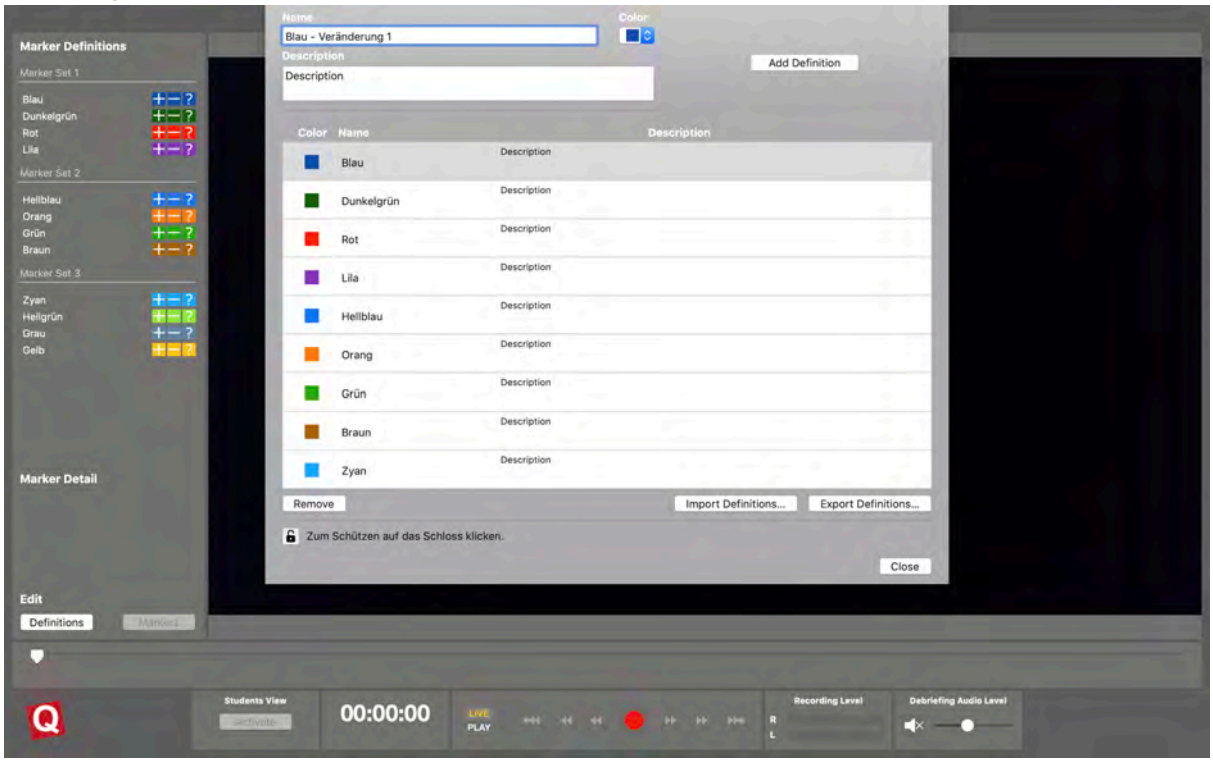
3. Confirm by pressing the “OK” button.



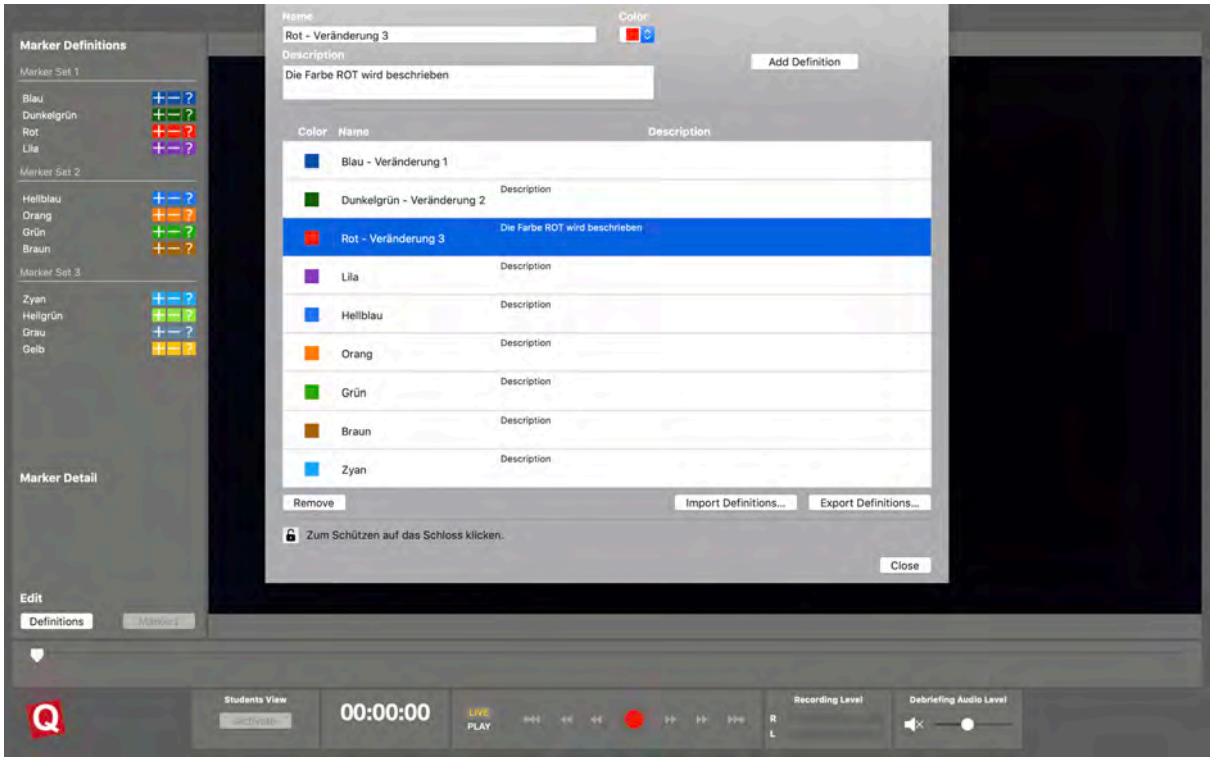
4. Proceed as follows to change the name of the marker. Select the colour you want to change. As an example here, “Blau”.



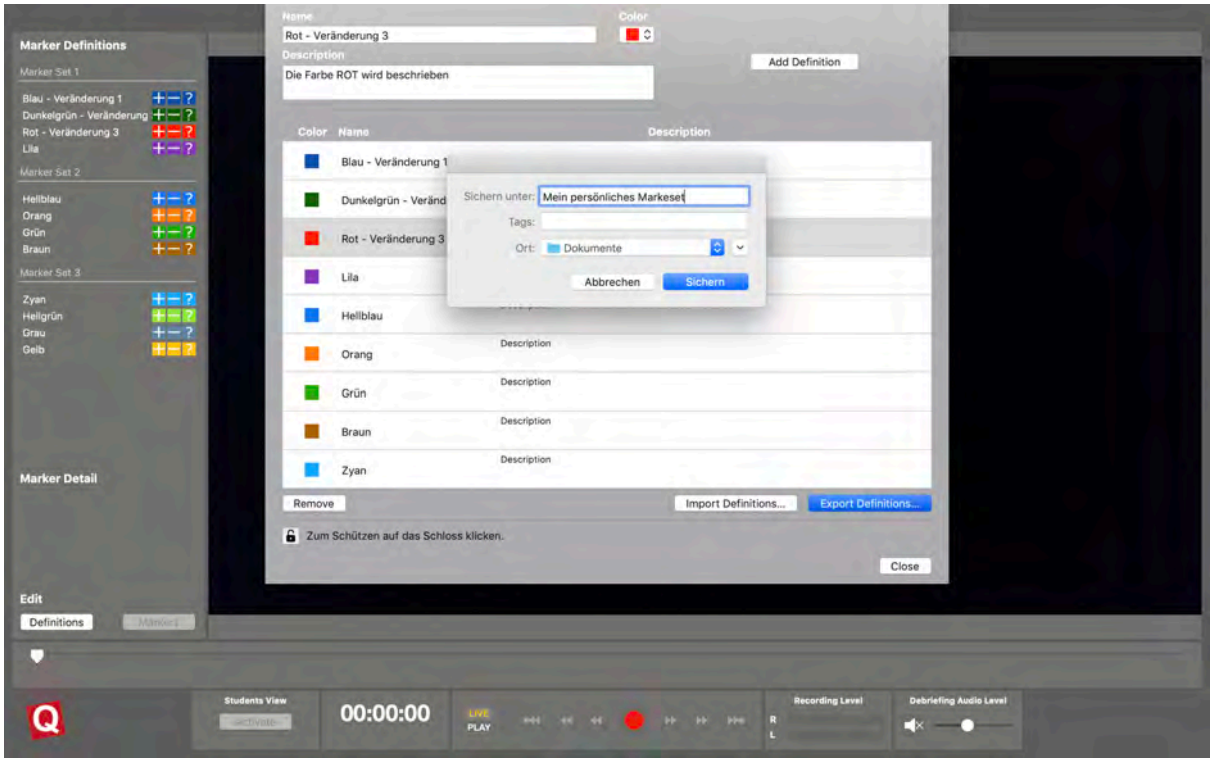
5. Change the name of the marker in the field “Name”



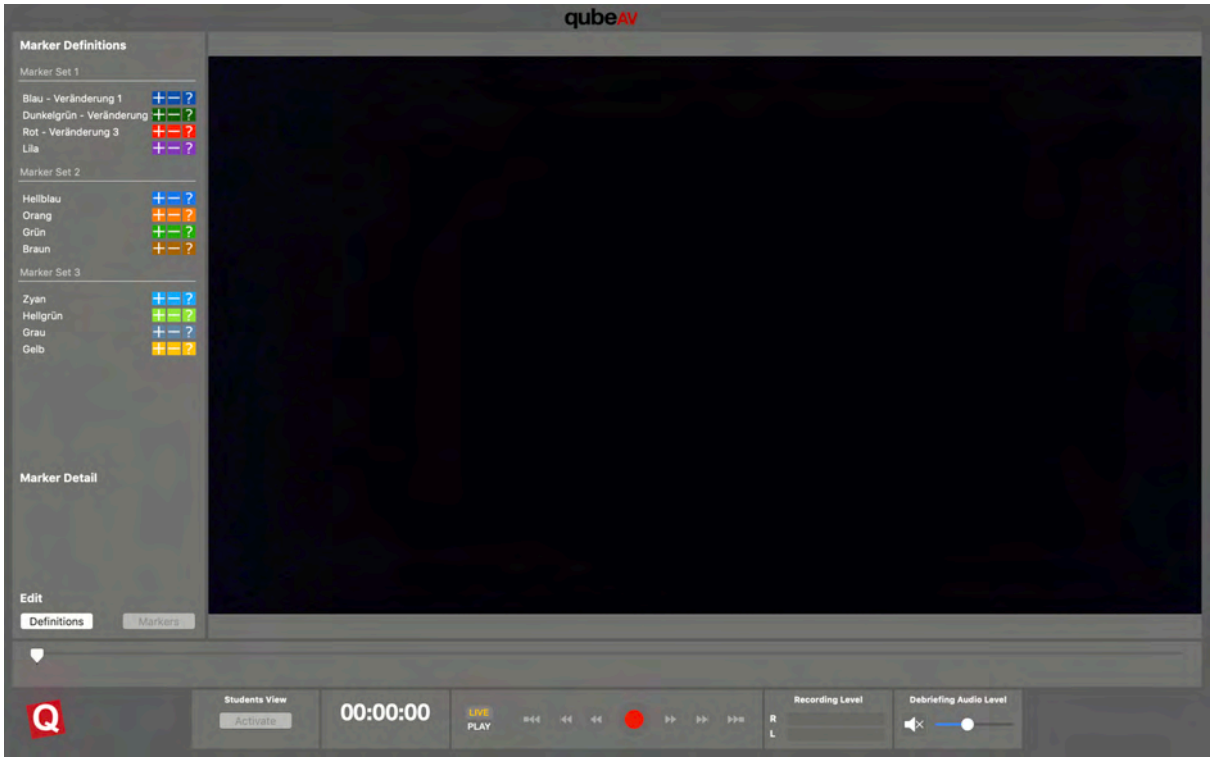
6. You can also add a description for your marker.



7. You must save this so that your marker can also be used for all other simulations. To do this, proceed as follows:
Press the “Export Definitions” button, and define the file name and file location. Then press the button “Save”

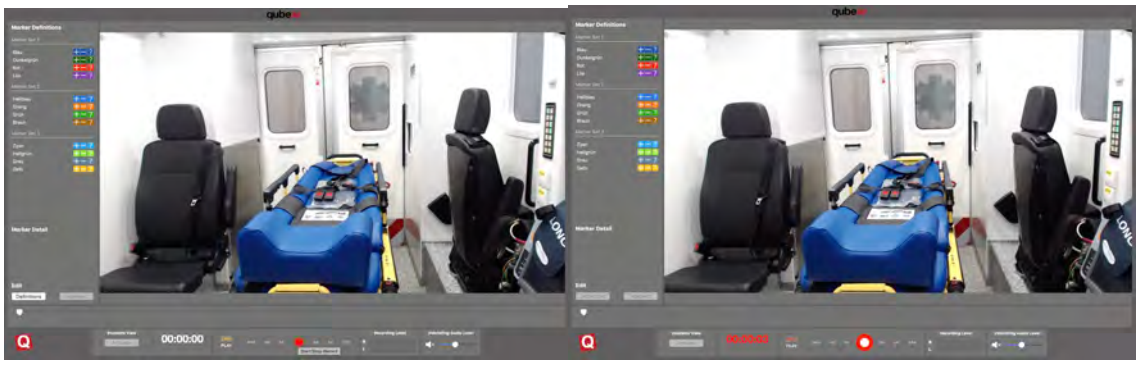


8. Your marker set will now adjust automatically, and will be displayed in the same way that you saved it every time you open the application.



Recording

1. Activate the expanded monitor (Student View) so that the observer will also receive an image on the external monitor. Audio is enabled automatically.
   The volume can be adjusted using the controls.
2. Press the red record button to start recording.
   The button changes when you start recording.



3. To stop recording, press the red button again. The screen immediately changes to playback mode so you can start with your debriefing.

Playing back recording

1. Activate the observer monitor
2. Recording control unit
    a. Start/stop the recording
    b. 5 seconds back
    c. 5 seconds forward
    d. To the start of the recording
    e. To the end of the recording
    f. Previous marker
    g. Next marker
3. Go to – enter time in the recording
4. Volume control
5. Time of the current place in the recording and the length of the whole recording
6. Marker description for the marker used

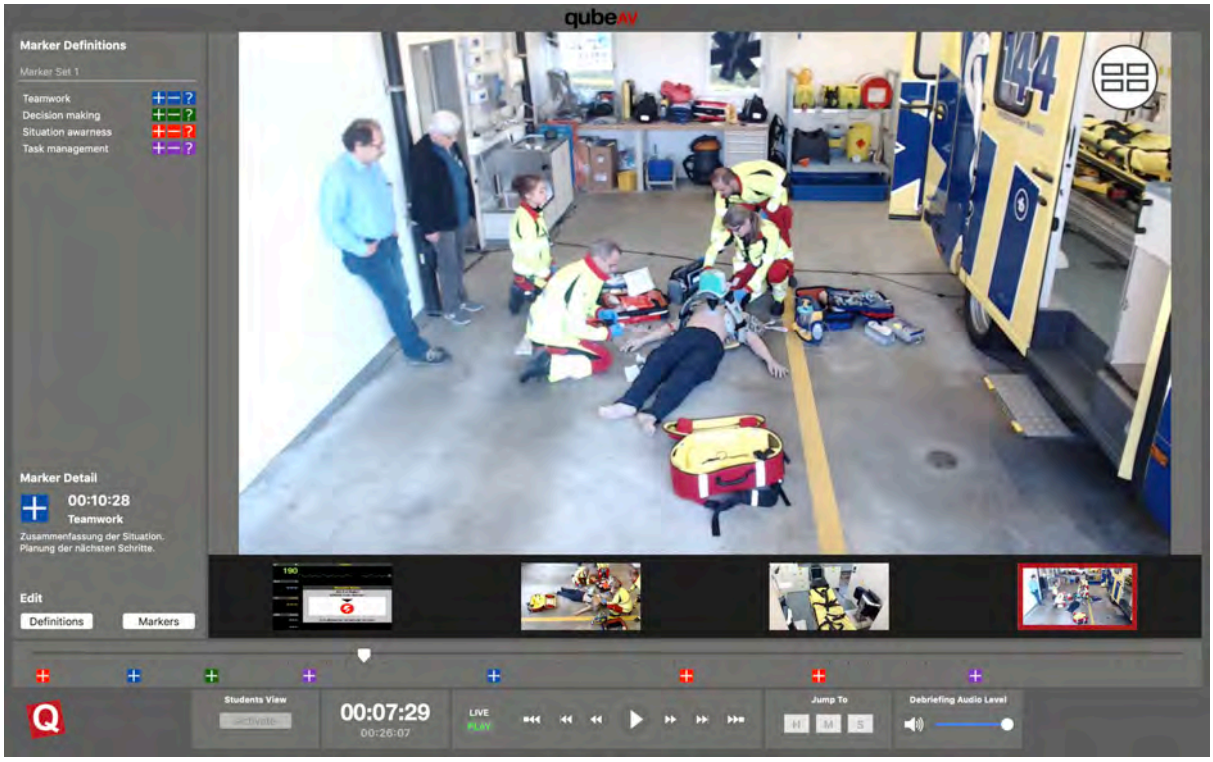
If you pause the video in playback mode, the current image will have a filter (blur effect) applied to it.

This will automatically be removed upon resumption of playback.
If you need the current image, click once on the display and the filter will be removed.

Using the tile view

You have the option of enlarging individual windows during the recording. To do this, click on the desired camera angle (mouse or touchpad).

You also have the option of enlarging the camera angle you have selected. Click (with the mouse or touchpad) on the area which you want to enlarge. To stop viewing an enlarged camera angle, click (with the mouse or touchpad) again.



To change to tile view, click in the top right.
Button: white circle with four rectangles.

In recording mode, only the controller can swap between camera angles, the observers will continue to see the tile view.

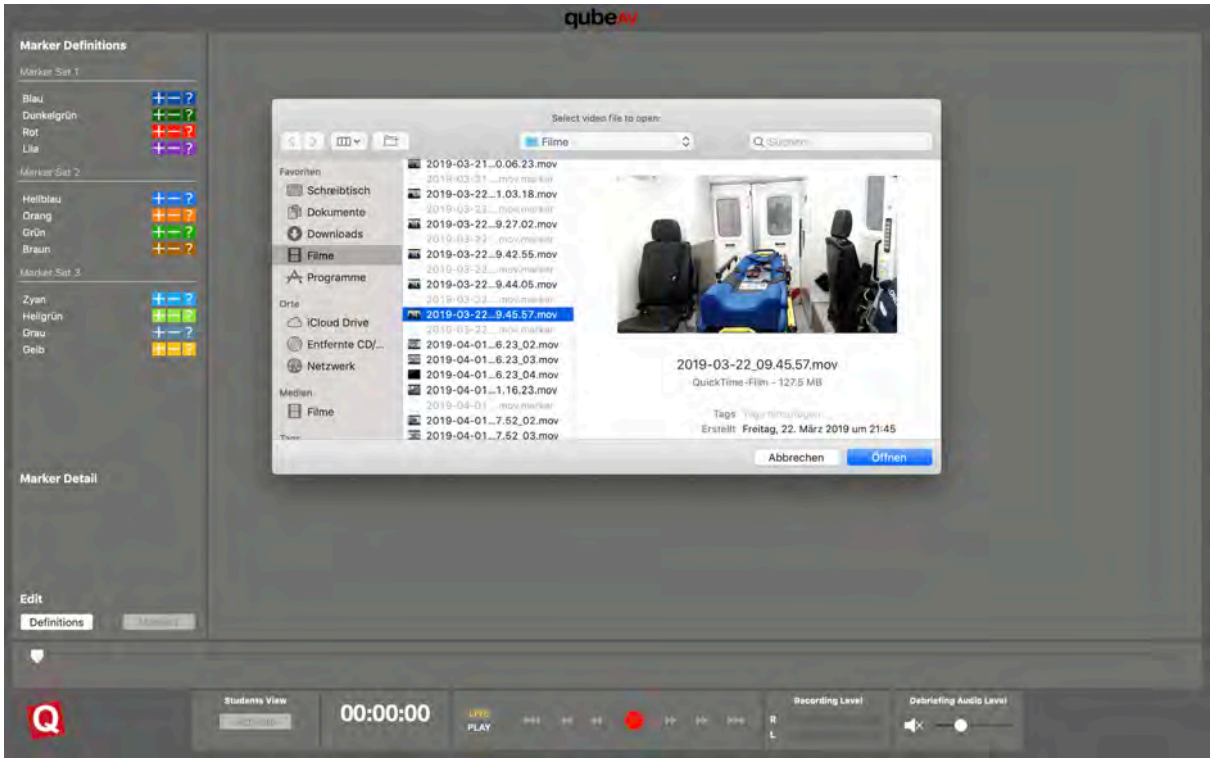
If you're in a debriefing, you can use this method to show the observers individual images and zoom on them.

Save recording

1. If you switch to the live view, you'll be asked if you want to save the recording
2. Select the "Save" button and specify the file location for your file.

Opening a saved recording

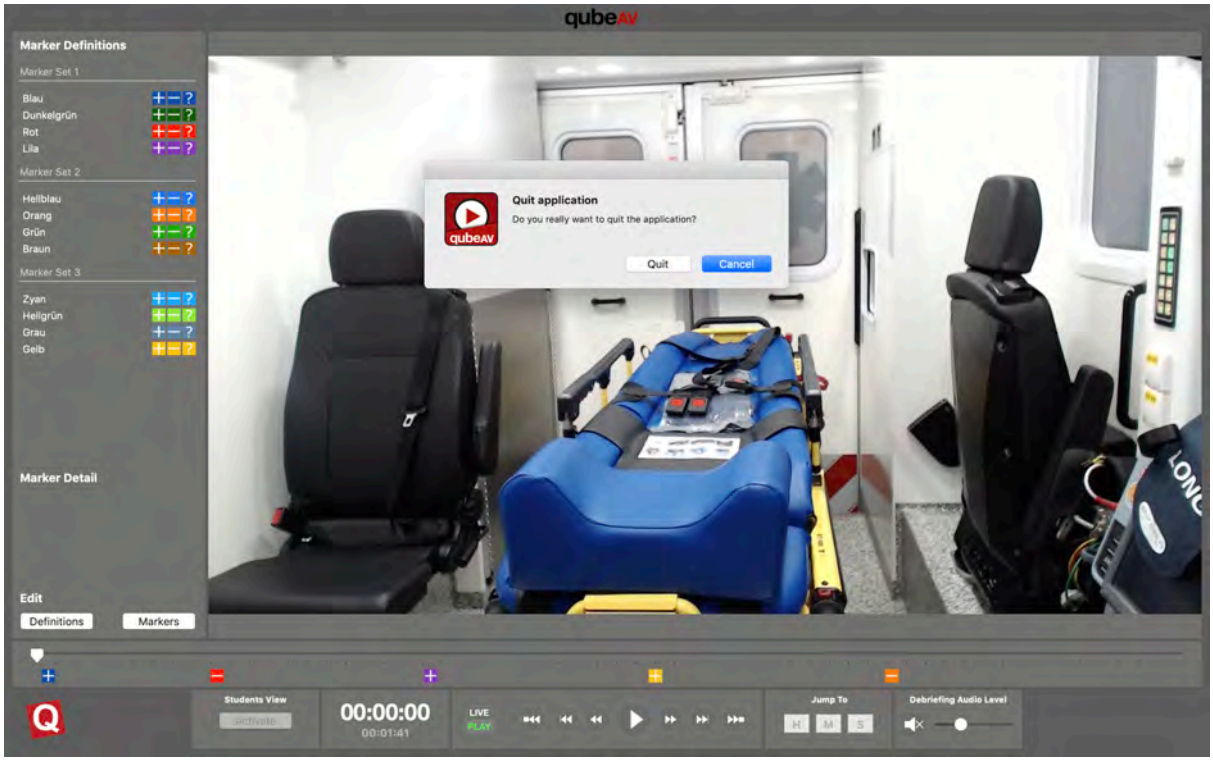
1. Start the qubeAV application
2. Use the shortcut ⌘ + o or go to "File" and "Open video" on the menu bar
3. Select the video you want to open, and click the button "Open"



You can set and describe markers later. These changes will be saved immediately. No active storage process is required. If you close the application, the markers set subsequently are associated with the video and will be available to you when open the video again.

Closing the application

Regardless of which phase your work with the qubeAV application is in, you will always be asked whether you really want to quit the application when you try to close it.
To close, you can either use the shortcut x, or press the red button in the top left.


qubeAV
Marker Definitions
Marker Set 1
Blau
Dunkelgrün
Rot
Lila
Marker Set 2
Hellblau
Orang
Grün
Braun
Marker Set 3
Zyan
Hellgrün
Grau
Gelb
Marker Detail
Edit
Definitions
Markers
Quit application
Do you really want to quit the application?
Quit
Cancel
Students View
activate
00:00:00
00:01:41
LIVE
PLAY
Jump To
H
M
S
Debriefing Audio Level

Shortcuts for the qubeAV software

The term “shortcut” refers to pressing certain buttons individually or pressing several buttons at the same time on a keyboard. The qubeAV software then carries out the command this combination is assigned to.

> **Greatest advantage:** Shortcuts are, above all, designed to save time.
> Many commands can be executed significantly faster by using a combination of keys than by clicking a mouse.
>
> **Greatest disadvantage:** You have to memorise the shortcuts.

The following functions can be controlled with shortcuts in the qubeAV software:

Keyboard shortcut	Operation
⌘ + ,	Open settings
x	Close the current project
d in playback mode	Opens the “Marker definitions” submenu
e	Activate/deactivate external viewers
a	Turn audio on/off
Option + +	Turn audio volume up
Option + -	Turn audio volume down
r	Start/stop recording
m in playback mode	Opens “Set markers in the recording” submenu
p in playback mode	Start/stop recording playback
► in playback mode	Jump forward to the next marker in the time bar
◄ in playback mode	Jump back to the previous marker in the time bar
Option + ► in playback mode	Fast forward 5 seconds
Option + ◄ in playback mode	Rewind 5 seconds
Option + ► held down in playback mode	Scan forwards 5 seconds
Option + ◄ held down	Scan backwards 5 seconds

⌘ + ▶	To the end of the recording
⌘ + ◀	To the start of the recording
⌘ + s	Save recording
l	Switch to live view
⌘ + o	Open saved recording
⌘ + q	Close qubeAV software
⌘ + h	Hide qubeAV software
⌘ + ⌥ + h	Hide all open applications except qubeAV

Marker shortcuts

⌘ + 1 + +	BLUE marker positive
⌘ + 1 + -	BLUE marker negative
⌘ + 1 + n	BLUE marker question mark
⌘ + 2 + +	DARK GREEN marker positive
⌘ + 2 + -	DARK GREEN marker negative
⌘ + 2 + n	DARK GREEN marker question mark
⌘ + 3 + +	RED marker positive
⌘ + 3 + -	RED marker negative
⌘ + 3 + n	RED marker question mark
⌘ + 4 + +	PURPLE marker positive
⌘ + 4 + -	PURPLE marker negative

⌘ + 4 + n	PURPLE marker question mark
⌘ + 5 + +	LIGHT BLUE marker positive
⌘ + 5 + -	LIGHT BLUE marker negative
⌘ + 5 + n	LIGHT BLUE marker question mark
⌘ + 6 + +	ORANGE marker positive
⌘ + 6 + -	ORANGE marker negative
⌘ + 6 + n	ORANGE marker question mark
⌘ + 7 + +	GREEN marker positive
⌘ + 7 + -	GREEN marker negative
⌘ + 7 + n	GREEN marker question mark
⌘ + 8 + +	BROWN marker positive
⌘ + 8 + -	BROWN marker negative
⌘ + 8 + n	BROWN marker question mark
⌘ + 9 + +	CYAN marker positive
⌘ + 9 + -	CYAN marker negative
⌘ + 9 + n	CYAN marker question mark
⌘ + 10 + +	LIGHT GREEN marker positive
⌘ + 10 + -	LIGHT GREEN marker negative
⌘ + 10 + n	LIGHT GREEN marker question mark
⌘ + 11 + +	GREY marker positive
⌘ + 11 + -	GREY marker negative
⌘ + 11 + n	GREY marker question mark

⌘ + 12 + +	YELLOW marker positive
⌘ + 12 + -	YELLOW marker negative
⌘ + 12 + n	YELLOW marker question mark

Debriefing marker shortcuts

⌘ + 1 + f	BLUE marker forwards
⌘ + 1 + b	BLUE marker backwards
⌘ + 2 + f	DARK GREEN marker forwards
⌘ + 2 + b	DARK GREEN marker backwards
⌘ + 3 + f	RED marker forwards
⌘ + 3 + b	RED marker backwards
⌘ + 4 + f	PURPLE marker forwards
⌘ + 4 + b	PURPLE marker backwards
⌘ + 5 + f	LIGHT BLUE marker forwards
⌘ + 5 + b	LIGHT BLUE marker backwards
⌘ + 6 + f	ORANGE marker forwards
⌘ + 6 + b	ORANGE marker backwards
⌘ + 7 + f	GREEN marker forwards
⌘ + 7 + b	GREEN marker backwards
⌘ + 8 + f	BROWN marker forwards
⌘ + 8 + b	BROWN marker backwards
⌘ + 9 + f	CYAN marker forwards
⌘ + 9 + b	CYAN marker backwards
⌘ + 10 + f	LIGHT GREEN marker forwards
⌘ + 10 + b	LIGHT GREEN marker backwards
⌘ + 11 + f	GREY marker forwards

⌘ + 11 + b	GREY marker backwards
⌘ + 12 + f	YELLOW marker forwards
⌘ + 12 + b	YELLOW marker backwards

Disposing of the qubeAV System

The qubeAV Debriefing System contains a large number of valuable resources which can be recycled. At the same time, hazardous substances contained in the equipment are to be removed so that neither people nor the environment are affected.
SKILLQUBE guarantees that all Debriefing Systems which are sent to us for disposal shall be recycled and disposed of in an environmentally-friendly way.