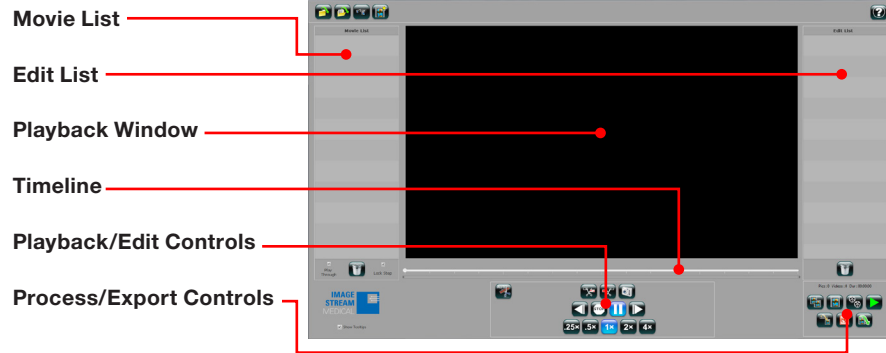


## 1. VaultStream EasyCut User Interface



## 2. Launching VaultStream EasyCut Projects



VaultStream EasyCut offers a variety of project launching options:

- A Open Last Project:** Opens the last VaultStream EasyCut project worked on.
  - B Open Project:** Opens the Existing Projects dialogue box, displaying all existing projects in the VaultStream EasyCut project folder on the hard drive.
  - C Import Movies:** Opens the Video Search dialogue box, providing users with the ability to select videos for inclusion in the project. Users will be provided with three tabs to select from:
    - VaultStream:** Searches the Library(s) on the VaultStream server (see note). Enter a Keyword and/or date range, select a library, and search. Select the procedure(s) to include from the list of procedures, then click the "OK" button.
- Files:** Provides user with the ability to browse to a desired MPEG-4 (MP4) movie file. Select the desired video, click Open, then click the "OK" button.
- Projects:** Enables importing movies generated by existing projects.

*The Library must first be enabled before VaultStream can be searched. To enable the Library: press the "Configure Library" button in the Video Search dialogue box, and complete the Library Configuration.*

*VaultStream EasyCut requires a 100 Mbps or faster (gigabit preferred) physical network connection. Wireless connections may not support the network speeds required for smooth video transfer/playback.*

*VaultStream EasyCut currently supports MPEG-4 video files generated by nCare™ RX, nCare MX/nStream® GX. Files generated by other systems are not guaranteed compatible.*

*The VaultStream EasyCut video editing and production software enables physicians to quickly create broadcast quality video clips for the purpose of documenting medical and surgical procedures. It is the responsibility of the user of VaultStream EasyCut to ensure that the privacy of patients and Protected Healthcare Information (PHI) is preserved.*

## 3. Editing



Enter Edit Mode by double-clicking a source movie in the Movies List.

### 3.1 Rough Edit

1. Double click the source in the Movie List located on the left hand side of the User Interface.
2. Locate the point in the video where you would like to start the edit (In Point), and select the "Cut In" button ('A'). This will enable the "Cut Out" button ('B').
3. Locate the point in the video where you would like to end the edit (Out Point) by continuing video playback or manually moving the Video Playhead Indicator.
4. Select the "Cut Out" button ('B').
5. The "Rough Cut" of the video will now be listed in the Edit List, and a representation of the edit (Edit Indicator) will be displayed as a green bar.

*Users can transfer an entire source video to the Edit List by dragging the video thumbnail from the Movie List to the Edit List. Multiple source videos can be selected by depressing the shift key on the keyboard while selecting the video thumbnails.*

### 3.2 Fine Edit



To refine the start and end points of the edited clips:

1. Double click the clip in the Edit List on the right hand side of the User Interface, or double click the Edit Indicator for the clip.
2. Use the Fine Edit adjustment buttons to refine the start and/or finish of the edit
3. When fine edits are complete, select the "Save Edit" button located to the left of the Fine Edit adjustment buttons. The user interface will return to Rough Edit mode and changes made to the Edit List will be saved.

### 3.3 Capture Image

Capturing an image can occur while the video is playing or paused. To create an image from the source video:

1. Use the Video Playback Controls to locate the frame you intend to capture.
2. Click the "Capture Image" button ('C').
3. A blue image capture marker will be displayed below the Edit Indicator bar denoting where the image was captured on the video timeline.
4. The captured image thumbnail will appear in the Edit List.

### 3.4 AutoEdit



The “AutoEdit” button is available when the imported video contains metadata embedded while capturing images during a procedure. To automatically create an Edit List:

1. Select the “AutoEdit” button.
2. The AutoEdit Editing Options window will be displayed.
3. Select which movies to apply the edits to.
4. Ensure that the “elmage” checkbox is checked.
5. Adjust the Edit Margins if desired.
6. Select the “OK” button.
7. VaultStream EasyCut will create the clips and place them in the Edit List, where they can be reviewed and/or edited the same as any other clip.

## 4. Create Video Files



### 4.1 Create Clips


To create a video for each Output Clip listed in the Edit List:

1. Click the “Create Clips” button (‘A’).
2. VaultStream EasyCut will generate a video for each Output Clip in the Edit List.
3. A progress window for each video generated will be displayed. Click the “Cancel” button at any time to cancel the generation process.
4. When the generation process is complete, a message will be displayed to indicate that the clips have been generated and ask if you would like to review the videos. Click the “Yes” button to review or the “No” button to close the dialogue without reviewing.
5. The “Create Clips” button will turn blue to indicate that clip generation is complete, that Create Clips was the chosen action, and that the videos in the Edit List have not been modified.
6. The video clips are automatically saved to the VaultStream EasyCut Projects folder on the users hard drive.
7. Double click the videos in the Edit List to open the file in Fine Edit Mode.

### 4.2 Create Movie

To create a single video containing all of the Output Clips listed in the Edit List:

1. Click the “Create Movie” button (‘B’).

 *Selecting Create Movie will only merge video clips of the same format. For example, all HD Output Clips will be merged together while all SD analog clips will be merged separately.*

2. Users will be presented with a progress window while the video is created. Click the “Cancel” button at any time to cancel the generation process.
3. When the generation process is complete, the video will automatically be reviewed in the Video Playback Window.
4. The “Create Movie” button will change to blue indicating: that video generation is complete, Create Movie


was the chosen action, and the videos in the Edit List have not been modified.


5. The movie is automatically saved to the VaultStream EasyCut Projects folder on the users hard drive.

### 4.3 Multi Movie

To create a single video for each edited source file:

1. Select the “Multi Movie” button (‘C’).
2. Users will be presented with a progress window while the video is created. Click the “Cancel” button at any time to cancel the generation process.
3. The generated movies are automatically saved to the VaultStream EasyCut Projects folder on the users hard drive.
4. When the generation process is complete, a message will be displayed to indicate that the clips have been generated and asks if you would like to review the videos. Click the “Yes” button to review or the “No” button to close the dialogue without reviewing.
5. Selecting the “Yes” button will open the folder containing the video files.
6. Double-click the file you intend to review
7. The file will begin playing in the Video Playback Window
8. The “Multi Movie” button will change to blue indicating: that video generation is complete, Multi Movie was the chosen action, and the videos in the Edit List have not been modified.

 *If any changes are made to the Output Files after generating the clip/movies), the blue background of the initiating button will revert to black. Changes to the Output Files will not be saved until they have been regenerated.*

 *Create Clips, Create Movie and Multi Movie will overwrite any previously generated clips/movies for the current project. If narration has been added to previously generated clips/movies, the narration will need to be re-recorded using the new clips/movies.*

## 5. Add Voice Over



To add a voice over to a video in the Edit List:

1. Generate video files using Create Clips, Create Movie, or Multi Movie.
2. Ensure that a microphone and speakers are connected/installed on the system.
3. Select the “Preview” button.
4. If prompted, select a movie to preview.
5. While previewing the video, the Voice Over buttons will be displayed.
6. Move the playhead indicator to the location on the timeline where you intend to add the voice over.
7. Select the “Start/Stop Audio Recording” (‘A’) button.
8. VaultStream EasyCut will provide a countdown of the time remaining until recording begins. The countdown begins at “3”, after it displays “1” recording will begin.
9. When recording begins speak into the microphone. The “Start/Stop Audio Recording” (‘A’) button will turn blue with a red dot, and the audio track will be displayed in green below the video timeline.
10. When recording is complete, select the “Start/Stop Audio Recording” button (‘A’) to stop recording. The voice overlay will be displayed in blue below the video timeline.

 *Voice Over will automatically stop if the video comes to the end while recording.*

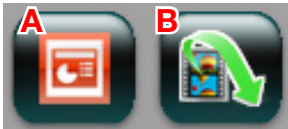
11. The “Save Audio Recording”(‘B’) and “Discard Audio Recording” (‘C’) buttons will be enabled.
12. To preview the voice over prior to saving, select the “Play/Pause” button.
13. If the voice over is unacceptable, select the tracks corresponding blue indicator and select the “Discard

- Audio Recording" ('C') button.
14. If the voice over is acceptable, select the "Save Audio Recording" ('C') button and VaultStream EasyCut will automatically add the voice over to the video.



*Create Clips, Create Movie and Multi Movie will overwrite any previously generated clips/movies for the current project. If narration has been added to previously generated clips/movies and the user attempts to process the videos in the Edit List again, VaultStream EasyCut will warn the user that the narration will need to be re-recorded using the new clips/movies.*

## 6. Export Options



### 6.1 Export To Presentation

Based on whether Microsoft PowerPoint is installed on the system, VaultStream EasyCut can quickly produce a PowerPoint presentation with the images and video(s) created in an edit session.

To create a presentation using the video and images in the Edit List:

1. Ensure that your computer has the correct version of Microsoft Office installed
2. If the Edit List contains Output Clips, either Create Clips, Create Movies, or Multi Movie will need to be used to process the video. If only images have been created, processing video will not be required.
3. Click the "Export To Presentation" button ('A').
4. The "Create Presentation" menu window will be displayed.
5. Select a template if required.
6. Select "Linked Video" or "Embedded Video".

**Linked Video:** Links the movies stored in the EasyCut Projects folder with the presentation.

**Embedded Video:** Embeds the videos into the presentation to provide a portable presentation.



*Users running Windows 7 and PowerPoint 2010 will not have the option of embedding the video into the presentation due to a limitation created by this operating system and software combination.*

7. Select "Create Presentation".
8. A progress bar will be displayed, showing the status of the creation of the presentation.
9. Microsoft PowerPoint will launch and open the presentation.
10. Click the "Export To Presentation" button again and then select "Copy To Alternate Location" if you intend to view the presentation on a different PC or Mac.



*For optimal VaultStream EasyCut performance, upon opening PowerPoint, ensure that on the Slide Show tab, "Use Current Resolution" is selected as the resolution setting.*

### 6.2 Export Project

When you have completed an editing session, you may wish to export your output files to another machine, library, or network location for presentation or storage. VaultStream EasyCut provides an export function that enables this to be done seamlessly.

#### 6.2.1 Export to Disk

The files can be exported to a hard drive or network location. To export the output files:

1. Click the "Export Project" button ('B') in the Output Toolbar.
2. The Export Project window will be displayed.
3. Click the "Export to Disk" radio button
4. Select "MP4" or "WMV" radio button.
  - MP4:** Will export the video in the original MPEG-4 (MP4) format.
  - WMV:** Will export the video files in Windows Media Video format. Transcoding video to WMV is only available when Exporting to disk and is not available for Mac users.
5. Prior to selecting a location to which your project will be exported, you are presented with Export Options:
  - Include Images** To include any still images you captured within your project, click the "Include Images" checkbox. With the checkbox checked, pictures will be included. Click again to remove the check and exclude images.
6. A file explorer window will open.
7. Navigate to the intended location and choose the "Select Folder" button.
8. An export status window will be displayed while the files are being copied.



*There may be instances where in order to export to a network location, the destination network must be mapped on your computer using File Explorer prior to navigating to the network in VaultStream EasyCut.*

#### 6.2.2 Submit to Library

You have the option to copy your project to a non-clinical library on the VaultStream. Doing so will enable you to search for and view your project using VaultStream EasyView. The VaultStream must be configured for non-clinical libraries.



*For more information on VaultStream or VaultStream EasyView, refer to the VaultStream User Guide.*

To submit your project to a non-clinical library:

1. Click the "Export Project" button ('B') in the Output Toolbar.
2. The Export Projects window will be displayed.
3. Prior to selecting a location to which your project will be exported, you are presented with Export Options:
  - Include Images** To include any still images you captured within your project, click the "Include Images" checkbox. With the checkbox checked, pictures will be included. Click again to remove the check and exclude images.
4. Ensure the "Submit to Library" radio button is selected.
5. Click the "OK" button.
6. The Library Export window will be displayed.
7. The videos and images of the project on which you are currently working will be displayed in the "Data to Export" window. To add additional videos or images you may click the "Browse" button to navigate to a desired video or image. To remove items currently listed, highlight the file by clicking on it in the "Data to Export" window, then click the "Remove" button.



*Deleting videos may cause video in parts of the project to be unviewable in VaultStream EasyView.*

8. To change the Title or Description of the project, edit the associated fields at the top of the Library Export window.



*Titles and Descriptions may be used for searches within VaultStream EasyView.*

9. Select the library to which you would like to save the project from the Library Information drop-down menu.



*Only non-clinical libraries will appear in the Library Information drop-down menu. If no libraries appear in the menu, this indicates that there are no non-clinical libraries on the VaultStream which you are currently connected to.*

10. Click the "OK" button to export the project files to the library. Click the "Cancel" button to return to the Export Videos menu window without copying.