

# Scope Drying and Tracking Cabinet Instructions for Use

*Ventaire™ Endoscopy System*



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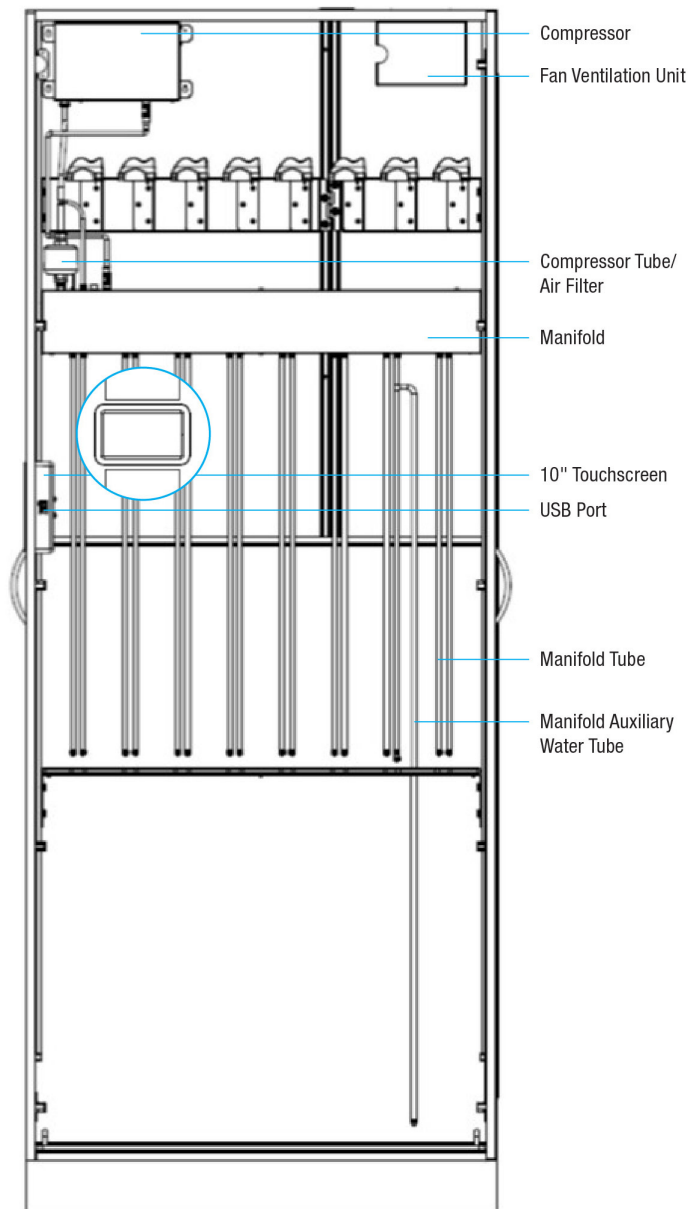
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## System Overview

A completely dry endoscope is critical for ensuring greater hygiene, prohibiting bacterial growth, and potentially lowering infection rates. The InnerSpace Vantage scope drying and tracking cabinet includes an automated system that provides consistent and continuous delivery of HEPA-filtered, pressurized air into all endoscope channels to keep scopes dry and avoid reprocessing.

The American National Standard (ANSI/AAMI ST91: 2021) defines a drying storage cabinet as a cabinet “designed to store endoscopes with forced air flow (instrument quality or at a minimum HEPA filtered) directed into the lumens of the endoscope utilizing direct channel attachments to completely dry the internal channels of the endoscope within a set amount of time. Some cabinets are validated to store the endoscope for a specific period of time without microbial growth.” The Vantage Scope Drying and Tracking Cabinet adheres to this definition.

A Vantage Scope Drying and Tracking Cabinet includes a drying and tracking unit (compressor and manifold), fan ventilation unit, filter and tubes, and 10” touchscreen. Tubes and connector kits are disposable and can be purchased separately.

## System Specifications

### Compressor

Compressor air output:

The Ventaire system has a maximum PSI of 4 with an average PSI between 2.5 and 3. The flowrate is approximately 269L per a 10-minute drying cycle. The air flowrate will vary depending on the size of the endoscope.

- up to 45 LPM

Compressor decibels:

- 62 dB, with doors closed

### Electrical requirements

Electrical requirements for drying and tracking unit:

- 120 VAC, 60Hz, 15-amp standard duplex receptacle
- Includes a hospital-grade, UL-approved, 125V, 10-amp 10-foot-long power cord with Y-splitter to power both the drying and tracking unit and the fan unit

Electrical requirements for cabinet fan ventilation unit::

- Voltage Rating: 115VAC
- Watts: 13.0W
- Amps: 0.19A

### Fan unit

The fan ventilation unit in the Ventaire cabinet has an air flow of 95 CFM. The HEPA filter in the fan removes 99.97% of all particles with a diameter equal to or less than 0.3µm.

A HEPA filter unit exchanges air up to 211 times/hour inside a closed 26.75"-wide cabinet, 154 times/hour inside a 36"-wide closed cabinet, and 139 times/hour inside a 40"-wide closed cabinet.

The fan runs continuously to create positive pressure within the cabinet. Air is pulled into the cabinet and drawn through the HEPA filter before circulating into the cabinet. Excess air is forced out through the vents in the lower cabinet.

### Temperature / Humidity Sensor

Ventaire drying and tracking cabinets have a temperature and humidity sensor inside the cabinet. The temperature and humidity level are displayed in the lower left corner of the display screen. The temperature can be displayed in Fahrenheit or Celsius with a normal range of 72°F to 78°F or 22°C to 26°C. The maximum relative humidity level is 60%; anything above that is out of range. (Normal ranges are based on ASHRAE requirements. See Humidity Level and Temperature Range in the Appendix for ASHRAE standards.)

When the temperature or humidity level is out of the normal range, a red warning symbol will be displayed, and the temperature and humidity level will be noted in red. It is the responsibility of the facility to remedy the environmental conditions in order to bring the humidity and temperature back in range.

### Connector Kit Information

To operate your Ventaire scope drying and tracking system, you will need to order disposable connector kits. The scope drying and tracking cabinet includes an initial filter and tubes, which will need to be replaced every six months. To find the connector kit compatible with your endoscope or to order replacement items, call InnerSpace Customer Service at 888-435-2256 or visit <https://innerspacehealthcare.com/Ventaire>

### InnerSpace Support

For questions about your Ventaire scope drying and tracking cabinet, call InnerSpace Customer Service at 888-435-2256.

## Setup

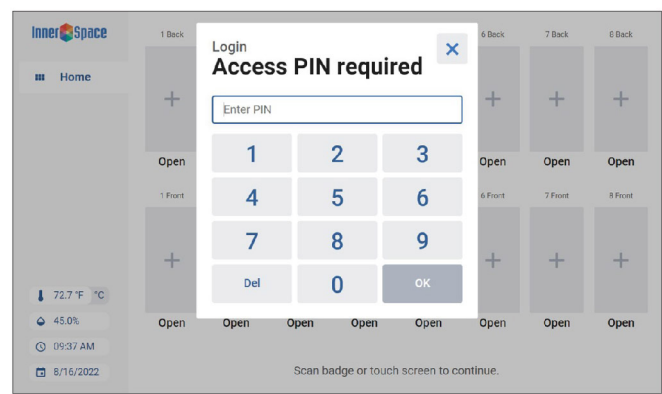
Administrators have access to the Settings menu, can add and remove user and administrator profiles, and can add, edit, and delete scope inventory, and view system details such as diagnostics and network settings. Users can check in and check out scopes.

Most of the steps that system administrators complete in the initial setup will not need to be repeated in the future, but you can continue to add, edit, and delete information programmed into the system, such as the names of users, endoscopists, and your facility's endoscope inventory, edit scope drying times, or delete pre-programmed endoscopes.

## Log in

All users and administrators need to log in before using the system. To log in, tap the screen to activate the login prompt, and then enter the PIN number. If the cabinet has a barcode scanner, scan the barcode on an ID badge to log in.

The default admin PIN is 0001. We recommend changing the default PIN to prevent unauthorized access. See page 6 for instructions on how to change the PIN.



After powering the Ventaire scope drying and tracking system, the screen will display a series of boot-up screens. Once the system has completed its startup and is ready to operate, you will be taken to the Home screen.

## Settings

After 1 minute of inactivity, a message will display, prompting you to select Yes to continue. If the system remains inactive for another 10 seconds, the Settings display will automatically return to the Home screen.



## Change default settings

### PIN

Select settings. To change the default PIN, scroll to and select Change Default PIN, enter new PIN, and select Confirm.

## Drying, Venting, and Expiration Durations

Your cabinet is preconfigured with default settings for drying, venting, and expiration durations, but it is the responsibility of those using the system to determine drying, venting, and expiration durations based on an organization's guidelines and/or the guidelines provided by the endoscope manufacturer. The drying default of 10 minutes is based on tests that tracked the amount of moisture within the channels of an endoscope through a 10-minute drying cycle. Humidity probes were attached to an endoscope at the air/water port, the suction port, and the distal tip. After 10 minutes of continuous drying, the moisture level dropped until it reached ambient humidity levels.

The default settings are:

- Drying time: 10 minutes
- Venting time: 1 minute
- Venting interval: 60 minutes
- Expiration time: 7 days
- Allow override during check-in: Yes

To modify any of these settings, select the default time, enter your custom time(s), and select OK.

## Check In and Check Out

### Check In

Scope check in always requires that the endoscope serial number is entered; all other check-in steps are optional. Administrators can choose to Hide an optional step, Show an optional step, or Require a step. Users will see information based on the administrator's setup.

### New Check-In Step

You can also add more steps to the check-in list by selecting New Check-In Step, and then enter the name of the new step. An example of a new check-in step might be Procedure Room.

Next add the information that answers the new check-in step. Responses will automatically build a generated list for subsequent check-ins. Following the example of Procedure Room, the list would identify that unique procedure room number or name.

#### Example

New Check-In Step > Procedure Room (Name) > Room Number (List) > 2A

Note: When users check in scopes, they will need to enter the response to the new step (list). If this same step is added to the check-out process and has the same name as the list in check in, the system can pull the appropriate list of previously entered names for both check-in and check-out steps, avoiding the need to re-enter the information each time a scope is checked in or out. A list can be used for more than one check-in or check-out step if it is relevant to multiple steps.

Completion History allows the information entered in the list to automatically generate a list of recent entries so that that information doesn't have to be manually entered again. The user only has to enter it the first time, and then it automatically populates for both check in and check out.

Select Yes if the information you are adding is something that will be used and shared multiple times. For information that is unique, such as a case number, select No.

When you have added the New Check-In Step and clicked Save, you will see the updated Check In screen. The 3 dots to the left of the custom name signal that you have the option to reorder information by clicking the dots and moving the custom field.

## Check Out

Entering the endoscope serial number and identifying who is checking out the scope are both required steps in the Check Out process; all other steps are optional. Again, the administrator can flag optional steps as hidden (Hide), shown but not required (Show), or Always Required.

## New Check-Out Step

Just as you did with Check-In, you can also add steps to Check-Out by selecting New Check-Out Step and entering the name of the new step.

Next, add the List information, which is the response to the new check-out step.

Remember to select Yes in Completion History for information that will be shared and used multiple times, such as the names of endoscopy technicians and doctors or the name/number of procedure rooms. This feature saves time by capturing recent entries and automatically generating the list used during check in and check out.

For information that is unique, such as a case number, select No to Completion History.

The 3 dots to the left of the custom name signal that you have the option to reorder information by clicking the dots and moving the custom field.



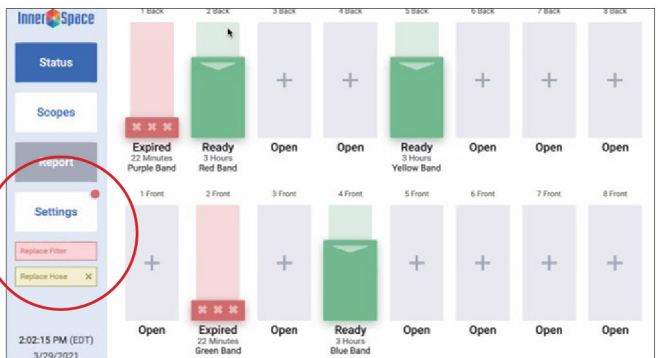
## Cabinet

### Replace tube/filter

The air filter/compressor tube, the manifold tube, and manifold auxiliary water tube should be replaced every 6 months.

2 weeks prior to expiration, a yellow warning message (Replace Tube/Filter) will appear in the menu, and a red dot will appear in Settings.

To remove the yellow warning message, close the window. The red dot will remain in Settings until the air filter/compressor tube or manifold and/or manifold auxiliary water tube is replaced and Settings updated.



To view the full warning message or reset the replacement date after replacing expired items, select Settings and scroll to Cabinet. Click on the expired equipment and select Reset to begin a new 6-month countdown.

#### Settings warning messages:

The tube/filter is set to expire soon. Please replace.

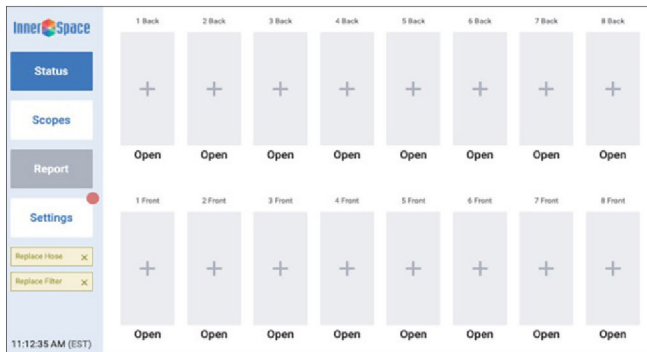
The manifold and/or manifold auxiliary water tubes are set to expire soon. Please replace.

#### Settings expiration messages:

The tube/filter has expired. Please replace immediately.

The manifold and/or manifold auxiliary water tubes have expired. Please replace immediately.

For instructions on replacing tubes and filters, go to page 22.



When the air filter/compressor tube or manifold and/or manifold auxiliary water tubes have expired, a red warning message will appear in the menu. The message and red dot reminders will remain until the tube or filter is replaced and Settings updated.

## Change time

To change the time zone or reset the time, select Change Time, make changes, and then select Save. The current time and date are always displayed in the lower left corner of the display screen.

## Diagnostics

Diagnostics can be helpful if you're troubleshooting an issue with your scope drying system or working with an InnerSpace Customer Representative on an issue.

Select Show Diagnostics and review your system's information. When done, select Hide Diagnostics.

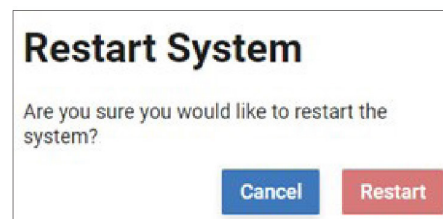
## Network Settings

Follow these steps to connect to Wi-Fi:

1. Select Settings and scroll to Network Settings
2. Select Connect to Wi-Fi
3. A dialog box will appear. Use the dropdown menu to select your network
  - Once the network is selected, the dialog box may change based on the selected network's requirements
4. To connect, enter your network's credentials
  - If this is a standard network with a password, you can use the dialog box to enter the WPA (Wi-Fi protected access) passphrase
  - If this is an enterprise network, you will need to request the files listed below from your IT department in order to connect. Once you receive these files, save them to a USB drive, and give them the following names. Plug the USB device into the cabinet. The system will detect these authentication files to proceed with logging in
    - ca.pem - Certificate Authority (CA) certificate file
    - user.pem - Client certificate file
    - user.prv - Client private key file
    - RADIUS authorization is not currently supported
5. Once you are connected to a network, the Connect to Wi-Fi button will appear as Disconnect from Wi-Fi

## Restart System

You may need to restart the system if it freezes or you experience another issue that can't be resolved. The system will turn off and reboot when you select Restart System. All information previously entered and saved is stored and will repopulate upon restarting the system.



## Users

An administrator can add and remove user and administrator profiles. All users and administrators log in to the system by either manually entering a PIN or, if cabinet has a barcode scanner, by scanning an ID badge barcode.

PINs cannot use consecutive numbering (1234, 5432) or include three repeating identical numbers (1113, 7555).

### Add User (for cabinets without a barcode scanner):

1. Enter PIN to login
2. From the Home screen, select Users, and then Add User
3. Enter the user's name and PIN
4. Select Yes if user gets administrator rights or No for user only

The screenshot shows the InnerSpace Users screen with a modal form titled 'User Information'. The form has fields for Name, Pin, and Admin (Yes/No). The Admin field is set to 'No'. There are 'Load from USB' and 'Add User' buttons at the top right of the modal, and a 'Save' button at the bottom.

Return to this screen to edit a user/administrator profile or delete a user.

The screenshot shows the InnerSpace Users screen with a table of users. The table has columns for Name, Pin, and Admin. The first row shows 'Jane Smith' with Pin '1235' and Admin 'No'. There are 'Edit User' and 'Delete User' buttons next to the row. A red circle highlights these buttons.

Name	Pin	Admin
Jane Smith	1235	No

### Add User (for cabinets with a barcode scanner):

1. Scan the barcode on an ID badge
2. From the Home screen, select Users, and then Add User
3. Enter the user's name and PIN. A PIN can be entered in manually or by scanning the barcode. The 4-digit PIN must match the numbers on the barcode sticker from the Barcode Sticker sheet. Place the barcode sticker on the user's badge (Barcode Sticker sheets are included with the scanner.)
4. Select Yes if user gets administrator rights or No for user only

The screenshot shows the InnerSpace Users screen with a modal form titled 'User Information'. The form has fields for Name, Pin, and Admin (Yes/No). The Admin field is set to 'No'. There are 'Load from USB' and 'Add User' buttons at the top right of the modal, and a 'Save' button at the bottom.

Return to this screen to edit a user/administrator profile or delete a user.

The screenshot shows the InnerSpace Users screen with a table of users. The table has columns for Name, Pin, and Admin. The first row shows 'Jane Smith' with Pin '1235' and Admin 'No'. There are 'Edit User' and 'Delete User' buttons next to the row.

Name	Pin	Admin
Jane Smith	1235	No

### Add Users in Batches

- Save time by creating a list of users that can be added at one time using a USB drive.
- Create a CSV file and name it users.csv
- Create a field for Name and PIN, and add the information for each user and/or administrator
- Save the file to a USB drive. Do not place it in a folder within the USB drive
- Insert the USB drive into the USB port on the back of the Ventaire display unit
- Select Users from the main menu, and enable Load from USB
- Tap Load from USB to load users

## Scopes

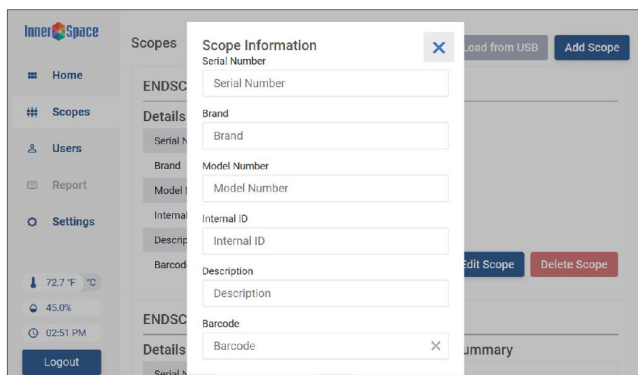
Endoscope information for your department's scope inventory that is pre-entered by the administrator during the initial setup can be updated at any time.

### Add, Edit, and Delete Scopes

When adding scopes, you will be required to enter the scope serial number; all other fields are optional. You can also provide a short description of a scope. If you add a description, it will appear on the Home screen to identify which scope is in which stage of the drying process. If the description field is left blank, the model number will appear on the Home screen.

#### To Add a Scope

1. Select Add Scope
2. Enter scope information
3. Select Save



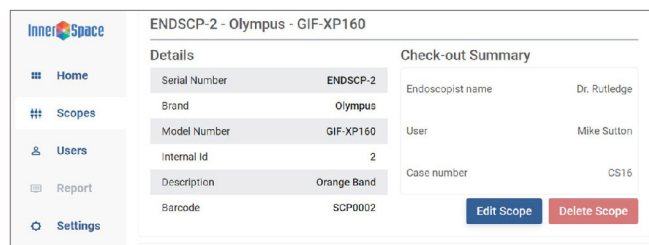
If your cabinet has a barcode scanner, you can assign a barcode to the scope you are adding. Select a sticker from the Endoscope Barcode Sticker sheet and scan it when prompted. Attach the barcode sticker to the endoscope. (Barcode Sticker sheets are included with the scanner.)

#### To edit scope information:

Select Edit Scope, make changes, and select Save

#### To delete a scope from list of scopes:

Select Delete Scope



Note: When a scope is being dried, you will not be able to edit or delete information about it.

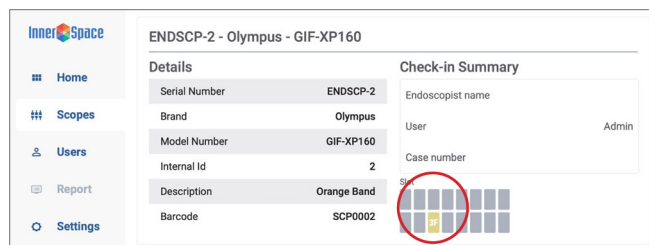
Deleting a scope from the inventory list will not delete the information about that scope that has been recorded in the Report.

### Add Scopes in Batches

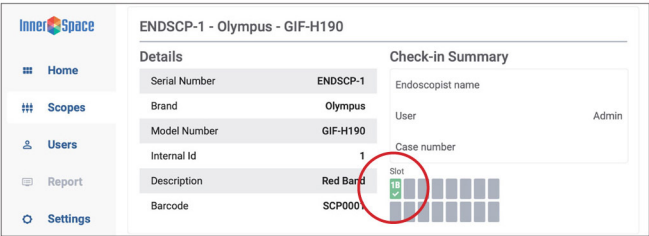
Save time by creating a list of endoscopes that can be added at one time using a USB drive. For instructions on adding a list of endoscopes, go to page 25.

### Check-in Summary Status Indicators

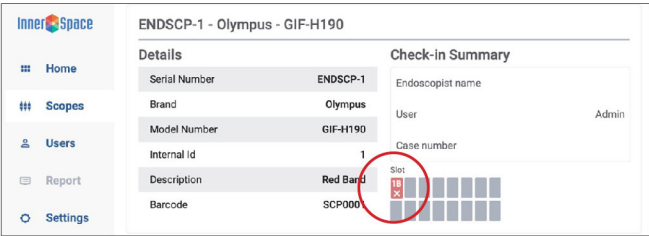
When a scope is being dried, a Check-in Summary will appear next to that scope information. The slot icon will be noted in yellow, indicating it is not yet ready for removal.



When the drying cycle is complete, the slot icon will turn green.



When a scope has expired, the slot icon will turn red. An expired scope must be reprocessed.



When a scope is checked out, a Check-out Summary will appear to the right of the scope information.



### System Operation

System operators can check in and check out endoscopes and generate a report that summarizes activity within the cabinet. Follow these instructions to operate the Ventaire system.

For questions or help with the Ventaire system, contact Customer Service at 888-435-2256 or [cs@innerspacehealthcare.com](mailto:cs@innerspacehealthcare.com).

### Home

The system is operated from the Home screen.

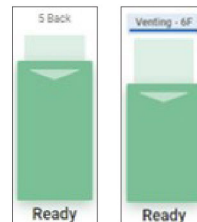
Select Home to view the home screen. Note the numbered drying slots. Open indicates which slots are available to dry a scope.

### Status Indicators

The Home screen uses color and arrows to track the drying process.

Green with down arrow: The scope has been dried and is ready for use. Ready is displayed under the slot icon with a timer showing the time left until the scope expires.

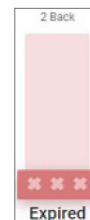
The scope will go through a venting process once all scopes have been dried. Venting will be displayed above the slot icon.



Yellow with upward arrow: The scope is being dried. Drying is displayed under the slot icon with a timer showing the drying time remaining.



Red with XXX: The scope has expired and will need to be removed and reprocessed. Expired is displayed under the slot icon with a timer showing how long the scope has been expired.



### Check In

When checking in a scope, you can hang and connect a scope in the cabinet and then Check In the scope via the Home screen, or you can first Check In the scope and then connect it to the system before initiating the drying process. Typically, you connect the scope first and then operate the drying system.

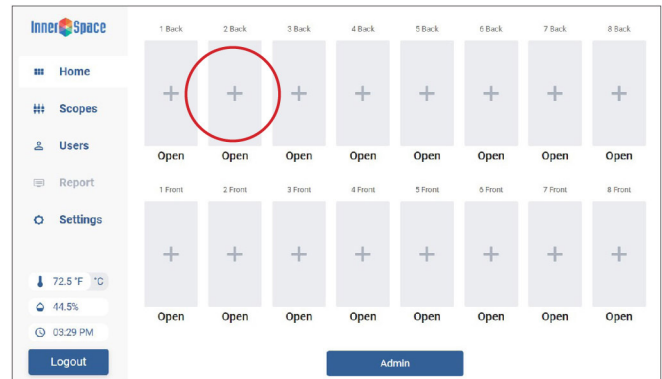
Place the scope on an available scope manager and connect it to the drying system. How you connect the connectors to the scope varies depending on the type of connector kit you are using.

Scan the QR Code or go to website (<https://innerspacehealthcare.com/Ventaire>) for individual connector kit instructions.



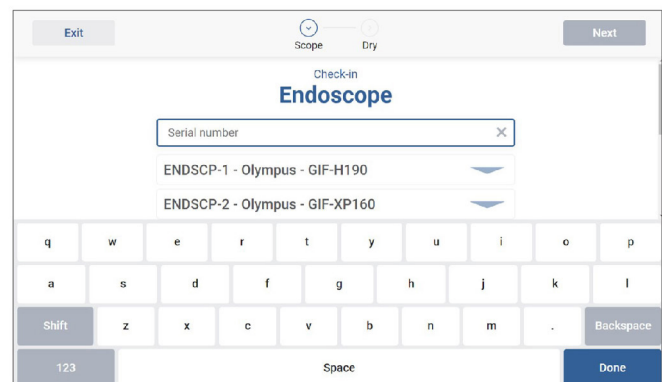
### Check in scope (for cabinets without a barcode scanner):

1. Login by entering PIN
2. From the Home screen, select an open slot in cabinet or the slot in which you've already attached the scope. Select + to assign that slot



3. Enter the scope serial number from the list or key in new serial number, and select Next

If checking in a new scope, a pop-up window will appear and ask if you would like to add the information about the new scope to the list. Select Yes or Skip. Information can be added or modified at a later time.



4. Enter any other required information from the list or add new information and select Next
5. Review the information. If correct, select Confirm. To edit the information, select Back, edit information, and then Confirm

Note: Scope dry time and expiration time can be updated prior to selecting Confirm; the system will then override the default settings for this scope.

Back Scope Dry Confirm

Check-in Review

slot

Override drying settings

Dry time 10 minutes >

Expiration time 7 days >

Check-in Summary

User Admin

Scope Information

Serial Number ENDSCP-1

### Check in scope (for cabinets with a barcode scanner):

1. Scan the barcode on an ID badge to sign in and unlock the cabinet door
2. Scan the barcode on the scope
3. Hang the scope on the scope manager and connect the scope to the connector/manifold tube
4. Scan the barcode sticker on the manifold tube
5. Review the display screen to make sure you've completed required steps
6. Scan the barcode on the manifold tube again to initiate drying
7. Close the cabinet door (door automatically locks)

6. Check scope connections and select Start Drying Cycle.

If scope is not yet attached, select Cancel, connect the scope, and then select Confirm to begin the drying process

To review the drying progress, click on the active slot. If a scope description was entered, it will be displayed on the screen. If no description was provided, the model number will be displayed.

Back Confirm

Insert Scope

Please place the scope into slot [2 Back] to begin the drying process.

Cancel Start Drying Cycle

Override drying settings

Dry time 10 minutes >

Expiration time 7 days >

Check-in Summary

User Admin

Scope Information

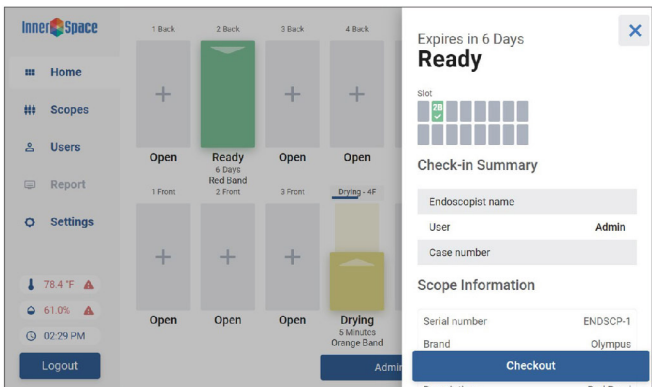
Serial Number ENDSCP-1



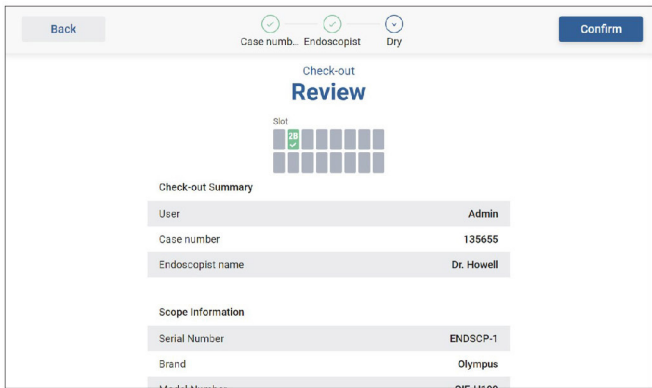
## Check Out

### Check out scope (for cabinets without a barcode scanner):

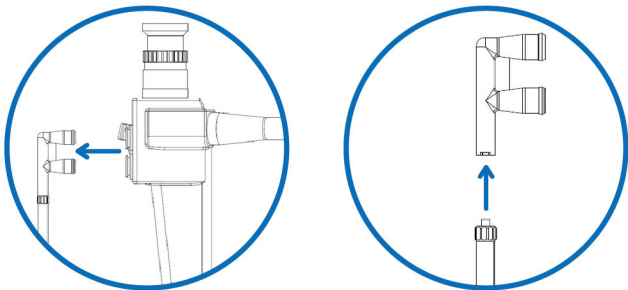
1. Select the active slot and then Check Out



2. Enter any required information from the list or add new information and select Next
3. Review information. If scope information is correct, select Confirm. To edit the information, select Back, edit information, select Next, and then Confirm



4. Disconnect the connector from the scope and manifold tube, and remove the scope



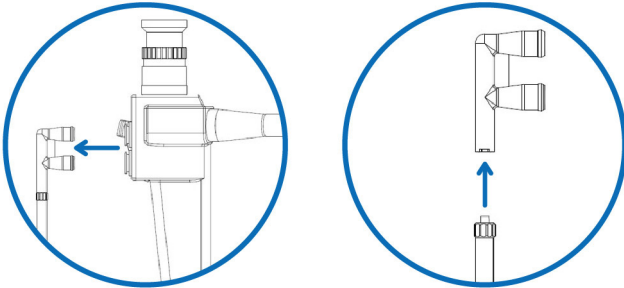
Before discarding, inspect the connector to ensure it is fully intact and that there are no broken pieces remaining in the suction and air water valves. The connectors and all connector kit parts can now be thrown out.

After removing the scope, the Remove prompt will display for 2 minutes.



## Check out scope (for cabinets with a barcode scanner):

1. Scan the barcode on an ID badge to sign in and the cabinet door
2. Scan the barcode on the manifold tube
3. Review the information on display screen
4. Scan the barcode on the manifold tube again to confirm you are checking out the correct scope
5. Disconnect the connector from the scope and manifold tube, and remove the scope
6. Close cabinet door (door automatically locks)



Before discarding, inspect the connector to ensure it is fully intact and that there are no broken pieces remaining in the suction and air water valves. The connectors and all connector kit parts can now be thrown out.

## Venting

The Vентаire system continuously pushes air through the channels at set intervals. The default venting interval will occur every 60 minutes and vent each channel for 1 minute. Both the vent interval and vent time can be changed in Settings.

**Note:** The drying process always overrides the venting process. If you add a scope and begin the drying process, venting will begin after all drying cycles are complete.

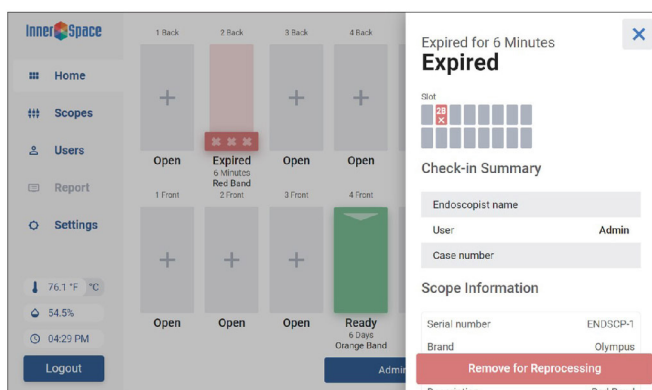
## Expiration

Once a scope has expired, it needs to be removed from the cabinet and reprocessed. The default expiration is 7 days, but it can be changed in Settings.

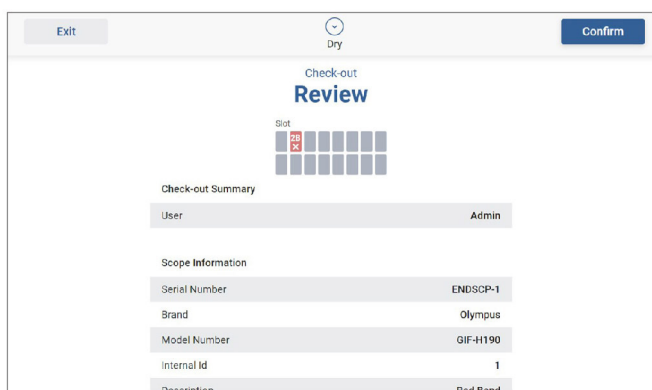
When a scope has expired, the drying slot will turn red and display Expired with a timer showing the length of time since the scope expired.

## Remove scope for reprocessing (for cabinets without a barcode scanner):

1. Enter PIN to login
2. Select the slot the expired scope is in, and select Remove for Reprocessing

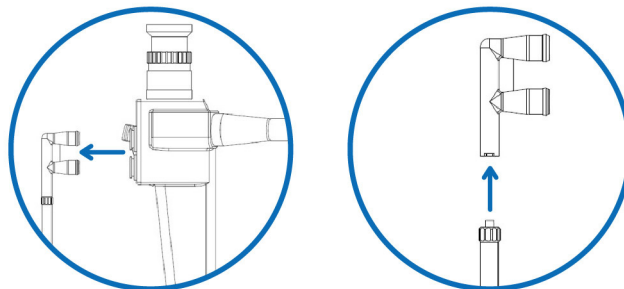


3. Review the scope information. If correct, select Confirm.  
To edit the information, select Back, edit information, and then Confirm



4. Disconnect the connector from the scope, and then remove the connector from the manifold tube

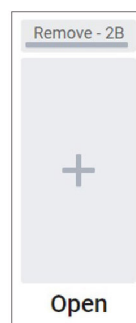
Before discarding, inspect connector to ensure it is fully intact and that there are no pieces are remaining in the suction and air water valves. The connectors and all connector kit parts can now be thrown out



5. Remove the scope from the cabinet

You can also first remove the scope from the cabinet and then select Remove for Reprocessing to check it out.

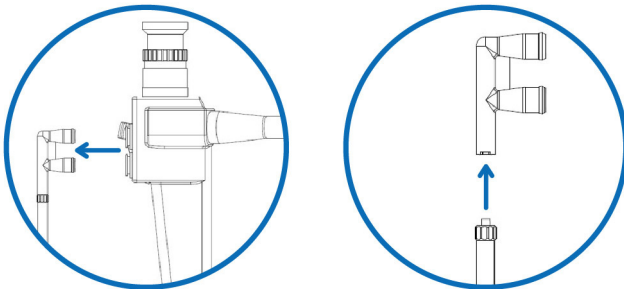
After removing the scope, the Remove prompt will display for 2 minutes.



### Remove scope for reprocessing (for cabinets with a barcode scanner):

1. Scan the barcode on an ID badge to sign in and unlock cabinet door
2. Scan the barcode on manifold tube
3. Review the information on display screen
4. Scan the barcode on the manifold tube to confirm you are checking out the correct scope
5. Disconnect the connector from the scope, and then remove the connector from the manifold tube

Before discarding, inspect connector to ensure it is fully intact and that there are no pieces remaining in the suction and air water valves.) The connectors and all connector kit parts can now be thrown out



6. Remove the scope
7. Close cabinet door (door automatically locks)

### Generate a report

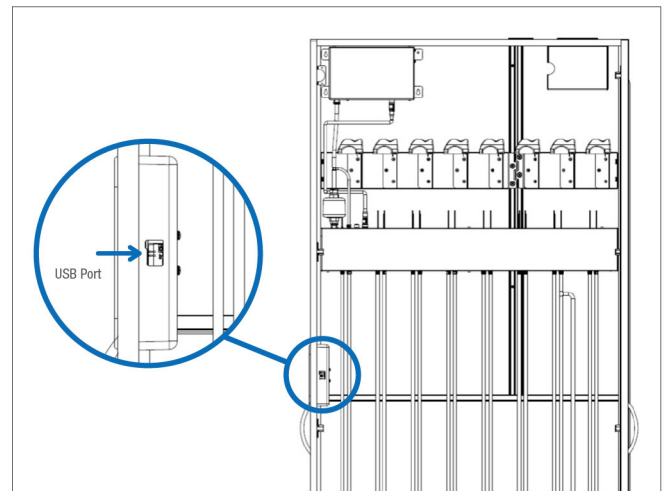
The Vентаire drying and tracking unit generates a report that includes a summary of all the activity taking place within the cabinet.

### To download a report:

Insert a USB drive into the USB port on the back of the display unit

Note: This feature supports FAT12, FAT16, FAT32, and ExFAT USB types. This does not support Windows proprietary USB type NTFS

The Report tab will turn from gray to white, signaling a report is ready to download. Select Report to download report to the USB drive



## Humidity Level and Temperature Range

The interior humidity level and temperature range are based on recommendations and requirements from ASHRAE.

ASHRAE Standard 170-2008 Table 7.1 ventilation requirements for sterile storage in Central Medical and Surgical Supply areas includes the following:

- Positive air pressure relationship to adjacent areas
- Minimum outdoor air exchange 2 per hour
- Minimum total air exchange 4 per hour
- Maximum relative humidity 60%
- Temperature range of 72°F-78°F (22°C-26°C)

## Care and Maintenance

Follow these recommendations to disinfect, clean, and care for your drying and tracking unit and cabinet:

Cleaning materials:

- The best choices for disinfection are compounds that contain quaternary ammonium
- Use a 10%-50% isopropyl alcohol solution as an option when quaternary ammonium compounds aren't available
- Don't use abrasive cleaning pads
- Don't leave cleaning compounds on the surface; wipe surfaces dry after cleaning
- A 10% (or less) mixture of active bleach and water can be used though not recommended

Recommended disinfectant/cleaning products:

- Hepacide Quat® II virucidal disinfectant cleaners
- PDI® Sani-Cloth® cleaner
- CaviWipes™ disinfectant cleaner
- Virox® disinfectant cleaner

We recommend all tubing be cleaned with Sani-Cloth wipes after every use or according to the protocols established by your facility's risk assessment department.

## Product Ordering and Replacement Information

To order replacement parts, contact InnerSpace Customer Service at 888-435-2256 or <https://innerspacehealthcare.com/Ventaire>

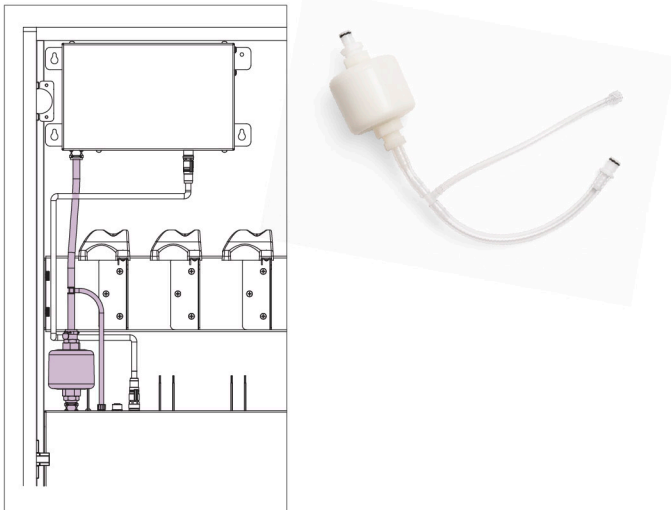
Replace the following items every 6 months for optimal performance:

- Compressor tube/air filter replacement, pkg of 1: SVCTAF
- Triple manifold tube, pkg of 1: SVTMT
- Manifold tube, pkg of 1: SVMT1
- Manifold auxiliary water tube, pkg of 1: SVWAT1
- Replacement HEPA filter: 1 filter, SHEPFIL or 3 filters, SHEPFIL3

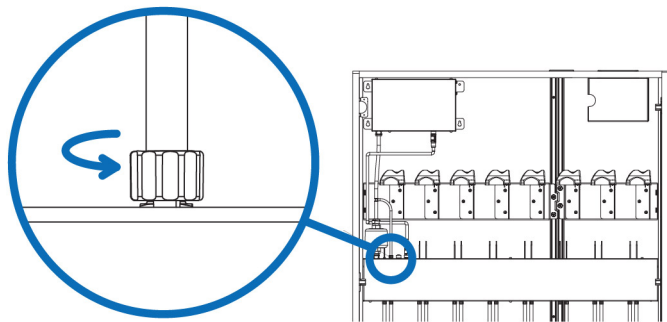
Connector kits should be replaced after every use. All connector kits come in packages of 100. For connector kit product numbers, go to <https://innerspacehealthcare.com/Ventaire>

## Replacement Instructions

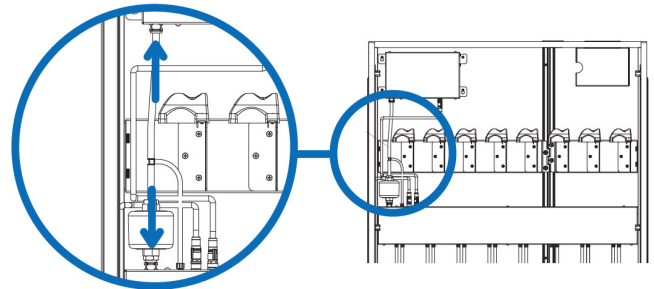
### Remove and replace the compressor tube/air filter



1. Locate the pressure sensor port on the manifold. Turn the tube fitting to the left to loosen and then remove from port

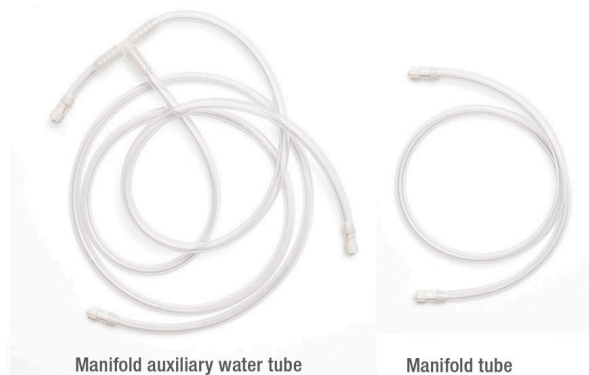


2. Press the quick release button on the air output port connector on the compressor
3. Press the quick release button below the filter on the air filter port on the manifold

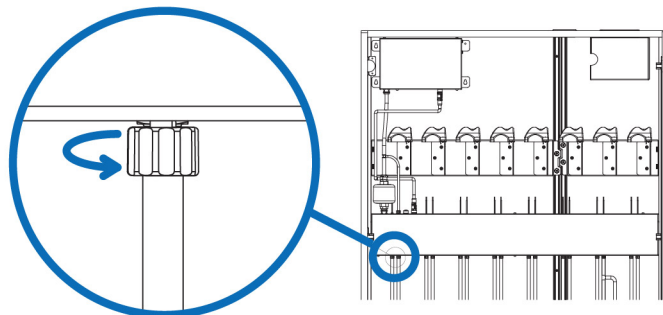


4. The tube/filter can now be removed
5. To replace, insert the new compressor tube and filter into place. The quick release buttons will reset once the tube is attached
6. Reattach the tube fitting by turning it to the right until the fitting is firmly attached to the manifold

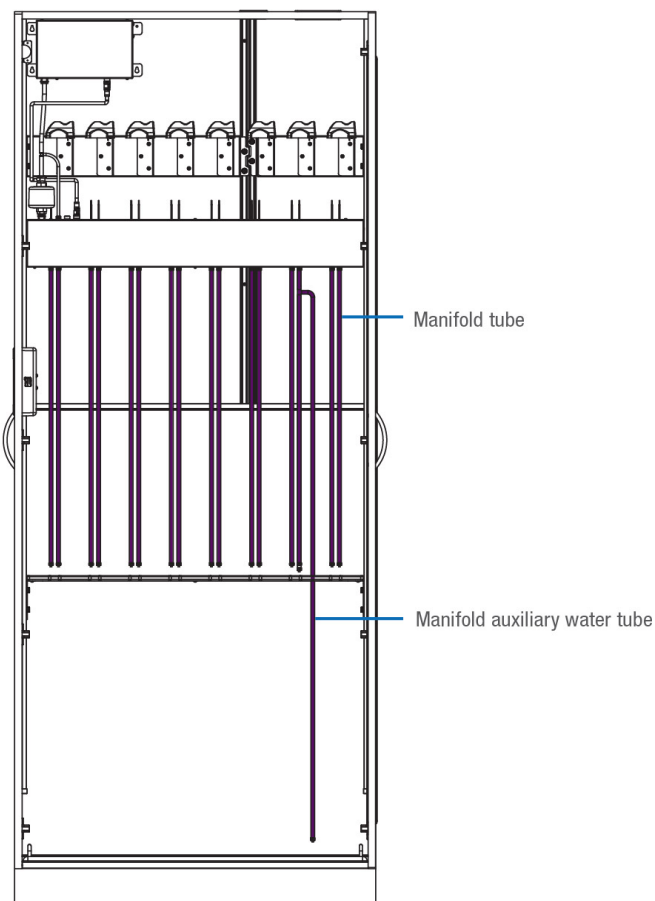
## Remove and replace a manifold tube or manifold auxiliary water tube



1. Turn the tube fitting to the left to loosen and remove the tube from the manifold



2. To replace the tube, insert a new tube and turn the hose fitting to the right until the tube is firmly attached to the manifold



## Update Vентаire System Software

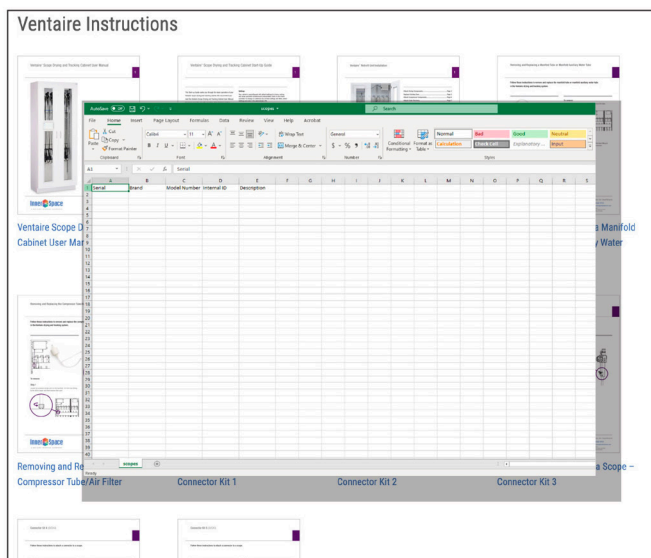
Follow these steps to update the Vентаire system software:

1. Go to [innerspacehealthcare.com/resources/instructions/](https://innerspacehealthcare.com/resources/instructions/), select Vентаire Cabinets, and then Vентаire Software to download the latest software file. Use a USB flash drive that you can write log files to. Some flash drives may not work if they aren't formatted correctly.
2. Place the Update file on the flash drive. Do not save the file to a folder, and do not compress or change the file name.
3. Plug the flash drive into the USB port on the back of the display unit.
4. The update should begin. The system will restart in approximately 2 to 3 minutes.
5. You may notice the system becomes slow to respond at this point. This is normal; let the program run until the update is complete.
6. The system will reboot when the software update is complete.
7. Remove the flash drive.
8. You may want to delete the update file from the flash drive if you want to test the report system and avoid repeating the update process. However, repeating the update shouldn't cause any issues.



## Add a List of Endoscopes

Use the CSV template to create a file that contains specific information about the endoscopes you are adding to the system. Follow these formatting rules to create the list of endoscopes and add it into the Ventaire system.



To access the .csv file template, scan the QR code or go to [innerspacehealthcare.com/resources/instructions/](http://innerspacehealthcare.com/resources/instructions/).



The .csv file

- must be named scopes.csv
- must be saved on a USB drive
- cannot be placed within a folder

Open the .csv file in Excel or with a text editor such as Notepad that can edit pure-text documents.

Edit the file in Excel:

Serial	Brand	Model Number	Internal ID	Description
2046109	Olympus	PCF-H190DL	Scope 12	Red Band
2060535	Olympus	GIF-H190	Scope 13	Blue Band
3G219A010	Fuji	EG-450PE5	Scope 14	Green Band

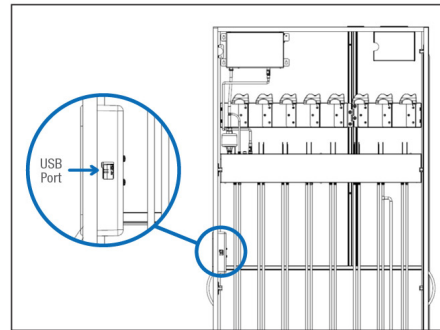
- Name the .csv file scopes.csv, and save it to a USB drive. Do not place it within a folder on your USB drive.
- The first row cannot be changed.
- The order of the columns cannot be changed.
- Columns cannot be added before or after the template.
- Blank rows will be ignored.
- Rows without a serial number will be ignored.
- Other fields besides serial numbers can be skipped or left blank.
- When saving from Excel,
  - File -> save as -> Select CSV (Comma delimited) (\*.csv) as the Type.
  - The first dialog reminds you that only the active Excel spreadsheet will be saved. Click OK.
  - The next dialog will remind you that the worksheet may contain features unsupported by the CSV. (Filters, dynamic fields, etc) Click OK.

Edit the file as a text file:

Serial	Brand	Model Number	Internal ID	Description
2046109	Olympus	PCF-H190DL	Scope 12	Red Band
2060535	Olympus	GIF-H190	Scope 13	Blue Band
3G219A010	Fuji	EG-450PE5	Scope 14	Green Band

- Name the .csv file scopes.csv, and save it to a USB drive. Do not place it within a folder on your USB drive.
- The first line cannot be changed.
- The following lines must always have a serial number followed by a comma delimiting information for each column. Make sure there are no spaces between text and commas.  
2046109,Olympus,PCF-H190DL,Scope 12,Red Band
- If you would like to skip a field, then leave it blank and insert another comma.  
2046109,Olympus,PCF-H190DL,,Red Band
- Any column except the serial number column can be skipped.  
3G219A010,Fuji,,  
3G219A010,,EG-450PE5,,  
3G219A010,,,,Green Band
- Trailing commas can be removed.  
3G219A010,Fuji  
3G219A010,,EG-450PE5  
3G219A010,,,,Green Band
- Blank lines will be ignored.
- Lines without a serial number will be ignored.

Once the file has been saved to a USB flash drive



1. Insert the USB drive into the USB port on the back of the the display unit.

Note: This feature supports FAT12, FAT16, FAT32, and ExFAT USB types. It does not support Windows proprietary USB type NTFS.

2. Navigate to the scopes page/tab.
3. The “Load from USB” button should be enabled. If the button is greyed out, the cabinet is unable to read your flash drive.
4. Tap “Load from USB” to load scopes. The system will respond once scopes are loaded with a message indicating how many scopes were added.
5. If an error occurs during loading, an error message will display, indicating what the problem might be:
  - Unable to find media directory.
    - The system is unable to find or read the flash drive.
  - Unable to find any drives.
    - The system is unable to find or read from the flash drive.
  - Missing scopes.csv file on USB drive.
    - The system found a flash drive but was unable to find a file named scopes.csv. Check to make sure the file is named correctly.
  - Unexpected column names or headers in scopes.csv.
    - The system found the flash drive and a file named scopes.csv, but it was unable to understand the columns. Check to make sure the template was edited or exported from Excel correctly.

For a full list of Ventaire instructions, go to <https://innerspacehealthcare.com/resources/instructions/>