

## Pre-flight Checklist for SP and OSCE based sims

- Step 1: Open the SIMULATIONiQ AV Control application.
- Step 2: Review Health Banner for any issues.
  - If any red or yellow icons, review the message.
  - If you are given directions how to fix it, go to the System Monitor to make the changes.
  - If you're not comfortable making the changes, call EMS TotalCAREiQ team.
- Step 3: Using AV Control to see that the cameras are positioned correctly.
- Step 4: Start a recording (at least 2 mins. long) in all the room(s) that will be used today.
- Step 5: Manually play a message from the message player into all rooms that will be used
- Step 6: Click on AV Viewer, search for recording and play it confirm video and that the page went off.
- Step 7: Load session information by clicking on blue rectangle icon with schedule name at the top left.
- Step 8: Verify recording and paging schedule on the Schedule Tab on the right

*If you have any problems completing this checklist, contact EMS TotalCAREiQ team at [csupport@simulationiq.com](mailto:csupport@simulationiq.com) or (800) 405- 7500.*