

MediMergent, LLC

Default Setup Instructions for Chromebook Provider Site

for EIMPRIS Study

MediMergent IT Support
11-07-2022



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Please send comments or questions on this document to eimpris-helpdesk@eimpris.com.

For the latest information, please check:

[MIT-Chromebook-EIMPRIS - Provider Setup-Start App Use Instuctions.docx](#)

Table of Contents

1.	Chromebook - Introduction	4
2.	Chromebook - Unpacking Shipping box.	4
3.	Chromebook - Connect to your Wireless Network	4
4.	Chromebook - Participant Opening Kiosk Apps Use Instructions.	6

1. Chromebook - Introduction

This document outlines the steps necessary to set up a Chromebook device for EIMPRIS Study-Provider Sites, by MediMergent, LLC for use by study for participant survey entry and education.

This is a general information document that emphasizes the general steps on how to set up a Chromebook on your wireless office network and use EIMPRIS partner study Kiosk applications on the Chromebook.

The audience for this document is Provider's Study Site Coordinators and Practice staff responsible for Participants' survey collections at EIMPRIS-Provider study sites.

2. Chromebook - Unpacking Shipping box.

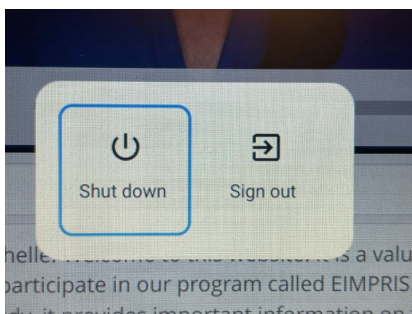
Note: Please save all packaging materials; the same box and packaging materials will be reused to ship units back to MediMergent, LLC.

- **Remove the Chromebook foam inserts and out of the protective plastic casing. Remove the screen film protect sheet after lifting lid up. Remove AC-Adapter from the side area (the ac-adapter as two cables, one cable has to be inserted into the adapter if it comes disconnected).**
- **Insert AD-Adapter to the left side power jack.**
- **To Power the Chromebook ON and OFF, Press and Hold the power button on the keyboard on the top right of the keyboard (above the backspace key) for a few short seconds.**
- **The unit will be fully charged on arrival at your site. However, please attach the power to the Chromebook for one hour. The unit may stay charged for up to 10 hours, depending on use.**
- **The Chromebook needs to be recharged if you see a screen with a RED Battery icon!**

3. Chromebook - Connect to your Wireless Network

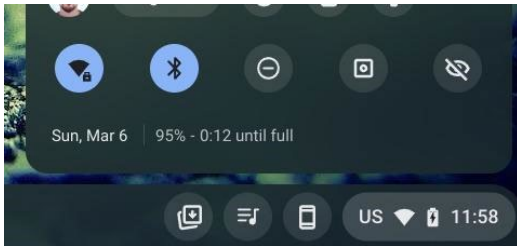
The first step in setting up the Chromebook is to connect the Chromebook to your wireless network.

1. **Press the Power button on the top right of the keyboard to power the Chromebook ON and OFF or hold and you will see the below dialog pop. You can select "Shut down or sign out if you want to switch Kiosk apps.**





2. Click on the **TIME** area on the bottom right toolbar.



3. The **First step and only “Configuration”** you are required to set is to join the Chromebook to your local office wireless network!

Note: Before Setting Wireless Configuration, you are required to know your office network’s Wireless network “SID” and “PASSWORD” to connect to the Chromebook.

Note: If you have trouble connecting to your wireless network, please contact your office IT support staff for your network setup help. If then need further assistance, please send an email to eimpriss-helpdesk@eimpris.com and call our EIMPRIS help directly at (1-800-757-7345).

- a. Click on the top left round button for wireless network selections. Wait a moment for wireless network connections to show up.
Note: Your wireless network may be hidden
- b. Click to **Select the local “Office wireless network”** you need to connect to.

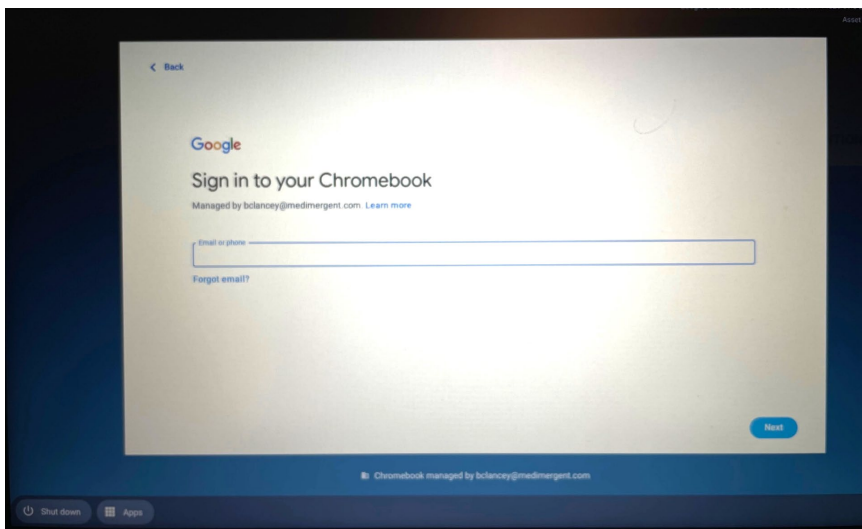
- c. Dialog box: **Loading....** Wait for the connection to the wireless network.
Note: This may take a few moments to set up.

Dialog box: **Wi-Fi network:** Under “**SSID and Password**” you are required to enter the SIDD and Password settings and then Click **Connect** button.

Restart the Chromebook by selecting the **Power button** on the top right of the keyboard. The Chromebook will not automatically connect to the wireless network setup in the previous step. It may take a few short moments to attach to your notebook.

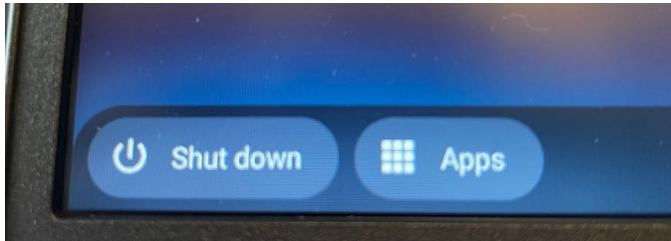
4. Chromebook - Participant Opening Kiosk Apps Use Instructions.

1. **Open the Chromebook screen lid** and then **Press the Power** button on the top right of the keyboard to power the Chromebook on.
2. After powering on, the Chromebook should automatically connect in a few moments to the wireless network you had set up in the previous steps.
3. **Dialog Box: Google User Login box will display on the screen. You are to ignore this dialog box. The KIOSK apps open start will hide the Chromebook desktop screen display.**



Note: The Chromebook is not set up for users to log in! You are required to go to the next steps below to open and start the Participant Survey or Education “kiosk” apps.

4. Next to the shutdown button on the left bottom toolbar, you will see the “**APPS**” button.

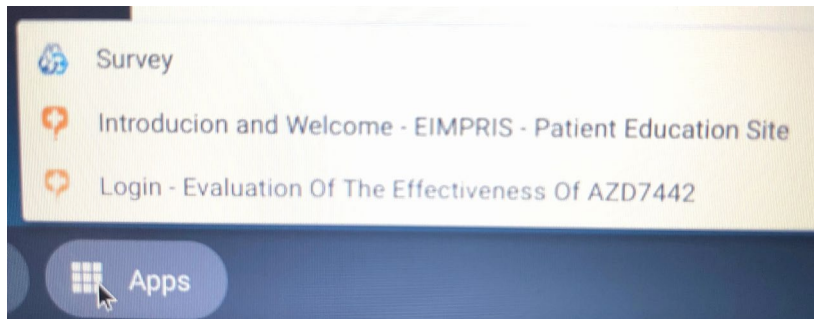


5. You are required to select one of the 2 available “Kiosk apps” from the pop-up!

- a. **Click > Apps button** then Click **one of the 2 apps** buttons from below pop-up list.

The **1st** button is the **EIMPRIS MediMergent - “Survey”** MediMergent application.

The **2nd** button is the **EIMPRIS - “Participant Education”** application.



The **3rd** button is the **EIMPRIS - “Provider Education”** application (May not display in some cases). **Remember, the Chromebook should for the sole use for Participant Survey and Education priority use only!**

6. For **Participant** – **Click** on the “**Survey**” app to open the Survey Kiosk app in a full-screen display view, then give the participant the Chromebook for them to log into the **Survey app**.

Note: The participant must have a log-information to proceed and log in to the Kiosk Survey app. The log-in information was sent to the participant by email.

If the participant is having trouble logging in to the **Survey App**, please contact our EIMPRIS-Help desk number. Our EIMPRIS-Helpdesk can assist with the user's password.

- a. When the participant has completed the Survey, they will give back the Chromebook to the provider's study coordinator or practice staff.
 - b. The provider coordinator or staff should power the **Chromebook OFF by holding the power button down till the Chromebook powers off.**
7. For **Participant - Click** on the **Participant – Education app** to open the “**Participant Education**” Kiosk app on the Chromebook screen.
- a. Hand the Chromebook to the participant. When the participant has completed the Kiosk app, the participant will give back the Chromebook to the provider's study coordinator or practice staff.
 - b. The provider can then **power the unit off** by holding the **power button until the Chromebook powers off.**
8. Chromebook Power Check.

Check the power by **Clicking the Time area** at the bottom of the toolbar, then looking at available power in the bottom area. **If less than 50 percent**, we recommend connecting the ac-adapter for about an hour or two to recharge.

The unit will stay powered for up to 10 hours of use.

End of document.