

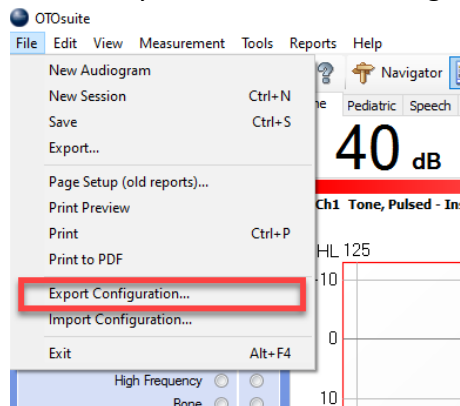
Otosuite – Exporting and Importing Configurations

This document will guide you through how to back-up your User Tests, Speech Tab, and Startup settings efficiently for any version of Otosuite that is 4.65 or newer via a configuration export and import. This will not include your logo, any CDs that you have ripped into Otosuite, any of the embedded word lists in Otosuite, or Otosuite itself. You will need to install Otosuite and the Otosuite word lists, and back-up your logo and any materials you have ripped into Otosuite separately. Follow this procedure: before installing an updated version of Otosuite; to share a preferred configuration between other computers in your office that have Otosuite; or before upgrading these computers. Backing up your configuration, logo, and ripped speech materials can assist in the recovery process following a computer failure or moving from one computer to another. Please refer to other documents for those instructions.

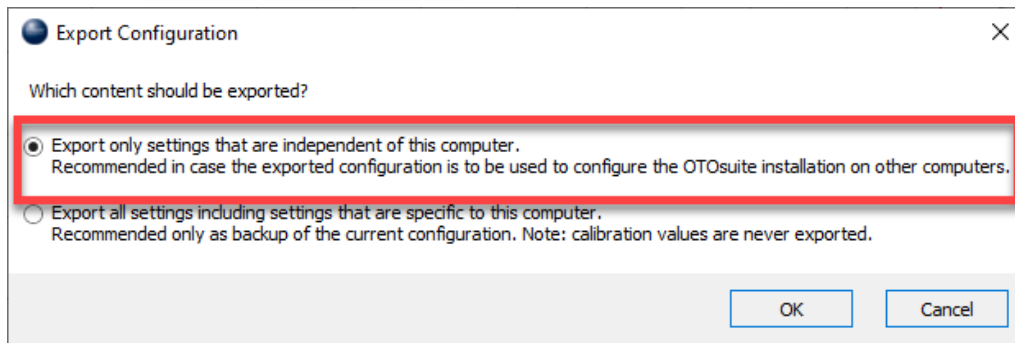
1. Exporting a Configuration

This will back-up all User Tests and Startup settings, but will not include settings specific to the computer, such as device serial numbers. This is a good option for sharing configurations between computers, for example, if you purchase another device and want similar settings, or want to share your configuration between multiple sites.

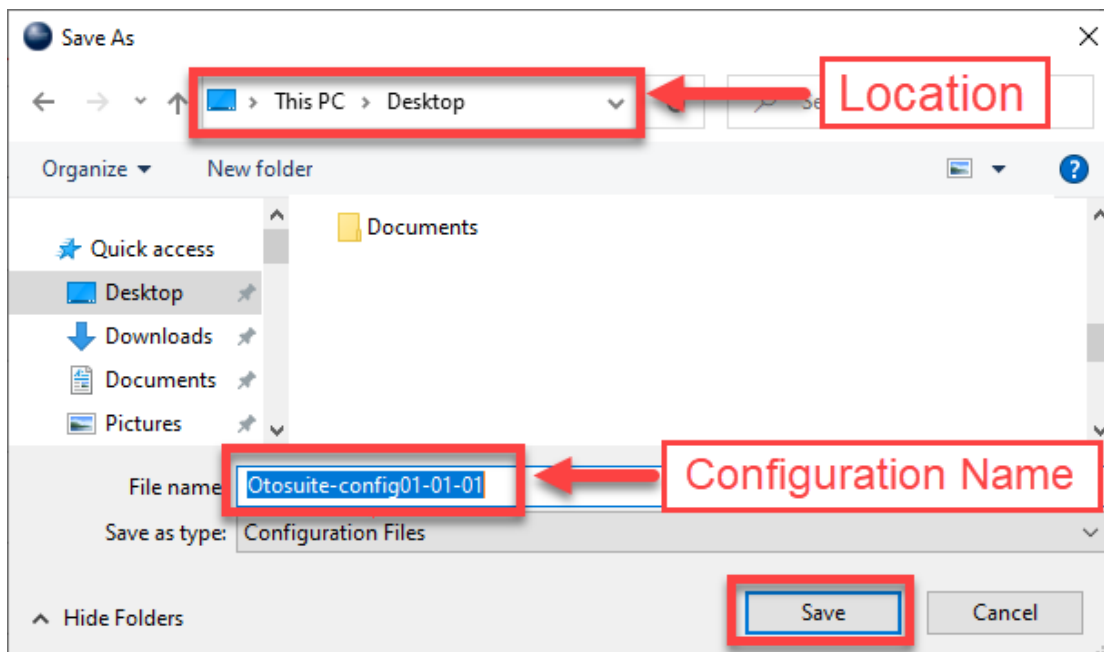
- a. Within any module of Otosuite, go to File-> Export Configuration...



- b. With Otosuite 4.73.02 and later, you will be met with the following prompt. Select the top option, and then click OK. For versions of Otosuite before 4.73.02, skip to Step c.



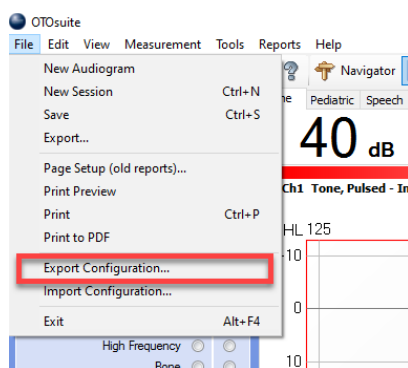
- c. Save the configuration to the desired location, either on your computer or to an external site (i.e., network drive or flash drive/thumb drive/external hard drive). Having the file saved to an external device can be helpful in restoring your settings to Otosuite following a computer failure. Name the file whatever you would like. It may help to include your clinic's name and the date of the configuration. Once you have selected the desired location and named the file to your preference, click "Save." The file type should default to Configuration Files (*.OTOconfig).



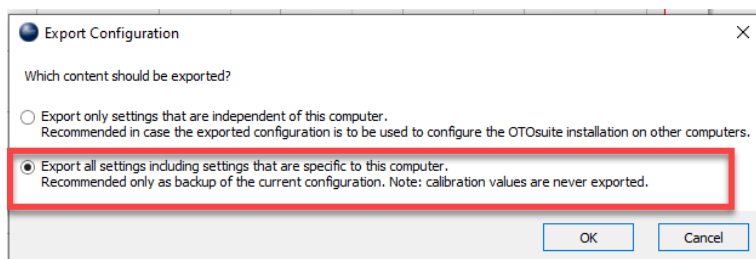
2. Backing-Up a Configuration

This will back-up all user tests and Startup settings, as well as settings specific to the computer, such as device serial numbers. This option can be helpful if you are going to get a new computer, upgrade Windows, or download a new version of Otosuite, as this option will prevent you from having to go through the Configuration Wizard to reconnect to all your devices.

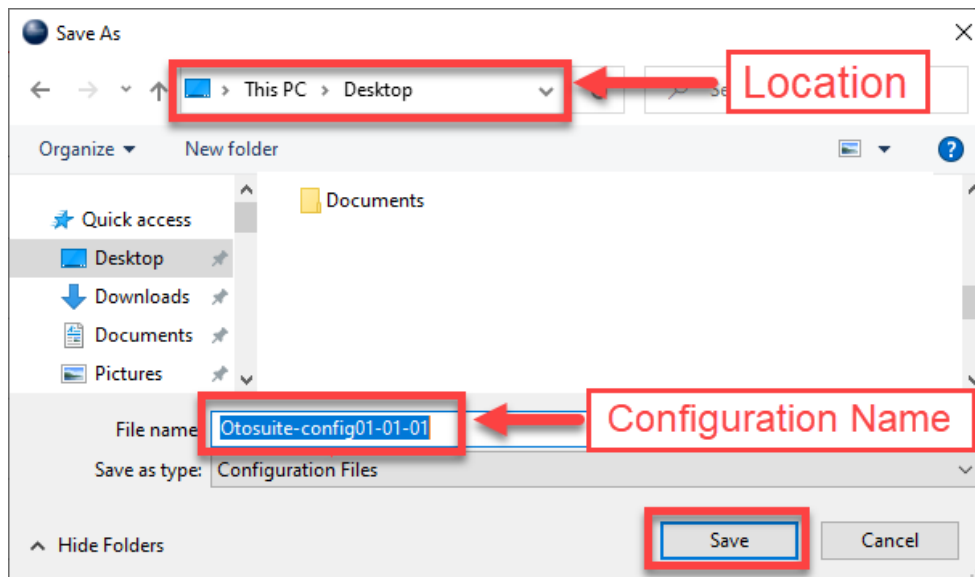
- a. Within any module of Otosuite, go to File-> Export Configuration...



- b. With Otosuite 4.73.02 and later, you will be met with the following prompt. Select the second option, and then click OK. For versions of Otosuite before 4.73.02, skip to Step c.

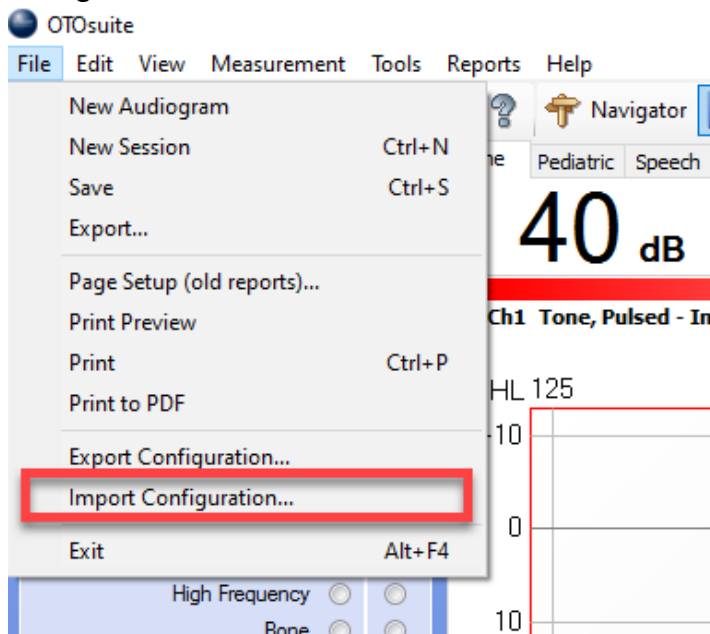


- c. Save the configuration to the desired location, either on your computer or to an external site (i.e., network drive or flash drive/thumb drive/external hard drive). Having the file saved to an external device can be helpful in restoring your settings to Otosuite following a computer failure. Name the file whatever you would like. It may help to include your clinic's name and the date of the configuration. Once you have selected the desired location and named the file to your preference, click "Save." The file type should default to Configuration Files (*.OTOconfig).

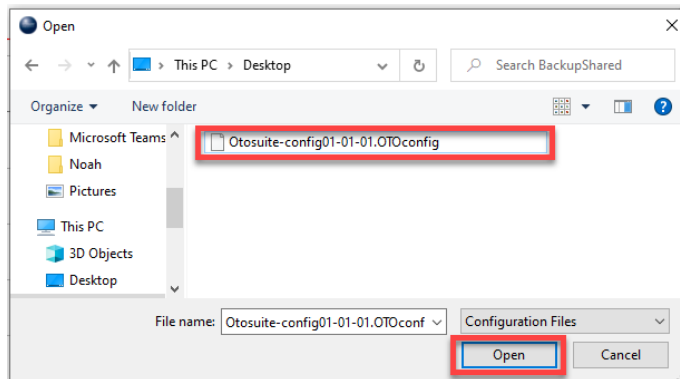


3. Importing a Configuration

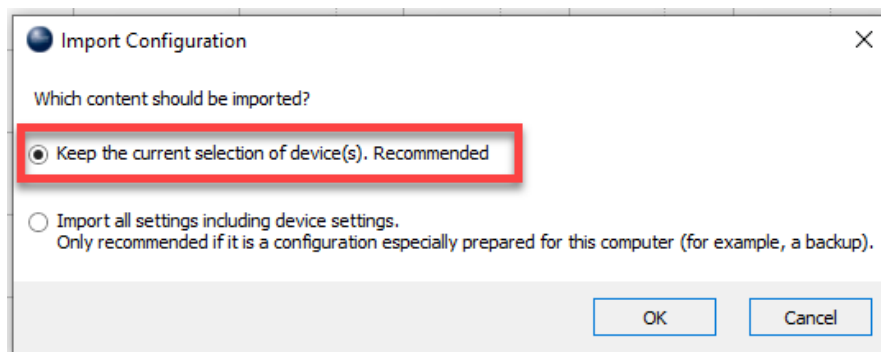
- When you are ready to import your configuration (i.e., after downloading a new version of Otosuite, or installing Otosuite to a new device), open Otosuite, and go to File -> Import Configuration...



- You will then be met with the following prompt. Navigate to the location of your saved Configuration file, left click to highlight it, and then click Open.



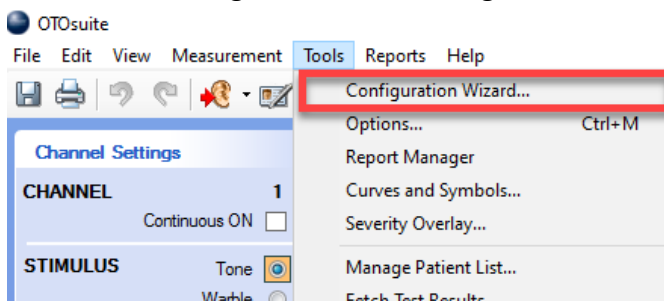
- c. You will then receive the following prompt. Select the first option if you had followed Step 1 above – Exporting a Configuration. Select the second option if you had followed Step 2 above – Backing-Up a Configuration. Click “OK” to import.



4. Configuring Additional Devices

If you have imported a configuration from another computer, you may need to go through the Configuration Wizard to detect each Otosuite device you will work with (i.e., audiometer, immittance bridge, HIT box, Freefit Collar, etc.)

- a. Within Otosuite, go to Tools -> Configuration Wizard...



- b. Check the box to add a device and then click on the corresponding “Configure...” button. Follow the prompts for each device you would like to connect.

