

Quick Start Instructions for Mitsar Installation

1. Insert the CD or flash drive that you received with your Mitsar. If you have downloaded the files from our website you should follow the instructions below in blue print.

Create a folder within your “My Documents” called Mitsar Install.

Download the following files from www.NovaTechEEG.com/Downloads.html into the “My Documents/Mitsar Install” folder

- a) WinEEG software
- b) Protection Key
- c) Direct X (if you do not already have this installed on your computer)

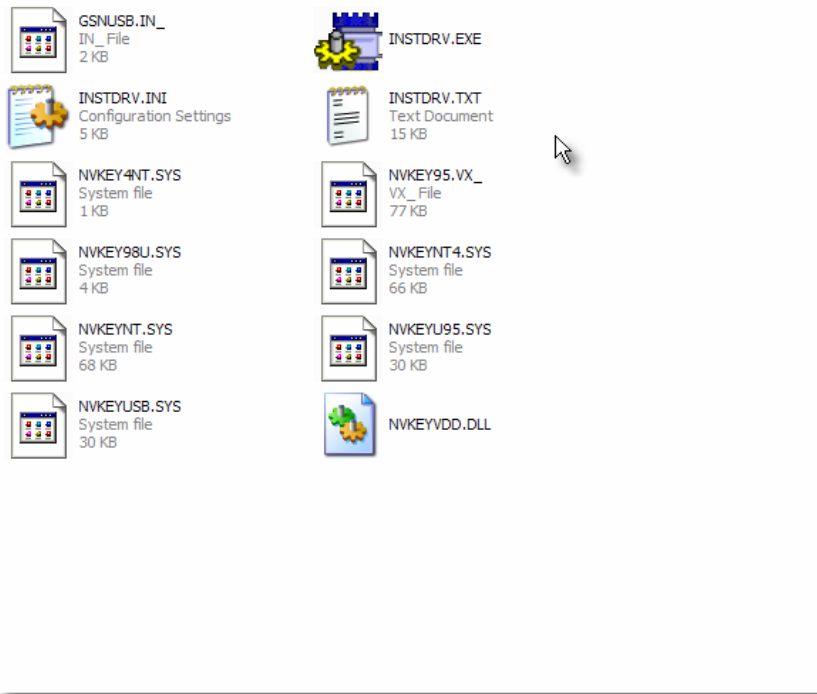
Unzip each of the above files.

Download the calibration attachment you were sent in email into the “My Documents/Mitsar Install” folder

You will need to obtain the correct USB drivers from Nova Tech EEG for your amplifier. Once you obtain the correct USB drivers for the amplifier you will download them into the “My Documents/Mitsar Install” folder.

- 2. Open the folder titled Protection Key.
- 3. Open the folder named “Drivers”
- 4. Double click on the file “INSTDRV.exe”. The Guardant driver setup window opens and you will now choose the option to install drivers for your protection key.





*****IMPORTANT***** if your window opens up with all text appearing as question marks (?????????)....

You will notice there are 3 buttons that have question marks. Click on the top button. This will install the driver and an “ok” button will appear. Click “ok” and you can now close the driver installation window.

8. The security key drivers have now been installed. You may plug in your security dongle and Windows XP will automatically install the device.

9. Navigate back up to the folder titled WinEEG (your version may be titled WinEEG Compact).

10. Double click on the file named “Setup.exe”. This will open the installation program for WinEEG. Follow all onscreen prompts entering the appropriate information. It is recommended to leave the default folders as C:Mitsar/WinEEG. You have now installed the WinEEG software.

11. If your computer does not already have DirectX installed you should open the folder named "DirectX"

12. Double click the file named "dxsetup.exe"

13. Put 4 AA batteries into the Mitsar amplifier. Connect the USB cable to the amplifier. Connect the USB cable to the computer.

14. The Windows operating system will now begin to auto install the amplifier and the Hardware Wizard will appear.

15. When prompted through the Hardware Wizard, it may ask if you would like to connect to the internet or Windows update to search for a driver. You should choose “no, not this time”.

16. On the following screen you will be prompted to install software automatically or to select the location yourself. You should choose to “choose the location and drivers yourself”.

17. On the next step you will be asked where to locate the drivers. You will check the box that indicates “include this location in the search”.

18a. You select the “browse” button and navigate to the “USBDRV” folder which is located on the removable media or in the downloaded folder. The wizard should find the drivers and complete the installation.

18b. If you have downloaded your drivers electronically or obtained them from Nova Tech EEG via email you will navigate to the “My Documents/Mitsar Install” folder. The wizard should find the drivers and complete the installation.

19. Your amplifier is now installed.

20. Open the WinEEG software by going to "C:/Mitsar/WinEEG/WinEEG.exe" (you can place a shortcut on your desktop by right clicking on the file and "sending to the desktop")

21. The software will open and immediately ask you for the location of the calibration file. You will navigate to the removable media or your downloaded folder and find the folder labeled with 4 digits such as “0196”. From this directory you will choose the file named "eeg.cal". This dialogue will only occur on the first instance of installation.

You must obtain the correct cal file from Nova Tech EEG or from the software accompanying your new purchase

22. You will now have the WinEEG software open. Go to the “Setup” menu and click.

23. Choose the option “Equipment Parameters”

24. The equipment configuration window will open. Just below the label amplifiers type: you will see a button with the text “Find”. Click on the “Find” button. Note- your Mitsar amplifier must be plugged in and all previous steps followed.

25. The software will find the amplifier and will now list the correct version and serial number following the text Amplifiers type:

26. Within this same window you will find the text “Connect channels A1 and A2. You should check the box to the left to you will have a linked ear reference.

27. Click OK to close the equipment configuration window.

28. You may now may any personal settings to notch filters, frequency bands, montages, etc through the setup window to fit your needs. Please see the User Manual for instructions on customizing your software settings.

29. You are now ready to proceed with recording or analysis.

Please refer to “Quick Start for Mitsar Recording” or the WinEEG user's manual for other details and specifics of use.

If you have questions please feel free to utilize the Mitsar user group which is moderated by Nova Tech EEG. You can sign up by going to our website and following the link on our contacts page (www.NovaTechEEG.com/Contact.html).

Thank you for your continued support and interest in Nova Tech EEG products and Services.

Quick Start for Mitsar Recording

1. Apply ground electrode
2. Plug ground electrode into amplifier
3. Open WinEEG software
4. Select “file” menu
5. Select “new”
6. Enter patient information and click “ok”
7. Select “recording” menu
8. Select “impedance”
9. Apply remaining electrodes ensuring that impedances are below 5 Kohms and within 1.5 Kohms of each other
10. Click “close” to close impedance meter
11. Select “recording” menu
12. Select “EEG monitoring”
13. EEG will begin to scroll across the screen
14. Make any adjustment to filters or gain as desired
 - a. The gain should be set so that any channel’s EEG does not overlap another channel
 - b. The hi cut and lo cut filters should be set to display the frequency range desired (i.e. 1.6 Hz – 30 Hz)
15. Coach the client on how to behave appropriate for the condition you are about to record.
 - a. For eyes closed, you will instruct the client to be relaxed but to stay awake and alert. You may ask them to relax their facial muscles and jaw. Also advise them to keep their eyes and tongue still.
 - b. For eyes open, you will instruct the client to remain relaxed but to focus their eyes on some point which is close to the ground. Remind them not to stare so hard they go cross eyed but to just relax and be still.
16. When ready to record you will press the drop down triangle just to the right of the red circle short cut for record and select the appropriate marker for the condition you are recording.
17. While recording you can coach the client in regard to any artifact you may see.
18. Once recording you should see the yellow bar running across the top of the EEG channels. If you do not see the yellow color you are not recording.
19. You may pause as needed during the recording by either selecting the pause shortcut or by going to the “recording” menu and selecting “pause”
20. You may stop the recording between tasks by either clicking on the black square short cut icon or by selecting the “recording” menu and selecting “stop”
21. You can check the impedance in between tasks if desired. You must be ‘stopped’ in order to check impedance. You will follow the instructions for # 7- #10.
22. To start recording again you will follow the instructions for #16 again.
23. After all conditions have been recorded you will stop recording by either selecting the black square short cut icon or by selecting the “recording” menu and select “stop”.

24. You should now save the file by selecting the “file” menu and then select “save”.
You can also hit the short cut keys of ctrl-S.
25. The file is now saved and you can disconnect your client.
26. Congratulations you have successfully recorded your EEG. You can now perform any analysis or export your data for report services. See “Quick Start instructions for data export” or the WinEEG user manual for analysis procedures.

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Quick Start for Mitsar Exporting

1. If you have a file open you can skip steps #2 – #5.
2. Select the “file” menu and select “open file”.
3. The open window will appear. You can navigate to the folder where your data is stored. By default, unless you have changed your saving directory, the data will be in the C: Mitsar/WinEEG/data folder.
4. Select the file you wish to export by clicking on it twice with the left mouse. The file will now open.
5. Select the “file” menu and then select “export data...”
6. You will now have the export EEG data window open.
7. Choose the interval you would like to export. You can choose either a ‘selection’ (if one has been made), or a “fragment” such as a condition (eyes closed, etc), full EEG file, or Start time and label of trials.
8. For qEEG data you will most likely be exporting a fragment of the recording. This is the most common use for exporting a given condition for analysis.
9. Choose the fragment by clicking the drop down triangle to the right of the word fragment.
10. You will now choose a ‘format’
11. The most compatible format is the ASCII file format. This is a text file of uV values. It is important to remember when importing these files elsewhere that your sample rate and electrode order must be the same in the importing software or you will have serious flaws in data analysis.
12. If you have questions about the type of file you should export, or compatibility questions with 3rd party software, please contact us before proceeding with analysis.
13. You will now choose the directory and file name for saving your data by filling the “File” horizontal bar. By default, the software will export the data to the C: Mitsar/WinEEG/data directory with the same name of the .eeg file.
14. When you have chosen the proper ‘interval’, ‘format’, and ‘file’ you will click on the button “ok”.
15. You will see the progress bar fill with blue and the export window will disappear when the data export is complete.
16. You will perform steps #5 - #14 for each condition.
17. You will now find your exported data in the directory you indicated to save it, again by default is, C: Mitsar/WinEEG/data.

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