User Directions

To properly align the colposcope optics, the following order is recommended. Please read through all steps prior to using the device in order to ensure correct focusing.

**Step 1  Adjust the Interocular Distance**

1. Before placing the headband on your head, adjust the distance between the two (2) optical tubes so that both tubes comfortably match your eyes. This can be done by loosening either of the two (2) screws, shown in figure 1, extending upwards from the top, rear end of the tubes.
2. Grip the tubing and rotate counter-clockwise to loosen the screws. The screws do not need to be completely removed to adjust the distance between the tubes.
3. Adjust the distance by sliding the tubes toward or away from the center. It is recommended to move one (1) tube at a time. Place your eyes against the rear of the tubes while making an adjustment. Stop moving the tubes once the images in both eyes converge, or the circles from each tube merge into one. The tubes do not need to be focused to complete this step.

*Figure 1: Optical tube screws*
4. Once the images in both tubes have come together, tighten the screws back so that the tubes can no longer freely move. Recheck to ensure that the distance between the tubes has not changed during tightening.

5. If the tubes are not correctly aligned to match your eyes after tightening, repeat this step until the distance is correct.

**Step 2  Headband Adjustment**

1. Place the headband over your head so that the optics rest in front of your face.
2. Adjust the top strap to comfortably fit the top of your head by changing the location of the button, shown by the **YELLOW** arrow in figure 2. Press the button so that it comes out of the holes. Then pull the straps closer or farther as necessary. It may be necessary to remove the headband to accomplish this adjustment. Press the button back into the hole that allows the band to best fit your head and replace the headband over your head.

![Figure 2: Step 2 headband adjustments](image)

3. Adjust the tightness of the headband around your head and forehead by locating the black adjustment wheel at the back of the headband, as indicated with the arrow in figure 2. Keeping the headband on your head while making adjustments, press inward and rotate the back wheel counterclockwise to loosen the band and clockwise to tighten it.
4. Adjust the optics to meet your eyes by pulling the unit downward to your face. If the tubes do not easily rest at your eye level, the black plastic piece connecting the optics and the headband can be slid up or down. If the piece is too tight to adjust, loosen the black bulb (BLUE arrow in figure 2) on the plastic piece slightly and make the adjustment. Once the slide is adjusted, ensure that the black bulb is replaced as tightly as possible.

**Step 3  Focus the Optics**

1. You may adjust the optics to focus correctly on the target. Begin by closing your right eye. While looking through the left tube, move your head toward or away from the target until the tube comes into focus.
2. While maintaining the same distance from the target, close your left eye and open your right eye. Rotate the black cuff, which is touching your eye on the right tube until the target comes into focus in that tube.
3. Open both eyes and examine the target to ensure that the image is properly focused. If it is not in focus, ensure that your distance to the target is correct. If moving your head does not fix the focus, then repeat this step until the image is focused in both tubes.

**Step 4  Turn on or off the LEDs**

1. It may be necessary to perform this step prior to focusing on the target. To turn on one of the LEDs, locate the paddle switches on the left side of the device extending outward from a black electrical box (shown in figure 3). The LEDs can be turned on or off either with the headband on or off of your head. Flip the appropriate switch to toggle an LED on or off.
2. The top LED light bulb (WHITE arrow figure 4) corresponds to the upper switch on the box. The lower LED light bulb (GREEN ARROW figure 4) corresponds with the lower switch. Both LEDs are shown in figure 3 and 4 with corresponding colored arrows to the linked switch. For either switch, down is off and up is on.

3. If the LED lights fail to turn on when a switch is toggled, briefly troubleshoot by ensure that the batteries are charged.

If these steps do not solve the problem, the device may need to be returned for repair. Before sending the device back, also check the following:

a. Check any exposed wires on the device to make sure that there are no frayed or cut ends.

b. Check the wire connections to the LEDs to ensure that they have not come loose.

If either of these steps are problematic, make note of the problem when returning the device to Family Health Ministries.