

**INTERACTIVE METRONOME® ONDEMAND  
CERTIFICATION & COACHING**

# **MODULE 2**

**GETTING YOUR IM EQUIPMENT READY  
FOR USE**



# MODULE 2 GETTING YOUR IM EQUIPMENT READY FOR USE



## GATHER NEEDED EQUIPMENT & MATERIALS

### LEARNING OBJECTIVES:

- Setting Up Your IM Equipment
- IM Software Controls

### LOG YOUR ACTIVITY TIME HERE!

In each Module evaluation, you will be asked to log the amount of time it takes you to complete each course activity. This information will be used to ensure that the course CEUs have been calculated accurately. Please use this space provided to log your start time.

VIDEO START TIME

\_\_\_\_\_ AM/PM

ESTIMATED TOTAL TIME FOR  
THIS ACTIVITY IS 32 MINUTES

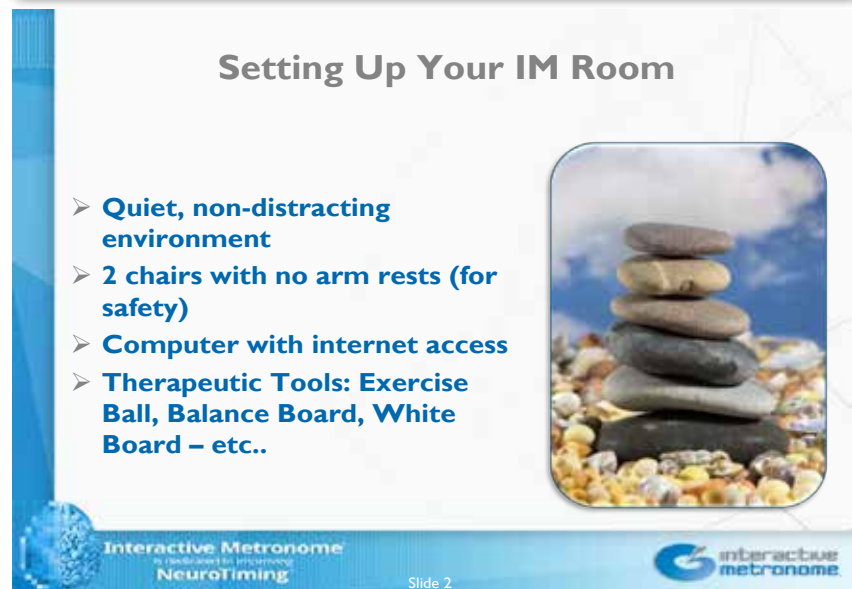
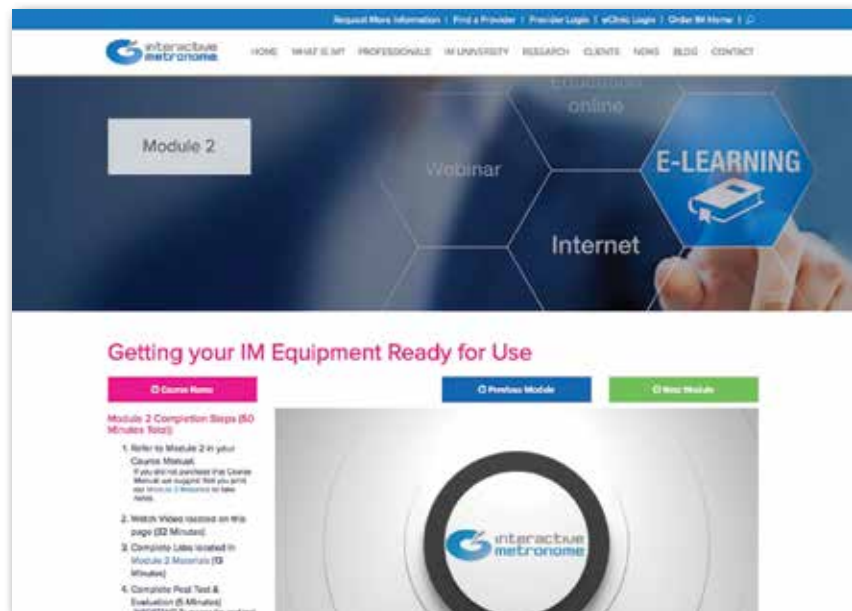


## WATCH THE VIDEO

32 minutes

Access the Module video here:

<http://go.interactivemetronome.com/IMC-Module2>



# INTERACTIVE METRONOME® ONDEMAND CERTIFICATION & COACHING



## COMPLETE THE LABS

13 minutes

### LAB 1: INSTALL THE IM SOFTWARE

(Skip this lab if your IM software is already installed)

If you have not done so already, install the IM software on the computer(s) to be used for IM training.

#### WINDOWS OS

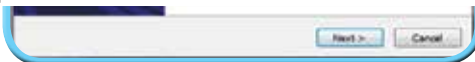
##### Minimum Requirements:

- Operating System - Windows 7: Service Pack 1
- Processor - Intel Core 2 or better, AMD Athlon II or better
- Processor Speed - 1.8 GHz or better
- RAM - 2 GB or more
- Internet Connection - 56 Kbps modem or faster  
**NOTE:** Only the IMPro Universe eClinic features require an internet connection.

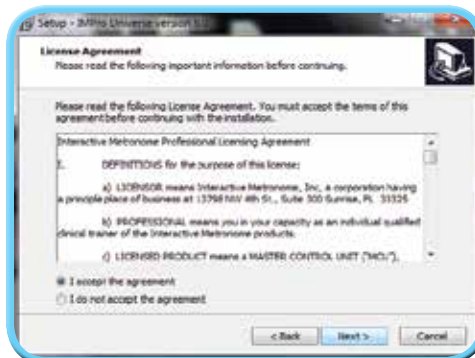
1. Turn on the PC and log in using administrative user security permissions. Make sure no applications are operating.
2. Download the IM Pro Universe software from the email you received from IM Technical Support.
3. An installation screen will automatically appear. If it does click next.



If it does not appear automatically, click on start in your taskbar and then select "Computer". Find the appropriate disc drive and double-click the icon to open the installer.



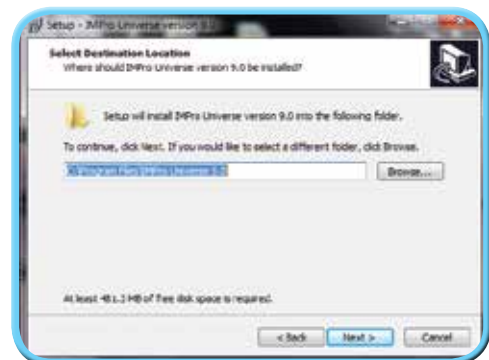
4. Accept the User Licence Agreement. Click **Next**.



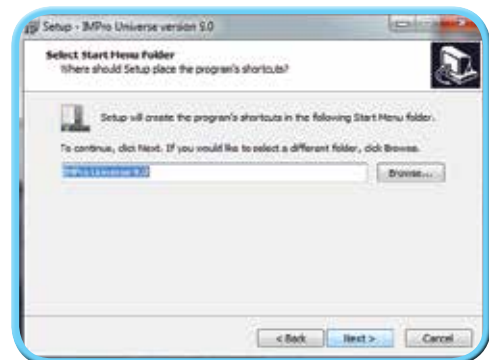
##### Preferred Requirements:

- Operating System - Windows 8 or Windows 8 Pro  
**NOTE:** Windows RT is not compatible with IMPro Universe
- Processor - Intel Core "ix" Family (i3,i5,i7), AMD Phenom 2 or better
- RAM - 4 GB or more
- Internet Connection - DSL or Broadband  
**NOTE:** Only the IMPro Universe eClinic features require an internet connection.

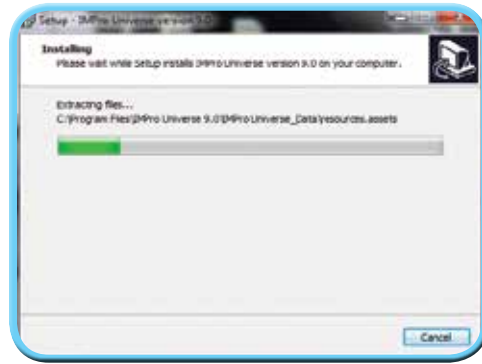
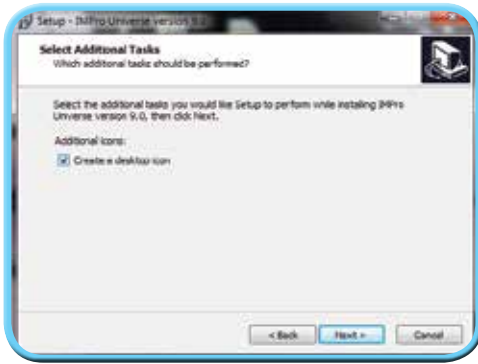
5. Confirm where IMPro Universe should be installed. Click **Next**.



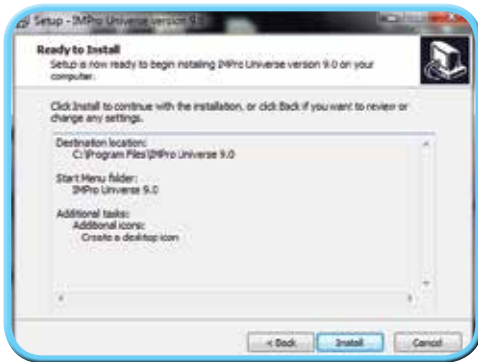
6. Confirm if you want to create a shortcut in your Start Menu. Click **Next**.



7. Confirm if you want to create a desktop icon. Click **Next**. 9. IMPro Universe will now install.



8. Verify all your installation settings are correct. Click **Install**. 10. Once installation is complete click **Finish** and IMPro Universe will open.

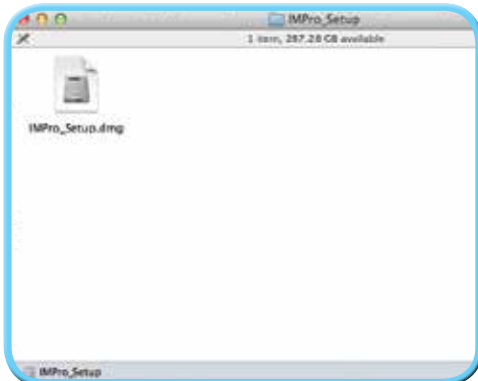


**MAC OS**

**Minimum Requirements:**

- Operating System - OSX 10.6
  - Processor – Intel Core 2 or better
  - Processor Speed – 1.8 GHz or better
  - RAM – 2GB or more
  - Internet Connection – 56 Kbps modem or faster
- NOTE:** *Only the IMPro Universe eClinic features require an internet connection*

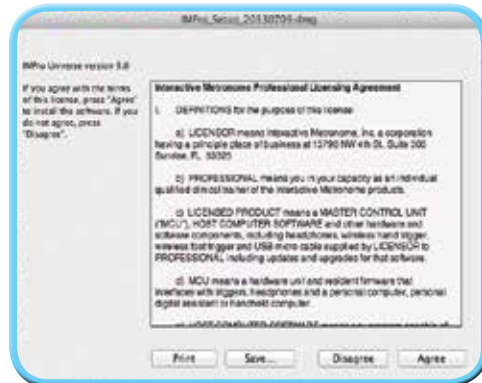
1. Turn on the MAC and log in. Make sure no applications are operating.
2. Download the IM Pro Universe software from the email you received from IM Technical Support.
3. A window will automatically appear. Click on the .DMG file



**Preferred Requirements:**

- Operating System - OSX 10.8
  - Processor – Intel Core “ix” Family (i3,i5,i7)
  - Processor Speed – 2.2 GHz or better
  - RAM - 4 GB RAM or higher
  - Internet Connection - DSL or Broadband
- NOTE:** *Only the IMPro Universe eClinic features require an internet connection.*

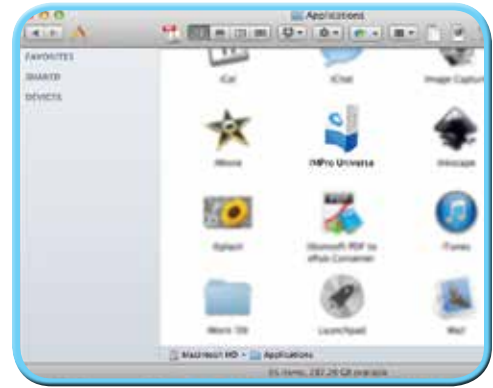
4. Agree to the Professional Liscence Agreement to continue install



5. Drag the IMPro Universe Logo to the Applications folder.



6. Find IMPro Universe in the Applications folder and double-click to open.



## RESUME VIDEO

**Equipment Set-Up Workshop**  
Sit back & watch as April gives you a tour of what's here

- **For use of wireless triggers, follow along with April to:**
  - ◆ Plug USB cord into computer and MCU
  - ◆ Check for battery placement in wireless triggers – insert if necessary
  - ◆ Test wireless triggers to be sure operating
  - ◆ Plug headphones into MCU
- **If using wired triggers, you must be sure to:**
  - ◆ Plug splitter into MCU in bottom port where you see button trigger symbol
  - ◆ Plug button trigger into splitter
  - ◆ Plug tap mat into splitter
  - ◆ Test your triggers in the same manner by tapping on them and looking for MCU to light up

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is dedicated to improving  
**NeuroTiming**

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Slide 3

**LOG YOUR ACTIVITY TIME HERE!**

**LAB END TIME**  
\_\_\_\_\_ AM/PM

**TOTAL ACTIVITY TIME (IN MINUTES)**  
\_\_\_\_\_ MIN.

**ESTIMATED TOTAL TIME FOR THIS ACTIVITY IS 13 MINUTES**



## LAB 2: SET UP YOUR IM EQUIPMENT

*(Skip this lab if your IM equipment is set up and your triggers have batteries already installed)*

### 1. LOCATE THE MCU

The front of the MCU has:

- 2 Indicator Lights
- 2 Audio Ports
- Wired Trigger Port

The back of the MCU has:

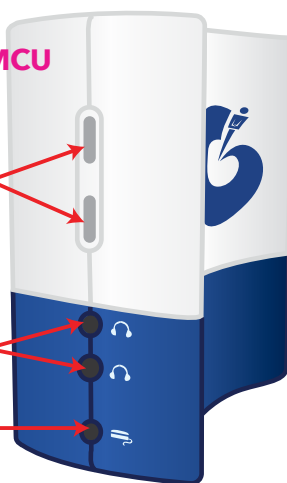
- 1 Mini USB Port
- Audio Input

**FRONT OF THE MCU**

INDICATOR LIGHTS

AUDIO PORTS

TRIGGER PORT



**BACK OF THE MCU**

MINI USB PORT

AUDIO INPUT





## 2. CONNECT THE MCU TO THE COMPUTER

- Connect the USB & audio cables to the MCU



- Connect the USB & audio cables to the computer



## 3. INSERT BATTERIES FOR WIRELESS TRIGGERS

- Place batteries in wireless button trigger and test

If you plan on using wireless triggers. Please be sure to insert batteries correctly.



Squeeze the pressure clips to remove the cover from the button trigger



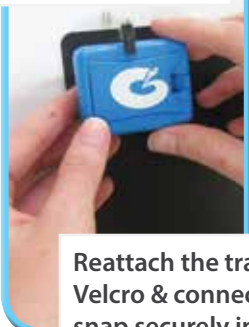
- Place batteries in wireless tap mat and test



Remove the transmitter from the tap mat & press clip to open the cover



Slide the battery under plastic piece and push down to snap into place



Reattach the transmitter to the Velcro & connect to the tap mat, snap securely into place



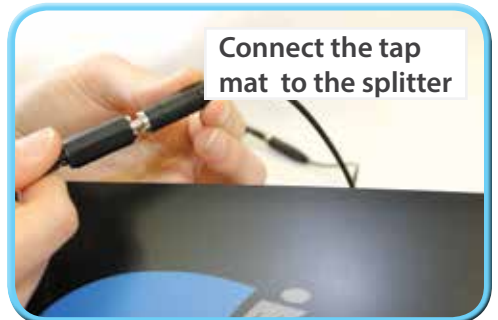


Test that your triggers are working properly!

Click the button trigger, your MCU should blink a red light

Tap the tap mat, your MCU should blink a white light

4. CONNECTING WIRED TRIGGERS (OPTIONAL)



Your triggers should look like this



The lights on the MCU will blink **RED** when the button trigger is pressed and blink when the tap mat is touched.

5. PLUG IN HEADPHONES

Plug the headphones into one of the audio ports marked with a picture of headphones on the front of the MCU



**DO NOT FORCE THE HEADPHONES IN!**

6. IM STATION NOW READY TO USE



When both indicator lights are blue MCU is ready to use.

**RESUME VIDEO**



**LAB 3: CREATE A NEW TRAINING FILE**

1. After you have successfully installed the IM software & set up your hardware, double click on the desktop IM icon to open the software in preparation for this lab.
2. With the IM program open, verify that the MCU is connected by locating the "IM Indicator" box at the bottom center of the IM program. Within seconds of opening the program, the words should change from "MCU not connected" to "X Hours Remaining on MCU" (see image below). Before any training can take place, the MCU must be connected.



3. Select:
  - a. File
  - b. New
  - c. This Computer
4. A "New File Dialog" window will appear (see image below). Enter the provider's name (in this case, enter your name) where it asks for "Trainer Information." Do not use the space bar when typing in the provider's first and last name or the software will not allow you to save the file. The tab function may be used.





6. Enter your client's first, middle and last initial where it asks for "Trainee Information" (for this training file, enter your own initials).  
**NOTE:** If a middle initial is not entered, the IM software will automatically enter an 'X' for the middle initial (i.e., AXV).
7. Enter a "Numeric ID." This must be four digits, and may not be all zeros. You may opt to use the last four digits of your client's social security number, the year, or some other valid four digit number. For this training file, you may enter 4 digits of your own choosing.
8. Select your client's preferred hand and gender. In this case, you will enter your own information.
9. Enter your client's birth date. For now, enter your own.
10. Click OK.
11. A "New Interactive Metronome® Database" window (see image below) will then appear with the default file name, which is automatically generated from using the first, middle, and last initials appended with the Numeric ID. For example, if the individual's information is entered as shown in the image above, the default file name will be DAD1234.impd. If there is no middle initial, an "X" will be used instead (DXD1234.impd). The provider can change the default file name if desired by clicking on SAVE AS, however it is recommended that providers take appropriate measures to assign file names that protect privacy and comply with Health Insurance Portability and Accountability Act (HIPAA) requirements.
12. Verify that the folder is the desired folder in which to save the new file; otherwise, browse for the folder. Then, click SAVE.
13. Your new file is now open. To confirm this, look at the bottom of the screen in the "IM Indicator" panel. You will see that it says "MCU Connected," the number of minutes remaining on your MCU (i.e., 1126 minutes remaining on MCU), and the name of the file you've just created (i.e. DAD1234). When there is no file selected, it will read "NO FILE OPEN."
14. You will need open your IM software and select this IM training file for each of the remaining modules in this certification course.



## RESUME VIDEO

# OVERVIEW

## IM Software Controls

Sit back & watch as April gives you a tour of what's here.

\*Go to Appendix Page A-10

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NeuroTiming

Slide 5

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## LAB 4: GET FAMILIAR WITH IM FEATURES

Explore the features of the IM software on your own to better familiarize yourself before we move on. Each of the features is listed below. Read the description for each and locate them in the IM software on your computer.

### IM PROGRAM FEATURES

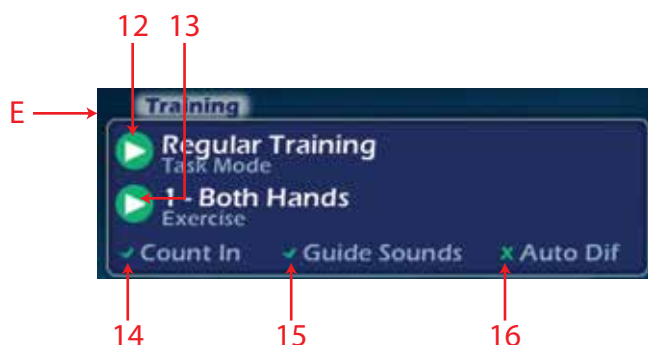


- A. **Menu Bar:** Contains lists of necessary and additional functions and settings.
- B. **Control Panel:** Displays options and information used during tasks
  1. **Counter:** Displays and counts down the number of repetitions and the number of minutes set for a task. When in assessment modes, the number of repetitions/minutes is preset. However, for "Regular Training" and "In-Motion" modes, you can set the number of repetitions or minutes by clicking on the up or down arrows. **NOTE:** *The repetitions/minutes can only be adjusted when a training file is open.*
  2. **Tempo:** Displays the rate (beats per minute) of the reference tone. The default setting is 54 beats per minute. When in assessment modes, this is a fixed setting. However, for "Regular Training" and "In-Motion" task modes, this can be adjusted by clicking on the up arrow to increase the tempo or the down arrow to decrease the tempo.
  3. **Difficulty:** Indicates the millisecond threshold beyond which your client will hear negative feedback telling him he is Very Early or Very Late. As long as your client stays below this millisecond threshold, he will hear the more pleasing Right-On and Super Right-On guide sounds. To select the Difficulty, the "Auto Dif" must be turned off (no check in box). Difficulty is adjusted by clicking on the up or down arrows on the Control Panel to increase or decrease it.
  4. **SRO:** Displays the minimum millisecond score required to achieve a "Super-Right-On" or SRO hit. The default setting is 15 milliseconds (therefore, if you don't change anything your client must hit between 0-15 ms before or after the reference beat to achieve a SRO hit). The SRO threshold can be adjusted as you deem appropriate to make training easier or more challenging. You can choose a SRO threshold between 10 - 50 milliseconds. **NOTE:** *This feature should be used in conjunction with difficulty and/or tempo to achieve the most SRO hits.*
  5. **Burst Threshold:** Burst Threshold determines the number of consecutive, or in-a-row, hits your client must make to earn 1 Burst. A burst is earned each time your client hits a designated number of times consecutively in the SRO range. This number is designated by you when you set the Burst Threshold. For example, the default Burst Threshold is 4. Therefore, each time your client hits 4 times in-a-row within the SRO range of 0-15 ms, he earns 1 burst. If he earns 10 bursts over the entire exercise, that means on 10 different occasions during that exercise he made at least 4 SRO hits in-a-row. To adjust the Burst Threshold, click on the arrow on the Control Panel next to Burst. You will then select a threshold between 2 -15 hits. **NOTE:** *This feature should be used in conjunction with difficulty and/or tempo to achieve the most bursts.*

- C. **Sound Volumes Panel:** Displays the volume setting for IM tasks.
6. **Ref:** Displays the volume for the **Reference Tone**. The default setting is 127. Use the arrow and slider to set the desired volume.
  7. **Guide:** Displays the volume for the **Guide Sounds**. The default setting is 127. Use the arrow and slider to set the desired volume.
  8. **RO:** Displays the volume for the **Right On** tone. The default setting is 127. Use the arrow and slider to set the desired volume.
  9. **SRO:** Displays the volume for the **Super-Right-On** tone. The default setting is 127. Use the arrow and slider to set the desired volume.
  10. **Master:** Displays the master volume for the IM exercise. The default setting is 107. Use the arrow and slider to set the desired volume.
  11. **Game:** Displays the volume setting for the background audio on training visual screens. Use the arrow and slider to set the desired volume.
- D. **Traffic Light Icon Button:** Starts and stops the selected task. The “F2” key performs the same action. This button will not illuminate if the MCU is not connected or if no file is open.

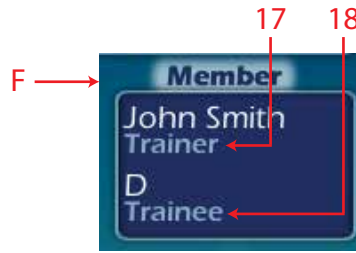


- E. **Training Panel:** Contains options for task mode and exercises.



12. **Task Mode Selector:** Lists and indicates which mode is selected including: Short Form Test, Long Form Assessment, Regular Training, In-Motion, or Attend Over Time.  
**NOTE:** Selection of Long Form Assessment enables another group of check boxes – Pre, Interim, and Post.
13. **Exercise Selector:** Lists and indicates which exercise is selected. Each task mode has a different list of available exercises.  
**NOTE:** When in assessment modes, the sequence of exercises is presented in a set order and automatically advances to the subsequent exercise.
14. **Count-in:** When checked, adds five “warm-up” repetitions (beats) to the counter. These will not be counted by the program, which will begin recording data on the sixth repetition of the task.
15. **Guide Sounds:** When selected (checked), activates feedback tones in addition to the reference tone. When deselected (no check in box), only the reference tone is heard. When in assessment modes, this is preset. However, for “Regular Training” and “In-Motion” modes, this can be turned on or off.
16. **Auto Dif:** When “Auto Dif” (Auto Difficulty) is selected (box checked), the program continuously changes the “Difficulty” setting during an exercise based on the individual’s most recent trigger hits.

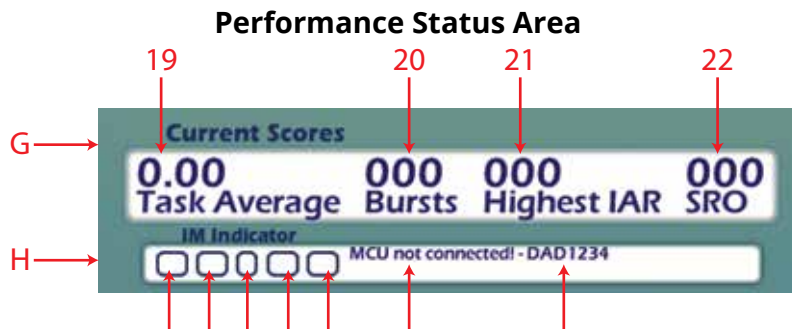
F. **Member Panel:** Contains trainer and trainee information.



17. **Trainer:** Displays the IM provider's name. If there is more than one provider name in the file (which is possible only with a file created using a version of the IM software prior to IMPro version 6.0), select from the drop-down box by clicking the arrow and then select the desired name.

18. **Trainee:** Displays your client's name. If there is more than one individual's name in the file (which is possible only with a file created using a version of the IM software prior to IMPro version 6.0), select from the drop-down box by clicking the arrow and then select the desired name.

The **Performance Status Area** displays data calculations based on trigger hits recorded during an assessment or exercise. In certain Training Visual screen it also displays indicators related to accuracy of your clients's trigger hits in relation to the reference beat. Hits fall into pre-defined specified areas range from 555 milliseconds before the reference tone (Very Early) to 555 milliseconds after the reference tone (Very Late). A hit falling on zero milliseconds is synchronized exactly with the reference tone.



G. **Current Scores Panel:** Contains performance data during the task.

19. **Task Average:** Displays the current millisecond average of your client's trigger hit while an assessment or exercise is in progress.

20. **Bursts:** Counts and displays how many times the current burst rate was achieved during an exercise. For example, if the **Burst Threshold** is set to 4, each time 4 trigger hits in-a-row are within 15 milliseconds of the reference tone, the Burst counter will increase by 1. **NOTE:** You can make changes to the **Burst Threshold** via the control panel.

21. **Highest IAR:** Counts and displays the highest number of trigger hits in-a-row that were within the selected SRO range during any one uninterrupted assessment task or exercise. Keep in mind, 15 milliseconds is the default SRO setting. **NOTE:** You can make changes to the SRO threshold via the control panel.

22. **SRO:** Counts the number of "Super-Right-On" hits during an assessment task or exercise. **NOTE:** You can make changes to the SRO threshold via the control panel.

H. **IM Indicator Panel:** Displays real-time feedback as your client hits the trigger.

23. **Very Early Hit Box:** Indicates that the trigger hit was very early (beyond the maximum millisecond value set for "Early" trigger hits) and displays how far away from the reference tone it was in milliseconds.

## NOTES

24. **Early and “Super-Right-On” Hit Box:** Indicates that the trigger hit was early and displays how far away from the reference tone it was in milliseconds. “Super-Right-on” hits that do not fall exactly on the reference tone, but are early by less than 15 milliseconds, also appear in this location.
25. **Visual Guide:** A set of lines in the square that flash exactly on the reference beat.
26. **Late and “Super-Right-On” Hit Box:** Indicates that the trigger hit was late and displays how far away from the reference tone it was in milliseconds. “Super-Right-on” hits that do not fall exactly on the reference tone, but are late by less than 15 milliseconds, also appear in this location.
27. **Very Late Hit Box:** Indicates that the trigger hit was very late (beyond the maximum millisecond value set for “Late” trigger hit) and displays how far away from the reference tone it was in milliseconds.
28. **MCU Connection:** Displays the connection status of the MCU.
29. **IM Data File:** Displays the file that is currently open for training.



## RESUME VIDEO

LOG YOUR ACTIVITY TIME HERE!

VIDEO END TIME \_\_\_\_\_ AM/PM

TOTAL ACTIVITY TIME  
(IN MINUTES) \_\_\_\_\_ MIN.

ESTIMATED TOTAL TIME FOR THIS  
ACTIVITY IS 32 MINUTES





**TAKE THE ONLINE POST-TEST & EVALUATION FOR MODULE 2**

5 minutes

To view the course materials for this Module visit:  
<http://go.interactivemetronome.com/IMC-Module2>



**CONTACT US WITH ANY QUESTIONS**

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**DON'T FORGET TO REFERENCE YOUR NOTES FOR THE TIME LOGGED ACTIVITIES IN THIS MODULE, WHICH WILL BE ASKED IN THE EVALUATION.**

# NOTES