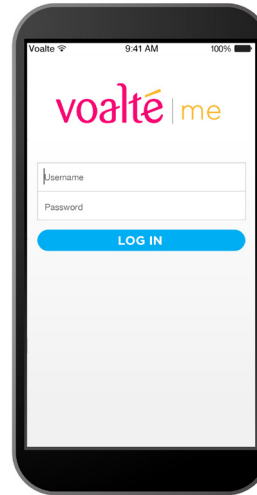# voalté | me

Getting started guide

After installing Voalte Me™ on your personal smartphone, use this handy guide to take advantage of its powerful communication and collaboration features.
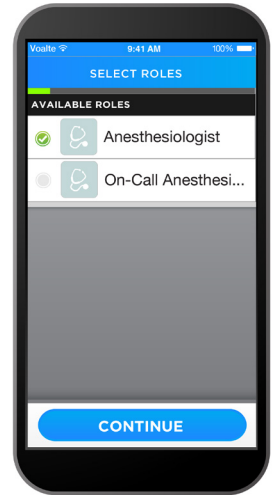
1. Log in. ▶

- Tap the Voalte Me icon. **V**
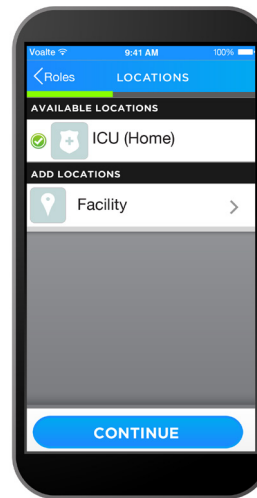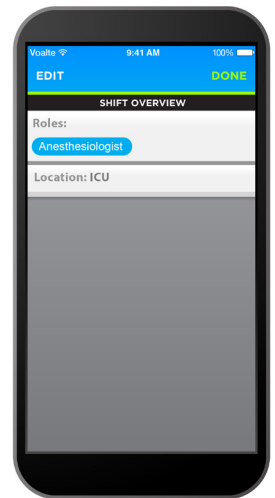- Enter your Voalte username and password.
- Tap Log In.

2. Select today's role. ▶

- Select the job function you will perform on this shift.
- Others can find you in the Directory by role.
- Role selection is not available if you only have one role.

3. Select today's location. ▶

- Select the unit in which you will work during this shift.
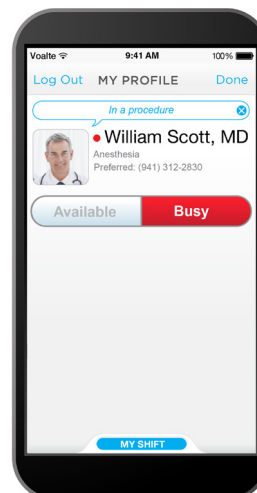- Choose as many locations as necessary**.**

4. Review your selections. ▶

- Review your selections before beginning your shift.
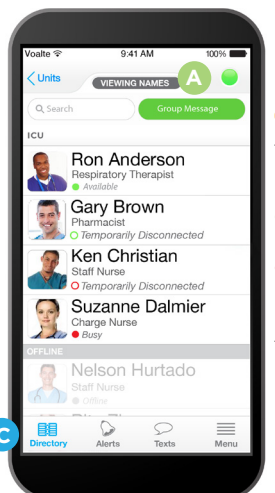- **Note:** You can change selections at any time.

5. View your profile. ▶

- Indicate whether you are available or busy.
- Add a status to let others know what you are doing.
- View and edit your shift information.
- Tap Log Out or Done.

6. View the Directory. ▶

See user list segmented by names or roles. **A**
- Names: View by name.
- Roles: See everyone in a particular role.

See user presence at a glance. **B**
- 🟢 Available.
- ⭕ Available but temporarily disconnected.
- ⭕ Busy but temporarily disconnected.
- 🔴 Busy.

Tap Directory to view departments, buildings or units. **C**

Getting started guide

7. View the Menu. ▶

• Find a list of Directory groupings or search for people.

8. Exchange secure text messages. ▶

• Quick messages: Choose an often-used message, or create your own. **A**
• Photo attachments: Snap, send and receive photos securely. **B**
• Priority messages: Indicate urgency by icon and special tone. **C**
• Advanced messaging: Label conversations with a subject name and choose to send one-way communication or allow replies. **D**
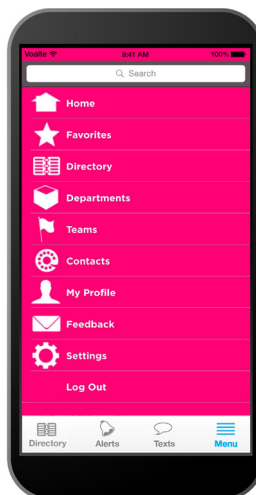
9. Communicate quickly. ▶

• Swipe right to send a text message. **A**
• Swipe left to make a phone call. **B**
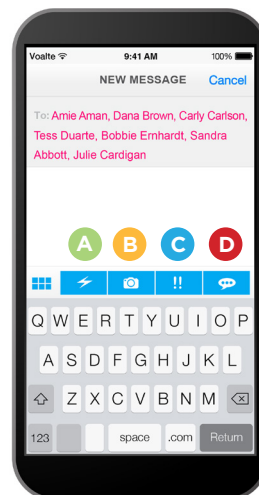• Search the Directory. **C**
• Send group messages. **D**

10. Exchange secure text messages. ▶

• Receive and respond to patient alert notifications. **A**
• To respond to an alert, swipe Accept or Escalate. **B**
• **Note:** Voalte is a secondary alert notification system. Alerts received and the response available is determined by the hospital. **C**
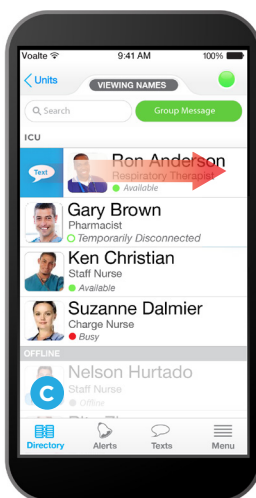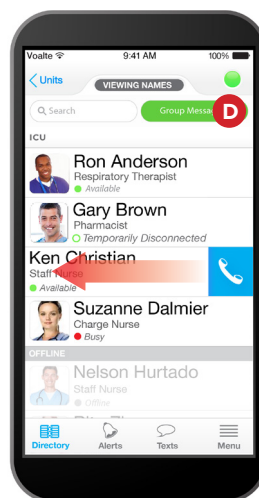
7.

8.

9.

10.

voalté Reimagine healthcare communication.