


## 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. 
- 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. 

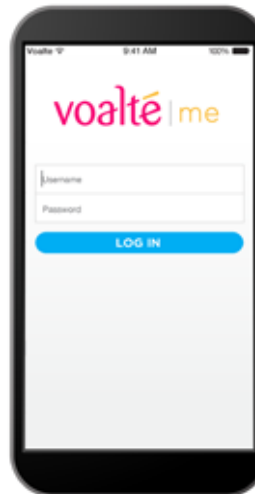
- Names: View by name.
- Roles: See everyone in a particular role.

See user presence at a glance. 

-  Available.
-  Available but temporarily disconnected.
-  Busy but temporarily disconnected.
-  Busy.

Tap Directory to view departments, buildings or units. 

1.



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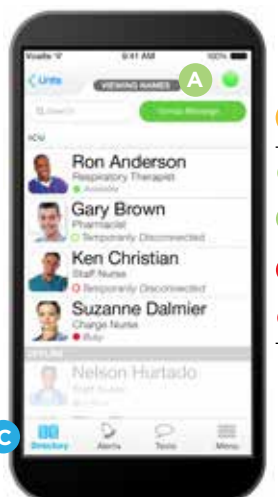
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### 7. View the Menu. ►

- 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**

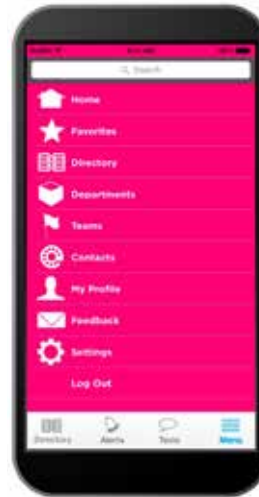
### 9. Communicate quickly. ►

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

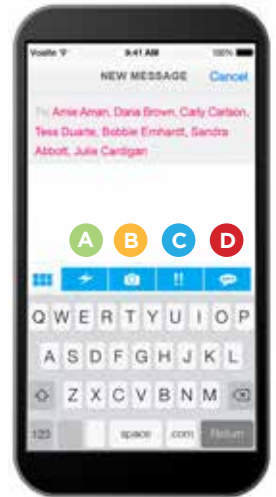
### 10. Exchange secure text messages. ►

- 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**

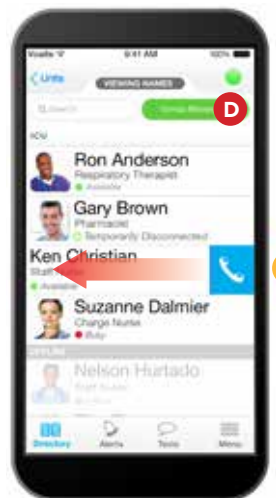
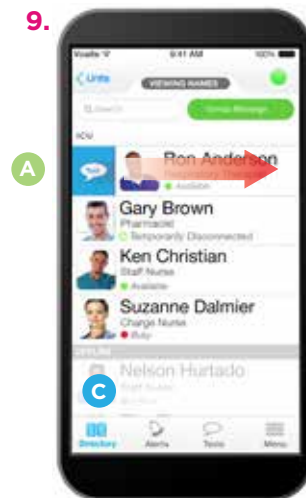
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