## How to Send a Voalte Quick Message

Quick Messages are available as soon as you begin a new message:

- 1. After selecting someone to send a message to, click the button.
- 2. On the Quick Messages pop-up, your own messages are at the top (My Quick Messages), followed by those provided by the hospital (System Quick Messages).
- 3. Tap the message you want to use.
- 4. Your Quick Message now appears in the text field. You can edit or add to the Quick Message before sending it.

	Jill Smith , RN Available	*
CHAT USER PROFILE		
Ok. I'll be right there.	Con L det a witness for	:13
11/19/18, 16:14	Team huddle at station TJC is onsite May I call you with rep	:14
Type your message here	( ) ( ) ( )	

## How to Create and Save your Own Voalte Quick Messages

- 1. Open the New Message screen as if you were starting a new text then click the button.
- 2. On the Quick Messages pop-up, click "Edit Quick Messages" (at the top).
- 3. Enter the text for your new Quick Message
- 4. Click Done.

Now you can reuse this Quick Message whenever you like.



4