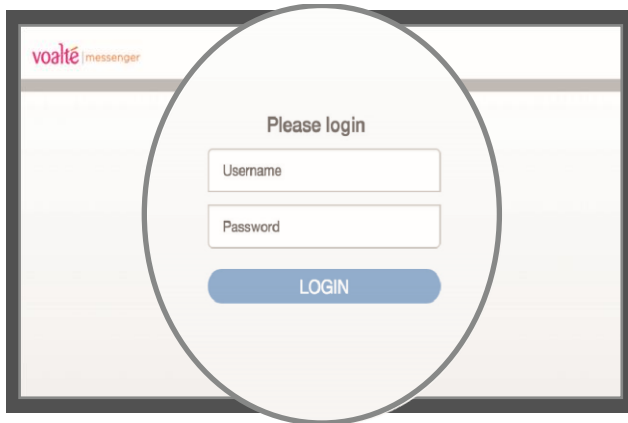


## Getting started.

Use this handy guide to take advantage of the powerful communication and collaboration features of Voalte Messenger™.

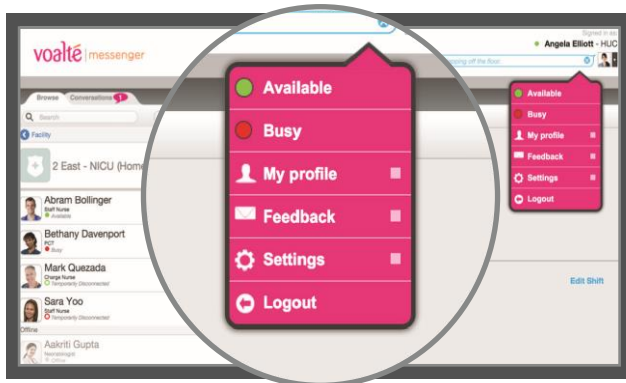


### 1. Log in.

- Open the Voalte Messenger web page.
- Enter your Voalte username and password.
- Click Login.

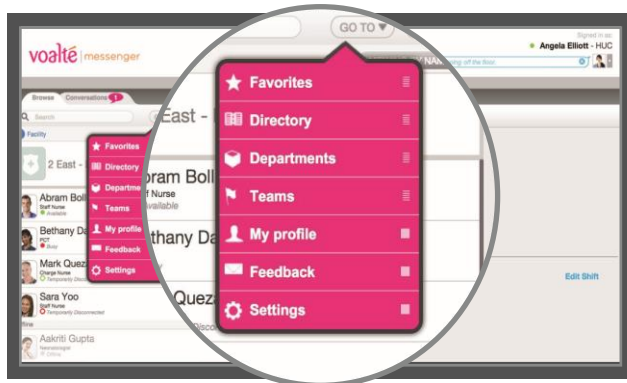
### 2. Select today's role and location.

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



### 3. View profile menu.

- Add a status to let others know what you are doing.
- Indicate whether you are available or busy.
- View and edit your shift (profile) information.
- Share feedback with Voalte.
- Access your settings.
- Logout.



### 4. Browse lists of users.

From the Browse tab, click the Go To drop-down to:

- Navigate to your home Directory view
- View users in your Favorites list.
- View the main Directory.
- View the list of Departments.

# voalté messenger



## 5. View the Directory

- Names: View by name.
- Roles: See everyone in a particular role.
- Rooms: see all patient beds, with limited patient and care team information

## 6. View users' status.

See user presence at a glance:

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



## 7. Communicate quickly

- Single-click to view a user's profile.
- Double-click a user to initiate a text message.
- Click Group Message icon to select multiple recipients (A).
- Hover pointer over a name to view user's extension (B).
- Click the star in a profile to mark user as a Favorite (C).

## 8. Exchange messages & view history

Click the Conversations tab to review messages:

- Sort by most recent, alphabetically or unread first.
- Clear all conversations

- ⚡ **Quick messages:**  
Choose an often-used message, or create your own.
- 📷 **Photo attachments:**  
Send and receive photos securely.
- !! **Priority messages:**  
Indicate urgency by icon and special tone.

To log out of Voalte Messenger click Log Out in menu.  
Closing the web browser will NOT log you out

