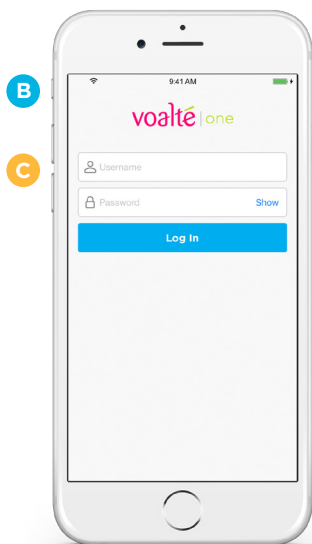
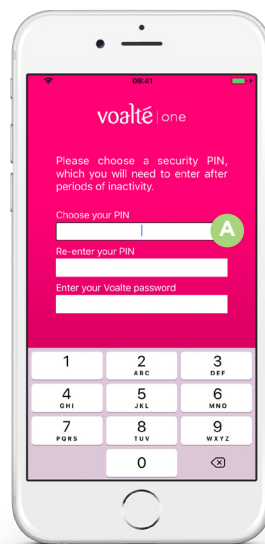


## Getting started.



### 1. Start your device.

- Press and release the power button **A** on the upper right side of the iPhone.
- Ensure the phone is not set to silent **B** and the volume level **C** is audible.
- Check that the phone and/or battery pack is fully charged.



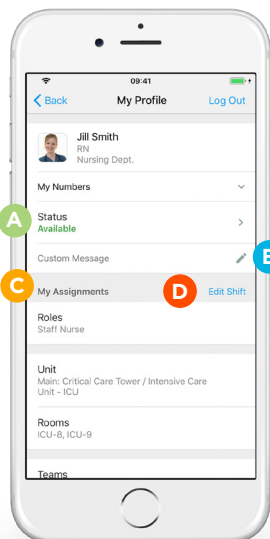
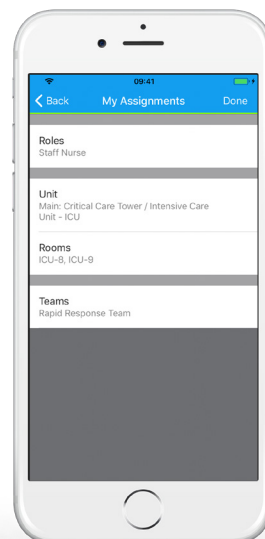
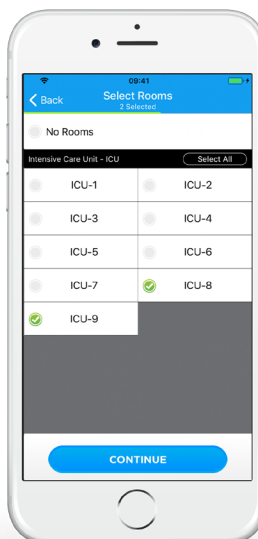
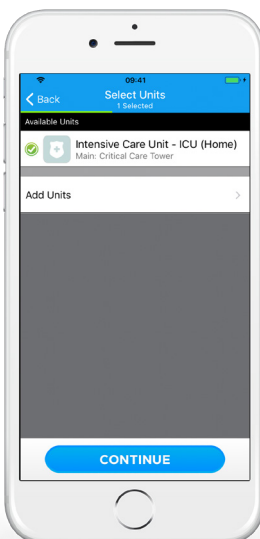
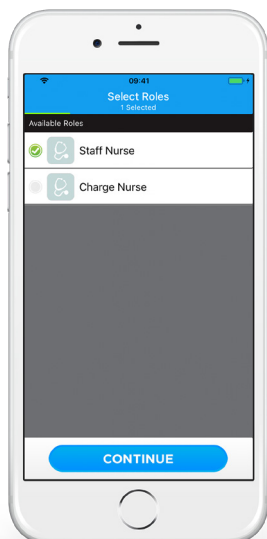
### 2. Log in.

- Tap the Voalte One icon. **V**
- Enter your Voalte username and password or use single sign-on\*.
- If asked, enter a four-digit security PIN **A** in both fields and your password.
- Tap Log In.

\*Not available for all users.

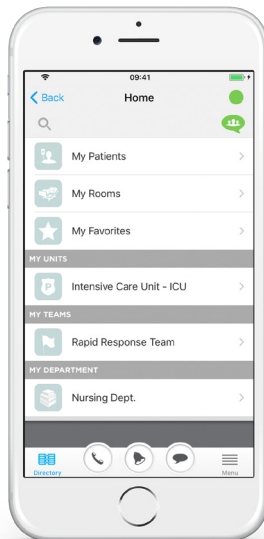
### 3. Make and review your shift selections.

- Select the role(s) you are filling.
- Select the unit(s) where you are working.
- Select the room(s) you are covering.
- Select any team(s) you are assigned to.
- Review your selections and tap Done when finished.



### 4. View your profile.

- Indicate whether you are available or busy. **A**
- Add a custom message to let others know what you are doing. **B**
- Review your shift assignments. **C**
- Tap Edit Shift to view or edit your shift information. **D**



### 5. View the Home screen.

- See your patients, rooms, favorites, units, teams and departments.
- Switch between these Directory listings.

## Getting started.

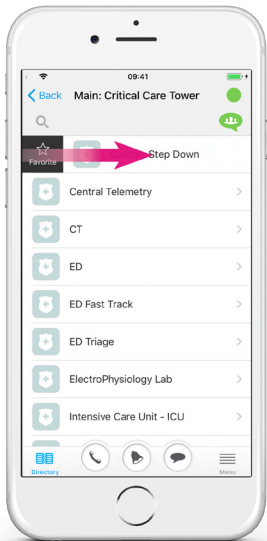
### 6. View the Directory.

See user lists segmented by names, roles or rooms:

- Names: View by name.
- Roles: See everyone in a particular role.
- Rooms: See everyone assigned to a given room.

See user status at a glance:

- Available.
- Available but idle.
- Busy but idle.
- Busy.
- Offline.



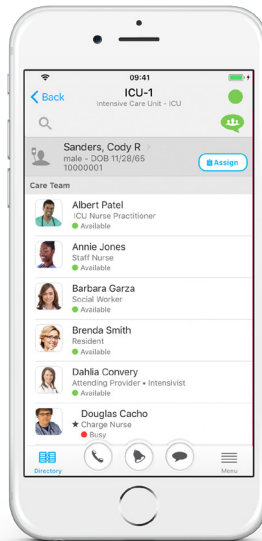
### 7. Select favorites.

**Favorite a unit or team:**

- Swipe left or right on the unit or team.
- Tap the Favorite button.

**Favorite a user:**

- Tap the star in the top right of the user's profile.
- Or, swipe left or right on the user in the Directory and tap the Favorite button.



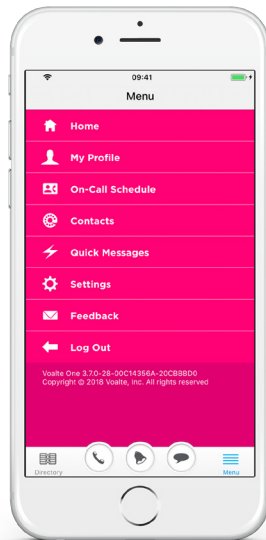
### 8. View and assign yourself to patients.\*

- Search for the patient by name or view by room.
- View a patient's care team and everyone assigned to the room.
- Tap the Assign button next to a patient to manually assign yourself to that patient.
- Tap OK. Once assigned, the patient appears in My Patients.

\*Not available for all users.

### 9. View the Menu.

- Tap Menu to locate people and other information.
- Tap Settings to adjust text size.
- Tap Feedback to contact Voalte Support.



### 10. Communicate quickly.

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

