



Overview, Key Steps, and Dates

- **Before 2/14** Add new Site Code (you will not be able to log nto the new site). This will make it faster and easier to use after the upgrade
- After 7:00 AM on 2/14 Switch to the MGH site (not Massachusetts General Hospital), review and update settings, then delete old Site Code (If you forget to add the new Site Code before 2/14, you can still do it that day)

Add the New MGH Site Code- <u>before</u> the February 14th Upgrade

From the Voalte Me app

- 1. Click Menu
- 2. Click Change Site
- 3. Click Add Site
- Enter the Site Code

 mgbmgh (site
 code is case
 sensitive)

Note – You will NOT be able to log into the new site as the new server will not be available until February 14th at 7:00 AM. This is just to prepare you for the morning of the upgrade.

- 5. Click Change Site
- 6. Select

"Massachusetts General Hospital" to go back to the current version of Voalte





How to Use Voalte Me <u>after</u> 7:00 AM on February 14, 2024		
If you were logged into the "Massachusetts General Hospital" Site at 4:00 AM on February 14 th – you will be automatically logged out while the upgrade is performed.	Voalté me Autoconfiguration failed. Please c administration.	contact
After 7:00 AM, you may open the Voalte Me app and see this screen. To log into to the new Voalte site: 1. Click Change Site 2. Select "MGH". Log in using your MGB username and password	Massachusetts General Hospital Change Site	
Review and update your	Your application settings	
settings.	do not carry over to each	Menu
NOTE – Settings DO NOT carry over from the old Site Code, you will need to update your settings on the new MGH site	site. <u>To ensure your</u> <u>settings at the new site</u> <u>are correct</u> : • Go to Menu • Click Settings • Click Notifications & Sounds	 Generation Generation Home My Profile Change Site Quick Messages Constant Settings Feedback integration integration
	Edit settings as needed so as not to miss any messages. Examples on the next page.	Voalte Me 4.2.0-578-A93F721 Copyright @ 2024 Voalte. Inc. All rights reserved Open Source Software Notice Hane: Alerts Texts

Bassachusetts General Hospital Founding Member, Mass General Brigham

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We recommend using the "Override Do Not Disturb" option which will ensure you get an audible notification for things you want, even if your phone is on silent/vibrate or Do Not Disturb mode.

- You can choose Alarms/Alerts – will mostly affect incoming pages if Voalte is your paging output
- All Messages will send audible alert for all Voalte text messages
- Priority Messages Only will only alert you if someone chooses the Priority Message option in Voalte (rarely used at MGH)

Notifications & Sounds	Preferred settings
Sounds	
Standard Messages	Voalte >
Priority Messages	Voalte >
bunds settings apply to the site you are current)	y vinwing.
Aissed Message Reminders	
Aissed Message Reminders settings apply to all connected sites.	
Reminder Tone	Notify >
Reminder Interval	1 Minute >
Play Reminder	3 Times 🗧
Override Do Not Disturb	
Do Not Disturb Volume	10 >
Gu will receive notifications from Voalte when yo keen set to do not disturb. Dverride Do Not Disturb settings apply to the site urrontly viewing.	ur phone has you are
Do Not Disturb Notifications	
Alarms/Alerts	
All Messages	
Priority Messages Only	

See Page 4 for Instructions on How to Remove the Old Site Code

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