

Getting started.

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

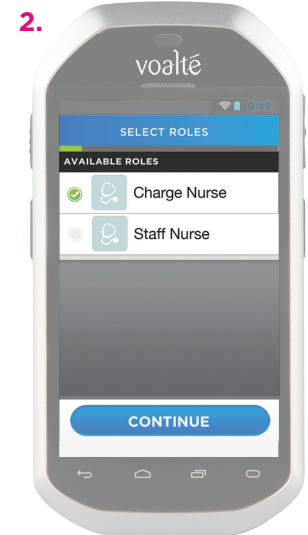
Getting started. ▶

- Check the battery charge level and replace with a fully charged battery.
- Press and release the Power button on the top left of the MC40-HC to activate the screen. **A**
- Check the volume level using the double buttons on the right side of the MC40-HC. **B**



1. Log in. ▶

- Tap the Voalte One icon. **V**
- Enter your Voalte username and password.
- Tap Log In.

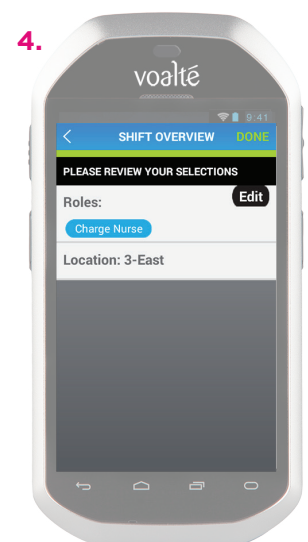
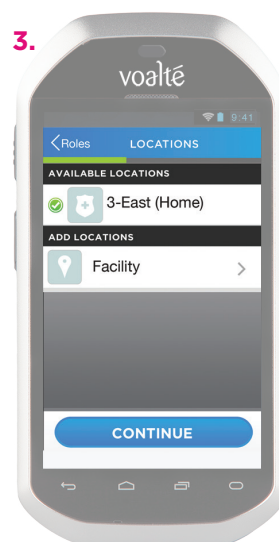


2. Select today's role. ▶

- 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 have only one role.
- Tap Continue.

3. Select your location. ▶

- Select the unit or department in which you will work during this shift.
- Choose as many locations as necessary.
- Tap Continue.



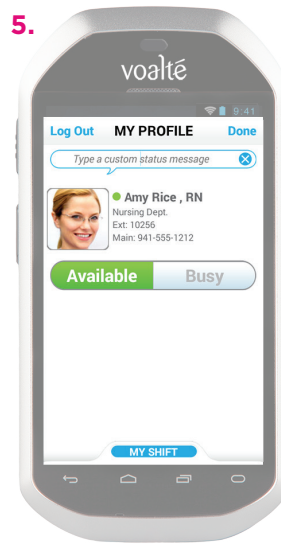
4. Review your selections. ▶

- Review your selections before beginning your shift.
- **Note:** You can change selections at any time.
- Tap Continue.

Getting started.

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.



5.

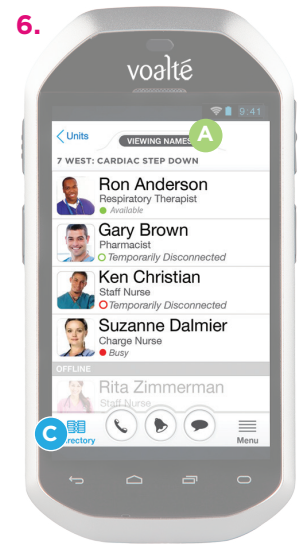
6. View the directory. ►

- See user list segmented by names, roles or rooms. **A**
- Names: View by name.
 - Roles: See everyone in a particular role.

See user presence at a glance. **B**

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

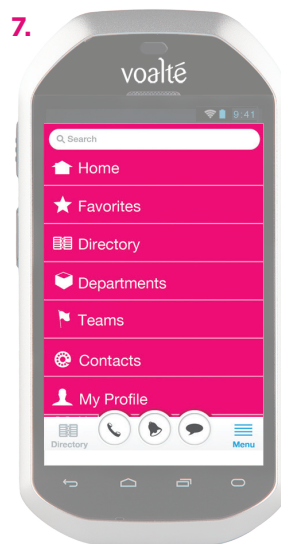
Tap Directory to view departments, buildings or units. **C**



6.

7. View the Menu. ►

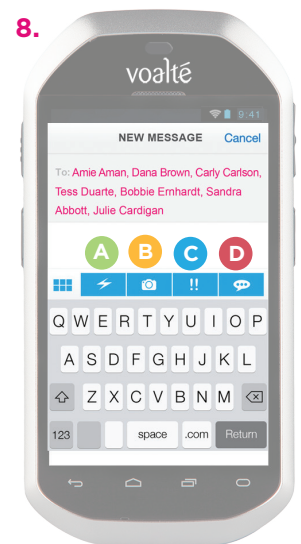
- Find a list of Directory groupings or search for people.



7.

8. Exchange secure text messages. ►

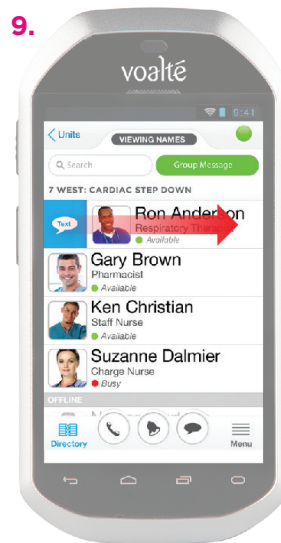
- Quick messages: Choose an often-used message, or create your own. **A**
- Photo attachments: Snap, send and receive photos securely. **B**
- Priority messages: Indicate urgency by icon and special tone. **C**
- Advanced messaging: Label conversations with a subject name and choose to send one-way communication or allow replies. **D**



8.

9. Communicate quickly. ►

- Swipe right to send a text message.
- Swipe left to make a phone call.
- Search the Directory.
- Send Group Messages.



9.

