

Vocera Vina User Guide for Apple iOS

Version 6.3.1



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About Vocera Vina

Vocera Vina is a smartphone app that optimizes patient safety by helping clinicians to make decisions in real-time.

With Vocera Vina, you can:

- See the most important communications first with ranking by priority.
- Easily triage the importance of incoming communication and form a meaningful picture of a situation quickly to inform clinical decision making.
- Find people quickly, even across a geographically dispersed organization; communicate faster and more easily.
- Allow uninterrupted focus on critical patient-care activities.
- Enable the whole care team to see the full history of calls, messages, alerts, and alarms pertaining to a patient or event, linked within a single conversational thread.
- Drive accountability and responsibility with an audit trail for messages.

Getting Started with Vina

Learn how to install and set up Vocera Vina for Apple iOS.

To get started with Vina, you need to:

- Ensure that the necessary requirements are in place.
- Install the application.
- Log into the application. Supply a Personal Identification Number (PIN) if required.
- Customize your application by editing the system settings.

Notifications in Apple iOS

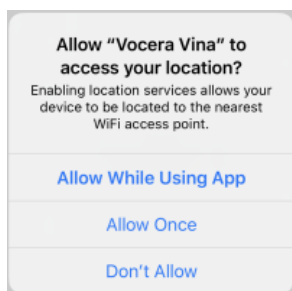
When you are using Vocera Vina on an Apple iOS device, you can set notifications when the app starts, and you can also set notifications in your device settings.

Startup Notifications

When you start Vocera Vina for the first time on an Apple iOS device, notifications may appear that ask you whether you want to enable option settings.

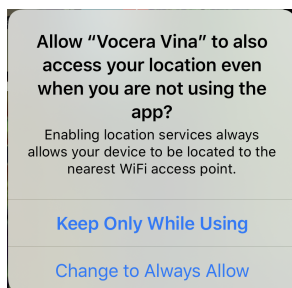
The notifications that may appear are:

- When you are starting Vocera Vina for the first time and your device is using iOS 13 or later, a prompt appears that asks whether Vocera Vina can access your location:



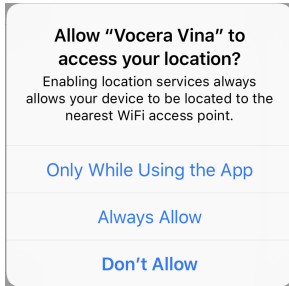
In this prompt, select **Allow While Using App**.

After a while, a prompt appears that asks whether Vocera Vina can access your location even when you are not using the app:



In this prompt, select **Change to Always Allow**.

- When you are starting Vocera Vina for the first time and your device is using a version that is older than iOS 13, a single prompt appears that asks whether Vocera Vina can access your location:



In this prompt, select Always Allow.

Apple iOS Notification Settings

If you are using Vocera Vina on an Apple iOS device, take note of the following important information related to notification settings.

To improve how alerts are received, set notifications as follows:

1. On your app's home screen, tap Settings.
2. Tap Notifications and Vocera Vina.
3. Turn on Allow Notifications.
4. Turn on Show on Lock Screen.
5. Turn on Show in History.
6. Turn on Show as Banners.
7. Set the banner type to Persistent.
8. Set Show Previews to Always (Default).

Stacked Notifications in iOS Version 12+

If you are using Vocera Vina on a device that is using iOS version 12 or later, notifications from the same app are, by default, stacked in a group sorted by time received. This means that more recent lower-priority notifications may cover up older higher-priority notifications.

To revert to the notification behavior used in earlier versions of iOS, do the following:

1. On your app's home screen, tap Settings.
2. Tap Notifications and Vocera Vina.
3. Turn off the Notification Grouping option.

VoIP Applications and Notification Tones

Vocera Vina plays a chirp tone to alert you to messages, alerts, and alarms while in a call. If you are using another VoIP application at the same time as Vocera Vina, you will receive system notifications but the chirp may not be audible.

Notifications and the Apple Watch

If you have connected an Apple Watch to the iPhone on which you have installed the Vocera Vina app, Vocera recommends that you disable Vocera Vina notification mirroring on your Apple Watch.

This is because the iPhone screen does not wake up automatically when a notification is received while the device is not active.

To disable notification mirroring on your Apple Watch:

1. Open the Apple Watch app on your iPhone.
2. Tap the My Watch tab.
3. From the menu, select Notifications.
4. Disable Vocera Vina.

Logging In and Out

You must log in to access Vocera Vina. You can log out when you are no longer using it.

If you exit from Vocera Vina, you remain logged in when you launch Vocera Vina again. You can log into the system on only one Vocera device at a time. If you log into a second device, the first device provides a notification that warns you that you have been logged out of that device.

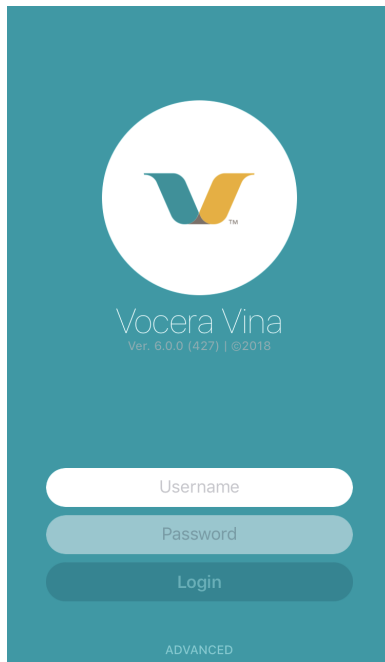
Specifying the Server

You can specify the domain name or the IP address of the server that your Vocera Vina client will access.

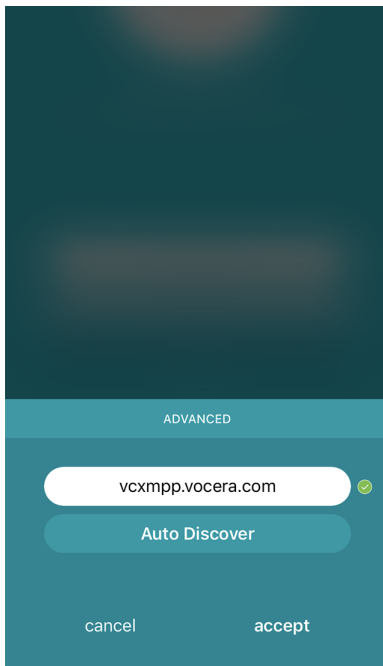


Note: Your administrator may have used an Enterprise Mobility Management (EMM) solution to define the domain name or IP address for you. In this case, you cannot change this setting.

1. Start your Vocera Vina application. The Login screen appears.



2. Tap Advanced to display the Advanced dialog box.



3. Do one of the following:
 - a. If your administrator has set up a default server for you, its domain name or IP address is displayed. Tap *Accept* to use this server.
 - b. Tap *Auto Discover* to ask the Vocera Vina app to search for a server that it can use. If it finds one, and this is the server that you want to use, tap *Accept*.
 - c. If no default server appears, or you do not want to use the server that Vocera Vina has found for you, type the domain name or IP address of the server in the field provided, and tap *Accept*.

The Vocera Vina app will verify that the server that you have specified is valid. After this validity check is successfully completed, you can log into Vocera Vina. See [Logging In](#) on page 10 for more details.



Note: When the Vocera Vina app finds a server, it is saved in the client settings, and it is used the next time you log in.

Logging In

Before you can use Vocera Vina, you must log in.



Note: See [Specifying the Server](#) on page 9 for information on how to specify the server that your Vocera Vina app is to use.

1. Start your Vocera Vina application. The Login screen appears.



2. In the Username field, type your username.



Note: To log into a different server than the server that you normally use, include the domain of the other server with your username. For example, if your username is **myusername**, your device normally accesses **server1.vocera.com**, and you want to log into **server2.vocera.com**, type **myusername@server2.vocera.com** in the Username field.

3. In the Password field, type your password.
4. Tap Login.

You are now logged in to Vocera Vina, and can use all of the features that have been made available to you.

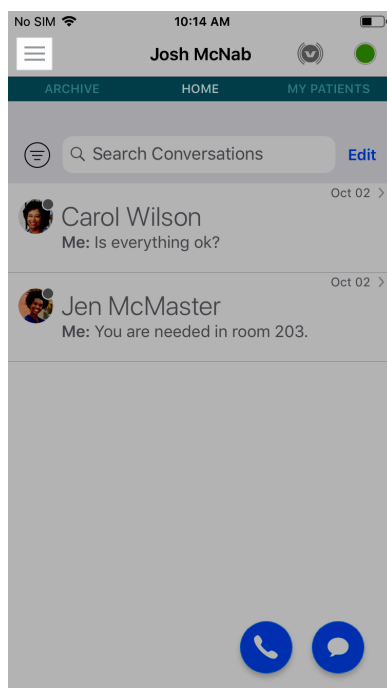


Note: If you are logging in for the first time, you may see a notice asking you whether you want to trust your connection. This happens when your device's operating system is unable to verify that your device is connecting to the correct server. Contact your administrator if this message appears and you have any concerns.

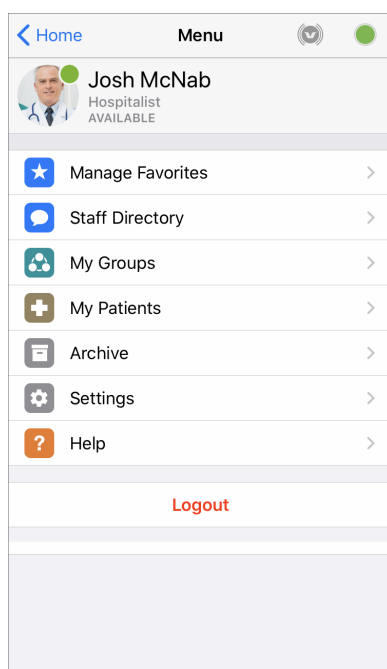
Logging Out

When you are no longer using the Vocera Vina application, you can log out from it.

1. Tap the Menu icon at the top left corner of the Home screen.



The application menu appears.



2. Tap Logout.
3. In the Confirm Logout dialog box, tap Logout again to confirm that you want to log out of Vocera Vina.

About Secure Access

Vina can be configured to ensure that an unauthorized person cannot access the app on your device.

- Your administrator can enforce the use of a Personal Identification Number (PIN). In this case, when Vina is inactive for a period of time specified by your administrator, you are required to supply your PIN. Your administrator can create the PIN for you, or you can define your own.
- If Touch ID is enabled on your device, you can use it to securely access Vina on devices designed for personal use if you have permission to do this.

When you have not provided this authentication, you can accept incoming calls and view alert notifications, but you cannot accept an alert.

Setting a PIN

You can set up a Personal Identification Number (PIN) to access Vina if your system requires secure access.

Your administrator may have already created a PIN for you.

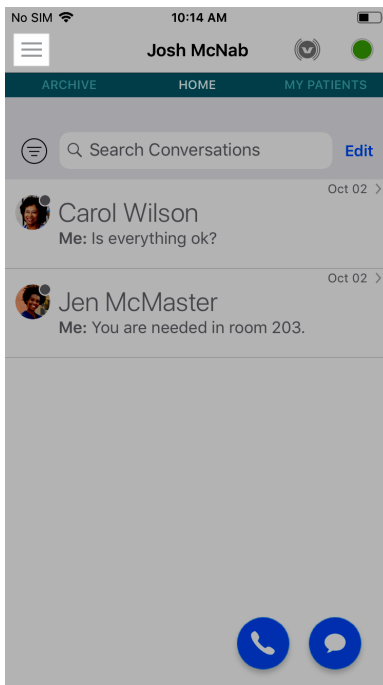
You will need to provide authentication when you have not accessed the application for a period of time specified by the system administrator. In this case, you can accept incoming calls and view alert notifications, but you cannot accept an alert.



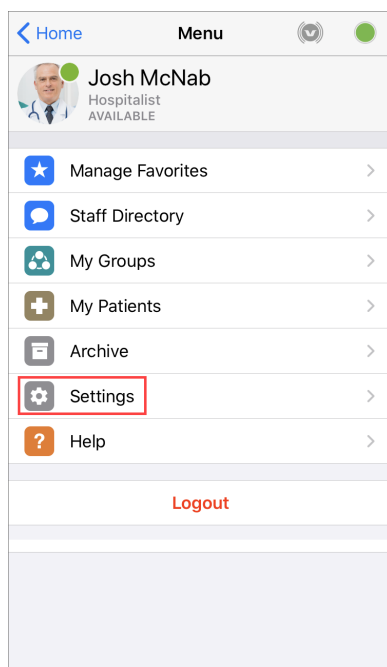
Note: Vina also allows authentication using touch ID. See [Enabling Touch ID](#) on page 15 for details.

To set a PIN:

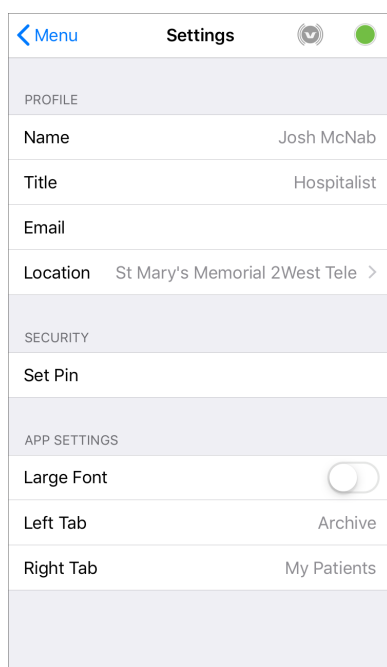
1. Select the Menu icon at the top of the Home screen.



2. In the Home screen, select Settings.



The Settings screen appears.



3. Tap Set PIN. The Set PIN dialog box appears.

Set PIN
Enter a 4 or more digit PIN.

PIN

Verify

Cancel OK

1 2 3
4 ABC 5 DEF
6 GHI 7 JKL 8 MNO
9 PQRS 0 TUV WXYZ

4. In the PIN field, type the sequence of digits that you want to use as your PIN. This sequence must be between 4 and 6 digits long.
5. In the Verify field, type this sequence of digits again.
6. Tap OK to confirm your new PIN, or tap Cancel to exit and return to the Settings menu.



Note: If you are unable to set a PIN, your administrator has not authorized the use of a PIN in your environment.

If you forget your PIN, your administrator can reset it for you. Contact your administrator for more details.

Enabling Touch ID

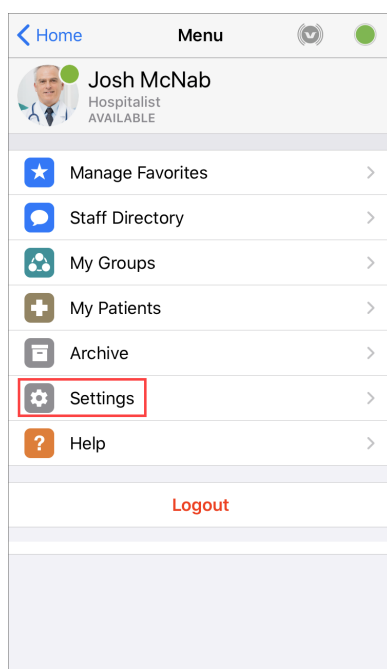
If you have set up Touch ID on your device, and your administrator has authorized it for use, you can use it to securely access Vina on devices designated for personal use.

To enable touch ID:

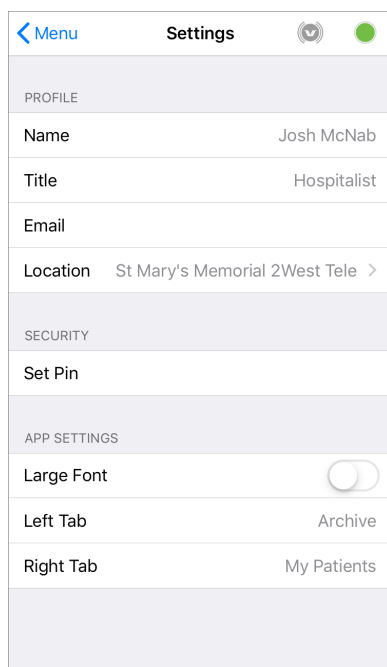
1. Select the Menu icon at the top of the Home screen.



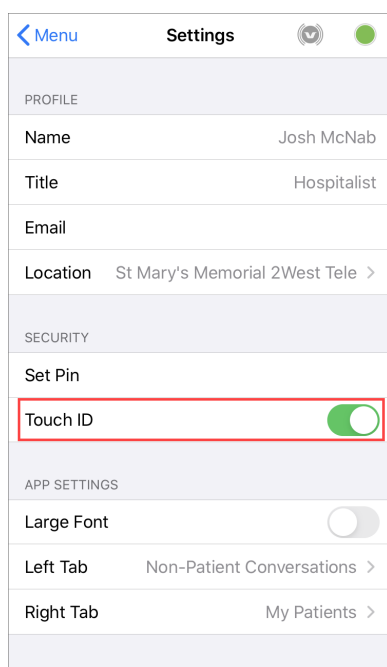
2. In the Home screen, select Settings.



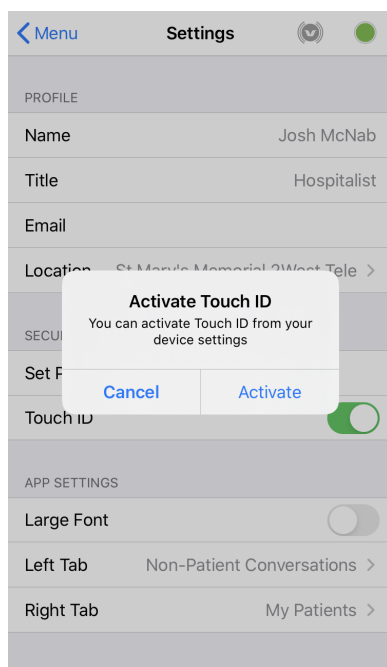
The Settings screen appears.



3. Toggle Touch ID.



4. If you do not have Touch ID enabled on your device, a dialog box appears that reminds you of this.



Entering Your PIN

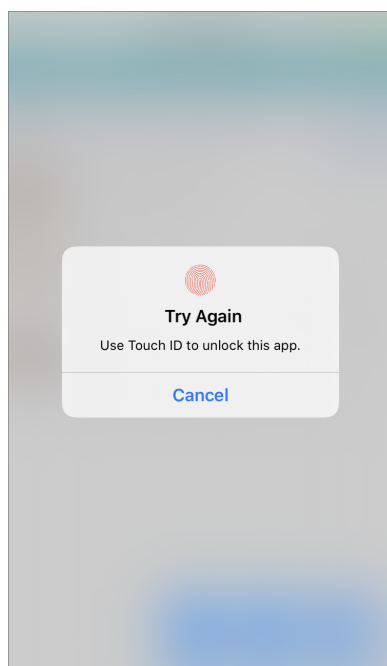
Your administrator may have configured your system to require a PIN if your Vina app is inactive for a specified period of time. If you have enabled Touch ID on your device, and your administrator has authorized it for use, you can use it instead of supplying the PIN.

Your administrator may have created a PIN for you, or you can define one yourself. See [Setting a PIN](#) on page 13 for more details.

When you have not provided your PIN, you can accept incoming calls and view alert notifications, but you cannot accept an alert until you have provided your Touch ID or PIN.

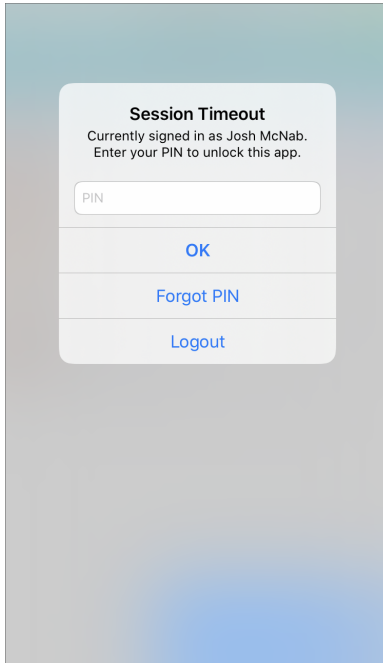
Your system administrator specifies the amount of inactive time before a PIN is required.

1. If you have Touch ID enabled on your device, a screen appears that asks you to use it to activate Vina. If this method fails, you are given the opportunity to try again.



Tap **Cancel** to use your PIN or your password to activate Vina.

- If you do not have Touch ID enabled or do not want to use it, a dialog box appears that asks you to provide your PIN. Type your PIN in the field provided.



If you are seeing this screen because you are using a shared device and another person was previously using it, tap **Logout** to log out. You can then log in using your username.

For information on setting up Touch ID for use with Vina, see [Enabling Touch ID](#) on page 15.

- If you have forgotten your PIN, tap **Forgot PIN**. A screen appears that asks you to provide your login password. Type this password to activate Vina.
Your administrator can reset your PIN for you. Contact your administrator for details.

When the App is Stopped

Stopping (force quitting) the Vocera Vina app is not recommended, as unexpected behavior may result.

When the app is stopped:

- Incoming Vocera calls, broadcasts, panic calls, and conferences are not received.
- When off the network, the Vina app relies solely on the Apple Push Notification Service (APNS) to receive notifications for Secure Messages. The polling mechanism that ensures reliable message delivery is disabled by stopping the application. Once the app is stopped, there is a delay of between 30 seconds and five minutes in delivering notifications to the device.
- Tone and alert overrides no longer work. Even when a Vina text communication is received, you may miss urgent notifications.

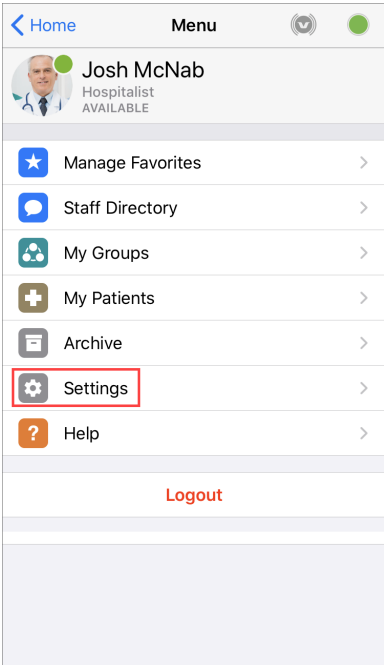
Editing the System Settings

Use the system settings to customize Vocera Vina.

To display the system settings screen, select the Menu icon at the top of the Home screen.



In the Menu screen, select Settings.



The following table lists the options and settings for this device:

Option	Description
Name	Your name.
Title	Your job title.
Email	Your email address.
Location	The name of the facility and unit to which you belong. See Specifying the Facility and Unit on page 25 for details on how to change these.
Set Pin	Tap here to set a Personal Identification Number (PIN) for your application. You can use this to log in instead of your password. See Setting a PIN on page 13 for more details.

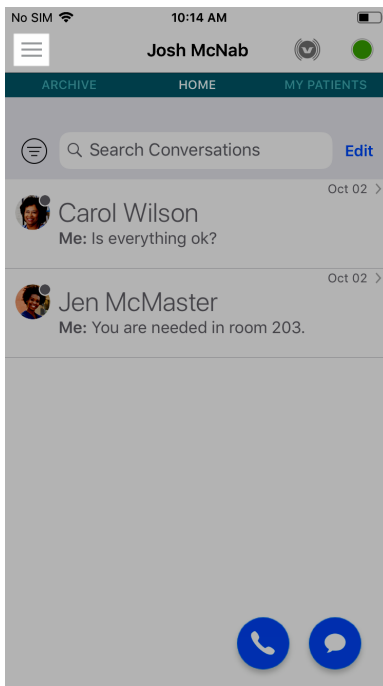
Option	Description
Touch ID	Enable Touch ID on your device. This option is available only if your administrator has authorized it.
Large Font	Select this option to display text in a larger size.
Left Tab	Select what is to be displayed on the left tab of the Home screen.
Right Tab	Select what is to be displayed on the right tab of the Home screen.

Customizing the Display Tabs

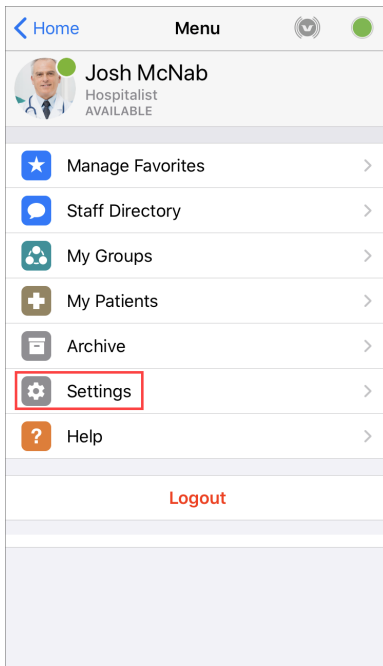
In the Home screen, tabs enable you to display specific conversations or patient information. You can change the appearance of these tabs if your administrator has granted permission to do so.

To specify a custom tab:

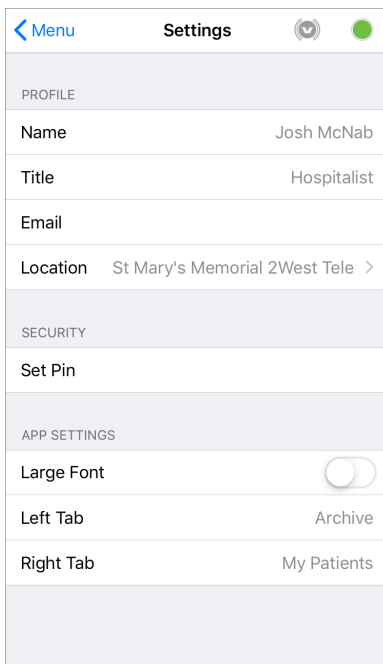
1. Select the Menu icon at the top of the Home screen.



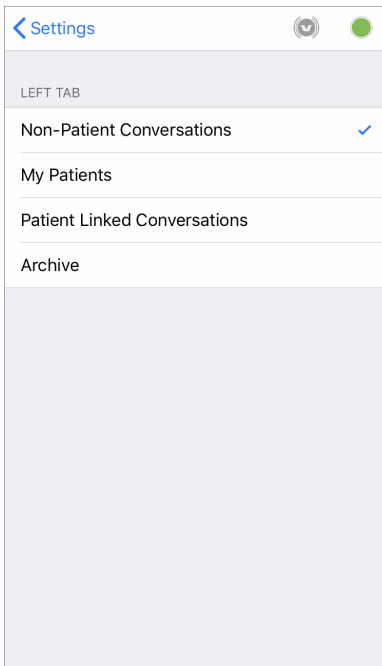
2. In the Menu screen, select Settings.



The Settings screen appears.



3. Select the tab that you want to customize:
 - a. To customize the left tab, select Left Tab.
 - b. To customize the right tab, select Right Tab.
4. For the tab that you have selected, choose what you want to display:



By default, you can choose from the following options:

Option	Description
Non-Patient Conversations	Conversations that do not include patient information.
My Patients	A list of the patients that have been assigned to you, if any.
Patient Linked Conversations	Conversations that include patient information.
Archive	Archived conversations. See Viewing Archived Conversations on page 88 for more information on viewing archived conversations.



Note: Your administrator may have provided custom tab options from which you can select.

5. Tap the Back icon at the top left of the screen to return to the Settings screen.

The tab that you have customized is now updated to contain the information that you have selected.

Specifying a Larger Font

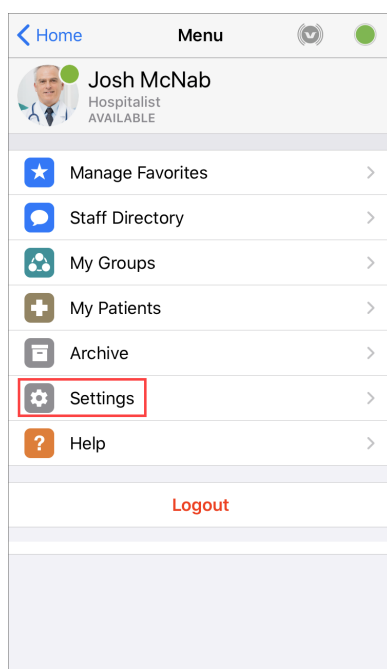
You can specify that text displayed in the Vina app is to appear in a larger font size.

To specify the larger font size:

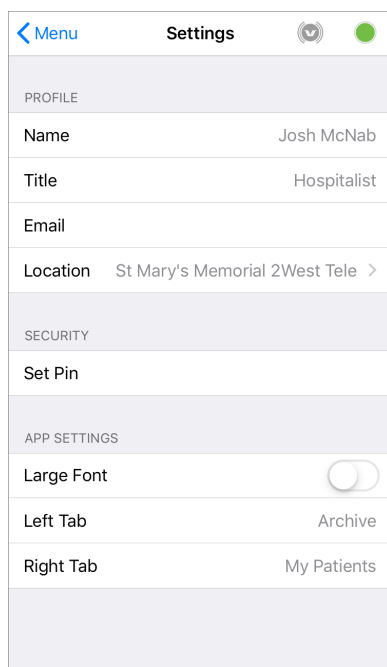
1. Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select Settings.



The Settings screen appears.



3. Set the Large Font option. This displays text in the larger font when possible.



Note: When you log out and log back in again, this setting is preserved.

Specifying the Facility and Unit

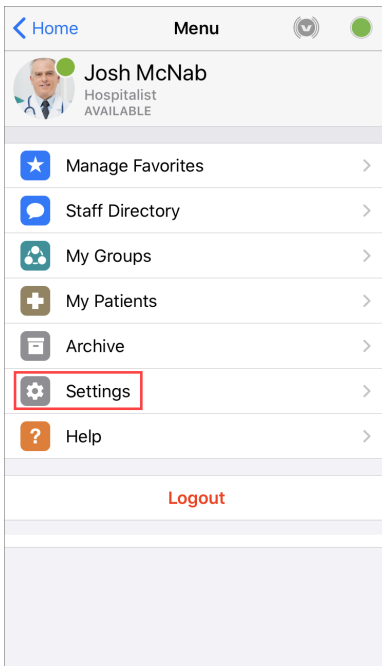
If your environment supports multiple facilities and units, you can set your current facility and unit.

To specify your facility and unit:

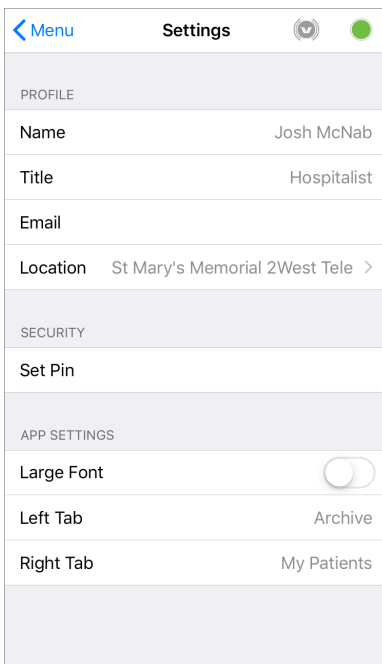
1. Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select Settings.



The Settings screen appears.

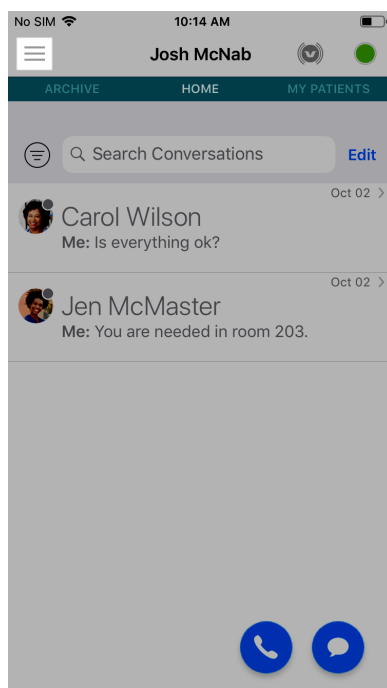


3. Tap **Location**. This displays the facilities and units that are available to you.
4. Tap the facility and unit that you want to use.
5. Tap **Back** to return to the Settings menu.

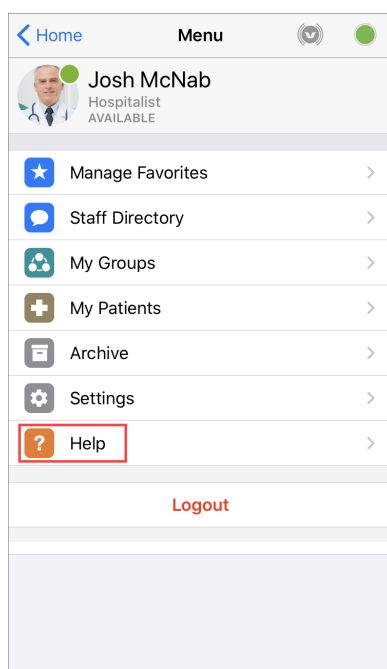
Viewing Online Help

You can view a copy of this user guide as online help.

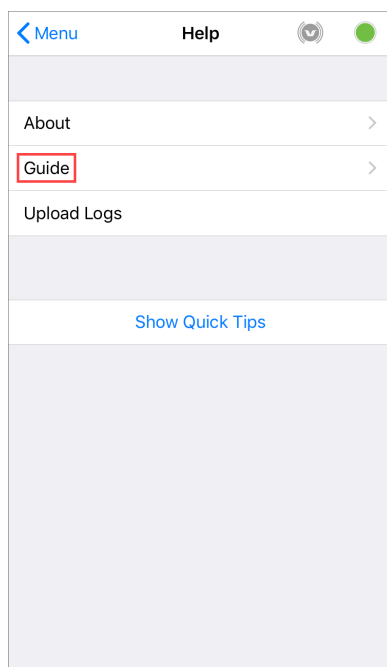
1. Select the **Menu** icon at the top of the Home screen.



2. In the Menu screen, select Help.



3. From the Help menu, select Guide.



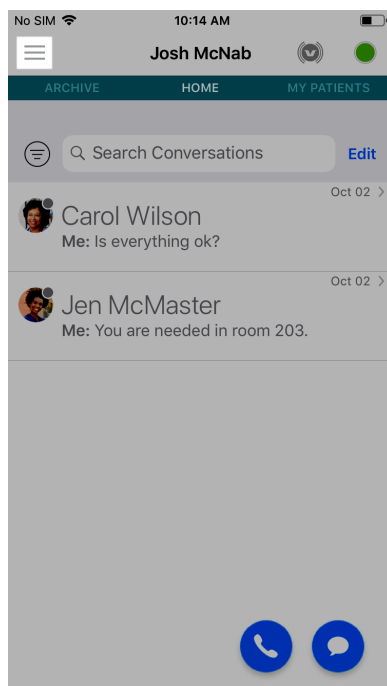
This guide is displayed in a format that is convenient to access from your device.

Viewing Device and Server Information

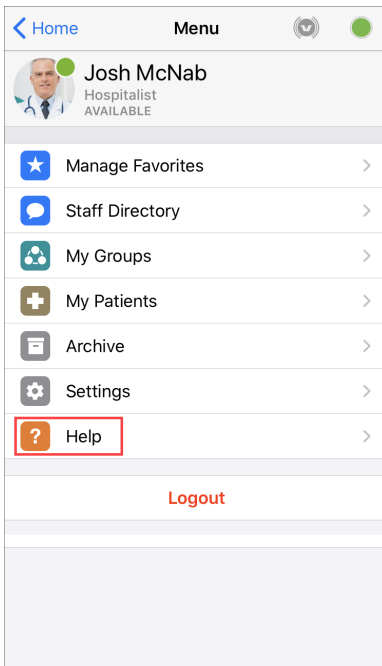
From the Help screen, you can view information on the device and the server that you are using. This information can be used for troubleshooting.

To view device and server information:

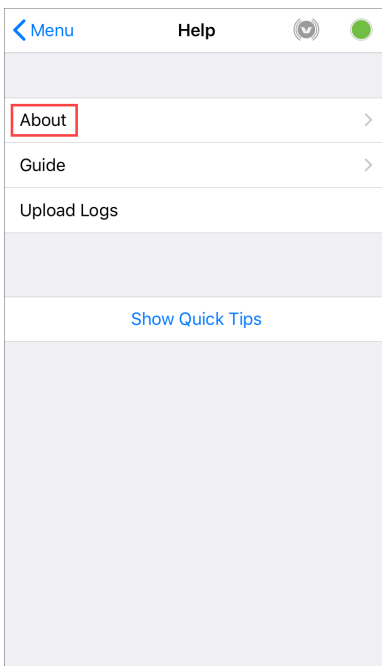
1. Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select Help.



3. From the Help menu, select About.



The About screen appears, displaying the following app and server information.

Information Item	Description
App Version	The version of the Vocera Vina app that you are using.
OS version	The version of the Apple iOS operating system that you are using.
Username	The username that you have used to log into the Vocera Vina app.
Device ID	The hardware ID for your device.
XMPP Domain	The Extensible Messaging and Presence Protocol (XMPP) server domain name.
XMPP User ID (JID)	Your user id on the XMPP server.
DHCP Search Domains	The current DHCP search domains.

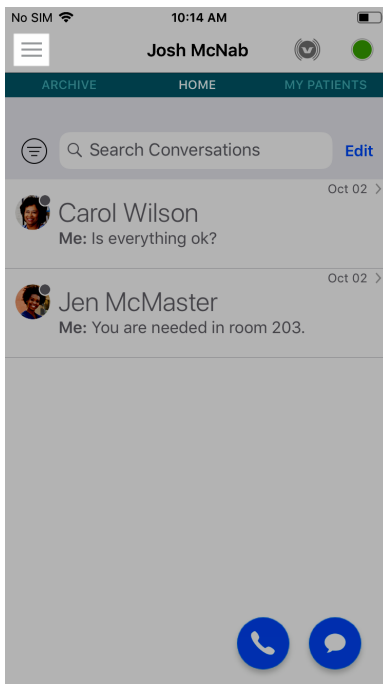
Information Item	Description
XMPP Server Address	The XMPP server IP address and port (formatted as IP:port). This is used for messages.
Signaling Server Address	The signaling gateway IP address and port (formatted as IP:port). This is used for calls.
VoIP Address	The voice over IP client address as seen by the Vocera Voice Server.
Access Point MAC	The media access control (MAC) address for the access point to which your device is connected. If you are not connected to Wi-Fi, this value is empty.
XMPP Session	The identifier for the current XMPP server session.
Signaling Session	The identifier for the current signaling server session.

Uploading Logs

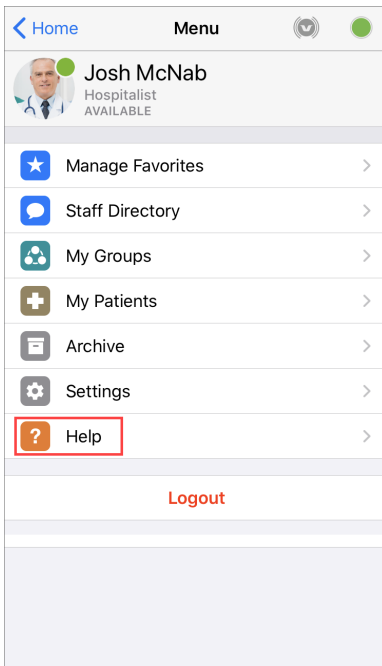
From the Help screen, you can upload log information to the server. This provides information for Vocera technical support if something goes wrong.

To upload logs:

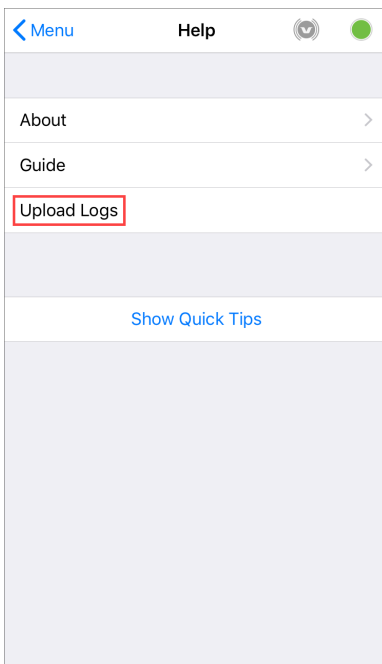
1. Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select Help.



- From the Help menu, select Upload Logs.



The logs are uploaded to the server, and Vocera Vina displays a message that shows the status of the upload, including the time the last upload was completed if successful, or an error message if not successful.

Viewing Quick Tips

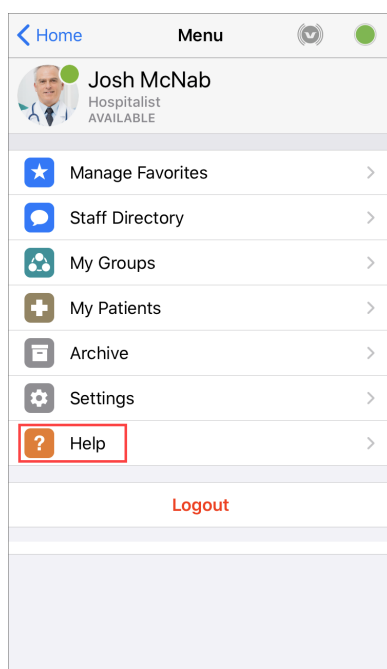
When you log into Vocera Vina for the first time, a dialog box containing helpful quick tips appears.

To view quick tips:

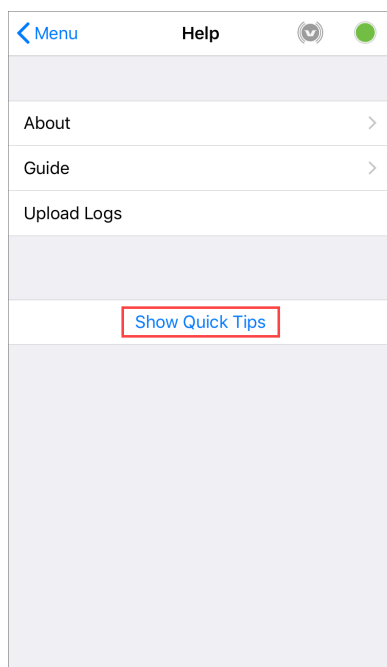
- Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select Help.

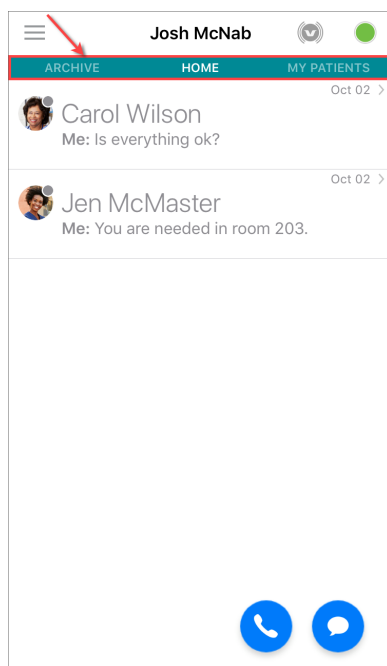


3. From the Help menu, select Show Quick Tips.

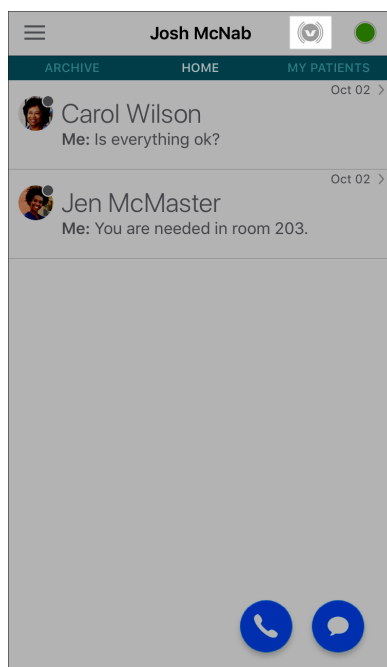


The tips that are displayed:

- When you are in a screen that contains a tab ribbon, swipe left or right to move from one tab to another.

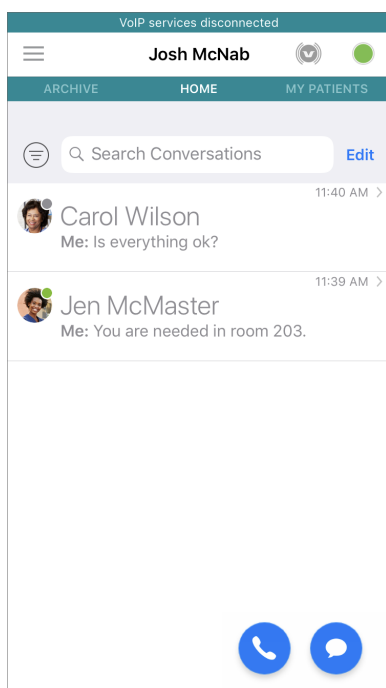


- In the Home screen, press and hold a conversation to select it and activate multi-select. You can mark selected conversations as read, or you can leave selected conversations.
- Tap the Vocera icon to display the Genie.



The Status Banner

If there is a problem with your server connection, a banner appears at the top of the screen.



When your services are restored, the message **All services connected** is displayed briefly, and then the status banner disappears.

Keyboard Accessibility Capabilities

The Vocera Vina app supports the speech-to-text dictation capabilities provided by your device's keyboard to permit greater accessibility for people who have a disability.



Important: Because Apple sends the audio to cloud services outside our secure texting applications, make sure you use this feature as prescribed by your organization's HIPAA guidelines.

Locking Your Device

Vocera recommends that you lock your device when not in use. This ensures that you do not accidentally perform an unwanted task while the device is in your pocket or stored elsewhere.

Contact your device's manufacturer for details on how to lock your device.

The Home Screen Layout

When you log into Vocera Vina, you see the Home screen, which lists all of the notifications sent to you and all of the conversations that you have participated in.

From the Home screen, you can:

- Start a new conversation or call
- Access the Vocera Genie
- Set your availability
- Set your conversation filtering
- Select multiple conversations to leave or mark as read

Here is the layout of the Home screen:



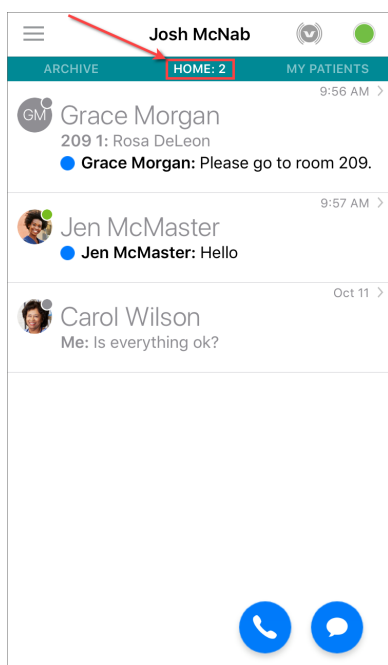
- | | |
|---|---|
| 1 | Tap here to display the application menu. From this menu, you can view your availability status, view your profile picture, manage your favorites, change your settings, view help, or log out. |
| 2 | Your name, as specified in the server. If your administrator has included a personal title for you (such as MD or RN), this title is displayed after your name. |
| 3 | Tap this icon to filter the conversations on this screen. See Filtering Conversations on page 86 for more details.
If this icon is not visible, swipe down on your screen to display it. |

4

In Vocera Vina, conversations and alerts are organized into tabs.

These tabs can be one of the following:

- Non-Patient: Conversations that do not include patient information.
- Home: All conversations. By default, this is the middle tab. If any conversations contain unread or unacknowledged messages, or contain unacknowledged alerts, the total number of these conversations that need attention is displayed here.



- My Patients: Links to all patients that have been assigned to you.
- Patient Linked: Conversations that include patient information.
- Archive: Archived conversations.

Your site administrator may also have defined customized tabs for you.

In the Home screen, conversations are organized in a specific order. See [Conversation Priority](#) on page 38 for more information on how conversations are organized.

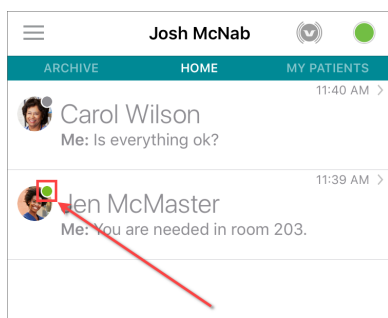
Tap a tab name to display its contents, or swipe left or right to switch from one tab to another.

You can specify what tabs are to be displayed on the screen. See [Customizing the Display Tabs](#) on page 21 for details.



5

Tap a person's profile picture or initials or a group's initials to call this person or group. See [Calling from a Profile Picture](#) on page 105 for details.

The presence icon at the top right of the profile picture or initials indicates availability:



See [The Presence Indicator](#) on page 184 for more information on presence and availability.

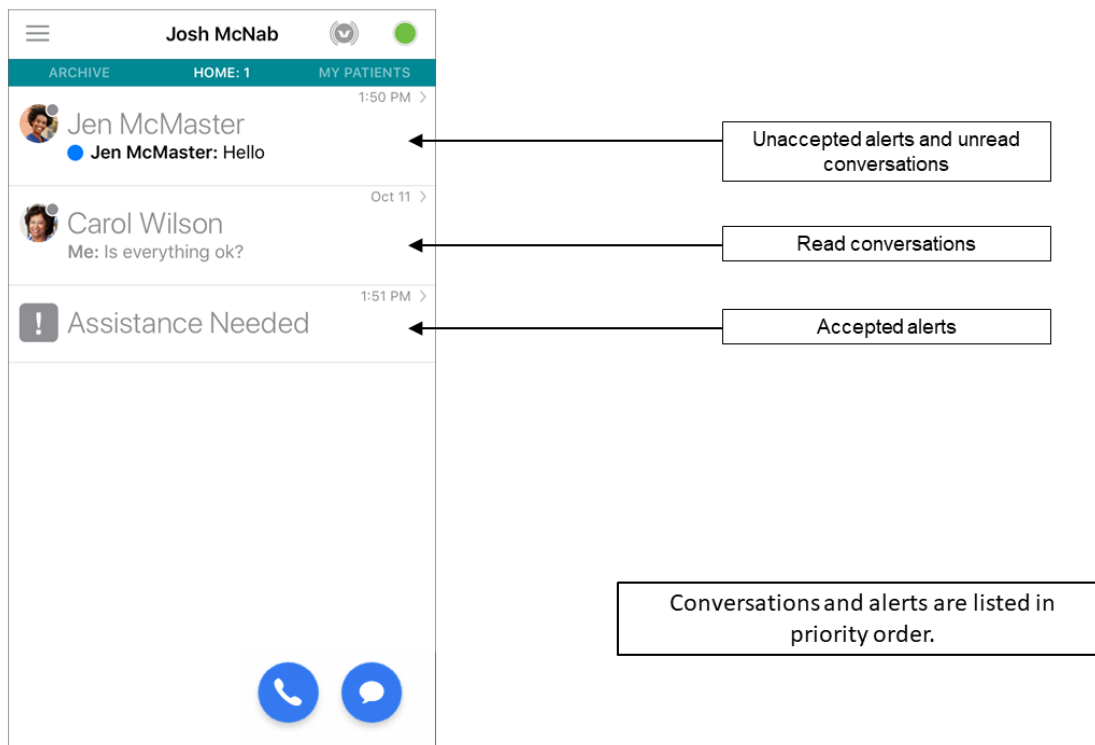
- 6 Type in the search field to search for a specific recipient with which you are having a conversation.
If the search field is not visible, swipe down on your screen to display it.
- 7 Tap a conversation to view or edit it. See [About Conversations](#) on page 48 for more information on conversations.
In each conversation, the time of the latest activity in this conversation is displayed at the top right.
You can press and hold a conversation to display checkboxes that enable you to select multiple conversations. See [Selecting Multiple Conversations](#) on page 84 for more details.
 **Note:** The Home screen displays a maximum of 20 alerts and a maximum of 20 conversations. Additional conversations are moved to the conversation archive. See [Archived Conversations](#) on page 88 for more details.
- 8 Tap the presence and availability icon to indicate whether you are available or unavailable. See [Setting Presence and Availability](#) on page 184 for more details.
- 9 Tap this icon to display the Vocera Genie. See [Calling with the Genie](#) on page 106 for more information on the Genie.
- 10 Tap the Template icon to start a conversation using a predefined template. See [Using a Template](#) on page 98 for more details.
 **Note:** This icon is available only if your administrator has configured your server to use it.
- 11 Tap the Call icon to place a call. See [Calling from the Home Screen](#) on page 103 for more details.
- 12 Tap the Chat icon to start a new conversation. See [Starting a Conversation](#) on page 48 for more details.

Conversation Priority

In Vocera Vina, conversations and alerts are grouped into priority classes. This ensures that high-priority tasks are easily located for urgent resolution.

The priority classes are:

- Unread alerts or urgent-priority mass alerts (highest priority)
- Alerts and conversations with unsent, unacknowledged, or unread messages
- Read and accepted alerts and conversations (lowest priority)



The more detailed sorting order is:

- Urgent priority mass alerts
- Unread or unaccepted alerts:
 - Unread or unaccepted urgent priority alerts
 - Unread or unaccepted high priority alerts
 - Unread or unaccepted normal priority alerts
- Alerts or conversations with unacknowledged acknowledgement-requested messages:
 - Alerts with unacknowledged acknowledgement-requested messages (sorted in priority order)
 - Conversations that have a patient context with unacknowledged acknowledgement-requested messages
 - Conversations with unacknowledged acknowledgement-requested messages
- Alerts or conversations that contain a message that failed to send:
 - Alerts that contain a message that failed to send (sorted in priority order)
 - Conversations that have a patient context that contain a message that failed to send
 - Conversations that contain a message that failed to send
- Alerts and conversations in which the latest message is unread:
 - Alerts in which the latest message is unread (sorted in priority order)
 - Conversations in which the latest message is unread
 - Conversations in which the latest message is unread
- Read or accepted alerts and conversations:
 - Conversations that have a patient context
 - Conversations that do not have a patient context
 - Urgent priority alerts
 - High priority alerts
 - Normal priority alerts

Within a specific category, conversations are sorted with the most recent first.






Ribbon Colors

In the Home screen and other screens, a ribbon at the top of the screen displays the tabs that are available to you. The color of this ribbon indicates the context of the current conversation.

For example, when you start the app and view the Home screen, the tabs are displayed in a green ribbon:



Here are the possible colors for the tabs ribbon, and the context that each color represents.

Color	Priority
	No context. This is used for the Home and Non-Patient tabs in the Home screen, and for all conversations that do not have a patient context.
	Patient context. This is used for the Patient Linked tab in the Home screen, and for all conversations that are about a specific patient.
	Urgent priority alerts and messages.
	High priority alerts and messages.
	Normal priority alerts and messages.



About Groups

Your administrator may have created one or more groups and defined you as a member.

Depending on your environment, a group can be organized by:

- Location: for example, "Floor 2 West"
- Job type: for example, "Family Doctors"
- Role: for example, "Nurses On-Call"

Each group name that is displayed in this list is a combination of the name of the facility with which the group is associated and the group name itself. For example, if you belong to a facility named **St. Mary's Memorial**, and your group is named **Family Doctors**, the group name displayed in this list is **St. Mary's Memorial Family Doctors**. This eliminates the possibility of confusion if you are a member of two or more facilities and a group of the same name is defined for each.

You can join or leave a group, display your list of groups, start a chat or broadcast with a group, or call a group, depending on what permissions you have been granted.

Some information on groups can be found in other sections of this document:

- For information on starting a chat with a group, see [Starting a Chat With a Group or Department](#) on page 52.
- For information on broadcasts, see [About Broadcasts](#) on page 134.
- For information on calling a group, see [Calling a Group](#) on page 112.

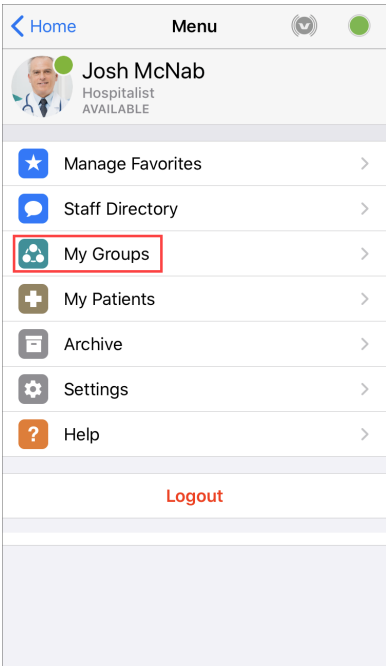
Displaying Your Groups

You can display a list of the groups to which you belong.

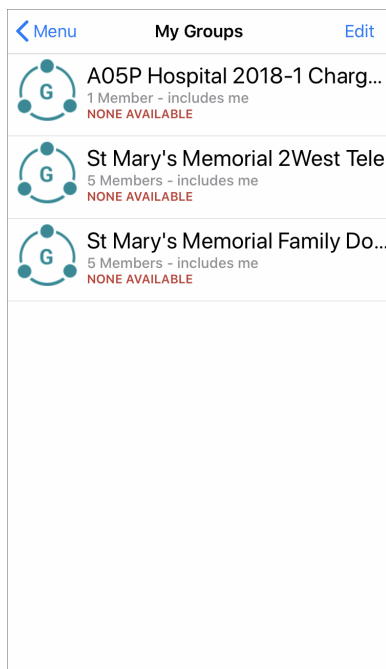
1. Select the Menu icon at the top of the Home screen.



2. In the Menu screen, select My Groups.



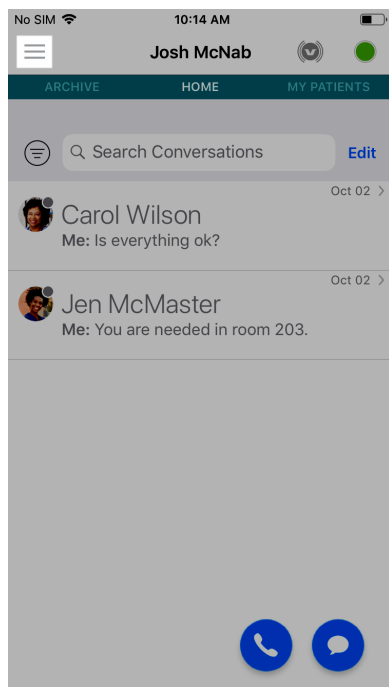
The list of groups appears.



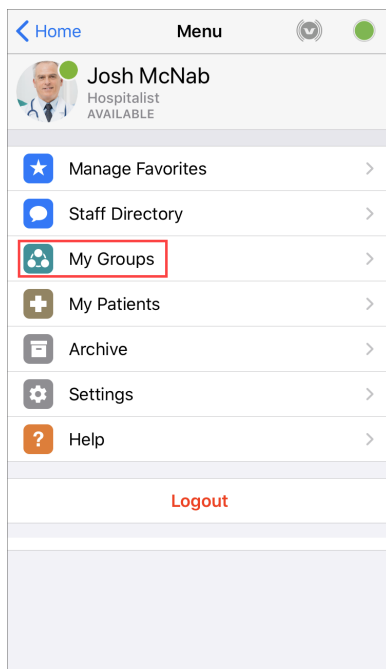
Removing Displayed Groups

While you are displaying the list of the groups to which you belong, you can remove yourself from one or more groups if you have permission to do so.

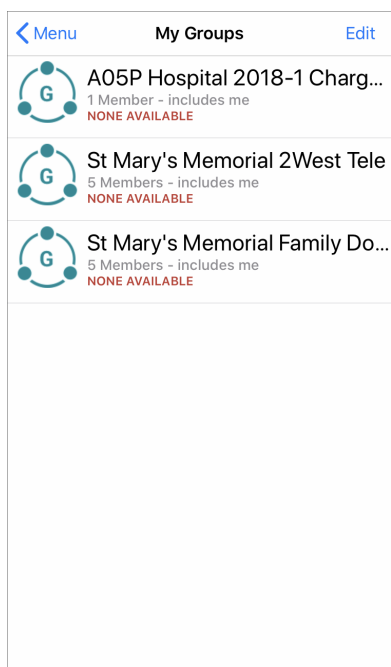
1. Select the Menu icon at the top of the Home screen.



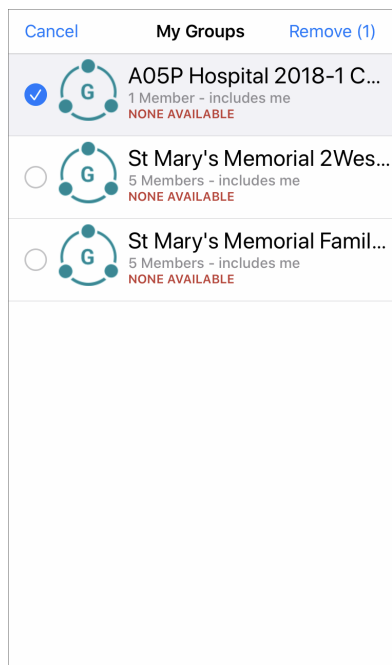
2. In the Menu screen, select My Groups.



The list of groups appears.



3. Tap Edit.
4. Tap the checkboxes next to the groups from which you want to remove yourself.

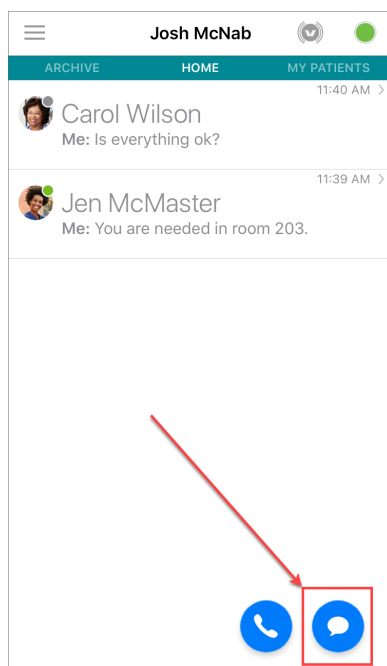


5. Tap **Remove** to remove yourself from the selected groups, or tap **Cancel** to cancel the remove operation.

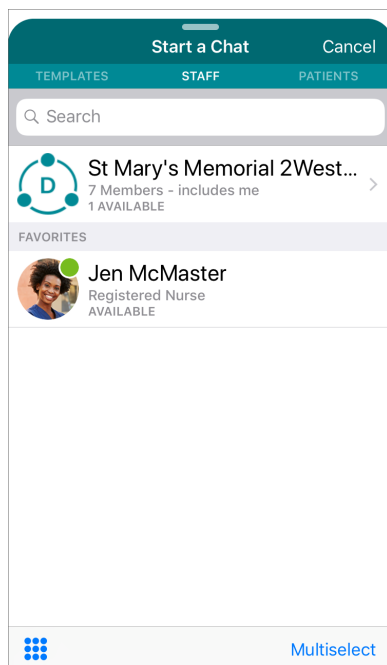
Joining or Leaving a Group

You can join a group if you have permission to do so. You can also leave a group of which you are a member.

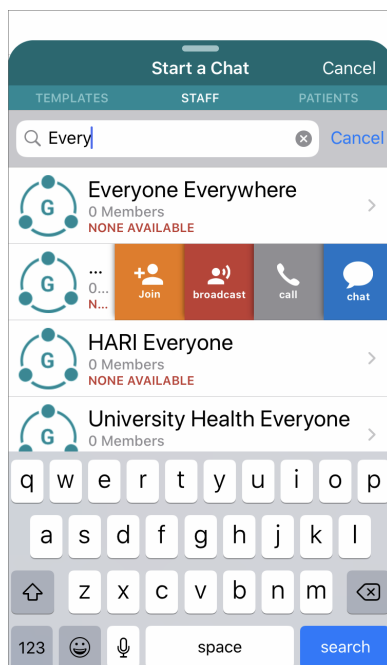
1. In the Home screen, tap the Chat icon at the bottom of the screen.



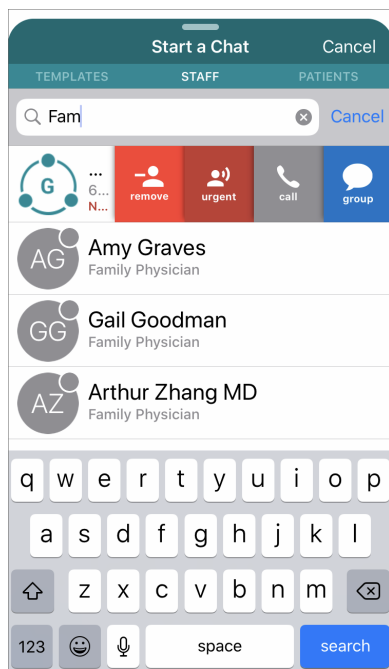
The Start A Chat screen appears.



2. In the Search field, type the first few characters of the name of the group that you want to join or leave.
3. Tap the group icon next to the name of the group that you want to join or leave. If you are not a member of the group, you now have the option to join the group:



If you are already a member of the group, you now have the option to leave it:



4. Tap Join to join the group, or tap Remove to leave it.
5. In the Start a Chat screen, tap Cancel to exit, or continue to start a conversation. See [Starting a Conversation](#) on page 48 for more information on conversations.



Note: You can also remove yourself from a group while displaying the list of groups to which you belong. See [Removing Displayed Groups](#) on page 43 for details.

About Conversations

Vina enables you to use messaging and chat-style conversations to communicate with other people in your network.

When you start Vina, the Home screen displays a list of the conversations and group chats that you have participated in.



You can:

- Start a conversation with another person.
- Start a group chat with multiple people.



Note: The Home screen displays a maximum of 20 alerts and a maximum of 20 conversations. Additional conversations are moved to the conversation archive. See [Archived Conversations](#) on page 88 for more details.



Note: You can miss a message if it is sent in a conversation or group chat that has scrolled off your screen.

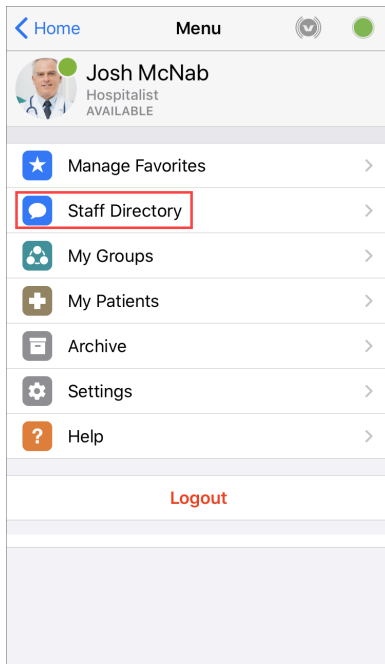
Starting a Conversation

When you are viewing the screen that displays the list of conversations, you can start a new conversation.

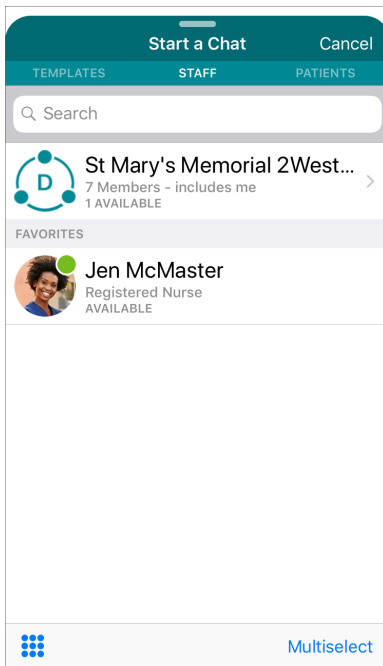
1. Do one of the following:
 - In the Home screen, tap the Chat icon at the bottom of the screen.



- In the Menu screen, tap Staff Directory.



The Start A Chat screen appears. Tap Staff in the green ribbon at the top of the screen (if it is not already selected) to display your department and your list of favorites.

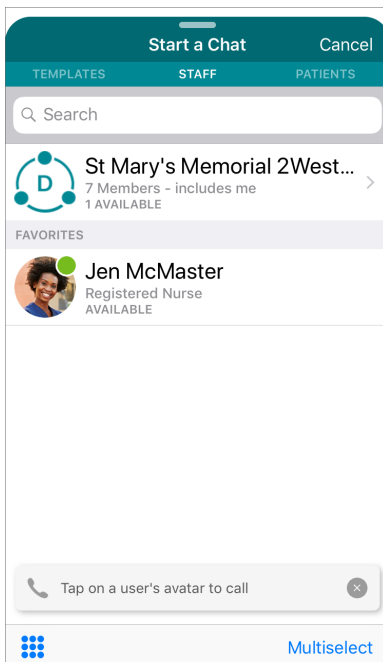


If your department is not visible, your administrator has configured your system to not display your department on this screen.



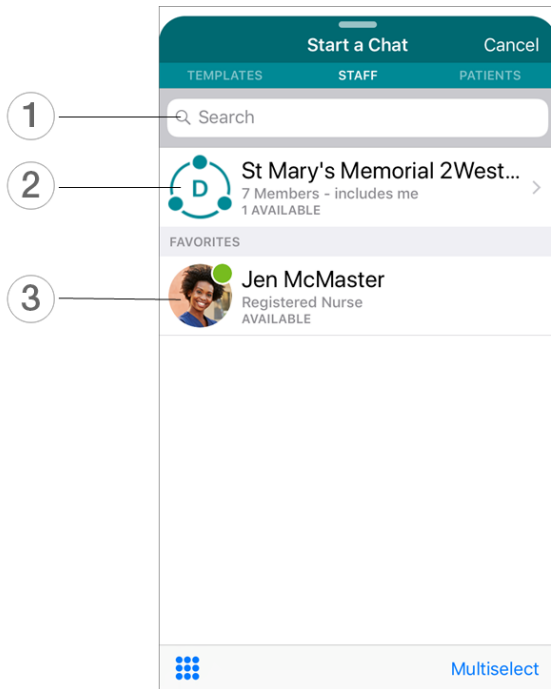
Note: You can tap Patients to start a conversation related to a specific patient if your administrator has granted you permission to view patient data. See [Starting a Patient Conversation](#) on page 157 for details on how to do this.

When you see the Start A Chat screen for the first time, a tooltip reminds you that you can tap the profile picture or initials of a person or group to call that person or group:



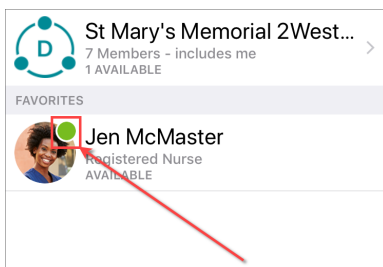
Tap the X icon to hide the tooltip. When the tooltip is hidden, it remains hidden until you log out and log in again. For more information on calling a person or group using this method, see [Calling from a Profile Picture](#) on page 105.

2. Select the person or group with which you want to have a conversation:



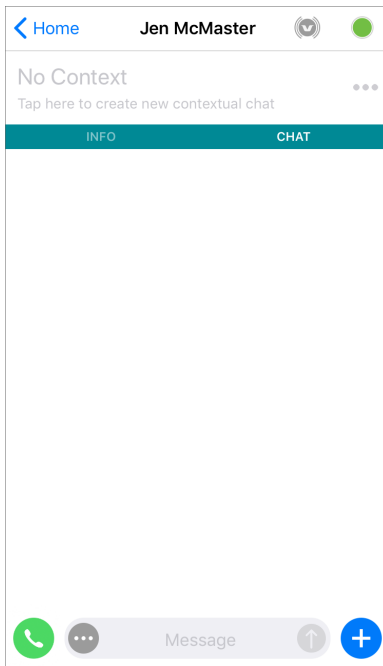
- 1 Tap the search icon and type search text consisting of some or all of the person or group's name. All names matching this search text are displayed. Tap the name of the person or group with which you want to start a conversation.
- 2 If a group is displayed, tap the group name to display the members of the group, then tap a member name to start a conversation with that group member. If the group contains subgroups, tap a subgroup name to display its members.
- 3 If the person or group is defined as a favorite, tap the favourite's name to start the conversation. (See [About Favorites](#) on page 175 for more information on Favorites.)

The presence icon at the top right of the person or groups's profile picture or initials indicates availability:



See [The Presence Indicator](#) on page 184 for more information on presence and availability.

3. When you have selected a message participant, the chat screen appears, and you can start the conversation. See [Adding a Message](#) on page 72 for information on how to do this.



If you have previously started a 1-on-1 conversation with a person, the existing conversation is rejoined. Conversations that are between more than two people or contain a patient reference are always new conversations.

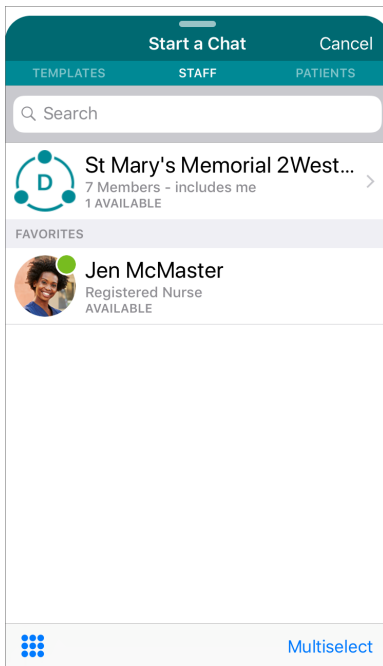
Starting a Chat With a Group or Department

You can start a group chat with all members of a group or department to which you belong.

1. In the Home screen, tap the Chat icon at the bottom of the screen.

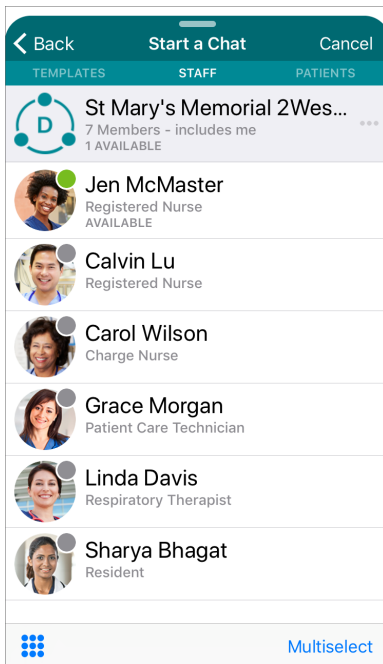


The Start A Chat screen appears. Tap Staff to display your department and favorites.

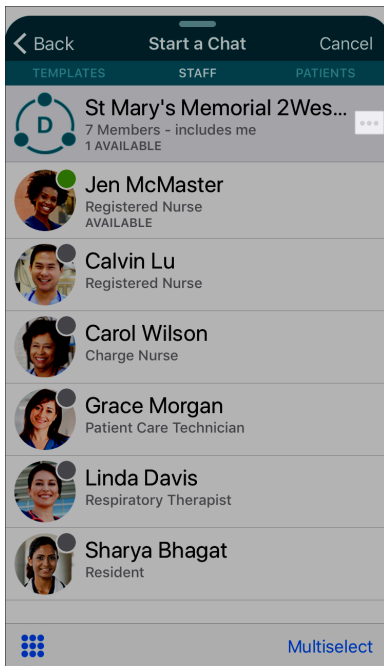


If your department is not visible, your administrator has configured your system to not display your department on this screen. This means that you cannot start a chat using the method described here.

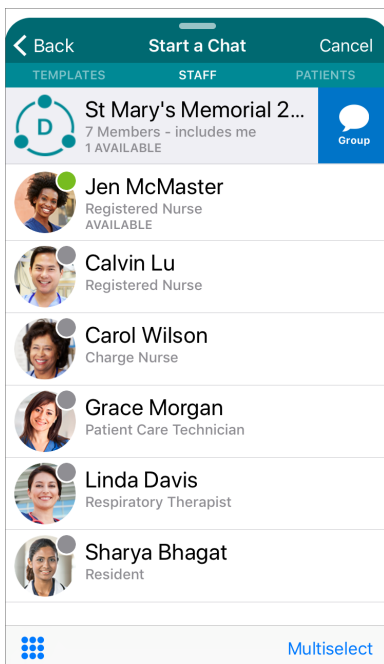
2. Tap the name of the group or department, or use the Search box to search for the group or department name and then tap it. A list of members appears. If you are a member, the text "includes me" appears.



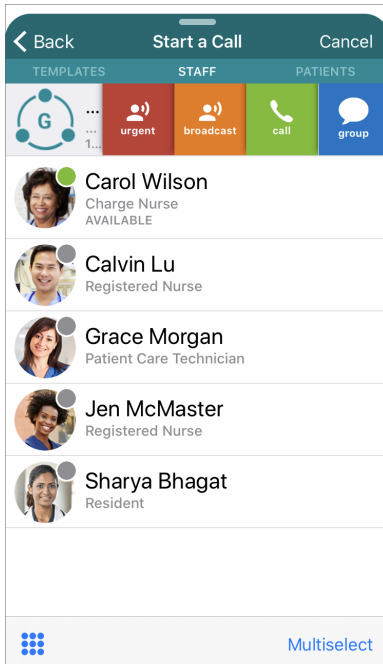
3. Tap the ... icon next to the group or department name.



4. Tap the Group icon that appears. If you are viewing a department, your screen looks like this:



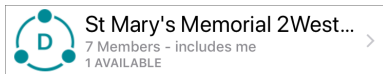
Note: If you are viewing a group, your screen looks like this:



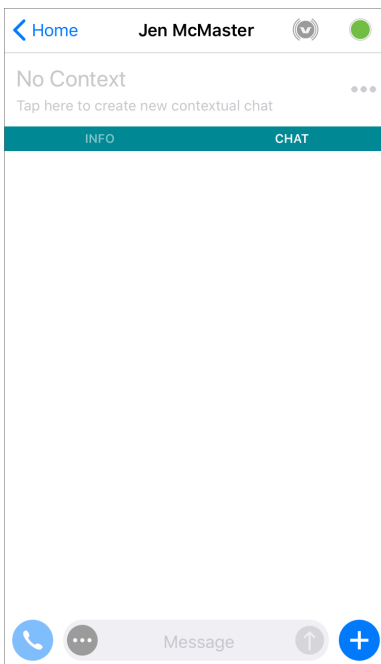
Note: Groups have a G in their icon:



Departments have a D in their icon:



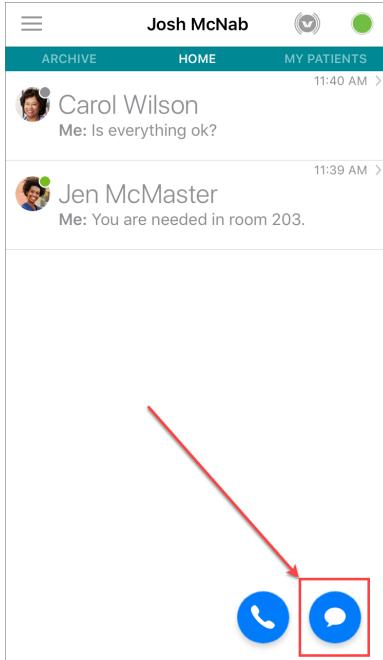
Vina creates a chat room in which all of the members of the group or department are invited to be participants.



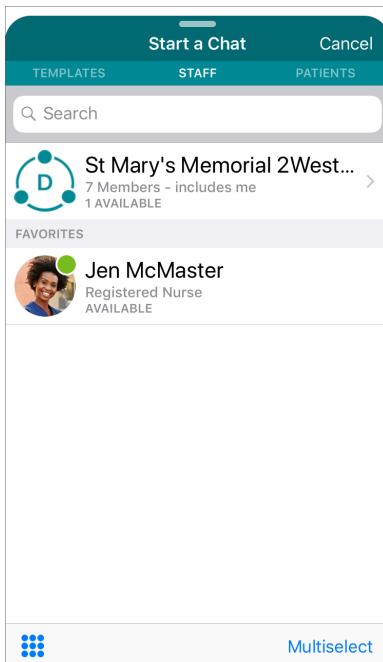
Starting a Group Chat Quickly

You can start a group chat directly from the Start a Call and Start a Chat screens.

1. In the Home screen, tap the Chat icon at the bottom of the screen.

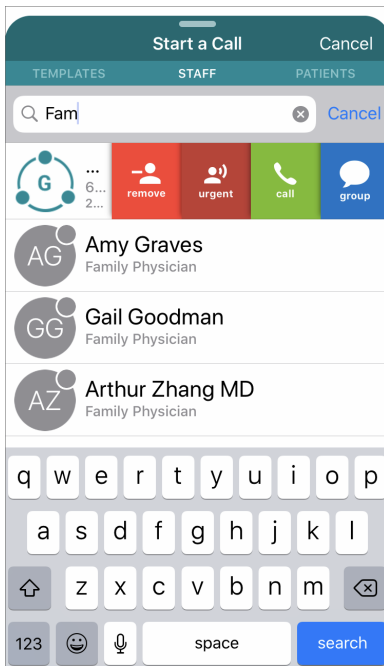


The Start A Chat screen appears.



Note: This method also works if you tap the Call icon.

2. If the group that you want to chat with is not displayed on your screen, use the Search box to search for the group name.
3. Tap the G icon at the left of the group name. A list of choices appears.



4. Tap the Group icon to start the group chat.

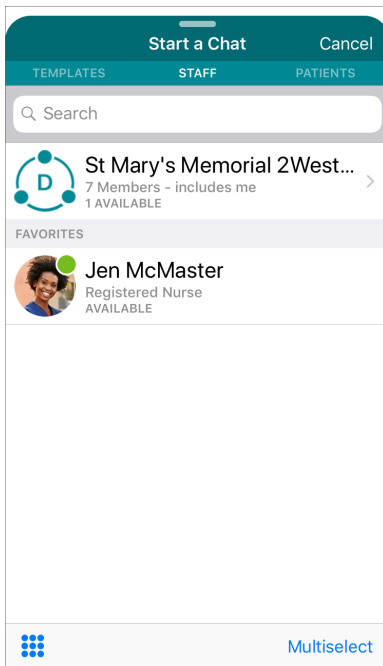
Starting a Multi-Person Conversation

You can start a multi-person conversation with two or more people.

1. In the Home screen, tap the Chat icon at the bottom of the screen.

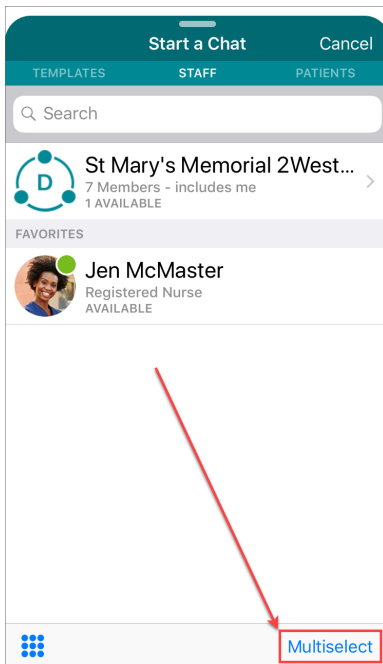


The Start A Chat screen appears.

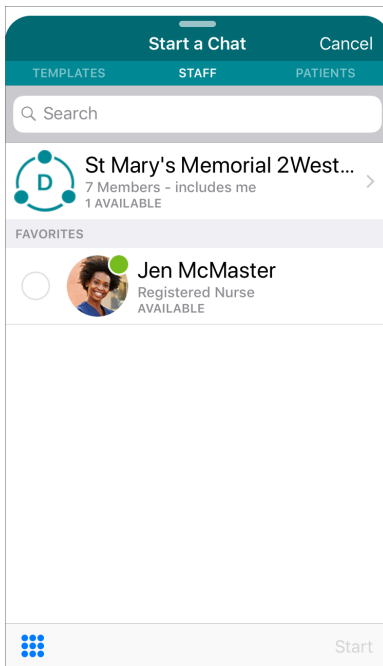


If your department is not visible, your administrator has configured your system to not display your department on this screen.

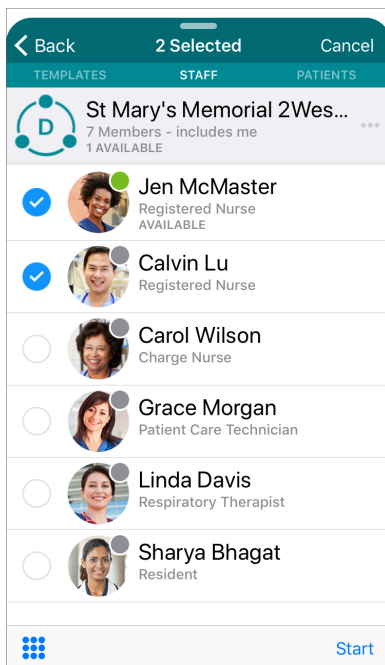
2. In the ribbon at the top of the screen, tap **Staff** if it is not already selected.
3. Tap **Multiselect**.



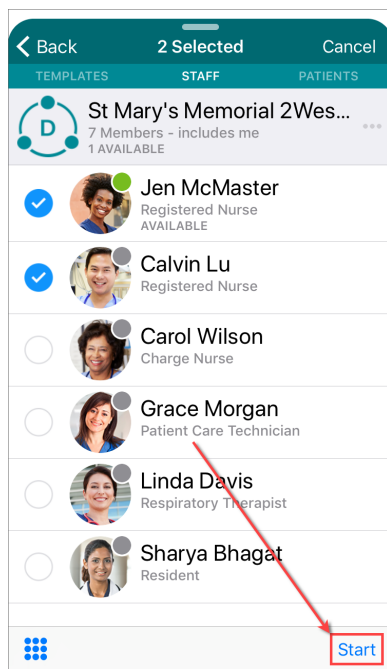
Checkboxes appear to the left of each favorite.



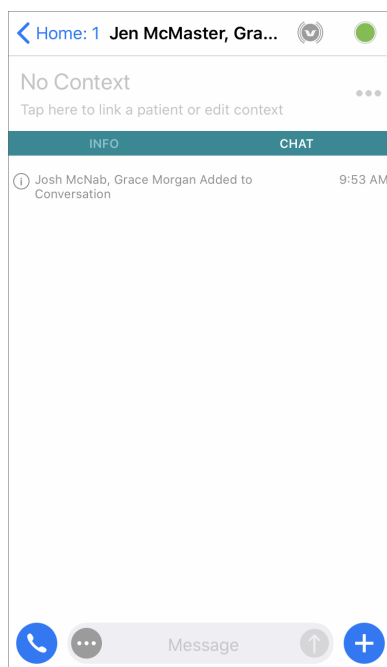
4. Select the people with which you want to have a conversation:
 - a. To select favorites, tap the checkbox to the left of each favorite to add the favorite to the conversation. (See [About Favorites](#) on page 175 for more information on Favorites.)
 - b. To select members of a group, tap on the group to display the members of the group, then tap the checkbox to the left of a member to add the member to the conversation. If the group contains subgroups, tap a subgroup name to display its members.



5. Tap Start to start the conversation.



The Chat tab of the conversation displays the list of participants.



You can define a context for a multi-person conversation. See [Creating a Conversation Context](#) on page 60 for details.

If a conversation participant is being covered by another person, this person is automatically added to the conversation. See [About Coverage](#) on page 189 for more information on coverage.

Creating a Conversation Context

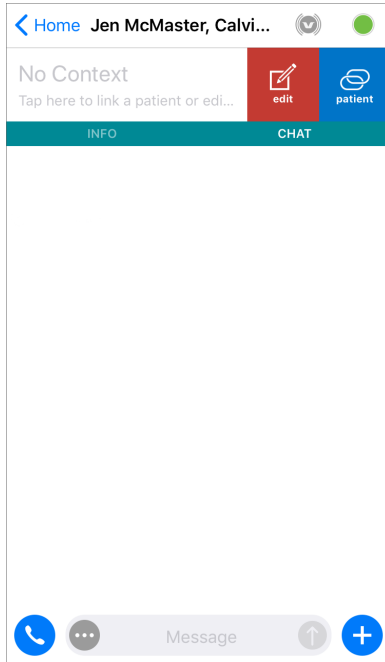
Each group chat in the Vina app can have a context, which is the subject of the chat. If a group chat does not have a context, or has a context that is not a patient link, you can specify a context. If you are in a conversation with one other person, you can create a group chat with this person and define a context for it.



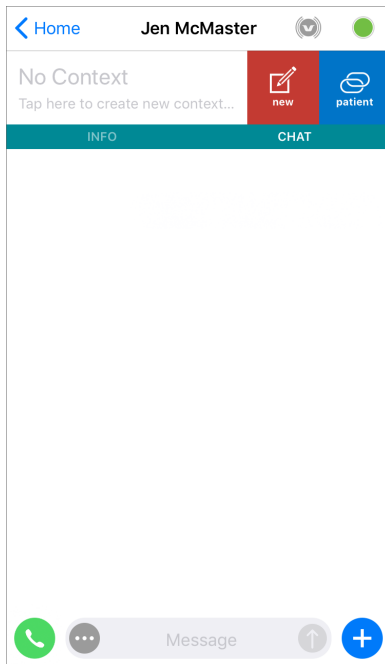
Note: For information on adding a patient context to a group chat, see [Adding a Patient to a Chat](#) on page 163.

1. Do one of the following:

- a. In your group chat, tap the existing context, or tap No Context if no context is defined. The Edit and Patient options appear.

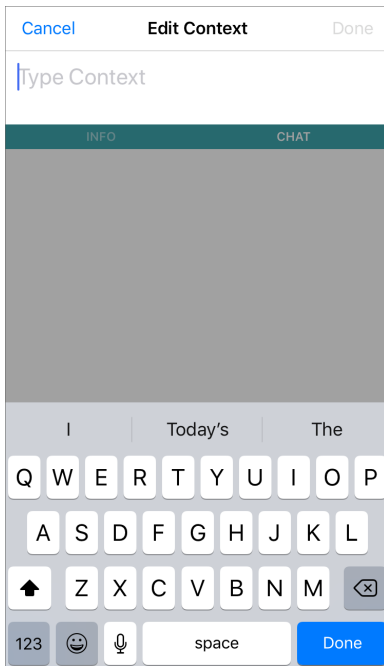


- b. In your conversation, tap No Context. The New and Patient options appear.

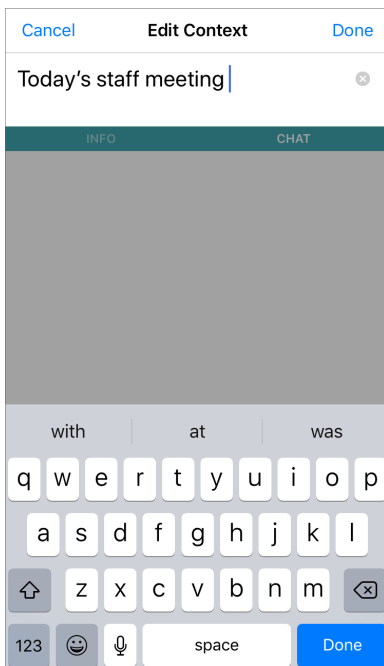


Note: If your administrator has not granted you permission to view patient data, the Patient option does not appear.

2. Tap New or Edit. The screen is updated to enable you to type a context.

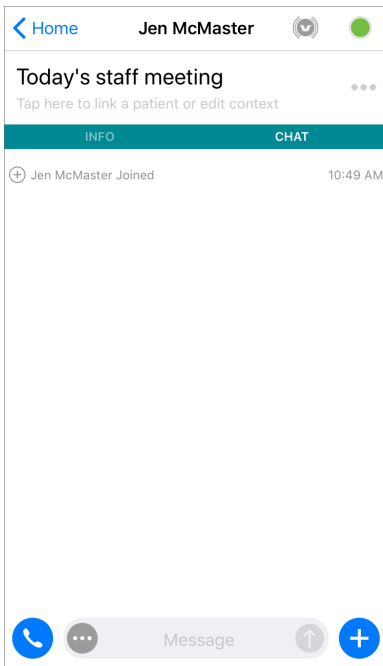


3. Type the context that you want to use.



4. Tap Done to confirm that you want to change the context.

If you are in a group chat, the context that you have specified is added. If you are in a conversation, a new group chat is created with the conversation participants and the context that you have specified.



See [Adding a Patient to a Chat](#) on page 163 for details on how to add a patient context to a chat.

Starting a Care Team Chat

You can start a group chat with some or all of the members of the care team assigned to a patient, with the patient as the context of the group chat.

You can do this in one of two ways:

- Tap a patient in your My Patients list, and start a conversation with the entire care team or with selected members of the care team.
- Start a conversation using the Chat icon at the bottom of the Home screen, and specify the patient there.

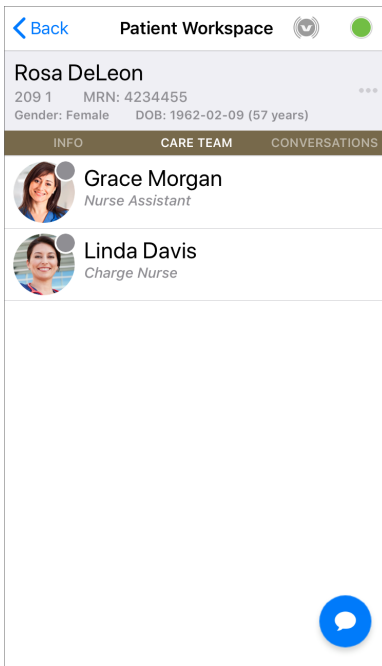


Note: You can start a care team chat only if your administrator has granted you permission to view patient data.

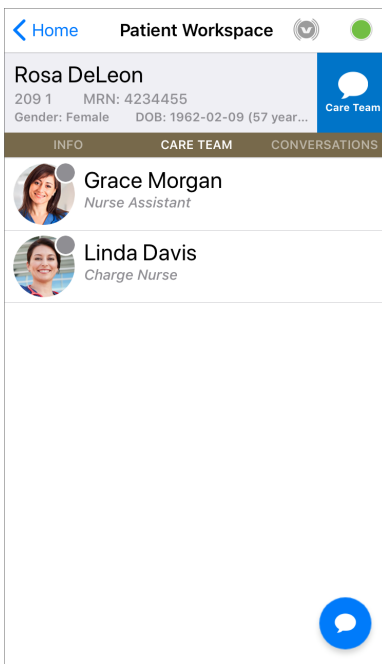
Starting a Care Team Chat from the Patient List

You can select a patient from your list of patients and start a group chat with some or all of the members of the patient's care team, with the patient as the context of the group chat.

1. Follow the instructions in [Viewing Patients](#) on page 153 to find the patient. Tap the name of the patient to display the Patient Workspace screen.

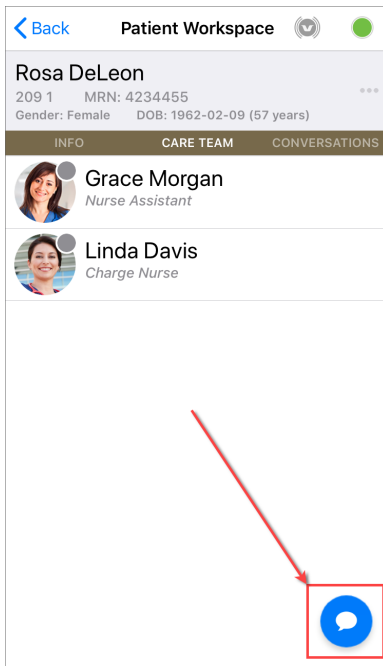


2. To start a conversation with the entire care team, tap the dots to the right of the patient name. A Care Team icon appears:

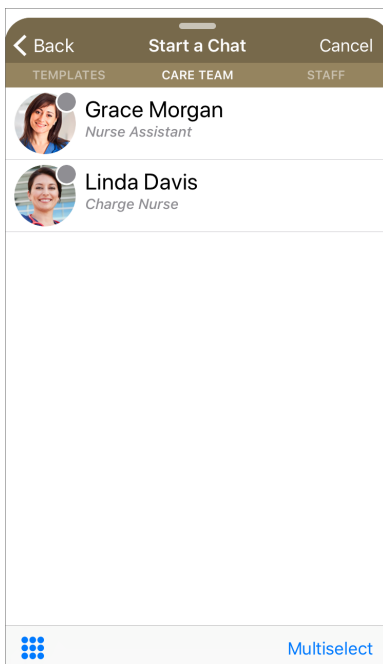


Tap this icon to start the conversation with the care team.

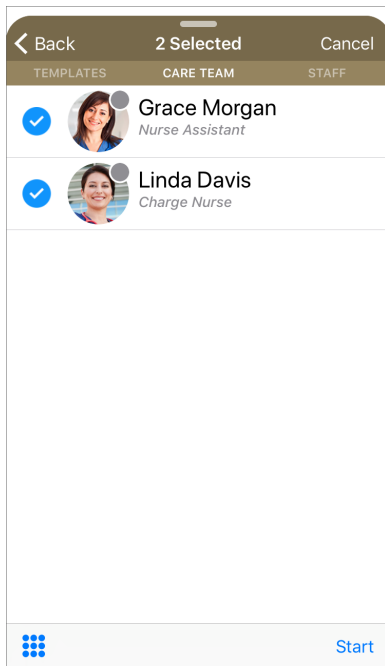
3. To start a conversation with selected members of the care team, tap the Chat icon at the bottom right.



A list of the care team members appears.

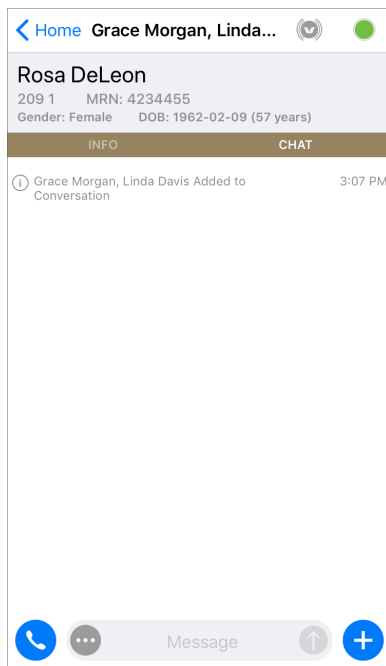


4. You can start a group chat with multiple members of the care team or start a chat or call with a specific care team member.
 - To start a group chat with multiple members of the care team, tap **Multiselect**, select the members that you want to include in the chat, and tap **Start**.

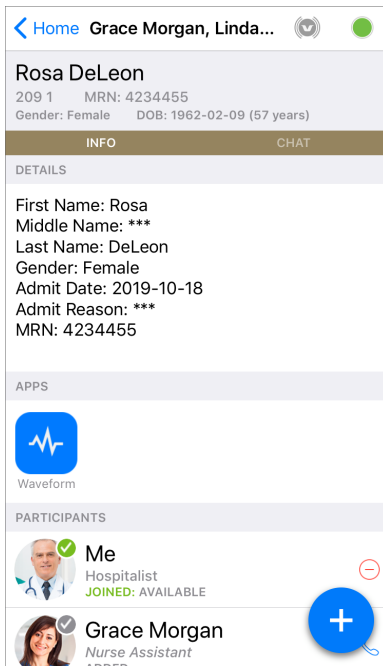


- To start a group chat with a care team member, tap the name of the care team member.
- To start a call with a care team member, tap the profile picture or initials of the care team member. See [Calling from a Profile Picture](#) on page 105 for more information on how to start a call in this way.

The chat starts.

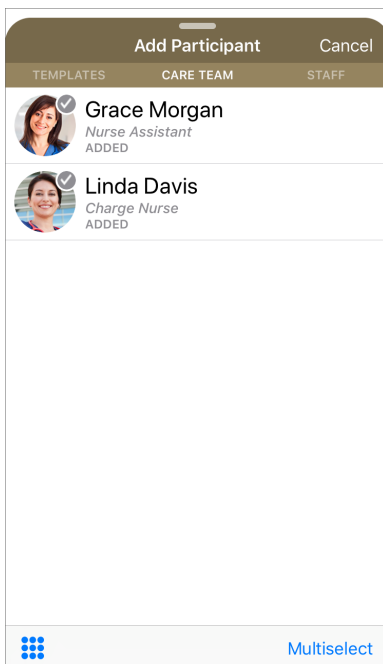


5. To add participants to the conversation after you have started it, tap **Info**. A list of the conversation participants appears at the bottom of the screen.



Note: To call a member of the care team that is participating in this conversation, tap the call icon to the right of the member's name.

6. Tap the plus sign at the bottom right of the screen to add a participant. The list of care team members appears.



Tap the name of a care team member to add him or her to the conversation. To add multiple members to the conversation, tap Multiselect, select the checkboxes of the members that you want to add, and then tap Add.



Note: For information on how to add care team members to an existing patient conversation, see [Adding the Care Team to a Patient Conversation](#) on page 80.

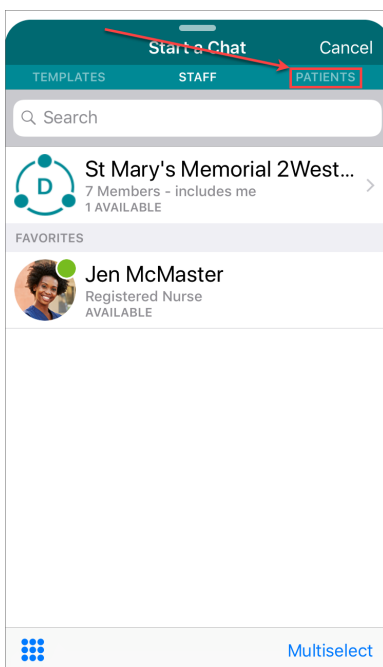
Starting a Care Team Chat using the Chat Icon

You can use the Chat icon at the bottom of the Home screen to start a group chat with some or all of the members of the care team assigned to a patient, with the patient as the context of the group chat.

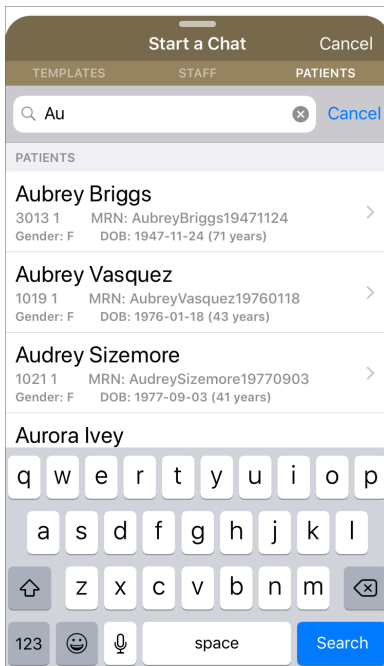
1. In the Home screen, tap the Chat icon at the bottom of the screen.



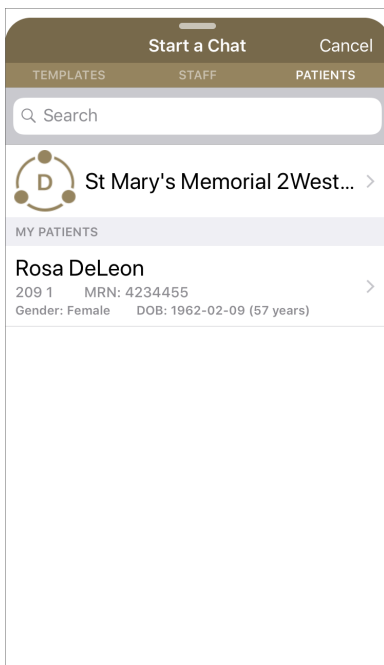
2. In the ribbon at the top of the Start a Chat screen, tap Patients.



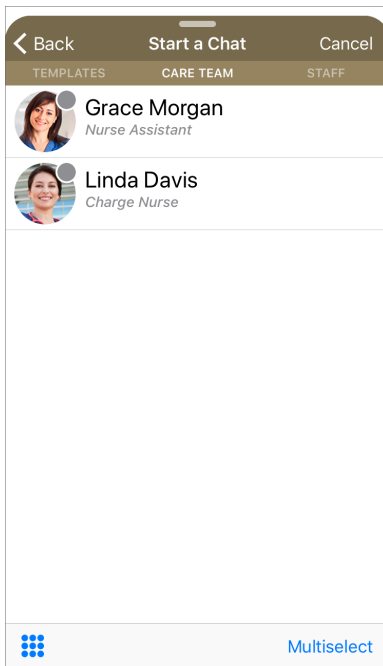
3. The screen now displays your department and the list of patients assigned to you. To search for another patient or department, type at least two characters of the patient's first or last name or the department name. A list of matches is displayed, with departments listed first, then patients.



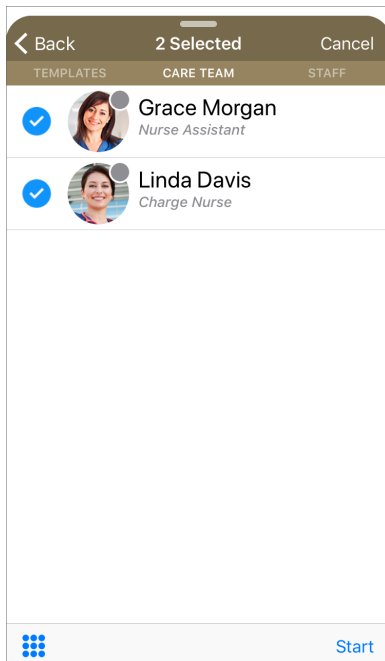
4. In the list of patients that is displayed, tap the name of the patient that you want to discuss. You can also tap a department name to display a list of its patients, and then tap the name of a patient on that list.



For the patient that you have selected, a list of the care team members appears.

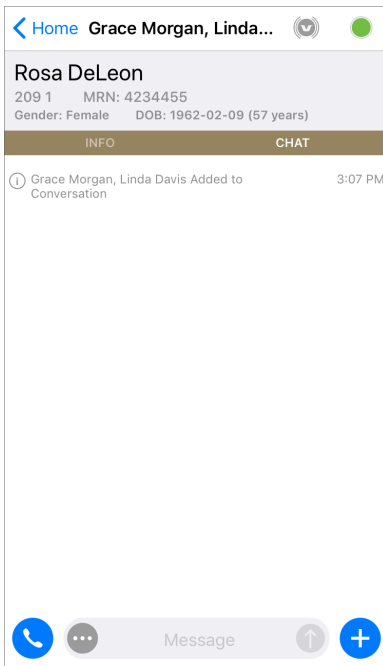


5. You can start a group chat with multiple members of the care team or start a chat or call with a specific care team member.
- To start a group chat with multiple members of the care team, tap **Multiselect**, select the members that you want to include in the chat, and tap **Start**.

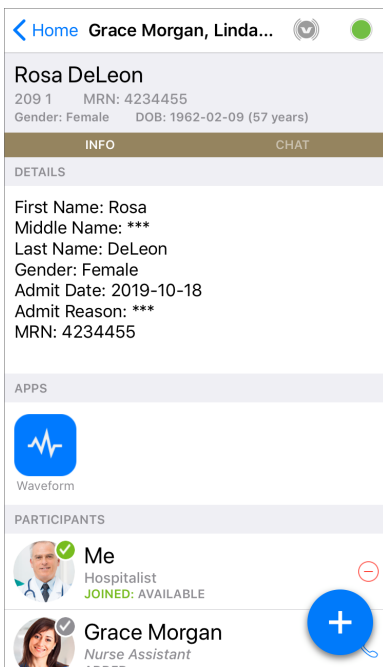


- To start a group chat with a care team member, tap the name of the care team member.
- To start a call with a care team member, tap the profile picture or initials of the care team member. See [Calling from a Profile Picture](#) on page 105 for more information on how to start a call in this way.

The chat starts.

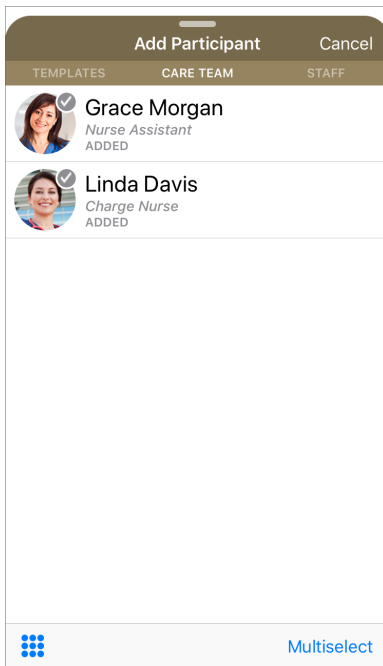


6. To add participants to the conversation after you have started it, tap **Info**. A list of the conversation participants appears at the bottom of the screen.



Note: To call a member of the care team that is participating in this conversation, tap the call icon to the right of the member's name.

7. Tap the plus sign at the bottom right of the screen to add a participant. The list of care team members appears.



Tap the name of a care team member to add him or her to the conversation. To add multiple members to the conversation, tap Multiselect, select the checkboxes of the members that you want to add, and then tap Add.

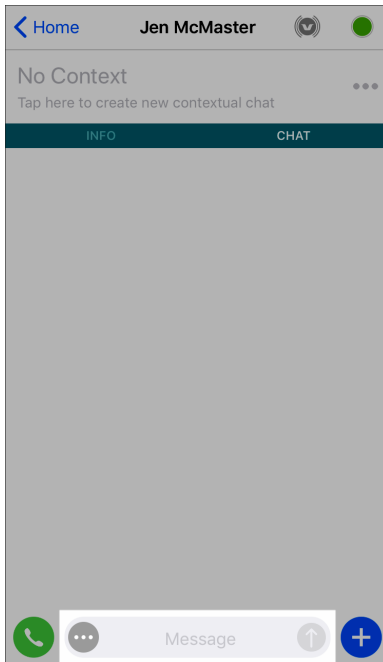


Note: For information on how to add care team members to an existing patient conversation, see [Adding the Care Team to a Patient Conversation](#) on page 80.

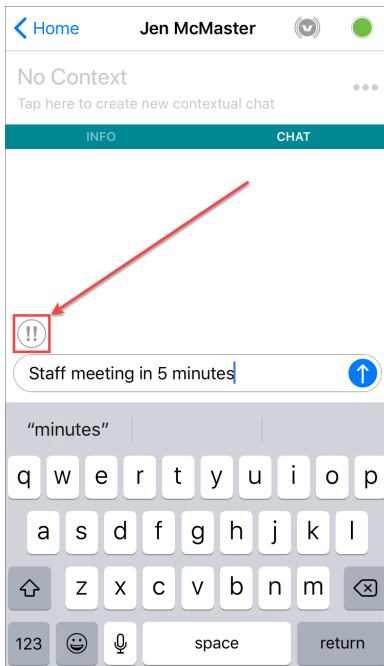
Adding a Message

You can add a new message to a conversation or group chat that you are in.

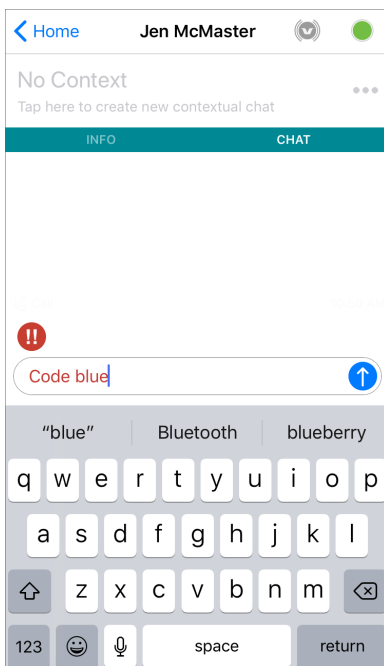
1. To send a message, type the text in the field at the bottom of the screen.



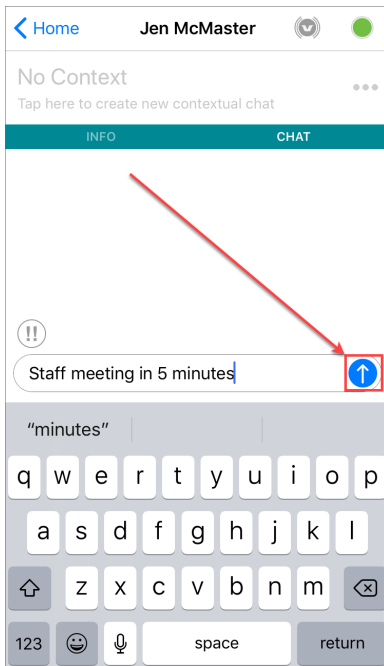
2. To ask for an acknowledgment to your message, tap the exclamation marks icon above the text. This icon appears when you start typing your message.



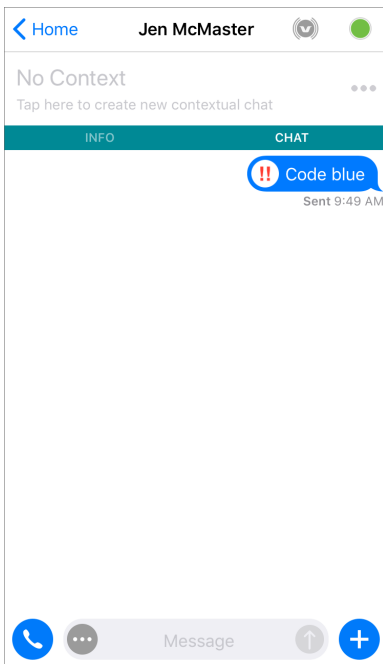
This is a convenient way to mark message text as high priority and ensure that it is acknowledged and not just read. When you have tapped this icon, the message text that you are typing appears in red on your screen.



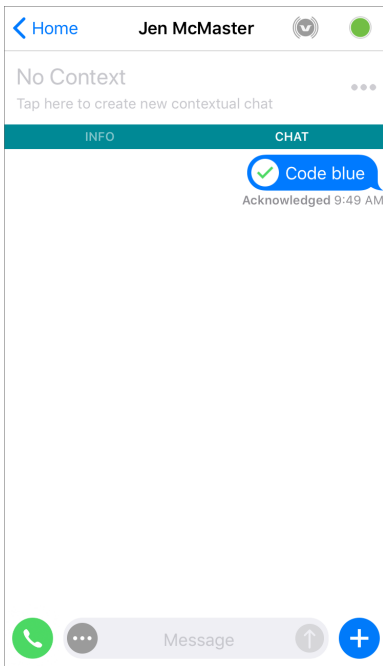
3. Tap the Send icon to send the message.



The sent message appears on the screen of all other participants in the conversation or group chat. If you have sent a message that requires an acknowledgement, the screen indicates this:



If the message has been acknowledged by all participants, you see this:




For a complete list of all possible statuses for sent and received messages, see [Message States](#) on page 75.

Message States

Each sent message in a conversation or group chat displays a message state that is based on the current participants and the most recent received delivery information. Each received message indicates whether you have read or acknowledged it.

Each sent message displays one of the following message states:

State	Description	Timestamp Shown
<None>	Message sent, but no received response from the server.	<None>
Failed	Not received by server. The client has disconnected or 20 seconds have elapsed.  Note: If you send a Failed message and then kill your Vocera Vina app, the failed message may not be displayed in the message conversation.	Time the failure was detected
Sent	Received by the server in a conversation or chat.	Time the server received the message
Delivered to some	No one has read or acknowledged the message. Some of the recipients have received the message, but not all.	Most recent received time
Delivered	No one has read or acknowledged the message. All recipients have received the message.	Most recent received time
Read by some	No one has acknowledged the message. Some of the recipients have displayed the message, but not all.	Most recent displayed time
Read	No one has acknowledged the message. All recipients have displayed the message.	Most recent displayed time
Acknowledged by some	Some of the recipients have acknowledged the message but not all.	Most recent acknowledged time
Acknowledged	All of the recipients have acknowledged the message.	Most recent acknowledged time

Each received message displays one of the following states:

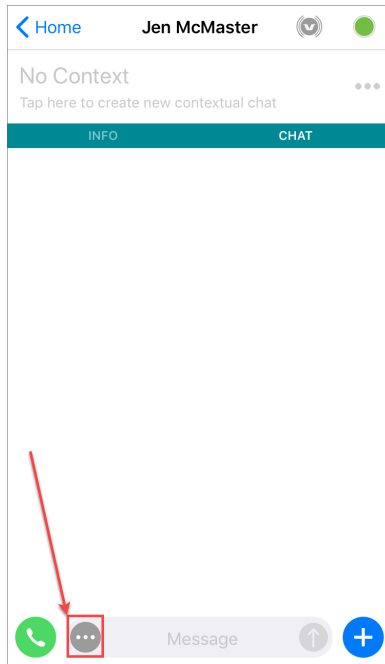
State	Description	Timestamp Shown
Received	The message has been received, but the entire message has not been displayed on the screen.	N/A
Read	You have read the message.	The time that you read the message

State	Description	Timestamp Shown
Acknowledged	You have acknowledged the message.	The time that you acknowledged the message.

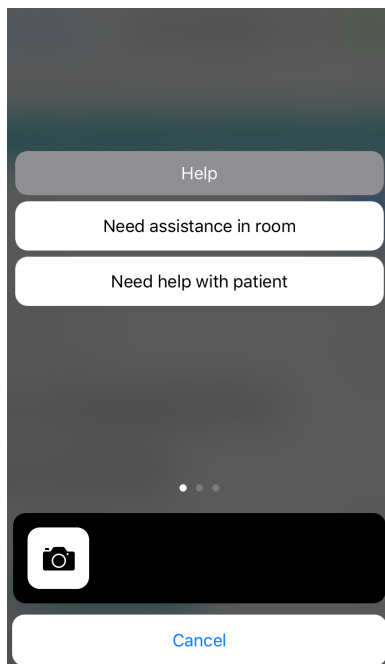
Sending a Quick Response

Some of the messages that are most frequently used in a conversation or group chat are available in a menu for easy access. This enables you to send a quick response when you receive an urgent message.

1. To send a quick response in a conversation or group chat, tap the Additional Messaging Options icon.



2. If your administrator has organized your quick responses into categories, swipe right to view additional categories.
3. Choose a quick response from the list provided. The quick response is added to your conversation.

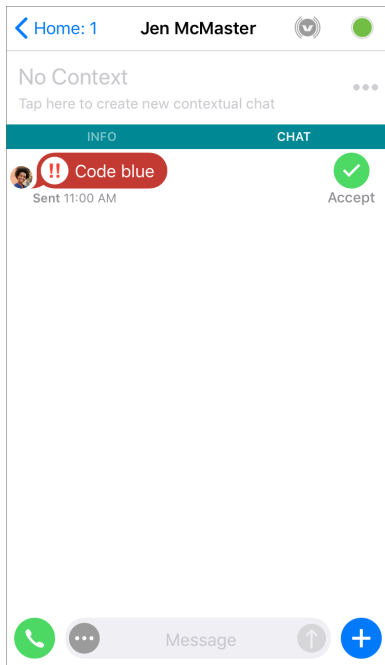


If you decide not to send a quick message, tap your device's Back icon to return to the conversation or group chat.

Acknowledging a Message

You may be sent a message that requires you to acknowledge to the sender that you have seen it.

If you receive a message that requires acknowledgment, it is displayed with a red background:

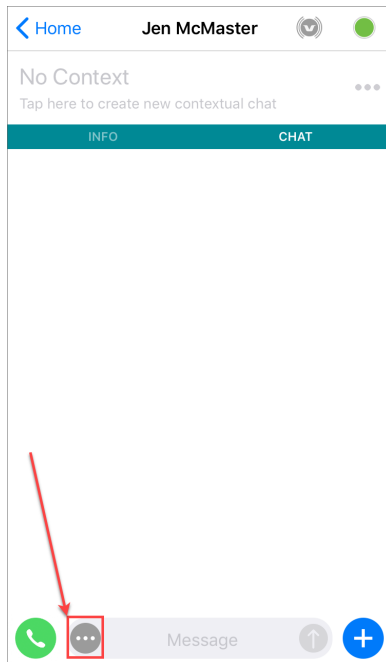


Tap Accept to acknowledge the message.

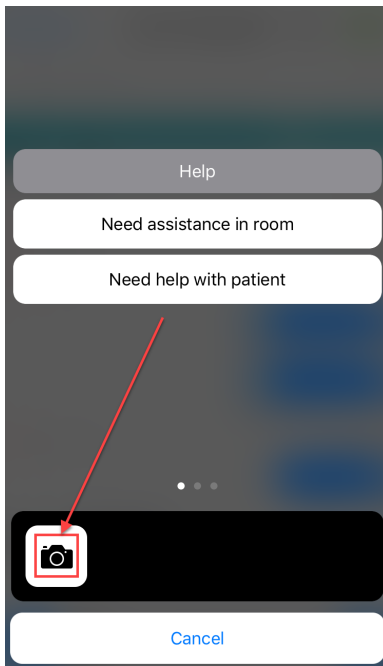
Adding a Photo

When you are in a conversation or group chat, you can take a photo to add to it.

1. Tap the Additional Messaging Options icon.



2. Tap the camera icon that appears.



3. Take the photograph.
 4. Tap Retake to take the photograph again, or tap Send to send the photograph. Tap the Back button to cancel taking the photograph.
- A thumbnail of the photograph appears in the conversation or group chat. Tap on the thumbnail to view the photograph.

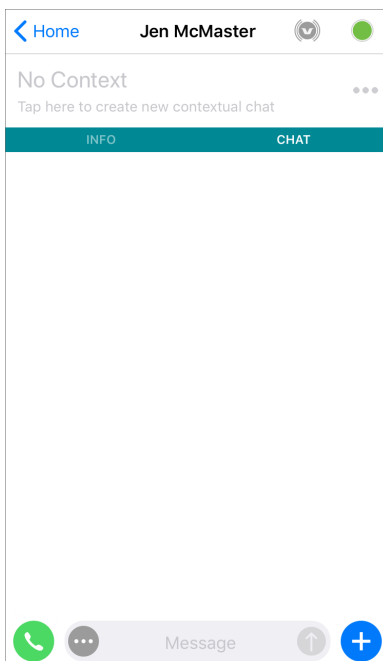
Adding a Participant to a Conversation

If you are in an existing group chat, you can add another participant to it. If you are in a conversation with one other person, and you want to add a participant, you can create a new group chat consisting of you, the other person in the conversation, and the new participant.



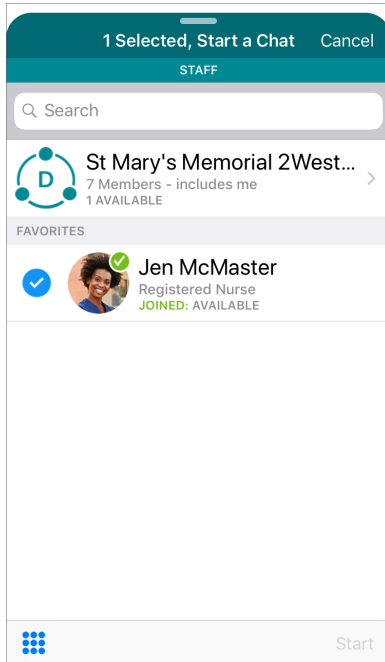
Note: The maximum number of participants in a conversation is 75, though this maximum is lower if participants are logged into both Vocera Vina and Vina Web. Additional participants can send messages but are not shown as present in the conversation.

1. In your conversation or group chat, tap the Add Participant icon.

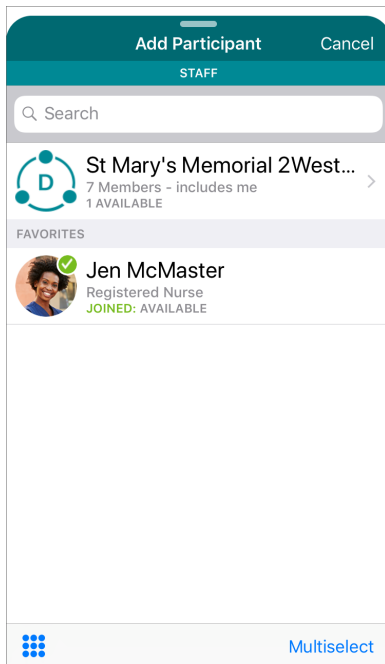


2. The screen that appears next depends on whether you are in a conversation with one other person or a group chat.

- If you are in a conversation with one other person, a screen appears that starts a group chat:



- If you are in a group chat, a screen appears that enables you to add participants to your group chat:



3. Links to your groups and your favorites appear. Do one of the following:

- Tap a group name to display the members of the group. If the group contains subgroups, tap a subgroup name to display its members.
- Tap a favorite to add this person to the group chat.
- Tap the search icon to display the Search Directory screen, and then type two or more characters. From the list of names that match your search text, tap the name of the person that you want to add to the group chat.

4. If multiple names are displayed, you can add more than one participant to your group chat. To add multiple participants, tap **Multiselect** and select the checkbox to the left of each person that you want to add, and then tap **Start** or **Add**.

The new participant is added to the existing group chat, or the new group chat is created.

Adding the Care Team to a Patient Conversation

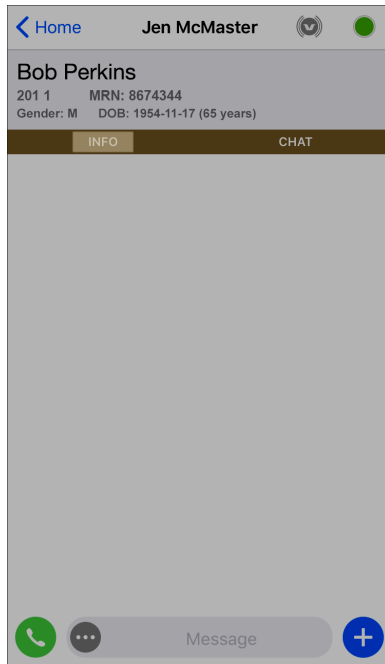
If you have added a patient to a group chat, you can add one or more members of the patient care team to the chat.

For information on how to start a new conversation with a patient care team, see [Starting a Care Team Chat](#) on page 63.

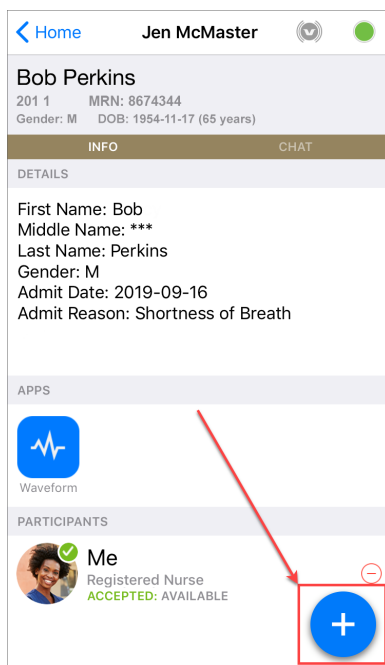


Note: You can add the care team to a patient conversation only if your administrator has granted you permission to view patient data. If you do not have permission to view patient data, and you are in a group chat that has a patient context, you can see only the location of the patient, not the patient's name.

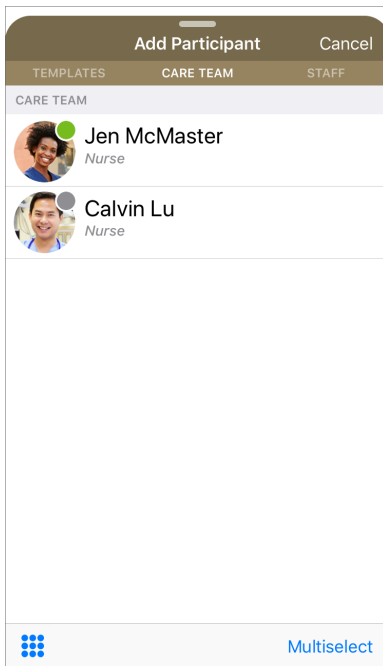
1. In your group chat, tap Info.



2. Tap the Add Participant icon.



3. In the ribbon at the top, tap Care Team. The patient care team is displayed.



4. Tap the name of the care team member that you want to add to the group chat. To add multiple care team members, tap Multiselect and select the checkbox to the left of each care team member that you want to add, and then tap Add.

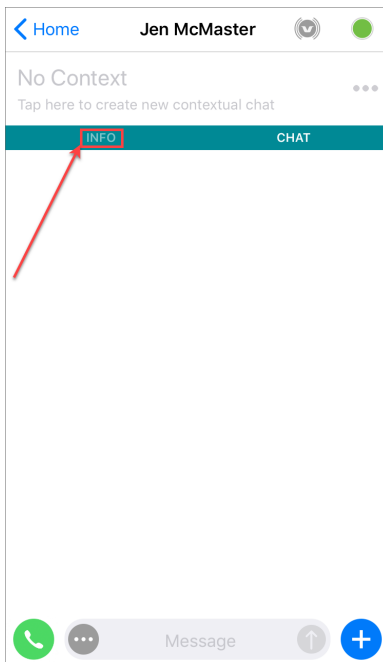


Important: If you add a new member to a conversation, you are responsible for making sure that this member is allowed to view the patient information.

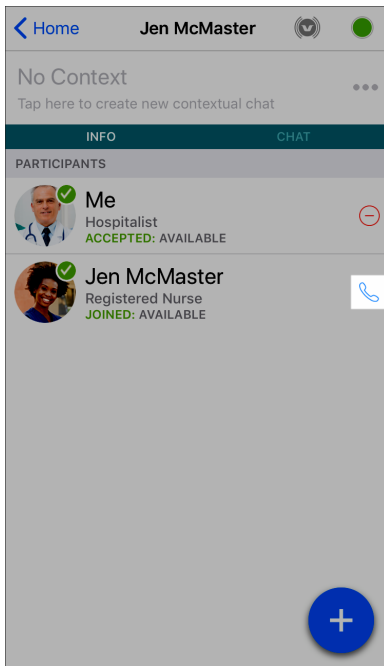
Calling a Participant

You can call any participant of a conversation or group chat that you are in.

1. In your conversation or group chat, tap Info.



2. A list of the participants appears. Tap the phone icon next to the participant that you want to call.

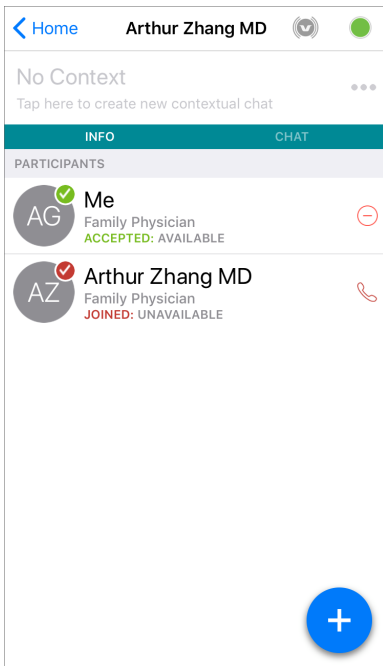


Vina places the call to the participant that you have selected. In this call, tap **Vocera** to return to the conversation:



The conversation now includes a record of the call, indicating whether you successfully placed or received the call, or whether the call was missed.

If the person that you are trying to call has made himself or herself unavailable, the call icon on this screen is red.



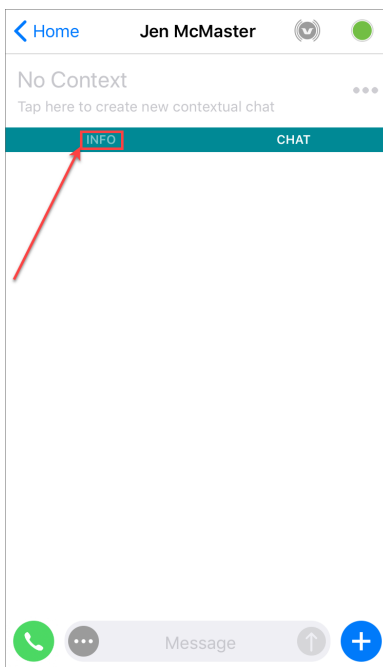
You can tap this icon to make an urgent call to this person if the group to which you belong has been granted permission to make urgent calls.

For more information on calls, see [About Calls](#) on page 103.

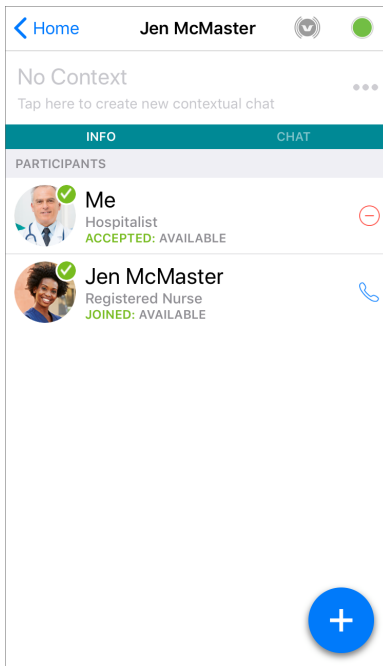
Leaving a Conversation

You can leave any conversation or group chat that you are in.

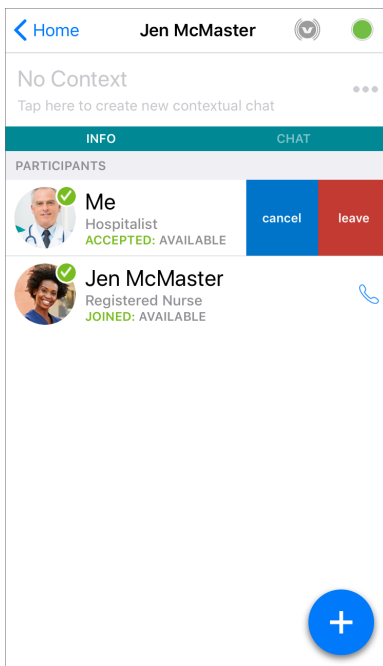
1. In your conversation or group chat, tap Info.



2. A list of the participants appears. Tap the subtract icon next to Me.



3. Tap Leave to confirm that you want to leave the conversation or group chat.

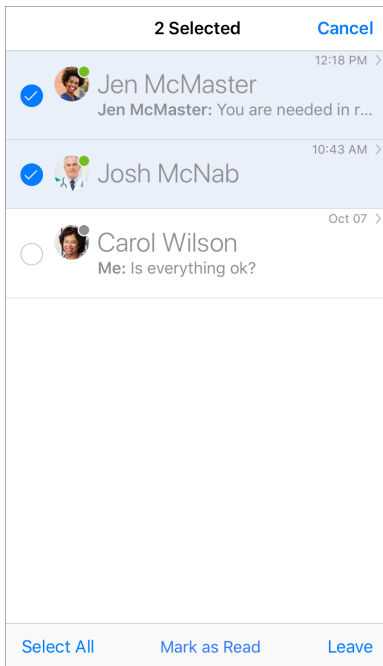


The conversation or group chat is removed from the list in the Home screen and is moved to the conversation archives. See [Archived Conversations](#) on page 88 for details.

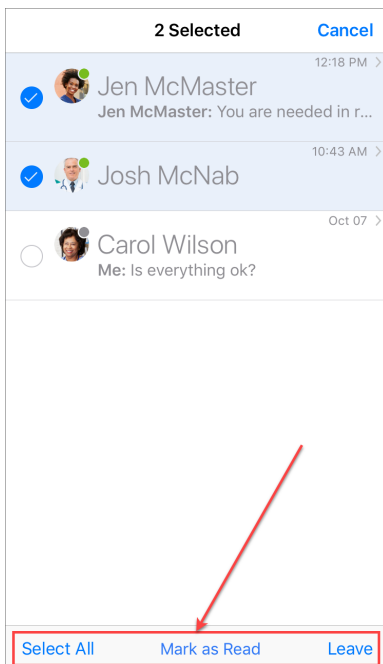
Selecting Multiple Conversations

You can select multiple conversations to delete or mark as read. This enables you to clear clutter in your inbox quickly.

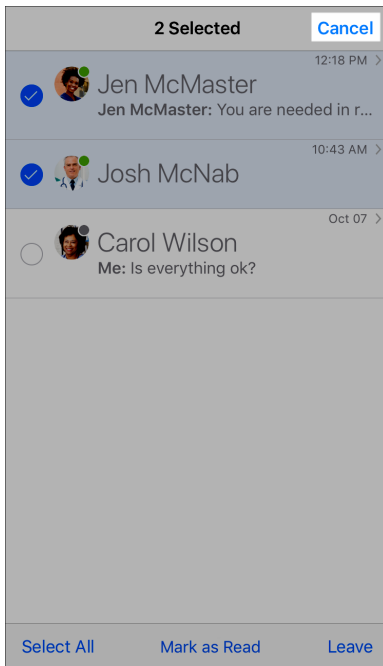
1. On the Home screen, press and hold a conversation. The screen changes to enable you to select conversations, and the conversation that you have pressed is selected.
2. Tap the conversations that you want to select.



3. From the menu at the bottom of the screen, choose the action that you want to perform on the conversations that you have selected:



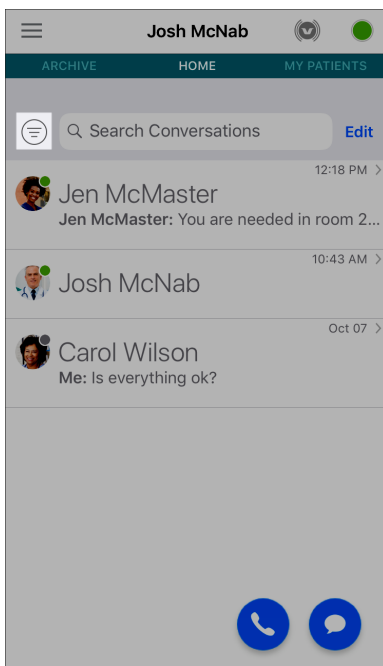
- **Select all:** select all conversations.
 - **Mark as Read:** mark all selected conversations as read.
 - **Leave:** leave all selected conversations. This option appears if you have not selected any conversations that are alerts that you accepted.
 - **Complete:** complete all selected conversations. This option appears if you have selected only conversations that are alerts that you accepted.
 - **Leave & Complete:** leave and complete all selected conversations. This option appears if some of the conversations that you have selected are alerts that you accepted.
4. If you have selected **Leave**, **Complete**, or **Leave & Complete**, tap **OK** in the confirmation dialog box to confirm that you want to leave or complete the selected conversations.
- Tap **Cancel** to cancel your selection and return to the Home screen.



Filtering Conversations

If you have a large number of conversations on your home screen, you can filter the screen to control what messages are displayed. This makes it easier to access only those conversations that are important to you.

1. On the Home screen, tap the Filter icon.

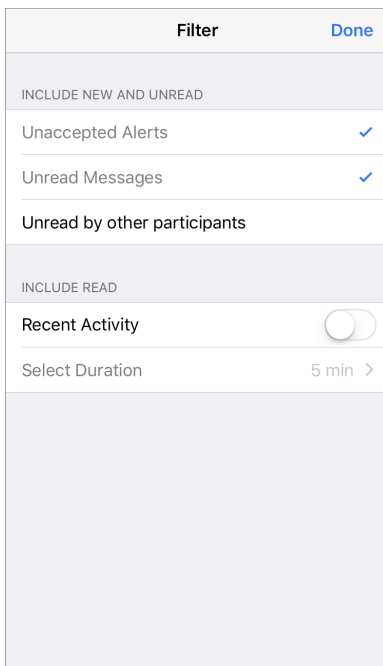


Note: If the Filter icon is not visible, swipe down to display it.

2. Tap the filtering status.



The Filter menu appears.



3. In the Filter menu, specify whether the filtered message list is to include any or all of the following.

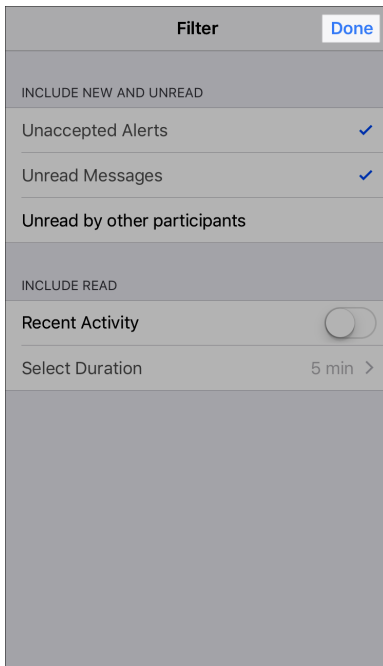
In the Include New and Unread section, specify any or all of the following types of messages:

- **Unaccepted Alerts:** alerts that you have not read and acknowledged.
- **Unread Messages:** messages that you have received but not read.
- **Unread by other participants:** messages that you have sent that one or more recipients have not read.

In the Include Read section, specify any or all of the following:

- **Recent Activity:** Select this option to filter by recent activity only.
- **Select Duration:** If you have selected **Recent Activity**, specify the amount of time that is to be considered recent. The default is five minutes.

4. Tap Done to return to the Home screen.



To remove filtering, tap the Filter icon again.

Archived Conversations

If you leave a conversation, or if the conversation no longer appears on the Home screen because there are too many conversations to display there, the conversation is stored in the archives.

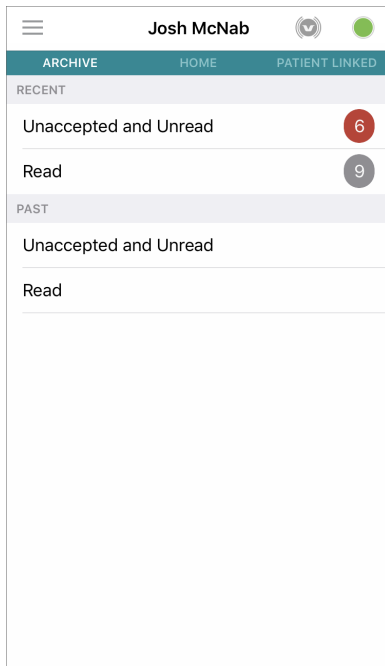
You can search up to 12 months of archived conversations.

Viewing Archived Conversations

You can view any conversation that has been archived.

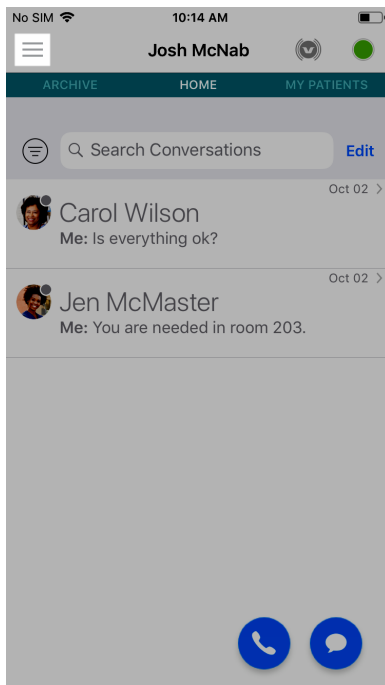
To view an archived conversation:

1. Do one of the following:
 - If the Archive tab is available on the Home screen, tap it. A list of archived conversations appears.

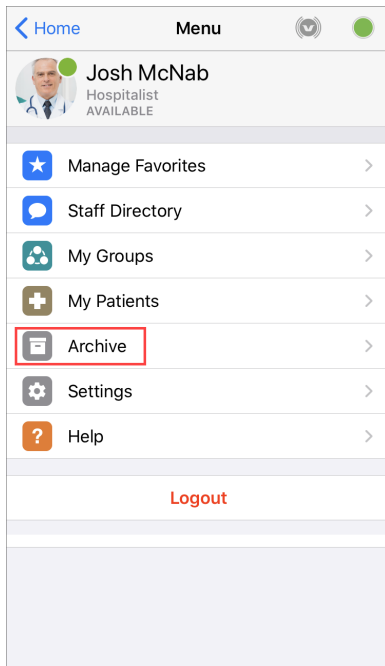


For details on how to set tabs on the Home screen, see [Customizing the Display Tabs](#) on page 21.

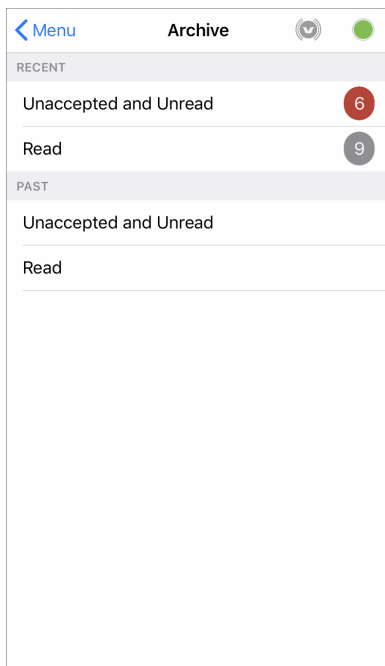
- If the Archive tab is not available, select the Menu icon at the top of the Home screen.



In the Menu screen, select Archive.



A list of archived conversations appears.



2. Select from one of the following:

- In the Recent section, tap **Unaccepted and Unread** to view a list of recent unaccepted alerts and unread conversations, or tap **Read** to view a list of recent previously viewed conversations.
- Similarly, in the Past section, tap **Unaccepted and Unread** to view a list of past unaccepted alerts and unread conversations, or tap **Read** to view a list of past previously viewed conversations.

Beside each **Unaccepted and Unread** link and each **Read** link, there is a count of the total number of alerts and conversations in this category. For **Unaccepted and Unread** links, the background color of this count represents the color of the highest-priority alert in the list of archived alerts. (For more information on alert priority, see [Receiving an Alert](#) on page 94.) If no alerts have been archived, this background color is blue.

3. In the list that you have selected, tap the conversation that you want to view.

Unarchiving a Conversation

If a conversation has been placed in the archived conversations, you can remove it from the archives and make it active again.

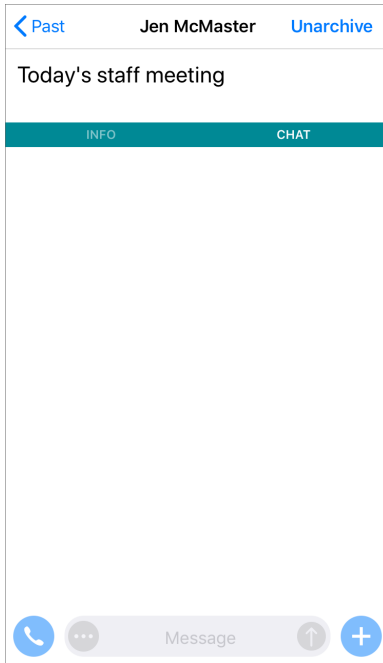
If your conversation is with one person only, you do not need to unarchive it - it is automatically added to your Home screen if you send another message to this person.



Note: The Home screen can contain a maximum of 20 conversations.

To unarchive a conversation:

1. Follow the steps in [Viewing Archived Conversations](#) on page 88 to view the conversation that you want to unarchive.
2. Tap Unarchive:

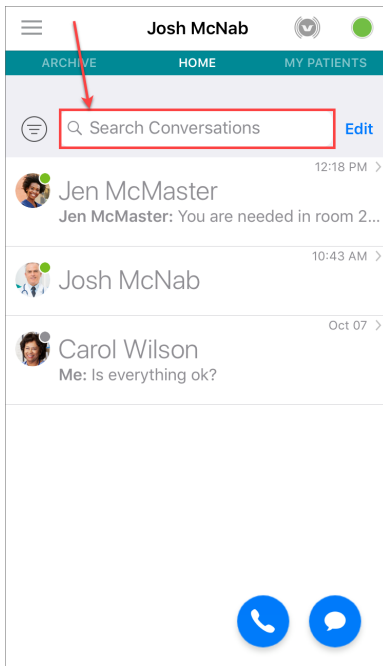


Searching Conversations

You can search for the name of a person or group in conversations. Both active and archived conversations are searched.

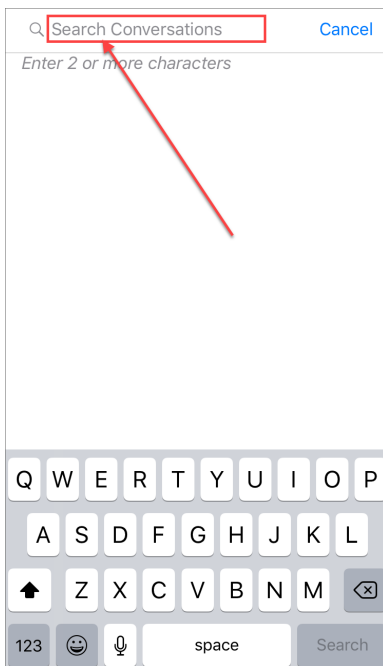
To start a conversation search:

1. In the Home screen, tap in the Search field.

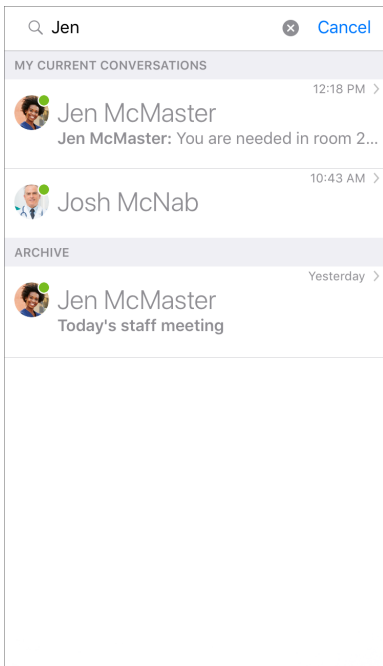


Note: If the Search field is not visible, swipe down to display it.

2. In the Search screen that appears, type the name of the person or the group for which you want to search.



The conversations that include this person or group are displayed. Archived conversations are included in a separate section.



About Alerts

Vocera Vina supports the ability to send and receive alerts, which enables you to respond to urgent or important situations immediately. Alerts can be related to patients assigned to you, or can be unrelated to a specific patient.

Here is some of the functionality that alerts provide:

- **Alerts are indicated using notifications.**

This ensures that you are made aware that you have received an alert even if you are not actively using Vocera Vina at the time that the alert arrives.

- **Alerts are displayed uniquely based on priority.**

Alerts can be of normal, high, or urgent priority, and are color-coded to indicate this priority.

See [Conversation Priority](#) on page 38 for details on the order in which alerts and conversations are displayed on your screen.

- **Receive automatic invitations to join alerts.**

When you receive an alert, you can choose to accept the alert and join a conversation with others who have also accepted the alert and anyone who has been invited to join. You can also choose to decline the alert, or you can view the details of the alert before deciding to accept or decline it.

- **Common alerts can be created using a template.**

If your facility has standard alert types that it generates regularly, you can define templates that enable you to generate these alerts quickly. Templates can be configured to specify the patient or location that is related to the alert.



Note: This documentation provides an overview of how alerts work, but the content of these alerts may depend on what has been installed at your facility. Contact your administrator for details on the alerts that you may receive.

Alerts that expect a response within a specified time will expire after this time is reached.



Note: You can miss a message if it is sent in an alert that expires before you read it.

Receiving an Alert



When you receive an alert, you receive a notification if the alert has not already been accepted and if it has not yet expired. The alert is added to the list of conversations in the Home screen.

If your administrator has configured your system to allow alerts to be accepted by multiple people, you receive a notification even if the alert has already been accepted.

If the context of the alert is a specific patient, information on this patient is displayed in the alert if your administrator has granted you permission to view patient data. Otherwise, the location of the patient is displayed.

The icon next to the alert indicates its priority:

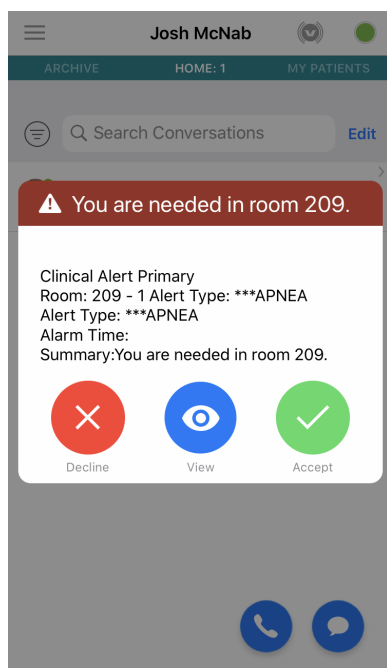
Icon	Priority
	Urgent

Icon	Priority
	High
	Normal

1. A popup dialog box may appear on your screen, displaying the alert information.



Note: This popup appears only if this is the first time the urgent-priority alert has been sent.



The options available depend on your system configuration and on how alerts are escalated in your environment. You may see any or all of the following:

- Accept: accept the alert.
- Accept & Call: accept the alert and call the location from which the alert originated.
- View: view the alert before accepting or declining it.
- Decline: decline the alert.

If you accept the alert or tap **View**, the Alert Details screen appears, which provides more information about the alert. See [About Alert Details](#) on page 96 for a description of the Alert Details screen.



Note: If you accept the alert, other people can accept the alert if your administrator has configured your system to allow multiple people to accept the same alert. Otherwise, if you accept the alert, others cannot accept it. You cannot accept an alert if you have previously declined it.

2. If the alert has high or normal priority, you receive the alert notification (message, ringtone, or vibration) configured on your system. The new alert is added to the list of conversations in the Home screen.

Tap the alert to accept, decline, or view it and to display the Alert Details screen, which provides more information about the alert. See [About Alert Details](#) on page 96 for a description of the Alert Details screen.

If you are viewing an alert, and you receive another alert, the following rules apply:

- If you receive a urgent-priority alert, the dialog box for the urgent-priority alert appears.
- If you receive a high-priority or normal-priority alert, it is added to the list of alert conversations.



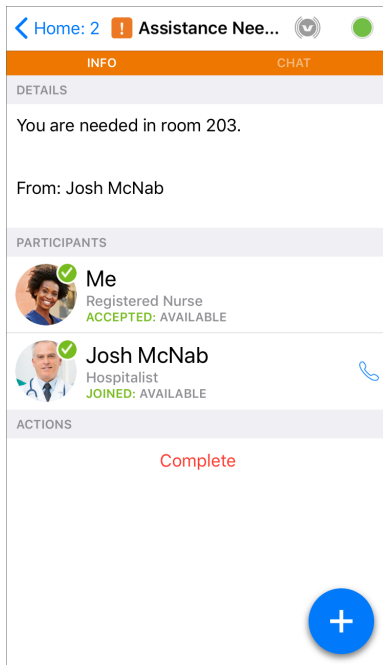
Note: Your administrator may have configured alerts to expire after a specified number of minutes.

**Note:**

If you are in a call using your Vocera Vina app and you receive an alert, your device does not vibrate to notify you of the alert.




About Alert Details

When you have accepted an alert or are viewing it before you accept or decline it, you view the Alert Details screen, which displays detailed information for the alert.

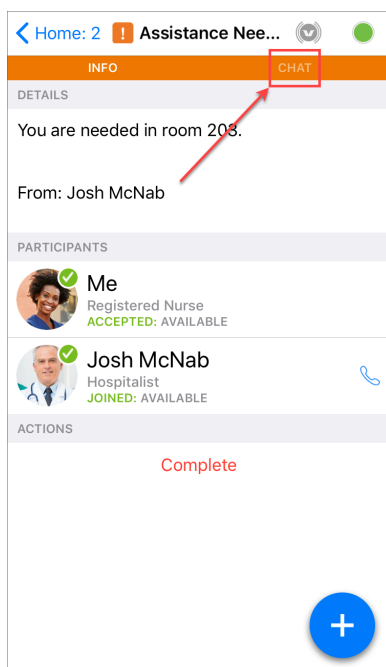


The Alert header contains the context of the alert, which can be a patient or a location.

The background color for the ribbon in the Alert Details screen depends on the priority of the alert:

Color	Priority
	Urgent
	High
	Normal

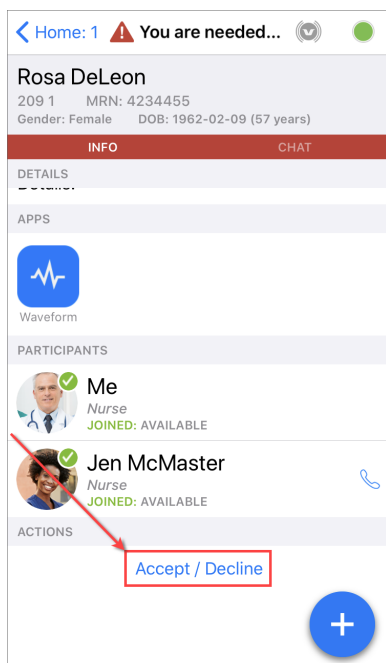
To add a participant to the conversation based on this alert, tap the [Chat](#) link in the ribbon at the top of the screen.



When adding a participant, you can:

- Use a Patient Events or Location Events template to send a message. See [Using a Template](#) on page 98 for more details on templates.
- Add a care team member to the conversation, if your administrator has granted you permission to view patient data.
- Add any staff member to the conversation.

If you are viewing an alert but have not accepted or declined it, tap [Accept/Decline](#) to receive the alert again.



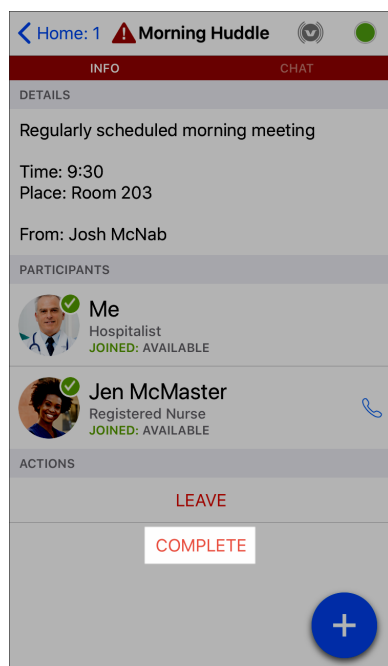
See [Receiving an Alert](#) on page 94 for more information on the options that are available to you when you receive an alert.

Leaving or Completing an Alert

If an Alert has been accepted by any recipient, or if you originated the Alert, you can leave the Alert. You can complete an Alert if you have accepted the Alert, if you originated the Alert or if you have the necessary administrative permissions.

To leave an Alert, tap **Leave**.

To complete an Alert, tap **Complete**. This completes the Alert for everyone who has received it.



To leave or complete an Alert from the Home screen, press and hold on the Alert. A dialog box appears, asking you whether you want to leave or complete the Alert.

The **Complete** option appears if you have the right to complete the Alert.

Using a Template

Your administrator may have created templates for you to use. These templates enable you to send emergency information quickly.

The following types of templates may be available to you:

- **Mass Notifications:** these are user-generated alerts that are sent globally or to a group. This template type can be used for emergencies, such as a lockdown. You can specify the level of urgency of the mass notification.
- **Staff Events:** this is another type of user-generated alert that can be sent globally or to a group, but is typically used for non-urgent communication. It can have most of its fields pre-populated to make it easier to communicate with a large number of people.
- **Patient Events:** this is a patient-specific template that can be used to communicate important information about a change in a patient's status, such as a request for transport for patient discharge. You do not need to type the patient details or location to use this type of template.
- **Location Events:** this is a template that is related to a specific location. This is useful, for example, if you want a room to be cleaned for use by a new patient: you can send a pre-populated user-generated alert to environmental services, specifying the room number.

To create a user-generated alert using a template:

1. Do one of the following:
 - In the Home screen, tap the Template icon at the bottom of the screen if it has been made available to you.



A list of available templates appears.

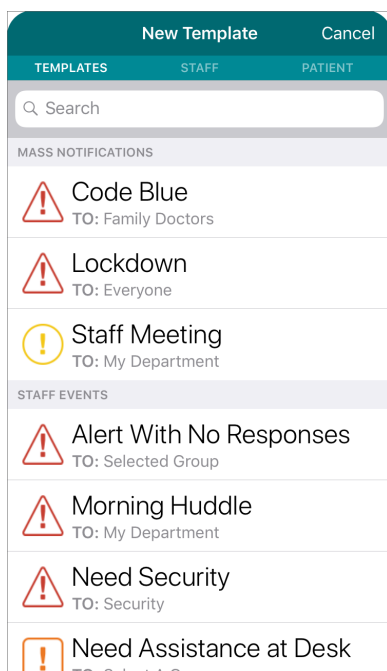


Note: The Template icon is available only if your administrator has configured your server to provide it.

- In the Home screen, tap the Chat icon at the bottom of the screen.

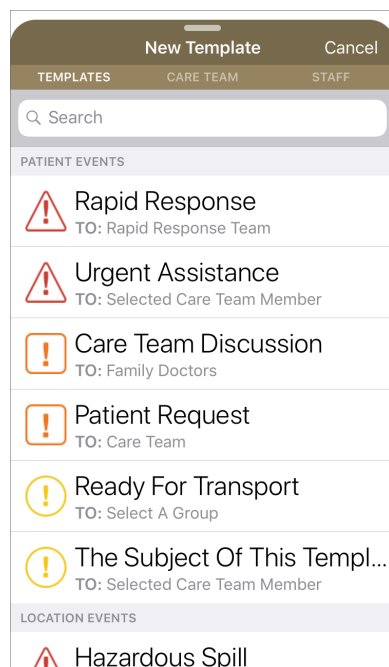


Tap Templates in the ribbon at the top of the screen. A list of available templates appears.



Mass Notifications templates and Staff Events templates appear if your administrator has made them available to you.

- To create a user-generated alert using a template and link it to a patient, tap **Patient** or **Patients** to display the list of patients assigned to you. Tap the patient that you want to associate with the template, and tap **Templates** in the ribbon at the top of the screen.

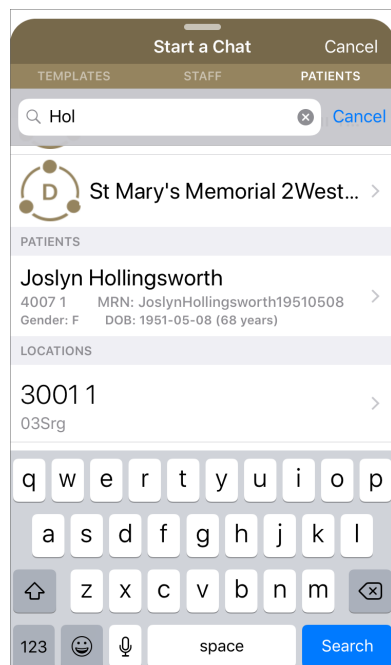


Note: If your administrator has not granted you permission to view patient data, a list of patient locations appears instead of a list of patients.

To search for a department, patient, or location not shown here, type at least two characters of the department name, the patient's first or last name, or the location name. A list of matches is displayed, with departments listed first, then patients, then locations.

Note: A location is returned as a search result only if there is no patient there.

In the list of departments, tap a department to display the list of patients in that department. Then, tap the patient or location that you want to use as the context.

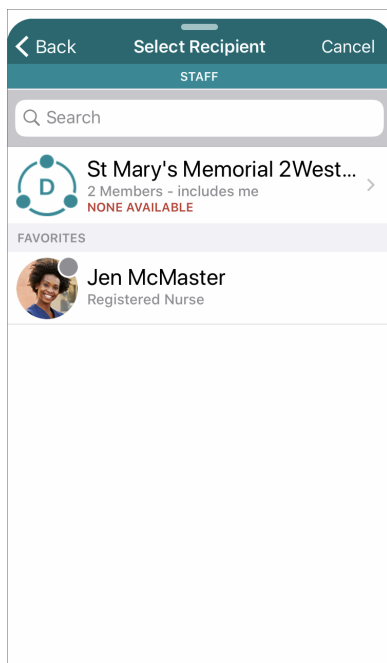


Patient Events and Location Events templates related to the patient or location context that you have selected appear if your administrator has made them available to you.

3. In the list of templates available to you, tap the template that you want to use.

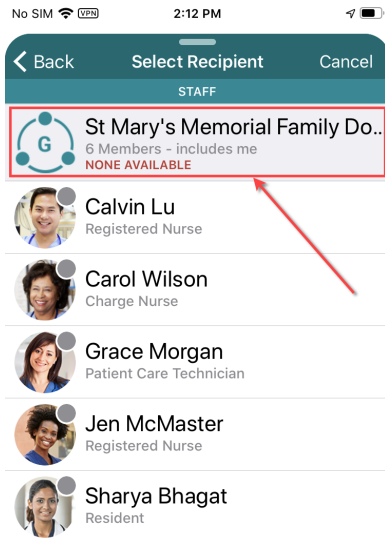
Each template that is available to you displays a TO: field that lists the group that will receive the user-generated alert generated from this template.

4. Some templates require you to specify the recipients of the user-generated alert generated from the template:
 - If Select A Group is listed in the TO: field for the template, select the group that is to receive the user-generated alert generated from this template.
 - If the template requires you to select the recipient of the user-generated alert generated from the template, a screen appears that displays your favorites and your department if it has been configured to appear.

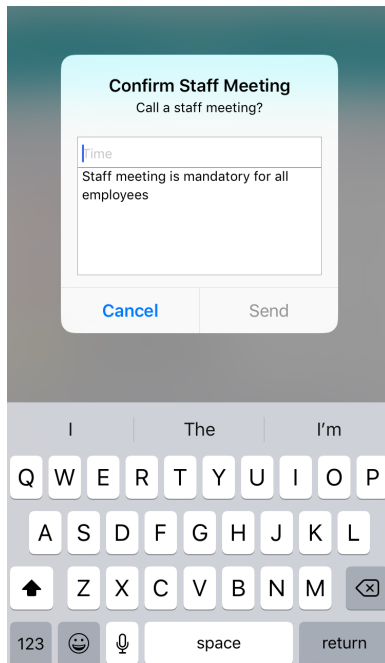


From this screen, you can:

- Tap a person's name to specify this person as the recipient.
- Type text in the Search field to display all people and groups whose name contains the text.
- Tap a group name to display the members of the group, and then tap a member to specify this person as a recipient.
- When the members of a group are displayed, tap the group header to specify that the entire group is the recipient.



5. If the template includes fields to be filled in (for example, the time and location of a staff meeting), in the screen that appears, fill in the fields or edit the existing text in the fields to complete the template.



6. Tap Send to send the user-generated alert that you have built from the template.

About Calls

The Vina application enables fast, simple, person-to-person voice connection over your company's wireless network.

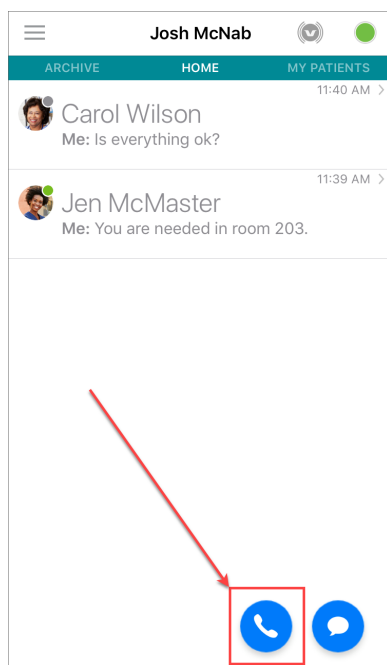
Vina provides the voice capabilities of the Vocera badge within your smartphone. Using voice commands, you can instantly connect to the people that you need to reach in an emergency or in any other crucial situation.

You can either use the Genie to call anyone in your network, or you can call a person with which you are having a conversation or who is in a group chat with you.

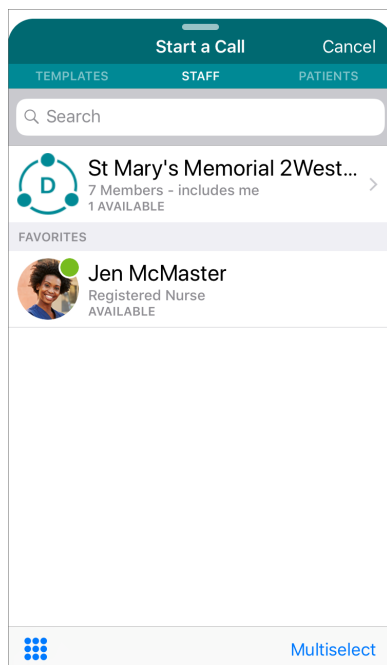
Calling from the Home Screen

From the Home screen, you can use the Call icon to place a call quickly.

1. In the Home screen, tap the Call icon.



The Start a Call screen appears.



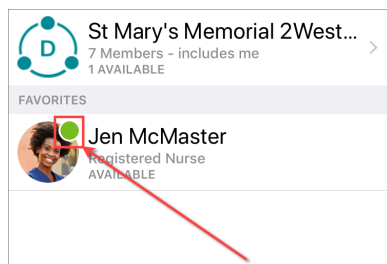
If your department is not visible, your administrator has configured your system to not display your department on this screen.

In the ribbon at the top of the Start a Call screen, you can tap **Patients** to place a call with a patient context. See [Placing a Patient-Related Call](#) on page 165 for details.

If you tap **Multiselect** in the Start a Call screen, this displays the Start a Chat screen, from which you can select multiple people with which you want to have a conversation. See [Starting a Multi-Person Conversation](#) on page 57 for details.

2. Select the person or group that you want to call:
 - a. If the person or group is defined as a favorite, tap the link for that person or group to start the call. (See [About Favorites](#) on page 175 for more information on Favorites.)
 - b. If a group is displayed, tap the group name to display the members of the group. If the group contains subgroups, tap a subgroup name to display its members. Tap on a group member to start the call.
 - c. Tap the search icon and type search text consisting of some or all of the person or group's name. All names matching this search text are displayed. Tap the entry for the person or group that you want to call.

The presence icon at the top right of the person or group's profile picture or initials indicates availability:



See [The Presence Indicator](#) on page 184 for more information on presence and availability.

3. When you have selected the person or group that you want to call, the screen indicates that you are making a call.

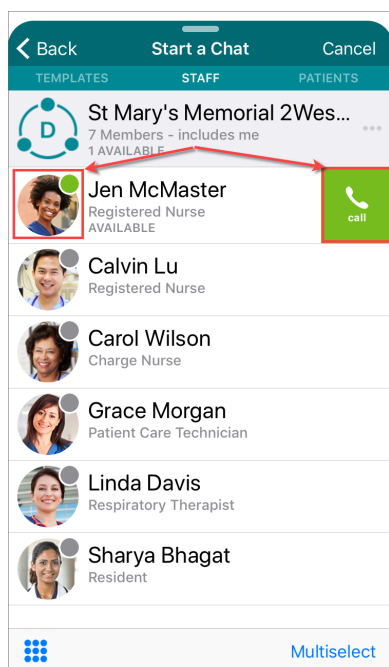


Calling from a Profile Picture

In a list of conversations or contacts, you can tap on a person's profile picture to call that person.

If no profile picture is available, you can tap on the person's initials.

1. Tap the profile picture. A call icon appears next to the person's name.



The color of this call icon indicates the person's current status:

- Green: available.
- Gray: offline.
- Red: online but unavailable. You can make an urgent call to this person.
- Blue: indicates a multi-person conversation.

2. Tap the call icon to make the call.

If you are tapping the call icon for a multi-person conversation, a screen appears in which you can select the person that you want to call.

This capability is not available when:

- You have initiated a call and are selecting the person to call.
- You are transferring a call.
- You are adding participants to a conversation.
- You are managing favorites.
- You are viewing a list of archived conversations.

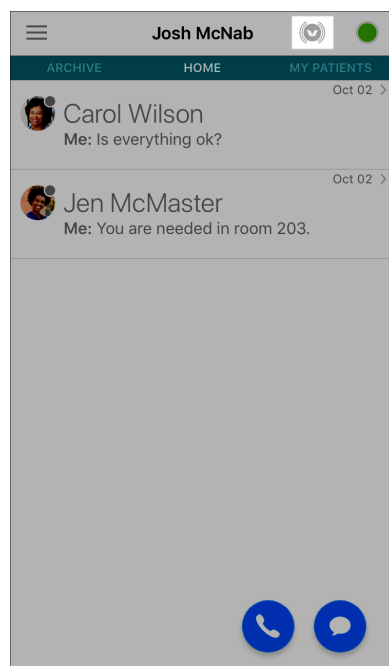
Calling with the Genie

You can make calls using the Genie, which is the voice interface to the Vocera system.

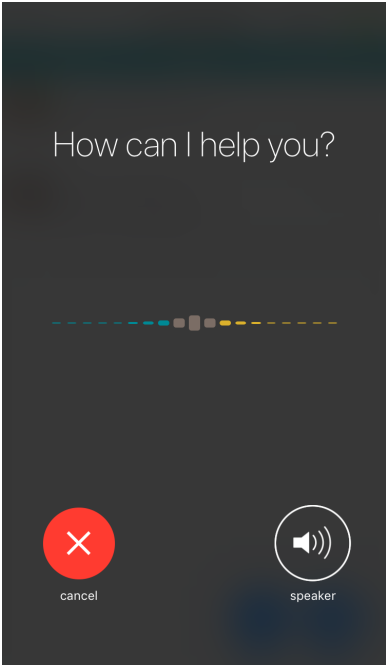
The Genie recognizes simple commands in verb-noun format. For example:

- “Call Charles Jones.”
- “Record a message for Tech Support.”
- “Block all calls.”


1. On the Home screen, tap the Vocera icon.



The Vocera Genie screen appears.



- 2. Speak your command in a normal tone of voice. The Genie will respond.
For a list of the most commonly used Genie commands, see [Basic Genie Commands](#) on page 107. For a more complete Genie reference, see [Commands - Quick Reference](#) on page 147.
- 3. Tap Cancel to exit the Genie.

 **Note:** You can train the Genie to recognize your voice. For details, see [Training the Genie](#) on page 146.

Basic Genie Commands

This is a list of basic commands that you can use when interacting with the Genie.

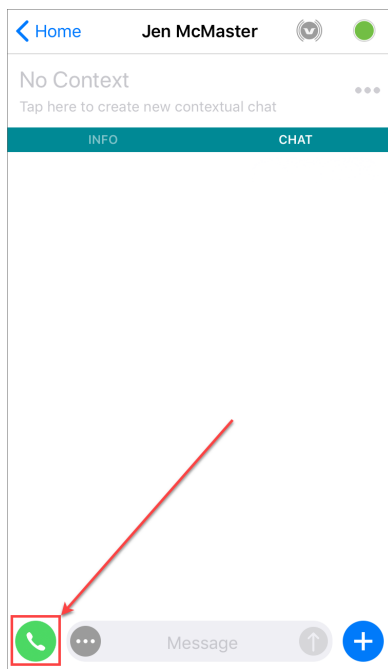
Action	Genie Command (Examples in <i>Italics</i>)
Call a Vocera user.	Call <i>John Smith</i> .
Call a group member.	Call <i>Four West Nurse</i> .
Place an urgent call to a user or group.*	Urgently call <i>John Smith</i> . Urgently call <i>Four West Nurse</i> .
Call an extension.*	Dial extension <i>5120</i> .
Call a local or long distance number.*	Dial an outside number.
Send messages to users or groups.	Record a message for <i>John Smith</i> . Record a message for <i>Four West Nurse</i> .
Listen to voice or text messages.	Play messages. Play text messages.

* Command requires special permission

Calling From a Conversation

If you are in a conversation with another person, you can call this person.

- 1. In your conversation, tap the Call icon.



2. Your screen indicates that you are making a call.

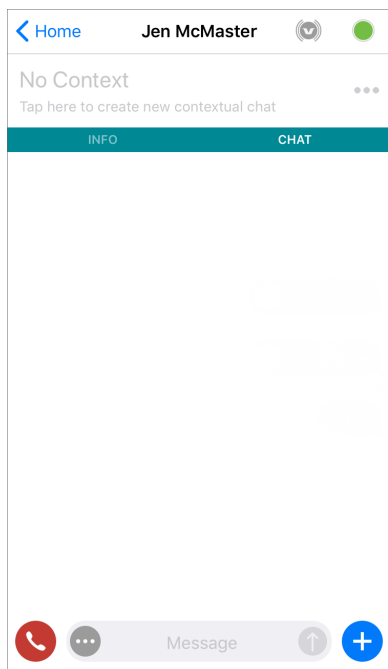


If the person you are calling is already on a call, a tone will notify him or her that someone else is trying to call.



Note: If you are in a call, you may receive a second call from another person. See [Answering a Call](#) on page 120 for details.

If the person that you are trying to call has made himself or herself unavailable, the call icon on this screen is red. In this case, you can tap this icon to make an urgent call to this person if the group to which you belong has been granted permission to make urgent calls.



If this person is not logged in, the call icon is grey. In group chats, the call icon is blue.

If you answer a cellular call on your device, your Vocera call is disconnected. This includes any call that is on hold.

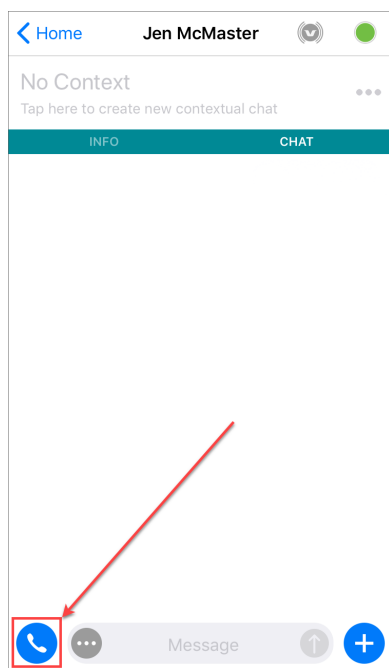


Note: If you receive a cellular call on your device, and the Accept and Hold and Accept and End buttons are presented as options, selecting either button disconnects the Vocera call. A Vocera call cannot be put on hold for a cellular call.

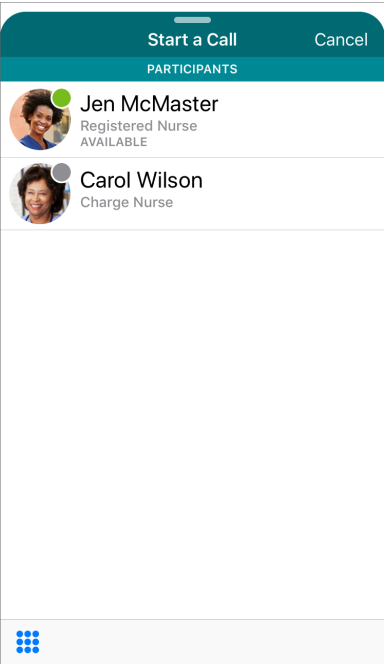
Calling From a Group Chat

If you are in a group chat, you can call one or more other people who are in the group chat with you.

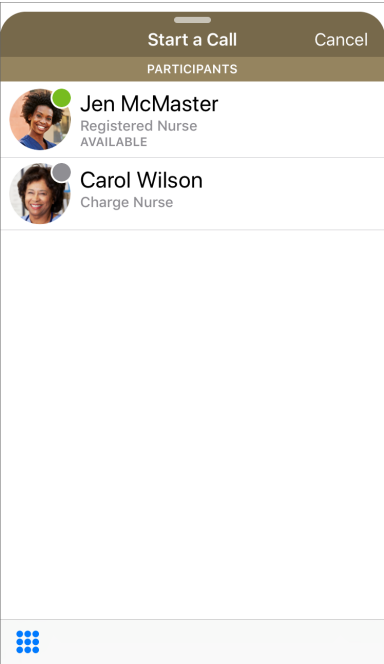
1. In your group chat, tap the Call icon.



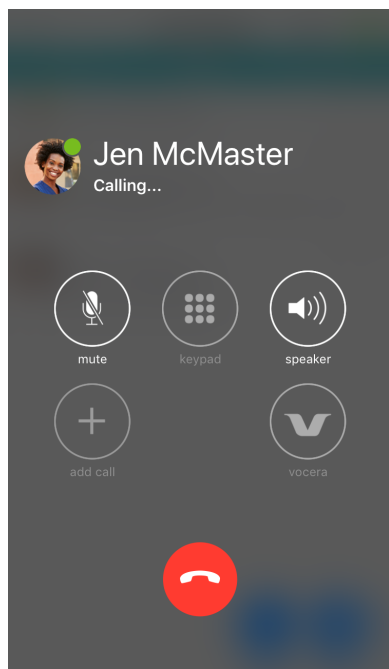
2. If your group chat has only one active participant, this person is called directly.
3. If your group chat contains two or more active participants, a screen appears that lists these active participants:



If your group chat has a patient context, the screen color indicates this:



- 4. To select a participant to call, tap the participant's name. Your screen indicates that you are calling your selected recipient.

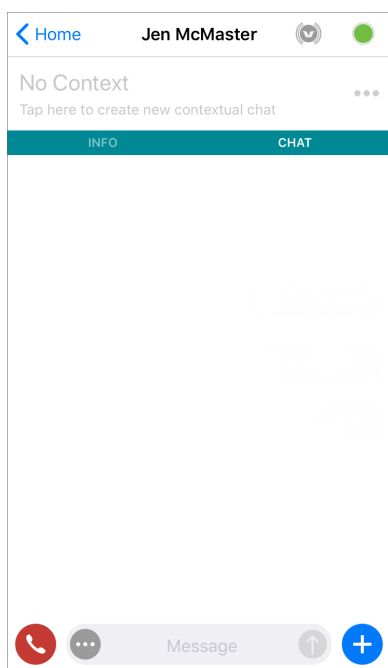


If the person you are calling is already on a call, a tone will notify him or her that someone else is trying to call.



Note: If you are in a call, you may receive a second call from another person. See [Answering a Call](#) on page 120 for details.

If the person that you are trying to call has made himself or herself unavailable, the call icon on this screen is red.



You can tap this icon to make an urgent call to this person if the group to which you belong has been granted permission to make urgent calls.

If you answer a cellular call on your device, your Vocera call is disconnected. This includes any call that is on hold.



Note: If you receive a cellular call on your device, and the Accept and Hold and Accept and End buttons are presented as options, selecting either button disconnects the Vocera call. A Vocera call cannot be put on hold for a cellular call.

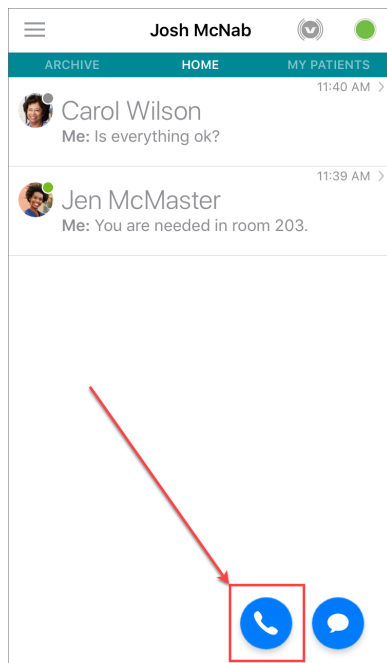
Calling a Group

If you are a member of a group, and the group has voice capability, you can place a call to the entire group.

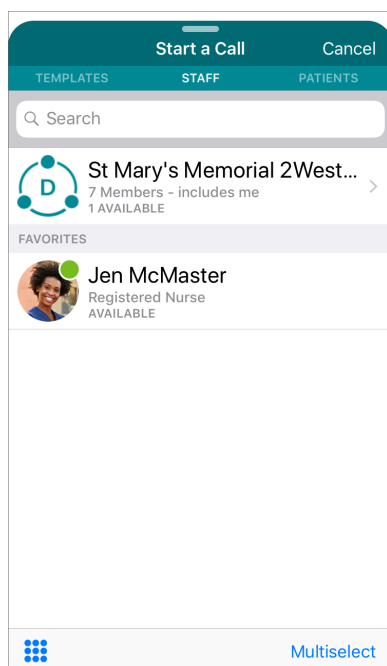


Note: See [Calling a Group Quickly](#) on page 114 for details on another way to call a group.

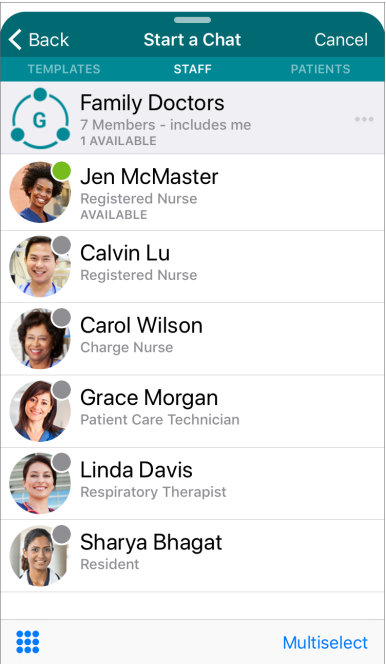
1. In the Home screen, tap the Call icon at the bottom of the screen.



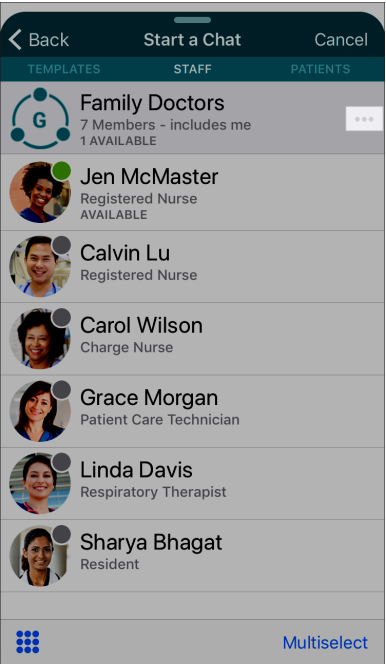
The Start A Call screen appears.



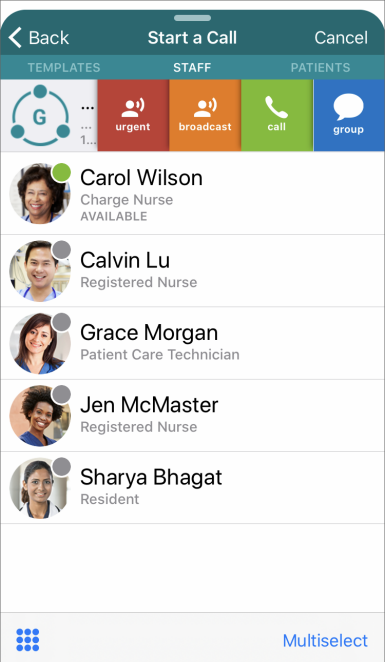
2. If the group that you want to call is not displayed on your screen, use the Search box to search for the group name.
3. Tap the group name to display a list of the group members. If you are a member of the group, the text "includes me" appears.



4. Tap the ... icon next to the group name.



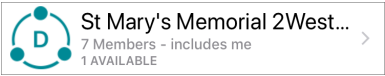
5. Tap the Call icon that appears.



If at least one member of the group is available to answer the call, the Call icon is green. If no member is available, the Call icon is grey. The call icon appears only for groups, not departments. Groups are indicated with a G in their icon:



Departments are indicated with a D in their icon:



When you are calling a group, the recipients see your name and the name of the group that you are calling. This ensures that they know that this is a group call.

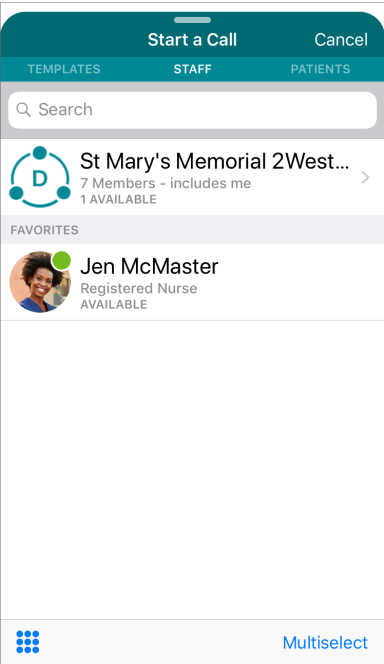
Calling a Group Quickly

You can call a group directly from the Start a Call and Start a Chat screens.

- 1. In the Home screen, tap the Call icon at the bottom of the screen.

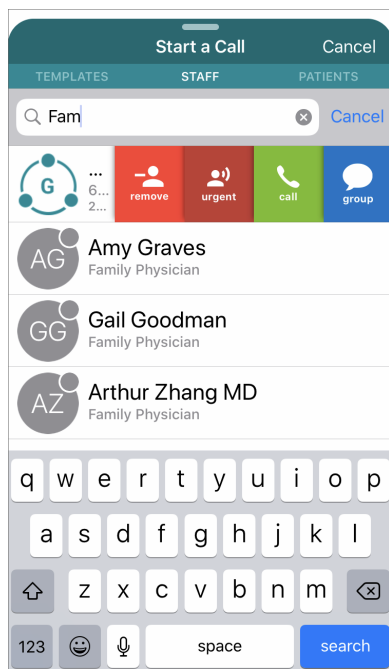


The Start A Call screen appears.



Note: This method also works if you tap the Chat icon.

2. If the group that you want to call is not displayed on your screen, use the Search box to search for the group name.
3. Tap the G icon at the left of the group name. A list of choices appears.



4. Tap the Call icon to call the group.

The color of the Call icon depends on whether members of the group are online and available:

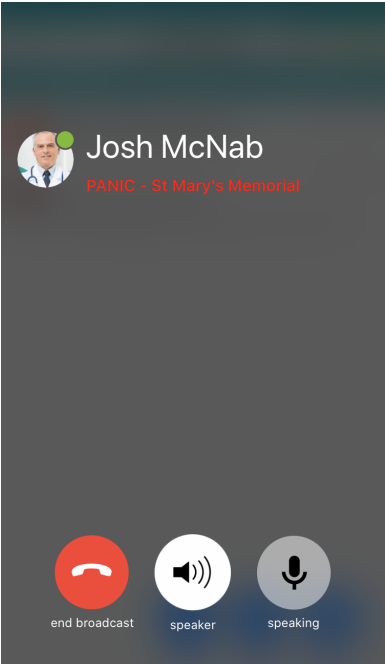
- If there is at least one member of the group that is online and available, the Call icon is green.
- If all online members of the group are unavailable, the Call icon is red, and the text changes from Call to Urgent. When all users are unavailable, you can only make an urgent call to the group.
- If all members of the group are offline, the Call icon is grey.

When you are calling a group, the recipients see your name and the name of the group that you are calling. This ensures that they know that this is a group call.

Receiving a Panic Call

Your system may be configured to receive panic calls from external devices. Panic calls do not need to be answered - you can start talking immediately.

If someone is sending you a panic call, you see this on your screen:



Tap End Broadcast when you want to complete the panic call.

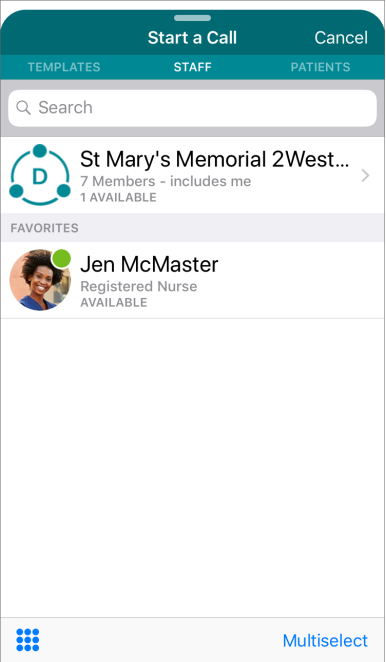
Calling with the Keypad

You can call a phone number from the keypad provided.

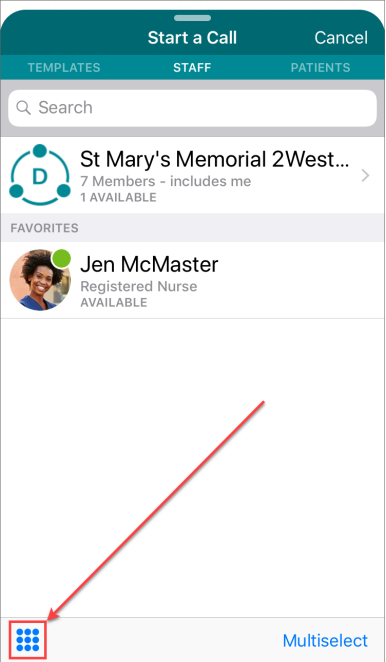
- 1. In the Home screen, tap the Call icon at the bottom of the screen.



The Start a Call screen appears.



2. Tap the keypad icon.



3. In the keypad that appears, type the phone number that you want to dial.



- 4. Tap the phone icon to make the call.

The call screen that appears is identical to the screen that appears when you make a Vocera call, except that a phone number is displayed instead of a name.

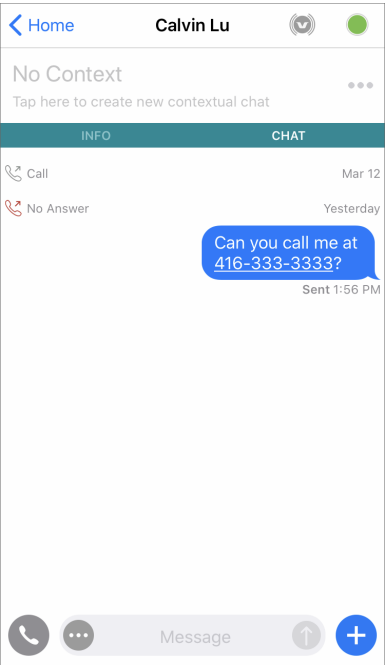


Note: In the Home screen, you can also tap the Chat icon to access the keypad.

Calling from a Conversation Message

If a message in a conversation contains a phone number, you can tap this phone number to call it from the keypad.

- 1. If a message contains a phone number, the phone number is underlined. Tap this underlined phone number.



- 2. The keypad appears, displaying the phone number that appears in the message.



You can edit this phone number if necessary.

3. Tap the phone icon to make the call.

Answering a Call

When someone calls your Vocera device, the screen displays the context of the call.

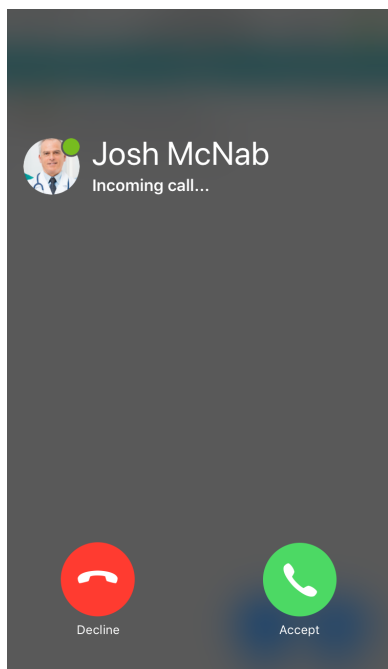
The information that is displayed depends on the type of call:

- If the context is an Alert conversation, you see the Alert priority, subject, and message.
- If the context is a conversation that is linked to a patient, you see the patient name, MRN, location, gender, and date of birth.
- If the context is a multi-person conversation, you see the subject of the conversation.

Here are some examples of how this context information may be useful:

- If you are a primary care provider, such as a nurse, and you receive and triage a critical alarm for a patient. When you call the hospitalist, he or she immediately knows that the critical alarm is the subject of the call, and can take the call and decide what to do next.
- If you are a physician, you can call another member of a critical care patient's care team, and can provide full patient demographics and the room number of the patient. The care team member sees that the call is regarding the critical care patient, and can respond urgently.
- If you are in a multi-person conversation (such as patient rounds) and you receive an incoming call, the context of the call helps you decide whether to accept the call right away or decline it and continue with your conversation.

Whenever you receive a call, you see the name and photograph of the caller. If the caller is calling a broadcast group, and you are receiving the call because you are a member of the group, the name of the group is displayed.



1. Tap **Accept** to answer the call, or **Decline** to decline it.

If you answer a cellular call on your device, your Vocera call is placed on hold. If you already have a call on hold, it is dropped.



Important: If your device is in silent mode, the Vocera Vina app is in the background, and your screen is locked, you will not hear a ringtone for an incoming call, even if the call is urgent.



Note: If you have locked your device screen and you answer a call, and then you attempt to add a second call while still in the first call, you are presented with the device's contact list instead of the list from Vocera Vina.

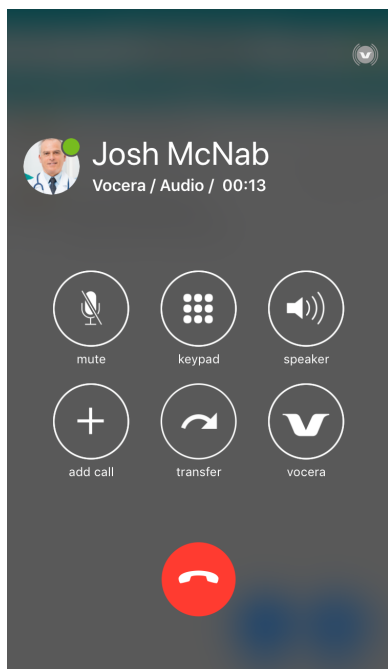
Call Options

While you are in a call, you see the context of the call, the elapsed time of the call, and the list of actions that you can perform. You also may see the elapsed time of the call.

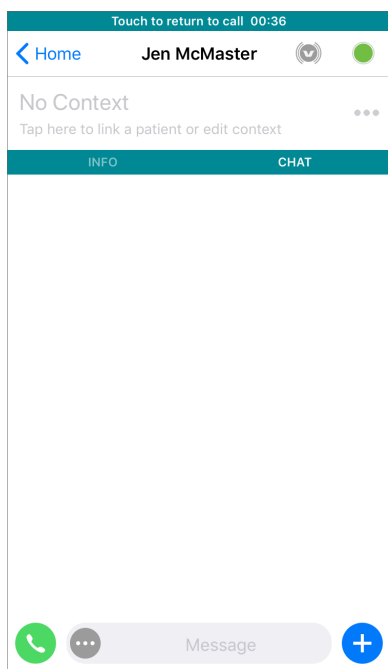
The context of the call is one of the following:

- If the context is an Alert conversation, you see the Alert priority, subject, and message.
- If the context is a conversation with one or more patient care team members, you see patient information: for example, the patient name, MRN, location, gender, and date of birth.
- If the context is a multi-person conversation, you see the subject of the conversation.

While in a call, you can choose from the following options:



- Tap the Mute button to mute the call.
- Tap the Speaker button to put the call on your device's speakerphone. This option also allows headset selection if this is available.
- Tap the Add Call button to start another call.
- Tap the Transfer button to transfer your call to another person. See [Transferring a Call](#) on page 127 for more details.
- Tap the Vocera button to display the conversation that is associated with the call context. If there is no call context, the Secure Messages screen appears. While you are away from the call, the elapsed time of the call is displayed at the top of the screen.



Note: If you tap the Vocera button when you are in a call when the device is locked, you may see the call options screen again. If this happens, tap Vocera again to display the conversation context.

Placing a Second Call

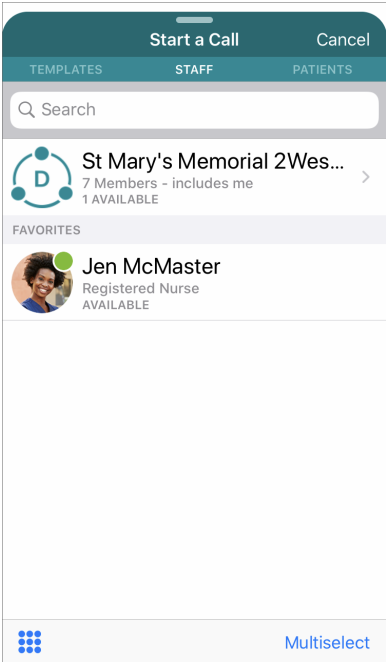
While you are in a call, you can place an additional call.

1. Tap the Add Call icon.

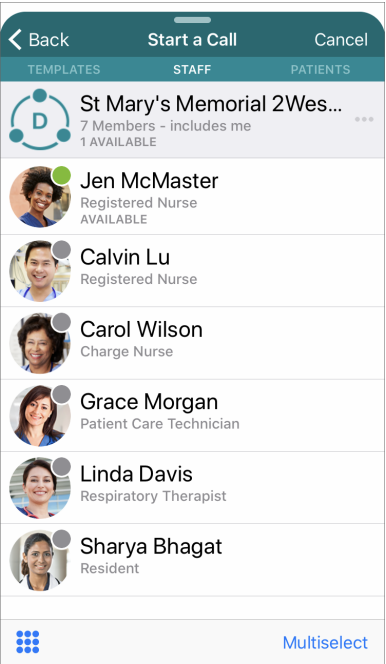


Note: The existing call is placed on hold.

2. A link to the members of your unit and your list of favorites appear.




To call a favorite, tap its link. To call a member of your unit, tap the unit, then tap the member of the unit that you want to call.



3. After you have selected a recipient, your screen indicates that you are making a second call.



When your second call is completed, you are returned to your first call.

 **Note:** You can only be in two calls at a time. The Add Call icon is disabled if you are already in two calls.

If you answer a cellular call on your device, your Vocera calls are disconnected. This includes any call that is on hold.

Switching Between Calls

If you are in one call and have a second call on hold, you can switch to the second call.

1. While in your first call, tap Switch Call.

You can now resume your second call. The first call is put on hold.

Merging Two Calls

If you are in one call and have a second call on hold, you can merge the two calls into a single conference call.

1. Tap **Merge Call**. The Genie sends the following notifications:

- You hear "I am conferencing two parties."
- Your callers hear a tone that indicates that another caller has joined their conversation.

The screen now indicates that you are in a conference call with your two callers.



Note: If one of your two calls already is a conference call, you can merge your second call with this conference call.

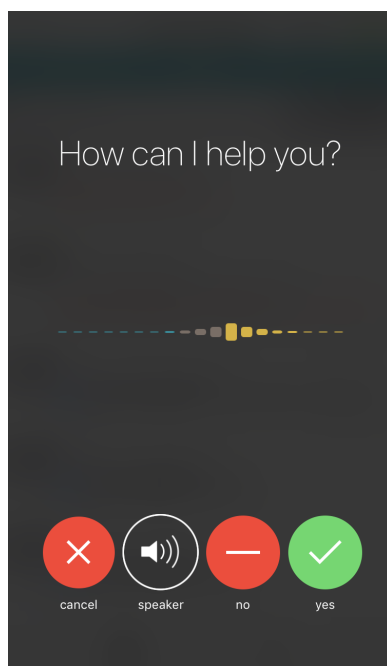
Leaving a Message

If you place a call and the person you are calling is unavailable, you can leave a message.

1. When the Genie informs you that the person that you are calling is unavailable and asks you whether you want to leave a message, tap **Yes**.

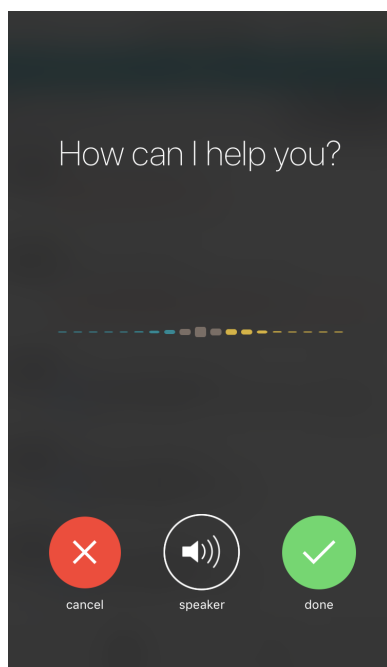


Note: You might first be asked whether you want to leave a page for this person, if this capability has been set up.

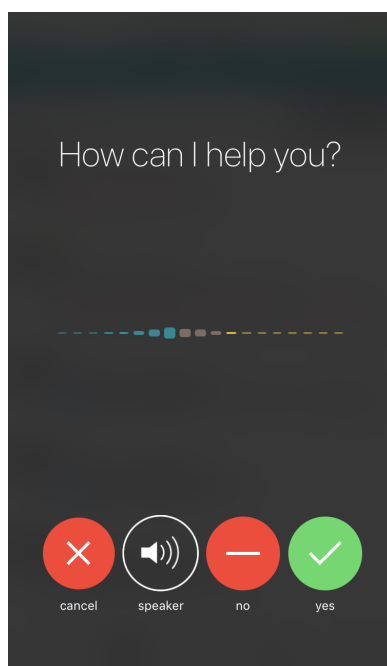


If you tap **No**, your call is ended without leaving a message.

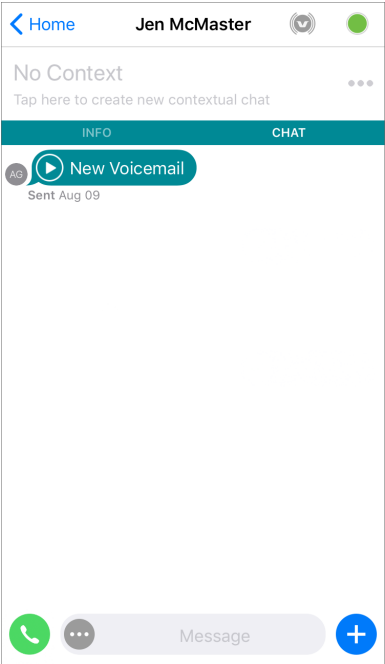
2. The Genie then prompts you to leave a message. When you hear the tone, speak your message. Tap **Done** when you are finished.




3. The Genie then asks you whether you want to send the message. Tap **Yes** to send the message to the person that you are trying to call, or tap **No** to cancel.



When you send the voicemail message, it appears on the receiver's screen in the conversation that the receiver is having with you.



If you have called a group, the voicemail message appears in the multi-person conversation for this group. Any person in the group can play this voicemail message.

 **Note:** You can use the Genie to call yourself and leave a voicemail message. You can also use the Genie to create a voicemail reminder for yourself - see [Creating a Reminder](#) on page 142 for more details.

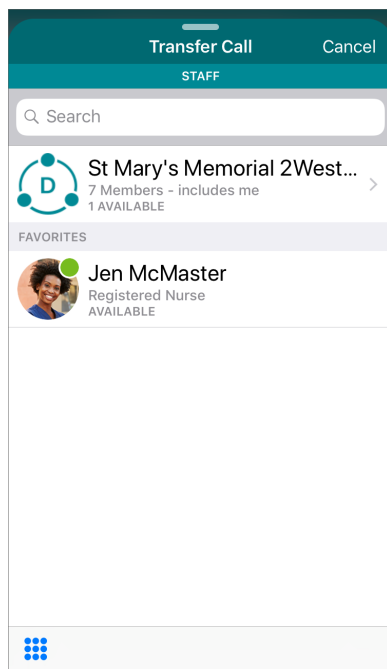
Transferring a Call

If you are in a call, you can transfer it to another person.

- 1. While you are in the call, tap Transfer.



Links to your unit and favorites appear.



2. To transfer your call to a favorite, tap its link. To call a member of your unit, tap the link to the unit, then tap the member of the unit to which you want to transfer your call.
3. A screen appears that indicates that your transfer is in progress.



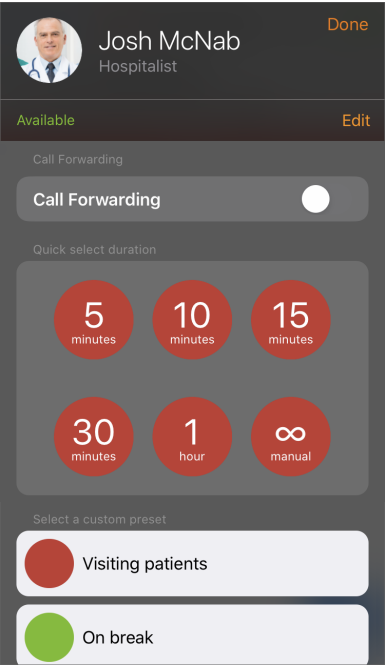
To cancel a transfer that is in progress, tap the red End Call icon at the bottom of the screen.

When the transfer is completed, a new call is placed to the person to whom the call is being transferred.

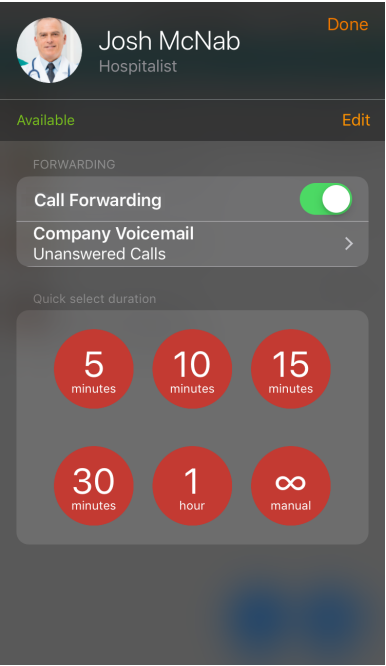
Forwarding Your Calls

You can specify where your calls are to be forwarded while you are unavailable, such as to a nearby desk phone or to someone else in your department.

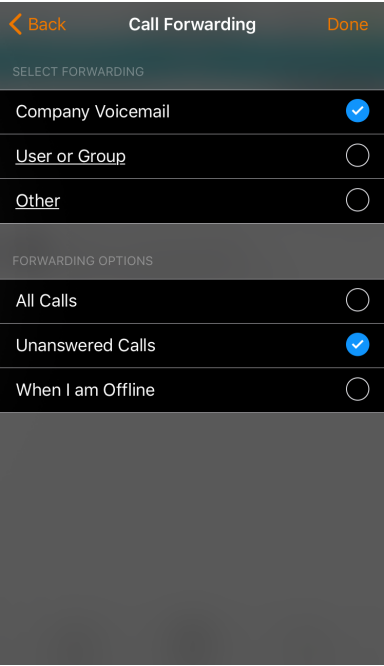
1. On the Home screen, tap the presence icon at the top right. A screen appears that lists the presence and availability options.



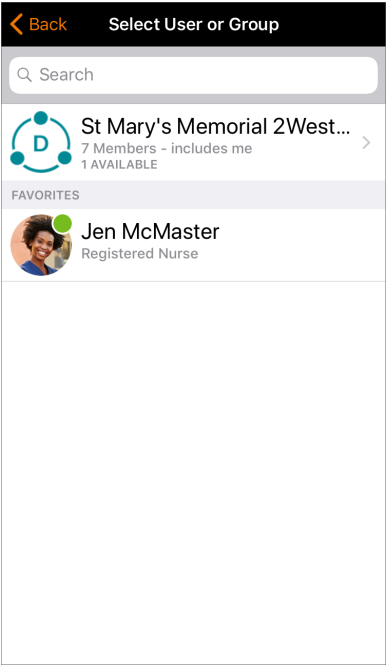
2. Toggle Call Forwarding. The current forwarding setting appears.



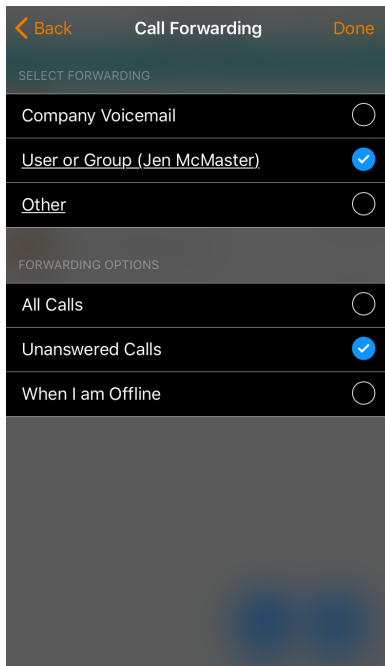
3. Tap the current forwarding setting to display the list of forwarding options.



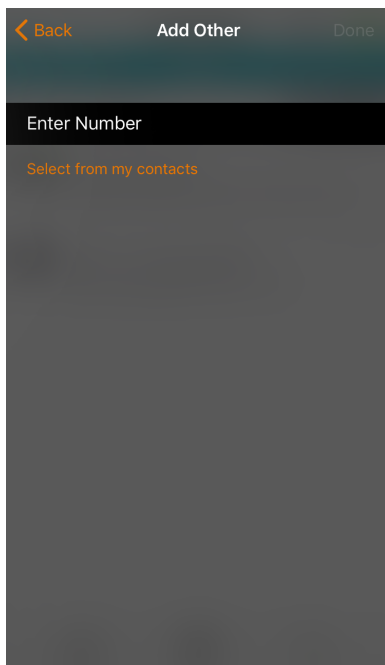
4. Select one of the following, if available.
- Select **Company Voicemail** to forward your calls to your company's voicemail.
 - Select **User or Group** to forward your calls to another user or group. When you select this option, a screen appears that enables you to select the person or group to forward to.



When you have selected a person or group, your choice appears in the **User or Group** option.

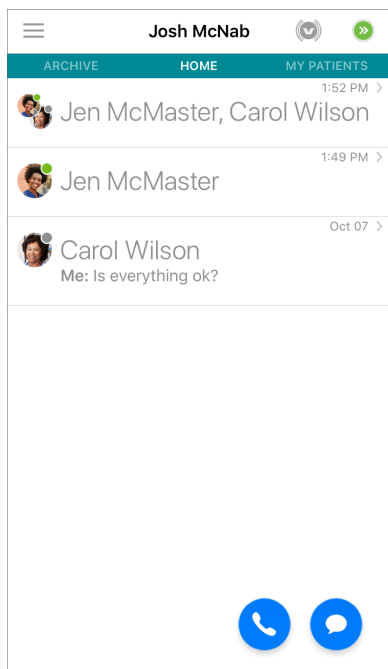


- Select **Other** to specify a phone number to which your calls are to be forwarded. On the screen that appears, type the number or select the number from your contacts list.



5. Tap **Done** to start call forwarding.

When you have turned call forwarding on, the availability icon at the top right of the screen is updated to include an arrow. This reminds you that you are forwarding your calls.

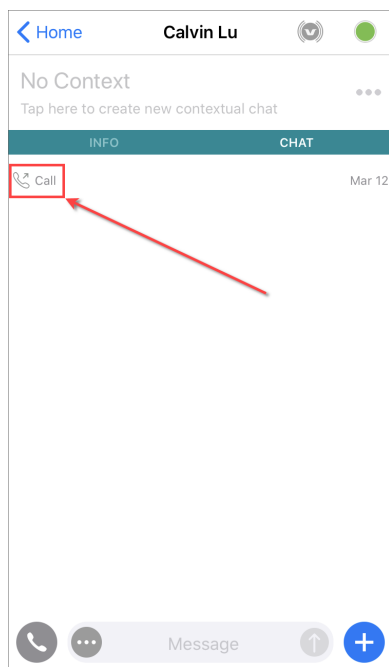


To start receiving your calls again, return to the presence and availability screen and turn off *Forwarding*.

Calling from a Log Entry

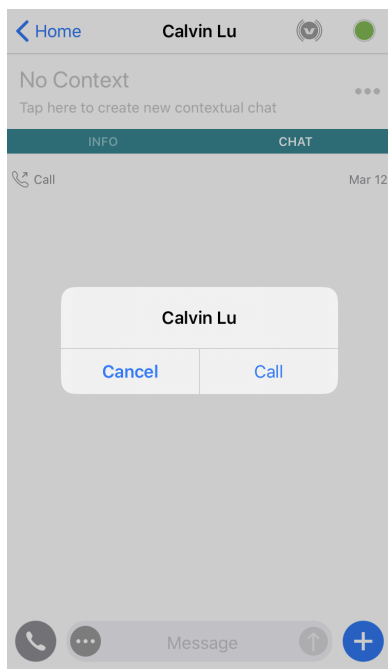
If you have called or attempted to call someone, a log entry of the call appears in a conversation between you and the person called. You can call this person again from this log entry.

1. In the conversation, tap the log entry.



Note: The phone icon in the log entry is grey for successful calls and red for unsuccessful calls.

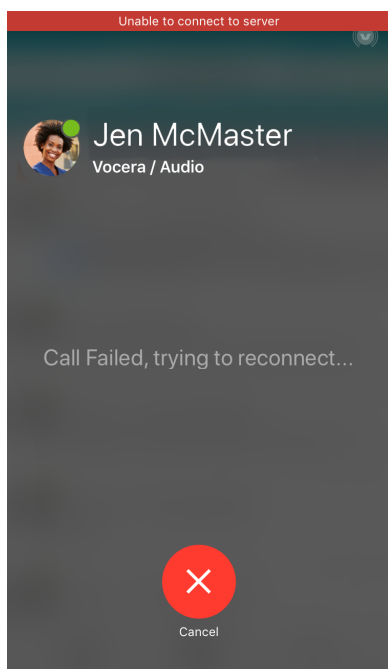
2. When asked to confirm that you want to make the call, tap *Call*.



Preserving a Call When Wi-Fi is Unstable

If you temporarily lose your Wi-Fi connection, Vocera Vina preserves your call until your connection is restored.

When you lose your connection, your client device plays a sound, and a Call Failed screen appears. When your connection is restored, you can continue your call.



Tap **Cancel** to cancel the call while you are disconnected.

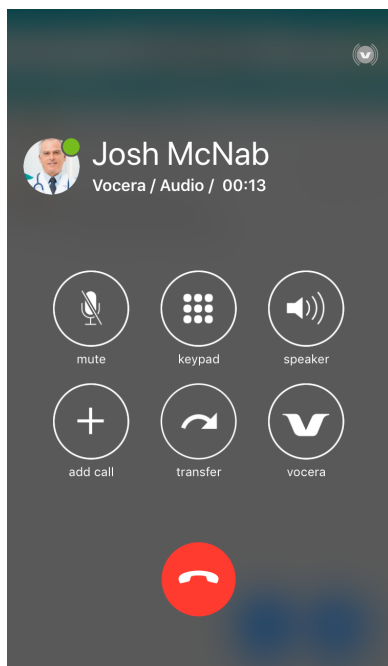


Note: If you have placed a call on hold and the connection is lost and restored, your call becomes active. If your recipient has placed the call on hold when the connection is lost, it remains on hold when the connection is restored.

Ending a Call

Either you or the person that you are talking to can end a call.

To end a call, tap the red End Call icon at the bottom of the screen.



If the other party ends the call, you are disconnected automatically.



Note: If you have placed more than one call, tapping End Call ends the current call, and puts you back in the call that was previously on hold. Tap End Call again to end the second call.

About Broadcasts

If your administrator has added you to a broadcast group, you can receive broadcasts to the group, and you can initiate broadcasts if you have been granted the necessary permission. A broadcast simultaneously contacts everyone in the group who is online and available, including badge users.

Your administrator may also have granted you permission to make an urgent broadcast to the group. An urgent broadcast automatically breaks through to all recipients, regardless of what they are doing at the time.

Creating a Broadcast

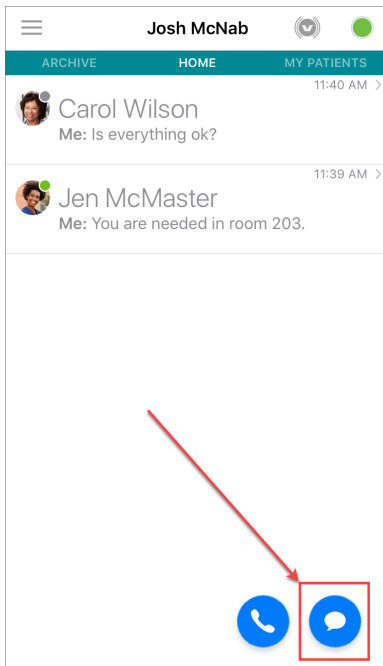
If your administrator has added you to a broadcast group, you can create a broadcast to the group if you have the necessary permission. Every member of the group who is logged in can hear and participate in the broadcast.

You can also initiate a broadcast from the Genie. See [Starting a Broadcast from the Genie](#) on page 140 for details.

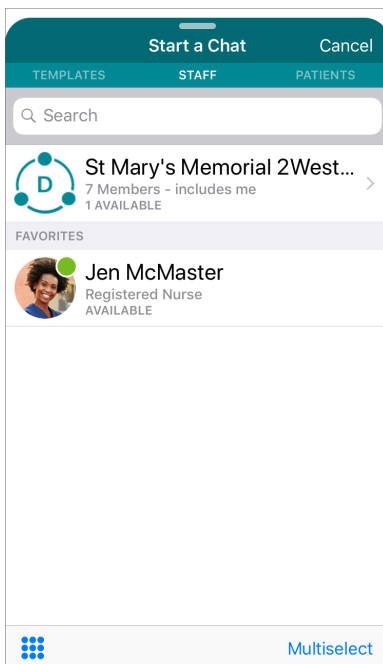
If there is something urgent that you need to discuss with your broadcast group, you can create an urgent broadcast. See [Creating an Urgent Broadcast](#) on page 137.

To create a broadcast:

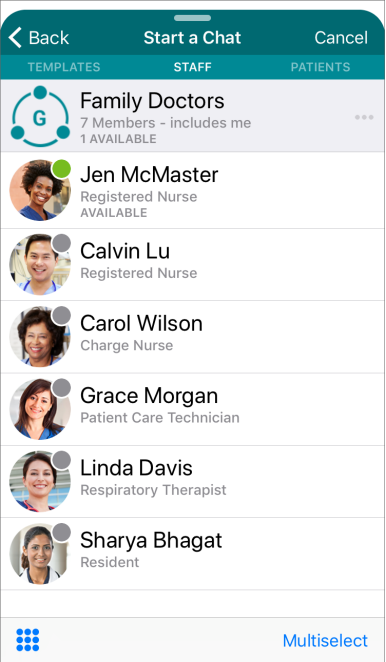
1. In the Home screen, tap the Chat icon at the bottom of the screen.



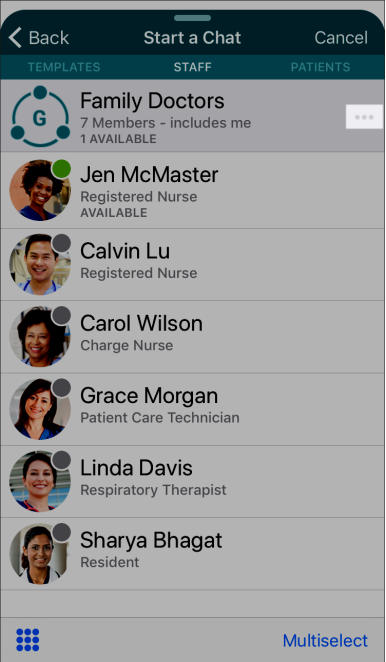
The Start A Chat screen appears.



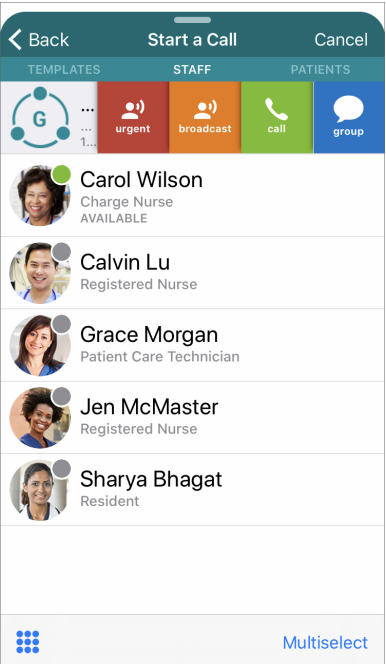
2. Tap the name of the group, or use the Search box to search for the group name and then tap it. A list of the group members appears. If you are a member of the group, the text "includes me" appears.



3. Tap the ... icon next to the group name.



A list of options appears.



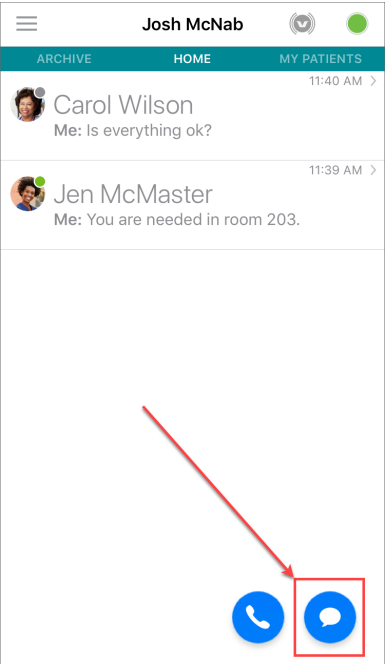
- 4. Tap Broadcast to start your broadcast.

Creating an Urgent Broadcast

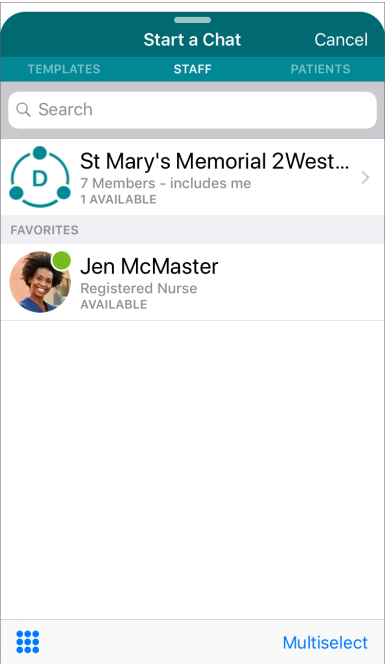
If you are a member of a broadcast group and have an urgent matter that you want to discuss with the group, you can create an urgent broadcast if you have the necessary permission.

You can also initiate an urgent broadcast from the Genie. See [Starting a Broadcast from the Genie](#) on page 140 for details.

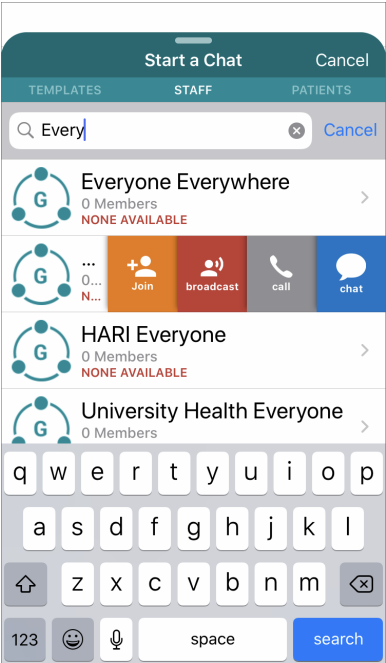
- 1. In the Home screen, tap the Chat icon at the bottom of the screen.



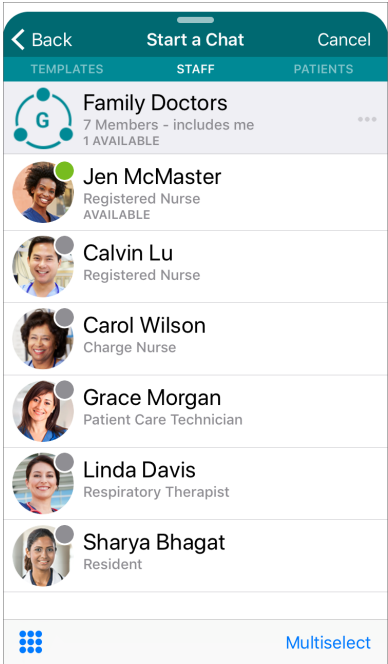
The Start A Chat screen appears.



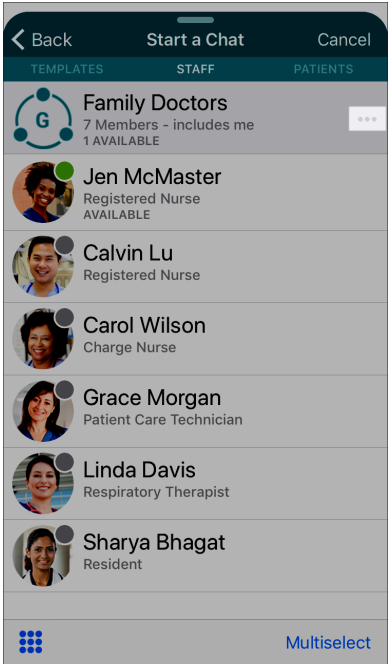
2. Do one of the following:
- a. Tap the group icon next to the name of the group. A list of options appears.



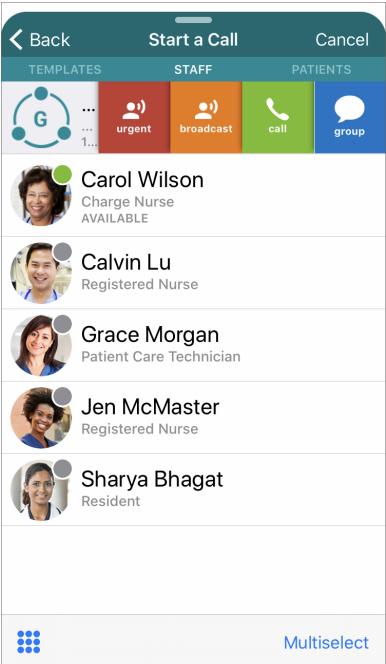
- b. Tap the name of the group, or use the Search box to search for the group name and then tap it. A list of the group members appears. If you are a member of the group, the text "includes me" appears.



Tap the ... icon next to the group name.



A list of options appears.

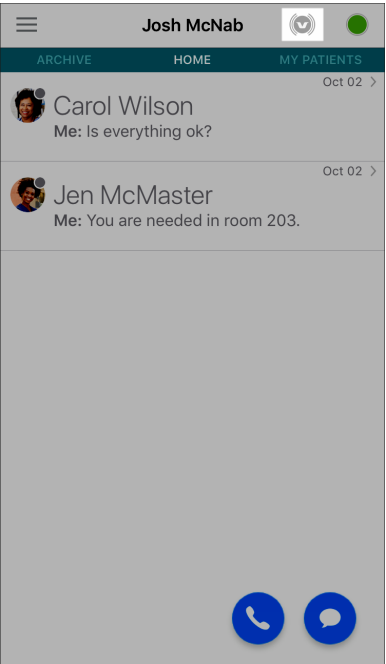


3. Tap Urgent to start your urgent broadcast.

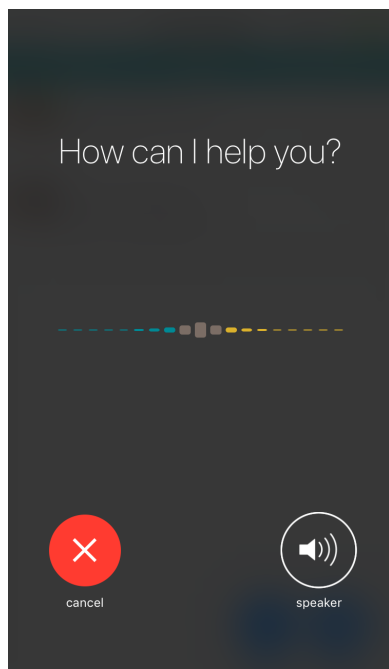
Starting a Broadcast from the Genie

If your administrator has added you to a broadcast group and has given you permission to initiate broadcasts, you can use the Genie to initiate a broadcast to the group.

1. In the Home screen, tap the Vocera icon.



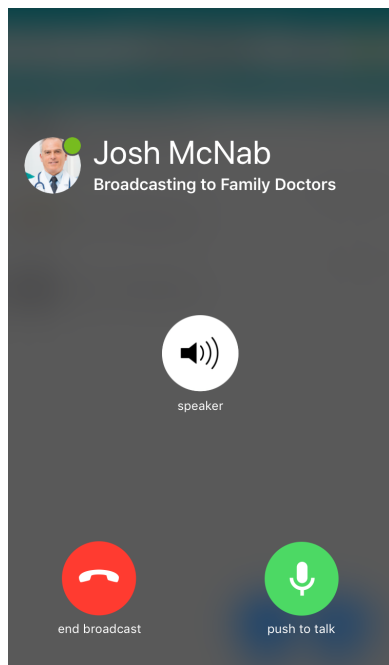
The Vocera Genie screen appears.



2. Do one of the following:

- To start a broadcast, speak the command "Broadcast to *groupname*", where *groupname* is the group name that your administrator has provided to you.
- If your issue is urgent, and your administrator has granted permission to start an urgent broadcast, speak the command "Urgently broadcast to *groupname*", where *groupname* is the group name that your administrator has provided to you. An urgent broadcast automatically breaks through to all recipients, regardless of what they are doing at the time.

The broadcast screen appears, indicating that the broadcast has started.



Note: You cannot start a broadcast to the group if a broadcast has already been started.

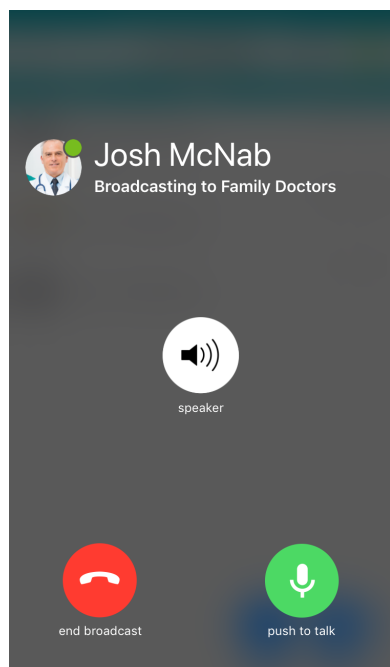
3. To request to speak in the broadcast, tap Push To Talk. The screen indicates whether it is OK to talk or whether the line is busy.
4. If it is OK to talk, begin speaking. Everyone in the broadcast group hears you immediately.

5. When you are finished speaking, tap **Push To Talk** again. Everyone in the broadcast group hears a chirp, letting them know they can reply.
6. To end the broadcast, tap **End Broadcast**. The broadcast ends for all participants.

Joining a Broadcast

If your administrator has added you to a broadcast group, and a member of the group has initiated a broadcast, your device automatically joins the broadcast.

The broadcast screen appears, indicating that the broadcast has started.



1. To request to speak in the broadcast, tap **Push To Talk**. The screen indicates whether it is OK to talk or whether the line is busy.
2. If it is OK to talk, begin speaking. Everyone in the broadcast group hears you immediately.
3. When you are finished speaking, tap **Push To Talk** again. Everyone in the broadcast group hears a chirp, letting them know they can reply.
4. To leave the broadcast, tap **End Broadcast**. If the broadcast originator and other participants are still on the broadcast, it continues without you.

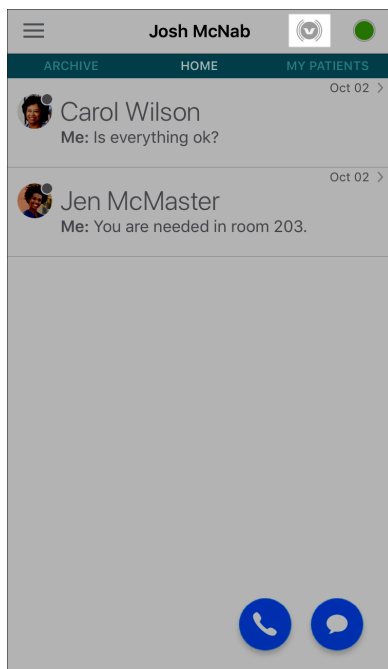


Note: If you join a broadcast when Vina is in the foreground and your screen is locked, the handset is displayed as the default audio channel. This is due to an issue in the iOS operating system.

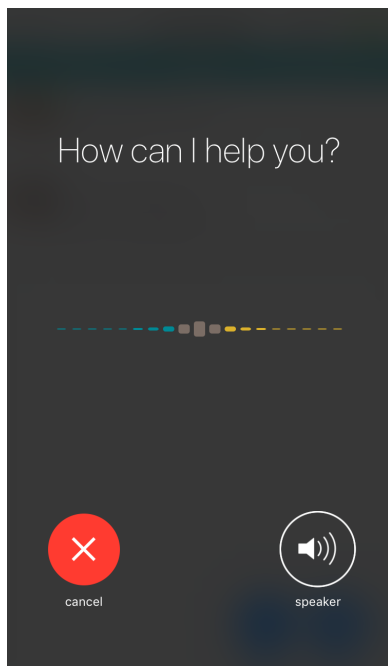
Creating a Reminder

You can use the Genie to create a voicemail reminder for yourself that is to appear on your Home screen at a time that you specify.

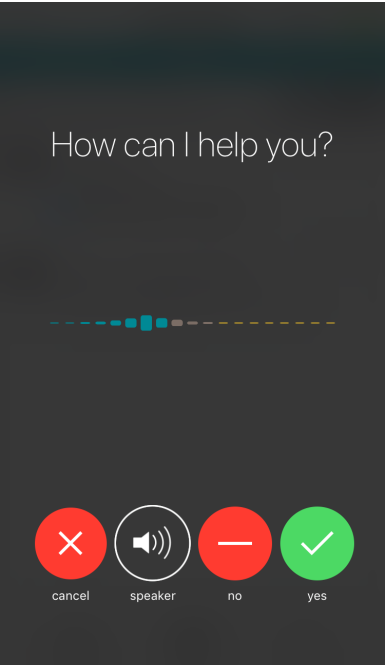
1. In the Home screen (or in any screen that displays it), tap the Vocera icon.



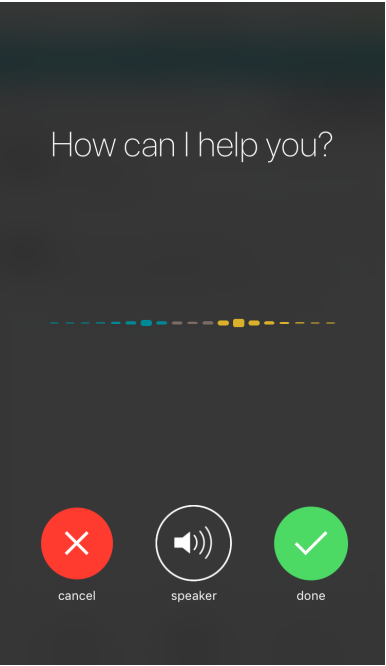
The Vocera Genie screen appears.



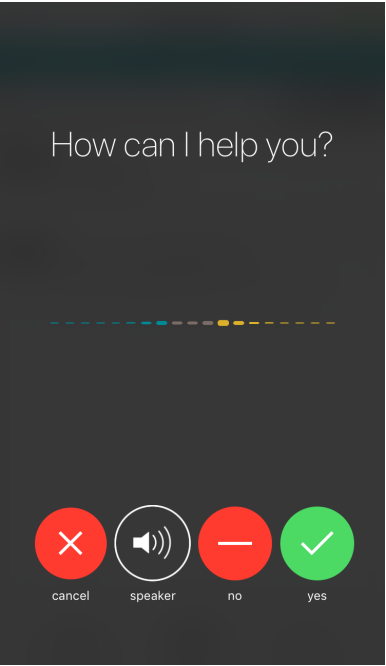
2. When the Genie says "Vocera", say "Record a reminder."
3. The Genie then asks you when you want your reminder to appear. You can respond with a time relative to the current time, such as "In ten minutes", or a specific time, such as "1:30 pm today".
4. When the Genie asks you to confirm the time at which you want your reminder to appear, say "Yes" or tap Yes.



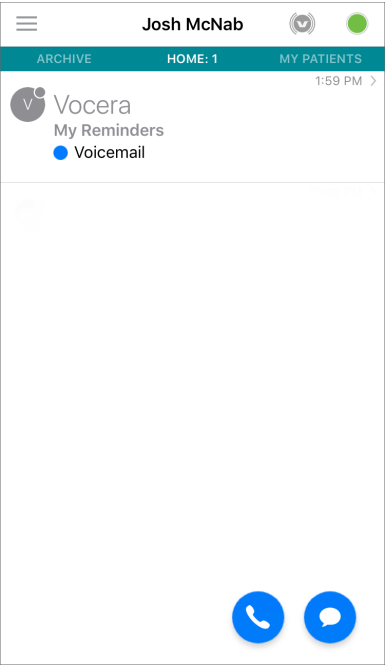
5. Record your reminder. When you are finished, tap Done.



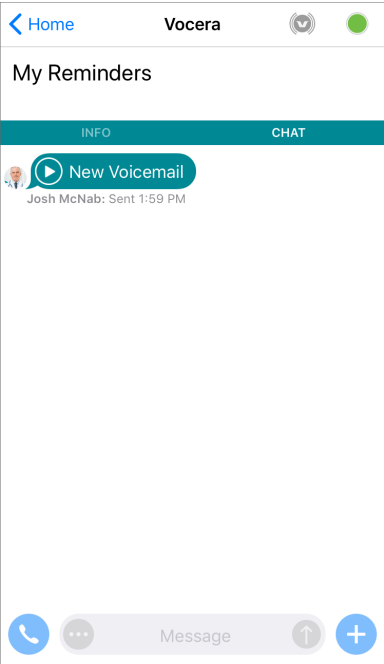
6. When the Genie asks you to confirm that you want to send a reminder, say "Yes" or tap Yes.




7. At the specified time, your reminder appears on the Home screen as a conversation.




Tap the reminder to display the My Reminders screen, which contains a link to the voicemail that you recorded.



 **Note:** This screen also contains any other voicemail messages that you have sent to yourself.

8. Tap New Voicemail to play your reminder.

 **Note:** The My Reminders screen is formatted to look like a conversation, but you cannot add a message to it.

Additional Genie Capabilities

The Genie is the voice interface to the Vocera system. These sections describe the capabilities of the Genie that are not covered elsewhere. See [About Calls](#) on page 103 for more details on making calls.

Training the Genie

If the Genie has difficulty understanding your speech, don't get frustrated—you can train the Genie to recognize the way you say names and commands.

The Genie can learn the names of people, groups, and locations as well as most commands. You can also train the Genie to recognize a nickname, if that is the way you always call a person you know.

When you train the Genie to learn a name, you are prompted to spell the name. If you change your mind, you can use the “Unlearn a name” command to delete it. The Genie will prompt you for the necessary information.

The following table lists all the commands you can use to train the Genie:

Action	Recommended Voice Commands
Train the Genie to recognize the way you say a name	Learn name. Learn group name. Learn location name.
Delete a learned name	Unlearn name. Unlearn group name. Unlearn location name.
Train the Genie to recognize the way you say common commands	Learn commands.
Train the Genie to recognize the way you say other commands	Learn more commands.
Delete all your learned commands	Unlearn commands.

Commands - Quick Reference

This section provides a list of voice commands for quick reference that you can use on your Vocera badge or smartphone app.

In the following list, commands marked with an asterisk (*) either require a permission from your system administrator or require that Vocera is integrated with your phone system.

Blocking and Accepting Calls

You can use block and accept calls commands to block calls, accept calls, and to find out who is currently blocked from calling your badge.

Action	Recommended Commands
Block calls	Block all calls. * Block all calls from <i>John Smith</i> . * Block all calls except from <i>John Smith</i> . * Block all calls except from <i>Tech Support</i> . *
Accept calls	Accept all calls. * Accept all calls from <i>John Smith</i> . * Accept all calls except from <i>John Smith</i> . * Accept all calls except from <i>Tech Support</i> . *
Find out who is currently blocked from calling your badge	Who is blocked?

* = requires permission or telephony integration

Broadcasting to a Group

You can use broadcast commands to initiate broadcast to a group, urgent broadcast, emergency broadcast group, cancel and reply to the broadcast.

Action	Recommended Commands
Initiate a broadcast to a group	Broadcast to <i>Tech Support</i> .
Initiate an urgent broadcast to a group	Urgently broadcast to <i>Tech Support</i> . *

* = requires permission or telephony integration

Calling a User or Group Member

You can use voice commands to call, a user, group member, make urgent calls, and a user using department and first name.

Action	Recommended Commands
Call another user	Call <i>John Smith</i> .
Call a group member	Call <i>Tech Support</i> .
Place an urgent call	Urgently call <i>John Smith</i> . *

* = requires permission or telephony integration

Changing Genie Persona

You can switch Genie persona using this command.

The table below lists the voice command used to alternate between Genie personas.

Action	Recommended Voice Commands	Alternative Forms
Change the Genie from one persona to another.	Change Genie	

Dialing a Telephone Number

You can use voice commands to dial an extension, an outside phone number, and redial the last phone number.

Action	Recommended Commands
Dial an extension	Dial extension 3145 . *
Dial an outside phone number	Dial an outside number. *
Redial the last phone number you called	Redial number. *

* = requires permission or telephony integration

Easter Eggs

Review the complete list of Easter Eggs clinicians can use for entertainment.

The following table shows the commands and Genie response :

Commands	The Genie Says...
Call Captain Kirk	<i>Captain Kirk is busy in another Galaxy at the moment!</i>
Make it so	<i>OK, I made it but you will have to unmake it!</i>
Beam me up	<i>Sorry the transporter feature is still under development.</i>
Beam me down	<i>I don't think I can do that!</i>
Good bye	<i>Live long and prosper!</i>
I'm having a bad day	<i>Take a deep breath and know that you are helping to save a life today.</i>
My Vocera is broken	<i>Are you sure it's not your wireless or the way you are holding your badge.</i>
Genie, I have a wish	<i>Your wish is my command</i>
Genie, obey my commands	<i>First you must follow my rules!</i>
Santa Claus	<i>Ho Ho Ho, Santa hopes you feel better</i>
Mrs. Claus	<i>Santa is watching you, be brave</i>
Easter Bunny	<i>Hopping you feel better</i>
I need a hug	<i>Warm fuzzies coming your way</i>
Houston, we have a problem	<i>Keep calm, and call a super hero</i>

Forwarding a Call

You can forward a call to your desk phone, cell phone, home phone, voice mail, or another other outside number.

Action	Recommended Commands
Forward your calls	Forward my calls to my desk phone. * Forward my calls to my cell phone. * Forward my calls to my home phone. * Forward my calls to voice mail. * Forward my calls to extension 3245. * Forward my calls to an outside number. * Forward my calls to another number. * Forward my calls to <i>Tech Support</i> . Forward my calls to <i>John Smith</i> . Stop forwarding.
When asked which calls to forward, answer:	All. Unanswered. Offline.

* = requires permission or telephony integration

Getting and Exiting Genie Help

You can initiate and end an interactive session with the Help Genie using these commands.

You can ask for Genie Help at any time while you are logged in. When you log in on your Badge for the first time, Genie guides you through a series of prompts to record your name. Once your name recording is complete, Genie announces, "You can get help on how to use commands by saying, Genie help!" .

This table shows the command to bring up the Vocera Help Genie.

Action	Recommended Voice Commands	The Help Genie says...
Get the Help Genie	Help. or Genie Help.	What would you like help with?
Exit the Help Genie	Cancel.	Help canceled.

Locating Users and Groups

You can use voice commands to locate where you are, another users, the nearest member of the group, and member of a group close to a given location.

Action	Recommended Commands
Find out what location you are closest to	Where am I? *
Locate another user	Where is John Smith? *
Locate the nearest member of a group	Where is the nearest member of <i>Tech Support</i> ? * Where is the closest member of <i>Tech Support</i> ? * Locate nearest member of <i>Tech Support</i> ? * Locate closest member of <i>Tech Support</i> ? *
Find a member of a group close to a given location	Locate members of <i>Tech Support</i> close to The First Floor. *

* = requires permission or telephony integration

Identifying Yourself

You can ask the Genie who you are logged in as.

Action	Recommended Commands
Find out who is logged in to your device	Who am I?

Managing Groups

You can use a few voice commands that help you manage your groups.

Action	Recommended Commands
Add a member to a group	Add <i>Lynn Faulkner</i> to <i>Code Blue</i> . *
Remove a member from a group	Remove <i>Lynn Faulkner</i> from <i>Code Blue</i> . *
Record a name prompt for a group	Record name for Code Blue . *
Record a greeting for a group	Record greeting for Technical Support . *

* = requires permission or telephony integration

Miscellaneous Commands

Some important tasks and the recommended commands are described in this topic.

Action	Recommended Commands
Find out the time and date	What time is it?
Train the Genie to recognize the way you say a name	Learn a name. Learn a group name. Learn an address book name. Learn a location name.
Unlearn the training	Unlearn a name. Unlearn a group name. Unlearn an address book name. Unlearn a location name.
Train the Genie to recognize the way you say common commands	Learn commands.
Train the Genie to recognize the way you say other commands	Learn more commands.
Delete all your learned commands	Unlearn commands.
Connect incoming calls immediately	Turn Auto Answer on.
Ask before connecting incoming calls	Turn Auto Answer off.

Placing a Three-Way Conference Call

You can initiate a three-way conference call, add another user, switch between an active call and a call on hold, end a conversation and return to the other party, initiate an urgent three-way conference call, add another party to an ongoing call, call between different sites.

Action	Recommended Commands
Initiate a three-way conference call	Conference <i>James Madison</i> and <i>Mary Lamb</i> .
Switch between an active call and a call on hold	Tap Hold .
End a conversation and return to the other party	Tap End Call while talking to the person you want to disconnect.
Initiate an urgent three-way conference call	Urgently conference <i>John Smith</i> and <i>Mary Jones</i> . *

* = requires permission or telephony integration

Playing Messages

You can use voice commands to play voice messages.

Action	Recommended Commands
Play new voice messages	Play messages. Play messages from <i>John Smith</i> . Play messages from <i>Marketing</i> .
Play old voice messages (previously played)	Play old messages. Play old messages from <i>John Smith</i> . Play old messages from <i>Marketing</i> .
Delete voice messages, played or not	Delete all messages. Delete messages from <i>John Smith</i> .

Recording Your Name and Greeting

You can record your name and greetings using voice commands.

Action	Recommended Commands
Record your greeting	Record my greeting.
Play your greeting	Play my greeting.
Erase your greeting	Erase my greeting.

Sending Messages

You can record and send messages, and emails with voice notes.

Action	Recommended Commands
Send a message	Record a message for <i>John Smith</i> . Record an urgent message for <i>Tech Support</i> .
Send an e-mail with a voice attachment	Record an email for <i>John Smith</i> . Record an email for <i>Tech Support</i> .

Transferring a Call

You can use voice commands to help you transfer a call to a badge and to a desk.

Action	Recommended Commands
Transfer a call to a badge	Transfer to Mary Smith. Transfer to <i>Tech Support</i> .
Transfer a call to a desk extension	Transfer to extension 2457. *

* = requires permission or telephony integration

Finding out Who Called

You can use voice commands to check who called when you were off network, logged out, or on another call.

When you use the **Who Called** commands, Genie announces the name or phone number of the person who called, and the time and date of the message. If a name is not associated with the phone number of the incoming call, the phone number is announced. If both the name and phone number are known in the system, the name is announced. If the call was made to a group, Genie announces the names of the group and the person who is placing the call. Message histories are stored for the current and previous work days.

Action	Recommended Voice Commands	Alternative Forms
Find out who called or left a message while you were unavailable	Who called?	Who called me?
Find out who called or left a message on the current work day.	Who called today?	Who called me today?
Find out who called or left a message the day before.	Who called yesterday?	Who called me yesterday?

Working With Your Groups

You can use voice commands to help you work with your group.

Action	Recommended Commands
Find out what groups you belong to.	What groups am I in?
Find out who belongs to a group.	Who is a member of <i>Code Blue</i> ?
Add yourself to a group	Add me to <i>Code Blue</i> . *
Add yourself to multiple groups *	Add me to multiple groups. <i>Each time you hear a tone, say the name of a group to which you want to be added. When you are finished, tap Call.</i>

Action	Recommended Commands
Remove yourself from a group	Remove me from <i>Code Blue</i> . *
Remove yourself from multiple groups *	Remove me from multiple groups. <i>Each time you hear a tone, say the name of a group from which you want to be removed. When you are finished, tap Call.</i>

* = requires permission or telephony integration

Cellular Network Access

If your administrator has configured a Vocera Access Anywhere (VAA) number for your system, you can access the Vocera Genie, make calls or urgent calls, or check your voicemail.

Several Vocera voice commands are not supported when you are connected over the cellular network. If you try to use any of the following unsupported commands, the Genie will respond, "I'm sorry. The command is not available from a phone."

Category	Command
Log in and out	Log me in as <i>John Smith</i> Log me out
Voiceprint	Record my voiceprint Erase my voiceprint
Locate Users and Groups	Where am I? Where is the nearest member of <i>Tech Support</i> ? Where is the closest member of <i>Tech Support</i> ? Locate nearest member of <i>Tech Support</i> ? Locate closest member of <i>Tech Support</i> ?
Assign Access Points to Locations	Begin tour End tour Assign location
Miscellaneous	Turn Auto Answer on Turn Auto Answer off Turn Announce Through Speaker on Turn Announce Through Speaker off

About Patients

Vocera Vina is designed to be patient-oriented - information related to a specific patient in your care can be accessed and shared quickly and easily.

If your administrator has granted you permission to view patient data, you can:

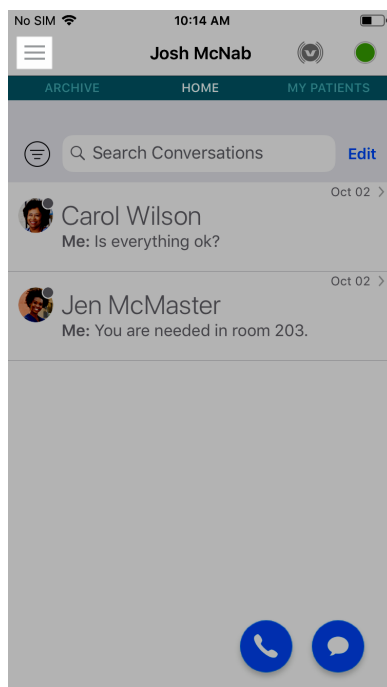
- View a list of all patients that have been assigned to you.
- View all conversations related to that patient.
- Create a new conversation related to the patient.
- Call the patient's care team member or any staff member with the patient specified as the context of the call.
- View detailed information for a patient, including waveform data if it is available.

If you do not have permission to view patient data, you can view patient locations only.

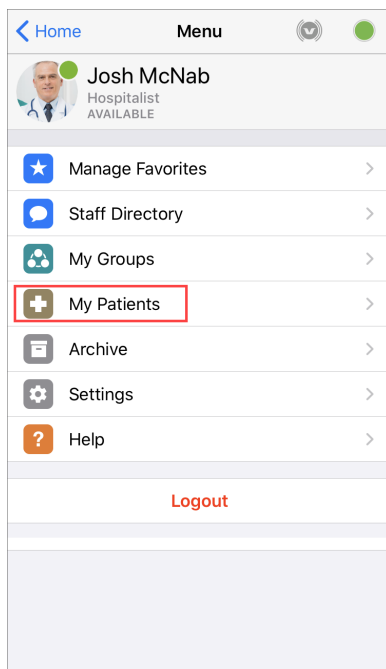
Viewing Patients

You can view a list of all patients that have been assigned to you.

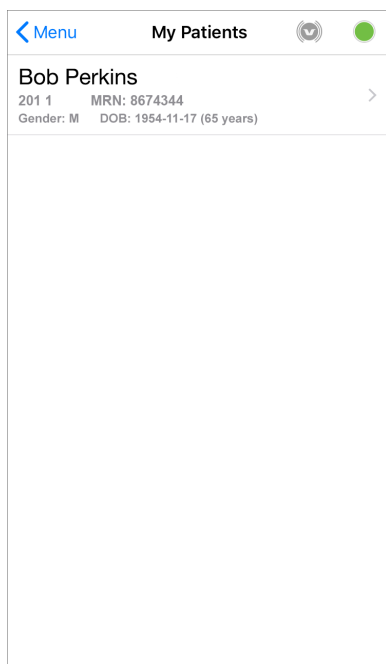
1. Select the Profile icon at the top of the Home screen.



2. In the Menu screen that appears, select My Patients.

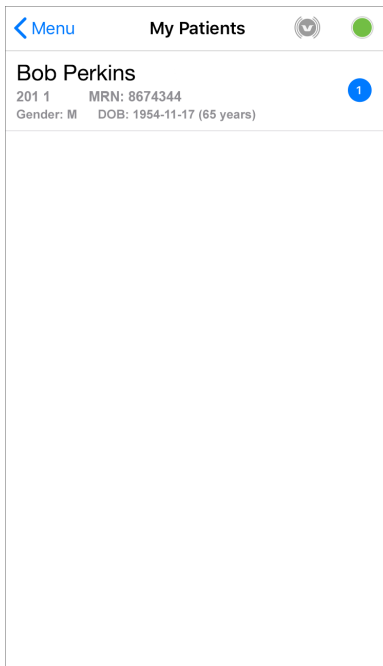


If your administrator has granted you permission to view patient data, a list of the patients assigned to you is displayed. Each patient entry in the list contains the patient's name, facility, room, unit, and bed number:



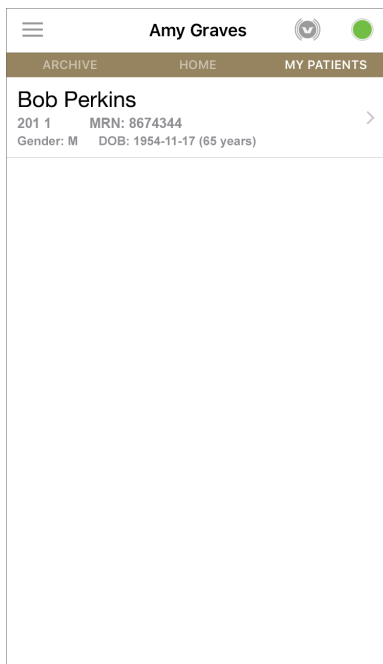
Each patient entry also contains some detailed information for the patient. To view more detailed information for the patient, tap the entry.

For any patient in the list, if there are any conversations that contain unread messages, a count of these conversations is displayed to the right of the patient name.



Note: If your administrator has not granted you permission to view patient data, a list of the locations of the patients assigned to you is displayed, but you cannot view the names of the patients or any other patient-related information.

The Home screen may be configured to include a My Patients tab. If this tab is available, you can tap it to display the same list.



See [Customizing the Display Tabs](#) on page 21 for information on how to customize your tabs if this option is available to you.

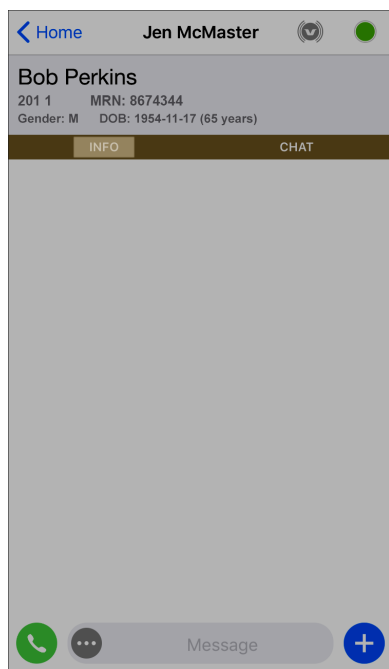
Viewing Patient Details

If you have added a patient to a group chat, you can view detailed information for that patient.

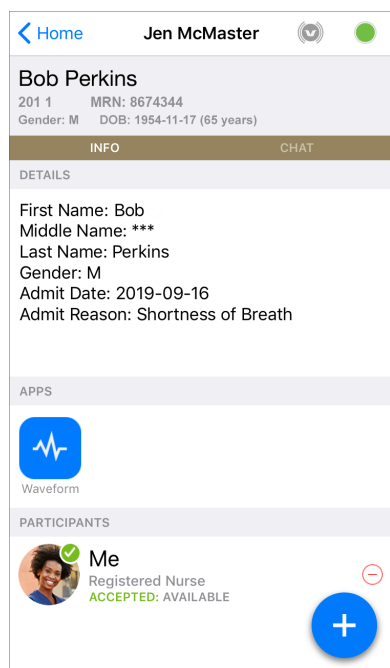


Note: You can add a patient to a group chat only if your administrator has granted you permission to view patient data.

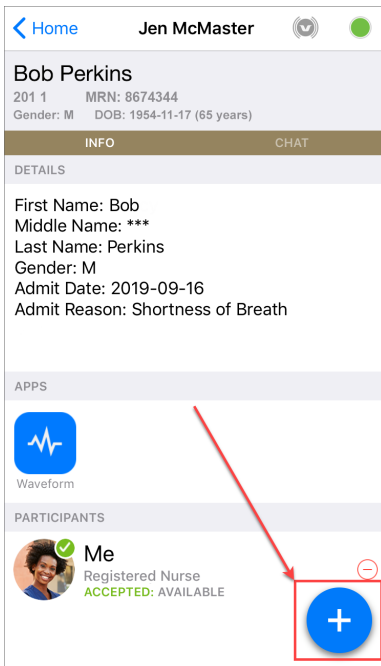
1. In your group chat, tap Info.



The patient details appear. A list of the group chat participants also appears.



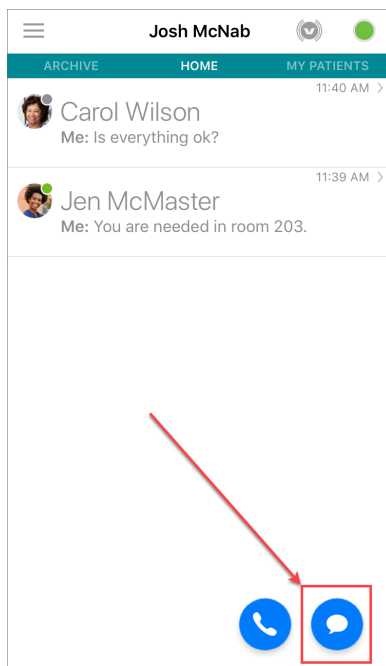
Tap the Add Participant icon to add other participants to the conversation. (For a patient-related alert, when you add other participants, a list of the care team members for that patient appears.)



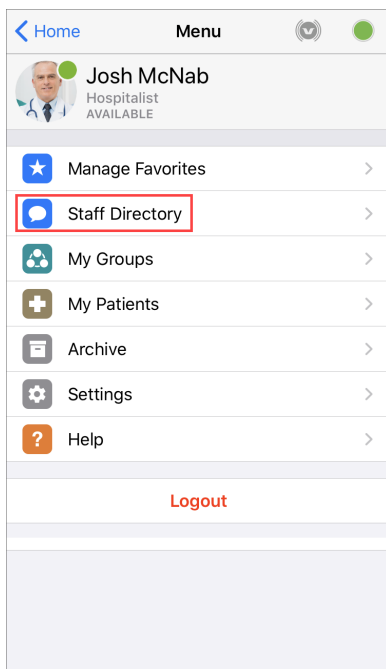
Starting a Patient Conversation

You can select a patient and then start a conversation with the patient's care team member or any staff member.

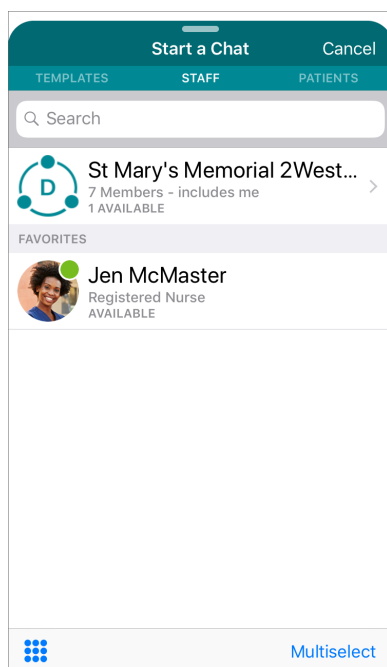
1. Do one of the following:
 - In the Home screen, tap the Chat icon at the bottom of the screen.



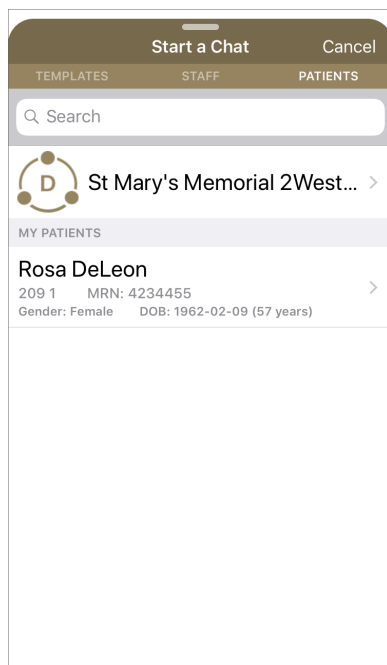
- In the Menu screen, tap Staff Directory.



The Start a Chat screen appears.



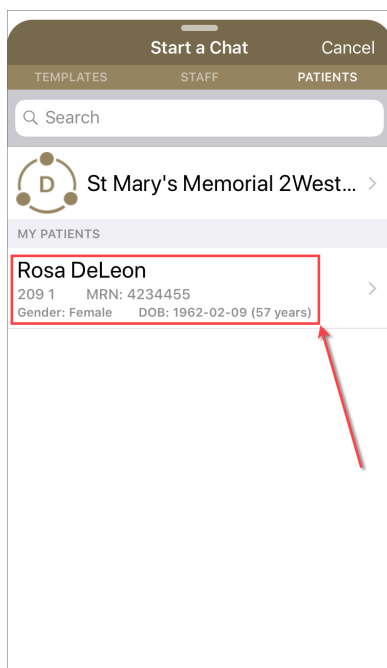
2. Tap Patients in the green ribbon at the top of the screen to display your groups and your list of patients. You can do this only if your administrator has granted you permission to view patient data.



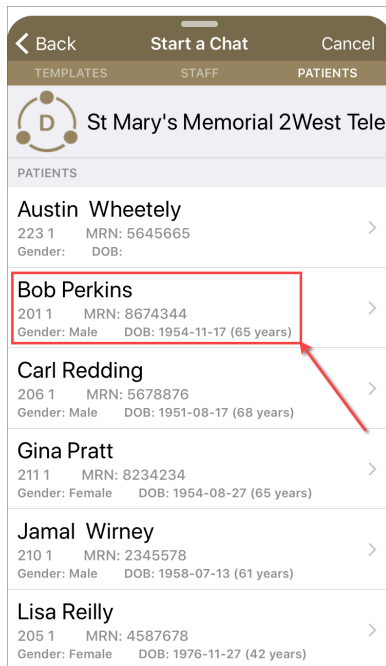
If you do not have permission to view patient data, a list of patient locations is displayed.

3. Do one of the following:

- Tap a patient or location to select it as the context for your conversation.

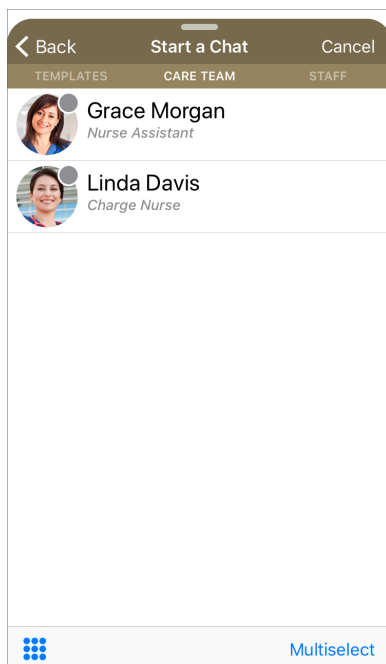


- Tap a group to display all patients or locations assigned to the group. Tap a patient or location in this list to select it as the context for your conversation.

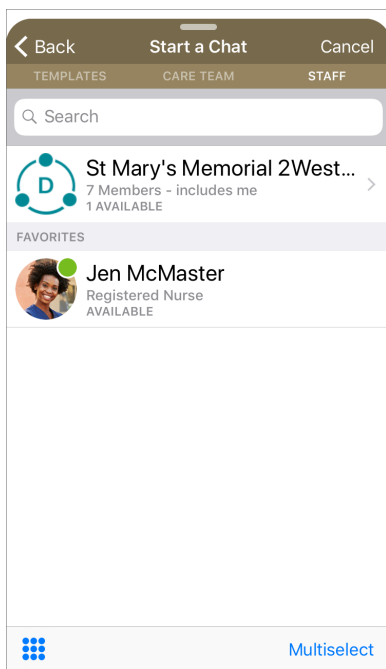


4. Select whether to call members of this patient's care team or to call other staff members:

- In the ribbon at the top, tap **Care Team**. A list of care team members appears.



- In the ribbon at the top, tap **Staff**. A list of your groups and favorites appears.

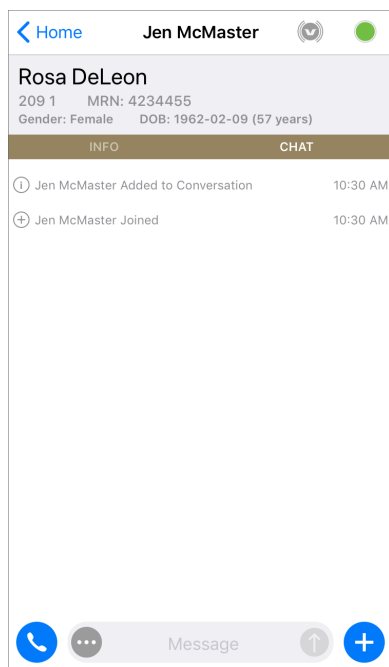


Tap a group to display a list of its members.

From this screen, you can also use a template to send a patient-related message. See [Using a Template](#) on page 98 for more information.

The Care Team and Staff options are available only if your administrator has granted you permission to view patient data. If you do not have this permission, you can only use a template to send a patient-related message.

5. To start a conversation with a specific care team member or staff member, tap the name of this person.
To start a conversation with multiple members, tap **Multiselect** and select the members to include in the conversation.
6. The chat screen appears, listing the selected patient as the context for the new conversation.

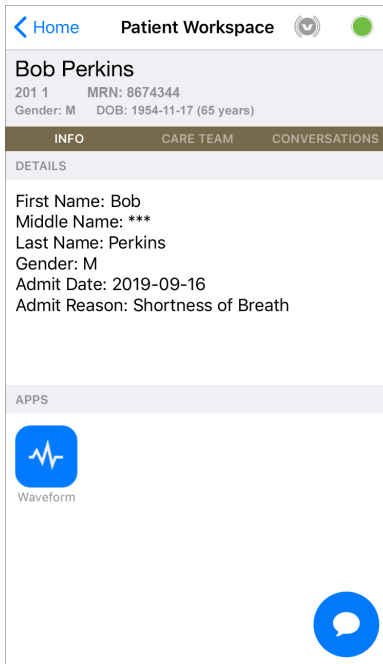


See [Adding a Message](#) on page 72 for information on how to start this conversation.

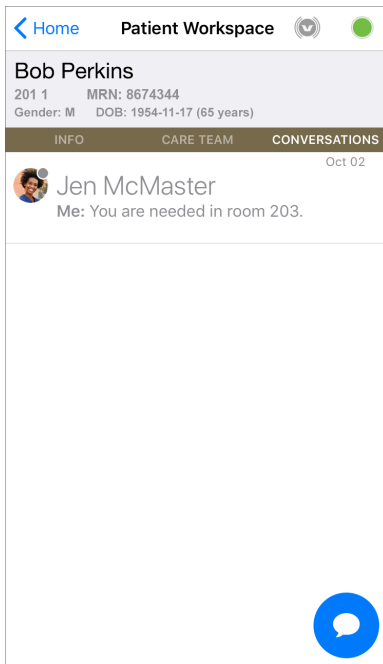
Viewing a Patient Conversation

If you have added a patient to a conversation, you can access this conversation from the detailed information screen for that patient.

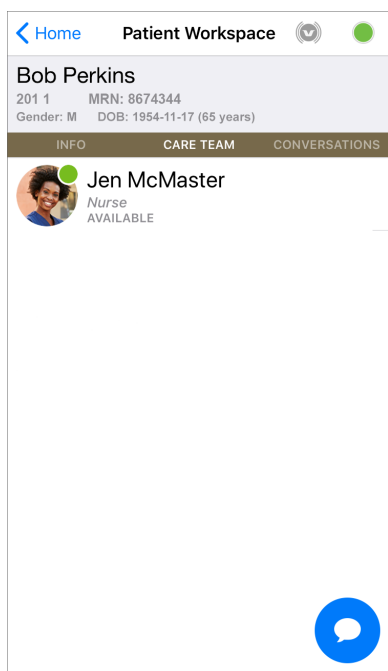
1. Follow the steps described in [Viewing Patients](#) on page 153 to view a list of the patients that have been assigned to you.
2. Tap a patient name and the Info tab to display detailed information for that patient.



3. Tap the Conversations tab to view a list of conversations about this patient. Tap a link to a conversation to return to it.



From this screen, you can tap the Care Team tab to view the care team members for this patient.



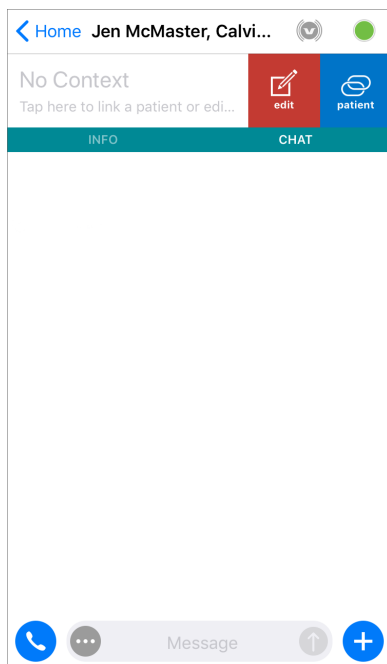
See [Starting a Care Team Chat](#) on page 63 for information on how to start a conversation with a patient care team.

Adding a Patient to a Chat

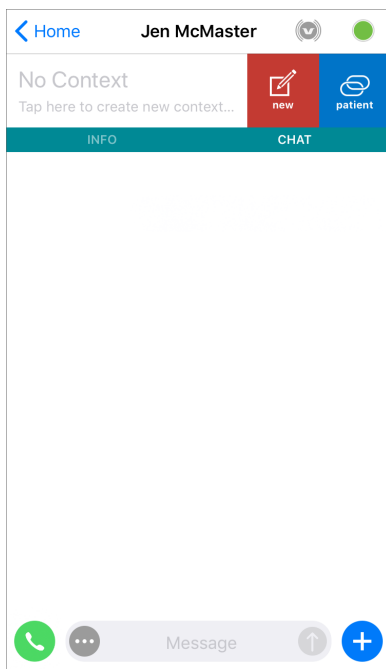
If patient information is available, you can add patient information to an existing group chat. If you are in a conversation with one other person, you can create a group chat with this person that contains patient information.

This option is available only if your administrator has granted you permission to view patient data.

1. In your conversation or group chat, tap **No Context**.
 - a. If you are in a group chat, the **Edit** and **Patient** options appear.

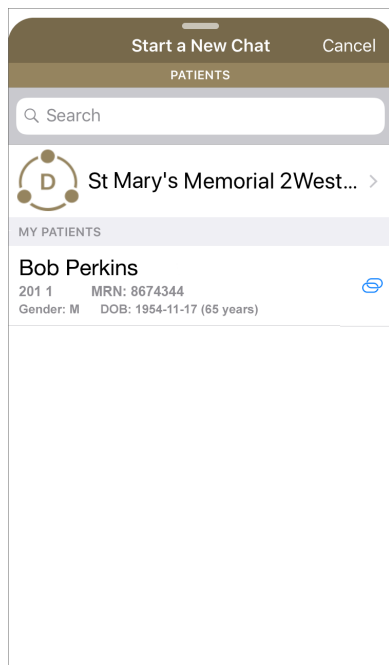


- b. If you are in a conversation, the **New** and **Patient** options appear.

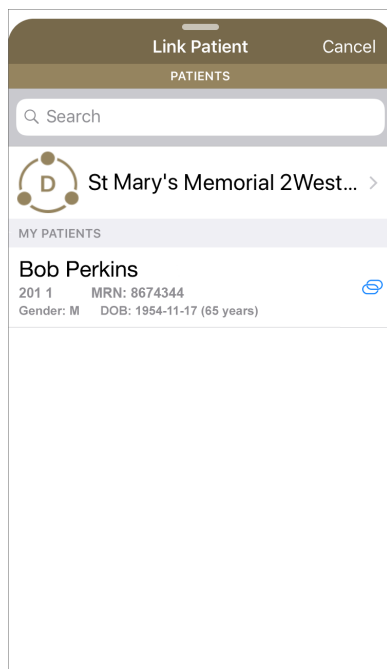


2. Tap Patient to display the patients that are available to you.

If you are in a conversation, adding a patient creates a group chat between you and the other person in the conversation. The Start a New Chat screen appears, which enables you to select the patient with which the new group chat is to be associated.

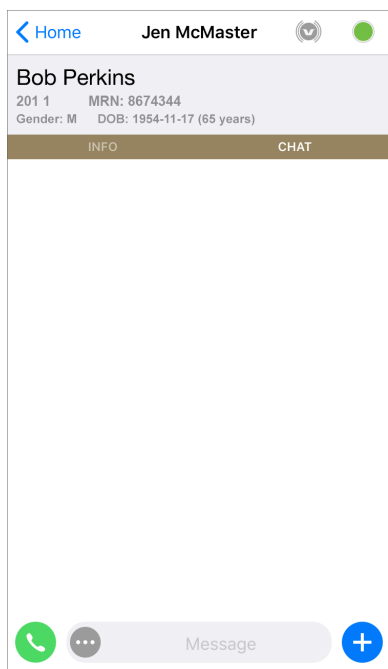


If you are already in a group chat, the Link Patient screen appears, which enables you to associate a patient with your existing group chat.



3. If the patient that you want to associate with your group chat is part of a unit, tap the unit name to display its members.
4. Tap the entry for the patient that you want to associate with your group chat.

The patient is now added to the existing group chat, or a new group chat is created that includes this patient.



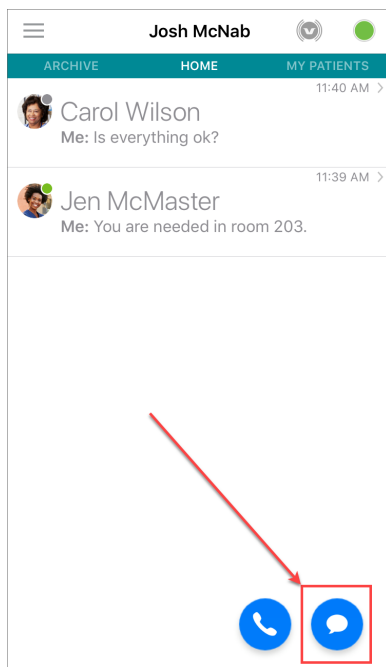
Placing a Patient-Related Call

You can select a patient and then place a call with a member of the patient's care team or any staff member.

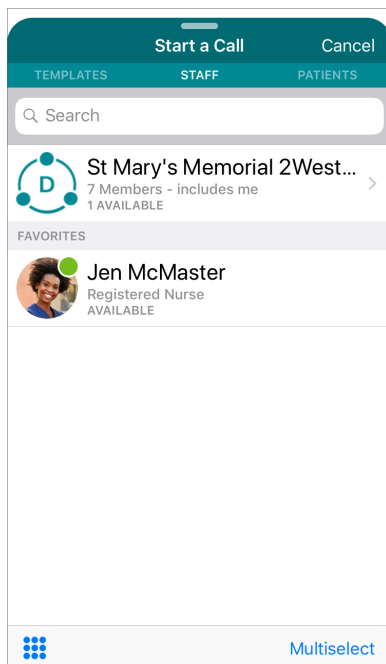


Note: You can do this only if your administrator has granted you permission to view patient data.

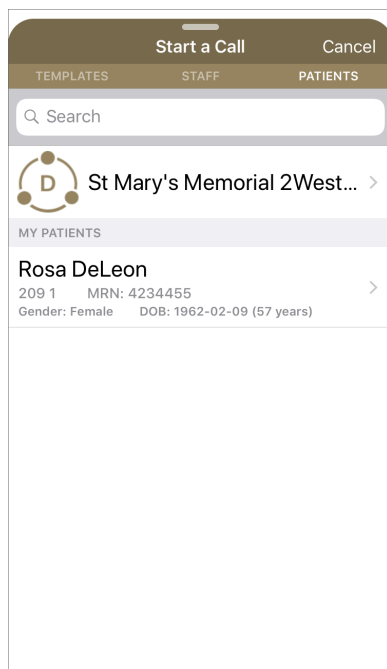
1. In the Home screen, tap the Call icon at the bottom of the screen.



The Start A Call screen appears.

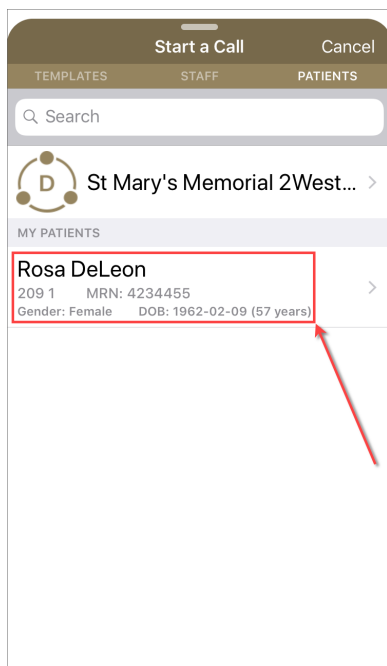


2. Tap Patients in the green ribbon at the top of the screen to display your groups and your list of patients.

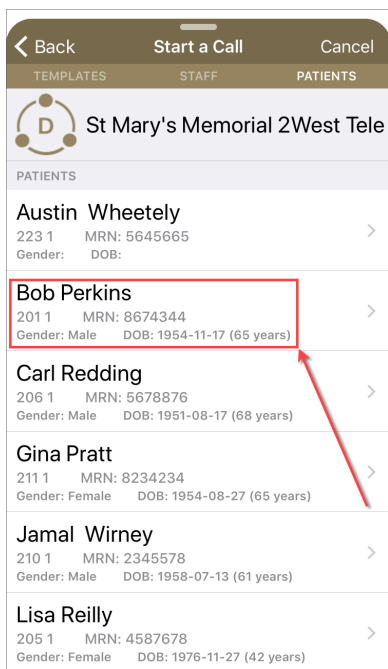


3. Do one of the following:

- Tap a patient in your list of patients to select this patient as the context for your conversation.

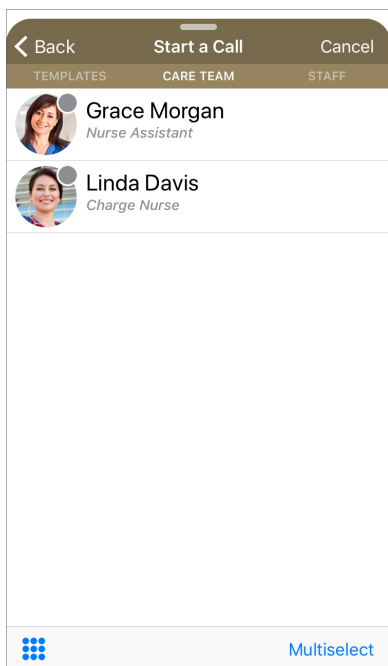


- Tap a group to display all patients assigned to the group. Tap a patient in your list of patients to select this patient as the context for your conversation.

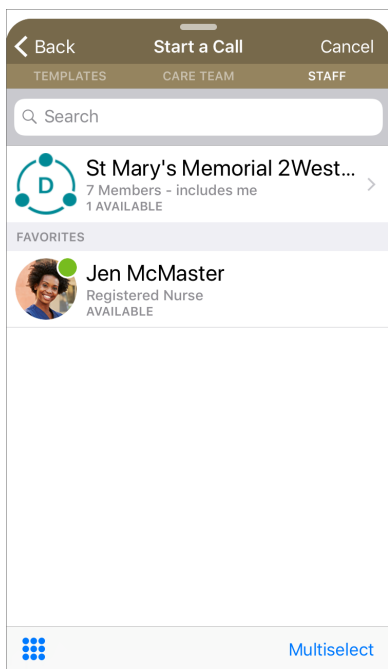


4. Select whether to call a member of this patient's care team or to call another staff member:

- In the ribbon at the top, tap **Care Team**. A list of care team members appears.



- In the ribbon at the top, tap **Staff**. A list of your groups and favorites appears.



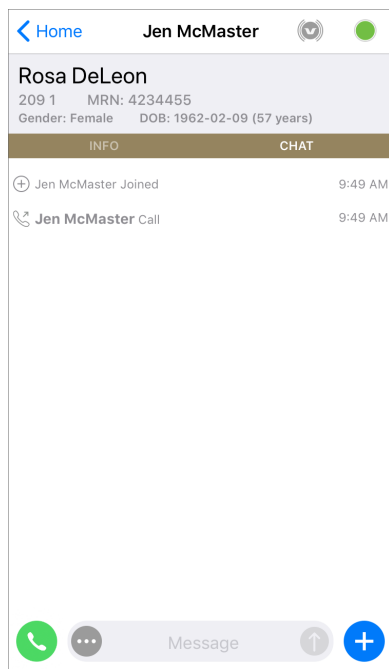
Tap a group to display a list of its members.

If you tap **Multiselect** here, you are directed to the Start a Chat screen. This enables you to create a multi-person conversation with this patient as the context. See [Starting a Patient Conversation](#) on page 157 for details.

5. To call a specific care team member or staff member, tap the name of this person. The call screen appears, indicating that you are placing the call, and displaying the patient that is the context of the call.



6. When you finish the call, a conversation screen appears that includes you and the person you have just called, with the patient as the context for the conversation.

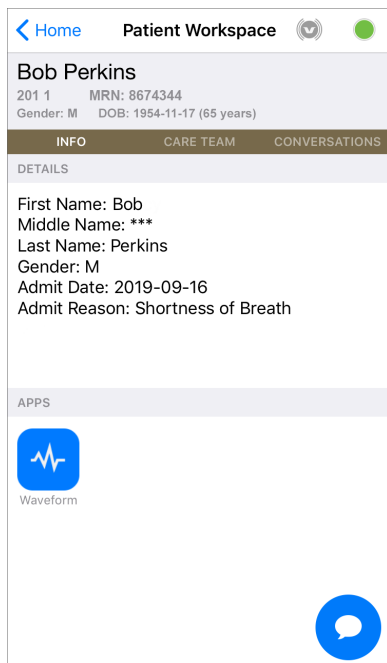


Viewing Patient Waveform Data

If patient waveform data is available in your environment, you can view waveform data for any patient assigned to you or any patient in a group chat.

1. Do one of the following:

- Follow the steps described in [Viewing Patients](#) on page 153 to view a list of the patients that have been assigned to you, and then tap a patient name to display detailed information for that patient.



- In your group chat, tap **Info**.
The group chat now displays the patient details.

Home Jen McMaster

Bob Perkins
 201 1 MRN: 8674344
 Gender: M DOB: 1954-11-17 (65 years)

INFO **CHAT**

DETAILS

First Name: Bob
 Middle Name: ***
 Last Name: Perkins
 Gender: M
 Admit Date: 2019-09-16
 Admit Reason: Shortness of Breath

APPS

Waveform

PARTICIPANTS

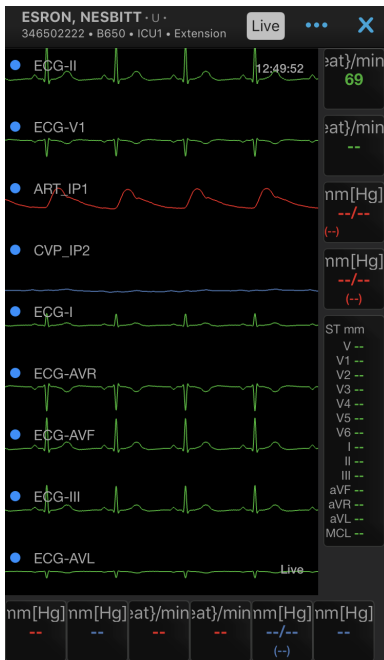
Me
 Registered Nurse
 ACCEPTED: AVAILABLE

+



Note: If your administrator has not granted you permission to view patient data, patient locations are displayed instead of patient names.

- If waveform data is available for this patient, a Waveform icon appears on this page. Tap this icon to open the AirStrip One app on your device. This app displays the live waveform that reflects the current state of the patient.



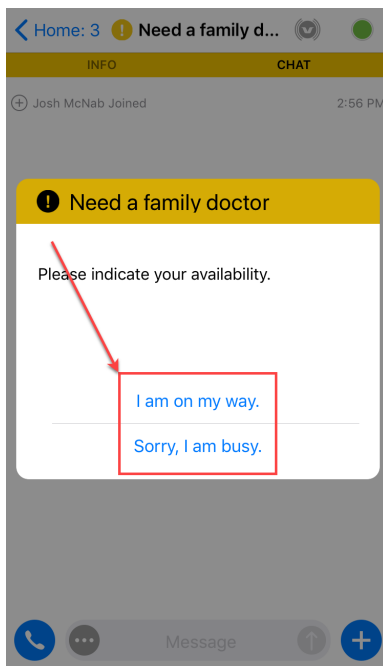
Note: You must have installed the AirStrip One app on your device, and your administrator must have configured it to work with your server.

About Personal Messages

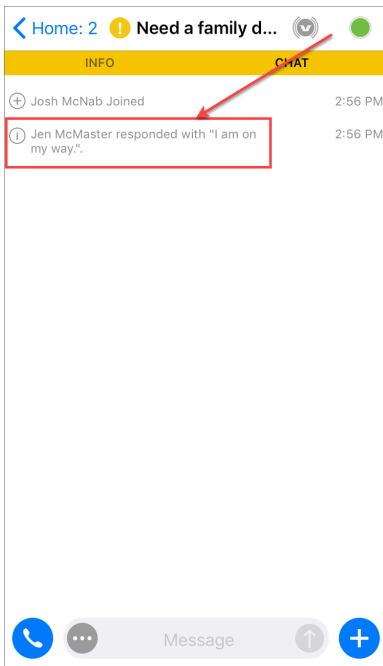
An administrator can send you a personal message if he or she needs to communicate with you.

If no response options have been provided, tap **View** to view the message, or tap **Dismiss** to dismiss it.

If response options have been provided, tap the response option that you want to send:

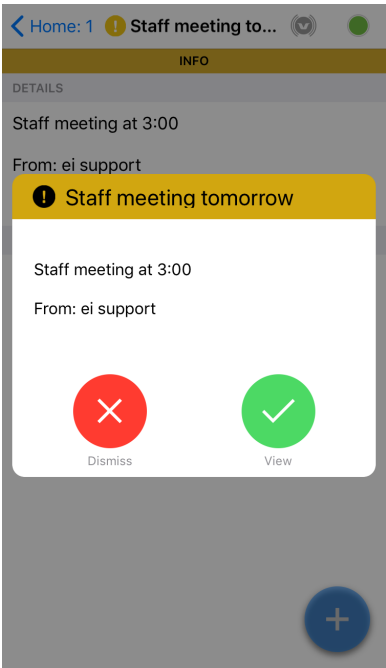


When you select a response, it appears in the conversation for this message.



About Mass Notifications

If your administrator has assigned you to a group, you may receive mass notifications sent to all members of the group.



The icon next to the mass notification indicates the priority:

Icon	Priority
	Urgent
	High
	Normal

Tap [View](#) to view the mass notification, or tap [Dismiss](#) to dismiss it.

About Favorites

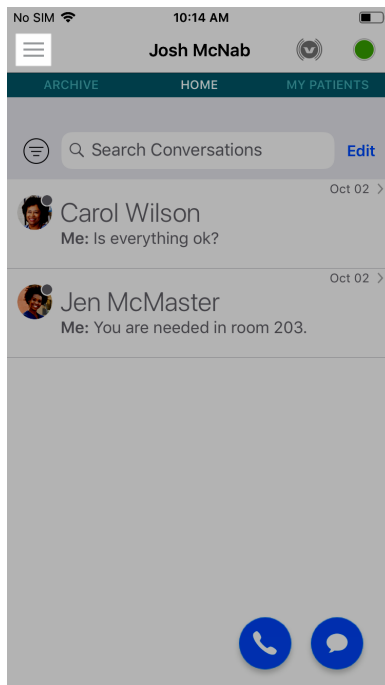
The Favorites feature lets you create a list of people and groups that you communicate with frequently.

Maintaining a favorites list allows you to find a person or group that you regularly communicate with without having to search the directory.

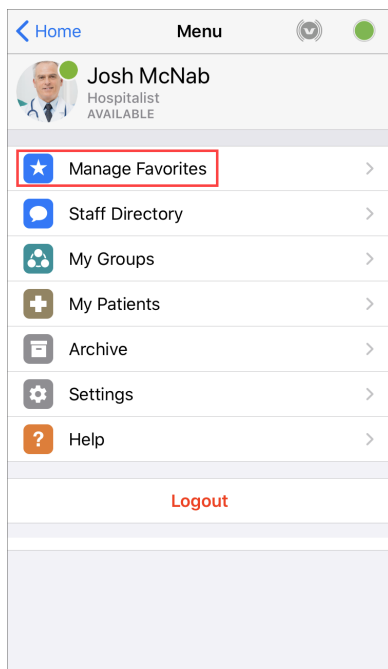
Adding a Favorite

Follow these steps to add a Favorite.

1. Select the Menu icon at the top of the Home screen.

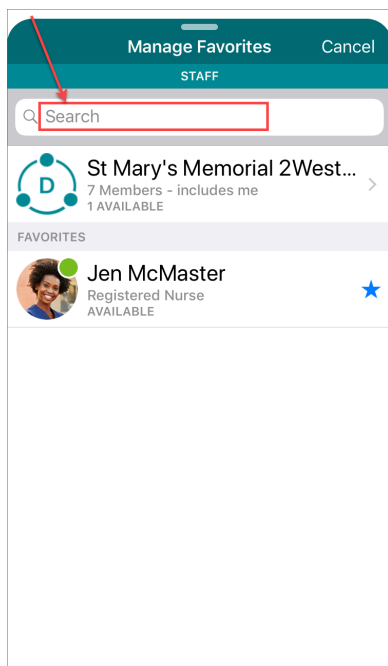


2. In the Menu screen, select Manage Favorites.

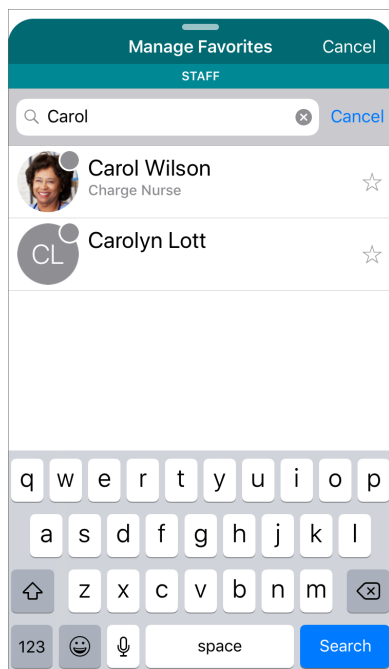


If your department is not visible, your administrator has configured your system to not display your department on this screen.

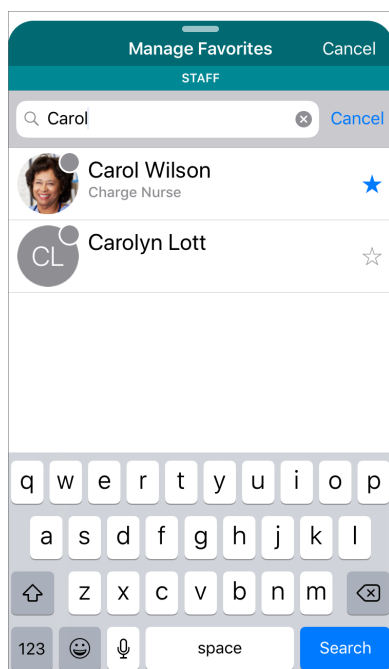
3. To start a search, tap in the Search box.



In the Search box, type the first few characters of the name of the person or group that you want to set as a favorite. A list of people and groups matching your search text is displayed.



4. Tap on the star next to the name of a person to mark this person as a favorite.

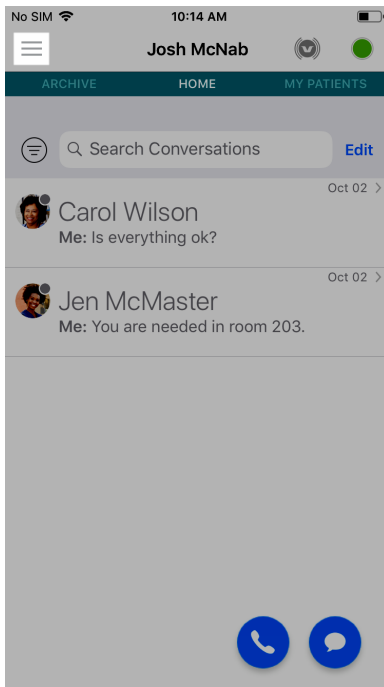


5. To mark a group as a favorite, tap the group name to display its members, then tap the star next to the group name.

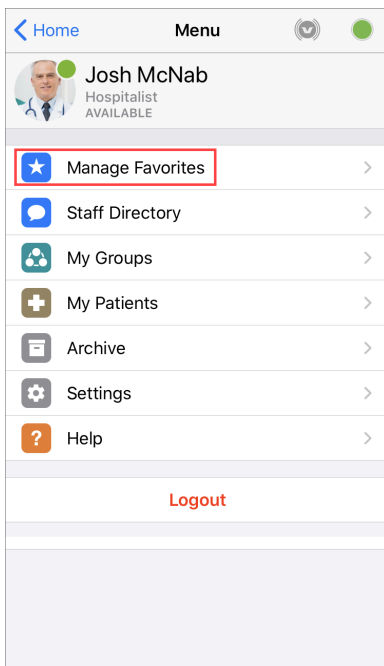
Removing a Favorite

You can remove a favorite from your Favorites list.

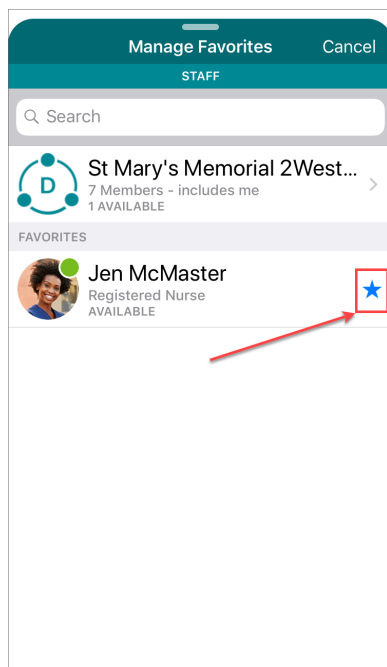
1. Select the Profile icon at the top of the Home screen.



2. In the Menu screen, select **Manage Favorites**. This displays your list of Favorites.



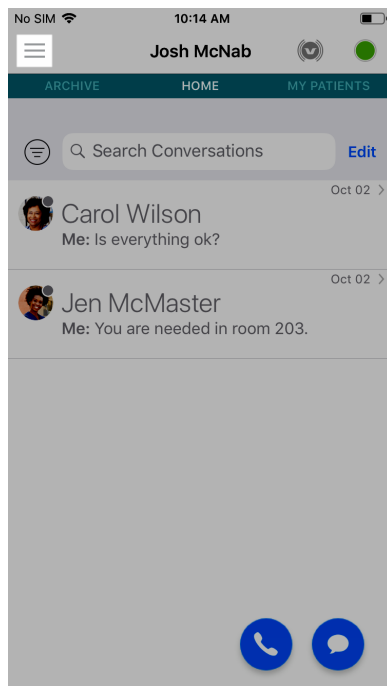
3. To remove a Favorite, tap the blue star next to it.



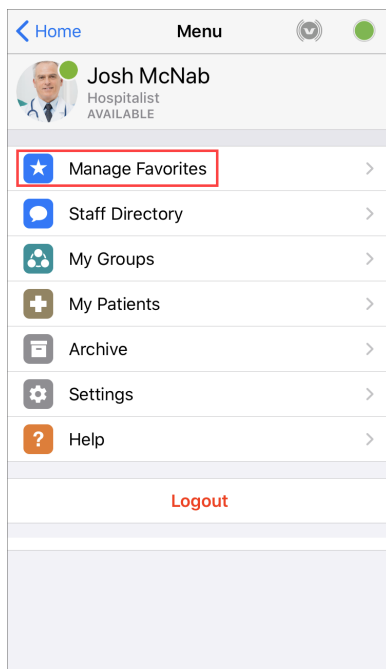
Adding a Group Favorite

You can add a group to your list of Favorites.

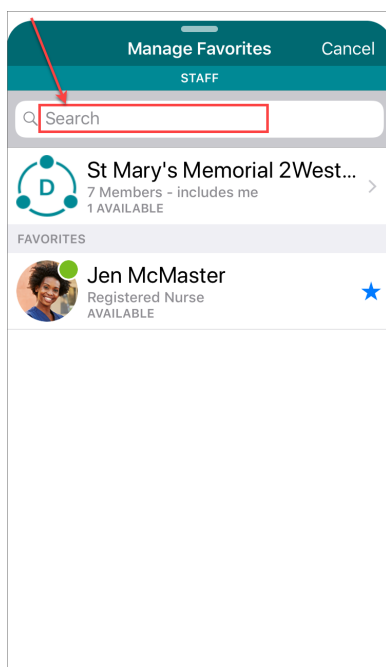
1. Select the Menu icon at the top of the Home screen.



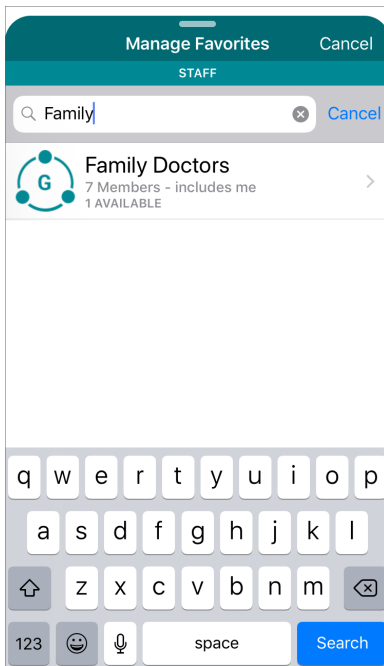
2. In the Menu screen, select Manage Favorites.



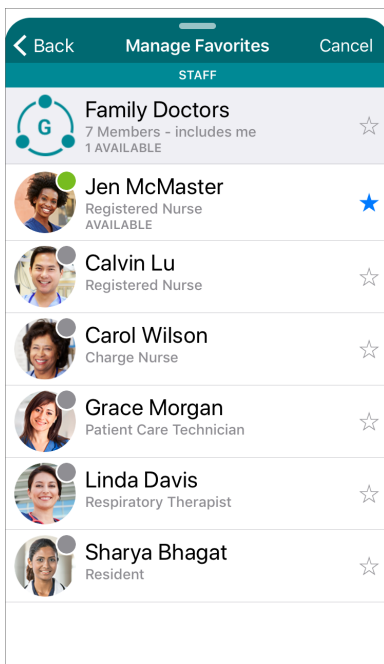
3. To start a search, tap in the Search box.



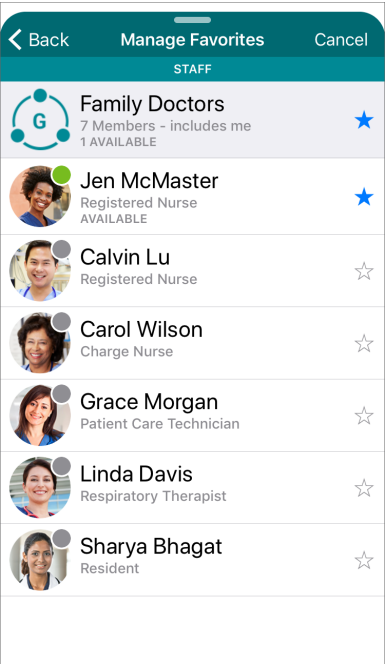
In the search box, type the first few characters of the name of the group that you want to add as a favorite. A list of people and groups matching your search text is displayed.



4. Tap on the group to display its members.

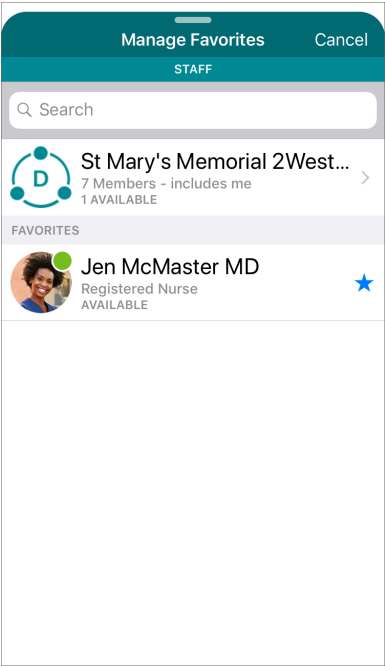


5. Tap on the star next to the group to mark it as a favorite.



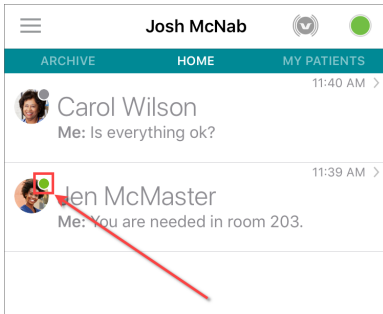
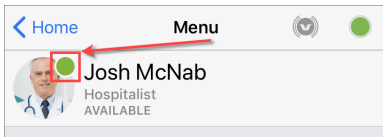
Personal Titles

If a person has a personal title defined (such as MD or RN), this title always appears after the person's name.



The Presence Indicator

The presence indicator dynamically updates and changes colors to indicate your availability status and that of the people that you can contact.



The following presence indicator colors are displayed:

- Green — indicates an Available status
- Red — indicates an Unavailable status
- Gray — indicates Disconnected status

Vocera users registered for more than one client can set their presence on any supported client, and the same presence status is updated everywhere.

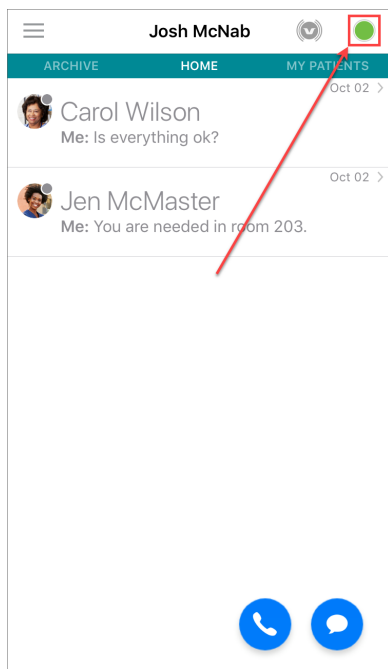
For example, if a registered Vocera Vina user sets an availability for the Web Console, then the Vocera Vina application also displays the same presence status.

To learn more about setting presence and availability, see [Setting Presence and Availability](#) on page 184.

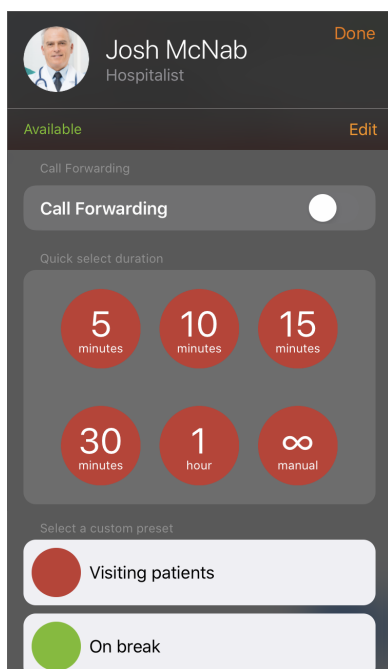
Setting Presence and Availability

You can specify that you are unavailable, either for a specified period of time or until you make yourself available again.

1. To specify a period of time in which you are unavailable, tap the presence icon at the top right corner of the Home screen.



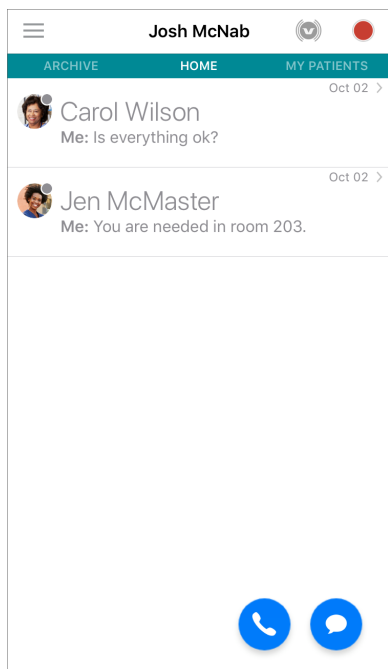
A screen appears, displaying a list of options to select:



2. Select one of the following:

- To specify that you are unavailable for a predefined period of time, tap one of the options in the **Quick select duration** section. After this time has elapsed, you are listed as available.
- To specify a custom unavailability interval, tap **Manual**. You remain unavailable until you make yourself available again.
- To specify a custom preset, tap one of the options in the **Select a custom preset** section, if it exists. These options are provided by your administrator.

When you have specified an unavailability interval, the presence icon changes to red:

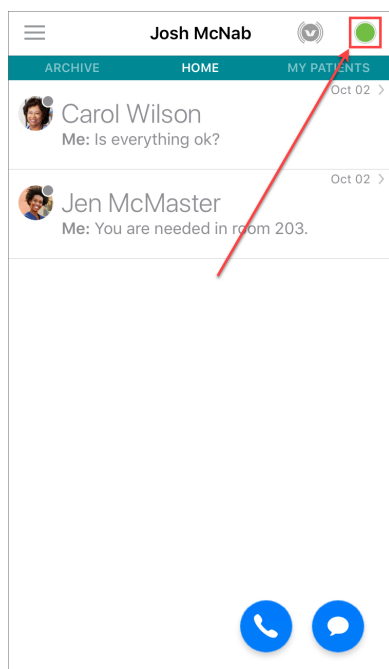


If you tap the presence icon while it is red, it changes to green, and you become available again.

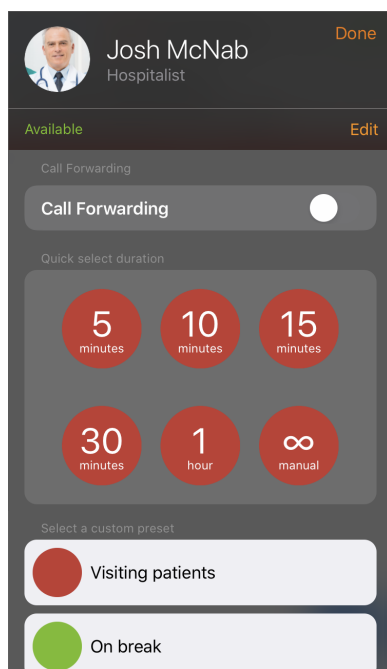
Setting a Custom Availability Message

You can specify the availability message that you want other people to see.

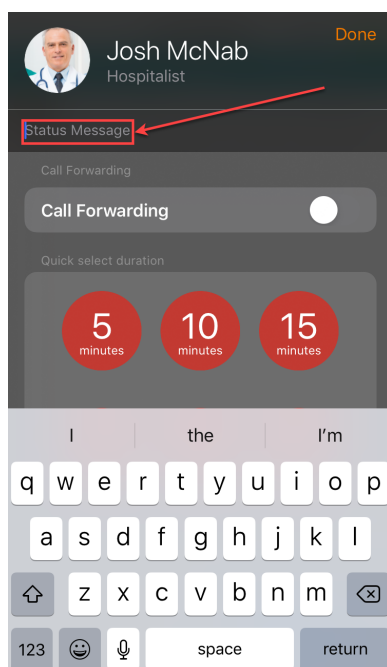
1. Tap the presence icon at the top right corner of the Home screen.



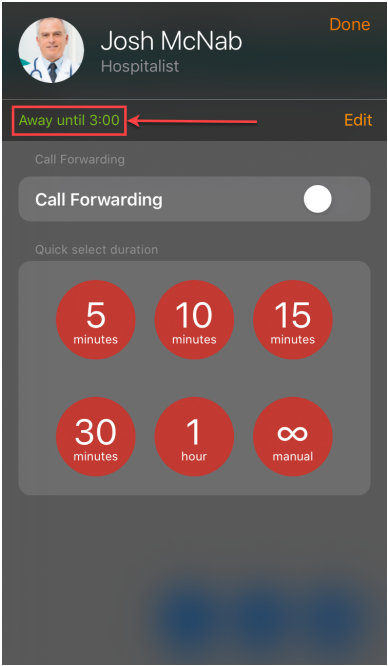
A screen appears, displaying the availability options.



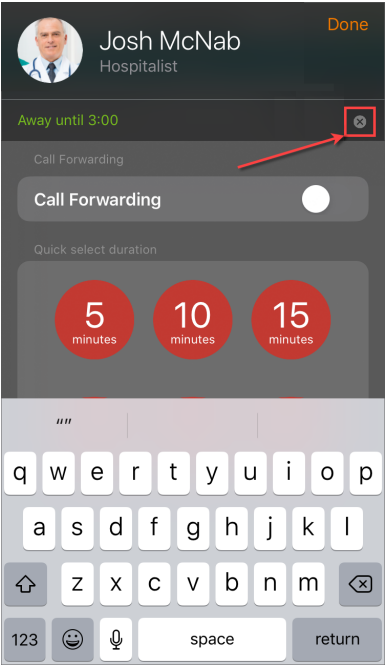
2. Tap the Edit link next to the availability message.
3. In the Status Message field, type your availability status.



4. Tap Done to save your availability status. Your new status is now displayed as your availability message.



To clear your custom availability message, edit the availability message again, tap the X icon at the right, then tap Done.



About Coverage

If you have patient care responsibilities and you know that you will be away for a period of time for a meeting, a break, or for some other important task such as transporting a patient, you can ask another person to cover for you. This ensures that your patients continue to receive care.

When you request coverage, you specify the amount of time for which you need coverage, and the person that you want to cover for you. This person then receives an alert that specifies the time for which you want coverage.



Note: Coverage is available only if your administrator has granted you permission to use it. If coverage is available, your administrator may have configured your system so that you can continue 1-on-1 conversations even while someone is covering for you. Contact your administrator for more details.

Requesting Coverage

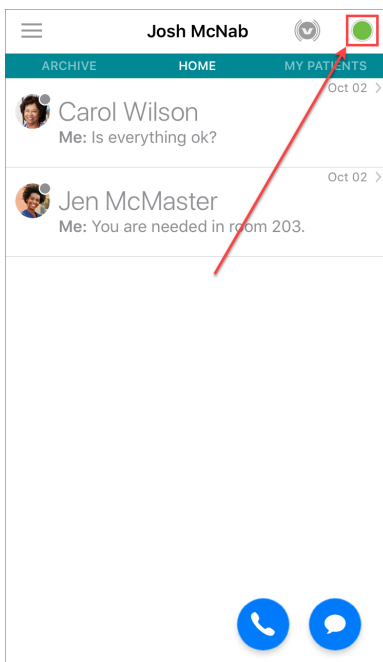
If you are not available for a specified period of time, you can request another person to cover for you.



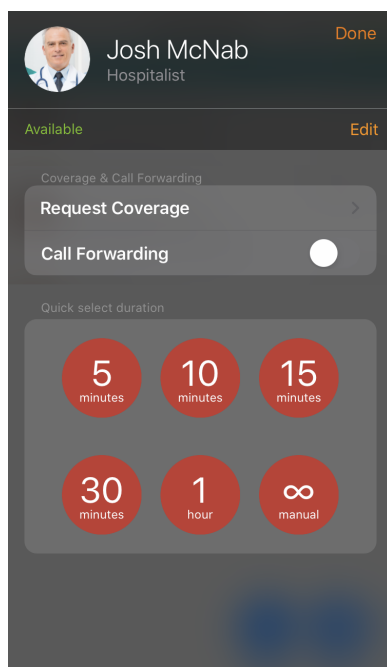
Note: You must have permission from your administrator to make a coverage request.

If the request is accepted, all calls and group chats are transferred to this person during the coverage period. Depending on how your administrator has configured your system, 1-on-1 conversations might or might not be transferred to the person covering for you. Contact your administrator for details.

1. To request coverage, tap the presence icon at the top right corner of the Home screen.



A screen appears, displaying a list of options to select.

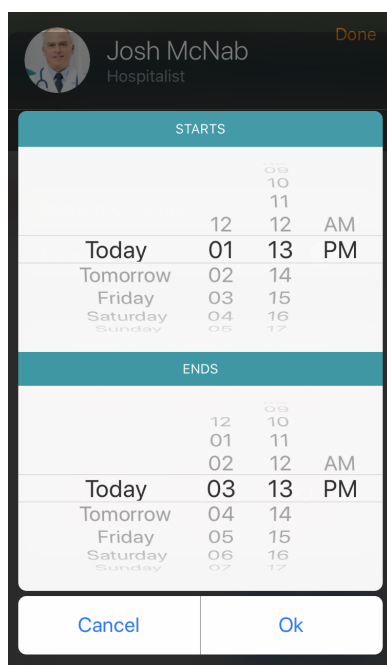


2. Tap Request Coverage.



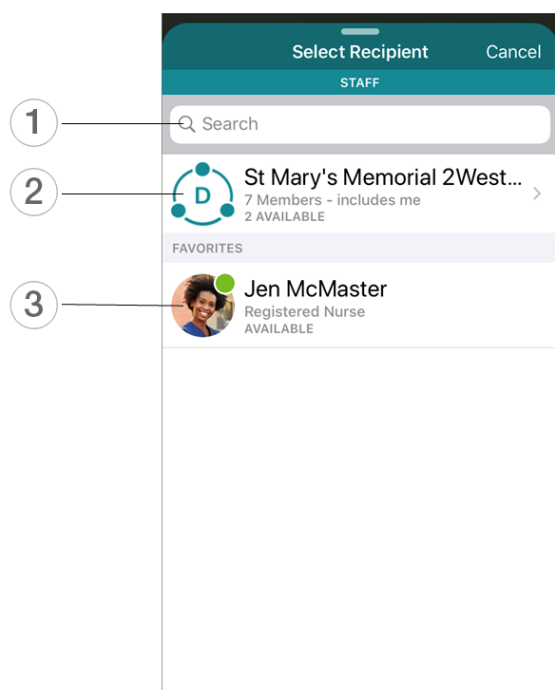
Note: If the Request Coverage option is not available, your administrator has not granted you permission to request coverage.

3. A screen appears that explains how the Request Coverage capability works. Click Next to continue.
4. In the time screen that appears, select the start date and time and the end date and time of the period for which you want coverage and tap Ok.



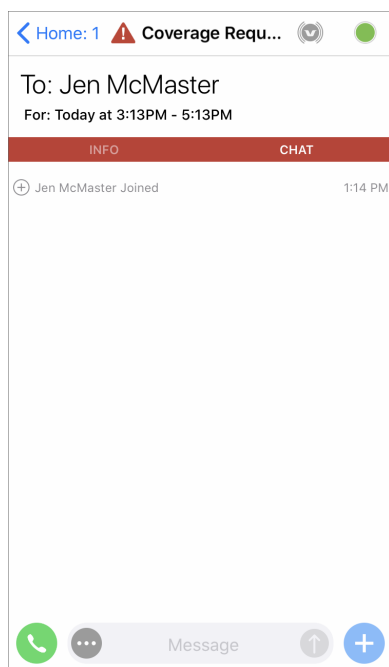
Coverage can be requested up to a week in advance.

5. In the Select Recipient screen, select the person that you want to cover for you:

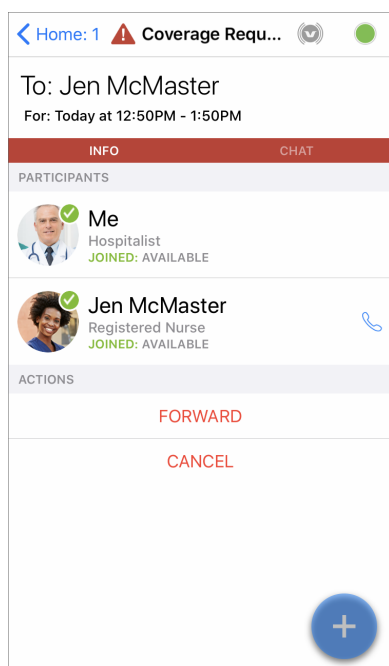


- 1 Tap the search icon and type search text consisting of some or all of the person's name. All names matching this search text are displayed. Tap the name of the person that you want to cover for you.
- 2 If the person that you want to cover for you is a member of a group, tap the group to display the members of the group, then tap a member name to request coverage from that member. If the group contains subgroups, tap a subgroup name to display its members.
- 3 If the person that you want to cover for you is defined as a favorite, tap the person's name to request coverage. (See [About Favorites](#) on page 175 for more information on Favorites.)

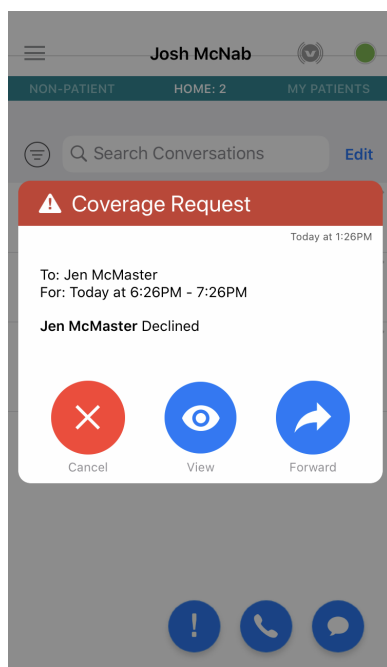
A Request Coverage alert is generated and appears on both your screen and the screen of the person that you have requested to cover for you. The header of this alert displays the date and time range for which coverage is requested. If the coverage request starts within the next 24 hours, the Request Coverage alert is of Urgent priority. Otherwise, it is of High priority.



6. In the Info tab of this alert, before the coverage request has been accepted or declined, you can forward or cancel the coverage request.

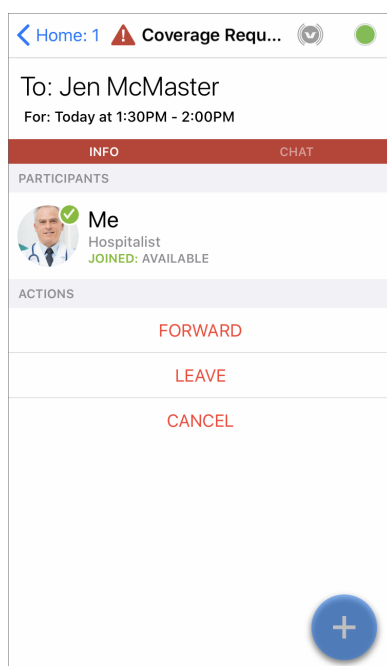


7. If the person that you have requested to cover for you declines the request, a dialog box appears on your screen:

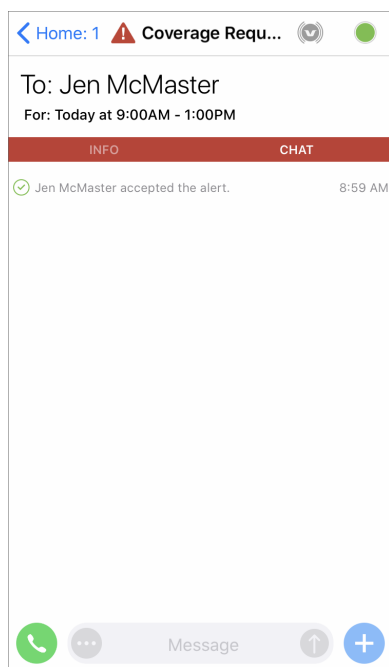


You can do one of the following:

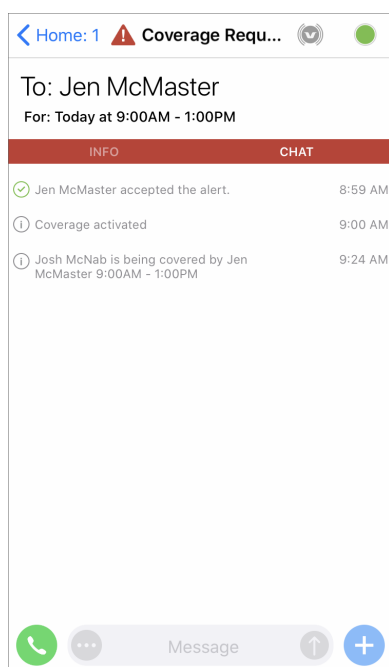
- Tap **Cancel** to cancel the coverage request.
 - Tap **View** to display the coverage request.
 - Tap **Forward** to forward the coverage request to a different person.
8. If the coverage request is accepted, the **Info** tab of the coverage request now enables you to forward the coverage request, leave the conversation, or cancel the coverage request:



The **Chat** tab displays a log entry that indicates that your coverage request has been accepted:



When coverage starts, another log entry appears:

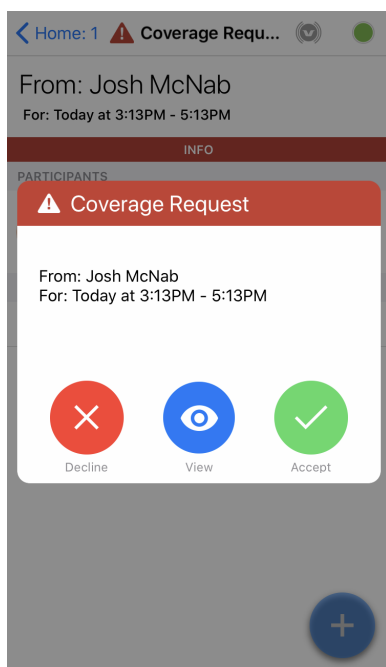


See [Handling a Coverage Request](#) on page 194 for information on responding to a coverage request.

Handling a Coverage Request

If someone has requested you to provide coverage, a Request Coverage alert is added to your list of conversations.

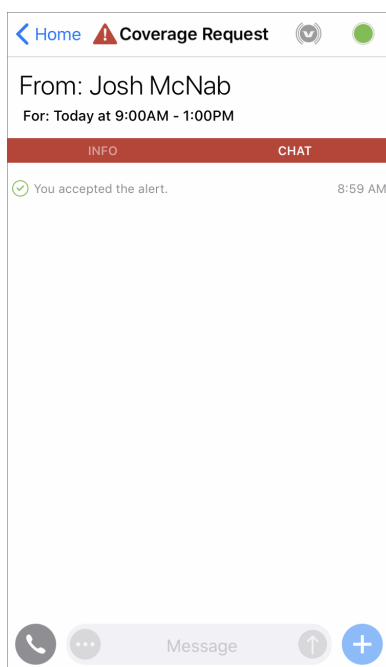
If the coverage request starts less than 24 hours from now, the request for a response to the Request Coverage alert appears on your screen immediately, as the alert is of Urgent priority:



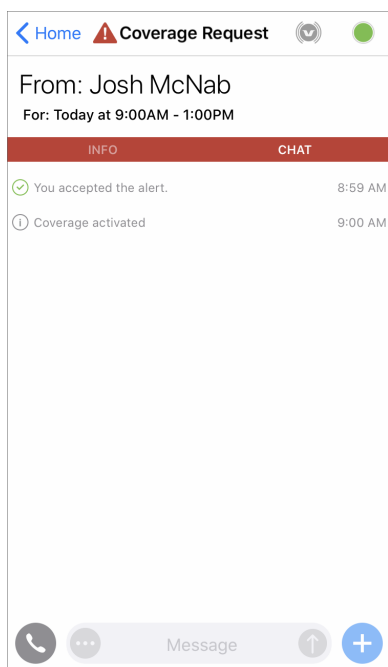
For coverage requests that start later than 24 hours from now, the alert is of High priority, and this request for a response appears when you tap the alert in your list of conversations. The alert indicates the date and time for which coverage is requested.

Request Coverage alerts behave like any other alert that you receive. See [Receiving an Alert](#) on page 94 for information on receiving alerts.

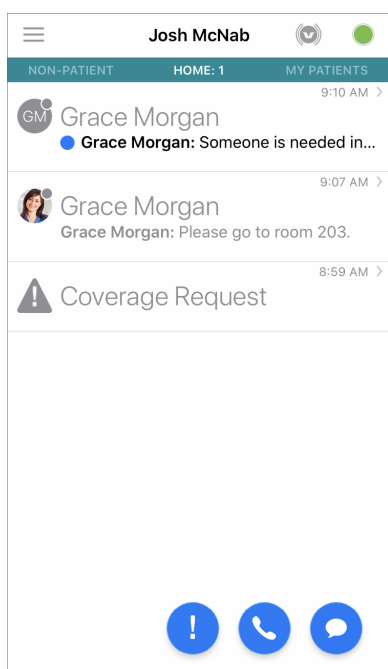
If you accept the coverage request, your acceptance is displayed as a log entry in the *Info* tab of the coverage request:



When the coverage starts, another log entry is displayed:



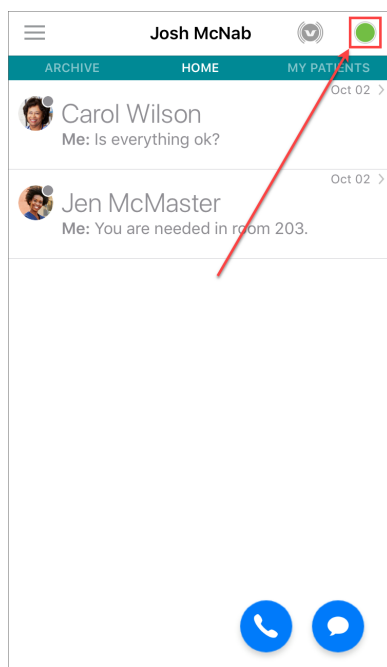
The coverage request remains accessible from the Home screen, in case you need to recall for whom you are covering and for how long.



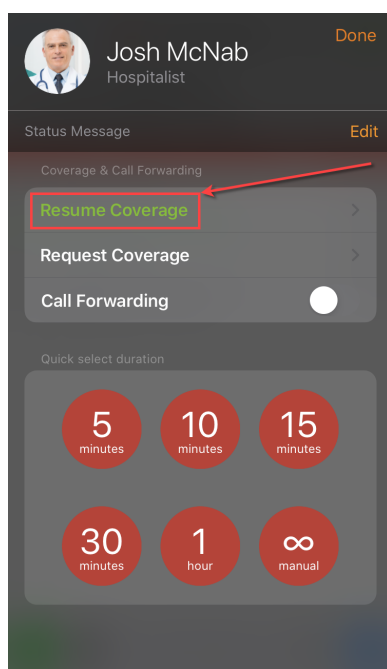
Resuming Coverage

If someone is covering for you, you must use Resume Coverage to indicate that you are now available again. This is required even if the coverage period has expired.

1. Tap the presence icon at the top right corner of the Home screen.



2. In the screen that appears, tap Resume Coverage.



Note: This option is available only if someone is covering for you.

3. In the confirmation screen that appears, click OK to indicate that you know that you have resumed coverage.

About Contacts

Your administrator may have defined one or more contacts for your facility. A contact is like an address book entry: it is the phone number of a person or place that you are likely to call frequently.

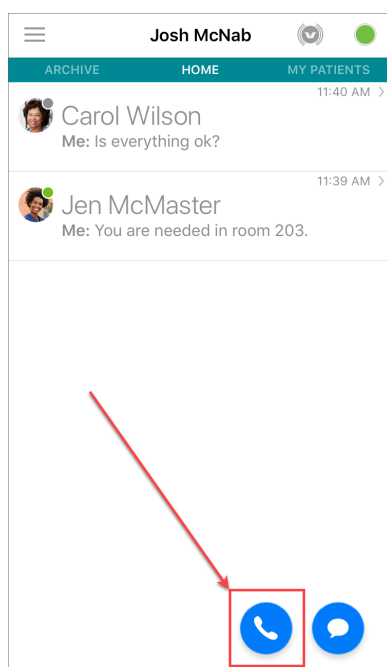
Contacts can only be called. You cannot start a conversation with a contact.

Calling a Contact

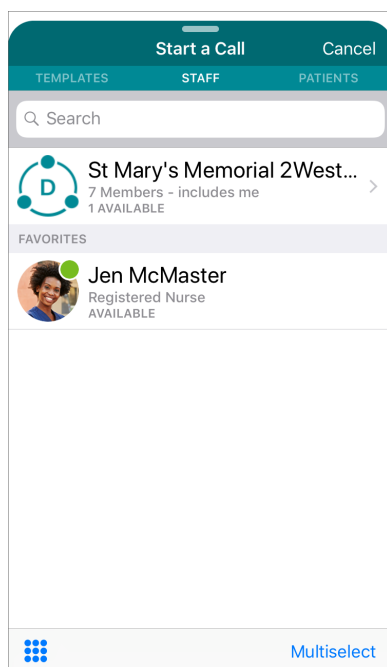
You can call any contact that your administrator has set up for your facility.

See [About Contacts](#) on page 198 for more information on contacts.

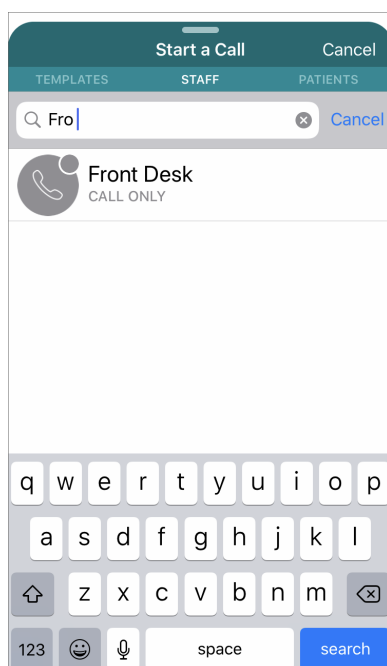
1. In the Home screen, tap the Call icon at the bottom of the screen.



The Start a Call screen appears.

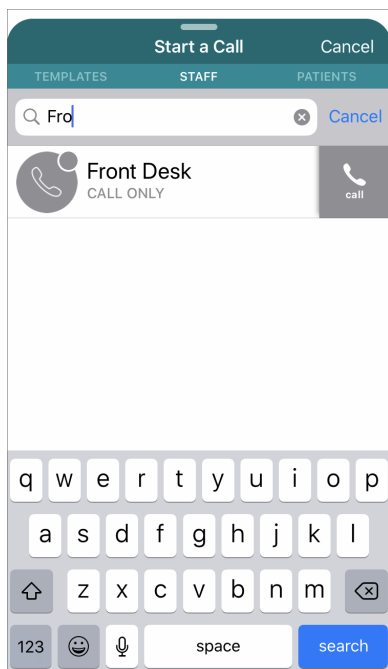


2. Tap the search icon and type search text consisting of some or all of the contact's name. All names matching this search text are displayed. Contacts have "Call Only" appearing below the name.



3. Tap the contact name to call the contact.

If you tap the call icon next to the contact name, a Call option appears:



You can tap this Call icon to call the contact.

Access While Off-Premises

If you are away from your facility, and have cellular access, you can access many of the features of Vocera Vina if your administrator has set up this capability.

You can:

- Send and receive messages
- Receive alerts
- Access your settings
- Use Vocera Access Anywhere to access the Genie, retrieve voicemail, and place calls to people who are on-premises

While you are off-premises, the message **Off WiFi network, using cellular calling** appears in a banner at the top of the screen:



While you are off-premises, you cannot receive calls through the Call mechanism, but can receive calls if you have specified a cellphone number.

When you are accessing Vocera Vina off-premises, you are listed as Available.