

Vocera 4.3 Smartphone

Quick Start Guide



vocera



Instant Communication

Your Lifeline to Critical Patient Care

Greetings upon receiving your Vocera smartphone. The Vocera smartphone combines Vocera's unique calling and messaging capabilities with a powerful open platform capable of supporting email, text messaging and critical enterprise applications.

Meet the smartphone

Your Vocera smartphone is designed to operate throughout the wireless network coverage of your enterprise environment. You can use the smartphone as you would any normal office phone. This means that you can dial local office phone extensions just as you could with a wired desk phone, using abbreviated extension phone numbers. The smartphone connects to the Vocera Communications System for voice recognition, hands-free dialing, group and individual push-to-talk (PTT), telephony integration, text messaging, and call management. The smartphone also provides email, contacts, calendar, tasks and many other built-in tools to help you manage your busy work style.

The Vocera smartphone can also access server based enterprise applications, a standard mobile Internet browser, and has the ability to pair with Bluetooth® headsets and other Bluetooth devices such as personal computers.

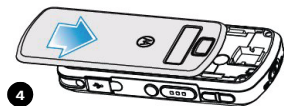
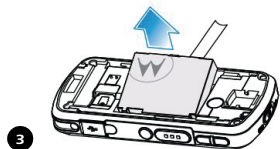
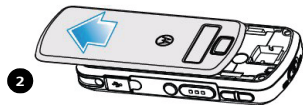
BEFORE USING THIS smartphone, READ the Product Regulatory, Safety & RF Exposure Guide (P/N 6802985C71) included with this smartphone.

Vocera Smartphone Anatomy

1. Speaker key
2. Holster latches
3. Volume up/down
4. Vocera Call button
5. DND/Hold button
6. Rapid wall charger jack/USB cable port
7. Desktop charger contacts
8. Earpiece/upper microphone
9. Navigation key
10. Select key
11. Left soft key
12. Home key
13. Call/Answer key
14. Speakerphone/lower microphone
15. Right soft key
16. Back key
17. Power/End key
18. Lanyard point
19. Headset jack



Battery Installation



Charge the battery

Battery status indications:



Low battery



Battery level

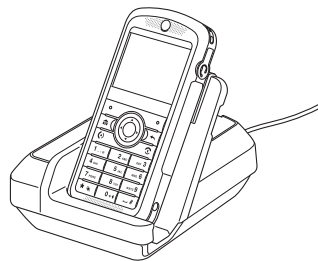


Charging in progress

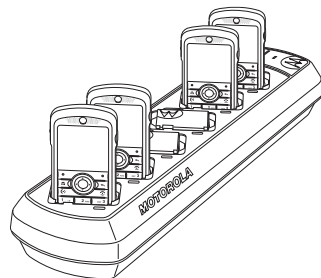


Charging completed

Single-bay charger




Six-bay charger



To prepare the charger for use, insert the dual-rounded insert connector into the outlet in the charger, and plug the power plug into a 110V or 220V AC outlet, depending on the power adapter for your country.

Basics


Power on


Press and hold  for 1-2 seconds. Allow a few seconds for Home screen to appear.

Power off

Press and hold  for 1-2 seconds.



Home screen

Use the Navigation key  to scroll and move between the screen items.



Press the Select key  to access.



Open programs

From the Home screen, press **Start** to access recently used programs. Use the Navigation key  to scroll and press the Select key  to open. To see all programs, press **Start > All Programs**.

Vocera Apps

From the Home screen, press **Vocera Apps**. Use the Navigation key  to highlight **Favorites**, **Company Directory**, **Messaging**, or **Settings**, and then press the Select key  to open the app.

Important status indicators

On the top of the Home screen, you may find the following status indicators:



Full wireless service



No wireless service



Wireless is turned off



Bluetooth on



Do Not Disturb mode



New unread text message(s)



Speaker mode



Wireless connection to access point in-process



Connected to wireless access point



No connection to wireless access point



New voice message(s)



New email message(s)



Battery charge level



Vibrate mode


Change sounds

From the Home screen, press **Start > Settings > Sounds**.

Screen time out

Your screen turns off to save battery power. To set the screen time out, press **Start > Settings > More > Power Management > Display time out**.

Lock & unlock keypad

To lock, press and hold  for a second. Press **Lock**.

To unlock, press: **Unlock > ***.

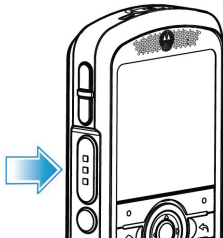
View phone information

Press **Start > All Programs > Vocera Smartphone Information**.

Requires firmware 2.1.1 (or later).

Log in

Press the Call button on the side of the smartphone, and wait for the Genie to answer.



If prompted for your name: Say your first and last name.

If the smartphone display shows someone else's name: Say "Log me out," wait for the chime, and then press the key again to log in.

Log out

Press the Call button on the side of the smartphone, wait for the Genie to answer, and then say "Log me out."

Record your name

Press the Call button on the side of the smartphone, wait for the Genie to answer, and then say "Record my name."

The Genie will prompt you to record your name. If you do not record your name, the Vocera system uses speech synthesis to say your name.


Phone

Start a call

Press the Call button on the side of the smartphone, wait for the Genie to answer, and then say:



- "Call <person's first and last names>."
- "Call <person's first name> in <department name>."
- "Call <group name>."

Start a call by entering a phone number


Enter phone number and press .

Note: If you call an extension, you may be connected directly with another Vocera smartphone or badge.


Start a call using the Company Directory

1. Choose **Vocera Apps**.
2. Use the Navigation key  to highlight **Company Directory**, and then press the Select key  to open the app.
3. In the search field, type the start of a name. To search for a user, type the start of the user's *last* name.
4. Select a contact, click the **Menu** soft key, and choose **Call** or **Urgent Call**.

Answer a call


Press the Call button or .

End a call

Press the Call button or .

Reject a call

Do either of the following:

- Press .
- Press the DND/Hold button on the side of the phone (the small button under the Call button)

Put a call on hold

Press the DND/Hold button on the side of the phone (the small button under the Call button).

Set earpiece volume


During a call, press the volume up/down keys, and then press **Done**.

Set ring volume

While not on a call, press the volume up/down keys, and then press **Done**.

Phone

Speakerphone

During an active call, press the speaker key  to turn on/off the speakerphone.

Vibrate mode

Press the volume down key until the lowest setting is selected. When you feel the phone vibrate, press **Done**.

Broadcast to a group

Press the Call button on the side of the phone, wait for the Genie to answer, and then say:

- "Broadcast to <group name>."
- "Urgently broadcast to <group name>."

Voice Messages

Send a voice message

Press the Call button on the side of the phone, wait for the Genie to answer, and then say:

- "Record a message for <person's first and last names>."
- "Record a message for <group name>." (Sends to all members.)

Play your voice messages

Press the Call button on the side of the smartphone, wait for the Genie to answer, and then say:

- "Play messages" (to play new voice messages)
- "Play text messages" (to play new text messages)
- "Play old messages" or "Play old text messages"




During message play, you can press the Call button on the side of the phone and say:

- "Save" (to save the current message).
- "Delete" (to erase the current message).
- "Date" (to hear the date/time of the current message).
- "Repeat" (to repeat the current message).

Send a text message

1. Choose **Vocera Apps > Favorites** or **Vocera Apps > Company Directory**.
2. Search for and locate a Vocera contact.
3. Press **Menu > Text Message**.
4. Type the message, and then press **Send**.

Read a text message:

1. Choose **Vocera Apps > Messaging**.
2. Use the left or right navigation keys   to move between the New Messages tab and the Read Messages tab.
3. Scroll through the list of messages, and press the Select key  to open a message.

Change the appearance of your screen

From the Home screen, press **Start > Settings >**

Display.

You can change the Home screen layout, color scheme, Home screen image, screen time out, system font size.

Change sounds

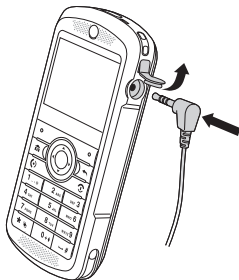
1. From the Home screen, press **Start > Settings > Sounds**.
2. You can change the sound of the ring tone, reminders, new e-mail, new text message, new instant message, PTT call request, incoming PTT, exclamation, questions, warnings, keypad control, service tone, call drop tone, minute beep.

Headset Connection


Inline and stereo headsets

Use your headset jack to plug in an optional hands-free inline headset.

Warning: When using a headset, you may not hear surrounding sounds. Do not use a headset where it can endanger your safety.



First time connection of Bluetooth headset

- The headset must be charged prior to starting
 - Bluetooth headset must be turned Off.
1. To turn on Bluetooth, press **Start > Settings > Connections > Wireless Manager** and check the **Enable Bluetooth** box. The  indicator appears in the Home screen.
 2. From the Home screen, press **Start > All Programs > Bluetooth > Bluetooth Manager > Hands-free**.

3. Place the headset in pairing mode (Refer to the Bluetooth Pairing Instructions included with the headset.). When using a Motorola headset, press and hold the Call button of the headset for 5 seconds. The indicator light turns on and remains steady. If the indicator light is flashing or does not remain steadily lit, turn off the headset and repeat this step.
4. Press **Add**. The smartphone prompts you to verify your headset is ready.
5. Press **Search**. The smartphone starts searching for your headset and shows it on the screen.
6. Press **Select** to connect the headset.
7. When prompted, enter the device passkey provided with your headset (such as 0000) and press **Accept**. When your headset successfully pairs, the indicator light changes from steady to flashing blue. After you have successfully paired your smartphone and headset, you do not need to repeat these steps.

To pair the headset again, verify that your smartphone's Bluetooth is enabled (step 1) and turn on the headset.

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Part No :: 930-01823

Rev A, 11/11