

QUICK REFERENCE USER GUIDE

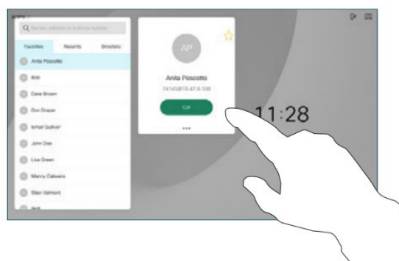
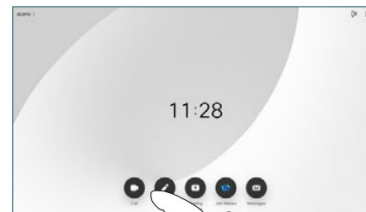
Webex Desk LE

Turning On/Waking Up the System:

- The virtual care device does not have a designated “power button.”
- Touch anywhere on the screen to wake the system from “standby mode.”
- If the system is in “standby mode” an incoming call will wake it automatically.

Making a Call:

1. Searching the Directory/Favorites/Recent:
 - Tap the call button on the main screen.
 - To search for someone in a specific list (Directory, Favorites, or Recent), tap that list and then scroll down to locate the entry to be called.
 - Scroll through the listed systems and tap the desired system **OR** type the system or contact name in the 'Search or Dial' field.
 - Under '**Directory**' subfolders of all RHAs and NLCHI will listed. The first two letters of the system name denotes region. (e.g., LG.LC.4 is in Labrador-Grenfell). If using this option, click on the desired subfolder and then the desired system.
 - Ensure the selected system is correct and tap the green '**Call**' button.



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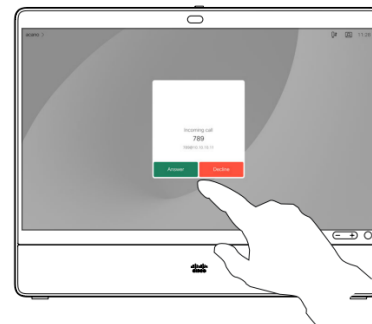
2. Dialing directly using 'Search or Dial'

- Tap the **'Search or Dial'** field
- Type a dialstring/dialing information/dialing address using the touchscreen keyboard.
- Once the dialstring/dialing information/dialing address is entered, ensure the dialstring/dialing information/dialing address is **CORRECT** and tap the green **'Call'** button.



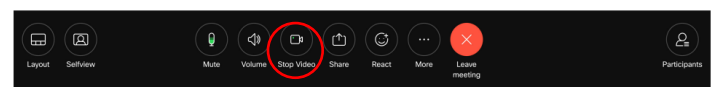
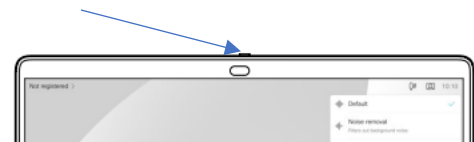
Answering a Call

- The Telehealth system will ring.
- A window will appear with the incoming caller's address or system directory name.
- Tap the **green** button to **'Accept'** or the **red** button to **'Decline.'**



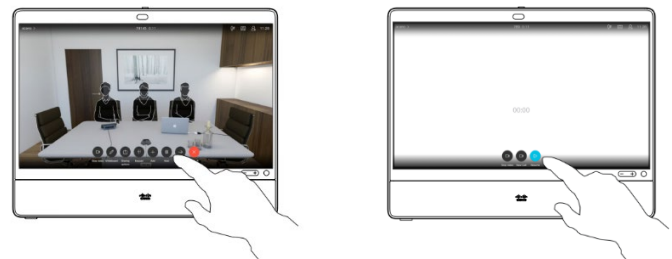
Videoconferencing During a Call

- The Webex Desk LE has a built-in camera that has a sliding privacy shutter at the top of the monitor screen.
- If you wish to appear on screen during a call, ensure the privacy shutter is open and tap "Start Video" at the bottom of the screen.
- Video can be turned off at any time by tapping "Stop Video" at the bottom of the screen or by sliding the privacy shutter into the closed position



Placing a Call on Hold

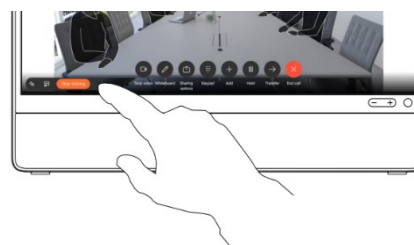
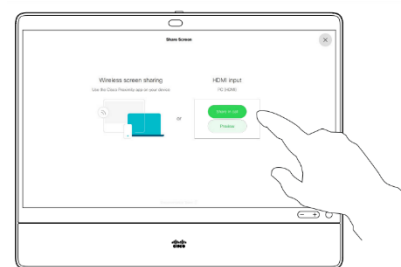
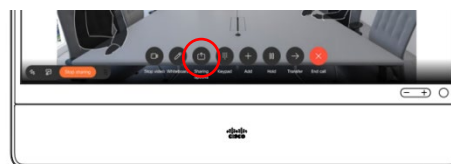
- Tap anywhere on the screen during a call to make the controls appear.
- Tap 'Hold' to place the call on hold.
- When you are ready to resume the call, tap 'Resume' at the bottom of the screen.



Sharing Content & Viewing Computer Content While in a Call

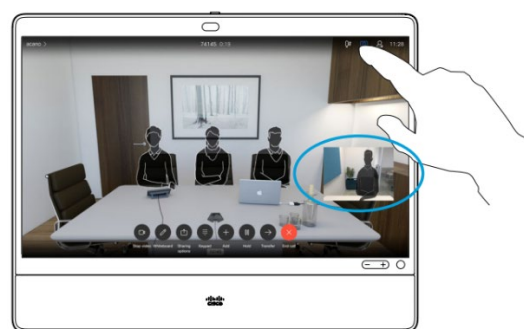
If the system being used is connected to a computer, there will be options to view and share computer content.

- Tap anywhere on the screen and icons will appear. Tap '**Sharing Options**' on the bottom of the screen and then '**Preview**'. This will allow PC content to be viewed. This content will **not** be seen by the other side of the call.
- To allow the other side of the call to see the content tap the '**Share in call**' button.
- Tap '**Stop Sharing**' when finished sharing content.



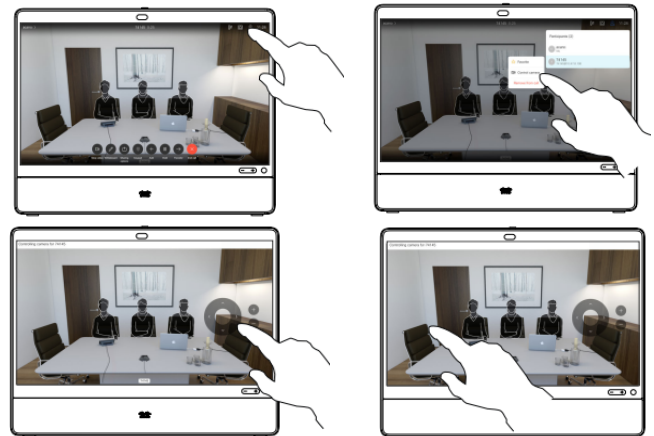
Self-View

- To turn self-view on and off, tap the icon on the top right corner of the screen. If the icon is not seen tap the screen anywhere and it will appear in the upper right corner.
- To move the self-view, touch and hold the self-view image, rectangles will appear on the screen. Drag the self-view image to the desired place.



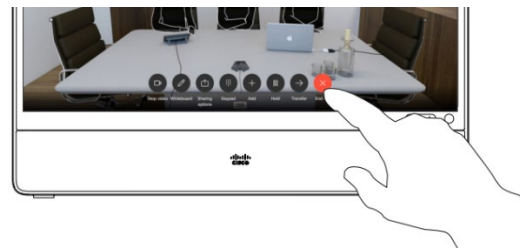
Far-End Camera Control

- Tap the participant icon in the top right corner.
- Tap the participant, whose camera you wish to control, then tap '**Camera**' button.
- Use the Pan, Tilt, and Zoom controls as required.
- Tap somewhere outside the controls when you are done.



Ending a Call

- To end a call press the **red 'End Call'** button.



Please contact your RHA IT help desk or NLCHI service desk for further information.

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 1-866-459-8177*