

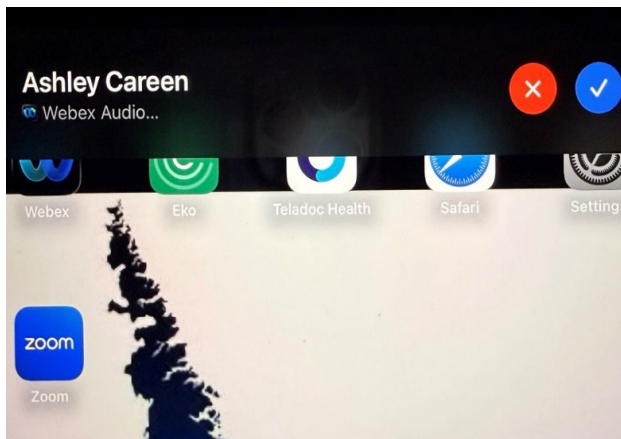
Accepting and Making a Webex Call on an IPAD



NL Health
Services

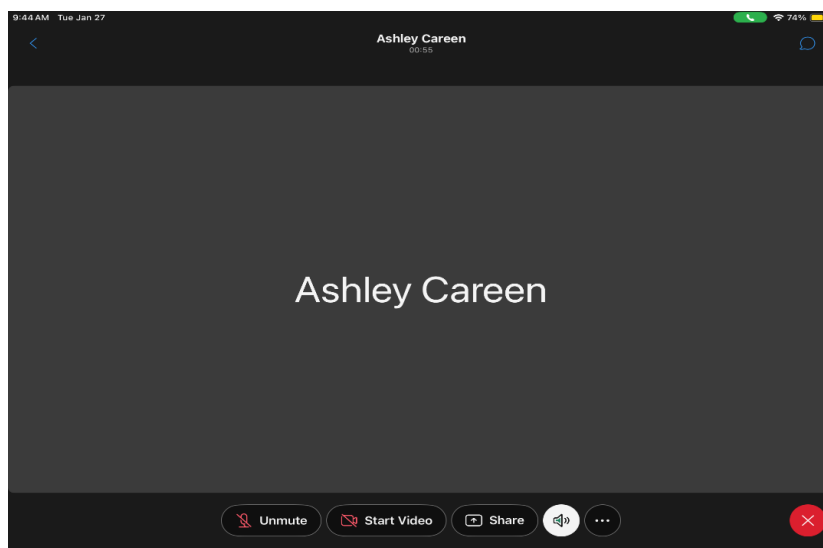
Accepting a Call

1. Tap the **blue checkmark** to accept the incoming call. *(You only need the iPad turned on; the Webex app does not need to be open.)*



2. You are now in the call. Use the **on-screen controls** to:

- Mute or unmute your microphone
- Turn your video on or off



3. To end the call, tap the **red x**

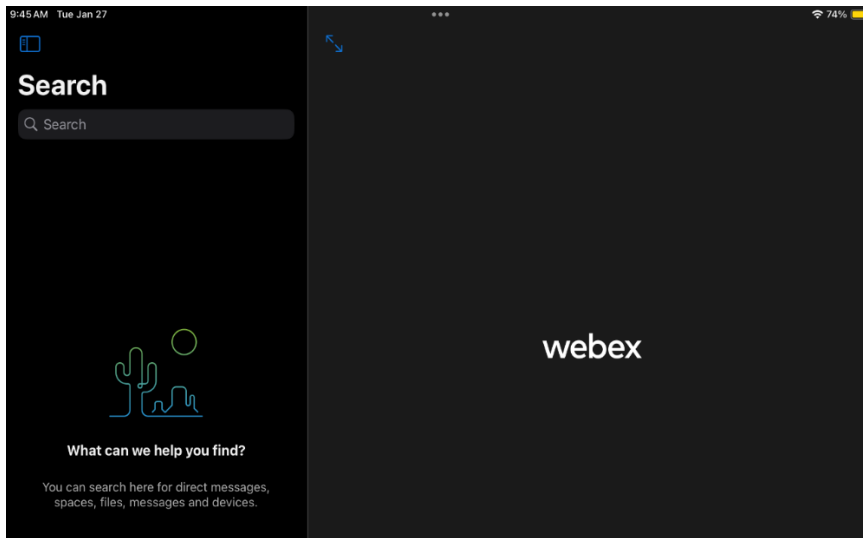


Making a Call

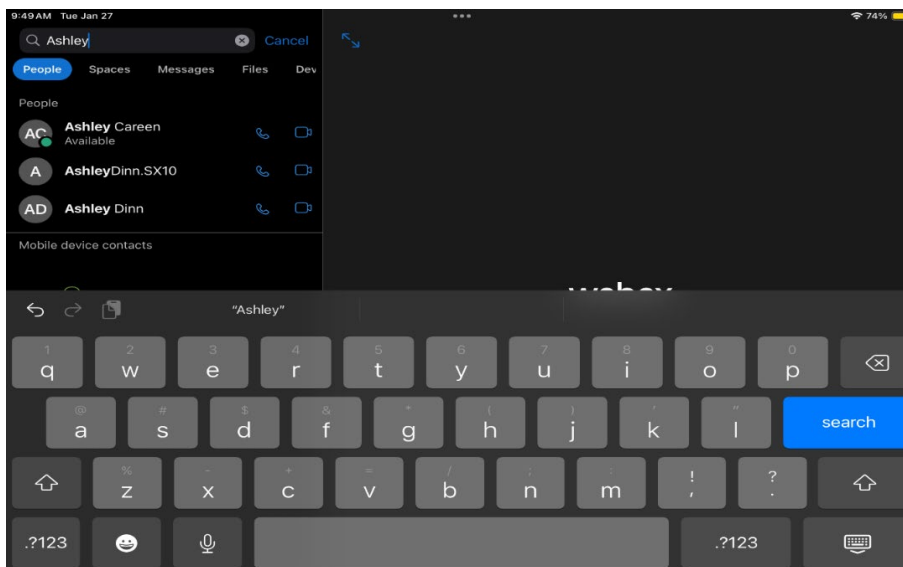
1. Open the **Webex App**.




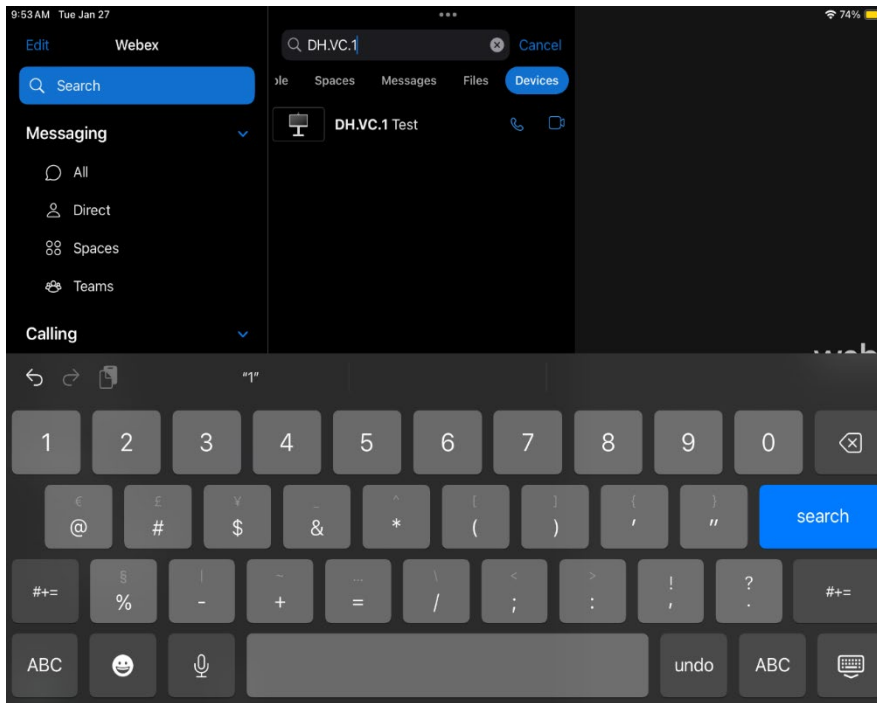
2. Enter the name of the person you want to call in the **search bar**.




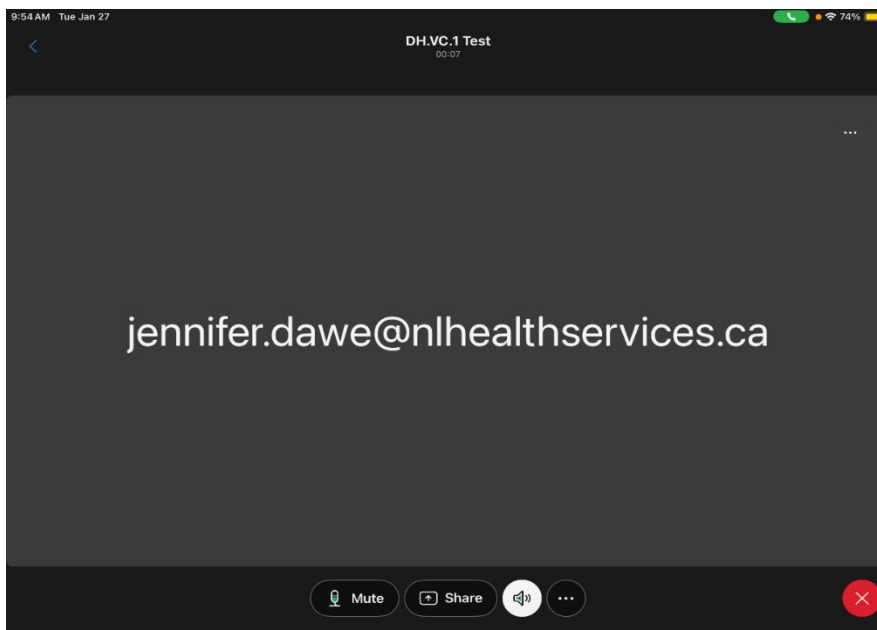
3. As you begin typing, make sure **People** is highlighted in blue beneath the search bar.




4. When the correct person appears, tap the **video icon**  to start the call.
5. To call a telehealth unit, type the device name into the search bar and ensure **Devices** is highlighted in blue beneath the search bar.



6. When the correct device appears, tap the **video icon**  to start the call.



7. When the call ends, tap the **red X**  to hang up.