

# Vocera Smartbadge Features and Functions

## Quick Reference Guide

### Overview of the Smartbadge:

- Call Button** – Summon the Vocera Genie and end voice communications
- DND** – Places you in Do Not Disturb mode and places calls on hold
- Volume Up and Down** – Adjust call and non-urgent alert tone volumes, wakes up screen for viewing
- Panic Button** – Places an emergency call to specified emergency group if configured for your facility

### Voice Log In

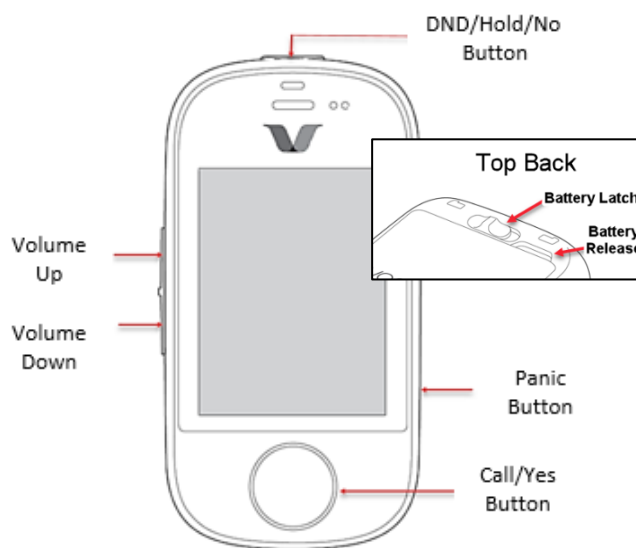
- Touch the call button until you feel a slight vibration wait for the Vocera Genie to say, “Say or spell your first and last name”, say you first and last name
- \*Note: Finger must be bare or with only a light glove to operate the sensor button. Thick gloves prevent activation

### Voice Log Out

- Touch the call button until you feel a slight vibration, wait for the genie to say, “Vocera”, then say “**Log Out**” or “**Log me out**”

### Screen Log Out

- Swipe up from the bottom of the Home screen to access the **Settings screen**, tap ‘Log Out’



The battery latch is located on the back of the Smartbadge.  
Inserting the battery powers on the Smartbadge device.

### Overview of the Screen

- Time, Volume, Network connection, Battery status, and Availability appear at the top of the screen

### The Screen Layers:

#### Home Screen

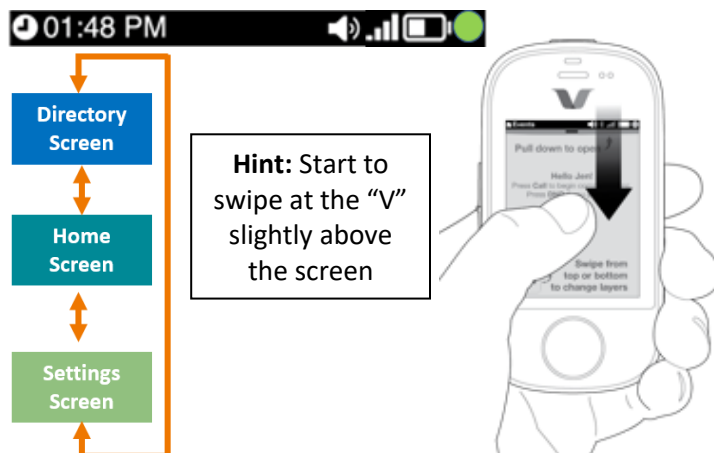
- Displays view of all Calls, Messages, Alerts, and Alarms

#### Directory Screen

- Access and view favorite users and groups
- Assign Individuals and Groups as favorites

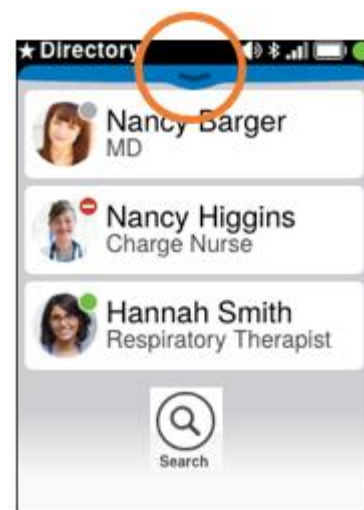
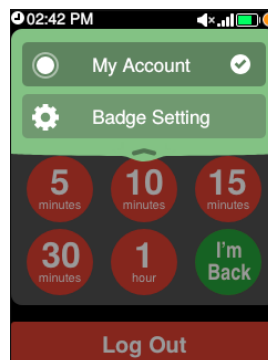
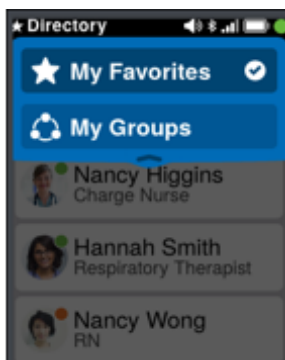
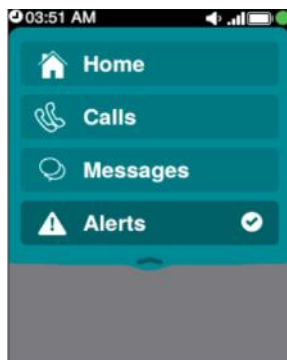
#### Settings Screen

- Displays account details and Smartbadge settings
- Set DND status and Log Out option



### Screen Filtering Menus

- Each screen layer has its own filter and menu options
- Tap the chevron located at the top of the screen to reveal the filter options for each screen – close the menu by tapping the chevron again



### Placing a Call using the Vocera Genie:

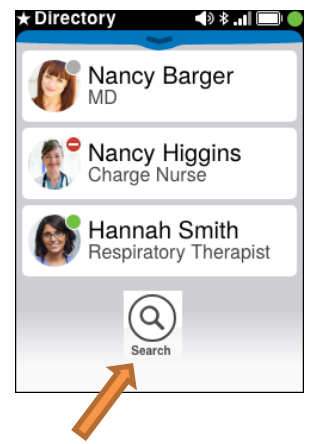
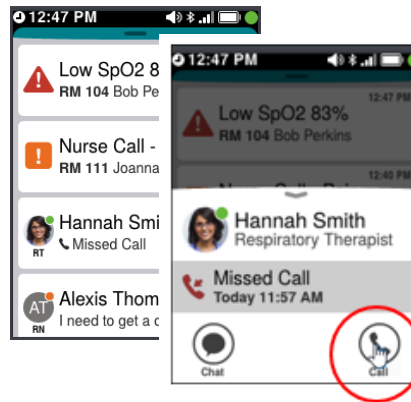
- Touch the Call Button until you feel the slight vibration
- Wait for the Genie to say, "Vocera"
- Caller screen displays when call is answered
- Standard Call commands apply

### Placing a Call Using the Contacts Screen:

- Tap on an event such as a voice message or missed call to view contact options
- Call directly using the call option

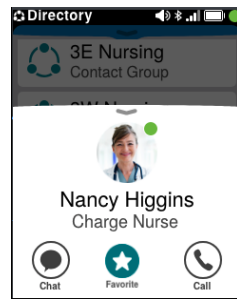
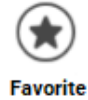
### Using the Search Function on the Contacts Screen:

- Swipe down to access the Directory Screen
- Select contact from the list of favorites or Search the Directory for a specific user or group
- Tap the search icon to reveal the keyboard in landscape view – enter 2 or more letters and select 'Search' to begin
- Rotate the screen back to portrait view to scroll through the search results



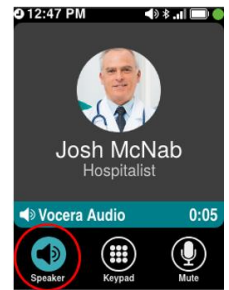
### Creating Favorites:

- Swipe down to access the Directory Screen from the Home Screen
- Search for users and groups and tap to select
- Tap the star to flag as a favorite contact



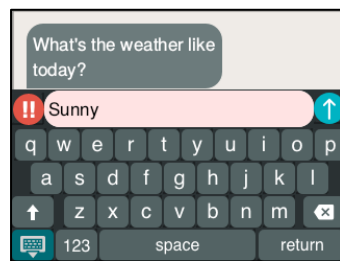
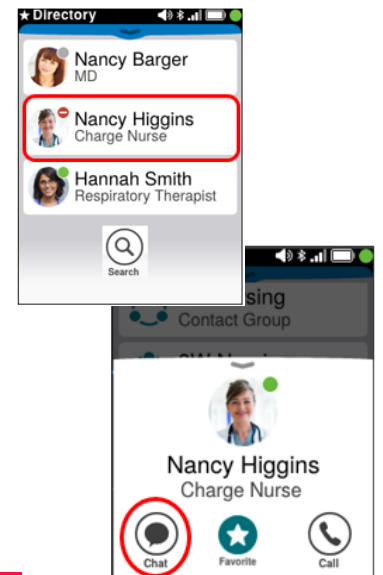
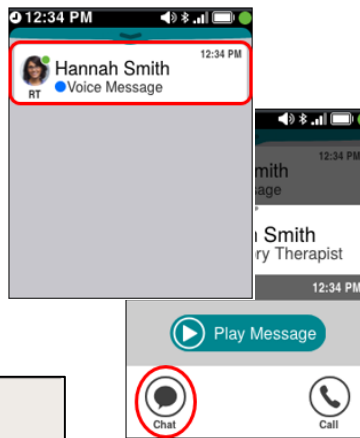
### Handset Mode:

- On the active Call Screen tap the speaker icon to remove the speaker function and go into handset mode
- Handset mode can be set to 'Enabled' on the badge settings screen. Calls will always begin in handset mode for added privacy



### Starting a Chat:

- Start a chat by selecting an event from the Home Screen or a user or group from the Directory Screen (\*Note the additional options to play message or call from the event notification!)
- Select the **Chat** option from the contact screen
- Small, functional keyboard appears on the screen in landscape mode
- Compose the message in the space provided (\*Note – messages sent to 50 or more individuals will be sent as a mass notification)
- Use the exclamation point to the left of the message contents field to change the priority of the message



### Responding to an incoming Chat:

- Tap on an incoming message on the top of the screen or from the Home Screen to view the message
- From the message screen you have options to access the keyboard to compose a reply, add an additional participant or call the sender
- Swipe from left to right on the active message screen to return to the Home screen list view OR
- Tap the name of the caller if visible, or the green bar in the top left corner of the screen to return to the active call screen

