
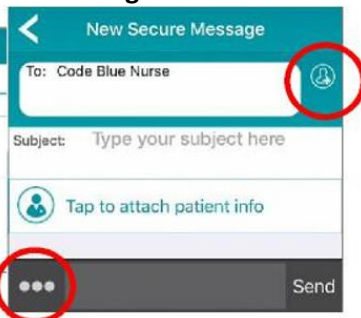















Important reminders	<ul style="list-style-type: none"> • Connect to NM MOBILE Wifi network and “forget” other networks to preserve your battery. • Use normal size font. Some items within the app may not appear if the font is too large. • If you are on shift but leaving campus, set call forwarding to your cell phone before you leave the facility, and choose “all calls.” • Tap ★ to add or remove a contact to or from your favorites list. • Log out when you are done with your shift to avoid getting calls and stop the app from running and drawing battery power. • Call MyNM Service Center at 312.926.4357 for support and to report issues.
Use navigation bar at the bottom for quick access to key activities 	<ul style="list-style-type: none"> • Access secure text conversations and see unread message counter • See contacts • Menu to adjust your profile and settings • Find Vocera help resources
Send a secure message and attach images 	<p>Tap pencil icon  to start a new message</p> <p>Choose New Text or select from Templates</p> <p>Add a recipient from Favorites or Contacts by scrolling or using the search field.</p> <p>Tap  to add a contact</p> <p>Do NOT put PHI into the subject line. This is not secure.</p> <p>Add patient information, if needed</p> <ul style="list-style-type: none"> • Search for patient from “My Patients or “All Patients” • Patient name, DoB, age and location will appear <p>Type the message in the gray bar and tap “send”</p> <p>Tap ellipses to change the message priority, attach images or take a picture.</p>
Notifications 	<div>  Normal Priority  Conversation or 1:1 Chat </div> <div>  High Priority  Group Conversation </div> <div>  Urgent Priority  Urgent Priority Chat </div> <p>Urgent calls are for emergencies only, and not to be used if you can't reach someone.</p>
Make a call	<ul style="list-style-type: none"> • On-campus: Tap  on the Call Log screen. Use Genie  or keypad to make a call. • Off-campus: Tap  on the Contacts screen.
Transfer a call 	<p>While on a call, tap the transfer button</p> <p>Select “Transfer to Number”</p> <p>Enter 10-digit number or 5 digit extension</p>

Vocera Resources: View mini-tutorial videos: [Physician Forum](#) > [Vocera Resources](#)

On the app: Vocera > Content > Vocera Resources and on NM Interactive: NMI > Departments > [Information Services](#) > [Vocera](#) on the right side of the page.