

<p>Important reminders</p>	<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.
<p>Use navigation bar at the bottom for quick access to key activities</p> 	<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
<p>Send a secure message and attach images</p> 	<p>Tap pencil icon  to start a new message Choose New Text or select from Templates Add a recipient from Favorites or Contacts by scrolling or using the search field. Tap  to add a contact Do NOT put PHI into the subject line. This is not secure. 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” Tap ellipses to change the message priority, attach images or take a picture.</p>
<p>Notifications</p> 	 <p>Urgent calls are for emergencies only, and not to be used if you can't reach someone.</p>
<p>Make a call</p>	<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.
<p>Transfer a call</p> 	<p>While on a call, tap the transfer button Select “Transfer to Number” 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.