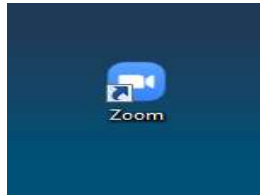


Initiating A Zoom meeting using an Advocate Aurora Tablet

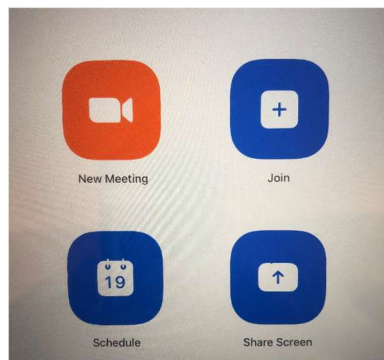
When the need for a virtual visit with a patient family is identified, the designated RN staff will bring the Zoom tablet to the patient. The patient will need login to Zoom and launch the meeting and communicate the meeting information to their family. If the patient does not have a Zoom login, please see separate instructions (Tip Sheet - How to Sign Up for a Free Zoom Account.docx) on how to setup a free Zoom account.

Initiating a Zoom meeting on a tablet:

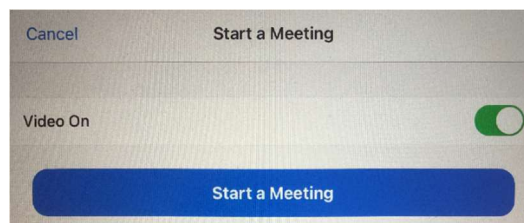
1. Swipe tablet screen to view Zoom icon. Click on it to open the app.



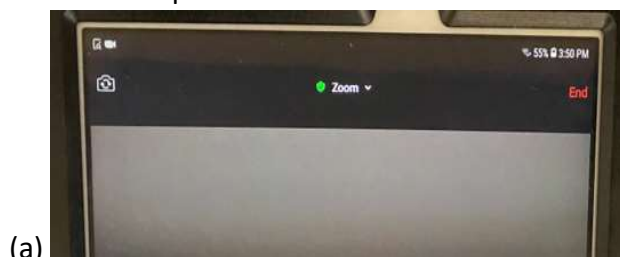
2. Click on New meeting (orange icon).



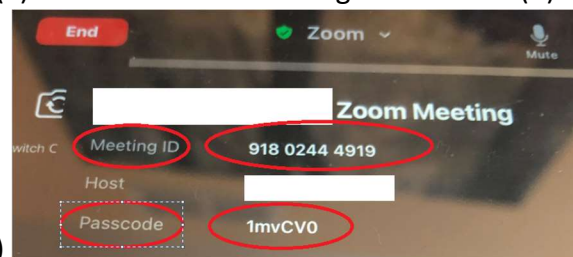
3. Click on Start a Meeting blue bar.



4. Click the dropdown arrow next to the word Zoom (a) to access Zoom meeting information (b).



(a)



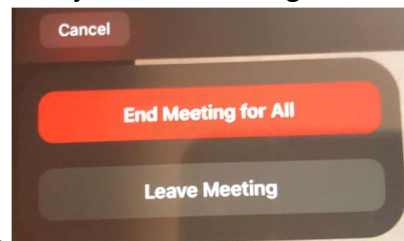
(b)

Please contact your site CI with any questions.

Initiating A Zoom meeting using an Advocate Aurora Tablet

5. The patient will communicate with their family and provide the Zoom Meeting ID and Passcode. The family will need to enter in the Zoom meeting ID and passcode in order to attend the meeting.

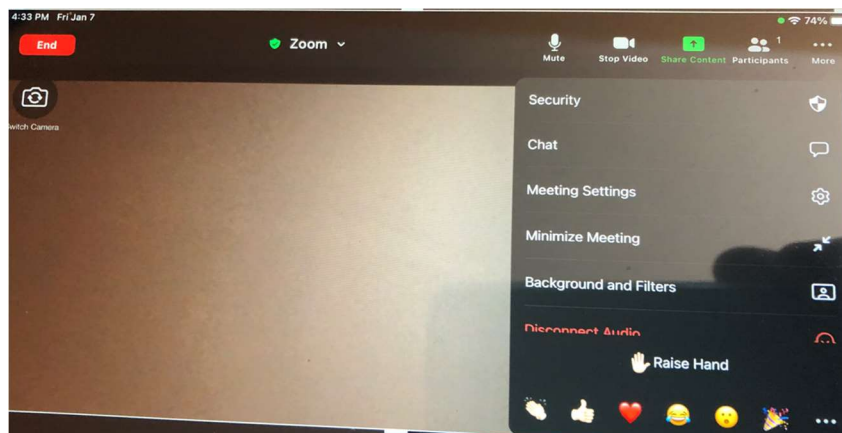
NOTE: If more than one family member will be joining the Zoom meeting, there is a 40 minute time limit for the meeting. There is no time limit if only one family member joins the meeting.



6. To end the Zoom meeting, click on “End Meeting for All”.

Zoom meeting Tips

- **Join Audio** or **Unmute** / **Mute** : Mute or unmute your microphone.
- **Start Video** / **Stop Video** : Start or stop your own video.
- **Share** : Start sharing your screen or a file.
- **Participants** : View the participants list and manage participants.
- **More** : There are additional settings available under **More**
- **Disconnect Audio**: Disconnects you from the meeting audio.
- **Security**: Access in-meeting security options.
- **Chat**: Access the chat window to chat with the participants.
- **Virtual Background**: Configure and enable the virtual background feature.
- Non-verbal feedback icons (if enabled by the host): Tapping an icon will display the icon beside your name in the participants list and in your video panel. For example, tapping the thumbs up icon places the thumbs up icon beside your name.
- **End** (only available to the host): End or leave the meeting.



Please contact your site CI with any questions.