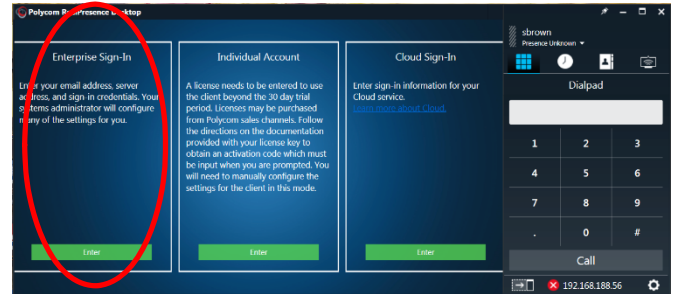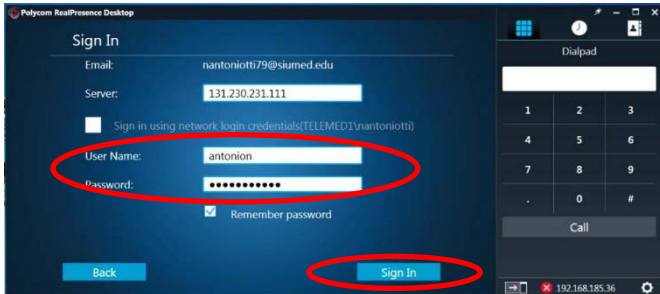# Procedure for Launching and Working with Clinical Video (RealPresence)

1. Select Polycom Realpresence from the desktop or toolbar

2. The video window will launch to the sign in screen and should appear one of two ways depending on software version.

3. Click on "Sign In" at the bottom of the screen.
   - Sign in using the provided username and password and then clicking "Sign In"

   **User Name:**

     Password:

4. The following screen will appear.

5. Select your patient site according to the instructions below

To search for a TeleHealth Site:

1 Click ▣ for the Contacts/Organizations list

2 Select the Organization list and click "All".

4 The name of patient sites will appear on the list below.

5 Click on the appropriate site.

6 Select Call RealPresence Group 500
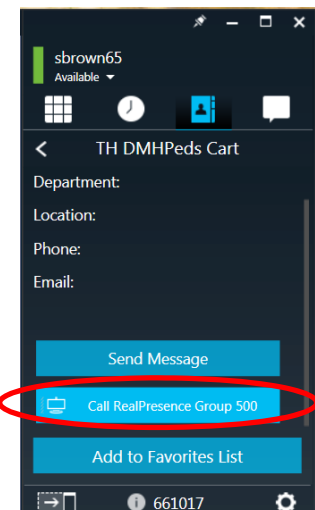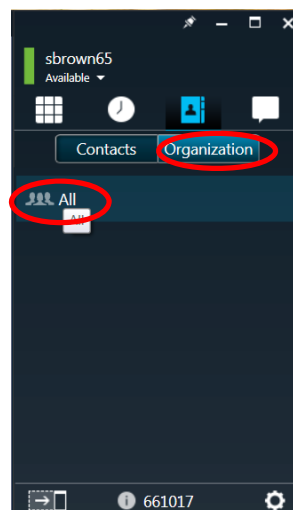
6. <u>Share content</u> during session if needed

You can share content during a call or on a paired Polycom HDX or RealPresence Group Series system.

To share content during a call:

- Click [icon].
- Choose one of the following
    - To share your desktop, select an option under **Share Monitor**.
    - To share a running application, select an option under **Share Application**

To stop sharing content from Monitor 1 or an application:

» Click **Stop**.

Maximize and Restore Your View

To toggle between maximizing and restoring the video and
content windows:

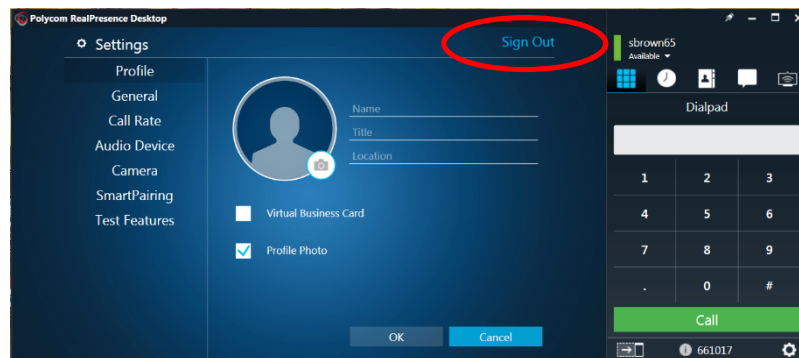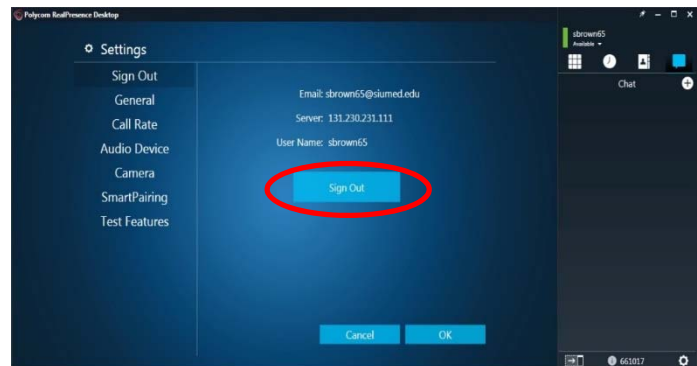» Double-click within the window area.

7. **Sign out** when session is complete. **Do not press the X** in the upper right corner until

[icon]

signed out

To sign out:

1. Click

2. Depending on the RealPresence software, one of the screens to the right will appear

3. Click Sign Out

4. The X in the upper right corner may now be used to close window

For technical assistance, call the TeleHealth Help Line @ 5-8600

Additional Questions:

Dr. Nina M. Antoniotti, RN, MBA, PhD   *Shantel Brown, RN, BS*

(217)545-3830   *(217)545-3153*

Executive Director of TeleHealth and Clinical Outreach, SIU HealthCare   *TeleHealth Clinical Coordinator, SIU HealthCare*

RealPresence Tools and Icons

RealPresence Desktop Main Window
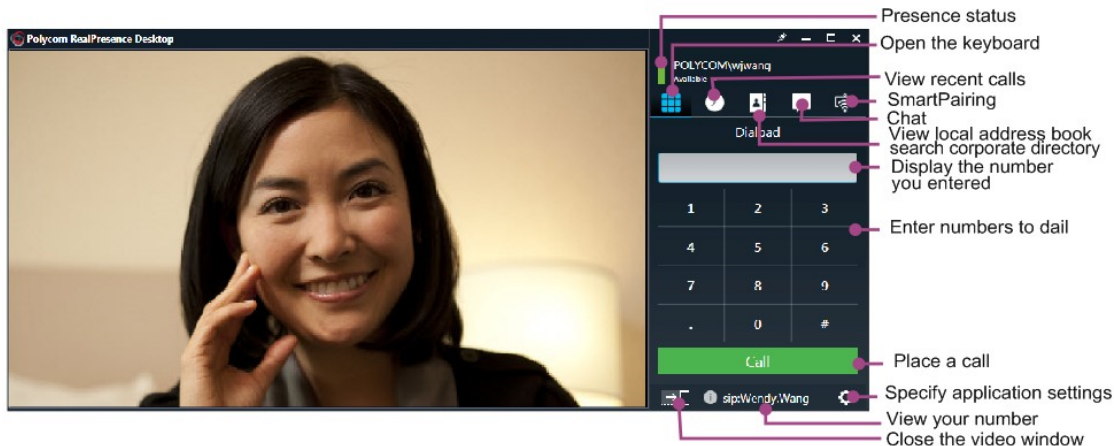
RealPresence Desktop In-Call Toolbar
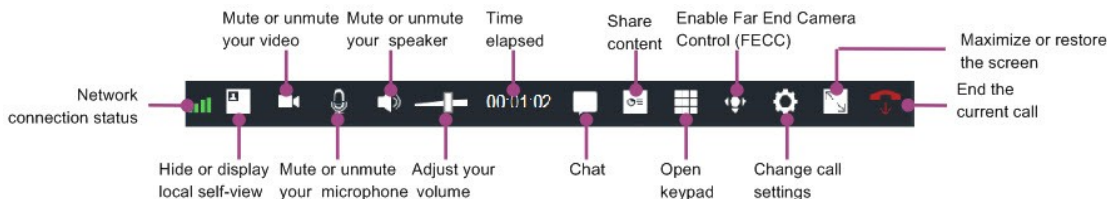
Icons	Description
	Network connection status
	Hide or display local self-view
	Encryption status
	Mute or unmute your video
	Mute or unmute your microphone
	Mute or unmute your speaker
	Adjust the volume
	Share content
	Show or hide the keypad
	Control the far-end camera
	Change call settings
	Maximize or restore the screen
	Hang up from a call
	Click the **Chat** tab to start a Chat session with another person.

Procedure for Jabra and Headphones for Auscultation

1. When listening to a patient's heart sounds, lung sounds, abdominal sounds, etc., connect the headphones provided to the Jabra speaker.
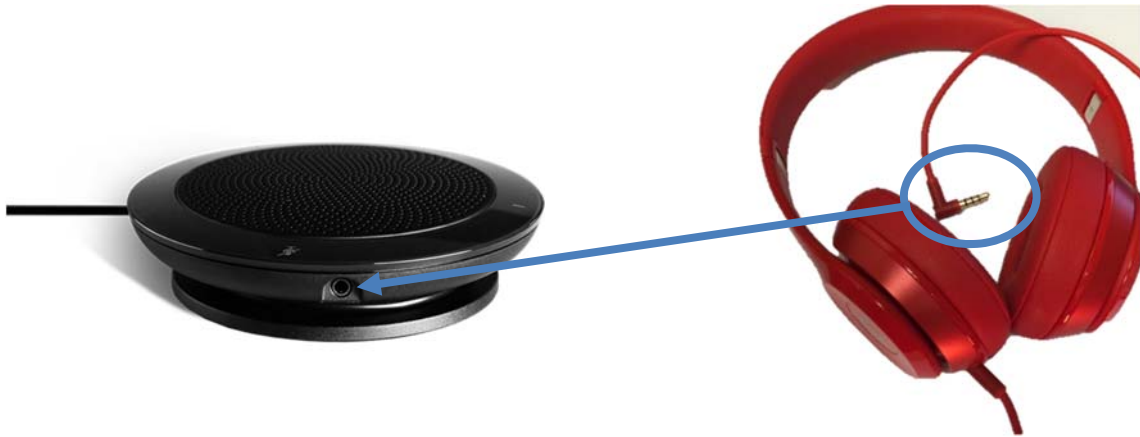
2. Keep the headphones on while listening to these sounds.
3. Remove headphones from the Jabra speaker when the auscultation aspect of the exam is complete
4. Place headphones in department designated area for future use

DO NOT LEAVE HEADPHONES PLUGGED IN

DO NOT TAKE HEADPHONES FROM TELEHEALTH EXAM ROOM

For technical assistance, call the TeleHealth Help Line @ 5-8600

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DO NOT DISTURB

TELEHEALTH

VISIT IN

PROGRESS