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

1. <u>Select Polycom Realpresence</u> 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.



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Enterprise Sign-In	Individual Account	Cloud Sign-In	sbrow Presence	vn æUrknown •	é
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- 3. <u>Click on "Sign In"</u> 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 if 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. Share content 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 💽
- 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 content windows:

- » Double-click within the window area.
- Sign out when session is complete. <u>Do not</u> press the X in the upper right corner until



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gned 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



Settings
Sign Out

General

Call Rate Audio Device

Camera SmartPairing Fest Features

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

#### Additional Questions:

Dr. Nina M. Antoniotti, RN, MBA, PhD (217)545-3830 Executive Director of TeleHealth and Clinical Outreach, SIU HealthCare Shantel Brown, RN, BS (217)545-3153 TeleHealth Clinical Coordinator, SIU HealthCare

### **RealPresence Tools and Icons**

#### **RealPresence Desktop Main Window**



#### RealPresence Desktop In-Call Toolbar



lcons	Description
	Network connection status
	Hide or display local self-view
the second se	Encryption status
	Mute or unmute your video
Q	Mute or unmute your microphone
<b>\</b> >	Mute or unmute your speaker
- <b> -</b>	Adjust the volume
©≡	Share content
	Show or hide the keypad
<b>↓</b> ⊕►	Control the far-end camera
0	Change call settings
к И	Maximize or restore the screen
•	Hang up from a call
	Click the <b>Chat</b> 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\*\*

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# **DO NOT DISTURB** TELEHEALTH VISIT IN PROGRESS