



The Central Community
Health Board
of Hamilton County, Inc.

Turning on Tablet:

- Power button is located on the right side of the device above volume up/down
- Press and Hold for 3 seconds to power on tablet.
- A quick press will wake up the screen if it isn't powered off completely.

Unlocking screen:

- There is no passcode simply swipe up or down.

Adding your email address:

- Outlook and Gmail have been pre-installed, you can use whichever you prefer to add a personal email account. If you prefer not to add your email, you can also access temporarily with the Chrome Web Browser that has also been installed.
- Both applications are very easy and only require you to enter your email address and password. (*Please note Harbor cannot view any passwords entered on the tablet*). Both also provide step by step instructions for adding an account.
- Please add the email account Harbor has on record, as this will be where the TeleHealth Links will be sent.

Accessing your Telehealth Session:

- The Link for your session and PIN will be emailed to you.
- To access the session, press the link within the email
- Press Join Conference and enter your first name
- When prompted, enter the PIN. The session will start.

Connecting to your Home internet if desired:

- WiFi has been left in place on the device if you choose to connect to your home network.
- Pull down the notification bar at the top of the screen.
- Press "WiFi Networks available"
- Choose your network and enter passphrase.

myStrength Create Account:

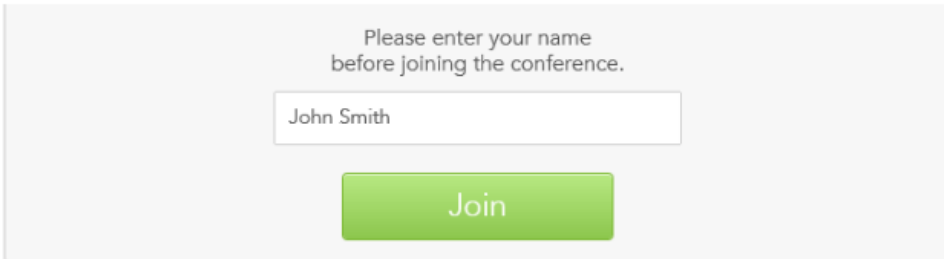
- Open Chrome browser
- Type in: <http://mystrength.com/signup/Harbor>
- Choose one of the options from the drop down based on the primary service you receive at Harbor

Agreement for Use: Harbor/CCHB/Lighthouse has provided this Mobile Device that can be used as part of my treatment.

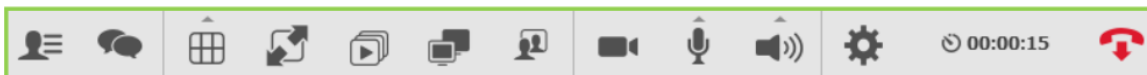
- I understand that I am responsible for the device and will keep it secure.
- I will not allow others to use the device.
- I agree to only use the device for my/my family's healthcare needs.
- I will return the device to Harbor when asked to do so or when no longer receiving services.
- If the device is lost or stolen, I will immediately contact my Harbor clinician to let him/her know.

Additional Instructions for Vidyo (Tele-Session)

1. When ready for your video appointment, access your email on the tablet and click on the Vidyo link that was emailed to you for the appointment.
2. Select “Join Conference”
3. Enter your name in the “Display Name” field and select “Join”



4. Enter the room pin that was sent to you in the email from Harbor. Harbor staff will provide you with a room PIN for your Video Session. Enter in that PIN number and select “Done”. This will connect you to your Video session with your provider.
5. You will then see yourself on the camera. Wait for the provider to join the session.
6. If you get a message that your Room PIN is not correct, it may be because your session time has not yet started with the Clinician.
7. If you try to access the room and you get a message that the room is locked—this means the clinician is not finished with their previous session—wait a few minutes and try to enter the room again. You will be able to gain access once the clinician is finished with their previous patient.
8. If you do not see your clinician when you are logged in, and you just see yourself – that is ok. It just means that your clinician has not yet joined your session.
9. Once you are in the Video Session, there are a few of the “Toolbars” that you may use. To get the “Tool Bar” to display, simply move your cursor near the bottom of your screen (just below where you see your name):



	View a list of all the conference participants and chat with them individually; invite participants to the conference.		Select which application or screen you wish to share in the conference.		Mute, unmute, and control your microphone volume.
	Chat with all participants as part of the conference group chat.		Toggle among the applications or screens that are being shared during the conference.		Mute, unmute, and control your speakerphone volume.
	Select how to view the participants' video windows during the conference, and control the maximum number of windows.		Toggle your self-view preference.		Open the Settings page.
	Enter and exit full screen.		Show or hide the video feed from your camera.		Toggle between the conference duration and a clock.
					End the conference.