

## Vocera 3000 Command Reference Card

Getting Started	
Log in:	Say your first and last name in response to the prompt.
Log out:	Log me out.
Find out who is logged into the badge:	Who am I?
Listen to the welcome tutorial:	Play welcome tutorial.
Record your name:	Record my name.
Record, play back or erase your greeting:	Record my greeting. Play my greeting. Erase my greeting.

Train the Genie	
Train Genie to recognize the way you say a name:	Learn a name. Learn a group name. Learn a location name.
Delete the learned name:	Unlearn name (group name; location name)
Train the Genie to recognize the way you say commands:	Learn commands. Learn more commands.
Delete all your learned commands:	Unlearn commands

Place Calls	
Call a badge user:	Call <b>John Smith</b> .
Call a group member:	Call <b>Lab</b> .
Send a broadcast to a group:	Broadcast to <b>Pharmacy</b> .
Place an urgent call to a Badge user:	Urgently call <b>John Smith</b> .
Place an urgent call to a group member:	Urgently call <b>Respiratory</b> .
Call a user with a department name:	Call <b>John Smith</b> in <b>Respiratory</b> .
Locate an individual or function:	Locate <b>John Smith/Physical Therapy</b> .
Call a user with first name and department name:	Call <b>Sue</b> in <b>Housekeeping</b> .
Call an address book entry:	Call <b>Transfusion Desk</b> .
Call an extension:	Dial extension <b>5120</b> .
Redial last phone number:	Redial number.
Call a local outside number:	Dial an outside number.
Email via vocera:	Send an email to <b>John Smith (only works if user has speakers)</b> .
Staff assignment:	Call room 1007 nurse.
Connect user to another facility:	Connect to AVH, then once connected- "Call John Smith"

Send and Listen to Messages	
Send a standard or urgent message to a badge user or to all group members (without trying to call them):	Record a message for <b>John Smith</b> . Record an urgent message for <b>John Smith</b> . Record message for <b>Respiratory</b> .
Play new voice message:	Play messages. Play messages from <b>Jane Doe</b> . Play messages from <b>Pharmacy</b> .
Play old (previously played) voice messages:	Play old messages. Play old messages from <b>Jane Doe</b> . Play old messages from <b>Pharmacy</b> .
Play new or old (previously played) text messages:	Play text messages. Play old text messages.
Delete voice messages, played or not:	Delete all messages. Delete messages from <b>John Smith</b> .
Record, send or delete message ( <b>Non-clinical messages only</b> ): (Do not use this feature for information specific to patient care)	Record, Send, Delete message from <b>Jane Doe</b> .
Issue commands while playing a message:	Press the call button, then say desired command- (Delete. Save. Time. Repeat. Cancel.)

Transfer a Call	
Transfer a call in progress to a Badge user, group member or desk extension:	Press the Hold/DND button to put call on hold, then press the Call button and say: Transfer to <b>Jane Doe</b> . Transfer to <b>Radiology</b> . Transfer to extension <b>2457</b> .

## Vocera normal emergency use and Command Center use

### Vocera Positions in the Command Center

<i>Liaison</i>	This is the person that makes contact with outside agencies
<i>Chief of Operation</i>	This is the person responsible for clinical staff and all clinical support groups
<i>Chief of Materials</i>	This is the person that can help with ordering supplies
<i>Chief of Planning</i>	This is the person responsible for staff needs
<i>Safety and Security</i>	This is the person responsible for safety and security issues

### To Deliver a message to a specific position in the Command Center

Push the Round Button	call "the Position in the Command Center you wish to talk to"
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### Vocera staff if needed, can deliver a message to all Command Center Vocera users

Push the Round Button	call "Command Center"
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### Broadcast a message to all Vocera Users (Only to be activated by the Command Center with IC approval):

Push the Round Button	Broadcast "Code Disaster"
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From your Vocera you can call the following codes/teams by pushing the round button and saying, "call code \_\_\_\_\_" or "call 33333".

Code Red	ASERT
Code Blue	Internal Response Team (IMED and A VH Only)
Code Yellow	Rapid Response Team
Code Pink	Medical Emergency Team (IMED Only)
Code Green	Pediatric Code
Code Silver	OB Response Team
Code Disaster	Internal Response Team (IMED and A VH Only)

\*By calling any of the above Vocera will activate the Emergency Operator\*