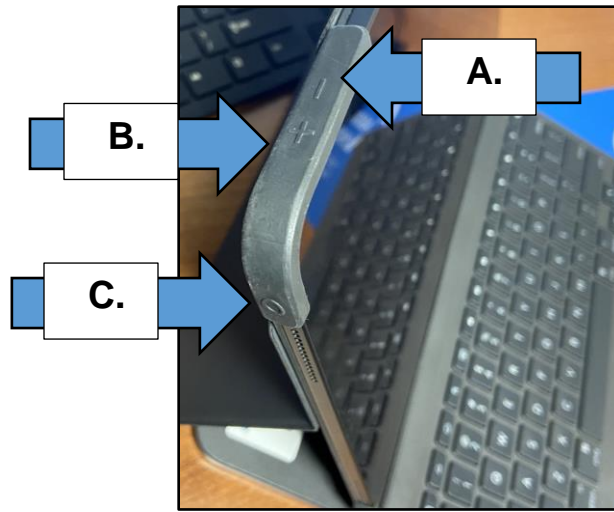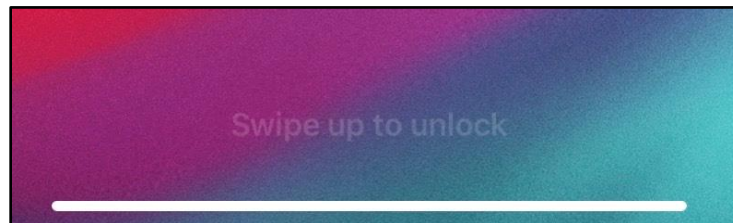# Carroll Hospice: iPad User Manual
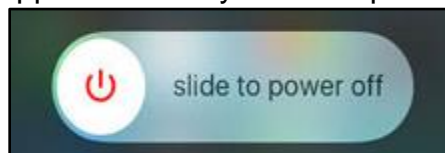
iPad Basics

Turning on your iPad
1. Hold down the circle (**C**) and plus (**B**) button together on the top left-hand corner of the iPad until an apple icon appears and the device powers on.
2. Once the device has powered on, swipe up from the white bar at the bottom of the device to open the iPad.

3. You will be prompted to enter a pass code to unlock your device. Your code is either 1234 or 8621.

Turning off your iPad
1. Hold down the circle (**C**) and plus (**B**) button together on the top left-hand corner of the iPad until an icon appears that says slide to power off.

2. Once you slide this over, your device will power off.

Controlling the Volume on your iPad
The plus (**B**) and minus (**A**) buttons are used to control your volume.

iPad Basics

Charging your iPad

You have two separate charging ports on your iPad. One is for the device and one is for the keyboard. You should alternate charging the device and keyboard each day to ensure adequate charge.

Device Charging Port

Keyboard Charging Port
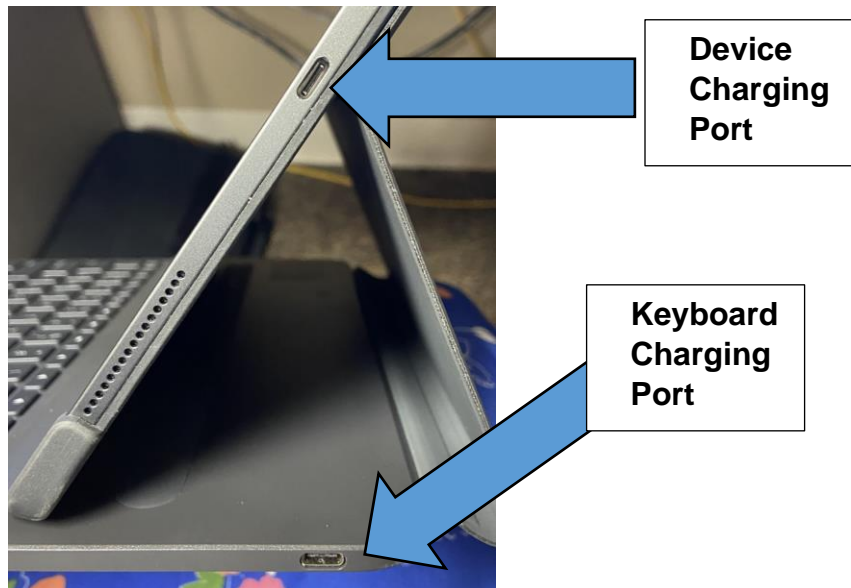
iPad Settings

To adjust the settings on your iPad you will use the settings icon. This is where you can adjust settings such as connecting to WiFi, syncing your keyboard, installing software updates, and changing your internet permissions.

Connecting to Wi-Fi
1. Go to the settings Icon.
2. Select Wi-Fi.
3. Select and connect to appropriate Wi-Fi network.

Syncing your Keyboard
1. Go to the Settings Icon.
2. Select Bluetooth→ Be sure the Bluetooth it is turned on.
3. If you are already connected to SLIM FOLIO PRO, you are connected to the keyboard.
4. If the keyboard is not connected you will need to sync it to your iPad. Before syncing ensure your keyboard is fully charged.
5. Once your keyboard is charged, press and hold the Bluetooth button on the keyboard for 3-5 seconds until it shows a rapid blinking light.
6. Under the Bluetooth settings, select the name of the SLIM FOLIO PRO then start the pairing process. Usually, it will ask you to enter a PIN code. If prompted to enter the PIN, type it on the keyboard and hit enter.

Installing Software Updates
In order to keep your iPad running properly and up to date it is important you make sure the software is updated.
1. Go to the Settings Icon.
2. Select General.
3. Select Software Update.
4. Here you can turn on automatic updates and/or download software updates.

Changing your Internet Permissions
1. Go to the Settings Icon.
2. Select Safari.
3. To ensure Healthstream and Relias are functioning properly on your iPad, turn the Block Pop-ups function off.
4. To ensure WellSky is functioning properly on your iPad select Request Desktop Website→ and turn All Websites to the off function.
5. You can check to make sure camera and microphone permissions are turned on under the Safari settings to use your iPad for web-based meetings.

Managing your E-Mail
Before you begin to view your e-mail on your iPad you will need to set up your account one time on the device. See steps below.
E-Mail Setup

1. Select the Outlook Web Application, not the E-Mail Application

2.

Enter your work or personal email

Email Address

Add Account

Create New Account

Enter your e-mail address here by using your badge number @ lifebridgehealth.org. Select Add Account.

3. **IMPORTANT:** **If you are taken to the Exchange page, select Not Exchange. Then Select Change Account Provider.**

4.

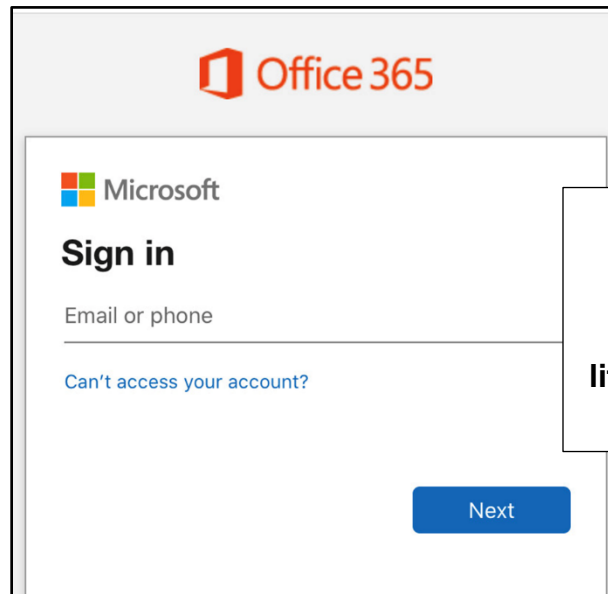Select your email provider:

MICROSOFT

Office 365   Outlook.com   Exchange

Select Office 365.

OTHER

5.

**Enter your e-mail address here by using your badge number @ lifebridgehealth.org. Select Next.**

6.

Enter your e-mail address here by using your badge number @ lifebridgehealth.org. Select Sign In.

7. You will be prompted to do a two-step verification. A text will be sent to your cell phone and you will need to enter this code into your iPad to complete e-mail set-up.
8. A screen will appear asking if you want to add another account. Select maybe later.
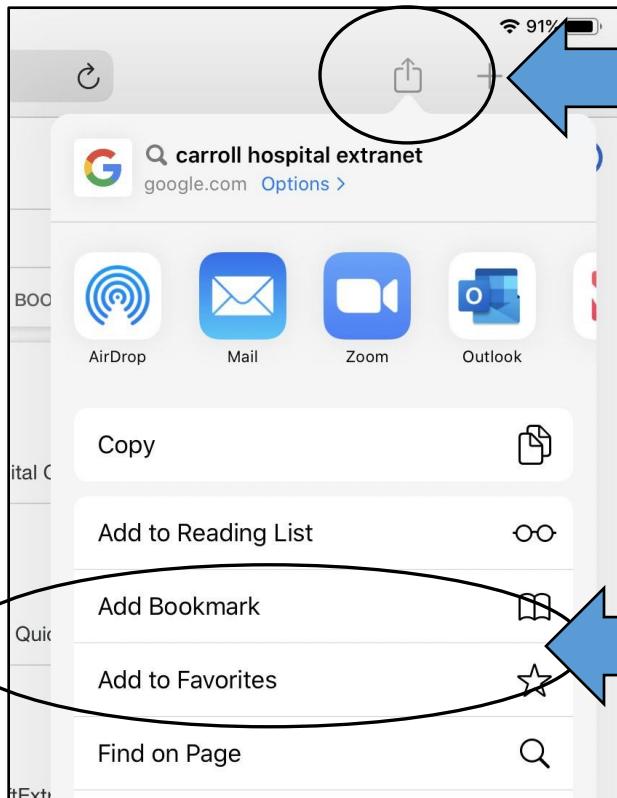
Navigating your E-Mail App
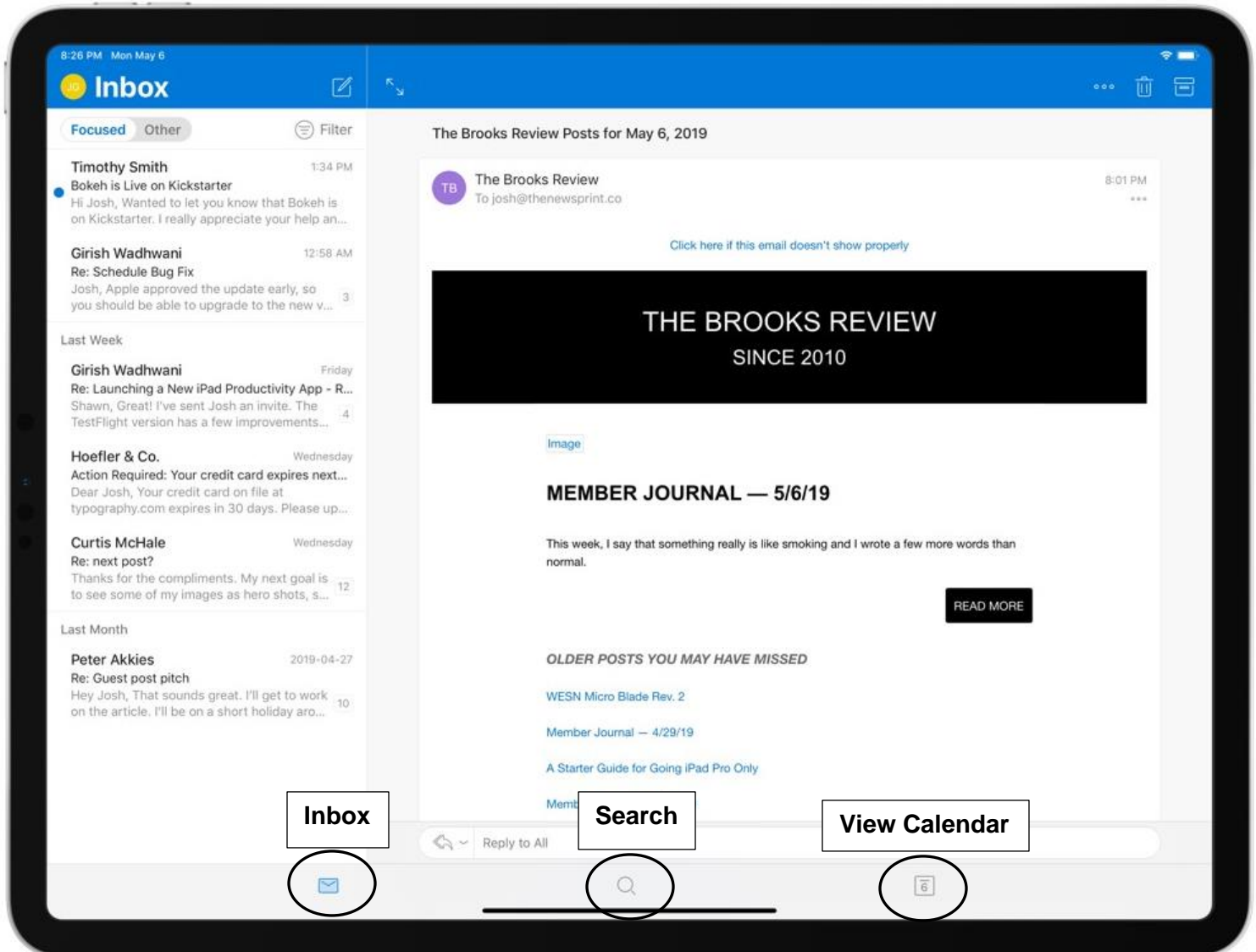
Acessing Safari

To access WellSky and the Carroll Hospital Extranet and other web-based systems use the Safari Icon. Once you have Safari open you can enter your website or use google to search. If you use a website frequently, you can bookmark or add the site to your favorites.

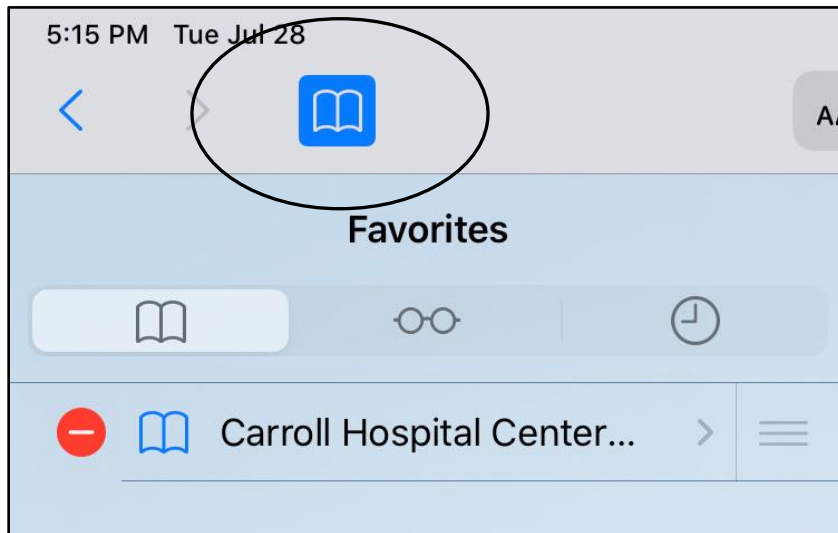## Adding and Viewing a Favorite or Bookmark

Select this Icon in the top left-hand corner of the website you want to save.

Select either to add as a bookmark or favorite.
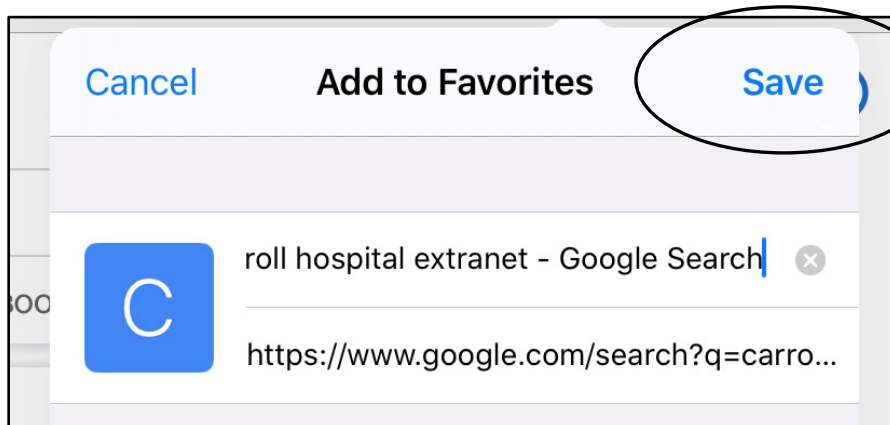
Whether you select to save as a bookmark or a favorite, don't forget to hit save.

To view and access your favorites and bookmarks click the book icon in the upper left-hand corner of your webpage.

Acessing Microsoft Office

On your iPad you have Microsoft Word, Excel and PowerPoint. To use these products you will need to sign-in to your office 365 account (work e-mail username and password). If you are being denied access to your office 365 account you will need to contact IS.

Applications on your iPad

The applications on your iPad are rolled out by IS, this is why it is important to update your software often to ensure you have the most up to date applications. If there is an application that would be beneficial to your workflow, please contact your clinical manager and/or the clinical mentor.

WellSky Offline should only be used in the instance of no itnernet connectivity. Do not attempt to routinely use this application to access WellSky as it has limited functions.