



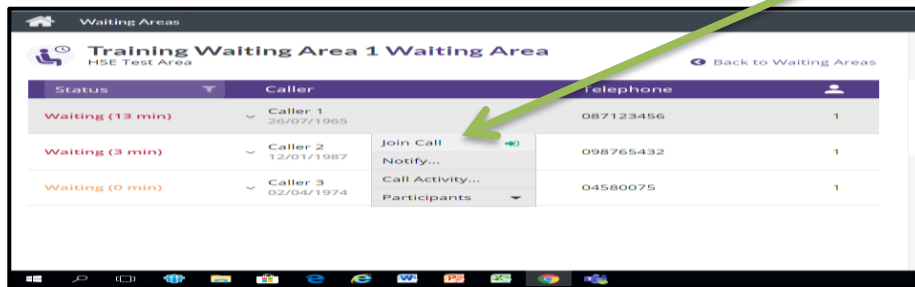
Adding Additional Participants

(A max of 5/6 tiles (participants, clinician & shared screen) to be open at any one time)

ADDING FROM WAITING AREA

Step 1

- Log onto Attend Anywhere and selects Caller 1 and clicks **Join Call**




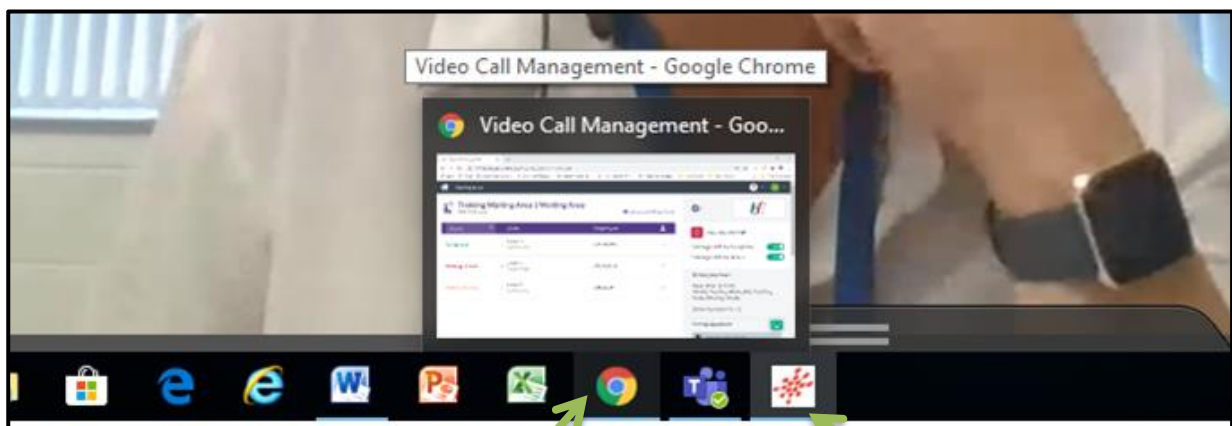
Step 2

- Wait until you are joined in the virtual consultation room by call 1 before adding a call 2 from the Waiting Area (It only take a few seconds)



Step 3

- Go to the bottom task bar click on the **Management Console (Waiting Area) in Google Chrome Icon**  or minimise the Virtual Health Window.
- (Your Caller cannot see you moving between windows they just see you)

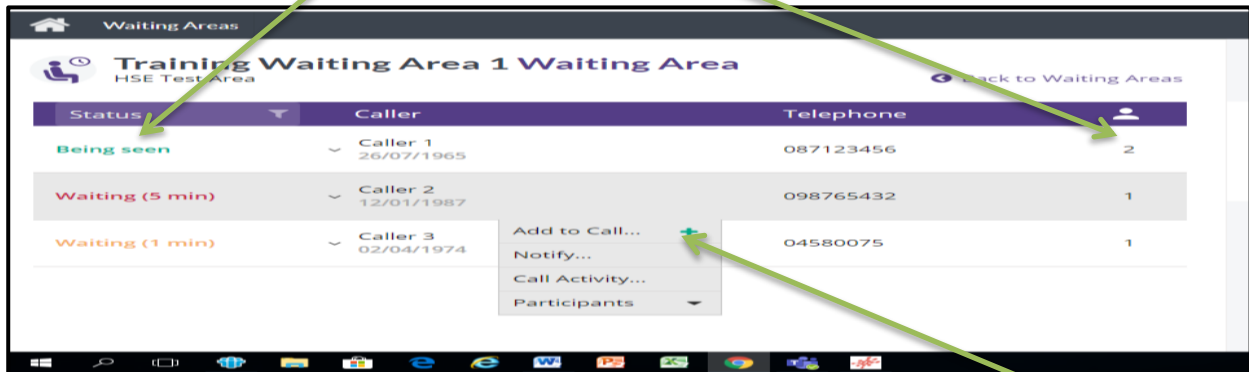


Waiting Area Management Console
Google Icon 

Separate Virtual Health Window
Attend Anywhere Icon 

Step 4

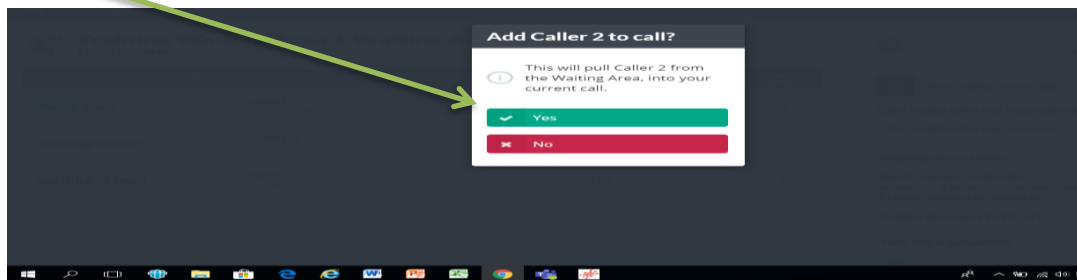
- From the Management Console (Waiting Area), identify & click on Caller 2 in the caller queue that you want to join in the virtual consultation room with Caller 1
- Click **Add to Call**.
- You can see below that Caller 1 is in the virtual consultation window with yourself as indicated by **Being Seen Status** and **Participate = 2**




- To an additional participant from the Waiting Area queue, click the **Add to call** button.

Step 5

- You will be asked to verify that you want to add the Caller 2 into the Virtual Consultation Room with Caller 1
- Click **Yes** to add the second caller to your virtual Consultation room.



Step 6

- On the bottom task bar move back to the Virtual Consultation by clicking on the Attend Anywhere Icon 
- Wait for the second caller to join.
- There are now 3 participants in the virtual Consultation room.



Caller - Consult UK Attend Anywhere

00:03:58

Caller 2 - 09776513

11:52 22/04/2020

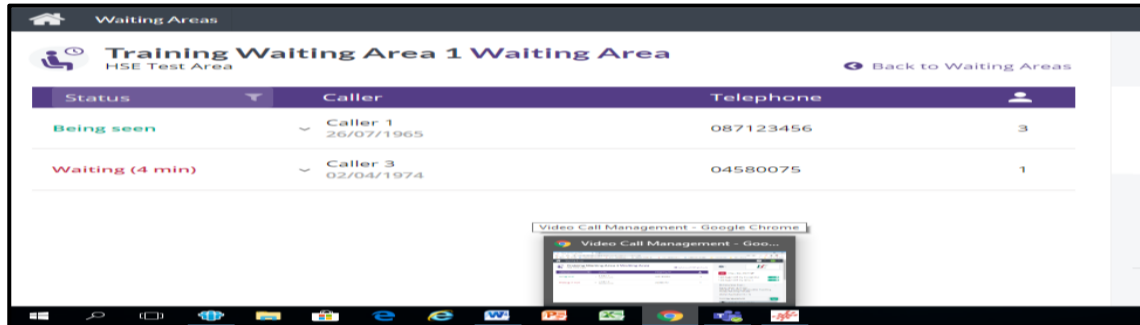
Chat, Mic, Camera, Share Screen, Transfer, Video

Refresh, End

The image shows a screenshot of a video conference window. At the top left, there is a title bar with the text 'Caller - Consult UK Attend Anywhere'. Below this, the main area is divided into two video feeds. The top feed shows a woman wearing a headset and a green top, with the text 'Caller 2 - 09776513' overlaid on her video. The bottom feed shows another woman wearing a headset and a white top. To the right of the video feeds, there are several control buttons: 'Refresh' and 'End'. At the bottom of the window, there is a toolbar with icons for 'Chat', 'Mic', 'Camera', 'Share Screen', 'Transfer', and 'Video'. The system tray at the bottom right shows the time '11:52' and the date '22/04/2020'. In the top right corner of the overall image, there is a red and white logo with a white pulse line.

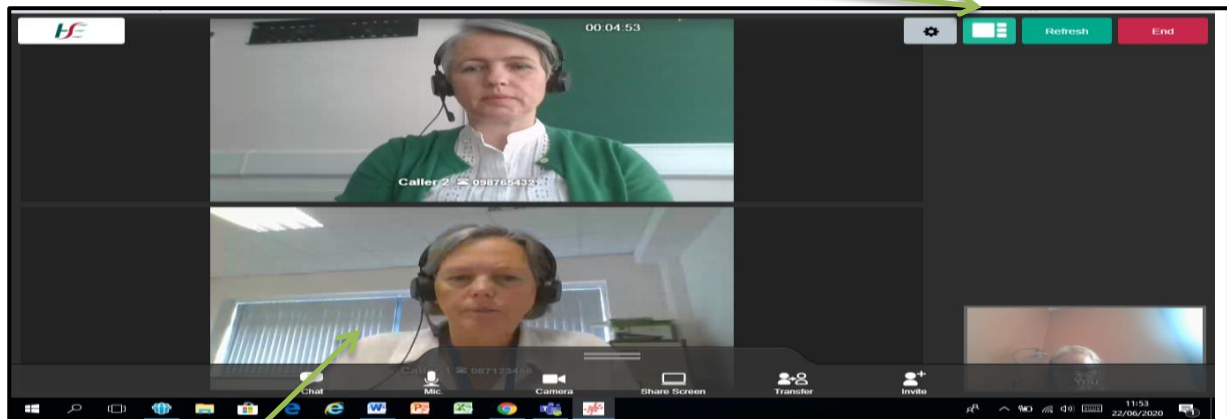
Step 7

- Wait for the two callers and Clinician to be visible in the virtual Consultation room before adding Caller 3.
- To add Caller 3 – repeat Steps 4 & 5



Step 8

- The Call Screen's video area displays one 'tile' for each person in the call.
- The screen layout automatically changes so that all participants, except for you, occupy equal parts of the main video area.
- Depending on the layout you select, and the number or participants in the call, the size and position of each tile may change:
- The **Layout Button** appears when there are 3 participants or tiles on the screen.



- Click/tap **Once** on a tile and it will be displayed as the main picture (tile) on your screen



Please Note: An individual video call session works best with **six** participants or fewer.

Ways for the additional Participants to leave the call

Each additional caller can leave the call when they want by clicking on the **End Call** button and they will leave the virtual Consultation Screen



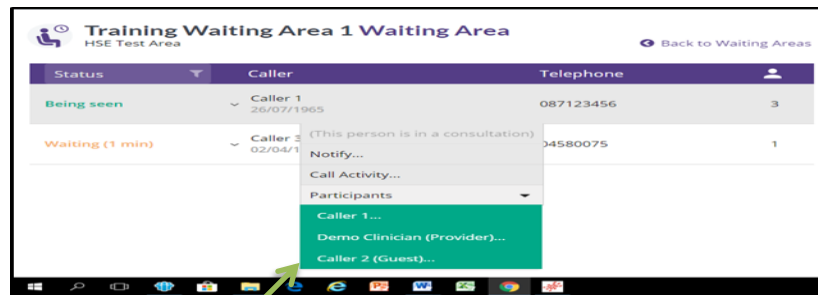
Note: The clinician also has the option of disconnecting a specific caller if the need arises.

To disconnect a caller/callers

Step 1 Go to Waiting Area Management Console (Click on Google Chrome Icon)

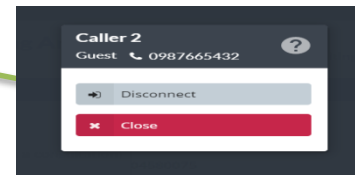
Step 2 Click on Caller's name, with whom additional participants have been added (Being seen status).

Step 3 Click on Participants Tile and the names of participants will be displayed.

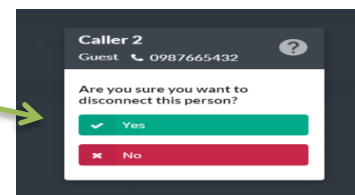


Step 4 Click on the name of the person that you want to disconnect from the virtual consult.

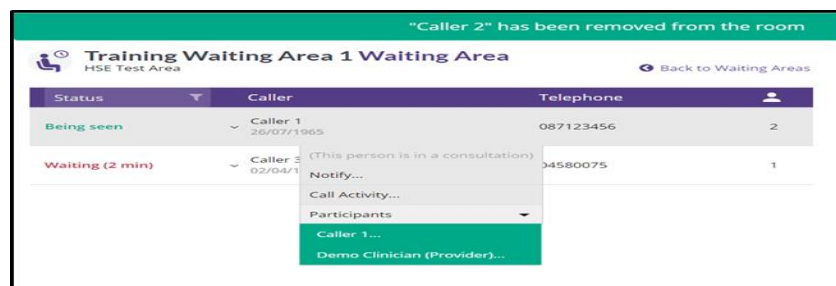
Step 5 A pop-up window will appear allowing you to disconnect the call. Click on **Disconnect**.



Step 6 If, you click on Disconnect, as second pop-up window will appear asking you to validate your decision. Click on **Yes** and they will leave the call.



Step 7 Caller 2 will be removed from the call and will not appear in the participants list.



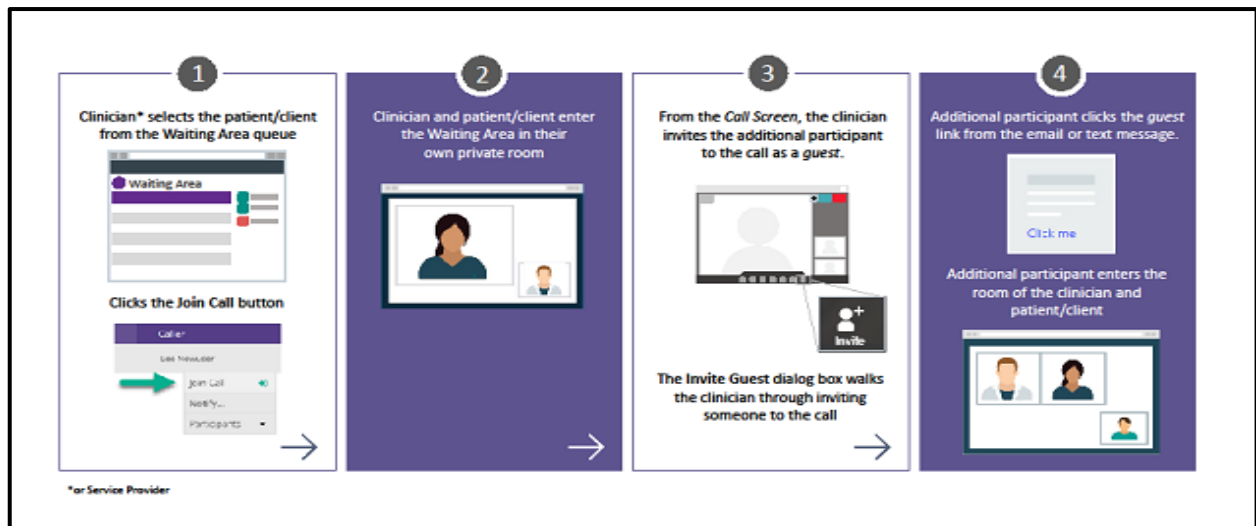
The steps above can be repeated for any other participant in the virtual consultation room.

Adding Additional Participants

ADDING FROM VIRTUAL CONSULTATION ROOM

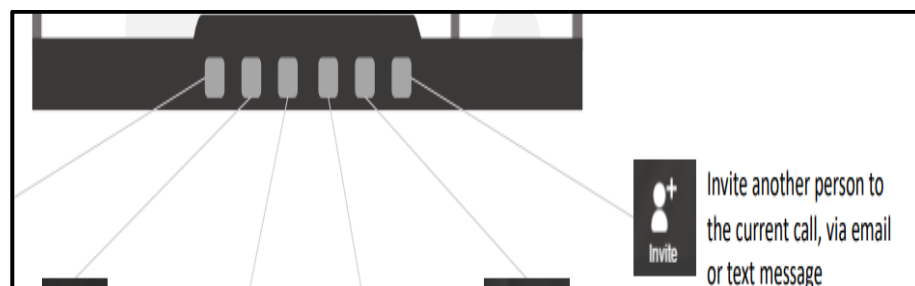
While a Clinician is providing a consultation to a patient/Service User, an additional participant (for example, a MDT member) may be required.

The Clinician can text (SMS) or email a secure link to the participant, using the Call Screen's **Invite** option.



Steps – Invite Option

- Log on to Attend Anywhere platform
- Join Call with client.
- Client and Clinician join each other in a virtual consultation room.
- If another person is needed on the call click on the **Invite Guest** button in the call control bar at the bottom of the screen.



- A pop up window opens giving two options either to email or text a link to invite an additional person in directly into the virtual consultation room.
- If sending a text place +353 in front of the number and then send the link.
- The invited participant will click on the link input details and will join directly into the call.
- They will not have to be added from the waiting area.
- The invited participant will appear along side Caller 1.




• The Layout
be adjusted using



of the screen can
the Layout button



tile  or by clicking/tapping **once** on the tile you wish to remain dominant on the screen.