



## iPad Setup

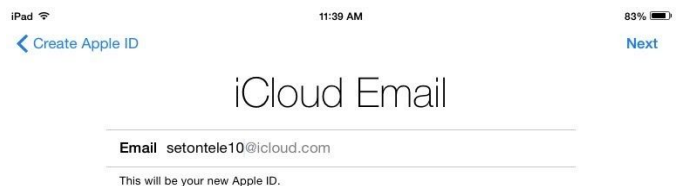
1. iPad should be factory reset (Settings -> General -> Reset -> Erase All Content and Settings)

2. Turn on iPad and set up, choose "Set Up as New iPad" & click through prompts as appropriate

- a. You will need to give WiFi access per your institution's rules
- b. When asked "Name" we used the following format:
  - i. First Name: "DSMC Tele ([arbitrary number])"
  - ii. Last Name: "Seton" (change per institution)

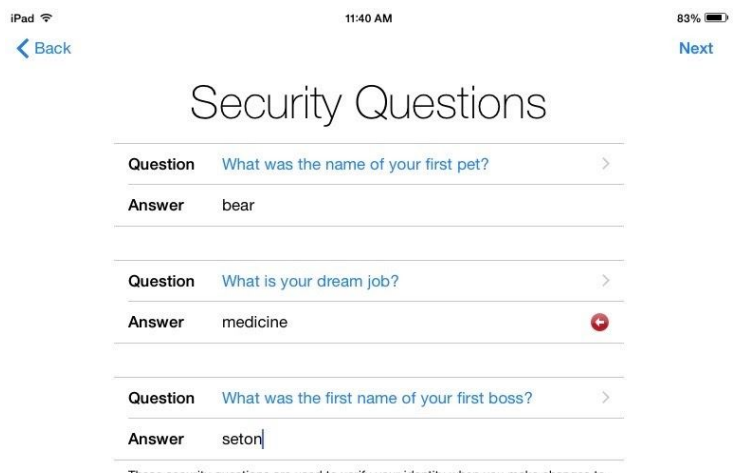
3. When prompted to enter Apple ID, click "Create a Free Apple ID"

- a. Choose "Get a free iCloud email address"
- b. Email Format should be agreed upon at institution. We used "dsmctele\_\_@icloud.com" (with designated number in blank)
- c. Use Password [redacted] (agreed upon password by institution, should be standardized for all devices)
- d. **You can use the same Apple ID for several devices, however we found it to slow considerably after ~10 devices to the point that we would need to make another**



4. Follow prompts (enter a birthday, skip rescue email, opt out of email updates, accept Terms & Conditions, don't use iCloud)

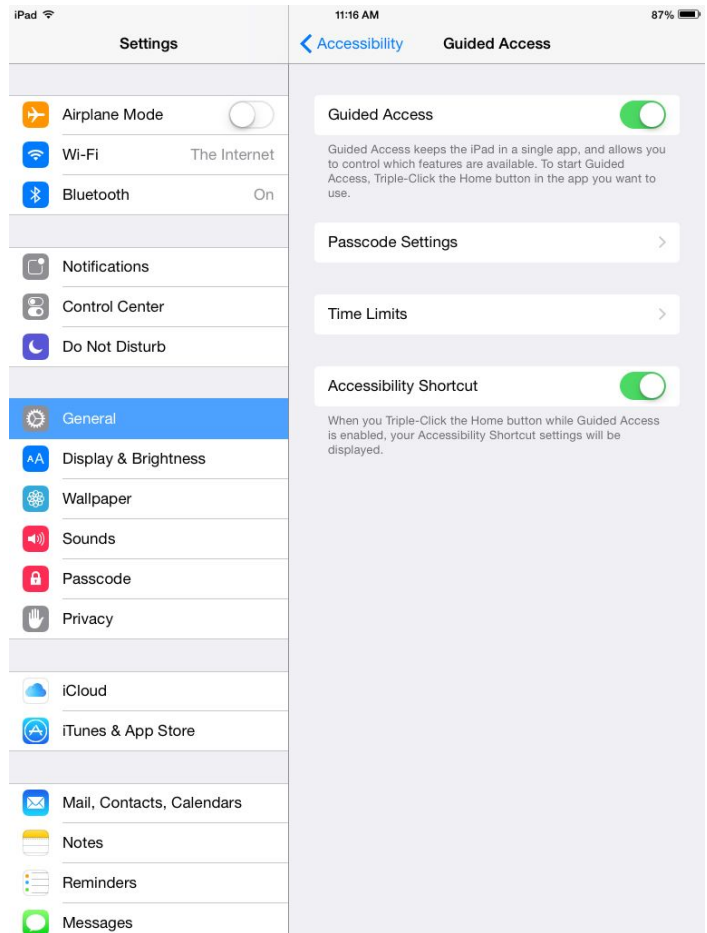
- a. On older iPads you will be forced to answer security questions, use whatever options agreed to - answers just can't be all the same word)
  - i. Name of first pet: \_\_
  - ii. Dream job: \_\_
  - iii. First boss: \_\_



5. When asked to create a passcode, use [redacted] or [redacted] depending on iPad model (institution should decide on passcode that they agree to use)
6. Don't set up Siri, Touch ID, or Apple Pay

Once iPad setup complete, go to settings and follow these steps:

1. Settings -> General -> Accessibility -> Guided Access -> Enable guided access + Accessibility Shortcut, & set guided access passcode to [redacted] (agreed upon passcode above) in "Passcode Settings"
2. Now, when you "triple click" the home button, guided access will be turned on and patients will be unable to use other iPad functions

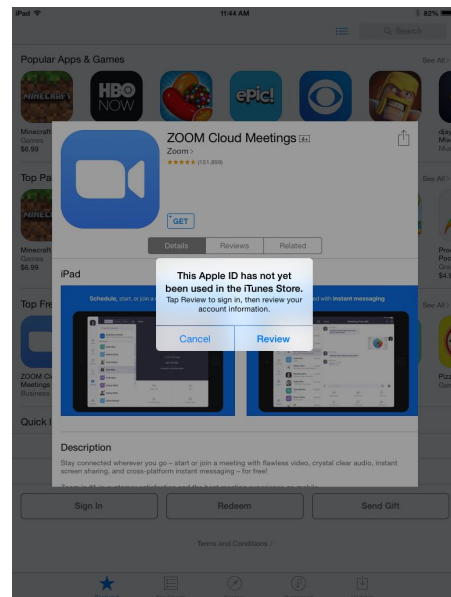




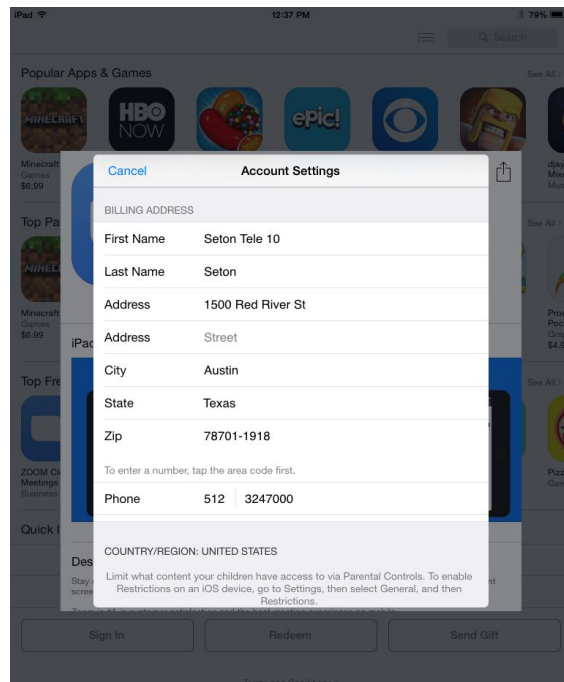
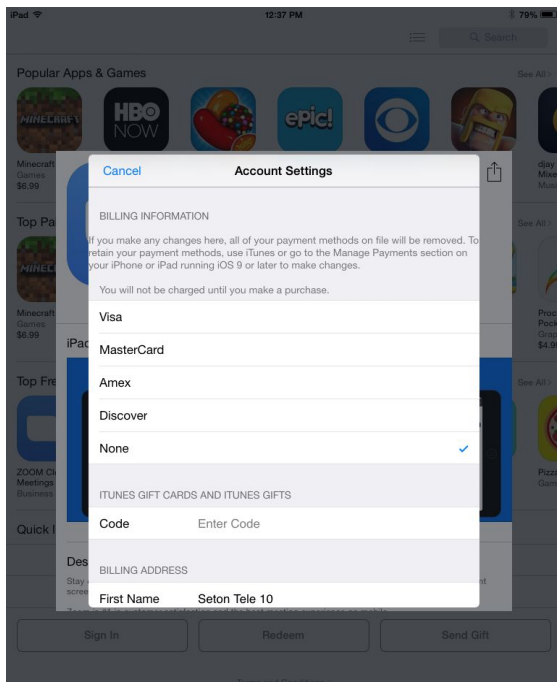
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## Downloading Zoom:

1. Go to App Store, find "ZOOM cloud meetings" install
  - a. You will be prompted to sign in, sign in using your new iCloud email & password



2. You will be prompted to "Review" your iCloud account
  - a. Accept Terms/ Conditions, then enter the following information:
  - b. Choose "none" for payment method & enter the hospital address info: (note: screenshots are from our hospital in Austin, TX. This should be changed to match appropriate institution)





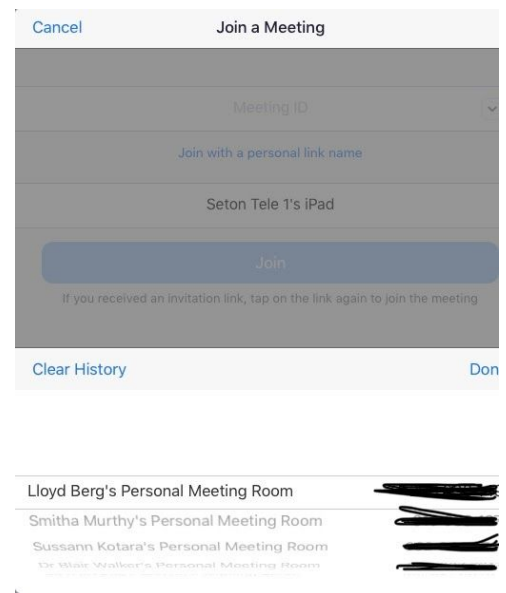
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3. Go to “settings” and finalize these steps:
  - a. Turn OFF bluetooth to save battery
  - b. Turn ON “find my iphone” incase tablet is stolen
  - c. Turn OFF general passcode so that the iPad can be accessed by just pressing the home button
4. LAST: open the Zoom app & triple click home button to put iPad in Guided Access (toggle on screen & volume options on bottom L)-> press “start” in top R corner -> good to go!

### ZOOM Instructions:

On PATIENT side:

1. staff member gets iPad & opens zoom. No zoom account is needed
2. Staff member either types 10 digit zoom PERSONAL MEETING ID for provider & enters chat with video & “internet audio”
  - a. Personal Meeting IDs never change
  - b. After this Personal ID has been called 1x by a device, it will be saved in that device’s history on a drop down menu for quick calling in the future
3. Once consult is done, device should be wiped down with ALCOHOL BASED wipes & then placed in a designated spot to charge



On PROVIDER side:

1. Log in to your zoom account, and go to “Join A Meeting”
2. Choose your Personal Meeting ID from the drop down menu
3. Join meeting with audio & video
4. Once done, click leave meeting & contact staff member to remove iPad from pt’s room