

Using shared devices for virtual visits

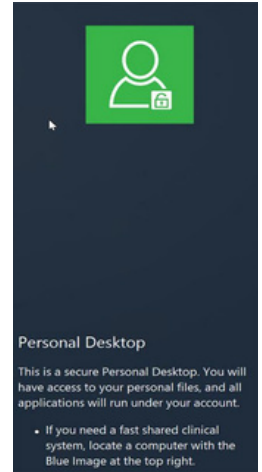
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This document explains the different shared devices and outlines the step-by-step process to access and join a Microsoft Teams virtual visit meeting. This workflow is only to be used when accessing a **shared clinical device (blue device)**.

Shared devices overview

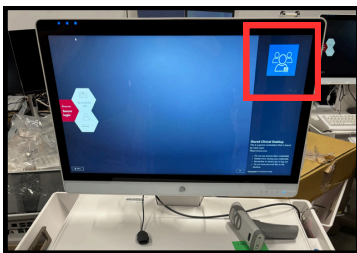
Different shared devices

There are two different devices that can be used to join a virtual visit; **blue and green devices**. **Personal desktops (green devices)** are devices where you have access to your personal files. **Shared clinical devices (blue devices)** are generic workstations. The majority of workstations on wheels (WoW) are blue devices, but there are some WoW that are green devices across the sites. To help identify which is which, please refer to the icons here.

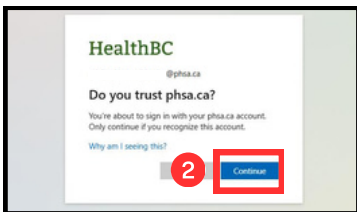


Logging into a shared device

Sign into the shared device using your credentials or click the 'tap in' button to sign in using your access card. Once you've signed in you will be taken to the desktop screen of the shared device.

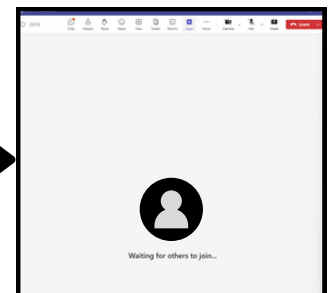
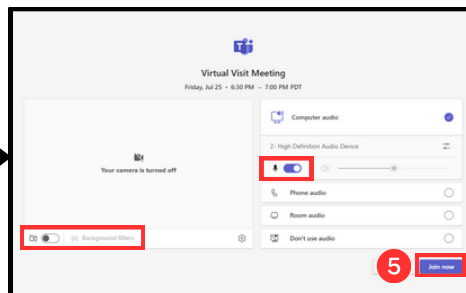
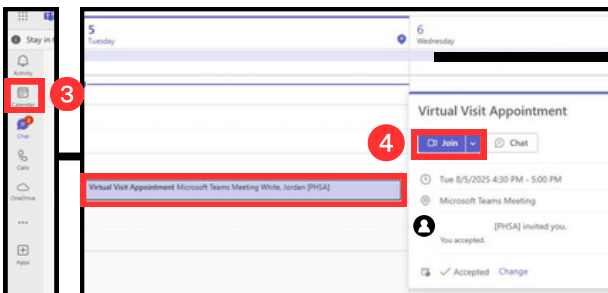


In this photo we see a workstation on wheels (WoW) which is a **shared clinical desktop (blue device)**.



Joining a Teams meeting from a shared device

1. Locate and click the **Microsoft Teams** icon in the top left corner of the desktop screen.
2. You may be asked to sign in again with your phsa.ca account; then Microsoft Teams will open in the web browser view.
3. Navigate **to your calendar** on the left hand side and **locate the virtual visit**.
4. **Double-click** to open the scheduled meeting then click **Join** in the meeting window.
5. Check your audio and camera settings, and apply a background effect if needed. Once you are ready click **Join now** to begin the meeting.

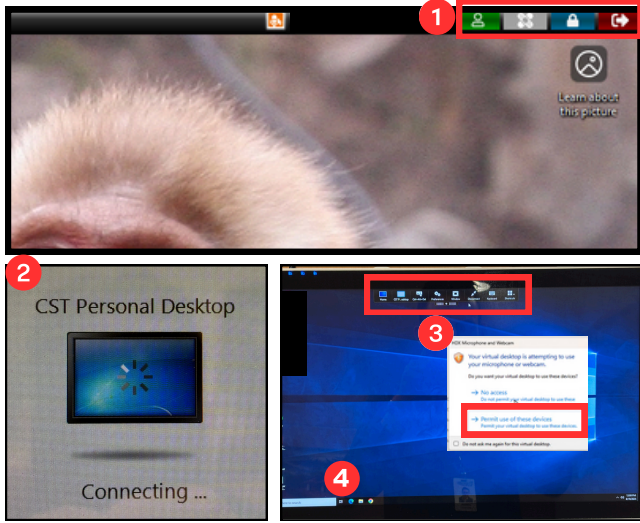


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You also have the option to connect to your CST personal pc; which mirrors the desktop and applications on your corporate provided computer. Follow the steps below to connect to your CST personal pc and join a virtual visit.

Connect to your CST personal pc on a blue shared device




Please note: if it's the first time you've logged into Citrix on a blue device may take a bit longer than if you have signed on before.

Connect to CST personal desktop (blue shared device only)

1. In the top right of your blue shared device locate the green icon that says **Personal Pc**. Click this icon to begin logging in.
2. A **CST personal desktop** window will begin to load. You may be asked to log in with your credentials once again.
3. This opens a window on that mirrors your personal computer, allowing you to access Teams securely from the shared clinical desktop. If prompted click 'permit the use of these devices'.
4. Search for and open **Microsoft Teams**.
5. Navigate to your **calendar** by clicking the calendar icon in the left hand ribbon.
6. **Locate the virtual visit** scheduled in your calendar and **double-click** to open the scheduled meeting.
7. Click **Join** in the meeting window.
8. Check your audio and camera settings, and apply a background effect if needed. Once you are ready click **Join now** to begin the meeting.



After a virtual visit on a shared device

When you have finished using the shared device hold down the  **Windows key** and click **L** to lock the device so the next person can log into their account.