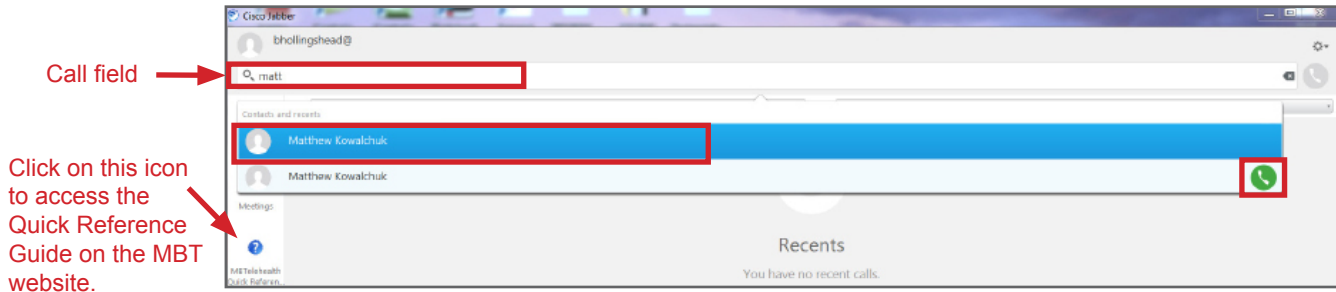


1 Log in to your computer and then launch and log in to MyMBT (Powered by Jabber).

! If you are the “attende” site while using MyMBT you need to accept the call, the system will not auto-answer.

2 Type the 5 digit site number into the **Call** field as shown below and click the green **Call** icon. (Note: If you’re calling another MyMBT user you can search by name, select the name and then click the green **Call** icon.)

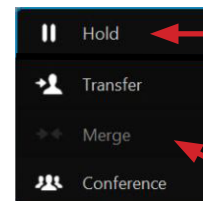


3 The video window will open and once connected you will see the far end site on your screen. (If your audio is not working click on the audio icon at the top of your screen and select the proper source.)

4 Turn on Self-view to display a picture-in-picture image of yourself. (You can resize or drag and move the self-view box.)

5 Manually adjust the camera to ensure you are showing on the screen so the other site can see you. (Open privacy cover on the camera if applicable.)

6 Use the control buttons found at the bottom of the video window to adjust the call/display settings.



Calls on hold can be resumed from either your computer or phone provided Jabber is open on both devices. (DO NOT USE Transfer, Merge or Conference.)

### Optional Advanced Features

#### Share Your Screen

1. Click the (...) icon at the TOP of the screen and select **Share Screen** and then click **Share**. Your entire screen will be shared. (If you have multiple screens you have the option of choosing which one to share by clicking on it.)
2. To stop sharing, select **Stop Sharing** from the top of the screen. *Note: The Share option is visible but does not function if you are connecting to equipment that is not compatible with this option or during a Multi-site (MCU) call.*

#### Change Layout during Multi-site (MCU) Call

1. Click the **Arrows** icon at the top of the screen and use the **up/down** arrows to scroll through the layout options.
2. Click the icon again to hide the arrow pop up window.



### BE PRIVACY-WISE

Use MyMBT in an appropriate and confidential location to maintain the privacy of your clients and their personal health information.

### These are the requirements for using MyMBT on your devices:

- End User Devices must be password protected.
- End User Devices must be configured with a password protected screen saver that activates after a maximum of 20 minutes of inactivity.
- Theft/Loss of End User Device - user must immediately notify the Manitoba eHealth Service Desk at 204-940-8500 in order to disable access to MyMBT Service.

### MyMBT Mobile App (Powered by Cisco Jabber)



Self-view box can be dragged around the screen

Flip camera around

Turn camera on/off

Mute/unmute microphone

DO NOT USE Keypad

Self-view - tap to display or hide

If you are not using earbuds, you will need to tap the audio icon to hear the other person.

Only use the "Hold" and "Move to Mobile" (if applicable) options from this menu.

**Hold or Resume a Call**  
You can place a call on "hold" or "resume" from either your computer or phone provided Jabber is open on both devices.

**Move to Mobile**  
Allows you to move your call to your cell phone network as you leave a building so your call won't be dropped.

Disconnect

More - opens an additional menu as shown

- ✓ The MyMBT mobile app is available from the app store.
- ✓ A Wi-Fi connection is recommended when using MyMBT from your mobile device to avoid data charges that may be incurred from your wireless provider.



**CALL STATUS MESSAGE** if a 'Call Status' message appears at the far end site when your call is connected, the far end site must press **OK** and then **Cancel** on their remote to clear it.

**FAR END CONTROL** is NOT an option with MyMBT during site to site calls. Using this feature will create video issues causing a black screen and you will need to contact the MBT Service Desk at **1-866-999-9698 Option 4**.

**MULTI-SITE (MCU) SESSIONS** will be connected to the event automatically **at the scheduled start time** and automatically disconnected **at the scheduled end time**. \*\*\*There will be a 10 minute warning prior to the disconnection.