

# Instructions for Use of Tablet

**Please review these instructions carefully upon receiving the device**

## What's Included:

- Pre-configured tablet
- Power adapter
- Return shipping box/envelope
- Prepaid return label
- Quick Start Sheet (this guide)

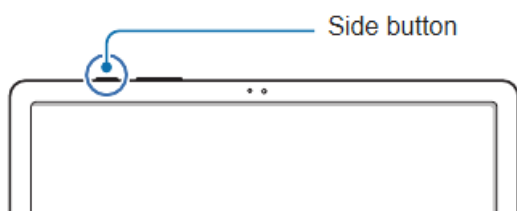
## For Your Appointment

Your virtual medical assessment is scheduled for:

- [Date]
- [Time & Time Zone]
- Your Meeting ID: [Insert Meeting ID]

## Step-by-Step Setup

- Unbox and plug in the device using the provided charger and cable.
- Ensure it's charging during your appointment.
- Power on the device by holding the power button for 5 seconds and wait for it to load.



- Automatic connection
- The device is set up to connect automatically to the internet via a built-in LTE connection. No password or setup required.

## For More Information

**Toll Free:** 1 (833) 995-6565  
**Email:** [info@mindsensepsychiatry.ca](mailto:info@mindsensepsychiatry.ca)  
**[www.mindsensepsychiatry.ca](http://www.mindsensepsychiatry.ca)**

## Accessing The Telehealth Platform:

If using Zoom

- Click the Zoom icon on the tablets home screen and enter your Zoom Meeting ID
- Join your appointment
- It will automatically launch your appointment via [Zoom Healthcare]



If using Doxy.Me

- Click the Edge browser icon on the tablets home screen and enter your Doxy.Me provided Meeting ID
- Join your appointment
- It will automatically launch your appointment via [Doxy.Me]



## During the Appointment

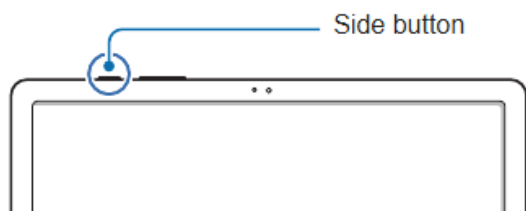
- Ensure you are in a quiet, private space.
- Sit facing the camera in a well-lit area.
- A member of the MindSense team will be present at the beginning of the call only to ensure that you successfully connect with the medical expert. Following this, they will excuse themselves from the meeting so you can continue securely with the assessment.
- You can ask the medical expert to repeat or clarify anything at any time.
- Please also feel free to request breaks as you need them.

## After the Appointment

A member of our team will reach out to confirm a convenient pickup date and time for the tablet.

Next:

- Shut down the device by holding the power button until the option to shutdown appears.



- Press the shutdown icon when prompted and the device will turn off.
- Pack the device using the protective packaging that was included.
- Pack the box into the courier package provided.
- Stick the prepaid shipping label onto the courier package.
- Our team has arranged a courier pickup (previously confirmed with you). You do not need to visit a shipping center.

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## If The Doctor Sends You Forms To Complete During The Appointment

To open a link shared through Zoom (while using Zoom app):

1. Click on more (far right)
2. Click on "chat", (first open at the top)
3. Click on the web link provided in the chat
  - a. Note: this may take a few seconds to load
4. This will open a web page in the web browser
5. Proceed to completing forms

To go back to Zoom, after completing forms:

1. Click square/circle in the black bar, on the bottom right of the screen
2. Click on the zoom app icon
3. Click "close" at the top left

## Privacy Notice

At MindSense, we take your privacy seriously. After your appointment, all devices are wiped clean of any personal information or browsing activity before being to another user.

## Important Notes

Please do not download any apps or access personal emails/social media on the device.  
For technical issues, please contact our support team at 1 (833) 995-6565.

Please also review the document "Examinee Information Sheet" for more information about your assessment.

Let us know if you need any accessibility support or adjustments for your session. We're here to help!

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