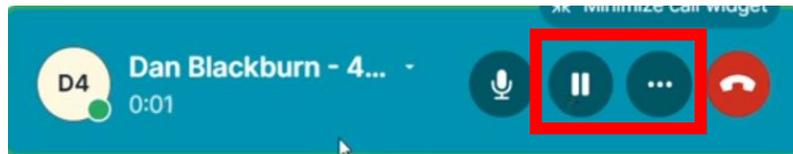
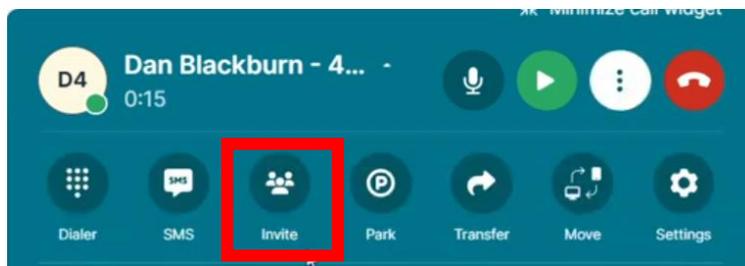


Conference Calling Guide (For CAPITA)

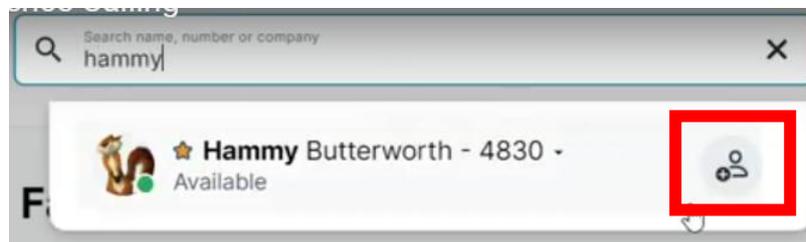
1. Whilst in a call with the patient, press the pause button to put the patient on hold
2. Click the three dots to open the in-call options menu



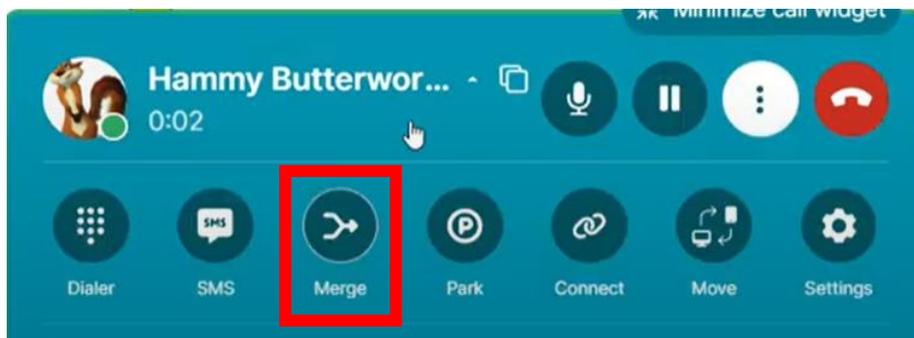
3. Click "Invite"



4. Type "Capita" in the search box and press the "add to call" button



5. Once connected with Capita, click "Dialer" to select the appropriate option
6. Once connected with an interpreter, click "Merge"



Please note that as the host of the conference call, you will not be able to hang up until all of the participants have left.