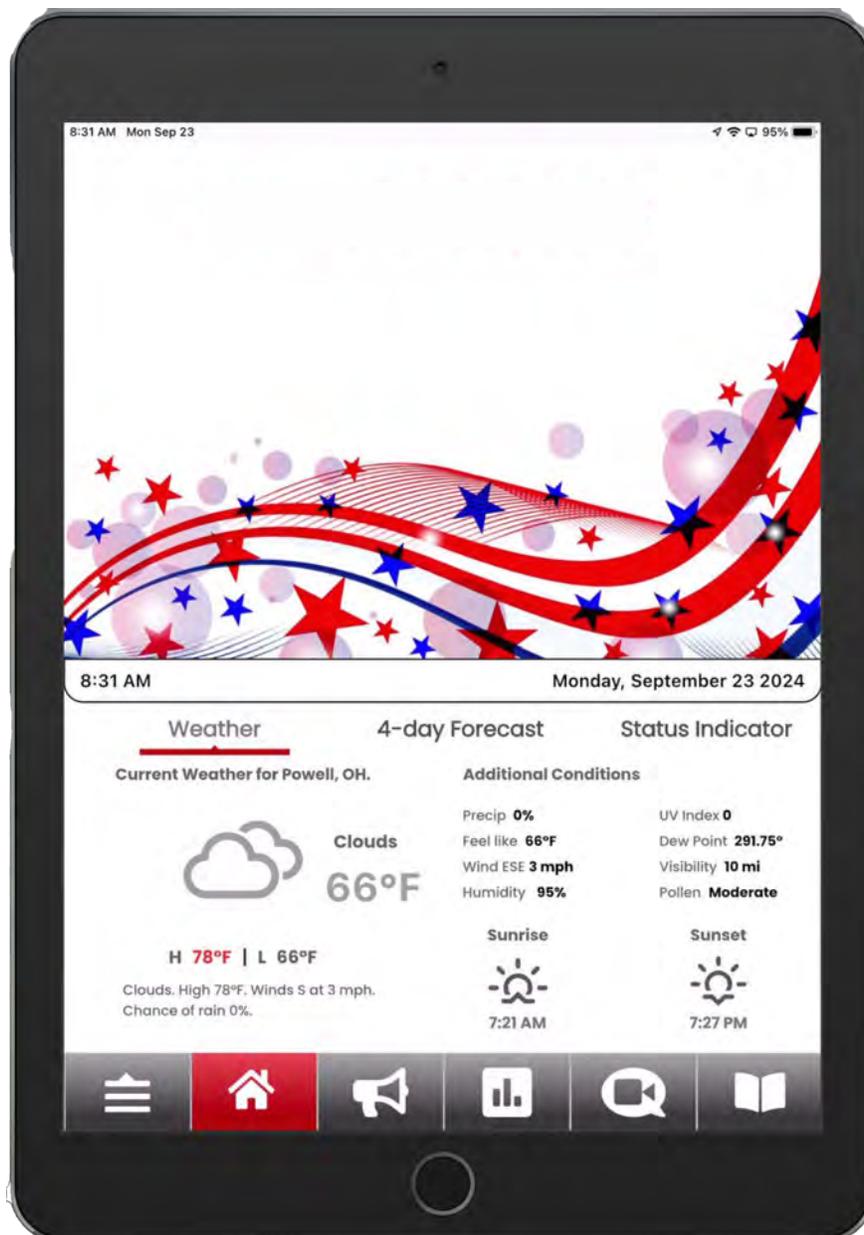




Status Solutions

Communication and **A**ccess **T**o **I**nformation **E**verywhere

CATIE Resident User Guide





MY CATIE INFORMATION

RESIDENT NAME:

ROOM NUMBER:

CATIE MAIL (*EMAIL ADDRESS*):

You can find your CATIE Mail email address in the Community Directory under your name and room number.

Use CATIE Mail to stay in touch with friends and family through emails and photos. Please tell your loved ones to send photos as "attachments" to your email.

PLEASE NOTE: *The colors and/or artwork seen within this guide may vary from the actual colors or artwork displayed on your device.*

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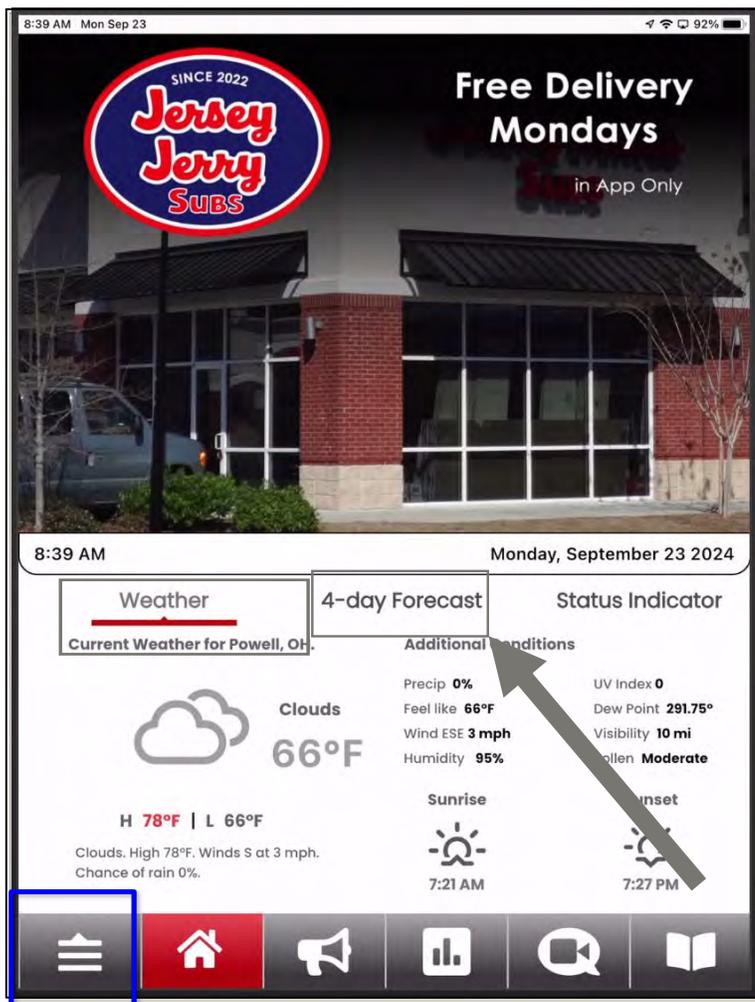
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CATIE Home Page

This is the Home screen for your CATIE device.

To use services within CATIE:

- Use the arrows at the bottom for navigation
- Find the icon for the service you want to use
- Tap the icon to open it



CAROUSEL
This displays a rotating slide show of pictures from your community. (Events or announcements may also be displayed.)

STATUS INDICATOR
Tap this button to view status information for US Mail, etc.

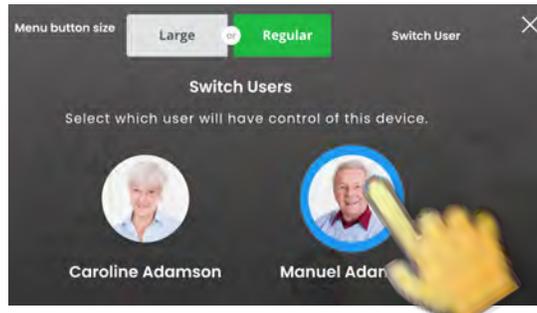
WEATHER
Tap these buttons for more weather info.

CATIE SERVICE ICONS
Tap on an icon to access the associated services in CATIE.

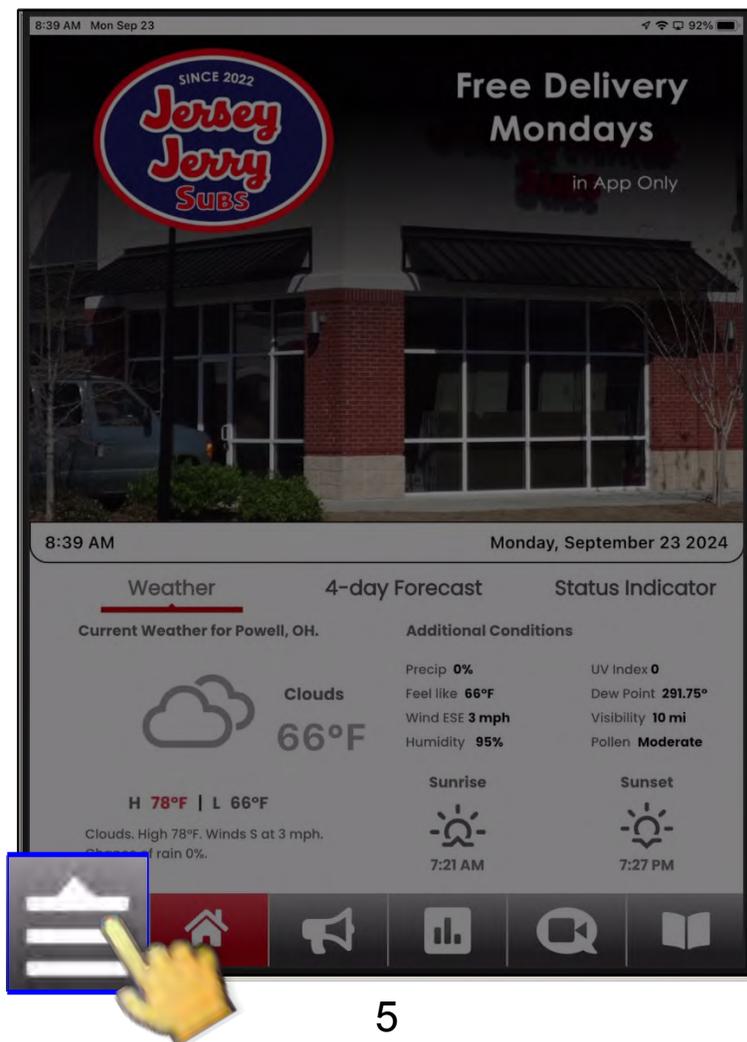
Multi-User CATIE

This feature allows more than one person in a room share a CATIE and have individual accounts for CATIE services.

If you have a CATIE with multiple users, tap your picture to access your CATIE account.



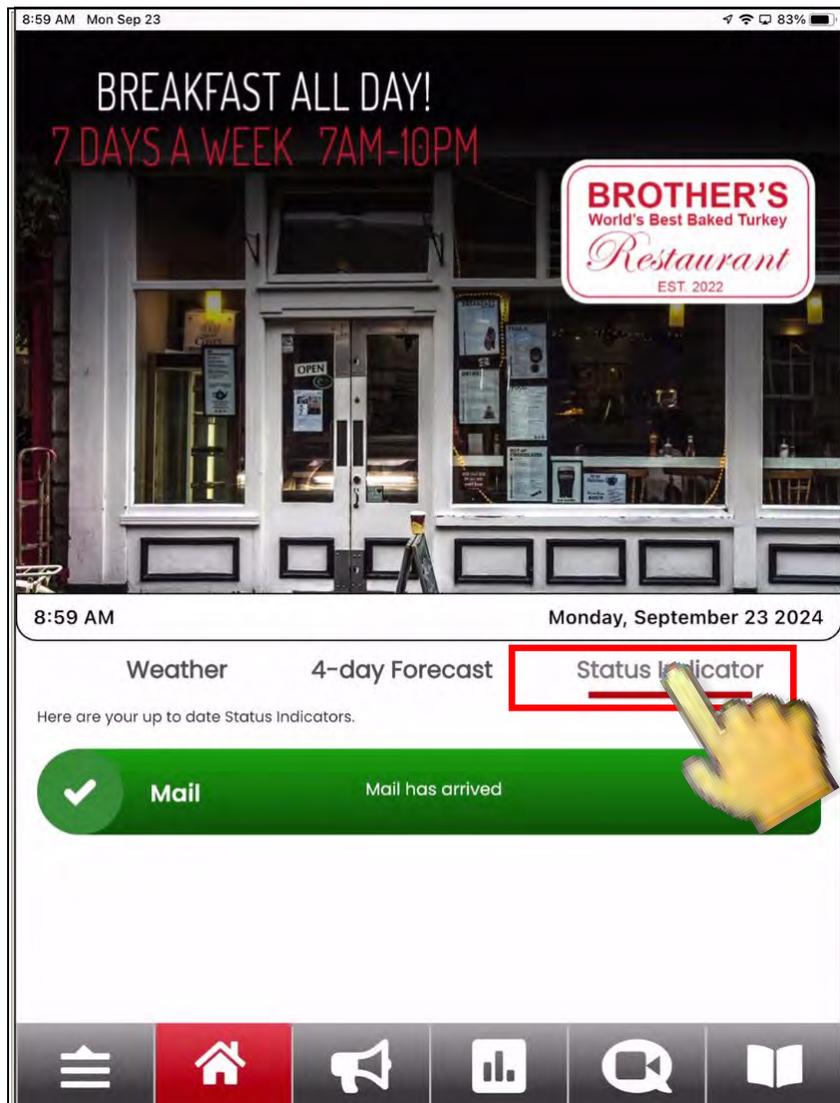
To switch users on CATIE, tap the  icon at the top of the CATIE Icon section, and tap your picture on CATIE.



Status Indicator

The Status Indicator gives you a quick way to know if the US Mail is in.

To view the Status Indicator, tap **“Status Indicator”** on your CATIE Home Screen.



Check-In

Use this CATIE icon to “check-in” daily.



Tap the “**Check-In**” icon.



When you completed your daily check-in successfully, **a confirmation message** will pop up. Tap “OK” to complete the check-in.

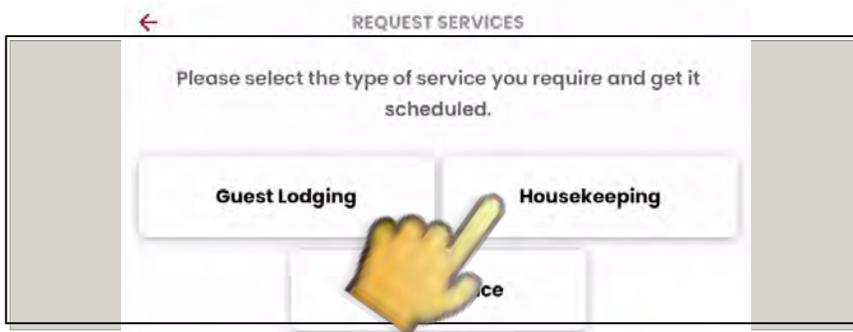
If you do not tap the “Check-In” icon within the designated time period, the check-mark will automatically disappear until the next day's check-in period.





Request Services

This feature allows you to request maintenance or housekeeping services for your residence.



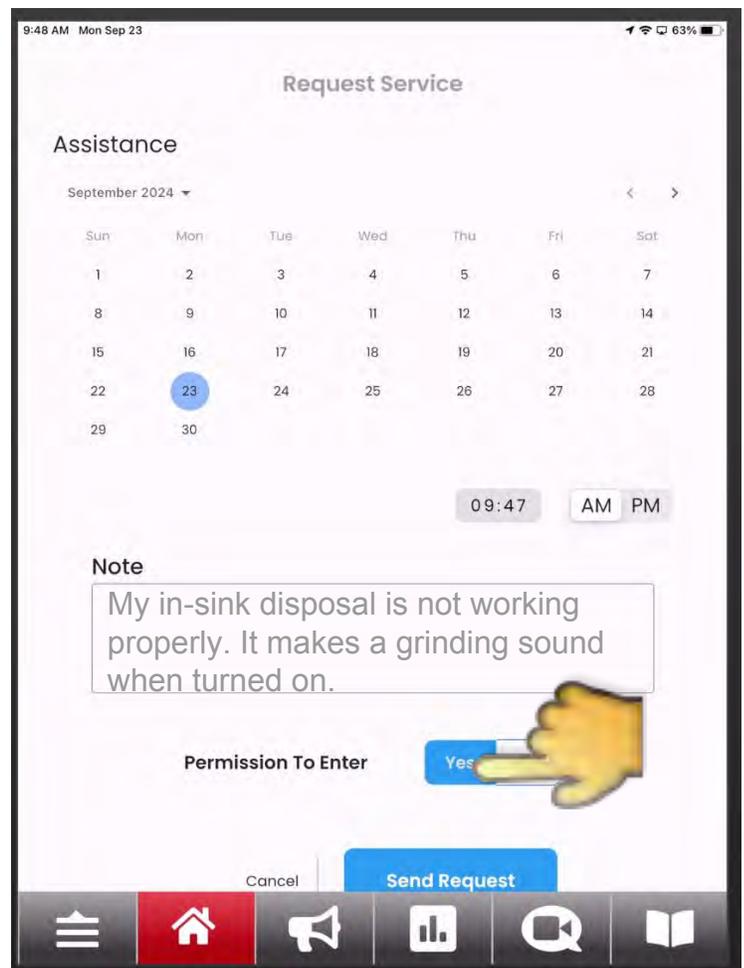
Start a new request by tapping the service type you are looking for.

A list of typical requests for the service you have selected will appear. Choose a service from among the list *OR* select **“Custom Request”** to record a message.

Select "Yes" if the staff have **Permission to Enter** your apartment or home.

Use the **"Notes"** field to type any comments or details about your service request. You can also press the microphone icon on the keyboard and CATIE will convert your spoken words into text.

Click the **"Submit"** button to send your request.

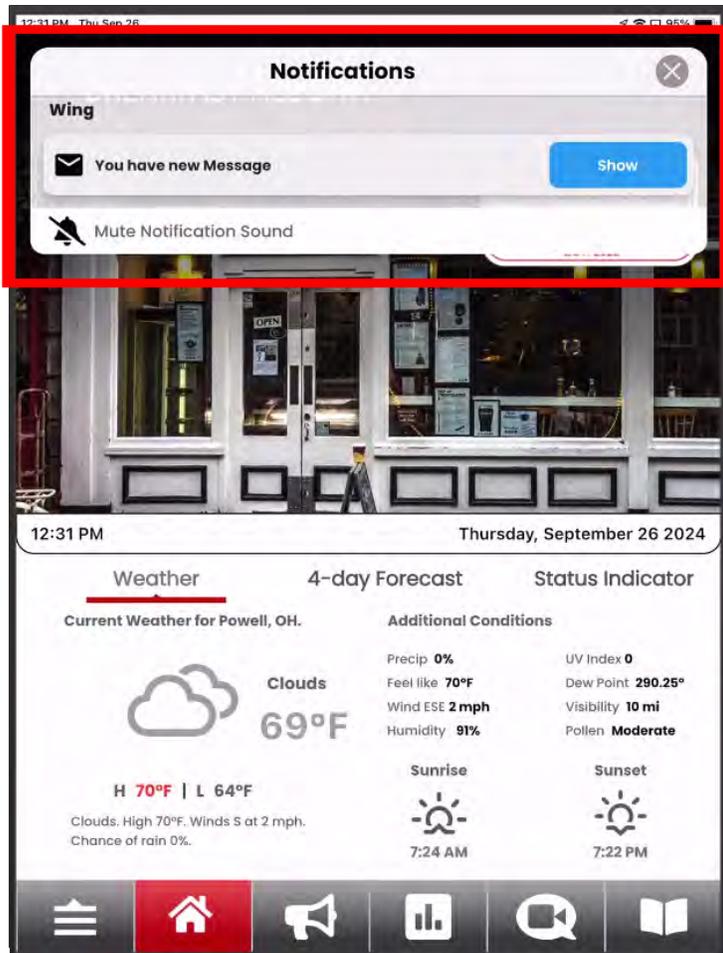
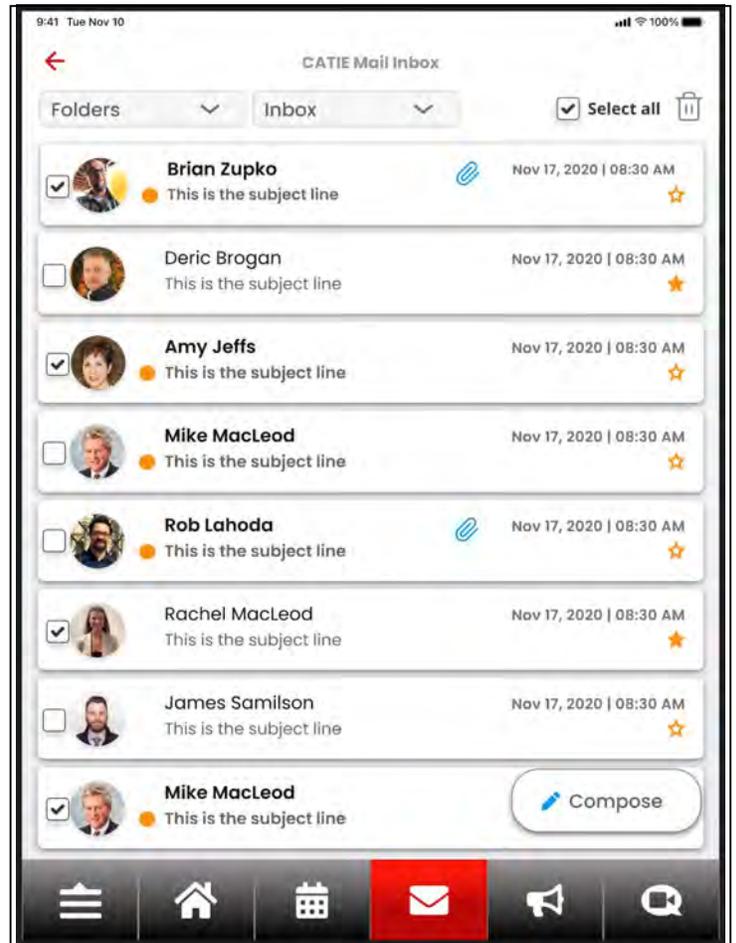




Inbox

Use the Mailbox icon to access messages, emails, and surveys sent to your CATIE device.

Tap the **Inbox** icon to display the **Surveys** and **CATIE Mail (email)** icons.



When your CATIE receives a new message, a pop-up will appear on the home page.

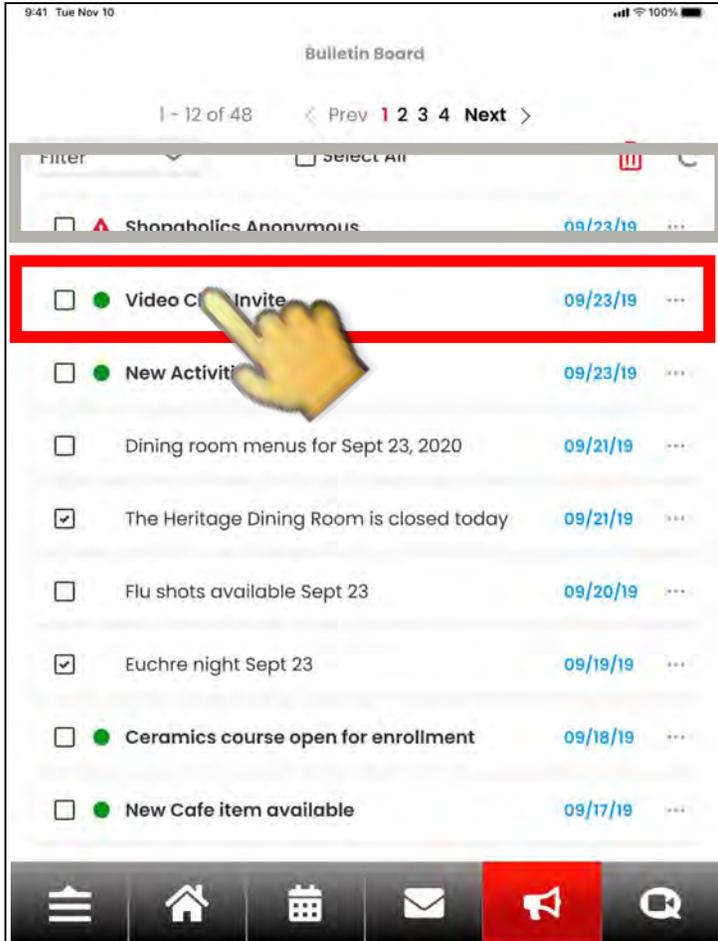
Select **“Show”** to view the message.

Or, select  to remove the pop-up and view the message later.



Bulletin Board

The Bulletin Board contains messages sent to your CATIE device from staff at your community.



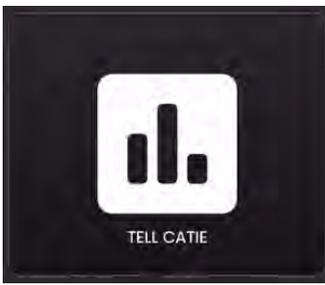
Selecting the **Bulletin Board** icon will bring you to a list of messages that have been sent to your CATIE device.

Tap on the title to view the full text of the message.

Tap the  button to delete the message and return to the previous screen.

Use the navigation bar or the  icon to go **Back** to the previous screen.





Surveys

Tell CATIE houses surveys that the staff at your community can send you.



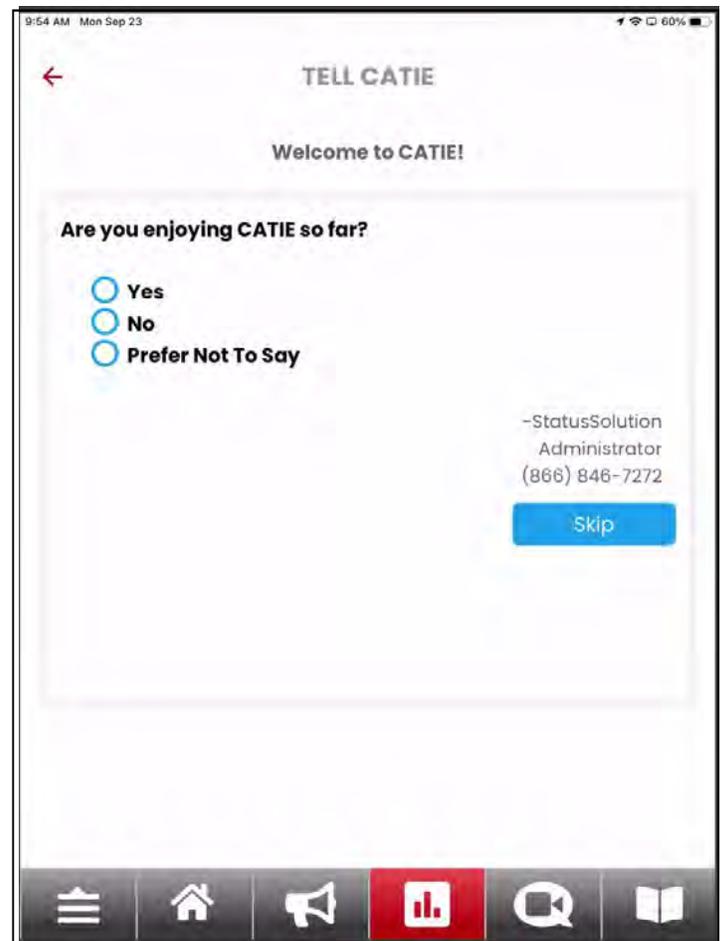
Selecting the **TELL CATIE** icon will bring you to the survey section of CATIE.

If there are available surveys, CATIE will ask if you would like to take them. Select **“YES”** to take the survey now, or **“NO”** to save it for later.

Respond to the survey using the provided answers.

Use the **“Previous”** and **“Next”** buttons to navigate through the questions.

Tap the **“Back”** button to exit the survey without responding. *(This saves the survey for later.)*





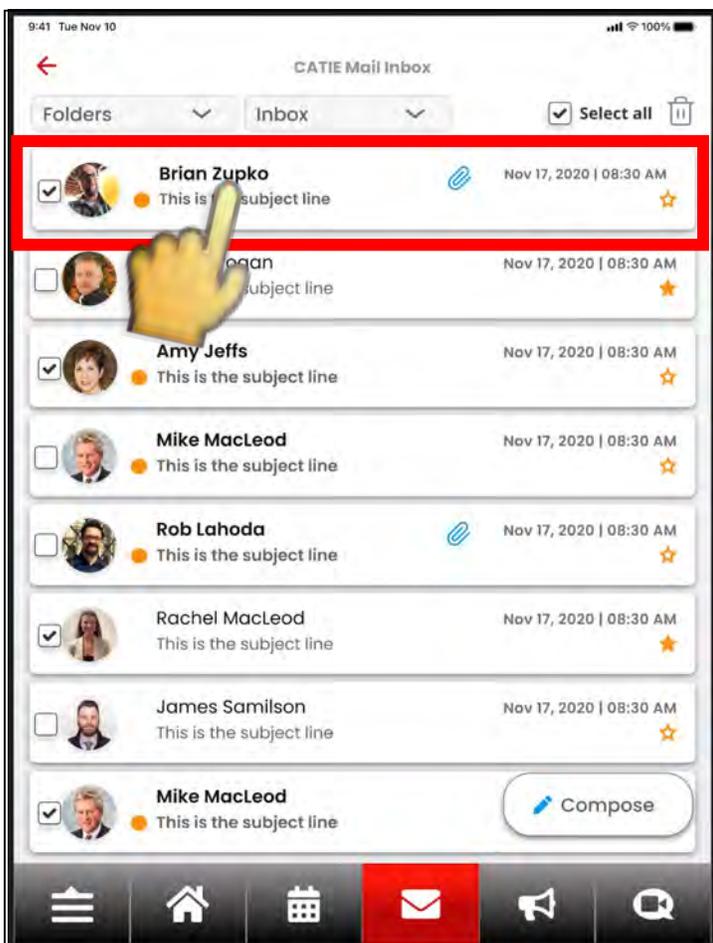
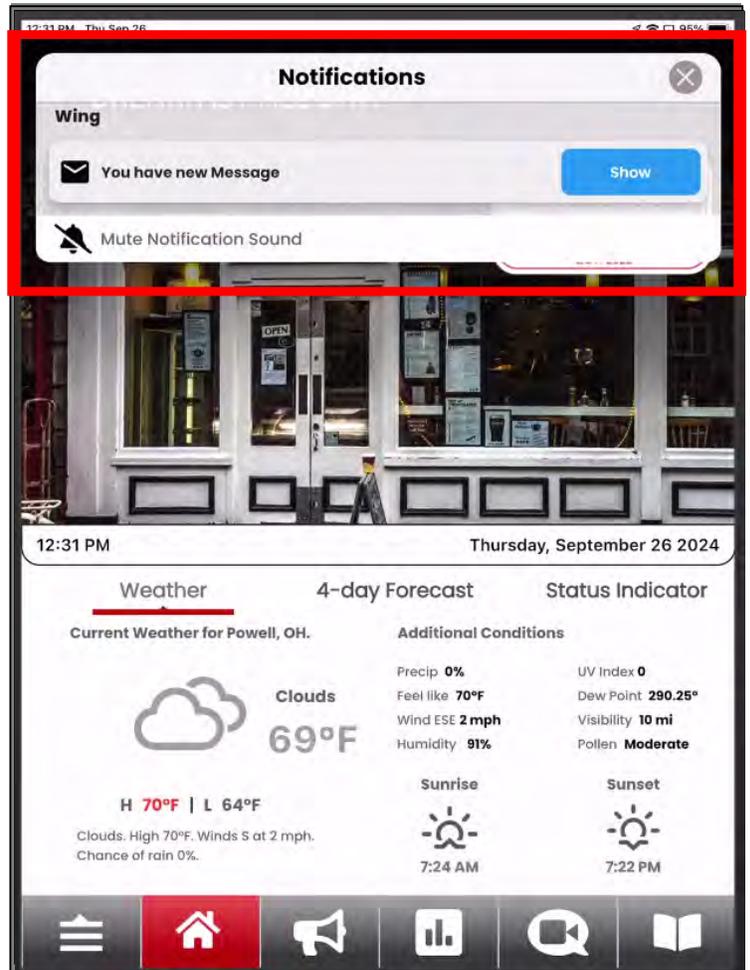
CATIE Mail

Send and receive email messages with friends, family, and neighbors.

When your CATIE receives a new message, a pop-up will appear on the home page.

Select **“Show”** to view the message.

Or, select  to remove the pop-up and view the message later.



Tapping **“Show”** will take you to the CATIE Mail Inbox.

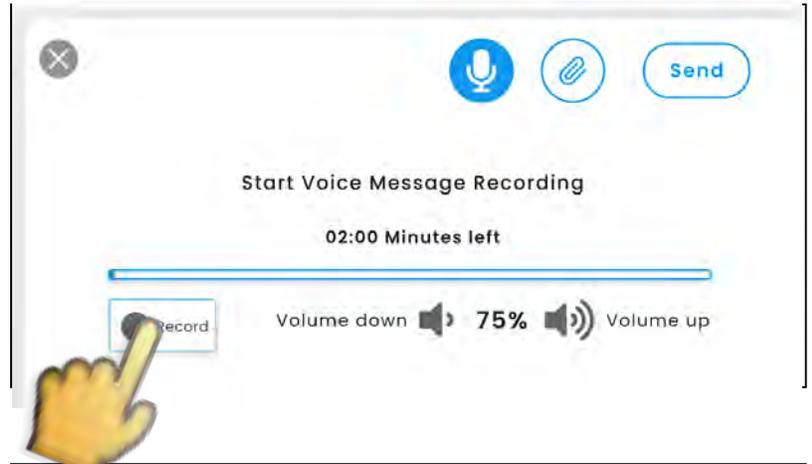
Open an email by tapping the message title.



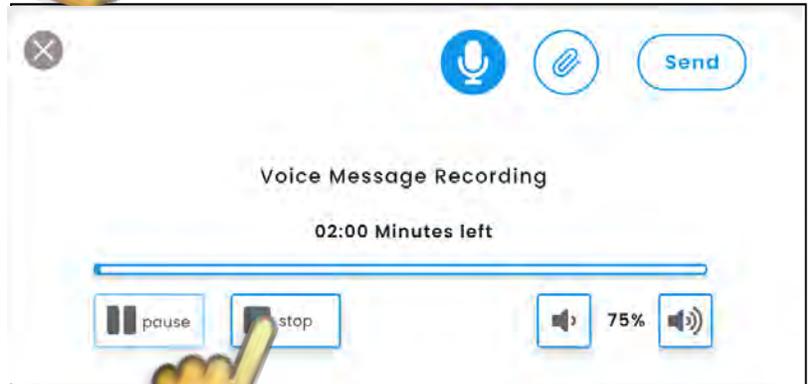
CATIE Mail

Using the Voice Recorder

Tap the “**Record**” button to start recording your voice.

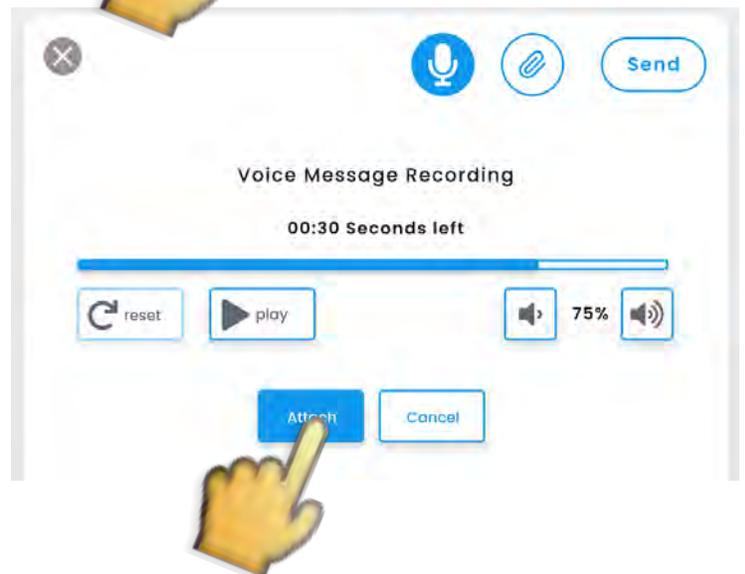


When you have finished your recording, tap “**Stop**”



Tap “**Review**” to listen to your recording.

Tap “**Reset**” to clear the recording and start over.



Tap “**Attach**” when you are satisfied with the recording.

The audio file will then be added to your email.



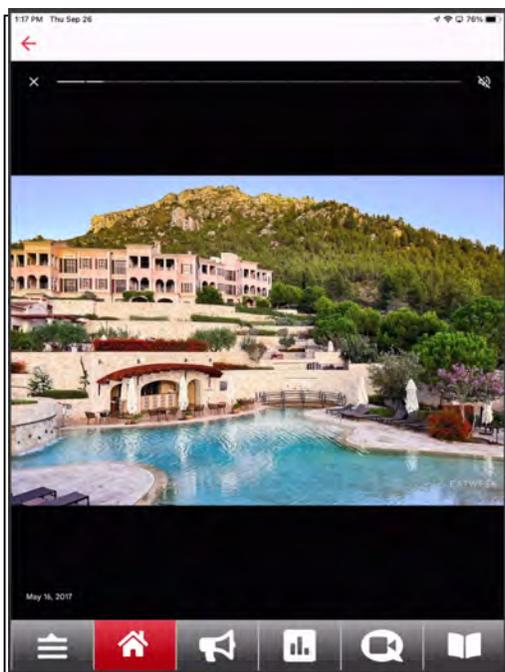
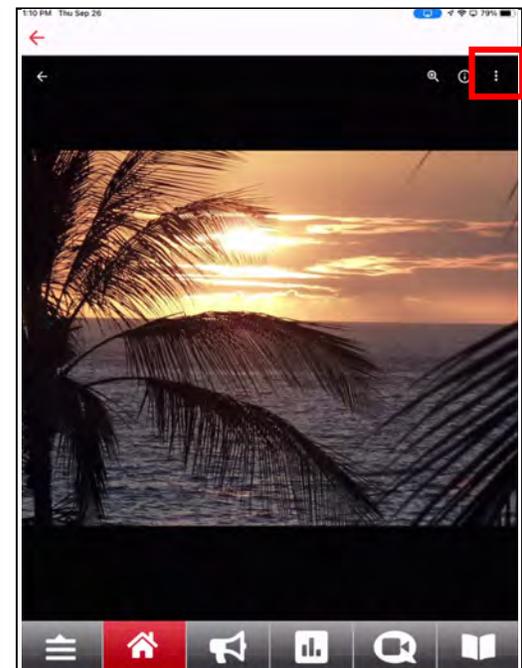
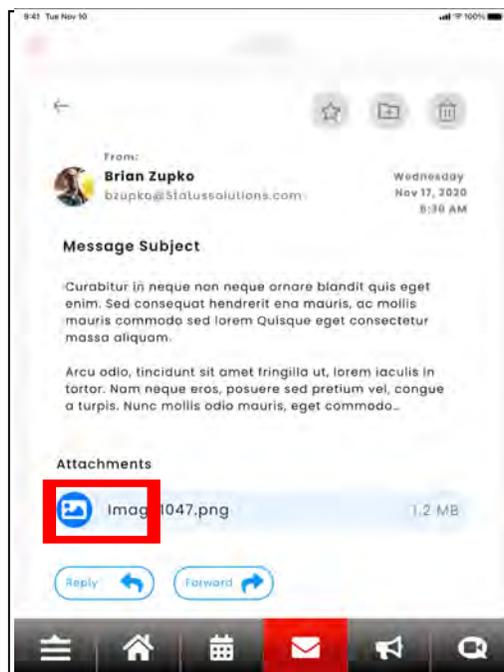


CATIE Mail

Saving Photos from CATIE Mail

Select an email with a photo attachment - *look for this icon:* 

Tap the **“Options”** button at the bottom of the email and tap the **“Photos”** icon to view the photo attachment.



Tap the  button then select "Download" to save the picture to your CATIE.

View your saved photos in the **“Photos”** icon on CATIE.





Event Calendar

View the community calendar, register to attend events, and add events to your personal calendar.

Start by tapping the calendar you want to view events from.

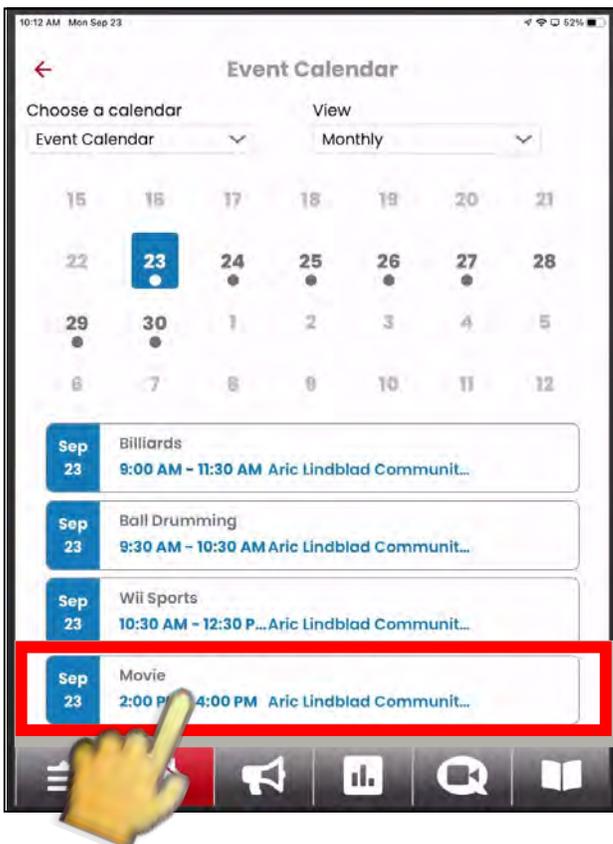
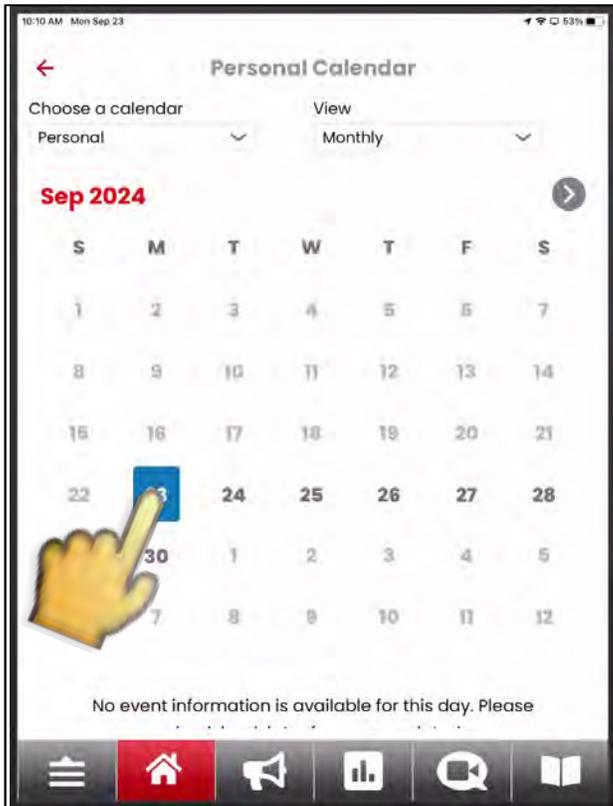
Tap “**Event Calendar**” at the top to view events you have registered for or added to your calendar.

To view all community events on a specific date, tap the **date** on the community calendar.

LIGHT BLUE dates on the calendar have events.

GREY dates on the calendar are in the past or have no available community events.

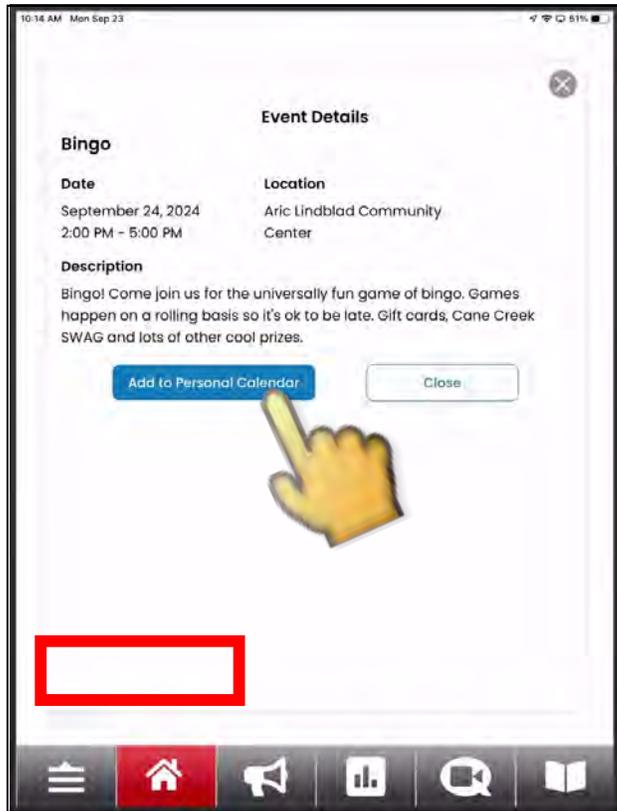
To see more details about an event, tap the **event name** on the daily event list.





Event Calendar

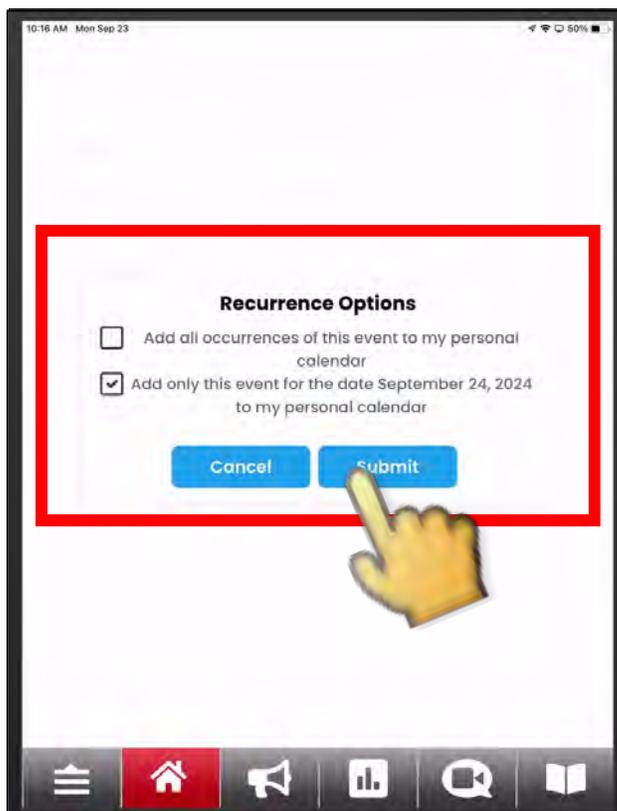
Registering for Community Events



The event information page shows you the event date, title, location, start/end times, and a description.

To register for an event, select the **“Register for Event”** button on the event information page.

*If registration is not required for an event, the text will be replaced with **“Add To Personal Calendar.”***



Once you have successfully registered for an event, you will receive a **confirmation message**. Tap the **“OK”** button to close the message.

You can view or unregister from community events through your **Personal Calendar**.



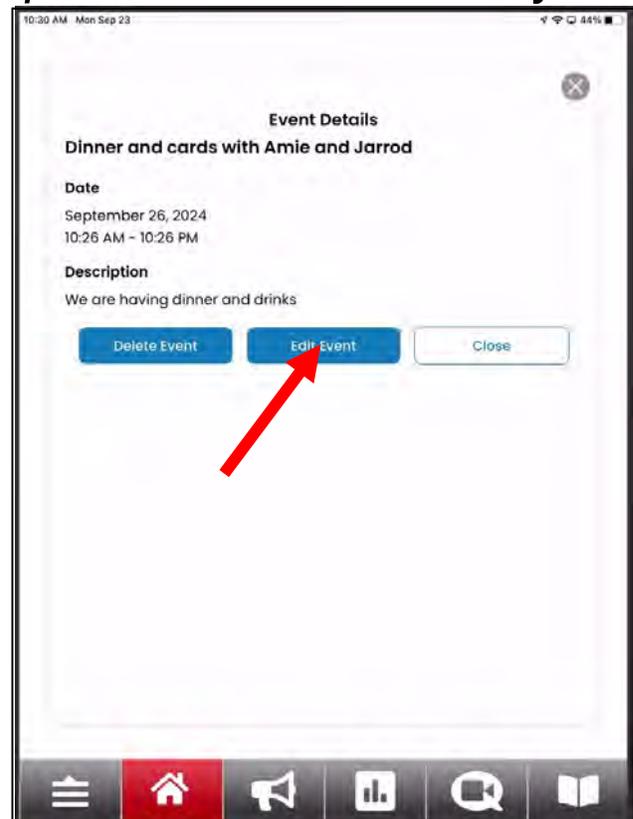
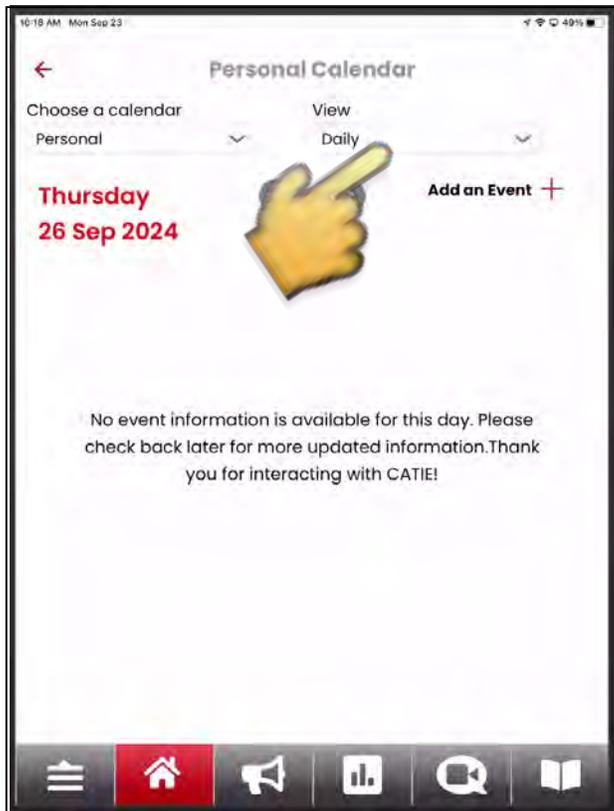
Event Calendar

Creating a New Calendar Event

To create a new event, go to your **Personal Calendar** and change the view from Monthly to Daily select the date for your new event.

Tap the **“Add an Event”** button.

Fill in the information for the event and tap the **“Add Event”** button. *The event will be displayed on your personal calendar only.*



To **edit** or **delete** an event, tap the **“Edit Event”** or **“Delete Event”** buttons.



Event Calendar

Tracking Activity & Goal Completion

If enabled, you can track and view your activity history and progress towards your activity goals at the bottom of the Calendar.

Scroll down to view goals, event attendance & participation, and your overall goal completion progress for this month.

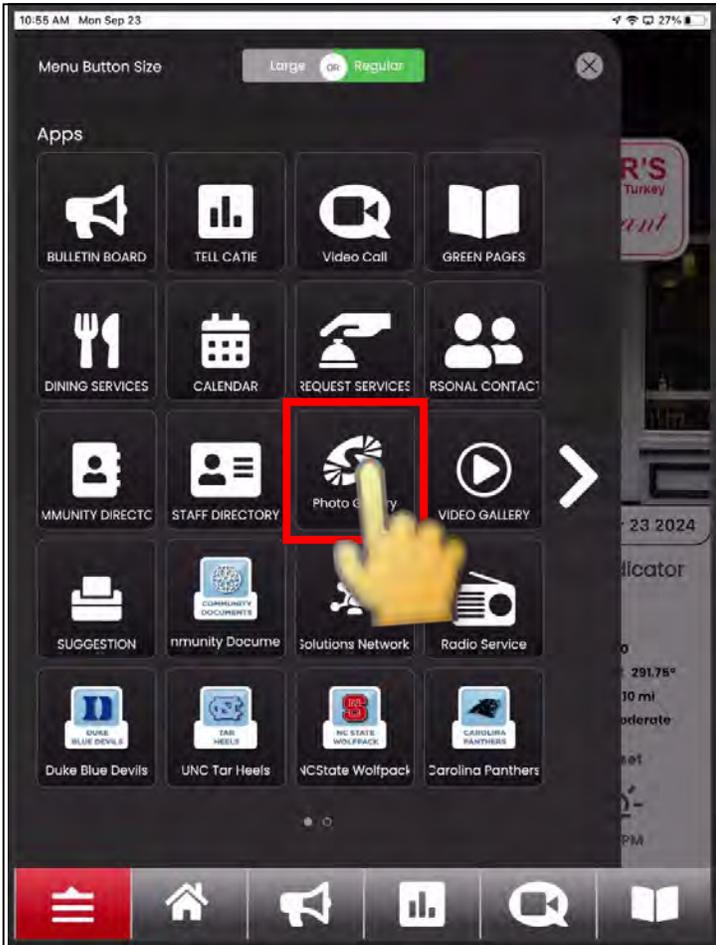
The screenshot displays the 'Community Calendar' interface. At the top, there is a back arrow and the title 'Community Calendar'. Below the title are two dropdown menus: 'Choose a calendar' set to 'Community' and 'View' set to 'Monthly'. A calendar grid shows a blue bar for 'Sep 23' with an event titled 'Movie' from '2:00 PM - 4:00 PM' by 'Aric Lindblad Communit...'. Below the calendar is a 'Goal Tracker - 01/09/2024 to 30/09/2024' section. It features three categories: 'Fitness' (blue background), 'Intellectual' (purple background), and 'Cultural' (pink background). Each category includes a circular logo, a description, and two progress bars for 'Registered' and 'Attended' events.

Category	Registered	Attended
Fitness	0 of 2	0 of 2
Intellectual	0 of 3	0 of 3
Cultural	0 of 1	0 of 1



Photo Gallery

Store photos of your family and loved ones and show them off to your neighbors.

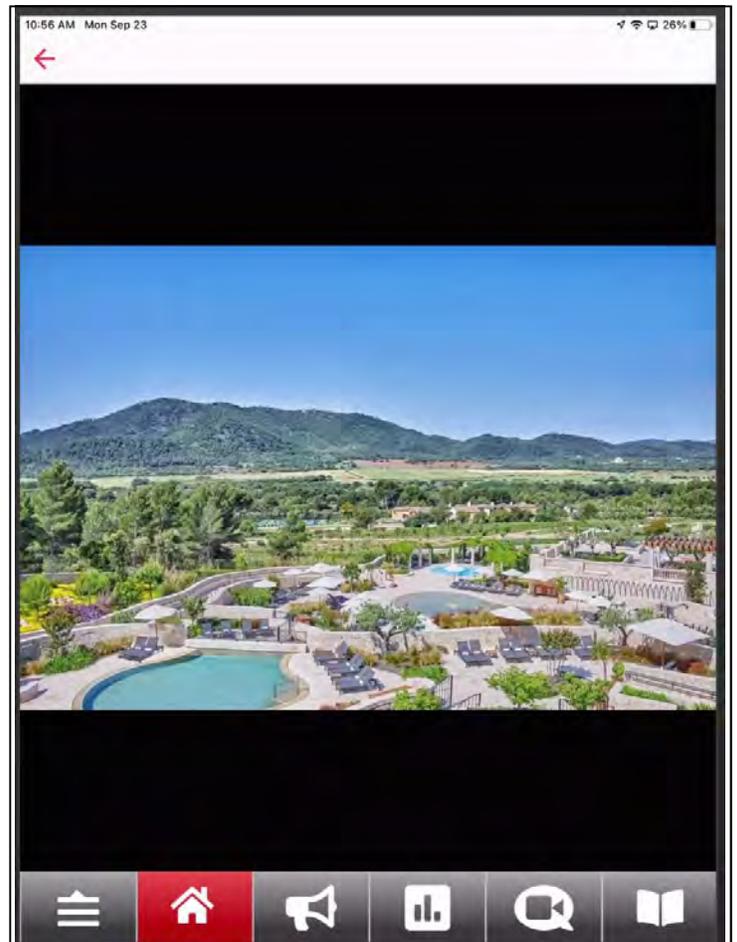


Access the Photo Gallery by tapping the “**Photos**” icon.

Tap the icon of the photo you want to view.

Tap or buttons to **zoom in** and **zoom out**.

Swipe left and right to cycle through all your photos.





Video Gallery

Watch videos from your community, such as recorded activities or instructional videos.

To watch a video, tap the title on the **“Video Gallery”** screen.

The video will start automatically. Use the control buttons below the video to rewind, pause, play, stop, and fast-forward.



Rewind



Fast-forward



Stop



Fast-forward

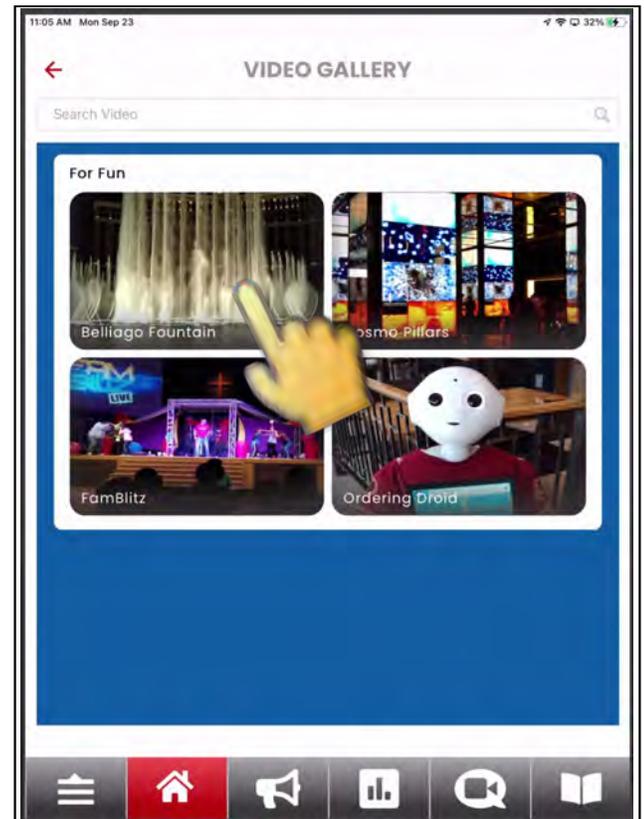
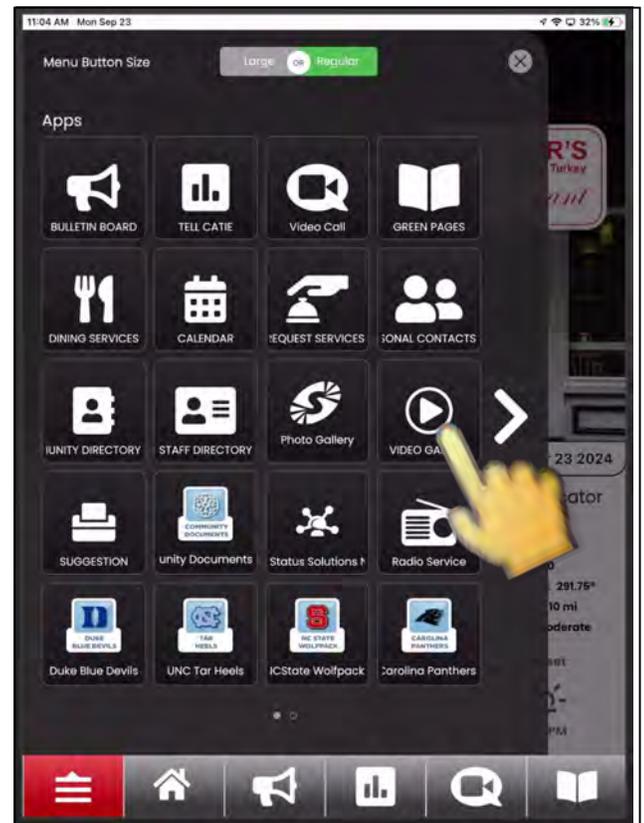
To adjust the volume up or down, tap the volume control buttons to increase or decrease the volume of the video.



Volume Down



Volume Up

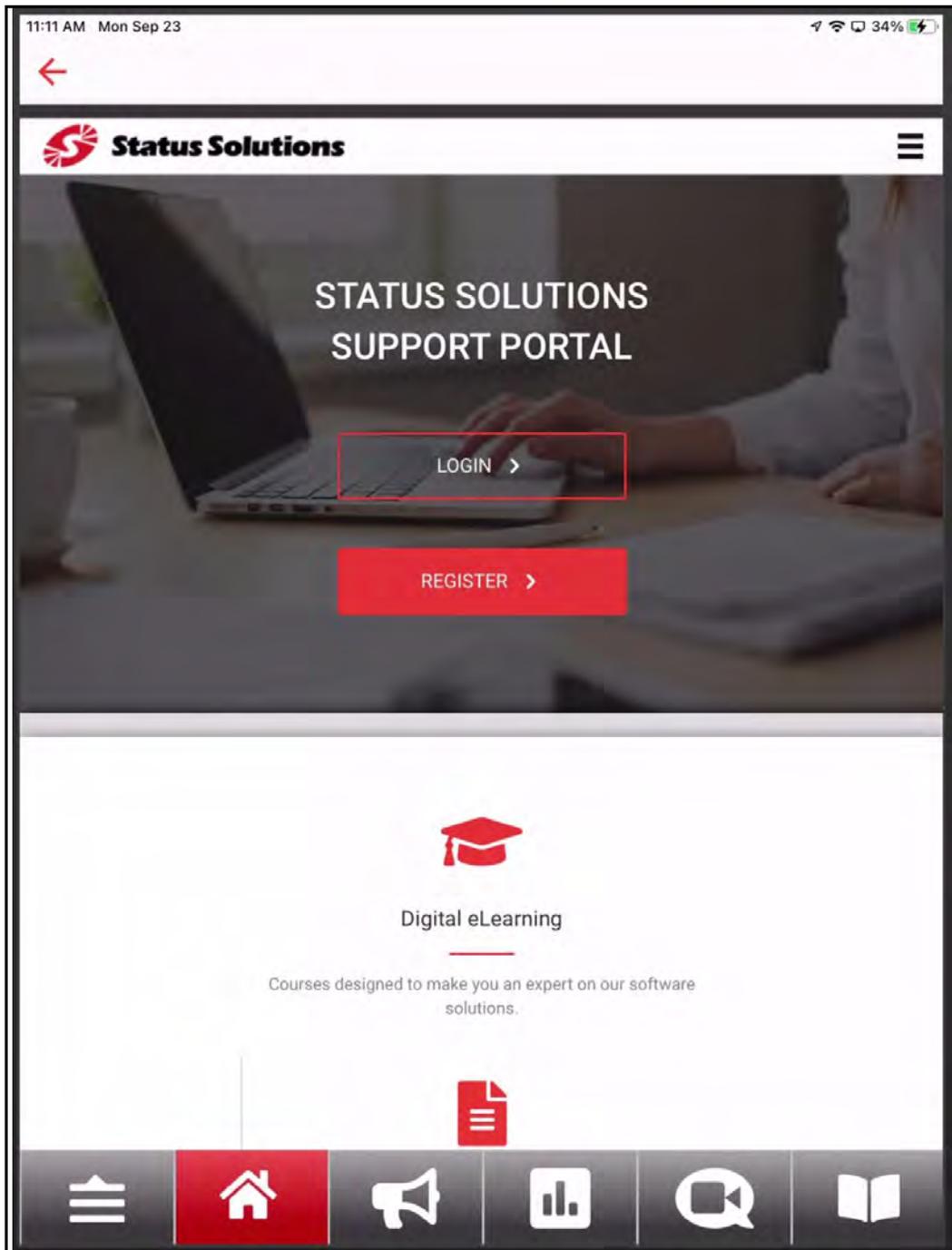




Open Web Pages

Access outside websites like news, YouTube, Google, etc., using your CATIE.

Your community may make certain web pages - *such as YouTube, Google, or Facebook* - available through your CATIE device as an icon on your Home screen.

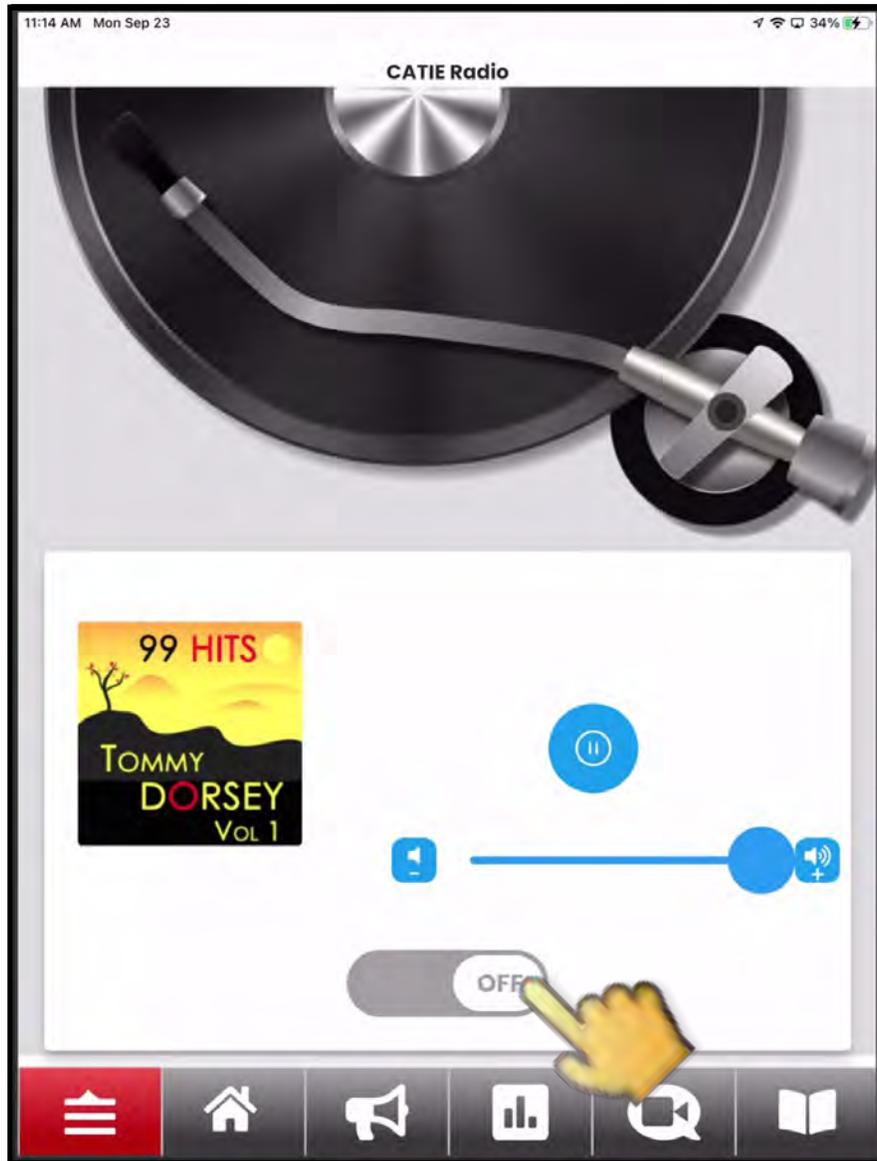




CATIE Radio

Playing the music of YOUR life!

You can tune into CATIE Radio at any time and can use CATIE like normal while listening to the radio.



Turn on or off the radio by tapping the “On/Off” switch.

*To change the volume, **tap** and **slide** the volume controls to the right to make it louder or left to make it quieter.*

Dining Services

View dining menus and hours of operation for any venues across campus.

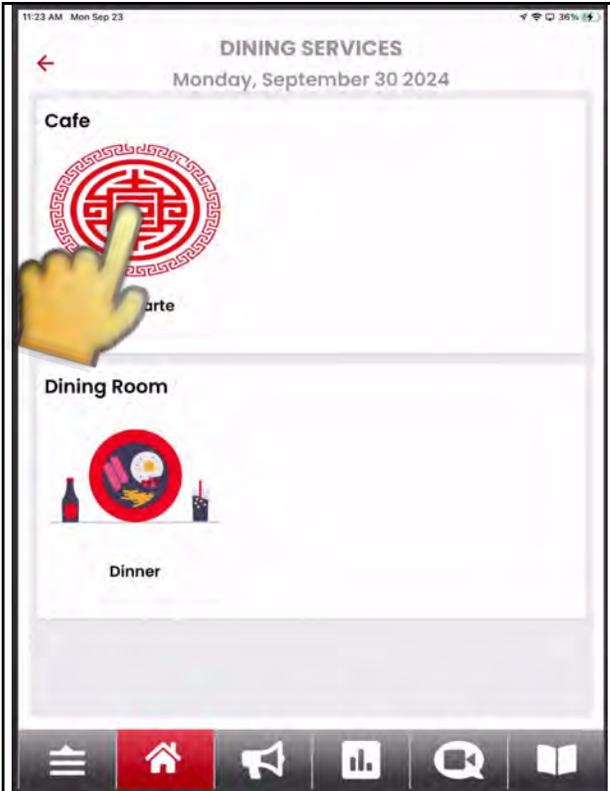


Select the restaurant or venue you want to view menus for from the list on this page, for example **Traditions**.

If available, a menu will appear to show you what is available from the dining venue you've selected.

If more than one menu exists, you will be shown a list of menu options - such as **Breakfast Menu, Wine Menu, Vegan & Gluten Free Menu**, etc.

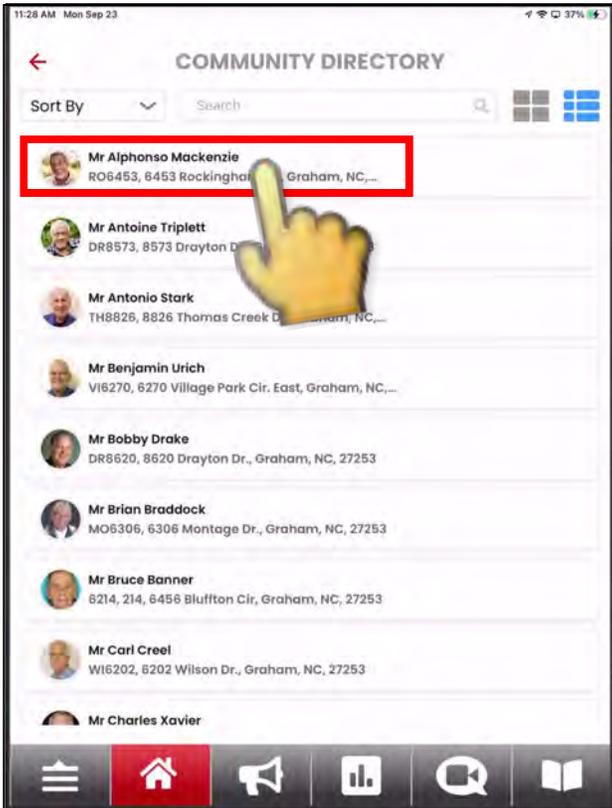
Tap on the option for the menu you wish to view. Use your finger to scroll through the menu.





Community Directory

Look up contact information and call or email your fellow community members and neighbors.



Look up another resident by room number, first/last name, or using the keyboard and search bar.

To interact with a contact, **tap the name** of the resident.



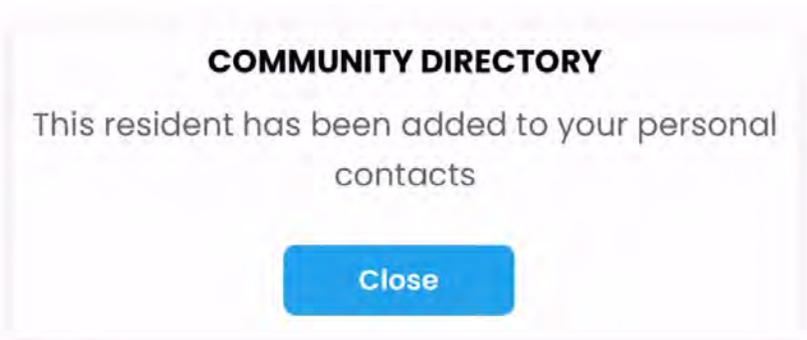
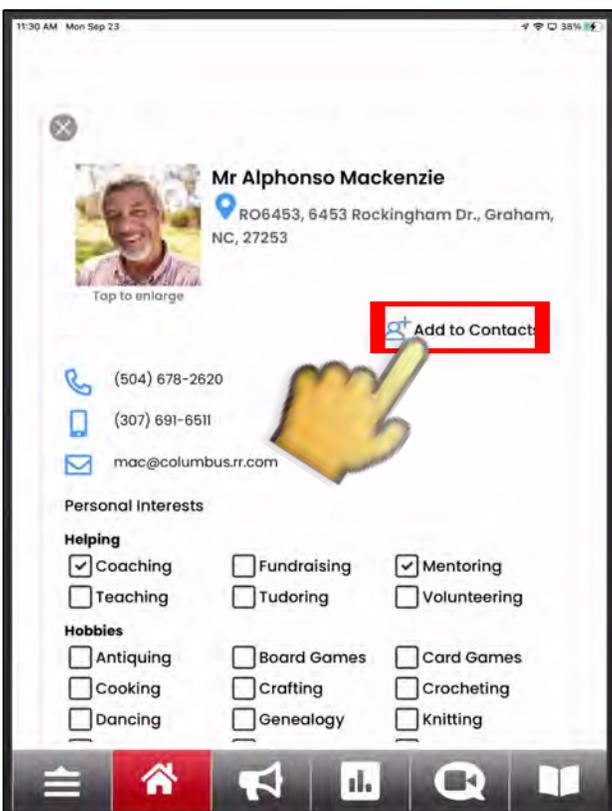
= Tap this icon to **Email**



= Tap this icon to **Call**

To add a community member to your **Personal Contacts** list, tap the **“Add To Contacts”** button.

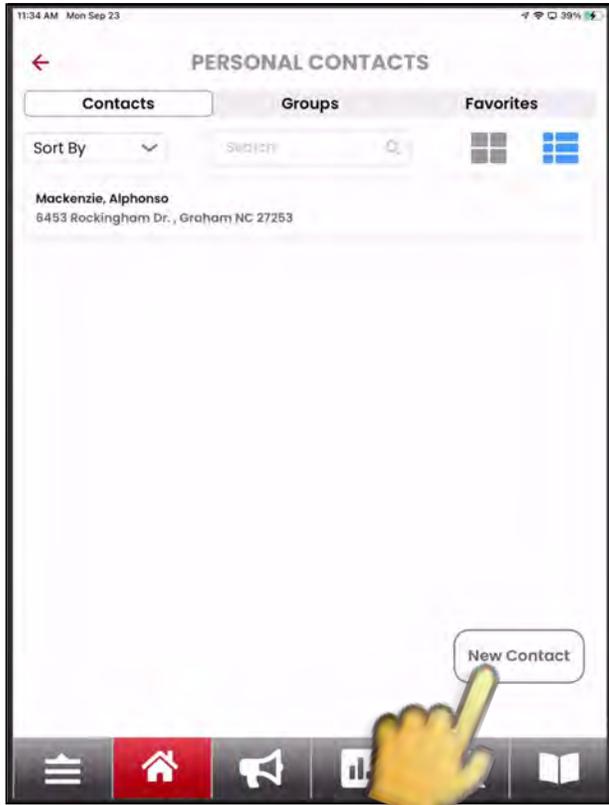
Tap **“OK”** on the confirmation message to finish.





Personal Contacts

Store addresses and contact information for your family, friends, and neighbors.

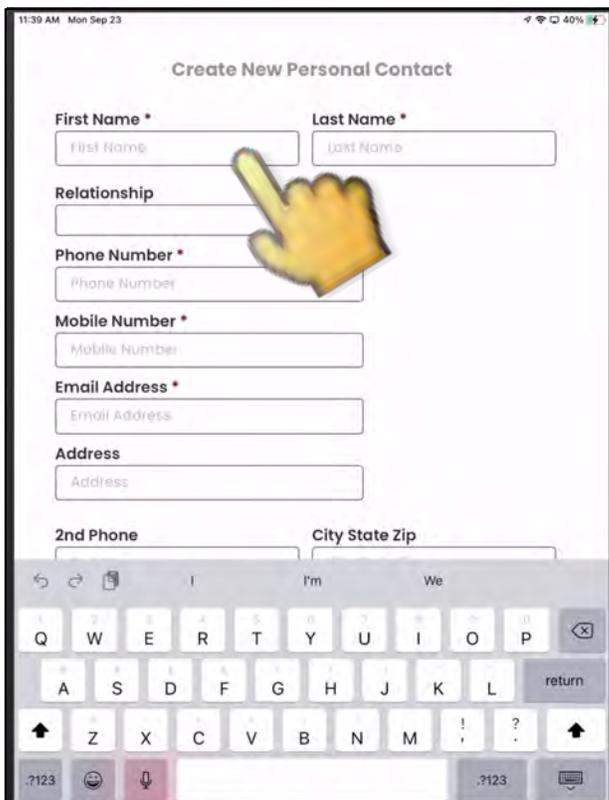


To add a new contact, tap the **“Add New”** button.

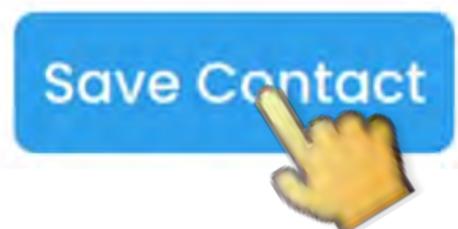
Tap the field you want to edit and use the keyboard to add the contact’s information.

Tap  on the keyboard to use numbers or symbols.

When you have finished editing the contact, close the keyboard by tapping .



Tap **“Save Contact”** at the bottom of the screen when you are finished.





Personal Contacts

*You can organize your personal contacts by adding them to **Groups** or **Favorites**.*

To add a contact to your **“Favorites”** visit their contact page and tap the **“Add to Favorites”** button.



To create a new contact group, tap the **“Groups”** button.

Then tap the **“Add Group”** button to add a new group.



Type a **“Group Name”** and check the box next to contacts you want to add to that group.

Tap **“Save”** to save the group.

*To add a new contacts to an existing group later on, tap the contact and use the **“Edit”** function to add them to a group.*

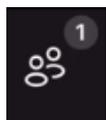


Video Chat

Video conference with family and friends, or members of the community through CATIE.

To start a CATIE Video Call, click on the “**Video Chat**” icon on the home page of your CATIE device.

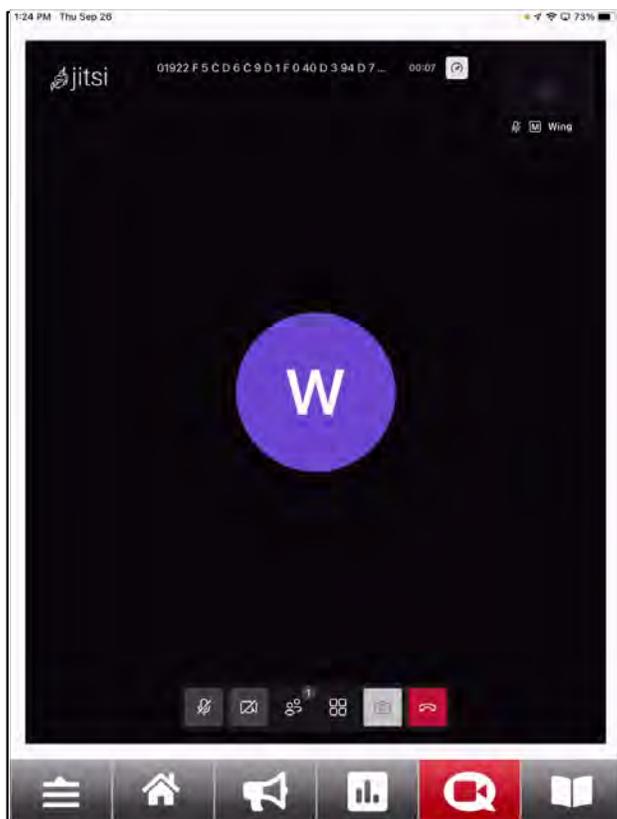
On the following page, you will be prompted to select “**Invite**” or “**Start Call.**”

To invite others to the call, click the “**INVITE**” button  – CATIE Mail will automatically pop up with the meeting link included in the body of the email message.

Select the “TO” field in the email and enter email addresses of friends, relatives, neighbors, etc.

When ready to send the email, tap the “**SEND**” button at the bottom of the screen – and when prompted to send the email, confirm by selecting “**Yes.**”

Once sent, you will be taken back to the call and can wait for your friends/family to arrive in the video chat.





Video Chat

Video conference with family and friends, or members of the community through CATIE.

If you selected the **“Start Call”** button instead, the video chat will be started, and a preview window will appear showing you what others will see when they join the call.

Tap the **“Invite”** link at the bottom of the page to generate an email (*as described on the previous page*) and send the email to others to join your video call.

To end the video call, click the red **“Leave”** button at the bottom of the page OR click the **“Home”** button instead to end the call. *Once all video callers have left, the call will automatically be terminated.*



Microphone Settings

Click this button to mute yourself or adjust your microphone settings.

Camera Settings

Click this button to change or adjust your camera settings.

More Options

Tap here for additional options, such as adding a password to the call or changing back and forth from the tile view of cameras.

Leave/End Call

Click this button to end the call.

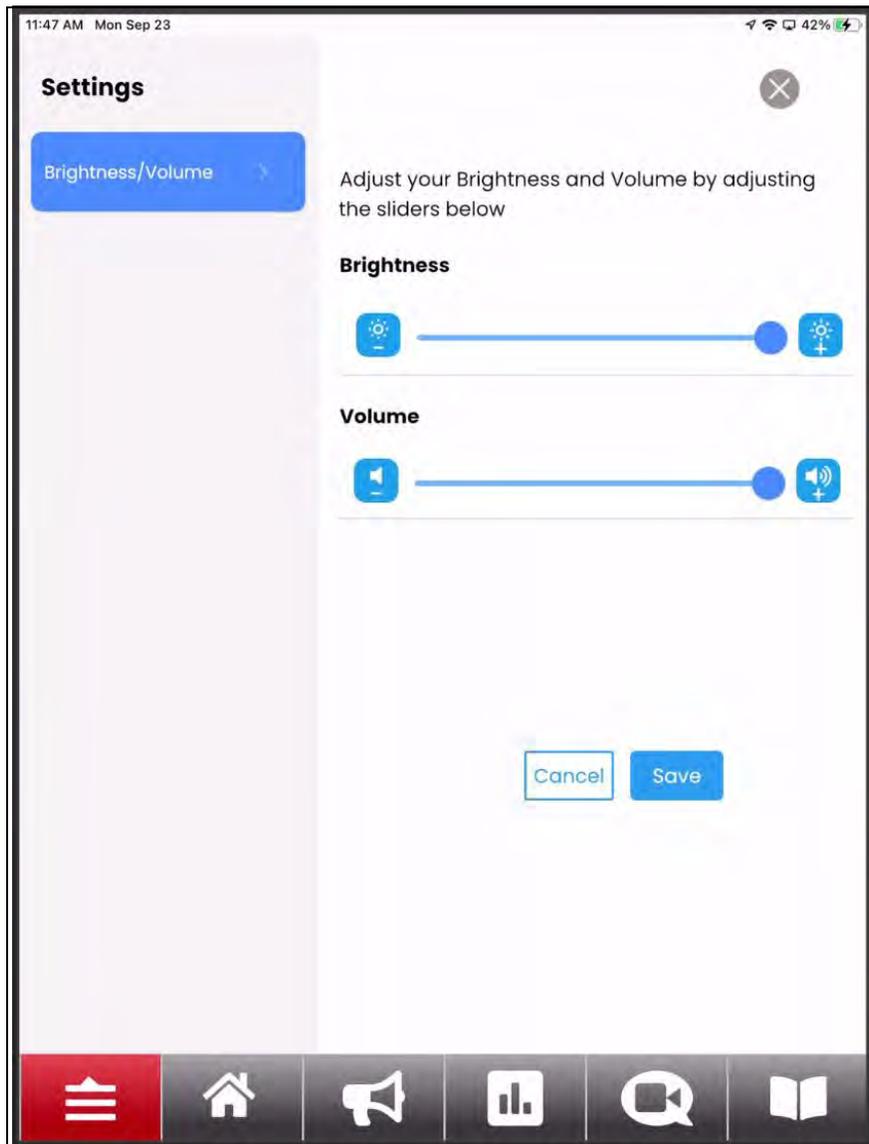


Device Settings

Adjust the settings on CATIE to find the perfect brightness or volume for you.

When available, you can adjust the **Brightness** or **Volume** level of your CATIE device by navigating to the **Device Settings** icon on your CATIE device.

Tap and slide up or down to adjust those settings, and tap the Home button when finished to save your changes.





Status Solutions

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