

Joining a Scheduled OTNinvite as Host from OTNhub

For scheduled OTNinvite events, on the designated date a **Call** button (📞) appears* in the OTNhub **Events List** and in the **Event Details**.

- For *one-on-one* calls, the Call button is active throughout the day of the event.
- For *multi-point* calls, the Call button is active only for the duration of the event (that is, between the event's start and end times).

1. Open a browser**, go to otnhub.ca, click **Log in** and use your ONE ID or OTN credentials to log in.
2. To access the service, click the **Videoconference** link in the bottom navigation bar.

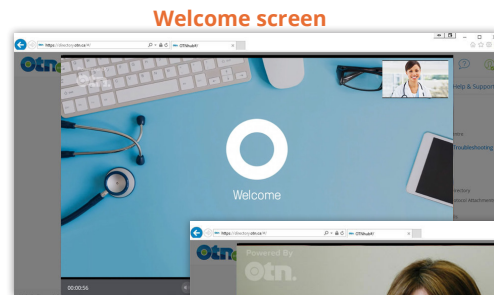
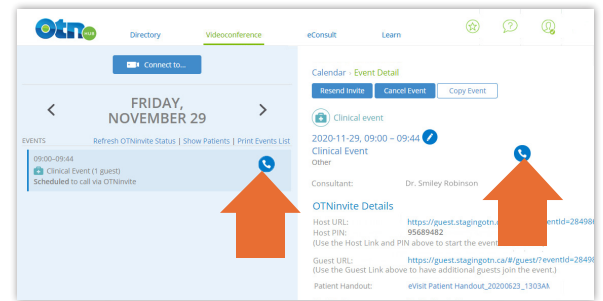
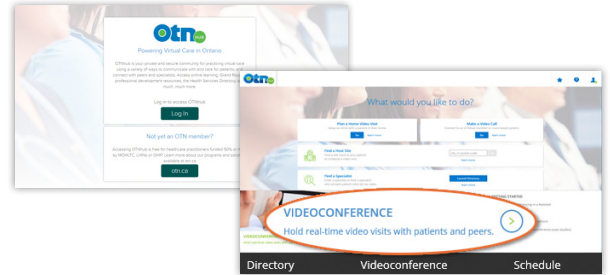
The Calendar and Events List appears with the current date displayed.

3. In the **Events List**, locate the event listing for your event and to start the call, click the **Call** button (📞).
 - You are automatically identified as the host.
 - When you initially enter the conference, you will see a "Welcome" image in the large panel with your self-view at the top right.
 - Only after you connect will the other participant(s) be allowed into the videoconference and when they're connected the Welcome image will be replaced by a video image.

4. For multi-point calls, after all participants have joined the meeting, take a roll call and then lock the videoconference. This helps prevent privacy incidents.

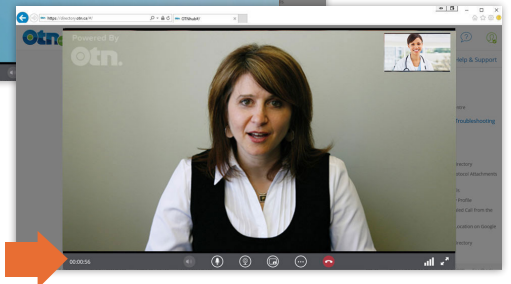
5. The videoconference controls are the standard ones at the bottom of the video window, as described in the user guide [Using the Video Window](#).

- For example, while in a videoconference, you can use the controls to mute your microphone or turn off your camera.
- When you have finished the videoconference, click the **End Call** button (📞) to disconnect.



Video in session

Video window controls



* For delegates, a Call button does not appear. If a delegate wants to join as host, they must use the [Host URL and Host PIN](#).

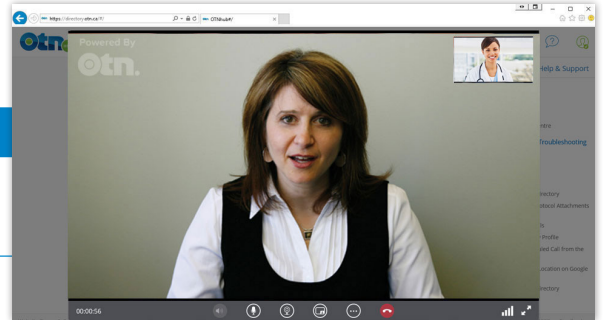
** OTN recommends using a Chrome browser for full functionality.
























Video Window Controls

The videoconference window opens with a basic set of controls that enable you to mute and unmute your speakers and microphone, turn your broadcast image on and off, turn self-view off and on, and access more controls.

When you view a lower-level set of controls, it replaces the parent set.

To return to a previous set of controls, click the **Back** button () at the bottom of your video window.



Icon	Description
	Speaker - turn your speaker(s) off and on.  You've turned your speaker off (muted).
	Microphone - turn your microphone off and on.  You've turned your microphone off (muted).
	Privacy Mode - turn broadcast image off and on (webcam control only – microphone remains on).  You've turned privacy on (your video image is no longer seen by other participants).
	Self View - turn your self-view off and on.  You've turned self-view off.  Expand the self-view image to display in the larger video pane.
	More options - access additional controls.  Back - return to the previous set of video window controls.  Device Settings - click to view Device Settings panel.  Device Settings panel in view - click to close panel.  Share Content - click to view Content Share panel.  Content Share panel in view - click to close panel.  Expand the 'shared' thumbnail to display in the larger video pane.  Participants - click to view Participants panel.  Participants panel in view - click to close panel.  Lock / Unlock Videoconference
	End call - disconnect from the videoconference and close the video window.
	Call Quality & Statistics Report - view information about your video call transmission rates.
	Full-Screen - expand the video window to use your entire computer screen.  While in full-screen mode, to restore the video window to its previous size, click the Exit Full Screen control.

For further assistance and technical support, contact OTN Technical Support

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