

Joining as a Host with the Assistance of a Delegate

Connecting via a Mobile Device

A delegate (e.g., administrative assistant) can schedule an event on behalf of their delegator (e.g. a clinician). After scheduling the event, the delegate needs to provide the Host PIN and Host URL to the delegator.

Note: You must have the  **Pexip Infinity Connect** app installed on your mobile device before accessing the Host URL.

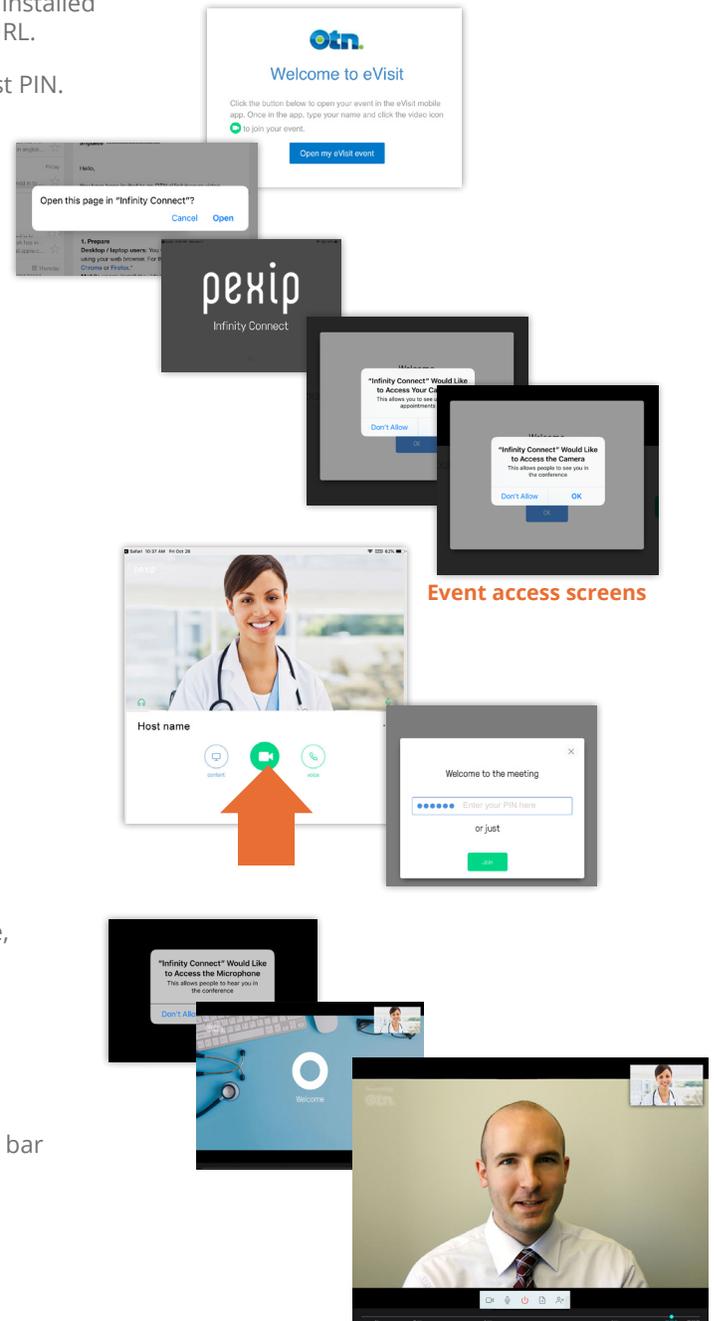
To access an event as host, you need the Host URL and Host PIN.

When scheduling the event

The host's delegate can copy [CTRL+C] these items from the OTNhub **Event Details** and paste [CTRL+V] them into an email, which they send to the event's host.

To join the event as host

1. Open the email with the Host URL and Host PIN and tap the Host URL.
A **Welcome to eVisit** screen appears.
2. Click **Open my eVisit event**.
A **Pexip** screen appears and a couple of permission pop-ups.
3. Tap **OK** to permit access to your camera and calendar.
A Pexip app "You're invited to" screen appears with your self-view and three options.
4. Type your name in the **Name** field
5. Tap the **Video**  option.
A **PIN** dialog box appears.
6. Type the **Host PIN** and then tap **Join**.
7. When connected, a video window appears.
 - If you are the first participant to enter the conference, you will see a "Welcome" image in the large panel and your self-view at the top right.
 - After other participants join, you will be connected and see both them and your self-view.
8. To end the conference:
 - i. Tap anywhere in the video image to view the control bar and then tap the **End Call** icon ()
 - ii. Click **Disconnect** in the confirmation pop-up.
 - iii. Tap your device's Home button to exit the app.



Event access screens

Video in session

Connecting via OTNhub

In some circumstances, a delegate might need to join as a 'host.

To do this they must use the Host URL because a Call button does not appear for delegates. For example, when a delegate notices that a patient has already joined an event and they want to temporarily join as a host to notify the patient about the doctor's pending arrival.

1. Using the **Calendar**, navigate to the date on which the videoconference is scheduled and locate it in the **Events List**.
2. To view the videoconference's **Event Details**, click its entry in the **Events List**.
3. You will need the **Host Pin** for step #7. Therefore, select the Host PIN text and copy [CTRL+C] to your system clipboard.
4. To start the call, click the **Host URL** in the Event Details.

A **Welcome to OTN** screen appears briefly followed by an **OTN Log In** screen.

5. In the **OTN Log In** screen, type your name in the **Name** field and then click **CONNECT**. (The name you enter appears in the Participants list.)

A **Select your camera and microphone** panel appears with your default devices selected.

6. Leave the default devices selected or change as desired and then click **START**.

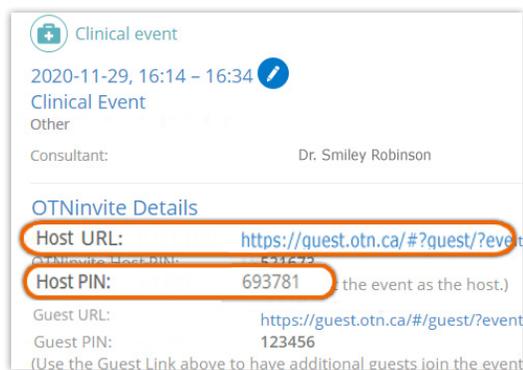
A **PIN** pop-up* appears.

7. Paste (Ctrl+V) the **Host PIN** you earlier copied from the Event Details (step #3) into the PIN field and then click **CONNECT**.

8. When connected, a video window appears.

- When you initially enter the conference, you will see a "Welcome" image in the large panel and 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.
- As host, you have access to additional videoconference controls via the **Menu** (☰) button at the top left of the video screen. These include:
 - Add a new participant (Do not use; Not applicable with OTNhub)
 - Lock conference
 - Mute all guests
 - Disconnect all participants

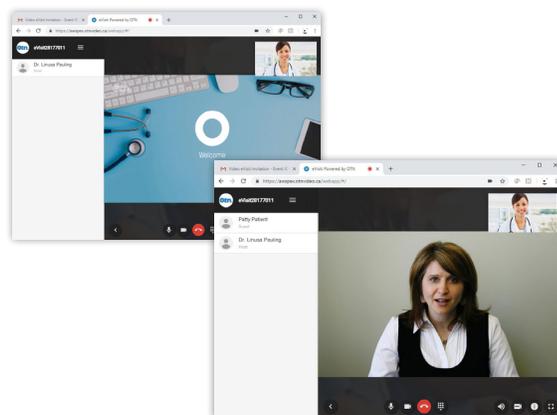
9. For multi-point calls, after all participants have joined the meeting, take a roll call and then lock the videoconference. This helps prevent privacy incidents.



Host URL and Host PIN in event details



Event access screens



Video in session

* The PIN pop-up's appearance depends on how many PINs the event requires.

- If the event requires both a Host PIN and Guest PIN, a simple PIN pop-up appears with just the PIN field. Enter the Host PIN.
- If the event requires only a Host PIN, the PIN pop-up contains both "Select your role" radio buttons and a PIN field. Leave the role "Host" selected and enter the Host PIN.