Joining as Host with the Assistance of a Delegate

Connecting via a Mobile Device

A delegate (someone associated with the host's system such as 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: 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.

2. Follow the on-screen prompts to open and access the app.
   - In the **Hello, What's your name** panel, enter the Name* you want shown to other participants.
   - If a **Permission** panel appears, allow the app to access your camera and microphone.

3. To join the eVisit, tap `Join now`.

4. If asked "**Are you the host?**", select Yes and enter the **Host PIN**.

5. 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.

6. To end the conference,:tap anywhere in the video image to show the control bar and then tap the **End Call** button 🔲.

Display name

Event access screens

Video in session
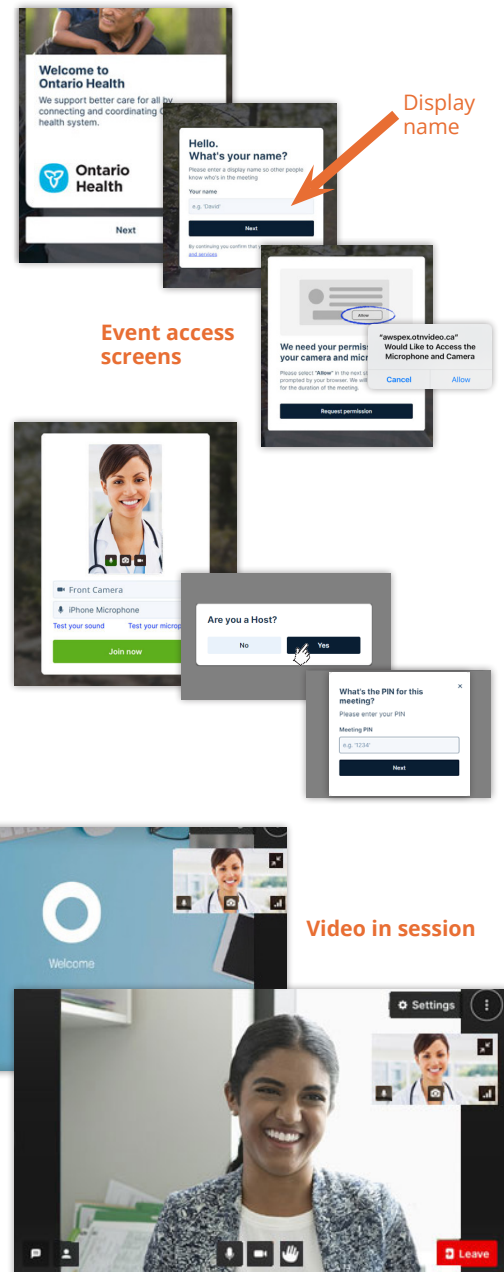
* The name entered is what others will see during the video visit. To protect your identity and limit what personal information will be seen by others, take the time to check that the name is correct and accurate.

Connecting via OTNhub with Host URL and Host PIN on a WIndows (PC) or Mac

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.

> ⚠ Always use the Host URL **from within OTNhub**. Do not email the link as this might cause privacy issues.

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 #8. 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.

5. A few panels will appear, where you can enter your name and check your equipment. Complete each panel and to continue, click **Next**.
   - In the **Hello, What's your name** panel, enter the Name* you want displayed to other participants.
   - If a **Permission** panel appears, allow the app to access your camera and microphone. (Permission is needed only for the first time you join an eVisit or after you clear your browser's cache.)
   - You can check that your equipment is working and change as needed.
     - Change the camera, microphone, or speakers using the drop-down lists.
     - You can also "Test your microphone" or "Test your sound".

6. To join the meeting, click **Join now**.

7. If the event does not have a Guest PIN, an "Are you a Host" pop-up appears. Select Yes.

   "*What's the PIN for this meeting*" pop-up appears.

8. Enter the **Host PIN** and then click Next.

9. When connected, a video window appears.
   - 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 video visit and when they're connected the Welcome image will be replaced by a video image.
   - As host, you have access to several options for controlling the meeting. See Hosting Group Video Visits 🔗.

10. 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

Video Connection Methods

Host URL: ❓ https://guest.otn.ca/#/guest/?eventId=250116934&role=host
Host PIN: ❓ 123456

Event access screens

Hello.
What's your name? ← Display name
Please enter a display name so other people know who's in the meeting
Your name
e.g. 'David'
Next
By continuing you confirm that yo...
and services

We need your permission...
your camera and microp...
Please select "Allow" in the next step w...
prompted by your browser. We will only...
for the duration of the meeting.
Request permission

← Self view

Logi C310 HD WebCam (046d:081b)
Default - Microphone (Logi C310 HD Web...
Default - Speakers (Realtek(R) Audio)
Join now

What's the PIN for this meeting?
Please enter your PIN
Meeting PIN
e.g. '123#' ← PIN field
Next

Video in session

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