

eVisit by OTN Hub: A Simple Starter Guide

Please read the [OTNinvite Protocol](#) before using the OTNinvite feature
(support.otn.ca > select "eVisit" module > choose "OTNinvite Protocol")

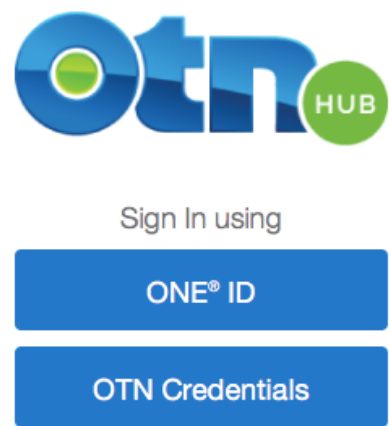


Figure 1

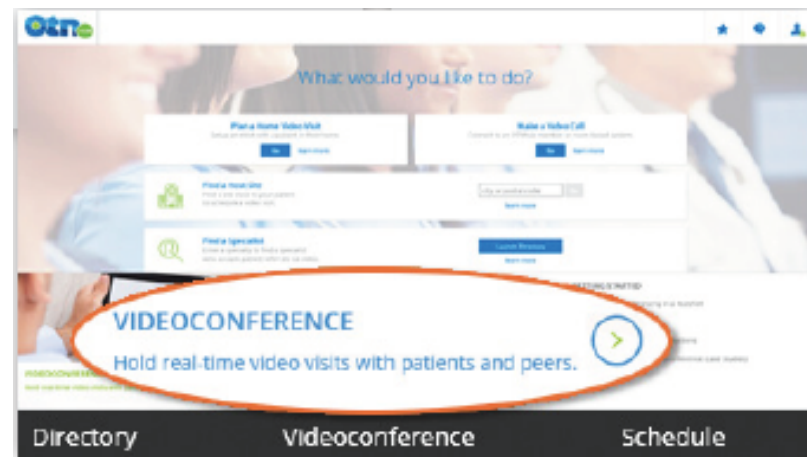


Figure 2

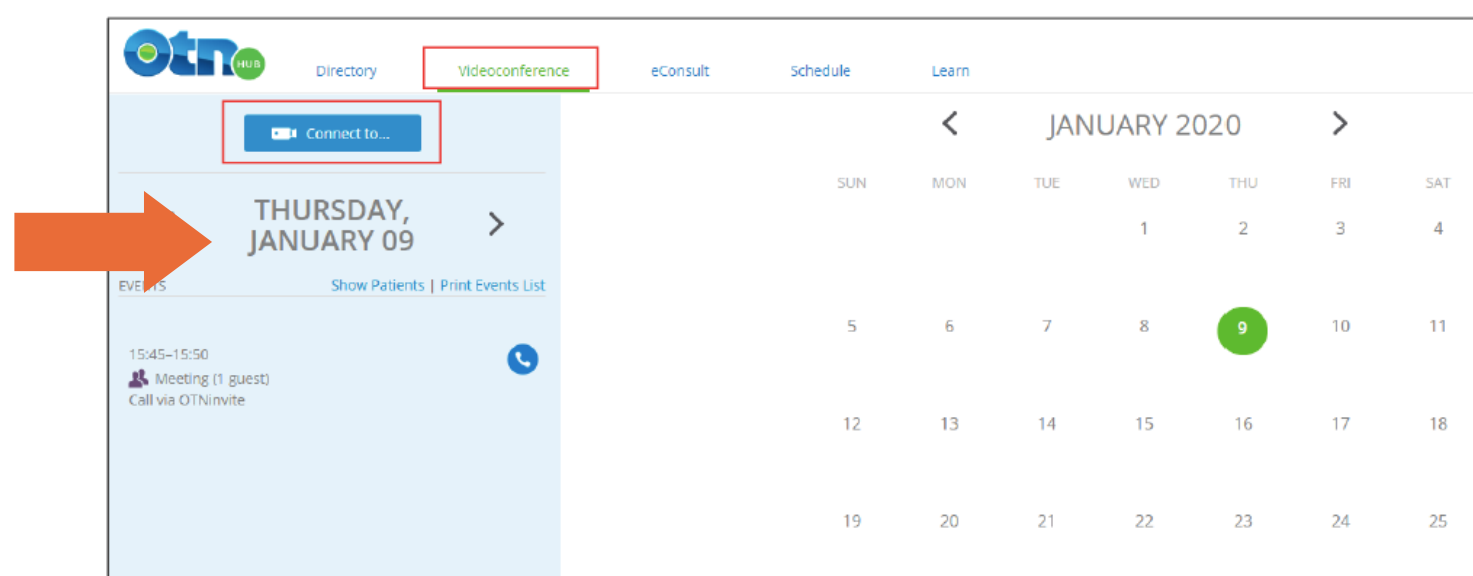


Figure 3

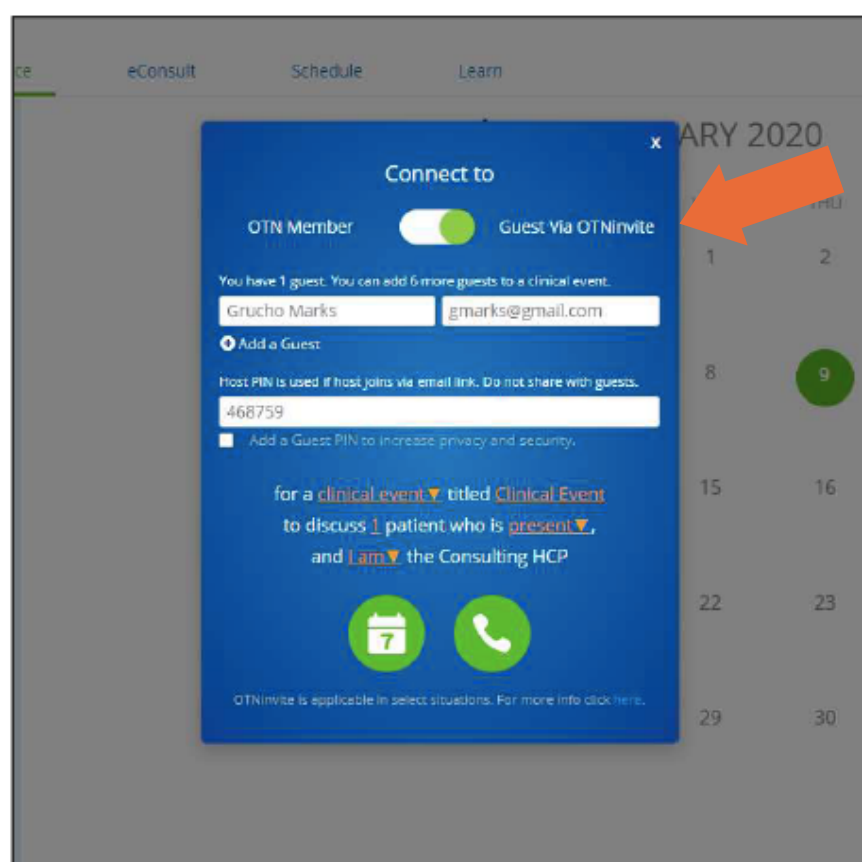


Figure 4

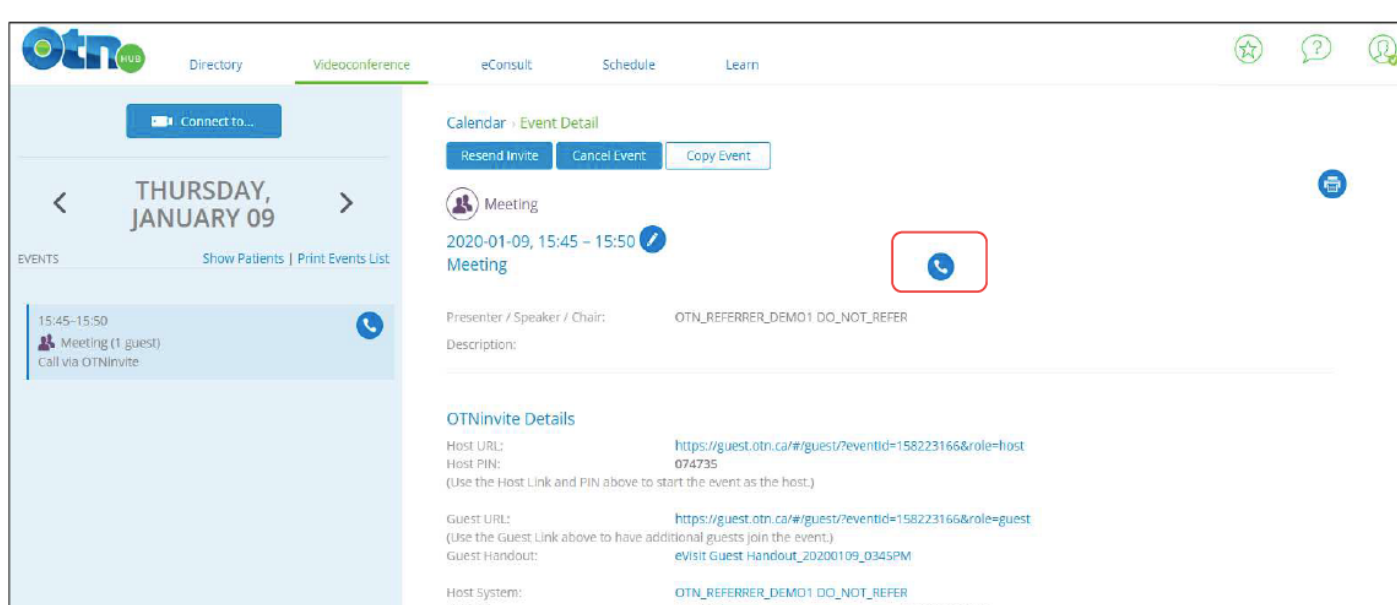


Figure 5

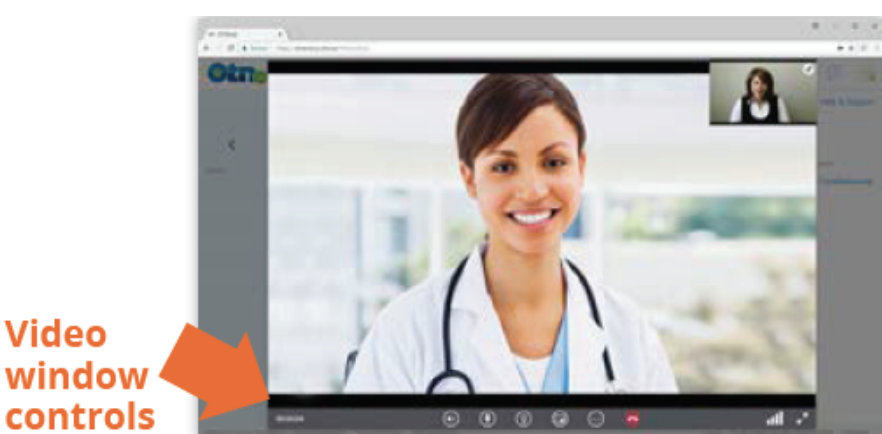


Figure 6

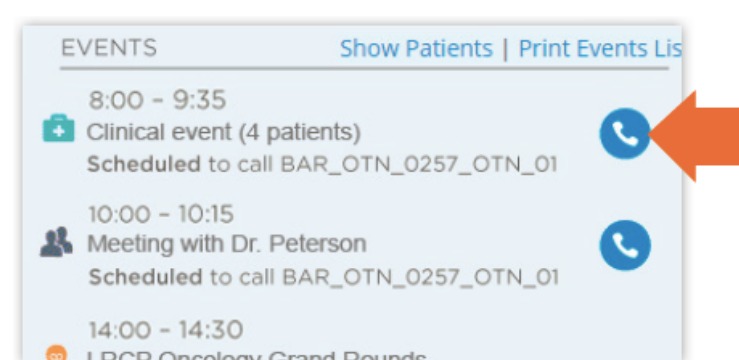


Figure 7

LAUNCHING eVISIT

For the best experience, use Chrome or FireFox

- Sign in to OTNhub.ca (Fig. 1)
- To access the service, click the **Videoconference** link in the bottom navigation bar (Fig. 2)
- The **Calendar and Events List** appears (Fig. 3) where all scheduled calls will appear.

USING OTNinvite to SCHEDULE A FUTURE CALL

- Click "**Connect to**" (Fig. 3)
- The **Call Settings** window will appear (Fig. 4)
- Ensure the the top **Toggle Bar** is on "**Guest via OTNinvite**"
- Enter **patient name** and **email address**
- Add a **PIN (optional)**
- Book a future date and time by clicking the **green Calendar** button (OR initiate the call immediately using the **green Call** button)

The recipient will receive an email invitation with instructions.

MAKING THE CALL

- On the scheduled date, your call will appear in the **Events List** and **Events Details** screen (Fig. 5)
- To initiate the call, click the **blue Call** button
 - If the person you are calling is online when they answer, the videoconference window appears.
 - If the person you are calling is offline, you will receive a message.
- The **videoconference window controls** allow you to mute your microphone, turn off your camera, and hang up using the **red End Call** button (Fig. 6)

IF THE CALL DISCONNECTS

You can easily restart the call, without having to enter the Call Settings.

- Return to the **Calendar and Event List**.
- In the **Events List**, locate the time you made the original call
- To initiate the call, click the **blue Call** button (Fig. 7)