

Set-up Instructions for Running a Group Via OTN

Introduction for OTN Groups-Therapist Notes

What should already be setup for you:

- OTN equipment with remote in site (shouldn't have to touch the equipment unless it doesn't turn on or internet cable was not connected but this is rare)
- OTN system will turn on itself 30 minutes prior to start time
- 15 minutes prior to start time satellite site will be displayed on monitor but you will need to unmute yourself and ensure their mute settings are correct when you want to start the group

Set up for therapists:

1. Set up laptop & projector as per usual directly across from OTN equipment. Ensure projected image onto wall is large enough for host site to view.
 2. Plug OTN cords into laptop and press presentation mode on the OTN remote so that the powerpoint presentation is seen by satellite sites.
 3. Using remote control adjust location of camera using zoom controls & arrows so that the speaker is visible. This should be done in self view as this is what the satellite site will be viewing. Can toggle between presentation mode and self view so that satellite site participants can see you for example when a question arises.
 4. Save this setting as your first preset by holding the number 1 button on your remote down until a pop up on the monitor confirms it is set.
 5. If comfortable arrange presets where participants will be seated to introduce to satellite site.
 6. Introduce house keeping items-breaks, interactive group, bathroom location, OA info packages etc.
 7. Introduce OTN-'we have launched a new initiative in order to expand our reach to rural and/or underserved areas. We do this using Ontario Telemedicine Network (OTN) to essentially video conference to other sites'. Introduce both host site participant numbers and location and satellite site info to group participants.
 - ie. Today in London we have twelve participants at McCormick Home. In Owensound we have seven participants joining our site from the Canadian Red Cross location , etc.
- Also mention that OTN is a secure network and only sites registered for this event have access to our dialogue. Only the therapist can see satellite site participants so reassure them that they are not being broadcasted in the room.
8. Verify that satellite site can hear and see you. Provide instructions to satellite site about muting unless you have a question or comment and remind host site participants to minimize making addition noise unless have a question or comment.

9. Take roll call attendance.
10. Begin group content and have fun!

Additional tips

- Arrive at least 30 minutes to set up and for troubleshooting with equipment
- Look at camera NOT the monitor to better connect with satellite site
- Have contact info for satellite site on hand if any glitches occur and then call OTN Service Desk 1 866-454-6861 if cannot resolve issues on your own (number also located on green sticker on OTN stand)
- OTN-when in doubt press cancel on remote twice and start over
- Put up signs directing clients to group location