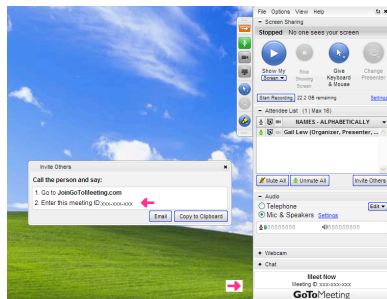


After you receive the “keycode” for your specific private session:

Use your internet browser – i.e. Explorer, Firefox, Safari – then type in and go to the internet address:

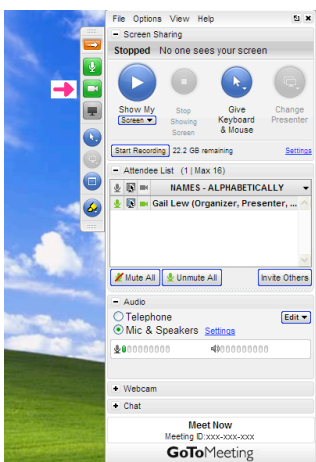
<http://www.joingotomeeting.com>



Once you arrive at the net address, enter the “keycode” in the box. Mouse click to continue to log in.

A session software pack will load. This will occur only once unless the software is removed or if you use a different computer.

Turn on the video function in order to view each other in the live session.

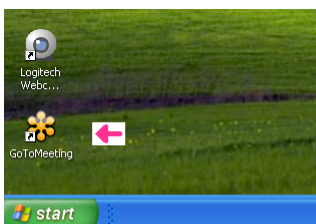


Adjust video display size, location on screen, and the level of audio needed.

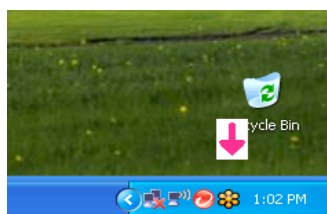
At the end of session just log out or close the browser / window in use.



For the next session time you will only need to mouse click on the symbol that has been installed on your computer. A “keycode” will still be needed for *each session*.



Note: These illustrations are from a PC computer with XP, and the views you have may not be exactly the same due to the type of computer used and the operating system version.



TELEPRACTICE – SETUP / USE

- Remote Speech Therapy Via Internet Connect -

This will provide you an abbreviated information of what steps that will be followed for a remote therapy session.

A date and time is first scheduled suitable for a session between you and the Speech-Language Pathologist.*

Time set aside for the session should include some added time for set up and readiness of the computer station and hardware **before** the start of the session.

Doing this will be important for everyone involved, as it will help insure the best use of the time in each session.

Unexpected technical problems can occur in trying to have a remote therapy session, the session may be terminated and would then have to be rescheduled.

Each remote therapy session is set up from the office of the SLP. There are just a few steps to be done at the remote computer site. There is no need for any major software installation to be done by the remote user.

Contact will be done to provide a “keycode” for the remote computer user in order to gain access to the session. Each session is not accessible otherwise.

*Please notify 24 hours in advance of the date should a change be needed – in the case of an emergency 2 hours – to avoid added charges.

Gail Wilson Lew Speech Pathology

2596 Mission Street, Suite 203

San Marino, California 91108

(626) 799-3397

www.gailsspeechpage.com

**TelePractice System Requirements
for running an effective online session:**

For PC-based participants:

- * Internet Explorer® 7.0, Mozilla® Firefox® 3.0, Google™ Chrome™ 5.0 (JavaScript™ and Java™ enabled) or the latest version of each web browser
- * Windows® 7, Vista, XP or 2003 Server
- * Cable modem, DSL, or better Internet connection
- * Dual-core 2.4GHz CPU or faster with 2GB of RAM (recommended)

For Mac-based participants:

- * Safari™ 3.0, Firefox® 3.0, Google™ Chrome™ 5.0 (JavaScript™ and Java™ enabled) or the latest version of each web browser
- * Mac OS® X 10.5 – Leopard® or newer
- * Intel processor (1GB of RAM or better recommended)
- * Cable modem, DSL, or better Internet connection (700 Kbps of Internet bandwidth and a dual-core 1.6GHz CPU with 2 GB of RAM)

Note:

For the very first remote session, there may be some needed time required for familiarization with the details and functions of the software operations.

For the very first remote session, there will need to be some verifications to test if the remote hardware configuration, network provider and the available connection speed is able to accomplish the performance for an effective online session.

Each remote session will require a newly issued private key for that individual session.

Gail Wilson Lew Speech Pathology

2596 Mission Street, Suite 203
San Marino, California 91108
(626) 799-3397
www.gailsspeechpage.com

Gail W. Lew Speech Pathology
www.gailsspeechpage.com

2596 Mission Street, Suite 203
San Marino, California 91108
USA

“Net accessible speech therapy.”

[RECIPIENT ADDRESS]