

Quick Reference Guide Virtual Meeting Rooms Guest User

REMOTE COURTS - VMR GUEST INSTRUCTIONS

Using Multi-Party VMRs (Virtual Meetings Rooms) – Quick Reference Guide, July 2020

This factsheet explains how to connect to a Ministry of Justice remote courts hearing using videoconference. These hearings are hosted in Virtual Meeting Rooms (VMR). Participants use Jabber Guest to connect to the VMR.

Connecting to the VMR – PC / Laptop

You will need to use Mozilla Firefox, Chrome or Microsoft Edge to connect to the VMR from your PC or laptop. Internet Explorer is **not** supported with these VMRs.



You will receive a calendar invitation with the connection details for the videoconference.

Guest Connection(s) PIN / Passcode: 11916		
Connecting From	Connection Method	Connection Detail
External VC Endpoint	SIP/H323 URI	84322@rcvideo.net
Desktop Computer or Mobile Device	Jabber Guest	https://meet.rcvideo.net/index.html?pid=84322
ISDN VC Endpoint	ISDN	00 64 9 3578500,84322#
Telephone (Audio Only) / Meeting ID	PSTN	00 64 9 3578500,84322#

Copy the *Jabber Guest* Connection Method into the address bar of your web browser and push enter.

You will be directed to the ReadyCloud® Video Page.

Enter the **Pin/Passcode** that has been provided to you either by email or in your calendar invitation response and click **Join Meeting**.

Enter your name when prompted. If you are attending court as a participant, please include your role, eg Joe Bloggs – Probation, and click **Join Meeting**.

Select **Continue with Browser**.

Camera: You should appear on the left of the screen. If not, select a different option from the Camera dropdown list.



Microphone: Test your microphone by speaking. A fluctuating level on the bar will indicate it is working.

Test Speakers: Click on the 'Test speakers' icon. If you can hear sound, click on *Join Meeting*.

Notes:

- We recommend you use a headset for videoconferencing to improve audio quality.
- The first time you use Jabber Guest, you may be prompted to install a Plug-in for your web browser.

Screen controls

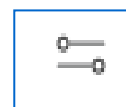
The main controls for the call will appear if you hover at the bottom centre of the screen.

Click on the microphone icon to mute and unmute yourself. When muted, the microphone will be red.



Click on the X icon to leave the videoconference.

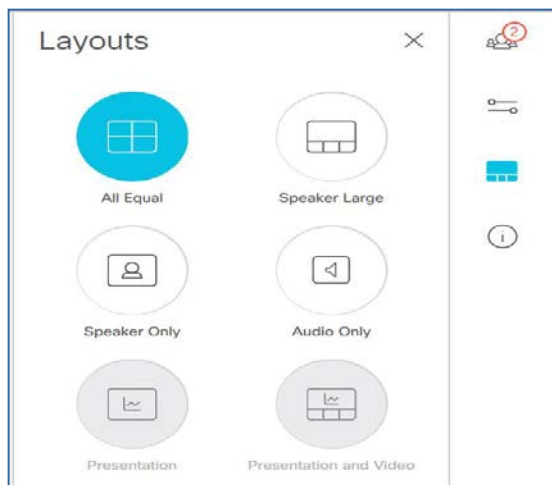
Do not use the meeting controls on the right-hand side of the screen. These control the audio and video of everyone on the videoconference and will disrupt the hearing.



You can change the appearance of the screen by clicking on the layout icon. This is also located on the right-hand side of the screen.

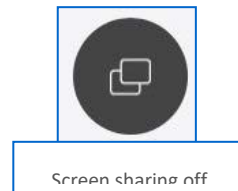


Choose the layout that best suits you. You can choose to turn off video and participate via audio only.



When you click the sharing button it will give you the option of sharing your whole screen or a specific window. The icon will turn blue while you are sharing content.

Click on the button again to stop sharing.



Connecting to the VMR via Tablet or Smart Phone

You will need to download the Cisco Jabber Guest Plug-in to use on your tablet or smart phone.

Search for the **Guest Access-Cisco Jabber** app in the App Store (Apple) or Play Store (Android) and install the app.



Screen sharing

The screen sharing button on the in-screen controls allows you to share content from your local PC into the VMR.

