Video Conference Instructions
Custodial Participants

The Court will conduct video conference hearings on the Cisco Meeting Webpage platform. In custody participants will appear with full video and audio capability by using the provided iPad device.

It is required to use the Safari browser to access the video conference meeting on the iPad.

To access the hearing, follow the steps below:

Step 1:   Open the Meeting Email to Access the Video Conference Web Link

In custody participants will receive an email addressed to a Gmail account accessible via the provided iPad with a weblink to join the meeting.

To access the Gmail account, click on the email icon on the iPad home page:

- Open the Gmail email to view the message for the scheduled meeting.

- The message will have the Subject Line:

  - Defendant Last Name, Defendant First Name, Date of Hearing, Time of Hearing

- Confirm the message is for the correct defendant, date and time.

- Open the message and click on the weblink for the meeting.
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Step 2:   Access the Meeting in Safari

- After clicking on the meeting weblink, the Cisco Meeting Webpage will appear.
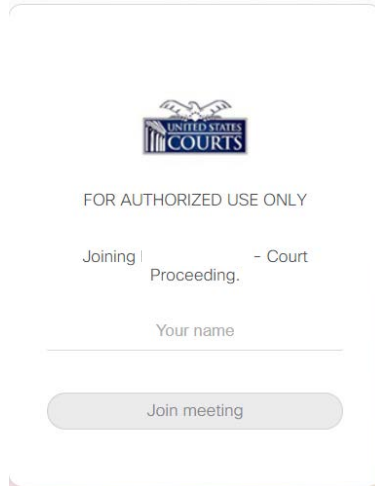
- The judge's name will display above the name field. Verify that the meeting is for the assigned judge.

- Enter the custodial participant's name in the "Your name" field.

- Click on "Join meeting."
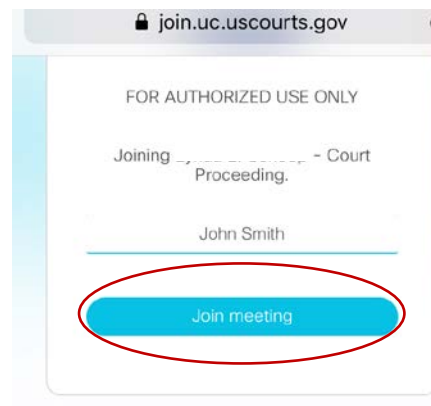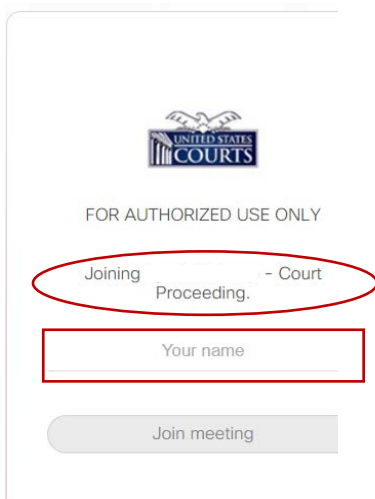
Step 3: **Adjust Audio and Video Settings**

- The audio and video selection page will appear.

- A prompt may appear requesting permission to access the device's microphone and camera. Click "Allow."
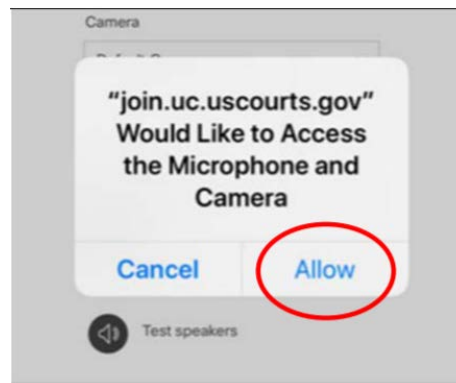

- Video conference participants are required to designate a camera and microphone for the meeting.
- **The audio and video will not operate when set to the <u>default</u> camera and/or <u>default</u> microphone.**
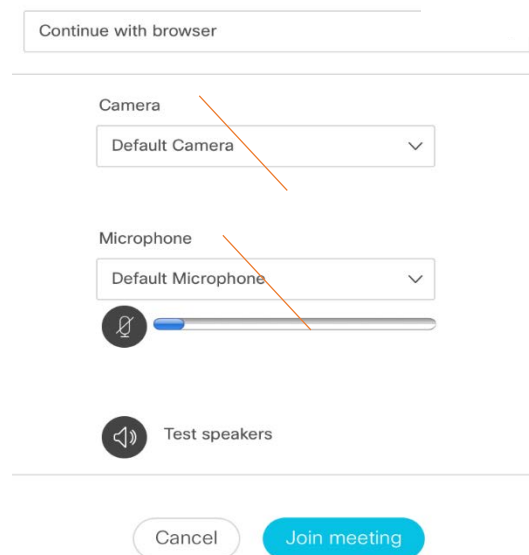
Incorrect Camera and Microphone Default Settings

How to Select Your Camera

- To ensure correct camera operation, one must select an option other than default from the camera drop-down menu.

- Click on the Camera drop down arrow to select the camera for the meeting.

- Choose "Front Camera."
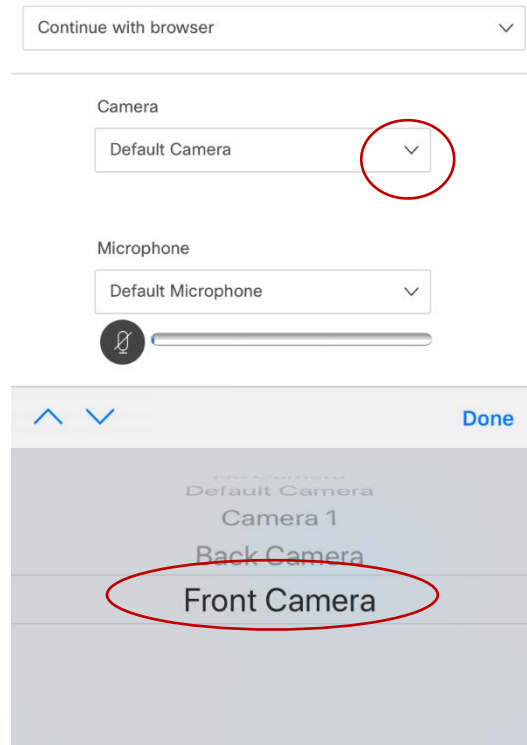
How to Select Your Microphone

- To ensure correct microphone operation, one must select an option other than default from the microphone drop-down menu.

- Click on the microphone drop-down menu to select the iPad microphone for the meeting:
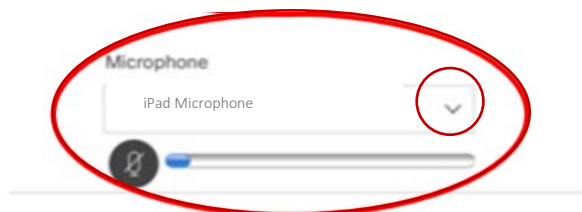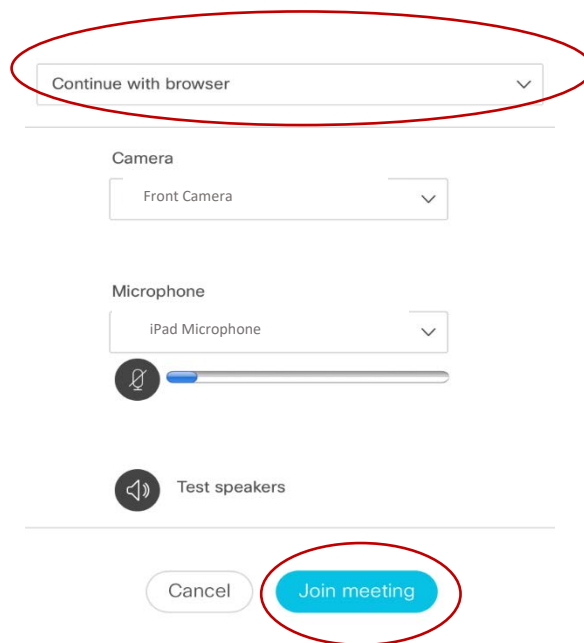
- Test the microphone by speaking. When the correct microphone is enabled, a blue meter will move to the right or left in response to your voice.
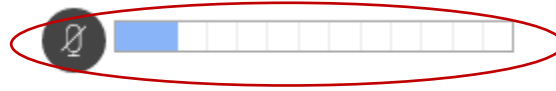

Step 4: **Join the Meeting and Adjust Settings**

- Once the video and audio settings are correct confirm that "Continue with browser" is selected at the top of the screen, then click on "Join Meeting."
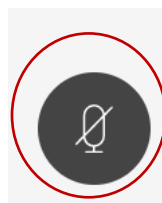
- After joining the meeting, the meeting space screen will appear.

- A menu of options appears on the bottom of the screen and to the far right of the screen.

- The menu at the bottom of the screen contains a microphone icon to mute and unmute yourself and the letter "X" surrounded by red to leave the meeting.
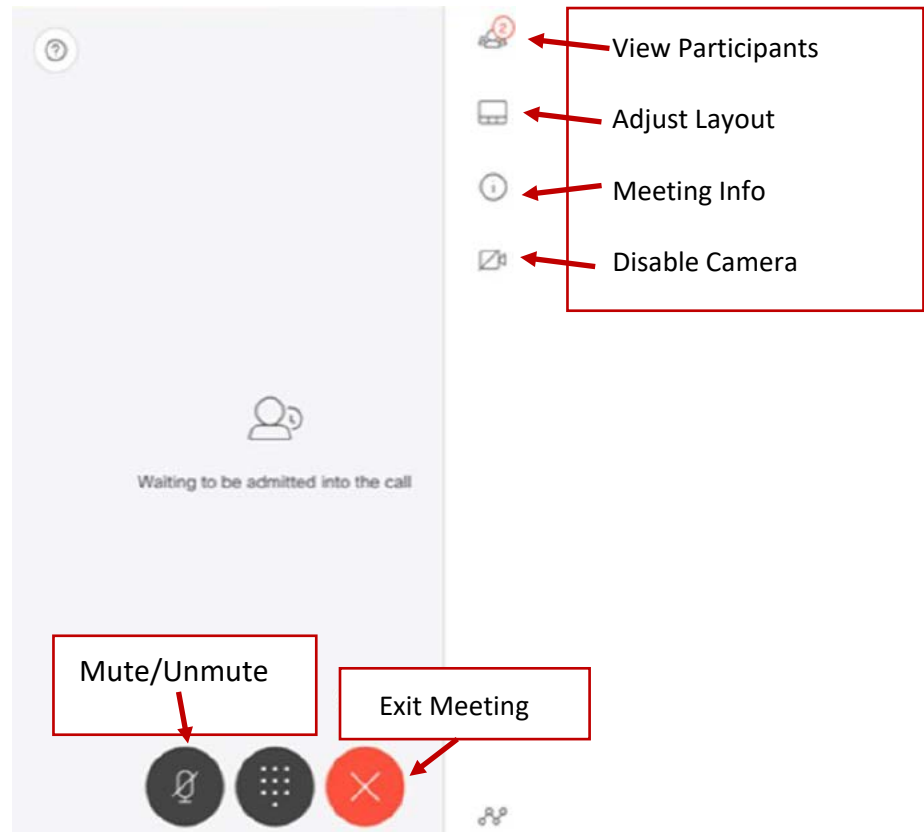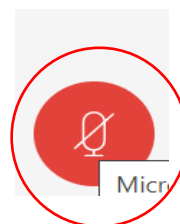

How to Mute and Unmute Your Microphone

- To mute and unmute the microphone, click on the microphone icon.
- The microphone is only muted when it is surrounded by red. A diagonal line does not indicate the microphone is muted.

How to View Participants

- The menu on the right side of the screen contains options to view the participants, and adjust the layout.

       View Participants

- Up to 100 participants can participate in a video conference in the Cisco Meeting Space. Up to 25 video images are available to be viewed on the screen at one time. More participants may be present but not visible as the images will rotate based on speaker activity.

- If a video camera image freezes during the meeting, refresh your browser at the top of the screen by clicking on the circular arrow to the right of URL/website address.
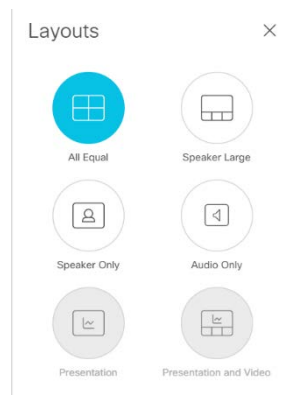
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How to Adjust Video Image Layout

- To adjust the layout of the video images, select the "Adjust Layout" option.

- Options are available to display all images equally, display the speaker larger, display only the speaker, or display audio only.

Layouts   ✕

All Equal   Speaker Large

Speaker Only   Audio Only

Presentation   Presentation and Video

Step 5: Exit the Meeting and Delete Email Message

- To exit the meeting, select the "x" surrounded by red at the menu on the bottom of the screen.
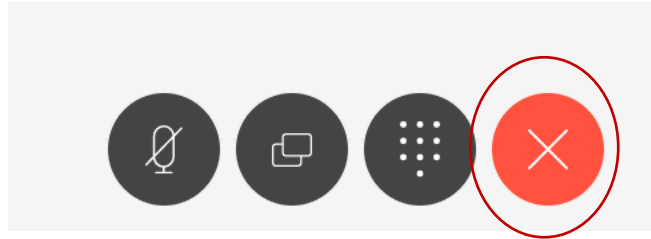
- Delete the Gmail email message with the weblink for the concluded meeting.