

Reference Guide

Calling a Court using a Virtual Meeting Room (VMR)

If you or your witness are appearing in court by video link, you can do this from a computer, notebook, tablet or smartphone equipped with a video camera and microphone using the Court's Virtual Meeting Room (VMR).

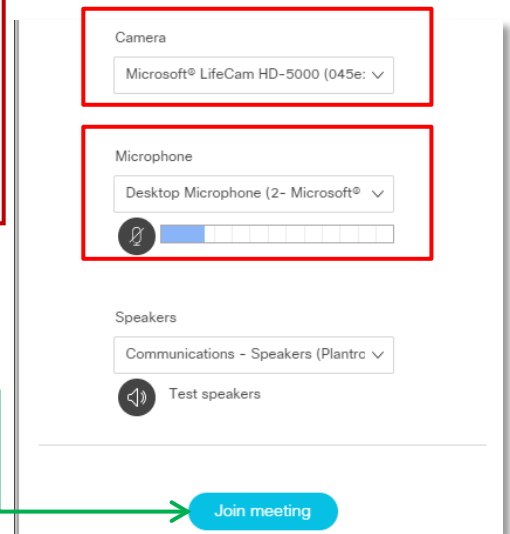
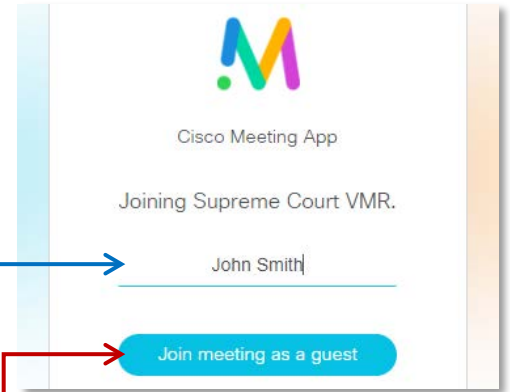
If this VMR method of video link has been suggested to you by the Court, then these instructions apply to you.

Follow these steps for setting up the connection at the time specified in the VMR invite email from the Court.

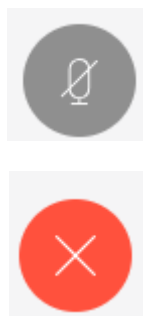
Be aware that you can only connect to the VMR using **Google Chrome** web browser. Other browsers like Explorer or Firefox will not work. This also means that Apple devices are currently not suitable due to issues with Google Chrome. Slow internet speeds can also be a problem.

Connect using Chrome Web Browser

1. In the VMR invite email you received from the court, you have been provided with a web address that will look like this:-
https://join.vc.dotag.wa.gov.au/invited.sf?secret=YAVVXBfUT8HgVV_x64chcQ&id=4911
2. Copy this web address and run it in the **Chrome** web browser on your computer, notebook, phone or tablet.
3. The Cisco Meeting App will now load. Enter in your **name**
4. Select to **Join meeting as a guest**.
5. Now make sure you have the correct camera, microphone and speakers selected that you want to use. When you are ready select to **Join meeting**.



6. You have now been put into the lobby of the virtual meeting room which will appear like this
7. Now wait for the Court to join. The video conference will commence once the court also dials into the virtual meeting room.



8. You can mute and unmute your microphone by selecting
9. To disconnect the call select

