

In order to connect to a SAT virtual hearing via Cisco Meetings, using an Apple device, please follow the instructions below or go direct to page 2 & 3 to see a screen shot guide:

Apple Devices:

1. Download and Install the “Cisco Meeting” App (software application) –This is a free download and you will not need to sign up. To download this app, please visit the App Store on your device.



2. Once the app is downloaded, open the app.
3. Click “Join Meeting”.
4. Copy the URL (email link/address in blue): The URL will be shown in an email from the Tribunal and will look similar to this:
https://join.vc.dotag.wa.gov.au/ited.sf?set=sdJu.puHz0k_mCfKPw&id=4909
5. Paste the URL (email link/address) into the “Meeting link” on the app.
6. **Type the “Passcode”:** The passcode will also be in the email with the URL and will look like this: **123456**
7. Click “Join Meeting”
8. You’ll be asked to enter your name (please type your full name)
9. Select your Camera and Microphone and click “Join Meeting”
10. You’ll be connected to the meeting waiting room.

IMPORTANT NOTE: If you have not previously used Cisco Meetings for a Tribunal hearing, we suggest you test the application prior to the hearing. Please call the case management officer on 9219 3111 or email sat@justice.wa.gov.au and ask if you can test the application prior to the hearing. The test may be scheduled for 20 minutes prior to the hearing.

Reference Guide using an Apple Device to connect to a hearing via Cisco Meetings:

Reference Guide

Calling a Court using a Virtual Meeting Room (VMR) with an iOS Device (iPhone, iPad etc)

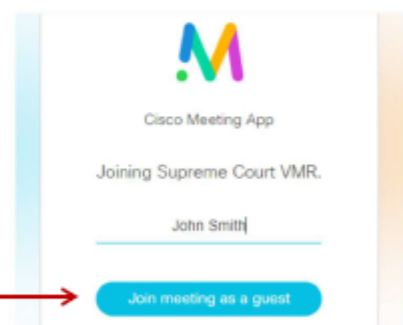
When the court has approved your appearance by video conference, this can be facilitated with a PC/Laptop with a camera and microphone or with a mobile phone/tablet. Courts and Tribunals have the capability to receive those call through the use of a VMR. The email containing this guide provides the details you need for connecting to the VMR when using an iOS device. **Note: Only iOS 11 and later versions are compatible.**

Follow these steps for setting up the connection at the time specified in the email.

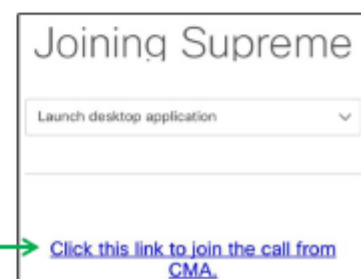
1. Go to the App Store on your iOS device and download the Cisco Meeting App.
2. Open the email you received from the court. In the email will be a web address that will look like this-

<https://join.vc.dotaq.wa.gov.au/invited.sf?secret=2M9meaUvYha6P24A18obVA&id=4901>

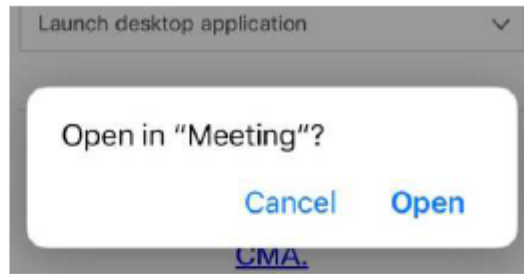
3. Click on this web address so that it runs in your web browser. The Cisco Meeting App will now load.
4. Enter in your name and select to **Join meeting as a guest**



5. Select [Click this link to join the call from CMA](#)



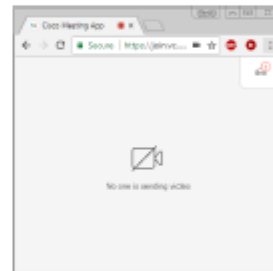
6. A popup will ask you if you want to Open in "Meeting"?
Select **Open**



7. Select to Join meeting



You have now been put into the lobby of the virtual room which will appear like this



Now wait. The video conference will commence once the court also dials into the virtual room.

You can mute and unmute your microphone by selecting



To disconnect the call select

