

In order to use a PC, Laptop or Android phone to connect to a SAT virtual hearing which is to be conducted using Cisco Meetings, please follow the instructions below or alternatively refer to page 2 which will show you a screen shot guide:

PC/Laptop or Android Devices):

1. You must use **Google Chrome** to join this hearing
2. ***If your default (main) internet browser is Google Chrome then you can just click the link which will be provided to you in an email, to join the hearing page (then proceed to steps 5 to 7 below in order to connect).***
3. **If you do not have Google Chrome installed**, then please download and install it and click 'Ok' to make it your default browser, you can then click on the link provided to you via email, and proceed to steps 5 to 7 below.
4. **If you have Google Chrome however it is not your default internet browser** (you click on the link emailed to you but it does not open in Google Chrome) then open Google Chrome, and copy the URL (the email link/address), provided to you via email, to the address bar, at the top of the Google Chrome page and press 'Enter' on your keyboard. Then follow steps 5 to 7 below.
5. You'll be asked to enter your name (please type your full name) and click "Join Meeting"
6. Select your Camera and Microphone and click "Join Meeting"
7. You'll be connected to the meeting.

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 PC/Laptop or Android phone Devices to connect to a virtual hearing via Cisco Meetings:

Reference Guide

Calling a Court using a Virtual Meeting Room (VMR)

If you are appearing in court by video link, you can do this from a PC/Laptop with a camera and microphone or from 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.

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

Be aware that you can only connect to the VMR using Chrome web browser. Other browsers like Explorer or Firefox will not work.

Connect using Chrome Web Browser

1. In the 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 PC/Laptop or phone/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 room which will appear like this

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

8. You can mute and unmute your microphone by selecting



9. To disconnect the call select

