

# Courtroom Meeting Space

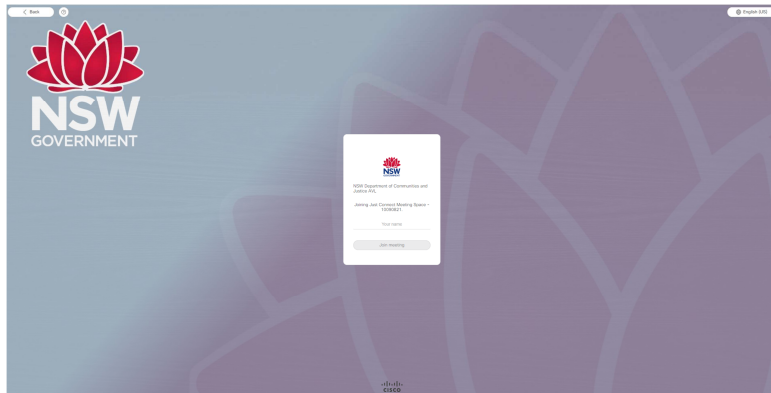
Quick reference guide for dialling into Courtrooms using a Weblink



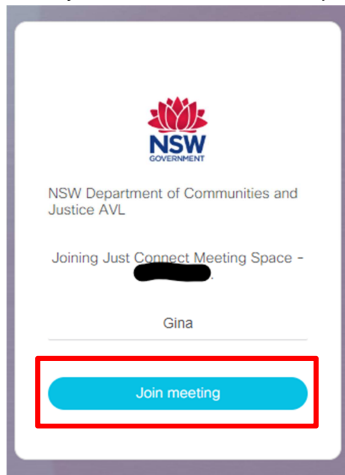
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## Step Action – Dialling into the SWTC meeting space using a Weblink

- 1 Click the link provided to you in the email sent to you confirming your appearance.
- 2 Your default browser will automatically open and take you to the Sydney West Trial Court meeting space.

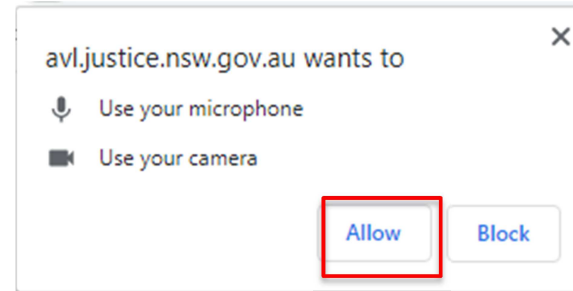


- 3 Enter your name on the in the space provided and click **Join meeting**.

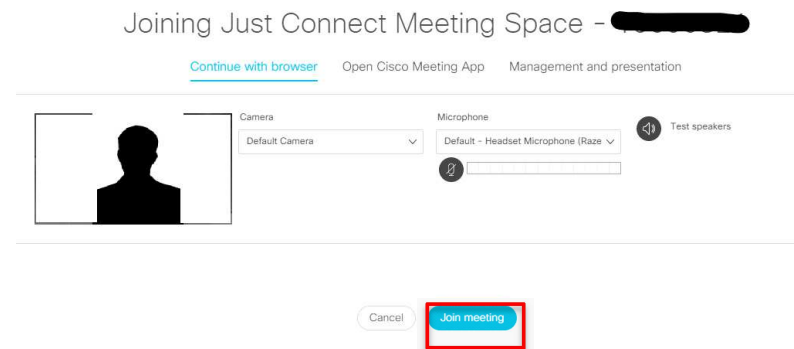


## Step Action – Dialling into the SWTC meeting space using a Weblink

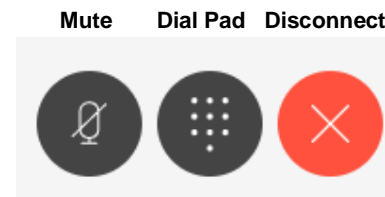
- 4 To enable audio and video, click **Allow** on the displayed popups.



- 5 Ensure the test audio and video is functioning, then click **Join meeting**.



- 6 Please ensure that you **mute** your call until your matter is mentioned. Click the **Disconnect** button to end the call.



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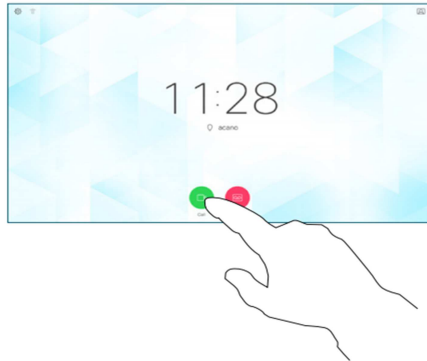
Quick reference guide for dialling into Courtrooms using Cisco Equipment (DX80)



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## Step Action – Dialling into Court Meeting Space using a DX80

- 1 Tap the green **Call** button  
(If the screen is off, tap the screen to wake up the device)



- 2 Tap the **Search** or **Dial** field. This will bring up the onscreen keyboard

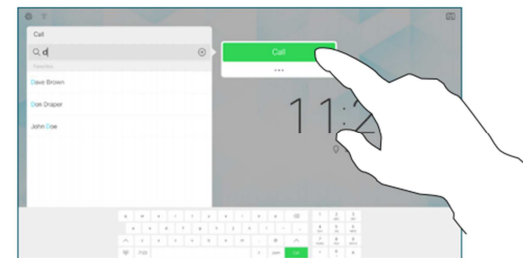


## Step Action – Dialling into Court Meeting Space using a DX80

- 3 Key in the number provided for the call. For court this number will consist of eight (8) digits (eg. 10091500)



- 4 After you have entered the number, tap the green **Call** button to place the call. After you have concluded your conference, click the red **disconnect** button to end the call.



# Courtroom Meeting Space

Quick reference guide for dialling into Courtrooms using Webex Teams

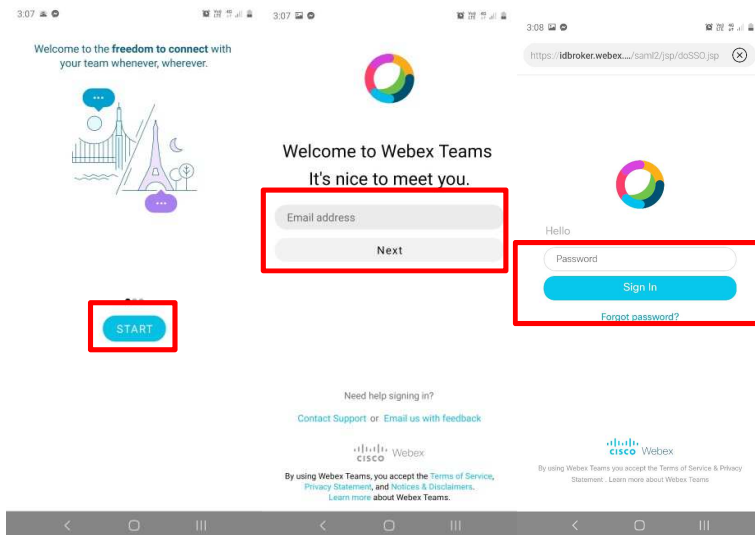


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## Step Action – Conducting an appointment using Webex Teams

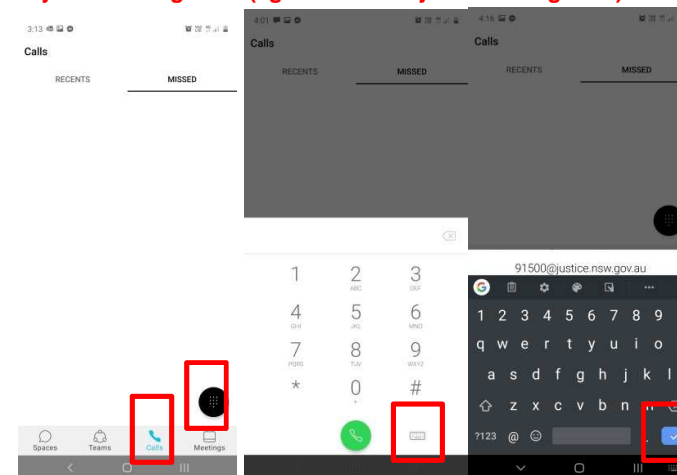
**Please be advised: The use of Webex teams to conduct video conference appointments is restricted to users with a full JUST Connect account.**

- 1 Download and install Webex from <http://www.webex.com/downloads> or by Downloading Cisco Webex Teams from either Apple or Google Store. Follow all prompts to install.  
The Webex site should detect the operating system you are using and provide an appropriate download link.
- 2 Open Webex Teams and follow the prompts as required to create your Webex Teams account. Your Webex Teams account is not linked to your JUST Connect account. Cisco (Webex Teams) recommends the use of Gmail accounts as preferred accounts. Some private domains and other email accounts may not work with Webex Teams.
- 3 Click the start button displayed, then enter the login details of your Webex account as requested.



## Step Action – Conducting an appointment using Webex Teams

- 4 To make a call, select calls then select the *dial pad* and *onscreen keyboard* button. The onscreen keyboard will allow you to enter any dial-in suffix's eg. @justice.nsw.gov.au  
**Court Room Meeting Spaces contain an address with 8 digits followed by @justice.nsw.gov.au (eg. 10091500@justice.nsw.gov.au)**



# Courtroom Meeting Space

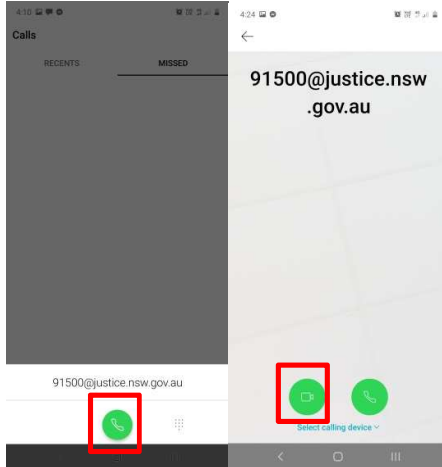
Quick reference guide for dialling into Courtrooms using Webex Teams



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## Step Action – Conducting an appointment using Webex Teams

5 Click the green **call** button then the video button to commence your call.



## Step Action – Conducting an appointment using Webex Teams

6 You will now be placed in the call. Below you will find the

