



## Join an online hearing using Cisco Court Cast

This guide will assist you joining a Cisco Court Cast online hearing and provide an overview of what functionality is available once connected.

### System Requirements

You can join Cisco Court Cast via any PC/Tablet/Smartphone with internet access and internet browser.

#### Preferred Web Browsers

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

**NOTE:** Participants can only join via an internet browser. The Cisco Meeting App is not available to download.

### Join a Cisco Court Cast Meeting

1. On your device, open a web browser and go to the following link:  
<https://join.federalcourts.gov.au>

2. Enter the Meeting ID provided by the Courts and select **Join Meeting**

**Note:** If you have been provided with a Passcode, enter it. Otherwise, leave the Passcode field blank

Federal Courts

0012345678

Passcode

Join meeting



3. Enter your name and role in the proceeding. *Example: Mr J Smith – Applicant, Legal Representative.* Select **Join Meeting**

Federal Courts

Joining Digital Practice Test.

Mr J Smith - Applicant, Leg:

Join meeting

4. You will now be prompted to select your Camera & Microphone preferences.

**Note:** If you get the following pop up select allow

join.federalcourts.gov.au wants to

Use your microphone

Use your camera

Allow Block

**Note:** If you have not already done so, please plug in your Camera and/or Microphone headset.

Joining CBR-LG-Court3-VMR


[Continue with browser](#) Use a video system Open Cisco Meeting App Management and presentation

Camera: World Facing Right

Microphone: Default - Headset Microphone (2- J)

Test speakers

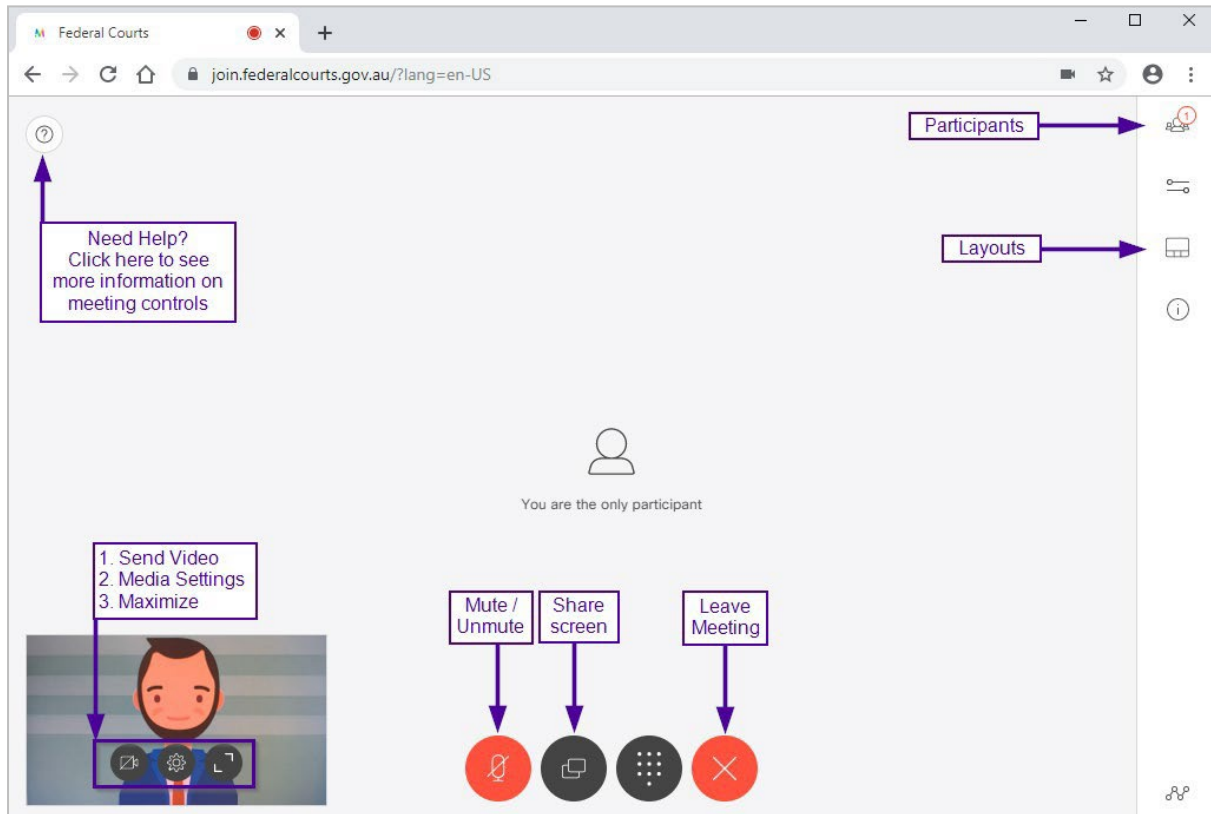
Cancel Join meeting

5. Using the drop down menus to select your preferred Camera & Microphone.
6. Select the  button to mute/unmute before entering the meeting. When the icon is **Red**, this indicates the microphone is now muted.
7. Once your preferences have been selected, select **Join Meeting**



## Meeting Controls

Once you have joined the meeting, you will be presented with the following screen and options.



### View participants

Click to see a list of participants in the meeting. The number next to the icon indicates the total number of participants who are currently active in the meeting.

The icons next to the participant's name in the list indicate the status of a participant:


- the participant is muted.
- the participant has connectivity issues.
- the participant is speaking or their background audio can be heard.
- the participant is sharing their screen.



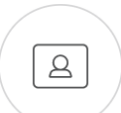
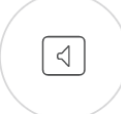


### View Meeting information

Click to see meeting information (duration, dial in number, etc)






### Change the layout for video and presentation

Click  to choose your preferred layout for video and presentation. There are multiple layout options. Your selection will only change the layout of what you see.

 <p>All Equal</p>	<p><b>All Equal</b> view allows you to see up to 25 participants at the same time. This layout is useful when you want to see multiple speakers or want to collaborate with a larger group of participants.</p>
 <p>Speaker Large</p>	<p><b>Speaker Large</b> view displays whoever is speaking in the primary video, while allowing you to see up to five smaller windows of other participants. This video layout is useful when you intend to focus on the active speaker but still want to view the videos of other participants.</p>
 <p>Speaker Only</p>	<p><b>Speaker Only</b> view displays whoever is speaking in the primary video. This video layout is useful if you only want to focus on the active speaker.</p>
 <p>Audio Only</p>	<p><b>Audio Only</b> turns off your camera so you are not sending video. Audio Useful if you are having issues with video and sound.</p>
 <p>Presentation</p>	<p><b>Presentation</b> view can only be used when content is being shared. It will only display the shared content on screen, no other participant videos will be visible to the user.</p>
 <p>Presentation and Video</p>	<p><b>Presentation and Video</b> view can only be used when content is being shared. It will display any shared content on screen while allowing you to see up to five smaller windows of other participants below.</p>

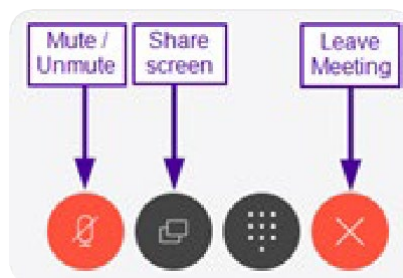
### Selfview window



If your video is enabled, selfview shows the video you are sending to other participants. You can do the following:

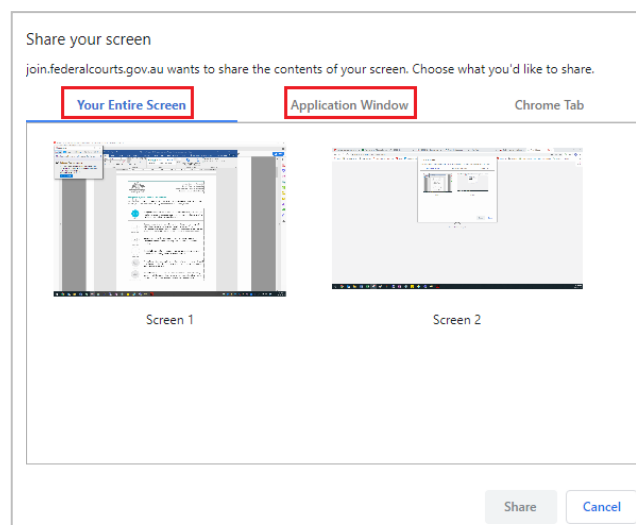
- Click  to stop sending video, the icon changes to red. You can still see video from other participants. Click again if you want to start sending your video into the meeting.
- Click  to select a different camera, microphone or speaker during the meeting.
- Click  to maximize the selfview window.


### Call controls

These controls are displayed at the bottom of the page. They will disappear when the mouse is not in use. They will reappear when the mouse is moved.



- Click  to disable your microphone so others cannot hear you in the meeting. The icon changes to red. Click again to enable your microphone.
- Click  to share your screen or an application. Choose a monitor or application then click share. All meeting participants will be able to see the content you are sharing.



- Click  to leave the meeting.