


# Colorado District Court Cisco Meeting VTC Instructions



## 1. Browser

It is recommended that participants use Google Chrome™:  to connect any Court Video Teleconferences using Cisco Meeting™.

If you don't have Google Chrome installed, you'll find the link to download it here:

<https://www.google.com/chrome/>

## 2. Connection

It is recommended that participants connecting to a court room via Cisco Meeting™ use a hard-wired connection to the internet, rather than a Wifi connection.

If no hard-wired connection is available, it is recommended that participants stay as close to the Wireless Access Point or Router as possible during the call, and that the computer or device remains stationary during the call to maximize connection speeds.

## 3. Testing

It is recommended that you schedule a time to test the connection to the Court's VTC rooms ahead of any court appearances. Whomever has sent you the VTC link should be your point of contact for the scheduling of this test. **Lawyers with out-of-custody clients are especially encouraged to test connections with their clients before court appearances.**

## Using Cisco Meeting

1. Copy and Paste the link for your appearance to the Google Chrome™ web browser and press Enter.
  - a. If Google Chrome™ is your default web browser, simply click the link and Chrome™ will open and go to the link address.

<https://join.uc.uscourts.gov/invited>

2. On the initial page, enter your name and click “Join Meeting”



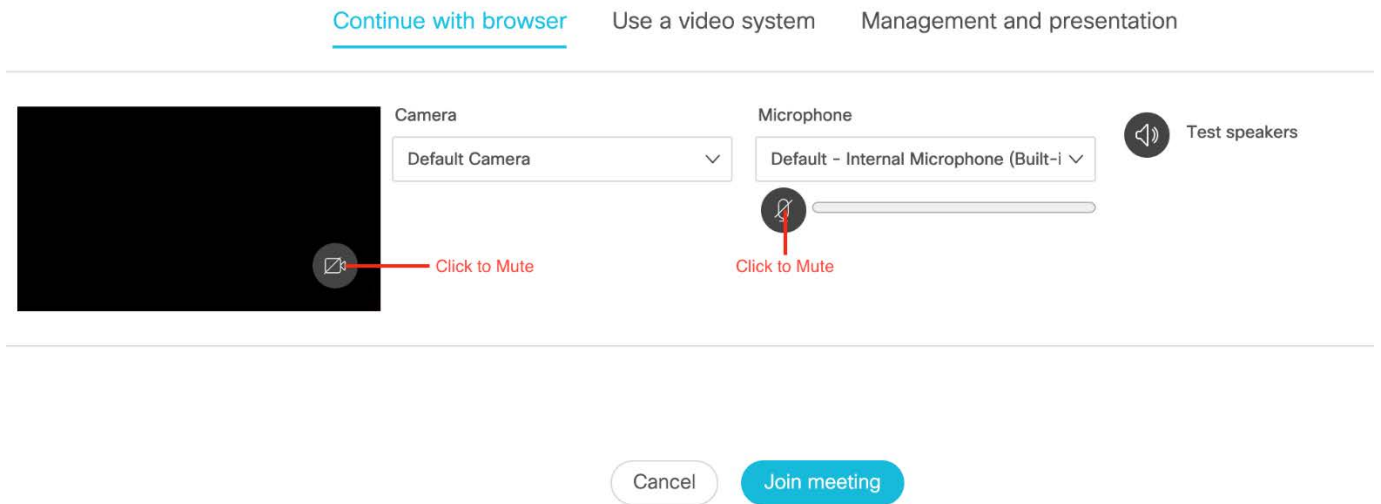
FOR AUTHORIZED USE ONLY


Joining RBJ Breakout.

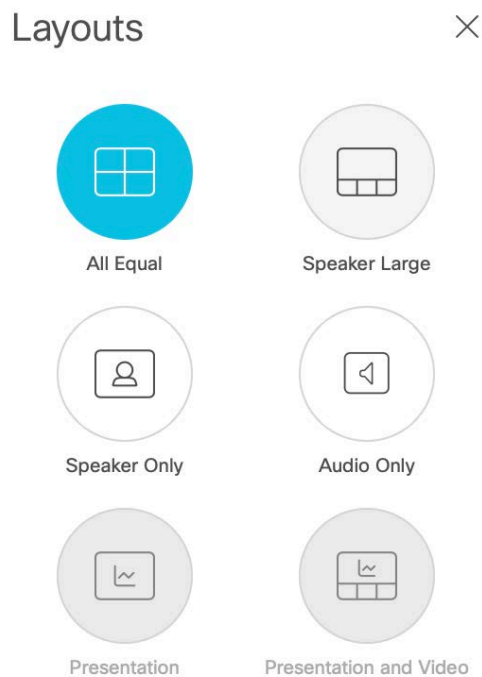
Your name

Join meeting

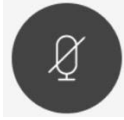
3. On the next page select your Webcam/Microphone, and whether to join with your Webcam/Microphone muted or unmuted, then click “Join Meeting”



4. Once inside the Cisco Meeting™ room, you can click the  icon to open up the Layouts menu to select your preferred video layout:



5. Ensure that your microphone is muted by noting the color of the



icon.

Grey or Black is UNMUTED

Red is MUTED



6. Ensure that your webcam is on the desired setting by noting the


color of the  icon

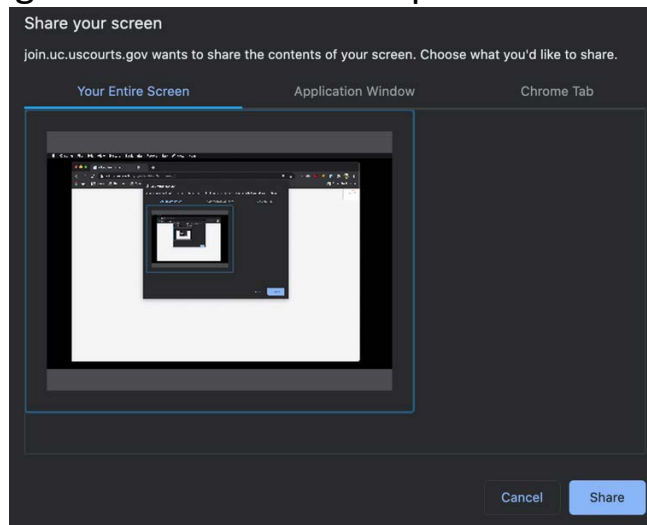
Grey or Black is ON

Red is OFF



7. If needed, attorneys can share their computer screen with the

courtroom by clicking the  icon at the bottom of the screen and selecting the “Entire Screen” option on the menu that opens:



Then click the “Share” button in the bottom right corner.

\*It may take a few moments for your screen to appear and for video/audio to resume normal function if you choose to share your screen. Make sure everyone can see and hear you and the item you’re showing before continuing on

\*\*Do not share your screen without permission from the Court

## **Video Teleconference Etiquette**

- Please mute yourself until your case is called or when you are not speaking
- If you are waiting on a crowded docket for duty or magistrate court, please turn off your camera until your case is called
- Please keep personal conversations to a minimum, particularly if others are also waiting for a case to be called
- Participants are encouraged to use headphones (noise-canceling if possible) to enhance sound quality and minimize background noise
- If using a smartphone, please do not walk around with it while on video.
- Please encourage clients or witnesses to follow these protocols