



HM Courts &  
Tribunals Service

# Cloud Video Platform Joining Instructions

## Browser Connections

This guide will set out the steps required to connect to a Cloud Video Platform (CVP) room from a browser to enable video hearings to take place. It is advised that the latest version of Google Chrome is used, as this offers the best user experience. However, CVP has been shown to work on the latest versions of Mozilla Firefox and Safari.

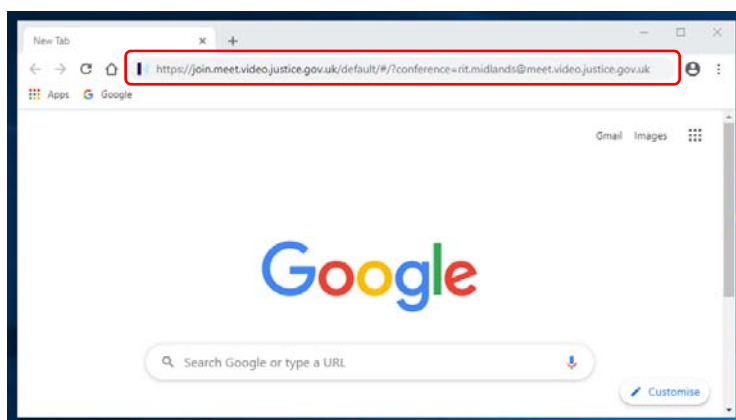
When joining a hearing using CVP, you should be in a private, quiet area so that your conversations are not overheard and excess noise isn't picked up by your microphone.

**It is a criminal offence to record a court hearing. No attempt should be made to record video or audio, or take screenshots of your hearing.**

A frequently asked questions and troubleshooting document has been included with this guidance which can be used if you have problems using CVP. Please consult this, and if your problems persist contact the court dealing with your hearing using the details supplied with your joining instructions.

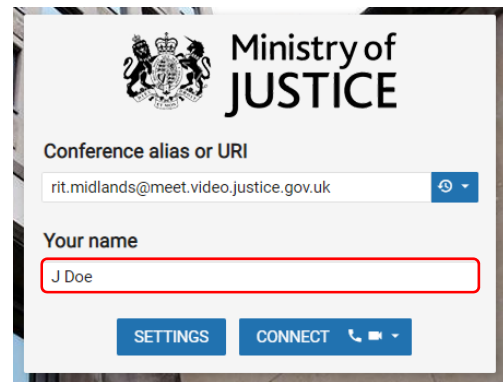
### Connecting to a CVP room from a browser.

1. Close all open browsers and tabs and open a new browser window. It is advised that you maximize the browser window for the best viewing experience.
2. Copy the address (URL) for the CVP room from the email sent to you arranging the hearing. and paste it into the address bar of your browser, then press 'Enter'.



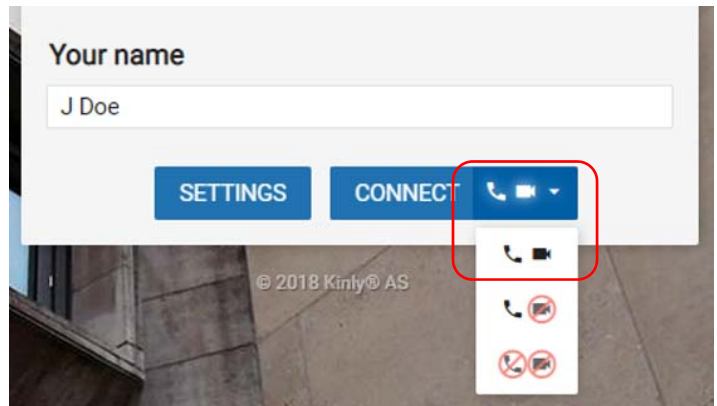
3. In the window that opens, type in your full name. This will be visible to all other parties.

**Note:** For cases where party names are not to be shared, please use the alias given to you by the court i.e. 'Witness A'.

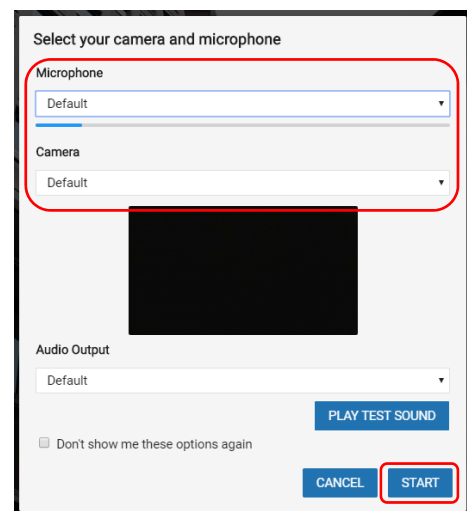


The screenshot shows the 'Ministry of JUSTICE' logo at the top. Below it, there is a field for 'Conference alias or URI' with the value 'rit.midlands@meet.video.justice.gov.uk'. Underneath is a 'Your name' field containing 'J Doe'. At the bottom, there are two buttons: 'SETTINGS' and 'CONNECT'. A red rectangle highlights the 'Your name' field.

4. Ensure that both video and audio are selected by clicking the down arrow to the bottom right of the window and clicking the top option, then click 'CONNECT'.

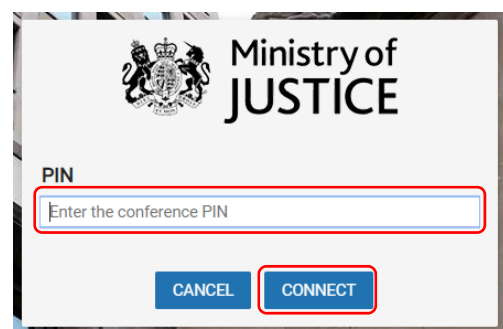


5. In the window that opens, check that both the Microphone and Camera are set to 'Default'. You should be able to see yourself in the preview video. Press 'START'.



The screenshot shows a settings screen titled 'Select your camera and microphone'. It has two dropdown menus: 'Microphone' set to 'Default' and 'Camera' set to 'Default'. Below these is a black rectangular preview window. At the bottom, there is an 'Audio Output' dropdown set to 'Default', a 'PLAY TEST SOUND' button, a checkbox for 'Don't show me these options again', and two buttons: 'CANCEL' and 'START'. A red rectangle highlights the 'Microphone' and 'Camera' dropdown menus.

6. In the window that opens, enter the Guest PIN from the email sent to you arranging the hearing and press 'CONNECT'.



The screenshot shows the 'Ministry of JUSTICE' logo at the top. Below it is a 'PIN' field with the placeholder text 'Enter the conference PIN'. At the bottom, there are two buttons: 'CANCEL' and 'CONNECT'. A red rectangle highlights the 'PIN' field.

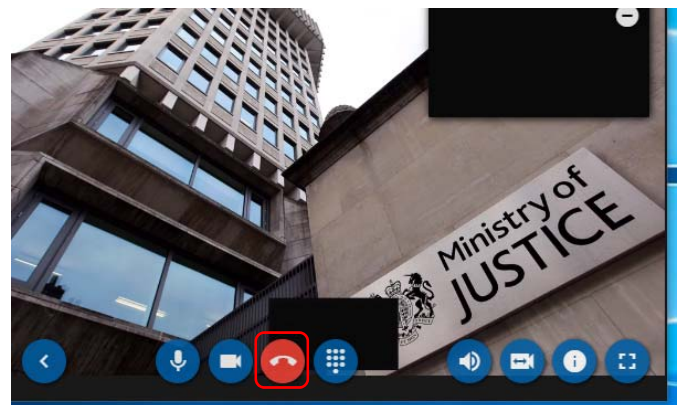
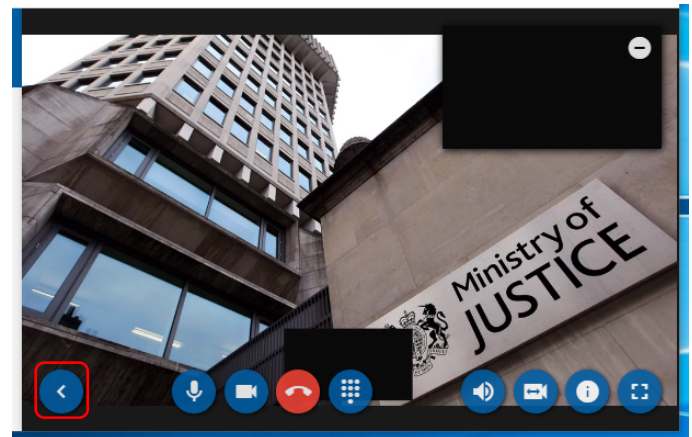
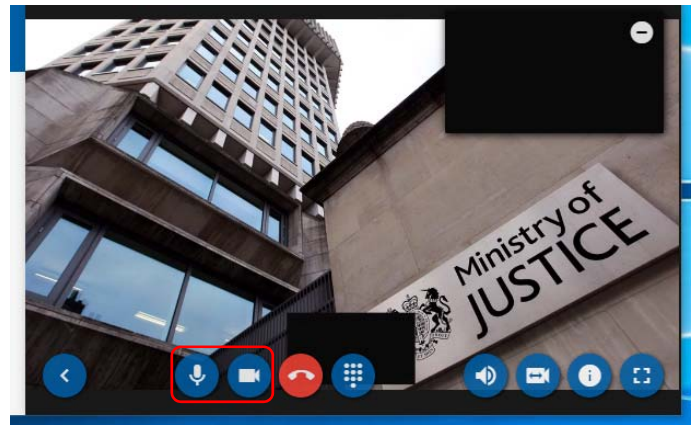
7. You will be placed into a waiting room until the court opens the conference by entering their Host PIN.

You can mute your microphone or turn off your camera using the controls at the bottom of the screen.

**Note:** Please keep your microphone muted when you are not speaking, as the CVP room will focus on the device making the most noise.

8. To maximise the video screen, click the blue arrow to the bottom left of the window to minimise the chat window. Chat functions should not be used for CVP hearings so no messages should be posted using this facility.

9. Once your hearing has finished, the judge will release you. You should then exit the CVP room by clicking the 'hang up' button at the bottom of the screen.



## Problems.

If you experience any issues connecting to the CVP room, please check the CVP Troubleshooting document attached to your booking email. If this does not help, the booking email also contains contact details for the court dealing with this hearing.