

ATTENDING A LAND COURT VIDEO CONFERENCE USING ZOOM

Attending a Land Court video conference using Zoom

GENERAL INFORMATION

Your videoconference will be conducted using Zoom. It is recommended you do not use your mobile phone while attending a videoconference as it will consume excessive data. Use of mobile phones for a videoconference is only recommended if you are using Wi-Fi.

Your device must have a working webcam and microphone. As part of the set up stage, the app will ask you to confirm access to the device's webcam and microphone. Please follow the prompts to do so.

To attend your videoconference using Zoom, please follow the below instructions. Ensure your device is connected to the internet using either Ethernet or Wi-Fi to avoid large mobile data charges.

ACCESSING ZOOM

Prior to the scheduled videoconference, the Registry or Associate will send you an email inviting you to the conference (see example). This email will contain a password. You can either click the URL or join by calling the appropriate number.

Land Court is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/537940220?pwd=MzUzZUJVanlQbDB3REh3SE9jeIR1dz09>

Meeting ID: 537 940 220

Password: example

One tap mobile

+61370182005,,537940220# Australia

+61871501149,,537940220# Australia

Dial by your location

+61 3 7018 2005 Australia

+61 8 7150 1149 Australia

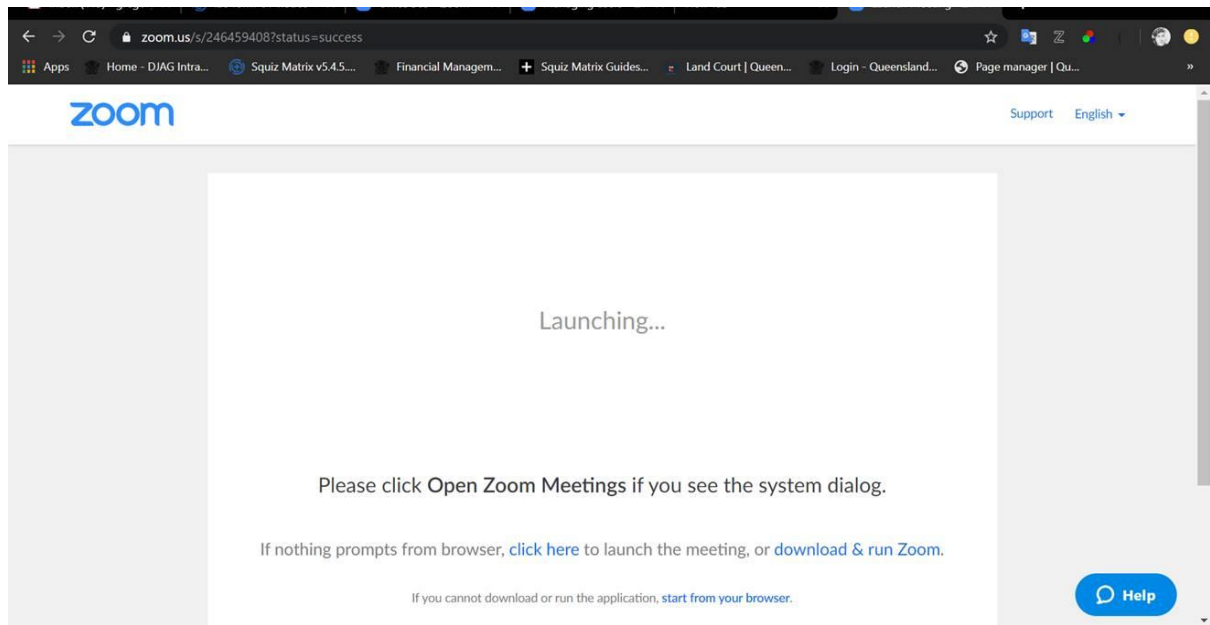
+61 2 8015 6011 Australia

Meeting ID: 537 940 220

Find your local number: <https://zoom.us/j/537940220>

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You do not need to download Zoom to participate in your videoconference. There is an online version available. When you receive the invitation and click on the URL, you will be taken to the online conference. When you launch the meeting, the following screen will appear:



When you refuse to download Zoom, the bottom line will appear. Click 'start from your browser' to join the online conference.

If you wish to download Zoom (using a PC):

1. Open the 'Start' menu by either pressing the Windows icon on your keyboard, or clicking the Windows icon on the toolbar on the screen. Search for "Software centre" and open it
2. Search for "Zoom" in the Software centre and install it.
3. Open the "Start" menu again and search for Zoom. Open Zoom.

Zoom is also available for download on the App Store, Google Play or Android.

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SECURITY

Zoom is a third party provider and therefore the Land Court cannot guarantee the security of your videoconference. For more information in relation to Zoom security please go to the Zoom website at <https://zoom.us/>

The Land Court is under no obligation to provide any security tools (such as anti-virus software or firewalls) to parties using Zoom. Parties are responsible for the security of personal computers or other devices when using Zoom.

Note that recording in Zoom is available upon request and consent of all participants. An automatic message pops up if anyone tries to record in the app.

FAQS

Do I have to create an account?

No, you do not need an account to participate in a Zoom conference.

I have called into the videoconference however it says I am the only call in the conference?

If you have dialled in (rather than joining using the url), check the number displayed on the screen with the number provided to you by the Registry/Associate as these numbers must be identical.

It is also possible that your court event may be running late, in which case, please remain on this screen until the videoconference is connected. You may also notify the Registry or the Associate, who may be able to tell you if the court event is delayed.

I am connected but no one can hear me.

Firstly, check the mute button, if your microphone is muted no other parties will be able to hear you. The mute button may look slightly different depending on your device.

Select mute in the bottom left corner to mute yourself. You know it's working when the microphone symbol shows a red strikethrough. If you want to unmute yourself, select unmute. The strikethrough will disappear.

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You will also need to ensure that you allow access for the application to access your microphone. An automatic prompt should pop up when you first sign in. If you have accidentally selected no, you can allow access in Settings > Teams.

I am connected but I can't hear anyone.

Firstly, check the volume on your device, ensure your phone volume is turned up (this is separate from the ringer volume on a mobile phone).

I can see everyone but no one can see me.

Check that your camera/webcam is functional before attempting to use Zoom. You will also need to ensure that you allow access for the application to access your camera. An automatic prompt should pop up when you first sign in. If you have accidentally selected no, you can allow access in settings.

Zoom also offers an audio only call service. Check that you haven't accidentally switched to an audio call in settings.

Is Zoom free?

Yes, the application is free to download on mobile devices and computers.

How much data will Zoom use?

Standard data charges apply. It is recommended that it is used on Wi-Fi as videoconferencing requires a large amount of data. You may incur excess data charges when using mobile data. Any questions regarding data usage/charges should be referred to your internet/mobile provider.