Joining Video Conference through Cisco WebEx
A Guide for Advocates and In-Person Litigants

PUNJAB & HARYANA HIGH COURT

Essential computer specifications for Video Conferences

#	Component	Description
1	**Optimum-Resolution Webcam**	A high-resolution webcam will provide clear, high-quality footage.
2	**Quality Audio Equipment**	A good quality microphone or a headset with a built-in microphone would ensure effective communication during the conference.
3	**Fast Computer Processor**	Smooth video streaming and processing are ensured by a powerful processor with enough of RAM.
4	**Reliable Internet Connection**	Check your internet connection speed. A stable connection (wired or strong Wi-Fi signal) prevents disruptions during the meeting.
5	**Updated Software and Browser**	To utilize the most recent updates and new features, make sure your Webex application is up to date. For best results, use an updated and compatible web browser (such Chrome, Firefox, or Safari).

How to install Cisco Webex in your PC/Laptop/Mobile

|	Webex Installation
1	If you haven't yet installed the Cisco Webex application on your computer or mobile device, you can follow the installation steps outlined below. Alternatively, you can also join the video conference through a *web browser*.
2	If you wish to install the 'Cisco Webex' application on your PC or laptop, you can download the application by visiting the following *link*: https://www.webex.com/downloads.html
3	Once Download is complete, install the application on your PC.
4	If you are using android mobile phone, you can install the 'Webex Meetings' app from the Play Store. https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en&gl=US
5	If you are using Apple mobile phone, you can install the 'Webex Meetings' app from the App Store. https://apps.apple.com/us/app/webex/id833967564
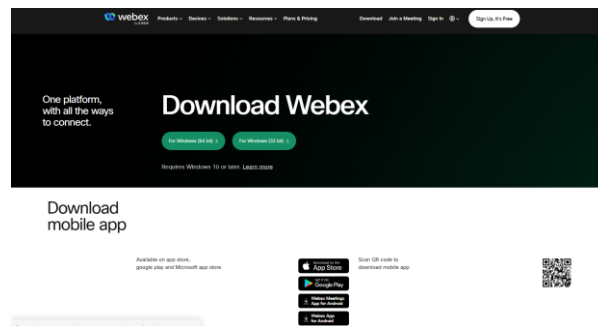
Download on PC/Laptop


Download on Android Device
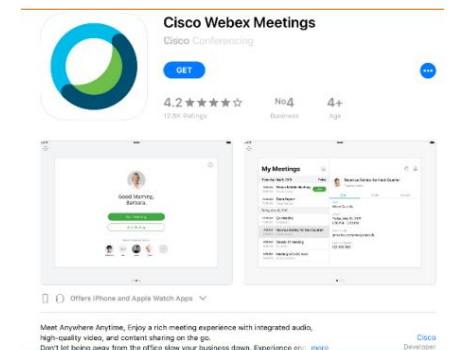
Download on Apple Device

How to Join Video Conference through Cisco Webex Meeting

There are two ways

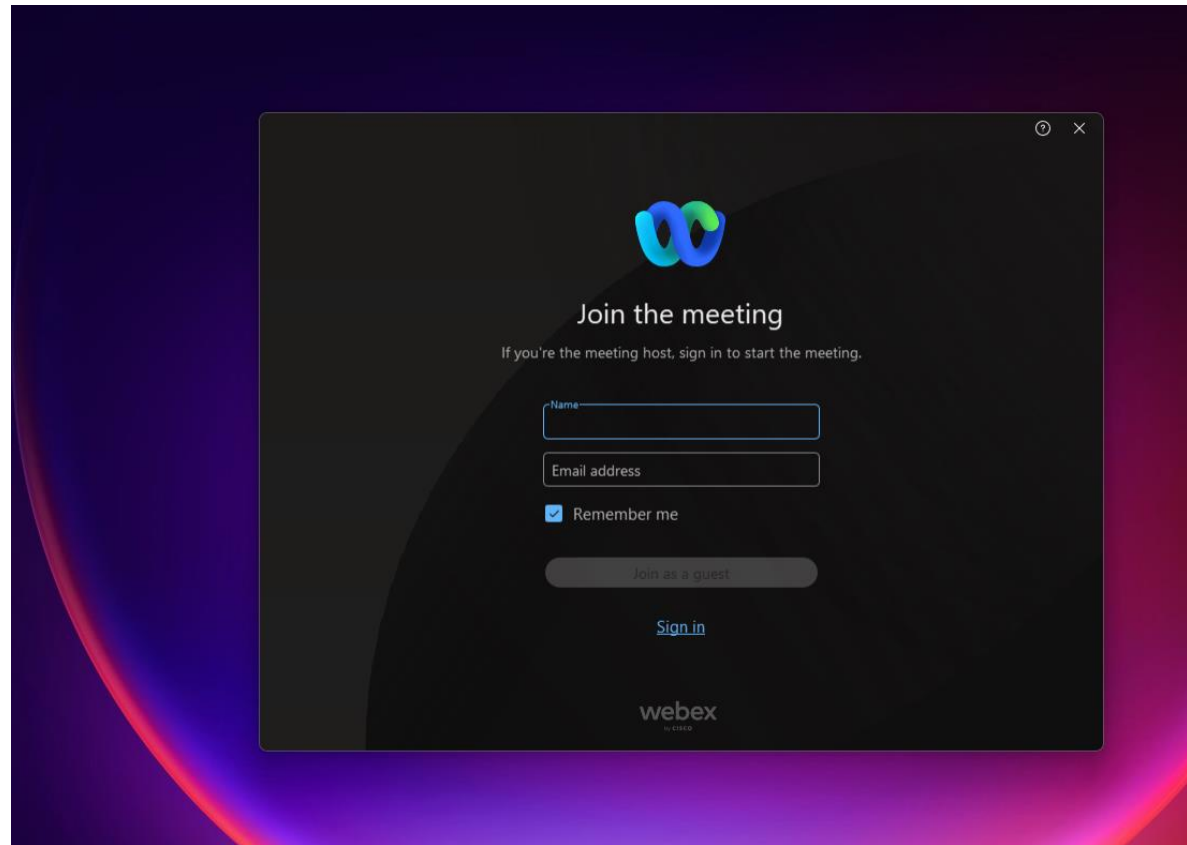1. Join VC using meeting link. Sample VC link appears as below:
   https://vcphhc.webex.com/meet/abc123

2. Join using VC meeting VC ID.

**These Meetings Links or VC Id would be received on email/message on mobile/through WhatsApp or displayed in Cause List
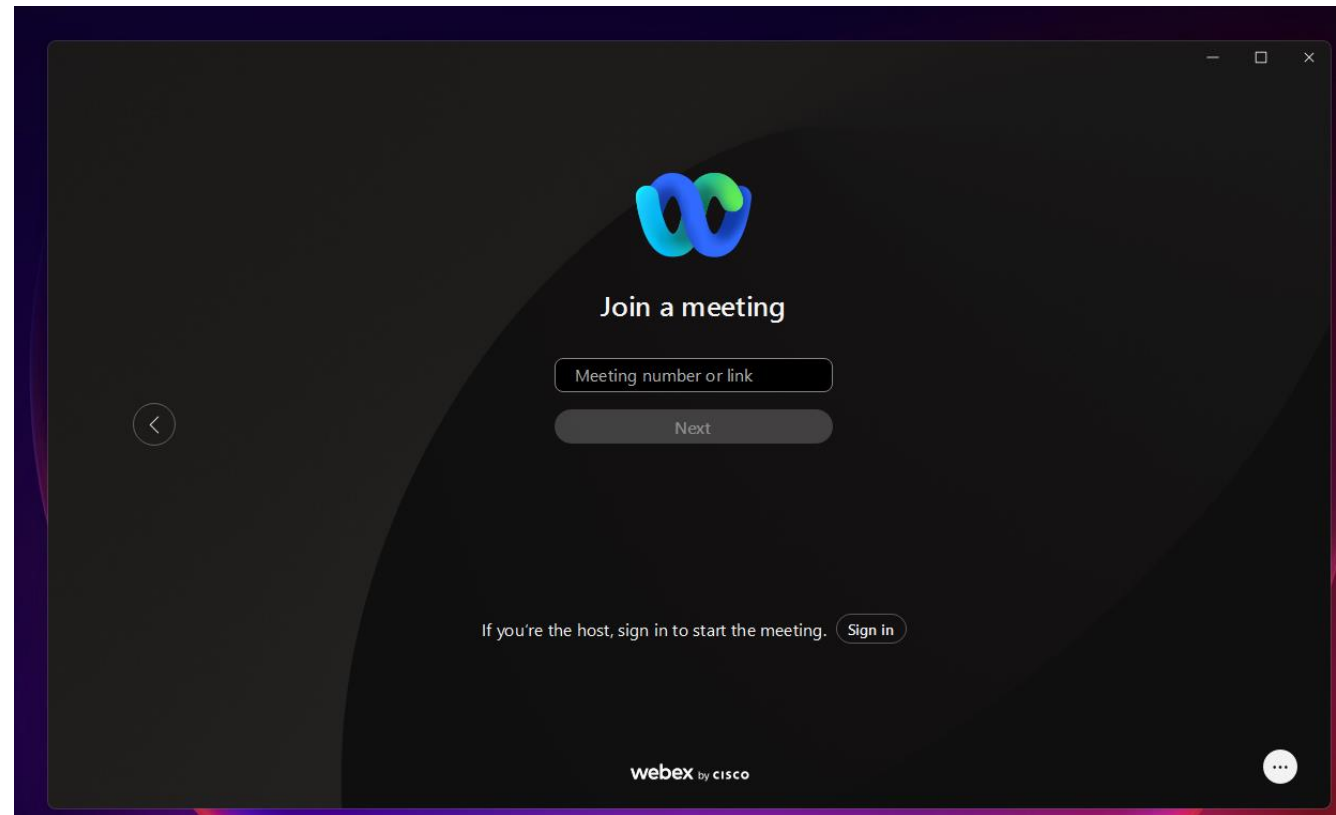
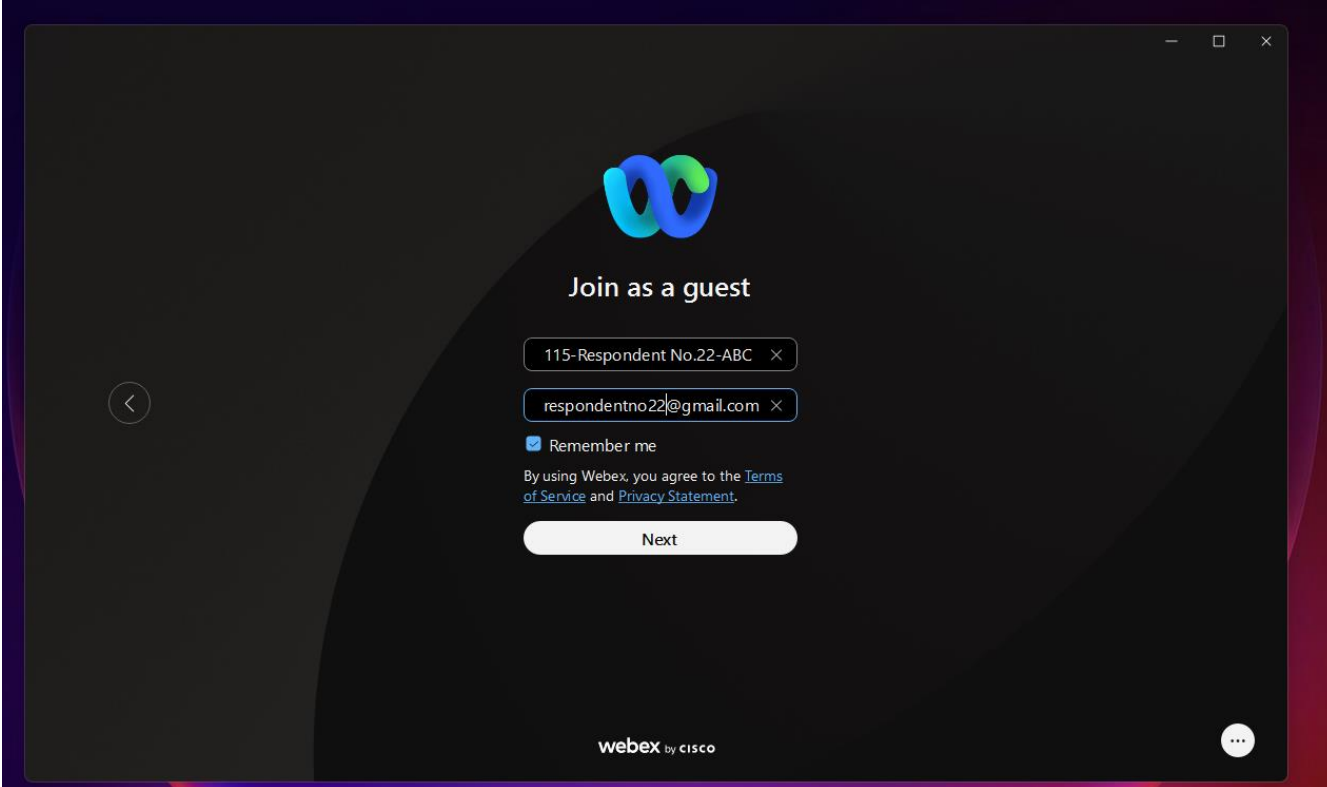# Click on the VC link : Join using web browser
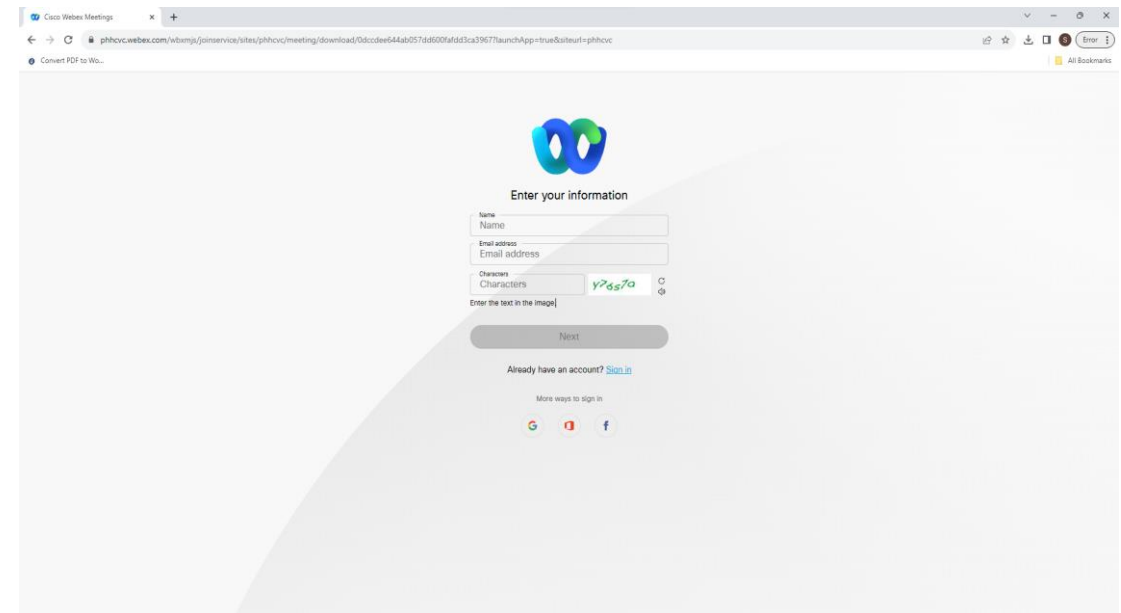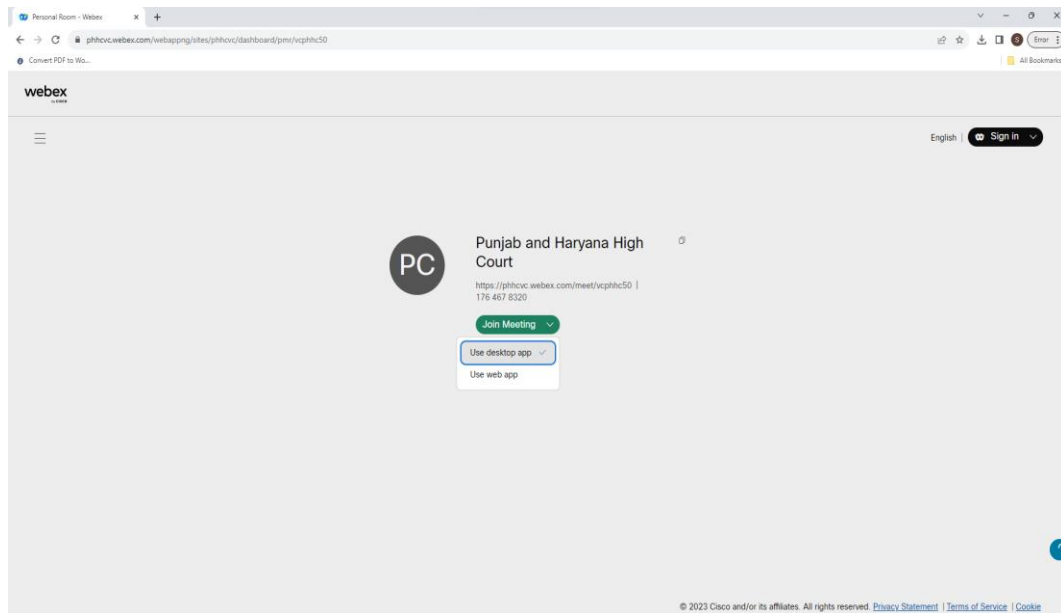
Click on the VC link : Join using Webex application

Join a meeting : Enter Meeting number or link to join meeting

Enter your name as "**115-Respondent No.22-ABC**" (in this instance, **115** represents the item number from the cause list on that date, and **Respondent No.22** denotes the party's status as stated in the memo of parties and **ABC** the Advocate's name). Additionally, provide a verified email address for inclusion in the VC Room.

If already signed in, click on 5th icon from the left panel i.e. meetings. Then click on Join a meeting option in right panel.
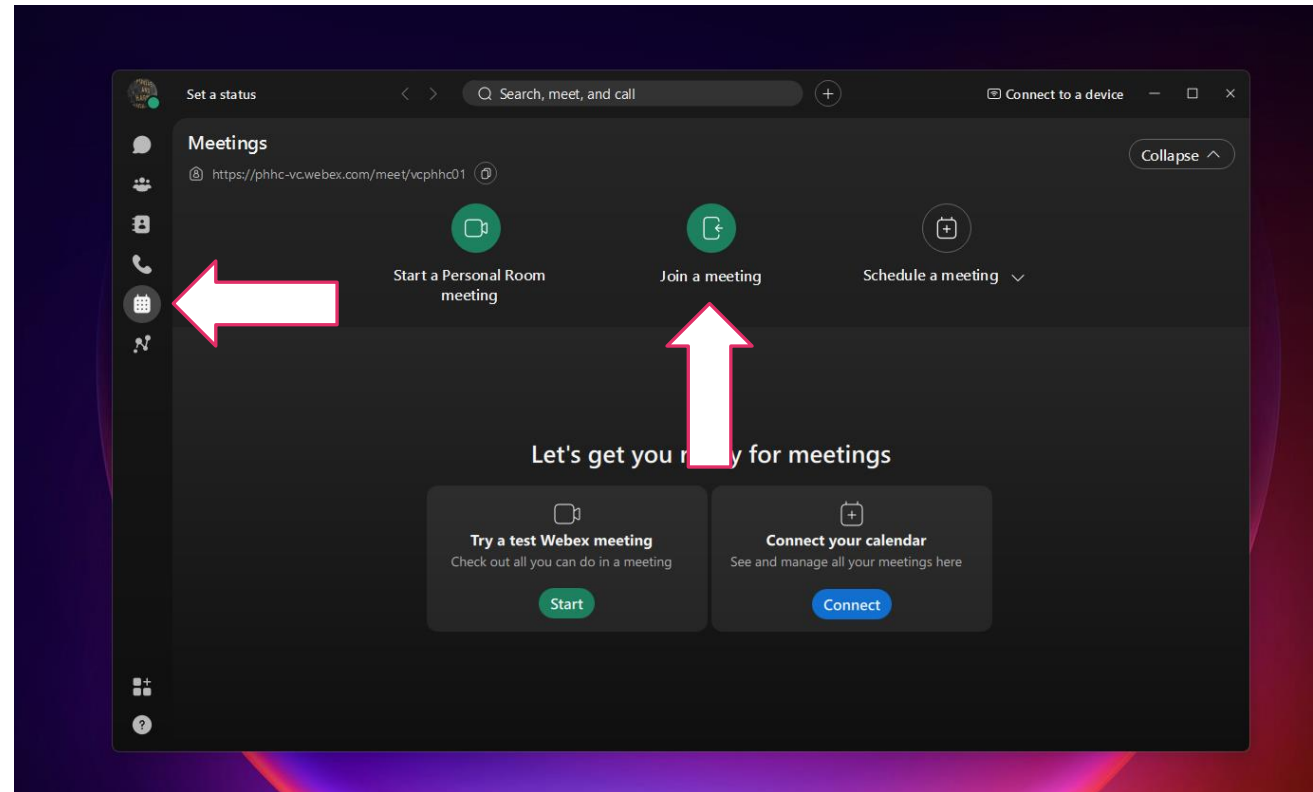
Before actually joining VC Meeting, click on Test link for testing Speaker, Microphone, adjust Output Volume, adjust Input volume of the device. Option for Automatically adjust volume and Noise removal is also available.
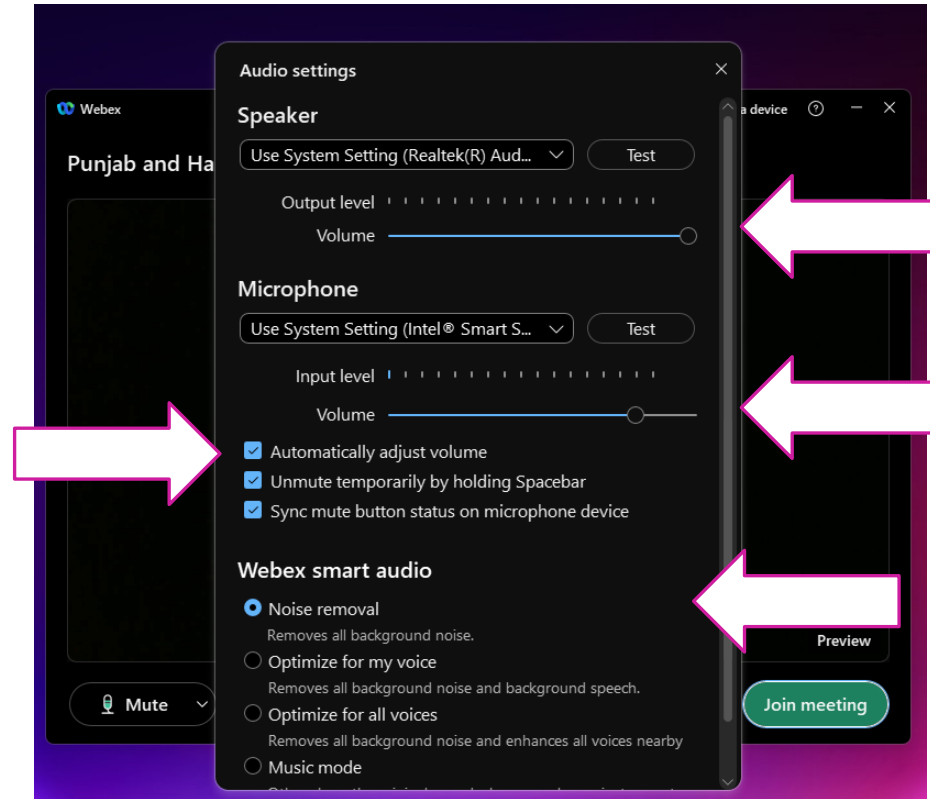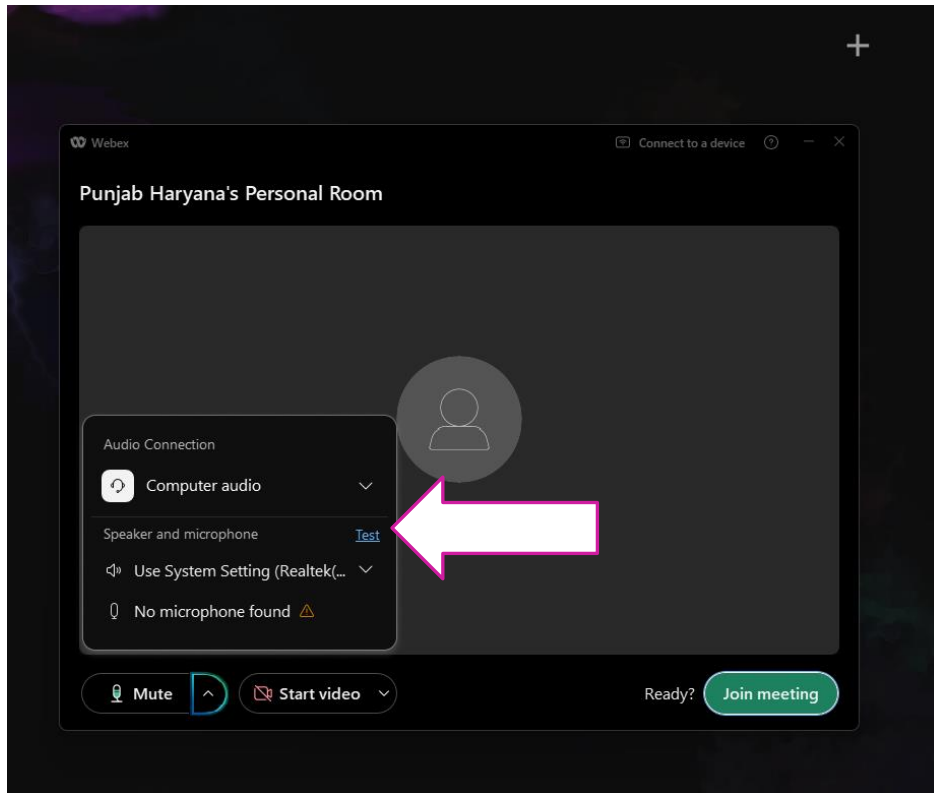
After testing join meeting.Please mute your microphone and only unmute it when your case comes.
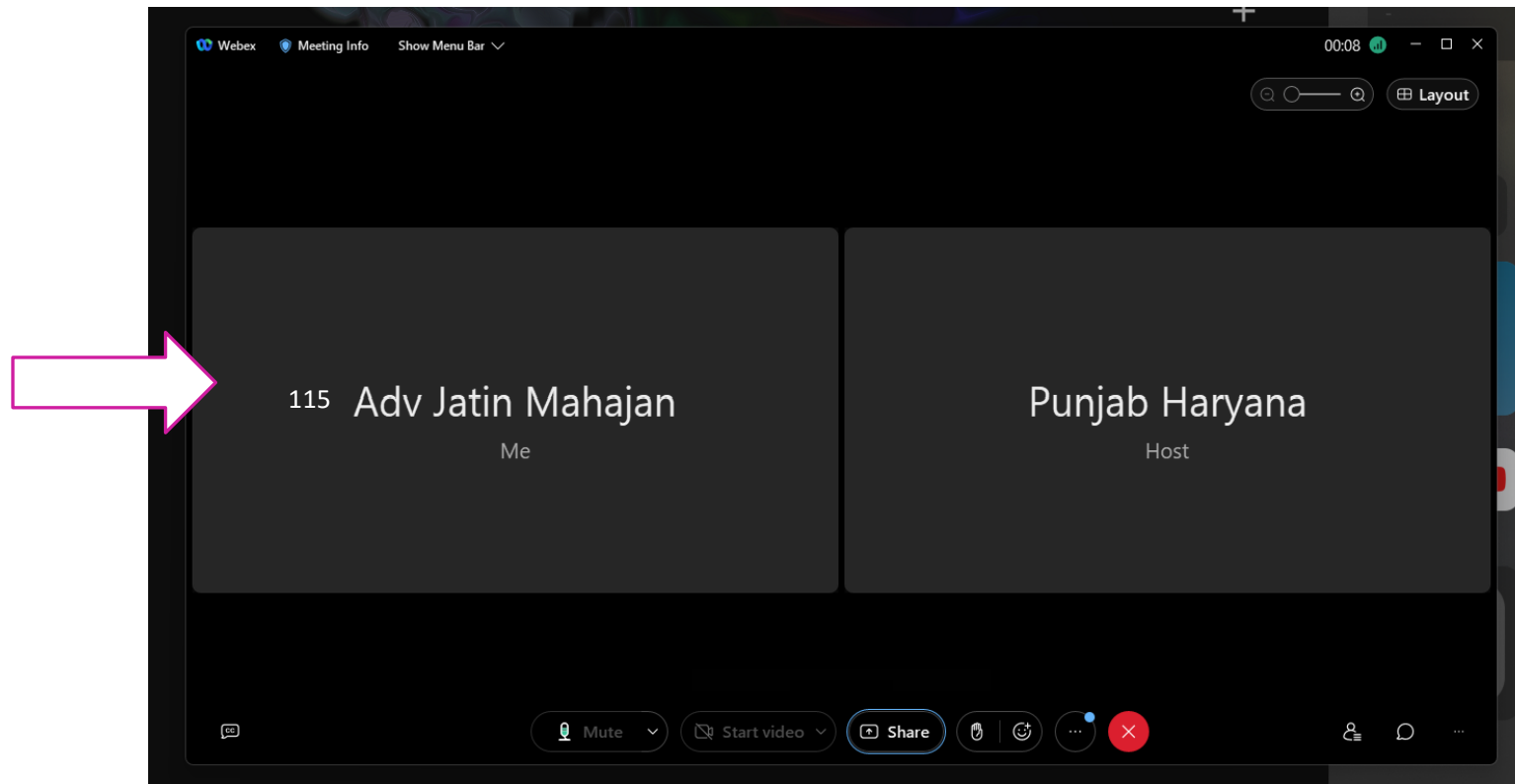
VC screen after meeting is joined and participant/advocate is allowed into the meeting room by host.

Buttons for Mute/Unmute, Start/Stop Video, Leave Meeting and Participants list is given in lower panel.

Important things to know and follow for seamless Video Conference

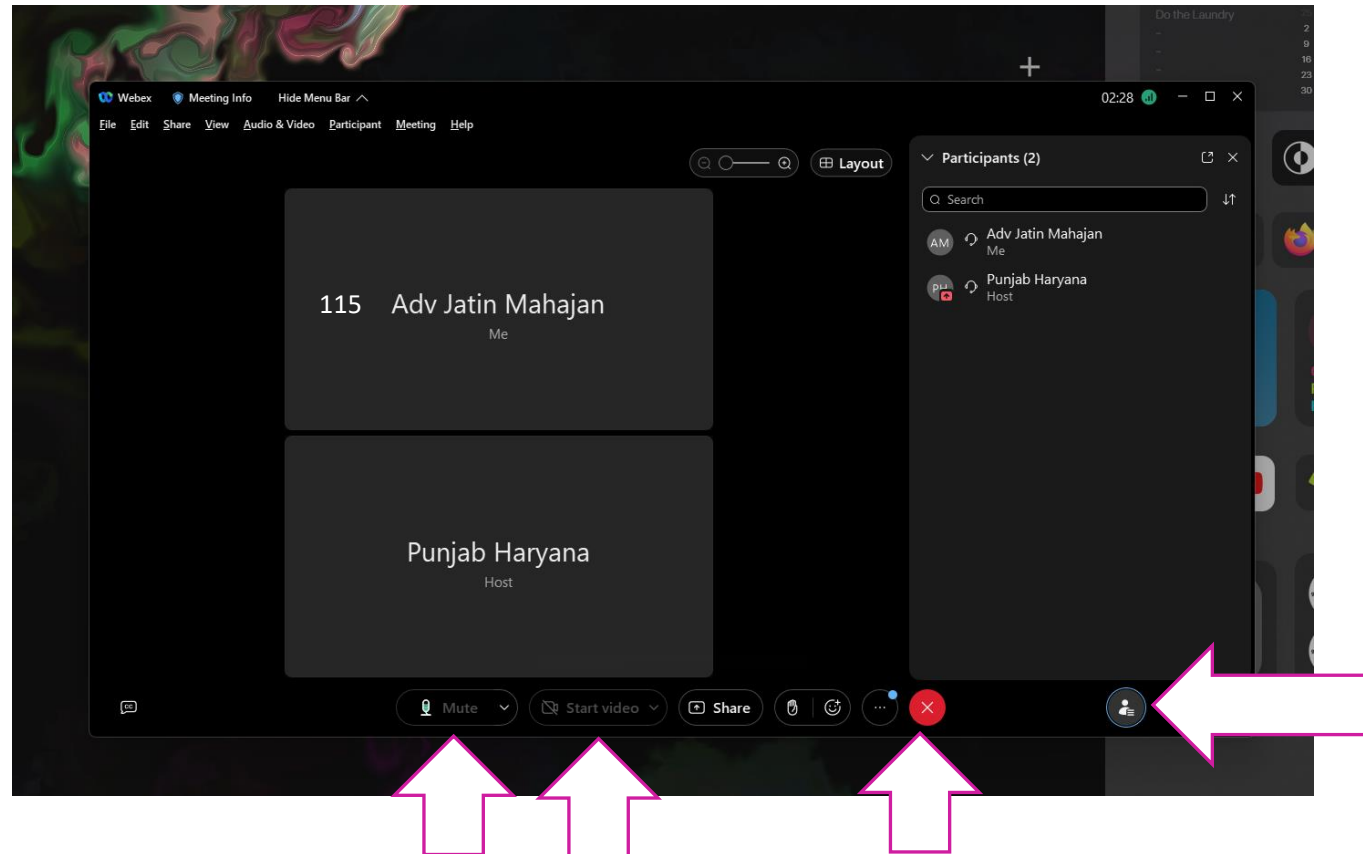| Component	Instruction
Camera	If it's a separate camera, put it near your screen at your eye level, so it looks like you're talking directly to the person on the screen. Make sure your camera is in a good spot where it can see you clearly. Not too far or too close
Source of Light and Arrangement	Ensure adequate lighting to illuminate your face evenly without harsh shadows. Natural light or diffused artificial light works well. Avoid positioning yourself with bright lights or windows directly behind you, which can cause silhouetting.
Background and Surrounding Noise	Maintain a clean and professional background to minimize distractions. Consider using a plain or non-distracting backdrop. Minimize background noise by choosing a quiet environment and using noise-cancelling microphones if possible.
Tidiness and Virtual Backgrounds	Keep your surroundings tidy and organized to present a professional image. Consider using virtual backgrounds if your physical environment isn't ideal or if you want to maintain privacy.
Proper Dressing and Appearance	Dress-up properly and ensure professional appearance suitable for the context of the video conference.

Some Basic Do's and Dont's

Do's
Mute your microphone whenever you're not speaking, even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.
Test your microphone before you video call, especially if you have to argue a case, through video conferencing, which is listed before the Court. You can always test video conferencing before the virtually entering in Court Room.
When you're talking, look into the camera instead of looking at yourself talking on the computer screen. It will help others on the call.
Remain connected until turn of your case comes.

Dont's
Do not open other applications in which either camera or microphone is involved, when you have logged in Video conferencing. During ongoing video call, do not open other application which will apportion processing ability of device to transmit audio and video data packets while on the video call.

THANK YOU