

Cisco Webex Teams – Cairns Registry Instructions

If a practitioner intends to appear by video-link the following instructions have been made available to allow them to do so:

1. You will have to use **Cisco Webex Teams**. This is a free application that can run on a PC, laptop, tablet or phone. You will need a stable internet connection.
2. **Cisco Webex Teams** can be downloaded from the following link:
<https://www.webex.com/downloads.html>
3. Note, there are two applications available via that hyper-link: 'Webex Meetings' and 'Webex Teams'. Please use **Webex Teams** as that is the only software that will allow you to connect to the video conference.
4. Once you have downloaded the application you will need to create an account using an email address and log-in.
5. Please then navigate to the 'Calls' tab (it is the phone symbol on the left of the window on a PC; at the bottom of the window on a phone) and in the empty grey box on the right of the window enter the details for the relevant courtroom in which your matter is listed to be heard (for the Courtroom details please see **Annexure 1**).
6. Note: on a phone you will have to make sure you have selected the 'keyboard' in the top right hand corner so that you can enter the '@psn.qld.gov.au' component of the dial in details.
7. Once you have entered those details, you may need to select either 'Video' or 'Phone' connection – please select 'Video'. This will connect you to the video conference. (This occurs automatically for some people).
8. Once you are connected to the video conference you **must** use headphones with a microphone to ensure there is no distracting feedback. Most headphones purchased for causal use include a microphone and these should be sufficient.
9. Furthermore, in accordance with his Honour Justice Henry's memorandum dated 27 March 2020, you **must** ensure:
 - (a) you establish contact with the courtroom by the listed time of the appearance;
 - (b) you remain in a quiet place in the absence of persons other than those also involved in the case; and,
 - (c) you remain independently contactable by both email and telephone.

Should you wish to test your connection before the videoconference, you may dial the Department of Justice and Attorney-General's test video conference system at 4444@psn.qld.gov.au. This should connect you to a loopback video feed of yourself and playback audio from a radio station.

Annexure 1

Webex Teams Courtroom “Dial-in Details” – Superior Courts, Cairns

Courtroom 1, Level 4	09096106@psn.qld.gov.au
Courtroom 2, Level 4	09096107@psn.qld.gov.au
Courtroom 3, Level 4	09087916@psn.qld.gov.au
Courtroom 4, Level 3	09096109@psn.qld.gov.au
Courtroom 5, Level 3	09096110@psn.qld.gov.au