

Join a Virtual Personal Visit on Android Visitor User Guide

Summary

This guide provides step-by-step instructions on how to join a scheduled Virtual Personal Visit as an approved visitor on an Android device.

NOTE: The example in this guide is tailored to someone using a Gmail address, however all email platforms are supported. Please be aware a stable internet connection is required.

IMPORTANT!

All rules still apply as an onsite regular visit, at any time a Queensland Corrections Officer can end this virtual visit if they deem any Visits rules are not being adhered to.

Procedure

1. Once a visit is scheduled by *Queensland Corrective Services*, you will receive an email invitation to join a Virtual Prisoner Visit (VPV). Prior to the scheduled visit time click on the **Join Meeting** button in your email invitation.

ne 🔻		
Apr 1 Wed	VC Visit - IOMS#1 View on Google Calendar When 09:00 - 09:30 (AEST) Where https://corrections webex.com/correction s/j.php?wT1D=motaeb4e33624bb2 0340851ee540438e Who genBWCC-VCVIsits gen-BWCC-VCVIsits* Yes Maybe No More options No No	Agenda Wed Apr 1, 2020 No earlier events 09:00 VC Visit - IOMS#1 No later events
gen-BWCC	More options	his Webex meeting.
Meeting nu	nber (access code): 789 461 069	
Meeting nu Meeting pa	nber (access code): 789 461 069 ssword: 1234	



2. Once you click on the *Join Meeting* button, your default web browser will open and prompt to download Webex, click on the **Download** button.

If you already have Cisco Webex Meetings installed, click on the **Join via install app** button and skip to <u>Step 6</u>.

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← ■ Join Meeting corrections.webex.com		
Cisco Webex Meetings Download the app for the full meeting experience.		
VC Visit - IOMS#1		
🖌 Call: 1-800-517-287		
Tap to join the meeting by phone only. Phone charges may apply.		
Australia Toll: 61-2-9338-2221		
or		
Join via installed app		



3. This will open the *Google Play Store*, click on the **Install** button.



4. Once *Cisco Webex Meetings* is installed click on the **Open** button.





 Before using Cisco Webex Meetings, you must accept Cisco's *Terms of Service* and *Privacy* Statement, once you've read these statements, click on the Accept button to continue. *This step is only required the first time Cisco Webex Meetings is used.*

Cisco Webex Meetings		
I have reviewed and agree to the <u>Terms</u> of <u>Service</u> and <u>Privacy Statement.</u>		
DO NOT ACCEPT ACCEPT		

 Type in your full name and email address (this <u>must</u> be the same email address used to book the virtual Personal visit with the Queensland Correctional Centre) and click on the OK button.

Join Meeting
Name
Email address
CANCEL OK 🛟



- 7. The following permissions must be **allowed** to use the Cisco Webex Meetings applications,
 - without these permission the Video Conference will not work.
 - Allow Webex Meet to make and manage phone calls?
 - Allow Webed Meet to take pictures and record video?
 - Allow Webex Meet to record audio?

This step is only required the first time Cisco Webex Meetings is used.

لام Allow Webex Meet to make and manage phone calls?	Allow Webex Meet to take pictures and record video?
Allow	Allow
Deny	Deny
Ŷ	
Allow Webex Meet to record audio?	
Allow	

8. Click on the following buttons to progress through to the virtual visit, no changes are required.

Choose how you want to connect to audio.	Connect to a Cisco video device or a Cisco Webex Share device. Your mobile device's Location Services must be on.
5. So Use Internet for audio ▼	জ্ঞ Suse Internet for audio ◄



9. You will now be placed in the "lobby", this is where you will need to enable the microphone and video camera for this specific virtual visit (meeting), tap on the below two buttons to ensure they are <u>not</u> red and then tap on the JOIN button.





10. You will now be ready for your virtual visit. if the Correctional Centre has not yet started the virtual visit, you will see a message stating, *"The meeting has not yet started"*. Please try again in a minute or two to allow the Correctional Centre to start the virtual visit.



