

HIGH COURT
OF
MADHYA PRADESH
JABALPUR

Jitsi Meet
Video Conferencing

For Advocates

Index

1.	Introduction.....	2
2.	Requirements.....	2
3.	Procedure	
	a) For Laptop/Desktop.....	3-11
	b) For Android Smartphone.....	12-26

Jitsi Meet: Instant Video Conference

For Advocates / end-users

Introduction:

Jitsi Meet application is used for video conferencing. We need to connect with video conference room by entering name of room that is created by the host and shared starting the conference.

The manual is divided in two parts, first is the requirement to connect and start the video conference and second shows whole process.

1. Requirement:

a) For Laptop/Desktop :-

- I. Web camera enabled desktop computer / laptop computer
- II. Internet connection
- III. Web browser

b) For Android Smartphones :-

- I. Android Smartphone with version 5.0 and above
- II. Mobile Data / Wi-Fi should be ON
- III. Jitsi Meet App (Download from Google Play Store)

2. Procedure:

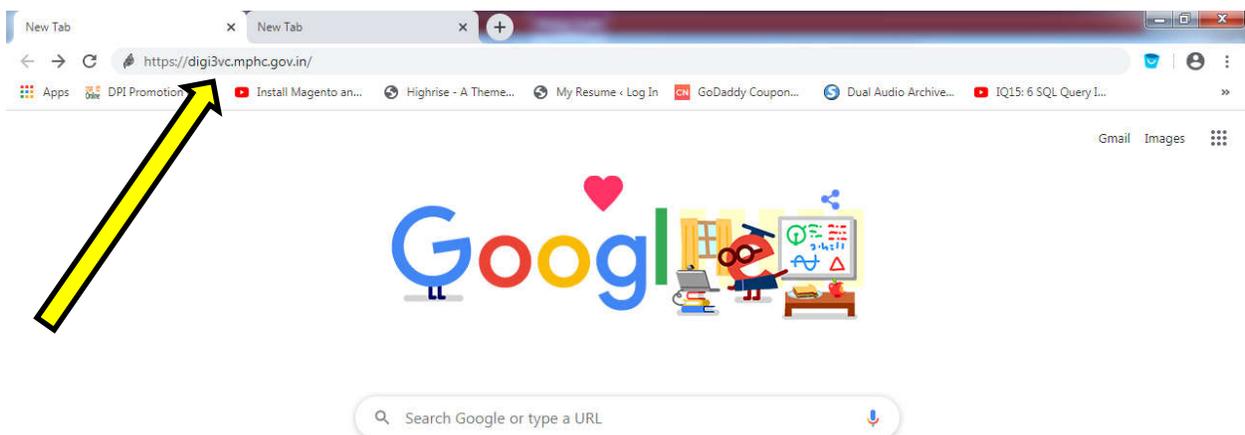
The procedure will cover the complete process to connect and commence the video conference through Jitsi Meet application. The procedure to connect and start the conference is different for different platform like laptop/desktop and smartphones. The detailed procedure will cover the complete set of steps to perform the video conference in an easy manner for both of the platforms.

a) For Laptop/Desktop :-

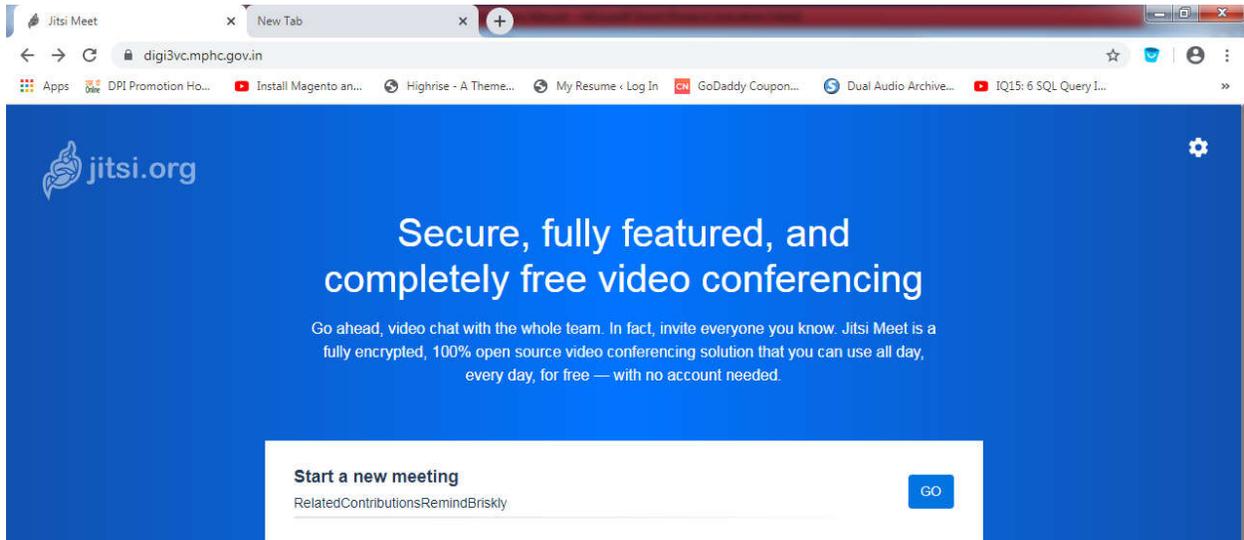
Step 1: Open your web browser.

Step2: Enter the below webaddress to connect with Jitsi Application redesigned by High Court of Madhya Pradesh Jabalpur.

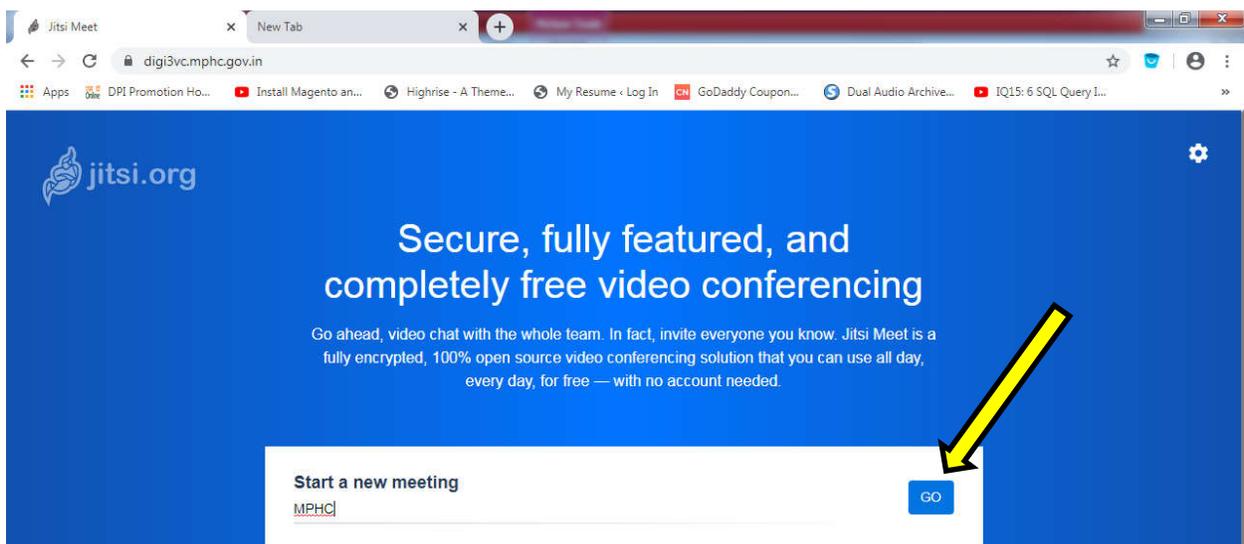
Link : <https://digi3vc.mphc.gov.in/>



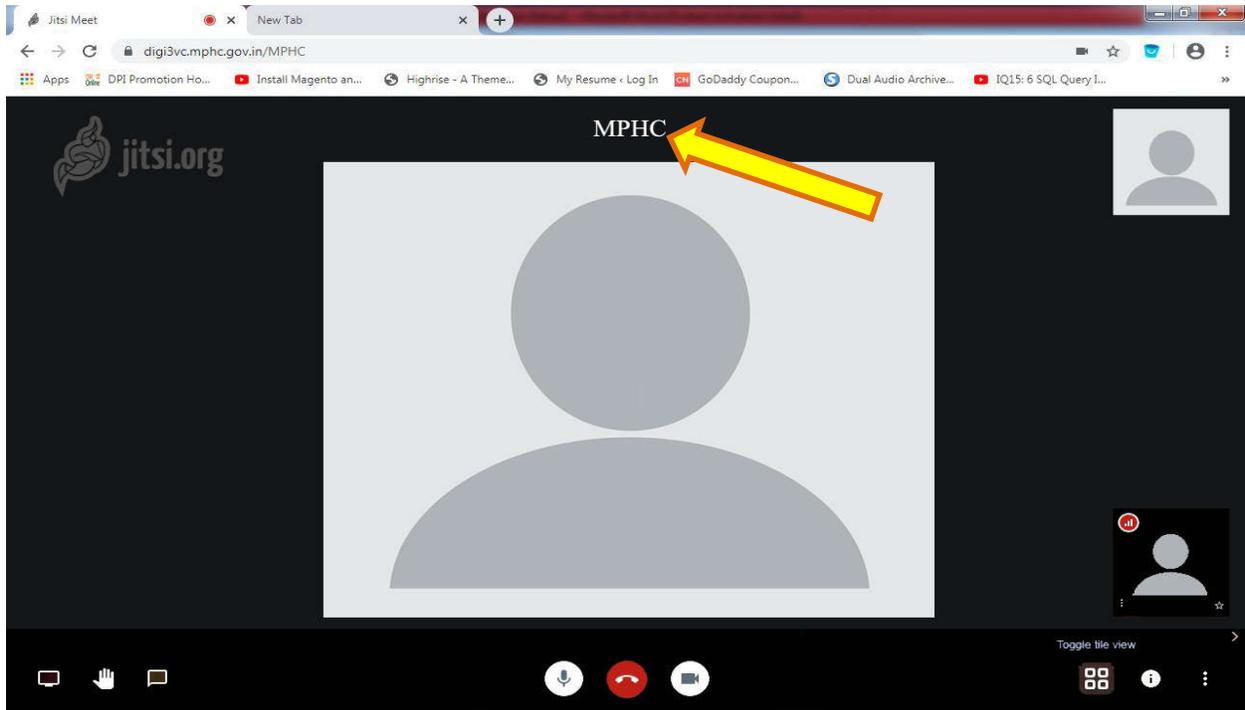
Step-3: Open the address by pressing the Enter key, then the below screen will appear:-



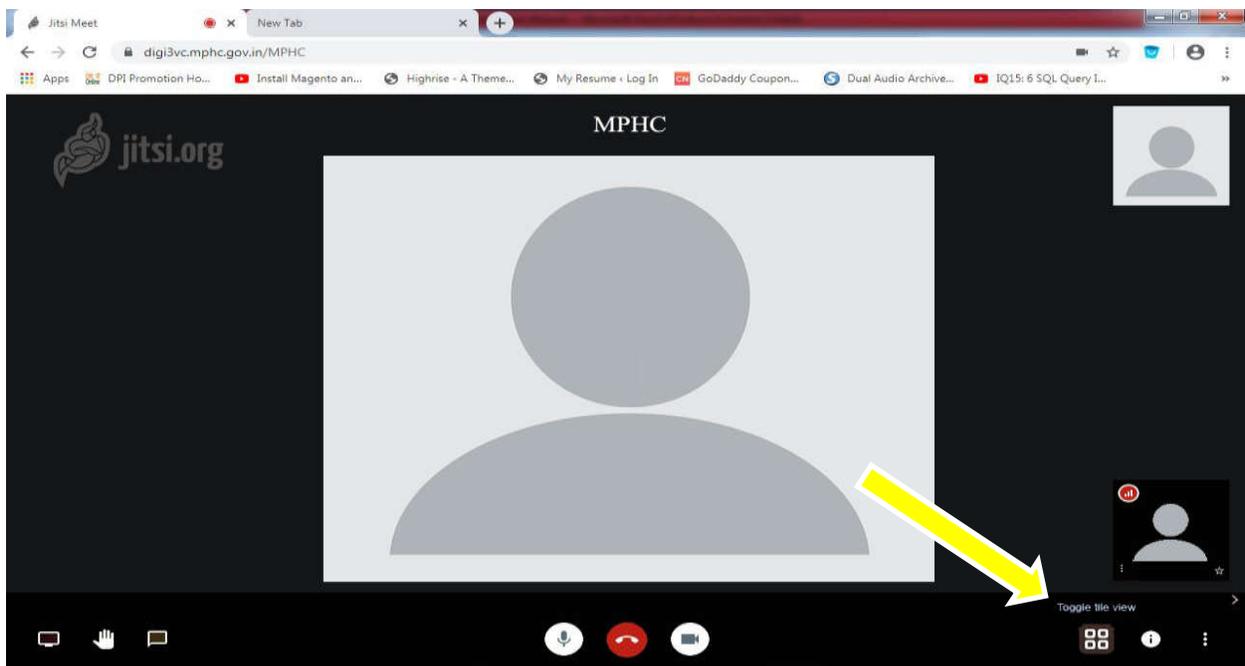
Step4: To connect with the VC meeting, to enter the **name of the meeting** and press “GO” button. The name of the meeting would have been shared with you before start of the video conference. In this case as aexample the VC room is “MPHC” :-.



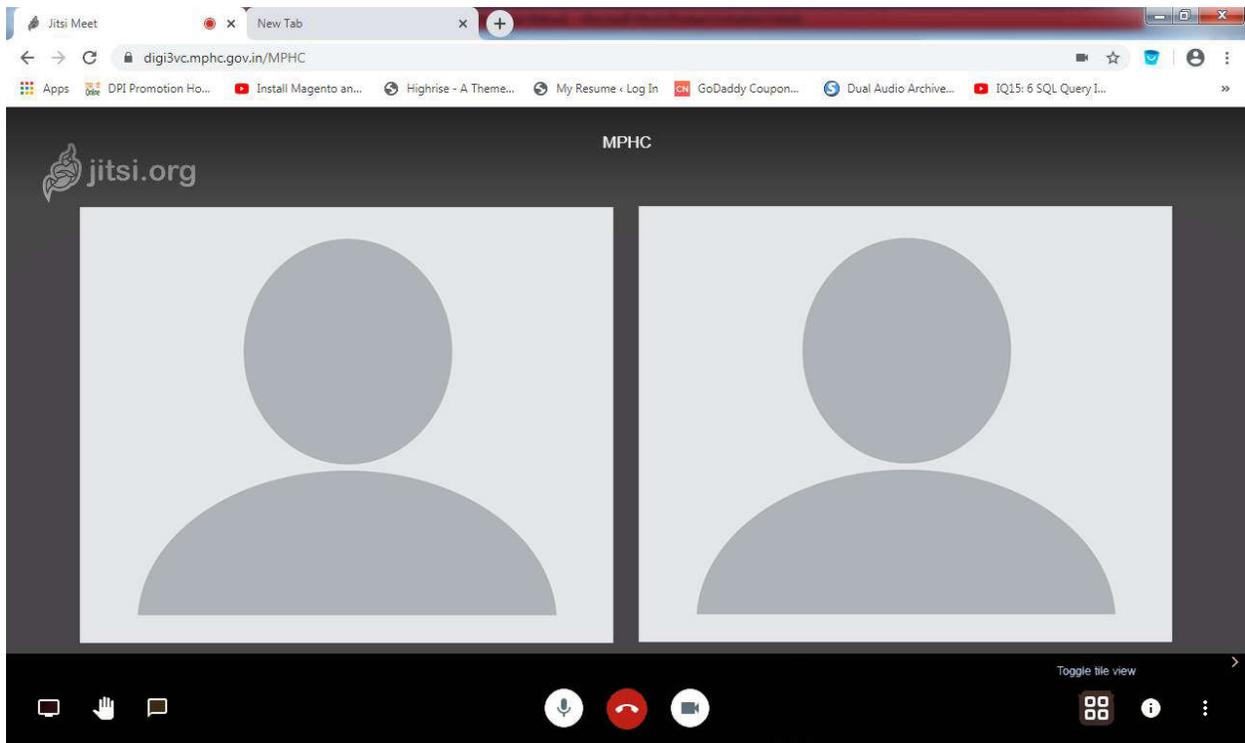
Step-5: Now you are connected in the “MPHC” meeting room [name of the meeting will be shared accordingly]



In here you can toggle in different views provided in Jitsi Meet application as shown below.

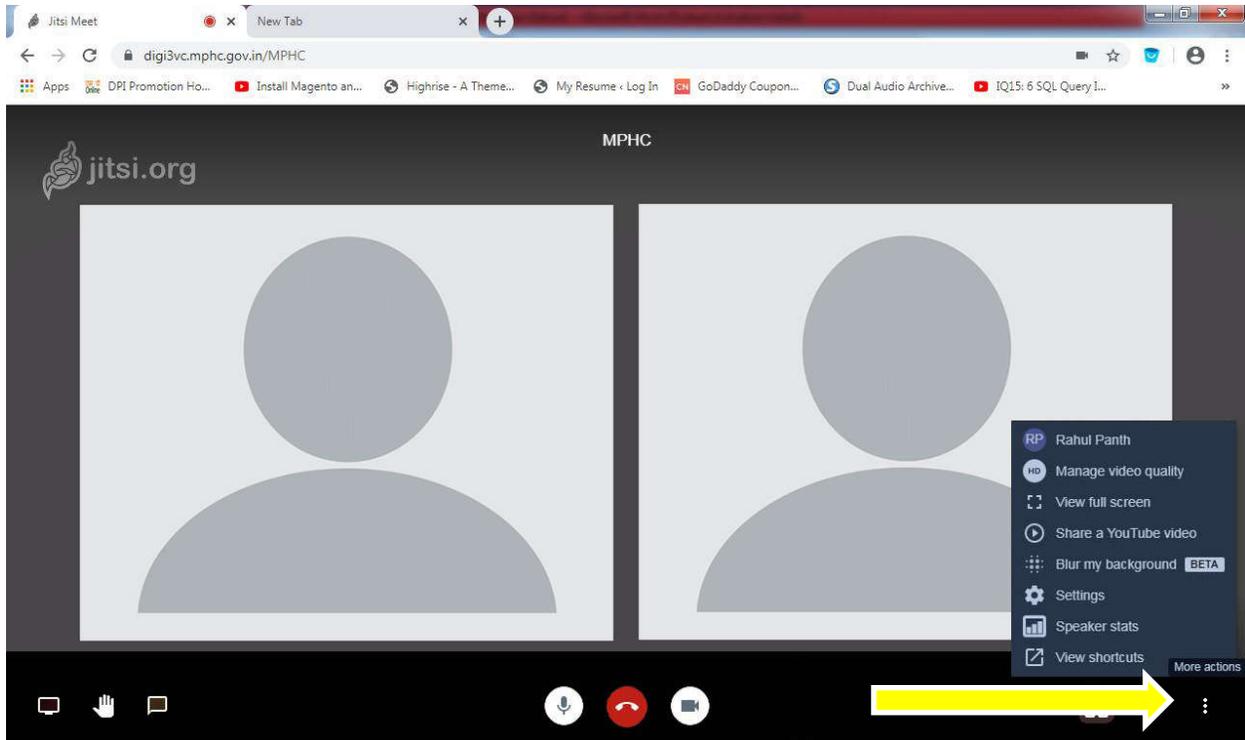


Click on **“Toggle the view”** as shown above the view will be changed and it is now look like the screenshot attached below for your reference.

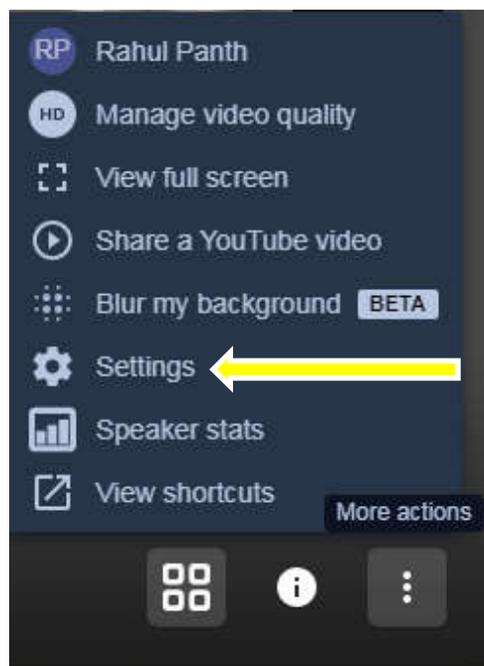


Step-6: In this step you have to enter your name so that you will be identified easily in case of multiple person connecting the same meeting (video conferencing). To add your name please follow the process same as described in the below screenshots.

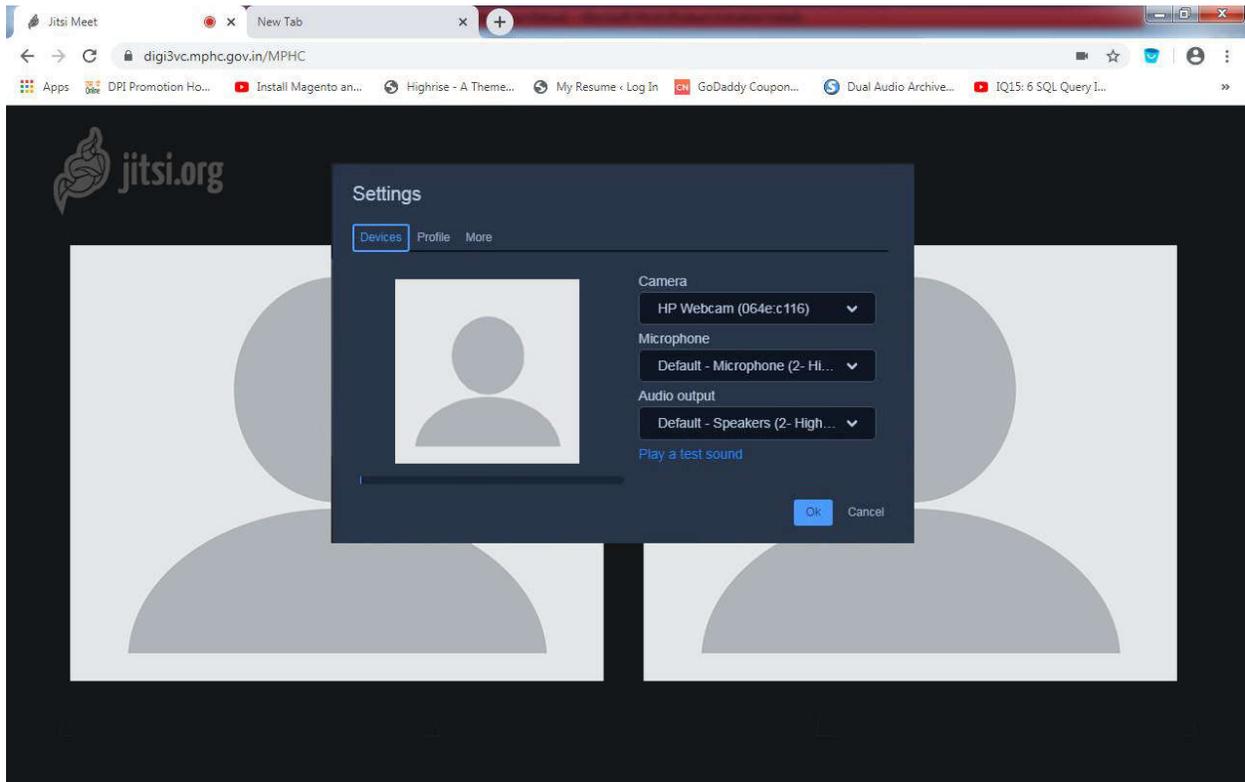
First click on the **three dots** appeared in the bottom right of your laptop/desktop screen as shown below.



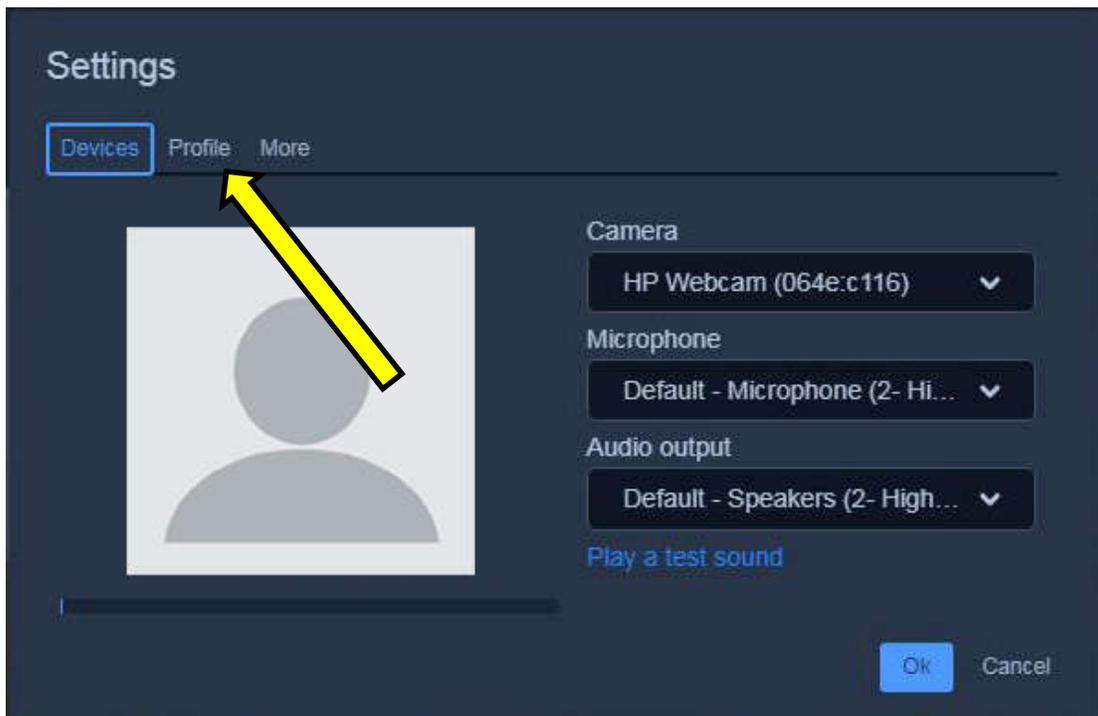
On clicking three dots the control panel will appear as shown above so that you have to select “**Settings**” tab.



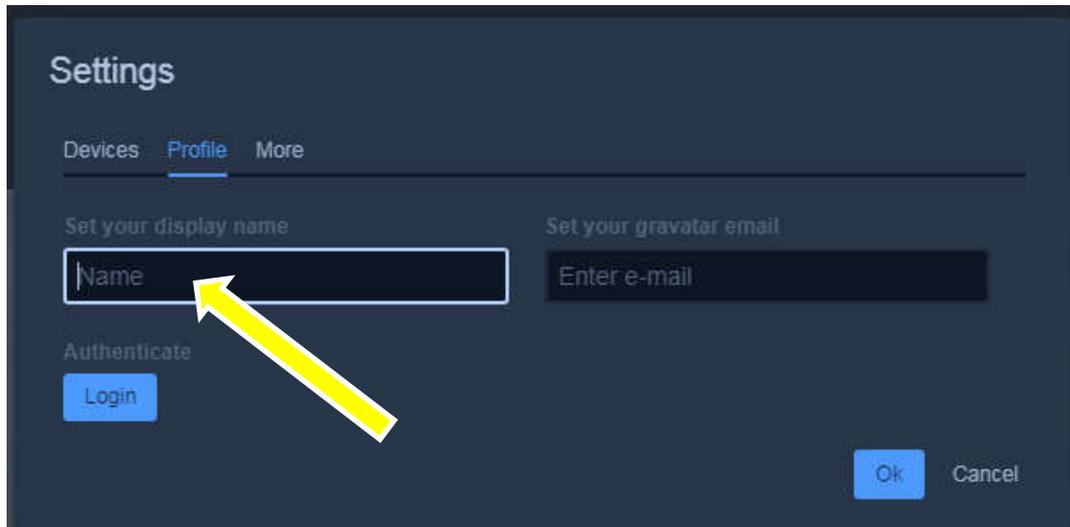
While click on the “Settings” the window shall pop-up.



In this window you should have to select the “Profile” tab as shown below.

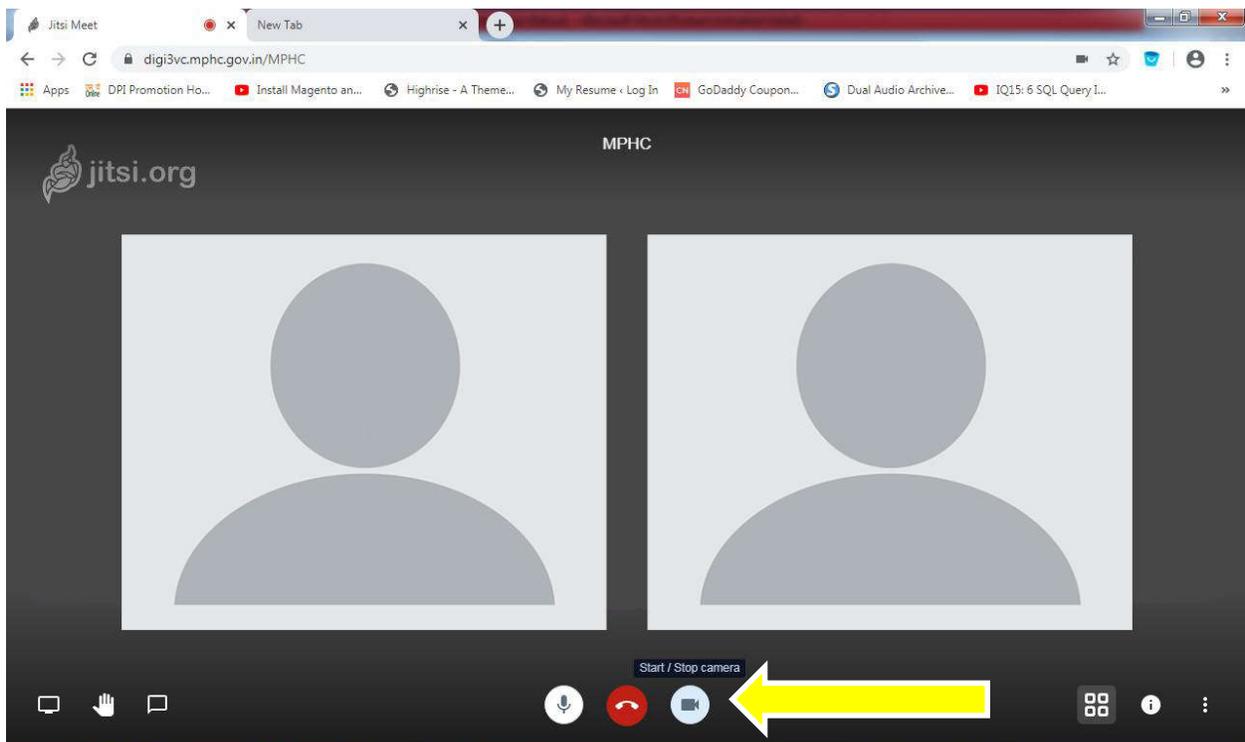


On selecting the “Profile” tab the below screen will be shown so that you would have to **Enter your name** and click “**OK**”.

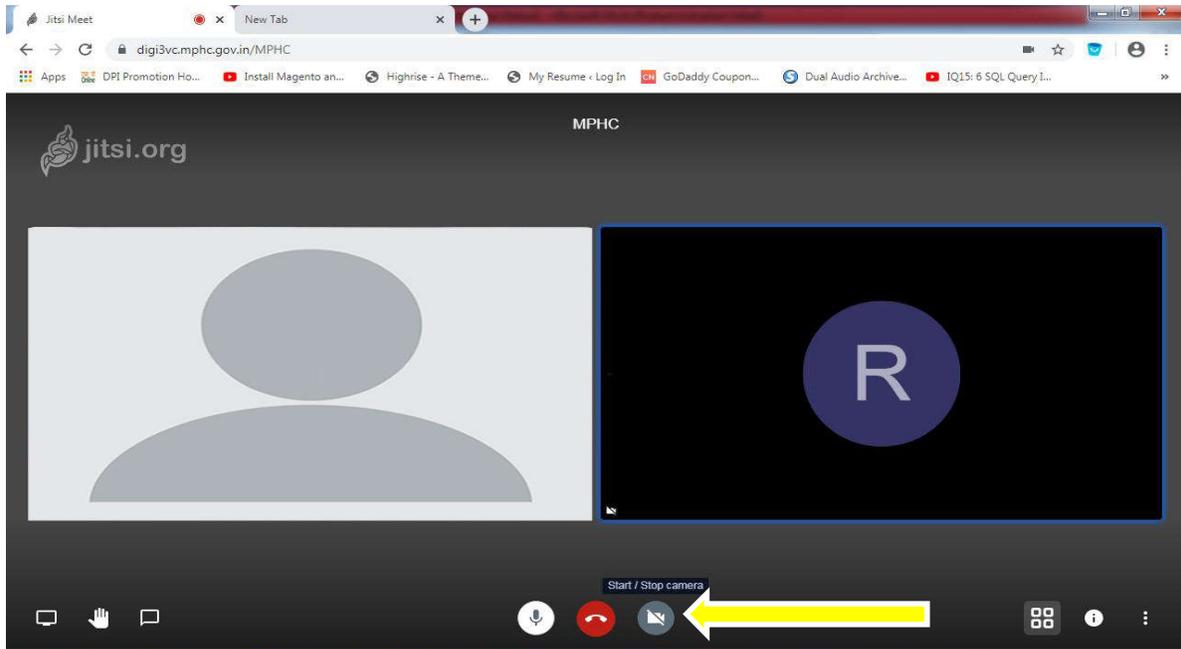


Doing this your name will be set and you are ready to start video conferencing.

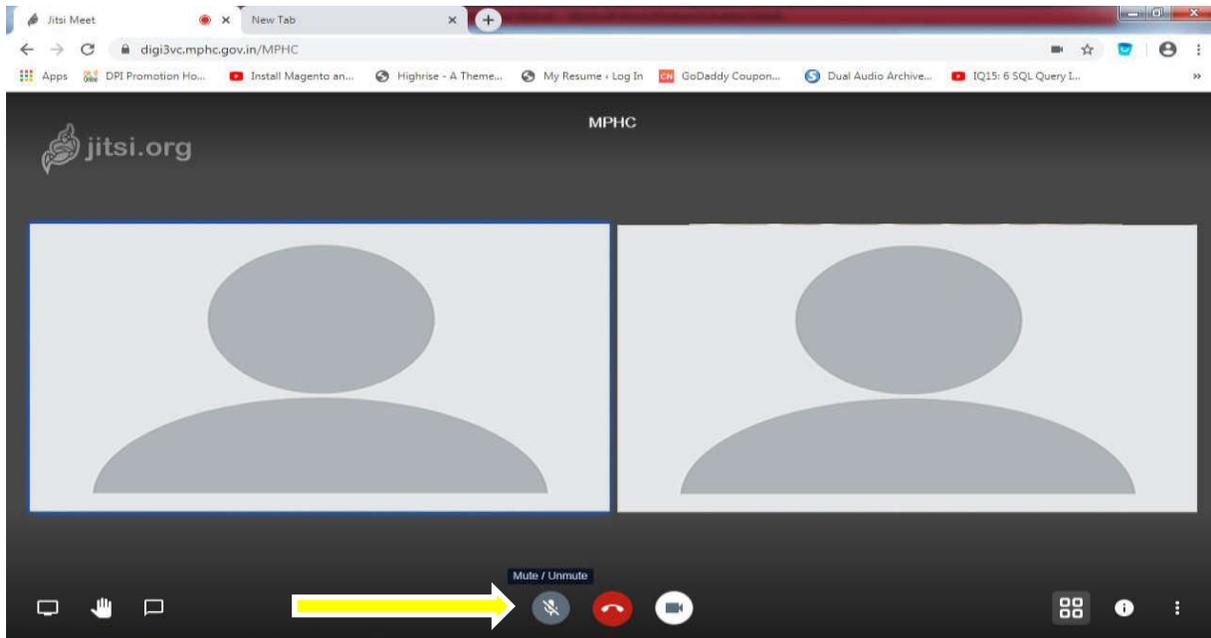
Step-7: you can turn On/Off the camera on clicking “**Start/Stop camera**” as shown in the below screenshot as per your requirement.



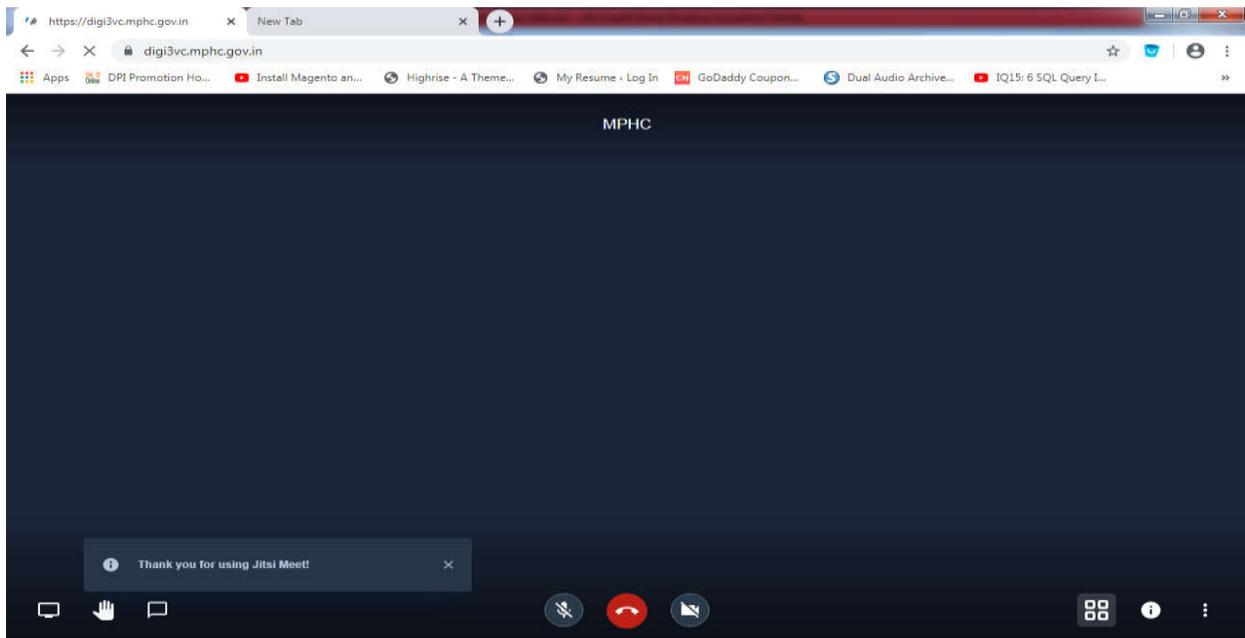
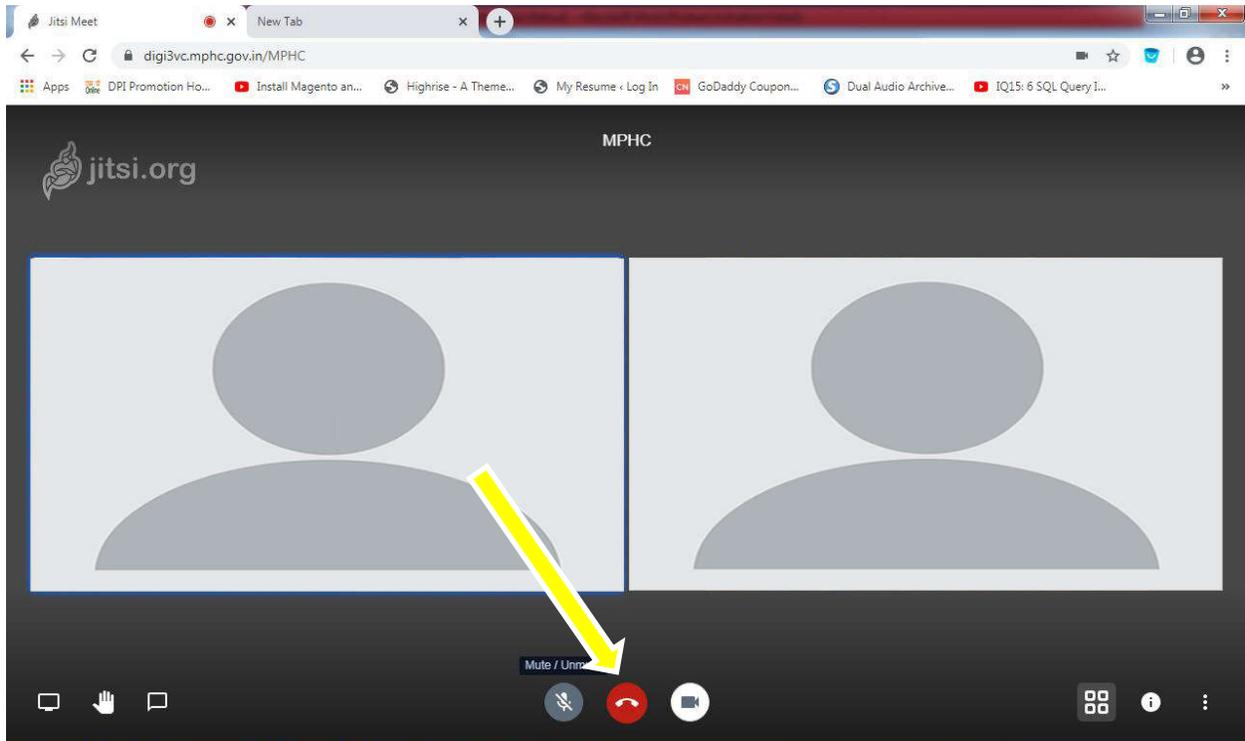
At the time you turn off the camera the screen may appear like the screenshot given below.



Step8: You can also turn off the voice as well by clicking on the icon “Mute/Unmute” as shown below. It is advised to you that you have to turn off (Mute) while you are not communicating and you can unmute it when you have to start you conversation.

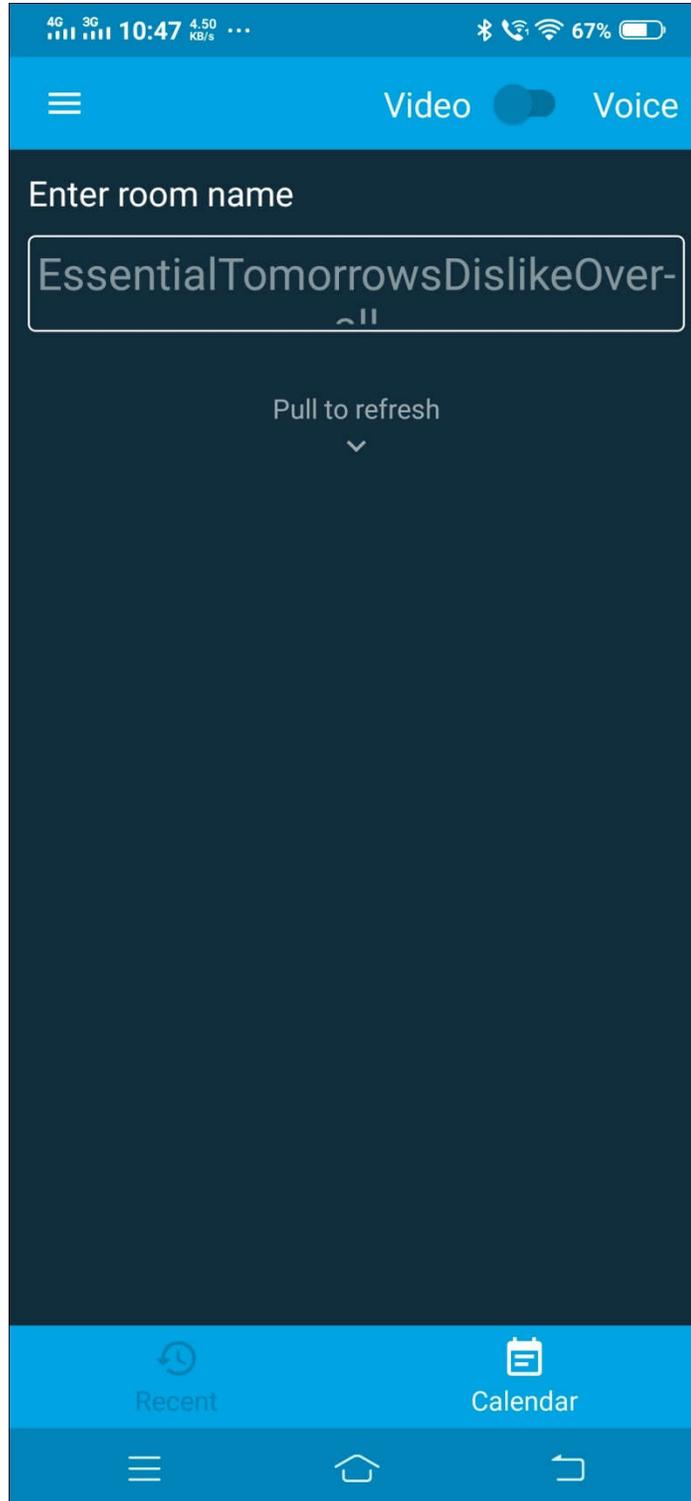


Step-9: End the meeting (video conference), you can end the video conference on click the end button as shown below.

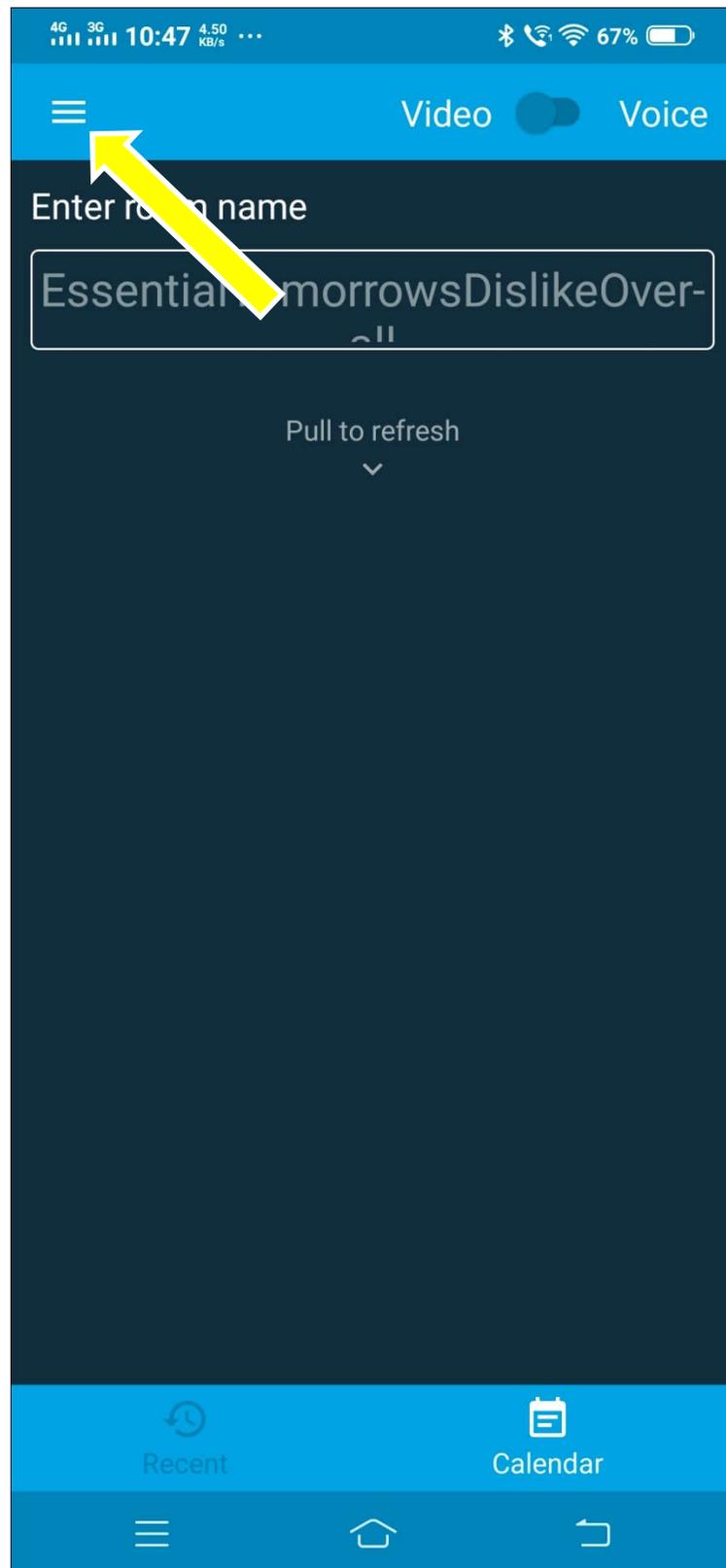


b) For Android Smartphone :-

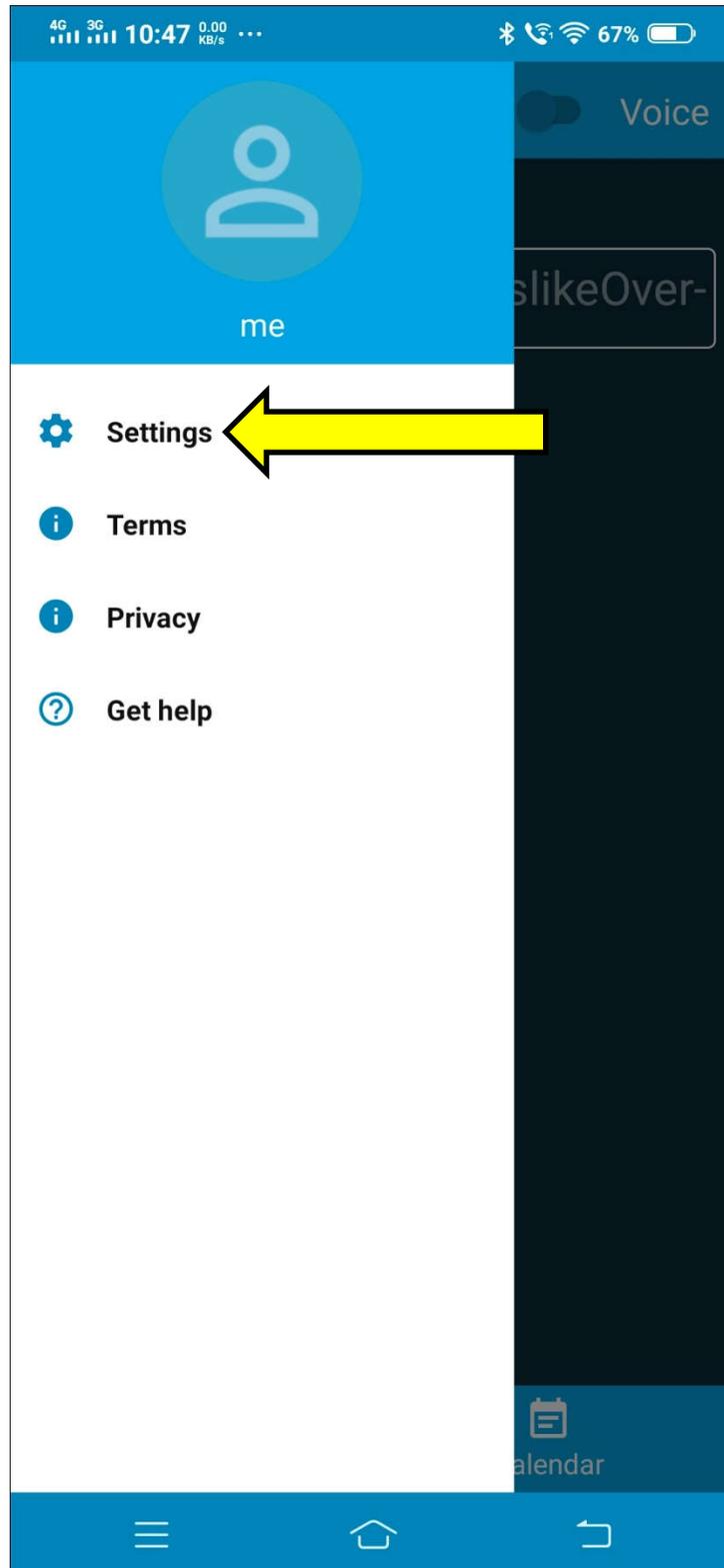
Step 1: Open Jitsi App in smartphone, the given below screen will appear:-



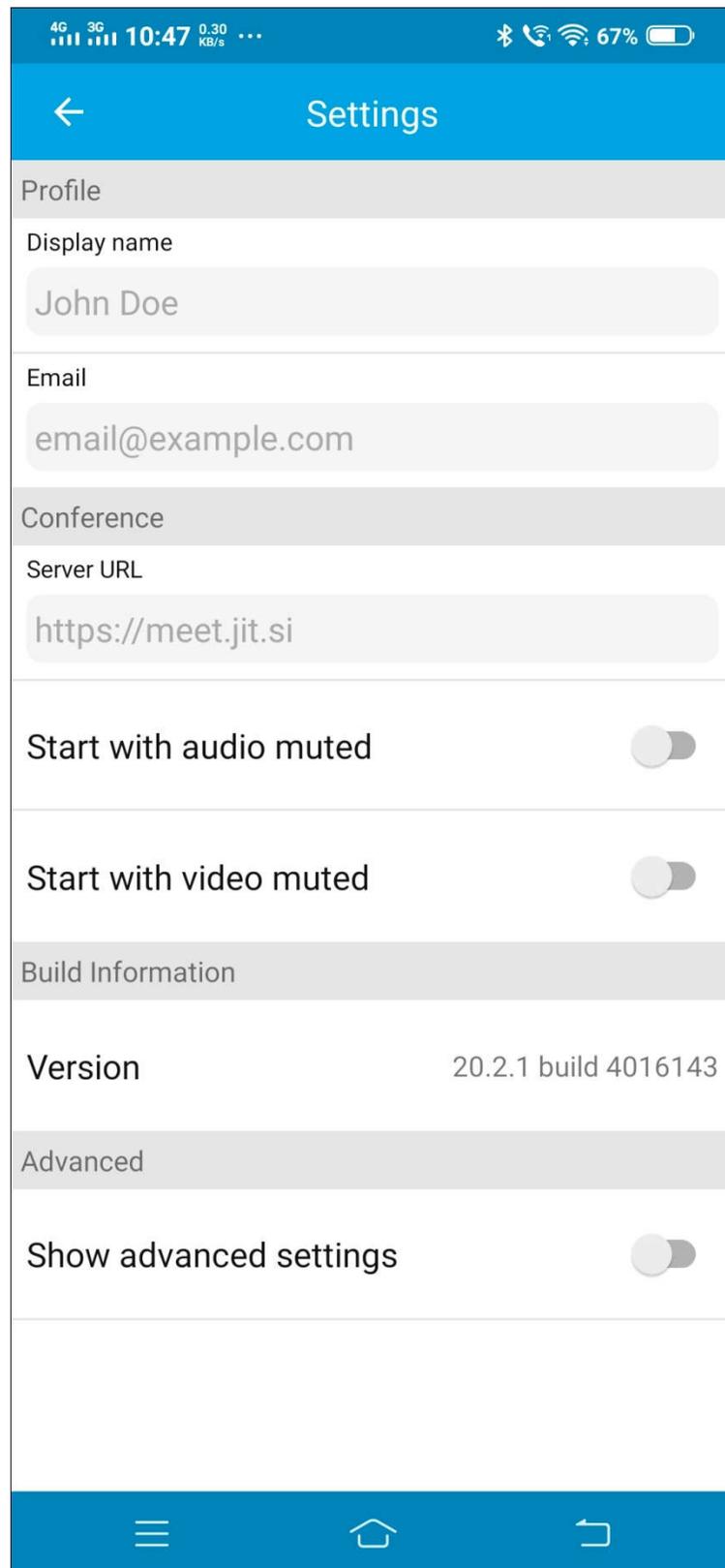
Step2: Now click on three horizontal lines as shown below:-



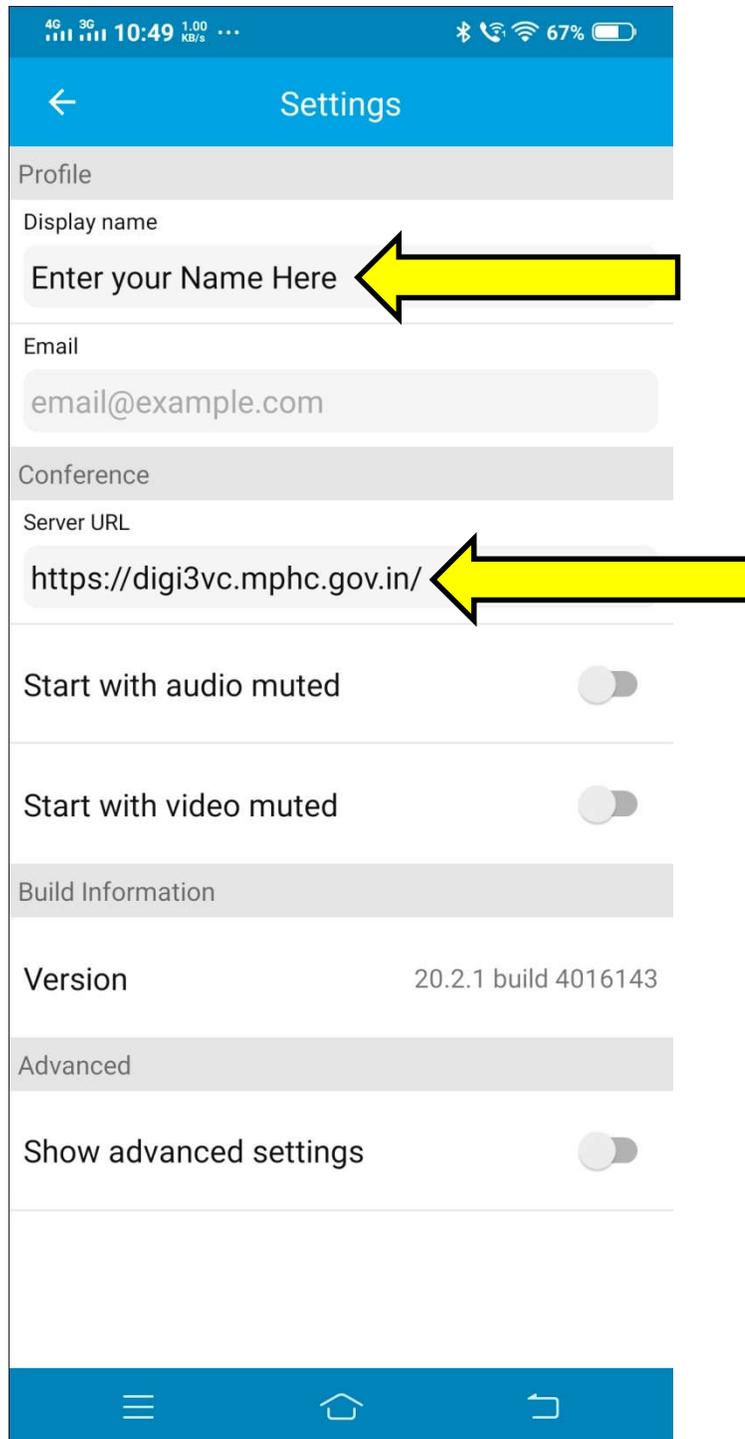
On clicking the below panel will open and then you would have to go to “Settings” tab:-



On clicking the “**Settings**” tab the below screen will appear.

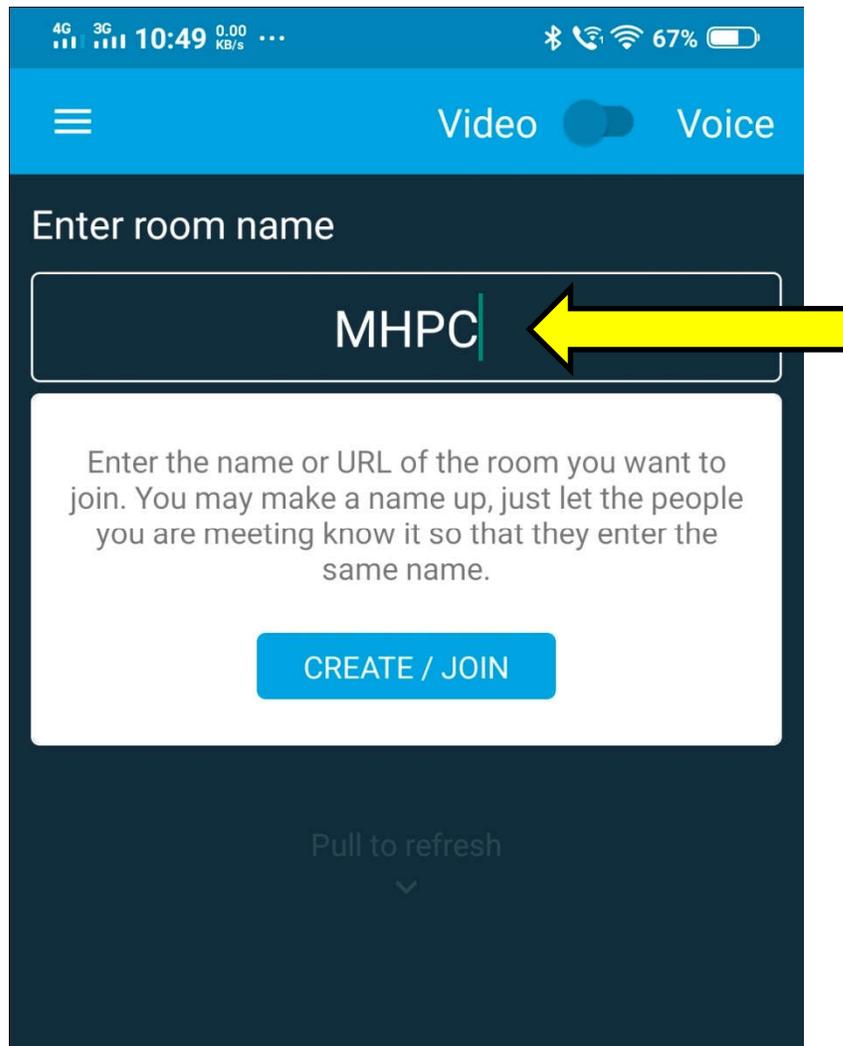


Step-3:In this step you have to set your name for the video conference along the server details, for which you have to enter your name in “**Display Name**” and the link :<https://digi3vc.mphc.gov.in/> in the “Server link ” field as shown below. Server link will be same as described with **NO change**.



Step-4:After setting server link and name, now you are ready to connect with the video conferencing. To connect you have to enter the room name which will be shared to you before starting the video conference (meeting) on your whatsapp number. Now you have to type the shared video conference room

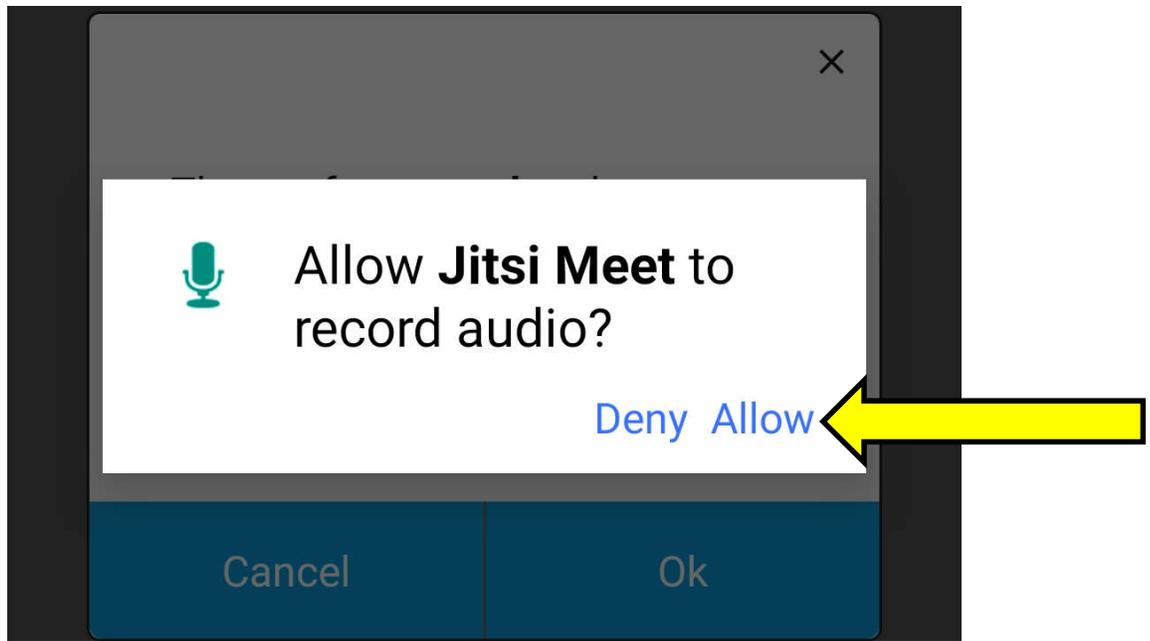
name in the “**Enter room name**” space provided as shown below. In here we took “**MPHC**” as an example for your reference only.



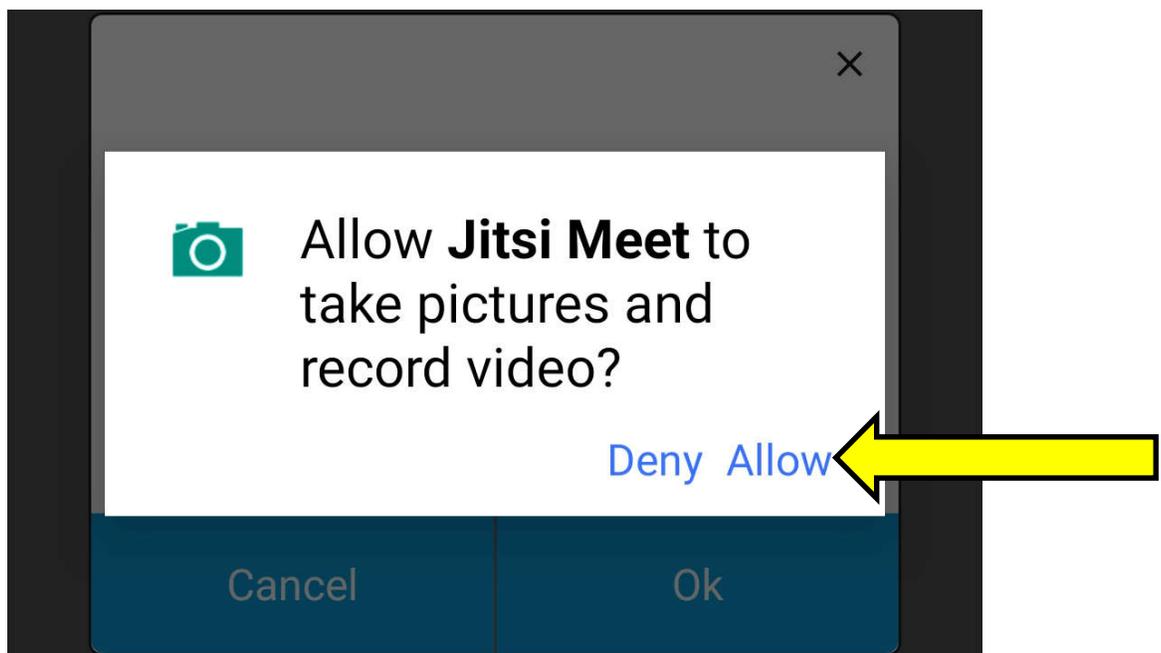
Now click on “**CREATE/JOIN**” button to connect with the video conferencing.

Step-5:In this step you have to set some permission to the application to perform the smooth functionality of video conferencing.

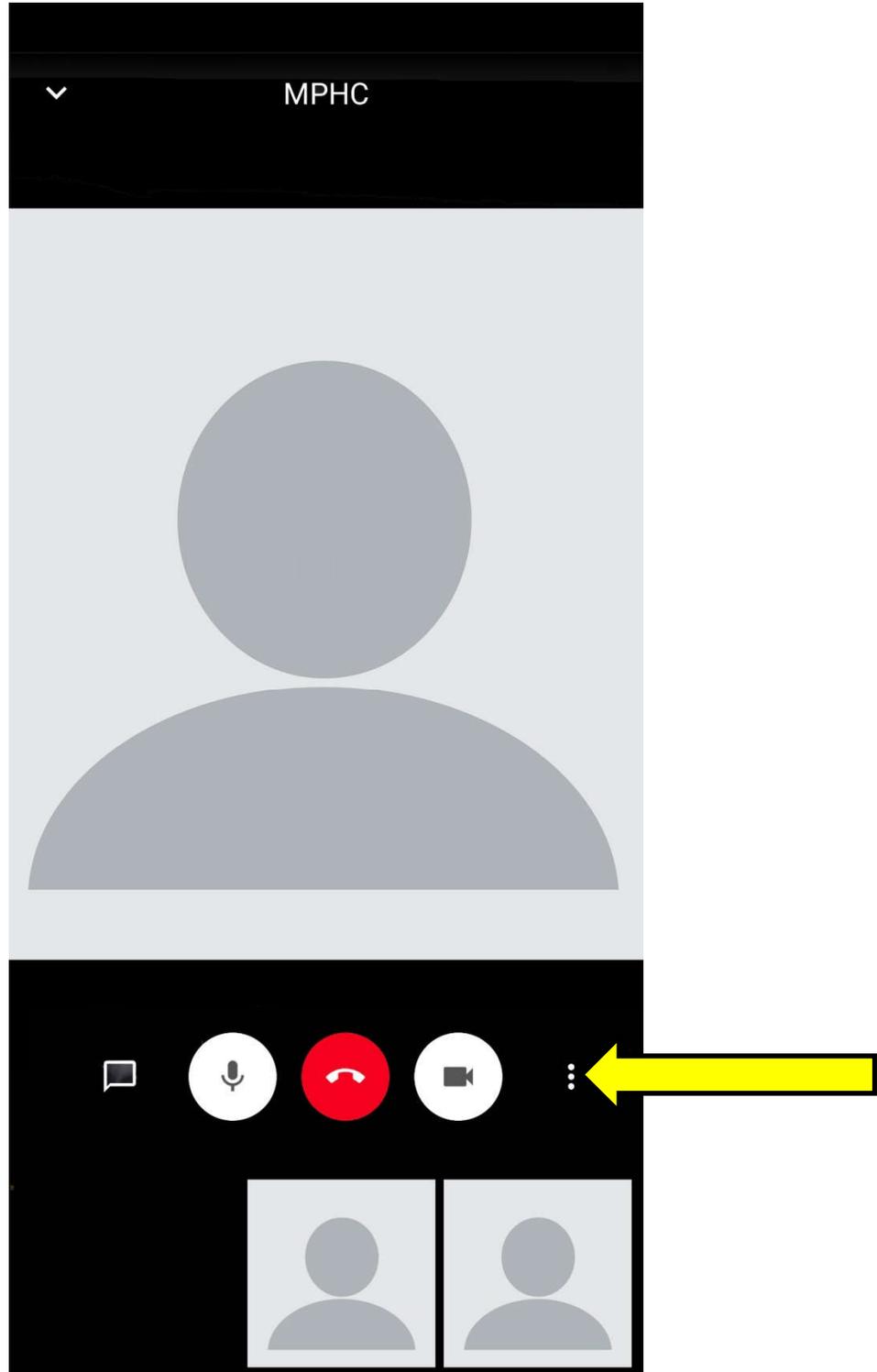
First you have to “**Allow**” the Audio functionality as shown below:-



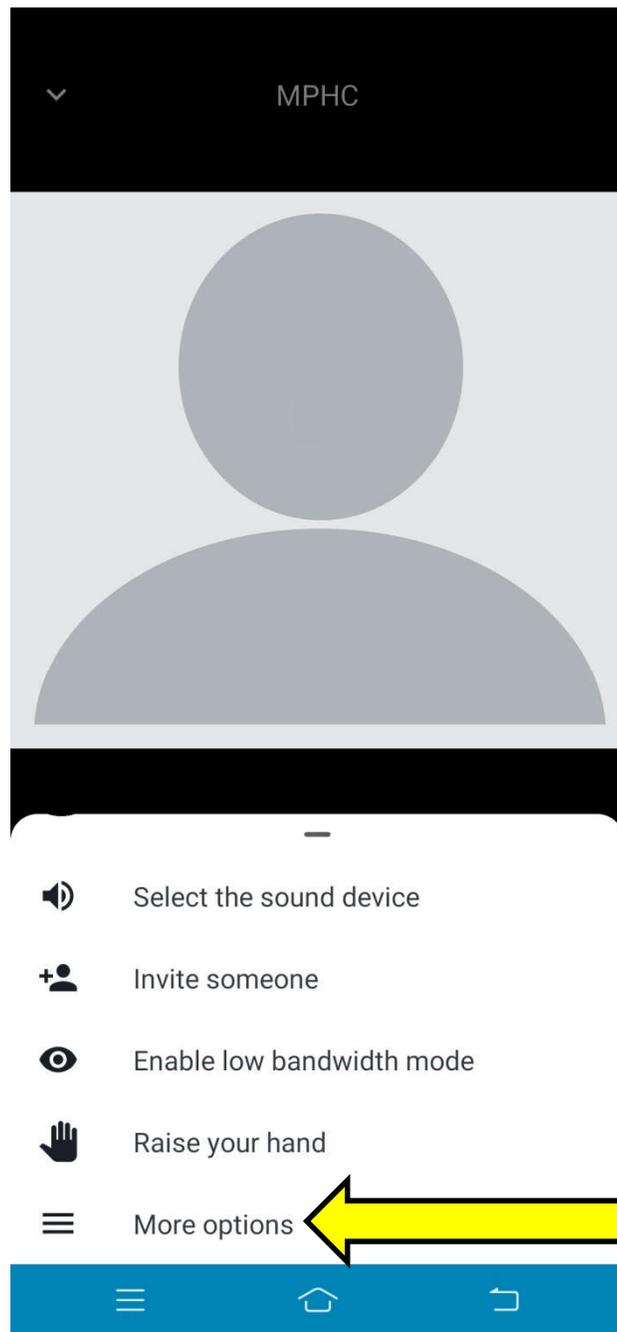
After that you have to “**Allow**” for pictures and videos.



On Allow the required permissions, now you are connected with the room of the video conferencing which was shared you earlier to connect and the below screen appears.

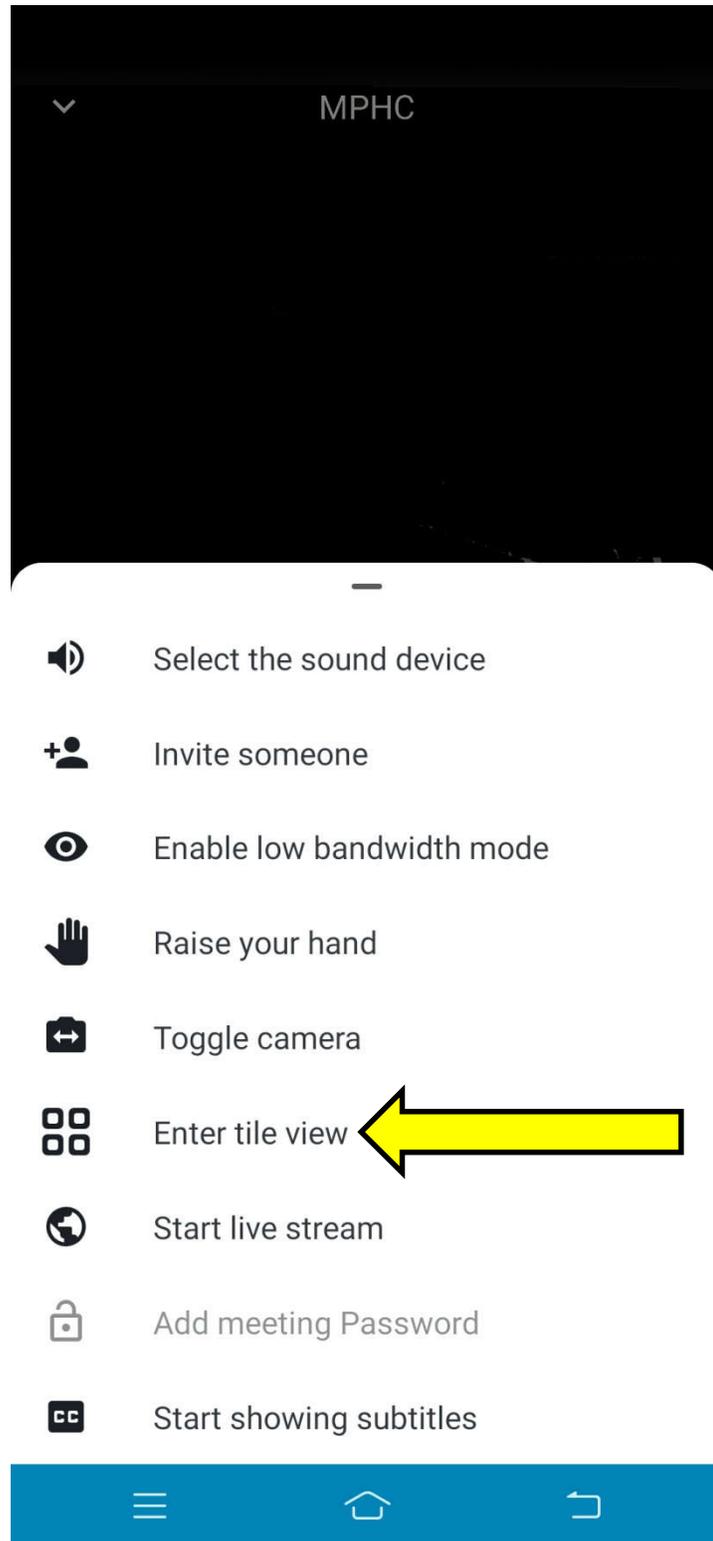


Ste-6:-In this step you may be able to change the view as per. For this you have to click on the three dots appears in the right bottom of your Jitsi app as shown above and on clicking the dots, the given below screen may appear:-

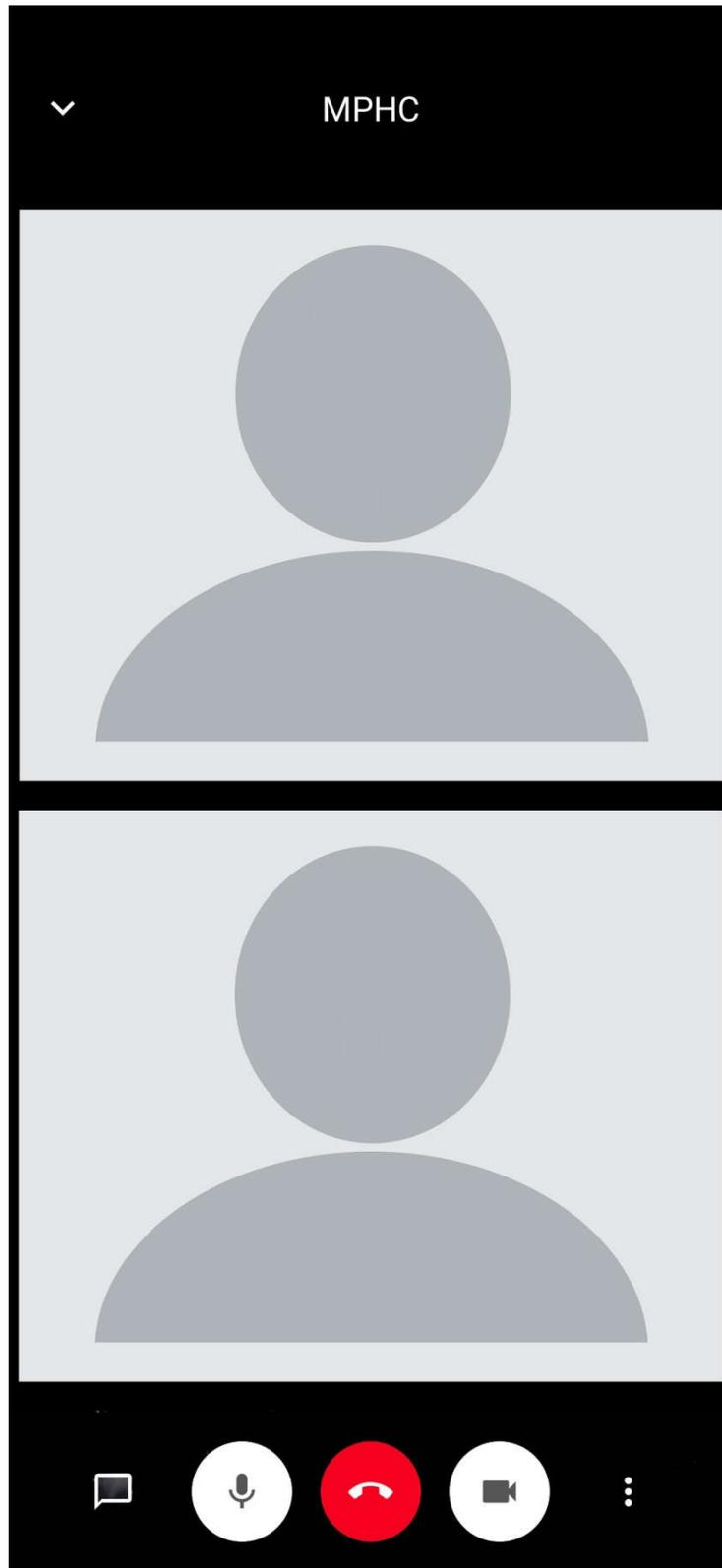


Now click on “More options” as shown above ,so that the below screen may appear:-

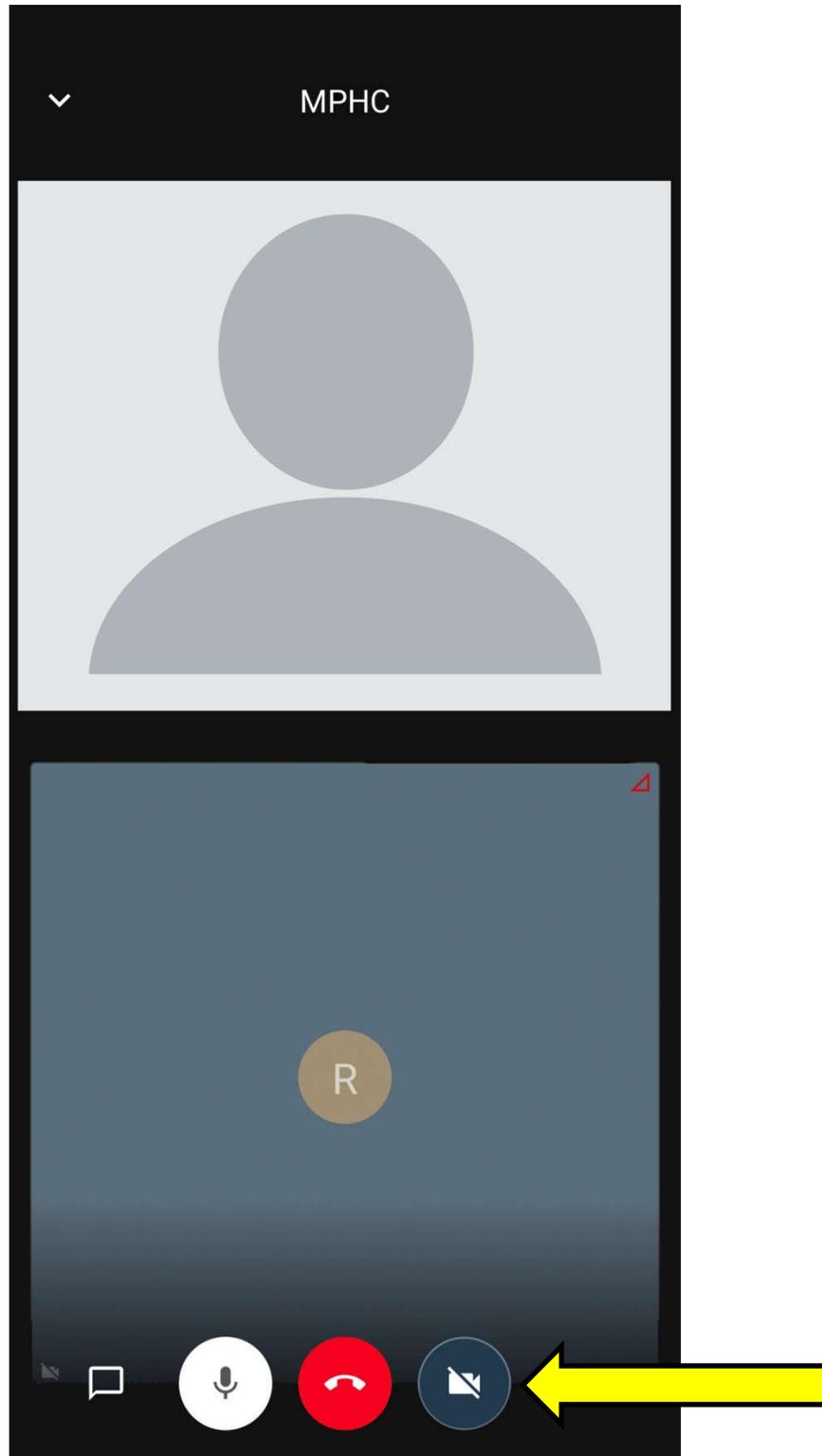
Now click on “**Enter Tile View**” to change the view as per your requirements as shown below.



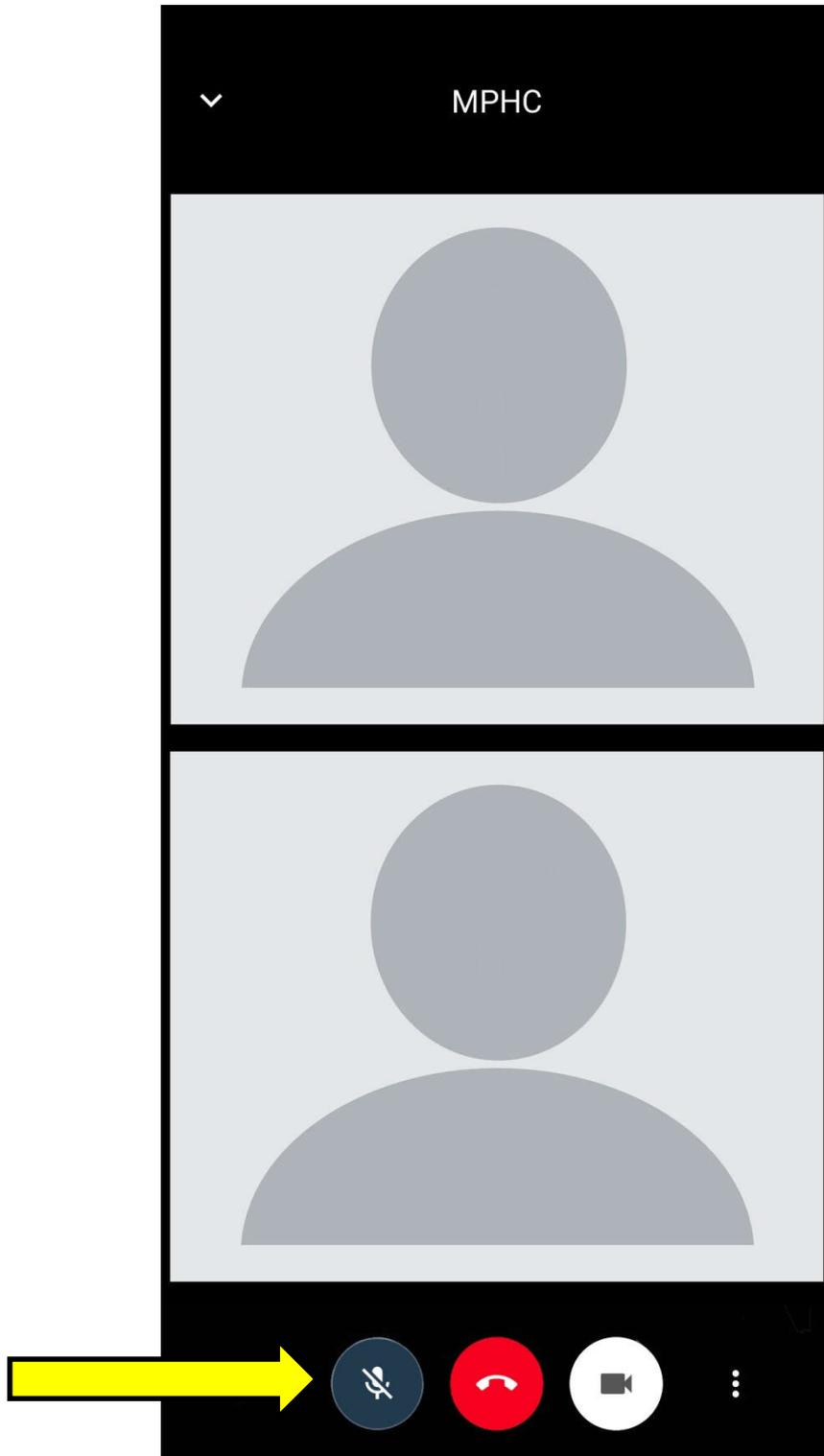
On click the **“Enter Tile View”** the below screen appears with tile view.



Step-7 :In this you can turn ON/Off the video during the ongoing video conferencing as per your requirement as shown below.



Also, you can Mute/Unmute the voice during the video conference as shown below:-



Step-8:To end the video conference, please click on the Red middle icon to disconnect the video conferencing, the given below screen will appear at last to close the Jitsi Application.:-

