

MS TEAMS VIDEO UNIT TRAINING

COURT SERVICES BRANCH

November
2021

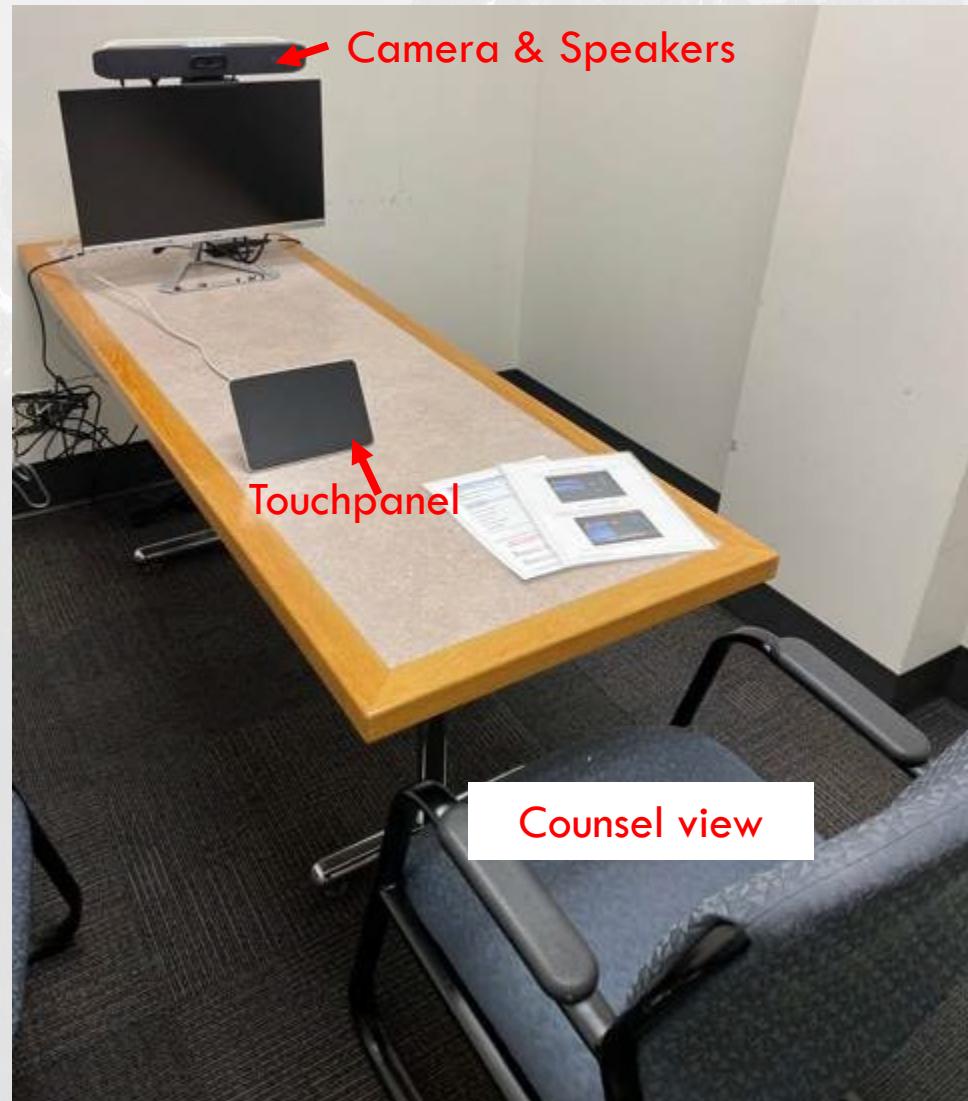
SESSION OVERVIEW



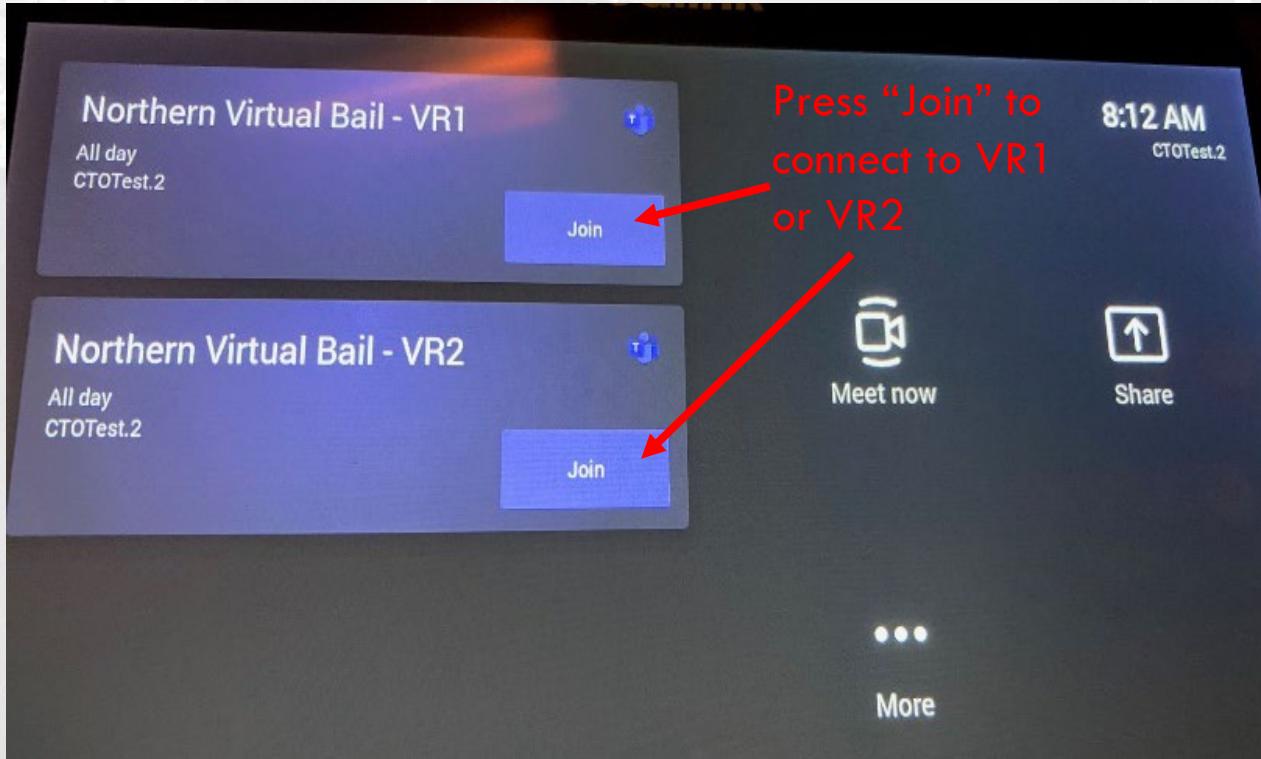
- Overview of MS Teams Video Unit
- How to join VR1/ VR2
- How to call a client

*For support on how to use MS Teams on your phone,
please email BCVirtualsupport@softlanding.ca or call
866-996-3222.*

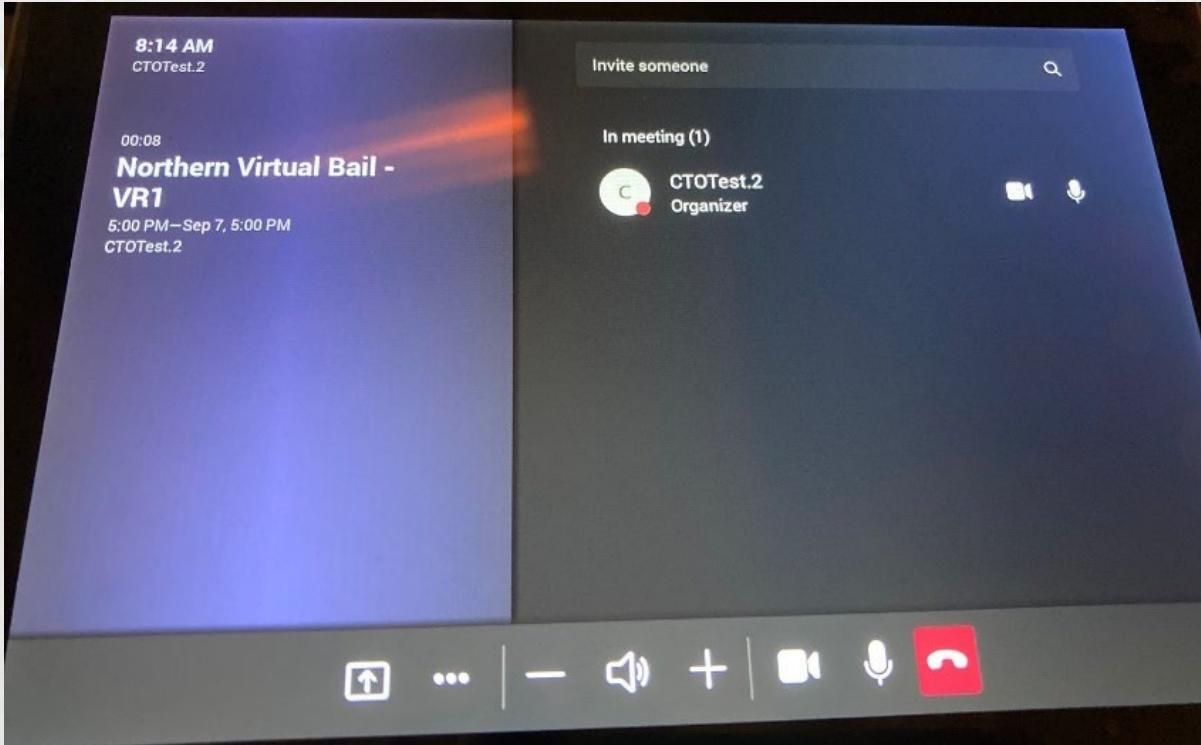
MS TEAMS VIDEO UNIT



JOINING VR1 OR VR2



IN MEETING CONTROLS

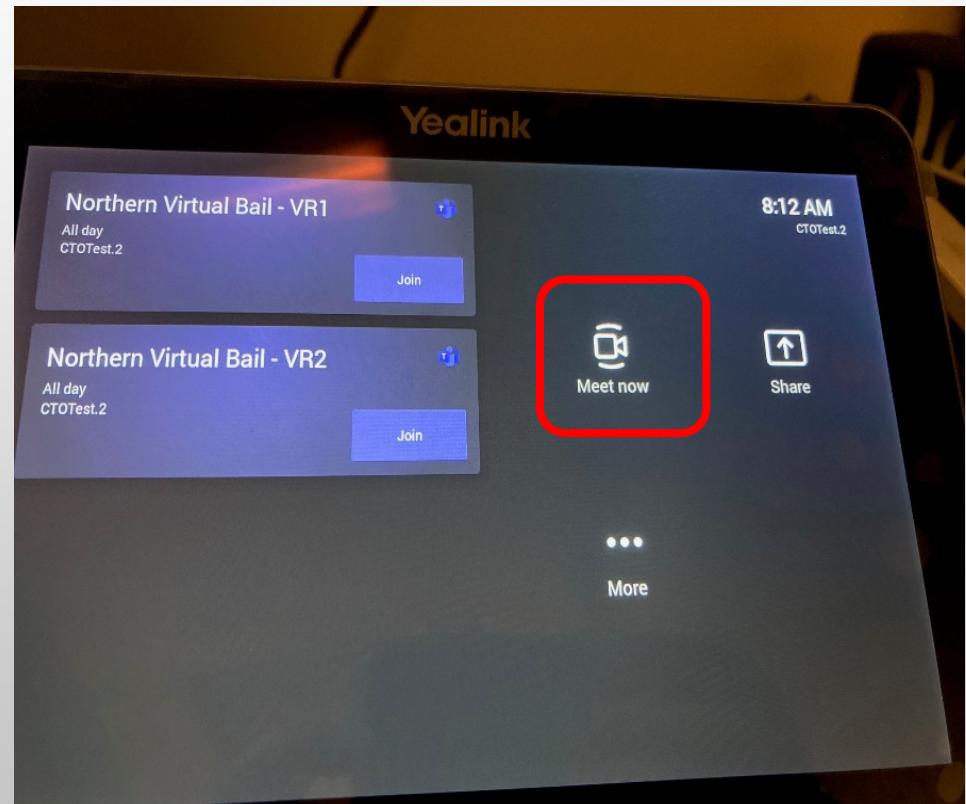


Reminder!

Never admit participants waiting in the lobby – the court clerk is responsible for this.

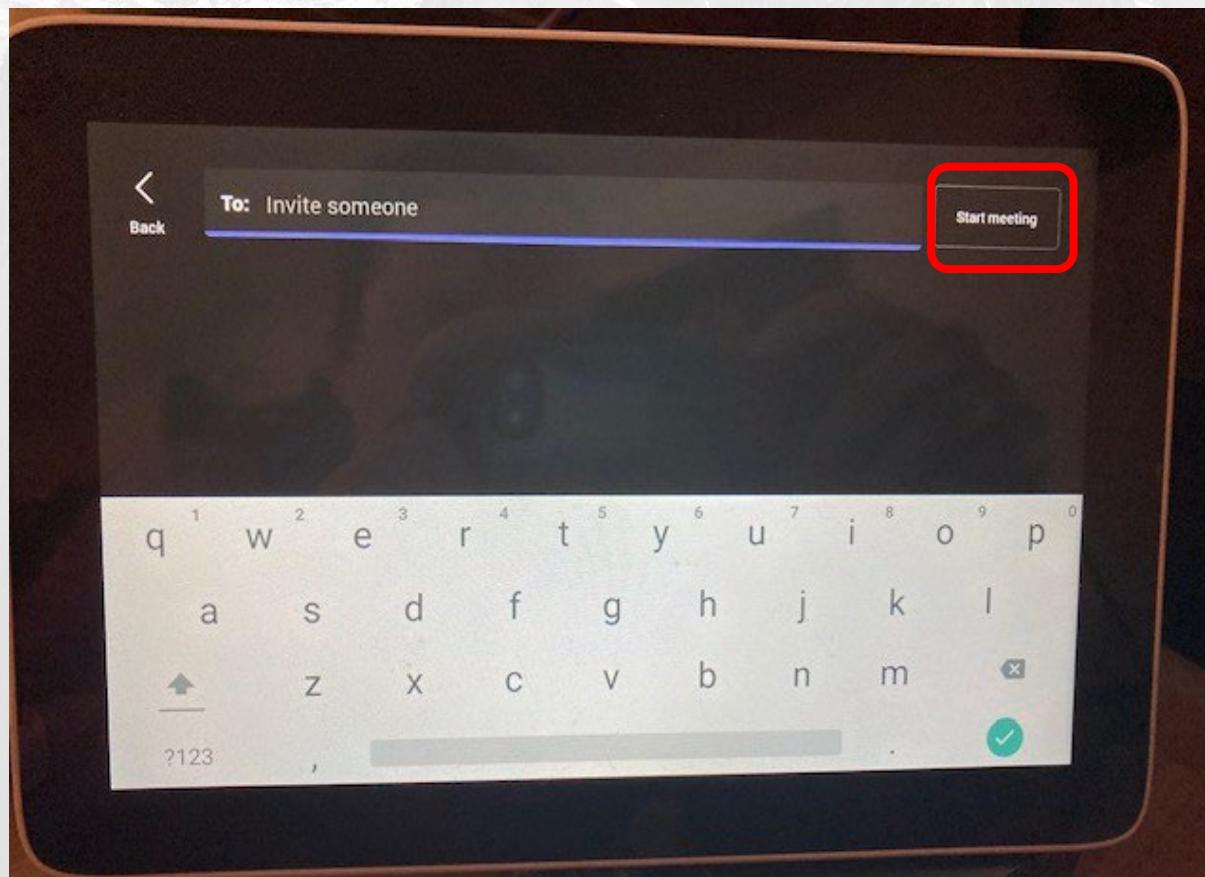
CALLING CLIENT USING TOUCHPAD

1. Log into your MS Teams account on your phone (or laptop)
2. Use the chat function to connect with the Northern Sheriff and confirm the location of your client
3. Press “Meet Now” on the touch panel



INVITING THE CLIENT VIDEO UNIT

4. Type in the Video Unit Teams ID as shown on the posted sheet of Video Unit rooms and click on the room when it appears on your screen
5. Press “Start meeting” on the touch panel



RESOURCES & SUPPORT



- Flysheets:
 - How to call into Court via MS Teams Video Unit
 - How to call your Client via MS Teams Video Unit
- General Teams support:
 - External Participant Support (Softlanding)
 - Email: BCVirtualsupport@softlanding.ca
 - Phone: 866-996-3222
- Canadian Bar Association (BC Chapter)
 - members@cbabc.org

TIME FOR ANSWERS

Questions about MS Teams after this session?

Contact BCVirtualsupport@softlanding.ca or call 866-996-3222