How to Connect to a North Dakota Bankruptcy Court Video Conference Using Jabber.

Text based instructions.

You must have administrative privileges on the machine you intend to use for Jabber.
If you do not, please contact your IT support professional.

In either Chrome or Internet Explorer, go to: https://aomobile-west.uc.uscourts.gov/call/3000000

For Chrome, follow the on-screen prompts to install the 'Cisco Jabber Guest Extension (for Chrome)'
and the 'Cisco Jabber Guest Add-on'.

For Internet Explorer, follow the on-screen prompts to install the Cisco Jabber Guest Plug-in.

After installing the necessary browser extension/add-on/plugin, the page should refresh. You will then
be asked to give Jabber access to your microphone and camera. Select either 'Always allow' or 'Allow'.

If a 'Windows Security Alert' dialog is displayed, stating that 'Windows Firewall has blocked some
features of this program', click 'Allow access'.

You will then see a black screen with a green 'Call' button at the bottom.
Click 'Call' and Jabber will prompt you to enter the Conference Number, followed by the # key.
If you move your mouse close to the 'End Call' button at the bottom of your screen, three circular
icons should appear. The on-screen keyboard is the leftmost icon. Use the on-screen keyboard to enter
the Conference Number, followed by the # key.

Graphic based instructions.

This example shows connecting for the first time using Chrome, other web browsers will be similar. You must have
administrative privileges on the machine you intend to use for Jabber. If you do not, please contact your IT support
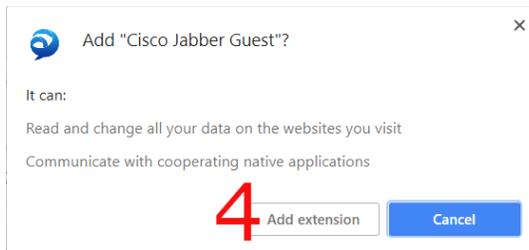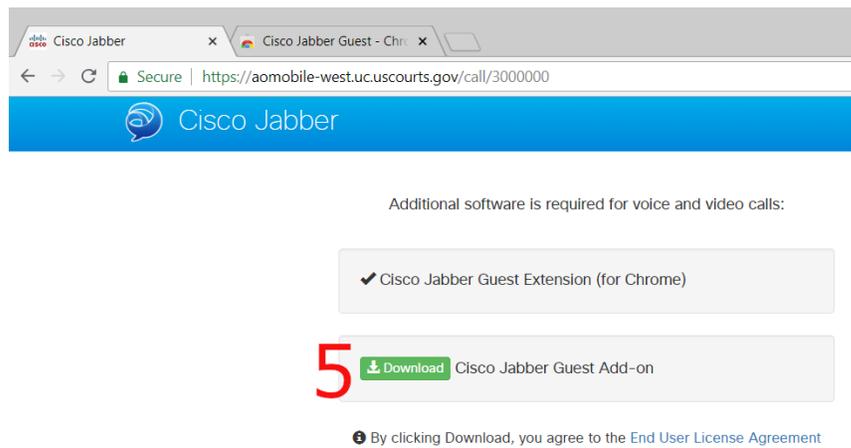professional.

Step One
Install Jabber

1.1 Go to https://aomobile-west.uc.uscourts.gov/call/3000000.
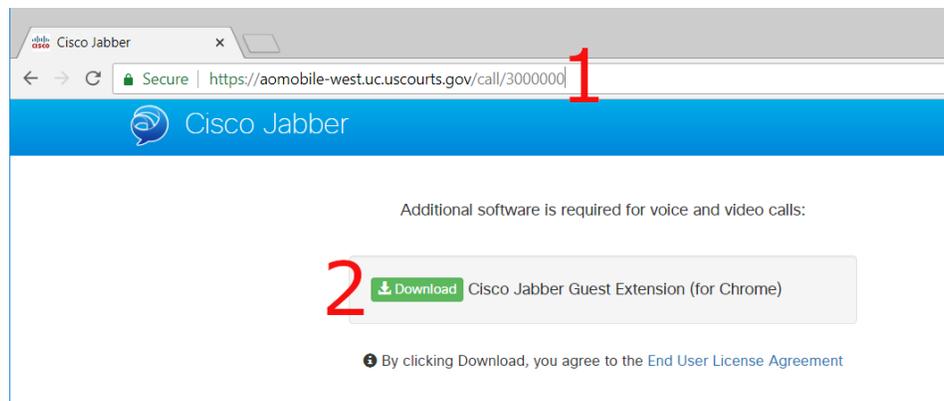
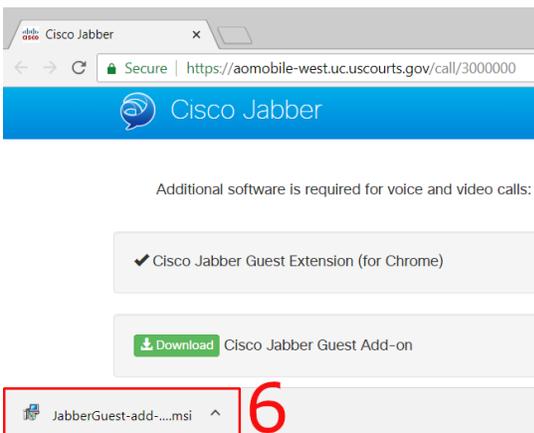**1.2** Download the Jabber Extension.
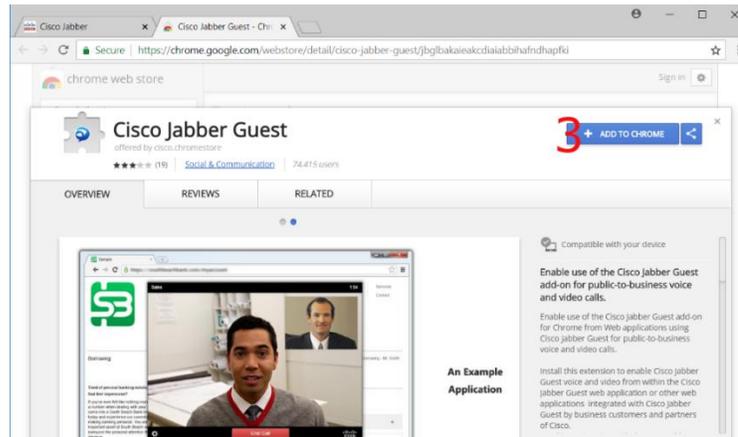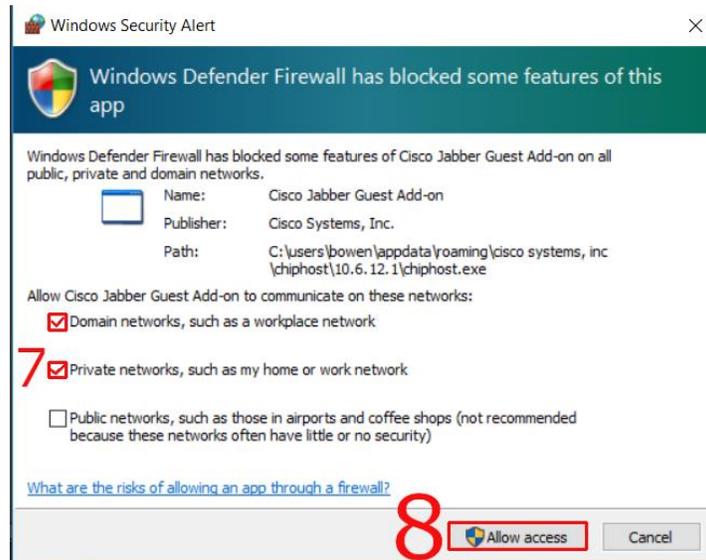
1.3 Click + ADD TO CHROME

1.4 Click Add Extension

1.5 Download the additional Cisco Jabber software.

1.6 Double click the downloaded file or choose to open the file after right clicking it.

1.7 We recommend only checking the top two. If you are not sure which to check contact your IT Support Professional. **If you do not have IT Support** and are unsure or not at your home\work network you may want to check all three boxes to be sure the connection if not blocked by your firewall. You can change these settings later.

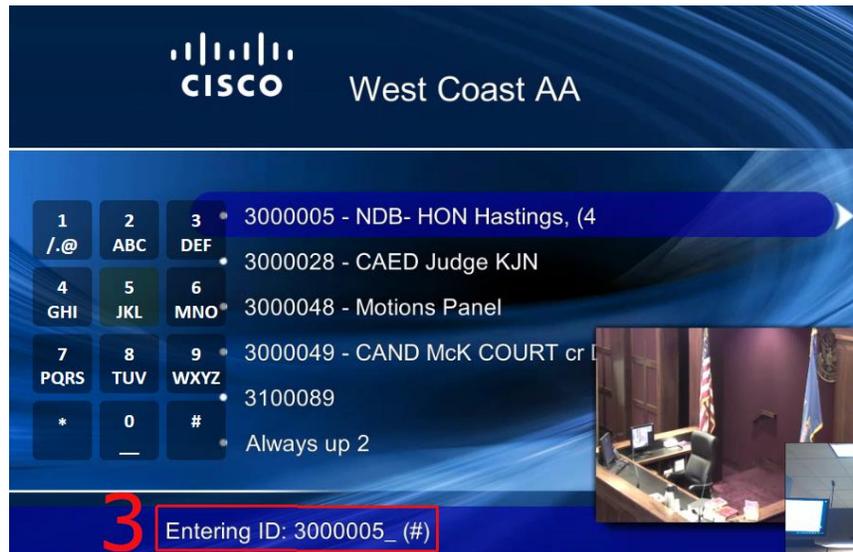**1.8** Click allow access after you have checked the boxes needed.

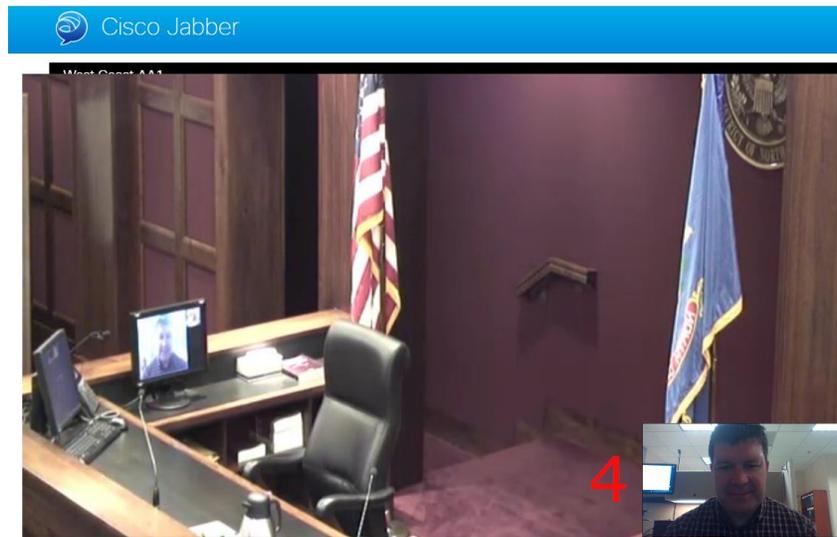**Step Two**
Making the Video Call.

2.1 Click the call button on the bottom of the screen.
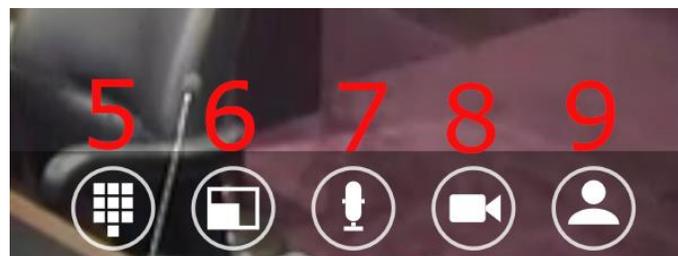

2.2 Click the keyboard icon to bring up the onscreen keyboard.

2.3 Using the onscreen keyboard dial the **Conference ID** number given to you by the NDB Staff followed by the **# sign**. In this example 3000005# was dialed.

2.4 You should now be connected to the video conference.

Informational:

2.5 Onscreen keyboard toggle on and off.

2.6 Full screen and screen is inset toggle on and off.

2.7 Mute and not muted.

2.8 Your camera on and off. (Other party cannot see you when off).

2.9 Show yourself and hidden. (Other party can still see you when hidden).

2.10 Click end call to disconnect and close your web browser when the meeting is completed.