



User Guide for In-Person - Web VCONSOL Court – Prayagraj

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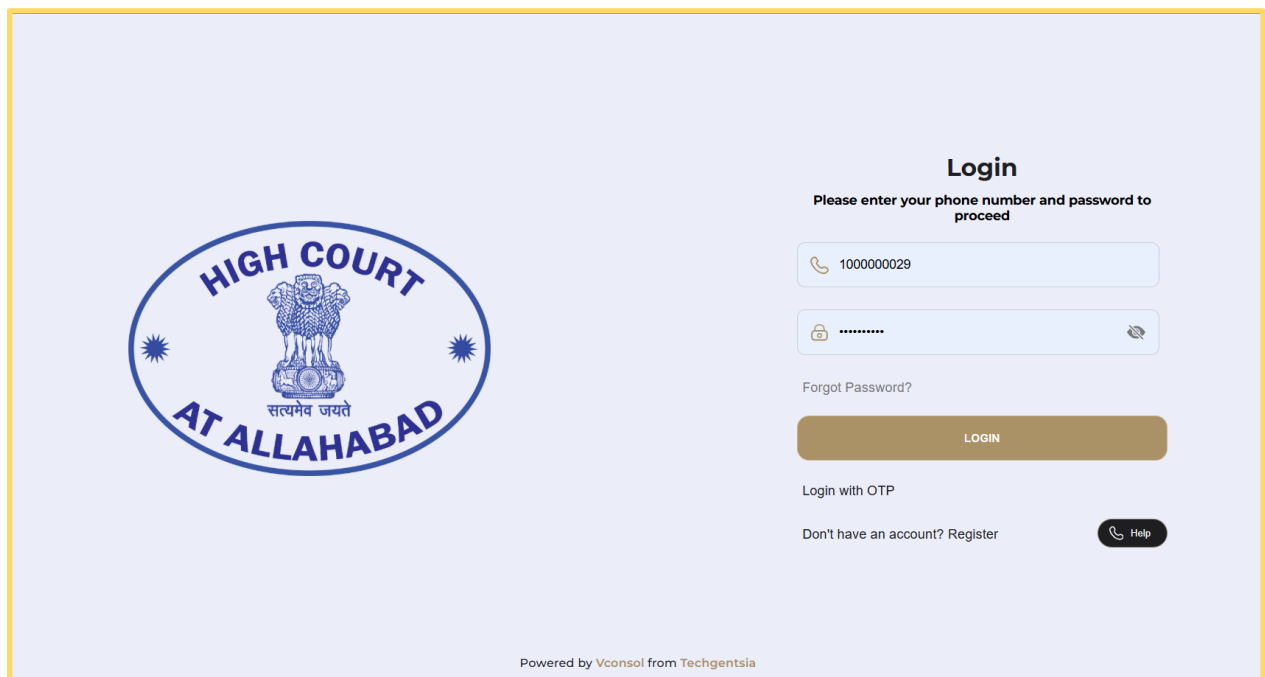
Introduction

This user guide will be handy to familiarise VCONSOL Court video conferencing software. It provides a simple explanation of what and how it works.

1. Registration

If you are a new user, you must first register with the VConsol court.

Go to the web **URL**: <https://allahabadhighcourt.vconsol.com/auth/register>



High Court
AT ALLAHABAD
सत्यमेव जयते

Login
Please enter your phone number and password to proceed

1000000029

Forgot Password?

LOGIN

Login with OTP

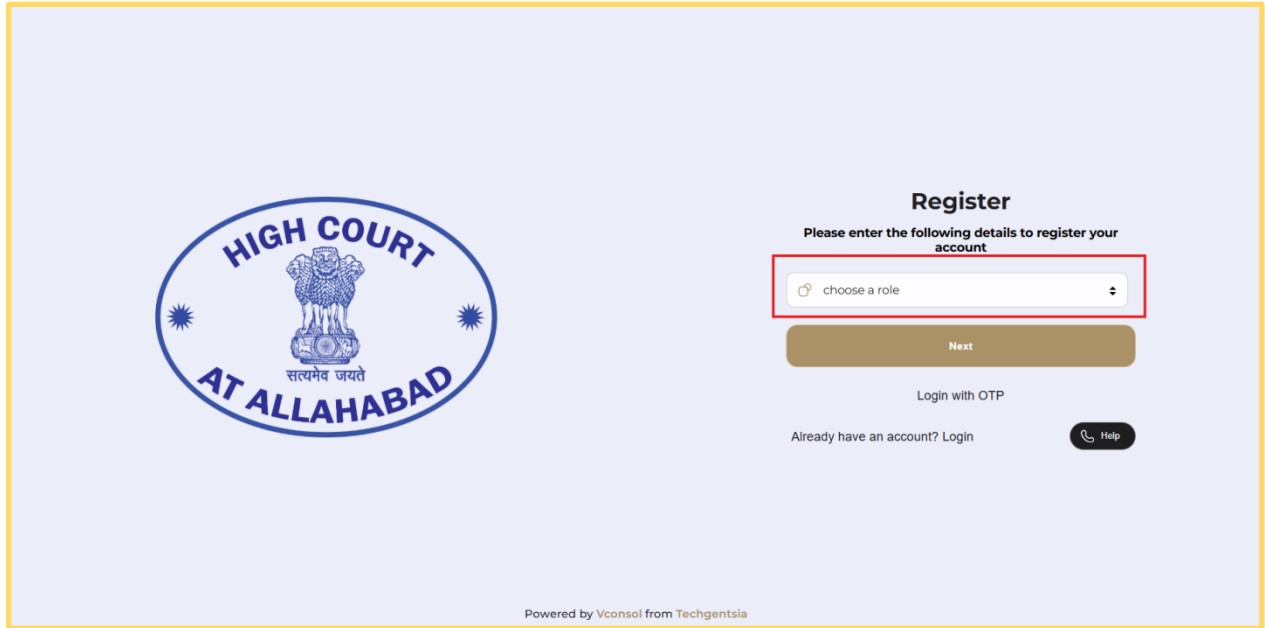
Don't have an account? Register

Help

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To register, when you click the **Register** button, it will redirect you to the registration page.

1.1 Choose Role



HIGH COURT
AT ALLAHABAD
सत्यमेव जयते

Register
Please enter the following details to register your account

choose a role

Next

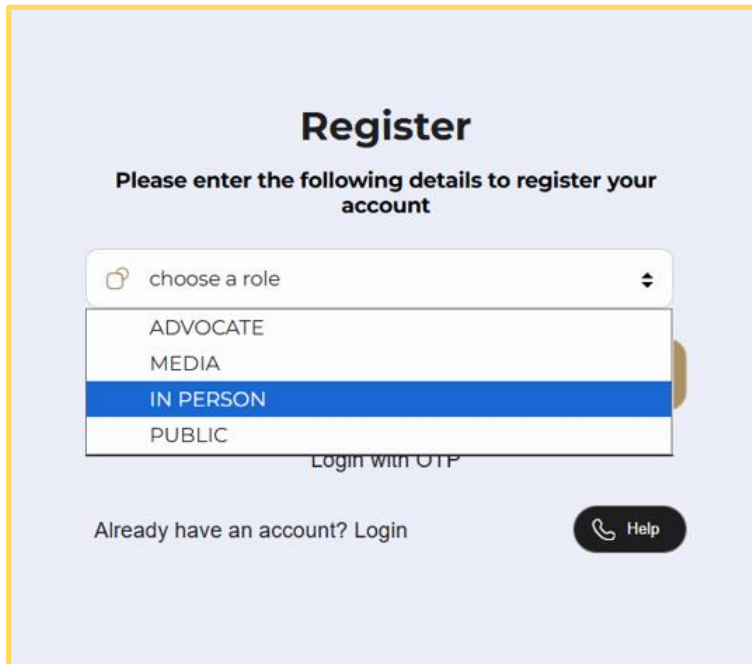
Login with OTP

Already have an account? Login

Help

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You can select your role from the list and fill up all required fields



Register
Please enter the following details to register your account

choose a role

- ADVOCATE
- MEDIA
- IN PERSON**
- PUBLIC

Login with OTP

Already have an account? Login

Help

Register

Please enter the following details to register your account

 IN PERSON



 First Name

 Last Name

 Phone Number

Id Proof

 Identification Number

☐ I accept the terms & conditions

Next

Login with OTP

Already have an account? Login

 Help

2. Login

Go to the web **URL:** <https://allahabadhighcourt.vconsol.com>

You can log in with two methods. **Login with Password** and **Login with OTP**. The first method is to log in with your password, where you enter your registered password along with your mobile number. The second method is to log in with OTP, which will be sent to your registered mobile number for verification.



Login

Please enter your phone number and password to proceed

[Forgot Password?](#)

LOGIN

Login with OTP

[Don't have an account? Register](#)

Help

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Login with OTP

Please enter your phone number to continue

[Forgot Password?](#)

SUBMIT

Login with Password

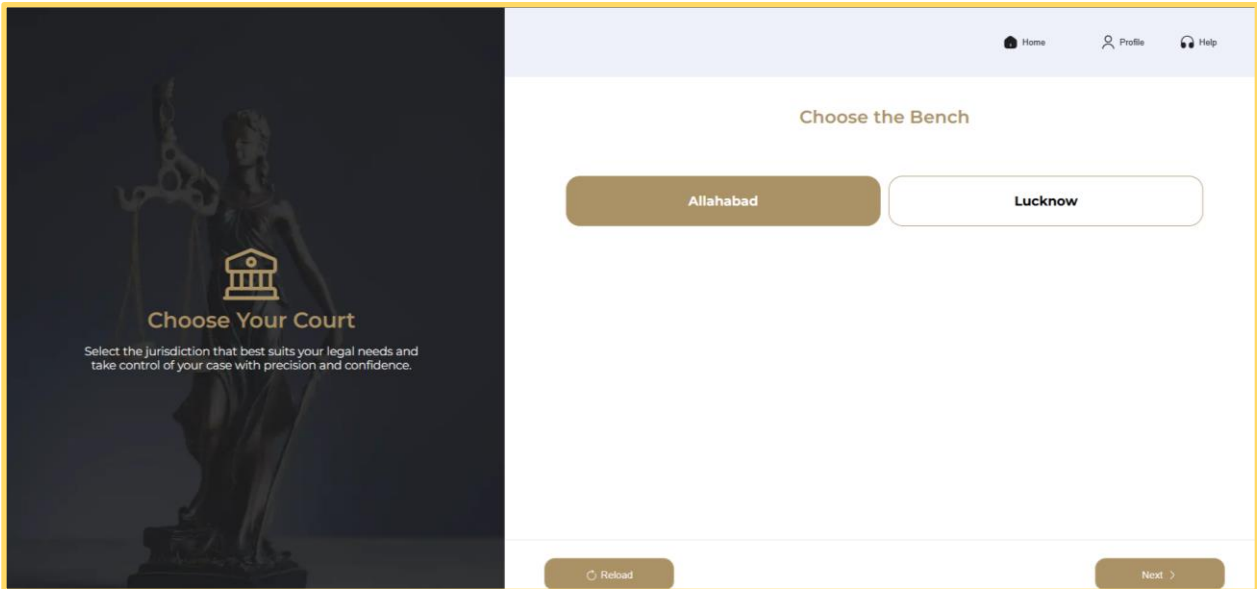
[Don't have an account? Register](#)

Help

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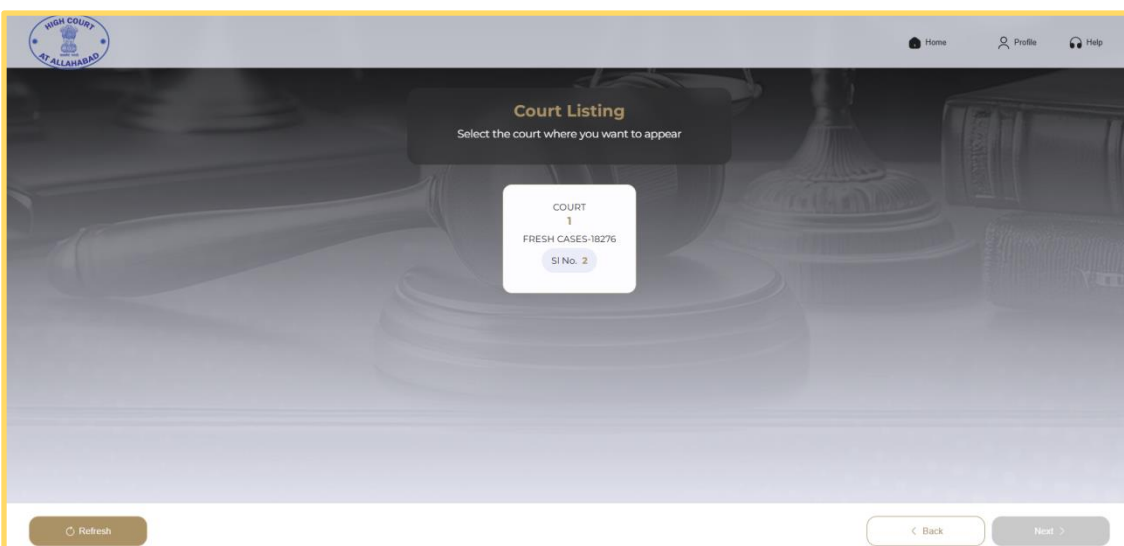
3. Court Bench selection

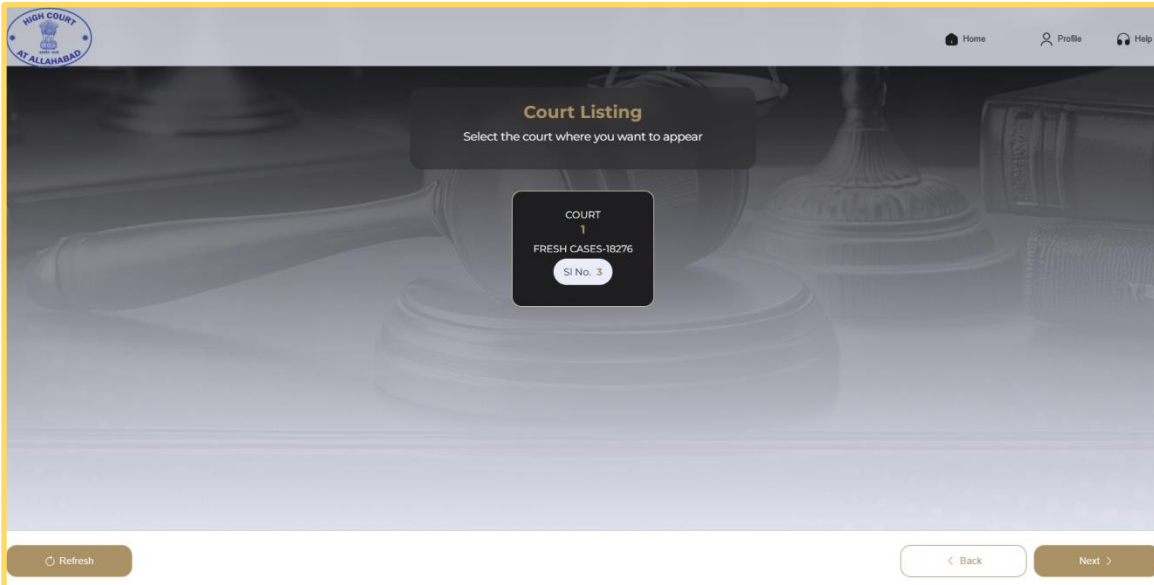
After logging in, the In Person will be directed to the court category selection list. User has the option to choose the appropriate benches



4. Court List

After choosing the required Bench, In Person user will be directed to the court list, where the court names added from the admin panel will be listed.





- i. Tap on the court to be selected from the court list
- ii. Click the check box for confirmation
- iii. Tap **NEXT** to redirect the user to the Case List window
- iv. Tap on the **REFRESH button** to get updated court Lists.

5. How to appear for a Serial Number in a court by an In Person

After logging in, the user will be redirected to the court list page

Select the court and click on the next button

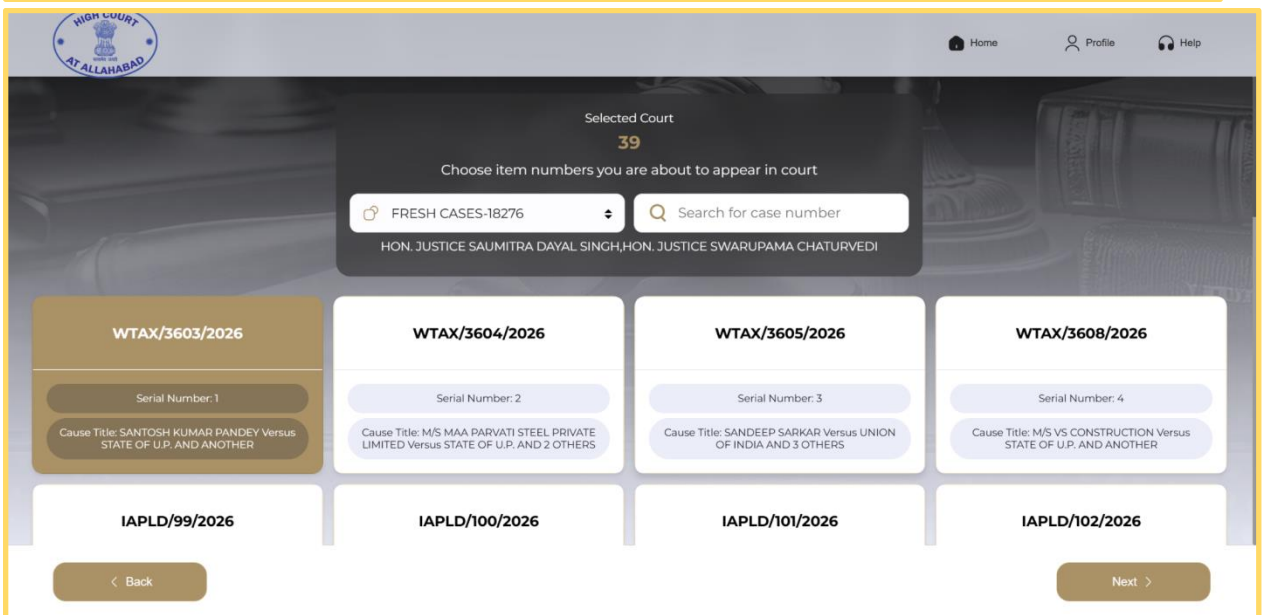
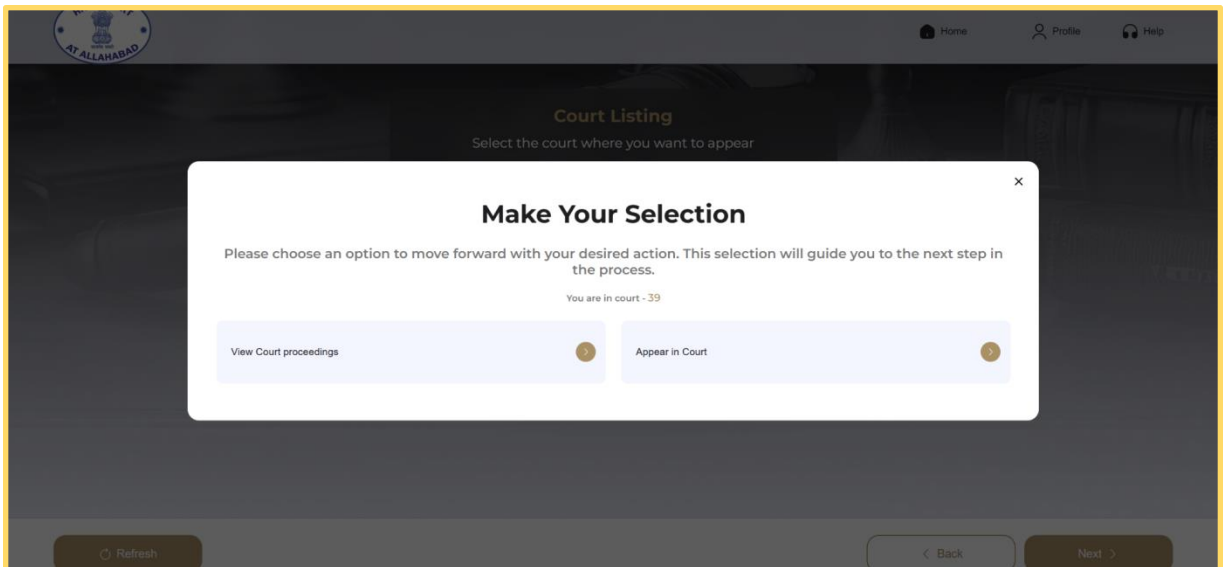
An In Person user has the option to choose the active courts where they can appear for a case. The number under the Court name denotes the Serial numbers which are called in that court.

E.g.: An In Person wish to enter Court COURT ROOM NO.46

First, select the court and confirm that the selected court is correct by clicking the checkbox.

After clicking the checkbox, the **“NEXT”** button gets active then click on it.

Select the option **“Appear in Court”**; it will redirect you to the **Case Listing** page.



Serial Number	Cause Title
218	GIRISH CHAND SAHU Versus STATE OF UTTAR PRADESH AND 4 OTHERS
219	STATE OF UP AND 2 OTHERS Versus SMT. PREMASHILA AND 12 OTHERS
220	DR. VIRENDRA SINGH AND ANOTHER Versus STATE OF U.P. AND 2 OTHERS
221	MUKESH KUMAR Versus STATE OF U.P AND 5 OTHERS
222	C/M COMMITTEE OF MANAGEMENT, JANAK LAGHU MADHYAMIK VIDYALAYA AND 2 OTHERS Versus STATE OF UTTAR PRADESH AND 3 OTHERS
223	STATE OF UP AND 2 OTHERS Versus BRIJ KISHORE LAL
224	STATE OF UP AND 6 OTHERS Versus RAM SUKH AND 15 OTHERS
225	STATE OF UP AND 3 OTHERS Versus BHAGAT SINGH

Make a Submission

☒ Memo Mentioning

< Back Next >

On this page, an In Person user has the option to select the **Serial Numbers** from the lists in which they wish to appear. If you have a **Memo/Mentioning**, the In Person user can select that as well.

On clicking the **PROCEED** button, you are redirected to the Audio/Video input Settings Page.

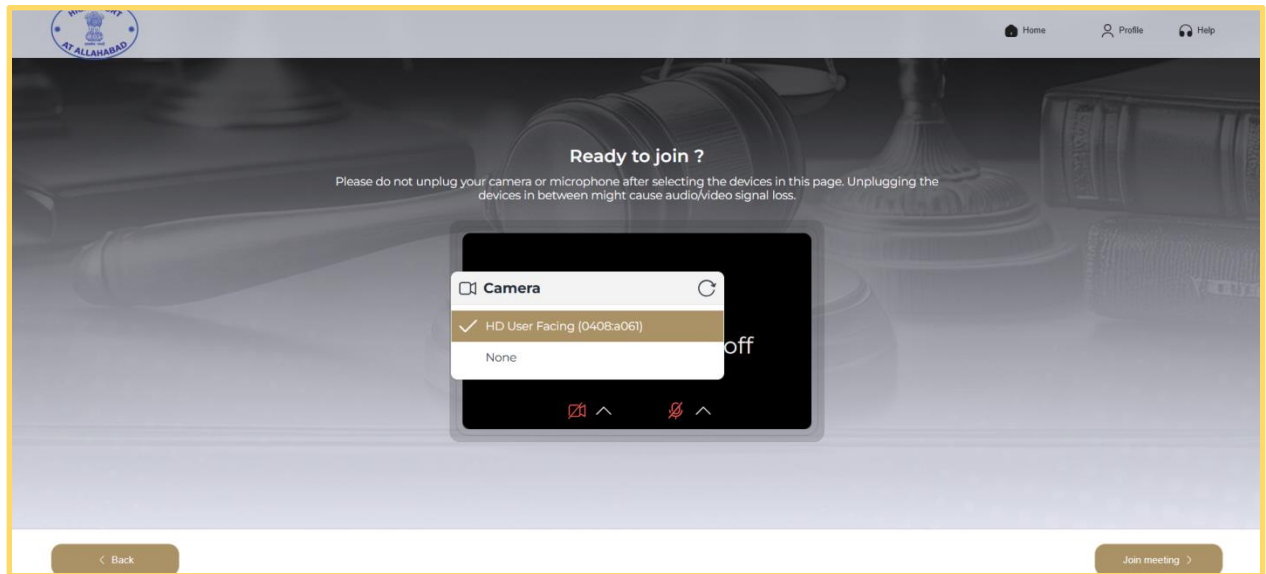
where you can select your audio/video devices connected to the Computer/Laptop.

5.1 Audio/Video input Settings selection page

It provides an option to select the proper audio input devices, like Microphones, audio output devices such as Headphones and video input such as Cameras.

A user can enter the meeting page only after selecting the input/output devices properly.

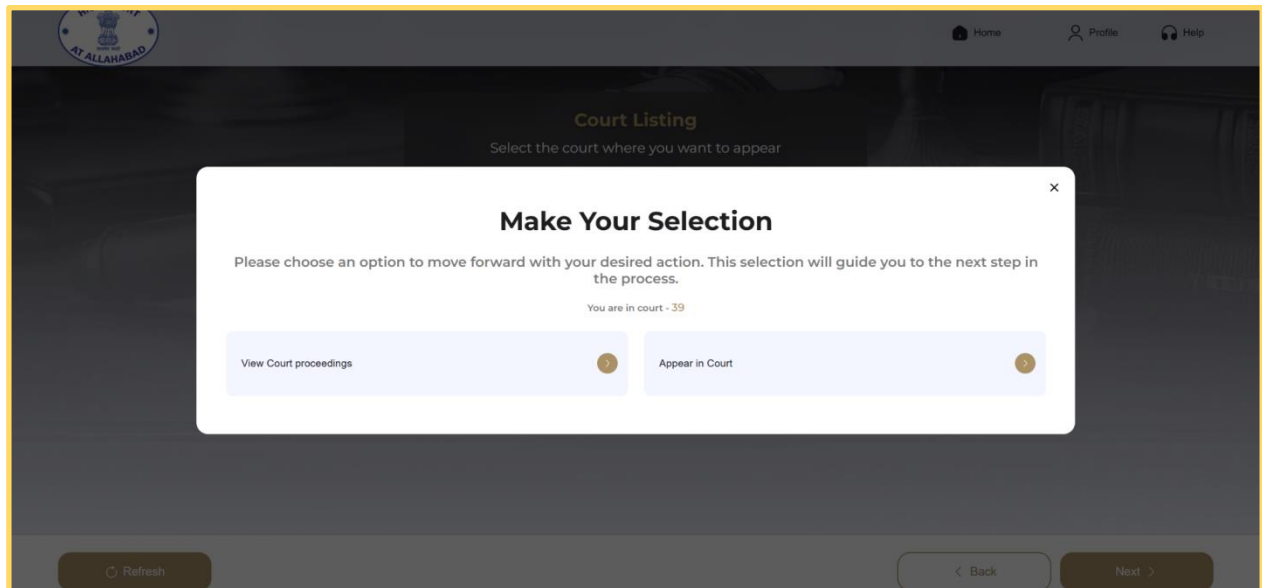
After selecting audio/video, clicking the **Proceed** button will redirect you to the **Meeting** page.



6. How to View the Court Proceedings as a Passive User

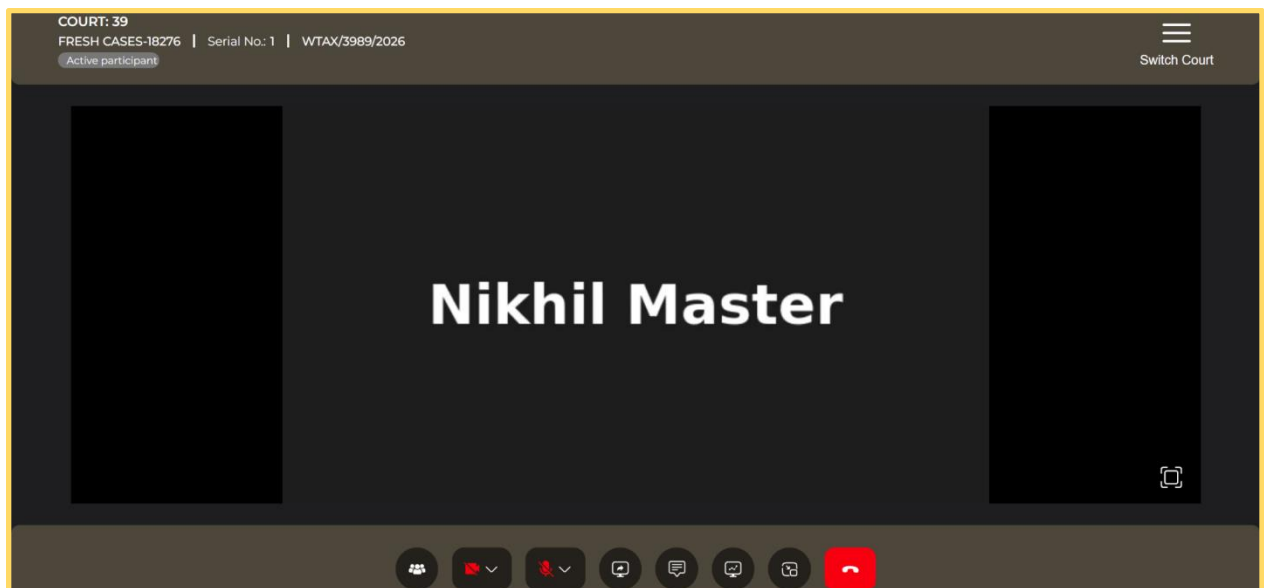
An In Person user also has the option to view court proceedings without interfering with the court. To do this, they must select the appropriate court, click the **Proceed** button, and then choose the **View Court Proceedings** option from the **You Are Here For** page. After making this selection, they will be redirected to the **Audio/Video Input Settings** page. Once audio and video are selected, clicking the **Proceed** button will redirect them to the **Meeting** page.

Note: If the In Person submits a hand raise request and the Master accepts it based on the judge's instruction, the passive In Person user will be converted to an active participant in the court.

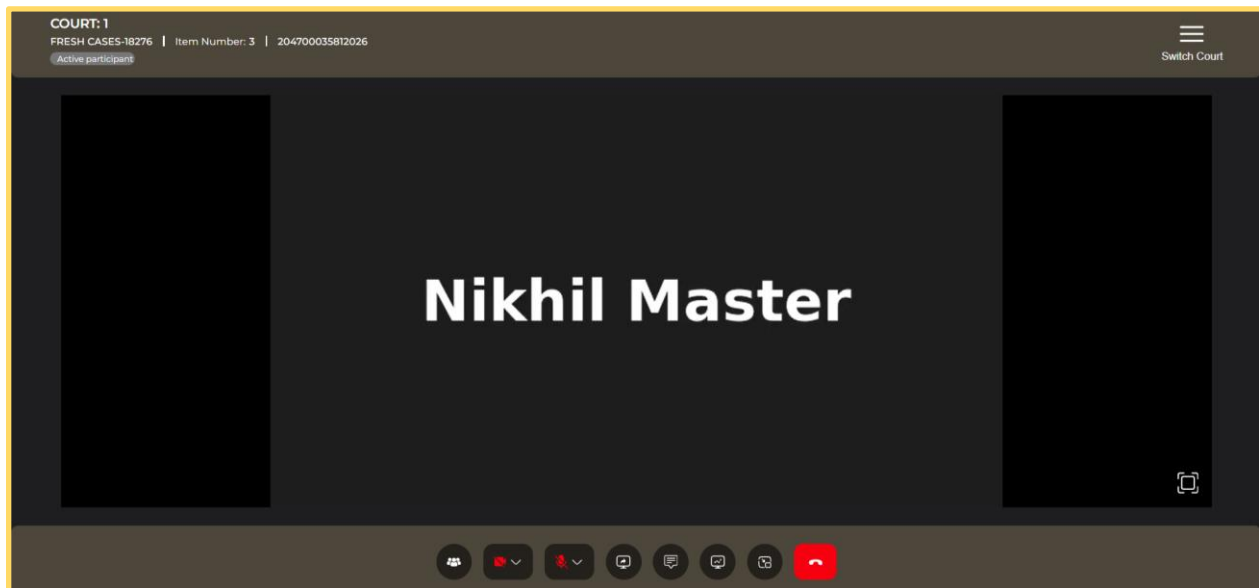


7. Meeting page controls of In Person

7.1 Passive Meeting page



7.2 Active Meeting page



When the court Officer calls the Serial numbers selected by the In Person, they are automatically active in that particular case and appear in the court with their audio and video. When the Court officer calls the open session, all appearing In Persons will join as active participants. When the Court officer calls the closed session, they will switch to passive participants.

The meeting room options available for active users are:

- **Raise hand button (For passive users)**
It helps to notify the Court Officer to make the advocate/In Person/Public an Active participant. Once the Court master accepts the request, the User will get an option to say something in that court.
- **Exit Court button**
It will help to exit all the courts.
- **Menu button**
It helps the In Person to see all the courts active at present. An In Person user can switch to other courts easily and view the proceedings happening in each court.

➤ **Screen share option (For active users only)**

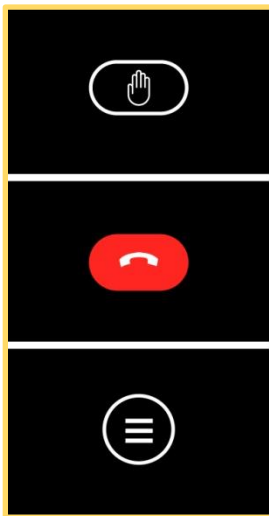
By clicking this button, a request is sent to the court officer's side. After approving the request, the user can share their screen.

➤ **Participant List**

This button provides an option to see the active and passive participants.

➤ **Flash messages**

By clicking this button, we can see the Flash messages from the Court officer and admin.



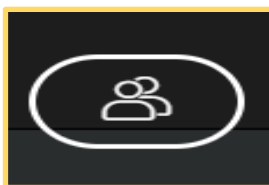
→ **Hand raise request button to notify a Court master**

→ **Exit Court button**

→ **Menu button to view the Active/Live Court list.**



→ **Screen share button**



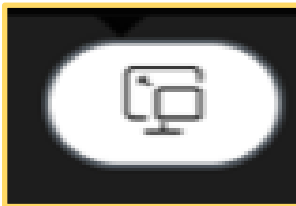
→ **Participant List button**



→ Flash messages



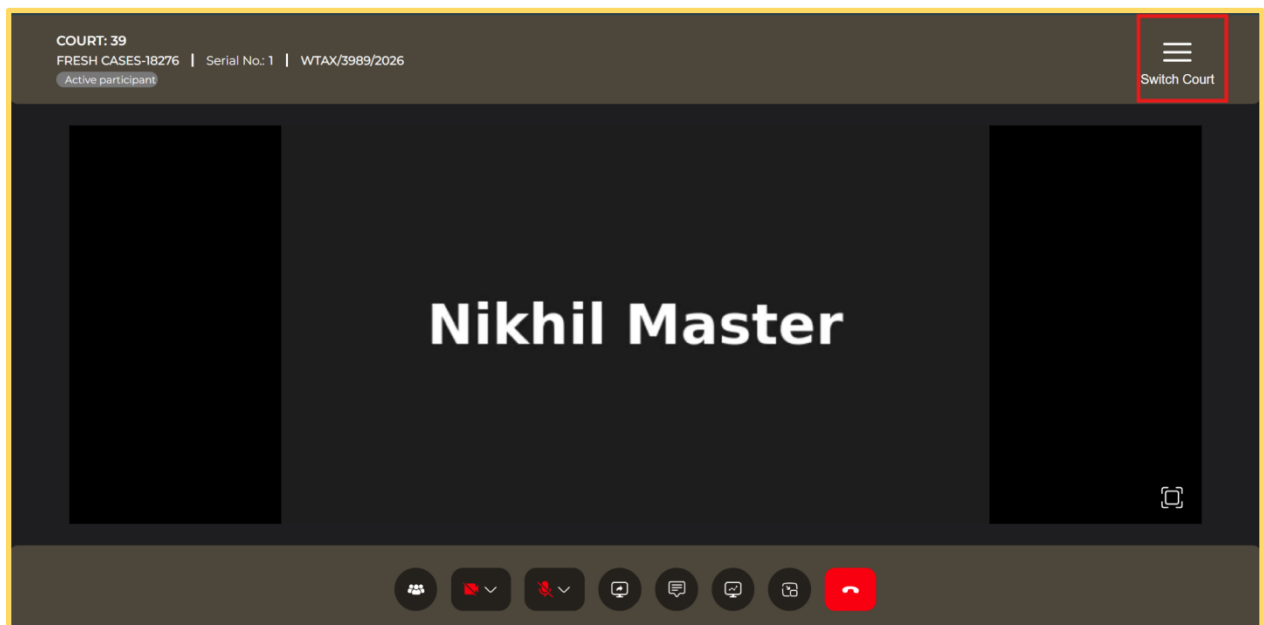
→ Meeting Statistics

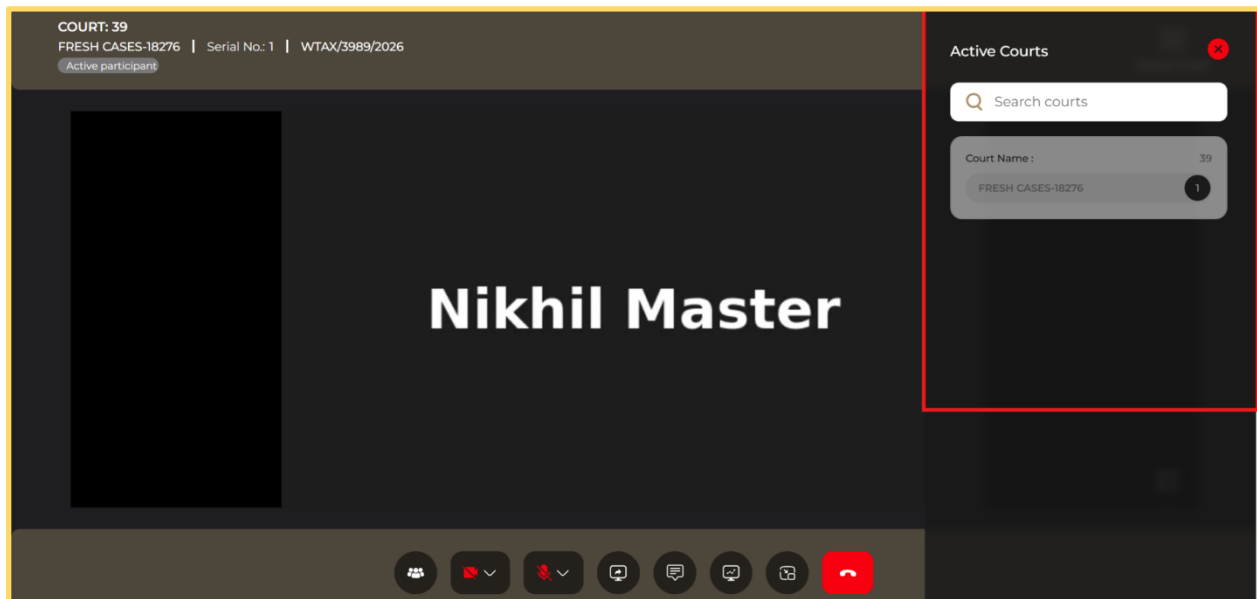


→ Picture-in-Picture

8. Switch Court

It helps the In Person to see all the courts active at present. An In Person can switch to other courts easily.



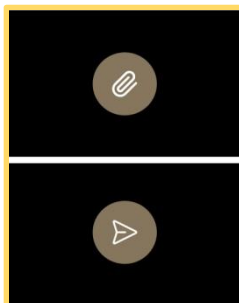
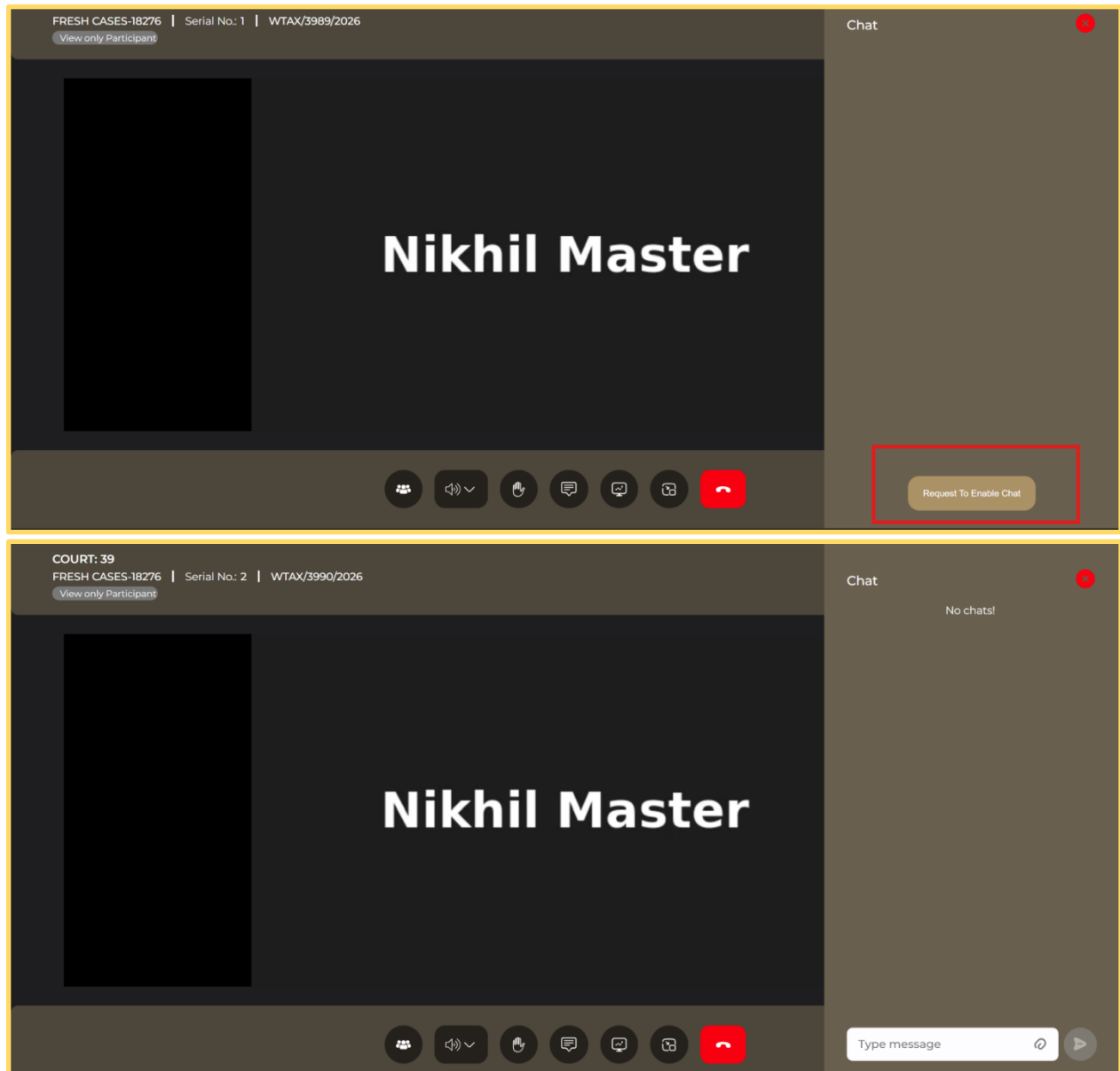


An In Person will easily switch to other courts by clicking the active courts listed here.

9. Chat

The chat option is available for sending and receiving messages as well as documents.

In Person can send chat messages only after they receive approval from the master. Once the master grants permission, User will be able to communicate through the chat feature to share messages or documents as needed.



→ The attach file button helps to upload images, PDF files, etc., up to a file size of 10 Mb.

→ Chat Send Button

10. How to change/reset the password of an Advocate/In Person/Public

1 . Click on the forgot password link-

<https://allahabadhighcourt.vconsol.com/auth/forgot-password>

2. Enter your registered phone number

3. Enter the OTP and new password, then click the Submit button.