

Vscene Set Up Instructions for attending Virtual Hearings:

 Some Virtual Hearings are being run through a secure App/browser called Vscene.

This guide will help you to set up your device to take part in a Virtual Hearing via Vscene.

Step 1:

If you are using a:

Phone or mobile device - you can [download Vscene](#) from the Apple App Store or the Google Play Store.

Laptop or PC – you don't need to download anything. SCRA will send you an email link that you click on. This will take you right to your Virtual Hearing.

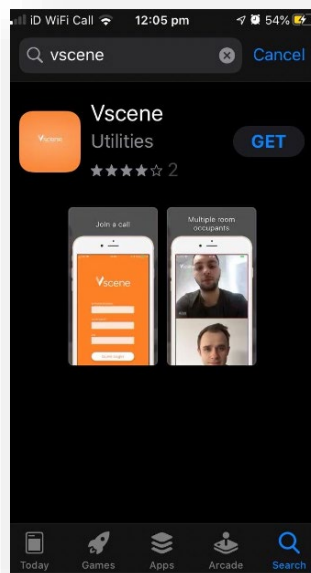


Image 1: Apple App Store

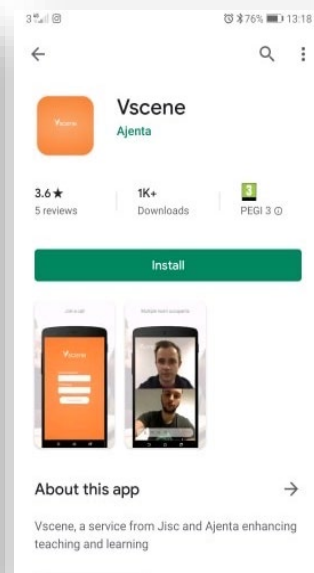


Image 2: Google Play Store

Step 2:

When you are due to attend your Virtual Hearing (or you are having a test run with the Virtual Hearings Team), SCRA will send you an email with the details of how to join through the App or browser link.

The email will have a section that will look something like this:

Image 3: Email info from SCRA

You have been invited to a Virtual Hearing on Vscene!

Date: **Monday 30th March 2020**

Start Time: **2.30 PM**

App Room Extension: **1447312**

Or

Browser Link: <https://app.vscene.net/r/qVQ6l6qiFe>

Meeting PIN: **3171**

Reporter: **XXXXXXXX**

If you have any issues accessing Vscene please contact 0330 020 0404

Step 3


If you are joining the Virtual Hearing on your mobile phone or tablet:

Take the App Room Extension Number from the SCRA email and put it in here

Put your Name in here

Put the Meeting PIN number in here

Now click Guest Log in.

 **Note – you might need to wait a few moments before you can join the meeting.**

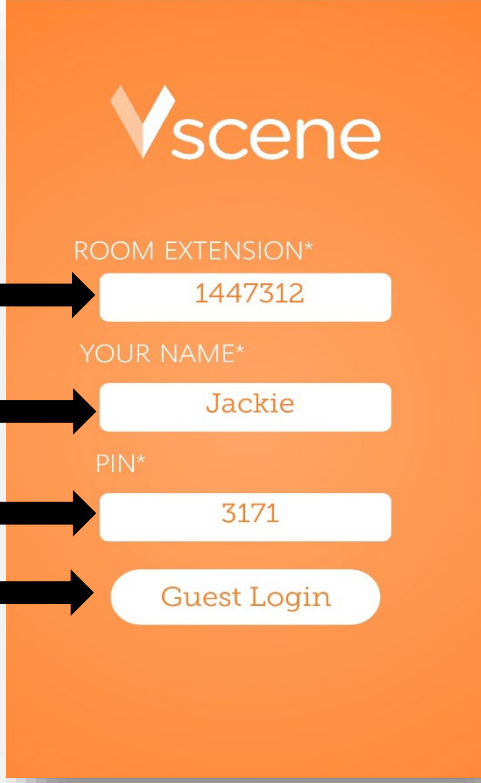


Image 4: Mobile and Tablet view

 **If you are using a PC - you need an external webcam and microphone.**

If you are using a laptop or PC:



Please use Chrome, Internet Explorer or Firefox as your Browser as Vscene doesn't like Safari or the old Microsoft Edge (the new Edge on Chromium works!)

Once you have opened Chrome or Internet Explorer - you should copy the Browser Link from the SCRA email (image 3) e.g: <https://app.vscene.net/r/gVQ6l6giFe>

It will take you to a page that looks like this:

Put your Name in here

Put the Meeting PIN number in here

Enable your camera & mic by clicking here




Click Join

Note - you might need to wait a few moments before you can join the meeting.

Image 5: Web browser view

A couple of final things:

Whether you are using a mobile device or a laptop/PC:

-  During Log In – You will need to allow access to your camera and microphone so that the Panel Members and Reporter etc can see and hear you.
-  **If you are using the Vscene App** – it will automatically detect who is speaking and switch the camera to that person. This means you won't always see everyone in the meeting. You also won't be able to see yourself!
-  If you have difficulty getting into the Virtual Hearing Room, make sure you have put in the right meeting number and/or PIN number. If you are still having problems you can contact the **Vscene Support Desk on 03300 200 404**