

User Guide for Prison
Vconsol Court – Kerala



सत्यमेव जयते

**HIGH COURT OF
KERALA**

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Introduction

This user guide will be handy to familiarize with **Vconsol High Court** video conferencing software. It gives a simple look to understand what and how it works.

1. Registration

To register as a prison user, please go to the web url <https://hckerala.vconsol.com/auth/register>

1. Click on the 'Register' option
2. Select the option “**Prison**” from the list and click the next button
3. Fill all the required fields in the registration form, accept the terms and conditions, and click on the **NEXT** button
4. An OTP will be sent to your given phone number. Enter the OTP, Password for the account and click on **the SUBMIT** button. The registration process is completed, and you can log in with your given **phone number** and password.



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HIGH COURT OF KERALA

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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HIGH COURT OF KERALA

Download App Now

Register

Please enter the following details to register your account

PRISON

First Name

Last Name

Phone Number

Email

☐ I accept the terms & conditions

Next

Login with OTP

Already have an account? Login

Help

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Set Password

Password must be 8-16 characters.

Enter 6 Digit OTP

Resend OTP

Resend OTP in 27 Seconds...

Password

Confirm Password

SET

Already have an account? Login

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2. Meeting Links

For getting meeting links, users need to click on the meeting link button on the bottom right page

Login

Please enter your phone number and password to proceed

Phone Number

Password

Forgot Password?

LOGIN

Login with OTP

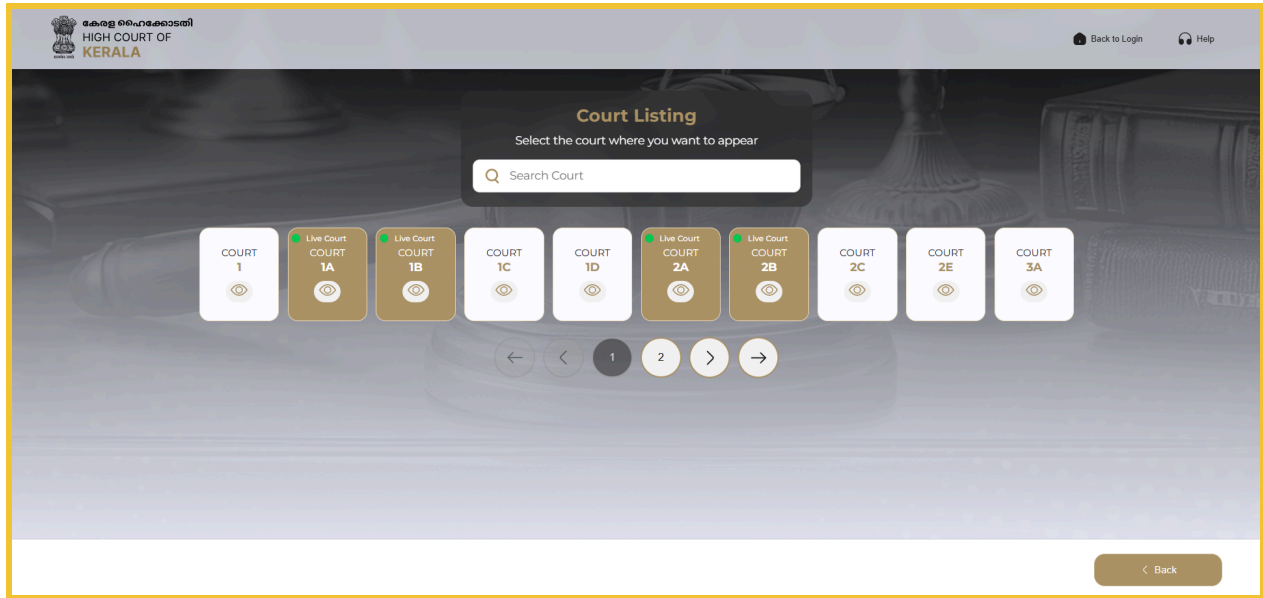
Don't have an account? Register

Help

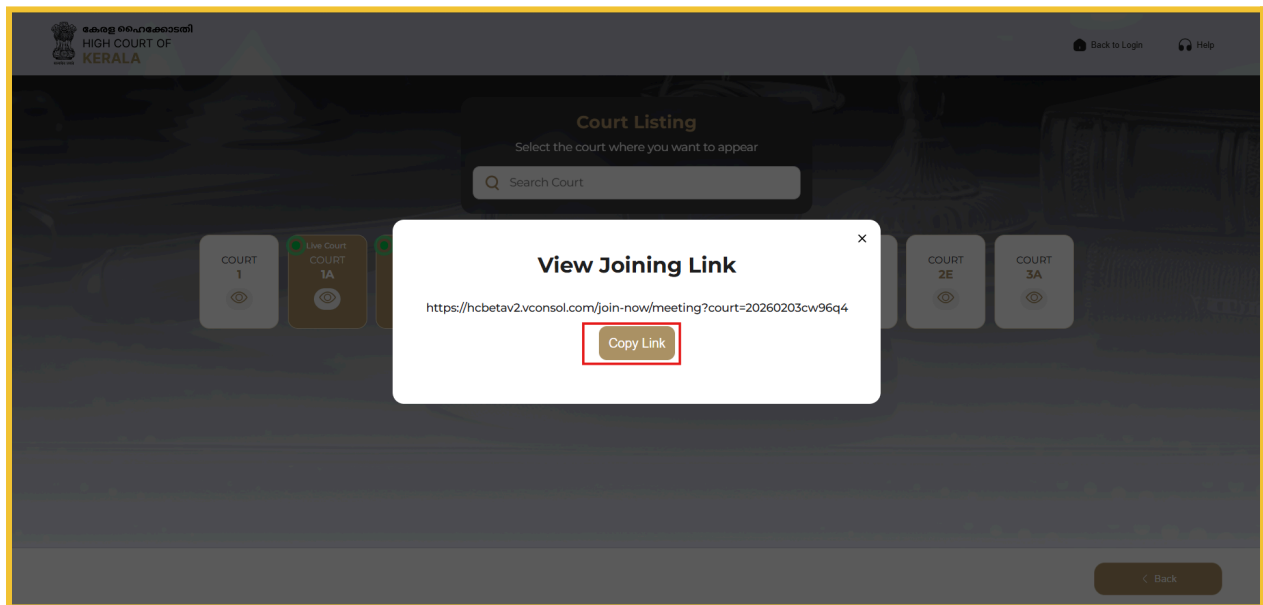
View Meeting Link

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The user can access the corresponding High Court or District Court meeting links

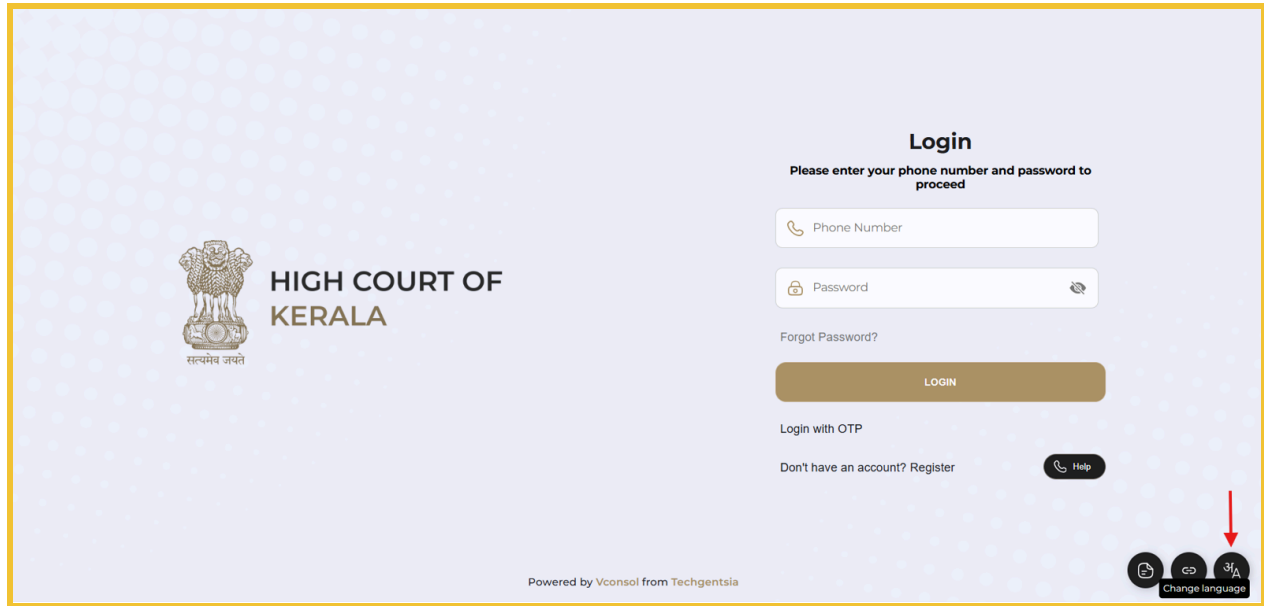


Clicking the **Copy Link** button copies the required link to the clipboard, allowing you to share it or use it to join the corresponding courtroom.

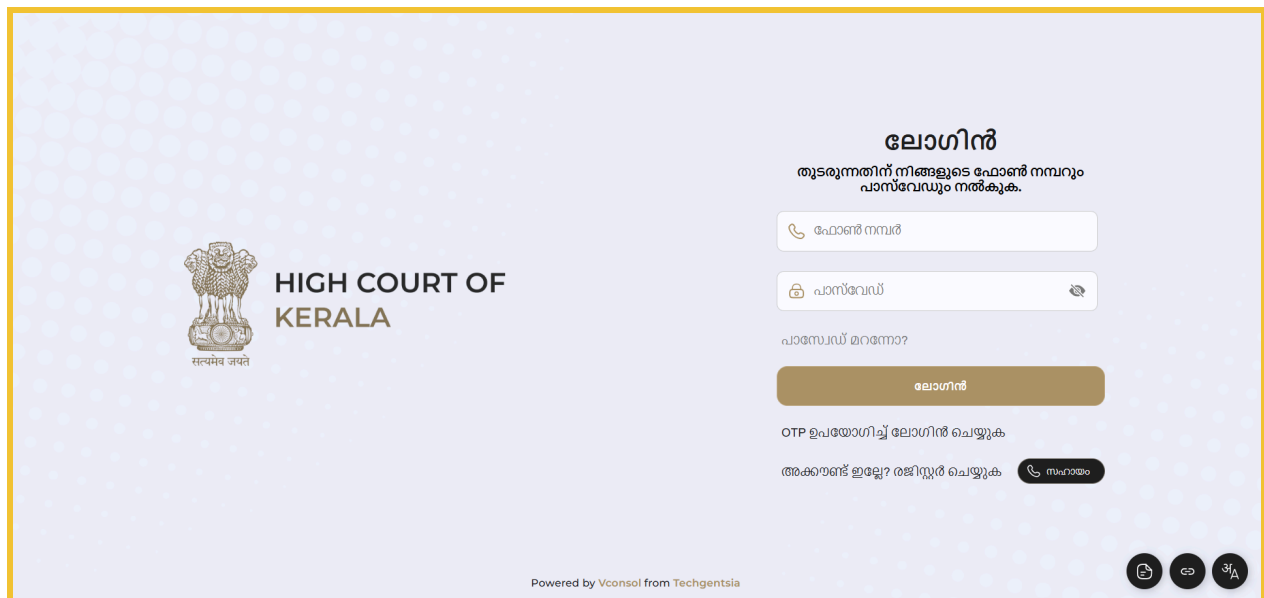


3. Change Language

The user can select their preferred available language to access the software in the language of their choice.

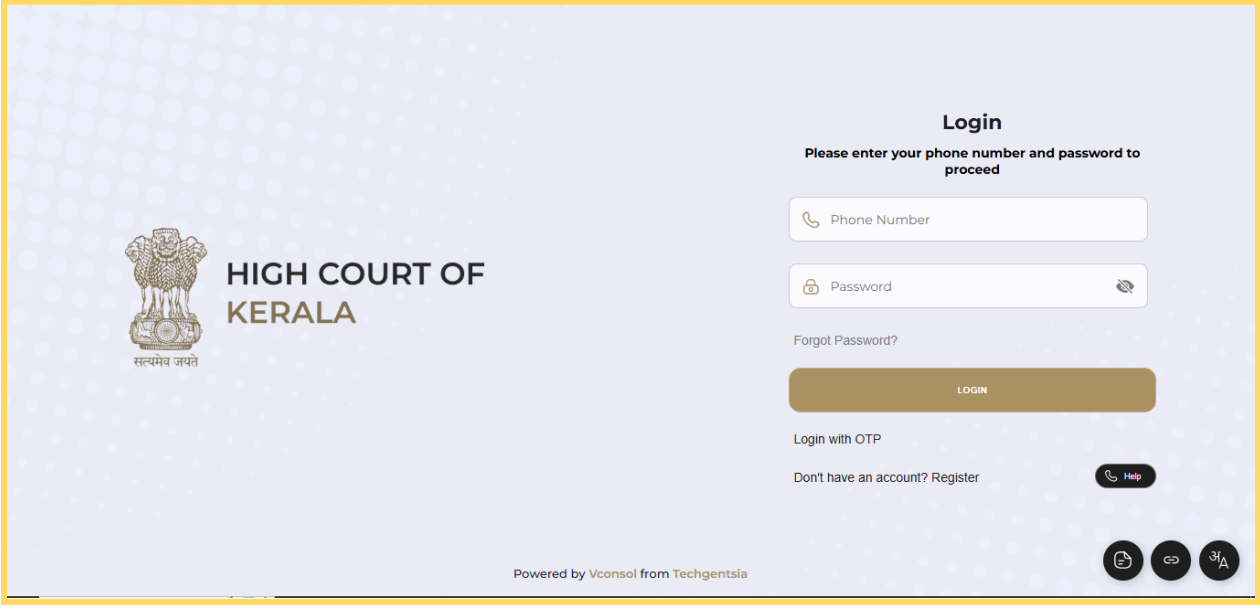


Selecting **Malayalam** as the language will update the interface texts to Malayalam.



4. Login

1. To log in as a **prison** from the web, go to the url <https://hckerala.vconsol.com/login>



High Court of KERALA

सत्यमेव जयते

Login

Please enter your phone number and password to proceed

Phone Number

Password

Forgot Password?

LOGIN

Login with OTP

Don't have an account? Register

Help

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2. Enter phone number and password. After logging in, you will be redirected to the Category selection page

5. Court List

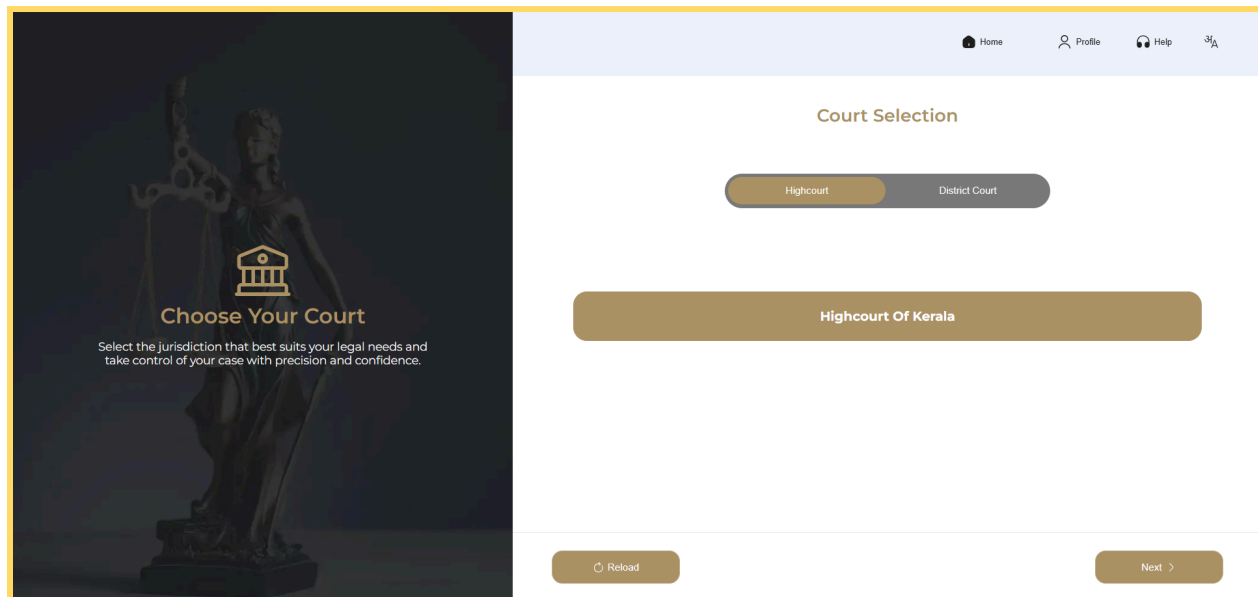
After logging in, the prison user will be directed to the court selection page list. On this page, you will see two options:

- **High Court** – View available High Court benches.
- **District Court** – View courts under a specific district.

Tap the desired option to proceed.

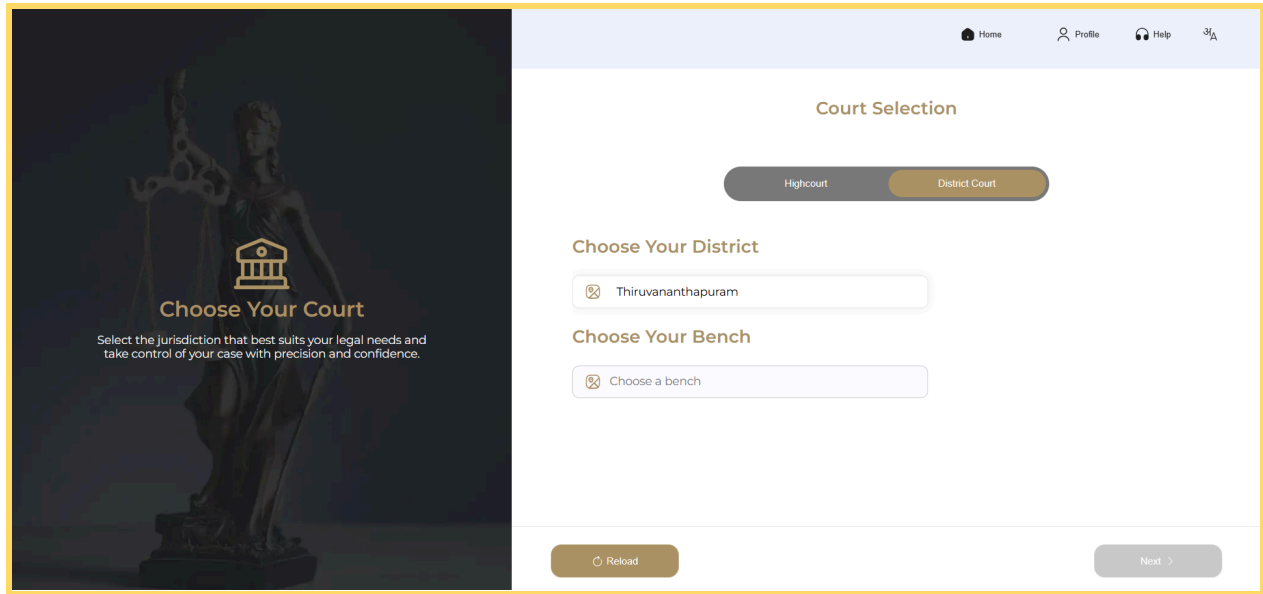
5.1 If you choose the High Court

1. You have one option: “**High Court of Kerala**”
2. Select and click the next button
3. View your appearing court details

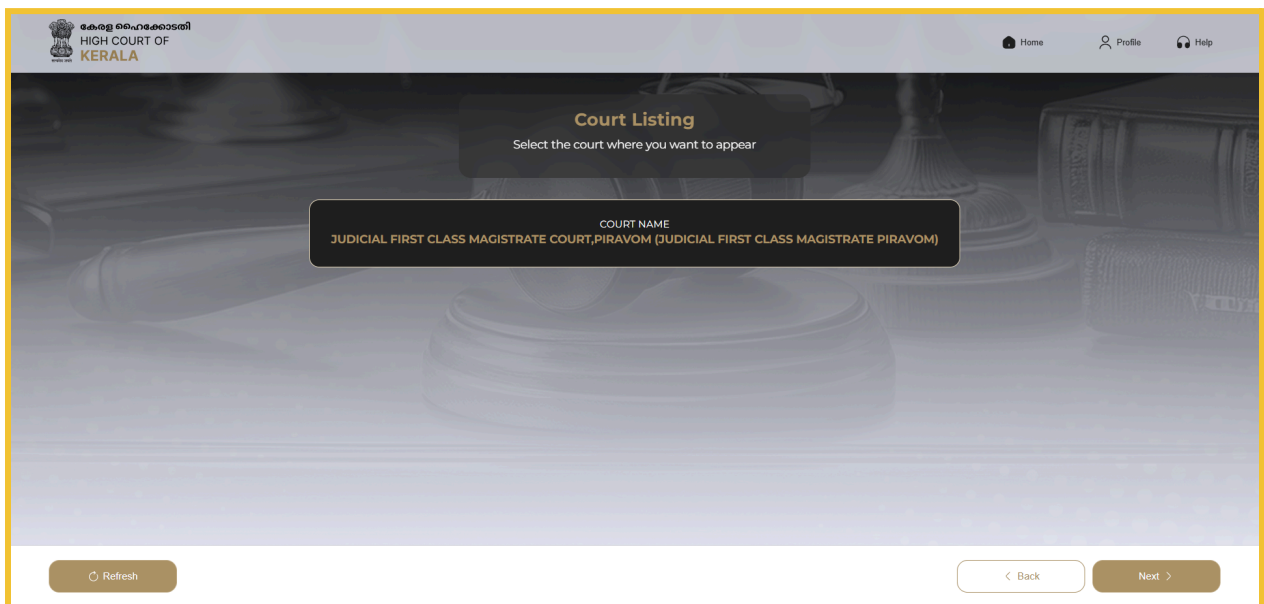


5.2 If you choose the District Court

1. If you choose the **District Court**, you will be directed to the **Bench and District Selection** page.
2. Select the required **Bench** and **District** where your case is listed.
3. Tap the **Next** button at the bottom right to proceed to the **Court Listing** page.



- i. The court listing page will display all available courts under the selected bench and district.
- ii. Tap on the court you want to select from the court list.
- iii. Tap on the **REFRESH** button to get updated court lists.



- i. Click on **Next** to redirect the participant to the **Make Your Selection** pop-up.
- ii. Select any option in the pop-up:
 - **View Court Proceedings** to join as a passive participant (view-only access)
 - **Appear in a Court** to join as an active participant
- iii. Then you will be directly redirected to the **Ready to Join** page.

6. How to appear for a Serial Number in a court by a Prison

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

Select the court and click on the next button

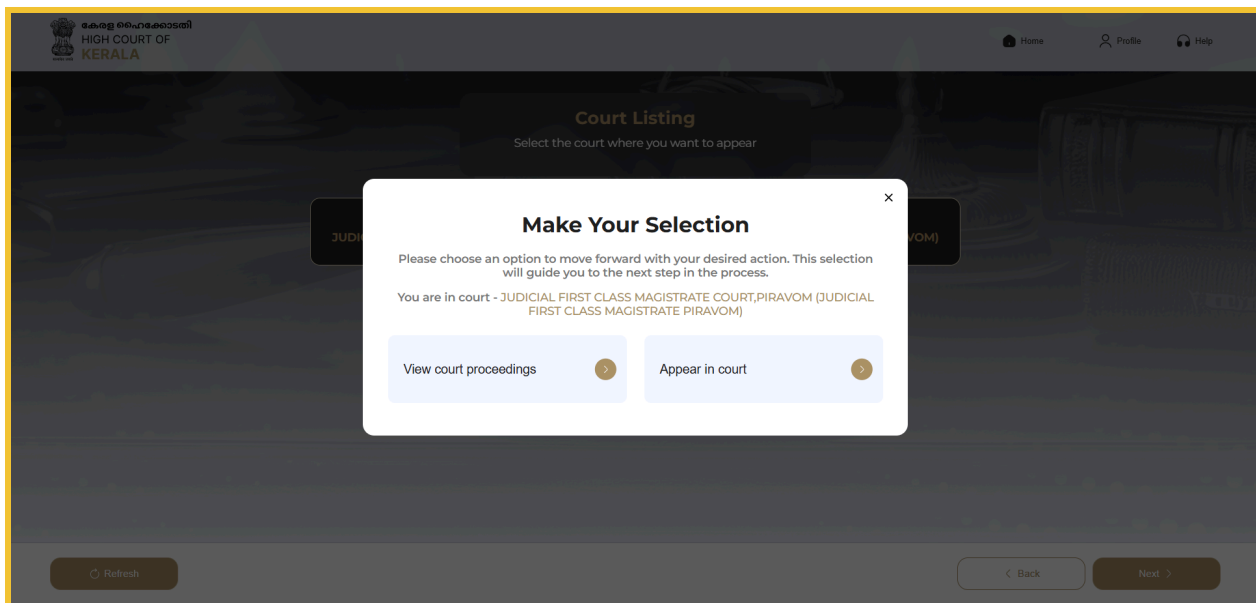
A prison user has the option to choose the active courts where they can appear for a case. The number under the Court name denotes the Serial numbers which are called in that court.

E.g.: A Prison user wishes to enter Court CH: 1

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



Selected Court

JUDICIAL FIRST CLASS MAGISTRATE COURT, PIRAVOM (JUDICIAL FIRST CLASS MAGISTRATE PIRAVOM)

Choose item numbers you are about to appear in court

Category Default Search for case number

Judicial First Class Magistrate Piravom

CC/384/2025 Serial Number: 1	CC/100369/2023 Serial Number: 2	CC/1000440/2021 Serial Number: 3	ST/333/2023 Serial Number: 4
CC/100226/2023 Serial Number: 5	CC/100441/2023 Serial Number: 6	CC/100552/2023 Serial Number: 7	ST/100195/2024 Serial Number: 8

< Back Next >

On this page, a prison user has the option to select the **Serial Numbers** from the lists in which they wish to appear. The prison user can select that as well.

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

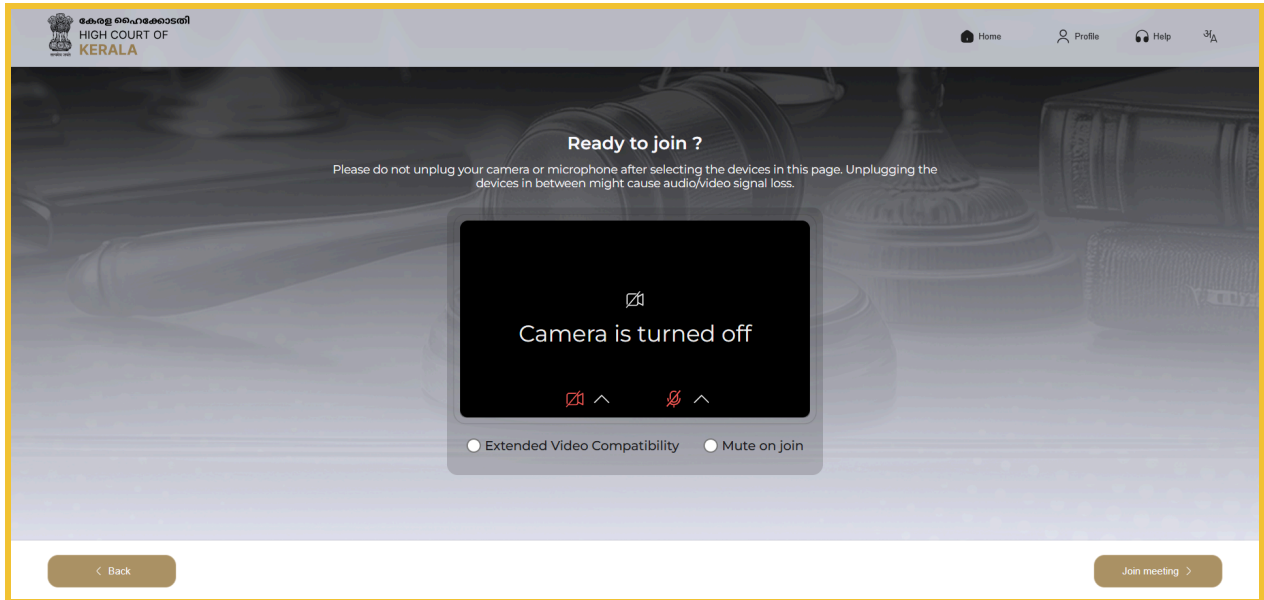
where you can select your audio/video devices connected to the Computer/Laptop.

6.1 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.

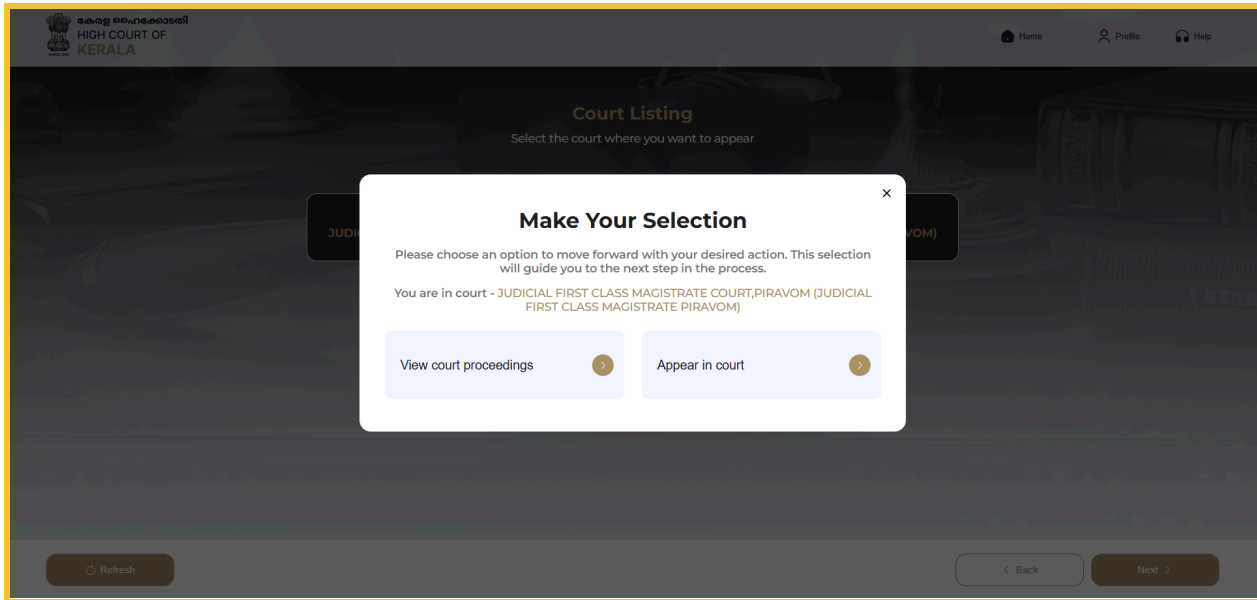
After selecting audio/video, clicking the **Proceed** button will redirect you to the **Meeting** page.



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

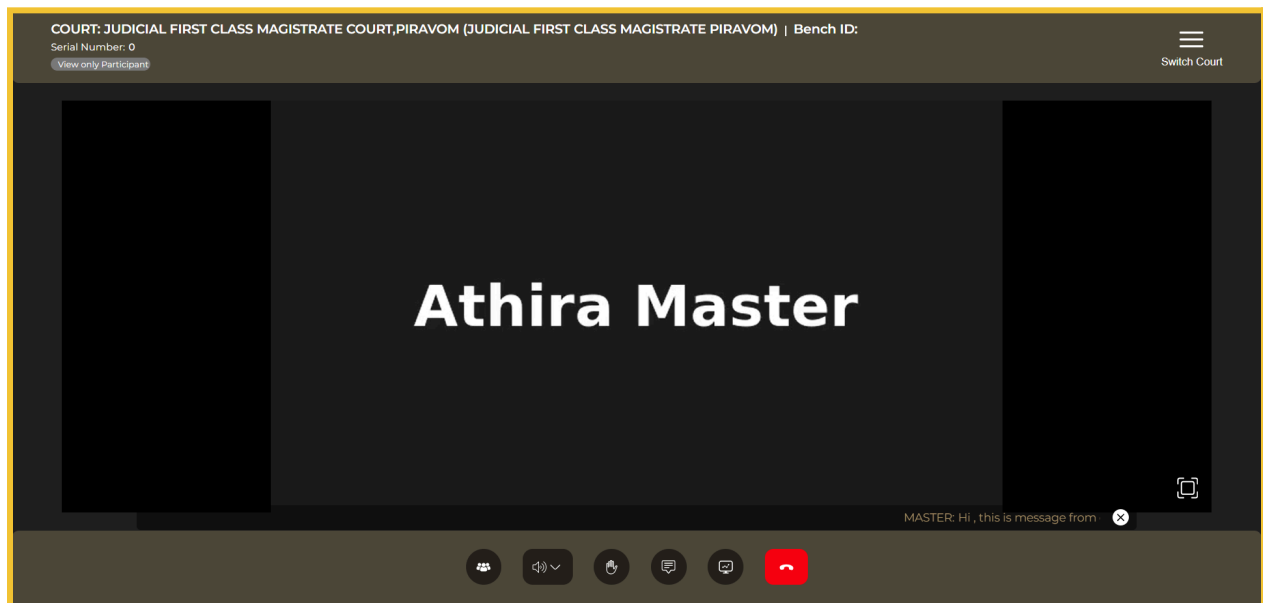
A prison also has the option to view court proceedings without interfering with the court. To do this, they must select the appropriate court, click the **Proceed** button, and then choose the **View Court Proceedings** option from the **You Are Here For** page. After making this selection, they will 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 prison user submits a hand-raise request and the Master accepts it based on the judge's instruction, the passive prison user will be converted to an active participant in the court.

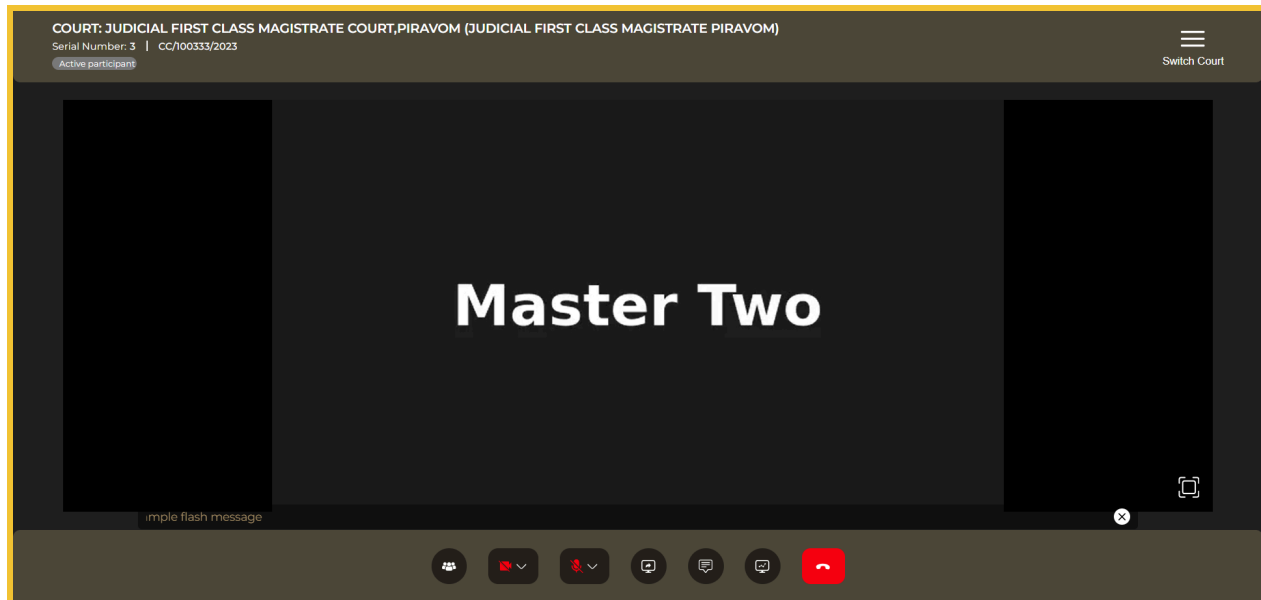


8. Meeting page controls of the Prison

8.1 Passive prison users Meeting page



8.2 Active Prison Meeting page



When the item number is called up, the Prison user automatically moves to active mode in that particular case and appears in the court with their audio and video.

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 prison an Active participant. Once the Court master accepts the request, the prison user will get an option to say something in that court.

➤ **Exit Court button**

It will help to exit all the courts.

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

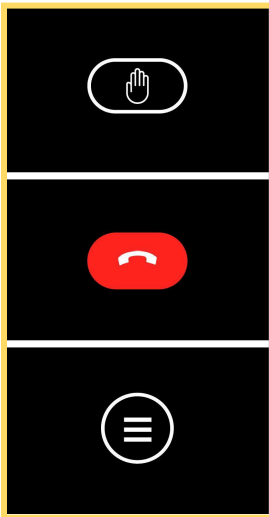
By clicking this button, a request is sent to the court officer's side. After approving the request, the user can share their screen.

➤ **Participant List**

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

➤ **Flash messages**

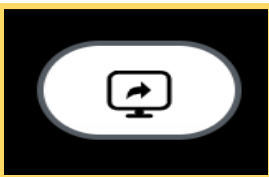
By clicking this button, we can see the Flash messages from the Court officer and admin.



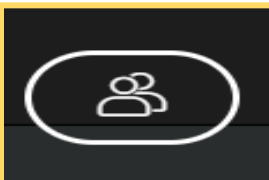
→ **Hand-raise request button to notify a Court master**

→ **Exit Court button**

→ **Switch court button**



→ **Screen share button**



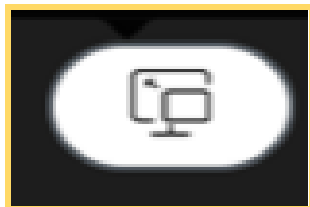
→ **Participant List button**



→ **Flash messages**



→ **Meeting Statistics**

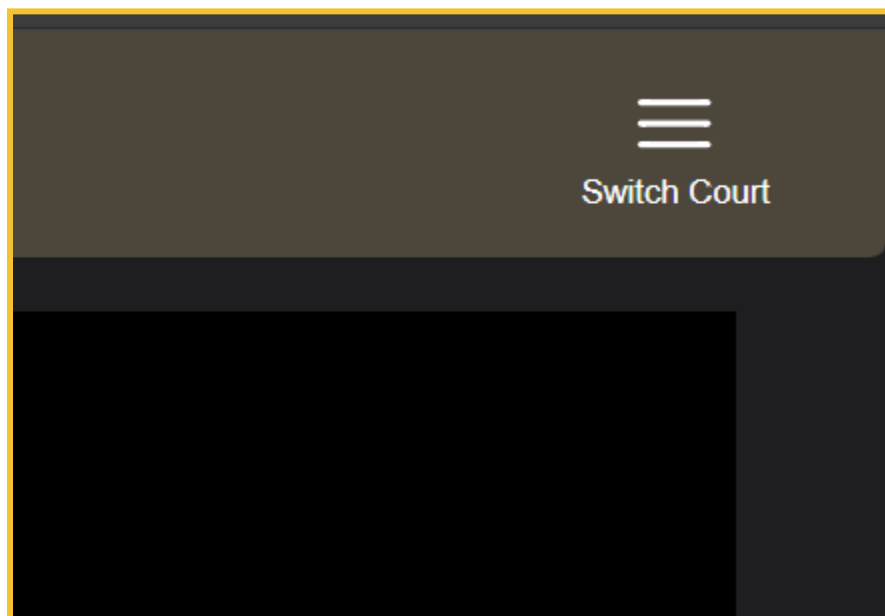


→ **Picture-in-Picture**

9. Meeting Page menu

9.1 Switch Court

It helps the prison users to see all the courts active at present. A prison can switch to other courts easily.



9.1.1 For High Court

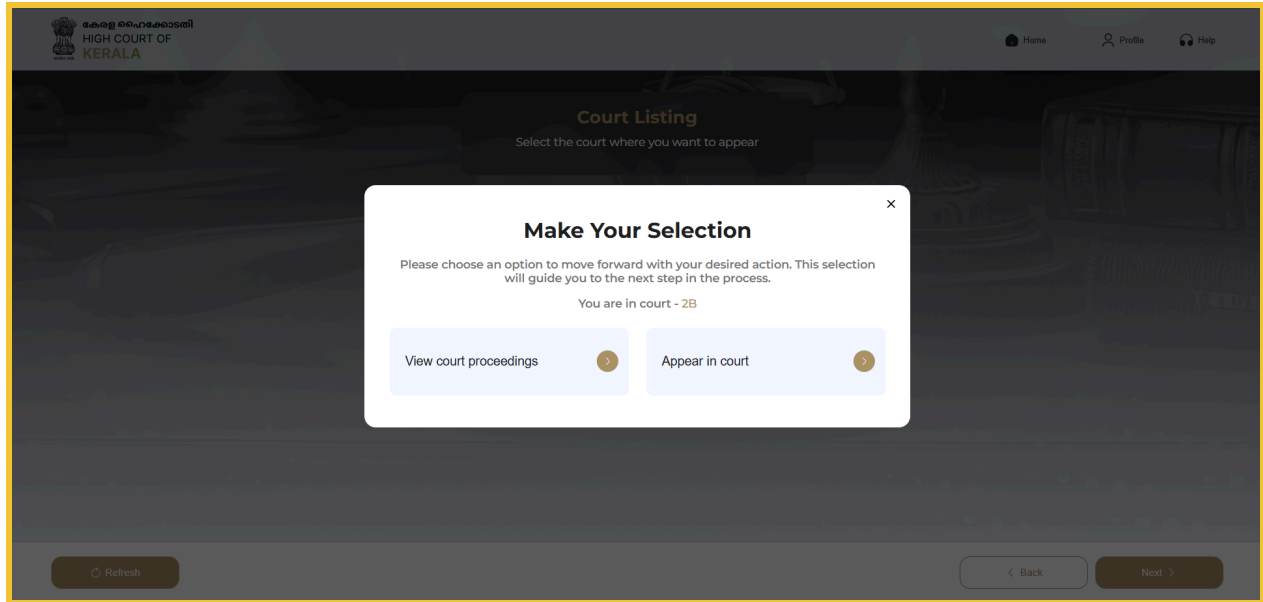


A prison user will easily switch to other courts by clicking the active courts listed here.

9.1.2 For District Court



A prison user can switch to other courts by clicking on the active courts listed here. Then, the prison user must select to appear in that court, either Appear in Court or View Court Proceedings. The prison users will join the court based on the selected option.

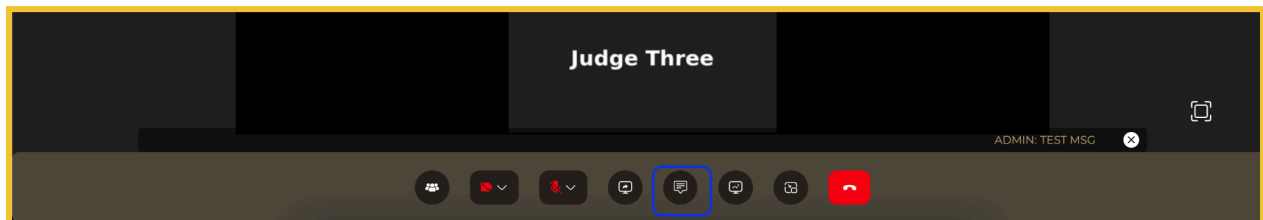


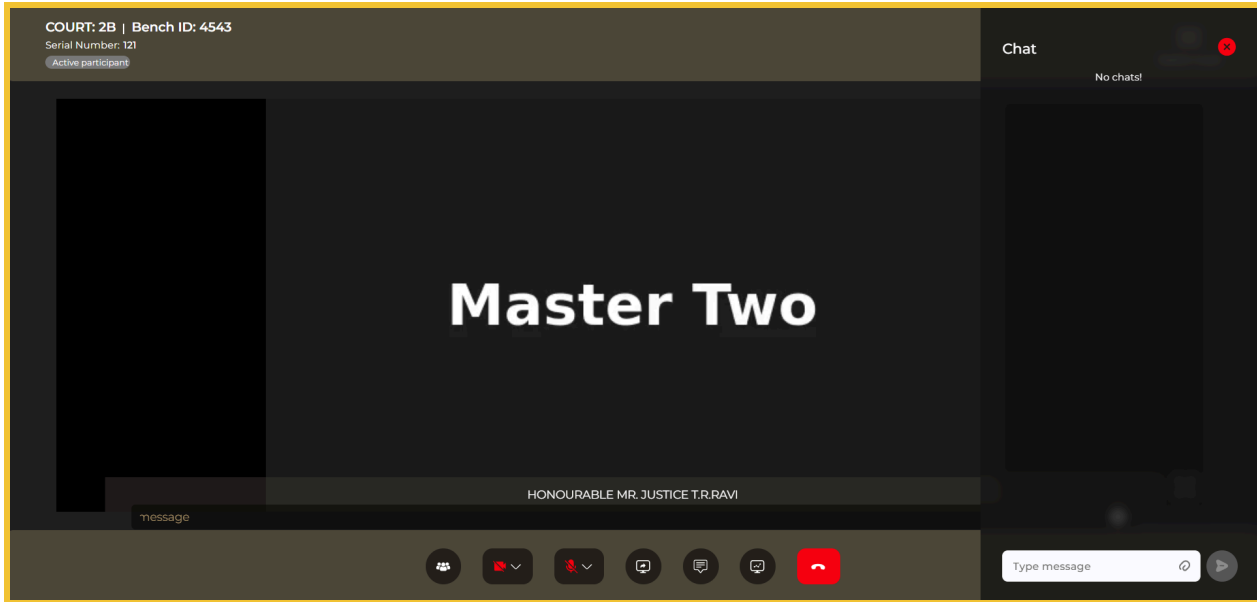
9.2 Chat

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

9.2.1 For High Court

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

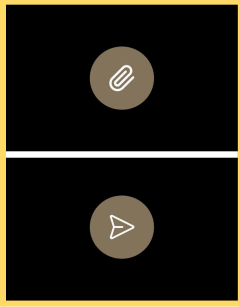




9.2.2 For District Court

A prison user can directly send and receive chat messages once joined to the court.





→ The pin/ file attachment 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 a Prison user

- 1 . Click on the forgot password link (<https://hckerala.vconsol.com/auth/forgot-password>)
2. Enter your registered phone number
3. Enter the OTP and new password, then click the Submit button



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