

# Prison visits by video link: a guide for legal agents



[www.slab.org.uk](http://www.slab.org.uk)

## Are you aware you could have held this meeting by video link?

Prison video link: transforming the way you conduct meetings with clients in prison.

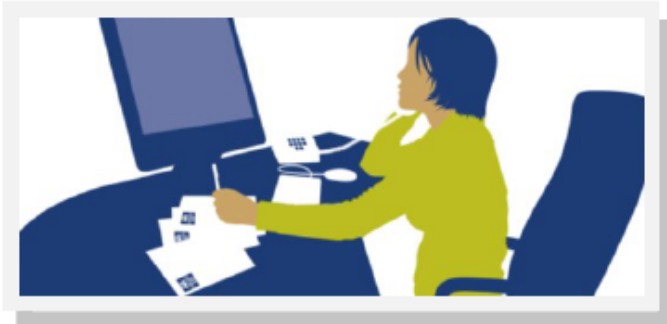
Save time, money and boost productivity.

### **Key features and benefits:**

- No additional hardware required
- Less time spent travelling and waiting at prisons
- Meetings are conducted from your desk/office, making it possible, for example, to have a meeting with a client in Grampian then immediately have a meeting with a client in Edinburgh.
- Visits by video link can be conducted from a desktop PC or tablet, such as an iPad
- Increases productivity - instead of being stuck in traffic or waiting at prison you can carry out other business
- Reduces your carbon footprint

Full guidance is available in the agent video link section of our website: [www.slab.org.uk/providers/AgentVideoLinks/index.html](http://www.slab.org.uk/providers/AgentVideoLinks/index.html)

## GETTING STARTED:



Before you get started there are a few steps that have to be completed. Once set up you can book visits at any of the participating prisons.

- Step 1: Registration:** Getting registered is quick and easy. All you need to do is complete a form and provide an email address and contact details.
- Step 2: Download appropriate software to your device:**  
The video link is performed using a software 'client' downloaded from the internet.
- Step 3: Book test visit:** Once registered you need to book a test visit. This is a straight-forward step and you will receive instructions to guide you through the process.
- Step 4: Test visit:** The average test visit takes around 10 minutes. The test is designed to check the sound and picture quality.
- Step 5: Booking a visit:** Once you have successfully completed a test visit you can book a visit at a prison. This is done in the same way as booking a face to face visit.
- Step 6: Dial in to a prison to conduct a meeting with a client:**  
At the appointed time, using the secure code, you can conduct the meeting with your client using your device.

**Contact us:**

If you would like to register to use the video link facilities, or if you require further information, please contact:

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