

# **How to Guide**



Seirbhís Phríosúin na hÉireann  
IRISH PRISON SERVICE

## **Video Link Professional Visits**

**March, 2020**

**Step 1.**In order to book a Professional Visit contact the prison specific booked visits desk (See Appendix 1 for Contact Numbers)

**Step 2** Provide the following details to the Officer on duty

Prisoner Name

Date of Visit

Time of Visit

Name of Professional Visitor

**Step 3** Officer on duty will confirm the scheduled video link visit via email. The email will contain the connection details to enable the visit

**Step 4** To join the call on the day of visit, Click on the link provided, as outlined in step 3

For example:

Join using web browser: <https://join.vc.gov.ie/invited.sf?id=21&secret=2330355f-46dd-4ad8-9a1b-b00aec635fbc>

**Step 5** Enter your “Name” and select “Join Meeting”



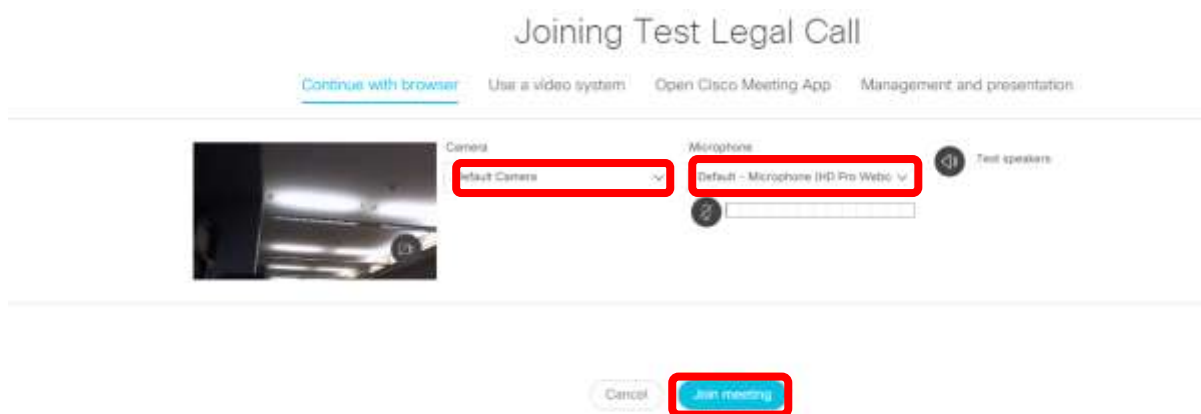
Cisco Meeting App

Joining Test Legal Call.

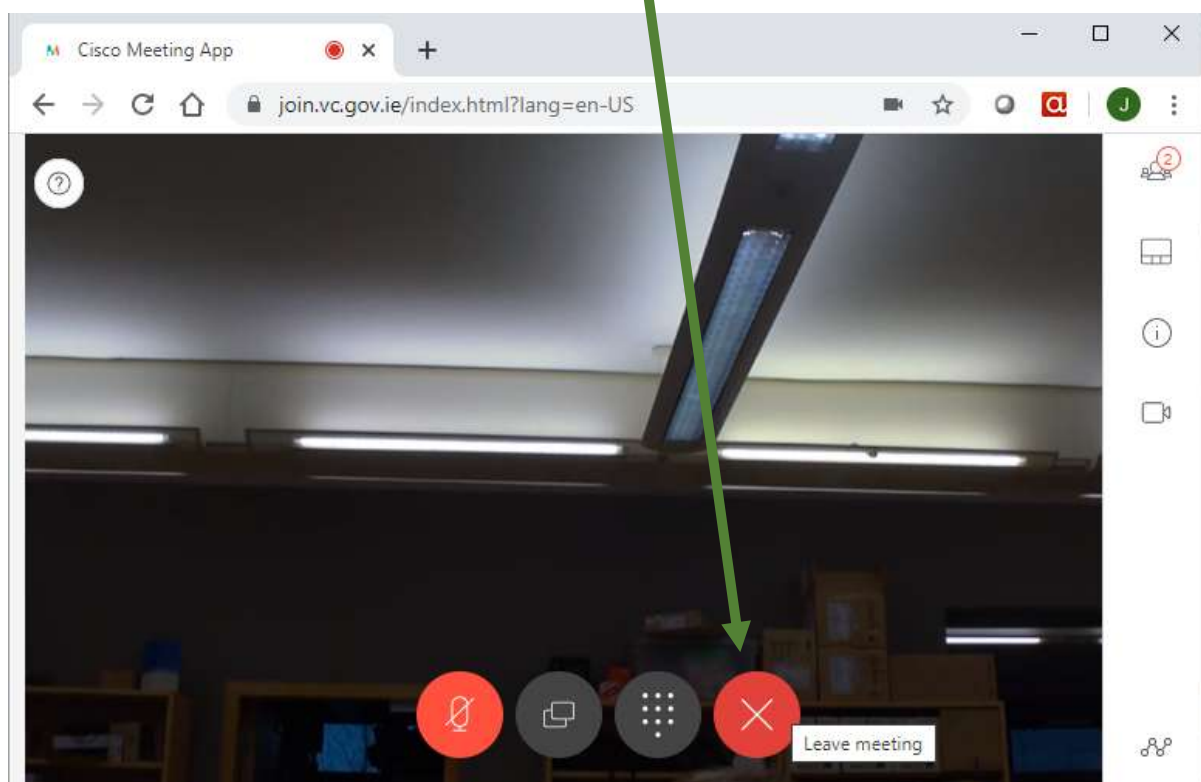
Your name

Join meeting

**Step 6.** Select your Camera and Microphone source from the Drop-down Menus. Then Select Join Meeting



**Step7.** At the end of you visit, select the “Leave Meeting” icon



# Appendix 1

## Booked Visits Contact Numbers

Mountjoy / Dochas Prisons: [mjoyprofessionalvisits@irishprisons.ie](mailto:mjoyprofessionalvisits@irishprisons.ie)

Cloverhill Prison: [clovbookedvisits@irishprisons.ie](mailto:clovbookedvisits@irishprisons.ie)

Wheatfield Prison: [WFLDBookedVisits@irishprisons.ie](mailto:WFLDBookedVisits@irishprisons.ie)

Midlands Prison: [midprofvisits@irishprisons.ie](mailto:midprofvisits@irishprisons.ie)

Portlaoise Prison: [portbookedvisits@irishprisons.ie](mailto:portbookedvisits@irishprisons.ie)

Cork Prison: [corkvisitsinfo@irishprisons.ie](mailto:corkvisitsinfo@irishprisons.ie) / 021 2387133

Limerick Prison: [lmkvisits@irishprisons.ie](mailto:lmkvisits@irishprisons.ie) / 061 204787 / 061 204129

Castlerea Prison: [castbkdvisits@irishprisons.ie](mailto:castbkdvisits@irishprisons.ie) / 0949 624962

Arbour Hill Prison: 01 472 4025