

INSTRUCTIONS FOR APPEARING BY VIDEOCONFERENCE OR AUDIO CONFERENCE USING “ZOOM”

Easy Steps for a “virtual” courtroom proceeding

FOR PEOPLE USING ELECTRONIC DEVICES:



1. Install the **ZOOM** APP
 - For your smartphone or tablet (iPhone, Android): install ZOOM from the Play Store or App Store.
 - For your Computer, laptop, or notebook device with webcam: go to the ZOOM website (www.zoom.us).
2. Create an account using your email address and password.
3. At the time of your virtual hearing / conference call:
 - For a smartphone or tablet, launch the Zoom App and sign into your account.
 - For a computer, laptop, or notebook, go to the website (www.zoom.us) and sign into your account.
4. Then “join” the meeting using Meeting ID number **922 674 4372**
5. Follow the prompts! (They will be different for audio-only versus video + audio).

FOR PEOPLE CALLING IN FROM A LANDLINE PHONE:



You can call the following number and still be in the “Zoom” conference call / virtual hearing at the time of your hearing. Just call 1-646-876-9923 or 1-669-900-6833, then enter Meeting ID # **922 674 4372** followed by the pound sign (#).

IMPORTANT NOTES:

- I. The court cannot provide technical assistance for troubleshooting. Download the app well in advance of your hearing.
- II. This is a court proceeding – all court rules apply.
- III. You must be somewhere quiet with a good Wi-Fi or LTE signal.
- IV. Place your mobile device at eye level on a stationary surface.
- V. If your technical issues cause a disruption, your call may be terminated.

