How to Join and Participate in a Zoom Virtual Courtroom

Using a PC, Laptop, or Mobile Device
For Judges, Attorneys and Judiciary Staff

Pre-requisites to Join a Virtual Courtroom
For HELP with any of these steps contact your local county\vicinage IT staff

Peripheral Devices
Plug in any peripheral devices you are using - USB webcam, speakers, headphones, etc. See Appendix A for Virtual Courtroom Participant system requirements.

Note: Remove personal photos, distinguishable information, and any other personal items you do not want the public to see in your background camera view.

Install the ZOOM Client

If using a **Windows PC or MAC**, install the ZOOM Desktop Client from. (for MAC install see Appendix B) https://zoom.us/download

If using an **iPad or iPhone**, install the Zoom client by going to the "App Store" and searching for "ZOOM". After installing, it will ask for server and login credentials – ignore this and close the app – Accept prompts for access to camera and microphone.
https://itunes.apple.com/us/app/id546505307

If using an **Android phone**, install the ZOOM client by going to the "Google Play Store" and searching for ZOOM Mobile. After installing, it will ask for server and login credentials -Accept prompts for access to camera and mic.
https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Joining from a web browser

How to Join a Zoom Virtual Courtroom from a Browser on a PC – Appendix C

Test Audio and Video Settings
Test audio and video prior to the meeting time. If audio and video settings are incorrect, they cannot be changed while in the meeting. You must leave the meeting, change the settings and rejoin the meeting.

ZOOM Test Connection Room
https://zoom.us/test

ZOOM Virtual Courtroom Invitation
You will need a virtual courtroom invitation and associated meeting PIN to join the meeting.

Zoom Breakout Rooms – Appendix D

Join a Zoom Virtual Courtroom

Access the NJCourts Virtual Courtroom meeting invitation from either your email Inbox or your calendar. Select the meeting invitation link in the email to join the meeting.
(If you do not have a virtual courtroom meeting invitation and the associated meeting PIN, contact the AOC Problem Reporting Desk 800-343-7002.)
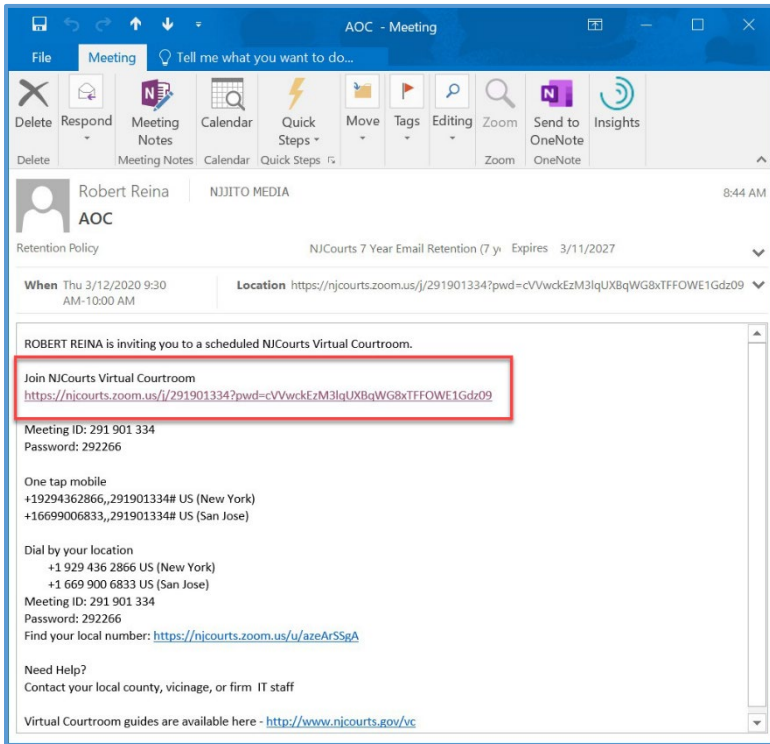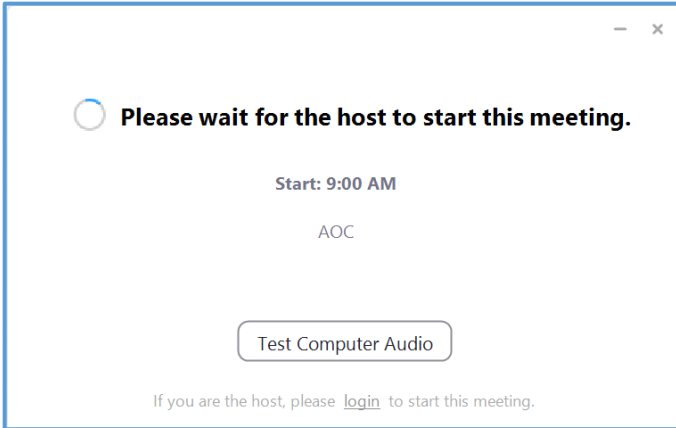

Selecting the link will open an internet browser and prompt you to Run/Save the Zoom Client
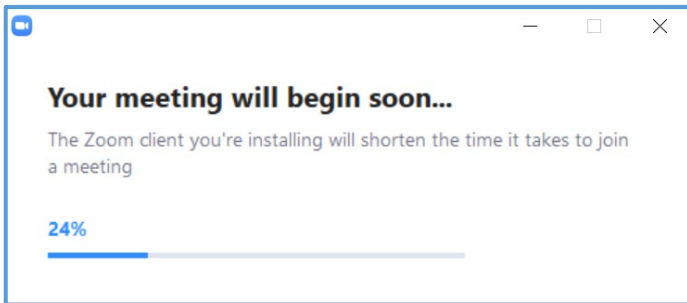When prompted select Run
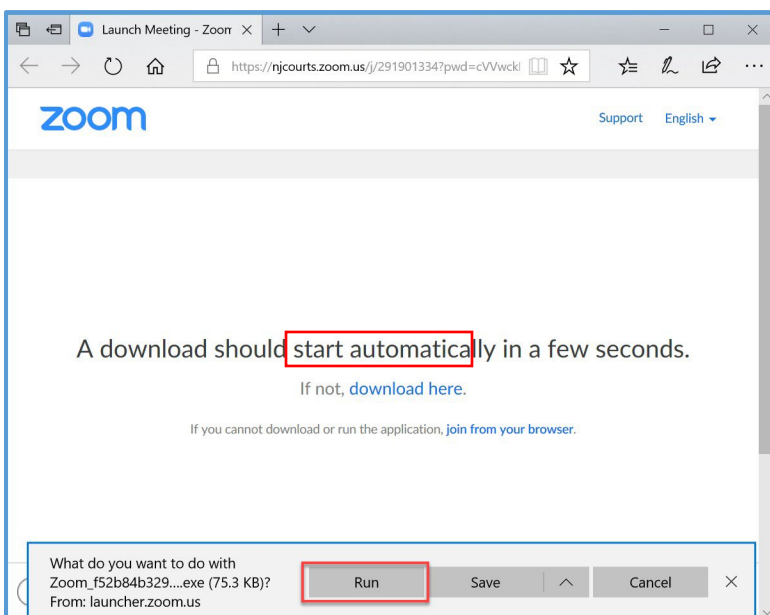
If you do not see the Run button, select 'download here' to install the Client.

A Moderator must join and start the meeting in order to allow all participants.

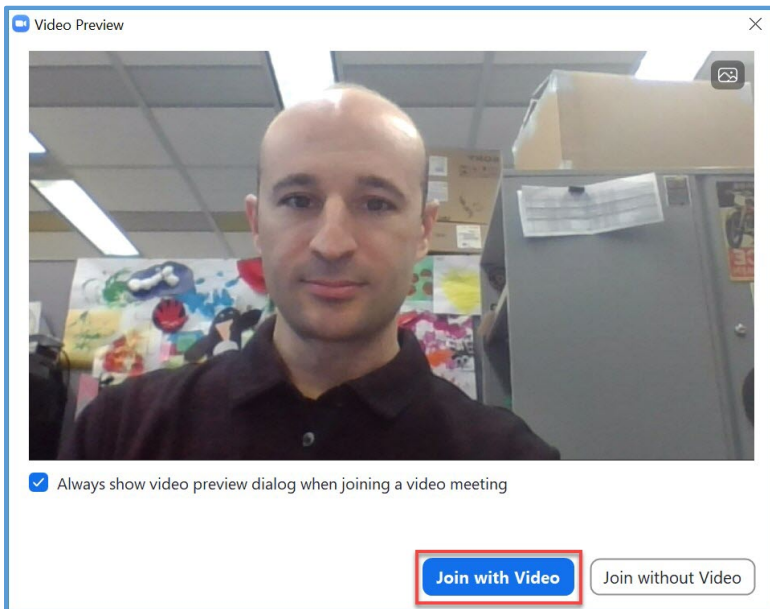Once the moderator joins the meeting you will see a notification
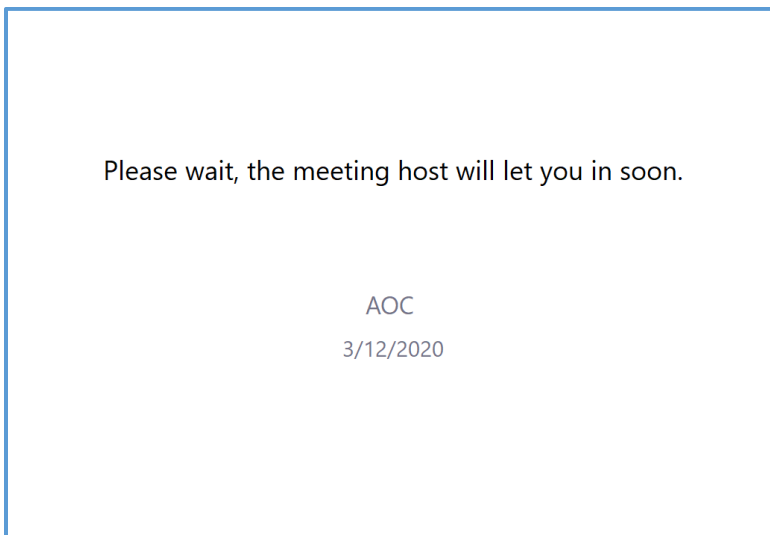

When prompted enter your name
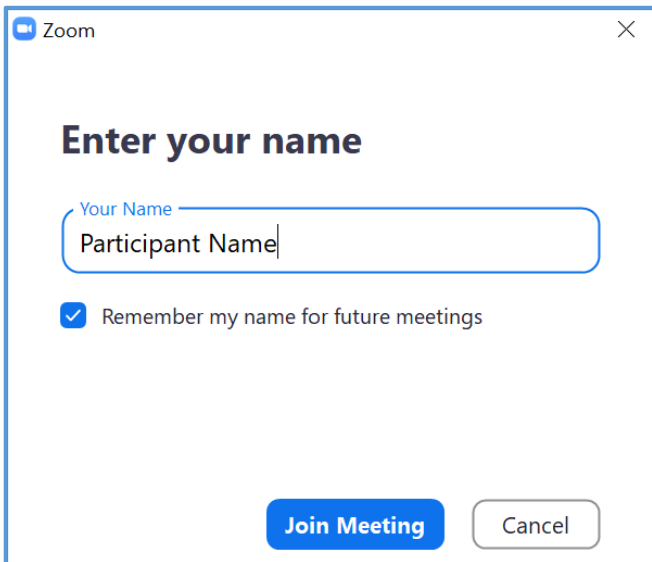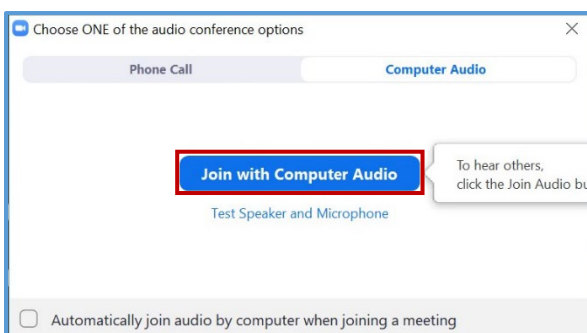
You will see a video preview of your camera.
If you do not see an image you will have to troubleshoot your equipment.
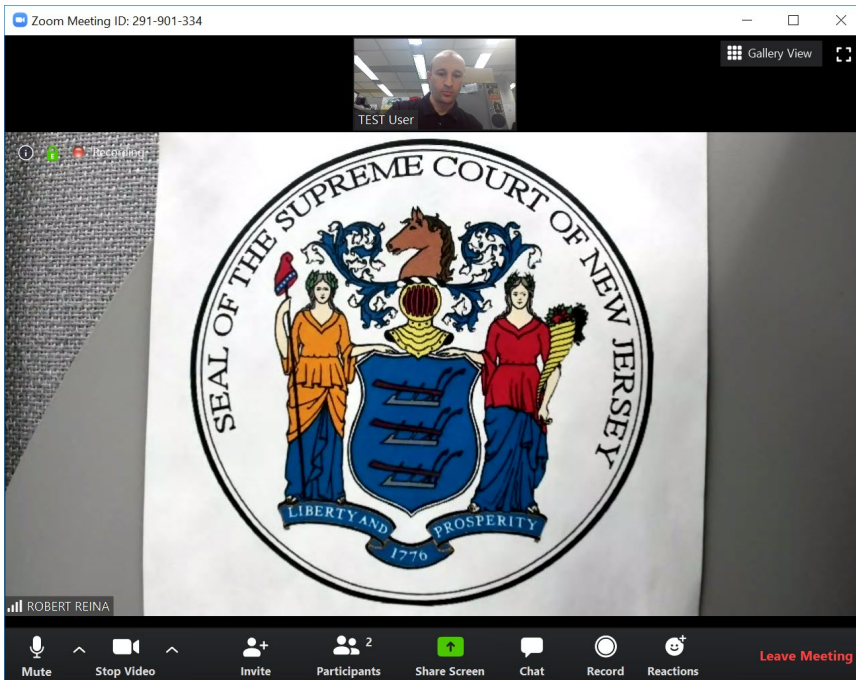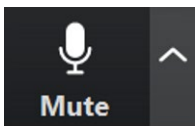

The Moderator will need to let you into the meeting

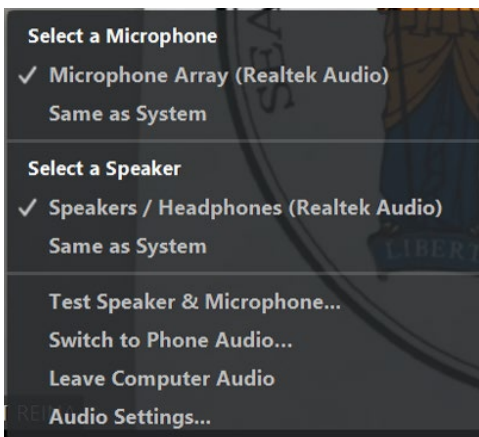Once admitted to the meeting select the Join with Computer Audio button

Once connected you will see your camera atop the other participants in the meeting
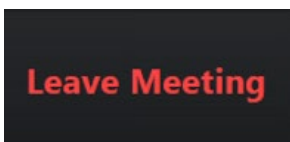

Microphone and Speaker Adjustment

 The Mute icon has additional options that will allow other Speaker/Microphone options
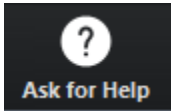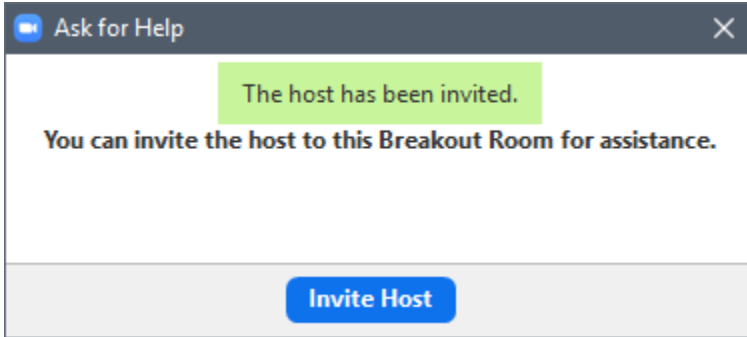

Leave a meeting

 Leave meeting icon will end the current meeting

A participant can select **'Ask for Help'** to request a Host's assistance

When prompted select **'Invite Host'**

Appendix A

Judiciary Hardware & Software Requirements - Zoom

- Hardware specifications:
    - PC Intel processor – 6th Generation 3.X GHz or faster
    - PC AMD processors – Bulldozer series – 3.X GHz or faster
    - Mac with Intel 6th Generation processor SKYLAKE or later
    - 4GB of RAM or more
- Operating systems:
    - Windows 10 (32 and 64 bit)
    - Mac OS X version 10.10 (Yosemite) or higher, Intel CPU only
- Internet browsers:
    - Google Chrome (version 30+)
    - Internet Explorer (version 11 +)
    - Firefox (version 27+)
    - Safari (version 7+)
    - Edge (version 12+)

- Speakers or Headphones
- Webcam with **Microphone**
    - **OR integrated camera with microphone)**
        - http://openspeedtest.com/   OR   http://www.speedtest.net/
- Network:
    - 100 Mb NIC or higher
        - High speed broadband Internet access, hardwired strongly encouraged
            - Minimum of 5 Mbps upstream and 5 Mbps downstream
            - Speed Test sites
    - Firewall Ports open
        - Inbound/Outbound TCP: 80, 443, 8801, 8802
        - Inbound/ Outbound UDP: 3478, 3479, 8801 – 8810
- iOS, iPadOS and Android
    - iOS 13.0 or later:
        - Send and receive video using front or rear camera
    - iPhone 4 or later, iPad Pro, iPad Mini, iPad 2 or later, iPod touch 4th Generation, iPhone 3GS (no front facing camera)
    - iPadOS 13 or later
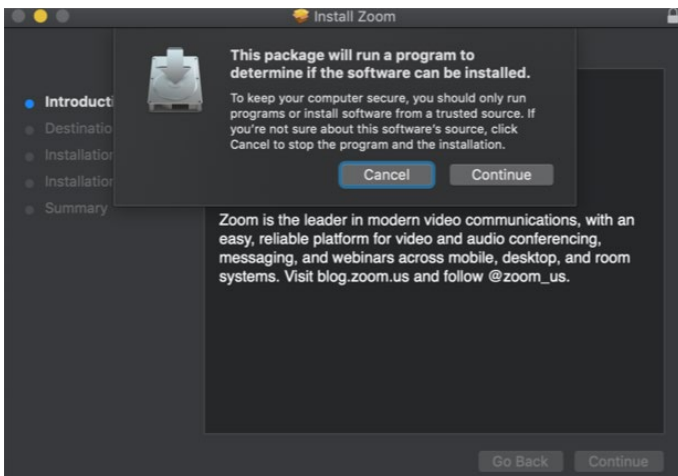   - Android 8.0x or later

Appendix B

Your Mac settings are not likely to allow you to install the app because it's not from the App Store. To allow installing Zoom for Mac, go System Preferences > Security & Privacy. From there, click Open Anyway in the general section.
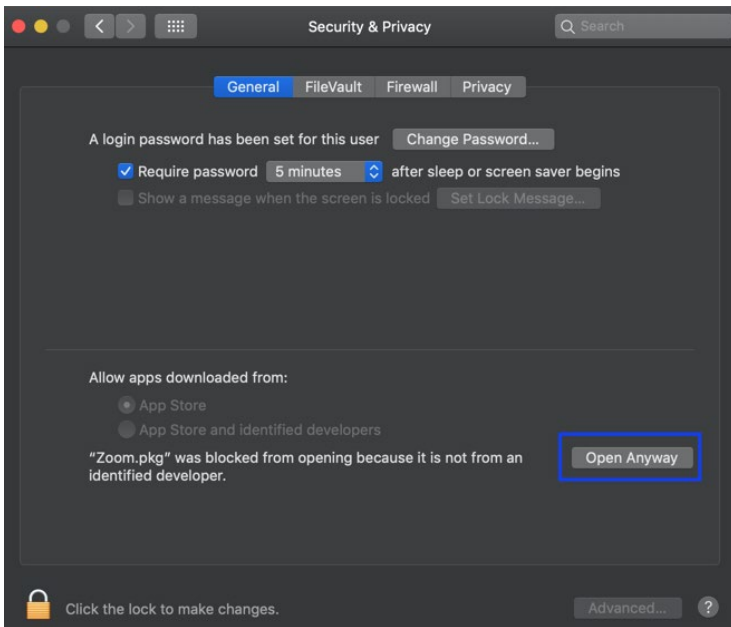
2. When a new pop-up shows up, click on *Open*.
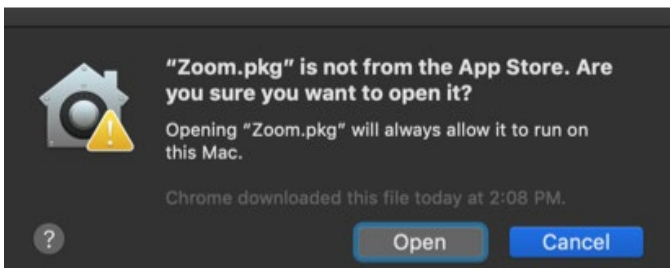
3. Another pop-up will ask you to continue (this is the last pop-up).

Appendix C

How to Join a Zoom Virtual Courtroom from a Browser on a PC

Open the link in the email received from NJCourts in Chrome or Edge web browser

The link will look like the one below; you may need to copy and paste this into the browser manually
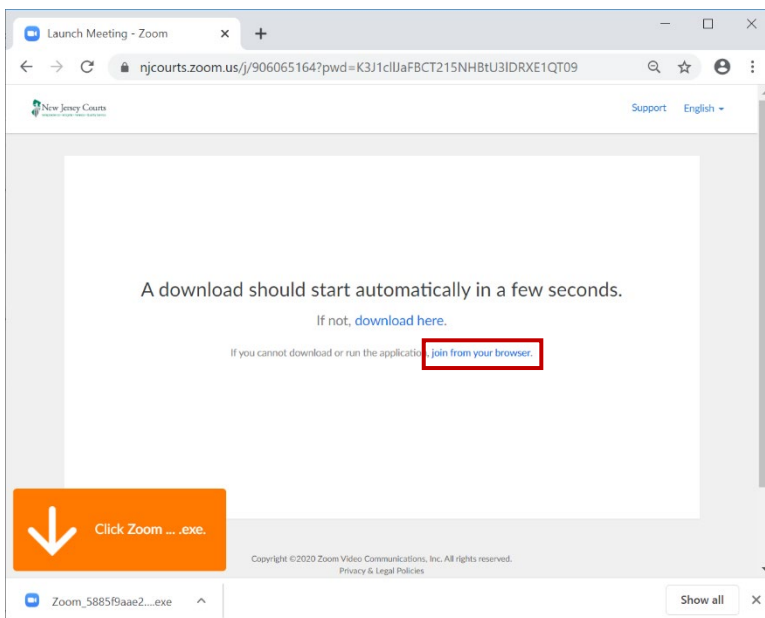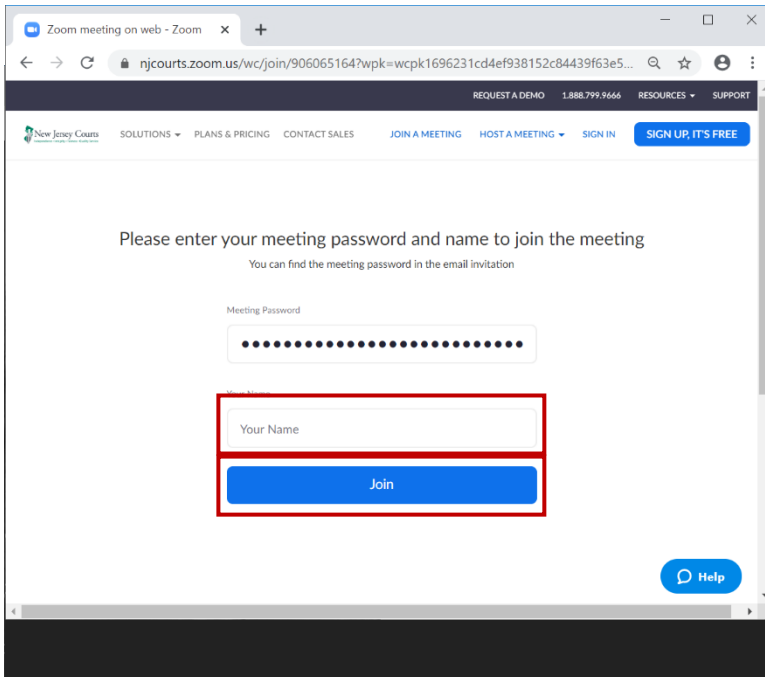
Join NJCourts Virtual Courtroom
https://njcourts.zoom.us/j/877749455?pwd=RnMvcE1ZSGpaOG9Fck9BQkJpaEQwQT09

Meeting ID: 877 749 455
Password: 975102

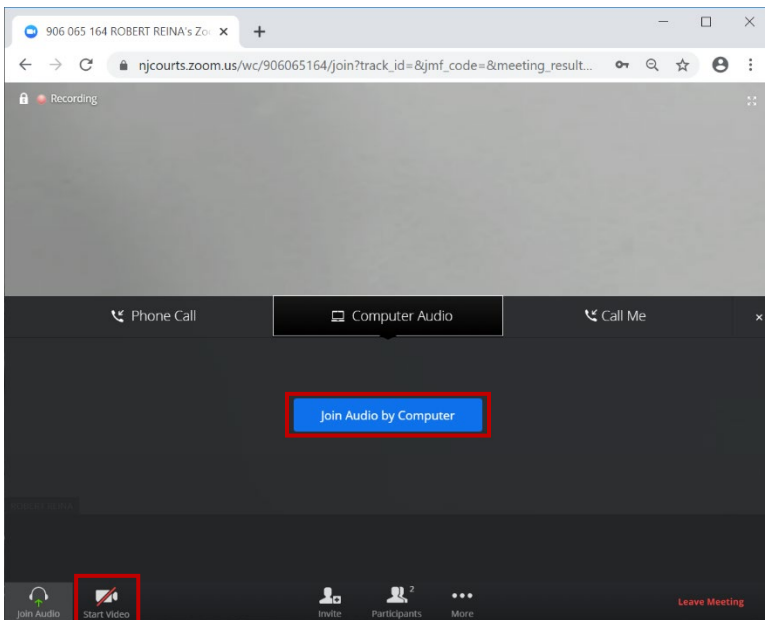Ignore the download attempt to install the Zoom application.
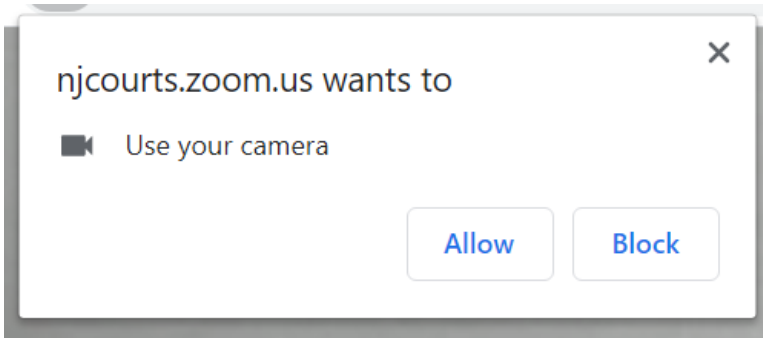Select the **Join from your browser** link

Enter your name then select the **Join** button

You will be placed in the virtual lobby
Select **Join Audio by Computer**
Select **Start Video**

When prompted, select **Allow** for camera access

njcourts.zoom.us wants to
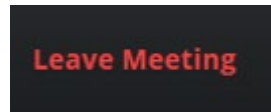
▶ Use your camera

Allow   Block

You have now successfully joined the meeting and will be visible in the top right window
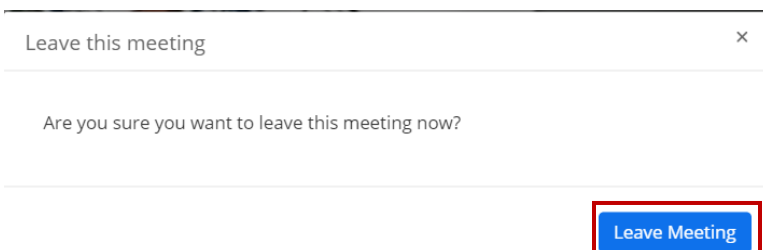

You can adjust microphone and camera settings if necessary (if multiple camera/mic devices are attached)

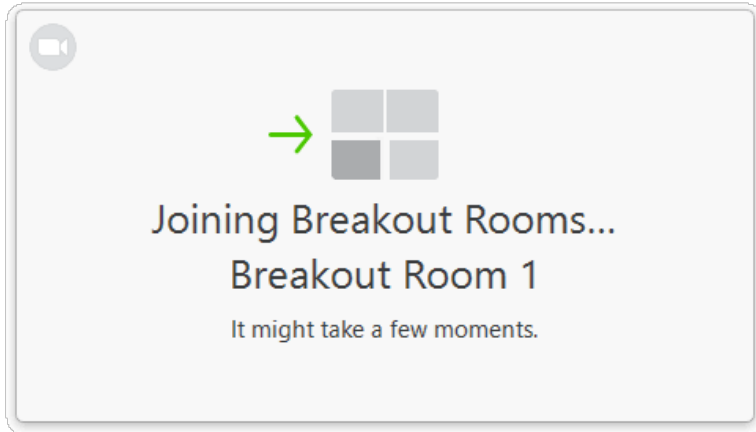Select the Leave Meeting button to end the meeting

Leave Meeting

Verify by selecting the Leave Meeting button again to end the meeting

Leave this meeting   ✕

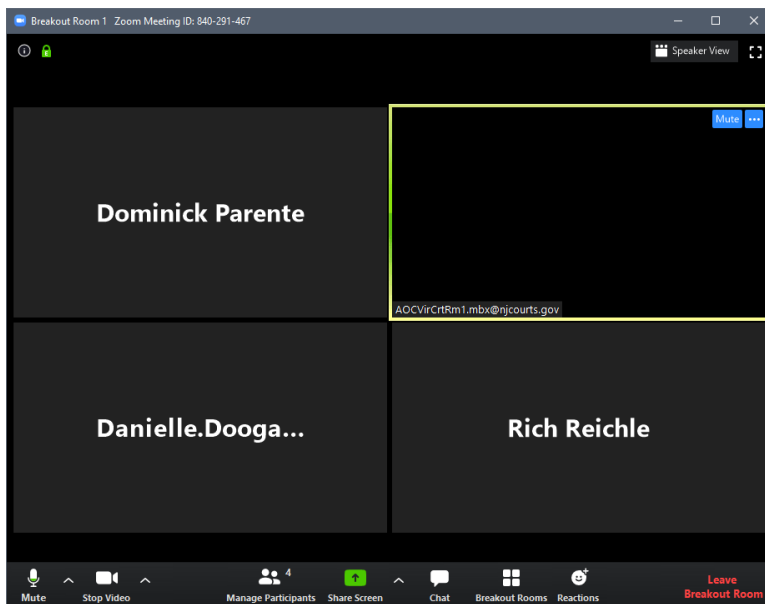Are you sure you want to leave this meeting now?

Leave Meeting

Zoom Breakout Rooms (Appendix D)

Joining a Breakout Room

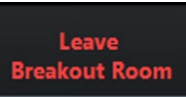When Joining the breakout room, a prompt will display

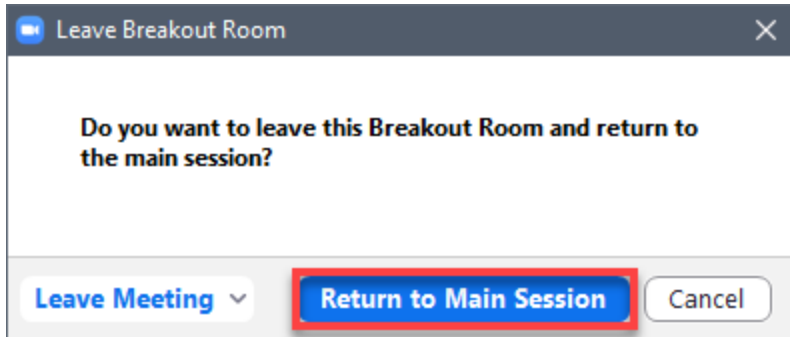After joining a breakout room you will see all the participants in the room

Leaving a Breakout Room

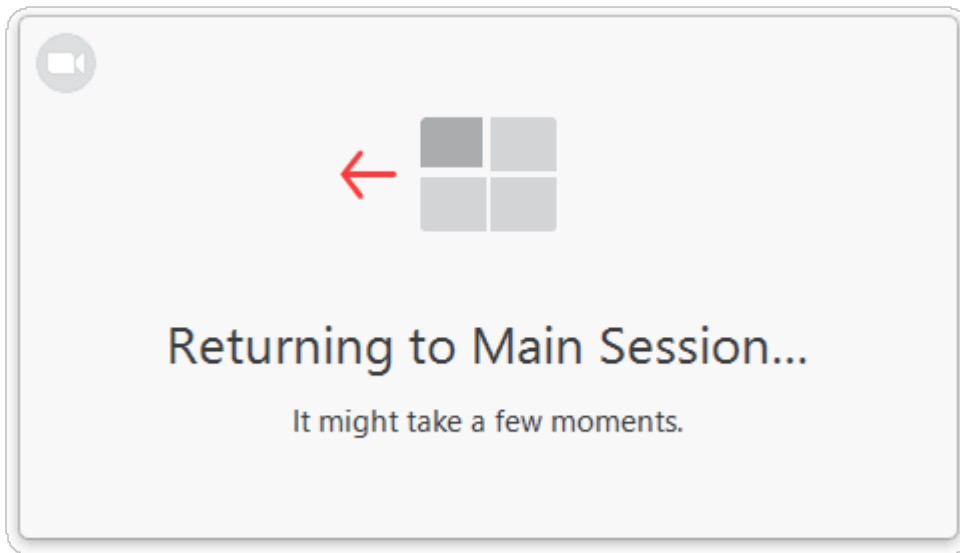You can leave the meeting by selecting the [Leave Breakout Room]

The Leave Breakout Room Prompt allows you to decide how to leave the meeting
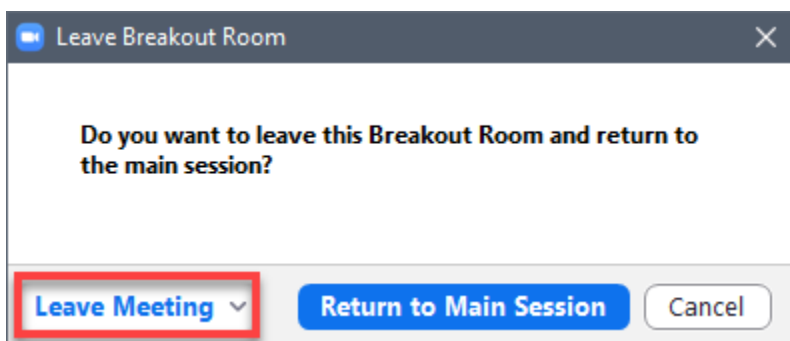
Select Return to Main Session to leave the breakout room to rejoin the main session

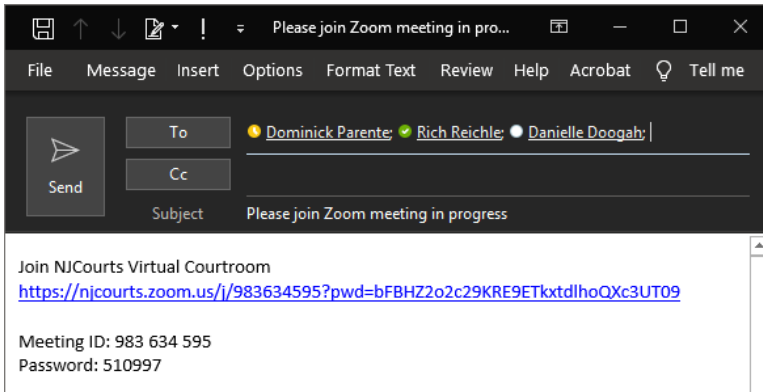A prompt appears returning you to the main session

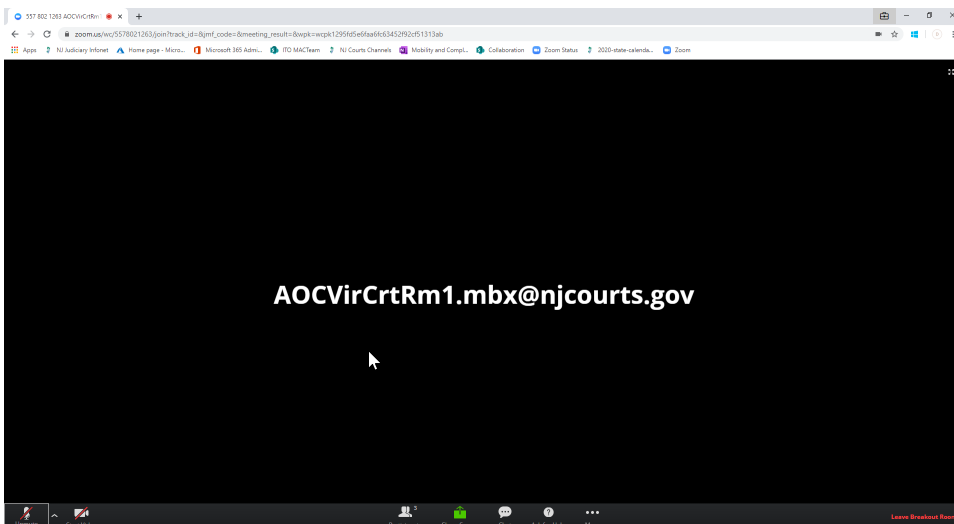Select either option desired when leaving the meeting
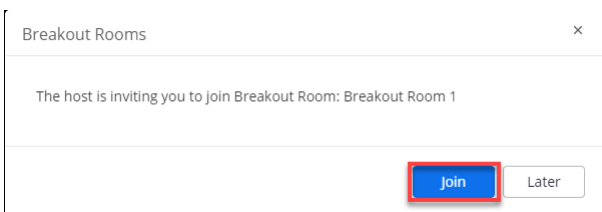
Join from a web browser

Join a Zoom meeting with participants required by selecting the invitation link
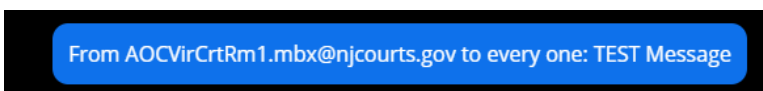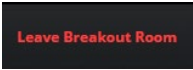

You will join through the web browser

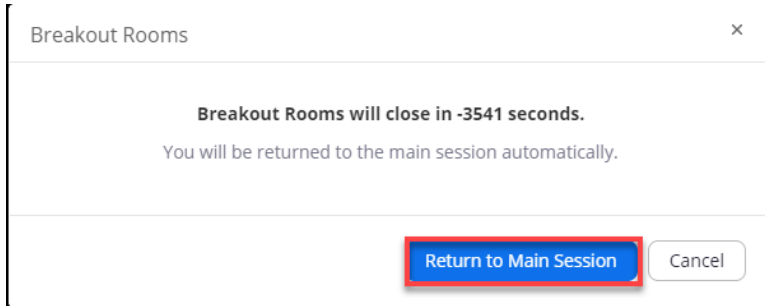When invited into a breakout room a prompt will appear, select **Join**

A message may appear from the Host

Once in the breakout room you can leave manually(if option is set) or via the Host closing the room

Leave Breakout Room

Select the Return to Main Screen button

Breakout Rooms   ×

Breakout Rooms will close in -3541 seconds.

You will be returned to the main session automatically.

Return to Main Session   Cancel

A prompt will verify you are returning to the main session

Returning to Main Session...

It may take a few moments.