

How to Join and Participate in a 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 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 Scopia Client

If using a **Windows PC**, install the SCOPIA Desktop Client from
<http://downloads.ucanytime.com/latest/ClientInst.exe> (Scopia Desktop Client)

If using a **MAC**, install the SCOPIA Desktop Client from
<http://downloads.ucanytime.com/latest/clientcomponents.dmg> (Scopia Desktop Client)

If using an **iPad or iPhone**, install the SCOPIA client by going to the “App Store” and searching for “Avaya Scopia Mobile”. After installing, it will ask for server and login credentials – ignore this and close the app – no further information needs to be entered. Accept prompts for access to camera and microphone.
<https://itunes.apple.com/us/app/avaya-scopia-mobile/id465577031?mt=8>

If using an **Android phone**, install the SCOPIA client by going to the “Google Play Store” and searching for Avaya Scopia Mobile. After installing, it will ask for server and login credentials – ignore this and close the app – no further information needs to be entered. Accept prompts for access to camera and mic.
<https://play.google.com/store/apps/details?id=com.radvision.ctm.android.client&hl=en>

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.

NJ Courts Test Connection Room

<http://join.ucanytime.com/scopia/mt/njcourts?!D=96916098152923&autojoin>

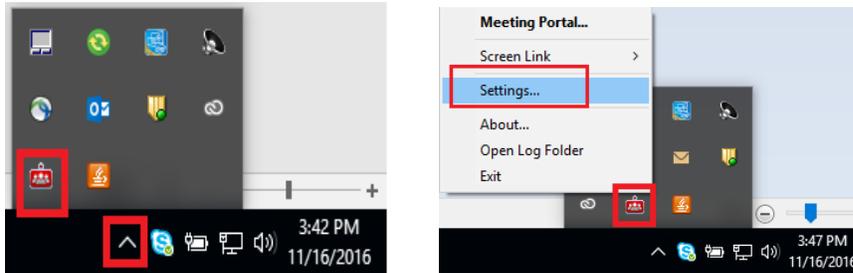
Virtual Courtroom Invitation

You will need a virtual courtroom invitation and associated meeting PIN to join the meeting.

For technical support please contact VirCrtSupport.Mailbox@njcourts.gov

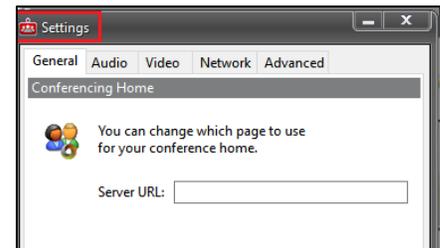
HOW TO CHECK AUDIO\VIDEO SETTINGS FOR WINDOWS PC or LAPTOP

1. On a Windows PC or laptop, click on the ^ symbol in the system tray in the lower right-hand corner. Then **right click** on the **Avaya Scopia Conference Client** icon and select **Settings**.

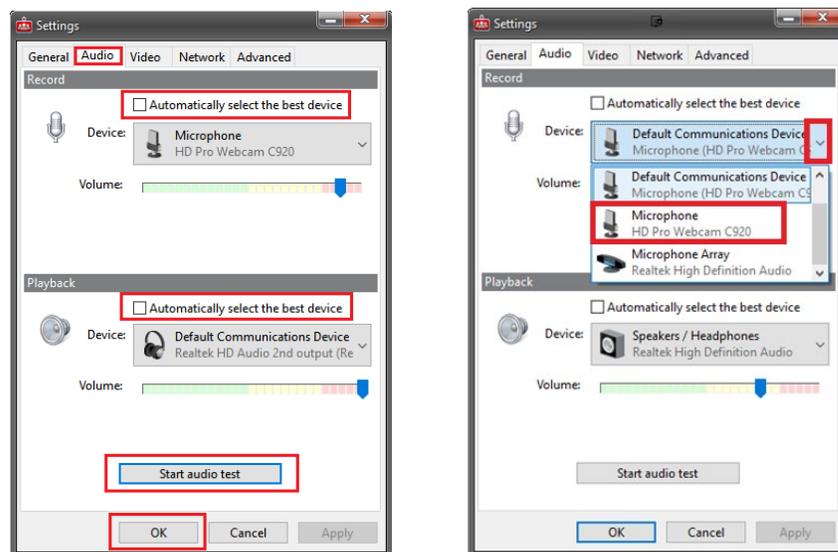


The Settings dialog box for the Scopia Desktop Client will open.

Note: If you do not see the Avaya Scopia Conference Client icon in the system tray, click on the Windows Start menu, search for “**Conference Client**”, open the folder, then click **Settings**.



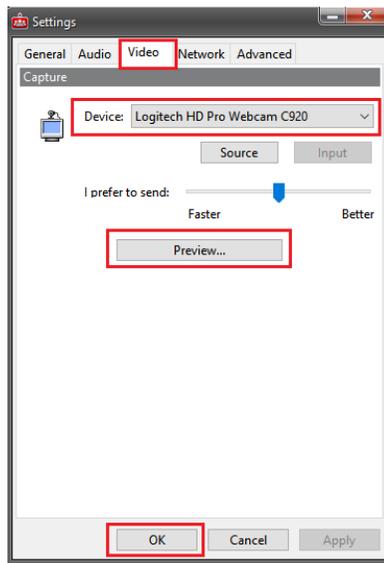
2. Select the **Audio** tab in the Settings window to check Audio devices.
 - a. Uncheck ‘**Automatically Select the Best Device**’ in the **Record** and **Playback** sections.
 - b. Click the drop-down menus for each section and select the devices you are using. The Record section refers to the microphone. The Playback section refers to the speakers or headphones.
 - c. Click ‘**Start audio test**’. Speak at a normal volume to ensure that you can hear yourself and that the volume scales move when you speak.
 - d. If you cannot hear yourself or if the quality of sound is not satisfactory, select a different device from the dropdown menus in the **Record** and **Playback** options and again click on **Start Audio Test**. Continue to select different devices until desired results are achieved.



- e. If there are green bars moving across the Volume bar, the correct devices are selected.
- f. Choose ‘**Stop audio test**’ when finished. Click **OK**.

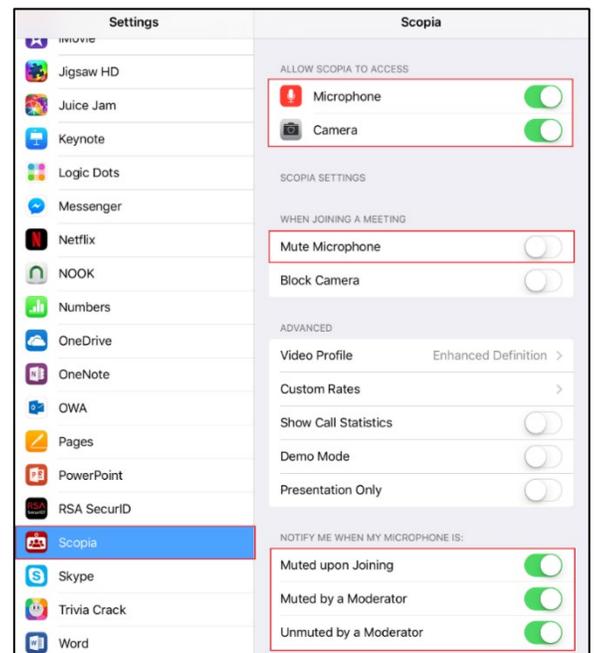
3. Select the **Video** tab in the Settings window to check Video devices
 - a. Select **Preview....** If you see yourself then you have the correct device selected.
 - i. If you do not see yourself select an alternative camera from the dropdown device menu and again, choose **Preview...** to check video quality.
 - b. Verify video quality and that your background view is acceptable. Make any changes to the camera angle or location as needed.

Note: Remove personal photos, distinguishable information, and any other personal items you do not want the public to see.
 - c. After confirming the correct video device is selected, click **OK**.
 - d. Once pre-requisites have been completed, you can successfully join a Virtual Courtroom using the email invitation provided by NJ Judiciary staff. See page 5.



HOW TO CHECK AUDIO\VIDEO SETTINGS FOR iPad or iPhone

1. Touch the Settings icon on the iPad.
2. Scroll down the left column and select the Scopia app
3. Select the settings listed below:
 - a. ALLOW SCOPIA TO ACCESS
 - i. Microphone – Set to Yes
 - ii. Camera – Set to Yes
 - b. WHEN JOINING A MEETING
 - i. Mute Microphone – Set to Yes
(This setting will prevent feedback)
 - c. NOTIFY ME WHEN MY MICROPHONE IS
 - i. Muted upon joining
 - ii. Muted by Moderator
 - iii. Unmuted by Moderator
 - d. Once pre-requisites have been completed you can successfully join a Virtual Courtroom using the email invitation provided by NJ Judiciary staff.

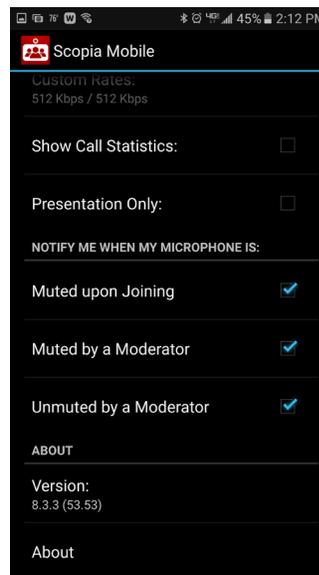
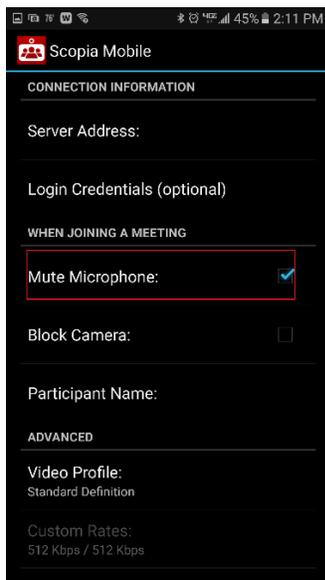


HOW TO CHECK AUDIO\VIDEO SETTINGS FOR ANDROID SAMSUNG PHONE

1. Open the Scopia app by tapping the Scopia icon in the Applications list. Tap the Settings icon in the top right corner of the app screen. (It looks like two gears.)



2. Select the settings listed below:
 - a. When Joining a Meeting – Mute Microphone
 - b. Notify Me When my Microphone is: Muted upon Joining, Muted by Moderator, and Unmuted by Moderator



3. Once pre-requisites have been completed you can successfully join a Virtual Courtroom using the email invitation provided by NJ Judiciary staff.

Join a Virtual Courtroom

1. Access the virtual courtroom meeting invitation from either your email Inbox or your calendar. Click on the link in the invitation 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.)

You may join the meeting up to 15 minutes prior to the meeting start time.

You have been invited to attend a SCOPIA Meeting. At the time of the meeting, please choose an access method described below:

Desktop / Mobile Link:
To CONNECT from your computer or mobile device click the following link:
<http://join.ucanytime.com/scopia/mt/njcourts?ID=96916098152922&autojoin>

CLIENT Installation:
Please INSTALL the SCOPIA client beforehand. To install the client click the following links:

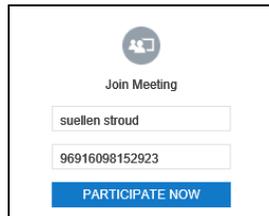
Windows PC Scopia Desktop Client Installation Files
<http://downloads.ucanytime.com/latest/ClientInst.exe> (Scopia Desktop Client)

Apple Mac OS Scopia Desktop Client Installation Files
<http://downloads.ucanytime.com/latest/ClientComponents.dmg> (Scopia Desktop Client)

H.323 dial-in:
To connect from any H.323 device (i.e. Polycom, LifeSize, Radvision, Tandberg/CISCO, etc.) dial:
159.54.57.11##96916098152922 or [96916098152922@159.54.57.11](tel:96916098152922@159.54.57.11)
Alternatively dial 159.54.57.11, then when prompted enter your meeting ID via DTMF tones (# sign brings up DTMF key pad on most systems)

Phone dial-in:
Dial: +1.888.238.5279 or +1.678.292.5021 or +1.202.552.1570 and at the voice prompt enter 96916098152922 followed by the # sign. If the meeting room is secured by an additional meeting PIN enter it when prompted followed by the # sign.
For more information and Guides go to:
www.njcourts.com/vc/internal

Note: If you do not have the meeting invite but you know the meeting room number, open the Scopia client, type your name, enter the meeting room number and click **Participate Now**.



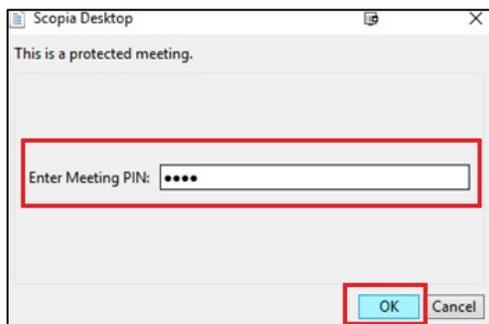
Join Meeting

suellen stroud

96916098152923

PARTICIPATE NOW

2. Once the Scopia client launches it will prompt you to enter the meeting PIN, which is provided by NJ Judiciary staff. Enter the **PIN** and click **OK**.



Scopia Desktop

This is a protected meeting.

Enter Meeting PIN:

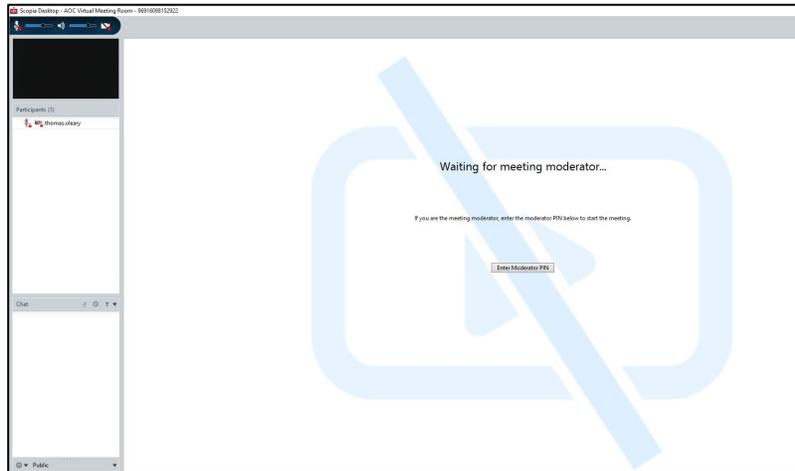
OK Cancel



You will now be connected to the meeting.

3. If the moderator has not yet joined the meeting you will be placed in the 'meeting lobby'. Once the moderator joins the meeting all participants will be able to communicate with each other.

Example of before Moderator joins meeting:



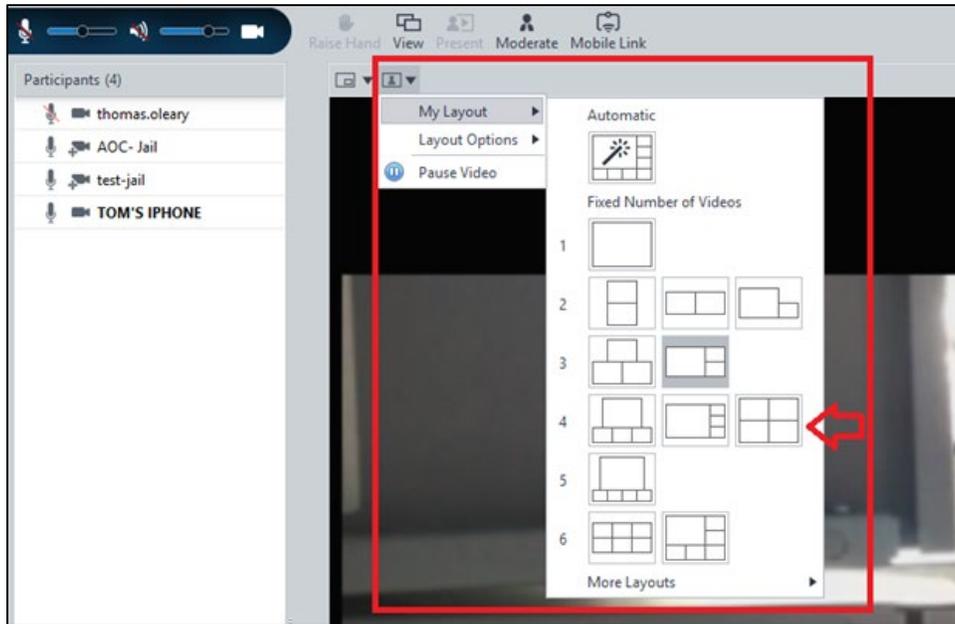
Example of after Moderator joins meeting:



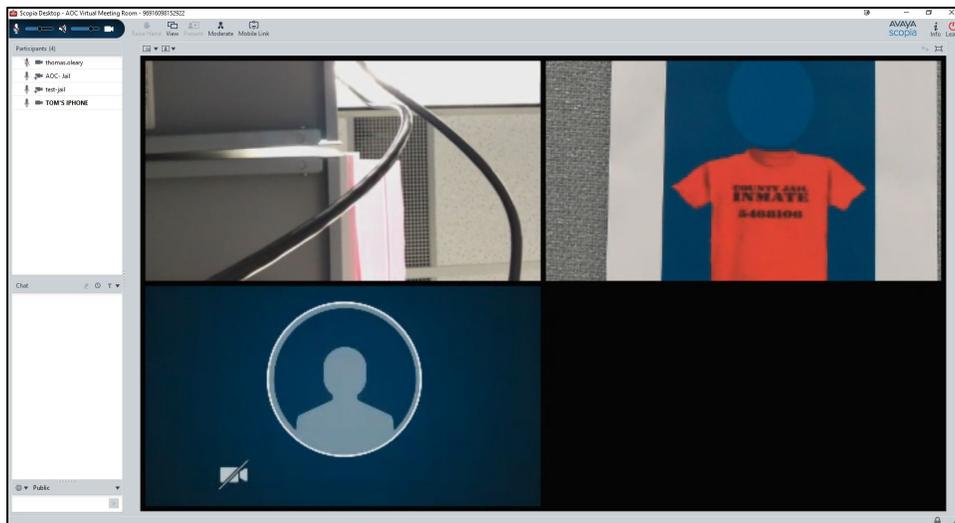
Participate in a Virtual Courtroom

Change the Video Feed Window Layout (Change Your View)

1. While in the Virtual Courtroom, click the person icon. The icon is located above the video feed window. Clicking the person icon box will cause a drop down menu to appear. Hover your mouse over **My Layout** and a sub-menu will open. By default, the view is set to Automatic. The Automatic Layout will auto adjust to the number of participants connected with video enabled. If you would prefer a different view, choose one of the options shown in the screen shot below.



2. If you select '**Fixed Number of Videos**' you can move participants to different windows by **dragging and dropping** participants with your mouse.



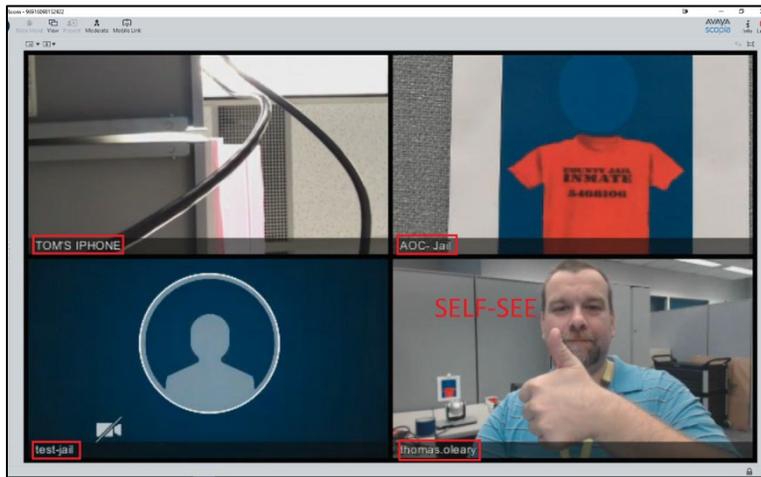
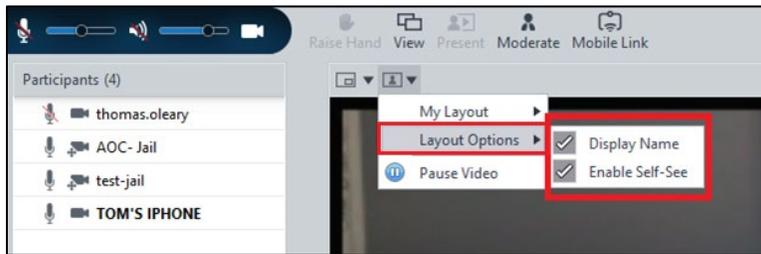
Note: Do not change your View using the View tab above the video feed window.

How to Enable Self-See and/or Display Names

While in the Virtual Courtroom, click the person icon. The icon is located above the video feed window. Clicking the person icon box will cause a drop-down menu to appear. Hover your mouse over Layout Options and a sub-menu will open. Click the box next to the **option you want to enable**.

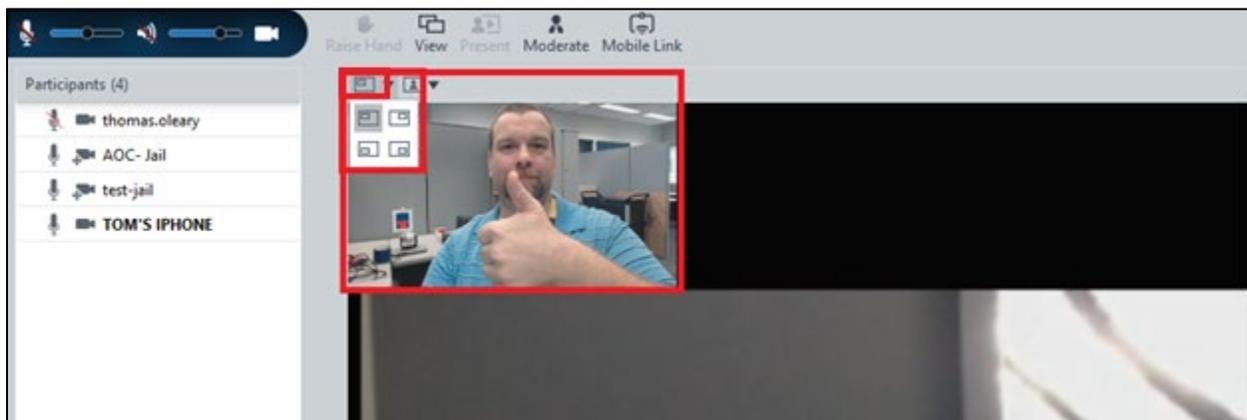
Display Name: Adds the participants' device names in the video window. Display Names are viewable to the public.

Enable Self-See: Adds the participant's self-image to the meeting layout



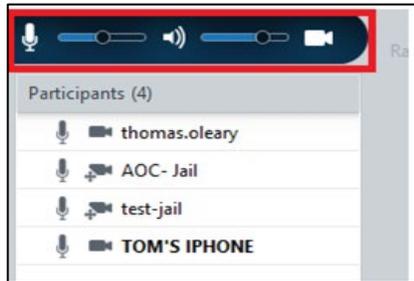
How to Enable Picture in Picture

Picture in Picture (PIP) is an overlay of your own view. Click the **PIP Icon** located on the upper gray area of the screen. The icon is a box within a box. You can choose which screen quadrant your picture will appear in. Depending on the layout, your picture can cover up a video feed from a participant. To avoid that situation, you may have to move the PIP box to another quadrant.

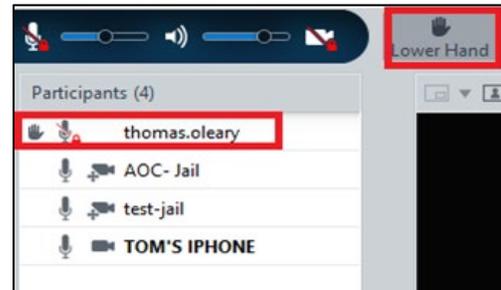
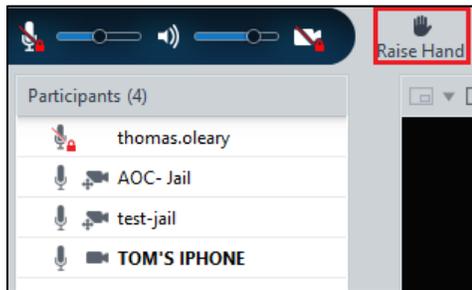


How to Mute, Block Video and Turn Off Speakers\Headphones

1. Located in the upper left corner of the screen, is the microphone icon, speaker icon and camera icon. Click the icon you wish to turn off or on. A red slash will appear through the icon that is off (or muted). If the moderator chooses one of these options, the red slash will have a lock on it



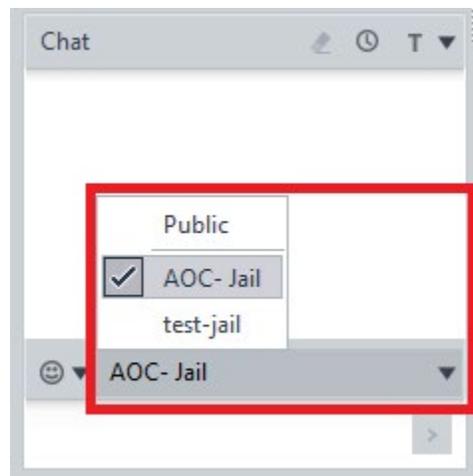
2. If the moderator mutes you, the Raise Hand icon will become **bold** and you will be unable to unmute yourself. If you wish to speak or ask a question, click on the Raised Hand icon to let the moderator know you wish to speak. A hand will appear next to your name in the participant window for the moderator's information.



How to Use Chat

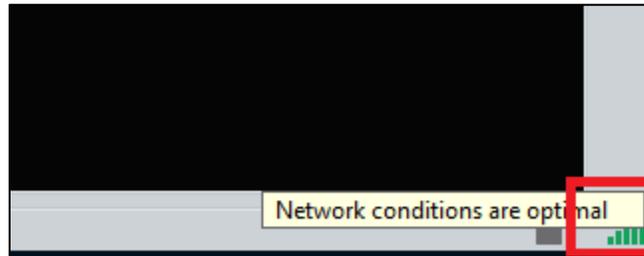
NOTE: This is only to be used for troubleshooting purposes. No sensitive information should be shared through Chat as it will be viewable via the public broadcast.

In the lower left corner of the screen, there is a chat window. (This window is not visible if the participant chooses 'Full Screen View'.) By clicking on the **wedge** on the right side of the window, a dropdown menu will list the participants you may contact through Chat. You can send a chat message to all participants in the Virtual Courtroom by choosing Public or to a specific participant by choosing that person's name.



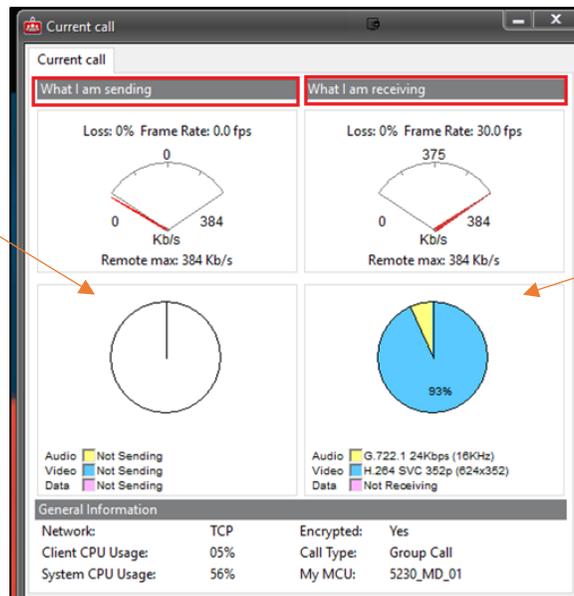
How a Participant Can Troubleshoot Network Problems

1. There are some simple tools built into the Scopia application that will check general network issues.
 - a. To check the network strength signal, click on the green bars in the lower right corner of the screen.



- b. A new window will open with network statistics. As shown in the screen below, the new window will have needles and gauges like a car. The needles should be pointed as right as possible for an optimal video experience.

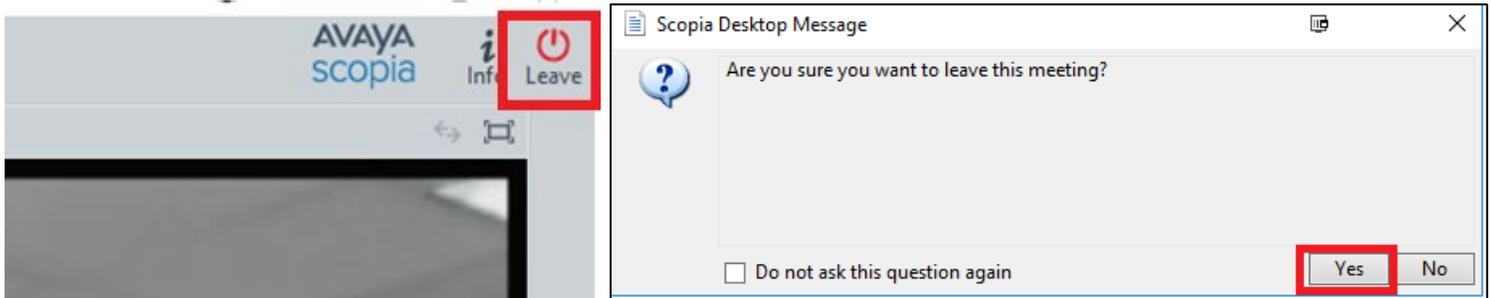
This shows I am not sending any video or audio. I need to call local county IT staff to troubleshoot the problem.



This shows I am receiving good video and audio.

Leaving a Virtual Courtroom

1. When court has concluded please leave the meeting by clicking on the Leave button at the top right corner of the screen. Click Yes when prompted.



Judiciary Hardware & Software Requirements – Scopia Desktop

- Hardware specifications:
 - PC Intel processor –3.X GHz or faster
 - PC AMD processors – 3.X GHz or faster
 - Mac with Intel processor – 3.X GHz or faster
 - 8GB 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 71 and later)
 - Internet Explorer (version 11 and later, PC)
 - Firefox (version 63 and later)
 - Safari (version 10 and later)

Important:

Internet Explorer must be installed on a PC when using the Scopia Desktop Client, regardless of what browser used.

The video resolution quality will be impacted by minimum hardware requirements for the Scopia Desktop Client

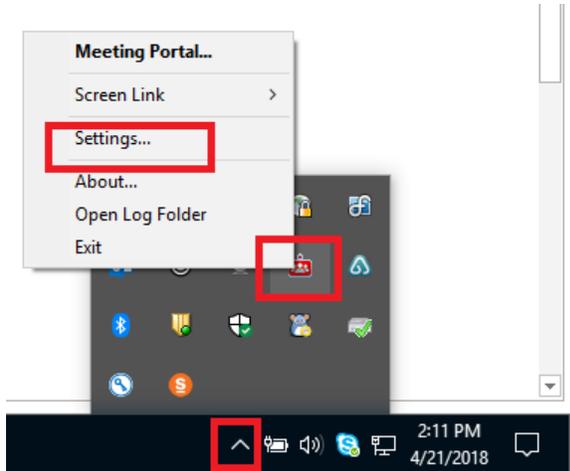
- Speakers or Headphones
- Webcam with **Microphone**
 - **OR integrated camera with microphone**
- Network:
 - 100 MBit NIC or higher
 - High speed broadband Internet access, hardwired strongly encouraged
 - Minimum of 5 Mbps upstream and 5 Mbps downstream
 - Speed Test sites
 - <http://openspeedtest.com/> OR <http://www.speedtest.net/>
 - Firewall Ports open
 - Inbound TCP: 80, 443, 7070, 5060, 55000 - 60000
 - Inbound UDP: 55000 - 60000
 - Outbound TCP: ANY
 - Outbound TCP: ANY

Important:

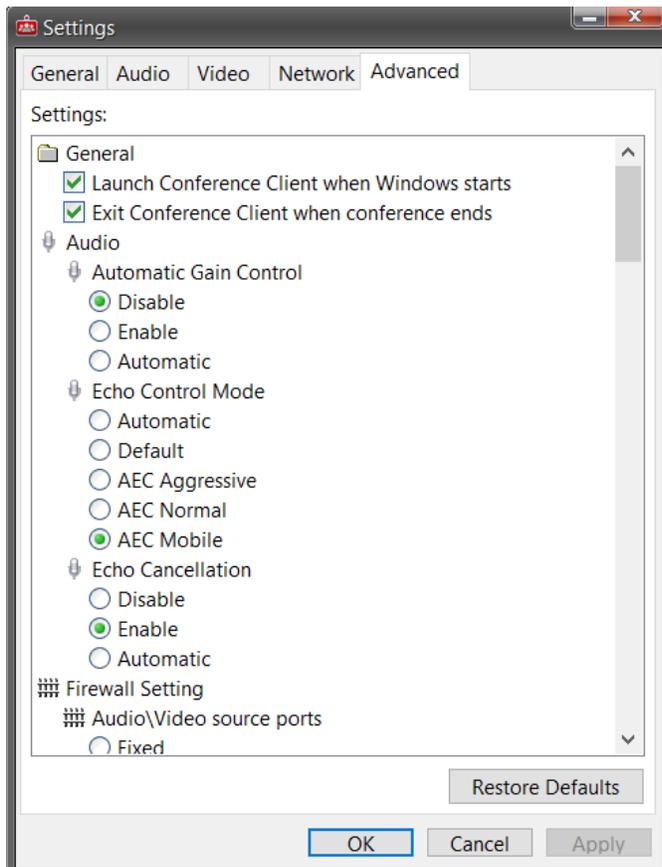
Internet Explorer must be installed on your Windows PC when using the Scopia® Desktop Client, even if you access the Virtual Courtroom with another web browser

Best Practice for Scopia

1. They can't be in a meeting.
2. The Scopia app must be running. The easiest way is to click the up arrow on the task bar(if necessary) and right-click the Scopia icon. Click Settings



3. Go to the advanced tab and make the check boxes and radial buttons look like below.



4. Join back into the meeting and test.

Downloads

DESKTOP

Windows PC Scopia Desktop Client Installation Files

<http://downloads.ucanytime.com/latest/ClientInst.exe> (Scopia Desktop Client)

Apple Mac OS Scopia Desktop Client Installation Files

<http://downloads.ucanytime.com/latest/ClientComponents.dmg> (Scopia Desktop Client)

MOBILE

Avaya Scopia Mobile - Android Apps on Google Play

<https://play.google.com/store/apps/details?id=com.radvision.ctm.android.client&hl=en>

Avaya Scopia Mobile on the App Store - iTunes - Apple

<https://itunes.apple.com/us/app/avaya-scopia-mobile/id465577031?mt=8>

TEST ROOM

NJ Courts Test Connection Room

<http://join.ucanytime.com/scopia/mt/njcourts?!D=96916098152923&autojoin>