

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

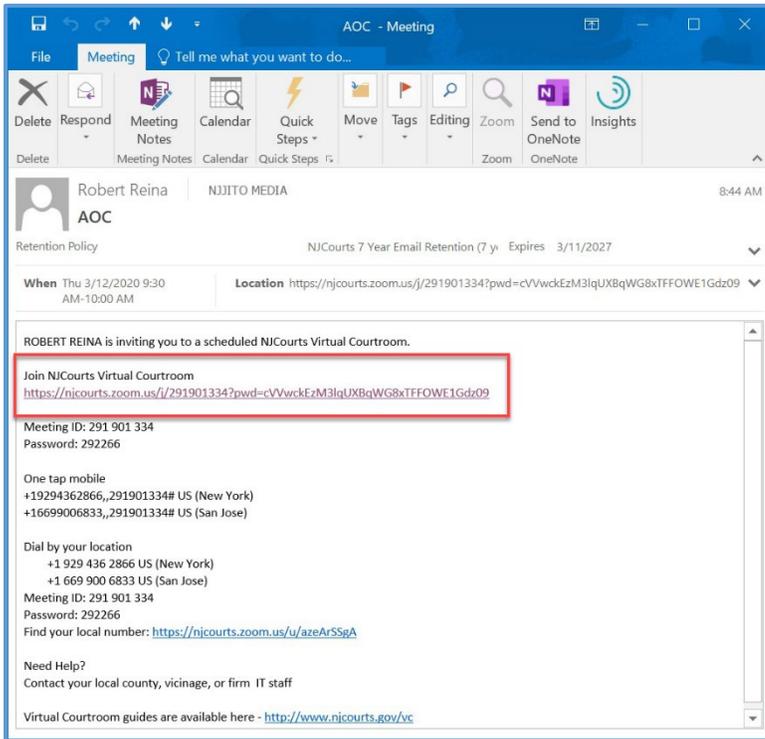
You will need a virtual courtroom invitation and associated meeting PIN to join the meeting.

Zoom Breakout Rooms – Appendix D

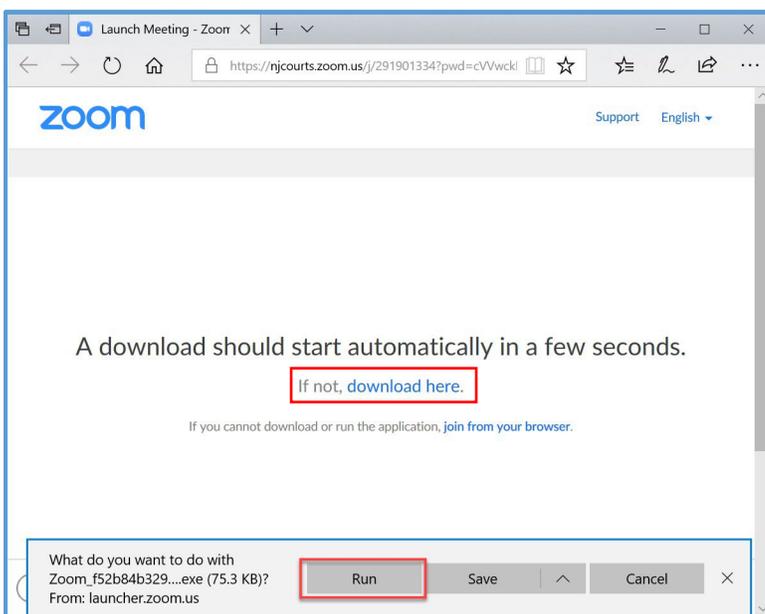
Join a Zoom Virtual Courtroom

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.)

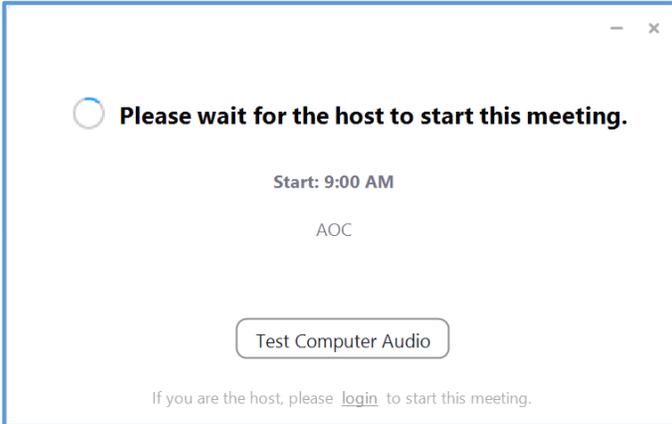


Selecting the link will open an internet browser and prompt you to Run/Save the Zoom Client
When prompted select Run

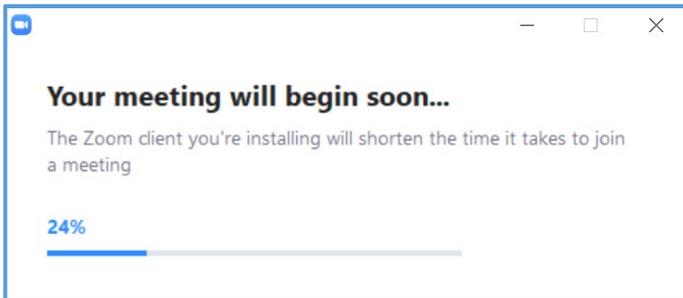


If you do not see the Run button, select 'download here' to install the Client.

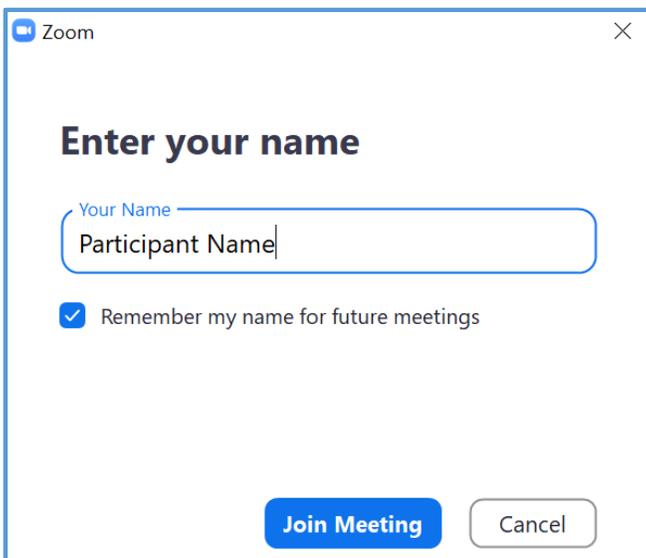
A Moderator must join and start the meeting in order to allow all participants.



Once the moderator joins the meeting you will see a notification

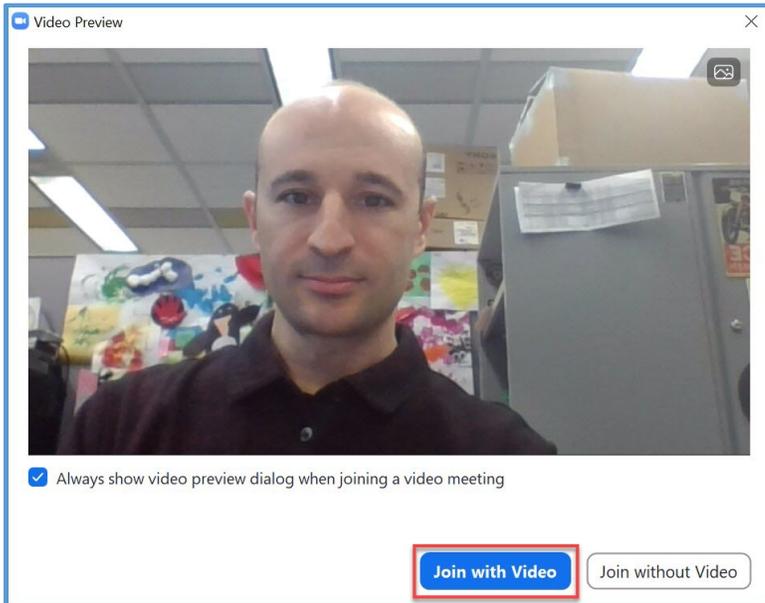


When prompted enter your name

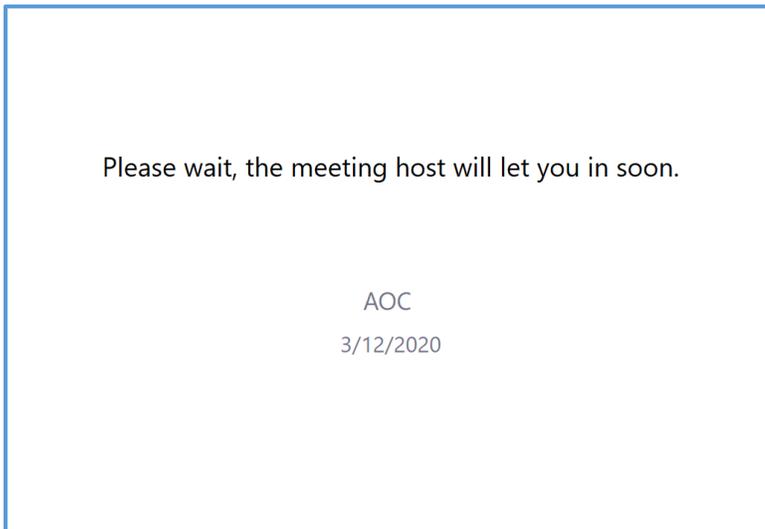


You will see a video preview of your camera.

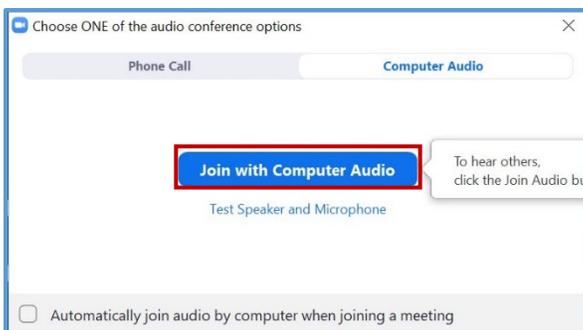
If you do not see an image you will have to troubleshoot your equipment.



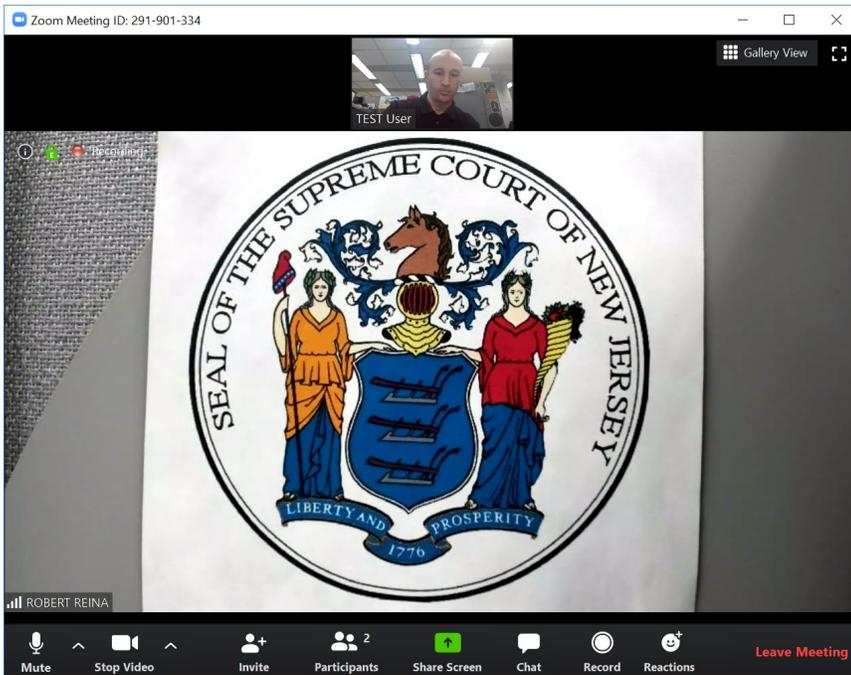
The Moderator will need to let you into the meeting



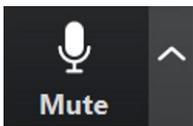
Once admitted to the meeting select the Join with Computer Audio button



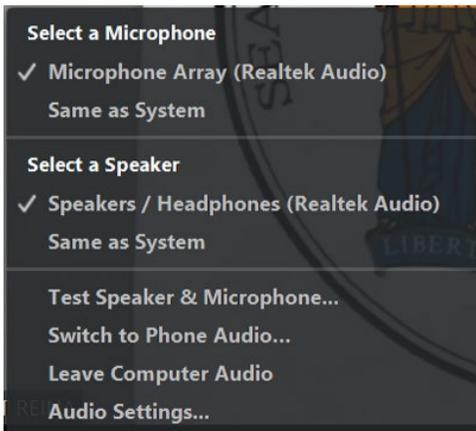
Once connected you will see your camera atop the other participants in the meeting



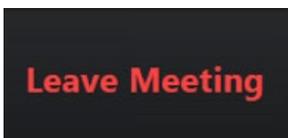
Microphone and Speaker Adjustment



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



Leave a meeting



Leave meeting icon will end the current meeting

Appendix A

Judiciary Hardware & Software Requirements – Scopia Desktop

- 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 70 and later)
 - Internet Explorer (version 11 and later, PC)
 - Firefox (version 63 and later)
 - Safari (version 10 and later)

Important:

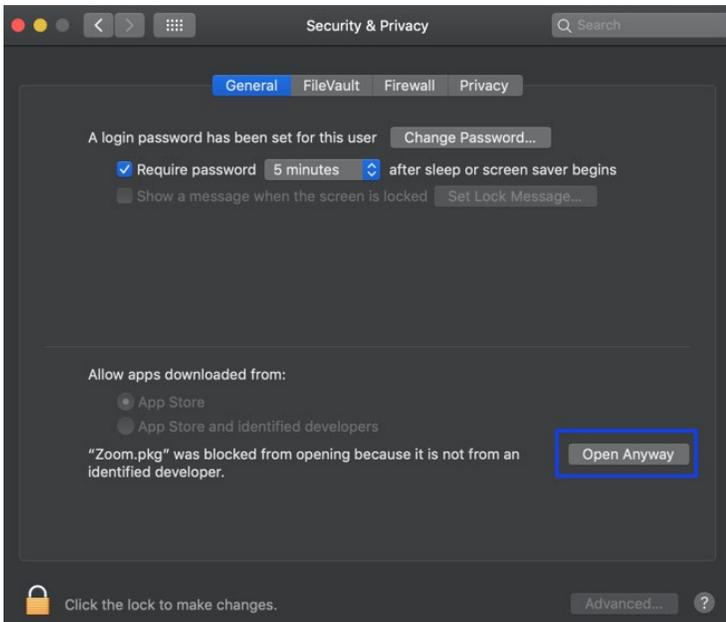
Internet Explorer must be installed on a PC when using the Scopia Desktop Client, regardless of what browser used.

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

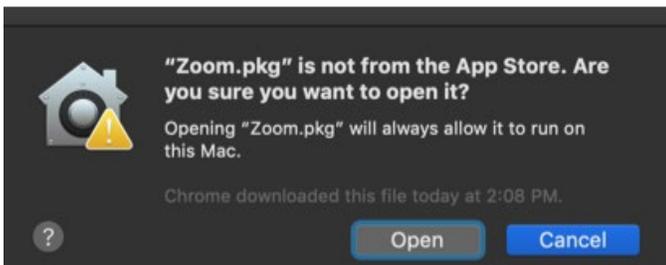
- Speakers or Headphones
- Webcam with **Microphone**
 - **OR integrated camera with microphone)**
- Network:
 - 100 MBit NIC or higher
 - High speed broadband Internet access, hardwired strongly encouraged
 - Minimum of 5 Mbps upstream and 5 Mbps downstream
 - Speed Test sites
 - <http://openspeedtest.com/>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

Appendix B

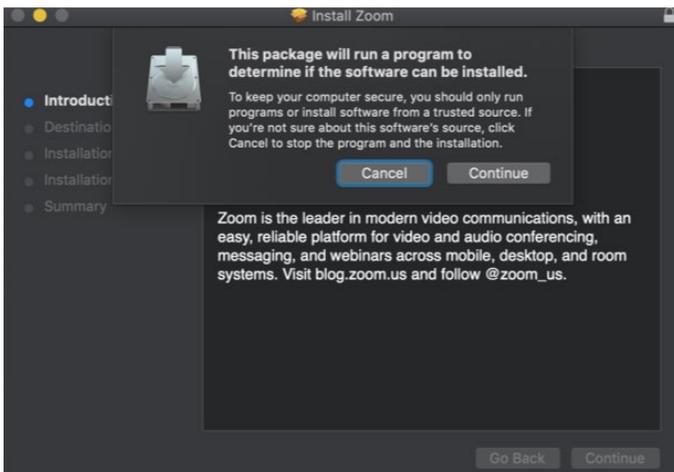
Your Mac settings are not likely to allow you to install the app because it's not from the App Store. To allow installing Zoom for Mac, go System Preferences > Security & Privacy. From there, click Open Anyway in the general section.



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

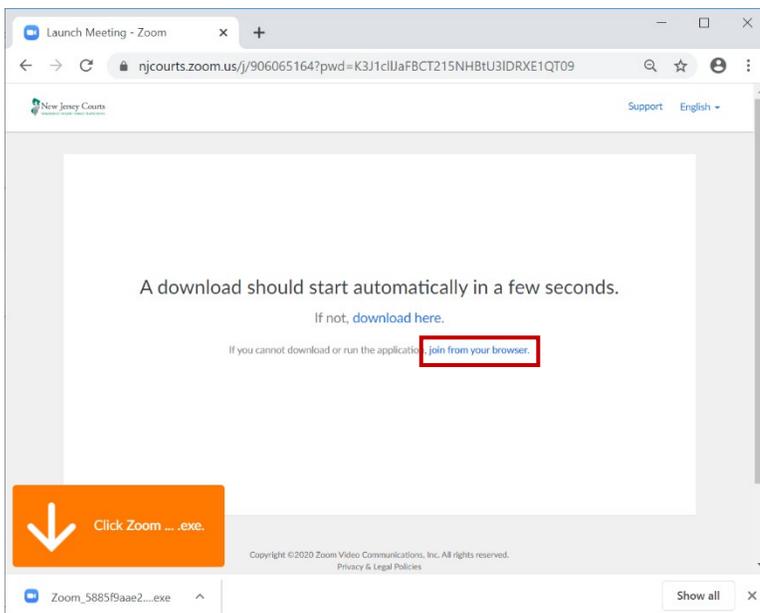
<https://njcourts.zoom.us/j/877749455?pwd=RnMvcE1ZSGpaOG9Fck9BQk9paEQwQT09>

Meeting ID: 877 749 455

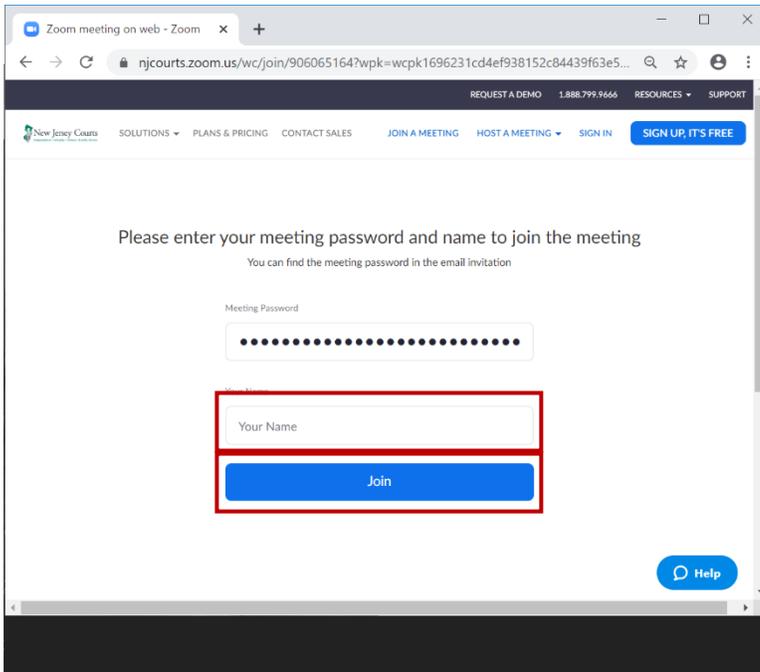
Password: 975102

Ignore the download attempt to install the Zoom application.

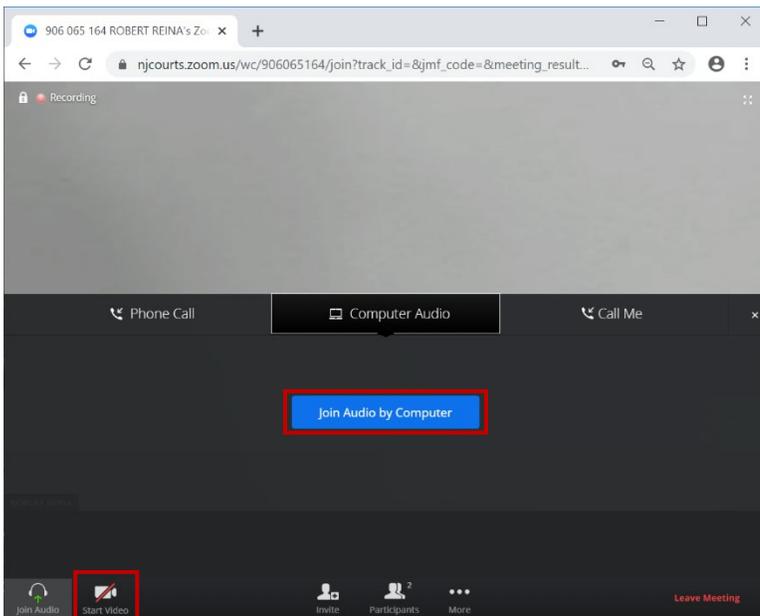
Select the **Join from your browser** link



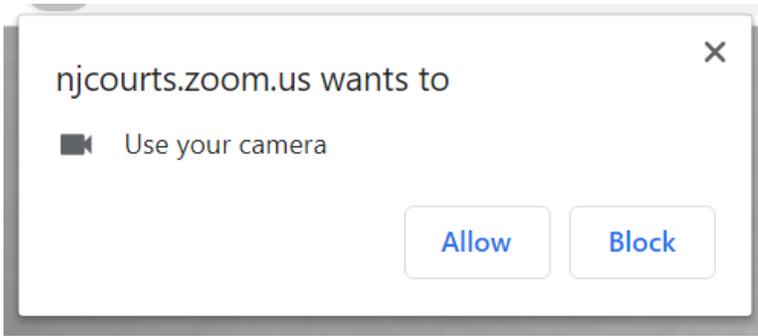
Enter your name then select the **Join** button



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



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

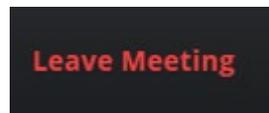


You have now successfully joined the meeting and will be visible in the top right window

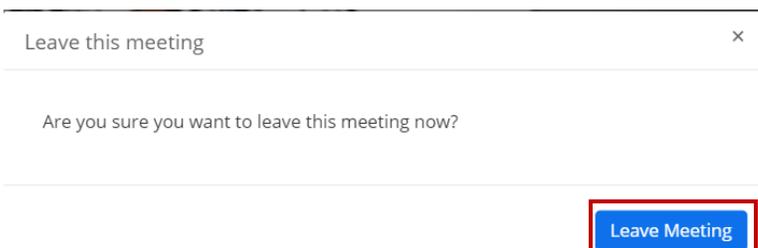


You can adjust microphone and camera settings if necessary (if multiple camera/mic devices are attached)

Select the Leave Meeting button to end the meeting

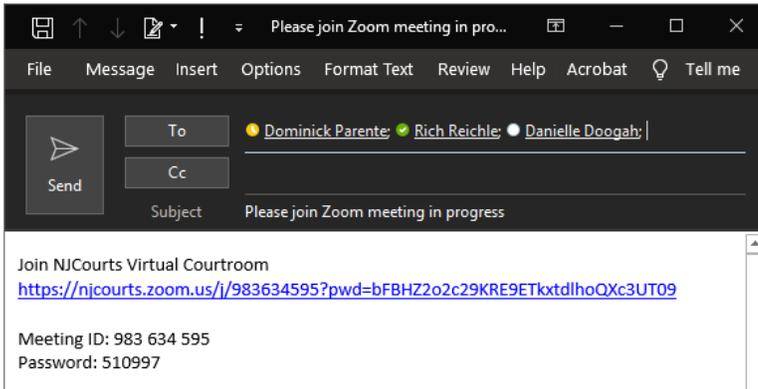


Verify by selecting the Leave Meeting button again to end the meeting



Zoom Breakout Rooms (Appendix D)

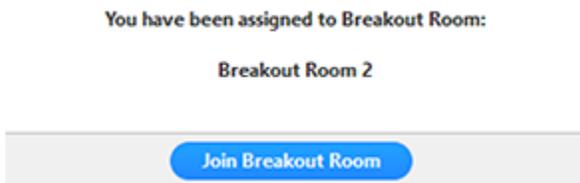
Join a Zoom meeting with participants required by selecting the invitation link



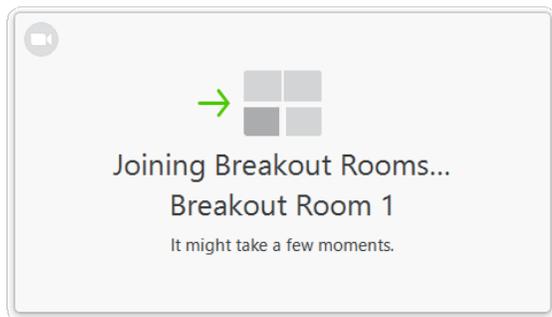
Breakout Room – In Progress screen allows you to **Join, leave, rejoin**

Joining a Breakout Room

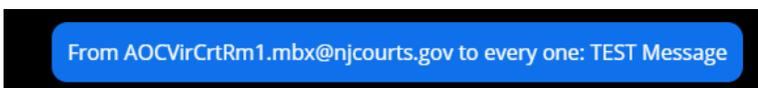
Click Join “Breakout Room”



When Joining the breakout room, a prompt will display

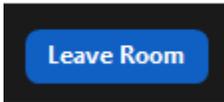


A message may appear from the Host

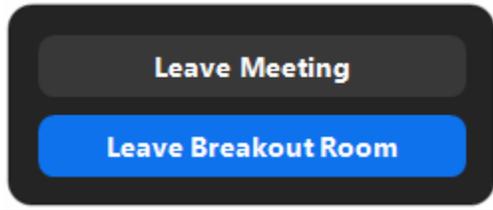


Leaving Breakout Room to return to Main Session

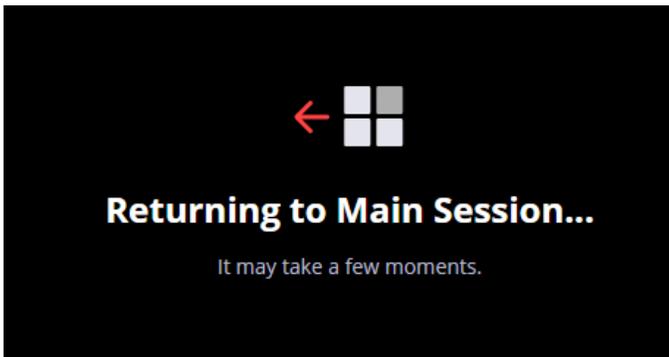
Once in the breakout room you can leave manually or via the Host closing the room



Select the Return to Main Screen button

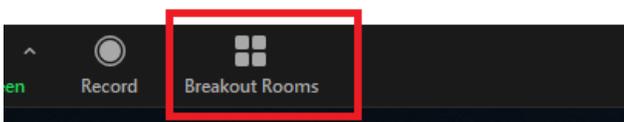
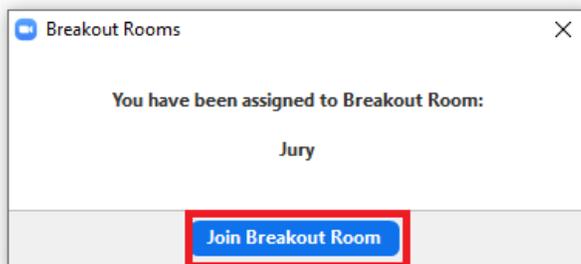


A prompt will verify you are returning to the main session



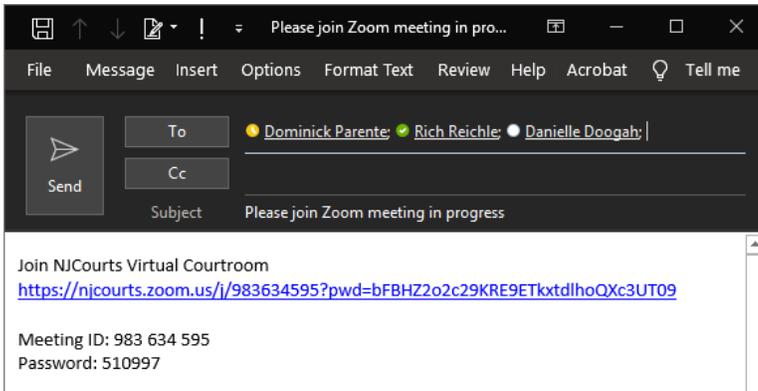
To Rejoin a Breakout Room

Click "Breakout Rooms" then "Join Breakout Room"



Join from a web browser

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



You will join through the web browser

