

REMOTE HEARING INSTRUCTIONS

Prior to your assigned hearing date and time, you will need to either click on one of the direct links listed below if using a computer or install the Zoom Application from the Google Play Store on Android devices or from the Apps Store on iOS devices.

Department 1 – Judge Hoo: 9552425870

Direct Link: <https://us06web.zoom.us/my/nlvjcdept1>

Department 2 – Judge Tyrrell: 9552425871

Direct Link: <https://us06web.zoom.us/my/nlvjcdept2>

Department 3 – Judge Harris: 9552425872

Direct Link: <https://us06web.zoom.us/my/nlvjcdept3>

On your computer:

Tap on “Launch Meeting”.

In the “Video Preview” window select the button marked “Always show video dialog when joining”.

Tap “Join”.

You will now be placed in the “Waiting Room” and a notification will be sent to the host to allow you to join the Zoom meeting.

Once you have joined the meeting, a “Choose ONE of the audio conference options” window will appear.

Please select “Join with Computer Audio” and check the box at the bottom “Automatically join audio by computer when joining”.

You are now a participant in the Zoom meeting.

Be sure to mute your Microphone upon entering the room until your name is called, the user controls will be located on the bottom of your meeting window.

On your phone App:

Tap on “Join A Meeting”.

Type in your Department’s meeting ID in the “Meeting ID” field.

Type in your name in the “Enter your name” field.

Tap “Join”.

In the “Video Preview” window select the button marked “Always show video dialog when joining”.

Tap “Join”.

You will now be placed in the “Waiting Room” and a notification will be sent to the host to allow you to join the Meeting.

Once you have joined the meeting, a “To hear others please join audio” window will appear.

Please select the option “Wifi or Cellular Data” on your device.

You are now a participant in the Zoom meeting.

Be sure to mute your Microphone upon entering the room until your name is called and to access the user controls, tap the bottom of your screen.