



# GUIDE TO VIRTUAL COURTROOM ACCESS



## MOBILE SYSTEMS



**OPTION A:** Weblink for both Video and Audio – requires fast/reliable internet.

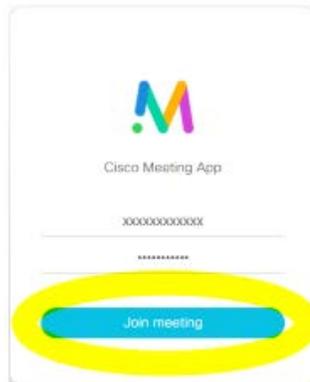
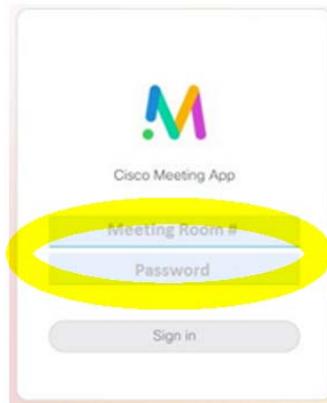
**STEP 1:** Open Chrome, Safari or Firefox on your video capable device. *Virtual Courtrooms are not compatible with Microsoft Edge or Internet Explorer.* Visit <https://join.uc.uscourts.gov/>

### COURTROOM 1

**STEP 2:** Enter Meeting Room #: \_\_\_\_\_  
Enter Passcode: \_\_\_\_\_  
Click “Join Meeting”

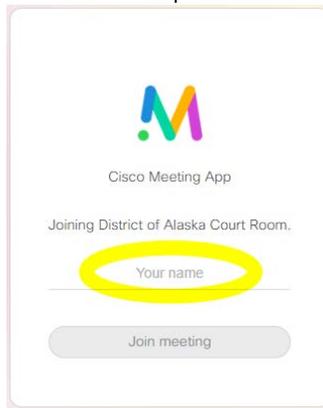
### COURTROOM 2

Enter Meeting Room #: \_\_\_\_\_  
Enter Passcode: \_\_\_\_\_  
Click “Join Meeting”

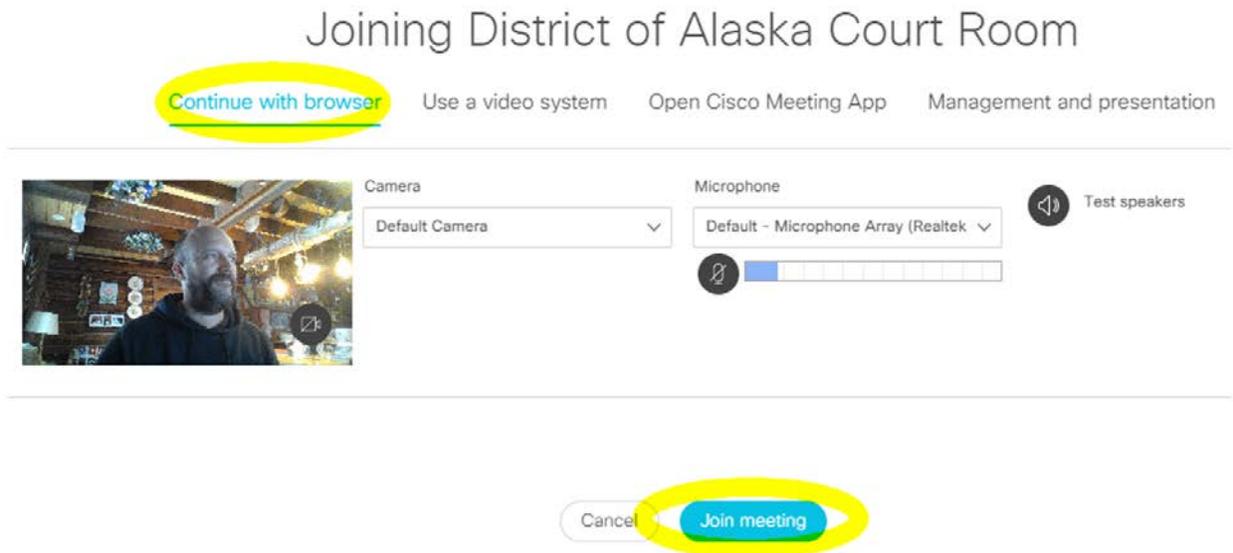


**STEP 3:** Enter your full name (First and Last)  
Click “Join Meeting”

Enter your full name (First and Last)  
Click “Join Meeting”



**STEP 4:** Verify your camera and microphone are operational. Video will appear on your screen. A visual meter below the microphone indicates it is working. Confirm "Continue with Browser" is selected. Click “Join Meeting”



## OPTION B: Weblink for Video and Telephone Audio

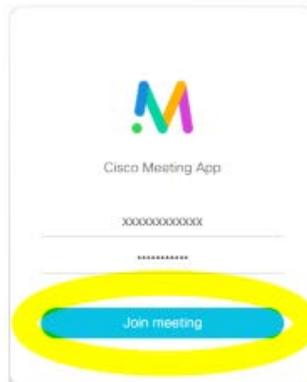
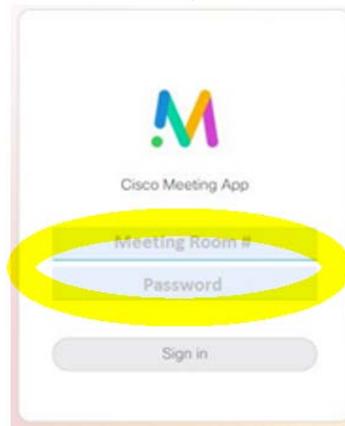
**STEP 1:** Open Chrome, Safari or Firefox on your video capable device. *Virtual Courtrooms are not compatible with Microsoft Edge or Internet Explorer.* Visit <https://join.uc.uscourts.gov/>

### COURTROOM 1

**STEP 2:** Enter Meeting Room #: \_\_\_\_\_  
Enter Passcode: \_\_\_\_\_  
Click “Join Meeting”

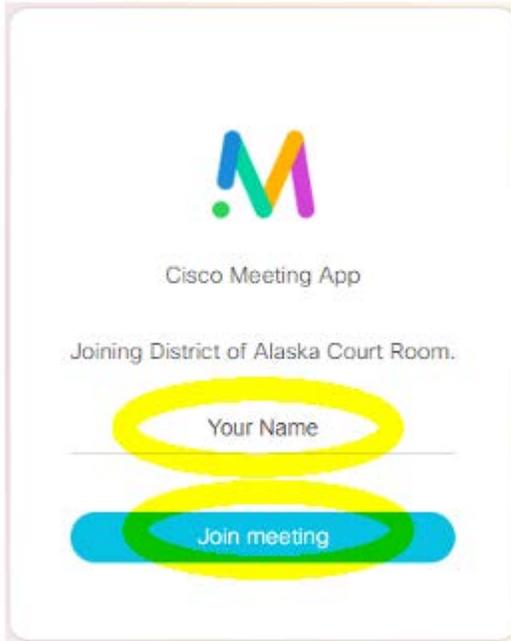
### COURTROOM 2

Enter Meeting Room #: \_\_\_\_\_  
Enter Passcode: \_\_\_\_\_  
Click “Join Meeting”



**STEP 3:** Enter your full name (First and Last)  
Click “Join Meeting”

Enter your full name (First and Last)  
Click “Join Meeting”



Once connected, turn the video device volume completely down and mute the microphone. **Note: To avoid echo when using both a video capable device and a telephone line you MUST turn down the device audio and mute the microphone.**

**STEP 4:** Dial 571-353-2300, then enter the code for your Courtroom:

Courtroom 1, enter \_\_\_\_\_ # Enter PIN: \_\_\_\_\_ #  
Courtroom 2, enter \_\_\_\_\_ # Enter PIN: \_\_\_\_\_ #

You will join the meeting. Mute the microphone on your phone unless you are actively speaking.

## OPTION C: Telephone Audio Only

**STEP 1:** Dial 571-353-2300, then select your correct Courtroom:

Courtroom 1, enter \_\_\_\_\_ # Enter PIN: \_\_\_\_\_ #

Courtroom 2, enter \_\_\_\_\_ # Enter PIN: \_\_\_\_\_ #

You will join the meeting. Mute the microphone on your phone unless you are actively speaking.



## OPTION D: Public Listen Only

**STEP 1:** Members of the public may listen in on toll-free one-way audio. First select correct courtroom, then dial the number and access code:

**Courtroom 1:** Toll Free: 888-808-6929, Access Code: 8223146#  
Alternate: 213-787-0529, Access Code: 8223146#

**Courtroom 2:** Toll Free: 877-848-7030, Access Code: 4964012#  
Alternate: 404-443-2170, Access Code: 4964012#



# MANAGING MOBILE SYSTEMS



## Muting your microphone or camera

**STEP 1:** Click the microphone control at the bottom of the screen and confirm your mic icon is red. When you wish to speak, just click the icon so it appears gray.

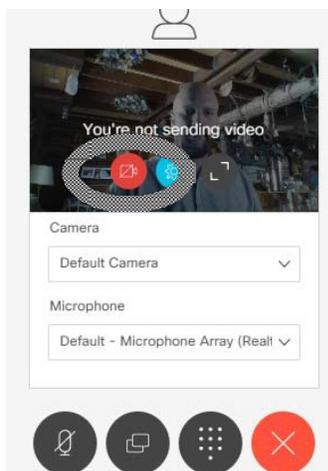


Microphone is unmuted



Microphone is muted

**STEP 2:** If you wish to mute your video camera, hover over the video feed of yourself. Click the Camera icon to change status.



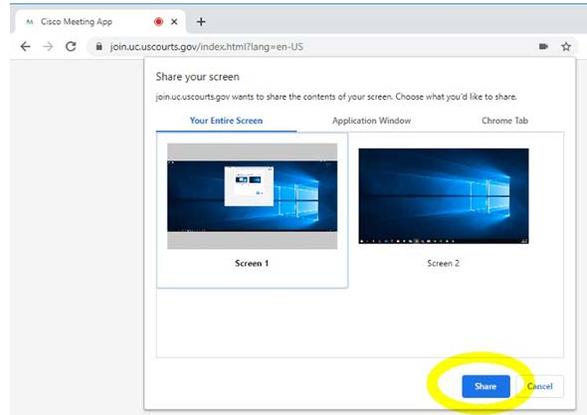
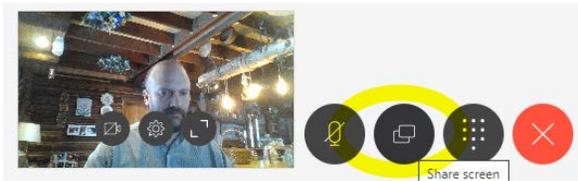
Camera is enabled



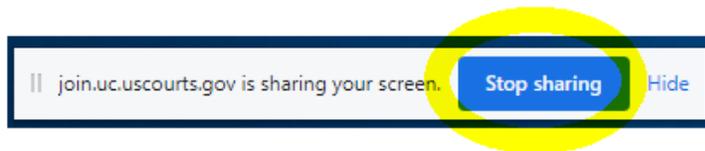
Camera is disabled

# Sharing your screen

**STEP 1:** If you wish to share your laptop or computer screen, select the Share screen button at the bottom of the screen. For multi-screen systems - Select the screen to share. Click "Share".

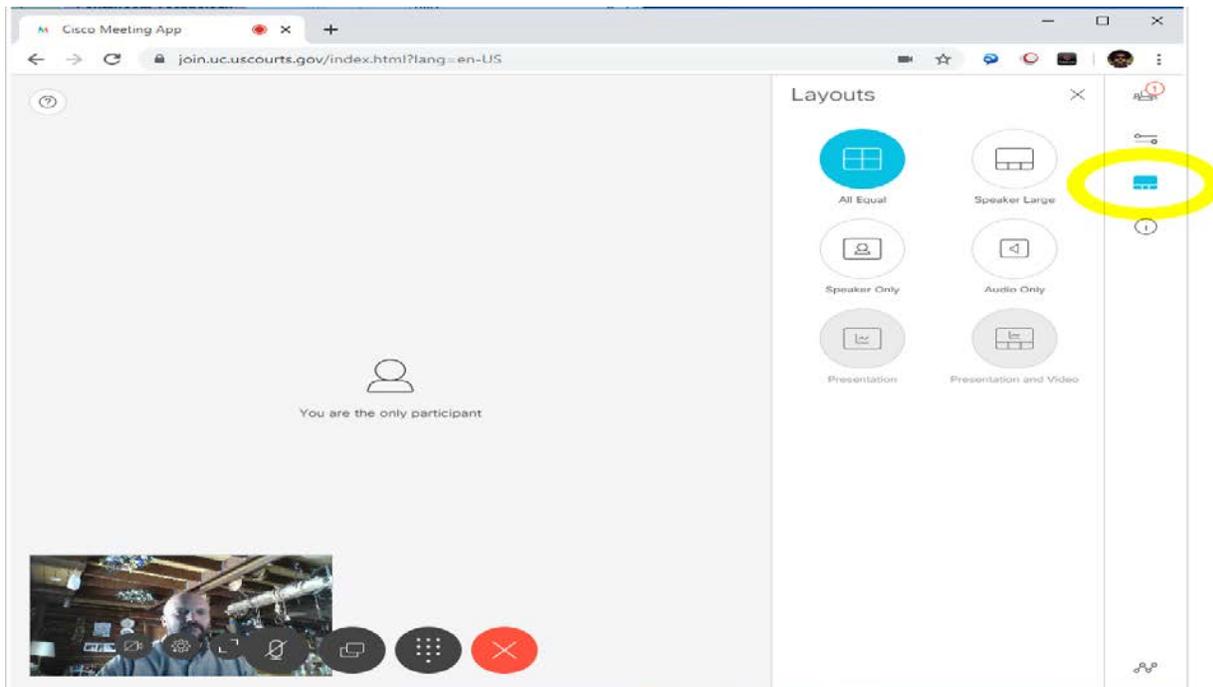


**STEP 2:** To stop sharing, click "Stop Sharing" at the bottom of your screen.



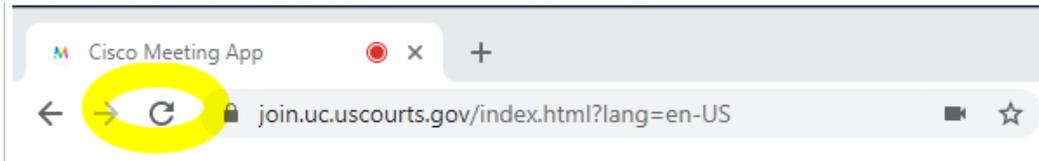
# Adjusting screen layout

**STEP 1:** To adjust the screen layout, select the “Layout” option on the right side of the screen. Select the preferred screen layout. Note: “presentation” modes will not be available until a screen is shared.

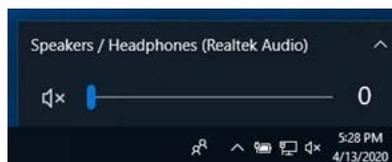


# Troubleshooting and tips

**REFRESH YOUR BROWSER:** If you experience issues with the web audio or web video, please first refresh your browser by clicking the “refresh” symbol on your device.



**AVOIDING ECHO:** Important notice to avoiding echo! If you will be calling in to court with a separate phone line, please be sure to turn the volume all the way down on your video capable device, i.e. laptop, tablet, etc. **and** mute your microphone in the virtual courtroom.



Microphone is muted

**COMPATIBILITY:** Virtual Courtrooms are compatible with Chrome, Safari, and FireFox on Windows 10 and Apple iPad/iPhone. *Virtual Courtrooms are not compatible with Microsoft Edge or Internet Explorer*

**CANNOT JOIN MEETING:** If the weblink does not work or a message appears indicating you cannot join please refer to compatible browser list and try the link again. You may be required to refresh a couple times.

**VIDEO FREEZES:** Refresh browser if video freezes (this will temporarily disconnect you to video and audio)

**SPEAKERS OR MICROPHONE STOP:** Refresh browser if web-based audio stops (this will temporarily disconnect you to video and audio)

**CHOPPY VIDEO OR INTERRUPTED AUDIO:** To support slow Internet connections and for reliable voice connect using option B. Web Link Video and Phone. Contact your Internet service provider to ensure you have a high-speed Internet connection.

**AVOID INTERRUPTING THE COURT:** Mute your microphone and video camera if you are not required to be seen or heard (i.e. Courtroom Deputy, Court Reporter, IT Staff)

**CAMERA STILL DOES NOT WORK:** To avoid conflicts with resources close all other communications products (Skype, Zoom, other apps that use mics and video cameras)