



Prospective Jurors Preparing to Participate in a Zoom Video Conference with Mohave County Superior Court Jury Duty

Prospective Jurors wanting to participate in a Zoom video conference with the court, please follow the guidance below, as adequate preparation and testing of the system will help ensure a good experience for everyone involved.

What Equipment do I need to participate in a Zoom Conference?

- PC, Laptop, Phone or Tablet
- An internet connection - broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone - built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Zoom Supported operating systems *See full list below

zoom meetings



Zoom Supported Operating Systems

- Windows 10 ***Note:** For devices running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- Windows 8 or 8.1
- Windows 7
- Windows Vista with SP1 or later
- Windows XP with SP3 or later
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64-bit only)

Supported tablet and mobile devices

- Surface PRO 2 or higher running Win 8.1 or higher
***Note:** For tablets running Windows 10, they must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.
- iOS and Android devices
- Blackberry devices



Supported browsers



- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

Recommended Bandwidth requirements

- 1080p HD high quality video requires 3.0 Mbps (up/down)
- Please test your internet speed before committing to appear remotely. Your download speed should be at least 1mb. To test your connection please visit [Google.com](https://www.google.com/speed/internet-speed-test) and type in “Internet speed test” and then click on Run Speed Test. Please note, we will be completing this same test during the certification process therefore, if your internet speed is less than 1mb you will be requested to appear in person for Jury Selection.

To Download and Install Zoom

Install the latest Zoom Client for Meetings at <https://zoom.us/download>. Although Zoom can be used in a browser only, it is very limited. The full Zoom client is required for best functionality and best experience with the system.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#)

Version 5.0.2 (24046.0510)

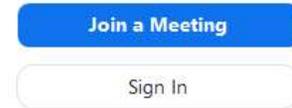
Always keep your software up to date! The Zoom Client automatically update itself upon launching the software, but you can also update it manually.

Once the Zoom Client has been installed



Click on the **Zoom Icon** to open the application.

Click on **“Join a Meeting”**



Type in the **meeting ID** provided to you by the Court. *Prospective Jurors will receive login information directly from the court. **Login information is not public and must not be shared with anyone other than direct participants in the court proceeding.**

Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Type in your **full name**

Click on **Join**

Enter in the **meeting password** provided to you by the Court

Click on **“Join with Video”**

It is recommended that you test your speaker and microphone prior to joining each call. To complete this test, please click on **“Test Speaker and Microphone”** link and follow the prompts.

Once test has been completed, click on **“Join with Computer Audio”**

You are now in the Zoom session, please ensure your **microphone and video are enabled**

If the video and audio are **disabled**, these two icons will have a red line through them. NOTE, when you join the session you will be muted by default and will not have the ability to unmute your microphone once the Jury Selection process begins.



If you are asked to enable or disable you microphone or camera you will simply click on the microphone or video camera to toggle the setting or use the key sequence **Alt A** to toggle between **mute and unmute**. If you are having difficulty or your session contains back ground noise the Jury Clerk or Judge will mute your microphone for you.

At this point you will be connected; however, you will be placed into a waiting room. While in the waiting room you will not be able to see or hear anyone until you are admitted by the host.

During the Jury selection process, you may be asked to raise your hand. To do this you will use the remote function called "Raise Hand". When enabled, it simply puts a little hand icon beside your username and lets the Judge know you have a question, input, or otherwise need some attention when possible. When ready the Judge / Jury Clerk will acknowledge your hand and unmute your microphone so you can ask your question.

Before Every Court Session using Zoom

- Connect your device to power.
- Make sure your internet connection is good
- Test your video.
- Test your audio.
- Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.)
- Ensure the space you are using is free of outside disruptions

Tips for Successful Virtual Court Proceedings

- Mute your phone, and mute all sounds from all other applications (email notifications, chat messaging, etc.).
- Avoid using battery power only (laptops, etc.). Plug into a good power source while in a Zoom meeting.
- Using a good quality headset (headphones with mic) will often help ensure you can be heard, and can hear others with maximum quality.
- Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
- Avoid distracting real or virtual backgrounds. Choose a solid neutral wall if possible.
- Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, at eye level.
- Check the lighting. Light from a window behind you might blind the camera, making the image look dark. Light above you in the center of a room might also cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also be aware that your monitor casts light that can make you look blue.
- When speaking, remember to look directly at the webcam, not at the screen.
- Dress in a soft solid color (like a black robe for judges). If a tie is worn, use a solid tie rather than one with a pattern.
- Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and networking.
- Test your connection and setup with Zoom by testing your connection with a test go to <https://zoom.us/test>

Important: Any recording of a court proceeding held by video or teleconference, including “screen-shots” or other visual copying of a hearing, is absolutely prohibited.

Additional Settings

Zoom has a lot of settings, and as the system updates, certain aspects or features may change. Below are a few settings recommended by the court to improve your video conference.

- General: Ask me to confirm when I leave a meeting: **ON** (Helps prevent unintended departures)
- Video: Enable HD: **OFF** (Helps prevent poor video performance, and usually looks just as good as HD)
- Video: Always display participant names on their video: **ON**
- Video: Always show video preview dialog when joining a video meeting: **ON** (Final check before your video displays to others)