

Michigan Supreme Court Courts Video Project

Zoom Basics For Court Use
March 20, 2020

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Zoom Basics For Court Use

Session Outline

- Zoom Licenses
- Traditional Polycom Calls
- Common Zoom Use Cases for Courts
- Zoom Court Proceedings Invites
- Connecting to a Zoom Personal Meeting Room (PMR)

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Zoom Basics For Court Use

Zoom Licenses

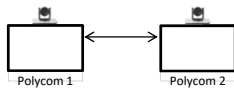
- **Who does the Michigan Supreme Court provide Zoom licenses to?**
Seated circuit, district, and probate judges
- **Is the Michigan Supreme Court providing Zoom licenses for court administrators, Magistrates or Referees?** No
- **Can the judges share their Zoom virtual court room?** Yes
- **Is there a charge to the local court?** No
- **How do I receive my license from the Michigan Supreme Court?**
Email Jim Ewing with the judge’s full name, court, municipality, and provide an email to be used as the Zoom id.
- **How long does it take to activate my license?** Activation emails are currently being sent out within 48 hours. The user then activates the account through the link in their email.

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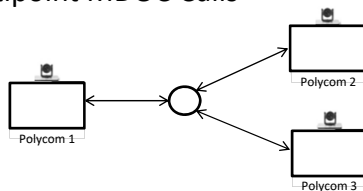
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Traditional Polycom Calls – Keep Doing These!

- Point to Point Calls** (Court Direct Dial to Local Jail, MDOC, or MSP Forensic Lab)



- Multipoint MDOC Calls**



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Zoom Use Cases For Courts

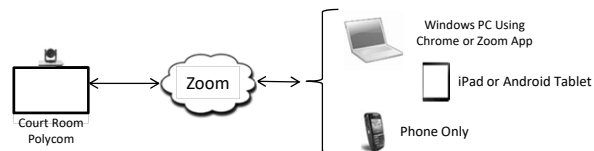
- **What can the Zoom cloud meeting room be used for?** Zoom provides a virtual meeting space that can be used for various court related interactions.
- **Who can connect?** Judges, Inmates, Public Defenders, Attorneys, Witnesses, etc. Anyone the who is invited to the court proceeding or meeting.
- **What types of systems / devices can connect?** Court room Polycom, Jail Polycom, Windows laptops and PCs, Apple and Android devices, and desk phones (audio only).

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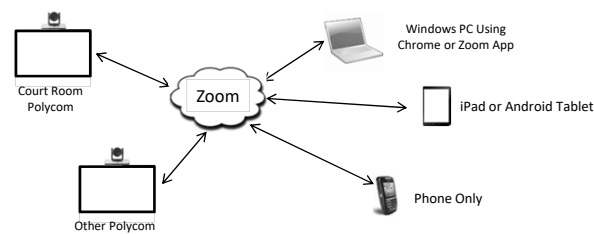
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Zoom Use Cases for Courts - cont.

Point to Point Remote Party Calls



Multipoint (Multiparty) Calls



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Court Related Technical Questions

- **How many parties can participate in a call in the virtual court room call?** Up to 200 parties. We recommend 4 or 5 for call management purposes.
- **Does the local court need to make Polycom or IT changes to use Zoom?** No.
- **Will the court room recording system record a Zoom Virtual Court Room proceeding?** Yes. If the court room Polycom is part of the call the court room recording system will record in the same manner as it would for making a point to point Polycom call

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Zoom Conferencing/Court Technology Update

Zoom Court Proceeding Invites

- Use Zoom Personal Meeting Room (PMR) ID
 - Provides the same Zoom Meeting Room ID for every call
 - Makes it so the Polycom dialing string is the same every time
 - Simple approach avoids need to log into Zoom to schedule calls.
 - Always available for easy invitations
- Email or use the local court calendar (e.g. Outlook, Google, Yahoo) to send out invites
 - Familiar approach using known method
 - Simple copy into the invite of a 1 time customized local court invite for each proceeding

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Local Court Policy

- The call is a court proceeding and an extension of the court room
- The judge has power over the proceeding and participants as if they were present in the court room
- Remote Participants must use a private and quiet room
- Also, video meetings need good, consistent lighting so avoid rooms with bright windows and / or back-lighting.
- Remote Participants must place their mobile devices on a solid surface with the camera at eye level.
- The court has the right to terminate the call / proceeding if the video experience is not acceptable.

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Remote Party Technical Responsibilities

- The court does not provide technical support for testing or troubleshooting.
- The court does not provide time during court proceedings to troubleshoot issues.
- Directions for testing your device and networking prior to the proceeding can be found at zoom.us
- Participants should learn Zoom controls and test prior to the call.
- Remote participants must use a good LAN, WIFI, or LTE connection to ensure a quality call.

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Zoom Virtual Court Room Calling

- Calling Convention - Everyone calls in!
- Connecting is different for different devices
 - Polycom Systems (Court Rooms, Jails, etc.): Dial 162.255.37.11##*yourpmr* or *yourpmr* @zoomcrc.com
 - Windows Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on "Join a Call". Join using Meeting ID *yourpmr*
 - Apple and Android Tablets or Phones: Install the Zoom App from the Apple or Android Store prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID *yourpmr*
 - Desk Phone (audio only): Call 646 876 9923 or 669 900 6833 and join using Meeting ID *yourpmr*

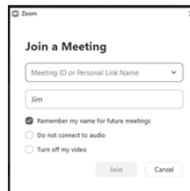
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Connecting to a Zoom Meeting Room

- Polycom Systems (e.g. court, jail, etc.)
 - Manual or Directory Entry
 - Standard Polycom Dialing String Format
 - String Components are Meeting Room ID and Zoom IP
- Windows, Apple, and Android Devices
 - Open the Zoom App or go to Zoom.us to Join a Meeting
 - Enter the Meeting ID and Join

Please enter a number and press Call. ()
55555555@162.255.37.11



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Thank-you!

- Supreme Court Video Project - Video Specialist - Jim Ewing - 313 515 3334 - jebc1@jebc1.com or ewingj@courts.mi.gov
- Webinar Posting <http://info.courts.mi.gov/en/zoom-info>



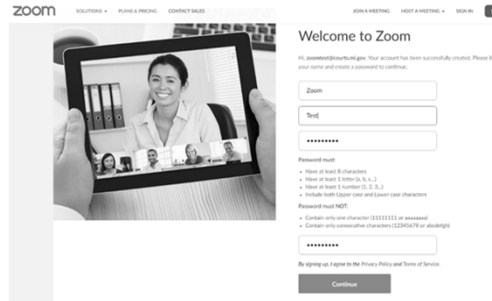
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Appendix – Zoom Activation Steps

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Zoom Activation – Step 3

- This will launch the following form. Complete the form and then click the “Continue” button.

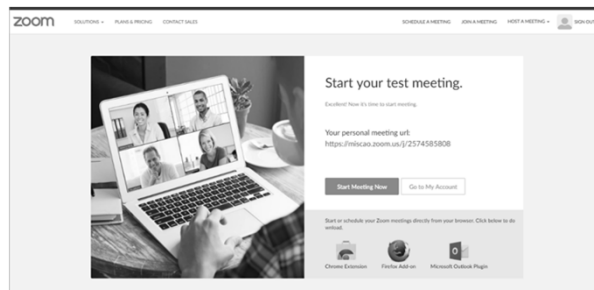
A screenshot of the Zoom activation form. The page has a white background with a navigation bar at the top. On the left, there is a large image of a tablet displaying a Zoom meeting. The main content area is titled "Welcome to Zoom" and contains a form with the following fields: "Zoom" (text), "First" (text), "Last" (text), "Password" (password), and "Confirm Password" (password). Below the form, there are instructions for password requirements and a "Continue" button at the bottom.

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Zoom Activation – Step 4

- The screen that follows is next. You should WRITE DOWN THE PERSONAL MEETING ROOM ID (PMR) number (e.g. 2574585808 in the sample below. - Not the whole link.) Then click the “Go to My Account” button.

A screenshot of the Zoom activation screen. The page has a white background with a navigation bar at the top. On the left, there is a large image of a laptop displaying a Zoom meeting. The main content area is titled "Start your test meeting." and contains the following text: "Excellent! Now it's time to start meeting.", "Your personal meeting url: https://us02.zoom.us/j/2574585808", and two buttons: "Start Meeting Now" and "Go to My Account". Below this, there are instructions to start or schedule Zoom meetings directly from the browser and three icons for "Chrome Extension", "Firefox Add-on", and "Microsoft Outlook Plugin".

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Zoom Activation – Step 5

- This is a sample of the Zoom Profile page. Verify the name and contact information and add a Profile Picture if desired. It is not recommended that other options be changed. Also, verify the Personal Meeting Room ID (PMR) as you will use this for your Virtual Court Room. The Zoom Account is now activated and you can sign out.

