

# Michigan Supreme Court Courts Video Project

Zoom - Additional Features For Court Use  
March 27, 2020

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Zoom – Additional Features for Court Use

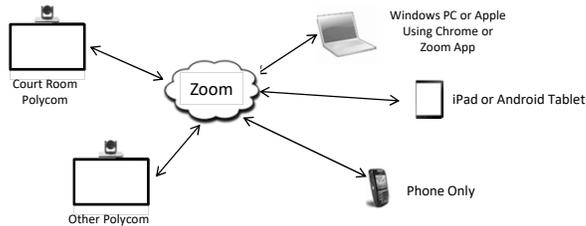
## Session Outline

- Meeting Invites
  - Instant Vs Scheduled
  - Meeting IDs
- Zoom App Sign-in
- Hosting Calls
  - Participant and Call Management
  - Outbound Polycom / H323 Calls
- Zoom Web Portal Sign-in
- Meeting Settings

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**Prior Knowledge Assumptions**



**Basic Understanding of:**

- **Cloud Meeting and Webinar Concepts**
- **Zoom Mixed Equipment Meeting Forum**
- **Court Room and Jail Polycom Calling**

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**Zoom Basics Webinar (3-20-20)**

- **Described Calls Using the Zoom Personal Meeting Room (PMR) ID Without Call Hosting**
- **Benefits: Meeting invite and calling simplicity, low technical expertise requirements, standardized meeting ID, Courts Directory standardization**
- **Disadvantages: Lack of call / participant management and lack of advanced feature access**
- **Today’s Goal: Train on Call / Participant Management and Advanced Features for Court Proceedings**

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## Call / Participant Management Examples

- **When and How Participants Enter and Exit Calls**
- **Muting a Participant**
- **Turning a Participant’s Camera Off**
- **Removing a Participant From a Call**
- **Terminating a Call**
- **Outbound Calls to Other Polycom’s (e.g. Jails)**

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## Meetings - Instant and Scheduled

- **Instant Meetings**
  - **Start Without Zoom Scheduling**
  - **Can Use Zoom Personal Meeting Room (PMR) ID or Generated Meeting ID**
  - **Invites Can Be Communicated in advance if using PMR**
- **Scheduled Meetings**
  - **Use Zoom App (or Web Portal) to Schedule the Meeting**
  - **Can Use Zoom Personal Meeting Room (PMR) ID or Generated Meeting ID**
  - **Invites Can Be Communicated in advance if using PMR or Generated ID**
- **Thoughts for the Court**
  - **Using the PMR enables Polycom directory entries (Ct Rm, Jail, etc.)**
  - **Scheduled calls involve additional step but highlight call conflicts and keeps history of calls**

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**Zoom App Sign In - Call Hosting**

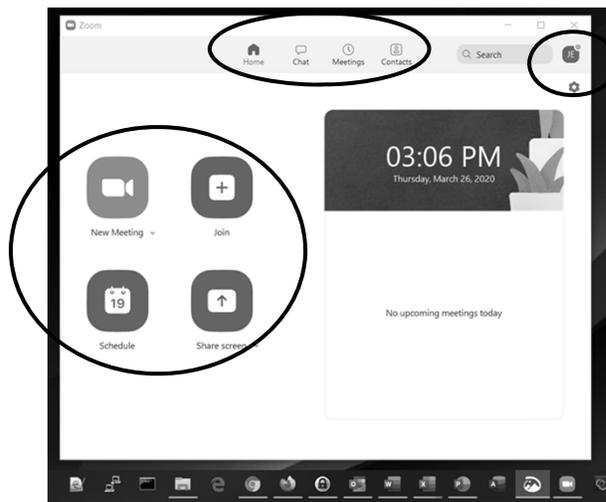
- Recommended – Zoom App on Windows or Tablet (Apple or Android)
- Need Zoom ID (email address) and PW (created at time of activation.)
- PW resets can be initiated by the user through sign-in



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**Zoom App – Home Screen**

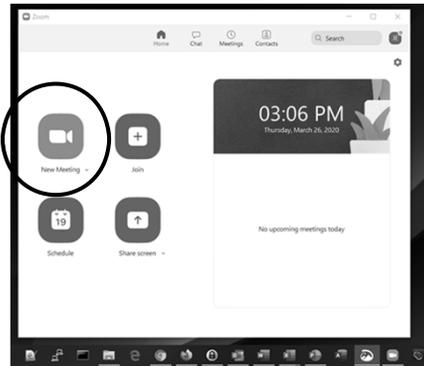


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### Zoom App – Instant Meeting

- **New Meeting** – Starts a new meeting using your account – Clicking launches a new meeting directly using your meeting settings
- **PMR or Generated Meeting ID** will be used depending upon your meeting settings

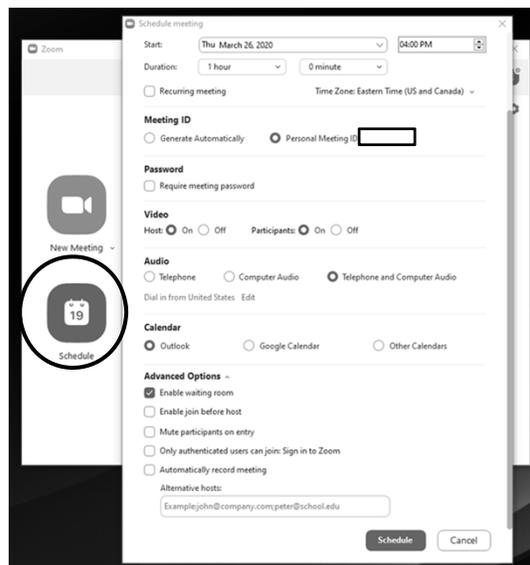


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### Zoom App – Scheduled Meeting

- **Clicking Opens Zoom Scheduling Tool**
- **Outlook and other calendar plug ins are available**
- **PMR or Generated Meeting ID can be used**
- **Meeting will be available during scheduled time slot if using Generated Meeting ID**

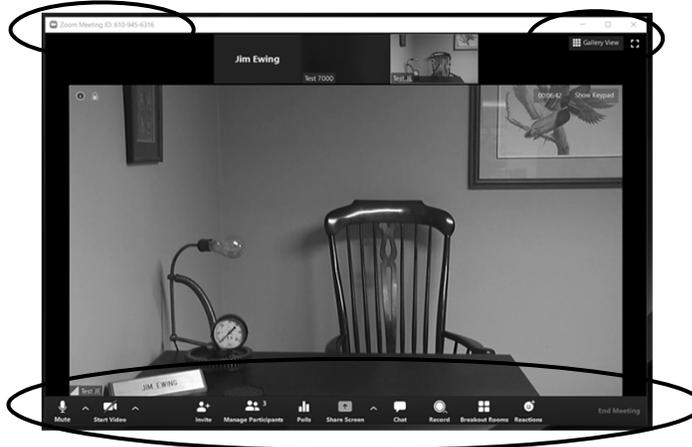


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### Zoom App – Active Call

- Primary Call Screen Provides Functions for Participation and Call Hosting



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### Zoom App – Basic Participant Management

- Side Frame gives the Host Participant insight and control

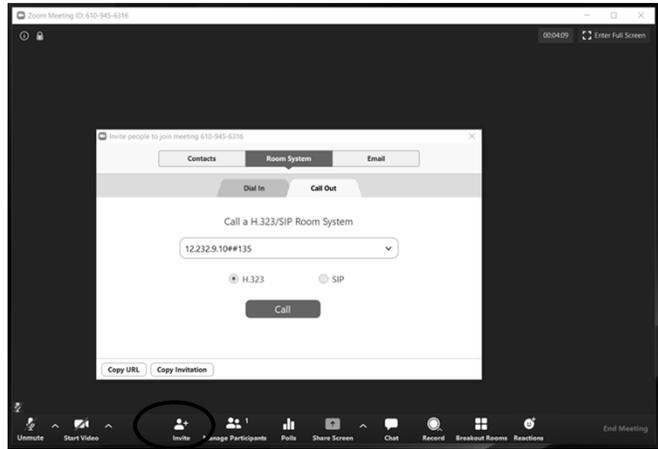


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**Zoom APP – Polycom (H323) Call Out**

- The Host can call out from the Zoom Cloud Meeting Room to a Polycom (e.g. Jail) through the invite feature.
- Auto and Manual Answer Setup of the Polycom needs known.

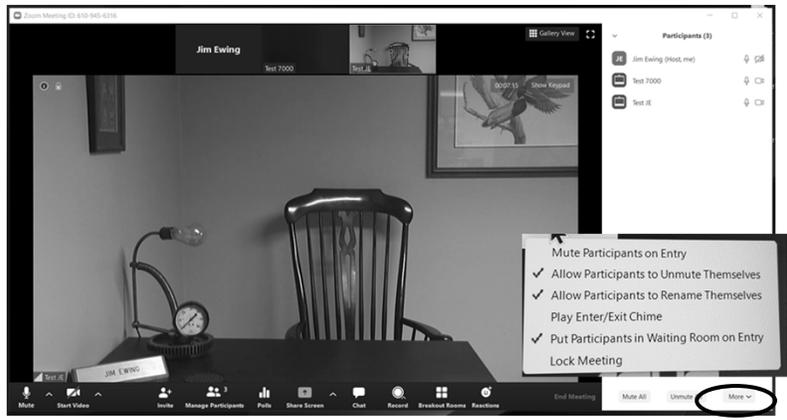


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**Zoom App – More / Lock Meeting / Waiting Room Activation**

- The Host can Lock the instant or scheduled, PMR or Generated ID, meetings so additional participants cannot join.
- The Host can also control a Waiting Room so participants cannot join / rejoin a meeting without the Host facilitating it.

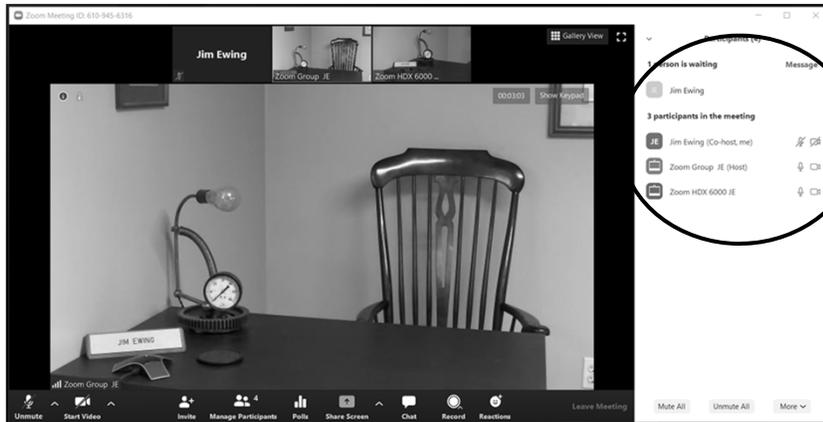


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### Zoom App – Waiting Room

- The Host can use the Waiting Room either for entry before the meeting's start or during the meeting for selected participants
- Remember Host Action is Required to Enter Participants to the Meeting if Required for Entry

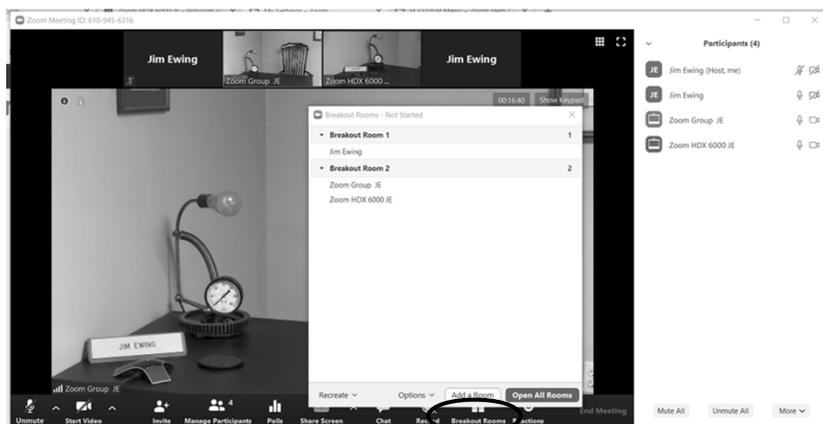


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### Zoom App – Break Out Room

- The Host can use the Breakout room feature to enable sidebar / small group conversations. (e.g. attorney client, approach the bench)
- Remember to consider using the waiting room for other participants



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### Zoom App – Meeting Ending

- When done the Host can End the Meeting for All
- If not Hosting the court should remain in the call until all parties leave the meeting

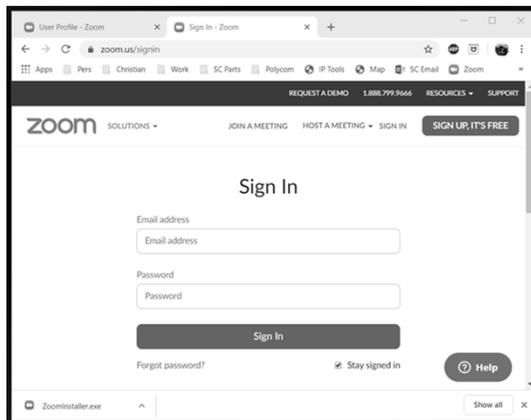


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### Zoom Web Portal Sign-in

- Web Portal Sign-In is a Different Zoom Interface – zoom.us
- The Zoom App and Web Portal Interfaces Overlap
- Use Zoom Web Portal for Meeting Settings and some other key items.

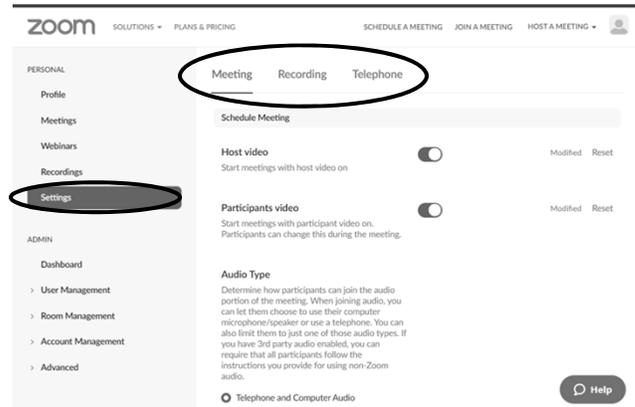


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## **Zoom Web Portal Sign-in – Meeting Settings**

- **Judge Accounts Are Activated with a Standard Set of Meeting Settings**
- **Settings Can Be Changed By the User**



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## **Zoom Web Portal – Initial Settings – Judges Group**

- **Settings Are Set Initially in a Standard Profile for the Judge’s Accounts**
- **Settings Can Be Changed for Each Judge Individually**
- **Settings Remain in Place for Next Meeting Unless Changed**

### **Scheduling a Meeting**

<b>Highlighted Setting</b>	<b>Status</b>
Participant Video On To Start	Yes
Host Video On To Start	Yes
Join Before Host	Yes
Use PMR For Scheduled Meeting	Yes
Use PMR For instant Meeting	Yes

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**Zoom Web Portal – Initial Settings – Judges Group**

**In Meeting Basics**

<b>Highlighted Setting</b>	<b>Status</b>
Chat	Off
Private Chat	Off
Auto Save Chats	Off
Chat File Transfer	Off
Co Host	Off
Polling	Off
Allow Host to put Attendee on Hold	On
Screen Sharing	On
Annotation	Off
White Board	Off
Allow Removed Participants to Rejoin	On

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**Zoom Web Portal – Initial Settings – Judges Group**

**In Meeting Advanced, Other, Recording, Telephone**

<b>Highlighted Setting</b>	<b>Status</b>
Breakout Room	On
invite Room Connector to Meeting	On
H323 Call Out	On
Waiting Room	Off
Most Notices	Off
Direct Call A Room System	On
Participant	Off
Host Cloud	On
Cloud Recording	On
Participant Recording	Off
Auto Recording	Off
Toll Call	On

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# Thank-you!

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- Webinar Posting <http://info.courts.mi.gov/en/zoom-info>

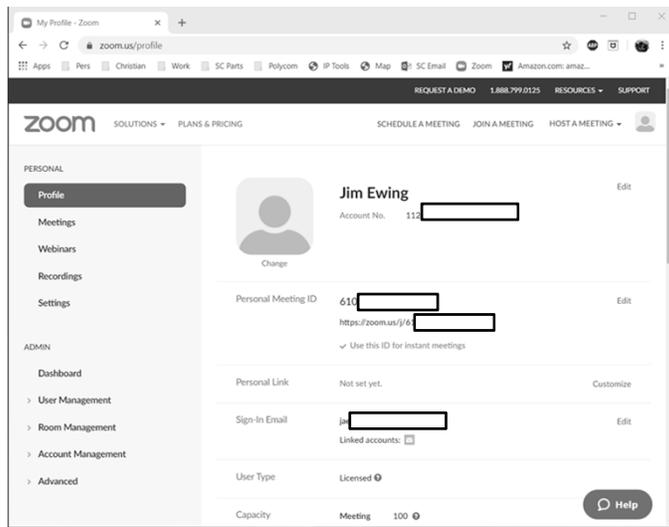


**Zoom Basics For Court Use**

# Appendix – Zoom Profile

## Zoom – Additional Features for Court Use

### Zoom Web Portal - Profile



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