



# JOIN A VIRTUAL COURT PROCEEDING USING ZOOM CLOUD MEETINGS

Court Address  
212 E Paw Paw Street - Suite 212, Paw Paw, MI 49079

Court Telephone No.  
(269) 657-8200

This proceeding's meeting ID number is:

Room Name	Meeting ID	Room Name	Meeting ID
<input type="checkbox"/> Virtual Room 1:	344 479 2441	<input type="checkbox"/> Virtual Room 5:	508 146 3510
<input type="checkbox"/> Virtual Room 2:	203 884 1510	<input type="checkbox"/> Virtual Room A:	292 853 1976
<input type="checkbox"/> Virtual Room 3:	277 444 5820	<input type="checkbox"/> Virtual Room B:	889 964 1503
<input type="checkbox"/> Virtual Room 4:	618 651 0072	<input type="checkbox"/> Virtual Room C:	699 936 0614

## VIRTUAL ROOM ETIQUETTE

The virtual room is an extension of the courtroom. The court has the right to terminate a person's connection if it becomes an interruption to the court proceeding. Note the following virtual room etiquette guidelines:

- Find a private / quiet room and remove any distractions.
- Make sure you have adequate lighting and avoid sitting in an area that windows are behind you.
- Dress appropriately.
- Place your device on mute when it is not your turn to speak.
- Make sure your device is on a sturdy surface and your camera is at eye level.
- Ensure your camera lens is clean and free of obstructions.

## OPTIONS TO CONNECT

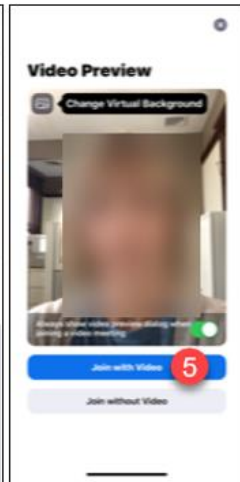
1. **Join from a mobile device** (See Section 4 if you need instructions to download Zoom on your mobile device):
  - A. Open the Zoom app. On the Start a Meeting screen (**Picture A**), click on "Join a Meeting" (**step 1**). You do not need to click sign up or sign in.
  - B. On the Join a Meeting screen (**Picture B**), enter the meeting ID number checked at the top of this form into the "Meeting ID" box (**step 2**). Next, enter your first and last name on the "Screen Name" box (**step 3**). Next, click on the "Join" button (**step 4**). Do NOT click either of the toggle buttons under "Join Options."
  - C. On the Video Preview screen (**Picture C**), click on the "Join with Video" button (**step 5**).
  - D. After joining, you will be placed in a Zoom waiting room (**Picture D**). Court staff will bring you into the meeting room when they are ready to begin.
  - E. On the meeting room screen (**Picture E**), you will receive a pop-up window. Click on:
    - For Android: "Call via Device Audio" (**step 6**).
    - For iPhone: "Call using Internet Audio" (**step 6**).
  - F. Once in the meeting room (**Picture F**), please mute your device when you're not speaking to avoid disrupting other participants. Touch the screen, then click on the mute button (**step 7**) to turn on and off your microphone. When the meeting has ended, touch your screen and click "Leave" (**step 8**) in the upper right-hand corner of your device. A pop up will appear asking you to confirm, click "Leave Meeting".



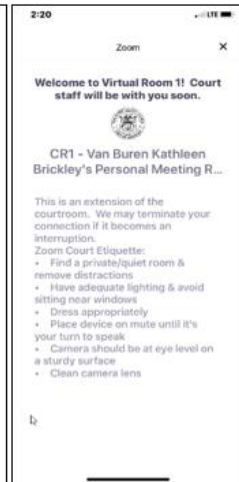
Picture A



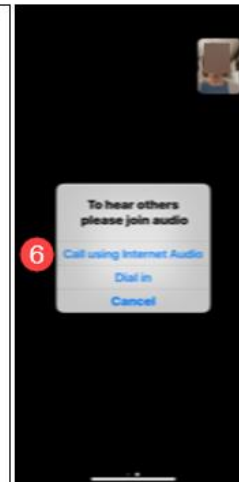
Picture B



Picture C



Picture D



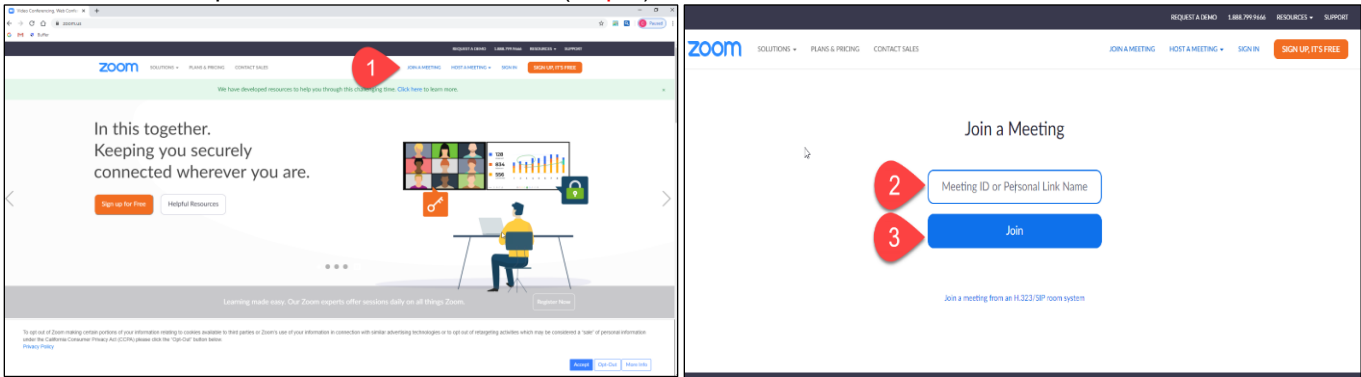
Picture E



Picture F

**2. Join using a PC or Laptop (you must have microphone, audio and video capabilities):**

- A. Go to this website: <https://zoom.us/>, click on JOIN A MEETING (step 1).
- B. This will bring up the screen to the right where you will type in the Meeting ID number (step 2) listed at the top of this form and click “Join” (step 3).

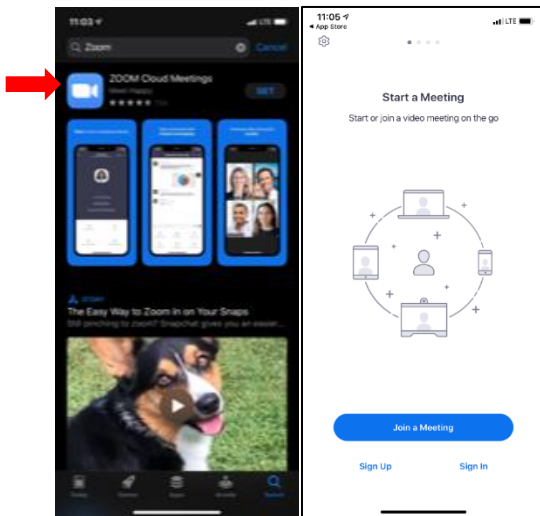


**3. Join by desk / landline phone (audio only):**

- A. Call (646) 876-9923 or (669) 900-6833
- B. After the prompts enter the Meeting ID number from the top of this form.

**4. To download Zoom Cloud Meetings to your mobile device:**

- A. Go to your phone’s app store.
- B. Search for “Zoom Cloud Meetings” and click Get.
- C. When the download is complete, open the app, it will take you to the “Start a Meeting” page (pictured below). Go to Section 1 above for instructions on how to join a meeting.



**5. Join by Polycom**

- A. Inside Van Buren County, go to your directory, then look under 00-Local, all of the Virtual Room numbers have been saved there.
- B. All other locations, use the Polycom Dial Stream address listed below:

Virtual Rm 1: 3444792441@zoomcrc.com	Virtual Rm 5: 5081463510@zoomcrc.com
Virtual Rm 2: 2038841510@zoomcrc.com	Virtual Rm A: 2928531976@zoomcrc.com
Virtual Rm 3: 2774445820@zoomcrc.com	Virtual Rm B: 8899641503@zoomcrc.com
Virtual Rm 4: 6186510072@zoomcrc.com	Virtual Rm C: 6999360614@zoomcrc.com

**6. Online Tools**

- A. Virtual court information can also be found on our website at: <https://www.vbco.org/virtualcourt.asp>