



How to Connect to a Remote Court Proceeding With Interpretation — *Two Devices*

WHAT IS THIS GUIDE FOR?

Videoconferencing programs let people connect to the same meeting from any location by video. Your court may use videoconferencing technology to conduct court proceedings. Some programs do not have a built-in interpretation feature. But you can still connect to your interpreter using a second device. This guide will tell you how to join your remote court proceeding using a videoconferencing platform on one device, while using a second device to receive interpretation.

1

CHOOSE YOUR DEVICES

To get interpretation on a videoconferencing platform without a built-in interpretation feature, you will need *two devices*.



These devices could be a computer and a phone, two smartphones, a tablet and a smartphone, or any other combination that allows you to join the virtual proceeding and receive a call from the interpreter.

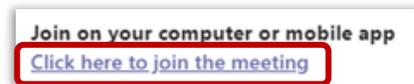
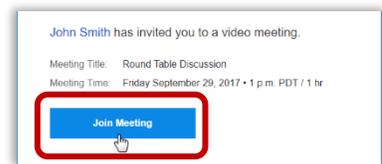
2

JOIN THE MEETING ON YOUR PRIMARY DEVICE

On the date and time of your court proceeding, open the meeting invitation you received from the court. Join the meeting by:

- selecting the meeting link or “Join” button from the meeting invitation, or
- going to the videoconferencing program’s website and selecting the “Join” option, or
- opening the videoconferencing platform’s application if you have previously downloaded and installed it on your device and selecting the “Join” option.

The court’s website may also include direct links to appear via video or phone.



If you have not previously downloaded and installed the videoconferencing platform’s application onto your device, follow any prompts to join via web browser.



3

ENTER THE MEETING ID & PASSCODE

Depending on how you join, you may need to enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the meeting invitation sent by the court.)

If prompted, be sure to enter your full name so the court can identify you.



Follow any prompts to allow the program to access your device's camera and microphone.

4

PLACE OR ACCEPT A CALL FROM THE INTERPRETER OR COURT ON YOUR SECOND DEVICE

The court may have you call into a designated phone line. Or you may get a call from the interpreter. Make or accept this call on your second device.



If receiving a call from the interpreter, the number may show up as blocked or private.

5

MUTE YOURSELF ON ONE DEVICE

Mute the second device you are using to receive interpretation, so that you are only speaking into the videoconferencing platform. In addition, mute yourself on your primary device, except when addressing the court.



Look for the microphone icon along the videoconferencing platform's toolbar or on your phone menu. Select the icon to turn your microphone off or on. Be sure your camera remains on.

WHAT IF I ONLY HAVE ONE DEVICE?

If you only have one device available to you (a tablet or a smartphone), it is still possible to join the virtual meeting and receive interpretation. Here's how:

1. Download the videoconferencing platform's mobile application onto your tablet or smartphone.
2. Join the virtual proceeding through the mobile application.
3. Swipe or tap the home button on your device to get to your phone menu.
4. Establish a phone connection with the court or the interpreter by calling the number the court has provided you or by accepting a call from the interpreter.
5. Swipe or tap the home button again to leave the phone call screen and return to the home screen.
6. Open the platform application to view and be visible to the courtroom participants.

You will have an audio connection with the interpreter only but will have a video connection with the courtroom.

