



Connecting to Interpretation on Cisco Webex – Quick Start Guide

Cisco Webex is a technology program that lets people connect to the same meeting from any location by video. Your court may use Webex to conduct court proceedings. This guide will tell you how to join your interpreter on Webex if you have asked for one for your court proceeding. *Please note: The information here may change with future updates to Webex.*

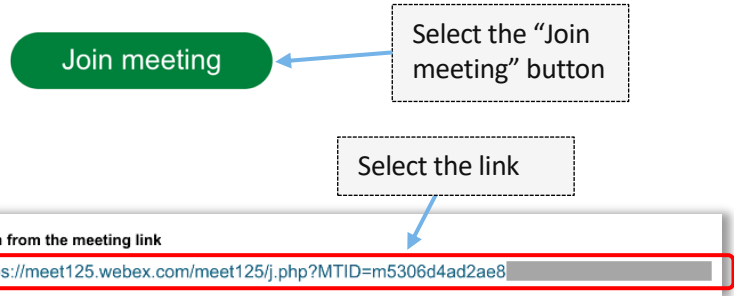
This guide is for use with computers, tablets, or smartphones. *It is recommended that you download the free Webex application onto your device to have greater access to all its features.* If you cannot access Webex on a computer, tablet, or smartphone, contact the court.

1

JOIN THE MEETING

Open the Webex meeting invitation you received from the court. Select the “Join meeting” button at the top of the meeting invitation. Or select the meeting link. *Be sure to join a few minutes early.*

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

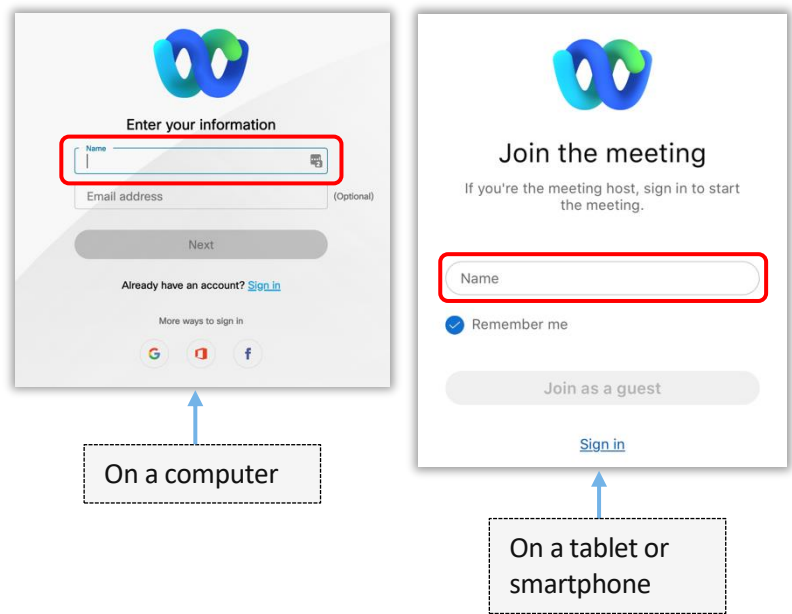


2

ENTER YOUR INFORMATION

Enter your name (required) and email address (optional). Select “Next” or “Join as a guest.”

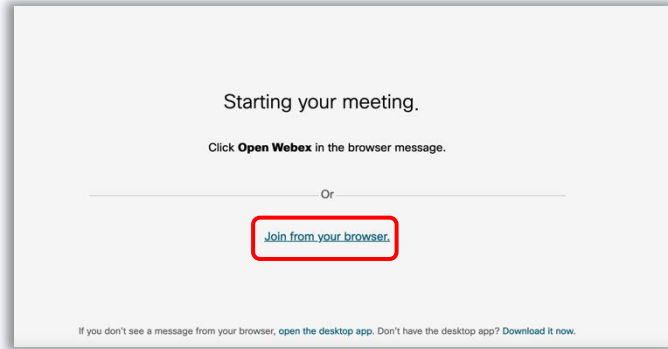
Be sure to enter your full name so the court can identify you. You will not be able to rename yourself once in the meeting.





NOTE (Computer Access Only):

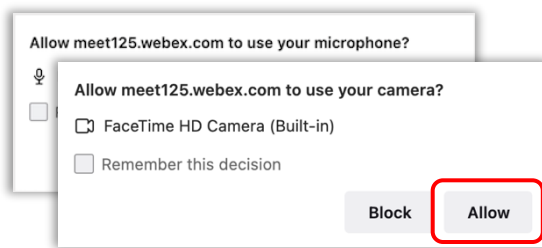
Between these steps, Webex may prompt you to use the Webex application. If you have not previously downloaded the Webex application to your device, select “Join from your browser.”



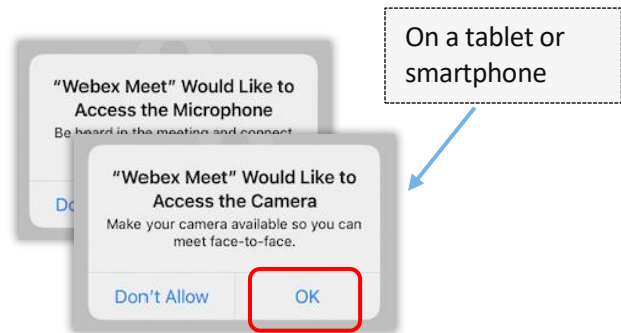
3

ALLOW WEBEX TO ACCESS YOUR CAMERA & MICROPHONE

Select “OK” if Webex prompts you to allow access to your camera and microphone.



On a computer



On a tablet or smartphone

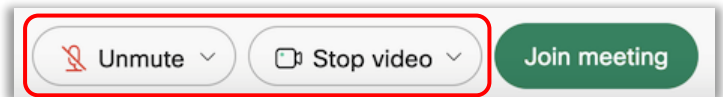
4

MUTE YOUR MICROPHONE & START YOUR VIDEO

You will be placed into a virtual lobby. From here, mute your microphone and start your video. When your microphone or camera icon have a red slash through them, they are off. Make sure your microphone icon has a red slash through it (is muted) and that your camera does not (is on).



On a tablet or smartphone



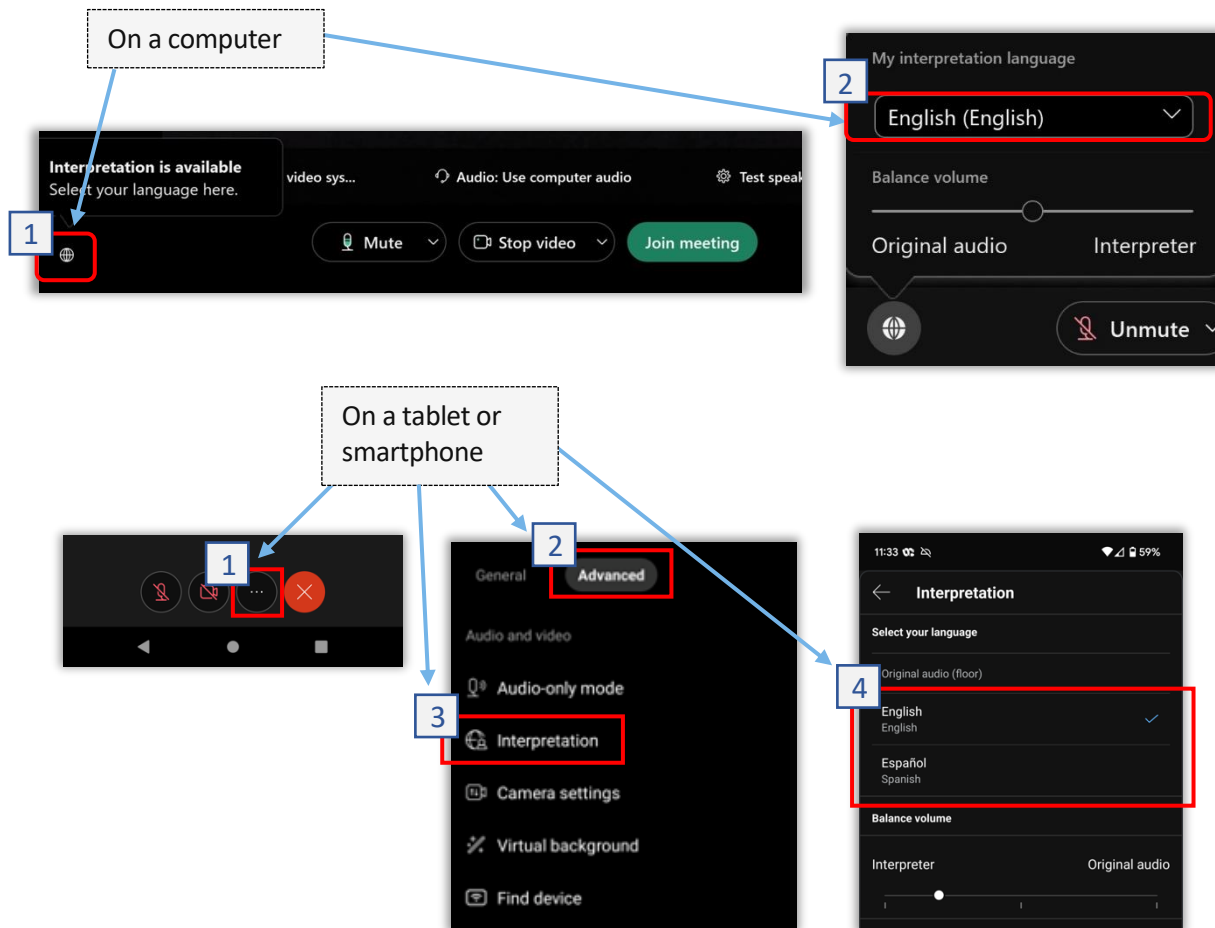
On a computer

JOIN INTERPRETATION

Before joining the meeting, select your language for interpretation.

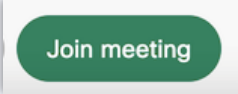
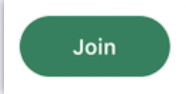
- Computer: Select the globe icon. Use the drop-down menu to select the language you wish to speak in and hear.
- Tablet or smartphone: Go to the “More” (three dots) menu. Tap the left “Advanced” tab, then select “Interpretation.” Select the language you wish to speak in and hear.

Note: You can use the slider to adjust the ratio of volume you want between the interpreter and the original speakers.



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Note: You must select “Join” or “Join meeting” in order to be seen by the host and admitted to the meeting.





TIPS FOR PARTICIPATING IN YOUR INTERPRETED REMOTE COURT PROCEEDING



1. Choose a quiet location where you can stay for up to a few hours without being interrupted and without having to do other things, such as work or drive. It is highly recommended that you choose a quiet area of your home or a private location.
2. Check that your background is appropriate for court.
3. Depending on the court's calendar, you may need to wait a while for your case to be called. You may be placed in a waiting room until your case is called.
4. Dress appropriately. Even though you are not going to court in person, the clothing you choose should show respect for the court. Choose something you could wear in a professional office or business setting.
5. Listen and speak only in your language through the interpreter.
6. Speak slowly and pause often so the interpreter can interpret. You can ask the interpreter to repeat or explain the interpretation. However, the judge or your attorney must explain legal terms.
7. Address the judge as "Your Honor."
8. Tell the judge if you cannot hear or if you are having any technical difficulties.
9. Do not interrupt. If you have a question, you can use the "Raise Hand" icon under "Reactions" on the toolbar. This will place a small hand next to your name and video to alert others that you have a question.
10. Remain on camera at all times. Remember that others will be able to see you when your camera is on.
11. Stay muted unless you are speaking. Remember that others will be able to hear you unless your microphone is muted.
12. Visit the Judicial Council of California's [Video Remote Interpreting \(VRI\) webpage](#) for more information on attending remote court proceedings.