



# Connecting to Interpretation on Zoom – Quick Start Guide

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



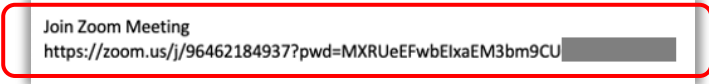
## WATCH THE VIDEOS!

For more information on using Zoom for your remote court proceeding, go to <https://www.courts.ca.gov/VRI.htm>. Or, scan the QR code.

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

### 1 LOG INTO ZOOM

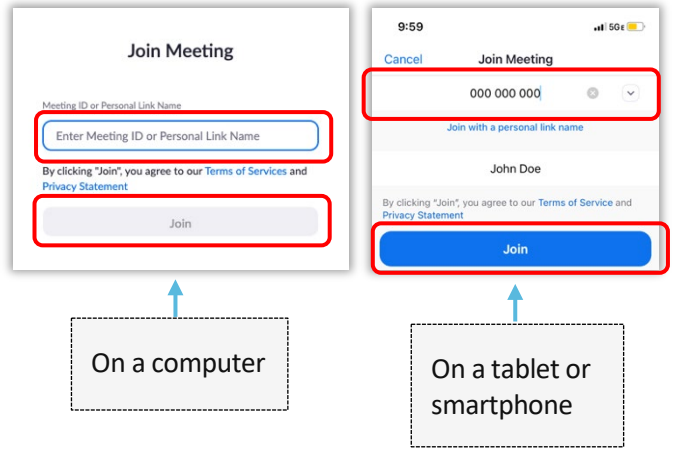
Select the Zoom meeting link you received from the court or enter it into a web browser. *Be sure to join a few minutes early.*



### 2 ENTER THE MEETING ID & PASSCODE

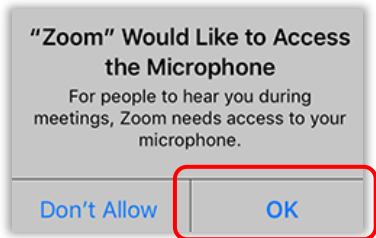
Enter the meeting ID the court has given you. Enter the passcode if prompted. (This information will be in the Zoom meeting invitation sent by the court.)

Be sure to enter your full name so the court can identify you. Then select "Join."



### 3 ALLOW ZOOM TO ACCESS YOUR CAMERA & MICROPHONE

Select "OK" if Zoom prompts you to allow access to your camera and microphone.

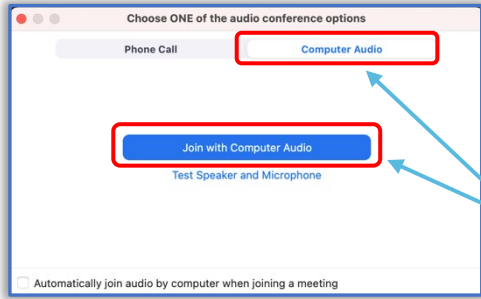


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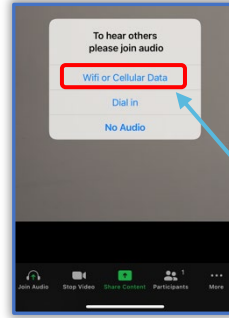
### JOIN AUDIO

Zoom will prompt you to connect to audio.

- Computer: Select “Join with Computer Audio” on the “Computer Audio” tab.
- Tablet or Smartphone: Select “Wifi or Cellular Data.”



On a computer

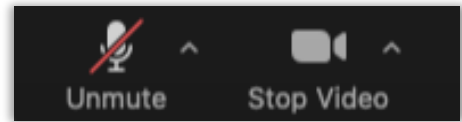


On a tablet or smartphone

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### MUTE YOUR MICROPHONE & 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).



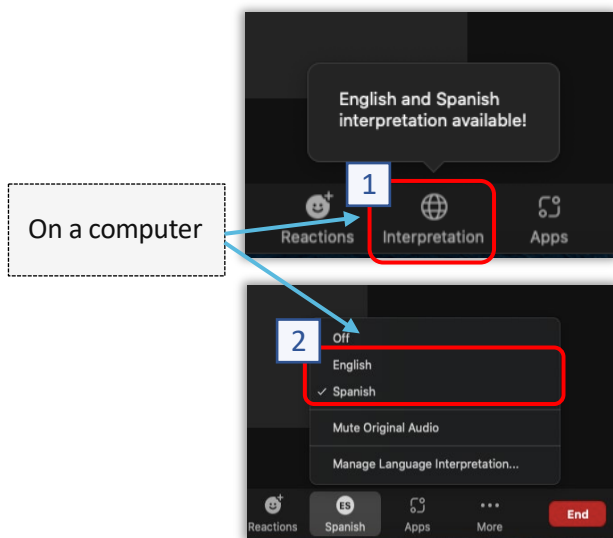
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### JOIN INTERPRETATION

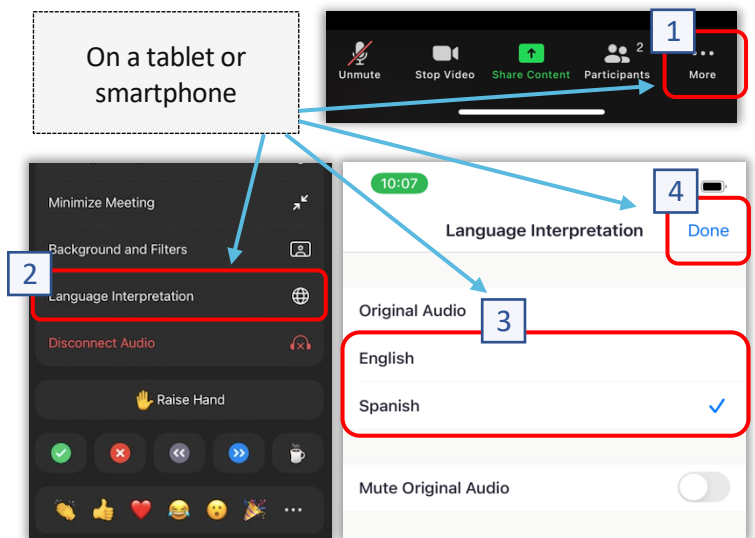
Once you have joined, you must select a language channel.

- Computer: Select the globe icon. Then select the language you wish to speak in and hear.
- Tablet or smartphone: Go to the “More” menu. Then select “Language Interpretation.” Select the language you wish to speak in and hear. Then select “Done.”

*Note: You will hear the English audio at a very low volume unless you also select “Mute Original Audio.”*



On a computer



On a tablet or smartphone



## 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. Watch the videos at <https://www.courts.ca.gov/VRI.htm> for more information on:
  - Preparing for Your Remote Court Proceeding on Zoom
  - How to Attend Your Remote Court Proceeding on Zoom