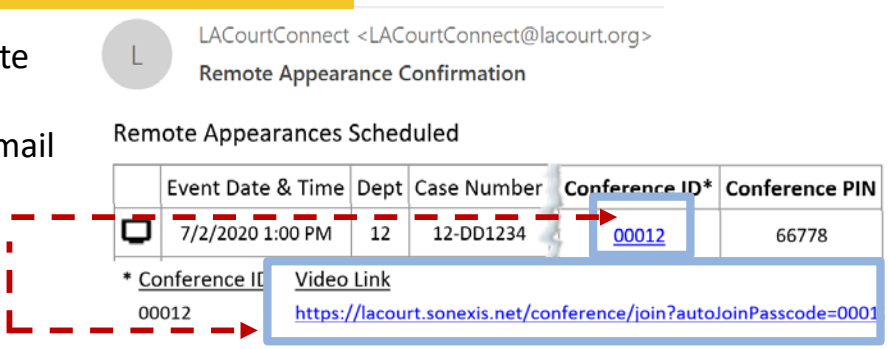
Appear Remotely by Video

Before your Hearing Test Your Equipment

1. Test the quality **Webcam and Audio.** Go to https://test.webrtc.org/
   Right after you click START begin speaking to test your microphone until the Microphone label turns green.
2. Type *test internet speed* in Google search and click RUN SPEED TEST
   You should have a minimum of 1.5M Mbps download *and* upload. More is better!

Connecting to your Remote Hearing

1. Find your remote appearance confirmation email
2. Click either link
3. You're in!
4. If you experience audio issues please consult your confirmation email for additional audio options for your remote hearing.



Meeting Controls

LEAVE
Disconnect from the hearing.

AUDIO ON/OFF
Mutes and unmutes; you can still be seen.

SETTINGS
Opens a panel at the left side of the screen for use in testing your configuration.

FULL SCREEN
Expands window.

SHARE SCREEN
Available at the judicial officer's discretion.

ALERT OPERATOR (RAISE HAND)
For use in private rooms only.

VIDEO ON/OFF
Shows and hides your image; you can still be heard.

Appear Remotely by Audio

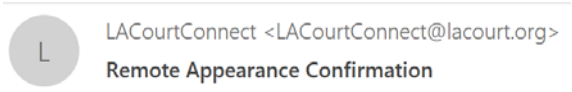
Before your Hearing Test Your Equipment*

** If you plan to use your computer for your audio appearance…*

1. Test the quality **Webcam and Audio.** Go to https://test.webrtc.org/
   Right after you click START begin speaking to test your microphone until the Microphone label turns green.
2. Type *test internet speed* in Google search and click RUN SPEED TEST
   You should have a minimum of 1.5M Mbps download *and* upload. More is better!

Connecting to Your Audio Hearing

1. Find your remote appearance confirmation email



2. Dial the conference phone number

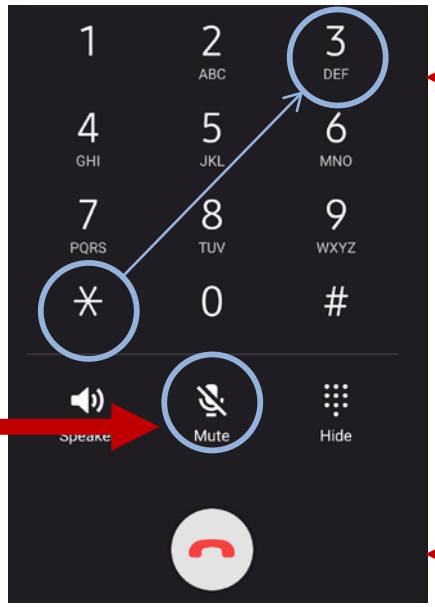
How to Join Your Remote Event

Call the conference phone number: **(833) 558-7882**.

3. Enter ID and PIN as prompted

	Event Date & Time	Dept	Case Number	Conference ID*	Conference PIN
	7/2/2020 9:00 AM	M	12-FF1234	00012	33445

Meeting Controls



ALERT OPERATOR (RAISE HAND)
For use in private rooms only.
Dial *3.

AUDIO ON/OFF
Press Mute.

LEAVE
Hang up.

Preparing for a Successful Remote Hearing

Test your setup before your hearing

Consult the LACourtConnect technical specifications for minimum standards: http://www.lacourt.org/lacc/assets/pdf/LACourtConnectSpecifications.pdf

Internet speed

1. Go to Google.com
2. Search for internet speed test
3. Tap or click **Run Speed Test**

You should have a minimum of 1.5M Mbps download and 1.5Mbps upload.
MORE BANDWIDTH IS BETTER!

Test the quality Webcam and Audio

Go to https://test.webrtc.org/

Right after you click START begin speaking to test your microphone until the Microphone label turns green.

You want green check marks for Microphone, Camera and Throughput.

You can generally ignore the other tests and results.

If possible do a test run with a colleague or friend a few days ahead, using a commercially available videoconferencing service such as Skype, WebEx, or Zoom. Be sure to use the "browser" version (do not download an app).

For more detailed suggestions on equipment, setting, and etiquette, consult the LACourtConnect User Guide: http://www.lacourt.org/lacc/assets/pdf/LACCWhatyouneedUG.pdf#page=52.pdf

And remember…

Arrange your physical setting

- Minimize noise in your surroundings (internal and external).
- Improve your room's acoustics with soft surfaces.
- Arrange yourself and your lighting so that your face is neither in shadow nor overlit.
- Make your background is uncluttered but distinctive.

Practice good online etiquette

- Consult each other ahead of time about how you'll communicate privately if some are appearing via video and others via audio-only.
- Position your webcam to focus squarely on your face, and so your head nears the top of the frame.
- Look into the webcam, not the screen, when you speak.
- Speak distinctly and, if you're a fast talker, slow down a bit. There might be participants with limitations you don't know of, such as hearing impairments.
- Have the papers and other items you need together ahead of time. And don't rustle papers needlessly during the hearing.
- Connect to LACourtConnect 15 minutes before your scheduled hearing time.