



Audio Conference Monitor Attorney Participant Instructions

The Audio Conference Monitor application allows one to manage conference calls via the internet.

- Approximately thirty minutes before the hearing/conference the attorney of record will receive an email sent to the email that is listed on the docket of the case. The attorney must open the email upon receipt and follow these instructions step by step in order to access the proceeding. It is incumbent on the party to connect to the hearing upon receipt of the email to make certain that their connection works properly.
- **Persons granted remote access to proceedings are reminded of the general prohibition against photographing, recording, and rebroadcasting of court proceedings. Violation of these prohibitions may result in sanctions, including removal of court issued media credentials, restricted entry to future hearings, denial of entry to future hearings, or any other sanctions deemed necessary by the court.**
- Follow the steps below to join the conference call as a participant:

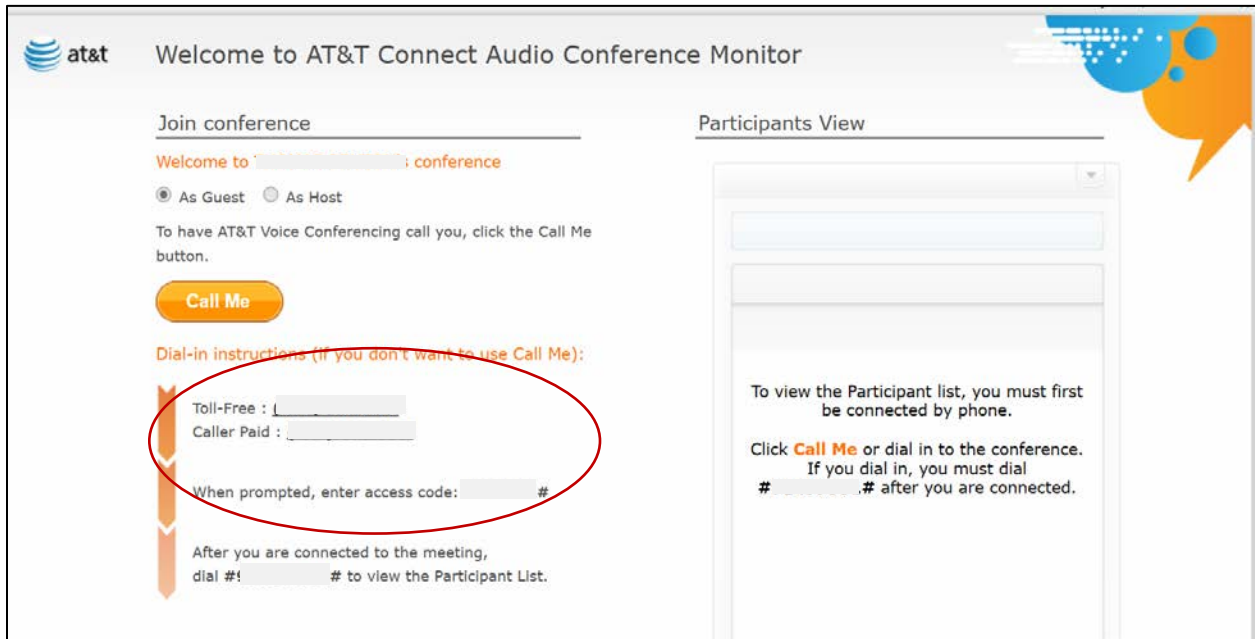
Step 1: Access the Audio Conference Monitor

- Open the conference call email invitation to obtain the audio conference website link, call-in number and access code.
- Go to the website link and select the option to join the conference as a guest. Enter your name and type in the digits displayed in the picture. Select “Continue.”

A screenshot of the AT&T Connect Audio Conference Monitor web interface. The page title is "Welcome to AT&T Connect Audio Conference Monitor". On the left, under "Join conference", there are two radio buttons: "As Guest" (which is selected and circled in red) and "As Host". Below this is a text input field for "Please enter your name:" containing "Jane Smith". Underneath is a CAPTCHA image showing the number "0473" and a corresponding input field with "0473" typed in. A blue "Continue" button is at the bottom left. On the right, there is a "Participants View" section with a list of participants and a search bar at the bottom.

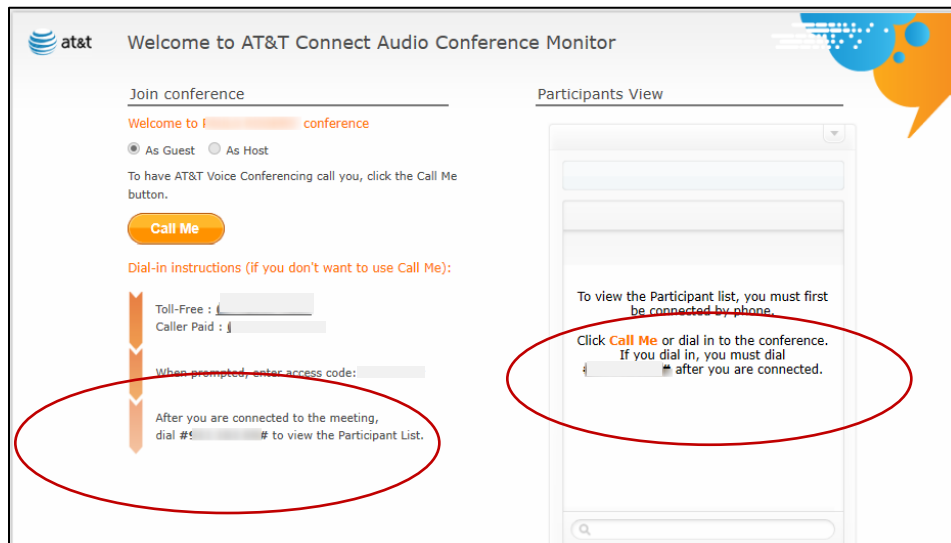
Step 2: Dial-in by Phone to Join Audio

- Dial the call-in number provided in the invitation. The number and access code will also appear on the website. Enter the access code by phone when prompted.



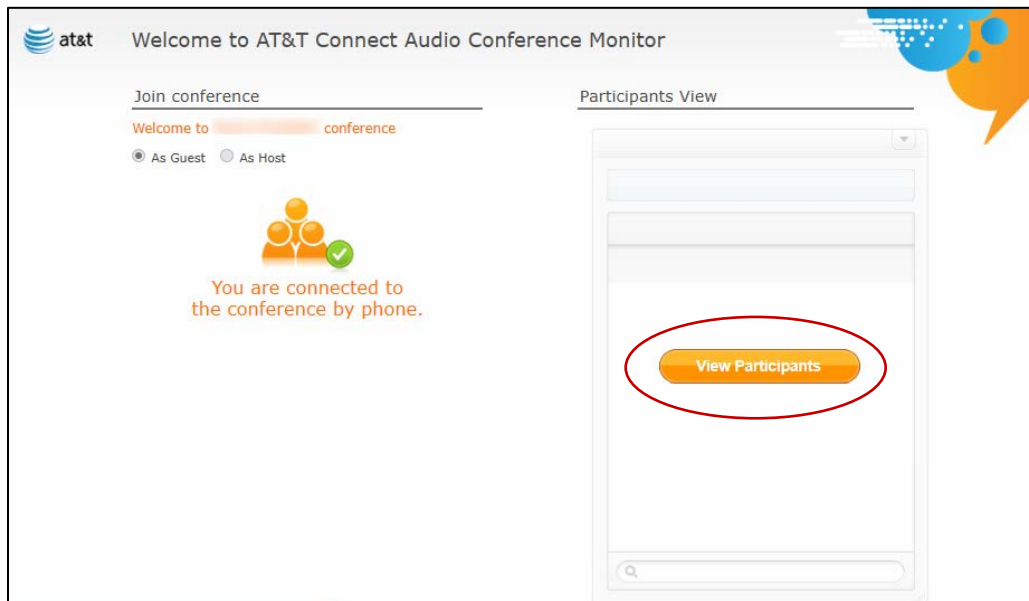
Step 3: Enter Code to View Participants

- A separate code will be provided at the bottom of the screen to allow you to view the participants on the call. Enter the code after you are connected to the call.

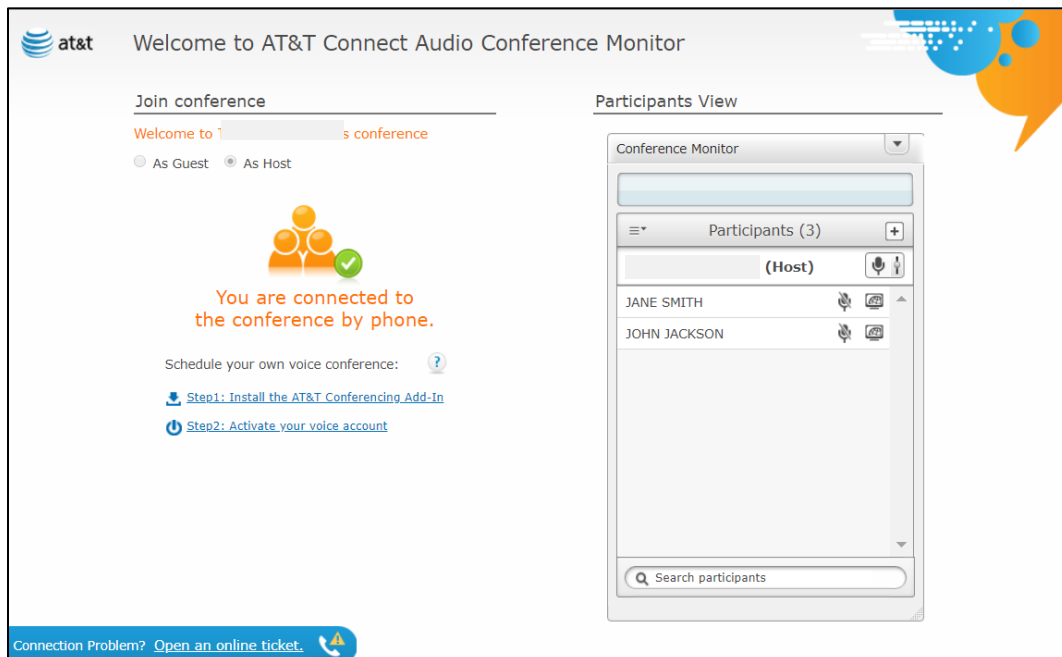


Step 4: View Participants

- Select “View Participants” after entering the provided code.

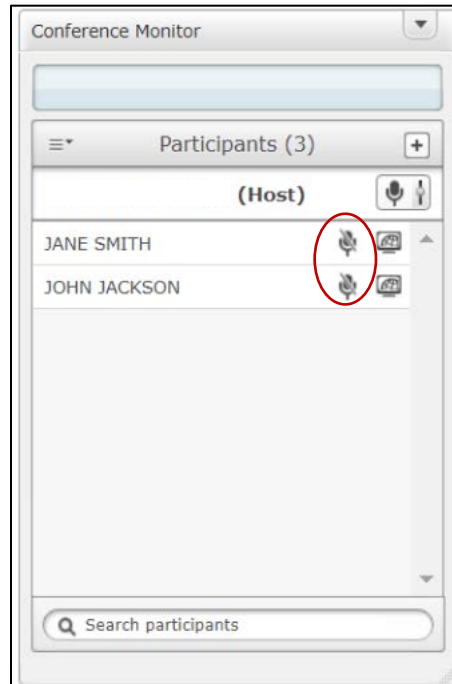


- The list of call participants will appear in the Participants View section at the right of the screen.



Step 5: Manage Volume

- To the right of the participant names a microphone icon will appear. Select the microphone icon to mute or unmute your phone audio. Please note that the host may elect to designate and control audio settings.



Step 6: Breakout Session (Optional)

- The host may divide up the main conference call into separate call “rooms” called breakout sessions.
- The host has the option of joining and exiting each room.
- An announcement will be made informing call participants of the breakout session and room assignment number.
- To alert the host while in separate rooms, click on the hand icon to raise your hand.



Step 7: Exit the Conference

- At the conclusion of the conference, select the option to exit from the drop-down menu at the top right of the Participants View.

