



Webex Video Conference Participant Instructions



The Court will conduct video conference hearings on the Webex platform. Attorney participants will appear with full video and audio capability. The Webex Meeting Space allows for up to 200 participants to participate via video, with the capacity for twenty-five video images of participants to display on the screen simultaneously.

For desktop and laptop computers you must use browsers as in Chrome, MS Edge or download the free Webex application below.
For mobile devices, such as an iPad, iPhone and Android devices you can download the free Webex application to join.

Click [HERE](#) to download Google Chrome
Click [HERE](#) for the Webex download page

To access the hearing, follow the steps below:

Step 1: Open the Meeting Email Invitation

1. Attorney participants will receive an email meeting invitation with a weblink at the email address on record. This weblink is for the recipient's use only.
2. Open your email account to view the invitation.
3. The invitation will contain a weblink for the scheduled matter.
4. The link prefix will be: Cisco WebexURL: <https://us-courts.webex.com/>
5. Clicking the "Join meeting" icon or the link, you will be asked to join from browser or download Webex and install.

5

Join meeting

More ways to join:

Join from the meeting link

<https://us-courts.webex.com/us-courts/j.php?MTID=m3e5f6d5de1944365efb2f3b020d07bfe>

Join by meeting number

Meeting number (access code): 180 986 7913

Meeting password: Settlement21

Tap to join from a mobile device (attendees only)

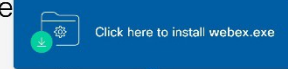
+1-650-479-3207,,1809867913## Call-in toll number (US/Canada)

Join by phone

[1-650-479-3207](tel:1-650-479-3207) Call-in toll number (US/Canada)

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Open Cisco Webex Meeting Room and start collaborating.



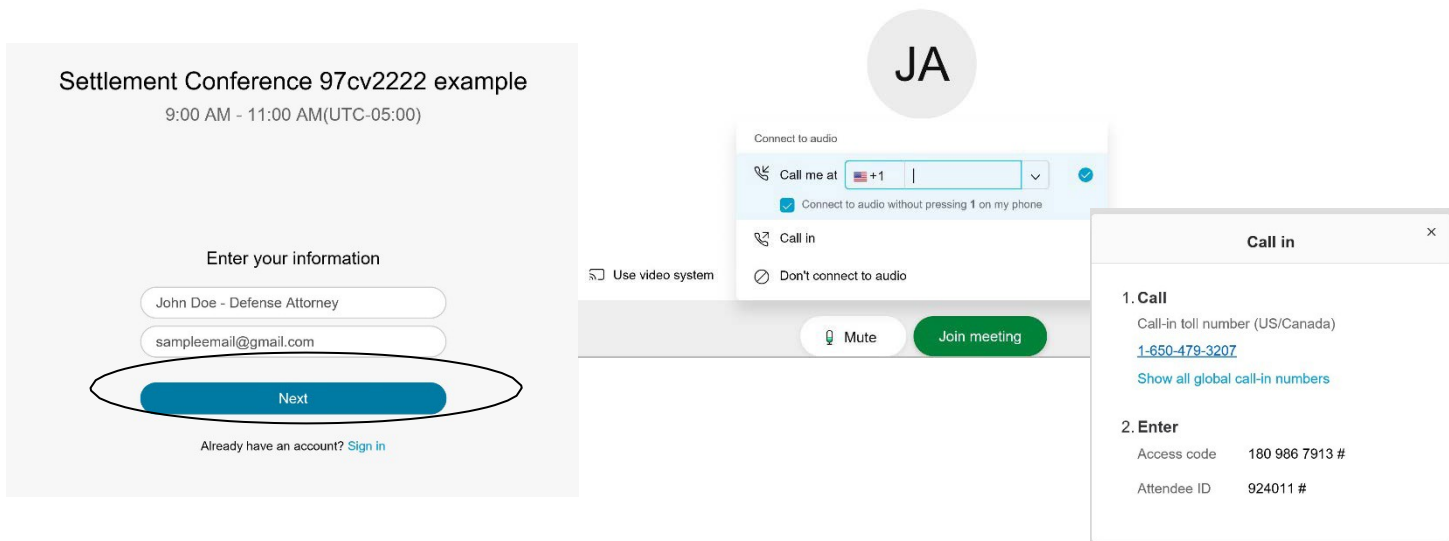
Or
Join from your browser.

Step 2: How to Access

Access to WebEx from Browser

After clicking on the invitation weblink, the Cisco Webex Webpage will appear.

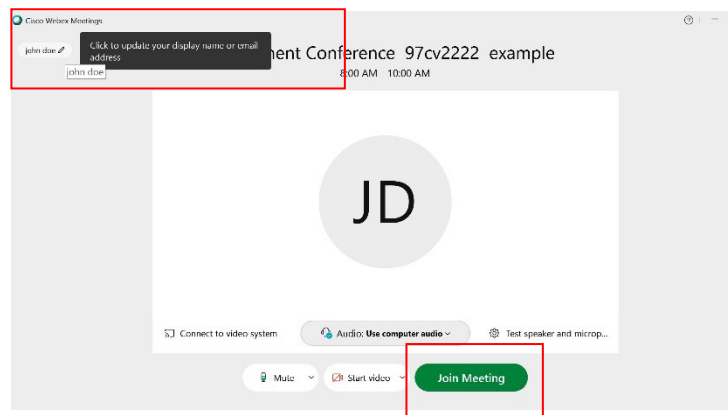
1. Type in your name how you would like it to be displayed, email and select Next
Examples: John Doe – DA Jane Doe – AUSA John Doe – MCC Jane Doe – IDOC John Doe - USPO
2. If your computer does not detect audio, you will be prompted to select:
 - a. Call me at: Enter a number for a call back to use as your audio.
Examples: desk or mobile phone
 - b. Call in: Select and select Join meeting icon a box will appear with number, access code and attendee ID to join the audio
Examples: desk or mobile phone
 - c. Don't connect to audio



Access to WebEx from desktop application (installation required)

After clicking on the invitation weblink, the Cisco Webex application will open.

1. Type in your name how you would like it to be displayed, email and select Next
Examples: John Doe – DA Jane Doe – AUSA John Doe – MCC Jane Doe – IDOC John Doe - USPO
2. Click on the pencil icon to upper left to change name display
3. Select Join Meeting icon



Step 3: Waiting in the Lobby until admitted (if preset by invitee)

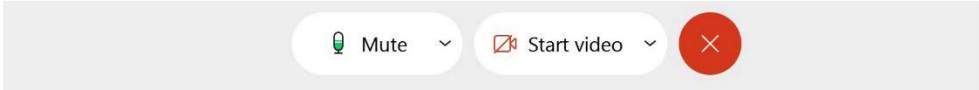
1. Once the court staff is ready, they will admit you into the meeting.



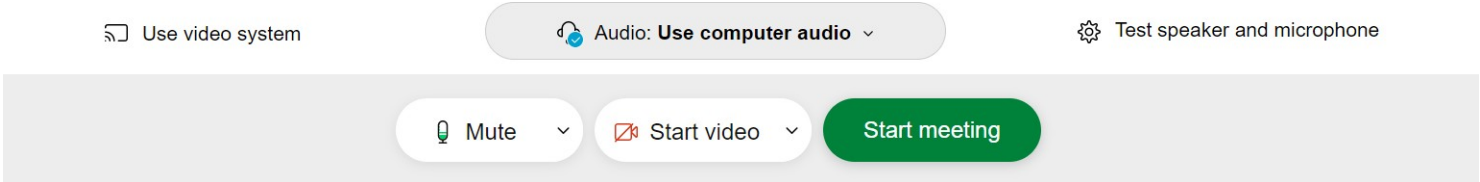
Settlement Conference 97cv2222 example

Host: Tencia Sajkich

You can join the meeting after the host admits you.

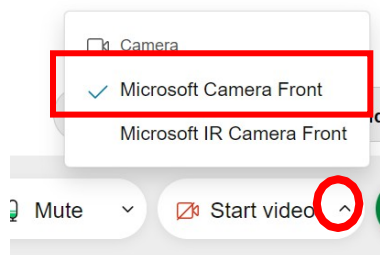


Step 4: Setting Audio and Video

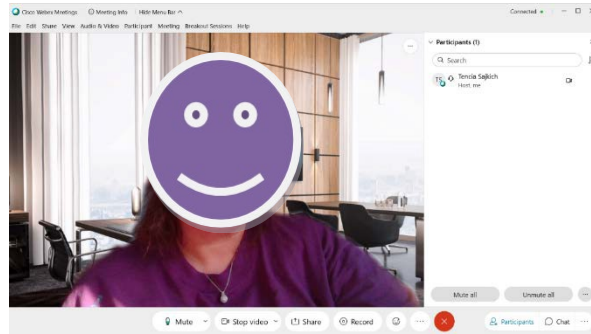


How to Select Your Camera

To ensure correct camera operation, one must select an option from the camera drop-down menu. Click on the Camera drop down arrow to select the camera for the meeting.

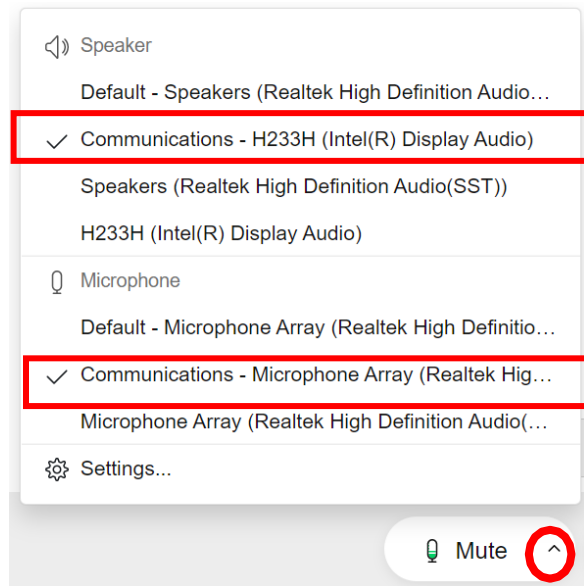


When the correct camera is selected, your image will appear in the center of the screen.

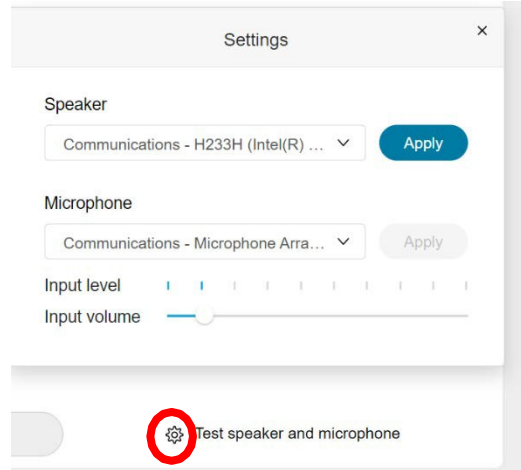


How to Select Your Speaker & Microphone

To ensure correct microphone operation, one must select an option from the microphone drop-down menu. Click on the microphone menu to select the microphone for the meeting:



Test the microphone & speaker by speaking. When the correct microphone is enabled, a blue meter will move to the right or left in response to your voice.



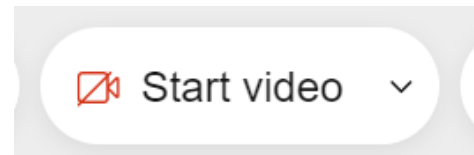
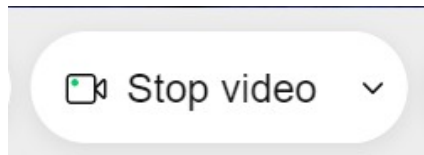
If no music plays, ensure your speakers are not muted by viewing the speaker icon in the taskbar at the bottom of your computer screen. When muted, an “x” will appear to the right of the icon.



How to Disable and Enable Your Camera

To manage video camera settings, click on the video camera icon on your image at the bottom left of the screen.

Note: Video is disabled when the video camera icon says start video.



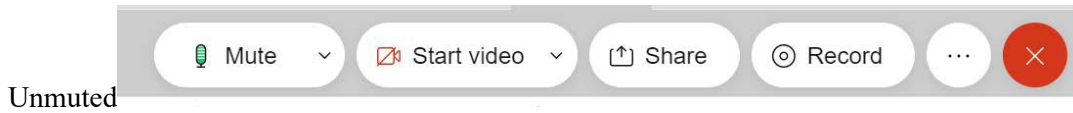
Video Enabled Video Disabled

How to Mute and Unmute Your Microphone

The menu at the bottom of the screen has options to control the microphone, share a screen, and exit the meeting.

To speak when your matter is called, you must unmute your microphone.

To mute and unmute the microphone, click on the microphone icon.



Unmuted

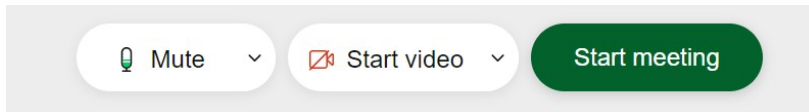
Note: The microphone is only muted when it has the red line through the microphone as you see below.



Muted

Step 5: Join the Meeting

Once the video and audio settings are correct select “Start meeting” to join the meeting.

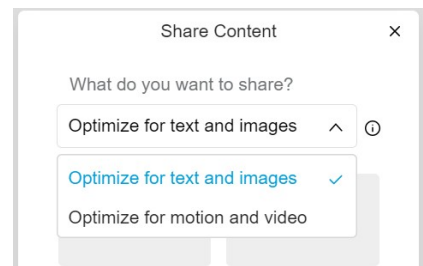
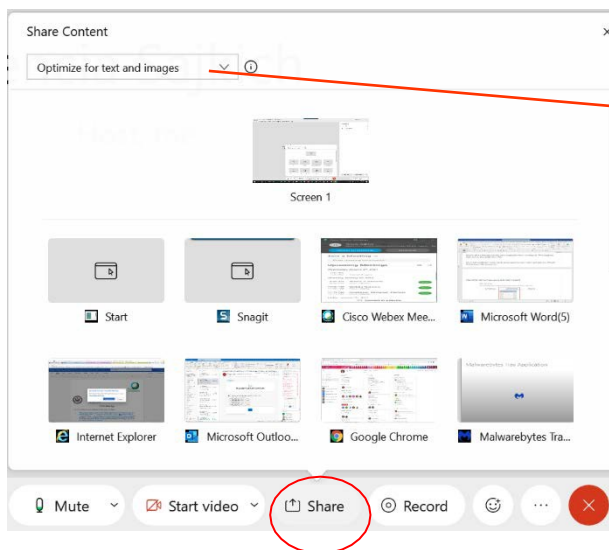


After joining the meeting, the meeting space screen will appear.

Step 6. How to Share Your Screen

To share a document, window or screen, click on the share screen icon. Only one participant may share a screen at a time. Prior to sharing a screen, ensure that all other participants are not sharing.

Desktop:



Optimize for video—The video plays back much more smoothly, because the content displays at up to 30 frames per second (fps) with a resolution of 720p. For example, if you're sharing a video, the frame rate increases and this reduces any lag.

Select the option to share either your entire screen or application window. When sharing your entire screen, the entire desktop will be visible.

When multiple windows are open, click on the document to be shared. (i.e. a Microsoft Word document, a PDF document, etc.). If you do not see the application, use the scroll bar.

Web Browser:

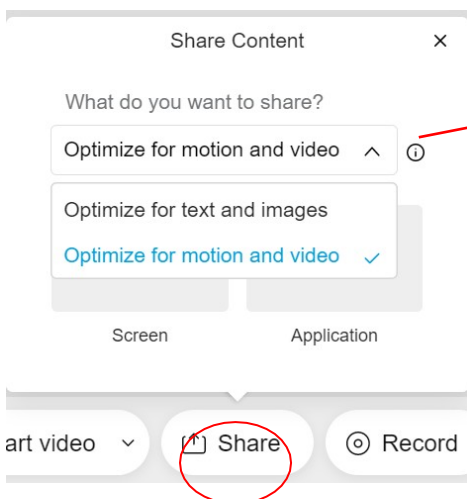
To share a document, window or screen, click on the share screen icon. Only one participant may share a screen at a time. Prior to sharing a screen, ensure that all other participants are not sharing.

Select the option to share either your entire screen, application window or chrome tab.

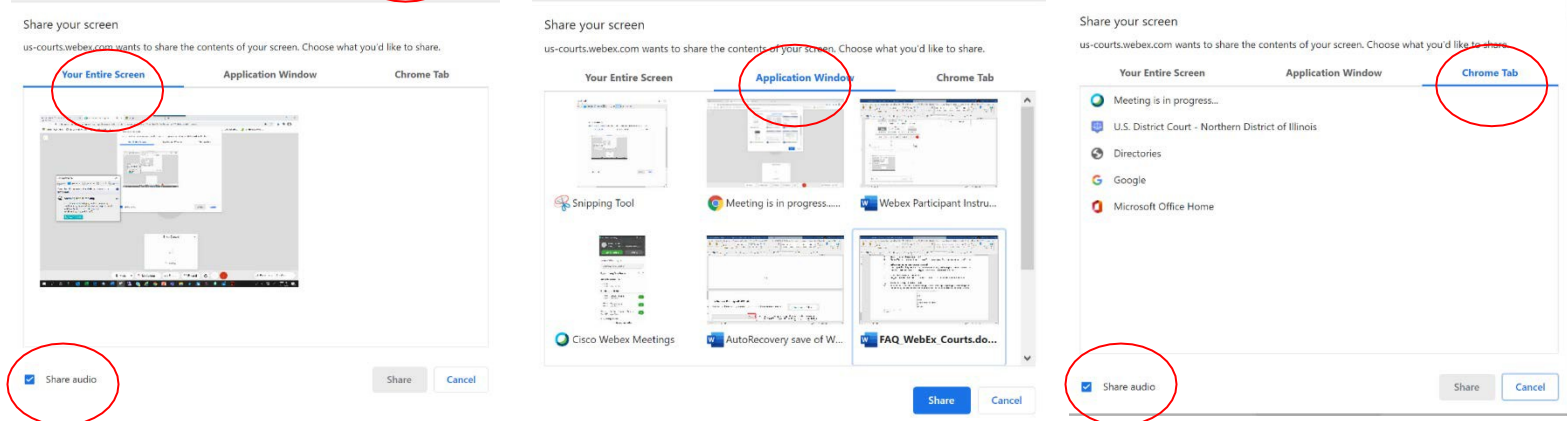
Your Entire Screen Tab: When sharing your entire screen, the entire desktop will be visible. Check the box “Share Audio” if needed. Location towards the bottom.

Application Window Tab: When multiple windows are open, click on the document to be shared. (i.e. a Microsoft Word document, a PDF document, etc.). Select the Share button. If you do not see the application, use the scroll bar.

Chrome Tab: A list of items open in your chrome browser will appear to select to share. Check the box “Share Audio” if needed. Location toward bottom.



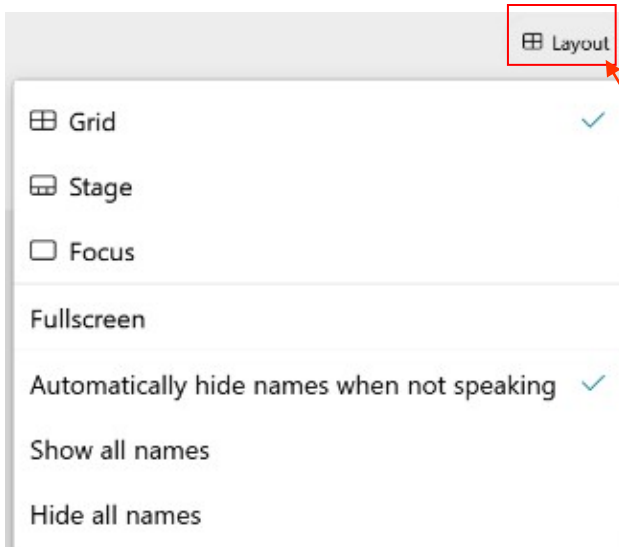
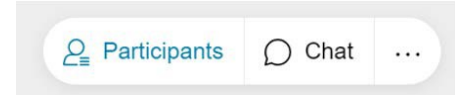
Optimize for video—The video plays back much more smoothly, because the content displays at up to 30 frames per second (fps) with a resolution of 720p. For example, if you're sharing a video, the frame rate increases and this reduces any lag



Note: In order for a document or screen to be visible to others during the proceedings, it is required to open the document(s), window, or tab one wishes to share prior to joining the meeting space.

Step 7. How to View Participants & Chats

The menu on the bottom right you can click on participants or chats to open.



- Up to 200 participants can participate in a video conference in the Cisco Webex Space. Up to 25 video images are available to be viewed on the screen at one time. More participants may be present but not visible as the images will rotate based on speaker activity.
- Layout options: Click the layout icon upper right

Grid view allows you to see up to 25 participants at the same time, with up to 6 of those 25 video streams coming from video systems. This video layout is useful when you want to divide your attention among multiple speakers or want to collaborate with a larger group of participants.

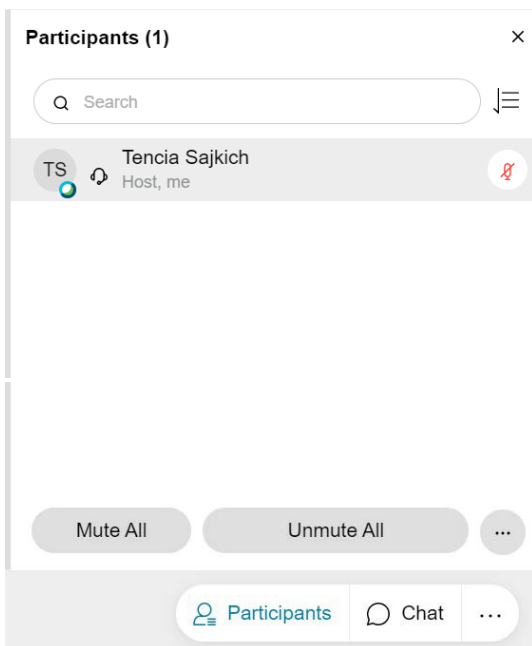
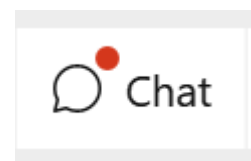
Stage view displays whoever is speaking in the primary video, while allowing you to see up to five thumbnail videos of other participants. This video layout is useful when you intend to focus on the active speaker but still want to view the videos of other participants.

The sort order of the thumbnail videos is based on who has the host and presenter roles, who has spoken most recently, who is showing their video, and alphabetical order. The participants who have spoken most recently appear first, followed by participants who are showing their video. You can lock focus on the first 6 thumbnail videos

Focus view displays a full-screen video of whoever is speaking. This video layout is useful for one-on-one conversations or when you're meeting with only a few others.

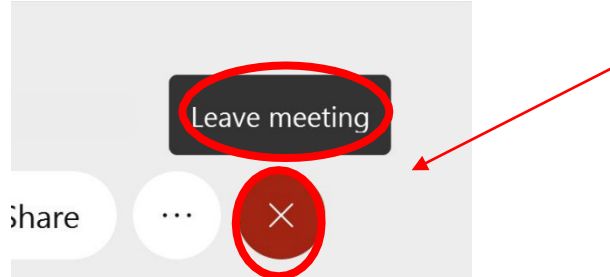
Fullscreen view hides the menu bar at the top of the application window and increases the size of the video content so you can see it more clearly.

- You can chat with ALL attendees or select the drop down to pick.
- If you have a message. A red dot will appear. Click on Chat to open.



Step 8: Exit the Meeting

To exit the meeting, select the “x” surrounded by red at the menu on the bottom of the screen, select “Leave meeting”.



Contact Support

(Available 24 hours a day, 7 days a week for current customers only.)

U.S. and Canada Toll-Free 1-866-229-3239

International Toll +1 408-906-1155

Helpful Webex links:

<https://help.webex.com/en-us/nl2qy8j/Cisco-Webex-Meetings-Desktop-App-WBS39-10-and-Later>