



Remote Proceedings Part 3: Tips for Participating in a Hearing on Zoom Using a Phone

If you are scheduled to participate in a remote court hearing on Zoom, the Remote Proceedings video series and tip sheets will help you prepare for and participate in the hearing. This tip sheet includes information on participating in a court hearing on Zoom using a phone.

Remember, it is best to use a laptop or desktop computer when participating in a court hearing on Zoom. If you must use a phone, review the tips below before your hearing date. Remember to avoid multitasking while participating in your court hearing for your safety. Do not drive during the hearing.



Logging In

- Download the Zoom mobile app to your phone. Find links to download the Zoom app on Zoom’s [website](#).
- Open the app and tap “Join.” Enter the meeting ID and passcode. This information is in the notice or email sent to you by the court.

Joining Audio

- Use a headset or earphones, if possible, to cut down on background noise.
- Your phone will ask you to pick a method to join the audio. Four options will appear:
 - Wi-Fi or Cellular Data,
 - Dial in,
 - Call Me, or
 - No Audio.

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| Wi-Fi or Cellular Data | <ul style="list-style-type: none"> ▪ Recommended. ▪ Best option if you will be using an interpreter during the court hearing. |
| Dial in | <ul style="list-style-type: none"> ▪ Does not allow use of Zoom’s Interpretation Feature. For more information, see Part 4. ▪ When you select Dial in, several phone numbers will appear. Select one, and your phone will call that number. Listen for a prompt to enter the meeting ID. You may also be asked to enter the participant’s ID. You can find this in the Zoom app. ▪ Your audio connection will join the Zoom hearing, separately from your video connection. This means you are listed in the hearing twice. ▪ Make sure to go back to the Zoom app, but do not hang up the call. |



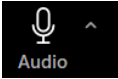
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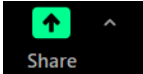
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| | |
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| Call Me | <ul style="list-style-type: none"> ▪ When prompted, enter the phone number of the phone you are using or of another phone near you. When you receive a call, answer it. ▪ Listen for confirmation that you have joined the meeting. ▪ Make sure to go back to the Zoom app, but do not hang up the call. |
| No audio | <ul style="list-style-type: none"> ▪ Do not select this option. ▪ Without audio, you will not be able to hear the other participants and they will not hear you. ▪ If you select “no audio” by accident, select the “Join Audio” button in your toolbar. |

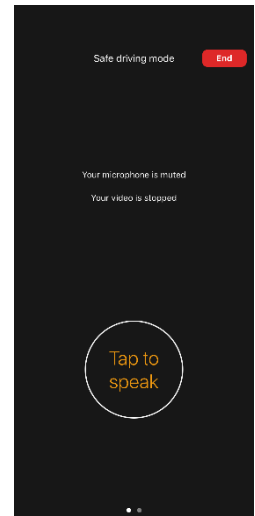
Locating Zoom Tools

- Locate the toolbar on your screen. Depending on your phone, it may be at the bottom or top of your screen. If you do not see the toolbar, tap your screen once to make it appear.
- You may need to scroll through the toolbar to find the tool you are looking for. You can do this by placing your finger on the toolbar and dragging it to the left.

- Locate the Microphone  button. Tapping this button will mute or unmute your microphone. You should mute yourself until your case is called.

- Locate the Share Screen  button. If you need to share evidence, like a document or photograph, tap the share screen button and select what you want to share. Remember, if you select “screen” to share, all participants will see everything on your phone screen, including notifications such as text messages.

- If you place your finger on the screen and drag it to the right, you may be in safe driving mode. This is a Zoom feature designed to eliminate distractions while driving. The other participants cannot see or hear you while you are using this tool. Your screen may look like the image to the right. Remember, do not drive a car during the hearing. If you accidentally enter this mode, place your finger on the screen and swipe to the left to exit.
- View Tip Sheet 75 for more information on Zoom’s most common tools.



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