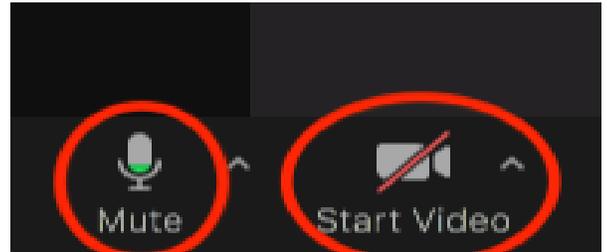


## Navigating Zoom at Today's Session

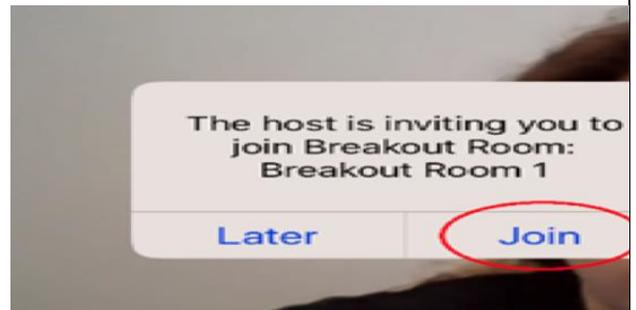
### Audio and Video Control

1. **Mute** your device when NOT speaking.
2. **To mute/unmute:** Hover over the lower left corner of your screen. Click Mute.
3. **Press \*6** to mute/unmute for landline and flip phone users.
4. **Click the video** button to start your video and leave your video on



### Breakout Room

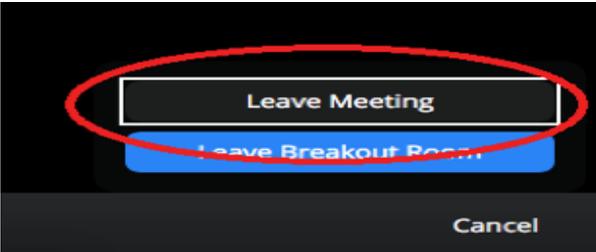
5. You and the officer will be put into a private breakout room to discuss your case. To enter the room, please click **“Join”**.
6. If this box does not immediately appear, please click **“Breakout Rooms”** on the toolbar at the bottom of your screen, then click **“Join”**.
7. **Phone users on audio only:** you will be moved into the breakout room automatically. ***Please note that phone users joining by audio only cannot participate in a trial before a Judge without being seen on video.***
8. **iPad users:** swipe from the left side to find your **“Join breakout room”** invite.



9. When you are finished discussing your case with the officer, please leave the breakout room by clicking **“Leave Breakout Room”** in the lower right corner, then wait to enter the **“Virtual Courtroom.”**



## Virtual Courtroom

|  |   |
|--|---|
| <p>10. You will be sent an invite to join the “<b>Virtual Courtroom</b>” to speak with the Judge.</p> <p>11. To find this, look at the tool bar at the bottom of your device, and see “<b>Breakout Rooms</b>”. Click on that and select “<b>Virtual Courtroom</b>”.</p> <p>12. If you are only joining through <b>phone audio only</b>, the <b>host will move you</b> into the “Virtual Courtroom” when the Judge is ready to see you.</p> |  A screenshot of a mobile application's bottom toolbar. The background is dark. On the left, there is a white icon consisting of four small squares arranged in a 2x2 grid. Below this icon, the text "Breakout Rooms" is written in a light gray font. To the right of this icon and text, there are three white dots representing a menu. Further to the right, the text "More" is written in a light gray font. A red oval is drawn around the "Breakout Rooms" icon and text. |
| <p>13. Once in the “Virtual Courtroom,” you may leave the session when instructed by the Judge. To leave, click “<b>Leave Meeting</b>” in the bottom right corner of the screen.</p>   |  A screenshot of a mobile application screen. The background is dark. In the center, there is a white rectangular button with the text "Leave Meeting" in black. Below this button, there is a blue button with the text "Leave Breakout Room" in white. At the bottom right of the screen, there is a white button with the text "Cancel". A red oval is drawn around the "Leave Meeting" button.   |
| <p>14. If you get disconnected, call the help line, found in the materials you received from the Violations Bureau:</p>  | <p><b>Help line: (207) 822-4282</b></p>   |