



General Tips

Preparing to Participate in a Zoom Video Conference with the Alaska Court System

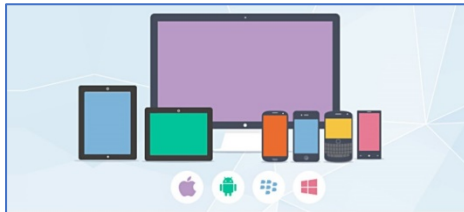
What equipment do I need to participate in a



- PC, Laptop, Phone, or Tablet
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in
- Zoom supported operating system, tablet or mobile device



Supported tablet and mobile devices



- Surface PRO 2 or higher running Win 8.1 or higher
- iOS and Android devices
- Blackberry devices

Supported browsers

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+



Recommended bandwidth requirements

There are many free sites available such as [speedtest.net](https://www.speedtest.net) to test your bandwidth.

- For group video calling:
 - 800kbps/1.0Mbps (up/down) for high quality video
 - For gallery view and/or 720p HD video: 1.5Mbps/1.5Mbps (up/down)
 - Receiving 1080p HD video requires 2.5mbps (up/down)
 - Sending 1080p HD video requires 3.0 Mbps (up/down)

Before every court session using Zoom:

1. Connect your device to power.
2. Make sure your internet connection is good.
3. Test your video.
4. Test your audio.
5. Turn off all audio disruptions (phones, messaging alerts, email alerts, etc.).
6. Ensure the space you are using is free of outside disruptions.

Tips for successful virtual court proceedings

- Mute your phone, and mute all sounds from all other applications (email notifications, chat messaging, etc.).
- Avoid using battery power only, plug into a good power source while in a Zoom meeting.
- Avoid noisy and echoing locations. Use of a headset will improve audio quality when this is unavoidable.
- Avoid distracting real or virtual backgrounds. Choose a solid neutral wall if possible.
- Avoid poor camera positioning (if possible). Try to frame yourself so you take up most the screen, at eye level.
- Check the lighting. Light from a window behind you might blind the camera, making the image look dark. Light above you in the center of a room might also cast shadows. Ideally, position a lamp, or sit facing a window, where light is directly on your face. Also be aware that your monitor casts light that can make you look blue.
- When speaking, remember to look directly at the webcam, not at the screen.
- Dress in a soft solid color (like a black robe for judges). If a tie is worn, use a solid tie rather than one with a pattern.
- Avoid running any unnecessary applications besides Zoom, to conserve your computer's processing power and internet connection.
- Test your connection and setup with Zoom by testing your connection at <https://zoom.us/test>



Any recording of a court proceeding held by video or teleconference, including screen-shots or other visual copying of a hearing, is absolutely prohibited.

Additional Settings

Zoom has a lot of settings, and as the system updates, certain aspects or features may change. Below are a few settings recommended by the court to improve your experience:

- **General**
 - Ask me to confirm when I leave a meeting: **ON** (Helps prevent leaving the meeting on accident.)
- **Video**
 - Enable HD: **OFF** (Helps prevent poor video performance, and usually looks just as good as HD)
 - Always show video preview dialog when joining a video meeting: **ON** (Allows you to check your video before others see it.)
 - Always display participant names on their video: **ON**