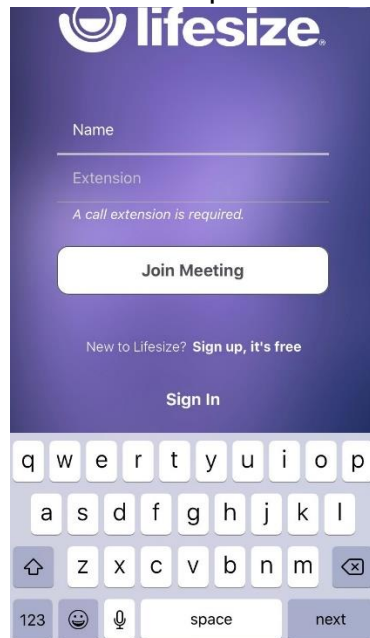


Lifesize Video Conferencing Instructions for External Callers

You will need to download the Lifesize app or use the Lifesize website.

A. To connect **via smartphone** using video to a courtroom:

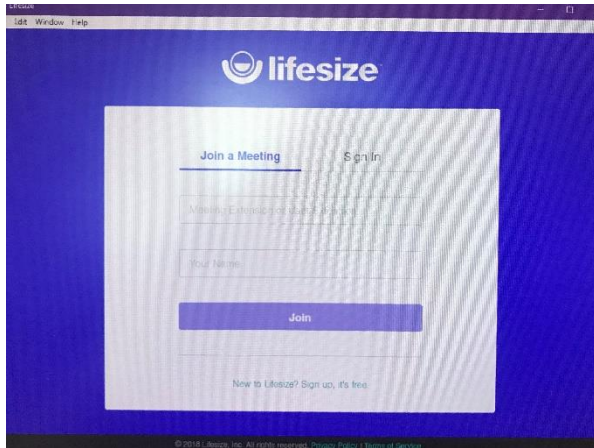
- From your app store, download the Lifesize app
- You do not need to sign in or set up an account, just type in your name and extension number (**2377002** for Courtroom 201, **2377015** for Courtroom 207, or **2252425** for Courtroom 204) and click “**Join Meeting**”
- Next, enter the passcode **7979#** on the keypad that pops up.
- Along the bottom of the screen, you will see a microphone icon. Please mute yourself during the hearing until it is time for you to participate. This will cut down on background noise/feedback.
- Press the red phone icon to leave the video conference.



B. To connect **via a desktop/laptop computer** using video to a courtroom:

- Download the Lifesize software at <https://call.lifesizecloud.com/downloads>
 - **Make sure that your computer has a microphone and camera**
- Double-click the icon on your desktop and select “**Join a Meeting.**” You do not need to sign in or create an account, just type in your name and extension number (**2377002** for Courtroom 201, **2377015** for Courtroom 207, or **2252425** for Courtroom 204) and click “**Join**”
- Next, enter the passcode **7979** in the box that pops up, and click “**#Enter Meeting.**”

- Along the bottom of the screen, you will see a microphone icon. Please mute yourself during the hearing until it is time for you to participate. This will cut down on background noise/feedback.
- Press the phone icon on the bottom right to leave the video conference.



Troubleshooting: see Lifesize website: <https://www.lifesize.com/en/app-help/guest>

C. To call in by **telephone only – no video** (please confirm with the Court that this is acceptable for the type of hearing you are having):

- Call 1-877-422-8614
- Extension **2377002#** for Courtroom 201, **2377015#** for Courtroom 207, or **2252425#** for Courtroom 204
- Enter passcode: **7979#**