

## Procedure for Sign Language Video Remote Interpreting (VRI) in Zoom

For Attorneys, Litigants, Interpreters\*, members of the public including people who are Deaf, and Hard of Hearing

Join a scheduled Zoom meeting, wait for Host to admit you into meeting

Please reference this document for further instruction - [“How to Join and Participate in a Zoom Virtual Courtroom”](#)

All participants should be labeled appropriately (Role, Name), please contact the Host if further assistance is needed

i.e: Attorney – Juan Lopez, ASL Interpreter – John Blue, Judge – Hon. Jane Smith, CDI Interpreter – Stan Ng

Rename yourself to your title – First Name OR contact the Host for assistance

### Multi-pin\*\*

Tap the right arrow to display the next group of participants on the screen, also tap the left arrow to display the previous set.

Multi-pin the participants needed from the list of participants available, use the instructions below by your equipment

Multi-pin feature available currently only for PC (Laptops)/Mac/Apple iOS

Multi-pin feature currently unavailable on Android devices, Chromebooks, iPhones

If multipin option is not available, single-pin will only be available

Participants who require sign language interpretation should select and pin the Certified Deaf Interpreter

### Breakout room

If placed in a Breakout room, you will need to pin the participants again

Once moved back to the main room, you will again need to pin the participants

NOTE: Screen freezing or interrupted video/audio may occur, if it does please notify someone in the call immediately.

NOTE: Courts may provide additional IT support if necessary. Contact the Host of the meeting to request support.

Technical Note: Ensure that ISP or network connection you have is stable and can handle videoconference calls

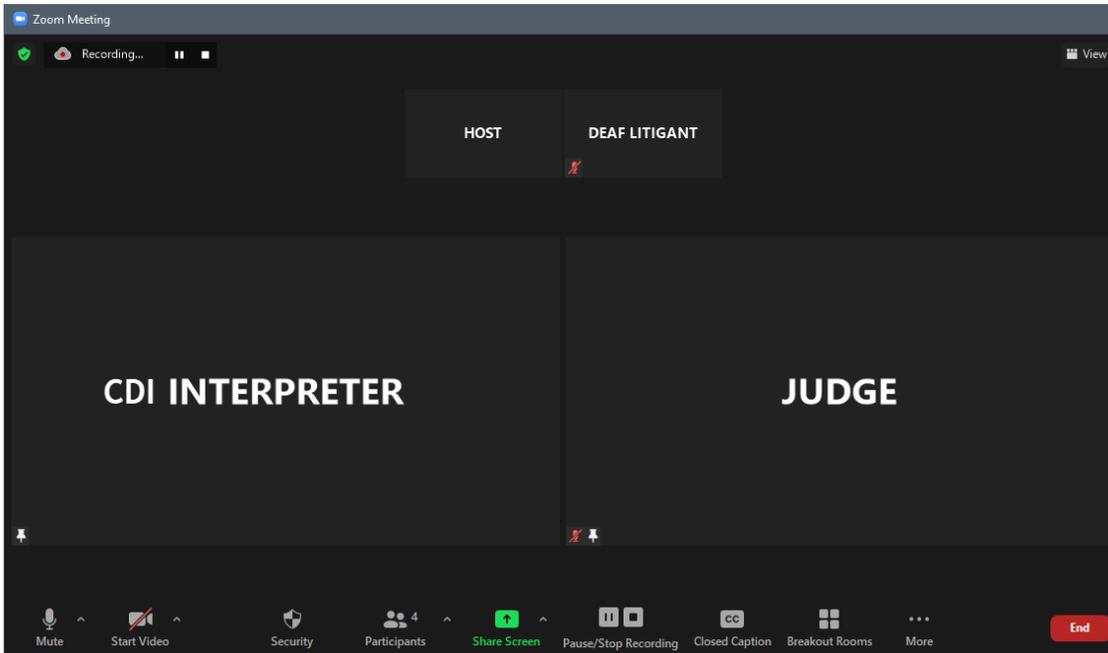
\*There are minimum technical requirements included in [“How to Join and Participate in a Zoom Virtual Courtroom”](#)

\*\*Staff at the County Jail are responsible to set the required participant view for the defendant who is Deaf using the Zoom multi-pin feature.

### For PC or Mac

Pin the appropriate participant in view

Right click on the participant and select pin, multiple participants can be pinned



### To Cancel a Pin

Click Remove Pin in the upper left corner of any video pinned currently

### For Apple iOS Device

Swipe left to enter to Gallery View

Double tap the video of the participant you want to pin

### To Cancel a Pin

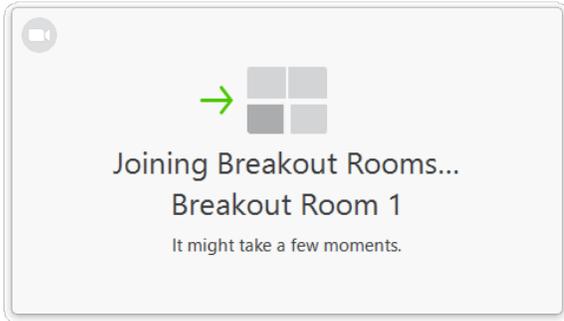
Double-tap the pinned participant

This will return the meeting to Active Speaker View



### Entering/Leaving Breakout Rooms

When the host places you in a breakout room, Joining Breakout Room prompt will display



After joining a breakout room you will see all the participants in the room

Pin all participants necessary participants

### Requests for help

If someone “asks for help”

A Host will join the Breakout Room if necessary

Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help 

### Return to the Main Meeting

A host is required to move you out of the Breakout room and to the main meeting room

## Minimum Technical Requirements for Sign Language Video Remote Interpreting (VRI) for Zoom

- Devices Recommended:
  - Laptop
  - iPad OS v13 or later; 11 inch or larger screen
- Devices Not Recommended:
  - Android Tablet OS \*Multi-pin not supported on Android
  - Google Chromebook \*Multi-pin not supported on Android
  - Cell Phones \*Screen may not be large enough
    - iOS 13 or later \*Screen may not be large enough
    - Android 8.0x or later \*Multi-pin not supported on Android
- Zoom Version: Latest version
- Hardware specifications:
  - PC Intel processor – 6th Generation 3.X GHz or faster
  - PC AMD processors – Bulldozer series – 3.X GHz or faster
  - Mac with Intel 6th Generation processor SKYLAKE or later
  - 4GB of RAM or more
- Operating systems:
  - Windows 10 (32 and 64 bit)
  - Mac OS X version 10.10 (Yosemite) or higher, Intel CPU only
- Speakers or Headphones
- Webcam with Microphone OR integrated camera with microphone
- Network:
  - 100 MBit NIC or higher
    - High speed broadband Internet access, hardwired strongly encouraged
      - Minimum of 5 Mbps upstream and 5 Mbps downstream
      - Speed Test sites
        - <http://openspeedtest.com/> OR <http://www.speedtest.net/>
  - Firewall Ports open
    - Inbound/Outbound TCP: 80, 443, 8801, 8802
    - Inbound/ Outbound UDP: 3478, 3479, 8801 – 8810