Oregon Judicial Department

Minimum Requirements | Overview

Hardware:

- smartphone or tablet:
  - iOS (Apple)

Software:

- Webex App

Recommended Equipment:

- earbuds w / built-in mic
- charger

Network Bandwidth

The amount of network bandwidth required depends on the requirements of each video device to provide the desired video quality. For a single device, we recommend at least 2 Mbps (megabits per sec) for an optimal experience.

Preferred process

Select a quiet, comfortable space free from distractions to set up and connect to the remote hearing. Pick a place with an appropriate background, and dress as if you were attending court in person in case you are asked to appear by video. Use the green **Join Event** button to connect as described in the instructions bellow.

Before you connect to a Webex Event from your mobile device you must install Webex Meetings. If you already have the app installed on your mobile device, it will launch automatically when you tap the green **Join Event** button. Otherwise, you will be taken to the installation page.

1. Write down the vent number (access code) and the case sensitive event password in case you need it later. Tap the green **Join Event** button that appears in the confirmation email you received from the court:
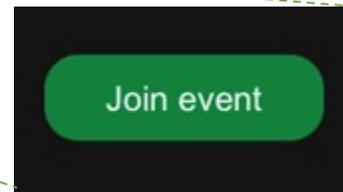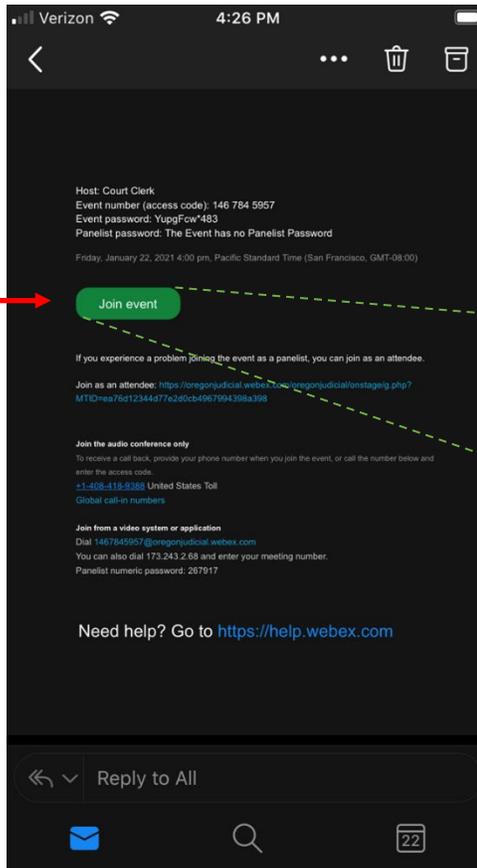
2. On the next screen, tap **Join**. Then, tap **Download** in the top right-hand corner of the next screen:
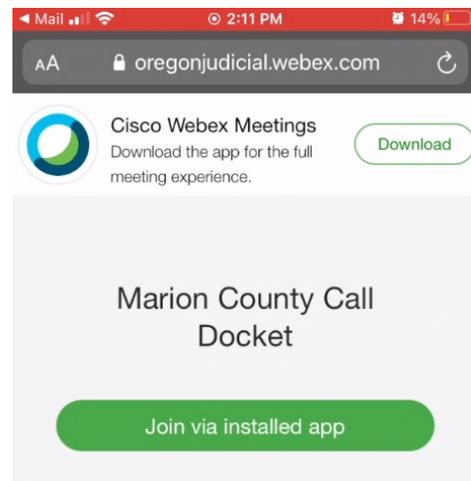
3. Tap **GET** to download the app from the app store:
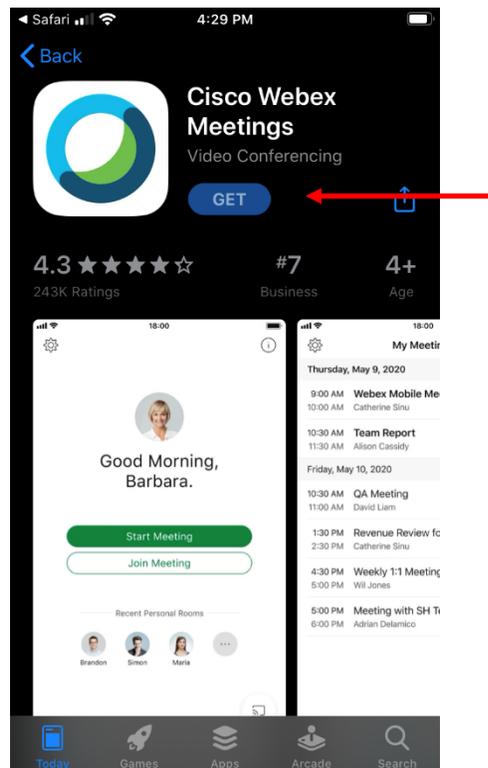
4. Tap **OPEN** once the app has finished downloading:
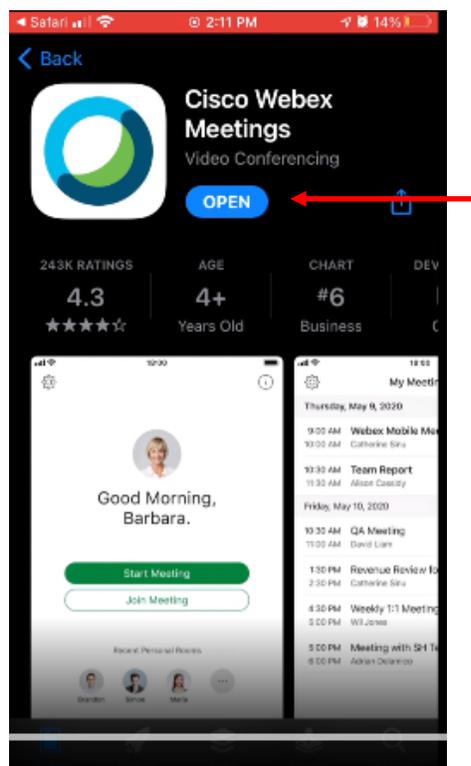
5. If you agree to the Terms of Service Agreement and the Privacy Statement, tap **I Accept**:
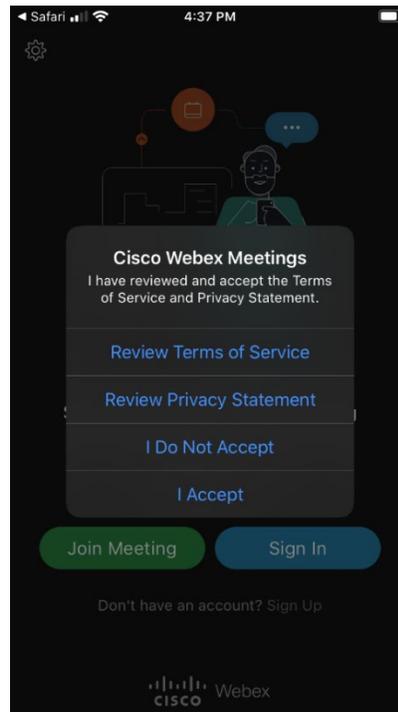
6. If the screen displays a message stating the event has not started tap **OK**. Then, tap the green **Join Meeting** button:
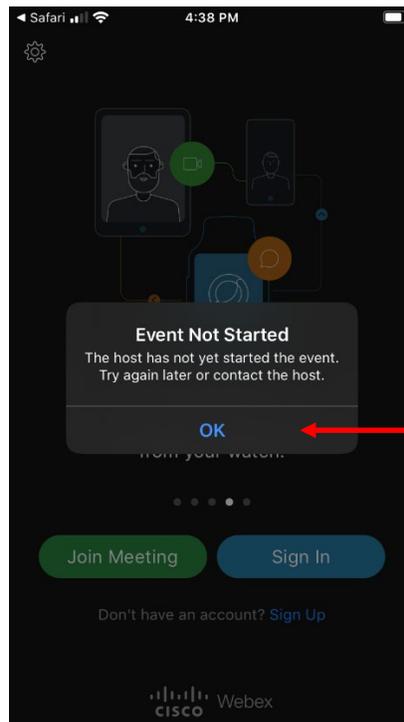
7. The next screen will ask for the meeting number - provided in your confirmation email. Enter it in the first line, and then enter your name and email address (the one you provided to the court) in the second and third lines as indicated:
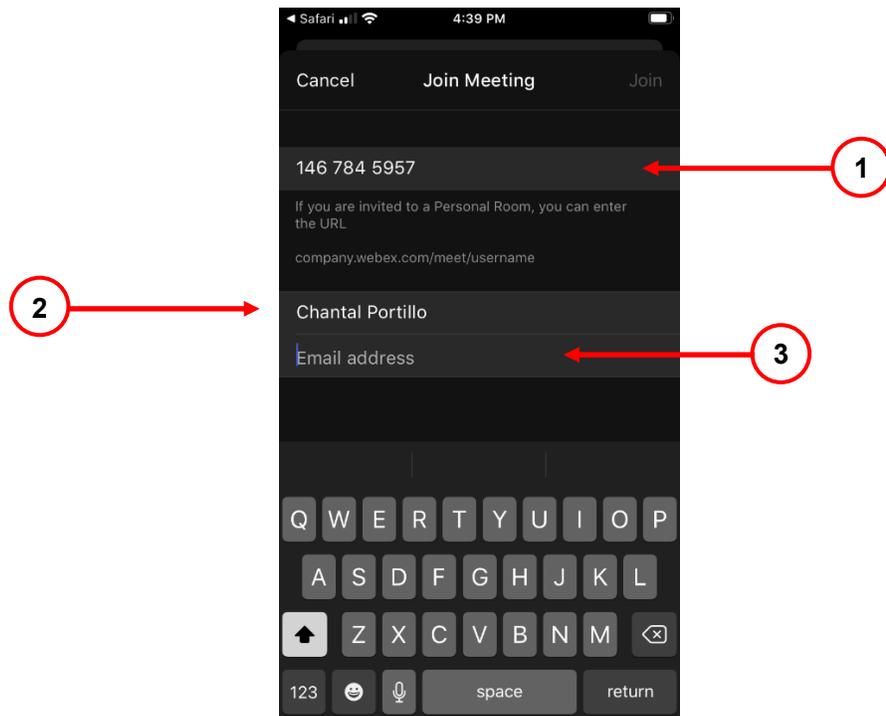
8. Next, enter the case sensitive event password from your confirmation email and then tap **OK**:
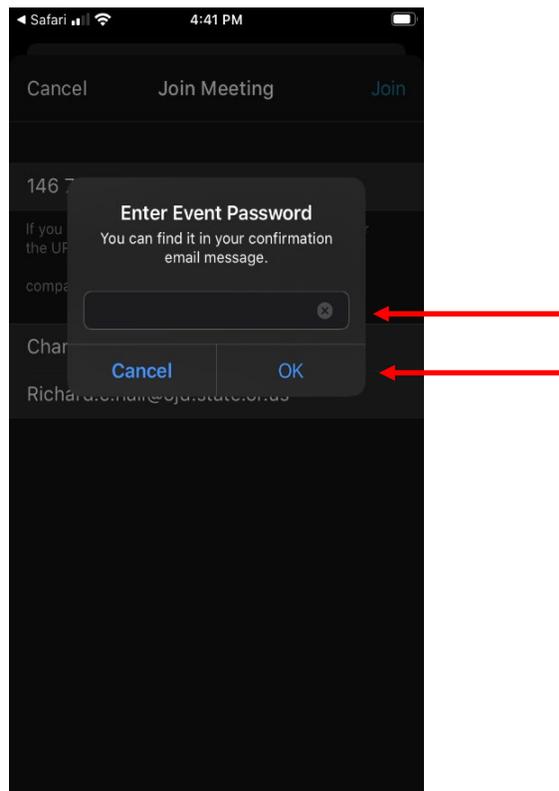
9. Read the disclaimer and Tap **Accept** if you agree to the terms outlined in the disclaimer:

10.
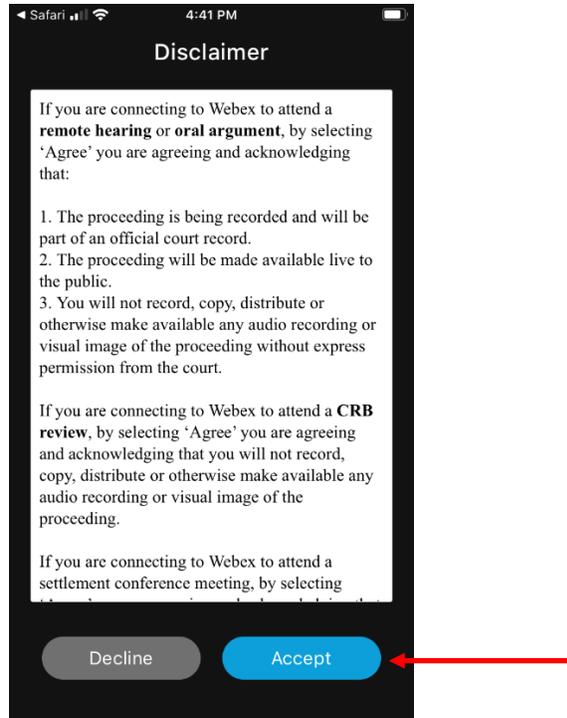
Privacy Agreement in Spanish: https://www.cisco.com/c/es_mx/about/legal/privacy-full.html

EULA (which contains the Terms of Service) in Spanish:
https://www.cisco.com/c/dam/en_us/about/doing_business/legal/eula/eula-spanish.pdf

11. Tap **OK t**o allow Webex Meetings to access the microphone on your device:
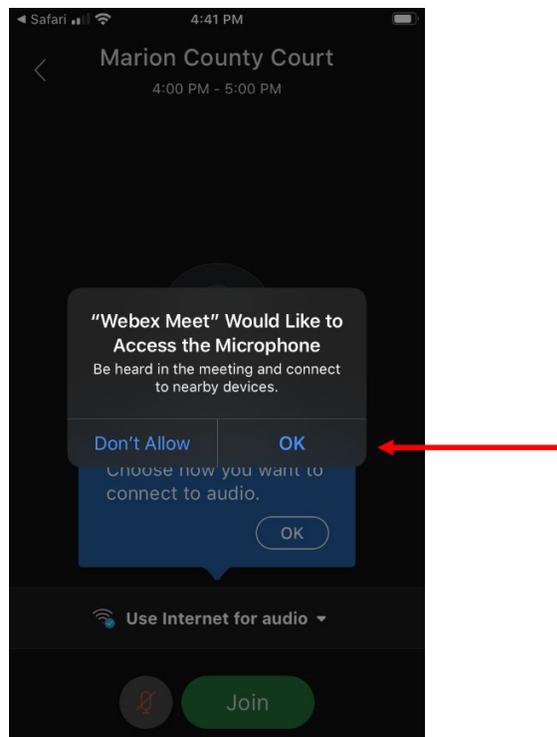
12. To use the Webex default audio option tap **OK**. Then, tap the green **Join** button:
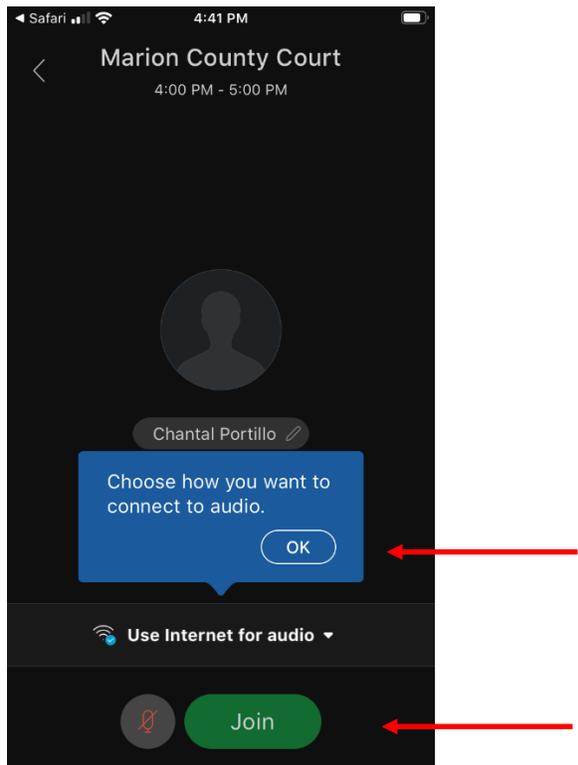
13. If this is the first time using Webex you may get some informational pop-up windows, just tap **OK** and **Got it** until you are connected to the hearing.
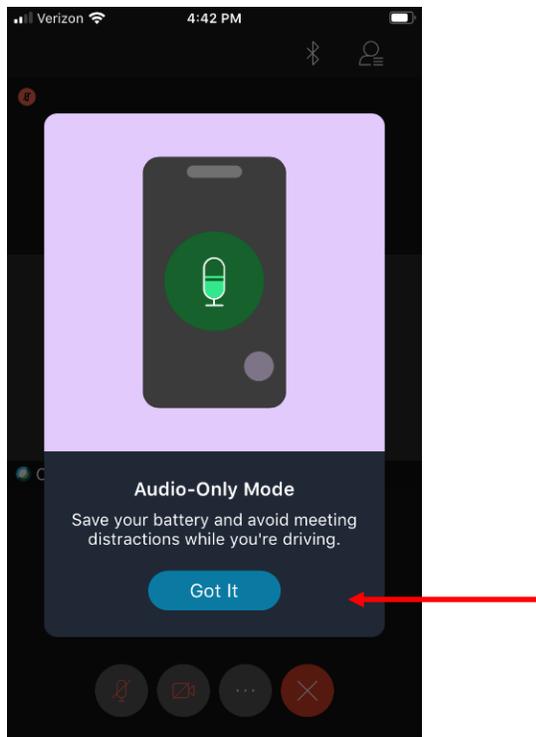
14. Wait patiently for your case to be called with your device muted. Unmute your device by tapping the icon that looks like a microphone when it is your turn to speak.
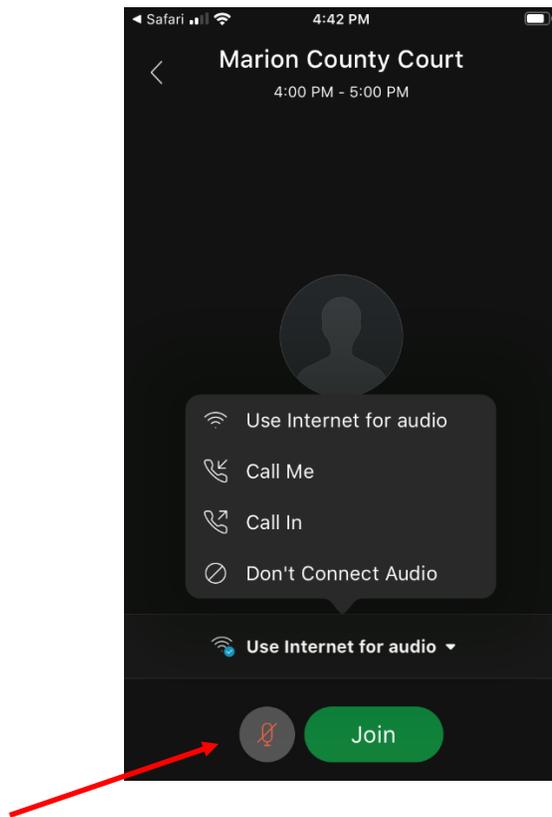
You may find other useful additional resources here: https://www.courts.oregon.gov/remote_hearings