Court Language Access Services
Oregon Judicial Department

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EQUIPMENT CHECKLIST

- ☐ Computer
  - • PC (Windows) - Intel Dual-Core CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
  - • MAC - Intel CPU-based (2 GB of RAM minimum)
  - • Tablet
- ☐ Webcam
- ☐ USB Headphones with microphone
  - • Stereo
  - • Mono

USB Connector

- ☐ Preferred Equipment:
  - • External Monitor
  - • External Webcam

- ☐ High speed internet access (at least **1.5 Mbps** per screen is recommended).

- ☐ Browser (recommend **Chrome** or **Firefox**)

- ☐ Webex (plug-in + desktop app)

- ☐ Cell Phone/Smartphone - with reliable service and equate coverage

  - • Android
  - • Apple

- ☐ Earbuds w/ built-in mic

MIC

3.5mm Connector

Lightning Connector

- ☐ Charger

  REMINDER: Since the introduction of the iPhone 7, Apple has not included a separate headphone jack on new iPhones. Additional accessories (i.e. a splitter, charging pad, or dongle) may be needed for longer trials so interpreters can use their earbuds while simultaneously charging their phone.

1.0 Quick Start:

Webex Events allow parties, their attorneys and the judge to engage interactively through video or audio conference technology, while allowing the public to access the proceeding. While the use of technology and remote hearings makes it possible for some or all parties to participate from alternative locations, courtroom etiquette and procedures still apply. Remote hearings will be conducted as similarly as possible to courtroom hearings, with consideration given to individual circumstances. Interpreters, staff, and judges participating in remote hearings should be in a quiet, private location with a professional background to limit interference. The following document is designed to help court interpreters prepare by ensuring they have the appropriate equipment, adequate internet connection and cell phone coverage to interpret a remote proceeding effectively.

1.1 Join from an Email Invitation

From: SCA CLAS LOTS <SCA.CLAS.LOTS@ojd.state.or.us>
Sent: Friday, April 24, 2020 12:02 PM
To: ojd.interpreter@gmail.com

Subject: video invite - OJD Confirmation 05/05/2020 8:00 AM - 05/05/2020 5:00 PM

Hi (Madam Interpreter),

Here is the Webex invite for the hearing on Tuesday May 5, 2020.
LEPs' phone number is xxx-xxx-xxxx.

Host: Court Clerk (court.clerk@ojd.state.or.us)
Event number (access code): 396 163 169
Event password: @20Ju01435
Panelist password: The Event has no Panelist Password

Join event

I included the rest of the assignment information confirmation, below.

Thank you for accepting the following OJD assignment. Please contact us immediately if corrections are needed. This confirmation follows OJD Payment Protocols. You are confirmed for the following assignment:

| Language	Spoken Language
Date & Time	05/05/2020 8:00 AM - 05/05/2020 5:00 PM
Location	xxxxx County Circuit Court
Address	1163 State St. Salem, OR
Room, Judge	Room: tbd Judge: Smith
Hearing Type	Motion
Case Information	Case #: 20JU103254 Case Name: ▮
Charge(s)	Dependency
Interpreter is for	Name: ▮ Role: Parent

The interpreter will remain on standby until the OJD Scheduler reassigns or officially releases the interpreter.

1. Click **Join Event** and you will be prompted to install the required plug-in

2. At the bottom of the new browser window that opens, click **Join by browser**.

3. After Webex has been installed and you have been invited into the event, you will need to agree to the terms outlined in UTCR 3.10(5)
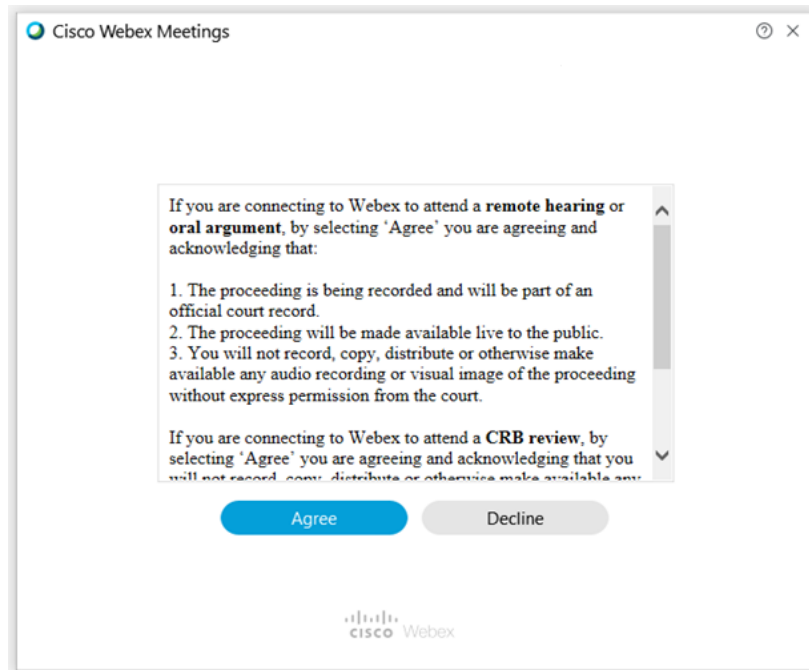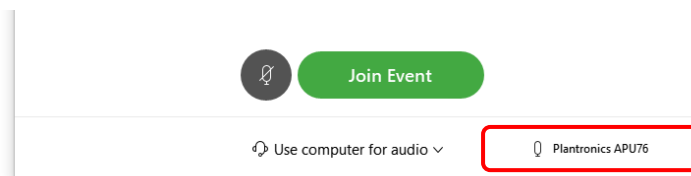

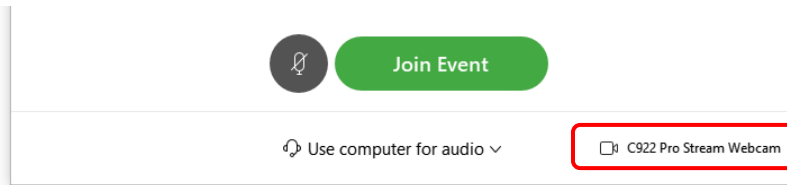4. Select the audio connection options under Join meeting.
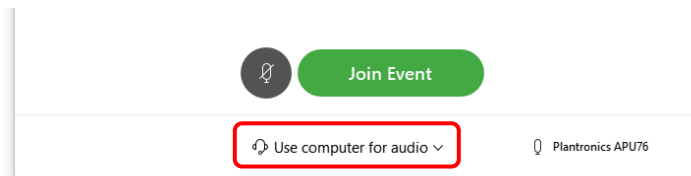
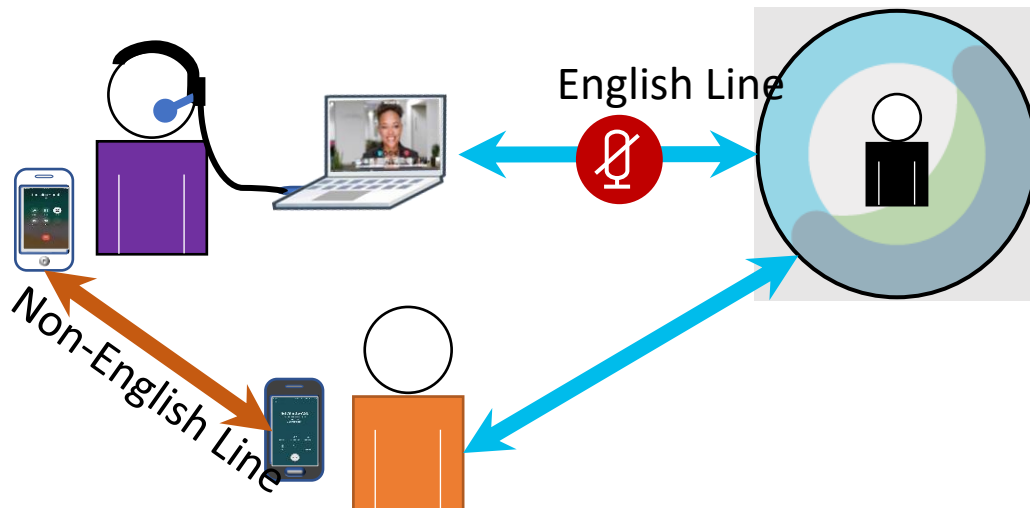○ Use computer for audio—Use your computer with a headset or speakers.

5. Select the headset you are using in settings

6. If you are using an external webcam, select the device in settings

7. Click **Join Event**.

English Line

Non-English Line

1.2 Dual Channel Set-up (Simultaneous Interpreting)

The following technique allows the interpreter to simultaneously interpret into the non-English language without being heard by other participants. This type of connection is more complex to set-up and **should be tested in advance of the hearing**.

1. Connect to the court/remote proceeding ("English line") via Webex using a USB headset with microphone. Select **use computer for audio** and click, **JOIN EVENT**.

    • **Unmute** when interpreting the into English for the record or when the interpreter has a comment for the court.

2. Connect to the LEP participant via a cell phone using earbuds with a microphone.

    o **dial *67** followed by the LEPs' phone number (for example: *67 503 986 1234)

    • Select **Mute** while you are simultaneously interpreting into the non-English language for the LEP participant.

The interpreter uses the USB headset and mic in one ear connected to the court and a separate headphone/earbud and mic in the other ear for the "non-English" line connected to the LEP.

Mute

1.3 Privileged communication:

OPTION 1: The interpreter, attorney and LEP participant are connected via cell phone by placing a 3-way call to the attorney's private number. Interpretation is done consecutively; ask the attorney to disconnect when the consultation is concluded.

Privileged Communication

Court Hearing
via
WebEx Video Conference

Interpret Consecutively
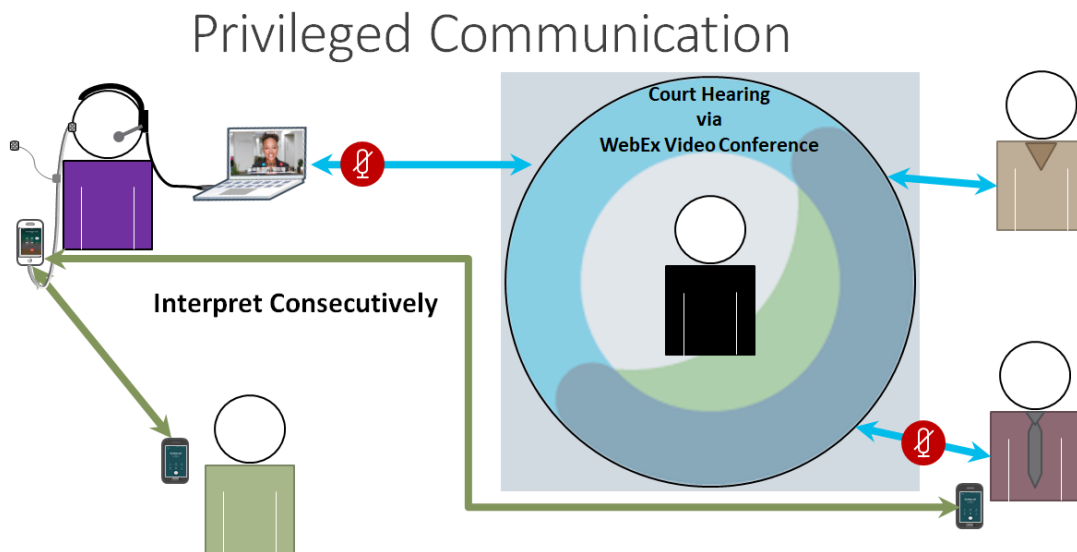
REMEMBER: to mute the headset connected to the court via Webex.

OPTION 2: The court instructs other participants to disconnect from the Webex meeting, and/or clears the courtroom, and stops the FTR. The consultation is interpreted consecutively through the Webex platform. Other parties must re-join the Webex meeting once the consultation has concluded.

1.4 LEAVE MEETING/EVENT

Click Leave Meeting— to leave the meeting.

2.0 Webex System Requirements:

Windows

- Intel Dual-Core CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
- JavaScript and cookies enabled on browsers
- Java isn't required for Mozilla Firefox and Google Chrome users.

Supported Operating Systems

- o Windows 7 32-bit/64-bit
- o Windows 8 32-bit/64-bit
- o Windows 8.1 32-bit/64-bit
- o Windows Server 2008 64-bit
- o Windows Server 2008 R2 64-bit
- o Windows 10
- o Windows 10 Enterprise LTSB
- o Windows OS support on Microsoft Surface Pro is supported.

Mac

- Intel CPU-based (2 GB of RAM minimum)
- JavaScript and cookies enabled on browsers
- Oracle Java 6 to Oracle Java 8

Mac OS X

- o 10.13
- o 10.14
- o 10.15

Network Bandwidth:

The amount of network bandwidth required depends on the requirements of each video device to provide the desired video quality plus presentation data. At least 1.5 Mbps per screen is recommended for an optimal experience. Some video devices can take advantage of higher rates, and the service can accommodate lower rates, depending on the device.

Browser:

The Cisco Webex web app is available on Chrome, Internet Explorer version 10 and later, Firefox, and Safari 7 and later. For the best experience (including video support), **we recommend using Chrome** or Firefox.

3.0 Download the Cisco Webex Meetings Desktop App

The Webex Meetings desktop app automatically downloads after starting or joining a Webex meeting from a Webex site or email invitation. Click the installation file to install it.

Why Install the Webex Meetings Desktop App?

The Webex Meetings desktop app package includes two parts: the in-meeting app, which allows you to host or participate in meetings, and the pre-meeting app, which resides on your desktop.

You can use the pre-meeting desktop app to manage your meetings, whether you have a Webex account or not. If you sign in with an account, you can start meetings instantly, schedule meetings, join your scheduled meetings, add integrations to join meetings from other apps, and detect nearby video devices. If you don't have an account or haven't signed in, you can still use the Webex Meetings desktop app as a guest to see your upcoming meetings, easily join your meetings, and connect to a video device.

If you want to install the app without joining a meeting first, you can also download it manually.

Go https://www.webex.com/downloads.html/ to get the download file, then follow steps below to install the file.

1. Run the .msi (Windows) or .dmg (Mac) installation file and follow the instructions. The Webex Meetings desktop app opens when the installation is complete.

2. Enter your email address and select **Sign In.**

3. Select or enter your Webex site URL, and then enter your password.

If you have a previous version of the Webex Meetings desktop app, you will have to uninstall that version before installing the new version.
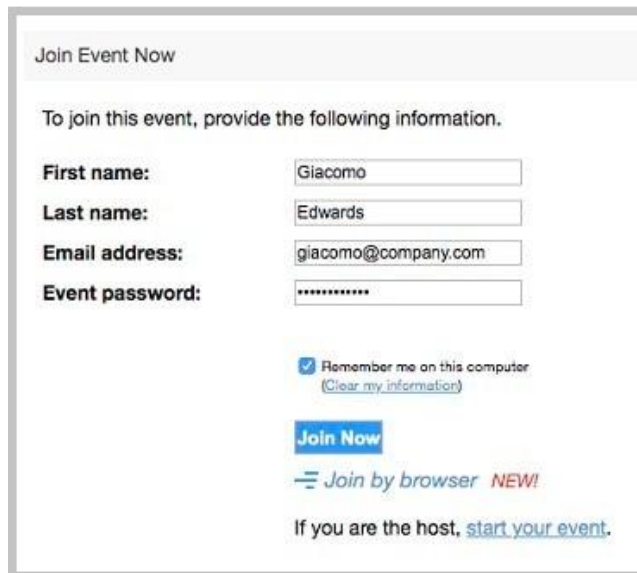
3.1 Join from an Email Invitation:
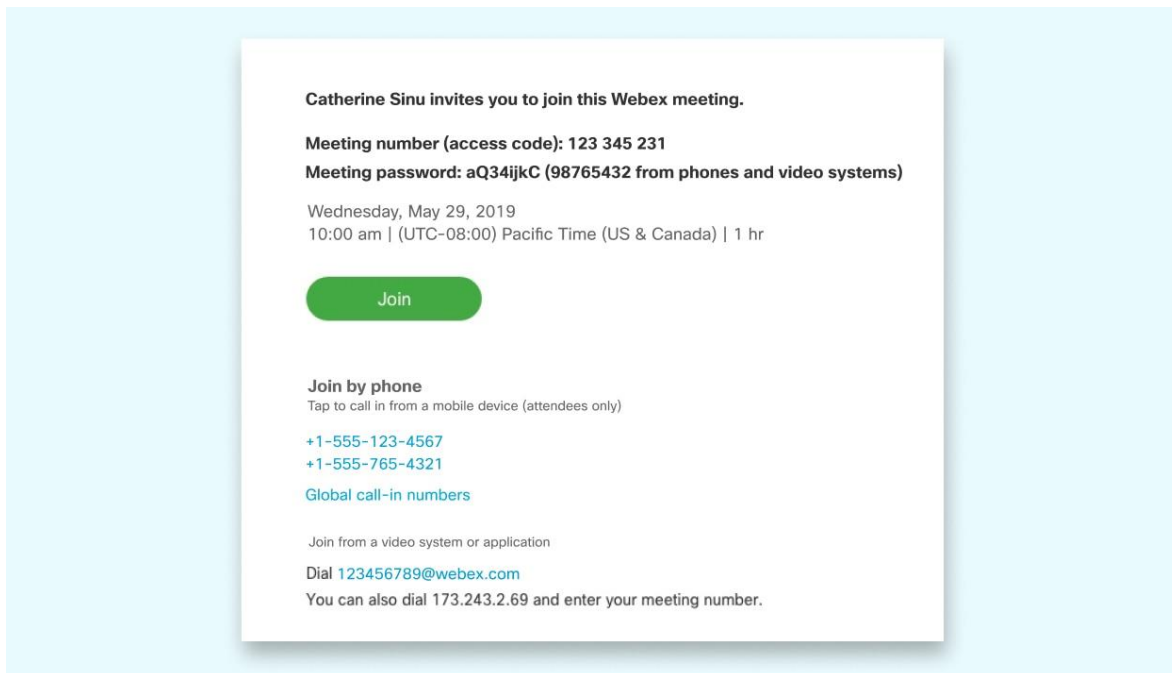
1. Click the green Join button in the email invitation.

2. At the bottom of the new browser window that opens, click Join from your browser if you're joining a meeting.

Having trouble opening the desktop app? Join from your browser.
Don't have the desktop app? Download it now.

If you're joining an event, click Join by browser

Join Event Now

To join this event, provide the following information.

First name: Giacomo
Last name: Edwards
Email address: giacomo@company.com
Event password: ············

☑ Remember me on this computer
(Clear my information)

Join Now

Join by browser *NEW!*

If you are the host, start your event.

3.2 Join from the Meetings Page on Your Webex Site

Quickly find your meeting from the search bar or meeting list on your Webex site and then join using either the Webex Meetings desktop app or the web app. Use the web app to open the meeting directly in your browser or use the desktop app to open the full-featured meeting application.

Sign in to Your Webex Site

1. Go to the sign in page

2. Enter your email address and click **Next**.

**3.** Enter your Webex Meetings account password and click **Sign in**.

3.3 Join using the Search Bar on Your Webex Site

If you're signed in to your Webex site and know the meeting, event, or training session information, such as the Personal Room ID or meeting number, you can use the search bar at the top of your Cisco Webex site.

1. Click on the search bar and enter one of the options to search for the meeting.

2. Enter the meeting or event password provided in the email invitation.

3. Click **Join** to join the meeting.

4.0 Navigating the Webex Virtual Desktop

The Webex virtual desktop is easy to navigate, with shared content or video in the center and meeting controls underneath.
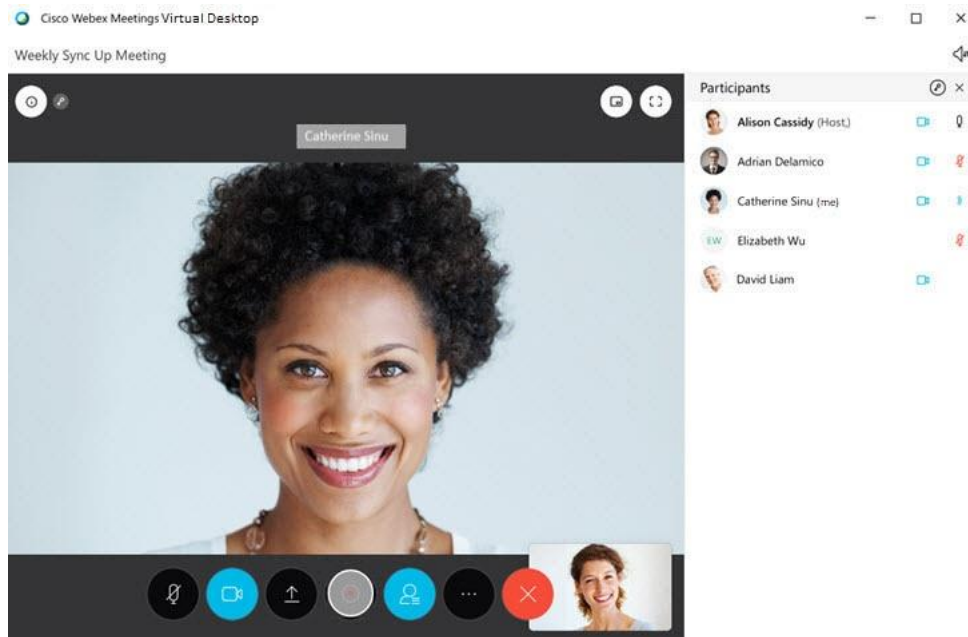
Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:

 Mute — turns red when you mute your audio. Click again to unmute.

 Video— To stop your video during the meeting, select . You will see when your video is off.

 Participant list—see who is in the meeting. The button is blue when the list is open.

 If you need more functionality, you can switch seamlessly to the desktop app on Mac and Windows.

Select More options , and then Switch to desktop app.

4.1 Mute or Unmute in Cisco Webex Meetings
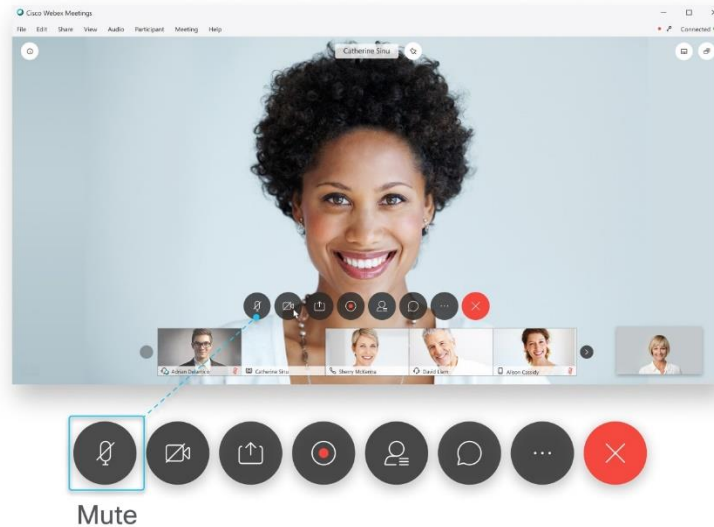
Mute

Use the **mute** ⌀ function while you are simultaneously interpreting into the non-English language for the LEP

participant. Use the **unmute** ⌀ function to interpret into English for the record.

o   Use the mute function to prevent background noise from being heard.

4.2 Screen Layouts in the Virtual Desktop App

When you're in a meeting or an event and no content is being shared, manage video layouts to engage with fellow participants. The Floating view allows you to make the view of the other speaker full-screen. Select ⧉ at the top right of the screen. Floating view gives you control of where to position your other panels—like participants or chat—in relation to the video panel. You can even move them to a second monitor or resize them.


Floating Layout
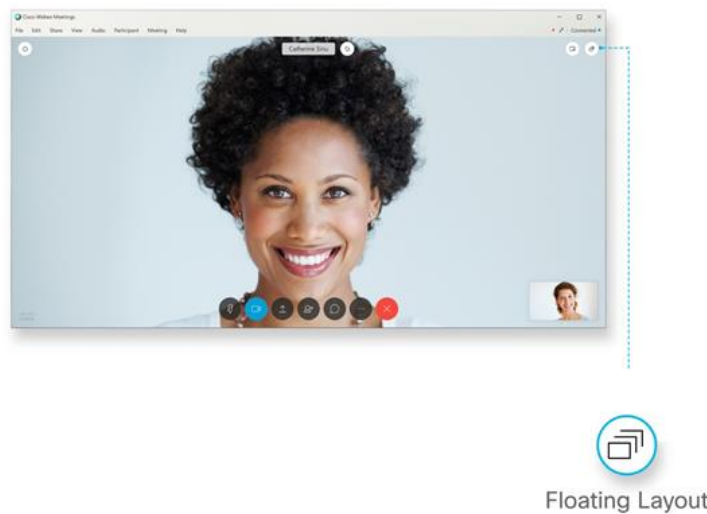
You can switch between the three different video layout views. There are advantages to using each of these video layouts. You can change views at any time depending on the number of active speakers and the total number of participants in your meeting or event.

When you join a meeting your default video layout is set to Single view. When there are more than two participants in the meeting you can change your video layout. If there are more than two participants in a meeting, you can switch between three different video views:

- Single view—Displays a full-screen video of the speaker.

- Overlay view—Displays the speaker in the primary video and provides thumbnail videos of the other participants.

- Grid view—Displays up to 16 participants at the same time.

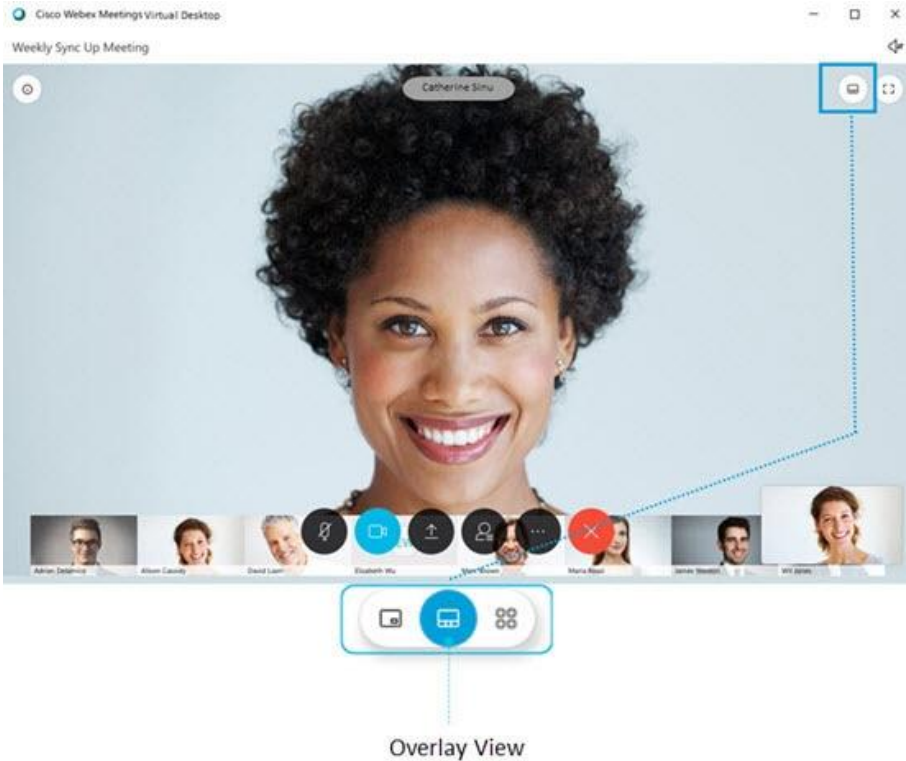**Single View in the Virtual Desktop App**
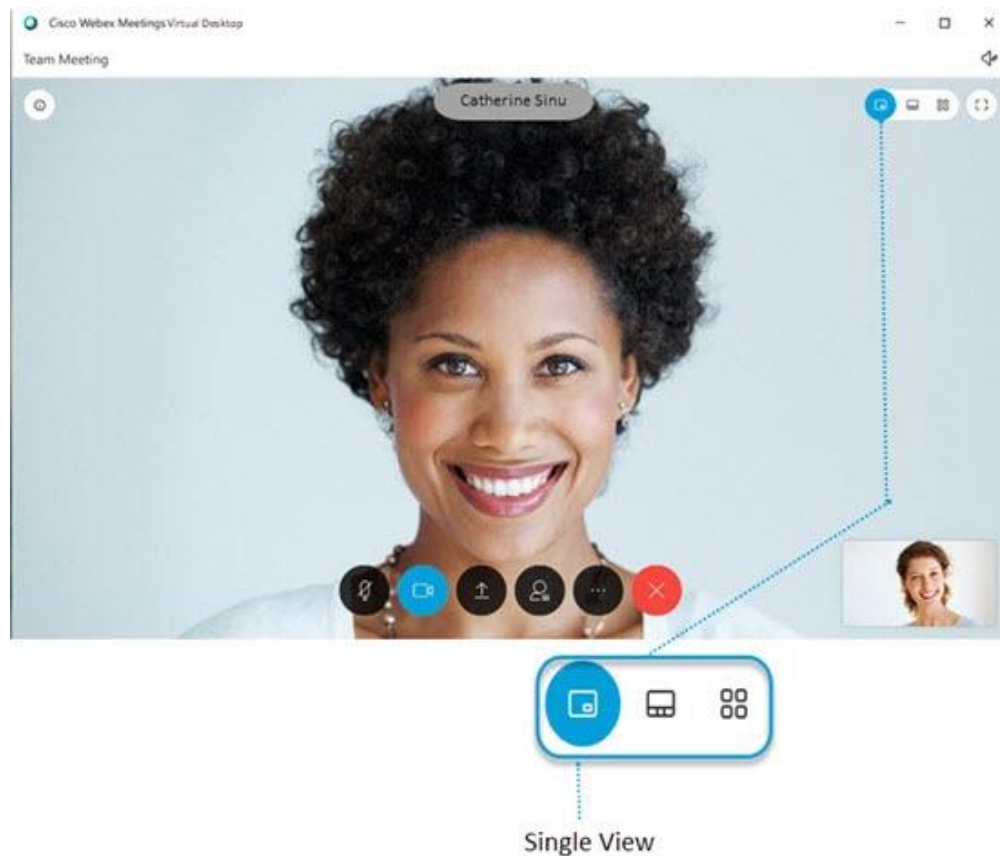
Single view displays a full-screen video of whoever is speaking. The Single view is the video-only layout that is used in meetings between two people.

- **Overlay View in the Virtual Desktop App**

The Overlay view is the default video-only layout and displays whoever is speaking in the primary video, while allowing you to see other participants' thumbnails. You can see up to eight thumbnail videos of other participants.

The order of the thumbnail videos is based on who has the host and presenter roles, who has spoken most recently, who is showing their video, and alphabetical order. The participants who have spoken most recently appear first, followed by participants who are showing their video.

Overlay View

- **Grid View in the Virtual Desktop App**

Grid view now allows you to see up to 16 participants at the same time. The sort order of the thumbnail videos is based on who has the host and presenter roles, who has spoken most recently, who is showing their video, and alphabetical order. The participants who have spoken most recently appear first, followed by participants who are showing their video.


Grid View
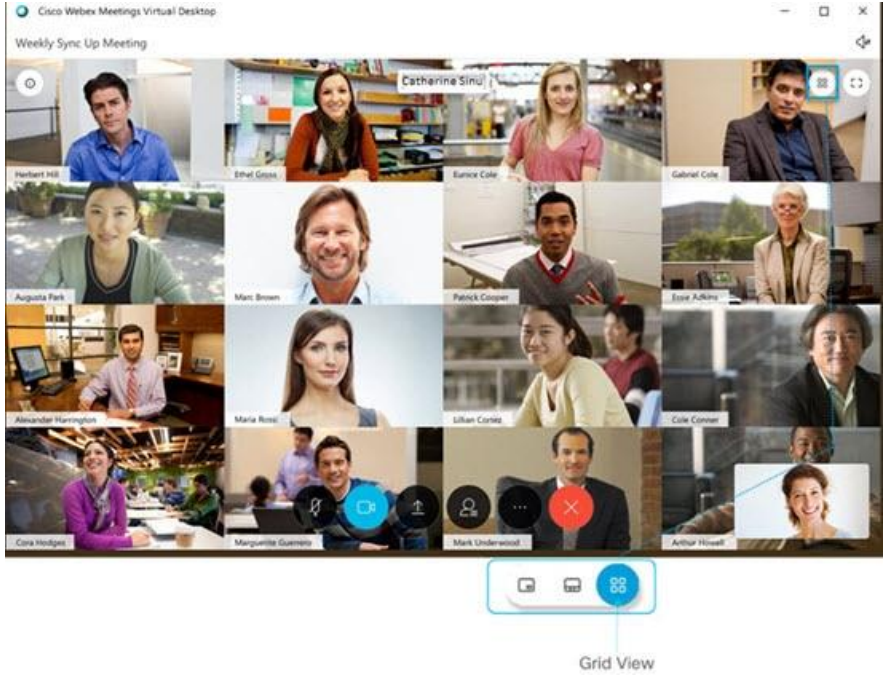
4.3 Select Who You Want to Focus on in a Cisco Webex Meeting (Pinning)

You can lock the video focus of the main video on you, a specific participant, or the active speaker. You can lock focus on a specific participant in the main video window. Even when someone else is speaking, you'll only see the person you've locked focused on in that window. You can also lock focus on the thumbnail video.

Lock / Unlock
Video Focus
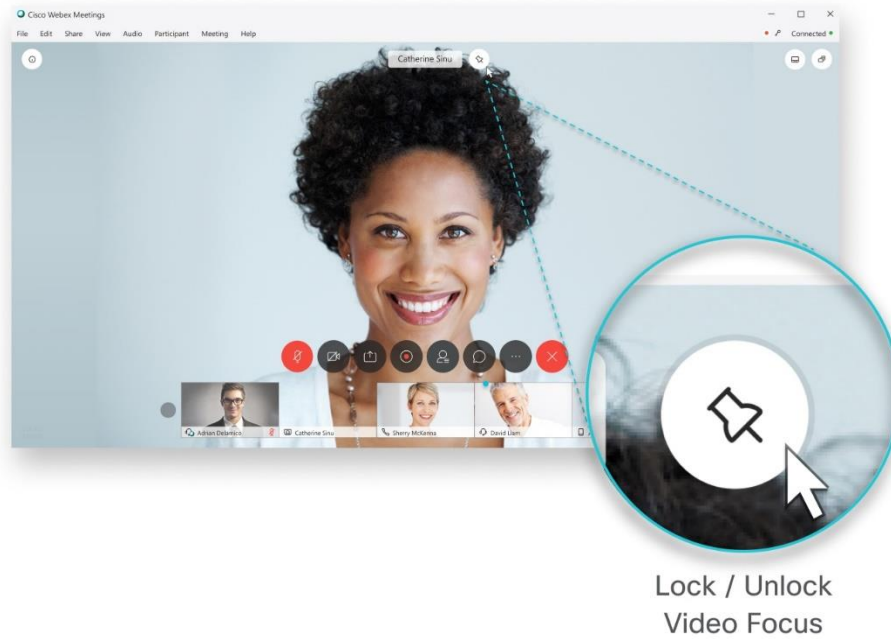
Each participant can choose who appears in their thumbnail videos. When you lock a thumbnail video in focus, only your view is affected. Each participant can lock their thumbnail videos in a view that they want.

5.0 LEAVE MEETING/EVENT

Click Leave Meeting— to leave the meeting.

Appendix: Webex mobile (Tablets)

- Android Lollipop 5.0 and later (2GB of RAM required).

  You can download the app by:

  1. Searching for Cisco Webex Meetings in the **Google Play Store** or **Amazon Appstore for Android,** or

  2. Joining a meeting for the first time in your device's web browser and accepting the offer to install the app on your device.

  After opening Webex Meetings, accept the Terms and Conditions to use the app.

- iPad—iOS 11.0 and later, and iPadOS 13.1 and later
  You can download the app by:

  1. Searching for Cisco Webex Meetings in the **App Store**

  2. Joining a meeting for the first time in your device's web browser and accepting the offer to install the app on your device

  3. Scanning this code:

After opening Webex Meetings, accept the Terms and Conditions to use the app.

The Webex Meetings mobile app (version 11.0 or higher) is supported on all Chrome devices that officially support Android apps, through Google Play.
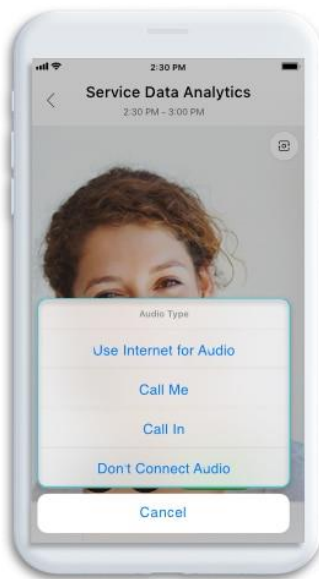
Join Using your Tablet

Choose how you want to connect to the audio, mute or unmute your microphone, and turn on or turn off your video before you join a meeting or event.

1. Tap the audio connection options in the Webex Meetings or Events app.

2. Choose how you want to hear the audio in the meeting:

- **Use Internet for Audio**—Use your phone with earbuds or on speakerphone.

    If you want to join the meeting with your audio muted, tap **Mute my microphone** 🔇 .

    If you want to join the meeting with your video turned off, tap **Turn off my video** 📹 .

3. Select **Join meeting**.

Get easy access to all your essential meeting controls.

Tap to see the Participants panel.

Mute audio

Leave Meeting

Turn off video

Invite

More options

Chat

Mute