

Video Conferencing Setup Instructions

Last Updated 6/15/2021

Purpose

This document contains instructions for setting up video conferencing with the Statesville Chapter 13 Office.

Requirements

1. Internet connection (1Mbps or higher upload and download speed)
2. Webcam (ex: Logitech Webcam C270)
3. Microphone (ex: Logitech USB Desktop Microphone)
4. Speakers (if needed)
5. Zoom software (free)
6. Zoom account (<https://zoom.us>) (free)

Preparation

1. Purchase any needed items
2. Install hardware
3. Sign up for a Zoom account at <https://zoom.us/signup>
4. Download and install Zoom Client for Meetings from <https://zoom.us/download>
5. Sign into Zoom Client
6. Once setup, please contact our office to schedule a test.

Hearings

Before your hearing time, join the Zoom meeting using the link posted on our website at www.ch13sta.com. You will be placed into a waiting room and will be allowed into the meeting when we are ready.

Tips to streamline connecting

1. To automatically sign in, check “Keep me signed in”
2. To always approve launching Zoom, check “Always allow zoom.us to open links of this type in the associated app”
3. To always join using computer audio, check “Automatically join audio by computer when joining a meeting”