

Steps For Setting Up Your Device For Polycom/Video Conference

- 1) Determine if the device you will be using to connect to the polycom qualifies for use for a polycom/video conference. (*A “device” can be a cell phone, lap top, lpad, tablet, computer, etc.*) Your device must have **ALL** of the qualifications listed below.
 - Does it have a camera – either built in, or a web camera attached?
 - Access to the Internet?
 - Access to the email address you submitted?
- 2) If you already have Avaya Scopia Mobile downloaded to your device, then you may skip this step. If not, then go to your App Store & download - Avaya Scopia Mobile (*it is free*).
- 3) Complete the Polycom Request & e-file it to the case.
- 4) Upon acceptance of the form, the clerk of the court will schedule the polycom. Once the polycom has been scheduled, you will receive two emails – one will have a link, the other will have a meeting ID#. On the date & time of the polycom, open the Avaya Scopia Mobile app & input that meeting ID#. You will then have entered into the polycom/video conference.