

## ***iVIsT* VIDEO CONFERENCING INSTRUCTIONS**

Various conferences or pretrials with the Court, as well as video arraignment, will be conducted using ***iVisit*** video conferencing software over the internet. The service is provided at Court expense, and is **free** to all other participants.

- A. To participate in an ***iVisit*** video conference, you must do the following:
1. Download and install the free ***iVisit*** software at [www.िवisit.com](http://www.िवisit.com); and
  2. Register and create a new ***iVisit*** user account utilizing an appropriate email address.
- B. Court video conferences will be initiated by an assigned Bailiff of the Court approximately five (5) minutes prior to the scheduled start time. To log into the Court's multiparty ***iVisit*** account, you will need to follow the following steps:

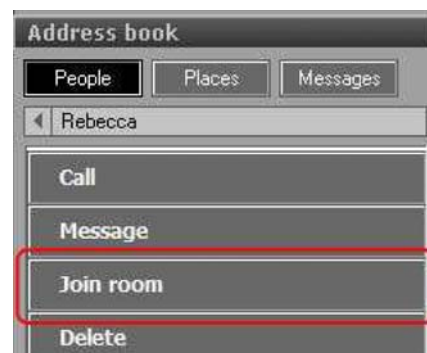
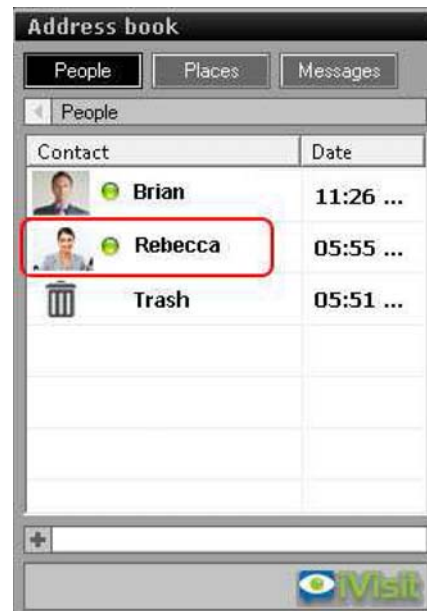
1. Add the Court's multiparty username to your ***iVisit*** address book. The Court's username is:

**Ashland\_Court**

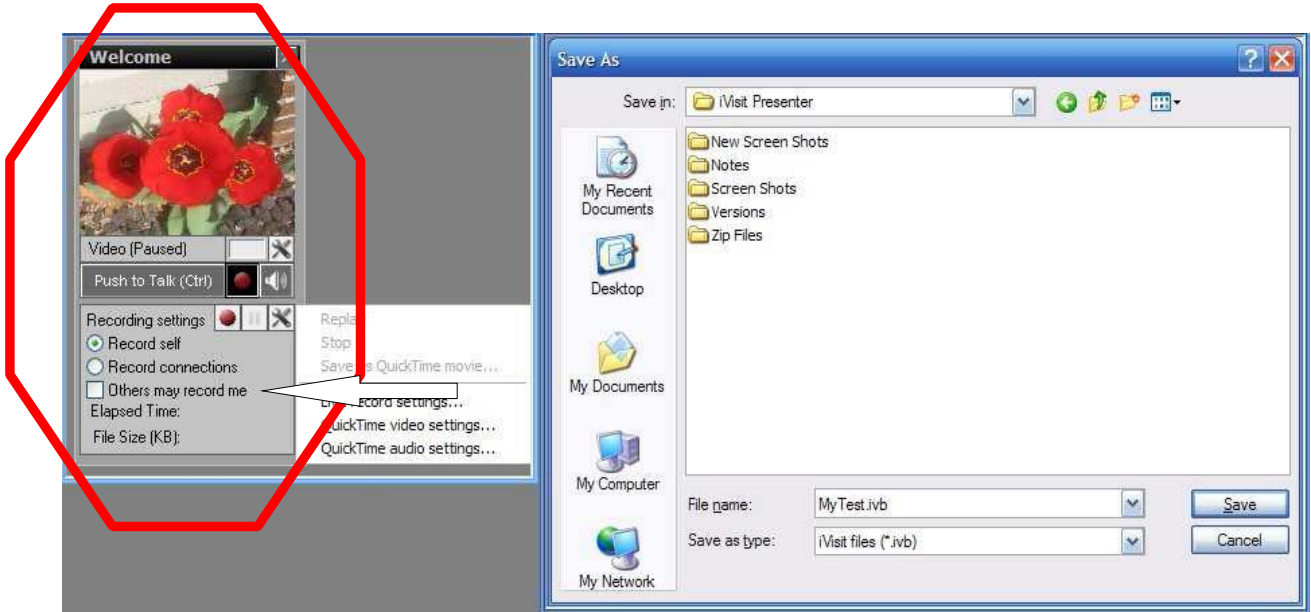
-OR-

**Ashland\_Court2**

2. In your ***iVisit*** address book, **click** on the Court's username, and then select "**Join Room**" from the list of options.



3. **iVisit** enables the Court to make a record of the conference, it will therefore be necessary for you to activate the “**others may record me**” function (see the diagram below). You may also record the conference (either all others or just yourself) if you so choose, and if the function is active on your account.



4. PLEASE ADJUST YOUR SOUND SETTINGS, AND,



5. Practice using “push to talk” or the automated hands-free microphone setting. Since *iVisit* is free for simple two-party video conferencing, it is strongly suggested that you run a brief practice session with another member of your office staff prior to joining your first video conference with the court, just so you are familiar with the microphone, sound, and video streaming controls and features.
- C. The Judge or Magistrate presiding during the *iVisit* video conference will log-in as an additional user. Therefore, you should remain logged-on until the Judge or Magistrate joins the conference. The Bailiff initiating the video conference will remain logged on for the purpose of making a record, but will not participate in the video conference itself. Prior to log-on by the Judge or Magistrate, those parties or counsel who are logged on will be able to communicate, but no recording will be made until the Judge or Magistrate instruct the Bailiff to begin the record. Please note that these communications are not protected by any attorney-client privilege, since the Bailiff will be able to see and hear all participants as the host of the session.
  - D. If you are having difficulties logging onto a scheduled video conference, please contact the Court. If technical difficulties do not permit the Court to initiate the video conference, all parties and counsel scheduled to participate will be telephoned and advised.