

# EDNA MAHAN CORRECTIONAL FACILITY FOR WOMEN CLASS ACTION SETTLEMENT

Superior Court of New Jersey, Hunterdon County (No. HNT-145-19 and No. HNT-76-19)

## How to Join a Hearing Using Zoom

This guide provides general information and step-by-step instructions for joining a Hearing via Zoom. You DO NOT need a paid subscription or an account to use Zoom. To join a Hearing, use one of the options below: 1) Use the Zoom App; 2) Use your web browser; or 3) Call-in.

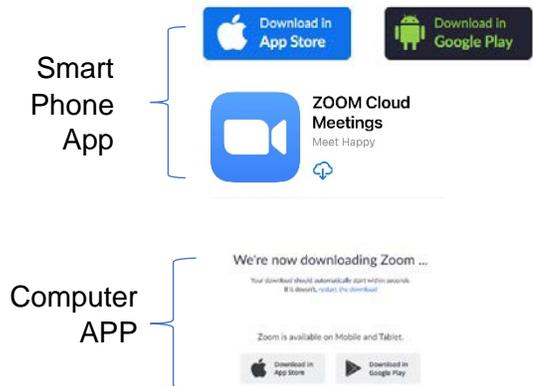
**Please Note: Joining the hearing only by phone is strongly discouraged.** You may only join the hearing by phone if you do not have access to a computer, laptop, mobile device, or Internet. You may call in using a land line phone or a cell phone.

If you have not used Zoom before, you may test how Zoom will work on your computer, phone, or tablet by visiting <https://zoom.us/test>.

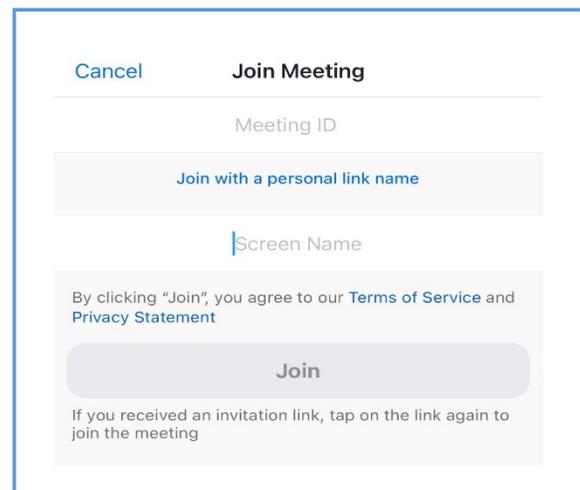
### OPTION 1 – Download the Zoom Application on your device

Download the Zoom App at least one day before your scheduled hearing date. This will allow you to test out your device and equipment.

1. Download the Zoom App on your smart device.
2. On your computer or laptop, you may download using this link:  
<https://www.zoom.us/support/download>
3. On the date of your hearing, open the app.



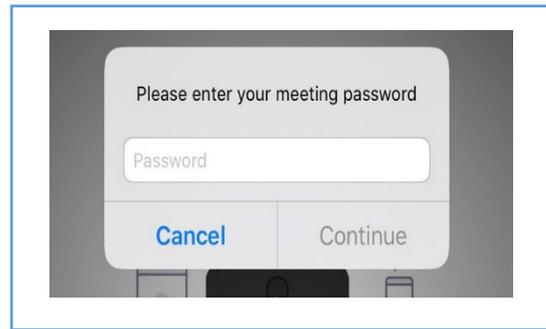
4. Click JOIN MEETING
5. Enter Meeting ID provided in the Notice of Hearing sent to you.
6. **Enter your full name. This will help staff to check you in for the hearing.**
7. Click JOIN.



8. When prompted, enter the Meeting Passcode.

9. Click CONTINUE.

You will be placed into a "Waiting Room" until it is your turn to appear before the Special Master.

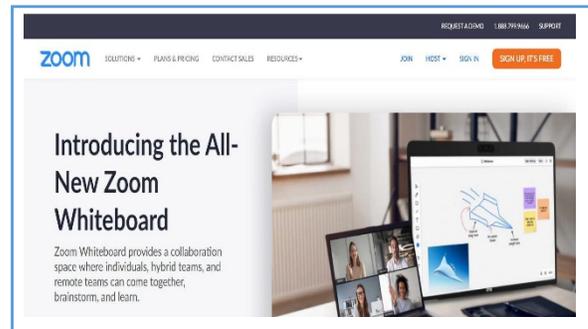


## OPTION 2 - Join using your web browser. No downloading of the Zoom App.

You may use any browser: Chrome, Firefox, Microsoft Edge, Safari, Internet Explorer 10 or higher.

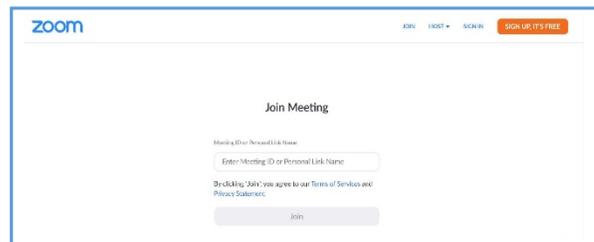
1. Go to [www.Zoom.us](http://www.Zoom.us)

2. Click JOIN



3. Enter the MEETING ID number provided in the Notice of Hearing sent to you.

4. Click JOIN.

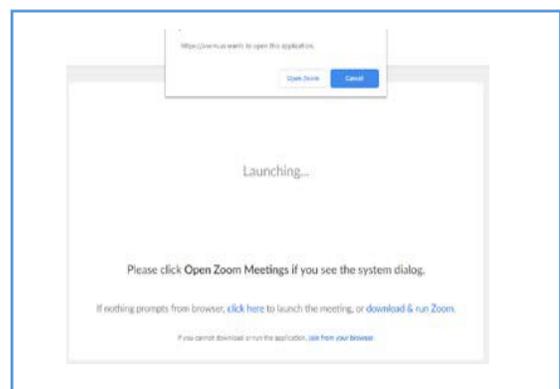


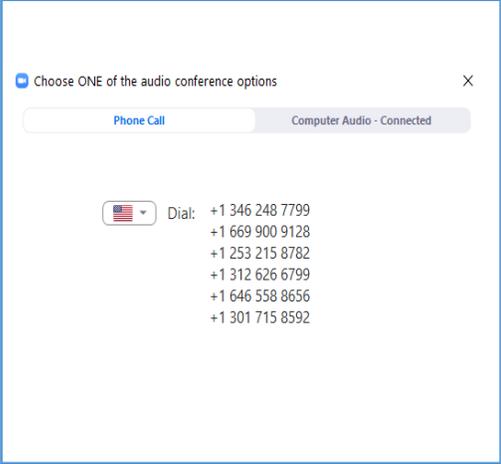
5. Zoom will launch. Click OPEN ZOOM MEETING.

6. When prompted, enter the Meeting Passcode provided in the Notice of Hearing.

7. **Enter your full name. This will help staff to check you in for the hearing.**

8. Click JOIN MEETING



<ol style="list-style-type: none"> <li>9. If your device does not have a microphone, you can use your cell phone as an audio source to dial into the hearing.</li> <li>10. Click PHONE CALL. Dial one of the numbers provided in the Notice of Hearing.</li> <li>11. When prompted, enter the MEETING ID followed by the # (Pound Key).</li> <li>12. When prompted, enter the PARTICIPANT ID followed by the # (Pound Key).</li> <li>13. Click DONE.</li> </ol>	
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**OPTION 3 – Join by phone**  
**Please Note: Joining the hearing only by phone is strongly discouraged.** You may only join the hearing by phone if you do not have access to a computer, laptop, mobile device or Internet. You may call in using a land line phone or a cell phone.

<ol style="list-style-type: none"> <li>1. Dial the phone number provided by the Settlement Administrator in your Notice of Hearing</li> </ol>	
<ol style="list-style-type: none"> <li>2. Key in the MEETING ID. This is an 11 digit number. Press the # key.</li> </ol>	
<ol style="list-style-type: none"> <li>3. You will be prompted to enter your Participant ID number. If you do not have one, press the # key.</li> </ol>	
<ol style="list-style-type: none"> <li>4. <b>Please identify yourself by full name when prompted by the staff.</b> This will help to check you in for the hearing.</li> <li>5. To mute yourself press *6 on your key pad.</li> <li>6. To get the staff's attention during the hearing, press *9 on your key pad. This will be seen as a raised hand on the Zoom web conference.</li> </ol>	