

Administrative Office of the Courts

Supreme Court of New Mexico

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MEMO

To: Court sites
From: Pauline Trujillo-Toevs, Video Program Manager
Date: March 23, 2009
Subject: Meeting Room instructions

Video sites wishing to participate in the video bridge *Meeting Room* can call from their Polycom video camera into the "virtual meeting room." Your site can enter and exit the meeting room whenever you would like to video conference 24/7. We have set up a Meeting Room ID for your training.

JEC's Meeting Room number is 1362.

Listed below are *Meeting Room* instructions:

If you are connecting to another site in the Judicial Network:

Instructions: To enter a video bridge *Meeting Room*, use your Polycom remote control and enter **172.21.0.151##1362** at the home page that says "Place a Call." Enter the *virtual video meeting room* and wait for the other participant to enter. (if you don't have a "dot" on your remote control, press the right red arrow and it will display a dot.)

JEC will need to coordinate the meeting time with the courts in order to determine when they are to enter the meeting room.

If it is your first time to enter a *Meeting Room*, please call the VNOC help desk and we will enter the *Meeting Room* IP address into your Polycom video camera directory and test with your site to ensure that you are able to enter the *Meeting Room* for your video conference. Please call us at least one hour in advance of your meeting so that we have time to work with your site.

If you have any problems, you can reach VNOC staff at the numbers listed below.

Video Network Operations Center (VNOC)
(505) 476-6911, option 3
Pager 939-0826
vnoc@nmcourts.gov

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