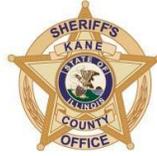


# Kane County Sheriff's Office



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Ron Hain, Sheriff

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## How to Use Zoom for Sheriff's Sales

Kane County Sheriff's Office

### What will I need to attend Sheriff Sales using Zoom?

You will need a **desktop computer, laptop, smartphone or tablet that are equipped with a camera and microphone and a stable internet connection**. If you do not have access to those devices, see the **Call-In Options** section.

### First Step: Install Zoom for Free

- For **smartphones** and **tablets**, install Zoom from the Play Store or App Store.
- For your **desktop computer, laptop or notebook** device with webcam and microphone, please visit [www.zoom.us](http://www.zoom.us) and follow the instructions to download the app.

### Second Step: Create an Account

Create a Zoom account by going to Zoom.us, click, "**sign up, it's free**," and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "**Preferences**" or "**Settings**" window of the program. Test the program to be sure you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "**Call-In Options**."

### Third Step: Join the Zoom Call

***Be sure to join the Zoom call 15 minutes before the start time***

To join, you will need to access the Zoom sale using the link that was emailed to you

1. A Meeting URL link to the sale is provided via email. Click on the link, your Zoom app will open, and a screen should load showing your face. After you see this screen, click "**Join with Video**."
2. The name you choose for yourself will be shown on the screen during the call. **You must use your full name or Business name and first name as it appears on the filed registration form**

If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.

3. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom **Waiting Room**. (When in the Waiting Room, you cannot hear or see the proceedings.)
4. When the property you are bidding on is up, you will be given entry into the Zoom meeting from the Waiting Room.
5. A message box will then appear asking you to **“Join with Computer Audio,”** or **“Join with Internet Audio.”** Making your selection will allow you to hear the meeting and speak through your device.

## Tips

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- You may join the Zoom court session if you join before the host is ready to start the session. **Please do not leave the meeting;** once the host begins the session, you will be placed into the Waiting Room.
- Join the Zoom Court Session 15 minutes before the scheduled time. If you arrive late, you will end up waiting longer in the Waiting Room.
- When you are admitted from the Waiting Room, you should mute yourself by clicking on the microphone icon. **If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting.** When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- If you have not previously clicked on the **“Join by Video”** button, you may click on **“Start Video”** after joining the meeting so that others can see you. If the **“Start Video”** icon on the bottom left corner has a red line through it, that means that no one else can see you.

## Behave as You Would in a Courtroom

- You should be appropriately dressed if appearing by video for the Virtual Sheriff Sale.
- Be aware of your background (area behind you). Make sure it is appropriate; it will be seen by other people attending the hearing. Make sure you are not sitting directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the hearing. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- You should remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone. Use appropriate language as you would in a courtroom.
- If you do not follow the Court’s rules, you may be removed from the sale, and will not be allowed to participate in future Sales.
- **Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited by participants.** These sales will be available for viewing on YouTube for the general public to view. Observers should keep their video off and sound on mute.