



CITY OF ORLANDO, ORLANDO STOPS TRAFFIC SAFETY PROGRAM **VIRTUAL ADMINISTRATIVE HEARING INSTRUCTIONS**

The Orlando Stops Administrative Hearing will be held virtually via Zoom Webinar. There is No Physical location to attend this hearing in person unless pre-arranged under special circumstances. (Ex ADA) Please read below for instructions to join this Orlando Stops Virtual Administrative Hearing.

1. Sign up for a free Zoom account

Go to zoom.us/signup and enter your email address to create a free account with Zoom web conferencing. You'll receive an email from Zoom where you will click on a link to activate your account. If you already have a Zoom account, skip to steps # 2a or 2b.

Note: If you cannot download Zoom and need to connect via web browser, you can use the Zoom web client (for more info on browser compatibility visit: bit.ly/zoomwebinfo).

2. Choose your device and download Zoom

You can use a Smart Phone, Tablet, Laptop, or Desktop Computer.

2a. Using a Computer: After signing up, visit zoom.us/download and download the "Zoom Client for Meetings".

➤ Join the virtual meeting online: <https://us02web.zoom.us/j/82355312828>

2b. Using Mobile Devices, search your app store for the free **Zoom App** and download it to your device. Make sure to allow some extra time for the installation before joining your first meeting.

➤ Join the virtual meeting online: <https://us02web.zoom.us/j/82355312828>

2c. Using Your Telephone: If you do not have one of the devices just mentioned, you can also just call the Orlando Stops Administrative Hearing. Use one of the phone numbers listed below.

Call: **312.626.6799**, and enter the **Web ID Number** below.

312.626.6799 ----- Backup phone number
929.205.6099 ----- Backup phone number
253.215.8782 ----- Backup phone number
301.715.8592 ----- Backup phone number
346.248.7799 ----- Backup phone number
669.900.6833 ----- Backup phone number

➤ Once dialed in and prompted, enter the **Webinar ID: 823 5531 2828**

3. Raise your hand to indicate that you are present when the Hearing Clerk calls your case.

Use the "Raise Hand" feature to indicate that you are present when the Hearing Officer calls your case. If you have called into the hearing, you can raise your hand by pressing *9. Use the "Unmute" feature when called and/or you wish to speak or by pressing *6 to Unmute.