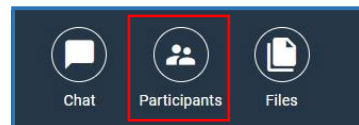




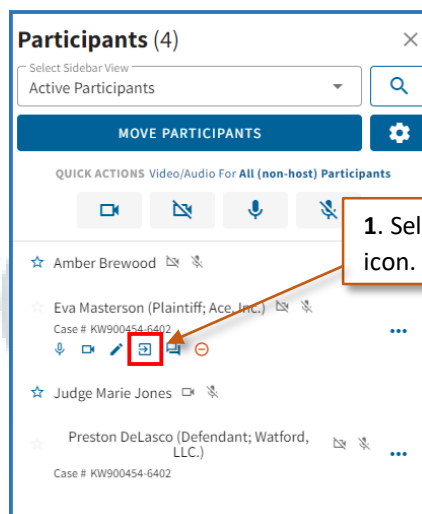
COURTCALL: HOST Moving Participants

All Hosts have access to move participants between the Main conference and multiple subconferences or the virtual waiting room.

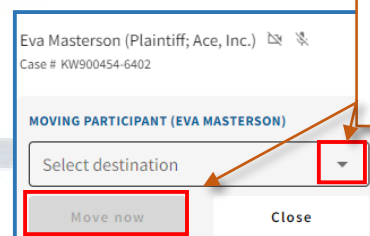
To start moving participants, select the **'Participants'** button in the bottom control bar.



To quickly move an individual participant, find their name within the list of connected participants. Hover over the participant's name to view the *Quick Control* menu. Select the **'Move'** icon. A pop-up menu will appear. Select where to move the participant and press the **'Move Now'** button.

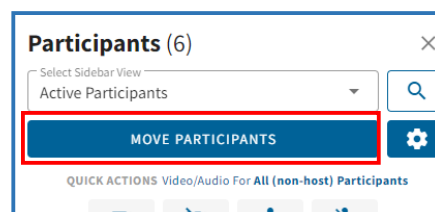


1. Select the **'Move'** icon.



2. A pop-up menu will appear. Select where to move the participant and then press the **'Move Now'** button.

To move multiple participants at the same time, select the blue **'Move Participants'** button within the *Participant* menu. The *Moving Participants* pop-up menu will appear.





COURTCALL: HOST Moving Participants

From the *Moving Participants* menu, you may choose to move:

- All parties connected.
- Multiple participants by name.
- An entire conference to another conference. (i.e. Move everyone in Subconference A to the Main conference)
- All participant scheduled for a specific case moved to another conference room.

Moving Participants CLOSE X

1 Select move type 2 Select participants 3 Select destination

How do you want to select participants to move?

All
a

Choose
b

by Subconference
c

by Case
d

Moving All Participants

- Select the **'All'** tile from the menu.
- From the *Select Destination* drop-down menu, choose which room to move all participants. If moving participants into the Main conference or a Subconference, you do have the option of moving with the participants.
- Press **'Continue'**. The system will ask you to confirm the move at this time. The requested move will be completed once the red **'Confirm'** button is pressed.

Moving Participants CLOSE X

✓ Select move type **All** ✓ Select participants **4 selected** 3 Select destination

Where do you want to move them to?

Select destination
Subconference A

Do you want to be included in the move?

No, don't move me! ☐ Yes, move me!

GO BACK **CONTINUE**

1. Toggle switch to move your line with participants.

2. Select where to move participants with the drop-down menu.

3. Select 'Continue'.



COURTCALL: HOST Moving Participants

Moving Multiple Participants by Name

1. Select the **'Choose'** tile from the *Moving Participants* menu.
2. Select each name you would like to include in the move from the *Not Included in Move* list. To de-select a name, simply click the name again.
3. Click the **'Right Arrow'** to move parties to be included in the move. Use the **'Left Arrow'** button to move parties back to exclude from move. To clear all selections and start over, press the red **'X'** button.
4. Press **'Continue'**.
5. From the *Select Destination* drop-down menu, choose which room to move all participants. If moving participants into the Main conference or a Subconference, you do have the option of moving with the participants.
6. Press **'Continue'**. The system will ask you to confirm the move at this time. The requested move will be completed once the red **'Confirm'** button is pressed.

The image shows two screenshots of the 'Moving Participants' interface. The first screenshot is titled 'Moving Participants' and shows step 2: 'Select participants'. It has two columns: 'Not included in Move' and 'Included in Move'. In the 'Not included in Move' column, 'Moderator Amber' and 'Preston DeLasco (Defendant; Watford, LLC.)' are listed. In the 'Included in Move' column, 'Eva Masterson (Plaintiff; Ace, Inc.)' and 'Lara Brixton (Plaintiff; Ace, Inc.)' are listed. Between the columns are three buttons: a right arrow, a left arrow, and a red 'X'. At the bottom are 'GO BACK' and 'CONTINUE' buttons. Callouts point to the 'CONTINUE' button (4), the right arrow (3), and the 'Not included in Move' list (2). The second screenshot is also titled 'Moving Participants' and shows step 3: 'Select destination'. It has a dropdown menu labeled 'Where do you want to move them to?' with 'Subconference A' selected. Below it is a toggle switch for 'Do you want to be included in the move?' with 'No, don't move me!' selected. At the bottom are 'GO BACK' and 'CONTINUE' buttons. Callouts point to the dropdown menu (5) and the 'CONTINUE' button (6). A callout also points to the toggle switch (Toggle switch to move your line with participants.).

2. Select each participant's name to be moved.

3. Arrow to select, de-select, or start over.

4. Choose 'Continue'.

5. Select where to move participants with the drop-down menu.

6. Select 'Continue'.

Toggle switch to move your line with participants.



COURTCALL: HOST Moving Participants

Moving Selected Conference(s)

1. Select the **'by Subconference'** tile from the *Moving Participants* menu.
2. Select each subconference you would like to include in the move from the *Not Included in Move* list. To de-select a subconference, simply click the name again.
3. Click the **'Right Arrow'** to move the subconference(s) to be included in the move. Use the **'Left Arrow'** button to move the subconference(s) back to exclude from move. To clear all selections and start over, press the red **'X'** button.
4. Press **'Continue'**.
5. From the *Select Destination* drop-down menu, choose which room to move all participants. If moving participants into the Main conference or a Subconference, you do have the option of moving with the participants.
6. Press **'Continue'**. The system will ask you to confirm the move at this time. The requested move will be completed once the red **'Confirm'** button is pressed.

The image displays two screenshots of the CourtCall 'Moving Participants' interface, with numbered callouts explaining the steps:

Top Screenshot:

- 2.** Select each subconference to be moved. (Callout points to 'Subconference B' in the 'Not included in Move' list.)
- 3.** Arrow to select, de-select, or start over. (Callout points to the right arrow, left arrow, and red X button between the lists.)
- 4.** Choose 'Continue'. (Callout points to the 'CONTINUE' button at the bottom.)

Bottom Screenshot:

- 5.** Select where to move participants with the drop-down menu. (Callout points to the 'Select destination' dropdown menu showing 'Subconference A'. A separate callout points to the toggle switch: 'Toggle switch to move your line with participants.')
- 6.** Select 'Continue'. (Callout points to the 'CONTINUE' button at the bottom.)



COURTCALL: HOST Moving Participants

Moving Selected Cases

1. Select the **'by Case'** tile from the *Moving Participants* menu.
2. Select each case name you would like to include in the move from the *Not Included in Move* list. To de-select a case name, simply click the name again.
3. Click the **'Right Arrow'** to move the subconference(s) to be included in the move. Use the **'Left Arrow'** button to move the subconference(s) back to exclude from move. To clear all selections and start over, press the red **'X'** button.
4. Press **'Continue'**.
5. From the *Select Destination* drop-down menu, choose which room to move all participants. If moving participants into the Main conference or a Subconference, you do have the option of moving with the participants.
6. Press **'Continue'**. The system will ask you to confirm the move at this time. The requested move will be completed once the red **'Confirm'** button is pressed.

The image shows two screenshots of the CourtCall 'Moving Participants' interface, illustrating the steps for moving selected cases.

Top Screenshot (Step 2): The interface is titled 'Moving Participants' and shows the 'Select cases' step. It has two columns: 'Not included in Move' and 'Included in Move'. The 'Not included in Move' column contains a case named 'Ace, Inc. vs. Watford, LLC. KW900454-6402'. The 'Included in Move' column is empty and says 'None selected'. Between the columns are three buttons: a right arrow (→), a left arrow (←), and a red 'X' button. At the bottom are 'GO BACK' and 'CONTINUE' buttons.

Bottom Screenshot (Step 3): The interface is titled 'Moving Participants' and shows the 'Select destination' step. It has three columns: 'Select move type' (All), 'Select participants' (4 selected), and 'Select destination'. The 'Select destination' column has a dropdown menu showing 'Subconference A'. Below the dropdown is a toggle switch for 'Do you want to be included in the move?'. The toggle is currently set to 'No, don't move me!'. At the bottom are 'GO BACK' and 'CONTINUE' buttons.

Callouts:

- 2. Select each case name to be moved.** (Points to the case name in the 'Not included in Move' column.)
- 3. Arrow to select, de-select, or start over.** (Points to the right arrow button.)
- 4. Choose 'Continue'.** (Points to the 'CONTINUE' button.)
- 5. Select where to move participants with the drop-down menu.** (Points to the 'Subconference A' dropdown menu.)
- 6. Select 'Continue'.** (Points to the 'CONTINUE' button.)
- Toggle switch to move your line with participants.** (Points to the toggle switch.)