

CONTINUING LEGAL EDUCATION SEMINAR
VIDEOCONFERENCE CALL

**THE DEFENSE ASSOCIATION OF NEW YORK
AND LEXITAS COURT REPORTING**

will present the following seminar:

**Taking REMOTE Depositions
by Videoconference
A Solution during COVID19**

1.0 CLE Credits will be granted in Skills

FREE CREDIT

(The Defense Association of New York has been granted CLE accreditation by the Office of Court Administration)

Tuesday, April 7, 2020

12:30 p.m. – 1:30 p.m.

JOIN THE SEMINAR:

<https://lexitas.zoom.us/j/775081293>

Panel:

Teresa A. Klaum, Esq., Conway Farrell Curtin & Kelly, PC

Mark Hoorwitz, President Lexitas NY-Tristate Division

Sponsored by: Lexitas Court Reporting & Records Retrieval

\$FREE for DANY & ABOTA Members - \$FREE for Non-Members

PRESIDENT: James P. O'Connor, Esq.

PRESIDENT-ELECT: Teresa A. Klaum, Esq.

CLE COMMITTEE: Teresa A. Klaum and Bradley J. Corsair, Chairs; Colin Morrissey, Steven R. Dyki,
Heather Wiltshire Clement, and Eileen E. Buholtz

JOIN THE SEMINAR:

<https://lexitas.zoom.us/j/775081293>

THIS IS A FREE EVENT & 1CLE Credit

To Join DANY - go to www.defenseassociationofnewyork.org

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**Taking REMOTE Depositions
by Videoconference
A Solution during COVID19
LIVE WEBINAR CLE – APRIL 7, 2020
DEFENSE ASSOCIATION OF NEW YORK
WITH LEXITAS
COURT REPORTING**

**Outline of Speaker: Teresa A. Klaum,
Esq., Conway Farrell Curtin & Kelly, P.C.**

Legal Provisions and Case Law Permitting and/or Impacting
the Conduct of Telephonic/Video Teleconferenced Depositions:

1. CPLR §3113(d) – effective 1/1/05: allows for the party to stipulate for a deposition to be taken by telephone or other remote electronic means and that a party may participate electronically.
2. FRCP §30(b)(4): allows the parties to stipulate or the court, on motion, to order that a deposition be taken by telephone or other remote means.
3. CPLR §3113(b): provides the means of recording the deposition, which can be done by stenographic or other electronic means.
4. 22 NYCRR §202.15: Videotape recording of civil depositions (NY Supreme Court and County Court)
5. 22 NYCRR §208.12: Videotape recording of civil depositions (NYC Civil Court)
6. CPLR §3113(a): officer (stenographer) placing the witness under oath must be physically present with the witness at the deposition unless the parties stipulate otherwise; the officer (stenographer) must still be able to carry out the duties of CPLR §3113(b) which include placing the witness under oath.

7. CPLR §3103(a): allows the Court to issue a protective order conditioning and regulating the use of any disclosure device. This would include the ordering of a telephonic deposition or limiting the use of a CPLR §3113(d) deposition even though all parties have stipulated to it.
8. Relevant case law: Van Dyke v. Jefferson Services, P.C., 2001 WL 1154973 (Sup. Ct., Jefferson Co., 2001); Feng Wang v. A&W Travel, Inc., 130 A.D.3d 974 (2d Dept., 2015); Mohel v. Gavriel Plaza, Inc., 123 A.D.3d 464 (1st Dept., 2014); Kirama v. The New York Hospital, 13 Misc.3d 1246(A), 2006 N.Y. Slip Op. 52356(U).

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Rules Governing Remote Court Reporting

Updates on Rules and Regulations During the COVID-19 Crisis

Background

As our nation practices social distancing to slow the spread of the COVID-19 virus, jurisdictions across the country have encouraged attorneys to conduct depositions remotely. While attorneys have been conducting remote depositions for decades, the court reporter was generally in the presence of the deponent. Now, during this incredibly challenging time, court reporters and attorneys are staying home ...and the laws are changing to make that possible.

In many cases, the courts have encouraged the use of remote depositions. For example, in the matter of *Jeffrey v. Samsung Electronics*, Case No. 15-cv-02087 (N.D.Ca. Apr 1, 2016), the court reasoned that “remote videoconference depositions can be an effective and efficient means of reducing costs.” *Lopez v. CIT Bank, N.A.*, No. 15-CV-00759 BLF (HRL), 2015 WL 10374104, at *2 (N.D. Cal. Dec. 18, 2015); *Guillen v. Bank of Am. Corp.*, No. 10-CV-05825 EJD (PSG), 2011 WL 3939690, at *1 (N.D. Cal. Aug. 31, 2011); Federal Civil Procedure Before Trial (2015), The Rutter Group, 11:1470, 11-170. Likewise, courts have noted that leave to conduct depositions by telephone should be liberally granted and that a desire to save money constitutes good cause to depose out-of-state witnesses through remote means. *Guillen*, 2011 WL 3939690, at *1; *Lopez*, 2015 WL 10374104, at *2. In fact, courts have even held that when the movant desires to conduct depositions remotely, the burden is on the opposing party to demonstrate how they would be unduly prejudiced. *Guillen*, 2011 WL 3939690, at *1.”

Now, as a result of the COVID-19 pandemic, courts have shown an even greater willingness to allow remote depositions and remote court reporters.

Court systems across the country clearly recognize the danger of face-to-face interactions in the midst of a pandemic crisis, and are reacting immediately to allow parties to take depositions remotely.

Please note: The information provided is not intended to be legal advice. Please consult with local rules for any updates or clarifications.

New York [Civil Practice Rule 3113](#) already permitted parties to stipulate that the notary may participate remotely: “Unless otherwise stipulated to by the parties, the officer administering the oath shall be physically present at the place of the deposition and the additional costs of conducting the deposition by telephonic or other remote electronic means, such as telephone charges, shall be borne by the party requesting that the deposition be conducted by such means.”

[New York CVP Rule 3113\(d\)](#) gives attorneys the ability to stipulate whether the court reporter needs to be present: “Unless otherwise stipulated to by the parties, the officer administering the oath shall be physically present at the place of the deposition”

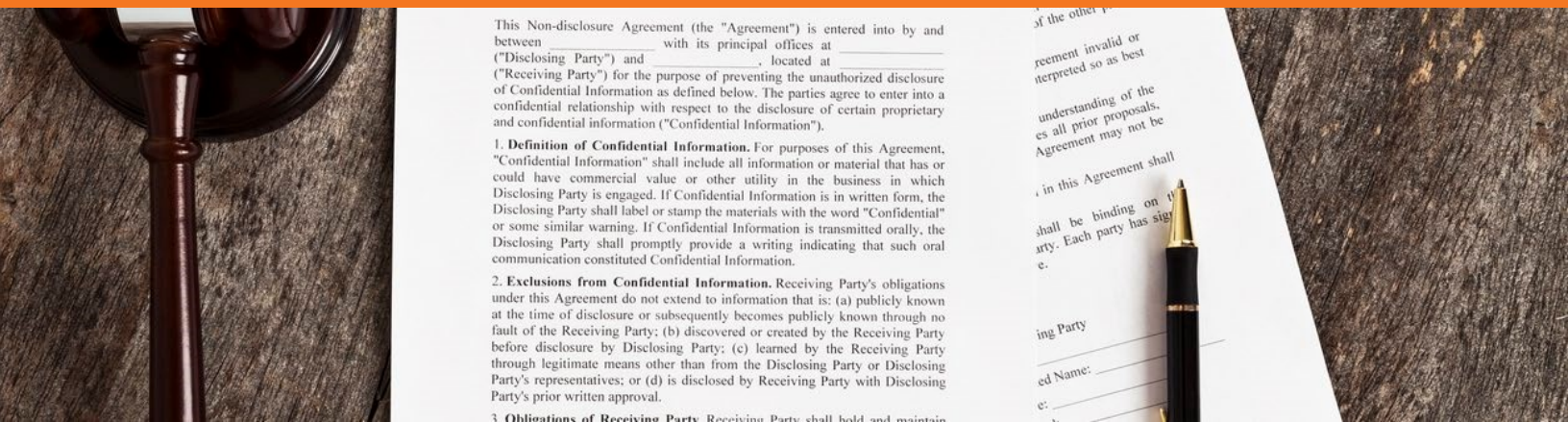
Conclusion

Court systems across the country clearly recognize the danger of face-to-face interactions such as depositions in the midst of a pandemic crisis, and are reacting immediately to allow parties to take depositions remotely. At Lexitas, we welcome this flexibility to continue the taking of depositions.

Note: This is purely informational, and not intended to be legal advice. Please consult with local rules for any updates or clarifications.

Please proceed to the next page

STIPULATION TO BE READ BY COURT REPORTER



This Non-disclosure Agreement (the "Agreement") is entered into by and between _____ with its principal offices at _____ ("Disclosing Party") and _____, located at _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. **Obligations of Receiving Party.** Receiving Party shall hold and maintain

of the other p
reement invalid or
interpreted so as best
understanding of the
es all prior proposals.
Agreement may not be

in this Agreement shall

shall be binding on p
arty. Each party has sig
e.

ing Party

ed Name: _____

e: _____

It is hereby stipulated and agreed by and between counsel for all parties present that Pursuant to CPLR section 3113(d) this deposition is being conducted by video conference, that the court reporter, all counsel, and the witness are all in separate remote locations and participating via Videoconference (LegalView/Zoom) meeting under the control of Lexitas Court Reporting Service, that the officer administering the oath to the witness need not be in the place of the deposition and the witness shall be sworn in remotely by the court reporter after confirming the witness's identity, that this video conference will not be recorded in any manner, and that any recording without the express written consent of all parties shall be considered unauthorized, in violation of law, and shall not be used for any purpose in this litigation or otherwise.

It is further stipulated that exhibits may be marked by the attorney presenting the exhibit to the witness, and that a copy of any exhibit presented to a witness shall be emailed to or otherwise in possession of all counsel prior to any questioning of a witness regarding the exhibit in question. All parties shall bear their own costs in the conduct of this deposition by video conference, notwithstanding the obligation by CPLR to supply a copy of the transcript to the deposed party by the taking party in civil litigation matters.



**Please contact your local Lexitas
office for assistance: 800-678-0166
NYhelp@LexitasLegal.com
www.lexitaslegal.com**

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Frequently Asked Questions About Remote Proceedings

What do I do if my client does not have a pc and just a phone?

No problem. People can participate via smartphone or tablet. If that's not an option, they can still dial into the deposition with a phone call.

How does the functionality of LegalView differ between laptops, iPads, and iPhone?

iPads have all of the functionality of the desktop app. The mobile phone app isn't as full featured in terms of exhibit sharing and annotation. But their cameras are quite good for doing video calls.

I am on VPN and can't get my camera to work

VPN can hamper the video stream. Some people have been able to log in a second time and have the ability to stream video. Some VPNs will always block video.

What stops the witness from getting coached via text or email from their counsel?

Witness coaching is a risk at any deposition. Whether it's done through gentle nudges under a table during the deposition, discussed during off-the-record meetings breaks or sent as text messages during a remote deposition or phone dep. Generally speaking, attorney ethics prevent any egregious witness coaching. Like in face-to-face depositions, opposing counsel should be attentive to signs of witness coaching. Instead of kicking under the table, now attorneys can be attentive to sudden typing or audible indicators of incoming messages. If witness coaching is suspected, there is court precedent for preserving instant messaging and sanctions for malfeasance. ([WEI NGAI, an infant by her Guardian v. OLD NAVY, a subsidiary of GAP, Inc., et al., Civil Action No. 07-5653](#))

How do I handle exhibits?

Pre-marked exhibits can be provided via email to all parties in advance of the proceeding or electronic exhibits can be shared online during the deposition.

How do we make a ruling during the proceeding?

In general, this would be the same as a traditional deposition or a phone deposition - take a break, contact the judge, and have them rule on a particular matter. Unless the judge is anticipating a call to join the deposition, it is unlikely that they will join the event to make a ruling.

How can we go on and off the record?

This is the same as any other deposition. Once all parties agree to go off the record, they inform the court reporter.

Can you set up separate breakout rooms for prepping or collaboration with second chairs?

Yes, just let us know at least a day in advance of the deposition to ensure that everyone is assigned to the correct breakout room.

Are we allowed to tell the witness to situate themselves where I can see their hands?

That is a matter for discussion with opposing counsel. We are not aware of any case law which requires the deponent or opposing counsel to show their hands. If this matter is serious enough, it can be discussed with the judge or special master on a case.

How are interpreters handled in the video deposition?

Easy! Interpreters are invited to join the event just like the court reporter. They provide the same service that they otherwise would in the deposition...from their home.

Where will the location be on the appearance page?

Unless the parties stipulate otherwise, the location on the appearance page will be the location from which the deponent testifies. This can be redacted to protect the address of the deponent.

If the witness is in another state - can the reporter swear them in?

It depends on state rules. We have created a [resource guide](#) for our clients on

this topic. In general, attorneys can make those stipulations. For the state of New York, [CPLR 3113\(d\)](#) permits the attorney to stipulate that "...with respect to civil depositions, a notary may under the specific provisions of Article 31 of the CPLR and in compliance therewith, swear in a remote witnesses..."

I've heard about security problems with online meetings in the news - is it still safe to use this platform for my deposition?

LegalView, our remote deposition platform, has been built to incorporate the scalability, ease of use and ubiquity of best-in-class video applications with our own robust security protocols to protect our clients and their proceedings. Our clients are not vulnerable to the security problems you read about in the news. Lexitas is the market leader in remote deposition technology with over 13,000 successful LegalView sessions with 0 security issues reported. Below are just a few of the measures we take. For the complete list of all of our remote deposition security precautions [click here](#).

How Lexitas ensures the security and privacy of your remote proceeding:

1. All LegalView events are private.
2. Our meeting links are never posted in a way that the general public can access or search for them.
3. We do not use repeatable personal meeting IDs for our meetings. Instead, Lexitas uses a randomly-generated secure meeting ID, exclusive to a single meeting.
4. Our unique meeting IDs are valid only on the day of the proceeding, thereby making it even more secure.
5. Every LegalView event is hosted. Hosts have total control over the meeting, and have the ability to identify and remove any unauthorized participants.

Please proceed to the next page

LegalView Remote Depositions Security Overview

Security is paramount for every service offered by Lexitas, especially remote depositions. LegalView, our remote deposition platform, has been built from the ground up to incorporate the scalability, ease of use and ubiquity of best-in-class video platforms with our own robust security protocols to protect our clients and their proceedings. Our clients are not vulnerable to the security problems you read about in the news.

Lexitas is the market leader in remote deposition technology with over 13,000 successful LegalView sessions with 0 security issues reported. Because we take the security of your proceedings and data seriously we have established extra security layers to protect our remote proceedings.

Lexitas deploys a high level of in-meeting security for the protection of our clients:

1. The room is notified every time someone enters or leaves a meeting
2. The host can remove a participant. Removed participants are not allowed to rejoin
3. All private chats are disabled
4. The host can mute/unmute a participant or all participants
5. Only the host can create and place meeting participants into separate breakout rooms
6. Only the host can record a meeting
7. Participation in the meeting is only allowed by using the assigned meeting ID
8. The Lexitas host can lock a meeting or end a meeting

How Lexitas prevents meeting disruptions:

We have all heard news reports of uninvited attendees breaking in and disrupting meetings. This occurs when meeting links are shared publicly (such as on a web page) to a meeting without security controls in place. It is analogous to posting your home address online and leaving your front door open. We've seen recent examples of this when school districts posted links to online sessions on a public website. They did not make these events private, and they allowed anyone to share their screen. As a result, those events were interrupted. Lexitas prevents such incidents with the following protocols:

1. All LegalView events are private and the link is only sent to the parties that our client specifies.
2. Our meeting links are never posted in a way that the general public can access or search for them.
3. We do not use repeatable personal meeting IDs for our meetings. Instead, Lexitas uses a randomly-generated secure meeting ID, exclusive to a single meeting.
4. Our unique meeting IDs are valid only on the day of the proceeding, thereby making it even more secure.

5. Every LegalView event is hosted. Hosts have total control over the meeting, and can identify and remove any unauthorized participants.

How Lexitas prevents cloud-based recording issues:

We never record remote proceeding videos to the cloud. All LegalView depositions are stored on a secure local server, then uploaded (over encrypted channels) into our file repository where they are encrypted at rest.

Please proceed to the next page



LegalView Security Update

LegalView incorporates the Zoom platform to power remote depositions and it is important to know that Lexitas has implemented robust security protocols for our proceedings so the security problems you read about in the news do not apply to our clients. Here is a quick rundown of our security protocols:

1. Every remote proceeding that Lexitas hosts is a private event

We have all read about events where hackers interrupted Zoom sessions which didn't use the protections available to them. In particular, school districts posted links to Zoom sessions on a public website. They did not make these events private, and they allowed anyone to share their screen. As a result, those events were interrupted. At Lexitas, our remote proceedings are all private events where the link is only sent to the parties our client specifies.

2. We never record Zoom videos to the cloud

There have been concerns raised about the security of videos recorded in the Zoom cloud repository. If a client requests that we record the proceedings, we do not use Zoom's cloud-based video recording; all LegalView depositions are stored locally, then uploaded (over encrypted channels) into our file repository where they are encrypted at rest.

3. Our LegalView sessions are highly secure

There has been a rash of "Zoombombing" where hackers randomly guess Zoom meeting IDs. We have added a layer of security to LegalView sessions; rather than account-based IDs, we use date-specific meeting IDs which can only be used for the duration of the deposition. This added layer of security has prevented us from experiencing this problem. While a hacker could guess a 10-digit ID, they wouldn't be able to get past this layer of security.

Lexitas is the market leader in remote deposition technology with over 13,000 successful LegalView sessions...and we take the security of your data seriously.

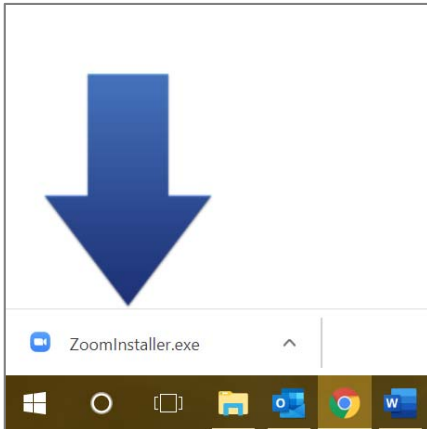
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LEGALVIEW QUICK SHEET

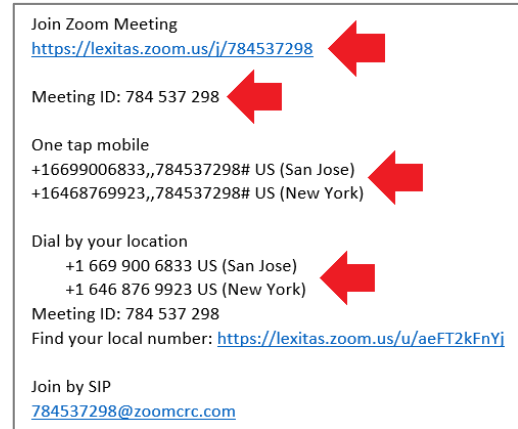
HOW TO JOIN A LEGALVIEW PROCEEDING (PC/LAPTOP)

1 If you haven't already, **download** and **install** the Zoom app on your PC.

zoom.us/support/download



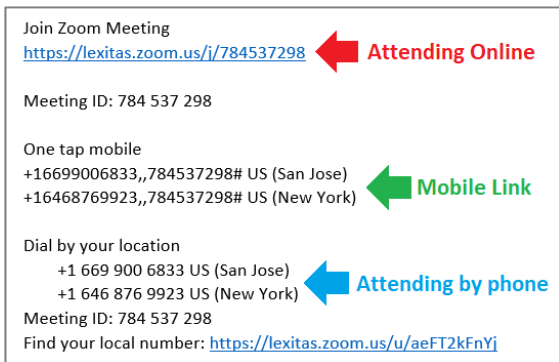
2 By now, Lexitas has sent you a Zoom meeting invite with the instructions on how to access the proceedings.



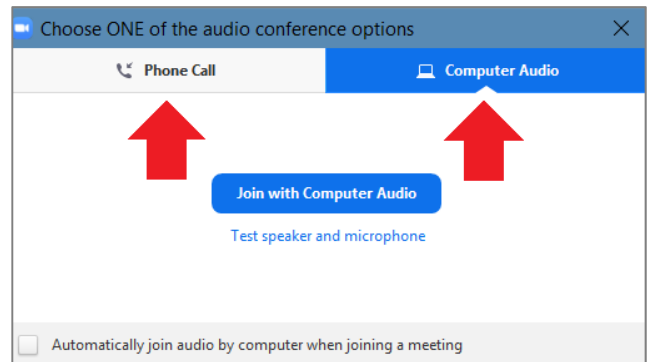
3 If you are attending the meeting **online**, you can click on the meeting link.

If you are attending by **mobile device** (see next page for more info), you can click on the "one-tap" link provided.

Or you can also listen **by phone** by dialing the meeting phone number and entering the Meeting ID.

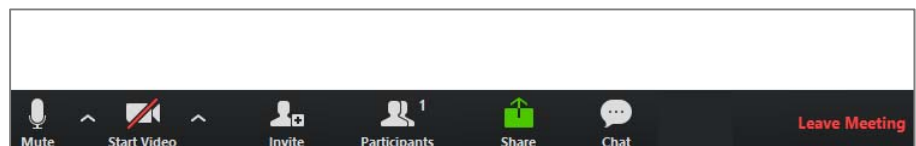


4 Once you are in the meeting, you will be asked if you want to hear the meeting via computer audio or by telephone.



5 You are now in the meeting and can access your meeting options at the very bottom of the screen:

- Mute/unmute your audio
- Start/stop your video
- Invite other attendees
- List of Participants
- Share your screen (may not be present)
- Chat with other attendees
- Leave the LegalView meeting

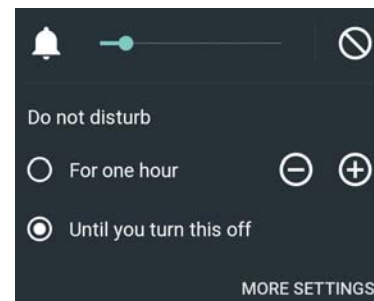
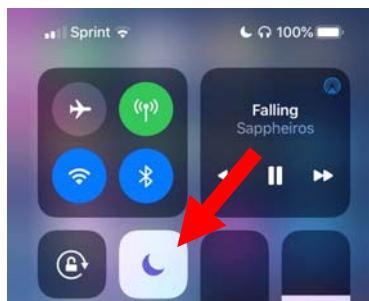


JOINING LEGALVIEW PROCEEDING WITH MOBILE APP (PHONE/TABLET)

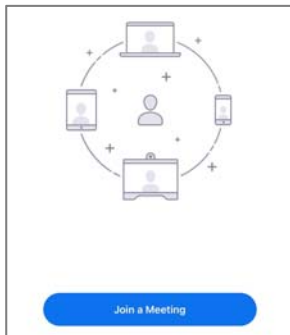
- 1** Go the App Store or Google Play store and search for “Zoom.” You can download the app for free.



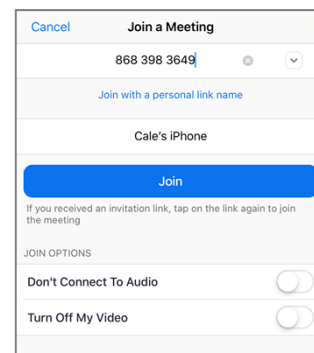
- 2** Make sure your phone or tablet is set to “Do Not Disturb” so that any texts, phone calls, or e-mails do not interrupt your video or audio streaming.



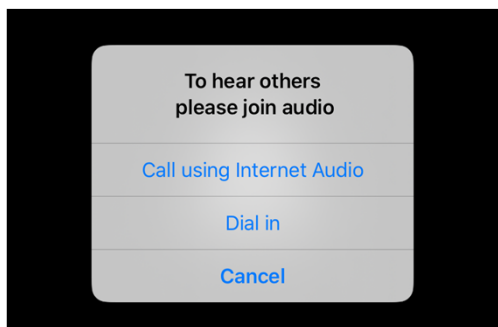
- 3** Open the app and tap on the blue “Join a Meeting” button at the bottom.



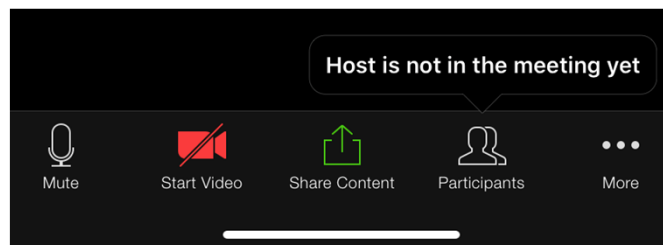
- 4** On the next screen, type in the Meeting ID number and also toggle video/audio settings.



- 5** You will receive a prompt asking you how you want to connect to audio (internet vs. phone) and also if the app can access your mic, etc.



- 6** You are now in the meeting and can access your meeting options at the very bottom of the screen.



CONDUCTING A MEETING TEST

We have a **24/7 test meeting** available that we can use ahead of time or on the day of the deposition. Both Lexitas and attendees can join this meeting for testing purposes.

Attend Test Meeting Online:

<https://lexitas.zoom.us/j/8683983649>

Meeting ID: 868 398 3649

Attend Test Meeting By Phone:

646-876-9923

Meeting ID: 868 398 3649

TROUBLESHOOTING ZOOM MEETING ISSUES

NETWORK AND LOGIN

Can't Log In

- Are you on a network with firewall settings?
- Are your local firewall settings turned on?

Connection Problems – Ethernet / Hardwired

- Is the computer on wireless or hardwired?
- Does the cable work?
- Does the port work in the wall?
- Does your laptop Ethernet port work?
- Is the wireless network on the laptop still on?

Connection Problems – Wireless / WiFi

- **Can you access a random website?**
- Try testing your speed at www.speedtest.net
- Do you have the correct password?
- Are you on the correct network?

Still experiencing issues after trying all these troubleshooting points?

Contact the LegalView support team directly with the contact information listed below.

EQUIPMENT ISSUES

Devices Aren't Showing Up in Software

- Unplug the cable and plug it back in.
- Try another USB port on laptop.
- Try to use another laptop if possible.
- Devices also appear as USB video device or USB audio device.
- Exit and re-enter Zoom.

Can't Hear

- Check laptop volume.
- Check device volume.
- Check volume on software.
 - Make sure you see the green audio levels moving.
- Make sure correct devices are selected.
 - Speaker
 - Microphone
 - Video
 - If on a Mac: go to system preferences and sound. Select audio device.
- Hearing an echo? Make sure there aren't multiple mic sources (example, both your computer and phone/tablet) and mute all other devices.

Can't See

- Check Zoom software.
- Make sure camera is still selected
- Make sure red ring around Logitech logo is on.
- See if the other side muted you.

VIDEO KEEPS FREEZING OR DROPPING

- Are you 100% sure you are hardwired?
- Unplug the Ethernet cable. If still connected to internet, the Ethernet cable was never connected. Turn off wireless by looking for a switch on the laptop or do so in Windows.
- Turn on phone 4G if available.
- Try another network.
- Try another laptop.
- Make sure both locations are connected properly.
- Get an IT contact to assist.
- Phone connection details will be included in the Zoom invitation that was e-mailed to the client
 - Contact Lexitas Monitor for Zoom room phone number
- Try using a mobile device instead
 - Download and install the Zoom Mobile App from the Apple Store or Google Play.
 - Once it's installed, enter the room with your email link (or tell them the Meeting ID over the phone)
 - By tapping the screen, you'll see icons to toggle your camera (front, back, off), mute your microphone or mute your speaker.
- Log out of room and into a new one. Someone could be logging in with the same username
- Check with IT and make sure the UDP ports are open and not timing out

SUPPORT CONTACT INFO



Please contact your local
Lexitas office for assistance
800-678-0166
NYhelp@LexitasLegal.com
www.lexitaslegal.com



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WEBEX QUICK SHEET

HOW WEBEX REMOTE PROCEEDINGS GENERALLY WORK



1 Contact Lexitas to schedule a remote proceeding to be done via Webex Meetings.

2 Lexitas schedules meeting and sends out invite to all participating counsel, the witness, and court reporter.

3 At the day and time of the proceedings, all participants join Webex meeting via camera-enabled PC or laptop.

4 Exhibits can be provided to us ahead time or shared by any participant during the proceeding through the Webex interface.

HOW TO JOIN THE WEBEX MEETING

Thursday, April 16, 2020 12:45 PM-1:45 PM <https://lexitas-ubn.my.webex.com/lexitas-ubn.my>

Cale McCabe invites you to join this Webex meeting.

Meeting number (access code): 626 052 863

Meeting password: Pqcbuyyp977

Thursday, April 16, 2020

12:45 pm | (UTC-05:00) Central Time (US & Canada) | 1 hr

Join meeting

Meeting number (access code): 626 052 863

Meeting password: Pqcbuyyp977

Thursday, April 16, 2020

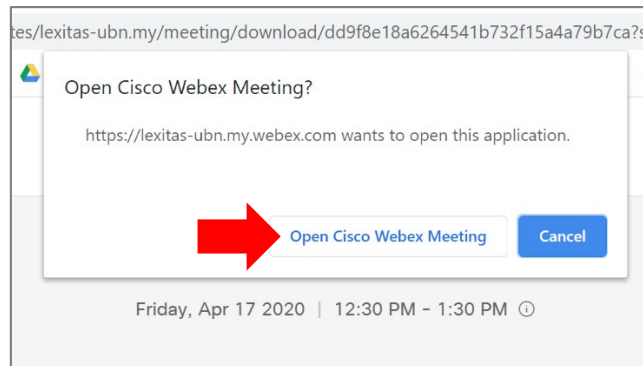
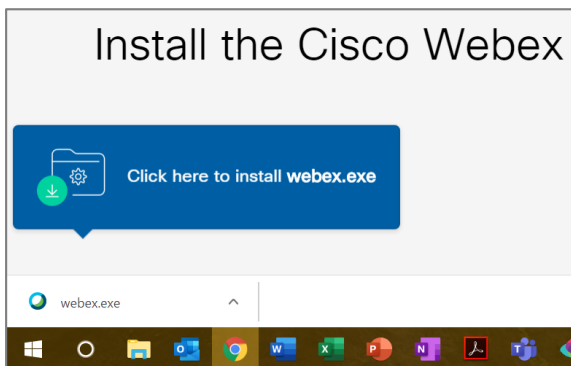
12:45 pm | (UTC-05:00) Central Time (US & Canada) | 1 hr

Join meeting

1. You will receive an invite e-mail from the Lexitas scheduling team that gives you the meeting details:

- Meeting number
- Meeting password
- A green "Join meeting" button

2. A few minutes before the meeting start time, join the meeting by clicking the button in your invite e-mail.

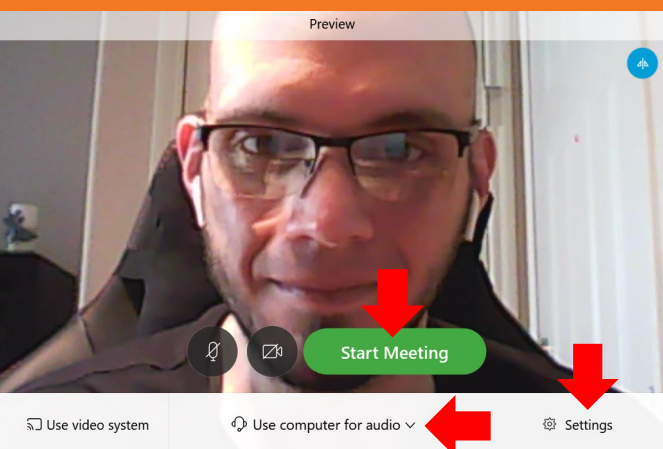


3. You will be taken to a join page in your internet browser, where you'll be prompted to install or open Webex software.

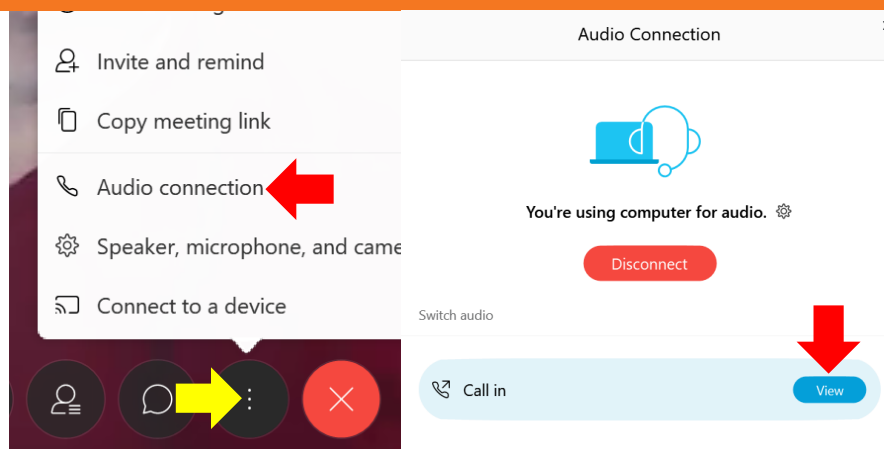
If you **don't** have Webex already installed, follow the install instructions on the site (left picture).

If you **do** have Webex already installed, click the button "Open Cisco Webex Meeting" (right picture).

MEETING SETTINGS AND OPTIONS

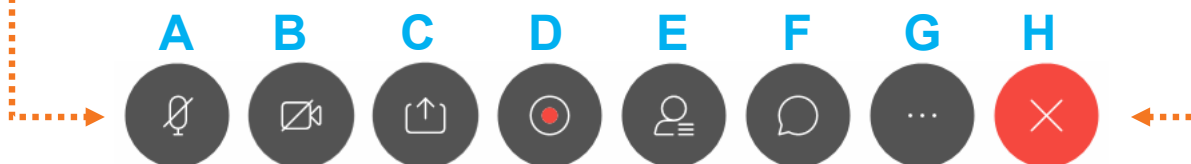


1. When joining the meeting, you will see a preview screen. Here you can adjust your video, audio settings, and devices. Click the green button to join meeting.



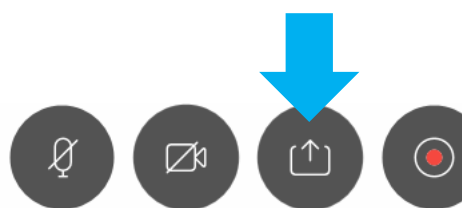
2. If for any reason you need to switch your meeting audio from computer (internet) to phone, click the three dots at the bottom and select "Audio connection." Then click the blue "View" button under the Call in section to get the meeting phone information.

3. At the bottom of the screen, there are important meeting controls and buttons.

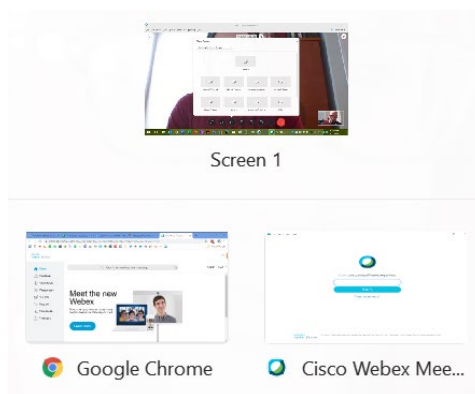


- A. **Mute/unmute mic** (so people can hear you or not hear you)
- B. **Start/stop video feed** (so people can see you or not see you)
- C. **Share button** (share screen, share window, or present files to participants)
- D. **Record** (can only be done by the host, if meeting recording is enabled by Lexitas)
- E. **Participants** (view list of all participants in the meeting)
- F. **Chat** (instant message everyone in the meeting)
- G. **More options** (lock meeting, invite/remind, device settings, switch audio, etc.)
- H. **Leave meeting** (everyone must leave to end meeting, or host can end for all)

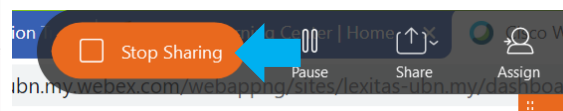
PRESENTING AND SHARING DOCUMENTS



1. To present documents (such as exhibits) to all participants, open the document and then click the "Share content" button on the bottom menu.



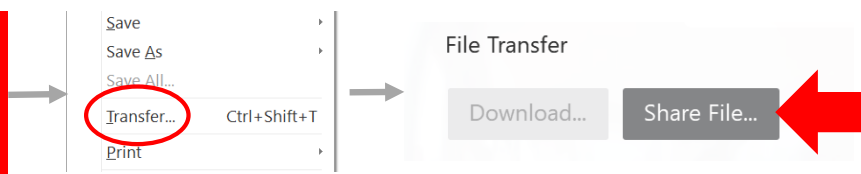
2. On the next screen, you can share your entire screen (top option) or choose a specific application that's open.



3. To end the screen share, hover your mouse over the top and select "Stop Sharing"

Want to share files so participants can download them?

1. On top menu bar, go to **File > Transfer**
2. Click the **"Share File"** button
3. Browse PC and **select file** to transfer



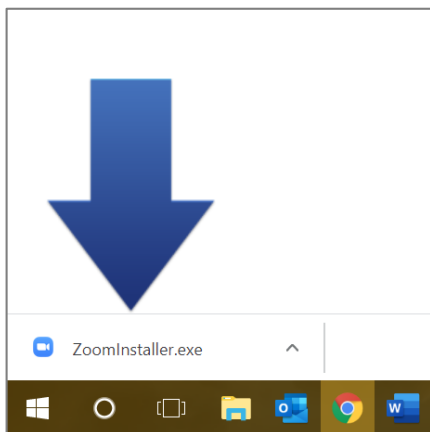
Please proceed to the next page

HOJA RÁPIDA DE LEGALVIEW

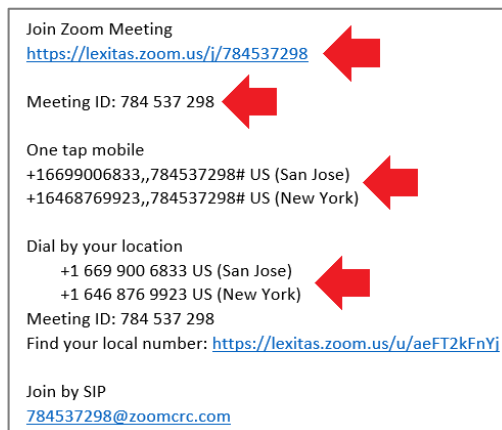
CÓMO UNIRSE A UN PROCEDIMIENTO LEGALVIEW (PC/LAPTOP)

- 1** Si aún no lo has hecho, descarga e instala la aplicación Zoom en tu PC.

zoom.us/support/download



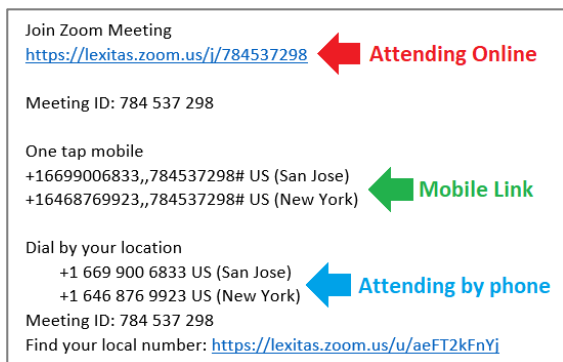
- 2** A estas alturas, Lexitas le ha enviado una invitación a la reunión de Zoom con las instrucciones para acceder a los procedimientos.



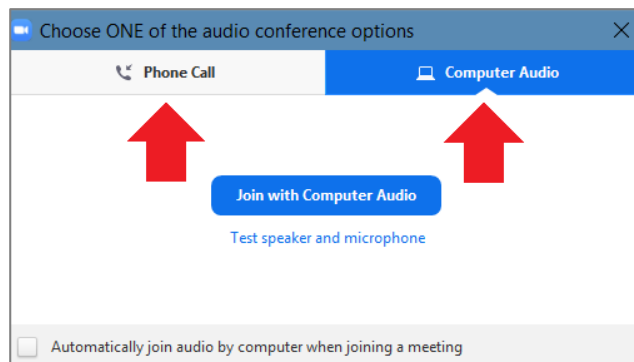
- 3** Si asistes a la reunión en línea, puedes hacer clic en el enlace de la reunión.

Si asistes por dispositivo móvil (ver página siguiente para más información), puedes hacer clic en el enlace "one-tap" proporcionado.

O también puede escuchar por teléfono marcando el número de teléfono de la reunión e introduciendo el ID de la misma.



- 4** Una vez que esté en la reunión, se le preguntará si desea escuchar la reunión a través del audio del ordenador o por teléfono.



- 5** Ahora está en la reunión y puede acceder a las opciones de la reunión en la parte inferior de la pantalla:

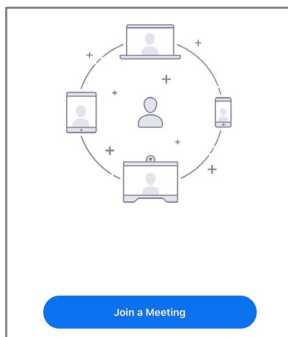
- Silenciar/desactivar el audio
- Iniciar/detener tu video
- Invitar a otros participantes
- Lista de participantes
- Comparta su pantalla (puede no estar presente)
- Charla con otros participantes
- Deje la reunión de LegalView



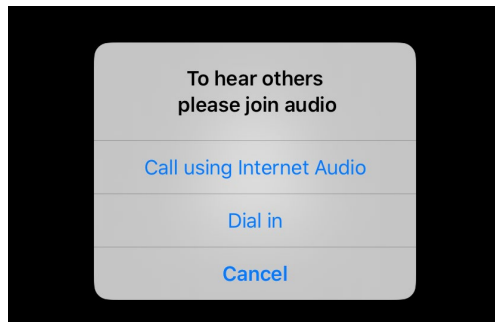
UNIÉNDOSE A LEGALVIEW PROCEDIENDO CON LA APLICACIÓN MÓVIL (TELÉFONO/TABLETA)



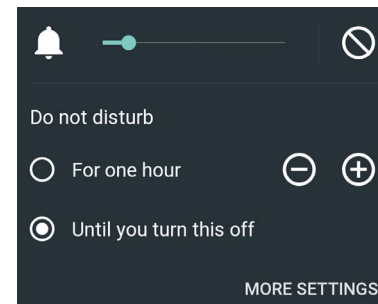
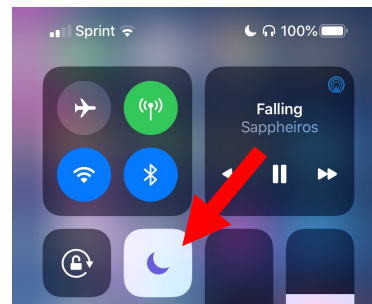
- 1 Ve a la App Store o a la tienda de Google Play y busca "Zoom". Puedes descargar la aplicación de forma gratuita.



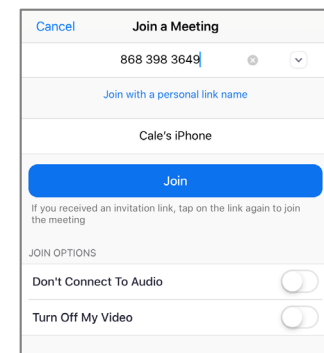
- 3 Abre la aplicación y toca el botón azul "Join a Meeting" en la parte inferior.



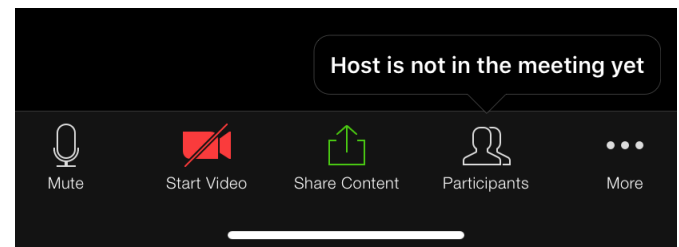
- 5 Recibirá un mensaje que le preguntará cómo desea conectarse al audio (Internet o teléfono) y también si la aplicación puede acceder a su micrófono, etc.



- 2 Asegúrate de que tu teléfono o tableta esté configurado en "No molestar" para que los textos, llamadas telefónicas o correos electrónicos no interrumpen la transmisión de vídeo o audio.



- 4 En la siguiente pantalla, escribe el número de identificación de la reunión y también cambie los ajustes de vídeo y audio.



- 6 Ahora está en la reunión y puede acceder a las opciones de la reunión en la parte inferior de la pantalla.

REALIZACIÓN DE UNA SESIÓN DE PRUEBA

Tenemos una reunión de prueba disponible 24/7 que podemos utilizar con antelación o el día de la declaración. Tanto Lexitas como los participantes pueden unirse a esta reunión con fines de prueba.

Asistir a la reunión de prueba en línea:

<https://lexitas.zoom.us/j/8683983649>

ID de la reunión: 868 398 3649

Asistir a la reunión de prueba por teléfono:

646-876-9923

ID de la reunión: 868 398 3649

SOLUCIÓN DE PROBLEMAS DE LA REUNIÓN DEL ZOOM

RED E INICIO DE SESIÓN

No puedo entrar en el sistema

- ¿Estás en una red con configuración de cortafuegos?
- ¿Están activadas las configuraciones del cortafuegos local?

Problemas de conexión - Ethernet / Cableado

- ¿Está el ordenador en modo inalámbrico o en modo cableado?
- ¿Funciona el cable?
- ¿Funciona el puerto en la pared?
- ¿Funciona el puerto Ethernet del portátil?
- ¿La red inalámbrica del portátil sigue funcionando?

Problemas de conexión - Inalámbrico / WiFi

- ¿Puedes acceder a un sitio web al azar?
- Intenta probar tu velocidad en www.speedtest.net
- ¿Tienes la contraseña correcta?
- ¿Está en la red correcta?

PROBLEMAS DE EQUIPO

Los dispositivos no aparecen en el software

- Desconecta el cable y vuelve a conectarlo.
- Intenta con otro puerto USB en el portátil.
- Intenta usar otro portátil si es posible.
- Los dispositivos también aparecen como dispositivo de vídeo USB o dispositivo de audio USB.
- Salga y vuelva a entrar en el Zoom.

No se escucha

- Comprueba el volumen del portátil.
- Revisar el volumen del dispositivo.
- Comprobar el volumen del software.
 - Asegúrate de que ves los niveles de audio verdes en movimiento.
- Asegúrate de que se seleccionen los dispositivos correctos.
 - Altavoz
 - Micrófono
 - Video
 - Si está en un Mac: vaya a las preferencias del sistema y al sonido. Selecciona el dispositivo de audio
- ¿Escuchando un eco? Asegúrate de que no haya múltiples fuentes de micrófonos (por ejemplo, tanto en el ordenador como en el teléfono/tableta) y silencia todos los demás dispositivos.

No puedo ver nada

- Revisa el software de Zoom.
- Asegúrate de que la cámara esté todavía seleccionada
- Asegúrate de que el anillo rojo alrededor del logo de Logitech esté puesto.
- Ve a si el otro lado lo silenció.

EL VIDEO SIGUE CONGELÁNDOSE O DETENIÉNDOSE

- ¿Estás 100% seguro de que estás conectado?
- Desconecte el cable Ethernet. Si todavía está conectado a Internet, el cable Ethernet nunca se conectó. Apaga la conexión inalámbrica buscando un interruptor en el portátil o hazlo en Windows.
- Enciende el teléfono 4G si está disponible.
- Prueba con otra red.
- Intenta con otra computadora portátil.
- Asegúrate de que ambas ubicaciones estén conectadas correctamente.
- Consigue un contacto de TI para que te ayude.
- Los detalles de la conexión telefónica se incluirán en la invitación del Zoom que se envió por correo electrónico al cliente
 - Contacte con el Monitor Lexitas para el número de teléfono de la habitación del Zoom
- Intenta usar un dispositivo móvil en su lugar
 - Descarga e instala la aplicación Zoom Mobile desde el Apple Store o Google Play.
 - Una vez instalada, entra en la sala con tu enlace de correo electrónico (o díles el ID de la reunión por teléfono)
 - Al tocar la pantalla, verás iconos para alternar la cámara (frontal, trasera, apagada), silenciar el micrófono o silenciar el altavoz.
- Sal del cuarto de reunión y entra en una nueva. Alguien podría estar iniciando sesión con el mismo nombre de usuario
- Comprueba con IT y asegúrate de que los puertos UDP están abiertos y no están siendo interrumpidos.

INFORMACIÓN DE CONTACTO DE APOYO



Please contact your local Lexitas office
for assistance: **800-678-0166**
NYhelp@LexitasLegal.com
www.lexitaslegal.com

