Thank you for trusting Dicta Court Reporting for your Remote Proceeding during this time. Here are some things to consider in advance of your meeting date.

Essential Requirements
Each participant will need a device with access to the following:
- A recent operating system (e.g. Windows 7 or newer, Mac OS X with Mac OS 10.10 and higher)
- A web camera and microphone
- A reliable internet connection. A minimum of 2.0 Mbps download speed is sufficient for most users, but 15-25 Mbps is recommended. To test your internet speed, type "Speed Test" into google.com and click the blue "Run Speed Test" button that appears above your search results.

Please note that your video and microphone quality are going to be limited to your device's hardware, and not all built-in cameras and microphones are created equal.

If Dicta is the Host
You will find the link and password to your remote meeting in your Booking Confirmation Notification.

For Zoom, it will be a web address beginning with https://zoom.us.

For Webex, it will be a web address beginning with https://meetingsamer4.webex.com

You can copy and paste the URL into your internet address bar on the date of your Questioning.

We recommend visiting the following sites at your convenience:
- https://zoom.us/test, follow the instructions to test your video/web camera and microphone.
- https://www.webex.com/test-meeting.html, follow the instructions to test your video/web camera and microphone.

Tips for Creating the Best Experience for all Participants

Email the complete Style of Cause and any exhibits to be marked to info@dictacourtreporting.com prior to the proceedings.

Ensure everyone speaks one at a time so the court reporter can take down what all parties are saying.

Join the meeting early so there is time to troubleshoot. If Dicta is hosting, the meeting will be started 30 minutes prior to the scheduled start time to allow for any technical troubleshooting.

Poor connectivity is often the problem when your audio/video feed quality starts to drop.
- For best results, we recommend all participants physically connect their computer to the internet with an ethernet cable rather than using WiFi.
- If you must use WiFi, situate yourself close to your router or access point.
- If you are at home and family members are streaming videos or playing online video games, that will greatly affect your bandwidth. Ask them to refrain from activities requiring the internet while you are in your meeting.

Attend the meeting from a quiet workspace. The microphone is very sensitive and may pick up papers shuffling or if you are moving around.

Be sure the microphone you are speaking into is physically nearby.
- If you are in a large boardroom with a monitor at one end, audio quality will be best for participants if you use an external microphone placed close to you.
- If you are alone in a smaller space, wearing mic-enabled headphones eliminates background noise and allows the mic to be close to your mouth.

If you are not speaking, keep yourself on mute so anything you are doing during the meeting is not distracting to the other participants. Remember to unmute yourself when you need to participate.

When the meeting has concluded, please stay on to see if the court reporter has any questions and provide them with your transcript order.

If video connectivity drops, you may also attend via telephone. You can find the dial-in numbers when you login and choose "connect audio by telephone".

Exhibits

If you will be marking any exhibits during the proceeding, the court reporter will require a PDF version of the documents that they can mark. You may email the electronic files to info@dictacourtreporting.com. **Please name the files clearly so the court reporter knows what to mark.**

Swearing the Witness

If a Commissioner for Oaths is not present with the witness, the court reporter can affirm them remotely. If they would prefer to swear the Oath, they will need to have a Bible in the room with them.

Contact us at info@dictacourtreporting.com or 403-531-0590 to set up a personalized session prior to your meeting.

Features

For step-by-step instructions getting started in a Webex meeting, including how to set up your video and audio, please visit
https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees

Joining a Meeting
https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting

Content Sharing
https://help.webex.com/en-us/5ddww5/Share-Content-in-Cisco-Webex-Meetings-and-Cisco-Webex-Events

Troubleshooting
https://help.webex.com/en-us/WBX9000018881/Troubleshooting-Meetings

Further Information
For more information on Webex, visit https://www.webex.com/business-continuity.html.

Features

Joining a Meeting
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

Join Using Computer/Device Audio - On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio.
https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-

More Information About Audio – You can find more audio information, including audio settings, how to stop the audio echo, and joining by telephone.
https://support.zoom.us/hc/en-us/sections/200319096-Audio

Testing Your Video
https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-

More Information about Video – You can find more video information, including virtual backgrounds, video layout, and how to use a dual monitor.
https://support.zoom.us/hc/en-us/sections/200521865-Video

Screen Sharing - It's easy to share your screen and collaborate with Zoom. The platform supports multiple people sharing their screens at the same time.
https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-
https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing

WiFi Connection Issues
https://support.zoom.us/hc/en-us/articles/201362463-Wireless-WiFi-Connection-Issues

Network and Firewall Guidance
https://support.zoom.us/hc/en-us/sections/201740166-Network-and-Firewall

Further Information
For more information on Zoom, including webinars, demos, and training sessions, visit https://zoom.us/docs/en-us/covid19.html.

Remote Proceedings - Security Practices

Now that litigation is taking place in virtual space more than ever before, it is important to outline our procedures for any proceedings that we have been asked to host.

The marketplace for virtual meeting space is crowded and constantly changing. While we always try to stay aware of security features of specific software, these are precautions we are taking for **every meeting we host, regardless of what program is used.**

1. **Password Protection:** Any video software that does not require all participants to have a password-protected account should at least have password-protected meetings. We will not use programs that do not include password protection as a feature, and we will always provide each meeting with their own unique password.

2. **Locking the "Door":** Whenever this feature is provided, the court reporter present will **lock** the meeting room once they have confirmed everyone is in attendance. In addition to password protection, this will further prevent irregular entry into your proceedings.

3. **(Not) Recording the Virtual Meeting:** Many virtual meeting spaces have built-in features that allow participants to record meetings. Using an online-only interface to record a proceeding is a security risk. Dicta will never allow the recording of meetings that we host using these features.

Thank you for your trust and confidence as we all navigate this evolving and ever-changing work environment!