

LNS Mobile by Zoom- Best Practices

Equipment and IT

- Laptop, tablet, or smartphone equipped with webcam
- Hard wired with ethernet cable preferred, or stable wifi connection
- Test your bandwidth at Google.com and type in “speed test” in the search field, then click “run speed test.” Minimum bandwidth is 600kpbs (up/down); recommended is 1.5 Mbps (up/down)
- Phone available for backup audio connection



Security

- Do not share the Meeting ID and Password with others
- All participants will be in Waiting Room until host/court reporter admits them. After all participants are admitted, the host will **Lock** the call
- Do not take a photo of the videoconference screen and share in social media
- New 5.0 platform with systemwide account enablement to AES 256-bit GCM encryption

Participant Decorum

- Set all devices not used in feed to “airplane mode” to minimize electronic interference
- Mute your microphone unless you are actively speaking and be mindful that you are on video
- Business or business casual attire makes best impression
- Consider lighting. No window or light behind you, which can create a silhouette effect
- No other people in room
- No distractions in background of video feed, such as friendly pets

Test in Advance

- Download latest version of Zoom [here](#)
- Each participant should contact LNS to test equipment and internet connection no later than 24 hours prior to deposition. You are encouraged to ask any questions during this test
- BREAKOUT ROOMS - If you would like a virtual breakout room to meet with your client or colleagues, or for any off-the record conversations, please request this during the test
- Zoom video tutorials available [here](#)

Documents

- If you have 3 or fewer exhibits, you may email your documents to LNS at depos@LNScourtreporting.com at least 3 days in advance of deposition, and the court reporter can share the documents with the participants at the time they are introduced;
- You may ship paper copies to LNS at least 7 days in advance of deposition, and we will scan/upload for sharing and give the paper copies to the court reporter;
- You may share documents from your device during the videoconferencing using the **Share My Screen** feature; or
- You may send a link to the document on your device in the **Chat** feature for participants to download the document on their device

Marking Exhibits

- The court reporter can electronically mark the PDF copies as exhibits or can mark your paper copies



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