

# WORKING WITH ECLIPSE REMOTELY

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We will post questions and answers as well as new content about Zoom after the webinar on the page where the webinar is hosted. If you have questions related to using Zoom, please email them to **zoom@eclipsecat.com**. We will use your inquiries to form a frequently asked questions section on the page.

Zoom – best video quality for everyone, secure

**Speedtest.net** to check internet speed. Zoom requires **1.5** mb per sec minimum upload and download speed. If anyone has slower internet than that, call in via phone, please.

HIPAA compliance

Note: The \$14.99 plan may not be considered HIPAA compliant, but a more expensive option is. Here's a document explaining Zoom for use in healthcare. <https://zoom.us/docs/doc/Zoom-hipaa.pdf>

Equipment needed for Zoom:

Writer, laptop, microphone

Add on:

An iPad, separate computer, phone or desktop computer as your device to run Zoom

Needs audio, some sort of speaker, mic, camera, screen so you

can see everyone else

Bluetooth speaker/headphones

Refer to handout: Tech Setup Recommendations for Court Reporters  
(from Steno.com)

<https://cdn2.hubspot.net/hubfs/5816813/Tech%20Setup%20Recommendations>

You can also use **Stereo Mix** or **VoiceMeeter** to record the streamed audio on your Eclipse computer to use with Audio Sync. Use Google Hangouts, a Google Voice number or Skype phone number to call in to Zoom for crystal clear audio. Refer to the “Captioning with Zoom How To” handout, Page 6, for setup instructions. If you don’t have Stereo Mix, you can download VoiceMeeter. I opted to download VoiceMeeter as a Plan B, just in case. It’s free. There’s a link to the exact file you need in the handout as far as VoiceMeeter and detailed instructions for what to do after downloading.

Be sure to start VoiceMeeter before Eclipse.

Free phone calls from your computer – excellent sound quality. Use this to call in to zoom.

<https://hangouts.google.com/>

Also

<https://www.skype.com/en/>

More info about using Stereo Mix (or VoiceMeeter) to record your WAV file for audiosync in Eclipse.

<https://www.howtogeek.com/howto/39532/how-to-enable-stereo-mix-in-windows-7-to-record-audio/>

Using Stereo Mix to record phone calls:

<https://www.howtogeek.com/200531/how-to-record-a-phone-call-or-voice-chat-from-your-computer-or-smartphone/>

Refer to “Captioning with Zoom How To” handout for detailed instructions on using keyboard macros to caption Zoom meetings with Eclipse or AccuCap and Streamtext.

For officials -

Here’s what the Texas court system has set up to use Zoom. Tons of info for hearings and court cases:

<https://www.txcourts.gov/programs-services/electronic-hearings-with-zoom/>

**Read-on – Stipulations** to read on the record that all parties agree to remote swearing in, etc., just to create a record. **NCRA** has a list of the states and current rules. These are changing daily, so please check with your state organization to see if there’s something you need to know about with regard to being in the same location as the witness to administer the oath or any other rules that may need a stipulation on the record.

NCRA’s reference for state rules:

[https://www.thejcr.com/2020/03/19/what-states-allow-remote-and-or-online-notarization/?fbclid=IwAR0-3shhKa\\_ODpTup4P9ERmXAn\\_IGbzpM50BxBwbbIPLCkGSZ1IalQ3X4s](https://www.thejcr.com/2020/03/19/what-states-allow-remote-and-or-online-notarization/?fbclid=IwAR0-3shhKa_ODpTup4P9ERmXAn_IGbzpM50BxBwbbIPLCkGSZ1IalQ3X4s)

NCRA offers these three suggestions if you find yourself in a predicament that would violate your Notary oath:

1. Get a reporter to take the deposition with the witness.
2. Get an authorized oath giver to swear in the witness.
3. When the witness is not in the reporter’s presence, and there is no notary in the witness’s presence, if local rules allow, suggest that all parties, including the witness, stipulate on the record that the testimony is being given as if under oath.

## READ ON THE RECORD - EXAMPLE

Courtesy of Monyeen Black:

Good morning/afternoon.

My name is {CSR}. I am a California certified stenographic reporter, CSR Number {#}.

(optional): Due to the current National Emergency of the COVID-19 virus, this deposition is being handled via remote means.

Today's date is {day}, {month} {#}, {year}, and the time is approximately {time}.

This is the deposition of {name} in the matter of {case}. This case is venued in the {court}. The case number is {#}.

At this time I will ask counsel to identify yourself, state whom you represent, and agree on the record that there is no objection to this deposition officer administering a binding oath to the witness via Zoom. Let's start with the noticing attorneys.

Awesome Facebook group where reporters are sharing Zoom information and experiences:

Court Reporter Job Board ~ Remote

<https://www.facebook.com/groups/775714206157040/>

Federal cases – FRCP 30 – specifically allows depositions to be taken remotely as long as they are **properly noticed**.

## EXHIBITS

Attorneys can send you exhibits ahead of time. You can mark them and create an email to send out with hyperlinks so that parties can click on the link to get each exhibit. OR if they just want to send the

documents, you can mark them during or after the Zoom meeting.

From exhibit email, right-click on what the attorney wants to share

Copy link address (**Control C**)

Share link to exhibit in **chat** in Zoom(**Control V**)

Dropbox – You can use it, but if anyone clicks on the link and they don't have an account or they aren't logged in to Dropbox, they will get a confusing promotion screen and not direct access to the document. We don't want to do tech support, do we?! NO.

**Box.com** - \$15/month 100 gb storage

There's also a free version

10 gb storage free

250 mb upload per document limit

Box.com - How to create links to share exhibits

<https://support.box.com/hc/en-us/articles/360043697094-Creating-Shared-Links>

Why not just use screen share for exhibits?

30-page real estate contract – ask the witness to point out the paragraph he's referring to regarding water damage.

Large files would take forever to load, especially for someone joining via phone or slow internet connection.

The box.com files are secure, and no one has made changes to any document

that was presented.  
(Shut off upload capability after deposition.)

After you are done with ANNOTATE, Save  
Red button – STOP SHARE  
Chat log -SAVE  
Here's where it's stored on your computer:  
Documents/Zoom Folder  
Folder with your name and the date  
meeting\_saved\_chat.txt

## Exhibit Sticker Options:

### Legal Exhibit Stickers:

<http://www.legalexhibitstickers.com/>

### Exhibit Sticker

<https://exhibitsticker.com/>

### Final Exhibits:

<https://doneby5.com/>

Comprehensive video outlining everything related to handling and marking exhibits by Steno.com:

<https://www.youtube.com/watch?v=dCSrYYaWihQ>

## ZOOM Instructions for ANNOTATE:

### Accessing annotation tools if you started screen sharing

After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools, click **Annotate** (if you are sharing your screen) or **Whiteboard** (if you are sharing a whiteboard).

## Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click **View Options > Annotate** at the top.

### Annotation tools

You will see these annotation tools:

**Note:** The **Select**, **Spotlight**, and **Save** options are only available if you started the shared screen or whiteboard.

**Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.

**Select:** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.

**Text:** Insert text.

**Draw:** Insert lines, arrows, and shapes. **Note:** To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.

**Stamp:** Insert predefined icons like a check mark or star.

**Spotlight / Arrow:** Turn your cursor into a spotlight or arrow.

**Spotlight** (only available if you started the shared screen or whiteboard):

Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.

**Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

**Eraser:** Click and drag to erase parts of your annotation.

**Format:** Change the formatting options of annotations tools like color, line width, and font.

**Undo:** Undo your latest annotation.

**Redo:** Redo your latest annotation that you undid.

**Clear:** Delete all annotations.

**Save** (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot.

There are three videos by Breck Record related to Zoom in the Facebook group. You can do a search for his name if you'd like to view them. The last one is about 15 minutes long and shows options for cables and audio.

Zoom Meeting ID is at the **top** of the screen.

Participant ID - Log in on the Zoom device first so that you have a Participant ID. Use that same Participant ID when you call in from the phone.

If you call in from your iPhone:

Silent (button on side of phone)

Settings/Sounds and Haptics/Vibrate on silent – TURN OFF

(If you use the Do Not Disturb feature, you may have settings that will still allow some contacts to call you.)

**RECOMMENDED:** Use the phone numbers to call in for ALL participants

instead of Zoom computer audio.

#### PHONE CALL OPTIONS:

Call in from **Skype** on your iPad

Call in from **Google Voice** on your Amazon Fire tablet

Call in from **Google Hangouts** on your Eclipse computer

Digital recorder backup

Record audio from your writer if you're playing the audio out loud via computer speakers, speakerphone or bluetooth speaker

Audio from Zoom recording itself

Setup from SoundProfessionals.com

Everything you need to use your phone as the Zoom device

Mute your mic on the Zoom device – everyone

Press and hold down spacebar to temporarily unmute

You can provide the link to view the realtime feed in chat or you can email it

If there are four attorneys and only one wants the realtime feed, email it

Recommend that the attorney attend via laptop and not phone or tablet if they are viewing your realtime feed and plan to click on it from the chat box

Options:

Camera on your hands so they can see you are writing

Breaks – **OFF THE RECORD** sign on your chair OR

Have an OFF THE RECORD sign on your laptop and share your screen until you come back.

If you have a headset, don't forget to take it off when you go to the restroom!

(OFF THE RECORD sign is provided as a handout to this webinar)

FROM FACEBOOK:

“It’s a total success. I do not want to go back to the old way now. I can do this this way forever. A few days ago I was having a nervous breakdown. I am now so hopeful of our future.”

If the attorney asks if they can get a copy of the video:  
NOPE.

**YOU CAN DO THIS!!**

I believe in you!