



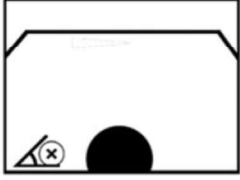

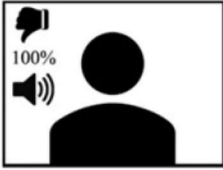
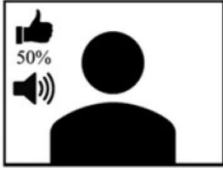


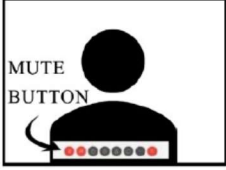


**(Desktop / Laptops)**

Common Issue(s) Audio and Video	Poor	Better
Position yourself in the <b>center</b> of the visible screen (2-3 feet away).		
Avoid having bright light (of any kind) behind you.		
When using a laptop, elevate the device by 6 - 8 inches when placed in front of you. This way you are: <ul style="list-style-type: none"> <li>• closer to the microphone AND less likely to pick up the sound of papers moving.</li> <li>• in a position to enable good camera angle with less view of ceiling.</li> </ul>		
Prior to joining the hearing, adjust your volume setting to 50% start. This can be adjusted later on once the meeting room has been stabilized by the clerk.		
If you find yourself in an area where you can't control the environment (background noise), there is a tendency to use headphones. By themselves, this does not improve the situation. Your microphone (connected to your laptop/computer) will still pick up background noise and can cause delays in court commencing.  Recommended Remediation: Use a headset with a <b><u>fixed microphone</u></b> .		

Common Issue(s) Audio and Video	Poor	Better
<p>Know the location of your “mute” button on your device when appearing. When not speaking, it is appropriate to mute your device’s microphone (which minimizes background noise).</p>		
<p>Speakers tend to lean backwards (away from the laptop over time). Try to remain as stationary as possible. Not doing so can result in the <b>last few words of a sentence not being clearly heard by other participants.</b></p>	