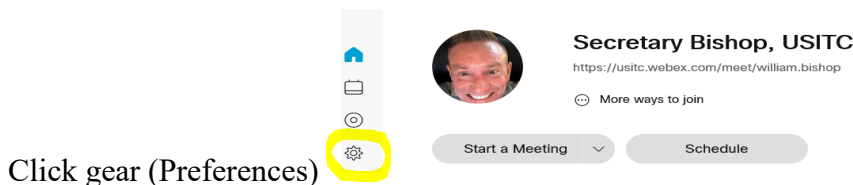# Tips for Successful Commission Webex Proceedings
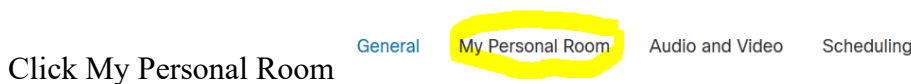**(as of February 11, 2021 at 4:26 p.m.)**

- You MUST be disconnected from any VPN network as it will interfere with the proceeding.
- Download the meetings app from https://www.webex.com/downloads.html; joining on a browser is supported, but provides less functionality.
- Once you download the meetings app, you should change your name. Please enter first name, last name, and affiliation, i.e., Secretary Bishop, USITC. You will not be able to edit your name once in the meeting, so please be <u>sure</u> to do so before the meeting. The Commission and court reporter find it very helpful in identifying witnesses and counsel.
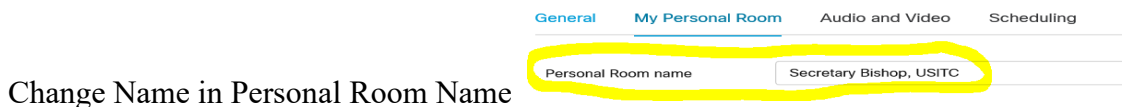
To Change Name Once You Have Downloaded Webex:

Click gear (Preferences)

Secretary Bishop, USITC
https://usitc.webex.com/meet/william.bishop
More ways to join
Start a Meeting   Schedule

Preferences

Click My Personal Room

General   My Personal Room   Audio and Video   Scheduling

Preferences

General   My Personal Room   Audio and Video   Scheduling

Change Name in Personal Room Name

Personal Room name   Secretary Bishop, USITC

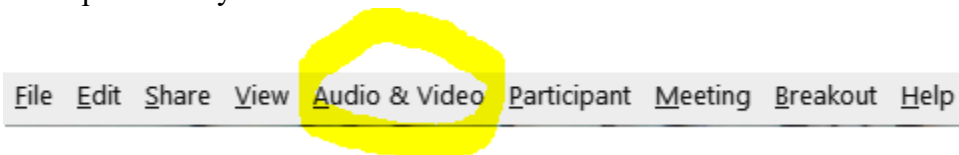** You can also change your name once you click the link before you connect to the meeting. When you click the meeting link, do not click JOIN MEETING yet; you should see your name in the upper left-hand corner. Click on your name and it will allow you to change your name, i.e., Secretary Bishop, USITC.

- When not speaking, mute your microphone and when not actively involved, turn off your camera using meeting controls (visible when moving mouse over the bottom of the screen or enabled with Ctrl+Shift Q or under View on the menu bar). Below graphics show when microphone and video are "on" or "off."

Microphone and Video OFF

Unmute   Start video
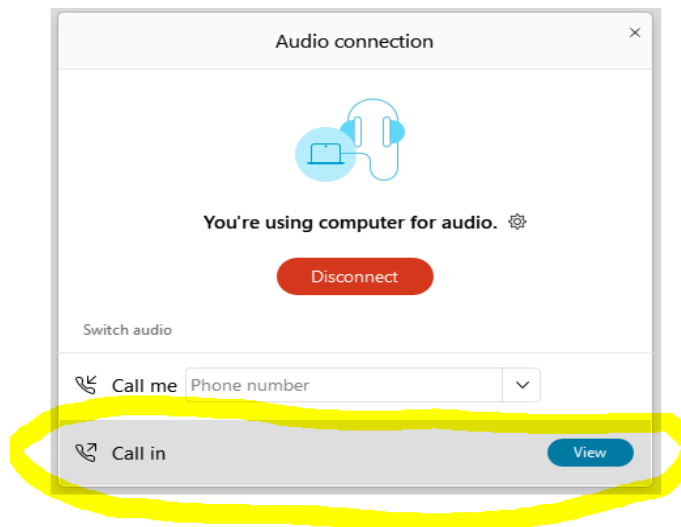
Microphone and Video ON

Mute   Stop video
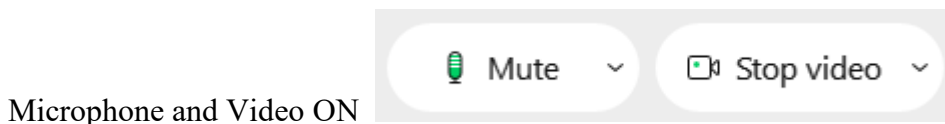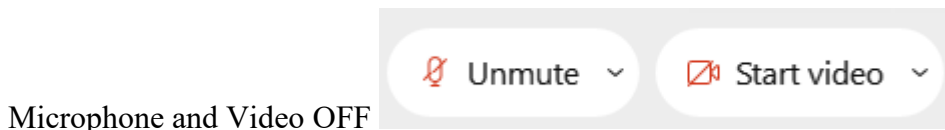
- Note that all attendees will be muted upon entry of the proceeding. The host may mute your microphone at any time due to background noise interference. You must unmute your own microphone, so please be sure to make sure you are "unmuted" before speaking.
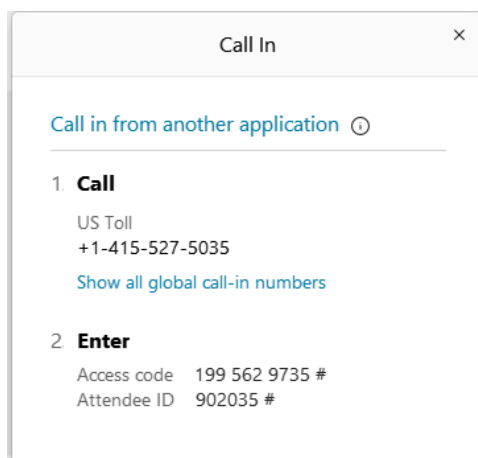
- Make sure your computer privacy settings allow access to your microphone (if using computer audio) and camera, and that the speaker volume on your computer is not muted. Before joining a meeting in the Webex app, select how you wish to connect to audio and test your audio input and output devices (under Settings on the join screen).

- Joining the audio portion of a meeting using a phone line introduces redundancy if the computer connection fails; if joining with video over the computer connection and audio over a phone connection from the outset of a meeting, you must tell the host your name over the phone connection so that the caller's name can be changed to reflect actual name and affiliation.

- If computer audio fails, you can switch to telephone audio midstream under the Audio tab of the menu bar but there will be a brief delay; the computer mute button still controls the audio portion of your connection.

File   Edit   Share   View   Audio & Video   Participant   Meeting   Breakout   Help

Click Switch Ausio. You will then see:

Audio connection   ×

You're using computer for audio. ⚙

Disconnect

Switch audio

📞 Call me   Phone number   ⌄

📞 Call in   View

Click Call In View (blue button) and follow instructions provided (example given):

Call In   ×

Call in from another application ⓘ

1. **Call**

   US Toll
   +1-415-527-5035

   Show all global call-in numbers

2. **Enter**

   Access code   199 562 9735 #
   Attendee ID   902035 #

EXAMPLE ONLY!

- Please be aware that when using Webex, microphones tend to be VERY sensitive and will pick-up breathing, computer fan noise, and other extraneous noise. You may find that the host has muted your microphone. Always check that you are "unmuted" before speaking. You can use your spacebar to "unmute" your microphone here:
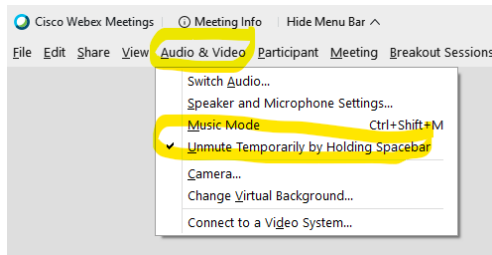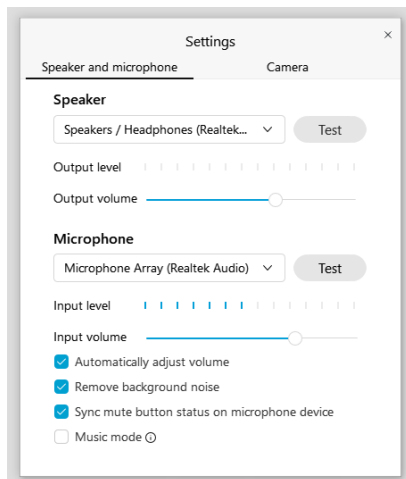

- There is a setting to <u>reduce background noise</u> at:

    Click Audio & Video tab.
    Click Speaker and Microphone Settings.
   Make sure "Remove background noise" is checked.

- Headphones with or without a unidirectional microphone near the speaker's mouth may improve sound quality; disable external computer speakers if using computer audio. If using headphones, ensure that the headphones are selected as the audio output in Webex. If using an external microphone, ensure that it is selected in Webex. Make sure your headphones and microphone are set properly at:
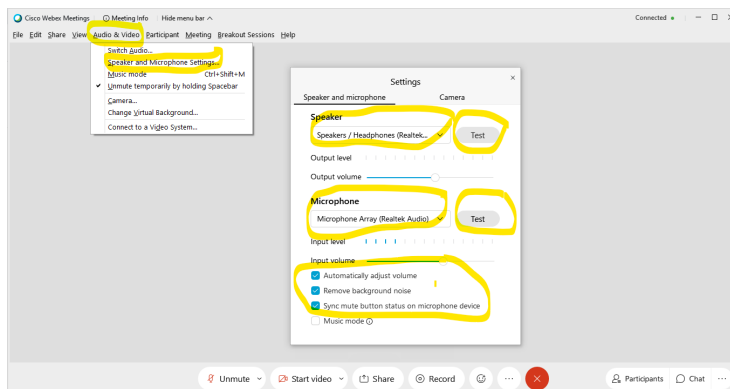
Change Speaker and Microphone, if necessary, to your headphones. Please test your speaker and microphone <u>prior to the proceeding</u> by clicking the "Test" buttons.

- Inactive cameras can be hidden under the View tab of the menu bar. To hide unwanted video:
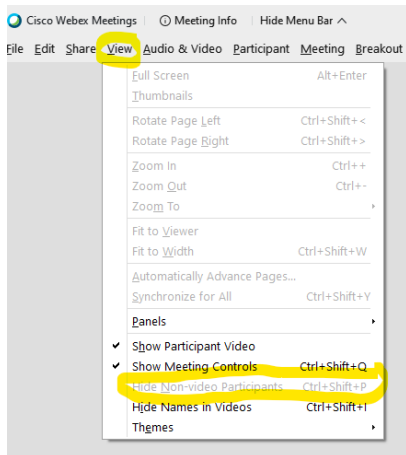
  Make sure Hide Non-Video Participants is checked.

- View options (grid view, active speaker with thumbnail view, and active speaker view) can be selected at the top right of the video screen. The floating panel view, also available at the top right corner, allows video tiles and shared content to be spread across multiple monitors.

- Please note that using blur/backgrounds will reduce the quality of the meeting for all and will make your video run slow. It is preferred that attendees <u>do not</u> use blur/backgrounds, if possible.

- To share/present, click on the Share icon to share your screen or an open application. To end sharing, move the mouse towards the very top of the screen and select stop sharing; mic and camera controls are also hidden at the top of the screen during sharing. The document, e.g. PDF or PowerPoint, to be shared should be opened in advance and popups such as email reminders turned off. Share a PowerPoint in presentation mode and maximize the size of the PDF to improve viewability. Avoid any windows overlaying the document being shared.

- You can "pin" the time clock by hovering your cursor in the video block directly beside the host and/or co-host, and clicking the three (3) dots in the circle in the upper right-hand corner. When the drop down appears, click "Pin video to this location", and choose Time Clock, USITC. The time clock will stay in that location.

- If you experience connectivity issues with bad video or audio, the use of an ethernet cord directly to your router may alleviate or improve those issues.

- The "chat" function is set to "chat" strictly with the host to avoid *ex parte* communications with the Commissioners. Please use the "chat" feature if you are experiencing technical issues and need assistance.

- Please be mindful not to disclose confidential business information.