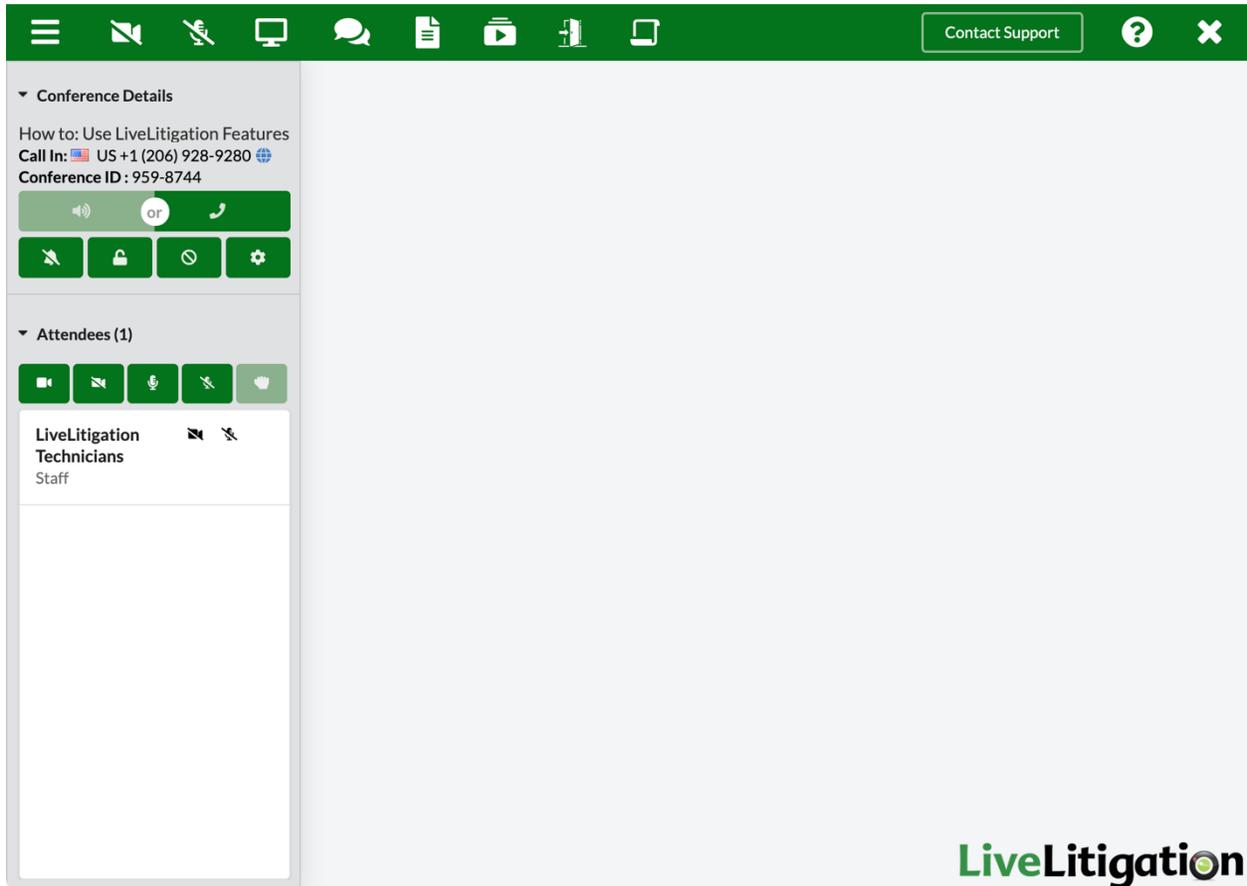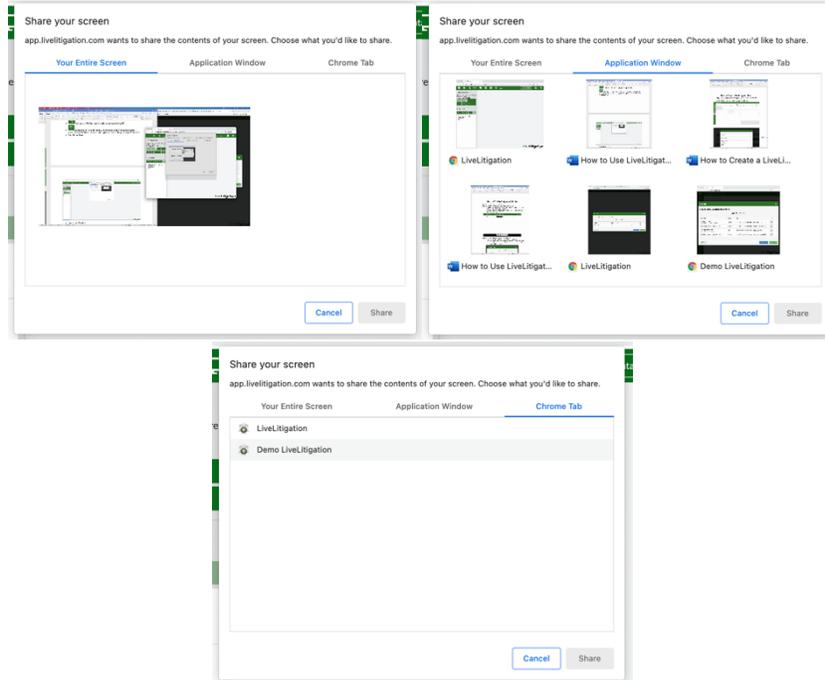# How to Use LiveLitigation Features

- Upon logging into an event, you will see the screen below.

- Webcam: Use this icon to toggle your camera on/off.

- Microphone: Use this icon to toggle your microphone on/off

- Screen Sharing - Use this feature to Share your screen with the participants in events. You can either your entire screen, a particular application, or a single Chrome tab.
  - o This feature can be used to show documents, websites, etc.
  - o Select which screen or application you're going to display, then click Share.

- Non-discoverable Chat:
  - o Group Chat: Chat to members within your group.
  - o Private Chat: Privately chat with another member of your group.
  - o Moderators: Moderators can send chat messages to groups.

- File Sharing and Exhibits
  - o Feature used for uploading documents to the LiveLitigation platform.
  - o Please see the standalone document for using Exhibits.

- Media Player: Play audio and video files:
  - Audio and Video files uploaded to the Exhibits / File Sharing platform will play through the Media Player.
    - To do this, click on the File Sharing icon, select your file, and click Open.
  - Use a direct link to your file.
    - Example: https://mywebsite.com/videos/video-name.mp4
  - Media from common media platforms are supported: YouTube, Vimeo, SoundCloud, etc.

- Hiding/Showing Realtime: Use this icon to display or hide the transcript.
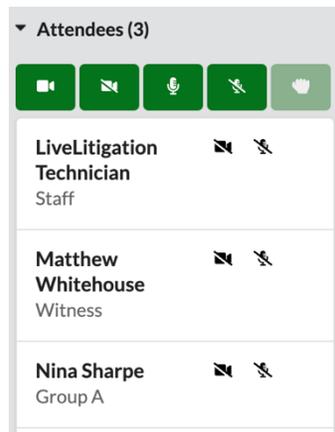
- Sidebar:
  - Conference Details: Displays Event Name, Call-in Number and Conference ID for phone users.

  - For additional phone numbers including international options, click the Globe icon.
    - https://app.livelitigation.com/meeting-conference-access-numbers.pdf
  - Speaker and Phone options:
    - To use your computer microphone and speakers, choose the speaker option on the left.
    - Choosing the phone option on the right mutes incoming audio and turns off your microphone. This option should only be used if you're dialing in on a separate phone.
  - Change Camera/Mic Settings: Change your preferences.
    - Camera: Select which camera you have connected.
    - Microphone: Select which input device you're using.
    - Speakers: Select your out device.

- ▪ Moderator Controls:
  - Entry and Exit Chimes: Click to toggle whether or not you and your participants hear the chimes when users connect and disconnect.
  - Lock Conference: Click to toggle whether or not new participants can join.
  - Kick Participant: Select a participant to disconnect from your meeting
  - o Attendees List: Shows a list of connected participants and corresponding groups.

- Moderator Controls
  - o Hide all Videos: Click to hide all camera images.
  - o Unhide all Videos: Bring active camera images back on screen.
  - o Mute all Audio: Click to mute all guests connected to the event.
  - o Unmute all Audio: Allow users to speak.