

# Videoconferencing Centers

## Offered at all Hutchings Offices

Los Angeles ▪ Riverside ▪ Santa Ana  
San Diego ▪ San Clemente

Avoid the stress and high cost of travel. Hutchings' new state-of-the-art videoconferencing facilities can provide you with a broadcast-quality videoconferencing experience each and every time.

Videoconferencing is the new standard for long-distance meetings. Use videoconferencing for:

- Depositions
- Witness & Trial Preparation
- Expert Consultations
- Interviews and Presentations
- Co-Counsel, Partner & Client Meetings
- Judicial and Settlement Conferences
- Mediations and Arbitrations

**When you need to be in more than one place at a time, call us -- we'll show you how easy, efficient and economical "being there" can be.**

### SCHEDULE

To schedule a videoconferencing session at any of our facilities, please call Hutchings' Calendar Department at **800.697.3210**.

### QUESTIONS?

If you have questions or would like a demonstration of our videoconferencing services, contact Martha Hutchings at 800.697.3210 or mhutchings@hutchings.com. **See next page for helpful tips.**

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**YOUR FIRM** uses billable time efficiently, eliminates scheduling conflicts and increases staff participation.

**YOUR CLIENT** reduces travel expenses, improves communication, and expedites decision-making.

**YOU** experience improved productivity with less travel-related stress



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# Videoconferencing Tips

Optimize your videoconferencing experience with these ideas for better meetings as well as improved audio and video quality.

## MEETING TIPS

- ✓ **Arrive early.**
- ✓ **Ask about camera presets prior to beginning your call.**

You can set up to 100 near-site presets. Depending on the system you call, you may also be able to use the presets stored on the far-site system.
- ✓ **Add peripherals to your system to expand its use.**

For example, you can add a VCR if you want to show a videotape, or a Visual Concert VSX or ImageShare II if you want to share data from a laptop or PC.

## AUDIO TIPS

- ✓ **Speak in your normal voice without shouting.**
- ✓ **Ask the people at the other site if they can hear you. Have them introduce themselves so you can be sure that you can hear them.**
- ✓ **Mute the microphone before moving it during a meeting.**
- ✓ **Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.**
- ✓ **As with any meeting, try to limit side conversations.**

## VIDEO TIPS

- ✓ **Avoid wearing bright colors, all-light or all-dark clothing, or very "busy" patterns (such as small checks or narrow stripes).**

Light pastels and muted colors look best on the screen.
- ✓ **If there are windows in the room, close any drapes or blinds.**

Daylight is a variable light source and can conflict with interior room lighting.
- ✓ **Use natural gestures when you speak.**
- ✓ **When adjusting your camera, try to fill the screen as much as possible with people rather than with the table, chairs, walls, lights, or the floor.**