

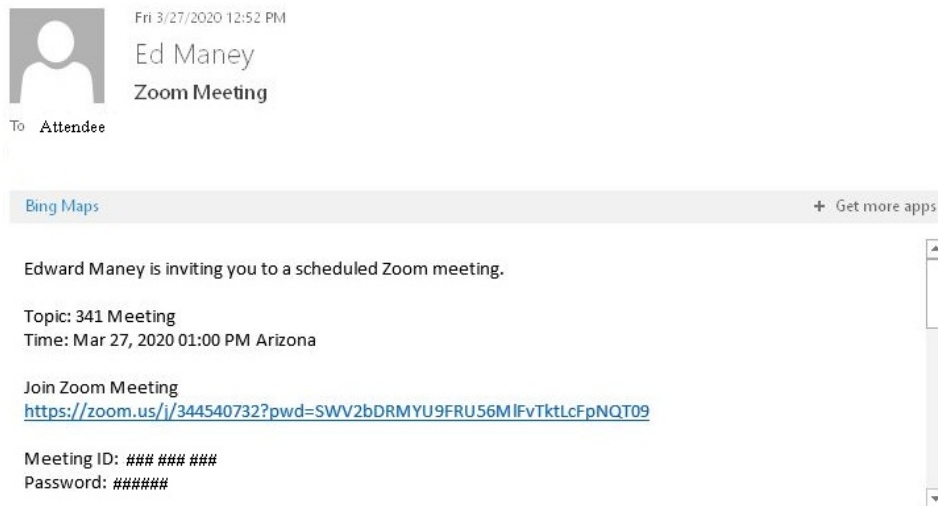
Zoom Section 341(a) Meetings of Creditors

Due to the closure of the 341 Meeting room, the Section 341(a) Meetings of Creditor will be conducted via video conference, using Zoom. You will receive an email from the Trustee with a meeting invitation link as well as the Meetin ID and Meeting Password. You must provide the Meeting ID and Password to your clients in order for them to be able to participate. The Zoom meetings can be accessed via computer (desktop or laptop), tablet or smart phone.

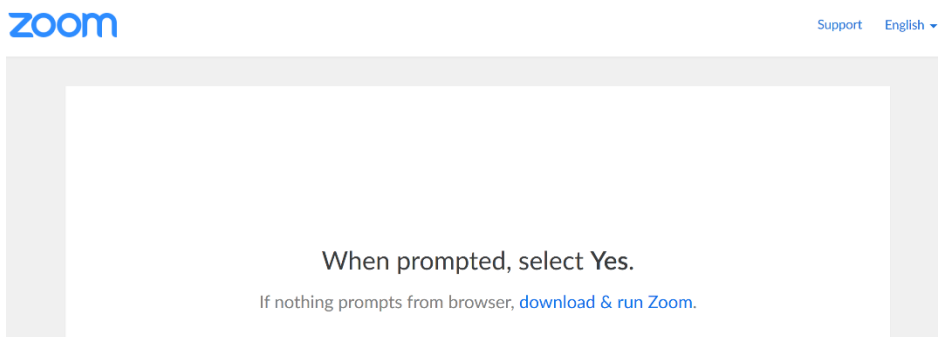
Using a Computer (Desktop or Laptop)

The laptop or desktop computer being used must have a webcam, microphone and speakers. If you do not have a microphone,

1. Click on the link from the email

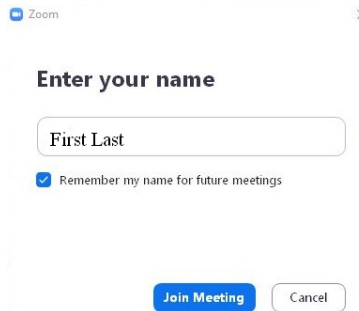


- a. You will be taken to the Zoom page to auto download the Zoom software, if it does not automatically download, click the “download& run Zoom” link.



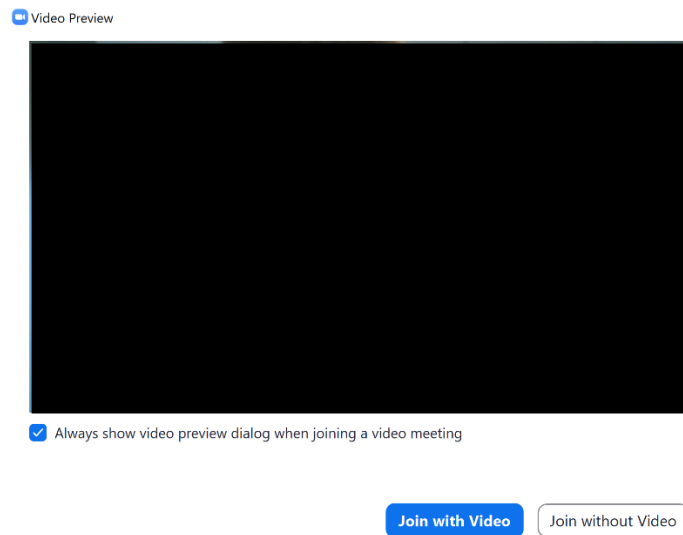
Zoom Section 341(a) Meetings of Creditors

- b. Once the software is downloaded, Zoom will prompt you to enter your name to join the meeting. Enter your First and Last name and select “Join Meeting.”



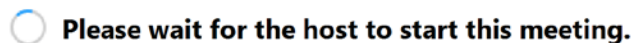
A screenshot of the Zoom 'Enter your name' dialog box. The window title is 'Zoom'. The main heading is 'Enter your name'. Below the heading is a text input field containing 'First Last'. Underneath the input field is a checked checkbox with the text 'Remember my name for future meetings'. At the bottom of the dialog are two buttons: 'Join Meeting' (highlighted in blue) and 'Cancel'.

- c. A video preview will display, select “Join with Video.”



A screenshot of the Zoom 'Video Preview' dialog box. The window title is 'Video Preview'. The main content area is a large black rectangle representing a video preview. Below the preview is a checked checkbox with the text 'Always show video preview dialog when joining a video meeting'. At the bottom are two buttons: 'Join with Video' (highlighted in blue) and 'Join without Video'.

- d. You will now be placed in the Waiting Room. Once it is time for your meeting, the Trustee will bring you into the meeting from the Waiting Room.



A screenshot of the Zoom 'Please wait for the host to start this meeting.' dialog box. The window title is 'Please wait for the host to start this meeting.' The main heading is 'Please wait for the host to start this meeting.' Below the heading is a progress indicator (a circle with a dot) and the text 'Start: 1:00 PM'. Underneath is the text '341 Meeting'. At the bottom is a button labeled 'Test Computer Audio'.

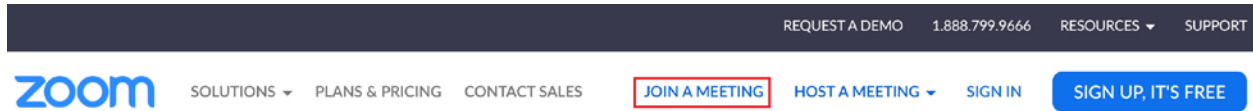
Start: 1:00 PM

341 Meeting

Test Computer Audio

Zoom Section 341(a) Meetings of Creditors


- e. While in the Waiting Room, you may test your audio connection by selecting, Test Audio.
 - f. Once your Meeting of Creditors has ended, the Trustee will place you back into the Waiting Room and you are free to leave the meeting.
2. If you do not have the email link, go to www.Zoom.us.
- a. Select “Join a Meeting” from the top of the page.



- b. Enter the Meeting ID and select join.

Join a Meeting

- c. Enter the meeting password and select Join Meeting.

 Zoom ×

Enter meeting password

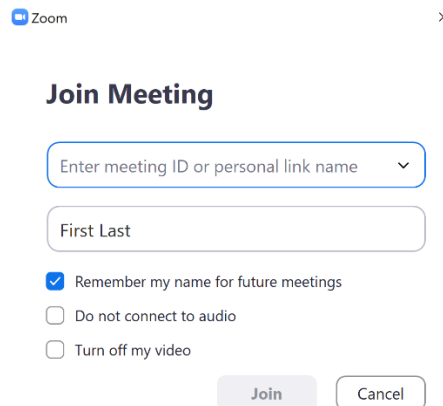
- d. Follow steps 1(c-f) from above.

Zoom Section 341(a) Meetings of Creditors

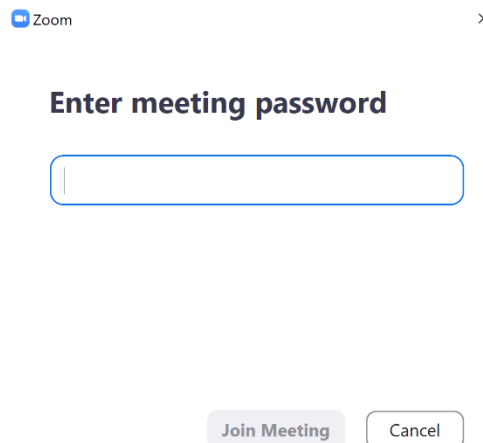
3. If you already have the Zoom software installed, open Zoom.
 - a. Select “Join a Meeting.”



- b. Enter the Meeting ID and your first and last name in the second box and select “Join.”



- c. Enter the Meeting Password and select “Join Meeting.”



- d. Follow steps 1(c-f) above.

Zoom Section 341(a) Meetings of Creditors

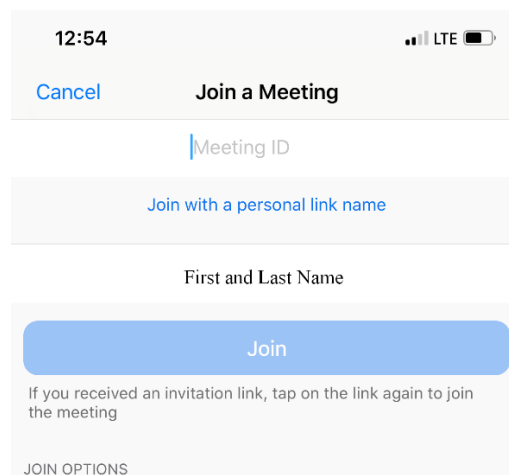
Tablet

The tablet being used must have a camera, microphone and speakers.

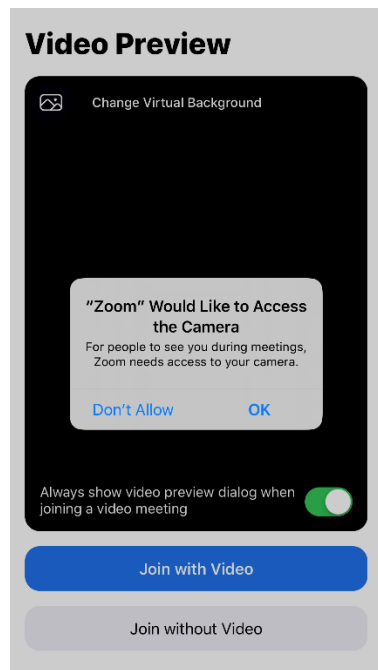
1. Download the Zoom app from the [Google Play Store](#) or [Apple Store](#)
 - a. Open the app.



- b. Enter the Meeting ID Number and your First and Last name under “Join with a personal link name.”

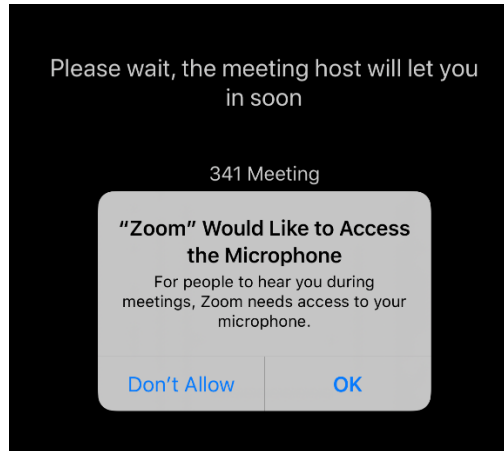


- c. A video preview will display, select “Join with Video.”

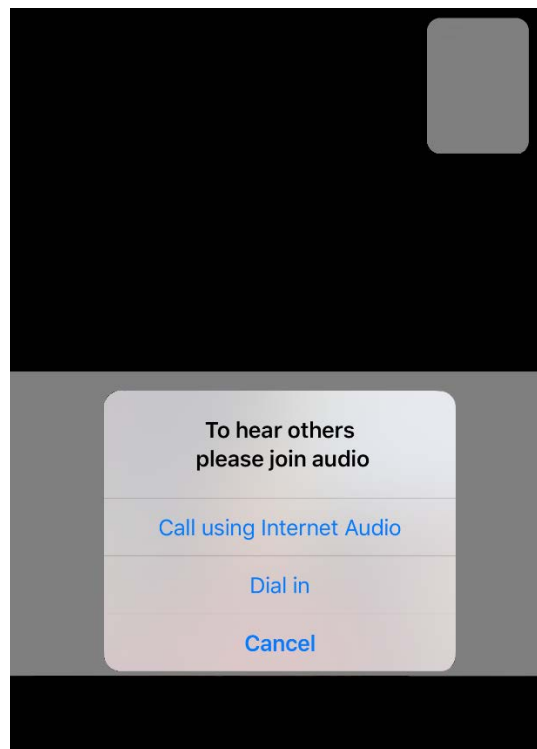


Zoom Section 341(a) Meetings of Creditors

- d. You will now be placed in the Waiting Room. The app will ask to access your microphone. You must allow Zoom to access your microphone in order to participate in the meeting.



- e. Once it is time for your meeting, the Trustee will bring you into the meeting from the Waiting Room.
- f. Then you are brought into the Meeting, the app will have you select your audio preference. Select Call using "Internet Audio."



- g. Once your Meeting of Creditors has ended, the Trustee will place you back into the Waiting Room and you are free to leave the meeting.

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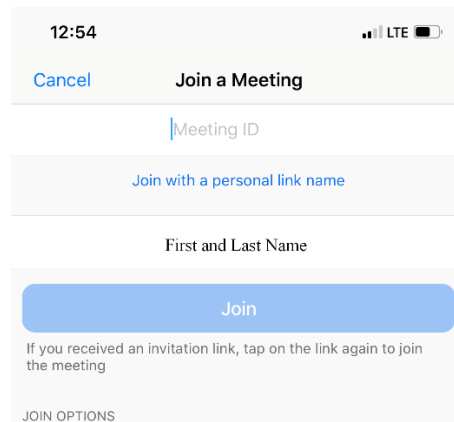
Smartphone

The smartphone being used must have a camera, microphone and speakers.

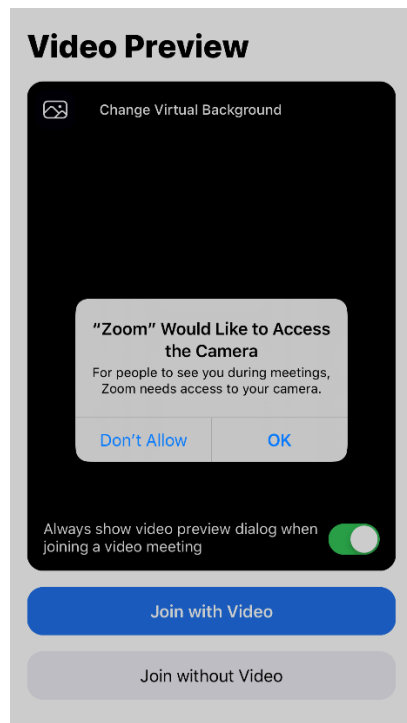
1. Download the Zoom app from the [Google Play Store](#) or [Apple Store](#)
 - a. Open the app.



- b. Enter the Meeting ID Number and your First and Last name under “Join with a personal link name.”

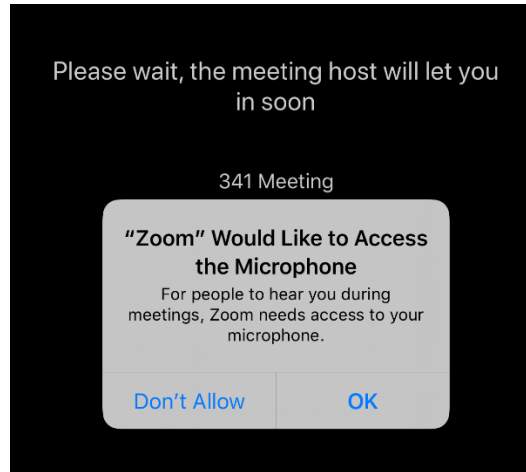


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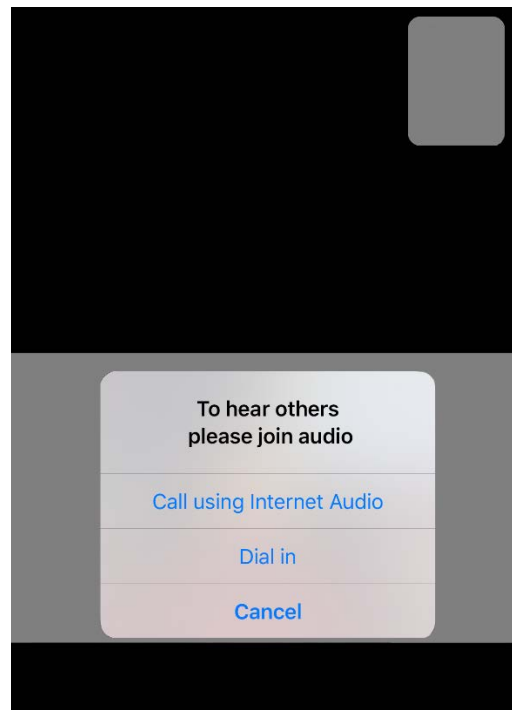


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