

OFFICE OF THE CHAPTER 13 TRUSTEE, W.D. PA
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ZOOM INSTRUCTIONS

Prior to the Conciliation Meeting or Section 341(a) Meeting of Creditors, please visit our website at www.ch13pitt.com/calendar. For those that wish to participate by telephone, email meetings@chapter13trusteewdpa.com. Be sure to include the Table, Time, Case Number, Telephone number you will be calling from and Creditor you are representing, for the meeting you are planning to attend. When dialing in via telephone please call (929) 205-6099. Then you will be prompted for the Meeting ID for the table you are joining.

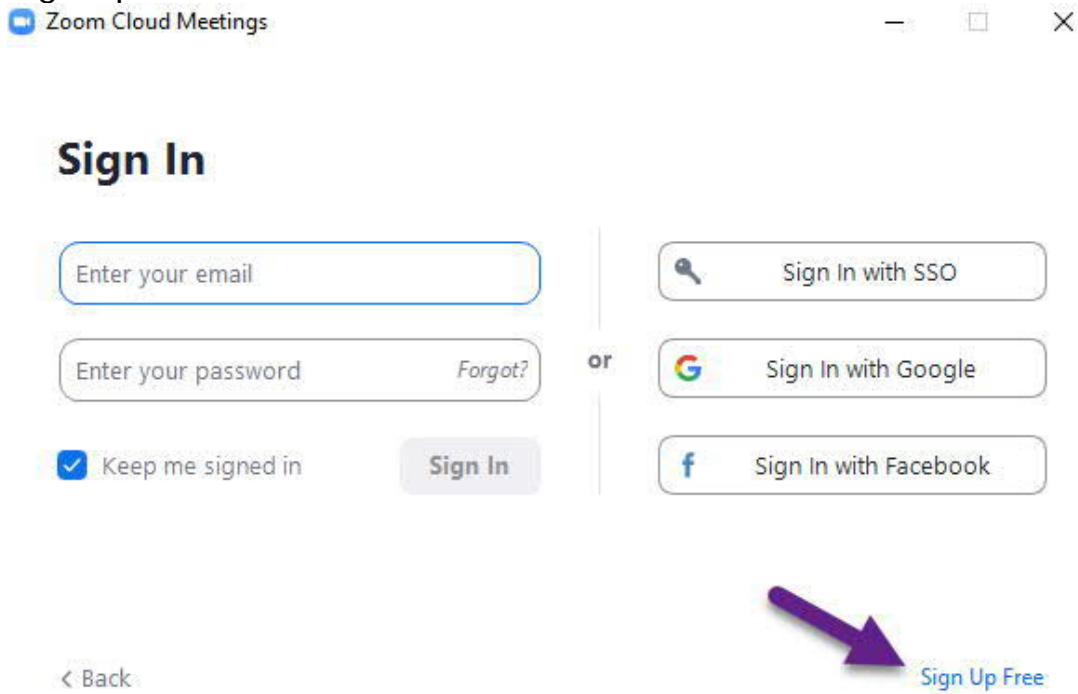
Creditors wishing to be included please email meetings@chapter13trusteewdpa.com at least 72 hours in advance with the Table, Time, Case number and Creditor you are representing. We will juggle meetings to accommodate all of you. If you are retained at the last moment, please email meetings@chapter13trusteewdpa.com and also use the chat room feature at the site.

How to Access the Meeting Based Upon Your Device

DESKTOP COMPUTER / Laptop:

- Equipment Needed: Camera, Speaker/Microphone.
- Instructions: Visit ZOOM and download the ZOOM application.
- [Zoom for Windows download](#)

1. Sign up for a free ZOOM account;



Zoom Cloud Meetings

Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

[Sign In with SSO](#)

[Sign In with Google](#)

[Sign In with Facebook](#)

[Sign Up Free](#)

[Back](#)

Follow through the sign up process until an account has been created.

Sign Up Free

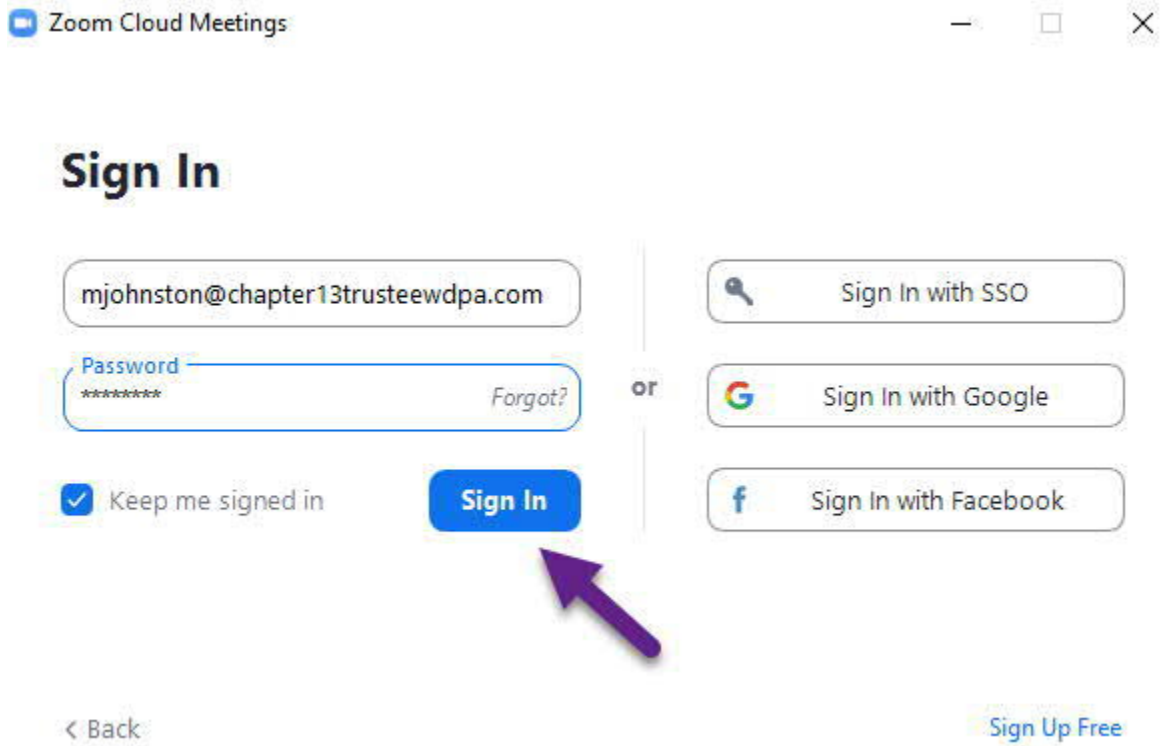
Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

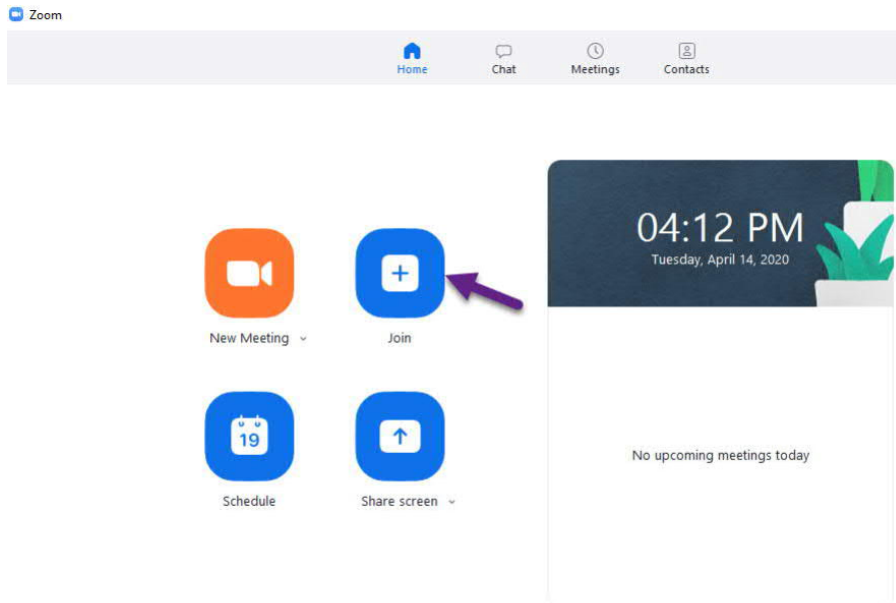
[Sign Up](#)

Already have an account? [Sign in.](#)

2. Sign into the App with your account;



3. Choose Join;



Enter Meeting ID from the website



Join Meeting

Do not connect to audio

Turn off my video

4. "Waiting Room" – At this point you may be placed into a virtual "waiting room." You will see the following message.

Chapter 13 Trustee's 341 Meeting / Conciliation Meetings

Kate DeSimone's Personal Meeting Room

You have been placed into a waiting room for the
Western District of Pennsylvania Chapter 13
Trustee's 341 Meeting / Conciliation Meetings.

There are currently other meetings in process.
Please be patient and maintain your connection.
You will be admitted shortly.

5. Wait until the Trustee brings you into your Meeting.
***Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.

IPAD:

- Equipment Needed: IPAD, as it should come with a built-in camera and speaker/microphone and download App - [Zoom Cloud Meetings](#).
- Instructions:
 1. Download ZOOM App from app store. Create a free ZOOM account and login.
 2. Enter <MEETING ID> from www.ch13pitt.com/calendar;
 3. Select <JOIN WITH VIDEO>;
 4. "Waiting Room" – At this point you will be placed into a virtual "waiting room".
 5. Wait until the Trustee brings you into your Meeting.

***Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.

SMARTPHONE:

- Equipment Needed: Smartphone and download App – [Zoom Cloud Meetings for iPhone](#), or [Zoom Cloud Meetings for Android](#).
- Instructions:
 1. Download ZOOM App from app store. Create a free ZOOM account and login.
 2. Enter <MEETING ID> from www.ch13pitt.com/calendar;
 3. Select <JOIN WITH VIDEO>;
 4. "Waiting Room" – At this point you will be placed into a virtual "waiting room".
 5. Wait until the Trustee brings you into your Meeting.

***Please keep in mind, you may not be heard at your exact Meeting time, so please wait until you are called.