



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 107-2021

**TO : ALL JUDGES AND COURT PERSONNEL OF
THE FIRST AND SECOND LEVEL COURTS**

**RE : USE OF LIVE TRANSCRIPTION FEATURE OF
THE PHILIPPINE JUDICIARY 365 PLATFORM**

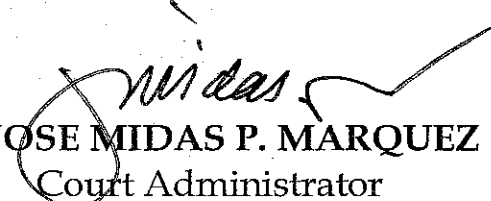
With the deployment of the Philippine Judiciary 365 accounts to all the first and second level courts, and its consequent extensive use in videoconferencing hearings, all judges and concerned personnel are encouraged to use its Live Transcription feature which may help the courts in preparing transcript of stenographic notes (TSNs).

The stenographers of the first and second level courts however should carefully proofread the TSNs to ensure that they are accurate and correct.

Attached herewith is an instructional guide on how to utilize the said Live Transcription feature.

Thank you.

28 July 2021


JOSE MIDAS P. MARQUEZ
Court Administrator

INSTRUCTIONS ON HOW TO USE THE LIVE TRANSCRIPTION IN MS TEAMS

START THE LIVE TRANSCRIPTION

1. During the start of a meeting, select **(1) More options (. . .)** in your meeting controls and then select **(2) Start Transcription**. See *Fig. 1* (You can also click “Start recording” if you wish to record the meeting.)

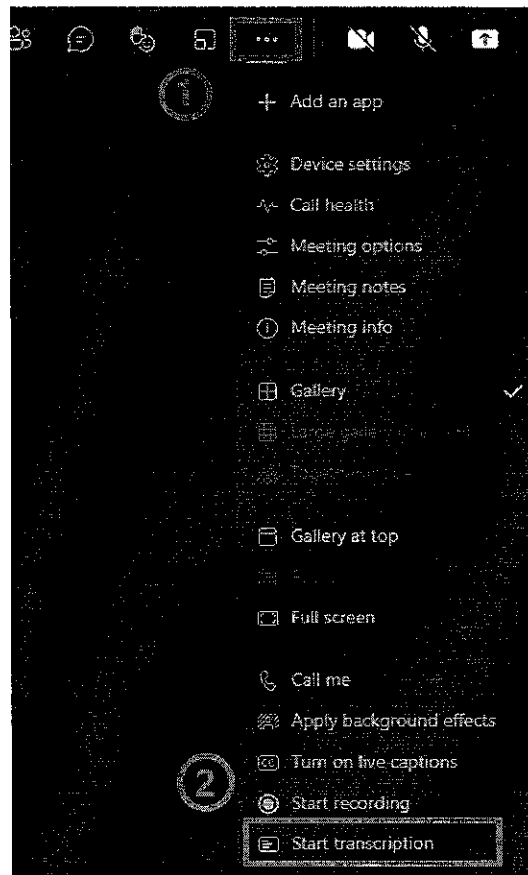


Fig. 1

2. All participants will see a notice that the meeting is being transcribed. The Transcript will appear on the right side of your screen. See *Fig. 2*.

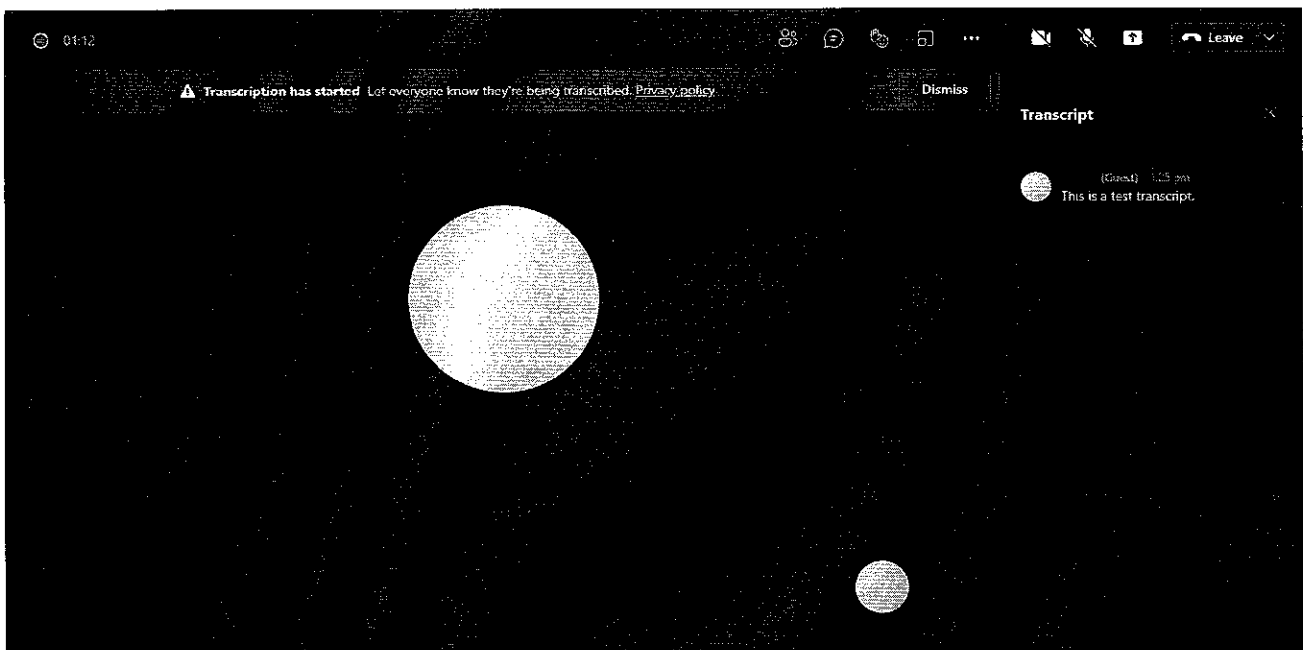


Fig. 2

3. The organizer and participants have an option to select “Show transcript” or “Hide transcript” under **More Options (. . .)**. See *Fig. 3*.

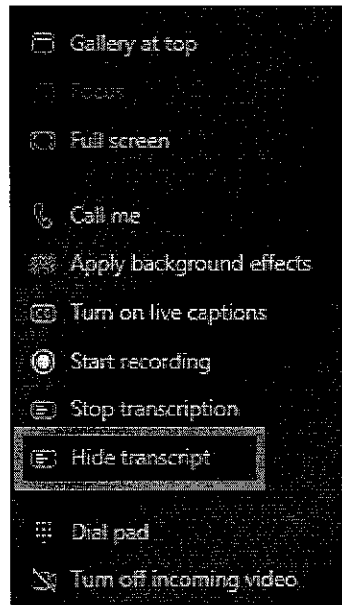


Fig. 3

STOP THE LIVE TRANSCRIPTION

1. To stop the transcription, select **More Options (. . .)** and then select “**Stop transcription**”. The transcription will automatically stop when all participants leave the meeting. See *Fig. 4*.

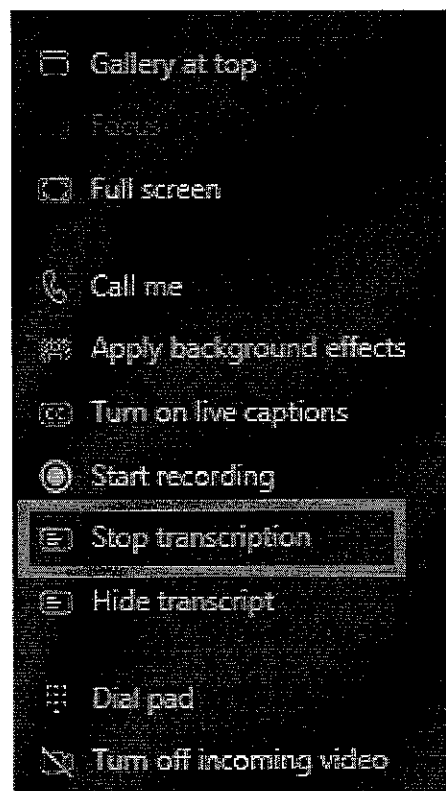


Fig. 4

DOWNLOAD THE SAVED TRANSCRIPT

1. When the meeting is over, the transcript will be available to all participants. To download the transcript, select **“Calendar”** on the left side of the MS Teams screen , open the meeting event and select **“Transcript”**. See *Fig. 5*

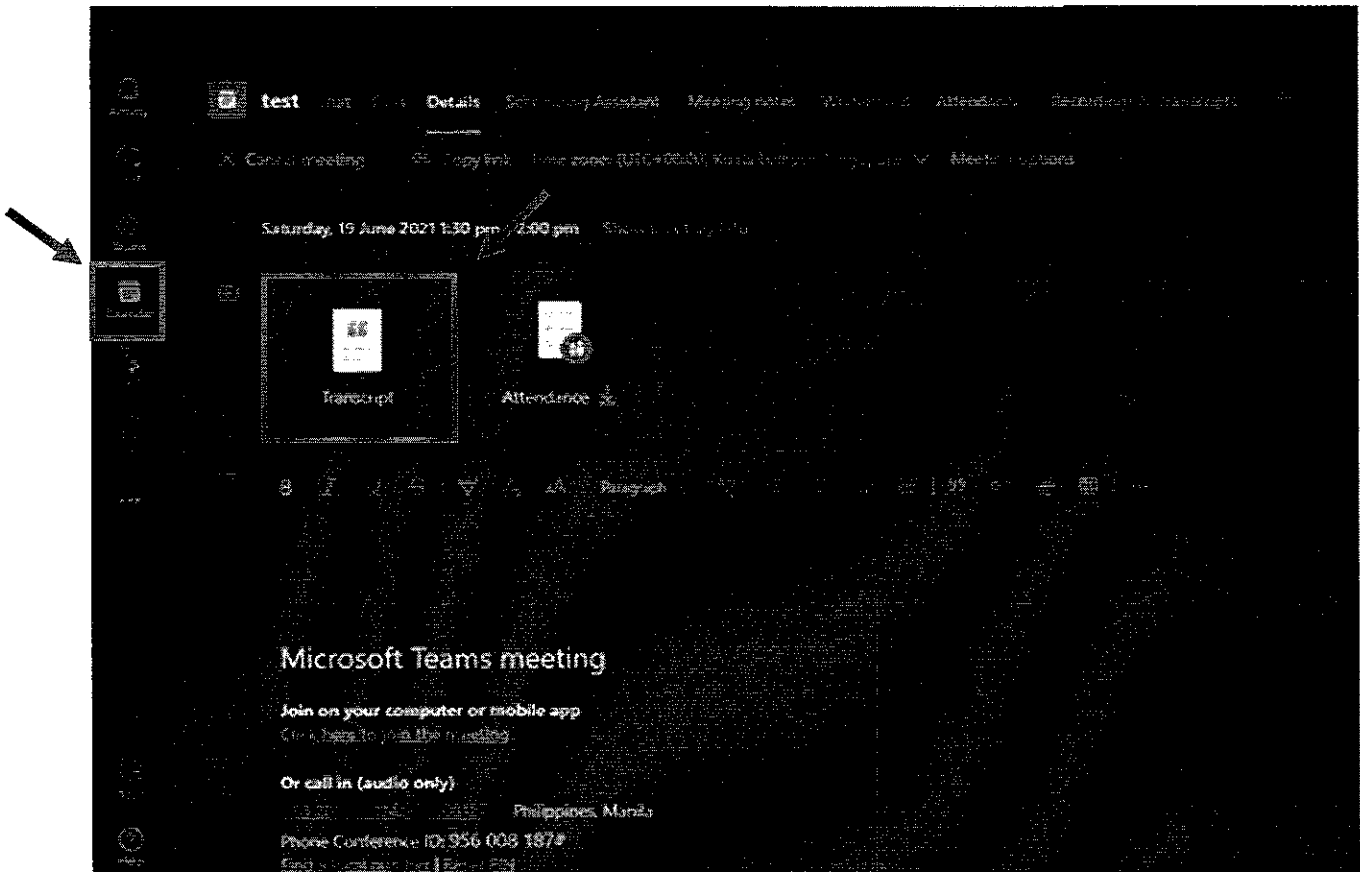


Fig. 5

2. Click **“Download”** to save a copy of the transcript on your computer. See *Fig. 6*.

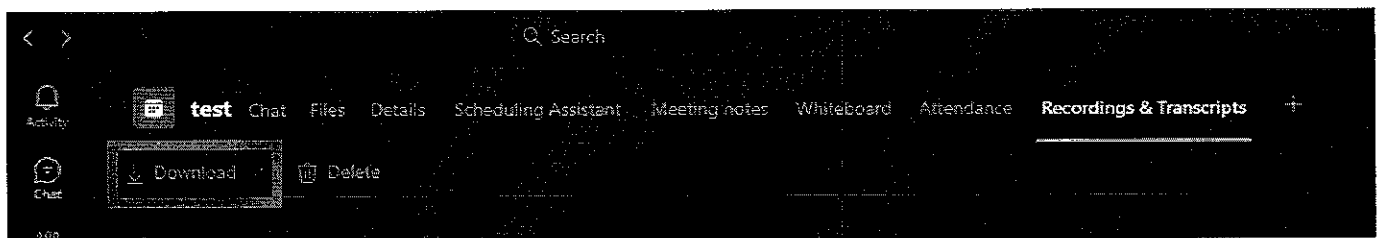


Fig. 6

*** NOTE**

Live transcription is currently available:

- *For scheduled meetings.*
- *When the spoken language is U.S. English.*
- *On the installed desktop version of Teams.*

The feature is not available:

- *In channel meetings or Meet now meetings.*

Please follow the guidelines below for creating a strong password.

A Strong Password should:

- be at least 8 characters in length
- contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z)
- have at least one numerical character (e.g. 0-9)
- have at least one special character (e.g. ~!@#\$\$%^&*()_+=)

A Strong Password should not:

- spell a word or series of words that can be found in a standard dictionary
- spell a word with a number added to the beginning and the end
- be based on any personal information such as user id, family name, pet, birthday, etc.

The following are several recommendations for maintaining a Strong Password:

- Do not share your password with anyone for any reason.
- Change your password upon indication of compromise. If you suspect someone has compromised your account, change your password immediately. Be sure to change your password from a computer you do not typically use.
- Consider using a passphrase instead of a password. A passphrase is a password made up of a sequence of words with numeric and/or symbolic characters inserted throughout. A passphrase could be a lyric from a song or a favorite quote. Passphrases typically have additional benefits such as being longer and easier to remember. For example, the passphrase "My passw0rd is \$uper str0ng!" is 28 characters long and includes alphabetic, numeric and special characters. It is also relatively easy to remember. It is important to note the placement of numeric and symbolic characters in this example as they prevent multiple words from being found in a standard dictionary. The use of blank spaces also makes a password more difficult to guess.
- Do not write your password down or store it in an unsecure manner. As a general rule, you should avoid writing down your password. In cases where it is necessary to write down a password, that password should be stored in a secure location and properly destroyed when no longer needed.
- Do not use automatic logon functionality. Using automatic logon functionality negates much of the value of using a password. If a malicious user is able to gain physical access to a system that has automatic logon configured, he or she will be able to take control of the system and access potentially sensitive information.

This guide was created by the MIS Office of the Supreme Court. For any queries, please email support.email@judiciary.gov.ph.