

# VERITEXT VIRTUAL 3.0 | FOR THE WITNESS

## REMOTE PROCEEDINGS GETTING STARTED GUIDE

FOR TECHNICAL  
ASSISTANCE CALL

855.440.4861



### NOW!

#### EXPECT A VERITEXT VIRTUAL INVITATION EMAIL.

Upon scheduling a Veritext Virtual remote proceeding, witnesses can expect to receive two emails with instructions. The first email asks you to confirm receipt, conduct a speed test and watch for another email to join the session.

[VIEW SAMPLE EMAIL INVITATION](#)

### TODAY

#### START THE SELF TEST.

All Veritext Virtual users must test the equipment, internet connection and telephone that they will be using for the actual Veritext Virtual remote proceeding at the location where the session will take place. This self test typically takes 3 to 5 minutes.

[COMPLETE THE SELF TEST](#)

### TWO HOURS BEFORE SESSION

#### JOIN THE VERITEXT VIRTUAL REMOTE PROCEEDING.

[VIEW SAMPLE JOIN LINK EMAIL](#)

- **Join:** Two hours before the Veritext Virtual remote proceeding you will receive an email with a link to “Join Meeting”. You may join the session up to an hour prior to the scheduled start time of the proceeding. Do so by clicking on the “Join Meeting” button in the email. For first time Veritext Virtual users, clicking the “Join” button will open a new tab on your browser and download an installation file onto your computer.
- **Waiting Room:** Upon arrival you will be placed into a virtual waiting room. This is an isolated waiting room where participants will be unable to interact with each other. Once all participants are in the waiting room, the host will admit everyone into the main session.
- **Connect to the Audio:** The system will prompt you. There are three options:
  - Join with Computer Audio
  - Phone Call: Provides a dial in number.
  - Call Me: Enter your phone number to receive a call into the session.
- **Connect to the Video:** Turn on your device’s webcam to be seen on the video display. On the bottom toolbar click “Start Video.”
- **Connect via Alternative Methods:** Please contact us for the conference call or video teleconference information at **855.440.4861** or [remote@veritext.com](mailto:remote@veritext.com).
- **Identify Yourself to the Court Reporter:** Each person who is participating in or attending this session must identify themselves by name to the court reporter so that their appearance is noted on the record.