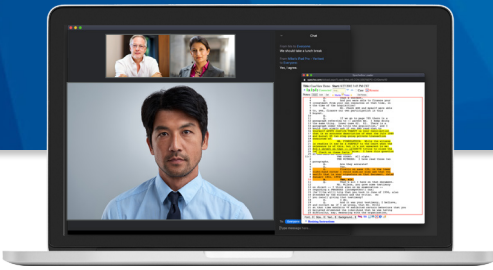


Veritext Virtual 3.0

Getting Started Check List For Court Reporters



Veritext Virtual 3.0

Veritext Virtual 3.0 is a web conference service, powered by Zoom and Remote Counsel, tailored to the requirements of legal proceedings that allows professionals to join a meeting from their laptop, tablet, or smartphone.

YOU ARE NOW THE HOST!

As a host of a Veritext Virtual session, you will be responsible for:

- Logging in through the Veritext Partner Portal
- Connecting to the session via audio and video
- Admitting participants into the main session
- Messaging participants in the waiting rooms
- Managing Screen Share rights

[WATCH THIS TUTORIAL FOR MORE INFO](#)

IMPORTANT: Please test your equipment and the virtual system prior to the proceeding in order to avoid technical issues that may delay the virtual session.

BEFORE THE DEPOSITION

Your Equipment

Make sure you have the appropriate equipment and workspace to ensure a successful remote deposition. [View The Taking A Remote Depo Best Practices Guide](#)

Locate the Assignment

When assigned to a deposition that is to be conducted via Veritext Virtual 3.0, **the session will be accessed via the Veritext Partner Portal.**

1. Log into the portal using your credentials <https://portal.veritextllc.com/>
2. Navigate to the Assignment via the "Your Jobs" panel
3. Then to the "Remote Services" section
4. The "Start Meeting" button will not be clickable until one hour prior to the start time.

Test, Test, Test!

It is extremely important that you test your equipment before the deposition date. First time users should click the "**Test Connection**" button, which will bring you to a test page. Please follow the prompts to test your equipment.

Conduct A Speed Test

Without a fast internet connection, transmission may be choppy. Take the 3-to-5 minute self test on the equipment you will be using the day of your live session to make sure your equipment is up to speed. [Take the Speed Test Now](#)

Realtime

If you are providing realtime using the realtime features in Remote Counsel, it is **mandatory that you call Remote Counsel** (before the session is scheduled to start) so that they can test your system and review the various features with you.

DEPOSITION DAY

Join The Meeting

One hour prior to the session, the "Start Meeting" button will be clickable to open the remote session. [View the Joining A Veritext Virtual Session Guide.](#)

Connect Your Audio & Camera

When you join the session, the audio box to connect will automatically pop open and the system will prompt you to connect to audio. Once your audio is connected selecting your camera is as simple as clicking the "Start Video" button on the bottom toolbar.

Manage The Waiting Room

All Veritext Virtual 3.0 sessions have Waiting Rooms enabled that will keep participants isolated until they are admitted into the main session. You should send a message to each participant as they join the waiting room, notifying them that they will be admitted to the main session once all participants have arrived.

NOTE: Participants should only be admitted into the meeting if at least one attorney from each side has entered the waiting room.

SAMPLE WAITING ROOM MESSAGE:

Hello! You are currently in the waiting room. I will begin the meeting as soon as all participants have joined and we are ready to start. My name is <INSERT YOUR NAME> and I'll be your <REPORTER/VIDEOGRAPHER> today. See you shortly!

For more information, please review the [Joining A Veritext Virtual Session Guide and Video.](#)

For technical assistance with the meeting, please call the Veritext Virtual Support Team at support@remotecounsel.com or (404) 935-0321.

For more information on taking remote depositions, please visit www.veritext.com/remotereporter

