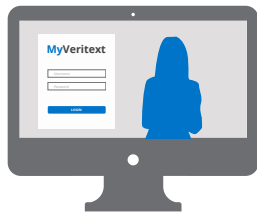


VERITEXT VIRTUAL CLASSIC | FOR LEGAL TEAMS

REMOTE PROCEEDINGS GETTING STARTED GUIDE



NOW!

Register for MyVeritext

If you do not have a username and password for MyVeritext, you can obtain one in the following ways.

- **Activate Your Account:** Follow the instructions in your Veritext Virtual email invitation.

[VIEW SAMPLE EMAIL INVITATION](#)

- **Or, Request an Account:**
Write to info@veritext.com.

Once you've received your temporary credentials you'll be prompted to establish a permanent password.

Remember Your Password: You'll need it for future sessions.

*If your Veritext Virtual session is within 48 hours or less, contact Veritext Virtual Support at **855.440.4861**.



TODAY!

Conduct a Self Test

It is a requirement that all Veritext Virtual users test the equipment, internet connection and telephone that they will use for the actual Veritext Virtual session prior to the meeting. This test must be done at the same location and with the same equipment that will be used for the actual session. Once in MyVeritext click the Live Sessions icon. On the Live Session page, click on the appropriate self test link.

If you need additional assistance or if your system fails any part of the self test please contact us immediately at 855.450.4861.

Failing to conduct the test prior to the meeting could result in technical issues that may delay or cancel this Veritext Virtual session.

Realtime and Exhibit Share Features:

If you are planning to use the realtime text or Electronic Exhibit features in Veritext Virtual, it's mandatory that you contact us 48 hours before the session is scheduled to start so that we can test your system, and you can setup and conduct a one-time synch with your Exhibit Share account in MyVeritext.



30 MINUTES BEFORE SESSION

Login & Connect

1. Join: In the Live Sessions section of MyVeritext search for your session and click "Join Now".

2. Connect to the Audio: The system will prompt you. There are two options:

- 1) Enter your phone number and Veritext Virtual will call into your location or
- 2) Dial into the conference call using the number provided.

3. Connect by Alternative Method: Please contact us for the phone conference call or video teleconference call information at 855.440.4861 or remote@veritext.com.

4. Connect to Video: Turn on your PC's webcam if you'd like to be seen on the video display.

5. 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.

For technical assistance with the meeting, please call the Veritext Virtual Technical Help Line at **855.450.4861**.

For More Information View the [REMOTE PROCEEDING PRACTICE GUIDE](#)