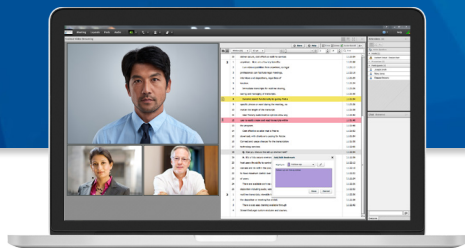


# Veritext Virtual

Getting Started Check List For Court Reporters



## Veritext Virtual

Veritext Virtual lets everyone involved in the proceeding participate remotely simply by using their webcam-equipped computers or mobile devices with an Internet connection.

### Veritext Virtual vs Virtual Zoom

**VERITEXT VIRTUAL** is a proprietary system that runs through the Adobe platform and is fully supported by the Veritext team. **VIRTUAL ZOOM** is a virtual system that runs the Zoom platform through Remote Counsel and is fully supported by the Remote Counsel team.

## WATCH THESE TUTORIALS:

### [On-Demand Webinar For Reporters](#)

We also recommend watching the short tutorials created for attorneys so you have an understanding of their process:

- [Veritext Virtual Tips Video](#)
- [General Remote Proceeding Tutorials](#)
- [On-Demand Webinar for Attorneys](#)

**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

### Accept The Invitation

One day prior to the assignment you will receive a Virtual invitation from the Veritext Virtual team to connect. The email invitation will include a link to join, instructions to test your equipment, the date and time of the deposition, and the case caption. This invitation will come from **mobiledepo@veritext.com**.

### 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](#)

### Test, Test, Test!

It is extremely important that you test your equipment before the deposition date. Your Veritext Virtual invitation email will be provided to you with the necessary links and information to test your system.

### 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 Text features in Veritext Virtual, it is **mandatory that you call (866) 642-9574 48 hours before the session is scheduled to start**, so that we can test your system and review the various features with you.

## DURING THE DEPOSITION

### Join The Meeting

To join the meeting, just click the link provided in the invitation email to launch Veritext Virtual. You will login using the username and password provided within the invitation email.

NOTE: The witness, reporter and videographer will all receive an invitation email and will join via the link provided within. Attorneys will join via their MyVeritext account.

### Connect Your Audio

The system will prompt you to connect to audio. There are two options:

1. Enter your phone number and Veritext Virtual will call the number you provide
2. Dial into the conference call using the number provided.

### Exhibits

Exhibits for remote depositions are likely to be handled a few different ways depending on what technology is being utilized, the attorney's preferences, and the individual needs of the case/witness.

[View The Taking A Remote Depo Best Practices Guide \(page 2\)](#)

[View The Getting Started With Exhibit Share Check List For Court Reporters](#)

For technical assistance with the meeting, please call the Veritext Virtual Technical Help Line at **(866) 642-9574 (option 2)**.

For more information on taking remote depositions, please visit [www.veritext.com/remotereporter](http://www.veritext.com/remotereporter)

