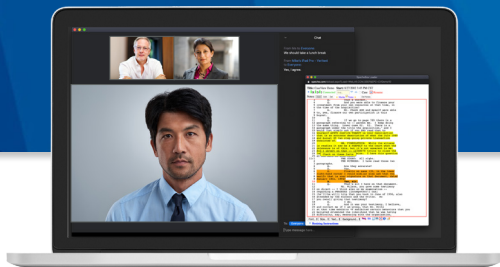


# Virtual Zoom

## Getting Started Check List For Court Reporters



## Virtual Zoom

Virtual Zoom, powered by Zoom and Remote Counsel, lets everyone involved in the proceeding participate remotely simply by using their webcam-equipped computers or mobile devices with an Internet connection.

### Virtual Zoom vs Veritext Virtual

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

**VERITEXT VIRTUAL** is a proprietary system that runs through the Adobe platform and is fully supported by the Veritext 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:

- [Remote Deposition Practice Guide](#)
- [Remote Proceeding Tutorials](#)
- [On-Demand Webinar for Attorneys](#)

## BEFORE THE DEPOSITION

### Accept The Invitation

One day prior to the assignment you will receive an email invitation to the virtual proceeding. This email 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: [invitations@remotecounsel.com](mailto:invitations@remotecounsel.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 Virtual Zoom invitation email from Remote Counsel will provide you with the necessary links and information to test your system. [Test your system with Remote Counsel.](#)

### 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.

## DURING THE DEPOSITION

### Join The Meeting

To join the meeting, just click the link provided in the invitation email to launch Zoom. That's it!

### Connect Your Audio

When you join the session, the audio box to connect will automatically pop open.

[View the Getting Connected Tutorial](#)

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

1. Dial into the conference call using the number provided
2. Use your computer microphone and speakers

### 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 \(page 2\)](#)

### 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.

For technical assistance with the meeting, please call the Remote Counsel Technical Help Line at (877) 838-9067.

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

