

MARCH 28, 2020

VIDEOCONFERENCING TRAINING

TECH SETUP RECOMMENDATIONS FOR COURT REPORTERS



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There are a number of different ways to set up for remote depositions. **There is no SINGLE right way.** Just as long as the following goals are met, then you are set up correctly. The different set ups that you may have seen are for each person's preference.

- 1) I am set up to write a transcript
- 2) I can capture the audio feed into my CAT laptop
- 3) People can see me
- 4) People can hear me
- 5) I can see everyone else
- 6) I can hear everyone else



STEP 1

Set up like an in person depo and then choose which device you are going to use to join Zoom and then test with a friend to see if this set up meets the goals on the last page

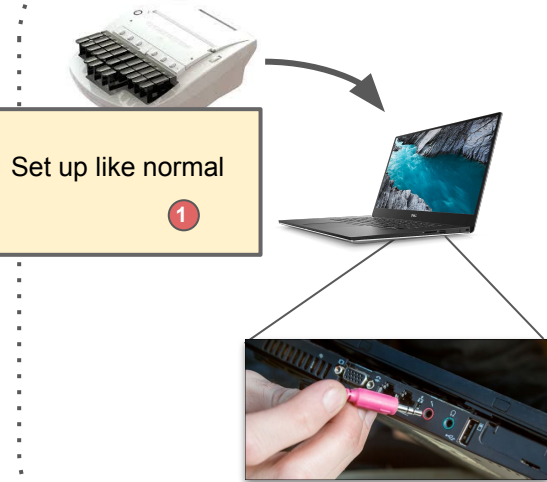
1. Laptop
2. Desktop
3. iPad
4. iPhone



Join from a Laptop

In Person Depo Set Up

Zoom Connection



PROS

- Easy to Set Up
- No Extra Equipment to Purchase
- Screen share is available with all participants in gallery view (use Zoom's split screen option)

CONS

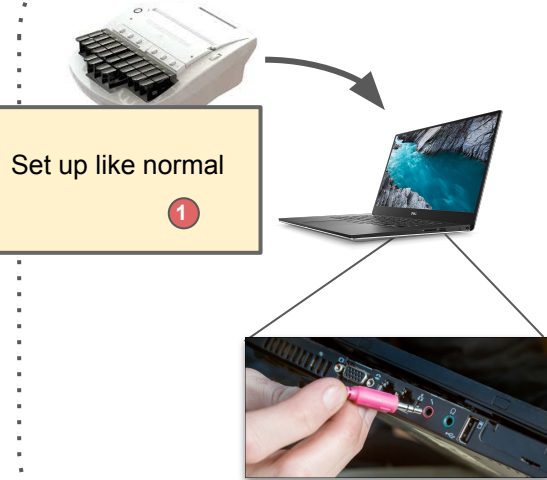
- Picks up ambient noise

LEGEND

- 1 I am set up to write a transcript
- 2 I can capture the audio feed
- 3 People can see me
- 4 People can hear me
- 5 I can see everyone else
- 6 I can hear everyone else

Join from a Desktop

In Person Depo Set Up



PROS

- Easy to Set Up
- Screen share is available with all participants in gallery view (use Zoom's split screen option)

CONS

- Picks up ambient noise
- You might need to buy speakers, web cam, or mic, if you don't have one already

Zoom Connection



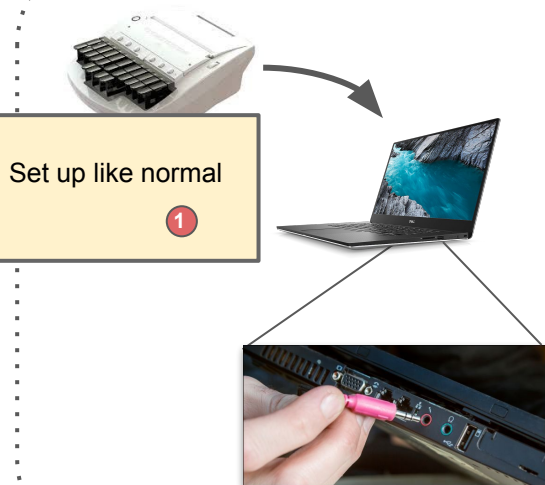
LEGEND

- 1** I am set up to write a transcript
- 2** I can capture the audio feed
- 3** People can see me
- 4** People can hear me
- 5** I can see everyone else
- 6** I can hear everyone else

Join from a Tablet

In Person Depo Set Up

Zoom Connection



Built in mic and speakers from tablet 4 6

Built in camera 3

Place your mic next to the speaker from your tablet 2

3 person gallery view 5

PROS

- Easy to Set Up (if you own a tablet)
- No Extra Equipment to Purchase

CONS

- Picks up ambient noise
- When someone is screen sharing, max of 3 participants on video

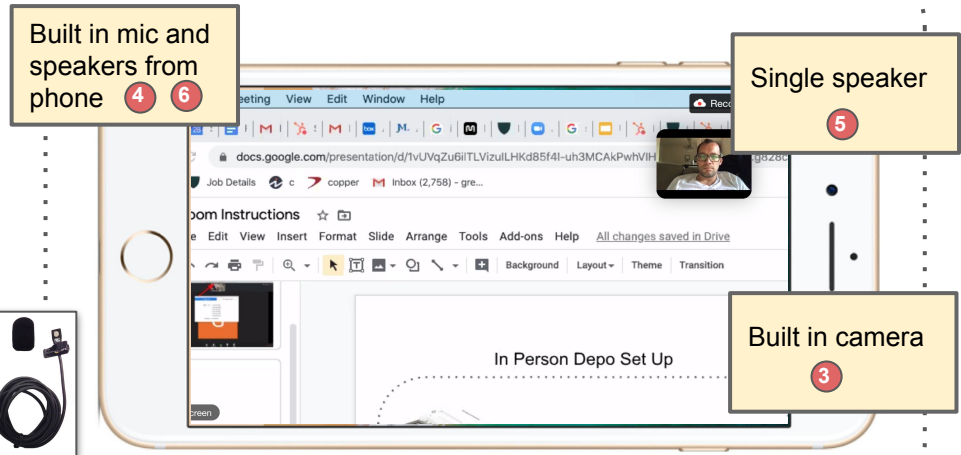
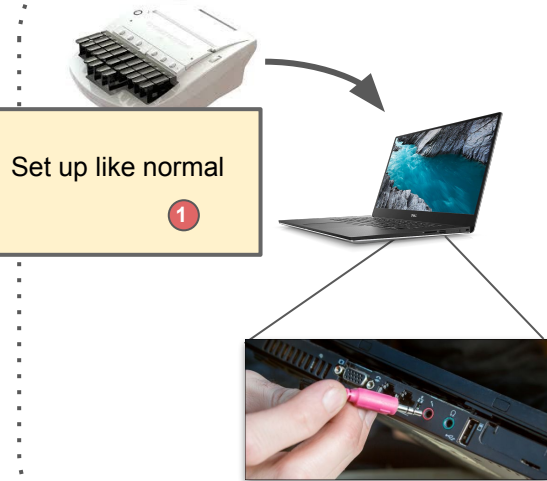
LEGEND

- 1 I am set up to write a transcript
- 2 I can capture the audio feed
- 3 People can see me
- 4 People can hear me
- 5 I can see everyone else
- 6 I can hear everyone else

Join from a Cell Phone

In Person Depo Set Up

Zoom Connection



PROS

- Easy to Set Up
- No Extra Equipment to Purchase

CONS

- Picks up ambient noise
- When someone is screen sharing, only 1 participant is on video

THIS SETUP IS NOT RECOMMENDED AS THE SCREEN ISN'T BIG ENOUGH ON A PHONE TO SEE EVERYONE CLEARLY AT ALL TIMES

LEGEND

- 1** I am set up to write a transcript
- 2** I can capture the audio feed
- 3** People can see me
- 4** People can hear me
- 5** I can see everyone else
- 6** I can hear everyone else

STEP 2

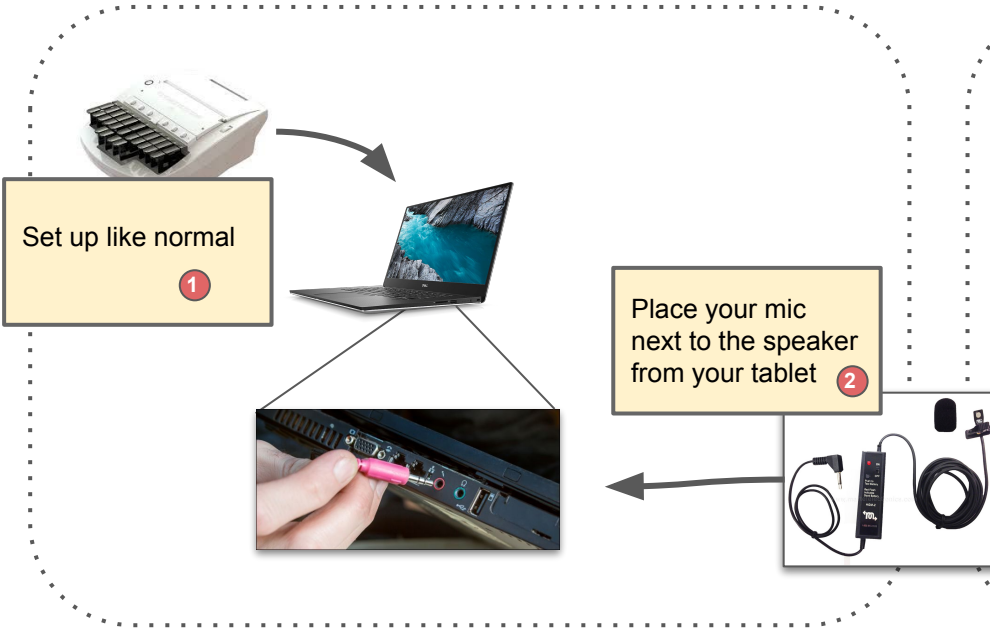
IMPORTANT! You only need to do step 2 if step 1 didn't work for you. If you need louder audio or if you have too much ambient noise where you write, then check out the following options.

1. Bluetooth Speakers for Additional Volume
2. Combo Speaker and Mic for More Volume and Improved Mic
3. Headphones for additional volume w Laptop or Desktop
4. Headphones for additional volume w Tablet or Phone



Add an External Wired or Bluetooth Speaker

In Person Depo Set Up



Zoom Connection



PROS

- Gives you more volume

CONS

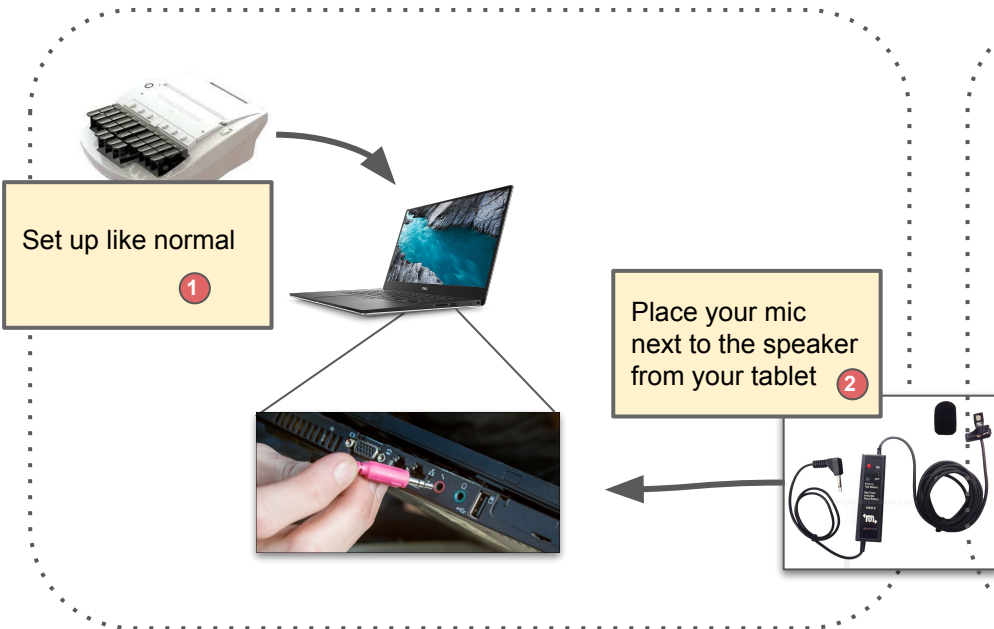
- Extra thing to set up
- More things to buy

LEGEND

- 1 I am set up to write a transcript
- 2 I can capture the audio feed
- 3 People can see me
- 4 People can hear me
- 5 I can see everyone else
- 6 I can hear everyone else

Add an External Wired or Bluetooth Speaker and Microphone Combo

In Person Depo Set Up



PROS

- Gives you more volume
- Improve the mic quality

CONS

- Extra thing to set up
- More things to buy

Zoom Connection



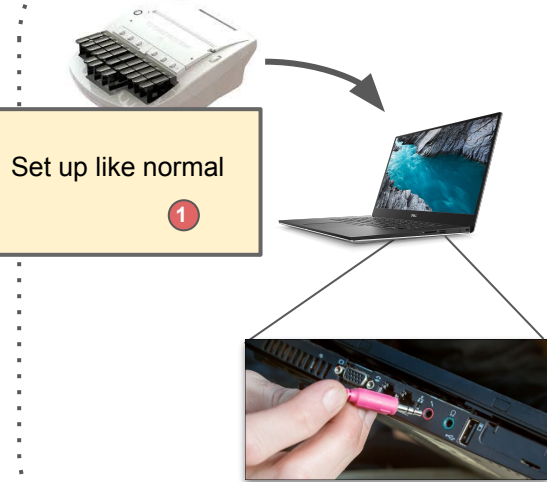
LEGEND

- 1 I am set up to write a transcript
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- 5 I can see everyone else
- 6 I can hear everyone else

Direct Feed of Audio for Laptop or Desktop

In Person Depo Set Up

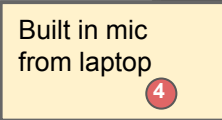
Zoom Connection



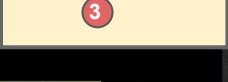
Use a male to male
3.5mm to direct
connect audio



Built in mic
from laptop



Built in camera



Gallery view
during sharing



Split audio
output for
2 and 6



Use external
headphones



PROS

- Direct feed of audio for reduction in ambient noise if it's loud where you are writing

CONS

- Extra thing to set up
- More things to buy

LEGEND

- 1 I am set up to write a transcript
- 2 I can capture the audio feed
- 3 People can see me
- 4 People can hear me
- 5 I can see everyone else
- 6 I can hear everyone else

Direct Feed of Audio for Tablet or Phone



PROS

- Direct feed of audio for reduction in ambient noise if it's loud where you are writing

CONS

- Extra thing to set up
- More things to buy
- It's hard to charge your iPhone while this set up is plugged in

Check out the link below to get this set up.

<https://www.soundprofessionals.com/cgi-bin/gold/item/SP-ZOOM-RECORDING-KIT>



STENO.COM

Thanks

CONTACT INFO:

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