

How to Record Only the Witness's Video

This guide will demonstrate how to only record the Witness's video. It will also demonstrate how to control whose video and audio is being recorded during your deposition.



Welcome Alex!

CONNECTION TEST

🏠 Dashboard

📅 Calendar



Attendees

Name	Record	Email	Phone	Type
Alex Hewitt		ahewitt@vtestify.com	919-888-8754	Organizer

Invite Attendees

Name

Type ▼

Email

The video and audio control permissions are located on the “Invite Attendees” page of the Deposition Setup process.

The “Organizer” who is scheduling and conducting this deposition will have the controls to start, stop, take a break and end the deposition.

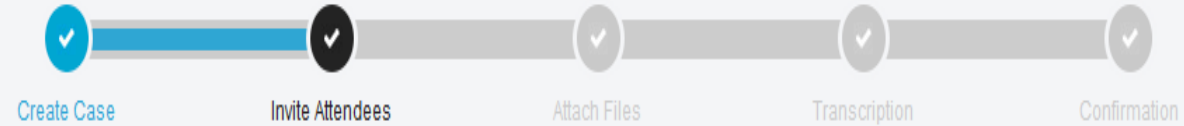
The “Organizer” may also determine whose video and audio will be recorded during the deposition creation process.

Welcome Alex!

CONNECTION TEST

Dashboard

Calendar



Attendees

Name	Record	Email	Phone	Type
Alex Hewitt	<input checked="" type="checkbox"/>	ahewitt@vtestify.com	919-888-8754	Organizer

Invite Attendees

Name

Type

Email

The Organizer role can select to not have their video recorded on the final deposition video.

Click on the box with the green checkmark and it will make the box empty. This is the toggle for making the Organizer role recorded or not recorded.

The Organizer's audio will always be recorded. The record toggle only controls the Organizer's video.

The first person vTestify will have you add is the Witness. A Witness is required to proceed to proceed with a case.

To ensure the Witness is recorded, you will want to keep the box checked under the “Record” column as shown.

✓

✓

✓

✓

✓

Create Case

Invite Attendees

Attach Files

Transcription

Confirmation

Skip Step

Attendees

Name	Record	Email	Phone	Type
Alex Hewitt	<input type="checkbox"/>	ahewitt@vtestify.com	919-888-8754	Organizer
Ray Hadad	<input checked="" type="checkbox"/>	rhadad@vtestify.com		Witness

Invite Attendees

Name

Attendee First and Last Name

Type

Opposing Counsel



✓

✓

✓

✓

✓

Create Case Invite Attendees Attach Files Transcription Confirmation

Skip Step

Attendees

Name	Record	Email	Phone	Type
Alex Hewitt	<input type="checkbox"/>	ahewitt@vtestify.com	919-888-8754	Organizer
Ray Hadad	<input checked="" type="checkbox"/>	rhadad@vtestify.com		Witness Edit Remove
Mike Daniels	<input type="checkbox"/>	mdaniels@vtestify.com		Opposing Counsel Edit Remove

Invite Attendees

Name

Attendee First and Last Name

Next, add the Opposing Counsel and deselect the box in the Record column.

The Opposing Counsel's audio will always be recorded. The record toggle only controls the Opposing Counsel's video.

Invite Attendees

Name

Mike Hewitt

Type

Attendee



Email

mhewitt@vtestify.com

Phone

(123) 456-7890

Can Speak On Call



Add Attendee

Next Step

For the “Attendee” role, the organizer is able to control both audio and video.

When adding an Attendee, uncheck the box beside “Can Speak On Call” to effectively mute the Attendee.

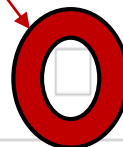
This allows them to be a silent participant in the deposition.



Skip Step

Attendees

Name	Record	Email	Phone	Type	
Alex Hewitt	<input type="checkbox"/>	ahewitt@vtestify.com	919-888-8754	Organizer	
Ray Hadad	<input checked="" type="checkbox"/>	rhadad@vtestify.com		Witness	Edit Remove
Mike Daniels	<input type="checkbox"/>	mdaniels@vtestify.com		Opposing Counsel	Edit Remove
Mike Hewitt	<input type="checkbox"/>	mhewitt@vtestify.com		Attendee	Edit Remove



Once you have added your Attendee, deselect the box under the Record column.

As pictured to the right, only the Witness's video will be recorded onto the record.

You may now click on "Next Step" located at the bottom of the page or "Skip Step" located at the top to move onto uploading exhibits.