Digital Reporter Process - Cheat Sheet

#1 Responsibility

Ensure ***every word intended to be captured on record*** is captured clearly and intelligibly so that a transcriptionist can produce an accurate transcript.

As the **Officer of the Deposition**, you are responsible for maintaining control of the room. If you cannot understand what is being said, neither will the transcriptionist — and that is unacceptable. It is your duty to **interrupt** and ask for clarification when necessary.

You must interrupt when:

- **Cross-Talk:** If counsel or participants speak over each other, interrupt to ensure a clean record.
- **Non-Verbal Answers:** If a participant responds with "mm-hmm," "uh-huh," or any other non-verbal cue, ask them to provide a **verbal response**.
- **Electronic Interference:** If audio quality drops or becomes unclear, ask for the question or answer to be **repeated**.

Pre-Depo To Do's

1. Set Your Availability
2. Receive Job Confirmation via Email
3. Confirm Receipt of the Job via email
4. Access Job Materials through Dashboard.
5. Respond "confirmed" to 24-Hour Confirmation email.

If an STA (Steno Tech Assistant) is present for your deposition:

STAs are provided to some clients to help manage Zoom setup and resolve any technical issues at the start of the deposition.

If an STA is present, they will initially be the Zoom host. So you need to:

1. Ask the STA to enable the Zoom transcript for readbacks, and
2. Ask the STA to transfer Zoom host controls to you when they leave.

If host controls are not transferred, you will not have control of the transcript.

Depo To Do's

1. Arrive to job at least 30 minutes early (paid time).
2. Become Zoom host. (*Participants > Claim host > Enter host key 012219.*)
3. Enable Zoom Live Transcript for readbacks.
4. Use NOD in Dashboard to fill Out Read-On information.
5. Add Steno Contact Info - concierge@steno.com in the global chat.
6. Collect Participant Info (Global chat)
7. Spotlight the Witness
8. RECORD on Backup Recording (obs or other screen recorder)
9. Witness ID verification
10. Press RECORD on ZOOM to go on the record.
11. Deliver read on
12. On/Off record at breaks.
13. Take annotations during event

Post-Depo To Do's

1. Collect Orders (On record)
2. Read-Off record
3. Confirm Spellings
4. End All Recordings.
5. Collect all exhibits - If exhibits were presented with Steno Connect, then we have them. If they were shared via Zoom share screen,please collect them after the depo.
6. Please fill out worksheet COMPLETELY and upload to Dashboard within 24 hours of the event.

Troubleshooting Resources

Zoom Troubleshooting Guide