

During setup (before joining meeting)

- Everything on AC? Laptop Ninja fan blowing on Ninja
- Windows Notifications turned off? *(as well as other apps that might make sound – ie, email)*
- Does Ninja show audio on meter when you speak?
Windows Audio out device = Atomos, in device = USB mic + listen checkmark
Ninja audio settings = red dots on tracks 1&2 and leftmost headphone icon lit
- Does the Ninja have 6 to 8 hours of recording time? *(format if needed, but don't lose files you need!)*
- Get your read-in script ready, log and clipboard in your lap


<JOIN MEETING NOW>

Meeting ID:

Passcode:

Claim host:


While people are coming in

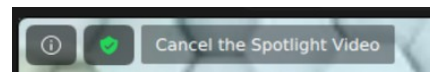
- Claim host if that's required for this job *(renaming is not allowed until you're host)*
- Rename everyone into **F**irst **L**ast format as they come in
- Full screen mode in Zoom (). Stay in that mode. Do NOT use Gallery View.
- Open Participant Pane, Chat, speaker thumbs, and move them to safe section (multi-monitor only)

When the witness arrives

- SPOTLIGHT THE WITNESS!!
- Witness in Landscape, not portrait orientation *(demonstrate with your phone if they need to rotate)*
- Confirm proper spelling of witness name and **rename if necessary**
ie, "Mr XX, is your name spelled correctly in the Participants list?"
- Start both recorders and leave them running the whole time

When attorneys seem ready to start

- Verify NO Windows desktop or taskbar showing (Full Screen mode with )
- Verify recorders are going
- Verify WITNESS IS SPOTLIGHTED - see this in top left:
- Ask **"Is everyone ready?"**



- Minimize talking thumbnails to "talking bar". Place it somewhere nice
DO NOT HAVE OTHER FACES SHOWING ON THE NINJA RECORDING!!!
- Close Participants Pane and Chat windows if they are open (single monitor users only)
- Do read-in**, and then HANDS OFF THE MOUSE