

Zoom Testing Checklist – Witnesses

Item	Task	Check
1	Start the meeting	<input type="checkbox"/>
2	Set Chat to “with Host only”	<input type="checkbox"/>
3	Create a breakout room.	<input type="checkbox"/>
4	Move witness from “Waiting Room” to main session and unmute them.	<input type="checkbox"/>
5	Explain they were just in a “Waiting Room” and that when they are not giving testimony, they will be moved back to the waiting room.	<input type="checkbox"/>
6	Show them how to switch between “Speaker” and “Gallery” view.	<input type="checkbox"/>
7	Show them how to mute and unmute themselves.	<input type="checkbox"/>
8	Mute a participant and stop their video. Show the witness how to “Hide non video participant”	<input type="checkbox"/>
9	Explain that you have set up a virtual breakout room in case the representative for the party they are testifying for would like a private room to chat with them. Reassure them that while in there, no one in the main session will hear or see them.	<input type="checkbox"/>
10	Tell them about the “Broadcast” feature and that you will demonstrate it while they are in the breakout room	<input type="checkbox"/>
11	Assign the participants to a breakout room, then open the breakout rooms.	<input type="checkbox"/>
12	Once everyone is in a breakout room, send a broadcast: This is what a broadcast will look like. Please return to the main session.	<input type="checkbox"/>
13	Open the NOA PDF. Share your screen with the participants. Point to a paragraph and ensure that they can see it.	<input type="checkbox"/>
15	Ask them if they are comfortable using Zoom. Ask them if they would like you to repeat any aspect of the demonstration or if they have any questions that you have not covered.	<input type="checkbox"/>
16	Remind the witness that if they accidentally exit or leave session that they can go back into the link provided. If they are having difficulties with this, they may rejoin the hearing by using one of the call-in numbers provided.	<input type="checkbox"/>