

Socrates



VIRTUAL ATTORNEY VISITATION - ATTORNEY GUIDE

The Socrates 360 Virtual Attorney Visitation system provides secure video calling technology, as well as the ability for attorneys to share documents with detainees for them to sign remotely.

GET STARTED

- You will need two devices — one to receive the video call and one to display a QR code that links to DocuSign (<https://www.docusign.com/>), if you require the detainee to sign a document. The QR code provides a web link to a document that the detainee can sign.
- This can also be done by printing the QR code onto a piece of paper. You can present this on the call and the detainee can scan this with their Scan tablet
- Prior to the call, you will need to prepare the document that you want the detainee to sign.
- Once the document is prepared, you will need to create a QR code that will provide a link to that document. Upload the document to DocuSign. You will then need to take the DocuSign link with your document and generate a QR code. We recommend using a service such as qr.io to generate one.



Pre-prepared QR code either on a second device or printed to present to the detainee

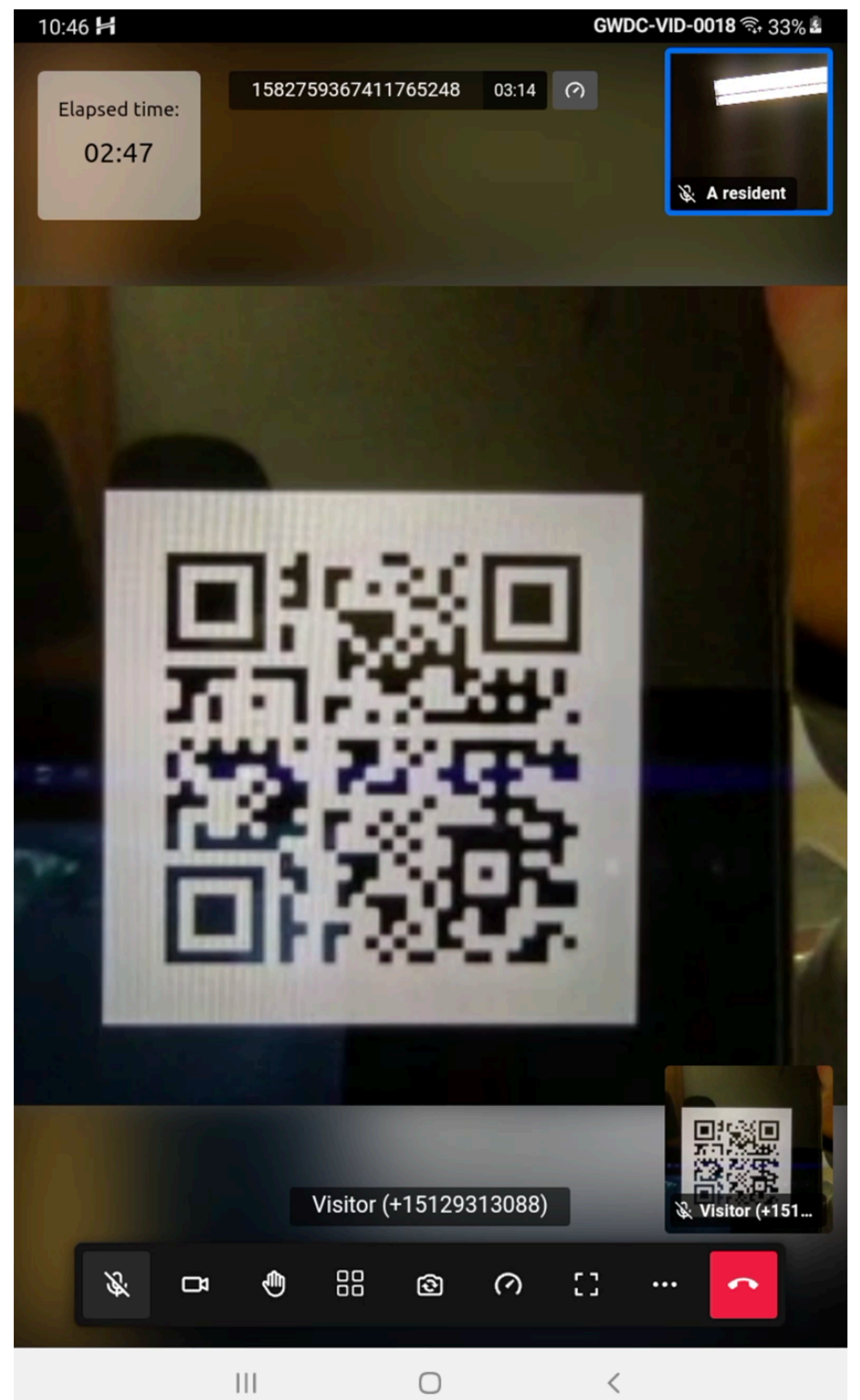
*Socrates Software is not affiliated with qr.io and is not responsible for the content or actions of any third party app or website

What's happening at the other end?

The detainee and staff member will have two tablets — one to make the video call and one to scan the QR code and sign the document. They will request a call with you using the first tablet, and then, using the second tablet, scan the QR code that you hold up, and sign the document that you have prepared.

CALL REQUESTS

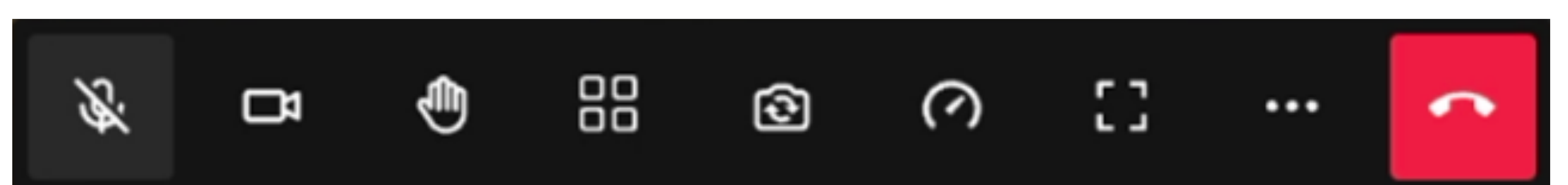
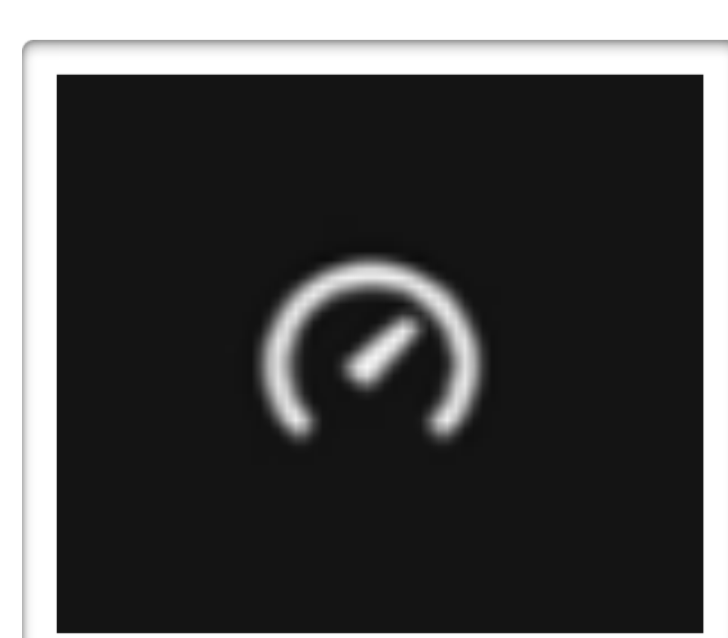
- When the detainee or staff member initiates the call, you will receive a text message asking you to join the video call. Tap the link to join the call.
- You will be asked whether you want to allow access to your microphone and camera. Select **Allow**.
- Once you join the call, you will be able to see and speak to the detainee.
- When the detainee is ready to sign the document, arrange your devices so that the QR code is visible on the video call.



Present your QR code via video call

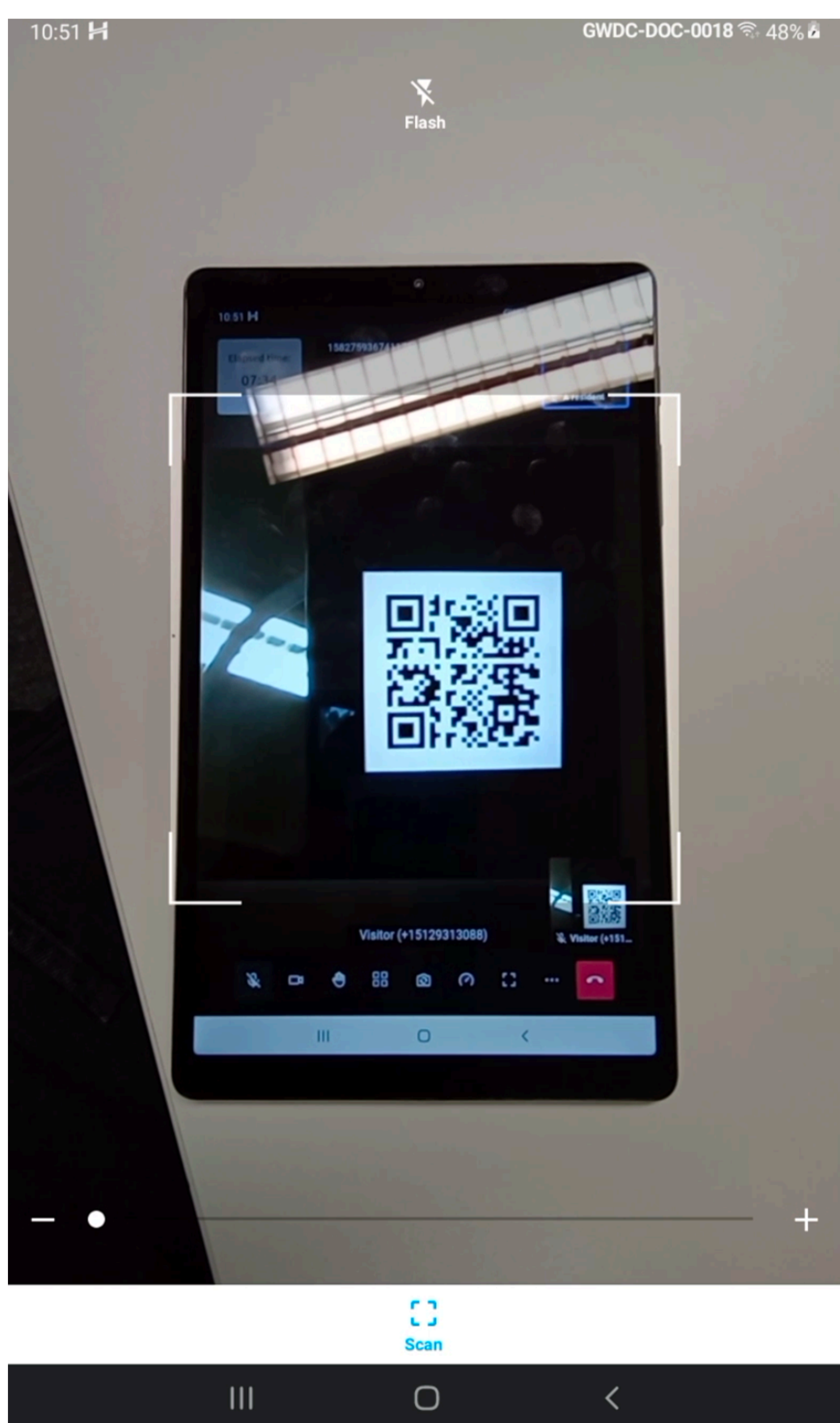
As long as the detainee can see you, they can scan the QR code and sign the documents required

- If connectivity in your location is an issue, you can try changing the quality to a lower setting. The setting can be found along the bottom of the screen. The quality setting is the circular icon with a line inside it:



SIGN A DOCUMENT

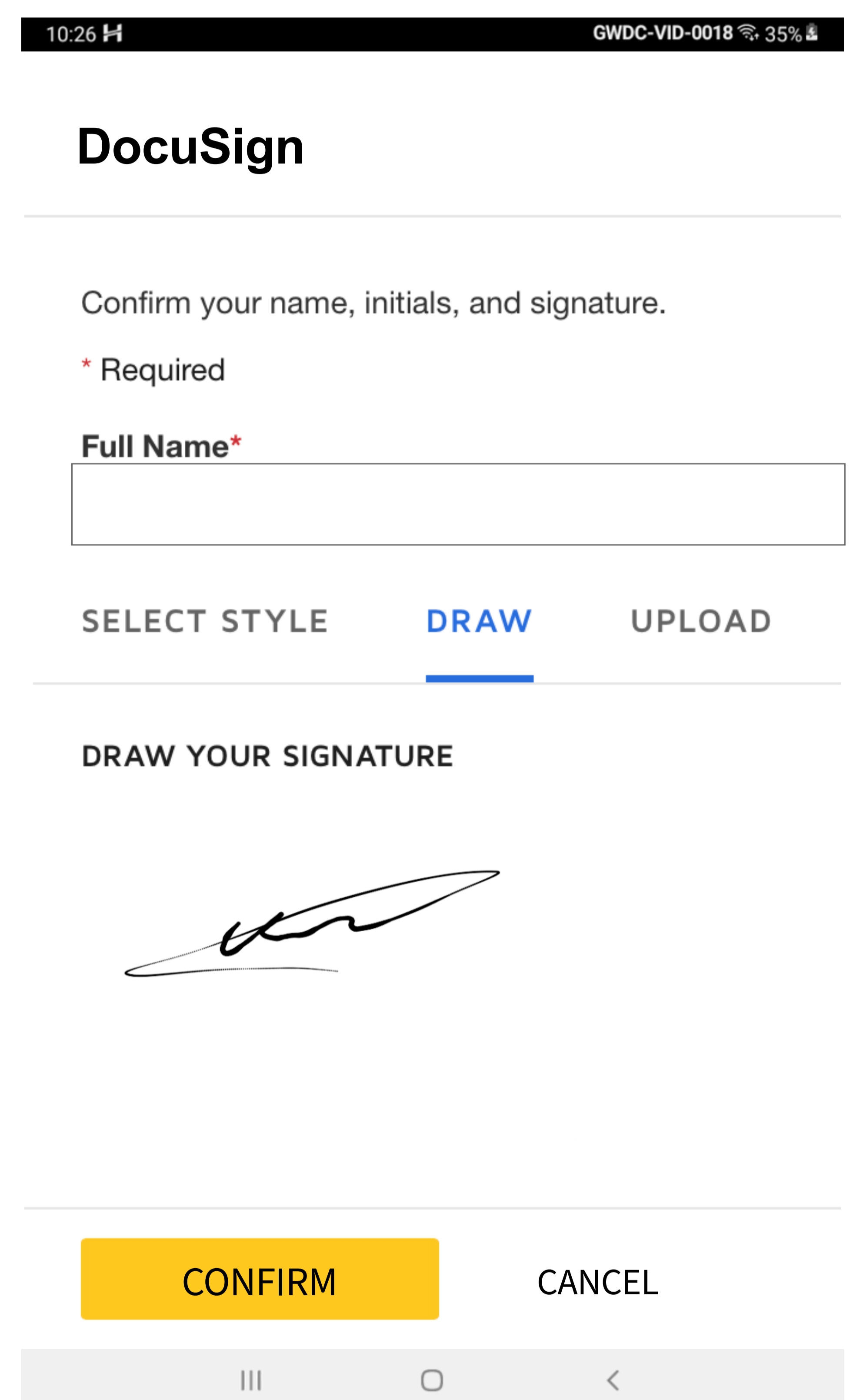
- When the detainee scans the QR code, the document you have prepared will appear on their screen. They will then be asked to sign the document.
- Once they have signed the document, you should receive a notification from DocuSign.
- You can then continue the video call for as long as necessary to discuss legal matters and answer any questions the detainee may have.



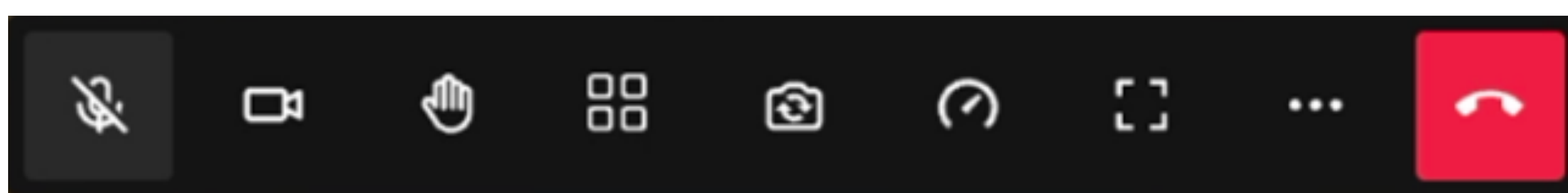
The detainee will use the Document tablet to scan the QR code you will present on the Video tablet



After scanning, the document appears on their Document tablet



You should receive a notification when the document has been signed.



Once you are finished with your discussion, tap the **red phone icon** to end the call with the detainee