

## Essex County Correctional Facility PROFESSIONAL VISIT INSTRUCTIONS

1. Register to create an account on [www.gettingout.com](http://www.gettingout.com)
2. Download the "GettingOut Visits" app on your iOS or Android phone or tablet device. Login to the app, to confirm access.
3. E-mail Sgt. Dupree at [ddupree@eccorrections.org](mailto:ddupree@eccorrections.org) ,your credentials and client(s) names, to get approved as a professional visitor. ALSO, PLEASE COPY CAPTAIN PULITANO AT [jpulitano@eccorrections.org](mailto:jpulitano@eccorrections.org)
4. ECCF staff will notify your client to send you an invitation to connect request. It must be initiated by your client.
5. You will receive an email, to accept your client's invitation. Once you confirm the contact, visits may be initiated by your client.
6. Sgt. Dupree *will email you your approval* for "Professional" status, meaning your scheduled visits will be free and unmonitored.  
**NOTE: ONLY SCHEDULED VISITS THROUGH Sgt. Dupree WILL BE FREE AND UNMONITORED**
7. To schedule a visit, e-mail Sgt. Dupree the DATE and TIME you would like the visit to take place and your client's name. Copy Captain Pulitano
8. Sgt. Dupree will send you a confirmation of the scheduled visit date and time.
9. ECCF will notify your client of the date and time of the visit and make sure your client is in the visit booth area with a tablet.
10. Client will initiate the video visit at the scheduled visit time. The attorney's smartphone will show a notification when the visit is incoming. Click the notification to establish visit on the smartphone or tablet device.
11. The visit may cut out after 15 minutes, and your client will be instructed to re-connect in 5 minutes.

### **IF YOU EXPERIENCE ANY TECHNICAL ISSUES PLEASE CONTACT**

**GTL TECH SUPPORT: 800-646-6283, Option 3, 1**

**NOTE: The Professional Video Visit can ONLY be performed on a smartphone or tablet device (iOS and Android). It will not work from a laptop or desktop computer.**