# RemoteDepo Pro™ Client Quick Reference Guide

How to Create an Account

When you receive an invitation email to an upcoming proceeding, click the "Join Now" button from the email.

1. You will be directed to the Log in/Sign Up page at https://remotedepopro.com/

2. Click the **SIGN UP** tab and fill in the required fields.

    a. Click "Yes, I agree to the Terms of Use" to accept the terms and conditions.

    b. Click the "Sign Up" button at the bottom of the page.

3. Once the account is created, you will receive a verification email.

    a. In the email body, click "Verify Email"
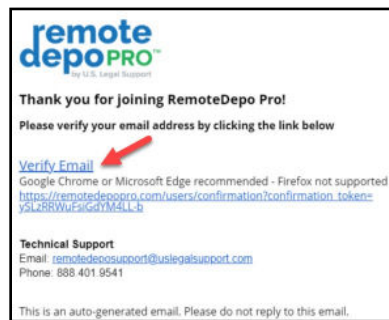
4. Once your account is verified, you'll be directed to the Log In page.

    a. Enter your email and password.

    b. Click the Log In button.

How to Join a Proceeding

When you receive an invitation email to an upcoming proceeding, click the "Join Remote Proceeding" button.
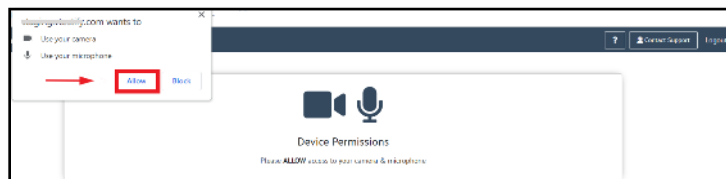
1. First time users will be directed to the sign-up page to create a new account.
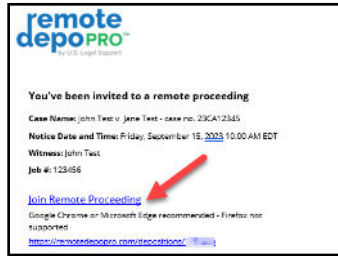
2. Once you have created your account you will be directed to the 'Connection Test' page where you can adjust your camera and microphone settings before joining the proceeding.

3. Google Chrome, Safari, or Microsoft Edge (recommended and supported browsers) will ask you to allow the use of your camera and microphone.

    a. To continue into the proceeding, select "Allow".

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How to Upload/Prepare Exhibits in Advance of a Proceeding

As an attendee, you can upload exhibits prior to the start of the proceeding.

1. Join the proceeding prior to the scheduled proceeding.

2. Click the "EXHIBIT" button.

3. Exhibit files can be uploaded by clicking or dragging the file to the "Upload Exhibit" box.
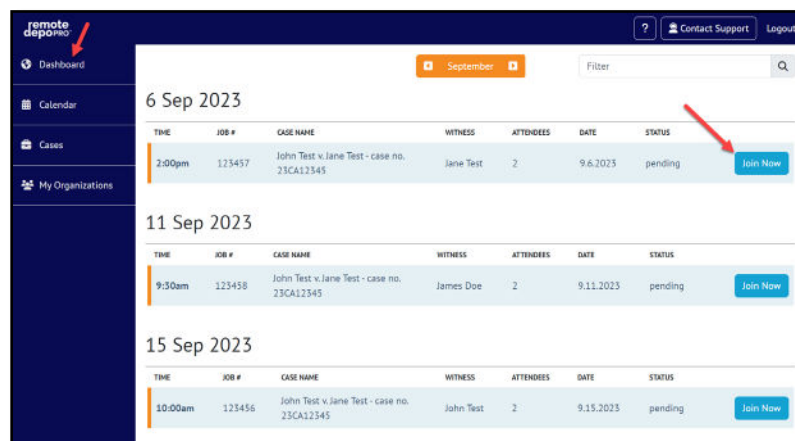
   NOTE: *These exhibits will not be available or visible to other attendees until you share them.*
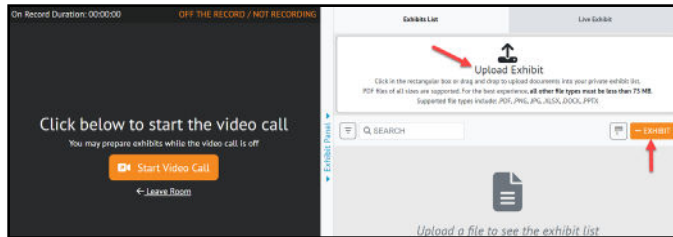
## RemoteDepo Pro Dashboard and Calendar Views

The **Dashboard** view displays a monthly list of RemoteDepo Pro™ proceedings for which you are listed as a participant.

- In the Dashboard view, you can join a proceeding by clicking 'Join Now' to the right of the proceeding details.

The **Calendar** displays a monthly view of RemoteDepo Pro™ proceedings where you are listed as a participant. Each proceeding will appear on the specific calendar date of the month.

- In the calendar, click the proceeding to view details or join the meeting.
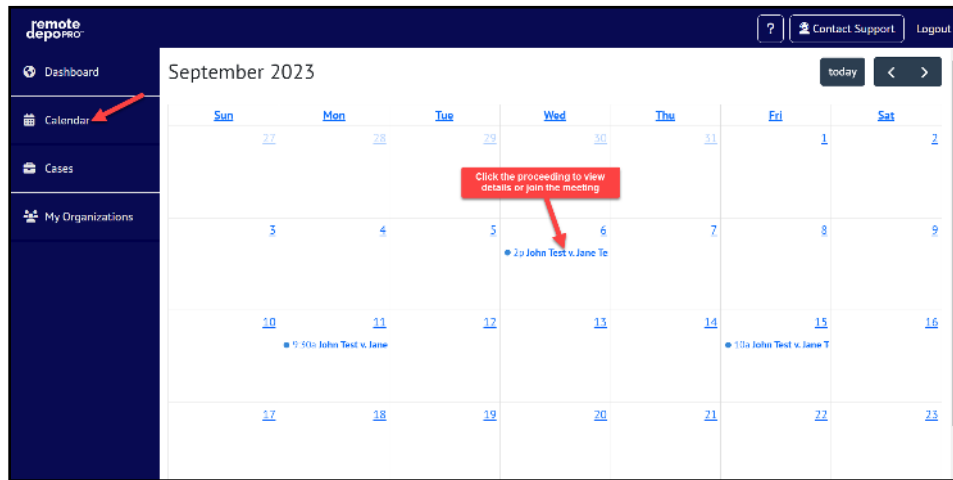
How-to Use the Exhibit Tools

The Attendee that Shares the Exhibit will be known as the Exhibit Owner and can Grant Control to other Attendees and the Witness to annotate the Exhibit.

a. The 'Exhibit Panel' gives you different options for navigating an Exhibit:

1. The "X" Button allows you to close the Exhibit for all users.

2. The "Stamp" button allows you to Stamp the Exhibit

3. The "Direct to Page" button allows you to bring all the attendees to a selected page in a multi-page document.

4. The "Grant Control" button allows the exhibit owner to give permission to other attendees in the deposition, including the witness.

b. When annotation permissions exist, the following features are present:

o Direct to Page, which allows the user to bring all attendees to a selected page in a multi-page document.
o Download
o Annotate
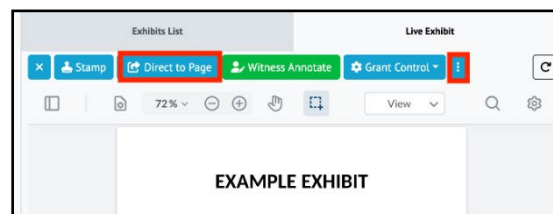
c. To annotate the Exhibit, click the View dropdown and select 'Annotate'.


- Shown on the left within the picture below are the three main annotation tools.
   a. The freehand "pen" tool
   b. Freehand highlighter
   c. Text (OCR) highlighter

- On the right side are all the color options for the annotation tools. In this case the freehand "pen" option is selected. You can also change the size of the stroke along with the opacity,

- The option to use shapes is also available and is in the "Annotate" menu. This allows you to add preset adjustable shapes to your exhibit. (The shapes available to use are rectangles, circles, and the line tool.)
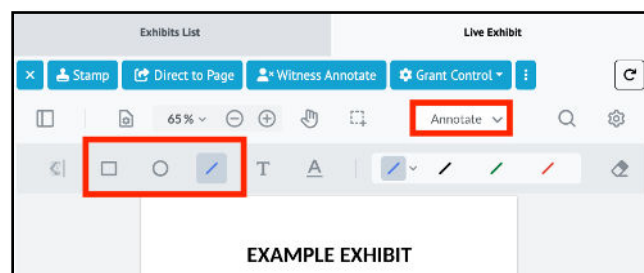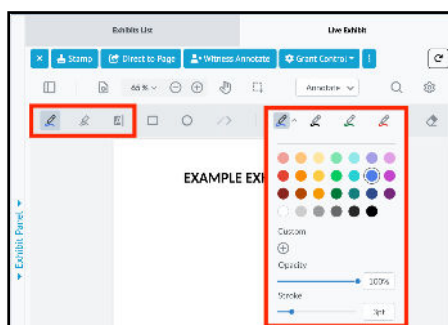
How to Access Files Post-Proceeding within the RemoteDepo Pro™ Platform
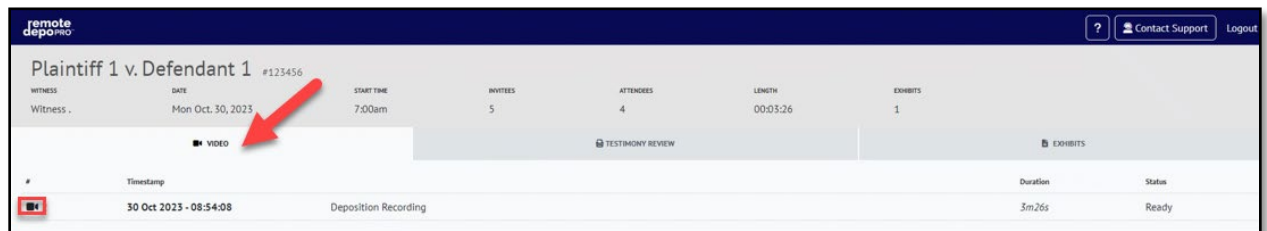
1. From the Dashboard view, locate the proceeding and click on the 'Review' button to the right of the event details.
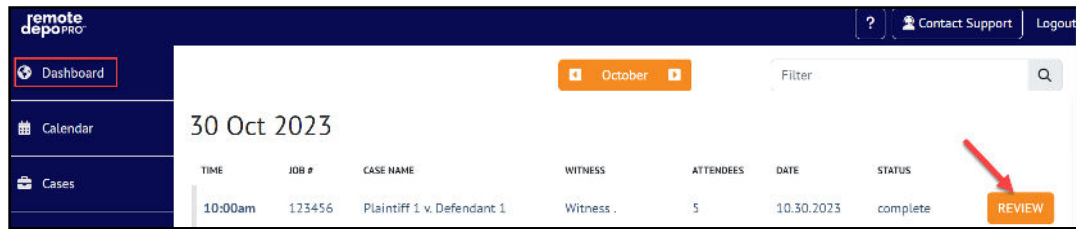
2. You will have access to view the video, Testimony Review + synced video and exhibits within the platform, if applicable.
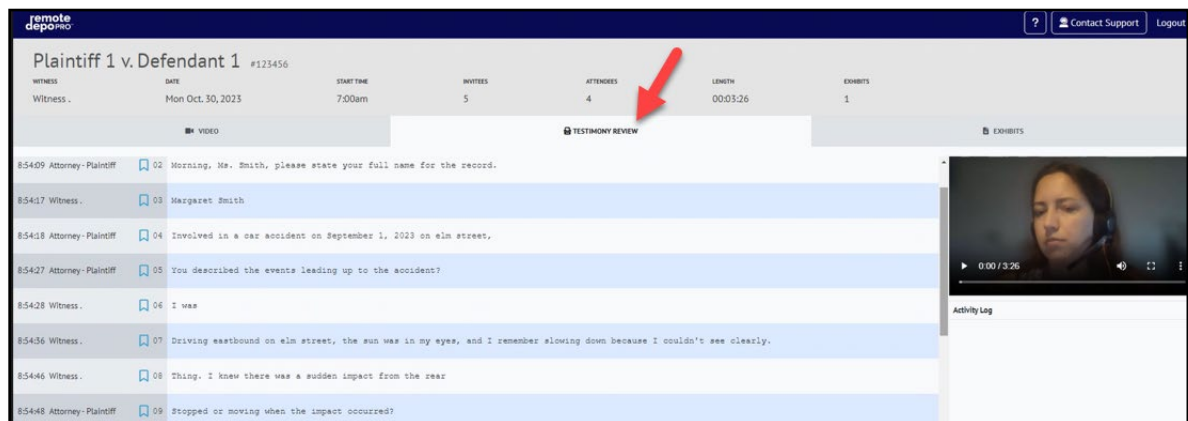
   a. **Video Recording**

   - Click on the camera icon to view the proceeding recording.
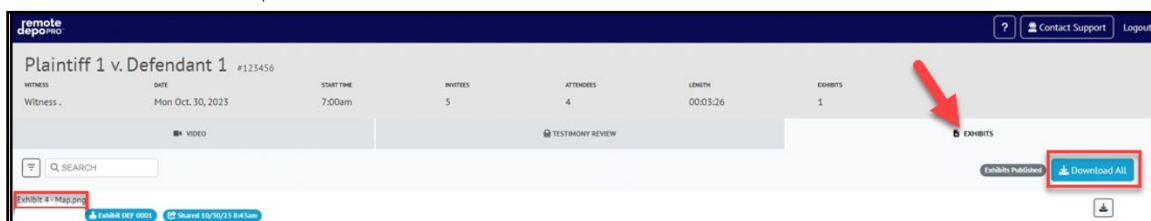

   b. **Testimony Review**

   - ViewScript (ASR unedited draft transcript) will be on the left side of the page and the synced Video is on the right.

   c. **Exhibits**

   - Click on the file to open and view it or click Download All.

Technical Support

For technical support during a proceeding, email remotedeposupport@uslegalsupport.com or call 888.401.9541.

Scheduling

To schedule a proceeding, email scheduling@uslegalsupport.com, use our Client Portal, or contact your local team.