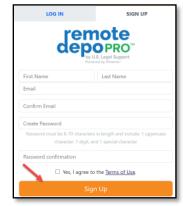


# RemoteDepo Pro™ Client Quick Reference Guide

### 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".





# 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.

On Record Duration: 00:00:00	OFF THE RECORD / NOT RECORDING	Exhibits List	Live Exhibit
		Click in the rectangular box or drag and drap PDF files of all sizes are supported. For the best en	d Exhibit or upload documents into your private exhibits into graninous all other the typos much be than them 75 MB. 65, Prill J. R. 2000, PPIS.
You may prepare exhi	start the video call	T Q SEARCH	(Television)
	art Video Call	1	
		Upload a file to	see the exhibit list

## **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.

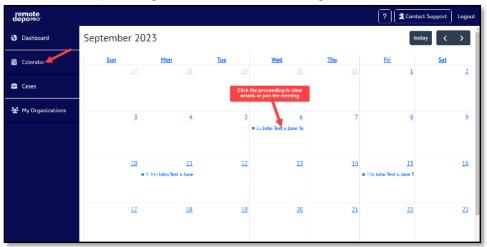
- In the Dashboard view, you can join a proceeding by clicking 'Join Now' to the right of the proceeding details.

Dashboard			1	September		Filter		Q
Calendar	6 Sep 2	2023						
	TIME	108 #	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
Cases	2:00pm	123457	John Test v. Jane Test - case no. 23CA12345	Jane Test	2	9.6.2023	pending	Join Now
	11 Sep тыя	2023	CASE NAME	WITNESS	ATTINDES	DATE	STATUS	
	TIME		CASE NAME			DATE 9.11.2023	status	Join Now
	9:30am	123458	23CA12345	James Doe	2	5.11.2025	pending	5 C
	9:30am 15 Sep		23CA12345	James Doe	2 ATTENDEES	DATE	status	



The **Calendar** displays a monthly view of RemoteDepo Pro<sup>™</sup> 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.



deporte								? 😫 0	ontact Supp	ort Logou
Oashboard	John Test v. Jane	Test -	case	no. 23CA1	2345	5		AIOL	I DEPOSI	ΓΙΟΝ
🗰 Calendar										
	Deposition Details									
🚍 Cases	CASE NAME	108 ×	WITNESS	DATE	START THE	ESTDURATION	PHONE NUMBER	SHAREARLE PIN	WewSolpt	REALTINE
嶜 My Organizations	John Test v. Jane Test - case no. 23CA12345	123457	Jane Tast	Wed Sep. 6, 2023	2:00pm	8 Hr	(806) 515-3230	9605120	ENABLED	DISABLED



# 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.

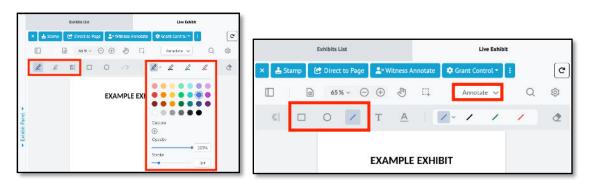
- a. The 'Exhibit Panel' gives you different options for navigating an Exhibit:
  - 1. The "X" Button allows you to close the Exhibit for all users.
  - 2. The "Stamp" button allows you to Stamp the Exhibit
  - 3. The "Direct to Page" button allows you to bring all the attendees to a selected page in 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'.

	Exhibits List		Live Exhibit		
× 占 Stamp	🖸 Direct to Page	2× Witness Annotate	🗘 Grant Control *	0	C
	∂ 72% ~  ⊖	+ -	View A	Q Ø	
			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<sup>™</sup> Platform

1. From the Dashboard view, locate the proceeding and click on the 'Review' button to the right of the event details.

depo PRO							?) 🙎 Contact Si	upport Logout
🚱 Dashboard				October		Filter		Q
🛗 Calendar	30 Oct	2023						
🖶 Cases	TIME	108 ¢	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
	10:00am	123456	Plaintiff 1 v. Defendant 1	Witness .	5	10.30.2023	complete	REVIEW

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.

depopro							?	Contact Support Logout
Plaintiff 1	v. Defendant 1 #123456							
WITNESS	DATE	START TIME	INVITEES	ATTENDEES	LENGTH	EXHIBITS		
Witness .	Mon Oct. 30, 2023	7:00am	5	4	00:03:26	1		
	IN VIDEO			TESTIMONY REVIEW			E EXHIBITS	
	Timestamp						Duration	Status
	30 Oct 2023 - 08:54:08	Deposition Recording					3 <i>m2</i> 6s	Ready

#### 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.

depore-								? Contact Support Logout		
Plaintiff 1 v wrness Witness .		fendant 1 #123456 Mon Oct. 30, 2023	start the 7:00am	INVITEES 5	ATTENDES 4	LENGTH 00:03:26	constrs 1			
		IN VIDEO			E TESTIMONY REVIEW			B EXHIBITS		
8:54:09 Attorney - Plaintiff	02	Morning, Ms. Smith, ples	se state your full name	for the record.						
8:54:17 Witness .	03	Margaret Smith						D FG		
8:54:18 Attorney-Plaintiff	04	Involved in a car accide	nt on September 1, 2023	on elm street,				El		
8:54:27 Attorney-Plaintiff	05	You described the events	leading up to the accid		► 0.00/326 <b>·</b> 0 C I					
8:54:28 Witness.	06	I was			Activity Log					
8:54:36 Witness .	• •	Driving eastbound on elm	street, the sun was in							
8:54:46 Witness .	08	Thing. I knew there was	Thing. I knew there was a sudden impact from the rear							
8:54:48 Attorney-Plaintiff	09	Stopped or moving when t	he impact occurred?							

#### c. Exhibits

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

deporro							? Contact Support Logout
WITNESS	v. Defendant 1 #123456	START TIME	INVITIES	ATTENDEES	LEMETH 00:03:26	DOMBITS	N
Witness . Mon Oct. 30, 2023 7:00am			о 4 00005:20 @ техтамону ярием			1	B DOMBITS
C, SEARCH							tabilits Published
Exhibit 4 - Map.png	ink DEF 0001 ( Shared 10/30/23 8:43am )						٤



# **Technical Support**

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

## Scheduling

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