

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. You might have been forwarded an email invite from another attendee. In this instance, you'll first be brought to a "Request To Join" page before the connection test. Click the "Request To Join" button to have the host allow you entrance.



- 4. 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 virga and drag MDF Blos of 41 sizes are supported. For the base Supported the types instructer.	Construction of the second sec
Click below to : You may prepare exhibit	start the video call	T Q SEARCH	T - EXHIBIT
<mark>∎ s</mark> a	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.

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🗰 Calendar	6 Sep 2	023					~	~
	TIME	NOB #	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
My Organizations								
	11 Sep	2023						
	TIME	JOB #	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
	9:30am	123458	John Test v. Jane Test - case no. 23CA12345	James Doe	2	9.11.2023	pending	Join Now
	15 Sep	2023						
	TIME	N BOL	CASE NAME	WITNESS	ATTENDEES	DATE	STATUS	
	10:00am	123456	John Test v. Jane Test - case no. 23CA12345	John Test	2	9.15.2023	pending	Join Now

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.



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- 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'.

	Exhibits List		Live Exhibit					
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			Annotate					
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- 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.)



d. If you introduced the wrong exhibit, or need to claw back a confidential exhibit, you can utilize the "Retract" feature. Click the vertical ellipsis to the right of the exhibit title, select "Retract". This will unshare the document, making it private to you and your team, and will display a retracted badge once the action is complete.

Sample Exhibit 1.pdf Attorney #4 Retracted Retracted	SHARE :
01 Dust Collecting within Equipment AnimationJPG Attorney#1 Critical Critic	C SHARE
Private Case Exhibits	Private View
Proceeding on 04/17/2025 of Witness 5	🗅 Retract 🗸
Proceeding on 04/16/2025 of Witness 3	🛍 Delete

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.

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🚱 Dashboard				October I	0	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.

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Plaintiff	1 v. Defendant 1 #123456	6 <u></u>							
WITNESS	DATE	START TIME	INVITEES	ATTENDEES	LENGTH	EXHIBITS			
Witness .	Mon Oct. 30, 2023	7:00am	5	4	00:03:26	1			
	VIDEO			CTESTIMONY REVIEW			B EXHIBITS		
	Timestamp						Duration	Status	
	30 Oct 2023 - 08:54:08	Deposition Recording					3m26s	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.

deporeo								? Contact Support Logout
Plaintiff 1 v wenness Witness .	/. Def	Fendant 1 #123456 Mon Oct. 30, 2023	start the 7:00am	invites 5	arroces	LENKTH 00:03:26	exempts 1	
		NIDEO			E TESTIMONY REVIEW			B DOMBITS
8:54:09 Attorney-Plaintiff	02	Morning, Ms. Smith, ple	ase state your full name	for the record.				
8:54:17 Witness .	03	Margaret Smith	0.00					
8:54:18 Attorney - Plaintiff	04	Involved in a car accid	ent on September 1, 2023	on elm street,				24
8:54:27 Attorney - Plaintiff	05	You described the event	s leading up to the accid	► 0.00/3.26 · · · · · · · · · · · · · · · · · · ·				
8:54:28 Witness.	06	I was		Activity Log				
8:54:36 Witness.	07	Driving eastbound on els						
8:54:46 Witness .	00	Thing. I knew there was	a sudden impact from the					
8:54:48 Attorney - Plaintiff	09	Stopped or moving when	the impact occurred?					

c. Exhibits

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

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	
	VIDEO			TESTIMONY REVIEW			B EXHIBITS
T Q SEARCH							Excitations Published La Download All
Exhibit 4 - Map.png	ibit DEF 0001 C Shared 10/30/23 8x45am						۷

Technical Support

For technical support during a proceeding, email remotedeposupport@uslegalsupport.com or call 888.4019541.

Scheduling

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