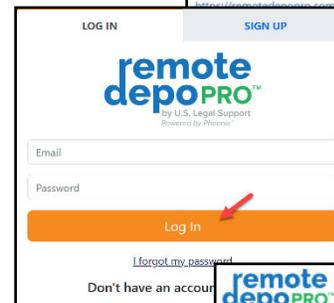
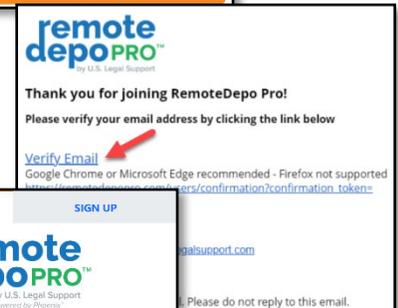
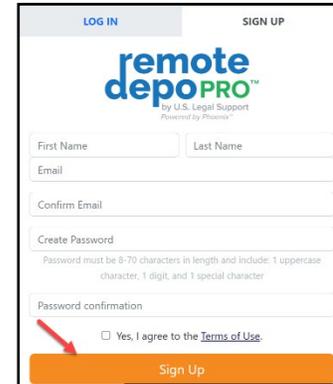


RemoteDepo Pro™ Witness Quick Reference Guide

How to Create an Account

You will receive an email invitation for the upcoming proceeding. Click the "Join Now" button from the email.

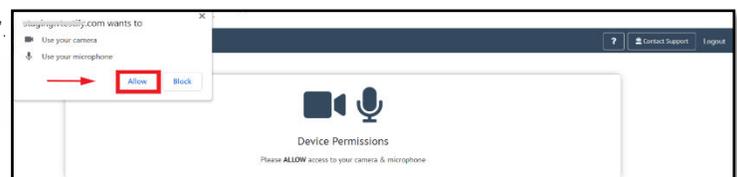
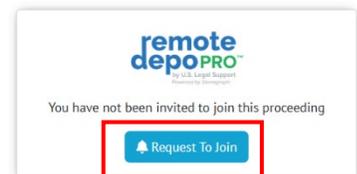
1. You will be directed to the Log in/Sign Up page at <https://remotedepopro.com/>
2. Click the **SIGN UP** tab and fill in the required fields.
 - a. Click "Yes, I agree to the [Terms of Use](#)" to accept the terms and conditions.
 - b. Click the "Sign Up" button at the bottom of the page.
3. Once 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

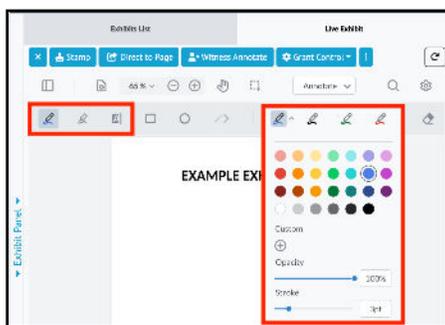
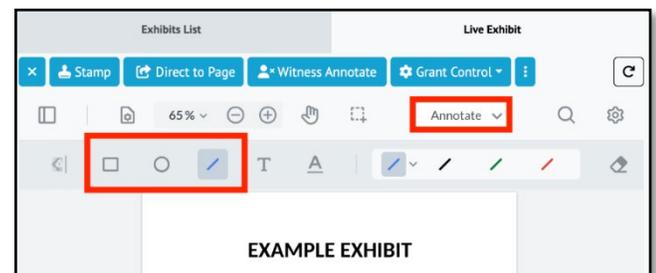
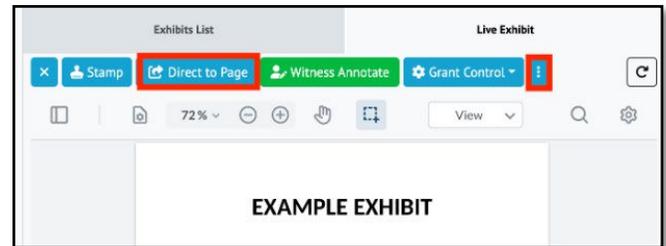
When you receive an invitation email to an upcoming proceeding, click the "Join Remote Proceeding" button.

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 Use Annotation Tools Within the Live Exhibit Tab

1. Attorneys have a "Witness Annotate" button which gives the Witness permission to annotate the Exhibit. *Only the Exhibit owner or Host may grant the Witness Annotation rights.*
 2. When annotation permission has been granted, the witness will have the following features:
 - a. Direct to Page, which allows the witness to bring all attendees to a selected page in a multi-page document.
 - b. Download
 - c. Annotate
 3. To annotate the Exhibit, click the View dropdown and select 'Annotate'.
 4. The three main annotation tools are:
 - a. The freehand "pen" tool
 - b. Freehand highlighter
 - c. Text (OCR) highlighter
- There are also the color options for the annotation tools. In this example, 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 available shapes are rectangles, circles, and lines.



Technical Support: remotedeposupport@uslegalsupport.com or 888.401.9541