

remote depoPRO™

Client User Guide

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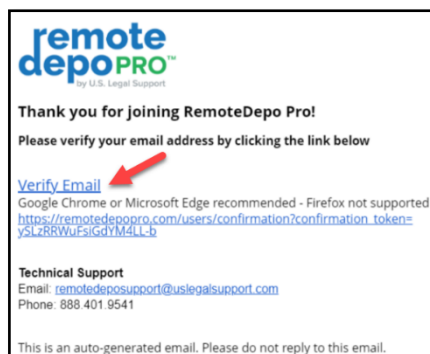
Create an Account

Chrome, Safari, and Edge are the recommended and supported browsers.

On your email invitation, click the “Join Remote Proceeding” hyperlink to open RemoteDepo Pro™

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. Engage the “I’m not a robot” reCAPTCHA to satisfy security requirements
 - c. Click the “Sign Up” button at the bottom of the page
 - d. You will then be admitted to the remote proceeding

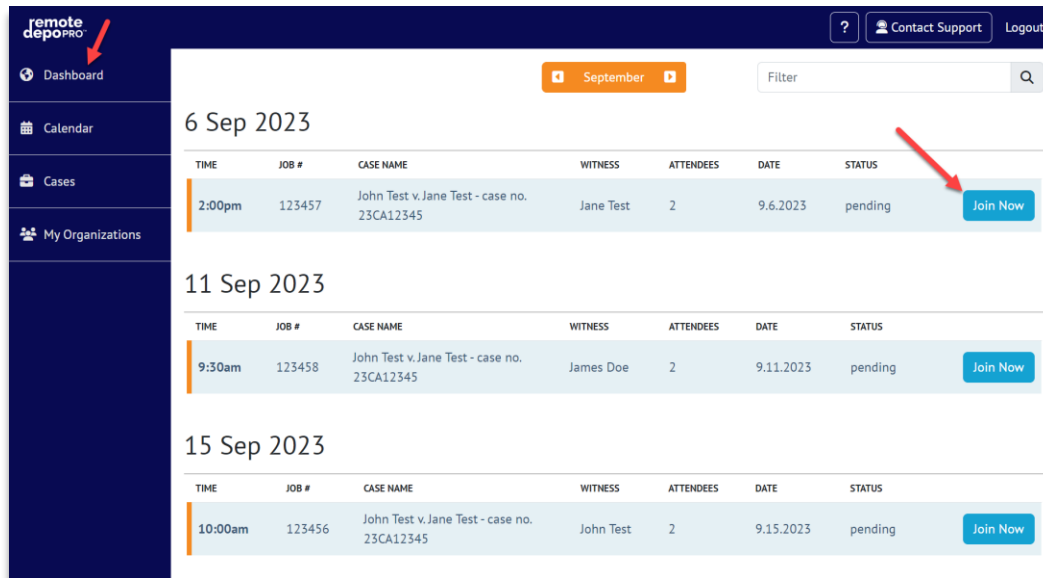
Verifying your account is recommended to ensure that you have access to all features within the RemoteDepo Pro™ platform, such as the AI Rough and Case Exhibit Repository. Click “Verify Email” in your welcome email.



RemoteDepo Pro™ Dashboard and Calendar Views

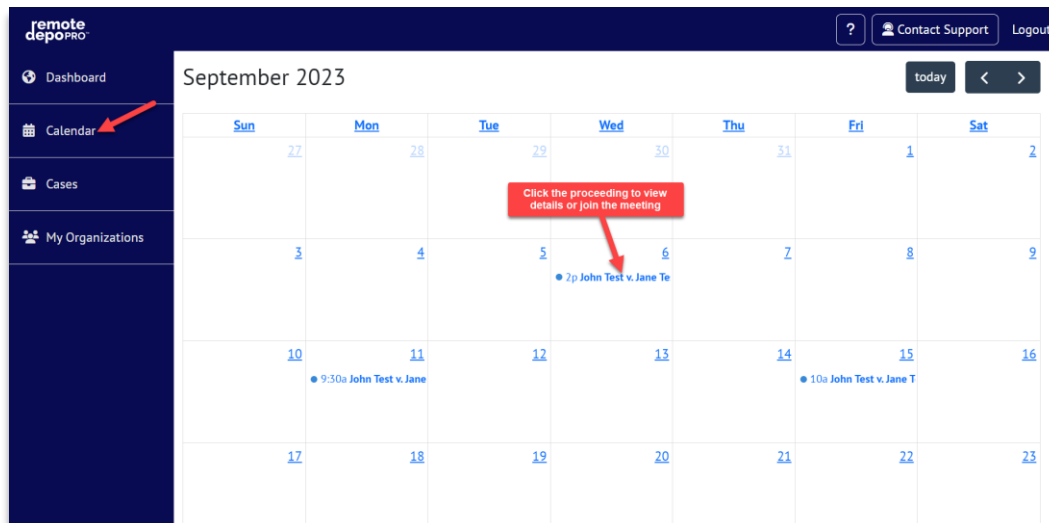
The **Dashboard** displays a monthly list of RemoteDepo Pro™ proceedings that you're scheduled to attend.

1. Join a proceeding by clicking 'Join Now' to the right of the proceeding details



The **Calendar** displays a monthly calendar of RemoteDepo Pro™ proceedings that you're scheduled to attend.

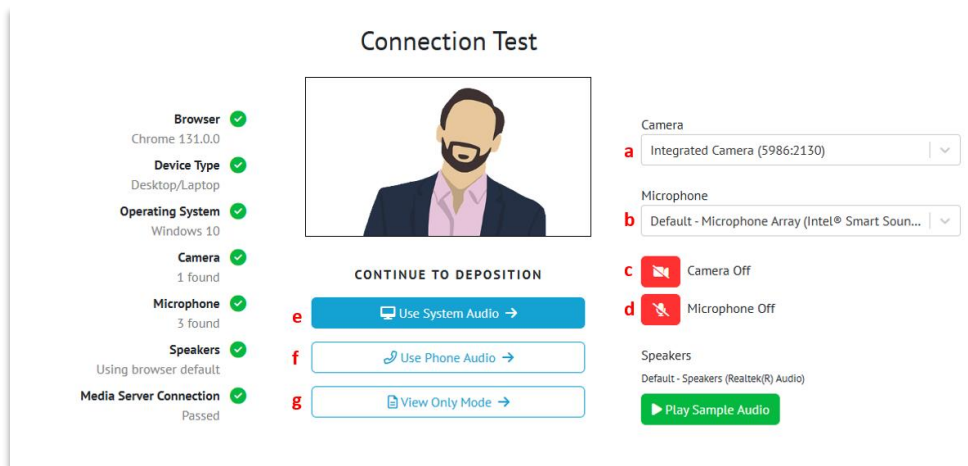
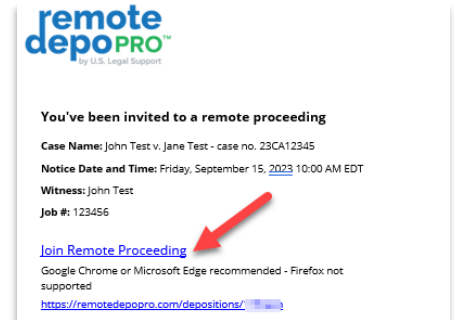
1. Click the hyperlinked proceeding to view details or join the meeting



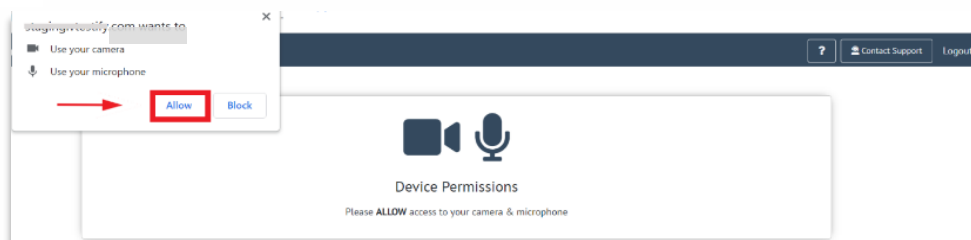
Join a Proceeding

On your email invitation, click the “Join Remote Proceeding” hyperlink to open RemoteDepo Pro™

1. First time users will be directed to the sign-up page to create a new account
2. Log into your account to be directed to a ‘Connection Test’ page and:
 - a. Set your camera of choice (defaults to primary)
 - b. Set your microphone of choice (defaults to primary)
 - c. Turn camera on/off
 - d. Turn microphone on/off
 - e. Join using System Audio
 - f. Join using Phone Audio
 - g. Join in View Only Mode, allowing you join without audio or ViewScript while retaining Exhibit interaction on your device

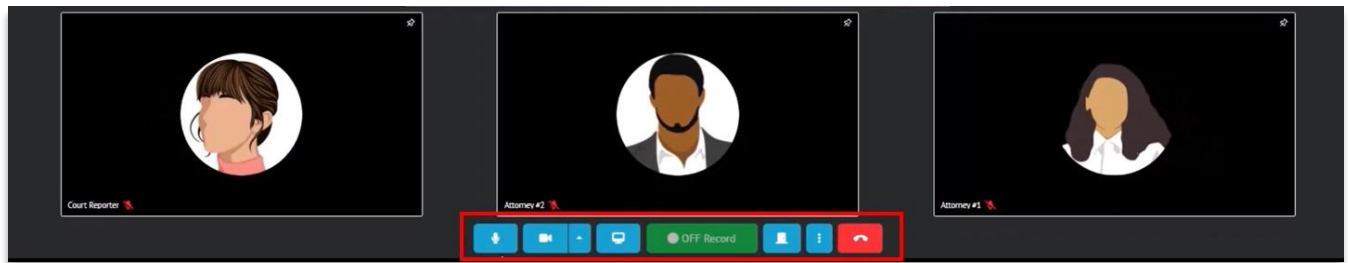


3. You may be prompted to allow the use of your camera and microphone. To continue to the proceeding, select Allow.

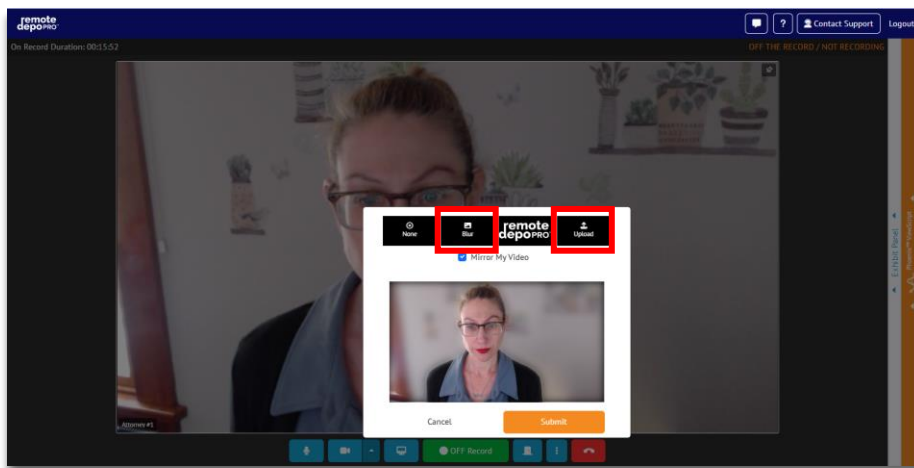


In Proceeding Video Conferencing Controls

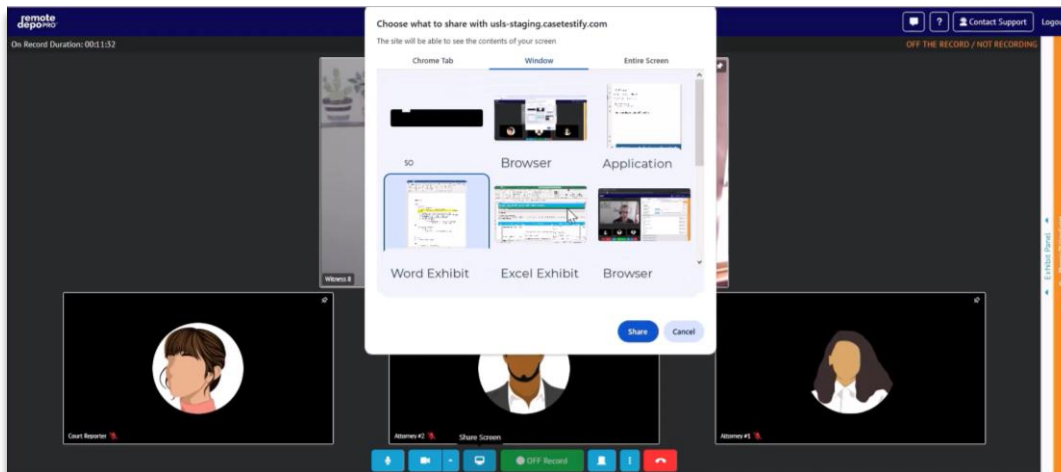
In RemoteDepo Pro™ proceedings, you will have in proceeding controls to mute/unmute, turn camera on/off/blur background, share screen, see on record indicator, join a sidebar room, manage your settings, and to leave the remote proceeding.



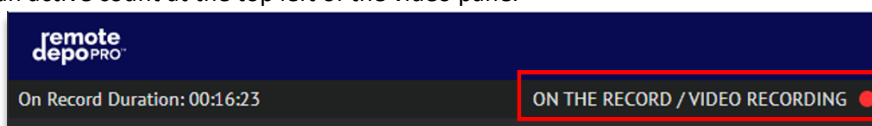
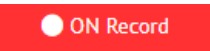
1. Click the microphone icon to mute/unmute, click.
2. Click the camcorder icon to turn your camera on, off, or to set a background such a blur.



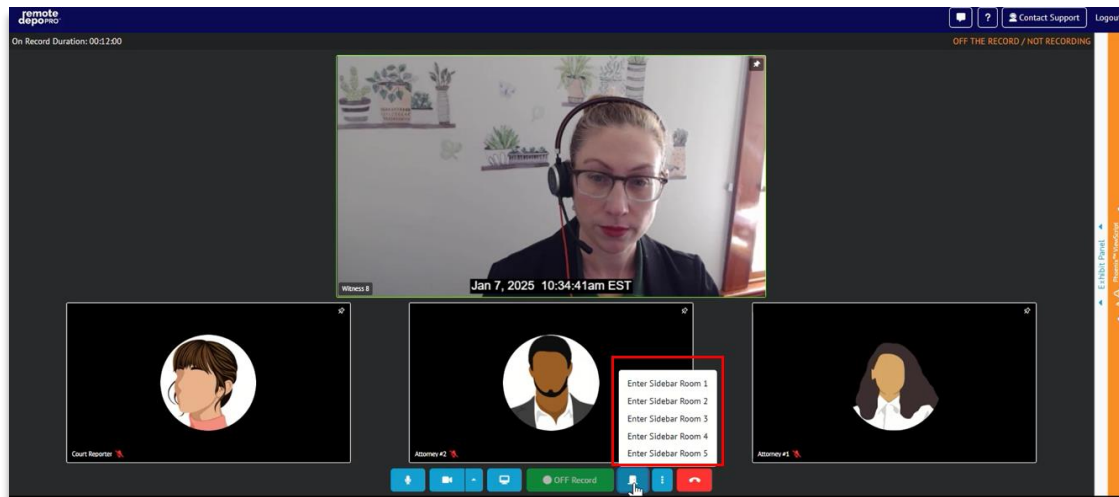
3. Click the computer icon to share your screen. This function is best utilized for native files such as excel and CAD.



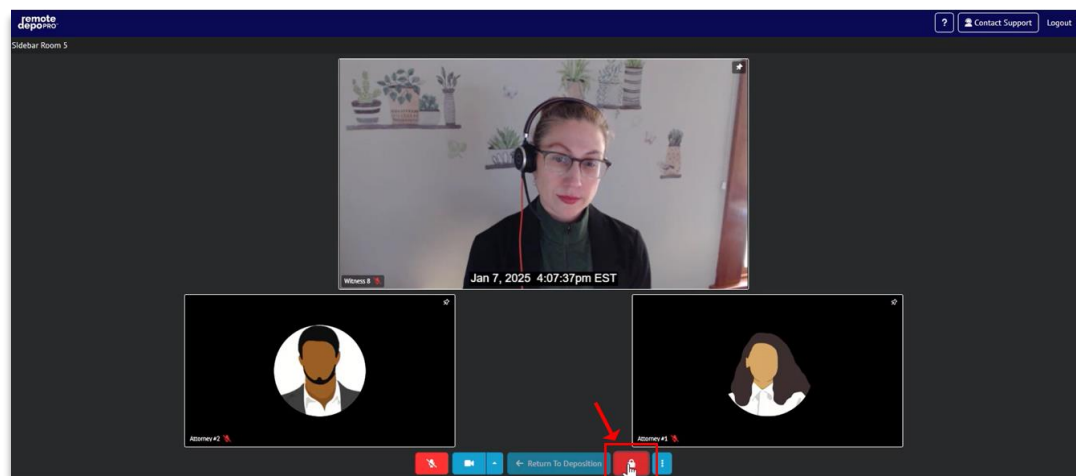
4. On and Off Record Indication will be visible for transparency. On Record Duration will also show an active count at the top left of the video pane.



- Click the door icon to access side bar rooms. Select the agreed sidebar room.

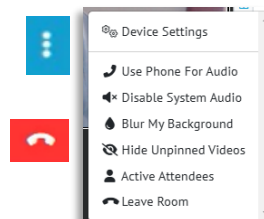


- Once in the sidebar room with all expected individuals, click the lock icon to lock room



- When private discussions are concluded, unlock the sidebar room and select Return to Deposition, where you'll return to the main proceeding room with your audio and video settings retained

- Click the vertical ellipses to access more setting options such as device settings for audio/video troubleshooting
- Click the red phone icon to leave the proceeding



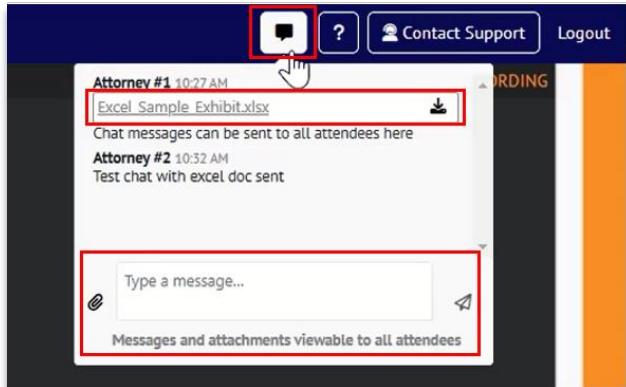
In Proceeding Chat

Participants have access to an in-room chat that is viewable by all attendees. File sharing is always enabled within chat and is best utilized for native file formats, such as Excel.

- On the top right, a red dot will appear over the icon if a new chat is available



2. Click to open the chat thread



3. To download a file, click the download icon

Manage Exhibits Before, During, and After Proceedings

Before the Proceeding

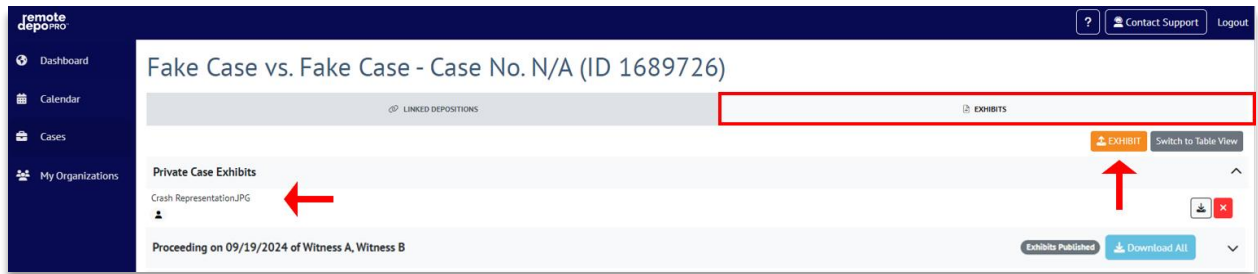
Option 1: Integrated Case Exhibit Repository


You and those at your firm with access can leverage the integrated Case Exhibit Repository to prepare exhibits:

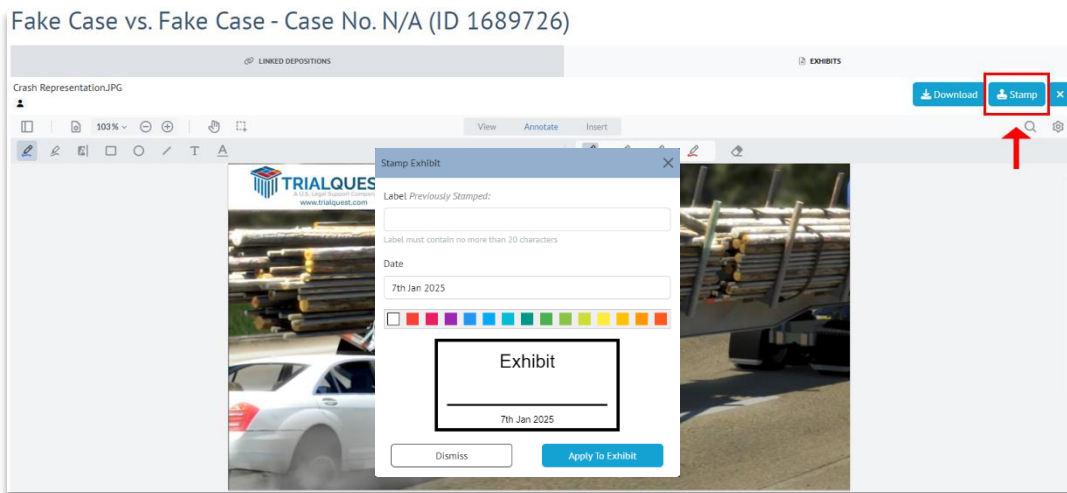
1. Select Cases from the side navigation
2. Locate your Case leveraging the filter if needed
3. Click the View Details button



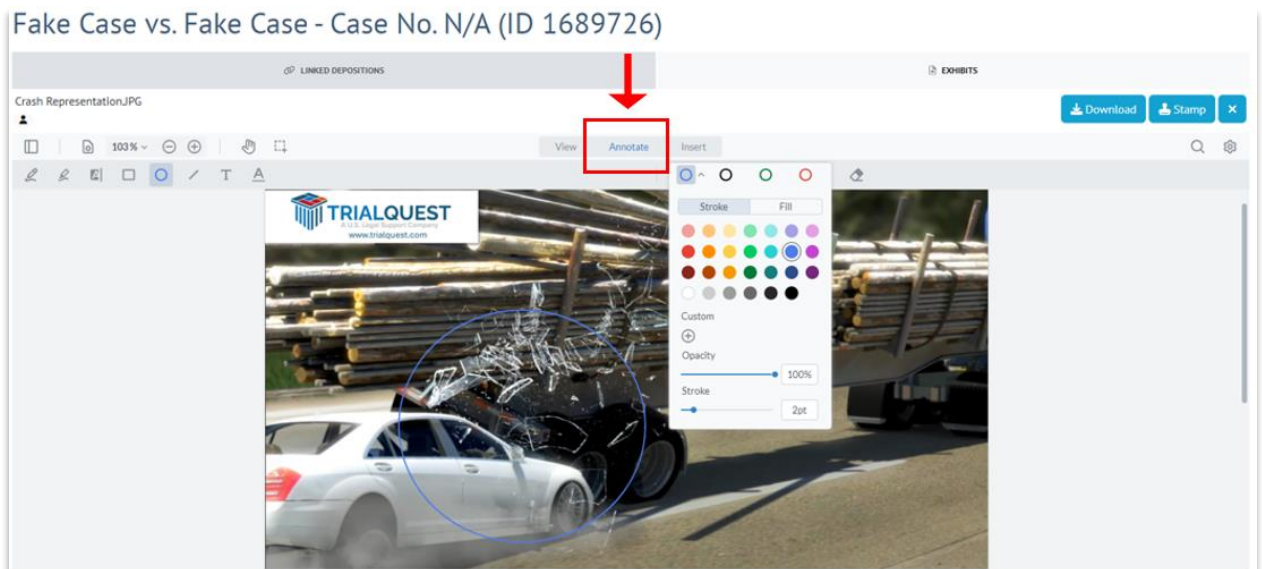
4. Within the Case Details, select the **EXHIBITS** tab to access your Case Exhibit Repository
5. Click the Exhibit upload button to upload new private case exhibits [EXHIBIT](#)
 - a. Files can be browsed from your PC or dragged and dropped into the upload window



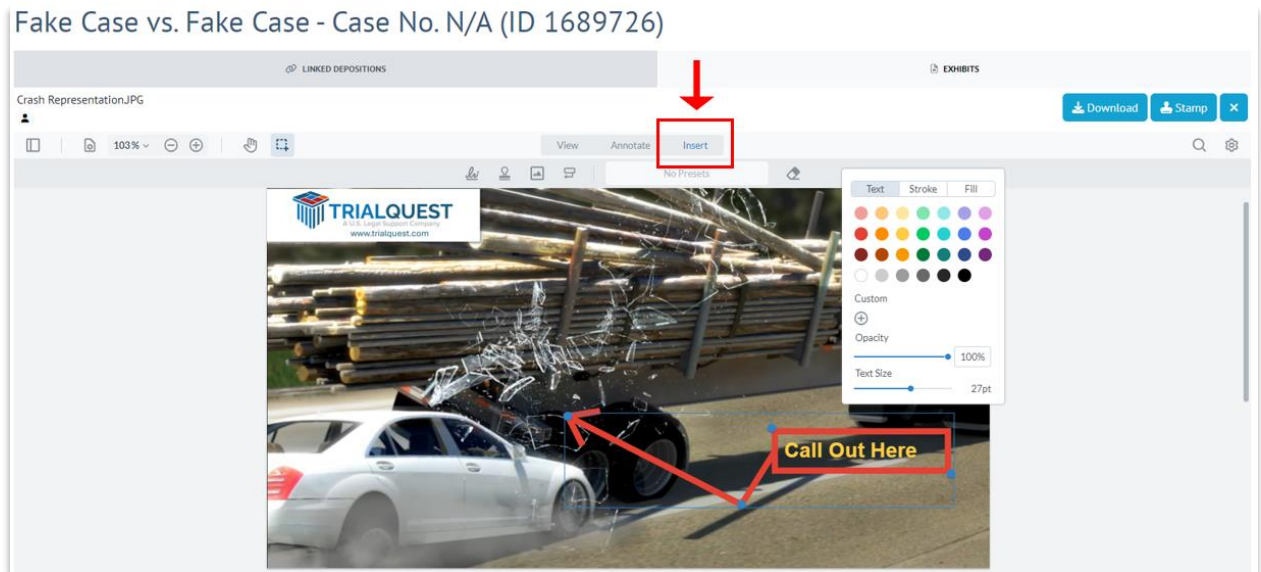
6. To preview, stamp, or annotate an uploaded Private exhibit, click the exhibit within the private folder
7. Click the **Stamp** button  then label and customize color to apply an exhibit stamp




8. Click the **Annotate** option to draw, free hand highlight, text highlight, add shapes, add text, underline text and/or adjust the color, opacity, stroke size, and fill per tool



9. Click **Insert** to incorporate signatures, add non-exhibit numbering stamps such as Confidential, add images, add call outs with option to adjust text, stroke, and fill color opacity and size



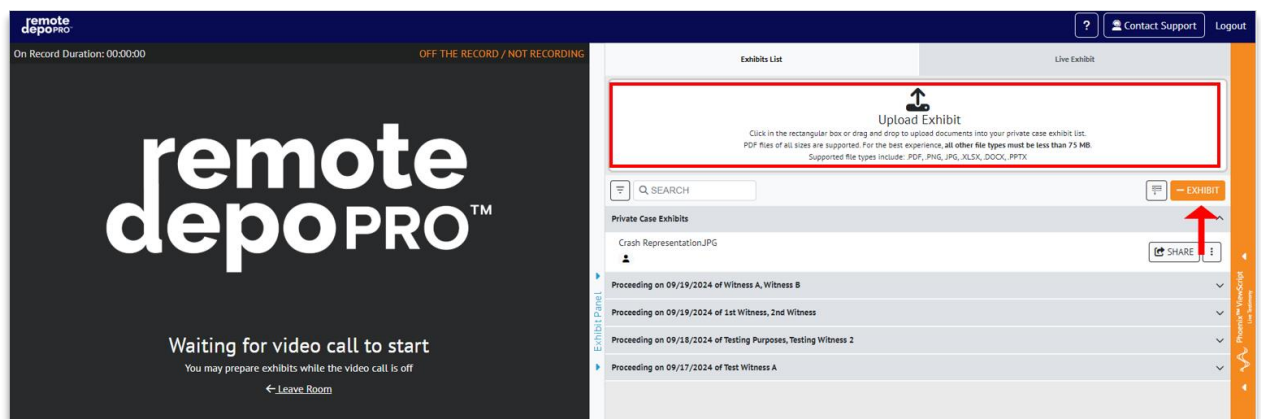
10. Select X to return to the Case Exhibit Repository 

- Stamps, Annotations, and Insertions done by you or your colleagues with Case Exhibit Repository access are **retained** and **visible** to you in RemoteDepo Pro™ case proceedings. Private Case Exhibits are only accessible by you and those in your firm with case access permissions.

Option 2: Proceeding Folder

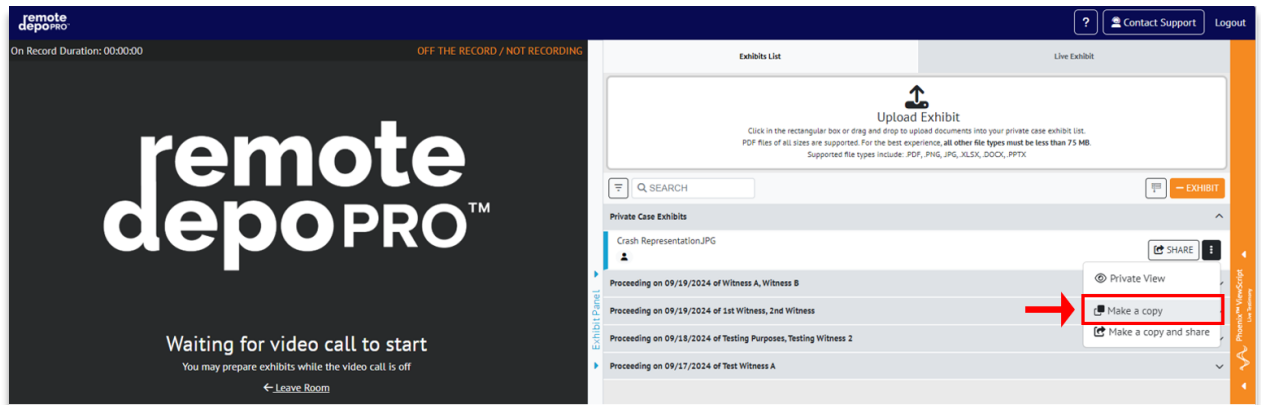
Alternatively, or in addition to loading into private case exhibits, you & those in your firm with Case Exhibit Repository & proceeding access can **organize exhibits by proceeding** for an added layer of exhibit organization:

- Join the proceeding prior to the scheduled start time
 - Join proceeding using emailed link, Case Proceeding List, Dashboard, or Calendar
- The left video conference panel will be in an inactive state
- The collapsible Exhibit Panel on the right will be active allowing you to upload new private Proceeding Exhibits using the exhibit upload button
 - Files can be browsed or dragged and dropped into the upload window



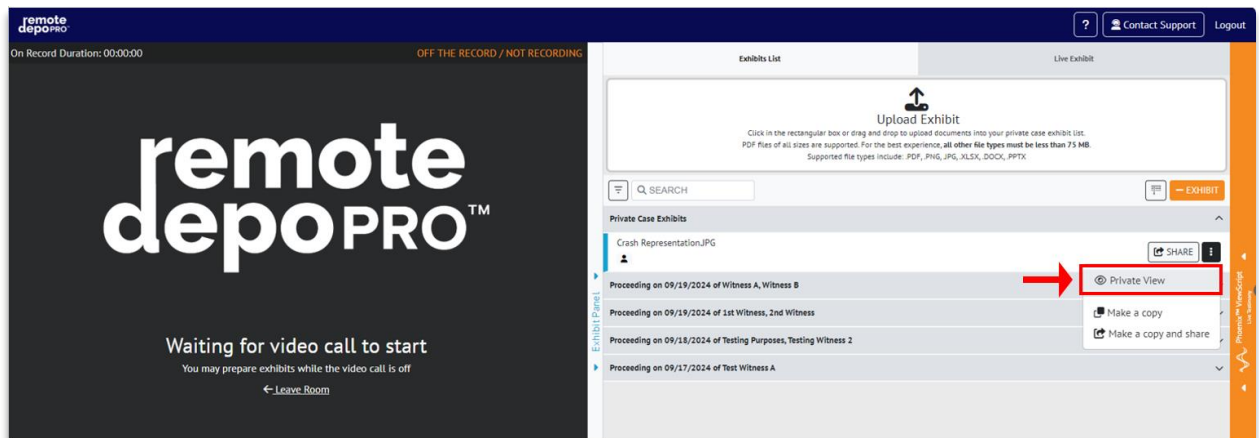
- If you or someone with Case Exhibit Repository access in your firm already uploaded an exhibit to your Private Case Exhibits folder, the exhibit can be copied into the proceeding (commonly known as Today's Proceeding or Today's Deposition Folder)

- a. Click the vertical ellipses on the private case exhibit
- b. Select Make a copy to move the exhibit into the proceeding retaining the original exhibit
 - i. This will prompt you to select with or without annotations

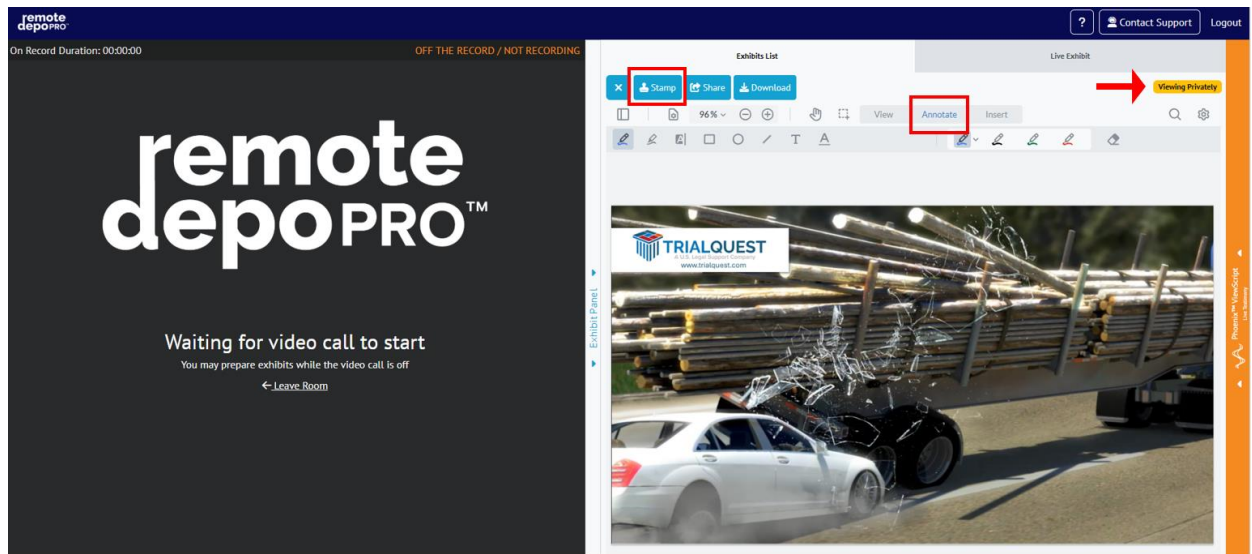



i Exhibits uploaded to a proceeding are only accessible by you and those in your firm with Case Exhibit Repository and proceeding access. No other participants will have access to these private exhibits until they are introduced by you or your colleague with access using the Share or Make a copy and share option in proceeding.

5. Private Case Exhibits and proceeding exhibits can be stamped and annotated by clicking the vertical ellipses on the exhibit and selecting Private View



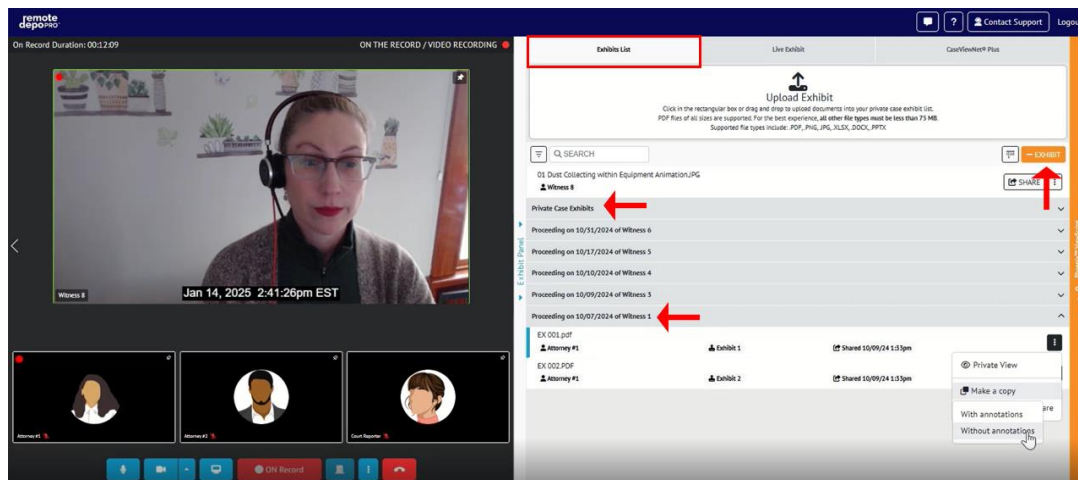
6. While Viewing Privately, click the Stamp button to apply an exhibit stamp or Annotate to mark the exhibit



7. Select X to return to the Proceeding Exhibit List 

During the Proceeding

During the proceeding, you will have access to an integrated **Exhibit List** within the collapsible Exhibit Panel. The Exhibit List will contain your Private Case Exhibit folder, folders of all previous RemoteDepo Pro™ case proceedings you have access to, and any proceeding exhibits you privately uploaded before or during the proceeding.

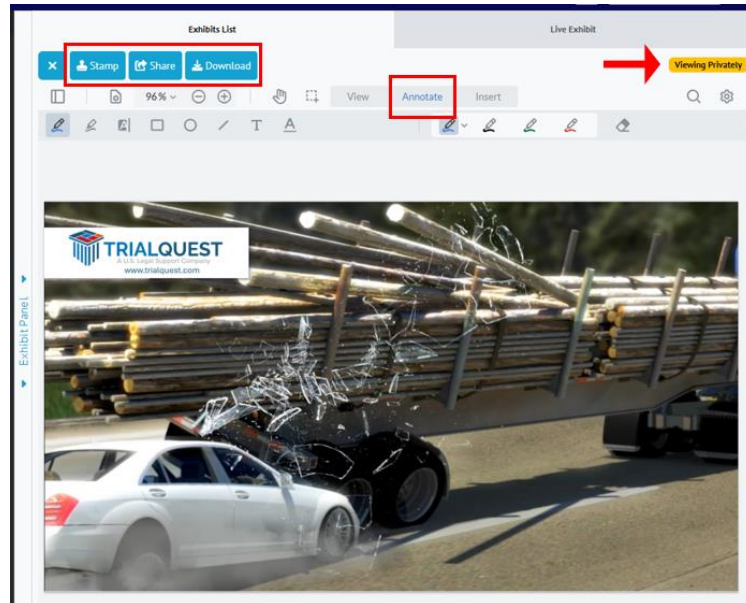


Sharing Exhibits

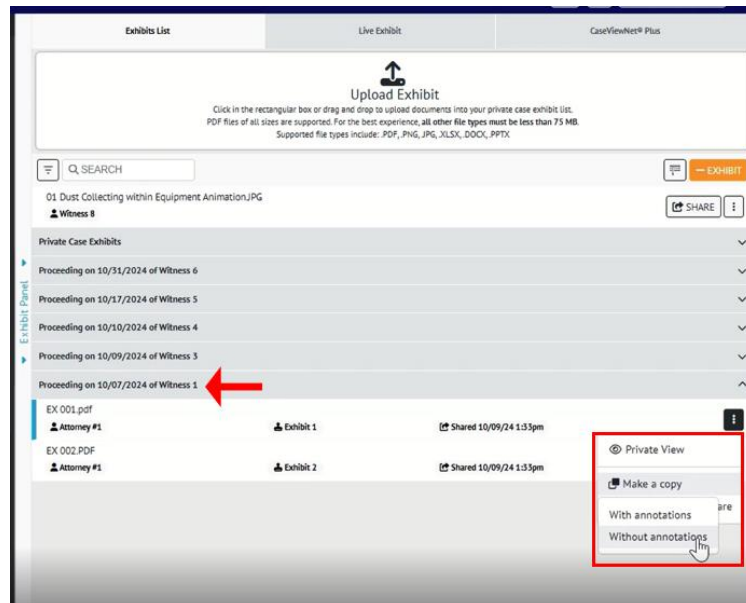
Option 1: Share Previously Introduced Case Exhibits

All previously introduced case exhibits that you have access to will be made available in your Exhibit List. These proceeding folders will be labeled with the proceeding date and witness's name.

1. Click to expand the proceeding folder
2. On the exhibit you'd like to introduce, click the vertical ellipses
3. You can then choose to select Private View, Make a Copy, or Make a Copy and Share.
 - a. Private View will open an Exhibit preview for you only, allowing you to review, stamp, annotate and share your exhibit.



- b. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations



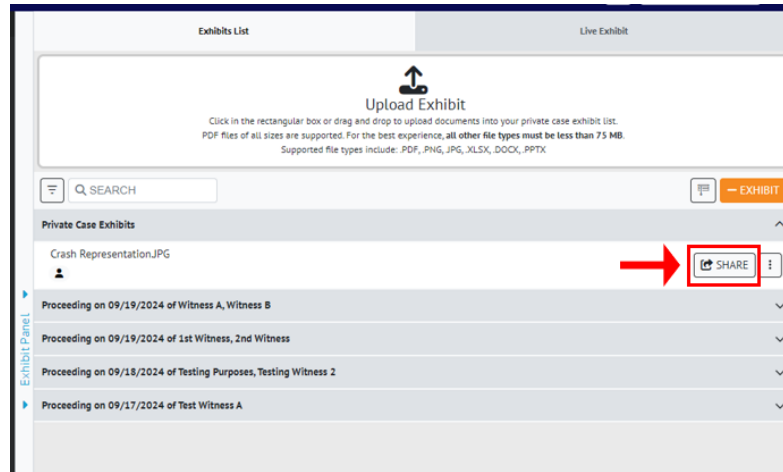
- c. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants to the live exhibit tab.

Option 2: Share Private Case Exhibits

Private Case Exhibits are available within their own folder in your exhibit list. All members of your firm with access can upload, pre-annotate, or pre-stamp private exhibits.

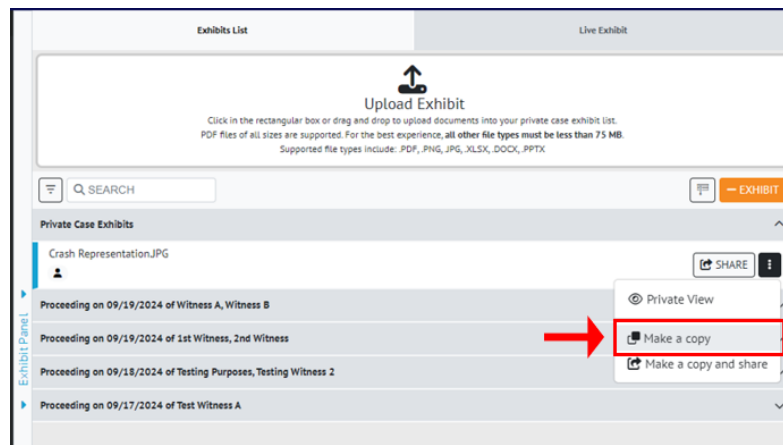
1. Click to expand the Private Case Exhibit folder
2. On the exhibit you'd like to introduce, click the Share button for fast exhibit introduction. Utilizing the one click Share button will:

- a. Move the exhibit from Private Case Exhibits into today's proceeding folder, I.E. the exhibit will no longer be in stored in your Private Case Exhibit folder
- b. Retain all pre-stamps and annotations if applicable
- c. Direct all participants exhibit view to the live exhibit tab

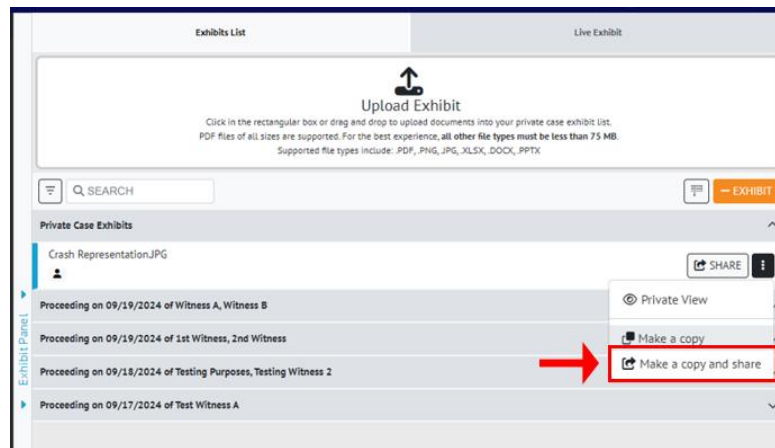


3. If you'd prefer to make a copy of the exhibit so that it's retained in your Private Case Exhibits folder and brought into today's proceeding folder, click the vertical ellipses on the exhibit you'd like to introduce. Then you can then choose to select Make a Copy or Make a Copy and Share.

- a. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations



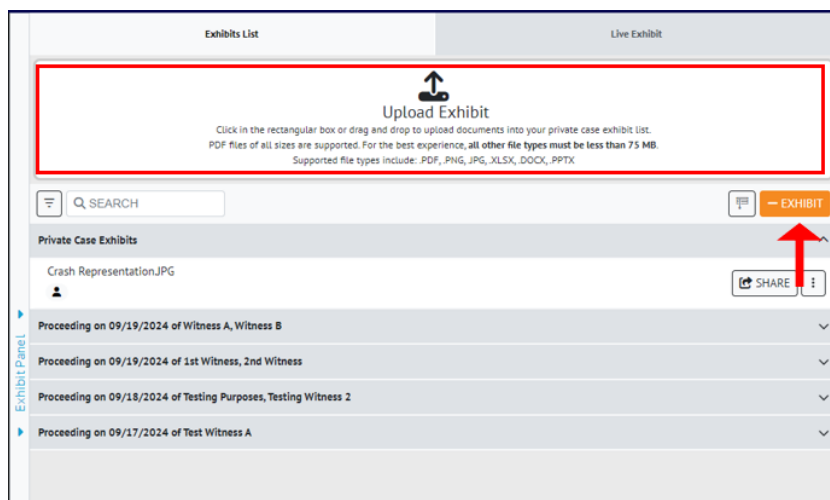
- b. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants to the live exhibit tab.



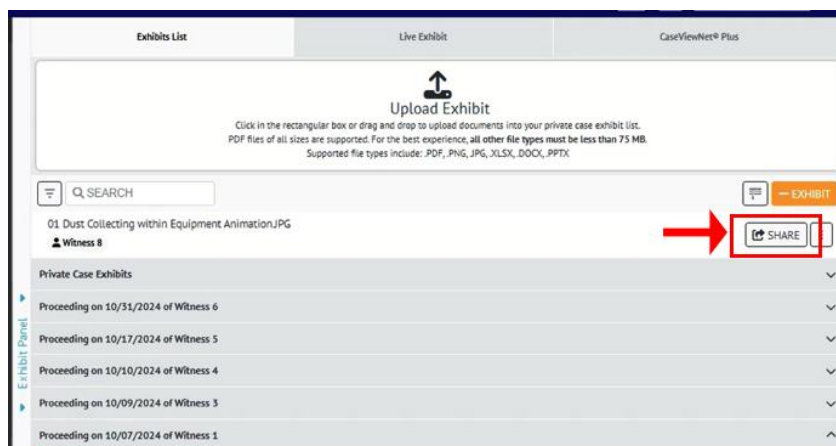
Option 3: Upload and Share Exhibits from Today's Proceeding Folder

Today's proceeding folder will house all exhibits that you or your colleagues with access copied from Private Case Exhibits, copied from previously introduced exhibits, as well as exhibits that were uploaded before or during the proceeding.

1. To upload exhibits to today's proceeding on the fly, click the orange Exhibit button which allows for browse and drag and drop



2. On the exhibit you'd like to introduce, click the Share button for fast exhibit introduction. Utilizing the one click Share button will direct all participants exhibit view to the Live Exhibit tab.



3. If you'd prefer to make a copy of the exhibit so that it's retained in your Private Case Exhibits folder and brought into today's proceeding folder, click the vertical ellipses on the exhibit you'd like to introduce. Then you can then choose to select Make a Copy or Make a Copy and Share.
 - a. Make a Copy will add the exhibit to today's proceeding where it can be shared, with or without annotations
 - b. Make a Copy and Share will both make a copy of the exhibit into today's proceeding and will also introduce the exhibit, with or without annotations. Sharing an exhibit will direct all participants exhibit view to the live exhibit tab.

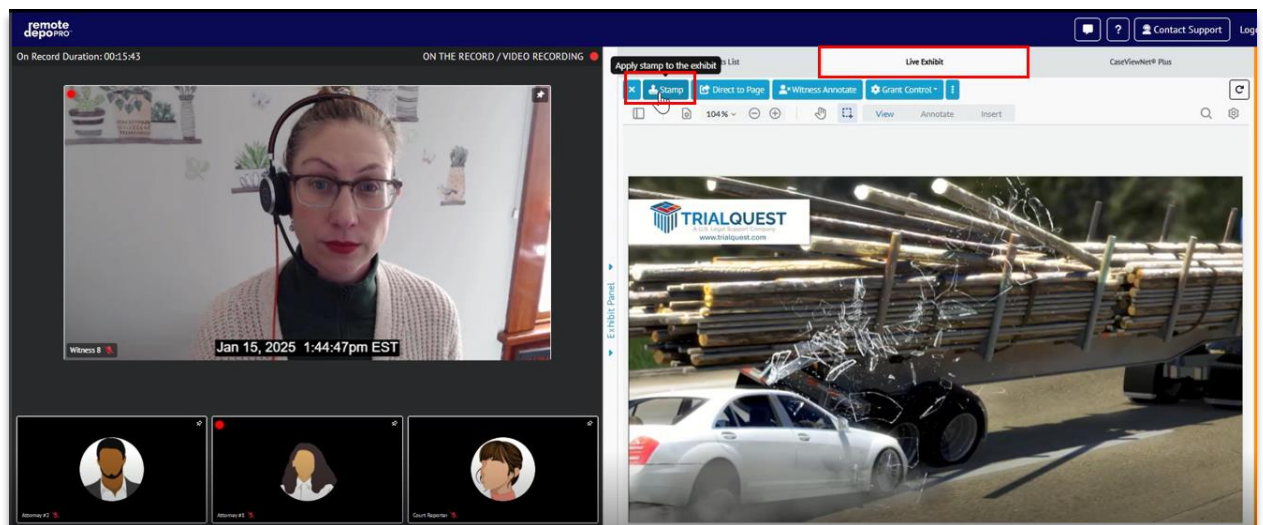
📌 Exhibit names can be searched within the Exhibit List to streamline document introduction

Working with Introduced Exhibits

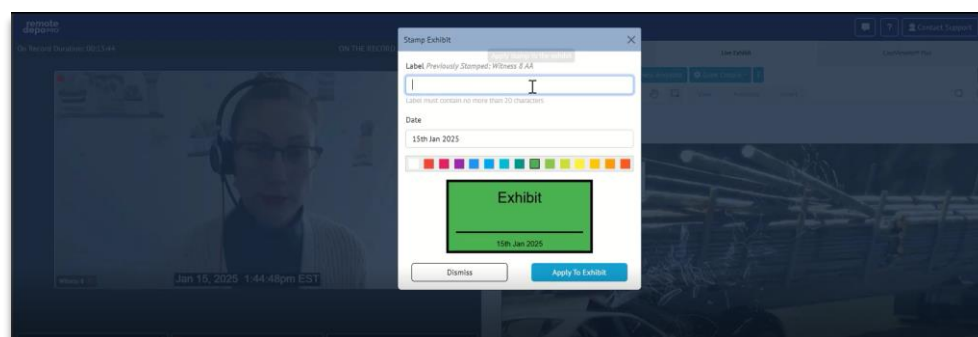
Stamp Exhibits

You can stamp your exhibit once it has been shared, or in private exhibit preview as described above.

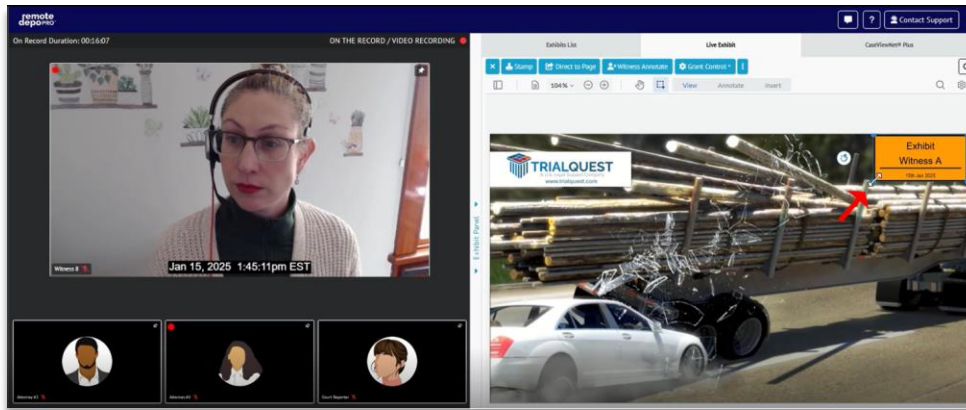
1. Click the Stamp button



2. On the resulting Stamp Exhibit pop up
 - a. Label the exhibit
 - b. Date will prepopulate, but adjust if needed
 - c. Customize exhibit title and color
 - d. Click Apply To Exhibit

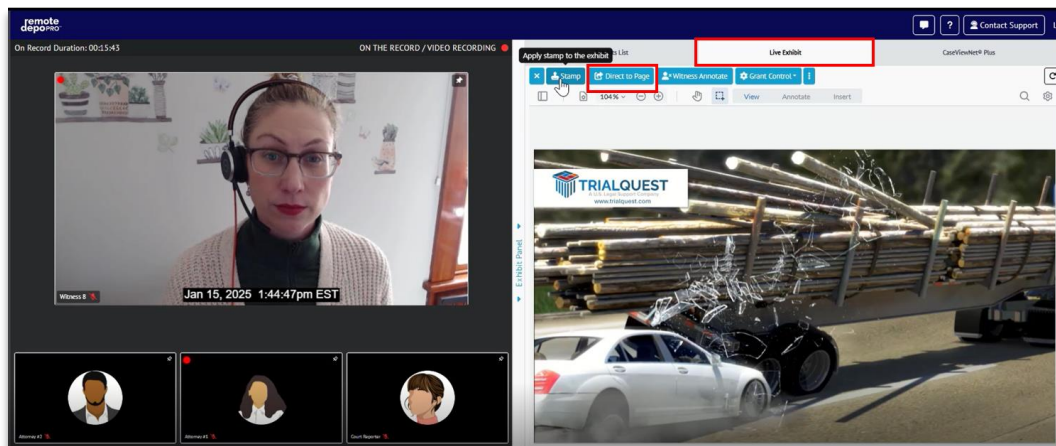


3. The stamp will be applied at the bottom right corner by default, but you can reposition the stamp by dragging it to a new location.
4. You can also resize the exhibit stamp by selecting the stamp and dragging any of the four corners to enlarge or shrink the stamp as needed.



Direct Participants to Page

Within the Live Exhibit view, you can ensure all participants are viewing the correct page of a multi-page document by selecting Direct to Page on multi-page exhibits.

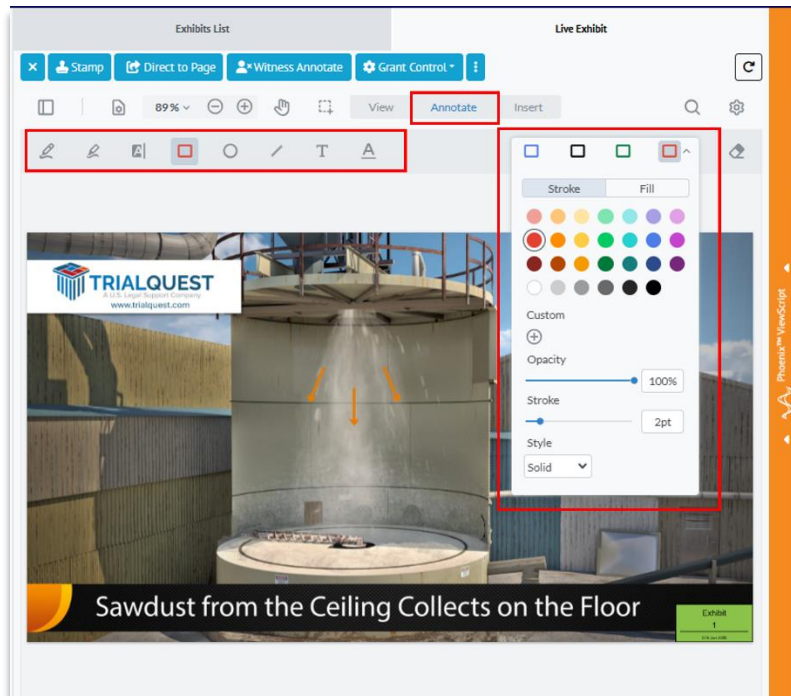


- ❗ Be sure to leverage Direct to Page to set participants view to the intended page of the exhibit.

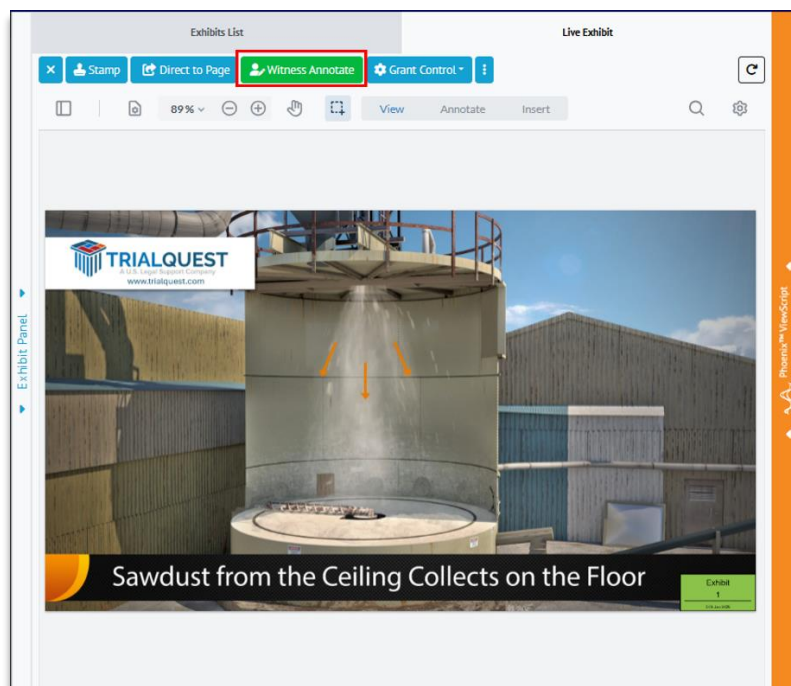
Annotating Live Exhibits

You can annotate a live exhibit by selecting the annotate option or you can enable other participants to annotate by leveraging the Witness Annotate or Grant Control options.

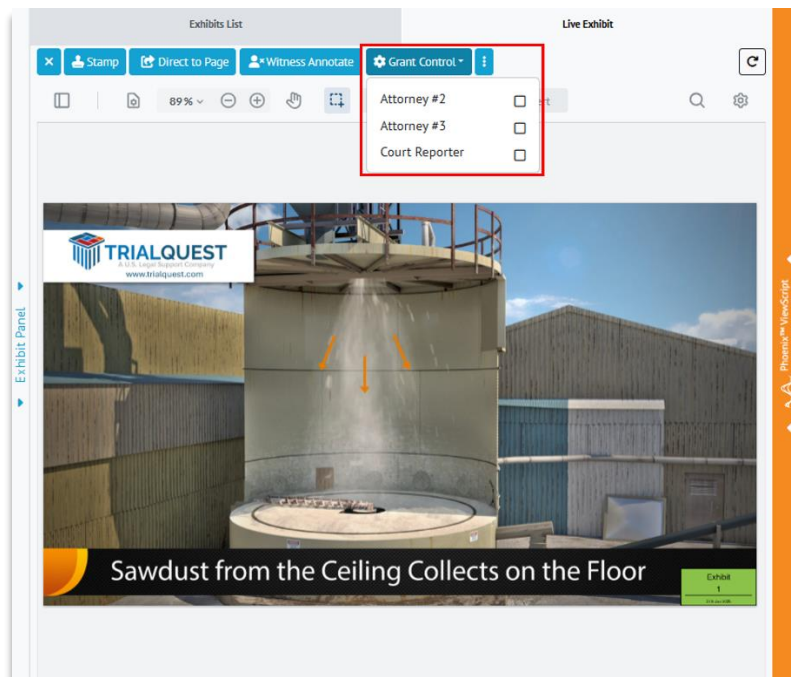
1. To annotate a Live Exhibit, click annotate to a draw, free hand highlight, text highlight, add shapes, add text, underline text and/or adjust the color, opacity, stroke size, and fill per tool



2. To allow a witness to annotate, click the Witness Annotate button. This will enable annotation controls to the witness in the proceeding. When the witness completes the requested annotations, simply click the Witness Annotate button once more to disable the annotation controls for the witness.




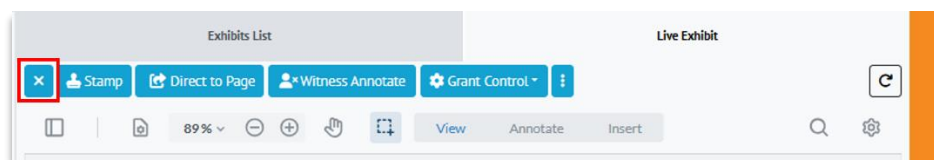
3. To allow other attorneys to annotate, select Grant Control. Here you will have a list of all non-witness participants. Click the checkbox of the individual you would like to provide exhibit control to. When they no longer need exhibit control, simply uncheck the box by the participants name in the Grant Control menu.



Closing Introduced Exhibits

To stop sharing your exhibit to all participants and revert from the live exhibit view back to the Exhibit List, click the X on the exhibit.

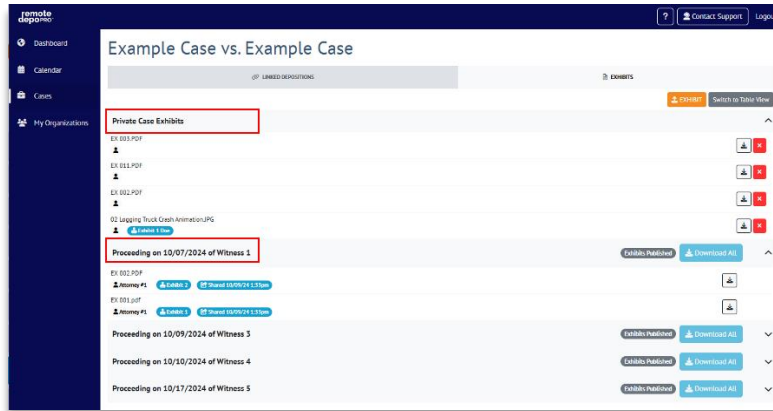
1. Click the X this will close the exhibit for all participants and return you and other participants to respective Exhibit Lists 





- ❗ Native formats such as excel, and CAD should be shared via Share Screen functionality vs Exhibit List if live modifications are necessary.

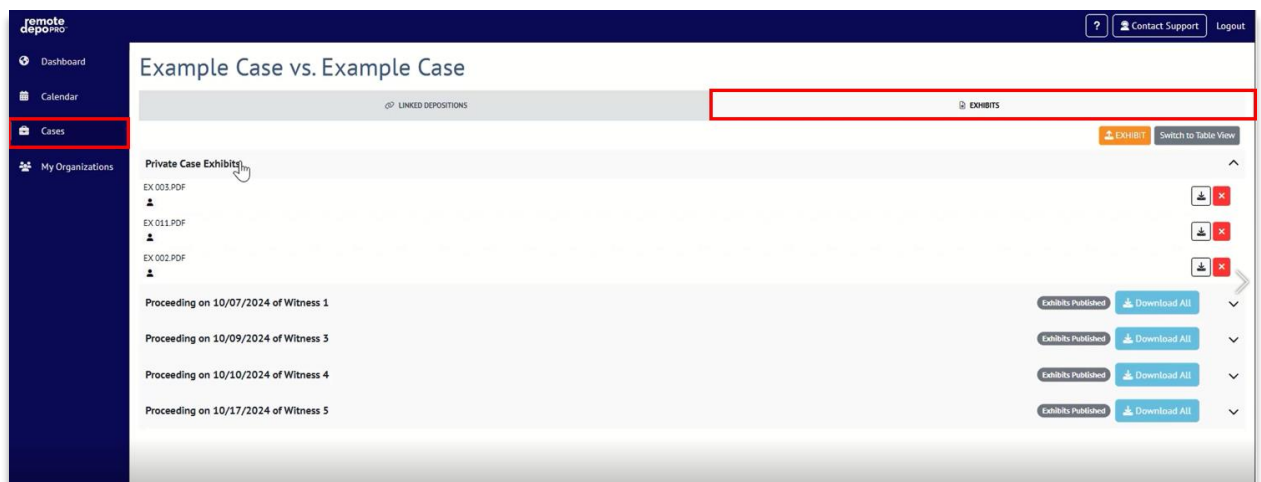
After the Proceeding

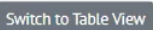
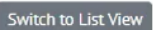
After the proceeding, introduced Exhibits will be automatically available within your Case Exhibit repository in proceeding folders labeled with the proceeding date and witness name. Unintroduced proceeding exhibits will likewise be retained in your Case Exhibit repository in your Private Case Exhibit folders.

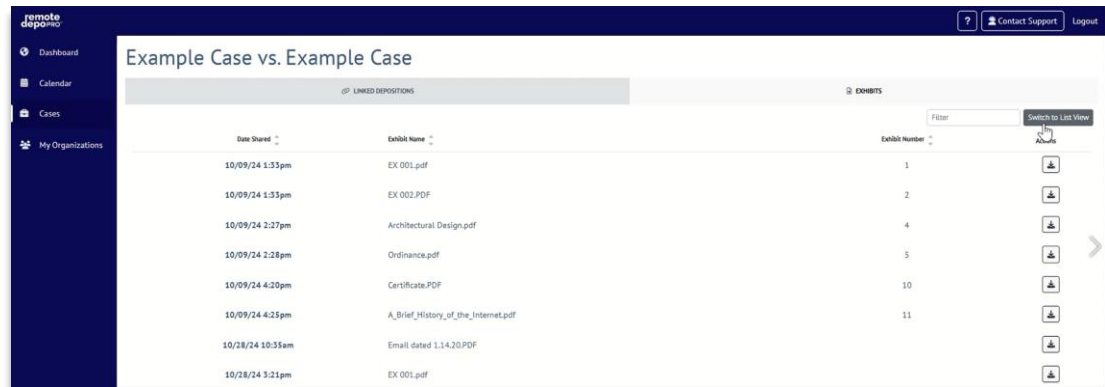


As shown above, these proceeding folders will be made available to you in all future case proceedings within RemoteDepo Pro™. Finally, Exhibits can be viewed in the Master Exhibit list where exhibits are not grouped by proceeding and instead all introduced exhibits can be accessed, searched, and sorted by date or exhibit number.

1. Click Cases on the lefthand navigation
2. Find and select the applicable case, using the filter to search if needed
3. Within the case, select the Exhibit tab
4. Here you will have:
 - a. **Private Case Exhibits**, including any proceeding exhibits that you did not introduce
 - b. **Proceeding Exhibits** labeled with proceeding date and witness name
 - c. To Download
 - i. Click download all button to download all exhibits from within a proceeding 
 - ii. Expand a folder to download individual exhibits by clicking the download button 
 - d. To Preview, select the exhibit to open in an exhibit preview mode



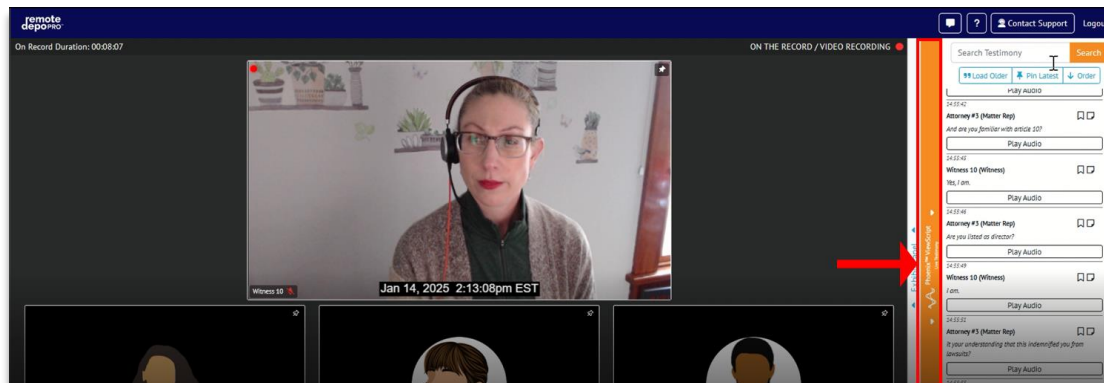
5. For a **Master Exhibit list** (vs a folder structure) view, click Switch to Table 
 - a. All introduced exhibits will present in a list format
 - b. Columns are all sortable so you can arrange by date or exhibit stamp number
 - c. Filter search is available to search for specific exhibits
 - d. To swap back to a folder level view, click Switch to List View 



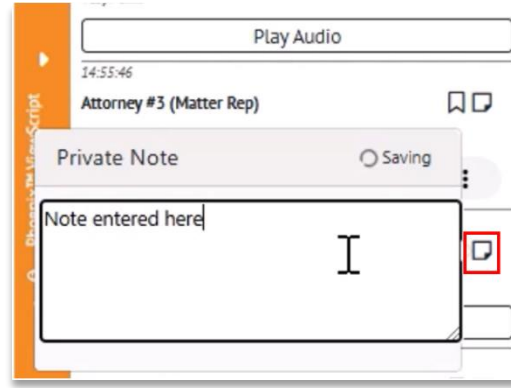
ViewScript, the Live Speech to Text Feed

All RemoteDepo Pro™ proceedings will come equipped with a live speech to text feed that is generated by Artificial Intelligence (AI). This feed presents speech as text labeled with speaker IDs and time stamps. Feed can be notated or book marked privately. You can also leverage this feed to play back audio clips.

1. To open the ViewScript feed, click the orange panel on the far right to expand. This panel can be collapsed or expanded at any point during the proceeding.

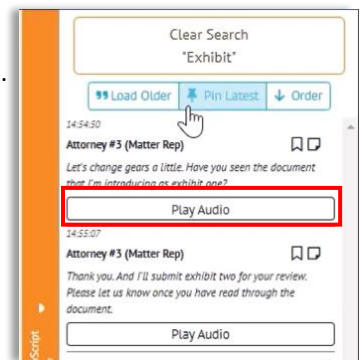


2. Within the ViewScript window, click the note icon to insert a private note. Click Bookmark to bookmark.



3. Select Play Audio to playback a specific audio segment privately. For reporter led playback to all participants, request that the reporter facilitates playback.

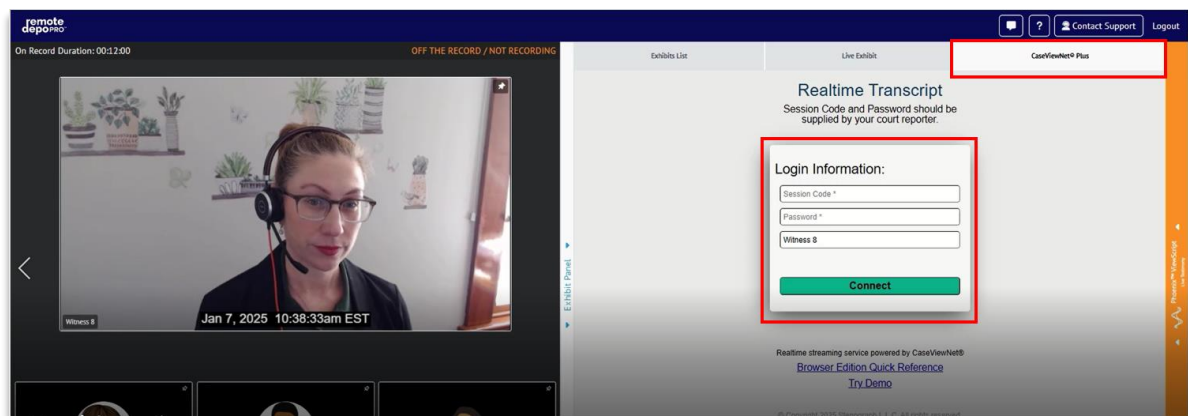
4. Leverage the top navigation options to
 - a. Search Testimony by entering key words into the filter bar and clicking Search. Click clear search when done
 - b. Select Load Older to see text from earlier in the proceeding
 - c. Select Pin Latest to keep the feed in sync with the live proceeding
 - d. Select Order to sort the feed from oldest to newest and vice versa



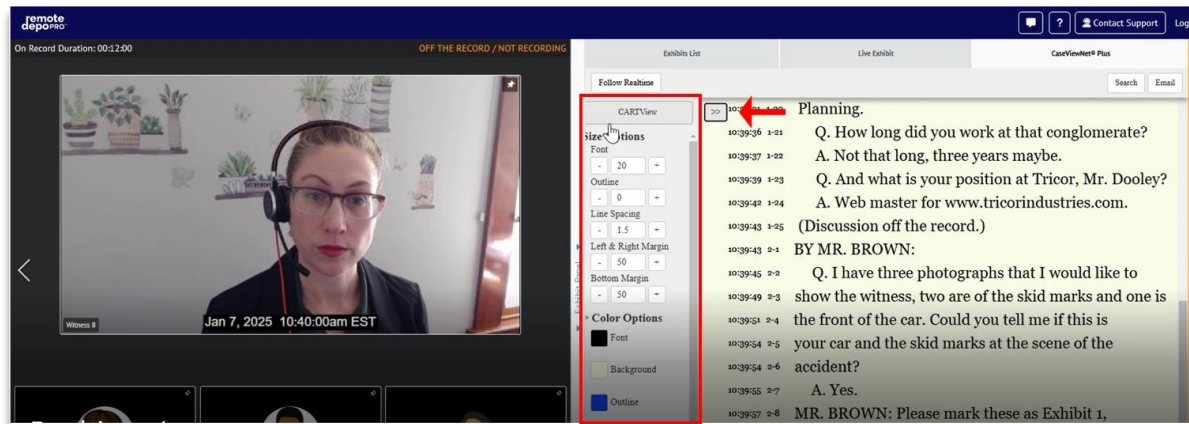
Stenographic Realtime

When ordered pre-proceeding, a realtime reporter will be able to provide an integrated realtime feed within RemoteDepo Pro™. If preferred, a traditional realtime link can be separately provided by reporters.

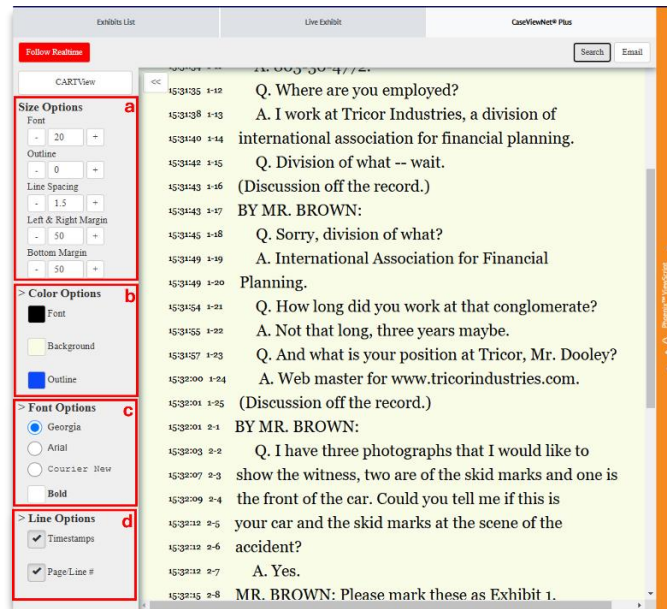
1. Click the CaseViewNet Plus tab
2. Enter the session code and password provided by the reporter



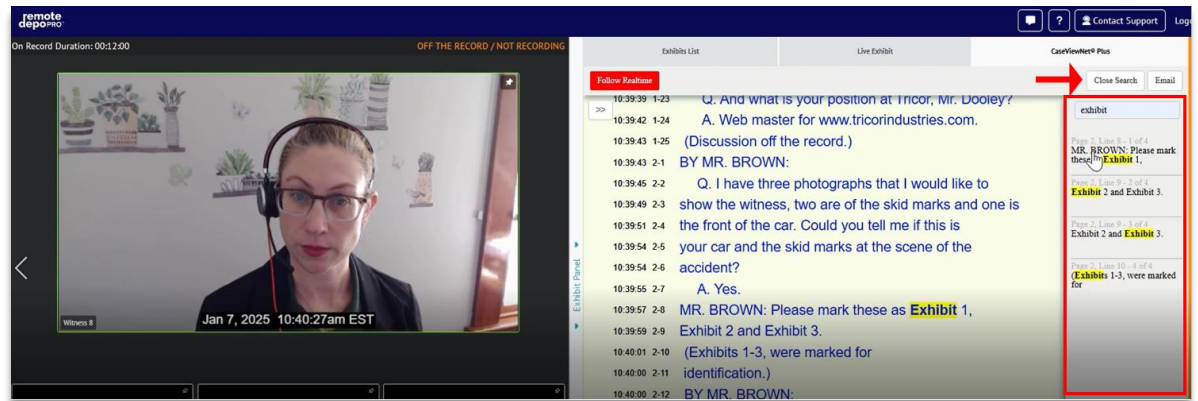
3. To customize, open the formatting panel by clicking the double arrow and selecting available options



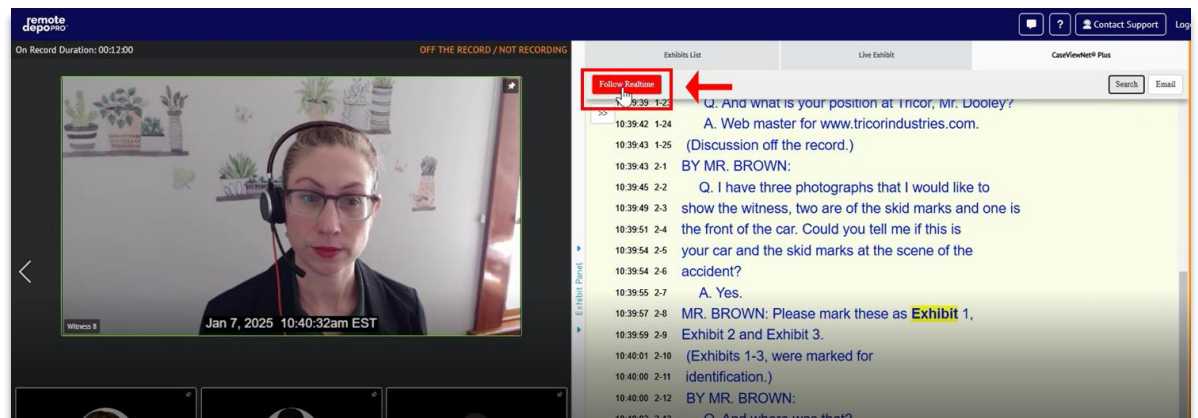
- Adjust font, outline, line spacing, margins
- Adjust color options for the font, background, and outline
- Adjust font and font formatting
- Edit line options to include or exclude timestamp and page/line #s



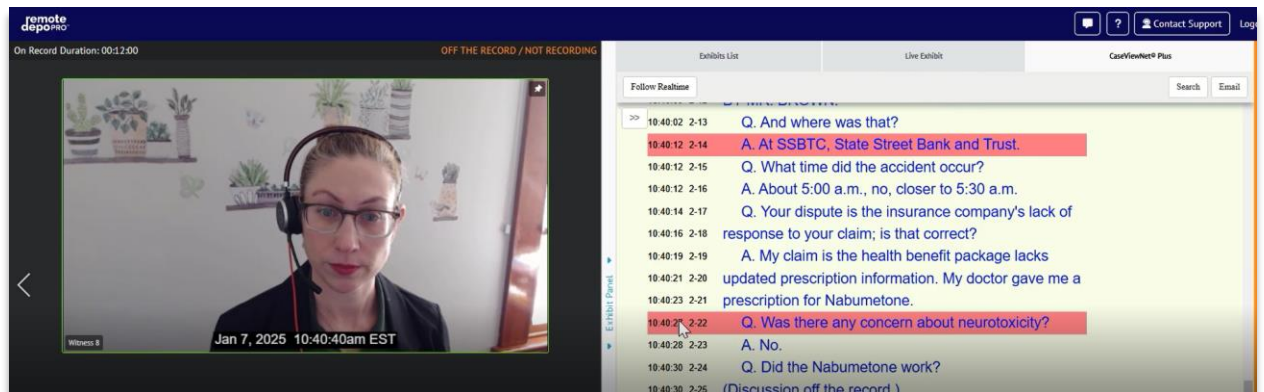
- Click the arrows once more to collapse the formatting panel
- Search Realtime feed by clicking Search, entering a key word and pressing enter
 - All results will display beneath the search bar with key words highlighted
 - Click result to jump to that section of testimony



c. To return to the live proceeding realtime, click Follow Realtime



6. To bookmark testimony within the realtime feed, double click the line and it will visually highlight



Technical Support

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Scheduling

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