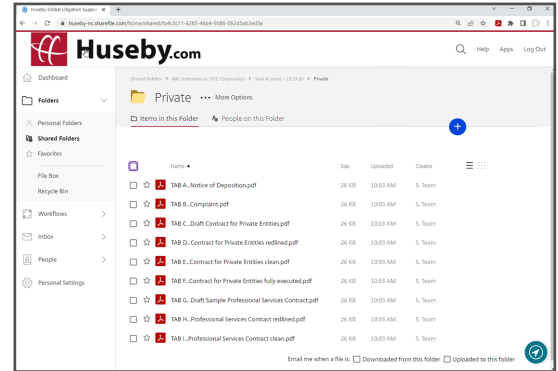
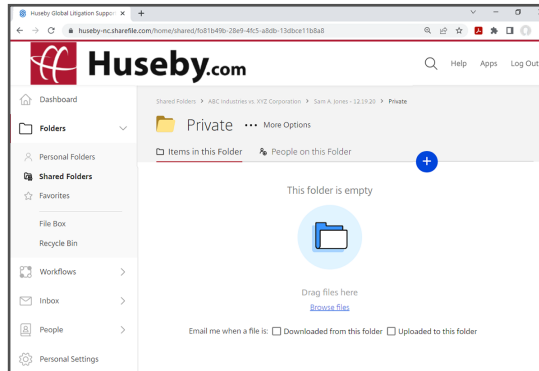


# Your Deposition Hot Seater Intro

Within 24 hours after you receive your deposition confirmation from the Huseby Calendar team, you will receive an e-mail from Remote Depos with your **Sharefile** invitation. **Click the link to choose a passcode and log-in!**

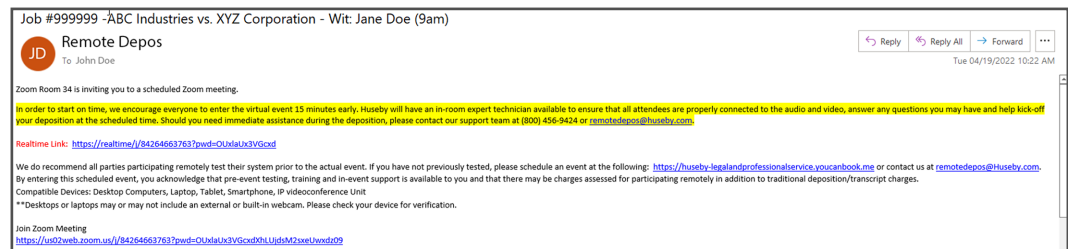
Then drag-and-drop all Potential Exhibits that may be brought up during your deposition. Your Huseby **Hot Seater** will have them ready to present at your request. All types of file formats are accepted, including: PDF, Excel, Word, image, video, and audio files!



**Expert Tip!** Add a prefix to all of your exhibit file names prior to uploading them to Sharefile. By doing so, you are providing your **Hot Seater** an easy way to pull up the exhibits you request for live presentation, quickly and seamlessly!

Prior to your deposition, you will receive an e-mail introducing your **Hot Seater**, who will be fully prepared to support you before and during your deposition. Have their e-mail address at-the-ready in case you need to provide them additional documents to add to your Potential Exhibits cue, either before or during the deposition.

**Watch your e-mail for your remote deposition meeting invite within 24 hours of receiving your deposition confirmation e-mail from Huseby:**



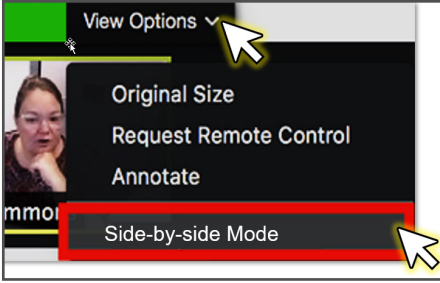
If you will be utilizing Realtime feed, you can expect to receive your link via e-mail approximately 30 minutes prior to the start of your deposition. This ensures that your link is at the top of your e-mail inbox!

Your remote meeting room will open 30 minutes prior to your deposition start time. Your **Hot Seater** can assist with getting everyone's views and audio/video feed set up properly, and can assist with making certain the deponent's lighting and positioning are set to ensure a clear video feed and recording.

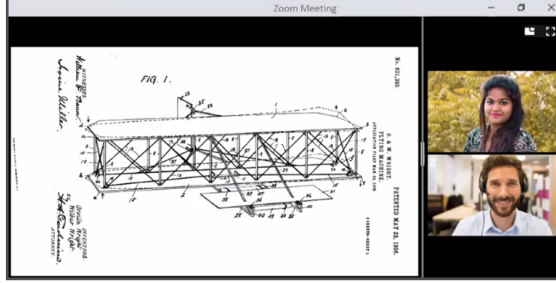
**Expert Tip!** Two people logged into the same event in a shared room should use headphones or a shared speaker phone, to make certain there is no audio feedback or interference.

# Recommended Screen Settings

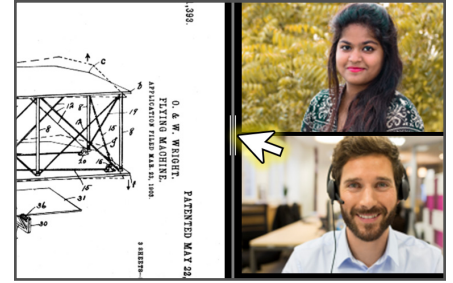
## Choose side-by-side mode



## The resulting view



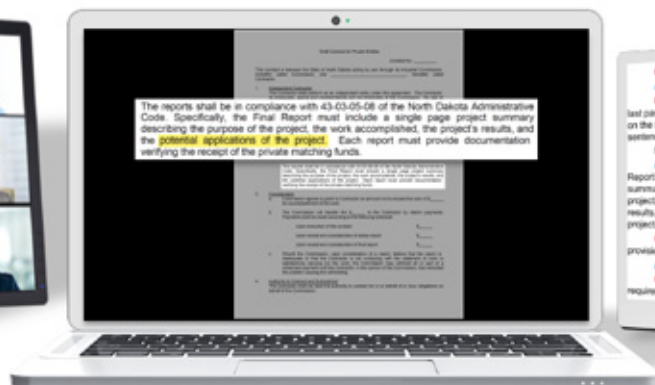
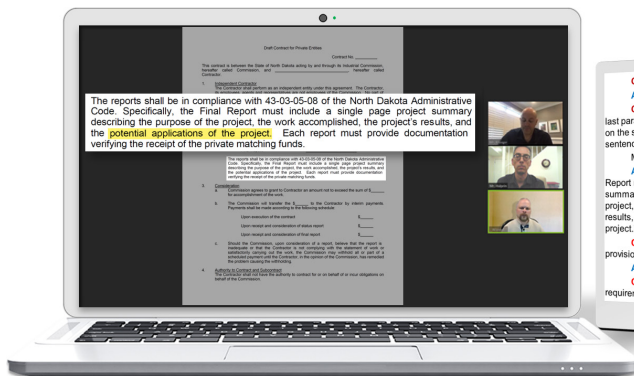
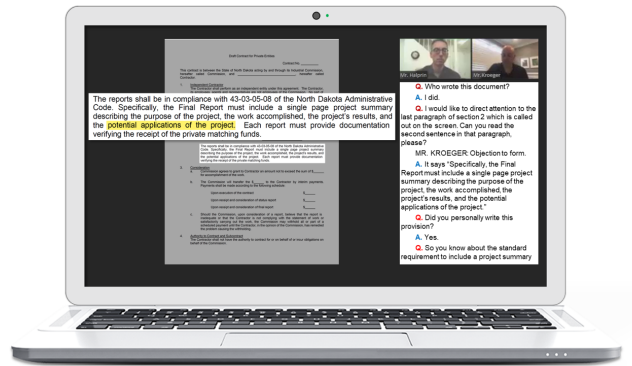
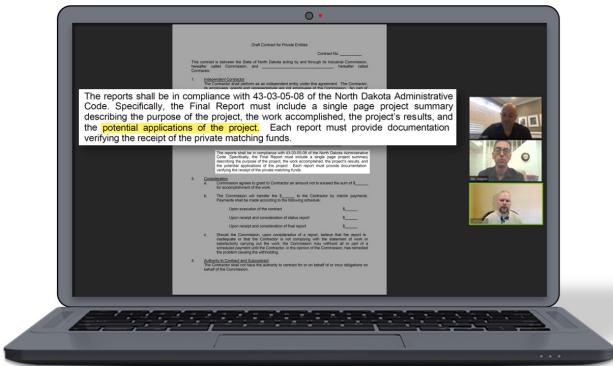
## Drag dividing line to customize



**More recommendations:** Push video tiles all the way to the right, so the Share Screen area is as large as possible. Also, hide non-video participants in your Zoom settings.

# Various Screen Configurations

Choose the set-up that works best for you.

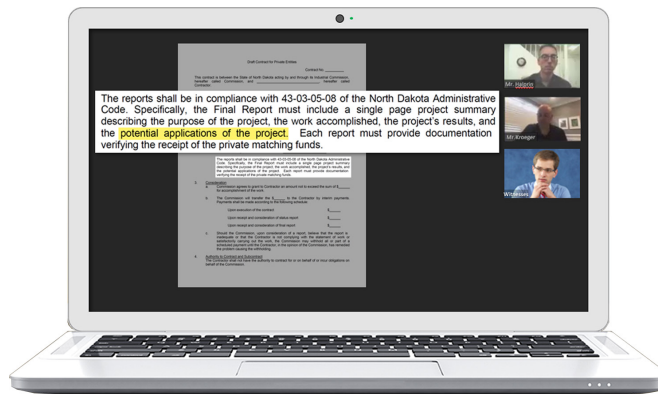


## Important Things to Note About Your Huseby Hot Seater:

- Your **Hot Seater** is a neutral party working for all parties
- They are prepared to assist with any technical issues that may arise among the parties
- They will manage the exhibits folder

**Expert Tip!** To assist in ease of presentation, when requesting an exhibit to be presented, reference the exhibit by its prefix, so the **Hot Seater** can easily find and display it during the deposition proceedings.

- They can and will respond to verbal commands relating to a displayed exhibit
- They can pull-up exhibits on the shared screen and mark them electronically. They can call out parts of a document; highlight words, phrases, or sections; compare different sections/pages from within one document or between multiple documents, and more!



### Breakout Rooms

Breakout rooms allow parties to enter private sessions during off-the-record breaks in the deposition proceedings.

Your hot seater can accommodate your requests - simply ask!

### Witness View and Picture-in-Picture

An official deposition recording will be of the traditional witness view only.

During the deposition proceedings, Huseby is also simultaneously capturing a picture-in-picture view of a witness / exhibit combination.

This is not automatically provided, but you can request a copy of this recording at no additional cost.

### Annotation Tools

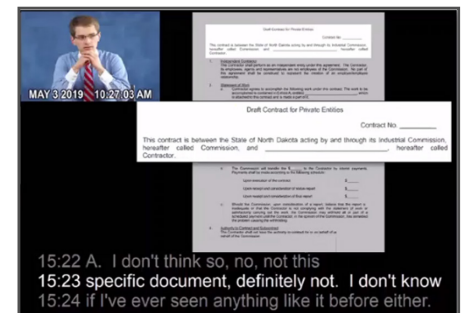
Annotations added to a document can be made part of the Final Exhibit(s). Note that this request must be made of the hot seater verbally and explicitly by counsel.

Control of the exhibit and the annotation features can be handed over to the witness at counsel's request.

### Traditional Witness View



### Picture-in-Picture View



**More Expert Tips!** Test your device with **Huseby Remote Depos** prior to the date of your event. On the day of your event, log-in early!