



HusebyConnect

Frequently Asked Questions

The screenshot displays two side-by-side windows from the Huseby Connect application. The left window, titled "Video", shows a real-time video call between a man and a woman. Below the video is a transcript window with a list of text and timestamps. A pop-up window titled "Add/Edit Bookmark" is overlaid on the transcript, showing a list of highlights with categories like "Credibility", "Follow up", "Sustainability", "Question Facts", and "Review Findings". The right window, titled "Huseby PDF Exhibit & Annotation Tool", shows a technical circuit diagram of a motor driver. A red arrow points to a specific component in the diagram, which is highlighted in yellow. The diagram includes labels for various components like regulators, drivers, amplifiers, and a motor. A "HIGHLY CONFIDENTIAL" stamp is visible in the top left of the diagram, and a "Defendant's Exhibit 11" stamp is in the top right. A text box at the bottom of the diagram reads: "This is an example of annotating on an exhibit live during the deposition. Counsel around the world have the ability to see and participate from a computer or tablet."

Frequently Asked Questions

Joining my Event

- ▶ How do I join my event?
- ▶ Why can't I join the event from the "Join Now" button?
- ▶ How do I close the Tips pop-up window?

Connecting Audio

- ▶ How do I connect to the event audio?
- ▶ Why am I hearing hold music?
- ▶ How do I mute my audio?
- ▶ What do I do if I hear an echo?

Connecting Video

- ▶ How do I start my webcam?
- ▶ What should I do if my video drops connection?

Presenting Exhibits

- ▶ When can I log on and pre-upload my exhibits?
- ▶ What type of file can I upload?
- ▶ How long are my preloaded documents saved?
- ▶ When preloading documents, what does the "is shared" check box mean?
- ▶ How do I give the witness annotation rights?
- ▶ How do I mark and save exhibits?
- ▶ How do I use the annotation tools?
- ▶ How do I edit, move or delete an annotation?
- ▶ Can I pre-mark my exhibits before the deposition?

Private Chat

- ▶ How do I start a private chat with other participants?

Portal Repository

- ▶ How do I view and/or download exhibits, draft transcripts or recordings?
- ▶ How long are my final exhibits saved in the portal?
- ▶ When will my recording be available?

Real-time

- ▶ How do I annotate on the real-time feed?
- ▶ How can I view my annotations?
- ▶ My transcript feed stopped scrolling, how do I start it back up?

Joining my Event

How do I join my event?

You have the option to view the event from the web version, but for a stronger connection and increased functionality we recommend you download the add-in and run the diagnostic:

PC Users:

[Download **latest** Add-in for Windows](#)

Mac Users:

[Download **latest** Add-in for Mac](#)

Diagnostic Test:

[Click **here** to test the laptop you plan to use](#)

If you are a reporter/videographer, disable sleep mode and the screen saver on your computer

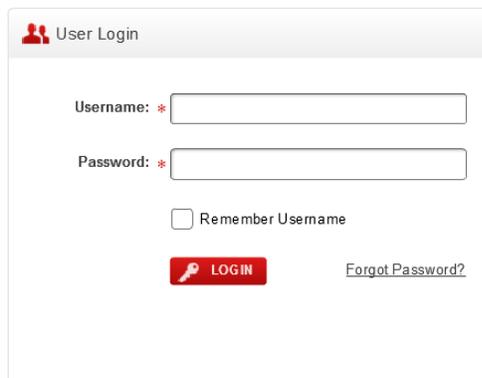
Visit <https://cloud.huseby.com>

or

Visit www.huseby.com/huseby-connect and click the Log-in button.



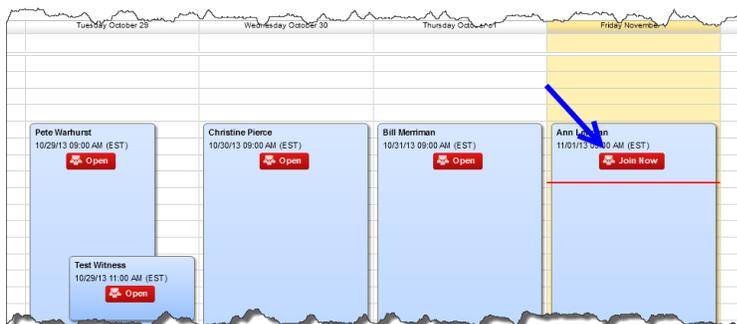
Enter your username and password.

A 'User Login' form with a header icon of two people. It contains fields for 'Username: *' and 'Password: *', a 'Remember Username' checkbox, a red 'LOGIN' button with a key icon, and a 'Forgot Password?' link.

Your calendar is under the Schedule tab.



Join your events from either list view or calendar view. View details from list view.



Why can't I join the event from the "Join Now" button?

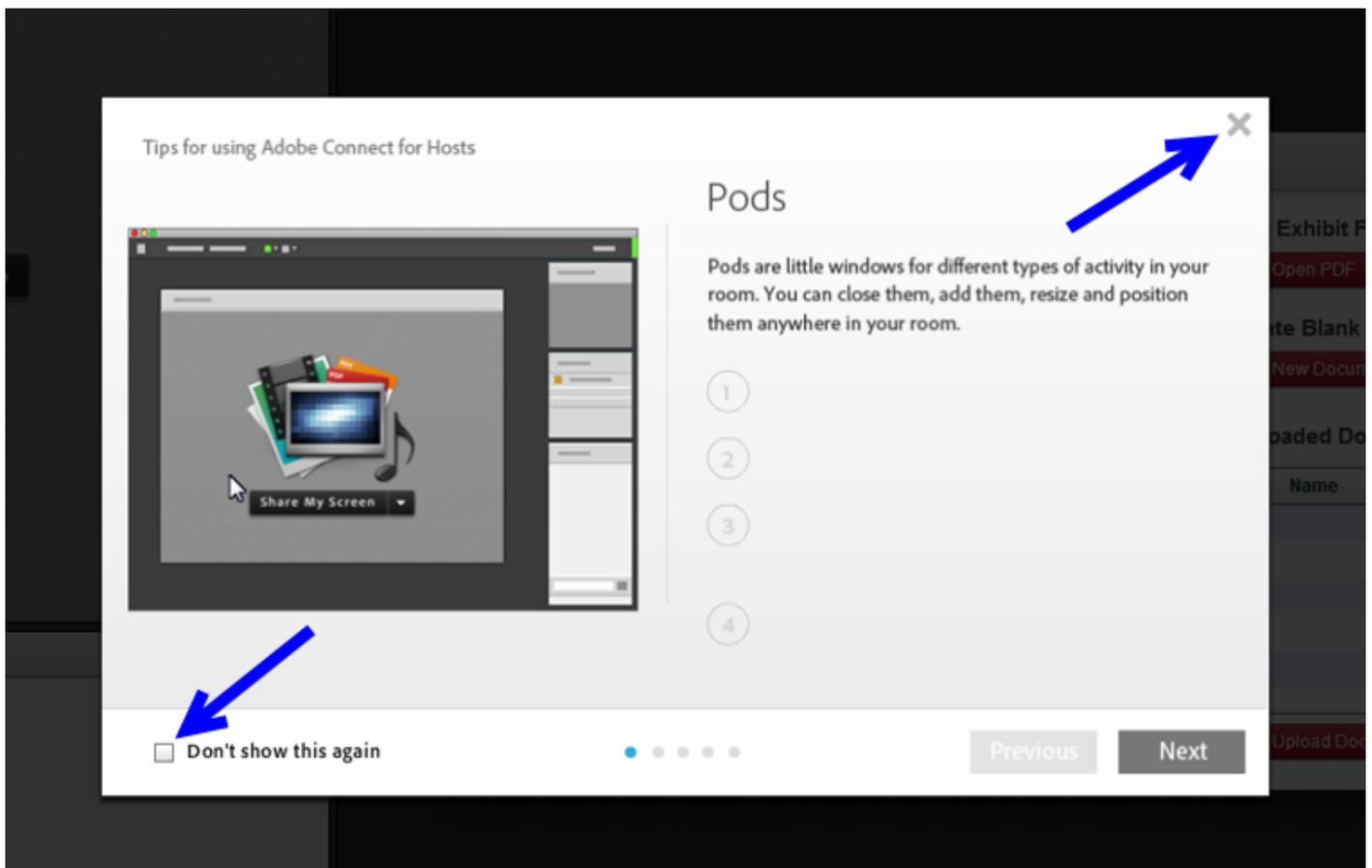
Are you using Google Chrome? Try switching to either Internet Explorer, Firefox or Safari.

If you are using FireFox or Internet Explorer and still cannot join please contact Huseby at (800) 333-2082.

How do I close the Tips pop-up window?

Check the "Don't show this again" box.

Click the "X" on the top of the window to close.



Connecting Audio

How do I connect to the event audio?

Click Dial-in to the Audio Conference via Phone option.

Dial 1-800-832-0736 from the conference room phone.

When the automated message prompts you for the room number, enter the number in the window starting with * and finishing with #.

Example *2389779#

Click Done when connected.



Why am I hearing hold music?

Until the Reporter or videographer call in and enter the host code you will continue to hear the hold music.

How do I mute my audio?

Click the speaker icon at the top of the HusebyConnect Tool Bar.



What do I do if I hear an echo?

Check to make sure your computer microphone is muted when connected through the telephone.

Connecting Video

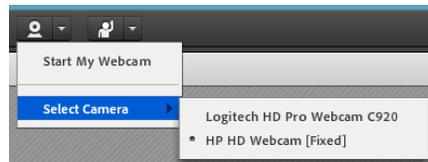
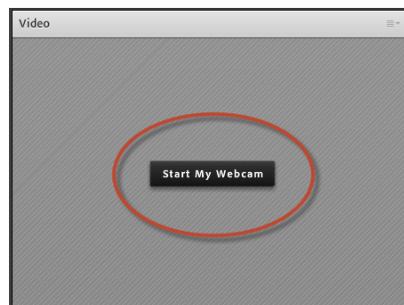
How do I start my webcam?

Step 1

You have the option to use a built-in webcam or external camera.

If using an external camera be sure to connect the camera to the computer either by USB or firewire and make sure the computer recognizes the connection before joining the event.

To switch cameras, click Select Camera from the options menu or choose the camera icon on the top of the screen.



Step 2

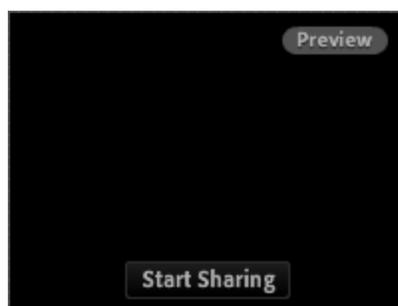
Click Allow.

This allows access to your camera.



Step 3

Click Start Sharing.



What should I do if my video drops connection?

If your video drops simply restart the video by click Start My Webcam.

(Video runs smoother in the application mode vs the web mode. Download the add-in for better video).

If the witness' video drops make the reporter/videographer aware and have them restart the video for the witness.

Presenting Exhibits

When can I log on and pre-upload my exhibits?

You are able to log on the morning of the deposition, however you will need to contact the Special Services department at 1-800-333-2082 to ensure you gain presenter rights needed for uploading documents.

What type of file can I upload?

You can only upload PDF files.

How long are my preloaded documents saved?

The preloaded document section is temporary storage and the files will be wiped off the system each morning at 4am.

When preloading documents, what does the “is shared” check box mean?

Clicking the “is shared” check box allows others to see the documents you have added to the preloaded documents queue.

Select this only if you would like the documents in your queue seen by others.

How do I give the witness annotation rights?

Counsel can pass annotation rights to the witness and take rights away at any time by using the Delegate button on the top right of the exhibit presentation pod.

How do I mark and save exhibits?

Make sure you are viewing the page you want to mark.

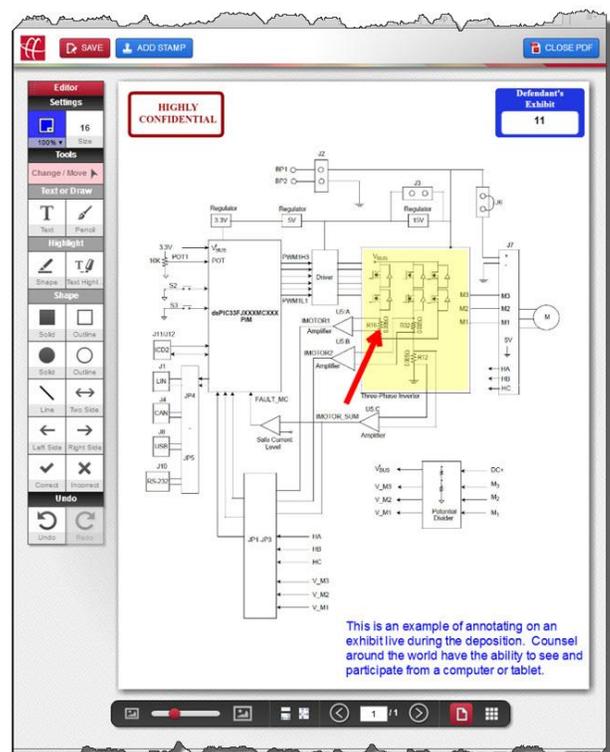
Click the ADD STAMP button.

Place the stamp on the document and type the exhibit number.

Once you are finished annotating the exhibit click the Save button.

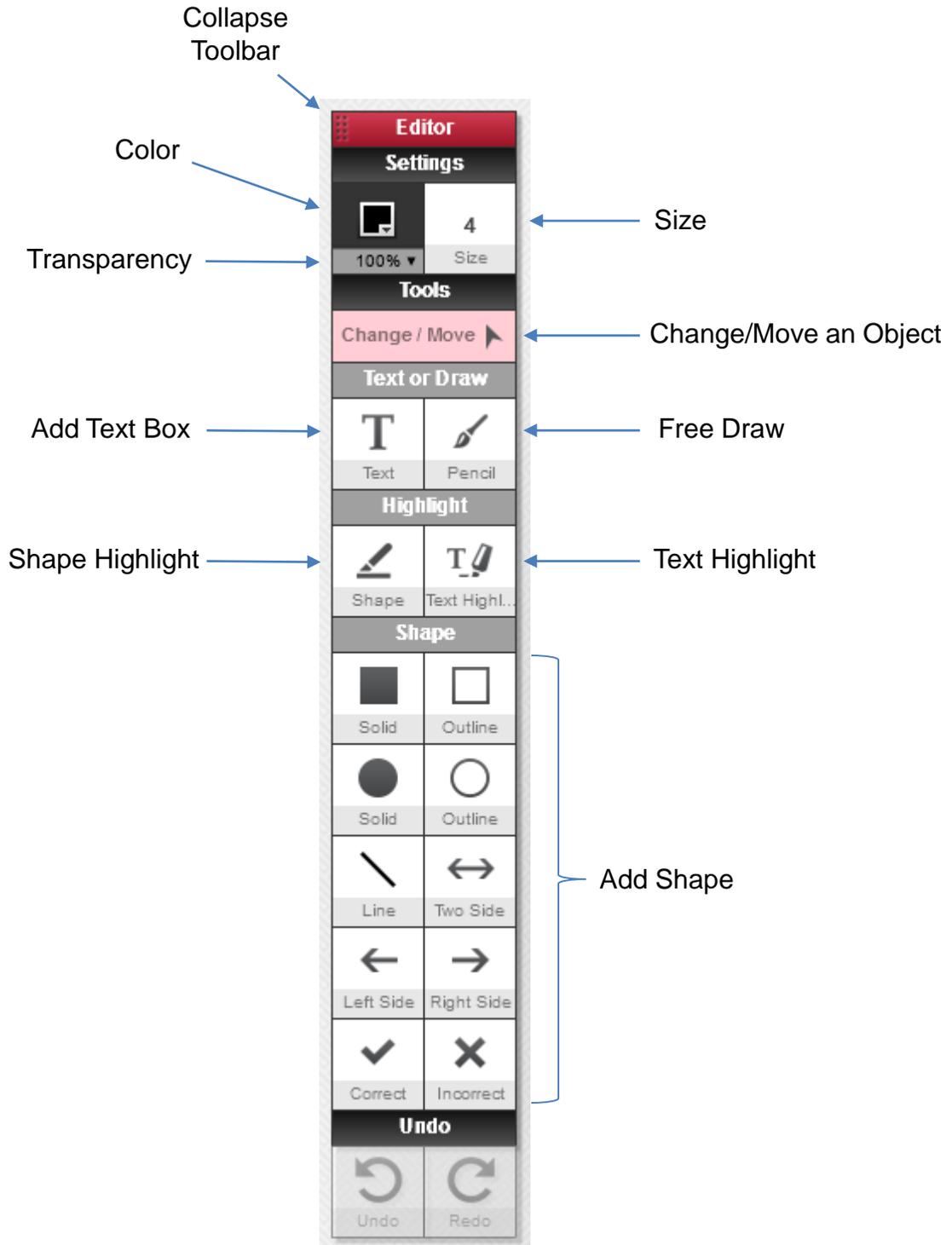
The document will be then saved into the case exhibit history.

Once the document is marked and saved it will no longer be editable.



How do I use the annotation tools?

1. Select a color
2. Choose transparency (if applicable)
3. Choose size
4. Select annotation tool



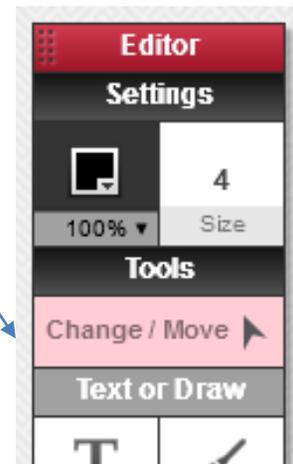
How do I edit, move or delete an annotation?

Click the Change/Move option in the annotation tool bar.

Select the object you wish to change.

Change options include:

- Color
- Transparency
- Font size in text box
- Thickness of line or arrow
- Length of line or arrow
- Size of circle or square



Can I pre-mark my exhibits before the deposition?

The answer is yes, but when you mark an exhibit and click save it then becomes un-editable in order to maintain the integrity of the annotations made to the exhibit. Unless you are not planning to make any annotations on the exhibit, we suggest you mark the exhibit when presenting during the event.

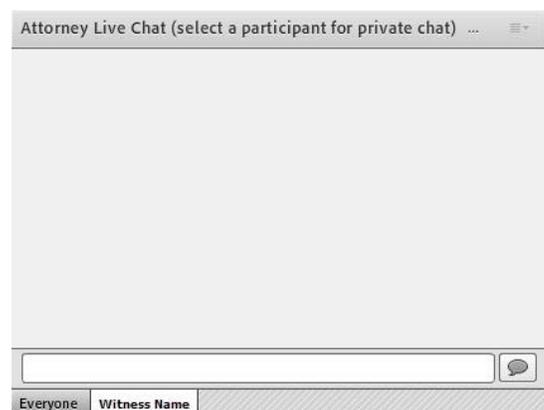
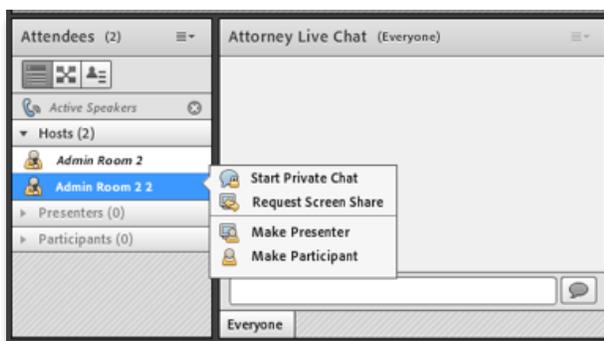
Once an exhibit is marked and saved it will show up in the exhibit history.

Private Chat

How do I start a private chat with other participants?

Hover over the participant's name you would like to start a private chat with and then click Start Private Chat.

Each private chat will show up as a separate tab at the bottom of the chat pod.



Portal Repository

How do I view and/or download exhibits, draft transcripts or recordings?

Visit <https://cloud.huseby.com>

Enter your username and password.

Select the Case Management tab.



Select the case associated with the file(s) you would like to view and/or download.



Click the History tab on the right side of your screen.



Search the file(s) to view or download.



How long are my final exhibits saved in the portal?

The exhibits will be stored in your HusebyConnect repository for seven years.

When will my recording be available?

The recording can be available immediately after the deposition if you make Huseby aware you need the recording right away otherwise the recordings are automatically uploaded at the 4am the morning after the deposition.

Real-time

How do I annotate on the real-time feed?

The real-time feed can be annotated in two ways:

1. Click on a line and hit the space bar to add a mark.
2. Double clicking on a line. A box will appear allowing you to manage issues, choose colors for highlighting and add notes.

Annotations are only viewable by you.

The real-time transcript is automatically saved in your portal's repository and can be exported (with annotations) into Summation, LiveNote or CaseMap.

The screenshot displays the 'Huseby Real-time Transcript' application window. The interface includes a top toolbar with options like 'Draw', 'Stop Sharing', and 'Full Screen'. Below the toolbar, there are tabs for 'Transcript', 'Connection', and 'Admin'. A search bar and a 'My Annotations' dropdown menu are visible. The main area shows a transcript with lines of text and corresponding timestamps. Several lines are highlighted in different colors (green, yellow, purple, orange). An 'Add/Edit Bookmark' dialog box is open over the transcript, showing a 'Highlight' dropdown menu with options like 'Environmental', 'Follow up', 'Doc/Info Request', 'Credibility', and 'Test Issue'. The transcript content includes:

1 1 Introducing StreamTextLegal, a complete
2 realtime legal video deposition and transcription
3 solution through Adobe Connect, the industry
4 leader in live web conferencing. The fully
5 functional legal deposition solution is easy to
6 set up and use. You can now offer a professional
7 and secure legal deposition platform from
8 anywhere. This
9 combines the se
10 Connect with S
11 and transcription
12 boundaries and
13 transcript provi
14 depositions from
15 Q. How can
16 reporting firm?
17 A. StreamTextLegal offers a number of
18 benefits that will allow your firm to easily
19 deliver secure, cost effective realtime services
8 1 anywhere. Here are a few key benefits:
2 Live video capabilities from anywhere, so legal
3 professionals can facilitate legal meetings,

How can I view my annotations?

Click the My Annotations drop down menu at the top of the real-time pod. Clicking an annotation will send you to that spot in the transcript.

My transcript feed stopped scrolling, how do I start it back up?

Click the Auto-Scroll check box on the top right of the real-time pod.