



# Huseby.com

## HusebyConnect User Guide

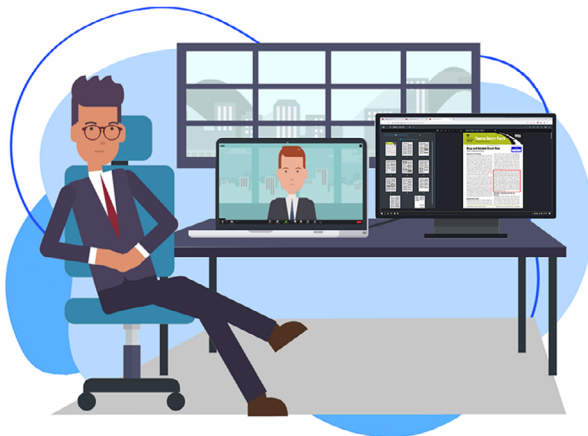
Version 4.0 - March 2024



PRE-DEPOSITION EXHIBIT MANAGEMENT



VIDEO, AUDIO, AND SCREENSHARE



SPLIT TILES TO MULTIPLE SCREENS



LIVE EXHIBIT PRESENTATION



calendar@huseby.com



(800) 333-2082



www.Huseby.com

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# ACCESSING YOUR **HUSEBYCONNECT** PORTAL

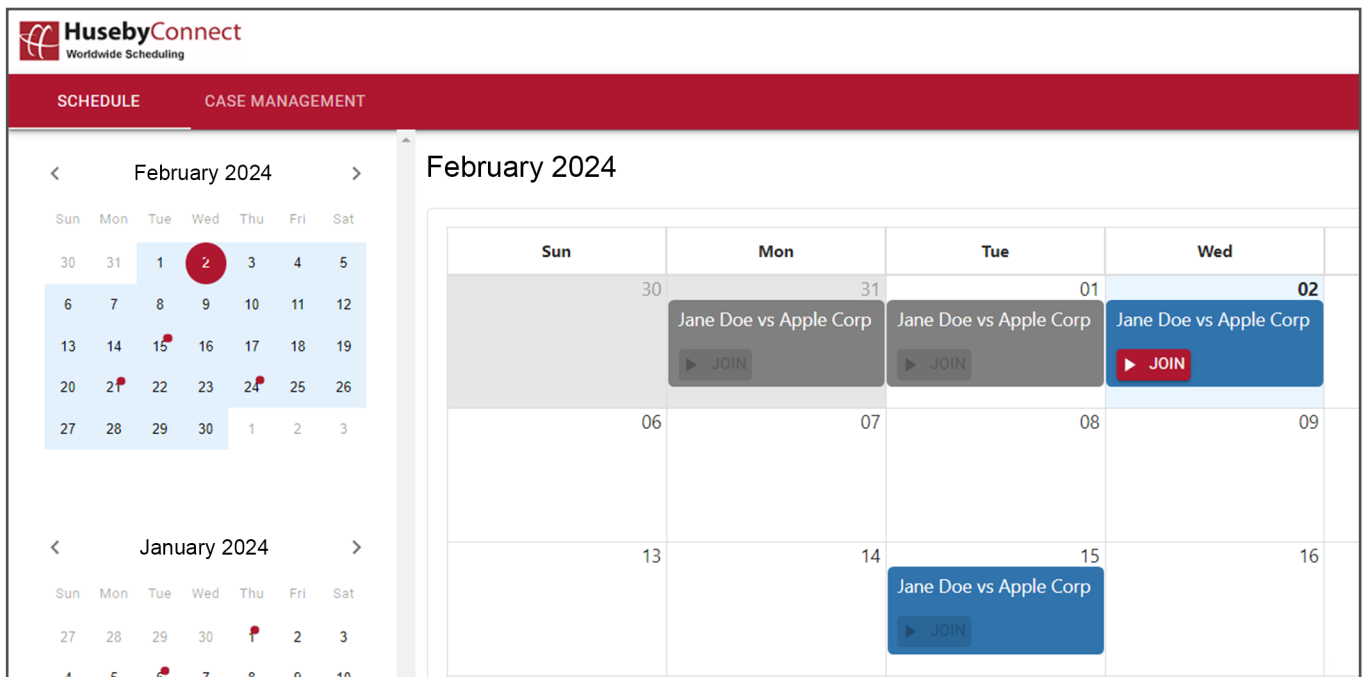
With every **HusebyConnect** event, you have direct access to your **HusebyConnect** Portal! Within your portal, you can easily view your calendar of events, manage your exhibits and real-time transcripts, directly access your live events, and much more.

**To login to your HusebyConnect Portal, visit: <https://connect.huseby.com>**

“The attorneys in our office have had great things to say about Huseby’s virtual deposition platform – how easy it is, how there is no issue with the connection, and the training you offer ahead of time for peace of mind. The feedback has been wonderful. Thank you!”

— Gordon Rees Scully Mansukhani, Williamsburg, VA

Once you login to your portal, you will find two tabs in the top left corner: **SCHEDULE** and **CASE MANAGEMENT**.



# SCHEDULE

In your **SCHEDULE** tab, there are four ways to view your upcoming, current, and previous events:



A screenshot of the HusebyConnect SCHEDULE interface. The top navigation bar shows 'SCHEDULE' and 'CASE MANAGEMENT' tabs. The main area displays a calendar for February 2024. On the left, there is a condensed two-month view showing red dots on days with events. The main calendar view shows event cards for 'Jane Doe vs Apple Corp' on various dates, with 'JOIN' buttons. The interface includes a top header with the HusebyConnect logo, 'Worldwide Scheduling', a phone number (800) 333-2082, and help/user icons.

To the left of your screen, you will find a condensed two-month quick view of your calendar. Whenever you have an event scheduled, you will see a red dot on the corresponding day.

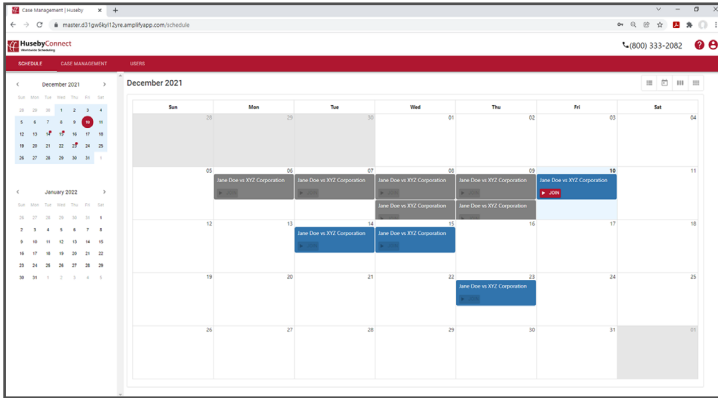
Within any of four calendar views, you can access your event details, join current events, download event VCAL, and invite participants.



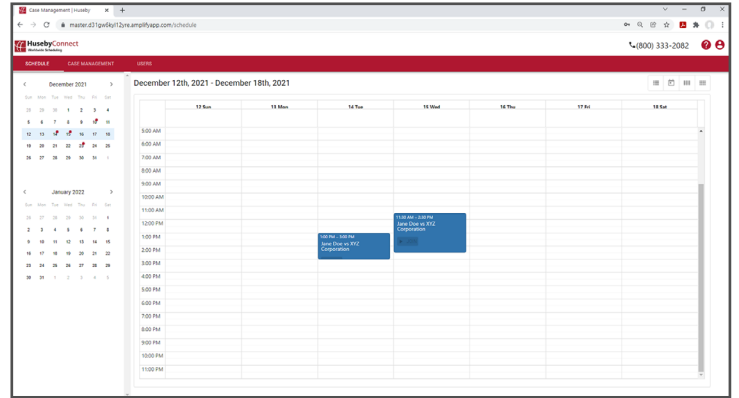
SCHEDULE VIEW



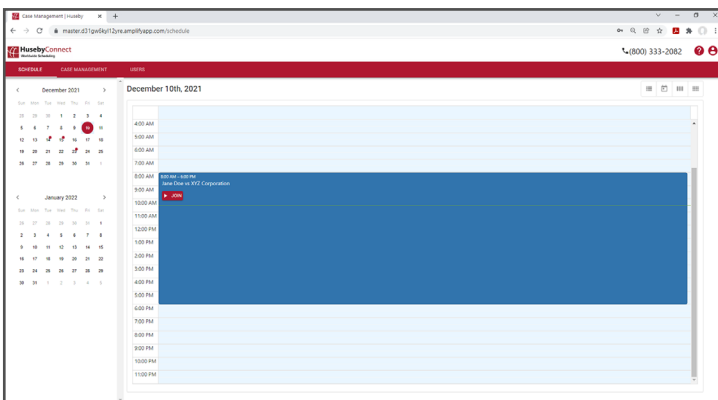
## VIEW BY MONTH (Default)



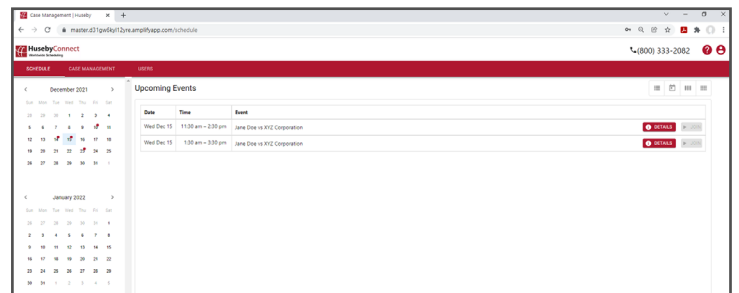
## VIEW BY WEEK



## VIEW BY DAY

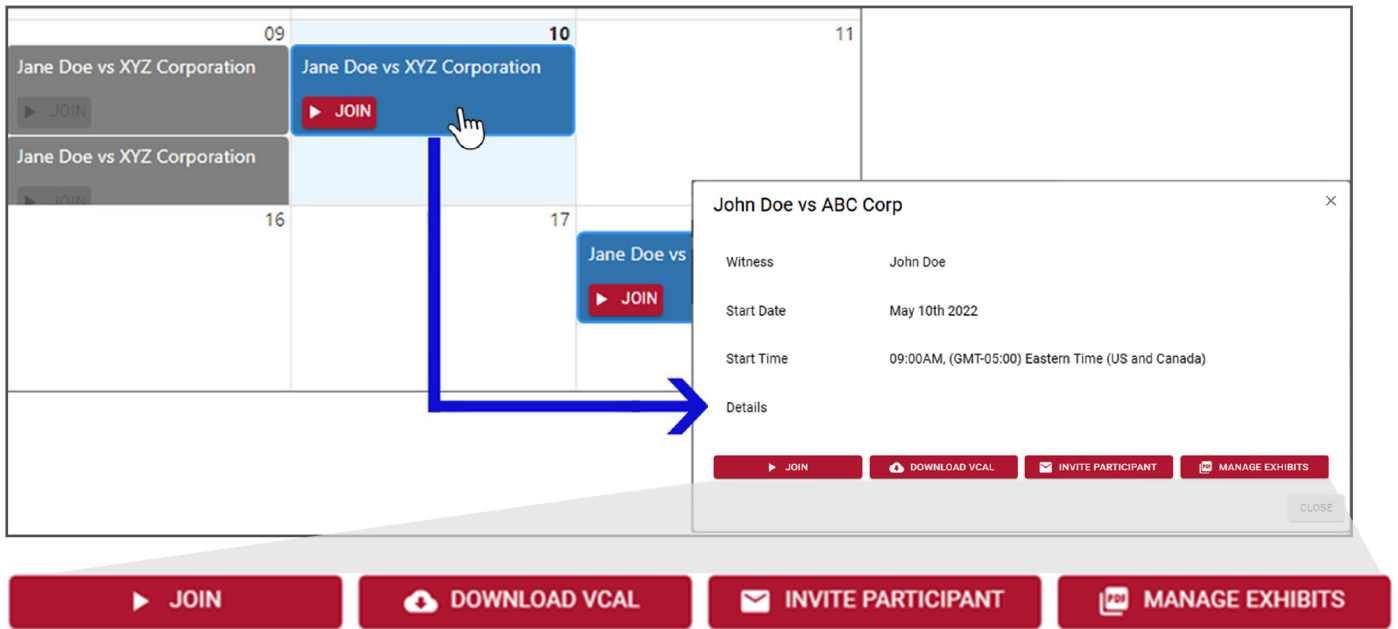


## VIEW BY AGENDA



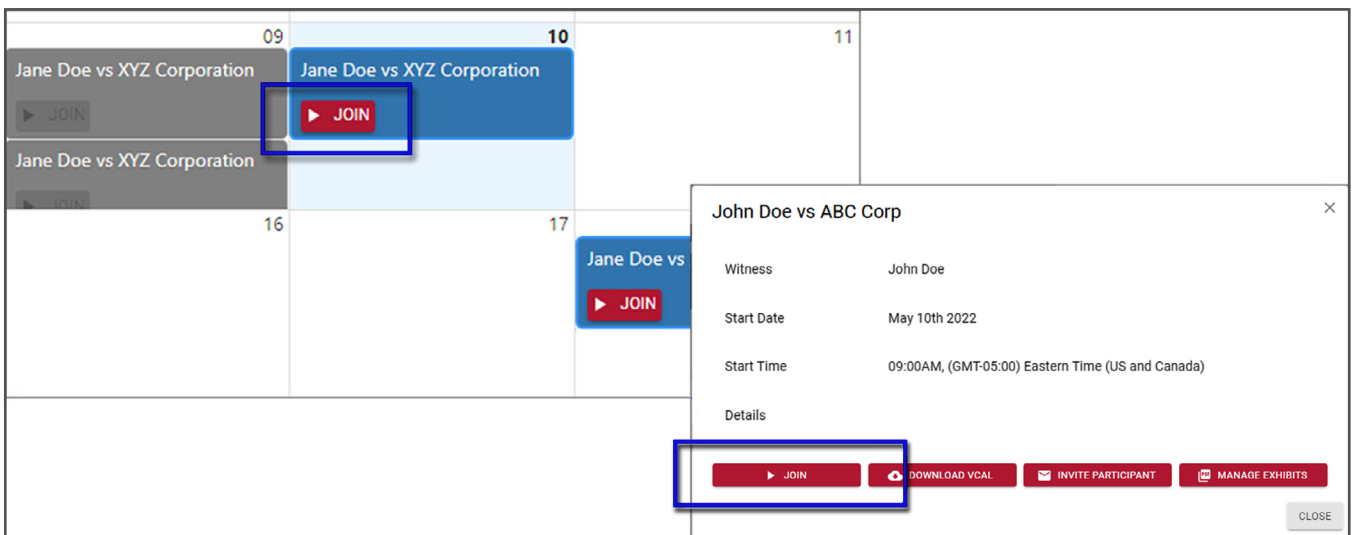
## EVENT DETAILS

To view your event details, such as start date and start time, simply click on your event.



## JOIN

To join your current event, click **JOIN**. You can join directly from your calendar or from your event details.



## DOWNLOAD VCAL

To add your event to your calendar (i.e.: Outlook Calendar), select **DOWNLOAD VCAL**. Once selected, you will see a calendar download (.ics) box. Opening this file will automatically create an entry on your calendar for you to save.

The screenshot displays the HusebyConnect 'SCHEDULE' page for the event 'John Doe vs ABC Corp'. The event details are as follows:

- Witness: John Doe
- Start Date: May 10th 2022
- Start Time: 09:00AM, (GMT-05:00) Eastern Time (US and Canada)

At the bottom of the details panel, the 'DOWNLOAD VCAL' button is highlighted with a red box. A blue arrow points from this button to an Outlook meeting invitation window that has been generated. The invitation window shows the event name, date, time, and a 'JOIN' button.

## INVITE PARTICIPANT

When selecting **INVITE PARTICIPANT**, you will be prompted to enter required information regarding the participant you would like to add to your event. Once **INVITE** is selected, the participant you invited will receive a secure event link and details.

The screenshot shows the 'Invite Participant' form in the HusebyConnect interface. The form fields are:

- First Name\*: John
- Last Name\*: Smith
- Email\*: johnsmith@smithlawyers.com
- Firm / Company Name: The Smith Firm
- Phone: (empty)
- Participant Type\*: (dropdown menu)

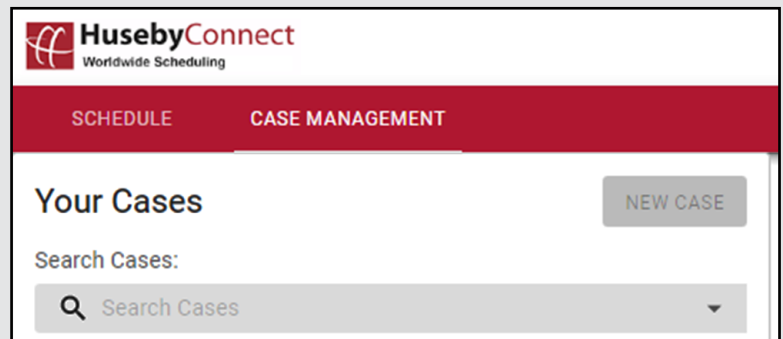
The dropdown menu for Participant Type is open, showing options such as Co-Counsel, Expert, Deponent, Other, Networking Court Reporting Firm, and External Videographer. The 'INVITE PARTICIPANT' button is highlighted with a red box.

# CASE MANAGEMENT

In your **CASE MANAGEMENT** tab, you can view upcoming events by *case*, join events, manage exhibits, and view your case repository.



In the **CASE MANAGEMENT** tab, enter the case you wish to view in the **SEARCH CASES** search bar to the left of your screen.



When you start to type the case name, you will see a list of your cases populate.

Select the case in which you would like to view the events for.





Once selected, to the right of your screen you will find upcoming events in your **UPCOMING EVENTS** tab and past events in your **REPOSITORY** tab.

Jane Doe vs XYZ Corporation

UPCOMING EVENTS REPOSITORY

Search... CLEAR

Upcoming Events

Event Name	Date Scheduled	Duration	Job Number	Exhibits
Jane Doe vs XYZ Corporation	12/14/2021 1:00PM	2h	9384029	PDF
Jane Doe vs XYZ Corporation	12/15/2021 11:30AM	3h	29835789	PDF
Jane Doe vs XYZ Corporation	12/23/2021 11:45AM	2h	98798723	PDF
Jane Doe vs XYZ Corporation	12/13/2021 6:00AM	10h	8749875	PDF

Jane Doe vs XYZ Corporation

UPCOMING EVENTS REPOSITORY

Search...

Past Events

Event Name	Date Scheduled	Duration	Job Number	Exhibits	Transcript
Jane Doe	09/18/2021 2:00AM	30min	598	PDF	
Jane Doe	09/18/2021 2:00AM	1h	6846	PDF	

## WHAT ARE CLIENTS SAYING...

*"Huseby's knowledge of current digital technology and experience within the legal field enabled them to anticipate needs I didn't realize would arise. Using Huseby's services allowed me the time and peace of mind I needed to concentrate on preparation. I really can't express how happy I was to work with Huseby and how much of a weight was lifted off my shoulders."*

— Litigation Paralegal

## UPCOMING EVENTS

In the **UPCOMING EVENTS** tab, you will find a list of upcoming events pertaining to the case you selected. Details of your events, such as Event Name, Date Scheduled, Duration, and Job Number, will be displayed.

Upcoming Events					
Event Name		Date Scheduled	Duration	Job Number	Exhibits
Jane Doe vs XYZ Corporation	⋮	12/14/2021 1:00PM	2h	9384029	
Jane Doe vs XYZ Corporation	⋮	12/15/2021 11:30AM	3h	29835789	

You may join your event, manage exhibits, or download a VCAL by selecting the More Options button (three vertical dots) to the right of your event name.

Date Scheduled	Duration
⋮	Manage Exhibits 2h
⋮	Join Event 3h
⋮	Download VCAL 2h

You can also manage exhibits by clicking the PDF icon listed under the Exhibits column.

Upcoming Events					
Event Name		Date Scheduled	Duration	Job Number	Exhibits
Jane Doe vs XYZ Corporation	⋮	12/14/2021 1:00PM	2h	9384029	

To search for events by name, click on the **SEARCH BAR** to the right of your screen. You can set a date range by clicking the drop-down arrow next to the search bar. To clear your search, select the **CLEAR** button.

▼
CLEAR

12/13/2021

|

06/13/2022

↻

## REPOSITORY

In the **REPOSITORY** tab, you will find a list of past events - categorized by witness name - pertaining to the case you selected. Details of your events, such as Event Name, Date Scheduled, Duration, and Job Number, will be displayed. Had a **Realtime** job? Icons in **Transcripts** column link to the realtime transcripts.

Jane Doe vs Apple Corp

CASE DETAILS REPOSITORY

01/21/2024 02/21/2024 Search... RESET

Past Events

Witness Name	Date Scheduled	Duration	Job Number	Exhibits	Transcripts	Recording
Jane Doe	01/23/2024 1:00PM	6h		PDF		
Jane Doe	01/30/2024 10:00AM	8h		PDF		
Jane Doe	02/01/2024 1:00PM	6h		PDF		
Jane Doe	02/05/2024 11:00AM	6h		PDF		
Jane Doe	02/05/2024 11:15AM	5h		PDF		
Jane Doe	02/07/2024 1:30PM	6h		PDF		
Jane Doe	02/12/2024 1:30PM	6h		PDF		

Rows per page: 25 1-12 of 12

You may view your final exhibits by selecting the More Options button (three vertical dots) to the right of your event name and selecting Manage Exhibits or by clicking the PDF icon listed under the Exhibits column.

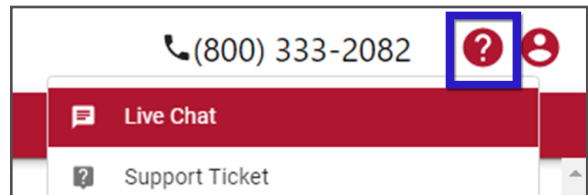
Date Scheduled	Duration	Job Number	Exhibits
	1h	231	PDF
09/18/2021 2:00AM	30min	598	PDF

To search for events by name, click the search bar at the right of your screen. You can set a date range by clicking the drop-down arrow. To clear your search, select the CLEAR button.



## USER GUIDES / SUPPORT TICKET

To access user guides within your portal, select the **?** button which is located in the top right corner of your screen.



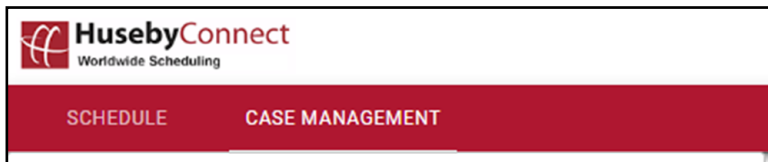
Should need support with your portal, please create a **Support Ticket**. If your request is urgent, you may contact our Remote Deposition Team at **(800) 456-9424** or **remotedepos@huseby.com**.

# MANAGE EXHIBITS MODULE

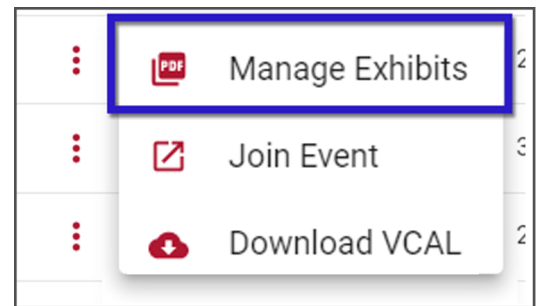
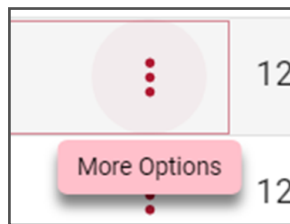
When working in your Manage Exhibits module, uploading and organizing exhibits for your upcoming deposition is smooth and seamless!

To access your Manage Exhibits module, follow the steps below:

**Login** to your **HusebyConnect** Portal and select the Case Management tab.



Under **Upcoming Events**, select More Options, then Manage Exhibits.



You can also click the PDF icon under the exhibits section.

Event Name	Date Scheduled	Duration	Job Number	Exhibits
Jane Doe vs XYZ Corporation	12/14/2021 1:00PM	2h	9384029	

**OR** - directly from your **EVENT CALENDAR** - click on your event details, then click the **Manage Exhibits** button.

**John Doe vs ABC Corp**

Witness: John Doe

Start Date: March 25th 2022

Start Time: 02:00PM, (GMT-05:00) Eastern Time (US and Canada)

Details

**MANAGE EXHIBITS**

JOIN | DOWNLOAD VCAL | INVITE PARTICIPANT | **MANAGE EXHIBITS** | CLOSE

# CREATING FOLDERS

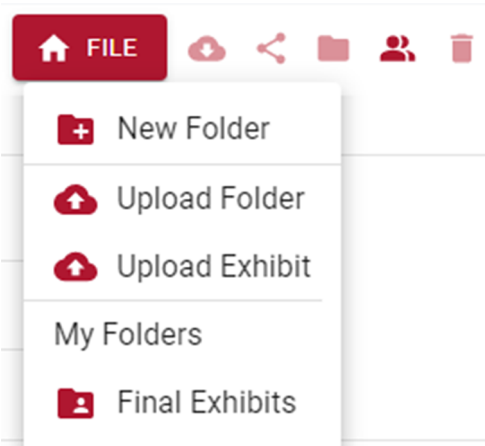
There are several ways to easily create or upload folders into your Manage Exhibits module.

- Create New Exhibit Folder using **New Folder**
- **Drag-n-Drop** Existing Folder using **Upload Folder**
- **Drag-n-Drop** Existing Folder directly from device

## Create New Exhibit Folder

Step 1: Select **FILE**

Step 2: Select **New Folder**



Step 3: Enter folder name (required) and description (optional). Select **SAVE**.

 A screenshot of a 'New Folder' dialog box. The dialog has a title bar with 'New Folder' and a close button (X). It contains two text input fields: 'Name \*' (required) and 'Description'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

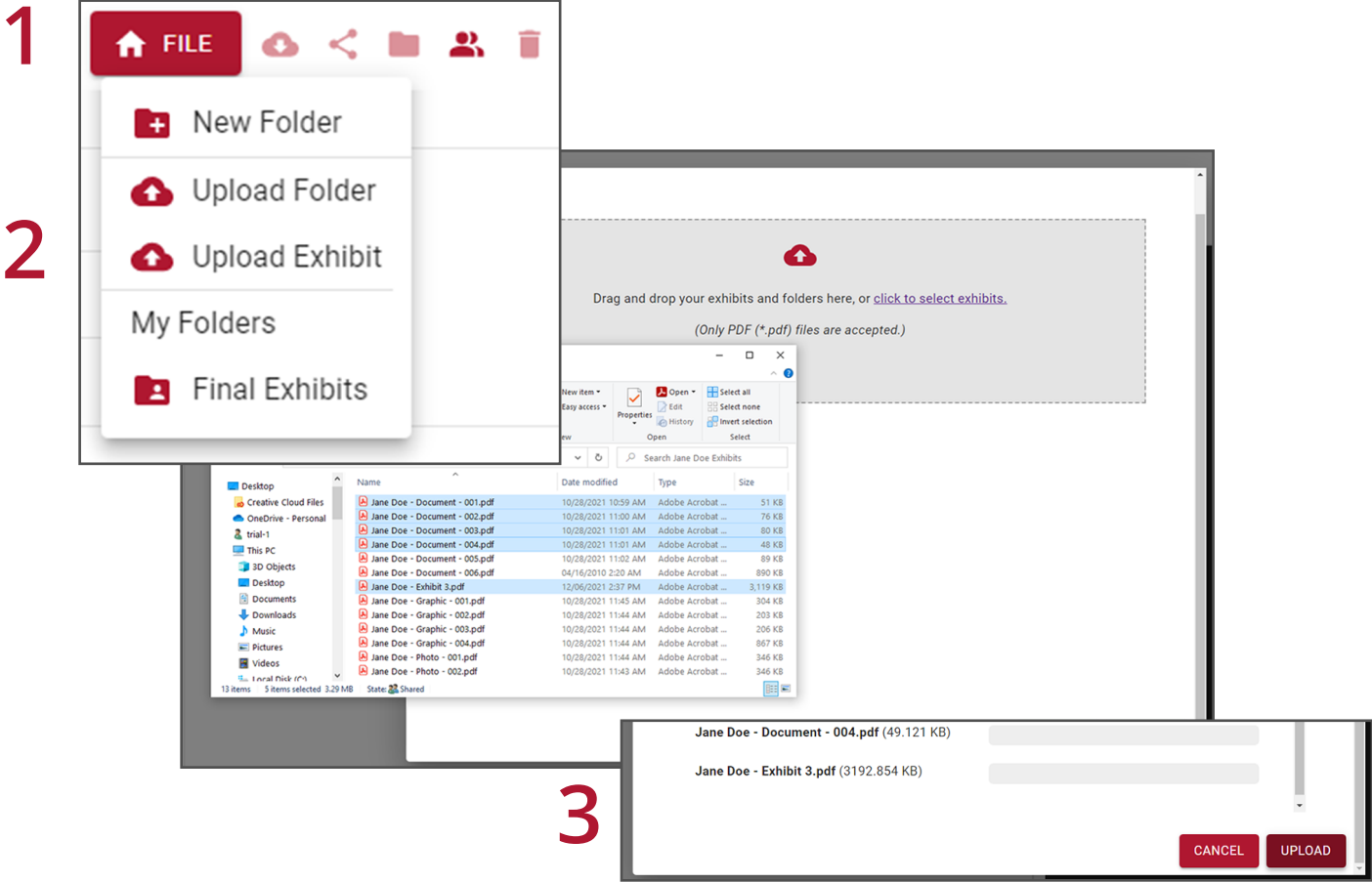
# Drag-n-Drop Existing Exhibit Folder (Upload Folder)

Step 1: Select **FILE**

Step 2: Select **Upload Folder**

Step 3: Drag and drop your exhibit folder from your local device. Select **UPLOAD**.

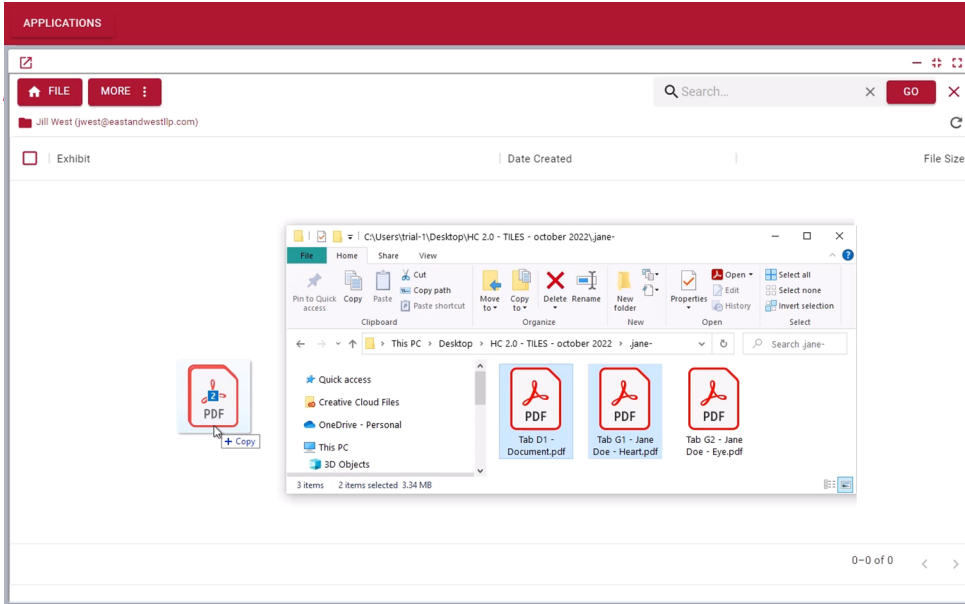
When the files have finished uploading, you will see a green check mark beside each file. Once all files have a green check box, you may exit that box.



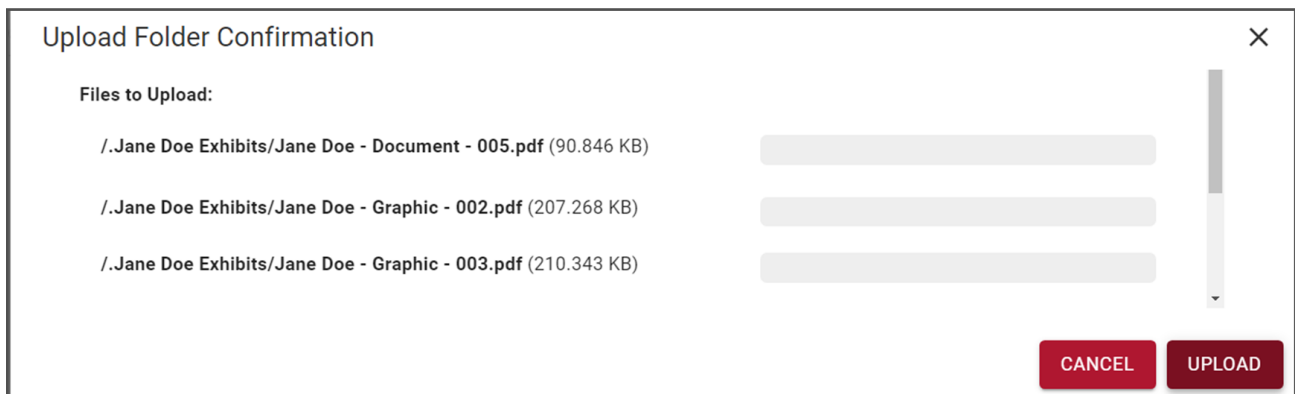
Files to Upload:	
Jane Doe - Document - 001.pdf (51.442 KB)	<input checked="" type="checkbox"/>
Jane Doe - Document - 002.pdf (77.117 KB)	<input checked="" type="checkbox"/>

## Drag-n-Drop Existing Exhibit Folder (Direct)

**Step 1:** On your local device, select the your exhibit folder.



**Step 2:** Drag the exhibit folder into the white space under listed exhibits in your **Manage Exhibits** module screen.

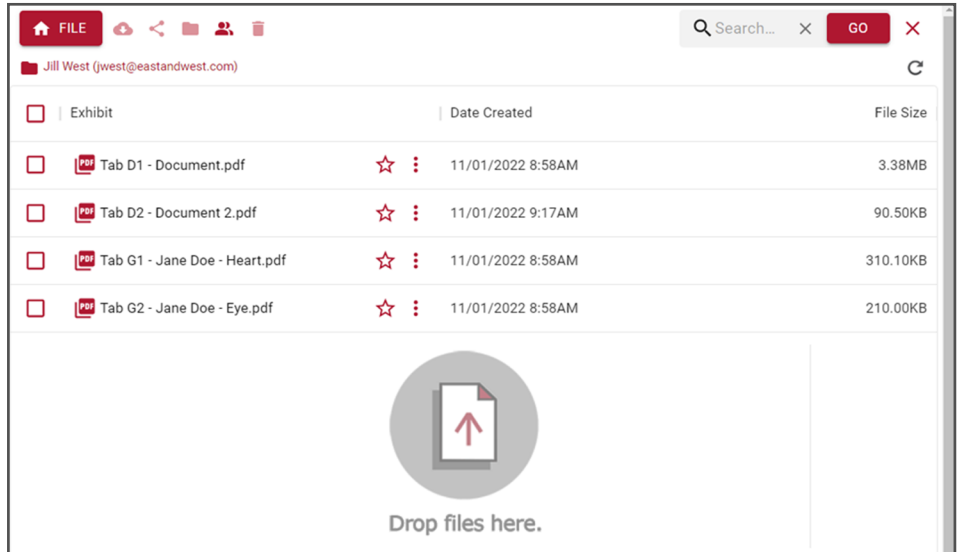


**Step 3:** Select **UPLOAD**. When the files have finished uploading, you will see a green check mark beside each file. Once all files have a green check box, select **OK** to exit the pop-up.



# “DROP FILES HERE” WATERMARK

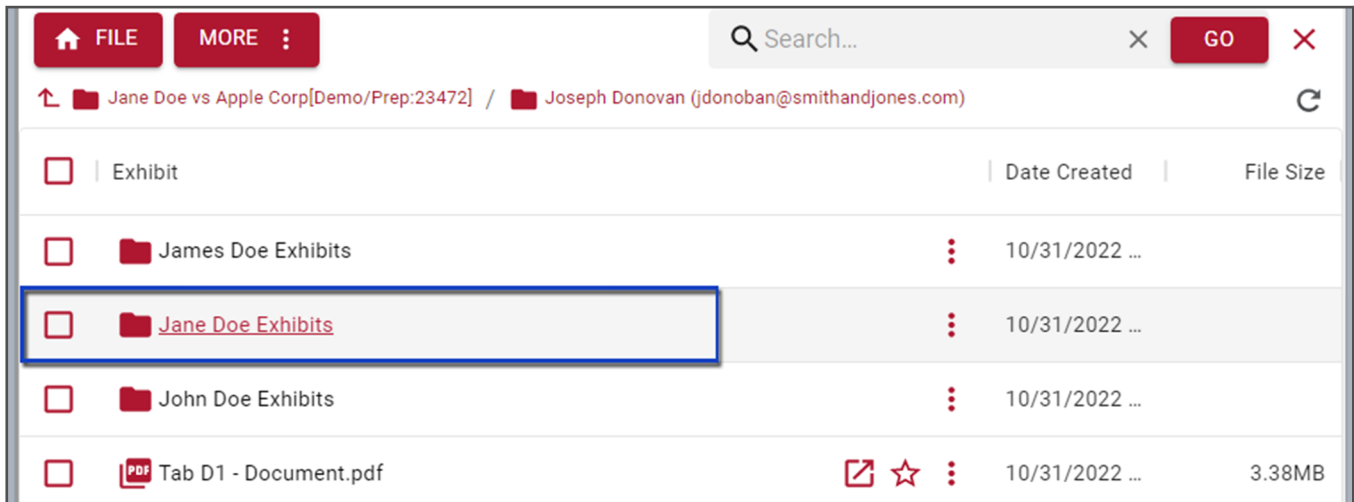
Within the **Manage Exhibits Module**, look for this watermark indicating where you can easily **drag-n-drop** to upload your folders and files.



## NAVIGATING FOLDERS

Navigate between folders using these steps:

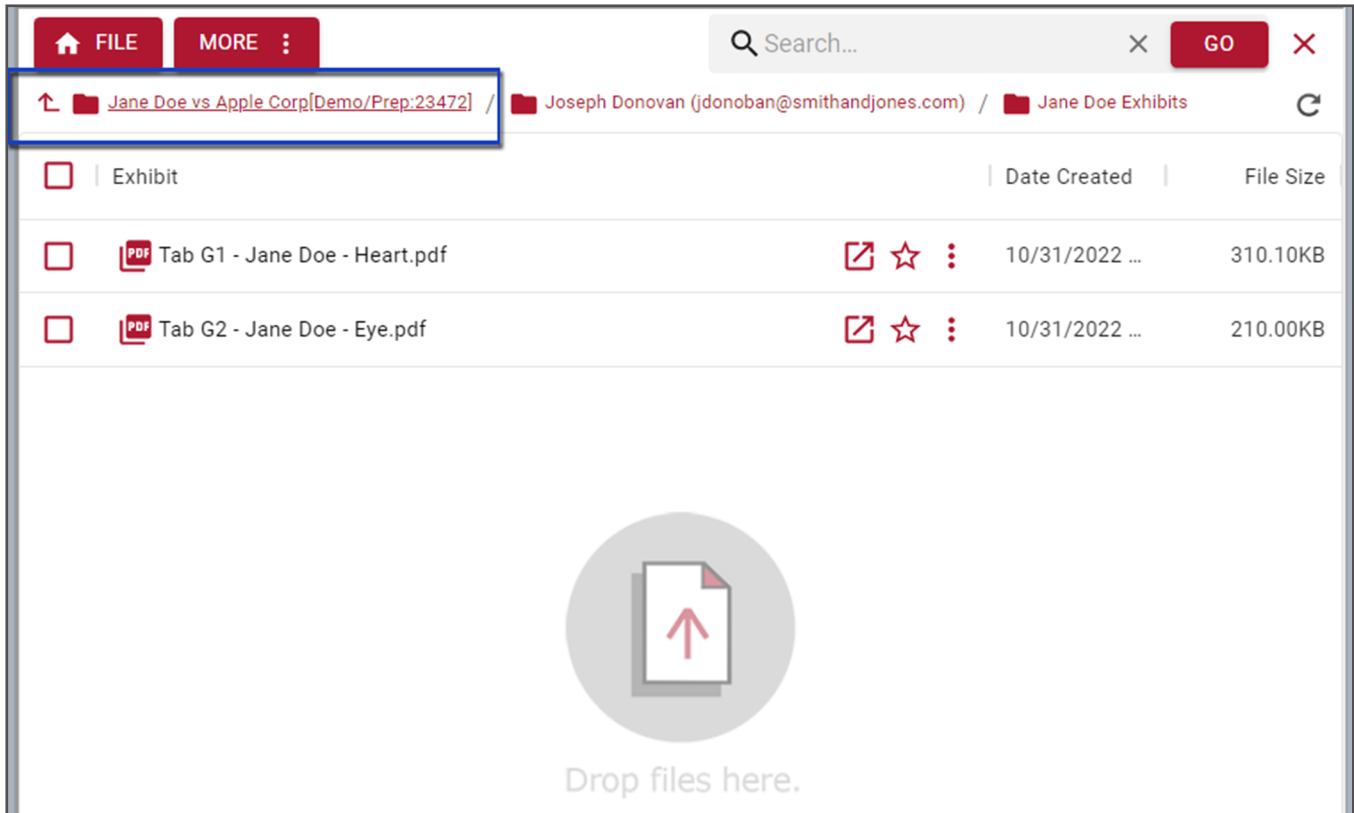
**Step 1:** Select the folder you wish to view.





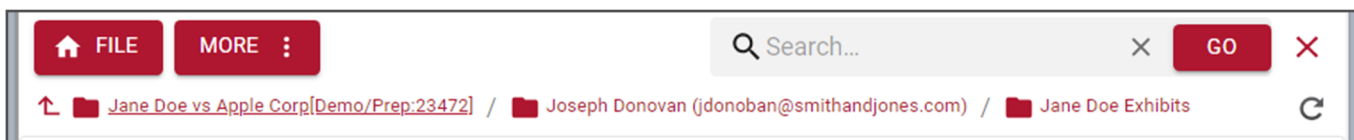
**Step 2:** Select the case name located directly below the **FILE** button.

Selecting the case name link will return to the main folder of your Manage Exhibits module.



## FOLDER NAVIGATION HIERARCHY

When navigating your folders, you will see your folder hierarchy at the top of the module, allowing you to seamlessly navigate between folder levels.



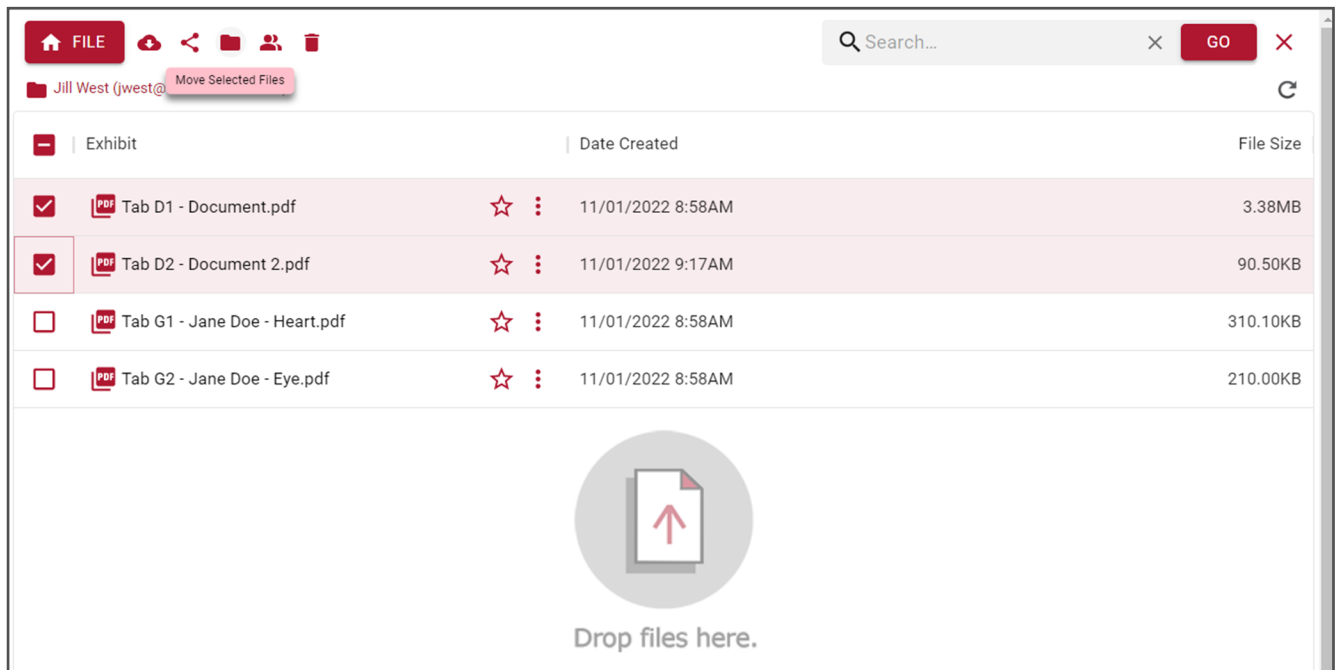
# MOVING FILES / FOLDERS IN ORGANIZATIONAL HIERARCHY

Move files or folders in your organizational hierarchy.

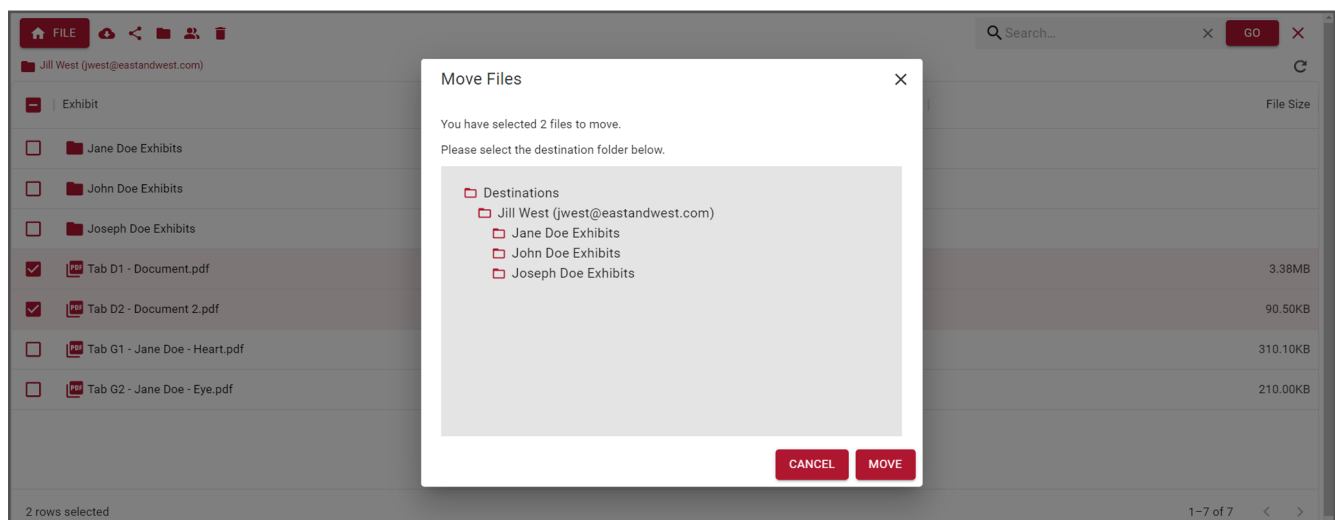
**Step 1:** Select the files and/or folders you wish to move to another folder.

**Step 2:** Click the **MOVE SELECTED FILES** icon in the top icon panel.

Move Selected Files



**Step 3:** Click to choose the destination folder, then click **MOVE** button.



# UPLOADING EXHIBITS

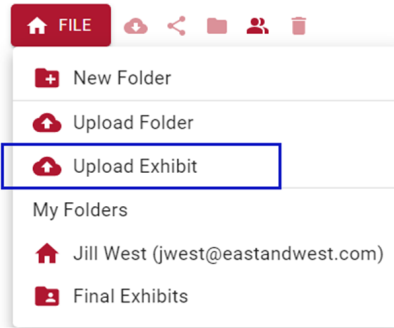
There are two methods to seamlessly upload your exhibits. You can use either method to upload an exhibit into existing folders.

- Upload a single exhibit file using **Upload Exhibit**
- **Drag-n-Drop** exhibit file directly from device

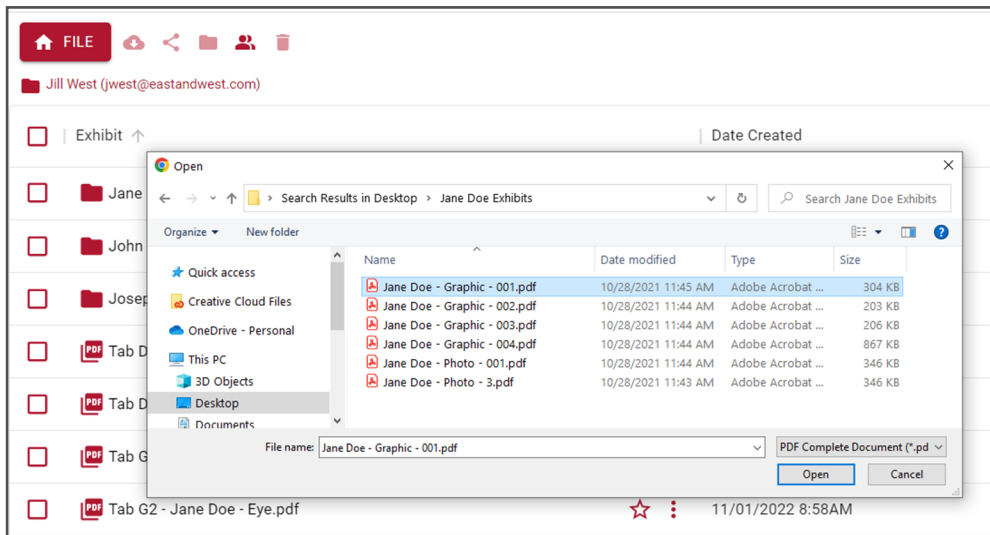
## Upload Single Exhibit

Step 1: Select **FILE**

Step 2: Select **Upload Exhibit**



Step 3: Navigate to and select the exhibit from your local device. Click **OPEN**.

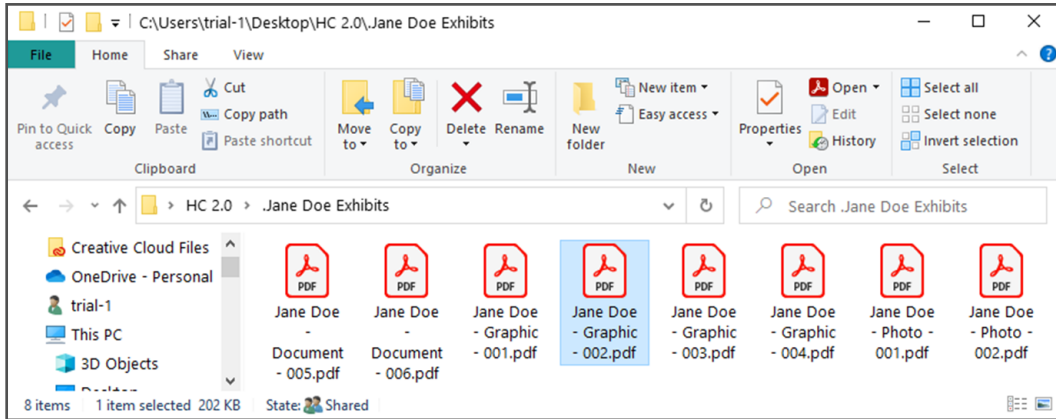


Step 4: The name will default. You can edit it and add a description. Then click **SAVE**.

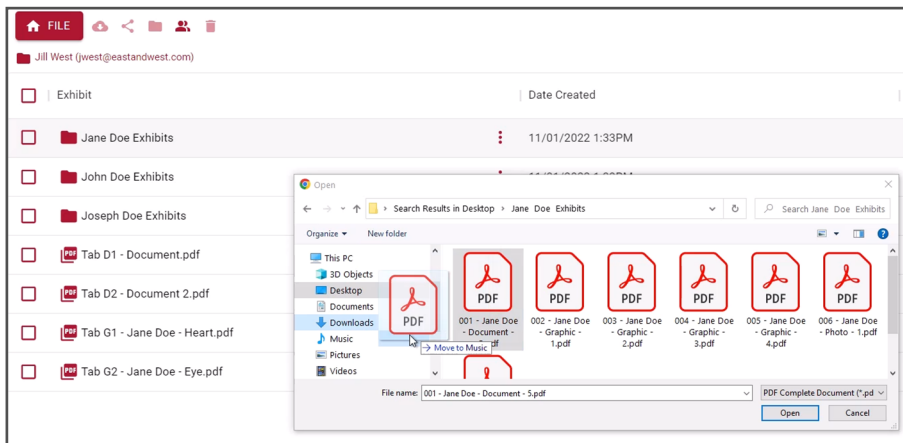
A screenshot of the 'Exhibit Details' form. It has a close button (X) in the top right corner. There is a text input field for 'Name' containing the text 'Jane Doe - Graphic - 002.pdf'. Below it is a larger text area for 'Description' containing the text 'For deposition questioning...'. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

## Drag-n-Drop Exhibit (Single or Multiple)

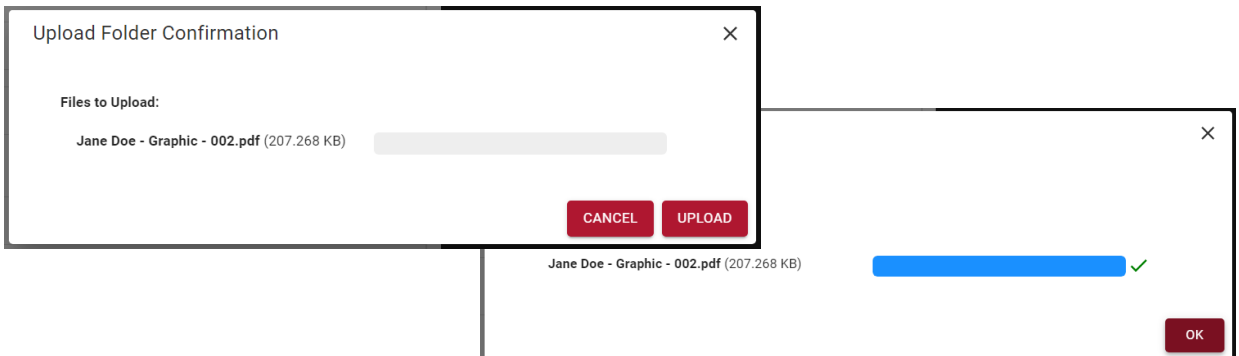
**Step 1:** On your local device, open the folder in which your exhibit is housed and select the exhibit(s) you would like to upload.



**Step 2:** Drag the exhibit(s) into the white space under listed exhibits in your **Manage Exhibits** module screen.

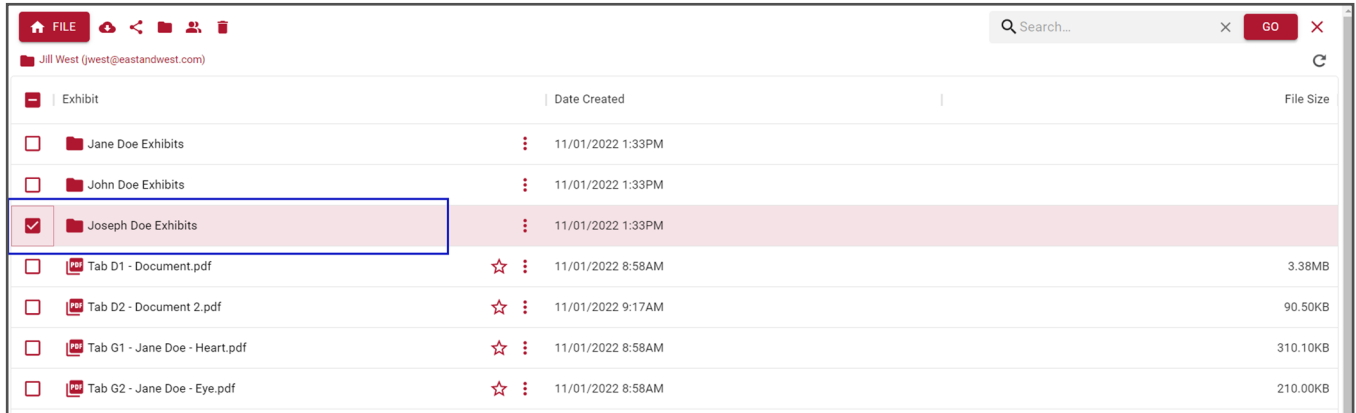


**Step 3:** Select **UPLOAD**. When files have finished uploading, a green checkmark will appear beside each. Once all files have completed uploading, click **OK** to exit.

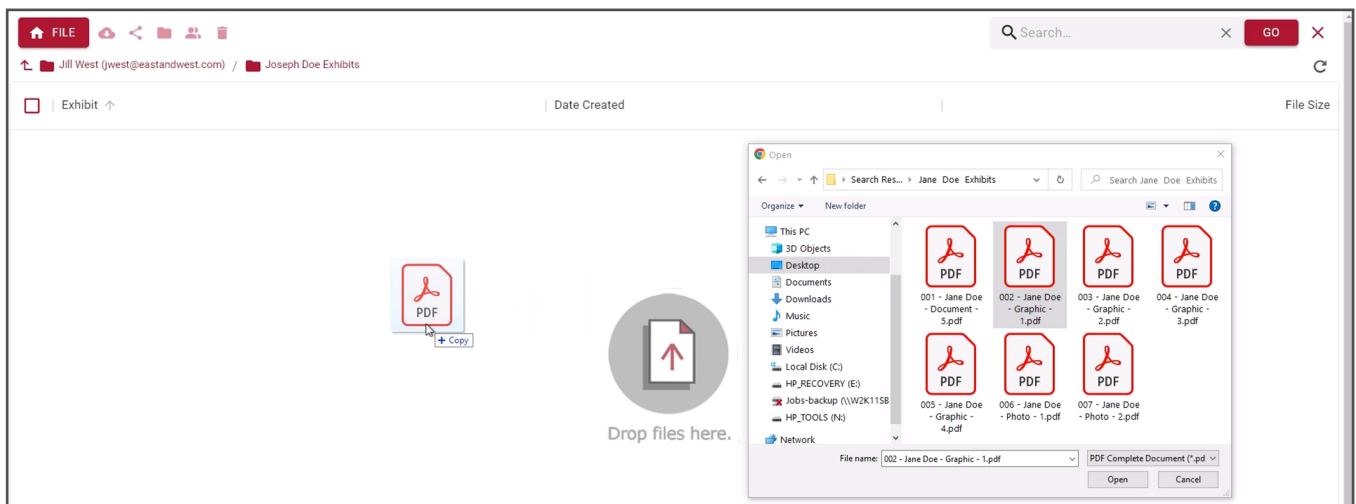


## Uploading Exhibits to Existing Folder

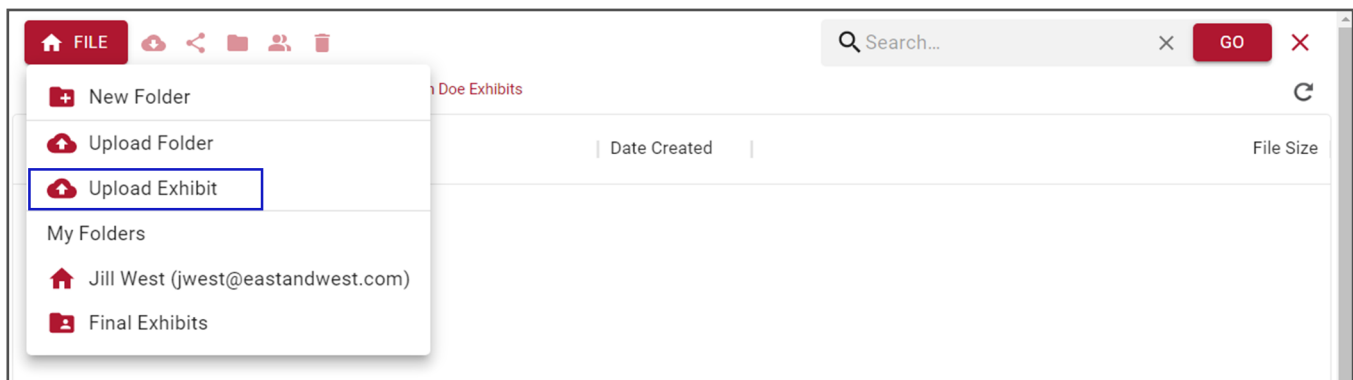
**Step 1:** To upload exhibit(s) to an existing folder, select the folder to which you would like to add the exhibit in your **Manage Exhibits** module.



**Step 2:** Drag the exhibit(s) where you see the **Drop files here** watermark...



**or** select **FILE** then **Upload Exhibit**.



# GRANTING FILE/FOLDER PERMISSIONS

Within your **Manage Exhibits Module**, grant file/folder permissions to other team members within your firm for *upload, download, share, and delete* rights, so they can access your case and witness folders.

**Step 1:** Choose by checkmarking one or more existing file(s) and/or folder(s).

**Step 2:** Click the **FOLDER PERMISSIONS** icon in your top icon bar.



**Step 3:** Choose firm members for whom you wish to grant permissions for *these chosen file/folders*.

Add User to Exhibit Permissions List X

X GO

<input type="checkbox"/>	Name	Email	Type
<input checked="" type="checkbox"/>	Rebecca Townsend	rebeccatownsend@smithjones.com	Attorney
<input checked="" type="checkbox"/>	Jonathan Carey	jonathancarey@smithjones.com	Attorney
<input type="checkbox"/>	Kayla White	kaylawhite@smithjones.com	Attorney
<input type="checkbox"/>	Finn Warren	finnwarren@smithjones.com	Attorney

1 row selected Rows per page: 25 ▾ 1-1 of 1 < >

CANCEL
SAVE

**Step 4:** For each member, checkmark custom permissions (upload, download, share, delete). Then click SAVE.

Exhibits Permissions X

+ ADD FIRM MEMBER
- REMOVE FIRM MEMBER
 X GO

<input checked="" type="checkbox"/>	Name	Email	Upload	Download	Share	Delete
<input checked="" type="checkbox"/>	Rebecca Townsend	rebeccatownsend@smithjones.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Jonathan Carey	jonathancarey@smithjones.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 row selected 1-1 of 1 < >

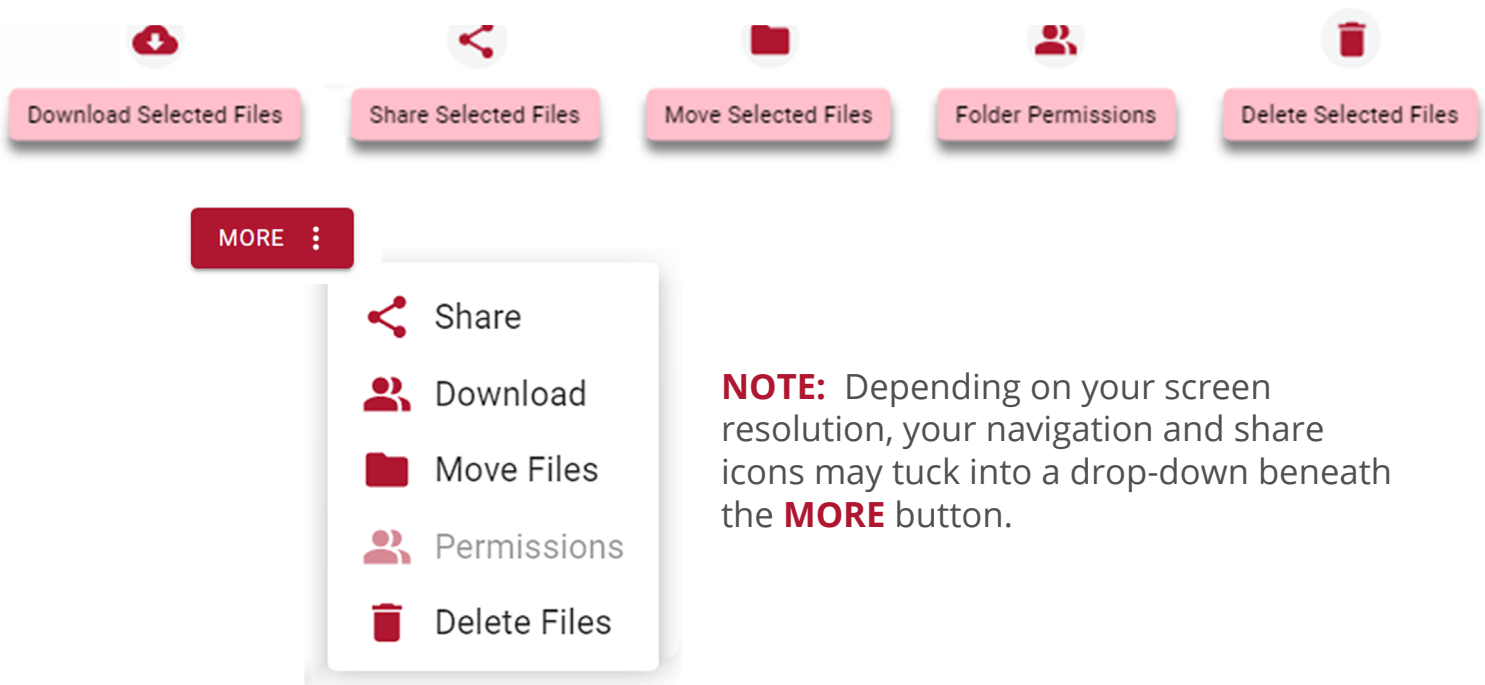
CANCEL
SAVE

# PREVIEWING EXHIBITS

Previewing your uploaded exhibits can be done in one step. Simply click the name of the exhibit file and a preview of the exhibit will populate on the right of your screen.



There are several tools to help you **NAVIGATE** and **SHARE** your exhibits. Permissions for each can be custom set for each firm member:



## NAVIGATING MULTIPLE PAGE EXHIBITS



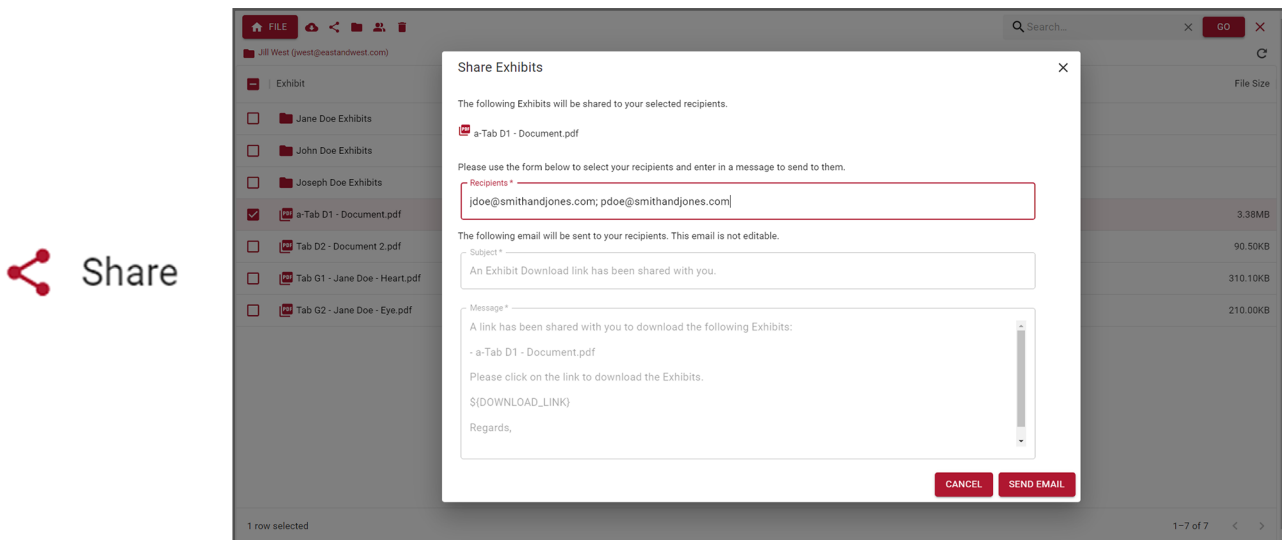
At the bottom center of your exhibit preview, you can navigate through a multi-page document with the **Previous Page/Next Page ARROWS** or by typing a PAGE NUMBER in the Jump to Page box.

## DOWNLOADING EXHIBIT(S)



At the top left of your exhibit preview screen, you can download that specific exhibit by selecting the **DOWNLOAD** button.

## SHARING EXHIBIT(S)

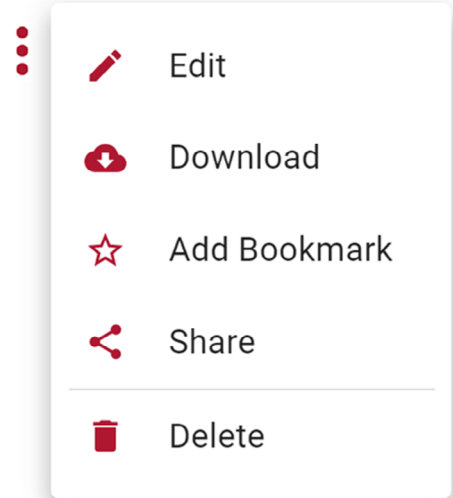


If you wish to share the exhibit through a secure link, select the **SHARE** button directly beside the **DOWNLOAD** button.



# ORGANIZING AND EDITING EXHIBITS

Within the Manage Exhibits module, you will find several tools that will allow you to manage your exhibits prior to your deposition smoothly. Most can be accessed by clicking **More Options**: the three red dots to the right of an exhibit or



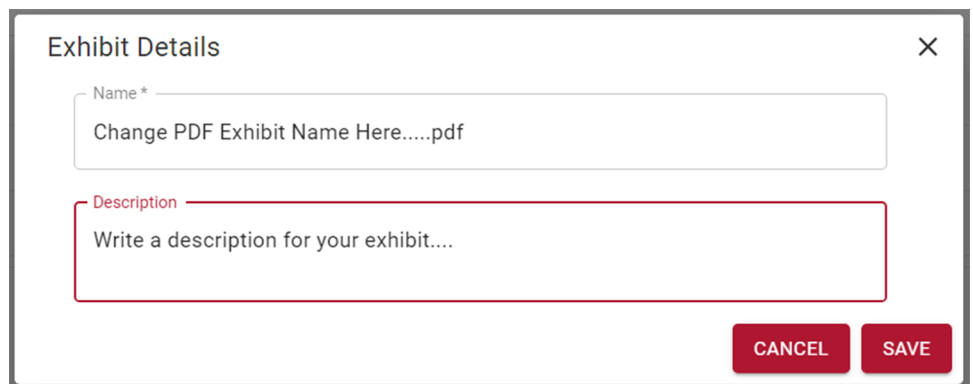
## Manage Exhibits Tools Include:

- Edit (Name & Description)
- Download
- Add Bookmark
- Share
- Delete
- Search

## Edit

Edit the name of your PDF exhibit or folder.

You can also add a description.



## Download

Download an exhibit to your local device by selecting the **DOWNLOAD** icon at the top of your screen or in **More Options** dropdown.

## Add Bookmark

By selecting the star symbol or **More Options**, you can bookmark an exhibit or folder.




## Share

Share an exhibit with your team or opposing counsel via secure link by selecting the **SHARE** at the top of your screen or **More Options** (three dots to the right of the exhibit name).

**Share Exhibits** ✕

The following Exhibits will be shared to your selected recipients.

 a-Tab D1 - Document.pdf

Please use the form below to select your recipients and enter in a message to send to them.

Recipients \*

The following email will be sent to your recipients. This email is not editable.

Subject \*






Message \*

CANCEL SEND EMAIL




## Delete







You can easily remove an exhibit or folder by first checkmarking one or more to select, then clicking the **DELETE** icon at the top of your screen.

Or simply choose **More Options** to the right of an exhibit or file name and then the **DELETE** icon.

**FILE**     

Jill West (jwest@eastandwes) Delete Selected Files

	Exhibit	Date Created
<input type="checkbox"/>	John Doe Exhibits	11/01/2022 1:33PM
<input checked="" type="checkbox"/>	Joseph Doe Exhibits	11/01/2022 1:33PM
<input checked="" type="checkbox"/>	 a-Tab D1 - Document.pdf	11/01/2022 8:58AM
<input type="checkbox"/>	 Tab G1 - Jane Doe - Heart.pdf	11/01/2022 8:58AM
<input type="checkbox"/>	 Tab G2 - Jane Doe - Eye.pdf	11/01/2022 8:58AM

-  Edit
-  Download
-  Add Bookmark
-  Share
-  Launch Exhibit Editor
-  Delete

## Search

✕
GO

Use the search bar to the top right of your screen to find folders with key words.

# YOUR LIVE EVENT

The day of your event has arrived! Here are a few things to know when getting started:

## KICK-OFF HOST

Your Huseby Kickoff Host will join your event 30 minutes prior to the start time of your scheduled event.

They will ensure that all participants are connected properly and will answer any questions.

## SECURE LINK

All participants received a secure event link via email upon scheduling and are asked to join 30 minutes prior to the start time.

This allows your Huseby Kickoff Host to assist with any technical difficulties prior to the set start time.

## LIVE SUPPORT

All participants will have access to Huseby's expert on-demand support during your event.

Our techs will help to ensure your event runs smoothly, and make certain everyone maintains a reliable connection.

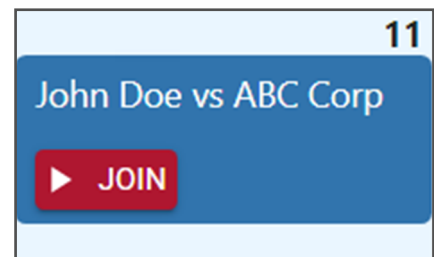
---

## JOINING YOUR EVENT

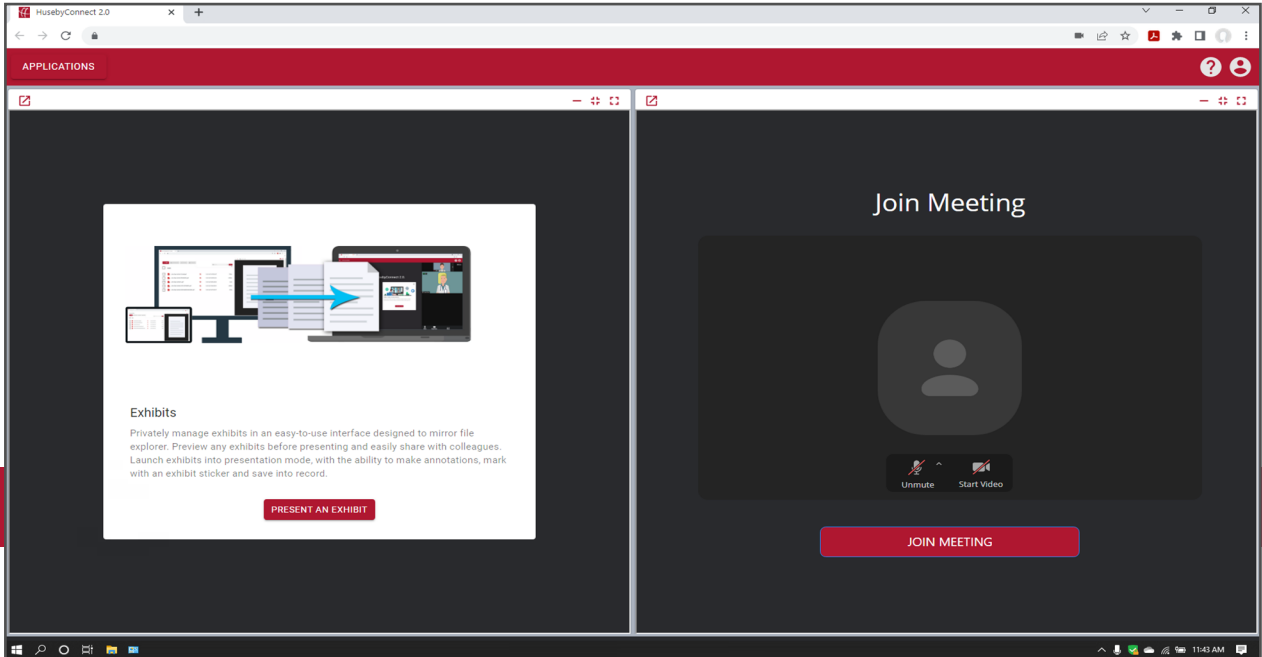
There are two ways for you to join your event: the **HusebyConnect** portal or a secure email link.

To join via **HusebyConnect** portal, follow these steps:

1. Visit [www.connect.Huseby.com](http://www.connect.Huseby.com) and login.
2. On the **SCHEDULE** tab, your calendar view will automatically display today's date on the month view. Displayed on your event in red, select **JOIN**.



3. Both of your tiles will populate: **Exhibits** and **Video, Audio, Screensharing**.



To join via secure email link, follow these steps:

1. Open your event invite sent via email.

**When:** November 02, 2022 08:45 AM EDT

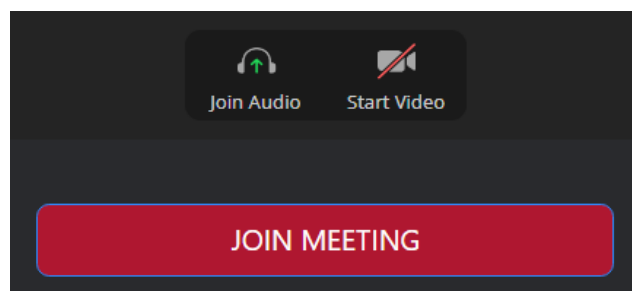
**Link:** <https://events.huseby.com/rm/xlsKbwCvjEtO/>

2. In the email, simply click the link and you will be entered into the event room.

**EVENT PASSCODE TIPS:** When scheduling a remote event, client can choose whether everyone must have a username and password, OR if deponent or other participants can login as guests (entering name and e-mail). Huseby can send the invites/direct links to those participants OR can provide a guest link to the client and client can distribute.

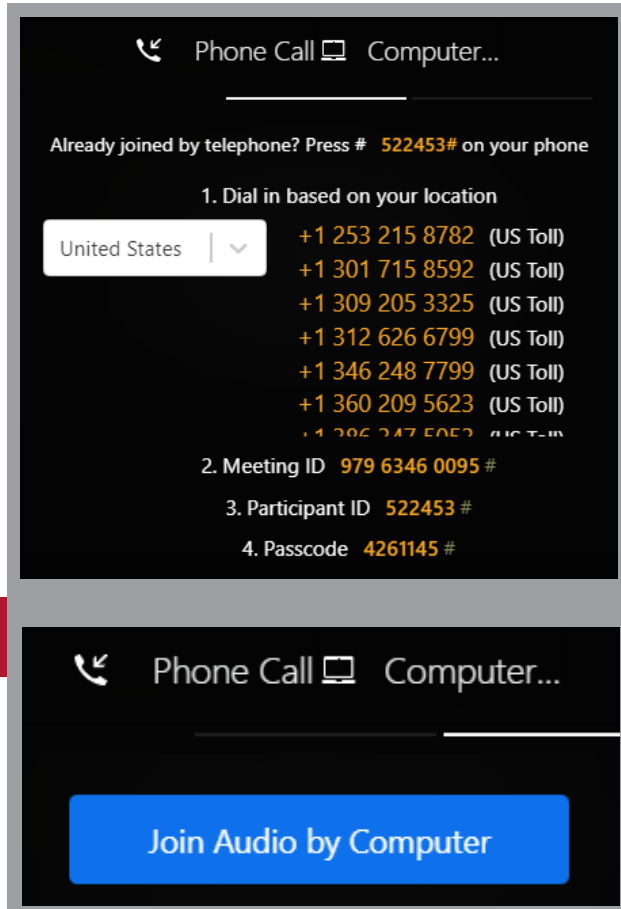
In your event invitation, an attached v-cal has an event link that can be added to your personal calendar. With this link, go directly into the event - exhibits that were pre-uploaded into your Manage Exhibits module will be auto-uploaded to your live event exhibits module!

3. Select **JOIN MEETING** on the **Audio, Video, Screensharing** tile.



## CONNECTING YOUR AUDIO AND VIDEO

Now that you have entered the event room and selected JOIN MEETING on the Video, Audio, Screensharing tile, follow the steps below to connect your audio and video:

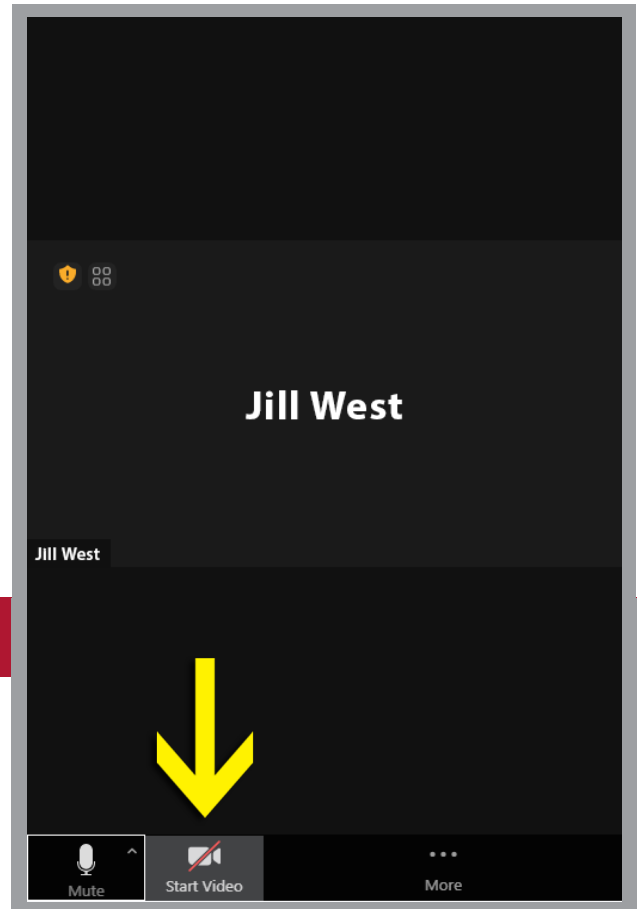


### AUDIO:

Choose to join audio by **PHONE** or by **COMPUTER**.

If by phone, your call-in information will display.

If by computer, click the blue Join Audio by Computer button to connect.



### VIDEO:

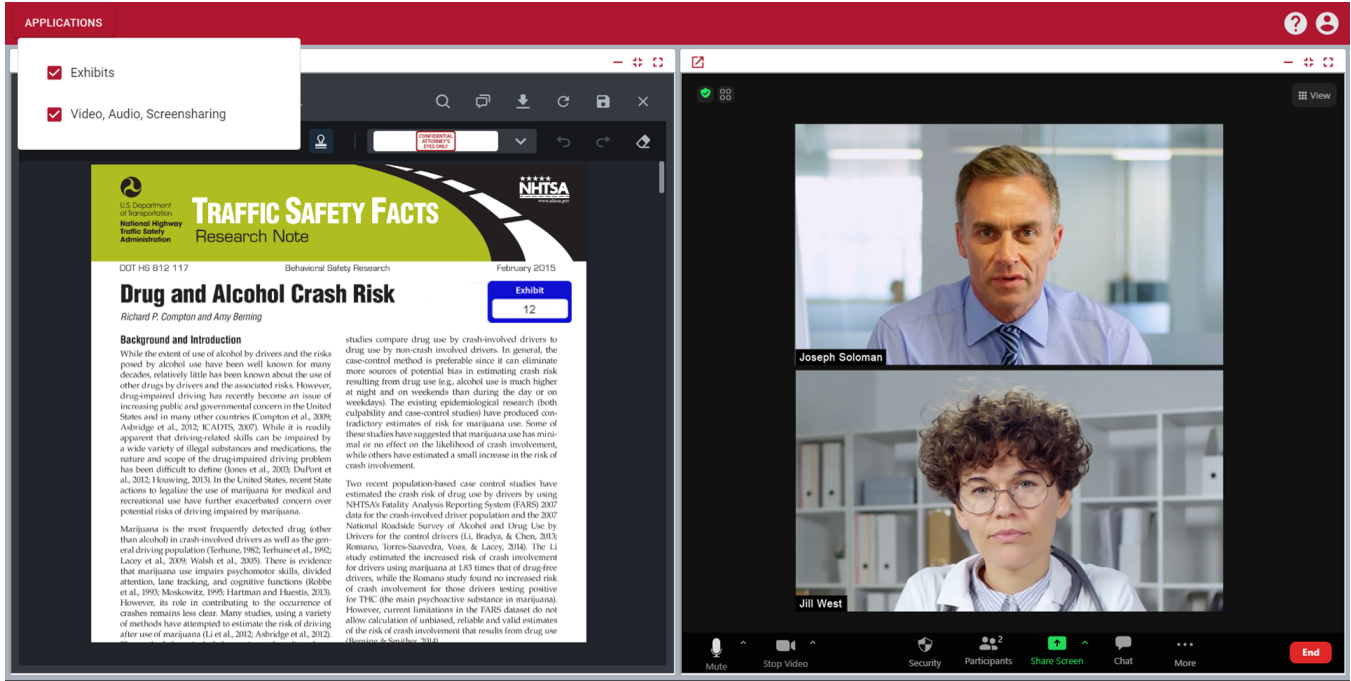
Click **START VIDEO** icon to enable your video feed. The drop-down to the right of the icon allows you to select a camera and/or to mirror your video.

Under **More / Settings**, you can select **Video** for other camera options and **Background** to set background image.

**NOTE:** You may control your audio (mute/unmute) by selecting the **Microphone icon** and your video (start video/stop video) by selecting the **Video Camera icon**. Both are located in the bottom left of the Zoom section of your screen.

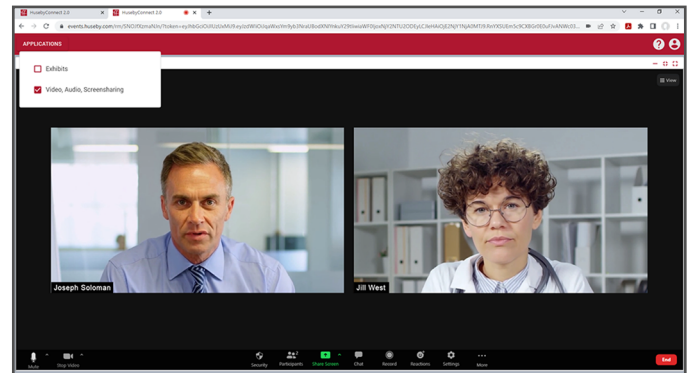
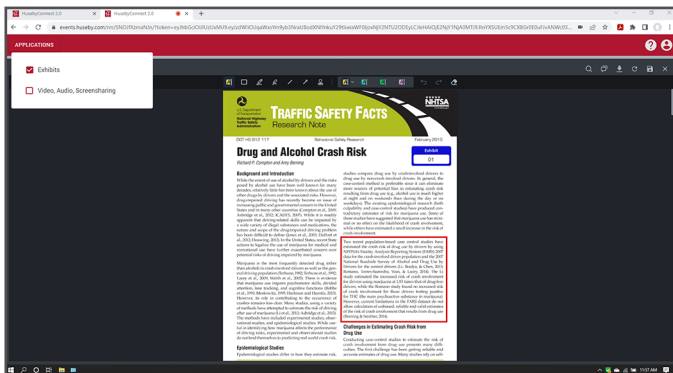
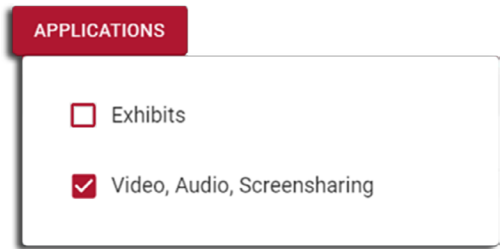
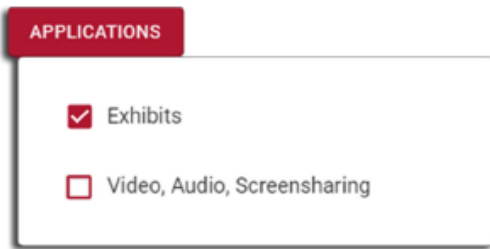
# UTILIZING TILES TO PERSONALIZE SCREEN and NAVIGATE EVENT

**HusebyConnect** is the only remote deposition application to utilize **tiles** - allowing you to fully customize your deposition experience, and provide you the flexibility to personalize your screen layout.

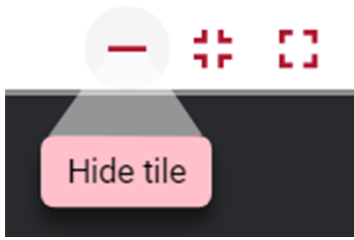


## ADD OR REMOVE TILES FROM YOUR SCREEN

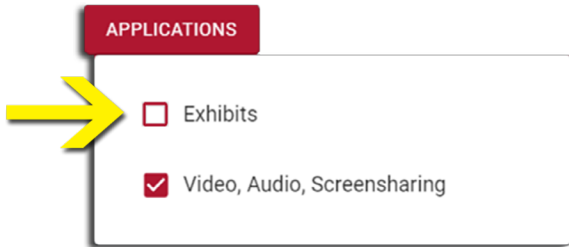
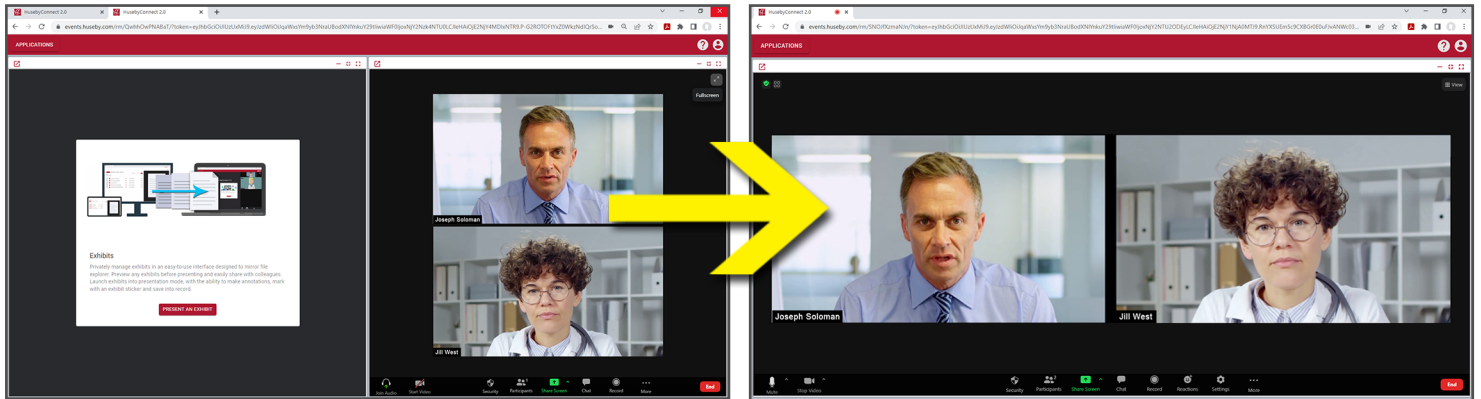
The "Applications" button features checkboxes to add or remove tiles from view. Simply re-check the **Exhibits** or **Video, Audio, Screensharing** button to add that tile back to the screen.



# TILE VIEWS

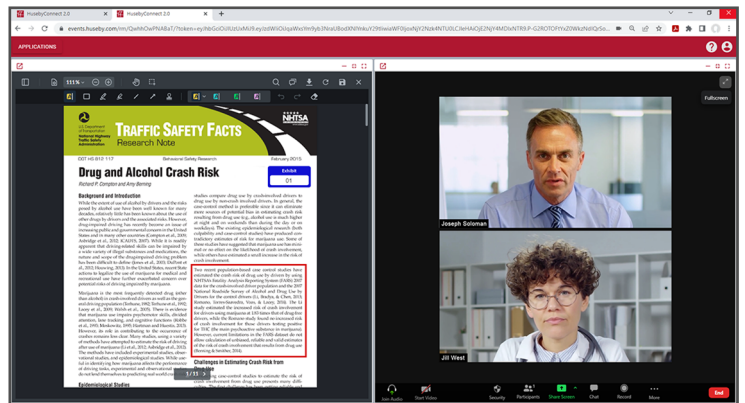
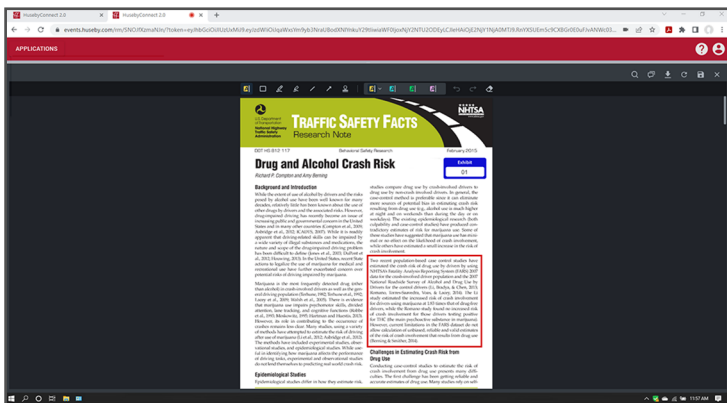
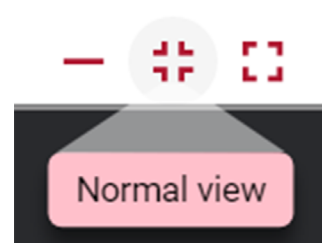
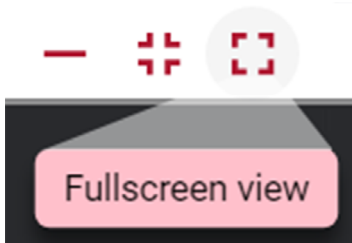


The **HIDE TILE** icon allows you to hide either the **EXHIBITS** tile or the **VIDEO, AUDIO, SCREENSHARING** tile. The unhidden tile then jumps to full-screen.



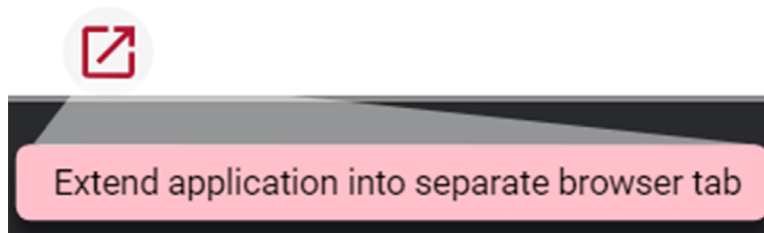
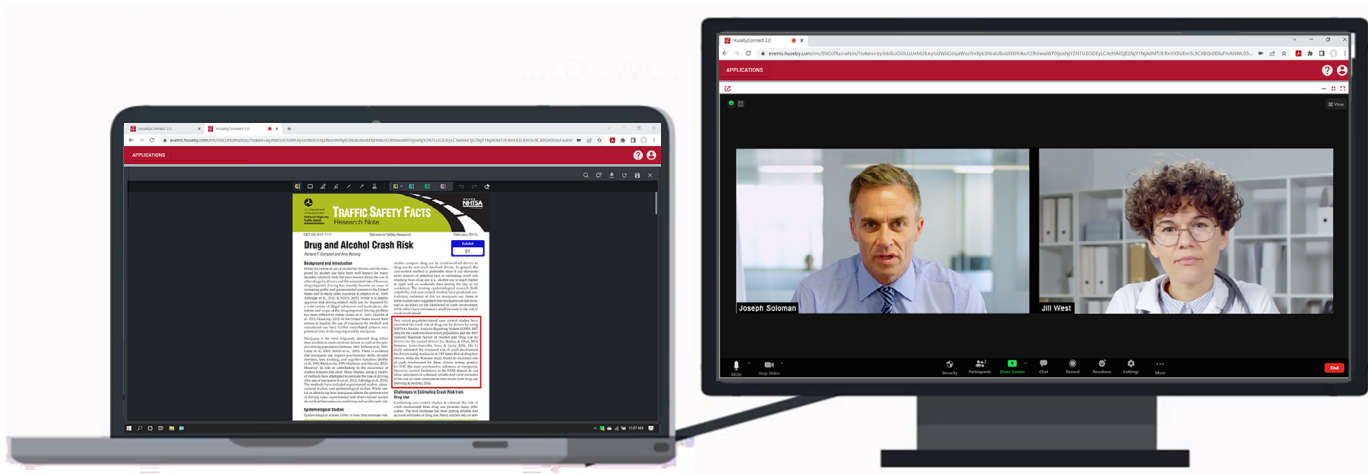
(left) When a tile is hidden, click the **APPLICATIONS** button, then checkmark the hidden application to repopulate it.

(below) View a tile in fullscreen mode by clicking the **FULLSCREEN VIEW** icon. Return to normal screen mode by clicking the **NORMAL VIEW** icon.



## DUAL MONITOR OPTIONS - VIEWING TILES ON SEPARATE SCREENS

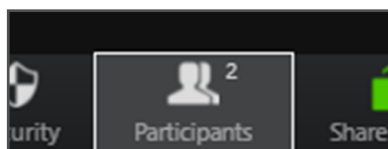
You can easily view video feed and exhibits on separate monitors!



To view **EXHIBITS** tile on one screen and **VIDEO** on another, simply select the **Extend Application into Separate Browser Tab** icon located at the top left of either tile and that tile will open in a new window. Then drag-n-drop the tile/window to a second screen.

## PARTICIPANTS

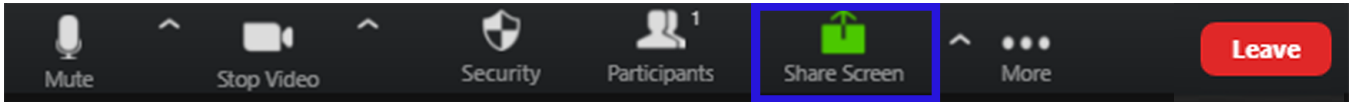
To view a list of participants currently in the event, click the Participants button located at the bottom of your screen.



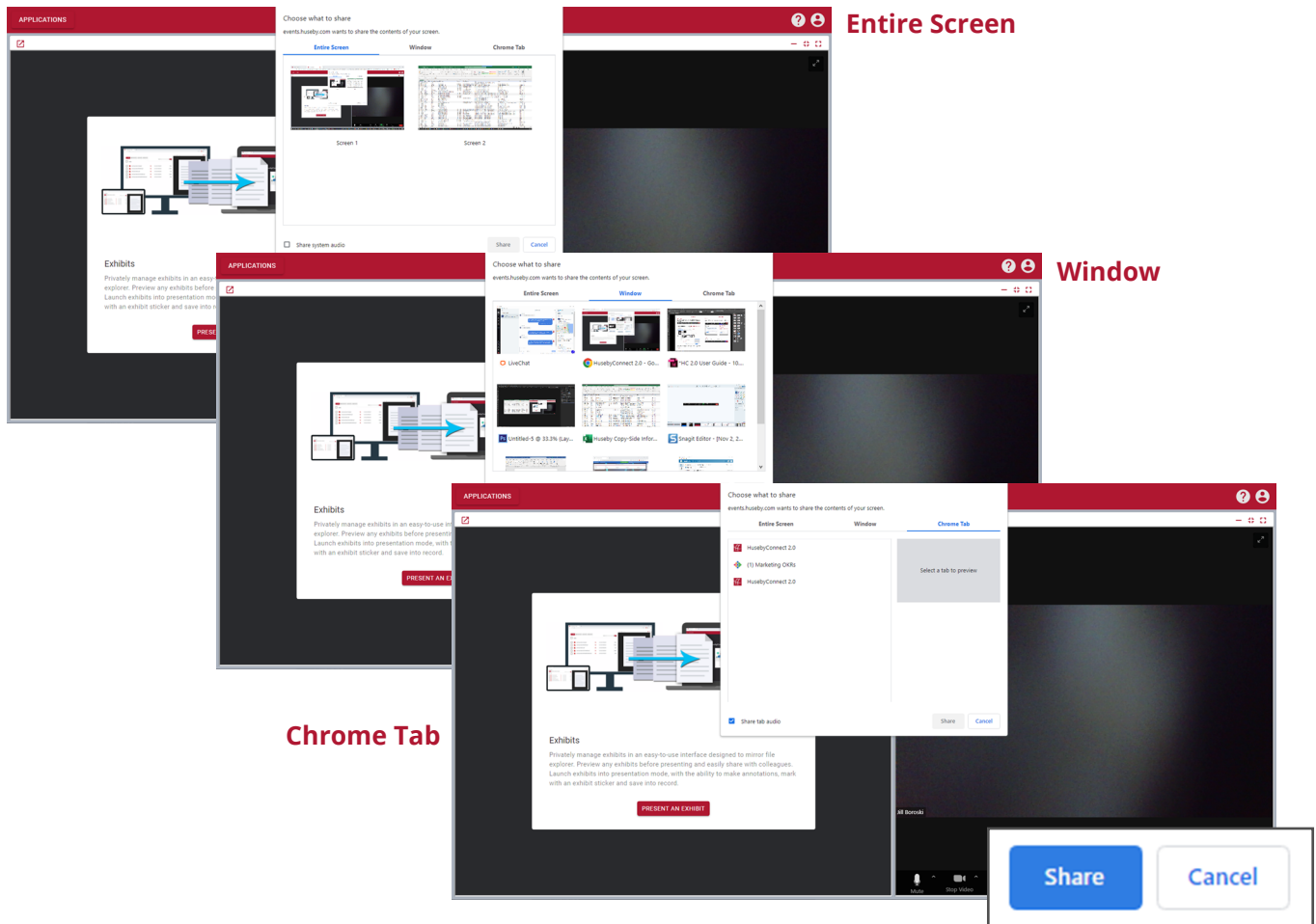


## SCREENSHARE

For exhibits that are not loadable in **Exhibit Presentation** mode, such as Excel files, videos, or all non-PDF exhibits, select the green **Share Screen** button located at the bottom of your Video tile.



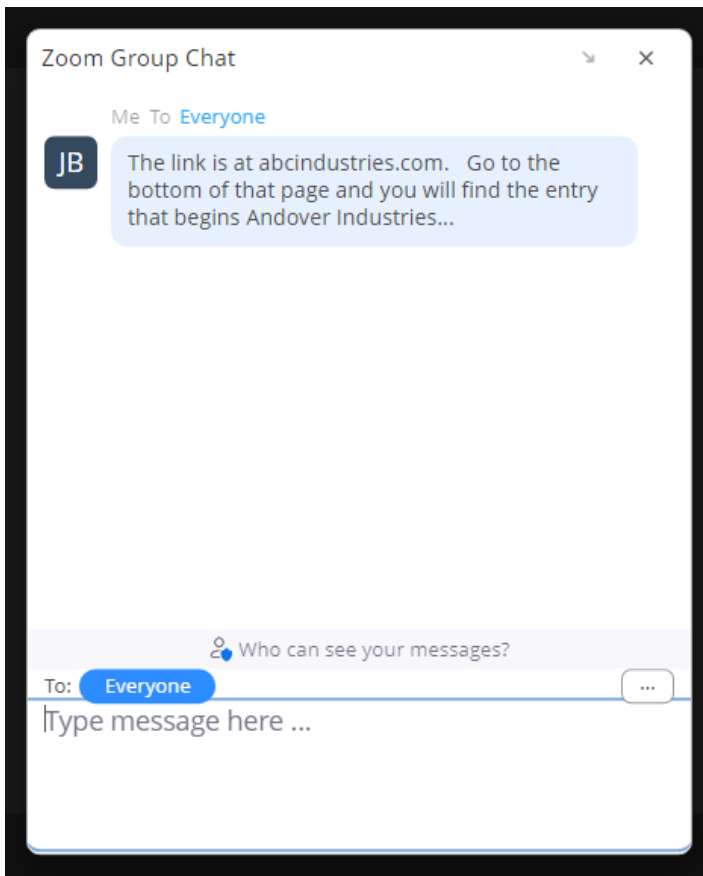
Once selected, you will have the option to share your entire screen, a window on your local device (I.e. Excel application), or a web page (**NOTE: The file you wish to share must already be open on your device in order to share it**).



Once you select what you would like to share, select the **SHARE** button. If you would like to share audio, please check the **Share Audio** box at the bottom left of the **Share Screen** option box.

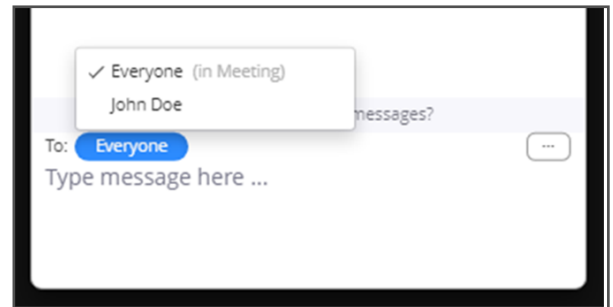
## CHAT

To send a group chat to everyone in the event room, select the **Chat** box located at the bottom of your screen. Once selected, type your message and hit Enter on your keyboard.



**NOTE:** You can choose to send a chat to **everyone**, or to send a note **privately**.

Huseby can block this feature at your request.



## LEAVE

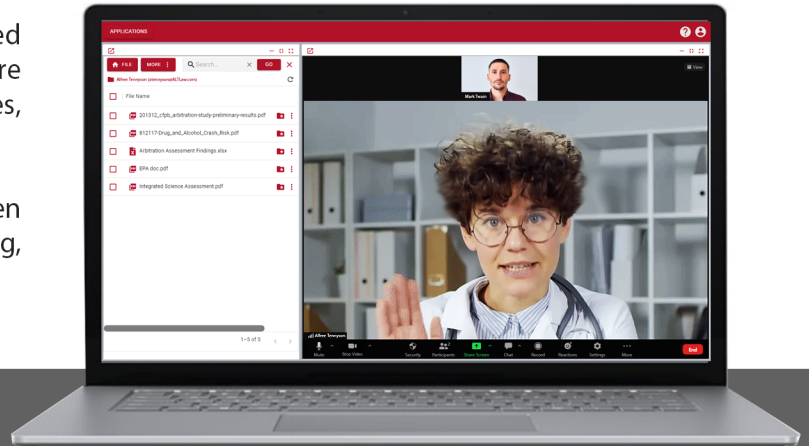
To leave the event, select **Leave** in the red box on the bottom right of your screen.



# Presenting Exhibits: *Simple vs. Advanced*

The **Simple exhibit tool** (shown right) provides an improved alternative to dropping files in Zoom chat, giving you more security, better viewing experience, numbering capabilities, and the files are still available after the event ends.

The **Advanced exhibit tool** provides an interactive on-screen presentation experience, including exhibit sticker numbering, annotation tools, and keyword searching.



## Similarities and Differences

	<b>SIMPLE</b> Exhibit Tool	<b>ADVANCED</b> Exhibit Tool
Pre-Load Exhibits	Yes	Yes
On-Screen Presentation	Zoom Screenshare	In-Application
Team Permissions	Yes	Yes
Courtesy Copy	Yes	Yes
Preview Exhibit	Yes	Yes
Exhibit Sticker	No	Yes
Exhibit Numbering	Yes	Yes
Annotate Exhibit	No	Yes
Keyword Search	Yes	Yes
Final Exhibits Folder	Yes	Yes
Realtime Compatible	Yes	Yes



# HusebyConnect Simple Exhibit Tool

Our Simple Exhibit Tool is an alternative to dropping files in Zoom chat — giving you more security, a better viewing experience, numbering capabilities, and (unlike Zoom Chat) the files are still available after the event ends.

## *3 Easy Steps!*

### 1. Drag-n-Drop to Preload Exhibits

Before your event, upload exhibits into your private exhibits folder via Manage Exhibits, including PDFs, videos, Excel spreadsheets, images, and more.

### 2. Click Publish & Add a Number to Mark

Clicking the Quick Publish button allows you to preview the file, number the exhibit, and publish to the Final Exhibits folder.

### 3. Immediate Access to Final Exhibits

The witness and all parties have access to exhibits in the Final Exhibits folder, to either download or view on-screen with scrolling and zooming capabilities.

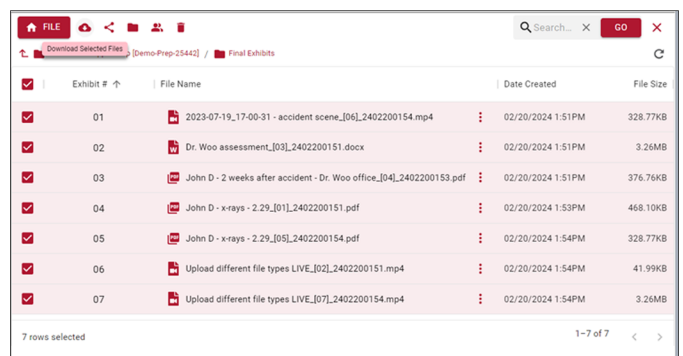
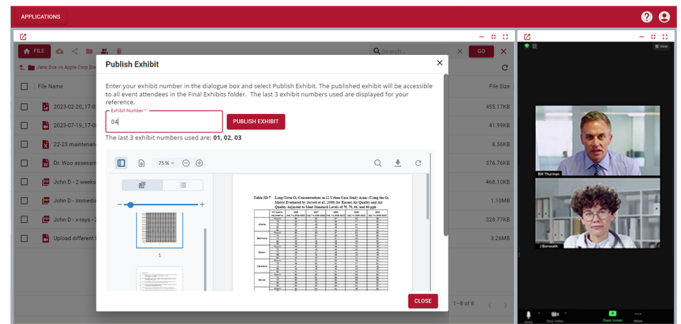
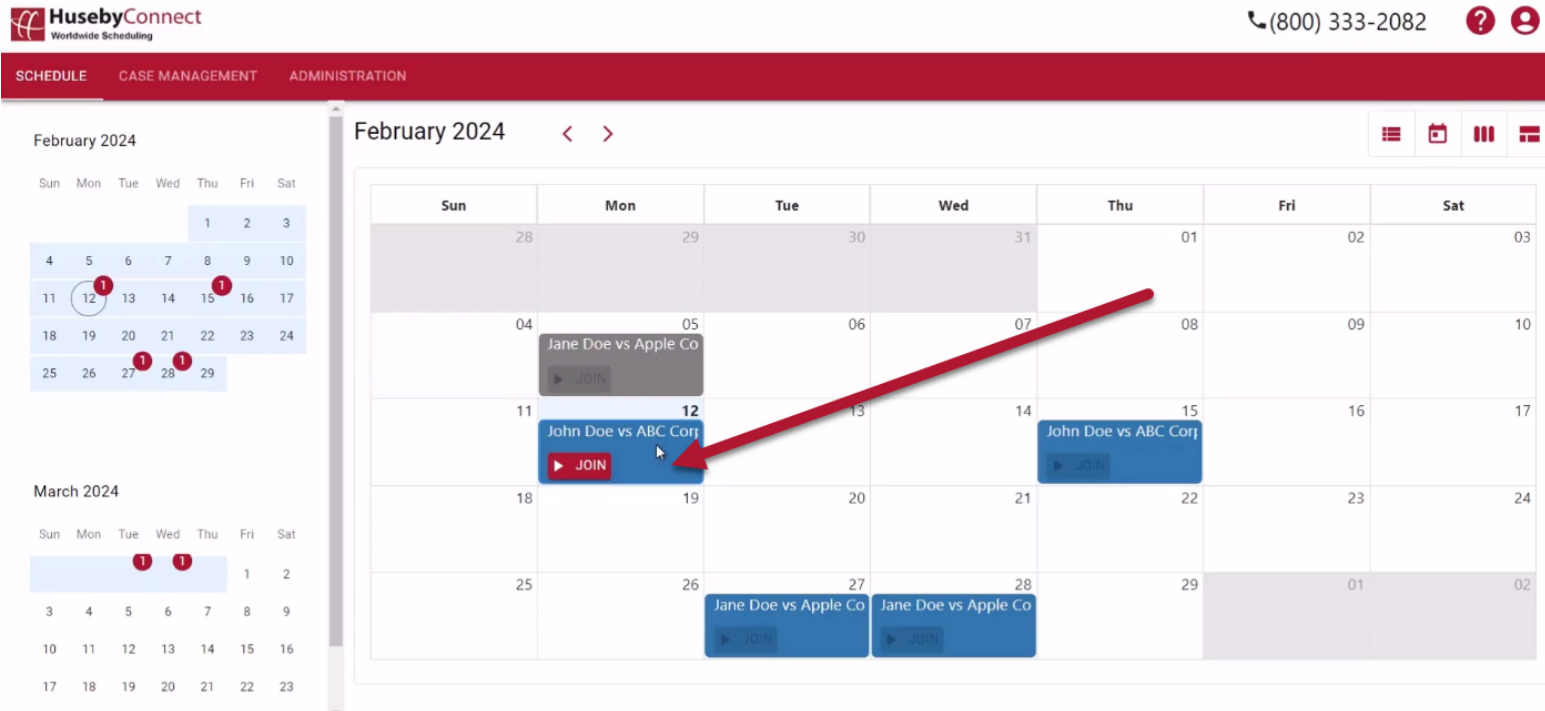


Exhibit #	File Name	Date Created	File Size
01	2023-07-19_17-00-31 - accident scene_106_2402200154.mp4	02/20/2024 1:51PM	328.77KB
02	Dr. Woo assessment_03_2402200151.docx	02/20/2024 1:51PM	3.26MB
03	John D - 2 weeks after accident - Dr. Woo office_104_2402200153.pdf	02/20/2024 1:51PM	376.76KB
04	John D - x-rays - 2.29_011_2402200151.pdf	02/20/2024 1:53PM	468.10KB
05	John D - x-rays - 2.29_06_2402200154.pdf	02/20/2024 1:54PM	328.77KB
06	Upload different file types LIVE_102_2402200151.mp4	02/20/2024 1:54PM	41.99KB
07	Upload different file types LIVE_107_2402200154.mp4	02/20/2024 1:54PM	3.26MB

Let's take a look at those steps...

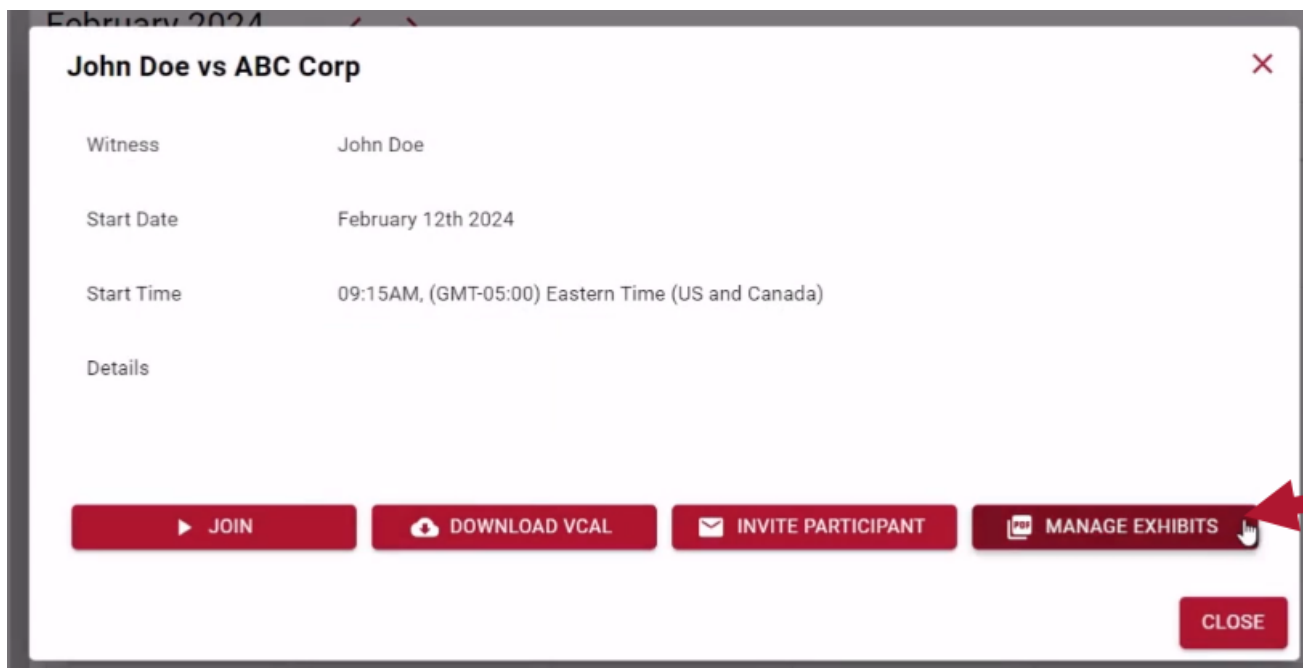
## DRAG-N-DROP TO PRELOAD EXHIBITS

Before your event, log-in to the **HusebyConnect** portal and click the blue event box on your calendar.



The screenshot shows the HusebyConnect portal interface. At the top, there is a navigation bar with 'SCHEDULE', 'CASE MANAGEMENT', and 'ADMINISTRATION'. The main content area displays a calendar for February 2024. A red arrow points to a blue event box for 'John Doe vs ABC Corp' on February 12th, which has a 'JOIN' button. Other events include 'Jane Doe vs Apple Co' on February 5th and 27th, and 'John Doe vs ABC Corp' on February 15th. The calendar also shows dates for March 2024.

In the pop-up, click the **Manage Exhibits** button.

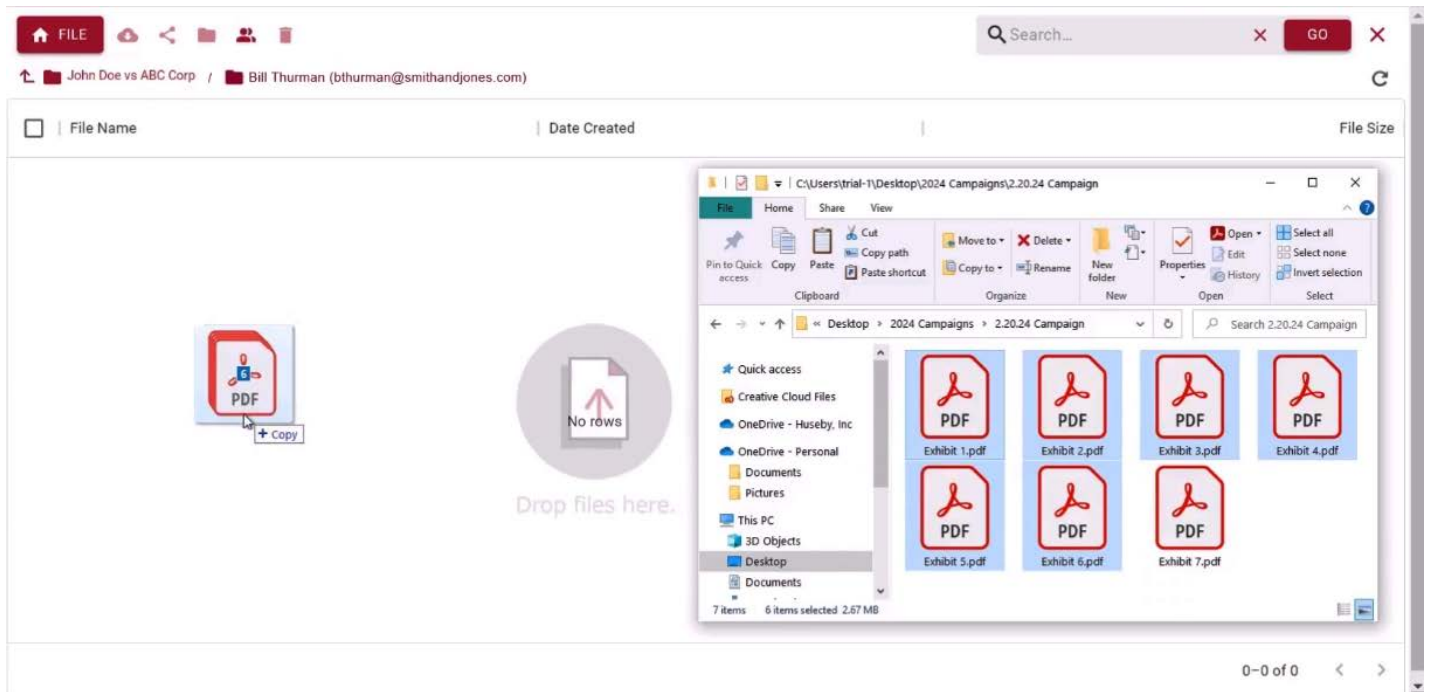


The screenshot shows a pop-up window titled 'John Doe vs ABC Corp'. The window contains the following details:

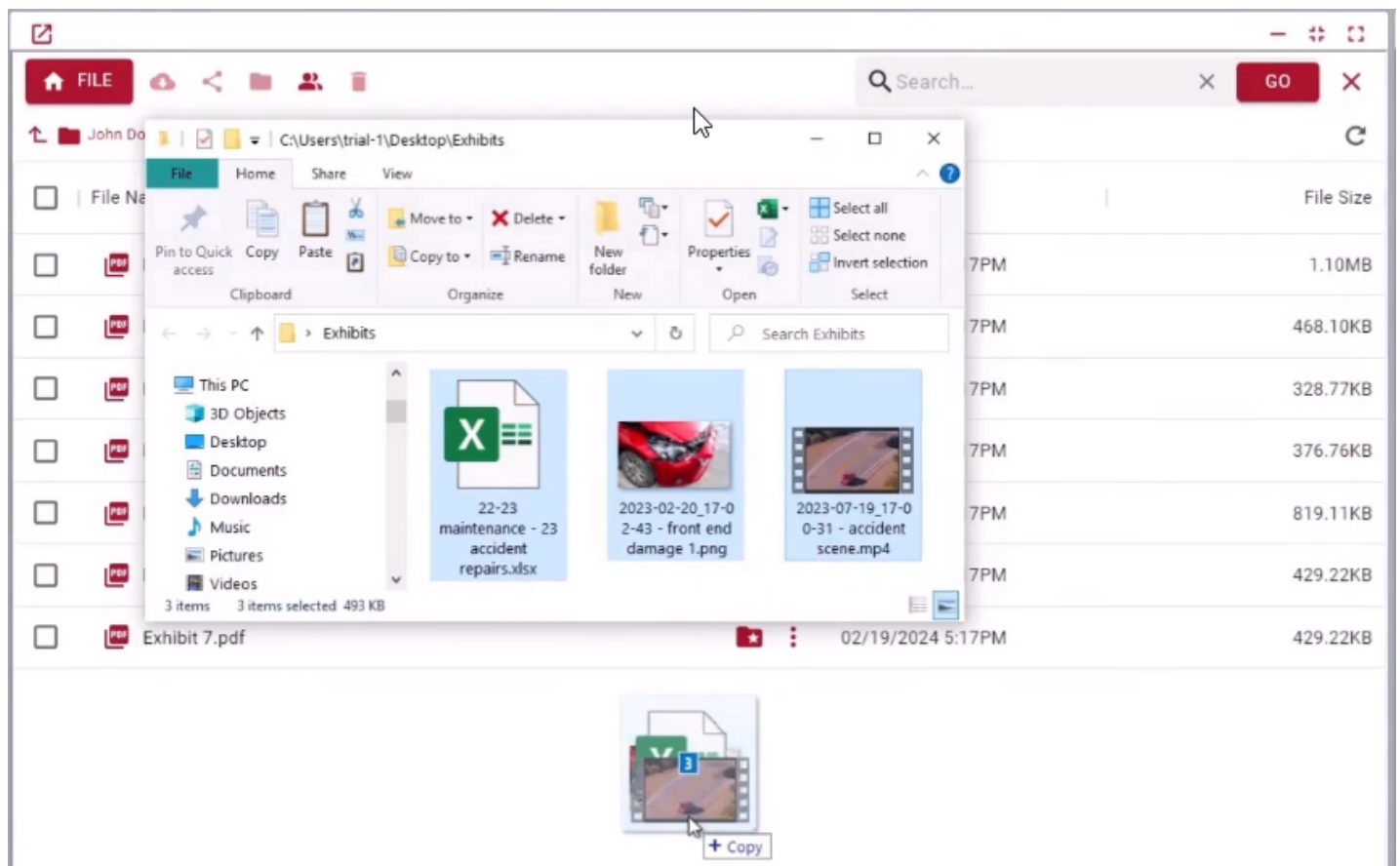
- Witness: John Doe
- Start Date: February 12th 2024
- Start Time: 09:15AM, (GMT-05:00) Eastern Time (US and Canada)
- Details: (Section header)

At the bottom of the window, there are four buttons: 'JOIN', 'DOWNLOAD VCAL', 'INVITE PARTICIPANT', and 'MANAGE EXHIBITS'. A red arrow points to the 'MANAGE EXHIBITS' button. There is also a 'CLOSE' button in the bottom right corner.

Your personal exhibits folder will open. Simply **DRAG-N-DROP** files from your computer.



Repeat as many times as you need to. You can upload most file types, including video, images, Excel files, PDFs, and more.



Your files are now in your personal exhibit folder.

<input type="checkbox"/>	File Name	Date Created	File Size
<input type="checkbox"/>	2023-02-20_17-02-43 - front end damage 1.png	02/19/2024 5:22PM	455.17KB
<input type="checkbox"/>	2023-07-19_17-00-31 - accident scene.mp4	02/19/2024 5:22PM	41.99KB
<input type="checkbox"/>	22-23 maintenance - 23 accident repairs.xlsx	02/19/2024 5:22PM	8.56KB
<input type="checkbox"/>	Exhibit 1.pdf	02/19/2024 5:17PM	1.10MB
<input type="checkbox"/>	Exhibit 2.pdf	02/19/2024 5:17PM	468.10KB
<input type="checkbox"/>	Exhibit 3.pdf	02/19/2024 5:17PM	328.77KB
<input type="checkbox"/>	Exhibit 4.pdf	02/19/2024 5:17PM	376.76KB
<input type="checkbox"/>	Exhibit 5.pdf	02/19/2024 5:17PM	819.11KB
<input type="checkbox"/>	Exhibit 6.pdf	02/19/2024 5:17PM	429.22KB
<input type="checkbox"/>	Exhibit 7.pdf	02/19/2024 5:17PM	429.22KB

In your **LIVE EVENT**, click the **VIEW EXHIBITS** button in the **EXHIBITS PANEL** - to get to your personal exhibits folder.

**APPLICATIONS**

**Exhibits**  
Presenters can manage and publish exhibits from a private workspace. Attendees can view and download published exhibits in the Final Exhibits folder. Click the button below to get started.

**VIEW EXHIBITS**

Bill Thurman

J Borosath

Mute Stop Video Share Screen More End

From here you can:

- Preview exhibits
- Assign a number to exhibits
- Publish exhibits to the FINAL EXHIBITS, that all parties can access, view exhibits, and download

The screenshot shows the 'APPLICATIONS' interface. On the left, there is a file list with columns for File Name, Date Created, and File Size. The files listed are:

File Name	Date Created	File Size
2023-02-20_17-02-43 - front end damage 1.png	02/20/2024 1:47PM	455.17KB
2023-07-19_17-00-31 - accident scene.mp4	02/20/2024 1:47PM	41.99KB
22-23 maintenance - 23 accident repairs.xlsx	02/20/2024 1:47PM	8.56KB
Dr. Woo assessment.docx	02/20/2024 1:47PM	376.76KB
John D - 2 weeks after accident - Dr. Woo office.pdf	02/20/2024 1:47PM	468.10KB
John D - immediately following accident on scene.pdf	02/20/2024 1:47PM	1.10MB
John D - x-rays - 2.29.pdf	02/20/2024 1:47PM	328.77KB

On the right, there is a video call window showing two participants: Bill Thurman and a woman with glasses.

## Previewing Exhibits

Click a file/exhibit name to preview.

The screenshot shows a close-up of the file list. A red arrow points to the file name 'Exhibit 6.pdf'.

File Name	Date Created	File Size
Exhibit 6.pdf	02/12/2024 11:47AM	429.22KB
2023-02-20_17-02-43 - front end damage 1.png	02/19/2024 5:22PM	455.17KB
2023-07-19_17-00-31 - accident scene.mp4	02/19/2024 5:22PM	41.99KB

In the preview window, click the **PANEL** icon to view thumbnails of the pages.

Click a page thumbnail to jump directly to it.

Click the panel icon again to close the panel.

The screenshot shows the exhibit preview window. A red arrow points to the 'Panel' icon in the top left corner. The document content includes the following table:

1.2.2 History of O<sub>3</sub> NAAQS Reviews

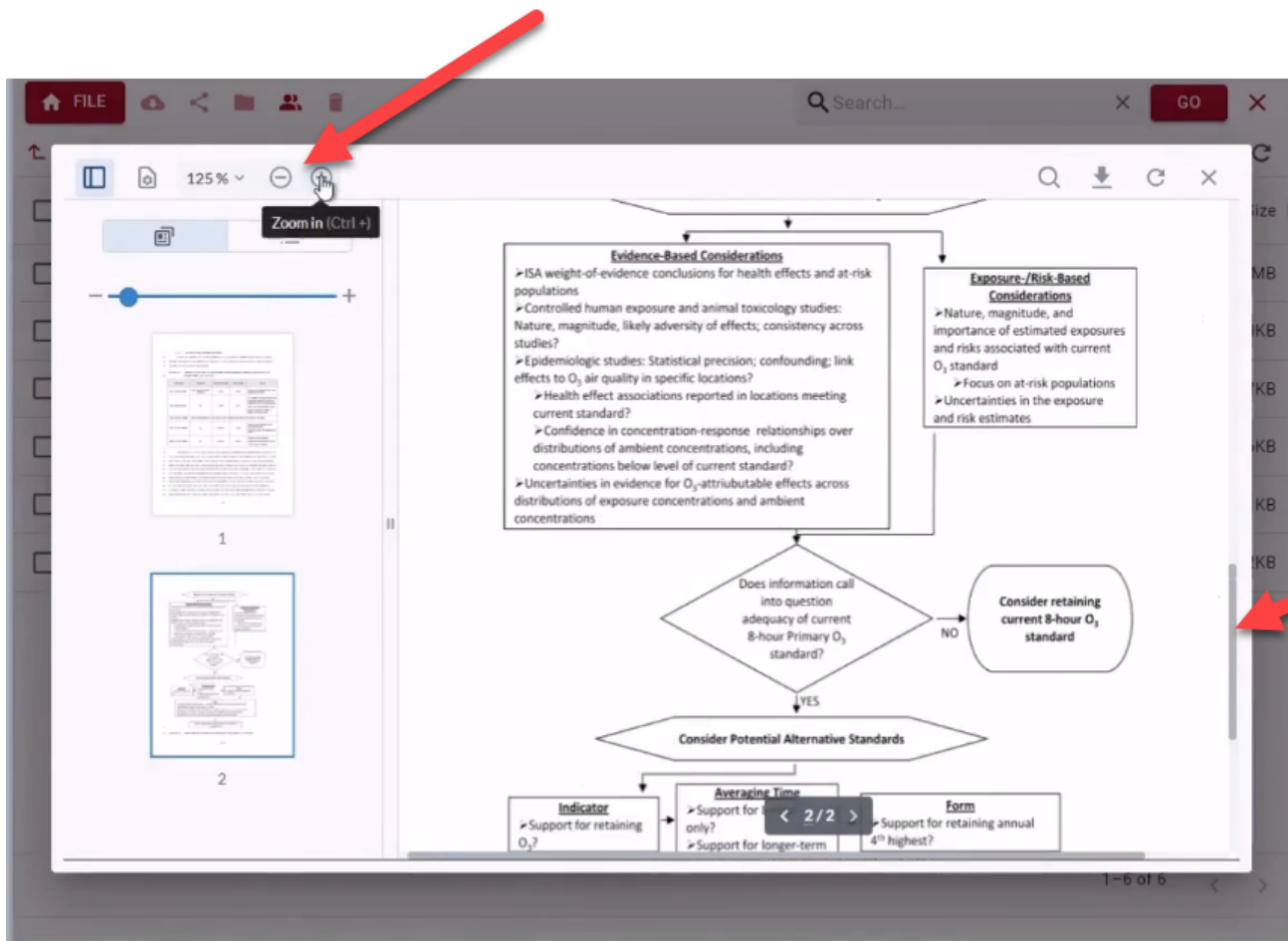
Table 1-1. Summary of primary and secondary O<sub>3</sub> NAAQS promulgated during the period from 1971 to 2008.

Final Rule	Indicator	Averaging Time	Level (ppm)	Form
1971 (36 FR 8186)	Total photochemical oxidants	1 hour	0.08	Not to be exceeded more than one hour per year
1979 (44 FR 8202)	O <sub>3</sub>	1 hour	0.12	Attainment is defined when the expected number of days per calendar year, with maximum hourly average concentration greater than 0.12 ppm, is equal to or less than 1
1993 (58 FR 13008)	The EPA decided that revisions to the standards were not warranted at the time.			
1997 (62 FR 38856)	O <sub>3</sub>	8 hours	0.08	Annual fourth-highest daily maximum 8-hour concentration, averaged over 3 years
2008 (73 FR 16403)	O <sub>3</sub>	8 hours	0.075	Form of the standards remained unchanged relative to the 1997 standard

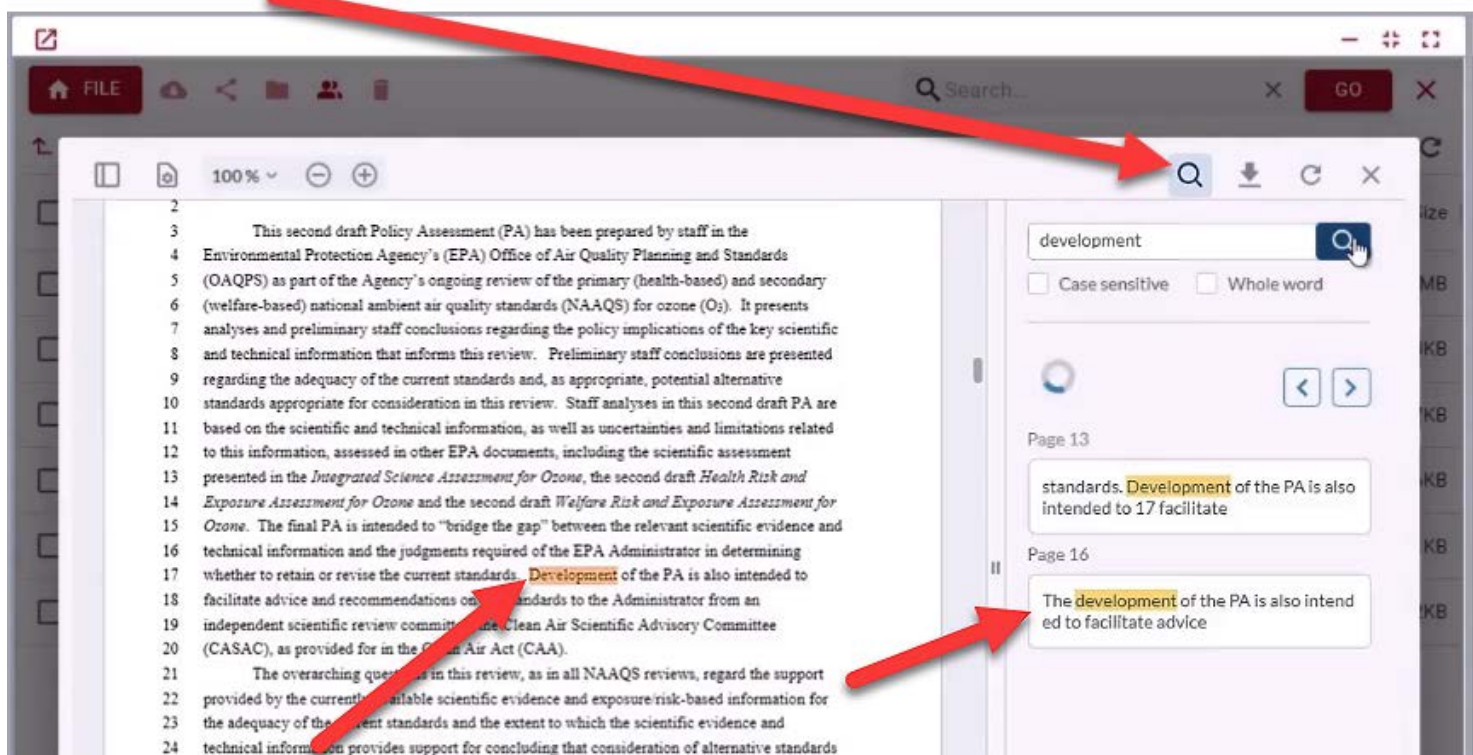
The preview window also shows a panel of thumbnails for the document pages, with page 1 selected.



Also in the preview window, use **ZOOM** and **SCROLL** features to navigate the exhibit.

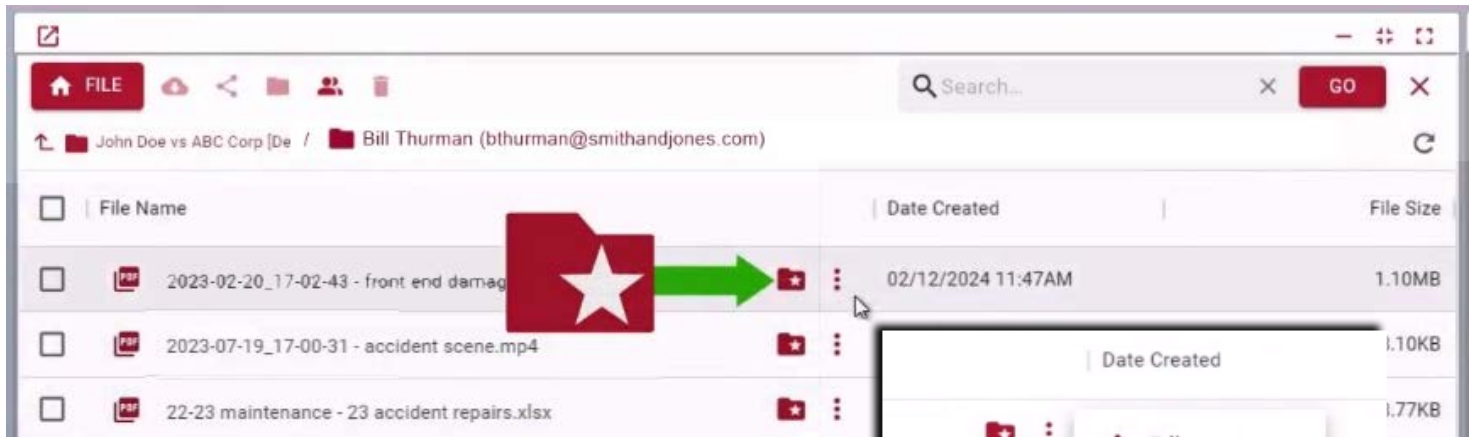


Click the **SEARCH** icon to type a search term. Then click an instance to jump to it in the exhibit.



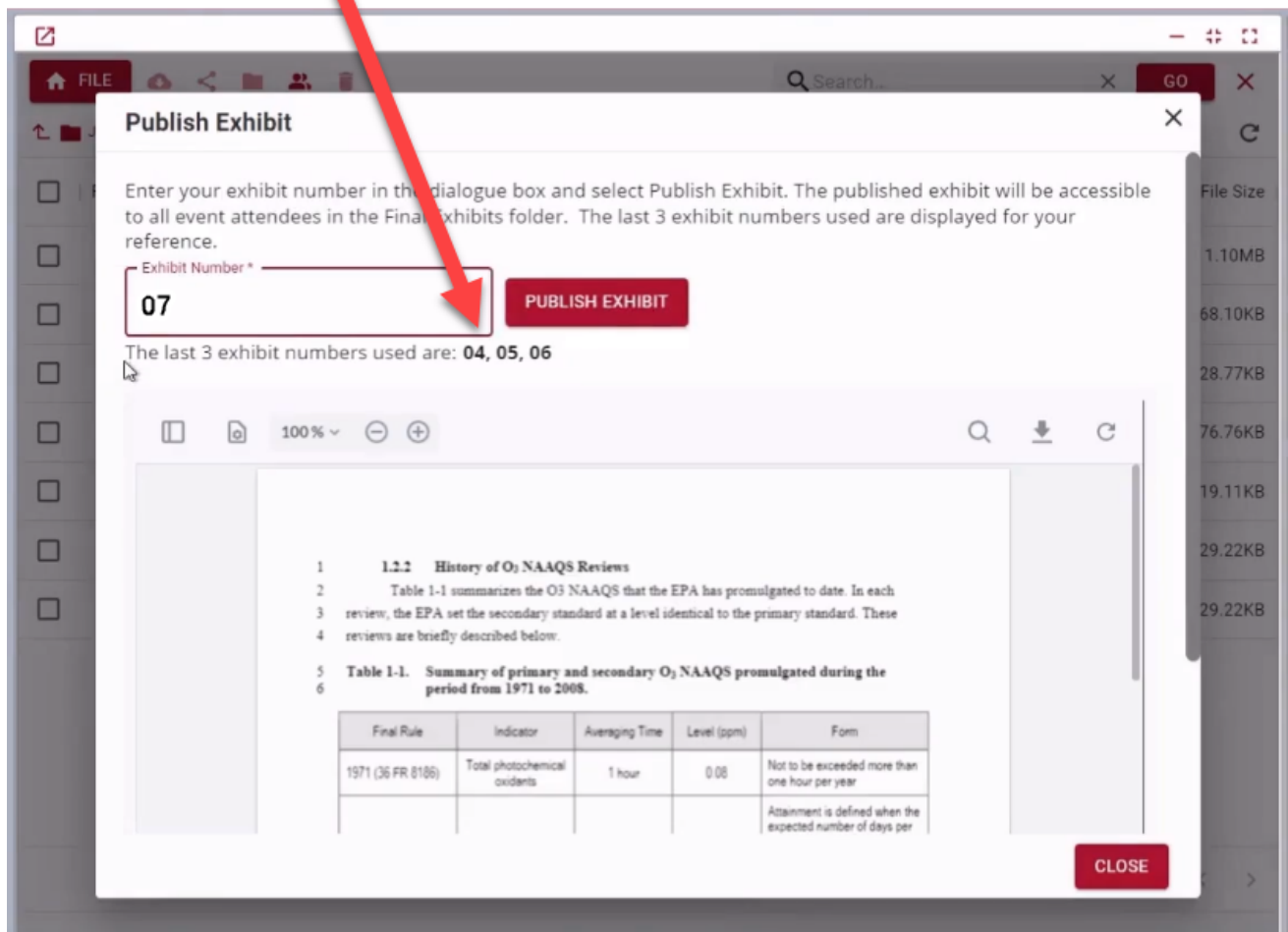
## CLICK PUBLISH and ADD a NUMBER to MARK

Click the **PUBLISH** icon, or click the drop-down adjacent (⋮) and choose **PUBLISH EXHIBIT**.



Type your exhibit number, then click **PUBLISH EXHIBIT**.

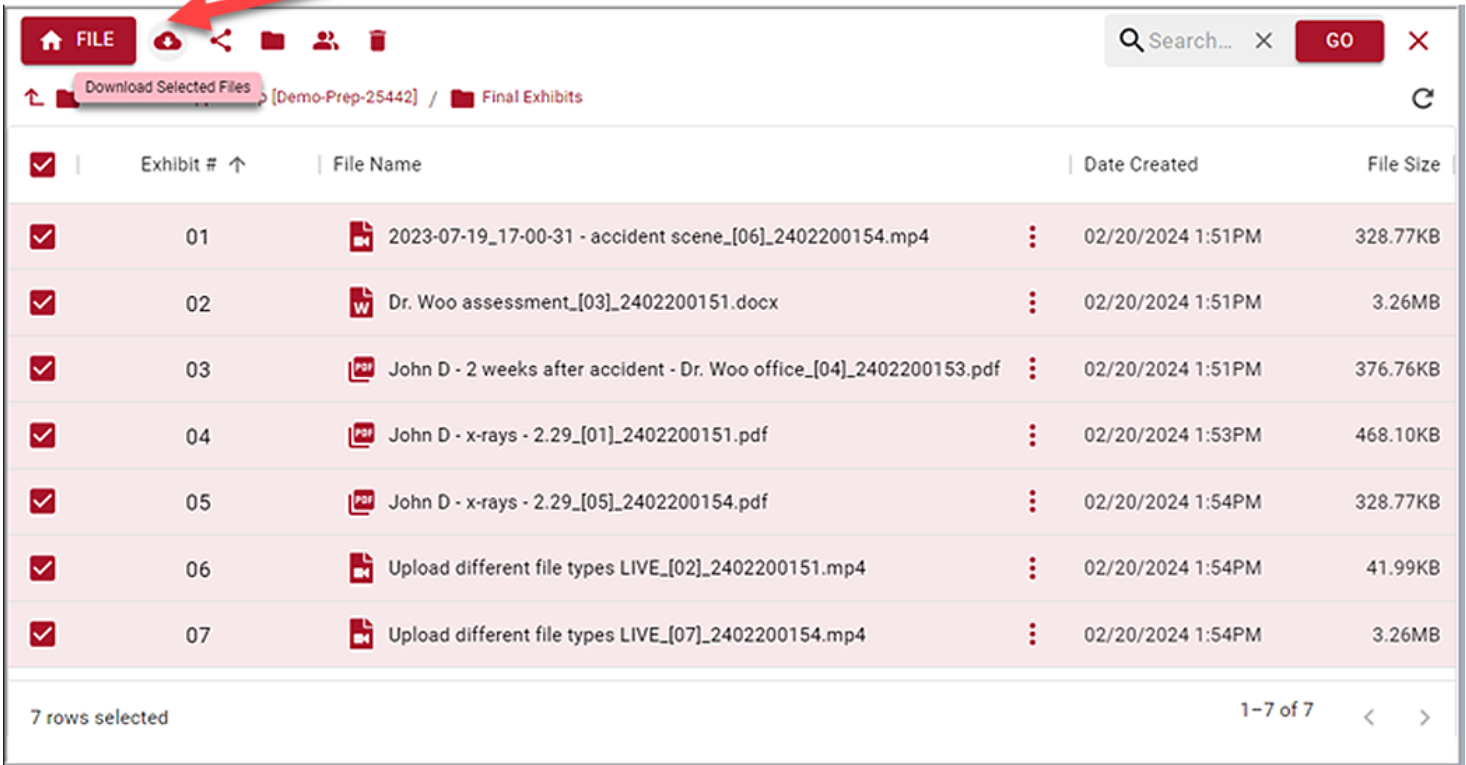
**Note:** The most recent exhibit numbers assigned are displayed below the exhibit number box, in order to avoid



## IMMEDIATE ACCESS to FINAL EXHIBITS

Published exhibits go directly into the event **FINAL EXHIBITS folder**, to which all parties have access during and after the event.

Checkmark to choose one or more exhibits, then click the **DOWNLOAD icon** to download.



The screenshot shows a file management interface with a toolbar at the top containing icons for home, file, download, share, folder, user, and trash. A search bar is on the right with a 'GO' button. Below the toolbar, the breadcrumb path is '[Demo-Prep-25442] / Final Exhibits'. The main area displays a table of exhibits with columns for 'Exhibit #', 'File Name', 'Date Created', and 'File Size'. All seven rows are selected, indicated by checkmarks in the first column. A red arrow points from the text above to the 'Download Selected Files' button in the toolbar.

<input checked="" type="checkbox"/>	Exhibit # ↑	File Name	Date Created	File Size
<input checked="" type="checkbox"/>	01	2023-07-19_17-00-31 - accident scene_[06]_2402200154.mp4	02/20/2024 1:51PM	328.77KB
<input checked="" type="checkbox"/>	02	Dr. Woo assessment_[03]_2402200151.docx	02/20/2024 1:51PM	3.26MB
<input checked="" type="checkbox"/>	03	John D - 2 weeks after accident - Dr. Woo office_[04]_2402200153.pdf	02/20/2024 1:51PM	376.76KB
<input checked="" type="checkbox"/>	04	John D - x-rays - 2.29_[01]_2402200151.pdf	02/20/2024 1:53PM	468.10KB
<input checked="" type="checkbox"/>	05	John D - x-rays - 2.29_[05]_2402200154.pdf	02/20/2024 1:54PM	328.77KB
<input checked="" type="checkbox"/>	06	Upload different file types LIVE_[02]_2402200151.mp4	02/20/2024 1:54PM	41.99KB
<input checked="" type="checkbox"/>	07	Upload different file types LIVE_[07]_2402200154.mp4	02/20/2024 1:54PM	3.26MB

7 rows selected 1-7 of 7 < >

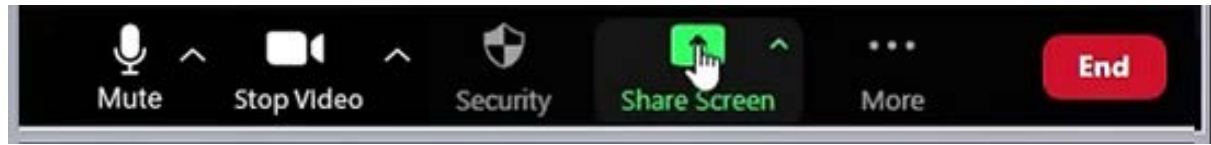
## WITNESS and REPORTER EXHIBITS ACCESS

Your witness(es) and the court reporter see only the exhibits published to the **FINAL EXHIBITS** folder. From the folder they can:

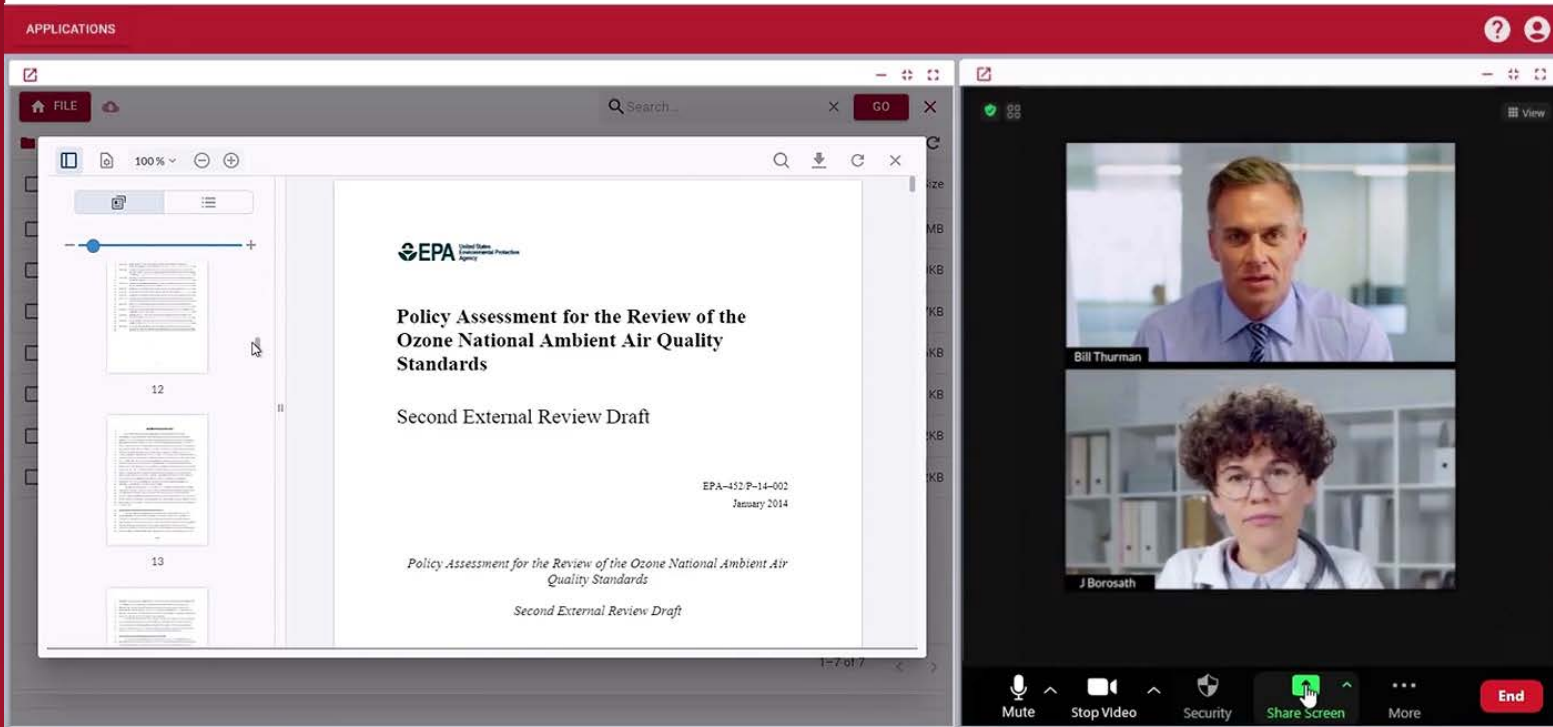
- Preview exhibits
- While viewing, utilize the Zoom, Scroll, Keyword Search, and Thumbnail View features.
- Download exhibits to view locally on their device.
- Counsel can choose to Screen Share via internal Zoom features

**ZOOM Screen Share Capabilities**

## SCREEN SHARING with ZOOM SHARE SCREEN FEATURE



With the **HusebyConnect Simple Exhibit Tool**, you always have the option to share your screen with witness and other attendees using **HusebyConnect's** integrated ZOOM **Share Screen** feature.



## USING MULTIPLE MONITORS

Want to view your **EXHIBITS PANEL** on a different screen? Just click the '**Extend application into separate browser tab**' icon in the top left corner of the panel, then drag the window to a second monitor.



# ADVANCED EXHIBIT PRESENTATION

## GETTING STARTED

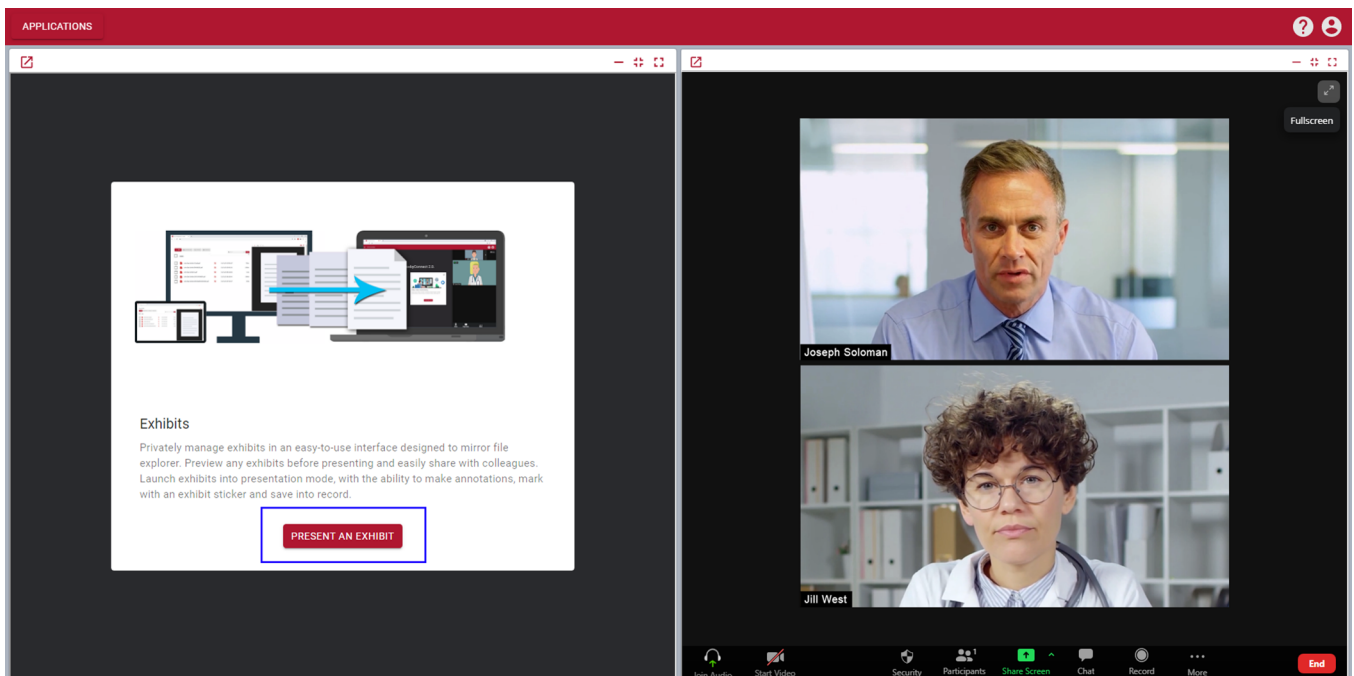
Whether you have preloaded your exhibits or you plan to upload exhibits during your live event, get started by joining your event and selecting the **PRESENT AN EXHIBIT** button in your **Exhibits** tile.

**TIP:** Resize the Exhibits tile and the Video, Audio, Screensharing tile to your preference by selecting the bar between the tiles and dragging your mouse to the left or right.

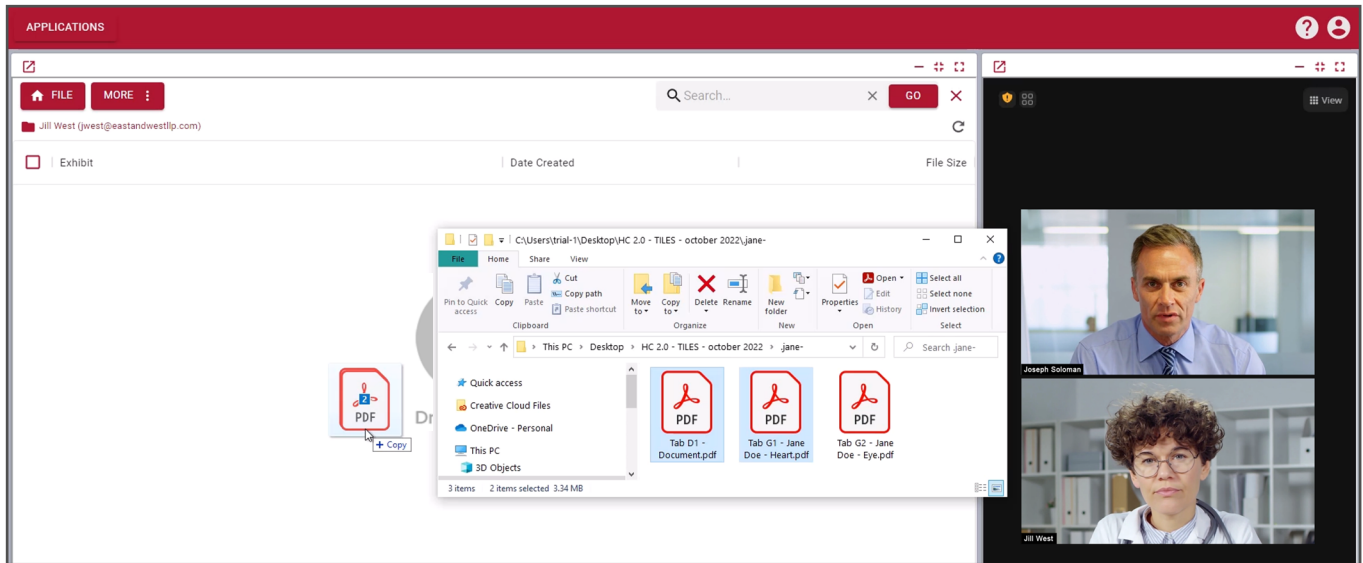
## UPLOADING EXHIBITS DURING YOUR EVENT

To upload an exhibit during your event, follow these steps:

1. Join your event.
2. Select **PRESENT AN EXHIBIT** button in your **Exhibits** tile.



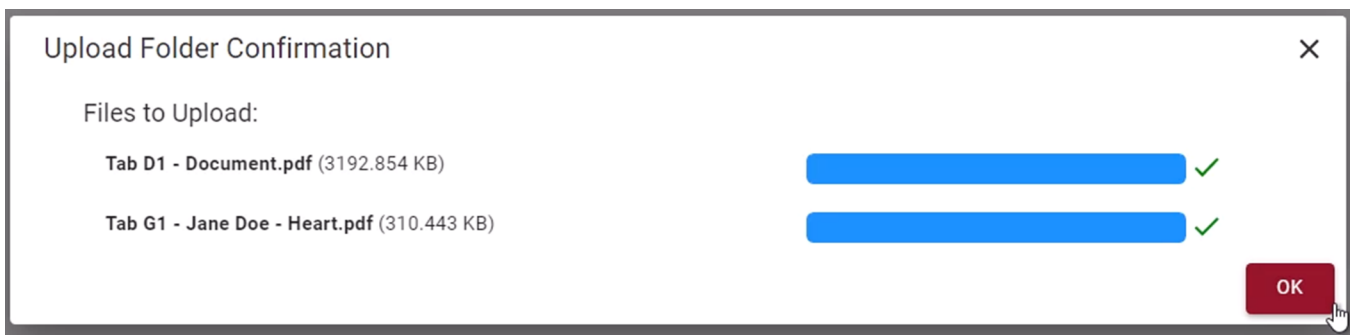
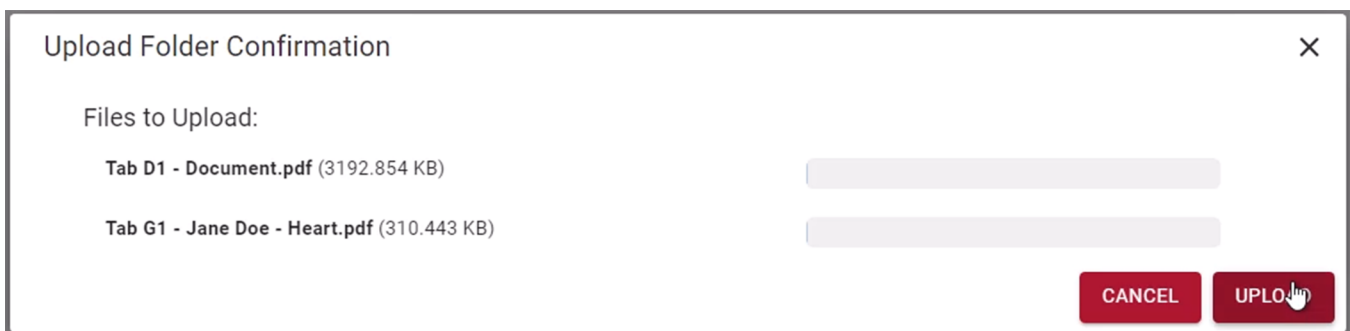
3. In your **Manage Exhibits** module, drag and drop your exhibit file into the white space.



**Uploading Exhibits Pre-Deposition:**


To learn how to preload exhibits, create folders, and organize your exhibits prior to your event, visit **Manage Exhibits** on page 12.

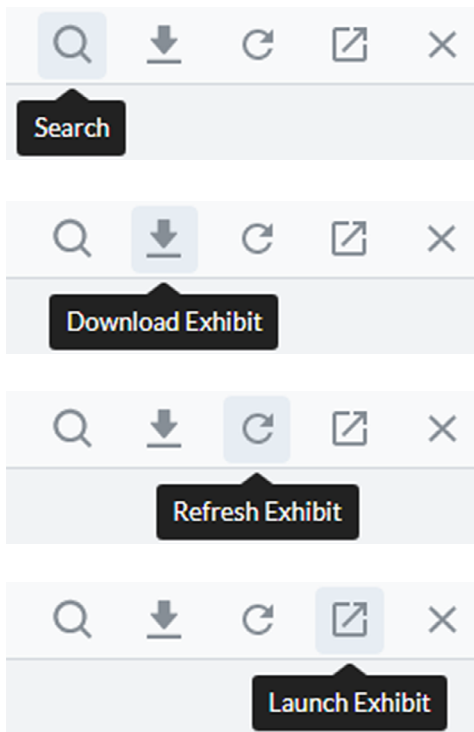
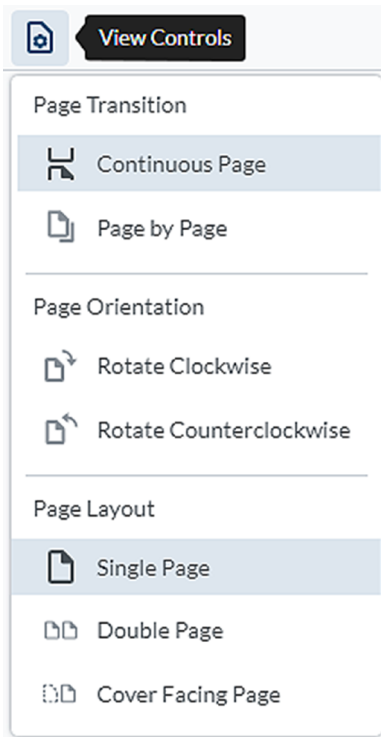
4. Select **UPLOAD**, then **OK**.



# PREVIEWING EXHIBITS IN ADVANCED

To preview an exhibit prior to presenting to the deponent, simply click on the file name of your exhibit and a preview will automatically populate.

The **PANEL** icon (  ) allows you to view thumbnails of pages.



**Search** allows you to keyword search OCR'd PDFs.

**Download Exhibit** allows you to download the previewed exhibit to your computer.

**Refresh** the exhibit preview panel.

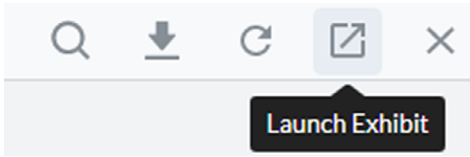
**Launch Exhibit** allows you to present the exhibit live from the preview window.

# ADVANCED EXHIBIT PRESENTATION

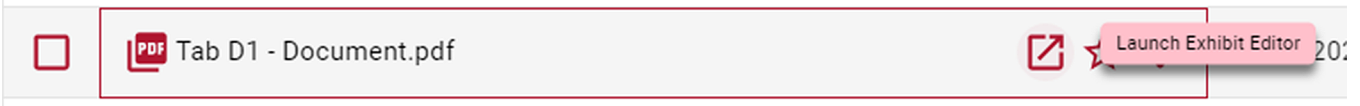
Once you have previewed the exhibit you would like to present, it's time to launch the Exhibit Presentation! Here's how:



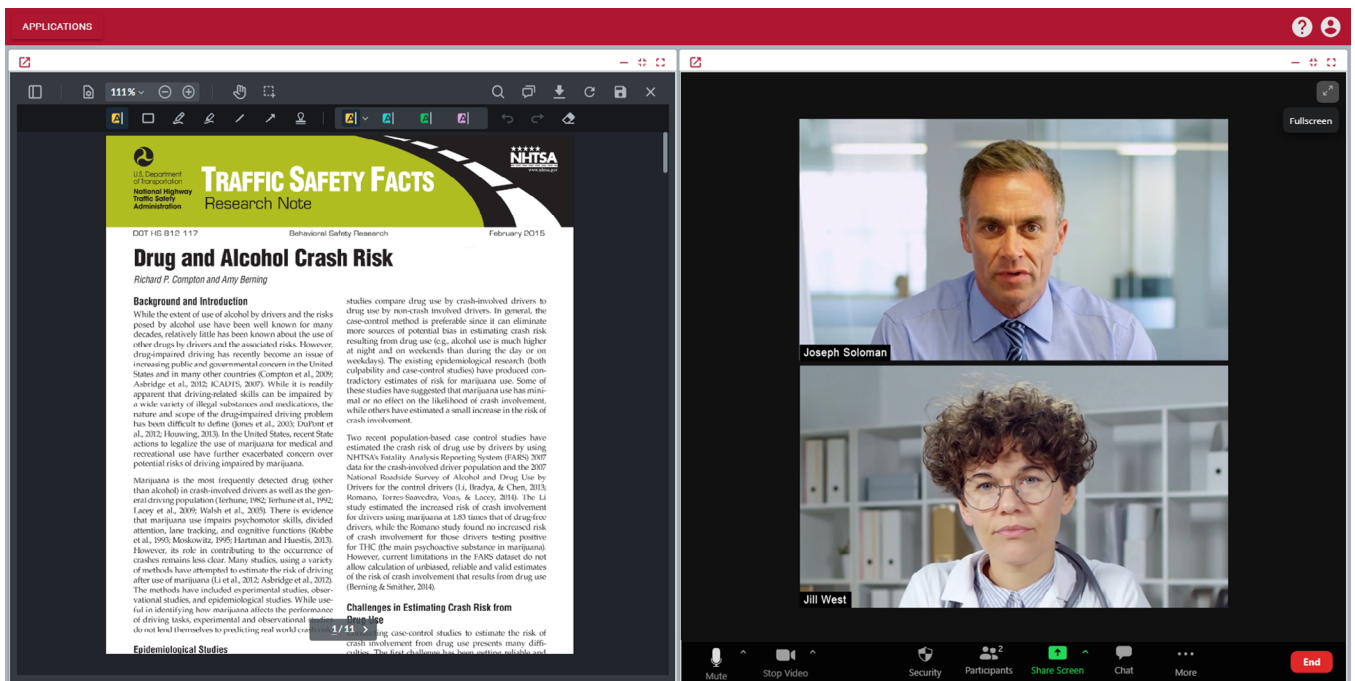
1. From a previewed document, click the LAUNCH EXHIBIT icon.



Or from your exhibit list, click the Launch Exhibit Editor icon.



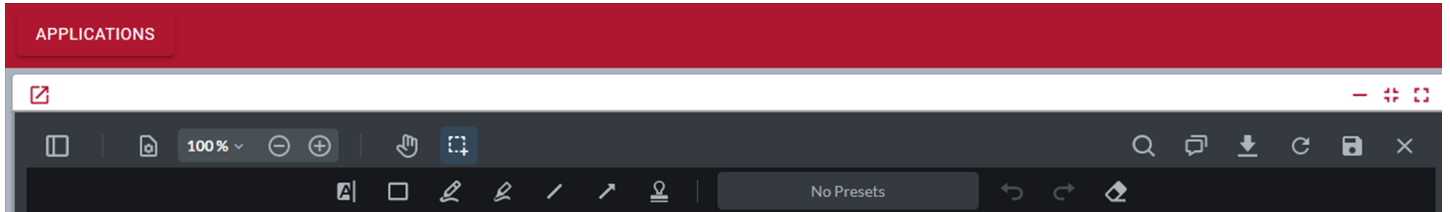
In your live event, you are now **Exhibit Presentation** mode. All participants in the remote deposition room can see on their screen the exhibit you are displaying.



**NOTE:** Unless another participant is given remote control access, only you can navigate the document and operate the annotation tools.

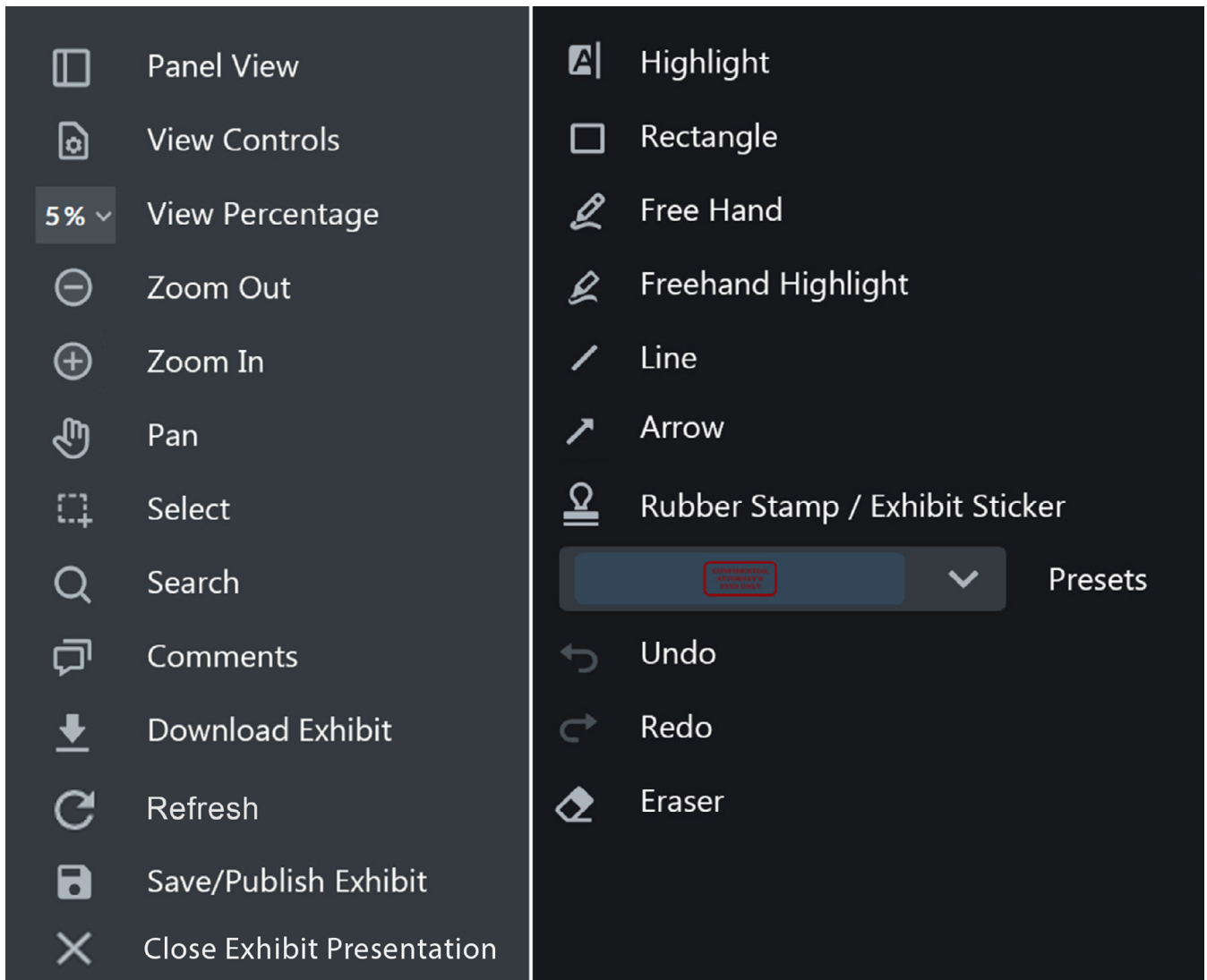


## ADVANCED EXHIBIT PRESENTATION TOOLS



When in Exhibit Presentation mode, you have an abundance of tools right at your fingertips!

### TOOL KEY:

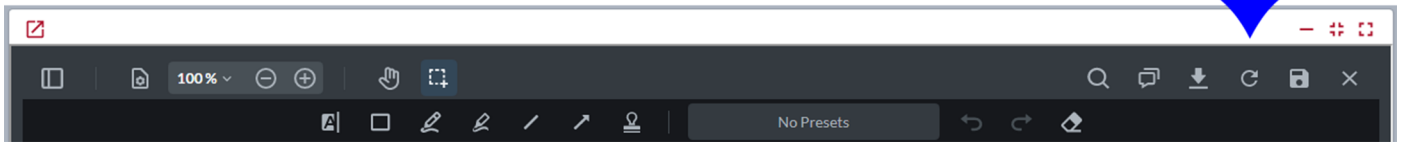


## REFRESH YOUR EXHIBIT VIEW

When in Exhibit Presentation mode in your live event, click the **REFRESH** button to repopulate the exhibit window. This allows you to refresh only *your* exhibit view, if the exhibit does not appear fully loaded, or if the exhibit window is frozen.



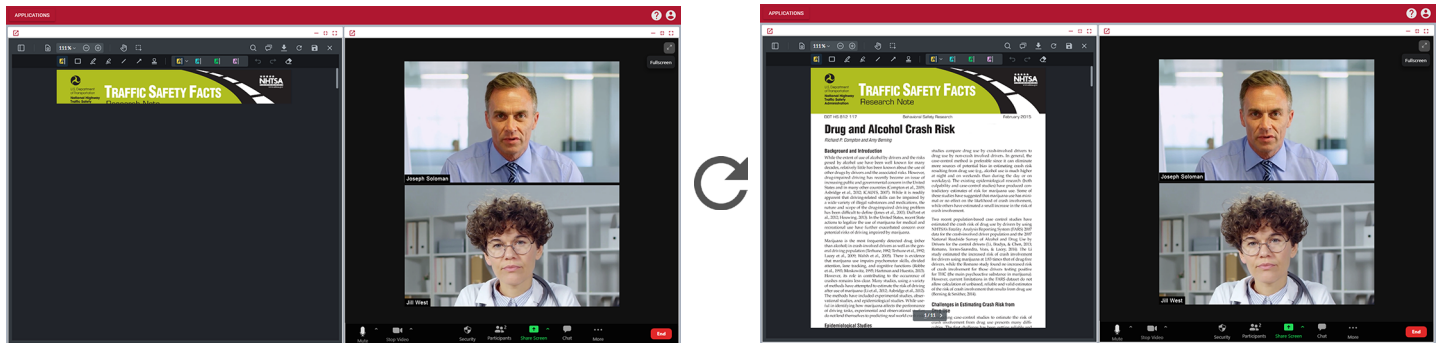
### Presenter view:



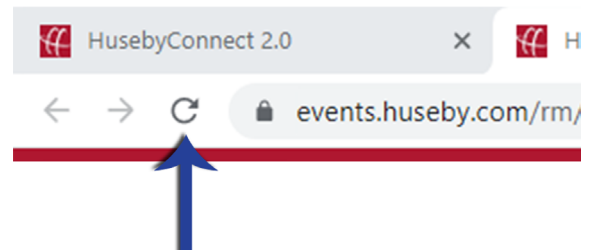
### Participant View:



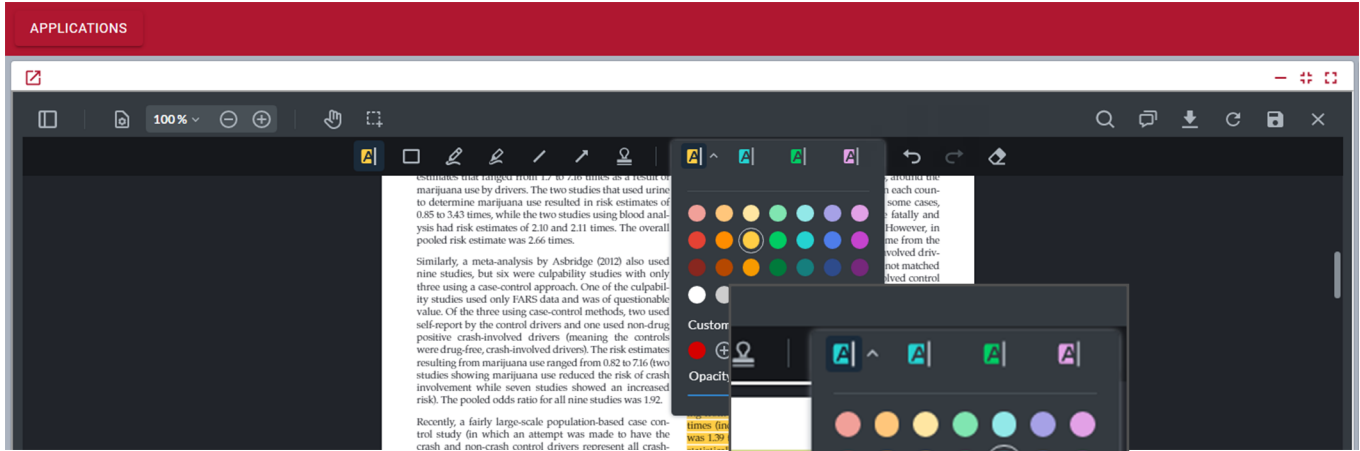
Refreshing your **exhibit window** will not interfere with your **live video feed**:



**EXPERT TIP:** If you should experience an internet interruption or something occurs that does not permit the exhibit window refresh to work, **refresh your BROWSER**, then re-enter the live event.



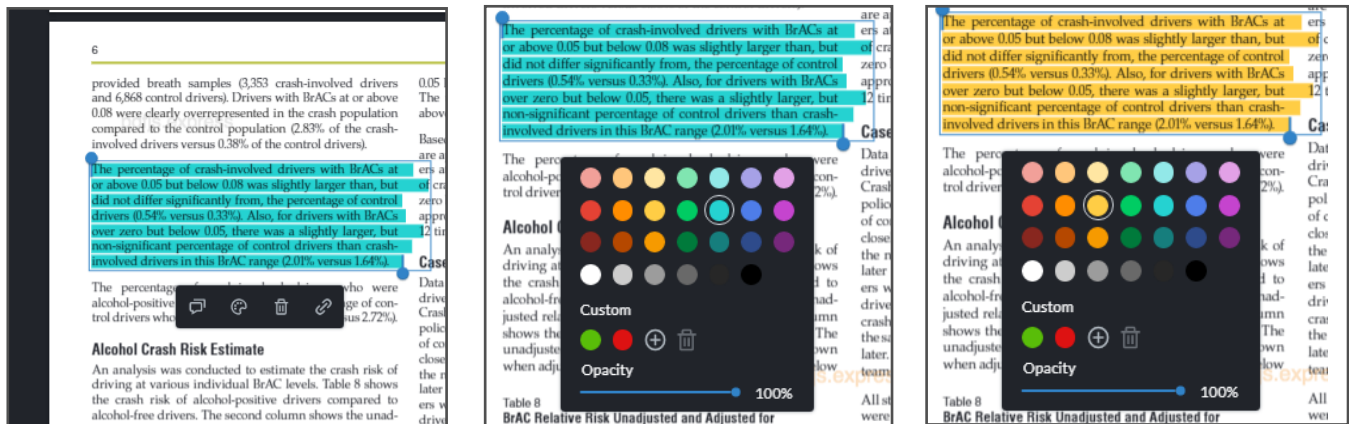
# HIGHLIGHT TOOLS



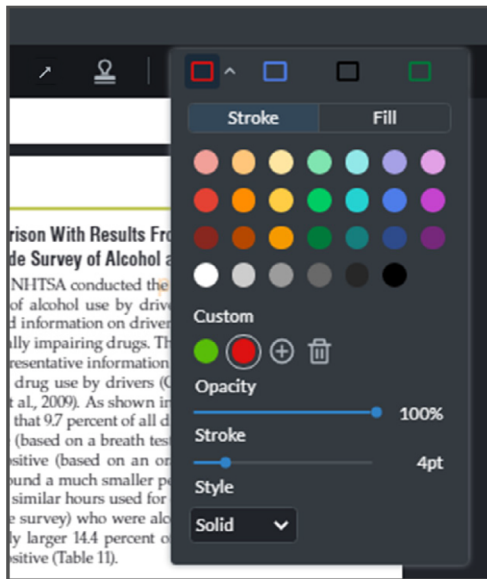
Highlight key sections or word/phrases using your highlight palette with custom color and opacity.



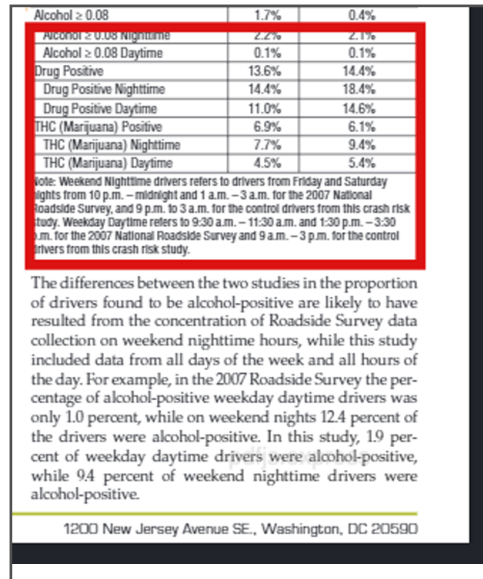
Select highlighted text of an existing annotation and modify color/opacity on-the-fly with the annotation palette.



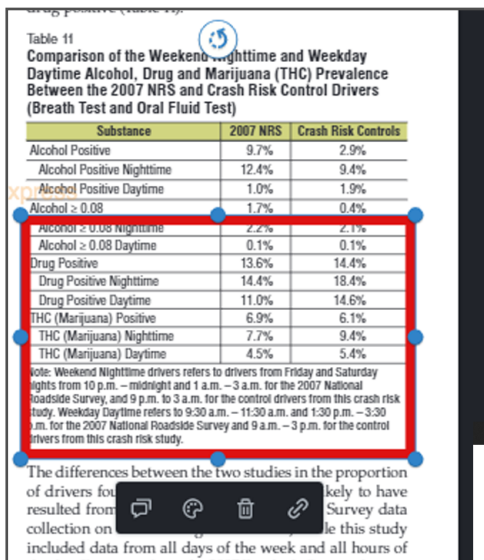
## RECTANGLE TOOL



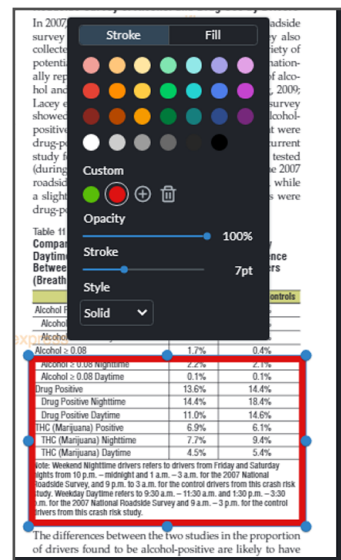
Choose the color you want from the Rectangle Tool Palette. You can control Opacity, Stroke, and Style here, too.



Select the area of the document you wish to place the rectangle around. By clicking the line of the rectangle, you can move and resize it.



When hovering over the line of the rectangle, a tool bar will appear. From here you can edit the existing rectangle on-the-fly.



After clicking the toolbar, your palette and editing panel appears. From here you can control color, opacity, stroke, and style.

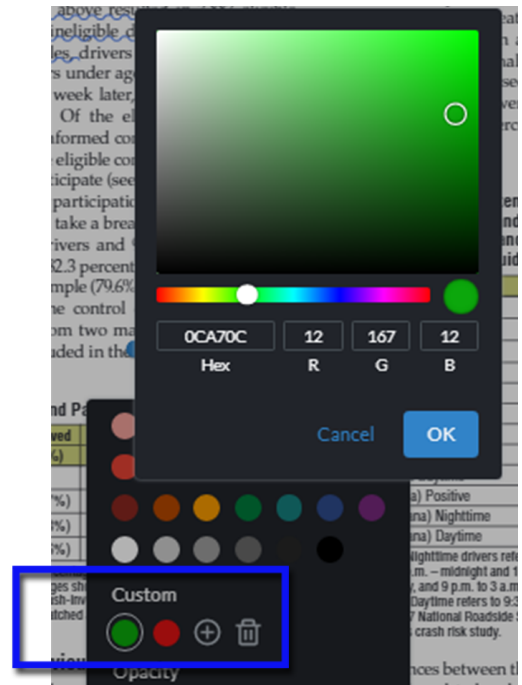
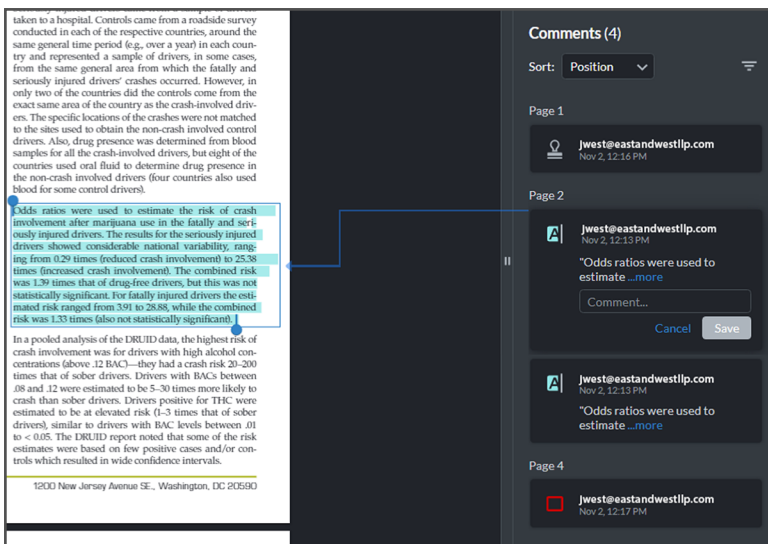
# OTHER GREAT TOOL FEATURES!



Annotation tracking, indicating type, page, author, creation time/date, and more!

Beyond the default palette, **CUSTOM** color is an option:

Comments and comment tracking - including author, time, location, and more!



## MARKING EXHIBITS

You can easily mark an exhibit with an electronic exhibit sticker in just a few simple steps:

1. At the top of the exhibit toolbar, directly above your exhibit, select the Rubber Stamp button.

2. Select the exhibit sticker you would like to add by clicking the down arrow to the right of the Rubber Stamp button.

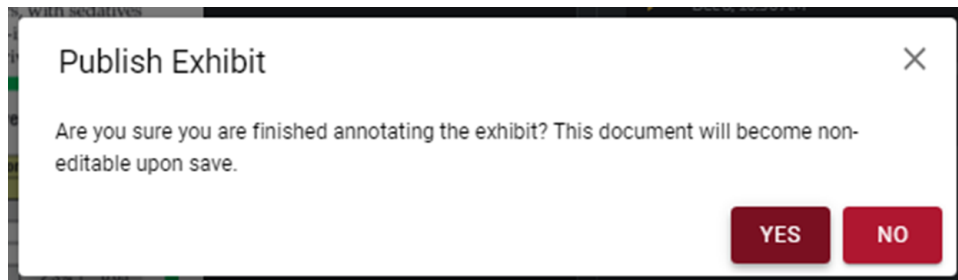
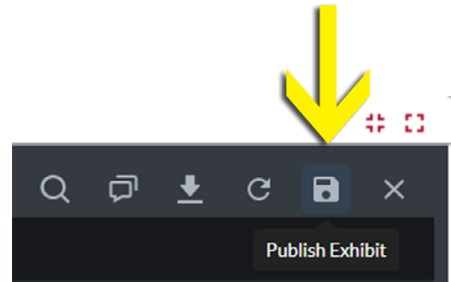
3. An exhibit sticker will then be attached to your mouse so you can choose the placement of the sticker. To place the exhibit sticker on the document, left click.

4. The exhibit number will automatically start at 1. To change the exhibit number, double click in the exhibit sticker box.



## FINAL EXHIBIT FOLDER

Once you have finished presenting and marking your exhibit, select the Publish Exhibit icon at the top right of your exhibit toolbar. In the Publish Exhibit box, click **YES** to save any annotations you have made. Your exhibit will save to a **Final Exhibits** folder in your **Manage Exhibits** module.



APPLICATIONS					
Final Exhibits					
Exhibit		Date Created	File Size	Exhibit Number	
Tab D1 - Document_[22]_2211021249.pdf		11/02/2022 12:49PM	3.39MB	22	
Tab G1 - Jane Doe - Heart_[21]_2211021251.pdf		11/02/2022 12:51PM	314.17KB	21	

You can access this folder at any time in your Manage Exhibits module or in your Repository.

To learn more about accessing and navigating your Manage Exhibits module, **visit Manage Exhibits on page 12.**

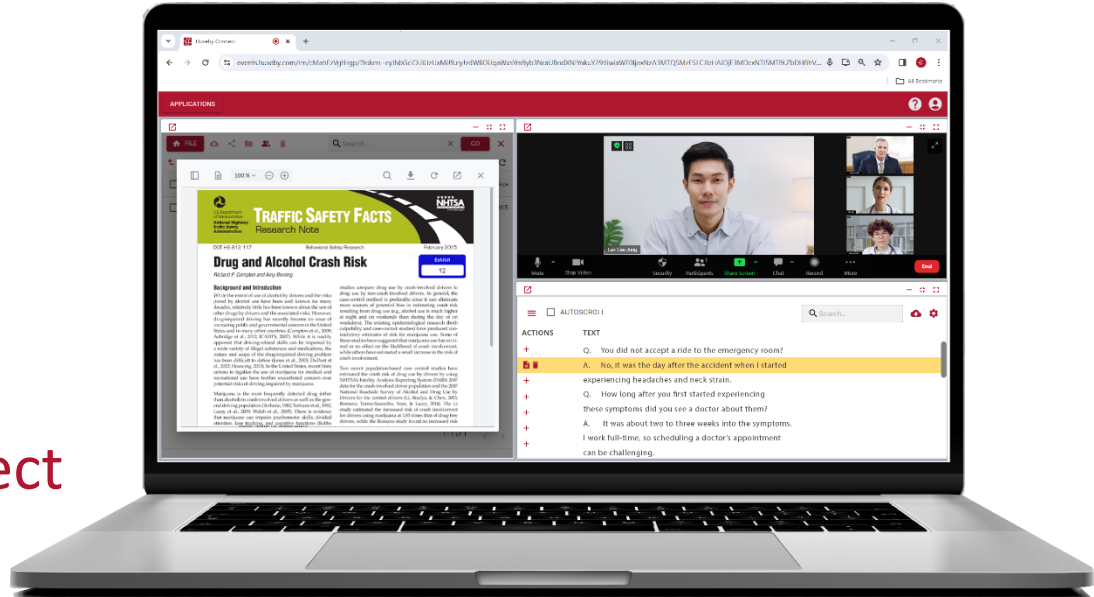


**EXPERT TIP:** You can download a copy directly to your local files by selecting the down arrow at the top right of your exhibit toolbar, to the left of the save button.



# Guide to Remote Realtime

with HusebyConnect



Realtime technology can enhance your remote deposition experience by providing you access to a live transcript feed as it is being taken down by a highly skilled, realtime reporter. Remote realtime enables you to make informed decisions on the fly and provides enhanced collaboration with your team, even when miles apart.

*“ I like to see the exact words that [the witness] used, because I can't really write it down when I'm asking questions. If I have the realtime feed I can just stop the feed rolling right there at the exact spot. If I want to repeat the question using the exact words that I used and there is an evasive answer, realtime helps me do that. ”*

The advantages to realtime court reporting are undeniable. Here are a few ways that a realtime transcript feed can benefit your remote event experience.

- Review or Keyword Search Previous Testimony
- Highlight & Bookmark Key Pieces of Testimony
- Add Notes or Issue Codes
- Keep Your Focus on the Witness
- Transcript Auto-Saved with Notes and Annotations

Create a strategic advantage and stay one step ahead of opposing counsel by utilizing realtime. Anticipate their moves, respond swiftly, and maintain control of the deposition or courtroom dynamic.



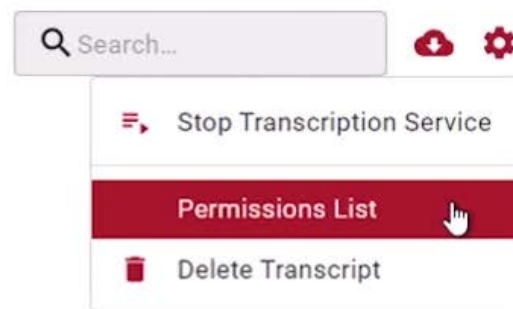
## SETTING FIRM MEMBER PERMISSIONS

Create a strategic advantage and stay one step ahead of opposing counsel by utilizing realtime. Anticipate their moves, respond swiftly, and maintain control of the deposition or courtroom dynamic.

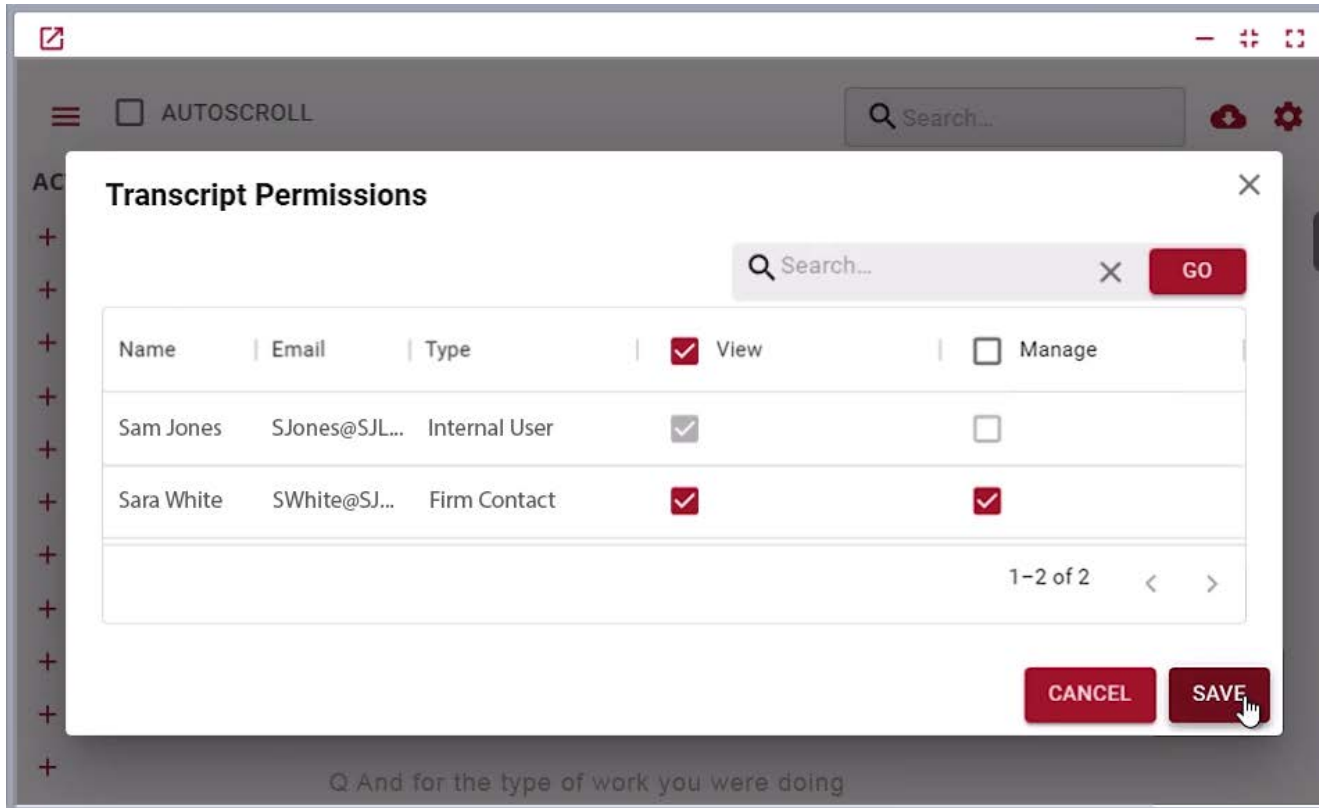
Click the **SETTINGS** icon.





Click **PERMISSIONS LIST** in the settings drop-down.



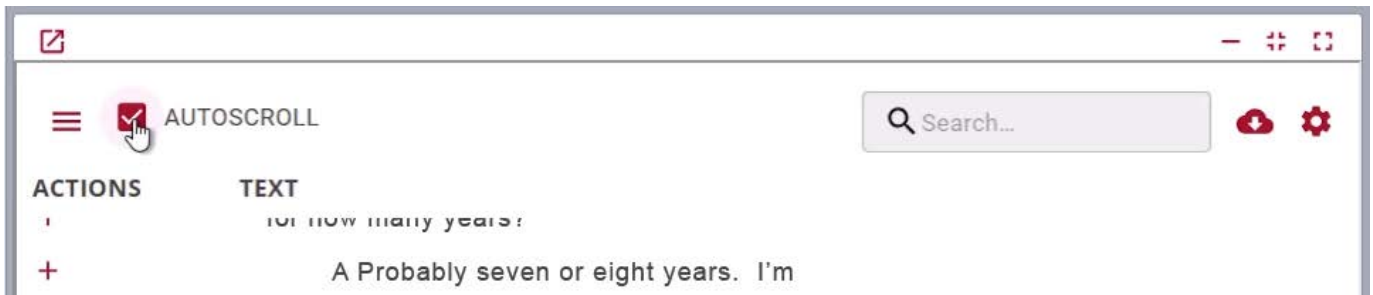
Choose **VIEW** and **MANAGE** options per firm member, then click **SAVE**. You also have **SEARCH** capabilities.



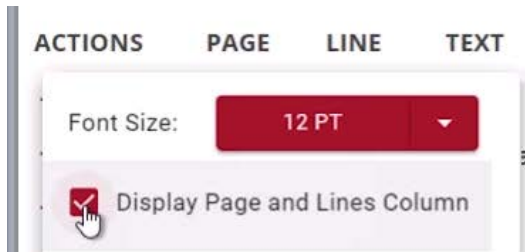
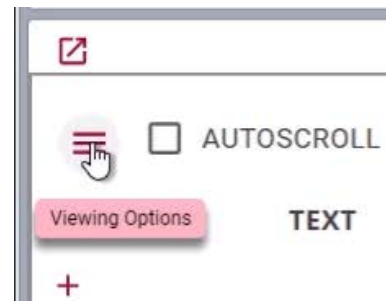
 The transcript permissions have been successfully updated. 

## VIEWING OPTIONS

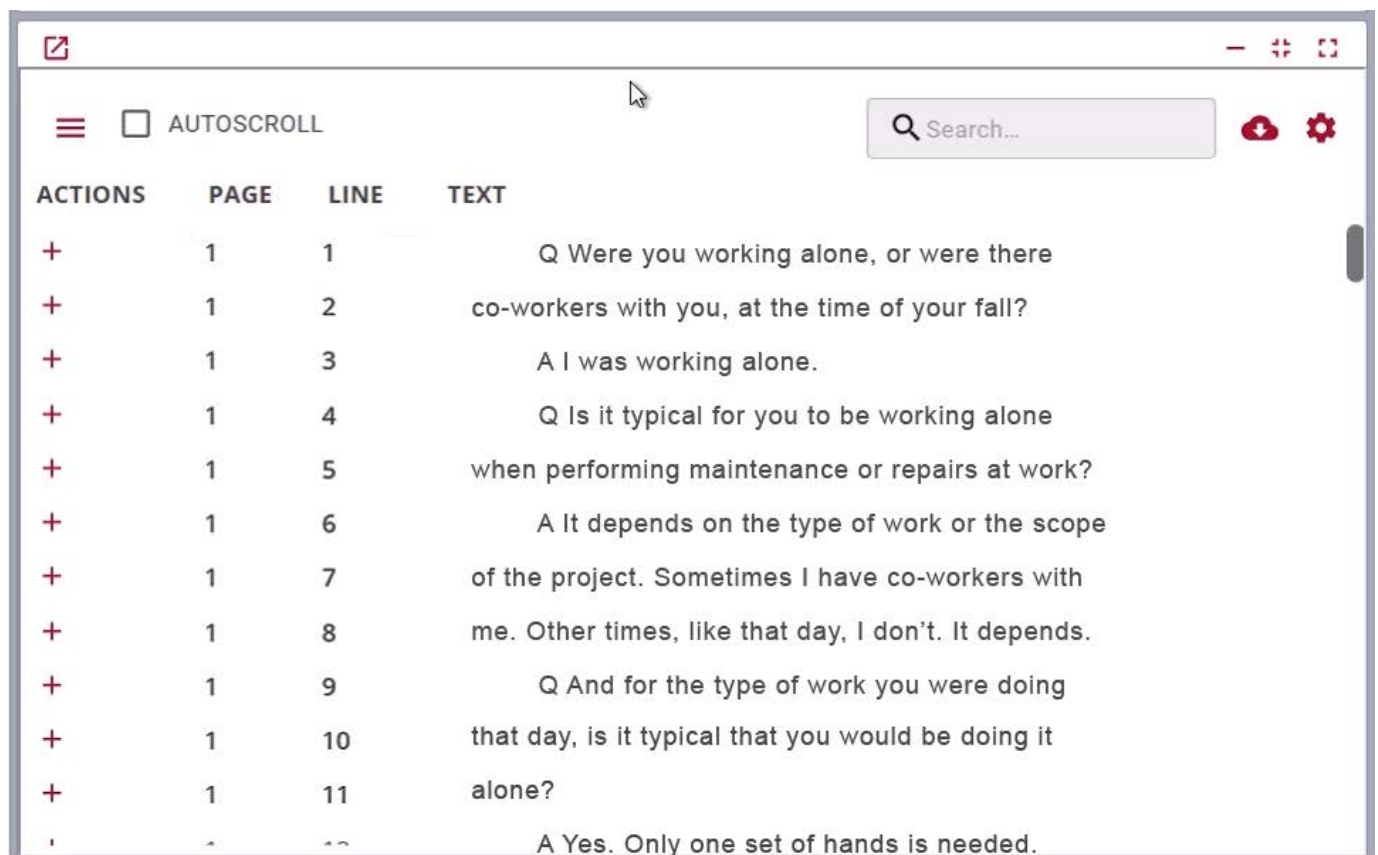
Select the **AUTOSCROLL** checkbox if you wish for the transcript to scroll along with the testimony.



Click the **VIEWING OPTIONS** icon for a drop-down.



Select the **DISPLAY PAGE AND LINES COLUMN** checkbox to populate.



To jump to a specific page number and line, choose them via the **GO TO PAGE NUMBER** and **GO TO LINE** drop-downs.

The screenshot shows a document viewer window with a settings menu open. The menu includes options for Font Size (12 PT), Display Page and Lines Column (checked), Go To Page Number (2), and Go To Line (17). The document content is partially visible, showing a Q&A format.

ACTIONS	PAGE	LINE	TEXT
+	2	18	of the project. Sometimes I have co-workers with

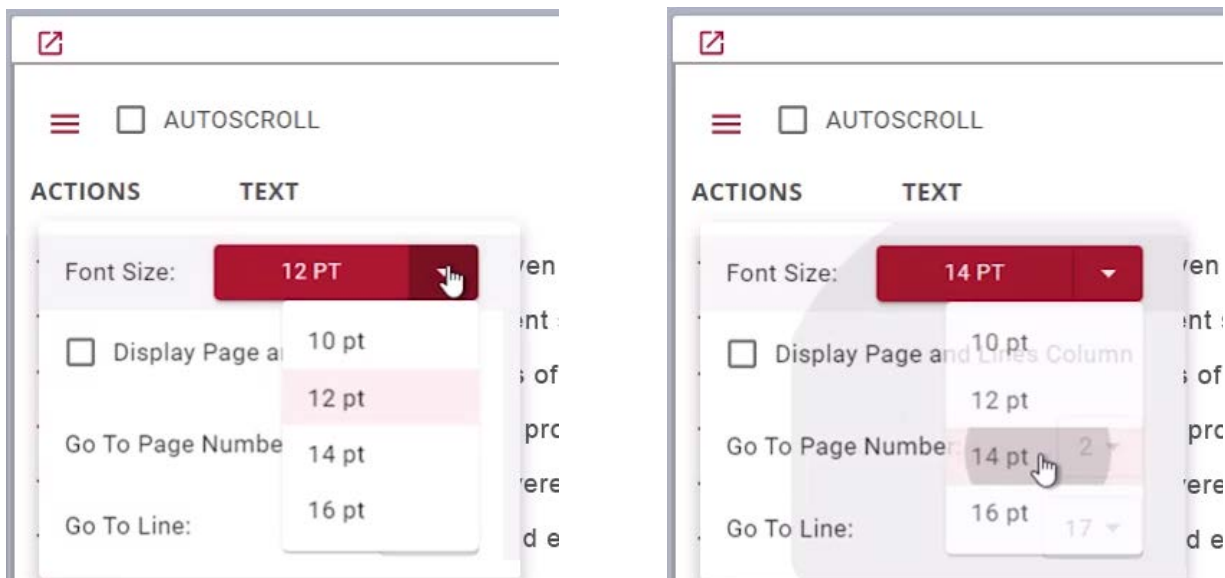
...taking you to that precise **Page** or **Page/Line**.

The screenshot shows the same document viewer window with the settings menu closed. The document content is displayed in a table format, showing a list of actions, page numbers, and line numbers.

ACTIONS	PAGE	LINE	TEXT
+	2	12	A Probably seven or eight years. I'm
+	2	13	not a hundred percent sure.
+	2	14	Q And in terms of safety training, can
+	2	15	you go through that process you had to go
+	2	16	through when you were hired?
+	2	17	A Before I could even begin work, I
+	2	18	had to undergo a couple weeks of safety
+	2	19	training. It involved everything from first aid
+	2	20	to what to do in an emergency - like a fire,
+	2	21	or a power outage, or even if there were
+	2	22	a person present that posed some type of

## VIEWING OPTIONS

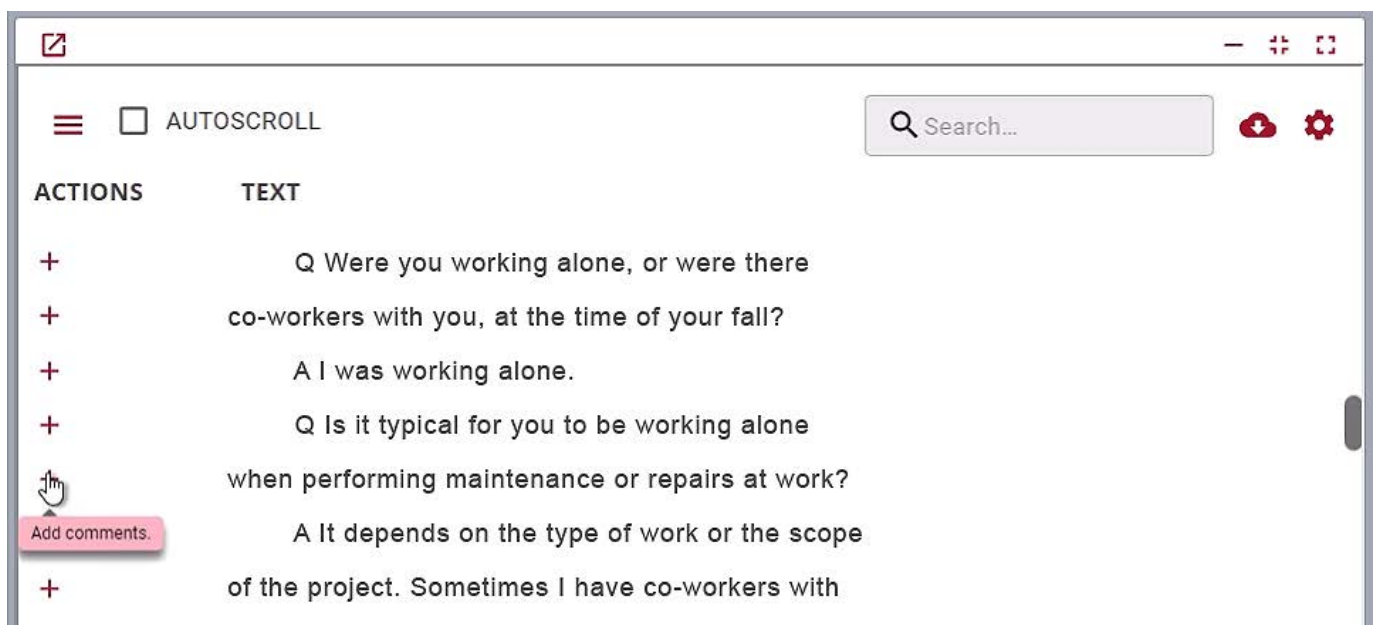
Use **FONT SIZE** drop downs to change the *viewing* font size of the transcript feed.



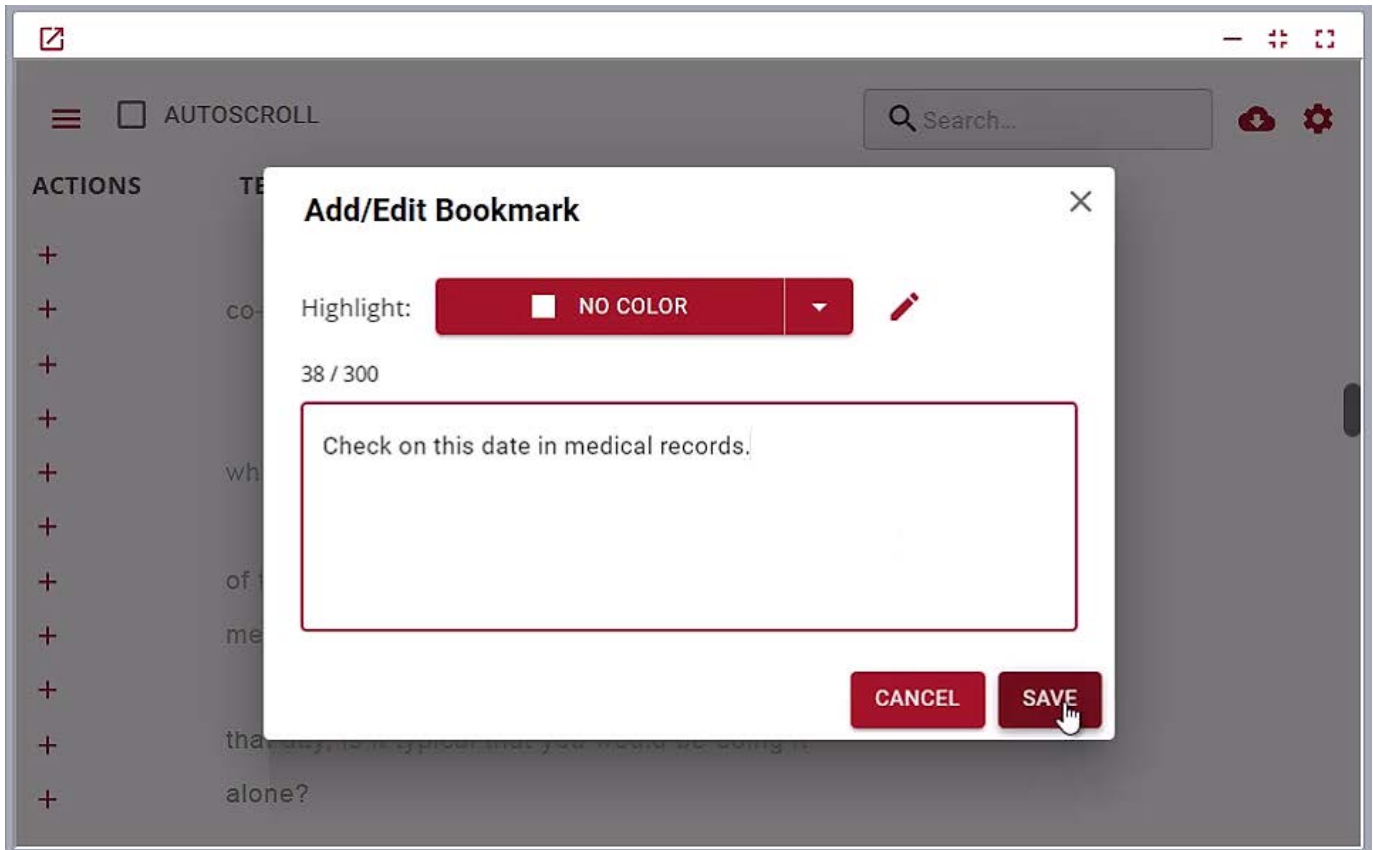
## ANNOTATIONS / BOOKMARKS

Highlight and bookmark key pieces of testimony. Add notes or issue codes.

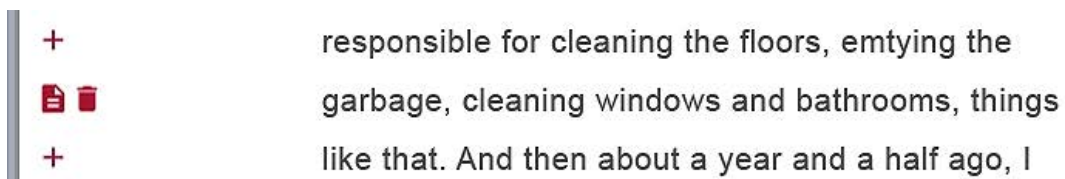
Click the **ADD COMMENTS +** sign to the left of a line of testimony.



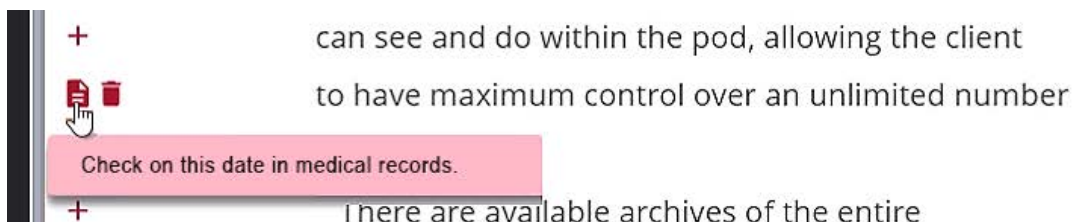
In the **ADD/EDIT BOOKMARK** pop-up, type a note and click **SAVE**.



This will add a non-highlighted/issue-coded comment.



Hover over the comments icon to view. Click the icon to open/edit.

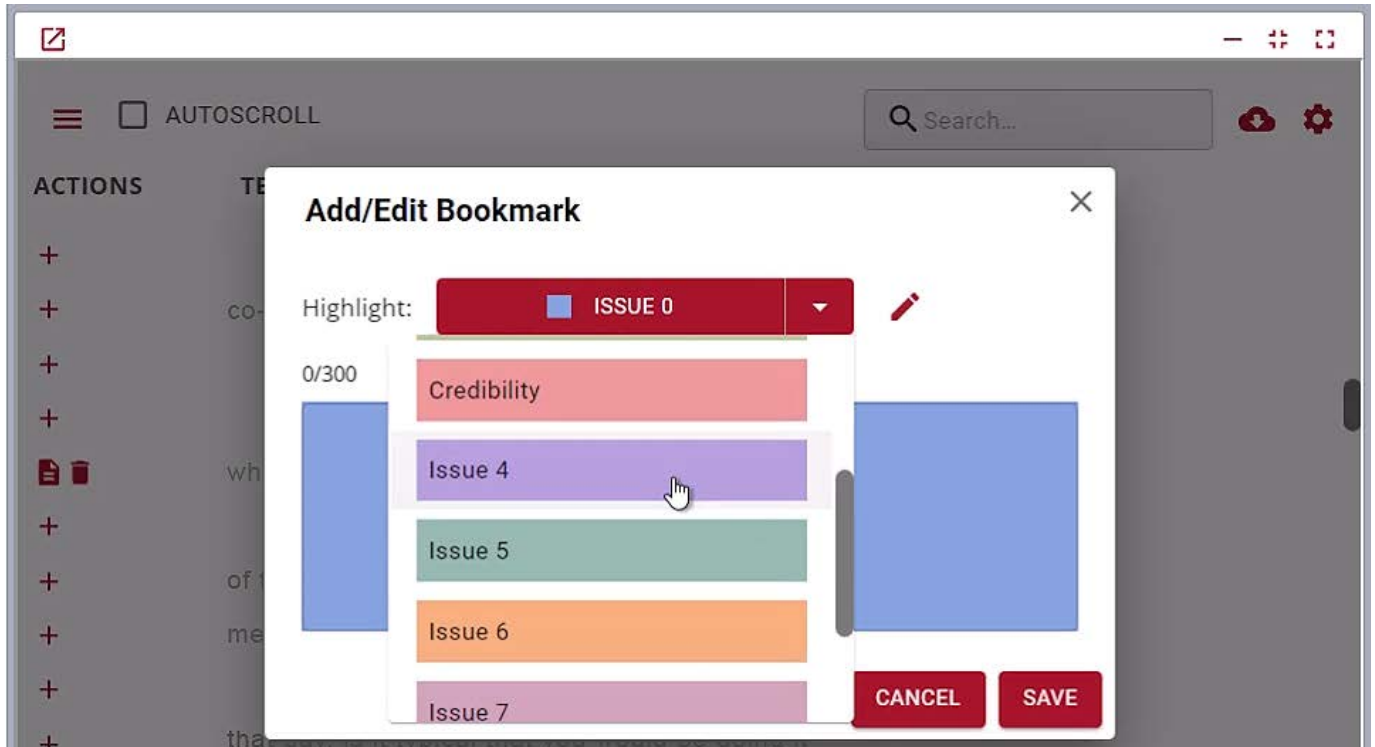


Click the trash can icon to delete.

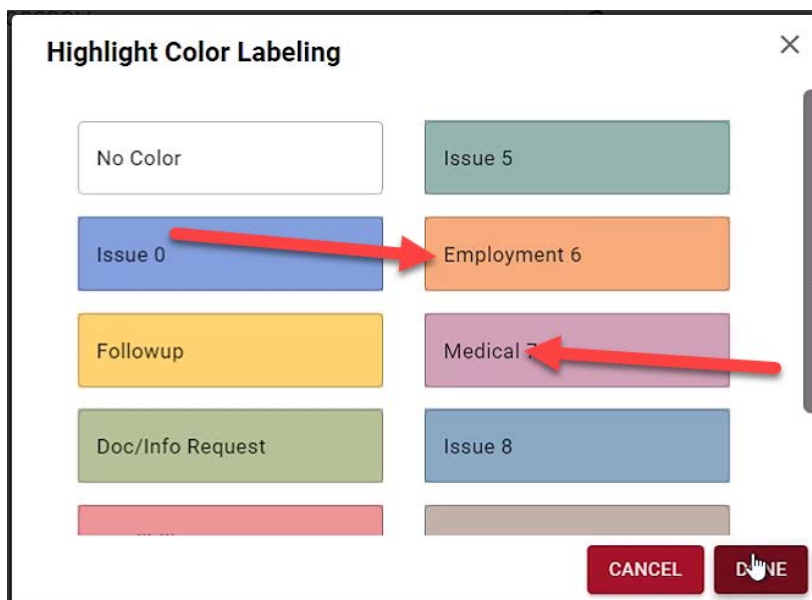


## HIGHLIGHTING & ISSUE CODING

As with adding a standard comment, click the **ADD COMMENTS +** sign to the left of a line of testimony. Click the **Highlight / Issue** drop down to choose a **HIGHLIGHT COLOR**.



Want to rename / customize the name of an **ISSUE CODE** highlight? Click the **EDIT** icon.



Once you've typed the new Issue Code labels, click **DONE**.

Then click to choose an HIGHLIGHT / ISSUE CODE, type the comment, then click **SAVE**.

The transcript line will be highlighted with that highlight color. Hover over the comment icon to view the comment. Click the icon to edit.

ACTIONS	TEXT
+	Q What position were you first hired for when you joined Connolly Brothers?
+	A I was hired as a general maintenance worker, responsible for cleaning the floors, emptying the garbage, cleaning windows and bathrooms, things like that. And then about a year and a half ago, I was promoted to maintenance supervisor. That's
+	old currently.
+	Q Can you tell me how your duties changes when you became a maintenance supervisor?
+	A Well, first of all I then had a number of other

## EXPORT YOUR REALTIME TRANSCRIPT

Within the HusebyConnect live event, you can export the realtime transcript with all of your comments / highlights / issue codes. First, click the **EXPORT TRANSCRIPT icon**.

The screenshot shows a live event interface. On the left, a document titled "TRAFFIC SAFETY FACTS Research Note" is displayed. On the right, a video conference is in progress with several participants. Below the video, a transcript panel is visible with a table of actions and text. A red arrow points to the "Export Transcript" button in the top right corner of the transcript panel.

ACTIONS	PAGE	LINE	TEXT
+	2	15	can see and do within the pod, allowing the client
+	2	16	to have maximum control over an unlimited number
+	2	17	of users.
+	2	18	There are available archives of the entire
+	2	19	deposition including audio, video, documents and
+	2	20	realtime transcripts, viewable immediately after
+	2	21	the deposition or meeting has ended.

This close-up shows the transcript panel with the following settings:

- AUTOSROLL
- Search...
- Page / Line Numbers
- Bookmarks & Notes
- Export Transcript

ACTIONS	PAGE	LINE	TEXT
+	2	12	Q What position were you first hired for when you

Choose **TEXT** or **PTF** file type.

Checkmark to include **Page/Line Numbers**.

Checkmark to include **Bookmarks & Notes**.

Then click the **EXPORT** button.

### Export Transcript

**File Type**

Text  PTF

**Include**

Page / Line Numbers  Bookmarks & Notes

DOWNLOAD from REPOSITORY



## ACCESS / EXPORT REALTIME TRANSCRIPTS FROM REPOSITORY

Anytime after your event, you can access your realtime transcripts in the HusebyConnect portal.

**Need access?** Contact [support@huseby.com](mailto:support@huseby.com) for your log-in credentials or for further support.

Log into the HusebyConnect portal. Search for your event under the REPOSITORY tab.

Then click the **TRANSCRIPT** icon for the event.

**HusebyConnect** (800) 333-2082

SCHEDULE CASE MANAGEMENT

Search Firms

Your Cases + NEW

Search Cases:

DEG Video

Jane Doe vs Apple Corp

John Doe vs ABC Corp

Jane Doe vs Apple Corp

CASE DETAILS REPOSITORY

02/07/2024 03/07/2024  RESET

Past Events

Witness Name	Date Scheduled	Duration	Job Number	Exhibits	Transcripts	Recording
Jane Doe	03/05/2024 12:00PM	6h				
Jane Doe	03/05/2024 11:00AM	9h				
Jane Doe	03/05/2024 2:15PM	4h				
Jane Doe	03/06/2024 2:30PM	2h				
Jane Doe	03/07/2024 9:45AM	6h				

Rows per page: 25 1-6 of 6

## SUPPORT DURING YOUR EVENT

Your Huseby Kickoff Host will join your event 30 minutes prior to your event to assist participants with any technical difficulties. Practice / testing sessions are also available prior to your event. To schedule a practice / testing session, please visit this link:

<https://connect.huseby.com>

## ON-DEMAND SUPPORT

To access on-demand support during your live event, please contact our **Remote Deposition Team**:

**(800) 456-9424**

or

**[remotedepos@huseby.com](mailto:remotedepos@huseby.com)**