



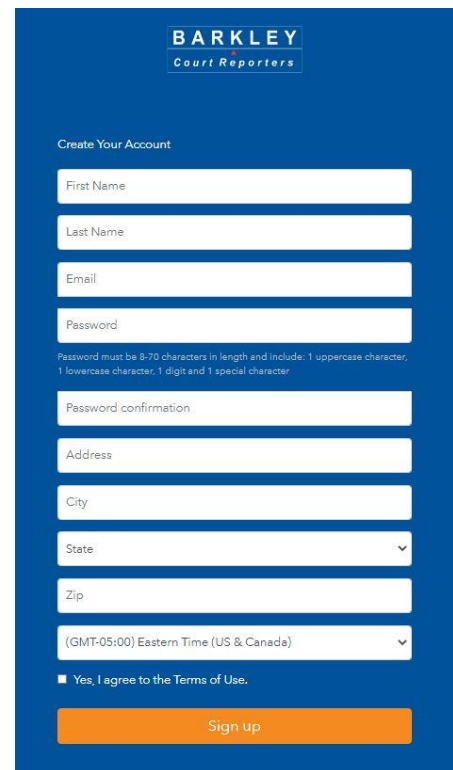


BarkleyRemote+ Best Practices

To help ensure that your proceeding goes smoothly:

- Please use the required equipment: A **Mac** or **Windows** computer equipped with a webcam and high-speed Internet. Use **Google Chrome**  or the latest version of **Microsoft Edge** . The virtual platform is not supported on Internet Explorer, Safari, or any other web browser. **Note:** iPhones/iPads are not supported based on device type and operating system version. **You cannot use an iPhone or iPad device for audio and video to join the deposition. You can use a cell phone to call in and join for audio only connections.**
- Notify Barkley's Calendar Team if you need to add **Real-time text streaming** or **Deponent video recording**.
- Notify Barkley's Calendar Team if you need training or would like the deponent and/or opposing counsel offered training.
- Look for an email invite from **BarkleyRemote+** to join the remote proceeding the day prior to your proceeding.
- If this is your first **BarkleyRemote+** deposition, please use the proceeding link in the email to sign up for an account.

1. Locate the deposition invitation in your email inbox. Be sure to check your Spam Folder if you do not have an invitation in your Inbox. There will be a link in the email to **“Join Deposition”**. By clicking the link, you will be directed to the Create Your Account page.
2. Proceed by filling in the required fields on the Account Creation Form. Accept the terms and conditions by checking **“Yes, I agree to the Terms of Use.”**
3. Click the orange **“Sign up”** button located at the bottom of the form to create your account. This will log you into the system directly to the Dashboard, where you can find a list of your depositions.
4. If the email link opens to a blank or error page: Right-click on the link. Select **“Copy Address”** or **“Copy Hyperlink”**. Paste the link into the Chrome browser to finish your account creation.



BARKLEY
Court Reporters

Create Your Account

First Name

Last Name

Email

Password

Password must be 8-70 characters in length and include: 1 uppercase character, 1 lowercase character, 1 digit and 1 special character.

Password confirmation

Address

City

State

Zip

(GMT-05:00) Eastern Time (US & Canada)

Yes, I agree to the Terms of Use.

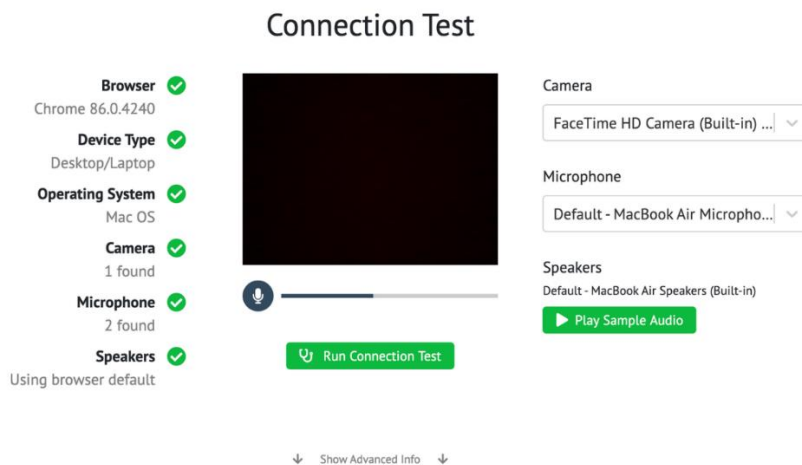
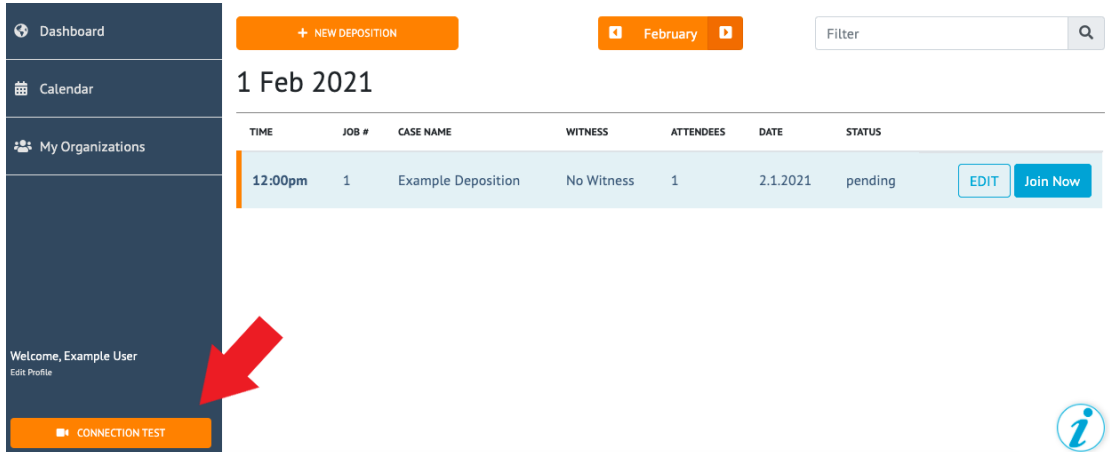
Sign up

Once your account is created and you can login to this and all future depositions you have on calendar.

NOTE: When receiving a deposition invitation email, a calendar link is provided that allows you to add the scheduled deposition to your Outlook or Google calendar.

- **Before Joining the Proceeding:**

- Test your audio and video before entering the virtual proceeding room by running the onscreen connection test.



Upload the potential exhibits to the platform.

The virtual deposition platform currently supports the following file types: **.PDF, .PNG, .JPG, .DOCX, .XLSX, and .PPTX**

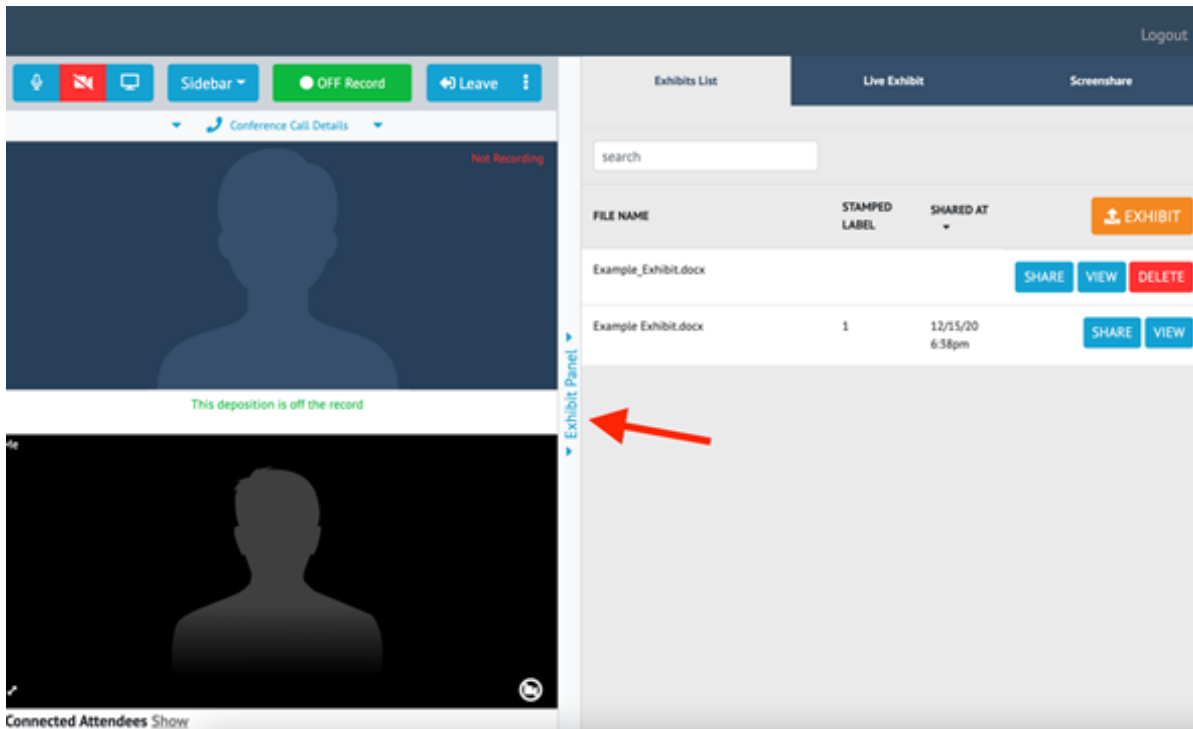
- Turn off all notifications on the computer.
- Close out of all applications and any web browser tabs that you will not be using.

Joining the Proceeding:

- Join 15 minutes early to get setup and ensure everyone's connections are good. If this is your first time on the platform, you will be prompted to **"Allow"** access to your computer's camera and microphone.
- Locate the mute/unmute and video on/off buttons before starting the deposition.
- Ask witness to adjust their webcam to give all attendees a full view of their face and hands. Ask witness to put away all devices and unnecessary papers.

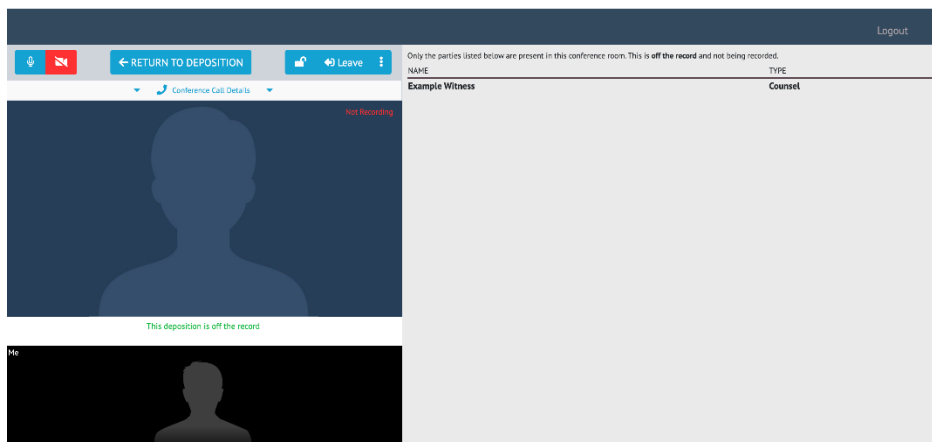
During the Proceeding:

- Use both the audio mute and video stop buttons to go off and back on record. Check to ensure reporter is ready before going back on record.



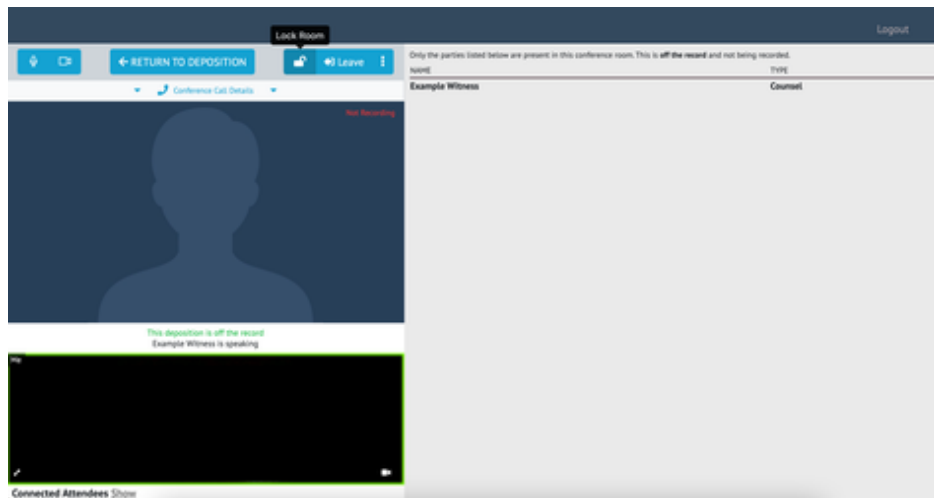
- All attendees can access a Sidebar Room.

These are designed to have off-the-record conversations as these rooms cannot be recorded

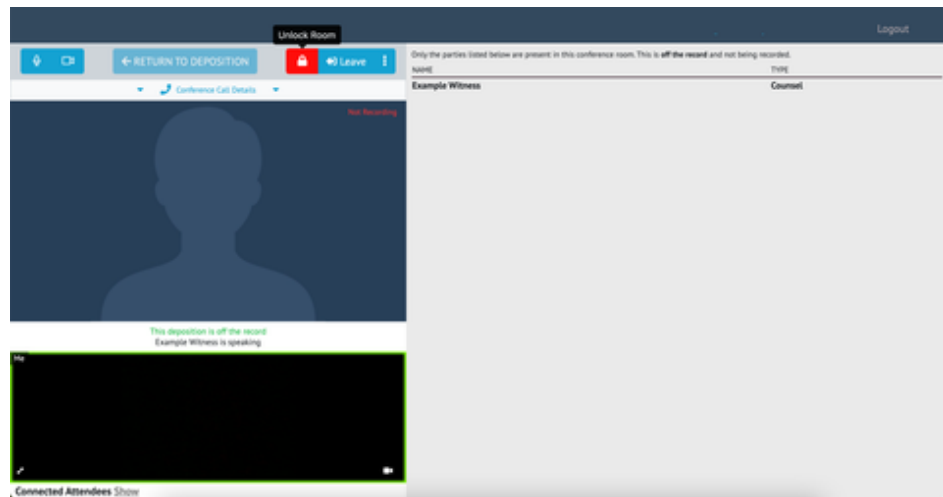


On the right-hand side of the Sidebar Rooms, all attendees that have entered will be listed and visible. This is designed so you are aware of everyone that is involved in this off-the-record conversation.

- You have the option to lock the Sidebar Rooms.



Once a Sidebar Room is locked and the blue “lock” button changes from blue to red, additional attendees cannot enter.



To return to the main Deposition Room, select the “Return to Deposition” button in blue. The Sidebar Room must be unlocked before you can navigate back to the main Deposition Room.

After the Proceeding:

- Send the exhibits, as named at the proceeding, to the reporter.