

Quick Start Guide

With this guide, you'll get acquainted with all of the important things you'll find as soon as you log in to Rev.

Getting Started with Your Rev Workspace

Rev helps criminal defense attorneys quickly analyze evidence, transcribe jail calls, and build stronger cases. This guide walks you through the essential features you need to know.

Step 1: Understanding Your Dashboard

When you first log into Rev, you'll see your main dashboard with three key areas:

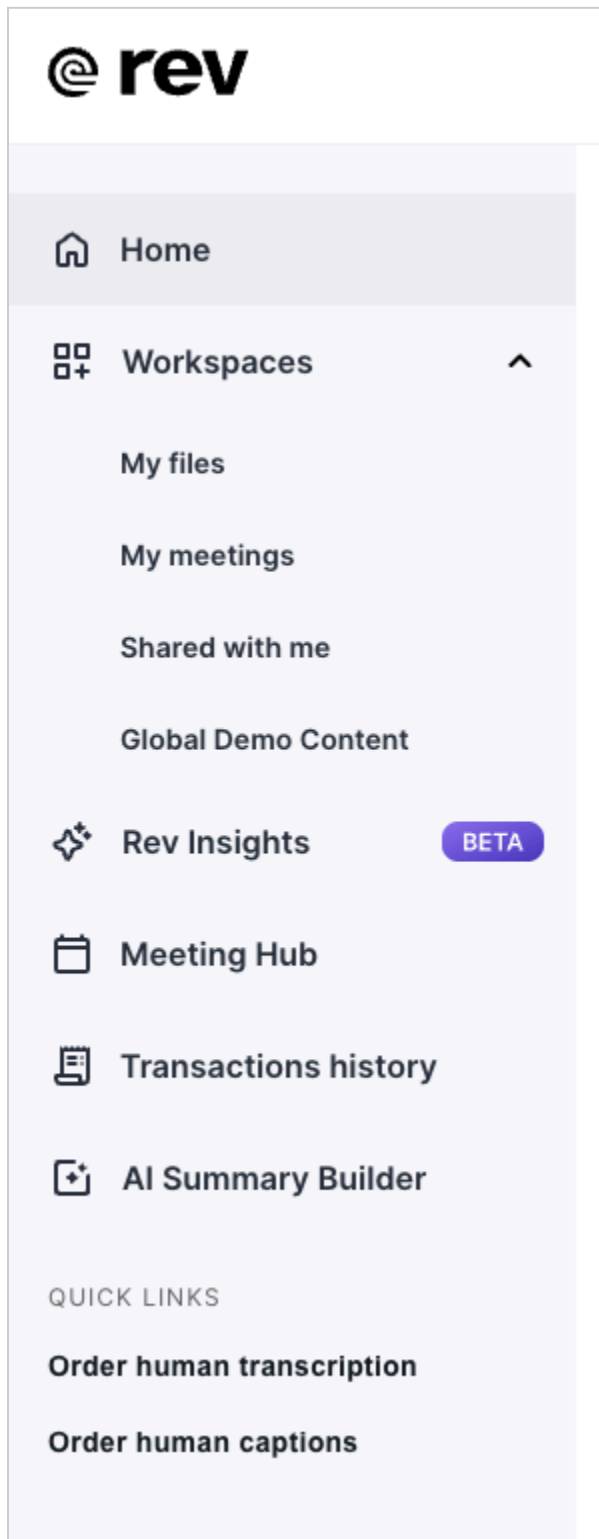
The screenshot shows the Rev dashboard for a user named Andrei. The interface includes a left-hand navigation menu with options like Home, Workspaces, My files, My meetings, Shared with me, Global Demo Content, Rev Insights (marked BETA), Meeting Hub, Transactions history, and AI Summary Builder. Below these are quick links for ordering human transcription and captions. The main content area features a welcome message, a large upload section with a 'Browse file' button and a text input for video URLs, and a 'Your AI Notetaker' section with a 'Get started' button. At the bottom, a 'Recent files' table lists two items: 'Bodycam Footage of Steve Keim's DUI Arrest' and 'Lunch---Learn---What-s-Really-in-the-Banke...'. Both files are marked as 'Completed'.

File name	Uploaded by	File type	Length	Artifacts	Status
Bodycam Footage of Steve Keim's DUI Arrest	Chance Shiflett	Video	07:07	1	Completed
Lunch---Learn---What-s-Really-in-the-Banke...	Chance Shiflett	Meeting	38:47	1	Completed

Left Side - Navigation Menu

- Your workspace settings
- Calendar connections
- File management

- Custom templates for your practice



Center - File Upload Area

- Main area for adding case files
- Drag and drop functionality
- Upload progress tracking

Welcome, Andrei!

Let's make today count.

Securely upload files and videos

Get transcripts and pull out insights automatically!

Browse file

or drop files here

ⓘ Supported formats
.mov, .avi, .txt, .pdf, and many more!

or paste video URLs

URLs supported ⓘ

 Download the mobile app

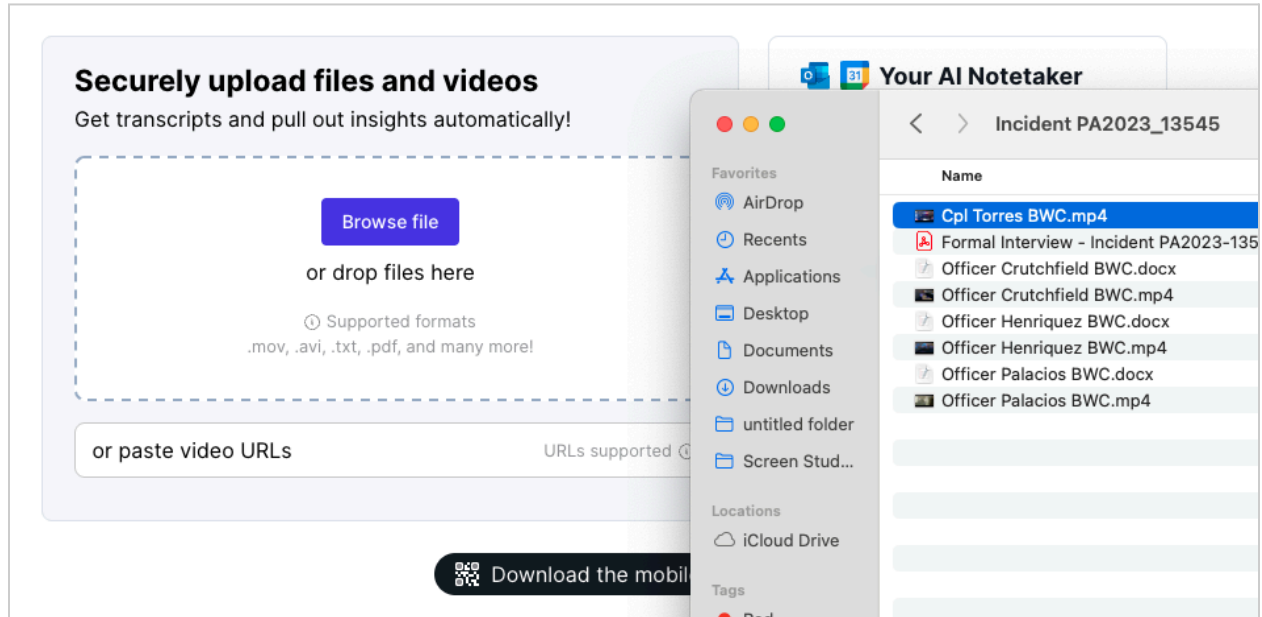
Right Side - Quick Access

- Calendar integration
- Upcoming meetings

Step 2: Uploading Case Files

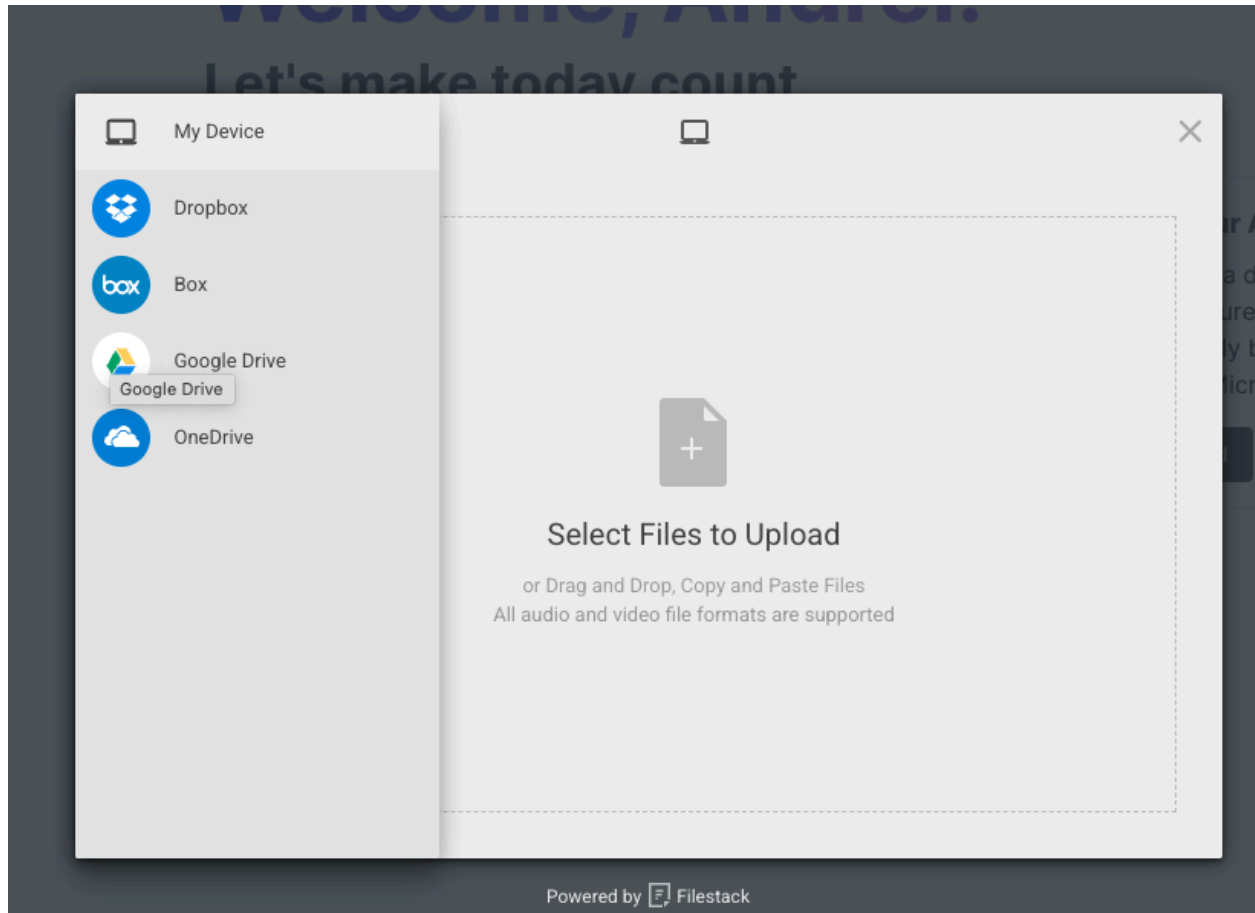
Rev works with all your evidence types - body cam footage, jail calls, police reports, witness statements, and more.

Method 1: Drag and Drop



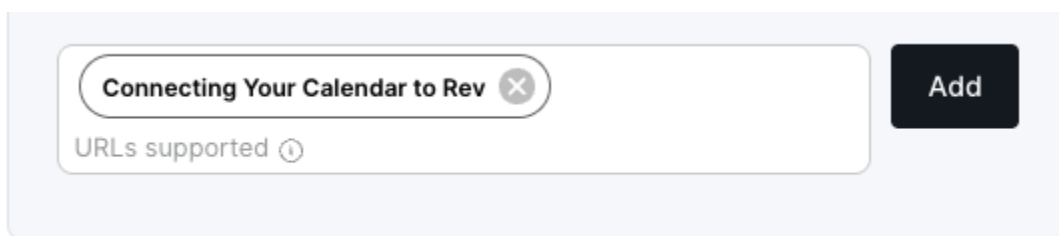
1. Locate your case files on your computer
2. Drag files directly onto the center upload area
3. Rev automatically begins processing each file
4. You can upload individual files or entire case folders at once

Method 2: Cloud Storage Integration



1. Click on your preferred storage service (Dropbox, Google Drive, OneDrive)
2. Sign in to connect your account
3. Select files directly from your cloud storage
4. Files import automatically to your Rev workspace

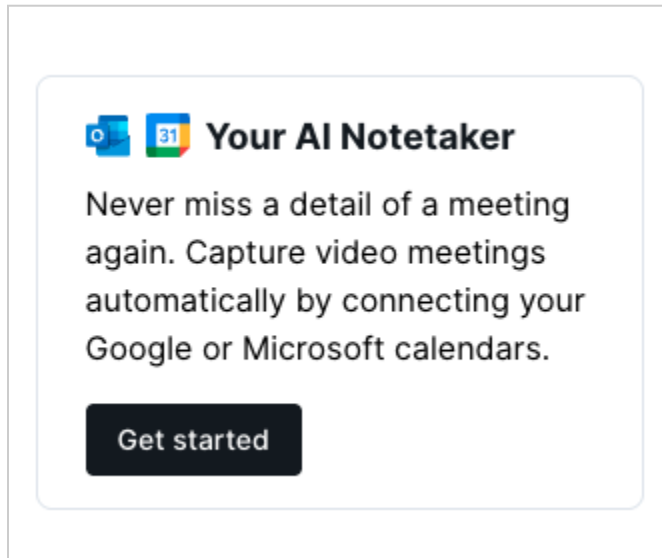
Method 3: Video Links



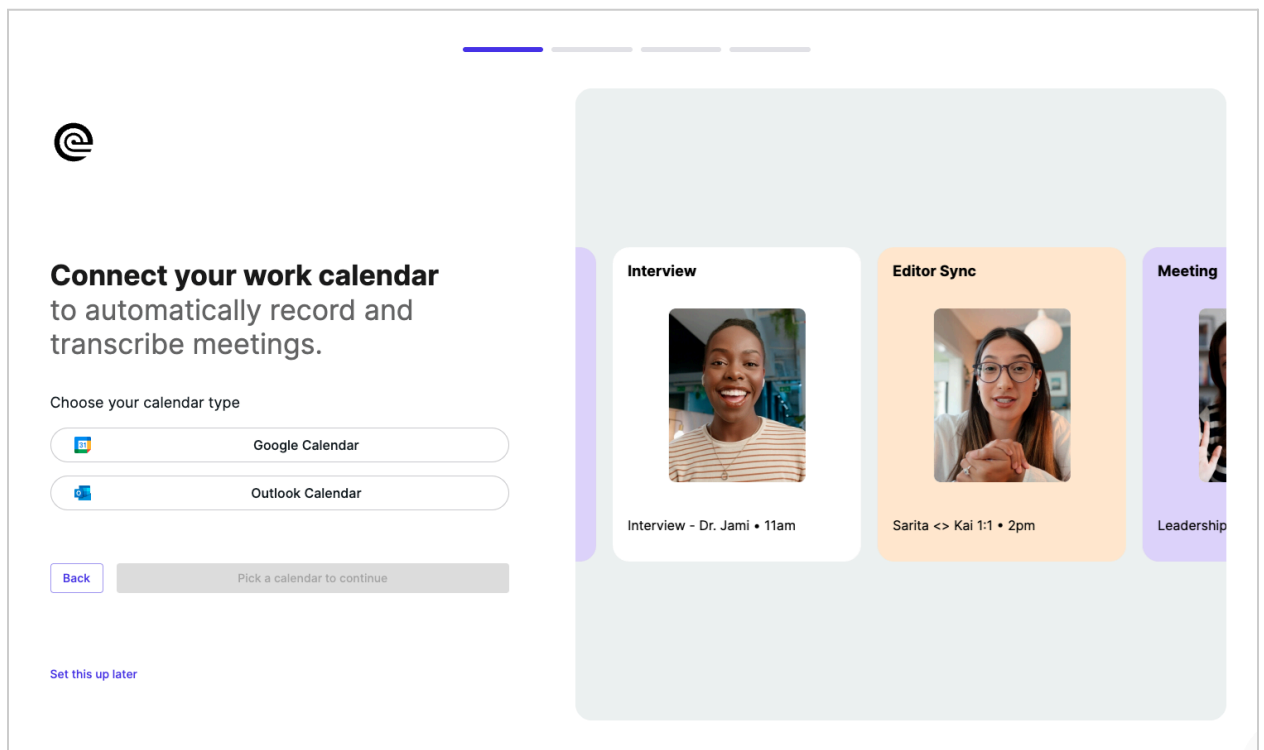
1. Copy video links from YouTube, Vimeo, or other platforms
2. Paste the URL into Rev's upload field
3. Rev downloads and processes the video automatically

Step 3: Setting Up Calendar Integration

Connect your calendar to automatically join client meetings and court hearings with Rev's note-taking feature.



1. Click "Get Started" on the right side of your dashboard
2. Choose Google Calendar or Microsoft Outlook

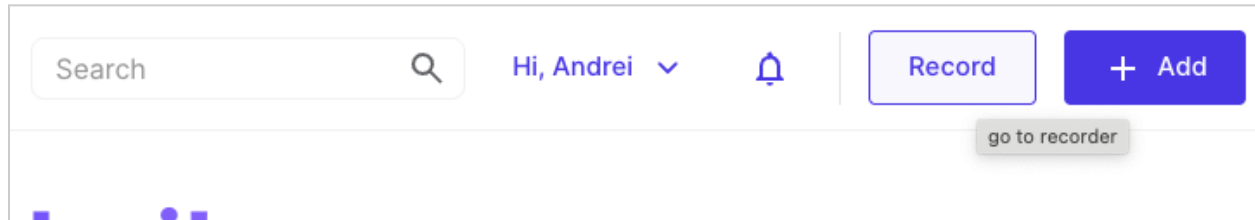


3. Sign in to authorize the connection

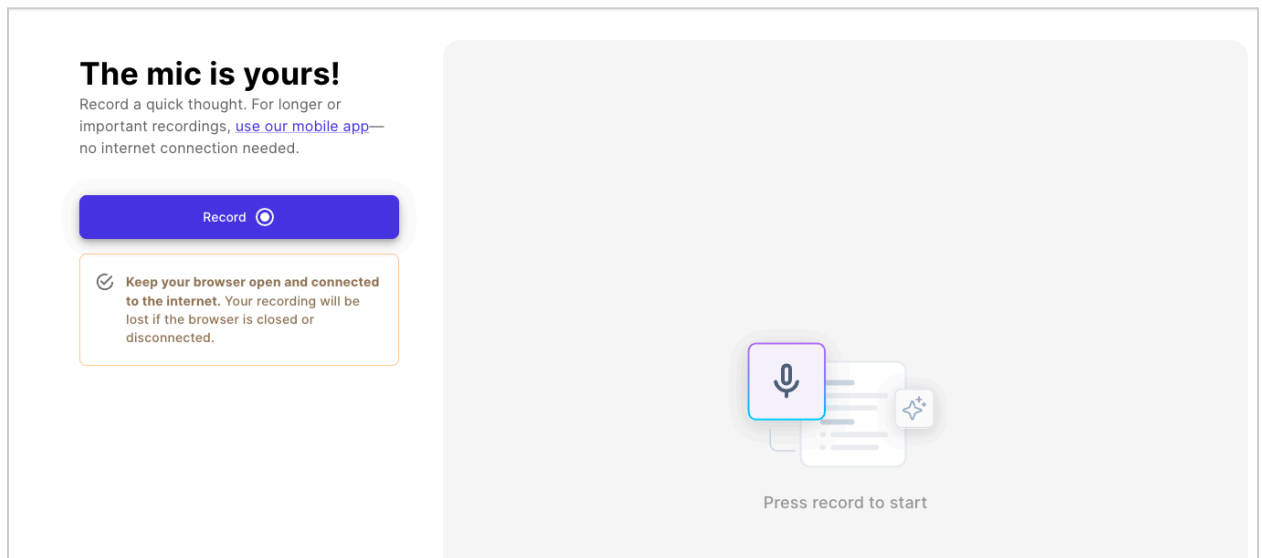
4. Your upcoming meetings now appear in Rev
5. Click any meeting to activate Rev's AI note-taker

Step 4: Recording Conversations

Use Rev's built-in recorder for client consultations, witness interviews, and case planning sessions.



1. Click the "Record" button at the top of your screen
2. Click Record to begin recording



3. Stop recording when finished
4. Transcription begins automatically
5. Searchable transcript appears in your files

Step 5: Accessing Your Files

All uploaded and recorded content is stored in your secure Rev workspace.

or paste video URLs

URLs supported ⓘ

 Download the mobile app

Recent files

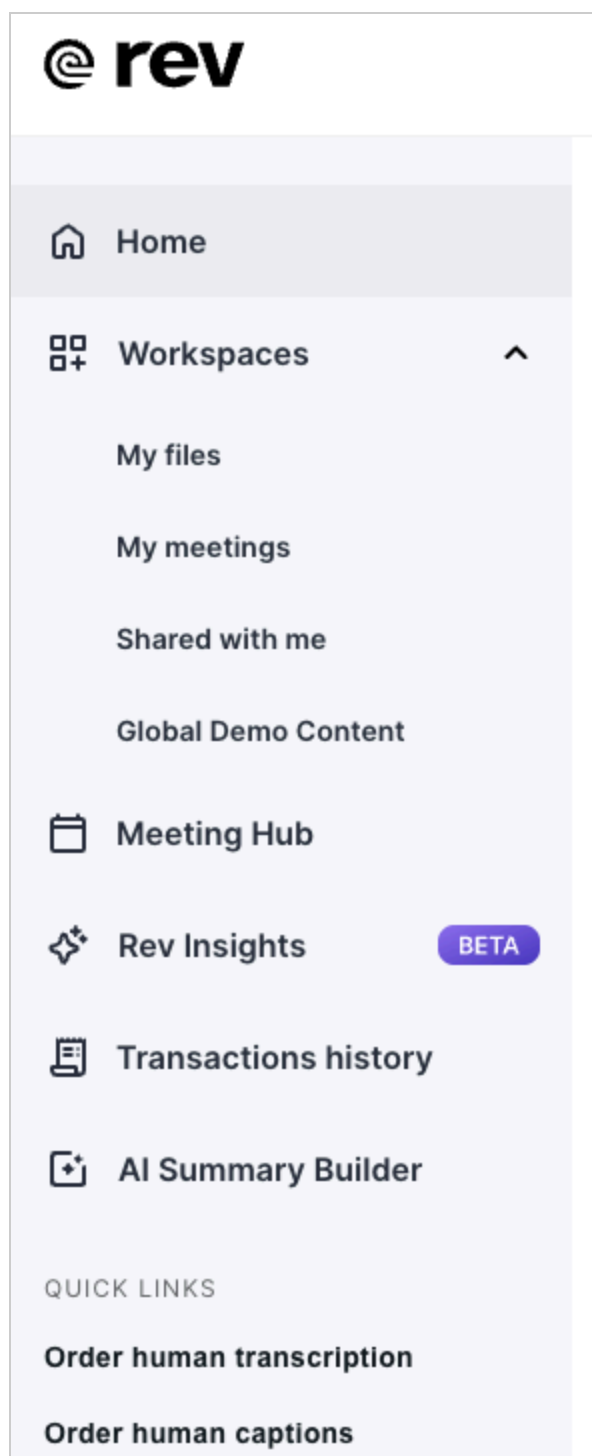
File name	Uploaded by	File type	Length	Artifacts	Status	
Bodycam Footage of Steve Keim's DUI Arrest	Chance Shiflett	Video	07:07	1	Completed	...

Recent Files (Below the upload)

- Quick access to your latest case materials
- Click any file to open transcription and analysis

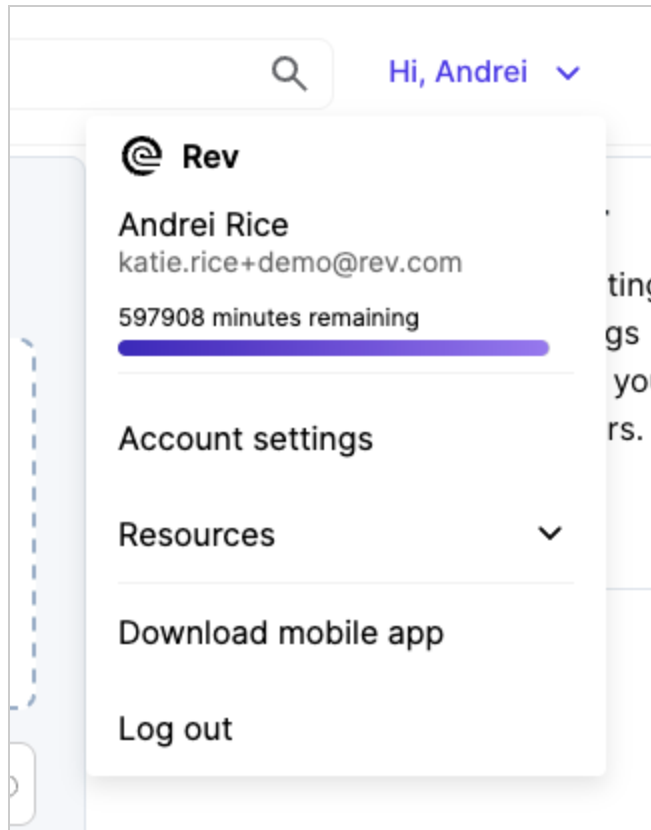
My Files (Left Navigation)

- Complete file library



Step 6: Account Settings

Manage your subscription and workspace preferences.



1. Click the settings menu at the top right
2. Update billing and subscription details
3. Set transcription preferences
4. Configure security and privacy settings
5. Manage team access (if applicable)

Account settings

Account #633665276

My account

File preferences

Insights preferences

Notifications

Email

katie.rice+demo@rev.com

[Edit](#)

Password

.....

[Edit](#)

Two-factor authentication ⓘ

[Setup](#)

V1 API user key

*****obkc=

[Regenerate](#)