

LiveNote Central—A2B

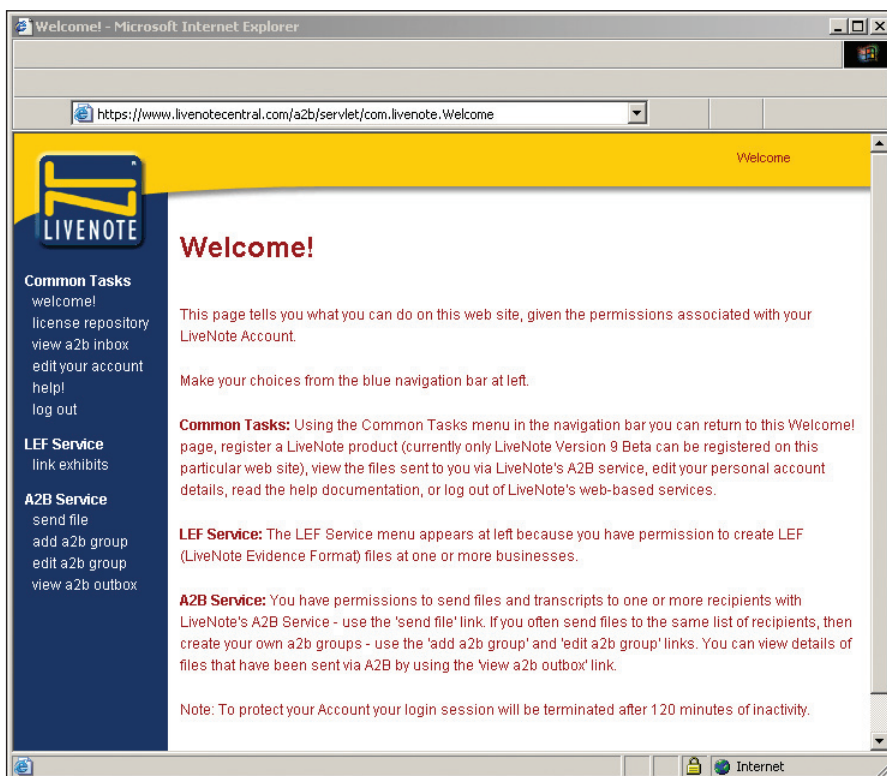
A2B in LiveNote Central allows you to securely send and receive LiveNote transcripts, LiveNote Evidence Format™ (LEF™) files, and other documents. Documents can be sent to one or more recipients at the same time. All files are uploaded to the LiveNote secure server and can be downloaded to bypass e-mail attachment filtering.

To use LiveNote Central, you must have a LiveNote Central account. To create an account, e-mail newaccounts@livenote.com. Provide your name, phone number, and company details. There is no charge to create an account. LiveNote Central will send you a username and password.

To log on to LiveNote Central, go to www.livenotecentral.com. Type the username and password sent to you by LiveNote Central in the text boxes and click **Login**. The Welcome page is displayed.



For technical assistance, call LiveNote Customer Technical Support at 1-800-290-9378 or e-mail west.livenote@thomson.com.



Sending a File

To send a file with A2B, complete these steps:

1. Click **send file** under *A2B Service* to display the File Chooser page.
2. Click **Browse** to locate and attach the file you want to send.
3. Change the expiration time for the file, if desired. The default setting is seven days.
4. Select the check box, if desired, to receive an e-mail notification each time a recipient downloads your file.
5. Type a message to be included in the notification e-mail sent to recipients. Select the check box if you want to save the message.
6. Click **Next**. The Recipient Chooser page is displayed.
7. Create the list of recipients.
 - To add an individual recipient, type the recipient's e-mail address or LiveNote Central username in the *Add individual by email address or LiveNote username* text box, then click **Add**.
 - To add a group of recipients, select the group from the *Add Group* drop-down list. To create a group, see below.
 - To remove a recipient, select the recipient's name in the *Recipient list* box and click **Remove**.
8. Click **Next**. The Transcript Details page is displayed.
 - If you do not want to associate the file with a LiveNote case, select **No** and click **Send**.
 - To associate the file with a LiveNote case, select **Yes**. Provide the required information and click **Send**.
9. When the file has been uploaded, the A2B Send Receipt page is displayed with the details of the sent file. You can print this page, if desired. All recipients will receive an e-mail notification that a file is available for download.

Note: When sending multiple files, it is recommended you first compress them using WinZip.

The screenshot shows the 'File Chooser (A2B Send)' interface. It includes a text input field for the file path (C:\...\Johnson.lef) with a 'Browse...' button. Below it is a dropdown menu for expiration time set to '7 days'. A checkbox for 'notification of each download' is checked. There is a large text area for a message to recipients, with a '(max length 1,000 characters)' note below it. A 'Save message for next time' checkbox is unchecked. At the bottom are 'Cancel' and 'Next' buttons.

The screenshot shows the 'Recipient Chooser (A2B Send)' interface. It has two columns: 'Add individual by email address or LiveNote username' and 'Recipient list'. The 'Recipient list' contains 'OBRIEN, KATE (katherine)'. There are 'Add' buttons for both columns and a 'Remove' button for the list. Below the 'Add Group' section is a dropdown menu showing '-No A2B Groups to show-'. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

The screenshot shows the 'Transcript Details (A2B Send)' interface. It features a question: 'Do you want to associate the file being sent with a Case?' with radio buttons for 'Yes' and 'No' (selected). At the bottom are 'Cancel', 'Back', and 'Send' buttons. A note at the very bottom states: 'Note: A printable confirmation will be displayed when the send has completed.'

Creating a Recipient Group

To create a group of recipients, complete these steps:

1. Click **add a2b group** under *A2B Service*. The Add New A2B Group page is displayed.
2. Type the group name in the *Group Name* text box.
3. Type an individual's e-mail address or LiveNote username in the next text box and click **Add**.
4. Repeat Step 3 for each additional individual.
5. To remove an individual from the group, select the name in the list and click **Remove**.
6. Click **Save**.

Downloading a File

To download a file with A2B, complete these steps:

1. Click **view a2b inbox** under *Common Tasks* to display the Inbox page.



The screenshot shows an 'Inbox' page with two sections: 'New files (1)' and 'Downloaded files (0)'. The 'New files' section contains a table with one entry. The 'Downloaded files' section is empty.

New files (1)				
Deponent's name	Case name (s)	Sender	File name	Sent at
		KATE OBRIEN of LiveNote Inc.	Johns..Jef (1223 K)	11:03 AM 17 Oct 2007

Buttons for the 'New files' entry: Details, Download, Delete.

Downloaded files (0)				
Deponent's name	Case name (s)	Sender	File name	Sent at
No files to show.				

2. Click **Download**. The File Download dialog box is displayed.
3. Click **Open** in the File Download dialog box to display the document.

Downloading a LEF file

If you are downloading a LEF file with A2B, you can add the transcript to a case or update an existing transcript. Once the file is downloaded, LiveNote opens automatically. Select a case and click **OK**. The Import or Update dialog box is displayed.

- If you are adding a new transcript to a case, select **Import Transcript** and click **OK**. The New Transcript Properties dialog box is displayed. Type a name for the transcript in the *Name* text box and click **OK**. The file is added to the list of transcripts in the case window.
- If you are updating a transcript in a case, select **Update Transcript**. Select the transcript to be updated from the drop-down list and click **OK**. The Update Transcript dialog box is displayed. Select the desired text and exhibit update options and click **OK**. A second, updated file is created. The original transcript has [*draft*] after the transcript name. You can delete the draft copy.

A2B Frequently Asked Questions

What kind of files may be sent?

The A2B system is primarily for the delivery of LEF files, which include transcript exhibits in electronic form hyperlinked in the text. However, A2B may be used to send and receive any type of files, including a .txt file, an .exe file, and a .ptf file.

How secure is the A2B delivery system?

The entire transaction is secured via SSL (Secure Sockets Layer) with 128-bit encryption. It is also password-protected to authenticate both the sender and the recipient. A2B uses port 443/TCP, so the transcript file never needs to pass through an e-mail server.

Why not send and receive the files as e-mail attachments?

- E-mail delivery is not a secure option. Even if an attached transcript file is encrypted, this provides little security if the e-mail is intercepted or misdelivered. A2B provides a secure, password-protected, 128-bit encrypted transaction from start to finish.
- E-mail servers are commonly configured with firewall filters that may reject files such as an .exe file. A2B delivers the file via a secured connection, so firewall filters will not block receipt of your critical transcript file.
- Larger e-mail attachments can clog e-mail servers, delaying or preventing delivery and making remote access slow and tedious. Large attachments are frequently rejected based on size. A2B spares e-mail servers this burden and enables faster, easier downloading of your file.
- E-mail delivery cannot easily be tracked. A2B provides confirmation of successful delivery and retains a complete audit trail of the posted file in the sender's A2B Outbox.

What is the cost?

The use of the A2B system is another complimentary service provided by West Court Reporting Services.