

E-Transcript Reporter Edition™

Installation Guide



RealLegal
a division of LiveNote

1.888.584.9988
www.reallegal.com

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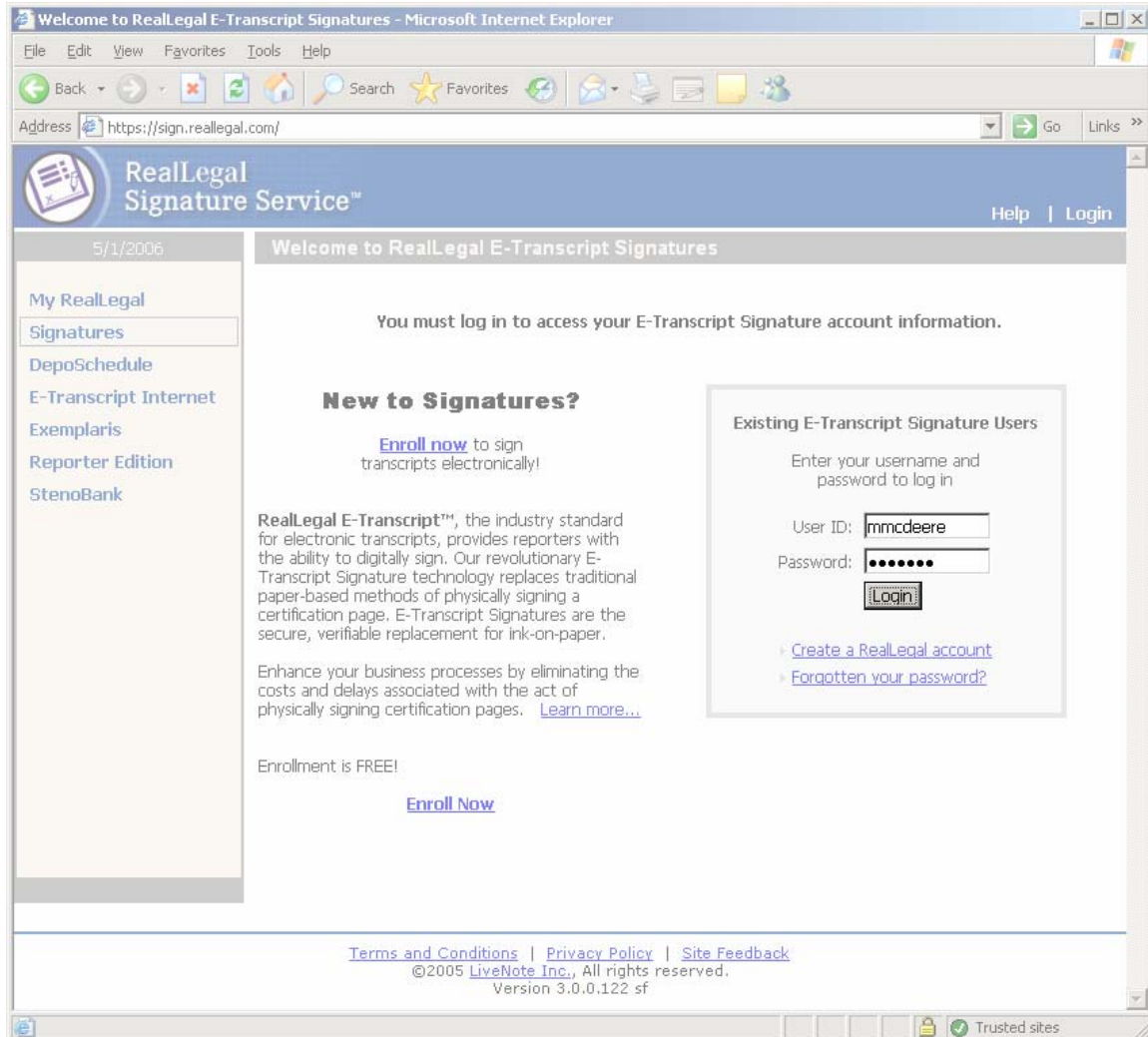
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RealLegal E-Transcript Reporter Edition

The most common way to install Reporter Edition is through an e-mail. The production department sends you an e-mail that includes a link to download and install the Reporter Edition application. You click the link and follow the instructions on the screen.

NOTE: Your signature account *must* be associated with the Mailbox of the firm you are signing for. To do this, you must contact the administrator of the Mailbox for the firm you are signing for.

If you lose the e-mail or need to reinstall Reporter Edition, you can visit <https://sign.reallegal.com> to install Reporter Edition. Detailed instructions are below.



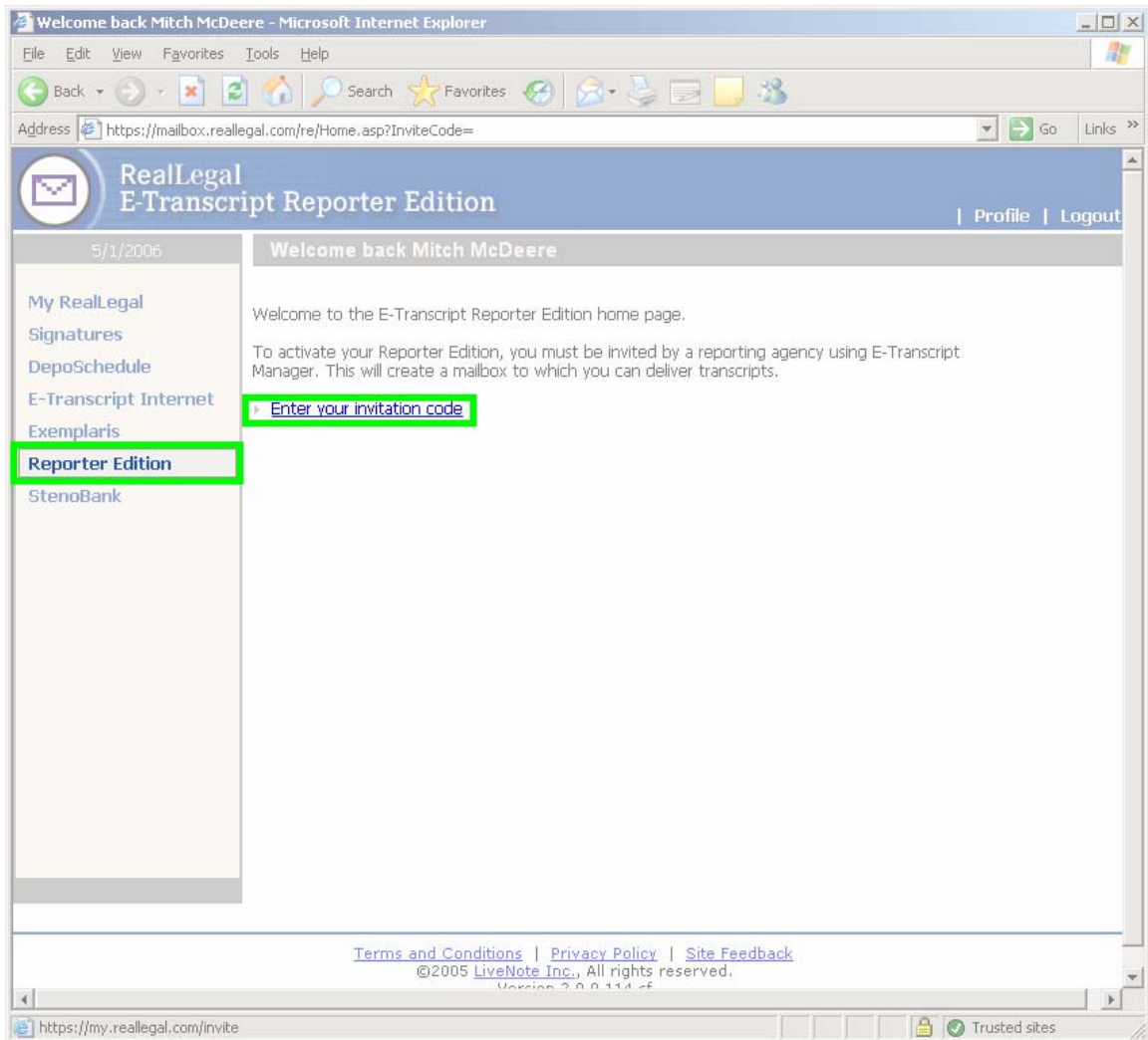
Installing Reporter Edition from My RealLegal

To install Reporter Edition from the My RealLegal Web site:

1. Visit <https://sign.reallegal.com>
2. Type your My RealLegal/E-Transcript Signatures user ID and password.
3. Click **Login**.

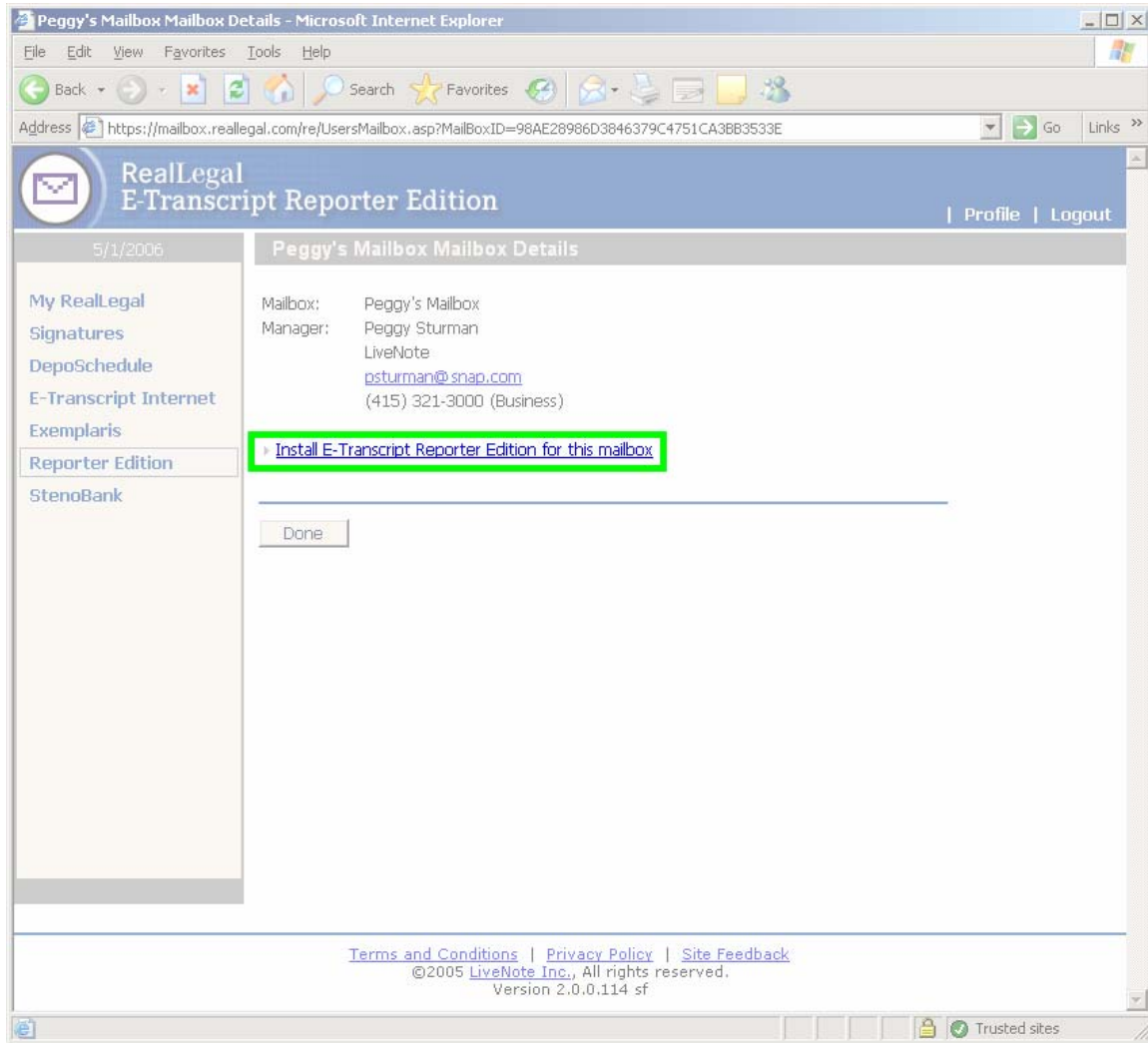
To access your Reporter Edition invitation:

1. Click **Reporter Edition** on the left navigation bar.
2. Click **Enter your invitation code**.



3. Type your invitation code or copy and paste it.

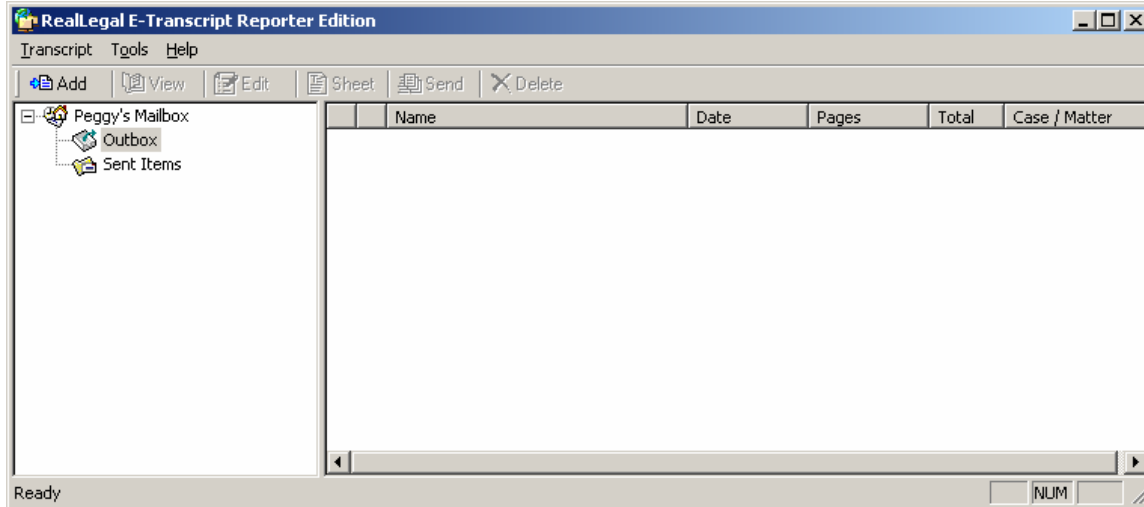
4. Click **Submit**. Your Mailbox Details page opens, for example:



5. Click **Install E-Transcript Reporter Edition for this mailbox**.

Reporter Edition installs on your computer and associates your local copy of Reporter Edition with the Mailbox you have selected. If you will be signing for multiple firms, repeat this process for each firm (make sure you are using the correct invitation code).

After a successful install, Reporter Edition opens:



Welcome to E-Transcript Reporter Edition

You can begin adding transcripts by clicking the **Add** button in the upper left corner. Or, you can click **Transcripts** and then click **Add Transcript**.

For detailed instructions, click **Help** and then click **Contents**.

Adding another Mailbox or Reinstalling Reporter Edition

Situations may arise during which you need to reinstall Reporter Edition (for example, you purchase a new computer) or you need to add another Mailbox (for example, you send two transcripts to two production departments).

Adding another Mailbox

When production departments want you to send them transcripts via Report Edition, they send you an e-mail with an invitation to install Reporter Edition, and you click the link in the e-mail. In cases where you already have installed Reporter Edition, clicking the link does not install the application twice; instead, Reporter Edition adds the production department's Mailbox.

To add another production department's Mailbox:

1. Close Reporter Edition if it is open.
2. Click the **link** in the e-mail you received from the production department. The Welcome to Invitations page opens with the Invite Code populated.
3. Click the **Submit** button. You are prompted to log in to My RealLegal.
4. Type your user ID and password and then click the **Login** button. The Mailbox Details page opens.
5. Click **Install E-Transcript Reporter Edition for this mailbox**. Reporter Edition opens and adds the production department's Mailbox. You are prompted for your My RealLegal password.
6. Type your password and then click **OK**.

Reinstalling Reporter Edition

To reinstall Reporter Edition or to install it for the first time on a new computer:

1. Close Reporter Edition if it is open.
2. Visit <https://mailbox.reallegal.com/re/Home.asp>.
3. Type your My RealLegal user ID and password. The Welcome page opens.
4. Beneath the Mailbox column, click the **name** of the production department to which you send transcripts.

Note: At this point, be sure to look below the address bar in Internet Explorer. If it says the site requires an **ActiveX** control, click the message and then click **Install ActiveX Control** and follow the directions on the screen. The ActiveX control installs Reporter Edition. Without the ActiveX control, Reporter Edition will not install.

5. Click **Install E-Transcript Reporter Edition for this mailbox**.
6. Reporter Edition installs
7. When prompted, type your My RealLegal password and then click **OK**.