

FILE TRANSFER INSTRUCTIONS

We can accept files in a variety of ways, in many different file formats.

The transcription software we use supports the following file formats: wav, mp3, dct (encrypted dictation), ra and rm (RealAudio), sri (Voicelt), dss (Olympus, Lanier and Grundig), au, aif, vox, mp2, vox, compressed wav (including PCM, uLaw, ALaw, ADPCM, CELP, SBC, Windows Media, DSP TrueSpeech, GSM 6.10), msv and dvf files (Sony Recorders) Philips Digital Recorder format, Sanyo Digital Recorder format and more. If you have a file format other than the ones listed, please contact us for more information.

If you use a **DIGITAL RECORDER** or other **DICTATION SOFTWARE**, you may send the file by any of the following methods:

1. **E-mail** - Any file less than 25 MB in size may be e-mailed to: support@legaloncall.net.
2. **CD** - You may burn files to a CD and contact us for mailing, delivery or pick up instructions.
3. **FTP** - You may also copy files via ftp directly to a secure, password-protected directory on our web site. The file will then be downloaded to our internal server and removed from the web site directory upon notification that you have forwarded the file. There are several free ftp programs available for download, or you can use any ftp program of your choosing. Three free programs recommended on Kim Komando's site are:

Coreftp Lite - www.coreftp.com

FileZilla - <http://sourceforge.net/projects/filezilla/>

CoffeeCup - www.coffeecup.com/free-ftp

In order to **TRANSFER A FILE VIA FTP**, complete the following steps:

1. Contact Legal-On-Call to obtain a username and password.
2. Open your ftp program. If you do not already have an ftp program, download and install one from the links above.
3. Enter <ftp.legaloncall.net> where your program asks for the HOST, IP or URL (depending on how your program refers to it).
4. Enter your username and password supplied by Legal-On-Call. Press the appropriate button to connect.
5. On the client side window, navigate to the directory where the file you wish to send is stored. Select the file on the client side and upload the file according to your ftp program's instructions.
6. If you have not already contacted Legal-On-Call to notify that you are uploading a file, please telephone or e-mail to ensure they are aware of the transfer and can download the file internally and remove it from the web server.

If you require further assistance, please feel free to contact Legal-On-Call at 480.822.7591 or e-mail support@legaloncall.net.