CaseViewNet® Cloud Gateway Instructions

CaseViewNet Cloud Gateway provides the best solution for Court Reporting firms with realtime reporters, using Case CATalyst® or CAT systems other than Case CATalyst, to send any reporter out on a job and provide the realtime feed to CaseViewNet® and iCVNet via the CaseViewNet Cloud. The CaseViewNet and/or iCVNet clients can be in the same room or at a remote location.

Stenograph's CaseViewNet Cloud Gateway solution allows you, the court reporter, to send realtime to CaseViewNet and iCVNet via CaseViewNet Cloud using any CAT system that can output with the industry standard CaseView protocol. Reporters only need the *free* CaseViewNet Cloud Gateway software (which creates a virtual serial port), a Session Code (available for purchase at www.caseviewnet.com) and an Internet connection to provide realtime via the CaseViewNet Cloud. Each client receiving the realtime feed also needs an Internet connection.
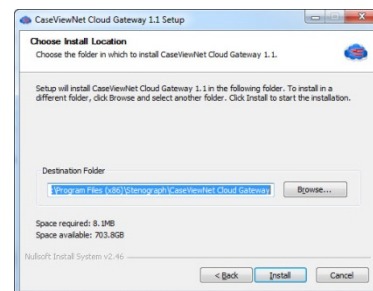
Installing CaseViewNet Cloud Gateway:

1. To download the free CaseViewNet Cloud Gateway program, go to:
    http://www.stenograph.com/ftp/updates/gateway/setup.exe
    Depending on your browser, you may be prompted to save the file or the file may automatically download.

2. The CaseViewNet Cloud Gateway program is installed on the same computer as your CAT software. Double click the Gateway Setup.exe you downloaded.

    Depending on your Windows settings, the Open File – Security Warning dialog box may display:
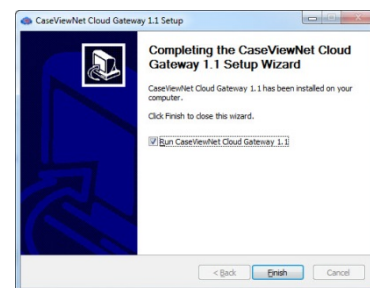   a. Press **Enter** or click Run to continue.

3. At the Welcome screen, press **Enter** or click Next.

4. At the Choose Install Location screen, do **one** of the following:
    a. To install Cloud Gateway to the default location, press **Enter** or click Install. The default location is:
        C:\Program Files (x86)\Stenograph\CaseViewNet Cloud Gateway
        (*The drive letter may vary depending on the current drive.*)
    b. To install Cloud Gateway to another location, click **Browse** and **navigate to the location** and then press **Enter** and then click Install.

5. At the Finish screen, do one of the following:
    a. To close the install dialog and start CaseViewNet Cloud Gateway, press **Enter** or click Finished.
    b. To close the install dialog and not start CaseViewNet Cloud Gateway, deselect the *Run CaseViewNet Cloud Gateway 1.0* option and click **Finish**.

6. The CaseViewNet Cloud shortcut is created on your desktop for easy access in the future.

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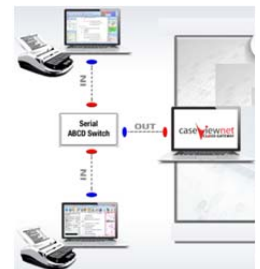
Getting Started:

1. Make sure your CAT system's PC has a working Internet connection.

2. Double click the CaseViewNet Cloud Gateway icon. The CaseViewNet Cloud Gateway dialog box displays.

3. Do one of the following:
   a. Using CaseViewNet Cloud Gateway on the same computer running your CAT software (Recommended for most users) The dialog box displays the serial port (COM #) you select as the output port in your CAT system if you are the only reporter providing the realtime. **This is the most common scenario.**
   In the following example, COM 5 is designated. This is only an example, your COM port will not necessarily be the same as this example.

   > Connect your CAT software to serial port:
   > COM5

   b. Using CaseViewNet Cloud Gateway on a different computer than your CAT software. (Recommended for users using an A/B switch and CaseView Serial cables). If you have two reporters taking turns providing realtime or need to connect to a physical serial port on your computer select the Input from COM port option. This option requires a physical serial port on each computer. The Input COM Port: field displays.

   > Input COM Port:

4. Start your CAT system and do the following:
   a. Select the *appropriate options to output to CaseView*.
   b. Be sure to use the same COM port specified in the CaseViewNet Cloud Gateway dialog box as the COM port you are outputting via CaseView.
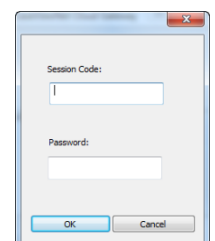
5. In the CaseViewNet Cloud Gateway dialog box, click **Connect**.

6. In the dialog box, do the following:
   a. Type your Session Code you purchased from Stenograph.
   b. In the password field, create a password and click **OK**.
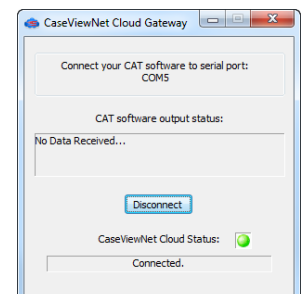   Each of your clients will need to know the Session Code and the password you have created.
   If you are using a switch box, type the Session Code and password on the computer running CaseViewNet Cloud Gateway.

7. The CaseViewNet Cloud Gateway dialog box CAT software output status displays *No Data Received…* until you start a realtime file.
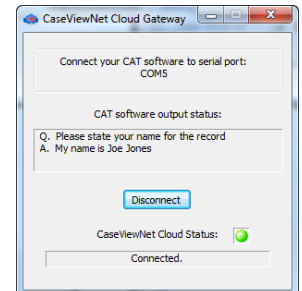   The CaseViewNet Cloud Gateway Status: will show a green dot and display Connected.

8. Confirm your CAT system is connected to the Internet.

9. Start a realtime session, writing at least one steno outline.

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10. Share your Session Code and password with the clients who will be connecting to this realtime session using either CaseViewNet or iCVNet.

11. Continue writing realtime. The CaseViewNet Cloud Gateway dialog box displays a few lines of the realtime data as you write.

12. When the realtime session is complete, be sure to end the CaseViewNet Cloud session by clicking the **Disconnect** button. At the *Are you sure?* dialog box, click OK.
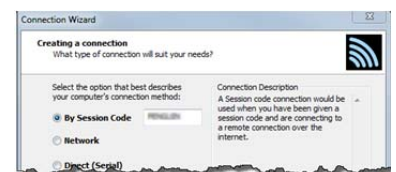
Things to know:
- You need to purchase a Session Code but you create your own password for each session.
- The next time you start CaseViewNet Cloud Gateway, the last used Session Code and password will be remembered.
- If you disconnect from the CaseViewNet Cloud Gateway and then reconnect, CaseViewNet and iCVNet will start a new file.

Using CaseViewNet

CaseViewNet is a free realtime viewer which can be downloaded from www.caseviewnet.com. CaseViewNet runs on a PC running Windows®. A CaseViewNet file can be saved in a variety of file formats that can be used with litigation support software. Once CaseViewNet is installed or run off a USB flash drive, use the following instructions to get started.

1. Make sure your PC has a working Internet connection.

2. Start CaseViewNet.

3. Click the **Connect** [Connect] icon. The *Welcome to the Connection Wizard* dialog box displays, click Next.

4. In the *Creating a connection* dialog box, confirm the By Session Code option is selected. Type the Session Code you are using for the CaseViewNet Cloud Gateway session and click **Next**.

5. Click **Next** until the *Login Credentials* dialog box displays. The Name field displays the name of the computer. Do the following:
   a. In the Organization field, if appropriate, type the organization your client represents.
   b. In the Password field, type the password you created for this realtime session and click **Next**.

6. At the *Completing the connection* dialog box, click **Finish**. In a few seconds your realtime will display.
   - To mark or unmark a line, press the Spacebar. Pressing the Spacebar while the realtime text is scrolling will not interfere with the realtime. A black diamond displays at the left of the text.
   - If you move your cursor within the file, the realtime text will stop scrolling. To return to following the realtime text, press **Ctrl** + **o** or click the flashing Follow Realtime icon.
   - To display or hide the Dynamic Index, select View, Show Windows and select or deselect Dynamic Index.
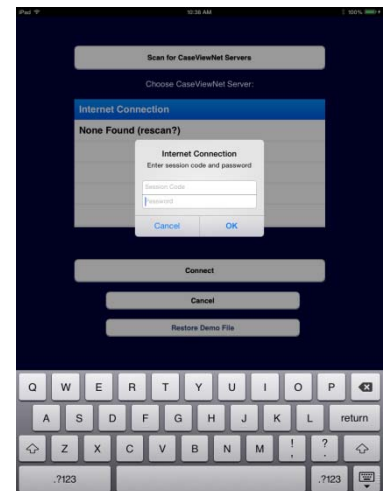
- To search for text, press **Ctrl** + **f** and type the text you want to search for and click **Search**.

7. When the realtime session is over, you can select File, Save As and select to save the realtime file in the following formats:
   a. CaseViewNet (*.sgcvn)
   b. LiveNote Portable Transcript File (*.ptf)
   c. ASCII (*.txt)
   d. TextMap Portable Transcript File (*.xmptf)
   e. Summation (*.ptf)
   f. Amicus (*.txt).

Using iCVNet

iCVNet is a realtime viewer compatible with the iPad®. iCVNet is a free download from the App Store, simply search for iCVNet. Once iCVNet is downloaded, use the following instructions to get started.

1. Make sure your iPad has a working Internet connection.

2. Tap the iCVNet icon.

3. At the opening screen, tap Internet Connection.

4. In the *Internet Connection* dialog box, do the following:
   a. Type the Session Code you are using for the CaseViewNet Cloud Gateway session.
   b. In the Password field, type the password you created for this realtime session and tap **OK**.

5. In a few seconds, the realtime text will display.
   - To mark or unmark a line, double tap the line.
   - To search for marked lines or text, tap Search.
     o To search for marked lines, tap the Spacebar key and then tap Search on the keyboard.
     o To search for text, type the text and tap the Search key on the keyboard.
     o The search results display in a list, tap the item you want to move to that location in the transcript.
     o To repeat the search, tap Search and the tap the Search key on the keyboard.
   - To return to following the realtime after scrolling in the transcript or searching, tap Follow Realtime.

6. When the realtime session has ended, you can close iCVNet or e-mail the transcript to yourself or someone back in the office.
   - To e-mail the transcript, tap email. Fill in the necessary fields and tap Send. The realtime transcript is automatically attached to the e-mail.
     o Once you or your office receives the transcript, save the transcript to the desired location.
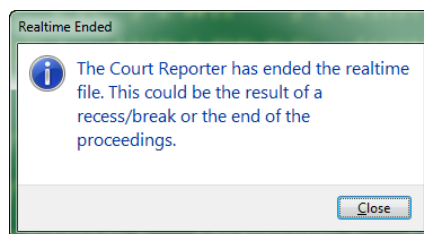
- o Open CaseViewNet, select File, Open, navigate to the location where you saved the above file, select the file and press **Enter**.
- o To save the file in another file format, select File, Save As and select to save the realtime file in the following formats:
  - CaseViewNet (*.sgcvn)
  - LiveNote Portable Transcript File (*.ptf)
  - ASCII (*.txt)
  - TextMap Portable Transcript File (*.xmptf)
  - Summation (*.ptf)
  - Amicus (*.txt).

Messages Users May See:
- If a client connects before the realtime session has started or typed an incorrect Session Code, the following message displays on CaseViewNet and/or iCVNET.

```
 1                      *   *   *   *   *
 2              You received this transcript page because either the
 3         Court Reporter has not started the realtime session yet
 4         or you have used the wrong session code. Do one of the
 5         following:
 6
 7       * If you have connected to the realtime session early,
 8         please wait for the realtime session to start.
 9       * If you know the realtime session has already started,
10         please disconnect, verify the session code and try again.
```

- If the court reporter ends the realtime session, the following message displays on CaseViewNet.

Realtime Ended

The Court Reporter has ended the realtime file. This could be the result of a recess/break or the end of the proceedings.

Close

A message does not display on iCVNet when the court reporter ends realtime, but iCVNet will disconnect and will not automatically attempt to reconnect.