

Merrill Lextranet™ Technical Set-up Guide

The Merrill Lextranet Technical Set-up Guide provides valuable information about system requirements, configuring the image viewers, browser settings and logging in to Merrill Lextranet for the first time.

Should you require additional information or need assistance walking through any of the settings in this document, please reach out to your project manager or our support team using the contact information below.

Support Contact Information

The Merrill Lextranet support team is available 7 days a week to help you configure your system to access Lextranet as well as any day to day questions concerning use of the application.

For databases hosted in the United States:

Phone: 866.560.9829

Email: lextranet-support@merrillcorp.com

For databases hosted in the United Kingdom:

Phone: +44 (0)20 7562 3240

Email: litigationUK@merrillcorp.com

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Lextranet v5 System Requirements

The following are requirements pertaining to your operating system and monitor screen resolution:

Operating systems: Windows 2000, Windows XP, Windows ME or Windows 7*

Web browsers: Internet Explorer versions 5.5 – 8.0*

**Windows 7 and Internet Explorer 8.0 are not officially supported at this time, however, most if not all functionality will operate as expected as long as certain browser settings are configured correctly. Please review the section of this document entitled [Internet Explorer Settings for Lextranet](#) for more details.*

A minimum monitor screen resolution of 1024 x 768 is recommended.

Determining your Browser Version

To determine your browser version, look at the title bar of your browser. The title bar is typically the blue border at the top of the window where you will see the word “Microsoft Internet Explorer.” Click on the menu item “Help” just under the title bar and then click “About Internet Explorer.” You should see a window open up that tells you which version you are using.

CPC Image Viewer

The CPC Image viewer is used to view, redact and batch print images. If your documents were sent to Merrill Lextranet in TIFF format, you will need this viewer to view images on Lextranet.

Installing CPC View ax with Internet Explorer

The following instructions apply to installing CPC View ax (ActiveX version) with Internet Explorer v5 and above. If you have problems making the ActiveX version of the viewer work, install the **CPC Lite** version of the viewer.

To install CPC View ax if you use **Internet Explorer v5 and above**:

1. [Click Here](#) to open the Cartesian Products Web page and a **Security Warning** dialog box. **Note:** Users on Internet Explorer 7.0 may have trouble installing the viewer from the link above. To install CPC manually, please follow the installation instructions in section 1.2.1 of the online User's Guide found [here](#).
2. Click **Yes**, to close the **Security Warning** dialog box and complete the installation of CPC View ax. **IMPORTANT:** Click **No** if the installer asks if you wish the viewer to become the default viewer for certain file types.
3. Close down all open Internet Explorer browser windows. The next time that you open the browser, the CPC image viewer will be available.

Note: Some combinations of Windows and Internet Explorer may not work properly with CPC View ax (ActiveX version). If you have problems with your configuration, you can attempt installing CPC Lite. If you continue to have issues installing or configuring CPC, please contact our Lextranet support desk for assistance.

Quick View Plus

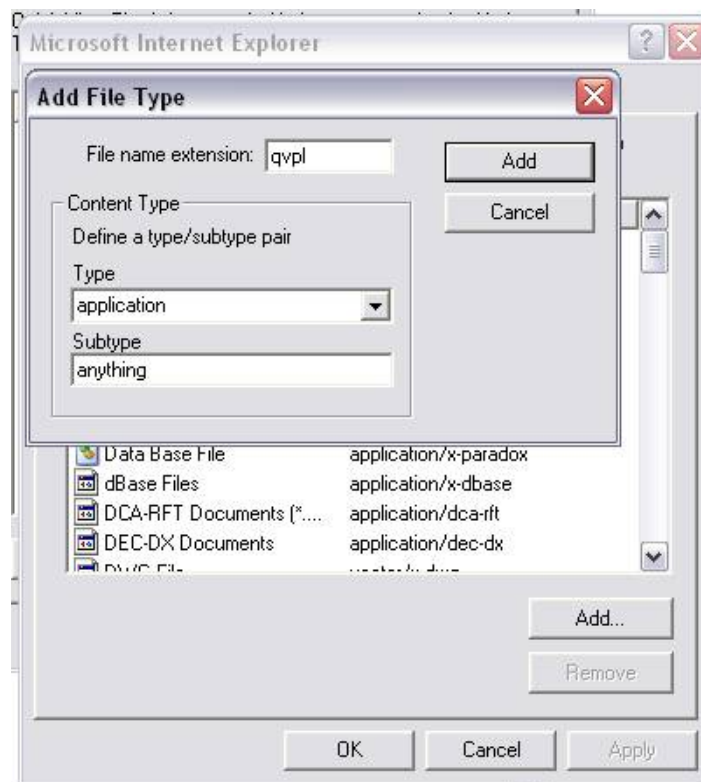
Merrill Lextranet users who wish to view native files without having to open those files in their native applications may choose to purchase the Quick View Plus viewer.

Quick View Plus works seamlessly within the Lextranet document viewer and will allow the user to display hundreds of native file types all with one file viewer. Many firms have an enterprise license for Quick View Plus, so users should contact their internal system administrator before purchasing a QVP license.

Should you wish or need to purchase a license, contact your Project Manager for details.

Quick View Plus Configuration for Merrill Lextranet

1. Close all browser windows, Internet Explorer, Firefox, etc.
2. Open your newly installed copy of Quick View Plus.
3. Go to View→Configure Quick View Plus.
4. Highlight “Microsoft Internet Explorer” and click on “Properties”
5. Click “Add” and enter the extension “qvpl”. Do not enter a period before the extension, just the extension itself.
6. Verify the “qvpl” extension is listed then close out. You are now ready to access the Lextranet application.



Internet Explorer Settings for Lextranet

Set Web Page Refresh Settings

Internet Explorer should be set to check for newer versions of stored pages:

- 1) Using **Internet Explorer 6** go to Tools and Internet Options. On the General tab, click on the Settings button under Temporary Internet Files.
 - a) For Lextranet version 4: Set to “Every visit to the page”
 - b) For Lextranet version 5: Set to “Automatically”

- 2) Using **Internet Explorer 7** and **Internet Explorer 8** go to Tools\Internet Options. Go to the General tab and click on the Settings button under Browsing History.
 - a) For Lextranet version 4: Set to “Every visit to the page”
 - b) For Lextranet version 5: Set to “Automatically”

Make Lextranet a Trusted Site

Internet Explorer 6 and 7:

- 1) Go to Tools and Internet Options
- 2) Click on the Security Tab
- 3) Click on the Trusted Sites icon
- 4) Click the Sites button
- 5) Add Lextranet.com to the list, or if your database is hosted on our UK site, add Lextranet.net

Internet Explorer 8:

- 1) Go to Tools and Internet Options
- 2) Click on the Security Tab
- 3) Click on the Trusted Sites icon
- 4) Click the Sites button
- 5) Add <http://www.cartesianinc.com>, <http://www.merrillcorp.com> and <https://v5.lextranet.com>, or if your database is hosted on our UK site, add <https://v5.lextranet.net> to the list
- 6) There is a checkbox called “Protected mode” when running IE8 with Windows 7 that needs to be unchecked. **You will need to restart the computer if this change is made.**

Turn off all Pop-Up Blockers

- 1) Verify that all pop-up blockers are turned off. Your IT department may need to help with this.
- 2) Check virus scanning software for pop-up blockers.
- 3) Make sure any toolbars such as Google and Yahoo do not have pop-ups turned on.

(NOTE) It may be necessary to uninstall these toolbars in order to ensure that they are not causing any problems.

Setting ActiveX Controls

IE6, IE7, IE8 –

- 1) Go to Tools and Internet Options
- 2) Click on the Security Tab
- 3) Click on the Custom Level button
- 4) Set the ActiveX Controls as indicated below

Active X Setting	IE6 Setting	IE7 Setting	IE8 Setting
Allow previously unused ActiveX controls to run ...	n/a	Enable	Enable
Allow Scriptlets	n/a	Disable	Disable
Automatic prompting for ActiveX controls	Enable	Enable	Enable
Binary and script behaviors	Enable	Enable	Enable
Display video and animation on a webpage that...	n/a	Disable	Disable
Download signed ActiveX controls	Prompt	Prompt	Prompt
Download unsigned ActiveX controls	Disable	Disable	Disable
Initialize and script ActiveX controls not marked ...	Disable	Disable	Disable
Only allow approved domains to use ActiveX without...	n/a	n/a	Disable
Run ActiveX controls and plug-ins	Enable	Enable	Enable
Script ActiveX controls marked safe for scripting	Enable	Enable	Enable

Set Compatibility View settings – *Internet Explorer 8 only*

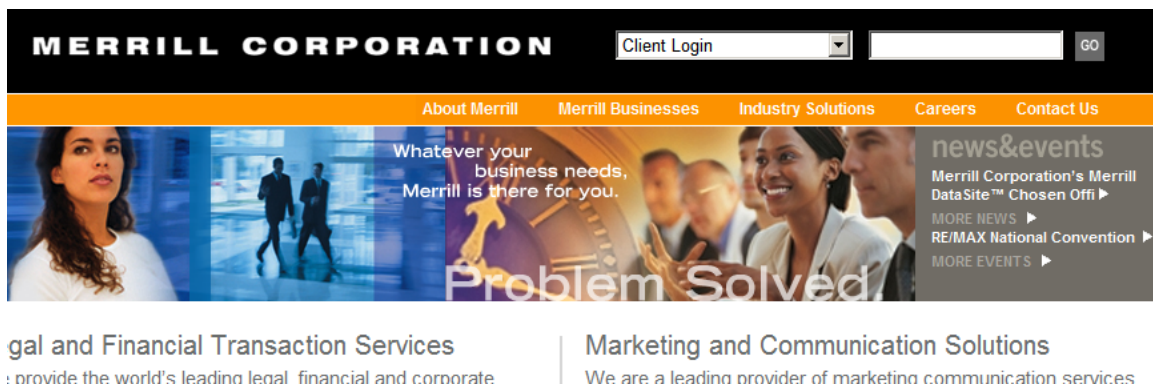
- 1) Go to Tools and Compatibility View Settings
- 2) Add <http://www.cartesianinc.com>, <http://www.merrillcorp.com> and <https://v5.lextranet.com> to the list, or if your database is hosted on our UK site, add <https://v5.lextranet.net> to the list.

Logging in for the first time

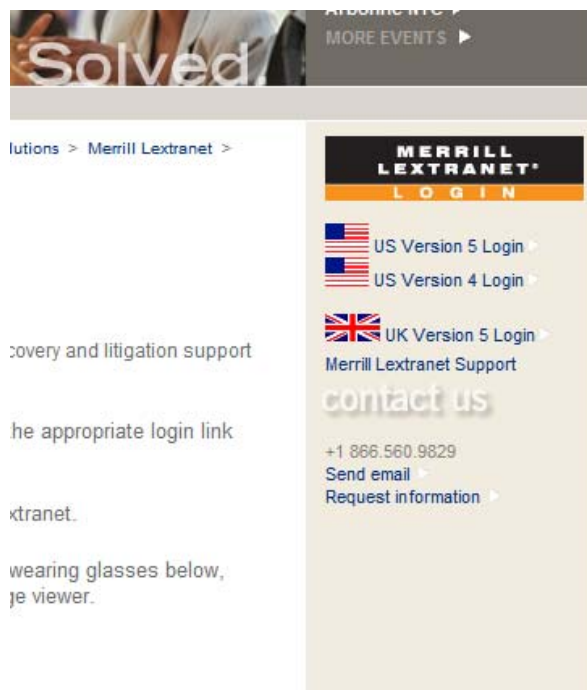
Your Merrill Lextranet Project Manager will provide you with a login name and password. If you have not yet received your login credentials, contact your PM for assistance. If you are not sure who that person is, contact our Lextranet support line and they will direct you to the proper person. Please be aware that **user names are case sensitive**.

Note: The Merrill Lextranet Project Manager is responsible for granting users access rights to areas of Lextranet. If you feel that you should be granted additional rights, contact your Merrill Lextranet Project Manager. To login to Lextranet:

1. Go to <http://www.merrillcorp.com>. Choose Merrill Lextranet from the Client Login on the upper right hand corner of the screen, as shown below:



The Merrill Lextranet Login page will appear:



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2. Click the appropriate login link (**US Version 4 Login, US Version 5 Login or UK Version 5 Login**) to open the password dialog box.
3. Enter your user name and password in the dialog box and click **OK**.
4. Lextranet opens a page displaying the terms and conditions of use. You must accept these terms and conditions before you can go further.
5. Use the short cut links at the bottom of the screen to navigate to a particular area, such as Folders or Search, and begin using Lextranet.