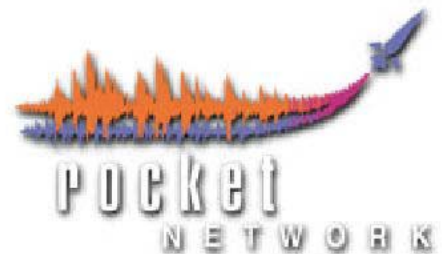


# ***RocketDelivery™ User Guide***

**Version 1.2**

*Simple, Secure, Speedy File Delivery*



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## Overview

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The **Rocket Network Suite** is a powerful combination of two applications that simplify the production process for audio and media professionals—*RocketDelivery* and *RocketControl*.

*RocketDelivery* is a simple, secure and speedy way to send any type or size of file to anyone. *RocketDelivery* can be accessed independent of an audio application.

For information on *RocketControl*, please see the *RocketControl* user guide.

## RocketDelivery Benefits

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*RocketDelivery* enables you to send a file or folder of files to anyone with an email address. Although the ‘Sender’ needs to register for a Rocket Network account, ‘Recipients’ do not. *RocketDelivery* offers a unique combination of simplicity and security. It is more secure, more convenient and faster than FTP, circumvents size limitations imposed by many email servers, and eliminates unnecessary courier costs.

## Downloading RocketDelivery

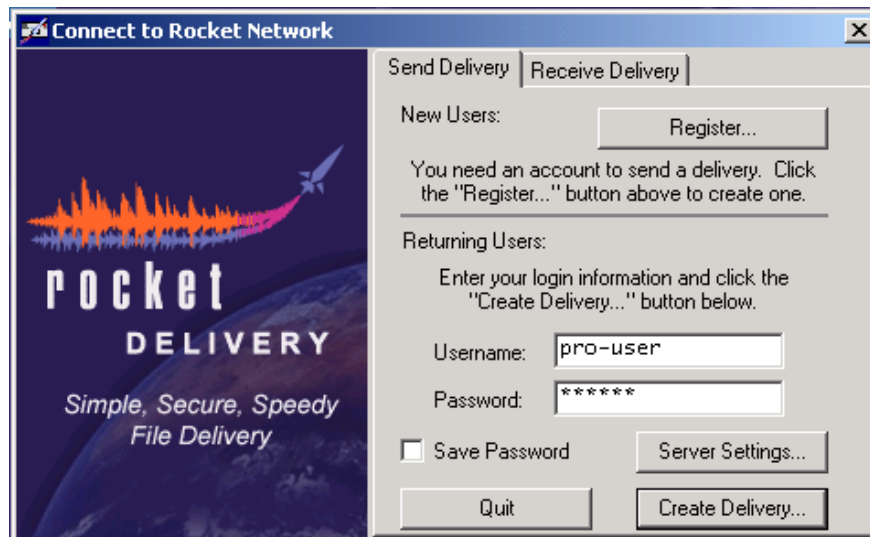
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*RocketDelivery* 1.2 is part of the **Rocket Network Suite 1.1** of applications that also includes *RocketControl* for audio collaboration. To download *RocketDelivery*, go to: <http://www.rocketnetwork.com/installers/upgrade.html>. Select the Windows or Macintosh version of the **Rocket Network Suite 1.1** for download.

Note: If you do not have a RocketPower audio application (such as Logic Audio or Cubase) currently installed, the **Rocket Network Suite** will only install *RocketDelivery*.

## Sending a RocketDelivery

The Rocket Network Suite installer automatically creates an alias for *RocketDelivery* on your desktop. Double click the icon to launch *RocketDelivery*.



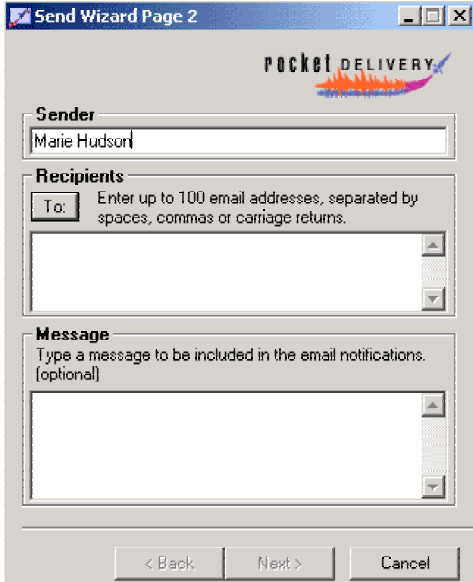
### To Send a Delivery:

- Choose the ‘Send Delivery’ tab on the startup screen.
- If you are a new user and have not yet created an account, click the ‘Register...’ button to register for a username and password.
- Enter your username and password that you selected during the Registration process.
- Click ‘Create Delivery...’ to launch page 1 of the Send Wizard.
- Select the file or folder you want to send
- Drag and drop the file or folder into the Delivery pane OR Click ‘Choose File or Folder...’ to browse your disk(s)  
*Note:* Only 1 file or 1 folder can be selected per Delivery, although a folder may contain any number of nested folders and sub-folders.
- Click ‘Next’ to proceed to page 2 of the Send Wizard



## To Send a Delivery (continued):

- In the second page of the Send Wizard, you can enter your name or company name in the ‘Sender’ field. This field is optional.
- In the ‘Recipients’ field, enter the email addresses of the people to whom you are sending the Delivery. Separate multiple email addresses by spaces, commas, semi-colons or carriage returns.  
**Note:** *RocketDelivery* Version 1.2 includes new Address Book functionality. See the “*RocketDelivery* Address Book” section below.
- In the ‘Message’ field, you can type a message that will appear in the delivery notification email received by each recipient. This field is optional.
- Click Next to proceed to the third and final page of the Send Wizard.



The screenshot shows the 'Send Wizard Page 2' dialog box. It has a title bar with standard window controls and a 'rocket DELIVERY' logo. The dialog is divided into three main sections: 'Sender' with a text field containing 'Marie Hudson'; 'Recipients' with a 'To:' label and a text area with a placeholder 'Enter up to 100 email addresses, separated by spaces, commas or carriage returns.'; and 'Message' with a label 'Type a message to be included in the email notifications. [optional]' and a text area. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- On the final screen of the Send Wizard, you will see a summary of your Delivery. Click ‘Save Summary...’ to save these details as a text file. The Summary is your record of the delivery and includes the cost, time, sender, and recipient information.
- In the final section you must choose whether to send email notifications in ‘Convenient Mode’ or ‘Secure Mode.’ [see below]
- Click “Start Delivery” to initiate the delivery.



The screenshot shows the 'Send Wizard (Page 3 of 3)' dialog box. It features the 'rocket DELIVERY' logo and a 'Delivery Summary' section with a text area containing: 'This delivery costs US \$2.00', 'Time: Tue May 7 20:13:34 2002', 'Name: LatestSpot', 'Size: 30.7 MB', 'Sender: John Doe', 'Recipients:', 'Email: rita@supersports.com', and 'Key: w6j5tspmhibt9abtt9dvw2xe2'. Below the summary is a 'Save Summary...' button. The 'Email Notifications' section has two radio buttons: 'Convenient Mode' (selected) and 'Secure Mode', each with a help icon (?). At the bottom are three buttons: 'Cancel', 'Back', and 'Start Delivery'.

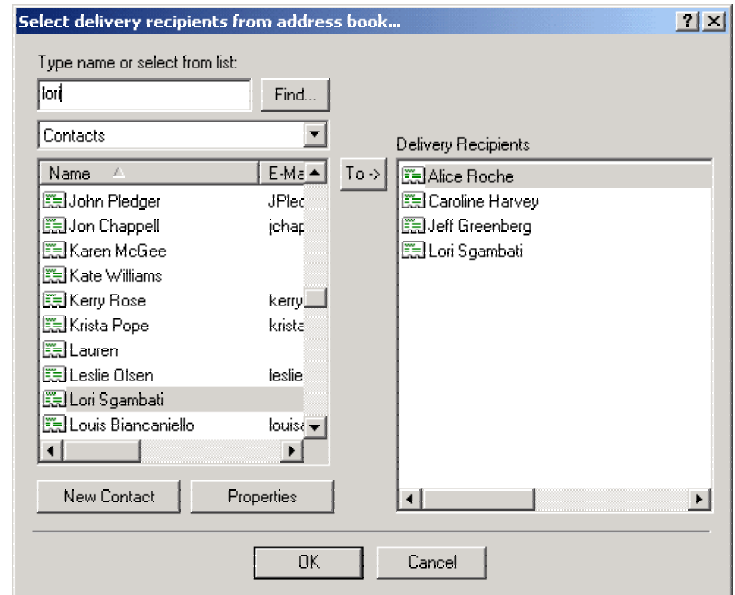
## RocketDelivery Address Book

*RocketDelivery* Version 1.2 includes new Address Book functionality. The features are different for Macintosh and Windows users.

### Address Book for Windows

The *RocketDelivery* Address Book for Windows allows users to access email addresses in Microsoft® Outlook®. This feature currently works only with Outlook.

- In the second page of the Send Wizard, click “To:” to launch the *RocketDelivery* address book. Your *RocketDelivery* address book contacts are identical to your Outlook contacts.
- **Select Recipients:**
  - Select recipients from the contact list and click “To>>” to move them to the Delivery Recipients column, OR
  - Search for recipients in the contact list by entering in a contact name in the “Find” field. Click “OK” to add your contacts to the Recipient field in the Send Wizard.
- **Add New Contacts:**
  - Click “New Contact” in the “Select Delivery Recipients...” window to add new contacts to your *RocketDelivery* Address Book. New contacts will be saved to both your *RocketDelivery* Address Book AND your Outlook Address Book. OR
  - Create a new contact within your Outlook Address book. New contacts will be saved to both your Outlook Address Book AND your *RocketDelivery* Address Book.
- **Change Contact Information:**
  - Select a contact in the contact list and click “Properties”.
  - Make changes to the contact, just as you would in Outlook.
  - Click OK.
  - Changes to the contact information will be saved to both your *RocketDelivery* Address Book AND your Outlook Address Book.



## **Address Book for Macintosh**

- ***Create Your RocketDelivery Address Book***

- Launch *RocketDelivery*.
- Go to the “File” menu and select “Import Contacts”.
- Navigate to the Contacts file you wish to import.

**Note:** *RocketDelivery* is able to import any contacts stored in TEXT, ttro (Text Read-only files), and OEDB (Microsoft format for Database) database files.

**Tip!** Since you would rarely ever have to locate your Outlook or Entourage Address Book database file, it might be difficult to find. Here is a sample file path for locating the file: HD:Documetns:Microsoft User Data:Office2000Identities:Main Identity:Database. You can also use Sherlock to search for your Database file.

- Select the file and click “Open”.
- The “Import Results” window launches. You have the option to remove any imported contacts by selecting the contact and clicking “Remove”.
- Click OK to finish.
- Your imported contacts are now saved in a file named “DeliveryAddressBook.txt” in your *RocketDelivery* folder.

- ***Sending A Delivery Using the Address Book***

- In the second page of the Send Wizard, click “To:” to launch the Recipient Selection Window.
- Select the desired email addresses and Click “To:→” to add to the Recipient column.
- Click “OK”.

- ***Edit/Add/Delete New Contacts***

- You can edit or add new contacts by opening the “DeliveryAddressBook.txt” file in your *RocketDelivery* folder and making changes directly in the document.

**Note:** You can’t edit the text file when *RocketDelivery* is open. Quit *RocketDelivery* first, then make your changes.

- Email addresses entered into the Recipient field on the second page of the Send Wizard will automatically be saved to your *RocketDelivery* address book.
- To delete contacts from your *RocketDelivery* Address Book:
  - Click “To:” in the second page of the Send Wizard.
  - Select the email address you would like to delete.
  - Hit the “Delete” key on your keyboard.

## **Address Book for Macintosh (continued)**

- ***Auto-Import***

The Auto-Import feature automatically updates your *RocketDelivery* Address Book when you add new contacts to your source Contacts file. To activate the Auto Import feature:

- Launch *RocketDelivery*.
- From the “Edit” menu, select “Preferences”.
- In the Preferences window, select “Auto Import” from the drop down menu.
- Click “Specify File” to select your source Contacts file (e.g. Outlook, Excel, etc.).
- Click “Enable”.
- Click OK.

The Auto-Import feature will update your address book each time you launch *RocketDelivery*.

**Note:** Auto Import will not delete or modify email addresses already contained in your “DeliveryAddressBook.txt” file—it will only add new email addresses.

**Tip!** In order to activate the Auto-Import feature, you need to quit and re-launch *RocketDelivery*.

## **Email Notification Modes**

*RocketDelivery* allows you to send email notification to recipients in one of two ways: **Convenient** or **Secure**. In both cases, the Delivery content itself is always encrypted for transmission and remains encrypted while stored on Rocket Network servers.

### ***Convenient Mode***

In this mode, a Delivery Key (required to initiate the download) is distributed to each recipient as an attachment in an email notification and in the body of the email.

### ***Secure Mode***

In this mode, a delivery notification email is sent to each recipient but the Delivery Key itself is not transmitted. It is the sender’s responsibility to provide each of the recipients with their Delivery Key.

**Important:** In this mode, it is essential to save the delivery summary because it is your only record of the Delivery Key. Without a Delivery Key, your Delivery will be inaccessible. Rocket Network cannot recover lost Delivery Keys.



## Receiving a RocketDelivery

There are two ways to receive a Delivery using RocketDelivery. Generally, the way you receive a Delivery depends on whether the email notification you received was sent in **Convenient** or **Secure** mode. Text in the body of the email notification will inform you which mode was used.

### Receiving a Delivery Sent in Convenient Mode

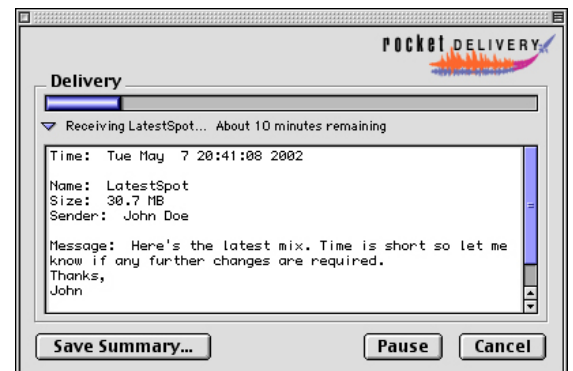
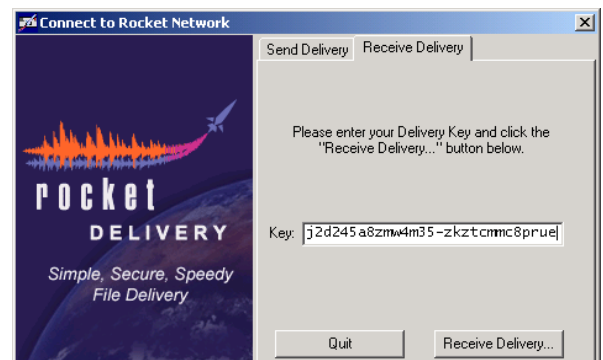
- Double-click the .rcn file that was attached to your Delivery Notification email.
- *RocketDelivery* will launch and prompt you for a download location for the Delivery.



**Note:** Some email clients and web-based email services cannot support the double-clicking of .rcn attachments. For your convenience, the Delivery Key is included in the body of the email as text. Copy this text and enter it as described below for Secure Mode.

### Receiving a Delivery Sent in Secure Mode

- First obtain the Delivery Key from the sender
- Double click the *RocketDelivery* icon to launch *RocketDelivery*
- Click the 'Receive Delivery' tab
- Enter the Delivery Key in the Key field
- Click the 'Receive Delivery. . .' button
- You will be prompted for a download location for the Delivery.
- While the Delivery downloads, progress is displayed. Click the disclosure triangle to display details of the Delivery.
- Click 'Save Summary...' if you want to save this information.



## Pricing

### Account Types

During the registration process, you will need to choose an Account type—Pay As You Go or \$10 Monthly Account.

- **Pay As You Go Account (Occasional User)**

The Pay As You Go Account is a good account choice if you are not sure how much you will use *RocketDelivery*. With the Pay As You Go account, you are only charged each time you send a delivery. There are no charges if you do not use the system.

The price of a delivery is based on how many megabytes (MB) you send. The number of megabytes is determined by the file size and number of recipients. The greater number of MBs sent, the lower the per MB price.

Rocket Delivery Pay As You Go Pricing Effective June 2002			
File Size (MB)	1 Recipient	2 Recipient	3 Recipient
0-40	1.00 minimum charge		
50	\$ 2.50	\$ 4.50	\$ 6.00
100	\$ 5.00	\$ 9.00	\$ 12.00
250	\$ 12.50	\$ 22.50	\$ 26.00
500	\$ 25.00	\$ 39.00	\$ 46.00
1,000	\$ 43.33	\$ 69.00	\$ 92.00
2,000	\$ 76.67	\$ 108.00	\$ 144.00
5,000	\$ 150.00	\$ 210.00	\$ 280.00

- **\$10 Monthly Account (Best Value)**

The \$10 Monthly account is the best value if you will be using *RocketDelivery* multiple times each month. Your monthly fee is paid at the start of your billing cycle and will be credited against the total delivery charges incurred for that month.

Additional charges above the prepaid \$10 will be charged to your credit card at the end of the billing cycle. With a \$10 Monthly Cumulative account, your price per MB decreases the more data you send, because your per MB rate is based on your total delivery volume accumulated over the entire month, rather than on a “per delivery” basis. The larger your monthly MB total, the lower your per MB price will be.

RocketDelivery Monthly Account Pricing Effective June 2002			
File Size (MB)	1 Recipient	2 Recipient	3 Recipient
0-40	1.00 minimum charge		
50	\$ 2.17	\$ 3.90	\$ 5.20
100	\$ 4.34	\$ 7.80	\$ 10.40
250	\$ 10.85	\$ 19.50	\$ 24.00
500	\$ 21.71	\$ 34.50	\$ 46.00
1,000	\$ 38.41	\$ 54.00	\$ 72.00
2,000	\$ 60.12	\$ 103.80	\$ 112.00
5,000	\$ 116.90	\$ 210.00	\$ 220.00

These prices reflect the maximum charge for shown deliveries. As your monthly total bandwidth usage increases, your per delivery prices decreases.

Remember! You can send files to anyone, anywhere even if they don't have a *RocketDelivery* account. Deliveries are always free for recipients. All they need to receive the delivery is the free *RocketDelivery* application.

## Sample Pricing (Pay As You Go)

Here are some common file types and sizes with associated RocketDelivery delivery prices.

### (1) thirty second Quicktime movie using Sorensen compression at millions of colors.

File Size (MB)	1 Recipient	2 Recipient	3 Recipients	4 Recipients
33	\$ 1.65	\$ 2.97	\$ 3.96	\$ 4.95

### (20) four minute MP3s at 128kbps and VBR encoding

File Size (MB)	1 Recipient	2 Recipient	3 Recipients	4 Recipients
100	\$ 5.01	\$ 9.00	\$ 12.00	\$ 15.00

### (1) Audio CDR's worth of material

File Size (MB)	1 Recipient	2 Recipient	3 Recipients	4 Recipients
700	\$ 37.58	\$ 48.30	\$ 64.40	\$ 80.50

## Sample Pricing (\$10 Monthly Cumulative Account)

If you signed up for a \$10 Monthly Cumulative Account and sent all of the below files within a one month time period, your total price for deliveries would be:

- (1) thirty second Quicktime movie using Sorensen compression (33 MB)
- (20) four minute MP3s at 128kbps and VBR encoding (100 MB)
- (1) three minute, 16 track, 24 bit, 44.1 kHz song (360 MB)
- (1) Audio CDR's worth of material (700 MB)

Total File Size (MB)	1 Recipient	2 Recipient	3 Recipients	4 Recipients
1193	27.49	64.42	85.89	103.19
<b>Savings over Pay As You Go</b>	<b>55%</b>	<b>27%</b>	<b>27%</b>	<b>30%</b>

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