

Message Converter[™] for Bloomberg[®]

Message Converter[™] for **Bloomberg**[®]

Getting Started Guide

Message Converter for Bloomberg

Global Relay's Message Converter for Bloomberg provides full conversion and import capabilities for retention and management of Bloomberg® Mail by allowing:

1. Ingestion by Global Relay's hosted Message Archiver & Compliance Reviewer
2. FTP download to Customer's in-house archiving system, or
3. SMTP delivery to Customer's in-house archiving system via VPN/TLS/SSL

About Bloomberg Mail

Bloomberg Mail enables Bloomberg customers to communicate electronically. Currently, Bloomberg Mail includes:

1. Instant Bloomberg (IB) — instant messaging between Bloomberg users
2. Bmail — email sent between Bloomberg users
3. Internet Mail — Bloomberg email sent to outside email addresses and vice versa

About Bloomberg Mail & Compliance Archiving

Compliance regulations such as SEC Rule 17a-4, FINRA Rules 3010 & 3110 and IDA Bylaw 29.7 require electronic business communications, including Bloomberg Mail, to be archived and monitored for compliance purposes. Company email policies also often require all business communications to be retained for litigation, monitoring and internal purposes. Bloomberg Mail is converted into XML messages that are imported and consolidated in the Message Archiver, with all other email and instant messages of an organization, for easy online search, retrieval and monitoring.

About Bloomberg Mail File Transfer

File Transfer Protocol (FTP) is a widely used way of transferring computer files from one computer to another. Bloomberg will, upon request, upload all available Bloomberg Mail to the Bloomberg FTP site on a nightly basis for archiving purposes. The Bloomberg files are in a proprietary format and may consist of plain text or XML files. The lifecycle of Bloomberg files on the FTP site may vary (contact Bloomberg for details).

Global Relay's Message Converter & Message Archiver

1. The Bloomberg Message is a "pull technology" meaning, on a nightly basis, Global Relay's Message Converter automatically logs into the Bloomberg FTP site and downloads a copy of all new and available Bloomberg files and forwards them to the Message Archiver. (Note: Global Relay's Message Converter for Bloomberg does not delete files from the Bloomberg FTP site, it only downloads a *copy*)
2. The Message Archiver parses, converts and reconstructs the Bloomberg files into a readable format before routing them to the import queues for archive indexing and processing whereby the Bloomberg messages are time/date stamped, serialized and written to a dedicated customer WORM drive.
3. Once imported, Bloomberg Messages can be searched, viewed, monitored and retrieved from the Message Archiver in the same manner as email and IM. (Note: Any Bloomberg files which the Message Archiver is unable to properly import are skipped, with Global Relay IT Support being electronically notified and the appropriate action undertaken to resolve the issue.)

Importing Legacy (old) Bloomberg Mail

Global Relay is also able to transfer and import legacy Bloomberg Mail stored internally or with Bloomberg.

Getting Started with Bloomberg Mail

1. Contact Bloomberg and obtain your company's Bloomberg FTP login account information. This will consist of a host, username and password.
2. Add Global Relay's IP ranges to your compliance console screen as outlined in the next page, titled "Bloomberg CCNS Update: Adding Global Relay's IP Ranges to Allow for Bloomberg Message Archiving."
3. Complete and return by fax Global Relay's "Direction & Authorization for Bloomberg Download and Archiving" form. Global Relay will then provision the Message Converter for Bloomberg capture and notify your company of the implementation date.

Disclaimer: Global Relay's Message Converter only converts files that are made available by Bloomberg LP, and technically able to be downloaded. The Bloomberg FTP processes are subject to change at any time without notice to Global Relay as there is no legal affiliation between Global Relay and Bloomberg. Download of Bloomberg Mail is under the express direction of the customer. The Bloomberg® name is the sole property of Bloomberg LP.

Bloomberg CCNS Update:

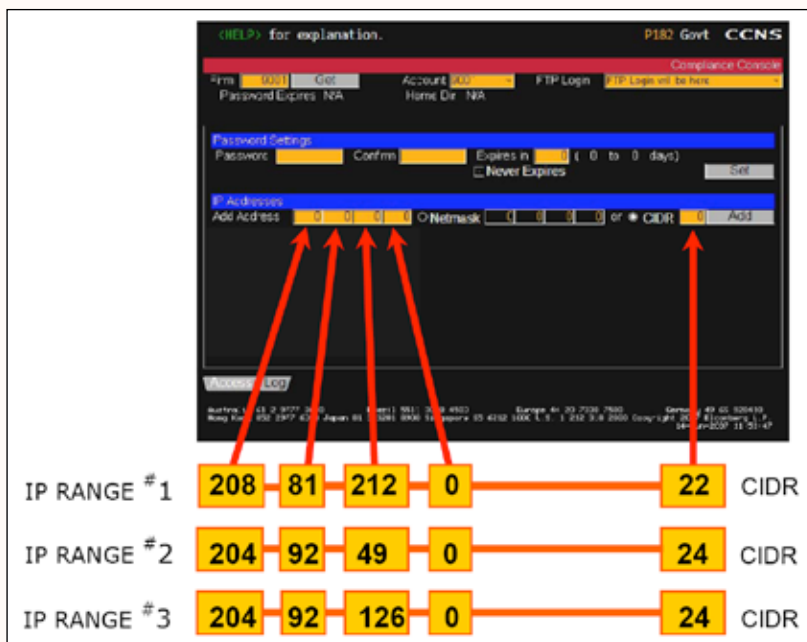
Adding Global Relay's IP Ranges to Allow for Bloomberg Message Archiving

In order to access the compliance console screen, type <CCNS> into your Bloomberg Anywhere terminal. You will need to enter Global Relay's IP ranges on the screen. For each range, enter each IP listed below, including the CIDR (range) and click "Add." You will need to do this *three* times, once for each IP range.

Once the IP ranges are in place, you will need to revise your FTP password and confirm. The password must be eight-characters and is case-sensitive. Click "Set" to complete the CCNS setup.

Note: It may take up to 5 minutes for the change to reach all of Bloomberg's servers.

Fill in the "Add Address" fields as shown below. If the Netmask fields are orange, click on the radio button beside the CIDR field.



IP RANGE #1	208	81	212	0	22	CIDR
IP RANGE #2	204	92	49	0	24	CIDR
IP RANGE #3	204	92	126	0	24	CIDR

Please notify Global Relay via email at support@globalrelay.net or by phone at 1.866.484.6630 when you have made the update so that Global Relay's Support Team can test the connection and confirm that your Bloomberg data is being properly archived.

Upon confirmation, please fill out the attached Bloomberg authorization form and fax it to 604.608.2941.

Note: The CCNS screen can only be accessed on a Bloomberg Anywhere terminal. If you are on an open terminal, you must contact your Bloomberg Professional Representative.

Disclaimer: Global Relay's Message Converter only converts files that are made available by Bloomberg LP, and technically able to be downloaded. The Bloomberg FTP processes are subject to change at any time without notice to Global Relay as there is no legal affiliation between Global Relay and Bloomberg. Download of Bloomberg Mail is under the express direction of the customer. The Bloomberg® name is the sole property of Bloomberg LP.

Direction & Authorization for Bloomberg Download and Archiving

Company Name (the "Customer"): _____

Primary Domain Name: _____

Contact: _____ Contact Number: _____

Direction & Authorization for Bloomberg Download and Archiving (the "Direction")

Whereas:

- A. The Customer uses Global Relay's Message Archiver for preservation of the Customer's electronic data (the "Customer Data").
- B. The Customer wishes to direct and authorize Global Relay to download Customer's Bloomberg files and import them into Global Relay's Message Archiver, or Customer's in-house archiving system.
- C. In order for Global Relay to fulfill this Customer request, Global Relay requires this Direction to be completed and executed by the Customer.

DIRECTION. The Customer hereby expressly directs and authorizes Global Relay as follows:

Download and convert all Bloomberg Mail into email for:

- Ingestion by Global Relay's hosted Message Archiver & Compliance Reviewer
- FTP download to Customer's in-house archiving system.
- SMTP delivery to Customer's in-house archiving system. Specify:

Customer's Bloomberg FTP Account Information

Company Domain Name(s): _____

Bloomberg FTP Host: _____

Username: _____

Password: _____

In connection with this Direction, the Customer hereby expressly acknowledges and agrees as follows:

RELEASE. Provided that Global Relay acts in good faith, the Customer hereby releases Global Relay from and agrees to defend, indemnify, and hold harmless Global Relay, its affiliates, directors, employees, and agents from and against any claims, proceeding, liabilities, obligation, costs, actions or demands, including without limitation, reasonable legal fees, in any way directly or indirectly, arising or resulting from this Direction, whether or not due to any act, omission or negligence by Global Relay.

NO LIABILITY. Global Relay shall not be liable to the Customer or any other party (a "Person") for any damages or claim for any loss of use, loss of production, loss of profits, anticipated or otherwise, loss of markets, economic loss, special, direct or indirect or consequential loss or damage suffered or incurred by the Customer or any Person, in any way directly or indirectly connected with, arising or resulting from this Direction.

The undersigned Customer has read and understood this Direction, and directs and authorizes Global Relay to use the Bloomberg FTP Account Information to download Bloomberg files for conversion and import into Global Relay's Message Archiver. This Direction forms part of, and is governed by, the Services Terms & Conditions between Global Relay and the undersigned Customer.

Authorized Signatory: _____ (Signature)

Name: _____ Title: _____

Date: _____ day of _____, 200____. Phone: _____

Please execute and return to Global Relay by fax (604.608.2941) or PDF scan (support@globalrelay.net)

Disclaimer: Global Relay's Message Converter only converts files that are made available by Bloomberg LP, and technically able to be downloaded. The Bloomberg FTP processes are subject to change at any time without notice to Global Relay as there is no legal affiliation between Global Relay and Bloomberg. Download of Bloomberg Mail is under the express direction of the customer. The Bloomberg® name is the sole property of Bloomberg LP.