



## Phone Recorder USB (ver 3.0)

# USER MANUAL



Application Control .....	3
Zoom .....	3
Exit .....	3
Expand .....	3
Minimize .....	4
Administration .....	5
Logging In .....	5
Accessing Administration .....	5
General Tab .....	7
Users Tab .....	9
Profile .....	9
Use this user before login .....	9
Adding a new user .....	10
Setting up Email Server .....	10
Custom FTP Settings .....	11
Settings .....	11
Player Options .....	12
Centralized Profile .....	14
Auto Update .....	15
Device Control .....	16
Device .....	16
Log .....	17
Rec Data Tab.....	18
LIST Tab .....	20
Right Click Options .....	21
Query Tab .....	22
Player .....	23
Large Player .....	23
Small Player .....	24
Record Options .....	24
Play Options .....	25
Player Paused .....	26
Trimming a Recording .....	26
Bookmarks .....	27
Create a Bookmark .....	27
Deleting a selected Bookmark .....	29
Clear Bookmark List .....	29
Options .....	30
Joining multiple files together .....	30
Phone Recorder USB Device .....	32
Keys .....	32
Connector .....	33
Multiple Recorders on a Single Computer.....	34
Auto Detect & Select Devices .....	36
Automatically Start Multiple Instances .....	36

## Application Control

### Zoom



Click to access the mini player.



Click zoom again to return to the full player

### Exit

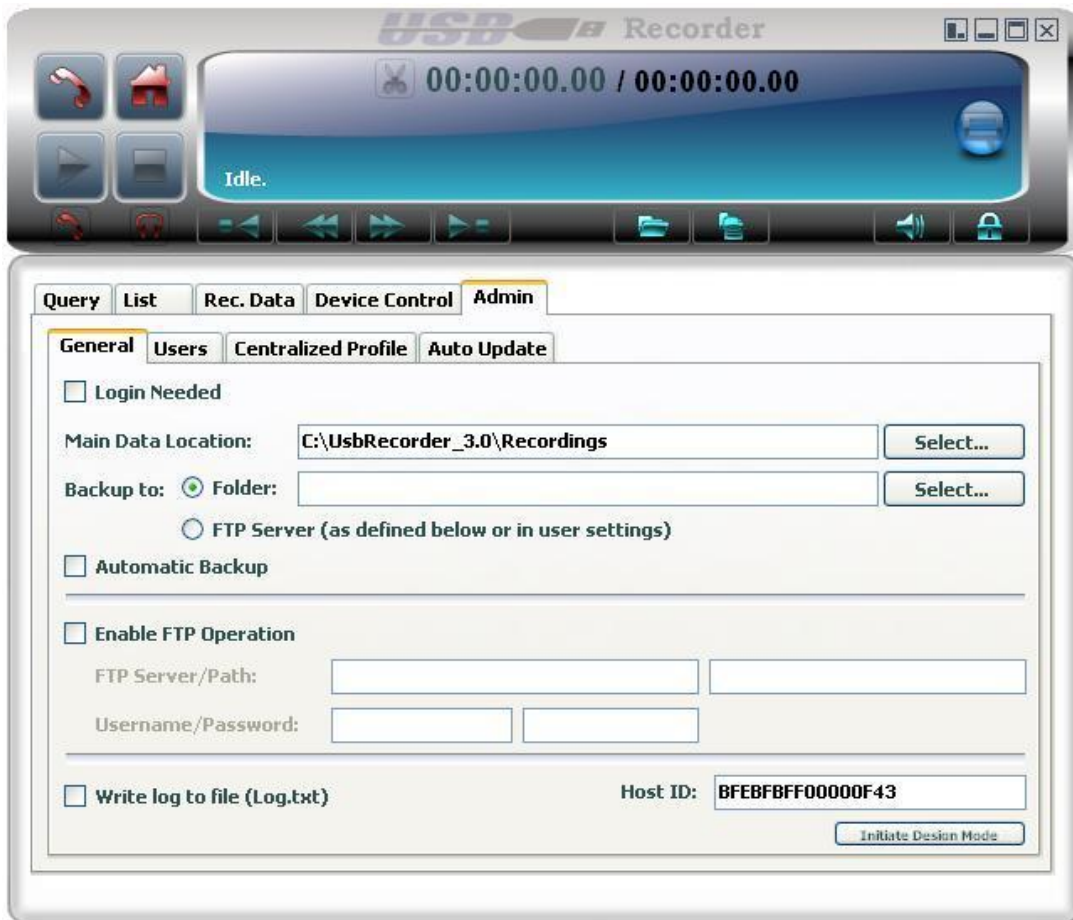


Click exit to close the application.

### Expand



Click to expand the application for access to administrative and file functions



Click on the minimize icon to return to the player view

### Minimize



Click the minimize icon to minimize to the tray



## Administration

### *Logging In*

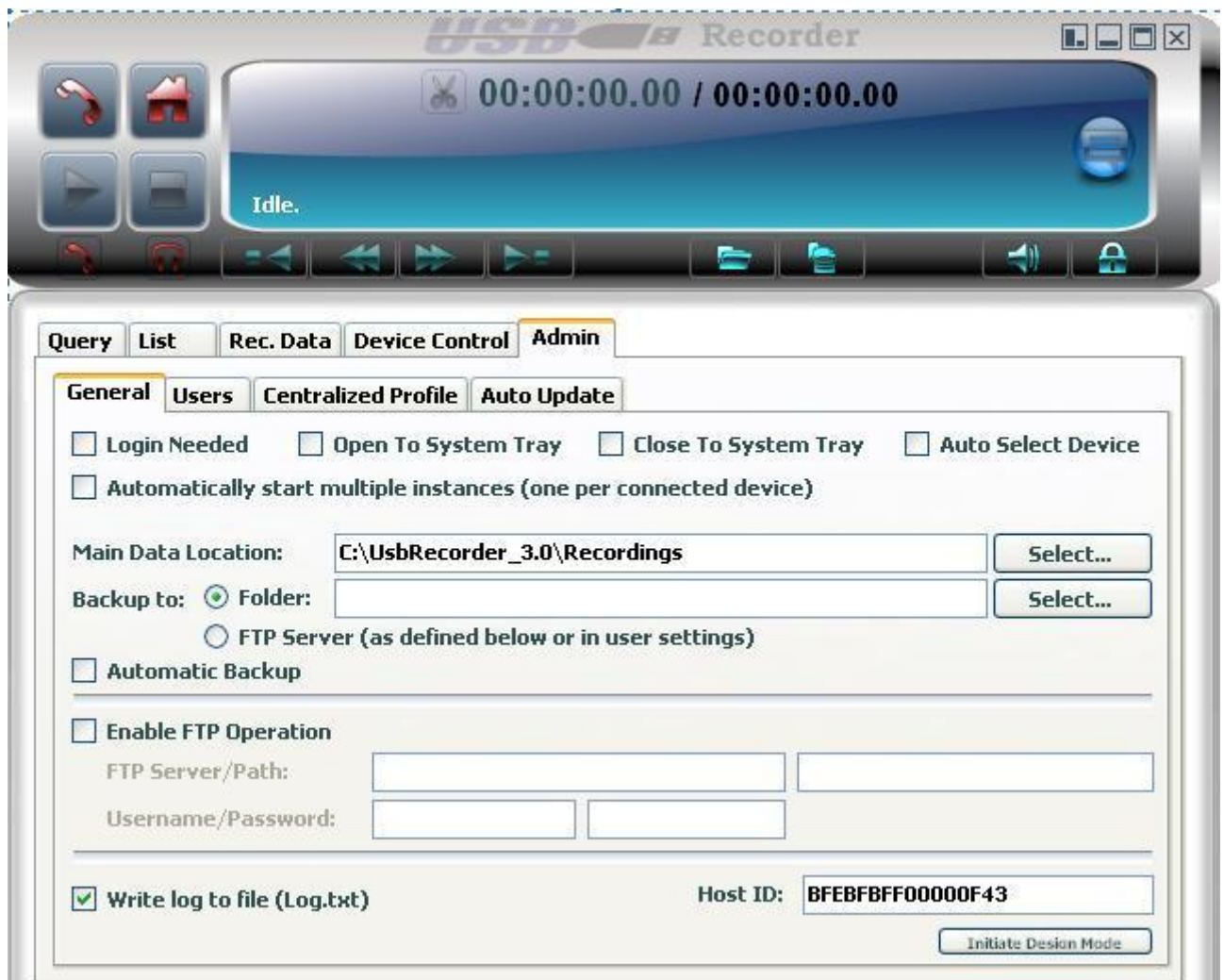
If a user or administrator has selected Login Required a login screen will appear when the application starts. The initial password for the Admin account is 123



### *Accessing Administration*



Click on the expand icon



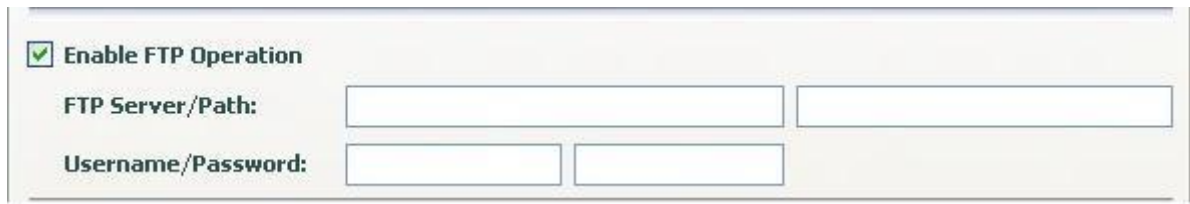
Click on the Admin tab

## General Tab

Login Needed.	When checked, a Login is required before accessing the application
Open to System Tray	When the application starts it will automatically be minimized to the system tray
Close to System Tray	When selected, clicking on the Exit button will send the application to the system tray (same functionality of the minimize button)
Auto Select Device	Used when Multiple devices are connected to one computer. When selected the software will automatically assign itself to an available device. See page 37 for more details.
Main Data Location	Select a location where the audio files will be stored

Backup To: Folder - Select the folder where you want to backup your recordings. This folder can be on the local or on remote PC (ask your network admin on how to access a remote folder on your network).

FTP - recordings will be backed up to the FTP server that has been configured for that recorder. See below for FTP configuration details.



**Enable FTP Operation**

**FTP Server/Path:**

**Username/Password:**

Enable FTP Operations

- |                       |  |
|-----------------------|--|
| Enable FTP Operations | Click to Enable                                |
| FTP Server            | Enter a valid FTP server address               |
| Path                  | Directory on the FTP Server to store the files |
| Username              | Enter a valid user name                        |
| Password              | Enter a valid password                         |



## Users Tab

### Profile

User ID	User Name	Role	Rec. Prefix	Last Login
Admin	Admin User	Admin	ADMIN	4/27/2010 11:30:21 AM
*				

Use this user before login

Password: \*\*\* User Path:

Email:  Password:  SMTP Server:

Use custom FTP settings

FTP Server/Path:

Username/Password:

### Use this user before login

Use this user before login

If the "Login Required" and "Start to tray" options are selected this control will choose the highlighted user to be used before logging in

## Adding a new user

	User ID	User Name	Role	Rec. Prefix	Last Login
▶	Admin	Admin User	Admin	ADMIN	9/1/2009 3:44:47 PM
*					

User ID            User ID  
 User name        Name of User  
 Role                Admin – Full Access  
                       User – Limited Access  
 Rec. Prefix        Prefix to each audio file

<b>Password:</b>	<input type="password" value="***"/>	<b>User Path:</b>	<input type="text"/>	<input type="button" value="Select..."/>
------------------	--------------------------------------	-------------------	----------------------	--

Password            Enter a password for this user  
 User Path            Select a path for this users audio files. Please note that any information specified here will **override** the information specified in the Main Data Location under the Admin => General tab

## Setting up Email Server

These settings are necessary **ONLY** if you are planning to email the recordings directly from USB recorder software. If you are planning on using Outlook to do so, leave these fields empty.

<b>Email:</b>	<input type="text"/>	<b>Password:</b>	<input type="password"/>	<b>SMTP Server:</b>	<input type="text"/>
---------------	----------------------	------------------	--------------------------	---------------------	----------------------

Email                Reply email address  
 Password            Email Password  
 SMTP Server        Valid address for SMTP Server

## Custom FTP Settings

These settings will override the FTP settings specified in the "Enable FTP operation" under the Admin => General tab

Use custom FTP settings

FTP Server/Path:

Username/Password:

Use Custom FTP Settings  
 FTP Server  
 Path  
 Username  
 Password

Click to Enable  
 Enter a valid FTP server address  
 Directory on the FTP Server to store the files  
 Enter a valid user name  
 Enter a valid password

## Settings

Query List Rec. Data Device Control **Admin**

General **Users** Centralized Profile Auto Update

	User ID	User Name	Role	Rec. Prefix	Last Login
▶	Admin	Admin User	Admin	ADMIN	4/27/2010 11:30:21 AM
*					

Use this user before login

**Profile Settings**

Start With Small Player       View List LIFO  
 Disable Box Keys                 Compress Recordings  
 Use Outlook to Send Mail         Upload Automatically to FTP

---

Auto Phone Recording    Voice Activation Start/End:        Sensitivity:   
 Auto Room Recording      Voice Activation Start/End:        Sensitivity:

Rewind Interval:       Fast-Forward Interval:       Min Rec. Length (P/R):

## Player Options

<input checked="" type="checkbox"/> Start With Small Player	<input type="checkbox"/> Compress Recordings	<input checked="" type="checkbox"/> View List LIFO
<input type="checkbox"/> Disable Box Keys	<input type="checkbox"/> Compress to MP3	
<input type="checkbox"/> Use Outlook to Send Mail	<input type="checkbox"/> Upload Automatically to FTP	

Start with Small player	When the application starts it will start with the small player instead of the large player
Disable Box Keys	When this option is selected the USB devices keys will not be functional
Use Outlook to send Mail	Outlook will be used to send any audio files chosen to be emailed
View List LIFO	When this option is selected, the newest recording will be shown first on the list
Compress Recordings	Audio files will automatically be compressed
Compress to MP3	MP3 format will be used when files are compressed. If NOT selected, GSM format will be used.

Upload Automatically to the FTP  
 Audio files will be automatically uploaded to the FTP after the recording is finished

<input type="checkbox"/> Auto Phone Recording	Voice Activation Start/End: <input type="text" value="3"/> <input type="text" value="1"/>	Sensitivity: <input type="text" value="127"/>
<input type="checkbox"/> Auto Room Recording	Voice Activation Start/End: <input type="text" value="3"/> <input type="text" value="1"/>	Sensitivity: <input type="text" value="127"/>
Rewind Interval: <input type="text" value="5"/>	Fast-Forward Interval: <input type="text" value="5"/>	Min Rec. Length (P/R): <input type="text" value="0"/> <input type="text" value="0"/>

Auto Recording	Select to automatically start recording audio files from the Phone or the Room. Only one option or none can be selected at any time.
Voice Activation Start	The minimum number of seconds of active voice to start recording. If set to "0" the recording will start as soon as the dial tone or voice in the room is heard.
Voice Activation End	The maximum number of seconds of silence to stop the recording. If set to "0" the recording will stop as soon as the system recognizes silence (which takes about 3 seconds).
Sensitivity	This parameter will determine how sensitive the auto recording mechanism will be to different voice levels. It ranges from 0 to 255 where 0 is the least sensitive and 255 is the most sensitive.

Rewind Interval	The number of seconds that the application will rewind the audio files when the rewind command is activated
Fast Forward Interval	The number of seconds that the application will fast-forward the audio files when the fast-forward command is activated
Minimum Record Length	This parameter will determine the minimum number of seconds for an active recording (from phone or room) to be considered as a valid recording and to be saved as an audio file

### Centralized Profile

Centralized profile is used by administrators of large installations that can create one user list with all the options being selected. Upload that profile to a centralized server and have all the new users download the profile so all recorders will be configured properly with one profile.

#### Enable Centralized Profile Update

- Activate the checkbox to enable Centralized Profile Update
- Site Name The site where the centralized profile will be stored and looked at for the updates
- User Name The log in name used to login to the Centralized Profile Server
- Password The password used to log into the Centralized Profile Server

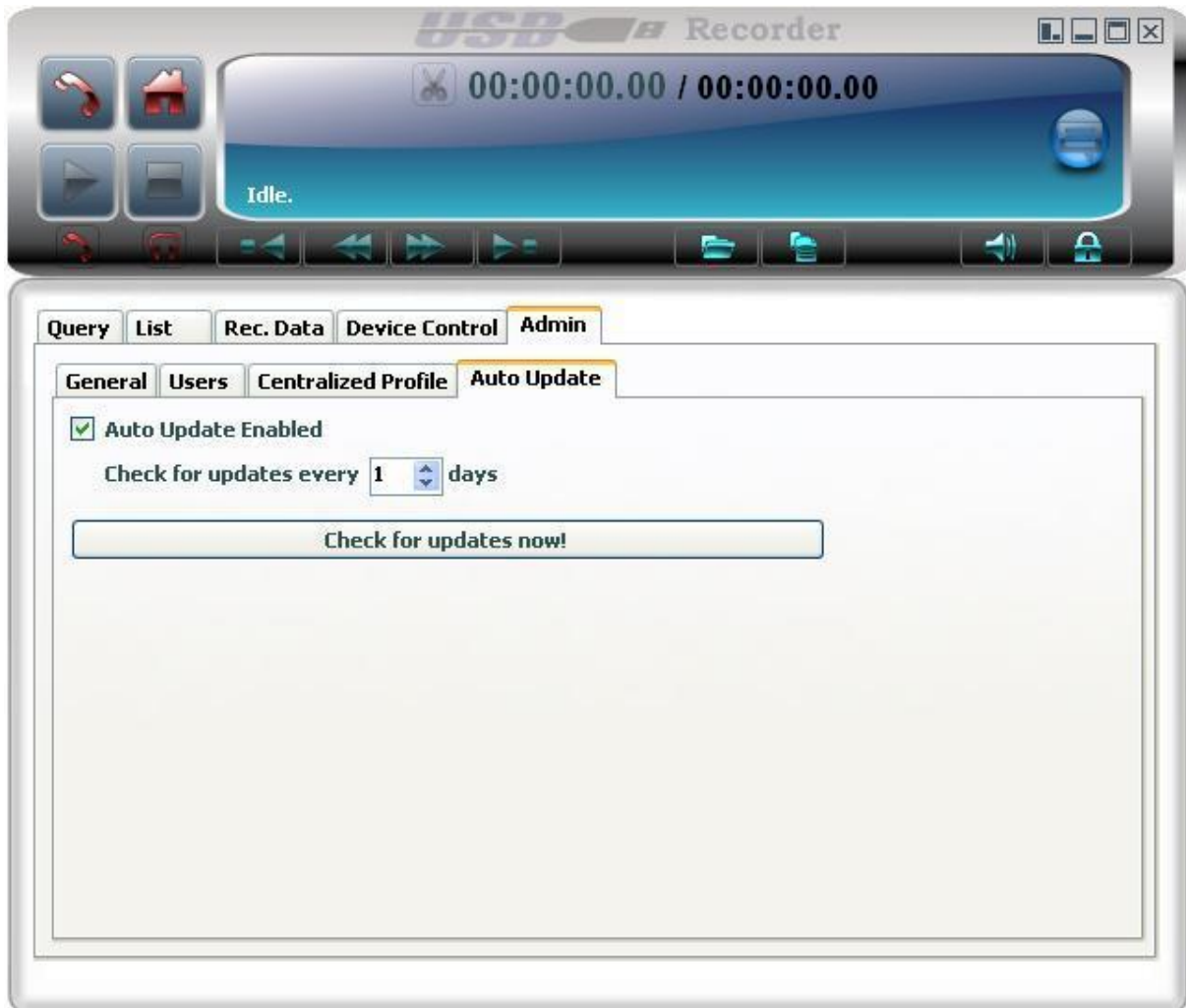
#### Enterprise Mode

This mode is for a system administrator with the proper enterprise module, will be able to monitor the recorder activity within their enterprise

#### Enable Enterprise Mode

- Activate the Enterprise mode
- Server URL The location which hosts the enterprise server
- User Name The log in name used to login to the Enterprise Server
- Password The password used to log into the Enterprise Server

## Auto Update

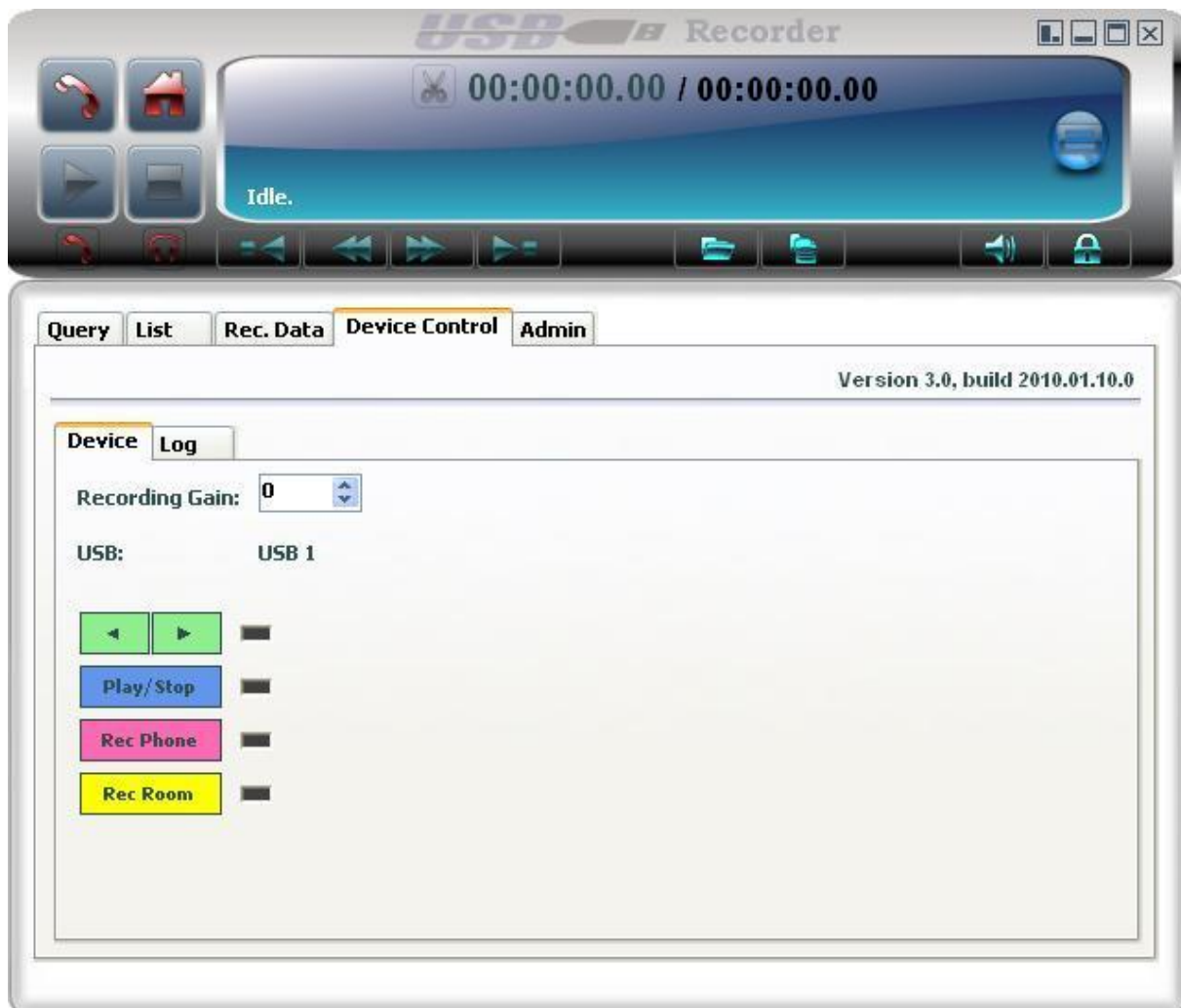


- |                        |  |
|------------------------|--|
| Auto Update Enabled    | When checked, the system will automatically check for updates with respect to the interval settings set in the parameter below |
| Check for update every | This parameter will set the interval for the auto update mechanism   |
| Check for updates now  | Click on this button to have the software check if there are any updates available   |

## Device Control

### Device

Users can see the status of the USB recorder device in this window. This tab also allow the user to fully control the recorder by using the mouse to click on the different buttons that mimics the actual buttons on the recorder itself.

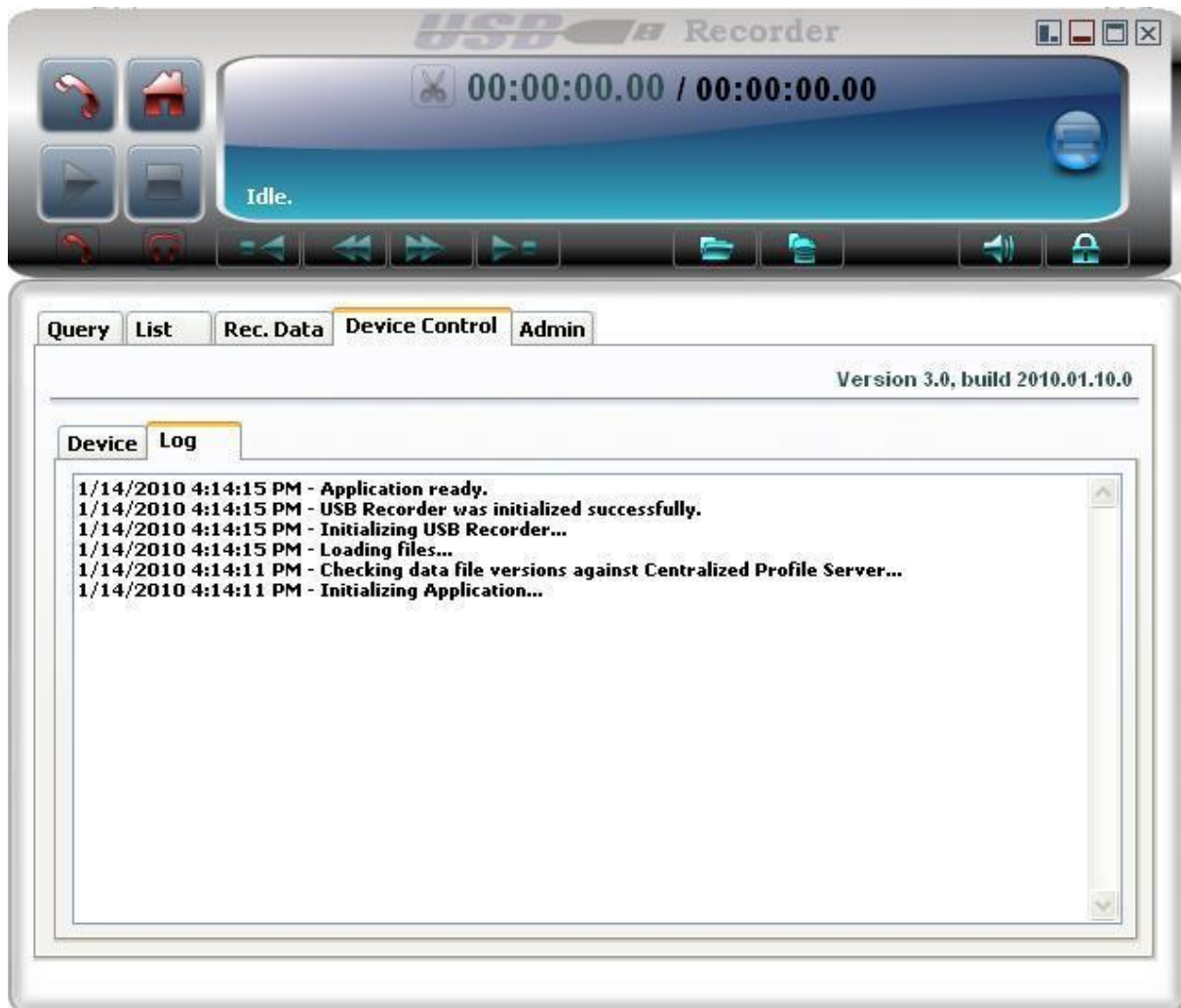


**Recording Gain** This parameter ranges from 1- 255 and is used to determine the recording level of the LOCAL party. The higher the value the louder the LOCAL party will be heard on the recording. This is very useful where the remote party sound level is too low or too high compared with the local party



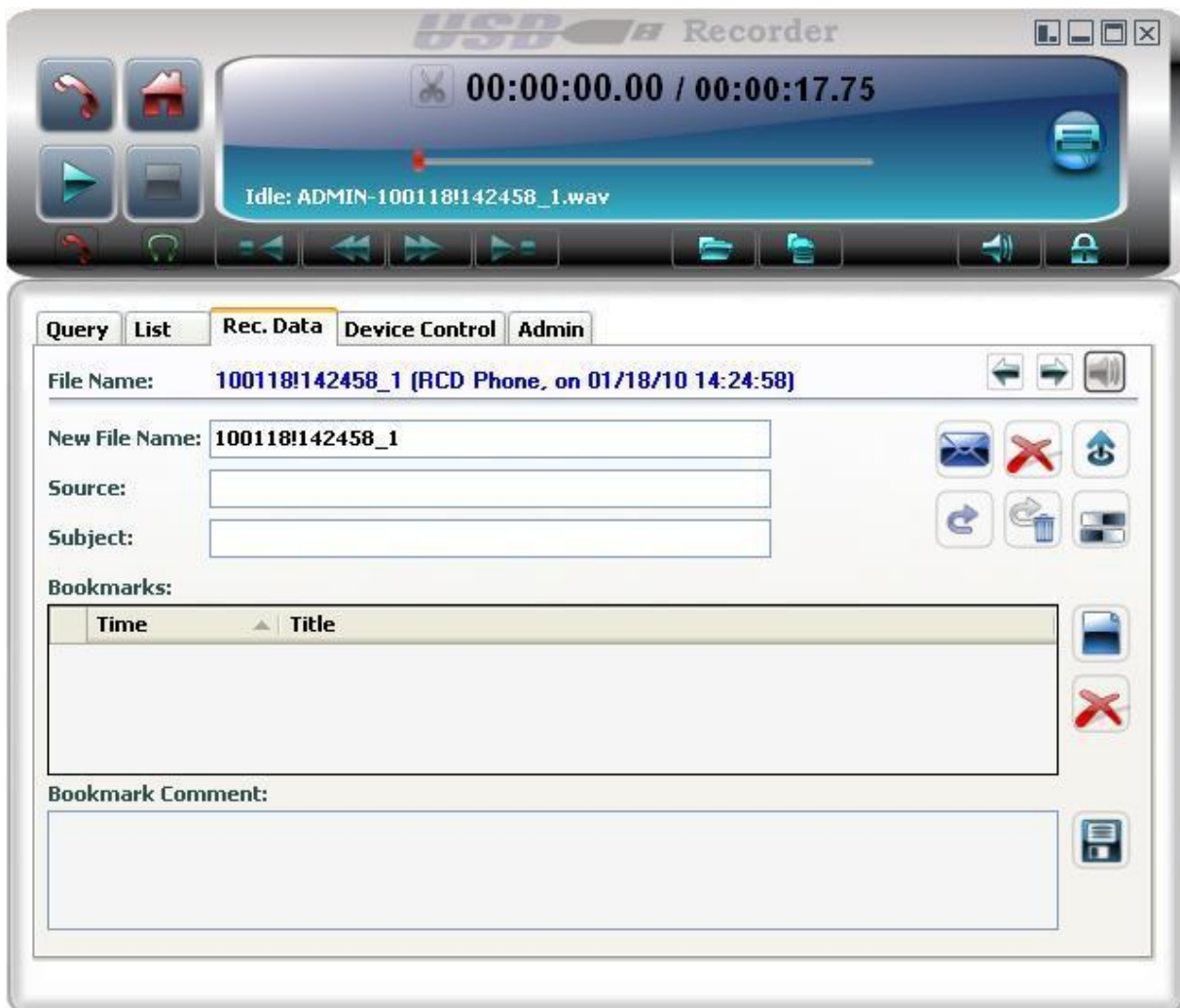
## Log








Users can view events within the software in real time. This feature is used mainly for troubleshooting by tech support team.



## Rec Data Tab

The Rec Data tab will allow a user to properly manage a single recording



-  Plays the previous recording
-  Plays the next recording
-  Click to activate automatic play of recordings (used in conjunction of play previous and play next recordings)
-  Automatic play of recordings is active click to deactivate it
-  Email the recording
-  Delete the recording
-  Send the file to the FTP site



Backup the recording



Backup and remove (delete) the recording



Compress the recording



Save Changes



Add Bookmarks



Clear All Bookmarks



Remove Selected Bookmarks

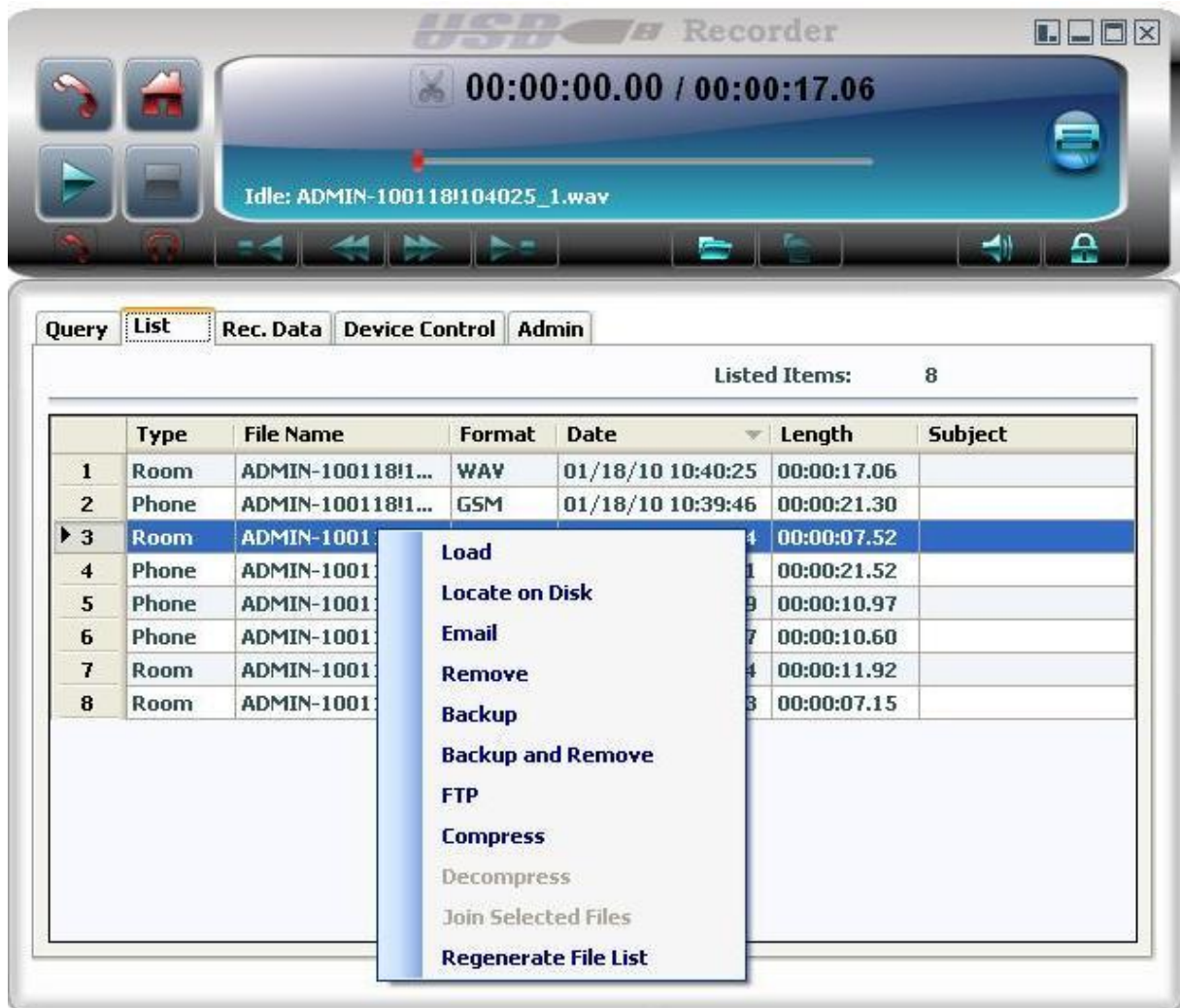
## LIST Tab

This screen lists recordings and allows management of multiple recorded files

	Type	File Name	Format	Date	Length	Subject	Source
01	Pn	ADMIN-10061...	WAV	06/14/10 12:04:09	00:00:11.16		
02	Pn	URX-100422!0...	MP3	04/22/10 09:29:40	00:00:11.4	..	..
03	Pn	URX-100413!1...	WAV	04/13/10 18:15:06	00:00:01.2	..	..
04	Pn	URX-100413!1...	MP3	04/13/10 18:15:06	00:00:01.2	..	..
05	Pn	URX-100317!1...	WAV	03/17/10 14:45:12	00:00:19.6	..	..
06	Pn	URX-100317!1...	GSM	03/17/10 14:43:28	00:00:16.3	..	..
07	Pn	URX-100317!1...	WAV	03/17/10 14:41:01	00:00:11.2	..	..
08	Pn	URX-100317!1...	WAV	03/17/10 14:40:38	00:00:11.0	..	..
09	Pn	URX-100309!1...	WAV	03/09/10 11:52:09	00:00:14.8	..	..
10	Pn	URX-100309!1...	WAV	03/09/10 11:44:41	00:00:15.8	..	..
11	Pn	URX-100309!1...	WAV	03/09/10 11:20:26	00:00:15.7	..	..
12	Pn	URX-100309!1...	WAV	03/09/10 11:08:54	00:00:22.0	..	..
13	Pn	URX-100309!1...	WAV	03/09/10 10:59:28	00:00:20.5	..	..
14	Pn	URX-100309!1...	GSM	03/09/10 10:59:10	00:00:05.6	..	..

Type	The recording type - Room or Phone
File Name	Name of the recorded file
Format	Wav is Uncompressed, GSM or MP3 are Compressed
Date	The date of the recording
Length	The length of recording
Subject	User entry field

## Right Click Options

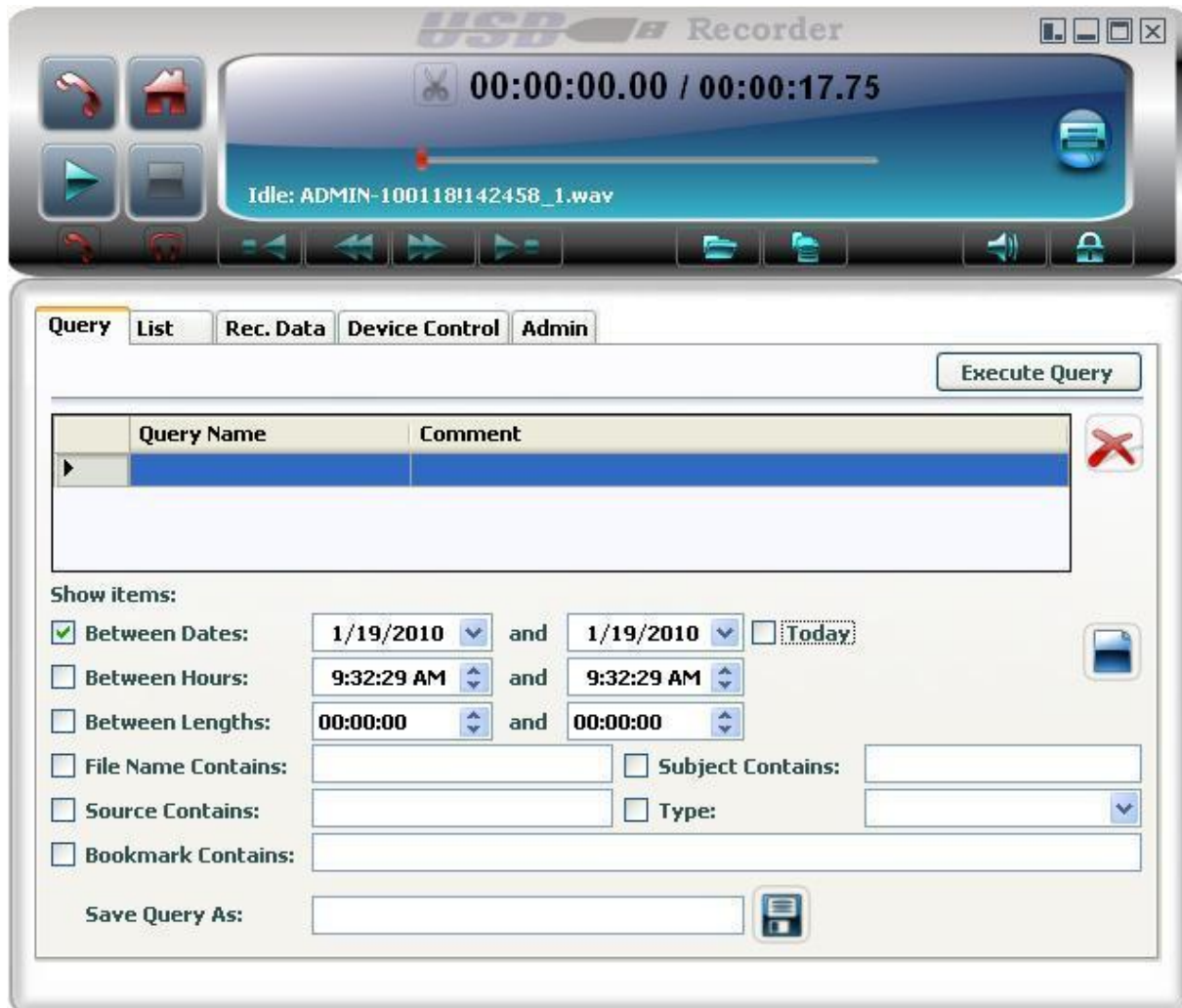


Load	Loads the selected file and opens the Rec Data tab
Locate on Disk	Opens a windows explorer window to show the location of the recorded file
Email	Email the recorded file or files
Remove	Remove (delete) the selected file or files
Backup	Backup the selected file or files
Backup and Remove	Backup the selected file or files then remove (delete) them from the main data directory
FTP	Copy the selected file or files to the FTP server defined in the Admin General tab
Compress	Compress the selected file or files to GSM or MP3 formats
Decompress	De compress a previously compressed file or files
Join selected files	Join numerous files into one larger file, see page 30 for details
Regenerate file list	Scan the data directory and regenerate the visible list



## Query Tab

The query tab allows user to search for recordings. A query can be created with any combination of the parameters explained below.



- |                    |  |
|--------------------|--|
| Between Dates      | Choose the dates to be included in the query                           |
| Between Hours      | Choose the hours to be included in the query                           |
| Between Lengths    | Choose the length of recordings to be included in the query            |
| File Name Contains | Choose the string to search the file names to be included in the query |
| Subject Contains   | Choose the string to search the subject to be included in the query    |
| Source Contains    | Choose the string to search the source to be included in the query     |
| Type               | Choose either phone or room  |
| Bookmark Contains  | Choose the string to search the source to be included in the query     |
| Save Query as      | Choose a name and press the save icon to save                          |

## Player

### Large Player



Click to Record from the Phone



Click to Record from the Room



Click to Play the loaded file



Click to activate handset for playback of recorded files. When selected (Green), the user can play an audio file to the remote during a phone conversation with that party. The recorded audio will be heard by both parties. When Handset is active click on the icon again to deactivate it. Compressed files can NOT be played



Use this feature ONLY in conjunction with a 2.5mm, 3 pins plug HEADSET connected to the plug on the front of the recorder. When selected (Green) all the voice (mic and earphone) is diverted from the phone's Handset to the Headset. This frees the user's hands and still allows recording and playback when so desired. **In order to initiate or receive a call the user MUST lift the Handset off the phone (go off hook).** When Headset is active click on the icon again to deactivate it



Locks the application. User must log in to reactivate software.



Click and move the red dot on the slider to change the playback volume level. If the Handset or the Headset feature is selected, this will change the playback volume level of the selected feature.



Click to expand the player and access the LIST and other Tabs



Click to open a file to play through the recorder

## Small Player



All these icons are acting in the same manner as in the Large Player view

## Recording Options



Large Player recording from Phone



Small Player recording from Phone



Pause the recording



Stops the recording



## Play Options



Large Player Playing a Recording



Small Player Playing a Recording



Click to pause the playback of a recording



Click to stop the playback of a recording



Click to go to the beginning of the recording



Click to rewind the playback as determined by the Rewind Interval



Click to Fast Forward as determined by the fast Forward Interval



Click to go to the end of the recorded file



(Not available on the small player)

A slide control is available during playback to quickly go to anywhere on the recording

## Player Paused



Click to continue playing



Click to stop playback

## Trimming a Recording



Click to Trim the recording (only available in large player)



After clicking the Trim Icon Select Trim Start or Trim End. By selecting Trim Start the application will erase any recording from the pause point to the beginning of the recording. By selecting Trim End, the application will erase the recording from the pause point till the end of recording.

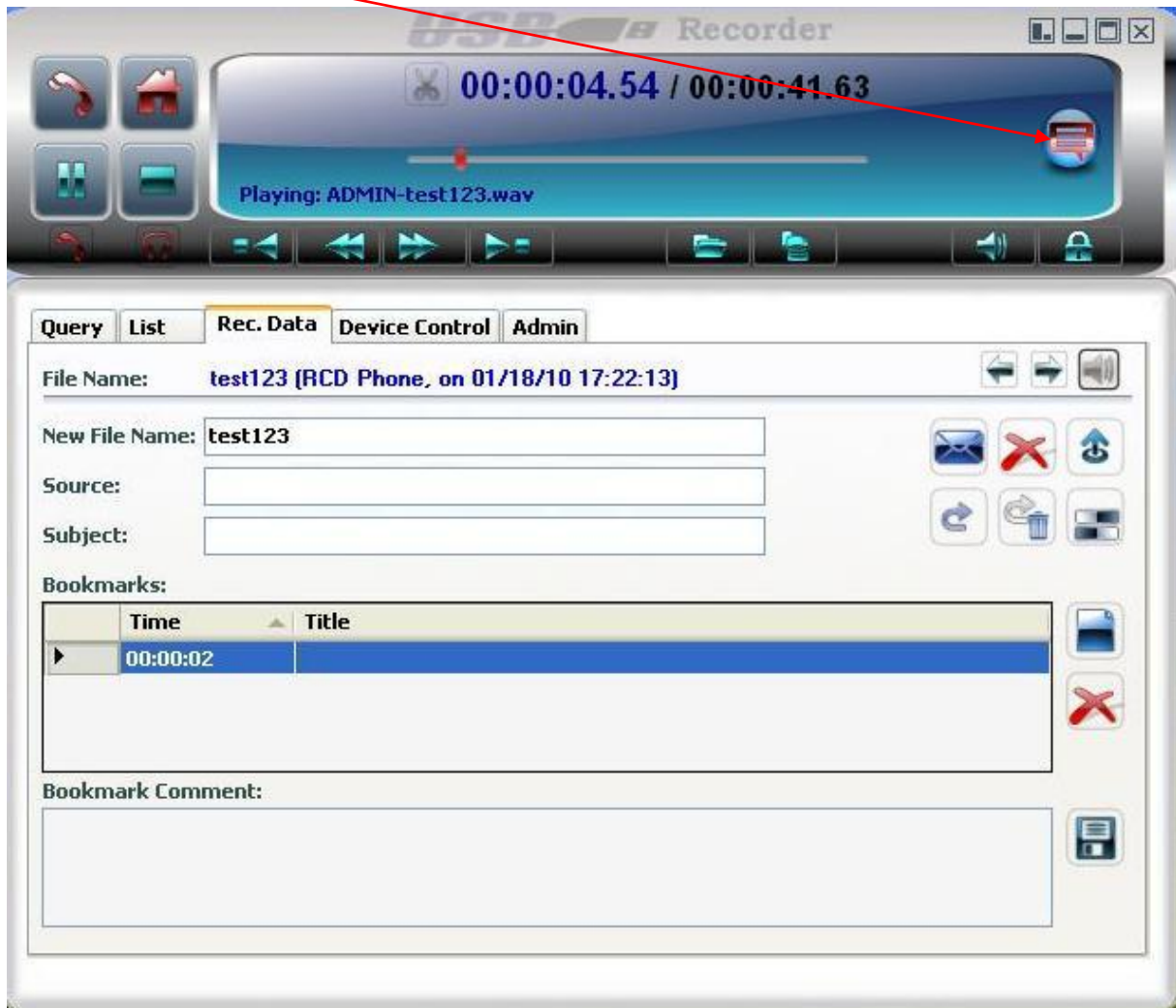
For example, start playing the desired file. Click the pause button at the point where the important part of the recording starts. Click on the trimming icon and select the "trim start" option. All the voice from the beginning to this point of the recording will be trimmed off. Click on the play button to resume playing. Click the pause button at the point where the important part of the recording ends. Click on the trimming icon and select the "trim end" option. All the voice from this selected point to the end of the recording will be trimmed off. Please note that this process is **irreversible**, therefore is recommended to backup the file before performing this operation.

## Bookmarks

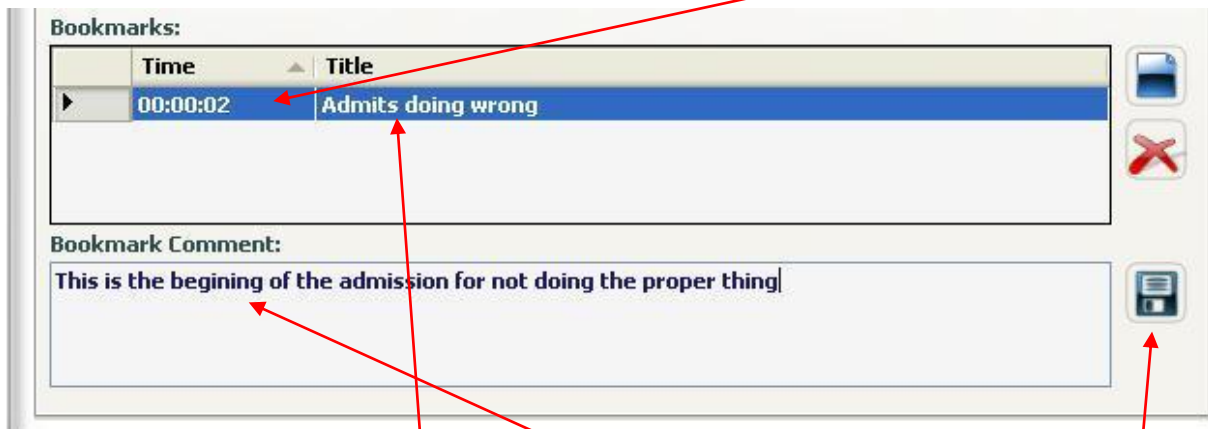
Bookmarks are created by users and allow a reference point within a recording. Double Click on a bookmark to go directly to that section of the recording.

## Creating a Bookmark

While reviewing a recording or during the recording itself, click on the add bookmark icon

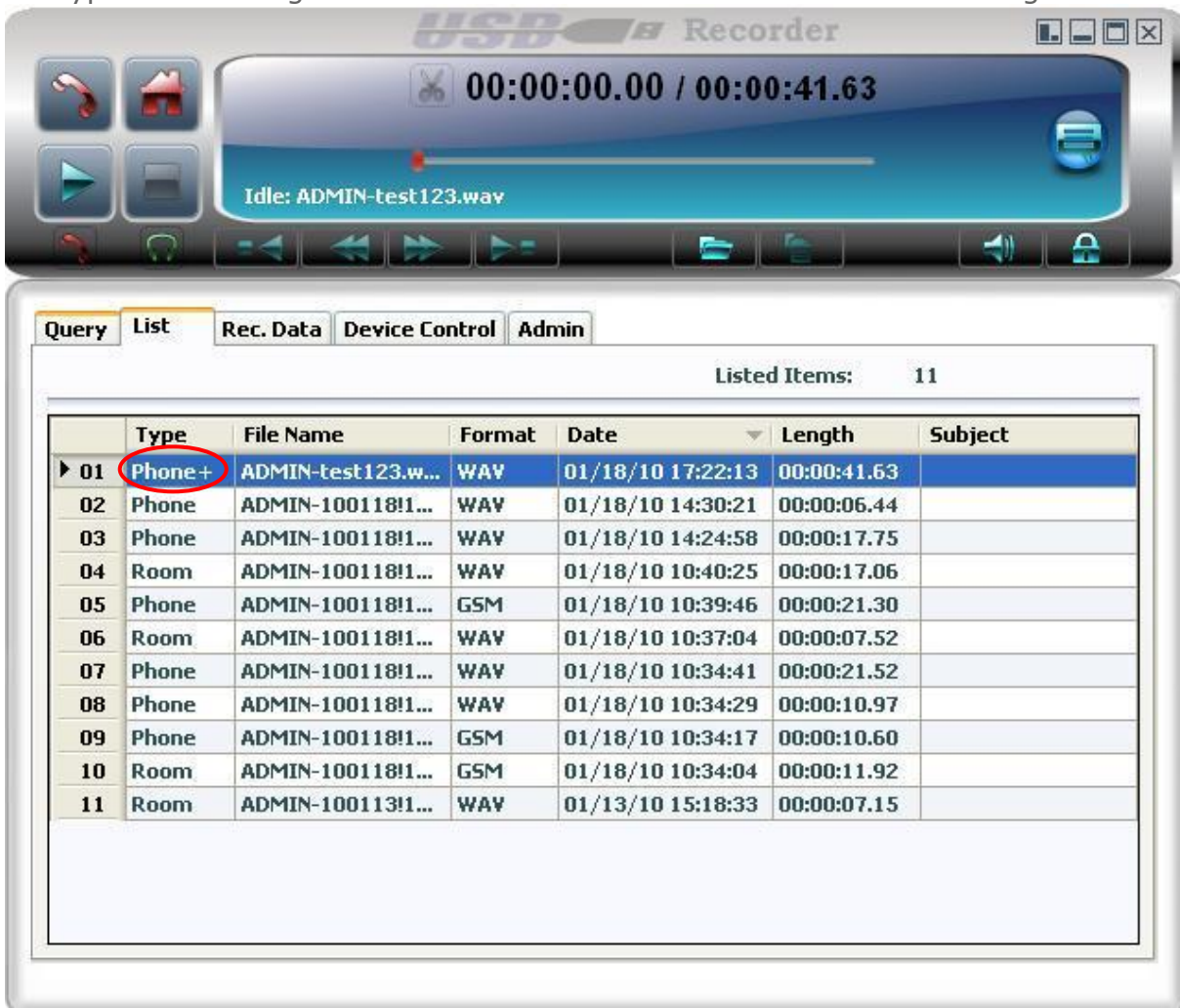


A bookmark is added to the recording showing the time stamp



The user can then add the Title and Comments to the bookmark  
 When completed the changes must be saved by clicking the Save changes icon

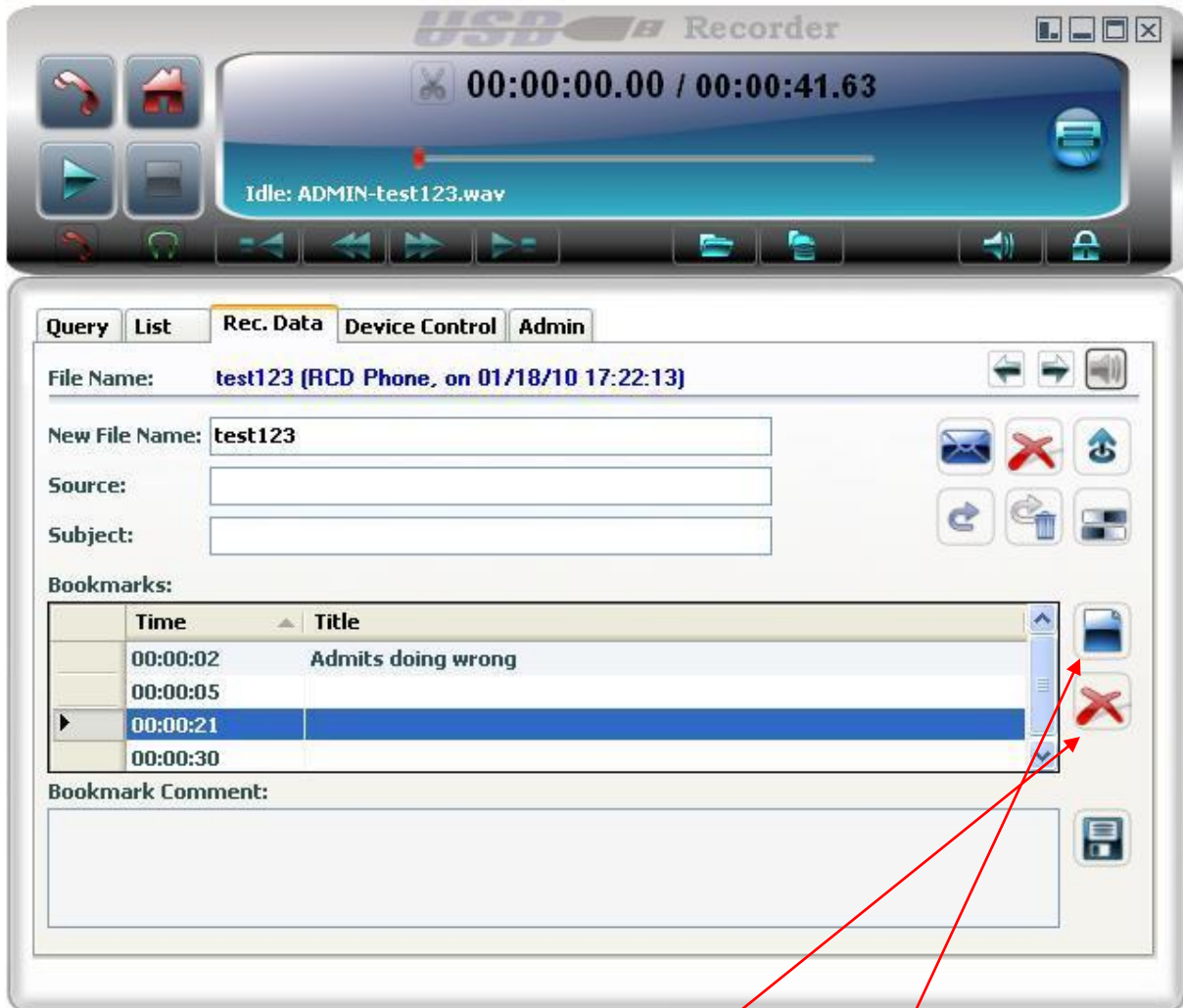
After saving the Bookmark and selecting the LIST tab A "+" has been added to the type of recording to indicate that bookmarks exist on that recording





## Deleting a selected Bookmark

Choose a recording that has bookmarks created. Choose one of those bookmarks by clicking on it.



Click on the Delete selected bookmark(s) icon

## Clear Bookmark List


To clear all bookmarks click on the Clear bookmark list icon

Confirm the removal of all bookmarks

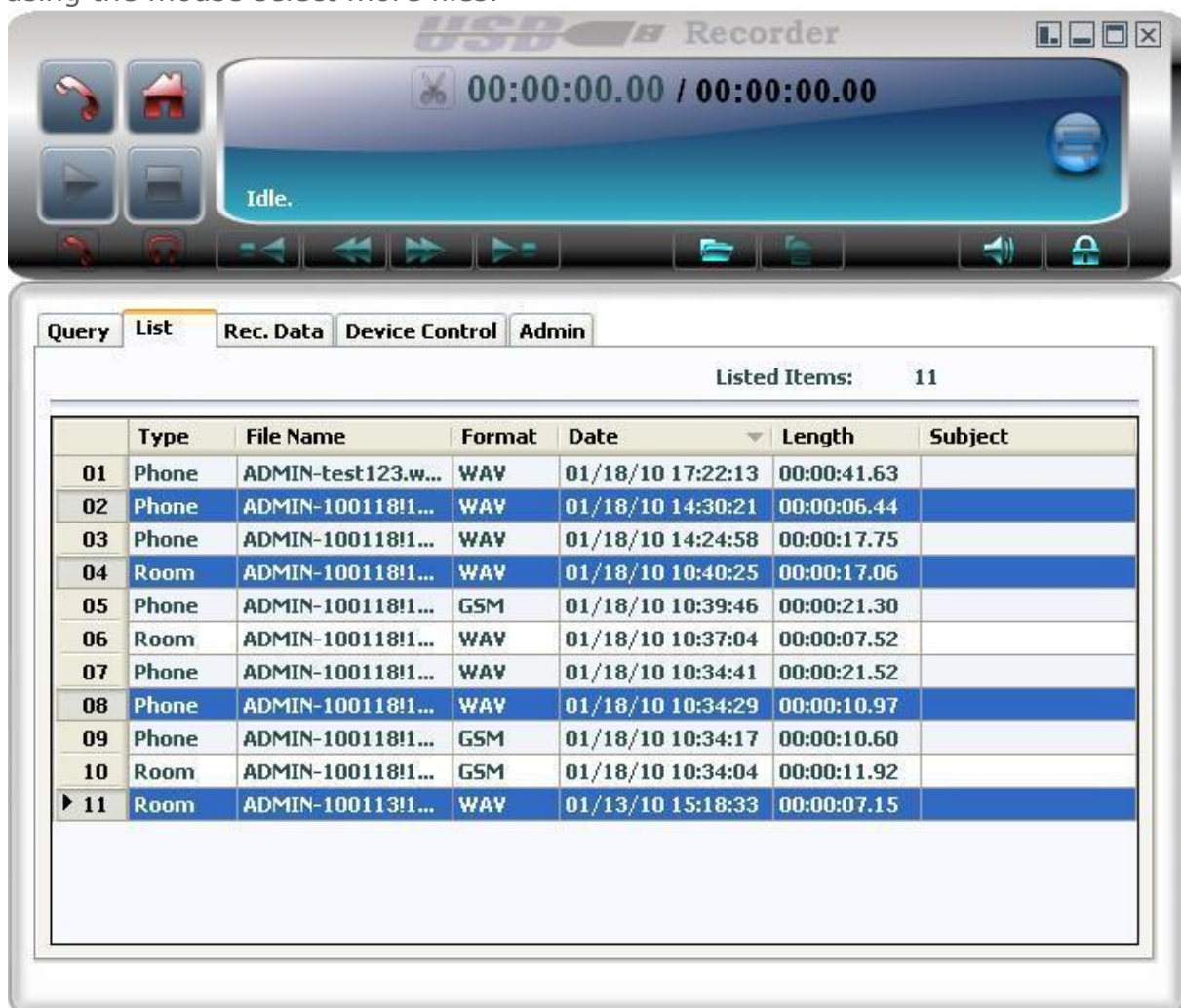


## Options

### Joining multiple files together

Click on the List Icon  to open the player to the list tab

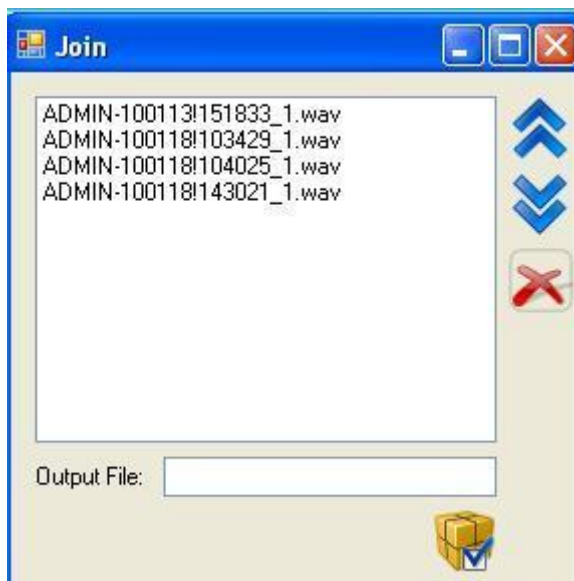
Select multiple files by selecting one file. Press and hold down the CTL key and using the mouse select more files.




Right Click on one of the selected files and select Join Selected Files option from the menu




The Join files window will appear




The order of files can be arranged by clicking on a file and moving it

up  or down 

Files can also be removed from the list by

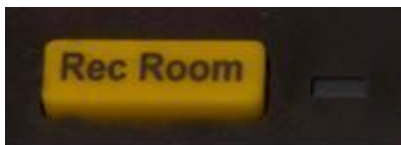
selecting the file and clicking 

Enter the name of the new file that will be created in the Output file box and clicking

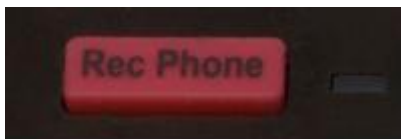
 to join the selected files. The new name will appear on the recordings list window.

## Phone Recorder USB Device

### Keys



Press to initiate or end a recording of the room



Press to initiate or end a recording of the phone



Press to Initiate or stop the playback of a recording



Press to Fast Forward or Rewind during playback of a recording. In idle mode, these button will "scroll" between the files in the list and will upload the selected file.



## Connectors



Connect the Phone Handset to this end



USB Cable connector

Connect the Phone Base to this end

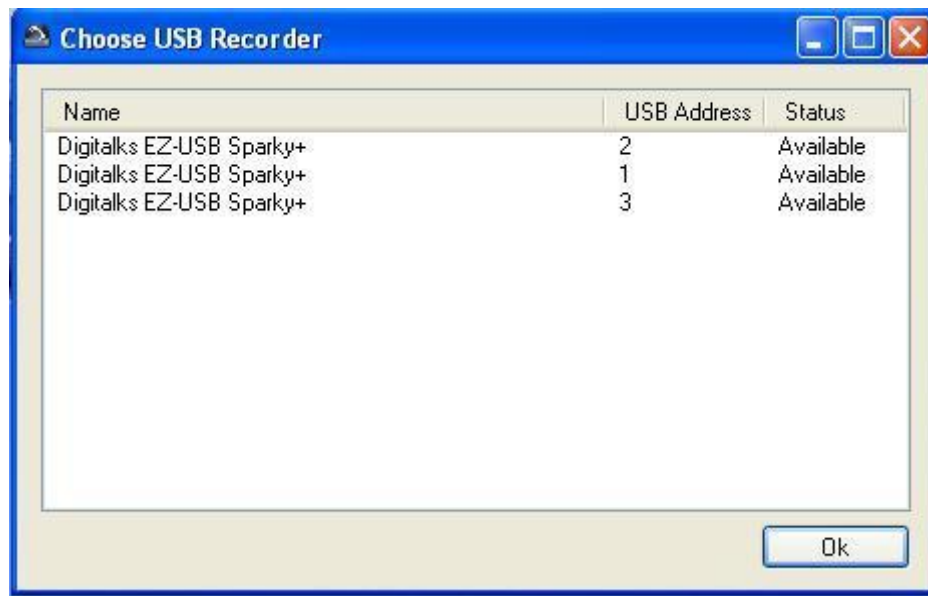


2.5mm Headset plug

## Multiple Recorders on a Single Computer

Multiple devices can be attached to the same computer. Multiple instances of the Phone Recorder USB application control each device separately.

When the application is initializing the user will be asked which device to control



After the first application has taken control of one of the devices the second application can only chose from the 2 available devices, Note device 1's status is Used



When using multiple recorders it is highly recommended that each instance is logged in by a different user. If all applications are logged in to by one user any of the applications (if admin privileges) can change settings for all applications. So it is recommended to have Login Required enabled in the General Tab under Admin and to have multiple users log in.

User ID	User Name	Role	Rec. Prefix	Last Login
user1	Dev 1	Admin	usr1	1/21/2010 3:12:17 PM
user2	Dev2	Admin	usr2	1/21/2010 3:01:12 PM
user3	Dev3	Admin	usr3	1/21/2010 3:02:09 PM

**Profile Settings**

Password: \*\*\* User Path:

Email:  Password:  SMTP Server:

Use custom FTP settings

FTP Server/Path:

Username/Password:

### ***Auto Detect & Select Devices***

The software can eliminate the previous step by automatically assigning each instance of software to a device by selecting the "Auto Select Device" in the Admin General section



### ***Automatically Start Multiple Instances***

By selecting the automatically start multiple instances the software will start as many instances of the software as there are devices connected to the system

