

# Business Recorder Access System

## Manual

V4.0

VC2009



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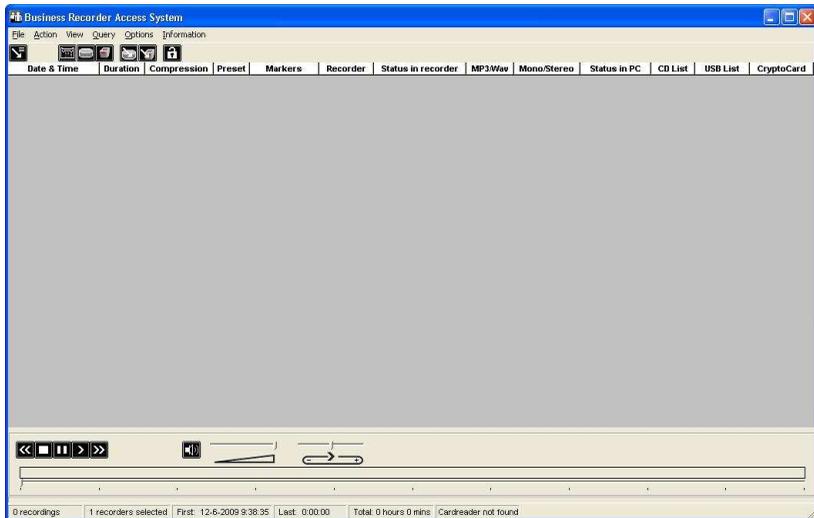
vidicode

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# 1 Introduction

The Business Recorder Access System is a PC application for play back and archiving of recordings made by a Business Recorder. It can connect to a Business Recorder through the Ethernet interface to retrieve the properties or content of the recordings.



The Business Recorder Access System contains functionality to:

- Download recordings from a Business Recorder
- Play back recordings
- Import Business Recorder audio files from a CD or an USB disk
- Decrypt and play back encrypted recordings with a CryptoCard
- Export recordings

## 2 Lay out of the software

The main screen displays a list of recordings. There are three different lists. Connected Recorders, PC hard disk and Recycle bin.

The Menu will be explained further on in this manual, please read chapter 4.

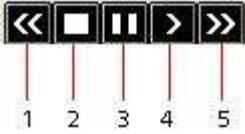
### 2.1.1 Access buttons

The buttons at the top of the List have the following meaning:

	Refreshes (downloads) the list of recordings from the connected recorder.
	Lists the recordings on the connected recorders. To switch from one of the other modes to recorder mode, click this button.
	Lists the recordings on the hard disk of the PC. To switch from one of the other modes to hard disk mode, click this button.
	Downloads a recording from the recorder, and stores it on hard disk.
	Move a selected recording to the Recycle bin. To permanently delete a selected recording in Recycle bin mode, click this button again.
	Lists the recordings in the recycle bin. To switch from one of the other modes to Recycle bin, click this button.

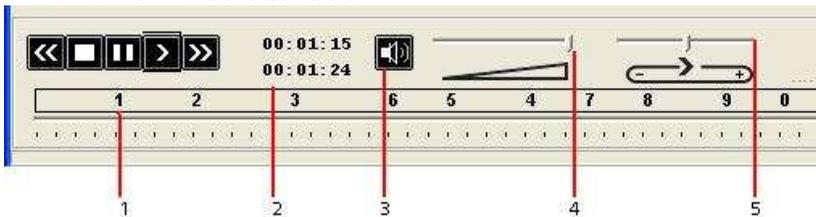
### 2.1.2 Audio buttons

The Audio player buttons are explained below. They are very similar to standard Windows Buttons.



1	Backwards 60 seconds or to the previous marker
2	Stop
3	Pause
4	Play
5	Forward 60 seconds or to the next marker

### 2.1.3 Audio controls



1	Markers
2	Time elapsed in recording and total time of recording
3	Speaker ON/OFF, this button controls the Windows Volume control
4	Volume slider
5	Play speed

#### 2.1.4 Other Icons

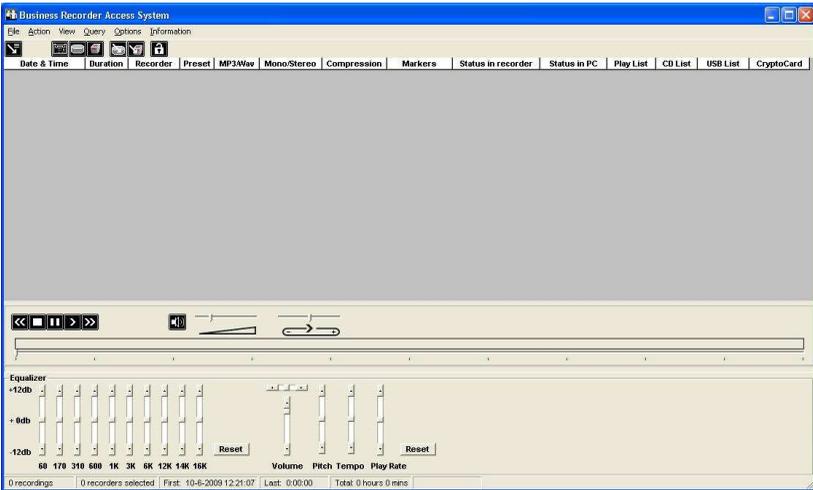
The list view uses different Icons to show the status or properties of a recording. In the table below these Icons are explained.

	Recording made in Dictation mode
	Recording made in Conference mode
	Recording audio format is MP3
	Recording audio format is WAV
	Recording in Mono
	Recording in Stereo
	Recording on PC
	Recording NOT on PC
	Recording in Cache of PC (not saved)
	Recording on Business Recorder
	Recording in Recycle Bin Business Recorder

## 3 Installation

To install the software, use the Vidicode software CD and installation key that was supplied with the Business Recorder Access System.

This is what the Business Recorder Access Software looks like after the installation.



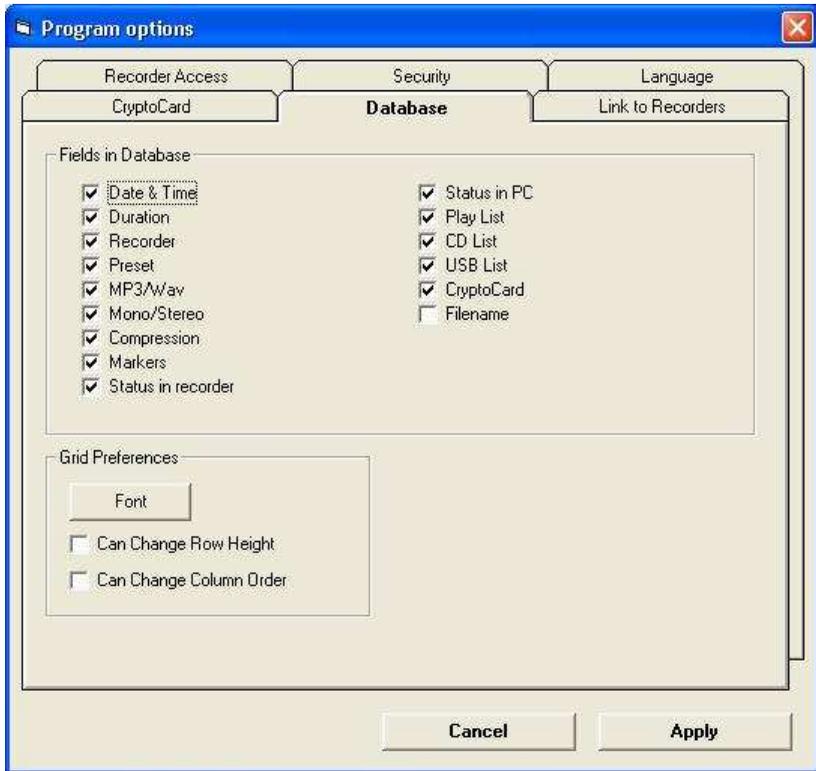
### 3.1 Connecting to a Business Recorder

The Business Recorder Access Software connects with a Business Recorder through the Ethernet.

First you will have to make a connection to (one of) the Business Recorder(s).

- Open the 'Options' menu

The following dialogue opens:



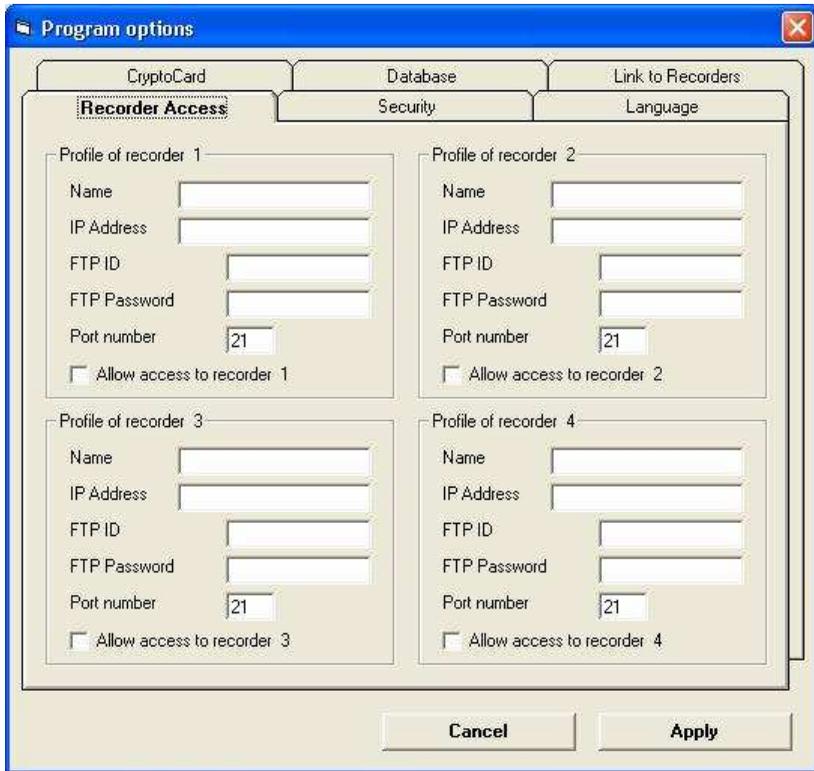
There are 6 Tabs: Recorder Access, Security, Language, CryptoCard, Database and Link to Recorders.

- First open **Language**.
- Select your preferred Language
- Click 'Apply'

### 3.2 Recorder Access

Now you have to specify the location and the means of access to the Business Recorder(s).

- Open the **Recorder Access** Tab. The following dialogue opens:



To access recordings from a Business Recorder over the network,

- Choose a name for the Business Recorder, this can be any name.
- Specify the IP-address
- Specify the FTP ID
- Specify the FTP password of the Business Recorder
- Enable the "Allow access to recorder 1" checkbox.

You can access up to four Business Recorders simultaneously.

- The FTP ID should by default be set as 'root'
- Click 'Apply' when finished.

Your systems operator can give you the IP address of the recorder or you must find it yourself using the Network Setup menu of the Business Recorder(s).

The FTP ID and password can either be a general password for this recorder or a specific password, that may restrict you to download only your own recordings and not those of colleagues. The default FTP ID and FTP password are 'root' and 'root'. More information can be found in the manual of the Business Recorder.

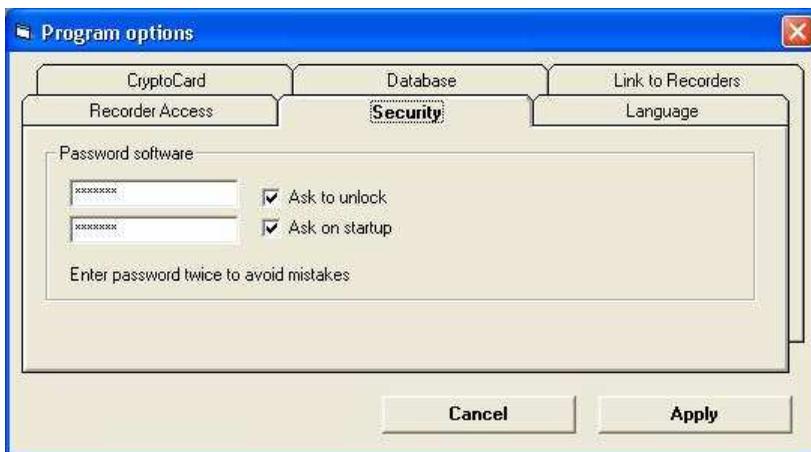
**NOTE:** On the Business Recorder itself, in the Network options, FTP Server must be enabled.

### 3.3 Security

To keep unauthorized people from using the Business Recorder Access Software, you can specify a password that must be entered in order to start or unlock the software.

To secure the software:

- Enter password
- Enter password again to avoid typing mistakes.



The check boxes 'Ask to unlock' and 'Ask on startup' are checked by default.

**NOTE:** If you uncheck these the software will no longer ask for your password and the program is open to everyone using your PC.

The software will ask for your password on opening the program. It is also possible to manually lock the program, for instance if you leave your desk.

- The software can be manually locked by clicking the  button.
- To unlock click  and enter your password.

### 3.4 Database lay out

On this Tab you choose how the list of recordings (the database) on the main screen will be displayed.

- Choose which fields of the database will be shown by checking the check boxes.

The checkboxes 'Can change row height' and 'Can change Column Order' can be checked to enable these options.

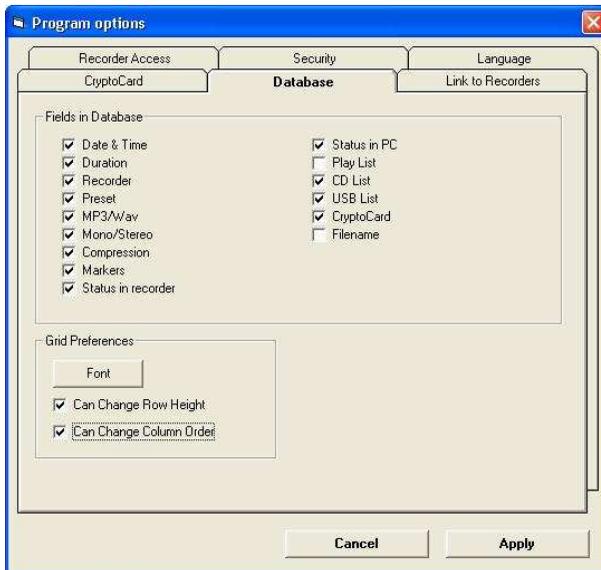
To actually change the row height, put the cursor in the top left row, it will change appearance and will look like this: 

- Keep the left mouse button pressed and change the height.

The Column order can be changed in the same manner.

- Keep the left mouse button pressed and drag the selected column to it's new location.

After the row height and column order have been changed, the check boxes in the Options/database tab will show up unchecked again.



To change the font in the list display:

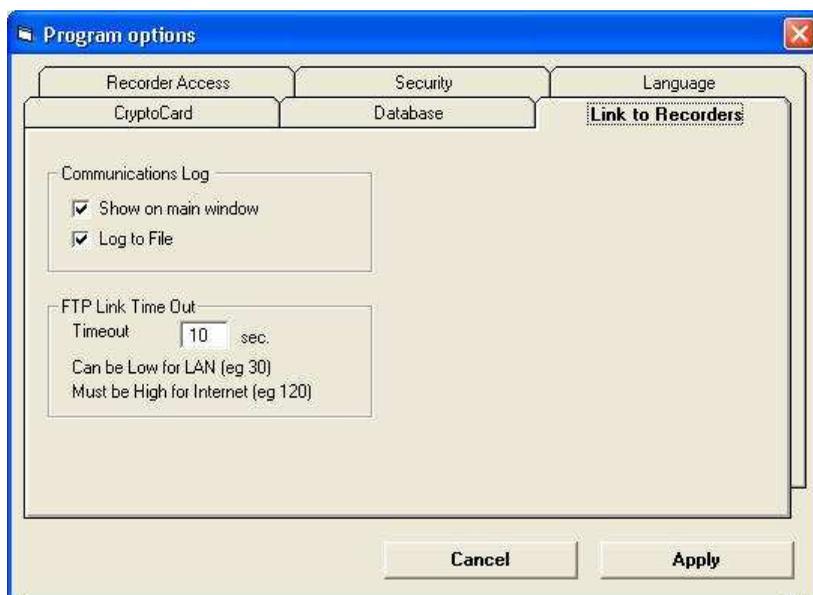
- Click the button Font and select your preferred Font

This will only change the font used in the listings. Be careful to choose a readable font.

### 3.5 Link to recorders

The communication log can be used for troubleshooting the network connection to the Business Recorder. It is displayed in the main window. When the option "Log to File" is enabled, a file called FTP.LOG will be created in the settings directory.

(My documents\BusinessRecorder\Settings).



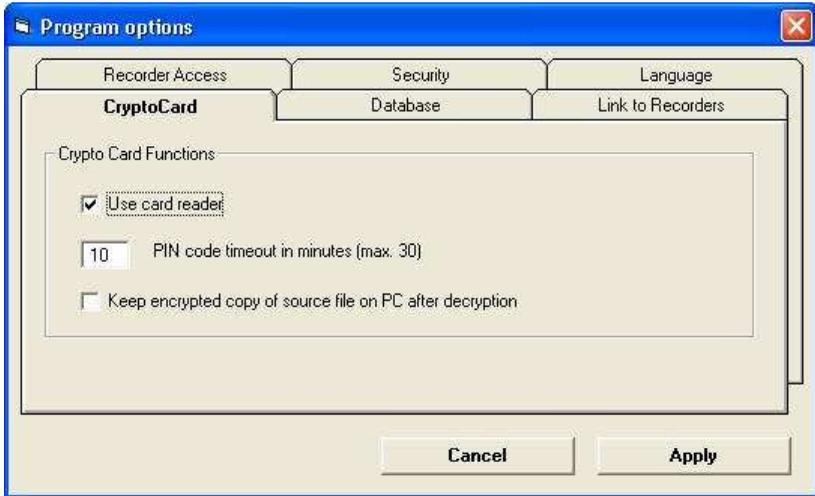
The FTP Link Timeout is the time in seconds that the software will attempt to connect to the Business Recorder. If a response from the Business Recorder is not received within the Timeout period, the operation is canceled. For connections with a long response time, like the internet, a high value must be entered.

## 3.6 CryptoCard

- A CryptoCard set is an option with the Business Recorder. CryptoCards are used to encrypt and decrypt recordings.

**PIN code Timeout** can be set in Minutes. The CryptoCard will be blocked again after a maximum of 30 minutes.

- Enable the option "Use card reader".



The recording will be decrypted and can be listened to. If you want the Encrypted version to be kept on your PC:

- Enable the option "Keep encrypted copy of source file on PC after decryption"

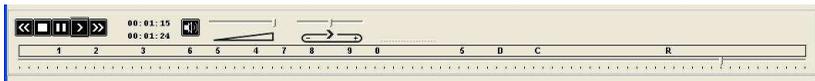
The encrypted copy of the source is stored in the Sources subdirectory of the archive location. This copy can be manually put back after the decrypted audio file has been used.

## 4 Play back of recordings

At the bottom of the screen is the play back area. Recordings must be downloaded to your PC first to be able to play back.

In the main screen the status of a recording can be checked. If the recording has this icon  below the column header Status in PC, the recording has already been downloaded to your PC. Please read § 5.2 to learn more about transferring recordings from the business recorder to the PC..

### 4.1 Play back area



Select the recording you want to play back. Check if the status of the recording is “on PC”. If it is:

- Press the play  button to start the play back.
- To Pause the play back of the recording press the pause  button.
- To stop the play back, press the stop  button.

#### 4.1.1 Markers

The recording may contain markers. They will show up as digits or characters below the sliders. To jump from one marker to the next use the forward  button during play back .

To go back to a previous marker use the backward  button during play back.

If there are no markers in the recording these buttons go back or forth 60 seconds in the recording.

Jumping to markers can also be done using the menu option **Actions/ Move playing position to marker**.

- Enter the digit or character you want to jump to and click Next.

### 4.1.2 Playing position

It is possible to change the playing position by dragging the slider to a new position. Keep your left mouse button pressed and drag.



To switch off the speaker (mute)

- Click the icon  once.

The icon will look like this:  to remind you that it is turned off. To switch the speaker back on click the speaker icon again.

To control the play back volume drag the volume slider . Keep your left mouse button pressed and slide.

To control the play back speed, drag the play speed slider . Keep your left mouse button pressed and slide.

## 4.2 Play back encrypted recordings

If you have purchased a CryptoCard Set and you want to play back encrypted recordings the use of the CryptoCard reader must be enabled in the Options menu (see also 3.6): If a CryptoCard is needed to play back a file, but is not found, the software will present you with the error message "CryptoCard needed but not found"

- Put the Card used for decryption in the card reader.
- Enter the PIN code

Markings in the recording are displayed as follows:

- 0 - 9 : a marker made with the 0 - 9 number keys
- C : a marker made with the Conference key
- D : a marker made with the Dictation key
- R : the recording was resumed after a pause

## 4.3 Using a foot pedal

Recordings can also be played back using a foot pedal. The foot pedal has to be connected to a USB port on the PC.. Windows recognizes the foot pedal as a "Galy USB Joystick".

- Restart the Business Recorder Access System

The foot pedal controls start play back / pause , rewind and forward.

## 5 Menu

The Menu has six tabs: File, Action, View, Query, Options and Information.

### 5.1 File



The Menu option **Archive on hard disk / Show the current archive on hard disk** shows the contents of the current archive that is stored on the hard disk of your PC.

The Menu option **Archive on hard disk / Locate another archive on hard disk** locates and switches to another archive that is stored on hard disk. If there is no other archive on the hard disk of the PC the selection window will open.

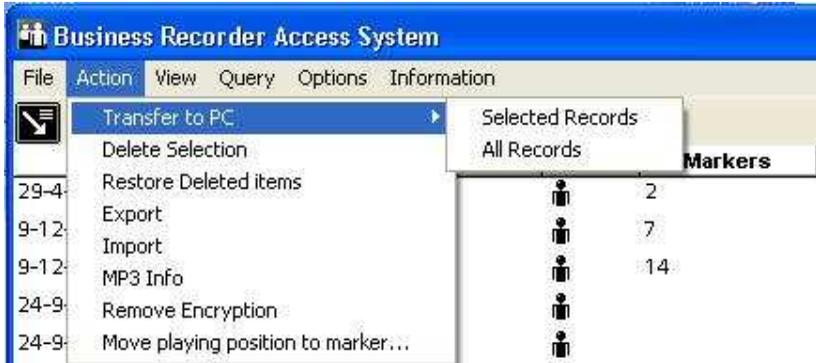
The Menu option **Recycle bin** shows the contents of the recycle bin.

- Recordings in the recycle bin can be put back in the archive using either the button ,
  - or the menu option **Action / Restore deleted items**,
  - or the right mouse menu option **Restore deleted items**

The Menu option **Exit** closes the application.

### 5.2 Action

All options in the **Action Menu** can also be opened using the right mouse menu in the main window of the Business Recorder Access Software.



The menu option **Transfer to PC** has two options: Selected Records and All Records.

**Note:** Selections can be made using the Query menu. ( See §4.3) or using the left mouse button and the Ctrl button.

The Menu option **Selected records** downloads the selected recordings from the recorder to the PC.

- To select a single record, click on it.
- To select multiple records, keep the Ctrl button pressed while clicking the items you want to add to your selection.
- Or open the Query menu to select multiple records.

After downloading the selection to your PC, go to the Menu option Query again and choose the option **Cancel query and show all**.

The Menu option **All Records** downloads all recordings in the list from the recorder to the PC. This can take quite some time if it is a long list!

The menu option **Delete Selection** moves to the selected recordings to the recycle bin, or deletes them from the recycle bin.

The menu option **Restore Deleted** puts the selected recordings back from the recycle bin to the archive.

The menu option **Export** copies the selected recordings to another location. Encryption is removed when necessary.

The menu option **Import** imports a Business Recorder audio file from a CD, a USB-disk or other locations.

The menu option **MP3 Info** shows the extra information that is stored in the MP3 file, besides the audio data. Part of this information is editable.

The menu option **Remove Encryption** removes the encryption from the selected recording. The original source file is stored in the Sources subdirectory, when this option is enabled in the settings. (See also §3.6)

The menu option **Move play back position to marker...** opens a dialog in which you can specify the marker code (number or character) you want to jump to in the currently selected recording.

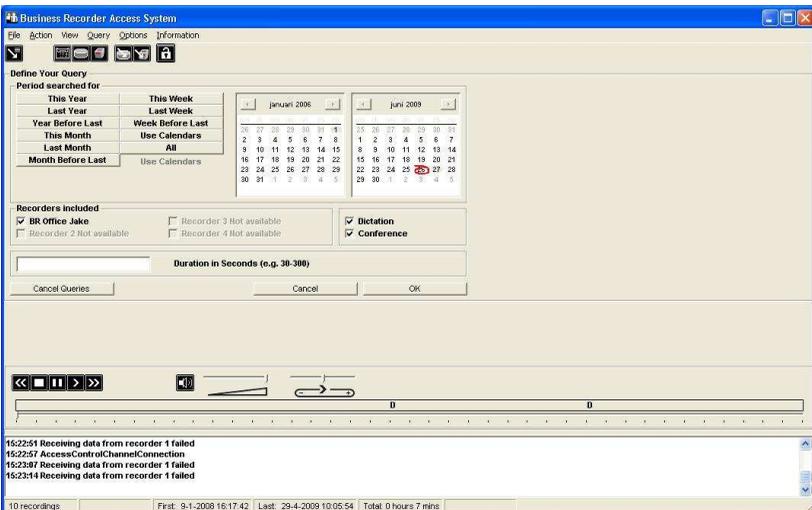
**Note:** This option can only be used during play back of the recording. A recording can only be played back after transfer to the PC. ( See before)

## 5.3 View

The menu option **FTP Log** shows details about the file transfer between the PC and the Business Recorder for troubleshooting purposes.

## 5.4 Query

The menu option **To Query Screen** opens the Query screen. The database becomes temporarily invisible.



The menu stays visible.

**Pre defined queries** on the database can be made using the buttons 'This year' 'last year', 'Year before last', 'This month', 'Last month', 'Month before last', 'This week', 'Last week', 'Week before last', 'Use calendars' and 'All' .

Check the checkboxes for the corresponding Business Recorders you want to query.

Check the checkboxes 'Dictation' and / or 'Conference' according to your wishes.

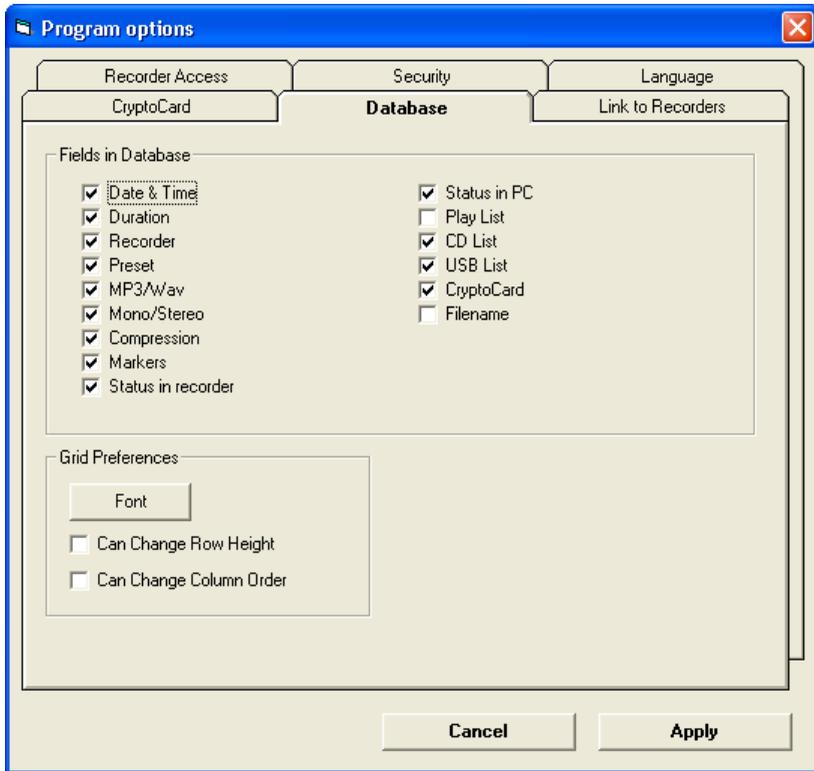
It is also possible **to search on Duration**. For instance, query the database for all recordings with a duration between 3 and 10 minutes would be entered as 180-600 seconds.

The button **Cancel queries** on the Query screen cancels the query, but does not show the database.

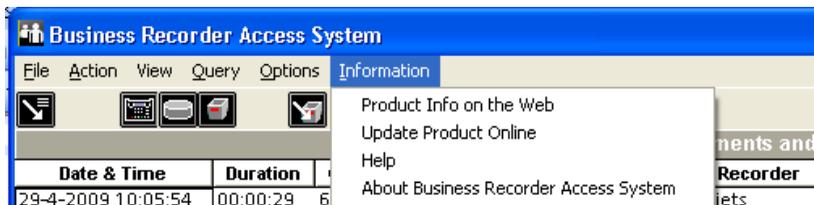
The Menu option **Query/ Cancel query and Show All** cancels the query and displays the database.

## 5.5 Options

See chapter 3 for more information on how to configure the software using these options.



## 5.6 Information



The menu option **Product Info on the web** opens the Vidicode website.

The menu option **Update product on Line** opens the Update window, where you can check if there are software updates available, download them and install the new version.

The menu option **Help** opens the Business Recorder Access System help files.

The menu option **About Business Recorder Access System** displays the version number of the software.

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