Call Recorder Quick CD Access System

V4.0

VC2010

vidicode

Contents

1 Call Recorder Quick CD Access System

The Call Recorder comes with special PC software, The Call Recorder Quick Access System. The object of the software is to be able to locate and play recordings quickly. Place the CD with the recordings in the CD player of your PC and the Call Recorder Quick CD access System will quickly create a clear list of the recordings on the CD. Recordings are by default sorted according to date and time. Recordings can be selected and played from the CD. Remember that the CD has to be made suitable for the PC by making a CD directory on the Call Recorder.

It is also possible to create an archive on your hard disk. Recordings in the archive on your hard disk can also be given a name. All recordings with the same remote number will acquire the same name automatically.
An extensive query screen allows for the definition of a query to be executed in the current archive. Queries can be made according to date and time, remote number, name, incoming and outgoing calls, answering machine messages and microphone recordings.

1.1 Install the software

Placing the CD-ROM in your computer starts software installation. If the installation is not started automatically, locate the file setup.exe on the CD and start it by double-clicking. Follow the instructions on the screen.

1.2 Start

Click "Start" in the lower left corner on your desktop. Go to Programs/Vidicode and click on "Call Recorder Quick CD Access System". The main dialog looks like this:
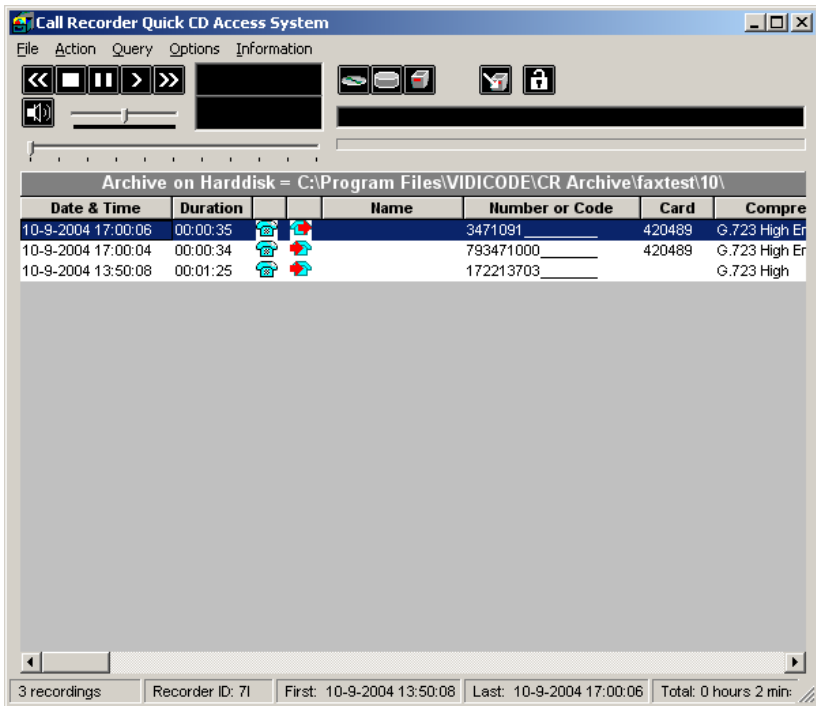
1.3 View recordings on CD

Start the Call Recorder CD software.
Place a CD from the Call Recorder into the CD drive.

Select **File** in the menu
Select **Archive on CD**
Select **Show the archive on CD**

The key is a shortcut to the above described function.

The software will now start to read the recordings on the CD and create a list.
Every row in the list represents a recording on the CD. The recording properties are displayed in the various columns.

- Recording properties are:
- Date and Time,
- Duration,
- Source e.g. Call, message or microphone recording,
- Incoming or outgoing,
- Name,
- Telephone number or Code,
- CryptoCard number,
- Compression Technique used,
- and the filename.

At the bottom of the application dialog other general properties of the CD are displayed like:
Number of recordings on the CD,
The Recorder ID
Date and time of the first recording,
Date and time of the last recording,
and the total recording time on the CD.

To locate an archive in another location choose: File=>Archive on CD=>Path for the archive on CD.

1.4 Create an archive on Hard disk

To create an archive on your hard disk you need to view an archive on CD first as described above.

Select the recordings you want to transfer to your hard disk.
Select **Action** in the menu,
Select **Transfer to PC**,
Select **Selected Records**.

The key is a shortcut to the above described function.

Your selection of records will now be copied to the archive on the hard disk. Default the hard disk archive is located in the Archive folder in the directory where the program was installed. Default the program is installed in C:\Program Files\Vidicode\Quick CD Access. To view an Archive on HD:

Select **File** in the menu,
Select **Archive on hard disk**.
Select **Show the current archive on hard disk**.

The key is a shortcut to the above described function.

The application will now make a list of the recordings in the default archive on your hard disk. To locate a different archive on your hard disk:

Select **File** in the menu,
Select **Archive on hard disk**,
Select **Locate another archive on hard disk**.

There are two tool buttons to show the archives on CD and on your hard disk:

 to show the archive on CD and
 to show the archive on hard disk

1.5 Recycle bin

Once an archive on hard disk has been created it is also possible to remove recordings from that archive.

Select the recordings you want to remove from the archive,
Select **Action** in the menu,
Select **Delete Selection**.

The key is a shortcut to the above described function.

The selection of recordings in now moved to the recycle bin.

The recycle bin works like the standard Windows Recycle Bin. Recording removed from an archive are placed in the recycle bin. Recordings can be restored from the recycle bin. Recordings removed from the recycle bin are lost. To view recordings in the recycle bin:

Select **File** in the menu,
Select **Recycle bin**.
The program will now generate a list of recordings in the recycle bin.

The key is a shortcut to the above described function.

In the recycle bin recordings can be selected to be removed or restored. Both options are available in the **Action** menu.

1.6 Export recordings

Recordings can be exported from the application.

Select the recording you want to export,
Select **Action** in the menu,
Select **Export**.

You now have the option to export the file in the same format as the recording is in or to export the recording as a WAV file.
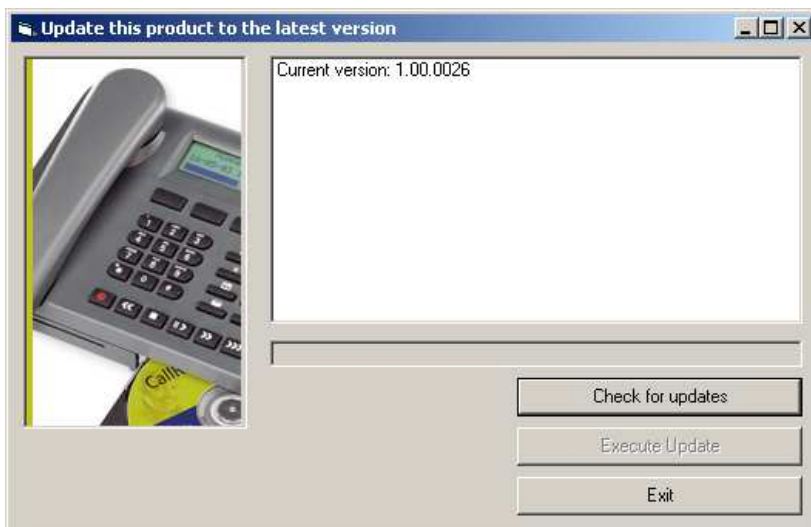
1.7 On Line software update

The Call Recorder Quick CD Access System has the ability to perform an automatic on Line update. You need an open internet connection for this feature to work.

Select **Information** in the menu
Select **Update product on Line**

The following dialog appears:

Click **Check for updates** to check for available updates.

The available update will be listed.

Click **Execute Update** to install the update. Keep in mind that an update may be of considerable size which can take a while to download.

1.8 Search recordings

The Call Recorder CD software has an extensive query screen to search and select recordings.

The query screen looks like this:
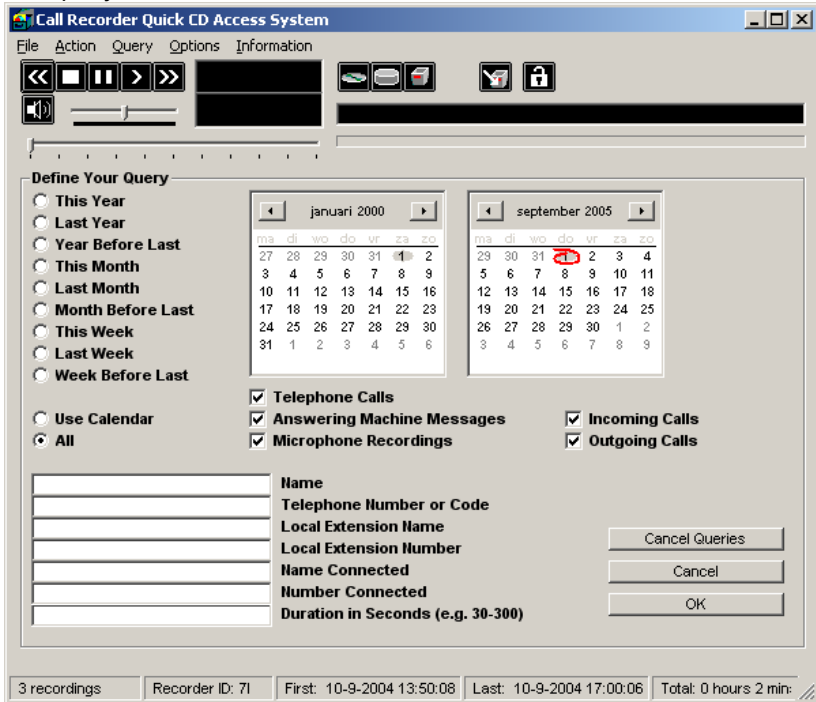
To the left a group of radio buttons can be selected to view recordings from the specified interval.

Check **Use Calendar** to select a date range within the calendars.

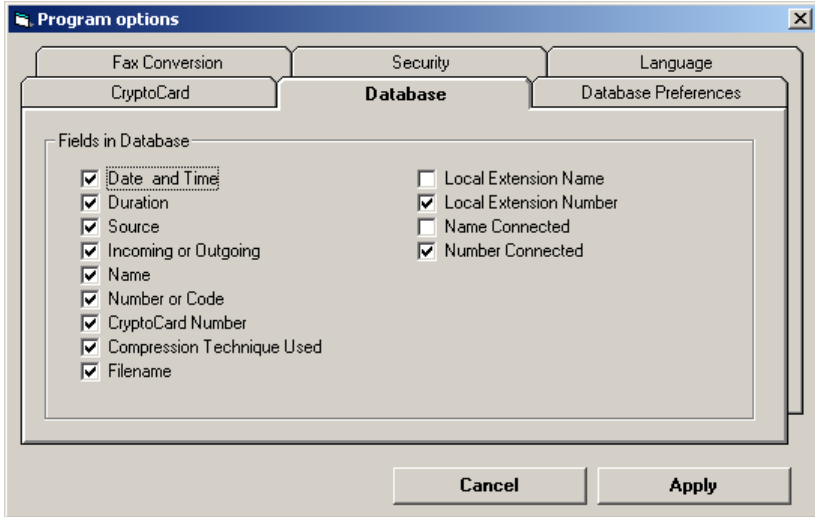Select the starting date in the left calendar
Select the end date in the right calendar.

Click **OK** to execute the selected query.

1.9 Software Settings

The settings of the software are located in a separate dialog.

Settings are divided over 6 tab pages as you can see in the following dialog:

Selected changes are executed when the options screen is left clicking **Apply**. Click **Cancel** to return to the main dialog retaining the original settings.

In the Database tab the various recording properties columns can be selected to show in the main dialog.

Click **Font** to change the font of the list of recordings.

Other settings include:

Fax conversion settings in the **Fax Conversion** tab
CryptoCard settings in the **CryptoCard** tab
Password protection in the **Security** tab
The **Language** tab will allow you to select a desired language.

For a detailed description of the settings we refer to the help-files of the program. These are always in compliance with the software version and the available settings.