



For **The Record**

Setup Guide

FTR Gold™ 7.1

Annotation Suite

For
Windows® 10 x64
Windows® 10 x32

For more information visit www.fortherecord.com

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INTRODUCTION

Overview

FTR Gold™ Annotation Suite contains three (3) FTR products, each supporting a unique function within a digital record keeping environment.

- **FTR Log Notes™**: Take notes as courtroom events occur, linked to a precise time and place.
- **FTR Player™**: Playback recordings with independent control over audio/video channels.
- **FTR Manager™**: Manage and control recorded content, during and after the event.

For more information on using and configuring each product, refer to the user guides for the individual product. User guides are in PDF format, and are available within each included FTR application, or from FTR Support website at support.fortherecord.com.

INSTALLATION

This section of the guide outlines the preparation and installation steps for FTR Gold Annotation Suite. Read and follow each section in order to ensure that products are installed properly prior to use.

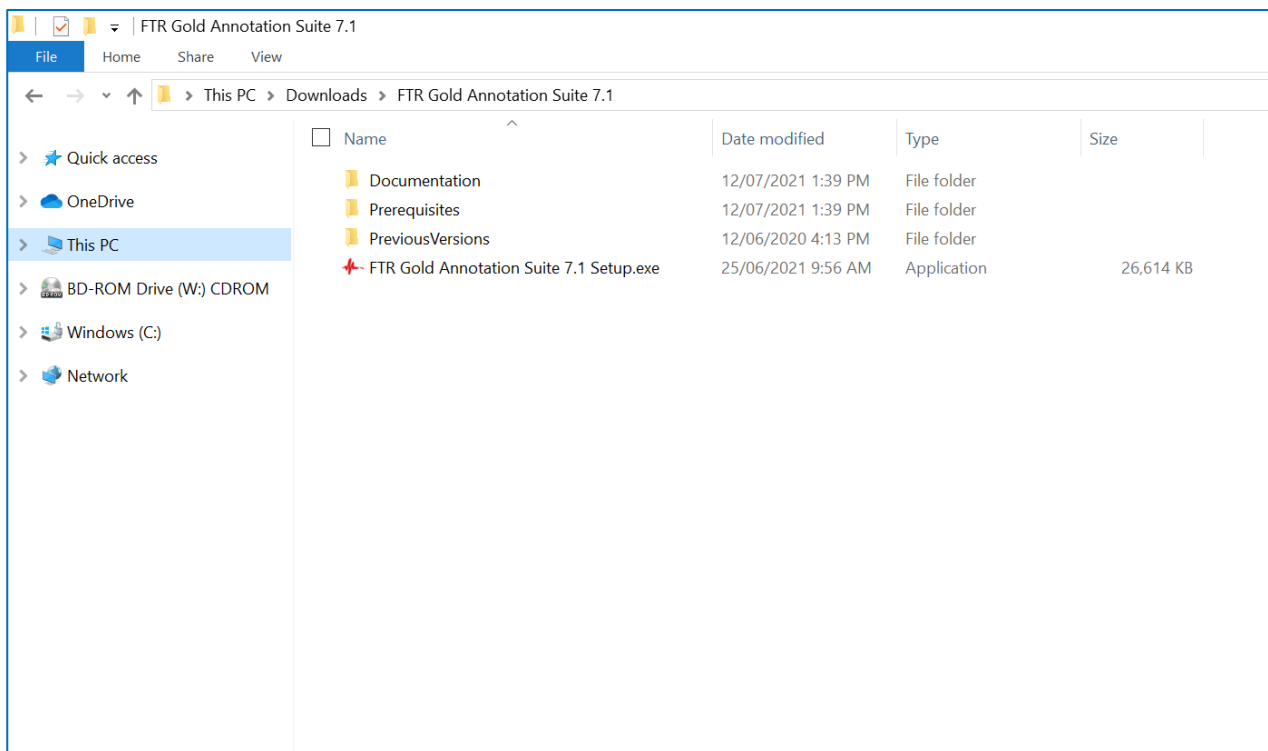
Pre-requisites

Before installing Annotation Suite please ensure that the following requirements have been met:

1. Windows PC running Windows 10.
2. Standard soundcard is installed and configured on the PC.
3. You are logged on to the PC with local Administrator rights. If you are part of a large organization, your IT team may need to perform the installation of Annotation Suite on your PC.

Starting the Install Package

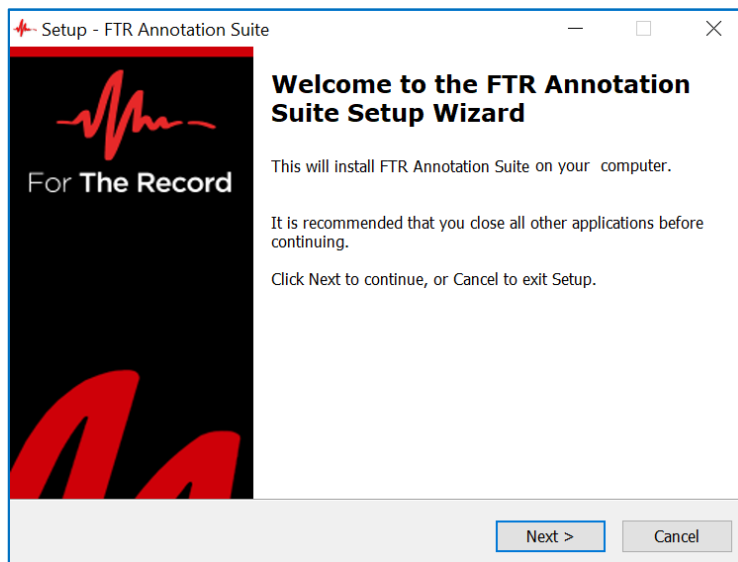
Using Windows Explorer, find the downloaded .zip file, extract the files, and run the file *FTR Gold Annotation Suite Setup.exe*, which will be listed in the Annotation Suite installation folder. The contents of that folder will appear as shown below.



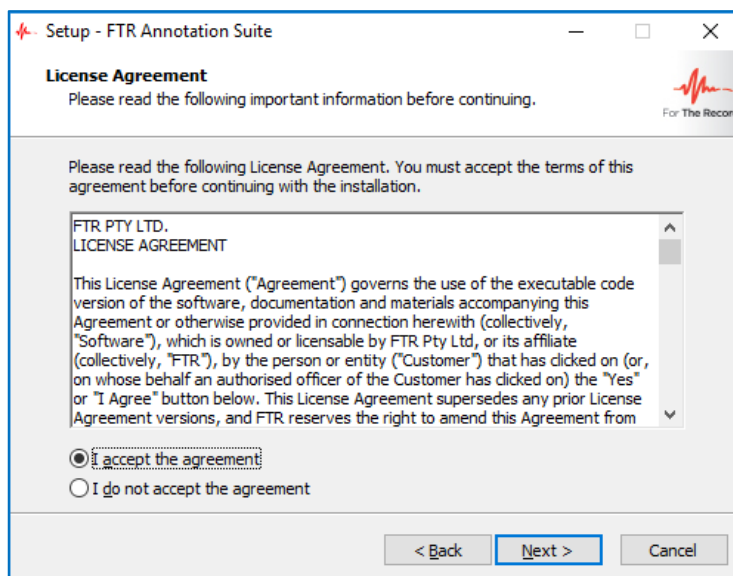
Using the Install Wizard

Once the installation package is started you will be presented with the **Setup Wizard**.

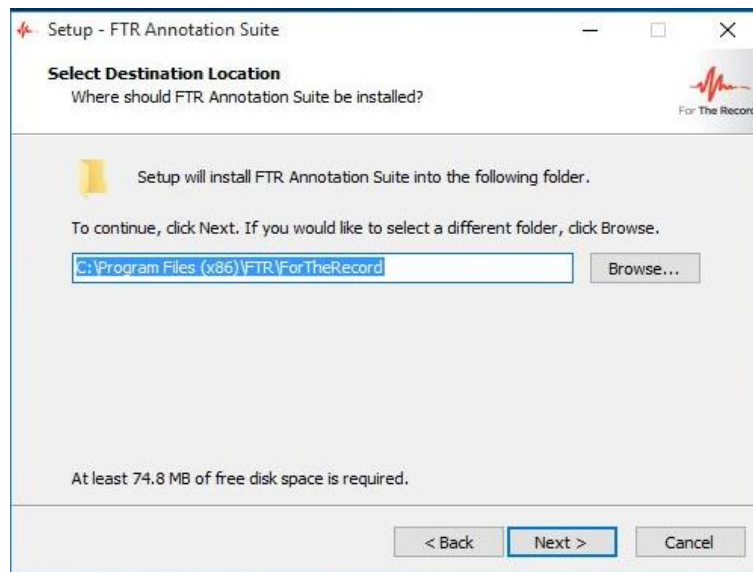
1. **Welcome page.** Be sure to read the message window before continuing with installation.



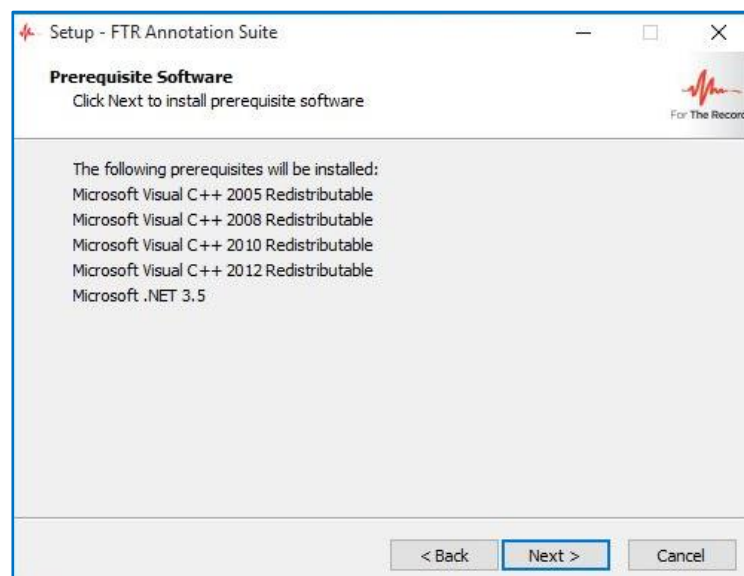
2. **Software License page.** Be sure to read the License Agreement before continuing with installation. Select to accept the agreement and click **Next** to continue with installation.



3. **Destination folder page.** Use this page to select/set the folder in which FTR Annotation Suite will be installed. Click **Next** to continue with installation.

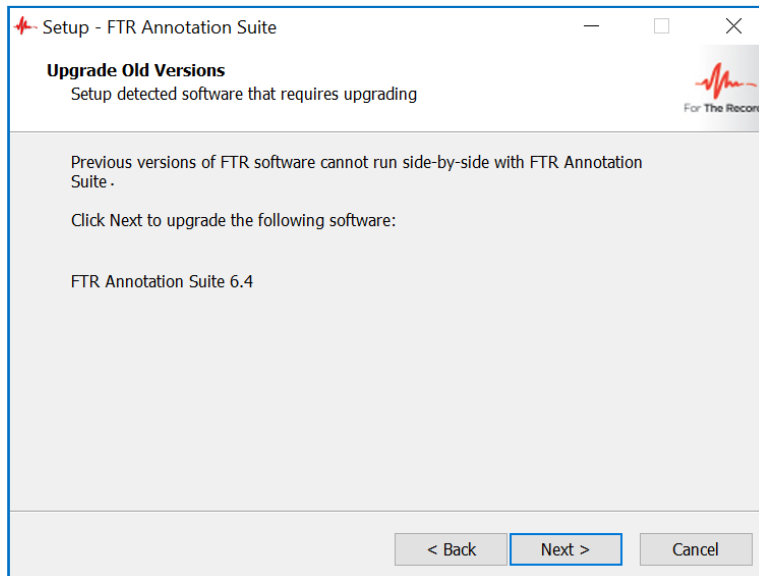


4. **Prerequisite Software page.** This page will be displayed **only** if you do not have the prerequisite software installed. Click **Next** to install the required prerequisites.



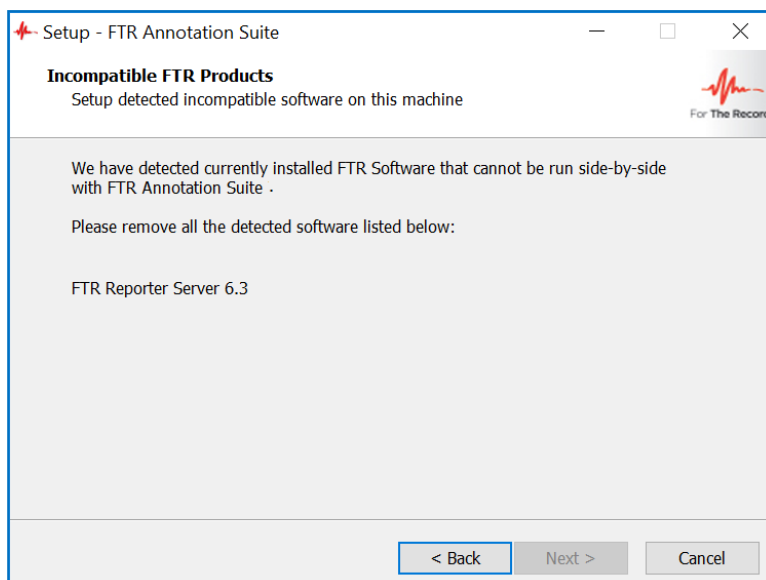
5. **Remove Previous Versions page.** FTR Gold Annotation Suite 7.1 cannot be installed if other FTR software is currently installed.

Where the currently installed FTR software can be uninstalled during the installation process, a page of the following type will be displayed, for example:

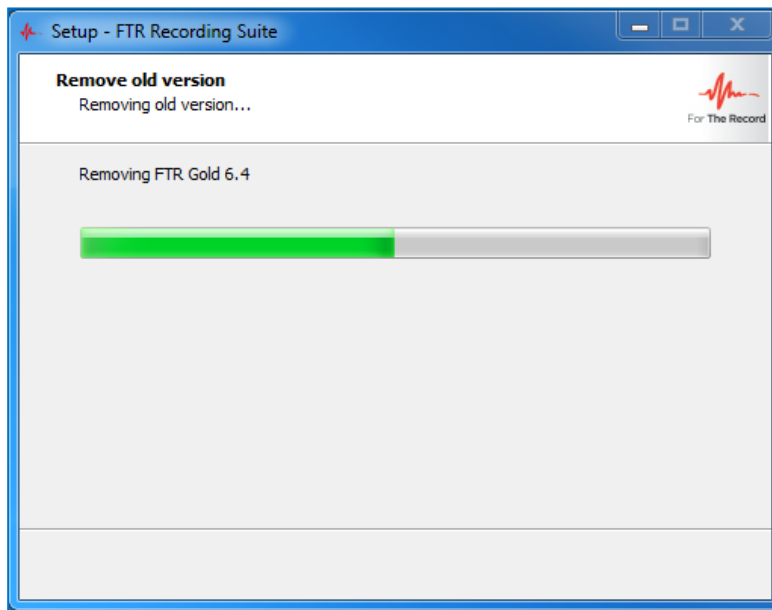


Click **Next** to remove the listed software.

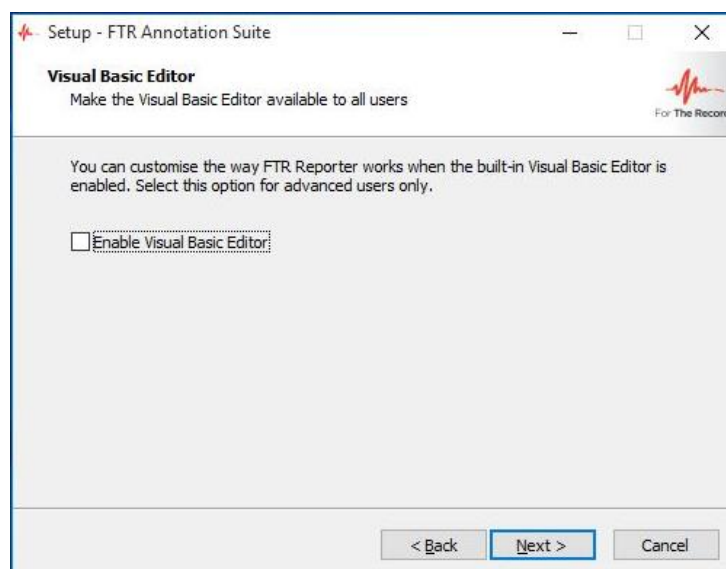
If the details of the FTR software cannot be detected, the following **Incompatible FTR Products page** will be displayed:



Remove old version page. If you have selected **Next** on the Remove Previous Versions page, the progress of the version removal will be shown on this page.

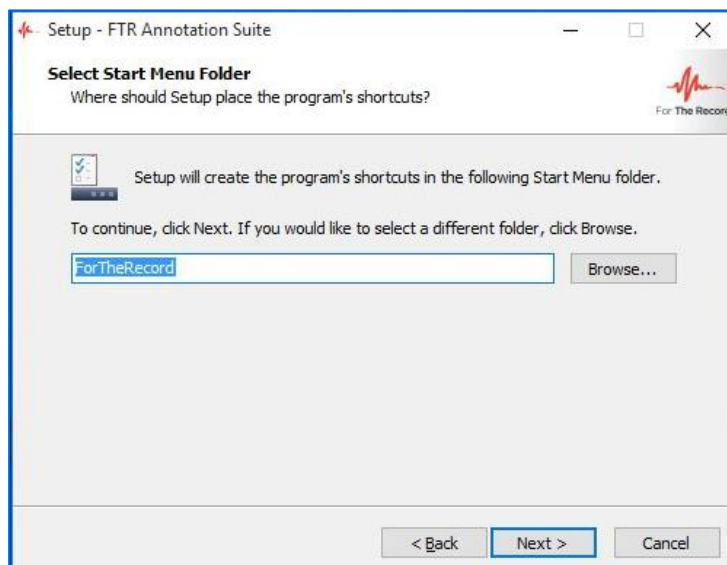


7. **Visual Basic Editor page.** Disabled by default, the checkbox shown below enables the VB Editor components within the Annotation Suite products.

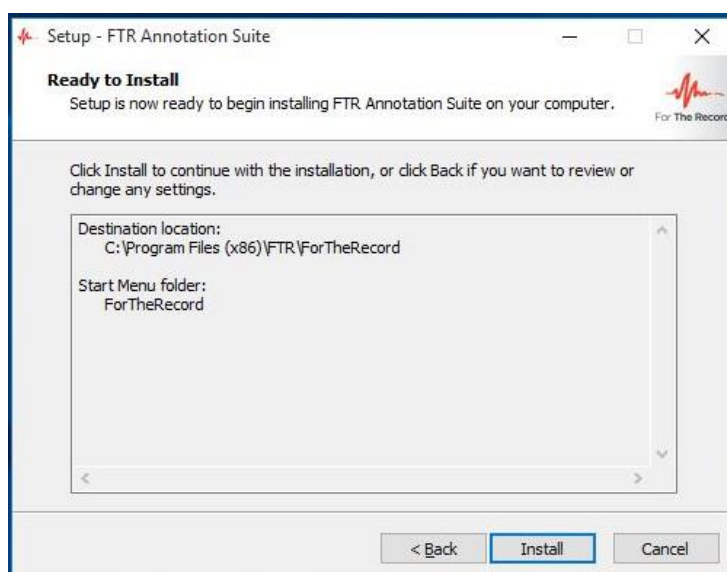


Tip: FTR products support VBA modules, enabling the creation of advanced functionality and changing of standard program configuration.

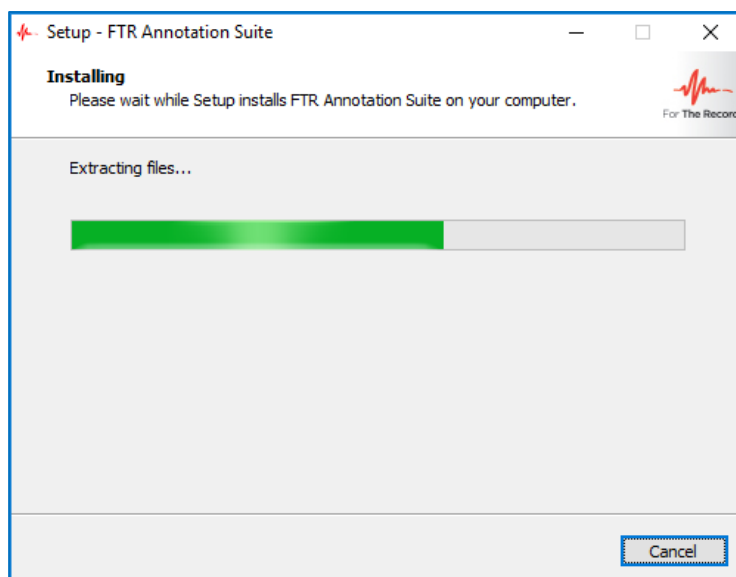
8. **Select Start Menu Folder page.** This page shows the default Start Menu folder and allows you to choose a different folder.



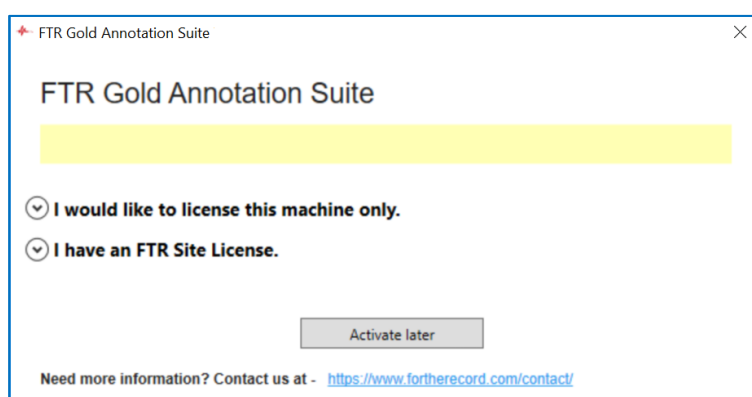
9. **Ready to Install page.** If you are satisfied with the settings, click **Install** to start the installation.



NOTE: The progress bar will appear and reappear several times while the software is being installed. The entire installation process should take between **3-5 minutes**.



10. **License Activation page.** Use this page to select your appropriate licensing option.



Choose the first option to license this machine only:

FTR Gold Annotation Suite

FTR Gold Annotation Suite

⤴

I would like to license this machine only.

Step 1. Register This Machine

If you have already received a license key for this machine, go to Step 2 to activate the license. Otherwise, enter the details below and press Register. A registration file will be generated to your desktop. Email it to licensing@fortherecord.com, to obtain a license key for Step 2.

Sales Order Number

Contact Name

Contact Email

Register

Step 2. Activate Machine License

Paste the license key that you received from FTR Support, and press Activate License.

License Key

Activate License

⤵

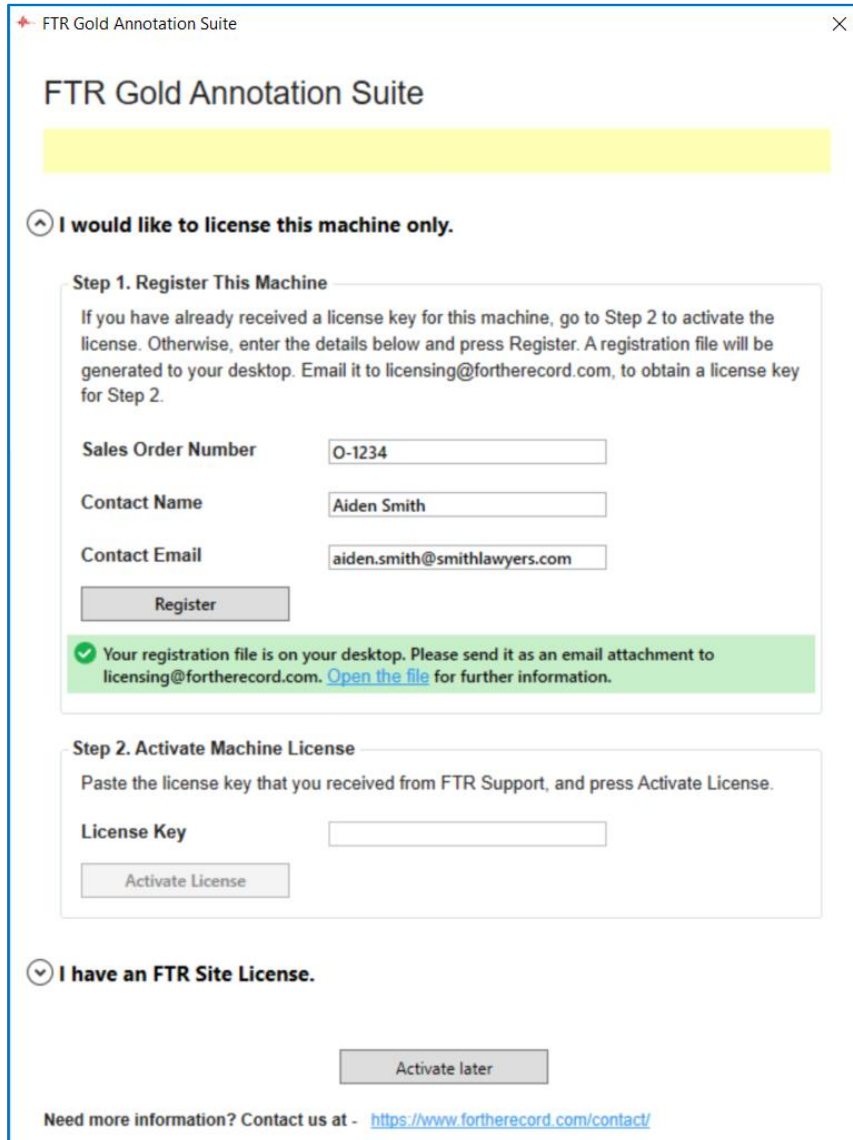
I have an FTR Site License.

Activate later

Need more information? Contact us at - <https://www.fortherecord.com/contact/>

On completing Step 1, you will receive a registration file. Email it to licensing@fortherecord.com in order to receive your license key.

Use the license key to complete Step 2.



The screenshot shows the 'FTR Gold Annotation Suite' window. At the top, there's a title bar with a close button. Below the title, a yellow bar contains the text 'FTR Gold Annotation Suite'. A dropdown menu is open, showing two options: 'I would like to license this machine only.' (selected) and 'I have an FTR Site License.'. Under the selected option, there are two steps: 'Step 1. Register This Machine' and 'Step 2. Activate Machine License'. Step 1 includes instructions, input fields for 'Sales Order Number' (O-1234), 'Contact Name' (Aiden Smith), and 'Contact Email' (aiden.smith@smithlawyers.com), followed by a 'Register' button. A green success message states: 'Your registration file is on your desktop. Please send it as an email attachment to licensing@fortherecord.com. Open the file for further information.' Step 2 includes instructions to paste a license key and an 'Activate License' button. Under the 'I have an FTR Site License.' option, there is an 'Activate later' button. At the bottom, a link provides contact information: 'Need more information? Contact us at - <https://www.fortherecord.com/contact/>'.

FTR Gold Annotation Suite

FTR Gold Annotation Suite

^ I would like to license this machine only.

Step 1. Register This Machine

If you have already received a license key for this machine, go to Step 2 to activate the license. Otherwise, enter the details below and press Register. A registration file will be generated to your desktop. Email it to licensing@fortherecord.com, to obtain a license key for Step 2.

Sales Order Number

Contact Name

Contact Email

✓ Your registration file is on your desktop. Please send it as an email attachment to licensing@fortherecord.com. [Open the file](#) for further information.

Step 2. Activate Machine License

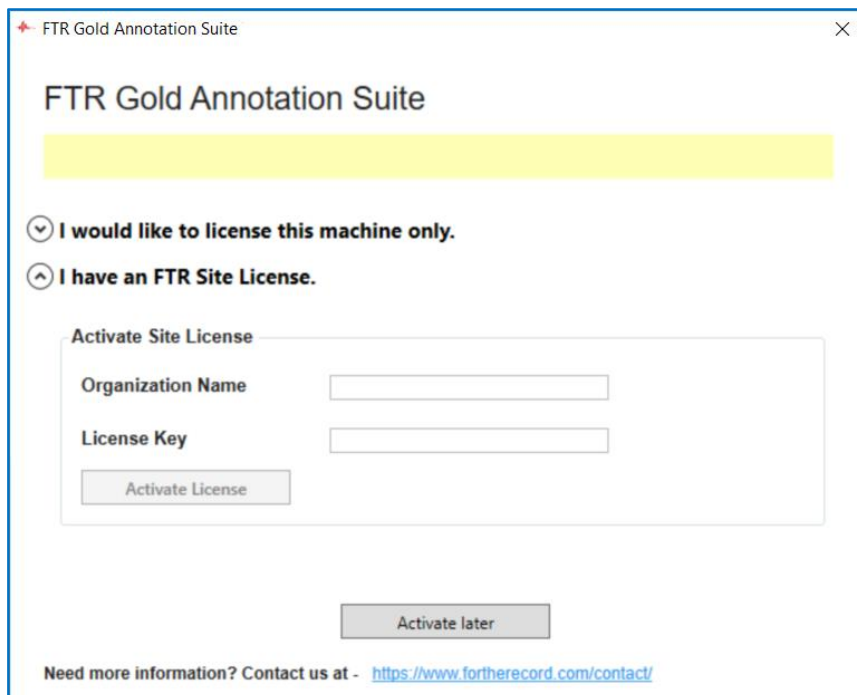
Paste the license key that you received from FTR Support, and press Activate License.

License Key

v I have an FTR Site License.

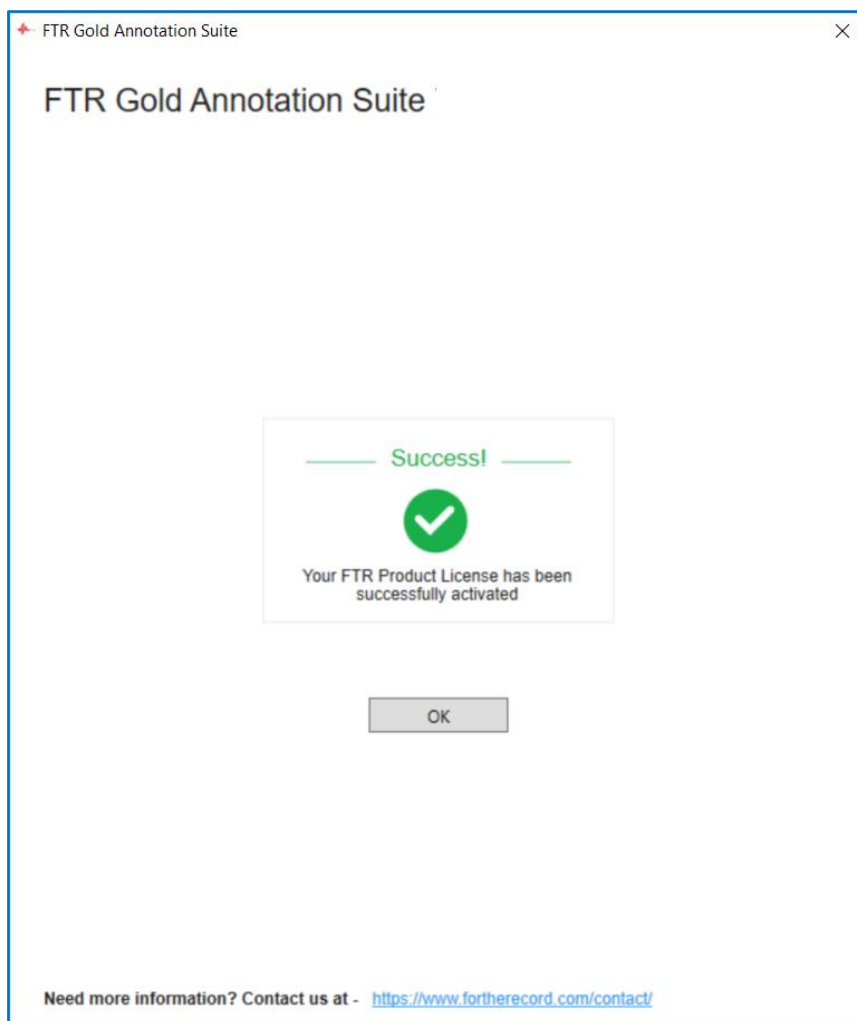
Need more information? Contact us at - <https://www.fortherecord.com/contact/>

Choose the second option if you have a site license

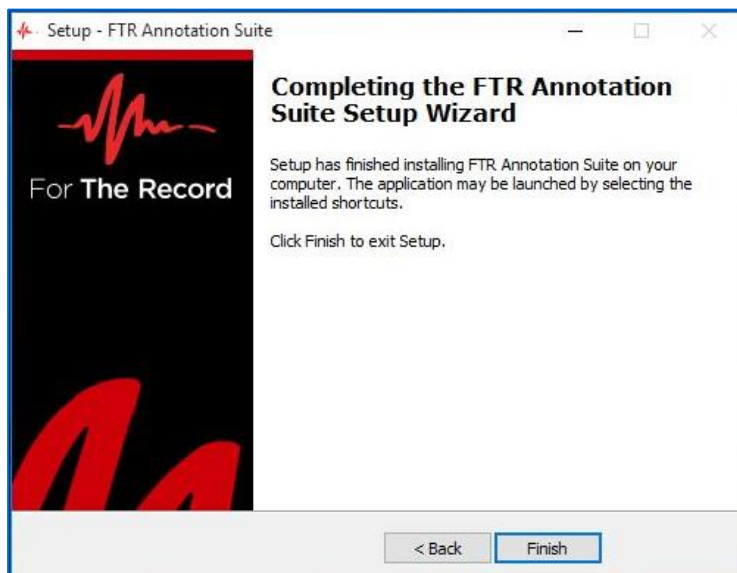


The screenshot shows a window titled "FTR Gold Annotation Suite" with a close button in the top right corner. Below the title bar is a yellow horizontal bar. There are two radio button options: "I would like to license this machine only." (which is selected) and "I have an FTR Site License." (which is unselected). Below the second option is a section titled "Activate Site License" containing two input fields: "Organization Name" and "License Key", followed by an "Activate License" button. At the bottom of the window is an "Activate later" button. A footer text reads: "Need more information? Contact us at - <https://www.fortherecord.com/contact/>".

When your license has been successfully activated:



11. **Installation is complete!** You have installed Annotation Suite 7.1 on your computer. Click **Finish** to restart your computer—you should restart before using any of the Annotation Suite products.



Silent Installation

Note: Command line activation is available for site licenses only.

For enterprise-wide, large deployments, it may be useful to silently install the FTR Annotation Suite. To silently install, run FTR Gold Annotation Suite with /Silent or /VerySilent parameters from the command line.

- /Silent runs the installer and shows a progress bar indicating the status of installation process. It still doesn't need the user to interact with it.
- /VerySilent does everything in the background and you won't see anything (Except a short progress bar for Visual C++ Redistributables 2005).

Note: Net 3.5 must be enabled prior to silent installation of the FTR Annotation Suite. Please refer to APPENDIX A – Enable .NET on Windows 10.

Other parameters that can be passed for silent installation:

Parameter (case insensitive)	Comment
/customer="<Customer Name>" /activation="<Activation Code>"	Set the Customer Name and Activation Code exactly as provided in your license email to activate the software. If this parameter does not exist, the FTR Gold trial version is installed. Note: Applicable to site licenses only.
/VBAEnabled	If this parameter exists, VBA editing is enabled (Note that you don't need to set it true or false, its existence means it's true).

Example:

[Path]:\FTR Gold Annotation Suite Setup\FTR Gold Annotation Suite Setup.exe /VerySilent
/customer="Customer Name" /activation="Activation Code" /VBAEnabled

AFTER INSTALLATION

This section outlines the steps that follow installation of Annotation Suite. Some sections will not be used immediately—we suggest keeping a copy of this document with the Annotation PC as a reference.

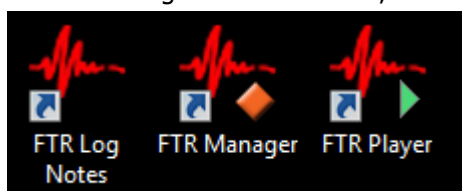
Opening Annotation Suite Programs

There are two (2) ways to start any of the FTR programs that are included in FTR GOLD Annotation Suite:

- From the Windows desktop, using program icons
- Using the Windows Start menu

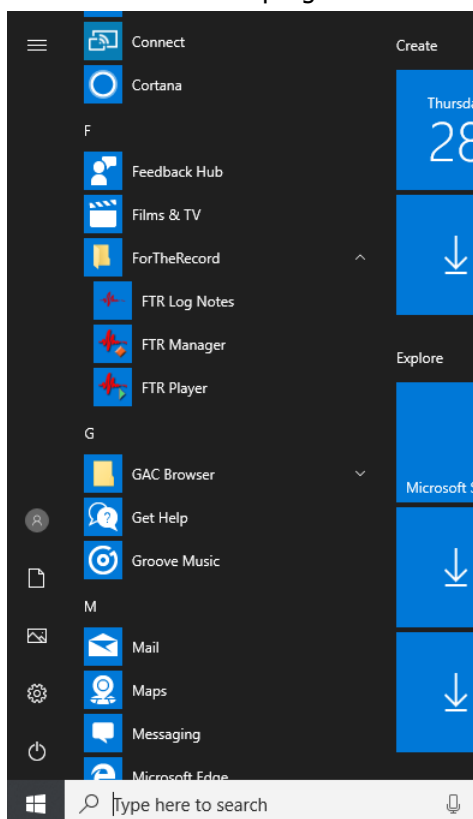
Using Desktop Icons

After installing Annotation Suite, three (3) program icons will be available on your Windows desktop.



Start Menu

The Annotation Suite program shortcuts are placed automatically in your Windows Start menu.



Configuring Group Policy

Installing Policy Templates

Windows 10 Machine Policy

1. Download the FTR Group Policy Template files from [here](#)
2. Copy FTR.admx to: C:\Windows\PolicyDefinitions
3. Copy FTR.adml to: C:\Windows\PolicyDefinitions\en-US
4. Start the Group Policy Object Editor as follows:
 - From the Start menu, select Run ...
 - Enter gpedit.msc
5. Expand User Configuration then Administrative Templates.
6. Expand FTR Components and make the required changes to policies in each of the four categories.

2008 and up Domain Policy

To use these templates in your 2008 Server Domain policy you will need to put them in the domain policies folder.

1. Download the FTR Group Policy Template files from [here](#).
2. Copy FTR.admx to: C:\Windows\SYSVOL\domain\Policies\PolicyDefinitions
3. Copy FTR.adml to: C:\Windows\SYSVOL\domain\Policies\PolicyDefinitions\en-US
4. Start the Group Policy Management Editor as follows:
 - From the Start menu, select Run ...
 - Enter gpnc.msc
5. Right click the Group Policy you want to adjust and click Edit.
6. Expand User Configuration, Policies then Administrative Templates.
7. Expand FTR Components and make the required changes to policies in each of the four categories.

Policies

1. Access Category

These policy settings control user access to recordings and log sheets.

Available settings are:

Can open recording files - Applies to FTR Player.

When this setting is disabled, users are prevented from opening recordings using the Open button.

Note: Users can still open recordings by clicking timestamps in log sheets.

Can open log sheets - Applies to FTR Reporter, FTR Log Notes and FTR Monitor.

When disabled, users are prevented from opening log sheets.

Note: Users can still search for log sheets, but they will not be able to open them from the Search dialog box. To prevent searching, disable the "Can search for log sheets" setting.

Can search for log sheets - Applies to FTR Reporter, FTR Log Notes and FTR Monitor.

When disabled, users are prevented from using the Search command to locate and open log sheets.

Note: Log sheets can still be opened using the File Open command, the Open Most Recent button or by double-clicking a log sheet file. To prevent users from opening log sheets, disable the "Can open log sheets" setting.

2. Creation Category

These policy settings control the ability to create recordings and to create and/or edit log sheets.

Can change recording label - *Applies to FTR Reporter.*

When disabled, users are prevented from changing the label in the Location Name tab of Recording Options.

Note 1: Disabling this user-setting overrides the local machine setting that is specified in the setup program when users are permitted to change the location name.

Note 2: If users are prevented from changing the location name in the setup program, this user-setting has no affect - regardless of the value.

Can start and stop recording - *Applies to FTR Reporter and FTR Monitor.*

When disabled, users are prevented from starting or stopping a recording.

Note: Users can open log sheets and play existing recordings if the appropriate group policy settings are enabled in the Access category of FTR Components.

Can create log sheets - *Applies to FTR Reporter, FTR Log Notes and FTR Monitor.*

When disabled, users are prevented from creating a new log sheet.

Note: Users can open and edit existing log sheets if the "Can open log sheets" and "Can edit log sheets" settings are enabled.

Can edit log sheets - *Applies to FTR Reporter, FTR Log Notes and FTR Monitor.*

When disabled, users are prevented from switching a read-only log sheet to edit mode.

Note: This setting is typically disabled when the "Can create log sheets" setting is disabled.

3. Management Category

These policy settings control which content management tools are available to users.

Can save recordings from Player - *Applies to FTR Player.*

When disabled, users are prevented from saving a copy of the current recording range to another location.

Note: Users can save a copy using the Export Panel in TheRecord Manager - if the "Can save content from Manager" setting is enabled or not configured.

Can save content from Manager - *Applies to FTR Manager.*

When disabled, users are prevented from using the Save a Copy task in the Export Panel.

Note: The remaining Export panel tasks can be used if the relevant settings are enabled or not configured.

Can encrypt - *Applies to FTR Manager.*

When disabled, users are prevented from using the Encrypt a Copy task in the Export Panel.

Note: The remaining Export panel tasks can be used if the relevant settings are enabled or not configured.

Can decrypt - *Applies to FTR Manager.*

When disabled, users are prevented from using the Decrypt task in the Import Panel.

Note: The remaining Import panel tasks can be used if the relevant settings are enabled or not configured.

Can reformat - *Applies to FTR Manager.*

When disabled, users are prevented from using the following tasks in the Export Panel:

- Reformat
- Convert Tagged Recordings
- Make an Audio CD
- Make a DVD

Note: The remaining Export panel tasks can be used if the relevant settings are enabled or not configured.

Can migrate - *Applies to FTR Manager.*

When disabled, users are prevented from using the Migrate task in the Export Panel.

Note: The remaining Export panel tasks can be used if the relevant settings are enabled or not configured.

Can seal - *Applies to FTR Manager.*

When disabled, users are prevented from sealing recordings and log sheets from the Seal/Unseal Panel.

Note: Recordings and log sheets can be unsealed if "Can unseal" setting is enabled or not configured.

Can unseal - *Applies to FTR Manager.*

When disabled, users are prevented from unsealing recordings and log sheets from the Seal/Unseal Panel.

Note: Recordings and log sheets can be sealed if "Can seal" setting is enabled or not configured.

Can ingest - *Applies to FTR Manager.*

When disabled, users are prevented from using the Ingest task in the Import Panel.

Note: The remaining Import panel tasks can be used if the relevant settings are enabled or not Configured.

Can restore - *Applies to FTR Manager.*

When disabled, users are prevented from using the Restore task in the Import Panel.

Note: The remaining Import panel tasks can be used if the relevant settings are enabled or not configured.

4. Administration Category

These policy settings control which program administration tasks are available to users.

Can manage search folders in FTR Gold - *Applies to FTR Reporter, FTR Log Notes and FTR Monitor.*

When disabled, users are prevented from making changes to the list of available search folders.

Note: The Manage Search Folders dialog box can be opened but no changes can be made.

Can manage search folders in TheRecord Player - *Applies to FTR Player.*

When disabled, users are prevented from making changes to the list of available search folders.

Note: The Manage Search Folders dialog box can be opened but no changes can be made.

Can manage search folders in TheRecord Manager - *Applies to FTR Manager.*

When disabled, users are prevented from making changes to the list of available search folders.

Note: The Manage Search Folders dialog box can be opened but no changes can be made.

Can edit VBA programs - *Applies to FTR Reporter, FTR Log Notes and FTR Monitor.*

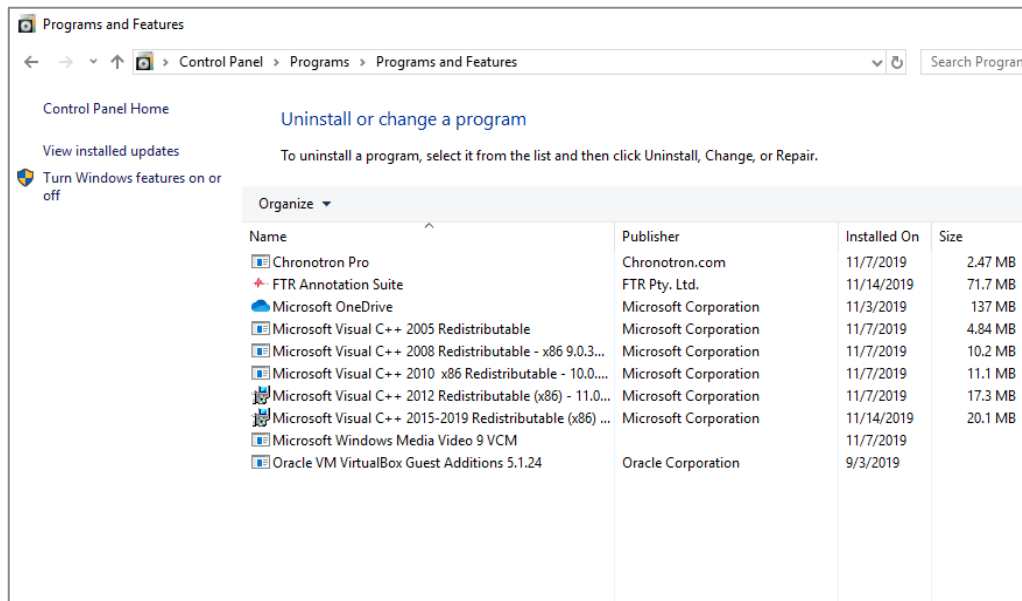
When disabled, users are prevented from accessing the VBA programming tools to customize the way the program works.

Uninstalling

If your digital transcribing needs change, or if you eventually upgrade to a new version of Annotation Suite, you may need to uninstall the software.

To uninstall Annotation Suite:

1. Open Windows **Programs & Features** tool (accessible from the Windows Control Panel),
2. Find and select the program listing for *FTR Annotation Suite*, as shown below.



3. Click **Uninstall/Change** on the button menu. Alternatively, Right-click the listed item and select 'Uninstall'.

NOTE: All three (3) products will be uninstalled when you remove FTR Gold Annotation Suite. Individual products cannot be separately uninstalled.


If you have removed FTR Gold Annotation Suite, but still require **FTR Player™** for recording playback, you will need to separately download and install FTR Player—browse to the FTR website at www.fortherecord.com to obtain FTR Player.

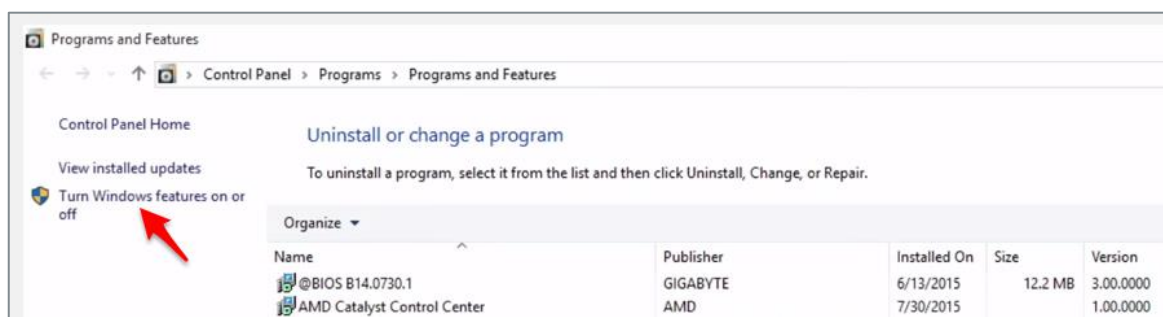
APPENDIX A – Enable .NET on Windows 10

The .NET Framework provides common functionality for Windows applications to run as designed. FTR Gold products use **.NET Framework 3.5**—however this version of .NET Framework is not automatically installed with Windows 10, and must be separately enabled in order to run FTR Gold applications.

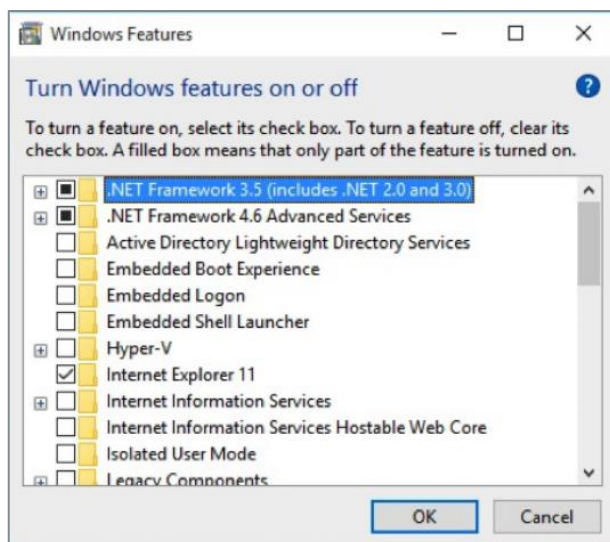
To enable .NET using Control Panel:

NOTE: Installing .NET Framework 3.5 using this method requires an internet connection. At time of writing, Microsoft has not released a downloadable installer for .NET Framework 3.5 for Windows 10—you will need to use the procedure below.

1. Press the Windows key  and use the search bar to find and open **Control Panel**.
2. Once Control Panel is open, find and click **Programs and Features**.
3. Click on the link '**Turn Windows features on or off**' as shown below.



4. Tick the check-box beside **.NET Framework 3.5**, as shown below. Click **OK**.



5. If asked, click **Yes** to confirm the installation and follow the on-screen instructions. Restart your computer if prompted.