



For **The Record**



Setup Guide

FTR Interview Recording Suite 7.0

For
Windows® 10 x64
Windows® 10 x32

TABLE OF CONTENTS

INTRODUCTION	3
Overview.....	3
INSTALLATION	4
Pre-requisites	4
Video Capture Considerations	4
Video Devices	4
Blackmagic DeckLink PCIe Cards - HDMI Capture Overview	5
Blackmagic Media Express	6
Blackmagic DeckLink & FTR Interview Recorder Configuration	6
HDMI Capture Notes	7
Video File Storage	8
Starting the Install Package.....	9
Using the Install Wizard	10
Silent Installation.....	17
AFTER INSTALLATION	18
Opening Interview Recording Suite Programs	18
Using Desktop Icons	18
Start Menu	18
Configuring Group Policy	19
Installing Policy Templates	19
Policies	19
Uninstalling	22
APPENDIX A – Enable .NET on Windows 10	23

INTRODUCTION

Overview

FTR Interview Recording Suite contains three (3) FTR products, each supporting a unique function within a digital recording environment.

- **FTR Interview Recorder:** Record interviews
- **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 Interview Recording Suite. Read and follow each section in order to ensure that products are installed properly prior to use.

Pre-requisites

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

1. Windows PC running Windows 10
2. Standard soundcard installed and configured on the PC
3. FTR Compatible multi-channel soundcard if recording more than 2 channels
4. A separate partition is highly recommended for local storage of Recordings.
5. If recording video, either
 - a. An FTR compatible video capture device is installed and configured on the PC
 - b. An FTR compatible IP video source is installed and configured on the Network
6. 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 Interview Recording Suite on your PC.
7. Media Foundation is installed if using Server 2012 R2.
8. Desktop Experience is installed if using Server 2008 R2.
9. A PDF reader is installed.
10. Windows Media Feature Pack is installed if using Windows N versions

Video Capture Considerations

FTR Interview Recorder supports the recording of four (4) simultaneous high-definition (HD) video channels, synchronized and stored in a single file with recorded audio. Additionally, the software supports the use of both non-IP video sources (i.e. laptop webcam, USB camera) and IP video sources for video capture.

Video Devices

If you are considering purchasing a device for video capture, use the following as a guide for selecting an appropriate device (or multiple devices):

- FTR Interview Recorder can record simultaneous video channels and if you use a non-IP video source, you can record multiple video channels via **Blackmagic DeckLink Quad HDMI Recorder** PCIe card.
- FTR Interview Recorder can record HD video and if you use a non-IP video source, we recommend using **H.264** as the compression type.

NOTE: To use H.264 compression type, download and install **X264vfw** provided within the FTR setup folder or from— <https://sourceforge.net/projects/x264vfw>

Blackmagic DeckLink PCIe Cards - HDMI Capture Overview

When capturing HDMI video using the Blackmagic DeckLink PCIe cards, the following items must be taken into consideration for the video configuration to be successful:

- Source & Capture Resolution
- Source & Capture Frame Rate
- HDMI Colour Precision
- Scan Type (Progressive or Interlaced)
- Video Encoding

Source & Capture Resolution

To successfully configure FTR Interview Recorder, the source resolution of all inputs must match the resolution configured in FTR Interview Recorder. All supported resolutions are noted below.

- 320 x 240
- 640 x 480
- 640 x 576
- 720 x 486
- 720 x 576
- 1280 x 720
- 1920 x 1080

Source & Capture Frame Rate

To successfully configure FTR Interview Recorder, the source frame rate of all inputs must match the frame rate configured in FTR Interview Recorder. All supported frame rates are noted below.

- 25
- 29.97
- 30
- 50
- 59.94
- 60

HDMI Colour Precision

The supported options in FTR Interview Recorder for Colour Precision are noted below.

- 8 Bit RGB
- 10 Bit RGB
- 10 Bit YUV

Scan Type

- Progressive scan is supported.
- Interlaced is not currently supported.

Video Encoding

The HDMI Source must not be encoded. The following compression types are supported in FTR Interview Recorder.

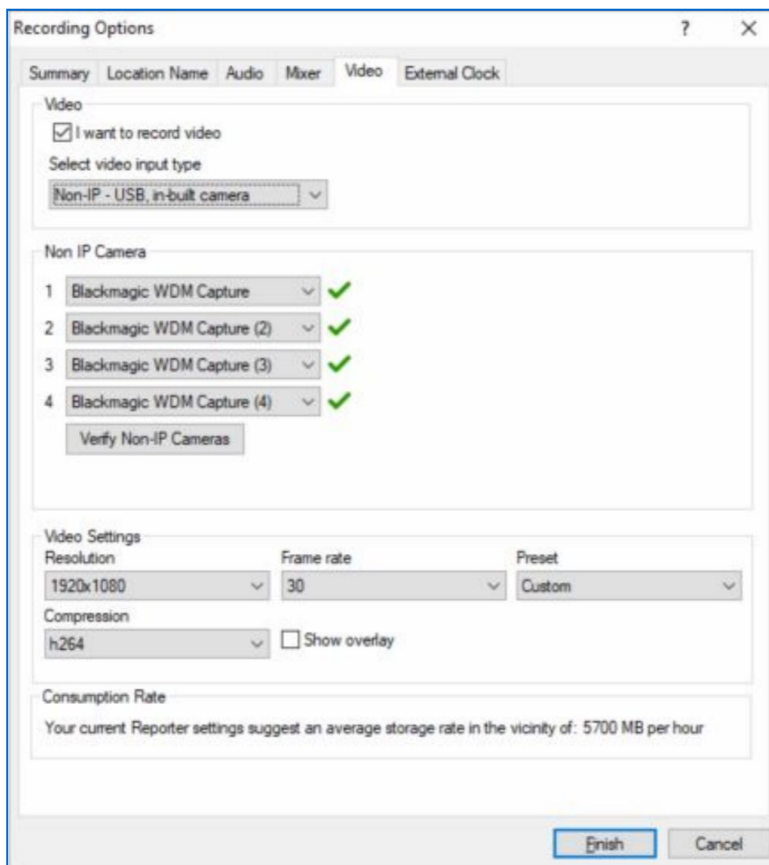
- Built-in H.264
- H.264
- WMV

Blackmagic Media Express

In order to check if the input sources have been configured properly, Blackmagic Media Express can be installed: <https://www.blackmagicdesign.com/au/products/decklink/mediaexpress>

You can preview the input source, check the input format parameters, and record the video with it.

Blackmagic DeckLink & FTR Interview Recorder Configuration



Configure Video Settings

1. Select the "Blackmagic WDM Capture xx" from the drop-down list for target streams. The input format will be displayed to the right of the drop down once selected, for e.g. "Input detected = 1920x1080px, 30fps."
2. Choose the required Resolution and Frame Rate
3. Choose a Preset.
 - a. Changing the Preset will automatically change the Frame Rate.
 - b. The Preset option will be set to Custom if the frame rate does not belong to PAL and NTSC standards.

4. Choose the Compression based on the configured number of channels and resolution.
 - a. For multiple channel or High Definition recordings, FTR recommends that H.264 is chosen.
 - b. Do not select "Built-in H.264 Compression" since it's not supported by Blackmagic cards.
5. If video overlay information is required select Show overlay checkbox.
6. Click Verify Non-IP Cameras to validate if the video settings are supported and consistent with the input format.
 - a. Verification is not a mandatory step, but it's strongly recommended.

Troubleshooting Steps

- If there is no "Blackmagic WDM Capture xx" listed in the drop down, please check if Blackmagic card drivers have been successfully installed.
- If there is no input format info showing besides "Blackmagic WDM Capture xx", please check "Blackmagic Media Express" to see if there is valid input for that port.
- If clicking the "Verify" button shows a cross icon beside the capture device, please check if the same resolution and framerate as input source have been selected.
- If during configuration or starting recording, an error is displayed, even though all the troubleshooting steps noted above are performed, check the colour space setting in the input source. Try using 8-bit RGB if possible, which is one of the colour formats tested by the development team.

Performance Testing

The performance testing results show the following, based on the hardware configuration noted in the table below:

- Up to 3 streams recording and playback
- Up to 4 streams recording only.

CPU	i7-9700, 3 Ghz
RAM	16 Gb
OS	Windows 10 Enterprise
Video Format	1080p @ 30 fps

HDMI Capture Notes

- At this time, Audio through HDMI is not supported. Ensure the HDMI source contains only Video information.
- Encoded video through HDMI is not supported. It must be uncompressed video data and a supported HDMI Colour Precision. See Table 1 for HDMI Colour Precision options.
- The Built-in H.2.6.4 Compression option should never be used for Blackmagic DeckLink HDMI capture. This is not supported by the PCIe Card. This setting is used for devices such as Logitech webcam C920 with onboard H.264 compression.

Video File Storage

FTR Interview Recorder records video directly to the physical disk of the computer and archives the video to a location you specify after installation.

Video file sizes can be very large. As an example, a single HD video recording can consume 100–500MB every 5 minutes. FTR Interview Recorder can simultaneously record four (4) HD video inputs, so ensure that you have enough hard drive storage space for your recording requirements.

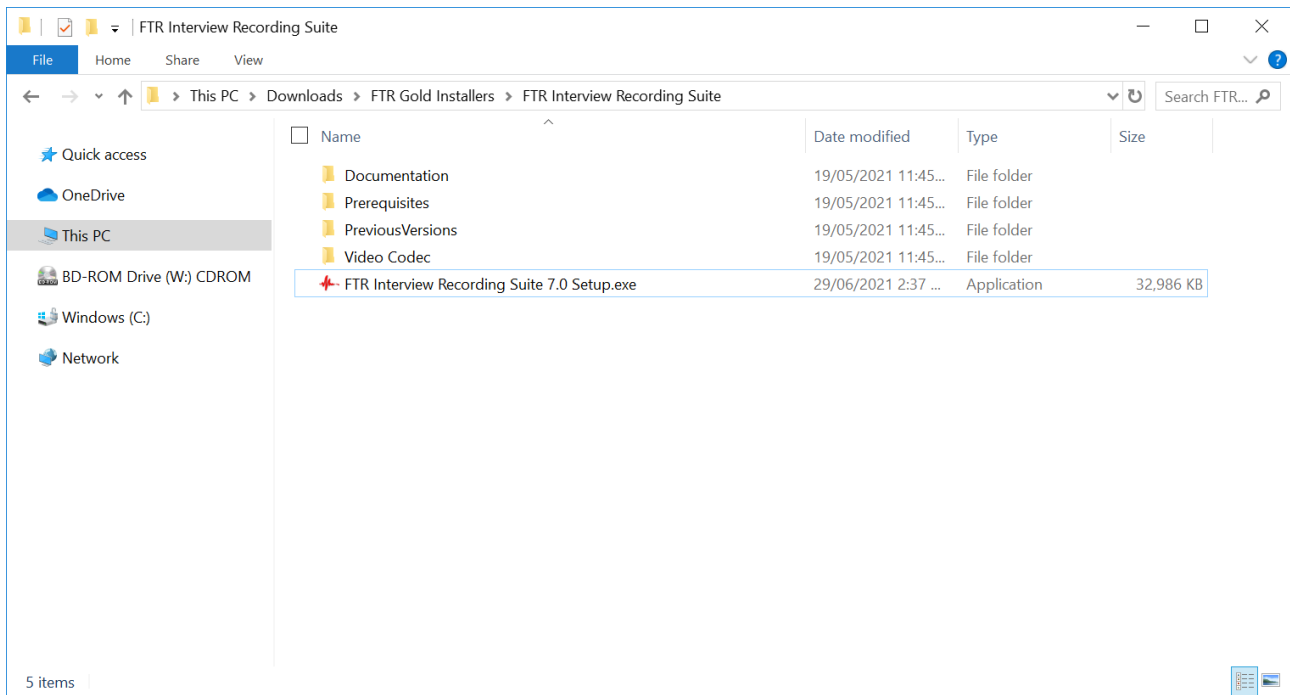
NOTE: The storage size is also affected by other factors such as amount of ambient light, movement within the visual frame, etc.

IMPORTANT: If you will archive HD recordings to a network drive, ensure you have adequate bandwidth for moving large files around on your network.

Video capture settings are configurable within FTR Interview Recorder, allowing you to balance recording quality with storage size. Refer to the **FTR Interview Recorder User Guide** for more information on video capture settings.

Starting the Install Package

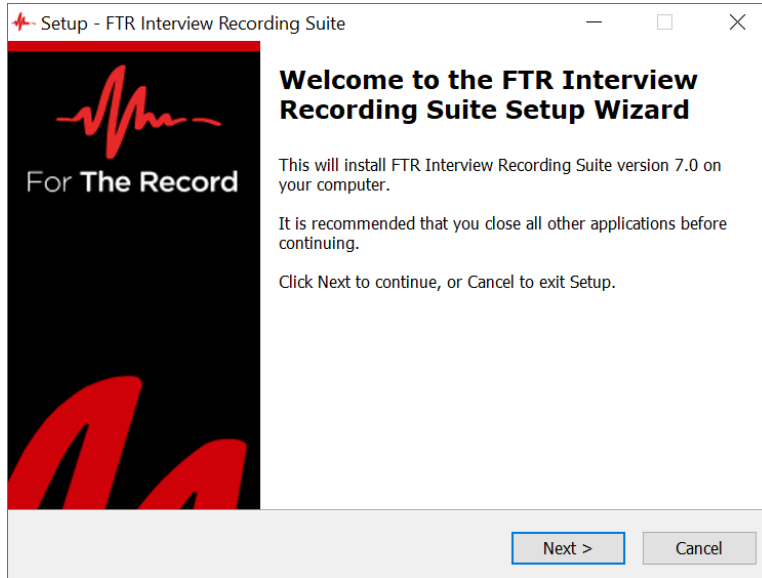
Using Windows Explorer, find and run the file *FTR Interview Recording Suite setup.exe*, which will be listed in the installation folder. The contents of that folder will appear as shown below.



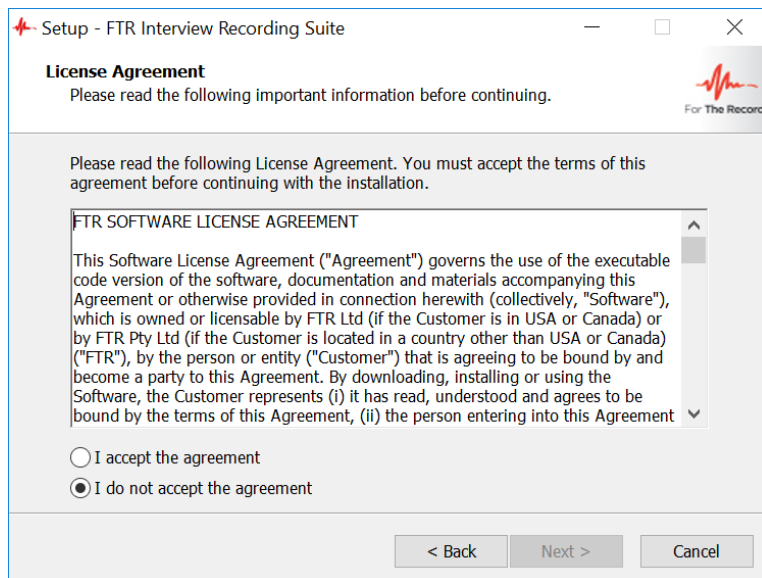
Using the Install Wizard

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

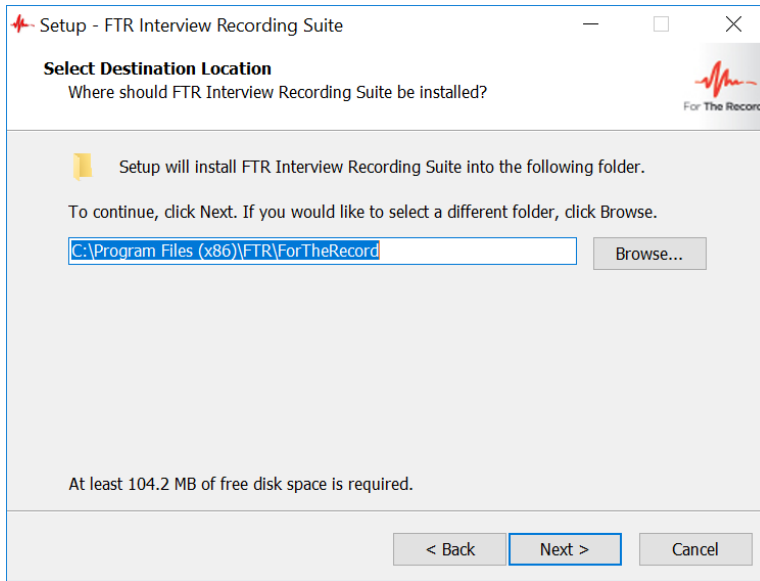
1. **Welcome page.** Be sure to read the important notes in the message box before continuing with installation.



2. **Software License page.** Be sure to read the License Agreement before continuing with installation. Click **Accept** to continue with installation.

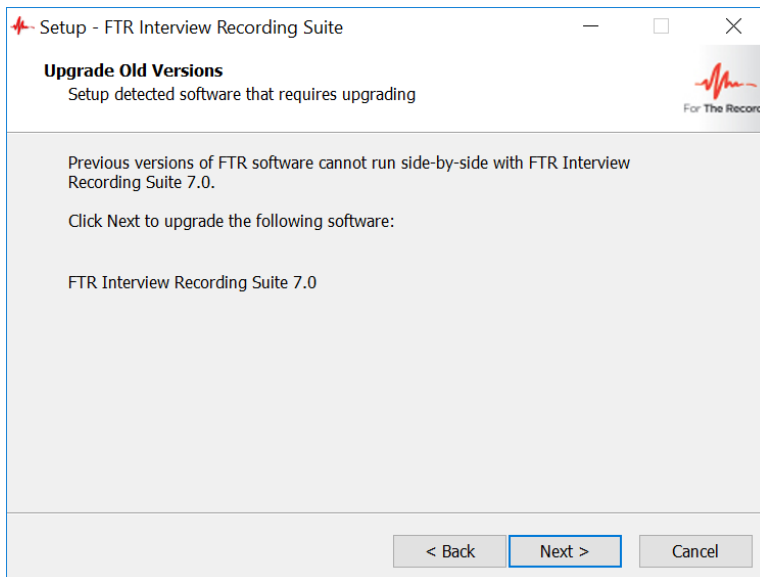


3. **Destination folder page.** Use this page to select/set the folder in which FTR Interview Recording Suite will be installed.



4. **Remove Previous Versions page.** FTR Interview Recording Suite 7.0 cannot be installed if other FTR software is currently installed.

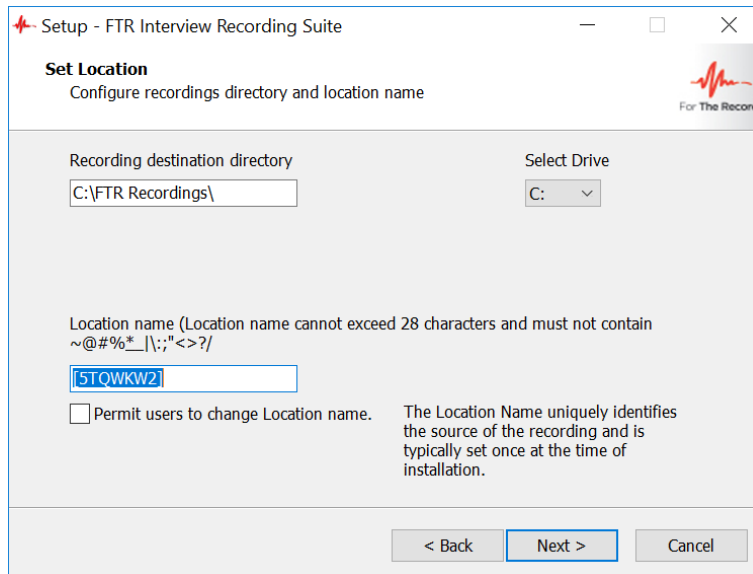
Where the currently installed FTR software can be uninstalled during the installation process, a page of the following type will be displayed, for example:



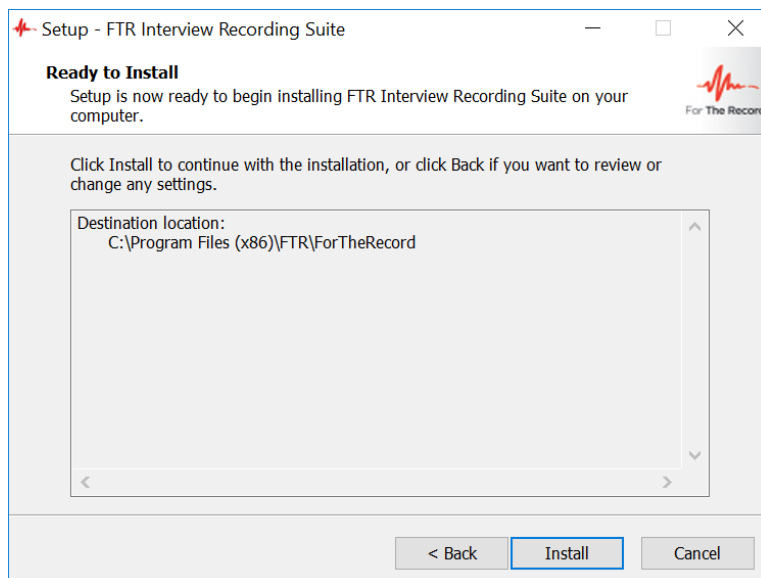
Click **Next** to remove the listed software.

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

5. **Remove old version page.** If you have selected **Next** on the Remove Previous Versions page, the progress of the version removal will be shown.
6. **Set Location page.** Use this page to set the folder in which recordings from the named location will be saved. (We strongly recommend you use a separate partition for your recordings.)

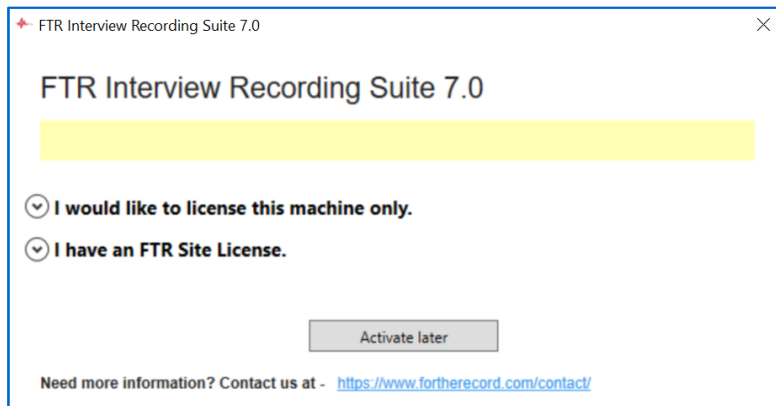


7. **Ready to Install page.** If you are satisfied with the settings, click **Install** to start the copying of the files.

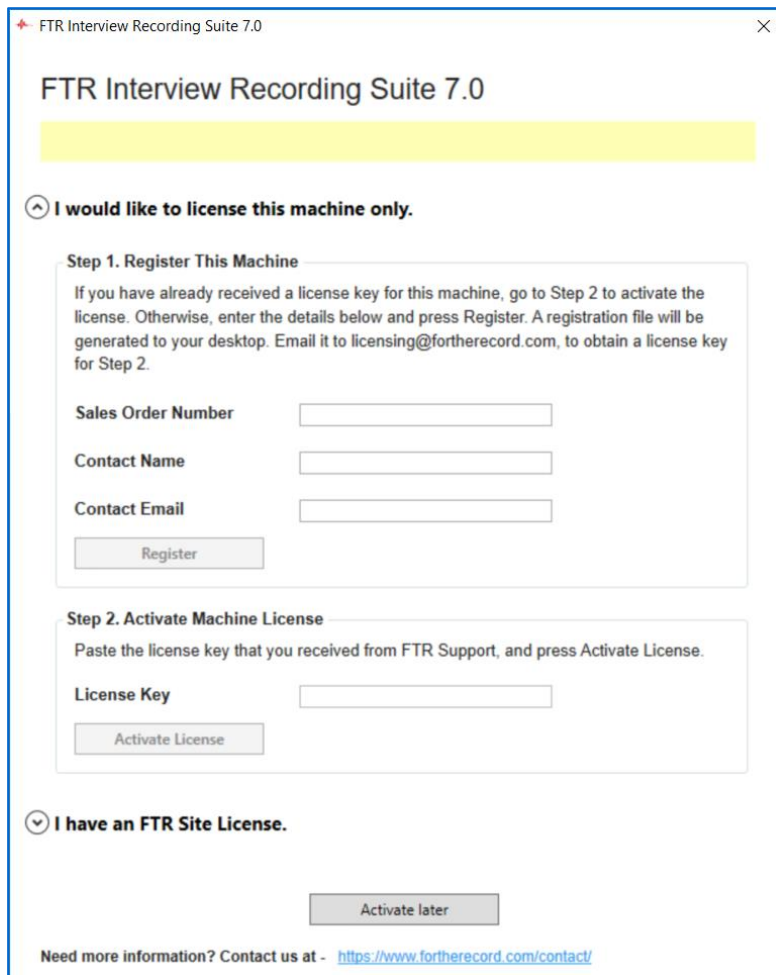


NOTE: The progress bar will appear and reappear several times while the software is being installed. The entire installation process should take between **3-5 minutes**.

8. **Preparing to Install page.** This page may appear if any FTR services are already running. We recommend selecting **Automatically close the application** option to at this stage.
9. **License Activation page.** Use this page to select your appropriate licensing option.



Choose the first option to license this machine only:



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.

FTR Interview Recording Suite 7.0

FTR Interview Recording Suite 7.0

^ 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	<input type="text" value="O-24456"/>
Contact Name	<input type="text" value="Aiden Smith"/>
Contact Email	<input type="text" value="asmith@gmail.com"/>

✔ 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

∨ 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:

FTR Interview Recording Suite 7.0

I would like to license this machine only.

I have an FTR Site License.

Activate Site License

Organization Name

License Key

Activate License

Activate later

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

When your license has been successfully activated:

FTR Interview Recording Suite 7.0

Success!

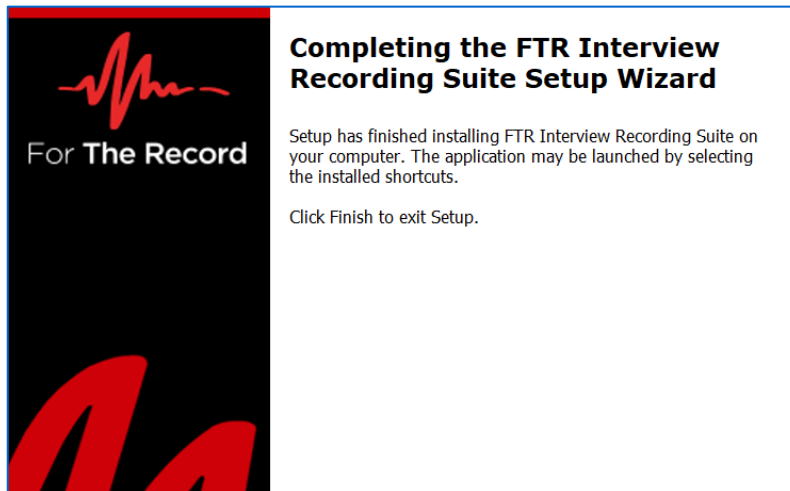
✓

Your FTR Product License has been successfully activated

OK

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

- Installation is complete!** You have installed Interview Recording Suite 7.0 on your computer. Click **Finish** to restart your computer—you should restart before using any of the Interview Recording Suite products.



Silent Installation

For enterprise-wide, large deployments, it may be useful to silently install the FTR Interview Recorder. To silently install, run FTR Interview Recording 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 Interview Recording Suite.

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 trial version is installed. Note: Applicable to site licenses only.
/LocationName="<Location Name>"	Sets the location name. Default value: [<PC Name>].
/RecordingDrive="<Recording Drive>"	Sets the recordings' drive and appends "FTR Recordings" to it. Default value: "C:\\"
/CanChangeLocationName	If this parameter exists, non-administrative users will be able to change the location name later. Administrative users will be able to change the location name regardless of this setting.

Example:

```
[Drive]:\Interview Recording Suite Full Installer\FTR Interview Recording Suite Setup.exe /Silent
/customer="Customer Name" /activation="Activation Code" /LocationName="Court 1"
/RecordingDrive="D:\" /CanChangeLocationName
```

AFTER INSTALLATION

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

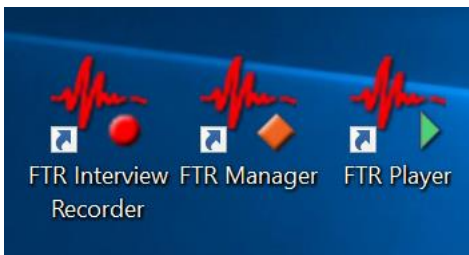
Opening Interview Recording Suite Programs

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

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

Using Desktop Icons

Three (3) program icons will be created on your Windows desktop after installing Interview Recording Suite. Double-click any of these icons to open the program.



Start Menu

Interview Recording Suite program shortcuts are also placed in your Windows Start menu. Select a program shortcut to open the program.

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.

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 Interview Recorder.*

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 Interview Recorder.*

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, open most recent Log sheets 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 start and stop recording - *Applies to FTR Interview Recorder.*

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 Interview Recorder.*

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 Interview Recorder.*

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
- 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 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 Recorder - *Applies to FTR Interview Recorder.*

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.*

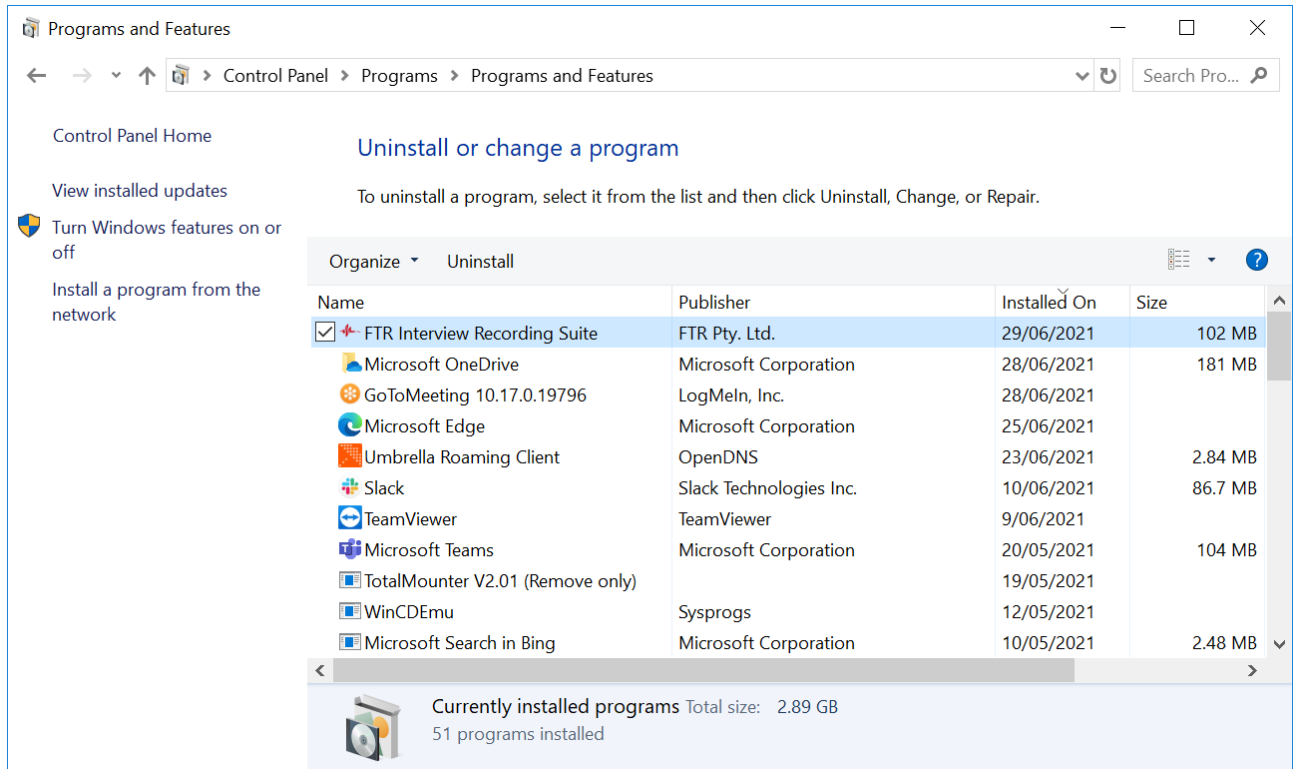
When disabled, users are prevented from making changes to the list of available search folders.

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

Uninstalling

To Uninstall Interview Recording Suite:

1. Open Windows **Program & Features** tool (accessible from the Windows Control Panel),
2. Find and select the program listing for *FTR Interview Recording 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 Interview Recording Suite. Individual products cannot be separately uninstalled.

If you have removed FTR Interview Recording Suite, but still require **FTR Player** for recording playback, separately download and install FTR Player. Visit the FTR website at www.fortherecord.com to obtain FTR Player.


APPENDIX A – Enable .NET on Windows 10

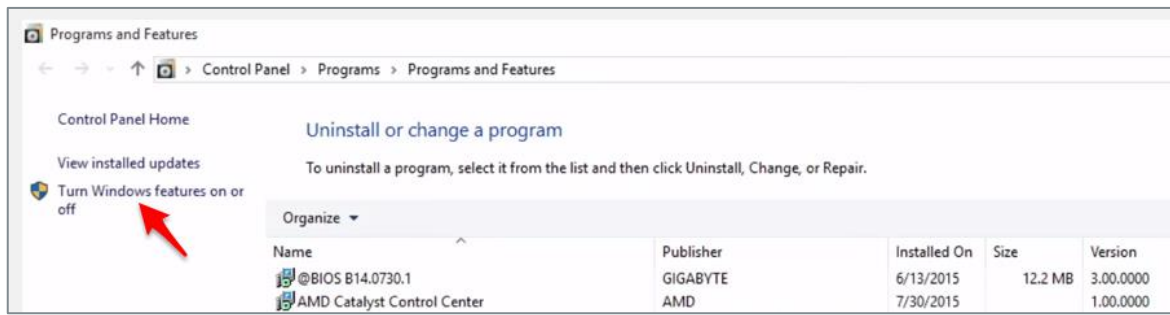
The .NET Framework provides common functionality for Windows applications to run as designed.

FTR products use **.NET Framework 3.5**—however this version of .NET Framework is not automatically installed with Windows 10 and must be separately enabled to run FTR applications.

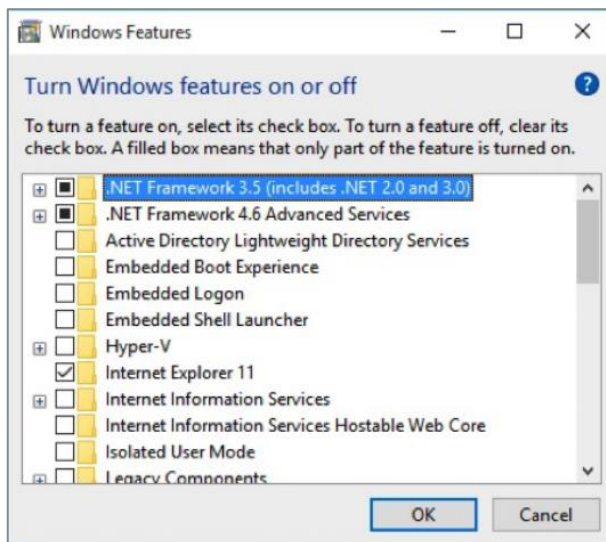
To enable .NET using Control Panel:

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 checkbox 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.