For **The Record**

Setup Guide

FTR Gold™ 7.7

Recording Suite

For
Windows 10 x64
Windows 10 x32
Windows 11
Windows Server 2022

www.fortherecord.com

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INTRODUCTION

Overview

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

- **FTR Reporter™:** Record courtroom hearings
- **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 Recording Suite. Read and follow each section to ensure that products are installed properly prior to use.

Pre-requisites

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

1. Windows PC running Windows 10, Windows 11, or Windows Server 2022

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 Recording Suite on your PC.

7. Media Foundation is installed if using Server 2012 R2 or 2022.

8. Desktop Experience is installed if using Server 2008 R2.

9. Video codec (x264vfw) provided in the installation folder is installed on the PC.

10. A PDF reader is installed.

11. Windows Media Feature Pack is installed if using Windows N versions

Video Capture Considerations

FTR Reporter 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 Reporter 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 Reporter 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 Reporter, the source resolution of all inputs must match the resolution configured in FTR Reporter. All supported resolutions are noted below.

- 320 x240
- 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 Reporter, the source frame rate of all inputs must match the frame rate configured in FTR Reporter. All supported frame rates are noted below.

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

HDMI Colour Precision

The supported options in FTR Reporter 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 Reporter.

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

Blackmagic Media Express

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 Reporter Configuration
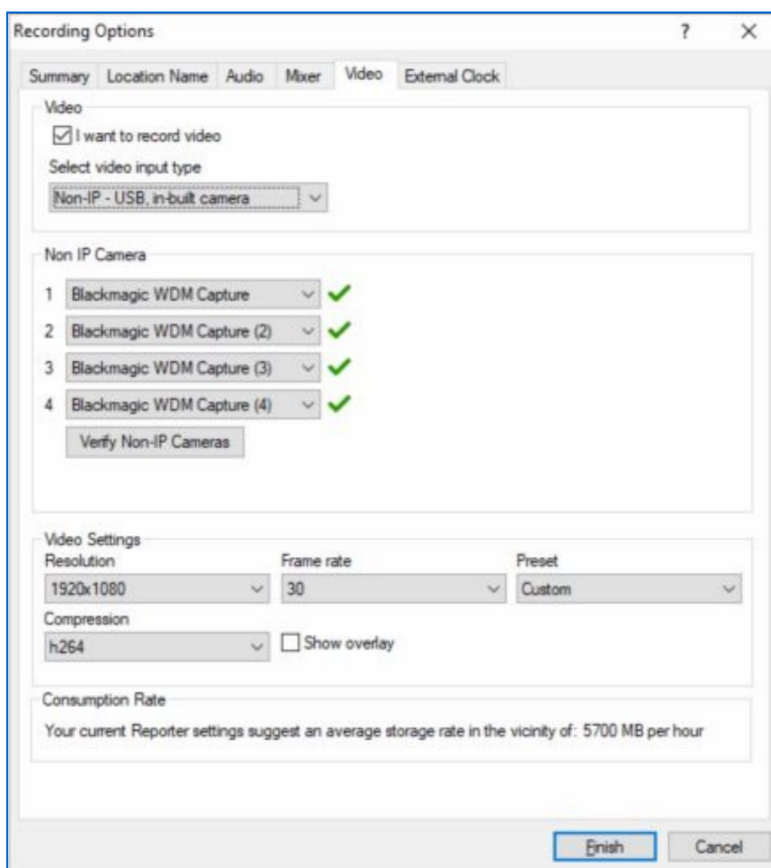
Configure Video Settings

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 channels 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 if the colour space setting in the input source is supported by both Blackmagic card and FTR Reporter.

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

- Currently, 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 Reporter records video directly to the physical disk of the computer and archives the video to a location you specify after Recording Suite installation.

Video file sizes can be very large. As an example, a single HD video recording can consume 100–500MB every 5 minutes. FTR Reporter 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 Reporter, allowing you to balance recording quality with storage size. Refer to the **FTR Reporter User Guide** for more information on video capture settings.

Starting the Install Package

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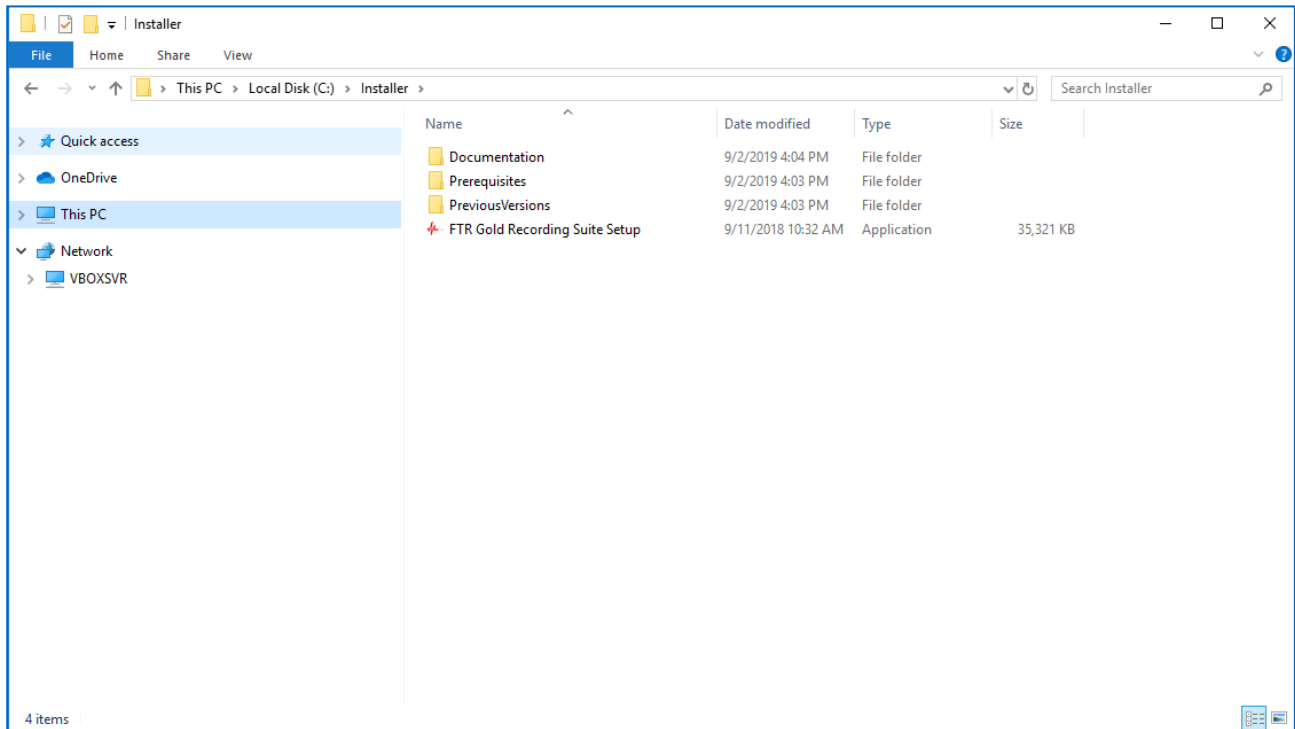
Using the Install Wizard

Once the installation package is started you will be presented with the **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.
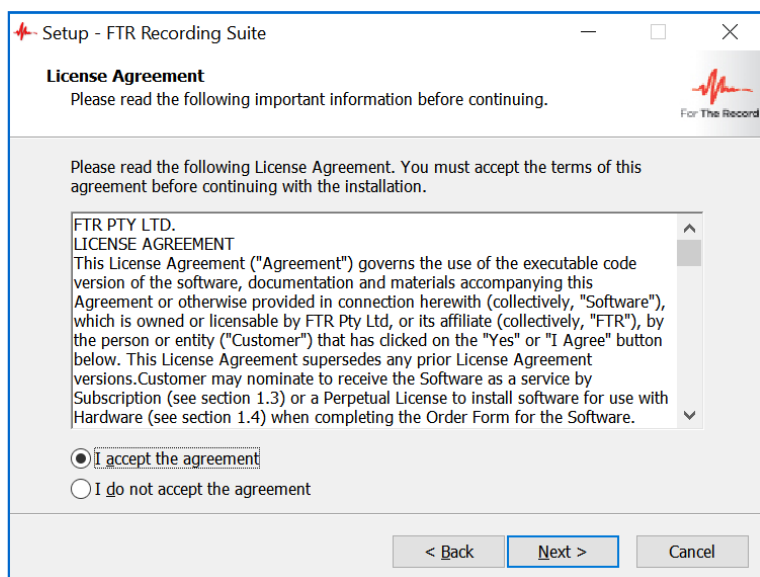
3. **Destination folder page**. Use this page to select/set the folder in which FTR Recording Suite will be installed.
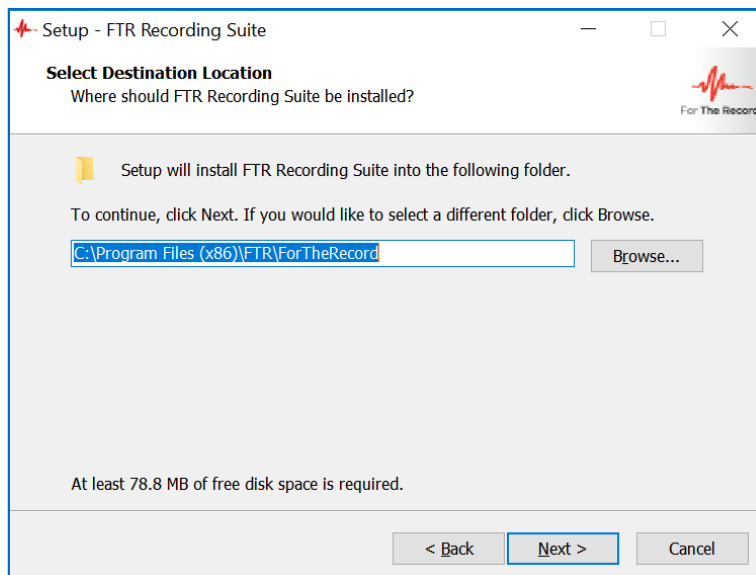
4. **Remove Previous Versions page**. FTR Gold Recording Suite 7.1 cannot be installed if other FTR software is currently installed.

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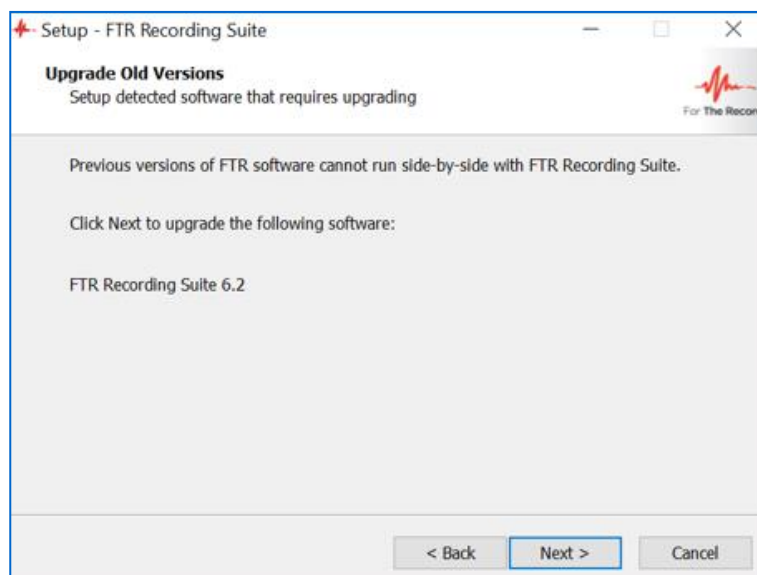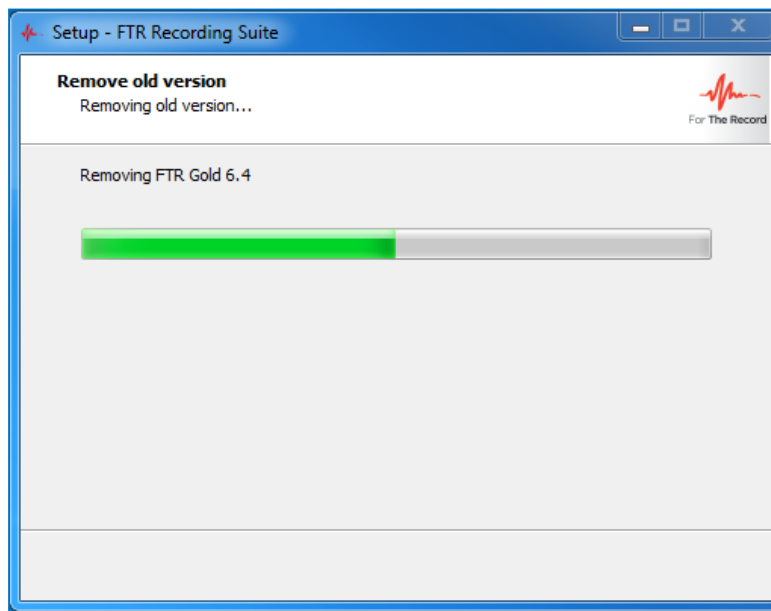

Click **Next** to remove the listed software.

If the details of the FTR software cannot be detected, the **Incompatible FTR Products page** will be displayed:
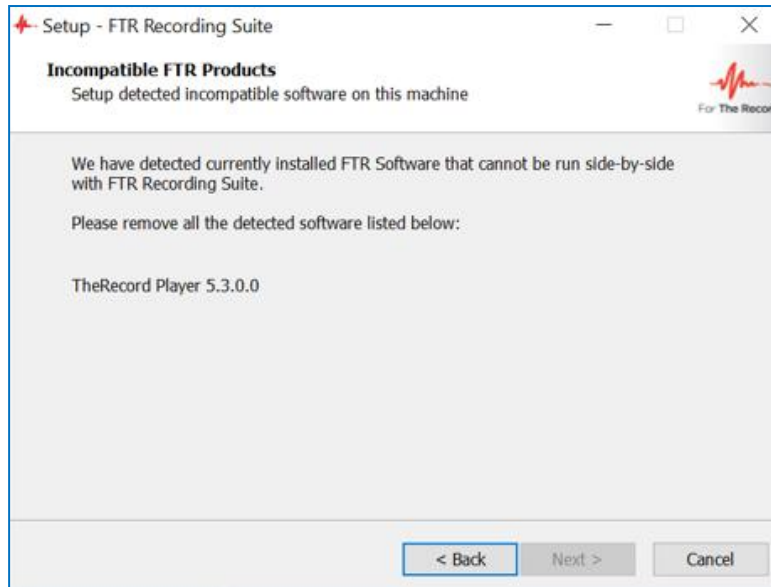
5. **Remove old version page**. If you have selected **Next** on the Remove Previous Versions page, the progress of the version removal will be shown on this page.

6. **Import FTR Settings**. Use this page to import settings from existing FTR Gold Recording Suite installed on this machine.
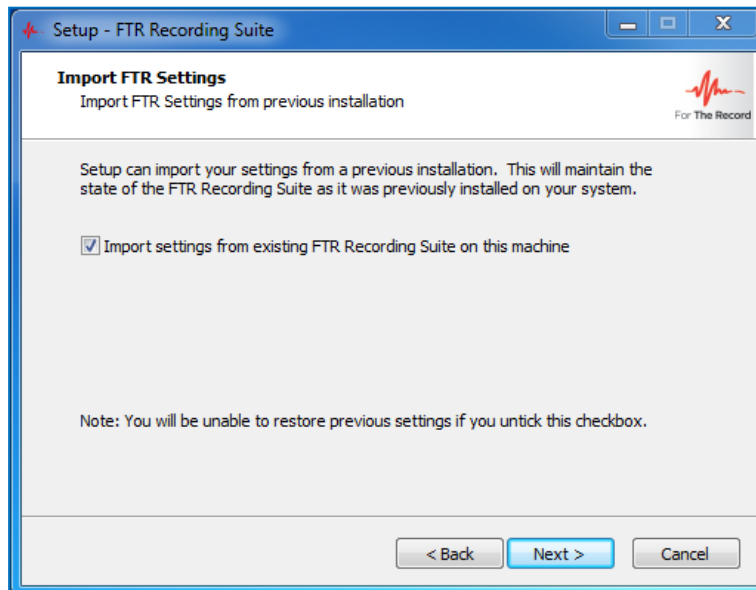
NOTE: The **Import FTR Settings** page will be displayed only if you are upgrading from FTR Gold Recording Suite version 5.7.1 and above. This page will not be displayed for fresh installations.

CAUTION: The settings from the previous version of the Recording Suite will not be imported if you fail to check **Import settings from existing FTR Recording Suite on this machine** checkbox.
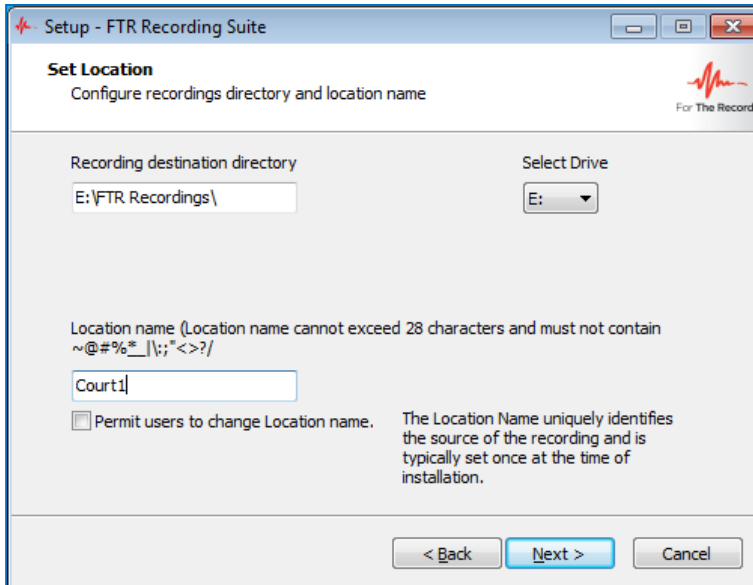
7. **Remote Access page**. Disabled by default, this option is for organizations requiring remote control of recordings, as well as other external monitoring functions. This page will only be available if the **Import settings from existing FTR Recording Suite installed on this machine** checkbox was unchecked on the **Import FTR Settings** page.
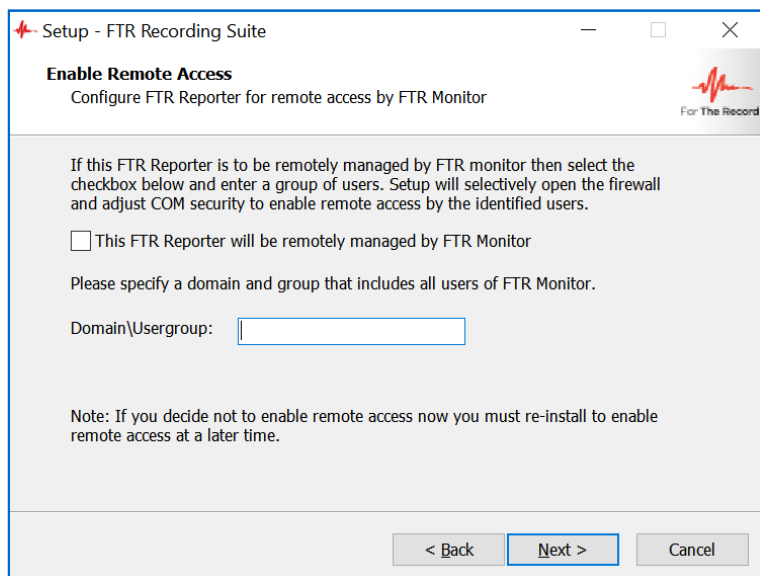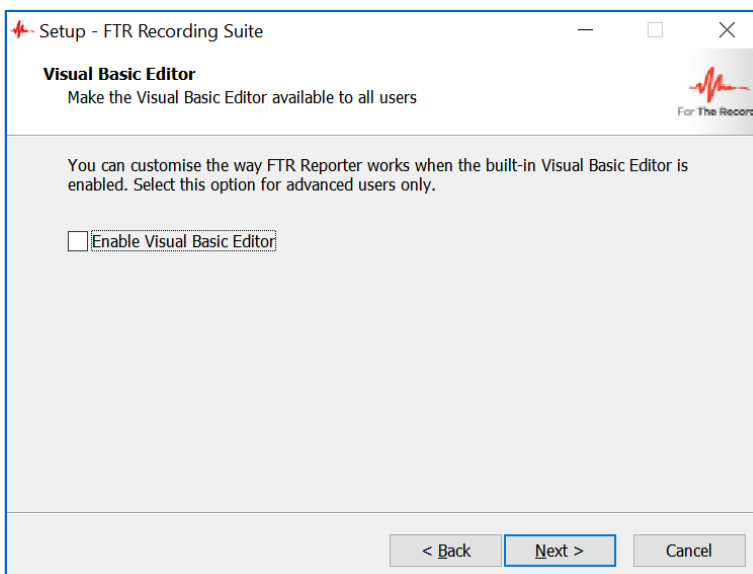

NOTE: If you enable Remote Access, you will need to specify a user group on your domain. The selected group of users will have access to recording functionality on the recorder while running FTR Monitor. These users will have read-only access to the Recordings folder by default which could be changed on the folder level if required. Refer to supporting documentation for accompanying product FTR Monitor™ for more information on remote recording and monitoring.

CAUTION: The name given to the remote-access group on your domain is not important; however, that group name must not change. If the group name is changed on your domain, you must reinstall Recording Suite for remote access to work again.

8. **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.). This page will only be available if the **Import settings from existing FTR Recording Suite installed on this machine** checkbox was unchecked on the **Import FTR Settings** page.

9. **Visual Basic Editor page**. Disabled by default, the checkbox shown below enables the VB Editor components within the Recording Suite products. FTR products support VBA modules, enabling the creation of advanced functionality and changing of standard program configuration. This page will only be available if the **Import settings from existing FTR Recording Suite installed on this machine** checkbox was unchecked on the **Import FTR Settings** page.

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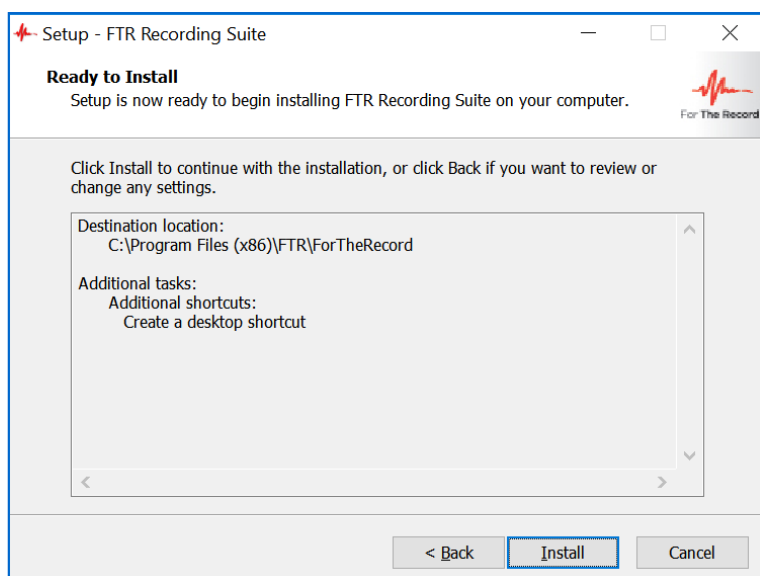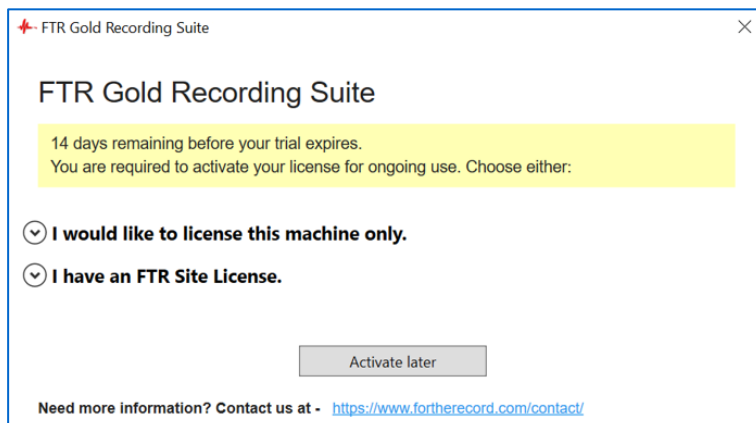

NOTE: The progress bar will appear and reappear several times while the software is being installed. The entire installation process should take between **3-5 minutes**.

11. **Preparing to Install page.** The following page may appear if any FTR services are already running. We recommend selecting **Automatically close the application** option to at this stage.
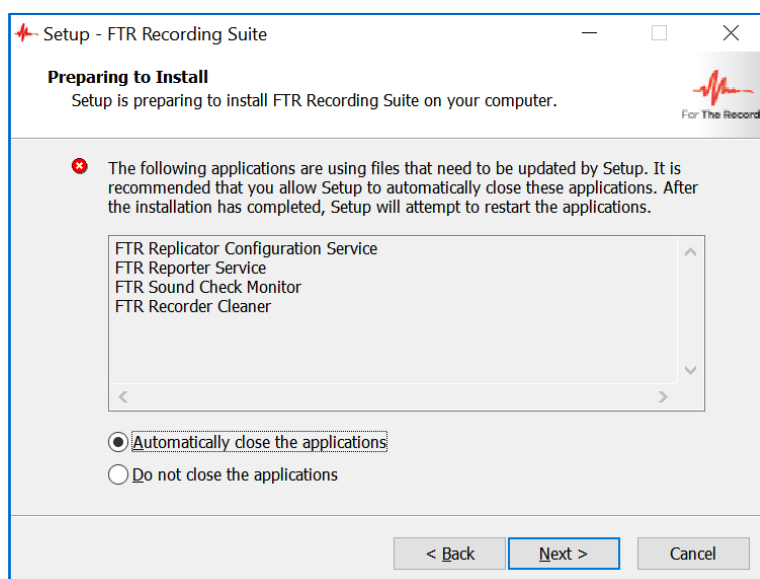
12. **License Activation page.** Use this page to select your appropriate licensing option.
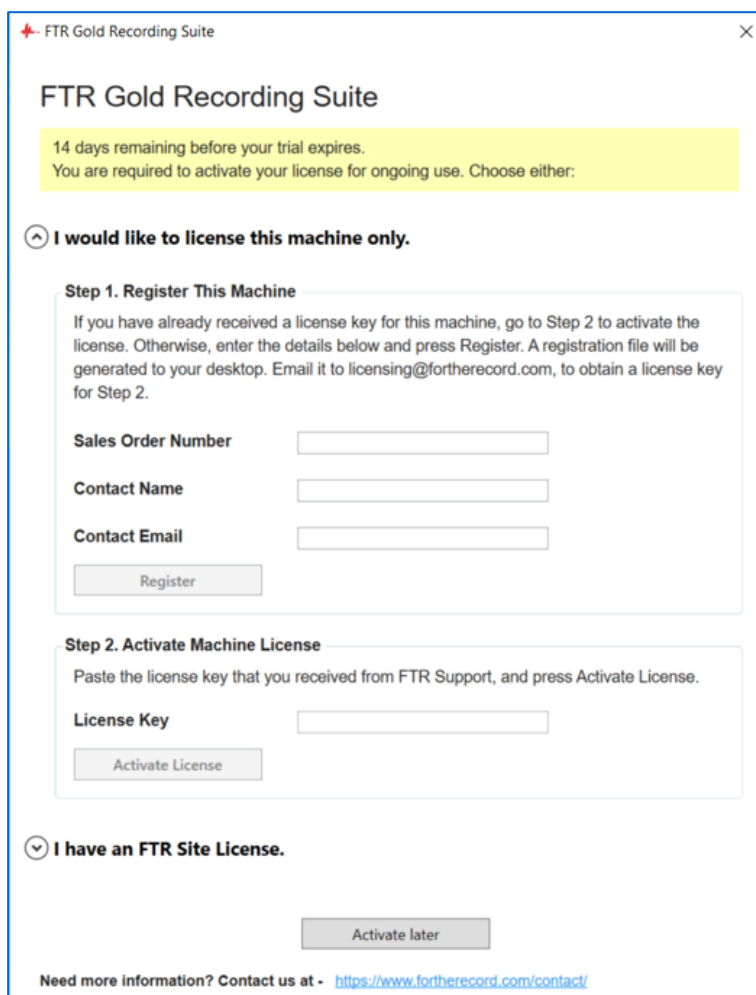
Choose the first option to license this machine only:
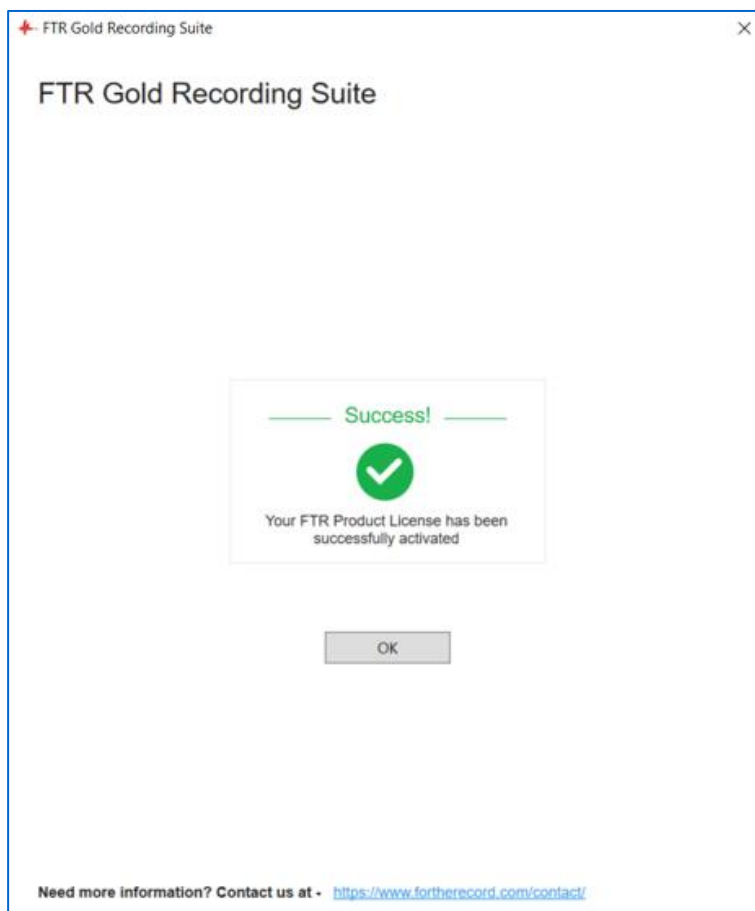
On completing Step 1, you will receive a registration file. Email it to licensing@fortherecord.com to receive your license key.

Use the license key to complete Step 2.

Choose the second option if you have a site license:

When your license has been successfully activated:

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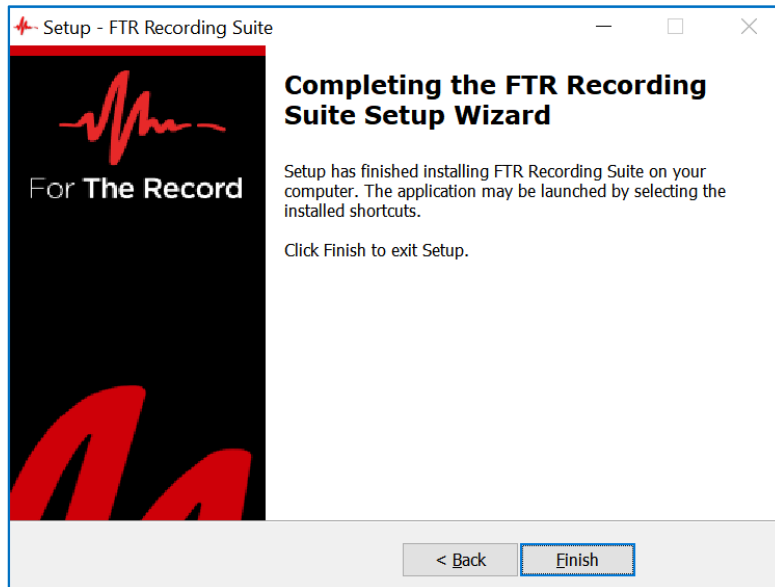
Silent Installation

For enterprise-wide, large deployments, it may be useful to silently install the FTR Recording. To silently install, run FTR Gold 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 does not need the user to interact with it.
- /VerySilent does everything in the background and you will not 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 Recording Suite.

Other parameters that can be passed for silent installation:

Parameter (case insensitive)	Comment
/MonitorGroup="<Domain/Group setting>"	Set this to the Active Directory user group that you want to allow to remotely control recording.
/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).
/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.
/donotimportsettings	This parameter should be used if you do not want to import the configuration settings of the Recording Suite currently installed on the machine.

Example:

[Drive]:\Recording Suite Full Installer\FTR Gold Recording Suite.exe /Silent /MonitorGroup="Domain\Group" /customer="Customer Name" /activation="Activation Code" /VBAEnabled /LocationName="Court 1" /RecordingDrive="D:\" /CanChangeLocationName /donotimportsettings

For all upgrades without **/donotimportsettings** flag, values for the following parameters will be overwritten with the values from the existing FTR Recording Suite installed on the machine:

- /MonitorGroup
- /VBAEnabled
- /LocationName
- /RecordingDrive
- /CanChangeLocationName
- /EnableStreaming

AFTER INSTALLATION

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

Configuring Save Destinations

The Destination functionality is disabled off by default. If it is required, every save destination that is valid for the installation must be listed in the Departments.xml file. For each destination, the destination name, abbreviation, retention period and network archive path must be included in the following format:

```
<departments>
        <department>
                <name>Default</name>
                <abbreviation>DEF</abbreviation>
                <retention_period></retention_period>
                <archive_path>\\localhost\shared\archive1</archive_path>
        </department>
</departments>
```

NOTE: Reporter will stop archiving if the length of the final archive path which includes the retention/destination folder structure and filename exceeds 265 characters. Individual parameters have the following limits: destination name - 50 characters; destination abbreviation – 5 characters; retention period – 50 characters. Department abbreviation will be appended to the location name and the total number of characters for location name cannot exceed more than 27 characters (21 for location name, 5 for department and 2 for the separator "- -").

Adding, removing, or changing a destination name

Changing the Departments.xml file requires changes to the Reporters which use it.

- On each Reporter machine, update the C:\FTRSettings\Departments.xml file to contain the updated network archive path.
- Restart Reporter.

NOTE: It is mandatory to set up the Network Archive Path in Departments.xml file if the Reporter has archiving to Network/Dual enabled. It is important that the Reporters have the same Departments.xml file as the Monitor if they are being monitored remotely.

Changing the network archive folder

On each Reporter machine, update the C:\FTRSettings\Departments.xml file, to contain the updated network archive path and restart the Reporter.
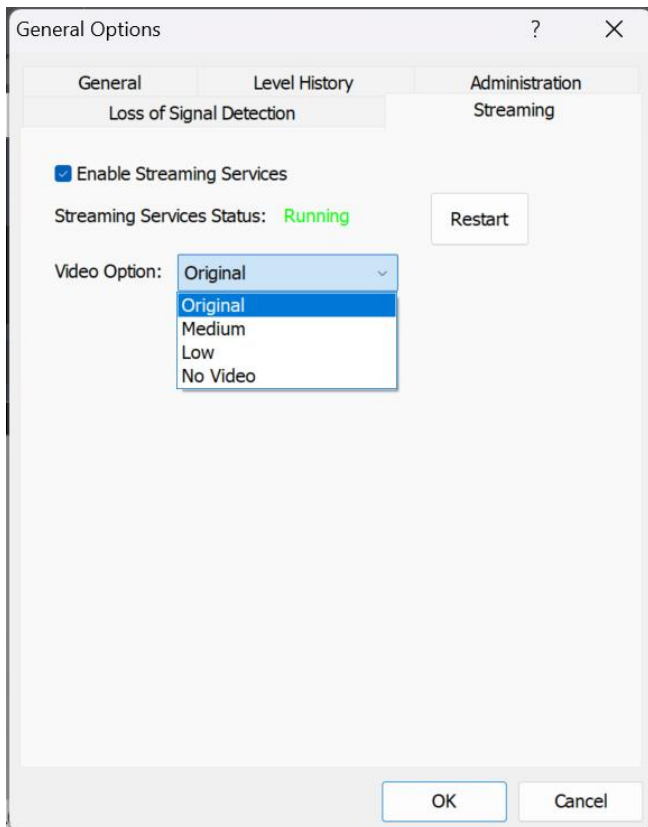
Configuring Streaming Services

To enable live streaming to FTR Monitor, use the Streaming tab to enable and configure the Streaming service. For streaming both audio and video to FTR Monitor, make sure to select H.264 as the compression type in the Video tab. WMV can still be selected as the preferred compression type if only audio streaming is required.

- **Enable Streaming Services –** Enable and start the services required for Real-time Streaming. Video compression type should be set to H.264 to enable video streaming.
- **Restart –** Manual restart of the streaming services
- **Video Option –** Video recording option. This option will only determine the quality of the video stream relayed to Monitor and does not impact the quality of the actual recording file (.trm). The video streams can be relayed at the original recording quality, recoded to reduce bandwidth usage, or not provided at all to minimize networking overheads. Video option will be set to *No Video* if the compression type is WMV.

Opening Recording Suite Programs

There are two (2) ways to start any of the FTR programs that are included in FTR GOLD 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 Recording Suite. Double-click any of these icons to open the program.
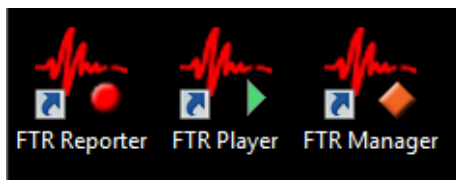
Start Menu

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 <u>here</u>
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 <u>here</u>.
2. Copy FTR.admx to:C:\Windows\SYSVOL\domain\Policies\PolicyDefinitions
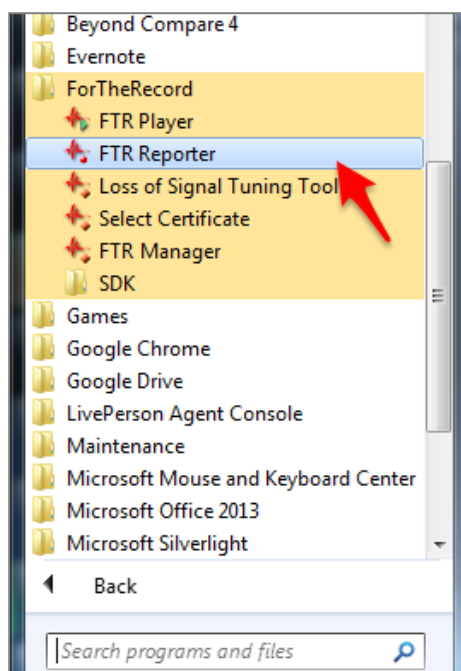3. Copy FTR.adml to:C:\Windows\SYSVOL\domain\Policies\PolicyDefinitions\en-US
4. Start the Group Policy Management Editor as follows:

   - 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.

Polices

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 customise the way the program works.

Uninstalling

To Uninstall Recording Suite:

1. Open Windows **Program & Features** tool (accessible from the Windows Control Panel),

2. Find and select the program listing for *FTR Recording Suite*, as shown below.
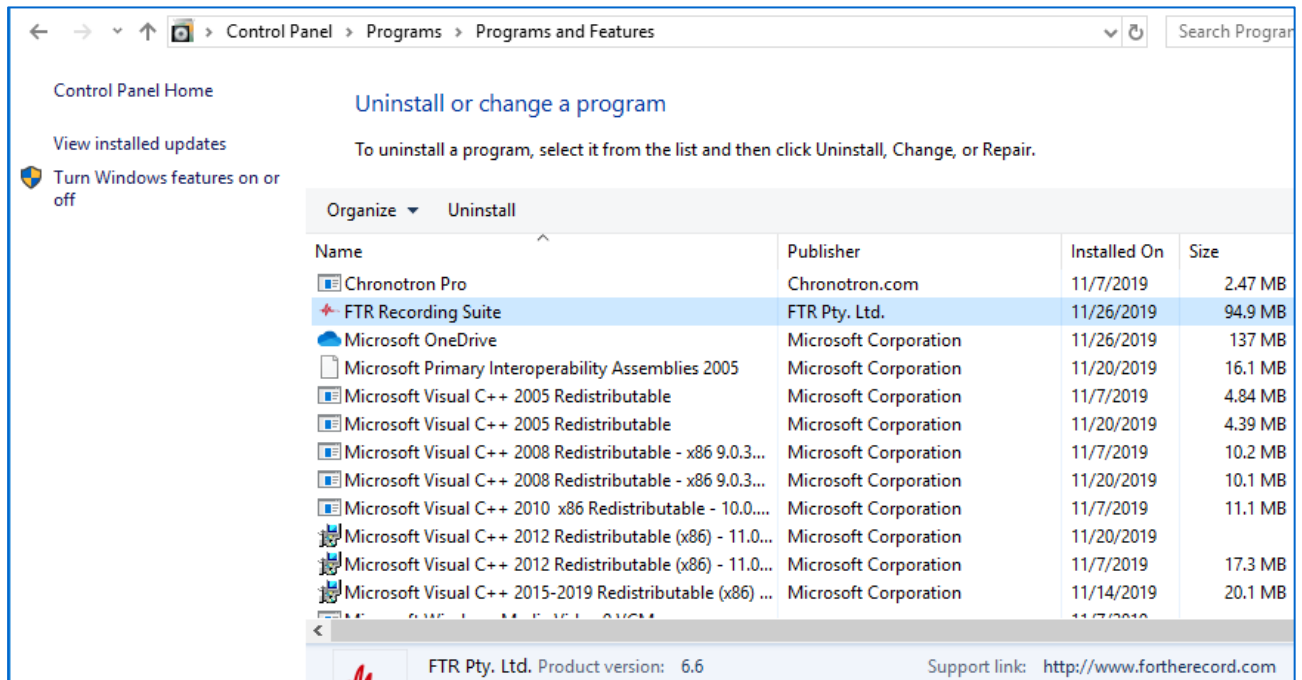
3. Click **Uninstall/Change** on the button menu. Alternatively, Right-click the listed item and select 'Uninstall'.

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

If you have removed FTR Gold 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 Framework

The .NET Framework provides common functionality for Windows applications to run as designed. FTR Gold products use **.NET Framework 3.5 SP1**—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.
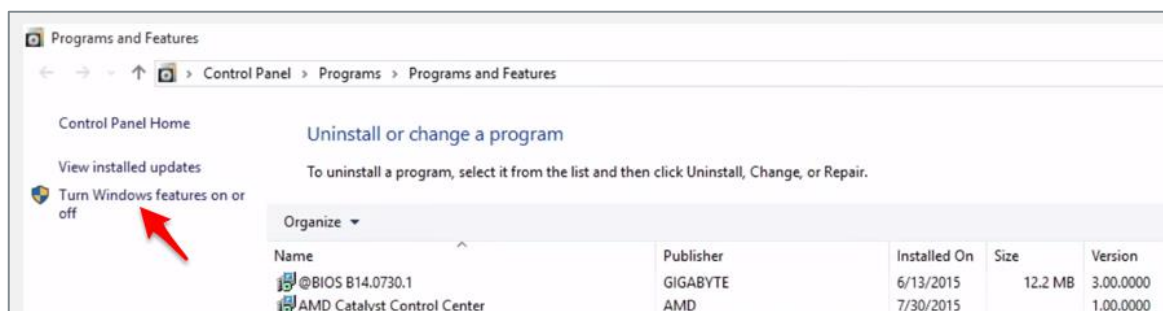
4. Tick the checkbox beside **.NET Framework 3.5**, as shown below. Click **OK**.
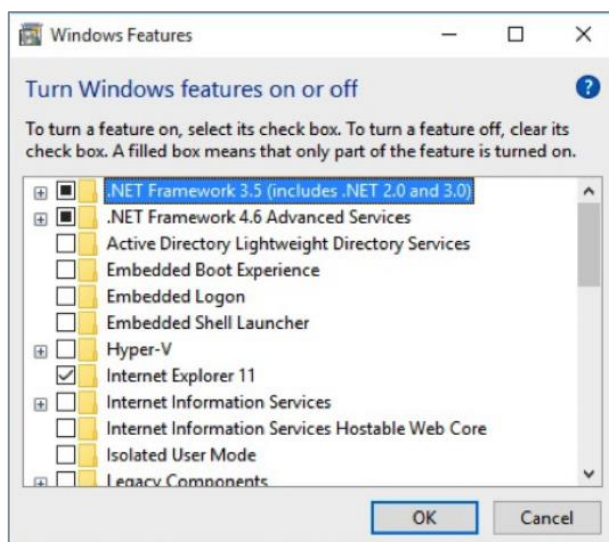
5. If asked, click **Yes** to confirm the installation, and follow the on-screen instructions. Restart your computer if prompted.