For **The Record**

Setup Guide

FTR Player™ 7.7

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

www.fortherecord.com

TABLE OF CONTENTS

INTRODUCTION

Overview

Use FTR Player™ to play back recordings with independent control over audio/video channels.

For more information on using and configuring FTR Player, refer to the FTR Player User Guide. 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 Player. Read and follow each section to ensure that the product is installed properly prior to use.
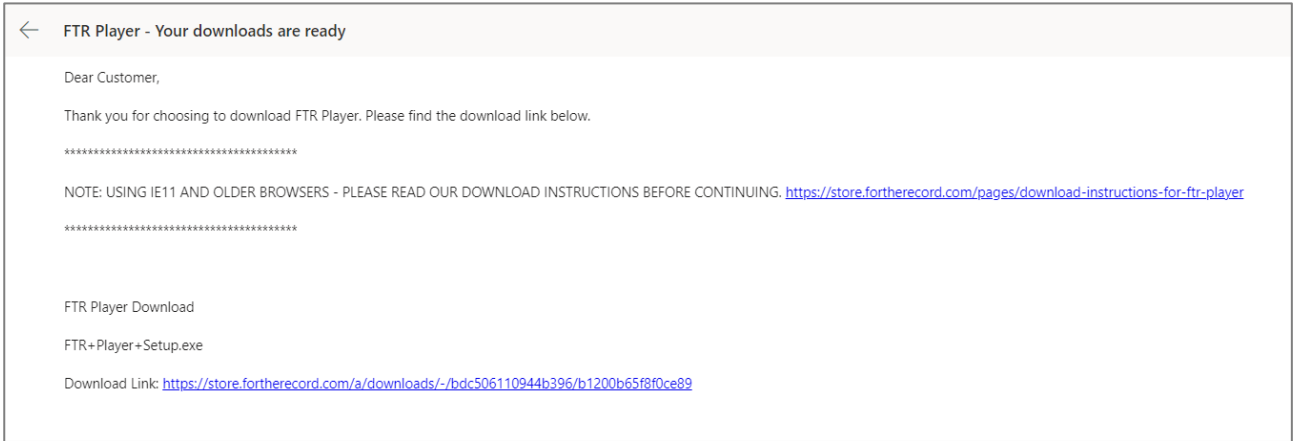
Pre-requisites

Before installing FTR Player please ensure that the following requirements have been met:

1. You are logged on as a user with local Administrator rights.

2. A PDF reader is installed.

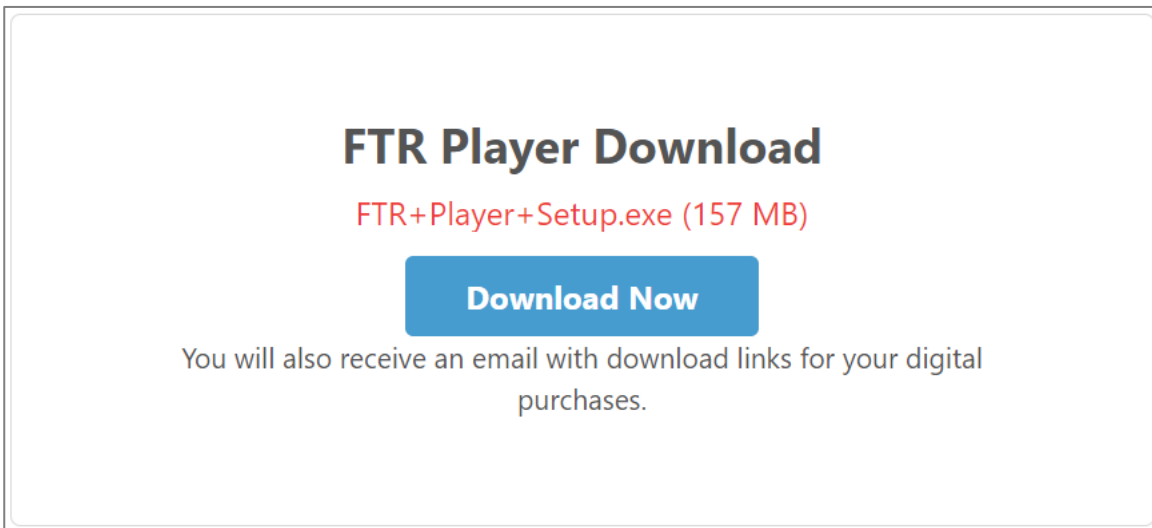3. Media Foundation is installed if using Server 2022.

Note: FTR Player upgrade is only possible to standalone FTR Player installations of 5.6.1 and above.

Starting the Setup Package

1. Do one of the following to download the latest version of FTR Player.

   • Click on the **Download Link** provided in your registered email with our store https://store.fortherecord.com/ or

   ---
   ← FTR Player - Your downloads are ready

   Dear Customer,

   Thank you for choosing to download FTR Player. Please find the download link below.

   ****

   NOTE: USING IE11 AND OLDER BROWSERS - PLEASE READ OUR DOWNLOAD INSTRUCTIONS BEFORE CONTINUING. https://store.fortherecord.com/pages/download-instructions-for-ftr-player

   ****

   FTR Player Download

   FTR+Player+Setup.exe

   Download Link: https://store.fortherecord.com/a/downloads/-/bdc506110944b396/b1200b65f8f0ce89

   • Click on the **Download Now** button in store to download **FTR Player Setup 7.7.exe**.

   FTR Player Download

   FTR+Player+Setup.exe (157 MB)

   [Download Now]

   You will also receive an email with download links for your digital purchases.
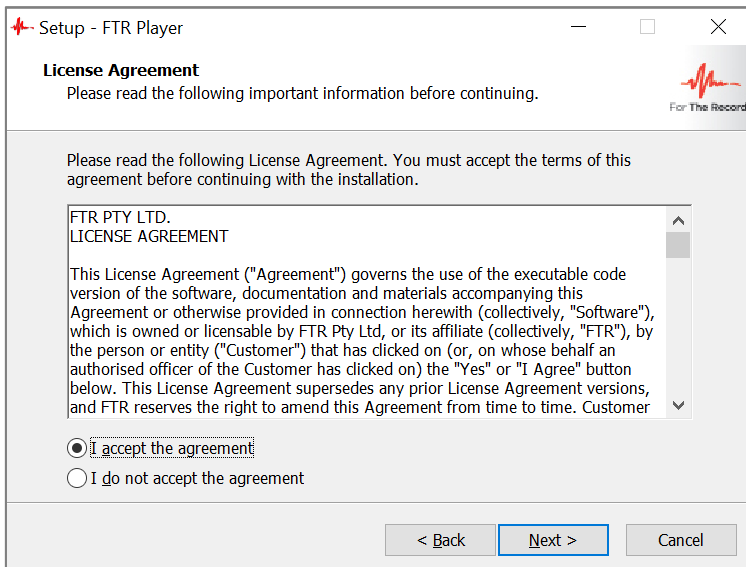   ---

2. Double click the .exe file to start the setup wizard. The files will be extracted to a temporary folder.

3. Click **Yes** to the user account control prompt. You may be prompted for administrator credentials, if so, enter an appropriate username and password with administrator rights to your PC.
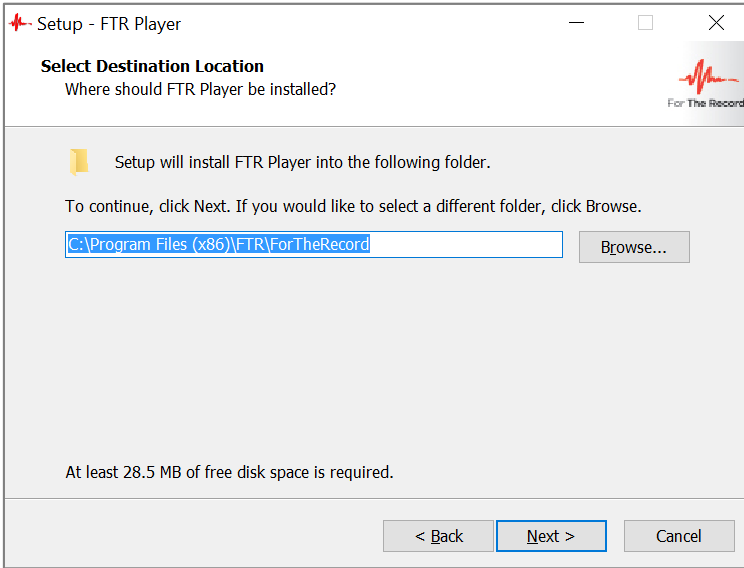
Using the Setup Wizard

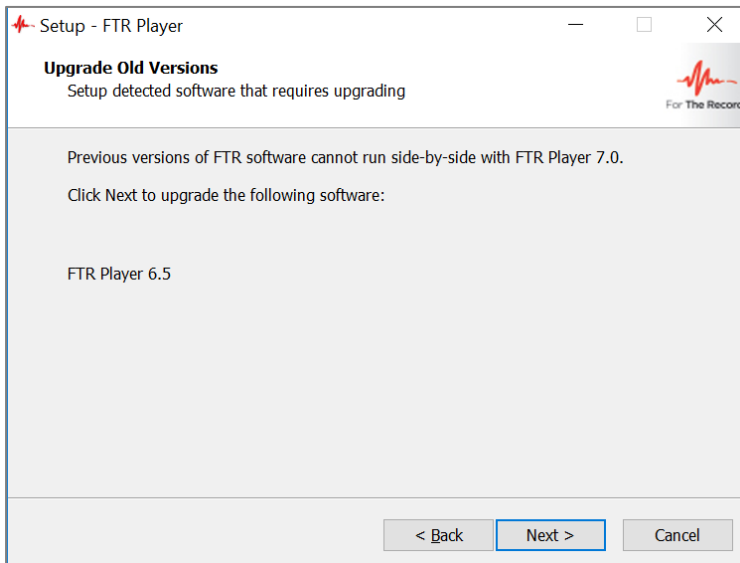1. **Welcome page**. Be sure to read the important notes in the message box before continuing with the setup.

2. **License Agreement page**. Be sure to read the License Agreement before continuing with the setup. Click the I accept the agreement radio button and click **Next** if you agree with the terms of the license.

3. **Destination Location page**. Use this page to select/set the folder in which FTR Player will be installed. Click **Next** to continue the setup.
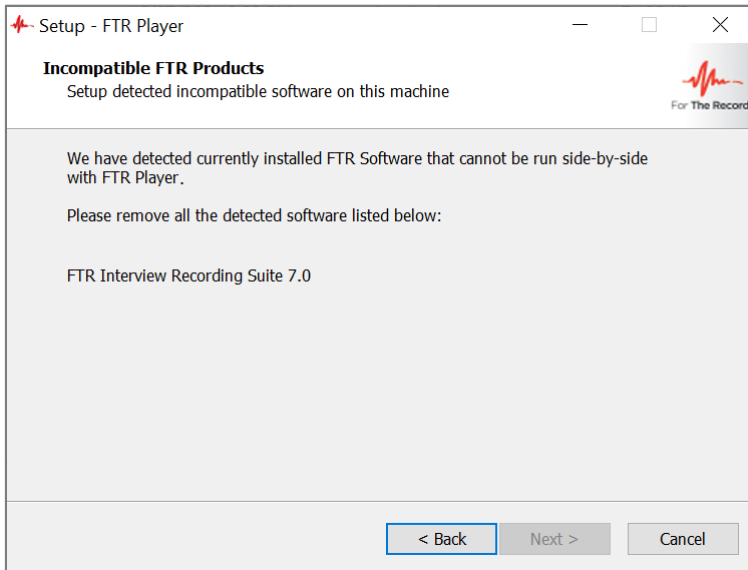

Upgrade Old Versions page. If an upgradable standalone FTR Player is currently installed, a page of the following type will be displayed, for example:
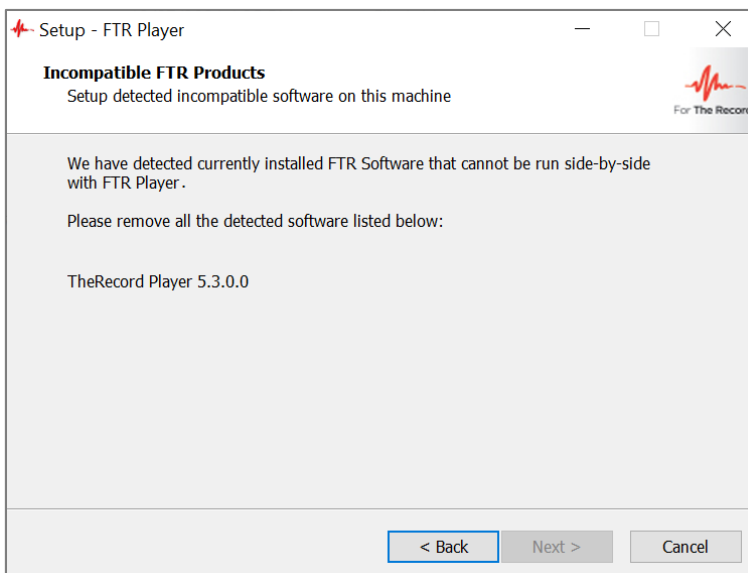

Note: Upgradable FTR Player versions are: 5.6.1, 5.6.2, 5.7.0, 5.7.1, 5.8, 6.0, 6.2, 6.5, 7.0 and 7.1.

4. **Incompatible FTR Products page.** This page will be displayed only if FTR software that is incompatible with this release of FTR Player has been detected.
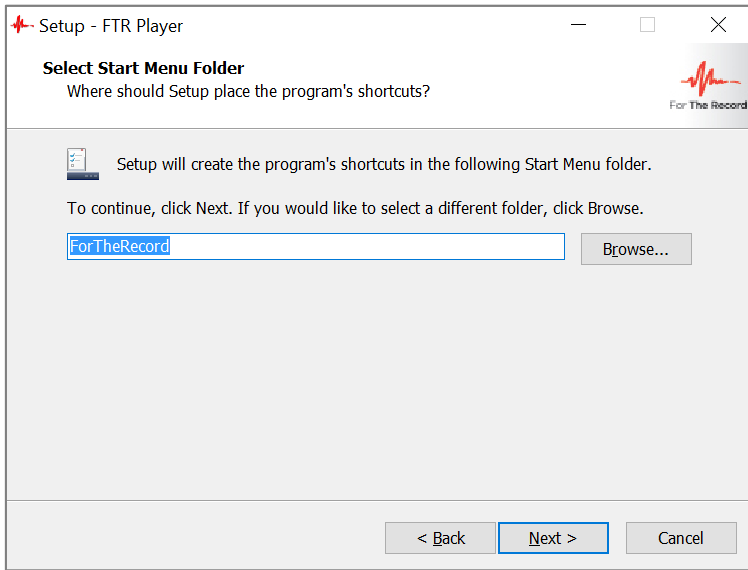

If a non-upgradable standalone FTR Player is currently installed, a page of the following type will be displayed.
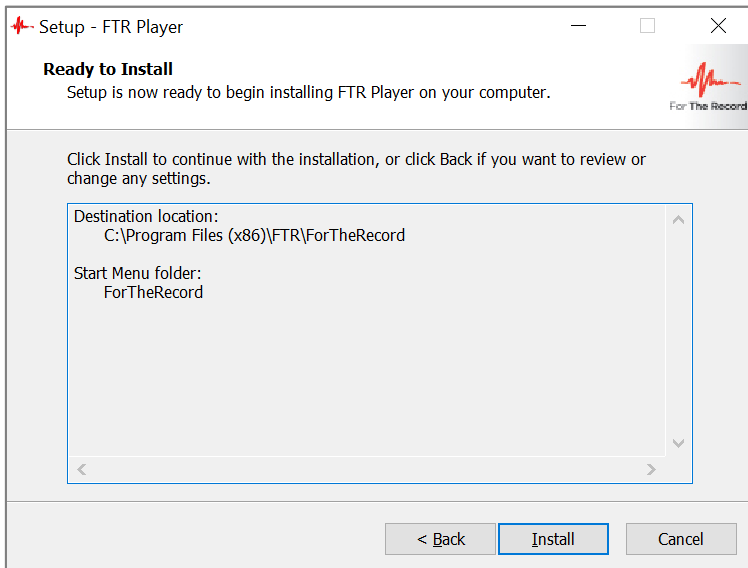
Note: To remove previous versions first click **Cancel**. Then remove the FTR software and begin the FTR Player setup again.

5. **Start Menu Folder Page.** Select the folder for the program shortcuts and click **Next** to continue the setup.
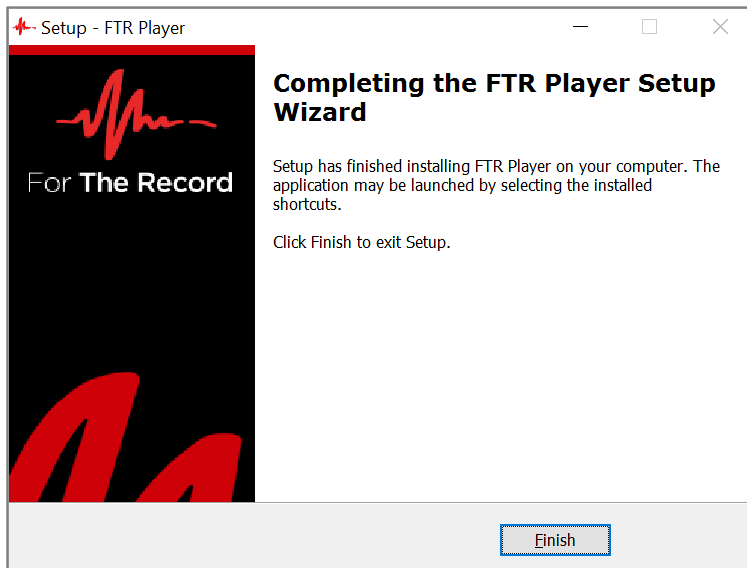

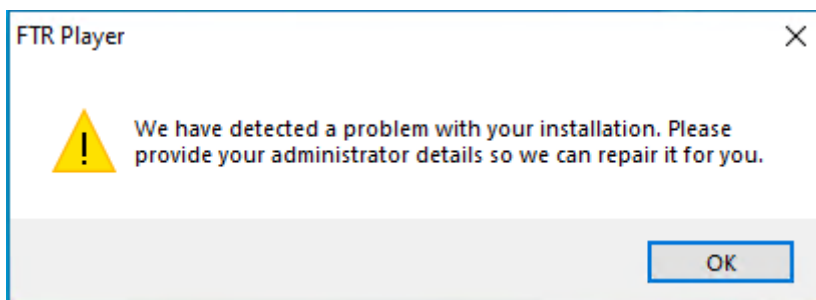6. Ready to Install page. If the folder selections are correct, click **Install** to continue the setup.

The setup progress is displayed.

Setup Completion page. Click **Finish** to complete FTR Player setup.

7.   When launching **FTR Player** the following message will be displayed if a non-compatible Windows 10 build gets detected.

8.   Click **OK** to repair your installation. If you are logged on as an administrator, then **FTR Player** will repair itself otherwise enter your administrator details to repair.

Silent Installation

Note: .Net 3.5 SP1 must be installed prior to beginning a silent installation of FTR Player. Please refer to APPENDIX A - Enable .NET Framework.

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

Example: [path]:\FTR+Player+X.X.exe /VerySilent

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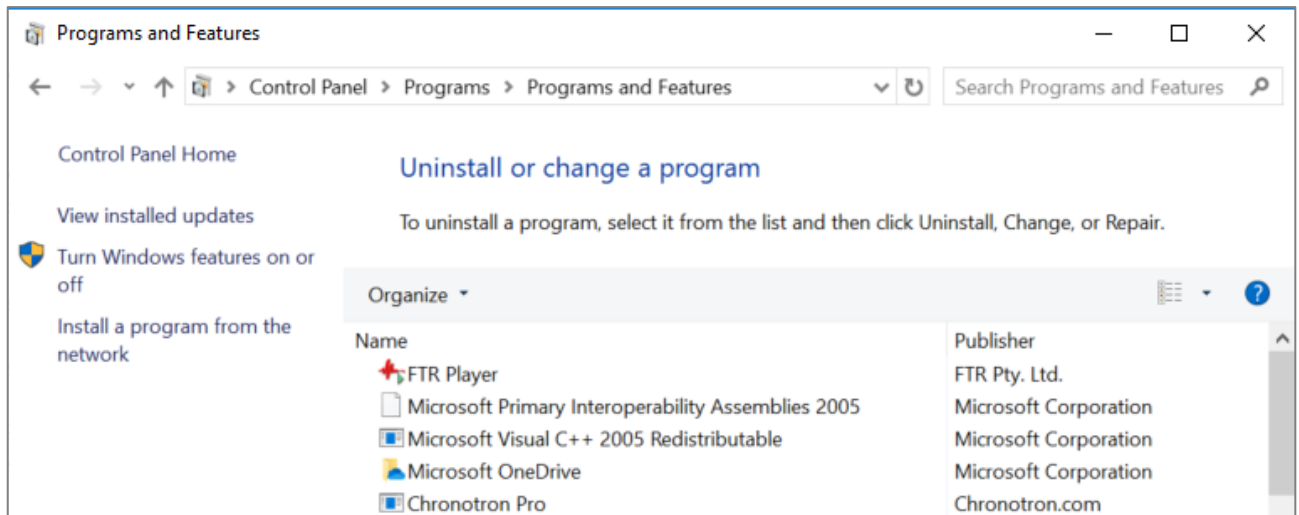When disabled, users are prevented from accessing the VBA programming tools to customize the way the program works.

Uninstalling

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

To uninstall FTR Player:

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

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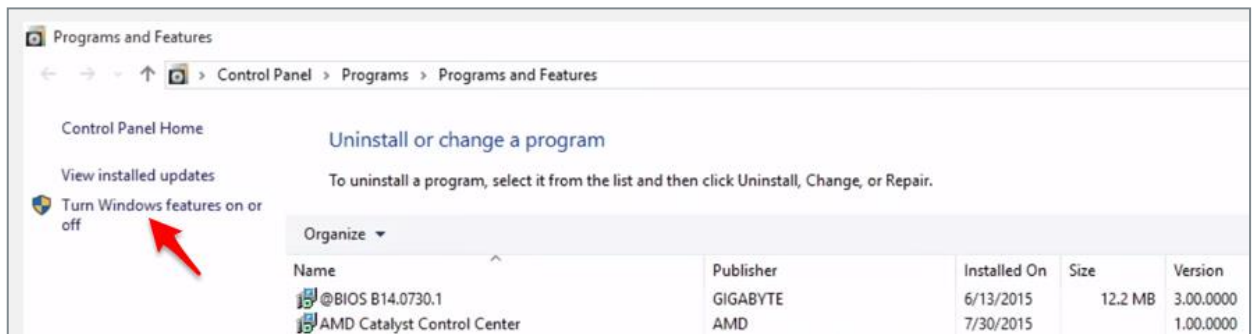
APPENDIX A - Enable .NET Framework

The .NET Framework is an integral part of the Windows OS and 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 later and must be separately enabled to run FTR Gold applications.
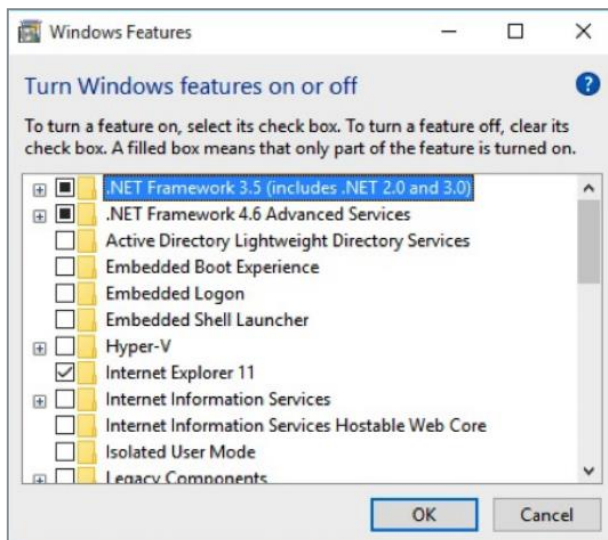
To Enable .NET using Control Panel

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 and later—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**.

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