

Quick Start Guide/Voice Logger

1. Logging In

- On the Gen 2 models double click on the REVCORD Icon on Desktop
- Enter User ID and Password and hit enter.

2. Searching Calls

- On the main screen click on the SEARCH tab.
- Select the channel name(s) or user(s) you wish to search.
- To search by a specific date or time, click the specific date on the calendar to the right and then select the time of the call from the time table below the calendar.
- Once you have selected the desired date and time, click on the magnifying glass icon to begin your search.

3. Saving Down Calls

- Select the calls that you would like to save.
- Press the "SAVE" icon (picture of floppy disk) and the Save window will pop up.
- Click on the Folder icon to the right. The "Browse for Folder" screen will appear. Select a directory location and click "OK".
- Select the file type (either WMA or WAV).
- Click "Save". It will take a few moments to convert the files. Once it is finished, click the "Close" button to exit.

4. Monitoring a channel

- Click the MONITOR tab in the main menu.
- Select the User or a Group of Users that you would like to monitor.
- Click on Monitor directly above the user list. The screen will refresh and the selected users will appear on the call status screen to the right of the user list. Each User is represented by a rectangular call status box.
- To listen to a call in real-time, locate the desired User on the call status screen and double click the call status box. Remember that the call status box will be Pink if it is active.

5. Changing a User Name

- Click the SETTINGS tab in the main menu.
- Select the user name you want to change.
- Under user name put the cursor at the end of the name and back space over it and then type in the new user name.
- Next, do the same for the user ID.
- Select the user rights you want that person to have such as **Search, Monitor, Statistics, Setup, or POD**, and then hit save.
- Remember that whenever you make changes in Users or Settings etc. that you are changing the Database and for those changes to take effect the Logger software needs to be shut down and restarted.

6. Formatting a DVD Ram disk

- First open up NetBackup Server (computer icon in bottom right of systray).
- Click on the Set DVD Backup Media button (top left of screen, last button on the right) to enter the section to format the DVD.
- Click on the Eject button to eject the drive and place in the Panasonic DVD Ram disk. Once the DVD is in the drive you can close it manually by pushing it in or you can click on the Close button.
- Next, click on the Format button to open up the format section.
- A window will come up asking “Are you sure you want to format DVD Media?” Click on the Yes button to continue.
- In the DVDForm window, make sure the drive is set to the V: Drive, the Format Type is UDF 2.0, and change the Volume Label to anything other than the shown default (MEI_UDF) such as 1 or 2. Click on Start to initialize the format process.
- When it asks “Are you sure?” click Yes.
- Once the disk is formatted click on the close button to start the DVD write process.
- Next, click on the Setting button to initiate the DVD writing process.
- Click on the Yes button to set the media to write to this DVD disk.
- Close the format screen to initiate the write process. The DVD writes on a schedule, which is set to once an hour (unless changed). So if it doesn't start writing immediately wait for up to an hour to see data transfer.