

NCH Software MSRS Recording System

This user guide has been created for use with
MSRS Recording System Version 4.xx

Technical Support

If you have difficulties using MSRS Recording System please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date MSRS Recording System Online Technical Support at www.nch.com.au/msrs/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to MSRS Recording System, or suggestions for other related software that you might need, please post it on our Suggestions page at www.nch.com.au/suggestions/index.html

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

MSRS Recording System

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Overview

MSRS Overview

MSRS is a multiple channel voice recorder program designed for recording conferences, court proceedings and similar multi-speaker forums. MSRS records from 1 to 32 audio channels and then 'sends' the recordings for transcription or archiving using the internet, email or a computer network.

Features

- Records 1 to 32 channels simultaneously.
- Works with stereo or multi-channel sound cards.
- Compresses audio to reduce file size using a number of different file formats and codecs (including dct, wav, mp3, ADPCM, CELP, GSM6.10, MPEG-Layer 3, TrueSpeech or others).
- Transmits the recordings for transcription or archiving to an FTP server, email address or a folder on your computer network.
- Sends the recordings as it continues to record with overlapped file breaks at preset intervals.
- Robust design and simple interface for fail-safe but user-friendly day to day operation.

System Requirements

- OS: Windows XP / 2003 / Vista / 2008 / 7 / 10
- Sound Card: Either a standard stereo sound card (for 1 or 2 channels) or, for 3 or more channels, a multichannel sound card (see www.nch.com.au/vrs/acc for recommendations).

Other things to think about

Automatic / Voice Activated / 24/7 Recording

MSRS is designed to be started and stopped manually (or using the API) and to run for limited periods of time (ie. for a specific conference or hearing). However if you want to record automatically (eg. voice or hardware activated) or to record continuously (eg. 24 hours a day) you should use the VRS Recording System www.nch.com.au/vrs.

Telephone Recording

If you want to use MSRS to record telephone conferences or calls you need a call record interface. For recommendations and suppliers see www.nch.com.au/vrs/acc. However if you are looking to record calls, please compare our TRx Personal Call Recorder www.nch.com.au/trx

which is like a single channel MSRS but uses a voice modem instead of a sound card. Also compare the VRS Recording System www.nch.com.au/vrs to record multiple lines automatically.

Transcribing MSRS

The person who transcribes the recordings made by MSRS should install Express Scribe (which is free) to unpack and decode the audio. Express Scribe also features foot pedal control and variable speed playback to assist with transcription. Download Express Scribe from www.nch.com.au/scribe

Licensing MSRS

MSRS is free for evaluation only. To use it professionally you must purchase/register a license for each installation. To view pricing and to purchase online using Visa or Mastercard use our secure purchase page www.nch.com.au/msrs/register

NCH Software's other specialized recording software includes:

Express Dictate Express Dictate is a desktop recorder which works like a Dictaphone. It can record your dictation directly or "dock" recordings from a dictaphone or other similar devices then send it to your typist over your computer network or via the internet.

~ www.nch.com.au/express

DialDictate DialDictate lets you dictate by telephone. You dial into a computer running DialDictate to record dictation. When you have completed a recording, DialDictate can then immediately send the dictation for transcription by email, the local computer network or via the Internet.

~ www.nch.com.au/dialdictate

VRS Call Recording System The VRS is a multiple channel voice recording application for Windows designed that can be used for a number of applications including radio station logging, telephone call recording (with a small adapter) and other specialized applications.

~ www.nch.com.au/vrs

Other software... Other Professional Audio Software is available online. Some are free.

~ www.nch.com.au/action

Install, Setup and Run MSRS

System Requirements

- OS: Windows XP / 2003 / Vista / 2008 / 7 / 10
- Sound Card: Either a standard stereo sound card (for 1 or 2 channels) or, for 3 or more channels, a multichannel sound card (see www.nch.com.au/vrs/acc for recommendations).

Installing MSRS

CD-ROM If you have MSRS on CD-ROM, simply insert the CD into the CD-ROM drive, loading should start automatically in about 10 seconds. If loading does not start automatically after 10 seconds, you may need to run the file `msrsetup.exe` on your CD-ROM drive using Windows Explorer.

Internet Download You can download MSRS from www.nch.com.au/msrs. Click on the download file link and save the download file `msrsetup.exe`. Do not rename the file. Once download is complete, run the file `msrsetup.exe`.

Running MSRS

Once installation is complete, MSRS will be running. To open MSRS at any time, double click on the MSRS icon on your desktop, or click on Start -> Programs -> MSRS Recording System -> MSRS Recording System.

Purchasing and Registering MSRS

MSRS is only free for evaluation or demonstration use in 14 days.

If you wish to use MSRS professionally, please purchase a software registration.

You can view current pricing and purchase a license online at www.nch.com.au/msrs/register.

Once you have obtained your registration, select File -> Register Software and enter your registration details exactly as provided.

Audio File Backup

The "Backup Audio" dialog can be used make a backup copy of an audio recording to a recordable CD or a selected drive or folder.

Note: Other data associated with the audio will not be backed-up with the audio.

Compress and Copy Selected Files to

Select where to backup the audio:

- CD (using Express Burn)

The compressed audio will be recorded to a CD, as data files, using Express Burn. If Express Burn is not already installed on your machine, it will be automatically downloaded and installed for you.

- A shared network or local folder

The compressed audio file will be copied to the selected drive or folder.

Audio Compression

Select the file format and codec for compressing the audio.

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7. Use of statistics collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.
8. The contract arising out of this agreement is governed by the laws and courts of the Australian Capital Territory.

General - Replay Recordings

Once files have been sent to a remote computer by email, network or internet or archived they can be played using Express Scribe which is free from www.nch.com.au/scribe.

You can also playback recordings locally with MSRS and, if necessary, resend, save, backup, edit or delete files. The MSRS play feature is ideal if you want to listen to what has just been recorded (you can even continue to record while you playback an earlier recording).

Playing Recordings Locally with MSRS

To play press F9 to open the Find and Play dialog then double click on the file you want to play. The name of the file indicates the time it started. These recordings are not compressed or modified by the noise gate or high pass filter. If you wish to listen to the recordings post sound manipulation you should listen to the recordings in the backup folder. This difference means that if due to your settings you miss important information in the modified recording it may still be found in the original recording (just make sure that if this is the case you save/copy the file out of the recordings folder or turn auto delete off).

Resend Recordings

To resend a recording if for some reason it was not received, click on the Resend button. You can select multiple files to be resent by holding down the Shift or Ctrl keys while selecting.

General - Monitor Channels

While MSRS is recording, you can also listen to the recordings in realtime through the headphones or speakers. This is useful if you need to do the translation in realtime or simply just want to make sure that accurate records are kept during the event proceedings. Note that there may be a small delay in the audio playback, meaning that what you record may be heard a fraction of a second later.

To turn on the monitor, select the recording channels that you want to listen to in the channels list under the status window then click on the Monitor button. You can also adjust the volume by using the volume control under the Monitor button.

When you don't hear any sound coming out from the speakers, please go to the Options dialog to check that you have selected the correct devices for all channels.

If you do not have a sound device assigned to all channels, the Monitor feature will not work. To correct this problem, you can assign a sound device to all your channels, or you can alternatively unselect all un-assigned channels in the channel selection area next to the Monitor button in the main window.

General - Log Files

System Log Files

MSRS logs every major action it (or the user) does. This can be useful to trace when recordings were made (etc.).

To open the Logs use the menu File -> Open Logs Folder.

Bookmark

These are comments that are linked to an exact time within the current recording file.

To add a Bookmark, while recording select Notes -> "Add bookmark" or click the "Add bookmark" button. Enter a description and click the Add button.

The comment is added to the Notes and to a Bookmark Log. The notes will be send as part of a DCT file (use XML if you are recording in WAV or MP3). The note is also added to a daily Bookmark Log to assist you to find which file it is in. The Bookmark Log can be viewed in the Logs Folder (see above).

General - Software Development API

MSRS can be controlled by other programs. For example other software can start or stop recording. This is useful for creating automation systems. For example, you could write a small program to activate MSRS over the network or integrate it with other court software.

This page sets out the information about how to do this using the MSRS API. This information is intended for professional programmers only. The examples below are in C++ but you should have no difficulty using other languages (eg. Visual Basic etc.).

Running MSRS

Before any of the function calls below can be called, MSRS must be running. If you need to launch it from your program use WinExec, ShellExecute or CreateProcess to open:

```
"C:\Program Files\NCH Swift Sound\MSRS\msrs.exe"
```

You will need to wait for it to create its window before FindWindow will succeed (read on). For this we recommend you add a 10 second timer.

Finding the MSRS Main Window

Commands are Sent to the MSRS Main Window. To find the window use code like this:

```
HWND MSRSAPIFindWindow()  
{  
    return FindWindowEx(NULL, NULL, NULL, TEXT("MSRS Recording System"));  
}
```

Starting the Recorder

To start the recorder on a specified channel send the MCI_RECORD message to the MSRS Main Window like this:

```
void MSRSAPIStartRecorder()  
{  
    HWND hWndMSRS = MSRSAPIFindWindow();  
    if (hWndMSRS == NULL) {  
        // MSRS not running run it or spit out error  
        return;  
    }  
}
```

```
SendMessage(hWndMSRS, MCI_RECORD, 0, 0);
```

```
}
```

Stopping the Recorder

To stop the recorder use the MCI_STOP message as follows:

```
void MSRSAPIStopRecorder()
```

```
{
```

```
HWND hWndMSRS = MSRSAPIFindWindow();
```

```
if (hWndMSRS == NULL) {
```

```
// MSRS not running
```

```
return;
```

```
}
```

```
SendMessage(hWndMSRS, MCI_STOP, 0, 0);
```

```
}
```

MCI_RECORD and MCI_STOP are defined in the Windows API documentation but if your compiler does not have them, these are the values:

```
#define MCI_RECORD 0x080F
```

```
#define MCI_STOP 0x0808
```

If you have problems writing your application, please write to us at

<http://www.nch.com.au/msrs/support.html>

for support.

If you wish to distribute the MSRS packaged with your software please contact us at

<http://www.nch.com.au/msrs/support.html>

. We have very easy and affordable OEM license

terms for distributing MSRS.

General - Password Settings

Password Settings To access the Password Settings page goto File->"Password Settings..." .

Password can be set for opening Options, Record or Stop and Play dialogs and also for Re-send, Delete file operations. Password can be set for MSRS Exit operations also by selecting the check box.

General - Find and Play Recordings

Find and Play Recordings

Open the Find and Play Recordings dialog box from the Find & Play menu item, or pressing the Find & Play Toolbar button.

All recordings in the specified recording folder will be listed.

This Program lists the columns associated with each recording file.

Playing a Recording

To play a recording select it and press F9. When the Play Control Box opens you can move back and forward within the recording using the left and right arrow keys. To pause playback press the spacebar. To stop and go to the beginning press Esc. To move to the beginning press Home. To move to the end press End. To go back to the list of recordings press Enter.

Edit Audio

This will open the selected recording in Wavepad: A full featured professional sound editor for Windows. When editing audio files you can cut, copy and paste parts of recordings and, if required, add effects like echo, amplification and noise reduction. WavePad works as a wav editor or mp3 editor but it also supports a number of other file formats including vox, gsm, real audio, au, aif, flac, ogg and more.

The program is designed to be a very easy and intuitive to use for audio editing. Within minutes you will be able to open or record a file and edit it. But if you take time to explore the other features you will find many powerful tools for editing audio designed with the professional sound engineer in mind. Wavepad comes in two versions a free basic version and a masters edition. Downloading this software will provide you with a free trial version.

Save As

This will save the selected recording to a different position in a local or networked folder.

To save the recorded file on your hard drive, select the recording and click the "Save" button. Enter the file name and click OK.

Send to Email Now

The selected file will be attached to a default email and sent to the address you specify.

Burn to CD-ROM

The selected files will be imported into Express Burn. Express Burn is also the fastest CD/DVD writing program in the world using proprietary optimizing systems. It will also create an index file which it will begin burning immediately to a data CD.

Compress and Backup

Are your file sizes getting too large, or do you wish to ensure you have a backup of your audio? Compress and Backup will provide you the choice of burning straight to a CD after compression or to a Backup Folder. It can compress in 3 different formats. The choice of compression depends on the particular audio settings that determined the quality of the sound file that was recorded. Please test that the compression type is sufficient in size and quality of audio for a sample file. Compressing and backing up does not effect your original audio recording.

Convert Sound File

Converts the audio file(s) to a different format using Switch. Switch audio file converter is very easy to use. With the selected files added into Switch, select the format you want to use, and then click the convert button. Switch supports converting to wav (PCM, ADPCM+, aLaw+, uLaw+, and others), mp3, au, aif/aiff, gsm, vox, raw, ogg, flac, .rss, .amr+ and more.

Transcribe

Allow simple and easy dictation of files using Express Scribe. This computer transcriber application features variable speed wave playback, foot pedal operation, file management and more. This program is free.

Deleting a Recording

To delete recordings, select them and click on the Delete button. You can select more than one recording by holding down the Shift key while selecting.

Folder Tab

By default, Find and Play lists only recordings in the local record folder.

You can change the default folder for holding your audio files or you can change the alternative folder to suit your needs.

If you want to play files over your local area network, install this program on the other computer and point it to the folder that the Find and Play Window is referencing.

View Filter Tab

The View Filter Tab allows searching and filtering on what is displayed in the list view.

You can search or filter what is shown by the text in each column, by the duration of the audio or by the date of the recording.

Speech Search Tab

On the 'Speech Search' tab you can choose to search for keywords in the recordings. You must select an installed Speech Recognition engine (eg. Dragon Naturally Speaking, IBM Via Voice). Microsoft supplies a free 'Speech Command and Control' engine (filename actcnc.exe) and this can be located using an internet search engine. Please note any speech engine used must support Context Free Grammars. You can also optionally select a trained speaker for the engine.

If multiple times are found on your speech search clicking on the file will provide a list of the "key found at" times. Speech searching places a bookmark to hold the place in the audio when multiple times are found so you can jump to the keyword.

Play Options Tab

Set the sound device you use to play your audio file, also set 'Variable Speed Slow' and 'Variable Speed Fast' to vary the speed of playback.

Clicking 'Update Now (Rescan for new recordings)' will add or remove any recordings that have been made or deleted since the last update.

Options - Options ~ Devices

Recording devices

Device list Audio devices that have been detected and can be used for recording are displayed here. Click the check-boxes in the "Enable" column next to the devices that you want to record from. Click in the "Mode" column to select between recording the device on one channel (Mono) or two (Stereo). Channel numbers will be automatically assigned to enabled devices. Select a device and click the up or down arrow buttons next to the list to move the device to a different channel if you have more than one device enabled.

See <http://www.nch.com.au/vrs/acc> for up-to-date sound card recommendations.

Refresh Click to refresh the recording device list when any devices have been connected or disconnected from the computer. This will also move any disabled devices to the bottom of the list.

Record volume Every sound card has a record mixer to allow you to adjust the input gain. To open the standard operating system mixer click on this button. If you are using a multichannel card, please refer to the instructions that came with the card as many professional sound cards have their own mixer applications and do not use the standard operating system mixer.

When the record level is adjusted correctly, the record level display should just touch into the red at louder parts while recording.

Monitor device

Sound output device Select a device from the drop-down list to listen to audio as it is being recorded.

See [Monitor Channels](#) for more information.

Options - Options ~ Recording

Options

Confirm before stop When ticked MSRS will popup a box asking the operator to confirm that they do wish to stop recording when stop is pressed. Use this option to prevent accidental stopping.

Autoclear notes when stopped When recording is stopped, if this option is ticked, MSRS clears all notes. Untick this option if you want to keep notes across recordings.

Autostart Monitor when recording is started When this option is selected, MSRS will automatically start the monitor when recording is started to allow you to listen to the recordings in realtime. For more information about how to use the Monitor, please refer to the topic [Monitor Channels](#)

Warnings

Warn if recording is silent for more than a set duration MSRS can be set to display a warning if the record volume is low for a long time. This can be useful to warn the operator if, for example, microphone connections have been accidentally disconnected or turned off.

Tick this box and enter the time for which the signal must be low before warning (default 60 seconds). You can also adjust the silence detect threshold level (default -28dB).

Options - Options ~ Data

XML data

Prompt for Data When the operator clicks Record, MSRS can prompt for more data. This can be used to prompt for a file reference number (eg. Case Number, Conference Number etc.) or any other information to be attached to the recording. The entered data is stored in the Notes, circumfixed with XML tags so the data can be easily searched by database software. The name of the tag can also be set. Do not use spaces in the XML tag names.

Options - Options ~ Files

Audio filters

High pass filter MSRS can apply a high pass (low cut) filter to reduce the bass frequencies which makes the voice more intelligible. Typical values for voice with dynamic microphones is 150Hz. Please note this option increases CPU demands slightly so do not use it unless required.

Multiband noise gate A noise gate is a dynamic range expander that automatically turns off a channel when it is below a set volume level. A multiband noise gate is a bit more complex in that it does this using many separate frequency bands. This can be useful to reduce background noise, hiss or hums but it must be carefully adjusted.

The default value is -27dB. If it is set too high, soft parts of the voice might be cut off. If it is set too low, it will not reduce the noise. You should adjust noise gate settings after record volumes have been adjusted properly since any change in record level will affect gating.

File length

Break recording into files of length After recording for a set duration MSRS automatically starts a new file and sends the previous file for transcription or archiving. Thus MSRS breaks recordings into files of manageable lengths. By default this is 20 mins (0:20:00). If you are sending files by email, or require a faster turnaround time you can reduce this to 5 mins (0:05:00). But take care with shorter files because the number of files can become unmanageable if recording for many hours a day. To reduce the number of files MSRS creates you can increase the time up to an hour (1:00:00) but remember files are only sent after an hour so this might lower the transcription turnaround time.

Note: The file duration might not be exactly this length if you use the "Align file break to time of day" option (see below).

When breaking overlap for length When MSRS 'breaks' between files it will continue recording the old file for a set number of seconds in case an important word is recorded over the break. The default overlap length is 10 seconds.

Align file break times to time of day When this is ticked, MSRS breaks files at neat time-of-day boundaries rather than at exact file durations. For example, when ticked, if your file break time is 0:20:00 and you start recording at 12:47 MSRS creates files (12-47, 13-00, 13-20, 13-40, 13-00 etc.). If left unticked MSRS would break files (12-47, 13-07, 13-27 etc.).

External audio file format

The following audio formats are used for encoding sound that is to be sent or backed up. Internally MSRS uses unfiltered and ungated wav files for playback. That way both the processed and unprocessed sound can be used.

- **DCT (Dictation)** The dictation file format is a compressed (selectable codec) format that stores the recording and notes within the file. The benefit of the DCT format is that, unlike WAV or MP3, it can store 3 or more channels separately in one file. DCT file formats also include extra information such as check sums, and file management and tracking information so it can be managed with other automated software (see www.nch.com.au/delegate or www.nch.com.au/etools for more).

Full Multichannel or Mixdown

If you are recording 3 or more channels, MSRS can send all channels for transcription (so the typist can listen to specific speakers) or mix down the recording to a stereo or mono track. Multichannel recordings can be useful where people talk over each other but because they take so much more file size they are not recommended for internet or long term archiving purposes. Note: Full Multichannel recordings can only be stored in the DCT file format.

- WAV (Microsoft Wave)

Wave files are very popular because they are native to Microsoft Windows systems. Wave is a container format that can house a variety of different uncompressed and compressed codecs, like PCM or GSM (respectively). Wave files cannot contain extra information like text notes within the file, so an XML notes file must be used (see section Save additional information and notes in XML below).

- MP3 (MPEG Layer-3)

MP3 is a very popular format choice for audio compression, but it is a format that was designed for music, and not voice, so you may get better results if you stick with using Wave or DCT. Like Wave files, MP3 files cannot contain extra information like text notes within the file, so an XML notes file must be used (see section Save additional information and notes in XML below).

All of the above file formats can be opened with Express Scribe which is free and can be downloaded from www.nch.com.au/scribe.

Select Compression Codec WAV and DCT files have selectable compression codecs. To select the codec, click on the Select Compression Codec button. The recommended codec for voice transcription and archiving is GSM6.10 but you can compare other formats using our samples page www.nch.com.au/acm.

Stereo or Mono Normally a mono recording is all that is required. But if you select a stereo codec, MSRS will pan the channels from left to right so the listener can easily distinguish between speakers. Wire microphones from left to right with left being the lowest channel and right being the highest. Stereo files take double the file space.

Save additional information and notes in XML When ticked, MSRS creates and sends a XML file with each recording that contains recording information including date, notes, time-stamped comments and any prompt data. XML files are designed to be used with database programs but can also be viewed with Internet Explorer or searched for contents using Windows Explorer.

Options - Options ~ Send

Send Method

- None (Archive in Backup only) This is the default option. Files are simply left in the Backup folder until they are automatically deleted by MSRS (see "Delete compressed backup recordings" in [Options ~ Folders](#)).
- FTP

MSRS can send dictations directly to an FTP server. This is faster than the email option but requires that you have access to an FTP service to store the files.

Enter the server address, user name, password and folder as setup for your FTP server. MSRS can test the settings you have entered in your FTP send to option, simply enter your details and click "Test connection...". "Secure connection (FTPES)" can be checked for servers that require encryption. Please see your FTP host provider to know if this is required.

If the typists are using Express Scribe with auto-download from the FTP server then we recommend you select the DCT file format (see "External Audio File Format" in

[Options ~ Files](#)

) for better error checking.

- Email

When this send method is selected, files will be sent for transcription or archiving by email. Enter the recipient's email address in the form "joebloggs@yourdomain.com". Many email providers limit the size of attachments to a few megabytes, so make sure you select a compression codec (recommended is GSM6.10) and use a file break time of 0:20:00 or less.

Click "Email settings..." to select between the available email protocols (eg. MAPI or SMTP), and configure server and log-in details.

You can test that the email settings have been configured correctly by entering an email address in the "To" field of the "Test email" group and clicking "Send test email..."

Please refer to [Problems when sending email using our software](#) for trouble-shooting information.

- Local Folder

If your files are to be archive or typed from the same computer network, recordings can be sent very quickly over the network using a shared folder on the network. Ask your computer system administrator for assistance with creating a shared folder. Once you have selected this option, type in the full path of the folder or click "..." to locate it.

This option is also very useful if you are just testing MSRS or Express Scribe. Just point both to any same folder on your computer and they will work as if they were running over a network.

If the typists are using Express Scribe with autoload from the folder we recommend you select the DCT file format (see "External Audio File Format" in [Options ~ Files](#)) for better error checking.

- Custom Command-Line

This option is designed only for advanced recording automation solutions. If selected, whenever the recording is stopped MSRS will run the selected exe or bat file. The exe can then do almost anything with the recorded file.

You pass the full file path to the exe or batch file using %filepath%. Note that %filepath% does not need to be enclosed in quotation marks as they will be automatically added to the file path.

For example, to use the Windows tool xcopy to copy the file to a preset folder (say C:\AAA) use a line like this:

```
xcopy.exe %filepath% "c:\AAA"
```

Retry on Failed Send

If for some reason MSRS cannot connect (for example if the internet or network is down), MSRS will wait the set time and then retry. By default this is 300 seconds (5 mins). If you are using internet we recommend you increase this to 900 seconds (15 mins). You also need to set the maximum number of retry attempts. If sending continues to fail, at the end of this number of attempts, MSRS displays an error message and leaves the recording in the backup folder from where it can be sent manually.

After a failed send, while MSRS is waiting to resend you can force it to reattempt immediately using the menu File -> Reattempt Failed Send Now. That is useful if you have just fixed the problem and want the files to be sent immediately.

Options - Options ~ Folders

Folders

If required you can change the folders MSRS uses for recordings and backups. We recommend you do not use network drives because if you do so and the network fails then recording will fail.

Disk space

Warn when hard drive space is low When the free space on the local hard drive falls below this an error message will be displayed to the operator. Always set this high enough to give the operator enough time to make more hard drive space if the need arises.

Delete original uncompressed recordings MSRS records the audio first as WAV PCM files before compressing. These are high quality large size files. MSRS keeps these files on the hard drive for a short number of days just in case something goes wrong with the compressed files then it auto deletes them.

By default MSRS deletes the files after 2 days. If you have sufficient hard drive space you can increase this. If you manually delete recordings, set this to 0 to prevent auto deletion but take care - your hard drive will fill quickly.

Delete compressed backup recordings After MSRS finishes recording a file (or at the break file time), it immediately compresses the file and stores a copy in the backup folder prior to 'sending' the file. This backup means that if something goes wrong with the network or internet connection there will be a copy of the recording on the local drive.

By default MSRS autodeletes the files from the backup folder after 14 days. If you do not have sufficient drive space you can reduce this. To prevent autodeletion, set this to 0 but to do so you must have a manual system for removing files else your hard drive will fill.

Options - Options ~ Other

Run options

Run MSRS automatically when the computer starts Enable this check-box and select from the drop-down list to choose whether or not the application starts up automatically, when it should start, and which users the application will be visible to. Click [Service settings](#) to select which account the background service should run under, modify service permissions, or enable email notifications of service errors.

See [Service Settings](#) for more information.

Error notification

If an error occurs, restore MSRS and bring it to front By default this option is selected. When an error is reported on the status window the MSRS windows is brought into the foreground. This can be turned off if you don't want users to be interrupted by errors.

Screen References - Backup Audio

The "Backup Audio" dialog can be used make a backup copy of an audio recording to a recordable CD or a selected drive or folder.

Note: Other data associated with the audio will not be backed-up with the audio.

Compress and Copy Selected Files to

Select where to backup the audio:

- CD (using Express Burn)

The compressed audio will be recorded to a CD, as data files, using Express Burn. If Express Burn is not already installed on your machine, it will be automatically downloaded and installed for you.

- A shared network or local folder

The compressed audio file will be copied to the selected drive or folder.

Audio Compression

Select the file format and codec for compressing the audio.