



**INSTALLATION AND OPERATION MANUAL
ARCHIVEREVIEW™ SOFTWARE**

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Introduction

Archive disks and tapes recorded on an Eventide logging recorder can now be played on any PC or laptop computer equipped with the appropriate archive drive and Eventide's new ArchiveReview™ software. This invaluable option provides playback capability at a convenient location away from the recorder itself.

Hardware Requirements

- CPU: Intel Pentium with MMX, 233 MHZ or better.
- RAM: 64 MB.
- Archive drive: Eventide-approved DVD-RAM or DDS drive with SCSI connection.

Software Requirements

- Microsoft Windows 95, Windows 98, Windows 2000, or Windows NT 4.0 with Service Pack 3 or greater.
- Eventide ArchiveReview software supplied on CD.
- Adaptec ASPI library (supplied with ArchiveReview software; included with Windows 98 and NT).

Installation Instructions

1. Automatically launch the Eventide setup program by inserting the ArchiveReview CD-ROM into your CD-ROM drive.
2. Follow the instructions as indicated to advance through the installation.

Some choices will be:

Confirm that ArchiveReview may be placed in your Program Files directory. Click **Continue** or select a directory other than: c:/ProgramFiles/Eventide/ArchiveReview.

The setup program looks for Adaptec's ASPI software. If ASPI is not already installed, Adaptec's setup program will launch. Agree to all queries until the end. **Do not reboot** at the end of the ASPI installation; instead click **Cancel**. The installation typically takes a few seconds.

3. Click **Restart** then **Finish** to complete the installation.
4. The Eventide setup program will automatically reboot the computer and place an ArchiveReview icon on the desktop.

First-Use Instructions

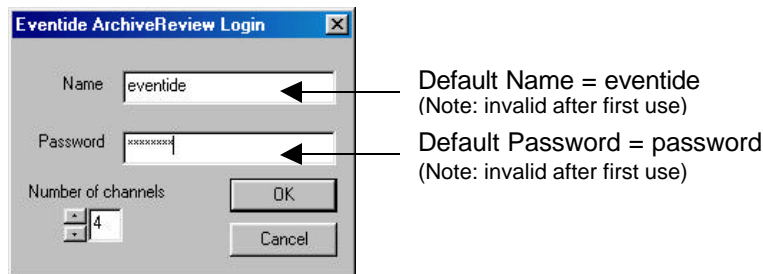
There are two tasks to perform before using the ArchiveReview program:

1. An Administrator Account must be established. The Administrator has the capability of creating, deleting, and modifying user accounts.
2. The DVD-RAM or DDS drive must be identified to the program.

Double click the ArchiveReview icon to launch the program. The following screen will appear; click **OK** to continue.



Enter the program for the first time



1. Type the default name and password in the appropriate boxes. Note that these items are case sensitive; be sure to use lowercase letters only.
2. Disregard the “Number of channels” (this item will be covered in greater detail later on).
3. Click **OK** to access the “Create First Admin Account” screen.
4. You have now disabled the default name and password and entered the program. The next step is to establish an Administrator Account.

Create Administrator Account

Create First Admin Account

User

Login Name:

Password:

Reenter password:

Permissions

Archive User can listen to the selected channels on logged activities.

Wave File User can create, delete, and export wave files.

Admin User has access to all Archive channels, Wave File access, and can Create, Modify, and Delete user accounts.

Channels

Select All Clear

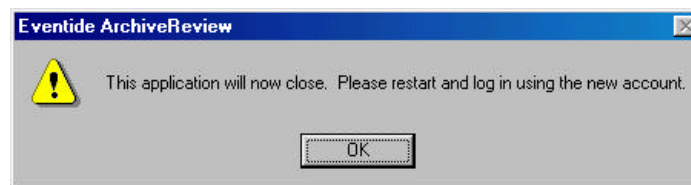
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48		

Accept Changes Cancel

Type in the Administrator Account information. The Login Name and Password are case sensitive. The next time you access ArchiveReview you will be required to enter the user name and password in the exact same manner as you have typed it here.

There are no minimum or maximum character requirements for the password; you may use any combination of numbers, letters, and/or symbols.

The default settings allow the Administrator full access to all channels and activities. Click **Accept Changes** to store this new information and disable the default password. The program will now close and display the following screen. Click **OK** to exit the program.



Continue by double-clicking the ArchiveReview icon. Type the new Administrator name and password in the Login dialog box.

DO NOT FORGET YOUR USER NAME AND PASSWORD.

For your security, we are unable to provide a "back door" into this program. Reinstalling the software will not give access without a valid user name and password.

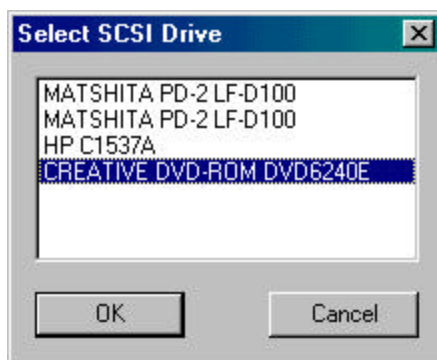
Select the SCSI device

Now that you are running the program for the first time, select which SCSI device you would like the software to read. Often there are several drives from which to choose; these floppy and/or optical drives will appear in the “Select Drive” window.

1. From the File menu, click **Select Drive**.



2. Choose the appropriate drive, then click **OK**. The drive information is now stored and automatically chosen when the program is opened.



3. Change the SCSI drive read by the program by repeating steps 1 and 2.

Using The ArchiveReview Program

Creating User Accounts and Setting Access Permissions and Restrictions

The Administrator stores user names and passwords, and can choose to allow or deny access to .wav file creation and specific channels.

1. Log in to the program using an Administrator name and password.



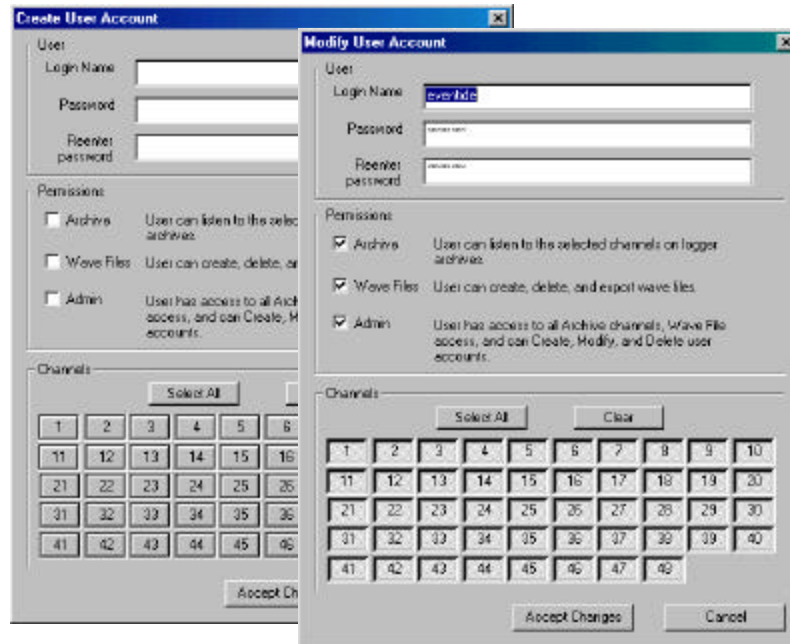
2. Go to the User pull-down menu and choose "Administrator." Note: If the Administrator option is not available, it is because the user does not have Administrator access.



3. Choose Create User Account to add a new user account. To view the account of an existing user, or to modify or delete an existing account, first highlight the required user and then click on the appropriate option.

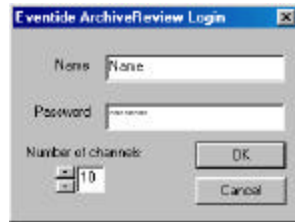


The instructions for using the Create User Account and Modify User Account options are virtually the same. Enter a user name in the Login Name box. Enter, and then reenter the password for that user in those boxes. Choose the appropriate permissions and channel access options, then click **Accept Changes** to store the account.



1. A check mark in a Permissions box indicates user access to that option. A “depressed” channel number indicates the user has access to that channel.
2. A virtually unlimited number of User Accounts can be created. No delays or problems were experienced in our tests running the program with over 100 User Accounts entered.

Log in



Name and Password

To access ArchiveReview, the user must have an established account that includes a name, password, and valid accesses. The software allows three unsuccessful log in attempts before displaying a "Login Failed" window.

REMEMBER

You must enter a name and valid password in *exactly the same way* as entered when establishing the account. Both the name and password are case sensitive.

Number of channels

There are from one to 48 channels recorded on each archive medium. ArchiveReview allows the simultaneous playback of any number of channels. Most monitors don't have the resolution required to show more than 10 or so channels at once. Because of this, during each log in the user may choose how many channels to show in the playback window for that session.

IMPORTANT

The number of playback channels is unrelated to the channel numbers stored on the media. Each playback channel can be assigned to any one of the up to 48 channels recorded.

Search and Play

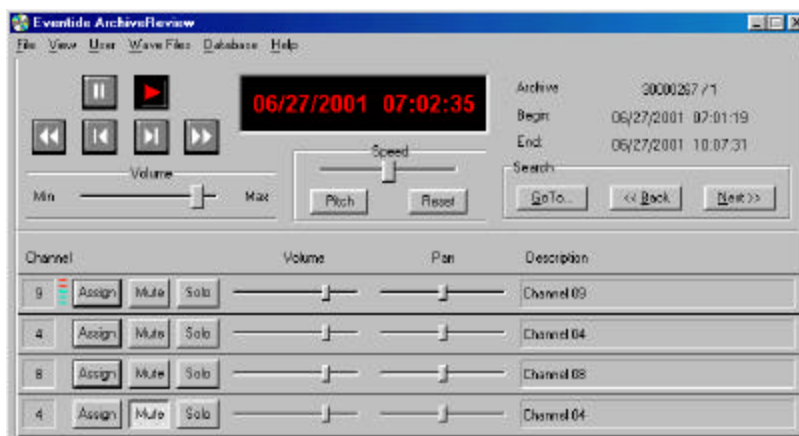
The ArchiveReview main window is a large dialog box with several groups of controls to assist with the search and playback of archive data.

Write-Protection



The program will automatically display a warning if the media is not write-protected. Even though ArchiveReview will not write to the media (it is read-only), it is imperative that the media be write-protected before continuing.

Windows Explorer does not recognize the data recorded to the media by the logging recorder. Under certain circumstances the user may be prompted to format the disk. This is potentially disastrous because formatting will permanently delete the archive data. This is completely preventable if the media is write-protected.



Transport buttons

Icons similar to those found on most tape decks and VCRs. Easily play, stop, rewind, and fast-forward by clicking the appropriate button.

Date and Time

Displays the date and time of the current position in the archive.

Archive

Media identification showing the logger serial number followed by the media serial number.

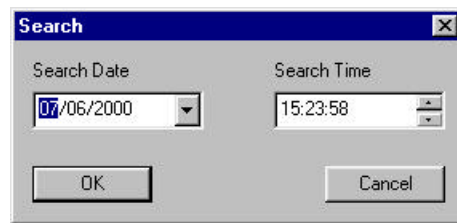
Begin and End The start and stop times recorded on the loaded archive.

Volume control Slide the indicator to set the overall volume level.

Speed control Slide the indicator to slow down or speed up the playback audio. Click **Pitch** to maintain the correct pitch when the playback speed is adjusted. Click **Pitch** again to disable this feature.

Search Click **Back** and **Next** to skip through messages.

GoTo opens a dialog box for search by date and time:



Channel number Displays which logger channel has been assigned to each location.

Assign button Click **Assign** to assign a recorded channel to the corresponding location. (Four of a possible 24 locations are shown in the above example.)

Mute button Click **Mute** to mute the output from the corresponding channel. Muted channels will not be included in “Back” and “Next” message searches.

Solo To play a single channel when multiple channels are assigned for playback, click **Solo**.

Volume control Slide the indicator to adjust the individual channel’s output volume.

Pan Sets the output balance from far left to far right on each channel. Particularly convenient if, for clarity, you wish to hear two channels simultaneously, each played through its own speaker.


Description Displays the channel descriptor from the medium.

Channel Activity Window

The Channel Activity window can be dragged anywhere on the screen or may be hidden by using the command found under the View menu. This window automatically displays the number of channels that exist on the media. If the archive was recorded on an 8-channel logging recorder, only 8 channels will be displayed. The example below shows the activity of media recorded on a 48-channel logging recorder.

NOTE

Move the cursor over the channel number to view a description of the channel.



Channel Activity															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48

One of three indicators will show next to each displayed channel:

- Red circle: Data appears on that channel. Note: This does not necessarily mean that audio is present. Some channels are set to record continuously even if there is no audio.
- Grey circle: No data on that channel.
- No circle: The current user is denied access to that channel.

Time Display Window



The Time Display window shows the time associated with the current playback of the archive. It may be dragged anywhere on the screen or hidden by using the command found under the View menu. The user may size this screen as small or as large as the computer monitor allows.

Change the Time Display colors by clicking **View** from the File menu, then clicking **Colors**. Choose the desired Text and Background colors, and then click **OK**.

Call Records Database

Transferring Call Records

The program will automatically recognize call records stored on the archive and prompt the user for instructions to transfer those records to the PC. When prompted, click **Yes** to transfer the call records.



A dialog is displayed showing the serial number of the logging recorder on which the archive was recorded, the serial number of the archive, the number of call records and the beginning and end times on the media. Click **OK** to start the transfer of the entire database.



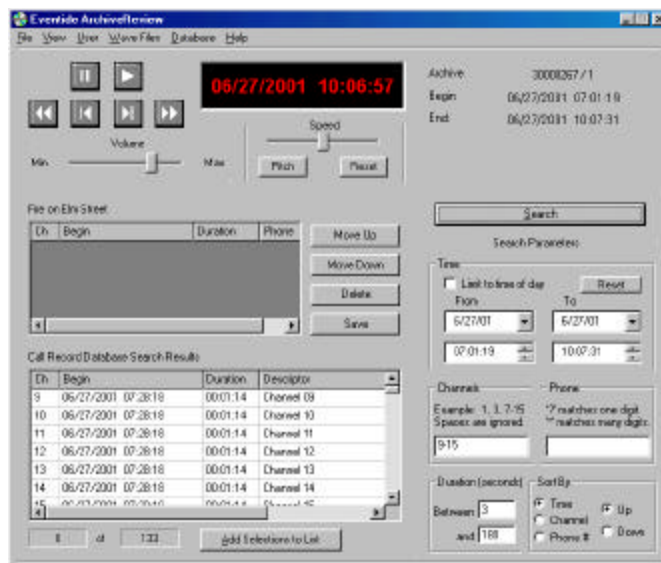
Choose a select group of call records for transfer by clicking the **Limit Call Record Import** box and entering the required time and dates in the **From** and **To** fields. Click **OK** to begin the transfer.

A dialog box will appear to display the transfer progress. Click **Stop** to halt the transfer.

Call records from a DVD-RAM will load very quickly, however, call records from a DAT may take an unacceptable amount of time. Therefore, call records can be transferred at any time by selecting Load Call Records from the Database menu.

Working with Call Records

View call records by clicking **Show Call Records and Lists** from the **Database** menu. The file menu and playback controls at the top of the window do not change. The channel view at the bottom of the window is replaced by the Call Records Database data. Calls can be searched, filtered, and played from this screen. Play lists can be created in the field above the call records list and then saved and recalled as required.



Play calls

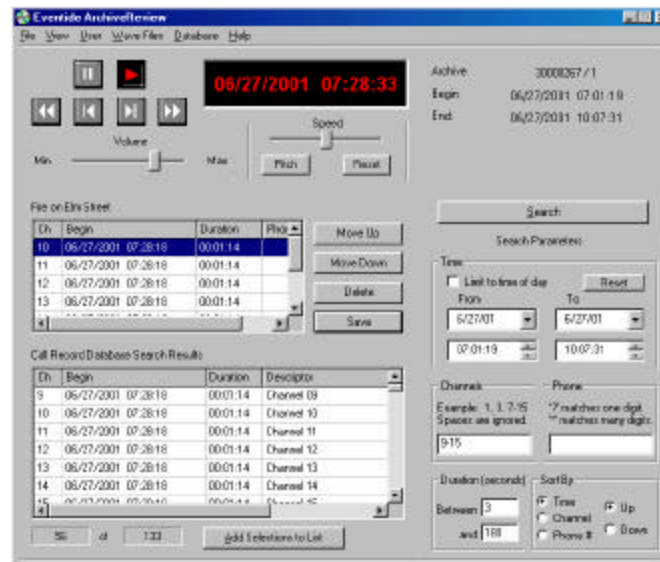
Double click any call in the database window and it will play. The fast-forward and rewind on either end of the transport controls will skip to the previous or next call on the list.

Filter

A large database of communications can be easily reduced to include only calls relevant to the task at hand. Complete some or all of the search criteria fields under the Search Parameters and then click **Search**. Only those calls that fit the selected criteria will be displayed in the calls records field.

Working with Play Lists

A play list is a series of calls that have been chosen from the call records database to be played in sequence. Play lists can be saved with user-supplied names and descriptions. Saved play lists can be recalled and displayed whenever required, however, only the call data is stored, not the audio. To play a call list, the corresponding archive media must be loaded.

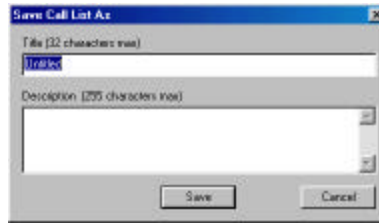


Select calls Single click on a call in the call records database window to highlight its field, and then click **Add Selections To List**. The call will be added to the Play List window above the call records. Highlighting the first call of a series, pressing the shift keyboard key, and then highlighting the last call of the series will select that group of calls. Several calls from different parts of the database can be selected by holding the control keyboard key when highlighting a selection. Once multiple calls have been selected click **Add Selections To List**. All highlighted calls are then added to the play list.

Edit Play List Change the play order of the call list by highlighting a call and clicking the **Move Up** or **Move Down** key until it is displayed in the desired location. Delete a single call or a series of calls by highlighting them and clicking the **Delete** key.

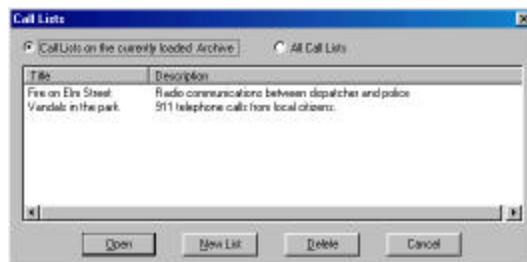
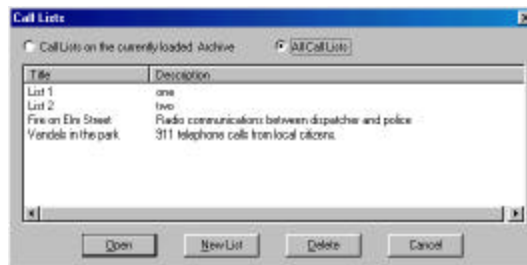
Save Play List Store a play list on the PC by clicking the **Save** button next to the play list. Additionally, the option to Save or Save As is found in the File menu. A dialog box requesting a title and description will appear the

first time a play list is saved. Enter a short title that will appear at the top of the play list each time it is loaded. A field is provided for a detailed description of the play list.



Load Play List

Previously stored play lists are accessed by selecting **Call List** from the File menu. Choose to display only play lists created from the currently loaded media or all play lists stored on the PC by clicking the circle next to the desired option at the top of the window.



Highlight the play list file required, then click **Open**. That play list will now appear in the play list field of the call records window.

Create an empty play list file by clicking **New List** and entering a file name and description in the supplied fields.

Permanently remove a play list by highlighting it then clicking **Delete**.

Play Play List

To play the call list from the top, click the Play transport control. Individual calls may be played out of sequence by double clicking the call. The fast-forward and rewind buttons on either end of the transport controls will skip to the previous or next call on the list.

Working With .wav Files

Communications may be stored as standard .wav files. These files can be e-mailed, transcribed, or used to reconstruct events by combining individual .wav files into one composite file.

Prepare to record a .wav File

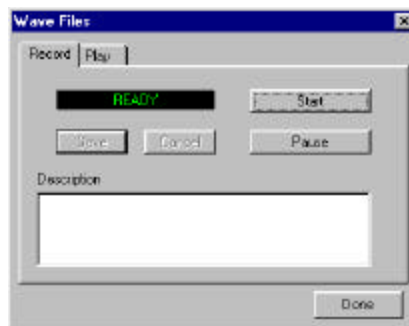
1. Search the archive media for the communication you wish to record as a .wav file.
2. Assign the channel(s) you would like to play while recording the .wav file.
3. Mute the channels you do not wish to include in the recording.



4. Select Record/Play from the Wave Files menu to access the Wave Files window shown on the next page. (Note: If you can't access the options in the Wave Files menu, it is because you were not granted permission when the Administrator created your user identity.)

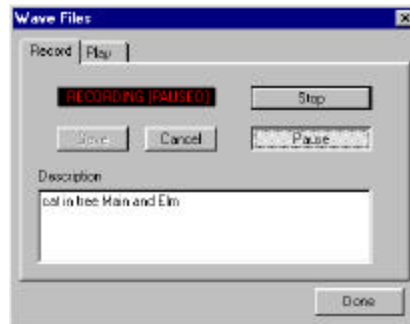
Record a .wav File

5. Use the **rewind** transport button to cue the medium a few moments before the audio you intend to record.
6. Click **Start** in the Wave Files window. Recording will begin from the moment you click **Start**.



7. Use the Pause feature to avoid recording superfluous audio, such as two-way radio static or personal calls, that may occur on the channel(s) you are recording.

When **Pause** is clicked, the audio continues to play but is not recorded into the .wav file. Click **Pause** a second time to resume recording.



8. Type a description of the .wav file in the Description window.
9. When the audio you wish to record has finished playing, click **Stop** followed by **Save**.

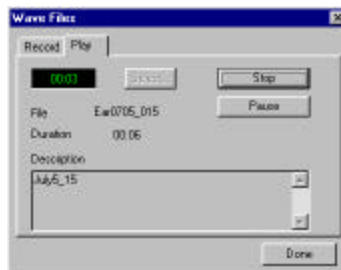
To exit this window, click **Done**.

Play .wav Files

1. Select Record/Play from the Wave Files menu to access the Wave Files window shown on the next page. (Note: If you can't access the options in the Wave Files menu, it is because you were not granted permission when the Administrator created your user identity.)



2. Click **Play** in the Wave Files window.



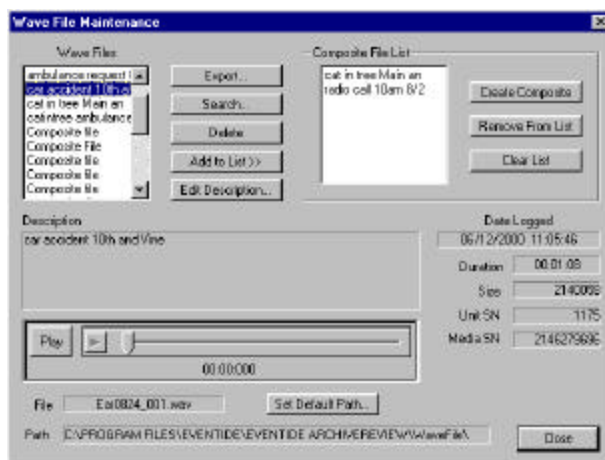
- Click **Select** to see a list of previously recorded .wav files.



- To play a .wav file, either single click on the desired file in the Wave File Description column and then click **Select**, or simply double click the desired file.

Maintain .wav Files and Create Event Composites

Maintaining .wav files and recreating events from these files are done from the Wave File Maintenance window shown below.



Open this dialog box by clicking **Files** from the WaveFile menu on the home screen. From this window you may:

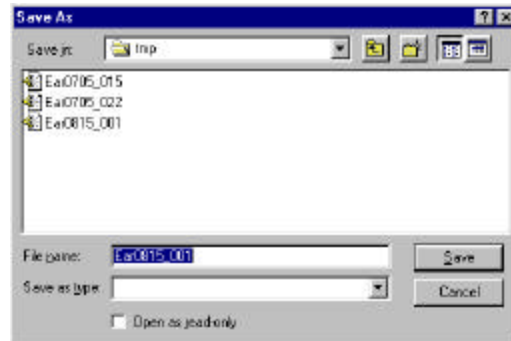
- **Export** .wav files – Place files in a different directory.
- **Search** .wav files – Find a file by searching for key words in the description.
- **Delete** .wav files – Permanently remove unwanted files from the database.
- **Edit** .wav file descriptions – Modify the text that describes the .wav file.
- **Create Composite** .wav files – Combine several files into a single file.

The ArchiveReview software sorts the .wav files in alphabetical order. There are two types of .wav files:

- Individual File: Audio recorded in a single session using the Record/Play window.
and
Composite File: Two or more individual files combined into a single file.

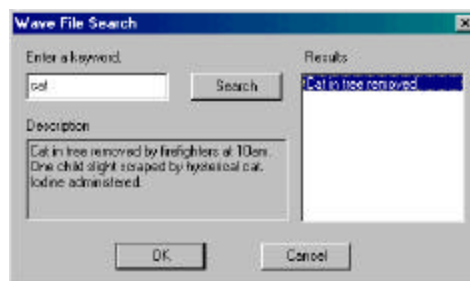
The Wave Files column displays the first 15 characters of the user-supplied file description. The complete description appears in the window directly below the column.

Export a .wav File



Export a .wav file to another directory by first highlighting the desired file, then clicking **Export**. The Save As window will open automatically with the default path leading to the MyDocuments directory. This directory may be changed to something more convenient. The program remembers the last directory the files were saved to and opens that directory the next time an export is requested. As with saving any other file, you may change directories and file names before clicking **Save**.

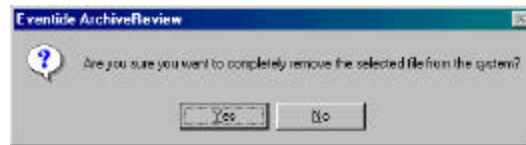
Search for a specific .wav File



Click **Search** for access to the Wave File Search window. Enter a key word that will likely be found in the .wav file description fields, and then click **Search**. The results of the search will appear in the Results field. As you click on each file, its complete description can be read in the Description field to the left of the Results field.

Click **OK**. The Wave Maintenance Search window will appear with the chosen file cued-up and ready to play.

Delete a .wav File



Highlight the file for deletion. Click **Delete**. You will be asked to confirm that the correct file has been selected. When **Yes** is clicked, the file cannot be recovered. Click **Yes** to permanently delete the file, click **No** to abort the process and retain the file.

Edit Description

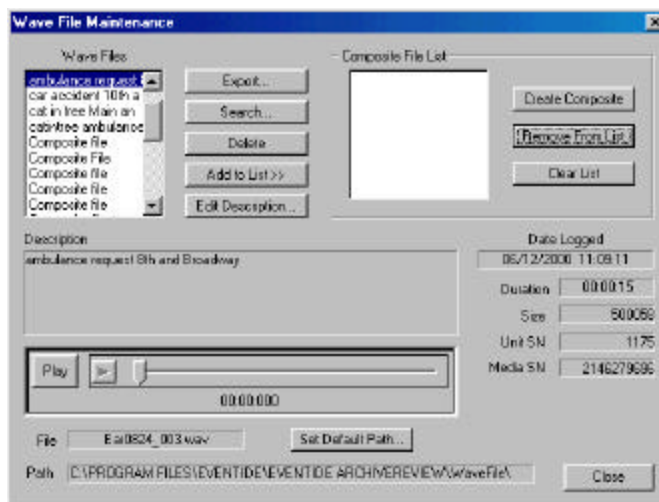


Edit a file description by highlighting it in the Wave Files, column then clicking **Edit Description**. The window shown above will open.

Type the desired changes, then click **OK**. Your changed text is saved as the new description.

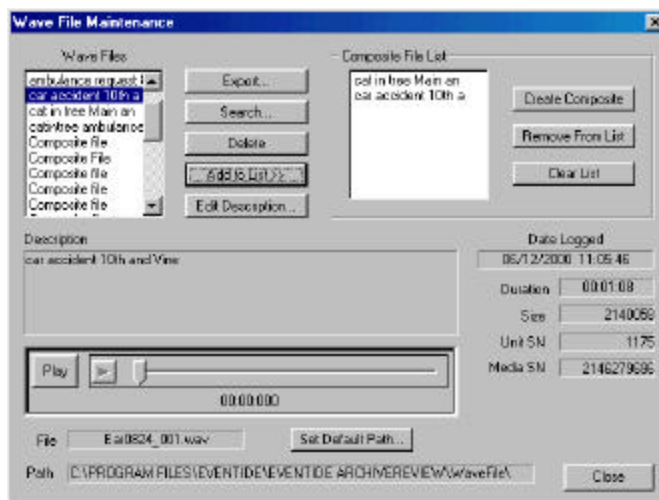
Cancel the process by clicking **Cancel**. No changes will be saved and the description will revert to the original text.

Create composite files

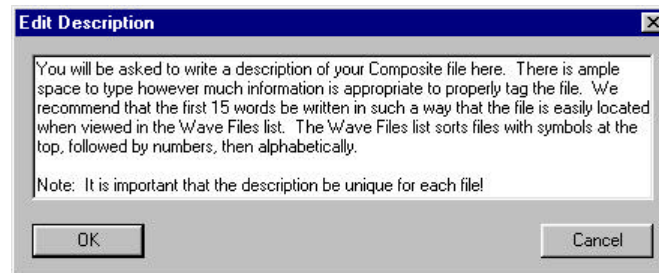


1. Choose either an individual or a composite file from the Wave Files column.
2. Click **Add to List>>** and the file will appear in the Composite File List column.
3. Add additional files to the column by repeating steps 1 and 2.

To remove a specific file from the list, highlight it in the Composite File List then click **Remove From List**. This removes the file from the Composite File List but does not permanently delete the file.



5. To remove all files from the Composite File List, click **Clear List**.
6. When all the files are assembled, click **Create Composite** to combine them into a single file. You will be asked to provide a description of that file.



Other Wave File Maintenance Features

Play a file from the Wave File Maintenance screen

- Double click on a file in the Wave Files column. It will begin to play or
- Single click on a file in the Wave Files column to select it. Click **Play** located in the middle of the screen and the selected file will begin to play.

Quickly rewind and fast-forward through the file using the track bar.

Stop playing by clicking on the square button to the left of the track bar. Resume playing by clicking **Play**.

Distinctions between Individual Files and Composite Files

As different types of files are highlighted in the Wave Files column, notice how the information on the bottom right-hand side of the screen changes.

Individual File selected -

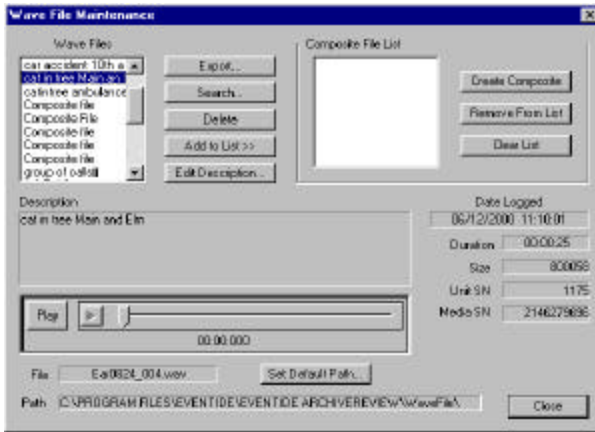
- **Date Logged** shows date and time of the original recording as stored by the archived media
- **Duration** of the recording is listed
- **Size** of the file is shown in kilobytes
- **Unit** and **Medium** serial numbers are referenced

Composite File selected-

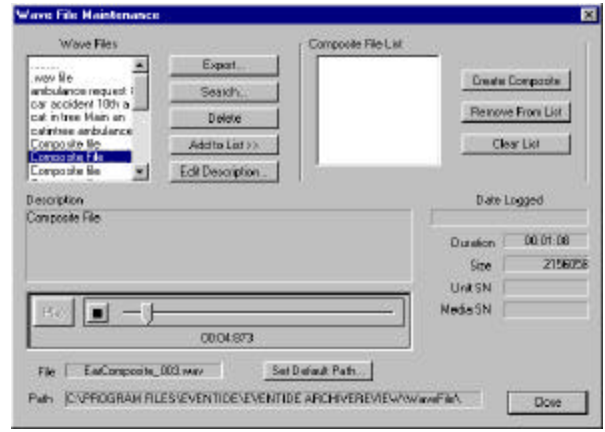
The same information is shown with the following exceptions:

- **Date Logged** is not referenced
- **Unit** and **Medium** serial numbers are not referenced.

Under the Play bar is a field labeled “File.” This is the code the program generates to find and process files. The computer identifies a Composite File by the word composite in the file name.



Individual File selected



Composite File selected

Default Directory Path

Each file generated is automatically saved to a default directory found at the end of the path shown in the **Path** field. Change this directory by clicking **Set Default Path** and entering a new directory name.

Foot control

The foot control included with every ArchiveReview software package is designed to assist with the transcription of archive data. While transcribing to a word processing program, users can replay the last few seconds of data by double clicking the pedal.

Foot control set up

1. Connect the foot controller to the game port on the sound card.
2. From the **Start** menu, select **Settings**, then **Control Panel**.
3. In Control Panel, double click **Game Controllers**.
4. In the General tab, select **Add**.
5. Select "2-axis, 2-button joystick," and click **OK**.

Some computers will require that you load your Windows install CD to find the game controllers. In other cases, a reboot of the computer may be necessary. Follow the instructions on the screen.

Foot control use

From the Main Control Window:

Foot Control Up	No effect
Foot Control Down	Toggle between Play-from-the-beginning-of-call-list and Stop.
Double Click	Press twice in rapid succession to back up 8 seconds (default) from the current position, then play. Change the default time to between 1 and 10 seconds by choosing Configure from the File menu.

From the Call Records Database Window:

When working with the Call List, playback can be paused using the foot control. When the user toggles between Play and Pause, the audio will begin playing where it left off.

Foot Control Up	No effect
Foot Control Down	Toggle between Play and Pause.
Double Click	Press twice in rapid succession to back up 8 seconds (default) from the current position, then play. Change the default time to between 1 and 10 seconds by choosing Configure from the File menu.