



## INSTRUCTIONS FOR DOWNLOADING AND PLAYBACK OF DIGITAL FILES FROM THE OREGON JUDICIAL DEPARTMENT.

### Summary:

- Step 1** – Download TheRecord Player from ForTheRecord (FTR)
- Step 2** – Install TheRecord Player
- Step 3** – Download files from the OJD Secure File Transfer website
- Step 4** – Extract files
- Step 5** – Playback

### Detailed Instructions

**Step 1** – Download TheRecord Player from ForTheRecord (FTR)

For instructions on downloading TheRecord Player, click [here](#)

**IMPORTANT:** While we use FTR to create our recordings, we don't support any technical issues you may have with TheRecord Player, those should be directed towards For The Record.

**NOTE:** An Apple (MAC) version of the FTP Player does not exist.

<http://www.fortherecord.com/contact-page/>

**Step 2** – Install TheRecord Player

Once you have downloaded TheRecord Player, install the program.

**Step 3** – Download files from the OJD Secure File Transfer website

1. The Recipient receives the email with download link.
2. The Recipient clicks the link to open it.
3. The Welcome window will open for you to enter Your Email Address
  - a. If the recipient hasn't registered before, or if his/her profile hasn't been set up, ownership of the email address needs to be verified before registering his/her profile. You would need to fill in the email verification code and select a password to proceed.
  - b. If you have already registered, you need to only enter Your Password.
4. The download process will then begin.

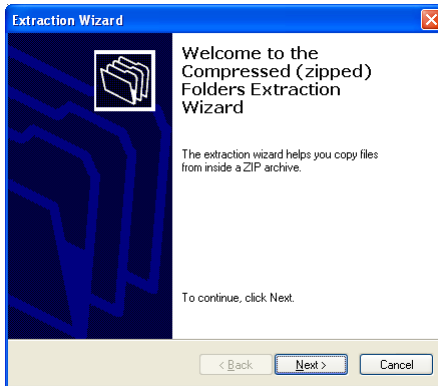
**IMPORTANT NOTE:** Due to limitations of space on our FTP Site, your recording will be retained on the site for 14 days before being removed. If you miss the 14 day window, you will be required to reorder the files.

**Note:** When you have the TheRecord Player installed find the FTR recordings zip file that you downloaded from our site. Most browsers by default will either download any internet files into your Downloads folder or to whichever folder you had downloaded to last.

If TheRecord Player does not create a folder, we recommend you create a folder on your C drive called "TheRecord Recordings".

## Step 4 – Extract files

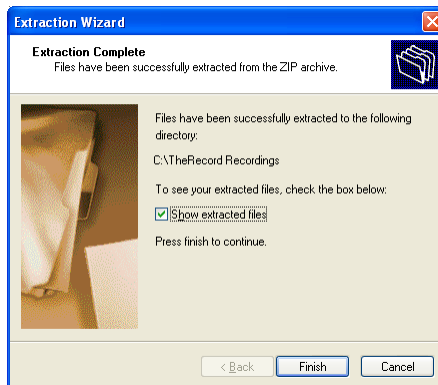
1. Open My Computer and then locate the compressed folder.
2. Right-click the compressed folder, and then click **Extract All**. In the Compressed (zipped) Folders Extraction Wizard. Click Next.



3. Specify where you want to store the extracted files. Click Next.



4. Click Finish.

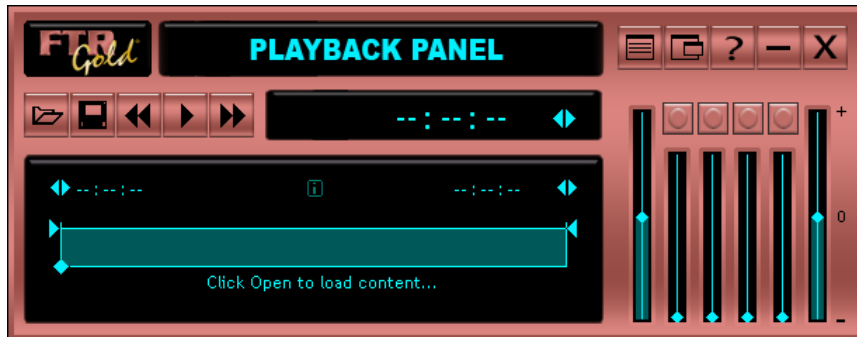


## Step 5 – Playback

Now open TheRecord Player. You should have a window looking like this:



Or This:



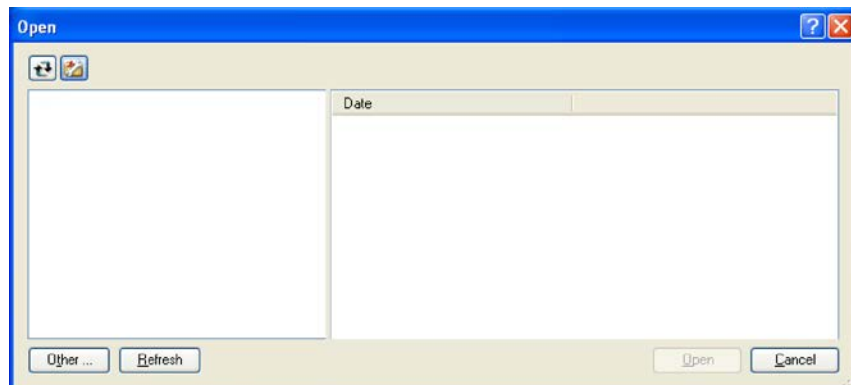
You may also see a prompt to create a search path. Please click [here](#), to proceed with that step.



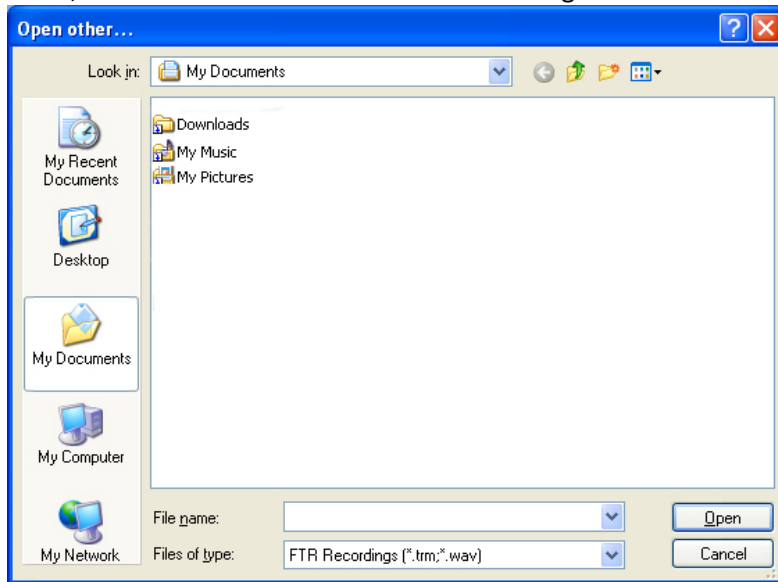
Click the open button:

You should get this screen:

In the very least, it should show your CD Drive. If you also have TheRecord Recordings folder, this folder should also show here. If so, click on the + to show you the files in that folder.



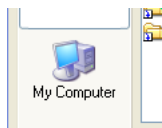
If not, click on the “Other” button. You should get this screen:



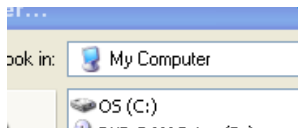
You will then need to browse to the folder that you have extracted the FTR recordings to.

If using the defaults, the steps will be:

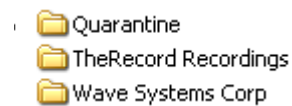
1. Click My Computer:



2. Double Click “OS (C:)”



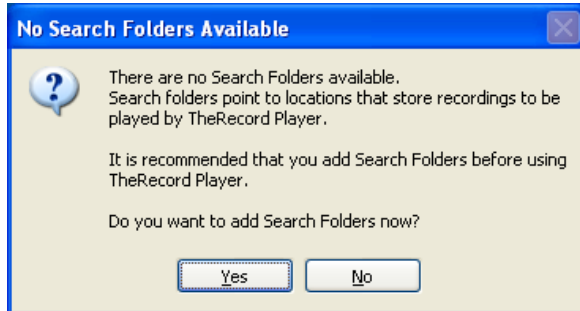
3. Double Click “TheRecord Recordings”



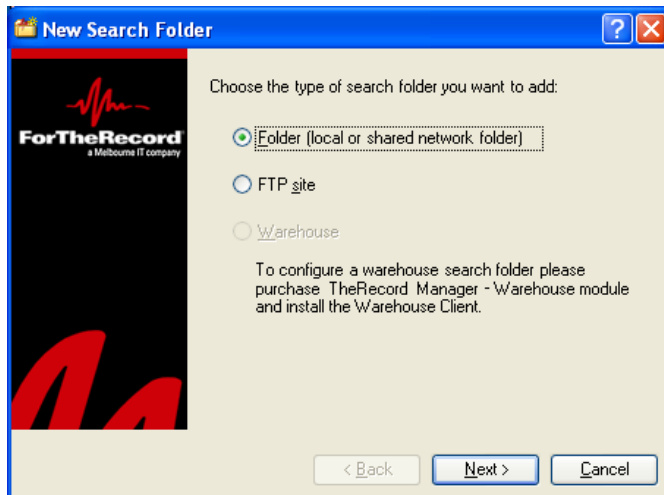
You should then see the recordings. Just double click the file. It should open the file in TheRecord Player and begin playing.

## Creating a Search Path:

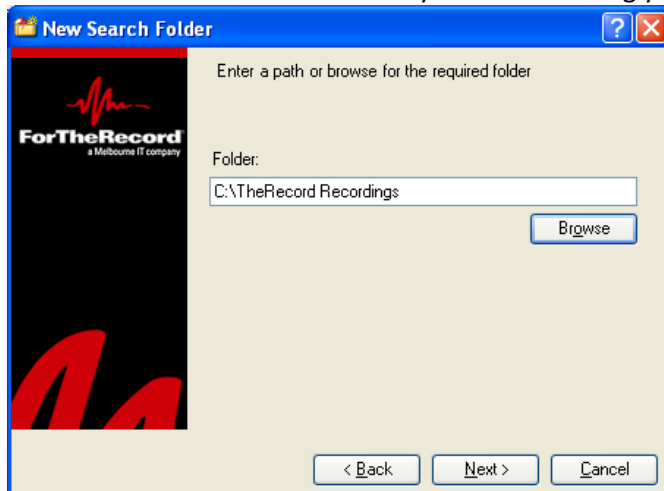
Click "Yes"



Select "Folder"



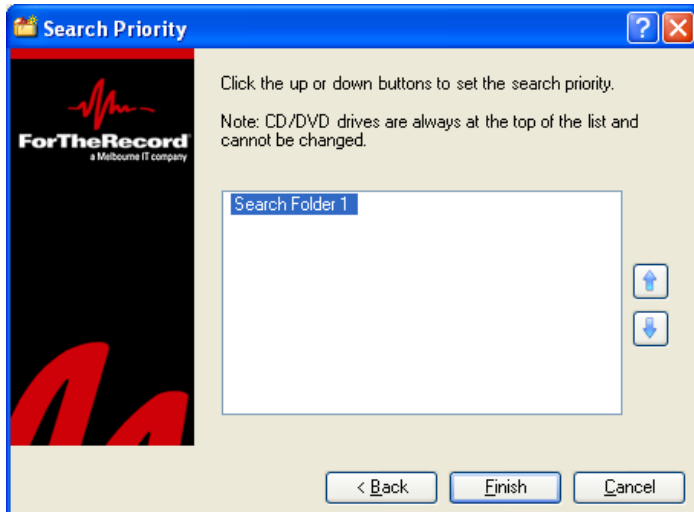
Either browse to the folder where you will be storing your recordings or type in the Path.



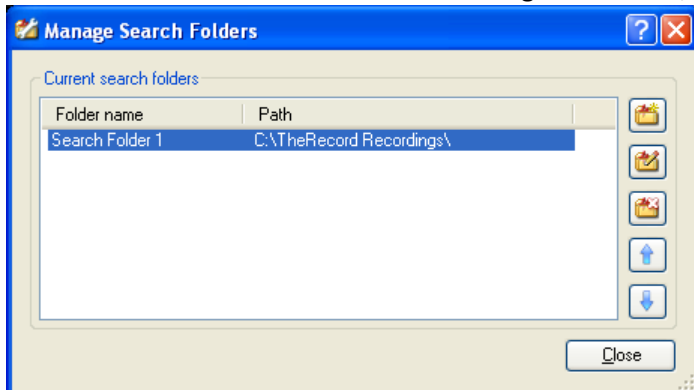
Name the search folder.



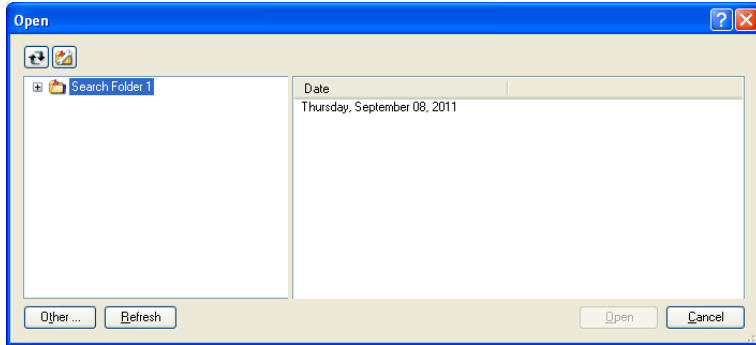
Click "Finish".



You can add more search folders and manage them here, or just click "Close".



Now when you click “Open”, you should see your new search folder. When you click this folder, you will see your recordings.



**ANY TECHNICAL ISSUES/ERRORS IN THE USE OF THE THERECORD PLAYER YOU MAY HAVE SHOULD BE DIRECTED TO FOR THE RECORD USING THE LINK AT THE BEGINNING OF THIS DOCUMENT.**

Thank you

**Washington County Courts  
Oregon Judicial Department.**