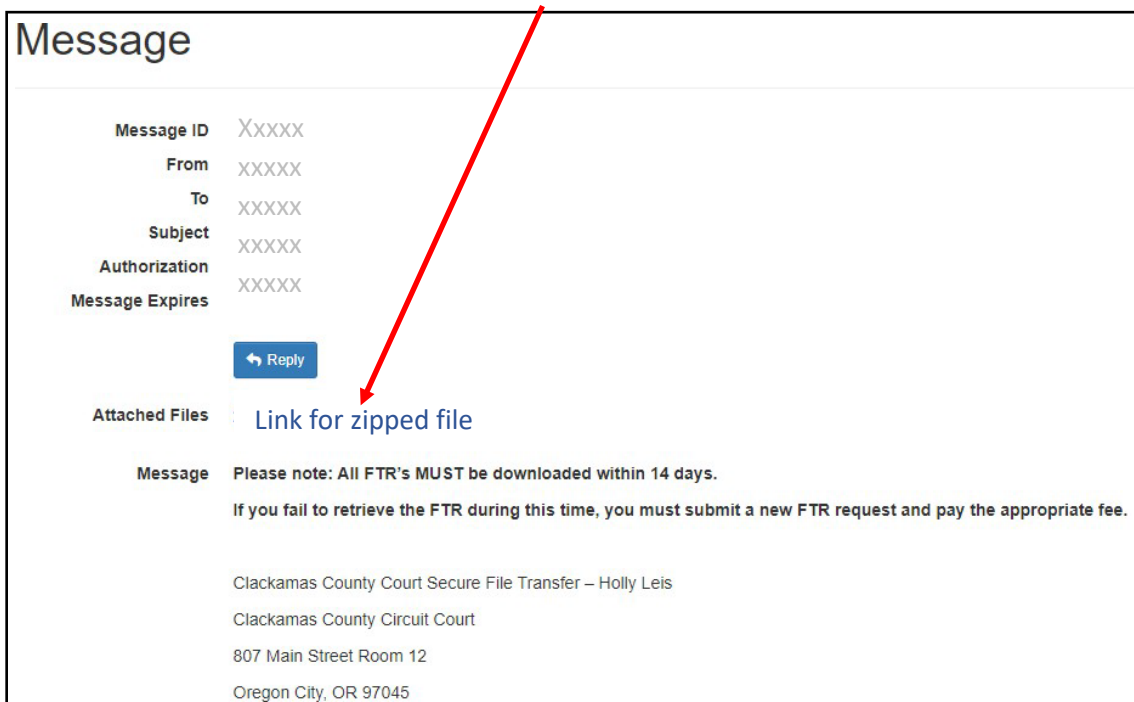# Yamhill County Circuit Court

## Instructions for Listening to your Court Recordings
*(If you need further assistance beyond the following instructions, please see end of document\*)*
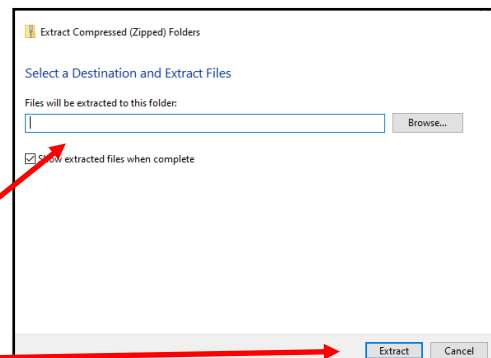
The email that you receive from the court will contain a link to access the recording files.

1. When you open the email, scroll down to click on the link provided. It will open a message window like the one below.

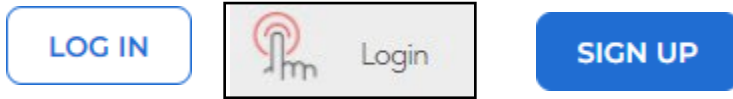2. To download the zipped file, click the link in the message box.



**Note**: *Mac users may be able to skip steps 3 – 5. Please see step 6.*
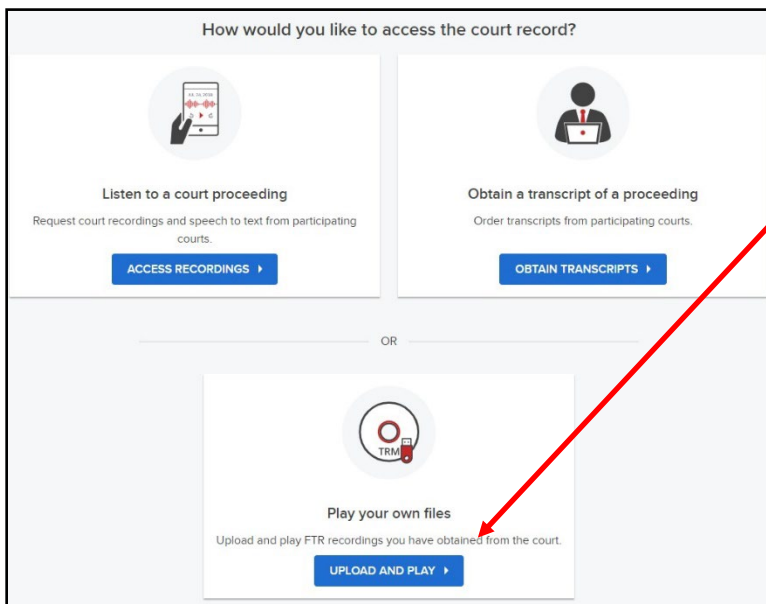
3. Find the downloaded zipped (compressed) file in your computer (usually in your Downloads folder). *The name of the file will start with the case number and then the case date. It will look like a folder with a zipper.*

4. Right click on the folder and select **Extract All…**

5. In the dialog box that appears, enter the location where you want to extract the files or just leave the file path populated in the text box and click the **Extract** button.
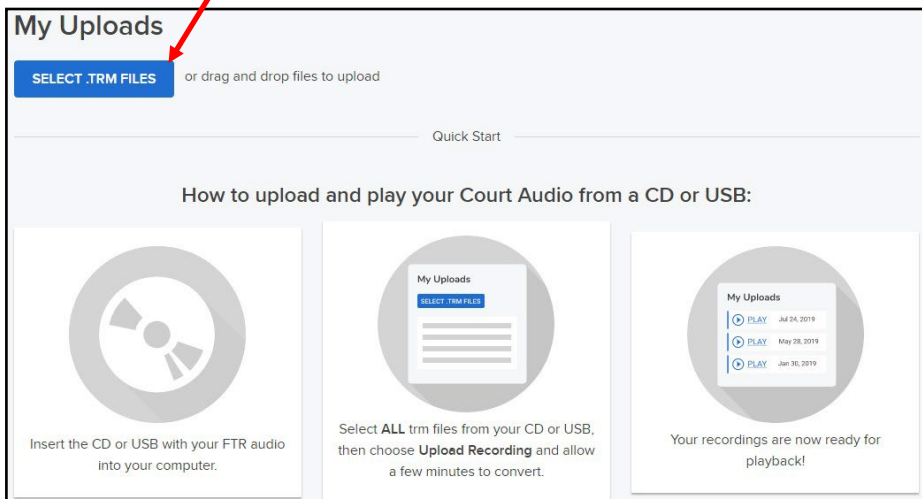
6. *Go to the folder where the files were extracted and open it to access the files. The name of the folder will be the same but it will no longer have a zipper. These are the extracted files.*

7. Go to https://content.fortherecord.com/ftrwebplayer/

8. If you already have an account, **click either of login buttons** below. If you don't have an account, **click the sign up button** to create an account.
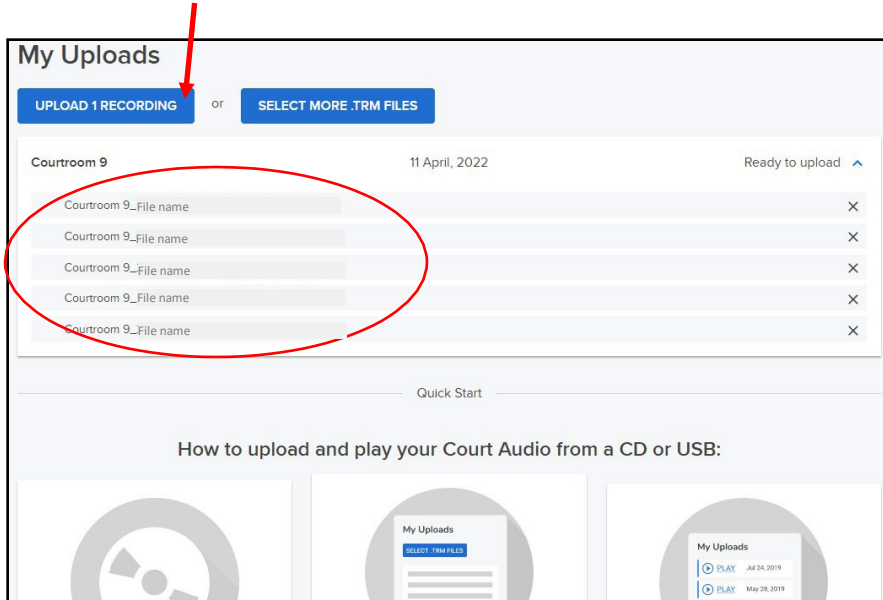
LOG IN    Login    SIGN UP

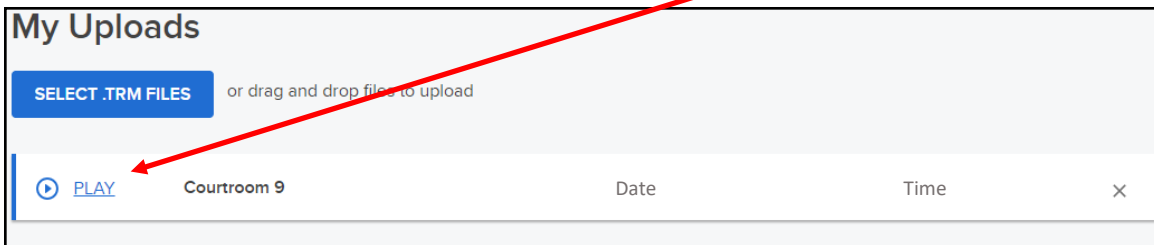9. Log in to upload your recording files to the FTR Web Player and click **Upload and Play**.



10. Click the **Select .TRM Files** button to select the recording files from the folder where they were extracted or click and drag the files to the window shown below. *Make sure to select all the files.*

11. A list of the files you selected will appear as shown below. Click the **Upload Recording** button to upload the files to the player.



12. Once the files have uploaded, you are ready to play and listen. Click **Play** to listen to the recording.



*If you need further assistance or need help troubleshooting, please contact **For The Record Support** at support@fortherecord.com or visit https://content.fortherecord.com/support-access/