

1.

To Import Recordings in Replay

Start \rightarrow Programs \rightarrow ReplayNOVA \rightarrow Replay Manager



Default Password: trisys123

🎇 Replay NOVA Manager ver. 1.3.5 02/11/2014	
	Manual <u>D</u> elete/Archive
e o o co co corder	Import Files
Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure Replay
C:\ReplayFiles	
*User Name for Replay Files folder *Password to Replay Files folder	<u>C</u> hange Password
*Enter User Name and Password if your network folder requires it.	
Schedule Delete/Archive	Setup <u>E</u> mail
O Delete	
ARCHIVE voice records # of months old and older 💌 🍸 # of months 2	
monthly on 28th day of the month 💌 at 11:00 PM 💌	
The path to the archive folder:	
(Local, or UNC Path)	
C:\ReplayArchive	C
*User Name for the Archive folder *Password to the Archive folder	<u>p</u> ave
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
	E <u>x</u> it

2. Click Import Files





3. Enter a date or date range, click on the year to change to a different year.

Replay NOVA Manual Import	<u>_ </u>
Import Files	
TODAY and later voice records cannot be imported.	
Date Range From: 5 / 1 /2014 To: 2 / 1 /2014	•
Import from (local or UNC path): C:\ReplayArchive	_
User Name Password	
IMPORT FILES CI	ose

4. Click **Import Files**.

Please Wait. Import in progress	
IMPORT COMPLETED If not closed, this screen will automatically close in 5 min.	4
CLOSE	4

5. Click **Close**. The recordings for the date specified can now be found in TapitNOVA. In this example it was for May 1st.

Note: The smallest increment that can be imported is an entire day.



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Trisys Inc. 215 Ridgedale Avenue Florham Park, NJ 07932

www.trisys.com

Phone: 973-360-2300 Fax: 973-360-2222 Email: <u>general@trisys.com</u>