# **Replay NOVA** Manager Manual





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## **Replay NOVA Manager**

#### **Document Revision Record**

ABV	Description
160829	New Template

#### **Replay NOVA Manager Manual**

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#### **Minimum System Requirements**

- Core 2 Duo Processor
- 2 BG of RAM (3GB for Win 7)
- 250 GB hard disk
- Microsoft Win XP Pro SP3 (Win 2003 required for 10+ concurrent users), Windows 7
- MS Internet Explorer 7
- Monitor Resolution 1024 x 768
- Tapit NOVA must be installed and configured
- QuickTime Player installed (on every PC used for listening)
- Sound card on each PC used for listening to voice files

In compressed mode, Replay uses approximately 6 MB of hard disk for each hour of recorded conversation. Therefore, adequate hard disk space has to be dedicated to store voice files created by Replay Boxes. If default options are accepted during installation Replay Server stores Replay Boxes voice files on the same computer it resides.



#### **Before Installing Replay NOVA**

Install and configure the Replay Box/es. Make sure Replay Boxes are recording.

#### **ON THE SAME PC:**

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- 1. Install and setup Tapit Nova.
- 2. If you would like to encrypt files, install AcCrypt encryption software.
- 3. Install QuickTime Player. Quick Time has to be installed on each PC used for listening to voice files. You can use QuickTime installation provided on the Replay Nova CD.
- 4. In case of IIS7 (Windows 7 Pro and Windows 2008 Server): verify that IIS Management Scripts and Tools and IIS 6 Management Compatibility are installed.

il	L Server Manager (WIN-PJE7HO1DA	Roles			
	Roles     Neles     Velocity     Veloci	Annual and	C	View the health of the roles installed on your se	rver and add or remove roles and features.
Ί			*	Request Monitor	Installed
	🛨 💣 Windows Firewall with Adva			Tracing	Not installed
	🍳 Services			Custom Logging	Not installed
1	🚎 WMI Control		_	ODBC Logging	Not installed
1	🕀 🎥 Local Users and Groups		<u>ہ</u>	Security	Installed
	🛨 📇 Storage			Basic Authentication	Not installed
				Windows Authentication	Not installed
				Digest Authentication	Not installed
				Client Certificate Mapping Authentication	Not installed
				IIS Client Certificate Mapping Authentication	Not installed
			_	URL Authorization	Not installed
			<u>ہ</u>	Request Filtering	Installed
			_	IP and Domain Restrictions	Not installed
d.			Č.	Performance	Installed
			<u>ہ</u>	Static Content Compression	Installed
2			_	Dynamic Content Compression	Not installed
			۵.	Management Tools	Installed
			<u>.</u>	IIS Management Console	Installed
			<u> </u>	IIS Management Scripts and Tools	Installed
				Management Service	Not installed
			۵.	IIS 6 Management Compatibility	Installed
П			۵.	IIS 6 Metabase Compatibility	Installed
Ш			۵.	IIS 6 WMI Compatibility	Installed
Ш			۵.	IIS 6 Scripting Tools	Installed
			<u></u>	IIS 6 Management Console	Installed
Ш				FTP Server	Not installed
				FTP Service	Not installed
П				FTP Extensibility	Not installed
				IIS Hostable Web Core	Not installed



- 1. Tapit NOVA application has to be installed and configured on the same PC prior to Replay NOVA Manager Installation.
- 2. QuickTime has to be installed on every PC that is used for listening to voice files.
  - 1. Click on Install Replay NOVA.

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2. The **Replay Nova Installation** screen appears.

Replay Nova - InstallShield Wizard 🛛 🛛 🗙		×
	Replay Nova Installation	
	This Wizard will install Replay Nova on your PC. Replay Nova requires Tapit Nova installed on the system.	
	Please continue only if Tapit Nova setup was already complete on this PC.	
	To continue, click Next.	
Contraction of the local division of the loc		
	< <u>B</u> ack <u>Next</u> Cancel	

3. Click on **Next**.



#### Check I accept the terms of the license agreement option and click on 4. Next.

Replay Nova - InstallShield Wizard 🛛 🛛 🗙
License Agreement Please read the following license agreement carefully.
Software License Agreement         TO PERSONS WHO PURCHASE OR USE THIS SOFTWARE:         Carefully read all the terms and conditions of this agreement before opening this package. Opening of this package indicates your acceptance of the terms and conditions of this License Agreement.         Parties. The Licenser is TRISYS, INC.         215 Ridgedale Avenue, Florham Park, NJ 07932, and you are the Licensee.         1. Grant of License.         The Licensor grants to the Licensee a non-transferable, non-exclusive, non-
I accept the terms of the license agreement       Print         I do not accept the terms of the license agreement       InstallShield         InstallShield       < Back

5. Installation is checking if Tapit NOVA is installed on the PC. Click on Next when finished.

Replay Nova - InstallShield Wizard	×
Replay Nova Installation - Step 1 - Detai	ils
Installation will check if all required component	is were installed on the system:
1. Tapit Nova	
Tapit Nova installation must be complete befor	e installing Replay Nova.
netaliShiald	
	< <u>B</u> ack <u>N</u> ext > Cancel



- Setup program prepares SQL environment. Click on **Next** when finished. 6.

Replay Nova - InstallShield Wizard			×
Replay Nova Installation - Step 2 - Detai	ls		N.
Now Installation will prepare the following comp	oonents:		
1. SQL Server			
Setup will prepare SQL Server Databases.			
2. Application Web Interface			
Setup will prepare Web Interface components	and Security.		
InstallShield			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

Software is ready to be installed. Click on **Install**. 7.

Replay Nova - InstallShield Wizard	×
<b>Ready to Install the Program</b> The wizard is ready to begin installation.	
Click Install to begin the installation.	
If you want to review or change any of your in: the wizard.	stallation settings, click Back. Click Cancel to exit
InstallShield	
	< <u>B</u> ack Install Cancel



### 8. Replay NOVA is being installed.

Replay Nova - InstallShield Wizard	×
Setup Status	
Replay Nova is configuring your new software installation.	
Installing	
C:\ReplayNova\Server\ReplayT1Box_AdminManual.pdf	
InstallShield	
	Cancel

9. Click on **Finish** when the installation is done.

Replay Nova - InstallShield Wizard		
	InstallShield Wizard Complete The InstallShield Wizard has successfully installed Replay Nova. Click Finish to exit the wizard.	
	< <u>B</u> ack <b>Finish</b> Cancel	



10. When Replay files are installed, the installation program will prompt you to configure Replay NOVA.



Click on **Yes**. Replay NOVA will not process files if not configured. Proceed with the **Setting up REPLAY NOVA** section below.

If Setup Program asks you to reboot PC, make sure all Tapit Nova related applications are closed. Open Tapit Nova SMDR Service Manager and click on Stop Service.

#### Setting Up Replay NOVA

- 3. When Replay installation is complete you are prompted with a message to configure Replay NOVA Manager. If you click on **YES** Replay setup starts with a password screen. If you click on **NO**, or if you were required to reboot your PC, you can access the password screen by going to **Start/Programs/Replay Nova/Replay Manager**.
- 4. You need to configure Replay Box/es, setup Delete/Archive, automatic alerts via email, etc. If not configured, Replay NOVA will not process voice files.
- 5. The **Setup Password** screen comes up. This password will be used to open the **Replay NOVA Manager Screen**. The **Replay NOVA Manager Screen** enables user to setup/change voice file processing settings.

🎇 Replay NOVA Manager - Setup Password 📃 🔲 🗙
Replay NOVA Manager Password Password has to be minimum 4 characters and maximum 20 characters long.
Password
Confirm Password
Save Password Close

- 6. Create the password (minimum 4 characters and maximum 20 characters) and enter it into the **Password** field.
- 7. Enter it again into the **Confirm Password** field.
- 8. Click on Save Password.
- 9. Click on **OK** to the following message.

Replay NOVA Manager 🛛 🗙
Please setup Replay Server before using it: (1) configure all Replay NOVA Manager Boxes (shares) (2) set up Archive/Delete (3) set up Email account for alerts (4) verify all other settings
OK I

10. Replay opens the **Configure REPLAY Boxes** screen. Here, you need to enter information about the already installed Replay Boxes.

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# Replay NOVA Manager

## 11. To create a new Replay entry click on **Add New**.

🎇 Configure Replay Boxes			_ 🗆 🗙
	Add Delete Save	Cancel	E <u>x</u> it
	To view Location\Box details: Double click on the Replay Box Id. Detail information screen replaces these instructions.		
	<ul> <li>(To add a new Location\Box:</li> <li>(1) Click on the 'Add New' button.</li> <li>(2) Enter appropriate values in the provided fields. Make sure you assign T1 Channels/Ports to the appropriate trunks/extensions.</li> <li>(3) Save the new Location\Box record.</li> </ul>		
	To edit the Location\Box: (1) Bring up Location\Box record by double clicking on the Replay Box Id. (2) Make required changes and save.		
	To delete the Location\Box: (1) Bring up Location\Box record by double clicking on the Replay Box Id. (2) Click on the 'Delete' button.		



12. The new Replay unit entry screen shows up.

Replay Type	select Replay Type
- Replay Settir Select Tapit Loc select Tapit L	ocation
Replay Id	(unique value)
Path to Box	
User Name	
Password	
-Automatic Vo LOAD voice rec	ice Files Loading
on	▼ at ▼

Click on the down-arrow of the **Replay Type** field to pull down the list of Replay types.

Select a Replay type from the list depending on which Replay you've purchased.

If you have purchased Replay T1 select it from the list of replay types.

Replay Type	Replay T1	•

Select the number of T1s.

- Number d	f T1a		
ONE •	TWO	C	

If you have purchased Replay ATS recording on the trunk side, select it from the list of replay types. Click on the number of ports.

Deeley Trees		_	🗆 🗆 Numbe	r of Ports	\$ \$	
Керіаў Туре	Replay ATS Trunk Side	<u> </u>	8 🔿	16 🕥	24 O	32 O

Only Replay ATS and T1 types have a side option group with the Number of T1 or Ports.



Click on the down-arrow of the **Select Tapit Location** screen to pull down the list of Tapit Locations. If you did not purchase Remote Manager and do not have any remote sites then this list contains only one location – Main. Otherwise, this is a list of all remote sites plus the Main site.

Select Tapit Location	
Main	•

Select Tapit Location name corresponding to the Replay Box.

13. **Enter Unique Replay Box Id** - this field has to be unique. It cannot contain spaces or any characters that are illegal in a Windows Explorer folder name. This entry will become a name of the subfolder of the ReplayFiles folder. In our example, voice files are going to be moved from the folder where they are created to the central location: C:\ReplayFiles\Box1 folder.

Replay Id Box1 (unique value)

Once saved, this field cannot be edited.

14. Enter the path to the Replay Box share into the **Path to Box** field. This is the path to the folder where voice files are created. This folder resides on the Replay Box. Replay NOVA Service moves voice files from this location and stores them in the ReplayFiles folder. If Replay Box is a separate PC then this has to be an **UNC path** and it has to include the Share Name of the folder with voice files (by default Recordings1), residing on the Replay Box computer.

i.e. \\Replay Box computer name or IP address\Recordings1

If you have purchased the Replay Enhanced version this is a **local path**. In that case all Trisys software is on one PC and path to the Recordings folder is - C:\Recordings. Local Recordings folder does not need a user name, or a password.

In case you are setting up **Replay ST** this is the path to the *RplcBuffer* folder.

 Path to Box
 \\192.168.15.100\recordings1

 Enter the User Name for the Replay Box. User name and password are needed to establish a connection between Replay NOVA Server computer and Replay Box (not required if the Path to Box field is a local path).

A user name has to be at least 4 characters long.

User Name 192.168.15.100\username

\*\*\*\*\*\*\*\*\*

16. Enter the password to the Replay Box in the **Password** field (not required if the **Path to Box** field is a local path).

A password has to be at least 4 characters long.

Password



## 17. Example of the remote Replay Box configuration (Replay T1)

Replay Type	Peplay T1	•
- <b>Replay Set</b> Select Tapit L	tings .ocation	
Main		•
Replay Id	Box1	(unique value)
Path to Box	\\192.168.15.100\recordings1	
User Name	192.168.15.100\admin	
Password	*****	



#### 18. Example of the Enhanced Replay Box configuration

(Where Replay recording software resides on the same PC Tapit Nova is installed)

Replay Type	Replay T1	•
- Replay Settin Select Tapit Loc	gs	
Main		•
Replay Id B	ox1	(unique value)
Path to Box	:\recordings	
User Name		
Password		

#### 19. Example of Replay SIP Station Side configuration (remote replay box)

Main BenlauSIP (SIP EXT)	Add New Delete Save
	Replay Type Replay SIP Station Side
	Beplay Settings Select Tapit Location
	Main 🔽
	Replay Id ReplaySIP (unique value)
	Path to Box \\192.168.11.111\Recordings_SIP
	User Name  192.168.11.111\admin
	Automatic Matica Files Londing
	LOAD voice records in minute intervals
	every 10 minutes



20. Example of Replay SIP Station Side configuration (same PC – Replay Box Enhanced)

Main ReplaySIP (SIP EXT)	Add New     Delete     Save       Replay Type     Replay SIP Station Side <ul> <li> </li></ul>
	Replay Settings Select Tapit Location Main
	Replay Id ReplaySIP (unique value)
	Path to Box C:\Recordings_SIP
	User Name
	Password
	Automatic Voice Files Loading LOAD voice records in minute intervals every 10 minutes

21. Select appropriate options for file loading. Replay Service can be set up to move files from the Replay Box into the ReplayFiles folder in minute intervals (up to 60 minutes), daily, weekly, or monthly.

In minute intervals			
- Automatic Voice Files Loading			
LOAD voice records in minute intervals			
every 10 minutes (max 60 min interval)			
Daily			
Automatic Voice Files Loading			
LOAD voice records daily			
at 11:00 PM			
Weekly			
Automatic Voice Files Loading			
LOAD voice records weekly			
on Saturday 💌 at 11:00 PM 💌			
Monthly			
-Automatic Voice Files Loading			
LOAD voice records monthly			
on 28th day of the month 💌 at 1:00 AM 💌			



#### 22. Assign T1 Channel or Port to Tapit Trunk or Extension

Replay Box records telephone conversations.

In case of **Replay T1** and **Replay ATS**, there is one voice file per each conversation. Each voice file name contains a channel/port indicator. Replay recording software knows only channel/port numbers while Tapit Nova operates with trunk numbers. There is a relationship between Replay channels/ports and Tapit trunks. This relationship has to be reflected by the channel trunk list located on the Configure Replay Boxes screen. Once the channel/trunk correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate channel/port number is brought back. With the correct channel/port number Replay Nova is able to search for the desired recording.

**Replay RTP** - station side recording solutions. There is one voice file per each segment of phone conversation related to the recorded extensions. Each voice file name contains the main extension number for the recorded IP Phone. Many times, there is more than one line to the IP Phone. If this is the case, the main phone extension has to be matched up with all different ext for that phone. This list has to be filled out even if a phone has one extension only.

Once the extension correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate main extension number is brought back. With the correct main extension number Replay Nova is able to search for the desired recording.

#### Replay RTP Example:

Extension 101 is a main extension for the multiline IP Phone. In TAPIT Nova calls for that IP Phone are represented by extensions 101, 102, and 103. Therefore the correct extension assignment is: 101 to 101, 101 to 102, and 101 to 103. Extension 200 is a main extension for another IP Phone. However, in TAPIT Nova calls for that IP Phone are always represented by one extension 200. The correct extension assignment is: 200 to 200.

RTP Ext			Tapit Ext		
en	enter ext 🔽 🔳				
(	Assign Sing	le T	apit Ext		
	101	=	101		
	101	=	102		
	101	=	103		
	200	=	200		



23. **Replay SIP (Station Side)** – does not require ext configuration. This part of the screen is suppressed for this type of replay.

**Replay ST** - station side recording solutions. Records in user predefined intervals. Each voice file name contains the extension number for the recorded IP Phone. There is one to one correspondence between Tapit extensions and Replay ST extensions.

Replay ST Example:

101	=	101
200	=	200
210	=	210
211	=	211

**Replay DS** - station side recording solutions. There is one voice file per each segment of phone conversation related to the recorded extensions. Each voice file name contains the Replay port number for the recorded IP Phone. Many times, there is more than one port to the IP Phone. If this is the case, the main phone extension has to be matched up with all different Replay ports for that phone. This list has to be filled out even if there is a one to one correspondence (one Replay port per one Tapit extension).

Once the extension correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate main extension number is brought back. With the correct main extension number Replay Nova is able to search for the desired recording.

#### Replay DS Example:

Tapit extension 1010 has three corresponding Replay ports. Tapit extension 2010 has one corresponding Replay port.

Replay DS Port	Tapit Extension
1010	1010
1011	1010
1012	1010
2010	2010



24. Depending on what type of Replay Box you have (T1, ATS, RTP, DS) each Channel or Extension corresponds to one Tapit Trunk or each Port corresponds to one Tapit Trunk, or one Tapit Extension.

We are going to use T1 Channels and Tapit Trunks in our example to describe ways of creating Channel to Trunk reference.

The most efficient way of assigning T1 Channels to Tapit Trunks is by adding Channel/Trunk range to the Channel/Trunk list.

#### To add a range

**Note:** Tapit Trunks have to be numeric (101, 102, etc.) or numeric with the same prefix (TR101, TR102, etc.) otherwise they need to be entered one by one with the **Assign Single Channel to Trunk** button. Tapit Trunks cannot be duplicated within the same Tapit location.

Click on the Add Range radio button.

#### Add Range

Fill in the range of the T1 Channels i.e. for one T1 PRI the range would be from channel 01 to channel 23 (T1 PRI uses channel 24 as a Data channel).

from	01	to	23			

Enter the range of the corresponding Tapit Trunks.

- I apit	I runks —		
from	00501	to	00523

In our example the trunks have leading zeros. To preserve the leading zeros check the **leading zeros** check box.

🔽 leading zeros

Trunk numbers with leading zeros have to have fixed number of digits to be able to form a range that can automatically populate the Channel/Trunk reference table. Enter the **fixed number of digits** for the Trunks with leading zeros.

fixed number of digits = 5

#### Click on the Add Range button.

The range is added to the **Channel/Trunk** list.

If this box had two T1s PRI you would add another range of channels and it would be channels 25 through 47 (channel 48 would be used as a Data channel).

#### **Examples of Channel/Trunk Ranges**

Simple channel to trunk range: Channels 01 through 23 correspond to Trunks 1 through 23.



# Replay NOVA Manager

= TR001

= TR003

= TR004

=

TR002

01 02

03

04

	01	=	TR1
	02	=	TR2
	03	=	TR3
	04	=	TR4
	05	=	TR5
	06	=	TR6
-Assign Range - Replay Channels to Tapit Trunks ————————————————————————————————————	07	=	TR7
G Add C Pamaua	08	=	TR8
• Add • • Heiliove	09	=	TR9
- Channels	10	=	TR10
from 01 to 02	11	=	TR11
rrom jui to j23	12	=	TR12
- Tapit Trupke	13	=	TR13
	14	=	TR14
from 1 to 23	15	=	TR15
	16	=	TR16
E las tius sure pumber of digits -	17	=	TB17
	18	=	TR18
alphanumeric trunk prefix (if required)	19	=	TR19
i.e. for trunk range TR101-TR124 enter TR	20	=	TR20
	21	=	TR21
	22	=	TR22
Add Range Remove All	23	=	TR23

Trunks with leading zeros and prefix range: channels 01 through 23 correspond to trunks TR001 through TR023.

		05	=	TR005
		06	=	TR006
Assign Range - Replay Channels to Tapit Trunks		07	=	TR007
C Add C Barran		08	=	TR008
• Add • • Helliove		09	=	TR009
Chappele		10	=	TR010
		11	=	TR011
rrom JU1 to J23		12	=	TR012
- Tapit Trupke		13	=	TR013
		14	=	TR014
from 001 to 023		15	=	TR015
		16	=	TR016
The foregroup and the state of		17	=	TR017
Iv leading zeros number or digits =  3		18	=	TR018
To alphanumeric trunk prefix (if required)		19	=	TR019
i.e. for trunk range TB101-TB124 enter TB		20	=	TR020
		21	=	TR021
,		22	=	TR022
Add Range Remove All		23	=	TR023
	-			



#### To Remove the Channel/Trunk associations Check the **Remove Range** radio.

Enter the range of channels to remove 🔿 Add Range 🛛 💽 Remove Range Channels from 01 to 23

Click on the **Remove Range** button.

To Clear the Channel/Trunk assignment list Click on the **Remove All** button.

Click **OK** to the confirmation message. The **Channel/Trunk** list is empty.

#### To add a single channel to trunk correspondence

If Channels do not match Trunks in ranges you need to enter all relationships manually.

In this example we are using default settings: T1 Replay Box with one T1.

To assign T1 Channel to Tapit Trunk one by one select the channel number from the **T1 Channel** pull-down list and enter the corresponding trunk into the **Tapit** Trunk field. Click on the Assign Single Channel to Trunk button to add the relationship to the list.

T1 Channel				Tapit	Trunk	
03		•	=	103		
Assign Single Channel to Trunk						
	01	=	1			
	02	=	TR02			

Note: Channel\Trunk assignments and any unsaved changes are saved instantaneously upon clicking on the Assign Channel to Trunk button.

Tapit Trunk has to be unique within the same Tapit Location. Replay Channel has to be unique within the same Replay Box.

#### To remove a single channel to trunk correspondence

To remove Channel/Trunk assignment, click on the Channel/Trunk list item you want to delete.



# Assign Single Channel to Trunk 01 = 1 02 = TR02 03 = 103 Remove Single Channel/Trunk

Click on the Remove Single Channel/Trunk button.

Replay prompts you to confirm deletion. Click on YES. The list reflects changes.

Assign Single Channel to Trunk							
	01	=	1				
	03	=	103				

If you have more than on Replay Box, repeat the above for all Replay Boxes.

- 25. Click on Save if it is available. If Save is grayed out it means all changes are saved.
- 26. Click on **Exit** when finished.





#### The Replay NOVA Manager Screen appears.

🧏 Replay Manager ver. 1.0.3 12/29/10	
	Manual <u>D</u> elete/Archive
Billet Ball El	Import Files
Path to the Replay Files	
Lapit 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
C Delete       Archive	
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)	
*User Name for the Archive folder *Password to the Archive folder	Save
*Enter User Name and Password if your network folder requires it.	About Replay
	E <u>x</u> it

- 27. During installation the *ReplayFiles* folder is created directly on the *C* drive (C:\ReplayFiles), on the local PC. The *ReplayFiles* is used to store files moved from all Replay Boxes (central voice file location). If you would like to move this folder to a different drive or the network, you need to change its path here. If it is a network path and it requires user name and password to connect to, enter the user name and password in the User Name for Replay Files folder and Password to Replay Files folder fields respectively. Both user name and password have to be at least 4 characters long. Tapit Nova plays files from this folder as well as the Recordings folder on the Replay Box.
- 28. Replay NOVA can be scheduled to automatically delete/archive files from the ReplayFiles folder to prevent running out of the storage space.





Schedule Delete/Archive							
C 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)							
*User Name for the Archive folder *Password to the Archive folder							
*Enter User Name and Password if your network folder requires it.							

By default, Replay is scheduled to archive files 2 months old or older (not counting the current month) on the 28<sup>th</sup> of each month at 11:00 PM (23:00 military time). The files are archived from the Replay Files location (the path above). Once they are archived, the recordings are not available for listening via Tapit Nova. They have to be imported back using Manual Import (available via the Configuration screen, see page 55). If you have enough storage space available you can increase **# of months** field. This way you will have more files available to Tapit Nova for longer time frame without the need of importing them back.

Initially, the archive folder field is empty. The path to the archive folder has to be entered or Replay NOVA Manager will not archive files.

If you would like to change delete/archive settings, see page 25 for instructions.

29. Click on **Save** to save changes.



#### 30. Next, click on Setup Email.

🖉 Setup Email		_ 🗆 🗙	
Replay NOVA Mana the spe	ger error messages will be sent to cified email account.		
SMTP Server Name:	smtp.server.com		
Port:	25 SSL		
If your outgoing server (SMTP) requires authentication please enter User Name and Password. Otherwise, leave the below fields empty.			
User Name:	user		
Password:	password		
Email Error Message to:	to@trisys.com		
Email From:	from@trisys.com		
Subject of Email Message	Error from Replay NOVA Manager		
Save	Test Close		

Information entered here will be used to email error messages produced by Replay NOVA Manager to the appropriate person. For example, if Replay NOVA Manager cannot gain access to one of the shares at the time of file moving, the listed above email address will receive an email with notification. Note: All information on this screen is required except the email subject.

- 31. Click on **Save** after you finish filling in email information.
- 32. You can test if the email settings you have entered are correct by clicking on the **Test** button. The test email will be sent to the specified in the **Email Error Message to** field email address. To make sure the email test has been successful verify the specified recipient received the email message.
- 33. Click on **Close** to go back to the main screen.
- 34. The setup is finished. Click on **Exit**.
- 35. The **Replay NOVA Manager Screen** interface closes. However, the **Replay NOVA Manager** service continues processing files.

#### **Using Replay NOVA Manager**

Replay NOVA Manager has two parts. First part is Replay NOVA Manager service continuously running in the background. The other is the user interface – the **Replay NOVA Manager Screen** that can be invoked from the **Start** menu.

Replay NOVA Manager service moves voice files from Replay Boxes to the Central location (the ReplayFiles folder), archives, and deletes on schedule.

Replay NOVA Manager Screen is the user interface that facilitates changing of settings that dictate how Replay NOVA service works. A user can edit voice file loading and delete/archive schedules, setup error email notification, perform manual delete/archive and import.

You can change the file-loading schedule and edit Replay Box/es specifications via the **Replay NOVA Manager Screen**.

#### Setup ReplayFiles Folder

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen. If Replay NOVA has already been set-up, you will be prompt to enter a password.
- 2. Enter your password and click on **Log In**. The main screen is displayed.



# **Replay NOVA Manager**



🎇 Replay Manager ver. 1.0.3 12/29/10	
REPLAYRecorder	Manual Delete/Archive
Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure <u>R</u> eplay
"User Name for Replay Files folder "Password to Replay Files folder	Lhange Password
*Enter User Name and Password if your network folder requires it.	
Schedule Delete/Archive	Setup <u>E</u> mail
C Delete C Archive	
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)	
D:\ReplayArchvie	Cauc
*User Name for the Archive folder *Password to the Archive folder	<u></u> d¥e
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
	E <u>x</u> it

During installation the *ReplayFiles* folder is created directly on the *C* drive (C:\ReplayFiles), on the local PC. The *ReplayFiles* is the default Replay Files folder used to store files moved from all Replay Boxes. If you would like to move this folder to a different drive, or network, you need to change the path here. If it is a network path and requires user name and password to connect to, enter the user name and password in the User Name for Replay Files folder and Password to Replay Files folder fields respectively. Both user name and password have to be at least 4 characters long. Tapit Nova plays files from this folder.

Replay NOVA can be scheduled to automatically delete/archive files from the ReplayFiles folder to prevent running out of the storage space.

Path to the Replay Files	
Tapit Web Reports points to this folder. (Local or UNC path only)	
C:\Replay\Server\ReplayFiles	
*User Name for Replay Files folder	*Password to Replay Files folder
*Enter User Name and Password if your netw	vork folder requires it.



#### Schedule Delete/Archive

1. Go to **Start/Replay NOVA/Replay Manager** to open Replay NOVA Manager Screen. If Replay NOVA has already been set-up, you will be prompted to enter a password.

Log In	
Enter Password:	kololok
Log In	Close

2. Enter your password and click on **Log In**. The main screen is displayed.

🧱 Replay Manager ver. 1.0.3 12/29/10	
REPLAYRecorder	Manual Delete/Archive
Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure <u>R</u> eplay
*User Name for Heplay Files folder *Password to Heplay Files folder	<u>U</u> hange Password
*Enter User Name and Password if your network folder requires it.	
Schedule Delete/Archive	Setup <u>E</u> mail
C 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)	
D:\ReplayArchvie	C
*User Name for the Archive folder *Password to the Archive folder	<u>5</u> ave
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
	E <u>x</u> it

3. This section of the main screen allows for scheduling automatic delete/archive. By default, Replay is scheduled to archive files 2 months old or older (not counting current month) on the 28<sup>th</sup> of each month at 11:00 PM (23:00 military time). The files are archived from the Replay Files location (the path above). Once they are archived, the recordings are not available for listening via Tapit Nova. They have to be imported back using Manual Import (see page 55). Initially the path to the archive folder is empty and has to be entered by a user.





- Schedule Delete/Archive
<ul> <li>○ Delete</li></ul>
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)
*User Name for the Archive folder *Password to the Archive folder
*Enter User Name and Password if your network folder requires it.

You can change the default settings following instructions below.

#### Archive

Check the **Archive** option.

0	Dele	ete	•	Arc	nive	

#### # of months old and older

ARCHIVE vo	pice records	# of months	old an	d old	er 💌 🥐	# of mont	hs 2
monthly on	28th day of	the month	•	at	11:00 PM	1 🔻	

1. If you have enough storage space available this is a convenient solution because it makes voice files available to the Tapit NOVA for longer time frame without the need of import.

EXAMPLE: Archive voice records # of months old and older, # of months: 2, on the 28<sup>th</sup> day of the month at 11:00 PM.

In our example scheduled archive is activated on June 28<sup>th</sup> at 11PM. Archive is going to move the files that are 2 months old (not counting current month) and older. Therefore, all files from March and older are going to be archived.

- 2. Select # of months old and older from the ARCHIVE voice records list.
- 3. Enter the number of months in the **# of months** field.
- 4. Select an appropriate day of the month from the **monthly on** list.
- 5. Select the time of archive from **at** list.
- 6. Enter the path to the archive location.
- 7. Click on **Save**.





#### DAILY

ARCHIVE v	oice records fro	m previous day	•
daily at	1:00 AM	•	

- 1. Select previous day from the **ARCHIVE voice records from** list.
- 2. Select the time of archive from **daily at** list.
- Enter the path to the archive location.
   If you enter UNC network path you may need a user name and password to establish connection.
   Both user name and password have to be at least 4 characters long.
- 4. Click on Save.

In our example Replay archives previous day files everyday at 1:00 AM.

#### WEEKLY

ARCHIVE V	oice records from	previous weel	<	•	
weekly on	Sunday	•	at	2:00 AM	•

- 1. Select previous week from the **ARCHIVE voice records from** list.
- 2. Select an appropriate day of the week from the **weekly on** list.
- 3. Select the time of archive from **at** list. If you enter UNC network path you may need a user name and password to establish connection. Both user name and password have to be at least 4 characters long.
- 4. Enter the path to the archive location.
- 5. Click on **Save**. In our example Replay archives previous week files every week on Sunday at 2:00 AM.

#### MONTHLY

ARCHIVE voice records from previous month	
monthly on 5th day of the month 💌 at 11:00 PM 💌	

- 1. Select previous month from the **ARCHIVE voice records from** list.
- 2. Select an appropriate day of the month from the **monthly on** list.



- 3. Select the time of archive from **at** list.
- 4. Enter the path to the archive location. If you enter UNC network path you may need a user name and password to establish connection. Both user name and password have to be at least 4 characters long.
- 5. Click on **Save**. In our example Replay archives previous month files, every 5th day of the month at 11:00 PM.

#### Delete

Check the **Delete** option.

#### # of months old and older

Delete	O Arch	ive					
DELETE voi	ce records	# of months o	ld and	older	- ?	# of months	2
monthly on	28th day of	the month	•	at 1	1:00 PM	•	

1. If you have enough storage space available this is a convenient solution because it makes voice files available to the Tapit Nova for longer time frame without the need of import.

EXAMPLE: Delete voice records # of months old and older, # of months: 2, on the 28th day of the month at 11:00 PM.

In our example scheduled delete is activated on June 28th at 11PM. Delete is going to move the files that are 2 months old (not counting current month) and older. Therefore, all files from March and older are going to be deleted.

- 2. Select # of months old and older from the DELETE voice records list.
- 3. Enter the number of months in the **#of months** field.
- 4. Select an appropriate day of the month from the **monthly on** list.
- 5. Select the time of archive from **at** list.
- 6. Click on **Save**.



# Replay NOVA Manager

#### DAILY

DELETE vo	pice records from	previous day	•
daily at	1:00 AM	•	

- 1. Select previous day from the **DELETE voice records from** list.
- 2. Select the time of delete from **daily at** list.
- 3. Click on **Save**.

In our example Replay deletes previous day files every day at 1:00 AM.

#### WEEKLY

DELETE vo	ice records from	previous weel	<	•	
weekly on	Sunday	•	at	2:00 AM	•

- 1. Select previous week from the DELETE voice records from list.
- 2. Select an appropriate day of the week from the **weekly on** list.
- 3. Select the time of delete from **at** list.
- Click on Save.
   In our example Replay deletes previous week files every week on Sunday at 2:00 AM.

#### MONTHLY

DELETE vo	ice records from	previous	mont	h	•	
monthly on	5th day of the m	onth	•	at	11:00 PM	•

- 1. Select previous month from the **DELETE voice records from** list.
- 2. Select an appropriate day of the month from the **monthly on** list.
- 3. Select the time of delete from **at** list.
- 4. Click on **Save**.
- 5. In our example Replay deletes previous month files every 5<sup>th</sup> day of the month at 11:00 PM.
- 6. After all settings have been set up click on **Save**.

#### **Configure Replay Boxes**

Replay NOVA Service moves voice files from all Replay Boxes to the same ReplayFiles folder. The **Configure Replay Boxes** screen contains Replay Boxes specifications. Replay moves the voice files only from the Replay Boxes entered here.

#### To Add Replay Box

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on **Configure Replay Boxes**.
- 4. Replay opens the Configure REPLAY Boxes screen.





# **Replay NOVA Manager**

5. To create a new Replay Box entry click on **Add New**.

🗽 Configure Replay Boxes
Add New Delete Save
Replay Type select Replay Type
Replay Settings
select Tapit Location
Replay Id (unique value)
Path to Box
User Name
Password
Automatic Voice Files Loading
LOAD voice records
on v at v

6. Fill in Replay Box information as described in section **Replay Box Settings** below (see page 36).

#### To Edit Existing Replay Box

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on **Configure Replay Boxes**.
- 4. Replay opens the **Configure REPLAY Boxes** screen.
- 5. Double click on the Replay Box Id listed on the left hand side of the screen. The right hand side is populated with the box information.



TRISYS INC.	

ain 	Add Delete Save	<u>Cancel</u> E <u>s</u>
	Replay Type Replay T1	Number of T1s
	Replay Settings Select Tapit Location	T1 Channel Tapit Trunk
	Replay Id Box1 (unique value)	Assign Single Channel to Trunk
	Path to Box C:\Recordings User Name	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
	Automatic Voice Files Loading	04 = 4 05 = 5 06 = 6 07 = 7
	LOAD voice records daily	08 = 8 09 = 9 10 = 10
	Assign Range - Replay Channels to Tapit Trunks	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
	Channels from 01 to 23	14 = 14 15 = 15 16 = 16 17 = 17
	Tapit Trunks	18         =         18           19         =         19           20         =         20
	leading zeros number of digits = 0	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
	alphanumeric trunk, prefix (if required) i.e. for trunk range TR101-TR124 enter TR	
	Add Range Remove All	Remove Single Channel/Trunk

Revise Replay Box information as described in section **Replay Box Settings** below (see page 36)



#### Replay Box Settings

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- The main screen is displayed. Click on Configure Replay Boxes.
- 4. Replay opens the Configure REPLAY Boxes screen.
- 5. If you are adding a new Replay Box, click on **Add New**, otherwise double click on the existing Replay Box Id located on the list on the left hand side of the screen.
- 6. Click on the down-arrow of the **Replay Type** field to pull down the list of Replay types. Select a Replay type from the list depending on which Replay you've purchased

If you have purchased Replay T1 select it from the list of replay types.

Replay Type	Replay T1	•

Select the number of T1s.

Number of T1s

If you have purchased Replay ATS recording on the trunk side, select it from the list of replay types.

Click on the number of ports.

			🗆 🗖 Numbe	r of Port:	s 2	
Replay Type	Replay ATS Trunk Side	<b>•</b>	80	16 🖲	24 O	32 O

Only Replay ATS and T1 types have a side option group displayed with the Number of T1 or Ports.



Click on the down-arrow of the Select Tapit Location screen to pull down the list of Tapit Locations. If you did not purchase Remote Manager and do not have any remote sites then this list contains only one location – Main. Otherwise, this is a list of all remote sites plus the Main site.

Select Tapit Location name corresponding to the Replay Box.

 Enter Unique Replay Box Id – this field has to be unique. It cannot contain spaces or any characters that are illegal in a Windows Explorer folder name. This entry will become a name of the subfolder on the ReplayFiles folder. In our example, voice files from the configured Replay Box are going to be moved to the C:\ReplayFiles\ReplayBox1 folder. Enter Unique Replay Box Id

Enter Unique Replay Bo

ReplayBox1

Once saved, this field cannot be edited.

9. Enter the path to the Replay Box share into the **Path to Box** field. This is the path to the folder where voice files are created. This folder resides on the Replay Box. Replay NOVA Service moves voice files from this location and stores them in the ReplayFiles folder. If Replay Box is a separate PC then this has to be an **UNC path** and it has to include the Share Name of the folder with voice files (by default Recordings1), residing on the Replay Box computer.

i.e. \\Replay Box computer name or IP address\Recordings1

If you have purchased the Replay Enhanced version this is a **local path**. In that case all Trisys software is on one PC and path to the Recordings folder is - C:\Recordings. Local Recordings folder does not need a user name, or a password.

In case you are setting up **Replay ST** this is the path to the **RplcBuffer** folder. Path to Box \\192.168.15.100\recordings1

- Enter the User Name for the Replay Box. User name and password are needed to establish a connection between Replay NOVA Server computer and Replay Box (not required if the Path to Box field is a local path). A user name has to be at least 4 characters long.
   User Name 192.168.15.100\username
- 11. Enter the password to the Replay Box in the **Password** field (not required if the **Path to Box** field is a local path).

A password has to be at least 4 characters long.

Password \*\*\*\*\*\*\*



#### 12. Example of the Remote Replay Configuration

Replay Typ	e Replay T1	•
- <b>Replay Set</b> Select Tapit L	tings .ocation	
Main		•
Replay Id	Box1	(unique value)
Path to Box	\\192.168.15.100\recordings1	
User Name	192.168.15.100\admin	
Password	*****	

#### **Example of the Enhanced Replay Configuration**

(Where Replay recording software resides on the same PC Tapit NOVA is installed)

Replay Type	e Replay T1	•
- Replay Set Select Tapit L	tings .ocation	
Main		•
Replay Id	Box1	(unique value)
Path to Box	C:\recordings	
User Name		
Password		



### Example of Replay SIP Station Side configuration (remote replay box)

Add New Delete Save
Replay Type Replay SIP Station Side
Replay Settings
Select Tapit Location
Main
Replay Id ReplaySIP (unique value)
Path to Box \\192.168.11.111\Recordings_SIP
User Name 192.168.11.111\admin
Password XXXXXXXX
Automatic Voice Files Loading LOAD voice records in minute intervals every 10 minutes

# Example of Replay SIP Station Side Configuration (same PC – Replay Box Enhanced)

Main ReplaySIP (SIP EXT)	Add     Delete     Save       Replay Type     Replay SIP Station Side
	Replay Settings Select Tapit Location Main
	Replay Id     ReplaySIP       Rath to Roy     C'\Becordings_SIP
	User Name Password
	Automatic Voice Files Loading LOAD voice records in minute intervals every 10 minutes



#### File Loading (from Replay Box to ReplayFiles folder)

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on **Configure Replay Boxes**.
- 4. Replay opens the **Configure REPLAY Boxes** screen.
- 5. If you are adding a new Replay Box, click on **Add New**, otherwise double click on the existing Replay Box Id located on the list on the left hand side of the screen.
- 6. Select appropriate options for file loading. Replay Service can be set up to move files from the Replay Box into the ReplayFiles folder in minute intervals (up to 60 minutes), daily, weekly, or monthly.

n minute intervals		
Automatic Voice Files Loading		
LOAD voice records in minute intervals		
every 10 minutes (max 60 min interval)		

#### Daily

-Automatic Voice Files Loading-	
LOAD voice records daily	T
at 11:00 PM 💌	

#### Weekly

Automatic Voice Files Loading					
LOAD voice records weekly	•				
on Saturday	▼ at 11:00 PM ▼				

#### Monthly

Automatic Voice Files Loading					
LO/	D voice records mont	hly		•	
on	28th day of the month	•	at	1:00 AM	•



#### Assign T1 Channel or Port to Tapit Trunk or Extension

Replay Box records telephone conversations.

In case of **Replay T1** and **Replay ATS**, there is one voice file per each conversation. Each voice file name contains a channel/port indicator. Replay recording software knows only channel/port numbers while Tapit Nova operates with trunk numbers. There is a relationship between Replay channels/ports and Tapit trunks. This relationship has to be reflected by the channel trunk list located on the Configure Replay Boxes screen.

Once the channel/trunk correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate channel/port number is brought back. With the correct channel/port number Replay Nova is able to search for the desired recording.

**Replay RTP** - station side recording solutions. There is one voice file per each segment of phone conversation related to the recorded extensions. Each voice file name contains the main extension number for the recorded IP Phone. Many times, there is more than one line to the IP Phone. If this is the case, the main phone extension has to be matched up with all different ext for that phone. This list has to be filled out even if a phone has one extension only. Once the extension correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate main extension number is brought back. With the correct main extension number Replay Nova is able to search for the desired recording.

#### Replay RTP Example:

Extension 101 is a main extension for the multiline IP Phone. In TAPIT Nova calls for that IP Phone are represented by extensions 101, 102, and 103. Therefore the correct extension assignment is: 101 to 101, 101 to 102, and 101 to 103. Extension 200 is a main extension for another IP Phone. However, in TAPIT Nova calls for that IP Phone are always represented by one extension 200. The correct extension assignment is: 200 to 200.

RTP Ext			Tapit Ext
en	ter ext	-] = [	
	Assign S	ingle T	apit Ext
	101	=	101
	101	=	102
	101	=	103
	200	-	200

**Replay SIP Station Side** – does not require ext configuration. This part of the screen is suppressed for this replay type.



**Replay ST** - station side recording solutions. Records in user predefined intervals. Each voice file name contains the extension number for the recorded IP Phone. There is one to one correspondence between Tapit extensions and Replay ST extensions.

#### Replay ST Example:

101	=	101
200	=	200
210	=	210
211	=	211

**Replay DS** - station side recording solutions. There is one voice file per each segment of phone conversation related to the recorded extensions. Each voice file name contains the Replay port number for the recorded IP Phone. Many times, there is more than one port to the IP Phone. If this is the case, the main phone extension has to be matched up with all different Replay ports for that phone. This list has to be filled out even if there is a one to one correspondence (one Replay port per one Tapit extension).

Once the extension correspondence is created, every time a user clicks on a record on a detail report in Tapit Nova to listen to a recording, reference list is checked and an appropriate main extension number is brought back. With the correct main extension number Replay Nova is able to search for the desired recording.

#### Replay DS Example:

Tapit extension 1010 has three corresponding Replay ports.

Tapit extension 2010 has one corresponding Replay port.

Replay DS Port	Tapit Extension
1010	1010
1011	1010
1012	1010
2010	2010

Depending on what type of Replay Box you have (T1, ATS, RTP, DS) each Channel or Extension corresponds to one Tapit Trunk or each Port corresponds to one Tapit Trunk, or one Tapit Extension.

We are going to use T1 Channels and Tapit Trunks in our example to describe ways of creating Channel to Trunk reference. The most efficient way of assigning T1 Channels to Tapit Trunks is by adding Channel/Trunk range to the Channel/Trunk list.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.



- 3. The main screen is displayed. Click on **Configure Replay Boxes**.
- 4. Replay opens the **Configure REPLAY Boxes** screen.
- 5. If you are adding a new Replay Box, click on **Add New**, otherwise double click on the existing Replay Box Id located on the list on the left hand side of the screen.
- 6. The most efficient way of assigning T1 Channels to Tapit Trunks is by adding Channel/Trunk range to the Channel/Trunk list.

#### To Add a Range

**Note:** Tapit Trunks have to be numeric (101, 102, etc.) or numeric with the same prefix (TR101, TR102, etc.) otherwise they need to be entered one by one with the **Assign Single Channel to Trunk** button. Tapit Trunks cannot be duplicated within the same Tapit location.

- Click on the Add Range radio button.
   Add Range
- Fill in the range of the T1 Channels i.e. for one T1 PRI the range would be from channel 01 to channel 23 (T1 PRI uses channel 24 as a Data channel).
   Channels from 01 to 23
- 3. Enter the range of the corresponding Tapit Trunks.

– Tapit	Trunks —		
from	00501	to	00523

4. In our example the trunks have leading zeros. To preserve the leading zeros check the **leading zeros** check box.

🔽 leading zeros

Trunk numbers with leading zeros have to have fixed number of digits to be able to form a range that can automatically populate the Channel/Trunk reference table. Enter the **fixed number of digits** for the Trunks with leading zeros.

fixed number of digits = 5

5. Click on the **Add Range** button. The range is added to the **Channel/Trunk** list. If this box had two T1s PRI you would add another range of channels and it would be channels 25 through 47 (channel 48 would be used as a Data channel).

01 = 1



## 6. Examp

### Examples of Channel\Trunk Ranges

Simple channel to trunk range: Channels 01 through 23 correspond to Trunks 1 through 23.

	02	=	2
	03	=	3
	04	=	4
	05	=	5
	06	=	6
Assign Range - Replay Channels to Tapit Trunks	07	=	7
Add     C Bemove	08	=	8
	09	=	9
- Channels	10	=	10
from 01 to 23	11	=	11
	12	=	12
– Tapit Trunks	13	=	13
	14	=	14
from 1 to 23	15	=	15
	16	=	16
Leading zeros number of digits = 0	17	=	17
	18	=	18
alphanumeric trunk prefix (if required)	19	=	19
i.e. for trunk range TR101-TR124 enter TR	20	=	20
	21	=	21
	22	=	22
Add Hange Hemove All	23	=	23

Trunks with leading zeros range: channels 01 through 23 correspond to trunks 001 through 023.

-Assign Range -	Replay Channels to Tapit Trunks			
Add	O Remove			
from 01 to	23			
from 001 to 023				
🔽 leading zer	os number of digits = 3			
alphanumeric trunk prefix (if required) i.e. for trunk range TR101-TR124 enter TR				
Add Range	Remove All			

-		
01	=	001
02	=	002
03	=	003
04	=	004
05	=	005
06	=	006
07	=	007
08	=	008
09	=	009
10	=	010
11	=	011
12	=	012
13	=	013
14	=	014
15	=	015
16	=	016
17	=	017
18	=	018
19	=	019
20	=	020
21	=	021
22	=	022
23	=	023



Trunks with prefix range: channels 01 through 23 correspond to trunks TR1 through TR23.

02       =       TR2         03       =       TR3         04       =       TR4         05       =       TR5         06       =       TR6         07       =       TR7         08       =       TR8         09       =       TR9         10       =       TR10         11       =       TR11         12       =       TR12         13       =       TR12         13       =       TR13         14       =       TR14         15       =       TR15         16       =       TR16         17       =       TR17         18       =       TR18         19       =       TR19         20       =       TR20         21       =       TR20         21       =       TR21         22       =       TR20         21       =       TR21         22       =       TR22         23       =       TR23			01	=	TR1
Assign Range - Replay Channels to Tapit Trunks       03       =       TR3         • Add       • Remove       05       =       TR5         • O6       =       TR6         • O7       =       TR7         • O8       =       TR8         • 09       =       TR9         • 10       =       TR10         • 11       =       TR11         • 10       =       TR12         • 11       to       23         • 11       to       23         • 11       to       23         • 12       =       TR12         • 13       =       TR13         • 14       =       TR14         • 15       =       TR15         • 16       =       TR16         • 17       =       TR16         • 17       =       TR18         • 18       =       TR18         • 19       =       TR19         • 18       =       TR18         • 17       =       TR18         • 18       =       TR19         • 20       =       TR20         • 19       =			02	=	TR2
Assign Range - Replay Channels to Tapit Trunks       06       =       TR5         O6       =       TR6         O7       =       TR7         O8       =       TR8         O9       =       TR9         10       =       TR10         11       =       TR11         from       01       to       23         Tapit Trunks       11       =       TR12         from       1       to       23         Tapit Trunks       14       =       TR13         from       1       to       23         TR       alphanumeric trunk prefix (if required)       15       =       TR18         IR       alphanumeric trunk prefix (if required)       19       =       TR19         i.e. for trunk range TR101-TR124 enter TR       20       =       TR20         Z1       =       TR21       22       =       TR22         Z3       =       TR23			03	=	TR3
Assign Range - Replay Channels to Tapit Trunks       05       =       TR5         Add       Remove       07       =       TR7         Add       Remove       09       =       TR8         Op       10       =       TR10         Channels       10       =       TR10         from 01       to 23       12       =       TR12         Tapit Trunks       11       =       TR12         from 1       to 23       13       =       TR13         I4       =       TR14       15       =       TR15         I6       =       TR16       17       =       TR16         I7       ialphanumeric trunk prefix (if required)       i.e. for trunk range TR101-TR124 enter TR       19       =       TR20         Z1       =       TR21       22       =       TR22         Z3       =       TR23			04	=	TR4
Assign Range - Replay Channels to Tapit Trunks       06       = TR6         Add       Remove       07       = TR7         08       = TR9         09       = TR9         10       = TR10         11       = TR11         from 01       to 23         Tapit Trunks       11       = TR12         from 1       to 23       12       = TR12         13       = TR13       = TR14         from 1       to 23       15       = TR15         16       = TR16       17       = TR16         17       = TR16       17       = TR17         leading zeros       number of digits =       18       = TR18         TR       alphanumeric trunk prefix (if required)       19       = TR19         i.e. for trunk range TR101-TR124 enter TR       20       = TR20         21       = TR21       22       = TR22         23       = TR22       23       = TR23			05	=	TR5
Assign Range - Replay Channels to Tapit Trunks       07       =       TR7         • Add       • Remove       09       =       TR8         • O7       =       TR7         • 08       =       TR8         09       =       TR9         10       =       TR10         11       =       TR11         from 01       to 23       12       =         Tapit Trunks       11       =       TR12         from 1       to 23       13       =       TR13         14       =       TR14         from 1       to 23       15       =       TR14         from 1       to 23       15       =       TR14         from 1       to 23       15       =       TR15         16       =       TR16       17       =       TR17         leading zeros       number of digits =       18       =       TR18         19       =       TR19       20       =       TR20         20       =       TR20       21       =       TR21         22       =       TR22       23       =       TR23 <th></th> <th></th> <th>06</th> <th>=</th> <th>TR6</th>			06	=	TR6
Add       Remove       08       =       TR8         Channels       09       =       TR9         from       01       to       23       10       =       TR10         Tapit Trunks       12       =       TR12         from       1       to       23       13       =       TR13         Tapit Trunks       11       to       23       14       =       TR14         from       1       to       23       15       =       TR14         from       1       to       23       15       =       TR15         16       =       TR16       17       =       TR17         leading zeros       number of digits =       18       =       TR18         TR       alphanumeric trunk prefix (if required)       19       =       TR19         i.e. for trunk range TR101-TR124 enter TR       20       =       TR20         21       =       TR21       22       =       TR22         23       =       TR23	Assign Range - Replay Channels to Tapit Trunks		07	=	TR7
Channels       09       =       TR9         from 01       to 23       10       =       TR10         Tapit Trunks       12       =       TR12         from 1       to 23       13       =       TR13         from 1       to 23       14       =       TR14         from 1       to 23       15       =       TR15         leading zeros       number of digits =       16       =       TR16         TR       alphanumeric trunk prefix (if required)       19       =       TR19         i.e. for trunk range TR101-TR124 enter TR       20       =       TR20         21       =       TR21       22       =       TR22         23       =       TR23       23       =       TR23	G Add C Barraus		08	=	TR8
Channels       10       =       TR10         from 01       to 23       11       =       TR11         Tapit Trunks       12       =       TR12         from 1       to 23       13       =       TR13         from 1       to 23       15       =       TR14         from 1       to 23       15       =       TR15         leading zeros       number of digits =       16       =       TR16         TR       alphanumeric trunk prefix (if required)       19       =       TR19         IR       alphanumeric trunk prefix (if required)       20       =       TR20         21       =       TR21       22       =       TR22         Add Range       Remove All       23       =       TR23	• Add • • Helliove		09	=	TR9
Image: Containties from 01 to 23       Image: Trunks         Image: Trunks       Image: Trunks	Chappele		10	=	TR10
Tom 01       to 23         Tapit Trunks       13         from 1       to 23         14       = TR13         14       = TR14         15       = TR15         16       = TR16         17       = TR17         leading zeros       number of digits =         TR       alphanumeric trunk prefix (if required)         i.e. for trunk range TR101-TR124 enter TR         20       = TR20         21       = TR21         22       = TR22         23       = TR23			11	=	TR11
Tapit Trunks       13       =       TR13         from 1       to 23       14       =       TR14         from 1       to 23       15       =       TR14         leading zeros       number of digits =       16       =       TR16         IR       alphanumeric trunk prefix (if required)       18       =       TR19         IR       of trunk range TR101-TR124 enter TR       20       =       TR20         Add Range       Remove All       23       =       TR23	from [U] to [23		12	=	TR12
14       =       TR14         from       1       to       23         15       =       TR15         16       =       TR16         17       =       TR17         18       =       TR18         19       =       TR19         20       =       TR20         21       =       TR21         22       =       TR22         23       =       TR23	- Tapit Trupke		13	=	TR13
from 1       to 23         Image: the second sec			14	=	TR14
Image: Instant Sector 1       Image: Im	from 1 to 23		15	=	TR15
Image:			16	=	TR16
TR       alphanumeric trunk prefix (if required)         i.e. for trunk range TR101-TR124 enter TR         Add Range         Remove All	The feature state of disite -		17	=	TR17
TR       alphanumeric trunk prefix (if required)         i.e. for trunk range TR101-TR124 enter TR         20       =         21       =         21       =         22       =         78       Remove All	I leading zeros riumber or digits = j		18	=	TR18
Add Range         Remove All         20         =         TR20           21         =         TR21           22         =         TR22           23         =         TR23	To Johannerie truck prefix (it required)			=	TR19
Add Range         21         =         TR21           22         =         TR22           23         =         TR23	i.e. for trunk range TB101-TB124 enter TB		20	=	TR20
Add Range         Remove All         22         =         TR22           23         =         TR23			21	=	TR21
Add Range Remove All 23 = TR23			22	=	TR22
	Add Range Remove All		23	=	TR23

Trunks with leading zeros and prefix range: channels 01 through 23 correspond to trunks TR001 through TR023.

Assign Range	- Replay Channels to Tapit Trunks			
Add	C Remove			
from 01	to 23			
from 001	to 023			
🔽 leading ze	eros number of digits = 3			
TR alphanumeric trunk prefix (if required) i.e. for trunk range TR101-TR124 enter TR				
Add Rang	e Remove All			

01	=	TR001
02	=	TR002
03	=	TR003
04	=	TR004
05	=	TR005
06	=	TR006
07	=	TR007
08	=	TR008
09	=	TR009
10	=	TR010
11	=	TR011
12	=	TR012
13	=	TR013
14	=	TR014
15	=	TR015
16	=	TR016
17	=	TR017
18	=	TR018
19	=	TR019
20	=	TR020
21	=	TR021
22	=	TR022
23	=	TR023



#### To Remove the Channel/Trunk Associations

- 1. Check the **Remove Range** radio button.
- 2. Enter the range of channels to remove C Add Range 

  Remove Range from 01 to 23
- 3. Click on the **Remove Range** button.

#### To Clear the Channel/Trunk Assignment List

- 1. Click on the **Remove All** button.
- 2. Click **OK** to the confirmation message.
- 3. The **Channel/Trunk** list is empty.

#### To Add a Single Channel to Trunk Correspondence

- 1. If Channels do not match Trunks in ranges you need to enter all relationships manually.
- 2. In this example we are using default settings: T1 Replay Box with one T1.
- 3. To assign T1 Channel to Tapit Trunk one by one select the channel number from the **T1 Channel** pull-down list and enter the corresponding trunk into the **Tapit Trunk** field. Click on the **Assign Single Channel to Trunk** button to add the relationship to the list.

T1 Channel			Тар	it Trunk	
03		•	=	103	
As	Assign Single Channel to Trunk				
	01	=	1		
	02	=	TR02		

**Note:** Channel\Trunk assignments and any unsaved changes are saved instantaneously upon clicking on the **Assign Channel to Trunk** button.

Tapit Trunk has to be unique within the same Tapit Location. Replay Channel has to be unique within the same Replay Box.



#### To Remove a Single Channel to Trunk Correspondence

1. To remove Channel/Trunk assignment, click on the Channel/Trunk list item you want to delete.

Assign Single Channel to Trunk				
	01	=	1	
	02	=	TR02	
	03	=	103	
R	Remove Single Channel/Trunk			

- 2. Click on the **Remove Single Channel/Trunk** button.
- 3. Replay prompts you to confirm deletion. Click on **YES**.
- 4. The list reflects changes.

Assign Single Channel to Trunk					
Γ		01	=	1	
		03	=	103	

#### To Save Changes to the Replay Box

- 1. Click on **Save** if it is available. If Save is grayed out it means all changes are saved. For example, assigning Channels to Trunks saves all changes instantaneously.
- 2. Click on **Exit** when finished.

#### To Delete Existing Replay Box

- 1. Replay opens the **Configure REPLAY Boxes** screen.
- 2. Double click on the Replay Box Id listed on the left hand side of the screen. The right hand side is populated with the box information.



Main Box1 (T1 - 1 T1)	New Velete Save		Lancel
	Replay Type Replay T1	Number of T1s ONE • TWO O	
	Replay Settings Select Tapit Location	T1 Channel	Tapit Trunk
	Replay Id Box1 (unique value)	Assign Single C	=   hannel to Trunk
		01	- 1
	Path to Box C:\Recordings	01	= 1
	User Name	03	= 3
		04	= 4
	Password	05	= 5
		06	= 6
	Automatic Voice Files Loading	07	= 7
	L OAD unice records Hally	08	= 8
		09	= 9
	at 5:00 AM	10	= 10
		11	= 11
	- Assign Range - Replay Channels to Tapit Trunks	12	= 12
		13	= 13
	Add C Remove	14	= 14
		15	= 15
	Channels	16	= 16
	from 01 to 23	17	= 17
	T 3 T 1	18	= 18
		19	= 19
	from 1 to 23	20	= 20
		21	= 21
		22	= 22
	I leading zeros number or digits = [U	23	= 23
	alphanumeric trunk prefix (if required) i.e. for trunk range TR101-TR124 enter TR		•
	Add Range Remove All	Remove Single	Channel/Trunk

3. Click on **Delete** button. Click on **Yes** to the confirmation message. The Box Id is removed from the Replay Box list.

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#### Setup Email

The **Setup Email** screen enables Replay user to enter SMTP email server information so that Replay can send email alerts to the *administrator*. For example, if REPLAY NOVA Service cannot gain access to one of the shares, the listed above email address will receive an email with notification.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on the **Setup Email** button.

#### 4. The **Setup Email** screen comes up.

Setup Email		_ 🗆 X
Replay TX Serve the sp	er error messages will be sent to ecified email account.	
SMTP Server Name:	smpt.server.com	
Port:	25 SSL 🗖	
If your outgoing serve please enter User Nar below fields empty.	er (SMTP) requires authentication me and Password. Otherwise, leave the	
User Name:	user	
Password:	password	
Email Error Message to:	to@trisys.com	
Email From:	from@trisys.com	
Subject of Email Message	Replay TX Server Error	
Save	Test Close	

- 5. Enter the SMTP Server Name.
- 6. Enter the Port number.
- 7. Check SSL box if you would like to use SSL protocol.
- 8. If your outgoing server (SMTP) requires authentication, enter account information. Otherwise, leave **User Name** and **Password** fields empty.



- 9. Go to the **Email Error Message to** and enter the email address for the *administrator*.
- 10. Enter email address into the **Email From** field. This will show up in the **From** field of the email message.
- 11. Click on **Save** after you finish filling in email information.
- You can test if the email settings you have entered are correct by clicking on the **Test** button. The test email will be sent to the specified in the **Email Error Message to** field email address.
- 13. Click on **Close** to go back to the main screen.

**NOTE:** if you receive a message about connectivity problem with one of the Replay Boxes, restart the **Replay NOVA** service (via Services on the PC where Replay NOVA is installed) once the problem is fixed.



#### **Change Password**

In case you would like to change your log in password for the **Replay NOVA Manager Screen** you can do it using the **Change Password** feature.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on the **Change Password** button.
- 4. The **Setup Password** screen comes up.

🖷, Change Password	<u>- 🗆 ×</u>
Change Password	
Password, can be no longer than 10 characters	
Current Password:	
New Password: X****	
Confirm New Password: ****	
Save Password Clo	se

- 5. Enter the password you logged in with into the **Current Password** field.
- 6. Create the password (up to 10 characters) and enter it into the **Password** field.
- 7. Enter it again into the **Confirm Password** field.
- 8. Click on **Save Password**. Click **OK** to the confirmation message.
- 9. Click on Close.



#### Manual Delete/Archive

This utility allows for manual archive or deletion of voice files from the ReplayFiles folder.

#### **Manual Delete**

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on the Manual Delete/Archive button.
- 4. The Replay Manual Delete/Archive screen appears.

👷 Replay Manual De	elete/Archive		<u>_     ×</u>
Delete	C Archive		
TODAY and later vo	ice records can	not be deleted/a	archived.
Date Range From:	12/26/2006	▼ To: 12/	26/2006 🔽
Enter the path to the	e archive location	n (local or UNC)	path)
User Name		Password	
DELETE	NOW		Close

- 5. Check the **Delete** option.
- 6. Enter date values into **Date Range From** and **To** fields.
- 7. Click on **DELETE NOW**.
- 8. When deletion is completed, click on **Close**.

#### **Manual Archive**

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on the **Manual Delete/Archive** button.



4. The Replay Manual Delete/Archive appears.

2	Replay Manual Delete/Archive	
	C Delete	
	TODAY and later voice records cannot be deleted/archived.	
	Date Range From: 12/26/2006 To: 12/26/2006 T	
	Enter the path to the archive location (local or UNC path)	
	C:\Replay_Archive	
	User Name Password	

- 5. Check the **Archive** option.
- 6. Enter date values into **Date Range From** and **To** fields.
- 7. Enter the path to the location where you want to archive voice files. By default the screen opens with the current archive path. If you enter UNC network path you may need a user name and password to establish connection. Both user name and password have to be at least 4 characters long.
- 8. Click on **ARCHIVE NOW**.
- 9. When archive is completed, click on **Close**.



#### Manual Import

This utility allows for manual import of the voice files to the ReplayFiles folder. Tapit Nova plays voice files only from the ReplayFiles folder. If voice files have been archived they need to be imported back before Tapit Nova can play them.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.
- 3. The main screen is displayed. Click on the **Manual Import**.
- 4. The **Replay Manual Import** screen appears.

🞇 Replay Manual Im	port			<u>- 🗆 ×</u>
Import Files	\$			
TODAY and later voi	ce records canr	not be importe	d.	
Date Range From:	12/26/2006	▼ To: 1:	2/26/2006	•
Import from (local or L	JNC path):			
User Name		Password		
IMPORT I	FILES		Clo	ose

- 5. Enter date values into **Date Range From** and **To** fields.
- 6. Enter the path to the location where you want to import voice files from. By default the screen opens with the current archive path. If you enter UNC network path you may need a user name and password to establish connection. Both user name and password have to be at least 4 characters long.
- 7. Click on **IMPORT FILES**.
- 8. When import is completed, click on **Close**.



#### Encryption

Encryption is optional. A unique key, generated by Replay Manager is used to encrypt files. Files are internally decrypted for listening, downloading, and emailing via Tapit NOVA Reports.

Please note, when File Encryption is turned on, Tapit NOVA has access only to files that are already moved to the ReplayFiles folder. Files on the Replay recorders are not accessible via Tapit NOVA Reports.

#### **To Turn Encryption On**

If a user chooses to encrypt voice files, they will be encrypted upon moving from Replay recorders to central location (the ReplayFiles folder). Therefore, files on recorders (in Recordings folders) are not going to be available for listening via Tapit NOVA reports until they are moved to central location. To minimize the time when files on recorders are not available, the load time for the recorder can be set to minutes rather than once a day. See <u>page 40</u> regarding changing File Loading settings for the recorder.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.



3. The main screen is displayed.

🎇 Replay NOVA Manager ver. 1.1.9 08/19/11	
	Manual <u>D</u> elete/Archive
E UUEU ECU BRecorder	<u>I</u> mport Files
Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure <u>R</u> eplay
*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.	1
Schedule Delete/Archive	Setup <u>E</u> mail
O Delete       Archive	
ARCHIVE voice records # of months old and older 💌 ? # of months 2	Manual
monthly on 28th day of the month 💌 at 11:00 PM 💌	<u>Encryption</u>
The path to the archive folder:	
(Local, or UNU Path)	
	Save
*User Name for the Archive folder *Password to the Archive folder	
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
<b>Trun File Encryption ON</b> (files will be encrypted upon loading)	
	E <u>x</u> it

- 4. Click on the **Turn File Encryption On** checkbox.
- 5. Click on **Save**.

Any files moved to the ReplayFiles folder since then will be encrypted. The path to the ReplayFiles folder is reflected by the entry in the **Path to the Replay Files** field.



#### Manual Encryption of Files in ReplayFiles Folder

When needed a user can encrypt or decrypt all voice files in central location, the ReplayFiles folder, using Manual Encryption.

All files to be encrypted have to reside in the ReplayFiles folder. This folder's path is reflected by the **Path to the Replay Files** field on the Replay NOVA Manager main screen.

Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	
C:\ReplayFiles	

#### NOTE: All un-encrypted files in this folder will be encrypted.

# This is a resource and time consuming process and should be performed only when necessary.

Depending on the amount of files in the ReplayFiles folder this process may take a long time. It takes approximately 60 minutes to encrypt 6000 files. However, it may be slower depending on the available resources of your PC.

During Manual encryption Replay NOVA Manager Service is stopped and is not moving files from recorders to the central location. Therefore, you will not be able to use Tapit NOVA to listen to the newly recorded files still residing on the recorders for the duration of Manual Encryption.

Replay, however, will continue to record and store files locally. The files will be moved to central location on schedule, when Manual Encryption is finished.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on Log In.



3. The main screen is displayed.

🧱 Replay NOVA Manager ver. 1.1.9 08/19/11	
REPLAYRecorder	Manual Delete/Archive
Path to the Replay Files	Tubort lies
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure <u>R</u> eplay
*User Name for Replay Files folder *Password to Replay Files folder	<u>C</u> hange Pass <del>w</del> ord
*Enter User Name and Password if your network folder requires it.  Schedule Delete/Archive C. Dubla	Setup <u>E</u> mail
ARCHIVE voice records # of months old and older  # of months 2 monthly on 28th day of the month at 11:00 PM	Manual <u>E</u> ncryption
The path to the archive folder: (Local, or UNC Path)	
C:\Replay_Archive	Save
*User Name for the Archive folder *Password to the Archive folder	
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
▼ Trun File Encryption ON (files will be encrypted upon loading)	
	E <u>x</u> it



4. Click on the **Manual Encryption**.

🖹, Replay NOVA - Encrypt\Decrypt	
Manual Voice File Encryption\Decryption	
Encrypt C Decrypt	
ENCRYPT files in the ReplayFiles folder: C:\ReplayFiles	
All files to ENCRYPT have to reside in this folder.	
ENCRYPT NOW Cla	se

- 5. If the **Encrypt** option is not selected, click on it.
- 6. Click on the **Encrypt NOW** button.
- 7. Read the information prompt and click on **OK** if you would like to proceed with Encryption.

Replay NOVA Manager
ALL files in the ReplayFiles folder: C:\ReplayFiles will be ENCRYPTED.
This is a resource and time consuming process and should be performed only when necessary. Depending on the amount of files in the ReplayFiles folder this process may take a long time. It takes approximately 60 minutes to decrypt 6000 files. However, it may be slower depending on the available resources of your PC.
Click OK to proceed with ENCRYPTION.
OK Cancel



8. The screen changes to notify a user that Encryption is taking place.



Do not interrupt this process.

This process may take a long time depending on the amount of files in the ReplayFiles folder. It takes approximately 60 minutes to encrypt 6000 files. However, it may be slower depending on the available resources of your PC.

9. Program will notify you once Manual Encryption is finished.

Replay NOVA Manager 🛛 🗙
Manual ENCRYPT\DECRYPT process is finished.

Click on **OK** to the notification message.

10. Click on **Exit** on the main screen.

#### Manual Decryption of Files in ReplayFiles Folder

# NOTE: Files encrypted in Replay TX (version of Replay distributed with TAPIT EX) cannot be decrypted in Replay NOVA.

A user can encrypt or decrypt all voice files in central location, the ReplayFiles folder, using Manual Encryption.

All files to be decrypted have to reside in the ReplayFiles folder. This folder's path is reflected by the **Path to the Replay Files** field on the Replay NOVA Manager main screen.

Ì	- Path to the Replay Files
	Tapit Nova plays recordings from this folder.
	(Local or UNC path only)
	C:\ReplayFiles
	,

NOTE: All encrypted files in this folder will be decrypted.



#### This is a resource and time consuming process and should be performed only when necessary.

Depending on the amount of files in the ReplayFiles folder this process may take a long time. It takes approximately 60 minutes to decrypt 6000 files. However, it may be slower depending on the available resources of your PC.

During manual decryption Replay NOVA Manager Service is stopped and is not moving files from recorders to the central location. Therefore, you will not be able to use Tapit NOVA to listen to the newly recorded files still residing on the recorders for the duration of manual decryption.

Replay, however, will continue to record and store files locally. The files will be moved to central location on schedule, when decryption is finished.

- 1. Go to **Start/REPLAY NOVA/Replay Manager** to open Replay NOVA Manager Screen.
- 2. If Replay NOVA has already been set-up, you will be prompt to enter a password. Enter your password and click on **Log In**.

🎇 Replay NOVA Manager ver. 1.1.9 08/19/11	
REPLAYRecorder	Manual Delete/Archive
Path to the Replay Files	
Tapit Nova plays recordings from this folder. (Local or UNC path only)	Configure <u>R</u> eplay
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  Delete C Archive	Setup <u>E</u> mail
ARCHIVE voice records # of months old and older  # of months	Manual <u>E</u> ncryption
The path to the archive folder: (Local, or UNC Path)	
C:\Replay_Archive *User Name for the Archive folder *Password to the Archive folder	<u>S</u> ave
*Enter User Name and Password if your network folder requires it.	<u>A</u> bout Replay
Trun File Encryption ON (files will be encrypted upon loading)	
	E <u>x</u> it

3. The main screen is displayed.



4. Click on the **Manual Encryption**.



- 5. If the **Decrypt** option is not selected, click on it.
- 6. Click on the **Decrypt Now** button.
- 7. Read the information prompt and click on **OK** if you would like to proceed with Decryption.

Replay NOVA Manager 🛛 🔀
ALL files in the ReplayFiles folder: C:\ReplayFiles will be DECRYPTED.
This is a resource and time consuming process and should be performed only when necessary. Depending on the amount of files in the ReplayFiles folder this process may take a long time. It takes approximately 60 minutes to decrypt 6000 files. However, it may be slower depending on the available resources of your PC.
Click OK to proceed with DECRYPTION.
Cancel

The screen changes to notify a user that Decryption is taking place.
 Do not interrupt this process.
 This process may take a long time depending on the amount of files in the

ReplayFiles folder. It takes approximately 60 minutes to decrypt 6000 files. However, it may be slower depending on the available resources of your PC.

- 9. Program will notify you once **Manual Decryption** is finished. Click on **OK** to the notification message.
- 10. Click on **Exit** on the main screen.

# Replay NOVA Manager



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