

Tutorial: Using the Total Recorder Scheduler

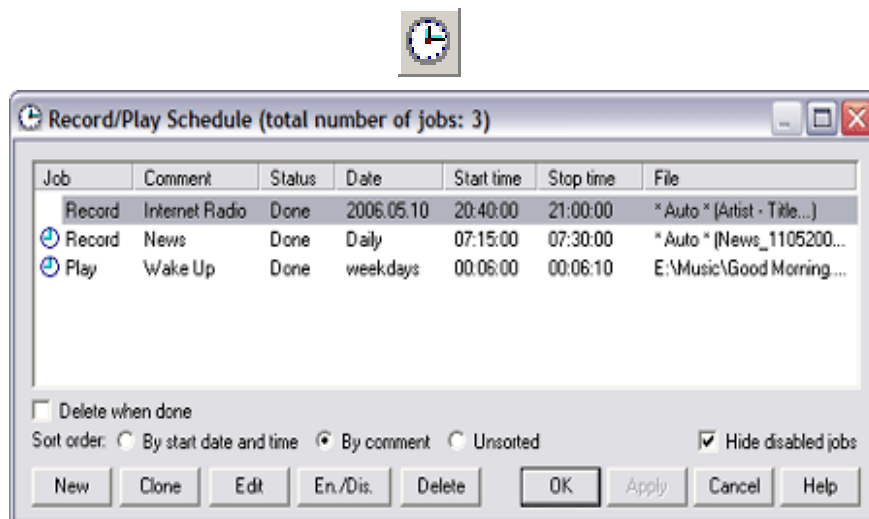
This tutorial introduces you to the basic tasks that you can accomplish with Total Recorder's scheduler. As you gain more experience with Total Recorder, you will find other great options in the scheduler to help you conveniently produce recordings of the desired quality.

The scheduler allows you to program Total Recorder so that it starts at a specific time, performs a required task (such as record or playback a file), and closes automatically.

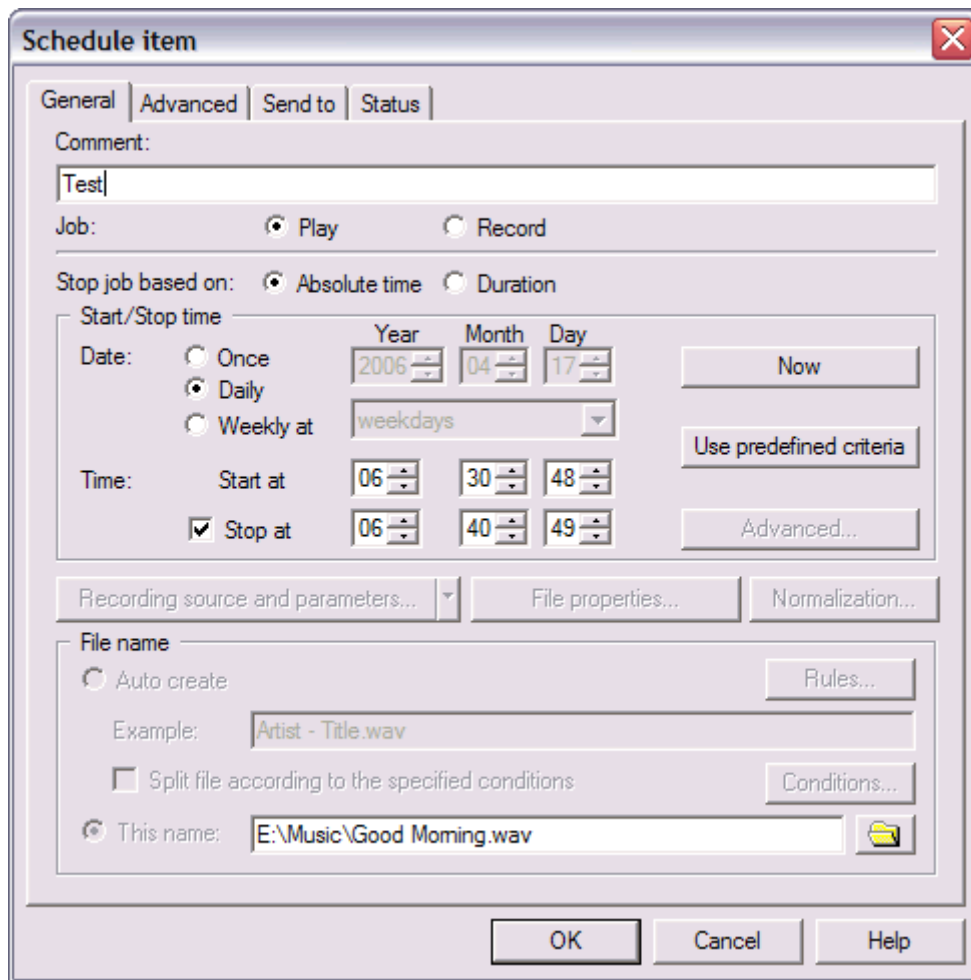
Scheduling a playback

To schedule the playback of a file, you need to indicate the time to start the playback, the location of the file, and the stop time.

1. To open the scheduler, go to the **Tools-> Scheduler** menu , or press the 'clock' button (pictured below) on the main toolbar. The **Record/Play Schedule** dialog box appears. This dialog lets you monitor and manage the list of all scheduled jobs:



2. To create a new job, press the **New** button. The **Schedule item** dialog appears. This is where you specify all of the parameters for the scheduled job.



3. For playback, select **Play** in the **Job** section. Next, look to the **Start/Stop time** panel. This is where you indicate the date, the start time, and the stop time for your scheduled job. You can use the **Now** button to set the current date and time as the start time for the job. The time when the job should stop is set as the current time plus one second. After that, you can modify these parameters manually.

4. To specify a stop time for playback, select the **Stop at** check box to the left, and enter your stop time. A file will be played continuously from the **Start at** time until the **Stop at** time, regardless of the length of the file. Without a stop time, the file will be played only once.

5. Now you need to indicate the location and name of the file that you want to play. Use the **File name** field at the bottom of the dialog (the one with the yellow folder sign to the right). You can either manually enter the name and location of the file, or press the **Browse** (yellow folder) button to browse for the file on the computer.

6. Press **OK** to return to the **Record/Play Schedule** dialog. The job you have just scheduled now appears in the list along with its key characteristics, including its type, start time, stop time, etc.

NB – Please be patient! Press the OK button only once (even if it looks like nothing is happening) and let it load – it can be very slow.

7. Save your changes in the list of scheduled jobs by clicking **OK** or **Apply**. Note that if do not save the changes before the start time, your scheduled job will not launch.