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Using the Task Scheduler with Record.exe for Automatic Recording

Scheduling A New Task

1. Bring up the Task Scheduler from the taskbar if it is currently ready.
If the Task Scheduler is not on the taskbar, go into My Computer and choose Scheduled Tasks. Or click on the Start button, go to Programs, then Accessories, and then System Tools to find the Scheduled Tasks link.
2. Double click on "Add Scheduled Task". This brings up a "Scheduled Task Wizard" box.
3. Click on the "Next" button.
4. A list of available programs will come up in the "Scheduled Task Wizard" box. Press the "Browse..." button to find the "record" program.
5. Go into the "c:\wire\" directory and highlight "record". If you are on a network, go into the wire directory in that network drive.
6. Click the "Open" button or double click on "record".
7. Type in a name for the task or the name of the recording you are scheduling.
8. Click on the description of how often the task is to be performed (Daily, Weekly, etc.).
9. Click on the "NEXT" button.
If you chose Daily, enter:
 - the start time
 - when to perform the task (every day, weekdays, etc.).
 - the start date.
If you chose Weekly, enter:
 - the start time
 - if the task is to run every week
 - the days of the week to run the task
If you chose Monthly, enter:
 - the start time
 - the day of the month to run the task
 - the months to perform the task in
If you chose One Time Only, set the start time and date for the task to run
10. Click on the "Next" button.
11. Click on the box "Open advanced properties for this task when I click Finish".
12. Click on the "Finish" button.
13. Under the task tab, change the "Run:" line to read:
"[drive]:\wire\record [filename] [length of file] [audio card]"

Where drive is the network or local drive letter.

Where filename is the filename/path to the audio file with or without a .wav extension.

Length of file is expressed in HHMMSS format with leading zero's.
Audio Card is the ID of the card to record on.

Example: to record "test.wav" into the incoming audio folder of network drive
"w" for 10 minutes on card 1
w:\wire\record w:\incoming\test.wav 001000 1

With Windows2000 and WindowsXP, you will need to specify the Windows user name and password for the username that will be running the task. Enter the user name in the Run As box, and click on the Password button to enter the password.

The scheduled date/time can be changed at this time under the "Schedule" tab

14. Click "OK" when done. The task has now been scheduled.
15. To schedule additional tasks, follow steps 2-14 above.

Editing An Existing Scheduled Task

1. The task can be edited if the duration, time, date, frequency, or desired location of the recording changes.
2. From the Task Scheduler, right click on the task you wish to edit. Choose Properties.
3. Under the task tab, change the "Run:" line with new information to read:
"[drive]:\wire\record [filename] [length of file] [audio card]"

Where drive is the network or local drive letter.

Where filename is the filename/path to the audio file with or without a .wav extension.

Length of file is expressed in HHMMSS format with leading zero's.

Audio Card is the ID of the card to record on.

Example: to change the recording of test.wav to 15 minutes on card 2
w:\wire\record w:\incoming\test.wav 001500 2

4. Under the "Schedule" tab, change the fields to reflect the new schedule for the task to be performed.
5. On the "Task" tab, enter a user name and click the Set Password button to enter a password for the user that will be running the task. Click OK.
6. Click "OK" when done. The task has now been changed.

To exit the Task Scheduler, click on the "X" in the top right-hand corner of the window.