# Instructions for Using the Task Scheduler
# 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.
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 "w:\wire\" directory and highlight "record".
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:
        1) the start time
        2) when to perform the task (every day, weekdays, etc.)
        3) the start date.
    If you chose Weekly, enter:
        1) the start time
        2) if the task is to run every week
        3) the days of the week to run the task
    If you chose Monthly, enter
        1) the start time
        2) the day of the month to run the task
        3) 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:
    **[server drive]:\wire\record [filename] [length of file] [audio card]**
    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 zeros.
    Audio Card is the ID of the card to record on.
    > **Example:** to record w:\nat\NC#1.wav for 10 minutes on card 1
    > On the "Run" line enter: w:\wire\record w:\nat\NC#1.wav 001000 1
    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, or frequency changes.
2. From the Task Scheduler, double click on the task you wish to edit.
3. Under the task tab, change the "Run:" line with new information to read:
    **[server drive]:\wire\record [filename] [length of file] [audio card]**
    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 zeros.
    Audio Card is the ID of the card to record on.
    > **Example:** to record w:\nat\NC#1.wav for 10 minutes on card 1
    > On the "Run" line enter: w:\wire\record w:\nat\NC#1.wav 001000 1
4. Under the "Schedule" tab, change the fields to reflect the new schedule for the task to be performed.
5. 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.**