



There is a two week window to download your file. Once you saved the file on your computer, please use a zip software to unzip the file (most MACs unzipped the files automatically).

Download Option 1:

The Record Player has an available application setup on their website. Please log onto <https://app.fortherecord.com/uploads> and sign in (new users must register first). Once signed in, you may upload all the .TRM files from your downloaded unzipped file to play them on their application.

Download Option 2 (for Windows users only):

Having TheRecord Player software installed on your computer has many advantages. This includes manipulating volumes on microphones throughout the courtroom. Follow the instructions below to install this software for Windows as well as unzipping your file that you received from our courts.

For Clients with FTR Software Installed:

Please make sure you have an updated version from their website according to your operating system (<https://www.fortherecord.com/download-ftr-player/>).

INSTRUCTIONS FOR DOWNLOADING AND PLAYBACK OF DIGITAL FILES FROM THE OREGON JUDICIAL DEPARTMENT

Summary:

Step 1 – Download TheRecord Player from ForTheRecord (FTR)

Step 2 – Install TheRecord Player

Step 3 – Download files from the OJD Secure File Transfer website

Step 4 – Extract files

Step 5 – Playback

Detailed Instructions

Step 1 – Download TheRecord Player from ForTheRecord (FTR)

For instructions on downloading TheRecord Player, click [Here](#)

IMPORTANT: While we use FTR to create our recordings, we don't support any technical issues you may have with TheRecord Player, those should be directed towards For The Record.

NOTE: An Apple (MAC) version of the FTR Player does not exist.

Step 2 – Install TheRecord Player

Once you have downloaded TheRecord Player, install the program.

Step 3 – Download files from the OJD Secure File Transfer website

1. The Recipient receives the email with download link.
2. The Recipient clicks the link to open it.
3. The Welcome window will open for you to enter Your Email Address
 - a. If the recipient hasn't registered before, or if his/her profile hasn't been set up, ownership of the email address needs to be verified before registering his/her profile. You would need to fill in the email verification code and select a password to proceed.
 - b. If you have already registered, you need to only enter Your Password.
4. The download process will then begin.

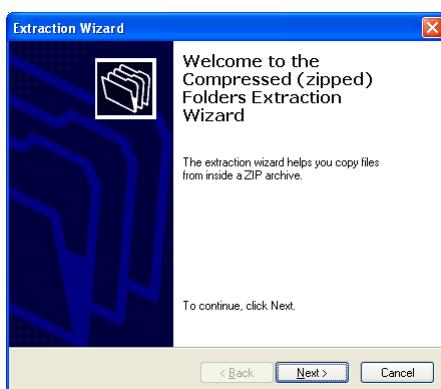
IMPORTANT NOTE: Due to limitations of space on our FTP Site, your recording will be retained on the site for 14 days before being removed. If you miss the 14 day window, you will be required to reorder the files.

Note: When you have the TheRecord Player installed find the FTR recordings zip file that you downloaded from our site. Most browsers by default will either download any internet files into your Downloads folder or to whichever folder you had downloaded to last.

If TheRecord Player does not create a folder, we recommend you create a folder on your C drive called "TheRecord Recordings".

Step 4 – Extract files

1. Open My Computer and then locate the compressed folder.
2. Right-click the compressed folder, and then click **Extract All**. In the Compressed (zipped) Folders Extraction Wizard. Click Next.



3. Specify where you want to store the extracted files. Click Next.



4. Click Finish.

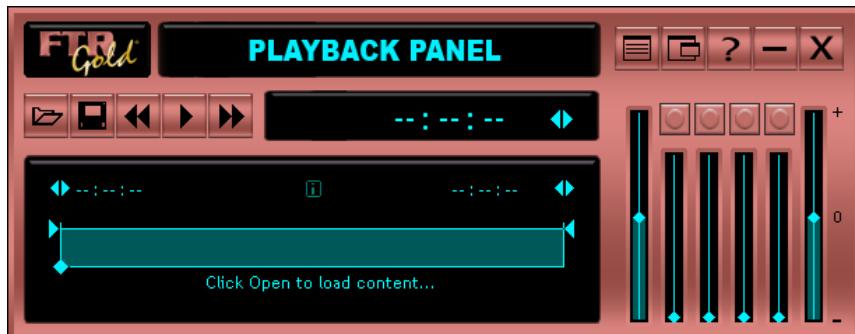


Step 5 – Playback

Now open TheRecord Player. You should have a window looking like this:



Or This:



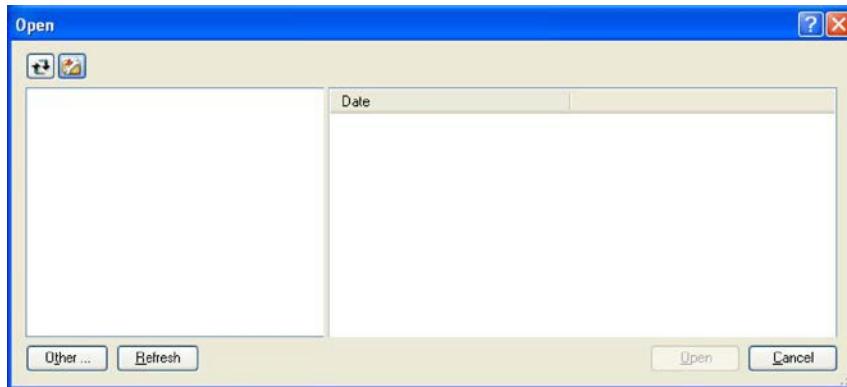
You may also see a prompt to create a search path. Please click [here](#), to proceed with that step. Click



the open button:

You should get this screen:

In the very least, it should show your CD Drive. If you also have TheRecord Recordings folder, this folder should also show here. If so, click on the + to show you the files in that folder.

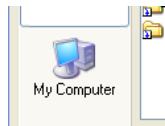


If not, click on the “Other” button. You should get this screen:

You will then need to browse to the folder that you have extracted the FTR recordings to.

If using the defaults, the steps will be:

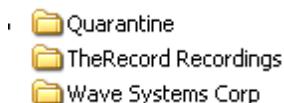
1. Click My Computer:



2. Double Click “OS (C:)”



3. Double Click “TheRecord Recordings”



You should then see the recordings. Just double click the file. It should open the file in TheRecord Player and begin playing.

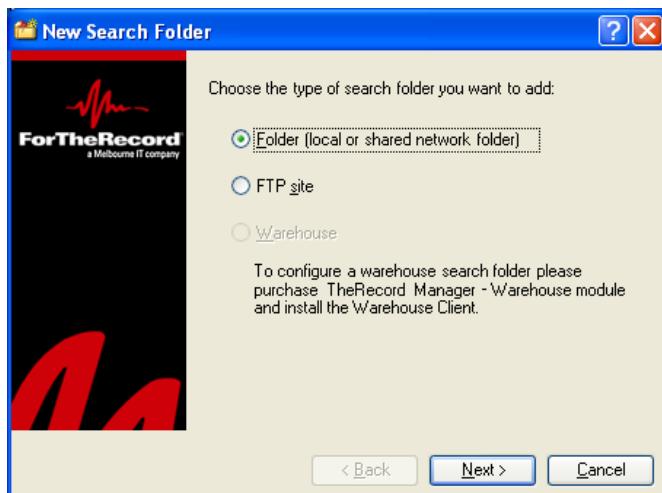
If not, click on the “Other” button. You should get this screen:

Creating a Search Path:

Click “Yes”



Select “Folder”

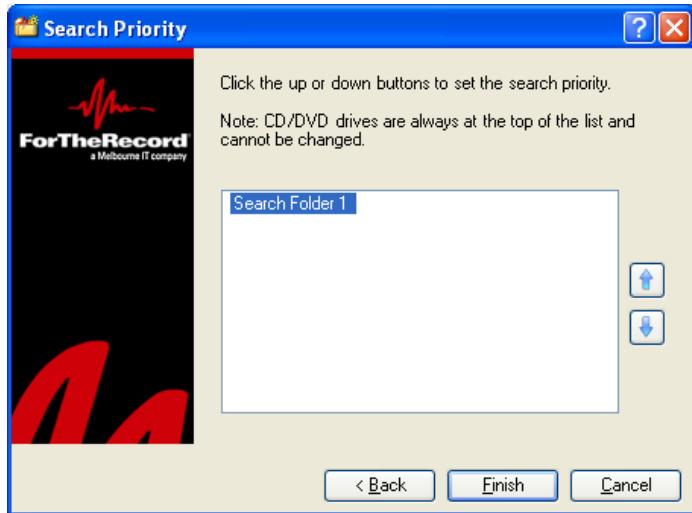


Either browse to the folder where you will be storing your recordings or type in the Path.





Click "Finish".

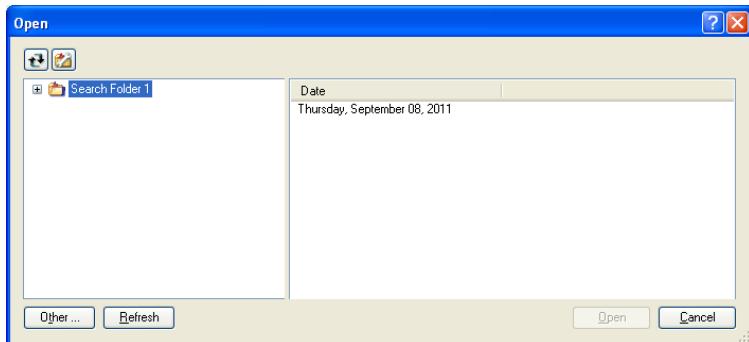


You can add more search folders and manage them here, or just click "Close".



Name the search folder.

Now when you click “Open”, you should see your new search folder. When you click this folder, you will see your recordings.



ANY TECHNICAL ISSUES/ERRORS IN THE USE OF THE THERECORD PLAYER YOU MAY HAVE SHOULD BE DIRECTED TO FOR THE RECORD USING THE LINK AT THE BEGINNING OF THIS DOCUMENT.

Thank you

**Washington County Courts
Oregon Judicial Department.**