



THEOREC PROGRAM

Version 2.0

INSTALLATION INSTRUCTIONS

THEOREC TEAM CONTACT INFORMATION

Distribution, Device Setup and Installation:

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INSTALLATION INSTRUCTIONS

1. OPERATING SYSTEM AND HARDWARE

- ✓ Program is compatible with XP, Vista and Windows 7 operating systems. These instructions are made for XP, but principles are applicable to Vista and Windows 7 as well.
- ✓ Computer should have a quality audio interface circuit that has LINE IN and LINE OUT connections. Some laptops have only a MIC IN connection and sound quality may be poor. To achieve quality results it is usually necessary to acquire an additional sound card that can be connected to EXPRESS, PCMCIA or USB bus. Good results have been reached with a Creative SoundBlaster X-Fi Notebook adapter.
- ✓ If you would like to have more information, please contact TheoRec Team support. Contact information can be found from page 1 of this manual.
- ✓ Instruction and Installation Manuals are in PDF format that are viewable with Adobe Reader that can be downloaded from www.adobe.com.

2. HARD DRIVE PARTITIONS

TheoRec program has a function that prevents filling the hard drive completely. TheoRec recording folder can therefore reside on system drive without a worry about halting the operating system due to full system drive.

Defining recording folders on another drive, though, makes it easier to reinstall operating system later, if it becomes necessary.

3. INSTALLING A SOUND CARD

Install sound card according to manufacturer's instructions, but install *only drivers* – do not install any additional software: mixer panels, sound editing programs, etc that may be available on install disc. Creative's X-Fi Notebook works best with XP's or Vista's built-in drivers.

4. DISABLING UNNECESSARY DEVICES

Disable all unnecessary devices from Device Manager. These would include, for example, modem, network cards (both wired and wireless), possible camera and Bluetooth. If you are using an external sound card, disable also integrated audio device.

Opening Device Manager

Start | Control Panel | Performance and Maintenance | System | Hardware | Device Manager

Disable each unnecessary device and confirm the disablement.

Important! Do not uninstall the device – just disable it.

5. DISABLING UNNECESSARY SERVICES

Note! This task requires more than average understanding of the operating system. Disabling unnecessary services is not a requirement for TheoRec to function, but it may make start-up of the computer faster. If you do not have experience of these adjustments, please skip it or ask help from someone that does have the experience.

To see the settings, go to: *Start | Run...* and write "*msconfig*", click *OK*

6. REMOVING UNNECESSARY PROGRAMS Open:

Start | Control Panel | Add or Remove Programs

If unnecessary programs are listed, it is wise to uninstall them. Some computer systems have a preinstalled Antivirus program or Microsoft Office trial, for example, and uninstalling them is recommended.

Uninstall only programs that you surely know that they are unneeded.

7. CREATING USER ACCOUNTS

A user account should be created to each congregation using the system. With separated user accounts it is possible to define different recording folders, for example.

User accounts should be created with Administrator privileges. Reduced privileges may result in problems with CD burning on XP (which requires administrator privileges for burning by default). If you install a CD Burner XP (www.cdburnerxp.se), it has a function that makes CD burning possible for other accounts as well. If you need further assistance on this, please contact TheoRec Team. In any case, the installation, basic setup and testing with all accounts should be done with administrator privileges and further limitation should be tried only after that.

Note, that part of the adjustments mentioned should be made to each account separately (please note the reminders about this).

User accounts are created in:

Start | Control Panel | User Accounts

NOTE! Operating system finalizes the user settings only when logged on for the first time. To be able to make following adjustments, please log on and adjust separately with each user account.

8. ADJUSTING THE OPERATING SYSTEM FUNCTIONS

8.1. Screen Saver and Power Saving Settings

When TheoRec is running, screen saver and power saving options, such as turning off hard disks and monitor as well as system standby / hibernation are disabled automatically.

If you want to change these properties, you can do so in Windows settings.

8.2. Power Button and System Standby Settings

These settings affect all user accounts and can be adjusted in:

Start | Control Panel | Performance and Maintenance | Power Options

Power Schemes – tab: Changing these settings is not required. Note 8.1.

Advanced – tab:

- ✓ Remove check mark from: *"Prompt for password when resumes from standby"*.
- ✓ In setting: *"When I close the lid of my portable computer"* select from dropdown list: *"Do nothing"*.
- ✓ In setting: *"When I press the power button on my computer"* select from dropdown list: *"Ask me what to do"*.
- ✓ In setting: *"When I press the sleep button on my computer"* select from dropdown list: *"Do nothing"*.

Finally, click *"Apply"*.

Hibernate – tab: Remove check mark from *"Enable hibernation"* and click *"Ok"*.

Check these settings and adjust as needed for each user account separately!

8.3. Performance Settings

Start | Control Panel | Performance and Maintenance | System | Advanced | Performance | Settings

Select first: *"Adjust for best performance"*, then check following settings:

- ✓ *Use common tasks in folders*
- ✓ *Use drop shadows for icon labels on the desktop*
- ✓ *Use visual styles on windows and buttons*

Check these settings and adjust as needed for each user account separately!

8.4. Turn Off Automatic Updates

Start | Control Panel | Performance and Maintenance | System | Automatic Updates

Select: *"Turn off Automatic Updates"* and click *"Ok"*.

8.5. Turn Off Security Center Warnings

Start | Control Panel | Security Center | Change the way Security Center alerts me – remove check marks from all settings and click "Ok".

8.6. Customize Start Menu and Remove Unneeded Items

Start | Control Panel | Appearance and Themes | Taskbar and Start Menu

Check only the following:

- ✓ Keep the taskbar on top of other windows
- ✓ Group similar taskbar buttons
- ✓ Show the clock
- ✓ Hide inactive icons

Continue to tab *Start Menu | Customize... | General*

Make following adjustments:

- ✓ Large icons
- ✓ Number of programs on Start menu: 0
- ✓ Click "Clear List"

Remove check marks:

- ✓ Internet
- ✓ E-mail

Continue to tab *Advanced*

In "*Start menu settings*", check:

- ✓ Open submenus when I pause on them with my

mouse. In "*Start menu items*" select:

- ✓ My Computer (Display as a link)
- ✓ Enable dragging and dropping
- ✓ Control Panel (Display as a link)
- ✓ Run command

Remove all other check marks or select "*Don't display this item*", click "Ok" to close windows.

Make Taskbar higher so that the date can be seen.

Right-click on empty space of the Taskbar and unselect "*Lock the Taskbar*"

Drag upper edge of the Taskbar upwards until it shows two lines.

Right-click on empty space of the Taskbar and select "*Lock the Taskbar*" to prevent accidental changes to it

Check these settings and adjust as needed for each user account separately!

9. INSTALLING THE PROGRAM

Double-click the installation icon of the TheoRec installation package. Installation program sets up the following things:

- Creates program folder *"Theorec 2.0"* in folder *"Program Files"*
- Copies program files to this folder
- Adds program to list *"Add or Remove Programs"*
- Creates shortcut *"Theorec 2.0"* on the desktop
- Creates shortcut *"Theorec 2.0 - settings"* on the desktop
- Creates shortcuts *"Theorec 2.0"*, *"Theorec - settings"* and *"Remove Theorec 2.0" to Start | All Programs*
- Creates shortcut to all users' *"Startup"* folder to enable automatic startup of the program when logging on
- If TheoRec version 1.9 is found from the system, also shortcut *"Convert TheoRec 225—135"* is created on the desktop

10. STARTING THE PROGRAM FOR THE FIRST TIME

- LANGUAGE SELECTION: Select suitable user interface language from the dropdown list.
- SONG ACCOMPANIMENTS: If folder "songs" doesn't include all 135 MP3 songs, the program asks if you would like to point a place where song files can be found. You can browse for the folder and TheoRec copies the files to folder "songs". This prompt is displayed always when a song is missing from folder "songs".
- **Note!** Song accompaniments can be downloaded from site www.jw.org.
You can use files from any language version.
- LOCATION OF RECORDINGS: At next step the program is asking for a location where the recordings will be saved. Location can be changed later from TheoRec settings. **Please do not use the root directory of any drive!**
- STORING TIME OF RECORDINGS: Program asks if you would like to enable automatic deletion of older recordings. If you answer "Yes", you are asked to define how many months (1 month = 4 weeks) you would like store the recordings. For example, if you enter 12, then 48 weeks old recordings (12 x 4 weeks) will automatically be deleted.

11. SETTINGS

Program settings can be adjusted in the Settings windows that can be opened from shortcut "TheoRec – Settings". Adjusted settings will be enabled when TheoRec is (re)started. Administrator privileges are required for adjusting the settings.

Section	Setting	Value
Global settings	Assembly mode	<input type="checkbox"/>
	Meeting background colour	[Color Picker]
	Modify the volume of recordings	<input type="checkbox"/>
	Use analyzing volume modification	<input type="checkbox"/>
	The value to modify the volume by	0
Assembly settings	Special assembly folder	[Folder Picker]
	Special assembly background	[Color Picker]
	Circuit assembly folder	[Folder Picker]
	Circuit assembly background	[Color Picker]
	District convention folder	[Folder Picker]
	District convention background	[Color Picker]
Device settings	Burning device	1,0,0
	Burning device transport	SPTI
	Play device	SB Audigy 2 [FEC0]
	Recording device	SB Audigy 2 [FEC0]
	Recording channel	Line-In
	Recording volume	100
User settings	Recording folder	E:\Rec
	Language	English
	Maximize on start	<input checked="" type="checkbox"/>
	Always on top	<input checked="" type="checkbox"/>
	Minimizing allowed	<input checked="" type="checkbox"/>
	Months to store recordings. (-1 for forever)	-1
Weeks available for copying	4	

Global settings

- **Assembly mode** is used in assembly halls. With this mode special location for assembly recordings can be set up.
- **Meeting background colour** can be selected from the button next to text.
- **Modify the volume of recordings.** If volume of the recordings is too low, this selection enables either automatic or manually set amplification.
- **Use analyzing volume modification.** This setting enables automatic analyzing of recorded tracks, which defines the needed dB-setting for amplification required. Note that analyzing may take a minute or two with longer recordings.
- **The value to modify the volume by.** If you will not use automatic analyzing, you can enter a manual amplification setting here. **Note that value 1 equals to 1,5dB!** If automatic analyzing is on, this setting is overridden by value 0.

Device settings

- **Burning device** Select CD Burning device from dropdown list. If one is already selected, there is no need to change it usually.
- **Burning device transport** The default value is SPTI. Usually there is no need to change it.
- **Play device:** Select a sound device used for playback – if desired device is different than the default.
- **Recording device** Select a sound device for recording – if desired device is different than the default. Vista shows here all channels capable of recording.
- **Recording channel** Select a channel used for recording. Vista shows here "main volume" – there is no need to change it.
- **Play volume** Set a desired value with the slide (0-100).
- **Recording volume** Set a desired value with the slide (0-100).

User settings

- **Recording folder** You can define a desired folder also by browsing it.
- **Language** Select a desired language from a dropdown list.
- **Maximize at start** When this is selected, TheoRec opens to full screen.
- **Always on top** When this is selected, TheoRec stays on top of other windows.
- **Minimizing allowed** When this is selected, TheoRec can be minimized to Taskbar.
- **Months to store recordings. (-1 for forever)** For example, setting 12 will automatically delete recordings older than 12 months.
- **Weeks available for copying** For example, setting 4 will offer meetings of last 4 weeks, when copying to external media.

12. SOUND SETTINGS

Open "Sound and Audio Devices Properties" from:

Start | Control Panel | Sounds, Speech, and Audio Devices | Sounds and Audio Devices

Select tab "Audio" and from "Sound playback" click "Volume..."

- Adjust "Master Volume!" and "Wave" volumes to maximum and uncheck "Mute" boxes for these channels.
- Adjust **all other** channels to minimum and **check** the "Mute" boxes.
- Close "Master Volume" window

Select tab "Volume" and from "Speaker settings" click "Advanced"

- Select from dropdown list "Speaker setup" setting "Desktop stereo speakers", click "Ok".

Select tab "Sounds"

- From dropdown list select "No Sounds". Previous scheme does not need to be saved.

Close "Sound and Audio Devices Properties" by clicking "Ok".

Check these settings and adjust as needed for each user account separately!

13. DESKTOP SHORTCUTS

Make and leave on desktop only necessary icons:

- ✓ Recycle Bin
- ✓ A shortcut to TheoRec
- ✓ A shortcut to recording folder
- ✓ A shortcut to DVD Player
- ✓ A shortcut to Media Player

Note: Adjusting desktop shortcuts needs to be done to each user account separately

14. FINALIZING THE SETUP

- Empty the Recycle Bin
- Defragment the hard drive partitions
- Test the functionality