How-to Guide:
Settings for Offsite Session Recording

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☙ Overview ☙

The purpose of this guide is to walk you through the steps necessary for using AV Capture on a computer that is temporarily at an offsite location. An offsite location is anywhere that the computer is not connected to the local network. This process is required if AV Capture Storage is located on the local network instead of on the computer which is used for AV Capture recordings. If at any time you have questions regarding this process, please call our customer support line at 888-360-2822 or email us at Support@AVCaptureAll.com.

☙ Directions ☙

Step 1: Open Windows Explorer, navigate to the C:\ drive, and determine whether an AVCA Storage folder exists. If it does, skip to Step 2. If it does not, create a new folder in C:\ and name it "AVCA Storage".
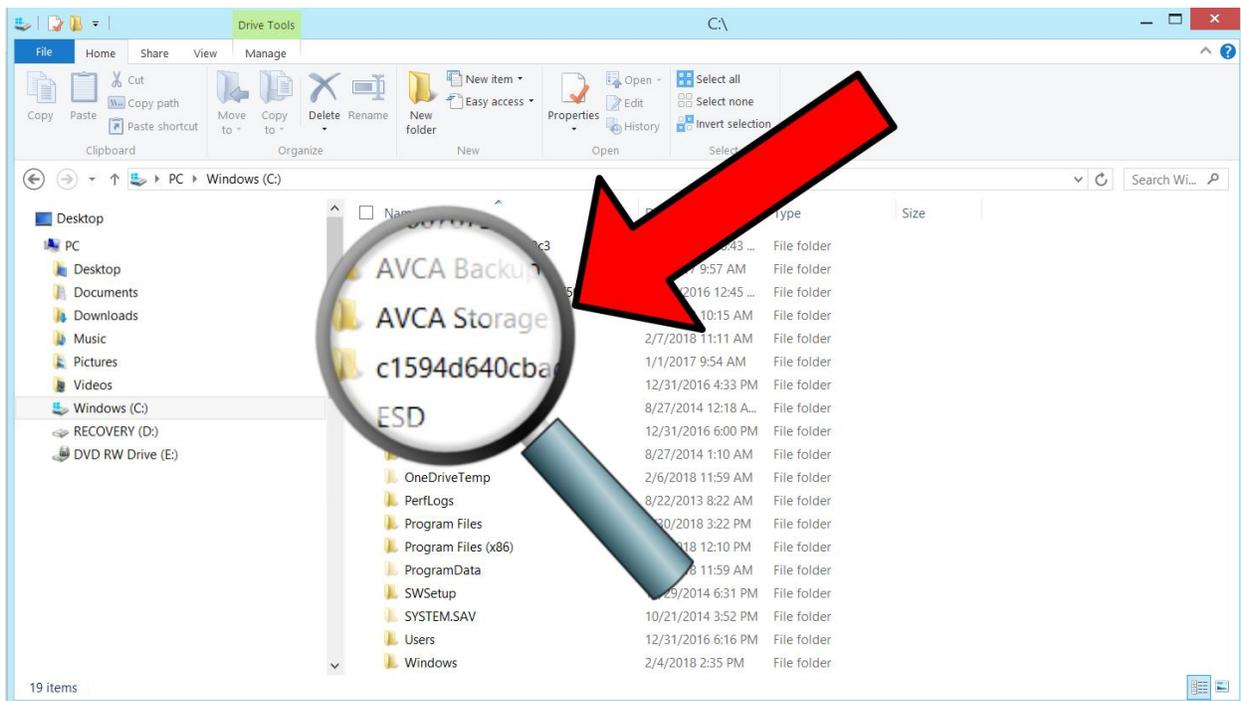
Step 2: In AV Capture, open the Settings window (①), navigate to the Storage tab (②), and select the Main Storage Location text field (③).
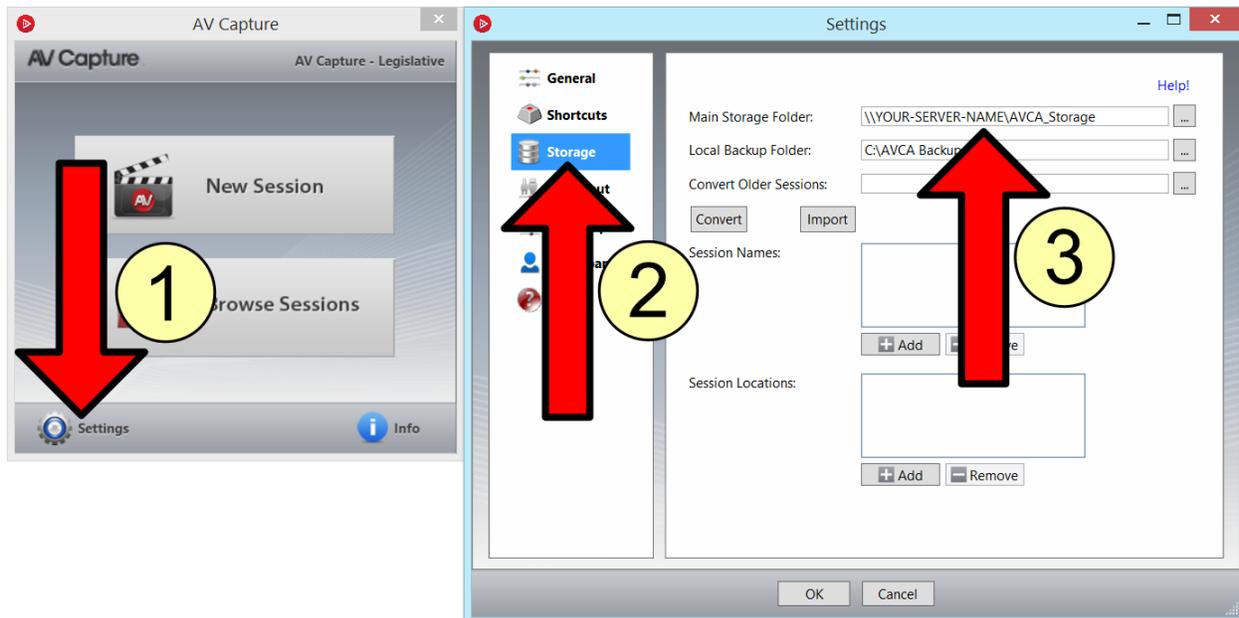
Step 3: Copy the text that is currently in the Main Storage Folder text field. Paste this text to a document that you will be able to easily access later; a Notepad .txt file on the desktop titled "Network AVCA Storage Location.txt" is recommended. This step is important, as when you return from the offsite location, you will need to change this field back to its original entry.

Step 4: Replace the text currently entered in the Main Storage Folder text field with "C:\AVCA Storage". Click the OK button in the Settings window. You are now ready for offsite recording. Please note that you may now close AV Capture without losing this change to Settings.

Step 5: Once you have returned onsite, connect the computer to the local network (this could be using an ethernet cable or Wi-Fi connectivity). Utilize whichever method was in place prior to removing the computer from its original onsite location.

Step 6: In AV Capture, open the Settings window, navigate to the Storage tab, and select the Main Storage Location text field (see screenshot for Step 2, above). Open the handy "Network AVCA Storage Location.txt" file you made on the desktop, or otherwise find the network storage location you saved in Step 3.

Select and copy the network storage location. In the Main Storage Location text field, replace "C:\AVCA Storage" by pasting in the network storage location. Please note that if you choose to type in the network location instead of pasting it from the clipboard, you must use the full path and not the mapped drive location (i.e. "\\[YOUR-SERVER-NAME]\AVCA_Storage" is correct, whereas "T:\AVCA_Storage" is not). The text field is case-sensitive.

Step 7: Click on the Convert Older Sessions Browse button (①), navigate to "C:\AVCA Storage", select the date folder for the session(s) you recorded offsite (②). Click OK in the Browse for Folder window, and click on the Import button in the Settings window (③).

> **IMPORTANT –** The import process may take several minutes. Do not attempt to use AV Capture while the import is in progress. Once the Import button displays "Done", the import has completed successfully. Click OK in the Settings window – this closure of the Settings window must be completed prior to each additional import.

Re-open the Settings window and repeat Step 7 for all folders containing offsite recordings, by date (②).
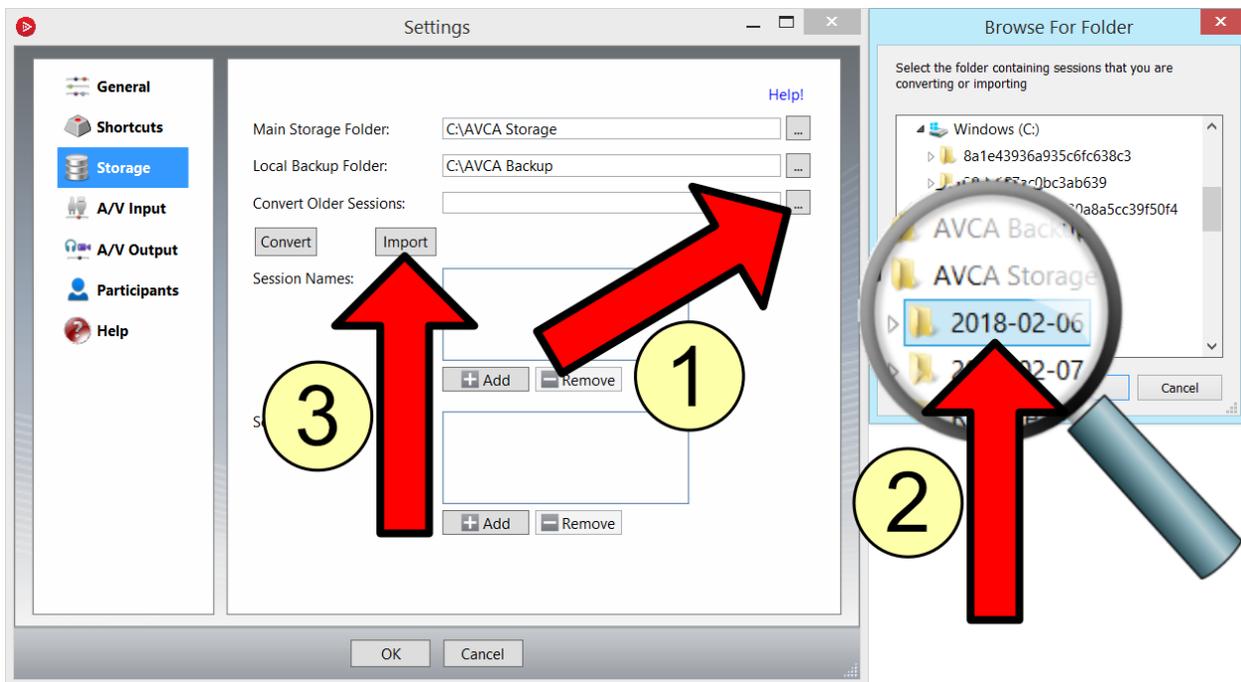
Step 8: The sessions recorded offsite may now be accessed using the Browse Sessions window. You should pat yourself on the back for a job well done!

❧ Summary ☙

If you followed the steps above, you have successfully regained access to the network AVCA Storage folder, and will see all onsite and offsite sessions listed in the Browse Sessions window. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

The steps listed herein must be followed every time the computer is taken offsite for recording.