

## Quick-Start Guide

### Three steps to installing BCR Basic:

1. Obtain and activate license for Nortel Professional Call Recording.
2. Configure BCM Element Manager to set up a call recording rule for the DN you want to record.
3. Install BCR Basic on a PC and set it to record the DN.

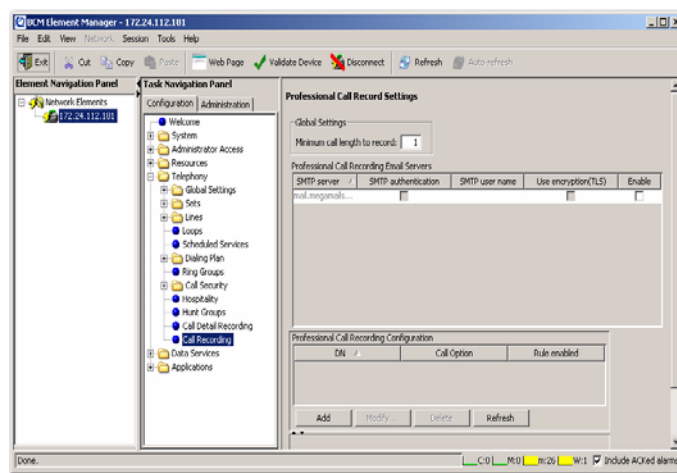
## BCR Basic Quick-Start

### Obtain and Activate License(s) for Nortel Professional Call Recording

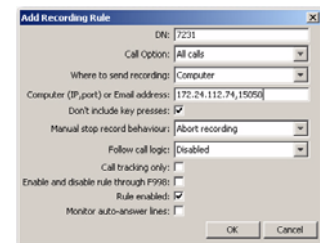
Nortel Professional Call Recording licenses can be obtained from your authorized Nortel partner.

### Configure BCM Element Manager

1. Open the Nortel Business Element Manager and connect to the BCM.
2. Go to the Task Navigation Panel, select the Configuration tab, and expand the Telephony Section.
3. Click on Call Recording.



4. Click on the Add button (located in the Professional Call Recording Configuration section) to open the Add Recording Rule dialog box.
  - Enter the DN to be recorded.
  - Select the Call Option (e.g. All calls)
  - Set the destination (Where to send recording) to Computer.
  - Enter the IP address of the computer on which BCR Basic will be installed, followed by the port number 15050 (e.g. 192.168.1.101,15050). If needed, please refer "Finding your PC's IP Address" on page 4.
  - Uncheck the Call Tracking Only setting.
  - Press OK to save and apply the rule.



### Install the BCR Basic Application

1. BCR Basic can be downloaded from [www.algosolutions.com/bcr](http://www.algosolutions.com/bcr)
2. After downloading, run the BCR\_Install.exe program on the PC you intend to use for call recording. The installation wizard will open to guide you through the installation process.

3. Click Finish to complete the installation and launch BCR Basic.
4. When the interface opens, enter the DN of the BCM recording rule that you created earlier. Then click OK to apply the setting. If you need to later change the DN, please refer to the "Reset DN" on page 16 of the BCR Basic Installation and User Guide.



▶ When first running BCR Basic, some third party firewall programs might incorrectly flag that the program wants to access the internet. If this happens, simply allow these processes. For more information, please refer to the BCR Basic Installation and User Guide.

## Test out the System

Now that BCR Basic is installed, you can try the following for a test and quick introduction to the software.


### **Make a Call**

1. Open BCR Basic by double-clicking the BCR Basic icon on the desktop.
2. Make a call. Notice the flashing Telephone icon which displays in the Call List View of BCR Basic. This lets you know that your call is being recorded successfully.
3. Finish your conversation and hang up.
4. A new call record should now appear in the Call List. Double-click on this new call to play back this call record. If you cannot hear anything, check to see that your speakers or your headset are enabled.

### **Send an Email**

5. Select the call record you created above (from the Call List), then click the Email icon from the BCR Basic toolbar. BCR Basic will automatically open the email client configured for your PC and insert the call record as an attachment.

### **Close the Software Interface**

6. Close the BCR Basic Interface by clicking on the  (Windows Close button). Note that the BCR Basic Interface does not need to be opened in order to record your conversations. The recording system runs in the background of your PC and displays an icon in the system tray to indicate that it is active. To deactivate the recording, simply shut down the recording system from the BCR Basic Interface Tools menu (Tools>Recording System Commands>Shutdown) or the system tray icon right-click menu "Shutdown BCR Service" option.

## Appendix

### Finding your PC's IP Address

You can find your PC's IP address by displaying the Windows IP Configuration information from the Command Prompt. To open the Command Prompt:

- **For Windows XP:** Click Start, then Run. In the Open box, type cmd, then click OK.
- **For Windows 7 and Vista:** Click Start, then, in the Start Search box (just under "All Programs"), type cmd and press Enter.

Once the Command Prompt is open, type ipconfig then press Enter. This will display the Windows IP Configuration information. You'll see your IP address listed right above the subnet mask. It may be listed as an "IPv4" address. When finished, close the Command Prompt.