AirCheck AudioPlayer:

There are two AirCheck Audio Players that need to be installed once on each computer and the Network firewall must be open on specific ports, so that staff can access the audio when you click the speaker icon in either www.AirCheck.net.au or www.audionet.com.au

For the AirCheck site, follow this link http://www.aircheck.net.au/install/ and Run the installer. If your network set-up won't allow that, we have a CD Package available, which can be installed via what ever software installation process you normally use for mass installation across the network, or on an individual workstation basis. Just e-mail support@audionet.com.au and we'll send you a download link to the CD Package.

For the AudioNET site, download the AirCheck AudioPlayer by clicking this link: www.audionet.com.au/AirCheckPlayer and then click the "Download Zip" button on the page that pops up.

Some additional information:

The AirCheck Active X Audio Player needs access to the AirCheck audio proxy at proxy.rcsaust.com on ports 4002, 4009, 4010 & 4011. The bandwidth of the audio stream is approx. 12.5 Kbps. Full details here

ActiveX controls and plug-ins in Internet Explorer's Security Settings:

Automatic prompting for ActiveX controls: ENABLE
- Binary and script behaviours: ENABLE
- Download signed ActiveX controls: ENABLE or PROMPT
- Run ActiveX controls and plug-ins: ENABLE or PROMPT
- Script ActiveX controls marked safe for scripting: ENABLE or PROMPT

Scripting in Internet Explorer's Security Settings:

- Active scripting: ENABLE or PROMPT
- Scripting of Java applets: ENABLE or PROMPT

NB: If any of the above values for ActiveX controls and scripting are set to DISABLE, it can prevent you from using features like Printing, Exporting to Excel, and/or using Audio Playback.

Capturing AirCheck Audio

If users need to capture the audio from AirCheck they will need a simple audio recording program installed on their computer, we recommend Audacity as it is easy to use, not a resource hog and it's freeware.

You can download it at http://audacity.sourceforge.net/ and download the Audacity 2.0.5 installer (.exe file, 2.5 MB) – Or the latest version of the free Audacity audio editor.

Obviously if you have another program you would prefer to use that is fine. It's just that this one is easy for non-techo people to use and doesn't have a lot of unnecessary buttons and special effects etc. Following is a tip sheet for installing and setting up Audacity as well as using it with AirCheck.

Using Audacity to Capture AirCheck Audio and create MP3 files

Once off Setup:
1. Go to http://audacity.sourceforge.net/ and download the Audacity 2.0.5 installer (.exe file, 2.5 MB) - The latest version of the free Audacity audio editor.

2. Install the Audacity program and follow any prompts.

3. Open Audacity and go to the Edit Tab and select "Preferences".
   ‣ Go to the 'Quality' tab, set up the defaults as shown below.
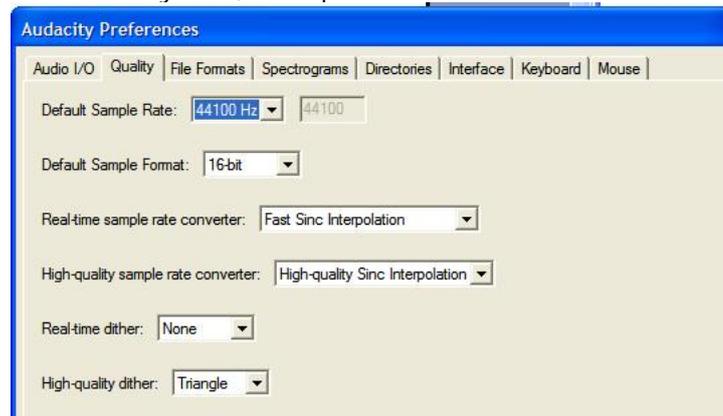
   ‣ Go to the 'File Formats' tab. In the bottom of the window there is a section tabled 'MP3 Export Setup'. Click on the link labelled 'Find Library'. This will ask you if you want to locate the lame encoder. Click 'yes'. In the dialogue box, go to the folder where you put the lame_enc.dll file earlier, and select it. Click OK. See Below.
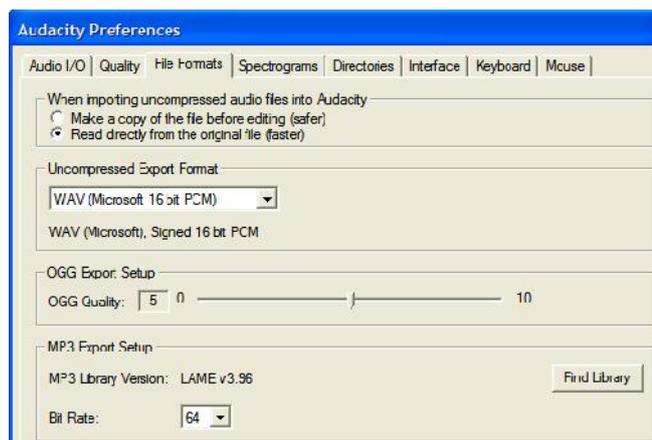

   ‣ Set the Bit Rate to 64. You are now set to save/export audio as MP3 files.

Setting the correct audio levels for recording with Audacity

Should be a once off setup, but may need to be checked occasionally:
1. Click on the speaker icon in the tray of your PC. Select Options, then Properties, then select either Record Properties or Playback Properties.
2. Set the Record Properties on your sound card to "Stereo Mix" (on full).
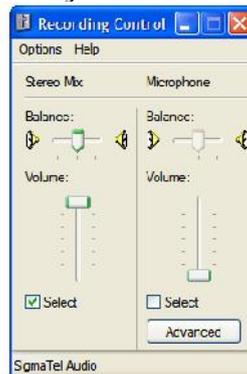
3. Set the Playback Properties for "Volume Control" on a mid level, level 3 and set "Wave" to level 3 also. i.e. together these levels control the level in Audacity.
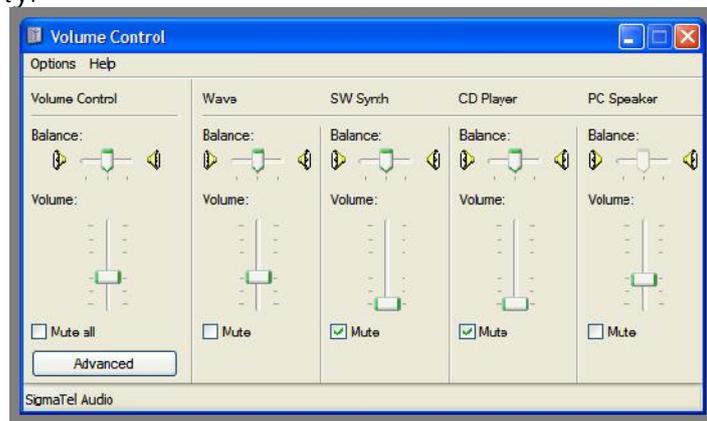
NB: The "PC Speaker" Volume, is just that, the volume of your speakers.

4. You may need to adjust the "Stereo Mix" record Properties down a few notches if the level is now too high.
5. The 3 separate level controls of Stereo Mix, Volume Control & Wave work together to give Audacity the record level. NB: muting any of these will produce no level in Audacity.
6. Open the Audacity program and make sure the Stereo Mix is selected as Audacity's "Input Source", see below.

24 hour support phone 1800 003 155 or e-mail support@audionet.com.au

Using Audacity to Capture AirCheck Audio and create MP3 files

1. When you have found audio in AirCheck that you wish to capture and turn into an MP3 file, open the Audacity program and click the RED Record button, it will start recording straight away.

2. Click the speaker icon in AirCheck of the audio you want to capture, when you have finished hearing the audio for that spot click the Stop button (Square Button) in the AirCheck AudioPlayer, left of screen and minimize AirCheck.

3. Maximise Audacity and click the YELLOW Stop button.

4. To Play your recording in Audacity click the GREEN Play button.

5. To edit your recording (trim up the start and end)
    ⯈ Make sure the Selection tool is chosen, see "I" icon in figure below.
    ⯈ Click your mouse just before the start of the audio you want to keep and drag the mouse back to the left, then hit the Delete key on your Keyboard.
    ⯈ Then use the mouse to move the scroll bar at the bottom of Audacity to scroll to the end of the recording.
    ⯈ Click the mouse where you think your spot ends and click the GREEN Play Button to confirm.
    ⯈ Adjust your selection by clicking the mouse where your spot ends or the next spot starts and then drag your mouse to the right and then hit the Delete key on your Keyboard.

6. Save and Export as an MP3 by clicking the File menu in Audacity and selecting the Export as MP3 option. Browse to where you wish to save the file and name it. You will then be prompted to label the MP3 with additional information, just click OK.

7. You will see an Export Progress Bar and then your file is saved and ready to e-mail to the client or a colleague.

8. Close down Audacity or capture another audio file by clicking the File menu and selecting the 'New' option. This will open a new Audacity window and repeat steps 1 to 7.

9. When closing Audacity there is no need to save the "Projects" as your files were saved when you exported them

24 hour support phone 1800 003 155 or e-mail support@audionet.com.au