

Callnote for Skype™ audio recording app

User Guide

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Introduction

We increasingly rely on Skype for person-to-person and team conference calls, but Skype can't help us remember important call details, such as what was said and the list of to dos ... until now.

Callnote for Skype, a free Windows and Mac app, introduced by Kanda allows you to record Skype conversations easily and then save the recordings to your Evernote account.

Features of Callnote for Skype include:

- Record up to 8 participants
- Send recordings automatically or after review to an Evernote notebook
- Edit call titles/descriptions before saving or after sending to Evernote
- Automatically saves the names of participants and call details, such as time and duration
- Start or stop recording automatically or manually
- Alert participants to your recording

Requirements

Windows XP/Vista/7: Skype 5.6

Mac OS 10.6: Skype 5.3

Mac OS 10.7: Skype 5.5.

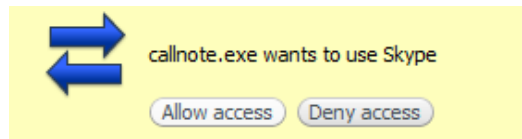
Application setup

Download application from <http://www.kandasoft.com/kanda-apps/callnote.html> and execute installer file. It's desirable to do it as administrator (Windows) or root (Mac OS)



Application start

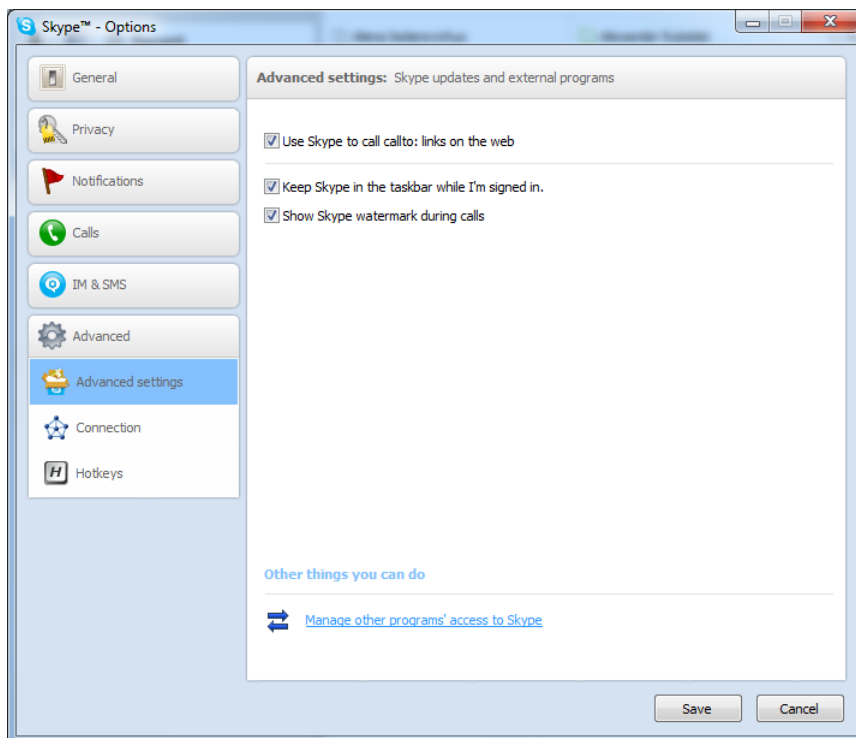
After launching application at first time, user must allow access to skype.



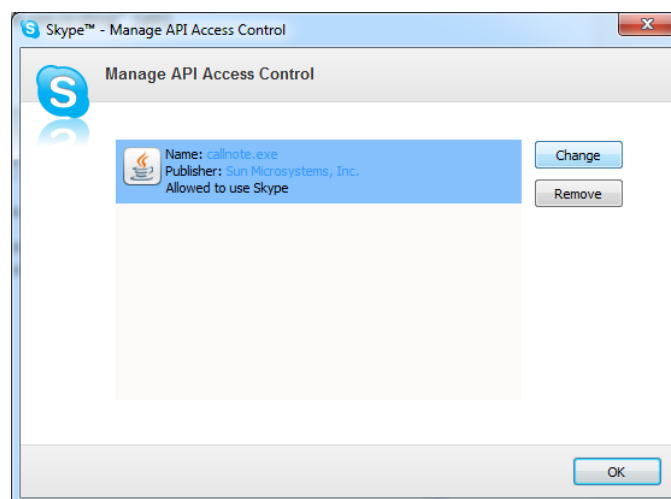
User will see main Callnote window (“Call recording” tab).

If you deny access, you can allow:

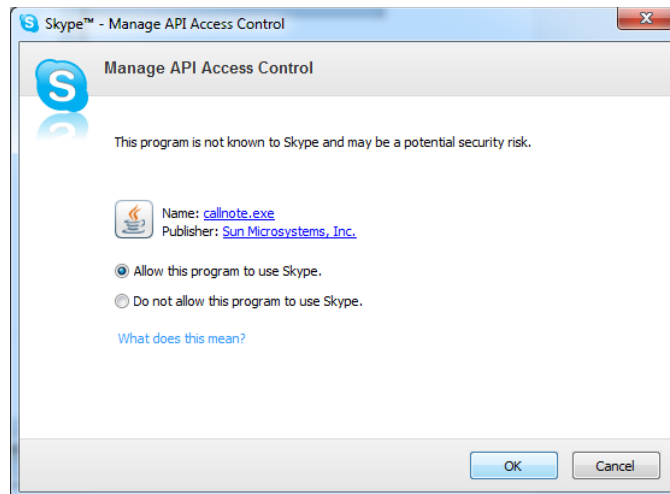
1. Open Skype Options and select “Manage other programs’ access to Skype”



2. Select “Callnote” and click “Change” Button

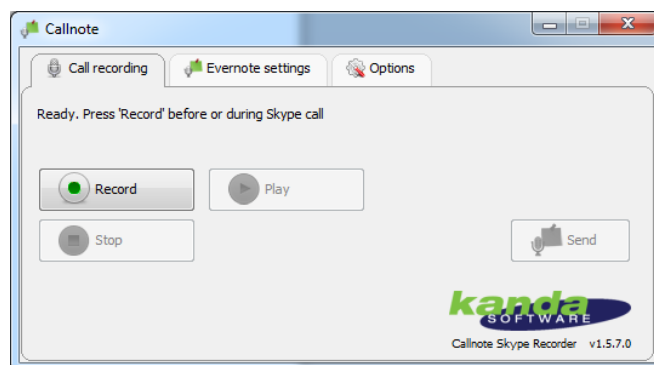


3. Select “Allow this program to use Skype and click “Ok” Button.



“Call recording” tab

This tab controls connection to Skype, recording conversation and sending it to Evernote.



“Record” Button starts recording. Then “Stop” button will be active.

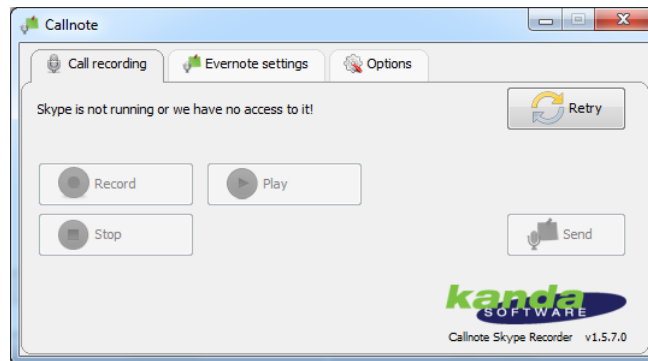
“Stop” Button stops recording. Then “Play” and “Send” buttons will be active.

“Play” Button plays recording. Then “Play” button will be changed to “Pause” button.

“Pause” Button pauses recording. Then “Pause” button will be changed to “Play” button.

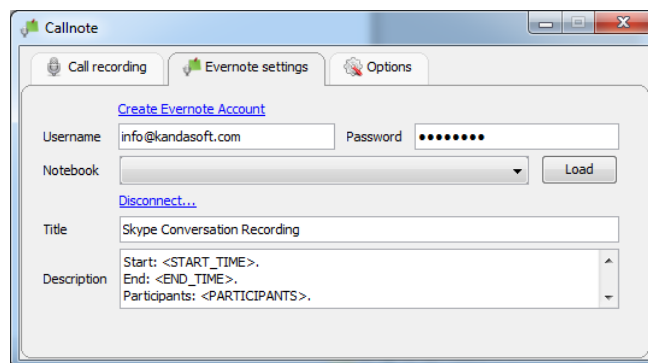
“Send” Button sends record to evernote.

“Retry” Button tries to connect to Skype. This button is visible when application cannot locate Skype or doesn't have access:



“Evernote settings” tab

This tab connects Callnote to Evernote.



“**Create Evernote Account**” link opens Evernote registration page in your current browser.

“**Username**” / “**Password**” – user credentials to login to Evernote.

“**Load**” Button loads your notebooks from your Evernote account.

“**Notebook**” select box allows selecting Evernote Notebook to add conversation to.

“**Disconnect...**” link deletes your Evernote credentials from local computer.

“**Title**” – note title of your conversation.

“**Description**” – note brief description of your conversation.

This field supports following macros:

- <START_TIME> - recording start time.
- <END_TIME> - recording end time.
- <PARTICIPANTS> - participants, which took part in recording conversation.

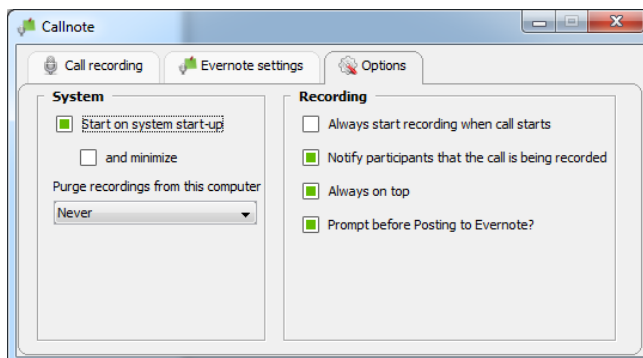
Also it supports next html tags:

- Your text here - bold text.
- <u>Your text here</u> - underlined text.

- *<i>Your text here</i>* - italic text.

“Options” tab

This tab contains options for application execution: start-up, deletion of old records, window position, notification.



System options:

- **“Start on system start-up”**. If this option is set Callnote application starts on system start-up.
- **“and minimize”**. Set this option to minimize application on system start-up.
- **“Purge recordings from this computer”**. This option sets expiry date for records. Application deletes expired records from the local computer.

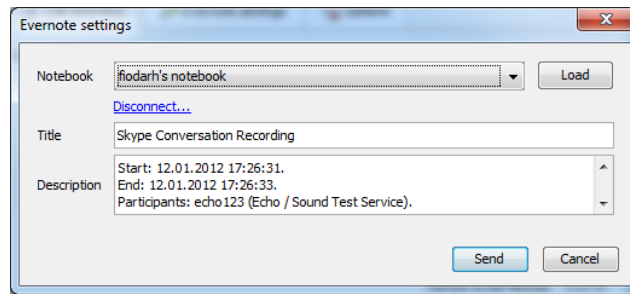
For example: The user chooses “Older than one week”, and then records a conversation. Now the user has file “Skype call %RECORD_DATE% %RECORD_TIME%.mp3”, which will be deleted by application one week later.

Recording options:

- **“Always start recording when call starts”**. If this option is set the Application starts recording when user has a conversation in Skype. Thanks to this option, you will not lose your conversation even if you forget to click “Record” button.
- **“Notify participants that call is being recorded”**. If this option is set, the Application sends to participants a message *“Your current call is recorded with Callnote”*. So your participant will be informed about recording.
- **“Always on top”** puts application window on the top of other windows.
- **“Prompt before Posting to Evernote”** shows *“Evernote settings”* window. After user clicks “Stop” Button or ends conversation, “Evernote settings” window appears.

“Evernote settings” window

This window appears if option “Prompt before Posting to Evernote” is enabled. Information is taken from “Evernote settings” tab of main window. If user is connected to Evernote, then there are no “Username” / “Password” requirements.



“Send” sends record to evernote.

“Cancel” closes “Evernote settings” window. **It doesn't delete record from local computer.**

“Disconnect...” deletes your Evernote credentials from local computer. If you click “Send” after it,

“Username” / “Password” requirements will appear.



FAQ

1. How can I get account at Evernote?

You can register in Evernote if you follow this link <https://www.evernote.com/Registration.action> or if you click "Create Evernote Account" in "Evernote settings" tab.

2. Where are my sound files located?

Callnote stores records in its folder and on local computer. Callnote folder for Windows is in "My Documents" folder, more specific:

Windows XP/Vista/7: %USERS%\%USERNAME%\My Documents\Callnote or Computer\Documents

For Mac OS it is in user home folder, more specific:

Mac OS 10.6/10.7: /Users/%USERNAME%/Callnote

3. I will not send my files to Evernote

Enable option "Prompt before Posting to Evernote?" in "Options" tab. Then click "Cancel" button in "Evernote settings", when you stop recording.

4. I have another question

Send your questions to info@kandasoft.com. We will help you to solve problems with Callnote.

