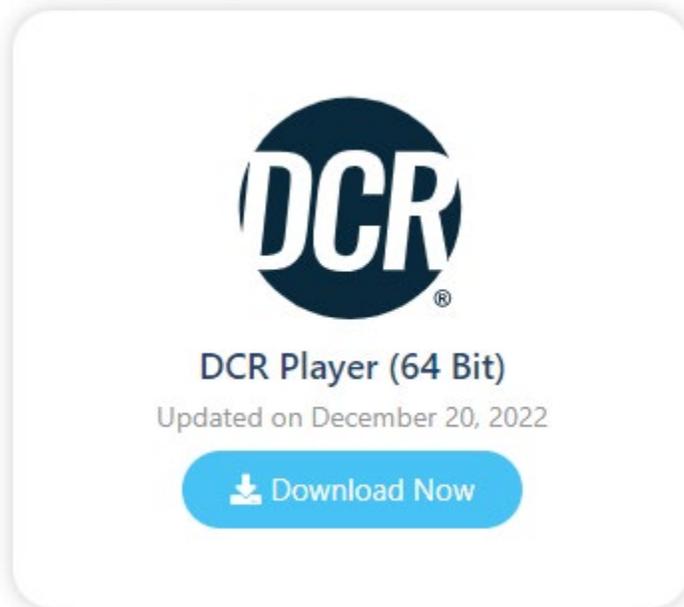


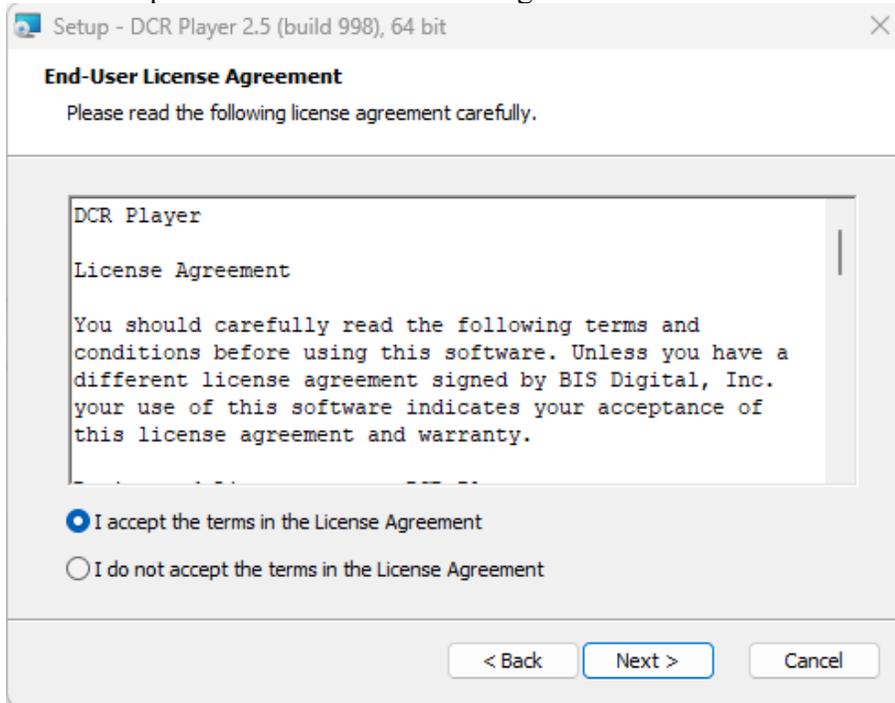
1. To download the DCR recording software, go to step 2. If the DCR player is already installed, go to step 9.
2. Go to <https://bisdigital.com/software/>. Click **Download Now** underneath DCR Player (64 Bit).



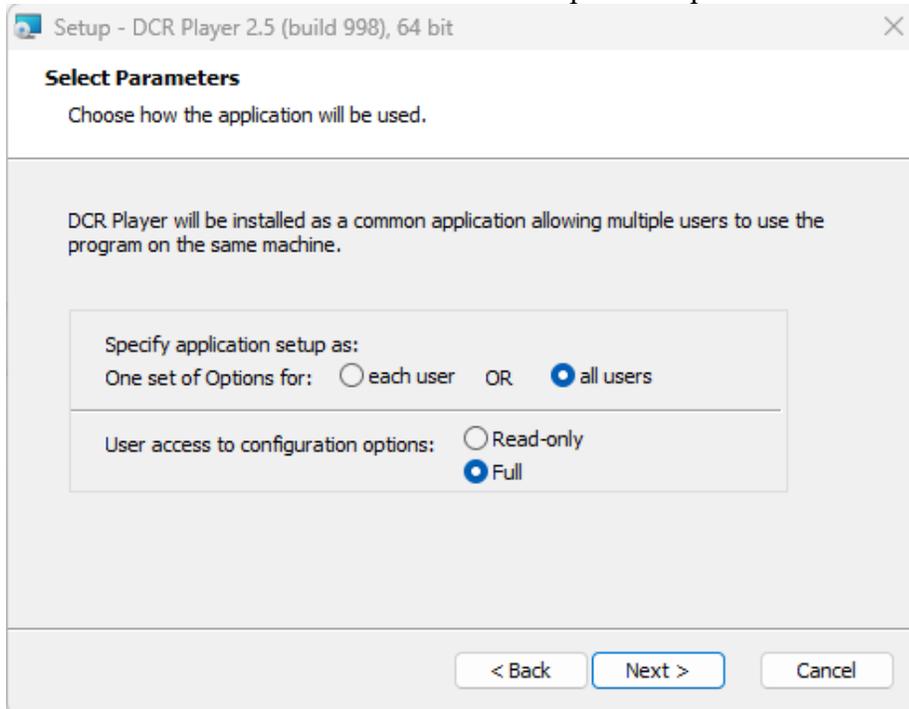
3. Open the file after it has downloaded, to begin installing the software.
4. After opening the downloaded file, you should see the welcome screen. Click **Next**.



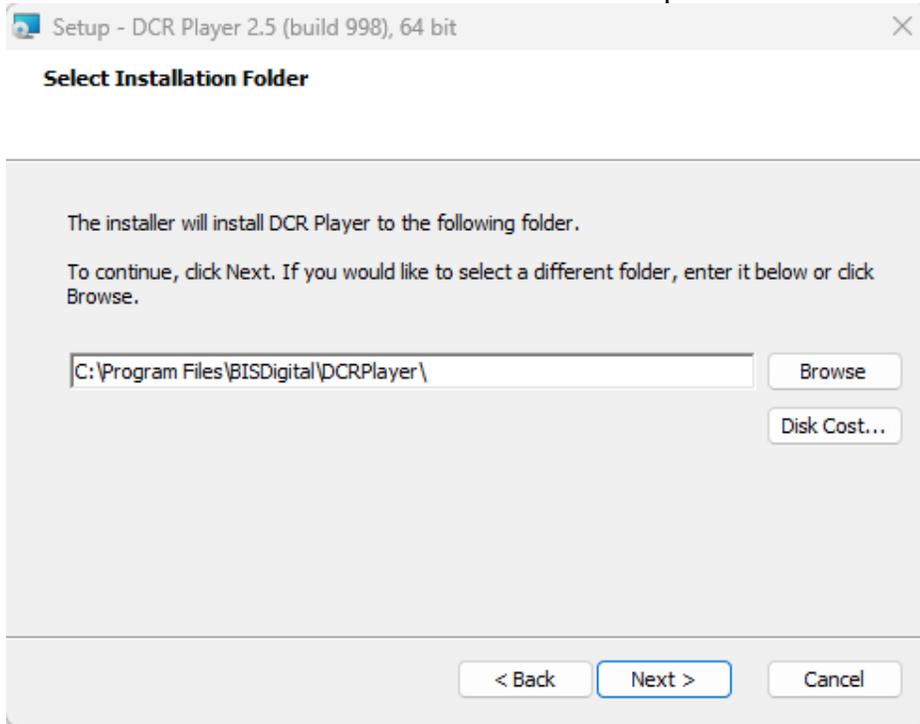
5. Click I accept the terms in the License Agreement. Then click **Next**.



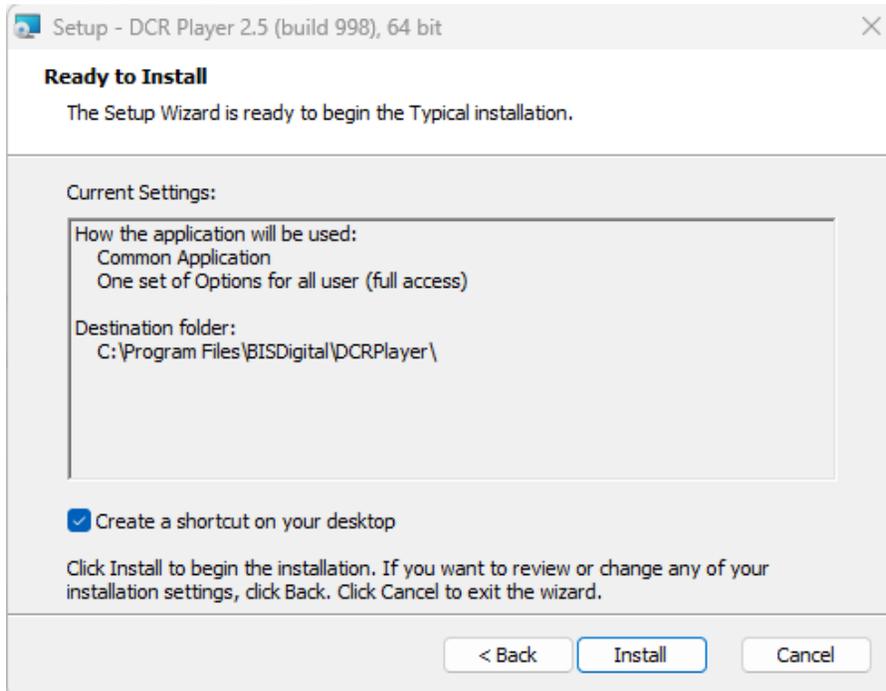
6. The **Select Parameters** screen is next. Set options as pictured and click **Next**.



7. Next is the **Select Installation Folder** screen. Accept the default location by clicking **Next**.



8. Next is the **Ready to Install** screen. Check the Create a shortcut on your desktop box if you want it. Click the **Install** button.

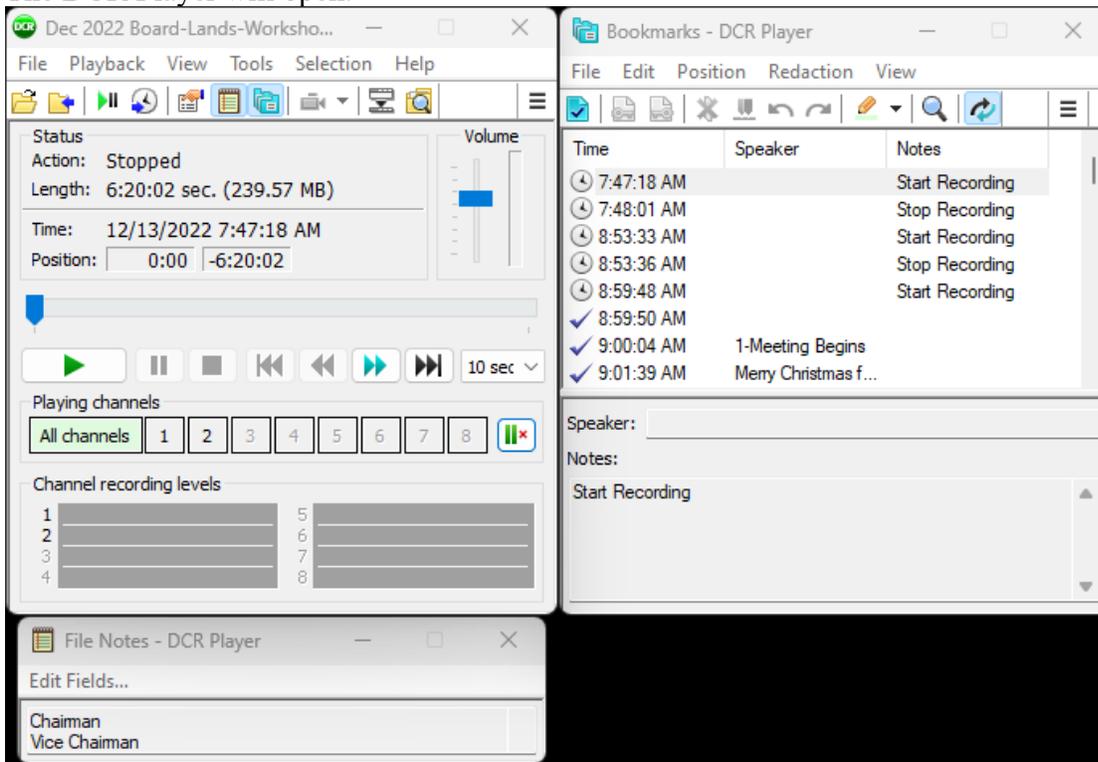


9. You should see this screen if the installation completed successfully. Click on **Finish**.



10. Open the Digital Governing Board Meeting Recording by double clicking on the .dcr file.

11. The DCR Player will open.



12. To play the entire recording from the beginning hit the play button.  To go to specific portions of the recording, find the appropriate bookmark and double-click. The recording pointer will move to that part of the recording. Click the play button to continue playing.