

Creating a New Recording

To create a new recording, select a program from within the channel guide. In the program information window at the bottom of the guide, select the *Record* button. A Setup a New Recording window will appear (see Setup a New Recording). The recording may be either a One Time recording, which will record the single program air time selected, or a Series recording, which will create a Series Rule allowing all programs within that series to be automatically recorded. Once a recording type is selected, enter the appropriate fields (see Setup a New Recording Fields) and select the *Record* button.

Note: Some fields may not be changed from within this window.

Figure 3-4 Setup a New Recording

The screenshot shows a window titled "New Recording" with a close button (X) in the top right corner. The window contains the following fields:

- Program:** Bering Sea Gold
- Channel:** 45 - The Discovery Channel
- Time:** Aug 4, 2017 4:00 PM - 5:00 PM
- Set Top Box:** Basement (dropdown menu)
- Folder:** All Recordings (dropdown menu) with a plus sign (+) button to the right.
- Recording Type:** One Time (dropdown menu)
- Start Recording:** Scheduled Time (dropdown menu)
- Stop Recording:** Scheduled Time (dropdown menu)

At the bottom of the window, there are two buttons: a green "Record" button with a white circle icon and a blue "Cancel" button with a white X icon.

Table 1-B Setup a New Recording Fields

Program Name/ Series Name	The name of the program or series recording. This field cannot be edited from within this screen.
Channel	The program or series channel number, name, and Call Sign. This field cannot be edited from within this screen.
Time	The date and time of the program or series recording. This field cannot be edited from within this screen.
Set Top Box	The Set Top Box to which this series recording is assigned to. This field cannot be edited from within this screen.

Folder	The selected recording folder specified for this Series Rule. If a new folder must be created for this Series Rule, select the plus sign to the right of the folder list, and enter a new folder name.
Recording Type	The specified recording type and options include: <ul style="list-style-type: none"> • One Time • Series
Start Recording	The time that the recording should begin. Recordings may be set to start before a program is scheduled to begin. Options include: <ul style="list-style-type: none"> • 1-5 Minutes Early • Ten Minutes Early • Fifteen Minutes Early • Scheduled Time • 1-5 Minutes Late • Ten Minutes Late • Fifteen Minutes Late • Thirty Minutes Late • Fort-five Minutes Late • Sixty Minutes Late
Stop Recording	The time that the recording should end. Recordings may be set to stop after a program is scheduled to end. Options include: <ul style="list-style-type: none"> • 1-5 Minutes Early • Ten Minutes Early • Fifteen Minutes Early • Scheduled Time • 1-5 Minutes Late • Ten Minutes Late • Fifteen Minutes Late • Thirty Minutes Late • Fort-five Minutes Late • Sixty Minutes Late