



USER GUIDE

Continuous and scheduled radio broadcast archiving for Windows

	1.1
Publication date	20 July 2026
Product website	www.broadcastmate.com.au
Revision update	External recording triggers, Arduino and MIDI examples

Designed for broadcasters who need reliable, searchable audio records without a complex workflow.

Document information and contents

This guide explains the controls visible in BroadcastLogger and provides a practical workflow for continuous, scheduled, manual and externally triggered broadcast recording. Options may vary slightly between versions and according to the audio, serial and MIDI devices installed on the computer.

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www.broadcastmate.com.au www.davidmgilbert.com

IMPORTANT: BroadcastLogger can automatically delete old recordings. Confirm the output folder, retention period and backup arrangements before enabling automatic deletion.

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1. Introduction

BroadcastLogger is a Windows application for recording and archiving a radio station's broadcast audio to a computer hard drive. It is suited to continuous logging, scheduled recording, spot checks, advertiser verification, internal review and other situations where a station needs an accessible history of what went to air.

Audio is encoded directly to the selected format while recording, avoiding an intermediate uncompressed WAV file. Recordings can be divided into predictable segments, listed in the built-in Archive and automatically removed when they exceed the configured retention period.

Core capabilities

• Continuous or scheduled recording	• Direct encoding to MP3 and other available codecs
• Capture from input or supported playback devices	• Automatic file splitting and clock alignment
• Searchable recording history with playback controls	• Automatic deletion of recordings older than a chosen age
• Silence detection with SMTP email notifications	• Low-intervention operation with startup and restart options
• External triggering by serial text command or contact closure	• MIDI note or control-change triggering

Important terminology

Term	Meaning
Recording source	The Windows input or playback device from which BroadcastLogger captures audio.
Codec	The encoding format used to compress the audio, such as MP3.
Segment	One recording file created as part of a longer continuous recording period.
Automatic mode	A mode in which the Scheduler decides when recording should run.
Silence threshold	The level below which audio is treated as silent for alerting purposes.
Retention period	The number of days recordings are kept before automatic deletion.

System considerations

- A supported Windows installation with a working audio input or playback device.
- Sufficient disk capacity for the selected bit rate and retention period.
- Write permission to the selected output folder.
- An SMTP account and network access only when email silence notifications are required.
- Stable station audio routing. A dedicated line input, audio interface or supported playback capture is preferable to an open microphone for unattended logging.

NOTE: Available devices, codecs, bit rates and ASIO options depend on the installed hardware, drivers and software components.

2. Installation and quick start

Installation

- 1 Download BroadcastLogger.** Obtain the current installer from www.broadcastmate.com.au and save it to the computer that will perform the recording.
- 2 Run the installer.** Open the downloaded installer and follow the Windows prompts. Administrator approval may be required, depending on the computer's security settings.
- 3 Launch the application.** Open BroadcastLogger from the Start menu or installed shortcut. The main window should display the elapsed timer, level meter, current source and event log.
- 4 Open Settings.** Use the BroadcastLogger menu to open Settings, then configure the source, format, output folder and retention period.
- 5 Create a test recording.** Record at least one minute, stop the recording, open Archive and confirm that the file plays correctly.
- 6 Enable automatic operation.** Configure the Scheduler, select Auto on the main window and verify that the recording status changes at the expected time.

First-run checklist

- The peak level meter moves when the station audio is present.
- The correct source name appears on the main display.
- The chosen output folder exists and has adequate free space.
- The filename test displays a valid and easily sortable filename.
- A recorded segment appears in Archive and plays through the selected playback device.
- The computer's clock, date and time zone are correct.

TIP: Do not rely on an unattended schedule until you have completed a manual test and a short automatic test. This verifies both audio capture and file creation.

Recommended commissioning test

For a new installation, schedule a 15–30 minute recording window while someone monitors the station output. Confirm the meter, the REC indicator, the generated filename, the recorded audio quality and the end time. Then review the event log for warnings before leaving the application unattended.

3. Main window

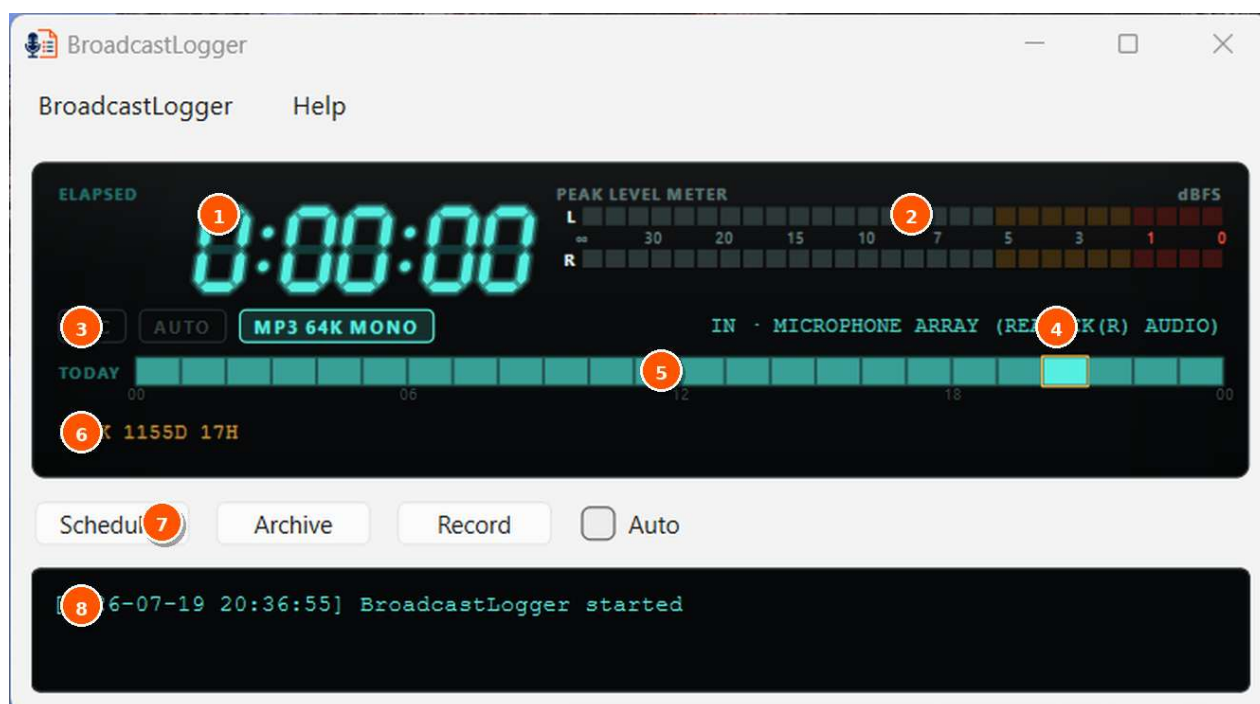


Figure 1. BroadcastLogger main window

1 Elapsed timer - Shows the duration of the current recording session.

2 Peak level meter - Displays live left and right audio levels in dBFS.

3 Status and format - REC/AUTO indicators and the active codec, bit rate and channel mode.

4 Current source - Identifies the selected input or playback capture device.

5 Today timeline - Shows the 24-hour day and the currently scheduled or active period.

6 Disk estimate - Estimates the remaining recording time for the current drive and settings.

7 Primary controls - Opens Scheduler and Archive, starts recording and enables Auto mode.

8 Event log - Reports startup, recording events, warnings and other operational messages.

Reading the display

The meter should respond continuously whenever audio reaches the selected source. Peaks approaching 0 dBFS may clip, while a meter that never moves usually indicates an incorrect source, muted device or routing problem. For unattended operation, establish a normal level range for the station and investigate significant changes.

The Today timeline provides an at-a-glance view of the day. In automatic mode, use it with the REC and AUTO indicators to confirm whether BroadcastLogger is waiting for a scheduled period or is actively recording.

OPERATIONAL CHECK: The event log is the first place to look when a recording does not start, a file cannot be created or the application reports an audio-device problem.

4. Recording modes

Manual recording

- 1 **Confirm the source.** Check that the current source shown on the main display is the source you intend to record and that the peak meter is moving.
- 2 **Select Record.** Use the Record button to begin a manual recording. The REC status should activate and the elapsed timer should begin advancing.
- 3 **Monitor the session.** Watch the meter and event log, particularly during the first minute of a critical recording.
- 4 **Stop the recording.** Use Record again to end the manual session, then open Archive to verify the generated segment.

Automatic recording

- 1 **Configure the Scheduler.** Mark every day and hour that should be recorded. Use Record always for continuous 24/7 logging.
- 2 **Enable Auto.** Select Auto on the main window. The AUTO indicator confirms that the schedule is controlling recording.
- 3 **Leave BroadcastLogger running.** For reliable operation, enable startup with Windows and, when appropriate, the automatic restart option in Settings.
- 4 **Review regularly.** Check the Archive, disk estimate and event log on a routine basis rather than assuming an unattended recorder is still healthy.

How manual and automatic modes interact

Manual recording is useful for immediate or exceptional capture. Automatic mode is intended for predictable daily operation. Before starting a manual recording during an automatic period, confirm how the current software version handles the overlap and check the Archive afterwards to ensure the expected segment structure was produced.

BEST PRACTICE: For a full-time station logger, use scheduled automatic recording as the normal mode and reserve manual recording for testing or special events.

5. Settings overview

The screenshot shows the 'Settings' window for BroadcastLogger. It has a title bar with a close button. The window is organized into several panels:

- Recording source (1):** Includes 'Current source: Microphone Array (Realtek(R) Audio)', 'Capture from: Input device', 'Device: Microphone Array (Realtek(R) Audio)', and a 'Refresh' button.
- Recording format (2):** Includes 'Codec: MP3', 'Sample rate: 44100 Hz', 'Bit rate: 64 kbps', and 'Channels: mono'.
- Output (3):** Includes 'Folder: broadcastMate\BroadcastLogger\Log', 'Filename template: %y%m%d-%hh%mm%ss', 'Serial number: 39', 'Filename test: 20260719-203839.mp3', 'Split records into: 60 minute segments', and a checked 'Align splits to the clock' checkbox.
- Auto delete (4):** Includes a checked 'Delete records older than' checkbox and a '365 day(s)' dropdown.
- Playback device (5):** Includes a 'Default' dropdown.
- Alerts (6):** Includes a checked 'Send silence notifications' checkbox, 'Email address' and 'Subject' fields (with 'astLogger - Silence' in the subject), 'Silence duration: 10 sec' and 'Threshold: -60.0 dB' dropdowns, 'SMTP server', 'User name', 'Port: 465', 'From email', 'Password', a checked 'Use TLS' checkbox, and a 'Test' button.
- General (7):** Includes a checked 'Start with the operating system' checkbox, a checked 'Ask on close' checkbox, a checked 'Show button on taskbar' checkbox, an unchecked 'Restart the program if it crashes or hangs' checkbox, and a 'Language: System language' dropdown.

At the bottom right are 'OK' and 'Cancel' buttons.

Figure 2. Settings window

1 Recording source - Choose capture type and the Windows device to record.

2 Recording format - Select codec, sample rate, bit rate and mono/stereo channels.

3 Output - Choose folder, filename pattern, sequence value and segment behaviour.

4 Auto delete - Remove recordings older than the selected number of days.

5 Playback device - Choose where recordings from Archive will be heard.

6 Alerts - Configure silence detection and SMTP email delivery.

7 General - Control Windows startup, closing, taskbar, recovery and language.

SAVE CHANGES: Choose OK to apply the configuration. Choose Cancel to close Settings without applying the changes made during that visit.

6. External recording triggers

External triggers allow studio equipment, automation systems, control surfaces or a small microcontroller to start and stop BroadcastLogger without an operator selecting Record. Configure one trigger method at a time, confirm the correct device or port, then perform a short supervised test before relying on it for unattended recording.

Trigger method	Best suited to
Serial text command	Automation systems and Arduino-style controllers that can send defined start and stop text over a COM port.
MIDI note or control change	MIDI-capable studio consoles, button panels and class-compliant USB MIDI controllers.
Serial contact closure	A relay, opto-isolated interface or supported serial adapter that presents a hardware sense-line state such as CTS.
Run-on	Keeps recording active for the selected period after the stop condition is received, preventing the end of audio from being clipped.

TEST FIRST: External triggers can start recording unexpectedly if the wrong COM port, MIDI channel, note number or sense line is selected. Test with a temporary output folder and watch the event log while commissioning the trigger.

Serial text command

External trigger

Trigger:

Serial text command

Port:

COM5 - Standard Serial over Bluetooth link

Sense line:

CTS

☐

Invert (record when open)

Baud:

9600

Start command:

REC ON

Stop command:

REC OFF

Run-on:

5 sec

Figure 3. External trigger configured for serial text commands

Control	Guidance
Port	Select the COM port created by the USB serial device, Arduino or serial interface. Recheck this after moving the device to another USB socket.
Baud	Set the same speed at both ends. The example below uses 9600 baud.
Start command	The exact text that starts recording, for example REC ON.
Stop command	The exact text that requests recording to stop, for example REC OFF.
Run-on	BroadcastLogger continues recording for this period after the stop command before closing the file.

Basic Arduino example - serial text command. This sketch uses a button connected between digital pin 2 and GND. Pressing the button sends REC ON; releasing it sends REC OFF. Set BroadcastLogger to the same COM port, 9600 baud and matching command text.

```
const int triggerPin = 2;
bool lastActive = false;

void setup() {
  pinMode(triggerPin, INPUT_PULLUP);
  Serial.begin(9600);
}

void loop() {
  bool active = (digitalRead(triggerPin) == LOW);

  if (active != lastActive) {
    Serial.println(active ? "REC ON" : "REC OFF");
    lastActive = active;
    delay(25); // simple switch debounce
  }
}
```

Serial.println() adds a line ending. Keep the command spelling, spaces and letter case consistent with the fields in BroadcastLogger.

MIDI note or control change

Figure 4. External trigger configured for a MIDI note or control change

Control	Guidance
Device	Select the MIDI input presented by the controller, console or USB MIDI device. If no inputs are listed, verify the device in Windows and restart BroadcastLogger after connecting it.
Channel	Choose the transmitting MIDI channel, or any while testing. MIDI channel numbering displayed by hardware may begin at 1.
Note / CC	Enter the note number or control-change number to monitor. The screenshot uses 60, commonly known as Middle C when used as a note.
Run-on	Adds a short tail after the release, Note Off or zero-value control state so the final audio is retained.

Basic Arduino example - USB MIDI note. Use a board that can appear as a class-compliant USB MIDI device, such as many Leonardo, Micro, Pro Micro or native-USB boards, with a compatible MIDIUSB library. This example sends Note On 60 while the button is pressed and Note Off 60 when released.

```
#include "MIDIUSB.h"
const int pin = 2;
bool lastState = false;

void sendTrigger(bool on) {
  byte status = on ? 0x90 : 0x80;
  midiEventPacket_t e = {byte(status >> 4), status,
                        60, byte(on ? 127 : 0)};
  MidiUSB.sendMIDI(e); MidiUSB.flush();
}

void setup() { pinMode(pin, INPUT_PULLUP); }
void loop() {
  bool on = (digitalRead(pin) == LOW);
  if (on != lastState) {
    sendTrigger(on); lastState = on; delay(25);
  }
}
```

Select the Arduino MIDI device, choose channel 1 or any, and set Note / CC to 60. Some basic Uno or Nano boards do not present as native USB MIDI devices without additional firmware or hardware.

Serial contact closure

Figure 5. External trigger configured for a serial contact closure

Control	Guidance
Port	Select the serial interface that exposes the required hardware sense line.
Sense line	Choose the input used by the interface, such as CTS. Available choices depend on the serial hardware and driver.
Invert	Reverse the active state when the external hardware reports open and closed in the opposite way to the desired recording state.
Run-on	Continues recording briefly after the sense line returns to its inactive state.

Basic Arduino example - relay-operated contact. Connect the Arduino to a suitable relay or opto-isolated module. Use the module's dry contact only with a serial-contact interface that is documented to accept a closure on its sense input. The sketch below closes the relay while a button on pin 2 is pressed.

```
const int buttonPin = 2;
const int relayPin = 8;

void setup() {
  pinMode(buttonPin, INPUT_PULLUP);
  pinMode(relayPin, OUTPUT);
  digitalWrite(relayPin, LOW);
}

void loop() {
  bool active = (digitalRead(buttonPin) == LOW);
  digitalWrite(relayPin, active ? HIGH : LOW);
  delay(20);
}
```

Wire the relay contacts to the supported serial-contact interface according to its documentation, then select the corresponding COM port and sense line in BroadcastLogger. Use Invert when the resulting active state is reversed.

ELECTRICAL SAFETY: Do not connect an Arduino GPIO pin directly to a conventional RS-232 connector or handshake pin. RS-232 voltage levels and polarity differ from 3.3 V or 5 V logic. Use an appropriate isolated relay, optocoupler, level converter or purpose-built contact interface.

Commissioning an external trigger

Step	Check
1	Select the trigger method, port or MIDI device and matching settings.
2	Choose a temporary output folder and confirm that normal manual recording works.
3	Activate the external trigger and verify that REC appears and the elapsed timer advances.
4	Release or stop the trigger. Confirm that recording continues for the configured run-on period and then closes cleanly.
5	Open Archive, play the test file and confirm that both the beginning and end of the required audio are present.
6	Restart BroadcastLogger and the external device, then repeat the test to confirm reliable reconnection.

Quick trigger troubleshooting

Symptom	Checks
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Symptom	Checks
COM port is missing	Reconnect the interface, check Windows Device Manager, then reopen Settings. The COM number may change when a device is moved to another USB socket.
Serial commands are ignored	Match the baud rate and command text exactly. Close serial monitors or other programs that may already be using the port.
MIDI device is not listed	Connect and power the MIDI device before starting BroadcastLogger. Confirm that Windows recognises it and try channel any while testing.
Trigger starts but does not stop	Check the stop command, Note Off or zero-value message, or the contact sense state. Reduce Run-on during testing and try Invert for contact closure.

7. Audio, format and output

Recording source

Control	Purpose
Current source	Displays the source currently selected for recording.
Capture from	Select Input device for a physical or virtual input. Select a supported playback-capture option to record audio being played by Windows without relying on Stereo Mix.
Device	Select the microphone, line input, audio interface, virtual cable, playback endpoint or other device that carries the broadcast audio.
Refresh	Rescans Windows audio devices after connecting hardware, enabling a device or changing drivers.

SOURCE SELECTION: Choose the device that carries the final program output, not a studio microphone, unless microphone audio is specifically what you intend to archive.

Recording format

Control	Guidance
Codec	The compression format used for each file. MP3 is widely compatible; additional choices depend on the installed version and codecs.
Sample rate	The number of audio samples captured each second. 44,100 Hz is a common broadcast-archive setting.
Bit rate	Controls compressed audio quality and file size. A higher bit rate generally increases quality and storage use.
Channels	Mono uses less storage and is suitable for many speech-focused archives. Stereo preserves left/right program information.

Output and filename settings

Control	Guidance
Folder	The directory in which recording files are stored. Use a dedicated location on a drive with adequate capacity and reliable permissions.
Filename template	Defines each file name. The displayed example updates so you can check the result before recording.
Serial number	Provides a sequence value for filename configurations that use sequential numbering. Avoid resetting it unless there is an operational reason.
Split records into	Creates a new file at the selected interval, such as every 60 minutes.
Align splits to the clock	Starts segments on clock boundaries. For example, hourly files can run from 14:00 to 15:00 instead of one hour from the moment recording began.

Filename template example

The default pattern shown in the supplied interface is based on date and time, producing sortable names such as 20260719-203839.mp3. Common date/time tokens include:

%Y Four-digit year	%m Two-digit month	%d Two-digit day
%H 24-hour hour	%M Minute	%S Second

TIP: Use year-month-day followed by 24-hour time. Files then sort chronologically in both BroadcastLogger and Windows File Explorer.

8. Alerts, retention and general options

Silence notifications

Silence monitoring can email an alert when the captured signal remains below the configured level for the selected duration. It is intended to highlight possible dead air, lost routing or an inactive source.

Control	Purpose
Send silence notifications	Enables or disables email alerts.
Email address	The destination address that receives the alert.
Subject	The subject line used for the alert email.
Silence duration	How long the signal must remain below the threshold before an alert is generated.
Threshold	The dB level used to decide what counts as silence. A less-negative value such as -40 dB treats more quiet audio as silence; a more-negative value such as -60 dB requires a much quieter signal.
SMTP server / port	The outgoing mail server and connection port supplied by the email provider.
User name / password	Credentials required by the SMTP provider. Some providers require an app-specific password.
From email	The sender address used for notification messages.
Use TLS	Enables encrypted SMTP transport where required.
Test	Sends a test message or verifies the entered SMTP configuration.

TUNE CAREFULLY: Test the threshold against real quiet programming, station IDs and genuine dead air. A threshold that is too high can produce nuisance alerts; one that is too low may miss a failed source with residual noise.

Automatic deletion

When Delete records older than is enabled, BroadcastLogger removes files that exceed the selected age. This keeps the archive within a predictable storage window, but deletion should be treated as permanent unless the recordings are backed up elsewhere.

- Choose a retention period that meets station policy, contractual needs and any applicable regulatory obligations.
- Confirm that the output folder does not contain unrelated audio files that could be affected.
- Maintain an independent backup when recordings must survive disk failure or operator error.

General options

Option	Effect
Start with the operating system	Launches BroadcastLogger when Windows starts.
Ask on close	Requests confirmation before the application is closed, reducing accidental shutdowns.
Show button on taskbar	Keeps the application accessible from the Windows taskbar.
Restart the program if it crashes or hangs	Enables recovery behaviour intended to restore unattended operation.
Language	Uses the Windows system language or another available interface language.

9. Scheduler

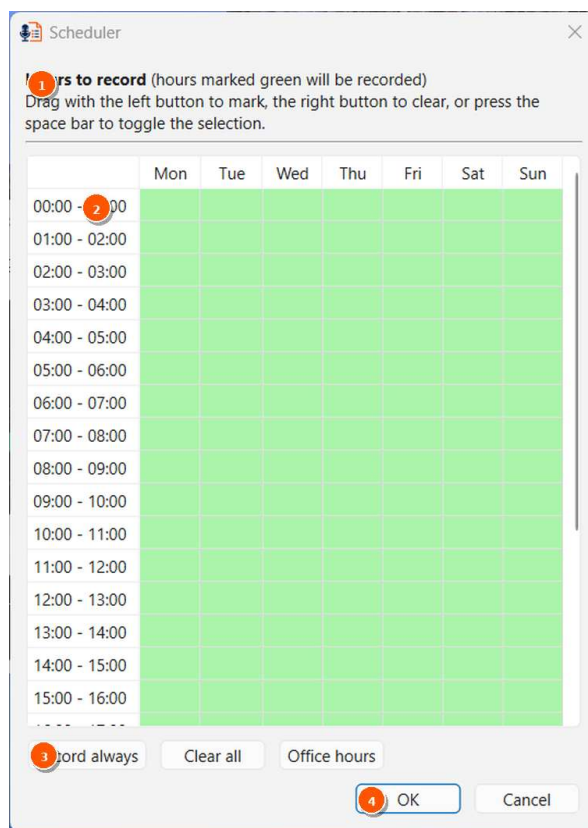


Figure 6. Weekly recording Scheduler

1 Instructions - The window explains mouse and keyboard selection methods.

2 Weekly grid - Green cells are selected recording hours for Monday through Sunday.

3 Presets - Record always selects all hours; Clear all removes them; Office hours applies a daytime preset.

4 OK / Cancel - OK saves the schedule; Cancel discards the current changes.

Editing the schedule

- Drag with the left mouse button to mark hours for recording.
- Use the right mouse button to clear hours.
- Move keyboard focus to a cell and press Space to toggle it.
- Use Record always for a 24-hour, seven-day archive.
- Choose OK, return to the main window and enable Auto.

TIME ACCURACY: The Scheduler follows the computer's clock. Keep Windows time synchronisation and the correct time zone enabled, especially around daylight-saving changes.

Example schedules

Scenario	Suggested approach
24/7 station logger	Choose Record always, then enable Auto.
Business-hours service	Use Office hours as a starting point, then adjust individual cells to match the station's needs.
Selected programs	Clear all and mark only the program hours that require archiving.
Overnight monitoring	Select the late-evening and early-morning cells across the required days.

10. Archive and playback

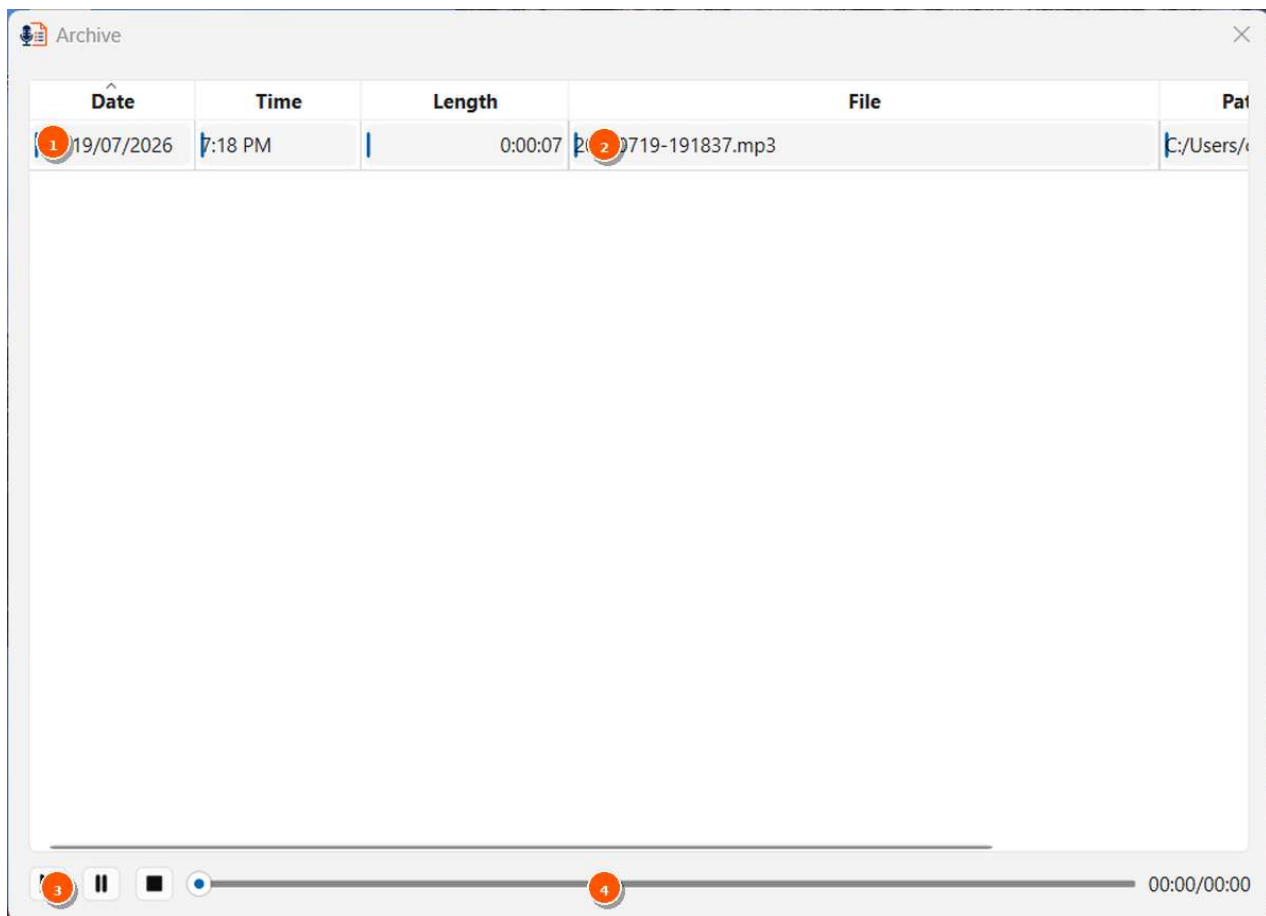


Figure 7. Archive window and playback controls

1 Recording list - Displays stored recordings with date, time, length, filename and path.

2 Selected entry - Highlights the recording that will be played or reviewed.

3 Playback controls - Play, pause and stop the selected recording.

4 Progress and time - Seek through the file and view the current playback position.

Reviewing a recording

1 Open Archive. Select Archive from the main window.

2 Locate the required time. Use the Date and Time columns, then confirm the filename and path.

3 Select the entry. Click the recording row that you want to hear.

4 Play and navigate. Use Play, Pause, Stop and the progress bar to review the relevant section.

5 Confirm the source file. When a recording is needed outside BroadcastLogger, use the displayed filename and path to locate it in Windows.

PLAYBACK DEVICE: If the archive appears to play but no audio is heard, return to Settings and check the selected Playback device and Windows output volume.

11. Recommended configurations

The best settings depend on whether the archive is primarily for speech verification, full-program quality review or long-term storage. The following profiles are practical starting points rather than mandatory specifications.

Suggested profiles

Profile	Codec	Bit rate	Channels	Typical use
Everyday station log	MP3	64 kbps	Mono	Speech-focused compliance, advertiser checks and general station history.
Quality review	MP3	96–128 kbps	Stereo	Music programming, production review and left/right channel checks.
Long retention	MP3	32–48 kbps	Mono	Maximum retention where speech intelligibility is more important than fidelity.

A sensible 24/7 starting configuration

- MP3, 44,100 Hz, 64 kbps, mono.
- Split into 60-minute segments and align splits to the clock.
- Date-and-time filenames in year-month-day order.
- A dedicated output folder on a monitored drive.
- Automatic deletion after 365 days only when that retention period is appropriate for the station.
- Auto mode, Record always schedule, Windows startup and close confirmation enabled.

Approximate storage planning

The estimates below assume continuous recording at the stated constant bit rate. They exclude filesystem overhead, logs and backups.

Bit rate	Per hour	Per day	30 days	365 days
32 kbps	14.4 MB	0.35 GB	10.4 GB	126 GB
64 kbps	28.8 MB	0.69 GB	20.7 GB	252 GB
96 kbps	43.2 MB	1.04 GB	31.1 GB	378 GB
128 kbps	57.6 MB	1.38 GB	41.5 GB	505 GB

CAPACITY MARGIN: Keep free space beyond the theoretical archive requirement. Windows, temporary files, indexing and unexpected recording growth all require headroom.

12. Troubleshooting

Problem	Checks and corrective action
The level meter does not move	Confirm Capture from and Device in Settings. Check Windows input/output levels, mute state and audio routing. Choose Refresh after connecting or enabling a device.
The wrong audio is being recorded	Select the station program feed rather than the computer microphone. For playback capture, verify that the chosen Windows playback endpoint is the one carrying the broadcast.
Recordings are silent or distorted	Check the meter. Very low levels may be inaudible; peaks at or near 0 dBFS may clip. Adjust the source or interface level rather than relying on playback volume.
Automatic recording does not start	Enable Auto, confirm green Scheduler cells cover the current time, check the computer clock and review the event log for device or folder errors.
Files are not appearing in Archive	Verify the output folder, write permission and available disk space. Check whether automatic deletion is removing files sooner than expected.
Segments start at unexpected times	Enable Align splits to the clock when you want files to begin on fixed clock boundaries.
Archive playback is inaudible	Select the correct Playback device in Settings and check the Windows volume mixer.
Silence emails do not arrive	Enable notifications, confirm the destination and SMTP fields, match TLS and port requirements, use Test and check spam filtering or provider security settings.
Too many silence alerts are sent	Increase the silence duration, choose a more-negative threshold or confirm that quiet programming is not falling below the current threshold.
The application is accidentally closed	Enable Ask on close. For unattended systems, also consider startup with Windows and automatic restart.
External trigger does not start or stop recording	Confirm the selected trigger type, COM/MIDI device, baud rate, channel, Note/CC or sense line. Verify that no other program has opened the COM port. Match serial commands exactly, try MIDI channel any during testing, and use Invert if a contact closure reports the opposite state. Review the event log after each test.

Information to collect before requesting support

- BroadcastLogger version and Windows version.
- The selected Capture from mode, device name, codec, sample rate, bit rate and channels.
- A screenshot of the main window and relevant Settings panel.
- The exact time the problem occurred and the corresponding event-log message.
- Whether a manual recording succeeds and whether the file plays in another audio player.

DO NOT SHARE PASSWORDS: Remove SMTP passwords, account credentials and private file paths from screenshots or support messages.

13. Accessibility, maintenance and support

Keyboard and accessibility use

BroadcastLogger uses familiar Windows controls and can be operated without relying exclusively on the mouse. Exact screen-reader behaviour may vary with the Windows version, assistive technology and audio driver.

- Press Tab and Shift+Tab to move between controls.
- Press Space to activate a focused button or check box. In Scheduler, Space toggles the focused hour cell.
- Use the arrow keys in lists, combo boxes and numeric controls.
- Use Alt+F4 to request that the active window close; Ask on close provides an additional safeguard for the main application.
- Keep Windows display scaling and contrast settings at values that allow the level meter and timeline to remain readable.

ACCESSIBLE WORKFLOW: A screen-reader user can verify recording through labelled controls and the event log, while a sighted operator may use the meter and timeline as additional visual confirmation.

Routine maintenance checklist

Frequency	Recommended check
Daily or each shift	Confirm REC/AUTO status, meter activity, event log and disk estimate.
Weekly	Play a recent segment from Archive and confirm the correct program audio and timestamps.
Monthly	Review drive health, available space, retention behaviour, Windows updates and audio-device stability.
After any audio or Windows change	Run a new manual and automatic recording test, particularly after driver, mixer, device or clock changes.
Before critical coverage	Verify SMTP alerts, output path, backup capacity and the intended Scheduler cells.

Data and compliance considerations

BroadcastLogger provides technical recording and retention tools; the operator remains responsible for deciding what must be recorded, how long it must be retained, who may access it and how it should be protected. Review relevant station policy, advertiser agreements, privacy requirements and applicable broadcasting obligations before relying on the archive as an official record.

Support and product information

BroadcastLogger website: www.broadcastmate.com.au

Copyright and creator: David M Gilbert | www.davidmgilbert.com

Quick glossary

Term	Definition
dBFS	Decibels relative to digital full scale. 0 dBFS is the maximum digital level.
SMTP	The mail-server protocol used to send silence alert emails.
TLS	Encryption used to protect the SMTP connection.
Mono	A single audio channel.
Stereo	Separate left and right audio channels.
Playback capture	Recording the audio sent to a Windows playback device.
ASIO	A low-latency professional audio-driver system available with compatible hardware and software versions.
MIDI	Musical Instrument Digital Interface; a message protocol commonly used by controllers, consoles and automation hardware.
CC	MIDI control change: a numbered controller message that can represent a button, switch, fader or other control.
CTS	Clear To Send: a serial-port hardware handshake input that may be used as a sensed contact state when supported by the interface.
Run-on	The extra period BroadcastLogger continues recording after an external stop or release condition.