

# **Court Recorder 8**

## **INSTALLATION GUIDE**



## **About This Manual**

This manual covers the installation procedures for the SoniClear Court Recorder 8.

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# Installation

## Hardware Requirements

Court Recorder is a computer-based system for recording court proceedings, depositions, and administrative hearings. See the Court Recorder User Guide for detailed operating instructions.

Court Recorder software runs on a Windows computer with additional audio interface hardware. For reliable operation, and to ensure effective support, Court Recorder software should be used with the recommended hardware, when possible. Other types of equipment may work as well, but satisfactory results are not assured for untested devices.

### Computer Hardware

Court Recorder requires the following computer hardware:

- Laptop or Desktop Computer
- Windows XP, Vista, or Windows 7 (XP Professional recommended)
- Single Core Processor, 1.0GHz or faster, for 1-2 channel recording  
Dual Core Processor, 1.5 GHz or faster, for Vista and multichannel recording.
- Adequate disk space for recording (see “Disk Storage Space” below).

### Disk Storage Space

Court Recorder stores the recorded audio data on the disk drive of the laptop computer that is running the program. A network or remote drive cannot be used for storage during recording. Playback from a network drive is possible for files converted to MP3 format, but this will depend on the speed of the network and shared server involved. Storage requirements for the various recording modes are as follows:

2 Channel WAV	316 Megabytes per hour
4 Channel WAV	948 Megabytes per hour
6 Channel WAV	1264 Megabytes per hour
8 Channel WAV	1580 Megabytes per hour
2 Channel MP3	44 Megabytes per hour
4 Channel MP3	132 Megabytes per hour
6 Channel MP3	352 Megabytes per hour
8 Channel MP3	440 Megabytes per hour

## **Audio Hardware**

Court Recorder 8 works with the following audio hardware:

- M-Audio MobilePre
- Griffin Technology iMic
- Andrea USB Adapter
- VXI USB Adapter
- Xitel inPort
- MXL MicMate USB Mic Adapter
- Centrance MicPort
- Motu 8Pre
- RME Audio Fireface 800
- M-Audio Delta 44
- M-Audio Delta 1010
- Antex Electronics DMX-4 USB Adapter

Backup Recorder Options:

- Marantz PMD 660
- Marantz PMD 560

## **Floating License System**

SoniClear is sold as a boxed product incorporating the Floating License System. This allows for the purchased license to be locked to a specific machine, moved to another machine, or “floated” from machine to machine, using the supplied USB Key device. The Floating License System offers the greatest flexibility.

The Floating License System uses the SoniClear USB Key to deliver and manage the software license. When the user receives the software initially, the SoniClear software license is stored on the USB Key. The software can be installed on any number of computers. SoniClear will only run when the USB Key device holding the “floating license” is plugged into the computer prior to running the software. This mode of usage is the same as the "Roving License" option offered with prior SoniClear releases.

The user has the option to leave the floating license stored in the USB Key, or lock the license to a specific computer. Once the license is locked, the USB Key device does not need to be plugged into the computer.

Once a license has been locked to a computer it cannot be used as a floating license with the USB Key. The user has the option of unlocking the license from the computer at any time. Then the license reverts to floating status, stored in the USB Key device. The USB

Key can then be used to authorize use of the software on other machines, either as a Floating License, or locked to another computer.

The status of the SoniClear license is managed using the License tab of the Preferences dialog. See the section *Editing Program Preferences* in this manual for more information.

## **Technical Support**

Contact your Court Recorder dealer or view the SoniClear Support Page at [www.soniclear.com](http://www.soniclear.com) for current release and technical support information.

# Computer Setup

The computer must be configured specifically for audio recording. Following are recommended steps to ensure that the computer will run reliably when running Court Recorder.

## Power Management

Turn Off all Hibernation, Screen Saver, and Power Saving options:

To prevent the system from powering down to reduce power usage, from Control Panel –> Power Options, activate the “Always On” power scheme. For Plugged in and Running on Batteries alternatives, set “Turn off monitor”, “Turn off hard disks”, and “System standby” to Never.

To prevent hibernation, from Control Panel -> Power Options -> Hibernate tab, Uncheck “Enable Hibernation”.

Turn off Screen Saver, Right Click on Desktop -> Properties -> Screen Saver tab, select “(None)” for the type of screen saver.

Some manufacturers use the default power management included in Windows XP. However, some systems include extra control panels for this purpose. Consult the computer documentation for more details.

## System Sounds

Turn off System Sounds to prevent these from becoming recorded, from Control Panel -> Sounds and Audio Devices.

In the Audio tab, set Default device to internal sound card.

In the Sounds tab, under Sound Scheme, choose “No Sounds” (select No to saving the previous Scheme). Then click Apply

## Drive Indexing

Turn off drive indexing for all NTFS drives. Open My Computer, right click on the NTFS drive and select Properties. Uncheck “Allow Indexing Service...” and click Apply. In the confirmation dialog, select “Apply Changes to C:\subfolders and files”. If you get the Access Denied error message, click Ignore All.

## Performance

Performance options are set in the dialog Control Panel -> System -> Advanced -> Performance -> Settings.

In the Visual Effects tab, select “Let Windows choose what’s best for my computer”. On slower computers, moving a window around on the screen can cause interruption of recording. If that occurs, uncheck “Show Window contents while dragging”. This will automatically switch the type to Custom and will change the display to optimize the performance of window movement. This may also change the appearance of windows on the screen.

In the Advanced tab, set Processor scheduling to “Program”.

In the Advanced tab, set Memory Usage to “Program”.

In the Advanced tab, Virtual memory, click Change, select Custom size and enter the same size in both Initial size and Maximum size. The required value will depend on how much memory is installed and how many programs are used simultaneously. As a minimum value, enter the following:

- For 256MB RAM - Enter 512 for Min and Max
- For 512MB RAM - Enter 768 for Min and Max
- For 1024MB RAM - Enter 1536 for Min and Max

## Automatic Updates

Turn off Windows Automatic Update service. From Control Panel -> System -> Automatic Updates tab, select “Turn off Automatic Updates”. For systems that are always network connected, it may be safer to select “Notify me but don’t automatically download or install them.” This will ensure that the user is away of the need to perform an update, without interfering with recording processes.

## Internet Time

Turn off the automatic updating of the system time with a central server. From Control Panel -> Date and Time -> Internet Time, Uncheck “Automatically synchronize with an Internet time server”. Click Apply.

### Desktop Cleanup Wizard

Disable the automatic Desktop Cleanup Wizard. From Control Panel -> Display -> Desktop -> Customize Desktop -> Uncheck “Run Desktop Cleanup Wizard every 60 days”.

# Court Recorder General Configuration

## Overview

Court Recorder features can be configured for a number of different applications to provide optimal operation. These configurations apply for all of the different hardware setups described in this manual. For example, when using SoniClear with computers that have small screens, there are several options that can make the user interface more functional. And support for touch screens allow SoniClear to be used much like a conventional tape recorder, pressing the “buttons” on the screen with the finger to control program operation.

## Display On Top

In the preference dialog Edit/Preferences/Options, the On Top feature can be enabled. With “Enable On Top Feature” is checked, the main window will display an additional check box labeled “On Top”. When the user checks the On Top option, the main window will always display on top, even when other applications are selected (“receiving focus”).

An additional option is the “Small On Top Window” When this option is selected in the preferences dialog, the size of the On Top display window is small. The user can switch between On Top display and normal display at any time.

The Display On Top feature is available in both Court Recorder and Transcriber Live. It is useful when monitoring recording or playback while another program is running (such as a Court Management application, or Microsoft Word while transcribing).

## Optimize for Touch Screen

In the preference dialog Edit/Preferences/Options, the check box “Optimize for touch screen” turns on a number of changes to the program behavior that makes it work better on touch screen computers. For example, double click actions are disabled and spacing on the Marker and Docket popup windows is set to double to make it easier to pick an item. This option is disabled (unchecked) by default and should be enabled only for use on touch screen computers.

## **Force Display to Full Screen Only**

In the preference dialog Edit/Preferences/Options, the check box “Force display to full screen only” makes the program always display as a “maximized” window that fills the entire screen. With this option enabled, the user will not be able to resize the window to an arbitrary size. It will always be displayed at maximum size. This feature is useful for running the program on computers with small screens. It can also be helpful for computers that are set up to only run SoniClear. The recording computer can be configured by the IT staff or computer consultant to run SoniClear automatically when Windows boots up. The user only needs to turn on the computer to see a ready-to-use recording screen.

## **Selection Window Options**

In the preference dialog Edit/Preferences/Options, the controls labeled “Options for Selection Windows” controls how Marker and Docket popup windows behave.

“Display Floating Popups” is the default behavior and is how SoniClear has worked on previous versions. When the user selects to display a Marker or Docket popup selections, the appropriate popup window is displayed and remains visible until the user explicitly closes the window. This is the recommend setting for most computers with medium and large displays.

“Display Floating Popups, Close on Selection” is a useful option when using very small screens (such as 800x600). The advantage of this setting is that the popup closes as soon as the user selects an item to add to the notes, or closes the window manually. This allows the popup window to be displayed over the main window, but be hidden when the note taking action has been made.

“Display Popups over Main Window” is useful for smaller displays with at least 1024x600 pixels (such as most netbook computers). The Marker and Docket windows are displayed inside the main window on the right hand side. This keeps them available at all times, neat and out of the way of other program controls. This option is also suitable for touch screen computers, to simplify note taking without a keyboard or mouse.

## **Display Font Size**

In the preference dialog Edit/Preferences/Files, the Font Size can be adjusted to any size between 10 and 18 points. Choose a size that looks good on the type of screen being use. The size setting applies only to input fields in the main window. Text in buttons and various popup displays display using the system font size, regardless of the font size selected in preferences.

## **Enable Notes**

Check the Enable Notes check box to allow the user to take notes within Court Recorder. For court reporting where the Transcriber Live program is used for taking notes, this can be unchecked to avoid confusion between the two programs. However, with the Notes feature enabled in Court Recorder, the Transcriber Live program can still be used for taking notes, monitoring, and readbacks.

## **Enable Transcriber Live**

Check the Enable Transcriber Live check box to allow the user see the Transcriber button. This allows the user to invoke the Transcriber Live program from within Court Recorder. For court reporting where the Transcriber Live program is used for taking notes, this should be checked to make it easy to switch between the two programs. With the Transcriber button disabled in Court Recorder, the Transcriber Live program can still be started from a desktop icon or the Start menu. However, when starting Transcriber Live this way, the user will have to manually select the current recording file to open using the Open button (or File/Open pulldown menu selection).

# Court Recorder 2-Channel Configuration

## Overview

Court Recorder can be set up to record one or two channels of audio. This could be a single microphone, two microphones, or a single microphone and a stenomask for voice reporting. The microphone connection feeds the audio into the computer using either the built-in sound card, or an external audio interface device. Playback can be monitored using headphones. If an external audio device is used, the software controls whether audio is played through headphones or through speakers using a selection check box on the screen.

One of the following configurations is typically used:

- Built-In Sound Card (single microphone channel)
- MobilePre USB Interface (one or two professional microphones)
- iMic USB Interface (single microphone, separate headphone monitor channel)
- Inport USB Interface (stereo connection to external mixers)
- Other USB Interface Devices (various options)

Select the interface option that includes the features that are needed for the type of court reporting work involved. The MobilePre is generally the best option for court reporting. It provides professional microphone inputs (using reliable XLR connectors). It also provides convenient control of levels using knobs on the interface box.

When recording with a single computer-compatible microphone, either the built-in sound card option or the iMic option are good choices. The advantage of the iMic interface is that it provides a second playback channel that can be dedicated to headphones for monitoring.

For recording more than two channels, or when microphones (or a stenomask) need to be connected using multiple audio adapters, see the section of this manual on multichannel recording configuration, “*Court Recorder Multichannel Installation*”.

Contact SoniClear support for additional information on configuration options that might not be covered in this manual. Audio interface devices are constantly being updated, providing new options for configuring court reporter systems.

# Built-In Sound Card Configuration

This is the recommended setup for recording in situations that require a single microphone (such as a Labtec 333, CM3 or Voice Tracker), or where you are trying to reduce the size and weight of items to carry and a less advanced microphone is adequate. The computer-compatible microphone (such as Labtec 333 or Voice Tracker) connects directly to the internal sound card in the computer.

The typical hardware for this configuration consists of the following items:

- Laptop or Desktop Computer
- Windows XP Professional
- Labtec 333, Centrum Sound CM-3 or Voice Tracker microphone
- Speakers and/or Headphones

## Software Installation

Court Recorder is installed from the supplied software CD. Insert the CD into the computer drive. The system should automatically start the installation program. If it does not start, run the installation program manually from the CD.

The internal sound card does not require a driver to be installed, as it uses the Windows audio driver that is built into every Windows XP system.

## Hardware Installation

Once the Court Recorder software has been installed, the microphone can be plugged directly into the microphone jack on the computer. This is a 1/8" audio input jack that can be used only with microphones designed specifically to work with computers. Microphones intended for use with cassette recorders will not work correctly. Be sure to connect the microphone to the correct jack, as it is easy to confuse with the headphone jack on most computers.

The recorded audio can be played back into the room through speakers using the sound card in the computer. When using a laptop computer, if the speakers are not high enough quality, use a portable external speaker. A suitable speaker would be the type used for portable music players, connected to the headphone output of the computer.

# MobilePre Configuration

## Overview

This configuration based on the MobilePre audio interface is the recommended setup for recording in situations that require professional microphones, such as two conference microphones, or a conference microphone on one channel and a stenomask microphone on the second channel.

The M-Audio MobilePre is a professional audio interface. Microphones are connected to the XLR connectors on the MobilePre and the audio signal is sent to the computer through a USB cable.

The typical hardware for this configuration consists of the following items:

- Laptop or Desktop Computer
- Windows XP Professional
- M-Audio MobilePre Audio Interface
- Conference microphones (one or two)
- Optional stenomask for voice reporting with XLR connector
- Digital backup recorder
- Speakers

## Software Installation

Court Recorder is installed from the supplied software CD. Insert the CD into the computer drive. The system should automatically start the installation program. If it does not start, run the installation program manually from the CD.

The M-Audio MobilePre driver software must be installed from the disk supplied with the unit. Alternatively, the latest version can be downloaded and installed from the M-Audio website ([www.m-audio.com](http://www.m-audio.com)). Follow the instructions provided by M-Audio.

## Hardware Installation

Once the SoniClear and MobilePre software have been installed, the MobilePre can be plugged directly into the USB port of the computer. You should not connect the MobilePre to a USB hub, as this may result in unreliable audio recording.

The microphones must be connected to the XLR connectors of the MobilePre. For microphones that do not have the correct connector, an adapter must be used. Do not connect a microphone to the ¼" phone jacks, as these are designed for line level signals.

The first time the software is run after installing the device drivers and plugging in the unit, the recording and playback levels must be set in the MobilePre control panel (the control panel is installed automatically along with the device drivers). Double click on the M-Audio icon in the system tray to bring up this control panel (a small round icon that looks like a white greater-than “>” symbol on a red background).

The USB Record setting should be set to zero (near the middle of the scale), and with the mute button Unchecked. The Direct Monitor must be muted (Mute check box Checked). The Device Output must be set to zero (top of the scale, maximum volume). Device Output should have the mute option off (Mute check box Unchecked).

# **Court Recorder Software Configuration for MobilePre**

After installation of the software and hardware, Court Recorder must be configured to match the hardware in use. To do this, start Court Recorder and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according the following instructions.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the Stereo Mix channels stored in the primary recording file. It should be set to the M-Audio MobilePre driver. When this is selected it will automatically set the Input Source to Wave In.

### **Removable Recording Device**

Court Recorder does not normally use the automatic removable devices selection feature. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

### **Advanced Recording Options**

These options control how recording is processed. These fields should only be changed in the event of problems with recording using the default settings. Consult SoniClear support for assistance.

### **Recording Process Priority**

Default value should be set to Medium.

### **Buffer Size**

The default value should be set to Automatic.

### **Disk Update Time**

The default value should be set to 5000 milliseconds.

### **Force Recording at 44.1KHz.**

The default value should be set to Unchecked.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

### **Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). This can be set to the device driver of the computer internal sound card.

### **Headphone Monitor Device Selection**

Does not apply to Court Recorder.

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance.

### **Playback Buffers**

The default value should be set to 2 buffers.

### **Buffer Size**

The default value should be set to 1000mSec.

### **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

### **Force Recording at 44.1KHz.**

This field should be set to the default value of Unchecked.

### **Recording Options Tab - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels: 2 (for the two channels provided by the MobilePre).

# **Transcriber Live Software Configuration for MobilePre**

In addition to Court Recorder, the Transcriber Live program must be configured to match the hardware in use. To do this, start Transcriber Live and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according the following instructions.

## **Recording Device Selection**

This is not used for Transcriber Live, as it is a playback-only program.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer. It should be set to the internal audio card for playback through the computer speakers.

## **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). This should be set to the device driver of the computer internal sound card so that the built-in speakers can be used for playback into the room.

## **Headphone Monitor Device Selection**

This is the sound card that will be used for playback through headphones. It should be set to the MobilePre device driver.

## **Removable Recording Device**

In this configuration, Transcriber Live does not use the automatic removable devices selection feature. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance.

## **Playback Buffers**

The default value should be set to 2 buffers.

## **Buffer Size**

The default value should be set to 1000mSec.

## **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

## **Force Recording at 44.1KHz.**

This field should be set to the default value of Unchecked.

# **Adjusting MobilePre Recording and Playback Volume**

Volume for recording is controlled using the MobilePre volume control knobs on the front of the unit. Playback volume on the headphones is also set using the volume knob on the front of the unit.

Volume for playback through the computer speakers is set using the Windows Volume Control Panel. The default Windows Volume Control that is displayed when using an external audio interface is generally not the internal sound card. To display the correct panel, follow these instructions:

- Double click on the speaker icon in the system tray. If the speaker icon is not visible:
  - Click the Start button and select Control Panel
  - Double click “Sounds and Audio Devices”.
  - Make sure the option “Place volume icon in the taskbar” is checked and click Apply.
  - The Volume icon should appear in the system tray of the taskbar. If this does not cause the speaker icon to be displayed, consult with technical support for the computer. In any case you will be able to select the Audio tab and click the Volume button to display it from this dialog.
- When the Volume Control dialog is displayed:
  - From the Options pulldown, select from the Properties command.
  - In the Mixer device control, select the sound card in your computer, and make sure the “Adjust volume for” control is set to Playback. This will display the system sound card playback Volume Control panel.
  - In the Volume Control panel, make sure that the Wave output is not muted and that the rest of the audio sources are muted.
  - The Wave and Volume Control sliders control the volume of the playback. Adjust to a suitable level.

# iMic Audio Interface Configuration

## Overview

This configuration based on the Griffin Technology iMic audio interface is the recommended setup when using a computer compatible microphone and when readback feature is going to be used.

The iMic is a consumer-grade audio interface records from a computer-compatible microphone (such as the Labtec 333 or Centrum Sound CM-3). The microphone is connected to the 1/8" input jack on the iMic and the audio signal is sent to the computer through a USB cable. The input can also be used with "consumer" line level signals, which could be supplied by a sound system or a portable microphone mixer.

The iMic also includes a headphone output that can be configured for monitoring while recording, with the computer speakers configured to play back into the room for readbacks.

The typical hardware for this configuration consists of the following items:

- Laptop or Desktop Computer
- Windows XP Professional
- Griffin Technology iMic
- Digital backup recorder
- Speakers

## Software Installation

Court Recorder is installed from the supplied software CD. Insert the CD into the computer drive. The system should automatically start the installation program. If it does not start, run the installation program manually from the CD.

The Griffin Technology iMic does not require a driver to be installed, as it uses the Windows USB audio driver that is built into every Windows XP system. Support information for the iMic can be obtained from the Griffin Technology website ([www.griffintechology.com](http://www.griffintechology.com)).

## Hardware Installation

Once the Court Recorder software has been installed, the iMic can be plugged directly into the USB port of the computer. You should not connect the iMic to a USB hub, as this may result in unreliable audio recording.

The iMic includes a single 1/8" audio input jack that can be used either as a mono microphone input (for use with computer-compatible microphones only), or as a line level input. The function of the input jack is set using the switch on the side of the iMic unit.

The first time the software is run after installing the device drivers and plugging in the unit, the recording and playback levels must be set in the Windows Volume control panel (the control panel is installed automatically along with the device drivers). Double click on the speaker icon in the system tray to bring up this control panel. See detailed instructions below, "Adjusting iMic Recording and Playback Volume".

For monitoring audio from the computer on headphones, connect the headphones to the headphone jack on the iMic. Playback from the computer will be heard on the headphones when the Speaker check box is unchecked in the Transcriber Live screen. Volume can be adjusted using the volume control slider displayed in the Transcriber Live main window.

The recorded audio can be played back into the room through speakers using the sound card in the computer. When using a laptop computer, if the speakers are not high enough quality, use a portable external speaker. A suitable speaker would be the type used for portable music players, connected to the headphone output of the computer.

# **Court Recorder Software Configuration**

After installation of the software and hardware, Court Recorder must be configured to match the hardware in use. To do this, start Court Recorder and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the two audio channels stored in the recording file. It should be set to the iMic USB driver (“iMic USB audio system”, or similar wording). When this is selected it will automatically set the Input Source to “Capture” (or similar wording).

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Recording Options**

These options control how recording is processed. These fields should only be changed in the event of problems with recording using the default settings. Consult SoniClear support for assistance.

### **Recording Process Priority**

Default value should be set to Medium.

### **Buffer Size**

The default value should be set to Automatic.

### **Disk Update Time**

The default value should be set to 5000 milliseconds.

## **Force Recording at 44.1KHz.**

The default value should be set to Unchecked.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback. It should be set to the internal audio card for playback through the computer speakers.

## **Speaker Device Selection**

This is the sound card that will be used for playback through speakers when playing a recording in Court Recorder. This should be set to the device driver of the computer internal sound card.

## **Headphone Monitor Device Selection**

This selection does not apply to Court Recorder. Recordings are monitored in Transcriber Live.

## **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance.

### **Playback Buffers**

The default value should be set to 2 buffers.

### **Buffer Size**

The default value should be set to 1000mSec.

### **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

### **Force Recording at 44.1KHz.**

This field should be set to the default value of Unchecked.

### **Recording Options - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels: 2 (the stereo audio provided by the iMic driver).

# **Transcriber Live Software Configuration**

In addition to Court Recorder, the Transcriber Live program must be configured to match the hardware in use. To do this, start Transcriber Live and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according the following instructions.

## **Recording Device Selection**

This is not used for Transcriber Live, as it is a playback-only program.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer.

## **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). This should be set to the device driver of the computer internal sound card so that the built-in speakers can be used for playback into the room.

## **Headphone Monitor Device Selection**

This is the sound card that will be used for playback through headphones. It should be set to the iMic device driver.

## **Removable Recording Device**

In this configuration, Transcriber Live does not use the automatic removable devices selection feature. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

These options control how playback is processed. These fields should only be changed in the event of problems with playback using the default settings. Consult SoniClear support for assistance.

## **Playback Buffers**

The default value should be set to 2 buffers.

**Buffer Size**

The default value should be set to 1000mSec.

**Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

**Force Recording at 44.1KHz.**

This field should be set to the default value of Unchecked.

# Other USB Adapter Configurations

It is possible to use any standard USB audio adapter device with Court Recorder. The choice of adapter will depend on factors such as size, availability, and personal preference.

Setup may be similar to the Griffin Technology iMic or the M-Audio MobilePre. Contact SoniClear support for assistance.

## Xitel Inport Adapter Configuration

The Xitel Inport device is designed for connection to “consumer” line level signals, such as a microphone mixer or sound systems that have RCA jacks. Setup is similar to the configuration for the iMic, except that the Inport does not have a headphone output. The Court Recorder and Transcriber Live software must be configured to prevent the software from attempting to play back through the Inport. In Transcriber Live, the Headphone Monitor Device Selection should be set to play through the internal sound card.

## Adjusting USB Interface Recording and Playback Volume

In most cases, the recording and playback volume will be set using the sliders displayed in Court Recorder and Transcriber Live. In the event that the software does not recognize the USB Audio device volume controls, the levels must be set using the Windows Volume Control panel.

### Recording Volume

To access the recording panel for the USB audio adapter, follow these instructions:

- Double click on the speaker icon in the system tray. If the speaker icon is not visible:
  - Click the Start button and select Control Panel
  - Double click “Sounds and Audio Devices”.
  - Make sure the option “Place volume icon in the taskbar” is checked and click Apply.
  - The Volume icon should appear in the system tray of the taskbar. If this does not cause the speaker icon to be displayed, consult with technical support for the computer. In any case you will be able to select the Audio tab and click the Volume button to display it from this dialog.

- When the Volume Control dialog is displayed:
  - From the Options pulldown, select from the Properties command.
  - In the Mixer device control, select the driver name that matches the USB audio device, set the “Adjust volume for” control to Recording, and make sure all of the volume control inputs are checked (the will usually be only one). Click OK, the USB audio device Record Volume Control panel for the “Capture” device (the input audio source).
  - In the Volume Control panel, make sure that the desired device is selected.
  - The Volume slider controls the volume of the recording signal. Adjust to a suitable level.

## **Playback Volume**

Volume for playback through the computer speakers is set using the Windows Volume Control Panel. The default Windows Volume Control that is displayed when using an external audio interface may or may not be the internal sound card.

To display the correct panel, follow these instructions:

- Double click on the speaker icon in the system tray. If the speaker icon is not visible:
  - Click the Start button and select Control Panel
  - Double click “Sounds and Audio Devices”.
  - Make sure the option “Place volume icon in the taskbar” is checked and click Apply.
  - The Volume icon should appear in the system tray of the taskbar. If this does not cause the speaker icon to be displayed, consult with technical support for the computer. In any case you will be able to select the Audio tab and click the Volume button to display it from this dialog.
- When the Volume Control dialog is displayed:
  - From the Options pulldown, select from the Properties command.
  - In the Mixer device control, select the relevant sound card in your computer, and make sure the “Adjust volume for” control is set to Playback. This will display the system sound card playback Volume Control panel.
  - In the Volume Control panel, make sure that the Wave output is not muted and that the rest of the audio sources are muted.
  - The Wave and Volume Control sliders control the volume of the playback. Adjust to a suitable level.

# Court Recorder Multichannel Installation

## Overview

Court Recorder can be configured to capture multiple channels of audio into separate channels in the recorded file. Most installations will use an audio interface that uses a firewire connection. Alternatively, multichannel PCI sound cards can be used when line-level inputs are available from a sound system. Following are example configurations using a firewire interface. For assistance with other multichannel audio interface options, contact SoniClear support.

## Firewire Connections

Depending on the type of desktop or laptop computer used a firewire interface device may need to be added to the computer system. If the computer has a built-in firewire port, it must be compatible with the supplied interface. If the built-in interface is incompatible, or if the computer does not have a firewire interface, a firewire card must be added to the computer.

Contact Trio Systems for a current list of supported firewire interface card options.

### Built-in Firewire Connections

Many computers include a built-in firewire interface. This can be used provided that it has a chipset that compatible with the firewire audio interface being used.

For systems incorporating the Motu 8Pre interface, the Texas Instruments, Via, and Lucent laptop chipsets are supported. For the RME Fireface 800 interface, most Firewire 400 or Firewire 800 chipsets are supported.

### Laptop Firewire Add-On Cards

If a laptop computer is being used for recording that does not include a firewire port, an add-on firewire PCMCIA PC Card or ExpressCard can be added to the computer. The card plugs into the PCMCIA card slot. No device drivers need to be installed.

Be sure the laptop is turned off when plugging it in. It is also recommended that the computer and firewire interface be turned off when connecting the laptop to the audio interface.

Note: the firewire interface may not work correctly if the computer has gone into a power saving mode, such as sleep mode or hibernation. You will need to reboot the computer before using the firewire interface if this should occur.

### **Desktop Firewire Add-On Cards**

If a desktop computer is being used for recording that does not include a firewire port, an add-on firewire PCI card can be added to the computer. No device drivers need to be installed.

# Motu 8Pre Configuration

## Motu 8Pre Installation

The Motu 8Pre firewire audio interface is used for connecting microphone and line-level audio signals to the computer. When connecting to user-supplied computer systems, the 8Pre device drivers must be installed and the system configured for use with the Court Recorder software.

### Power and Data Interface Cables

The Motu 8Pre requires a connection to a power outlet. It does not support battery operation. Be sure to obtain extension power cables for providing power to the audio interface unit and the computer in the meeting room where recordings will be made.

The Motu 8Pre connects to the computer using a standard firewire cable. Because power is not derived from the firewire bus, both 4 and 6 pin connectors are satisfactory. You will need to ensure that the method of connecting the cable to the computer is physically sound so that the cable cannot be accidentally disconnected from the computer during recording. Loose connectors or situations where the cable can become snagged and pulled out of the plug need to be addressed in the setup of the equipment. In addition, use of an inflexible firewire cable for connection to a laptop may result in unreliable recording and damage to the laptop connector. For this reason it is important to use thin firewire cables, such as the proprietary, very thin, Apple Computer firewire cables.

## Motu 8Pre Software Installation

### Driver and Control Panel Installation

The Motu 8Pre provides drivers and control panel software with the product on CDROM. Installation of drivers should be performed by a qualified computer technician.

When installing a new system, the CDROM drivers can be used. It is recommended, however, that you download the latest Windows software available from the Motu website if there are more recent updates (see [www.motu.com](http://www.motu.com)).

To install from the supplied CD, insert the disk and follow the instructions in the manual and on screen. To install the downloaded drivers follow the instructions provided on the Motu support website.

After installing the drivers, reboot the computer to complete the installation process. Depending on the driver version, it will normally display additional installation messages

after rebooting. If the system prompts you to install the new hardware, do not select the option to search Windows Update, and use the Automatic Install option. This prompt may occur several times. Carefully follow the written and on-screen instructions to ensure proper installation.

## **Driver Configuration**

Once driver installation is complete, run the Motu Audio Setup wizard from the Start/All Programs menu. The following settings are required:

- General Tab
  - 44100 Sample Rate
  - Clock Source Internal
  - Samples/Buffer 512
  - Pedal – unchecked
  - Enable full wave supported – checked
  - Enable Multichannel Sync – checked
- 8Pre Tab
  - Optical Input – off
  - Optical Output – off
  - Phones – Phones 1-2

After running the Audio Setup wizard, run the Cue Mix control panel from the Start/All Programs menu. Adjust the level controls for the mix to create a 2-channel mix that will be suitable for transcription and archive review. This will generally involve panning each microphone to the same spatial location in the stereo mix as the location of the microphone in the meeting room. This mix can be adjusted after completing installation of the Court Recorder software.

# **Court Recorder Software Configuration**

After installation of the software and hardware, Court Recorder must be configured to work with the Motu 8Pre unit. To do this, start Court Recorder and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the Stereo Mix channels stored in the primary recording file. The default value should be set to 8Pre Mix Input source.

### **First Recording Array Device**

Multi-channel recordings accept audio input from a series of audio interface channels that are numbered sequentially. The value in this field should be set to the first input source in the sequence (“Array” of inputs). The default value should be set to 8Pre channels 1+2. Click the Edit button, select the 8Pre channels 1+2 in the first array device and click the Default button to set the remaining devices. Click OK to save.

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Recording Options**

These options control how recording is processed. These fields should only be changed in the event of problems with recording using the default settings. Contact SoniClear support for assistance.

### **Recording Process Priority**

Default value should be set to Medium.

### **Buffer Size**

The default value should be set to Automatic.

### **Disk Update Time**

The default value should be set to 5000 milliseconds.

### **Force Recording at 44.1KHz.**

The default value should be set to Checked.

### **Playback Device Selection**

Normally the Transcriber Live program will be used for playback. However, Court Recorder must be configured correctly in the event that playback is selected by the user. The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback from the Court Recorder program.

#### **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). The default value should be set to the internal sound card device.

#### **Headphone Monitor Device Selection**

This does not apply to Court Recorder.

#### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

### **Advanced Playback Options**

#### **Playback Buffers**

The default value should be set to 4 buffers.

#### **Buffer Size**

The default value should be set to 1000mSec.

### **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

### **Force Recording at 44.1KHz.**

This field should be set to the default value of Checked.

### **Recording Options - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels. In this case, the correct value is 10 (2 for the stereo mix, plus 8 for each individual microphone channel).

# **Transcriber Live Software Configuration**

To configure Transcriber Live, start the program and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section does not apply to Transcriber Live, as it is a playback only program.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

## **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). The default value should be set to the internal sound card device.

## **Headphone Monitor Device Selection**

This is the sound card that will be used for playback through headphones. The default value should be set to Motu 8Pre Phones.

## **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

### **Playback Buffers**

The default value should be set to 4 buffers.

### **Buffer Size**

The default value should be set to 1000mSec.

**Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

**Force Recording at 44.1KHz.**

This field should be set to the default value of Checked.

# **Motu 8Pre Audio Connections**

## **Using Microphones**

Microphones are attached to the Motu 8Pre using standard balanced XLR connectors. If the microphones require phantom power, this must be turned on using the front panel switch for each microphone channel (up position). In addition, the Pad switch should be set to Up (no Pad).

When purchasing Court Recorder as a complete system, the 8Pre unit may be supplied with a microphone “snake” cable. This will allow placement of the microphones at a greater distance from the recording system. The snake can be left connected to the interface unit. For portable recording applications, the snake can be rolled up and stored inside the portable case. Care should be taken to avoid physical damage to the microphone cables and microphone snake, such as smashing or crimping the cable. If the cables are not kept in good condition, hum and/or intermittent signal may result.

When connecting the 8Pre to a microphone-level output from a sound system (instead of microphones), isolation transformers may be required to prevent ground loop hum problems. Consult with an audio installation technician regarding this application.

## **Using Analog Line Input or Digital Input**

Line-level analog audio connections to the Motu 8Pre use ¼” TRS balanced line connections. Digital inputs and outputs are also provided using standard ADAT optical connections.

When connecting the Motu 8Pre to a sound system using analog line-level signals, isolation transformers may be required to prevent ground loop problems. Consult with an audio installation technician regarding this application.

# **Antex Electronics DMX-4 Configuration**

## **DMX-4 Installation**

The DMX-4 USB audio interface is used for connecting up to four microphones or line-level inputs to the computer. When connecting to user-supplied computer systems, the DMX-4 device drivers must be installed, and the system configured for use with the Court Recorder software.

### **Power and Data Interface Cables**

The DMX-4 requires a connection to a power outlet. It does not support battery operation. Be sure to obtain extension power cables for providing power to the audio interface unit and the computer in the meeting room where recordings will be made.

The DMX-4 connects to the computer using a standard USB cable. You will need to ensure that the method of connecting the cable to the computer is physically sound so that the cable cannot be accidentally disconnected from the computer during recording. Loose connectors or situations where the cable can become snagged and pulled out of the plug need to be addressed in the setup of the equipment. In addition, use of an inflexible USB cable for connection to a laptop may result in unreliable recording and damage to the laptop connector.

## **DMX-4 Software Installation**

### **Driver and Control Panel Installation**

The DMX-4 provides drivers and control panel software with the product on CDROM or by download from the manufacturer's website. Installation of drivers should be performed by a qualified computer technician.

To install from the supplied CD, insert the disk and follow the instructions in the manual and on screen. To install the downloaded drivers, follow the instructions provided on the Antex Electronics support website.

### **Driver Configuration**

Once driver installation is complete, run the DMX-4 Configuration program from the Start/All Programs menu. Set the following values:

- Select Line or Microphone input type

- Turn the channels button to ON for each channel that is used.
- Click Phantom Power for microphones requiring power.
- Assign a recording channel for each. Normally this would be assigning input #1 to Recording Channel 1, input #2 to Channel 2, and so forth.
- Adjust the Input Level to appropriate recording levels, depending on the type of microphone used and the recording situation.

# **Court Recorder Software Configuration**

After installation of the software and hardware, Court Recorder must be configured to work with the DMX-4 unit. To do this, start Court Recorder and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the Stereo Mix channels stored in the primary recording file. The default value should be set to “Antex Electronic” source.

### **First Recording Array Device**

Multi-channel recordings accept audio input from a series of audio interface channels that are numbered sequentially. The value in this field should be set to the first input source in the sequence (“Array” of inputs). The default value should be set to the second stereo pair provided by the DMX-4, labeled with “Antex Electronic (1)” in the title.

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Recording Options**

These options control how the recording is processed. These fields should only be changed in the event of problems with recording using the default settings. Contact SoniClear support for assistance.

### **Recording Process Priority**

Default value should be set to Medium.

### **Buffer Size**

The default value should be set to Automatic.

### **Disk Update Time**

The default value should be set to 5000 milliseconds.

### **Force Recording at 44.1KHz.**

The default value should be set to unchecked.

### **Playback Device Selection**

Normally the Transcriber Live program will be used for playback. However, Court Recorder must be configured correctly in the event that playback is selected by the user. The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback from the Court Recorder program.

#### **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). The default value should be set to the internal sound card device.

#### **Headphone Monitor Device Selection**

This does not apply to Court Recorder.

#### **Removable Playback Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

### **Advanced Playback Options**

#### **Playback Buffers**

The default value should be set to 4 buffers.

#### **Buffer Size**

The default value should be set to 1000mSec.

### **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

### **Force Recording at 44.1KHz.**

This field should be set to the default value of unchecked.

### **Recording Options - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels. In this case, the correct value is 4 (2 for the first stereo pair, 2 for the second stereo pair).

# **Transcriber Live Software Configuration**

To configure Transcriber Live, start the program and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section does not apply to Transcriber Live, as it is a playback only program.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

## **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). The default value should be set to the internal sound card device.

## **Headphone Monitor Device Selection**

This is the sound card that will be used for playback through headphones. The default value can be set to the internal sound card. For monitoring separate from playback, a separate playback device will need to be connected to the system.

## **Removable Playback Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

### **Playback Buffers**

The default value should be set to 4 buffers.

### **Buffer Size**

The default value should be set to 1000mSec.

**Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

**Force Recording at 44.1KHz.**

This field should be set to the default value of unchecked.

## **DMX-4 Audio Connections**

### **Using Microphones**

Microphones are attached to the DMX-4 using standard balanced XLR connectors. If the microphones require phantom power, this must be turned on using the screen control displayed in the DMX-4 Configuration program.

When purchasing Court Recorder as a complete system, the DMX-4 unit may be supplied with a microphone “snake” cable. This will allow placement of the microphones at a greater distance from the recording system. The snake can be left connected to the interface unit. For portable recording applications, the snake can be rolled up and stored inside the portable case. Care should be taken to avoid physical damage to the microphone cables and microphone snake, such as smashing or crimping the cable. If the cables are not kept in good condition, hum and/or intermittent signal may result.

When connecting the DMX-4 to a sound system (instead of microphones), isolation transformers may be required to prevent ground loop hum problems. Consult with an audio installation technician regarding this application.

## **DMX-8 Audio Interface**

The Antex Electronics DMX-8 USB audio interface can be used for connecting up to eight microphones or line-level inputs to the computer. When connecting to user-supplied computer systems, the DMX-8 device drivers must be installed, and the system configured for use with the Court Recorder and Transcriber Live software. The same instructions for the DMX-4 apply to the DMX-8. The only difference is that there are 8 microphone channels that mix down to 4 recording channels. These microphone settings can be seen on the DMX-8 control panel.

## **DMX-4 and DMX-8 Alternative Configuration**

When using the DMX-4 or DMX-8 interface, the interface drivers do not provide a stereo mix of all of the channels. It is preferable to provide the user with a stereo mix, and the software was designed with that as a typical configuration.

To provide that effect of a stereo mix, it is possible to connect the Monitor Mix output from the DMX-4 or DMX-8 interface unit directly to the computer sound card. With some courtroom sound systems, there may also be a separate mono or stereo mix feed available, as an alternative to using the DMX Monitor Mix.

If you are configuring a desktop computer, connect the monitor mixer output to the line input of the computer. This will require RCA to 1/8" mini plug cable. If you are using a laptop, a separate USB adapter that accepts line-level signals must be used to send the stereo mix signal to the computer. Following are settings for recording from an MXL Line Level USB interface.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the Stereo Mix channels stored in the primary recording file. The default value should be set to "USB audio CODEC" as the source.

### **First Recording Array Device**

Multi-channel recordings accept audio input from a series of audio interface channels that are numbered sequentially. Click the Edit button. The value for the First Recording Array Device should be set to the first stereo pair provided by the DMX-4 (or DMX-8), labeled with "Antex Electronic" in the title. The value for the 2nd Recording Array Device should be set to the second stereo pair provided by the DMX-4 (or DMX-8), labeled with "Antex Electronic (1)" in the title. The rest of the array device settings are not used and will be disregarded.

### **Recording Options - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels. In this case, the correct value is 6 (2 for the stereo mix, 4 for each individual microphone channel).

# RME Fireface Configuration

Court Recorder and Transcriber Live can be configured to use the RME Fireface audio interface for recording and playback of audio data. A typical multichannel Court Recorder system using the RME Fireface includes the following components:

- Laptop or Desktop Computer
- Windows XP Professional
- RME Fireface 800 Audio Interface
- Marantz backup recorder
- Conference microphones
- Optional stenomask for voice reporting
- Optional Microphone Preamplifier for additional microphone channels
- Speakers
- Desktop or rolling equipment rack mount case

The RME Fireface 800 audio interface is a professional quality product for connecting a wide variety of audio sources to the computer. SoniClear products are certified to work with the Fireface, provided it has been set up according to these instructions.

When installing the Fireface, it will include default settings for recording using conventional recording studio audio products. Court Recorder requires that the equipment be configured specifically for the Court Recorder product. For recording with two channels, the Fireface can be configured to mix any or all of the input channels into a mono or stereo source for recording. For multi-channel recording, the Fireface can be configured for recording more than two channels at a time, with a variety of mixing options, depending on the application requirements.

Installation and configuration of the Fireface should be performed by audio technicians or computer support staff familiar with professional audio equipment.

## Operation Notes

The firewire interface may not work correctly if the computer has gone into a power saving mode, such as hibernation. You will need to reboot the computer before using the firewire interface if this should occur.

# **RME Hardware Installation**

## **Firewire Interface Requirements**

The Fireface requires a reliable firewire connection on the computer. The manufacturer claims that their system will work reliably with any computer using a firewire 400 interface. However, RME also lists many examples of improperly designed firewire 800 circuitry. For that reason, Court Recorder is only certified to work with firewire 400 connections, and only with the patches and fixes listed in these instructions.

For up-to-date compatibility information, consult the support section of the SoniClear website, or contract SoniClear support.

## **Power and Cables**

The Fireface includes a universal power supply for connection to a power outlet. It does not support battery operation.

The Fireface connects to the computer using a standard firewire cable. Because power is not derived from the firewire bus, both 4 and 6 pin connectors are satisfactory. You will need to ensure that the method of connecting the cable to the computer is physically sound so that the cable cannot be accidentally disconnected from the computer during recording. Loose connectors or situations where the cable can become snagged and pulled out of the plug need to be addressed in the setup of the equipment.

Microphones are connected using standard balanced XLR connectors. All other analog audio connections use ¼" TRS balanced line connections. Digital inputs and outputs are provided using ADAT, SPDIF, and AES digital standards.

# Software Installation

## Drivers and Flash Update

The Fireface provides drivers and control panel software with the product on CDROM. It is recommended, however, that you download the latest Windows software available from the RME website if there are more recent updates (see [www.rme-audio.com](http://www.rme-audio.com)). The site also includes a download for updating the Flash memory in the unit to the latest firmware revision, which may be required for using the latest drivers. Consult the Court Recorder release Readme.txt file for any additional driver requirements that may apply to the current Court Recorder software.

To install from the supplied CD, insert the disk and follow the instructions in the manual and on screen.

To install the downloaded drivers you need to first unzip them into a directory where the files can be located during the installation process. Then plug in the firewire cable and turn on the Fireface power. The Windows New Hardware Wizard will be displayed. Select NO to the request to use Windows Update, select “Install from a list or specific location”, and then choose the directory where the downloaded files have been extracted.

To update the firmware, follow the instructions provided in the firmware update download. You must perform the exact sequence of steps indicated, or the update will not be installed correctly. In particular, ensure that you specify the downloaded version of driver, do not let Windows pick the driver it thinks is best.

After installing the drivers and updating the firmware, reboot the computer to ensure the installation is correct and to see the driver and mixer control panels in the task bar.

## Windows XP Firewire Patch

A patch is required for Windows XP when recording using a Fireface interface device. When Microsoft released Service Pack 2 for Windows XP, they changed the handling of the firewire port in such a way as to render it unusable for audio recording. Instead of handling the full 400 Megabits/sec transfer rate, it only reportedly runs at 100 Megabits/sec. This is insufficient for reliable audio recording when there are many channels involved.

A patch for this problem is available from Microsoft that must be installed as part of the driver installation process. Consult the Microsoft article on the subject and follow their directions to fix this problem: <http://support.microsoft.com/kb/885222/en-us>.

## Driver Configuration

After rebooting, double click on the Fireface Settings icon in the system tray to open the configuration dialog. The following are the correct values for each field of this dialog.

### Fireface (1) Tab

Buffer Size:	256 Samples
Inputs (1):	Rear
Inputs (7):	Front+Rear
Inputs (8):	Front+Rear
Limit Bandwidth:	Analog+SPDIF+ADAT1
SPDIF In:	Coaxial
SPDIF Out:	nothing checked
Input Level:	+4 dBu
Output Level:	+4 dBu
Phantom Power:	Check Mic 7-10 to turn on phantom power, if needed. If using dynamic or self-powered microphones, do no check.
Instrument Options:	NA (any setting is OK)
Word Clock Out:	Unchecked
Options	
Check Input:	Unchecked
SyncAlign:	Check
TMS:	Check
Interleaved:	Unchecked
Clock Mode:	Master
Pref. Sync Ref:	Word Clock

### DDS Tab

DDS Active:	Checked
Frequency:	44.100
Freq. Multiplier	x1
Coarse:	0
Active:	Unchecked
Fine:	0
Active:	Unchecked

After entering and confirming these settings, click the Store in Flash Memory (on the Fireface (1) tab) and click OK to close the settings dialog.

## **Recording Mixer Configuration**

Court Recorder supports either two-channel recording or multi-channel recording, depending on the configuration of the software. Right click on the Fireface Mixer icon in the system tray and select Mixer to display the mixer control panel. If this is the first time setting up the system, click the Preset 5 button to load that preset provided by RME. Then select View/Matrix from the pulldown menu to display the patching matrix display. Click once on each of the matrix cells that shows a green background. This will turn off those matrix connections and you will have a completely blank set of connections.

### **Mixer Presets**

The SoniClear software includes a set of preset controls stored in a .FPR Fireface mixer setting file (such as RME\_Presets\_RevM.fpr). For release versions of SoniClear these preset files are copied into the SoniClear program directory when SoniClear is installed. You load all of the presets for the type of recording software at once using File/Open All Presets, then select the correct preset from the Mixer panel.

#### **Preset 4**

This preset is designed to mix four microphone sources from the internal microphone channels (connectors 7-10 on the front panel). These are panned evenly across the stereo “field” The microphones are then fed into the computer as the audio driver selection FireFaceAN1+2. This two-channel mix is available from the Analog outputs on the back of the unit (channels 1 and 2) for feeding into a PMD 560 digital backup recorder. This mix is also fed into the SPDIF output for input into a PMD 570 digital backup recorder.

#### **Preset 8**

This preset is designed to mix eight microphone sources (from an external microphone preamp) connected into analog lines 1-8. The eight signals are panned evenly across the stereo “field” to give the sense of microphones coming from a stage with the source of the speaking distributed from left to right. The front panel microphone inputs 9 and 10 are also included in the mix, panned to the left and right channels, respectively.

The 8 input channels are available as individual input sources for the Court Recorder “recording array” devices as ADAT1, channels 1-8. This is specified in the Hardware preferences by selecting the first ADAT1 sound card (channels 1+2).

The 8 inputs are then fed into the computer as the audio driver selection FireFaceAN1+2. This two-channel mix is available from the Analog outputs on the back of the unit

(channels 1 and 2) for feeding into a PMD 560 digital backup recorder. This mix is also fed into the SPDIF output for input into a PMD 570 digital backup recorder.

The option is available to feed external audio into the Fireface using ADAT input. The ADAT1 channels 1-8 are mixed into the output channels 1-8. In addition, the odd numbered ADAT channels are fed into the left channel of the stereo mix and the even numbered ADAT channels are fed into the right channel of the stereo mix.

### **Presets 1-3 and 5-7**

Reserved for future use.

## **Manual Two-Channel Setup**

You can also recreate the Court Recorder preset mixer settings manually. To accomplish the two-channel mix, the Mixer and Matrix control panels require the following adjustments:

### **Mixer Settings**

The two channel input submix set up in the Matrix control panel needs to be “looped back” as an input value for recording. Using a control-click command in the Mixer window enables Loopback mode. In the mixer strip section labeled “AN 1” (first mixer column of the output section, which is the bottom row of strips), Control-Click the white label below the mixer slider (hold down Control key while clicking on the white text that says “AN 1”). This will turn this label to a red color, indicating the loopback mode is on.

### **Matrix Settings**

Set up the new patch connections in the Matrix control panel using the following table. The first number is input channel, listed on SIDE of matrix. The second number is the output channel, shown on TOP of matrix display. Turn each of the patch connections on by clicking once on the intersection of the input (row) and output (column). This will set the value to 0.0, shown on a green background color. To set the level, hold down the control key and click on the cell. While holding down the mouse button, slide mouse up or down to adjust to the desired value.

<b>Stereo Mix Matrix Settings</b>				
Input Row	Output Column Left	Mix (Pan) Value	Output Column Right	Mix (Pan) Value
In 1	AN 1	0.0		
In 2	AN 1	-1.3	AN 2	-16.9
In 3	AN 1	-2.5	AN 2	-12.0
In 4	AN 1	-5.4	AN 2	-6.7
In 5	AN 1	-6.7	AN 2	-5.4
In 6	AN 1	-12.0	AN 2	-2.5
In 7	AN 1	-16.9	AN 2	-1.3
In 8			AN 2	0.0
In 1	SP L	0.0		
In 2	SP L	-1.3	SP R	-16.9
In 3	SP L	-2.5	SP R	-12.0
In 4	SP L	-5.4	SP R	-6.7
In 5	SP L	-6.7	SP R	-5.4
In 6	SP L	-12.0	SP R	-2.5
In 7	SP L	-16.9	SP R	-1.3
In 8			SP R	0.0
In 9	SP L	0.0		
In 10			SP R	0.0
Out 1	PH L	0.0		
Out 2			PH R	0.0
Out 3	PH L	0.0	AN 3	0.0
Out 4	PH R	0.0	AN 4	0.0

# **Court Recorder Software Configuration**

After installation of the software and hardware, Court Recorder must be configured to work with the RME Fireface 800 unit. To do this, start Court Recorder and select Edit/Preferences from the pulldown menu. The select the Hardware tab and modify the settings according the following instructions.

## **Recording Device Selection**

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording.

### **Default Recording Device**

This is the default sound card that will be used as the audio source for the Stereo Mix channels stored in the primary recording file. The default value should be set to Fireface 800 Analog (1+2). Input source will automatically be set to Recording Control.

### **Recording Array Devices**

Multi-channel recordings accept audio input from a series of audio interface channels that are numbered sequentially. Click the Edit button. From the popup dialog, set the value in first device field to Fireface 800 ADAT (1+2). Click the Defaults button to set the rest of the devices in the recording array.

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Recording Options**

These options control how recording is processed. These fields should only be changed in the event of problems with recording using the default settings. Contact SoniClear support for assistance.

### **Recording Process Priority**

Default value should be set to Medium.

### **Buffer Size**

The default value should be set to Automatic.

### **Disk Update Time**

The default value should be set to 5000 milliseconds.

### **Force Recording at 44.1KHz.**

The default value should be set to Checked.

## **Playback Device Selection**

Normally the Transcriber Live program will be used for playback. However, Court Recorder must be configured correctly in the event that playback is selected by the user. The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback from the Court Recorder program.

### **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers. Select the internal sound card device for playback through the computer speakers.

### **Headphone Monitor Device Selection**

This does not apply to Court Recorder.

### **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

### **Playback Buffers**

The default value should be set to 4 buffers.

### **Buffer Size**

The default value should be set to 1000mSec.

### **Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

### **Force Recording at 44.1KHz.**

This field should be set to the default value of Checked.

### **Recording Options - Sound Quality**

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the combo box to the number of channels. In this case, the correct value is 10 (2 for the stereo mix, plus 8 for each individual microphone channel).

# **Transcriber Live Software Configuration**

To configure Transcriber Live, start the program and select Edit/Preferences from the pulldown menu. Then select the Hardware tab and modify the settings according to the following instructions.

## **Recording Device Selection**

The Recording Device Selection section does not apply to Transcriber Live, as it is a playback only program.

## **Playback Device Selection**

The Playback Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during playback.

## **Default Speaker Device Selection**

This is the sound card that will be used for playback through speakers (when the Speaker option is checked in the main window). The default value should be set to Fireface 800 Analog (3+4). When using the Fireface, plug portable speakers into the analog output lines 3 and 4 for playback into the room. Alternatively, the Default Speaker Device can be set to the internal sound card device of the computer. In that setting, playback when the Speaker option is checked will be heard through the computer speakers.

## **Headphone Monitor Device Selection**

This is the sound card that will be used for playback through headphones. The default value should be set to Fireface 800 Analog (1+2). Monitoring headphones should be connected to the headphone jack on the front of the Fireface unit.

## **Removable Recording Device**

Court Recorder does not use the automatic removable devices selection feature in this configuration. The “Use Removable Device If Present” and “Automatic Removable Device Selection” check boxes should be unchecked.

## **Advanced Playback Options**

### **Playback Buffers**

The default value should be set to 4 buffers.

**Buffer Size**

The default value should be set to 1000mSec.

**Monitor Delay**

Monitor Delay should be set to the default of 3 seconds.

**Force Recording at 44.1KHz.**

This field should be set to the default value of Checked.

# Using Court Recorder With Dragon Voice Recognition

It is possible for voice writer court reporters to use Court Recorder in conjunction with Nuance Dragon voice recognition software. This allows a draft transcript to be produced from dictation spoken into a stenomask microphone.

For real-time usage, the Court Recorder, Transcriber Live, and Dragon programs run at the same time.

For batch transcription, Court Recorder can record both the room microphone and the stenomask in separate tracks during the session. After completing the recording, the two channels can be split into separate files. The room microphone channel can be stored in a file for delivery to clients. The stenomask channel can be stored in a file to be opened in the Dragon software for processing into a draft transcript.

Dragon will not be able to convert the room microphone audio into a transcript. At this time there is no product or technology able to recognize unlimited voices and unlimited vocabularies. The only way that voice recognition software can convert speaking to text is with a known speaking voice and with a known vocabulary. By speaking into a stenomask during the session (or repeating words spoken in the recording into a microphone at a later time), the software voice recognition software will be able to translate into text with a usable level of accuracy.

Using Dragon requires the development of special speaking techniques that will be recognized by the Dragon voice recognition processing. The user must also train the Dragon software to create a user profile to recognize the characteristics of the user's voice. Trio Systems does not support the Dragon software, nor does it offer assistance in developing the Dragon profile. Consult with Nuance and court reporting support groups for suggestions on how this can be accomplished.

## Real Time Voice Writing

The key to making Court Recorder and Dragon work together in real time is to ensure that two uniquely named audio input devices are being used. Typically this will be a MobilePre for the Court Recorder recording and an Andrea USB audio interface connected to a stenomask. It is also possible to use the iMic connected to a Voice Tracker, with the stenomask connected to an Andrea USB adapter, or the computer sound card. What will not work is using two USB adapters of the same make (such as two Andrea adapters or two iMic adapters). In that case Court Recorder and Dragon cannot recognize which device is the correct one to access for audio input.

Once you have selected the input devices that will work together, install and configure Court Recorder as directed above in this Installation Guide. Then follow the Dragon

installation and configuration instructions for the stenomask audio adapter. You should then be able to run both programs at the same time, switching between the two program windows as required.

Court Recorder software and Dragon automatic voice recognition software both require significant computer processing power. Not all computers will be fast enough to support both programs running at the same time. You will need to test your system to determine if it is capable of doing this.

## **Batch Transcription**

For batch transcription of stenomask audio after a recording session using Dragon, you will need to record the mask audio in a separate channel from the room microphone. This requires using the MobilePre audio interface, which has separate jacks for each input channel.

Connect the room microphone to the left channel (labeled “Channel 1” on the MobilePre) and the stenomask microphone to the right channel (labeled “Channel 2” on the MobilePre). The reason for using room microphone on the left channel is that the File/Export to Image Folder function will export only the left channel when creating the archive disk for distribution, which should be the room microphone.

When using a MobilePre as the interface device, the stenomask must be connected to the XLR microphone input #2. Do not use the line level 1/4” phone input.

# Marantz PMD 560 Recorder Configuration

## Overview

The Fireface configuration listed above is set up to feed the PMD 560 recorder with a stereo mix of all microphones as a backup recording system. When the Fireface starts up, it will automatically load the last configuration setting from internal memory. If the computer is not functioning for any reason, the PMD 560 can continue to record from the Fireface without the need for control from the computer.

## Power and Cables

The PMD 560 includes an internal power supply that can be used with US or European standards, depending on the model. It does not operate from battery power.

The PMD 560 should be connected from the Analog output channels 1 and 2 of the Fireface to the consumer line-level input on the PMD 560 (left and right, respectively). Use a stereo cable that has TRS or TS ¼" male phone plugs on one end and RCA male plugs on the other.

The option exists to connect the PMD 560 directly to the computer for accessing the data on the flash memory drive. It is recommended instead that when you need to access the backup recording on the flash disk that you remove the flash card from the PMD 570 and plug it into a computer using an appropriate CF Flash Card adapter.

## Setup

Follow the PMD 560 installation manual to program the unit for recording from the analog input at the sample rate of 44.1K, storing in MP3 stereo with 128kbps encoding. This will provide for over 17 hours of recording time on a 1 Gigabyte flash card.

## Recording and Playback

Consult the PMD 560 instruction manual for directions on how to record and play back recordings. The headphone jack can be used to monitor recording.

# Marantz PMD 570 Recorder Configuration

## Overview

The Fireface configuration listed above is set up to feed the PMD 570 recorder with a stereo mix of all microphones as a backup recording system. When the Fireface starts up, it will automatically load the last configuration setting from internal memory. If the computer is not functioning for any reason, the PMD 570 can continue to record from the Fireface without the need for control from the computer.

The unit can be connected using input and output signals that use SPDIF, balanced professional line, and consumer line standards. These instructions are specified using the SPDIF connection from the Fireface to reduce the number digital to analog conversions needed in the signal chain.

## Power and Cables

The PMD 570 includes an internal power supply that can be used with US or European standards, depending on the model. It does not operate from battery power.

The SPDIF connection is made using an RCA male to RCA mail cable designed specifically for digital use. Connect the Fireface SPDIF output to the PMD 570 input, and Fireface SPDIF input to the PMD 570 output.

The option exists to connect the PMD 570 directly to the computer for accessing the data on the flash memory drive. It is recommended instead that when you need to access the backup recording on the flash disk that you remove the flash card from the PMD 570 and plug it into a computer using an appropriate CF Flash Card adapter.

## Setup

Follow the PMD 570 installation manual to program the unit for recording from the SPDIF input at the sample rate of 44.1K, storing in MP3 stereo with 128kbps encoding. This will provide for over 17 hours of recording time on a 1 Gigabyte flash card.

## Recording and Playback

Consult the PMD 570 instruction manual for directions on how to record and play back recordings. The headphone jack can be used to monitor recording.

# Running SoniClear from the Command Line

SoniClear can be run from a command line statement. This is useful for integrating SoniClear with other programs that need to control the management of files and workflow.

The general command line syntax is:

<program path>SoniClear8.exe <command> <output file> <input file >

The commands available are:

Action	Command
<b>Create Agenda Template (Docket)</b>	CreateAgenda
<b>Create New File</b>	CreateRecording
<b>Create New File and Start Recording</b>	StartRecording
<b>Stop and Exit Program</b>	StopExit
<b>Stop, Auto Archive, and Exit Program</b>	StopArchiveExit

## Input Data Format

SoniClear will accept Agenda and Marker data from a text file when that file is specified in the command line statement. The text file is a “tab delimited ascii” file in the following format:

Column	Value
<b>1</b>	“A” or “M” character indicating Agenda item or Marker
<b>2</b>	Title
<b>3</b>	Detail (Agenda Items) or Function Key # (Markers)
<b>4</b>	Don’t Export This Note To Archive (1=True, 0=False)
<b>5</b>	Add as separate note (1=True, 0=False)

Notes:

- Marker function key number is indicated by the letter F followed by the key number. For example F1, F2, F3, etc.

- The Title and Detail text fields can incorporate the RTF markup for New Paragraph: “\par”, where the backslash functions as a escape character. To include the backslash character in the text string, it must also be escaped, i.e: “\\”.

## Sample Import File

Following is an example data import text file including agenda items and markers:

A	FINANCE COMMISSION MEETING	June 14, 2010	0	1
A	CALL TO ORDER		0	1
A	ROLL CALL		0	1
A	PLEDGE OF ALLEGIANCE		0	1
A	PRESENTATIONS	Award Ceremony	0	1
A	COMMITTEE REPORTS	School Financing Plan	0	1
A	PUBLIC COMMENTS	Public comments regarding the Finance Commission committee reports.	0	1
A	ADJOURNMENT		0	1
M	Motion	F1	0	1
M	Vote	F2	0	1
M	Action Item	F3	0	1
M	Next Speaker	F4	0	1
M	Board Member Jim Smith	F5	0	1
M	Board Member Sally Jones	F6	0	1
M	Board Member Robert Garcia	F7	0	1
M	Hidden Note	F12	1	1

## Create Agenda Template

SoniClear can create an agenda template ( referred to in Court Recorder as a “Docket”) automatically from a specially formatted text file. The command line syntax is:

```
<program path>SoniClear8.exe CreateAgenda <output file> <input file >
```

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” CreateAgenda
“c:\My Documents\SampleAgenda.agd”
“c:\BatchImports\SampleAgenda.txt”
```

## Create New File

SoniClear can create a new file and leave the program displayed and ready to start recording. The command line syntax is:

<program path>SoniClear8.exe CreateRecording <output file>

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” CreateRecording  
“c:\My Documents\MeetingXYZ.wav”
```

Notes:

- The output file type must match the default recording type set in the SoniClear preferences.

## **Create New File and Import Agenda**

SoniClear can create a new file and leave the program displayed and ready to start recording. The command line syntax is:

<program path>SoniClear8.exe CreateRecording <output file> <input file >

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” CreateRecording  
“c:\My Documents\MeetingXYZ.wav”  
“c:\BatchImports\SampleDocket.txt”
```

Notes:

- The output file type must match the default recording type set in the SoniClear preferences.
- The input file is the Agenda and Marker information in a text file in the format required for importing data.

## **Create New File and Start Recording**

SoniClear creates a new file and starts recording. The command line syntax is:

<program path>SoniClear8.exe StartRecording <output file>

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” StartRecording  
“c:\My Documents\MeetingXYZ.wav”
```

Notes:

- The output file type must match the default recording type set in the SoniClear preferences.

## **Create New File, Import Agenda, and Start Recording**

SoniClear creates a new file, imports the agenda (docket) and marker data, and starts recording. The command line syntax is:

```
<program path>SoniClear8.exe StartRecording <output file> <input file >
```

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” StartRecording  
“c:\My Documents\MeetingXYZ.wav”  
“c:\BatchImports\SampleAgenda.txt”
```

Notes:

- The output file type must match the default recording type set in the SoniClear preferences.
- The input file is the Agenda and Marker information in a text file in the format required for importing data.

## **Stop and Exit Program**

SoniClear stops recording or playing (if in one of those modes) and then exits the program. The command line syntax is:

```
<program path>SoniClear8.exe StopExit
```

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” StopExit
```

Notes:

- If SoniClear is not already running, no action is taken.

## Stop, Archive, and Exit Program

SoniClear stops recording or playing (if in one of those modes), performs Auto Archive action, and then exits the program. The command line syntax is:

```
<program path>SoniClear8.exe StopArchiveExit
```

For example (on one line):

```
“c:\Program Files\SoniClear8\SoniClear8.exe” StopArchiveExit
```

Notes:

- If SoniClear is not already running, no action is taken.
- If SoniClear is running as Meeting Recorder 8 StartArchiveExit has the same behavior as StopExit. The Auto Archive process does not run because Auto Archive is not a feature in Meeting Recorder 8.
- When Auto Archive completes successfully, it displays a completion dialog requiring confirmation by user.
- If an error occurs while performing Auto Archive, displays an error dialog requiring confirmation by user.

## Sample Batch File

For convenience, the SoniClear command can be included in a text file with the .BAT extension. Then the user can double click on that file each time the command should be run. Following is a sample batch file that launches SoniClear and generates an agenda template from a text file:

```
cls
@ECHO OFF
ECHO. *****
ECHO. ** Create Agenda Import Data
ECHO. *****
“c:\Program Files\SoniClear8\SoniClear8.exe” CreateAgenda “c:\My
Documents\SampleAgenda.agd” “c:\BatchImports\SampleAgenda.txt”
cls
EXIT
```

## Using Windows Scheduler Tasks to Start and Stop Recording

SoniClear recording can be run on a timed basis using the Windows Scheduled Tasks feature. The SoniClear command to run the program and start recording process (StartRecording) is added as a scheduled task, set to run when the recording should start. A command to exit SoniClear (StopExit) is added as a second scheduled task, set to run at the time when the recording should stop.

### Windows XP Instructions

To set up the scheduled tasks in Windows XP, follow these instructions:

1. Click the Start button.
2. Select All Programs, Accessories, System Tools and then Scheduled Tasks.
3. Add the StartRecording command task to initiate recording at the desired time:
  - 3.1. Double click on “Add Scheduled Task”.
  - 3.2. Click Next (it may take a long time to get to next step, please wait).
  - 3.3. Select SoniClear 8 from the list of programs. If SoniClear 8 is not shown on the list, select it manually as follows:
    - 3.3.1. Click Browse button.
    - 3.3.2. Navigate to the SoniClear program directory (usually c:\Program Files\SoniClear8\).
    - 3.3.3. Select SoniClear8.exe and click Open button.
  - 3.4. Enter a suitable title, such as “Start SoniClear for Monday Meeting”
  - 3.5. Select One time only, or which ever schedule is appropriate, and click Next.
  - 3.6. Select the start time and date, and click Next.
  - 3.7. Enter the user account for running the program (or select the current account)
  - 3.8. Enter the password (twice), and click Next.
  - 3.9. Check the box next to “Open advanced properties...”, and click Finish.
  - 3.10. In the field labeled “Run”, add the StartRecording command after the location of the recording. The field value will then look something like:

```
C:\PROGRA~1\S07C83~1\SoniClear8.exe StartRecording
```

or

```
"C:\Program Files\SoniClear8\SoniClear8.exe" StartRecording
```

Note that the spelling and capitalization must be exactly correct. Any other command string will result in an error.

- 3.11. Click OK.
  - 3.12. Enter the password (twice) in the Set Account Information dialog, and click OK
4. Add the StopExit command task to stop recording at the desired time:
  - 4.1. Double click on “Add Scheduled Task”.
  - 4.2. Click Next (it may take a long time to get to next step, please wait).

- 4.3. Select SoniClear 8 from the list of programs. If SoniClear 8 is not shown on the list, select it manually as follows:
  - 4.3.1. Click Browse button.
  - 4.3.2. Navigate to the SoniClear program directory (usually c:\Program Files\SoniClear8\).
  - 4.3.3. Select SoniClear8.exe and click Open button.
- 4.4. Enter a suitable title, such as “Stop SoniClear for Monday Meeting”
- 4.5. Select One time only, or which ever schedule is appropriate, and click Next.
- 4.6. Select the stop time and date, and click Next.
- 4.7. Enter the user account for running the program (or select the current account)
- 4.8. Enter the password (twice), and click Next.
- 4.9. Check the box next to “Open advanced properties...”, and click Finish.
- 4.10. In the field labeled “Run”, add the StopExit command after SoniClear.exe. The field value will then look something like:

C:\PROGRA~1\S07C83~1\SoniClear8.exe StopExit

or

"D:\Program Files\SoniClear8\SoniClear8.exe" StopExit

Note that the spelling and capitalization must be exactly correct. Any other command string will result in an error.

- 4.11. Click OK.
- 4.12. Enter the password (twice) in the Set Account Information dialog, and click OK
5. You can test that the program will record and stop by manually activating these scheduled tasks:
  - 5.1. Right click the start recording task (that you labeled “Start SoniClear for Monday Meeting”, or whatever)
  - 5.2. Select Run – SoniClear should run and start recording immediately.
  - 5.3. Right click the stop recording task and select Run – SoniClear should stop recording and exit.

## Windows 7 Instructions

To set up the scheduled tasks in Windows 7, follow these instructions:

1. Click the Start button.
2. Select All Programs, Accessories, System Tools and then Task Scheduler.
3. Add the StartRecording command task to initiate recording at the desired time:
  - 3.1. Click on “Create Task”.
  - 3.2. Enter a suitable title, such as “Start SoniClear for Monday Meeting”
  - 3.3. Click the Trigger tab.
  - 3.4. Click the New button.
  - 3.5. Select when you want the recording to start and click OK
  - 3.6. Select the Actions tab.
  - 3.7. Click New button.

- 3.8. Click Browse button.
- 3.9. Navigate to the SoniClear program directory (usually Local Disk (C:), Program Files, SoniClear8).
- 3.10. Select SoniClear8.exe and click Open button.
- 3.11. In the “Add arguments” field, enter “StartRecording”.
- 3.12. Click OK button.
- 3.13. Click OK to store the new task.
4. Add the StopExit command task to stop recording at the desired time:
  - 4.1. Click on “Create Task”.
  - 4.2. Enter a suitable title, such as “Stop SoniClear for Monday Meeting”
  - 4.3. Click the Trigger tab.
  - 4.4. Click the New button.
  - 4.5. Select when you want the recording to start and click OK
  - 4.6. Select the Actions tab.
  - 4.7. Click the New button.
  - 4.8. Click Browse button.
  - 4.9. Navigate to the SoniClear program directory (usually Local Disk (C:), Program Files, SoniClear8).
  - 4.10. Select SoniClear8.exe and click Open button.
  - 4.11. In the “Add arguments” field, enter “StopExit”.
  - 4.12. Click OK button.
  - 4.13. Click OK to store the new task.
5. You can test that the program will record and stop by manually activating these scheduled tasks:
  - 5.1. Right click the start recording task (that you labeled “Start SoniClear for Monday Meeting”, or whatever)
  - 5.2. Select Run – SoniClear should run and start recording immediately.
  - 5.3. Right click the stop recording task and select Run – SoniClear should stop recording and exit.

## Using Windows Command Line to Schedule SoniClear

A batch file to schedule recording could be created using the Windows schtasks command. This command could be used to set up the SoniClear tasks for starting and stopping recording. The syntax for schtasks is:

```
schtasks /create /tn TaskName /tr TaskRun /sc schedule [/mo modifier] [/d day] [/m month[,month...]] [/i IdleTime] [/st StartTime] [/sd StartDate] [/ed EndDate] [/s computer [/u [domain\]user /p password]] [/ru {[Domain\]User | "System"}] [/rp Password] /?
```

Consult with the Windows documentation for more details.