



## Gov Recorder 8

- Software installs on any Windows Computer**
- Record Meetings Directly on the Computer**
- Replace Cassette Recorders**
- Easy to Use**
- Clear Digital Sound**
- Take Notes for Easy Minutes Production**
- Share Recordings with Meeting Participants**

### Digital Recording For Government

Gov Recorder 8 captures digital recordings of meetings on any Windows computer. Recordings are stored on the disk drive for preparing meeting minutes. The digital audio files can be also archived for playback on CDROM, through the internal office network, or on a website.



- Board Meetings
- Sub Committee Meetings
- Planning Meetings
- Administrative Hearings
- Workgroup Sessions
- Seminars and Training

Designed specifically for government meetings, Gov Recorder 8 software helps clerks and administrators get more done with less effort.

Enjoy the ease and convenience of SoniClear digital recording while improving support for meeting participants and the entire organization.



#### Gov Recorder 8 Software

Record meetings on any Windows computer for clear, digital sound. Speed and convenience combined with simplicity and ease-of-use.



#### Digital Recording in 3 Steps

1. Install SoniClear software
2. Plug in the microphone
3. Click the Record button



#### No More Tape Worries

No need to switch tapes at meetings. Records up to 12 hours continuously. Copy recordings on CD for staff and the public.



#### Archive and Share Recordings

Share recordings on a LAN network drive for internal access by staff. Optionally provide on-demand webcast for public access over the Internet.

## Gov Recorder 8 Key Features

### Save Time Every Day

Gov Recorder 8 makes it easy and affordable to capture meeting information in high-quality digital audio recordings.

- ▶ Easy to use, just like a cassette tape recorder
- ▶ No more juggling cassette tapes
- ▶ Hear even the softest voice with digital audio
- ▶ Fast note taking to highlight important events
- ▶ Pre-load agenda and common phrases
- ▶ Point and click to share meetings on network
- ▶ Use CDs for storage and duplication
- ▶ Create meeting minutes faster and easier
- ▶ No more juggling cassette tapes

### Take Notes and Produce Minutes

Notes can be entered easily during and after the meeting to create an outline of agenda items, discussion points, action items, motions, and votes. Gov Recorder 8 makes it easier to produce meeting minutes with features like foot pedal support, slow playback and VoiceBoost audio enhancement for maximum clarity and intelligibility.

### Create Archives for Easy Access

Meeting recordings are stored in digital files for duplication on CD, or for retrieval from a network server, or a web server. The archived recording saves time by reducing the need for detailed meeting minutes. Just point and click for immediate access to any detail covered in a meeting.

Gov Recorder 8 uses industry-standard digital audio files for reliable, permanent storage. No need for complex streaming software or expensive hosting services.

### Product Part Numbers

- GR8FL2 2 Floating Licenses
- GR8FL5 5 Floating Licenses

### User Interface

- Simple tape recorder-style user interface
- Easy to learn and operate
- Adjustable window layout and fonts for large displays

### Recording

- Digital recording for excellent sound clarity
- Monitor audio while recording to ensure quality
- File overwrite and deletion protection

### Note Taking Automation

- Fast note taking using predefined notes or typing
- Preload agenda items before meeting
- 24 Markers (frequently used words or phrases)

### Transcription Support

- VoiceBoost audio filtering for hard-to-hear voices
- Slow down playback without pitch shift
- Optional hardware USB Foot Pedal

### CD Duplication

- Burn CDs for distribution from LAN Archive files
- Up to 30 hours of recording on an Archive CD
- Playback using SoniClear Player or MP3 Player

### LAN Archiving

- Share recordings using LAN archive for easy retrieval
- One click to add or delete recordings in LAN archive
- Easily remove off-the-record sections

### Web Archive

- Stream from any web server for Internet playback
- One click to add or delete recordings in Web archive
- Listen on any Windows or Macintosh computer

### File Editing

- Easily extract sections of recording
- Audio and text indicator to discourage tampering
- Save edited recording in MP3 or WAV format

### File Processing

- User-specified default location for storing files
- Export to standard MP3 format
- VoiceBoost enhancement while exporting

### Hardware Requirements

- Windows 7, Vista, or XP Operating System
- Laptop or desktop computer
- 1.5 GHz or faster processor
- Disk space for recording, 158MB/hr (22MB/hr MP3)
- DVD Burner or portable disk drive recommended
- Standard internal audio or external audio interface

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## SoniClear

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