



Laptop Recorder

OPERATION GUIDE

Laptop Serial Number (System ID): _____

Original Seneca Data Order Number: _____

SoniClear Order Number: _____

SoniClear Purchase Date: _____

About This Manual

This manual covers the installation procedures for the Laptop Recorder system. This integrated hardware and software system incorporates the following SoniClear digital recording software products:

Multi-Channel Recording, Playback, and Transcribing

- SoniClear Gov Archiver MX

Dual-Channel Recording, and Multi-Channel Playback, and Transcribing

- SoniClear Gov Webcaster
- SoniClear Gov Archiver
- SoniClear Gov Recorder
- SoniClear Enterprise

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Table of Contents

Using Laptop Recorder	4
Overview	4
Using Built-In Audio	4
Using USB Audio Adapters	4
SoniClear Software Operation	5
Disk Storage Space	5
System Installation and Support	6
Overview	6
Software and System Technical Support	6
Hardware Warranty	6
Hardware Repair	7
System Restoration	8
Restoring Laptop Software using the Recovery Disk	8
Restoring Laptop Software without a Recovery Disk	8
Power Management	9
System Sounds	9
Drive Indexing	9
Performance	9
Automatic Updates	10
Internet Time	10
External Audio Interface Installation	11
SoniClear Software Installation	11

Using Laptop Recorder

Overview

SoniClear Laptop Recorder is an integrated hardware and software system for recording meetings and administrative hearings. SoniClear software runs on a Windows laptop computer using either the build-in audio interface, or connected to an optional external audio interface.

No installation steps are required for the computer. Simply plug in the system and audio sources, and start using it.

Using Built-In Audio

Laptop Recorder is designed to use either the built-in sound card or an optional, external audio interface. When recording with the built-in sound card, plug the computer-compatible microphone into the microphone jack of the laptop (it is on the side of the unit and is RED in color). Playback can be using the built-in speakers of the laptop or headphones. Any headphone with ¼” stereo plug can be used by plugging into the headphone jack (the GREEN jack on the side of the laptop). For playback to a larger room, self-powered computer speakers can be connected to the headphone jack.

Using USB Audio Adapters

When using Laptop Recorder with an external audio interface, follow these startup steps:

- Connect the audio interface cable to the laptop while audio interface and laptop are both turned off.
- Turn on the audio interface power switch located on front panel
- Turn on the computer
- Log onto user account, if required.
- Run the SoniClear 6.0 application from the desktop icon.

Turn off the system following these startup steps:

- If currently recording, stop recording.
- Exit SoniClear.
- Select Turn Off Computer from the Start menu.
- Select Turn Off.

- After computer has turned off, switch off the power to the audio interface on front panel.
- Disconnect the laptop cable from the audio interface.

SoniClear Software Operation

For instructions on how to use the features of SoniClear software, see the SoniClear User Guide.

Disk Storage Space

SoniClear 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.

It is important to manage files created by the recording process, to ensure that the disk drive does not fill up. Completed recordings should be moved to other computers or permanent storage after they are no longer needed on the Laptop Recorder.

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

System Installation and Support

Overview

Laptop Recorder is a pre-configured computer. No installation steps are required.

The computer is covered by a warranty that provides for service at the factory. The software is covered by a separate one-year Support Service provided by Trio Systems.

If the computer develops hardware or software problems, the system can be completely reconstructed from the provided Recovery Disk. In the event that the Recovery Disk is not available or does not match with the replacement computer, the detailed installation instructions in the following sections can be used to bring the machine back to factory standards.

All computer recovery steps should be performed by a qualified computer technician.

Software and System Technical Support

Trio Systems provides telephone and email support for software technical assistance while the installed SoniClear software remains covered by support. This includes one year of software and system support from date of purchase, with extended support available for an additional fee. See the SoniClear license agreement provided with the software for more information about the support service provided. Trio Systems also provides system-level support and repair support for all accessory items supplied with the system (such as audio interface devices) for the same period as the software support.

Trio Systems does not provide laptop repair services, which are performed by the laptop computer manufacturer, Seneca Data (see below).

Contact your SoniClear dealer or view the SoniClear Support Page at www.soniclear.com for current release and technical support information.

Hardware Warranty

The laptop hardware is covered by a 3-year Limited Warranty that includes service at Seneca Data repair facilities. Seneca Data Warranty Statement: “Seneca Data Distributors, Inc. (“Seneca Data”) warrants that the products it manufactures (The

“Products”) purchased by you (The “Purchaser”) shall be free from defects in materials and will function substantially in accordance with the normal and customary use of the products (as such products are intended by Seneca Data to be used and in general are intended to be used by Seneca Data’s customers), when used in accordance with the products ordinary and customary use and in compliance with all the instructions provided to the purchaser, from the date of purchase of the products, for the period specified on Seneca Data’s invoice, subject to all of the terms and conditions of this Limited Warranty (The “Limited Warranty”).” For details of the Limited Warranty, see:

www.senecadata.com/support/warranty.aspx

Hardware Repair

Trio Systems does not provide hardware repair services. This is performed by Seneca Data at their repair service facility. To obtain hardware repair services, contact Seneca Data directly:

For Service, Call Toll Free: 800-227-3432

The following information is required to receive service assistance:

- Zip or postal code of the location requiring service
- Laptop Serial Number and Original Seneca Data Order Number of the equipment requiring service. These numbers of written on the title page of this Operation Guide.
- Company name, if applicable
- Contact name at the location
- Phone number of the contact
- Make and model of the equipment requiring service
- Description of the problem (please provide as much detail as possible)
- Name and telephone number of the person placing the call (if different from contact name)

System Restoration

If the system becomes inoperable, any hardware issues must be resolved first (see Hardware Repair, above). Once the computer has been restored to proper operation, the operating system and SoniClear software can be restored.

Restoring Laptop Software using the Recovery Disk

Insert the first Recovery Disk in the laptop and reboot the computer while holding down the F10 function key. Select Repair Your Computer. This will launch the Nexlink Recovery Center. Follow the instructions provided on the screen to restore the computer. A detailed manual for recovering a damaged machine is available at:

www.senecadata.com/support/manuals/Recovery.pdf

Restoring Laptop Software without a Recovery Disk

If a Recovery Disk is not available, or if a new computer is being used that cannot use the Recovery Disk because of a changed configuration, it will be necessary to configure the hardware and reinstall the SoniClear software manually. Following are required installation steps to ensure that the Laptop Recorder computer that is being reconstructed will run reliably when running SoniClear software.

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 always informed 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”.

External Audio Interface Installation

Depending on the type of laptop used and the audio hardware supplied in the Laptop Recorder system, an external audio interface device may need to be connected to the laptop. In some cases this will require the installation of device drivers. Consult the SoniClear Installation Guide provided with the system for more information on this installation step.

SoniClear Software Installation

When reconstructing a Laptop Recorder it will be necessary to reinstall SoniClear from CDROM. To do this insert the SoniClear Disk in the computer. The install program should automatically start. If the install program does not start, manually start installation: press the Task Bar START button and select "Run". At the prompt enter D:\InstallSoniClear60.exe (where "D" is the CDROM drive letter,) and press Enter. Follow the installation instructions presented on the screen.

Administrator and Non-Administrator Rights

The installation process requires that the user account have full Administrator Rights. This allows for installation of the USB Key device drivers and for writing information into the system registry to control standard uninstall procedures (Add/Remove Programs in the Control Panel).

Software Configuration

After installing SoniClear, follow the software configuration instructions contained in the SoniClear Installation Guide provided with the program.