



Portable Recorder

OPERATION GUIDE

About This Manual

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

- SoniClear Meeting Recorder 8
- SoniClear Gov Recorder 8
- SoniClear Court Recorder 8

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Using Portable Recorder

Overview

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

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

Using Samson GoMic USB Microphone

To use the Samson GoMic included with your Portable Recorder, connect the microphone to a USB port on the computer before starting SoniClear. In addition, the GoMic has a selection switch with three options:

- When set to the bottom position, the microphone has an “omni-directional” pickup pattern. This means that it will capture audio from all directions around the microphone. This is a good setting for recording people sitting around a table.
- The top switch setting is for a “cardioid” pickup pattern, with sound picking up mostly from the front of the microphone (silver side). The back of the microphone (black side) does not pick up much sound with this setting. This is suitable for recording in a situation where the people speaking are further away from the microphone in one direction (such as in front of an audience or at one end of a conference room).
- The third position in the middle of the switch will record with a reduced loudness. This is intended for recording loud music and is not suitable for recording meetings.

Be certain the switch has been set to the appropriate choice before recording a meeting.

Using Built-In Microphone

When recording with the built-in microphone, do not plug in any external microphone or USB audio adapters before starting SoniClear. Sound quality of the built-in microphone

is not as high as that provided by an external microphone; however, in some situations you may find the built-in microphone is adequate.

Using USB Audio Adapters

Portable Recorder can be used with external audio interface plugged into the USB port, such as the iMic or Andrea audio adapters.

USB audio startup steps:

- Connect the audio interface cable to the netbook while audio interface and netbook are both turned off.
- Turn on the audio interface power switch (if any)
- Turn on the computer
- Log onto user account, if required.
- Run the SoniClear application from the desktop icon.

USB audio shutdown 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 (if any).
- Disconnect the USB cable that connects the audio interface to the netbook.

Play Recordings

Recordings can be played back using the built-in speakers of the netbook computer or headphones. Any headphone with 1/8" stereo plug can be used by plugging it into the headphone jack. For playback to a larger room, self-powered computer speakers can be connected to the headphone jack.

SoniClear Software Operation

For instructions on how to use the features of SoniClear 8 software, see the SoniClear User Guide included with the system. The User Guide is also available from the Help/SoniClear Help menu selection in the program, or online at the SoniClear website.

Disk Storage Space

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 Portable Recorder.

Storage requirements for the available recording modes are as follows:

1 Channel WAV (“Meeting”)	158 Megabytes per hour
1 Channel CF3, (“Conference”)	22 Megabytes per hour
2 Channel WAV (“Meeting Stereo”)	316 Megabytes per hour
2 Channel MP3 (“Multichannel MP3”)	44 Megabytes per hour

Files can be manually copied to a network drive, or an external storage device (such as Flash USB disk or other external disk drive). After copying the files, they can be manually deleted from the netbook drive.

Files can also be copied to an external location using File/Make Backup. See the Installation Guide for setting up this option.

System Installation and Support

Overview

Portable 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 and/or third party hardware service agreements. The software is covered by a separate one-year Support Service provided by SoniClear.

If the computer develops hardware or software problems contact SoniClear for assistance with determining the problem and arranging for repair.

Software and System Technical Support

One year of System Support Service is provided for the SoniClear Portable Recorder. After the first year, the price for renewing Annual System Support Service is 25% of the original system purchase price (hardware and software).

Annual System Support Service includes one year of extended software technical support by telephone and web teleconference, or by email (no time or incident limit). Webinar training sessions are provided free of charge, as required by the customer. All software updates released during the term of the support service are provided.

Annual System Support Service includes technical support to identify and resolve hardware problems. Costs of hardware repair or replacement, and associated shipping costs, are the responsibility of the customer. Manufacturer's warranty for each hardware component covers hardware failures during the warranty period. Out-of-Warranty repair or replacement will be charged at the suggested retail price for the affected hardware component.

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

Hardware Warranty and Repair

The netbook computer is covered by a 1-year Limited Warranty by the manufacturer that includes service at their authorized mail-in repair facility. SoniClear does not provide hardware repair services. SoniClear will coordinate repair services and ensure proper installation of the SoniClear software installed on the computer, on customer request.

Netbook Information:

SoniClear Order Number: _____

SoniClear Purchase Date: _____

Netbook Model: _____

Netbook Serial Number (System ID): _____

Windows Product Key: _____

Eset NOD32 Antivirus Key: _____