



# **Tablet 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 Tablet Recorder

## Overview

SoniClear Tablet Recorder is an integrated hardware and software system for recording meetings and administrative hearings. SoniClear software runs on a Windows tablet computer. The tablet computer allows the user to control the operation of the software using the touch screen. The system can also be used like a standard computer with the included keyboard and mouse.

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

## Turning System On and Off

Tablet Recorder is turned on using the spring loaded slider power switch on the top of the unit. It is necessary to slide and hold the switch to the right for several seconds to initiate the process of turning the system on.

Turning the system off also requires sliding the power switch to the right for a few seconds. This will put the computer in Sleep Mode. The system will continue to draw power from the battery at a slow rate while in Sleep Mode.

To turn the system off entirely, use the Windows Start button on screen and select to perform a system Shut Down.

## WiFi and Bluetooth Switches

Adjacent to the power switch on the top of the unit are two switches for controlling the WiFi and Bluetooth transmitters. To enable a transmitter, slide the appropriate switch to the left. A blue light will turn on to indicate that the feature is enabled. To disable a transmitter, slide the switch to the right.

## Using Built-In Microphone

Tablet Recorder is designed to use the built-in microphone, an external microphone, or an external audio interface. To record with the built-in microphone, do not plug in any external microphone or audio adapters before starting SoniClear. The internal microphone will be selected automatically.

## Using Samson GoMic USB Microphone

To use the Samson GoMic included with the Tablet Recorder, connect the microphone to any USB port on the side of the tablet computer. 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.

## Using USB Audio Adapters

Tablet Recorder can be used with external audio interface plugged into the USB port. Typical USB adapters include the iMic or Andrea audio adapters.

USB audio startup steps:

- Connect the audio interface cable to the tablet computer while audio interface and computer 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.
- Set the computer to sleep (using the power button on top), or turn off the computer using the Windows Start button.
- 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 computer.

## Using Firewire Audio Adapters

The Tablet Recorder can be used with a Firewire audio interface, included with the Gov Mobile, Gov Boardroom, and Court Archiver systems. This requires the optional tablet computer docking station. Follow these instructions, using the Firewire port with the optional docking station).

Firewire audio startup steps:

- Place the tablet computer in the docking station.
- Connect the firewire audio interface cable to the docking station while the audio interface and tablet computer are both turned off.
- Turn on the audio interface power switch
- Turn on the tablet computer
- Log onto user account, if required.
- Run the SoniClear application from the desktop icon.

Firewire audio shutdown steps:

- If currently recording, stop recording.
- Exit SoniClear.
- Put the tablet computer in Sleep mode (using power switch on top), or turn off the computer from the Windows Start button.
- After computer has turned off, switch off the power to the audio interface.
- It is safe now to remove the tablet computer from the docking station, if you want to do so.

## **Play Recordings**

Recordings can be played back using the built-in speakers of the tablet computer or headphones. Any headphone with 1/8" stereo plug can be used by plugging it into the headphone jack (the GREEN jack on the side of the tablet computer). 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. For Gov Recorder and Court Recorder, the Auto Archive feature is also available to simplify management of files on the system. See the SoniClear Installation Guide for setting up this option.

# System Installation and Support

## Overview

Tablet 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 Tablet 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](http://www.soniclear.com) for current release and technical support information.

## Hardware Warranty and Repair

The laptop hardware is covered by a 1-year Limited Warranty by the tablet 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.

### Tablet Computer Information:

SoniClear Order Number: \_\_\_\_\_

SoniClear Purchase Date: \_\_\_\_\_

Tablet Computer Model: \_\_\_\_\_

Tablet Serial Number: \_\_\_\_\_

Windows Product Key: \_\_\_\_\_

Eset NOD32 Antivirus Key: \_\_\_\_\_