Court Recorder 10

INSTALLATION GUIDE

About This Manual

This manual covers the installation procedures for the SoniClear Court Recorder 10.

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Installation

Hardware Requirements

Court Recorder 10 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 10 software runs on a Windows computer with additional audio interface hardware. For reliable operation, and to ensure effective support, Court Recorder 10 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 10 requires the following computer hardware:

- Laptop or Desktop Computer
- Windows 10 or Windows 11
- Adequate disk space for recording (see "Disk Storage Space" below).

Computers with slower processors can be used in some cases, however, not all features will be supported (such as speed up during playback) and reliability will be reduced. Detailed hardware information for the current release is available from the SoniClear Support Page at www.soniclear.com/support

Disk Storage Space

Court Recorder 10 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
12 Channel WAV	2212 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
12 Channel MP3	528 Megabytes per hour

Audio Hardware

SoniClear uses the audio circuitry of the computer system for recording and playback of audio data. Audio devices that are supported by SoniClear include:

- Internal computer microphone
- Computer-compatible microphone connected to the internal sound system
- External line-level audio source connected to internal sound system (if a line-in connection is available)
- Add-on Sound Card (PCI, PCIe, or ExpressCard)
- USB Audio Device
- Dante Device with Virtual Sound Card driver

SoniClear supports selection from multiple sound card devices and can be configured to record from a specific sound card and optionally to detect the availability of removable USB audio devices. Playback can be configured to use the same device as that used for recording, or it can be a different device. For example, the laptop can be configured to record from an internal microphone, or automatically switch to a removable USB device, and always play using the internal speaker system.

The following audio hardware is recommended for use with SoniClear:

1-2 Channel Recording: Any Windows computer sound card
SoniClear SC10D or SC10Q USB Microphone

	Audio Technica USB Interface
	MXL MicMate USB Interface
	Roland Rubix22 2-channel USB Interface
	Focusrite 2i2 or 4i4 2-channel USB Interface

| 4-Channel Recording: | Focusrite 18i8 USB Interface |
| | Dante Virtual Sound Card |

6/8/12-Channel Recording:	Focusrite 18i20
	Roland OctaCapture
	RME Audio Digiface USB Interface
	Dante Virtual Sound Card

Hybrid Audio Kits	HA2 Kit – 2-Channel Hybrid
	HA4 Kit – 4-Channel Hybrid
	HA6 Kit – 6-Channel Hybrid
	HAV Kit – 6-16-Channel Audio/Video Hybrid

Optional Backup Recorder:	Zoom H2n
	Zoom H6
	Zoom F6

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. There are currently two different brands of USB Key device being used for implementing the Floating License System. The Sentinel HASP USB device is green in color. The CodeMeter CmStick USB device is gray in color. These two devices function the same way, in terms of how they manage the SoniClear 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.

The user has the option to leave the floating license stored in the USB Key, or to 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.

The USB key is provided with either a single license or a license with a backup.

- Key with Single License: 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 can be locked to another computer.
- Key with Single License and Backup license: In addition to the features of a Single License Key, the backup license can be used in a second computer in the event of a computer failure. The backup license does not authorize two users at the same time and cannot be locked to a computer. The presence of a backup license is indicated by having two licenses shown in the Edit/Preferences/License dialog.

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

Technical support is included with the purchase of the SoniClear products. Contact your SoniClear dealer or view the SoniClear Support Page at www.soniclear.com/support for current release and technical support information.

Court Recorder 10 Deployment

Court Recorder 10 Overview

SoniClear Court Recorder 10 can be deployed in a variety of configurations to meet requirements. Court Recorder 10 can be used by a single individual or a group of users for capturing information for archival purposes, producing transcripts, and researching recorded details at a later time. It can also be configured for central recording in a shared recording space room, with playback and transcription on computers at offices in various departments.

Computer Options

Any computer with Windows 10 can be used for recording and playback with Court Recorder 10 for one or two channel recording. Court Recorder 10 also supports multichannel recording.

Court Recorder 10 has features to work well with any size screen supported by Windows Court Recorder 10 also supports Windows touch screen computers.

System Setup and Licensing

Court Recorder 10 is sold as a suite of software programs:

- Court Recorder 10 software, licensed per computer for recording and playback, and for managing recording archives.
- Transcriber 10 for transcription (formerly called "Transcriber Live").
- SoniClear Player for distributing recordings for review.

The Court Recorder 10 license allows one person at a time to use the software for recording, playback, note editing and exporting. The license is validated by plugging in a USB Key with an available license, or by locking a license to the machine (so that the USB Key is not required at run time). See "Floating License System" section in the Installation Overview chapter.

The free Transcriber 10 program is included for performing transcription work from recordings created by Court Recorder 10. Transcriber 10 incorporates all of the features included in Court Recorder 10 for transcribing and editing of notes. Transcriber 10 will also open files created with Gov Recorder 9 and Interview Recorder 9. It will not open files created using Meeting Recorder 9.

There are no fees for installing Transcriber 10 on any number of computers. When installed on a computer with the Court Recorder 10 license, Transcriber 10 also includes all exporting and editing features, such as Auto Archive, Export to MP3, Create Edited Copy, etc.

The free SoniClear Player is provided for playing recordings produced by the LAN Archive feature and the Export CD Image feature. This does not require a license and may be distributed without charge with recordings made using SoniClear. It includes all transcription features but does not allow editing of notes.

Preference File Storage

By default, Court Recorder 10 keeps the preference information for the program in a folder called "SoniClear" under the user's Documents folder. Each user who logs onto a computer must have their preferences set correctly. For situations where multiple users will be using the system with their own credentials or where the user will be logging on using a Roaming Profile, it will be simpler and more reliable to configure SoniClear with a single preferences file. See the Preference File Management section in this manual for instructions.

Sound Card Options

Court Recorder 10 can be used to record one or two channels of audio, and multichannel recording with up to 12 channels of audio.

For one or two channel recording, any Windows compatible sound card is supported. Some sound card chips included in laptop and desktop computers have poor sound quality. In these cases, an external USB audio interface will be required for best results.

For multichannel recording a SoniClear-compatible audio interface device must be used. See *Hardware Requirements* section above for a list of supported devices or contact SoniClear for the latest news on multichannel interfaces that work with Court Recorder 10.

Recording File Type and Location

The software creates files using standard WAV or standard stereo MP3 files. Recordings should always be captured to the local disk drive. Recording to a remote drive can risk loss of audio data in the event of network failures.

By default, Court Recorder 10 stores the recording in a folder under the user's Documents folder. For systems that are standalone (not connected to the network), this will result in the files being stored on the local disk drive of the recording computer.

If the computer is connected to the network and the user logs on using a Roaming Profile, it is likely that the recording file will be stored on a network folder. This may lead to loss of data in most cases, whenever there is any slowdown of network connectivity. Unless 100% reliability of the network connection can be assured, it is recommended that the Court Recorder 10 preferences to changed to record to a folder on the local computer drive.

Auto Backup

The Auto Backup feature can be enabled to automatically back up the original recording files to a second disk drive location, such as a network drive. The backup process runs in the background independently from the recording process. In the event a failure occurs in the backup process, the Auto Backup process automatically handles retrying the backup until the file is closed. For example, if the network becomes disconnected, the backup process will continue when the network becomes available again. Similarly, if a disk drive runs out of space, backup will continue if the disk full condition is resolved. See the Edit Preferences section in this manual for details on enabling this feature.

Archiving Options

After recordings have been completed the files can be manually copied onto any digital medium such as the computer hard drive, flash drive, network drives, CD, or DVD. Court Recorder 10 also includes a wide variety of options for controlling the archiving and sharing recordings from within the program.

Auto Archive

For systems that are in a central recording location, or when using a shared laptop, the Auto Archive feature can be configured to transfer recordings to a network server after the recording is completed. This keeps the recording computer clear of files and allows users from multiple locations to access the recordings using the free SoniClear Player and Transcriber 10 programs, or additional Court Recorder 10 licenses.

MP3 File Conversion

For files recorded in WAV format, it is easy to convert the original recording files to MP3 format for distribution to interested parties. This can be done using the any of the following features:

- Auto Archive
- Manage LAN Archives

- Create Edited Copy
- Export to MP3
- Export to CD Image

Files created by any of these methods can be burned to CD for distribution to staff and the public. When using Auto Archive, Manage LAN Archives or Export to CD Image, the resulting files include the free SoniClear Player program. When a CD is made from those files, the CD will automatically play the meeting recording from the CD when it is inserted into a Windows computer. For playback on Macintosh or Linux computers, the MP3 recording file on the CD can be accessed using any audio media player.

Video Recording

SoniClear has the capability to record a single channel of video from an Axis IP camera device, or any video encoder that supports the RTSP standard. The software supports H.264 video and AAC audio capture. The video stream is synchronized with the audio recording from microphones installed on the system.

The video recording feature requires purchasing the Court Video Recorder 9 software (an upgrade to video from Court Recorder 10), and specific hardware that has been certified to work with SoniClear 9 software. Contact SoniClear regarding options for installing video recording.

Computer Setup – Windows 10

Following are recommended steps to ensure that the computer will operate reliably when using Court Recorder 10 on a computer running Windows 10.

Required Setup Steps

For reliable operation, the following setup steps should be performed for any computer that is running SoniClear. Additional steps are listed in the next section *"Recommended Additional Setup Steps".*

Automatic Windows Updates

Set schedule for Windows Automatic Update service:
1. Click on the Windows Start button.
2. Click on the Settings link.
3. Click on "Update and security" category.
4. Click on the "Advanced options" link.
5. Under "Choose how updates are installed", select "Notify to schedule restart".
6. Click on "Choose how updates are delivered" link
7. Turn off the "Updates from more than one place" option.

NOTE: You must regularly apply Windows updates on your computer to ensure security of the system. Failure to update Windows can lead to the computer being attacked by a virus. This recommended setting will ensure that the user will be alerted to perform an update at a time that will not interfere with the recording processes. End users should be instructed on how to respond to the update reboot prompt.

System Power Settings

Make sure that the system will not turn off while recording:
1. Click on the Windows Start button.
2. Click on the Settings link.
3. Click on "Display, notifications, apps, power" category.
4. Click on the "Power & sleep" tab.
5. Set all Screen and Sleep options to "Never".
6. Click on the "Additional power settings" link.
7. Click "Create a power plan" (the link in left column of this control panel).
8. Enter in the Plan name field: "SoniClear.
9. Click Next button.
10. Set the "Turn off the display" fields (for On battery and Plugged in columns) to "Never".

11. Set the "Put the computer to sleep:" fields (for On battery and Plugged in columns) to "Never".
12. Set the "Adjust plan brightness" to the desired brightness level. This is not shown immediately, so you may have to adjust this again later after the SoniClear plan is created.
13. Click the Create button.
14. Click "Change plan settings" (the link to the right of the new SoniClear power plan).
15. Readjust the brightness to the desired value.
16. Click the link "Change advanced power settings"
17. If there is a section labeled "USB" in the list of advanced options, continue with the next step. If there is no USB setting displayed, continue to the steps described under *"Alternate USB Power Settings"* below.
18. Open the USB settings section by clicking on the + sign next to that label.
19. Open the USB selective suspend setting by clicking on the + sign.
20. Select Disabled option for "On battery" and the "Plugged in" combo box fields.
21. Click the OK button.
22. Click Cancel to close the Edit Plan Settings display (the advanced power settings have already been saved, so it is OK to click Cancel at this step).

Alternate USB Power Settings

If you are using a USB microphone for recording, and USB power settings cannot be adjusted in the Power Plan (see above), make sure that the system will not turn off USB power while recording using these alternative steps:
1. Click on the search box next to the Windows Start button.
2. Type "Device Manager".
3. Click the "Device Manager" option in the search results.
4. Open the Universal Serial Bus controllers' section by clicking the arrow character next to that title.
5. For each item on this list that has the word "USB Hub" in the title, perform the following steps:
    a. Right click on item and select "Properties".
    b. Click on the 'Power Management" tab.
    c. Deselect the option "Allow the computer to turn off this device to save power".
    d. Click OK.
    e. Repeat for all of the USB Hub devices.

Disable Audio Enhancements Setting

Some versions of Windows 10 and Windows 11 include a microphone setting that will alter the sound quality. It is intended for working with online conference calling, but

adversely affects the sound for recording speaking in a room. To prevent Window 10 from altering the microphone sound quality while recording, following these steps:

1. Open the Control Panel (see *"How To Open The Control Panel"*).
2. Click the Sounds icon to open the Sounds control panel.
3. Click the Recording Devices tab.
4. Select the microphone device that you are using for recording. For example, the SC10 microphone is labeled "Microphone (USB PnP Audio Device".
5. Click the Properties button.
6. Click the Advanced tab.
7. Make sure the check box "Enable audio enhancements" is Unchecked. Note: if this check box does not appear in this location, the audio enhancement problem will not be occur (same effect as this field being unchecked).
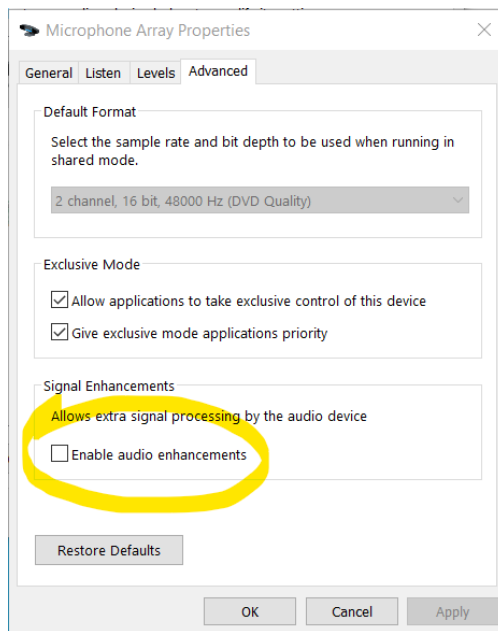
Disable Audio Enhancement Add-On Software

Some computer manufacturers include sound processing software built into the operating system. For example, the Waves MaxxAudio product it common on Dell laptops. This software does not work correctly for recording in SoniClear, causing loss of audio when people are speaking. To solve this problem, consult with your IT consultant or the manufacturer support to remove or disable this software. If you have questions, contact SoniClear support for more information.

Microphone Privacy Settings

The Windows microphone privacy settings must be configured to allow access to the microphone for recording:
1. Click the Windows Start button.
2. Click on the Settings icon.
3. Click on Privacy.
4. Click on the Microphone section (on the left)
5. Ensure that the option "Let apps use my microphone" is set on On.

Some antivirus products (such as Kaspersky) will block access to the microphone by default. If SoniClear reports an error with the functioning of the audio device when starting recording, consult with IT staff to ensure the antivirus is configured to allow access to the microphone.

Default Recording Location

SoniClear should record to a local disk drive for maximum reliability. For computers that are not connected to a large organization network, the default settings will select a local drive automatically. However, for computers connected to a Windows Domain, often the default user Documents directory is redirected to a network folder. In this case, SoniClear must be manually configured to store recordings in a local drive by creating a local folder and selecting that folder for the Default Recording Folder in preferences. Failing to do so will result in unreliable operation while recording.

Recommended Additional Windows 10 Setup Steps

For best operation, the following setup steps should be performed in addition to the *"Required Setup Steps"* listed above.

System Sounds

Turn off System Sounds to prevent these from becoming recorded:

1. Right click on the speaker icon in the task bar and select Sounds.
2. Click the Sounds tab.
3. Set the Sound Scheme to "No Sounds".
4. Click OK to save this setting.

Folder Display Options

The options for viewing files on Windows File Explorer should be changed to make file extensions visible. This is because it can be confusing when looking at recordings where there is one file that is a WAV or MP3 audio file and a second file of the same name that is the BKM or BKC file. Adjust the Folder Options using these steps:

1. Type "folder options" in the Windows search field (next to Start button).
2. Select the option "File Explorer Options" in the search results.
3. Select the View tab.
4. The item labeled "Hide extensions for known file types" should be unchecked.
5. Click OK button.

Auto Play

Turn off Auto Play feature. This protects the computer from accidently running virus software hidden on flash disk drives that may be used with the computer.

1. Type "auto play" in the Windows search field (next to Start button).
2. Select "Turn AutoPlay on or off" from the search results.
3. Switch off the option "Use AutoPlay for all media and devices".
4. Close the Settings dialog.

Disable Automatic App Updates

Prevent Window 10 from installing App updates while recording:
1. Click the Windows Start button.

2. Select the Windows Store app from the Store tile, or from the All Apps option.
3. Click on the User icon in the upper right corner of the Store window (next to Search box).
4. Click "Settings".
5. Set "Update apps automatically" to Off.
6. Under Live Tile, set "Show products on tile" to Off.

Communication Sound Setting

Turn off the automatic volume adjustment for sounds:

1. Right click on the speaker icon in the task bar and select Sounds.
2. Select the Communications tab.
3. Set the option "When Windows detects communications activity:" to "Do nothing".
4. Click OK to save this setting.

Optional Software

Computers are often shipped with various software products already installed. These may be trial software of features added by the manufacturer. It is recommended that you disable or uninstall any software that is not needed for operation of the computer.

Antivirus Software

All Windows computers must be protected from attack by virus and other types of "malware." This is accomplished using an add-on software product. There are many types of protection programs available.

The current recommendation is to use the NOD32 antivirus protection program from Eset. For SoniClear video systems, the NOD32 antivirus software is required to prevent problems.

In many years of use it has been found that it does not interfere with recording. Other products may interfere. In particular, some users have reported that the Norton Antivirus, Kaspersky, and MacAfee products will cause lost audio or data corruption on occasion. If you experience error messages indicating loss of audio recording data, one source of this program may be interference from the antivirus software.

Contact SoniClear Support for assistance if you encounter any problems with antivirus software.

Computer Setup – Microsoft Surface

The Microsoft Surface Pro 4 computer includes audio features that are non-standard. This requires special steps to configure SoniClear to work properly on the Surface Pro 4.

Required Setup Steps

The Microsoft Surface Pro 4 computer should be configured following the instructions above for Windows 10 systems.

Recommended Setup Steps

On the Surface Pro 4 the headphone jack is a completely separate playback device. Most computers treat the headphone jack as an additional output of a single sound card playback device. On those systems, when the headphone is plugged in the audio to the speaker is turned off and sent to the headphone jack. SoniClear can approximately simulate the behavior of a traditional headphone jack using these recommended settings.

Headphone Playback Setup

Applies to Court Recorder 10, Transcriber 10, SoniClear Player

Configure the headphone to receive audio playback automatically when it is plugged in. This is accomplished with these configuration steps:

1. Plug a headphone into the Surface Pro 4 headphone jack.
2. Start SoniClear.
3. Select Edit/Preferences from the pulldown menu.
4. Click on Hardware tab.
5. In the Playback Device Setup section (right column of the Preferences dialog) click on the Default Speaker Device combo section box and select the "Headphones" device.
6. Click the button "Set Default Device as Removable". This will display the "Headphones" device option in the Removable Playback Device section.
7. Check the box "Removable Device If Present"
8. Make sure the option "Automatically Set Removable Device" is Unchecked.

Headphone Monitoring Setup

Applies to Transcriber 10

For monitoring of audio while recording, configure the headphone to receive audio playback. This is accomplished with these additional configuration steps:

1. In the Playback Device Setup section (right column of the Preferences dialog) if there is a field called "Enable Live Monitoring", make sure it is checked.
2. Click the combo selection box "Monitor Device" and select the "Headphone" option.

Computer Setup – Windows 11

SoniClear is fully compatible with Windows 11. However, currently we recommend using Windows 10 if that choice is available. Windows 11 includes significant changes to the operating system that have not been fully tested, leading to the potential for reduced reliability compared to Windows 10 (which has been in the field for many years).

To install SoniClear on Windows 11, follow the same directions as provided for Windows 10 above. Some of the steps will be slightly different because of changes to where settings are made in Windows 11. Contact your IT support or SoniClear support if you have questions.

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. Also, when running SoniClear on a computer with a touch screen the software to be operated much like a conventional tape recorder, pressing the "buttons" on the screen with the finger.

This section describes the typical setup for a system, excluding the steps regarding the audio device. Follow the instructions in this section, and then continue the setup according to the additional instructions in the *Recording Configuration* section of this manual.

SoniClear Software Installation

Installation from Download Link

The software is provided as a download link from the SoniClear website. To install the program, click on the link provided with the USB Key, Onboarding Email, or latest Update Email. Then follow the instructions for downloading and installing the software.

You can also install the software on computers that are not connected to the internet by downloading the software on a connected computer and copying the installation program to the disconnected computer via Flash drive.

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).

Adding the SoniClear Icon to Your Desktop

SoniClear automatically adds a program icon to the desktop for the user who installs the program, and SoniClear can also be started from the Windows Start button.

If you want to add a program icon to the desktop of another user, follow these instructions:

1. Right click on the Windows Start button (in the Task Bar).
2. Select "Explore" from the pop-up menu.
3. Open the SoniClear program folder:
   \Documents and Settings\Username\Start Menu\Programs\SoniClear9.
4. Right click on the SoniClear icon.
5. Select "Copy" from the pop-up menu.
6. Right click on the desktop.
7. Select "Paste Shortcut" from the pop-up menu.

Preference File Management

SoniClear saves the program preferences in a preference file. By default, this is located in the user Documents/SoniClear folder of the currently logged in user (or \MyDocuments\SoniClear folder in some cases). If multiple users log onto the machine, each will have their own preference settings.

A new preference file is created with default settings the first time the program is run for a particular user. If multiple accounts are being used and custom preference settings are required, the preference file for each of the users must be initialized separately.

Directory Override for Preference File Location

The location of the preference file can be forced to a single location. This is useful for systems that will have multiple user accounts that will be used with SoniClear. Using a single preference file for all users will simplify setup. Use the following registry setting to set a single preference file location:

HKEY_LOCAL_MACHINE/Software/SoniClear/PrefDir (string with path name)
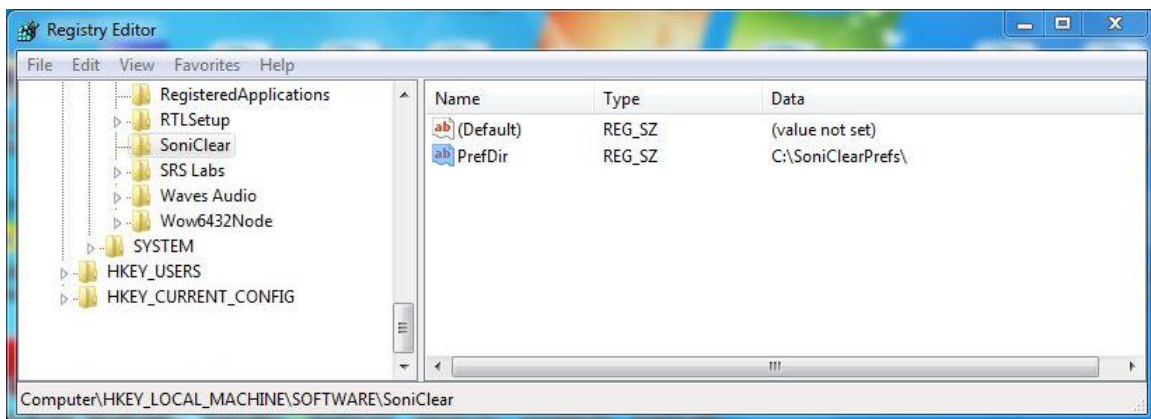
For example, if the PrefDir value is set to "C:\SoniClearPrefs", the preference file will be stored in "C:\SoniClearPrefs\SoniClear". The directory specified in PrefDir must have been created before starting SoniClear, and every user account with access to the SoniClear software must have read/write privileges for that PrefDir directory.

Multiple Preference Files using Profiles

The system can be configured with up to ten user-selectable preference files, referred to as "Profiles". Profiles allow the user to select a configuration with the desired settings from a list of available Profiles. Profiles are typically used for selecting different recording equipment and/or recording directories, depending on the type of recording being made. However, profiles can be used for customizing any of the settings available in the preferences.

The configuration of the Profile options available to the user is specified using an INI file, which is unique for each version of SoniClear:

Meeting Recorder 9	soniclearMR9.ini
Gov Recorder 9	soniclearGR9.ini
Court Recorder 10	soniclearCR9.ini
Interview Recorder 9	soniclearIR9.ini
Gov Video Recorder 9	soniclearGVR9.ini
Court Video Recorder 9	soniclearCVR9.ini
Interview Video Recorder 9	soniclearIVR9.ini
Recording Manager 9	soniclearRM9.ini
Transcriber 10	soniclearTL9.ini
SoniClear Player 9	soniclearPlayer9.ini

By default, the INI files are located in the User Documents directory in a folder named "SoniClear". The preferences folder may also be set to a different location. See the section above "*Directory Override for Preference File Location*". If the INI file does not exist, create a new file of the appropriate name for the software being configured. If the INI file already exists, edit it to include the Profile configuration information.

Format for the INI file is:

```
[application]
currentprofile=x    (where x is a digit 0-9, where 0 is default profile)

[profile]
profilename=titlestring

[profile1]
profilefolder=foldername
profilename=titlestring

…
```

```
[profile9]
profilefolder=foldername
profilename=titlestring
```

Note: The section [profile] shown in the Profile selection list is the "default" profile. This is the same preference file that is used when the system has not been configured for multiple profiles. Each additional profile is stored in a directory below the default preference file directory.

Example Court Recorder 10 Profile Configuration

An example multiple profile option could be a configuration containing three profiles, named "Criminal Court Session", "Large Deposition Room", and "Small Deposition Room".

This configuration is specified by adding the following lines to a file named "soniclearCR9.ini":

```
[application]
currentprofile=0

[profile]
profilename=Criminal Court Session

[profile1]
profilefolder=depo1
profilename=Large Deposition Room

[profile2]
profilefolder=depo2
profilename=Small Deposition Room
```

SoniClear will read this INI file at startup and perform the following actions:

- The default profile ("Criminal Court Session") will be read from the default profile directory ("\MyDocuments\SoniClear"). If there is no default preference file already, it will be created.
- The first additional profile ("Large Deposition Room") will be read from the folder "depo1" under the default profile directory ("\MyDocuments\SoniClear\depo1"). If this file does not already exist, it will be created by copying the existing default preference file (from the "MyDocuments\SoniClear" folder).
- The second additional profile ("Small Deposition Room") will be read from the folder named "depo2" ("\MyDocuments\SoniClear\depo2"). If this file does not already exist, it will also be created by copying the existing default preference file (from the "MyDocuments\SoniClear" folder).

- The initially selected profile shown to the user in this case is the default preference file ("currentprofile=0"). If the currentprofile was set to 1, it would select the first alternate preference file. If it was set to 2, the second alternate preference file would be used.

Using Environment Variables in a Folder Name

The folder name string may include a system or user environment variable. The current value for an environment variable will be substituted into the folder name string when it is needed.

This allows for flexibility in the presentation of profile options based on system settings and/or user login settings.

Note: If an environment variable is added to a folder name in the soniclear.ini file it must be present when program runs. If the variable is missing SoniClear will display an error message and revert the setting for that folder name to the default preference file location.

Editing Program Preferences

Various actions of SoniClear can be customized through the settings in the program Preferences. Select Edit/Preferences from the pulldown menu to display the Preferences dialog. Preferences are divided into tabbed groups, "Files", "Recording Options", "Hardware", "Markers", "Options", Foot Pedal", and "License".

Files Preference Tab

The Files tab provides for control over the management of sound files by SoniClear while creating, opening, and recording.
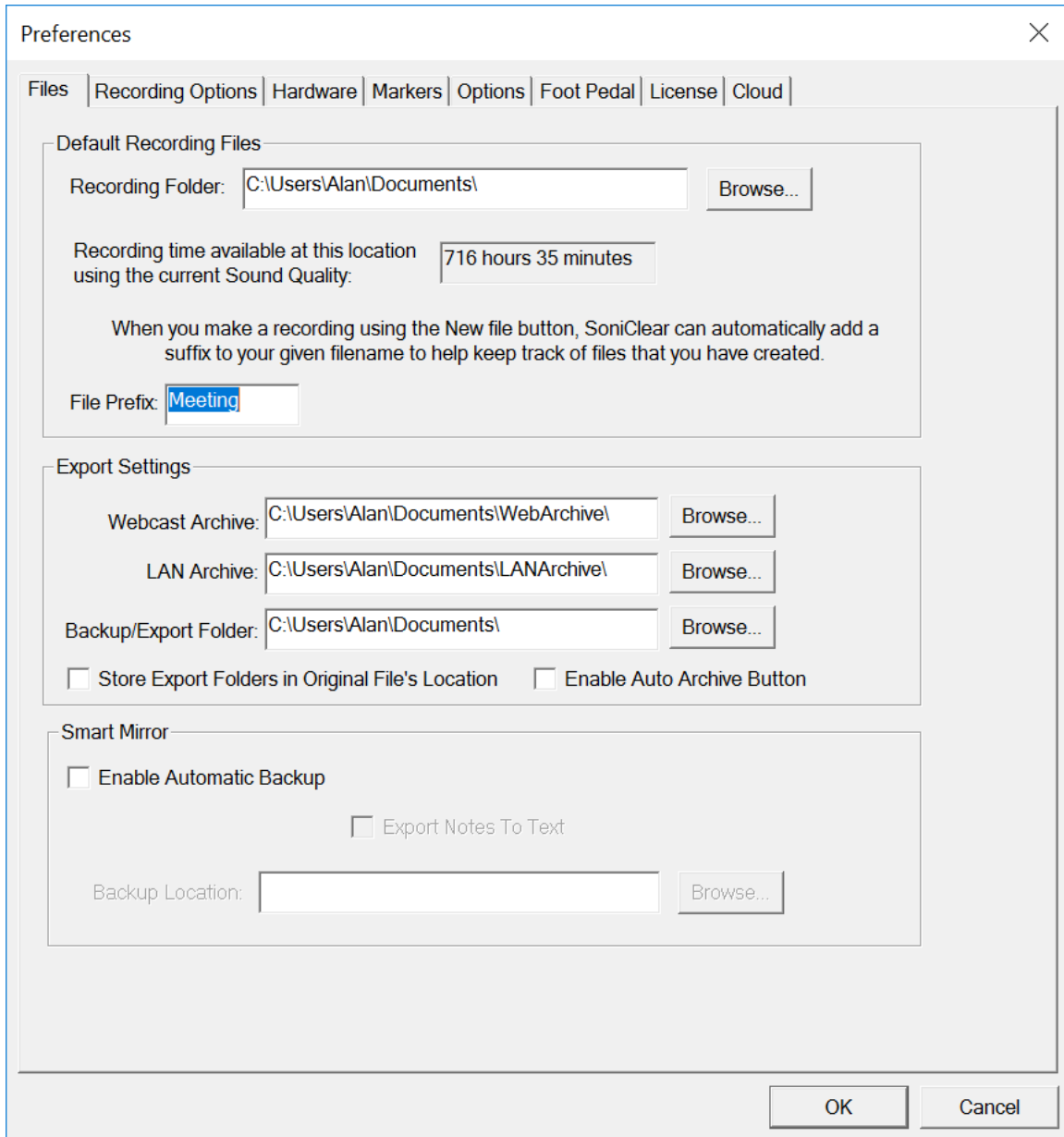
Files - Default Directory

Recordings should always be stored on a local drive of the machine that is running Court Recorder. If a network drive is specified, it is possible that network communication failures and slowness could cause loss of audio data.

The Default Recording Directory is set to the current user's Documents directory. This can be changed by editing the "Preferred output file location." This field can be set by navigating to the desired directory (using the Browse button) or entered directly in the field. For example, the recording folder can be reliably recorded to the local disk using a folder such as C:\SoniClearRecordings.

The directory must exist before it can be accessed. SoniClear will not create a new directory if the folder name does not exist. Permissions for this folder must also be set to allow access by authorized users.

When entering the directory location manually, it is also possible to enter a system environment variable. That variable will be retrieved from the operating system at the time the recording is created or opened. For example, the directory can be specified with the name of the logged-on user:

      C:\SoniClearRecordings\%user%

When determining the actual folder location, for the user account "JSmith", this would expand to:

      C:\SoniClearRecordings\JSmith

If an environment variable is entered in the Default Recording Directory field, it must already be present for this user login. Otherwise, an error will be displayed when exiting the preferences dialog and the value will be reset to the default value.

Checking the "Always use last directory" option will cause the program to remember the last directory used in the Open or New file dialogs, and this information is saved between sessions.

Files - File Prefix

A file name dialog is shown when clicking the New button (or selecting the File/New menu item). Entry of a file name is optional. A default file name is created automatically using the File Prefix followed by the date. If the File Prefix is blank, the default file name is create automatically using the recording type followed by the date (such as "Meeting 090410" for Meeting recording type, "Conference 090410" for CF3 files, "Dictation 090410" for dictation recording, etc.).

An environment variable may be included in the entered file prefix. The current value of the environment variable will be substituted for each user when a new file is created. Note: if an environment variable is included in this field and is not present when SoniClear runs, an error will be displayed, and the default field value will be used instead.

NOTE: The program will append a numeric value, such as "(2)", when the file name (either automatically generated, or user entered) is not unique. This makes it easy to quickly create a new file without having to be concerned with making the file name unique.

LAN Archive Directory

The LAN Archive Directory is used for manual and automatic posting of recordings to the LAN Archive. This directory location can be set using the Browse button, or by manually entering a directory path. It can also use an environment variable, just like the Default Recording Directory, subject to the same behavior and limitations.

Backup Directory

The Backup Directory is used for backups initiated by the user (File/Make Backup) and with the Auto Archive feature (File/Auto Archive, or Archive File button). This can be a network drive. It may also be a local Flash disk or external hard drive, allowing the user to physically store and transport the file.

The backup directory location can be set using the Browse button, or by manually entering a directory path. It can also use an environment variable, just like the Default Recording Directory, subject to the same behavior and limitations.

Enable Auto Archive Button

When this option is checked, the user interface will display a button that says, "Archive File". Clicking the button initiates the same actions as selecting File/Auto Archive from the pulldown menu. If this option is unchecked, the button on the main display will show "Backup File" and perform the same action as File/Make Backup.

File Sealing

SoniClear also performs a "file seal" process while recording. The seal information is a special cryptographic digital signature for each recording file. If someone attempts to edit a file after it has been recorded in SoniClear, the file seal digital signature can be used to detect that alteration using the Validate File Seals feature on the File pulldown menu.

The file seal information is also used with the Validate Backups feature to ensure that all of the backed-up information is accurate.

Digital signatures for audio (WAV, MP3), video (SCV, SCI), and notes (BKC) are stored in the file "FileSeal.scs". The digital signature for the BKM notes file used by Transcriber 10 and Recording Manager is store in the file "BKMFileSeal.scs".

The file sealing process occurs automatically and cannot be turned off.

Smart Mirror – Automatic Backup

When the "Smart Mirror" automatic backup feature is enabled, the program will automatically create a backup image of the recording files to an alternate file location. This could be an external drive, or a network drive. The backup process runs in the background and will not affect the recording process in any way. In the event of an error occurring with the backup folder drive, SoniClear will notify the user of the problem, log an error message in the notes, and retry the backup action to try to complete the backup process, if possible.

To enable this feature, check the box "Enable Auto Backup" in the preferences dialog. The folder location where the automatic backup files should be stored is specified in the Backup Location field. To backup both the audio file and the BKM notes file, check the box "Back up BKM file." To backup only the audio file, uncheck that option.

The automatic backup directory location can be set using the Browse button, or by manually entering a directory path. It can also use an environment variable, just like the Default Recording Directory, subject to the same behavior and limitations.

When entering the directory location manually, it is also possible to enter a system environment variable. This variable will be retrieved from the operating system at the time the recording is created or opened. For example, the directory can be specified with the name of the logged-on user:

C:\SoniClearAutoBackup\%user%

When determining the actual folder location, for the user account "JSmith", this would expand to:

C:\ SoniClearAutoBackup \JSmith

If an environment variable is entered in the Backup Location field, it must already be present for this user login.

Recording Options Tab

The Recording Options tab provides for control over the type of recording to be made (WAV of MP3) and the number of channels (2-12). Refer to the *Recording Configuration* section of this manual for detailed configuration instructions.

Hardware Tab

The Hardware tab specifies what type of audio hardware is being used with SoniClear. Refer to the *Recording Configuration* section of this manual for detailed configuration instructions.
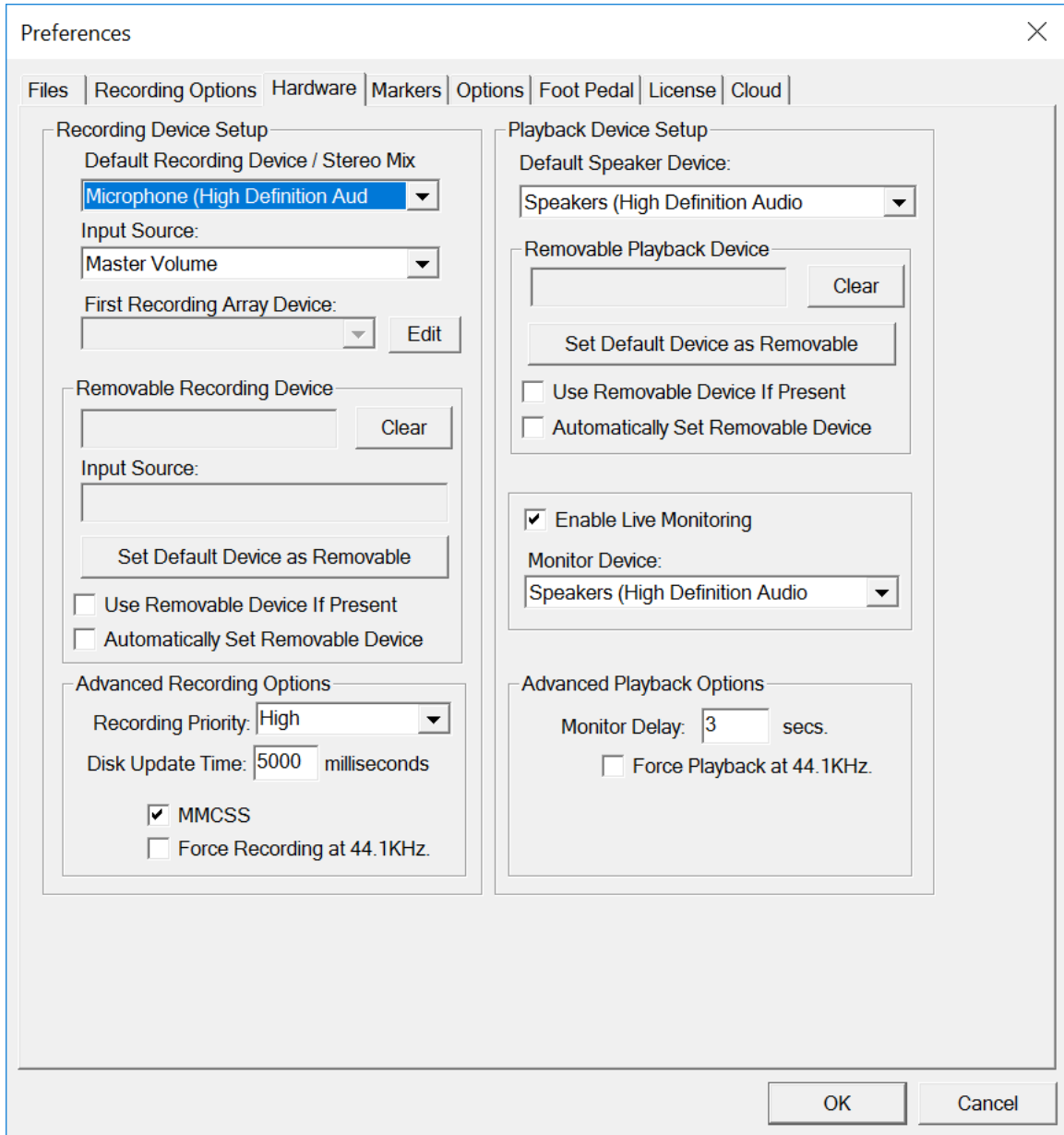
Recording Device Setup

This section of the Hardware tab controls the usage of the sound cards in the computer during recording.

Default Recording Device / Stereo Mix

When recording with one or two channels of audio, this field indicates which audio device will be used as a "fallback" microphone in the event that the removable device has not been found attached to the computer. For multichannel recording, the Default Recording Device is the "Stereo Mix" from the audio hardware (see installation instructions for multichannel devices for more details).

When installing SoniClear, the Default Recording Device will be set to null, as indicated by dashed lines in this field ("-------------"). This indicates that no device will be selected automatically as a fallback device.

If you would like to have a specific audio device used for recording, this field should be set to that value and the removable device options should be unchecked (see below).

The Input Source combo box lists all of the input sources provided by the default sound card selected. The default input source is the Microphone. However, this can be changed to any other device, such as the Line In device. On most computers this field will be set automatically and cannot be changed.

If recording from a webcast, the input device must be changed to the Wave output from the playback side of the sound card. This will have a different name, depending on the card, but may be something like Wave Out Mix.

Your sound card may include other input sound sources. For example, some sound cards can record from the CD player, phone line, or MIDI music player. To use these sources when recording with SoniClear, select the appropriate Input Source from the list.

Recording Array

This field is only visible in Gov Recorder 9 and Interview Recorder 9. See the Multichannel Configuration instructions elsewhere in this Installation Guide.

Removable Recording Device

SoniClear can detect and/or use a removable sound device, such as a USB audio interface. By entering the name into this field and selecting to use the device, if present, SoniClear can automatically switch recording to the removable device when it is plugged into the computer.

The device name and input source fields can either be set automatically or manually. The field can also be cleared to blank (disabled) by using the Clear button.

Use Removable Device If Present

When this option is selected, the program checks for the Removable Recording Device, and use it for recording if it is present. The default is for the program is unchecked, so the presence of a removable audio device is not detected. If removable USB audio devices are to be used, and the presence or absence of the device is to be detected at startup, this option must be set. This option is set to a default value of checked when the software is installed.

Automatic Removable Device Selection

The "Automatically Set Removable Device " option controls whether SoniClear automatically tries to decide which of the audio devices recognized by the computer is a removable device suitable for recording. The default and generally recommended selection are to have this checked. By deselecting this option, the computer will only use the removable device that has been manually specified by the user. The default setting is to use the manual device selection.

If a particular device is not recognized by the system as removable, there are two options to fix this problem. A configuration file RemovableDevices.txt (in the SoniClear program directory) contains the device names of removable devices that are not automatically detected by the program. By adding the name of the device to this list, it will be correctly recognized by the system.

It is also possible to force the selection of a particular removable device. By disabling the Automatically Set Removable Device option, the user can manually set a removable device name and Input Source. To do that, uncheck the automatic selection option, and select the removable device in the Default Recording Device section. Click the "Set Default Device as Removable" button. Then reset the Default Recording Device to the default internal sound card.

The manual selection procedure will also need to be performed in cases where SoniClear incorrectly selects the wrong removable sound card.

This option is set to a default value of checked when the software is installed.

This is the default sound card that will be used for recording into a file. The default value is the first card in the computer (known technically as "card zero"). If a removable sound card is not automatically selected (see below), this is the card that will be used for recording. Use the combo box to select a different default device.

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 Trio Systems support for assistance.

Recording Process Priority

SoniClear allows the user to make recordings while running other programs. This requires an internal setting of the amount of time SoniClear needs to make an error-free recording while allowing time for other programs to run.

The "High" default setting will adjust the recording process to a priority level that is appropriate for the CPU processor speed of the computer. In some situations, and for some computers, this setting may not be correct.

If you find that recording in the background does not allow foreground programs to run fast enough, you may be able to make good recordings by setting the Recording Process Priority to Medium or Low, while freeing up more processor time for the other program. These settings, however, may not allow other programs to run at the same time, with Buffer Overrun errors indicating that the processor is not able to run fast enough. In that case, you will need to use a faster computer for SoniClear, or not run other programs at the same time.

The Diagnostic setting is for use in determining hardware problems. Consult with SoniClear Support for performing this type of test.

Disk Update Time

This is set to 5000 and cannot be changed by the user.

Force Recording at 44.1KHz.

Some professional audio interface devices will only capture audio at 44KHz or faster. Because SoniClear requires other slower recording bitrates (typically 22kHz), an error can occur when starting recording, indicating an incompatibility of the recording bit rates. If this happens, this check box will force SoniClear to read recording data from the audio interface at 44.1KHz, regardless of the bitrate of the audio being stored in the recording file.

Playback Device Setup

This set of fields controls the selection of sound cards that will be used for playback.

Default Speaker Device

This is the device the program will use to play audio during normal playback (clicking the Play button). The default value is the first audio device in the computer. If a removable sound card is not automatically selected for playback (see below), this is the device that will be selected. Use the combo box to select a different default device.

Removable Playback Device

SoniClear can detect and/or use a removable sound device, such as a USB audio interface. By entering the name into this field and selecting to use the device, if present, SoniClear can automatically switch playback to the removable device when it is plugged into the computer.

The device name can either be set automatically, or manually. The field can also be cleared to blank (disabled) by using the Clear button.

The default is for the program to check for the presence of a removable audio device (which will be displayed in these fields), and to use it for playback when it is available.

Use Removable Device If Present

When this option is selected, the program checks for the Removable Recording Device, and uses it for playback if it is present. This field defaults to checked when the software is installed.

Automatic Removable Device Selection

The "Automatically Set Removable Device " option controls whether SoniClear automatically tries to locate a removable device suitable for playback. This option is set to a default value of checked when the software is installed.

If this option is not enabled, the user can manually set a removable device name. To do that, uncheck the automatic selection option, and select the removable device in the Default Playback Device Selection combo box. Click the "Set Default Device as Removable" button. Then reset the Default Playback Device Selection to the default internal sound card.

The manual selection procedure will need to be performed in cases where SoniClear incorrectly selects a sound card, due to differences in the design of various cards.

Enable Live Monitoring

The default value for this feature is Enabled. When Enabled is checked, the user can listen to recorded audio prior to the data being written to disk. This helps to ensure that the audio equipment connected to the computer (such as microphones) is working correctly. To prevent feedback, it is recommended that the Headphone Monitor Device Selection field is set to a playback device that will only be connected to headphones.

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. Increasing the number of buffers or buffer size will slightly change the behavior of playback, so the value should not be changed unless the computer exhibits problems with losing data during playback (which will sound like a glitch in the recording, even though the noise does not exist in the recording itself). Consult SoniClear support for assistance.

Force Playback at 44.1KHz.

Some professional audio interface devices will only play audio at 44.1KHz or faster. Because SoniClear uses file formats with slower recording bitrates (typically 22kHz), an error can occur when attempting to play files, indicating an incompatibility of the recording bit rates. If this happens, this check box will force SoniClear to send recording data to the audio interface at 44.1KHz, regardless of the bitrate of the audio file being played.

Marker Preference Tab

The Marker tab in the Preferences dialog allows you to enter a set of 56 predefined Marker notes as default text values. Each time a new Conference, Meeting or Lecture file is created, the Marker text entered in the Preferences screen will be copied into the new file as the default values.
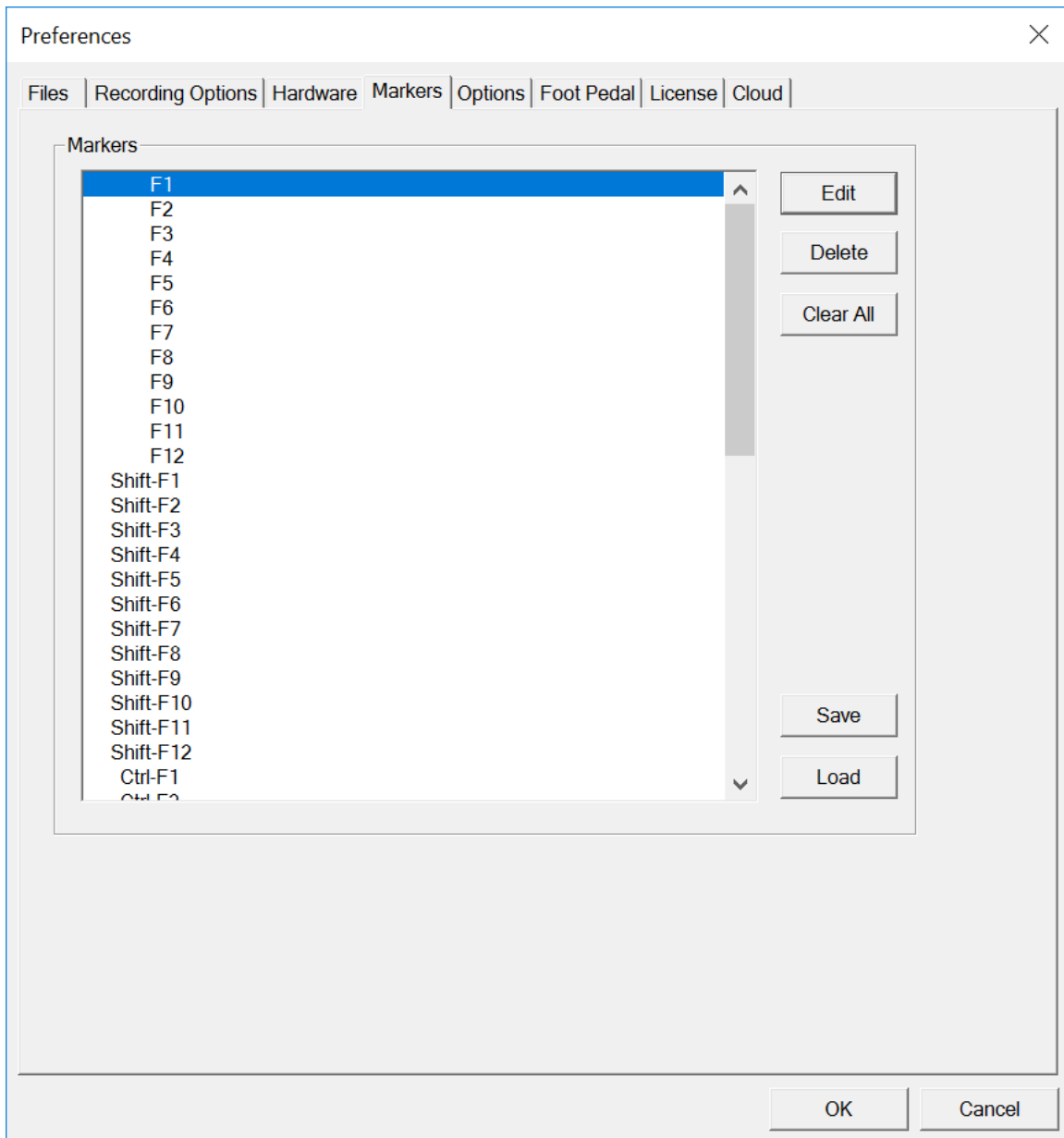
Edit

The Edit button brings up the Edit Marker dialog. This has fields for entering the Marker data values. In addition, the Edit Marker dialog has other fields that control the Marker behavior. For more information about the advanced note taking features, see the "Advanced Note Features" section of the SoniClear User Guide.

Marker Data Fields

- Title
  The Title field is required and is displayed in the list of Markers available in the Marker Popup window. When a Marker is added to the recording, the Title and the timestamp associated with the note are displayed in the Notes in the main SoniClear window.
- Speaker ID
  The optional Speaker ID field is an advanced feature that can be used to annotate who was speaking at a particular point in the recording. This is shown when editing a note and can also be included in text of an exported note, depending on the export template used.
- Style
  The Style is an optional field is an advanced feature to control the display format a note when exported to Microsoft Word.
- Details
  Optional field to provide additional information about the subject of the note.

Marker Control Fields

- Type
  The Note Type field is an advanced feature that controls how the note behaves when the Marker it is added to a recording. The default type is "Normal". Additional types include "Add Transcription Header", "Edit Transcription Fields", and "Add Personal Note".
- Assign to key
  This is the function key that will cause the Marker to be added to the notes.
- Macro
  The optional Macro field specifies the macro code for entering a Marker into a recording. When the user types the characters specified in this field followed by a Space or Enter key, the Title field is copied to the New Note line.
- Add as separate note
  When this option is checked, the text of this Marker will be added in a separate note. If a note has been partially entered into the New Note field, it will be added before the note containing this Marker. If this option is unchecked, selecting to add this Marker will result in the Marker text value being appended to the end of the current note. Default value of this option is checked.
- Don't Export This Note
  When this option is enabled, the note that this Marker is entered into will have the

"Don't Export This Note" field set. This makes is easy to enter routine Markers that are used for preparation of minutes and other review activities, while preventing that information from being added to exported notes, or from being included in notes when adding the recording to a LAN Archive of Web Archive.

Delete

The Delete button deletes the text of the selected Marker and resets the other Marker fields to the default values.

Clear All

The Clear All button clears the text of all default notes to blank. Default value for these fields when the program is installed is blank.

Save

Saves the values of the Markers to a text file that can be used by the Load option.

Load

Loads the values of the Markers from a text file that was created using the Save option.

Options Tab

The Options tab in the Preferences dialog allows you to tailor various program features to suit personal preferences.
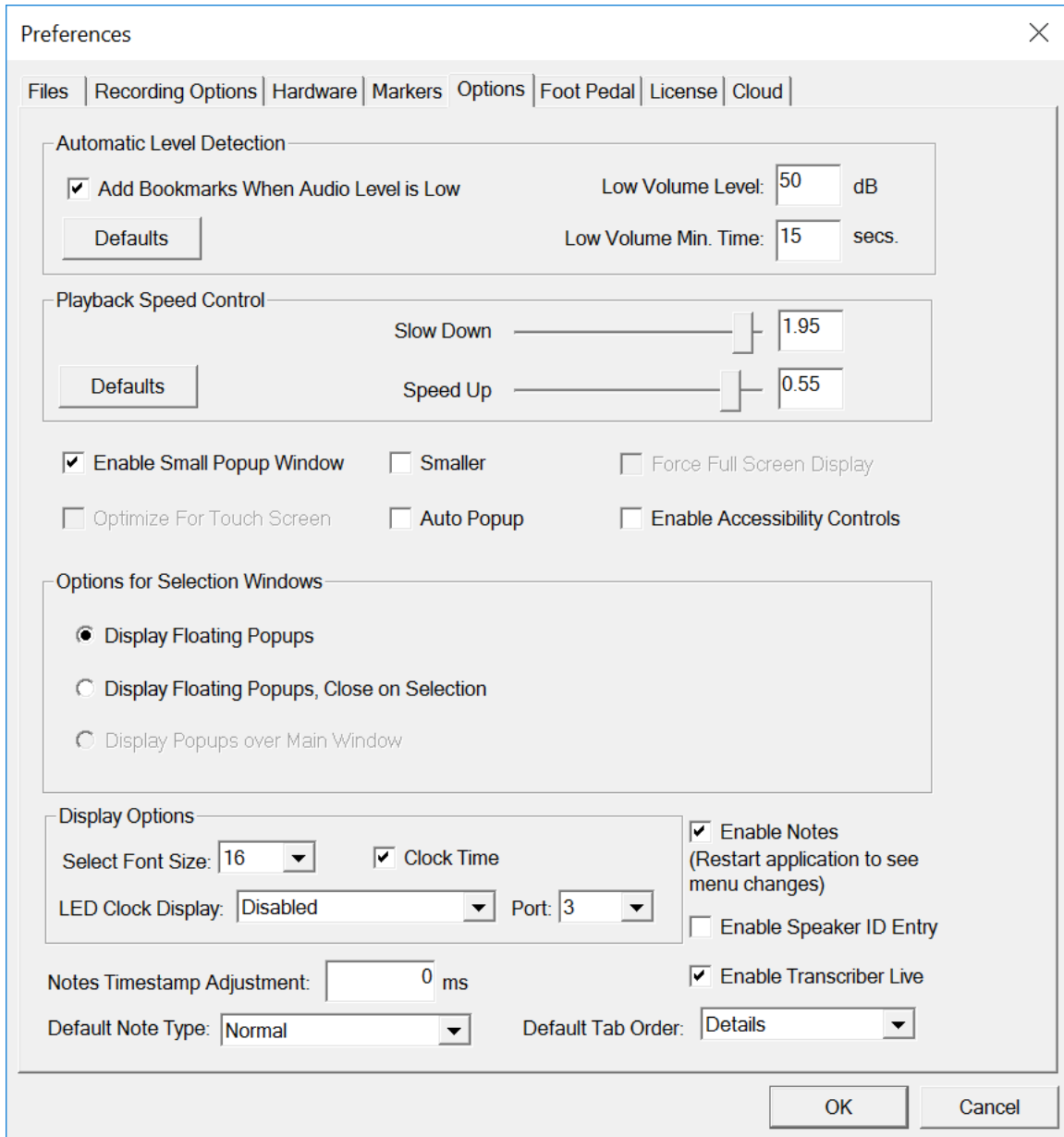
Automatic Level Detection

Automatic Level Detection is used to assist in locating portions of the audio where there is no speaking (or other forms of silence). This is used normally to indicate silence (such as a point when people stop speaking at a meeting) but can also be used to determine when an audio recording source has failed (no audio being delivered to the computer).

The software continuously measures the amplitude of the audio data being recorded. If the level of the audio remains lower than the specified Low Volume Level threshold for the Low Volume Minimum Time Length specified, a timestamped note will be entered automatically. The time indicated in the note will be the beginning point in time where the low volume was encountered, not at the point where the minimum time has been reached.

Situations where loud noises other than talking are being picked up by the system may cause this automatic notation feature to be unusable, because such loud sounds will always reset the time counter before the Low Volume Minimum Time is reached.

Add Bookmarks When Audio Level is Low

Checking this option will enable the feature to automatically add bookmarks based on detection of low recording volume. Unchecking this option is disabling this feature.

Defaults Button

The Defaults button returns the Automatic Level Detection fields to the factory default settings.

Low Volume Level

This is the decibel level that triggers the detection of low audio volume. The number is actually the negative of the value entered. For example, the default value of 60 means -60db below 0db (where 0db is the maximum recording volume). In other words, the larger the numeric value, the softer the level that will trigger the threshold for detecting a low recording level.

If this feature is being used to detect when people have stopped speaking (such as at a meeting or courtroom session), the correct setting for Low Volume Level will depend on the level of background noise. This can be affected by noise sources such as air conditioning noise, street noise or people talking in an audience. In teleconferences the

quality of the phone line and the equipment used to attach the computer to the phone system can dramatically affect level of background noise.

To properly detect what the user considers silence, experimentation with recording in the actual recording environment will be required in order for the program to trigger correctly.

Low Volume Min. Time

Low Volume Minimum Time is a value representing the number of seconds that the audio recording level must stay below the Low Volume Level threshold before a note is automatically entered. If audio data is encountered that is higher than the threshold value at any time before this time constant is reached, the time counter will be reset.

The default value is 15 seconds. The most useful value for this time constant will vary widely, depending on the type of speaking that is being recorded. Again, experimentation is the only way to determine the most accurate setting.

Playback Speed Control

Sets the rate of slow down or speed up when selecting either of those playback options in the main window. The Defaults button returns the fields to the factory default settings.

Enable Small Popup Window

In the preference dialog Edit/Preferences/Options, the Enable Small Popup Window feature can be enabled. With "Enable Small Popup Window" is checked, the main window will display an additional check box labeled "Popup". When the user checks the Popup option, the main window will shrink to a small size and always display on top, even when other applications are being used (such as word processing).

An additional option is the "Smaller" setting. When this option is selected, the size of the popup display window is as small as it can be made, to save space on the screen.

The popup feature is useful when monitoring recording or playback while another program is running (such as an Agenda 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.

Enable Accessibility Controls

When this option is checked, an additional pulldown menu option will be displayed. This allows users of accessibility features to be able to control all of the SoniClear features without the need to position a mouse over specific buttons on the screen.

Selection Window Options

In the preference dialog Edit/Preferences/Options, the controls labeled "Options for Selection Widows" 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 clicks the Marker or Docket buttons, 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 used. 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 10 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 10 program can still be used for taking notes, monitoring, and readbacks.

Enable Speaker ID Entry

Check the Enable Speaker ID Entry check box to allow the user to take notes within Court Recorder using the advanced fields, such as Speaker ID, Style, and Type. The default is for this field to be unchecked.

Enable Transcriber 10

Check the Enable Transcriber 10 check box to allow the user to see the Transcriber button. This allows the user to invoke the Transcriber 10 program from within Court Recorder. For court reporting where the Transcriber 10 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 10 program can still be started from a desktop icon or the Start menu. However, when starting Transcriber 10 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).

Clock Time

When this option is enabled, all timestamps on notes are displayed using the system clock time of that location in the recording. In addition, the time counter will default to displaying the system clock time.

When this option is disabled, the timestamps on notes display Elapsed Time (time from the beginning of the recording file), and the time counter also defaults to Elapsed Time.

Note that the time counter can be manually switched between Clock Time and Elapsed Time using the button next to the time counter field.

LED Clock Display

SoniClear supports connecting an external LED clock display, the Applied Technical Systems model CC186. This must be connected either to an internal RS232 serial port installed in the computer or using a standard USB to Serial adapter.

There are three options for the LED Clock:

Disabled – The external clock feature is disabled. This is the default setting.

Display Clock Time – When SoniClear is recording the clock will display the system clock time. When SoniClear is not recording, it will display either dashes, or "Stop".

Display Elapsed Time – When SoniClear is recording the clock will display the elapsed time of the recording from the beginning of the recording file (the current length of the recording). When SoniClear is not recording, it will display either dashes, or "Stop".

Adjust Timestamp At Record Time

This is required to improve the accuracy of note placement, relative to cloud transcription text. This adjustment feature makes it possible to calibrate the entry of notes down to the millisecond.

Previous versions of SoniClear had a similar feature that would rewind the playback time a fixed amount before playing. This was intended to improve accuracy of positioning the playback location for readbacks when using Transcriber Live. The amount of time to rewind was controlled by a field in the Edit/Preferences Options tab, labeled "Notes Timestamp Offset (subtract)".

In the current release, the playback adjustment has been replaced with the record-time adjustment. The preference field for making this adjustment has been relabeled "Notes Timestamp Adjustment".

If you were using the previous "Notes Timestamp Offset (subtract)" feature, you will need to recalibrate the value in the revised "Notes Timestamp Adjustment" field, since the old value may be incorrect.

Default Note Type

The Default Note Type field is an advanced note taking feature that indicates what type of note will be added when entering a New Note in the main window.

Default Tab Order

The Default Tab Order field indicates whether the field order in the New Note section of the main window will be for entering the Title field or the Speaker ID field first.

Foot Pedal Tab

The Fool Pedal tab in the Preferences dialog allows you to tailor the action of the foot pedal to suit personal preferences.
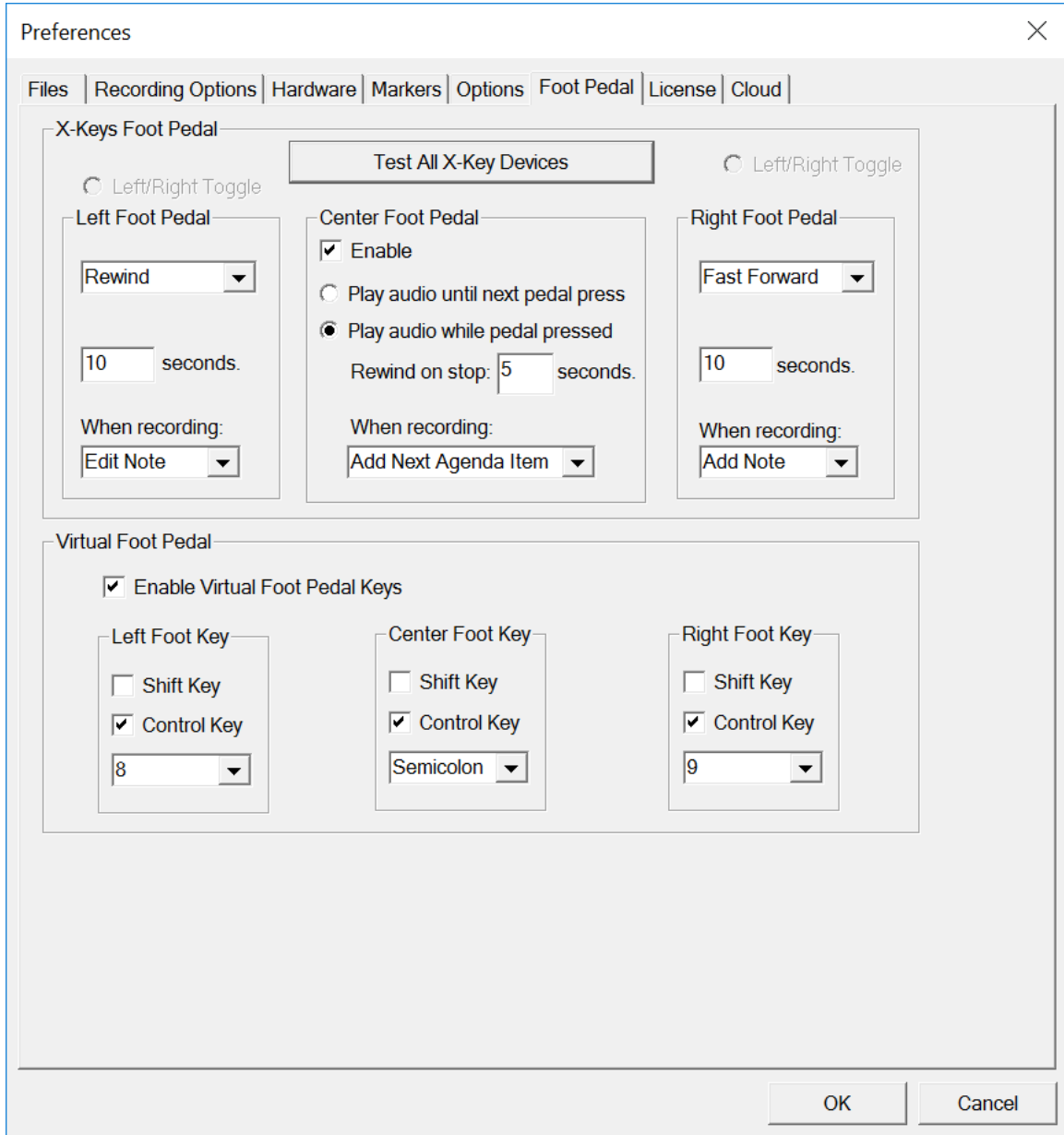
X-Key Foot Pedal

Test All X-keys Devices

When installing a SoniClear USB accessory (X-Keys foot pedal or X-Keys Remote Control), this button allows the user to verify that the device is operating correctly.

Left Foot Pedal

The left foot pedal is enabled when the Enable check box is selected. Rewinds the audio playback by the number of seconds indicated. Default value is Enabled, with a value of 10 seconds of rewind time when the left pedal is pressed.

Alternatively, the left foot pedal switch (or virtual foot pedal) can be used to toggle between channels of a 2-Channel or Stereo recording. Select Enable and Left/Right Toggle to specify this option.

Center Foot Pedal

The center foot pedal is enabled when the Enable check box is selected. Default action is to play audio while the pedal is pressed, with a rewind value of 5 seconds when the pedal is lifted. Alternative action is to play audio only when the center foot pedal is pressed. The number of seconds can be changed, if desired.

Right Foot Pedal

The right foot pedal is enabled when the Enable check box is selected. Fast forwards the audio playback by the number of seconds indicated. Default value is Enabled, with a value of 10 seconds of fast forward time when the right pedal is pressed.

Like the left foot pedal, the right foot pedal switch (or virtual foot pedal) can also be used to toggle between channels of a 2-Channel or Stereo recording. Select Enable and Left/Right Toggle to specify this option.

When Recording Options

Each foot pedal can have a default action to take when pressed while the program is recording. The choices are:

- ▪ Do Nothing
- ▪ Edit Note (add a note and pop up the Edit Note dialog).
- ▪ Add Note (adds a blank note, not Edit Note dialog).
- ▪ Add Next Agenda Item (only available for middle foot pedal).

Virtual Foot Pedal Options

Check the "Enable Virtual Foot Pedal Keys" option to allow keystrokes to simulate foot pedal actions. The Left, Center, and Right foot pedal actions can be assigned to any key. The default key settings are suitable for use with Microsoft Word.

License Tab

This feature applies to all versions of SoniClear that are supplied with the Floating License System.
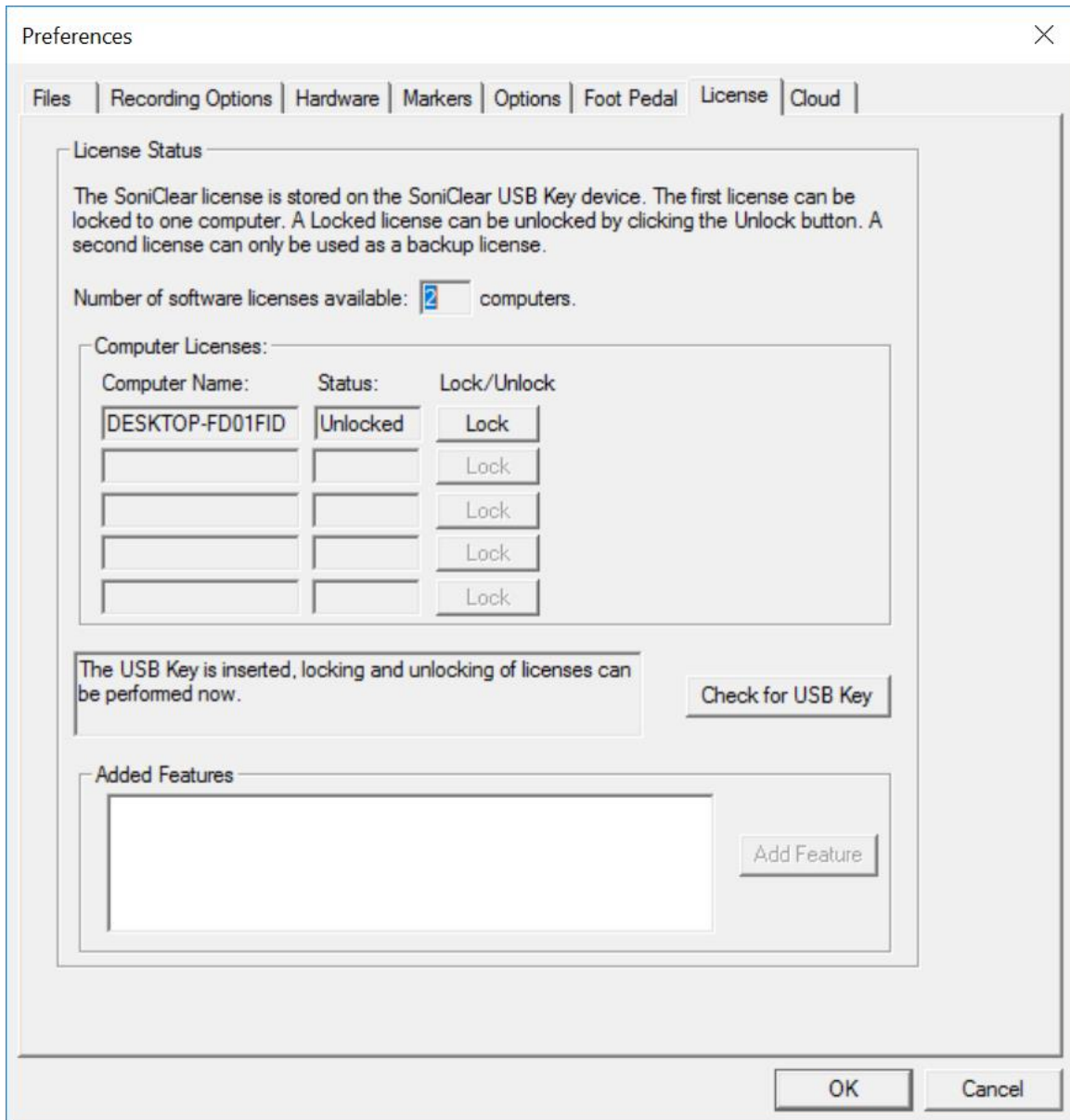
The Floating License System manages the software licenses that are shipped to the customer on a USB Key device (sometimes referred to as a USB "dongle"). Each USB Key device holds one license that can be locked to a computer. Optionally, the software can be purchased with a backup license stored on the key. The backup license cannot be locked to a computer.

Use the License tab of the Edit/Preferences dialog to lock and unlock the license on a recording computer. Once the license is locked on the computer, the USB Key device does not need to be plugged into the computer to run the software.

If the USB Key is plugged into the computer before running SoniClear, the License Status will be shown (number of licenses on the USB Key and a list of Computer Licenses). If the USB Key was not inserted at the time the SoniClear program was started, the Check for USB Key button can be clicked after plugging the device into the computer. This will update the License Status information.

The total number of licenses included on the USB Key is shown. If no USB Key is inserted, the number will default to one license, which may not match the number of licenses on the actual device used to lock this license.

In the Computer Licenses section, each computer that has a license locked from the USB Key is shown with the computer name and the lock status. A button next to the current computer will show either Lock or Unlock, depending on the status. If the license needs to be locked to this computer, click the Lock button. Once it has been locked to the computer, the button will show Unlock. Clicking the Unlock button will move the license back to the USB Key, where it can be used on other computers. Unlocking requires having the same USB Key used to lock the license. If more than one USB Key is available, using the wrong key will disable the Unlock feature.

Cloud Tab

The Cloud tab provides options for controlling the integrated SoniClear Cloud services:

SoniClear Cloud Account

The SoniClear Cloud Account Number can be updated here. The current name of the registered user and available transcription time is shown when a valid account has been entered.

Transcription Options

To control the behavior of the SoniClear Cloud transcription process, select from these options:

- Profanity Filter: when this is checked the AI processing of the recording will remove profanity from the transcription.
- Disfluencies: when checked the transcription will not include "Um", and "Ah" filler words, and will remove verbal restarts. This will make the transcript more readable for applications that do not require the inclusion of these utterances.

Disable Cloud

When the Disable Cloud Based Features is checked the program will enable any SoniClear Cloud features and will not contact the SoniClear Cloud server.

Configuring Export to CD Image

Export Image Directory
CD image files are stored in a single directory. The directory location is specified in the Edit/Preferences dialog. On the Files tab of the Preferences dialog, set the CD Image Folder directory using the Browse button. The directory must already exist before setting it as the export directory. Alternatively, check the box "Store Export Folders in Original File's Location". This will result in the CD Image folders being created in a subfolder under the location where the file being processed resides.

Archive CD Files
The export process will generate a.MP3 file, regardless of the original recording type. The export process also copies a set of files from the CD Player directory under the program directory (c:\Program Files\SoniClear9\CDPlayer), and the SoniClear Player directory (c:\Program Files\SoniClear9\SoniClearPlayer). These files are used for playing the recording on a computer and include:

- **Autorun.inf** – auto runs the SoniClearPlayer.exe program when the CD is inserted into a Windows computer.

- **SoniClearPlayer.exe** - The SoniClear Player program is a reduced-feature version of the SoniClear products that only plays .AF3 files.

- **SoniClearPlayer.exe.manifest** - The Windows program manifest file required for display compatibility.

- **mp3dec.dll** – MP3 decoding library required by SoniClearPlayer.exe.

You can add additional files to the CDPlayer folder that you want to include on every disk, such as a readme file or other instructions or information that needs to be included with the recording.

Auto Archive

Auto Archive Setup

When enabled, the Auto Archive feature can be selected by the user clicking the "Archive" button in the program main window. This causes the program to back up the original file to the default backup directory, and then to add the recording to the LAN Archive directory. If both of these processes are completed successfully, the program then deletes the original file from the default recording directory.

By default, the Auto Archive button is disabled. To enable the Auto Archive button, the check box "Enable Audio Archive Button" (in Edit/Preferences/Files dialog) must be checked. If the check box is not checked, the "Archive" button is hidden (showing the Backup button instead). The user can always invoke Auto Archive feature from the File/Auto Archive option in the pulldown menu, irrespective of how this check box is set.

Recording Configuration

Overview

Court Recorder must be configured specifically for the hardware that will be used to capture the audio from microphones or a sound system. The following sections describe the setup for a number of supported hardware configurations. Additional configurations are also possible. Contact SoniClear support for more details.

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:

- SC10 USB Microphone Kit (two channel, stereo)
- Voice Tracker I (single channel microphone with external USB Interface)
- Voice Tracker II (single channel USB microphone)
- Samson GoMic (single channel USB microphone)
- Audio Technica USB Interface (single microphone, headphone channel)
- MXL MicMate (single XLR microphone input)
- Roland 2-Channel USB Interface (one or two professional microphones)
- SoniClear Professional Sound System Interface (Mic Mate single channel USB)
- Other USB Interface Devices (various models)
- Built-In Sound Card (single microphone channel, usually poor-quality audio)

Select the interface option that includes the features that are needed for the type of court reporting work involved. The SC10D microphone kit is a high quality, entry-level option. The Roland Duo-Capture interface is good upgrade option for higher reliability, with professional-quality microphones, cables, and XLR connectors. It also provides convenient control of levels using knobs on the interface box.

For recording more than two channels and/or more than a single audio device, 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 Microphone Configuration

The built-in microphone is generally not recommended for court reporting. Most court reporting applications will require a more advanced microphone. Using a USB microphone or USB audio interface is recommended instead.

However, there may be times when using the internal microphone this is necessary, such as when you are trying to reduce the size and weight of items to carry, and the sound quality of the internal microphone is adequate.

Note that in addition to problems with the quality of microphones built into the computer, some Windows installations have a feature enabled that limits the pickup patterns of sound to directly in front of the computer. This is desirable for using the microphone for communication, such as Zoom or SoftPhone applications. But for recording meetings, it will result in the sound from other participants being unclear.

If you need to record using the internal microphone and have trouble hearing all the participants, check with your IT staff or with SoniClear support to determine if this can be improved by changing the settings in Windows.

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 installation software can also be downloaded from the SoniClear website. The URL is printed on the CD label.

Hardware Installation

Once the Court Recorder software has been installed, the USB microphone can be plugged into the computer.

The recorded audio can be played back into the room through the internal speakers of the computer. If the built-in speakers are not high enough quality, use a portable external speaker. Any type of speaker used for music playback will be suitable. The method for connecting to the computer will depend on the speaker, but options can include plugging into the headphone jack, USB plug, or wireless connection using Bluetooth.

Setup using Roland 2-Channel Interface

Overview

This is the recommended setup for recording in situations that require professional microphones, such as two conference microphones that use XLR connections and require phantom power.

The Roland 2-Channel interface (such as the Duo-Capture EX or Rubix 22) is a professional audio interface. Microphones are connected to the XLR connectors on the interface and the audio signal is sent to the computer through a USB cable.

The Roland interface is also suitable for stenomask recording, with one room microphone connected to Channel 1, and the stenomask connected to Channel 2. To make this connection you will normally require an adapter for the XLR input. Contact SoniClear for assistance with stenomask setup.

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

- Laptop or Desktop Computer
- Windows 10 Professional
- Roland 2-Channel Audio Interface
- Conference microphones (one or two)

Software Installation

SoniClear 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 newest Roland audio interface units do not require the installation of drivers. Windows will automatically install the correct driver when the interface is plugged in.

Hardware Installation

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

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

The method of setting the Roland 2-Channel interface will vary depending on the particular model. Typically, the switch settings on the back of the unit should be set as follows:

- Phantom Power: ON (for phantom powered condenser microphones)
- INST: Lo-Z
- Computer: 44.1
- Direct Monitor: OFF (or ON if you want to hear a live feed from the microphones while recording)

Software Configuration

After installation of the software and hardware, SoniClear must be configured to match the hardware in use. To do this, start SoniClear 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 Setup section of the Hardware tab controls the usage of the sound cards in the computer during recording. By default, SoniClear will select the Roland audio interface automatically when it is plugged in. Alternatively, you can configure SoniClear to use the interface on a specific USB port with the following instructions:

Default Recording Device

Set the Default Recording Device to the Roland driver name. The Roland is a certified recording device for SoniClear. You can set the default recording device to the dashed line option. SoniClear will automatically select the Roland device when it is connected.

Removable Recording Device

The "Use Removable Device If Present" and "Automatically Set Removable Device" check boxes are checked by default. The boxes need to be checked in order for SoniClear to automatically detect the Roland audio interface device.

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 High or 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 Setup

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

Default Speaker Device

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.

Removable Recording Device

The "Use Removable Device If Present" and "Automatically Set Removable Device" check boxes should be unchecked For the playback settings these boxes are unchecked by default.

Enable Live Monitoring

Set to Checked.

Monitor Device

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

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.

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be set to checked. The default setting is unchecked, however; SoniClear recommends checking this box for use with the Roland audio interface.

Recording Options Tab - Sound Quality

In the Recording Options preferences tab, set the Sound Quality recording type: Multichannel WAV or Multichannel MP3 with 2 channels.

Adjusting Roland 2-Channel Interface Recording and Playback Volume

Microphone level for recording is controlled using the Roland volume control knobs on the front of the unit. Playback volume on the headphones is also set using the Output volume knob on the front of the unit.

Volume for playback through the computer speakers is adjusted using the Play Level slider in SoniClear. In some cases, SoniClear will not be able to adjust the volume settings because of non-standard audio device drivers. In that case, see the section below: "*Adjusting USB Interface Recording and Playback Volume*".

SC10 Microphone Configuration

Overview

This configuration based on the SoniClear SC10D and SC10Q USB microphone kit.

The SC10 kit includes a single base microphone that plugs into the computer using a standard USB connector. One, two or three additional extension microphones can be plugged into the base unit. The SC10D kit includes one extension microphone. The SC10Q has three extension microphones.

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

- Laptop Computer
- Windows 10 or Windows 11
- SC10Q Microphone Kit (4 microphones)
  or SC10D Microphone Kit (2 microphones)
- USB Speaker for Readbacks
- Digital backup recorder

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 installation software can also be downloaded from the SoniClear website. The URL is printed on the CD label.

The SC10 base USB microphone does not require a driver to be installed, as it uses the Windows USB audio driver that is built into every Windows system.

Hardware Installation

Once the Court Recorder software has been installed, the SC10 base microphone can be plugged directly into the USB port of the computer. You should not connect the SC10 to a USB hub, as this may result in unreliable audio recording.

When no extension microphones are connected to the base unit it will act like a stereo microphone with two microphone capsules inside the base unit feeding into the left and right channels.

The extension microphones can be configured in various combinations to cover a large room, with the base microphone and extension microphones being mixed into either the left of right channel.

No drivers need to be installed, since the SC10 base microphone uses the USB drivers built into Windows. However, the microphone properties must be set to record in stereo. See the section below: *"Setting SC10 Properties in Windows."*

The SC10 base microphone includes two 1/8" audio input jacks that can be used for connecting the extension microphones to the base. The left jack (when looking at the front of the unit) will run the extension microphone into the left channel. The right jack will feed into the right channel. When any extension microphone is plugged into the base, the base unit microphone feeds only into the left channel.

Refer to the installation instruction guide included with the microphone kit for examples of how the microphones can be configured.

Normally the recording level is adjusted using the Rec Level slider control in SoniClear. In cases where more than one SC10 base microphone is being used at the same time, the recording levels must be set in the Windows Volume control panel. See detailed instructions in the section, *"Adjusting USB Interface Recording and Playback Volume"*.

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. USB speakers can also be used.

Setting SC10 Sound Properties in Windows

The default setting in Windows will create recordings with just one channel. This mixes all of the microphones into a single channel. The SC10 microphone is capable of recording in stereo (two channels). This requires the following additional setting change:

1. Open the Control Panel (see *"How To Open The Control Panel"*).
2. Click the Sounds icon to open the Sounds control panel.
3. Click the Recording Devices tab.
4. Select the SC10 device, labeled "Microphone (USB PnP Audio Device" (or similar phrase).
5. Click the Properties button.
6. Click the Advanced tab.
7. Select the Stereo recording option from the combo box (at 22kHz sample frequency, which is referred to as "AM Quality").

Court Recorder Software Configuration For SC 10 Microphones

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.

Recording Device Selection

The Recording Device Selection section of the Hardware tab controls the usage of the sound cards in the computer during recording. By default, SoniClear will select the SC10 microphone automatically when it is plugged in. Alternatively, you can configure SoniClear to use the interface on a specific USB port with the following instructions:

Default Recording Device

Set the Default Recording Device to the one labeled "Microphone (USB PnP Audio Device" (or similar phrase).

Removable Recording Device

The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be checked. This is the default setting for this feature.

Advanced Recording Options

These options control how recording is processed. The default settings are correct for this configuration:

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 the default value of 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's internal sound card.

Headphone Monitor Device Selection

This selection does not apply to Court Recorder. Recordings are monitored in Transcriber 10.

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. The default settings are correct for this configuration:

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be set to Unchecked (the default value).

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 microphone kit provides a stereo audio signal).

Adjusting Microphone Recording Level

The recording level is adjusted using the "Rec Level" slider control in SoniClear (displayed when in recording mode). All the way to the left is no sound and all the way to the right is maximum recording level.

If there is a problem with recording level, it may be necessary to adjust the recording level for the specific device using the Windows control panel. See the section below, *"Adjusting USB Interface Recording and Playback Volume."*

Transcriber 10 Software Configuration

In addition to Court Recorder, the Transcriber 10 program must be configured to match the hardware in use. To do this, start Transcriber 10 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 10, 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

The Default Speaker Device is the device used for playback when the Speaker option is checked in the main window. For playback through speakers in the computer, select the internal sound card. For playback through an external USB speaker, select that device instead.

Headphone Monitor Device Selection

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

Removable Recording Device

In this configuration, Transcriber 10 does not use the automatic removable devices selection feature. The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be unchecked.

Advanced Playback Options

These options control how playback is processed. The default settings are correct for this configuration:

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 unchecked (the default value).

Adjusting Playback Level

The playback level is adjusted using the Play Level control in SoniClear. When playing through the headphones, the Play Level slider controls the headphone device. When playing through the speakers, it controls the speaker device.

If there is a problem with playback level, it may be necessary to adjust the playback level for the specific device using the Windows control panel. See the section below, *"Adjusting USB Interface Recording and Playback Volume."*

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 Roland 2-Channel interface. Contact SoniClear support for assistance.

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 10. 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. In some cases, the Windows Volume Control panel will also need to be adjusted to obtain proper levels, even when the USB Audio device volume controls are recognized.

Recording Volume

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

- Right click on the speaker icon in the system tray (lower right corner of screen) and select "Sounds".
- Click on the Recording tab.
- Select the USB device that you want to adjust.
- Click the Properties button.
- Click on the Levels tab.
- If available, adjust the Microphone Boost to maximum.
- Adjust the recording level slider 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 access the volume control panel for the USB audio adapter, follow these instructions:

- Right click on the speaker icon in the system tray (lower right corner of screen) and select "Sounds".
- Select the Playback tab.
- Select the USB device that you want to adjust.
- Click the Properties button.
- Click on the Levels tab.
- Adjust the recording level slider to a suitable level.

Playback Mixer Adjustment

Configure display of playback level control for the devices that will be used for playback:

- Right click on the speaker icon in the system tray (lower right corner of screen) and select "Volume control options" from the popup menu.
- Make sure field "All devices currently playing sound" is checked.
- Check the box next to each device that will be used for playback.
- Click OK.

Adjust the output audio mixer for each playback device:

- Left click on the speaker icon in the system tray (lower right corner of screen) and select "Mixer" from the popup menu for the playback device.
- Adjust the level shown for the SoniClear program to the maximum.
- Adjust the master volume slider for the speakers to the desired level.
- Close the control panel (click X in upper right corner of the control panel).

If there is more than one playback device, it will be necessary set the Mixer levels for each of those devices.

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 USB audio interface (also sometimes called a "mixer"). Advanced audio processing systems (such as automated DSP mixers and PA systems) now offer the option of an IP connection to the recording computer through the Ethernet jack using the Dante communication standard.

Another alternative for desktop computers is to use a multichannel PCI or PCIe sound card.

Following sections describe several supported configurations. For assistance with multichannel audio interface devices that are not listed, contact SoniClear support.

USB Connections

Some multichannel audio interface devices are capable of connecting to the computer using USB. This type of interface requires more power than is available from the USB port, so an external power source will be necessary. Check with the manufacturer's directions about USB port compatibility.

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.

SoniClear recommends using the "High Flex" USB cables available at www.usbfirewire.com. These are high quality cables that are flexible and resistant to static discharges, resulting in higher reliability.

Dante IP Audio Sources

When recording from modern installed sound systems, it may be possible to use the Dante audio standard. This is a method for sending multichannel audio from one location

to another over Ethernet connections. The SoniClear recording computer must have a Dante Virtual Sound Card driver installed (licensed from Audinate). Then the sending audio hardware must be configured to transmit a stereo mix and individual microphone channels for capture in the SoniClear software.

RME Digiface USB Configuration

RME Hardware Installation

SoniClear Digikit

The RME-Audio Digiface is included in the SoniClear Digikit audio interface package, along with an 8-channel digital microphone preamplifier. Contact SoniClear Sales for information about various combinations of preamplifiers and cases that are available.

USB Interface

The RME-Audio Digiface requires a USB 2.0 or USB 3.0 connection. It has been tested for compatibility with Windows 10 computers.

Power and Audio Cables

The Digiface connects to the computer with a standard USB cable. It is powered from the USB bus, and does not require a separate power source.

Microphones are connected using a standard ADAT Lightpipe optical connection. Any microphone preamplifier with an ADAT digital output can be connected. Examples include the Motu 8Pre (operating in "converter" mode), the Presonus Digimax D8, and the Behringer ADA8200. For the configuration provided in this guide, plug the ADAT cable into the ADAT 1 input on the Digiface unit.

RME Software Installation

Drivers and Flash Update

The Digiface provides Windows drivers and control panel software as a download from the RME website (see 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 proper operation.

Follow the driver installation instructions provided with the download. 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.

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 ("RME" icon for setup and "FX" icon for the mixer).
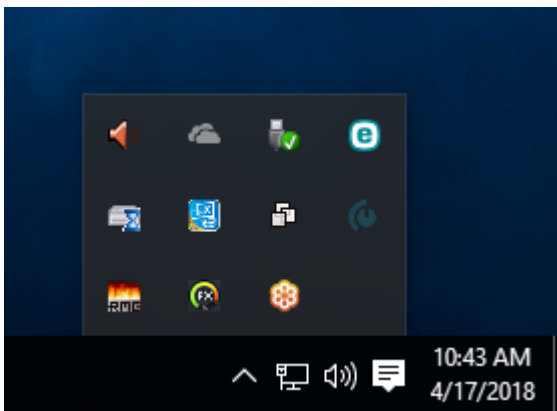
Driver Configuration

After rebooting, double click on the RME Settings icon in the system tray to open the configuration dialog. The following are the correct values for each field of this dialog. In addition, the WDM Devices must be set up by clicking on the Configure button. Select ADAT devices 1-10 and Phones device if you want to use the Digiface for monitoring:
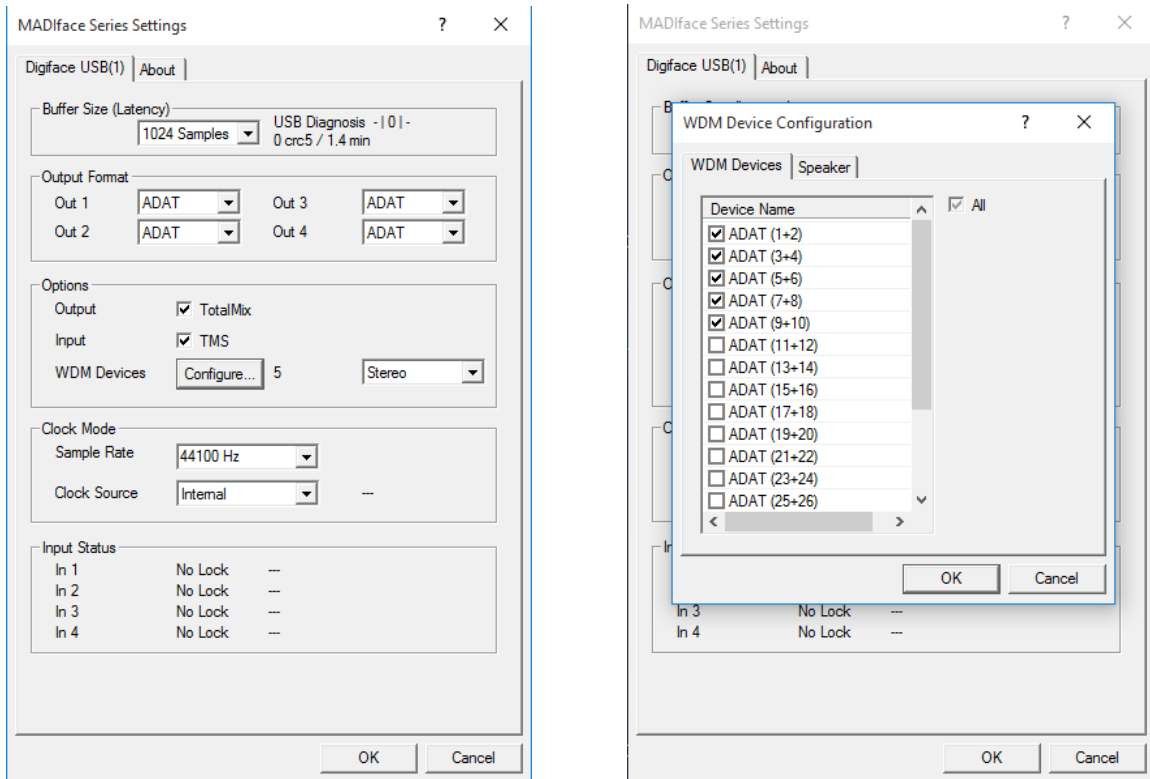
Recording Mixer Configuration

Click on the FX Mixer icon in the system tray and select Mixer to display the mixer control panel. This will display the mixer with the default settings provided with the drivers. It is necessary to set up the mixer using the SoniClear presets. Select File/Load Workspace from the pulldown menu and select the SoniClear presets that are included in the SoniClear program directory:

C:\Program Files (x86)\SoniCLear9\SoniClear_Digiface_Presets_RevB.tmws

If you are using a computer with a high-resolution screen (such as the Surface Pro 4), the display will look like this:
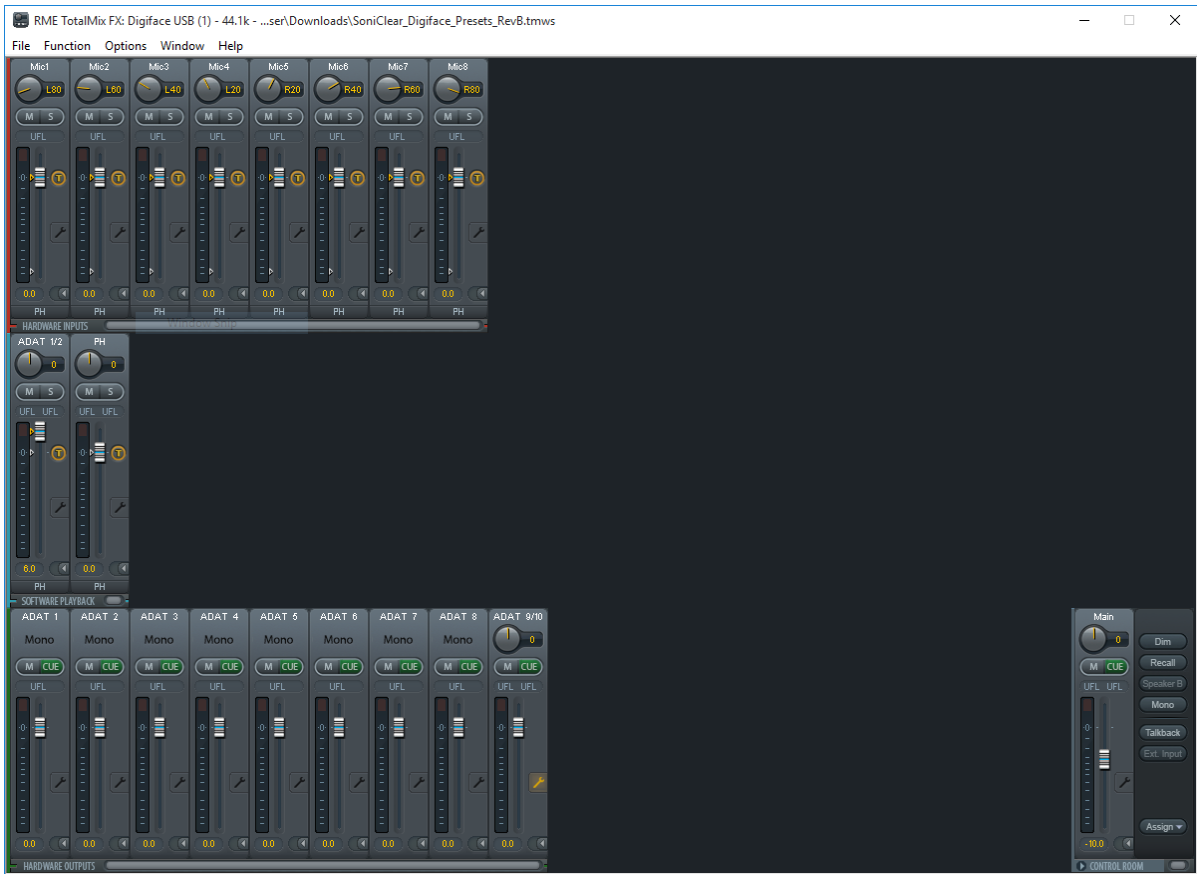
However, if you are using a regular display, the size of the window will be too large. In that case select the 100% size option from the Window pulldown menu:

Mixer Presets

The SoniClear presets are designed to map the ADAT1 hardware input to eight ADAT software inputs into the computer. In addition, a Stereo Mix of all eight channels is routed to ADAT 9-10 software inputs for recording in SoniClear. Channels 1-8 from the microphone preamp are panned evenly across the stereo field from left to right.

Programming of the Digiface mixer is beyond the scope of what can be covered in this Installation Guide. If you need to change the settings, consult the RME documentation, or contact SoniClear support for assistance.

Software Configuration for RME Digiface

The SoniClear software must be manually set to the correct configuration to work with the Digiface unit. To do this, start SoniClear and select Edit/Preferences from the pulldown menu.

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. In this case, the correct value is 10 (2 for the stereo mix, plus 8 for each individual microphone channel).

Hardware Tab – Audio Device Selection

Select the Hardware tab and modify the settings according the following instructions.

Recording Device Setup

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 value should be set to "ADAT (9+10) (RME Digiface USB)".

Recording Array Devices

The individual microphone channel recording settings are controlled by the Recording Array Device selection. Click the Edit button next to the First Recording Array Device field. From the popup dialog, set the value in First Recording Array Device field to "ADAT (1+2) (RME Digiface USB)". Select the ADAT (3+4), ADAT (5+6), and ADAT (7+8) for the corresponding 2nd through 4th array devices. The settings for the 5th and 6th array devices will be ignored.

Removable Recording Device

The automatic selection of a removable audio device is not used for this configuration. The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be unchecked.

Advanced Recording Options

These options control how recording is processed.

Recording Process Priority

Default value should be set to High or Automatic.

Disk Update Time

The default value should be set to 5000 milliseconds.

MMCSS

The value should be set to Checked.

Force Recording at 44.1KHz

The value should be set to Checked.

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 headphones. The default value should be set to the internal speaker device (such as Realtek, IDT, or Conexant).

Removable Recording Device

SoniClear does not normally use the automatic removable devices selection feature. The "Use Removable Device If Present" and "Automatically Set Removable Device" check boxes should be unchecked. For Surface Pro 4 or any computer that has a separate headphone jack, set the Removable Playback Device as directed elsewhere in this Installation guide.

Enable Live Monitoring

To enable the live monitoring feature, check the field "Enable Live Monitoring" and select the desired monitor device. The Digiface device includes a headphone jack that can be used for monitoring.

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.

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be set to Checked when using the Digiface headphone output for monitoring.

Roland Octa-Capture Configuration

Octa-Capture Hardware Installation

Overview

The Roland Octa-Capture is a USB audio interface mixer that has eight microphone inputs and is compatible with SoniClear software. It offers an affordable way to configure multichannel recording in Court Recorder 10. It is suitable for permanent installation in a courtroom or hearing room and is also light and compact for portable use recording freelance depositions and public meetings.

USB Interface

The Roland Octa-Capture requires a USB 2.0 or USB 3.0 connection. The Octa-Capture should be connected directly to a port on the computer or a manufacturer supplied docking station. Connecting it to a USB hub may result in unreliable operation.

Power Connection

The Octa-Capture requires the use of the power adapter provided with the interface.

Audio Connection

Microphones are connected using standard XLR microphone cables. Channels 1-4 are on the front of the unit and 5-8 are on the back. The input jacks on the Octa-Capture are "combo jacks" that can also be used to connect line-level audio sources using a standard ¼" TRS plug.

Eight line-level outputs provided through standard balanced TRS jacks on the back of the Octa-Capture. Channels 1-2 are typically configured to be the same signal as being recorded in SoniClear. Channels 3-8 can be configured to provide mixes for sending to cameras, video encoders, and other audio devices.

Octa-Capture Software Installation

Drivers

The Octa-Capture provides drivers and control panel software through automatic installation by Windows 10. You can just plug in the unit and drivers will be installed by the system. The Octa-Capture control panel will also be installed. You may want to "pin" the Octa-Capture control panel to the Start menu. To do this, click the Start button and locate the Octa-Capture app icon on the list of programs there. Right click on that icon and select "Pin to Start".

Octa-Capture Configuration

The Octa-Capture does not require special configuration for compatibility with SoniClear. When the drivers are installed, Windows will automatically have available the MME/WDM audio drivers needed to access the interface.

Recording Mixer Configuration

Click on the Octa-Capture control panel icon in Start menu. This will display the mixer with the default settings provided with the drivers. It is necessary to set up the mixer using the SoniClear presets. Select "Device" and then "Load settings…" from the pulldown menu. Navigate the file folders to locate standard SoniClear presets that are included in the SoniClear program directory:

C:\Program Files (x86)\SoniClear97\Presets\OctaCapture_Settings_RevB.octa

Note that the RevB portion of the name may be different as updates to these default SoniClear settings are released.

After loading the standard SoniClear presets display will look like this:

This shows the settings and volume meters for the microphone preamp built into the Octa-Capture.

Clicking on the button in the upper right corner "Direct Mixer" will display the mixer controls, looking like this:

This display allows you to customize the mix of microphones recorded in SoniClear as the "Stereo Mix" ("Default Recording Device" in preferences). It can also be used to set up mixes for the analog output signals sent to jacks 3-8 on the back of the unit.

Presets

The default preamp settings have microphone sensitivity ("Sens" control) set to maximum and to "Compressor" feature is disabled ("Bypass" is on). In the event the level of the audio from the microphones is too low with this setting, the Compressor can be enabled (turn Bypass off) and the Gain setting adjusted to increase the volume.

The default mixer settings are configured to send microphones to be recorded as the Stereo Mix in SoniClear (through the Octa-Capture "Main" audio device). The microphones are panned evenly across the stereo field from left to right for microphones 1-8. If the microphones are placed in the room in a different pattern, or if you want to separate the microphones into different groups (such as only left and right), the Pan setting for each microphone will need to be adjusted.

Programming of the Octa-Capture mixer is beyond the scope of what can be covered in this Installation Guide. Additional preset files may also be included with the software. Consult with SoniClear Support for assistance with alternative presets or custom configurations if you have special installation requirements.

Software Configuration for Roland Octa-Capture

The SoniClear software must be manually set to the correct configuration to work with the Octa-Capture interface. To do this, start Court Recorder 10 and select Edit/Preferences from the pulldown menu.

Recording Options Tab - Sound Quality

In the Recording Options preferences tab, set the recording type to Multichannel (MP3). Then set the channels selector to 10 (2 for the stereo mix, plus 8 for each individual microphone channel).

Hardware Tab – Audio Device Selection

Select the Hardware tab and modify the settings according the following instructions.

Recording Device Setup

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 value should be set to "MAIN (OCTA-CAPTURE)".

Recording Array Devices

The individual microphone channel recording settings are controlled by the Recording Array Device selection. Click the Edit button next to the First Recording Array Device field. From the popup dialog, set the value in First Recording Array Device field to "1-2 (OCTA-CAPTURE)". Select the 3-4 (OCTA-CAPTURE), 3-4 (OCTA-CAPTURE), and 3-4 (OCTA-CAPTURE) for the corresponding 2nd through 4th array devices. Note that there may be sound card settings or blank settings for the 5th and 6th array devices. These two settings will be ignored because only eight individual microphone channels are being recorded.

Removable Recording Device

The automatic selection of a removable audio device is not used for this configuration. The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be unchecked.

Advanced Recording Options

These options control how recording is processed.

Recording Process Priority

Default value should be set to High or Automatic.

Disk Update Time

The default value should be set to 5000 milliseconds.

MMCSS

The value should be set to Checked.

Force Recording at 44.1KHz

The value should be set to Checked.

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 headphones. The default value should be set to the internal speaker device (such as Realtek, IDT, or Conexant).

Removable Recording Device

SoniClear does not normally use the automatic removable devices selection feature. The "Use Removable Device If Present" and "Automatically Set Removable Device " check

boxes should be unchecked. For Surface Pro 4 or any computer that has a separate headphone jack, set the Removable Playback Device as directed elsewhere in this Installation guide.

Enable Live Monitoring

To enable the live monitoring feature, check the field "Enable Live Monitoring" and select the desired monitor device. The Digiface device includes a headphone jack that can be used for monitoring.

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.

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be set to Checked when using the Digiface phone output for monitoring.

Example Settings

The resulting settings in SoniClear should look similar to this:
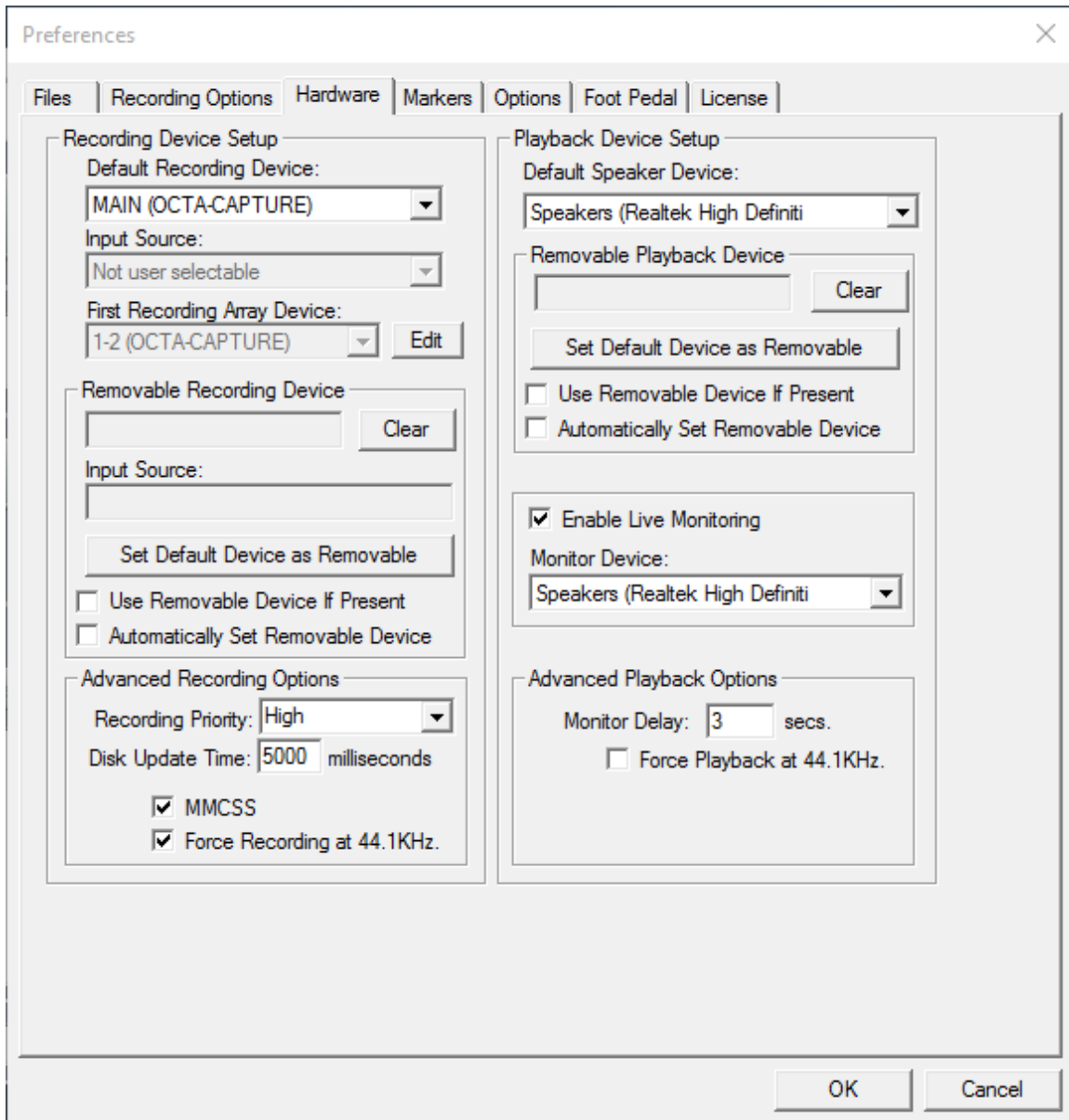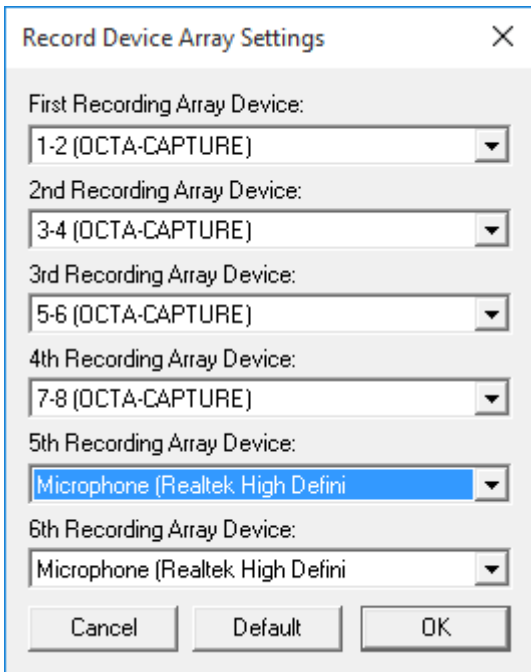
Yamaha Dante Hardware Installation

SoniClear supports recording from the Dante interface provided in the Yamaha MRX7-D and MTX5-D DSP mixer systems. Audio is digitized in the mixer and transmitted to SoniClear over Ethernet cable. On the recording computer the Dante audio signals are captured in SoniClear using the Audinate Virtual Sound Card driver.

Yamaha System Setup

Refer to the Yamaha documentation for instructions on setting up the mixer.

The Yamaha mixer must be connected to the network for access from the SoniClear recording computer. Although it is possible to configure the Yamaha mixer using static IP addressing, it is relatively complex. Much simpler is to connect the mixer to a network that has a router that can assign an IP address via a DHCP server. The Yamaha device will register the required Dante devices automatically.

Use the Yamaha-supplied MTX-MRX Editor to configure the DSP mixing processes. Once the required audio mix has been configured, the output signals from the individual microphones are assigned in the editor to the Dante output, along with the output of the mixer stage in the DSP chain.

The Yamaha mixer will show up automatically in the Dante Controller (see below), for routing to the Dante Virtual Soundcard driver on the SoniClear computer.

Software Installation

Audinate Dante Virtual Sound Card

Audinate, the company that created and licenses the Dante digital audio standard, sells the Dante Virtual Soundcard driver ("DVS") for utilizing Dante audio devices on a Windows computer. The Windows computer uses the driver to connect to the Yamaha mixer device over an Ethernet connection (Wi-Fi is not supported). When properly configured, the Dante signals will appear to the SoniClear software as a set of stereo pair audio devices.

The required software and license is available from the Audinate website:

www.audinate.com

Sign up for an account and purchase a license for the DVS software. Then navigate to the Virtual Soundcard page from the Products menu. Download the appropriate driver for the SoniClear computer.

Next, navigate to the Dante Controller page from the Products menu. Download the appropriate Dante Controller software for the SoniClear computer.

Firewall Configuration

Firewall configuration for Windows Firewall built-in firewall is automatically handled during installation of the Audinate software, and on system boot (every time the Dante Virtual Soundcard services start). However, if you are using a third-party firewall product, use the following port information to configure the firewall exceptions.

The Dante Virtual Soundcard communicates over UDP using the following ports:

- Dante Clock Synchronization: 319, 320

- Dante Audio Routing: 4440, 4444, 4445, 4455

- Dante Control and Monitoring: 8700-8708, 8800

- Dante Multicast and Unicast Audio: 4321, 14336 – 14600

DVS Installation and Licensing

Install the DVS software from the download, following the installation instructions. After installing the drivers, reboot the computer to ensure the installation is complete.

After the reboot, launch the Dante Virtual Soundcard control panel from the Start menu and enter the license purchased from Audinate.

**Important Note: DO NOT MAKE ANY CHANGES TO SETTINGS AT THIS STEP. If the SoniClear software is installed on a Windows 10 computer, a bug in the DVS driver will cause a misconfiguration of the software if you change any settings at this step. If this happens by accident, follow the directions for reinstalling the software in the section below: *"Reinstalling DVS on Windows 10"*.

Dante Controller Installation and Configuration

Install the Dante Controller software, following the installation instructions. Click Launch to start the Controller software. Configure the Dante Control panel following these steps:

1. From the Device pulldown menu, select Device View. This will display a Device View popup window.
2. Select the Device Config tab.
3. Select the SoniClear recording computer (DVS driver device) from the device selection combo box.
4. Change the Sample Rate to 44.1K and accept the warning message.
5. Select the Yamaha MRX7-D or Yamaha MTX5-D from the device selection combo box.
6. Change the Sample Rate to 44.1K and accept the warning message.
7. Close the Device popup window.
8. In the Dante Receivers selection (left column) click the plus sign next to the SoniClear recording computer name. This will open up a set of sound card inputs for receiving signals on the recording computer.
9. In the Dante Transmitters section (top row) click the plus sign above the Yamaha mixer name. This will open up the list of mixer outputs available for recording.
10. Click on the cross point between the input source on the Yamaha mixer and the desired DVS source for recording in SoniClear. For example, Dante channel 1 could be connected to DVS channel 1, and so forth for all 16 Dante channels.
11. When the connection between the Yamaha mixer and the recording computer are correctly configured, a green Check symbol will be displayed. If the connection failed, it will show a red Stop symbol.

DVS Configuration

After the Dante Controller has been configured, open the DVS control panel (from the Start menu) and perform these steps:

1. Click the Stop button to disable the device.
2. Change the Audio Interface setting from ASIO to WDM.
3. Click the Start button to re-enable the device.

Windows Recording Device Configuration

After the DVS driver has been configured, configure the recording device properties for each DVS device with these steps:

1. Right click on the Speaker icon in the system tray (icons next to the Time and Date in the lower right corner of the computer screen)

2. Select Recording Devices.
3. Select DVS Receive 1-2 device and click the Properties button.
4. Click the Advanced tab.
5. Change the Default Format to "2 channel, 16-bit, 44100 Hz (CD Quality)".
6. Click OK to save this setting.
7. Repeat Steps 3-6 for each of the DVS devices.

This will cause Windows to deliver the DVS audio in the optimal format for recording in SoniClear.

Reinstalling DVS on Windows 10 Computers

Some Windows 10 users may encounter an issue that prevents the changing of the sample rate for Dante Virtual Soundcard in WDM mode.

Symptoms

On Windows 10, to change the sample rate for Dante Virtual Soundcard, you must first change it in Dante Controller, and then change it for each DVS device in the Windows Playback and Recording device settings.

This is typically done by right-clicking the speaker icon in the system tray and selecting 'Playback devices' (or 'Recording devices'), double-clicking the DVS devices, and changing the sample rate in the 'Advanced' tab for each device.

However, depending on the version of Windows 10 you have, one of the following conditions may be observed:

- The Advanced tab of the device properties panel is not visible, which prevents the changing of the sample rate for Dante Virtual Soundcard in Windows.
- The Advanced tab is visible, but Dante Virtual Soundcard cannot play or receive audio when the sample rate has been changed.

Workaround

The workaround involves uninstalling Dante Virtual Soundcard and reinstalling it, then setting the required sample rate in ASIO mode BEFORE it is started.

1. Uninstall Dante Virtual Soundcard.
2. Reinstall Dante Virtual Soundcard.
3. Open the Dante Virtual Soundcard control panel.
4. Dante Virtual Soundcard will be currently unlicensed, and therefore not running. Do NOT license Dante Virtual Soundcard yet.
5. Click the 'Settings' tab in the Dante Virtual Soundcard control panel and change the Audio Interface to ASIO.

6. Go back to the 'Licensing' tab, and license Dante Virtual Soundcard using your existing license ID. It will start automatically in ASIO mode.
7. In Dante Controller, open the Dante Virtual Soundcard device (double-click the device or hit CTRL+D) and select the 'Device Config' tab.
8. Change the sample rate to the desired rate.
9. Wait a second or two.
10. Go back to the Dante Virtual Soundcard control panel and stop Dante Virtual Soundcard.
11. Select WDM mode.
12. Start Dante Virtual Soundcard.

Dante Virtual Soundcard should now be operating at the new sample rate.

Court Recorder Software Configuration for Yamaha Dante Setup

After installation of the software and hardware, Court Recorder must be configured to work with the Dante Virtual Soundcard driver. 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. The default value should be set to DVS channel pair that corresponds to the stereo mix from the Yamaha mixer (for example, "DVS Receive 15-16").

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 the DVS channel pairs that correspond to channels 1-12 (depending on how many channels are being used). For example, First Recording Array Device could be "DVS Receive 1-2", Second Recording Array Device could be "DVS Receive 3-4", etc.

Removable Recording Device

Court Recorder does not use the automatic removable devices selection feature in this configuration. The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be unchecked.

Advanced Recording Options

Recording Process Priority

Default value should be set to Automatic or High.

Disk Update Time

Default value should be set to 5000.

Force Recording at 44.1KHz

Value should be changed to ON (Checked).

Playback Device Selection

Normally the Transcriber 10 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

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be set to Unchecked (the default value).

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. For eight independent inputs to be recorded, select 10 (8 for each individual microphone channel, plus 2 for the stereo mix).

Transcriber 10 Software Configuration

To configure Transcriber 10, start the program 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 does not apply to Transcriber 10, 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). 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. Selection of the monitoring device will depend on the computer and hardware configuration.

Removable Recording Device

Court Recorder does not use the automatic removable devices selection feature in this configuration. The "Use Removable Device If Present" and "Automatically Set Removable Device" check boxes should be unchecked.

Advanced Playback Options

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 (ON) if playing back through a Dante device, otherwise, set it to Unchecked (OFF) if playing through the computer headphone jack.

RME HDSP 9632 Configuration

Court Recorder and Transcriber 10 can be configured to use the RME HDSP 9632 PCI audio interface for recording and playback of audio data. A typical multichannel Court Recorder system using the RME HDSP 9632 includes the following components:

- Desktop Computer
- Windows 10
- RME HDSP 9632 Audio Interface
- Presonus Digimax D8 Microphone Preamplifier with ADAT output
- Gooseneck microphones
- Rane AM2 Automatic Mixer
- PA Speakers
- Desktop or rolling equipment rack mount case

The RME HDSP 9632 audio interface is a professional quality product for connecting a wide variety of audio sources to the computer through a standard ADAT digital audio connection. SoniClear products are certified to work with the HDSP 9632, provided it has been set up according to these instructions.

When installing the HDSP 9632, it will include default settings for recording using conventional recording studio audio products. The HDSP9632 be reconfigured specifically for the Court Recorder product.

Installation and configuration of the HDSP 9632 should be performed by audio technicians or computer support staff familiar with professional audio equipment. Contact SoniClear Support for assistance.

RME HDSP 9632 Hardware Installation

PCI Interface Card Requirements

The Fireface HDSP 9632 PCI card is designed for installation in standard Intel-based desktop computer systems. It requires a single, full-height, half-length PCI slot for installation in the card.

Audio Connections

Audio signals are sent to the HDSP 9632 using a standard ADAT "lightpipe" optical cable. This delivers 8 channels of 44K/16-bit audio to the card from a microphone preamp or other ADAT audio source. Consult the documentation for the microphone preamp or other audio source for instructions on how to connect the ADAT cable.

The HDSP 9632 includes a breakout cable for connecting analog signals to the card. The Line In inputs (left and right) are not used in this configuration. The Headphone and Line Out (left and right) can be used for monitoring audio from Transcriber 10 (see Transcriber 10 configuration below).

The HDSP 9632 also includes a breakout cable for connecting digital devices to the card through SPDIF connections. This usage is not covered in these instructions. Contact SoniClear Support if you need assistance with this type of connection.

Software Installation

Drivers and Flash Update

The HDSP 9632 card is shipped with drivers and control panel software on CDROM. You can install this software from the supplied CDROM. However, it is recommended that you download the latest Windows software available from the RME website if there are more recent updates (see 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 RME website for details.

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

To install from a download, unzip the driver files into a directory where the files can be located during the installation process. With the computer power off, install the HDSP 9632 PCI card. Then turn on the computer. 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 driver files have been extracted. Additional installation instructions may be provided with the downloaded drivers in a "Readme" text file.

While installing the driver you may get security warnings from Windows. Select Continue if this happens.

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.

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.

Driver Configuration

Right click on the driver icon in the system tray and select Settings to display the driver settings control panel. The default settings from the driver installation are normally the correct ones for use with Court Recorder. Confirm that the setting match those shown in this screen shot:
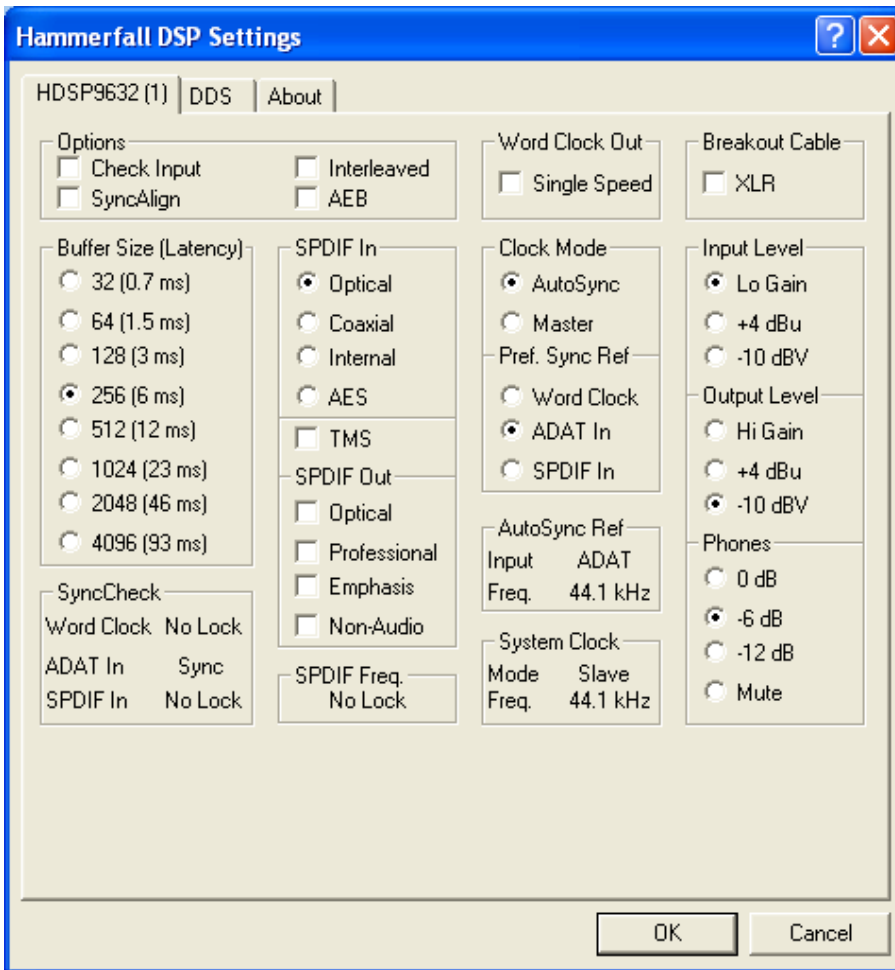
Recording Mixer Configuration

Right click on the Mixer icon in the system tray [icon] and select Mixer to display the mixer control panel. The Mixer control panel will look something like this:
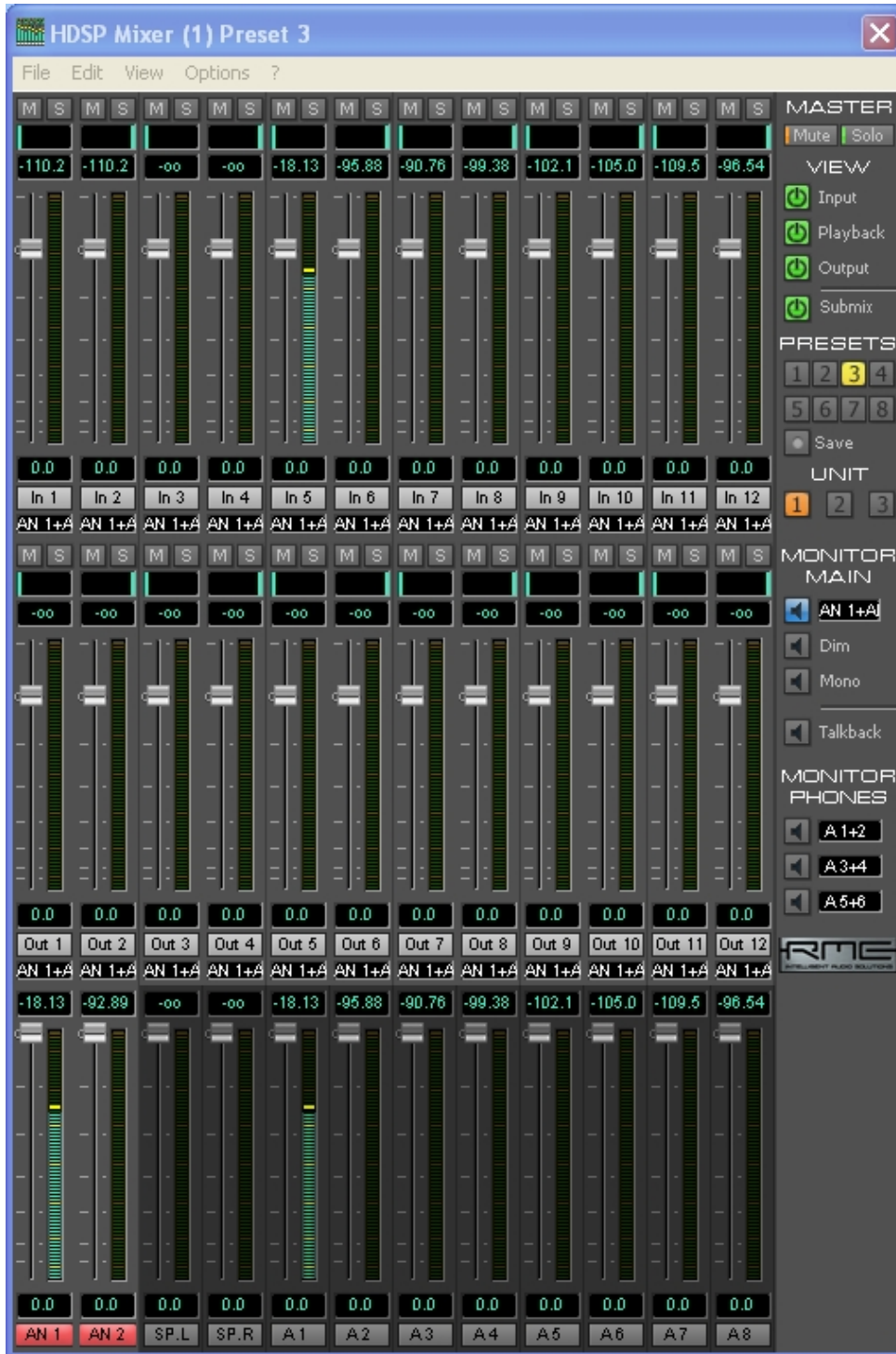
Note: this screen shot was taken while there was audio being fed into Channel 1 of the microphone preamplifier. If you do not have a signal feeding into the system, the audio levels will all be blank.

Set Options
From the Options pulldown menu, enable "Deactivate Screensaver" (a check mark next to that item indicates that it is active), and enable "Ignore Position". Also, on the Options menu, disable (uncheck) the ASIO Direct Monitoring option.

Load Presets
SoniClear includes a set of preset controls stored in a .MPR mixer setting file. The preset files are copied into the SoniClear program directory when SoniClear is installed (such as the file RME9632_Presets_RevO.mpr). Load the configuration presets for the card using the File/Open All Presets menu selection.

Select Preset 8
Preset 8 is designed to mix eight audio sources connected into ADAT lines 1-8 (such as an external microphone preamp). The eight signals are sent individually to be recorded in SoniClear as separate channels and combined into a Stereo Mix.

In the Stereo Mix 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 Stereo Mix is accessed in Court Recorder software using the "SPDIF" audio device as the default recording device in the Hardware preferences. This two-channel mix is available from the Analog outputs on the breakout cable (channels 1 and 2) for feeding into a digital backup recorder.

The 8 input channels are accessed in the Court Recorder software as individual input sources using ADAT channels 1-8. This is specified in the Hardware preferences under the Recording Array device selection.

Presets 1-7
Reserved for future use.

Recording Matrix Configuration

From the Mixer control panel, select View/Matrix from the pulldown menu to display the patching matrix display. You should see a Matrix configuration with these values:

HDSP Matrix (1) Preset 8 - Default

	AN 1	AN 2	SP.L	SP.R	A 1	A 2	A 3	A 4	A 5	A 6	A 7	A 8	
In 1			0.0										In 1
In 2				0.0									In 2
In 3			0.0										In 3
In 4				0.0									In 4
In 5			0.0		0.0								In 5
In 6				0.0		0.0							In 6
In 7			-1.3	-16.9			0.0						In 7
In 8			-16.9	-1.3				0.0					In 8
In 9			-2.5	-12.0					0.0				In 9
In 10			-12.0	-2.5						0.0			In 10
In 11			-5.4	-6.7							0.0		In 11
In 12			-6.7	-5.4								0.0	In 12
Out 1	0.0												Out 1
Out 2		0.0											Out 2
Out 3	0.0		0.0										Out 3
Out 4		0.0		0.0									Out 4
Out 5	0.0				0.0								Out 5
Out 6		0.0				0.0							Out 6
Out 7	0.0						0.0						Out 7
Out 8		0.0						0.0					Out 8
Out 9	0.0								0.0				Out 9
Out 10		0.0								0.0			Out 10
Out 11	0.0										0.0		Out 11
Out 12		0.0										0.0	Out 12
	AN 1	AN 2	SP.L	SP.R	A 1	A 2	A 3	A 4	A 5	A 6	A 7	A 8	

If the Matrix settings do not match what is shown, manually reset them by clicking the mouse in each matrix cell to turn on or off the value at that crosspoint. For matrix crosspoints that are panned in the stereo mix (set to a value other than 0.0), click on the crosspoint to set 0.0. Then adjust the exact pan value using the pan sliders in the Mixer panel. To do make this panning adjustment, click on the SP.L/SP.R output volume slider. This will activate the mix for the SPDIF Stereo Mix. Then adjust the pan control with the mouse. The pan control is the small vertical line above each input volume control slider.

Court Recorder Software Configuration for RME HDSP Setup

After installation of the software and hardware, Court Recorder must be configured to work with the RME HDSP 9632 card. 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 adjusts 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 that will be stored in the primary recording file. The value should be set to "HDSP9632 SPDIF". Input source will automatically be set to "Not user selectable." Note that the Stereo Mix that is recorded to the computer is also available on the SPDIF on the optional digital output breakout cable for sending to a backup recording device.

Recording Array Devices

Multichannel recordings require audio input from a series of audio interface channels that are represented in the software as stereo pairs and numbered sequentially. Click the Edit button. From the popup dialog, set the value in first device field to "HDSP9632 ADAT (1+2)". Click the Defaults button to set the rest of the devices in the recording array, which will be numbered sequentially for channels 1-8. Notice that the 5th and 6th Recording Array Device will be set to channels 7+8. This is not a problem because these channels are not used for 8-channel recording.

Removable Recording Device

Court Recorder does not use the automatic removable devices selection feature in this configuration. The "Use Removable Device If Present" and "Automatically Set Removable Device " check boxes should be unchecked.

Advanced Recording Options

Recording Process Priority

Default value should be set to Medium.

Buffer Size (mSec)

Default value should be set to Automatic.

Disk Update Time

Default value should be set to 5000.

Force Recording at 44.1KHz

Value should be changed to ON (Checked).

Playback Device Selection

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.

Typically, the Transcriber 10 program will be used for playback. However, Court Recorder must be configured correctly in the event that playback is selected by the user, instead of playing in Transcriber 10.

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 "Automatically Set Removable Device" check boxes should be unchecked.

Advanced Playback Options

Playback Buffers

The default value should be changed to 4 buffers.

Buffer Size

The value should be changed to 1000mSec.

Monitor Delay

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

Force Recording at 44.1KHz.

This field should be unchecked (the default value).

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).

If you have some users who require only a two-channel recording, the number of channels can be set to 2. This will create a recording with just the Stereo Mix from the HDSP 9632.

Transcriber 10 Software Configuration

To configure Transcriber 10, start the program 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 does not apply to Transcriber 10, as it is a playback only program.

Playback Device Selection

The Playback Device Selection section of the Hardware tab adjusts 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 computer's internal sound card. Plug speakers into the computer line output or headphone output for playback into the room.

Headphone Monitor Device Selection

This is the sound card that will be used for playback through headphones. The default value should be set to HDSP9632 Analog (1+2). Monitoring headphones should be connected to the headphone jack provided on the breakout output cable. The output cable connects to the 15 pin D-type connector on the bottom of the bracket. The headphone audio is also available from the Line Out jacks on the breakout cable.

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 value should be changed to 4 buffers.

Buffer Size

The default value should be changed 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 Unchecked (the default value).

Export Notes using a Word Template

SoniClear 9 has the ability to export notes directly to a Word document. When the user selects to export the notes in .DOC format, SoniClear uses a default template to format the output the notes and store the information as a standard Word Doc file

The Export Notes feature defaults to exporting in Microsoft Word .DOC format. This is enabled when there is a default SoniClear Word export template installed. If the template folder is not present the .DOC export option will not be shown to the user, only the text export option.

Default Template

The default template location is a folder called "template" located under the SoniClear 9 installation folder (such as c:\Program Files (x86)\SoniClear9\template). Additional sample templates are installed in the folder "SampleTemplates", also located under the SoniClear 9 installation folder. To use one of the sample templates, copy the contents of the specific sample template folder into the default template folder ("template").

Customize the Export Template

The Word template is based on a feature of .DOC files that supports standard HTML formatting. The HTML markup file and additional support files are packed into a single .DOC file. The SoniClear 9 export process formats the file and note information into the HTML format using the layout in the template.

There are three files that control the export process, plus any additional files such as images, needed by the template the user sets up.

1. filelist.xml lists ALL files and is needed by HTML. It includes the template.htm, filelist.xml, and any image files.

2. template.lst is for SoniClear to manage processing and it contains the extra files setup in the template (e.g. images) and provides the content type.

3. template.htm is the HTML layout for the template.

Additional image files and CSS files can be included to create the desired document format. The headerimage.jpg file is the logo image used in the default template. It is the SoniClear logo by default and can be replaced with any JPG file.

Template.htm File

The template.htm file is a standard html file. The default template installed with SoniClear contains all of the pieces to properly display the exported notes in a Word document.

The header should not be modified, with the exception of the <title> section.

The user can change the layout of the <body> section to suit. Display of content in the body is controlled by four "variables" that are embedded using special purpose tags in the template.htm file: MeetingTitle, StartRecording, Notes, and EndRecording.

Variable tags are unique to SoniClear and are defined in the template.htm file using a start variable tag and end variable tag.

> "<!***" is the start of the variable

> "!>" is the end of the variable

Following the start of variable tag is the name of the variable being specified. After the variable name is a single space. Following the space is a vertical bar character, "|". After the vertical bar is the start of the html for displaying the variable. Any legal HTML markup can be used in this section. This exact format for entering the variables must be followed exactly. The export process does not handle variations, such as two spaces before the vertical bar or misspelled variable names.

Within the html section of the variable definition there can be parameter values specified by a percent sign followed by a number, such as %1, %2, etc. The application of the parameter depends on the type of variable involved.

Here are example variables defined using the special SoniClear tags:

> <!***MeetingTitle |<p>%1</p>!>

> <!***Notes |<p>%2:: %3</p>!>

The variable tags can be surrounded by additional HTML code to control the appearance of the overall document.

Meeting Title Tag

The "MeetingTitle" variable tag controls the output of the Title field from the SoniClear recording. MeetingTitle has one parameter - %1 - which is the title of the meeting.

Example usage:

<!***MeetingTitle |<p>%1</p>!>

This will display the meeting title field from the recording in bold text in a separate paragraph.

Notes Tag

The Notes variable tag has four parameters:

%1 - Elapsed Time

%2 - Title

%3 - Notes detail

%4 - Time of day

The Notes variable tag displays the information from a note in the file. The export process sequentially outputs the formatted HTML markup for each note in the file.

Example usage:

<!***Notes |<p>%2:: %3</p>!>

This will output each note in a separate paragraph showing the Title and the Detail fields from the note, separated by "::".

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>SoniClear10.exe <command> <output file> <input file >

The commands available are:

Action	Command
Create Docket Template	CreateAgenda
Create New File	CreateRecording
Create New File and Start Recording	StartRecording
Stop and Exit Program	StopExit
Stop, Auto Archive, and Exit Program	StopArchiveExit

Input Data Format

SoniClear will accept Docket 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
1	Item Type: "A" – Agenda item (display in Agenda items popup) "M" – Marker item (display in Marker items popup) "T" – Title item (add to Title field automatically) "H" – Header item (add to notes automatically)
2	Title text
3	Detail text
4	Don't Export This Note To Archive (1=True, 0=False)
5	Add as separate note (1=True, 0=False)
6	Key Value (Markers Only) – F1, Shift-F1, Num1, etc
7	Macro Code (Markers Only) text that triggers macro

Notes:

- "Agenda" items are Docket items in Court Recorder 10.
- The Title and Detail text fields can incorporate the RTF markup for New Paragraph: "\par", where the backslash functions as an escape character. To include the backslash character in the text string, it must also be escaped, i.e: "\\".
- The Header items are added to a new file as soon as it is created, or a Docket Template is imported into an existing file. Header items are not displayed in the Agenda item popup dialog.
- Macro codes can be any string of characters except space. Be careful to select a string of characters that will not normally be typed (such as an abbreviation, or a period character followed by a unique value).
- Marker function key number is indicated by the following key codes:

Function Keys 1 through 12

F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12

Function Keys Shift F1 through Shift 12

Shift-F1
Shift-F2
Shift-F3
Shift-F4
Shift-F5
Shift-F6
Shift-F7
Shift-F8
Shift-F9
Shift-F10
Shift-F11
Shift-F12

Function Keys Control F1 through Control 12

Ctrl-F1
Ctrl-F2
Ctrl-F3
Ctrl-F4
Ctrl-F5
Ctrl-F6
Ctrl-F7
Ctrl-F8
Ctrl-F9
Ctrl-F10
Ctrl-F11
Ctrl-F12

Number Pad Keys 0 through 9

Num-0
Num-1
Num-2
Num-3
Num-4
Num-5
Num-6
Num-7
Num-8
Num-9

Number Pad Keys Control 0 through Control 9

Ctrl-Num-0
Ctrl-Num-1
Ctrl-Num-2
Ctrl-Num-3
Ctrl-Num-4
Ctrl-Num-5
Ctrl-Num-6
Ctrl-Num-7
Ctrl-Num-8
Ctrl-Num-9

Sample Import File

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

T	Courtroom 1 – June 14, 2018				
H	Cases Scheduled for June 14, 2018		0	1	
A	Court In Session		0	1	
A	Case #123		0	1	
A	Case #456		0	1	
A	Case #789		0	1	
A	Case #101		0	1	
A	Court Dismissed		0	1	
M	Judge's Order		0	1	F1	.jo

Create Docket Template

SoniClear can create a docket template automatically from a specially formatted text file. The command line syntax is:

> \<program path\>SoniClear10.exe CreateAgenda \<output file\> \<input file \>

For example (enter on one line):

> "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.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\>SoniClear10.exe CreateRecording \<output file\>

For example (enter on one line):

> "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.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 Docket

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

        \<program path>SoniClear10.exe CreateRecording \<output file> \<input file >

For example (enter on one line):

        "c:\Program Files(x86)\SoniClear97\bin\SoniClear10.exe" CreateRecording
          "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 Docket 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>SoniClear10.exe StartRecording \<output file>

For example (enter on one line):

        "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.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 Docket, and Start Recording

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

> \<program path>SoniClear10.exe StartRecording \<output file> \<input file >

For example (enter on one line):

> "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.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 Docket 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>SoniClear10.exe StopExit

For example (enter on one line):

> "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.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>SoniClear10.exe StopArchiveExit

For example (enter on one line):

> "c:\Program Files (x86)\SoniClear97\bin\SoniClear10.exe" StopArchiveExit

Notes:

- If SoniClear is not already running, no action is taken.
- 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 (x86)\SoniClear97\bin\SoniClear10.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 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.

Instructions for Setting Schedule

To set up the scheduled tasks in Windows 10, follow these instructions:

1. Launch the Task Scheduler control panel by clicking Start and typing the phase "Task Scheduler" and clicking on the search result "Task Scheduler Desktop app".
2. Add the StartRecording command task to initiate recording at the desired time:
   2.1. Click on "Create Task".
   2.2. Enter a suitable title, such as "Start SoniClear for Monday Meeting"
   2.3. Click the Triggers tab.
   2.4. Click the New button.
   2.5. Select when you want the recording to start and click OK
   2.6. Select the Actions tab.
   2.7. Click New button.
   2.8. Click Browse button.
   2.9. Navigate to the SoniClear program directory (usually Local Disk (C:), Program Files (x86), SoniClear97, bin).
   2.10. Select SoniClear10.exe and click Open button.
   2.11. In the "Add arguments" field, enter "StartRecording".
   2.12. Click OK button.
   2.13. Click OK to store the new task.
3. Add the StopExit command task to stop recording at the desired time:
   3.1. Click on "Create Task".
   3.2. Enter a suitable title, such as "Stop SoniClear for Monday Meeting"
   3.3. Click the Triggers tab.
   3.4. Click the New button.
   3.5. Select when you want the recording to stop and click OK
   3.6. Select the Actions tab.
   3.7. Click the New button.
   3.8. Click Browse button.
   3.9. Navigate to the SoniClear program directory (usually Local Disk (C:), Program Files (x86), SoniClear97, bin).
   3.10. Select SoniClear10.exe and click Open button.
   3.11. In the "Add arguments" field, enter "StopExit".
   3.12. Click OK button.
   3.13. Click OK to store the new task.
4. You can test that the program will record and stop by manually activating these scheduled tasks:

4.1. Right click the start recording task (that you labeled "Start SoniClear for Monday Meeting", or whatever)
4.2. Select Run – SoniClear should run and start recording immediately.
4.3. 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.