

# Meeting Recorder 10

- Replace Handheld Recorders**
- Easy to Learn and to Use**
- Record on any Windows Computer**
- Digital Audio for Clear Sound**
- Take Notes for Easy Minutes Production**
- Share Recordings with Participants**
- Optional AI Cloud Transcription**

## Record Meetings and Planning Sessions

Meeting Recorder 10 is designed for board secretaries, clerks, and business managers who regularly attend formal meetings. Meeting Recorder 10 provides instant recall of any meeting detail. Speed preparation of meeting minutes and facilitating review of meetings with participants.

Within minutes, anyone can start benefiting from the enhanced productivity that digital recording provides:

- ▶ Meetings are more productive with commitments recorded
- ▶ Technical discussions can be reviewed in detail any time
- ▶ Track action items and deliverables for accountability
- ▶ Export notes to formatted Word minutes document
- ▶ Share discussions within workgroups
- ▶ Improve communication with customers and partners

## Easy To Learn and Use

Install SoniClear software on a Windows computer, plug in the microphone, and click Record. Meeting Recorder 10 captures clear digital audio while being simple to run, just like a handheld recorder.



**Meeting Recorder 10 Software**  
Record meetings on any Windows computer for clear, digital sound. Speed and convenience combined with simplicity and ease-of-use.

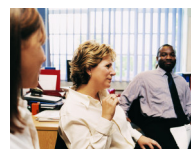


**Digital Recording in 3 Steps**

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



**Record 12 Hours**  
Records up to 12 hours continuously. No need to worry about running out of space on handheld recorders.



**Archive and Share Recordings**  
Share recordings on a network folder, flash drive, or CD for review by meeting participants.

## **Meeting Recorder 10 Key Features**

### **Save Time Every Day**

Meeting Recorder 10 makes it easy and affordable to capture meeting information in high-quality digital audio recordings.

- ▶ Easy to use, just like a handheld recorder
- ▶ No more juggling recording disks or tapes
- ▶ Hear even the softest voice with digital audio
- ▶ Fast note taking to highlight important events
- ▶ Export notes to Word document
- ▶ Pre-load agenda and common phrases
- ▶ Point and click to share meetings on network
- ▶ Create meeting minutes faster and easier
- ▶ Optional transcription using SoniClear Cloud

### **Take Notes and Produce Minutes**

Notes can be entered easily during and after the meeting to create an outline of agenda items, discussion points, action items, motions, and votes. Meeting Recorder 10 makes it easier to produce meeting minutes with features like foot pedal support, slow playback and VoiceBoost audio enhancement for maximum clarity and intelligibility.

### **Create Archives for Easy Access**

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

Meeting Recorder 10 uses industry-standard digital audio files for reliable, permanent storage.

### **Product Part Numbers**

- MR10FL Floating License w/ License Key

### **User Interface**

- Simple tape recorder-style user interface
- Easy to learn and operate

### **Recording**

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

### **Note Taking Automation**

- Fast note taking using predefined notes or typing
- Preload agenda items from Word before meeting
- 56 Markers (frequently used words or phrases)
- Export notes to Word document

### **Manual Transcription Support**

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

### **Optional Cloud Transcription Support**

- Upload recordings to the SoniClear Cloud computer
- Download draft transcript to the Windows computer
- View transcript in sync with playback
- Export transcript to Microsoft Word
- Requires MG9FL1 add-on to enable cloud transcription

### **CD Duplication**

- Burn directly to CD drive

### **File Editing**

- Easily extract sections of recording
- Original recording is not modified

### **File Processing**

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

### **Hardware Requirements**

- Windows 10 or Windows 11
- 1.5 GHz or faster processor
- Disk space for recording, 158MB/hr (22MB/hr MP3)
- Standard internal audio or external audio interface