

# **RealTime 10**

## **USER GUIDE**



## About This Manual

This manual covers the features of SoniClear RealTime 10 software, which is available as a subscription, or bundled with the following SoniClear digital recording software products:

- Meeting Recorder 10
- Gov Recorder 10 Suite
- Court Recorder 10 Suite

When a particular feature is not available in all the above versions, a note is included indicating which versions include that feature.

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# Getting Started

## Product Overview

RealTime 10 is a software-based system for automated, cloud-based transcription in real time. RealTime 10 is available as an annual software subscription license and can be installed without the need for any additional SoniClear programs. It is also integrated with all the SoniClear recording products to use as an additional integrated feature.

## RealTime 10 Subscription

When using SoniClear RealTime 10 as a subscription license, it can be used to display the text of audio for display and optionally to write to a transcription text file.

### Key Features

- Real time cloud-based transcription of courts, depositions, meetings, interviews, or any other type of spoken word.
- Supports transcription for the following languages:
  - English
  - Spanish
  - Multilingual English and Spanish
  - UK English
  - French
  - German
  - Italian
  - Portuguese
- Displays the transcribed text on the screen immediately.
- Option to save the transcription text to a file for later review.
- Provides speaker diarization, identifying speakers by order of appearance.
- Windows Hardware Support
  - Runs on all Windows computers that use Windows 11.
  - Any Windows audio device.

# **RealTime 10 Integrated with SoniClear Software**

RealTime 10 is available as an add-on product for use with the following SoniClear recording products:

- Meeting Recorder 10
- Gov Recorder 10 Suite
- Court Recorder 10 Suite

## **Key Integration Features**

When using RealTime 10 together with the SoniClear recording software, all the features of the standalone RealTime 10 subscription are available, plus:

- Sends transcript text to the recording program in real time.
- Text is stored together with the SoniClear recording.
- The transcript is displayed in sync with playback in the SoniClear recording and playback programs.
- Transcript can be exported to Microsoft Word in SoniClear programs.

## Installing RealTime 10 Software

When using RealTime 10 as a standalone application, download and install the software following the instructions you received by email when you ordered the transcription service.

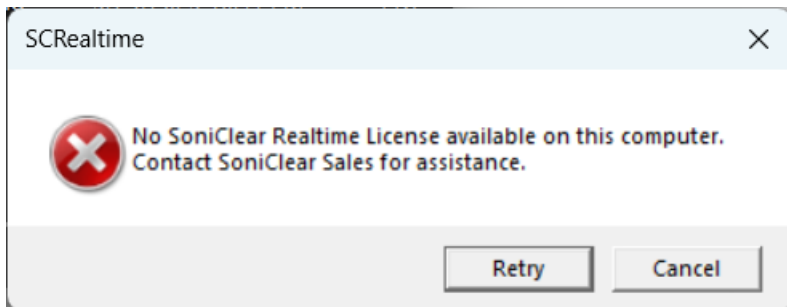
If RealTime 10 is being used in conjunction with other SoniClear products, the RealTime 10 software is included with the upgraded release of SoniClear.

If you are using an older version of SoniClear, you will need to upgrade to the latest release to obtain both the RealTime 10 software and the upgraded recording software that is compatible.

## Installing the RealTime 10 License

The RealTime 10 software is licensed separately from other SoniClear products, based on the CodeMeter software licensing system.

If you have not installed the RealTime 10 license, the following message will be displayed when you run the software:



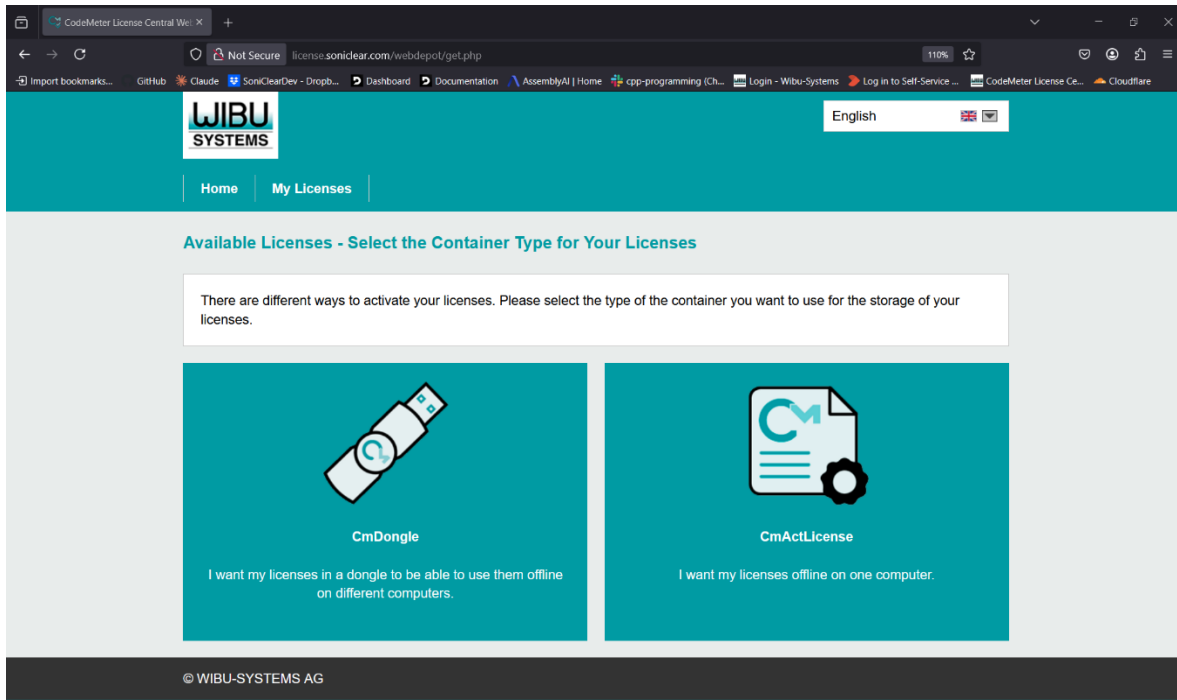
The CodeMeter keeps track of your permission to run the software. It also tracks the amount of transcription time available on your account. As you use the transcription service, minutes are deducted from the total stored in the CodeMeter license on your computer.

When you purchase RealTime 10 transcription minutes, you will receive a license that authorizes the software to run. That license includes transcription minutes to start using the transcription service. You can purchase additional transcription time when needed to add to the transcription balance on your computer.

The initial license and additional transcription time is delivered to you via a link to the SoniClear License Server. Clicking on the link will enable you to retrieve the license and transcription time. Note that you must have installed the software before clicking this

link.

Clicking on the SoniClear License Server link will display the license information for installation on your computer:



## Locking License to a USB Key

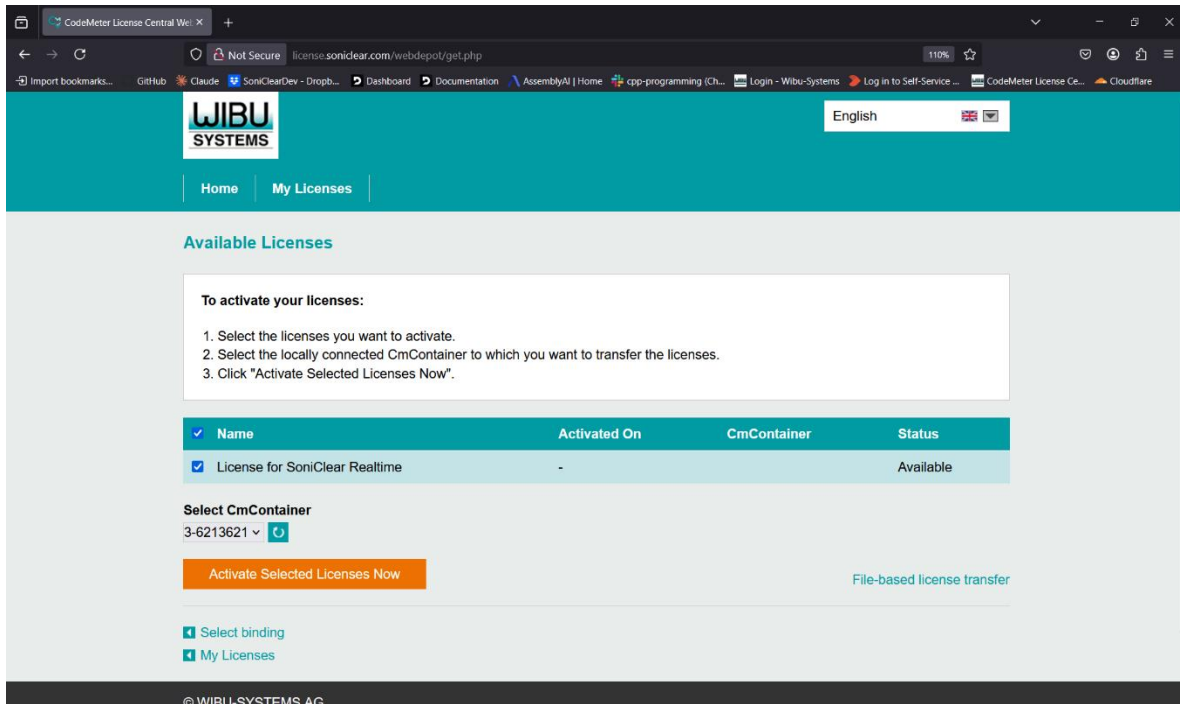
You have the option to lock the license to a SoniClear USB Key (the silver CodeMeter key, not the green HASP key). To place the license onto the USB Key, select the left option, “CmDongle”.

## Locking License to a Computer

If you do not have a SoniClear USB Key or prefer to lock the license to the computer, select the right option “CmActLicense”. Note that once the license has been transferred to the computer along with the initial transcription time, it cannot be moved to another computer at a later date.

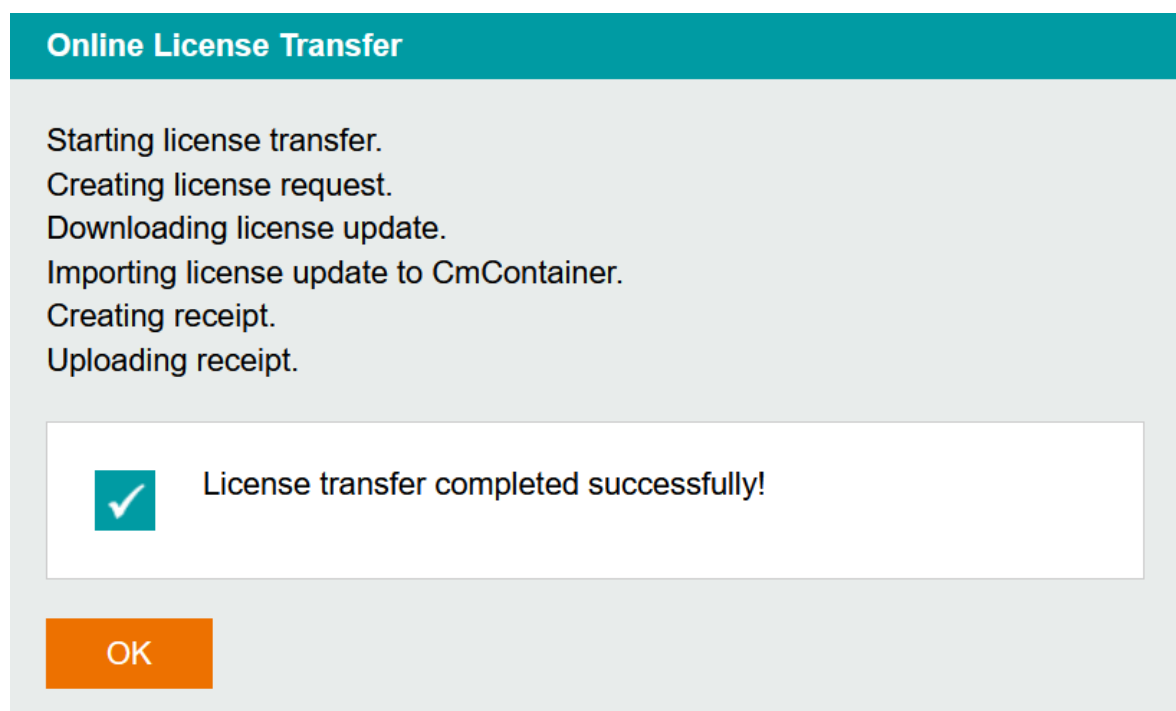
## Activate License

After selecting the license location the browser will display the Activate screen:



Click on the button “Activate Selected License Now”.

When the license installation is complete, it will display this screen:

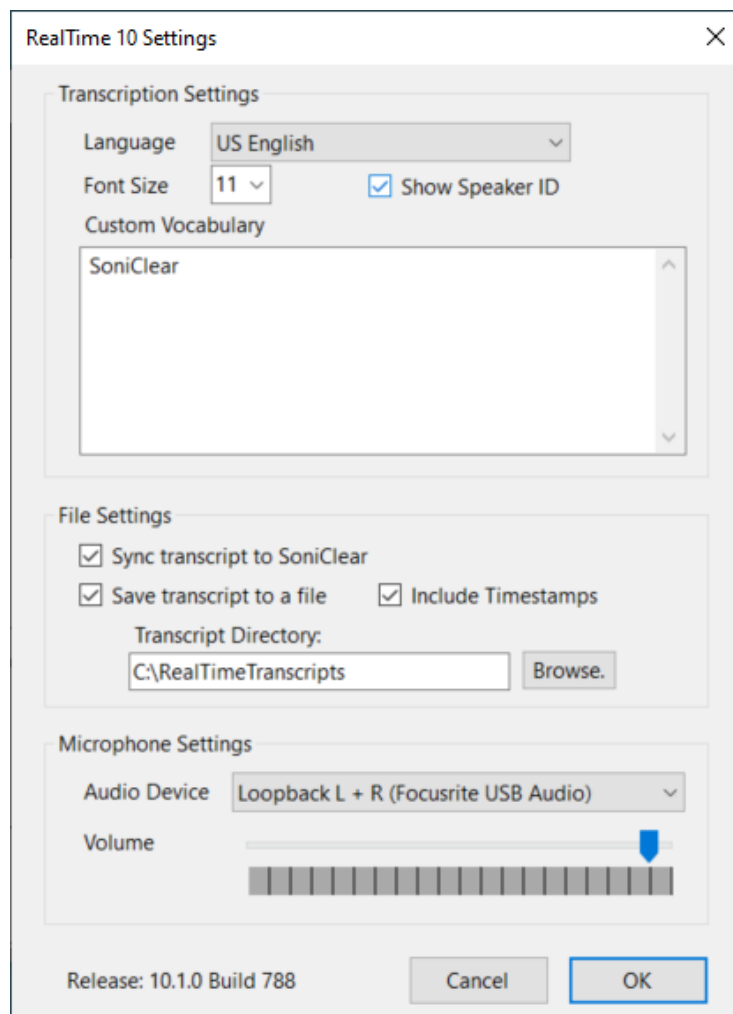


## Adding Transcription Time

Additional transcription time can be added to the license using same type of process. When you purchase the additional time, you will receive a link to the SoniClear License Server. Clicking that link will allow you add the additional time that has been purchased to the number minutes left on your existing license.

# Configuring the RealTime 10 Settings

Click on the Settings button to modify the software options:



## Language Selection

By default, US English will be selected for the language to be recognized by RealTime 10. To transcribe in a different language, select the required language before starting the transcription. Changing the language will reset the transcription and clear the speaker's identification order.

## Font Size

The font size of the transcription display text can be adjusted from 8 pt to 32 pt, as needed to be readable on various size screens. Default size is 11 pt.

## **Show Speaker ID**

When the Show Speaker ID option is selected, the speaker identification provided by the transcription service will be displayed on the screen and in the transcription text file. Default value is Unchecked.

## **Custom Vocabulary**

You can add up to 100 custom vocabulary words or phrases. These are used by the software to override the default interpretation of speaking in cases where special spelling or vocabulary are being transcribed. For example, it can be used to override the spelling of Smith with Smyth. The transcription process takes context into account in evaluating when the custom vocabulary words or phrases should be used in place of what would normally be transcribed. Because of this contextual process of deciding each word, there may be times when the system will still favor the default words over the Custom Vocabular words entered here.

## **Sync transcript to SoniClear**

Checking the option “Sync transcript to SoniClear” will cause the transcript text created by RealTime 10 to be sent to any SoniClear recording software product. When this option is enabled and SoniClear is recording, the transcription text will be copied into the recording in sync with the audio. Default value is Unchecked.

## **Save transcript to a file**

Checking the option “Save transcript to a file” will result in each line of text that is transcribed to be written to a transcription log text file in the Documents directory. This can be enabled along with the Sync transcript to SoniClear option. Default value is Unchecked.

Options are provided for controlling where the transcript is stored, and whether to include or exclude the Timestamps or Speaker ID fields. Unchecking the Include Speaker ID option will also remove that information from the screen.

## **Note: Displaying only to the screen**

If you leave the Sync transcript to SoniClear and Save transcript to a file options disabled, RealTime 10 will only display the transcribed text to the screen. When you close the program your transcription will not be saved.

## **Transcript Directory**

Enter the file folder to store the transcript file, when this feature is enabled. The default is the user Documents folder.

## **Microphone Settings**

Select the microphone or audio input source in the combo box field. The volume slider can be used to adjust the input level to ensure it is in a desirable range. Make sure the volume shown on the level meter is not too low, but also does not extend into the red range.

The microphone selections displayed in the Settings dialog are the devices available at the time the program started. If you add or removed audio devices while in the program, restart RealTime 10 to refresh the list.

## **Technical Support**

Contact your SoniClear dealer or view the SoniClear Support Page at [www.soniclear.com/support](http://www.soniclear.com/support) for technical support information.

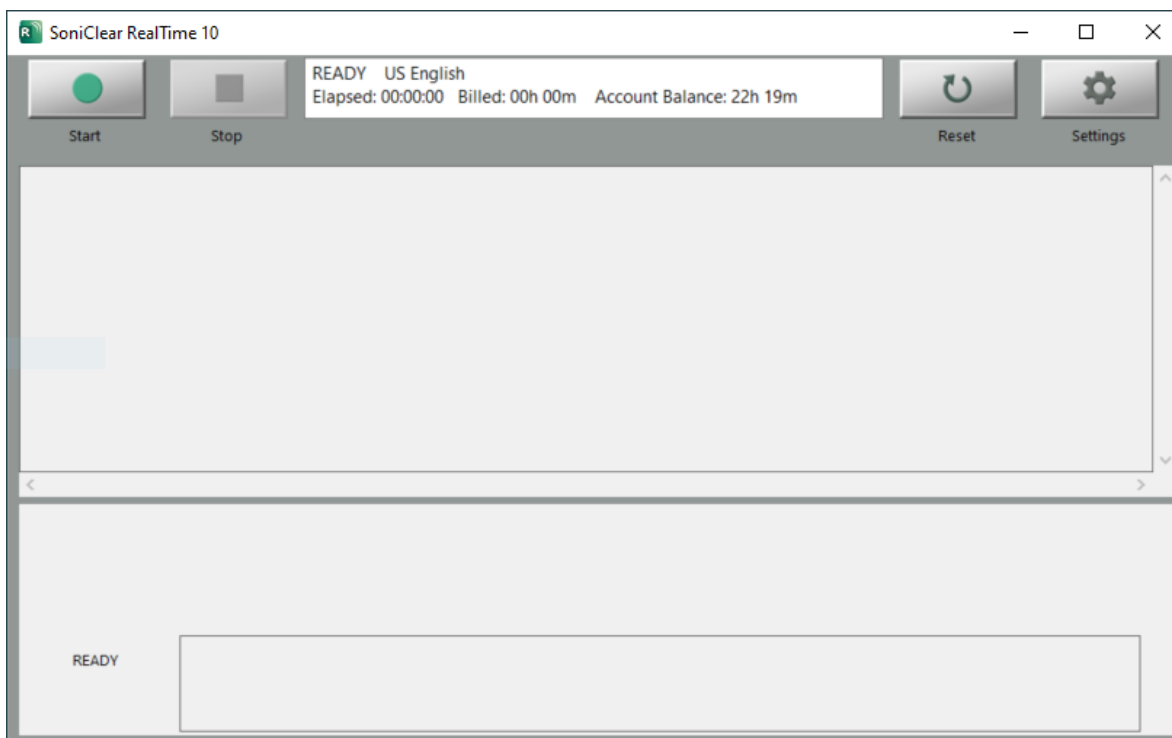
# Using RealTime 10

## Starting RealTime 10 Software

To start the RealTime 10 software after the license has been installed, click on the RealTime 10 link on the Windows desktop or from the Windows Start button.

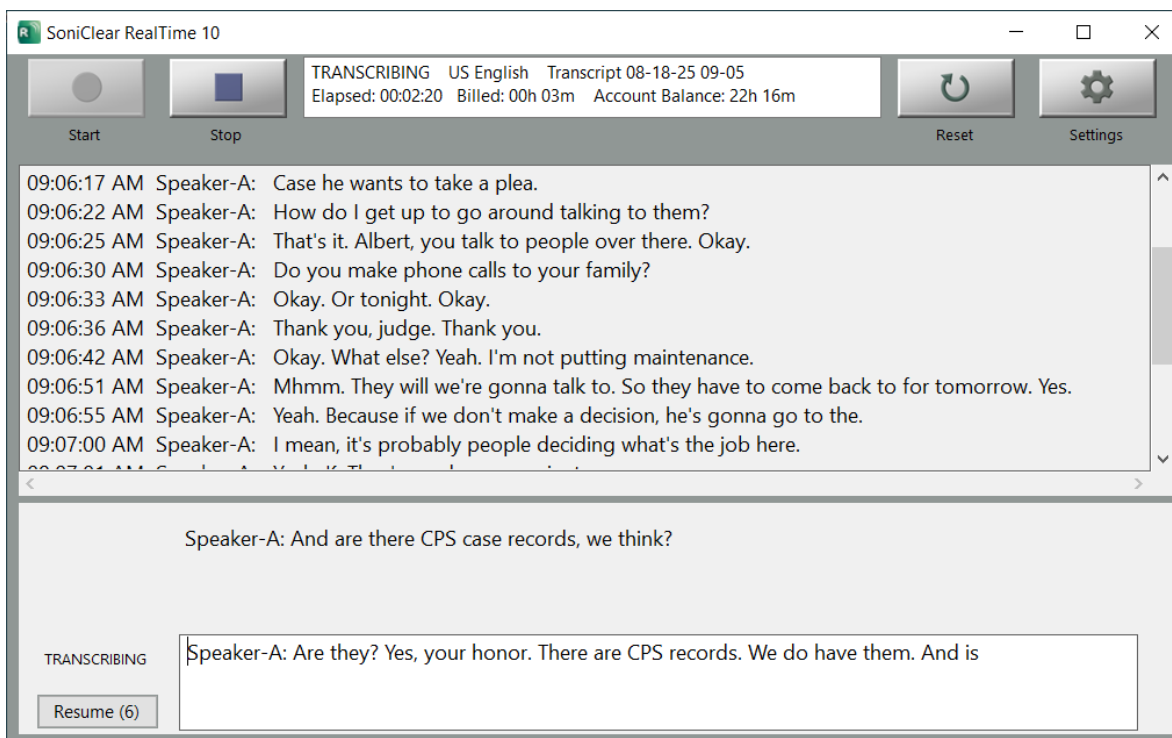


This will launch the software and display the main RealTime 10 window:



# Start Transcription

The real time transcription process can be started and stopped as often as needed. To start transcription, click the Start button. Transcription will begin when the Status field shows “Transcribing”, “listening” to the audio on the default Windows microphone device and displaying the text on the screen.



The text displayed at the bottom of the window is the “partial” transcription. This is constantly updated as the system improves the interpretation of what was said.

The space above the partial text display is a near-final transcript. This usually does not change but may change if the system hears additional information that leads to improving the text.

The main text window is the completed transcription text that will not change further. This is also the same text that is sent to the SoniClear recording software, if that feature is enabled.

While transcribing if you use the mouse scroll wheel to scroll the transcription text, the transcription will continue without being displayed. This allows you to review the transcription without stopping the transcribing process. The number shown in the button is the number of lines that are waiting to be displayed. To see the transcript displaying on the screen again, click the Resume button.

## Stop Transcription

To stop transcription, click the Stop button. This stops the transcription process (and stops charging for transcription). This action will retain the order in which speakers have been identified. When clicking Start again, the speaker identification will continue with this same order.

## Reset Transcription

You can reset the transcription process by clicking the Reset button. This will stop transcribing, clear the current transcription information from the screen, delete the speaker identification order, and start a new transcription log file (if that feature is enabled).

## Program Status Field

The Status field shows the status of software as it is running:

- Operating status, such as READY, TRANSCRIBING, and error conditions
- Language to translate
- Billing amount as the transcribing occurs
- Current Account Balance as the transcription time is deducted

For each minute of the audio that the program transcribes, the Account Balance is reduced by a minute until it reaches zero minutes left.

# Licensing Information

The terms of the SoniClear software license are controlled by the “click through” license accepted by the user at time of installation. A copy of the license agreement is installed in the software program directory in the file "license.txt". Any other licensing information provided to the customer is for review purposes only. For example, a sample of the SoniClear license agreement appears on the SoniClear Legal Page at [soniclear.com](http://soniclear.com). In the event of discrepancies between the license accepted by the user and terms published or otherwise provided to the customer for review, the specific terms specified in license.txt license file shall prevail.

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