



# **Tablet Recorder**

## **OPERATION GUIDE**

## **About This Manual**

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

- SoniClear Meeting Recorder 9
- SoniClear Gov Recorder 9
- SoniClear Gov Video Recorder 9
- SoniClear Court Recorder 9
- SoniClear Court Video Recorder 9

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# Using Tablet Recorder

## Overview

SoniClear Tablet Recorder is an integrated hardware and software system for recording meetings and administrative hearings. SoniClear software runs on a Microsoft Surface 3 or Microsoft Surface Pro 4 tablet computer running Windows 10 Professional.

The tablet computer allows the user to control the operation of the software using the touch screen or the included Type Cover keyboard. The system can also be used with an optional docking station that can connect to standard desktop keyboard, mouse, and monitor options.

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

## Turning System On and Off

Tablet Recorder is turned on using the power button on the upper left corner of the unit. It may be necessary to hold the button for several seconds to initiate the process of turning the system on.

Turning the system off can also be accomplished using the power button. This will put the computer in Sleep Mode. The system will continue to draw power from the battery at a slow rate while in Sleep Mode.

Holding the power button for several seconds while the unit is turned on will force the system to shut off completely. This is not recommended because it does not properly shut down Windows. Instead, to turn the system off entirely use the Windows 10 shutdown procedure: click or tap the Windows Start button and then select Power and Shut down on the menu.

## Docking Station

An optional docking station is available for the Tablet Recorder 9. See the directions supplied with the docking station hardware for detailed instructions.

## Using Built-In Microphone

Tablet Recorder is designed to use the built-in microphone, an external microphone, or an external audio interface. To record with the built-in microphone, do not plug in any external microphone or audio adapters before starting SoniClear. The internal microphone will be selected automatically. Using an external microphone is recommended if the internal microphone does not provide adequate coverage of the meeting room.

## Using the Samson GoMic USB Microphone

To use the Samson GoMic included with the Tablet Recorder, connect the microphone to a USB port on the side of the tablet computer, or to the docking station when the tablet computer is docked. In addition, set the pickup pattern on the GoMic using the selection switch on the side of the microphone (there are three options):

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

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

## Using the SC10 USB Microphone

To use the optional SC10 USB microphone, connect the microphone to a USB port on the side of the tablet computer or to the docking cradle when the tablet computer is docked. Up to 3 additional microphones can be attached to the SC10 base microphone for a total of 4 microphones.

## Using Voice Tracker Microphone

Tablet Recorder can be used with the Voice Tracker microphone, which is connected using the supplied Audio Technica USB Adapter. Follow the setup instructions included with the Voice Tracker microphone kit.

## Using USB Audio Adapters

Tablet Recorder can be used with any standard Windows-compatible audio interface plugged into the USB port. Typical USB adapters include the Audio Technica USB Adapter (included with the Voice Tracker microphone option), the MXL MicMate (included with the Sound Systems Interface Kit), or any other standard USB device, such as the Griffin iMic or Andrea USB adapter.

USB audio startup steps:

- Connect the audio interface cable to the tablet computer.
- Turn on the audio interface power switch (if any)
- Turn on the computer
- Log onto user account, if required.
- Run the SoniClear application from the desktop icon.

## USB audio shutdown steps:

- If currently recording, stop recording.
- Exit SoniClear.
- Disconnect the USB cable that connects the audio interface to the computer.
- Set the computer to sleep, or turn off the computer using the Windows Start button.

## Video Setup

For systems that include a video camera, the system will be configured to automatically record using the camera. Connect the camera to the Tablet Recorder computer using the supplied Ethernet cables. The camera is powered by an Ethernet power injector accessory, or by a powered Ethernet switch. The output of the injector or switch is

connected to the Ethernet jack on the Tablet Recorder hub device. It cannot be connected with the hub, because there is no Ethernet jack on the tablet computer itself. See the Video Recording Kit User Guide for additional information about video setup options.

## **Play Recordings**

Recordings can be played back using the built-in speakers of the tablet computer or headphones. Any headphone with 1/8" stereo plug can be used by plugging it into the headphone jack (the jack is located on the left side of the tablet).

For playback to a larger room, self-powered computer speakers can be connected to the headphone jack. SoniClear can also be configured to play recordings through some Bluetooth speakers. Consult with SoniClear for assistance with determining speaker compatibility and configuration.

# SoniClear Software Operation

For instructions on how to use the features of SoniClear 9 software, see the SoniClear User Guide included with the system. The User Guide is also available from the Help/SoniClear Help menu selection in the program, or online at the SoniClear website.

## Disk Storage Space

It is important to manage files created by the recording process, to ensure that the disk drive does not fill up. Completed recordings should be moved to other computers or permanent storage after they are no longer needed on the Portable Recorder.

Storage requirements for the available recording modes are as follows:

1 Channel WAV (“Meeting”)	158 Megabytes per hour
1 Channel CF3, (“Conference”)	22 Megabytes per hour
2 Channel WAV (“Meeting Stereo”)	316 Megabytes per hour
2 Channel MP3 (“Multichannel MP3”)	44 Megabytes per hour
Video (captured at 1080p)	1-2 Gigabytes per hour

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

Files can also be copied to the supplied USB Flash disk drive (included) using the Backup button. For Gov Recorder and Court Recorder, the Auto Backup and Auto Archive feature are also available to simplify management of files on the system. See the SoniClear Installation Guide for setting up this option.



# System Installation and Support

## Overview

Tablet Recorder is a pre-configured computer. No installation steps are required for the recording software. The computer is configured without a password. It is recommended that a user name and password are added to the computer for security, if it is going to be connected to a network.

The computer is covered by a warranty that provides for service at the factory and/or third party hardware service agreements. The software is covered by a separate one-year Support Service provided by SoniClear.

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

## Software and System Technical Support

One year of SoniClear Annual System Support Service is provided for the SoniClear Tablet Recorder. After the first year, the price for renewing Annual System Support Service is 25% of the original software purchase price.

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

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

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

## Hardware Warranty and Repair

The tablet hardware is covered by a 1 year or a 3 year Limited Warranty by Microsoft that includes service at their authorized mail-in repair facility. SoniClear does not provide hardware repair services. SoniClear will coordinate repair services and ensure proper installation of the SoniClear software installed on the computer, on customer request.

For technical support from SoniClear, contact us by phone at 626-584-9706, or email at [support@soniclear.com](mailto:support@soniclear.com). For technical support from Microsoft, refer to their support information at: [www.microsoft.com/surface/en-us/support](http://www.microsoft.com/surface/en-us/support).

## Tablet Computer Information:

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

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

Surface Tablet Model: \_\_\_\_\_

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

Warranty Period: \_\_\_\_\_

Default User Account Name: \_\_\_\_\_

Default User Account Password: \_\_\_\_\_

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

Optional Hardware Devices:	Serial Number
_____	_____
_____	_____
_____	_____