



SONICLEAR[®] Meeting Recorder 7

Digital
Recording
Software for
21st Century
Business

Affordable Software for Capturing,
Transcribing, and Sharing Valuable
Meeting Information

Save Time Every Day

Record, edit, and share important meetings with ease:

- ▶ Produce accurate meeting minutes faster
- ▶ Easy to use, just like a traditional tape recorder
- ▶ Take notes that are saved with the recorded audio
- ▶ Pre-load agenda and common phrases
- ▶ Reconstruct discussions from recordings quickly
- ▶ Hear even the softest voice with clear, digital audio
- ▶ Share recordings and notes on CD, free player included
- ▶ Post MP3 audio of recording on websites
- ▶ Record entire meeting without stopping, up to 12 hours
- ▶ No juggling cassette tapes

Improve Meeting Effectiveness

Use Meeting Recorder 7 digital recording as a part of business
"best practices" for effective business meetings:

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

Easy to Install and Use

Meeting Recorder 7 makes it easy to switch to digital recording. The software creates digital recordings on any Windows laptop or desktop computer. Within minutes anyone can start benefiting from the enhanced productivity that digital recording provides.



Meeting Recorder 7

Easy, affordable digital recording software for enhancing communication and increasing efficiency.

Digitally record, manage and publish important verbal information:

- Board Meetings
- Project Planning Meetings
- Conferences and Seminars
- Sales Presentations
- Interviews
- Training Sessions



Meeting Recorder 7 Key Features

User Interface

- Simple tape recorder-style user interface
- Easy to learn and operate
- Adjustable window layout for large displays
- Optional larger fonts for easier reading

Recording

- Monitor audio while recording to ensure quality
- Industry-standard recording format options
- Automatic USB audio detection and selection
- Optional VoiceBoost audio enhancement
- Accurate metering and low volume detection
- Recording time elapsed indicator
- Time remaining in file indicator
- CPU load monitoring for error-free recordings
- Positions to end of file when resuming recording
- File deletion protection (read-only file status)

Note Taking Automation

- Fast note taking
 - Creates notes automatically while typing
 - Add agenda items selecting from a list
 - Add agenda items using foot pedal commands
 - Add Markers selecting from a list
 - Add Markers using function keys
- Preload agenda items before meeting
- Edit, store and recall agenda templates
- Import existing agenda items from a text file
- 24 Markers (frequently used words or phrases)
- Add, edit, delete, search notes while recording
- Add, edit, delete, search notes during playback
- Notes have elapsed and time-of-day timestamp
- Export notes for editing in a word processor
- Mark off-the-record items to exclude from archive
- Mark clerical notes to exclude from archive

Transcription Support

- Transcribe from WAV or MP3 files
- Notes are highlighted in sync with playback
- VoiceBoost audio filtering for hard to hear voices
- Slow down playback without pitch shift
- Speed up playback without pitch shift
- Optional hardware USB Foot Pedal
- "Virtual" Foot Pedal using assignable keystrokes
- Toggle playback channel using foot pedal
- Use notes to locate sections for transcription
- Digital clarity for easier transcription
- Zoom playback positioning in large files

File Editing

- Easily extract sections of recording
- Audio and text indicator to discourage tampering
- Save edits in MP3, WAV or CF3 format

PowerPoint Production

- Record voice tracks for studio-quality sound
- VoiceBoost enhancement for greater presence
- Restart feature for easy correction
- Split live presentations into tracks for each slide
- Standard WAV or MP3 files import into PowerPoint

File Processing

- User-specified default location for storing files
- Move recording files using CD, LAN or Internet
- Store 25 hours on DVD in WAV format
- Store 4 hours on CD in WAV format
- Import from standard MP3 Format
- Export to standard MP3 Format
- VoiceBoost enhancement while importing
- VoiceBoost enhancement while exporting
- Append multiple recordings together
- Damaged file repair in event of power failure

Floating License System

- One software license stored on included USB Key
- USB Key can be used to authorize software
- Optionally lock license to single computer

Export to CD Format

- Multiple CD format options:
 - Archive Data CD
 - Audio CD
 - MP3 Data CD
- Easily remove off-the-record sections
- Automatically divides into tracks using notes
- Up to 30 hours of recording in Archive format
- Archive CD includes free SoniClear Player
- Set Audio CD disk length to 60, 70 or 80 minutes
- Automatically splits into multiple disks as needed
- Optional "pre-roll" overlaps across disks

Hardware Requirements

- Windows XP or Vista Operating System
- Laptop or desktop computer
- 1.5 GHz or faster processor
- 158 MB per hour disk space for recording
- 22 MB per hour space for MP3 archive files
- DVD Burner or portable disk drive recommended
- Audio Interface
 - Any standard Windows soundcard or chip
 - Any standard USB audio device
 - Any Firewire audio device with WDM driver

Product Part Number

- MR7FL1 1 Floating software license w/ USB Key

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