



## Meeting Recorder 9

**Replace Aging Cassette 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**

### Record Meetings and Planning Sessions

Meeting Recorder 9 is designed for board secretaries, clerks, and business managers who regularly attends formal meetings. Meeting Recorder 9 provides instant recall of any meeting detail, speeding 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

Meeting Recorder 9 captures clear digital audio while being simple to run, just like a tape recorder. Replace cassette recorders easily with SoniClear. Install SoniClear software on a Windows computer, plug in the microphone, and click Record.



#### Meeting Recorder 9 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



#### No More Tape Worries

No need to switch tapes at meetings. Records up to 12 hours continuously.



#### Archive and Share Recordings

Share recordings on a CD for review by meeting participants.

## Meeting Recorder 9 Key Features

### Save Time Every Day

Meeting Recorder 9 makes it easy and affordable to capture meeting information in high-quality digital audio recordings.

- ▶ Easy to use, just like a cassette tape recorder
- ▶ No more juggling cassette tapes
- ▶ Hear even the softest voice with digital audio
- ▶ Fast note taking to highlight important events
- ▶ Export notes to formatted Word document
- ▶ Pre-load agenda and common phrases
- ▶ Point and click to share meetings on network
- ▶ Use CDs for storage and duplication
- ▶ Create meeting minutes faster and easier
- ▶ No more juggling cassette tapes

### 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 9 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 8 uses industry-standard digital audio files for reliable, permanent storage.

### Product Part Numbers

- MR9FL1 1 Floating License

### User Interface

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

### 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
- 24 Markers (frequently used words or phrases)
- Export notes to formatted Word document

### Transcription Support

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

### CD Duplication

- Create files for burning to CD
- Up to 30 hours of recording on an Archive CD
- Playback using SoniClear Player or MP3 Player

### File Editing

- Easily extract sections of recording
- Original recording is not modified
- Save edited recording in MP3 or WAV format

### File Processing

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

### Hardware Requirements

- Windows 7, Windows 8.1, or Windows 10
- Laptop or desktop computer
- 1.5 GHz or faster processor
- Disk space for recording, 158MB/hr (22MB/hr MP3)
- DVD Burner or portable disk drive recommended
- Standard internal audio or external audio interface

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## SoniClear

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