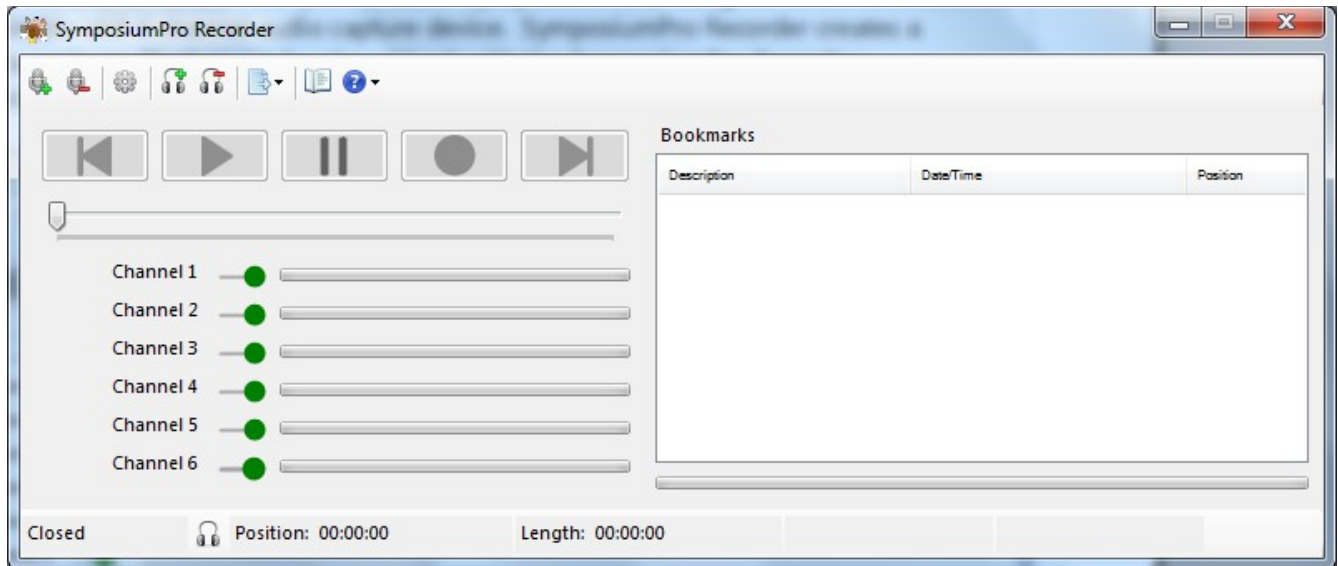


SYMPOSIUM PRO RECORDER

SymposiumPro Recorder is a multichannel audio recorder that can be used for court, conference, depositions, or many other uses. SymposiumPro is designed to be used with the JAVS Nimble or P306 USB 6 channel audio capture devices but has been successfully used to capture and play audio using a DSP connected to a USB port on the PC that SymposiumPro is installed on. SymposiumPro Recorder creates a multichannel wav file that can be played back with the SymposiumPro Recorder, SymposiumPro Player, and many other audio file players.



REQUIREMENTS

Operating System: Windows 7 PRO SP1 or newer desktop PRO Operating System

Processor: Intel Core i5 or newer

RAM: 12 GB minimum 16 GB recommended

Disk and Space: SSD drive with 10 MB for installation plus space for audio file storage

USB: 2.0 or higher

Audio Capture Device : JAVS Nimble or P306 Audio Interface (1-6 channels) , onboard recording device (1-2 channels), or compatible DSP

Foot Pedal: IN-USB, IN-DAC, IN-ICE (if playback using foot pedal is needed)

Because of the inherent demand of recording multi-channel audio SymposiumPro Recorder should be installed on a dedicated PC or laptop.

Starting with version 1.0.2.0 you can select an audio capture device other than the JAVS Nimble or P306 but can only record two channels. If SymposiumPro Recorder is not registered you can only record for five minutes continuously. This feature is to allow you to download, install, and try SymposiumPro Recorder. SymposiumPro Recorder is not guaranteed to work with audio capture devices other than the JAVS Nimble or P306. SymposiumPro must be registered, contact Digital Accessories Corporation for a full license.

SYMPOSIUM PRO RECORDER FEATURES

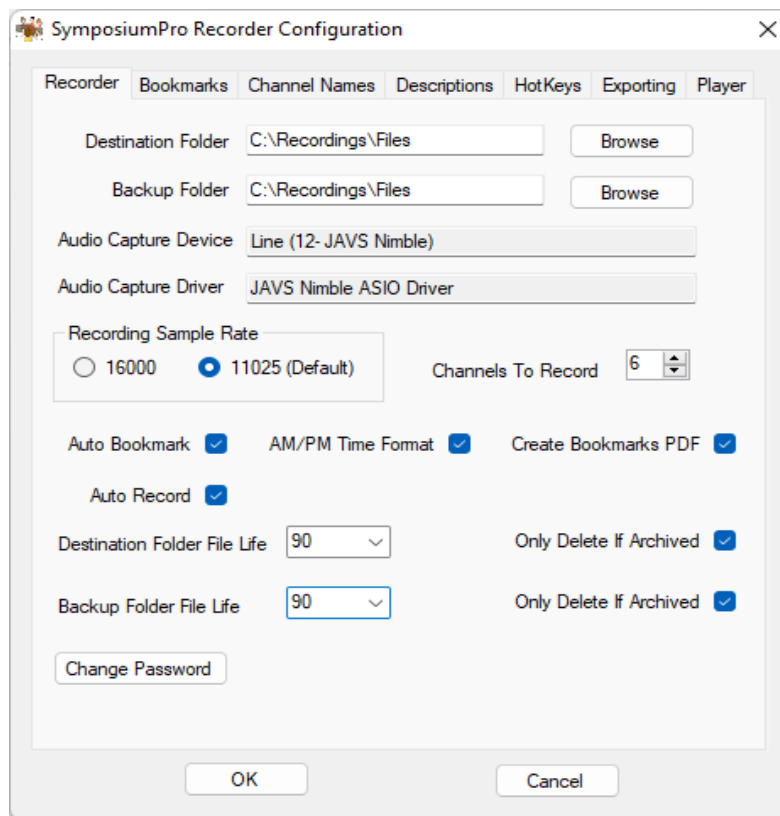
- *Records 1-6 channels into multichannel wav file when using the JAVS Nimble or P306 audio device, onboard record/playback devices, or can be configured to record and playback from/to compatible DSPs if drivers are available.
- *Set bookmarks from predefined list which allows quick playback of specific position in the recording.
- *Set extended bookmarks (longer meaningful description) on-the-fly.
- *Edit bookmark after creating.
- *Settable Global Hot Keys for predefined and extended bookmarks.
- *Settable Hot Keys for Setup New Recording, Close Recording, Start Recording, Pause Recording and Quick Close and Setup New Recording.
- *Set a bookmark by clicking the channel name.
- *Optional PDF file creation of recording session bookmarks.
- *Individual record volume modulation indicators.
- *Individual muting of microphones when using the JAVS Nimble or P306 microphones.
- *Monitor recorded audio while recording is ongoing with or without a delay.
- *Built in multichannel player that can use several different USB foot pedals for control.
- *Naming of channels (Judge, Defense, Prosecution, etc) which also gets displayed on the built-in Player or the separate SymposiumPro Player.
- *Muting of individual channels during record playback (read back) or transcription playback.
- *Four different recording sample rates.
- *Selectable folder for automatic backup of recording after recording is closed.
- *AM/PM or 24 hour time format for bookmarks.
- *Optional automatic bookmarks of recording open, start, stop, and close.
- *Exporting of recording to selectable folder with same or different (lower) sample rate.
- *Exporting of individual selected channels of a recording at same sample rate.
- *Exporting of a section of a recording with same sample rate.
- *File naming of recordings with preset selectable descriptions of the recording.
- *Resizing up to 130% of main form.
- *Retains last form size and screen position when closed.
- *Auto record option when using Quick Close and Setup New Recording Hot Key.

CONFIGURATION

Click the Configuration Settings button to open the configuration form. The first time you enter the Configuration or if a Password has not been set you will be prompted to enter a Password. A password is needed to make changes to the File Life settings and the Recording and Export Sample Rates. The OK button saves any changes to the Configuration, the Cancel button disposes of any changes to the Configuration.



Configuration Recorder Tab



The screenshot shows the 'SymposiumPro Recorder Configuration' dialog box with the 'Recorder' tab selected. The dialog has several tabs: Recorder, Bookmarks, Channel Names, Descriptions, HotKeys, Exporting, and Player. The 'Recorder' tab contains the following settings:

- Destination Folder:** C:\Recordings\Files (with a 'Browse' button)
- Backup Folder:** C:\Recordings\Files (with a 'Browse' button)
- Audio Capture Device:** Line (12- JAVS Nimble)
- Audio Capture Driver:** JAVS Nimble ASIO Driver
- Recording Sample Rate:** Radio buttons for 16000 and 11025 (Default) (selected)
- Channels To Record:** 6 (with a spinner box)
- Auto Bookmark:** Checked
- AM/PM Time Format:** Checked
- Create Bookmarks PDF:** Checked
- Auto Record:** Checked
- Destination Folder File Life:** 90 (dropdown menu)
- Only Delete If Archived:** Checked
- Backup Folder File Life:** 90 (dropdown menu)
- Only Delete If Archived:** Checked
- Change Password:** Button

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

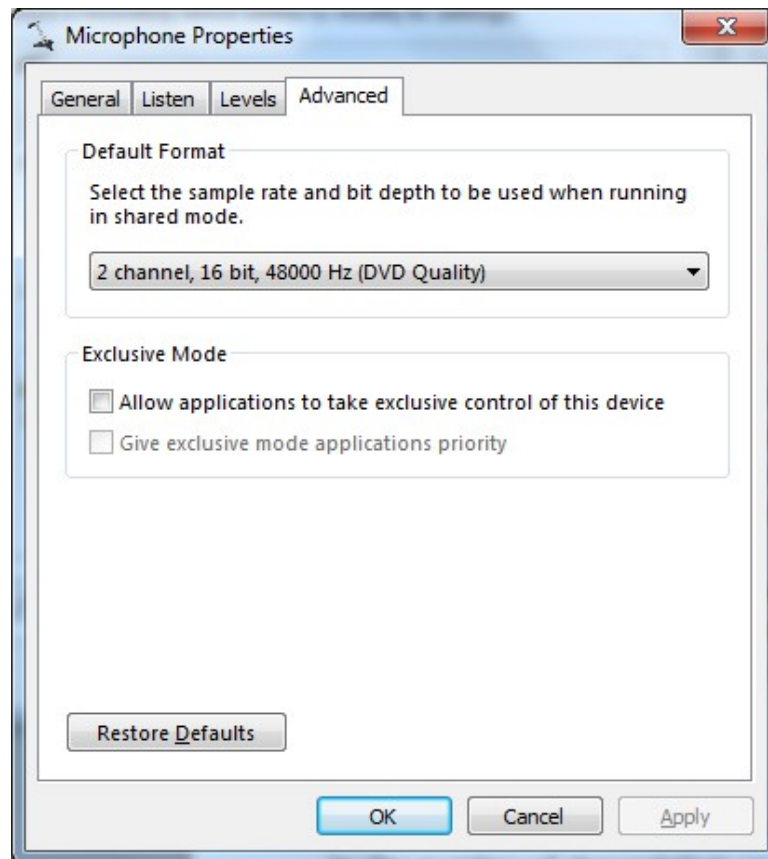
Destination Folder – Folder where your recording and bookmark files will be created.

Backup Folder – Folder where a backup copy of your recording will be copied when the recording is closed.

Audio Capture Device – this is the sound card you want to use to record. Starting with version 1.0.2.0 you can select an audio capture device other than the JAVS Nimble or P306 but can only record two channels. If SymposiumPro Recorder is not registered you can only record for five minutes continuously. SymposiumPro Recorder is not guaranteed to work with

audio capture devices other than the JAVS Nimble or P306.

When using an audio capture device other than the JAVS Nimble or P306 the Audio Capture Device Default Format in Control Panel->Sound->Recording->Microphone Properties->Advanced->Default Format (sample rate) should be set to 16 bit 48000 Hz.



Channels To Record – this is the default setting for the Setup New Recording dialog. Set this to the number of channel that you would normally record.

Recording Sample Rate – The sample rate of the wav file. The higher the sample rate the larger the file size. You must enter a Password to change this setting.

Auto Bookmark – If checked then all open, close, start, and stop events will be bookmarked.

Use AM/PM Time Format – If checked all bookmarks will show AM/PM time format otherwise they will be displayed in a 24 hour format.

Create Bookmarks PDF – If checked a PDF of the bookmarks will be created for each recording which can be sent along with an exported recording session to someone using a standard player (not the SymposiumPro Player) to allow them to easily find the location of the

bookmarks.

Auto Record – If checked and Quick Close and Setup New Recording Hot Key is used the recording will automatically start. This feature could be used to quickly create separate recordings like hearings where you might be ending a hearing and quickly moving to another but want to separate them into individual recordings.

Destination Folder File Life – Life of the recording file in the Destination folder. Default is Forever but can be changed to 30 or more days. You must enter a Password to change this setting.

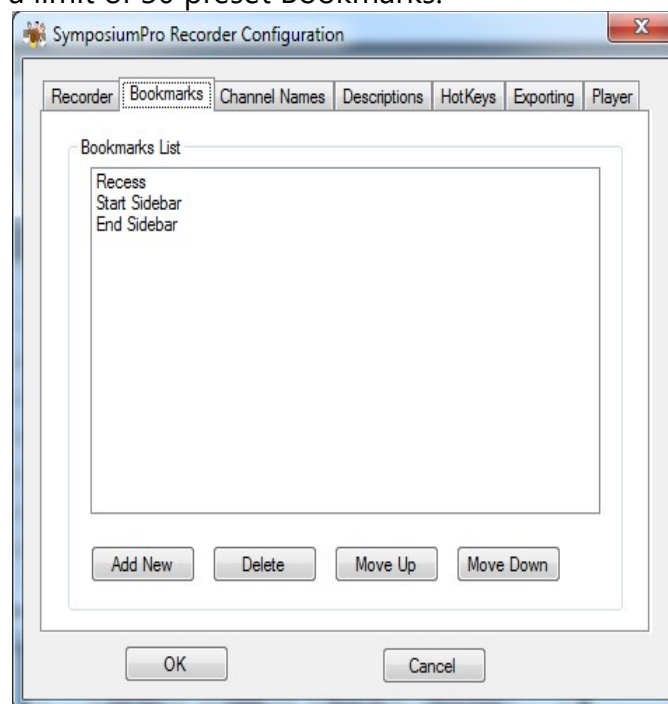
Backup Folder File Life – Life of the recording file in the Backup folder. Default is Forever but can be changed to 30 or more days. You must enter a Password to change this setting.

Only Delete If Archived – There is a check box for Destination Folder and Backup Folder. If Only Delete If Archived is checked then files will not be deleted unless the files Archive attribute (File is ready for archiving) has been unchecked.

Change Password - Allows you to change the current password or set a Password if it has not been set. You must know the current password if it has already been set.

Configuration Bookmarks Tab

Bookmarks are used to mark a recording so it easy to go back to that position in the recording and play the audio starting at that position. Bookmarks in the Configuration have a limit of 20 characters and there is a limit of 30 preset Bookmarks.



Add New – Allows you to add a new preset Bookmark.

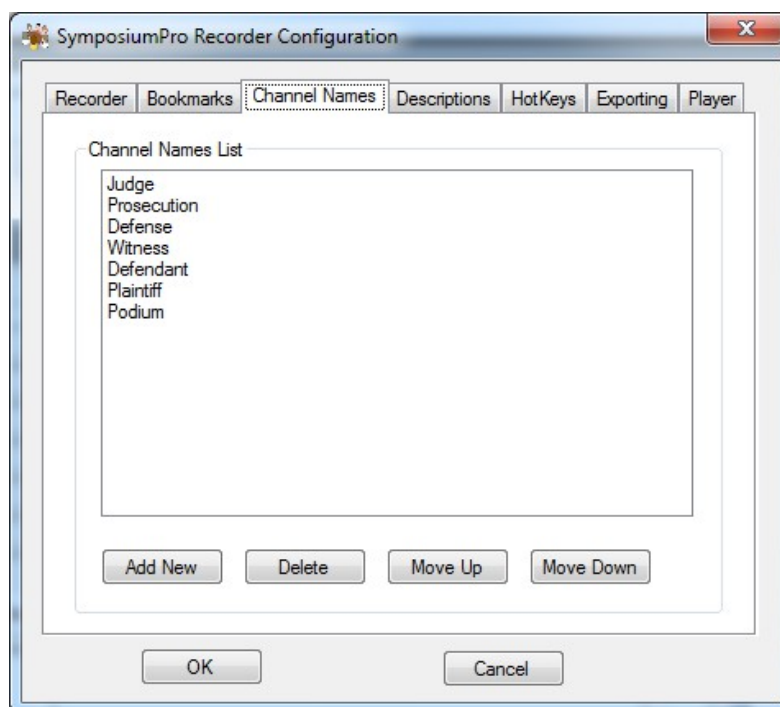
Delete - Allows you to delete an existing Bookmark by selecting the Bookmark in the list and clicking the Delete button..

Move Up – Moves a selected Bookmark up. Doing so changes the order that bookmarks are presented when adding a bookmark to a recording.

Move Down – Moves a selected Bookmark down. Doing so changes the order that bookmarks are presented when adding a bookmark to a recording.

Configuration Channel Names Tab

Channel Names are used to add a descriptive name to a channel on the main form instead of Channel 1, Channel 2, etc. Channel Names are limited to 12 characters and there is a limit of 30 Channel Names.



Add New – Allows you to add a new Channel Name that can be used.

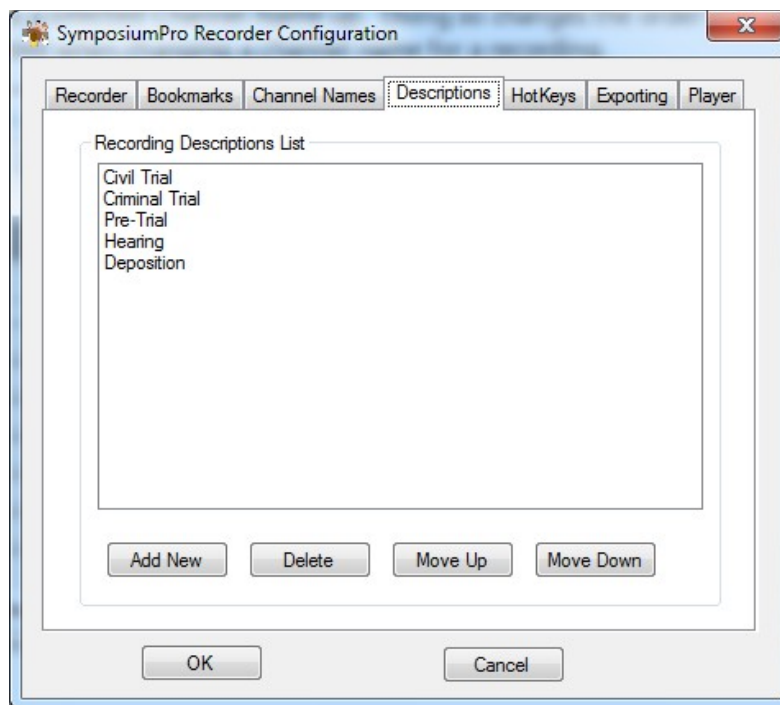
Delete - Allows you to delete an existing Channel Name by selecting the Channel Name in the list and clicking the Delete button.

Move Up – Moves a selected Channel Name up. Doing so changes the order that channel names are presented when changing a channel name for a recording.

Move Down – Moves a selected Channel Name down. Doing so changes the order that channel names are presented when changing a channel name for a recording.

Configuration Descriptions Tab

Descriptions are used when naming a recording session in the Setup New Recording dialog. You can select one of the preset Descriptions and then add other text to uniquely name a recording. Preset Descriptions are limited to 20 characters, in the Setup New Recording dialog the total length of a Recording Description is 50 characters. Characters that are invalid in a file name will are not allowed.



Add New – Allows you to add a new Description that can be used.

Delete - Allows you to delete an existing Description by selecting the Description in the list and clicking the Delete button.

Move Up – Moves a selected Description up. Doing so changes the order that description are presented when naming a recording session.

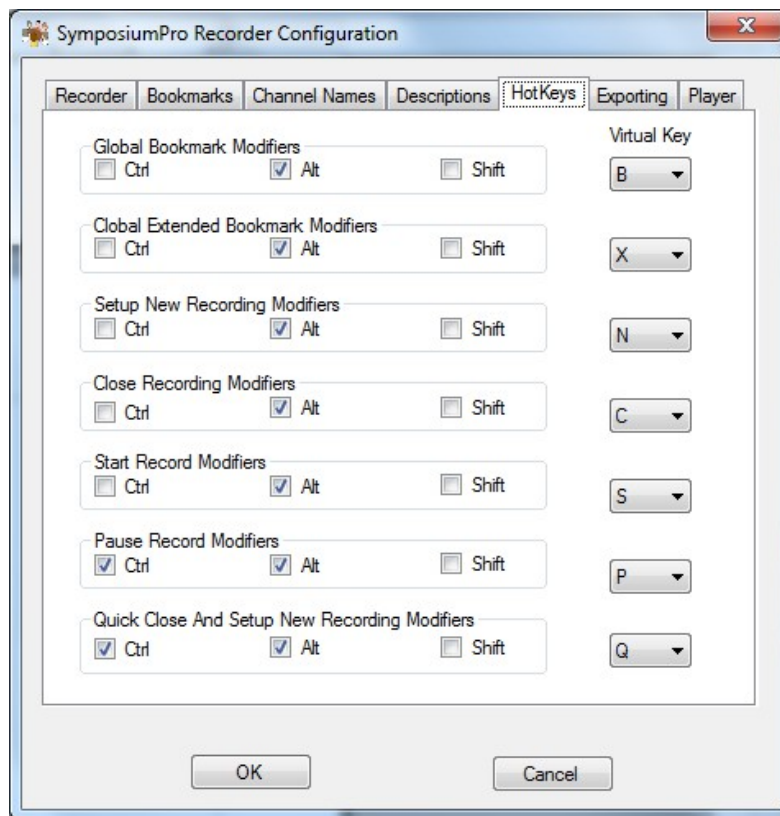
Move Down – Moves a selected Description down. Doing so changes the order that descriptions are presented when naming a recording session.

Configuration Hot Keys

You can setup global hot keys for adding Bookmarks and Extended Bookmarks. A global hot

key allows you to use the hot key even if the SymposiumPro Recorder is not in focus. You can select up to two Modifiers and one Virtual Key (A-Z) for each.

The other hot keys (Setup New Recording, Close Recording, Start Recording, Pause Recording, and Quick Close and Setup New Recording) are for use when the SymposiumPro Recorder is in focus. The Pause Recording and Quick Close and Setup New Recording require two Modifiers to be selected to reduce the possibility of a recording being inadvertently paused.



Global Bookmark – Will display the Add Bookmark dialog if selected even if Symposium Recorder is minimized.

Global Extended Bookmark – Will display the Add Extended Bookmark dialog if selected even if Symposium Recorder is minimized.

Setup New Recording – Allows you to setup a new recording as if you clicked the Setup New Recording icon on the tool bar.

Close Recording - Allows you to close a recording as if you clicked the Close Current Recording icon on the tool bar.

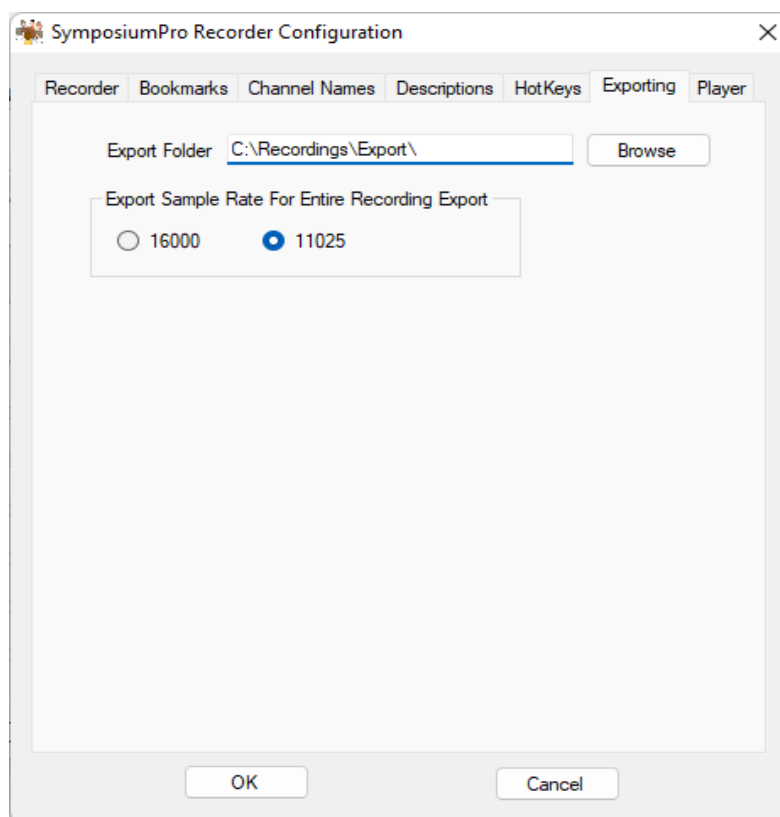
Start Recording - Allows you to start a recording as if you clicked the red Record button on the SymposiumPro Recorder.

Pause Record – Allows you to pause a recording that is in progress. This hot key requires that two modifiers to be selected so as to keep you from inadvertently stopping a recording.

Quick Close And Setup New Recording – Allows you to quickly close a recording, setup a new recording, and if Auto Record is checked in the configuration SymposiumPro will start recording automatically. This hot key requires that two modifiers to be selected so as to keep you from inadvertently stopping a recording.

Configuration Exporting Tab

There are three options for exporting – Export Entire Recording, Export Selected Channels, and Export Section of Recording. All export options export the files to the Export Folder. Export Entire Recording will export the file with the same or a lower sample rate depending on the setting of the Export Sample Rate and will also copy the bookmark files to the Export Folder.

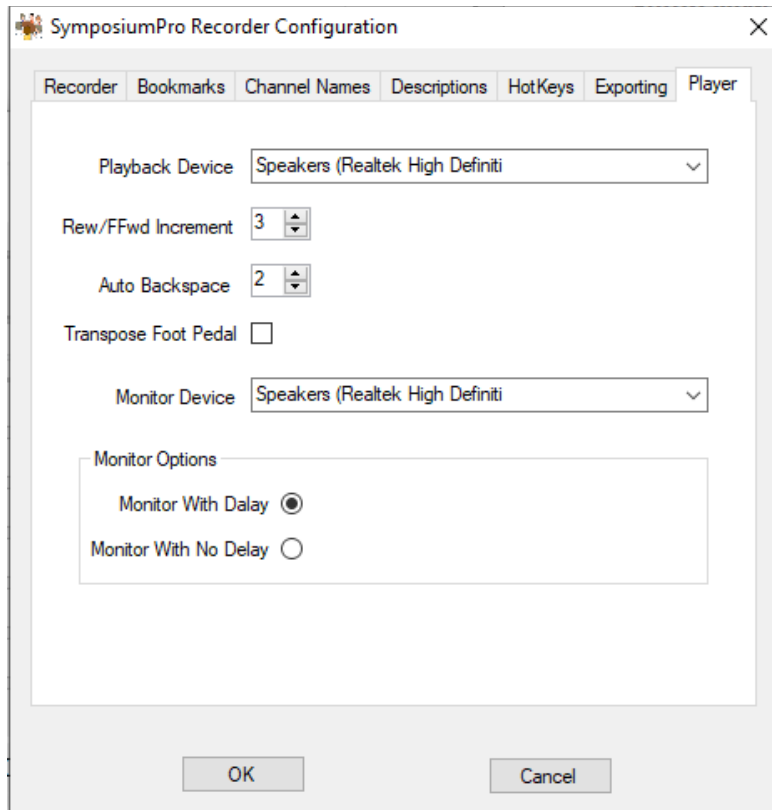


Export Folder – The folder that you want the recording file exported.

Export Sample Rate – The sample rate of the exported file if exporting the entire recording.

This can be the same or a smaller sample rate of the original. If you select a higher sample rate than the original the recording will be exported with the original sample rate. The lower the sampler rate the smaller the size of the exported wav file. You must enter a Password to change this setting.

Configuration Player Tab



Playback Device – Allows selecting the playback device for which to play audio through headset or speakers.

Note: If you only hear two channels of a recording that has more than two recorded channels you may need to enable Virtual Surround or Spatial Sound in the properties of your playback device. You can check for those in Control Panel → Sound → Playback Tab → Select Your Playback Device → Select Properties. The Virtual Surround or Spatial Sound setting may be located on the Enhancements or Advanced tab and the name may vary with different playback devices.

Rew/FFwd Increment – Number of seconds to increment when rewinding or fast forwarding with a foot pedal.

Auto Backspace – The number of seconds to rewind when the foot pedal play pedal is released.

Transpose Foot Pedal – Swaps the foot pedal rewind and play pedals.

Monitor Device – Allows selecting the playback device for which to monitor recordings.

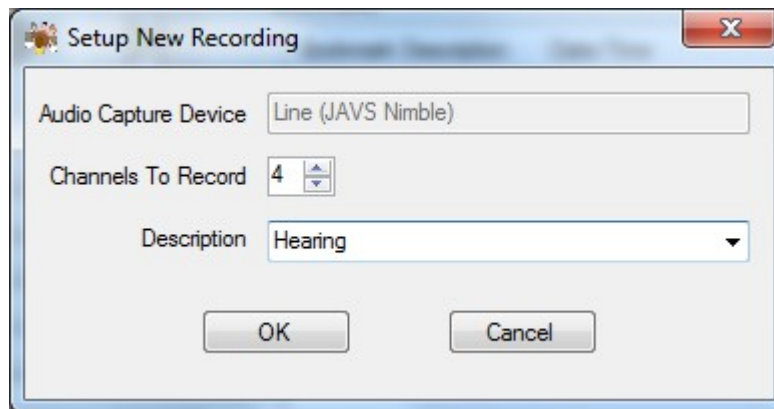
Monitor Options – You can monitor a recordings audio that has been already written to the drive (Monitor With Delay) or before it is written to the drive (Monitor With No Delay). Monitor With No Delay may not work with all recording/playback devices. You may also hear a slight delay depending on the size of the buffers.

STARTING A NEW RECORDING



To start a new recording click the Setup New Recording button on the SymposiumPro Recorder main form. You will be presented with the Setup New Recording dialog.

Setup New Recording Dialog



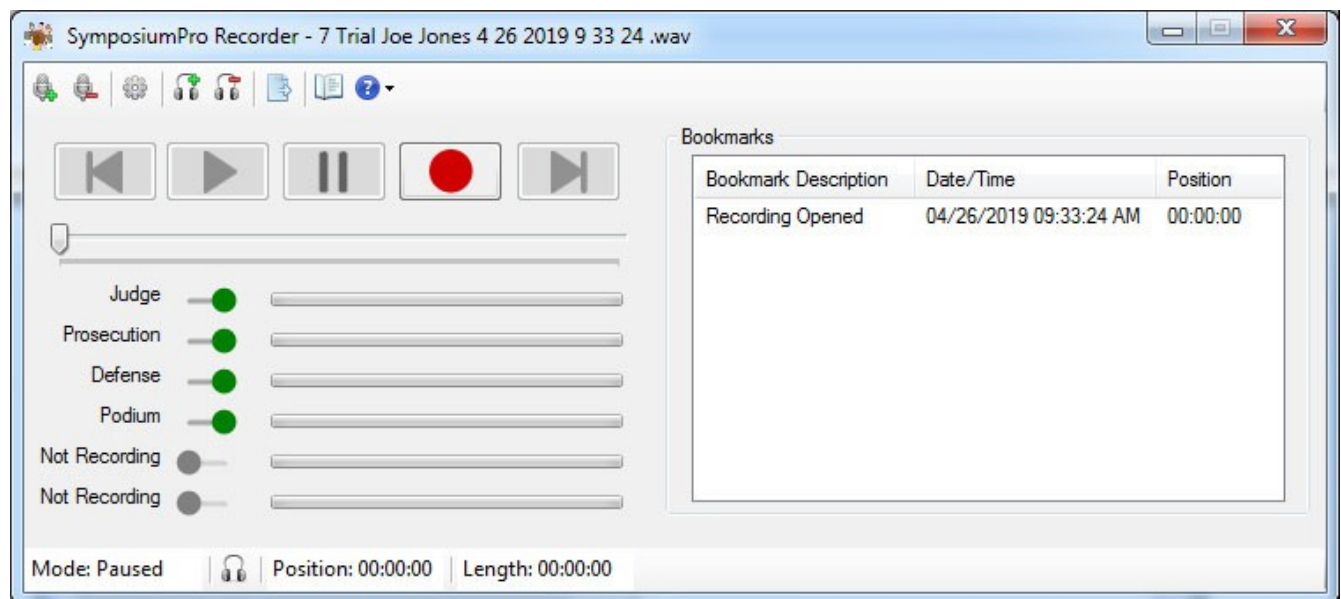
Audio Capture Device – Displays the audio capture device that is set in the configuration. Starting with version 1.0.2.0 you can select an audio capture device other than the JAVS Nimble or P306 but can only record two channels. If SymposiumPro Recorder is not registered you can only record for five minutes continuously. This feature is to allow you to download, install, and try SymposiumPro Recorder. SymposiumPro Recorder is not guaranteed to work with audio capture devices other than the JAVS Nimble or P306.

Channels – Allows you to select the number channels to record. The number of channels that is initially displayed come from the Channels To Record setting on the Configuration Recorder tab. If an Audio Capture Device other than the JAVS Nimble or P306 is selected the Channel To Record will be limited to two channels.

Description – The Description is your description of this recording. The drop down allows you to select one of the preset Descriptions set on the Configuration Descriptions tab and then add additional text to further describe this recording. If you select a Description from the drop down it automatically remembered and be selected for the next recording. Your Description will be used along with a automatically generated incrementing number and the current date and time to name the recording file.

After selecting the number or channels and entering a Description click the OK button and a new recording will be opened with the file name at the top of the form. Any channel names previously set will be displayed. If Auto Bookmark is checked on the Configuration Recorder tab a bookmark will be displayed in the Bookmarks list. You are ready to begin recording.

Recording Session Opened



CONTROL BUTTONS

Record



To start recording simply click the red Record button. The modulation indicators should show the level of audio for channel's microphone. Use the Nimble configuration tool to increase/decrease the record volume for each channel. If you change position in the recording and click the Record button to start recording again SymposiumPro recorder will skip to the end of the recording first so previous recording will not be overwritten.

Pause



To pause recording or playback simply click the Pause button (2 vertical lines). Once paused you can:

Change the position in the recording using the track bar.

Play the recording if not at the end.

Skip to the Beginning of the recording.

Skip to the End of the recording.

Continue recording, SymposiumPro Recorder will skip to the end of the recording first.

Play from a previously set bookmark.

Close the recording.

Play



You can Play the recording after you have paused the recording and changed the position using the track bar. You can also Play from a bookmark once the recording is paused. When playing back you can mute individual channels by turning off the switch to the right of the channel name.

Skip To The Beginning



Click the Skip To The Beginning button while in pause to skip to the beginning of the recording.

Skip To The End



Click the Skip To The End button while in pause to skip to the end of the recording.

Close Recording



Click Close Recording while in Pause to close the current recording.

Open File Player



Click Open File Player to browse to and open a previous recording. The Recorder must be closed to open the file player. The Bookmarks list will populate with any bookmarks for this recording and the channels will show the channel names if set when the file was recorded. Playback can be controlled by the buttons or any IN-USB, IN-DAC (INet pedal) , or IN-ICE (IChannel Express pedal). You can right click on any selected Bookmark and select Play From Selected Bookmark to skip to the position of the bookmark and play.

Close File Player



Click Close File Player to close a currently opened file in the player.

Export Options



Export Current Recording

Allows you to export the current recording to a selectable location. The recording must be Paused when exporting the current recording. This is intended to allow partial exporting of a recording during breaks or recesses. You will have to wait for this process to finish before continuing to record. Be aware that any subsequent exporting of the same current recording to the same destination folder would overwrite the previous export of the recording since the filename will still be the same.

Export/Copy Entire Recording

Click Export/Copy Entire Recording to select a file to export to the folder as set in the Configuration Exporting tab. If multiple files are selected no attempt to resample will be made. If a single file is selected the recording will be exported at the selected sample rate as long as the selected sample rate is less than it is already recorded. If available the recordings bookmark XML and PDF files will also be copied. If the resultant size of the exported file is

greater than 4GB the recording will not play correctly in most other medial players but will in the SymposiumPro players. If you need the recording to play in other media players you would need to split the recording into sections using Export Section of Recording to create files smaller than 4GB. Choosing a lower Recording Sample Rate and Export Sample Rate will help to circumvent this issue.

Export Selected Channels of Recording

Click Export Selected Channels of Recording to export one or more channels of a recording into separate files at the same sample rate of the original recording. You will select the file you would like to export and then select which channels you would like to export. The selected recordings channels will be written to the Export Folder as individual files. The exported file from exporting of a single channel could be run through a voice to text application such as Dragon to get a transcript of that one channel.

Export Section of Recording

To export a section of a recording session first open the recording session in the built in File Player. Next move the track bar to the position in the recording to Start the export (right click on track bar to mark the position) then move the track bar to the position in the recording to End the export (right click on track bar to mark the position) then click Export Section of Recording on the Export Options icon on the tool bar. The section of the recording that is selected will be exported to the Export Folder that is set in the Configuration Exporting tab. The sample rate will be the same as the original recording.

Clear Selected Export Section

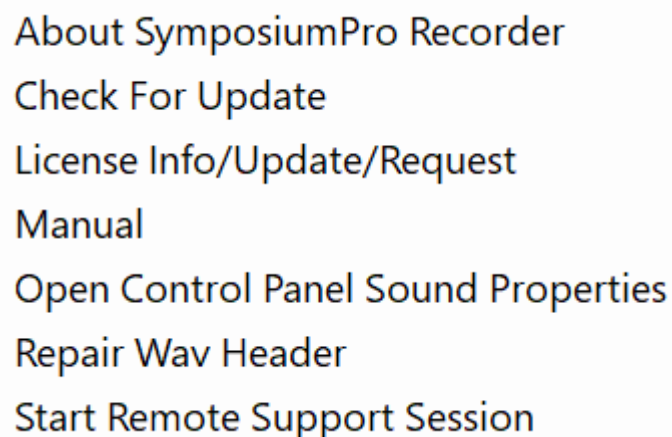
Clears the Start and End settings that are set for Export Section of Recording so you can make changes.

Open Log File



Click Open Log File to open the log file which is an event and error log for the SymposiumPro Recorder.

Help Menu



- About SymposiumPro Recorder
- Check For Update
- License Info/Update/Request
- Manual
- Open Control Panel Sound Properties
- Repair Wav Header
- Start Remote Support Session

About SymposiumPro Recorder

Displays the version and copyright information.

Check For Update

Checks a server on the internet for a newer version of SymposiumPro Recorder and allows you to download and install the update if one is available.

License Info/Update/Request

Used to license or check the license for SymposiumPro Recorder.

Manual

Opens the SymposiumPro Recorder manual in PDF format.

Open Control Panel Sound Properties

Opens the control panel sound properties so you can see and make adjustment to installed sound Record and Playback devices.

Repair Wav Header

If the PC running SymposiumPro Recorder is shut down/crashes/locks up while you are in record SymposiumPro Recorder will not be able to update the wav header of the recorded file. The audio will have been recorded but all or part of the recording will not be playable because the header has not been updated when the file was closed. If this happens use Repair Wav Header to browse to and select the file to repair. You will also have an option to copy the repaired file to the Backup folder.

Start Remote Support Session

Opens a browser with links to Connectwise and Splashtop so you can allow technical support access to the PC if you need help with any issues.

BOOKMARKS

Bookmarks are used to mark or index a recording so it easy to go back to that position in the recording and play the audio starting at that position. Bookmarks are saved in a XML file with the same name as the recorded file but with a XML extension. The bookmark XML file is opened by the SymposiumPro Record file player or the stand alone SymposiumPro Player to allow you access to the bookmarks.

Auto Bookmarks

If Auto Bookmarks is checked in the configuration Recording Open, Close, Start, and Pause events will be automatically bookmarked.

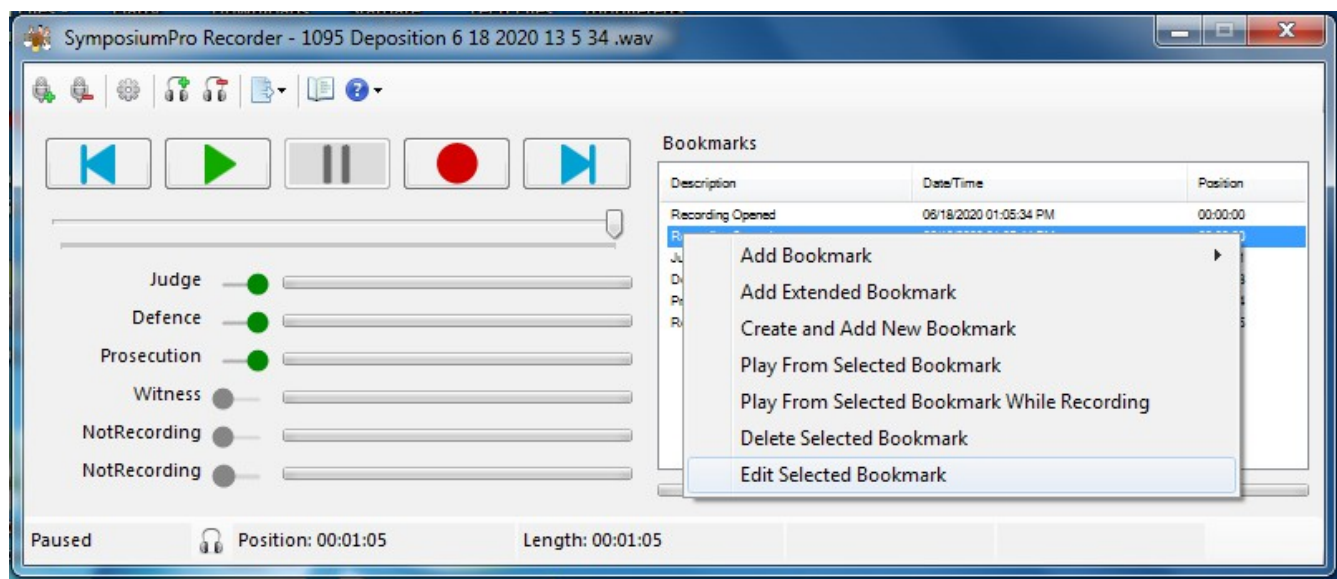
Manual Bookmarks

There are 4 ways to manually create a bookmark:

- 1)** Click the channel name. If you click on the Channel Name while in a recording you will create a Bookmark with the date/time that event happened.
- 2)** Right click on the Bookmarks list box while in a recording, select Add Bookmark, and the select one of your preset Bookmarks.
- 3)** Right click on the Bookmarks list box while in a recording, select Create and Add New Bookmark, give the Bookmark a new name and click OK. This will create a new Bookmark in the configuration and add the bookmark to the Bookmarks list.
- 4)** Set a Hot Key in the Configurations Hot Keys tab for Add Bookmark and Add Extended Bookmark.

Bookmarks List Box

The Bookmarks list box displays any bookmarks that have been created during a recording with the bookmark name, date/time the bookmark was created, and the bookmark position in time. Right clicking on the Bookmarks list box while in a recording will bring up a menu of options.



Add Bookmark – Add Bookmark will present you with a list of predefined Bookmarks that have been already added to the configuration. You can left click on any of those predefined bookmarks and a bookmark will be added. Add Bookmark can also be accessed by setting a Hot Key in the Configurations Hot Keys tab.

Add Extended Bookmark - Add Extended Bookmark will present you with the Add Extended Bookmark dialog where you can create a more descriptive bookmark that is limited to 150 characters but because they are created on-the-fly there is no limit of how many there can be. Add Extended Bookmark can also be accessed by setting a Hot Key in the Configurations Hot Keys tab.

Create and Add Bookmark – This will bring up the Add Bookmark dialog where you can add a bookmark but also have it added to the configurations list of bookmarks.

Play From Selected Bookmark – If you are in the Pause mode you can select Play From Selected Bookmark to play the recording through the speakers or headset. You must pause playback to continue recording.

Play From Selected Bookmark While Recording – Allows you to play back from a selected bookmark while continuing to record. Be aware that this playback from a previous position will also be recorded if using speakers and any microphones are close enough to pick up the playback.

Delete Selected Bookmark – Deletes a selected bookmark.

Edit Selected Bookmark – Displays the Edit Selected Bookmark dialog so you can edit the text in a previously made bookmark.

MONITORING RECORDING



You can monitor the in progress recording by clicking the headset icon in the lower left corner to the right of the Mode indicator. The recording will be played using the Monitor Device selected in the configuration.

You can monitor a recordings audio that has been already written to the drive (Monitor With Delay) with an approximate 3 second delay or before it is written to the drive (Monitor With No Delay). Monitor With No Delay may not work with all recording/playback devices. You may also hear a slight delay depending on the size of the buffers.