Instruction Manual for

Re-Recording

using the

Start-Stop

Transcription System

- **Use your sound-card equipped PC and the Start Stop Transcription System to record audio from any source**

- **Re-Record from other transcription equipment**

CONGRATULATIONS!

Thank you for purchasing the Start Stop Transcription System. The purpose of this manual is to explain, in general terms, how you can use the Start Stop Transcription System's recording capability to allow you to:

-Receive audio tape, and make a high-quality digital version of the tape on your PC's hard drive. Once digitized, the Start Stop Transcription System will let you save the dictation in either Microsoft (Windows Standard) .WAV format, or TrueSpeech™ .WAV format. The TrueSpeech™ .WAV format is only about 1/15th the size of a conventional .WAV, so it's small enough to e-mail.

This means that you can send the compressed TrueSpeech .WAV dictation through e-mail to another transcriptionist.

TrueSpeech will transfer over a conventional 28.8 Modem at about twice actual speed. That is, if you have 30 minutes of speech, it will only take about 15 minutes to transfer it over the internet. The recording rate for TrueSpeech is 65K per minute, compared to 1000K per minute with conventional .WAV recordings.

-Re-record from any audio source, and then have all of the advantages of digital transcription, variable speed, and e-mailing that the Start Stop Transcription System provides.

WHAT YOU'LL NEED

1) A PC (laptop, portable or desktop) running Windows 95, 98, or NT with sound card, equipped with the installed, already-working, Start Stop Transcription System

2) A source of audio that you want to record. This can be a PC-style microphone, a VCR, a telephone recording adapter, hand-held micro-cassette recorder, or a conventional transcription machine that plays tape.

3) An audio cable that connects the audio source in 2) above to your PC's sound input jack. This cable can be purchased from Radio Shack™, and is described later on in this manual.

INSTALLATION INSTRUCTIONS

In order to use the Start Stop Transcription System for recording, you must have a PC equipped with speakers or headphone, and a good, working sound card. A microphone (that usually comes with your computer) can be used to verify that everything's working correctly before connecting the audio source to your computer.

1) Make sure your PC has a working sound-card. You should perform the following quick test to verify that your computer and sound card are working properly for recording:

<div align="center">

QUICK TEST

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a) From the Windows START button, select RUN.

b) Type "sndrec32" in the white box and select OK.

c) The Microsoft Sound Recorder ™ will appear:

d) With your microphone plugged in, press the red record button. As you speak into the microphone, you should see a green waveform, as shown above, indicating that the computer is "hearing" you. Hit the square stop button, rewind using the << button, and play back your voice using the > play button. You should hear your voice being played back. If not, consult the manuals that came with your computer, and ensure that everything is properly enabled (e.g. the Volume Control is set up for hearing sounds, etc.*)

 * (double-click on this icon located in the lower right-hand corner of the Windows taskbar to bring up the Volume Control panel).

2) If you cannot successfully record a file using your computer's microphone and sound card, then please consult the Troubleshooting Guide at the end of this manual for more information.

3) If you were able to successfully make a test recording using your microphone, then you're ready to connect your audio source (for example, a conventional transcription tape machine) to your PC. For the purposes of this discussion, we will assume that you want to connect a tape player to your PC.

4) Look at the headphone (or earphone) output jack of your tape player. Typically, the plug that goes into that jack is a $1/8^{th}$ inch diameter, two or three conductor standard jack. This is the same type of jack that you see on Sony Walkman™ and other portable electronic devices. The other standard headphone plug that you see (less common) in the industry has a larger $1/4^{th}$ inch diameter, with two or three conductors.

If you're not sure what type of plug your tape player's headphone jack needs, take your existing headphone unit with you to Radio Shack, and they can match it up for you.

On the PC Sound card side, it's almost ALWAYS (PC industry standard) a $1/8^{th}$ inch three-conductor jack, that accepts a $1/8^{th}$ inch three conductor plug.

So… the most common arrangement for re-recording will be to use a $1/8^{th}$ inch to $1/8^{th}$ inch stereo (three conductor) male to male audio cable adapter from Radio Shack. **This is their part number 42-2607 and sells for $9.99**. Here is what it looks like:
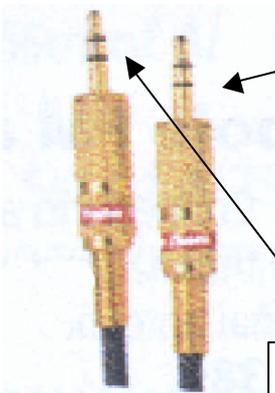
Connect to your PC's sound card input, labeled "LINE IN" or "AUX IN". (You can use the PC's microphone jack input if you have to, but you'll have to run the tape player's volume very low, and keep the MICROPHONE Slider on the Windows Volume Control Panel at a lower than normal setting).

Connect to the headphone output jack of your tape player.

5) Set up your tape player (or other audio source) and adjust the tape player's playback volume level to a normal (usually mid-way) setting.

6) Launch the Volume Control Panel (double click on the little yellow speaker symbol in the lower right hand screen of your Windows PC). Adjust the "Line-In" slider for about ½ way (mid-scale).
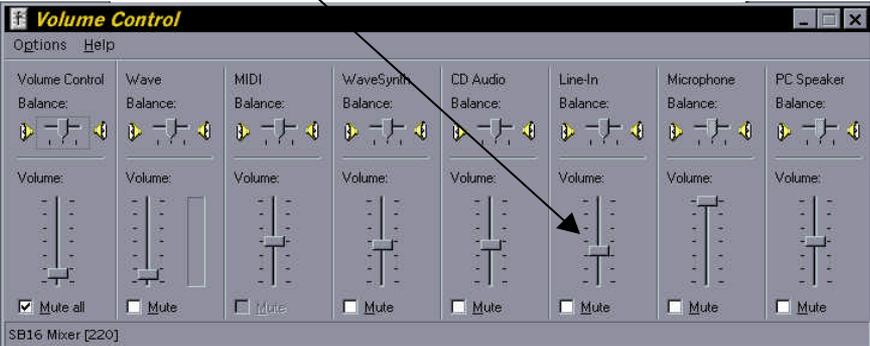
Note that your panel may look a little different that this, but you're looking for the LINE IN or AUX INPUT Slider channel.

7) With the tape running (assuming you have a few minutes worth that won't run out during your test), connect the audio adapter cable from the headphone output jack of the tape player to the LINE INPUT or AUX INPUT of your PC.

8) Start The Windows Sound Recorder as described in QUICK TEST, and make a short test recording. You may need to adjust the sound input level for optimum recording performance. Too little gain will make the recording sound weak with hum or excessive hissing or noise in the background, while too much gain will make the recording sound "boomy", distorted and too loud.

If the recording sounds good using the Windows Sound Recorder application shown in step 1, then it will sound good when using the Start Stop Transcription System. Experiment with the settings of both the tape player's volume control as well as the LINE IN slider setting until you get the clearest, best sound.

9) You are now ready to use the Start Stop Transcription System to make recordings! Follow the directions for recording in your Start Stop User Manual.

TROUBLESHOOTING

PROBLEM: I can't seem to make a recording using the Sound Recorder application as shown in Step 1).

SOLUTION: 1) Make sure that you have a known good working microphone
2) Check connections and make sure that the microphone is plugged into the correct input jack on your computer (usually labeled "MICROPHONE"). Make sure that the microphone slider control is enabled, and that the slider is turned up. It should not be "MUTED".
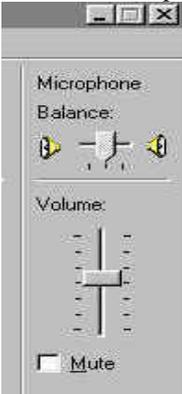
3) Verify that your sound card (multimedia capabilities) are enabled and are correctly set up:
-Go to START...RUN...and type in "SNDVOL32" and hit OK, You should see a volume control panel. Go to Options...Properties...and then click on the Playback button and make sure Microphone, Line Input, and any other inputs you plan to use are checked. Now click on OK.

-Now click on START...RUN... and type in "SNDVOL32" and click on OK.
-The volume control panel will be launched (appearance may vary):
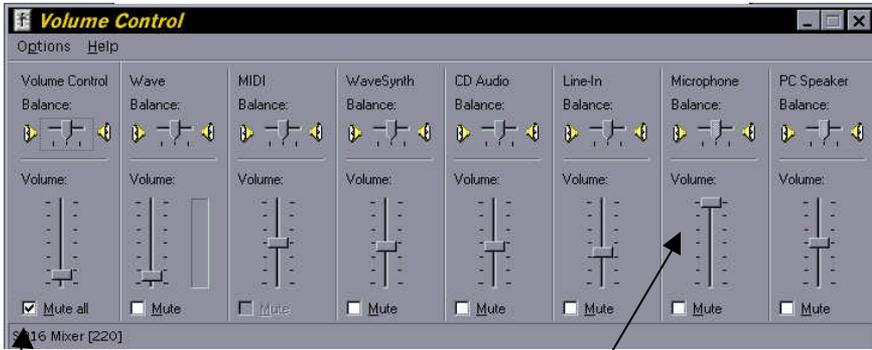
-Adjust the volume slider on the Microphone channel here. Make sure that the Mute checkbox underneath the slider is unchecked

-If you experience a whistling or shrieking sound (feedback from the microphone to your PC's speakers), then you will need to check the "Mute All" on the master Volume Control output when you make a recording.

-Don't forget to uncheck the "Mute All" box when playing back the recording, or else you will not hear it.

-The Start Stop Transcription System will produce a robust, clear, recording when connected and adjusted properly.

PROBLEM: The recordings made with the Start Stop sound "hollow" or have a lot of echoes.
SOLUTION: If you're using a tape player or other audio source at the same time that you have a microphone plugged into your computer, make sure that you have disabled the microphone on the SNDVOL32 panel by checking "Mute", otherwise the ambient room noise may "mix" with your desired recording session.

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