

## Quick Start Guide--Audacity Digital Voice Recorder (DVR) Professional ver. 4.27

This guide is designed to get you started on the right foot with installing and using the Audacity Digital Voice Recorder, Professional Version, and briefly touches on the associated LAM desktop application.

**Loading the Application** -- A Zip file containing both applications and several related files may be downloaded from the Audacity web site or from any of several retail software partners. Using WinZip, a setup wizard may be started by double clicking on the downloaded Setup.exe file. The setup file includes this Quick Start Guide and a complete manual for both the Audacity Professional and the related LAM desktop application, a Palm conduit, and 4 programs that are installed onto the Palm handheld. These are Audacity Pro.prc -- the main handheld application, AudAlarm.prc -- a required program for the alarm feature to work, ASTConnectPgm.prc, a required program that aides the synchronization process, and Cardspeed.prc -- a free utility to test the speed of your SD card.

The setup wizard gives you a choice as to where the application resides on your PC, but we recommend using the default folder: C:\Program Files\AST\.

The setup wizard guides you through putting the four Palm files into the Palm installer and gives you the option of which Palm hardware to install the application files onto. Make sure that Enable Conduit Install is checked. Click Install Palm Software. This will load the files into the Palm installer. The next time you HotSync, the files will be loaded onto your handheld. In order for the Audacity Conduit to be installed you must close the Palm HotSync manager and restart it. In the system tray, locate the Palm HotSync icon and click on it. Select exit. Then go to your program files and click on the Palm HotSync Manager, usually associated with the Palm desktop. This will restart the HotSync Manager again.

**Prior to Recording** -- Set your author name prior to making your first test recording. By default, it is set to your Palm User ID. To change it, from the Audacity Home screen, press the menu key or alternately the upper left corner of the screen (SD Card or Internal Memory). This opens up a screen displaying various Option (setup) menus. Select Preferences -- about 1/2 of the way down the screen is Author. You may change the author name if you wish. In the LAM application you must also set the Author to be the exact same name. When you transfer files to the PC, the two applications look at the author name to process the files according to your wishes. If there is no matching author, the LAM will generate errors and the files will not be processed correctly. If you have already recorded, synced, and generated errors prior to setting the author name, the easiest way to correct the problem is to delete all of the files and start over.

**Registration** --The Audacity Demo application is identical to the registered application except the demo application will become inoperable after 7 days. To register it, you must purchase a registration code, which is generated from your Palm User ID, also called the HotSync Name. Access the setup menu as you did in the prior section. The last menu choice is Registration. This screen shows the Palm User ID. You must provide Audacity Audio the exact Palm User ID including capitals and spaces. Audacity Audio will return a registration code. Enter it here.

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**Other common Setup items** -- First, Audacity DVR Pro has a dual filing structure. That means that you can easily record and keep separate, files into two different folders. You may set different recording and processing options for each. The two default folders are the Record folder and the QuickMemo folder, also called simply, Memo. Under Preferences there is a setup tab for each folder. This provides a method to easily separate your professional and personal recordings. The defaults make the Record folder your primary folder. Click the Record tab.

**Audio Type**--Clicking the arrow next to audio type will display several choices. The PCM options are standard WAV files and the Comp choices are compressed files. These choices affect audio quality and file size. Experiment to see what works best for you. A word of caution. If you record using a compressed format, be sure to use the conduit and LAM to process the files. The LAM handles decompressing the files so they will play on the PC.

**Action** -- provides choices as to how the files are processed during a HotSync. The default will Copy the files to the PC and then delete them per the Delete Option.

**Delete** -- This setting tells the LAM application when to initiate deleting the files from the Palm. The default is to delete after 1 day. After the HotSync, the files are color-coded light blue until automatically deleted upon reaching the delete time.

**Where am I recording to?** -- The default settings will record to the SD Card (Hard Drive for LifeDrive) if one is present, and to Internal Memory if no SD Card is available. The record location displays in the upper left corner. To change location, tap the box towards the right on the top row that says "Int" or "SD".

**SD Card Quality** -- Standard Audio formats write a lot of data. This is particularly true with higher quality formats like PCM 16 and PCM 22. Some SD Cards can't keep up. If your playback is very fast or choppy, you probably are experiencing this problem. Solutions: Get a fast card, record to Internal Memory, or use a compressed format. The free CardSpeed Utility will help you test your card quality. The Audacity website provides help in understanding SD Card issues and help in finding a quality card compatible with your hardware. Follow this link <http://www.audacityaudio.com/sdhome.htm> for help in understanding SD Cards and card issues. You can see how other users found various SD Cards to work with your specific hardware and you can post your experience for others to see.

**Navigation Pad**--The Navigation Pad provides the easiest way to control your recorder. You have five buttons under your thumb. The button functions change with your mode. There are four modes--Home, Idle, Record, and Playback. The graphic soft buttons display the functions based on the mode you're in. The button functions are very intuitive and the soft button design makes for a quick learning curve. Although all buttons are programmable (under preferences), the default settings are recommended. The Audacity control graphic (lower portion of screen) also includes six other buttons representing the other hard buttons of a typical PDA / Smartphone. These buttons are also programmable soft buttons as is the side record button. The four lower hardware buttons (found on all PDA's) can be used to access common functions that you use a lot. Use the Audacity Button Setup to customize the buttons for you. Audacity makes one-handed operation very easy. The Audacity Audio implementation of the Navigation Pad "makes" the program. You will never miss the slide button popular on older style recorders.

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**Quick Record Options** -- Many people are looking for a quick record option. While driving down the highway you get a thought and want to record it. Try supplementing the Navigation Pad with either the side button or one of the hard buttons to either side of the Navigation Pad. In Palm Preferences select your choice of buttons to launch Audacity Pro. In Audacity, go to button setup and set this same button to Record in the idle mode and to Stop in the Record mode. Now, if you press and hold this button, it will launch and start to record. Pressing it a second time will stop it. It is really launching Audacity, bypassing the keyguard, opening a file, and starting the recording with a single button press. The defaults for the side button are set to Record in the Home and Idle Modes and to stop in the Record Mode.

With the Treo 650, 680, 700P, 755P, and Centro launching and recording from the side button will not work if the Treo is inactive. Doing the same thing from one of the hard buttons (button 2 or 3) next to the navigation pad will work.

**Recording Phone Calls** -- Audacity used on a Treo 650, 680, 700P, 755P, and Centro will record your phone calls. It also captures caller ID information automatically at the same time. Phone Number (incoming or outgoing) and Name (assuming it is in your Contacts list) are set as defaults to display and the Company can also be programmed to display. The easiest way to start recording is to use the side record button, but you must first set it to launch Audacity Pro in Palm Preferences. Then, setup the phone call as you normally would. When the party answers on the Treo 650 or a couple of seconds after dialing on the 680 and 700P (the Palm setup process completes-the hold and mute buttons display), press and hold the side button for three seconds. This launches Audacity and starts the recording. The green Palm LED displays during the record process. When the call completes, press the side button or use the down navigation pad to stop. To hang up the call, press the hang up button or simply wait for the other party to hang up. It's that simple. The icon that precedes the file name displays with a red background and the filename starts with a "P". Treo 680 and 700P users should read the phone call record section of the manual if you are using compressed formats.

**Syncing the files. Where did they go?** -- When you perform a HotSync the recorded files are sent to the PC and put into an Incoming folder assuming the file Action (mentioned above) is set to do so. The color-coding of the files on the handheld is changed from black/white to light blue.

The location of these incoming files is dependant on where the LAM is installed, but if you follow our recommendation and use the default folder, they will be in a subfolder under C:\Program Files\AST\Incoming\. When the LAM processes the files, it will first make an archive of the incoming files in a subfolder under C:\Program Files\AST\Archive\. It will then process the files according to your wishes and put the files into an output subfolder under -- C:\Program Files\AST\Recordings\. The files in the Incoming folder will be deleted after the related files on the handheld are deleted. The Archived files are deleted after a programmable period of time (the default is 7 days). The files in the Recordings directory are not deleted, allowing you to control the disposal of them. You should not let them build up indefinitely or they will start to bog down the file processing.

**Changing the Action** -- Suppose you have set the default Action to FTP the files to your transcriptionist. After recording a file you discover that the dictation needs to be held another day waiting for someone's input. You don't want to delete the file and start over. How can you hold it, but Sync the rest of the files? On the Audacity Home screen, one of the button choices (the specific button depends on your hardware) of the control graphic is an edit button. Select

the file and tap Edit. This will allow you to edit the Action to "Keep on PDA". The file is color-coded Red and held on the PDA. After you complete the file, return the Action to the prior setting.

**Other Features to explore** -- The Audacity DVR Pro is very feature rich. Time does not permit a more detailed explanation, but let me mention a few features to explore.

- Programmable Button Setup -- Allows you to customize your button setup. It also lets you add functions to the buttons on either side of the navigation pad.
- Programmable Info fields -- Pass data to subsequent applications for automated processing.
- Email Link -- Pulls email address from your contact list for automated processing.
- Email or FTP -- Automatically distribute files using the LAM desktop.
- Alarm -- Record and Set an audio alarm.
- AudioMail Service -- Distribute files directly from your Treo. See our website.
- Security -- Secure your files with both real time encryption and access control.
- Database Link -- (This feature is only available in the Audacity Pro Plus version) Link to an external database to access information and view templates. This is great for viewing schedules, patient information, documentation outlines, etc.

**Other Products**-- Audacity Audio has other related dictation / transcription products available from our website, <http://www.AudacityAudio.com>. Our RAM application automatically downloads files from an FTP site and then decrypts and decompresses them for the transcriptionist. The Audacity Transcriber application is used by the transcriptionist to play and transcribe the files. This integrated offering lets the dictator pass notes to the transcriptionist to view prior to opening the files.

Find additional info in the full manual and on our website. Personal installation and training support is available from Audacity Audio. This is a fee-based service.

The Audacity DVR Pro is a great product. We hope you agree.

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