

# HT Professional Recorder



Owner's Manual

Version 6.00

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# Welcome to HT Professional Recorder

Congratulations on your purchase of  
HT Professional Recorder

Version 6.00

## **Helpful Hints**

If the sound is not loud enough, please check the setting of the **SPEAKER** button on the recorder's main screen.

If the **SPEAKER** light is off, audio may be directed to headphones or an external docking station.

The background is a dark, semi-transparent overlay of a mobile application interface. At the top, the text "Weekly Meeting" is visible. Below it, there's a curved navigation bar with several icons: a grey curved arrow pointing left, a green triangle pointing right, a red circle with a white lightning bolt, and a red circle with the word "New". To the right of these is a grey button labeled "1X". Below the navigation bar is a large circular area containing a time display "00:00:03" and "00:00:05", and the text "At bookmark 3 of 4". At the bottom of this circle is a blue square with a white star, flanked by two grey arrows pointing left and right. At the very bottom of the screen is a dark bar with three icons: a grey speech bubble, a grey trash can, and the word "Library" on the left.

# Making Recordings

Touch the “**Recording Mode**” icon to select between:



**Conference room:** Use for most recordings: business meetings, general dictation.



**Very close:** Use this in noisy environments where you are wearing or speaking directly into the phone’s microphone.



**Auditorium:** Use to record a lecturer or seminar speaker located far away from the phone. Seeks out very distant voices, distorting nearby voices if necessary. Great for conferences.



**Music:** Use to record concerts or other non-voice sounds. Disables all speech enhancement features.

# Start Recording

Touch one of the red buttons to initiate recording:



Creates a new recording and starts recording



Starts recording at the current position.

If positioned at the end of a recording, that recording will be extended.

If positioned in the middle of a recording, overwrites part of the existing recording.

This is great for correcting dictation.

# Recording Sample Rate

For new recordings, the sample rate is selected based on whether the recording mode is a VOICE recording (very close, conference room, or auditorium recording modes) or a MUSIC recording (music mode).

By default, VOICE recordings are created at 16 kHz sample rate, and MUSIC recordings are created at a 44.1 kHz sample rate.

These sample rates can be changed using the device's SETTINGS app, under the tab for "HT Professional Recorder".

For existing recordings, recording occurs at whatever sample rate was selected when the recording was created.

# Maximum Recording Length

Provided that sufficient storage space is available, recordings at sample rate 16 kHz can be up to 15 hours in length, while recordings at sample rate 44.1 kHz can be up to 5 hours long.

However, we recommend that you start a new recording every few hours, to avoid creating multi-gigabyte files that can be difficult to work with/transfer to your computer, and also to avoid 'putting all of your eggs in one basket'.

Uncompressed recordings at sample rate 16 kHz require storage space of approximately 115.2 Megabytes per hour.

Uncompressed recordings at sample rate 44.1 kHz require storage space of approximately 318 Megabytes per hour.



# Ending Recording



Touch the square STOP button to stop recording or playback.

The system remains positioned at the current location, so you can resume recording or playback where you left off.

Pressing Stop also automatically adds a bookmark.




Touch the PAUSE button to stop recording or playback temporarily.

When paused, touch the PAUSE button again to resume recording or playback.

# Skipping Silence

HT Recorder can automatically start and stop recording to skip silent portions of a conversation.

For best results stop talking for one second each time the **Rec**, **New**, or **Pause**  buttons are used to start recording, so that the recorder can learn what silence sounds like. Then start and stop talking normally and the recorder will automatically start and stop recording.

To activate or de-activate this feature, touch the 'Skip Silence' button during recording:

When the recorder detects silence, the display will change to indicate "Skipping":



# Renaming a Recording

A small, dark rectangular button with the word "Rename" in white text.

You can rename the currently selected recording by touching the Rename button on the Recorder/Player screen.



When recording, touching the curved arrow will stop recording, back up 5 seconds, and start playback.

# Adding a bookmark



During recording or playback, you can add a bookmark by touching the star key.

The recorder automatically adds a bookmark at the start of the file, as well as each time the recorder is stopped.

# Deleting a bookmark



When the system is stopped at a bookmark, the Star button will be colored blue. Touching the blue Star will delete the bookmark.

# Positioning: Using Bookmarks

When stopped, or while playing:



The right arrow will move forward to the next bookmark



The left arrow will move backwards to the previous bookmark

# Positioning: Using Time



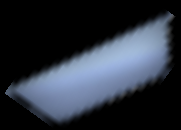
When stopped or playing, touching the curved arrows will back up or jump forward 5 seconds.

0:00:02

Touching the time counter while stopped or playing will back up 15 seconds



Touching these markers will move to the start or end of the recording



Touching and dragging the sliding position indicator, or touching along its path of travel, will change the position to track your touch.

Sales Presentation

# Listening to Recordings

At bookmark 2 of 3

# Playing Recordings



Touch the green triangle to start playback.



Use the playback speed adjustment buttons to set playback to be faster or slower than normal.



Touch the repeat button to select whether to automatically restart playback at the beginning of a recording.



Touch the Speaker button to choose between the iPhone's conference-phone speaker and the receiver/headphone.



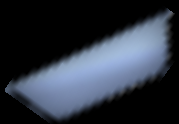
Sales Presentation

# Editing Recordings

At bookmark 2 of 3

# Editing Recordings

HT Recorder 4.0 and higher provides the ability to edit recordings.




To select a portion of a recording for editing, position the player to the *start* of the segment that you would like to edit.



Now touch the Edit button and choose the menu item 'SET SELECTION ENDPOINT'.

# Editing Recordings

A blue rectangular button with the word "Edit" in white text.

Next, position the player to the *end* of the section that you would like to edit. Options available from the EDIT menu include:

**CUT:** Remove the selected segment from the recording, leaving a copy on the clipboard.

**COPY:** Do not change the recording, but make a copy of the selecting segment on the clipboard.

**TRIM TO REGION:** Remove all portions of the recording EXCEPT for the selected segment.

# Editing Recordings

A blue rectangular button with the word "Edit" in white text.

Once you have placed text on the clipboard using the CUT or COPY commands, you can insert the clipboard contents into your recording:

**PASTE:** Inserts the contents of the clipboard at the current position.

**PASTE NEW:** Creates a new recording containing the contents of the clipboard.

FTP

Web Server

Menu

0:00:04

001

12/17/08 7:04 PM

0 MB

Weekly Meeting Minutes

0:00:06

002

12/29/08 4:52 PM

0 MB

Friends - Things To Do

0:06:11

004



12/29/08 10:40 PM

11 MB

Sales Presentation

0:00:03

003

12/29/08 10:40 PM

0 MB

Marketing Class

0:00:02

002



# The Recording Library

# The Recording Library

Library

Access the LIBRARY by touching the LIBRARY button.

Select a recording by touching its name. The selected recording will be highlighted.



Use the Trash button to delete the selected recording. Deleting a recording moves it to the {Trash} folder.

MENU

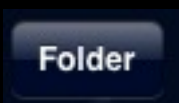
Use the MENU button to display additional program options.

# Folders

When *HT Recorder* is first installed, all new recordings are placed in the {Default Folder}.

Additional folders can be created, and then selected, to group recordings together.

The Library view shows only recordings contained in the currently selected folder. To view all recordings in all folders, select the special folder named {Show All Recordings}. Recordings in the trash folder are not shown in the {Show All Recordings} view.



To select, create, delete, or rename a folder, press the Folder button

# Folder Management

Touch the Folders button to add, remove, rename, or select a folder.

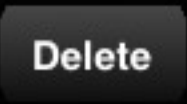
Then:

A dark gray rectangular button with rounded corners and the word "New" in white text.

- To add a new folder, touch the New button

A dark gray rectangular button with rounded corners and the word "Rename" in white text.

- To rename a folder, rotate the selector to select the folder to be renamed, then touch the Rename button

A dark gray rectangular button with rounded corners and the word "Delete" in white text.

- To delete a folder, rotate the selector to select the folder to be deleted, then touch the Delete button. Please note that only empty folders may be deleted.
- To select a folder, rotate the selector to choose the folder to be selected, then press the “Use This Folder” button.

A bright green rectangular button with rounded corners and the text "Use This Folder" in white.



# Other Library Operations

A small, dark rectangular button with the text "Move To Folder" in white.

To move a recording to a different folder, first select the recording on the library screen, then touch the Move To Folder button, and select the folder in which the recording is to be placed. The recording will be moved to the new folder.

To recover a deleted item, select the item in the {Trash} folder and use 'MoveToFolder' to move it to another folder.

A small, dark rectangular button with the text "Sort" in white.

Touch the sort button to change the order in which recordings appear in the library. Recordings can be ordered by creation date, by size, or by name.

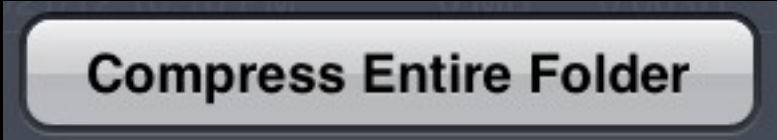
Note that the dates shown in the library listing for each recording are the date of the last modification, not the creation date.

# The Menu

A rectangular button with rounded corners, a dark grey border, and a light grey gradient fill. The text "Enable Startup Record" is centered in a dark grey sans-serif font.

Enable Startup Record

The “Startup Record” option starts a new recording automatically when the program is launched.

A rectangular button with rounded corners, a dark grey border, and a light grey gradient fill. The text "Compress Entire Folder" is centered in a dark grey sans-serif font.

Compress Entire Folder

“Compress Entire Folder” compresses all recordings in the current folder. If “Show All Recordings” is selected as the current folder, all files in all folders will be compressed.

A rectangular button with rounded corners, a dark red border, and a red gradient fill. The text "Delete All Recordings" is centered in a white sans-serif font.

Delete All Recordings

“Delete All Recordings” deletes all recordings in the current folder. If “Show All Recordings” is selected as the current folder, all files IN ALL FOLDERS will be deleted. When the {Trash} folder is selected, delete All

HappyTalk Recorder WiFi Server

# Uploading Files

Dish antenna photo courtesy of Nasa/JPL

Use your web browser to visit:


<http://192.168.2.154:53086>

Security is off. Set Password to turn on.

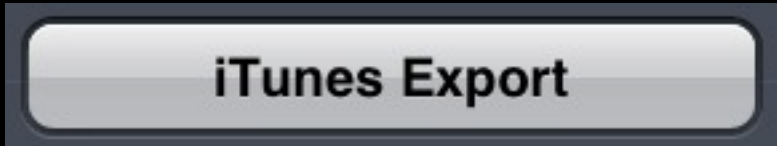
Stop

Set Password

# Uploading Files via USB Cable

A small, dark rectangular button with the word "Share" in white text.

To upload files to your favorite computer via USB, touch the “Share” button, available on the Library screen of HappyTalk Professional Recorder. Then select the ‘iTunes Export’ menu item:

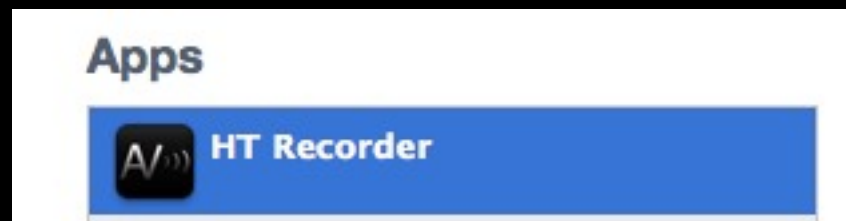
A rounded rectangular button with a light gray gradient and a dark border. The text "iTunes Export" is centered in a dark font.

# Uploading Files via USB Cable

Dock your phone/iPod with your computer via the USB connector.

In iTunes on your computer, select your iPhone's name in the menu on the left. Then select the 'APPS' tab.

Scroll down to the File Sharing section and select HT Recorder:



# Uploading Files via USB Cable

Drag the files that you want to upload to a folder on your computer.

Or, select the file that you want to upload and click on 'Save to..'




# Uploading Files via USB Cable

Once the recordings have been copied to a folder on your computer, play them using your favorite audio player, such as Quicktime or iTunes.

Hint: To save all of your recordings to your computer, you can select all files at once, and then drag them all at once to your desktop.

# Uploading Files via WiFi

A small, dark rectangular button with the word "Share" in white text.

To upload files to your favorite computer, touch the “Share” button and select the “WiFi Web Server” menu item.

A rectangular button with a light gray gradient and a dark border, containing the text "WiFi Web Server" in black.

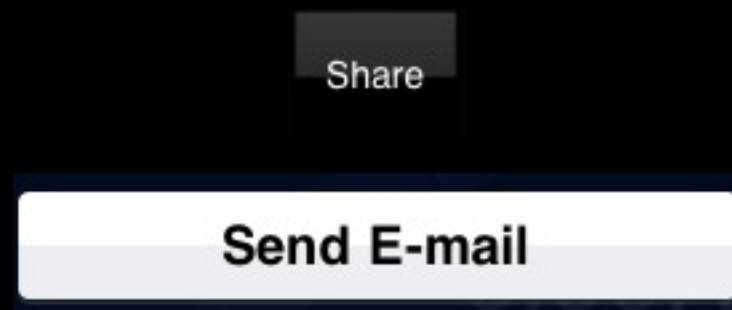
Then use the web browser on your PC or Mac to visit the web page whose address is shown. The web page that you visit will have further instructions on how to easily transfer your recordings.

Uncompressed recordings are available for upload in .WAV format. Compressed recordings are available in .m4a format.



# Sending files via E-mail

To send files via E-mail, press the “Share” button and select the “Send E-mail” item:



By default, recordings sent by E-mail are transmitted in .m4a format. If you prefer that your E-mail be sent in .WAV format, there is an option available in the iPhone’s main SETTINGS menu, under the settings for ‘HT Recorder’, where you can select .WAV format for E-mail.

HT Recorder can send files up to 60 minutes in length via E-mail attachment in .m4a format, and up to 30 minutes in length via E-mail attachment in .wav format.

# Sending files via E-mail

USB transfer or WiFi is better than E-mail!

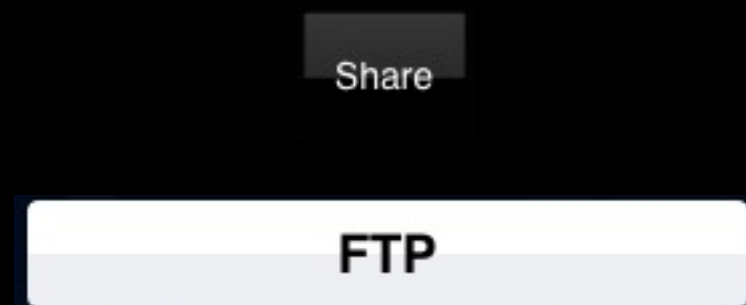
For best sound quality and improved security, use the iTunes transfer method instead of E-mail.

E-mail is not a secure form of communication. Emailed recordings are compressed (somewhat reducing sound quality) and are transmitted without encryption.

# Using FTP

HT Recorder also supports use of FTP to transfer files. Use of FTP is recommended only for advanced users who already have an FTP server.

To perform a file transfer, first select a recording to upload, using the Library screen. Then press the Share button and select the FTP menu item:



**Note:** The FTP menu item is initially hidden, to encourage use of the ‘Web Server’ and ‘iTunes Sharing’ method of file transfer by most users. To make the FTP button visible, use the device’s main **SETTINGS** menu to activate this app’s “Enable FTP” preference. This enabling step only needs to be performed once.

# Using FTP - Hint #1

Try not to use any special characters (@, ., space) in usernames, passwords, or directory names. If your FTP provider requires a '@' in your username, try using %40 instead. For instance, if your username is fred@barney, try using fred %40barney as your username.

# Using FTP - Hint #2

If you are having trouble setting up FTP, try using Safari on the iPhone to access your FTP server. Safari is sometimes able to give more informative error message. The web page to visit in Safari is:


`ftp://username:password@hostname/`

If the FTP connections works, you should see the contents of your FTP directory in the Safari browser, or a blank screen with no error message if your directory is empty.

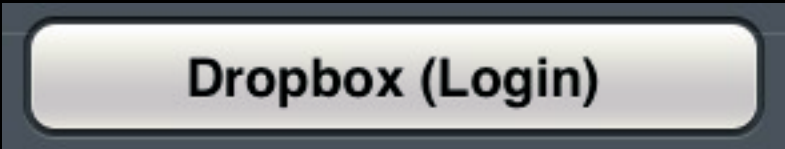
# Dropbox Import and Export

HT Recorder can exchange files with the Dropbox file storage system.

The first time that Dropbox is used, you must login. From the Library screen, touch the SHARE button:

A small, dark rectangular button with the word "Share" in white text.


Then select the “Dropbox (Login)” menu item:

A rounded rectangular button with a light gray gradient and a dark border. The text "Dropbox (Login)" is centered in a dark font.


Once you have logged-in to your Dropbox account, additional Dropbox menu choices will become available.

# Choosing the Dropbox Folder

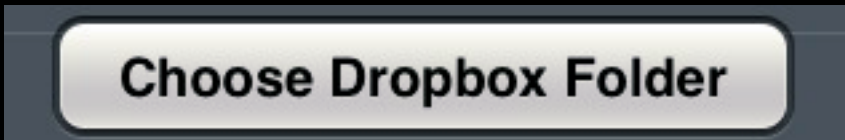
To select the Dropbox folder that recordings from HT Recorder will be uploaded to, from the Library screen, touch the SHARE button:

A small, dark rectangular button with the word "Share" in white text.

Then select the “Dropbox” menu item:

A light gray, rounded rectangular button with a dark border and the word "Dropbox" in black text.

Then select the “Choose Dropbox Folder” menu item:


A light gray, rounded rectangular button with a dark border and the text "Choose Dropbox Folder" in black text.

The system will display the contents of your Dropbox. Navigate to the folder that you want to transfer recordings to, then press the “Choose Folder: ” button at the bottom of the screen.


A blue, rounded rectangular button with a white border and the text "Choose Folder: /" in white text.

# Sending a recording to Dropbox

To send a single recording to Dropbox, first use the Library to select the recording that you want to transfer. Then touch the SHARE button:

A small, dark rectangular button with the word "Share" in white text.

Then select the “Dropbox” menu item:

A light gray rounded rectangular button with the word "Dropbox" in dark gray text.

Then select the “Export Current Recording” menu item:


A light gray rounded rectangular button with the text "Export current recording" in dark gray text.

Two files will be uploaded for each recording. One is the audio file (typically ending in .wav or .m4a) and the other is a text file (.txt) that contains additional information, such as the recording’s title and bookmark locations.




# Sending an entire folder to Dropbox


To send an entire folder to Dropbox, first use the Library to select the **FOLDER** that you want to transfer. Then touch the **SHARE** button:

A small, dark rectangular button with the word "Share" in white text.

Then select the “Dropbox” menu item:

A rounded rectangular button with a light gray gradient and a dark border, containing the word "Dropbox" in black text.

Then select the “Export Entire Folder” menu item:

A rounded rectangular button with a light gray gradient and a dark border, containing the text "Export Entire Folder" in black text.

Note that Dropbox filenames are not case sensitive. In other words a recording named XXX and a recording named xxx will both be uploaded as ‘xxx’. So be careful when naming your recordings to not rely on upper vs lower case.

# Importing Files

HT Recorder supports import of audio files from your computer.

Audio file types .WAV and .m4a are supported.

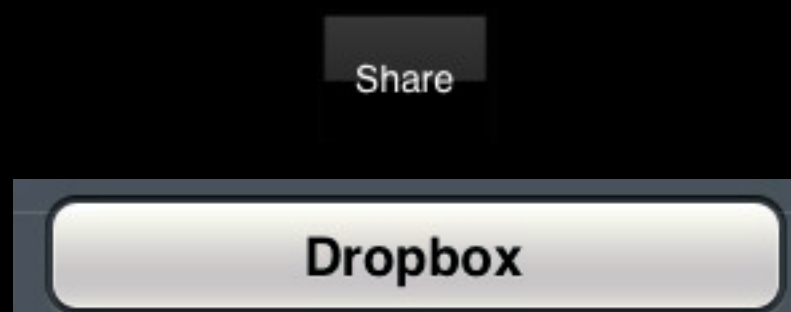
# Importing recordings from Dropbox

HT Recorder can import .WAV and .m4a recordings from Dropbox. Additionally, if a recording's \_info.txt file is available, that can be imported as well, to preserve bookmarks and title information.

To import from Dropbox, first use the LIBRARY to select the destination folder that you want to import to.

Then touch the 'Share' button:

an entire folder to Dropbox, first use the Library to select the FOLDER that you want to transfer. Then touch the SHARE button and select the 'Dropbox' menu item:

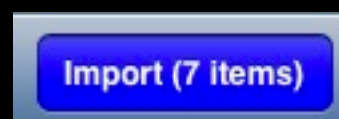


# Importing recordings from Dropbox

Then tap the 'Import Recordings' menu item:




The contents of the Dropbox “/” folder will appear. Navigate to the Dropbox folder that you want to import from, then select the audio files that you want to import. When all audio files to import have been selected, touch the 'Import' button:



Note that there is no need to 'select' the \_info.txt file for each recording. Simply select the recording's audio file. The \_info.txt file will be used automatically (if available) to gather bookmark and title information.

# Importing Files via USB Cable

A small, dark rectangular button with the word "Share" in white text.

To import files from your favorite computer via USB, touch the “Share” button, available on the Library screen of HT Recorder. Then select the ‘iTunes Import’ menu item:

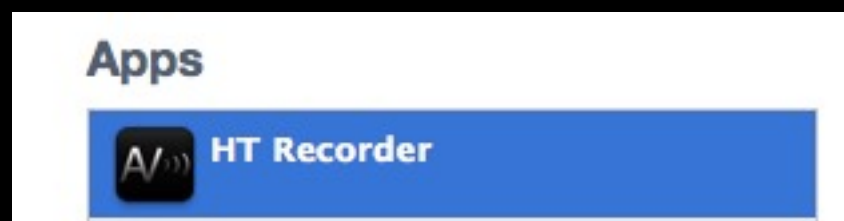
A rounded rectangular button with a light gray gradient and a dark border. The text "iTunes Import" is centered in a dark font.

# Importing Files via USB Cable

Dock your iPhone with your computer via the USB connector.

In iTunes on your computer, select your iPhone's name in the menu on the left. Then select the 'APPS' tab.

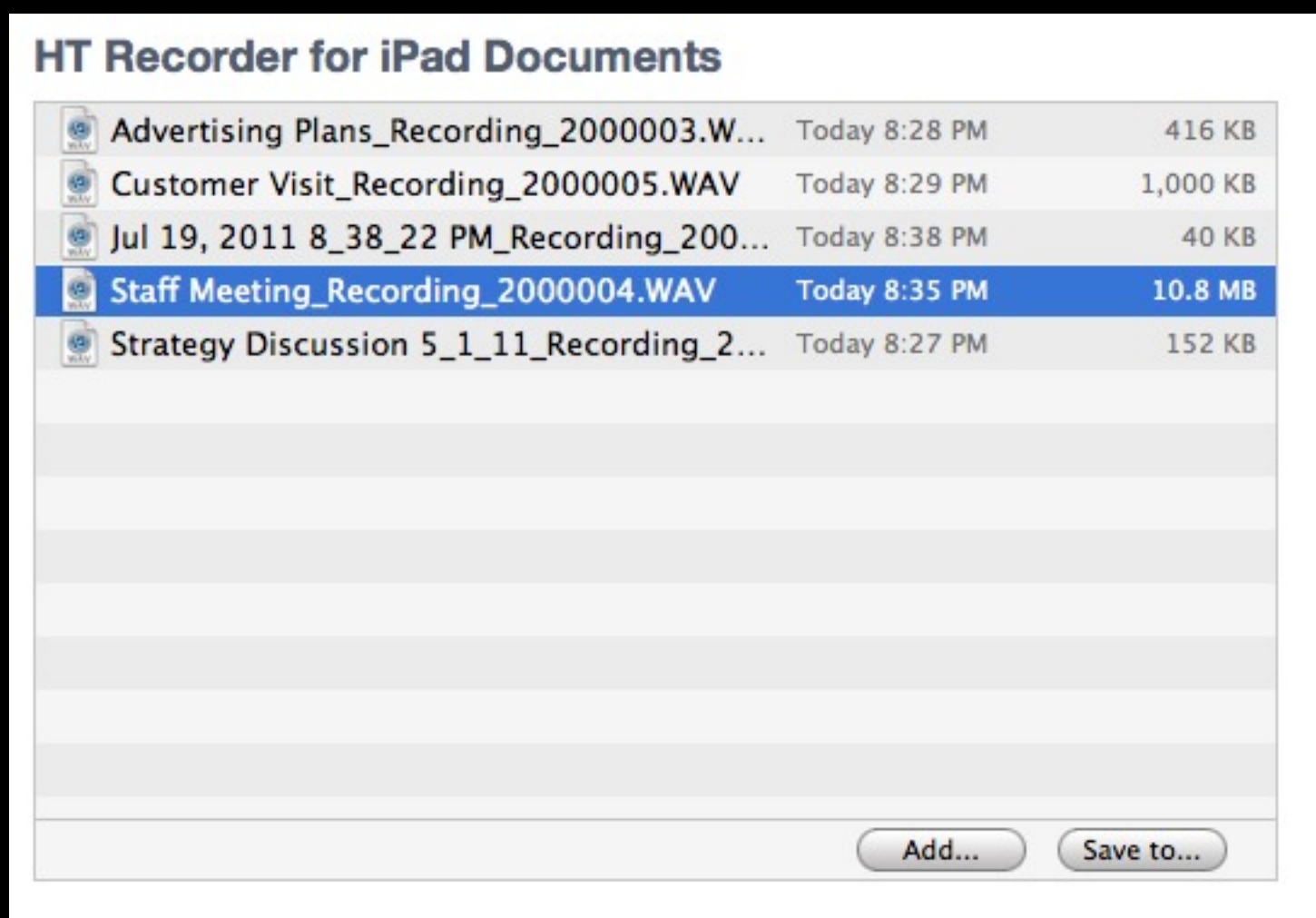
Scroll down to the File Sharing section and select HT Recorder for iPhone:



# Importing Files via USB Cable

Drag the files that you want to import from a folder on your computer to the Documents window in iTunes.

Or, click on 'Add...' to select files to import.



# Importing Files via USB Cable

After all files to be imported have been 'added' to the 'Documents' folder using iTunes, click the 'OK' button to start importing the audio files:





# Contact Applied Voices LLC

If you have any questions about HT Recorder, please contact us at:

[ht\\_recorder\\_support@appliedvoices.com](mailto:ht_recorder_support@appliedvoices.com)

To request new program features for future updates, please contact us at:

[ht\\_pro\\_features@appliedvoices.com](mailto:ht_pro_features@appliedvoices.com)

