




PLAYING SONGS

- OPEN THE AUDIO CHANNEL** on the audio equipment
- SELECT A SONG** by clicking the desired number
 - the song number, theme and duration are shown on the screen
- PLAY A SONG** by clicking the **PLAY** button
 - the program will play only the chosen song and then stops

RECORDING PROGRAMS

- START RECORDING** by clicking the **RECORD** button
 - red indicator light** turns on and the clock starts running  00:44
 - add Theme and Speaker** during the recording
 - activate the feature using *TheoRec Settings* by selecting the option *Allow theme and speaker information adding*
- To divide the meeting** into separate parts, click the **NEW** button
 - this will stop and save the recording in progress and starts a new one
- STOP RECORDING** by clicking the **STOP** button

COPYING PROGRAMS

CD



- INSERT A CD DISC** into drive
- CLICK** the **BURN CD** button
 - The *Copy meetings* window opens
 - please note: copying is not possible while playing background music
- SELECT** the meetings to be copied
- CLICK** the **COPY** button
 - when using a CD-RW disc all the previous recordings will be removed

MEMORY STICK



- INSERT A MEMORY STICK**
 - The *Copy meetings* window opens
- SELECT** the meetings to be copied
- SELECT** the desired extra features
- CLICK** the **COPY** button

The screenshot shows the TheoRec software interface with several callout boxes pointing to specific features:

- Select a song**: Points to the list of songs on the right.
- Play a song**: Points to the **Play** button.
- Start recording**: Points to the **Record** button.
- Add Theme and Speaker**: Points to the **Theme:** and **Speaker:** input fields.
- Stop recording**: Points to the **Stop** button.
- Burn CD**: Points to the **Burn CD** button.
- Meetings to be copied**: Points to the *Copy meetings* dialog box.
- Select the meetings to be copied**: Points to the list of meeting dates in the dialog box.
- Select the desired extra features**: Points to the **Options** section in the dialog box.

The *Copy meetings* dialog box contains the following details:

- Meetings**:
 - Wed 21.12.2011
 - Sun 18.12.2011
 - Wed 14.12.2011
 - Sun 11.12.2011
 - Wed 7.12.2011
 - Sun 4.12.2011
- Options**:
 - Delete old recordings
 - Dismount USB-drive after copying



BACKGROUND MUSIC

This feature is used for playing background music before and after meetings.

START BACKGROUND MUSIC by clicking the **MUSIC** button

- the **MUSIC** button becomes the **STOP** button
- songs will play in random order
- **please note:** it is not possible to burn CDs while playing background music

STOP BACKGROUND MUSIC by clicking the **STOP** button

TIMING

This feature is used for control timing. Enable features in *TheoRec Settings*.

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SELECT THE DESIRED TIME **04:00** or **05:00**

START TIMING by clicking the **START** button

- the **START** button becomes the **STOP** button
- a **signal** will sound when the time is up, provided the audio channel is open and the feature is enabled in Settings

STOP TIMING by clicking the **STOP** button

- both the time limit and the elapsed time will be saved into the *Timing field*

OTHER PROGRAMS

SELECT STOPWATCH

START STOPWATCH by clicking the **START** button

STOP STOPWATCH by clicking the **STOP** button

- the results will be saved into the *Timing field*

PHONE HOOKUP

This feature is used for listening to the meetings by telephone using the *PhoLiBox* system. For further information please contact TheoRec Team.

