




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 main interface of TheoRec. On the left, there are buttons for 'Select a song', 'Play a song', 'Start recording', 'Add Theme and Speaker', 'Stop recording', 'Burn CD', and 'Meetings to be copied'. The main display area shows 'Accompaniment' with a 'Play' button, 'Length: 2:03', a 'Recording' progress bar, and a 'Record' button. Below that are 'Theme:' and 'Speaker:' input fields, a 'Stop' button, and a 'Copying' section with a 'Burn CD' button. A message says 'There are 6 old meetings to be copied'. On the right, a list of meetings is shown under the heading '1. Jehovah's Attributes', with numbers 1 through 11 and corresponding durations (16 to 26). A 'Copy meetings' dialog box is open in the foreground, showing a list of meetings with checkboxes: 'Wed 21.12.2011' (checked), 'Sun 18.12.2011', 'Wed 14.12.2011', 'Sun 11.12.2011', 'Wed 7.12.2011', and 'Sun 4.12.2011'. There are 'Copy' and 'Cancel' buttons. Below the list are 'Options' with checkboxes: 'Delete old recordings' and 'Dismount USB-drive after copying' (checked).



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*.

THEOCRATIC MINISTRY SCHOOL ASSIGNMENTS 1-3

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.

