



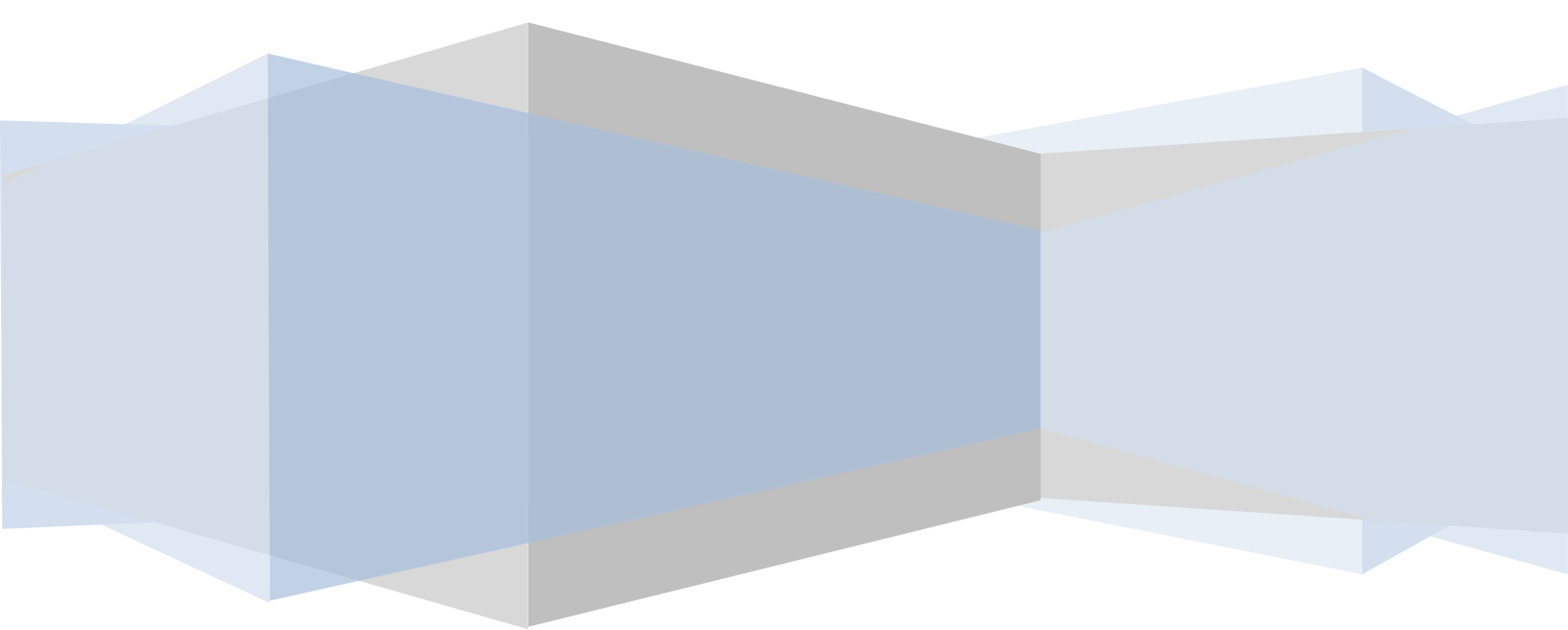
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*Voice-Activated Pedal Controlled PC Recorder*

# DigiLog Manual

Installation, setup and use.

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## Voice-Activated Pedal Controlled PC Recorder

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## Voice-Activated Pedal Controlled PC Recorder

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## Voice-Activated Pedal Controlled PC Recorder

### INTRODUCTION

DigiLog is a professional logging solution that enables you to record audio files on your pc from virtually any input source. It works with the sound card in your computer, and can record all audio or only audio that is above a selected volume threshold. DigiLog organizes your log files so that you can record telephone conversations, interviews and conferences with ease and so you can easily send them for transcription.

DigiLog is ready to accept audio from your pc's microphone, an external desk or boom microphone, a conference microphone, or a telephone recording adapter.

DigiLog makes it easy to record important phone calls. Just press one button to begin recording or use the Voice Activated Recording feature to automatically record all phone calls. You can mark important calls SAVED while allowing others to be automatically deleted after a number of days.

Use it with any wav player or our DigiScribe Transcription Kit to review recordings or for your transcriptionist.

- Record audio from microphones and telephone recording adapters.
- Record effortlessly using Voice Activated Recording or manual control.
- Adjust recording threshold with ease.
- Never miss recording another important phone call or meeting!
- Record inbound and outbound phone calls.
- Record conferences, meeting minutes, and interviews.
- Record lectures, sermons, and public meetings.
- Record ambient sounds to monitor home and office security.
- Record the activities of a babysitter.
- Record 911, customer service, and order-entry calls.
- Use with our DigiScribe Transcription Kit.

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## INSTALLATION

### PC Requirements

Interface: Any PC

Hard Disk: 1 MB (for DigiLog program)

### Operating Systems

WINDOWS 8, WINDOWS 7, VISTA, XP, WINDOWS 2000, 2000/2008/2012 Server

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## SOFTWARE INSTALLATION

1. **LOG-IN** to Windows as a user with **Administrator Rights** if necessary.
2. **DOWNLOAD** the latest DigiLog at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com) by clicking on **SOFTWARE** then **New Installation**. Then click on the version number under the DigiLog heading and follow the on-screen instructions. **(Only setup in the default directory, and if asked “do you want to keep this file” click Yes).**

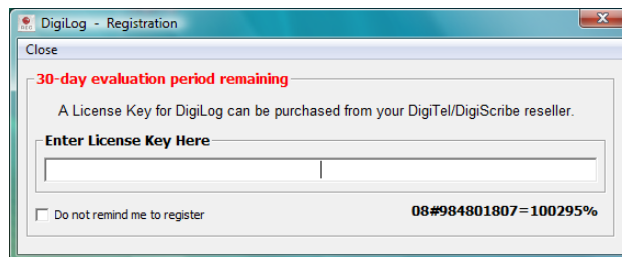
DigiLog will run for a 30-day Evaluation Period prior to a License Key being entered.

To place a DigiLog **Shortcut** onto your desktop, locate DigiLog in All Programs, then right-click on DigiLog and select **Send To - Desktop**.

## REGISTRATION

DigiLog will run for a 30-day evaluation prior to a License Key being entered into its Registration menu. Simply **Close** this window to begin using it.

A License Key is available for purchase from your DigiLog reseller or contact [Keys@DigiTelSoftware.com](mailto:Keys@DigiTelSoftware.com) for more information.

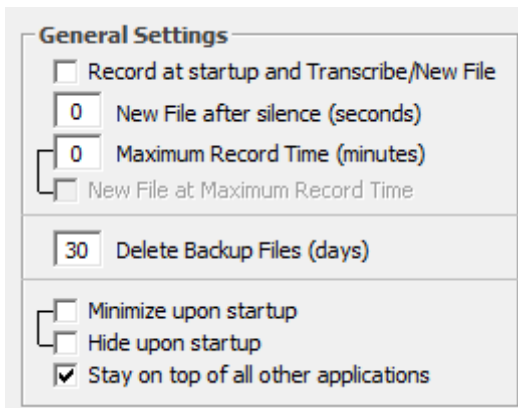


Once you've purchased a DigiLog License Key, email the **Lock Number** from its Registration menu along with the **POP (Proof-Of-Purchase) Number** (that you will receive after your purchase) to [Keys@DigiTelSoftware.com](mailto:Keys@DigiTelSoftware.com) and you will **receive your License Key via email**.

## CONFIGURATION

The configuration menu contains adjustments and special features with which you can fine-tune the operation of DigiLog.

### General Settings:



**Record at startup and Transcribe/New File:** Automatically engage recording when DigiLog is started and when TRANSCRIBE OR NEW FILE is clicked.

**New File after silence (seconds):** The current file will be closed and a new file will automatically begin recording when the number of seconds of silence (when the audio input is below the set threshold) has elapsed. Adjust from 1 to 999 seconds; set to 0 to disable. Use with “**Always**

**Transcribe**” feature to automatically send the file to the transcription queue.

**Maximum Record Time (minutes):** The number of minutes a file can become before it is automatically paused (if the “Start new file at Maximum Record Time” is not selected). Adjust from 1 to 999 minutes; set to 0 to disable. When the Maximum Record Time has elapsed it will notify you with a tone and a pop-up message (if the “Start new file at Maximum Record Time” is not selected). If the “**New File at Maximum Record Time**” is selected, when the Maximum Record Time has elapsed the current file will be closed and a new file will automatically begin recording (if the Maximum Record Time is set greater than 0). Use with “**Always Transcribe**” feature to automatically send the file to the transcription queue.

**Delete Backup Files (days):** Backup files at “c:\Apptec\DigiLog\Files\Backup Files” this many days old will be automatically deleted. Adjust from 1 to 99 days; set to 0 to disable.

**Minimize upon startup:** DigiLog will start minimized.

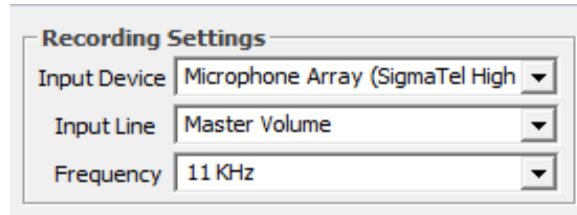
**Hide upon startup:** DigiLog will start hidden from the taskbar. Run DigiLog again and it will pop-up.

**Stay on top of all other applications:** DigiLog will stay in the forefront of all other applications.

## Recording Settings:

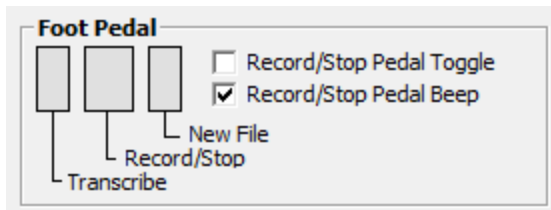
**Input Device:** Select your computer's sound card as the source of audio.

**Input Line:** Select your computer sound card's input line as the source of audio.



**Frequency:** Select the desired recording frequency. Lower frequencies conserve hard drive space, higher frequencies record with increased clarity.

## Foot Pedal:



An optional foot pedal may be used for hands-free Record/Stop, and to send the current file (Transcribe or New File).

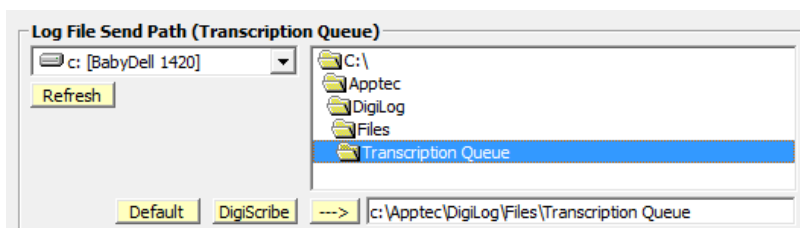
## Pedal Choices:

- IN-USB2 Triple-pedal for Transcribe, Record/Stop, New File.
- IND-USB Double-pedal for Transcribe, Record/Stop.
- IND-USB-WP Waterproof double-pedal for Transcribe, Record/Stop.
- INS-USB Single-pedal for Record/Stop only.
- INS-USB-WP Waterproof single-pedal for Record/Stop only.

Check **“Record/Stop Pedal Toggle”** for press Record/Stop pedal once to record, again to stop. Uncheck to press and hold Record/Stop to record, release to stop.

Check **“Record/Stop Pedal Beep”** to hear a beep when Record/Stop pedal is pressed.

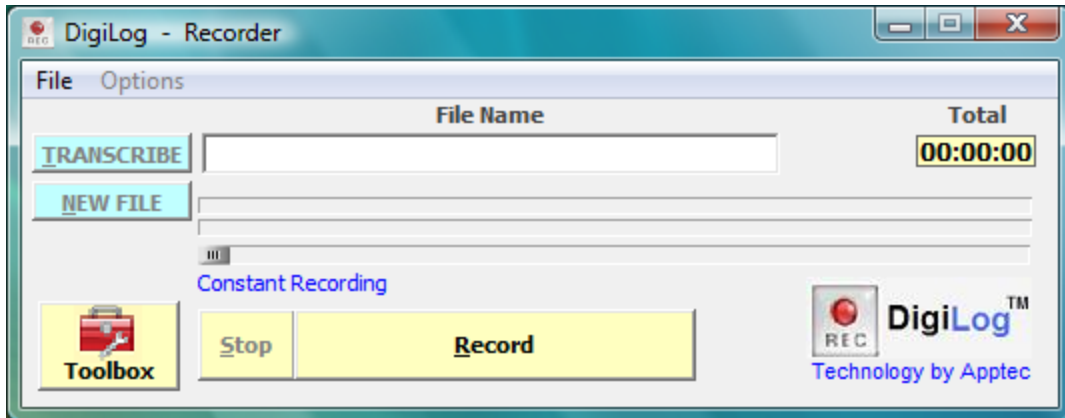
## Log File Send Path (Transcription Queue):



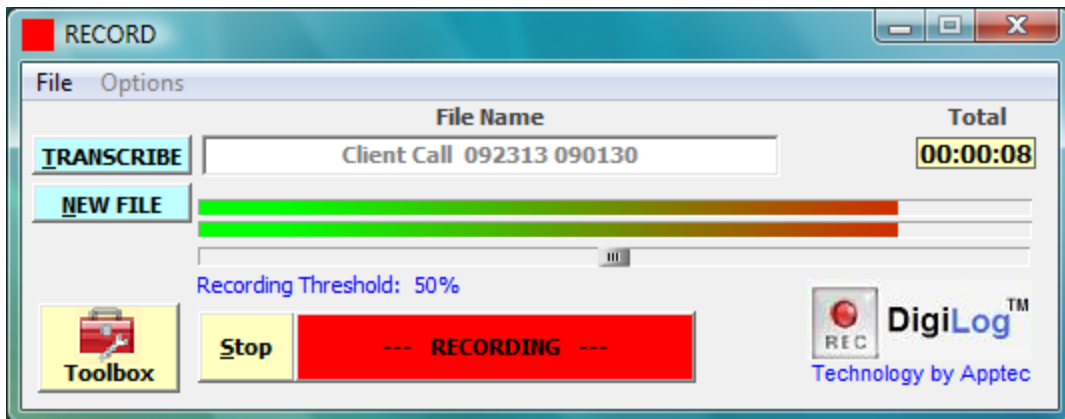
Set to the path where the file will go when SEND FILE is pressed.

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**RECORDER**

Set the **Recording Threshold** slide to the desired threshold. Position it all the way to the left to record all audio regardless of how soft "Constant Recording". Set it higher to record only audio that is at a level above the set threshold.



When you press **Record** a file name that includes the current date and time will automatically be created. If you wish to enter a descriptive name do so before you press record. The current date and time will automatically be added to your descriptive name.

The **Total** indicator shows the length of the file in hours, minutes and seconds.

The **Record** key will glow yellow and indicate **--- RECORD STANDBY ---**, and the Total indicator will not increment when the incoming audio level is lower than the set threshold. The **Record** key will glow red and indicate **--- RECORDING ---**, and the Total

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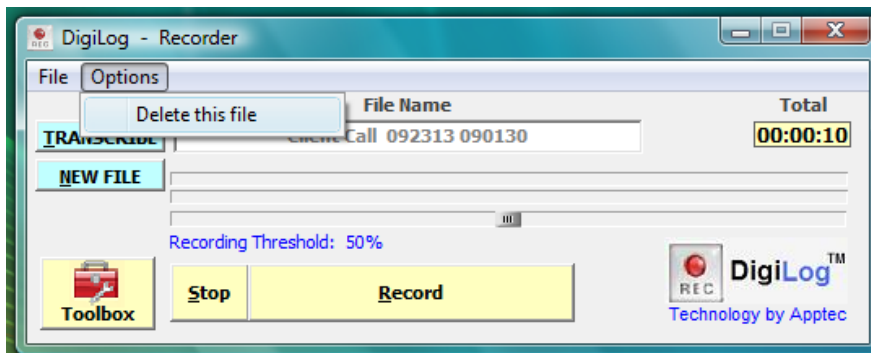
indicator will increment when the incoming audio level is greater than or equal to the set threshold.

DigiLog will display a Red square and show “RECORDING” in the task bar when it is recording and the incoming audio level is greater than or equal to the set threshold. It will display a Yellow square and show “STANDBY” in the task bar when it is in standby and the incoming audio level is less than the set threshold.

Press **STOP** to pause recording. Press **RECORD** to resume recording. The threshold can be changed at any time, even while recording.

Press **TRANSCRIBE** to close the current file and send it to the Transcription Queue path, or click **NEW FILE** to close the current file and send it to the Backup Files path c:\Apptec\DigiLog\Files\Backup Files”. You may then enter a file description if desired and press RECORD to begin a new log file.

After recording and pressing STOP, the **Options** menu is available. Press “**Delete this file**” to delete the current file.



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### HELPFUL HINTS

**TELEPHONE RECORDING:** You can engage recording manually, or you can set DigiLog to record all telephone conversations automatically to ensure you don't miss recording an important one.

To set it to record automatically when an inbound or outbound call is made, use "Record at startup and Transcribe/New File" and set the Recording Threshold near its low end.

In this configuration, when DigiLog is started it will begin in record-standby mode listening for the next inbound or outgoing phone call. When it hears audio it will automatically begin recording.

When the call is over you may select "Options, Delete this file", or press TRANSCRIBE OR NEW FILE to close the file and automatically engage record-standby mode to be ready to record the next phone call. Pressing Transcribe sends the file to the Transcription Queue and Backup Files paths. Pressing New File just sends the file to the Backup Files path.

To further enhance telephone call recording, if you don't want to manually press TRANSCRIBE OR NEW FILE to close the current recording, you can use the "New File after silence" feature. You may wish to set it between 10 and 20 seconds to help ensure that a new file is not begun during lulls in your phone conversation, but is begun when the current call has finished and the line has returned silent for that period of time.

If you place a new phone call or if a new phone call comes in before the set amount of silence time has elapsed, this call will be recorded in the same recording. To ensure this doesn't happen you may press TRANSCRIBE OR NEW FILE at the end of the call.

**CONFERENCE RECORDING:** You can use a single microphone to record a conference, an interview, or ambient sound. You may also use two microphones to simultaneously record the audio from two sources since your DigiLog records in stereo. Using two microphones, one at each end of a conference table is a great way to help ensure everyone is heard clearly.

If you're recording a lecture or speech, using two wireless microphones is a great way to record the speaker and audience questions with great clarity.

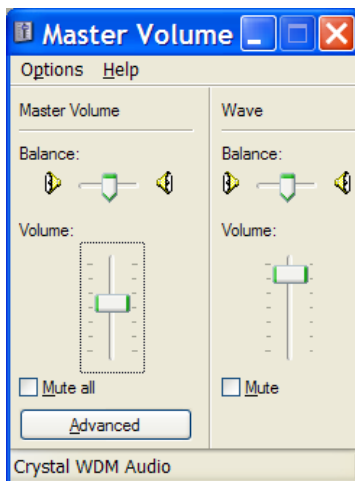
To record ambient sounds when you wish to monitor the security of a home or office or perhaps to record the activities of a babysitter, the use of one or two wired or wireless microphones can work very well to cover wide areas.

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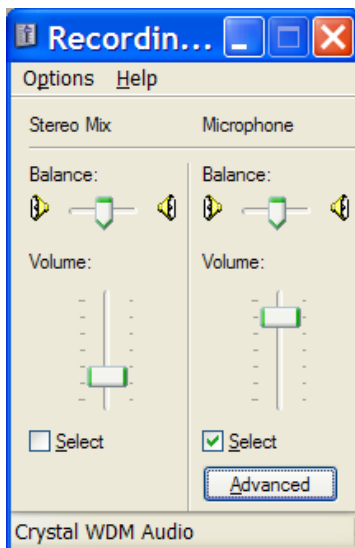
**RECORDING HYSTERESIS:** When the level of audio falls below the set threshold it will take a second or two until the recording pauses. This is normal and helps ensure that soft passages in a conversation will not prematurely trigger record-standby mode.

**PLAYBACK LEVEL AND RECORDING INPUT SOURCE AND LEVEL:**



Use Microsoft's Master Volume Control to set the initial playback volume.

Be sure to set both the Wave and Master Volume levels, and ensure that neither is muted.



Use Microsoft's Master Volume Control's Options/Properties menu selection to set the initial Microphone Volume and to select the input source.

Use the Advanced key to select Microphone Boost if you desire to raise the recording gain to its highest level.



## Voice-Activated Pedal Controlled PC Recorder

**AUTOMATICALLY DELETE OLD BACKUP FILES:** Each time DigiLog is started it deletes its backup files that are equal to or older than the number of days set in the “Delete Backup Files” setting.

This feature is great for holding files for a period of time until you determine if they are worthy of saving. Those that are not marked as Saved are automatically deleted to conserve your computer’s hard drive space.

**START RECORDING BY DEFAULT:** Each time DigiLog is started, or each time TRANSCRIBE OR NEW FILE is pressed, recording is automatically started.

**HIDE UPON STARTUP:** This feature supports security monitoring and private investigations by invisibly and silently recording telephone conversations or ambient discussions. When using this feature you may want to place DigiLog into Windows’ Start menu so that it automatically starts each time the computer starts up.

**SAVING PLACEMENT ON YOUR DESKTOP:** The current placement of DigiLog on your desktop will be automatically saved each time you reposition it. This feature is great for keeping it in the corner of your desktop so as not to disturb the view of another application.

### **Pedal Choices:**

|            |  |
|------------|--|
| IN-USB2    | Triple-pedal for Transcribe, Record/Stop, New File.  |
| IND-USB    | Double-pedal for Transcribe, Record/Stop.            |
| IND-USB-WP | Waterproof double-pedal for Transcribe, Record/Stop. |
| INS-USB    | Single-pedal for Record/Stop only.                   |
| INS-USB-WP | Waterproof single-pedal for Record/Stop only.        |

### **Microphone Choices:**

|            |   |
|------------|---|
| CM-1000USB | USB Omni-directional conference microphone, 10’ cord.         |
| CM-1000    | Omni-directional conference microphone, 8’ cord, 3.5mm plug.  |
| PA-3.5YLR  | Use with CM-1000 to separate stereo channels two 3.5mm jacks. |
| GN-USB     | USB Uni-directional noise cancelling gooseneck mic, 10’ cord. |
| GN-3       | Uni-directional gooseneck mic, 8’ cord, 3.5mm plug.           |

### **Telephone Recording Choices:**

|         |  |
|---------|--|
| LRX-35  | Telephone Handset Coupler, 10’ cord, 3.5mm plug (for digital and analog phones). |
| LRX-37C | Telephone Line Coupler (for analog phones only).                                 |

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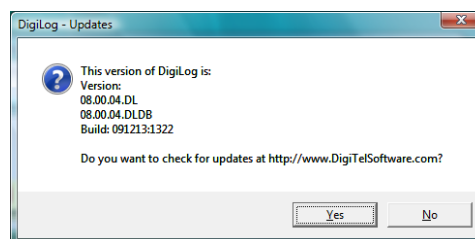
## UPGRADES

The latest software and documentation can be found at [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)

If DigiLog is not already installed, check this site to see if a newer **New Installation** version is available.

If DigiLog is already installed, click **File** then **Check for Updates** to automatically navigate to this site.

Click **Yes** and you will be brought to the **Software Upgrade** page of [www.DigiTelSoftware.com](http://www.DigiTelSoftware.com)



If there is a newer upgrade version available, click on the new version number in the DigiLog column. Then follow the on-screen instructions to install the upgrade

**On this site, you can also sign-up for Update Notices to receive an email when a new upgrade becomes available.**

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