 ***Personal Logger***  
**User Manual**

***The professional logging solution!***





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## INTRODUCTION

*Personal Logger* is a professional logging solution that enables you to record audio files on your own computer 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 threshold. *Personal Logger* organizes your log files so that you can record telephone conversations, interviews and conferences with ease and so you can find specific logs quickly when you need to.

*Personal Logger* is ready to accept audio from your computer's microphone, an external microphone, a conference microphone, a telephone recording adapter, or from virtually any source of audio.

*Personal Logger* 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 PROTECTED and allow the others to be automatically deleted after a set number of days.

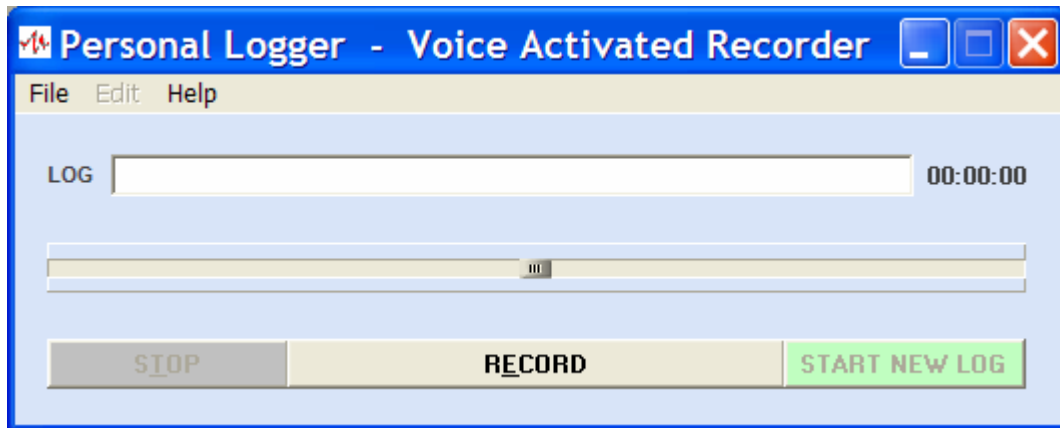
*Personal Logger* also makes it easy to review your recorded log files. Its playback mode lets you adjust the playback speed and volume, mark important logs PROTECTED, and delete selected logs.

- Record audio from microphones and telephone recording adapters.
- Record effortlessly using Voice Activated Recording or manual control.
- Mark important logs PROTECTED (from automatic aged deletion).
- Playback log files to review and manage them.
- Adjust recording threshold, playback speed, and volume 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 new babysitter.
- Record 911, customer service, and order entry calls.
- Use *Pedal Magic* to use a foot pedal to transcribe with the Log Player.

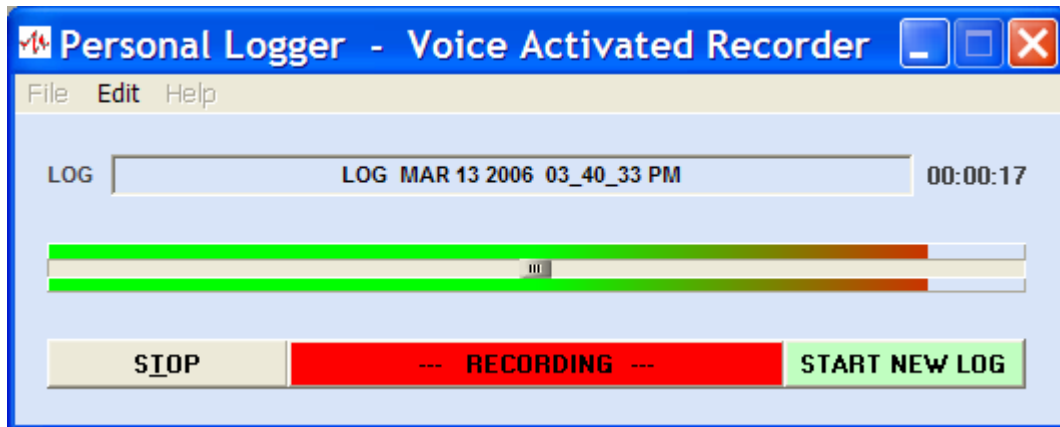


## VOICE ACTIVATED RECORDER

Personal Logger initially displays the Voice Activated 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. Set it higher to record only audio that is at a level above the set threshold.



When you press RECORD a log file name that consists of 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 log file length indicator at the right of the log file name shows the length of the log file in hours, minutes and seconds.

The RECORD key will glow yellow and indicate “--- RECORD STANDBY ---”, and the log file length 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 log file length indicator will increment when the incoming audio level is greater than or equal to the set threshold.

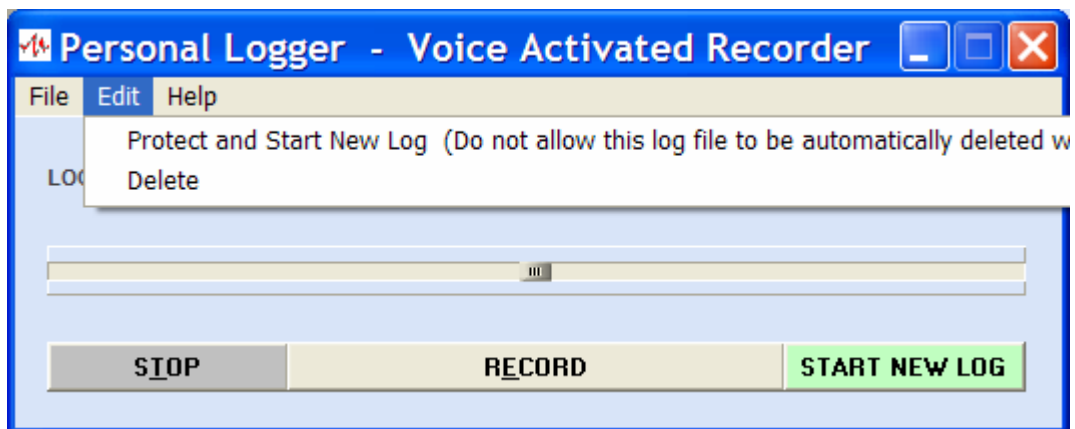


When the voice activated recorder is minimized, it will display a Red indicator and show “RECORDING” in the task bar when it is recording and the incoming audio level is greater than or equal to the set threshold. It will display a Yellow indicator and show “STANDBY” in the task bar when it is recording and the incoming audio level is less than the set threshold.

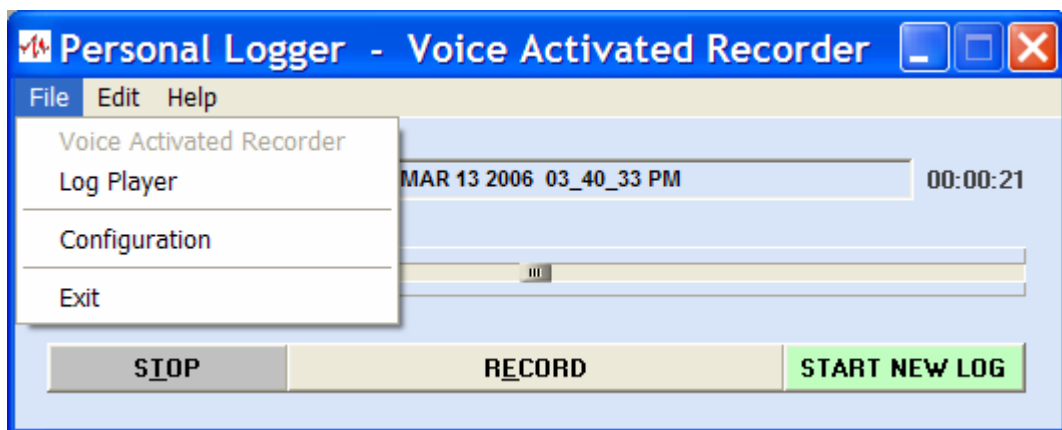
Press STOP to stop recording, and then press RECORD to resume recording. The threshold can be changed anytime, even while recording.

Press START NEW LOG to close the current log. You may then enter a log file description, if desired, and press RECORD to begin a new log file.

After recording and pressing STOP, the Edit menu is available to “Protect and Start New Log” or “Delete”. Press “Protect and Start New Log” to close the current recording and to mark it PROTECTED. A protected log file is excluded from the automatic deletion of old log files. Press “Delete” to delete the current log file. You will be asked to confirm this.



Also after recording and pressing STOP the File menu is available to switch to the “Log Player”. Press “Log Player” to switch to the Log Player. See the next page for details about using it.

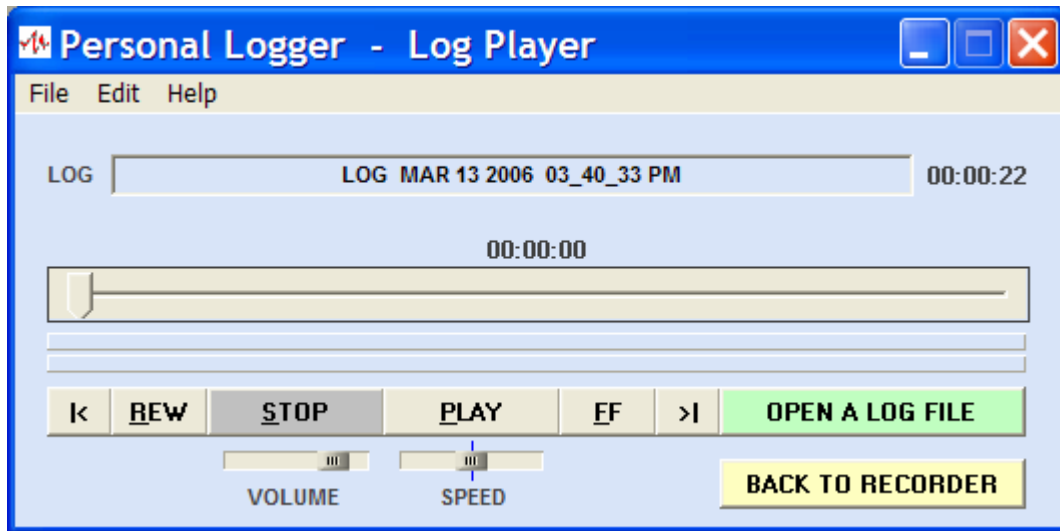




## LOG PLAYER

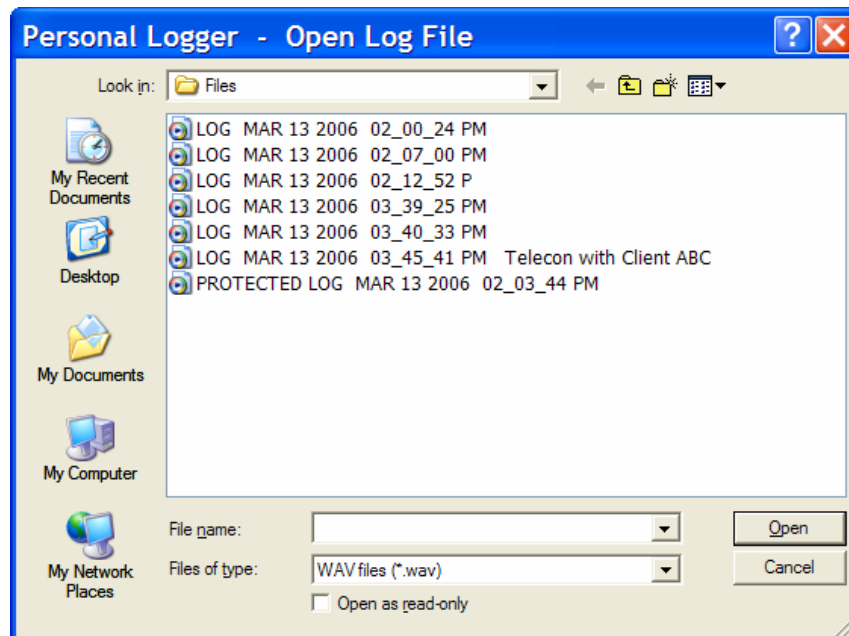
When OPEN LOG is pressed the *Personal Logger* displays the Log Player.

If OPEN LOG is pressed after recording, the current log file will be automatically opened for playback.



If OPEN LOG is pressed without a new recording having been made, an Open Log File dialog will be displayed from which a log file can be selected.

To play a log file, left-click to highlight it and then click Open, or double left-click it. To rename or delete a log file, left-click to highlight it and then right-click to select rename or delete.





Once a log file has been opened it can be played.

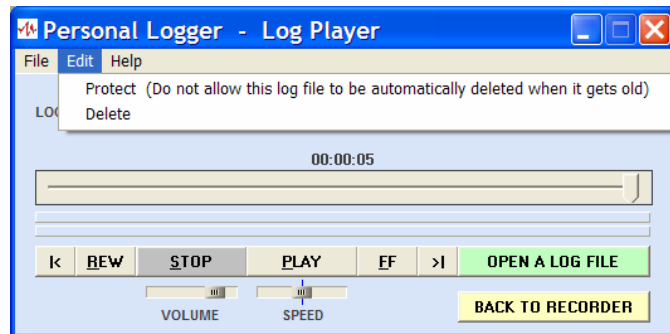
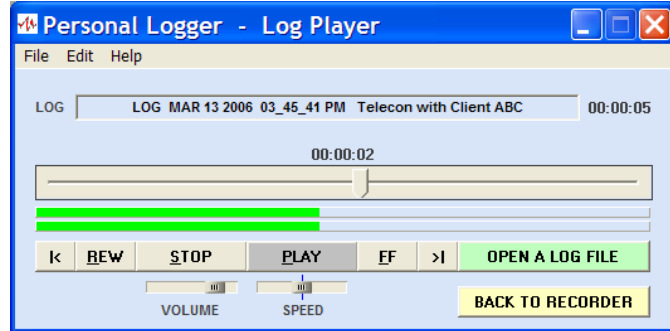
Press **PLAY** to begin playback, **STOP** to pause playback, **REW** to engage rewind, **FF** to engage fast forwarding, **|<** to skip to the beginning, or **>|** to skip to the end.

You may also adjust the **VOLUME** and **SPEED** slides, and click on the word **SPEED** to reset the speed control to its center position (normal speed).

You may also adjust the position-in-file indicator/slide to move to a different position in the file.

The Edit menu allows selection of “Protect” or “Unprotect”, or “Delete”.

Press “Protect” to mark the current recording **PROTECTED**. A protected log file is excluded from the automatic deletion of old log files. If you selected a **PROTECTED** log file the Edit menu option will show “Unprotect” instead of “Protect”. You may press “Unprotect” to unmark it as **PROTECTED**.



Press **DELETE** to delete the current log file. You will be asked to confirm this. If a log file is marked **PROTECTED** you must press “Unprotect” before you may delete it.

Press **OPEN A LOG FILE** to open a different log file.

Press **BACK TO RECORDER** or from the File menu press “Voice Activated Recorder” to return to the Voice Activated Recorder.



## CONFIGURATION

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

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

**Maximum record time:** The number of minutes a log file can become before it is automatically paused (if the “Start new log 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 log at maximum record time” is not selected).

If the “Start new log at maximum record time” is selected, when the Maximum Record Time has elapsed the current log file will be closed and a new log file will automatically begin recording.

**Start new log at maximum record time:** The current log file will be closed and a new log file will automatically begin recording when the Maximum Record Time has elapsed (if the Maximum Record Time is set greater than 0).

**Automatically delete old log files:** Log files this many days old (and not marked as PROTECTED) will be automatically deleted. Adjust from 1 to 99 days; set to 0 to disable.

**Start recording by default:** Automatically engage recording when *Personal Logger* is started and when START NEW LOG is pressed.

**Run in stealth mode:** *Personal Logger* will ensure “Start recording by default” is enabled and will start hidden. **To make it visible create a folder at “c:\” called “ExitLoggerStealthMode”.**

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

**Minimize Upon Startup:** *Personal Logger* will start minimized.



**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. Select from 8 KHz, 11.025 KHz, 16 KHz, 22.05 KHz, 24 KHz, 32 KHz, 44.1 KHz, or 48 KHz.

All recordings are made in 16-bit stereo WAV format.

The screenshot shows two panels from a software interface. The top panel, titled "Record Settings", contains three dropdown menus: "Input Device" set to "Crystal WDM Audio", "Input Line" set to "Microphone", and "Frequency" set to "48 KHz". The bottom panel, titled "Automatic Gain Control", features an unchecked "Enable" checkbox, a yellow "Set to defaults" button, and three input fields: "AGC Low Level (dB)" with the value "-40", "AGC High Level (dB)" with the value "-10", and "AGC Attack Time (ms)" with the value "4".

**Enable Automatic Gain Control:** Enable automatic gain control for recording.

**Set to defaults:** Return the AGC settings to their defaults.

**AGC Low Level:** When AGC is enabled, the record gain will be increased when the audio level is less than this many dB. Range is -92 dB to 0 dB; default is -40 dB. Should be set lower than the AGC High Level.

**AGC High Level:** When AGC is enabled, the record gain will be decreased when the audio level is greater than this many dB. Range is -92 dB to 0 dB; default is -10 dB. Should be set higher than the AGC Low Level.

**AGC Attack Time:** When AGC is enabled, this is the time for gain change by 20 dB. Range is 1 to 99 ms; default is 4 ms.



## HELPFUL HINTS

**TELEPHONE RECORDING:** You can engage recording manually, or you can set *Personal Logger* 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 "Start recording by default" and set the Recording Threshold near its low end.

In this configuration, when *Personal Logger* 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 "Protect and Start New Log" to protect it from automatic age based deletion, or just press START NEW LOG to close the file and automatically engage record standby mode to be ready to record the next phone call.

To further enhance telephone call recording, if you don't want to manually press START NEW LOG to close the current recording, you can use the "Start new log after silence" feature. You may wish to set it between 10 and 20 seconds to help ensure that a new log 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 START NEW LOG 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 *Personal Logger* records in stereo. Using two microphones, one at each end of a conference table is a great way to help ensure everyone is clearly heard.

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 new babysitter, the use of one or two wired or wireless microphones can work very well to cover wide areas.

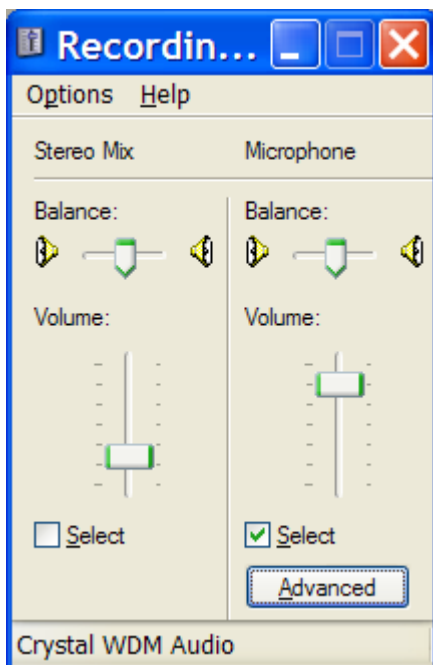
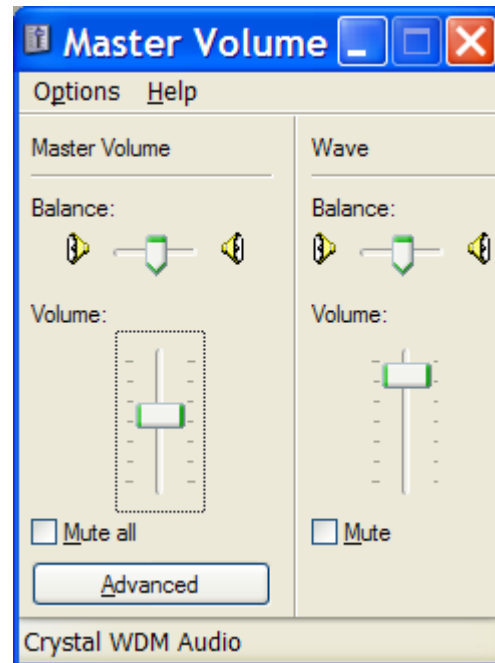


**RECORDING HYSTERESIS:** When the level of audio falls below the set threshold it will take a second or two until the recording pauses. This is normal and helps to ensure that soft passages in a conversation will not prematurely trigger record standby mode.

**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 recording gain (volume) and to select the input source.

Before you set the record gain turn *Personal Logger's* AGC off. Turning *Personal Logger's* AGC on will force the record gain to maximum.

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



**AUTOMATICALLY DELETE OLD LOG FILES:** Each time *Personal Logger* is started it deletes log files that are equal to or older than the number of days set in this feature, bypassing log files marked as protected.

This feature is great for holding log files for a period of time until you determine if they are worthy of saving (protecting). Those that are not marked as protected are automatically deleted to conserve your computer's drive space.

**START RECORDING BY DEFAULT:** Each time *Personal Logger* is started, each time START NEW LOG is pressed, each time "Protect and Start New Log" is selected, and each time "Voice Activated Recorder" is selected or each time BACK TO RECORDER is pressed, recording is automatically started.

This feature supports Stealth Mode operation by automatically engaging record each time *Personal Logger* is started. When using "Run in stealth mode" *Personal Logger* should be placed into Windows' Start menu so that it is automatically started each time the computer is booted or rebooted.

**RUN IN STEALTH MODE:** Each time *Personal Logger* is started it will run without displaying its splash screen or main menu. It will also not show in the task bar, and it will automatically start recording.

This feature supports security monitoring and private investigations by invisibly and silently recording telephone conversations or ambient discussions.

When using "Run in stealth mode" *Personal Logger* should be placed into Windows' Start menu so that it is automatically started each time the computer is booted or rebooted.

To exit stealth mode you must create a folder at "c:\" called "ExitLoggerStealthMode". Stealth mode will be exited within 10 seconds.

**SAVING PLACEMENT ON YOUR DESKTOP:** The current placement of *Personal Logger* on your desktop will be automatically saved

This feature is great for keeping it in the corner of your desktop so as not to disturb the view of another application.



## STANDARD VERSUS ADVANCED MODE

*Personal Logger* runs as a Standard Edition until a Stationary License Key is entered into the Upgrade menu, or until a Floating License Key is connected to your computer.

The Standard Edition limits record time to 1 minute per log file and disables the advanced features.

The Advanced Edition has no record time limits and enables the advanced features.

The additional features available in the Advanced Edition include:

- Starting a new log file after silence is detected.
- Setting maximum record time to 0 (for unlimited recording) or above 1 minute.
- Starting a new log file when the maximum record time has elapsed.
- Automatically deleting a log file that is older than x days.
- Automatically engaging record mode.
- Engaging stealth mode.
- Disabling staying on top of all other applications.
- Enabling minimizing upon startup.
- Setting higher frequency recording parameters.
- Enabling and customizing Automatic Gain Control.
- Enabling playback speed control.
- Automatic saving of the current placement on your desktop.
- Allowing annotation of the description of each log file in addition to the date/time stamp.