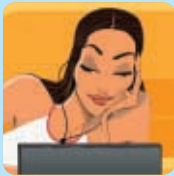




# beyerdynamic

steno-s

Conference & Recording  
Software



**S** **STENO-S**<sup>TM</sup>  
Conference & Recording Software



# **STENO-S**<sup>TM</sup> Conference & Recording Software

steno-s is a brand new hard-disk audio recording software package, allowing the recording and playback of meetings and discussions using a standard Windows® PC.

Featuring a straight-forward and simple-to-use interface, navigation of the software is quick and easy, permitting the set-up and recording of meetings in a matter of minutes.

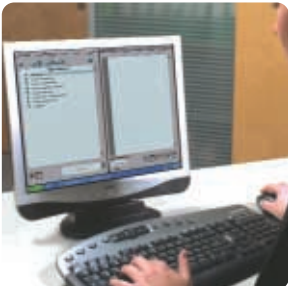


In today's busy climate, digital storage and retrieval of information, regardless of type, is fast becoming essential for everyone. When it comes to agenda preparation and the minute-taking of meetings or discussions, having access to a convenient electronic-format solution to cope with this can help to speed up the entire process.

steno-s has been introduced as a tool for exactly this purpose. It is available in three versions – Office, Pro and Conference – and is designed to meet all of the demands of audio hard-disk recording, logging and filing of small discussions or large meetings alike.



As well as recording the audio, steno-s allows the inputting and placing of text markers into the software, alongside the audio. This enables the user to refer back to specific points of the meeting quickly and easily. Inputting of these markers is manually carried out in steno-s Office and can be partially automatic in the Pro and Conference versions of the software.



Once the meeting is recorded and marked, steno-s then enables the user to quickly and easily burn the file onto a CD-ROM or save it to a company network file.

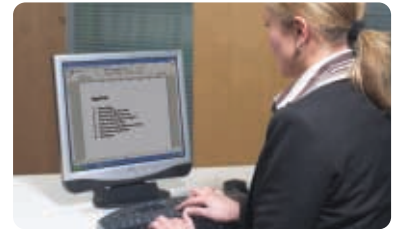


# Phases of a Meeting — preparation, discussion and placing of markers, minute-taking and filing



## 1 Preparation

Before the meeting, the agenda and / or a list of participants is written using Microsoft Word®.



The agenda can then be copied and pasted from Microsoft Word® into steno- and its contents used as prepared markers during the meeting. Each marker can include specific contents: text, an application file (PowerPoint®, Excel®, Word® etc.) or a link to another file.



## 2 Discussion and placing of markers

During the discussion or meeting, as the items of the agenda are dealt with, various topics will be discussed, decisions and suggestions will be made and questions will be asked, with everything being able to be logged and highlighted with markers. Each marker can then be used to identify a particular moment in the audio recording.



In order to place markers, select the following buttons from the menu bar.

**Placing markers**

1 2 3 4 5 6 7 8

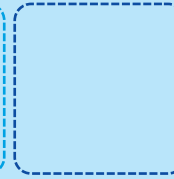
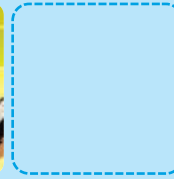
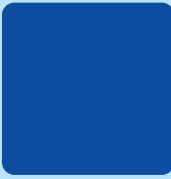
- 1 New meeting
- 2 Prepare new marker
- 3 Delete individual prepared markers
- 4 Enter marker at the current recording position
- 5 Enter marker at the current recording position and highlight next marker in the list
- 6 Enter new marker to be edited
- 7 Encrypt audio data
- 8 Open / close playback window

Create a new meeting and prepare markers by selecting the buttons 1 2 3

Place prepared and new markers during the audio recording by selecting the buttons 4 5 6 7 8

Preparation of the meeting

Recording of the meeting



# Standard Markers



## Predefined markers

which contain a particular content:

### Text marker —

A marker which can contain any text.

### File marker —

A marker which contains a file that is actually copied into the audio recording. The file is also burnt onto a CD, allowing the opening of it at any time.

### Link marker —

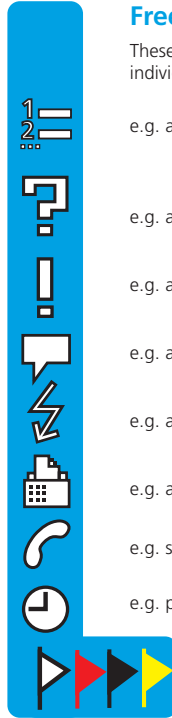
A link marker only creates a link to a certain file. The file itself is not burnt onto a CD.

The symbols for these three standard markers can be selected from a list of marker icons.

During the audio recording it is possible to select different symbols and allocate them in the recording.

## Freely selectable symbols

These symbols identify a marker with an individual content.



e.g. a list, items of the agenda

e.g. a question to be clarified

e.g. a decision

e.g. a comment

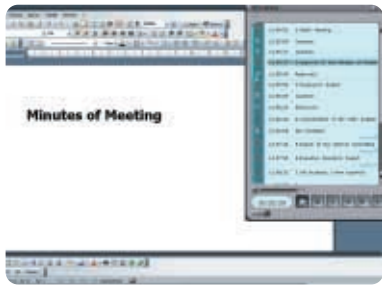
e.g. a hint

e.g. a confirmation by fax

e.g. start of a teleconference

e.g. pause

e.g. importance, responsibility, priority etc.



# 3 Minute-taking

steno-s can be integrated into Microsoft Word® to facilitate typing up of the minutes. All markers placed in the recording can be imported from steno-s directly. By selecting the appropriate buttons it is possible to start or stop the recording, go forwards or backwards or select individual markers in the recording directly. The optional STA 33 or STA 33 USB foot switches can be configured with steno-s and are suitable to control the playback of the recorded meeting. As steno-s makes use of popular stenography protocols, secretaries or typists can work intuitively.



## Filing

When the meeting is over, the recording can be stopped and the file burnt onto a CD-ROM or placed onto a company network. All of the participants of the meeting can immediately receive a copy of the CD for future reference.

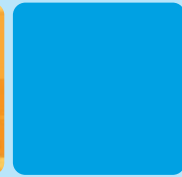
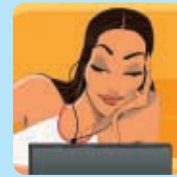
Depending on the chosen sample rate (high/low) or audio compression factor, audio recordings of up to 30 hours (including annotation) will fit onto a standard 700 MB CD-R. It is also possible to include PowerPoint® presentations, as well as other Word® or Excel® documents used in the recording, on the CD.

In this way, it is now possible to keep a complete digital archive of all meetings recorded using the steno-s software.





# One-Click Recording



## Record meetings or discussions with one mouse click

By using the steno-s Conference and Recording software you can record speeches and statements of a meeting or discussion with just one mouse click.

Highlight important passages in the recording (e.g. different speakers, items of the agenda or decisions) and reduce the amount of time for writing and filing the minutes.

The steno-s Conference & Recording software is easier to handle than a cassette tape recorder.

## References

*Germany:* Administrative district of Oder-Spree, Beeskow · Berlin-Brandenburg Academy of Sciences and Humanities · Centre of Commerce in Berlin · CSS Conference & Show Service, Berlin · DIHK Berlin · ESWE, Wiesbaden · Heilbronn Marketing GmbH · Local Authorities Association of Saarbruecken · Medical insurance organisation of Bavaria, Munich · Municipality of Aalen · Municipality of Bretten · Municipality of Essen · Municipality of Forst (Lausitz) · Municipality of Heidelberg · Municipality of Heikendorf · Municipality of Heilbronn · Municipality of Karlsruhe · Municipality of Leutkirch · Municipality of Luedenscheid · Municipality of Ribnitz-Damgarten · Municipality of Ruedersdorf near Berlin · Municipality of Sassnitz · Municipality of Tuebingen · Municipality of Wesel · Municipality of Wuppertal · New Apostolic Church in North Rhine-Westphalia · Public Utility in Seesen · Regional administration of Muenster · Technical University Mining College of Freiberg · The diocese of Wuerzburg · Town hall in Karlsruhe · Trade corporation of Schwerin · TSF Training Systems Friedrichshafen GmbH, Immenstadt · Virchow Hospital, Berlin · Wort- und Bildverlag, Baiersbrunn

*International / Australia:* University of Queensland, Woolloongabba · Burdekin Shire Council, Ayr · *Austria:* Chamber of Labour, Klagenfurt · Municipality of Radfeld · Municipality of St. Johann / Tirol · Municipality of Zurndorf · Power station of Vorarlberg, Bregenz · *Canada:* TV5 Québec · *England:* Marquee Audio Ltd., Shepperton · *Israel:* Ben Gurion University, Beer Sheva · *Italy:* Comune di Inzago Essedi s.r.l., Gessante · Comune de Sovico · *New Zealand:* Waimakariri District Council, Rangiora · *South Africa:* Tumi Tau Consultancy · University of Pretoria · *Spain:* Public University of Navarre, Pamplona · *The Netherlands:* Gemeente Beek, KA Beek · Gemeente Dantumadeel, R/Damwoude · Gemeente Menaldumadeel, MS Menaldum · Gemeente Slochteren



- 1 Create a new file for recording a meeting
- 2 Start recording
- 3 Stop recording

Of course steno-s still has more functions. To find out more, please have a look at the following pages.



## Accessories



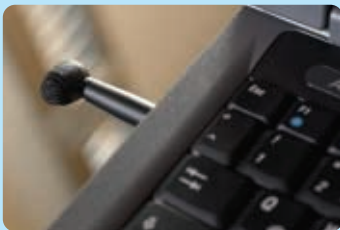
**STA 33 / STA 33 USB**  
Order # 475.521 / 479.217

Foot switch to control the play-back functions. Serial RS 232 (STA 33) or USB connection (STA 33 USB).



**MPC 70 USB**  
Order # 475.548

MPC 70 USB acoustical boundary microphone to connect to the USB port of a PC and to record meetings with a maximum of 10 participants. Supplied with a 3 m long cable and USB connector.



**MCE 494**  
Order # 465.577

MCE 494 condenser microphone to connect to a laptop/PC and to record small meetings with a maximum of 2 participants. Connects to the mic input directly.



**STA 22**  
Order # 475.513

Stethoscope earphone with mini stereo jack (3.5 mm), 21  $\Omega$ , 20 - 20,000 Hz, 2.5 m long cable with integrated volume control. Can be connected to a headphone output directly.



Connection to beyerdynamic conference systems via RS 232 or TCP/IP (steno-s Conference). Control via appropriate digital audio platforms is also possible.

MCS 50  
MCW-D 50  
MCW-D 200

For more information about the beyerdynamic MCS 50, MCW-D 50 and MCW-D 200 conference systems please go to

[www.beyerdynamic.com](http://www.beyerdynamic.com)

## steno-s Features



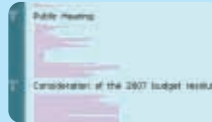
The purchase, maintenance and repair of dedicated hardware recording and play-back devices (DAT, Mini-disc, Cassette etc.) becomes a thing of the past when using steno-s.



The operation of steno-s is very intuitive. All operating elements of the playback window can be integrated into Microsoft Word® (MS Word® 97 or higher).



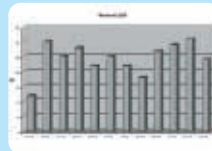
It is possible to immediately check the audio quality during recording, due to read after write capability.



There is also the option of showing the audio level whilst recording.



Should a system crash occur during the audio recording, only two seconds of the recorded file will be lost due to the intelligent recording protocol. Therefore the recording can be continued with virtually no audio loss. Audio files can also be converted into Wave (.wav) format.



Different files (such as Excel® or PowerPoint®) can be integrated into the recording. These files can be burnt onto a CD-ROM or placed onto a network for future reference.



As the complete recorded meeting can be burned directly onto a CD, no paper is required.



Filing of audio recordings with a maximum capacity of 30 hours on a standard CD-ROM.



The steno-s Player is freeware. The playback of filed audio recordings is possible using any PC (Windows 2000® or higher) and standard audio hardware.



If the recorded meeting has to be typed and printed on paper, by using steno-s or the steno-s Player the file can be created on a PC and printed out. The optional foot switches can be configured so that the minutes can be typed as usual.



# steno-s Software

Three versions are available for individual requirements in meetings and discussions



## steno-s Conference

Order # 480.304

Software for large meetings and discussions, when using the MCW-D or MCS Conference Systems

The most comprehensive steno-s version allows the control of the beyerdynamic MCW-D and MCS conference systems via RS 232 or TCP/IP directly. Featuring a basic integrated version of the Conference Controller software, steno-s Conference allows remote activation and deactivation of MCS or MCW-D microphone units, as well as allowing the use of internal request-to-speak lists.

Together with this, when correctly configured, the pressing of a microphone button whilst recording will trigger its pre-defined name to be marked in the recording window. All or part of the audio data can be encrypted and protected by a password in different security levels\*.

steno-s Conference includes the complete control protocols of all current beyerdynamic conference systems to ensure full remote control functionality.

A programmable interface also allows the operation of steno-s Conference with different conference systems.

## steno-s Pro

Order # 474.819

Software for various meeting sizes, using conference systems and a media control system

State-of-the-art media control systems are used in many meetings. By using a remote touch screen, the operator can allocate the microphone units, control the volume of the sound system, as well as controlling such things as room lighting. The touch screen can also be used to start the recording of steno-s and to mark speeches or individual items of the agenda. All control functions of steno-s can be directly addressed from the media control system via the implemented protocol. The appropriate status messages can also be recalled. The Pro version allows encrypting the audio data as well\*.

## steno-s Office

Order # 476.250

Software for meetings with a maximum of 10 participants when using a single microphone

steno-s Office, when used with a connected microphone (e.g. beyerdynamic's MPC 70 USB acoustical boundary microphone), meets all of the requirements for small meetings (with a maximum of 15 participants) without the need for additional recording hardware. Other audio play-back sources can also be used via the line or mic input of a standard PC sound card.

## steno-s Player

The steno-s Player is free of charge and supplied with the steno-s Software. It may be installed on several different PCs. By using the steno-s Player, audio data can be reproduced in steno-s format only (the Conference and Pro version allow a conversion into the Wave format, allowing the production of audio CDs or processing with other programs (e.g. MP3)).

As all steno-s play-back functions can be integrated into Microsoft Word® (Word® 97 or higher), a professional typist can write up the minutes quickly and easily.

**[www.steno-s.com](http://www.steno-s.com)**

Please visit to download steno-s software documentation and a demo version of the program.

\* available from summer 2006



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Further information regarding other beyerdynamic products can be found in the brochures shown above.  
These brochures can be requested by sending an e-mail to info@beyerdynamic.com  
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