

# **NCH Software**

# **SoundTap Streaming Audio Recorder**

This user guide has been created for use with  
SoundTap Streaming Audio Recorder Version 7.xx

## Technical Support

If you have difficulties using SoundTap Streaming Audio Recorder please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date SoundTap Streaming Audio Recorder Online Technical Support at

[www.nch.com.au/soundtap/support.html](http://www.nch.com.au/soundtap/support.html).

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

## Software Suggestions

If you have any suggestions for improvements to SoundTap Streaming Audio Recorder, or suggestions for other related software that you might need, please post it on our Suggestions page at [www.nch.com.au/suggestions/index.html](http://www.nch.com.au/suggestions/index.html).

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

# SoundTap Streaming Audio Recorder

## Contents

Overview .....	2
Using SoundTap .....	3
Keyboard Shortcuts.....	4
Related Programs.....	5
Support.....	6
NCH Software Suite .....	7
Google Authorization Process on Windows XP and Vista.....	8
Software License Terms.....	9
<b>General</b>	
Find and Play Recordings.....	12
<b>Screen References</b>	
Backup Audio.....	14
Launch URL.....	15
Options ~ General.....	16

# Overview

## SoundTap Overview

Thank you for using SoundTap. SoundTap is an audio recording program which specializes in recording streaming audio such as internet radio, webcasts and VOIP conversations conducted with softphones like Express Talk or Skype.

SoundTap uses a special driver that will intercept the audio without configuring any other software.

## Features

- Records audio played from any other program.
- Supports saving to 2 file formats: wav (multiple codecs) and mp3.
- Supports mixing the microphone and speaker into the same stream.
- Uses a special audio driver to intercept audio so no special configuring is required.

## System Requirements

- Windows XP/Vista/Windows 7, 8 and 10
- Pentium or above with 32MB Ram
- A sound card

# Using SoundTap

If you have successfully installed SoundTap then you are ready to make your first recording.

## Your First Recording

Follow these steps to make your first SoundTap recording:

- Open the Options window.
- Select the recording desired settings with regards to both the output format and the selected microphone.
- Next play a source of audio, such as some internet radio, a CD, or some other kind of audio source using your choice of audio software. You should receive a message in the status window indicating that audio streaming has started.
- To start recording the audio source, click on *Start Recording*. SoundTap will notify you that recording has started and show the name of the file it is creating. You can change the name of this file later.
- To pause recording, click the *Pause* icon to the right of the start/stop recording button. Once recording is paused, you can resume recording by clicking the Pause button again.
- To stop recording, click on *Stop Recording*. Your file should have now been created.

### Note:

Alternatively, you can start SoundTap recording before playing any audio sources. SoundTap will continue to listen for audio sources, but will not actually commence recording until an audio source is started.

## Viewing Your Recordings

To view recordings click on the button labeled *Find and Play*. SoundTap will display a window which you can use to browse your file system for recorded files. It will also allow you to play, edit, rename and burn your recordings. For more information please see the help section on *Find and Play*.

## Recording a VOIP conversation

SoundTap is perfect for recording VOIP conversations - such as those conducted with programs like Express Talk or Skype. Because SoundTap can record an audio stream with perfect digital reproduction, your recording will be exactly as you heard it.

In order to record a VOIP conversation you must check the *Also record from microphone* check box. This will ensure that you record the caller and the callee.

Note that SoundTap cannot record from the microphone unless it is also recording an audio stream.

## Running SoundTap from the System Tray

By selecting *SoundTap-->Close to tray* from the SoundTap menu you are able to leave SoundTap open and recording in the background.

The SoundTap icon will appear in the system tray while SoundTap is running in the background without cluttering up your taskbar. You can right click this icon to reopen SoundTap.

## Running SoundTap from the command line

You can run SoundTap from the command line with several options. This is useful if you plan to use the windows scheduler facility to record. Available options are:

- -shutdown (shutdown SoundTap)
- -start (start SoundTap recording)
- -stop (stop SoundTap recording)
- -launch [url] -m (launch the specified URL with microphone turned on. Note: -m is optional)

# Keyboard Shortcuts

The following keyboard shortcuts can be used to control certain functions in Soundtap:

- Ctrl+R** : Start or Stop recording
- F1** : Help
- Ctrl+O** : Open the Options window
- Ctrl+F** : Open the Find and Play window
- Esc** : Close to tray
- Alt+F4** : Exit Soundtap

The following keyboard shortcuts can be used to control certain functions in the Find and Play window in Soundtap:

- F9** : Play recording
- Ctrl+A** : Select all recordings
- Ctrl+E** : Edit audio with WavePad
- Ctrl+S** : Save file as
- Ctrl+N** : Send selected file(s) to email
- Ctrl+B** : Burn selected file(s) to CD-ROM with NCH Express Burn
- Ctrl+T** : Transcribe selected file with NCH Express Scribe
- Ctrl+M** : Convert selected sound file format with NCH Switch
- Ctrl+G** : Compress and back up selected file(s) with NCH Express Burn
- Ctrl+Delete** : Delete selected file(s)

- F2** : Rename selected file
- F5** : Refresh the recording list
- Esc** : Close the Find and Play window

The following keyboard shortcuts can be used to control certain functions in Find and Play window's Recording Player.

- Space** : Play/Pause
- Home** : Go to Start / Previous Track
- Left Arrow** : Rewind
- Right Arrow** : Fast forward
- End** : Go to End / Next Track
- Ctrl+L** : Play the selected file at a slow speed
- Ctrl+F** : Play the selected file at a fast speed

## Related Programs

You may find the following list of software useful in conjunction with SoundTap

- [Wavepad Audio Editor](#). Perfect for editing your SoundTap recordings into smaller tracks, or for joining broken recordings.
- [VRS Recording System](#). SoundTap can be configured to record conversations to a VRS server.
- [Express Burn CD Writer](#). Burn your SoundTap recordings to CD with this easy to use CD burning software.
- [Express Talk VOIP Softphone](#). Conduct Voice over IP conversations with Express Talk and record them with SoundTap.
- [Twelve Keys Music Transcription Software](#). Learn to play and transcribe your SoundTap recordings using this music transcriber.
- [Express Rip CD Ripper](#). Rip files from Music CDs to audio files like wav or mp3.
- [Switch Audio Converter](#). Convert your SoundTap recordings to different audio formats using this fast and easy conversion tool.
- [A full list of great software products available from NCH Software](#).

# Support

You can contact NCH Software for support at <http://www.nch.com.au/support/index.html>.

You can also get developer and community based support from the SoundTap forum page at <http://nch.invisionzone.com/index.php?showforum=27>

# NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

## **Search**

Search our website for products matching any keywords you type.

## **See more of our software**

Browse our website for more software.

## **Subscribe to our newsletter**

You can subscribe to our newsletter for announcements of new releases and discounts. You can unsubscribe at any time.

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# Google Authorization Process on Windows XP and Vista

Extra steps are required to give SoundTap authorization to upload to Google Drive and/or YouTube when running on Windows XP or Windows Vista:

1. Click **Authorize...** in the **Authorization** dialog.
2. In the web page that opens, sign in to your Google account, if required.
3. Confirm that you authorize SoundTap to access the requested features.
4. Copy the **Authorization Code** provided by Google and paste it in the **Authorization confirm** dialog in SoundTap.
5. Click **Ready** to confirm that authorization is complete.

# Software License Terms

Our goal is for every user to have a successful experience with our software. We offer it to you on the basis that you accept our End User License Agreement (EULA).

This EULA limits our liability and is governed by an arbitration agreement and venue agreement. Please read below as these terms affect your rights.

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7. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.
8. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.
9. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted. References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department  
NCH Software, Inc.  
6120 Greenwood Plaza Blvd, Ste 120  
Greenwood Village CO, 80111  
USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at [adr.org](http://adr.org), by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

# General - Find and Play Recordings

## Find and Play Recordings

Open the Find and Play Recordings dialog box from the Find & Play menu item, or pressing the Find & Play Toolbar button.

All recordings in the specified recording folder will be listed.

## Playing a Recording

To play a recording select it and press F9. When the Play Control Box opens you can move back and forward within the recording using the left and right arrow keys. To pause playback press the spacebar. To stop and go to the beginning press Esc. To move to the beginning press Home. To move to the end press End. To go back to the list of recordings press Enter.

## Save As

This will save the selected recording to a different position in a local or networked folder.

To save the recorded file on your hard drive, select the recording and click the "Save" button. Enter the file name and click OK.

## Deleting a Recording

To delete recordings, select them and click on the Delete button. You can select more than one recording by holding down the Shift key while selecting.

## Email a recording

This option will allow you to send a recording through email.

## Upload a recording

This option will allow you to upload your recordings to different cloud services including Google Drive, One Drive, and Dropbox.

## Edit Audio

This will open the selected recording in WavePad: A full featured professional sound editor for Windows. When editing audio files you can cut, copy and paste parts of recordings and, if required, add effects like echo, amplification and noise reduction. WavePad works as a wav editor or mp3 editor but it also supports a number of other file formats including vox, gsm, real audio, au, aif, flac, ogg and more.

WavePad is designed to be a very easy and intuitive to use for audio editing. Within minutes you will be able to open or record a file and edit it. But if you take time to explore the other features you will find many powerful tools for editing audio designed with the professional sound engineer in mind. WavePad comes in two versions a free basic version and a masters edition, both with a full-featured trial period.

## Convert Sound File

Converts the audio file(s) to a different format using Switch. Switch audio file converter is very easy to use. With the selected files added into Switch, select the format you want to use, and then click the convert button. Switch supports converting to wav (PCM, ADPCM+, aLaw+, uLaw+, and others), mp3, au, aif/aiff, gsm, vox, raw, ogg, flac, .rss, .amr+ and more.

## Transcribe

Allow simple and easy dictation of files using Express Scribe. This computer transcriber application features variable speed wave playback, foot pedal operation, file management and more.

## Burn to CD-ROM

The selected files will be imported into Express Burn. Express Burn is also the fastest CD/DVD writing program in the world using proprietary optimizing systems. It will also create an index file which it will begin burning immediately to a data CD.

## Folder Tab

By default, Find and Play lists only recordings in the local record folder.

You can change the default folder for holding your audio files or you can change the alternative folder to suit your needs.

If you want to play files over your local area network, install this program on the other computer and point it to the folder that the Find and Play Window is referencing.

### **View Filter Tab**

The View Filter Tab allows searching and filtering on what is displayed in the list view.

You can search or filter what is shown by the text in each column, by the duration of the audio or by the date of the recording.

### **Play Options Tab**

Set the sound device you use to play your audio file, also set 'Variable Speed Slow' and 'Variable Speed Fast' to vary the speed of playback.

**Clicking 'Update Now (Rescan for new recordings)' will add or remove any recordings that have been made or deleted since the last update.**

## Screen References - Backup Audio

The "Backup Audio" dialog can be used make a backup copy of an audio recording to a recordable CD or a selected drive or folder.

Note: Other data associated with the audio will not be backed-up with the audio.

### **Compress and Copy Selected Files to**

Select where to backup the audio:

- **CD (using Express Burn)**

The compressed audio will be recorded to a CD, as data files, using Express Burn. If Express Burn is not already installed on your machine, it will be automatically downloaded and installed for you.

- **A shared network or local folder**

The compressed audio file will be copied to the selected drive or folder.

### **Audio Compression**

Select the file format and codec for compressing the audio.

## Screen References - Launch URL

This dialog is a shortcut way for you to launch a URL which may contain a stream you wish to record with SoundTap.

## Screen References - Options ~ General

You can access the Options page by clicking the button labeled *Options* at the top of the SoundTap window.

### **Recording**

#### **Recordings Folder:**

Browse and select the folder you would like SoundTap to create your recordings.

#### **Output format:**

Select what format you would like your recordings to be made in. SoundTap currently supports mp3 and wave formats.

#### **Change settings...**

Use this option if you would like to change the advanced settings of the wave/mp3 files that SoundTap is recording.

#### **Record to a VRS Multiline Call Recording System**

If this option is selected, SoundTap will record audio streams to your existing VRS installation.

Note: Recording to VRS is possible only to mono wav-file with sample-rate 8kHz

**VRS Server:**  
This is the server address of your VRS installation.

#### **VRS Access Code:**

You can set up an access code in VRS by right clicking the desired VoIP channel and selecting channel properties.

#### **Devices**

The device listed here is the device you typically have your microphone connected to. This setting is important if you intend to record Voice Over IP conversations