



### RECOMMENDED SYSTEM REQUIREMENTS:

- Microsoft® Windows® 2000 SP4 or Microsoft® Windows® XP SP1/SP2
- Microsoft® Word 2000, 2002 (XP) or 2003
- 450MHz Intel® Pentium® III Processor
- 256MB Memory
- High color (16 bit), 800x600 display adapter and monitor
- USB port (for audio capture with either the iMic™ or Marantz® recorder)

*Note: As with any software there are hardware and software requirements which need to be in place prior to installing and using FTR software. While the above list shows the recommended specifications, it's important to be aware that using additional programs may require a higher specification.*

**FTR Minutes** offers city and county clerks an easy and efficient way to create and distribute meeting minutes, within previously established procedures and existing audio or network infrastructures. Instead of using a tape recorder and taking hand-written notes to create minutes, you now have the ability to do everything within one easy solution.

### **FTR Minutes Includes:**

- TheRecord Player™
- TheRecord Producer™
- Minutes™ add-in to Microsoft® Word (includes a two-channel software recorder\*)
- iMic™ USB Audio Adapter
- Audio Connector Cable
- FTR Headset
- 5-pack of TheRecord Album™ – CD recording media

With the click of a button clerks can turn their agenda into a FTR Minutes document and begin producing their minutes during the meeting - all within Microsoft® Word. The two-channel software recorder can be selected and controlled from the MS Word menu bar, or recording can be done via an optional third-party portable digital recorder\*. Once recording is in progress, notes and time-stamps with dynamic hyperlinks can be added to the FTR Minutes document. Roll call and voting results are all easily included with shortcut keys or by using the voting and roll call dialog boxes. Once the meeting has concluded, clerks can easily convert the meeting notes into their final minutes by clicking on each time-stamp hyperlink and listening to specific sections of the recording and adding relevant information to their minutes. FTR Minutes also streamlines the approval process by enabling council members and chairpersons to use the time-stamp links to review and verify what was said during meetings. The time-stamped minutes also make it possible for the public to easily locate and listen to portions of a meeting that are relevant to them.

### **Producing meeting minutes has never been easier!**

- Ability to ingest (*import*) recordings and indexing marks from third-party digital portable recorders.
- Quickly begin creating your minutes by utilizing a previously created agenda in Microsoft® Word.
- Take roll call and tabulate voting results at the touch of a button!
- Use shortcuts and hotkeys for automatic input of speaker's names, voting records, committee assignments and frequently used phrases.
- Simultaneously record and take notes, create time-stamps with dynamic hyperlinks to the related audio.

\*Recordings can be captured via TheRecord Recorder 2x (two channel software recorder), or the Marantz PMD671 (available for purchase from FTR), the Marantz PMD660 or Marantz CDR420. Note: FTR only provides information on the Marantz PMD671. See the FTR website ([www.fortherecord.com](http://www.fortherecord.com)) for a complete list of compatible third-party digital recorders.

# How FTR Minutes Helps You Create Minutes More Easily and Efficiently



**ForTheRecord®**

**EFFICIENT AND VERSATILE!**



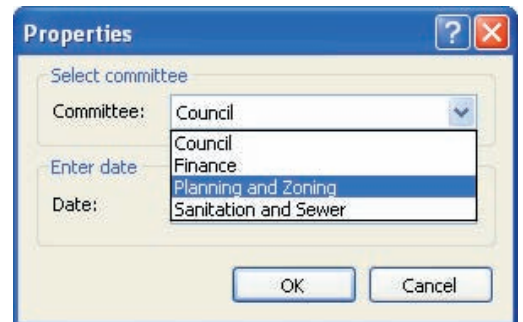
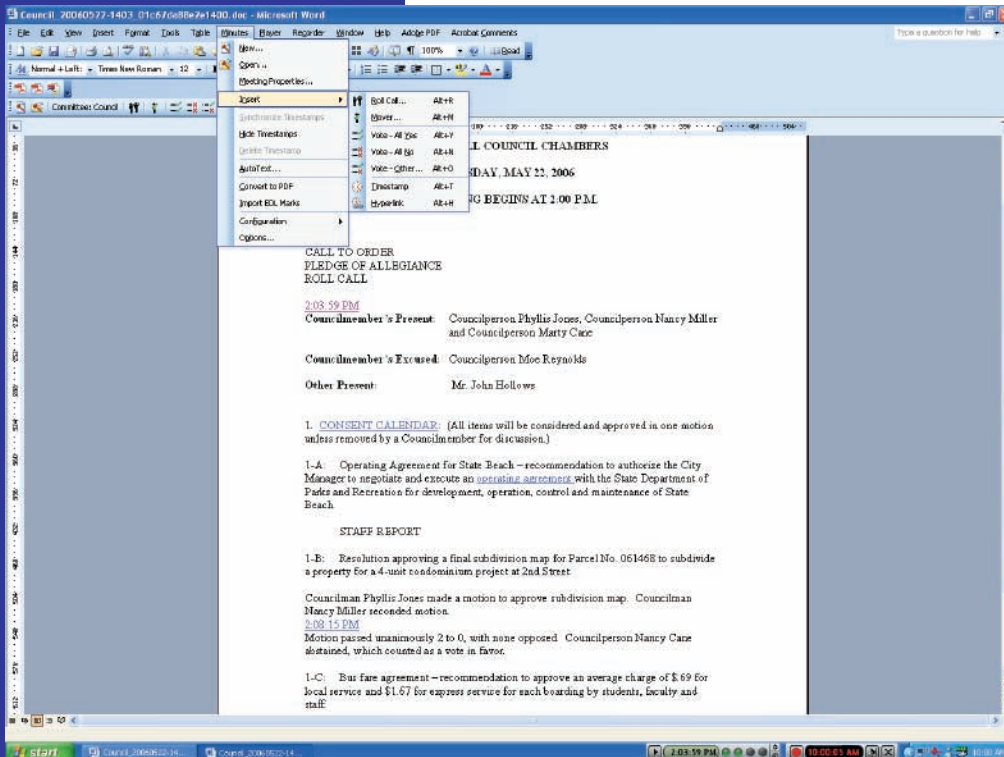
Includes TheRecord Player that matches location and date from FTR Minutes document.



Interfaces with approved third-party digital recorders such as the Marantz PMD671.

## FTR Minutes Advantages:

- FTR Minutes is compatible with various approved portable digital recording devices.
- Easily convert minutes into PDF form (with or without active time-stamps).
- Customize attendance and voting formats per committee.
- Accommodates multiple committees.
- Create hyperlinks of words or phrases that link to related audio.
- Easily file minutes and recordings by committee name.
- Interface is easy to use and understand.
- No more fast-forwarding or rewinding of cassette tapes to find needed information.
- Streamlines approval process by eliminating confusion over what was said during meetings.



Accommodates minutes for multiple committees.

**Contact us and we'll show you how FTR Minutes can help create your minutes in seconds!**

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