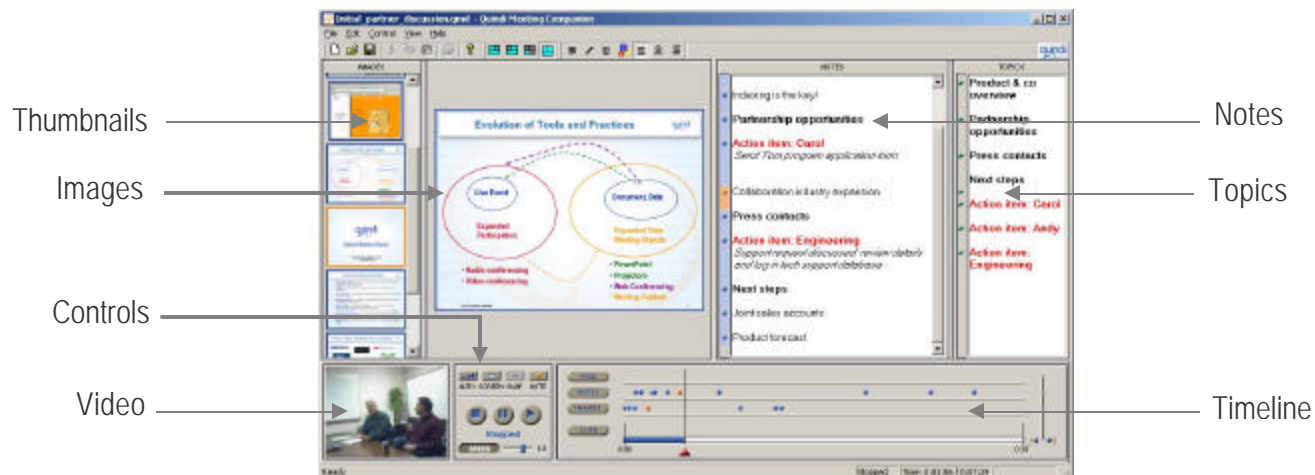


Quindi Meeting Companion (QMC)

Quick Reference Card

Welcome to Quindi Meeting Companion. The following is a reference card to introduce you to the highlights of Meeting Companion. This document describes three modes of use, corresponding to how much effort you want to put into capturing, annotating and sharing your meeting.

Mode	Setting up before a meeting	Capturing a meeting	Playing back and sharing
Silent Partner Mode: <i>Take part in the meeting while Quindi does the rest.</i>	<ul style="list-style-type: none"> Launch Meeting Companion Plug in optional PC microphone Set up PowerPoint capture 	<ul style="list-style-type: none"> Record audio of a meeting Capture slides automatically Insert bookmarks Capture screenshots 	<ul style="list-style-type: none"> Listen to meeting on your PC Navigate by slide or bookmark Adjust the playback speed Share file
Notetaker Deluxe Mode: <i>If you take notes, they become a searchable index into the captured meeting.</i>	<ul style="list-style-type: none"> Create topics Save topics as reusable template Synchronize captures 	<ul style="list-style-type: none"> Take notes Take notes while capturing slides 	<ul style="list-style-type: none"> Add or revise notes Use notes to navigate meeting Combine two meeting files
PowerTool Mode: <i>Using Quindi, you can also preserve the visual experience of the meeting.</i>	<ul style="list-style-type: none"> Plug in optional webcam(s) Choose record settings 	<ul style="list-style-type: none"> Capture video Capture snapshots 	<ul style="list-style-type: none"> Compact files Remove unwanted segments, save highlights



Silent Partner Mode

Setting up before a meeting:	
Launch Meeting Companion	Double-click on the QMC desktop icon.
Plug in optional PC microphone	Record audio from your laptop microphone or plug an auxiliary microphone into the audio jack.
Set up PowerPoint capture	Click on Auto button. Select "Capture PowerPoint Slides." If PowerPoint is not yet open, this action will launch it.
Capturing a meeting:	
Record audio of a meeting	Click red Record button.
Capture slides automatically	If you have clicked Auto button to capture PowerPoint slides, then put PowerPoint into Slide Show Mode. As you advance the slides, they will be captured and indexed to the audio.
Insert bookmarks	Click alt-F1 to insert a bookmark even if QMC is minimized.
Capture screenshots	Click alt-F12 to capture active window.
Pause, end and save recording	Click Pause button to pause/resume recording. Click blue Stop button to stop recording. Select File/Save As to save file.
Playing back and sharing:	
Listen to meeting on your PC	Click on the Play arrow.
Navigate by slide or screenshot	Double-click on image thumbnail to jump to the corresponding point in the meeting. Use Find to search slides by keyword.
Navigate by bookmark	Click on a bookmark to jump to the corresponding point in the meeting.
Adjust the playback speed	Click on Speed button. Adjust the slider to increase or decrease playback speed.
Share file	Files can be played from a local server, or smaller files can be emailed and played locally. (See PowerTool Mode for reducing file size.) Note: Others wishing to view file can download a free viewer at www.quindi.com .

Notetaker Deluxe Mode

Setting up before a meeting:	
Create topics	Type agenda items or other keywords in Topics window. Double carriage-return to create new topic.
Save topics as reusable template	After typing topics in Topics window, save and close file. When ready to use, open file and click the Record button.
Capturing a meeting:	
Take notes	Click in Notes window and begin typing. After a double carriage-return, the next character typed will insert a new note. Alternatively, insert a new note by clicking the Note button.
Take notes while capturing slides	PowerPoint Slide Show mode can be set to "view in window," allowing user to access both slides and Meeting Companion simultaneously. In PowerPoint, go to Slide Show menu/Set Up Show and select "Browsed by an individual."
Synchronize captures	If more than one user is capturing a meeting, they can create a common reference point by simultaneously clicking File/SyncPoint. This will allow the files to be combined later.
Playing back and sharing:	
Add or revise notes	You can add notes at playback time just as you would during capture (see above). Tip: ctrl-p allows you to toggle between play and pause, useful in note-taking or transcribing.
Use notes to navigate meeting	Click on note icons to jump to the corresponding points in the meeting. Click on Find button to search by keyword.
Combine two meeting files	Ensure a common SyncPoint has been set in each file. Open one meeting file. Select File/Import Data, navigate to the other meeting file, and press Open.

PowerTool Mode

Setting up before a meeting:	
Plug in optional webcam(s)	Plug in up to two webcams.
Choose record settings	Go to Edit/Record Settings to specify new recording devices.
Capturing a meeting:	
Capture video	If webcam is plugged in, click red Record button and video will appear.
Capture snapshots	Point camera at object or whiteboard and click the Snap button.
Playing back and sharing:	
Compact files	Go to File/Save As. Select Compact button. Choose "Storyboard" to reduce full-motion video to storyboard video (one frame every few seconds) or "Audio only" to eliminate video. (Images, slides and notes are retained.)
Remove unwanted segments, save highlights	Click on Clips button. Select + or - to add or delete segments, then drag playhead over timeline. Click X to discontinue clip selection. To delete regions permanently, go to Edit/Delete Non-Clips.