

Meeting and interview recording evaluation

A buyer checklist for reviewing a compact recording device and its proposed software package. A2 is presented for recording evaluation, not as a translation device.

01 Set the recording scenario

Define a meeting or interview, participants, room conditions and permission to record. Any call workflow needs a separate phone and software compatibility check.

02 Inspect the sample and identity

Record the device model, controls, finish, accessories and markings. Ask which hardware, branding and packaging options are available for the proposed order.

03 Review a continuous workflow

Request a sample demonstration linking the exact device to recording, file access and any proposed processing. Record the software version, account and network conditions.

04 Confirm outputs and data handling

Check included outputs, export formats, allowances and charges. Ask where audio is stored or processed, whether uploads are required, who has access and how data is deleted.

05 Review the written proposal

Confirm the A2 hardware and software package, quantity, destination documents, dispatch plan, warranty and shipping responsibilities. Another model's terms do not apply automatically.

Record your sample result, unresolved questions and the written terms required before ordering.

Discuss your A2 evaluation

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