

YourDeviceAI™

Installation and Tech Support Guide

Voice-to-Text Windows App

A Product of NextPhase Technologies™

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Installation

Follow these quick steps to get your local transcription software running on your computer.

Step 1: Download the File

Click the download link provided on your purchase confirmation page or email to save the application installer file to your computer.

Step 2: Run the Installer

Locate the downloaded file, usually in your “Downloads” folder, and double-click it to begin setup.

Step 3: Bypassing the Windows Security Alert

Because YourDeviceAI™ runs entirely locally on your machine for 100% privacy and zero data leakage, Windows Microsoft Defender may show a temporary “Unrecognized App” or “SmartScreen” popup box. This is completely normal for secure, local-first software.

To continue safely:

Click the small “More info” link inside the blue Windows popup, then click the “Run anyway” button that appears.

Step 4: Start Transcribing

The app will finish setting up immediately. Launch the application and you are ready to process your audio file into official minutes in under an hour!

Tech Support & Troubleshooting

Use AI as Your First Support Step

Stuck on a technical issue? Describe your problem to ChatGPT, Claude, Microsoft Copilot, or Google Gemini. Copy any error message you see and paste it directly into the chat. These tools can walk you through most technical issues step by step, adapt to your specific situation, and often resolve problems in minutes.

The AI prompts at the end of each troubleshooting section below are designed specifically for the most common issues you may encounter. Start there.

Problem: Transcript Shows [inaudible] or Repeated Phrases

Sometimes a transcript shows the same phrase repeated many times, or contains [indistinct conversation], [inaudible], or text that does not match what was said. This usually means the audio was difficult for the transcription tool to understand.

Common causes:

- Room echo or reverb (auditoriums, large halls)
- Speakers sitting far from the recorder
- Side conversations or people talking over each other
- Applause, laughter, or crowd noise
- Low recording volume
- Background noise from HVAC or other sources

Simple Audio Cleanup in Audacity:

Results are not guaranteed, but these steps may help. Lead with the AI prompt below if you prefer guided assistance.

1. Open Audacity and click File > Open to load your audio file
2. Convert stereo to mono: Click Tracks > Mix > Mix Stereo Down to Mono
3. Normalize volume: Press Ctrl+A to select all, click Effect > Volume and Compression > Normalize, set peak to -1.0 dB, click Apply
4. Noise reduction: Find a short section with only room noise, highlight it, click Effect > Noise Removal and Repair > Noise Reduction, click Get Noise Profile, then press Ctrl+A and apply with light settings. Do not overdo this step.
5. Export the cleaned file: Click File > Export Audio, choose WAV format, save as Meeting_Cleaned.wav

6. Try transcribing the cleaned file

AI Prompt: Troubleshoot a Bad Transcript

I have a meeting recording but the transcript has problems. It repeats the same phrase and shows [inaudible] or [indistinct conversation]. Please help me troubleshoot step by step. Ask me what tool I used, what file type I have, how long the recording is, and where the transcript starts failing. Then guide me through simple fixes: converting stereo to mono, normalizing volume, light noise reduction, breaking the bad section into a smaller chunk, re-transcribing only the bad section, and manually verifying important items by listening. Keep instructions simple and give me one step at a time.

For important meetings, always verify by listening.

If a transcript section is unclear, listen to the audio directly for motions, votes, names, and dollar amounts. Do not trust a bad transcript for official records without verification.

Tools and Method to Chunk an Audio File if Needed

If the cleanup steps above do not fully resolve a problem section, you do not need to redo your entire transcript. You can isolate just the difficult part, re-transcribe only that piece, and drop it back into your existing transcript in its place. Breaking a recording into smaller parts this way is called chunking.

Free Tool: Audacity

Audacity is a free, open source audio editor that works on Windows, Mac, and Linux. Download only from the official site: audacityteam.org

Install Audacity:

1. Go to audacityteam.org/download
2. Choose your computer type (Windows or Mac)
3. Download and open the installer
4. Follow the setup steps and open Audacity

How to Chunk the Problem Section:

Example: A rough 5-minute stretch in the middle of a 60-minute recording.

1. Open Audacity. Click File > Open and choose your meeting audio file
2. Click and drag to select just the problem section, plus a few seconds of clean audio on each side for context
3. Click File > Export > Export Selected Audio
4. Save as: Meeting_Problem_Section.wav

5. Transcribe just that file using your online transcription tool
6. Replace the bad portion of your original transcript with this newly transcribed section

AI Prompt: Help Me Chunk and Re-Transcribe a Problem Section

I have a meeting transcript where one section has problems: repeated phrases, [inaudible], or text that does not match what was said. Please walk me step by step through: opening Audacity, isolating just that problem section of the audio, exporting it as a separate WAV file, transcribing that section on its own, and dropping the corrected text back into the right place in my existing transcript. Use simple instructions. Assume I am not technical. Give me one step at a time.

Problem: Names Are Wrong or Misspelled in the Transcript

This is the most common issue and it happens even with clean recordings. Transcription tools make phonetic guesses on proper names. They do not know your board members, your community, or your organization.

This is not a malfunction. It is expected behavior, and it is exactly why the human edit step of your workflow exists. The fix is always the same: you correct the names during the human edit of your detailed notes before generating minutes.

This cannot be automated. Only you know the correct names.

Keep a small notepad at every meeting with one purpose: write the name of who makes each motion and who seconds it. Two words per motion. That note is your verification tool during the human edit step.

Problem: Not Sure Which AI Tool to Use

All four major AI tools work with the prompts in this guide. Here is a simple comparison to help you choose:

Tool	Free Tier	Notes
ChatGPT	Yes	Reliable name handling, leaves blanks rather than guessing
Claude	Yes	Strong at long documents and structured output
Microsoft Copilot	Yes	Built into Windows 11, no account needed to start
Google Gemini	Yes	Works well but may guess names confidently. Always verify.

Recommendation: Use whichever tool you are already comfortable with. If you are starting fresh and use Windows 11, Microsoft Copilot is already available at no cost. If you want the most consistent results for this specific workflow, ChatGPT and Claude are both strong choices.

Tip: Recorder Placement for Best Results

The single biggest factor in transcript quality is where the recorder sits during the meeting. Better placement costs nothing.

- Place the recorder at the center of the meeting table, not at one end
- Keep it away from HVAC vents, projectors, and paper-shuffling areas
- Do a 30-second test recording before the meeting starts and play it back
- If the room is large, position the recorder closer to the main speakers
- Avoid placing the recorder near laptops or phones that may vibrate or buzz

The Sony ICD-PX470 is the recommended recorder for this workflow. It produces clean WAV audio that transcribes with high accuracy in typical meeting environments. Available at major retailers for approximately \$60–\$80.

Still Need Help?

If you have worked through the steps above and the AI troubleshooting prompts have not resolved your issue, contact us directly. Support is monitored regularly.

support@yourdeviceai.com

Please include: what you were trying to do, what happened, what you already tried, and your computer type (Windows or Mac). The more detail you provide, the faster we can help.