



SUPREME & NATIONAL COURTS OF JUSTICE
Court Reporting Service

DIGITAL PORTABLE RECORDER TRAINING MANUAL FOR COURT REPORTING OFFICERS



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PORTABLE CASE

The portable case contains the digital portable recording components and accessories. The case is comprised of three (3) layers.



1st Layer

The first layer consists of the laptop, the headset, flash drive and the laptop lock.



2nd Layer.

The second layer consists of microphones and leads



3rd Layer

The third layer consists of the marantz, UPS, mixer, microphone stands including the other accessories

Bottom layer



Marantz

UPS

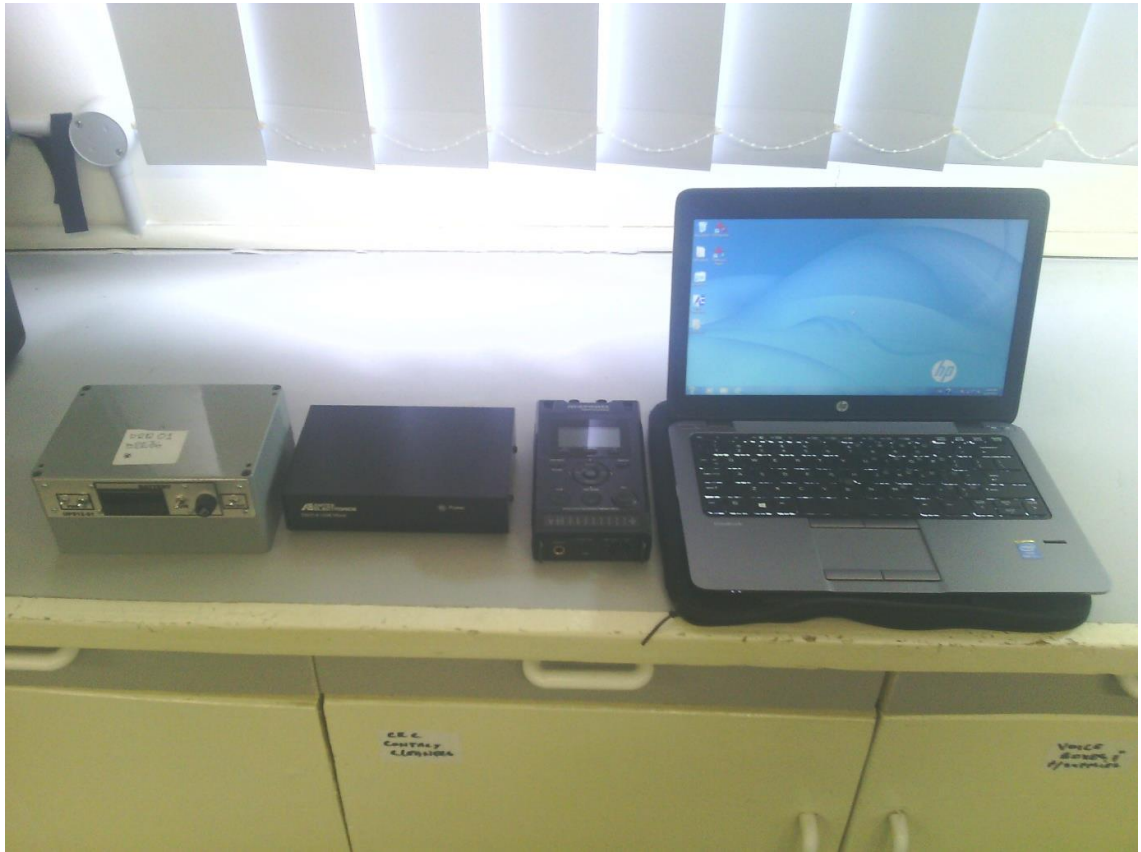
Mixer

X5 Microphone
Stands

USB lead, Marantz/
mixer audio lead,
laptop power lead,
Marantz/mixer power
lead, voice box.

Assembling and Connection Procedures

1. Assemble the Mixer, Marantz, UPS and Laptop on the monitor table.



2. Assemble all five microphone stands and insert all microphones to the stands.



3. Connect all four leads to the four channel mixer and run the audio leads to each of the five microphones. The fifth microphone connection will run from the split lead connection from channel 2 of the mixer. The image below is depicting the connections.



Note: there are 2 lengths for microphone leads. 8 metre + 5 metre.

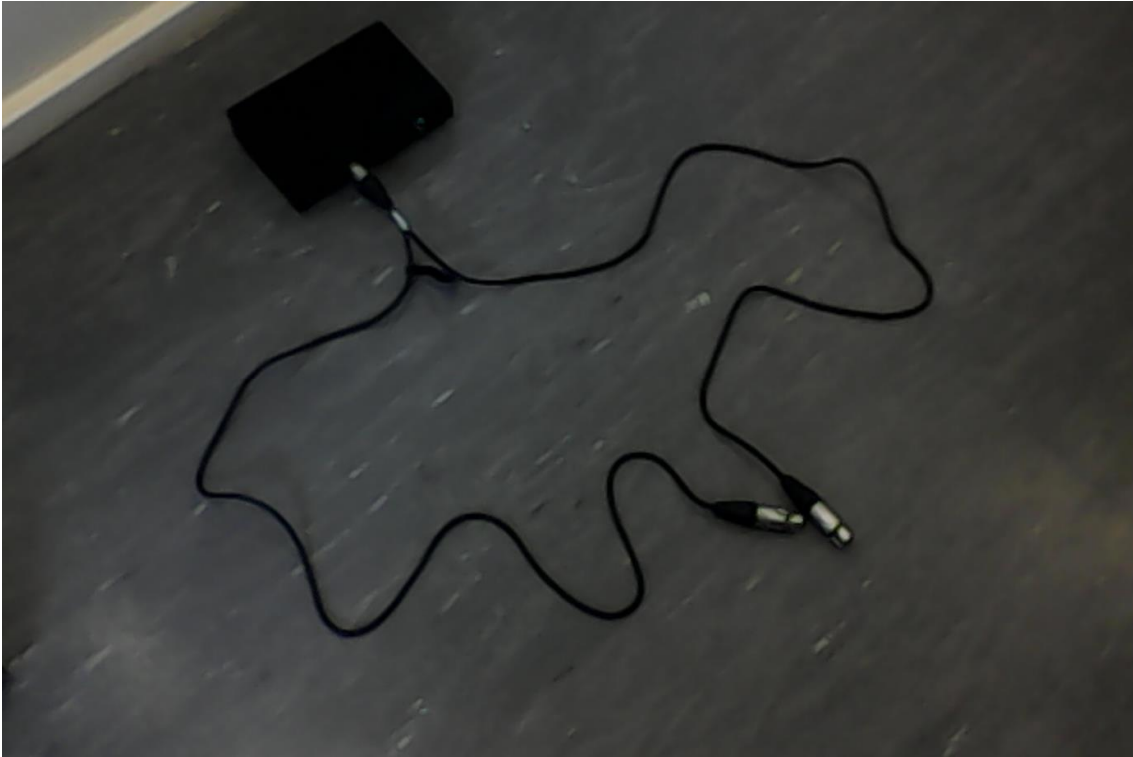
Channel 2 will have a split lead connected from the Mixer adjoining to the 2nd and 5th microphones.



**Audio Input
Split lead.**

Connect to
Input 2 on the
mixer then run
the audio leads
to the Witness
and the
Accused dock.

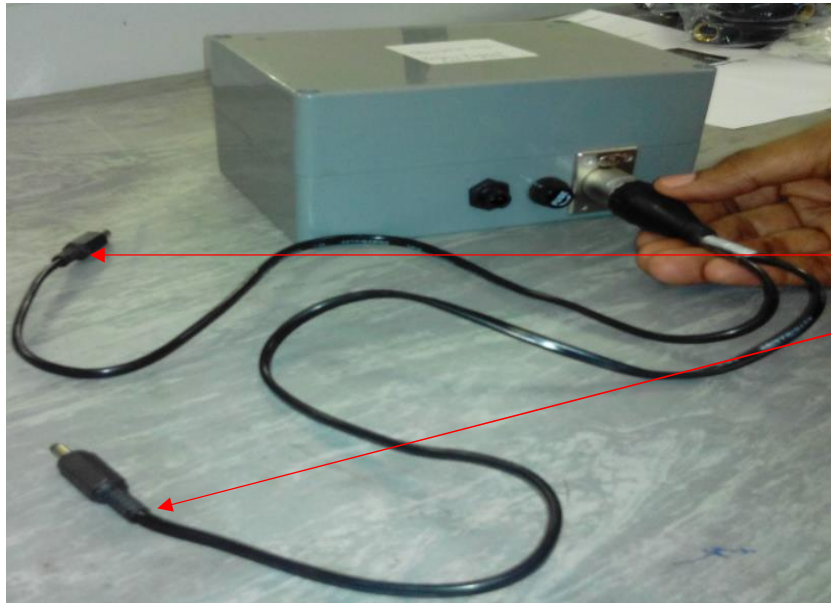
There are 2 formats for the splitter lead which are set out below.



Number 2 format is most used when 3 microphones are required on the bar table.



4. Connect the **Marantz-Mixer** split power lead to the UPS. Connect the large pin to the Mixer and small pin to the Marantz.



**Marantz-Mixer
power lead (2
pins).** Connect to
the UPS

To Marantz

To Mixer

Connect the small pin to the **Marantz** where it is indicated as **DC-in**



Connect the large pin to the **Mixer** where it is indicated as **DC**.

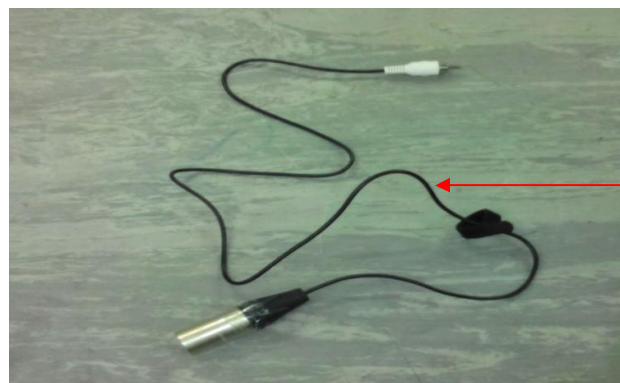


The image below depicts when connected.



Note: Make sure when you plug in the mixer power the indicator on the front of the mixer is Green. This indicates full power. A Red indicator means low power. To fix this, unplug the power to the mixer and re-plug.

5. Connect the **Marantz** to the **Mixer** using the audio lead below.



Marantz to Mixer
lead



The **red or white** lead should match the **red or white** input port on the **Mixer**. The large lead is connected to the **Marantz** input port that is stating **MONO** on the left side as depicted in the above image.

Note: Check the input lead to the Marantz is on MONO.
Check the Mic/Line switch is in the Line position.



6. Connect the USB cable as depicted below from the **laptop** to the **Mixer**.



Note: The USB lead must be plugged in and the mixer powered on with Green indicator on front of the mixer before turning PC on.

7. The image below depicts the voice-box and connection plugs to the marantz and laptop.



Connect the **large plug** to the Marantz whilst the **smaller plug** is connected in to the **Laptop audio port**. The **headset** is then connected to the **voice box**.

Note: The plug from the headset to the voicebox is very tight, please ensure it is fully inserted.

8. Digital Portable Recording Equipment Complete Setup

Confirm the connections by going through the set up procedures in the manual. If there are no errors, then CONGRATULATIONS, you have successfully setup the portable recording system. The image below depicts a complete setup of the portable recording system



Powering-up the Portable system

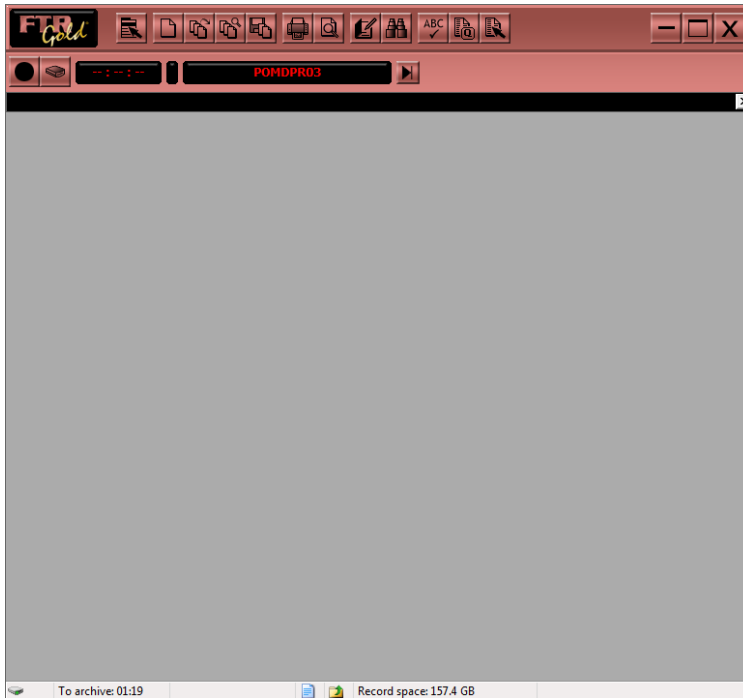
- 1st ó Power up the UPS
- 2nd ó Power up the Mixer
- 3rd ó Power up the Marantz
- 4th ó Power up the Laptop
- 5th ó Log onto the Laptop
- 6th ó Start up the FTR Reporter.

Do a test to ensure that the system is ready for recording. Listen to sound in both PC and BUP to confirm the system is working.

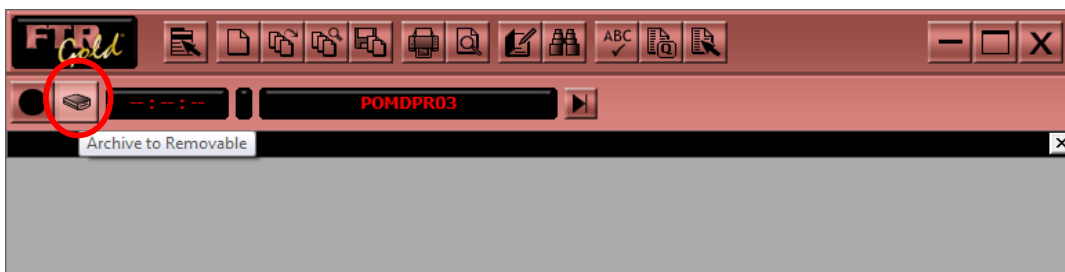
DIGITAL PORTABLE FLASH DRIVE ARCHIVING

Archiving Steps

1. After the court rises/adjourns for the day, stop recording and complete editing the log sheet(s). After editing, close log sheet(s) and you will have a blank Reporter as shown below.

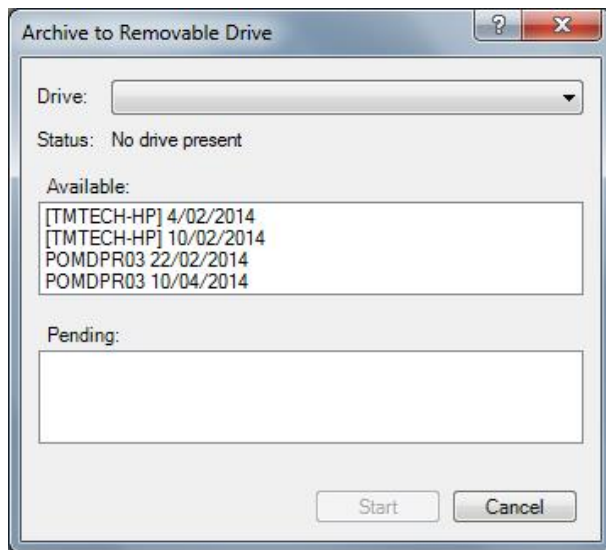


1. Insert the Flash Drive (Removable Drive) to the laptop. Wait until the flash drive is connected.
2. Click on the **Archive to Removable** icon as shown below. .

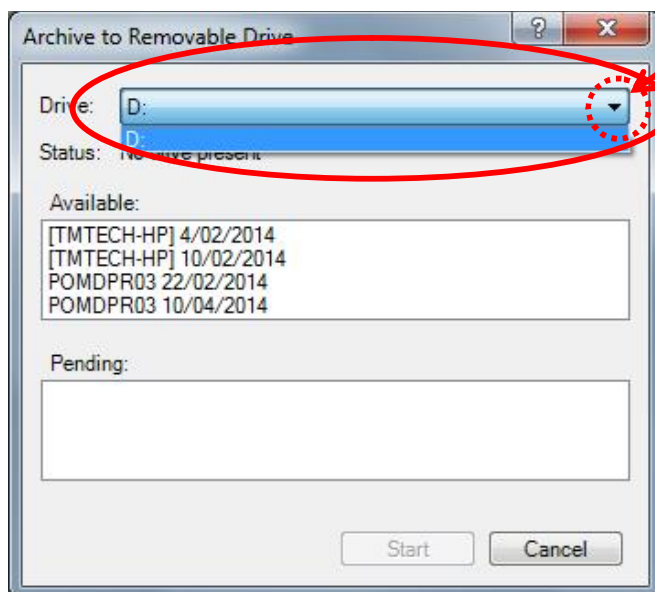


Note: ARCHIVE MUST be done every day whilst on circuit. The Flash Drive must be kept on your person at all times.

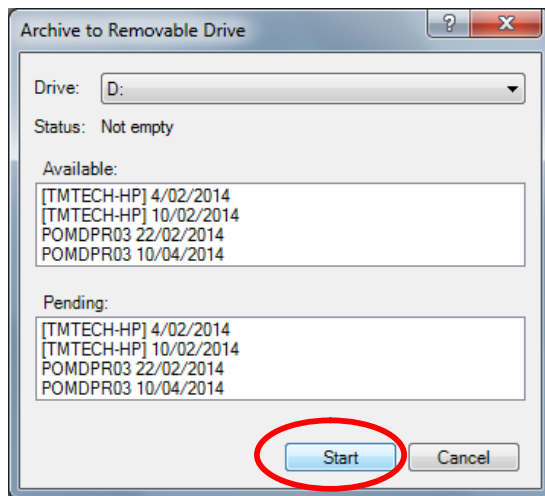
4. A dialog box will appear as shown below



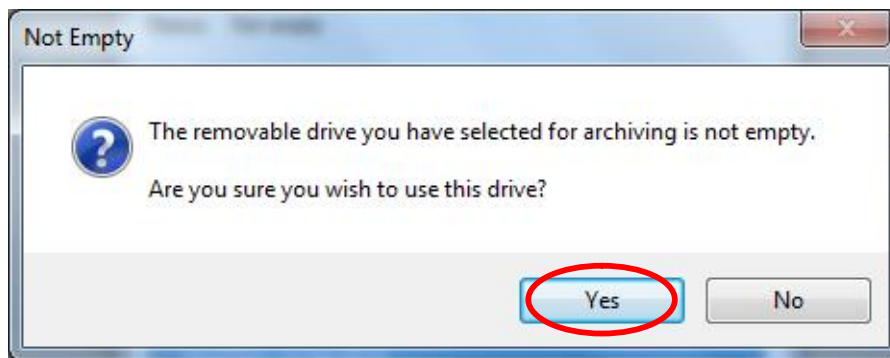
5. Select the Drive Letter as shown below. Click on the *triangle*



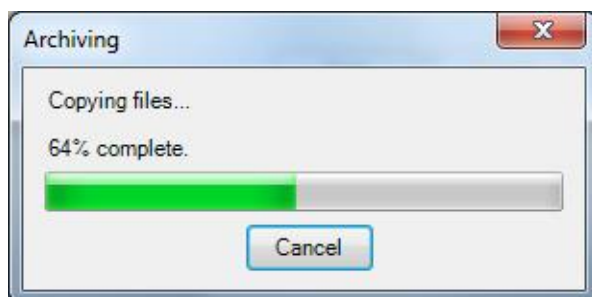
6. Once the Drive is selected, observe that the Pending list of recordings yet to be archived is displayed. Click Start to Archive as shown below.



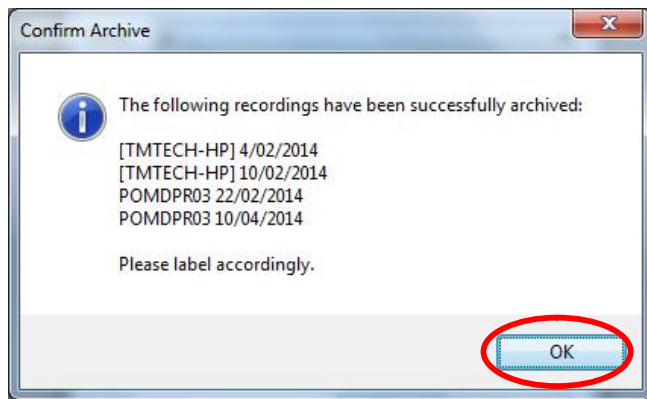
7. A message box will appear as shown below. Just click **Yes**.



8. Box below showing archiving in progress.



9. Once completed, it will show completion of archiving.

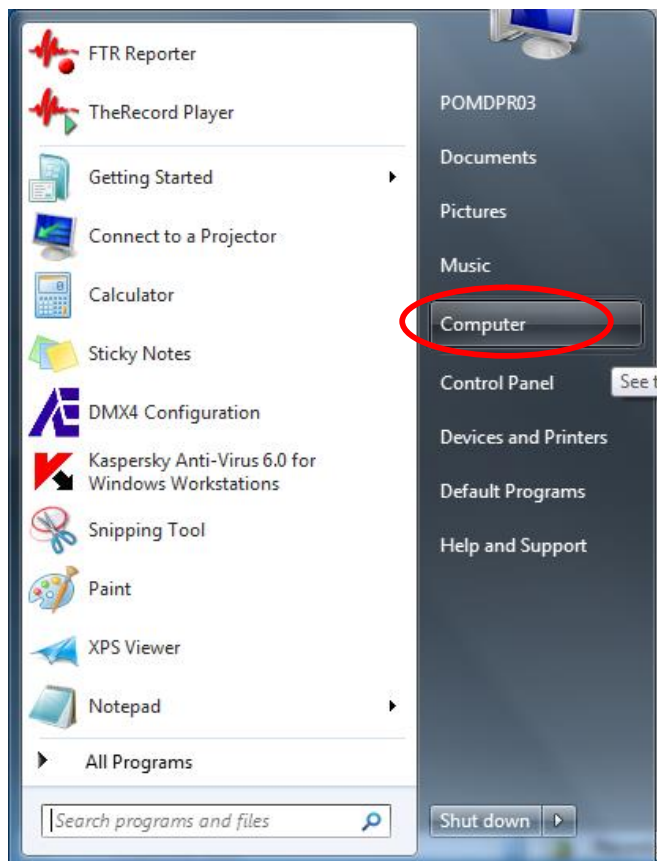


10. Close the Archive to Removable Drive

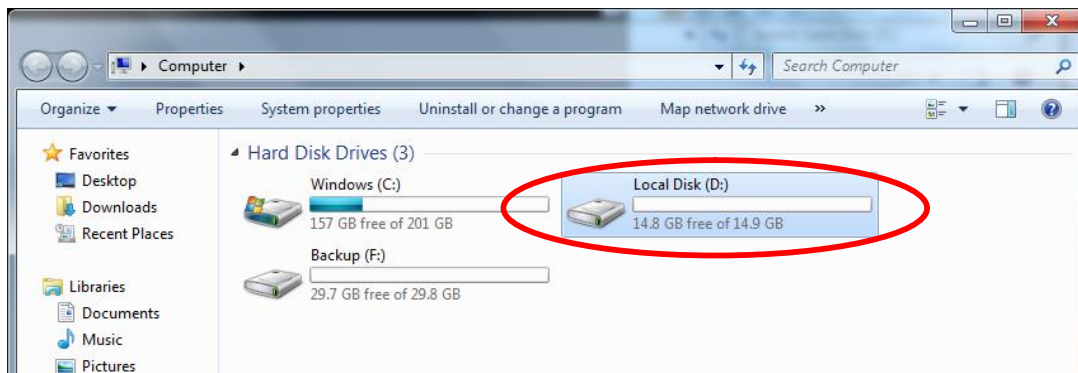
Finally access the Flash Drive and confirm all has been archived.

To confirm flash drive archive

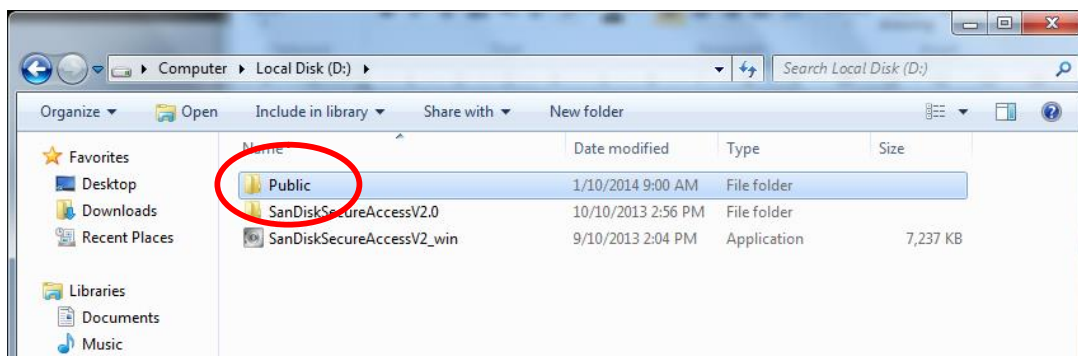
1. Go to Start button and Click Computer.



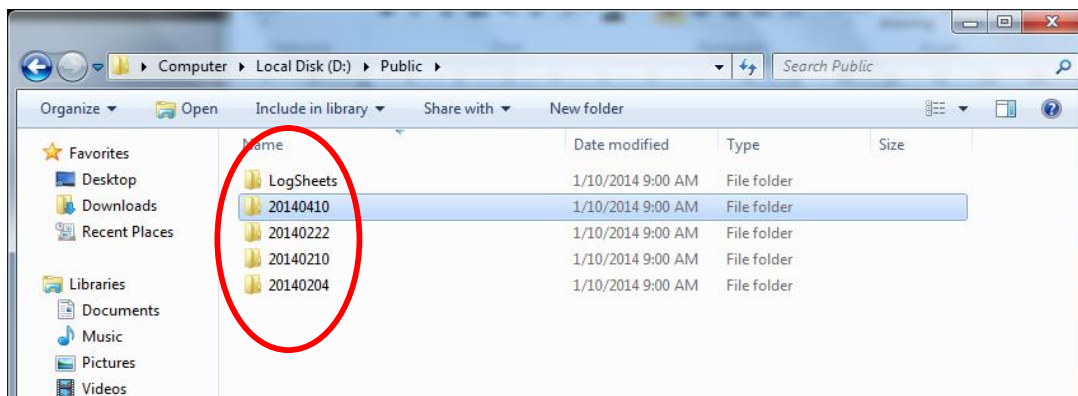
2. Open the Flash Drive



3. Open the **Public Folder** and see the Archive Folders for the day.



The files are listed in Date range starting from the year/month/day. E.g. **20140410**



3. Open the folder of your recording to confirm that all the recordings had been captured.

5. Finally, eject the flash drive.

Shutting down the Portable system

1. Close the FTR Reporter application
2. Turn off the Marantz
3. Turn off the UPS and the Mixer
4. Shut down the Laptop

Repacking of the Portable System

Reverse the whole process of the portable setup process. Make sure to go by the digital portable check list to ensure that everything is packed and intact.

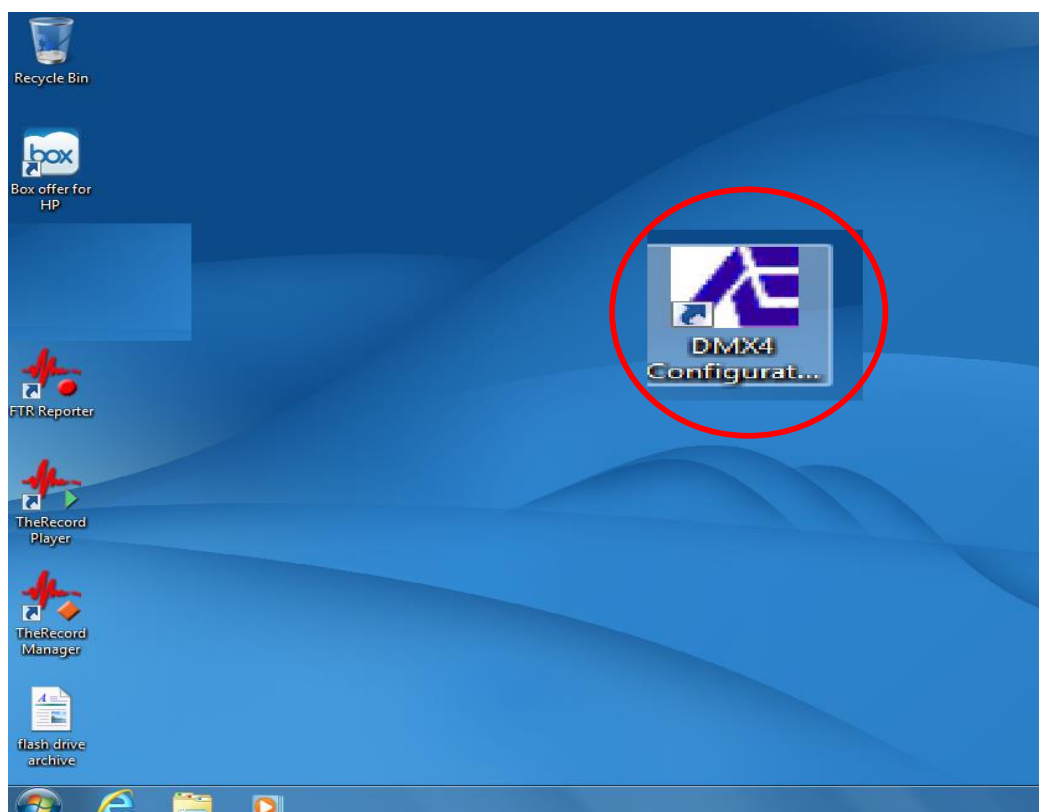
Note: It is very important to carefully pack the portable after use. This includes carefully rolling the microphone leads and putting all hardware in the correct place.

DMX4 Configuration

How to adjust the DMX4 Mixer configuration when there is a big amount of noise or interference from outside or within the room causing distortion (E.g. Rain, heavy machineries nearby or noisy air-condition) then changes should be made to lower the Input Level following the procedure. Until everything gets back to normal then **scene** can be restored to default. If the recording is normal with quality audio coming through then leave the **Scene** as it is on **Default**.

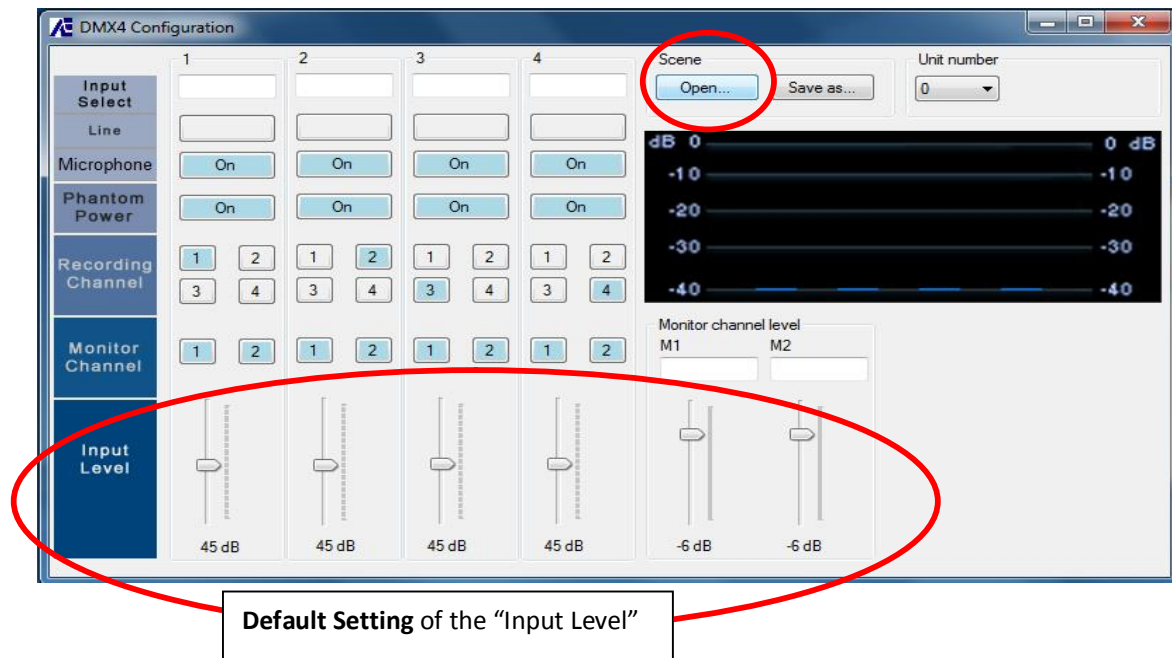
In the event there is sound or noise interference from outside or within the court room, the setting can be adjusted by following this procedure.

1. Double click on DMX4 Configuration Icon on the desktop to open.

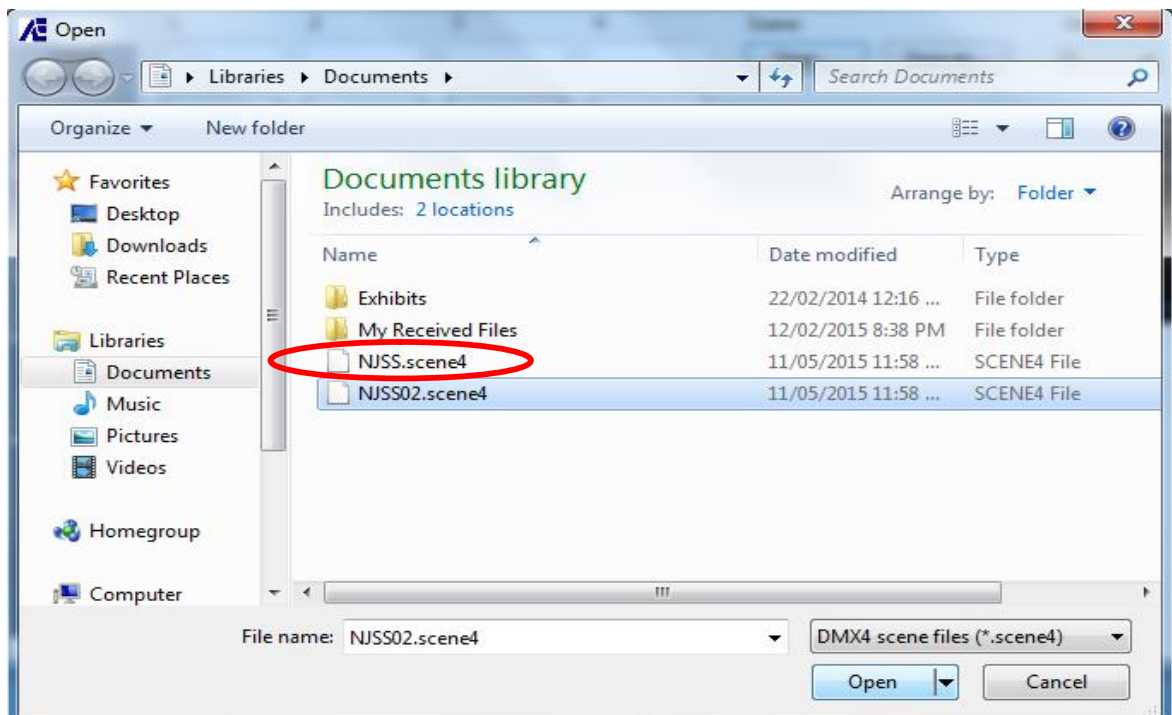


2. Go to **Scene** and click the **Open** button

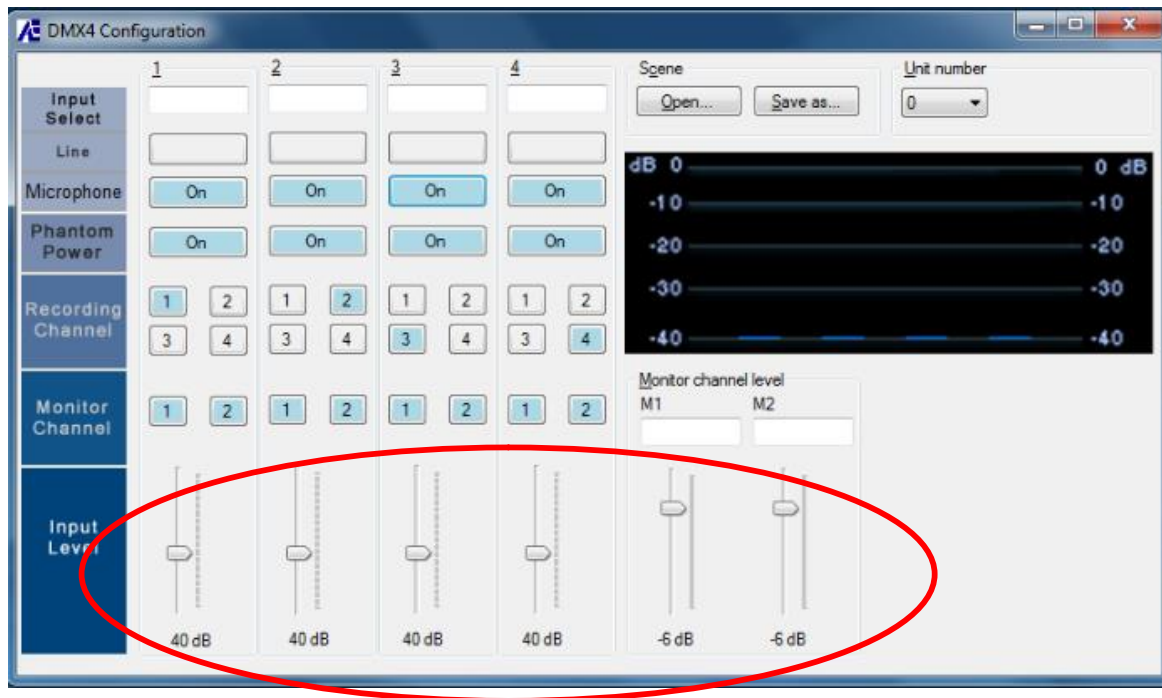
NOTE THE SETTING BELOW

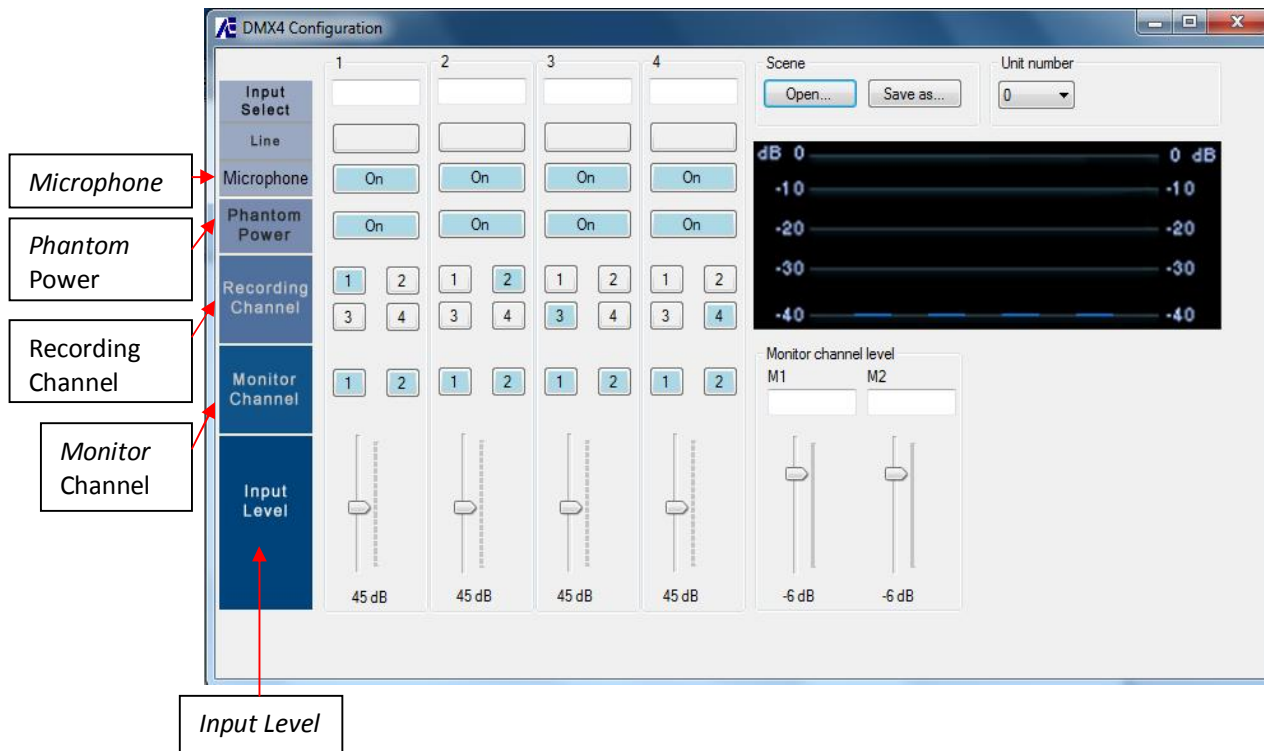


3. In the pop-up window select **NJSS_02.scene4** file and click **Open** to load the new setting for the Input Level to avoid noise interference.



4. The new setting of the **Input Level** should look like this.





Important

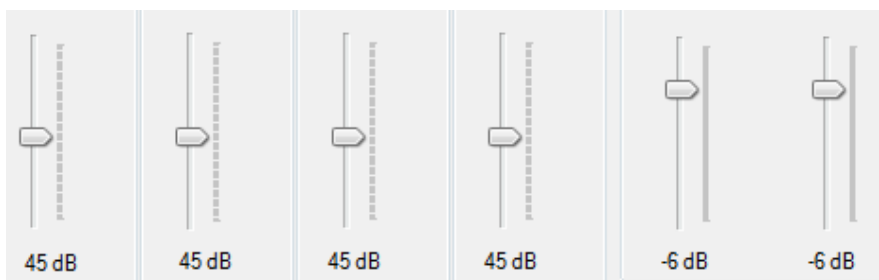
The picture above shows the actual configuration of the DMX4 Mixer used on the portable system. Below are the important things to check after powering up the system.

Confirm that;

1. all the microphone is ON (shaded)for each channel (1-4)
2. all phantom power ON (shaded) for each channel (1-4)
3. recording channel should be shaded following the pattern shown on the picture
4. all the monitor channel should be shaded

Note: In order to shade the options above, you just have to click on each one.

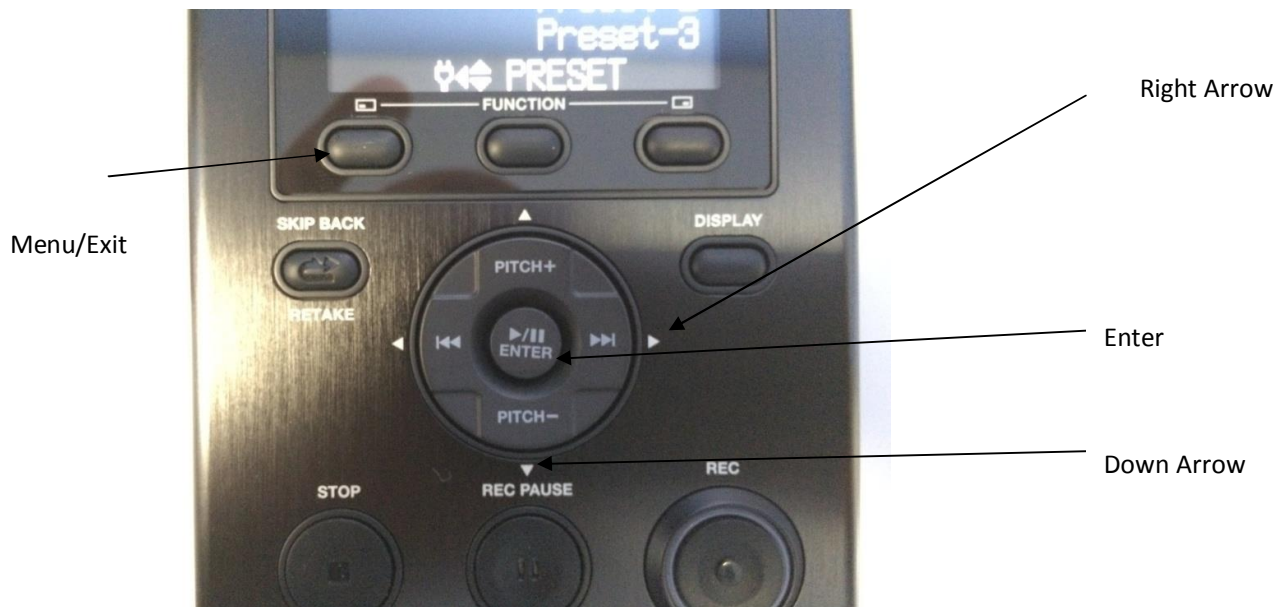
Input Level should follow the settings shown below (Default)



PROCEDURE TO RECORD DIRECTLY USING MARANTZ PMD661 MKII USING THE INTERNAL MICROPHONE IN THE MARANTZ.

In standard format the Digital Portable has a Marantz 661 setup as a backup recorder. This backup recorder receives a single channel line level feed from the DMX4 Digital Mixer.

The front panel of the Marantz 661 is shown below.



If this mixer fails there are a number of options for recording. The recording quality will be less than the standard 4 channel quality. The options include:

1. Using the Marantz with the Internal Mic.

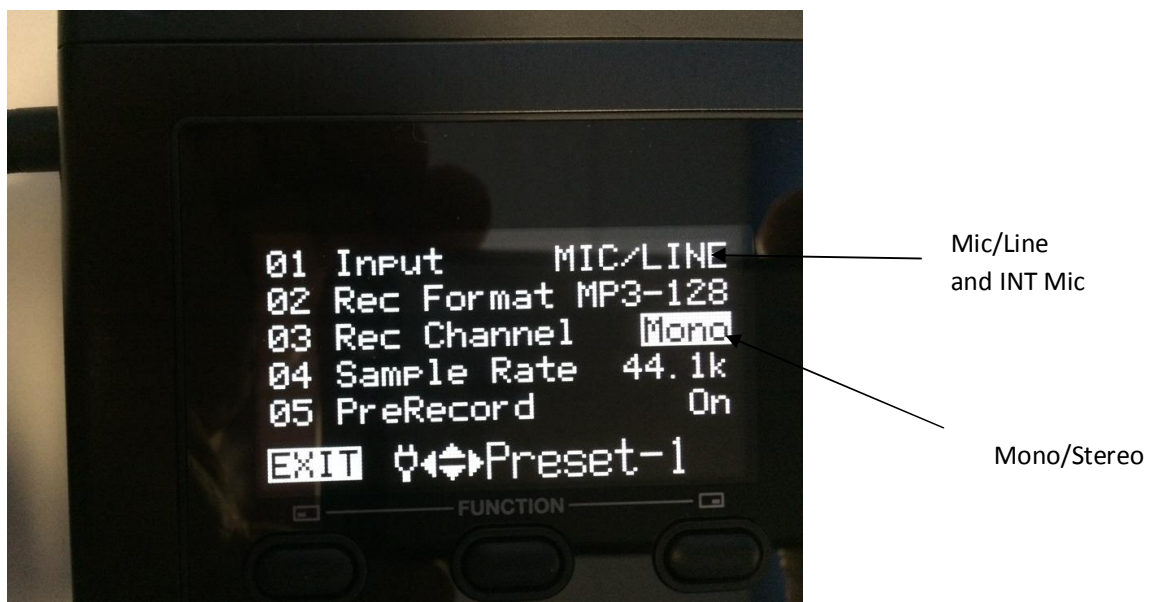
In this option we change the Input Setting on the Marantz to record from the Internal Mic. This will act as a standalone recorder. The procedure is:

- Press Menu
- press Enter Button to Select 1 Presets
- press Enter to Preset-1
- press Down Arrow to Select Edit
- press Enter to confirm Edit
- press the Up or down arrow to highlight 01 Input (if not already done)
- Press right Arrow until INT MiC is highlighted

- press EXIT
- press Left Arrow to Select Yes
- press enter to confirm
- press enter for Preset 1
- press enter to Select

the Machine will quickly display message Confirmed

The setting in the Presets are shown below.



2. If the Mixer fails Record using 2 Microphones from the Portable plugged to the Marantz..

In this option 2 mics and leads from the existing portable will be plugged direct to the Marantz. These mics can be run out the court participants. The procedure is to set the Input to MIC/LINE and if 2 mics are to be used set the Record Channel to Stereo. In normal Operation the Record Channel is set to MONO. The procedure is:

- Press Menu
- press Enter Button to Select 1 Presets
- press Enter to Preset-1
- press Down Arrow to Select Edit

- press Enter to confirm Edit
- press the Up or down arrow to highlight 01 Input (if not already done)
- Press right Arrow until MIC/LINE is highlighted
- press the Up or down arrow to highlight 03 Rec Channel
- Press right Arrow until Stereo is highlighted
- press EXIT
- press Left Arrow to Select Yes
- press enter to confirm
- press enter for Preset 1
- press enter to Select

the Machine will quickly display message Confirmed.

On the back of the Marantz move the Mic/Line switch to MIC position.



If the UPS fails Record using Batteries inserted in the Marantz with 2 Microphones plugged to the Marantz.

In this option 2 microphones and leads from the existing portable will be plugged direct to the Marantz. The procedure is to move the MIC/LINE switch to MIC. This switch is located at the back of the Marantz and set the Record Channel to Stereo. The procedure to follow is outlined below:

- Press Menu
- press Enter Button to Select 1 Presets
- press Enter to Preset-1
- press Down Arrow to Select Edit
- press Enter to confirm Edit
- press the Up or down arrow to highlight 01 Input (if not already done)
- Press right Arrow until MIC is highlighted
- press the Up or down arrow to highlight 03 Rec Channel
- Press right Arrow until Stereo is highlighted
- press EXIT
- press Left Arrow to Select Yes
- press enter to confirm
- press enter for Preset 1
- press enter to Select

the Machine will quickly display message Confirmed.

On the back of the Marantz move the Mic/Line switch to MIC position.



UPS FAILURE - RECORD USING THE MARANTZ

If the UPS fails record using the marantz.

1. Insert double A (AA) batteries in the backup/marantz;
2. Plug 2 microphones direct to the BUP and record.

PC FAILURE – RECORD USING MARANTZ

If the PC or laptop fails record using the marantz.

1. Plug 2 microphones direct to the backup (BUP) and record
2. Take down notes using paper log sheets or sequence sheets.

IF MIXER FAILS RECORD USING THE INTERNAL MICROPHONE IN THE LAPTOP

1. To use the Internal Microphone in the Laptop to record is another option if there is power failure and the UPS has gone off, the marantz does not have power supply or battery or the mixer has failed. Outlined are the steps to follow in setting up the internal microphone on the laptop to record.
2. 1. On the FTR Reporter go to the MENU toolbar and select TOOLS.
3. 2. When in TOOLS template, click and OPTIONS template will appear.
4. 3. From OPTIONS template, click and RECORDING template will appear.
5. 4. From RECORDING options template select MULTIMEDIA
6. 5. Click on the dropdown arrow (little triangle) to select INTERNAL MICROPHONE ARRAY (IDT)
7. 6. Click FINISH to save the changes you have made and start recording using the internal microphone mode.
8. To reset back to normal line out mode:
9. 7. On the FTR Reporter go to the MENU toolbar and select TOOLS.
10. 8. When in TOOLS template click and OPTIONS template will appear.
11. 9. From OPTIONS template click and RECORDING template will appear.
12. 10. From RECORDING options template select MULTIMEDIA.
13. 11. Click on the dropdown arrow (little triangle) to select MICROPHONE (ANTEX ELECTRONICS U.)
14. 12. Click FINISH to save the changes you have made and start recording in the normal line out mode.
15. Note: It may be necessary to place the Laptop close to persons speaking to get best quality audio.

VOICEBOX FAILURE – RECORD USING PC/LAPTOP

If the voicebox fails connect the headset to the PC or laptop to capture sound.

1. Plug headset direct to PC or laptop;
2. Switching from FTR to marantz (BUP) is disabled so you cannot hear or listen to the audio recording on the marantz.

COMMON ERRORS

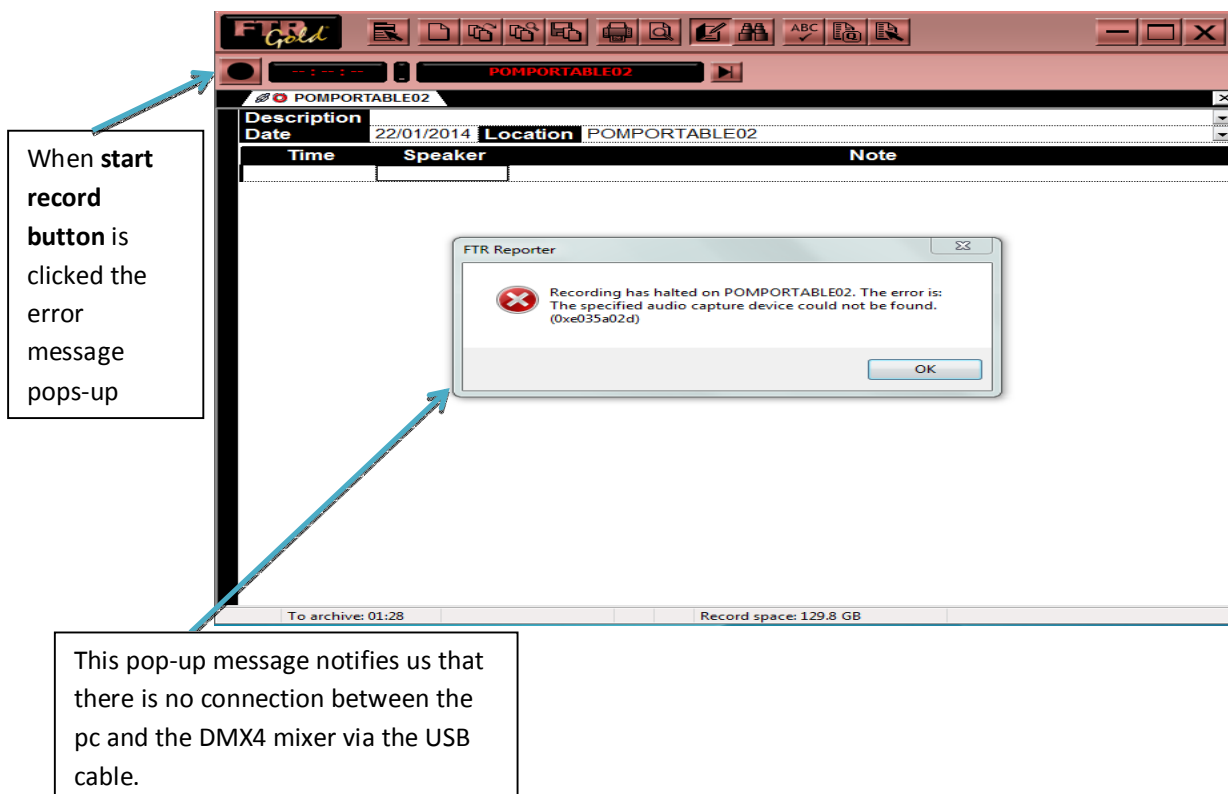
The common error encountered is when the USB cable is not connected properly to the DMX4 mixer or when it is accidentally unplugged during recording which causes the FTR to freeze.

Note: This error is most likely to occur when starting the recorder after setup is complete when the USB cable is accidentally unplugged.

➤ **Identified error**

a. Recording has halted

Below is a FTR reporter interface and the error message which pops up when trying to start the recording.



➤ **Troubleshoot**

Steps to troubleshoot this error;

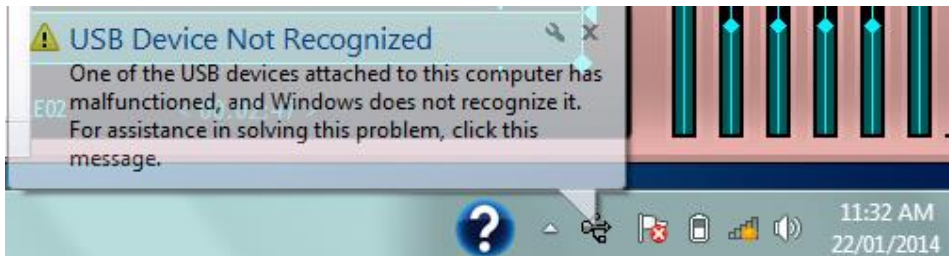
1. Check to see that the USB cable is properly connected to the mixer and the laptop.

START AND STOP RECORDING

2. If the USB cable is well connected to the mixer and laptop then unplug the cable from the mixer and plug back in or;

3. Restart the laptop.
4. Go to **option** on the menu bar. Select **recording**, under **Line Out** mode click on the drop down button and select **Antex USB DMX-8 Wave**

Below is another error message that would pop-up at times when you unplug and plug back the USB.

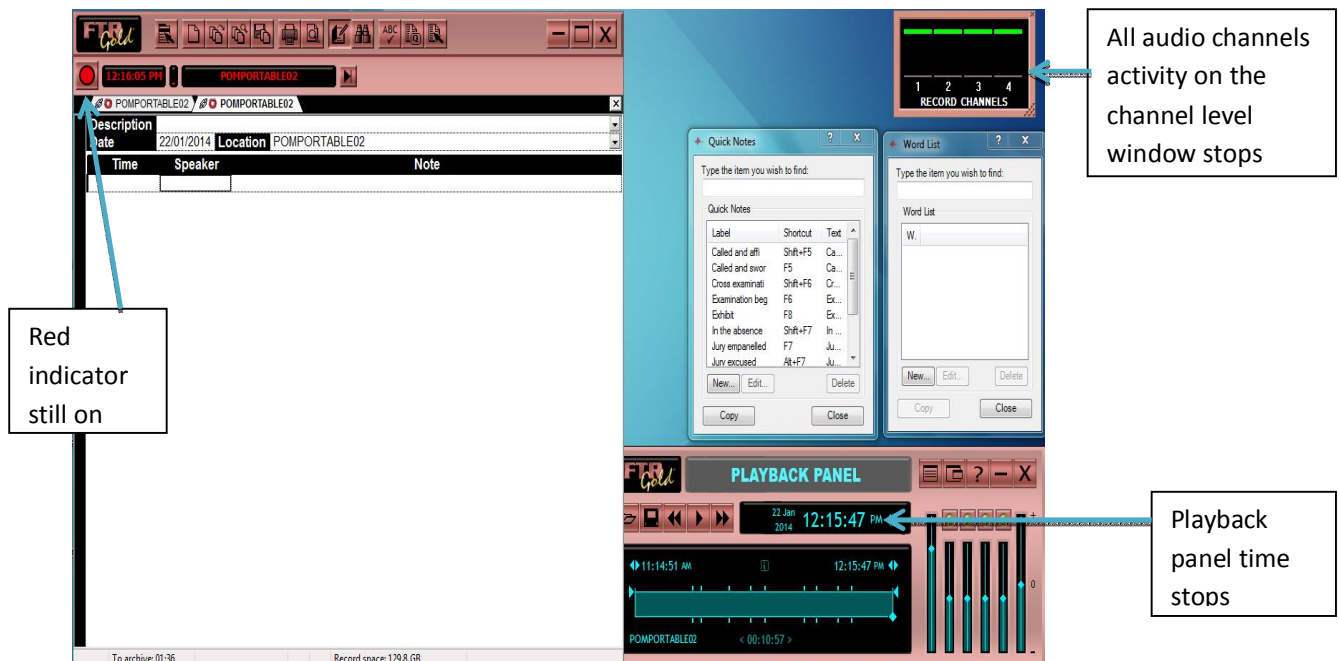


5. If the error continues than try using a different USB cable.
Note that it is the connection between the mixer and the laptop that's causing the issue.

➤ Identified error

b. PC Freezing Error

FTR reporter freezes when the power lead at the back of the mixer is accidentally disturbed or unplugged during recording. The FTR reporter freezes and recording is also interrupted.



Note that no error message would appear to alert you that the pc freezes. Freezing will be realised when the mouse cursor is not moving or when the keys on the keyboard are not responding to your request.

Troubleshoot

Steps to troubleshoot this error;

1. Check to see that the power lead at the back of the mixer is connected and the green indicator in front of the mixer is on, if the green indicator turns red than the mixer is off. Connect the power lead firmly to the port and make sure the green indicator comes on.
2. Click on the record button to stop recording.



3. Click on the record button to start recording.



4. If the recording doesn't start than repeat steps 2 & 3 again and the recording should start.

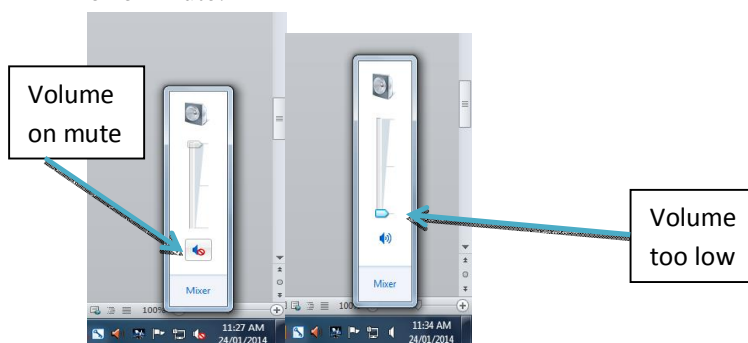
➤ Identified error

c. Sound Volume Error

Low transmission of audio to the headset. When this issue arises then;

1. Laptop Volume

Check the speaker volume on the laptop to make sure the volume level is not too low or on mute.

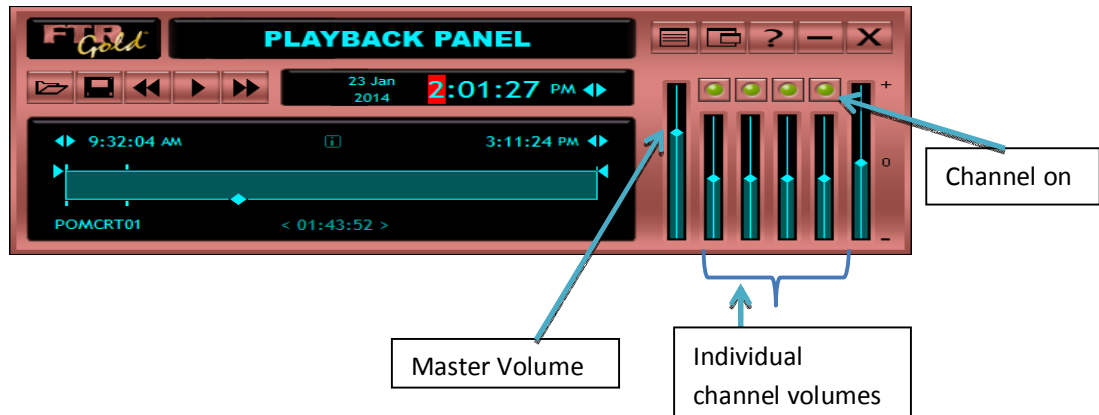


The two illustrations above depict how the volume level will look like if low sound transmission through the headset is caused by the Volume on the laptop.

2. Playback Panel- Channel Volumes

Check to see that Channel Volumes are on and are high enough to hear clearly.

Below is the correct configuration to the playback panel and also how the interface should look like inorder to transmit clear audio through the headset.



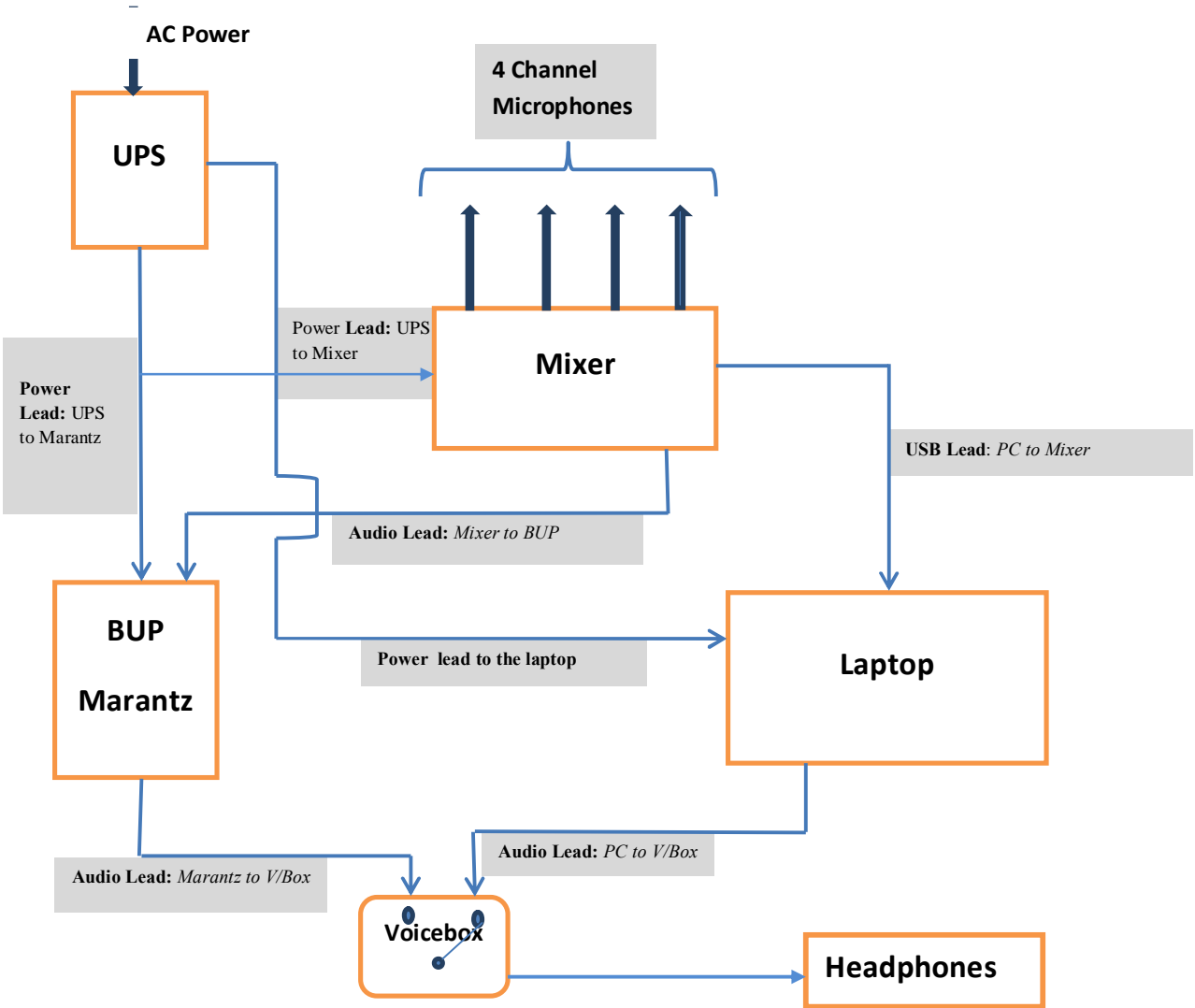
3. Check the volume adjustor on the headset knob to ensure the volume is up.

QUICK NOTES

Template:

LABEL	SHORTCUT	TEXT
Court Commences	Ctrl + 9	Court Commences
His Honour	Ctrl + H	His Honour 1
Her Honour	Ctrl + A	Her Honour 1
Arraignment	Ctrl + 9	Arraignment
Allocutus	Alt + B	Allocutus
Conviction	Alt + C	Conviction
Witness Sworn	Alt + 6	Witness Sworn 2
Examination in-chief	Alt + 1	Examination in-chief
Cross-examination	Alt + 2	Cross-examination
Re-examination	Alt + 3	Re-examination
Further cross-examination	Alt + 4	Further cross-examination
Further re-examination	Alt + 5	Further re-examination
The Witness Withdrew	Alt + 7	THE WITNESS WITHDREW
The Witness	Ctrl + W	The Witness 2
Indictment presented	Ctrl + N	Indictment presented
Brief Facts Presented	Ctrl + F	Brief facts presented
Submissions	Alt + S	Submissions
Exhibit tendered	Ctrl + E	Exhibit tendered marked
Short Adjournment	Ctrl + S	Short Adjournment
Luncheon Adjournment	Ctrl + L	Luncheon Adjournment
MFI	Ctrl + M	Marked for Identification
Next Matter	Alt + X	Adjournment
Stood Down	Alt + A	Matter is stood down

Diagram of the Digital Portable Recorder Audio Path



PROCEDURES TO FOLLOW WHEN TRAVELLING ON CIRCUIT

1. When travelling out on circuit check with the assistant digital systems engineer (Waigani) or the technically qualified CRO (regions) for a portable digital recording system.
2. A portable recording system will be assigned and a check should be made against the checklist to ensure that all components and accessories are packed and intact. The checklist will have to be signed by both officers before the circuit. You are responsible to check and ensure that you have all the equipment. (A sample of the checklist is attached at the back of the manual.)
3. When travelling the laptop only will have to be removed from the portable case and inserted in its soft carry satchel and will be carried by the officer on his or her person.
4. On return from circuit the engineer/TQCRO will check against the checklist to ensure that all components and accessories are packed and intact and returned safely. Both officers will have to sign the checklist after the check.
5. Statistics - on return to site or base, log sheets to be printed and entered directly online.
6. Back-up on flash drive has to be done daily and the flash drive is to be on the officer's person at all times during the duration of the circuit until return to base.

ADDITIONAL ITEMS TO TAKE ON CIRCUIT

1. Flash Drives
2. Power extension cord or power board

SECURITY OF THE PORTABLE

The matter of safety of the portable recording machine is a problem that will be faced. These are certain things you will do:

- (a) Never leave the laptop computer unattended;
- (b) During luncheon adjournment lock the laptop computer to the leg of a table in the courtroom;
- (c) Adjournment for the day. All components are to be packed in the portable case and locked with the portable case lock and left in the associate or judge's chamber. The portable case must be locked to the leg of a table.

**DRTS Portable
Hardware & Software Check list Form**

No	Items	Qty	Before circuit		After circuit		Remarks - give brief description of the items if problem arises
			DSIT	CRO	DSIT	CRO	
1	USB cable - laptop to mixer	1					
2	Audio lead (Marantz to mixer)	1					
3	Audio Leads	5					
4	Audio Input Splitter	1					
5	UPS Power lead	1					
6	Power lead (Marantz & mixer to UPS)	1					
7	Voicebox	1					
8	Laptop power lead	1					
9	Laptop	1					
10	Headset	1					
11	Mixer	1					
12	Marantz	1					
13	UPS	1					
14	Microphones	5					
15	Microphones Stand	5					
16	Flash Drive	1					
17	Power Board	1					
18	Extension Power lead	1					
<i>This area is only for the Digital Systems Officer</i>							
19	FTR Reporter	1					
20	Mixer Driver	1					
21	Archiving configurations	1					
22	Antivirus Update	1					
23	Laptop battery fully charged	1					

Court Monitor: _____ Sign before circuit: _____

Sign after circuit: _____

DS Officer: _____ Sign before circuit: _____

Sign after circuit: _____

Date before circuit: ____ / ____ / 2015

Date after circuit: ____ / ____ / 2015

Portable No: POMDPR__

Circuit Location: _____