



## Understanding the Controls

### Power Switch

Slide the **POWER** switch to the right to turn the unit on or off. When the unit is on, the **Standby LED** is extinguished. When the unit is off, the **Standby LED** is on.



### Function Keys

Press these keys to perform the corresponding action that is indicated above them in the display. The associated actions change, depending on the task you are performing.

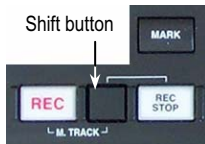


### Jog Wheel

Use the jog wheel to cycle through and select options that are shown in the display.



### Record Controls



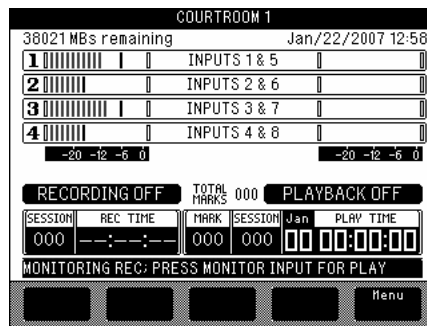
Button	Description
REC	Press to start a new recording. Press SHIFT+REC to stop recording
MARK	Press to add timestamps to a recording (also used when playing back)
SHIFT	Press SHIFT+REC to stop recording.

## Starting ReporterDeck 2

This section describes how to start ReporterDeck 2.

### To start ReporterDeck 2:

1. Slide the **POWER** switch to the right and release. Observe that the standby LED is now off.
2. Observe that ReporterDeck 2 performs several checking tasks while it starts, and that progress is shown in the display.
3. Wait for ReporterDeck™ 2 to complete startup and when the main display is shown, observe the message area for any instructions that may be indicated.



**Note:** Some information on your display will differ from that shown.

4. To monitor court activity, use your headphones and adjust the **LEVEL**, on the front panel, as required.
5. Check the **Remaining Space** to ensure that you have sufficient time available to record the day's proceedings.



**Note:** If there is insufficient space to record your session then there are recordings on the unit that have not been archived. See *Archiving* later in this guide.  
When the remaining space is less than 100 hours it is shown as hours and minutes. If it is more than 100 hours it is shown as MB's of hard disk drive space.



## Shutting Down ReporterDeck 2

This section describes how to shut down ReporterDeck 2.

### To shutdown ReporterDeck 2:

1. Stop all activities on the ReporterDeck. If you are navigating the menu system press **F5** until you return to the main screen.
2. Slide the **POWER** switch to the right and release.
3. If you are archiving to CD observe that **F1** is now prompting you to archive. Press **F1** and follow the archiving prompts. See *Archiving* later in this guide for more details.  
If you are archiving to a network folder, and the archive process is functioning normally, there is no further action required.
4. Observe that the message **Power Off...** is displayed in the message area and that ReporterDeck 2 switches off.



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**Note:** Before powering off, you may see a message indicating that old recordings are being deleted. This is determined by ReporterDeck settings. See *Archiving and Deletion* later in this guide for more details.

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# RECORDING

Before attempting to record with ReporterDeck™ 2, be sure to review the Setup Guide and the *Setup* section later in this guide.



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**Warning:** It is particularly important to set the current date and time, and to change the Location name. Be sure to do this prior to recording for the first time.

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With ReporterDeck™ 2 you can:

- ✦ Start a recording
- ✦ Monitor the current recording using headphones
- ✦ Insert timestamps using the MARK button
- ✦ Create timestamps using TheRecord Annotator



## Start Recording

Each time you start and stop recording you create a recording session. ReporterDeck™ 2 maintains a tally of the number of sessions you create during the day, and the start and end point of each recording session can be quickly located during playback from the unit.

However, when playing a day of recordings with TheRecord Player, the start and end times of recording sessions are only indicated if the break between sessions exceeds six (6) seconds.

### To start a recording session:

1. Power up ReporterDeck™ 2. See *Starting* in the previous section.
2. Check the **Remaining Space** to ensure that you have sufficient time to record the session you are about to start.



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**Note:** If there is insufficient space to record your session then there are recordings on the unit that have not been archived. See *Archiving* later in this guide.  
When the remaining space is less than 100 hours it is shown as hours and minutes. If it is more than 100 hours it is shown as MB's of hard disk drive space.

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3. Press the **REC** button.



4. Observe that the **REC STOP** button is extinguished and the **REC** button is lit. Also observe that the **Recording Session Number** has incremented by one and that the **REC TIME** is now advancing as recording progresses.
5. Confirm that recording has started by listening to the court through your headphones. The sound you hear is delayed because you are listening to the recorded audio from the internal hard disk drive. This is called *Confidence Monitoring* because you are verifying that the audio has been saved.



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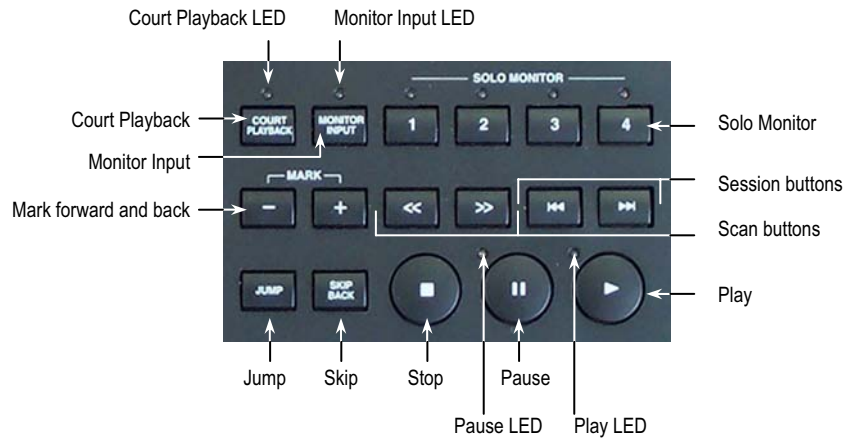
**Note:** If you don't hear anything, check that your headphone volume is correct and that the **Monitor Input LED** is lit.

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6. Add timestamps as required. See *Timestamping with ReporterDeck™ 2* later in this section.

## Play and Monitoring Controls

Use the play and monitoring controls to manage playback and what you hear through the headphones or inbuilt speaker.

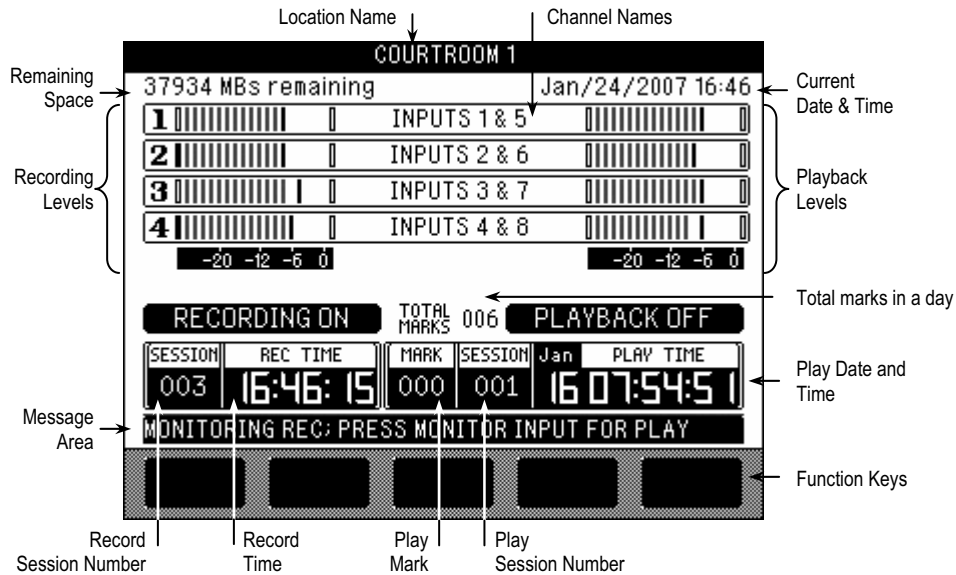


Item	Description
Court Playback button	Press to play the selected recording in the court room.
Court Playback LED	This LED indicates you are currently playing the selected recording to the court.
Monitor Input button	Press to toggle between Confidence Monitoring and playback.
Monitor Input LED	Indicates that the Monitor Input button is in the Confidence Monitoring state.
Mark buttons	Press to navigate to marks that were previously added to the recording.
Jump button	Press to locate a recording for playback. See <i>Playing</i> later in this guide.
Skip Back button	While playing, press to recommence playback from the same starting point.
Stop button	Press to stop all playback activities.
Pause LED	This LED indicates that playback is currently paused. Press Play to resume.
Pause button	Press to pause playback. Press Play to resume.
Play LED	This LED indicates that playback is in progress.
Play button	Press to commence playback at the displayed time.
Scan buttons	Press to scan quickly forward or back in the active day.
Session buttons	Press to jump forward or back to other recording sessions in the active day.
Solo Monitor buttons	To listen to a single channel or combination of channels, press the required buttons. <b>Note:</b> When you select all four then solo is switched off.



## Understanding the Display

Use the following diagram when reading any operating instructions.



Item	Description
Location Name	Denotes where recordings are created. See <i>Setup</i> .
Remaining Space	Recording space remaining. When <100 hrs, displayed as time, otherwise MB's.
Recording Levels	Individual recording levels are shown for each recording channel.
Message Area	Observe the message area for important information while operating the machine.
Record Session Number	Denotes the total number of recordings sessions that exist for the current day.
Record time	Denotes the current record time, which is the same as current time, while recording.
Play mark	Denotes which mark you are playing from within the active day.
Play Session Number	Denotes which recording session you are playing within the active day.
Function Keys	Use the F1 to F5 keys to activate the corresponding function shown in the display.
Play date and time	Denotes the date and play time of the recording that is currently active.
Total marks	Denotes the total marks for the day and applies to the current day of recordings or the recordings being played back— depending on the state of the Monitor Input switch.
Playback levels	Individual playback levels are shown for each channel.
Current date and time	Denotes the date and time of the unit.
Channel names	Denotes the user defined names for each recording channel. See <i>Setup</i> .

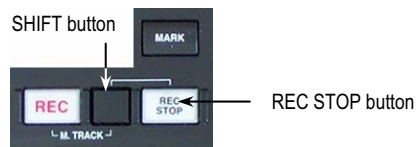


## Stop Recording

To prevent accidental loss of recording a two-button press is required to stop recording.

### To stop recording:

1. Press and hold the **SHIFT** button while pressing the **REC STOP** button.



2. Observe that the **REC** button is extinguished and the **REC STOP** button is lit.
3. Also observe that the **REC TIME** changes to dashes.

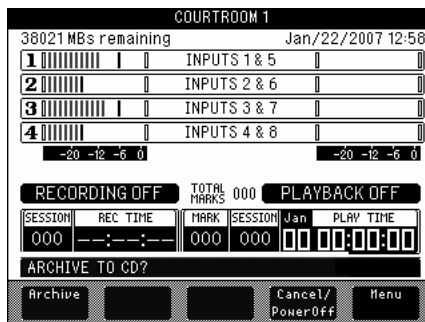
## CD Archiving

Archiving to CD occurs when all recording activity is stopped and ReporterDeck™ 2 is powered down - usually at the end of each day. Be sure to have a supply of blank CD-R discs available whenever you switch ReporterDeck™ 2 off.

 **Note:** CD archiving is only available if ReporterDeck™ 2 has been properly configured. See *CD Setup* later in this guide.

### To archive to CD:

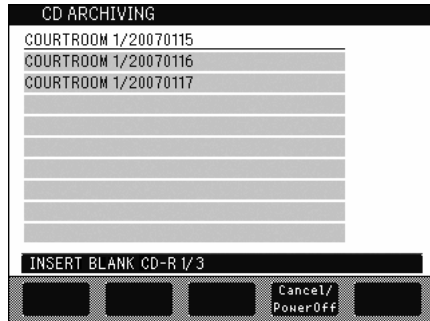
1. Stop all recording and playback operations.
2. Switch ReporterDeck™ 2 off by sliding the **Power** switch to the right.
3. Observe that the message area prompts you to archive to CD and that **F1** is now the **Archive** key and **F4** the **Cancel/Power Off** key.




**Warning:** If you do not want to archive to CD then press **F4 – Cancel/Power Off**. Be aware that this action results in old non-archived recordings accumulating on the hard disk drive. When you eventually do archive recordings it may take some time. It is strongly recommended that you archive recordings every day to prevent potential loss.



- If you want to archive recordings to CD at this time then press **F1 - Archive**. A list of recordings is displayed that are yet to be archived. You are then prompted to insert a blank CD.




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 **Note:** The prompt includes information about the total number of days to be archived.

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- Insert a blank CD and observe the message area for status information as the archive process continues. The recording that is currently being archived is highlighted in the list and the message area confirms progress. Use this information and the Location Name to label the CD.

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 **Note 1:** As each CD is being written, the message is updated to confirm which recording is being archived. Progress is also indicated as a percentage for each disc. e.g. **ARCHIVING 2007/01/15 TOTAL 1/3 22%**.

**Note 2:** Be aware that some days may require more than one disc.

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- Repeat step 6 until all recordings are archived.

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 **Note:** The DISC EJECT button is disabled while archiving is in progress. Change discs when you are prompted in the message box on the display.

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- When the last recording is successfully archived, observe that ReporterDeck™ 2 switches off.