



FTR Touch

User's Guide

SAFETY

IMPORTANT SAFETY INSTRUCTIONS

1. To disconnect the machine from the electrical power supply, turn off the power switch and remove the power cord plug from the wall socket. The wall socket must be easily accessible and in close proximity to the machine.
2. Read these instructions carefully. Save these instructions for future reference.
3. Follow all warnings and instructions marked on the product.
4. Do not use this product near water.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register, or in a built-in installation unless proper ventilation is provided.
7. This product should be operated from the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
8. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
9. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a fire or electric shock. Never spill liquid of any kind on the product.

CE MARK



This device complies with the requirements of the EEC directive 89/336/EEC with regard to “Electromagnetic compatibility” and 73/23/EEC “Low Voltage Directive”

FCC

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference.
- (2) This device must accept any interference received, including interference that may cause undesired operation.

CAUTION ON LITHIUM BATTERIES

There is a danger of explosion if the battery is replaced incorrectly. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer’s instructions.

LEGISLATION AND WEEE SYMBOL

2002/96/EC Waste Electrical and Electronic Equipment Directive on the treatment, collection, recycling and disposal of electric and electronic devices and their components.



The crossed dustbin symbol on the device means that it should not be disposed of with other household wastes at the end of its working life. Instead, the device should be taken to the waste collection centers for activation of the treatment, collection, recycling and disposal procedure. To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle it responsibly to promote the sustainable reuse of material resources. Household users should contact either the retailer where they purchased this product, or their local government office, for details of where and how they can take this item for environmentally safe recycling. Business users should contact their supplier and check the terms and conditions of the purchase contract. This product should not be mixed

with other commercial wastes for disposal.

FTR PTY LTD

Statement of Limited Product Warranty

LIMITED WARRANTY

For purposes of this Statement of Limited Product Warranty (the "Warranty Statement"): (i) the term "Hardware Products" shall mean the mechanical, electrical and/or electronic equipment manufactured by FTR, Pty. Ltd. ("FTR") and/or its affiliates, (ii) the term "Software Products" shall mean FTR's "For The Record," "FTR Gold" and "TheRecord" software products, or such components thereof as are licensed by a Customer from FTR or an Authorized Licensee, and (iii) the term "Customer" shall mean the original end user that purchases or licenses FTR Products directly from FTR or an entity licensed by FTR to provide such FTR products ("Authorized Licensee"). When used with reference to the FTR ReporterDeck or FTR Touch products (a mixed hardware and software product), the term "Hardware Product" means the hardware (mechanical) portions of the FTR ReporterDeck or FTR Touch product.

FTR warrants that the Hardware Products, as delivered by FTR or its Authorized Licensee, shall substantially comply with their written documentation, under normal use, for a period of one (1) year from the date of the associated FTR or Authorized Licensee invoice to the Customer. FTR warrants that the Software Products, as delivered by FTR or its Authorized Licensee, shall operate in all material respects in accordance with their accompanying user documentation, under normal use, for a period of ninety (90) days from the date of such invoice.

The express warranties provided herein are limited and are the only warranties that apply to the Hardware Products and Software Products. The express warranties provided by FTR herein are subject to the following limitations:

- (a) FTR's warranties granted herein are extended to and benefit only the Customer;
- (b) FTR makes no warranty that the Software Products will work in combination with any hardware or software provided by third parties, or that the operation of the Software Products will be uninterrupted or error-free, or that all defects in the Software Products will be corrected;
- (c) FTR's warranties herein do not apply to: (i) any FTR Hardware Product or Software Product that is modified by anyone other than FTR; (ii) defects arising from use of the FTR Hardware Product or Software Product other than in accordance with its operating instructions; (iii) any FTR Hardware Product or Software Product that has been kept outdoors or in extreme heat and humidity; (iv) failures caused by defects, problems, or failures of hardware or software provided by third parties; and
- (d) The warranties herein do not apply to defects arising from acts of persons other than FTR, misuse, neglect, improper installation or testing, unauthorized attempts to repair an FTR Hardware Product, any other cause beyond the range of the intended use of the FTR Hardware Product, or by accident, fire, lightning, theft, vandalism, water, acts of God, or other peril.

Customer's sole remedy for breach of the above warranties shall be that FTR shall, at its own option and expense, within thirty (30) days of being delivered the defective Hardware Product or Software Product, either (a) grant to Customer a full refund of the purchase price of the FTR Hardware Product or Software Product; (b) repair the defective Hardware Product or Software Product and return it to Customer; or (c) deliver to Customer a replacement Hardware Product or Software Product. All Hardware Products and Software Products that are replaced will become the property of FTR. Replacement products may be new or reconditioned. Any replacement or repaired Hardware Product shall have a warranty identical to this warranty commencing on the date of delivery of the replacement or repaired Hardware Product to Customer and ending (i) ninety (90) days thereafter, or (ii) one (1) year from the original date of purchase, whichever is later. Any replacement or repaired Software Product shall have a ninety (90) day warranty identical to this warranty commencing on the date of delivery of the replacement or repaired Software Product to Customer. This warranty is non-transferable. FTR shall not be responsible for any software, firmware, information, or memory data of Customer contained in, stored on, or integrated with any products returned to FTR pursuant to any warranty.

STANDARD WARRANTY SERVICE

Repair and replacement of Hardware Products or replacement of Software Products may be obtained by contacting FTR telephonically during the warranty period and obtaining a Return Material Authorization (RMA) number, then, as directed by FTR and at Customer's expense, delivering the defective Hardware Product or Software Product, accompanied by proof of purchase, to FTR or to an authorized FTR service center. Warranty service for Software Products may in some cases be obtained without delivering the FTR Software Product to FTR, as directed by FTR. Any FTR Hardware Product or Software Product returned to FTR must have an RMA number marked on the outside of the package, and be packaged in the FTR Hardware Product or Software Product's original or comparable packaging. FTR is not responsible for product(s) lost or damaged during transit from the Customer to FTR. FTR has the right to refuse any FTR Hardware Product or Software Product received without an RMA number on the outside of the packaging. Repaired Hardware Products and Software Products will be returned to Customer at FTR's expense.

This warranty is not valid if the serial number has been tampered with or removed from the product(s).

WARRANTIES EXCLUSIVE

THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. FTR neither assumes nor authorizes any other person to assume for it any other liability in connection with the sale, installation, maintenance or use of its Hardware Products or Software Products. FTR shall not be liable under this warranty if its testing and examination disclose that an alleged defect in a Hardware Product or Software Product does not exist.

LIMITATION OF LIABILITY

IN NO EVENT, whether BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE) SHALL FTR BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOSS OF REVENUE, LOSS OF BUSINESS, OR OTHER FINANCIAL LOSS ARISING OUT OF OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, PERFORMANCE, FAILURE, OR INTERRUPTION OF THE HARDWARE PRODUCTS OR SOFTWARE PRODUCTS, EVEN IF FTR OR ITS LICENSED RESELLERS OR AUTHORIZED LICENSEES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL FTR'S LIABILITY UNDER THIS AGREEMENT EXCEED THE AMOUNT PAID BY THE CUSTOMER FOR THE FTR HARDWARE PRODUCT OR SOFTWARE PRODUCT.

WARRANTY REGISTRATION

Customers may register their products by completing the product registration form enclosed with the product or on the FTR web site at www.fortherecord.com. This information will be used for customer support access as well as notification of new product releases and enhancements.

Embedded License Agreement

During the installation of FTR Touch, you may install FTR Remote Replicator which will require you to perform actions that determine your acceptance or rejection of a license agreement that governs your use of the product.

The text of the license agreement, as it appears in the software, appears below.

FTR PTY LTD. LICENSE AGREEMENT

This License Agreement ("Agreement") governs the use of the executable code version of the software, documentation and materials accompanying this Agreement or otherwise provided in connection herewith (collectively, "Software"), which is owned or licensable by FTR Pty Ltd. or its affiliate (collectively, "FTR"), by the person or entity ("Client") that has clicked on the "Yes" or "I Agree" button below.

IF YOU DO NOT AGREE WITH THESE TERMS, YOU MUST CLICK ON THE "NO" OR "I DISAGREE" BUTTON BELOW AND YOU MUST NOT USE THE SOFTWARE.

IF YOU AGREE WITH THESE TERMS, CLICK ON THE "YES" OR "I AGREE" BUTTON BELOW. CLICKING THE "YES" OR "I AGREE" BUTTON ACTS AS YOUR SIGNATURE AND SIGNIFIES THAT YOU ACCEPT THE TERMS OF THIS AGREEMENT.

1. CERTIFICATES AND LICENSES.

- 1.1 **Software.** For the purposes of this Agreement, Software which is designated by FTR as "no fee", or with similar designation, and for which a fee is not due from Client, shall be considered "No Fee Software"; Software for which a fee is payable to FTR or its resellers or systems integrators by Client shall be deemed "For Fee Software". No use of For Fee Software by a Client is permissible unless the applicable fee for such Software is actually paid by the Client.
- 1.2 **Certificates.** From time to time, Client may directly submit to FTR, or may request an FTR reseller or systems integrator to submit to FTR on Client's behalf, one (1) or more purchase orders requesting additional licenses to the Software. Any additional, inconsistent or pre-printed terms on such purchase orders shall have no effect. If such a purchase order is accepted by FTR, FTR shall issue promptly to Client a written certificate in such reasonable form as FTR may require (each, a "Certificate"), which shall describe the number of copies of the Software which Client may make and install, the applicable fees, and such other terms as may be required by FTR. Provided that Client has theretofore paid the applicable fees for use of the Software (if any), such Certificate shall be deemed accepted and effective upon receipt by Client, unless Client notifies FTR in writing within three (3) days of receipt thereof regarding any discrepancies therein. Such Certificate shall be deemed incorporated into this Agreement by reference.
- 1.3 **License.** Subject to all other terms of this Agreement and the timely payment of fees by Client, FTR hereby grants to Client a non-exclusive, non-transferable, royalty-bearing license, without the right to grant sublicenses, solely for Client's internal use and solely for the term of this Agreement: (a) to install one (1) copy of the Software onto hardware and to use such Software solely together with such hardware; or (b) to install the additional number of copies of the Software described in a Certificate onto hardware and to use such Software solely together with such hardware and solely within the "Enterprise" described in such Certificate. Client may also make one (1) copy of the Software for back-up or archival purposes only, which copy shall itself be considered Software for purposes of this Agreement.
- 1.4 **Limitations.** The foregoing license shall terminate immediately and without notice for any breach of this Agreement by Client and for any failure by Client to pay fees when due. Upon any such termination, Client shall immediately destroy or delete any and all Software and promptly confirm in writing to FTR that Client has done so. Client shall maintain a complete, clear, and accurate record of: (a) the location of each copy of the Software; and (b) any other information which may be reasonably required by FTR to determine whether Client is paying correct fees hereunder. Such records shall be furnished to FTR upon reasonable notice. FTR shall have the right to conduct an audit of all the relevant records of Client, and to obtain true and correct copies thereof, during regular business hours at Client's offices and in such a manner as not to interfere unreasonably with Client's normal activities. If any such audit should disclose any underpayment of fees, Client shall promptly pay FTR such underpaid amount, together with interest thereon at a rate of one and one-half percent (1.5%) per month or partial month during which each such amount was owed and unpaid, or the highest rate allowed by law, whichever is lower. If the amount of such underpayment exceeds five percent (5%) of amounts otherwise paid, then Client shall also immediately reimburse FTR for FTR's expenses associated with such audit.
- 1.5 **Ownership.** The Software is and shall remain the sole and exclusive confidential and proprietary property of FTR, subject to protection under the intellectual property laws of the United States and those throughout the world. Client agrees not to use, copy, store, download, sell, reproduce, redistribute, rent, lease or lend the Software, during and after the term of this Agreement, except as expressly permitted by this Agreement. Without limiting the foregoing, copying No Fee Software is not permitted even though FTR does not charge for such Software; a user desiring a copy of No Fee Software must download the copy from FTR's website or acquire it directly from FTR through other means. Client further agrees not to modify the Software, remove any notices or markings on the Software, or reverse compile, reverse assemble, reverse engineer or otherwise attempt to learn or disclose the trade secrets contained in the Software, transfer the Software in whole or in part over a network, or permit any third party to do any of the foregoing. Nothing in this Agreement shall be construed as conferring any license under any of FTR's intellectual property rights, whether by estoppel, implication, or otherwise, except for those licenses expressly granted herein.
- 1.6 **Confidentiality.** Client acknowledges and agrees that use of the Software is furnished during the term of the Agreement to Client on a confidential and secret basis for the sole and exclusive use of Client and not for resale. Client shall not use, publish, disclose, or otherwise divulge to any person, at any time, either during or after the term of this Agreement, or permit its officers or employees to so divulge any such information regarding the Software, without the prior written consent of FTR. Notwithstanding the foregoing, Client is hereby authorized to reproduce information derived from the Software for its own internal use by authorized officers, employees and servants during the term of this Agreement.

2. WARRANTY AND DISCLAIMER.

- 2.1 **For Fee Software.** FTR warrants that for a period of ninety (90) days from the date of receipt by Client of For Fee Software, the media on which such For Fee Software was delivered shall be without defects in materials or workmanship. FTR agrees to replace any defective For Fee Software media which is returned to FTR within the foregoing ninety (90) day period. FTR may make available to Client additional services, including updates, enhancements or improvements of or to For Fee Software, under separate written agreement, and for possible additional payment as required by FTR.
- 2.2 **Disclaimer.** THE FOREGOING WARRANTY IS THE ONLY WARRANTY GIVEN UNDER THIS AGREEMENT. FTR MAY (BUT IS NOT OBLIGATED TO) PROVIDE A SEPARATE WRITTEN LIMITED WARRANTY STATEMENT REGARDING SOFTWARE, AND IN SUCH A CASE, THE TERMS OF SUCH SEPARATE WARRANTY STATEMENT OPERATE INDEPENDENTLY OF THIS AGREEMENT. ALL NO FEE SOFTWARE, AND EXCEPT AS OTHERWISE PROVIDED ABOVE, ALL FOR FEE SOFTWARE, ARE PROVIDED ON AN "AS IS" BASIS, WITHOUT ANY WARRANTY WHATSOEVER. TO THE EXTENT PERMITTED BY THE LAW, ALL EXPRESS, IMPLIED OR STATUTORY CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY (IF ANY) IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, PERFORMANCE OR NON-INFRINGEMENT, ARE SPECIFICALLY DISCLAIMED. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, FTR MAKES NO WARRANTY AS TO SUPPORT OR MAINTENANCE OF NO FEE SOFTWARE, OR AS TO COMPATIBILITY OF NO FEE SOFTWARE WITH ANY GOODS OR SERVICES OF FTR OR ANY THIRD PARTY.

3. LIMITATION OF LIABILITY.

TO THE MAXIMUM EXTENT PERMITTED BY THE LAW, IN NO EVENT SHALL FTR BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR (1) ANY INJURY TO PERSON OR PROPERTY, (2) LOSS OF PROFITS, BUSINESS INTERRUPTION, OR LOSS OF BUSINESS INFORMATION, (3) LOSS OF PRIVACY OR FAILURE TO MEET ANY DUTY INCLUDING OF GOOD FAITH OR OF REASONABLE CARE, (4) NEGLIGENCE, OR (5) ANY PECUNIARY OR OTHER LOSS WHATSOEVER) ARISING UNDER THIS AGREEMENT OR IN CONNECTION WITH THE SOFTWARE, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF WHETHER ADVISED BEFOREHAND OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL THE LIABILITY OF FTR HEREUNDER EXCEED THE SUM OF ONE HUNDRED DOLLARS (\$100), REGARDLESS OF THE CAUSE OF ACTION, IN TORT, CONTRACT OR OTHERWISE.

4. GENERAL.

If Software under this Agreement is to be installed in any location in North America or South America, then this Agreement shall be governed by the laws of the State of Arizona, without regard to conflicts of laws principles, and the state and federal courts located in Phoenix, Arizona, U.S.A., shall have sole jurisdiction over any dispute arising hereunder, and the parties hereby consent to the personal jurisdiction of such courts. If Software under this Agreement is to be installed in any location outside North America or South America, then this Agreement shall be governed by the laws of Western Australia, without regard to conflicts of laws principles, and the courts located in Perth, Western Australia, shall have sole jurisdiction over any dispute arising hereunder, and the parties hereby consent to the personal jurisdiction of such courts. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement.

Neither this Agreement, nor any rights hereunder, may be assigned by operation of law or otherwise, in whole or in part, by Client without the prior written permission of FTR. Any purported assignment without such permission shall be void. Any waiver of any rights of FTR under this Agreement must be in writing, signed by FTR, and any such waiver shall not operate as a waiver of any future breach of this Agreement. In the event any portion of this Agreement is found to be illegal or unenforceable, such portion shall be severed from this Agreement, and the remaining terms shall be separately enforced. The parties agree that any breach or threatened breach of this Agreement by Client is likely to cause FTR damage that is not fully repairable by payment of damages, and further agree that in such case FTR shall be entitled to seek and obtain injunctive or other equitable relief to protect its rights hereunder.

Client's performance hereunder and use of the Software shall at all times comply with all applicable laws, rules and regulations, including those governing export of technical information, and Client shall fully indemnify, defend and hold harmless FTR against any violation thereof. This Agreement is the entire agreement between the parties with respect to this subject matter, and supersedes any and all prior or contemporaneous, conflicting or additional communications, negotiations or agreements.

TRADEMARKS

FTR, FTR Gold, For The Record, FTR Log Notes and WordLink are registered trademarks of FTR, Ltd. and/or FTR Pty Ltd.

The following terms are either registered trademarks or trademarks of FTR, Ltd. and/or FTR Pty Ltd:

Digital Audio Transcription System	FTR MinuteMaker	ReporterDeck	TheRecord Navigator
DMX8 Configuration	FTR MinuteMaker Recorder	TheRecord	TheRecord Online
DMX8 Meter	FTR Minutes	TheRecord Album	TheRecord Player
DMX8 USB Mixer	FTR Monitor	TheRecord Annotator	TheRecord Producer
For The Record	FTR Open-From-ForTheRecord	TheRecord CacheManager	TheRecord Publisher
ForTheRecord.com	FTR Player Plus	TheRecord CD	TheRecord Recorder
FTR CD	FTR Portable Reporter	TheRecord Collection	TheRecord Recorder2x
FTR CD Player	FTR Recording Assistant	TheRecord Communicator	TheRecord Recorder4x
FTR	FTR Remote Replicator	TheRecord Director	TheRecord Reformatter
FTR Gold	FTR Reporter	TheRecord Downloader	TheRecord Replicator
FTR Hearings	FTR Save-To-Format	TheRecord DVD	TheRecord Reporter
FTR Help Tips	FTR Save-To-Tape	TheRecord Edge	WordLink
FTR Interrogator	FTR Touch	TheRecord Empowered	
FTR Log Notes	FTR WriteLink	TheRecord Media	
FTR Ltd	MinuteMaker	TheRecord Manager	
FTR Pty Ltd	Minutes	TheRecord Monitor	

The following symbols are either registered trademarks or trademarks of FTR, Ltd. and/or FTR Pty Ltd:



MPEG-2 ACC audio coding technology licenses by Fraunhofer IIS

Portions ©Copyright 1996, Microsoft Corporation. All rights reserved

Microsoft, Windows and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other brand and product names are trademarks or registered trademarks of their respective companies.

PATENTS

Protected by U.S. Patents 6,871,107 and 7,212,873 and other international patents; other patents pending.

DISCLAIMER

FTR Pty Ltd makes a sincere effort to ensure the accuracy of the material described herein; however, except as set forth in the license documentation applicable to each product of FTR Pty Ltd. makes no warranty, express or implied, with respect to the quality, correctness, reliability, currentness, accuracy, or freedom from error of this document or the products referred to herein, and specifically disclaims any implied warranties of merchantability and fitness for any particular purpose. FTR Pty Ltd disclaims all liability for any direct, indirect, incidental, consequential, special or exemplary damages resulting from the use of the information in this document or from the use of any products described in this document. Mention of any product not manufactured by FTR Pty Ltd does not constitute an endorsement by FTR Pty Ltd of that product.

COPYRIGHT NOTICE

This manual is copyrighted and all rights are reserved by FTR Pty Ltd. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of FTR Pty Ltd. If this manual has been supplied by FTR Pty Ltd in Adobe® Acrobat® portable document format (pdf) then FTR Pty Ltd grants permission for a single copy to be printed in its entirety.

FTR Pty Ltd
Suite 7
16 Brodie Hall Drive
Technology Park
Bentley
Western Australia 6102

FTR Pty Ltd
PO Box 1048
Technology Park
Bentley
Western Australia 6983

Copyright © 2010 by FTR Pty Ltd. All Rights Reserved

FTR-Users Guide-FTR Touch.docx 20100604

Table of Contents

INTRODUCTION	7
Welcome.....	7
About This Guide	8
Getting Technical Support.....	8
GETTING STARTED	9
Installation	9
Starting	9
Stopping.....	10
Description	11
Mode Dial.....	11
About Panel	11
Settings Panel.....	11
Archive Panel.....	12
Record Panel.....	12
Playback Panel.....	12
File Panel	12
Lock Panel.....	12
RECORDING	13
Record Panel.....	14
Start Recording	15
Confidence Monitoring.....	15
Stop Recording	15
PLAYBACK	16
Finding a Recording	17
File Panel	17
Playing a Recording	19
Playback Panel.....	19
Starting and Stopping Playback.....	20
Adjusting Volumes	20
Scanning a Recording	20
Changing Current Play Time	21
ARCHIVING	22
Archiving To Network.....	23
Archive Status LED - Network.....	23
Archive Panel - Network Pane.....	23
Archiving To Optical.....	24
Archive Status LED - Optical	24
Archive Panel - Optical Pane.....	24
Archiving to Optical	25
FTR TOUCH SETTINGS	26
Recording Settings.....	27
Label	27
Audio Capture Device	28
Recording Channels.....	28
Archive Recordings To.....	28
Playback Settings.....	29
Network Settings	30
System Settings	31
Tools.....	32
Deleting Recordings	32
Updating	33
Reimaging.....	33
Calibrating the FTR Touch Screen	34

INTRODUCTION

Welcome

FTR Touch adapts world renowned FTR Gold recording software to a touch-screen hardware interface forming an elegant, standalone court recording solution. The result is an unparalleled user experience delivering enhanced productivity.

Not only does it offer all the benefits of FTR Gold (the flagship recording and playback platform from FTR), but it has extended benefits made possible by the touch-screen interface.

It provides all of the benefits of FTR Gold recording and playback software including:

- ✦ 2- or 4-channel recording.
- ✦ Uses patented file management technology which enables linking with ThinkLink enabled programs such as TheRecord Player and FTR Log Notes.
- ✦ Format compatible with the latest TheRecord Player
- ✦ Record channel level meters
- ✦ Record time display
- ✦ Confidence monitoring with master volume control
- ✦ Support for FTR external clock display
- ✦ Archive to optical (CD-R / DVD-R)
- ✦ Archive to network
- ✦ Time and date-stamped record
- ✦ Familiar user controls
- ✦ On-unit playback support including concurrent record and playback
- ✦ Playback master and individual channel volume controls
- ✦ Compatible with FTR Log Notes and FTR Monitor

However, it also offers other benefits made possible by the touch-screen hardware platform including:

- ✦ Less appliance-like, more elegant
- ✦ Small footprint
- ✦ Dedicated recording device resulting in increased reliability
- ✦ Simplified court workflow
- ✦ Virtually no impact on existing operational procedures
- ✦ Minimal operator training

About This Guide

There are three types of specially marked text used throughout this guide.



This is a note. It is used to provide additional information that may be important in the area you are currently reading.



This is a tip. It is used to provide additional information that may assist you to complete a task in another way.



This is a warning. It is used to highlight an action or task that must be completed exactly as stated. Failure to do so may result in loss of data

Getting Technical Support

Please consult this guide before seeking further assistance.

Additional help can be obtained in the following ways:



Website

Visit the website and search the knowledge base for articles that may assist. There may also be updates or patches available from the downloads area. Go to www.fortherecord.com/support



E-mail

Send your e-mail enquiries to support@fortherecord.com



Phone

Asia Pacific, Europe, Middle East and Africa
1800 300 387 (Australia only, toll free)
+61 8 94704366 (Charges apply)

Americas
877 650 0958 (NA only, toll free)
+1 602 650 0958 (Charges apply)



Post

Asia Pacific, Europe, Middle East and Africa
FTR Pty Ltd
PO Box 1048
Technology Park
Bentley
Western Australia 6983

Americas
FTR Ltd
2700 North Central Avenue
Suite 810
Phoenix, AZ 85004



Note: You must have a valid FTR support contract to:

- Access advanced knowledge base articles or to have unrestricted access to the downloads area
- Receive free technical support via phone or e-mail

Without a support contract you may be charged when contacting us for support. To purchase a support contract you can contact our sales department at: sales@fortherecord.com

When contacting support services, please help us to help you.



Provide hardware details - select help from the Mode Dial and note the version number of your FTR Touch



Record details of any error messages that appear on your screen



Provide details about what you did prior to the error condition



Determine if the problem is an isolated incident or repeatable



Determine if any software changes have recently been implemented such as a new image installed



If possible provide copies of associated recordings

GETTING STARTED

Installation

See the *Setup Guide* that accompanies this product. Once installed, it is important to review the FTR Touch Settings chapter later in this guide.

Starting

Starting FTR Touch is simple. However, the startup sequence is important if you are using any of the optional devices that can be connected to the unit.

To start FTR Touch:

1. Do the following:
 - a. If your audio capture device is externally powered, switch it on.
 - b. If you are using the optional external clock, switch it on.
 - c. If you are using the optional external optical storage device, switch it on.
2. When all externally connected devices are switched on, start FTR Touch by momentarily pressing the POWER ON switch at the right side of the unit.
3. Wait for the unit to start. It is ready when the Lock Panel is displayed.



Stopping

When shutting down FTR Touch at the end of the day please consider the following:

Shutting down while Recording

FTR Touch should not be shut down while recording is in progress. If you attempt to shut down the unit while recording is in progress a message reminds you to stop recording.



Warning: If you press and hold the power switch, FTR Touch shuts down - regardless of the recording state. It is strongly recommended that you never shut down FTR Touch using this method.

Shutting down when configured for network archiving

If the unit is not recording, you can shut down FTR Touch even when some recordings have not been archived to the network location. If everything is working correctly this should not occur as recordings are automatically archived.



Warning: Always check the **Archive Status LED** before shutting down FTR Touch. If recordings are yet to be archived it is strongly recommended that you do not shut down. Other users may be waiting for recordings to be archived to the network location. If the **Archive Status LED** remains on there may be a problem with FTR Remote Replicator. See *Archiving To Network* later in this guide.

Shutting down when configured for optical archiving

If the unit is not recording (and not creating an archive disc), you can shut down FTR Touch even when some recordings have not been archived to a CD/DVD. It is good practice to ensure that each days recording is archived to disc before shutting down but you may opt to archive at the end of a working week.

If you have started to create an archive disc, FTR Touch cannot be shut down. If you attempt to shut down the unit while an archive disc is being created, a message reminds you to wait until archiving is complete.



Warning: If you press and hold the power switch, FTR Touch shuts down - regardless of the archiving state. It is strongly recommended that you never shut down FTR Touch using this method.

To shut down FTR Touch:

1. Stop recording by touching the **Stop Record**  button for 3 seconds. See *Recording* later in this guide.
2. If archiving to network do the following:
 - a. Check the *Archive Status LED*.
 - b. If it is on, wait until it is off (normally about 5 seconds).



Note: If it remains on, there may be a problem with FTR Remote Replicator. See *Network Archiving* later in this guide.







3. If archiving to CD/DVD, complete all optical archiving. See *Archiving to Optical* later in this guide.
4. When all recording an archiving activity has completed, momentarily press the **Power** switch at the right side of the unit.
5. Observe that a number of shutdown screens are displayed until the unit powers down.

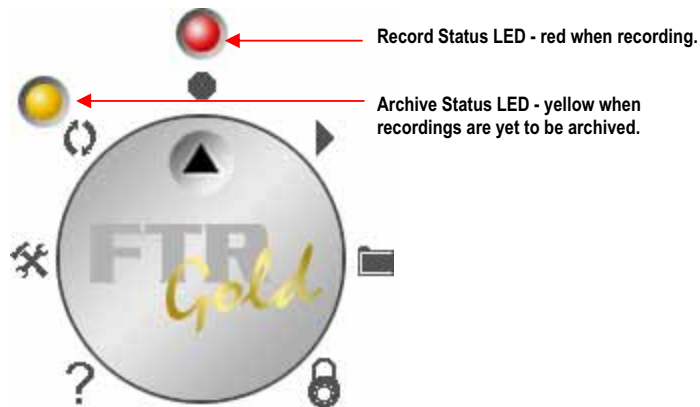
Description

FTR Touch provides a series of panels that are selected using the **Mode Dial**.

Mode Dial

The **Mode Dial** selects the panel you wish to use.

Icon	Description
	About Panel
	Settings Panel
	Archive Panel
	Record Panel
	Playback Panel
	File Panel
	Lock Panel



To select a panel using the mode dial:

1. If you start from the **Settings Panel**, be sure to touch **Exit**. The **Mode Dial** is not available when the **Settings Panel** is displayed.
2. Do one of the following:
 - a. Touch the **Mode Dial** and rotate it to the required panel icon or
 - b. Touch the required panel icon adjacent to the **Mode Dial**. The **Mode Dial** spins to the required panel.



Notes: To select the **Settings Panel** it is necessary to touch the icon (or rotate and hold the mode dial on the icon) for at least 5 seconds. If not held for 5 seconds the **Mode Dial** will return to its last position.
The **Settings Panel** is not selectable if recording is in progress.






About Panel

The **About Panel** displays version information, which is useful when contacting your support team and when deciding to update or reimagine the unit.

Settings Panel

The **Settings Panel** provides a collection of configuration settings that control the way your FTR Touch works.

Configuration settings are arranged in the following groups:

-  **Recording pane** - controls the label, number of channels, audio capture device and archive method.
-  **Playback pane** - controls the playback mode for confidence monitoring and playback - stereo or mono.
-  **Network pane**- controls the computer name, DHCP, IP address and subnet mask.
-  **System pane**- controls the system date/time and the date/time format.
-  **Tools pane**- provides maintenance tools for FTR Touch.

See *Configuring FTR Touch* later in this guide for more details.

Archive Panel

One of two Archive Panels may be shown - based on your chosen archive method.

+ Archive to CD/DVD

This panel reports the status of current archiving activity and provides controls to start and stop archiving to CD/DVD, as required. See *Archiving* later in this guide.

+ Archive to Network

This panel reports the status of network archiving. To archive to a network location, FTR Remote Replicator must be installed and configured on a suitable computer.

See the *Setup Guide* for instructions on how to install FTR Remote Replicator.

Record Panel

The **Record Panel** displays the controls for starting and stopping a recording. It also shows recording levels and provides a master volume control for adjusting the confidence monitoring playback level.

Playback Panel

The **Playback Panel** displays the controls required for starting and stopping playback of a recording from FTR Touch or removable media such as USB flash drive or CD/DVD. See *Playback* later in this guide.

File Panel

The **File Panel** provides a list of devices from which recordings can be opened for playback. Once a device is selected you can choose the date and label. See *Opening a Recording* in the *Playback* section, later in this guide.

Lock Panel

The **Lock Panel** simply closes the main control panels. The **Mode Dial** remains accessible.

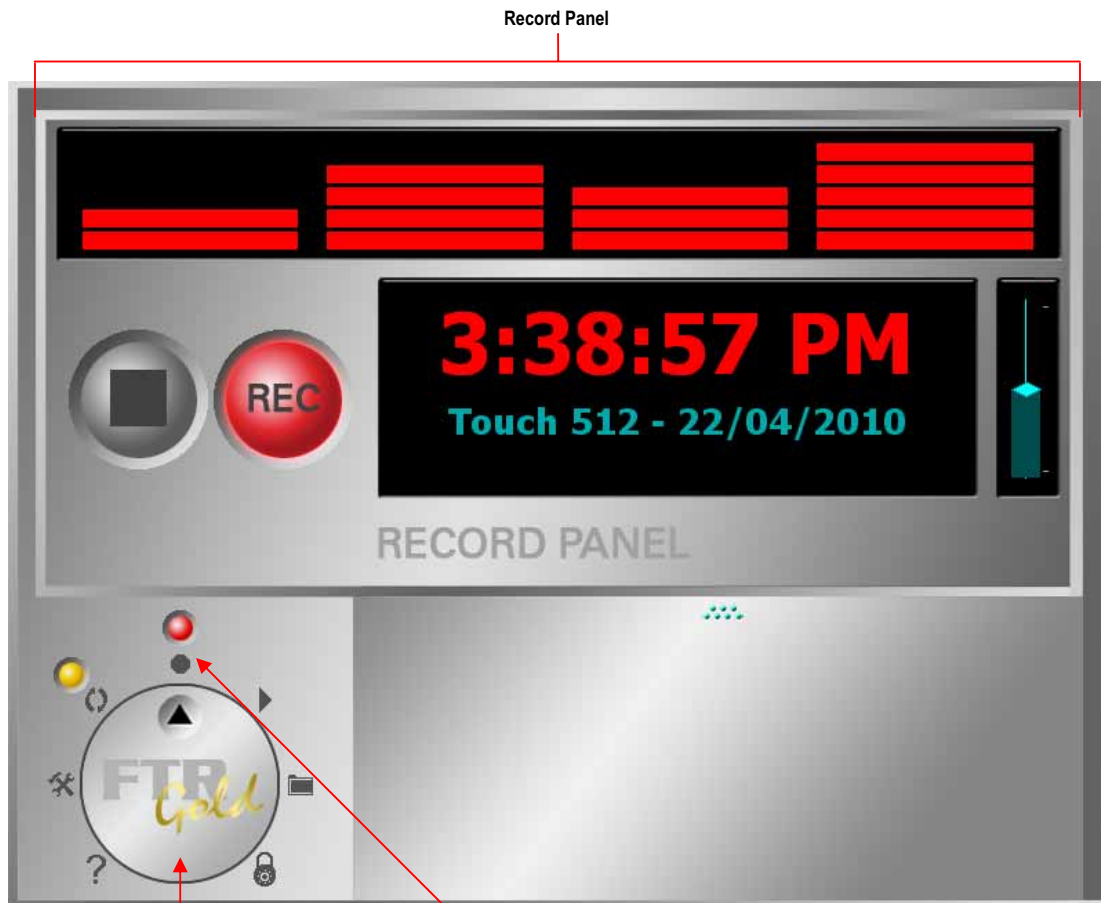
If other panel activities are in progress when the Lock Panel is selected, the following occurs:

- + **Recording Panel** - if recording is in progress it continues. The mode dial **Record Status LED** shows the current recording state.
- + **Playback Panel** - if playback is in progress it stops. Playback can be resumed when you return to the panel.
- + **Archive Panel** - if archiving to CD/DVD is in progress, it continues. The mode dial **Archive Status LED** shows the current state of un-archived recordings.

RECORDING

When recording with FTR Touch, embedded FTR Gold recording software receives the audio from a supported audio capture device and stores recordings on an internal hard disk drive. Recordings are stored in a format that uses patented file naming technology. Other ThinkLink Enabled programs can access these recordings and create links which can be used in the review process.

Recording and monitoring controls are provided from the **Record Panel**, which is selected using the **Mode Dial**.



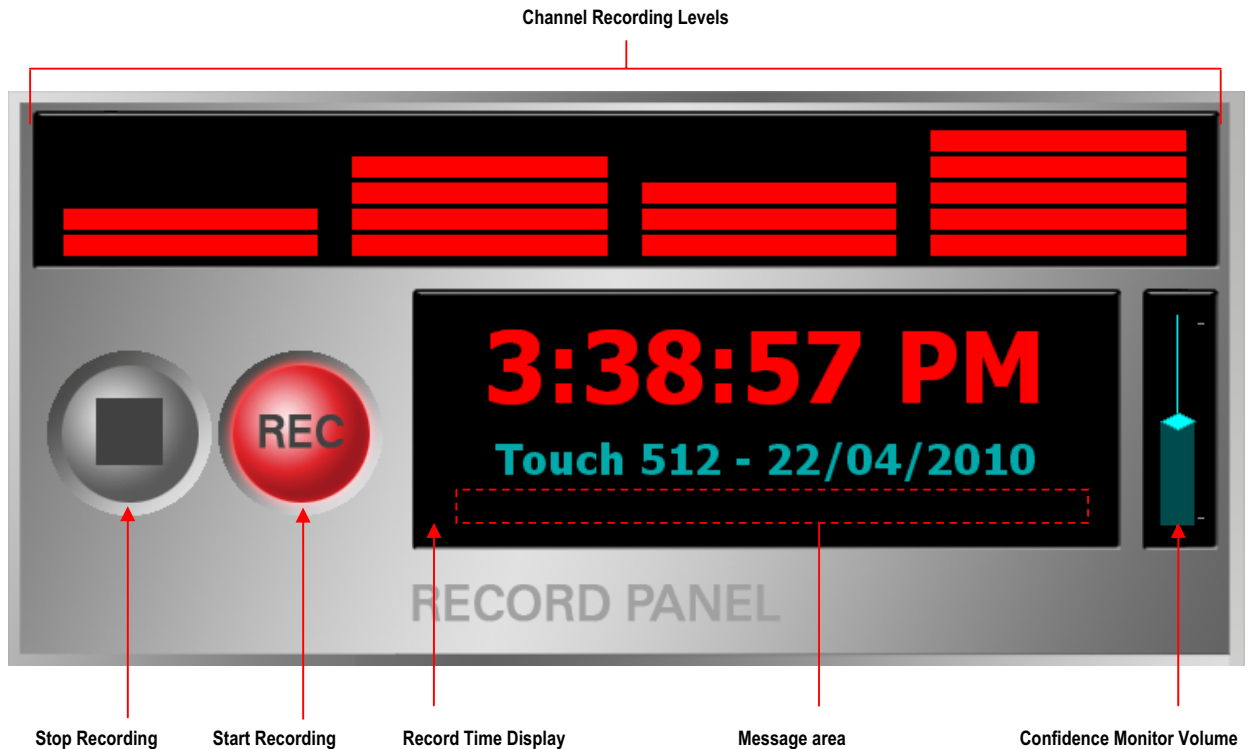
Mode Dial

Record Panel

Includes a Record Status LED that indicates when recording is in progress.

Record Panel

All recording is started and stopped from the Record Panel.




The Record Panel provides the following:

✦ **Channel Recording Levels** - show level meters for each recorded channel (red when recording, grey when not recording). Recording level adjustments are made from the audio capture device. Some supported devices can be adjusted from the **Settings Panel**.
See *Configuring FTR Touch* later in this guide.


✦ **Stop Recording** button - touch for more than 3 seconds and recording stops.

✦ **Start Recording** button - touch to start recording.

✦ **Record Time Display** - shows an advancing record time as recording progresses. The recording label and date are also shown and a space is reserved for messages.

 **Tip:** If you attempt to stop recording without touching the stop button for 3 seconds a message is displayed in this area.

✦ **Confidence Monitor Volume** control - adjusts the listening volume.

 **Note:** Confidence Monitoring describes playback of the active recording from the local recordings folder immediately after the audio is captured and stored. If you can hear the recording you can be confident that it is securely stored on the internal hard disk drive. Because it takes time to capture and store the digital recording, Confidence Monitoring is slightly delayed - about 3 seconds.



Start Recording

Recording is started and stopped from the Record Panel. Once started, you can switch to other panels and recording continues.



Warning: If the amount of free storage space drops below a threshold, a warning message is displayed when you start recording. This should only occur if archiving is neglected for an extended period of time. When the message is first displayed you have about 48 hours of recording time to attend to any archiving issues. Once archiving issues are resolved, FTR Touch automatically deletes the oldest archived recordings to ensure that there is sufficient free space to store new recordings.

To start recording:

1. From the **Mode Dial**, touch the **Record Panel** icon .
2. To start recording, momentarily touch the **Record Start** button  and observe the following:
 - The **Record Start** button brightens
 - The **Record Time** display shows an advancing time
 - The **Channel Record Level** meters change from grey to red
 - The **Record Status LED** on the **Mode Dial** is illuminated

Confidence Monitoring

When recording is started you can Confidence Monitor proceedings. When listening to the recorded proceedings from the **Record Panel** you are listening to stored recordings from the internal hard disk drive - so you can be confident that the recording is securely stored. If you wish to play earlier portions of the current recording see *Playback* in the next chapter of this guide.

To confidence monitor:

1. Start recording - see above.




Note: Confidence Monitoring is not active until a recording is started.

2. To listen to the recording, connect your headphones to the earphones socket at the right side of the FTR Touch unit and do one of the following:
 - a. Touch the volume scale at the required level and the slider jumps to the touched position or
 - b. Touch and drag the volume slider to a comfortable listening level.

Stop Recording

To ensure that recording is not stopped accidentally, the **Record Stop** button  must be touched for at least 3 seconds.

To stop recording:

1. From the **Mode Dial**, touch the **Record Panel** icon .
2. Touch the **Record Stop** button for 3 seconds.
3. Observe that the **Record Time** display changes to dashes.

PLAYBACK

FTR Touch can play existing recordings or the currently active recording while it is in progress. You can play recordings from:

- ✦ The FTR Touch internal hard disk drive.
- ✦ A supported external CD/DVD drive.
CD/DVD drives are connected to USB 2, which is at the back of the FTR Touch base.
- ✦ Removable media such as flash drives.
Removable media devices are connected to USB 3, which is on the side of the FTR Touch base.



Note: You can also Confidence Monitor the active recording from the Record Panel. See *Confidence Monitoring* in the previous chapter.

Playing an existing recording requires two panels:

- ✦ **File Panel**
The **File Panel** is used to locate the recording you wish to play.
- ✦ **Playback Panel**
The **Playback Panel** is used to adjust the playtime, master volume and channel volumes.

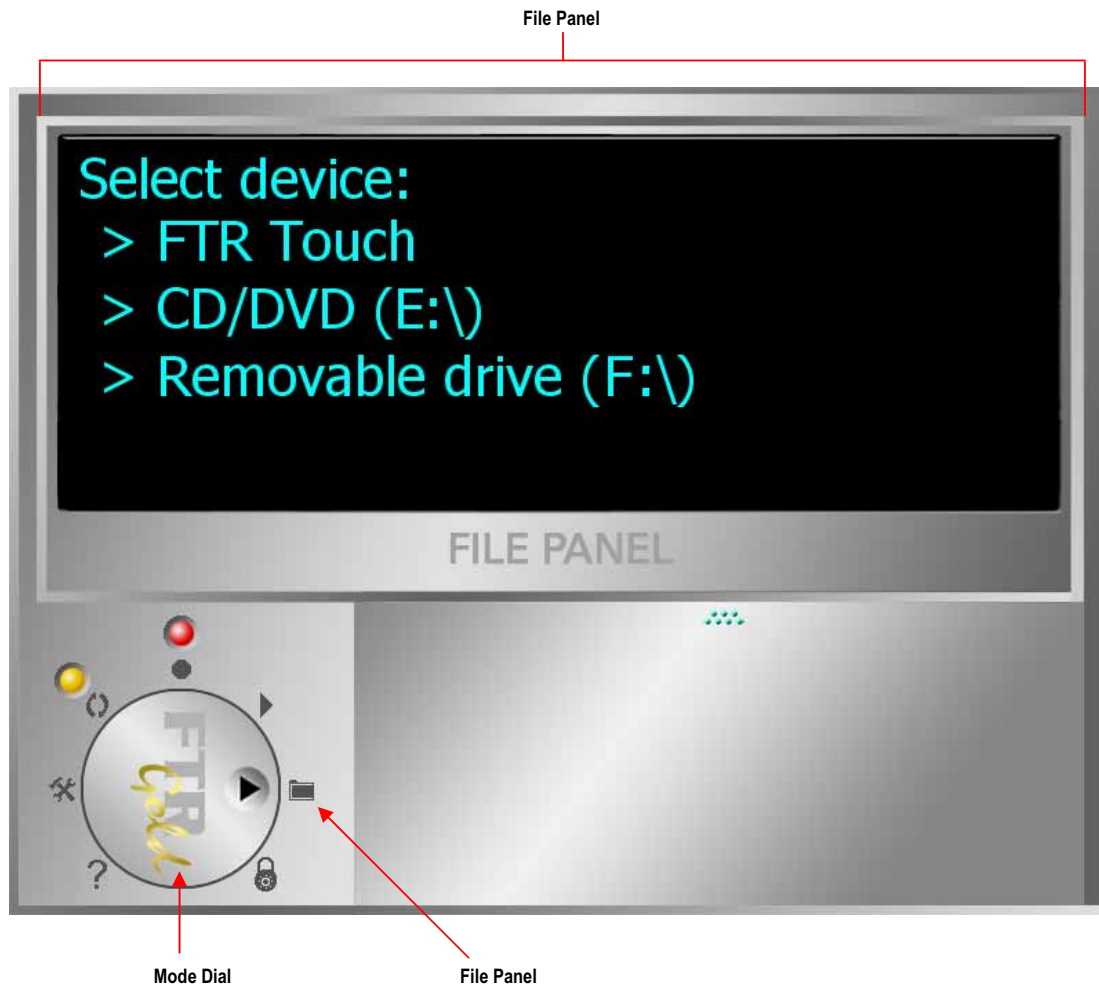
This chapter describes how to find and open a recording using the **File Panel** and how to and play recordings using the **Playback Panel**.

Finding a Recording

Use the **File Panel** to find the required recording.

File Panel

The **File Panel** is selected using the **Mode Dial**. Once selected, browse the required device, date and label to locate the required recording.





Three different panes are displayed in the file panel:

- ✦ Select device pane
- ✦ Select date pane
- ✦ Select label pane


Devices, dates and labels are selected by touching the required item from each pane.

Selectable items are prefixed by a greater-than sign - **> Selectable Item**.

You can return to the previous pane by touching **< Back**.

If any pane contains a large number of items, use the scroll buttons to move left or right as required -  .


To find a recording:

1. From the **Mode Dial**, touch the **File Panel** icon .
2. From the **Select device** pane touch the **device** that contains the required recording. Available devices are:
 - FTR Touch
 - CD/DVD (if connected)
 - Removable drive (if connected)




3. From the **Select date** pane, touch the required **date**. If the required date is not visible touch the left or right scroll buttons until it is shown.



 **Note:** To return to the previous selection pane, touch the left scroll button until **Back** is displayed. Touch **Back** to return to the previous pane.

4. From the **Select label** pane, touch the required **label**.



 **Note:** When browsing recordings from FTR Touch, the number of available labels is small - typically one only. The label is usually set at installation time and is only changed if the FTR Touch is moved to another venue.

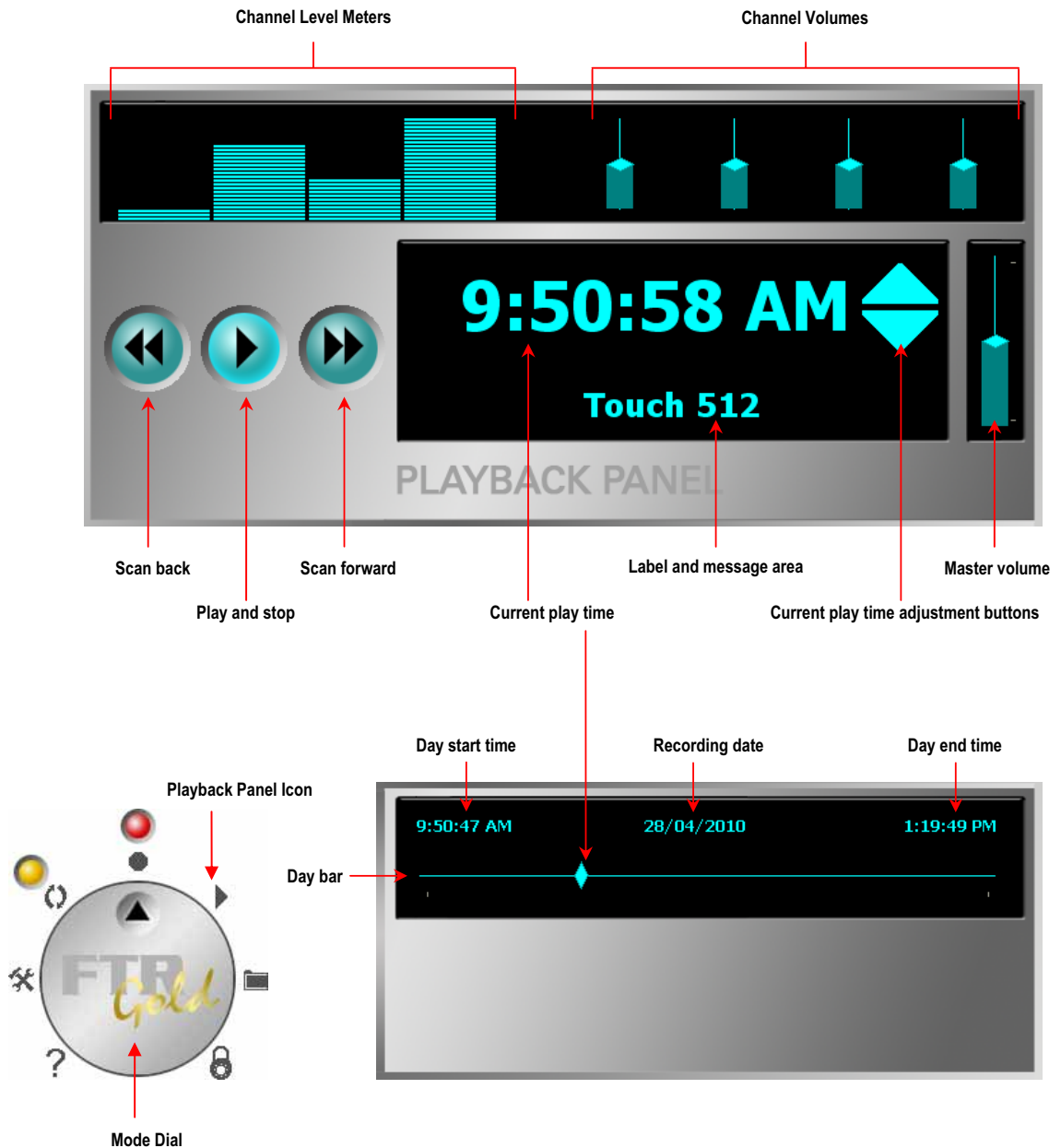
5. Observe that the recording from the selected device, date and label is now open in the **Playback Panel**.

Playing a Recording

Once a recording is found and opened you can manipulate various settings from the **Playback Panel**.

Playback Panel


There are two panes in the **Playback Panel**. The upper pane contains basic playback controls. The lower pane displays a graphical representation of the recording which can be used to change the current play time.



Starting and Stopping Playback

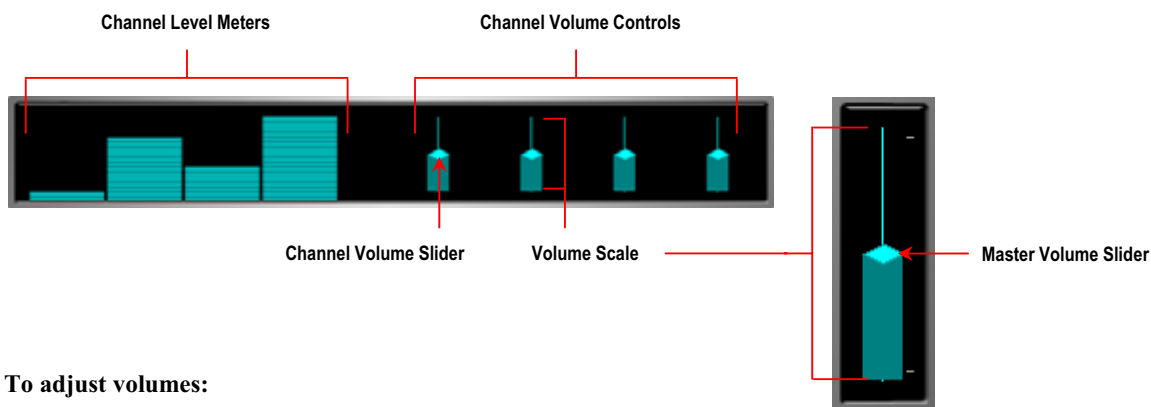
Playback is started and stopped using the same button.

To start and stop playback:

1. Use the **File Panel** to find and open the required recording. See *Finding a Recording* earlier in this chapter.
2. From the **Playback Panel**, touch the **Play**  button.
3. Observe the **Current Play Time** display shows an advancing time as playback progresses.
4. To stop playback, touch the **Play** button again.


Adjusting Volumes

You can change individual channel volumes and the master volume.



To adjust volumes:




1. To adjust an individual channel volume do the following:
 - a. Touch the channel volume scale at the required level and the slider jumps to the touched position or
 - b. Touch and drag the channel volume slider to a comfortable listening level.
 - c. Repeat this for each channel so that all channels are equal in listening volume.

 **Note:** You can also use the channel level meters as a visual aid while adjusting each channel volume.
2. To adjust the master volume do the following:
 - a. Equalize channel volumes - see the previous step.
 - b. Touch the master volume scale at the required level and the slider jumps to the touched position or
 - c. Touch and drag the volume slider to a comfortable listening level.

Scanning a Recording

When scanning a recording, the current play time advances at 5 second intervals and plays a half second segment.

To scan a recording:

1. To scan back or ahead, touch the scan back  or scan forward  buttons as required.
2. Observe that the current play time jumps five second intervals and plays a ½ second segment.
3. To stop scanning do one of the following:
 - a. Touch the active scan button again or
 - b. Touch the **Play**  button.

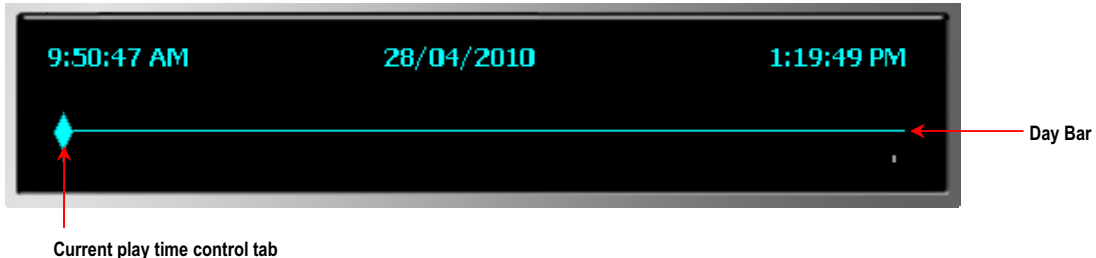
Changing Current Play Time

The current play time can be adjusted in one of two ways.

- ✦ Adjust the overall time or individual time fields using current play time adjustment buttons.



- ✦ Use the current play time control tab from the day bar.



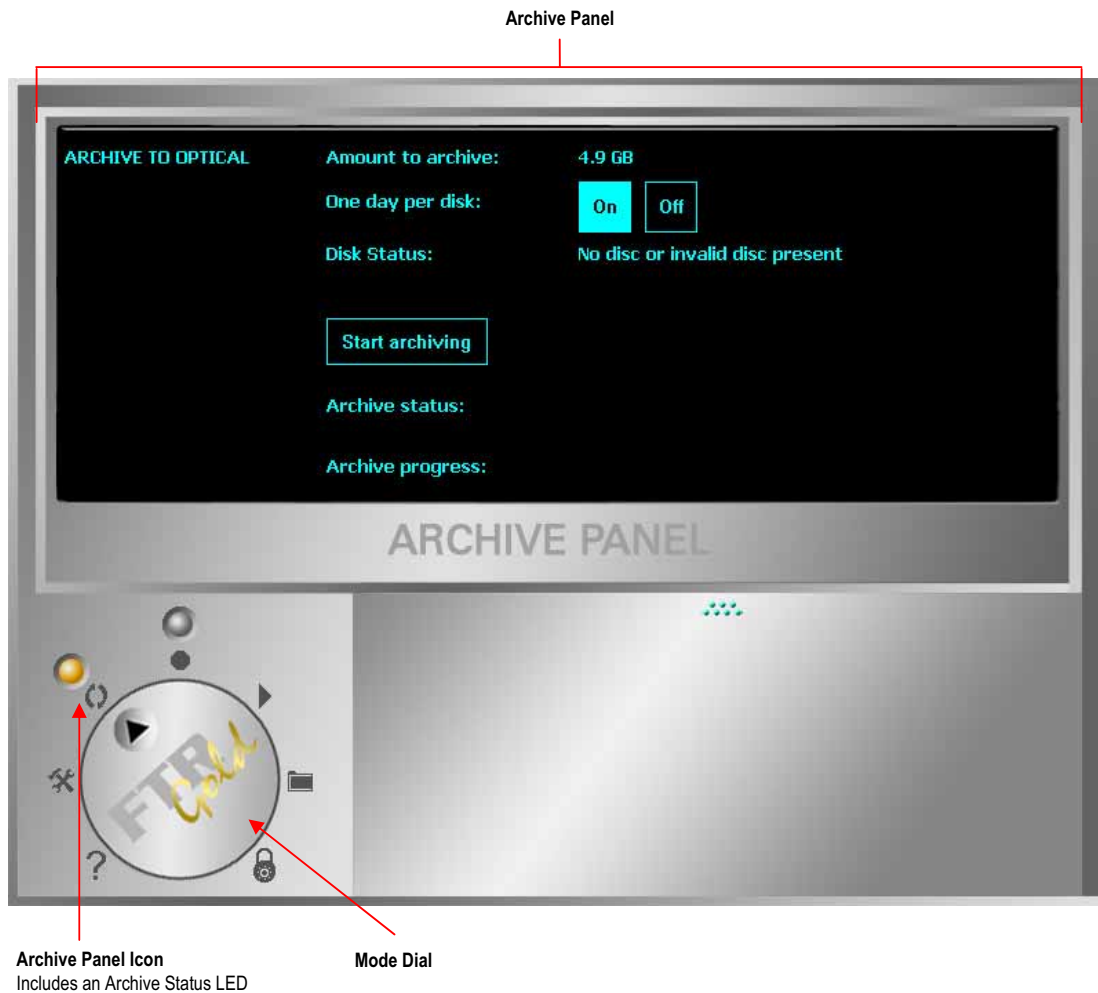
To change the current play time:

- To change the overall time do one the following:
 - Touch the up or down adjustment button repeatedly as required - one touch equals one second.
 - Touch and hold the adjustment button. Initially, the time changes in one second increments. The longer you hold the button the faster the time is changed.
- To change a time field (hours, minutes or seconds) do the following:
 - Touch the time field you wish to change and observe that the background changes to red.
 - Touch (or touch and hold) the adjustment button until the required time is reached.
 - Repeat this process for each time field, as required.
 - To finish adjustments, wait for five seconds and the highlighted time field returns to normal.
- To change the current play time using the day bar do one of the following:
 - Repeatedly touch the point on the day bar where you want to set the current play time. Each touch moves the current play time 15 minutes.
 - Touch and hold the point on the day bar where you want to set the current play time. The current play time increments in 15 minute jumps until it reaches the touched point.
 - Touch and drag the current play time control tab to the required time.

ARCHIVING

Each FTR Touch is configured to archive to **Optical** or **Network**. The archive method is normally established at installation time and should not be changed unless you are a suitably authorized administrator. See *FTR Touch Settings* for details.

Archive monitoring and control is provided from the **Archive Panel**, which is selected from the **Mode Dial**. Depending on your archive method, the **Archive Panel** will display either the **Archive to Network** pane or **Archive to Optical** pane.





Archiving To Network

If your FTR Touch is configured for network archiving then recordings on your unit are automatically archived to a network folder by FTR Remote Replicator - which is a separate program installed on a network computer. If everything is working normally the only action required by you is to monitor the **Archive Status LED** on the **Mode Dial** - particularly just prior to switching the unit off. If the **Archive Status LED** indicates a potential problem you can select the **Archive Panel - Network Pane** to view more information.

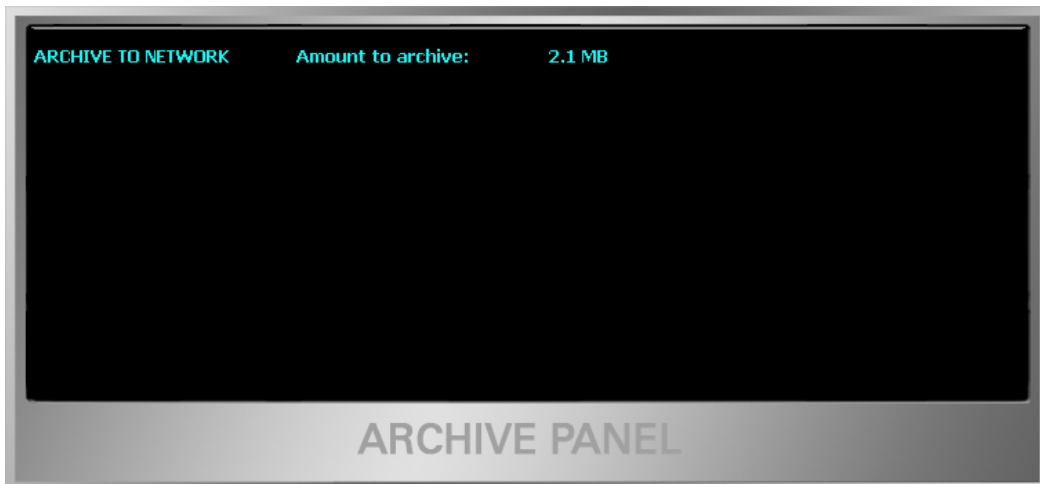
Archive Status LED - Network

The following table describes the **Archive Status LED** when archiving to a network location.


LED	Recording	Not Recording
	Un-archived recordings have exceeded a set threshold. Check the Archive Panel for details.	The LED is on for a few seconds when recording stops. Wait until it is off before switching the unit off. If it remains on, check the Archive Panel.
	Archiving of the new recording is proceeding normally.	All recordings are securely archived

Archive Panel - Network Pane

If FTR Touch is configured for network archiving, the **Network Pane** is displayed when you open the **Archive Panel**. The **Network Pane** displays basic status information about recordings that are yet to be archived.



To view network archive status:



1. From the **Mode Dial**, touch the **Archive Panel** icon .
2. Observe that the **Archive To Network** pane is displayed. It shows one of the following:
 - a. If not recording (and archiving is working normally) the **Amount to archive** is **None**.
 - b. If recording (and archiving is working normally), the **Amount to archive** is less than 5MB.
 - c. If the **Amount to archive** exceeds 10MB there may be a problem with archiving and a warning message is displayed. Contact your support staff so they can check FTR Remote Replicator.

Archiving To Optical

When FTR Touch is configured for optical archiving, recordings are archived manually when the recorder is stopped. All optical archiving procedures are conducted from the **Archive Panel - Optical Pane**, which is selected from the **Mode Dial**. The **Mode Dial** also includes an **Archive Status LED**.

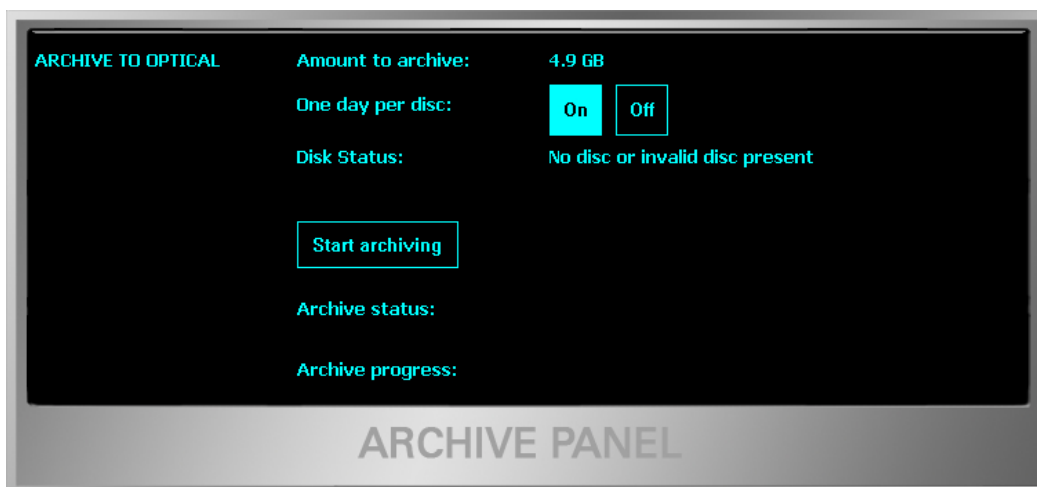
Archive Status LED - Optical

The following table describes the **Archive Status LED** when archiving to optical media.








LED	Recording	Not Recording
	The LED turns on as soon as recording starts. It stays on until recording is stopped and all un-archived recordings are safely archived to CD/DVD.	The LED is on when recording stops. It remains on until all un-archived recordings are safely archived to CD/DVD.
	Not applicable. As soon as recording starts the LED is on.	All recordings are securely archived to CD/DVD.

Archive Panel - Optical Pane

If FTR Touch is configured for CD/DVD archiving, the **Optical Pane** is displayed when you open the **Archive Panel**.




The **Archive To Optical** pane shows:


-  **Amount to archive** - this is the total amount of all un-archived recordings on FTR Touch.
-  **One day per disc** buttons - press **On** to limit each disc to a day of recording. If **Off** each disc may contain more than one day of recordings.
-  **Disc status** - shows the disc status (if any) in the optical disc drive.
-  **Start archiving** button - click to start archiving (if a disc is ready).
-  **Stop archiving** button - available once archiving is started.
-  **Archive status** - describes each phase of the archive process.
-  **Archive progress** - shows how far each archive phase has progressed.

Archiving to Optical

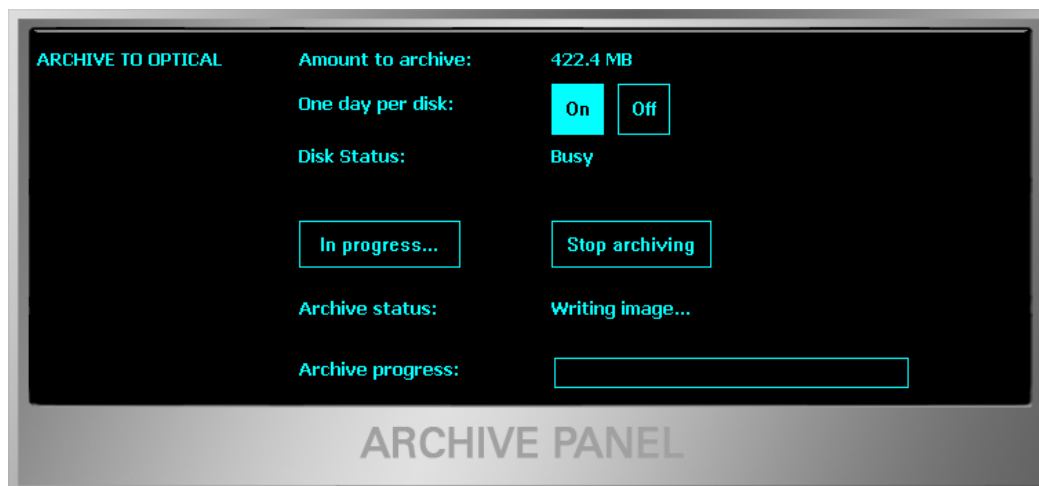
Archiving to optical media is a manual process that is started from the **Archive Panel**. During the archive process you can make copies of each disc that you produce. You can also limit each disc to store one day of recording.

To archive to optical disc:

1. Stop recording. See *Recording* earlier in this guide.
2. From the **Mode Dial**, touch the **Archive Panel** icon .
3. Touch your preferred **One day per disc** setting - **On** or **Off**.
4. Insert a blank disc in the CD/DVD disc drive.

 **Note:** When a valid disc is detected, the **Disk status** changes to **Ready**. You do not need to wait for the status to update before touching the **Start archiving** button.

5. Touch **Start archiving** and observe the following:



- a. Disk status changes to **Busy**.
 - b. The **Start archiving** button changes to **In progress...**
 - c. The **Stop archiving** button is displayed.
 - d. The **Archive status** shows the various archive phases.
 - e. The **Archive progress** shows the progress of each archive phase.
6. Observe that when the disc is completed it is ejected and you are prompted to create a copy.
 7. If you wish to make a copy do the following:
 - a. From the message, touch **Yes**.
 - b. A message prompts you for a new disc. Insert a new disc and touch **OK**.
 - c. Wait for the copy to be completed.
 8. If you do not want a copy do the following:
 - a. From the message, touch **No**.
 - b. Check the **Amount to archive**. If there are still recordings to archive return to step 3 and repeat the process until all recordings are archived.
 9. When all recordings are archived it is safe to turn the unit off.






FTR TOUCH SETTINGS

Before using FTR Touch for the first time it is important to review the configuration settings and make any required changes to suit the way you work.




Warning: Some settings are critical and must be established before using FTR Touch for the first time. Only make changes if you are suitably qualified and authorized. See the following pages for more details about each group of settings.

FTR Touch configuration settings are displayed in a number of different panes:

-  **Recording pane**
-  **Playback pane**
-  **Network pane**
-  **System pane**
-  **Tools pane**

To change FTR Settings:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.



Note: If recording is currently active, the **Settings Panel** is not available. You will be returned to the **Recording Panel** and a message is displayed in the **Record Time** display.

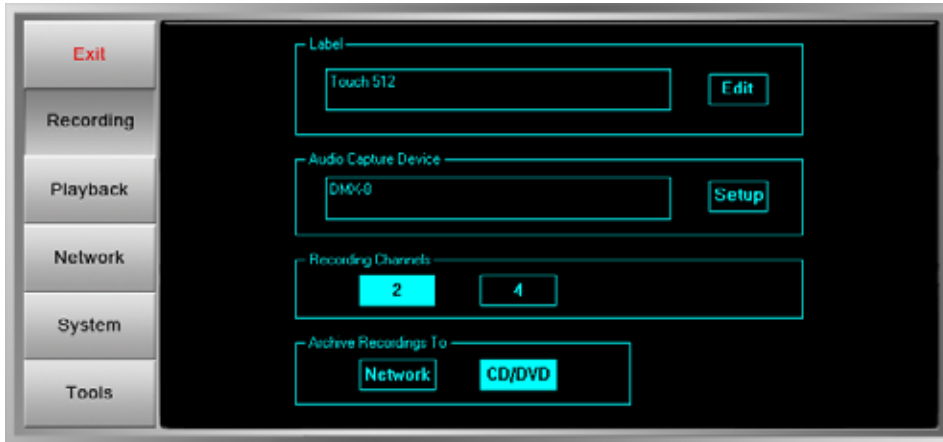
2. From the **Settings Panel** touch the button for the required pane.
3. Make the required changes.
4. Repeat steps 2 and 3 for the remaining panes.
5. When all changes are made, touch **Exit**.



Note: The **Mode Dial** is not available when the **Settings Panel** is open. Be sure to touch **Exit** from the **Settings Panel** to make the **Mode Dial** available. FTR Touch always returns to the **Record Panel** when exiting the **Settings Panel**.

Recording Settings

These settings control how recordings are named, captured and archived. Some settings are critical to the correct operation of the unit so be sure to review the following pages thoroughly.



Label


The **Label** is a **critical setting** and must be set to a unique name for your organization. Each FTR Touch, ReporterDeck or other FTR Recorder in your organization must have a unique label, to ensure that all recordings are uniquely named. A typical naming convention uses the location, jurisdiction and court number. e.g. Phoenix Superior 1

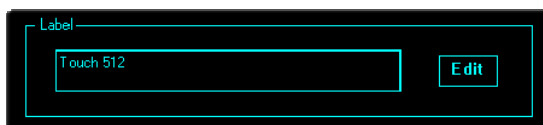
Labels are restricted to 28 characters and cannot include: (~ @ # % & * _ | \ ; ; " < > ? /)



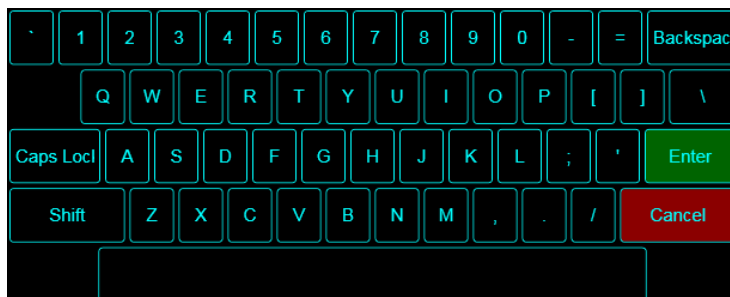
Note: Do not confuse **Label** with **Computer Name** (Network Settings). To ensure that recordings are uniquely named, The **Label** must be unique for all FTR recorders used in your organization. The **Computer Name** must be unique for all devices connected to your network.

To change the Label:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Label** box, touch **Edit**.



3. Using the touch screen keypad, enter the new label.




4. When the **Label** is correct (and unique), touch **Enter** and observe that the new label is displayed in **Label** box.
5. If all other settings are satisfactory, touch **Exit**.

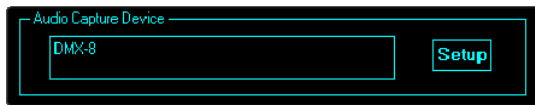
Audio Capture Device

FTR Touch supports a number of audio capture devices. When the FTR Touch Unit is setup for the first time, always check this section to confirm that your supported device has been recognized.

If the recognized audio capture device has an independent configuration panel, a **Setup** button is available. Be sure to consult the FTR installation guide that is available for supported devices.

To configure the audio capture device:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Audio Capture Device** box, touch **Setup** (if available).




3. From the configuration panel for the supported device, make the required changes.
4. When all required changes are made, close the device configuration panel.
5. If all other settings are satisfactory, touch **Exit**.

Recording Channels

FTR Touch supports 2 or 4 channel recording - depending on the audio capture device you install. If you choose a channel configuration that is not supported by your audio capture device, a message is displayed.

To select the number of recording channels:

1. Before setting the required number of recording channels, check the **Audio Capture Device** box to ensure that the expected device has been recognized by FTR Touch and that it is configured. See *Audio Capture Device* in the previous section of this guide.
2. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
3. From the **Recording Channels** box, touch the number of channels you require - **2** or **4**.





Note: The availability of 4 channel recording is dependent on the audio capture device. Some devices do not support 4-channel recording.

4. If all other settings are satisfactory, touch **Exit**.


Archive Recordings To

Recordings can be archived to a **Network** location or to **CD/DVD**.

If you choose the Network archiving option, there are two important processes to complete.

-  The FTR Touch unit must be connected to a network and configured. See *Network* settings later in this section.
-  FTR Remote Replicator must be installed and configured on a computer that has network access to the FTR Touch unit. See the *FTR Touch Setup Guide* for details on how to install FTR Remote Replicator.

To select the archive mode:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Archive Recordings To** box, touch the mode you require - **Network** or **CD/DVD**.
3. If all other settings are satisfactory, touch **Exit**.

Playback Settings

When listening to recordings from FTR Touch, you can confidence monitor from the **Record Panel** or listen to an existing recording from the **Playback Panel**.

When confidence monitoring from the **Record Panel**, you are playing the active recording from the storage location on the FTR Touch unit. There is a slight delay when confidence monitoring because it takes a little time to capture the audio and save it disk. For more information, see *Recording* earlier in this guide.

When playing from the **Playback Panel** you are listening to an existing recording that has been opened from:

- ✦ FTR Touch
- ✦ A connected optical drive or
- ✦ A removable disk drive.

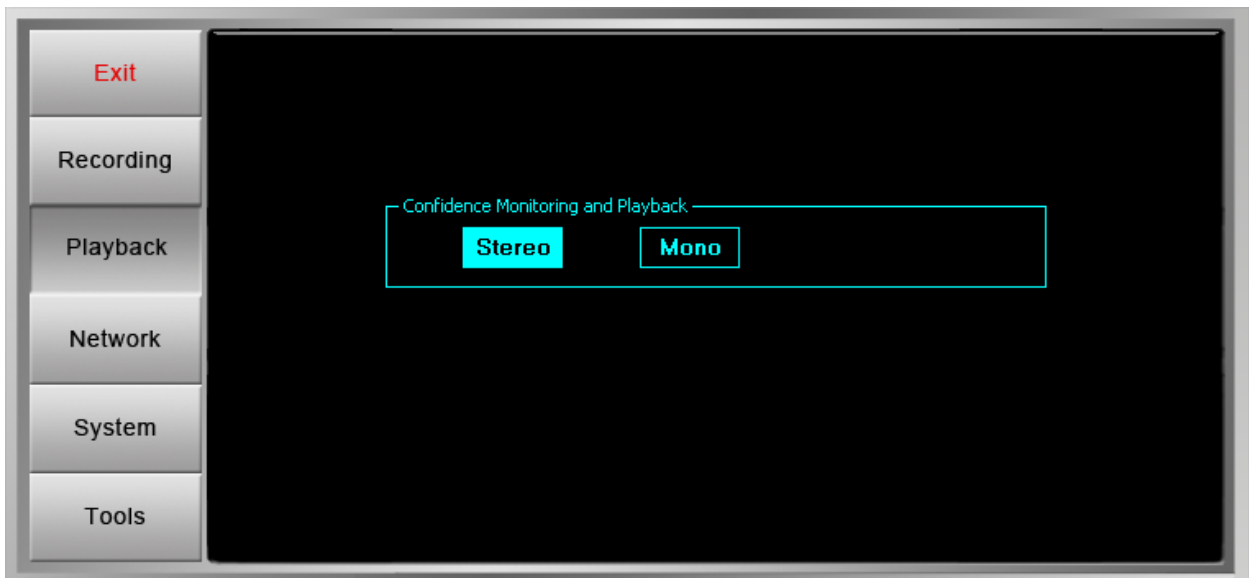
For more information, see *Playback* earlier in this guide.

You can playback recordings in stereo or mono. When making the selection, be aware that the setting applies to both Confidence Monitoring and Playback.


If you choose stereo, the recorded channels are distributed to each playback side as follows:

2-channel recording - Ch 1 = 100% Left while Ch 2 = 100% Right.

4-channel recording - Ch1 = 100% Left, Ch2 = 67% Left/33% Right, Ch3 = 33% Left/67% Right, Ch4 = 100% Right.



To select the playback mode:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Settings Panel**, touch **Playback**.
3. From the **Confidence Monitoring and Playback** box, touch the mode you require - **Stereo** or **Mono**.



4. If all other settings are satisfactory, touch **Exit**.

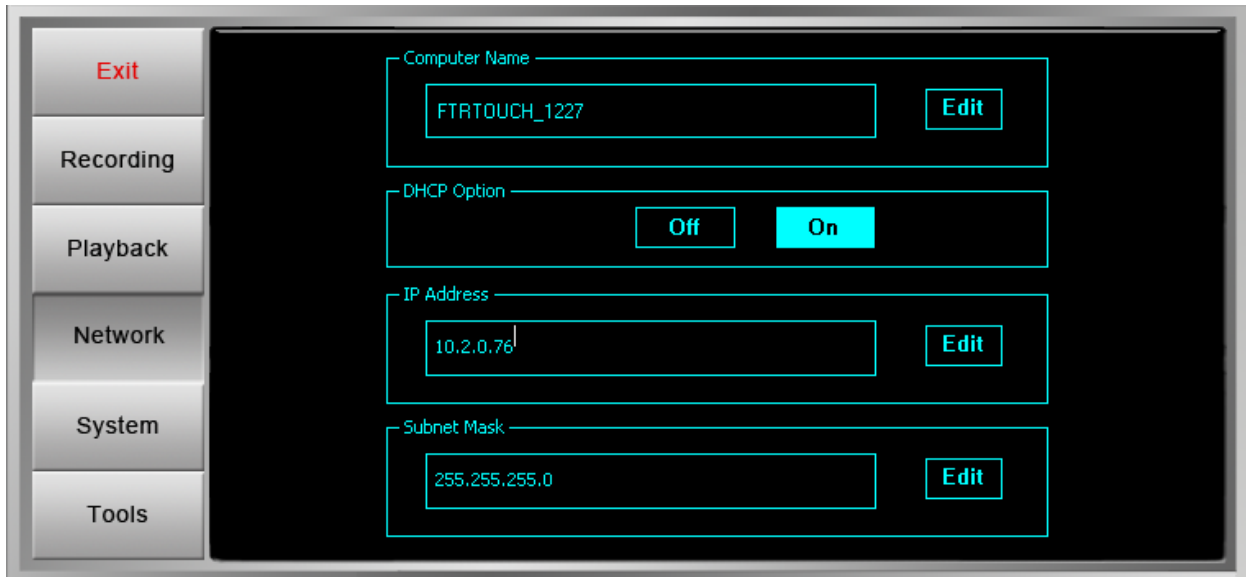
Network Settings

If you connect your FTR Touch to a network, these settings are critical and must be established before recording for the first time.


It is also important to establish network settings before archiving to a network location (see Recording settings earlier in this chapter).



Note: Do not confuse **Computer Name** with **Label** (Recording Settings). The **Computer Name** must be unique for all devices connected to your network. The **Label** must be unique for all FTR recorders used in your organization - to ensure that recordings are uniquely named.



To adjust network settings:

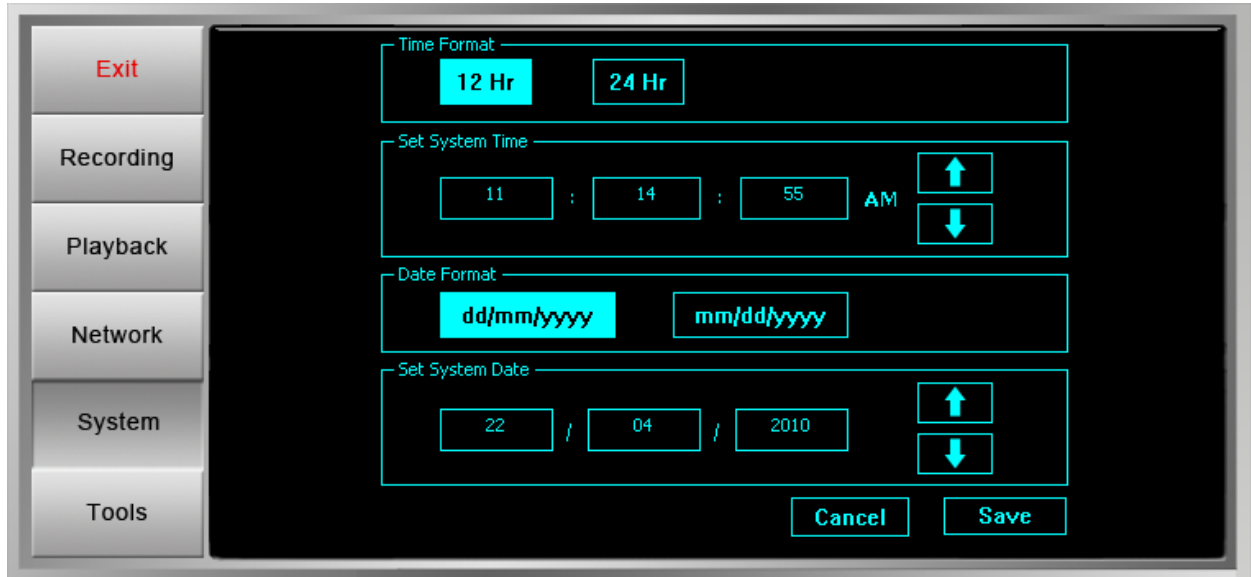
1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Settings Panel**, touch **Network**.
3. To set a unique **Computer Name** for this FTR Touch unit, do the following:
 - a. From the **Computer Name** box, touch **Edit**.
 - b. Using the touch keypad, enter a unique computer name and touch **Enter**.
 - c. When a confirmation message is displayed that confirms the new name and prompts you to restart, touch **OK** to close the message but do not forget to restart FTR Touch when all settings are complete.
4. Set the required **DHCP** option for your network. If **DHCP** is off then set an **IP** and **Subnet Mask** in the following steps.
5. To set the **IP Address** and **Subnet Mask** (if DHCP is off) do the following:
 - a. From the required box, touch **Edit**.
 - b. Using the touch keypad, enter the required address and touch **Enter**.
6. When all changes are made, touch **Save**.
7. If all other settings are satisfactory, touch **Exit**.




Notes: 1. If you switch DHCP from **Off** to **On**, you may have to exit and re-select the **Settings Panel** to refresh the **IP address**.
2. If this FTR Touch was previously archiving to a network location - and you change the computer name or IP address - it may have to be reconfigured in FTR Remote Replicator.


System Settings

Use the **System** pane to set the appropriate time and date formats for your region and to set the correct date and time. These are critical settings which affect the way recordings are saved and archived.




To adjust System settings:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Settings Panel**, touch **System**.
3. In the **Time Format** and **Date Format** boxes, touch the button for the required format.
4. In the **Set System Time** or **Set System Date** boxes, do the following:
 - a. Touch the time/date field you wish to change.
 - b. Touch the up or down adjustment buttons to select the correct time/date.

 **Tip:** When setting the time, set a value that is a minute or so in the future. When the real time arrives, touch **Save**.

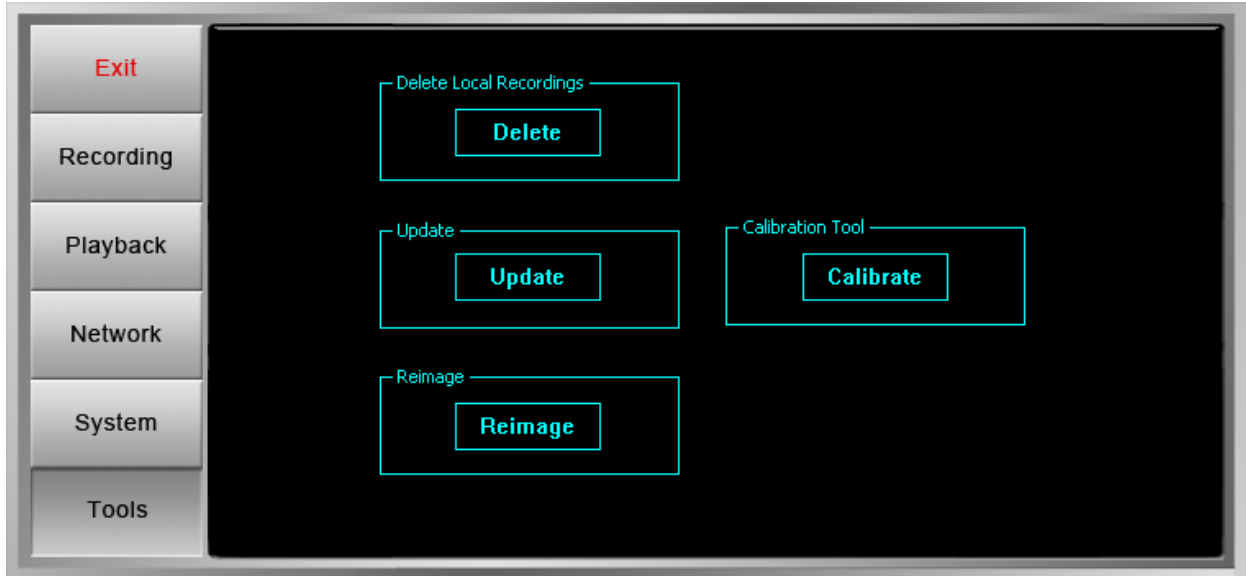
- c. Repeat for each field you wish to adjust.
5. When all changes are made, touch **Save**.

 **Note:** Touch **Cancel** to drop any changes and return to the original settings.

6. If all other settings are satisfactory, touch **Exit**.

Tools

The **Tools** pane provides maintenance functions for your FTR Touch.




Warning: Only make changes if you are suitably qualified and authorized.

Deleting Recordings

Under normal circumstances there is no need to manually delete recordings from your FTR Touch. If your archiving procedures are working effectively, the oldest archived recordings are automatically deleted when storage space drops below a predetermined level. However there may be a need to remove sensitive recordings from the unit immediately after they are archived.

To delete local recordings:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Settings Panel**, touch **Tools** and then **Delete**.
3. When a confirmation message is displayed, touch **Yes** to continue.



Warning: If a second confirmation message is displayed that warns you of unarchived recordings, it is strongly recommended that you do not proceed. Make sure all recordings are securely archived before trying again.

4. When all local recordings are deleted, a confirmation message is displayed. Touch **OK** to continue.
5. When all maintenance tasks are complete, touch **Exit**.


Updating

From time to time FTR releases software updates. When you receive or download an update from FTR, copy the updated files to a flash drive before starting the update procedure.



Note: When applying a software update to your FTR Touch, all recordings are preserved. However, it is strongly recommended that you ensure all recordings are securely archived before updating your FTR Touch.

To update your FTR Touch:

1. Be sure to archive all recordings. See *Archiving* earlier in this guide.
2. Obtain the FTR Touch Update software and copy it to a removable disk or flash drive.
3. Connect the removable disk to **USB 3** on the side of the FTR Touch base.
4. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
5. From the **Settings Panel**, touch **Tools** and then **Update**.
6. When a confirmation message is displayed, touch **Yes** to continue.
7. Observe that the update is applied. This may involve a restart of the FTR Touch unit. When the update is completed, FTR Touch displays the **Lock Panel**.


Reimaging

If you wish to restore your FTR Touch to factory default settings, the unit can be reimaged using the supplied FTR Touch Flash Drive. Reimaging may also be required if a major software upgrade is applied.



Warning: When reimaging FTR Touch your recordings folder may also be deleted - depending on the image you are applying. Always ensure that recordings are archived before re-imaging. See *Archiving* earlier in this guide.

To reimage your FTR Touch:

1. Be sure to archive any un-archived recordings. See *Archiving* earlier in this guide.
2. Do one of the following:
 - a. Locate the FTR Flash Drive that was supplied with you unit or
 - b. Obtain a new image from FTR and copy it to a removable drive/flash drive.
3. Connect the removable disk to **USB 3** on the side of the FTR Touch Unit.
4. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
5. From the **Settings Panel**, touch **Tools** and then **Reimage**.
6. When a confirmation message is displayed, touch **Yes** to continue.
7. The re-image commences and a number of screens are displayed with various messages as the re-image progresses. The process may take up to 10 minutes to complete.




Warning: Do not switch the FTR Touch Unit off while the re-image is in progress.

8. The re-image is complete when FTR Touch is restarted and the **Lock Panel** is displayed.

Calibrating the FTR Touch Screen

If you find that touch sensitive zones have drifted away from their associated screen controls you can re-calibrate your FTR Touch.

To calibrate FTR Touch:

1. From the **Mode Dial**, touch the **Settings**  icon for 5 seconds.
2. From the **Settings Panel**, touch **Tools** and then **Calibrate**.
3. When the calibration screen is displayed you are prompted to touch an icon until it stops blinking. Touch and hold the icon until it stops blinking.
4. Repeat step 3 for each of the displayed calibration icons.
5. Observe that a series of messages are displayed as the new calibration settings are saved. When calibration is complete you are returned to the **Tools** pane.
6. Touch **Exit** to close the **Settings Panel**.

Index

About Panel	11	Power on	9
Archive Panel	11, 12, 22, 23, 24, 25	Record Panel	11, 12, 13, 14, 15
Archive progress	24, 25	Record Start	15
Archive Recordings To	28	Record Status LED	15
Archive status	24, 25	Record Stop	15
Archive Status LED	23, 24	Record Time Display	14, 15
Archive to CD/DVD	12	Recording	13
Archive to Network	12, 22	Recording channels	28
Archive To Network	23	Recording Channels	28
Archive to Optical	22	Recording pane	26
Archiving	22	Recording Settings	27
Archiving to Network	23	Reimage	33, 34
Archiving to Optical	24, 25	Reimaging	33
Audio capture device	28	Scan back	20
CD/DVD	28	Scan forward	20
Channel Record Level	15	Scanning	20
Channel Recording Levels	14	Select date	17, 18
Channel volume	20	Select device	17, 18
Computer Name	30	Select label	17, 18
Confidence Monitor	14	Set System Date	31
Confidence Monitoring	15, 29	Set System Time	31
current play time	21	Settings	9, 26, 27, 28, 29, 30, 31, 32, 33
Date	31	Settings Panel	11, 26, 29, 30, 31, 32
Date Format	31	shut down	10
Delete	32	shutting down	10
Deleting Recordings	32	Start archiving button	24
DHCP	30	Start Archiving button	25
File Panel	11, 12, 16, 17, 18, 20	Start Recording	14, 15
FTR Gold	7	Starting	9
Installation	9	Stop archiving button	24, 25
IP Address	30	Stop Record	10
Label	27	Stop Recording	14, 15
Lock Panel	9, 11, 12, 33	Stopping	10
Master volume	20	Subnet Mask	30
Mode Dial ...	11, 15, 17, 18, 23, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34	System	31
Network	28, 30	System Date	31
network archiving	10	System pane	26
Network pane	23, 26	System Settings	31
Network Settings	30	System Time	31
optical archiving	10	Technical Support	8
Optical Pane	24	Time	31
Play button	20	Time Format	31
Playback	16, 29	Tools	32, 33, 34
Playback pane	26	Tools	32
Playback Panel	11, 12, 16, 18, 19, 20, 29	Tools pane	26
Playback Settings	29	Update	33
		Updating	33