



ReporterDeck™ 2 User's Guide



CLASS 1 LASER PRODUCT
LUOKAN 1 LASERILÄITE
KLASS 1 LASERAPPARAT



ForTheRecord®

COMPACT
disc
DIGITAL AUDIO



The lightning flash with arrowhead symbol within an equilateral triangle is intended to alert the user to the presence of uninsulated "dangerous voltage" within the product's enclosure. It may be of sufficient magnitude to constitute a risk of electric shock to persons.



The exclamation point within an equilateral triangle is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the product.

WARNING

**TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK,
DO NOT EXPOSE THIS PRODUCT TO RAIN OR MOISTURE.**

CAUTION:

**USE OF CONTROLS OR ADJUSTMENTS OR PERFORMANCE OF PROCEDURES
OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS
RADIATION EXPOSURE.**

WARNINGS

Do not expose the equipment to rain or moisture.
Do not remove the cover from the equipment.
Do not insert anything into the equipment through the ventilation holes.
Do not handle the mains lead with wet hands.
Do not cover the ventilation with any items such as tablecloths, newspapers, curtains, etc.
No naked flame sources, such as lighted candles, should be placed on the equipment.
When disposing of used batteries, please comply with governmental regulations or environmental public instruction's rules that apply in your country or area.
Do not place anything about 0.1 meter above the top panel.
Make a space of about 0.1 meter around the unit.
No objects filled with liquids, such as vases, shall be placed on the apparatus.
When the switch is in the OFF position, the equipment is not completely switched off from MAINS.

LASER SAFETY

This unit employs lasers. Only a qualified service person should remove the cover or attempt to service this device, due to possible eye injury.

Copyright

Recording and playback of any material may require consent. For further information refer to the following US ordinances:

- Copyright act of 1956
- Dramatic and Musical Performance Act 1958
- Performers Protection Acts 1963 and 1972
- any subsequent statutory enactments and orders

IMPORTANT SAFETY INSTRUCTIONS

READ BEFORE OPERATING EQUIPMENT

This product was designed and manufactured to meet strict quality and safety standards. There are, however, some installation and operation precautions which you should be particularly aware of.

1. Read these instructions.
2. Keep these instructions.
3. Heed all warnings.
4. Follow all instructions.
5. Do not use this apparatus near water.
6. Clean only with dry cloth.
7. Do not block any ventilation openings. Install in accordance with the manufacture's instructions.
8. Do not install near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.
9. Do not defeat the safety purpose of the polarized or grounding-type plug. A polarized plug has two blades with one wider than the other. A grounding type plug has two blades and a third grounding prong. The wide blade or the third prong are provided for your safety. If the provided plug does not fit into your outlet, consult an electrician for replacement of the obsolete outlet.
10. Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the apparatus.



11. Only use attachments/accessories specified by the manufacturer.
12. Use only with the cart, stand, tripod, bracket, or table specified by the manufacturer, or sold with the apparatus. When a cart is used, use caution when moving the cart/apparatus combination to avoid injury from tip-over.
13. Unplug this apparatus during lightning storms or when unused for long periods of time.
14. Refer all servicing to qualified service personnel. Servicing is required when the apparatus has been damaged in any way, such as power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the apparatus, the apparatus has been exposed to rain or moisture, does not operate normally, or has been dropped.

Additional Safety Information!

- This product should not be placed in a built-in installation such as a bookcase or rack unless proper ventilation is provided or the manufacturer's instructions have been adhered to.
- Apparatus shall not be exposed to dripping or splashing and that no objects filled with liquids, such as vases, shall be placed on the apparatus.
- When the switch is in the OFF position, the apparatus isn't completely switched-off from the MAINS.

NOTE TO CATV SYSTEM INSTALLER:

This reminder is provided to call the CATV (Cable-TV) system installer's attention to Article 820-40 of the NEC, which provides guidelines for proper grounding and, in particular, specifies that the cable ground shall be connected to the grounding system of the building, as close to the point of cable entry as practical.

NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE:

Changes or modifications may cause this unit to fail to comply with Part 15 of the FCC Rules and may void the user's authority to operate the equipment.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la Classe B est conforme à la norme NMB-003 du Canada.

FTR PTY LTD

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INTRODUCTION

Welcome

ReporterDeck™ 2 is a professional four-channel digital recorder and is the optimum hardware solution for capturing the court record. It is network ready and TheRecord Empowered, which makes it compatible with all programs in the FTR range.

About This Guide

This user's guide describes how to capture a recording with ReporterDeck™ 2 and then copy it to a CD or shared network folder using TheRecord Replicator™.

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



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



Tip: This is a tip. It is used to provide additional information that may assist you to complete a task in another way – such as a keyboard shortcut.



Warning: 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 and the online help before seeking further assistance.

For the latest support information, go to the FTR website at www.fortherecord.com.

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-  Record details of any error messages that appear on your screen
-  Save the applications event log
-  Provide details about what you did prior to the error condition
-  Determine if the problem is an isolated incident or repeatable
-  Determine if any changes have recently been implemented such as new programs installed
-  If possible, provide copies of associated recordings or log sheets

DESCRIPTION

ReporterDeck™ 2 is a professional digital recorder that mixes up to eight microphone or line level sources and stores them as either two or four channel recordings.

ReporterDeck™ 2 is TheRecord Empowered making it compatible with FTR note taking and playback programs.

ReporterDeck™ 2 consists of two units:



Recording Unit



Audio Unit

The two units are connected by a multi-pin cable. See the *Quick Setup Guide*.

This section of the guide provides a brief description for the various controls and connections.

Recording Unit

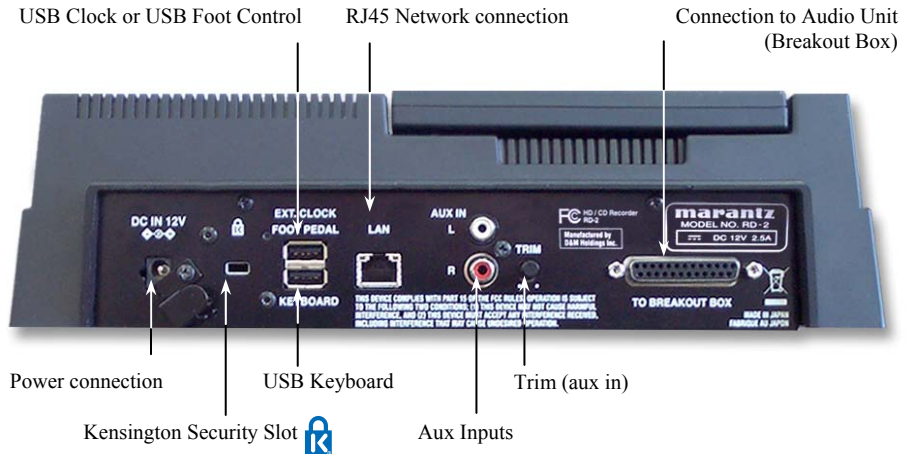
The Recording Unit provides all the controls that manage recording and playback. It is designed for placement on a desktop and includes an LCD screen that can be adjusted for optimal viewing by the operator.

Top View



Item	Description
Adjustable LCD	Adjusts the viewing angle to suit the user's position.
Function keys	Performs the corresponding actions that are shown in the display.
Power switch	Switches ReporterDeck™ 2 on and off. The standby LED shows when the machine is switched off.
Headphone socket	Located on front edge of unit
Recording controls	Starts and stops recording.
Jog wheel	Selects options and cycles through alternatives.
Playback and Monitoring controls	Selects, starts, stops and controls playback.

Rear View



Item	Description
USB Clock/Foot Control	Connect an optional FTR USB External Clock or FTR USB Foot Control
RJ45 Network Connection	Connect to a LAN
Connection to Audio Unit	Connects the Recording Unit to the Audio Unit
Power	Connects to the 12VDC power supply and includes a retainer to prevent inadvertent disconnection of the cable.
Kensington Security Slot	Using a Kensington compatible securing device you can use this slot to lock the Recording Unit to the desktop.
USB Keyboard	Connect a USB keyboard when configuring ReporterDeck™ 2.
Aux Inputs	Connect other desktop playback devices such as VCR's so you can record what is played back from these devices.
Trim	Adjusts sensitivity for the input level provided by your auxiliary device.

Hard Disk Drive

The recording unit includes a hard disk drive which stores all recordings. The hard disk drive is configured to go into standby mode after 30 minutes of inactivity - between 10PM and 6AM. Pressing any control causes the hard disk drive to be re-activated and ready for use.

Understanding the Controls

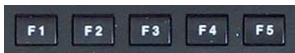
Power Switch

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.

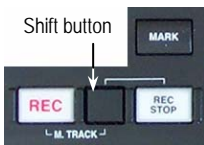


Jog Wheel

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



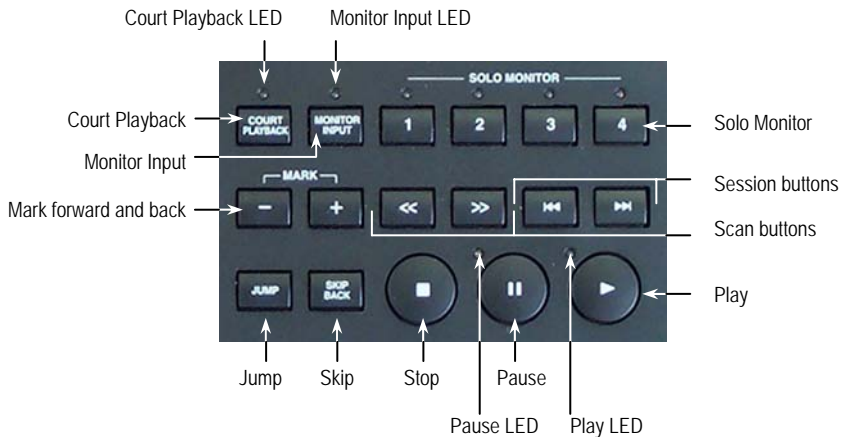
Record Controls



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.

Play and Monitoring Controls

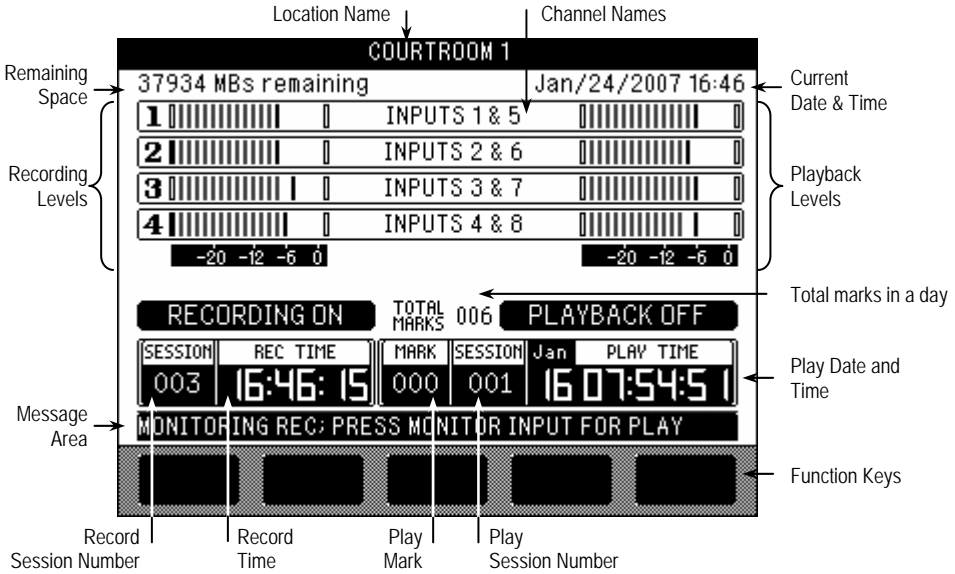
Use the play and monitoring controls to manage playback and what you hear through the headphones or inbuilt speaker.



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. Note: When you select all four then solo is switched off.

Understanding the Display

Use the following diagram when reading any operating instructions.

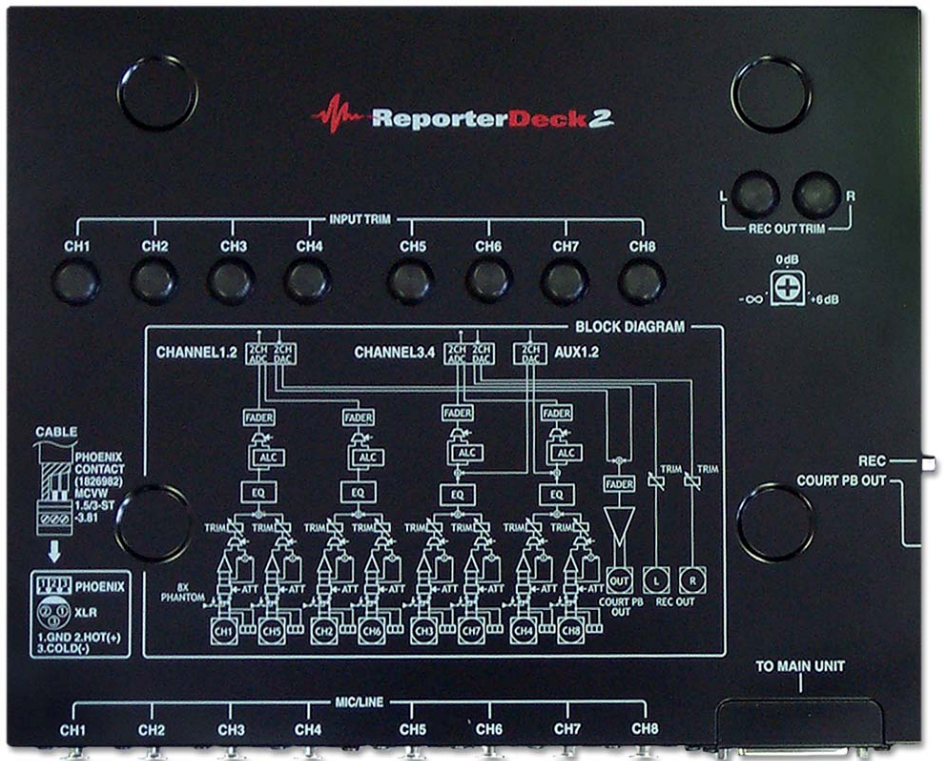


Item	Description
Location Name	Denotes where recordings are created. See <i>Setup</i> .
Remaining Space	Recording space remaining. When <100 hrs, displayed as time, otherwise MB's.
Recording Levels	Individual recording levels are shown for each recording channel.
Message Area	Observe the message area 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> .

Audio Unit

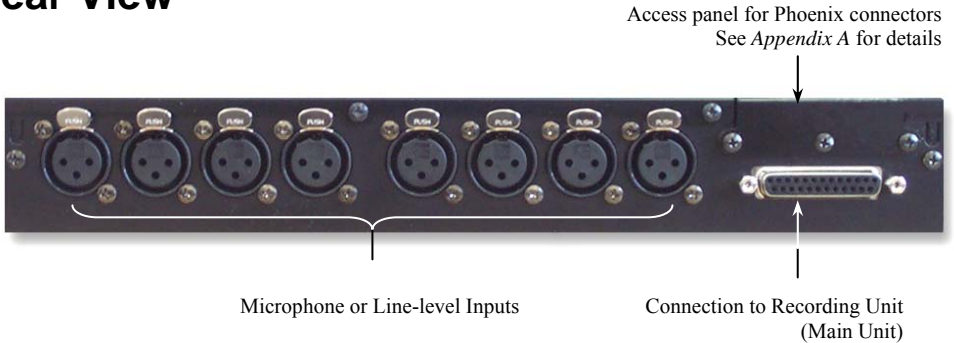
The Audio Unit provides all the connections for microphone and/or line level inputs and performs the mixing and processing of audio signals before they are recorded. This unit can be placed under the Recording Unit and positioned on a desktop or it can be independently mounted under a desk or rack mounted away from the operator.

Top View



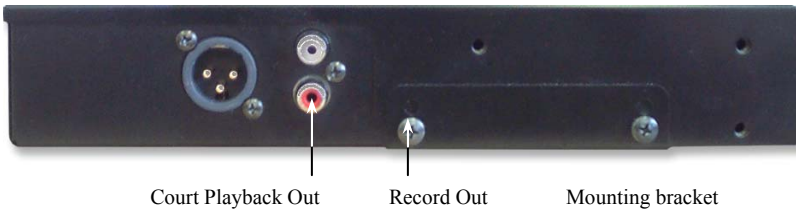
There are a number of trim controls for adjusting input levels and for controlling the Record Out level. It is strongly recommended that these controls are only adjusted by suitably qualified audio specialists.

Rear View



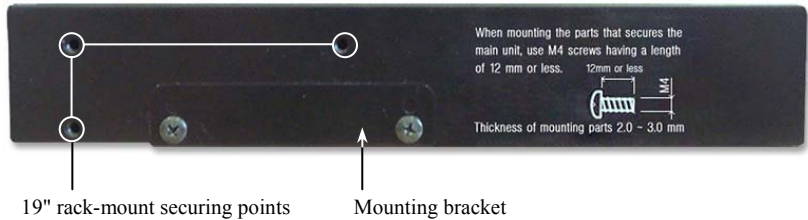
Item	Description
Microphone or Line Inputs	Connect up to 8 microphones or line level sources. The input type is configured in the setup menu (accessed from the Recording Unit).
Connection to Recording Unit	Connects the Audio Unit to the Recording Unit using the supplied multi-pin cable.

Left Side View



Item	Description
Court Playback Out	Provides a line level mono mix of the playback to the in-court sound system. Volume is adjusted from the Recording Unit.
Record Out	Provides a two channel line level output of the current recording (live) for connection to an alternative recorder.

Right Side View



Two brackets are provided to make it easy for securing the Audio Unit to a bench top. Simply remove the two securing screws, turn the bracket outwards and refit. Then use the three exposed bracket holes to secure the unit to the bench. The bracket heights can be adjusted to compensate for the rubber feet, should they be left attached.

There are additional mounting points provided to fit the unit into a 19" rack. These are optional industry standard brackets that are not supplied by FTR.



Warning: Use only M4 screws and do not allow more than 10mm to penetrate the Audio Unit after the thickness of the mounting bracket is taken into account. Failure to observe these measurements may result in permanent damage to the unit.

STARTING AND STOPPING

Before starting ReporterDeck 2, refer to the Setup Guide that accompanied the unit.

After starting ReporterDeck 2 for the first time, be sure to refer to the *SETUP* section later in this guide before recording.



Note: You may observe the message – *Now deleting old folder* – when starting or stopping ReporterDeck 2. The message may be displayed at power on if the FILE_DELETION_METHOD is set to FIFO. It may also be displayed at power off if the FILE_DELETION_METHOD is set to IMMEDIATE.



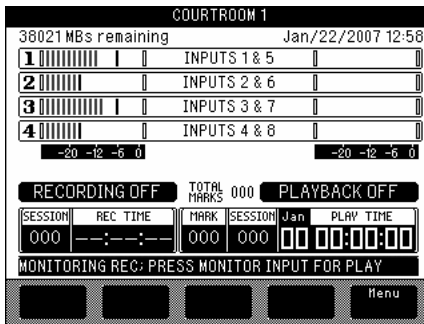
Warning: It is strongly recommended that you connect a pair of headphones to the PHONES socket at the front of the Recording Unit before you switch the unit on. Using the inbuilt speaker may cause feedback if the volume has been set too high.

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.



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.





RECORDING

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



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.

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.

 **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.

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.



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

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

Timestamping

You can add timestamps to a recording, which can be used later to quickly find specific points of interest.

You can add timestamps to a recording in one of two ways.

-  Timestamp with ReporterDeck™ 2.
-  Timestamp with TheRecord Annotator™.

Timestamping with ReporterDeck™ 2

Timestamping with ReporterDeck™ 2 is called marking. You can add marks to the recording, which can be used later to quickly find specific points of interest. These marks are only useful when playing the recording back from ReporterDeck™ 2. The marks are not stored with recordings that are archived to a network location.

For a better way to timestamp see *Timestamping with TheRecord Annotator* in the next section.

To add marks to a recording:

1. Start recording. See *Recording* earlier in this section.
2. Ensure the **Monitor Input LED** is lit.

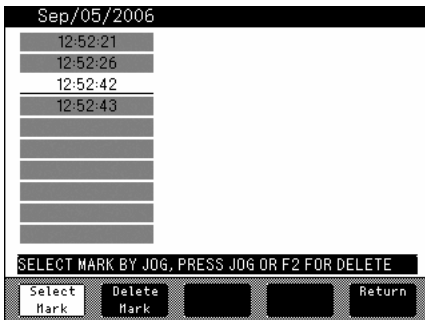


Warning: If you add marks while the Monitor Input LED is off then they are added to the recording that is selected for playback and not to the active recording.

3. When you hear something you wish to refer to later, press and release the **MARK** button.
4. Observe that the **TOTAL MARKS** count increases on the display panel. See *Understanding the Display* earlier in this guide.
5. Repeat **Steps 2 to 4** every time you wish to add a mark.
6. To use the marks while playing back a recording, see *Playing Back from ReporterDeck™ 2* later in this guide.

To delete marks from a recording:

1. Stop recording.
2. Press **F5 – Menu** and rotate the jog wheel to highlight **SETUP**.
3. Press **F3 – Item** and rotate the jog wheel to select **MARK_ERASE**.
4. Press **F4 – Detail** and rotate the jog wheel to highlight the date for the required recording.
5. When the required day is highlighted, press the jog wheel to display a list of marks.
6. Rotate the jog wheel to highlight the mark you want to delete and press **F2 – Delete Mark**.



7. Repeat step 6 for all marks that you want to delete.
8. When mark deletion is complete press **F5 – Return** twice to return to the main display.

Timestamping with TheRecord Annotator[™]

TheRecord Annotator[™] is supplied with FTR ReporterDeck[™] 2. Using TheRecord Annotator[™] you can type annotations that can be linked to a ReporterDeck[™] 2 recording. For details on how to use TheRecord Annotator[™] see the user's guide or refer to the help.



Note: As a feature of FTR's unique technology, ReporterDeck[™] 2 and the computer running TheRecord Annotator do not need to be connected to produce timestamps in a log sheet.

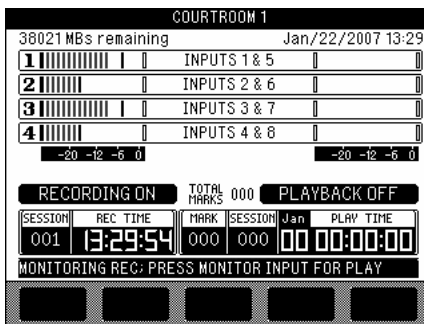
To annotate a ReporterDeck[™] 2 recording using TheRecord Annotator[™]:

1. From your computer, start TheRecord Annotator[™].



Note: Check that the computer date and time match the ReporterDeck[™] 2 date and time. If not adjust the date and time as required.

2. In the **Location** field of the log sheet, enter the exact Location name that is displayed on the front panel of ReporterDeck[™] 2.



← Location Name

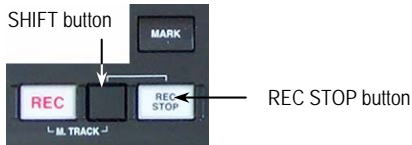
3. In the **Description** field, enter information that identifies the event you are recording. Include details about participants.
4. Start recording with ReporterDeck[™] 2 as described earlier in this guide.
5. Enter timestamps in the log sheet as required.

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.

PLAYING

Recordings made on your ReporterDeck™ 2 can be played back from:

- ✦ the inbuilt hard disk drive of ReporterDeck™ 2
- ✦ an archive CD (from ReporterDeck™ 2 or from a computer using TheRecord Player)
- ✦ a network archive folder using a computer and TheRecord Player.

If you added timestamps to the recording using the **Mark** button, you can use these for reference at a later time. These timestamps (marks) are only available when played back from ReporterDeck™ 2.

If you archive to a network location you may have created timestamps using TheRecord Annotator. If so, you can use the log notes to locate exact positions in the archived recording.

You can also play recordings back to the court while recording is in progress. This assumes that the in-court sound system is connected to the **Court Playback Out** connector at the side of the Audio Unit. See *Audio Unit – Left Side View* earlier in this guide.

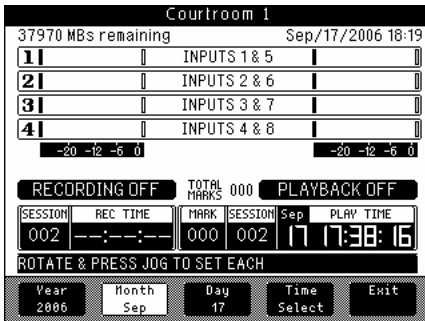
Alternatively, you can playback recordings using a computer and TheRecord Player. This assumes that a computer is available in the court and that the sound card output is connected to the in-court sound system.

Playing Back from ReporterDeck™ 2

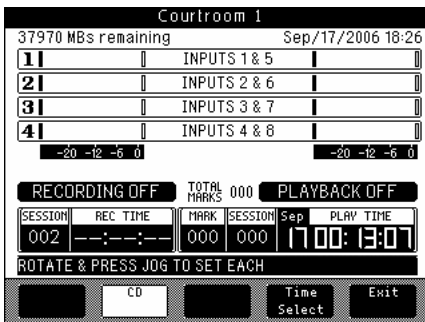
Playback from ReporterDeck™ 2 is typically required when performing a record check just prior to the main recording. Once the record test is performed, and you have verified it was successful, you can proceed with recording. You can also playback recordings when reviewing, although this is more efficiently performed using TheRecord Player.

To Playback from ReporterDeck™ 2:

1. Power up ReporterDeck™ 2 by sliding the **Power** switch to the right and releasing.
2. Press the **JUMP** button to reveal the play commands in the display.



3. If you want to play from CD press **F2-Month** and rotate the jog wheel until **CD** appears (between **January** and **December**) and press **F2 –CD** (or press the jog wheel).



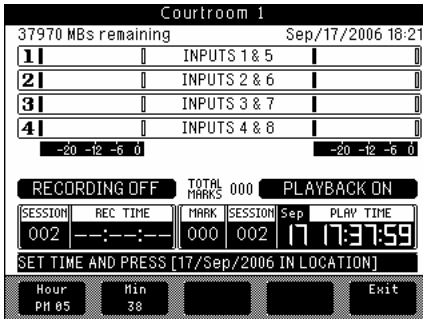
4. If you want to play from the ReporterDeck™ 2 hard disk drive then press **F1 – Year**, **F2 – Month**, and **F3 – Day**. Rotate the jog wheel at each selection to choose the required year, month or day.

- Observe that the required day is displayed in the Playback section of the display.



Note: If the selected day does appear at this time then it does not exist on the hard disk drive. Choose another day.

- Optionally, if you know a specific time to play then press **F4 - Time Select** to show the time controls.



- Press **F1 – Hour** and/or **F2 – Minute** to choose the time. Rotate the jog wheel at each press to specify the required time.
- When the required time is specified, press **F5 – Exit** to return to the normal display.



Note: You may have to press it twice if you previously entered a play time.

- Press the **Play** button.



- Observe that **Play Time** commences at the chosen time and that the **Monitor Input LED** is off.



Note: If playback does not commence at the selected time then the time does not exist in the recording. Playback commences from the closest time to the selection.

- To quickly scan forward or back press the **Scan** buttons.



- To immediately recommence playing from the same starting point, press the **SKIP BACK** button.




13. To skip forward or back to other recording sessions in the same day, press the **Previous** or **Next** Session buttons.



14. To isolate a single channel or listen to a combination of channels press the required SOLO MONITOR buttons.



 **Note:** Pressing all four Solo buttons is the same as listening to all channels. For this reason when you attempt to add the fourth channel, all Solo LEDs switch off.

15. To play back from timestamps (marks) you previously inserted, press the **MARK +** or **MARK -** button to jump forward or back to the required mark.




16. Observe that the Play Mark value in the display increases or decreases depending on which button is pressed.
17. To return to monitoring the recording, press the **MONITOR INPUT** button and observe that the LED is switched on.

Playing Back from a Network Archive

If your ReporterDeck™ 2 is being archived to a network folder then you can use TheRecord Player™ to locate and play the recording from your computer.

You may have created log notes with TheRecord Annotator™ on a computer that has access to recordings that have been archived from your ReporterDeck™ 2. You can use these notes to navigate through your archived recording.

To play network archived recordings using TheRecord Player:

1. From a computer on the network that has TheRecord Player installed do one of the following:
 - a. From the desktop, double-click the TheRecord **Player** icon  or
 - b. Click **Start**, point to **All Programs**, then **ForTheRecord** and click **TheRecord Player**.
2. Observe that the program starts with no content loaded.



3. Follow the instructions in TheRecord Player User's Guide or the on-line help to open and play archived recordings.
4. If you created log notes using TheRecord Annotator, click **Start**, point to **Programs** then **ForTheRecord** and click **TheRecord Annotator**.
5. Follow the instructions in TheRecord Annotator User's Guide or the on-line help to open a log sheet and use timestamps to navigate the recording.

Playing Back In Court

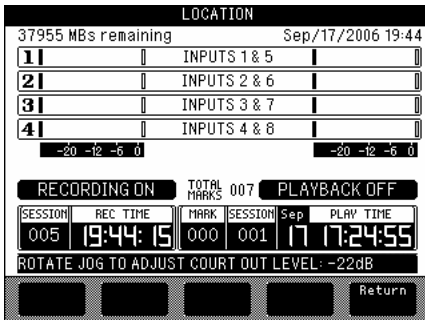
It is sometimes necessary to play recordings back to the court while it is in session. You can do this from ReporterDeck™2 or from a computer using TheRecord Player. The method you use is dependent on how your system has been installed.

In-court Playback Using ReporterDeck™ 2

Playing back from ReporterDeck™ 2 assumes the Court PB Out is connected to the in-court sound system.

To playback in court:

1. Follow the instructions for playing a recording.
See *Playing back ReporterDeck™ 2* earlier in this guide.
2. Before you press the Play button do the following:
 - a. Press **F5 – Exit** to return to the normal display.
You may have to press it twice.
 - b. Press the COURT PLAYBACK button and observe that the light is on.
 - c. Press the Play button.
3. To adjust the in-court playback volume, press **F1- Court Level** and rotate the jog wheel as required.



4. Press **F-5 Return** when the volume is satisfactory.
5. To stop in-court playback, press the COURT PLAYBACK button and observe that the Court Playback LED is off.

In-court Playback Using TheRecord Player

Playing back in court, using TheRecord Player, assumes that a computer is available in the court and that the sound card output is connected to the in-court sound system.

Playing back in-court is the same process as playing back any existing recording.



See *Playing Back from a Network Archive* earlier in this guide.

ARCHIVING AND DELETION

ReporterDeck 2 archives recordings in one of two ways and automatically deletes old recordings depending on a number of settings.

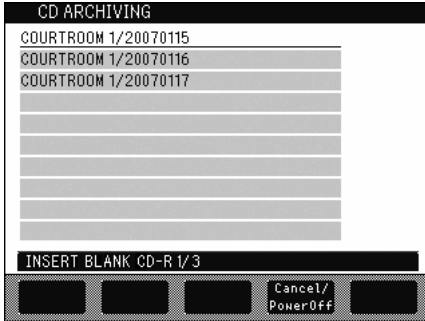
Archiving

There are two archive methods available.

-  **CD Archiving**
ReporterDeck™ 2 is equipped with a recordable CD drive. Using this drive you can archive each day of recordings to a CD. When ReporterDeck™ 2 is shipped it is configured for CD archiving by default. However there are some configuration changes that should be made. See *CD Setup* later in this guide.
-  **Network Archiving**
You can also connect ReporterDeck™ 2 to a network, and archive recordings to a shared folder on the network. To archive to a network location you need to change the configuration of ReporterDeck™ 2 and install TheRecord Replicator on a network computer. See *Network Setup* later in this guide.



4. 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.



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

5. 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.



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.

6. Repeat step 6 until all recordings are archived.



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.

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

Network Archiving

If your ReporterDeck™ 2 has been configured to archive to a network location then the process occurs automatically. See *Network Setup* for details.

Using TheRecord Replicator (which is a program that runs on a network computer) recordings are automatically copied from each ReporterDeck™ 2 to a shared network folder.

Deleting Old Recordings

Deletion of old recordings is performed automatically by ReporterDeck 2 and the method varies according to how the unit is configured.

Free Space Threshold

ReporterDeck 2 deletes old recordings when free space drops below a certain threshold which is determined by:

✚ REC_FMT

✚ RECORDING_CHANNELS

When the space remaining drops below the threshold, old recordings are automatically deleted. Automatic deletion ensures that the space remaining exceeds the threshold. The following table shows the thresholds for different settings.

Number of Recording Channels	REC_FMT	
	STORAGE	QUALITY
2 channels	192 hours	96 hours
4 channels	96 hours	48 hours

Deletion

Once the threshold is reached, recordings are deleted under the following conditions:

There are two settings that affect when, and which, old recordings are deleted.

 FILE_DELETION_METHOD

 ARCHIVE_METHOD

ARCHIVE_METHOD	FILE_DELETION_METHOD	
	FIFO	IMMEDIATE
CD	At switch on. Oldest archived recordings	At switch off. Oldest archived recordings
EXTERNAL	At switch on Oldest recordings – archived or not	At switch off Oldest recordings – archived or not








Warning: When the ARCHIVE_METHOD is set to EXTERNAL the oldest recordings are always deleted when space drops below the threshold – even if they have not been archived. It is very important that your network archiving system is robust and working at all times.



Note: The threshold for deleting old recordings varies according to SYSTEM settings. See *Free Space Threshold* in the previous section for more details..

SETUP

This chapter of the User's Guide describes how to prepare ReporterDeck™ 2 for optimal use with companion FTR programs. Before making any adjustments to the various setup options be sure to follow the instructions in the Setup Guide. The Setup Guide shows you how to make all the necessary connections to the Recording and Audio units and how to start ReporterDeck™ 2.

-  **Changing the Setup**
This section of the guide describes all available settings. Before making any adjustments, be sure to read and understand each setting.
-  **Setup for CD Archiving**
This section of the guide explains how to configure ReporterDeck™ 2 for archiving to CD (not connected to a network).
-  **Setup for Network Archiving**
This section of the guide explains how to configure ReporterDeck™ 2 for archiving to a network location using TheRecord Replicator.
-  **Audio setup**
This section of the guide explains which settings should be adjusted to cater for different audio sources.
-  **Upgrading ReporterDeck™ 2**

Changing the Setup

The **SETUP MENU** is accessed using the **Function Keys** and the **Jog Wheel**. You can also connect a standard USB keyboard at the rear of the Recording Unit. This feature is provided solely as an aid for setting up the unit and is not intended for day to day use. Use the keyboard to enter characters when prompted for names or IP addresses.

See the *Description* section earlier in this guide for details about each control.

This section describes each menu category and the associated items.

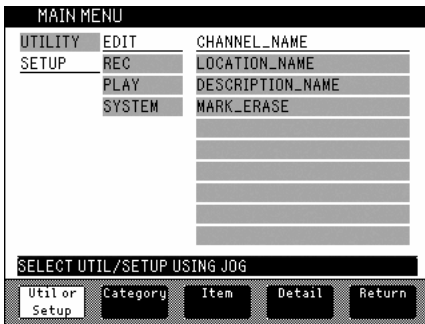
To navigate the setup categories:

1. From the main screen press **F5-Menu**.



Note: The **Menu** command is not available while recording or playing.

2. From the Main Menu, rotate the jog wheel until **SETUP** is highlighted and press **F2 – Category** or press the jog wheel.







3. Rotate the jog wheel until the required **Category** is highlighted and press **F3 – Item** or press the jog wheel.
4. Rotate the jog wheel until the required **Item** is highlighted and press **F4 – Detail** or press the jog wheel.
5. Make the necessary changes using an optional USB keyboard (not provided) or use the jog wheel to rotate through alternatives. Use the **Function** keys as required and when all changes are made press **F5 – Return**.



Note: If you use the jog wheel to select characters for details such as IP Address do not forget to press the wheel to confirm the last number.

EDIT Category

The **EDIT** category contains four items.

-  CHANNEL_NAME
-  LOCATION_NAME
-  DESCRIPTION_NAME
-  MARK_ERASE

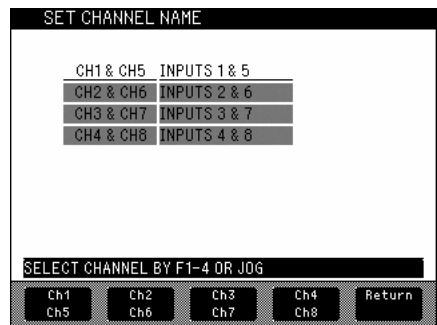
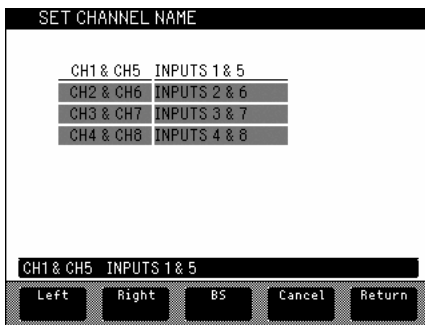
CHANNEL_NAME

You can apply a unique name to each of the four recording channels such as Judge, Defense, Prosecution and Witness. Each recording channel is a combination of two of the eight inputs as indicated by the default channel names shown below.



Note 1: The channel names are not part of the recording. When archived recordings are opened in TheRecord Player they are not shown. They are simply included as an aid for ReporterDeck™ 2 users. This is an optional setting at installation time.

Note 2: You can change the number of recording channels to two, which results in a different combination of inputs to each channel. See *RECORDING_CHANNELS* later in this guide.



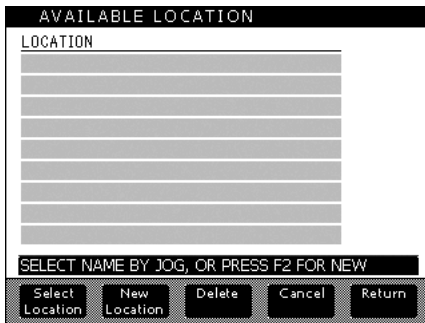
Use the function keys and jog wheel to select and change the name of each channel.

LOCATION_NAME

The Location Name is used to identify where the recording originated and is especially important when archiving to a network location. This setting must be unique for each ReporterDeck™ 2 (e.g. Courtroom 1, Courtroom 2, etc.).



Warning: This is a mandatory setting at installation time. Be sure to enter a unique name for each ReporterDeck™ 2 connected to your network.



Use the function keys and jog wheel to enter new names or edit existing names.



Tip: If you use the jog wheel to select characters for the name remember to press the wheel after you enter the last character and before you press **F5-Return**. If you forget to confirm the last character it will be lost when you press **Return**.



Note: New location names are not saved nor do they appear in the list until a recording has been started using the new name. If you enter a new name, without recording with the previously entered name, then the previous name is discarded.

DESCRIPTION_NAME

The Description Name is an aid to ReporterDeck™ 2 users and is used to apply a descriptive label to recording sessions.



Note: The DESCRIPTION_NAME is not part of the recording. When archived recordings are opened in TheRecord Player it is not shown. It is simply included as an aid for ReporterDeck™ 2 users. This is an optional setting at installation time.

MARK_ERASE

You can mark a recording with timestamps that are used at a later time when reviewing from the unit. These marks can be deleted from the recording using MARK_ERASE.

DAY SELECT				
Sep/04/2006	27M			
Sep/05/2006	1M			
Sep/06/2006	2M			
Sep/07/2006	1146M			
Sep/08/2006	105M			
SELECT DAY TO DELETE MARKS FROM				
Day			Cancel	









Use the function keys and jog wheel to select a day of recordings. If you select a day that includes recordings with marks then a list of marks is shown.

Sep/05/2006				
12:52:21				
12:52:26				
12:52:42				
12:52:43				
SELECT MARK BY JOG, PRESS JOG OR F2 FOR DELETE				
Select Mark	Delete Mark			Return

Select the mark you want to delete and click **F2 – Delete Mark** or press the jog wheel.


REC Category

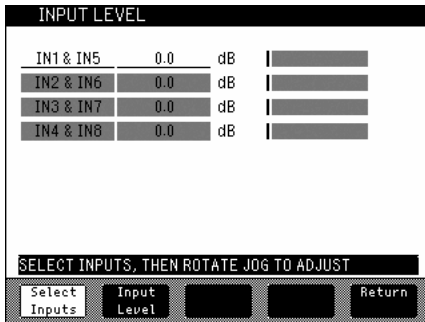
The following items are available in the REC category.

-  INPUT_LEVEL
-  ALC
-  INPUT_ATT
-  FILTERS
-  PHANTOM
-  LINE/MIC
-  REC_FMT
-  REC_OUT_MODE

INPUT_LEVEL

The eight inputs are combined in specific arrangements to produce either two or four recording channels (see RECORDING_CHANNELS in the SYSTEM menu). The input level to each of these recording channels is adjusted using this setting. By default, the input level is automatically controlled because the ALC setting is ON. To make manual adjustments to the input level it is necessary to switch ALC off (see ALC in the next section).

 **Note:** Each of the eight inputs at the rear of the Recording Unit is labeled CH 1 to CH 8. Be aware that CH1 & CH5 (and similar) represent inputs, not recording channels.



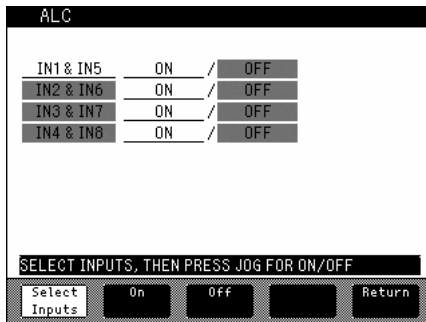
Select the required inputs and use the function buttons and jog wheel to adjust the level. The input level can be adjusted from MUTE(off) to 0dB(max) in 1dB steps.

Set the level so that each of the four bar graph meters to the right, consistently indicate 75% of full scale.

ALC

With ALC on, the input level to each recording channel is automatically controlled. Large input signals are automatically attenuated while low signals are amplified.

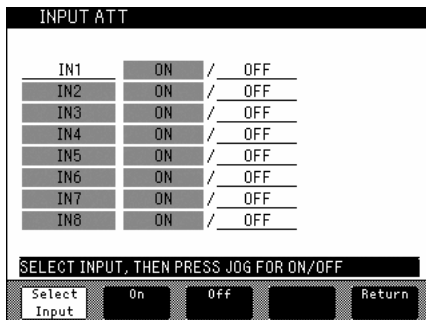
When recording in a noisy environment, ALC may pose a problem because unused inputs will be amplified making the overall recording noisy. In this situation it may be better to switch ALC off and manually adjust the inputs to suit.



Use the function keys and the jog wheel to select the required channels and switch ALC on or off as required.

INPUT_ATT

This setting is typically used to compensate for the difference in level between a dynamic microphone and a condenser microphone. There is typically about 20dB of difference so when connecting a condenser microphone, be sure to switch the attenuator on.



Use the function keys and the jog wheel to select the required channels and switch the attenuator on or off as required.

FILTERS

Each input can be filtered using a high pass (>200Hz) and/or a low pass (<2KHz) filter. These are optional filters and are off by default.

FILTERS			
IN1&IN5 LPF	ON	/	OFF
IN1&IN5 HPF	ON	/	OFF
IN2&IN6 LPF	ON	/	OFF
IN2&IN6 HPF	ON	/	OFF
IN3&IN7 LPF	ON	/	OFF
IN3&IN7 HPF	ON	/	OFF
IN4&IN8 LPF	ON	/	OFF
IN4&IN8 HPF	ON	/	OFF

SELECT FILTER, THEN PRESS JOG FOR ON/OFF

Select Filter	On	Off		Return
---------------	----	-----	--	--------

Use the function keys and the jog wheel to select the required channels and switch the filters on or off as required.

PHANTOM

If you use condenser microphones, that require external power, use this setting to enable phantom power. By default, phantom power is off.

PHANTOM			
IN1	ON	/	OFF
IN2	ON	/	OFF
IN3	ON	/	OFF
IN4	ON	/	OFF
IN5	ON	/	OFF
IN6	ON	/	OFF
IN7	ON	/	OFF
IN8	ON	/	OFF

SELECT INPUT, THEN PRESS JOG FOR ON/OFF

Select Input	On	Off		Return
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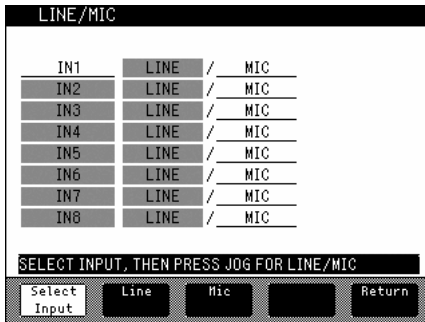
Use the function keys and the jog wheel to select the required channels and switch the phantom power on or off as required.




Note: Phantom power cannot be enabled when the LINE/MIC is set to LINE.

LINE/MIC

Use this setting to match the input source you connect. For line level sources such as mixers or video playback devices choose LINE. For all microphones choose MIC. Additional microphone settings are INPUT_ATT, ALC and INPUT_LEVEL.

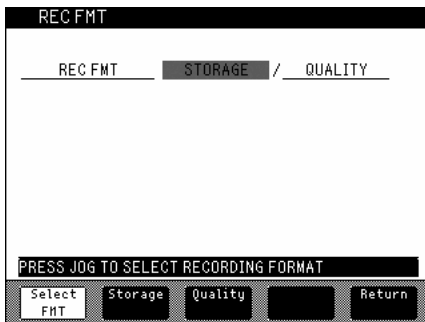



Use the function keys and the jog wheel to select the required channels and switch between LINE and MIC as required.

 **Note:** When switching from MIC to LINE, phantom power is automatically disabled (if enabled) and INPUT_ATT is switched ON.

REC_FMT

There are two recording formats available. The STORAGE option maximizes the recording time with a slight reduction in quality. The QUALITY option slightly reduces the recording time but optimizes the quality.

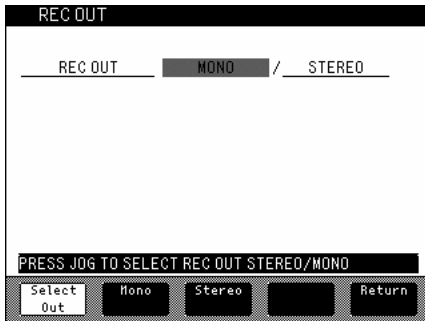


 **Note:** This setting affects the minimum amount of free space that is made available when ReporterDeck 2 runs low on space. See *Archiving and Deletion* earlier in this guide.

REC_OUT_MODE

An additional output is supplied from the Audio unit, which is a mix of the inputs as either mono or stereo. This is a line level output that is typically used to record to an alternative backup recorder.

When STEREO is selected, channels one(1) and three(3) are fed to the left output while channels two(2) and four(4) are fed to the right output. When mono is selected all channels are fed equally to both outputs.



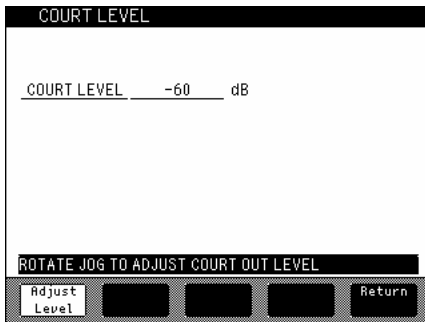
Use the function keys or the jog wheel to switch between MONO and STEREO as required.

PLAY Category

There are two Play categories - COURT_LEVEL and BACK_SPACE

COURT_LEVEL

When playing back to the court, use this setting to adjust the default volume.



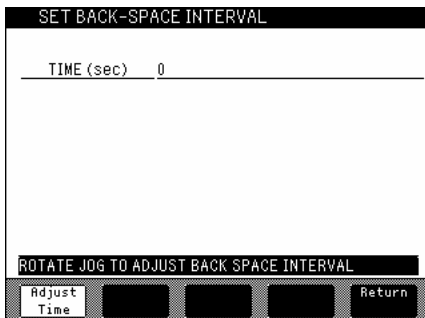
The court level is adjustable from MUTE to a maximum of 0dB in 1dB steps.



Note: While playing back to the court an additional dynamic volume control is provided using **F1-Court Level**. The COURT_LEVEL setting in the system menu is used to set a default value.

BACK_SPACE

Use this setting if you play back from ReporterDeck™ 2 using an optional foot control. When you release the Play switch on the foot control the play time automatically jumps back the amount of time specified with this setting.



The back-space interval is adjustable from zero (default) to 300 seconds. It is strongly recommended that you keep this setting under 10 seconds.

SYSTEM Category

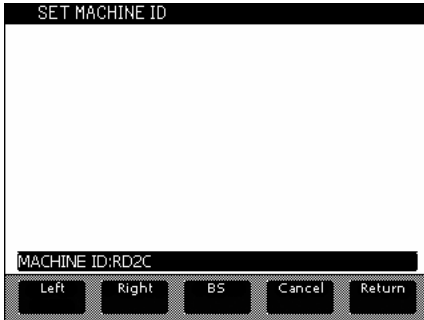
There are 16 items in the SYSTEM category.

MACHINE_ID

The MACHINE_ID is very important when connecting a ReporterDeck™ 2 to a network. It is a mandatory setting that must be unique for each ReporterDeck™ 2.



Warning: This is a mandatory setting at installation time. Be sure to enter a unique ID for each ReporterDeck™ 2 connected to your network. If you never connect to a network then changing the MACHINE_ID is optional.



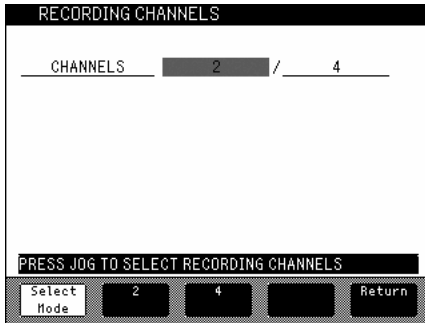
Use the function keys to move or backspace over characters. Use the jog wheel to cycle through the available characters or use the optional keyboard.



Tip: Remember to press the jog wheel after you enter the last character and before you press **F5-Return**. If you forget to confirm the last character it will be lost when you press Return.

RECORDING_CHANNELS

You can record two or four channels. The default setting is four channels.



RECORDING CHANNELS

CHANNELS 2 / 4

PRESS JOG TO SELECT RECORDING CHANNELS

Select Mode 2 4 Return

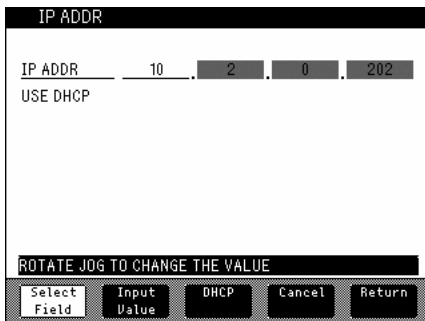
Use the function keys and/or the jog wheel to select the required number of channels.



Note: This setting affects the minimum amount of free space that is made available when ReporterDeck 2 runs low on space. See *Archiving* earlier in this guide.

IP_ADDR

When connecting to a network, set a static IP address or enable DHCP.



IP ADDR

IP ADDR 10 . 2 . 0 . 202

USE DHCP

ROTATE JOG TO CHANGE THE VALUE

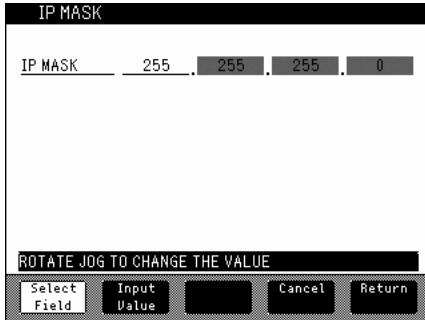
Select Field Input Value DHCP Cancel Return

Tip: When using EXTERNAL archive mode, TheRecord Replicator manages the copying of recordings from each ReporterDeck™ 2 to an archive location on the network. If you experience any difficulty connecting TheRecord Replicator with a ReporterDeck™ 2, when specifying names, then turn DHCP off and assign a static IP address.

Use the function keys and/or the jog wheel to enter the required address or use the optional keyboard.

IP_MASK

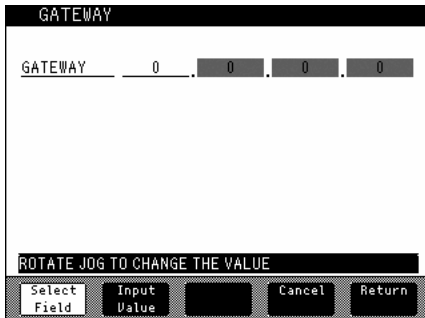
When connecting to a network, set a compatible IP Mask (subnet mask).



Use the function keys and/or the jog wheel to enter the required address or use the optional keyboard.

GATEWAY

If you want to configure an NTP server or Archive server on another subnet then be sure to specify a suitable gateway.



Use the function keys and/or the jog wheel to enter the required address or use the optional keyboard.

1st and 2nd _DNS

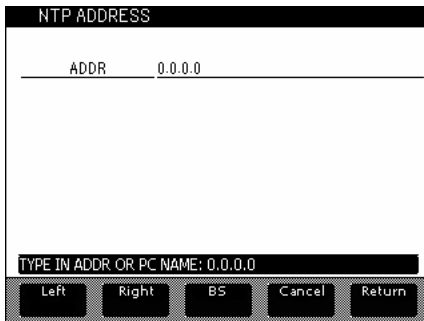
If you want to configure an NTP server or Archive server by name rather than IP address then be sure to configure the 1st DNS and an optional 2nd DNS.

NTP

To ensure each ReporterDeck™ 2 (connected to the network) maintains the same time, you can configure an NTP server. A Network Time Protocol server provides a way to exchange and synchronize time on computer networks. Once configured, you must set an appropriate offset in the DATE/TIME section of the SYSTEM category.



Note: When the NTP server is established, ReporterDeck™ 2 synchronizes the time at power up and then updates hourly until power down.



NTP ADDRESS

ADDR 0.0.0.0

TYPE IN ADDR OR PC NAME: 0.0.0.0

Left Right BS Cancel Return

Enter a name (if DNS is configured) or an IP address (recommended) for the NTP server.

Use the function keys and/or the jog wheel to enter the required address or use the optional keyboard.



Tip: Remember to press the jog wheel after you enter the last character and before you press **F5-Return**. If you forget to confirm the last character it will be lost when you press **Return**.

ARCHIVE_SERVER

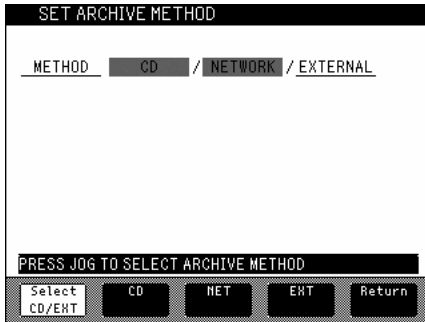
ARCHIVE_SERVER is a setting which is intended for use with the NETWORK archive mode. Because NETWORK archive mode is reserved for future development, do not configure an ARCHIVE_SERVER.

ARCHIVE_METHOD

Choose CD (default) when not archiving to a network storage location.

Choose EXTERNAL (required) when archiving to a network then use TheRecord Replicator to copy recordings from ReporterDeck™ 2 to a network location.

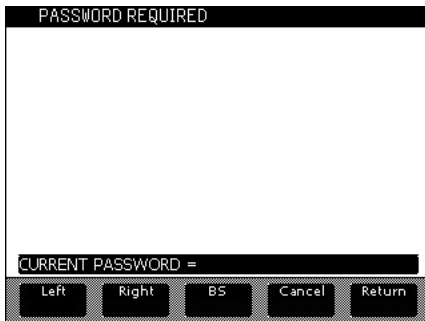
The NETWORK option is disabled. This is reserved for future development.



Use the function keys to select the required ARCHIVE_METHOD.

PASSWORD

Use this setting to change the log on password. This is a mandatory action at installation time. The default password is FTRRD2.



Warning: Failure to change the password will leave ReporterDeck™ 2 open to careless or malicious use and important data may be lost. Change the password and record it securely.

Enter the existing password using the jog wheel (or keyboard). Then press **F5-Return**. Enter the new password and press **F5-Return** to save.



FILE_DELETION_METHOD

As recording progresses, free space on the hard disk diminishes. To prevent the hard disk drive from filling, old recordings are automatically deleted to ensure that a minimum amount of free space is available.

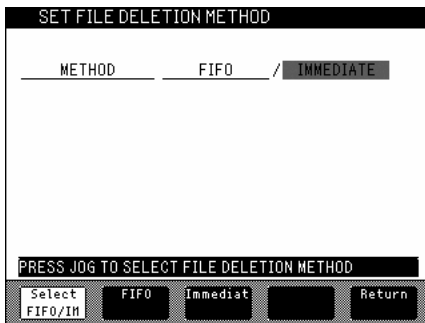


Note: If the ARCHIVE_METHOD is set to CD then old recordings are not deleted until they have been archived. It is important to regularly archive recordings to CD when this method is selected. See *Archiving and Deletion* earlier in this guide.

Deletion occurs in one of two ways.

-  If FIFO is selected then the oldest recordings are deleted when ReporterDeck™ 2 is switched on. FTR recommends using the FIFO option at all times.
-  If IMMEDIATE is selected then the oldest recordings are deleted when ReporterDeck 2 is switched off. This option is not selectable if the ARCHIVE_METHOD is set to EXTERNAL.

The minimum free space maintained by ReporterDeck 2 is dependant on SYSTEM settings. See *Archiving* earlier in this guide.



Use the function keys to select the required mode.

VERSION

Use this item to view the version information. This may be required when contacting a customer service representative.

VERSION	
SYSTEM	0.87
DSP	0.33
VERSION INFO	
	Return

DATE/TIME

How you set the date and time options is dependent on how you set the NTP item earlier in this section.

If NTP is enabled then only set the OFFSET and DISPLAY options. The OFFSET value should represent the difference between the NTP server time and your local time.

If NTP is not enabled then leave OFFSET at zero and set the DATE and TIME to your local time zone.

DATE/TIME			
DATE	08	/	Sep / 2006
TIME	15	:	22 : 17
OFFSET	+8		
DISPLAY	MMM/DD/YYYY		
ROTATE JOG TO CHANGE THE VALUE			
Select Field	Input Value		Cancel Return

Use the function keys and/or the jog wheel to enter the required values.



Warning: Do not adjust the date and time settings when an NTP server has been established. Only the OFFSET value has significance when NTP is activated.

Setup for CD Archiving

ReporterDeck™ 2 ships with a default configuration that is suitable for recording line level audio sources and archiving to CD.

However, there are two required configuration changes and some optional changes you may find useful.

Required Configuration Changes

These are mandatory changes to ReporterDeck™ 2 settings. They must be made before recording with your new ReporterDeck™ 2.

To configure ReporterDeck™ 2 for CD archiving:

1. Set a unique LOCATION_NAME for each ReporterDeck™ 2 used in your organization. This is particularly important if there is potential for recordings from multiple CD's to be copied to a single folder on a computer and you want to play them using TheRecord Player.
See *Changing the Setup – EDIT Category - LOCATION_NAME*.
2. Set the DATE and TIME to match your time zone and set the OFFSET value to zero. Set the DISPLAY format to match your regional requirements.
See *Changing the Setup – SYSTEM Category – DATE/TIME*
3. The default password is FTRRD2. Change the password and record it in a secure location. The password is used to access service functions and if not changed, (and securely stored), ReporterDeck™ 2 is more vulnerable to malicious use.
4. Leave all other settings at the default values. If you are unsure what the default values are see *Appendix A – Default Settings*.

Optional Changes

There are no optional changes to items in the SYSTEM category. However there are a number of optional changes to other settings, which are explained in the *Audio Setup* section later in this guide.

Setup for Network Archiving


ReporterDeck™ 2 ships with a default configuration that is suitable for recording line level audio sources and archiving to CD. If you want to archive ReporterDeck™ 2 recordings to a network folder then there are a number of required changes and some optional changes that may be useful.

Required Configuration Changes

These are mandatory changes to ReporterDeck™ 2 settings. They must be made before connecting ReporterDeck™ 2 to the network and prior to recording.

To configure ReporterDeck™ 2 for network archiving:

1. Set a unique LOCATION_NAME for each ReporterDeck™ 2 used in your organization. This is particularly important when multiple ReporterDecks are archived to the same network folder.
See *Changing the Setup – EDIT Category – LOCATION_NAME*.
2. Set a unique MACHINE_ID for each ReporterDeck™ 2. The MACHINE_ID is used by TheRecord Replicator to provide status information about archiving progress.
See *Setup Categories – SYSTEM Category – MACHINE_ID*.
3. Set up a static IP address or leave DHCP enabled.
See *Changing the Setup – SYSTEM Category – IP_ADDR*

 **Note:** If you enable DHCP you will need to learn the allocated IP address after ReporterDeck™ 2 is connected to the network and switched on. This is required to complete configuration of TheRecord Replicator.
To learn the allocated IP address go to *Setup Categories – SYSTEM Category – VERSION*.

4. If you disable DHCP, you are required to enter an IP_MASK (subnet mask) that is compatible with your network.
See *Changing the Setup – SYSTEM Category – IP_MASK*



5. If you want each ReporterDeck™ 2 to maintain the same time then set up an NTP server. If so, be sure to set the appropriate OFFSET value in the DATE/TIME settings.

See *Changing the Setup – SYSTEM Category – NTP*



Note: When entering an NTP server you can use the IP address or the name. If you want to enter a name it is important to set up 1st DNS and an optional 2nd DNS so the name can be resolved. See *Optional Changes* in the next section. It is recommended that you use an NTP server with a static address and enter that address.

6. Set the Archive Mode to EXTERNAL (the NETWORK option is disabled).
See *Changing the Setup – SYSTEM Category – ARCHIVE_METHOD*
7. The default password is FTRRD2. Change the password and record it in a secure location. The new password is required when configuring TheRecord Replicator.
See *Changing the Setup – SYSTEM Category – PASSWORD*
8. Set the date and time according to how you previously configured NTP.
If you set up an NTP server, be sure to establish the appropriate OFFSET value for your time zone.
If you didn't set up an NTP server then set the Date and Time to match your time zone and set the OFFSET value to zero.
See *Changing the Setup – SYSTEM Category – DATE/TIME*
9. Leave all other settings at the default values. If you are unsure what the default values are see *Appendix A – Default Settings*.

Optional Changes

There are a number of optional setting changes, which are explained in the *Audio Setup* section later in this guide.

Other SYSTEM changes that may be necessary are:



GATEWAY

If you want to use an NTP server on a different subnet then be sure to configure the Gateway

See *Changing the Setup – SYSTEM Category – GATEWAY*



1st and 2nd DNS

If you want to enter a name rather than IP for the NTP server, be sure to set up 1st DNS and optional 2nd DNS first.

See *Changing the Setup – SYSTEM Category – 1st DNS or 2nd DNS*

Installing TheRecord Replicator

TheRecord Replicator copies recordings from each ReporterDeck™ 2 to a shared network folder. The program is installed on a computer that is connected to the same network as ReporterDeck™ 2 units. It is then configured to monitor named ReporterDecks and copy their recordings to a specified shared folder that may reside on the same computer or another computer.

To install TheRecord Replicator:

1. Identify the computer on which to install TheRecord Replicator.




Note: The computer on which you install TheRecord Replicator is typically the same computer that stores the archived recordings. However, you can configure TheRecord Replicator to archive recordings to any other shared network folder..


2. Insert the FTR ReporterDeck™ 2 installation CD and when the auto-run screen is displayed click *Install TheRecord Replicator*.
3. Follow the on screen instructions until installation is complete.

Configuring TheRecord Replicator


After TheRecord Replicator is installed it must be configured to archive recordings from one or more specified ReporterDeck™ 2 units to a shared network folder.

To configure TheRecord Replicator


1. Before configuring TheRecord Replicator, be sure to follow the instructions for setting up networked ReporterDecks. See *Setup for Network Archiving* earlier in this guide.
2. From the Notification Area of the taskbar, double-click TheRecord Replicator  icon.
3. From TheRecord Replicator window, click **Add**.
4. In the **Add ReporterDeck** dialog box enter the ReporterDeck™ 2 MACHINE_ID or IP_ADDR.

 **Note:** If your ReporterDeck™ 2 is configured with DHCP then you can learn the assigned IP from SYTEM category - NETWORK_STATUS.

5. Enter the new password that was created for this ReporterDeck™ 2 and click **OK**.

 **Note:** The default password at shipping is FTRRD2.
See SYSTEM Category - PASSWORD for details on changing the default password.

6. Observe that a progress symbol is displayed as ReporterDeck™ 2 is added. When ReporterDeck™ 2 is added observe that its name or IP is now listed.
7. Repeat steps 3 to 6 for each additional ReporterDeck™ 2 from which to archive.
8. From TheRecord Replicator click **Set**.
9. In the **Archive Destination** dialog box enter the path to the required shared folder to which recordings will be archived. Alternatively, you can click **Browse** and navigate to the required folder. If the specified folder has restricted access, enter the log on credentials for an account with full read and write permissions.

 **Warning:** When specifying an archive destination, be sure to choose a folder that is used **exclusively** for ReporterDeck™ 2 recordings. Do not allow recordings from other FTR products such as ReporterDeck 1, TheRecord Recorder or FTR Gold to be saved in the same folder. Failure to do this may result in TheRecord Player being unable to play the archived recordings.

10. Click **OK** and observe that a folder is now specified in the **Archive Destination** section of TheRecord Replicator.
11. When configuration is complete click **Hide**.

Audio Setup

There are a number of changes that can be made to the configuration of a ReporterDeck™ 2, which affect what, and how, audio is recorded.

Channel Configurations

By default ReporterDeck™ 2 is configured to record four channels. This is the optimum configuration, particularly when all eight inputs are used.

Inputs 1 & 5 are recorded on channel 1

Inputs 2 & 6 are recorded on channel 2

Inputs 3 & 7 are recorded on channel 3

Inputs 4 & 8 are recorded on channel 4

If you change to two channel recording, the configuration changes to:

Inputs 1, 3, 5 & 7 are recorded on channel 1

Inputs 2, 4, 6 & 8 are recorded on channel 2



Note: The input connections at the rear of the Audio Unit are labeled CH1 to CH 8. In the EDIT category, the CHANNEL_NAME item refers to inputs as INPUT 1 to INPUT 8. In the REC category all inputs are referred to as CH 1 to CH8.

As an aid to ReporterDeck™ 2 operators, you may also want to apply different names to each of the recording channels (e.g. Judge, Defense, Prosecutor, and Witness).

To change channel configuration:

1. Select the number of channels you want to record. You can choose two or four. The default setting is optimized at four and should only be changed if you record fewer than four inputs.
See *Changing the Setup – SYSTEM Category – RECORDING_CHANNELS*
2. Change the channel names.
See *Changing the Setup – EDIT Category – CHANNEL_NAME*



Note: These channels names are not part of the recording. When the recording is opened in TheRecord Player the channel names are not available. They are simply an aid to ReporterDeck™ 2 operator.

Input Sources

You can connect up to eight input sources of three different types including line level sources, dynamic microphones or condenser microphones. How you configure the audio settings is dependent on the type of source you connect.

By default, ReporterDeck™ 2 is configured to record up to eight line level inputs.

Recording Line Level Sources

As shipped, ReporterDeck™ 2 records line level audio sources. No changes are required. The Audio Unit is set up with Automatic Level Control enabled and FILTERS disabled. However, these settings may not be suitable for your environment.

To configure line level audio sources:

1. If you want to manually set the channel recording levels then disable ALC. See *Changing the Setup – REC Category – ALC*
2. Once ALC is disabled you can manually set the recording level. Connect your audio source and adjust the INPUT_LEVEL. Set the level so that the level meter is consistently moving to 75% of full scale. Do not allow the level to peak at full scale. See *Changing the Setup – REC Category – INPUT_LEVEL*
3. If the input level cannot be adjusted high enough, switch off the 20dB attenuator for the required input and re-adjust. See *Changing the Setup – REC Category – INPUT_ATT*.



Note: The inputs referred to in REC Category – INPUT_ATT are labeled CH1 to CH8

4. There is a low pass (<2kHz) and high pass (>200Hz) filter provided for each recording channel. You can switch these on as required. Switch both filters on to obtain a band pass filter. See *Changing the Setup – REC Category – FILTERS*.

Recording Microphone Sources

As shipped, ReporterDeck™ 2 records up to eight line level audio sources. The Audio Unit is set up with Automatic Level Control (ALC) enabled and FILTERS disabled. However, these settings may not be suitable for your environment particularly when there is a high level of ambient noise. In these situations it is sometimes better to disable ALC, apply one or both of the available filters and manually adjust the recording level for each recording channel. You may also need to switch on phantom power if you are using condenser (powered) microphones.

To setup microphone recording:

1. Set the LINE/MIC setting to MIC.
See *Changing the Setup – REC Category – LINE/MIC*
2. If you are using condenser microphones set the PHANTOM setting to ON. Otherwise leave it set to OFF.
See *Changing the Setup – REC Category – LINE/MIC*
3. Set the INPUT_ATT to match your microphone type. Typically, condenser microphones require the attenuator to be ON while dynamic microphones require it OFF.
See *Changing the Setup – REC Category – INPUT_ATT*.



Note: The inputs referred to in REC Category – INPUT_ATT are labeled CH1 to CH8

4. If you want to manually set the channel recording levels then disable ALC.
See *Changing the Setup – REC Category – ALC*
5. Once ALC is disabled you can manually set the recording level. Connect your audio source and adjust the INPUT_LEVEL. Set the level so that the level meter is consistently moving to 75% of full scale. Do not allow the level to peak at full scale.
See *Changing the Setup – REC Category – INPUT_LEVEL*
6. There is a low pass (<2kHz) and high pass (>200Hz) filter provided for each input. You can switch these on as required. Switch both filters on to obtain a band pass filter.
See *Changing the Setup – REC Category – FILTERS*.

Recording Format

As shipped, ReporterDeck 2 is configured to record at optimum quality. You can switch to a lower quality so that storage time can be doubled.

To set the recording format:

1. Use the function keys and jog wheel to navigate to the REC_FMT item in the REC category of the menu. See *Changing the Setup – REC Category – LINE/MIC*.
2. To increase storage time, with a slight reduction in quality, select the STORAGE option. To maximize recording quality, with a reduction in storage time, select the QUALITY option.

Headphones Setup

It is recommended that you always monitor your recording using headphones. This serves two purposes:

- ✦ Eliminates any possibility of feedback from the internal speaker
- ✦ Ensures that you are instantly aware of any problems with the recording

If you use the FTR Headset then you also require the included adaptor – 1/8" (3.5mm) socket to 1/4" (6.5mm) plug.



Warning: If you record with microphones and the headphones are disconnected be sure to turn the LEVEL down. When the headphones are disconnected the internal speaker is active and prone to feedback which may result in poor quality recordings.

To connect the headset:

1. Connect your headset to the **Phones** jack at the front of ReporterDeck™ 2.



Note: If you are using the FTR Headset, plug the adaptor (1/8" to 1/4") in first.

2. When recording is in progress adjust the volume using the Level control adjacent to the PHONES socket.

Upgrading

As part of a commitment to continual improvement FTR may send you periodic update CD's.

Using an update CD you can install the latest firmware on your ReporterDeck™ 2.

To update ReporterDeck™ 2:

1. While ReporterDeck™ 2 is started (not recording), insert the update CD.
2. Wait for all activity to cease and switch ReporterDeck™ 2 off.



Note: If you are prompted to archive to CD then press Cancel/Power Off.

3. Switch ReporterDeck™ 2 on and wait for the following message to be displayed.
Message: UPDATE MEDIA WAS FOUND, CONTINUE?
4. Press **F1- Yes**.
5. Observe that the system is checked and then updated.
6. When the update is complete press **F5 – OK**.



Note: The update process can take up to 5 minutes so please wait.

7. Observe that ReporterDeck™ 2 restarts.

TROUBLESHOOTING

Use this section of the guide to diagnose and fix any problems you may have recording, or playing recordings.

ReporterDeck™ 2 does not turn on.

Check that the AC adaptor is securely connected to the Audio Unit and to the power supply.

ReporterDeck™ 2 appears to record but there is no sound when monitoring the input.

Check input settings.

If microphones are used, check that **MIC** is selected in **REC** settings.

If condenser microphones are used check that phantom power is enabled in **REC** settings.

If **ALC** is disabled, check that the **INPUT_LEVEL** is set correctly in **REC** settings

Check the **LEVEL** control at the front of the Audio Unit is turned up.

Check the **Monitor Input LED** is on (press the **Monitor Input** switch)

ReporterDeck™ 2 will not record.

Check the message area of the display.

If the hard disk is full then recordings have not been archived. Archive recordings and restart the machine.

ReporterDeck™ 2 is configured to archive to a network location, using the EXTERNAL option in SYSTEM settings, but recordings are not being copied.

Check the network.

Check the configuration of TheRecord Replicator and ReporterDeck™ 2. If any network settings on ReporterDeck™ 2 have been changed then TheRecord Replicator will not be able to copy recordings. Find out the current ReporterDeck™ 2 settings (NETWORK_STATUS in SYSTEM settings) and re-configure TheRecord Replicator.

There is excessive noise in the recordings.

The default setting for ALC (Automatic Level Control) is on. ALC ensures that low inputs are amplified and high inputs are limited. This method eliminates the need for you to manually set the recording level. Because periods of low input cause ReporterDeck™ 2 to amplify the audio, it is possible to create a recording that sounds "hissy". This occurs when the background noise is amplified but the hiss should dissipate a soon as someone speaks. If the ambient noise is high in your recording venue ALC may not be suitable.

Try switching ALC off and setting the record levels manually. See *Audio Setup* earlier in this guide.

When a ReporterDeck™ 2 is added to TheRecord Replicator using the MACHINE_ID (name) it is not recognized and an error status is reported.

How names are resolved on your network depends on many factors. If you wait for a period of time you may find that the underlying NETBIOS protocol eventually resolves the name (if it is active).

Alternatively you can enter the exact IP address for each ReporterDeck™ 2.

If you are using DHCP then configuring by IP address is problematic. In this situation you may have to add each ReporterDeck™ 2 to your network DNS server.

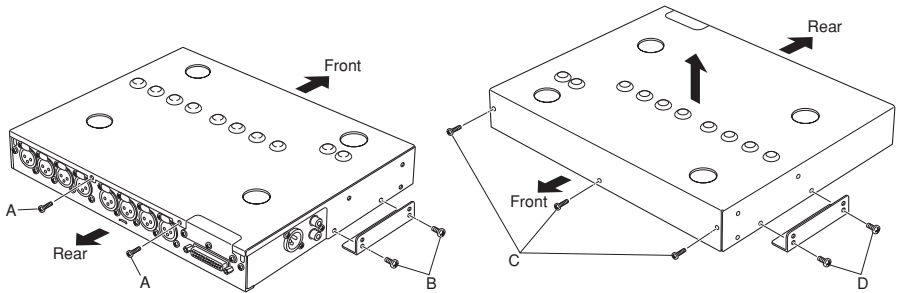
Appendix A - Phoenix Connectors

ReporterDeck2 provides phoenix connectors for those installations where the Audio Unit is considered to be a fixture and is mounted in an area that is difficult to access.

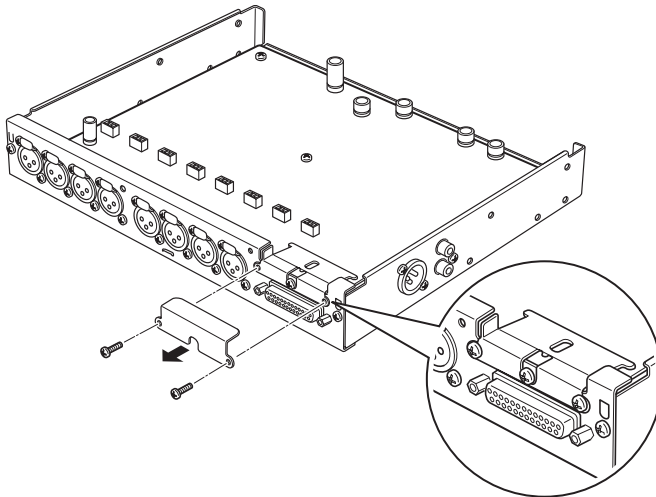
This appendix describes how to access and terminate the phoenix connectors.

To terminate with phoenix connectors:

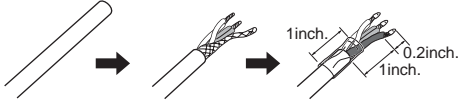
1. Remove screws at A, B, C and D. Remove the lid.



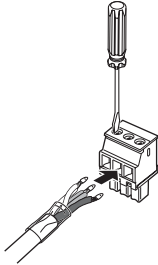
2. Remove two screws from the cover plate, remove the cover plate and replace the screws.



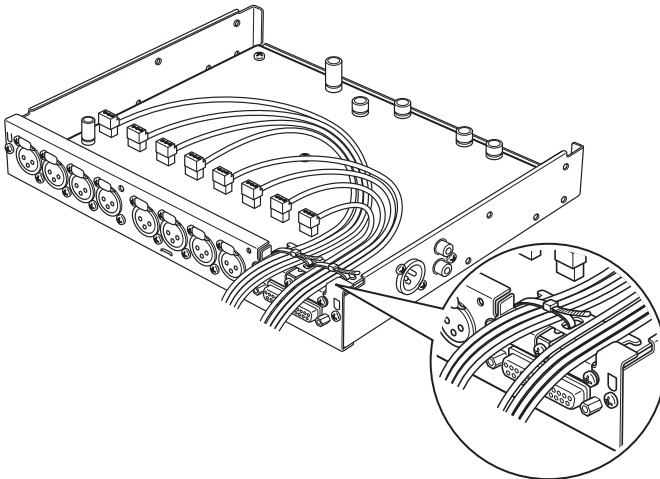
3. Prepare your cables as shown below and tin each conductor. The recommended cable is Belden 1172A.



4. Connect each cable to the required phoenix connector.



5. Gather the cables into two groups of four and secure them to the cable clamp with cable ties.



6. Refit the cover and mounting brackets.

Appendix B - Default Settings

Menu	Category	Item	Description	Details	Default
UTILITY	COPY		Copy recordings to CD-R.	Choose a location, date and sessions	
SETUP	EDIT	CHANNEL_NAME	Set a name for each recording channel	Maximum of 16 characters (0-9, A-Z, a-z, space)	INPUT 1& 5
		LOCATION_NAME	Set the name of the venue that is being recorded	Maximum of 24 characters (0-9, A-Z, a-z, space)	Prompts to change name
		DESCRIPTION_NAME	Set a name for the recording – <u>LEAVE BLANK</u>	Maximum of 32 characters	NONE
		MARK_ERASE	Deletes recording marks from a selected day	Choose a day then marks to delete	
	REC	INPUT_LEVEL	Adjust each INPUT_CHANNEL level Note: Disabled if ALC is selected	Mute, -60 to 0dB	0 (ALC)
		ALC	ALC automatically adjusts the channel level	ON or OFF	ON
		INPUT_ATT	Set to ON when using most condenser microphones	ON (-20dB) or OFF	OFF
		FILTERS	Set the Low Pass (<2KHz) and High Pass (>200Hz) filters to suit your operating environment	ON or OFF	OFF
		PHANTOM	Set to ON for condenser microphones	ON or OFF	OFF
		LINE/MIC	Select to match your inputs.	LINE/MIC	MIC
		REC_FMT	Choose Storage or Quality	Storage = MP3 44.1K at 20Kbps/channel Quality = MP3 44.1K at 40Kbps/channel	Quality
		AUTO TRACK <u>Not shown</u>	AutoTrack function is locked.	ON	ON
		REC OUT MODE	Sets REC out to stereo or mono	Mono/stereo	STEREO
		COURT LEVEL	Adjust COURT_OUT level	0 to 60dB in 1dB increments then MUTE	0
	PLAY	BACK SPACE	Sets how far play time jumps back when the Play foot control is released.	0 to 300 sec	3
	SYSTEM	MACHINE_ID	Machine name.	MAX 8 char (0-9,A-Z, a-z)	FTRRD2
		RECORDING_CHANNELS	Choose the number of recording channels	2 or 4	4
		IP ADDR, DHCP	If DHCP is set to OFF then enter a static IP address. If DHCP is ON then the IP cannot be set.	xxx.xxx.xxx.xxx USE DHCP or off	192.168.0.1 USE DHCP
		IP MASK	IP address mask	xxx.xxx.xxx.xxx	255.255.255.0
		GATEWAY	Gateway address	xxx.xxx.xxx.xxx	0.0.0.0
		1ST DNS	1st DNS address	xxx.xxx.xxx.xxx	0.0.0.0
		2ND DNS	2nd DNS address	xxx.xxx.xxx.xxx	0.0.0.0
		NTP	Specify the IP of a Network Time Protocol server This ensures all ReporterDecks have the same time.	xxx.xxx.xxx.xxx	0.0.0.0
		ARCHIVE_SERVER	Archive server Address, or name.	xxx.xxx.xxx.xxx Network/CD archive	0.0.0.0
		ARCHIVE_METHOD	Choose the archive method. Choose either CD or EXTERNAL. <u>NETWORK is disabled</u>	CD/NETWORK/EXTERNAL	CD
		PASSWORD	Change password. The password is required when configuring TheRecord Replicator 3.4.	Change and record at setup time.	FTRRD2
FILE_DELETION_METHOD		Method of automatic file deletion	FIFO or IMMEDIATE	FIFO	
VERSION		Display Version of the software.	Sys X.XX DSP X.XX		
DATE/TIME		Setup the RTC of the unit.	15th Sep 2005	MMM/DD/YYYY	
NETWORK STATUS		Shows network status information	Useful for learning IP when DHCP used		
LCD	Adjust contrast, brightness and backlight settings.	Contrast -6 - +6, Brightness -10-+10, Backlight On or Off	Contrast=0 Brightness=0 Backlight=On		



Appendix C – Specifications

Digital Audio System

System	4ch (Stereo × 2) HDD Recorder
Recording Format and bit rate	MPEG1 Audio Layer3 80 kbps (stereo)
Sample Rate	44.1KHz

Analog Audio Characteristics (Overall, 80kbps)

Frequency Response	
Mic	20 – 20 kHz (± 4 dB)
Line	20 – 20 kHz (± 3 dB)
T.H.D.	
Mic	0.11%
Line	0.08%
S/N	
Mic	67 dB
Line	80 dB
Equalizer	
High pass filter	200 Hz (–12 dB/oct)
Low pass filter	2 kHz (–12 dB/oct)
Phantom Power	Each inputs 48V 10mA

Input

LINE/MIC Analog Inputs (8ch) Type	XLR female (1;GND, 2;Hot, 3;Cold)
Mic	
Input sensitivity	1.2 mV
Input Impedance	3.4 kΩ
Maximum input level (Trim adjustable)	15–62 mV, 150– 620 mV (ATT On)
Line	
Input sensitivity	490 mV
Input Impedance	3.4 kΩ
Maximum input level	4.2 V, more than 20 V (ATT On)
Aux	
Type	RCA Pin
Input sensitivity	480 mV
Input Impedance	22 kΩ
Maximum input level (Trim adjustable)	0.48–4,2V

Output

REC OUT	
Output Level	2.0 V/10 kΩ (full bit out)
Output Impedance	300 Ω
COURT PB OOUT (Mono)	
Type	XLR male (1;GND, 2;Hot, 3;Cold)
Output Level	6.4 V/600 Ω (full bit out)
Output Impedance	20 Ω
Headphone Out	30 mW/32 Ω (10% THD)
Speaker Out	280 mW/8 Ω (10% THD)

Power	DC12V 2.5A
Consumption	DC12V 2.5A
External AC Plug Pack	100–240 VAC, 2A Max

Operating Temperature	+5°C ~ +35°C
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Dimensions

Main Unit	
Width	11.8" (300 mm)
Height	3.6" (91 mm)
Depth	8.3" (210 mm)
Breakout Box	
Width	11.8" (300 mm)
Height	2.0" (51 mm)
Depth	9.5" (241.5 mm)
Weight	
Main Unit	5.0 lbs. (2.25 kg)
Breakout Box	4.8 lbs. (2.2 kg)

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