



## Recording with the Laptops

## How to use the laptop

Using the **DCR 1** in the field remotely allows you to record using bookmarks and does not use **Microsoft Word**. Once you have completed the recording, you will end up with one file which is the recorded file and this is recorded on the Flash drive and the local hard drive.

The best way to transport recorded files is by using a **USB Flash drive** of at least 2 GB.

### Laptop setup and Recording

The Laptop requires a little setup before recording and the steps below will walk you through everything that is needed

1. Remove all the needed contents from the laptop case
2. Plug in the power supply to the back of the laptop and to the power outlet in the wall
3. Plug the **Sound Mixer** USB plug into the laptop on the right side and the **bottom plug**
4. Plug the power supply in for the **Sound Mixer**, this plugs in on the back of the mixer
5. Open the laptop lid, the latch slides left and right on the front of the lid
6. For those that use a mouse you can plug it into the back of the laptop using one of the USB ports
7. Press the power button, this is above the **F7** key and below the **DELL** name and it is the largest round button
8. Wait for the computer to boot up, then log in with the user name and password you were given
9. Plug in the headset, this is located on the left hand side of the laptop
10. After the log in, plug in the **USB Flash drive** to the right hand side USB port, the top one should be empty
11. Double click the **My Computer** icon
12. Look at **Devices with Removable Storage** and look for the flash drive it should be **Drive (E:)**
13. Close **My Computer**
14. Open the **Digital Court Recorder** by double clicking the icon located on the desktop
15. If the Bookmarks window is not there go to the **View** menu and select the **Bookmarks** or press **Alt + F2**
16. Click **File** and then **New** or use keyboard shortcut of **Ctrl N**
17. In the **New DCR File window** type the name you want to give the recording, then click **Save** (remember the name)
18. You are now ready to begin recording, the system will **NOT** be recording yet
19. To start recording press the **Red circle** under the word **Record**
20. You will see the **Action of Recording** with a blinking red circle
21. Listen with the headset and make sure you can hear and that you have good coverage

### Now recording begins

#### Shortcut Hints:

**Bookmark = F2**    **Record = Ctrl + R**    **Pause = Ctrl + U**    **Stop = Ctrl + T**    **Bookmarks window = Alt + F2**

#### To stop recording

1. Press the **Stop** button this is the one with the black square
2. Close the Recorder window by going to **File** and then clicking **Exit** or by press **Alt + F4**

#### To Remove the Flash drive

1. Move your mouse cursor to the bottom right corner near the clock and look for the icon that has the green arrow
2. Click one time on top of the icon and click **Safely Remove USB Mass Storage**
3. Remove Flash drive

#### Pack up

1. Turn off the **Sound Mixer** and disconnect the USB
2. Shut down the laptop
3. Put all the parts and pieces back in the case
4. Reference the **Checklist** to make sure all the equipment is back in the case