

Court Room Recorder

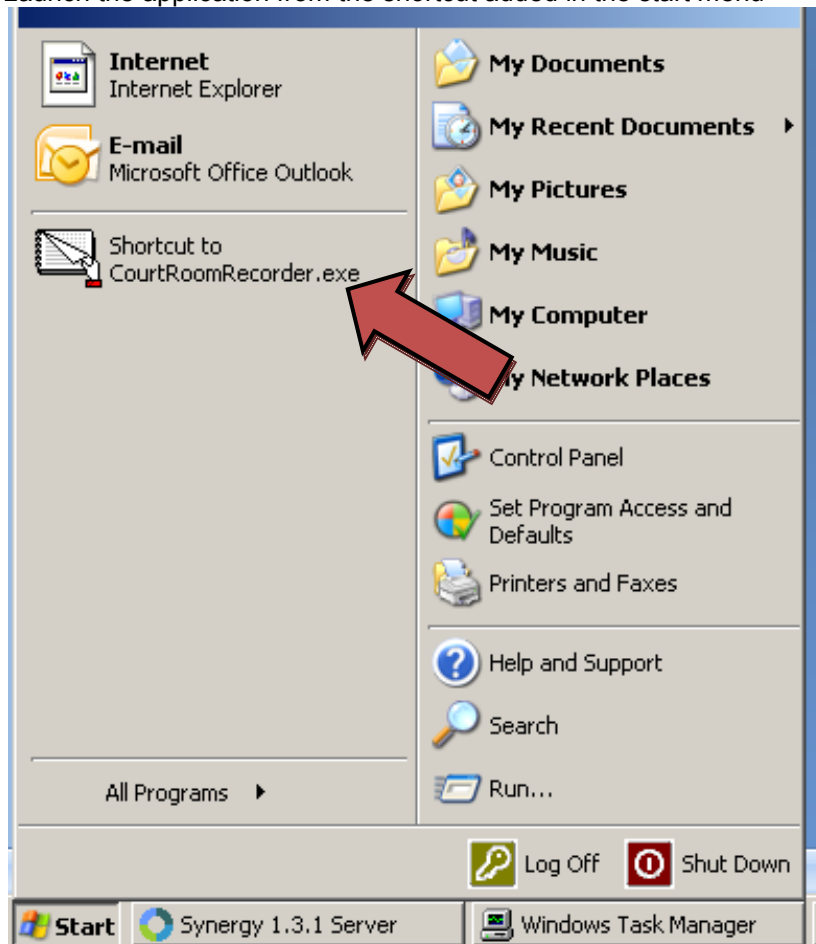
Manual

1/11/09

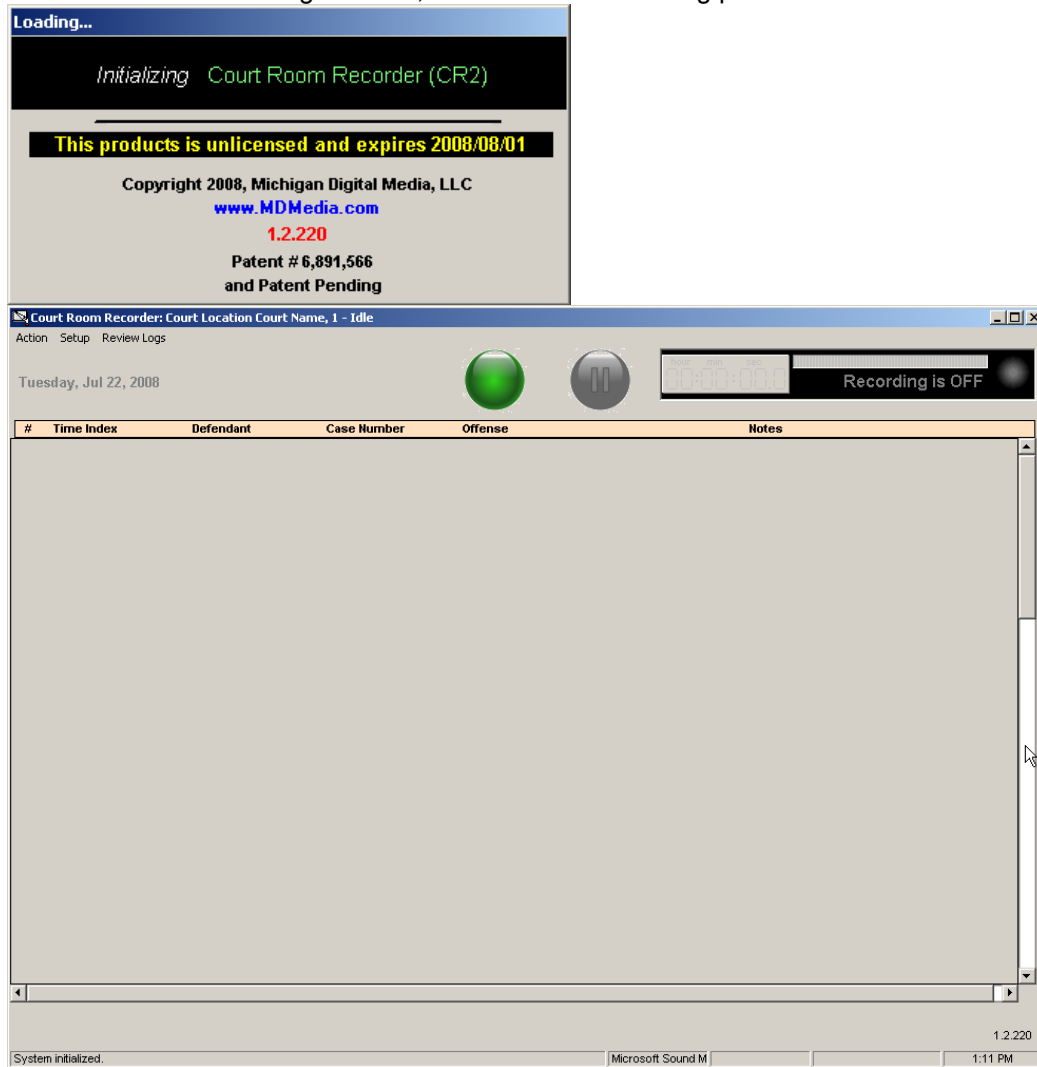
Court Room Recorder is an audio recording software package designed to manage all aspects of court room events. CR2 records audio and creates a log of all events, synced by time. Software includes, transcriptionist support, including usb footpedal.

1. Start the Application

- 1) Launch the application from the shortcut added in the start menu

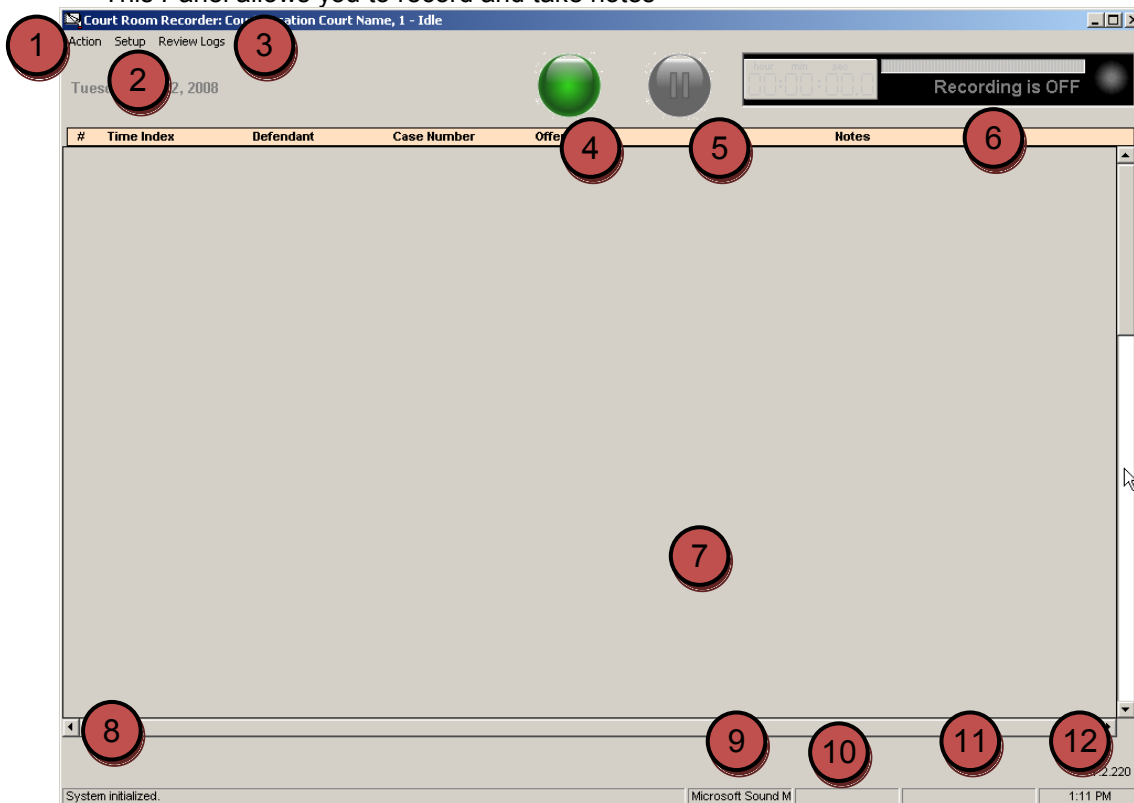


- 2) You will see the Initializing Window, then the main recording panel



2. Main Panel

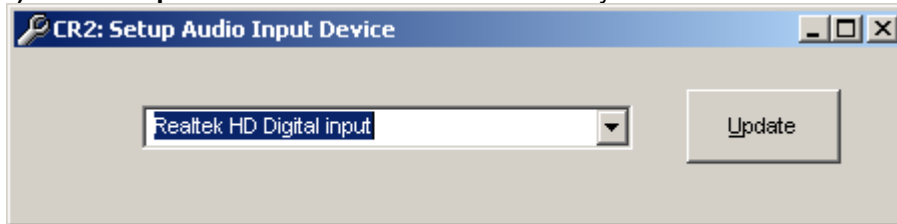
- This Panel allows you to record and take notes



- 1) **Action**- Start Recording and Burn files
 - a)Recording - Recording can be started/stopped from here, or the Record button(Arrow 4.)
 - b)Burn to Cd/DVD – Burn Files to cd and dvd
- 2) **Setup**- Setup all things related to cases or audio inputs
 - a)Manage Cases – Case data can be added future cases
 - b)Audio Input Device – Use this to select a specific recording device or card
 - c)Suppress acknowledgements- All acknowledgement messages are hidden
 - d)Select Magistrate/Clerk Names - Panel to select the Magistrate and clerk during the recording
- 3) **Review Logs**- Recorded events with notes are retrieved here, only when recording is off
- 4) **Record Button**- Recording can be started/stopped from here, will change to red when actively recording
- 5) **Pause Button**- Pauses Recording
- 6) **Record Indicator**- Displays running time and also audio level meter
- 7) **Notes**- Notes are entered only while audio is recorded, to enter information prior to recording use *Manage Cases*
 - Fields here can be freeformed or added prior, they can be tabbed through as well
 - Text will auto wrap and cells will auto size
- 8) **System Messages**- Displays information regarding the current session
- 9) **Record Device**- Displays current recording device or card
- 10) **Line Input**- Displays the current line input
- 11) **AutoSave Status**-Displays time till the next AutoSave
- 12) **Time**- Displays the current Time

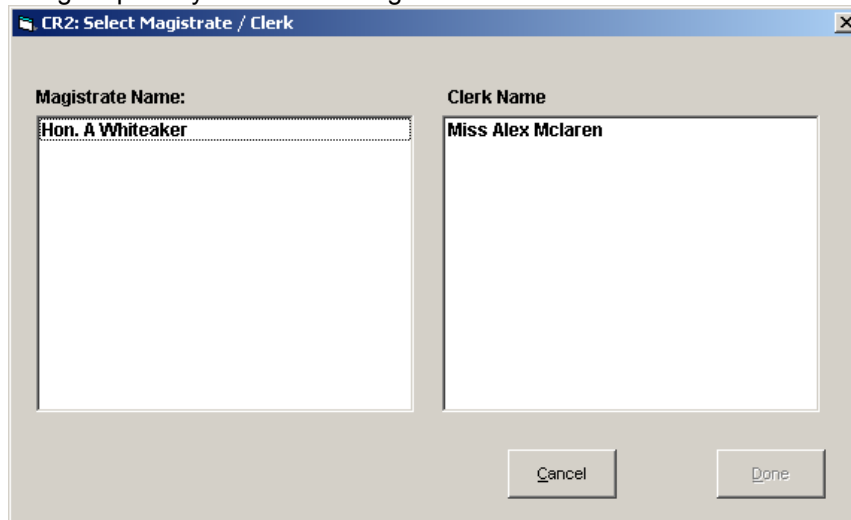
3. Setup

- 1) **Audio Input Device** - Select the audio device you would like to record and hit update



Note: After selecting a new device, you must **restart** the application for it to take effect

- 2) **Suppress Acknowledgments** - Enables/Disables Acknowledgements
- 3) **Select Magistrate/Clerk** - Select/Change the Magistrate and Clerk for the recording, this panel is also brought up every time a recording is started.



- 4) **Manage Cases** – Case info is added here ahead of time(scheduled)

CR2: Manage Case Information

Case Schedule | Offenses | Personnel

Court Date
7/22/2008 Reschedule

Case Number(s)
Add New

Defendant(s)
Update

Offense(s)
Remove

Animal Abuse
 Arson
 Assault
 Assault and Battery
 Assault on Police Officer
 Assault with Dangerous Weapon
 Assault with Intent Murder
 Assault with Intent Robbery Armed
 Assault with Intent Robbery Unarmed
 Breaking and Entering
 Carjacking

Clear List

Scheduled Cases

Court Room: 1
Clerk Name:
Judge Name:

Close

1. Case Schedule
2. Offenses
3. Personnel

1. Personnel

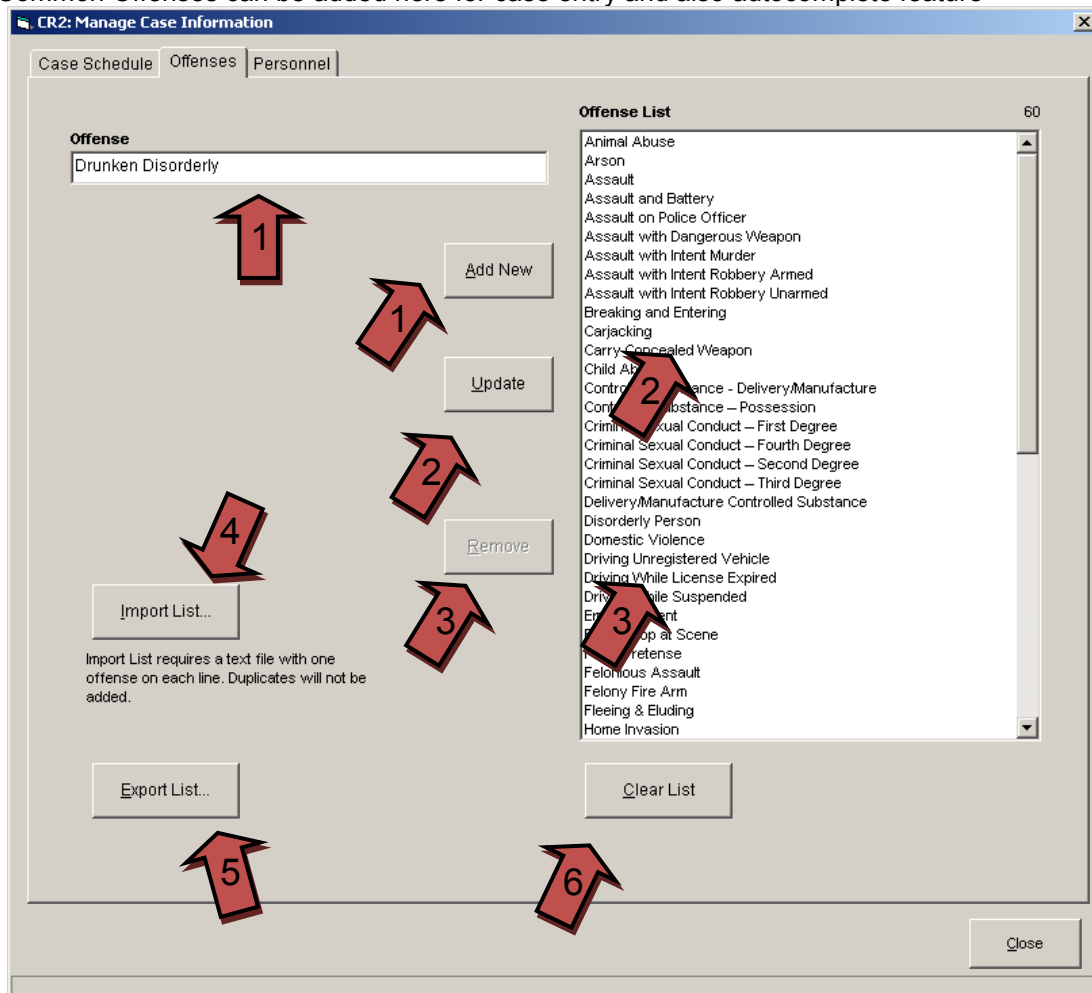
You can add clerks, and judges here, which are printed on the logs and stored in the database

The screenshot shows a software window titled "CR2: Manage Case Information" with a "Personnel" tab selected. It features two main sections: "Clerk Name" and "Judge Name". Each section has a text input field at the top and a list area below. In the "Clerk Name" list, "Miss Alex McLaren" is listed. In the "Judge Name" list, "Hon. A Whiteaker" is listed. Red arrows with numbers 1 and 2 indicate the steps for adding and deleting personnel. Below each list are "Add" and "Delete" buttons. A "Close" button is located at the bottom right of the window.

- 1) To add type name in either, top box and select add.
- 2) To delete Select name from list and select delete.

2. Offenses

Common Offenses can be added here for case entry and also autocomplete feature



- 1) To add an offense type offense and select Add New
- 2) To change an offense select it in the list, change it and select update
- 3) To remove an offense select it and select remove
- 4) Import a list of offenses from a text file(1 offense per line)
- 5) Export List of offenses to a text file
- 6) Clear Offense List

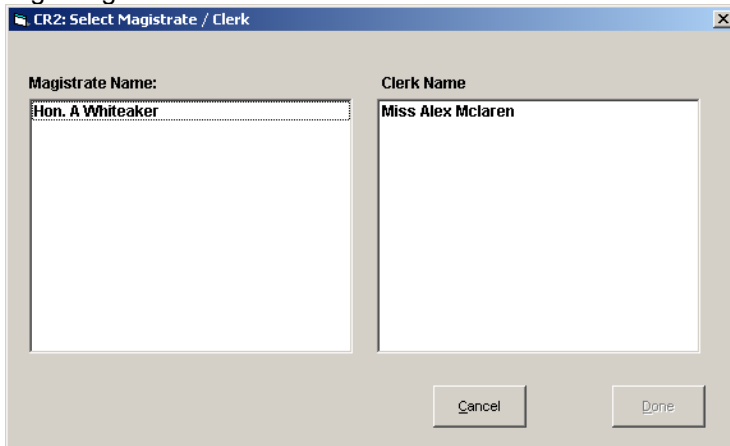
3. Case Schedule

Cases can be created here and scheduled for later times and dates

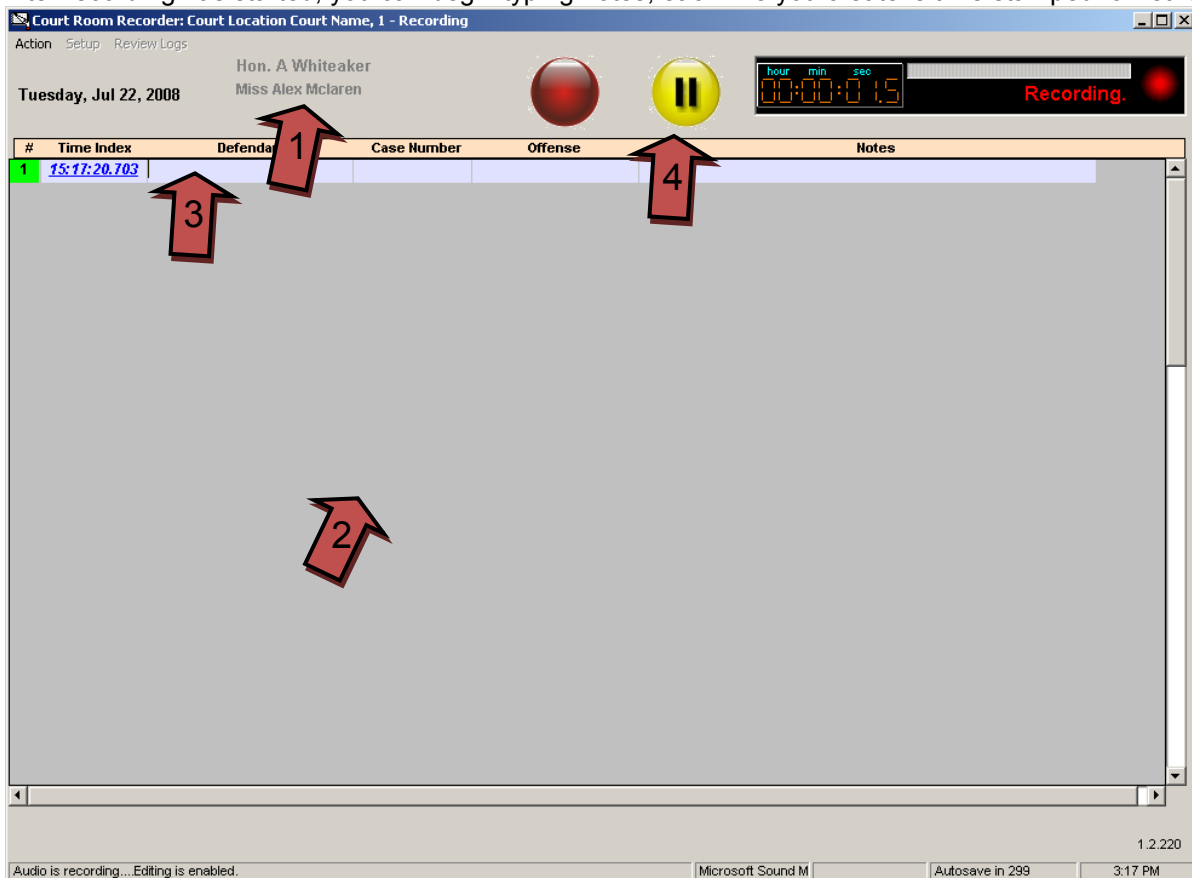
- 1) To add a case, select a *court date* fill in all necessary information, you can either select offense from the list or type it in manually if it is not in the list above list. Court Room number, Clerk name, and Judge Name cannot be blank. Select Add New
- 2) To edit a case select it in the list and edit any information needed then select Update
- 3) To remove a case select it and select remove
- 4) Clear Scheduled Case List
- 5) Clerk name and Judge name fields contain added personnel from the personnel tab
- 6) To update an existing scheduled case, select the court date, then the scheduled case(2), make any changes, then select update(6)
- 7) To reschedule a case or schedule a new hearing date, select the case and select reschedule(7).

4. Recording

Exit Manage Cases and Begin Recording, you will have to select the Magistrate and Clerk name when beginning



After recording has started, you can begin typing notes, each line you create is time stamped for retrieval.

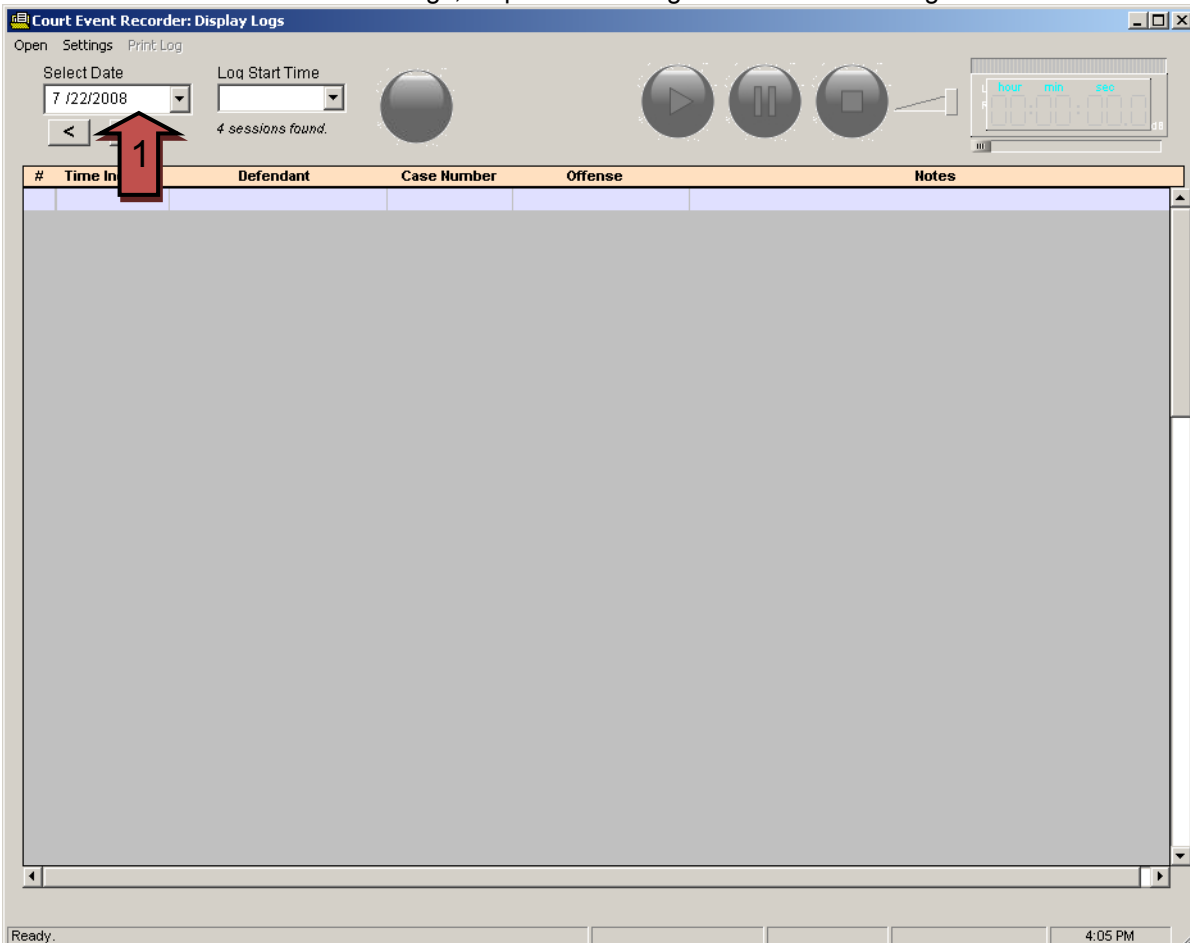


- 1) The Magistrate and clerk selected
- 2) Click gray area to generate a line and time stamp it. To create a new line click in the gray area, or press the tab key in the notes field
- 3) To jump from column to column, you can either, use the tab key or the arrows keys. The cells will automatically wrap when the width reaches its limit. You may also create a wrap by using the enter key.

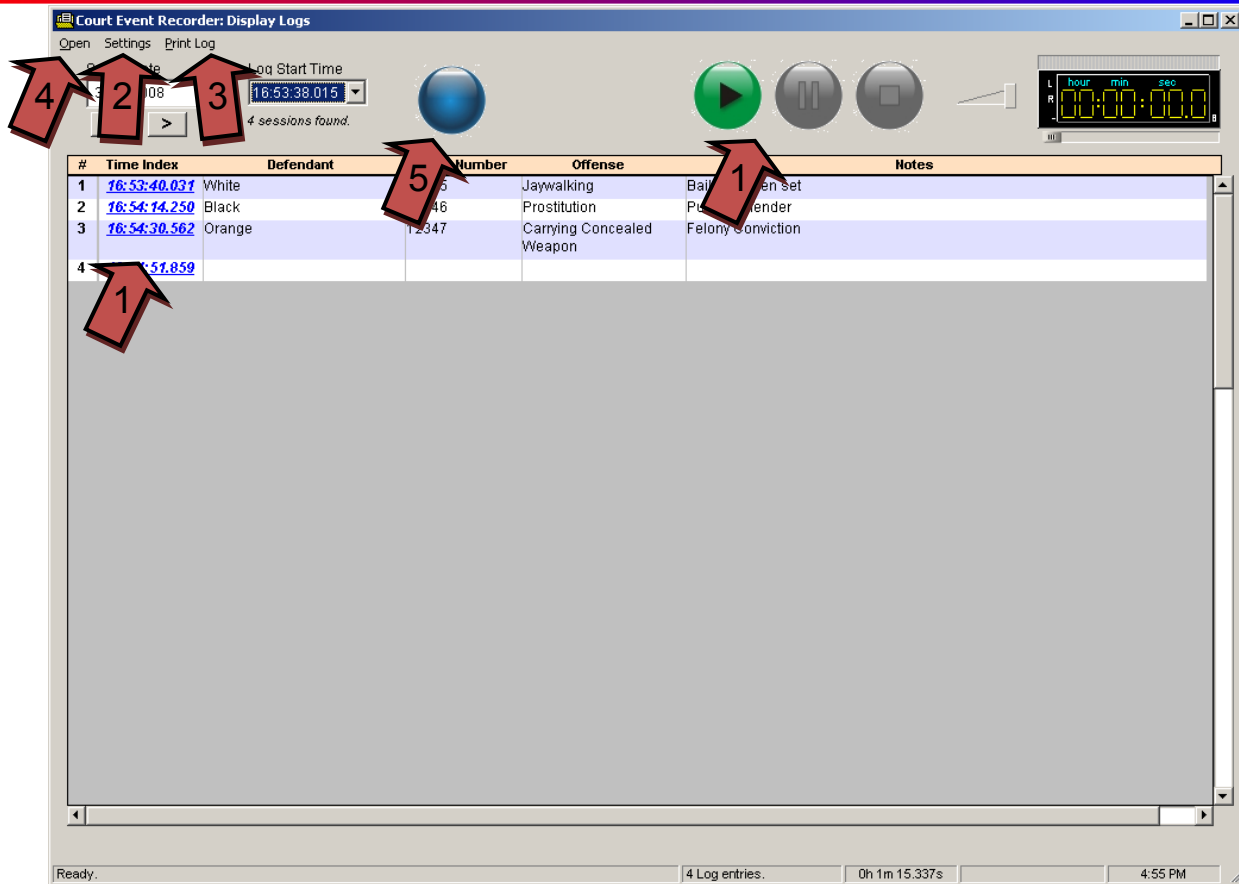
- Autocomplete will also suggest offenses that match the first character. Double clicking field will give you a complete list of offenses in the database. Hitting enter will allow you to add another offense to the field
 - To recall a case, double click in either Defendant or Case Number field, to receive a drop down of pre-added cases.
- 4) To pause recording select the pause button

5. Review

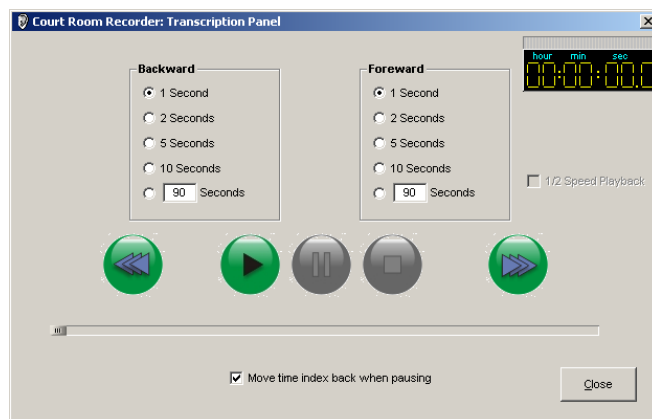
To review notes and review recordings, stop the recording and click Review Logs



- 1) Select the Date and the Log start time to retrieve your log, the number of logs, for the selected date are displayed below. The Log is retrieved the same as it was typed



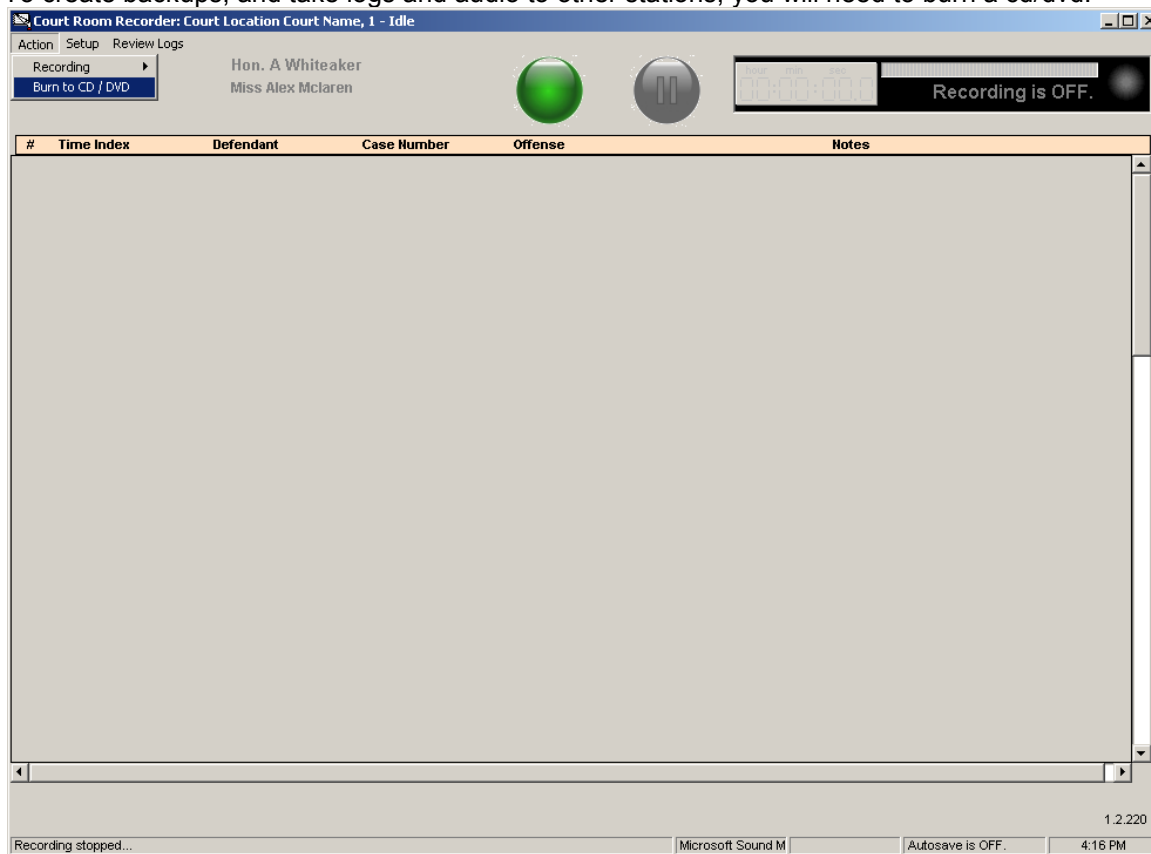
- 1) You can select the *time stamp* to jump to specific points in the audio. Hit the *play button* to begin playing at the specific point you selected in the log
- 2) You can edit any entries in the log by selecting *settings, edit mode, on*.
- 3) You can print the log by selecting *print log*
- 4) You can open saved databases(burned off cds) and, after, open the default database
- 5) Transcription Panel
 - o Allows transcription, via footpedal



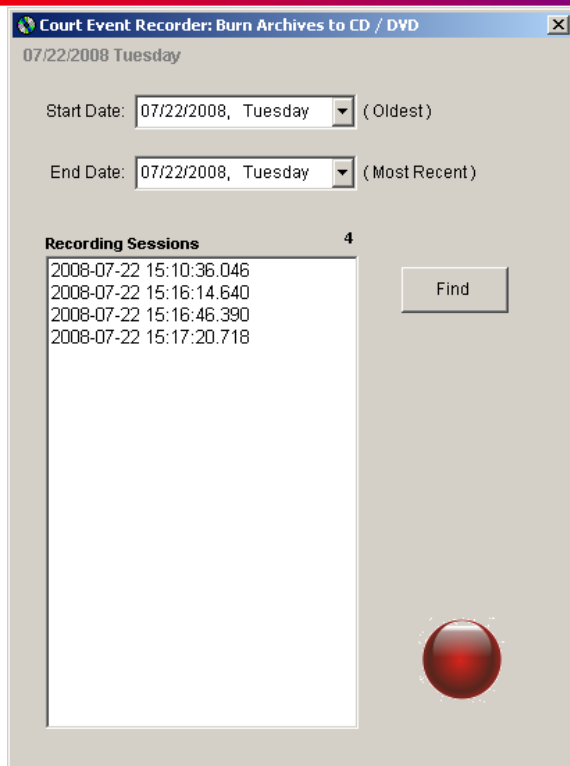
Backward, Forward, Play, and Pause buttons, are all controlled by the foot pedal. Select the speed at which you would like to go backwards or forwards, by selecting the time.

6. Cd/Dvd Burning

To create backups, and take logs and audio to other stations, you will need to burn a cd/dvd.



Select Burn to CD / DVD



- 1) Insert a CD / DVD
- 2) Select the Start Date and End Date
- 3) Click the red button
- 4) Audio Files and Database are written to the media chosen in step 1

7. Appendix

CR2 INI Description

ArrayMaxSize	100 is default, Do Not Change
AudioSource1	Input Source, set by audio input device panel
AutoSaveIntervalMinutes	Log autosave interval time
AdminPW	When set the audio input device panel requires a password
Database_Path	Path to database
DebugLevel	Do Not Change
EnableErrorLogging	Logs errors in a text file
LowAudioWarning	Displays warning if audio level is below set level
MinAudioLevel	Minimum audio level for alert, LowAudioLevel must be true
PlaybackMode	Forces the application to only open the playback panel
ShowVerticalLines	Displays vertical lines
SuppressAcknowledgements	Sets whether acknowledgements are displayed
Title	Sets the title at the top of the application
[Court Info]	If nothing is entered into the database info from this section is used to identify the court
Room Number	Court Room Number
Name	Name of Court Room
Location	Location of Court
State	State Court resides in
Affiliation	
Judge	Name of Judge
Clerk	Name of Clerk
[Recording Setup]	Recording Options
Rec_Base_Path	Audio Recordings are based here and created via the room and name
[Video Setup]	Video Setup section
AllowVideo	Turns on video option to view cameras
EnableRecording	Enables recording of video
RecordBasePath	Archive Recordings are based here and created via the room and name
[Foot Pedal]	Foot Pedal settings, for the transcriptionist pedal
Interface	USB or Com
CommParameters	Sets the Serial Communication Settings
CommPort	Com Port #
[Room 1]	Video recording section for the first room
CameraCount	Sets the camera count for the first room. 1-4
Room Name	Sets the room name, for recording video
Caption1	Video caption, setting is repeated per camera
URL1	URL to stream video setting is repeated per camera
DevicePort1	Port number, setting is repeated per camera