Recording a Hearing

Start Recording

1. Double-click the **DAR Recorder** icon on the Desktop.

Based upon the Windows Login, the DAR recorder will automatically open the docket or OA schedule for that user on that day.

2. Select the desired hearing to be recorded by clicking once on the A-number.

3. Click **Start Recording**.

Several new windows will open in the Recorder software. Ensure the system is recording by locating the rotating red recording icon and the green R displayed in the notification area (Figure 1).
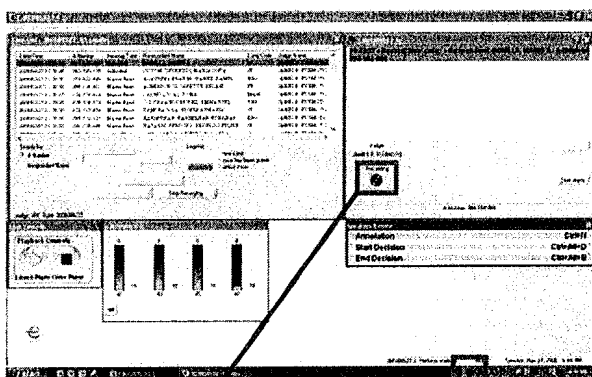

Figure 1

Stop Recording

1. Click **Stop Recording**.

DAR is still recording until either the **Adjourn Hearing** or the **Go Off Record** button is clicked.

2. Click either **Adjourn Hearing** to adjourn the current hearing or **Go Off Record** to temporarily pause recording.

Creating Annotations, Time Stamps and Marking Decisions

Create Annotation

1. Click **Annotation** in the Events window.

2. Enter desired text in the annotation field.

3. Click **Annotate**.

Create Time stamp
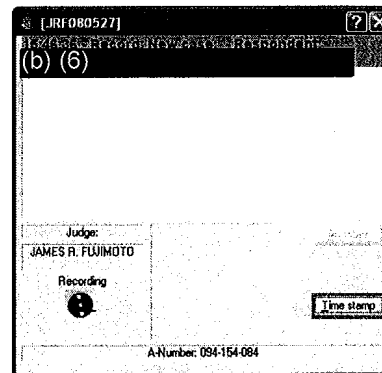
1. Click **Time stamp** (Figure 2).

Figure 2

Mark Start/End of Decision

1. Click **Start Decision** (Figure 3).

Figure 3

2. If desired, additional text may be entered in the annotation field.

3. Click **Annotate**.

4. When the decision is complete, click **End Decision**.

5. If desired, additional text may be entered in the annotation field.

6. Click **Annotate**.

Playback While Recording
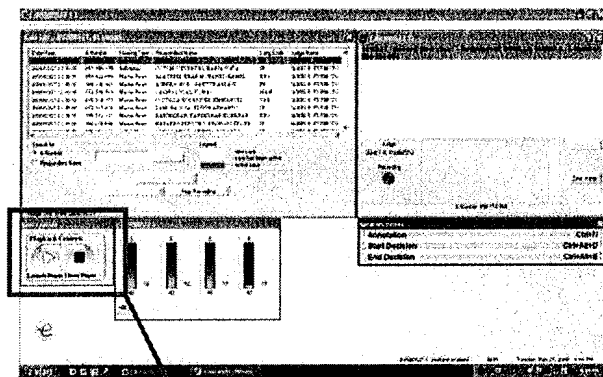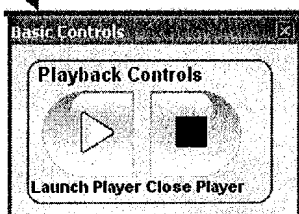
1. Click **Launch Player** (Figure 4).

Figure 4

2. Use the playback controls to play and navigate through the recorded audio (Figure 5).
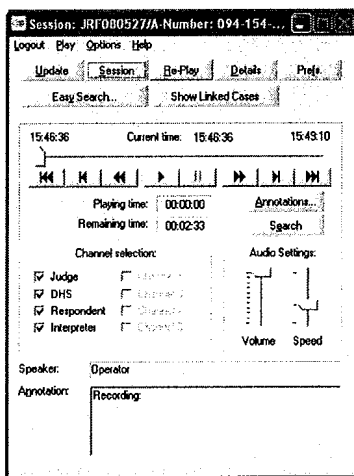

Figure 5

For further instructions on audio playback, please refer to the **DAR – Listening to a Digital Audio Recording** quick reference guide.

3. Click **Close Player** when playback is complete (Figure 4).

Refreshing Case List

1. Click **Refresh Case List**.

2. Verify the current date is selected in the **Date** field (Figure 6).

3. Click **Refresh**.

4. Click **Yes** in the pop-up dialog box.

The **Case List** window will refresh with the updated case records. If any hearings have already been recorded, they will not be highlighted in blue.
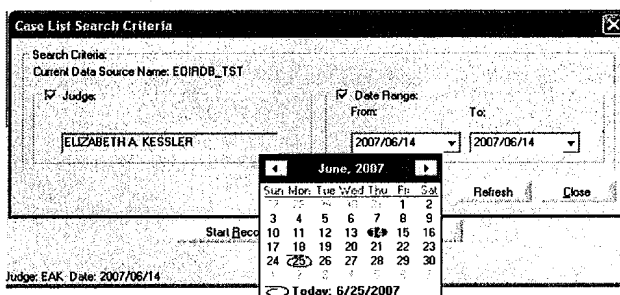

Figure 6

Recording a Draft Decision

1. Record Draft Decision

   a. Prior to recording the Legal Assistant must schedule an Adminstrative hearing for the day the decision will be recorded.

   b. Open the DAR Recorder and record decision to the Administrative hearing scheduled.

2. Record and Play Draft Decision

   a. Press Record Playback Off on the Crestron touchpad. (The button will change to display Record Playback On.)

   b. Open CASE and play draft decision from the Schedule tab. (The steps are listed in the Listening to a Digital Audio Recording quick reference guide.)

Using the Portable Transmitters and Receivers

Note: For optimal performance, the portable transmitter and portable receiver should not be more that 40 feet away from each other when in use.

Important: The portable transmitters and receivers are equipped with rechargeable batteries. (Refer to the SUM/T for alkaline battery use. For any issues regarding charging and/or batteries of the unit, please contact the EOIR Helpdesk at 703-305-7347.)

1. Power on **Portable Transmitter:** Push and hold the **Power** button for three (3) seconds.

2. Power on **Portable Receiver**: Turn the **Volume** wheel to the left and adjust the volume accordingly.

Important: Please verify the batteries are charged before use by checking the battery-life indicators on the portable transmitter and receiver (located on the right side of the channel indicator).

Before using of the portable transmitter, please verify that the mute button is set to the "off" position.

The portable transmitter must be set to the same channel as all corresponding receivers in order for it to function properly.

If the transmitter is not turned to mute during consecutive interpretation, the consecutive interpretation will be recorded on Channel 3 and 4.

During consecutive interpretation, instruct the respondent to turn off the wireless receiver. Remember to have the respondent turn the receiver back on for SI.

Note: When providing Simultaneous Interpretation, mute or turn away from the Interpreter microphone.

When using the simultaneous interpretation equipment, users can speak at a below average volume. However, if speaking too softly the equipment may not record the interpretation.

Headphones and Microphones

The transmitter has a microphone attachment. The receiver has a headphone attachment.

Important: When using the transmitter, ensure that the microphone is positioned as close as possible to the interpreter's mouth and that the microphone is facing the mouth.

Note: When detaching the headphones/microphones from the receiver/transmitter please do not pull the cable. Pull the jack at the end of the cable.

Charging and Storage of Transmitters and Receivers

The portable transmitters and receivers are equipped with rechargeable batteries.

Important: Do not dispose of the rechargeable batteries. Do not attempt to recharge non-rechargeable batteries.
Charge SI equipment every day.

For additional support, contact the EOIR Helpdesk at 703-305-7347.

1. Detach all headphones/microphones from portable transmitters and receivers.

2. Ensure that transmitters are NOT muted.

3. Place portable receivers and transmitters into their designated slots in the Charging/Carrying Case.

When properly charging the portable units, a red LED located on top of the individual units will flash. Charging is complete and the units are ready for use once the red LED on a respective unit stops flashing.
Note: The Charging/Carrying Case has to remain open and the units powered off for the duration of the charging. A closed case may cause the units to overheat.

Unless absolutely necessary, all SI equipment settings should not be changed from their default settings.

Using the DAR Player

The DAR Player is used to listen to digital audio through CASE or an Advanced CD. The DAR Player is included on Advanced CDs.
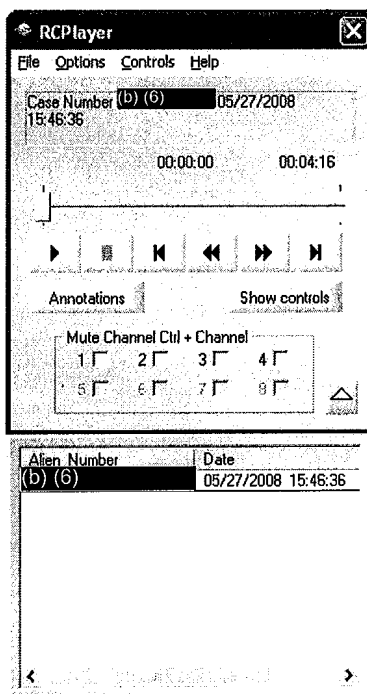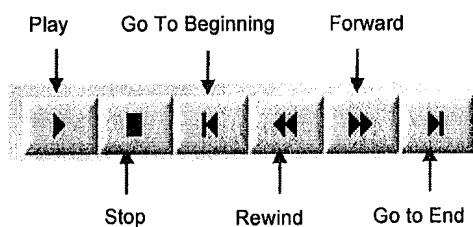

Figure 1

Playback Controls

Figure 2

- **Play** –Will begin audio playback.
- **Stop** – Stops the playback in the current position.
- **Go To Beginning** – Returns playback to the beginning of the selected hearing.
- **Rewind** – Rewinds the current hearing by a predetermined number of seconds.
- **Forward** – Fast forwards the current hearing by a predetermined number of seconds.
- **Go To End** – Advances to the end of the current hearing.

DAR Player Position Slider

The DAR Player position slider displays the current position of the audio recording and can be used to navigate through the recording.

To move through the audio playback, left-click, and hold and drag the gray bar to the desired position as seen in Figure 3.
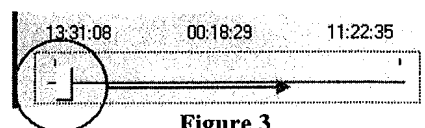

Figure 3

Changing Forward/Reverse Step Size

1. Click **Options** on the menu bar.
2. Click **Forward/Rewind Step Size (sec)**.
3. Click the number you wish to change to.

Using Annotations in Playback

The DAR Player allows access to any annotations that were made during recording. To display the annotations window and select desired annotations, follow these steps:

1. Click the **Annotations** button.
2. Click the **Show/Hide annotations picker** button (Figure 4).

Figure4

3. Double-click the desired annotation to advance to that point in the hearing.

Muting Channels

The Mute check boxes will mute the audio for specific channels (Figure 5). Channel 1 is the IJ or OA Coordinator, Channel 2 is DHS or witness, Channel 3 is Respondent, Respondent Counsel, VTC and Consecutive Interpretation, Channel 4 is Telephone and Simultaneous Interpretation.
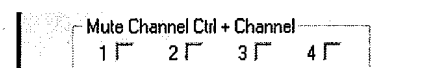

Figure 5

Selecting a Recording in CASE

Playback of audio can be accomplished through CASE by opening the desired record, navigating to the schedule tab and selecting the desired hearing(s). Follow the steps outlined below.

1. Log into **CASE**.

2. Access desired record.

Note: All A-Numbers need to contain 9-digits. Enter 9-digit A-Numbers as **123-456-789 or 123456789**. Entering a dash between numbers is optional. When working with A-Numbers that contain only 8-digits, add a 0 (zero) to the beginning of the number string. For example: **12-345-678** will now become **012-345-678**. If an A-Number is entered incorrectly, an error message will appear (Figure 6).
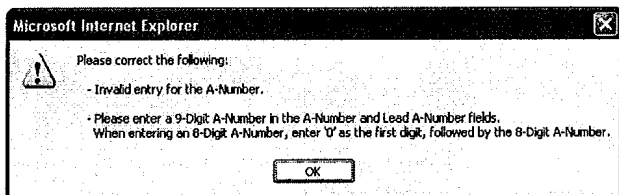

Figure 6

3. Navigate to the **Schedule** tab.

4. Click the check boxes for the desired recorded hearings in the **Audio Recording** column (Figure 6).

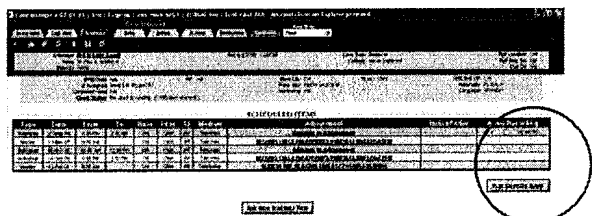5. Click the **Play Selected Audio** button to open the DAR Player program (Figure 6).

Figure 6

6. Follow steps in the Using the DAR Player section of this guide.

Listening to an Advanced CD

Advanced CDs can only be played on computers via the included Player. The Advanced CD contains all four recorded channels and any annotations made during the recording. Channels may be played independently of each other and annotations can be used to navigate the audio file.

This type of disc is typically provided to transcribers. It includes channel separation, annotations, and the software necessary to play the audio.

Listening to Basic CD

A Basic CD is similar to a music CD. It can be played in most CD players, such as a car stereo, a portable CD player, or any other common CD player. The CD may contain up to 70 minutes of audio. This type of disc does not contain multiple track controls or annotations.

This type of disc is provided to respondents, respondents' attorneys and others who request a copy of a hearing.

Note: The audio playback volume can be adjusted either by double-clicking on the speaker icon in the navigation bar of Windows and adjusting the volume meter or depending upon the speaker model, via the volume knob on the speakers.

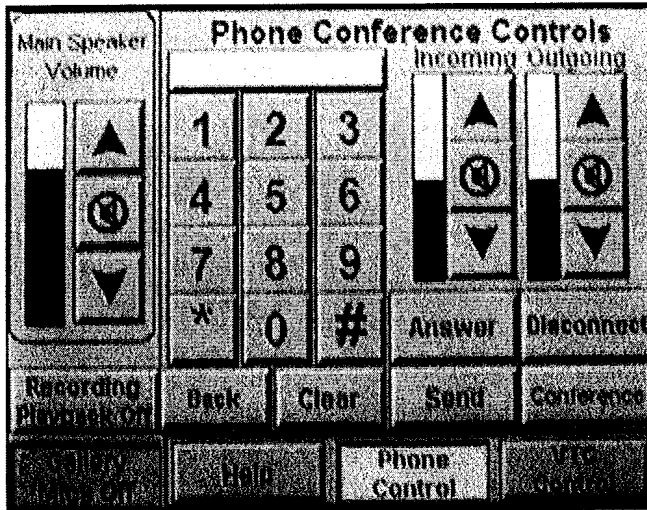| Crestron Video-Teleconferencing Touchpad Controller |
| --- |

Figure 1

To Activate the Touchpad

1. If the screen on the touchpad is blank, use your finger to touch anywhere on the screen to activate the screen. **Note:** Activating the touchpad will not press any buttons.

To Change the Main Speaker Volume

1. In the **Main Speaker Volume** section, press the **Up** or **Down** arrow buttons until the desired volume is reached.

To Mute / Un-Mute the Main Speakers

1. Press **Mute** icon.

To Turn On / Off Gallery Microphones

1. Press **Gallery Mics Off**.

Phone Controls
All hearing room phone controls are located on the touchpad screen.

To Control the Phone

1. Press **Phone Control**.

To Place a Call

1. Dial the phone number using the numeric keypad. **Note:** Dial 9 first.

2. Press the **Send** button to place the call.

3. While dialing, if an incorrect number has been dialed, press the **Clear** button to delete the entire number, or press the **Back** button to delete one digit at a time.

To Receive a Call

1. Press **Answer**.

To End a Call

1. Press **Disconnect**.

To Place a Conference Call

1. Dial the first number and press **Send**.

2. When the first call has been connected and a conversation has been established, press the **Conference** button.

3. When the dial tone is heard, dial the second number and press **Send**.

4. At any time after the second number has been dialed, press the **Conference** button again to join both calls.

To Control the Incoming Volume

1. To change the incoming phone volume, press the **Up** or **Down** volume arrow buttons until the desired volume is obtained.

To Control the Outgoing Volume

1. To change the outgoing phone volume, press the **Up** or **Down** volume arrow buttons until the desired volume is obtained.

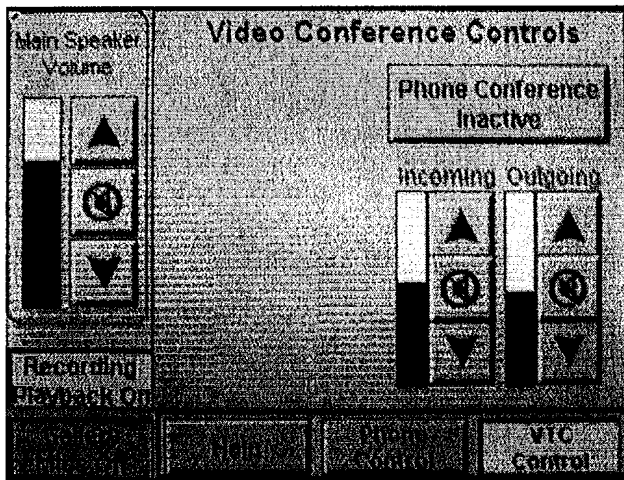| VTC Audio Controls |
|---|
| The Crestron touchpad only controls the incoming and outgoing volume of the VTC. All other VTC functions are controlled by the VTC unit. |

Figure 2

To Control the VTC

1. Press **VTC Control** (Figure 2).

To Control the Incoming Volume

1. To change the incoming VTC volume, press the **Up** or **Down** volume arrow buttons until the desired volume is obtained (Figure 2).

To Control the Outgoing Volume

1. To change the outgoing VTC volume, press the **Up** or **Down** volume arrow buttons until the desired volume is obtained (Figure 2).