



# State of Tennessee Courts

## Digital Court Recorder Training (DCR)



## How to Set Up Security to Seal Recordings

Administrative Office of the Courts  
Technology Division  
615.741.2687  
1.800.448.7980



# State of Tennessee Courts

## Table of Contents

Security and Sealing Recordings .....	3
Digital Player for Transcription .....	15
Using the Seal Bookmarks During Court.....	26
Seal Part of Recording .....	40
How to Seal a Recording or Part of Recording Once Court is Over .....	44



# State of Tennessee Courts

## Security and Sealing Recordings

- At times you will be required to seal a recording or a section of the recording file. Once this recording file or section is sealed, it will require a password to open the recording file or the section.



# State of Tennessee Courts



– Before you can begin sealing court hearings, passwords must be set up in the Security menu option in both the Digital Court Recorder (DCR) in the courtroom and the Digital Court Player.

– This process will enable the sealed bookmarks to display on the Bookmark window toolbar. You will use the Begin and End Seal bookmarks to seal (encrypt) a recording file or portion of the file.

– The system will prompt the user for the password in order to play the sealed recording or portion of the recording.



# State of Tennessee Courts



- If security and passwords are not set when the recording takes place, you will not be able to seal that recording or section, even if you set it up once court is over.
- You should never change the password because previous recordings will not be playable under the new password.



# State of Tennessee Courts



- Therefore, you will be required to document the passwords used in each county courtroom. You will need to give a copy of these passwords to the judge's assistant, clerk/deputy clerk, and the AOC - Connie Turner, Coordinator of Court Reporting Services (Connie.D.Turner@tncourts.gov).



# State of Tennessee Courts

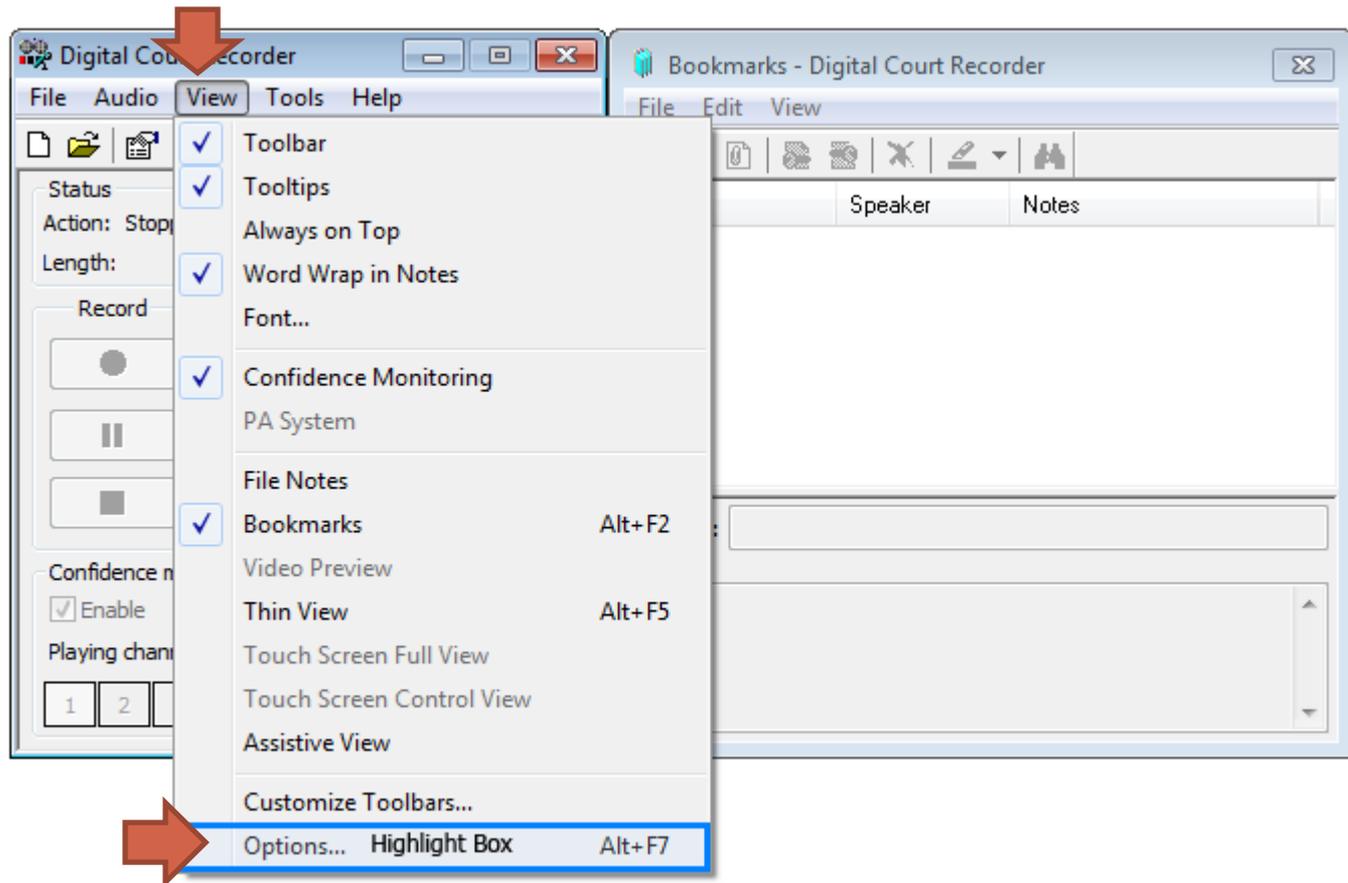
- Turn on the computer in the courtroom if it is not already on.
- Double-click on the DCR icon  to open the Digital Court Recorder.





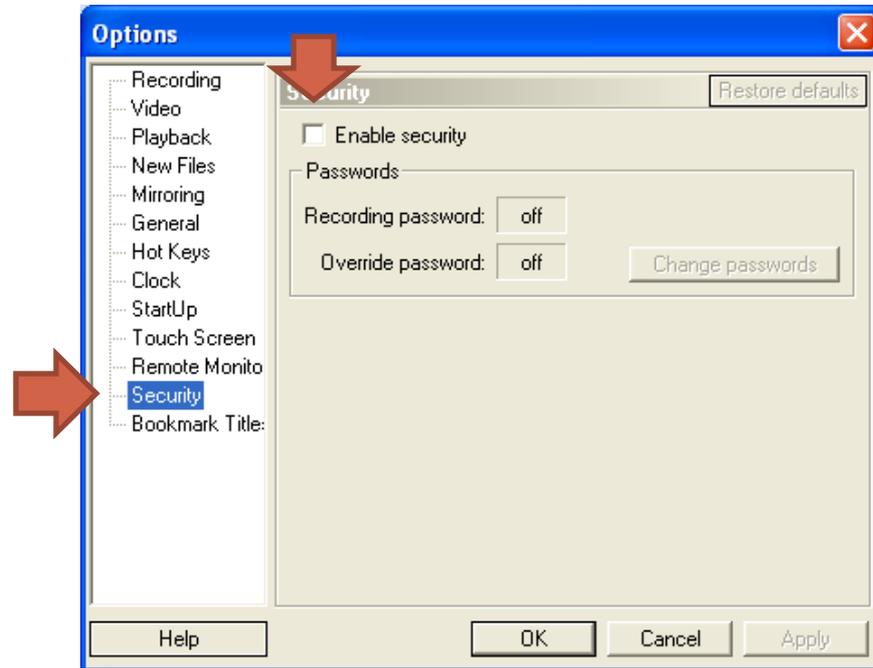
# State of Tennessee Courts

- Select **View** from the menu bar, then **Options** from the list.





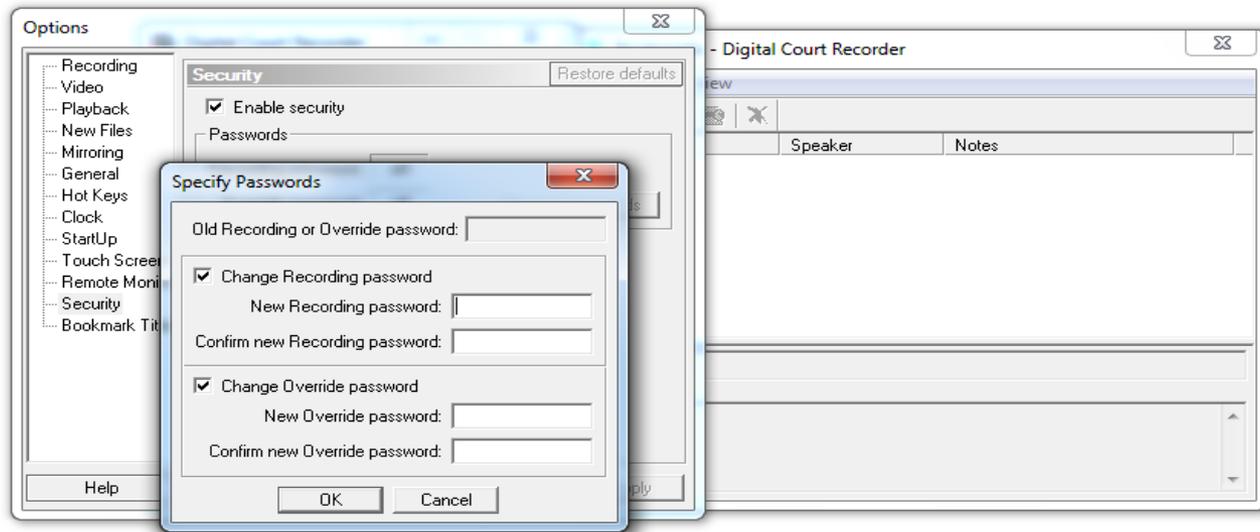
# State of Tennessee Courts



- The Options window opens. Select the **Security** menu option.
- Click on the '**Enable security**' check box to insert a check mark.



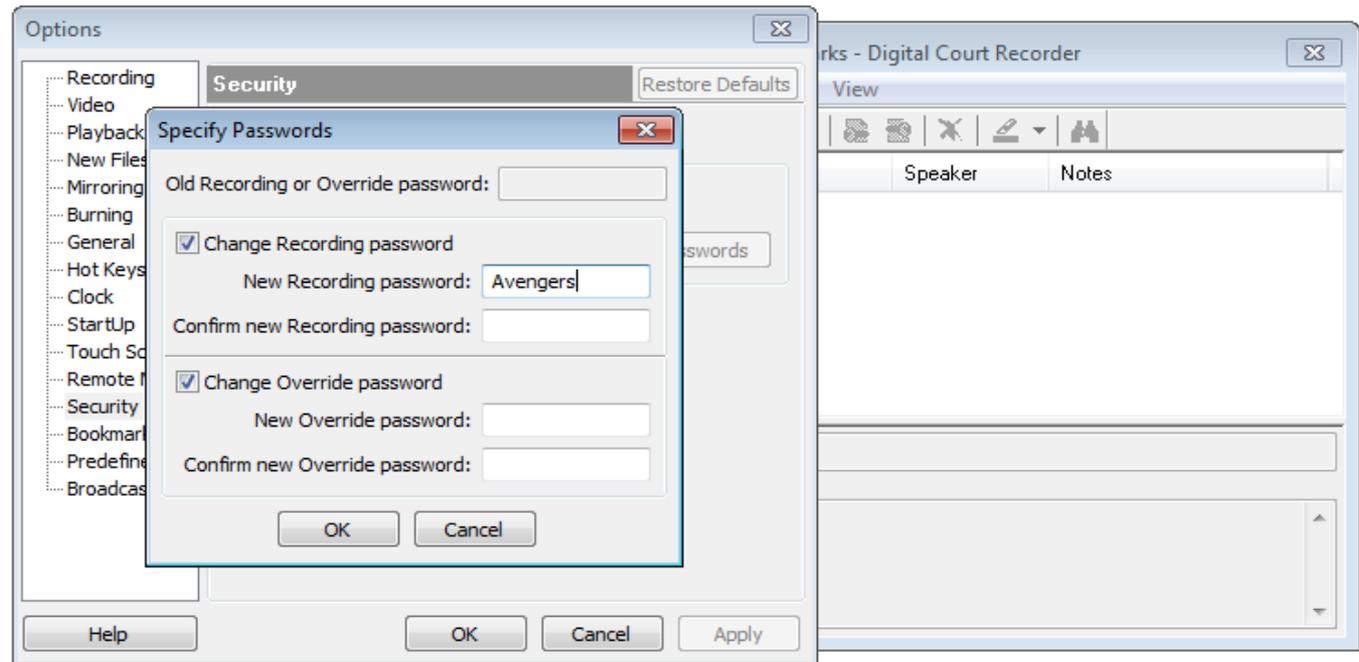
# State of Tennessee Courts



- The Specify Passwords window opens.
  - ✓ Here, you will create your passwords for sealing recordings.
  - ✓ Passwords must have a minimum of six characters and are case sensitive.



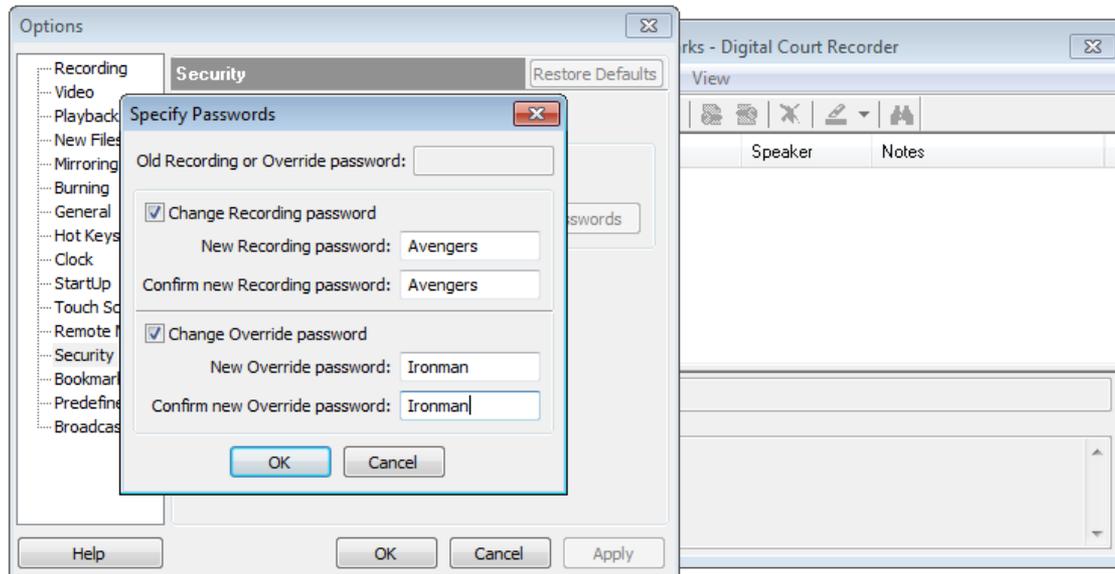
# State of Tennessee Courts



- Enter your password in the ***New Recording password*** field and press the [tab] key to move to the next field.
- Re-enter your password to confirm and press the tab key.



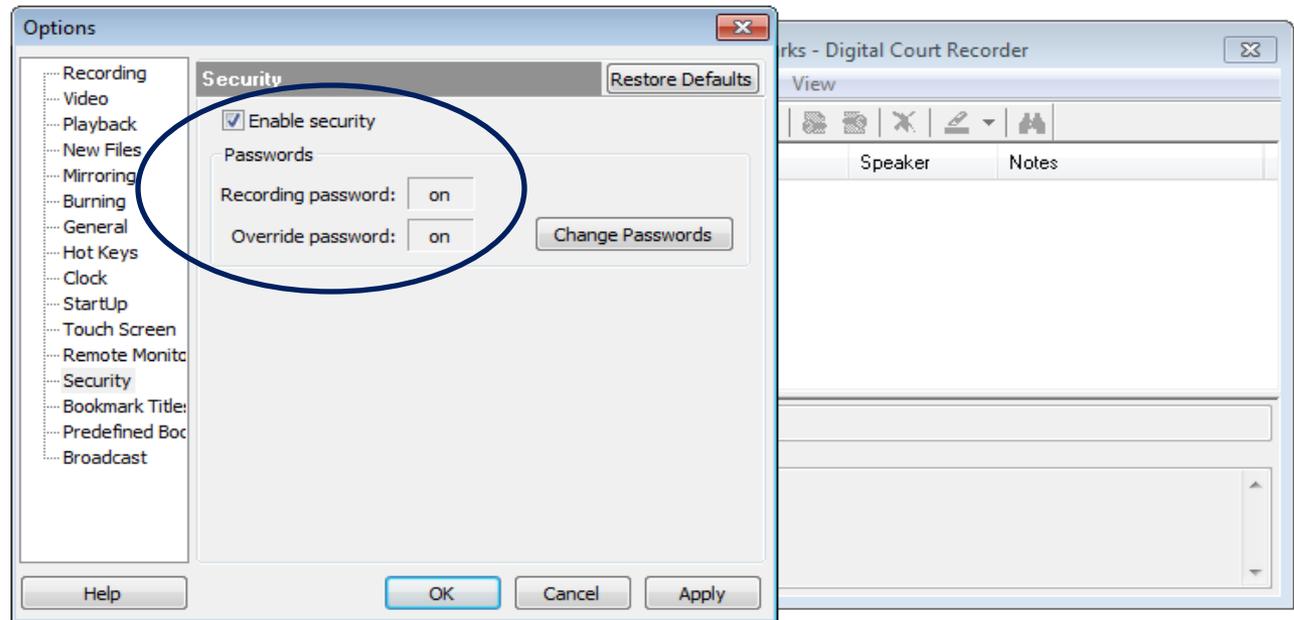
# State of Tennessee Courts



- Create a different password in the ***New Override password*** field and press the [tab] key.
- Re-enter the password to confirm the new override password. Press the [tab] key.
- Click on the [OK] button to accept your passwords.



# State of Tennessee Courts



- Verify that passwords are turned on and that the 'Enable security box is checked'.
- Select the [OK] or [Apply] button to accept your changes.



# State of Tennessee Courts



- Make sure to document your security passwords and provide a copy to the judge's assistant, Clerk/Deputy Clerk, AOC, and yourself.



# State of Tennessee Courts

## Digital Court Player for Transcription

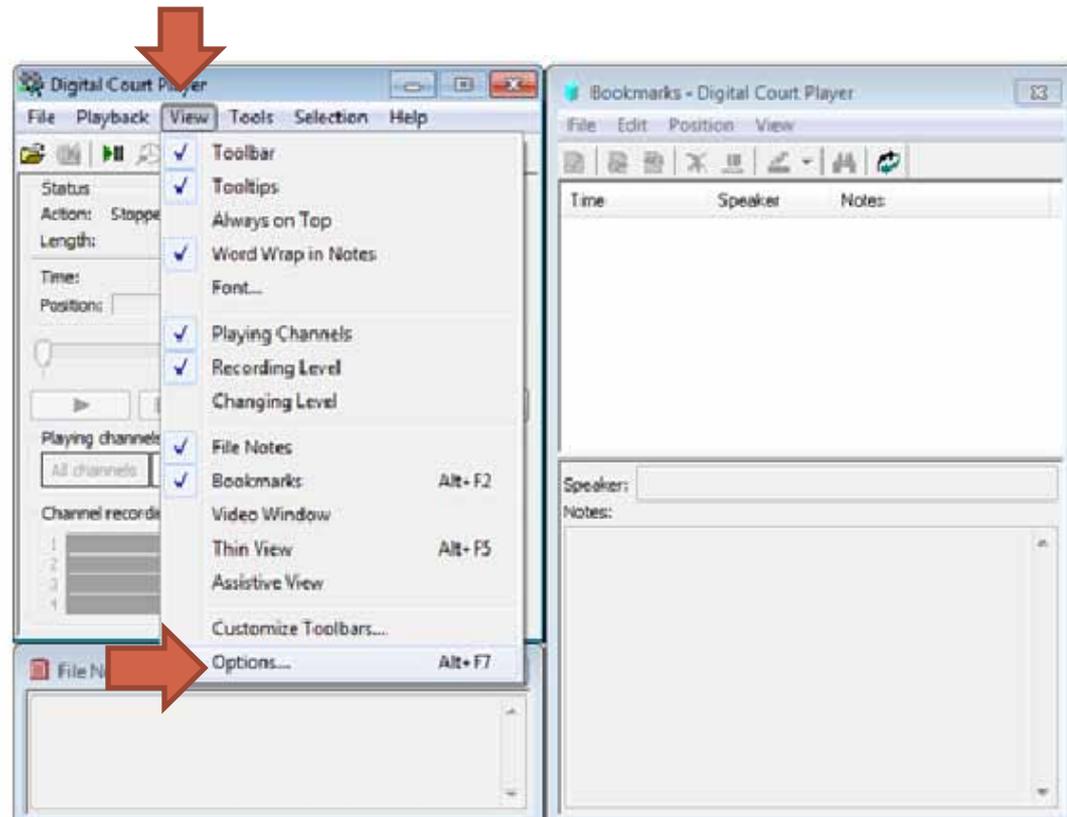


- Before you can begin transcribing sealed recordings, passwords must be set up in the Security menu option in the Digital Court Player.
- The process of setting up security and passwords on the player are the same steps you performed for the Digital Court Recorder.



# State of Tennessee Courts

## Digital Court Player for Transcription

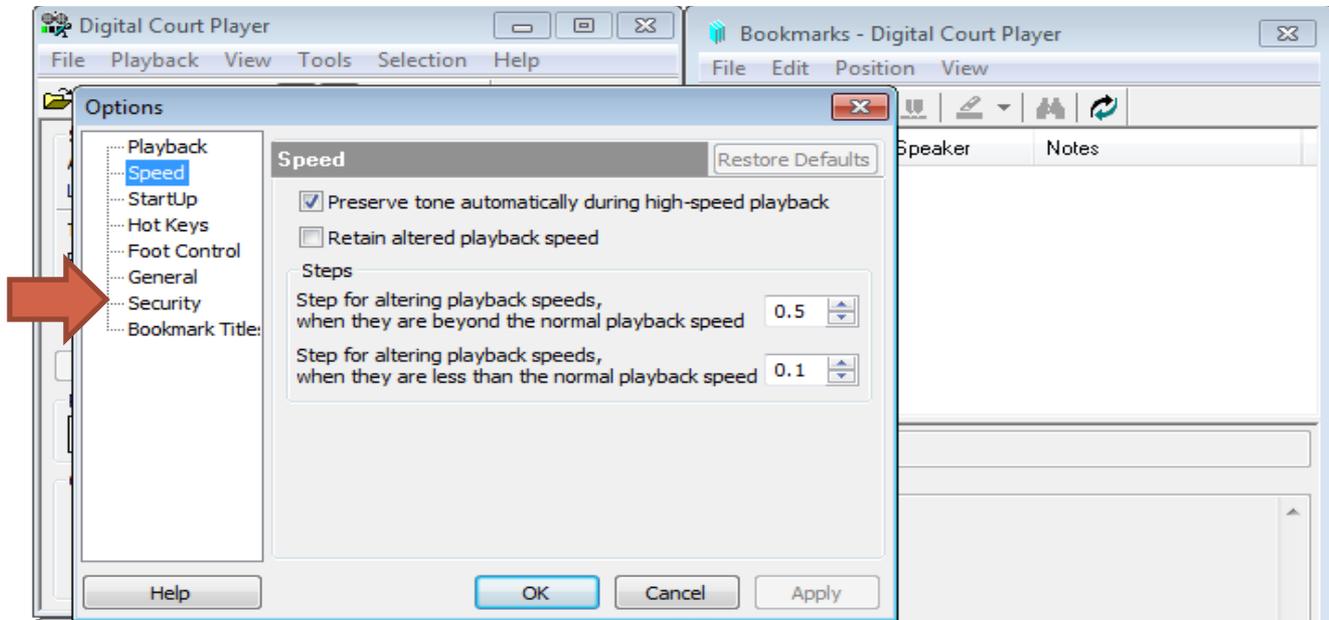


Go to ***View*** found on the menu bar and select ***Options*** from the list.



# State of Tennessee Courts

## Digital Court Player for Transcription

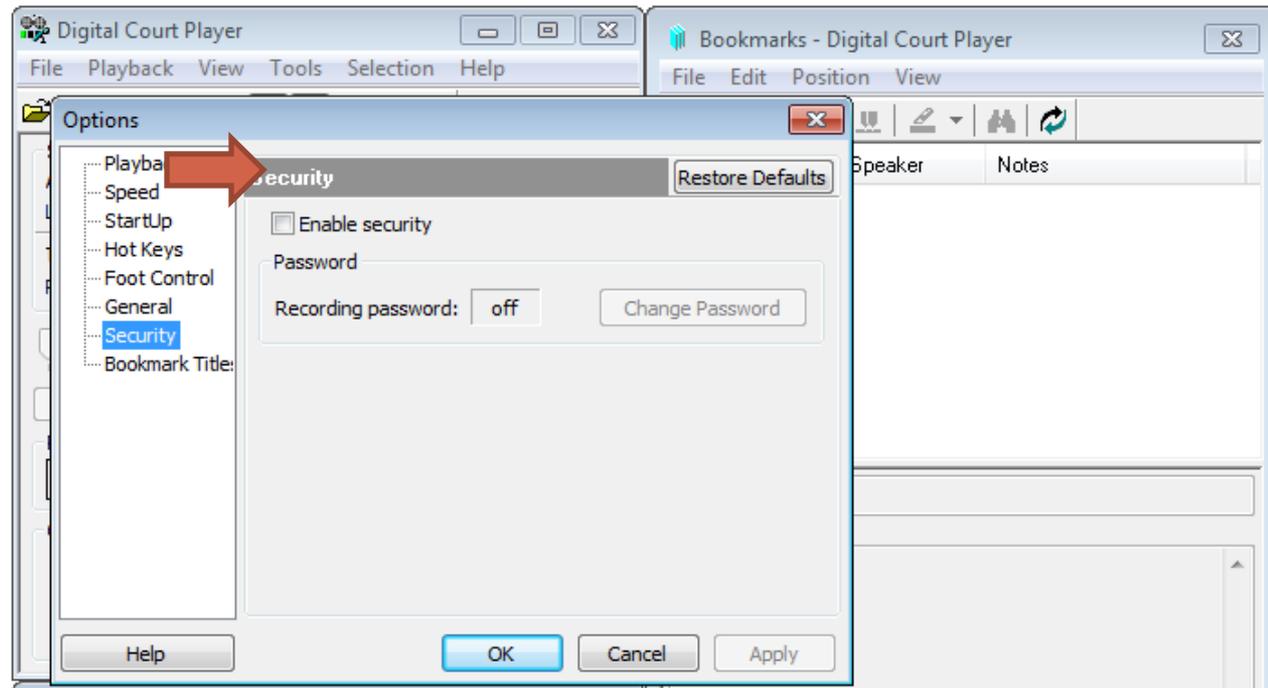


- The ***Options*** window opens.
- Select the ***Security*** menu option.



# State of Tennessee Courts

## Digital Court Player for Transcription

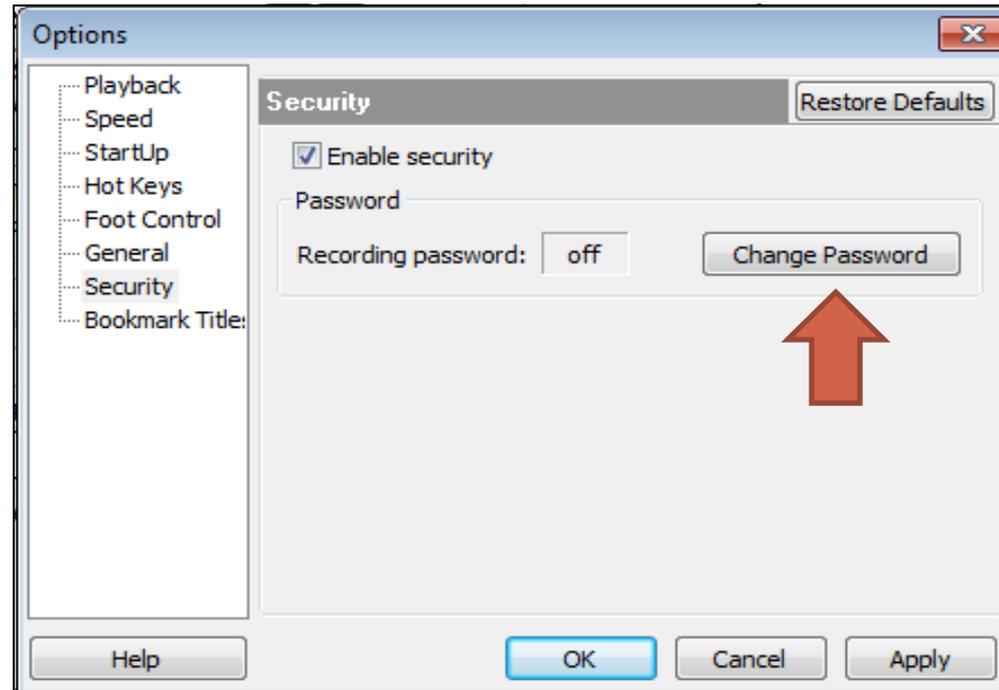


- Click on the '**Enable security**' check box to insert a check mark.



# State of Tennessee Courts

## Digital Court Player for Transcription

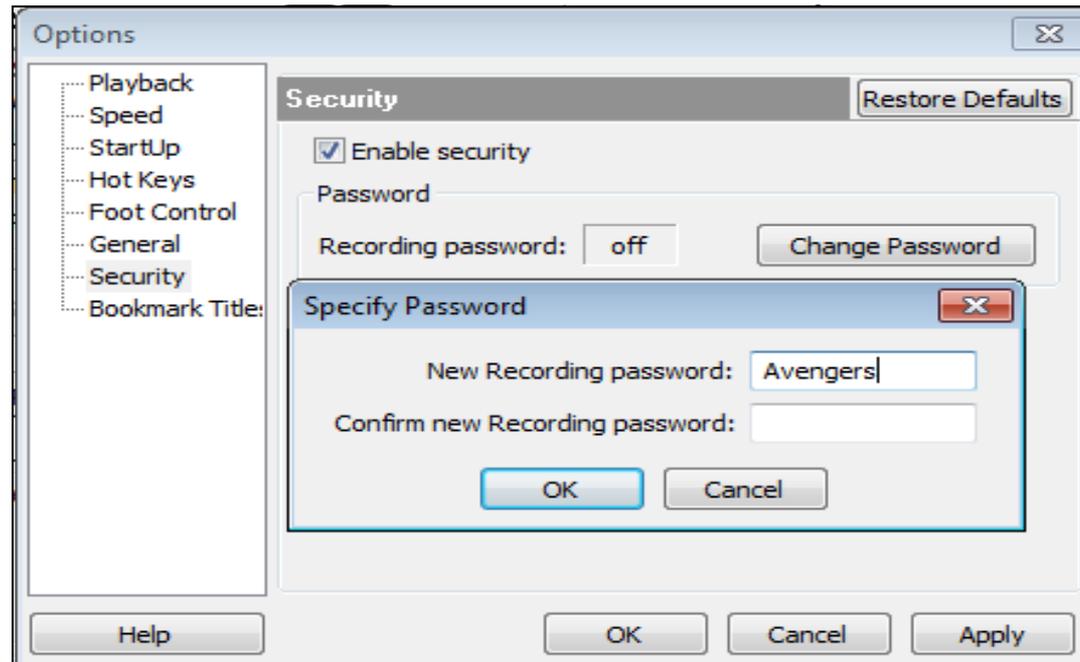


- Select the [Change Password] button.



# State of Tennessee Courts

## Digital Court Player for Transcription

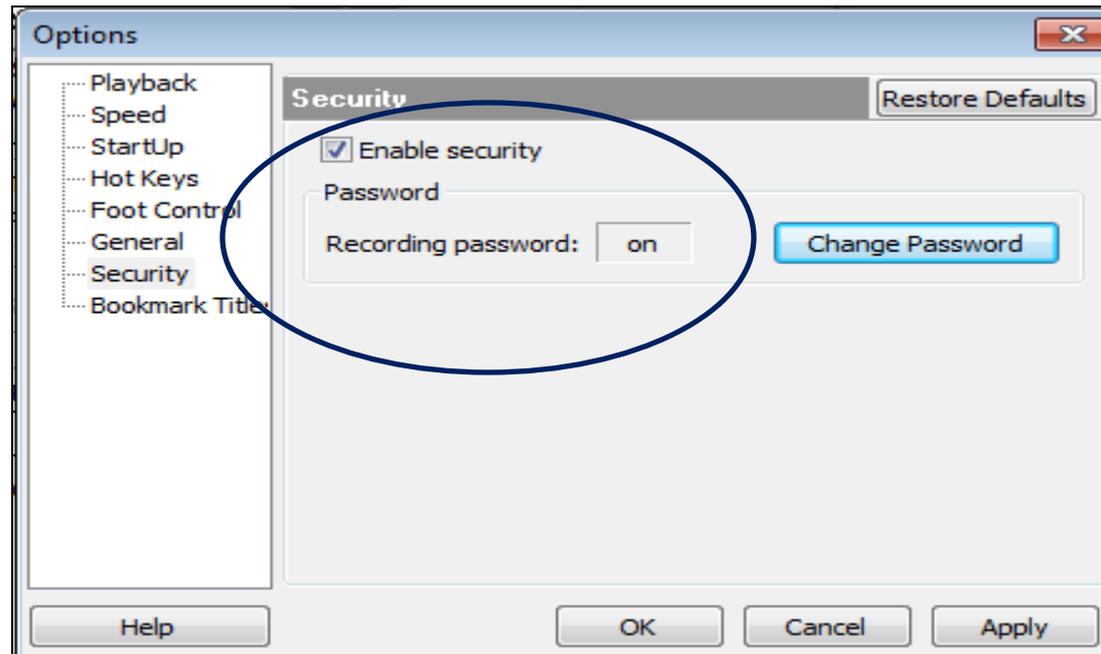


- Create a password that is a minimum of six characters then press Tab key.
- Re-enter the password to confirm. Remember passwords are case sensitive.
- Click the [OK] button to save your passwords.



# State of Tennessee Courts

## Digital Court Player for Transcription



- Verify the **'Enable security'** check box is checked and the **Recording password** displays on.
- Click on the [Apply] button, then click [OK] to apply all changes.



# State of Tennessee Courts

## Digital Court Player for Transcription

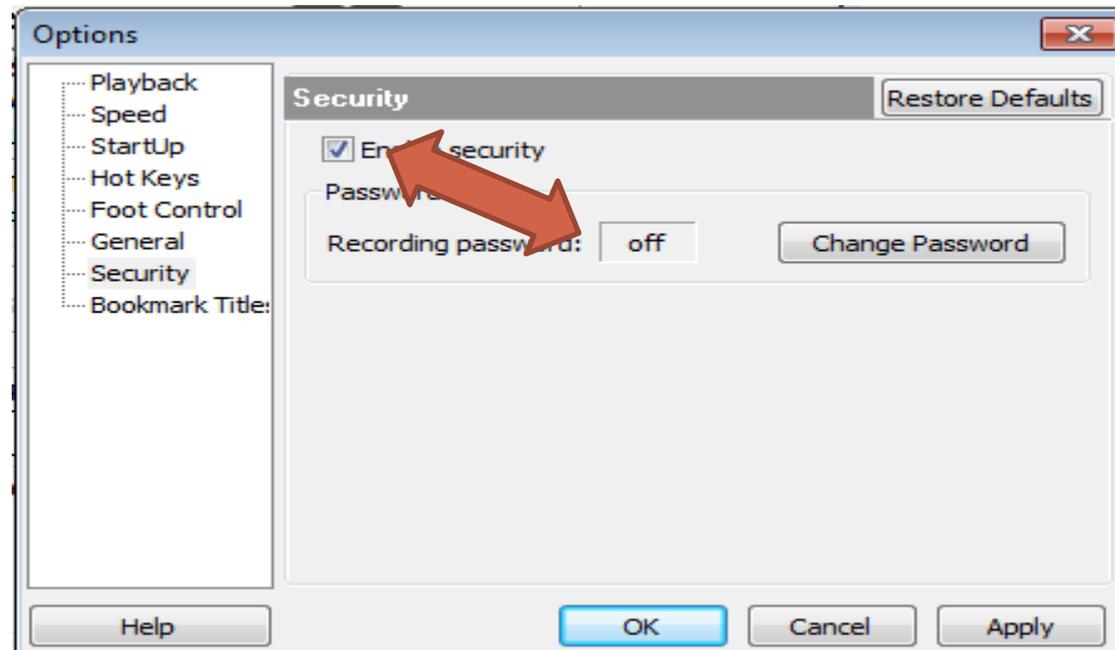


- The passwords you create for the Player will be your responsibility to safeguard. Please do not forget them.



# State of Tennessee Courts

## Digital Court Player for Transcription



- If the “Enable Security” check box is checked in the Digital Player (Security option), but either the passwords have not been specified (display ON) or it does not match the password used to seal the file you want to play,



# State of Tennessee Courts

## Digital Court Player for Transcription



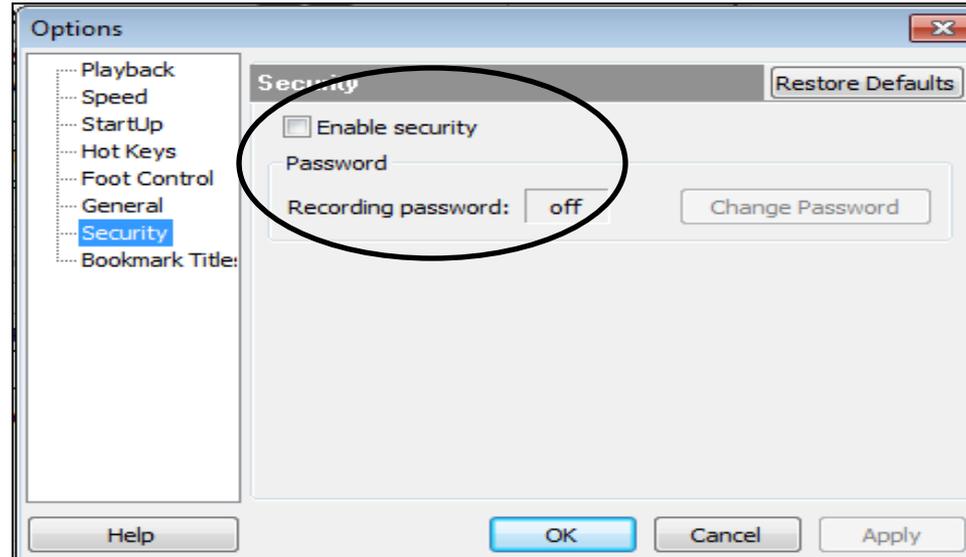
...then you will be prompted as you open the sealed recording to either specify the recording password or to skip the sealed segments.



# State of Tennessee Courts

## Digital Court Player for Transcription

- If security is not set up in the Digital Court Player, then you will not receive any prompts when you open the sealed recording.



- Sealed segments will be automatically skipped. This is useful on public access machines where people should not be listening to sealed portions of recordings.



# State of Tennessee Courts

## Using the Seal Bookmarks During Court

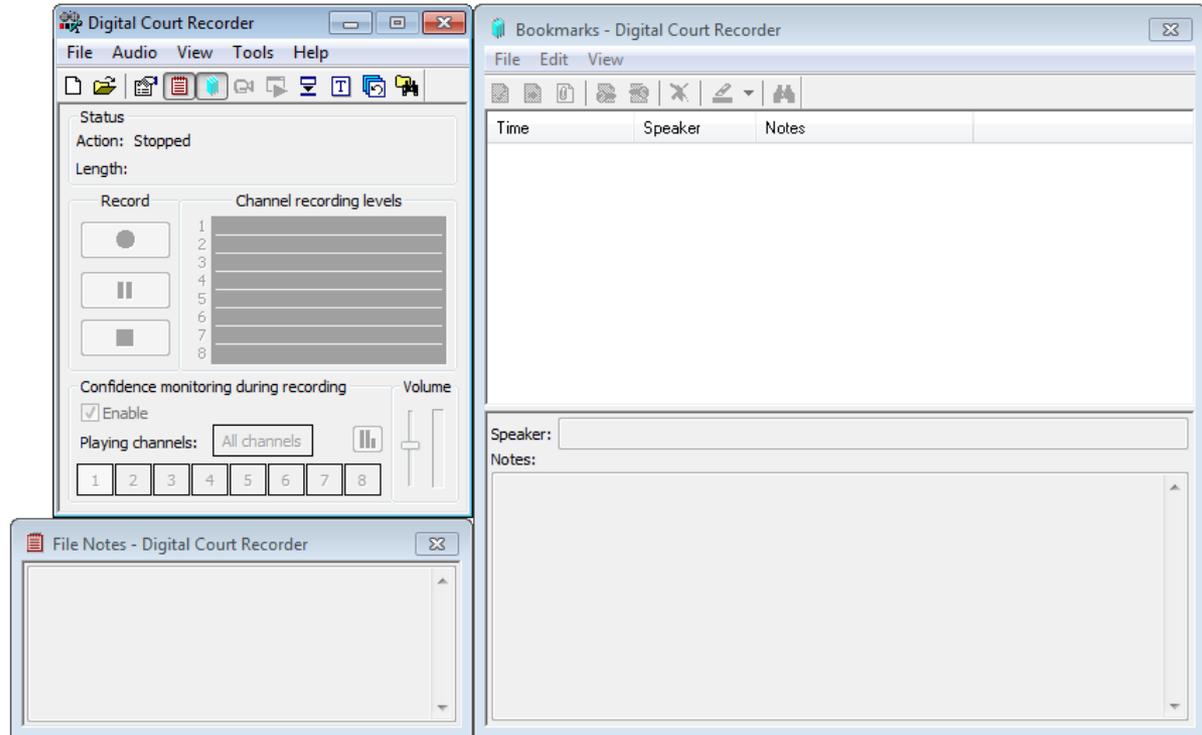
- We are now ready to use the seal bookmarks to seal a recording or a portion of a recording.
- Court is about to begin and you are aware that the case being heard is to be sealed.





# State of Tennessee Courts

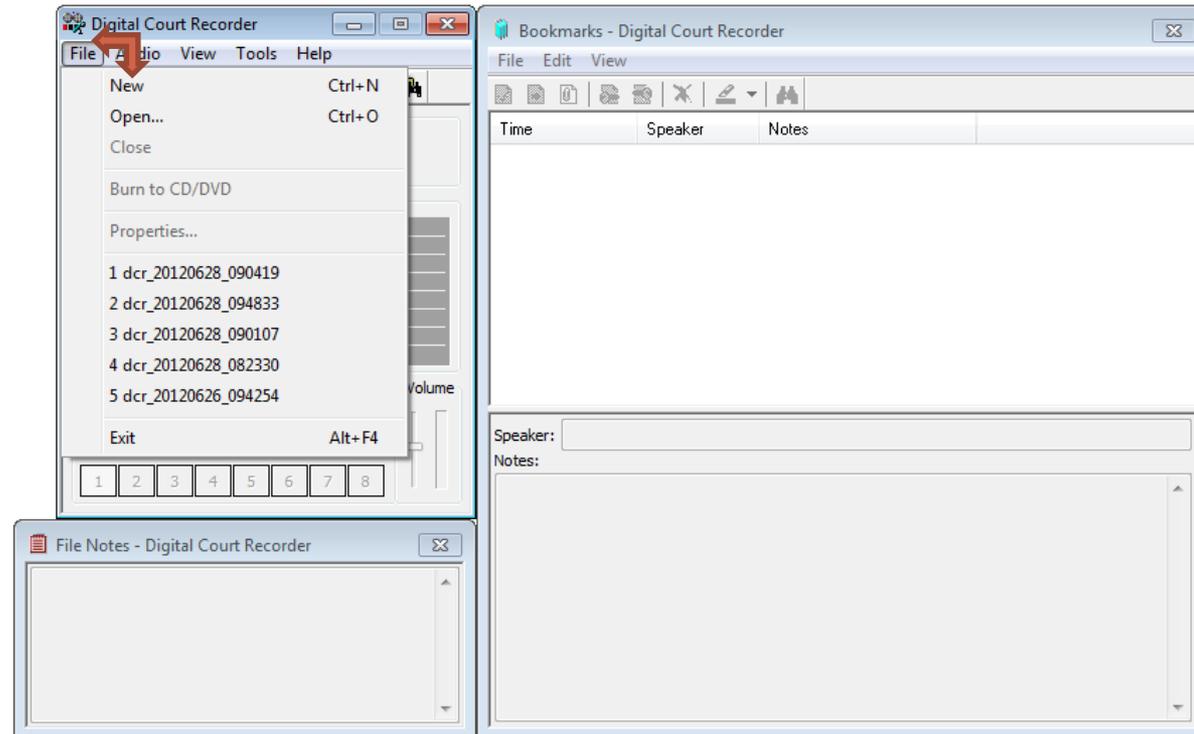
## Digital Court Recorder



- Open the Digital Court Recorder (DCR).



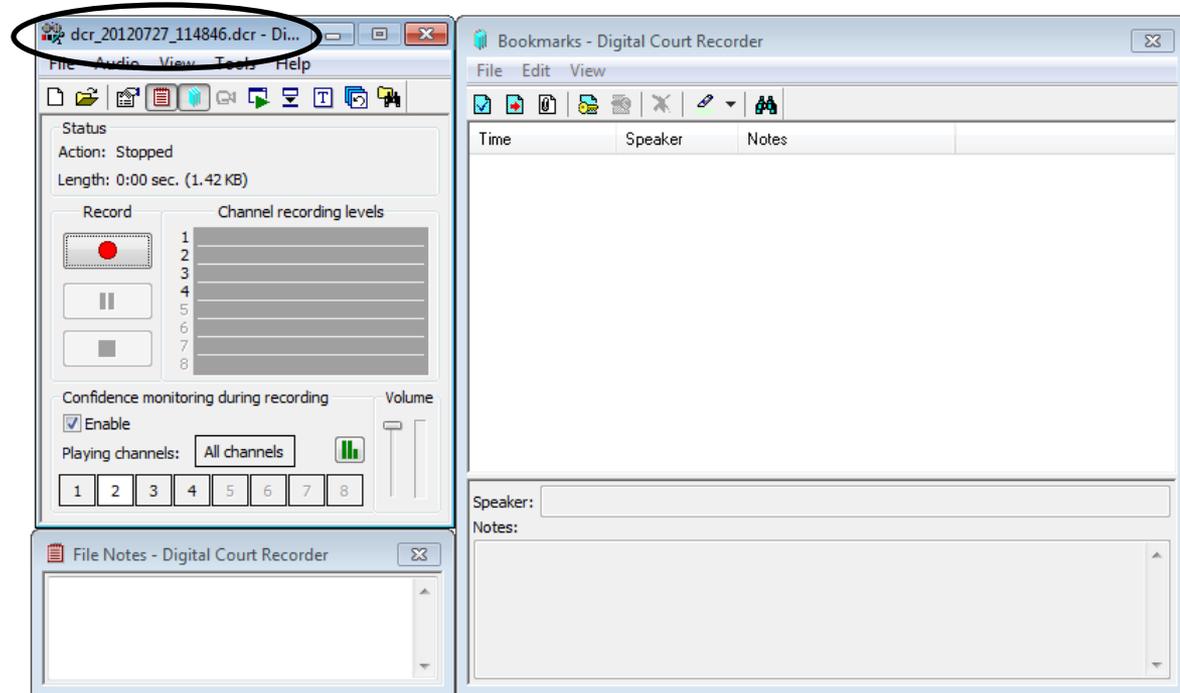
# State of Tennessee Courts



- Select **File** from the menu bar then select **New** from the list.



# State of Tennessee Courts



- A new file is ready for recording.
- As you can see, the system has created a file name.



# State of Tennessee Courts

dc\_r\_20120727\_114846.dcr - Di...

File Audio View Tools Help

Status  
Action: Stopped  
Length: 0:00 sec. (1.42 KB)

Record

Channel recording levels

Confidence monitoring during recording  
 Enable

Playing channels: All channels

Volume

1 2 3 4 5 6 7 8

File Notes - Digital Court Recorder

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

Bookmarks - Digital Court Recorder

File Edit View

Time	Speaker	Notes
------	---------	-------

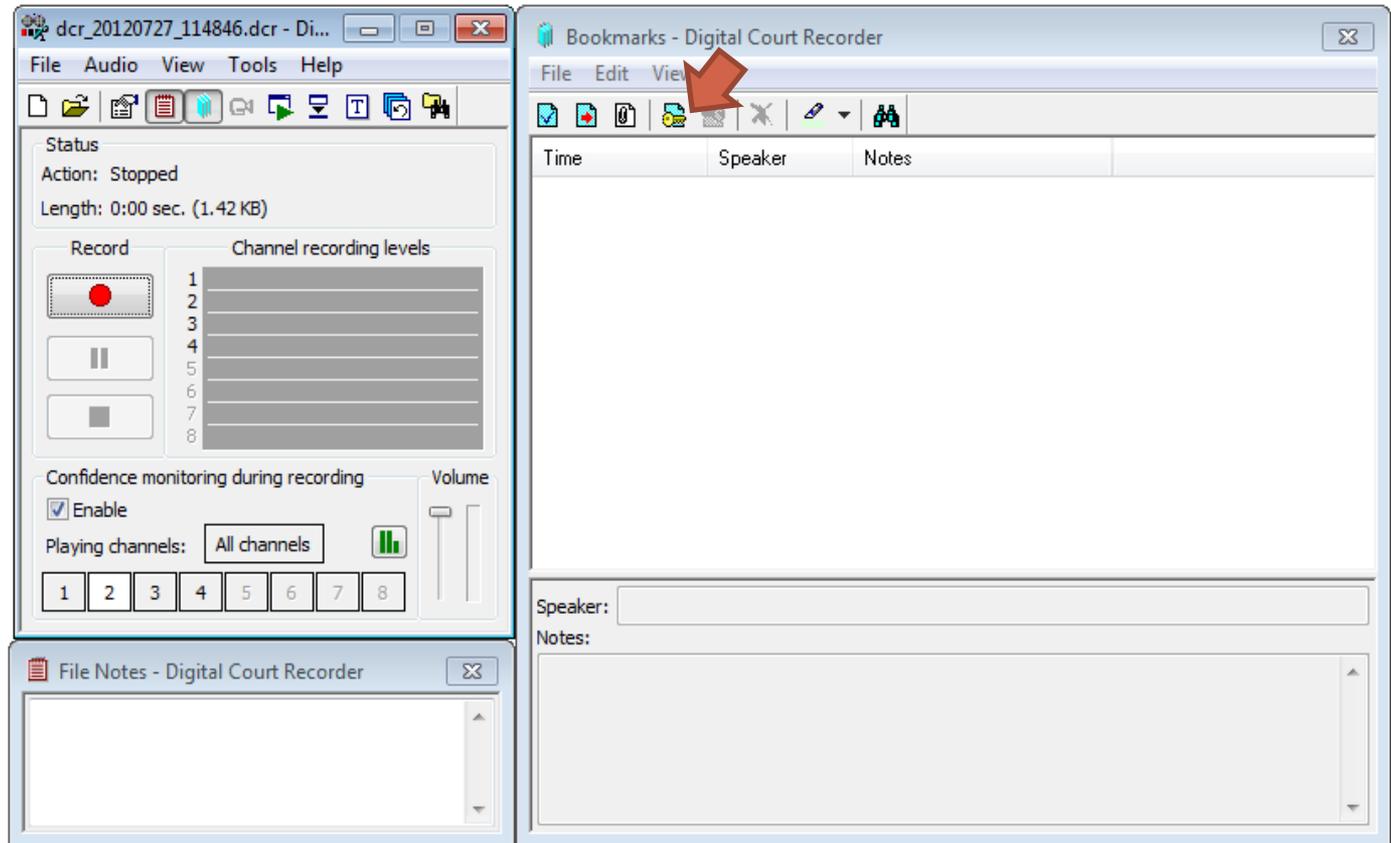
Speaker:

Notes:

- Enter ***File Notes*** when applicable.



# State of Tennessee Courts



- The **Begin**  and **End**  seal bookmarks are found on the bookmark panel toolbar.



# State of Tennessee Courts



- Or you can select **Edit** from the bookmark's menu bar and then click on the **Begin/End Seal** bookmarks from the list.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder interface. On the left, the recording controls show the status as "Recording" with a red dot, a length of 0:01 sec. (118.44 KB), and various recording options. On the right, the "Bookmarks - Digital Court Recorder" window shows a table with the following data:

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording

An orange arrow points to the "Begin Seal Recording" entry in the table. Below the table, there are fields for "Speaker:" and "Notes:" with the text "Begin Seal Recording" entered in the Notes field.

- Click on the ***Begin Seal*** bookmark at the beginning of the hearing that needs to be sealed or confidential.
- The ***Begin Seal Recording*** bookmark is inserted at the beginning of your recording.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window is titled "dcr\_20120628\_103220.dcr - Di...". The interface includes a menu bar (File, Audio, View, Tools, Help) and a toolbar. The "Status" section shows "Action: Recording" with a red dot and "Length: 0:01 sec. (118.44 KB)". The "Record" section features a "Record" button (a circle with a dot) highlighted by a red arrow, a "Pause" button, and a "Stop" button. The "Channel recording levels" section shows a graph with 8 channels, where channel 1 is active. The "Confidence monitoring during recording" section has a checked "Enable" checkbox and "Playing channels: All channels". The "Volume" section has a slider. The "Bookmarks - Digital Court Recorder" window is open, showing a table with columns "Time", "Speaker", and "Notes".

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording

Below the table, there are fields for "Speaker:" and "Notes:" with the text "Begin Seal Recording" entered in the "Notes:" field.

- Select the [Record] button to start recording the hearing.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window, titled "Bookmarks - Digital Court Recorder", shows a recording in progress. The status bar indicates "Action: Recording" and "Length: 3:02 sec. (2.14 MB)". The recording controls include a "Record" button, a "Channel recording levels" section with 8 channels, and a "Confidence monitoring during recording" section with an "Enable" checkbox. The "Playing channels" are set to "All channels".

The "Bookmarks" table is highlighted with a red box and contains the following data:

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording
10:33:29 AM	Lindsey Mcki...	Brent Walker - Prss- AG. M...
10:34:17 AM	DE Ofcr. Wal...	
10:34:38 AM	CE (walker)	
10:35:14 AM	DE Ronnie	
10:35:44 AM	CE (walker)	
10:36:22 AM	RDE	

The "File Notes" window, titled "File Notes - Digital Court Recorder", displays the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs: Jack White, Tammy Moore and Robby White

- Continue recording and adding bookmarks with speaker names and notes by using the New Bookmark icon  or by selecting the (F2) function key on your keyboard.



# State of Tennessee Courts

The screenshot displays two windows from the Digital Court Recorder application. The left window, titled 'dcr\_20120628\_103220.dcr - Di...', shows recording controls. The 'Record' section has a red dot indicating recording is active. Below it, the 'Confidence monitoring during recording' checkbox is checked. The 'Playing channels' dropdown is set to 'All channels'. The right window, titled 'Bookmarks - Digital Court Recorder', shows a list of bookmarks. A red arrow points to the 'End Seal Recording' bookmark at 10:36:34 AM. Another red arrow points to the 'View' menu in the bookmarks window.

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording
10:33:29 AM	Lindsey Mcki...	Brent Walker - Prss- AG. M...
10:34:17 AM	DE Ofcr. Wal...	
10:34:38 AM	CE (walker)	
10:35:14 AM	DE Ronnie	
10:35:44 AM	CE (walker)	
10:36:22 AM	RDE	
10:36:34 AM		End Seal Recording
10:36:34 AM		Stop Recording

- If the hearing is over, select the [Stop] button then the ***End Seal*** bookmark.

Note: You can select the ***End Seal*** then the [Stop] button.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window shows recording controls, including a red record button, a stop button, and a volume slider. The status bar indicates the recording is stopped and has a length of 5:14 sec. (3.57 MB). Below the controls, there are checkboxes for 'Confidence monitoring during recording' (checked) and 'Playing channels' (set to 'All channels').

The 'Bookmarks - Digital Court Recorder' window is open, showing a list of bookmarks with columns for Time, Speaker, and Notes. The bookmarks are as follows:

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording
10:33:29 AM	Lindsey Mcki...	Brent Walker - Prss- AG. M...
10:34:17 AM	DE Ofcr. Wal...	
10:34:38 AM	CE (walker)	
10:35:14 AM	DE Ronnie	
10:35:44 AM	CE (walker)	
10:36:22 AM	RDE	
10:39:37 AM		End Seal Recording
10:36:34 AM		Stop Recording

The 'File Notes - Digital Court Recorder' window is also visible, showing the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012

- The ***End Seal*** bookmark displays before the ***Stop Recording*** bookmark to designate the end point of the encrypted file.
- Notice that the time stamp on the ***End Seal*** bookmark occurred after the ***Stop Recording*** bookmark.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder interface. The main window shows the recording status as 'Stopped' with a length of 5:14 sec. (3.57 MB). The recording controls include a red 'Record' button, a 'Stop' button, and a 'Mute' button. The 'Channel recording levels' section shows 8 channels. The 'Confidence monitoring during recording' section has 'Enable' checked and 'All channels' selected. The 'Bookmarks - Digital Court Recorder' window shows a list of time-stamped events:

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording
10:33:29 AM	Lindsey Mcki...	Brent Walker - Prss- AG. M...
10:34:17 AM	DE Ofcr. Wal...	
10:34:38 AM	CE (walker)	
10:35:14 AM	DE Ronnie	
10:35:44 AM	CE (walker)	
10:36:22 AM	RDE	
10:39:37 AM		End Seal Recording
10:36:34 AM		Stop Recording

- The recording between a **Begin** and **End Seal** bookmark is encrypted and will require a password to be able to hear or transcribe that portion of the hearing.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder interface. The main window shows recording controls including a 'Record' button (red dot), a 'Confidence monitoring during recording' checkbox (checked), and a 'Volume' slider. Below these are 'Playing channels' buttons (1-8) and a 'File Notes' window. An orange arrow points to the 'File Notes' window, which contains the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

The 'Bookmarks - Digital Court Recorder' window shows a list of recording events:

Time	Speaker	Notes
10:33:24 AM		Begin Seal Recording
10:33:24 AM		Start Recording
10:33:29 AM	Lindsey Mcki...	Brent Walker - Prss- AG. M...
10:34:17 AM	DE Ofcr. Wal...	
10:34:38 AM	CE (walker)	
10:35:14 AM	DE Ronnie	
10:35:44 AM	CE (walker)	
10:36:22 AM	RDE	
10:39:37 AM		End Seal Recording
10:36:34 AM		Stop Recording

- Review and correct any of the bookmark entries or file notes if there are errors.



# State of Tennessee Courts

## Seal Part of a Recording

- The DCR file is created and cases are being heard and recorded. Your next case has a section or witness speaking that will be confidential, so just before the witness comes to the stand, click on the ***Begin Seal*** bookmark to insert the bookmark. Then insert any additional bookmarks when applicable and enter speaker, docket numbers, and notes on the case.
- Once the witness is done speaking, either press the ***Stop*** button and select the ***End Seal*** bookmark or if court continues, select the ***End Seal*** bookmark so you can continue recording the next case on the docket.



# State of Tennessee Courts

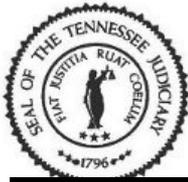
The screenshot displays the Digital Court Recorder software interface. The main window shows recording controls, including a status indicator (Recording), length (5:44 sec, 3.96 MB), and channel recording levels. A 'File Notes' window is open, displaying case information: 'The Honorable Micky Powers, Division 99, Wednesday, July 18, 2012, AGs, Mary Franks, Janice Martin and Betty Newman, PDs Jack Whale, Tammy Moore and Bobby White'. The 'Bookmarks - Digital Court Recorder' window shows a list of bookmarks with a 'Begin Seal Recording' bookmark circled in red.

Time	Speaker	Notes
✓ 10:34:17 AM	DE Ofcr. Wal...	
✓ 10:34:38 AM	CE (walker)	
✓ 10:35:14 AM	DE Ronnie	
✓ 10:35:44 AM	CE (walker)	
✓ 10:36:22 AM	RDE	
🔑 10:39:37 AM		End Seal Recording
🕒 10:36:34 AM		Stop Recording
🕒 10:39:37 AM		Start Recording
🕒 9:12:55 AM		Start Recording
✓ 9:13:22 AM	CE(Walker)	
✓ 9:14:10 AM	Lindsey Mcki...	
✓ 9:15:12 AM	RDE	
🔑 9:15:28 AM		Begin Seal Recording

File Notes - Digital Court Recorder

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

- Select the ***Begin Seal*** bookmark just before the confidential section or witness begins speaking.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The left pane shows the recording status and controls. The right pane shows a bookmarks list with a yellow highlight around the 'Begin Seal Recording' entry.

Time	Speaker	Notes
10:36:22 AM	RDE	
10:39:37 AM		End Seal Recording
10:36:34 AM		Stop Recording
10:39:37 AM		Start Recording
9:12:55 AM		Start Recording
9:13:22 AM	CE(Walker)	
9:14:10 AM	Lindsey Mcki...	
9:15:12 AM	RDE	
9:15:28 AM		Begin Seal Recording
9:15:48 AM	CE (Walker)	
9:16:24 AM	DE Ronnie	
9:17:27 AM	RDE	
9:17:43 AM		End Seal Recording

- Add bookmarks to include speaker and notes.
- Once the confidential part of the hearing is over, select the **End Seal** bookmark and continue with the next case on the docket.



# State of Tennessee Courts



- When the hearing is over, select the [Stop] button. Remember the system will prompt you to **Confirm Stop Recording**.
- Follow existing procedures for burning CD/DVD copies of the recording file.



# State of Tennessee Courts

Court is over and you are notified that a particular docket or section on the recording file needs to be sealed – confidential matter.



## How to Seal a Recording or Part of a Recording Once Court is Over



# State of Tennessee Courts

## Things to Remember

- If you use a Digital Court Recorder (DCR) that burns a copy after the recording has stopped (mirroring), use this CD-R/DVD-R when transcribing with the Digital Court Player. You will need to burn another copy of the recording which will include the sealed segments.
- After you insert the **Begin/End Seal** bookmarks around the sections you want to encrypt (seal) then burn a CD-R/DVD-R copy to give to the county clerk.
- If you need to burn a CD-R/DVD-R copy that will not include the confidential sections, please refer to the tutorial: ***How to Export Sections of a Recording.***



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window is titled "dcr\_20120727\_114846\_NoSeal...". The status bar indicates "Action: Stopped" and "Length: 13:27 sec. (9.17 MB)". The recording controls include a red stop button, a pause button, and a volume slider. The "Confidence monitoring during recording" checkbox is checked and labeled "Enable". The "Playing channels" dropdown is set to "All channels".

The "Bookmarks - Digital Court Recorder" window shows a table of recording events:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

The "File Notes - Digital Court Recorder" window contains the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

- Court is over and you have stopped recording.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window is titled "dcr\_20120727\_114846\_NoSeal...". The menu bar includes "File", "Audio", "View", "Tools", and "Help". The toolbar contains various icons, with a green play button icon highlighted by a black arrow. The "Status" section shows "Action: Stopped" and "Length: 13:27 sec. (9.17 MB)". The "Record" section features a red stop button, a pause button, and a volume slider. The "Channel recording levels" section shows eight channels. The "Confidence monitoring during recording" section has a checked "Enable" box and a "Playing channels" dropdown set to "All channels". The "File Notes - Digital Court Recorder" window is open, displaying the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

The "Bookmarks - Digital Court Recorder" window is also open, showing a list of bookmarks with columns for "Time", "Speaker", and "Notes". The list includes:

Time	Speaker	Notes
11:53:52 AM		Start Recording
✓ 11:54:01 AM	Lisa Jones	Bobby White
✓ 11:54:31 AM	DE Ofcr Smith	
✓ 11:56:06 AM	CE (White)	
✓ 11:57:26 AM	DE Johnnie	
✓ 11:58:38 AM	CE (White)	
✓ 11:59:50 AM	RDE	
✓ 12:01:13 PM	DE Lockwood	
✓ 12:02:33 PM	CE Franks	
✓ 12:03:55 PM	arguments	
✓ 12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

- Click on the  **Playback** window icon.



# State of Tennessee Courts

The **Playback** window opens. Let's describe the following sections.

Playback

Playback Bookmarks

Playback to: Confidence PA System

Status  
Action: Stopped  
Length: 13:27 sec. (9.17 MB)  
Time: 7/27/2012 11:53:52 AM  
Position: 0:00 13:27

Volume

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

Playing channels  
All channels 1 2 3 4 5 6 7 8

Channel recording levels  
1 5  
2 6  
3 7  
4 8

File Notes:  
The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs: Mary Franks, Janice Martin and Betty Newman  
PDs: Jack Whale, Tammy Moore and Bobby White

Speaker:  
Notes:  
Start Recording



# State of Tennessee Courts

Playback to: Confidence PA System Volume

Status  
Action: Stopped  
Length: 13:27 sec. (9.17 MB)  
Time: 7/27/2012 11:53:52 AM  
Position: 0:00 -13:27

Slider

Player Buttons

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

Bookmarks

**Player buttons:** u Play, n Stop, l7 Rewind to the Beginning, 7 Rewind one step, 8 Move forward one step, and 10 Seconds (the amount of time for the one step).

**Slider:** Displays the current position of the recording file. You can move the slider back and forth to move to a specific position within the file.

**Bookmarks:** specific position set by the user that displays pertinent information about what is being recorded.



# State of Tennessee Courts

Playback to: Confidence PA System

Status  
Action: Stopped  
Length: 13:27 sec. (9.17 MB)  
Time: 7/27/2012 11:53:52 AM  
Position: 0:00 -13:27

Volume

Time	Speaker	Notes
⌚ 11:53:52 AM		Start Recording
✓ 11:54:01 AM	Lisa Jones	Bobby White
✓ 11:54:31 AM	DE Ofcr S...	
✓ 11:56:06 AM	CE (White)	
✓ 11:57:26 AM	DE Johnnie	
✓ 11:58:38 AM	CE (White)	
✓ 11:59:50 AM	RDE	
✓ 12:01:13 PM	DE Lockw...	
✓ 12:02:33 PM	CE Franks	
✓ 12:03:55 PM	arguments	
✓ 12:05:46 PM	Petition gr...	
⌚ 12:07:19 PM		Stop Recording

Playing channels: All channels 1 2 3 4 5 6 7 8

Channel recording levels: 1 2 5 6

- You can play the recording file, listen, and stop at the position where you want to insert the **Begin Seal** bookmark to begin encrypting the recording file.



# State of Tennessee Courts

The screenshot shows the 'Playback' software interface. At the top, there are tabs for 'Playback' and 'Bookmarks'. Below the tabs is a toolbar with various icons. The main area is divided into several sections:

- Playback to:** Confidence (selected) and PA System.
- Status:** Stopped.
- Length:** 13:27 sec. (9.17 MB).
- Time:** 7/27/2012 11:55:24 AM.
- Position:** 1:37 - 11:59. A large double-headed arrow labeled 'Slider' points to this section.
- Volume:** A vertical volume slider.
- Playing channels:** All channels, 1, 2, 3, 4, 5, 6, 7, 8.
- Channel recording levels:** A grid for recording levels for channels 1-8.
- File Notes:** The Honorable Micky Powers, Division 99, Wednesday, July 18, 2012, AGs: Mary Franks, Janice Martin and Betty Newman, PDs: Jack Whale, Tammy Moore and Bobby White.
- Timeline:** A list of recording events with columns for Time, Speaker, and Notes.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording
- Speaker:** DE Johnnie.
- Notes:** A text area for notes.

- Or you can move the slider then play and stop the recording at the position where you want to insert the **Begin Seal** bookmark.



# State of Tennessee Courts

The screenshot shows a 'Playback' window with a toolbar and a list of audio events. A callout box with the text 'Same time stamp.' points to the entry at 11:57:26 AM by DE Johnnie. The interface includes playback controls, channel selection, and a file notes section.

Time	Speaker	Notes
11:53:52 AM		Start Recording
✓ 11:54:01 AM	Lisa Jones	Bobby White
✓ 11:54:31 AM	DE Ofcr S...	
✓ 11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
✓ 11:58:38 AM	CE (White)	
✓ 11:59:50 AM	RDE	
✓ 12:01:13 PM	DE Lockw...	
✓ 12:02:33 PM	CE Franks	
✓ 12:03:55 PM	arguments	
✓ 12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

File Notes:  
The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs: Mary Franks, Janice Martin and Betty Newman  
PDs: Jack Whale, Tammy Moore and Bobby White

- If you have a specific bookmark placed where the **Begin Seal** bookmark should start, double-click that bookmark. Verify that the slider moved into that position (same time stamp).



# State of Tennessee Courts

Playback

Playback Books

Playback to: Confidence PA System

Status: Stopped

Action: Stopped

Length: 13:27 sec. (9.17 MB)

Time: 7/27/2012 11:57:26 AM

Position: 3:35 -9:53

Volume

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

Playing channels: All channels 1 2 3 4 5 6 7 8

Channel recording levels: 1 2 3 4 5 6 7 8

File Notes:  
The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs: Mary Franks, Janice Martin and Betty Newman  
PDs: Jack Whale, Tammy Moore and Bobby White

Speaker: DE Johnnie

Notes:

- Then click on the  **Begin Seal** bookmark to insert it into the recording.



# State of Tennessee Courts

The screenshot shows a 'Playback' window with a 'Bookmarks' tab. The window displays playback controls, status information, and a list of recording events. A black arrow points to a specific bookmark entry in the list.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

- The **Begin Seal** bookmark displays the same time stamp and includes the bookmark you selected to be encrypted as well.



# State of Tennessee Courts

Playback

Playback Bookmarks

Playback to: Confidence PA System

Status: Stopped

Action: Stopped

Length: 13:27 sec. (9.17 MB)

Time: 7/27/2012 11:57:26 AM

Position: 3:35 -9:53

Volume

Time Speaker Notes

11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	argument	
12:05:46 PM	Petition g...	
12:07:19 PM		Stop Recording

Slider

Player Buttons

Bookmarks

Playing channels: All channels 1 2 3 4 5 6 7 8

Channel recording levels: 1 2 3 4 5 6 7 8

- You can use the slider and player buttons or a specific bookmark to determine where you will place the **End Seal** bookmark.



# State of Tennessee Courts

Playback

Playback Bookmarks

Playback to: Confidence PA System

Status: Stopped

Action: Stopped

Length: 13:27 sec. (9.17 MB)

Time: 7/27/2012 12:03:55 PM

Position: 10:03 -3:1

Volume

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

Playing channels: All channels 1 2 3 4 5 6 7 8

Channel recording levels: 1 2 3 4 5 6 7 8

Speaker: arguments

Notes:

Same time stamp.

- Double-click on the bookmark where the **End Seal** bookmark will be inserted. Verify that the slider moved to that position. Click on the  **End Seal** icon to insert it into the recording.



# State of Tennessee Courts

The screenshot shows a 'Playback' window with a list of recording events. The events are as follows:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	

A black arrow points to the 'End Seal Recording' bookmark at 12:03:55 PM. The playback controls show the current position at 10:03 and a duration of -3:24. The 'Playing channels' section shows 'All channels' selected.

- The **End Seal** bookmark is inserted and displays before the bookmark you selected; notice the same time stamp. The encryption stops at this time and does not include the bookmark selected.



# State of Tennessee Courts

Close Button

Playback

Playback Bookmarks

Playback to: Confidence PA System

Status

Action: Stopped

Length: 13:27 sec. (9.17 MB)

Time: 7/27/2012 12:03:55 PM

Position: 10:03 -3:24

Volume

Time	Speaker	Notes
✓ 11:54:01 AM	Lisa Jones	Bobby White
✓ 11:54:31 AM	DE Ofcr S...	
✓ 11:56:06 AM	CE (White)	
🔑 11:57:26 AM		Begin Seal Recording
✓ 11:57:26 AM	DE Johnnie	
✓ 11:58:38 AM	CE (White)	
✓ 11:59:50 AM	RDE	
✓ 12:01:13 PM	DE Lockw...	
✓ 12:02:33 PM	CE Franks	
🔑 12:03:55 PM		End Seal Recording
✓ 12:03:55 PM	arguments	
✓ 12:05:46 PM	Petition gr...	

Speaker:

Notes:

End Seal Recording

- The **Begin/End Seal** bookmarks are inserted into the recording. Click on the X [Close] button.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window shows a recording status of "Stopped" and a length of 13:27. The "Bookmarks - Digital Court Recorder" window is open, displaying a list of time-stamped events. A black box highlights the "Begin Seal Recording" and "End Seal Recording" entries. The "File Notes - Digital Court Recorder" window shows case details for "The Honorable Micky Powers".

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

The File Notes window contains the following text:

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

- The **Playback** window closes. The **Begin/End Seal** bookmarks are saved into the recording.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder interface. On the left, the recording controls show the recording is stopped, with a length of 13:27 sec. (9.17 MB). The recording levels are set to 1 through 8. The 'Begin Seal Recording' bookmark is highlighted in blue in the list, with a black arrow pointing to it from the right. Another black arrow points from the recording levels to the 'Begin Seal Recording' bookmark. The 'File Notes' window shows the recording details for 'The Honorable Micky Powers' on Wednesday, July 18, 2012.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

- You notice that you have placed the **Begin Seal** bookmark in the wrong start time position.



# State of Tennessee Courts

The screenshot shows the Digital Court Recorder software interface. The main window is titled "dcr\_20120727\_114846\_NoSeal...". The top menu bar includes "File", "Audio", "View", "Tools", and "Help". The top toolbar contains various icons, including a green play button (Playback) which is highlighted with a black arrow. The interface is divided into several panes:

- Status:** Action: Stopped, Length: 13:27 sec. (9.17 M)
- Record:** A red record button, a pause button, and a volume slider.
- Channel recording levels:** A window with 8 channels (1-8) and a volume level indicator.
- Confidence monitoring during recording:** A checkbox labeled "Enable" is checked. A volume slider is also present.
- Playing channels:** A dropdown menu set to "All channels" and a volume slider.
- File Notes - Digital Court Recorder:** A text area containing the following text:  
The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White
- Bookmarks - Digital Court Recorder:** A table with columns "Time", "Speaker", and "Notes". The table contains the following entries:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

- Click on the  **Playback** window icon.



# State of Tennessee Courts

The screenshot shows the Playback software interface. The main window is titled "Playback" and has a "Highlight Box" tab selected. The interface includes a toolbar with various playback controls, a status area showing "Playback to: Confidence PA System", "Status: Stopped", "Length: 13:27 sec. (9.17 MB)", and "Time: 7/27/2012 11:53:52 AM". Below this are playback controls (play, stop, previous, next) and a volume slider. The "Playing channels" section shows "All channels" selected. The "Channel recording levels" section shows levels for channels 1 through 8. The "File Notes" section is empty. The "Highlight Box" tab displays a list of bookmarks with columns for "Time", "Speaker", and "Notes". The bookmark "11:57:26 AM Begin Seal Recording" is highlighted with a black box.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	

- The **Playback** window opens. Click on the **Begin Seal Recording** bookmark to highlight.



# State of Tennessee Courts

The screenshot shows the Playback software interface. The main window is titled "Playback" and has a menu bar with "Playback" and "Bookmarks". Below the menu bar is a toolbar with various icons. The interface is divided into several sections:

- Playback to:** Confidence (selected) and PA System.
- Status:** Action: Stopped, Length: 13:27 sec. (9.17 MB), Time: 7/27/2012 11:53:52 AM, Position: 0:00 -13:27.
- Volume:** A volume slider.
- Playing channels:** All channels, 1, 2, 3, 4, 5, 6, 7, 8.
- Channel recording levels:** A grid for recording levels for channels 1-8.
- File Notes:** The Honorable Micky Powers, Division 99, Wednesday, July 18, 2012, AGs, Mary Franks, Janice Martin and Betty Newman, PDs Jack Whale, Tammy Moore and Bobby White.
- Bookmark List:** A table with columns for Time, Speaker, and Notes. The "Begin Seal Recording" bookmark at 11:57:26 AM is selected. A context menu is open over this bookmark, showing options: New Bookmark, Attach File..., Open Attached File, Properties..., Delete (highlighted with a black arrow), Reposition, Highlight with Current Color, and Update Current Color.

- You can right click on the **Begin Seal** bookmark then select Delete.



# State of Tennessee Courts

The screenshot shows a software window titled "Playback" with a menu bar containing "Playback" and "Bookmarks". A toolbar below the menu bar includes various icons, with a red "X" icon (Delete Bookmark) highlighted by a black arrow. The main area is divided into several sections:

- Playback to:** Confidence (selected), PA System
- Status:** Action: Stopped, Length: 13:27 sec. (9.17 MB), Time: 7/27/2012 11:53:52 AM, Position: 0:00 -13:27
- Volume:** A vertical volume slider.
- Playing channels:** All channels, 1, 2, 3, 4, 5, 6, 7, 8
- Channel recording levels:** A grid for recording levels for channels 1-8.
- File Notes:** The Honorable Micky Powers, Division 99, Wednesday, July 18, 2012, AGs: Mary Franks, Janice Martin and Betty Newman, PDs: Jack Whale, Tammy Moore and Bobby White
- Event Log:** A table with columns for Time, Speaker, and Notes.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
- Speaker:** A text field.
- Notes:** A text field containing "Begin Seal Recording".

- Or you can select the **X** [Delete Bookmark] icon on the menu bar.



# State of Tennessee Courts

The screenshot displays the "Playback" window of the Digital Court Recorder software. The interface includes a toolbar with various icons, a "Playback to:" section with "Confidence" and "PA System" buttons, and a "Volume" slider. A table lists recording events with columns for "Time", "Speaker", and "Notes". A "Digital Court Recorder" dialog box is overlaid on the interface, asking "Do you want to delete the selected bookmark(s)?" with "Yes" and "No" buttons. A black arrow points to the "Yes" button. The background table shows the following data:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	

- The system prompts you to make sure you want to delete the bookmark. Click on the [Yes] button to continue with the delete process.



# State of Tennessee Courts

The screenshot shows a software window titled "Playback" with a "Bookmarks" tab. The interface includes playback controls, a volume slider, and a list of recording events. An arrow points to the entry "11:54:31 AM DE Ofcr S..." which is highlighted in blue.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

- The **Begin Seal** bookmark is removed.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window is titled "dcr\_20120727\_114846\_NoSeal..." and contains several panels:

- Status Panel:** Shows "Action: Stopped" and "Length: 13:27 sec. (9.17 M)". A black arrow points to the "Playback" icon (a green play button) in the toolbar.
- Record Panel:** Includes a red record button, a pause button, and a volume slider. Below it are "Confidence monitoring during recording" options (checked "Enable") and "Playing channels" set to "All channels".
- Channel recording levels Panel:** A grid for adjusting levels for 8 channels.
- File Notes Panel:** Contains text: "The Honorable Micky Powers, Division 99, Wednesday, July 18, 2012, AGs, Mary Franks, Janice Martin and Betty Newman, PDs Jack Whale, Tammy Moore and Bobby White".
- Bookmarks Panel:** A table with columns "Time", "Speaker", and "Notes".

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM		Begin Seal Recording
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

- Click on the  **Playback** window icon.



# State of Tennessee Courts

Playback

Playback Bookmarks

Playback to: Confidence PA System

Status  
Action: Stopped  
Length: 13:27 sec. (9.17 MB)  
Time: 7/27/2012 11:53:52 AM  
Position: 0:00 -13:27

Volume

Slider

Player Buttons

Time	Speaker	Notes
11:53:52 AM		Start Recording
✓ 11:54:01 AM	Lisa Jones	Bobby White
✓ 11:54:31 AM	DE Dfor S.	
✓ 11:56:06 AM	CE (White)	
✓ 11:57:26 AM	DE Johnnie	
✓ 11:58:38 AM	CE (White)	
✓ 11:59:50 AM	RDE	
✓ 12:01:13 PM	DE Lockw.	
✓ 12:02:33 PM	CE Franks	
🔑 12:03:55 PM		End Seal Recording
✓ 12:03:55 PM	arguments	
✓ 12:05:46 PM	Petition gr...	
🕒 12:07:19 PM		Stop Recording

Bookmarks

Playing channels  
All channels 1 2 3 4 5 6 7 8

Channel recording levels  
1 2 3 4 5 6 7 8

File Notes:

- You can use the slider and player buttons or a specific bookmark to determine where you will place the **Begin Seal** bookmark.



# State of Tennessee Courts

The screenshot shows a 'Playback' window with a toolbar and a list of recording events. The list includes the following entries:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Dfor S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

The entry at 11:54:31 AM is highlighted in blue, and a black arrow points to it from the left. Below the list, the 'Speaker' field is set to 'DE Dfor Smith' and the 'Notes' field is empty.

- For this example, I will double-click on the bookmark where I will insert the **Begin Seal** bookmark.



# State of Tennessee Courts

Playback

Playback | Bookmarks

Playback to: Confidence | PA System

Status: Stopped

Action: Stopped

Length: 13:27 sec. (9.17 MB)

Time: 7/27/2012 11:54:31 AM

Position: 0:39 | -12:48

Verify the time stamp

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition gr...	
12:07:19 PM		Stop Recording

Speaker: DE Ofcr Smith

Notes:

File Notes:

- Verify the slider position and then click on the **Begin Seal** icon.



# State of Tennessee Courts

The screenshot shows the "Playback" software interface. The window title is "Playback" and it has a standard Windows-style title bar with a close button (X) highlighted by a black arrow. The interface includes a menu bar with "Playback" and "Bookmarks", a toolbar with various icons, and a main control area. The main control area has tabs for "Confidence" and "PA System", a "Volume" slider, and playback controls including play, stop, previous, next, and a "10 sec" dropdown. Below these are "Playing channels" (All channels, 1-8) and "Channel recording levels" (1-8). A "File Notes" section is at the bottom left. On the right, a list of recording events is displayed in a table format, with the entry "11:54:31 AM Begin Seal Recording" highlighted by a black box.

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM		Begin Seal Recording
11:54:31 AM	DE Ofcr S...	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockw...	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	

- Click the X [Close] button if everything appears correct.



# State of Tennessee Courts

The screenshot displays the Digital Court Recorder software interface. The main window is titled "dcr\_20120727\_114846\_NoSeal...". It features a menu bar (File, Audio, View, Tools, Help) and a toolbar with various icons. The interface is divided into several sections:

- Status:** Action: Stopped, Length: 13:27 sec. (9.17 MB)
- Record:** A red record button, a pause button, and a volume slider.
- Channel recording levels:** A grid with 8 channels (1-8) and a volume indicator.
- Confidence monitoring during recording:** A checkbox labeled "Enable" which is checked.
- Playing channels:** A dropdown menu set to "All channels" and a volume slider.
- File Notes - Digital Court Recorder:** A text area containing the following information:  
The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White
- Bookmarks - Digital Court Recorder:** A table with columns for Time, Speaker, and Notes. The table contains the following entries:

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM		Begin Seal Recording
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

- Your **Begin/End Seal** bookmarks are saved in the recording.



# State of Tennessee Courts

The screenshot shows the Digital Court Recorder software interface. A black arrow points to the 'X' (exit) button in the top right corner of the 'dcr\_20120727\_114846\_NoSeal...' window. The interface includes a status panel, recording controls, a bookmarks table, and a file notes section.

**Status:**  
Action: Stopped  
Length: 13:27 sec. (9.17 MB)

**Record:**  
Channel recording levels: 1-8

**Confidence monitoring during recording:**  
 Enable  
Volume: [Slider]  
Playing channels: All channels

**Bookmarks - Digital Court Recorder**

Time	Speaker	Notes
11:53:52 AM		Start Recording
11:54:01 AM	Lisa Jones	Bobby White
11:54:31 AM		Begin Seal Recording
11:54:31 AM	DE Ofcr Smith	
11:56:06 AM	CE (White)	
11:57:26 AM	DE Johnnie	
11:58:38 AM	CE (White)	
11:59:50 AM	RDE	
12:01:13 PM	DE Lockwood	
12:02:33 PM	CE Franks	
12:03:55 PM		End Seal Recording
12:03:55 PM	arguments	
12:05:46 PM	Petition granted	
12:07:19 PM		Stop Recording

**File Notes - Digital Court Recorder**

The Honorable Micky Powers  
Division 99  
Wednesday, July 18, 2012  
AGs, Mary Franks, Janice Martin and Betty Newman  
PDs Jack Whale, Tammy Moore and Bobby White

- If you are done inserting **Begin/End Seal** bookmarks to the recording, click on the X (exit) to close the program.



# State of Tennessee Courts



- You can now burn a copy of this recording file with sealed segments on a CD-R/DVD-R disk.
- Please follow your instruction manual - refer to the section: *Using Windows 7 to Burn Additional Copies* or *Using Windows XP to Burn Additional Copies* depending on the type of computer system you use.



# State of Tennessee Courts



Questions ??????????