



Court recording system
"SRS FEMIDA"

Admin Guide





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1. Introduction

SRS Femida system is a special technical facility of court recording, which is designed for court proceedings reporting with audio and/or video recording.

SRS Femida system consists of hardware and software components.

The result of the system performance is a court report in electronic and/or paper form. In the court report the time of beginning of each event and its name, participants, short notes, information about court membership, a case number, number of a CD on which the recording is made etc. are represented in chronological sequence. We imply a proceeding or change of participant under the term "event".

The recorded proceeding is saved in an electronic form on a hard drive, CD or network resource and can be played back on any multimedia computer without special software installation.

The system excludes the opportunity of unauthorized access and tampering of fixed information.

The system contains the templates of court sessions where all proceedings in accordance with the active legislation and list of participants are specified, which simplifies the process of a court report creation during court session. The templates can be edited and expanded. New templates can be created on the basis of the existing ones.

The system provides an opportunity of simultaneous connection of up to 8 microphones. The audio recording can be made on 1, 2, 4 or 8 separate channels depending on the model.

2. Terms and definitions

№	Terms and definitions in the technical documentation	Notes
1	Events log	List of registered events, reflecting the chronology of court proceeding course. Every event is characterized by the following properties: time of beginning of an event, name of legal proceeding, type of the trial session, preparatory or main trial session, participant of proceeding, initiating the event, performance of the proceeding by the participant in form of
2	Court report	Document, written in accordance with the rules of court reports composition.

3. System components

The system consists of the following components:

- software for audio recordings
- Audio switching device (mixer);
- Sound card;
- Headphones;
- Microphones;
- Interface cables with connectors for microphones connection;
- USB adapter for connecting USB dongle;
- UPS;
- Speakers



4.2. Powering up

Turn ON the power in the following order: UPS, PC system unit, monitor.

4.3. System login

Wait for login window opening and enter a computer power-on password. This password is set as universal for all users. The administrator's separate password for the computer power-on is set for access to BIOS settings.

Wait for completion of the operating system loading and enter a user's name and password for entering Windows. Windows accounts are created by Administrator separately for each user.

4.4. Microphones connection check

Check microphones connection to audio switching device (mixer).

4.5. Video cameras connection check

Check video cameras connection to square-ware generator, and connection of square-ware generator to video input device.

5. System installation and configuration

5.1. System requirements

5.1.1. Computer system requirements

Parameter*	Recording server		Remote working place
	System with video	System without video	
Processor	Intel Core 2 Duo	Intel Celeron	Intel Celeron
RAM	1024 Mb	1024 Mb	512 Mb
Hard drive	320 Gb	160 Gb	80 Gb
Video adapter	Standalone or embedded adapter with Direct3D support, one or two** outputs	Standalone or embedded adapter with Direct3D support, one or two** outputs	Standalone or embedded adapter with Direct3D support
Audio card	Special multi-channel audio card "M-Audio Delta-44" or "M-Audio Delta-1010LT"	Special multi-channel audio card "M-Audio Delta-44" or "M-Audio Delta-1010LT"	AC97 or HDA compatible duplex card or external USB card
Computer network	100 Mbit Ethernet or 1Gb Ethernet	100 Mbit Ethernet	100 Mbit Ethernet or 1Gb Ethernet
Monitor	One or two** TFT XGA 1024x768	One or two** TFT XGA 1024x768	TFT XGA 1024x768
Operating system	Microsoft® Windows® 2000 Microsoft® Windows® XP Professional SP2, SP3	Microsoft® Windows® 2000 Microsoft® Windows® XP Professional SP2, SP3	Microsoft® Windows® 2000 Microsoft® Windows® XP Professional SP2, SP3 Microsoft® Vista® SP1

*MINIMAL hardware and software requirements are presented.

**For application in 2-monitor configuration of working place.

5.1.2. Supported operating systems

- Recording server:
 - Microsoft Windows 2000 Professional Edition (Service Pack 4 or higher);
 - Microsoft Windows XP Professional, Home Edition (Service Pack 2 or higher) 32-bit;
- Remote working place:
 - Microsoft Windows 2000 Professional Edition (Service Pack 4 or higher);
 - Microsoft Windows XP Professional, Home Edition (Service Pack 2 or higher) 32-bit;
 - Microsoft Windows Vista Ultimate, Enterprise, Business, Home Premium, Home Basic Edition 32-bit.

5.1.3. Preset applications required

- DirectX v9.0 or higher;
- IMAPI 2.0;
- Microsoft Office or analog (optionally).

5.1.4. LAN requirements

- Local network Ethernet;
- Protocol TCP/IP:
 - Computers are assigned unique IP-addresses and unique network names. Make sure that the same name or IP-address is not assigned to two computers. Consult with the network administrator about critical range of IP-addresses;
 - f IP-addresses are assigned either manually (static addresses) or automatically from DHCP server (dynamic addresses);
 - f Administrator must set the same subnet mask to all computers.

- Network adapters: Ethernet 100 Mbps (1000 Mbps and Wake-on-LAN support are recommended);
- Network switch: Ethernet 100 Mbps (1000 Mbps with IGMP filtration turned off is recommended).

5.2. Computer preparation

5.2.1. Hard drive preparation for the SRS Femida system installation

Before the SRS Femida system installation you need to divide the hard drive into sections. It is recommended to use the following structure of the hard drive sections:

Section number	Section size	File system	Disk letter	Disk mark	Purpose
First section	10 ÷ 20 Gb	NTFS	C	System	Operating system*
Second section	100 ÷ 500 Gb	NTFS	D	Documents	Court sessions archive (catalogue \Documents\)
Third section	20 ÷ 30 Gb	NTFS	E	Records	Operating server archive: Audio records catalogue \Records\ Video records catalogue \Video\

* - Windows XP Professional operating system with the latest package of updates is recommended for steady and failure-free operation.



Note:

Use only “main” sections at hard drive sections creation.

Do not create too small sections. For normal NTFS file system operation minimum 12% of free space available is required in each section under all conditions.

5.2.2. Operating system installation and configuration

Install relevant operating system if there is no preset operating system on a PC (See section 5.1.2). In case if Windows Vista is installed on a remote working place, turn off “**UAC Account control**”. For this open **User Account** settings on **Windows Control Panel** and turn off the **Use UAC Account Control** option.

Turn off all “embellishments” of the operating system. For this open the **Additional** tab on **Windows Control Panel**, then click the **Parameters** button in the **Operating Speed** section, mark the **Provide the best operating speed** option.

Turn off all **Windows Sound Notifications**. For this open the **Sounds and Audio Devices** settings on **Windows Control Panel**, in the **Sounds** tab select the **No sounds** line in the **Sound scheme** section.

5.2.3. Installation of direct recording support on CD (only for Windows XP)

- Turn on the computer and wait for the operating system loading.
- Insert an installation CD of the SRS Femida system in a CD-ROM driver and start the Windows updates program, which is in the catalogue “\ **DRV \ IMAPI2.0**”.
If you have a Russian-language Windows XP operating system, launch the file “**WindowsXP-KB932716-v2-x86-RUS.exe**” or from the menu “Start/Programs/SRS Femida/Drivers/Install IMAPI2 (rus)”.
If you have an English-language Windows XP operating system, launch the file “**WindowsXP-KB932716-v2-x86-ENU.exe**” or from the menu “Start/Programs/SRS Femida/Drivers/Install IMAPI2 (eng)”.
- Wait for Windows updates installation completion and restart the computer.

5.2.4. Windows user accounts creation

After operating system installation but before the SRS Femida software installation, you need to register the operating system users:

Srsadmin (or other login) – an operating system administrator, in future, an administrator of the SRS Femida operating system (user with administrative rights);

User (or other login) - an operating system user, in future, a user of the SRS Femida system (user with limited rights or confident user).

Create several users of the operating system to differentiate the access of users to “their” protocols of the SRS Femida system.

Users with limited rights are disabled to install software, change the software complex parameters, tamper with data (substitute audio data), and obtain access to data of other user.

5.2.5. Installation of special multichannel audio card into PC (for 4- or 8-channel systems)

- Turn off the power on the computer.
- Open the cover of PC system unit.
- Insert the audio card in free PCI slot. It is highly recommended not to install the audio card in the last (lower) PCI slot, if there are other free PCI slots.
- Tighten the screw, fixing the audio card.
- Close the cover of PC system unit.
- Turn on the power of the computer.



Note:

In the SRS Femida system "M-Audio Delta-44"4-channel card or "M-Audio Delta-1010LT" 8-channel card are applied as a special multichannel audio card.

5.2.6. Special multichannel audio card driver installation

- Turn on the computer and wait for the operating system loading to complete.
- Insert an installation CD of the SRS Femida system in a CD-ROM driver which is in the catalogue "`\\DRV \ MAudio \ WinXP_SP2 \ Delta_WDM_5.10.00.5057v3.exe`".
- Wait for the driver installation to complete and restart the computer.

5.2.7. USB hardware security module installation

USB hardware is installed into the mixer and should be connect with the PC with USB cable.



5.3. SRS Femida software installation



Note:

User interface design and functional characteristics may be changed without notification but without customer quality worsening. Pictures may be some different from production models.

SRS Femida software has two installation modes:

- Full installation for courtroom working place with ability of court proceeding recording, court report creation with further edit feature.
- Installation of client working place only (remote working place), for a secretary's working place outside the courtroom with option only to view and edit recorded court proceedings without creation of new court proceedings.

SRS Femida installation software has two parts:

- Installer;
- Configurator.

5.3.1. System installation

- Turn on the computer and wait for the operating system loading.
- Insert the SRS Femida installation CD to a CD/DVD drive and launch the SRS Femida installation software from the root directory "**\\ FemidaSetup.exe**".
- Press **Next** in the **Welcome** screen appeared to continue installation.



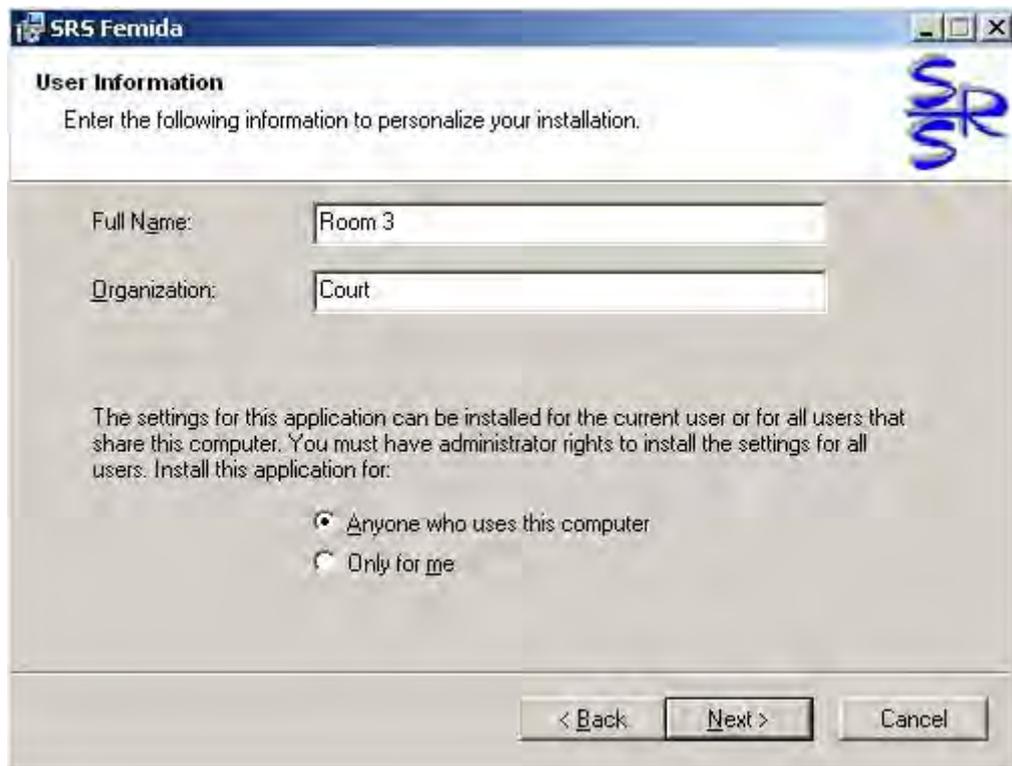
Pic. 5.1. Initial setup dialog box

- Select the language of the SRS Femida user interface. The language defines template types which will be installed in the system. The interface language can differ from the language of the preset templates. You can change the template language in the **Configurator** (see section 5.4.1.2.2. Interface language selection).



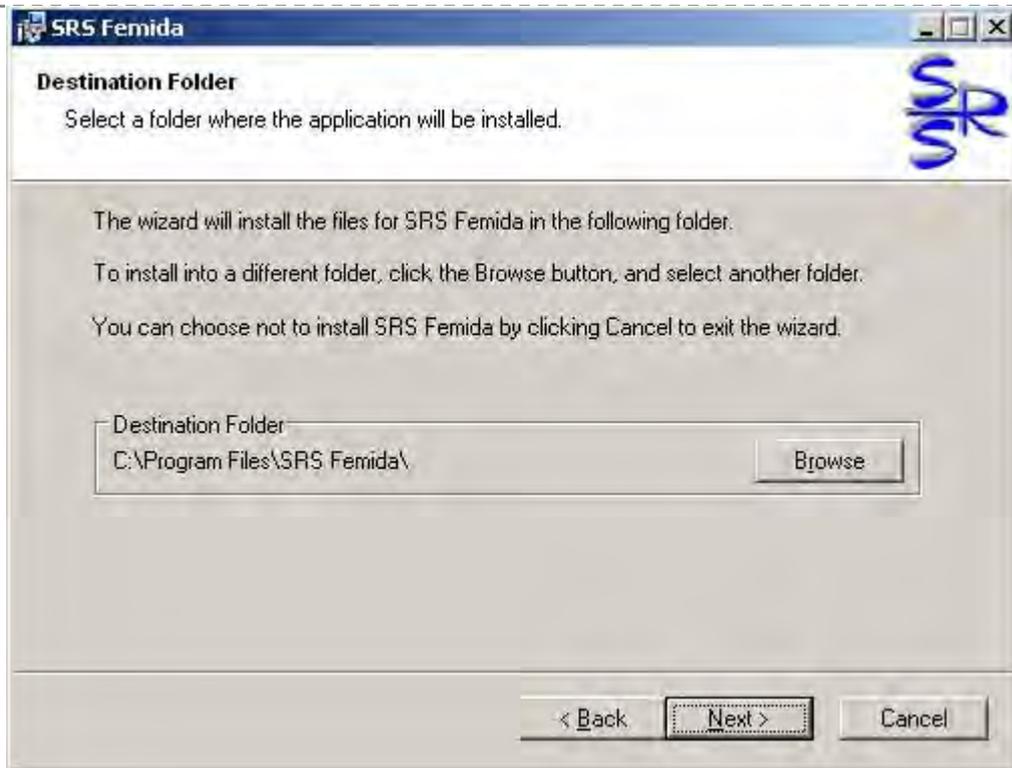
Pic. 5.2. Language selection dialog box

- Enter the SRS Femida user information.



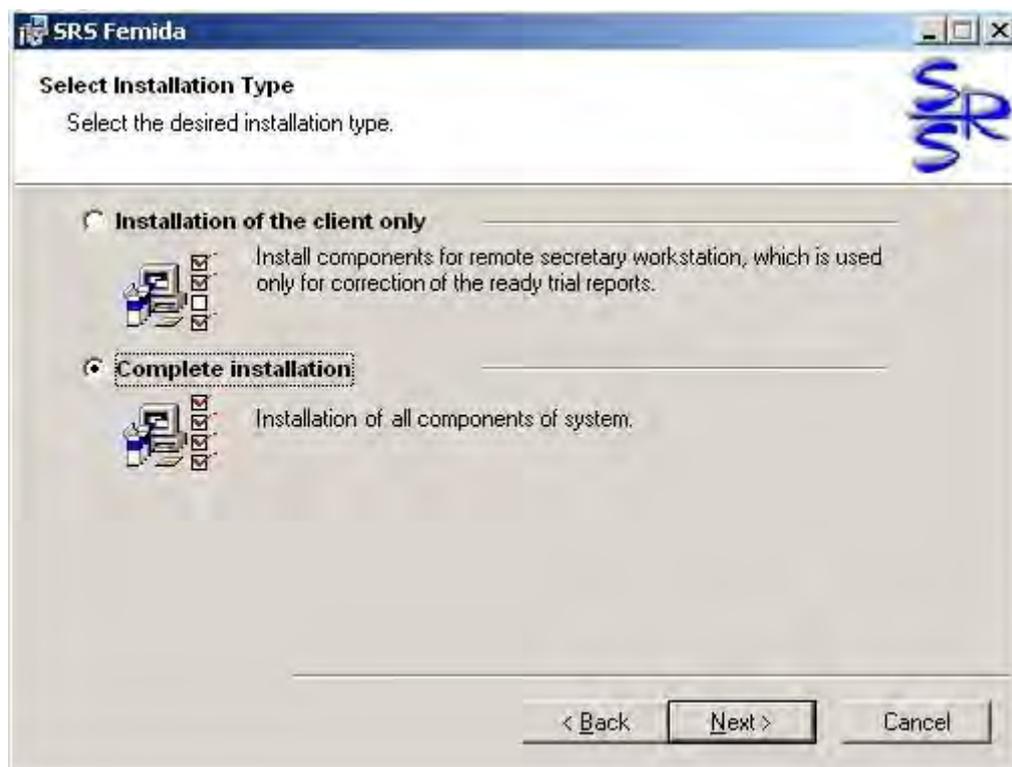
Pic. 5.3. User information dialog box

- Specify the SRS Femida modules destination installation directory. "X:\ Program Files \ SRS Femida" is default, where X is a letter of the system disc.



Pic. 5.4. SRS Femida modules destination installation directory selection dialog box

- Select installation type. Press **Next** to copy files.



Pic. 5.5. SRS Femida installation type selection dialog box

- Upon completion of files copying, press **Configure** in the dialog box to start SRS Femida configuration process (see section 5.4.1. Configuration software). Press **Finish** when finished.



Pic. 5.6. Installation completion dialog box

5.4. System configuration

5.4.1. Configurator software

Configurator allows adjustment of parameters for audio and video recording and main parameters of the Court Recording System "SRS Femida".

You can start the **Configurator** either during the installation process (the **Configure** button, see section 5.3.1. System installation) or from the MS Windows main menu **Start>Programs>SRS Femida>Configurator**.

At hardware configuration changes (add/remove sound and video input devices) you need to start the **Configurator** and the system administrator will need to reconfigure system.

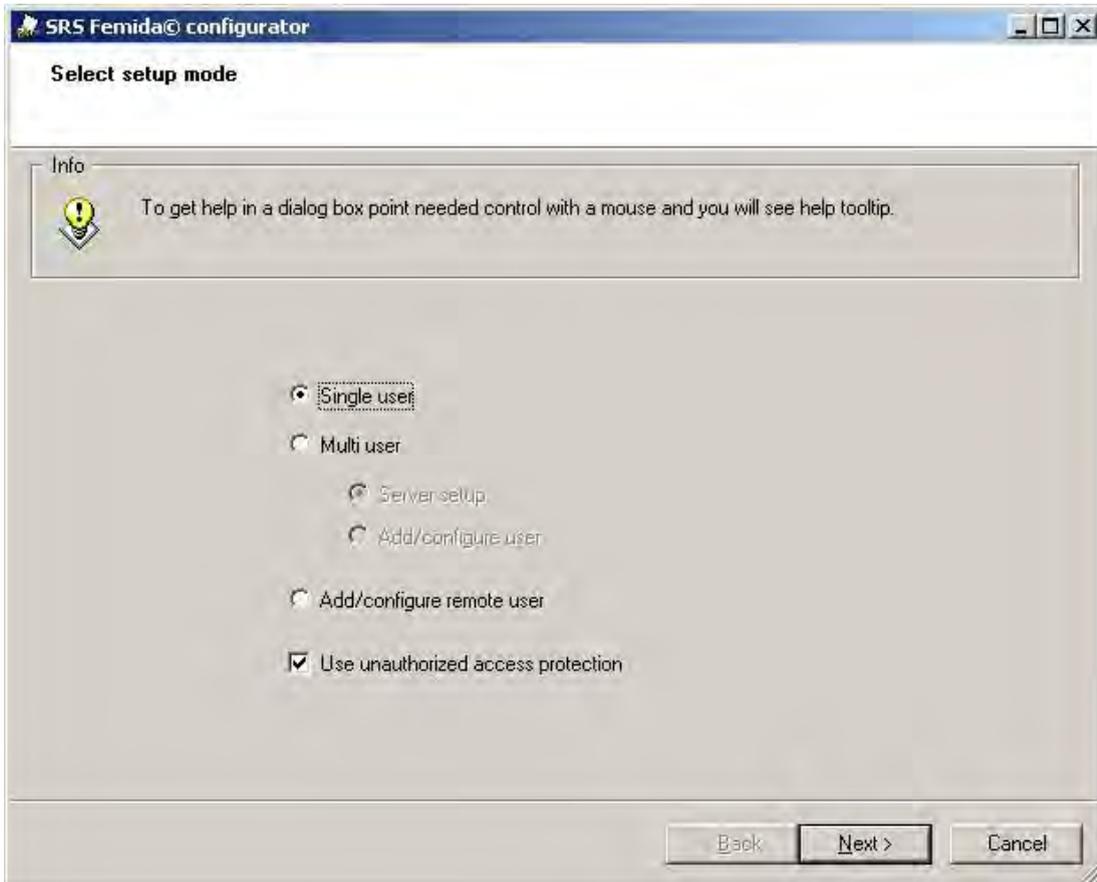


Note:

System administrator must run the Configurator and conduct the configuration setup again in case of any change of the hardware configuration (addition/deletion of audio devices, video input devices).

5.4.1.1. Setup mode selection

Select Setup mode in the appearing dialog box.



Pic. 5.7. Setup mode selection dialog box

5.4.1.1.1. Single-user mode

Select this mode if a single user (secretary only) will work on the computer. The secretary will have administrative rights on the computer.

5.4.1.1.2. Multi-user mode

Select this mode if several users will work on the computer and you need to differentiate access to recordings for different users. Multi-user mode allows additional options assignment:

Server Setup – all users parameters configuration;

Add/Configure User – secretary's working place configuration.

Administrator has to run the initial configuration of SRS Femida for the multi-user mode. For this select **Multi-User Mode** and mark the **Server Setup** option.

Multi-user mode will create default configuration common for all users. If a user needs to login to MS Windows and change personal parameters via the **Configurator**, select **Multi-User Mode** setup mode and point **Add/Configure User**.

5.4.1.1.3. Add/Configure remote user

Select this mode if the system is installed on a remote working place and you need to have access to court reports which are in the main SRS Femida storage.

5.4.1.2. Single-user mode setup

To run this mode user shall have administrative rights.

5.4.1.2.1. Setup mode selection

Start the **Configurator** and select the **Single user** setup mode (Pic. 5.7. Setup mode dialog box).

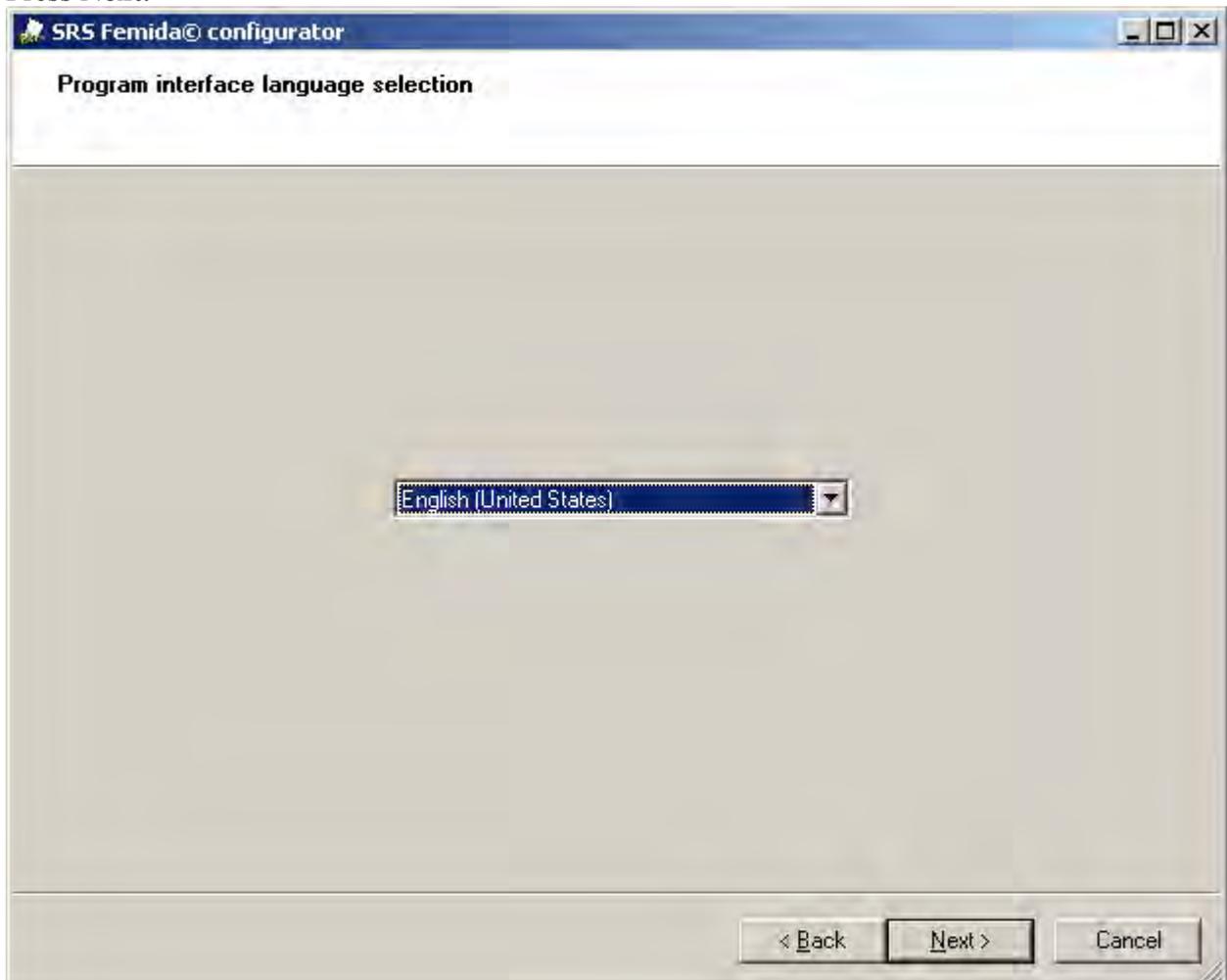
To secure user catalogs and settings from unauthorized access, select the **Use Unauthorized Access Protection** option.

Press **Next**.

5.4.1.2.2. Interface language selection

Select the relevant program interface language.

Press **Next**.



Pic.5.8. Interface language selection dialog box

5.4.1.2.3. Recording server setup. Common parameters

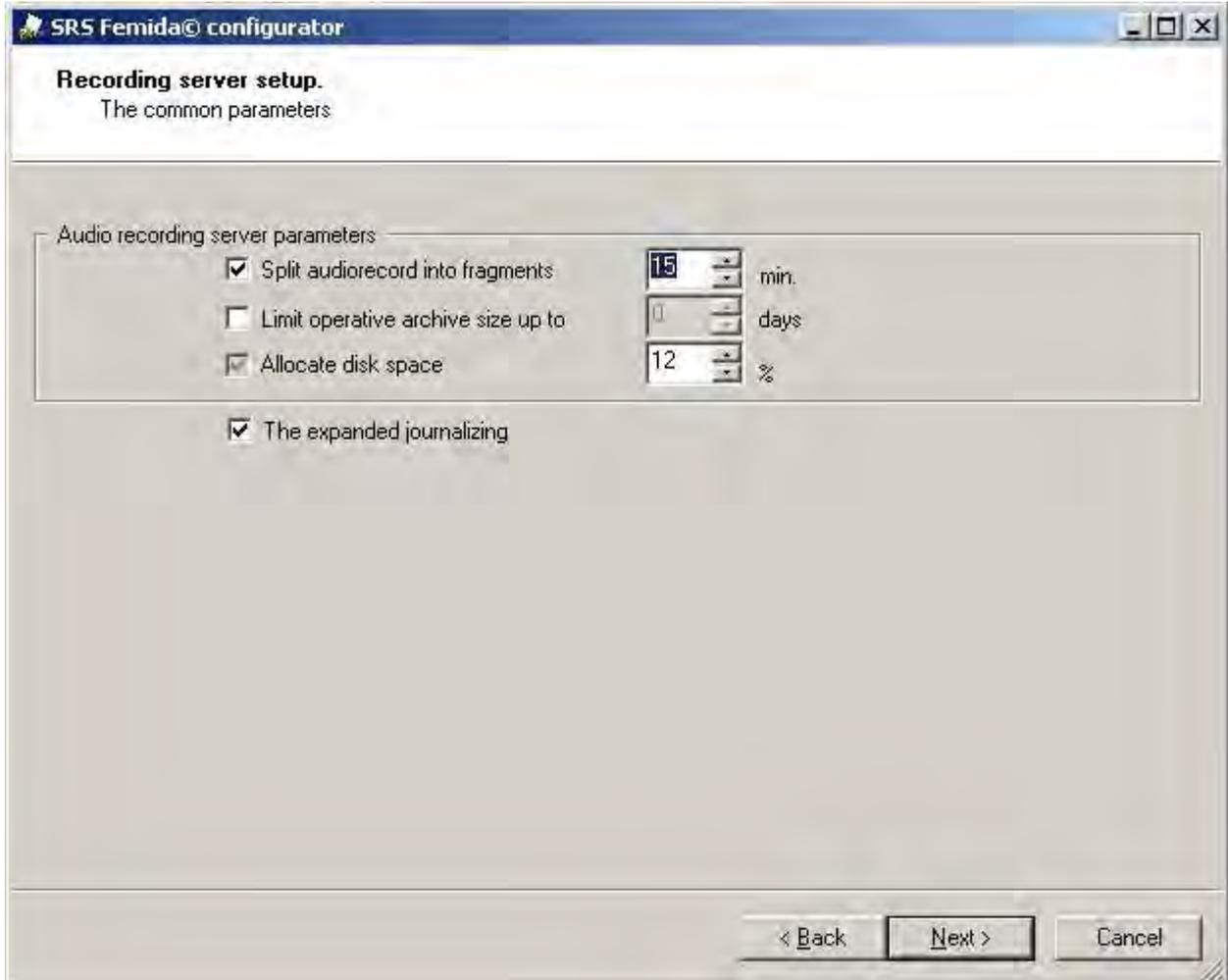
Split Audio record Into Fragments option. Specify the duration of the recorded fragment (it is recommended to set “15 minutes” by default).

Allocate Disc Space option. Specify the critical free disc space for recording server upon reaching of which the automatic cleaning of outdated phonograms will be performed. It is recommended to set minimum 12%.

Limit Operative Archive Size option. You can limit the period of keeping of operative archive of audio recordings server. In case this parameter is not assigned, the automatic cleaning will run only by the minimal free disc space.

Expanded Journalizing option. Leave this option marked for creation of detailed protocol of the recording server operation.

Press **Next**.

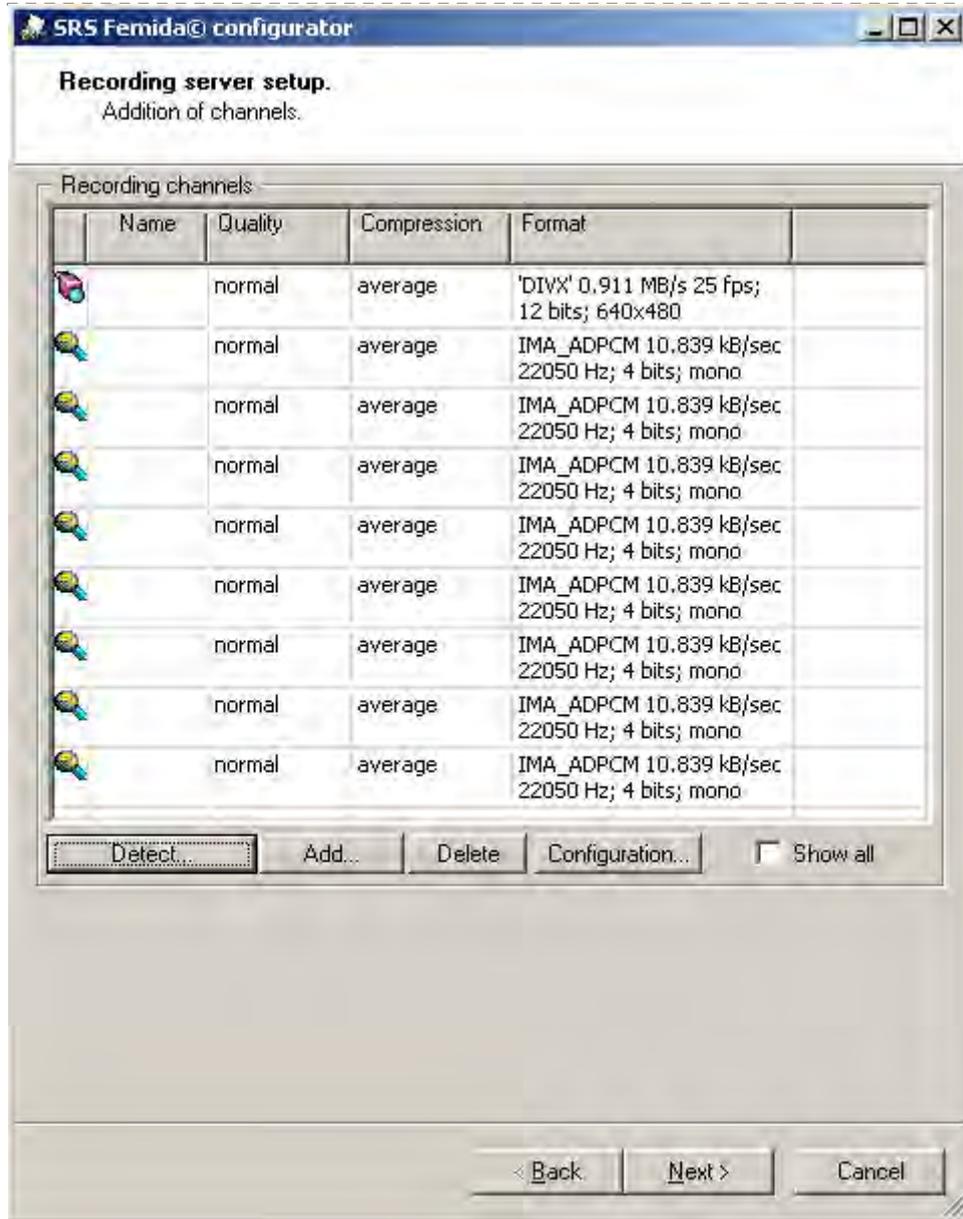


Pic. 5.9. Dialog box of recording server general options setup

5.4.1.2.4. Recording server setup. Recording channels addition

At the initial setup an automatic detection and addition of audio and video channels is performed. Automatically from 2 to 8 audio channels (depends on applied audio cards) and 1 video channel (if video input device is installed) will be added.

At successful detection and addition, the list of available channels will be displayed in an appearing dialog box.



Pic. 5.10. Recording server channels addition dialog box

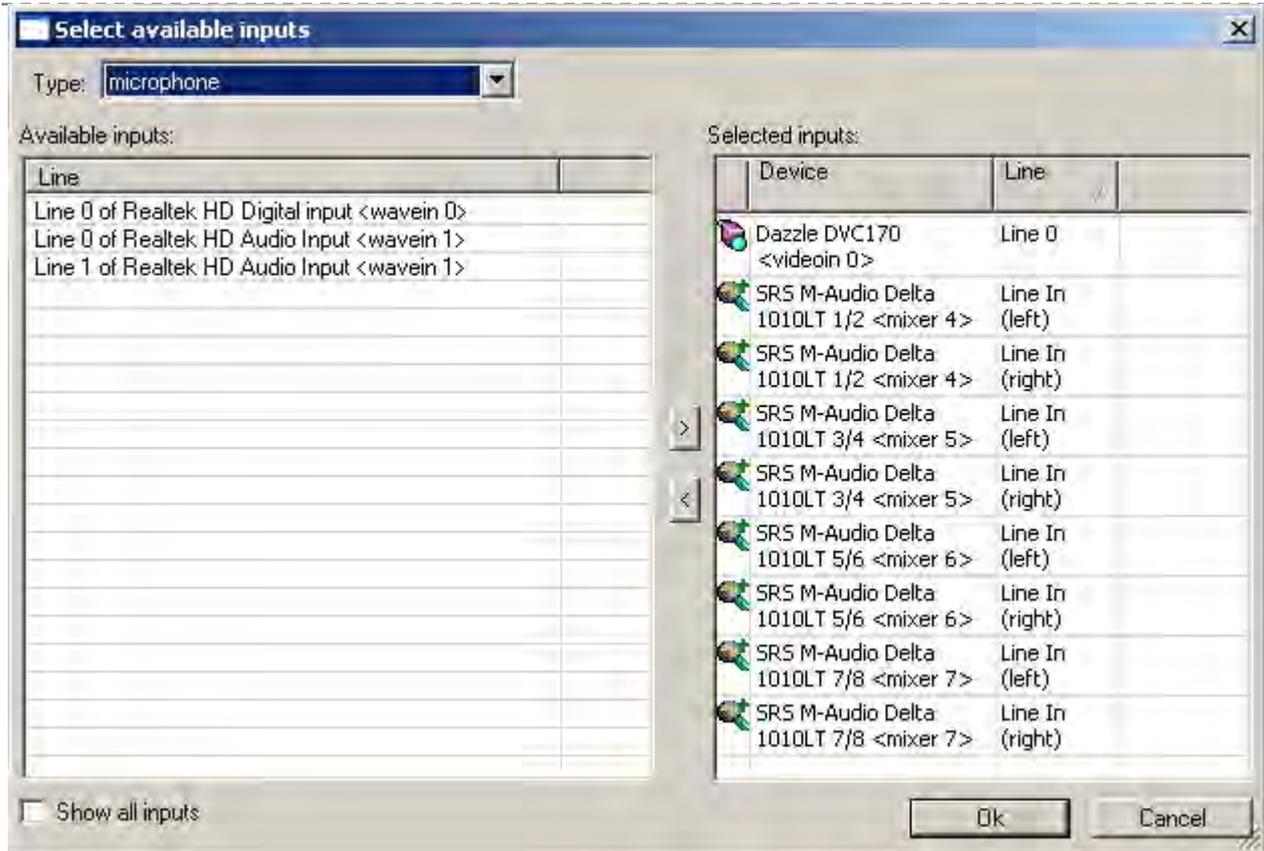
In case the list is not formed automatically, you need to add manually the channels on which the recording will be done. For manual setup press the **Add** button.

Select necessary inputs, on which the recording will be done in the appearing dialog box. The list of available lines will be displayed in the **Available lines** dialog box.

Mark the **Show All Inputs option** to display all audio card inputs (e.g. CD-IN or LINE-IN) (Pic.5.11.).

To add lines select inputs in the left corner and press the button , to delete – select inputs in the right window and press the button .

Press **OK** for inputs addition confirmation.



Pic. 5.11. Dialog box of manual selection and addition of available inputs for recording

For 8-channel audio recording with a special audio card "M-Audio Delta-1010LT" select the following inputs:

- SRS M-Audio Delta 1010LT 1/2<mixer0>: LineIn (left) – input 1;
- SRS M-Audio Delta 1010LT 1/2<mixer0>: LineIn (right) – input 2;
- SRS M-Audio Delta 1010LT 3/4<mixer1>: LineIn (left) – input 3;
- SRS M-Audio Delta 1010LT 3/4<mixer1>: LineIn (right) – input 4;
- SRS M-Audio Delta 1010LT 5/6<mixer2>: LineIn (left) – input 5;
- SRS M-Audio Delta 1010LT 5/6<mixer2>: LineIn (right) – input 6;
- SRS M-Audio Delta 1010LT 7/8<mixer3>: LineIn (left) – input 7;
- SRS M-Audio Delta 1010LT 7/8<mixer3>: LineIn (right) – input 8.

For 4-channel audio recording with a special 4-channel audio card "M-Audio Delta-44" select the following inputs:

- SRS M-Audio Delta 44 1/2<mixer0>: LineIn (left) – input 1;
- SRS M-Audio Delta 44 1/2<mixer0>: LineIn (right) – input 2;
- SRS M-Audio Delta 44 3/4<mixer1>: LineIn (left) – input 3;
- SRS M-Audio Delta 44 3/4<mixer1>: LineIn (right) – input 4.

To add a video channel select **Type** and specify **Camera**. From the list of available lines select the relevant line.

In the dialog box of recording server channels addition the channels will appear, created on the basis of the selected inputs (Pic. 5.10. Recording server channels addition dialog box).

Leave the options **Quality** and **Compression** for all channels by default on **Usual (the optimal parameters are set at channels addition)**.

For audio channels the audio compression algorithm "IMA ADPCM 22,050kHz 4 bits mono" (4 times compression from original) will be applied.

For video channel compression algorithm "MPEG-4 (DivX or Xvid)" will be applied. This selection is optimal.

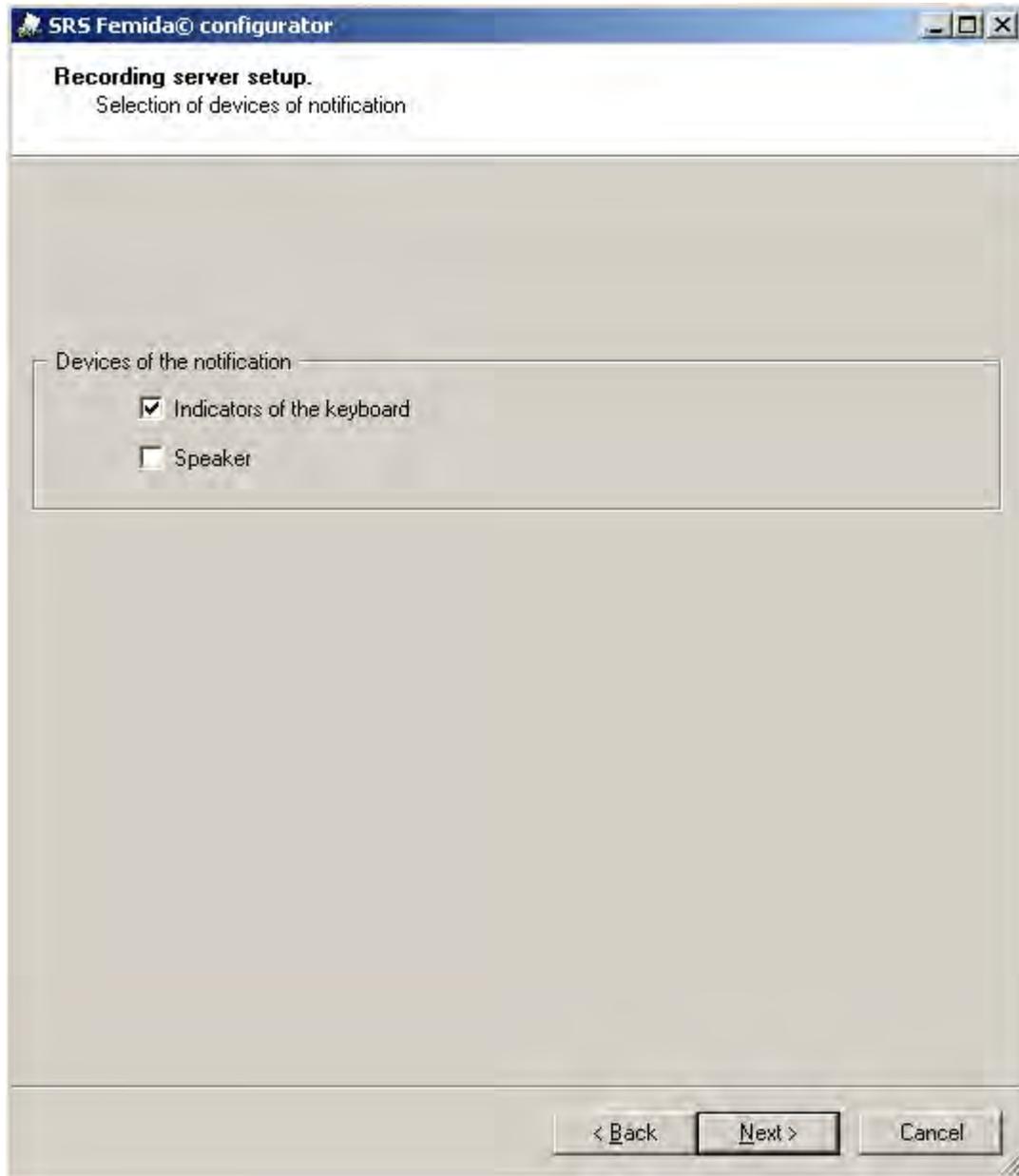
Press **Next**.

5.4.1.2.5. Recording server setup. Notification devices selection

Notification devices are used for recording errors indication, disc overfilling, critical processor load etc. Available notification devices are indicators of keyboard and computer dynamic (speaker).

Select which notification device you want to use.

Press **Next**.



Pic. 5.12. Dialog box of recording server notification devices configuration



Note:

If the indicators of the keyboard are selected as the devices of notification, NumLock, Caps Lock, Scroll Lock keyboard indicators will not display the current state of the keys with the same names (Turn Off state will be always displayed).

5.4.1.2.6. Archives location selection

In the **Select Installation Folders** dialog box you must indicate the archives location of the SRS Femida system.

Audio recording server operative archive - an archive where audio records are kept, which are created during a court proceeding. Upon the court proceeding recording completion and its saving these records are copied to the main archive in the user's catalog. Configuration of this archive will be available only in case, if there is a video recording channel in the SRS Femida system.

Primary trial archive – an archive in which court reports, audio and video recordings are kept.

Secondary trial archive 1 (CD-RW, network folder) – an archive in which the copies of court proceedings can be kept, if there is a command **Save to CD** or **Save to Network** from the main dialog box of "SRS Femida".

CD-ROM drive is usually indicated as the **Secondary trial archive 2**.

Secondary trial archive 2 (network folder) - optional secondary backup, it is usually a network resource on the file-server in LAN or remote working place.



Note:

We recommend to indicate "**Primary trial archive**" and "**Operative archive of server**" on different logical discs (See section 5.1.1. Hard drive preparation for SRS Femida installation). We do not recommend indicating the disc for any archives, on which the operating system is located.

FYI: disc name with operating system is indicated at the bottom of the dialog box in the **Windows Folder** field.

Press Next.

Pic. 5.13. Archives configuration dialog box

5.4.1.2.7. User setup

Auto save Court Report option defines the period of automatic court report saving.

At this stage auto saving of court report file only is performed, audio and video files are saved automatically irrespective of user's settings.

Use Voice Confirmation option turns on or off voice maintenance of marks setting in the events log. Activation of this option can simplify court recording. The marks can be set by means of foot pedal and in headphones the number of inserted mark will be announced. If this option is not selected the marks will be set without voice confirmations.

Consider Operator Reaction Time option allows linking court proceeding event to real time more accurately, taking into account different person's reaction on an event.

Press **Next**.



Pic. 5.14. User's settings dialog box

5.4.1.2.8. Configuration of the system modules load mode

Audio Recording Server option – selection of audio recordings load mode.

Manual Mode means that the audio recordings server is loaded only at the SRS Femida program starting.

Auto Loading Mode means, that the audio recordings server is started at the operating system starting.

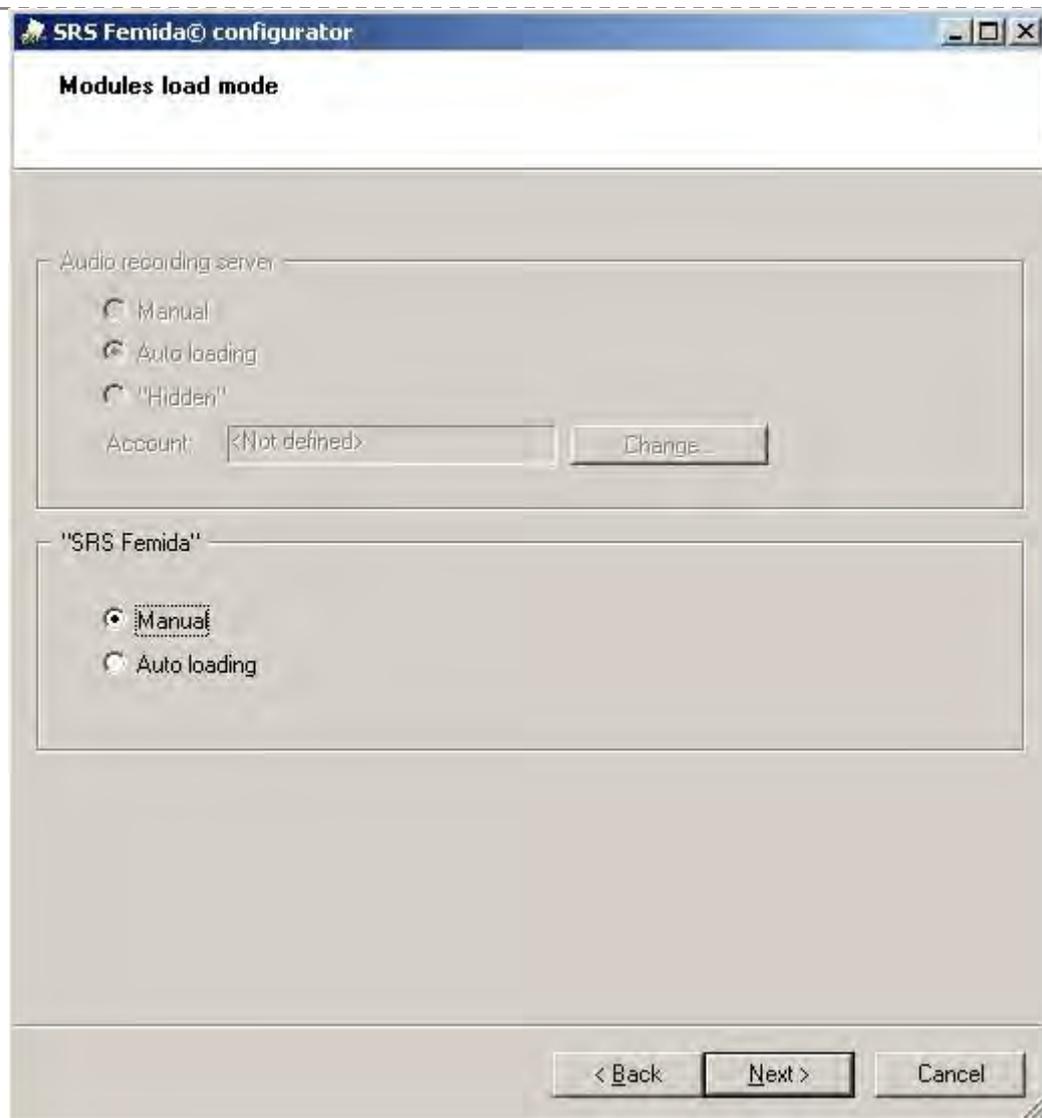
SRS Femida option – selection of the SRS Femida load mode.

Manual Mode means that SRS Femida is started by a user from the main **Windows menu** or from the icon on the **Windows desktop**.

Auto Loading Mode means, that SRS Femida is started at the operating system starting.

Press **Next**.

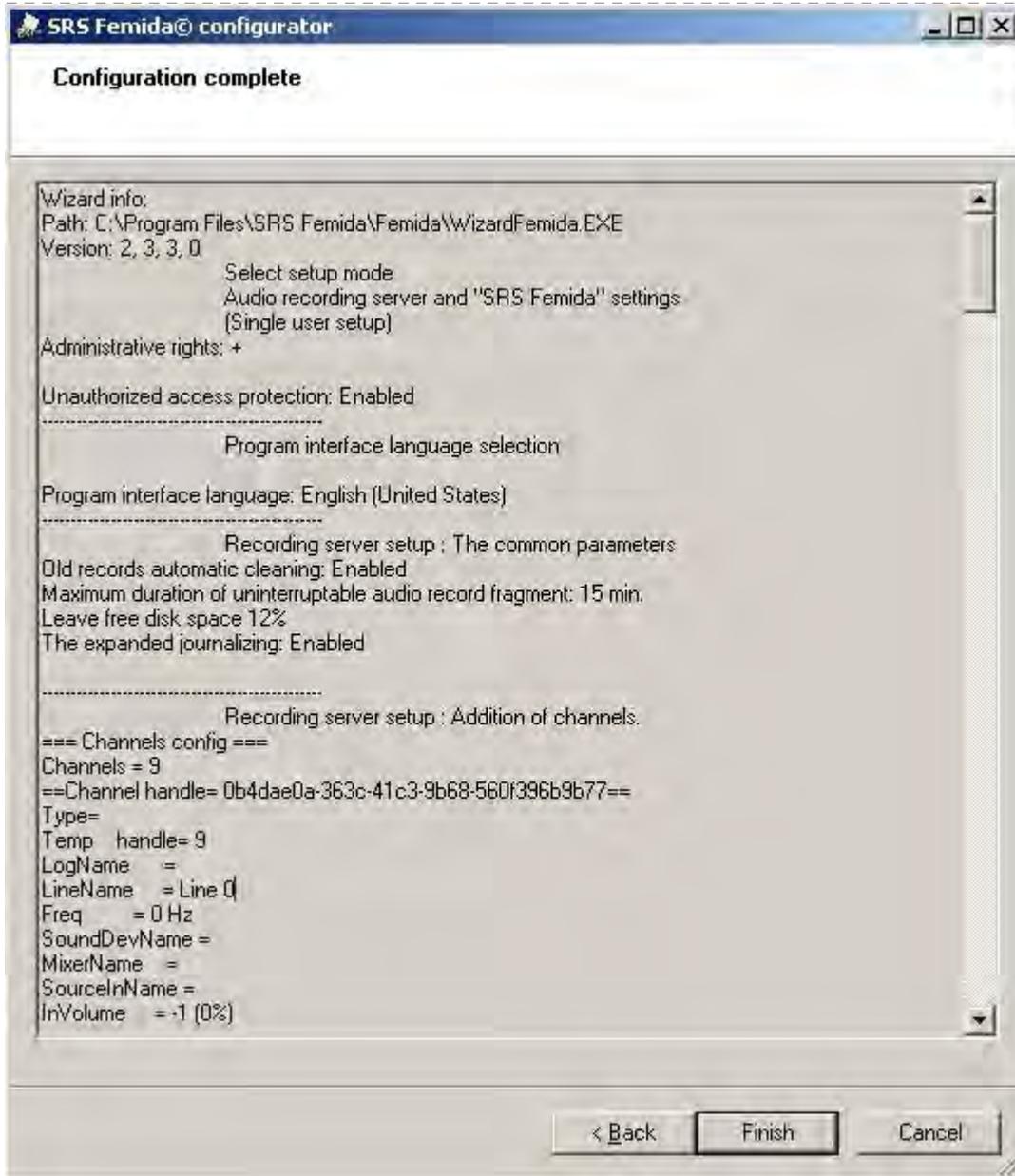
– 26 –



Pic. 5.15. Modules load mode selection dialog box

5.4.1.2.9. Configuration completion

In the appearing **Configuration Complete** dialog box check the correctness of performed settings and press **Finish** to exit the **Configurator**.



Pic.5.16. Configuration completion dialog box

5.4.1.3. Setup in multi-user mode (administrator's configurations)

This setup mode can be proceed only by user with administrative rights.

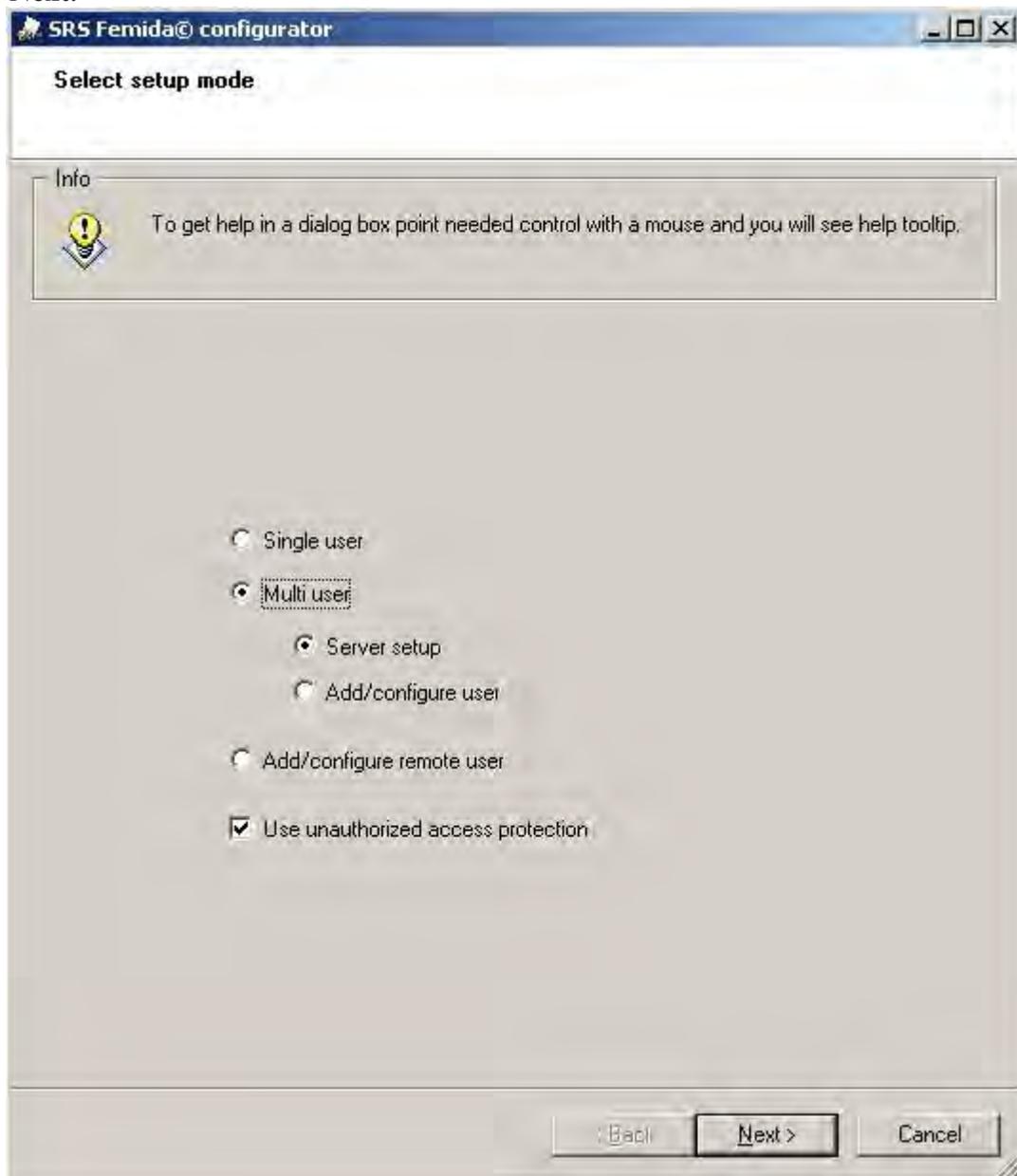
5.4.1.3.1. Setup mode selection

Start the **Configurator** and select the **Multi-user setup mode. Server setup.**

To secure users' catalogues and settings from unauthorized access, mark the **Use Unauthorized Access Protection** option.

In this case the access for other users will be limited to settings and court proceedings of the user who assigns settings.

Press **Next**.



Pic. 5.23. Setup mode selection dialog box

5.4.1.3.2. SRS Femida system configuration

Proceed the steps of the configuration, described in the sections 5.4.1.2.2. ÷ 5.4.1.2.8.



Attention!

Only system administrator can proceed the configuration (addition) of additional devices (section 5.3.1.2.8., Pic.5.15.) or user with administrative rights.

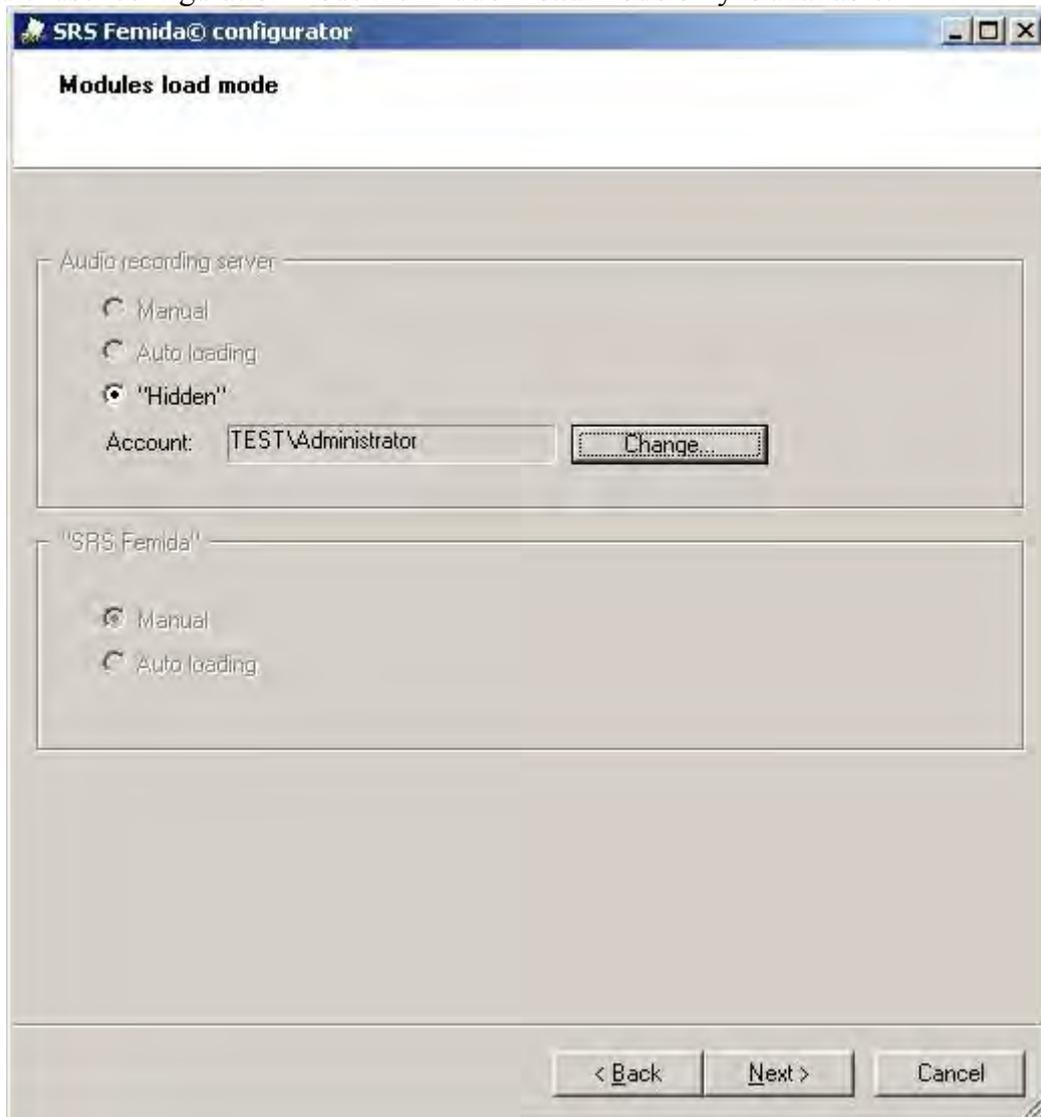
The foot pedal parameters configuration is carried out by the user in SRS Femida program.

5.4.1.3.3. System modules load mode configuration

SRS Femida option – in this mode it is unavailable for configuration.

Audio Recording Server option – selection of mode of audio recording server loading.

For multi-user configuration mode the **Hidden load mode** only is available.



Pic.5.24. Dialog box of modules load mode selection

For the **Hidden** mode setup press **Change**, in the new dialog box indicate the user's name and Windows account password with administrative rights.

If the computer is in domain, it is recommended to indicate the local account (local computer user who has administrative rights). The system will check the name and password when they are entered. If the password is not correct the system will offer to enter the password again.

Press **OK**.

After returning to the **Modules Load Types** dialog box press **Next**.



Pic.5.25. Dialog box of name and password input of Windows administrator



Attention!

For Windows XP it is not possible to indicate an empty password!

If the account of the computer administrator has no password, you need to create a password at first. For Windows password creation open the **Windows User Accounts** window from the menu "**Start>Settings>Control panel>User accounts**".

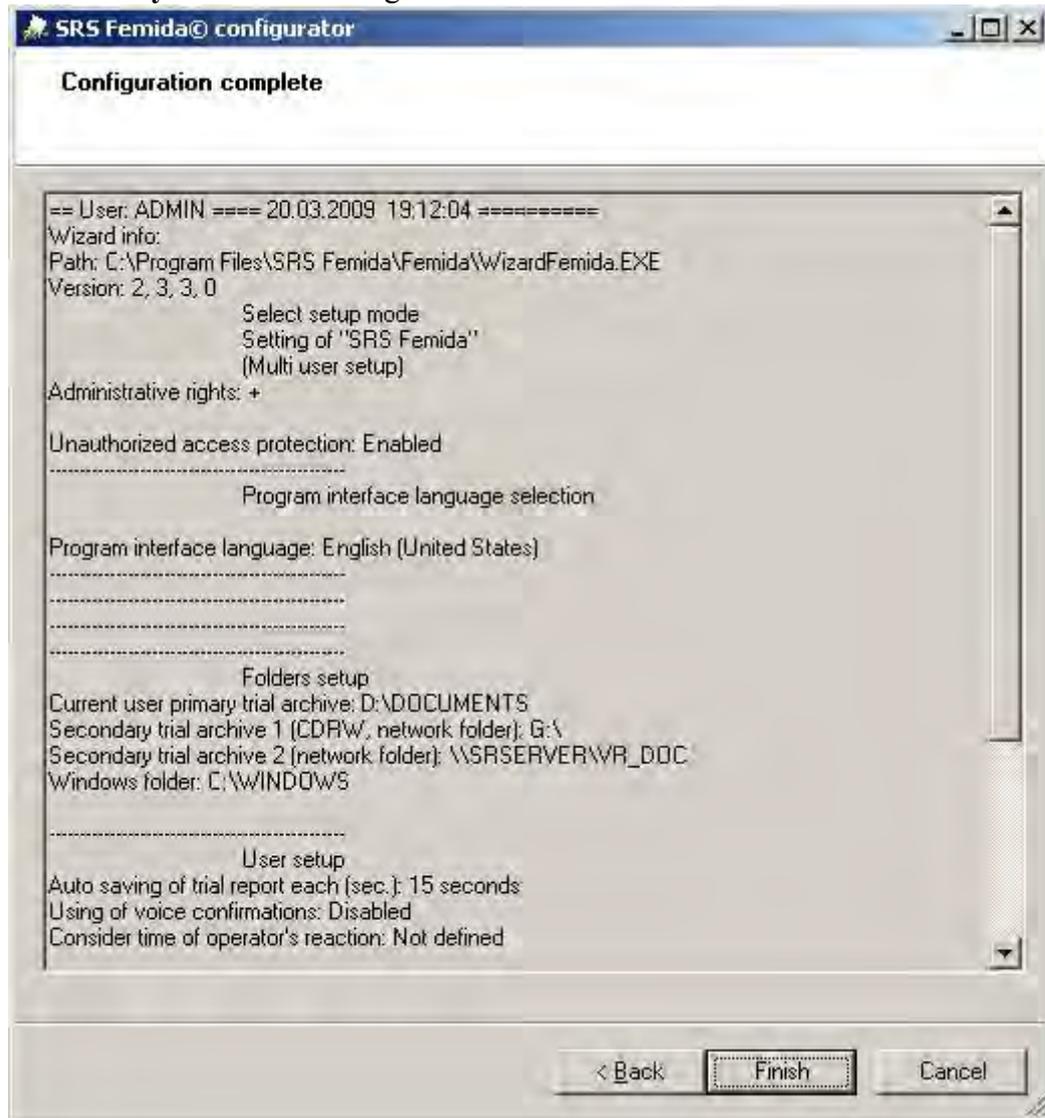
Open the corresponding user with administrative rights and click the **Password Creation** point.



Pic. 5.26. Windows account change dialog box

5.4.1.3.4. Configuration completion

In the appearing **Configuration Complete** window check the accuracy of the conducted settings and press the button **Ready** to exit the Configurator.



Pic. 5.27. Dialog box of installation completion

5.4.1.3.5. Additional video recording server configuration (optional)

Proceed the steps of the configuration, described in the section 5.3.1.2.11.

5.4.1.4. Setup in multi-user mode (user configuration)

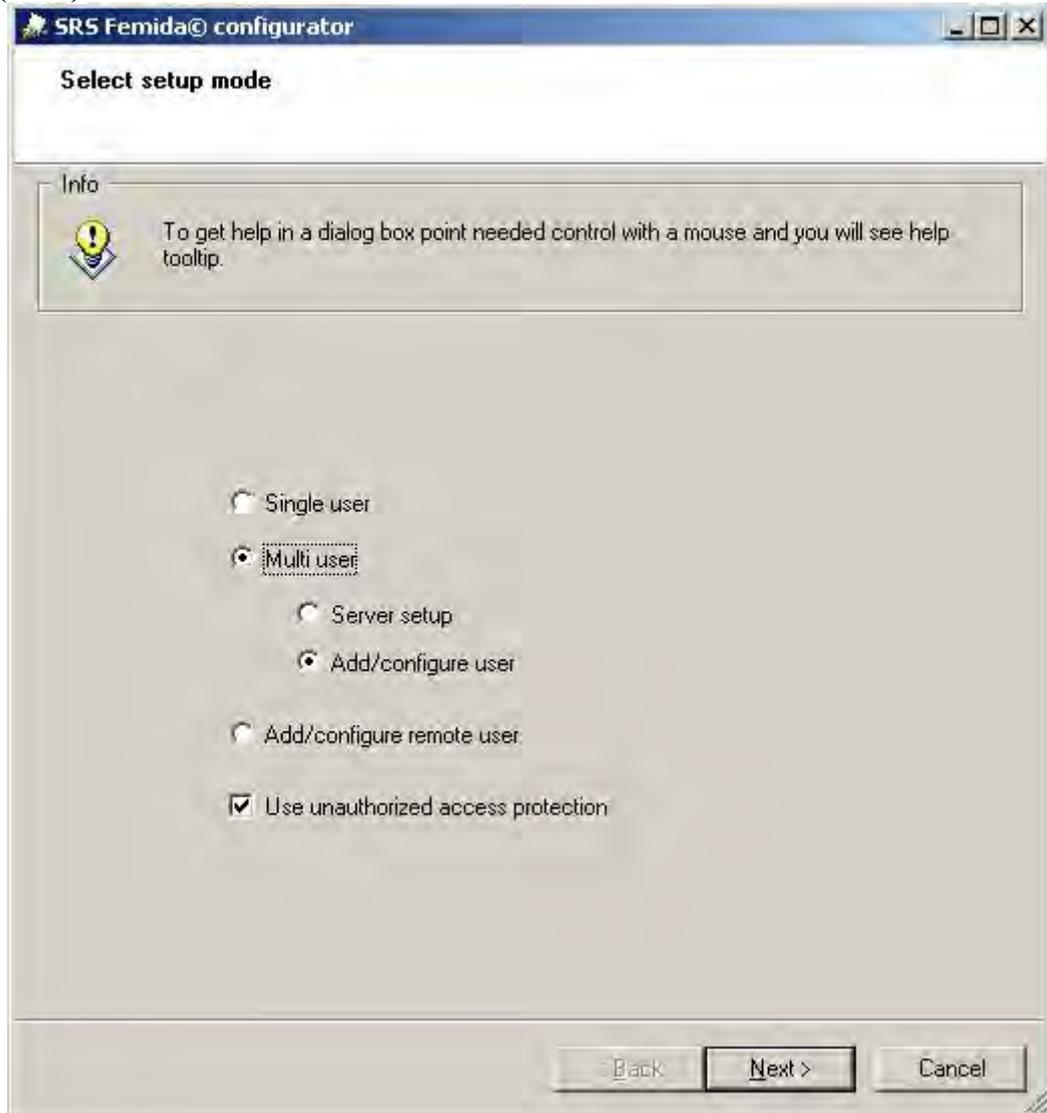
User can proceed this mode for changing personal settings.

If the user does not change his personal settings, at the first launch the program SRS Femida will automatically perform all corresponding settings for this user.

5.4.1.4.1. Setup mode selection

Start the **Configurator** and select the **Multi-user, Add/Configure User setup mode**. Mark the option **Use Unauthorized Access Protection** to secure users' catalogues and settings from unauthorized access. In this case the access to settings and court proceedings of the user, who makes adjustments for other users will be limited.

Press **OK (Next)**.



Pic. 5.28. Configuration mode selection dialog box

5.4.1.4.2. SRS Femida configuration

Proceed the steps of the configuration, described in the sections 5.4.1.2.2. ÷ 5.4.1.2.8.



Attention!

Only system administrator (simultaneously for all users) can proceed the configuration (addition) of additional devices (paragraph 5.3.1.2.8., Pic.5.1.5) or the user with administrative rights.

The foot pedal parameters configuration is carried out by user in SRS Femida program.

5.4.1.4.3. System modules load mode configuration

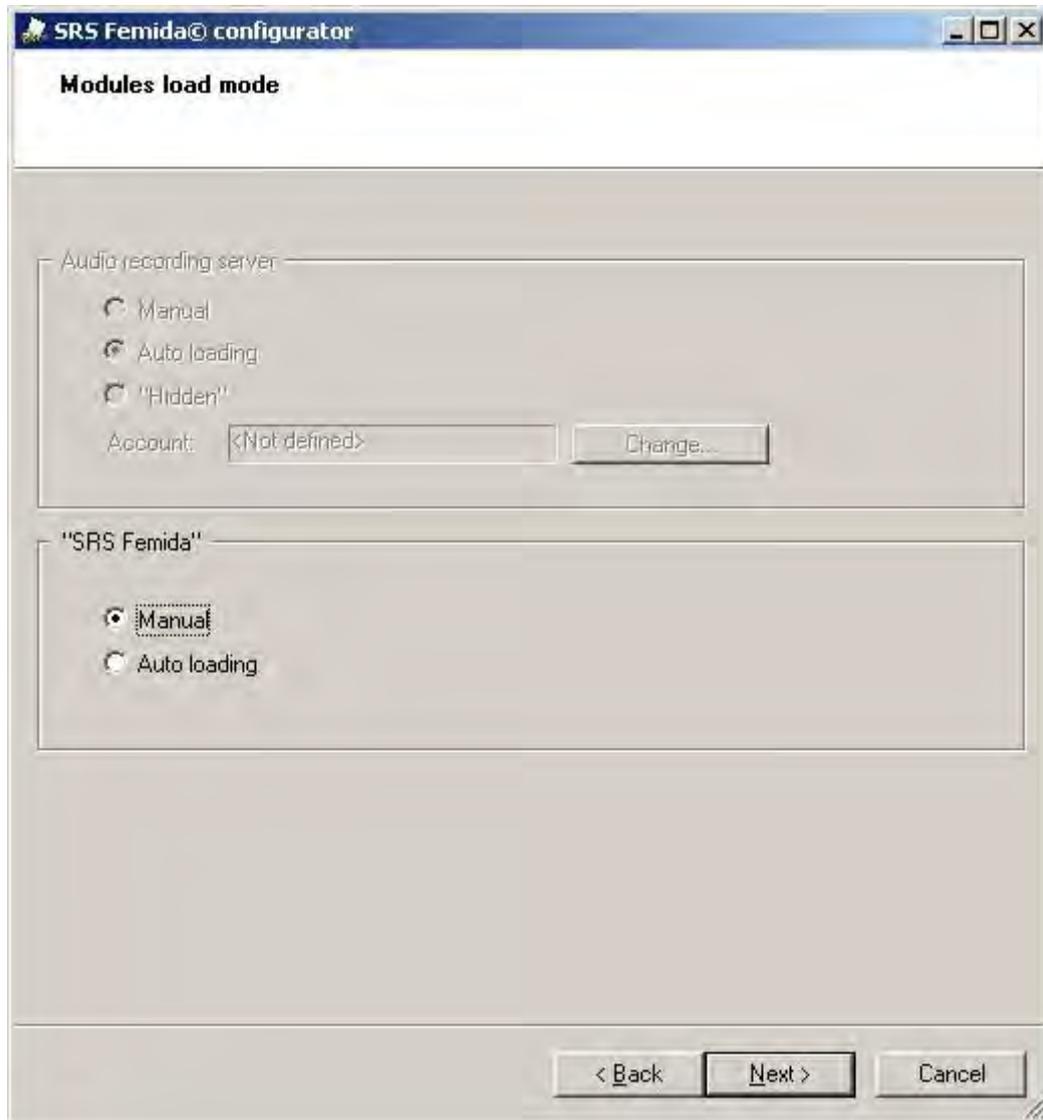
Audio Recording Server option – in this mode it is unavailable for configuration.

SRS Femida option – selection of the SRS Femida program load mode.

Manual mode means, that user starts the SRS Femida program from the **Windows main menu** or via shortcut on **Windows desktop**.

Auto Loading mode means that the SRS Femida program is started at the operating system loading.

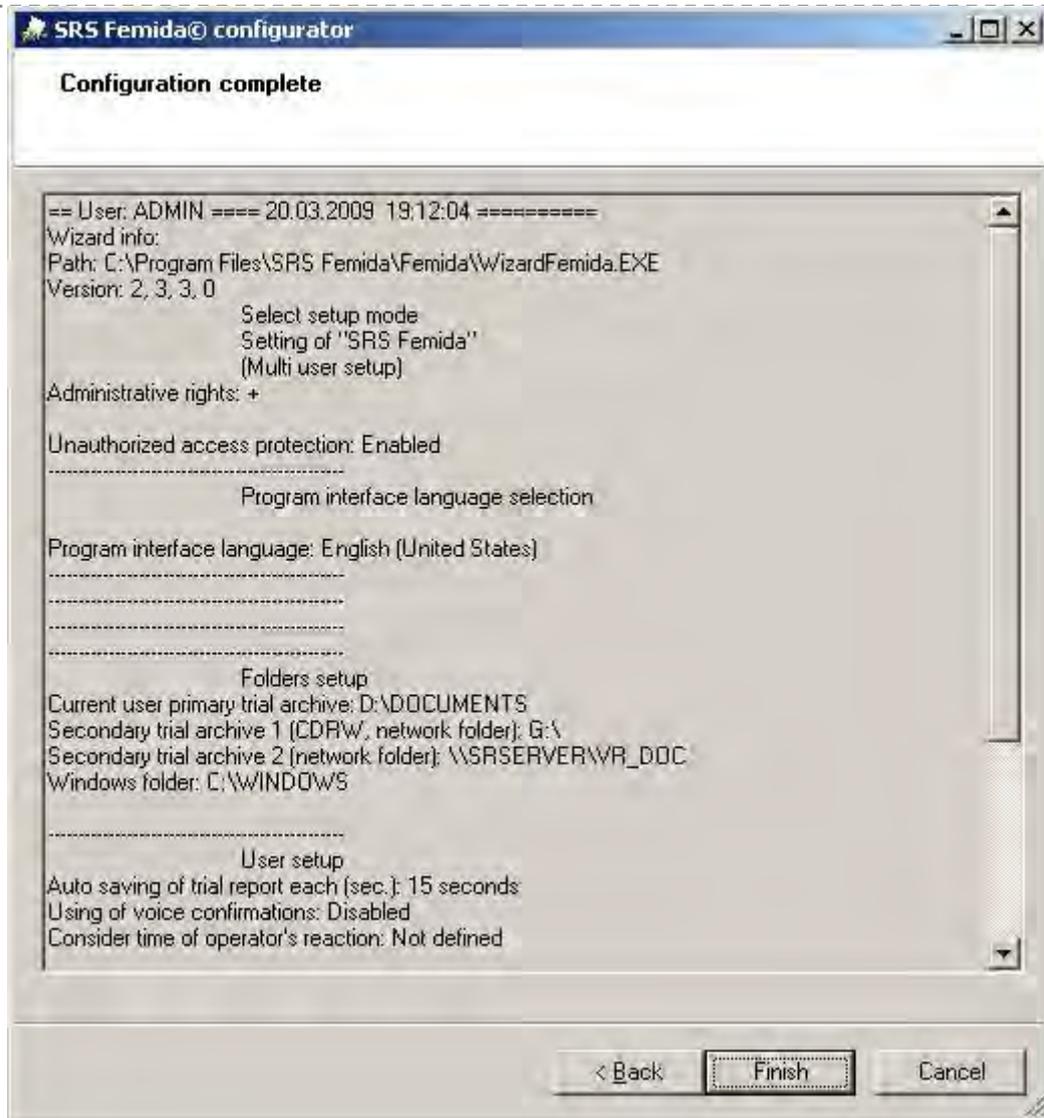
Press **Next**.



Pic. 5.29. Modules load mode selection dialog box

5.4.1.4.4. Configuration completion

In the appearing **Configuration Complete window** check the accuracy of the conducted settings and press the button **Finish** to exit the Configurator.



Pic. 5.30. Configuration completion dialog box

5.4.1.5. Secretary's remote working place configuration

Secretary's working place located not in the courtroom allows a user to review, edit and archive a court report.

The secretary's remote working place configuration is identical to a user's configuration in the multi-user mode (See section 5.3.1.4.). The only difference is that LAN resource is assigned as the catalog with court proceedings archive (in this case you should allow this catalog to be shared with full-access permissions on the network) or CD-ROM drive as the main court proceedings archive (see section 5.4.1.2.6., Pic. 5.13.).

5.4.1.5.1. Secretary's work at a remote working place

There are several options of the secretary's work for editing, viewing and archiving court reports:

- 1) At the end of the court proceeding the copy of the court report is saved on a CD, after that the secretary opens the court report from the CD on the remote working place and can edit it.

For this option at selection of archives location you need to indicate CD-ROM as "Main court proceedings archive" (See section 5.3.1.2.6, Pic. 5.13.). CD-ROM is required on the computer of the remote working place.

- 2) At the end of the court proceeding the copy of the court report is saved on a network location (network catalog must be available only for the secretary with full access permission) and the secretary can edit the court report at her remote working place.

For this option at selection of archives location you need to indicate the network location as "Main court proceedings archive" (See paragraph 5.3.1.2.6, Pic.5.13.).

- 3) The secretary may be granted a full access from the remote working place to the original court report, which is kept on the recording server in the courtroom. The secretary may edit the court report and save it as in the original location (PC in a courtroom) as in additional archives (on CD or in LAN).

For this option at selection of archives location you need to indicate the network location as "Main court proceedings archive" (See section 5.3.1.2.6, Pic. 5.13.). In this case the full access to "\\ Documents\" catalog should be granted on the network.

5.4.1.6. Remote working place configuration for case materials study (for attorneys, judges, prosecutors)

The working place for studying case materials out of the courtroom allows court report viewing for a user (to playback the court proceedings records).

The secretary's remote working place configuration is identical to a user's configuration in the multi-user mode (See section 5.3.1.4.). The only difference is that LAN is assigned as the catalog with court proceedings archive (in this case you should allow this catalog to be shared over LAN) or CD-ROM as the main court proceedings archive (See section 5.4.1.2.6, Pic. 5.13.). You can grant permission with Read-Only or Full Access option to the folder with the court proceedings for this configuration.

5.4.1.6.1. Case materials study at remote working place

At the working place outside the courtroom no installation of special software is required to study case materials.

To playback the court proceeding recording, install a CD in a CD-ROM drive. After the CD starts automatically the **Open a Session** dialog box of court session selection will open.

If there is no CD autostart open the CD in **Windows Finder** and launch the file "**vcviewer.exe**" from the disc root catalog.

The court proceeding playback program, recorded on a CD allows record playback as from a CD as from any catalog on the hard disc of the computer or in LAN. By default the archive from the installation CD will open. To select another archive from which you need to open a session, open the drop-down list in the top right corner and select the main, additional (as a rule a CD) or LAN archive.

In the drop-down list of the selection of the archive the history of the selected archives is kept. Further you may open the needed archive selecting it in the drop-down list.

To select the archive, located in a random location press the button .

User may copy the program of court sessions playback from a CD to a hard drive and start it to view the sessions located on a CD, network location or sessions copied on a local PC hard drive.



Note:

No installation of the USB dongle is required for this mode.

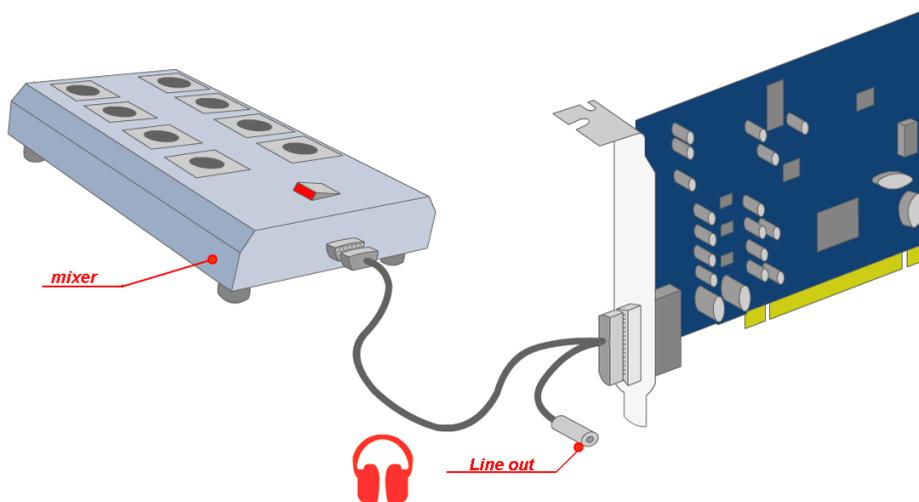
6. System construction options

6.1. 4-channel audio recording

6.1.1. With 4-channel audio card application

A special 4-channel audio card "M-Audio Delta 44" and 4-channel audio switching device (mixer) are used. At recording the channels summing is conducted in the mixer (2 microphones are mixed on each channel). At playback the channels summing is conducted by the SRS Femida software.

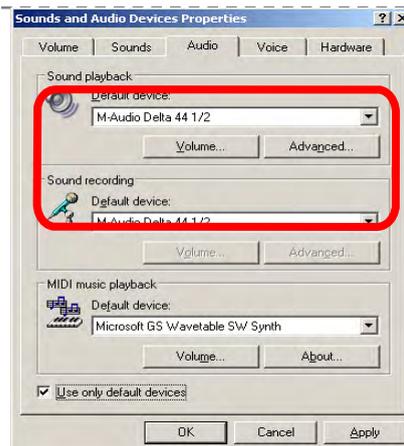
- Install the audio card according to the section 5.1.3.
- Plug the audio switching device (mixer) to the audio card by a special interface cable.
- Plug the headphones to the **Phones** output on the front panel of the audio switching device mixer).



Pic. 6.1. System components connection for 4 channel system

For operation of the **Direct Listening function** in the SRS Femida program it is required that the output of the audio card "M-Audio Delta 44 1/2" is selected as audio playback device.

For this open the **Sounds and Audio Devices Properties dialog box** on **Windows Control Panel** and go to the **Audio** tab.



Pic. 6.2. Dialog box of Windows audio devices configuration for 4-channel system

7. Typical tasks and ways of their solution

7.1. How to continue a trial recording

7.1.1. Today's trial continuation

If a trial was created today, start the SRS Femida program and in the dialog box of the operating mode selection select **Continue Today's Trial**. For further actions on this trial creation refer to the **Continuation of Today's Trial** section of the user's manual.

7.1.2. Continuation of the trial, started in another day

If you need to continue a court proceeding recording which was created in another day, it is necessary to create a new trial in this case. Start the SRS Femida program and in the dialog box of the operation mode selection choose **New Trial**, then enter or choose a case number in a drop-down list. For further actions on creation of this trial refer to the **Full Court Recording with Court Report Creation in the Real-Time Mode** section of the user's manual. So if the case lasted for 3 days – 3 trials on this case will be created. If you need to obtain a general court report on the case, you need to open each court report successively and print the court report for each court proceeding.

7.2. How to rename a trial

To rename a trial start the SRS Femida program. In the starting dialog box of the operation mode selection choose **Open Trial** in the list, right-click the line with the trial which you need to rename and select **Copy** in the contextual menu. Enter a new trial name and press **Ready**. Delete the trial with the old name and select **Delete** in the contextual menu.

7.3. How to delete a trial

To delete a trial start the SRS Femida program and in the starting dialog of the operation mode selection choose **Previous Trial**.

In the appearing dialog box **Open Trial** right-click the line with the trial which you need to delete and select **Delete** in the contextual menu.

7.4. How to open a trial from any archive in the view mode

To playback a trial recording saved on a CD insert a CD in a CD-ROM drive. After disc automatic start the **Open a Trial** dialog box of the trial selection will open (Pic.7.1. Open trial in the view mode dialog box).

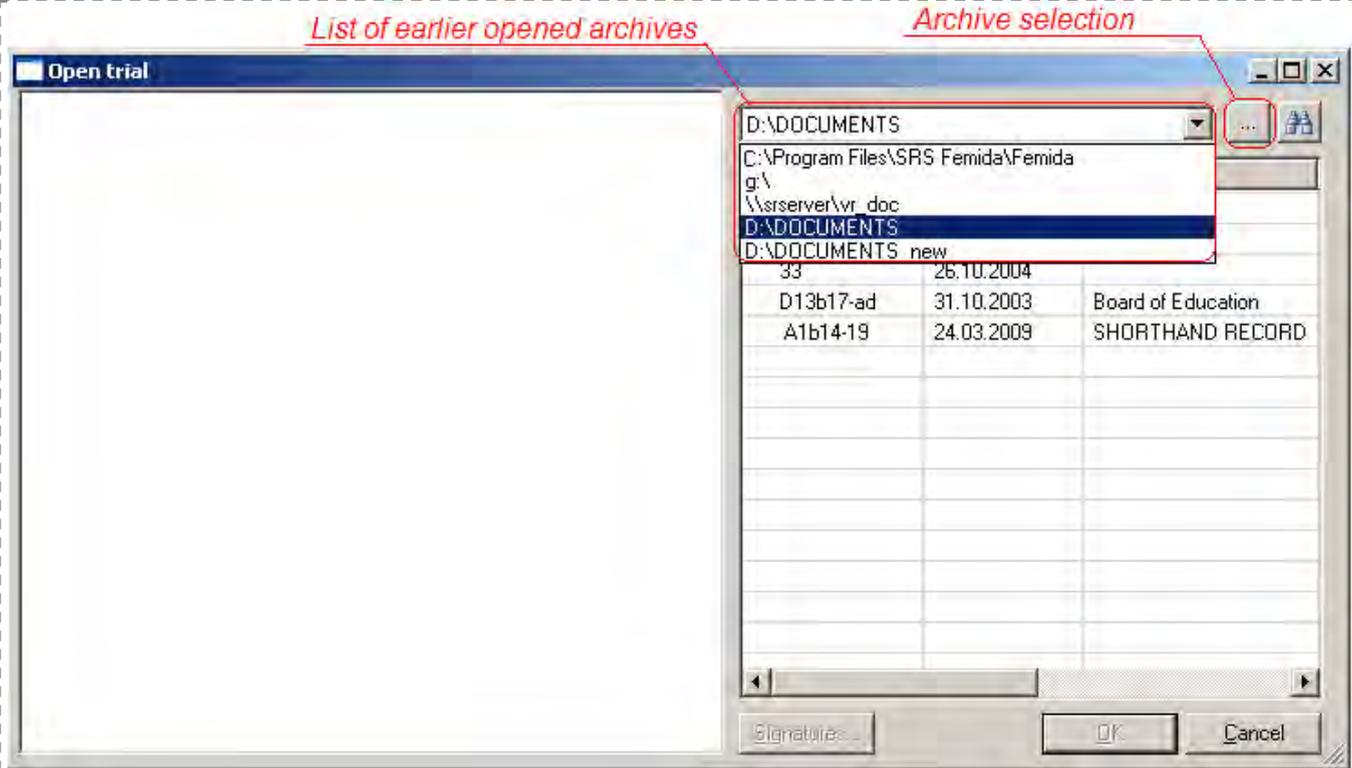
If there is no CD auto start open a CD in **Windows Finder** launch the file "**vcviewer.exe**" from the root disc catalog.

If you need to verify a trial electronic signature select the trial marked by the icon" " in the list and press **Signatures**.

The trial playback program, recorded on a CD allows to playback the records as from a CD as from any PC hard drive catalog or in LAN. By default the archive from the installed CD opens.

To select another archive from which you need to open a trial open the drop-down menu in the top right corner and select the main, additional (as a rule it is a CD) or LAN archive. In the drop-down list of archive selection the history of the selected archives is saved. In future the needed archive can be opened selecting it in the drop-down list.

To select an archive in a random location press the **Archive Selection** button .

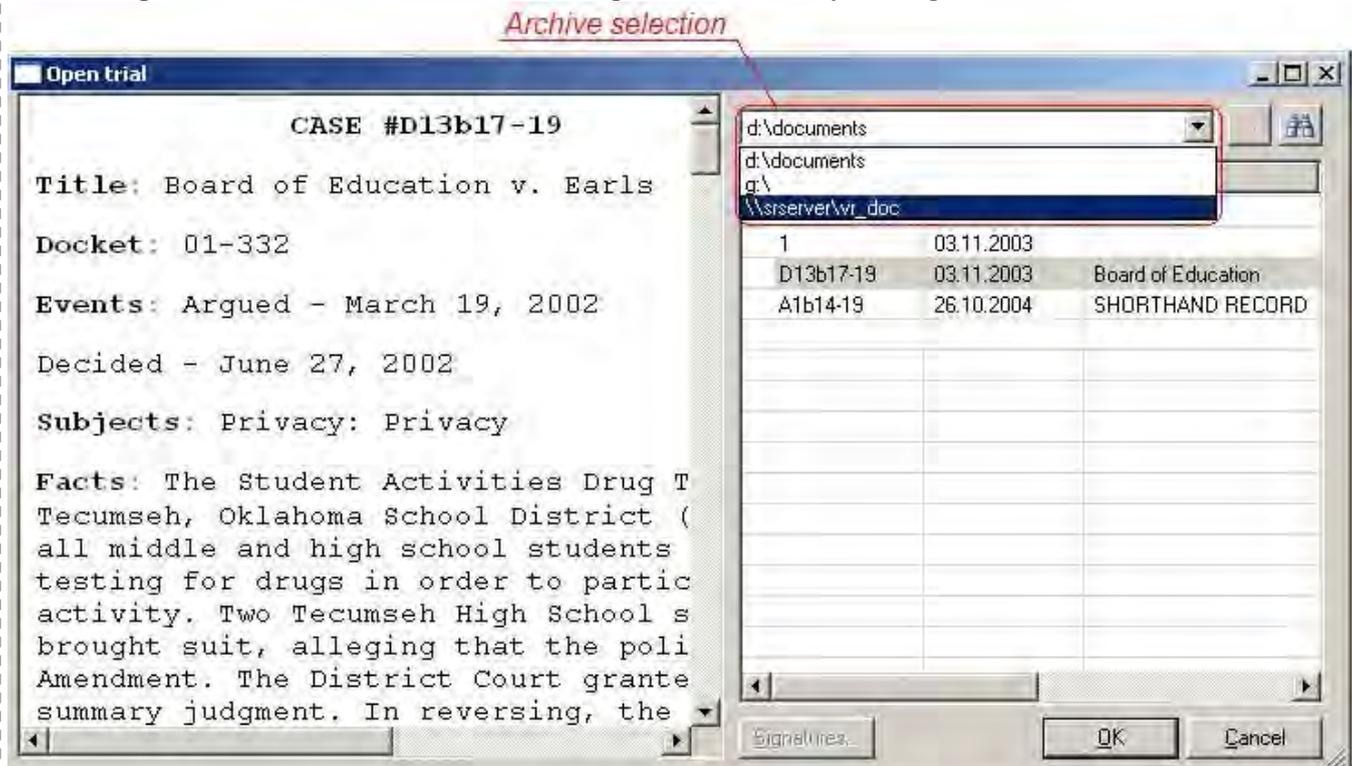


Pic.7.1. Open trial in the view mode dialog box

7.5. How to open a trial from a CD or from an external archive in the edit mode

Edit mode is available only in case if the SRS Femida program is installed on a PC with an installed USB dongle.

Start the SRS Femida program and in the starting dialog box of operation mode selection select **Previous Trial**. In the appearing **Open Trial** dialog box select the archive from which you need to open a trial. In the drop-down list you can select the main user's archive, additional archive (CD) or network archive. Open a trial from the selected archive, proceed necessary editing and save the trial.



Pic.7.2. Open trial in the edit mode dialog box

8. Diagnostic reports master

The **Diagnostic Reports Master** program is a special system application, which serves to errors detection, connected with the system operation. The result of the program operation is a report, which should be passed to the support service.

8.1. Diagnostic reports master starting

Start the **Diagnostic Report** program from the menu **Start>Programs>SRS Femida>Diagnostic report**.

In the appearing dialog box press **Next**.

8.2. Problem description

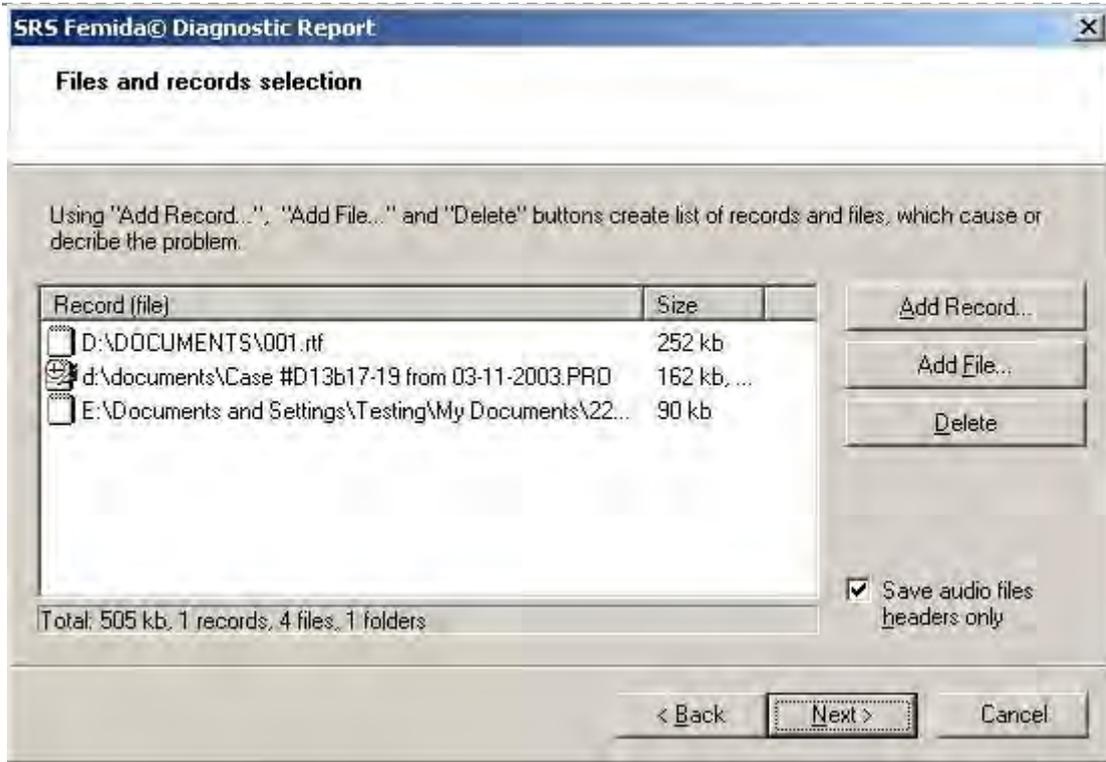
In the text field describe a problem that occurred at the system operation.



Pic.8.1. Problem Description dialog box

8.3. Files and records selection

You can add necessary files. This can be pictures, screenshots, court proceeding files etc. For audio files there is an option to save only file headers with service information, which considerably decreases the size of the final report.



Pic. 8.2. Records and Files Selection dialog box

8.4. Report saving location selection

You can send a finalized diagnostic report by e-mail (if a PC is connected to Internet) or save it as a file.

8.5. Report formation and sending

Be patient while waiting for the report to be generated. Press the **Ready** button. The report will be sent or saved depending on your choice.

9. FAQ

Q: During system installation HASP driver installation error appears.

A: a) Check that installation starting is conducted with administrative rights;
b) In some cases the reason is that the file "config.nt" which is located in the catalog "\\ Windows \ System32 \" has "Read only" attribute. Disable this attribute and repeat the installation.

Q: Record button  is inactive.

A: a) Recording server of the SRS Voice Recorder is not loaded from the catalog "X:\ Program Files \ SRS Femida \ Log server" where X – system disc.
b) You opened a trial for the previous date. Open the operation mode selection dialog box and select **Continue Today's Trial**.
c) You opened the second copy of the program. Close all copies of the SRS Femida program and start the program again.



Q: At recording startup a signal zero level is on indicators.

A: a) Microphones are turned off;
b) Audio switching device (mixer) is turned off;
c) Current channel for audio recording is selected incorrectly;
d) The signal source is selected incorrectly.

Q: The icon  flashes on periodically.

A: Recording channel error:
a) The codec selected can not compress the sound in the real-time mode;
b) CPU load is critical and log server can not compress the sound in the real-time mode.

Q: Upon recording when trying to playback the **No Recording Found** message dialog box appears.

A: a) You need to select compression for recording channels correctly (Refer to the section 5.3.1.2.4. Recording server configuration. Recording channels addition").
b) Compare the time zones on the computer from which the recording was conducted and on the computer on which you want to start the playback.
c) There might be no audio files in the saved trial.

Q: At the SRS Femida program startup the dialog box of the program settings appears periodically.

A: You need to run the program configuration in one of the modes:
a) "One-user mode" – SRS Femida installation;
b) "Multi-user mode" – "User addition/configuration";
c) "Secretary's remote working place configuration" - "User addition/configuration".

Q: At the SRS Femida program startup a program abort occurs.

A: Check availability of the video decoder installed (XviD or DivX).

Q: At the SRS Femida program startup the **Cannot Open HASP Driver** message dialog box or something similar appears.

A: The driver for electronic USB dongle had been installed incorrectly. Start the utility "Start\Programs\SRS Femida\Drivers\Install HASP", the driver installation will be proceeded.

If the installation completes with an error, open "Start\Setting\Control panel\System\Equipment\Device Manager". In the Device Manager select "View\Show invisible devices". Select the branch **Non-Plug and Play Device Drivers**. Select HARDLOCK and in the **Driver** tab select **Automaton**. Close the dialog. Select **HASPNT** and in the **Driver** tab select **Automaton**. Save the

SRS Femida



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