

Instructions for Use of Portable Digital Recorder

The memory card will be inserted, and the recorder will be ready for use.

Turn on the recorder using the power on/off switch on the right side of the recorder.

- Press the **REC** button; **Clearly state the Case Name, Case Number, and Date of hearing;**
- Press the **STOP** button;
- Press the **ENTER** button to return to the track and confirm recording.

How to Record: Push the REC button to begin recording. (The REC indicator will be lit and steady while recording.)

How to Stop Recording: Push the **STOP** button to stop recording during breaks, executive sessions, and deliberations.

Remember to press the REC button to resume recording after breaks or executive sessions.

Please notify staff if you inadvertently record deliberations or executive sessions.

Kindly write the Case Number on top of this page and return recorder along with cords promptly to the Dispute Resolution Office, using the FedEx label provided in the digital recorder's case.