Provincial Centre DARTS Portable – Hardware & Software Check List

Take Note: Circuiting Officer (**CO**) before going out on Circuit must setup the DARTS Portable System and run tests themselves. If any issues encountered during tests **CO** must inform **TQCRO** immediately

No	Items	Quantity	Before Circuit		After Circuit		Remarks (*if a problem arises with any item then give brief description.*)
			TQCRO	**CO**	**TQCRO**	**CO**	
1	USB Cable - Laptop to Mixer	1	☐	☐	☐	☐	
2	Audio Lead - Marantz to Mixer	1	☐	☐	☐	☐	
3	Audio Leads	5	☐	☐	☐	☐	
4	Audio Input Splitter	1	☐	☐	☐	☐	
5	UPS Power Lead	1	☐	☐	☐	☐	
6	Power Lead - Marantz & Mixer	1	☐	☐	☐	☐	
7	Voicebox	1	☐	☐	☐	☐	
8	Laptop Power Lead	1	☐	☐	☐	☐	
9	Laptop	1	☐	☐	☐	☐	
10	Headset	1	☐	☐	☐	☐	
11	Mixer	1	☐	☐	☐	☐	
12	Marantz	1	☐	☐	☐	☐	
13	UPS	1	☐	☐	☐	☐	
14	Microphones	5	☐	☐	☐	☐	
15	Microphone Stands	5	☐	☐	☐	☐	
16	Flash Drive	1	☐	☐	☐	☐	
17	Lock - Laptop	1	☐	☐	☐	☐	
18	Lock - Portable	1	☐	☐	☐	☐	
19	Extension Power Cord	1	☐	☐	☐	☐	
20	Power Board	1	☐	☐	☐	☐	
21	Surge Protector	1	☐	☐	☐	☐	
	TQCRO Use Only						
22	FTR Reporter	1	☐		☐		
23	Mixer Driver	1	☐		☐		
24	Archiving Configurations	1	☐		☐		
25	Antivirus Update	1	☐		☐		
26	UPS Testing	1	☐		☐		
27	Portable Sound Reinforcement	Speaker	☐		☐		
		Speaker Cable	☐		☐		
		RCA Cable	☐		☐		
28	Marantz Time & Date	1	☐		☐		
29	Marantz SD Card Storage Space Check	1	☐		☐		
30	Marantz & FTR Recorder *Naming Convention* (eg: POMDPR01, etc...)	1	☐		☐		
31	**Circuit recordings archived to the server (after circuit)?**	**Yes** ☐		**No** ☐			**Comment:**

CO Name: _____ Circuit Location: _____ Portable ID: _____

CO Signature: _____ Date (Before Circuit): __/__/2025 Date (After Circuit): __/__/2025