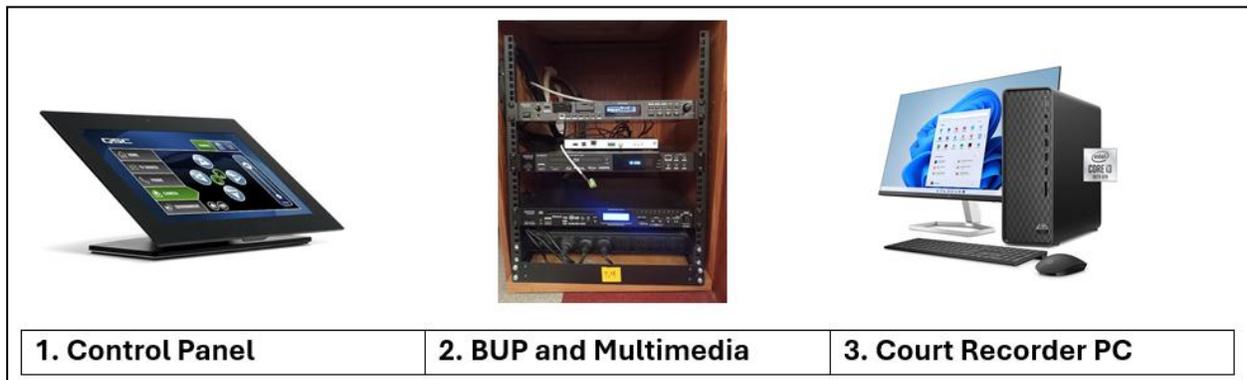




NATIONAL & SUPREME COURTS OF PAPUA NEW GUINEA

COURT REPORTING SERVICE

WNCC AV SYSTEM START UP & SHUT DOWN MANUAL v2



1. Control Panel

2. BUP and Multimedia

3. Court Recorder PC

TRAINING MANUAL FOR COURT REPORTING OFFICERS

This training manual provides step-by-step instructions on how to properly start up and shut down the three (3) main AV systems in the WNCC courtrooms.

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Document Control

| Document Version: | Document Date: | Description: |
|--------------------------|----------------------------|--|
| Version 1 | Thursday, 29 January 2026 | Document created by Engineering Unit. |
| Version 2 | Wednesday, 4 February 2026 | Reviewed and redrafted by Training Unit. |

AV System Power-ON/OFF Procedure

Follow these steps **before** the court session begins. Take note, before powering on the device, make sure the equipment is connected to the **Red GPO** (UPS)

A. Power-ON Sequence

To power on, strictly follow these steps.

Step 1: Turn on the TSC Touch Panel/ Control Panel.

Step 2: Turn on the AV Rack power switch if your system requires manual power-up.

Step 3: Power on the Digital Court Recorder (PC).



| | | |
|------------------|-----------------------|----------------------|
| 1. Control Panel | 2. BUP and Multimedia | 3. Court Recorder PC |
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B. Power-OFF Sequence

To power off, reverse the Power-On sequence.

Step 1: Turn off the Digital Court Recorder (PC)

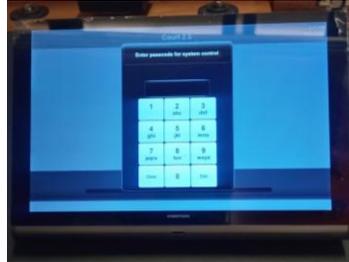
Step 2: Turn off the BUP and the media Device in the AV Rack

Step 3: Turn off the TSC Touch Screen / Control Panel

1. Control Panel Startup (AV Operator Table)

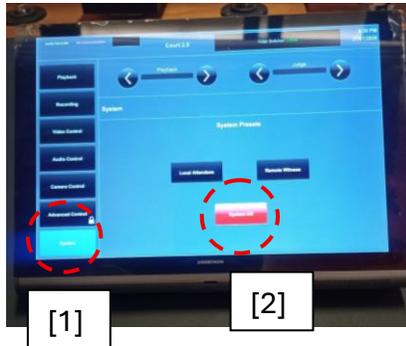
Step-by-step instructions on how to start up and shut down the Control Panel.

1.1. To start up the Control Panel



| | | |
|---|--|---|
| <p>Step 1: Tap on the screen</p> | <p>Step 2: Enter password: 123</p> | <p>Step 3: Login success – Dashboard</p> |
|---|--|---|

1.2. To shut down the Control Panel



| | |
|-----------------------|--|
| <p>Step 1:</p> | <p>Tap on the System tab [1]</p> |
| <p>Step 2:</p> | <p>Tap the System Off tab [2]</p> |

2. BUP and the Media Devices Start Up (AV Rack)

Step-by-step instructions on how to start up and shut down the BUP Recorder.

Denon-900R – BUP Recorder



| | | |
|----------------|-------------------|---|
| Step 1: | Power button [1] | Press once to start up the device Press once to shut down the device |
| Step 2: | Record button [2] | Press two times to start the recording |
| Step 3: | Stop button [3] | Press once to stop the recording |

3. Power On the FTR Digital Court Recording PC (CRS Table)

Step-by-step instructions on how to power on the FTR Digital Court Recording PC.

FTR Digital Court Recording PC



| | | |
|----------------|--|--|
| Step 1: | Check to ensure the Desktop Computer and the Screen are connected to the UPS GPO | |
| Step 2: | Power on the computer and start the FTR recording system. | |
| Step 3: | Test record to ensure audio is captured | |

Verification

1. Test microphones (judges, associate, bar table, side tables, and the gallery). Get the courtroom attendant to assist. Ensure the test audio signals are heard through the headset.
2. Test speakers (judges, associate, bar table, side tables, and the gallery). Get the Courtroom Attendant to assist.

Troubleshooting Guide

| Issue | Possible Cause | Solution |
|----------------------------|--------------------------------------|---|
| No audio levels | Muted microphone | Unmute the mic or control panel |
| Cameras not responding | Network/control panel not connected | Restart the control panel or check the cables |
| FTR Reporter not archiving | Network offline | Notify CRS Engineering Unit |
| System not powering | UPS or the power outlet could be off | Connect the device to the Red GPO or switch the power button on |

Safety & Best Practices

1. Do not unplug equipment during operation.
2. Avoid moving microphones unless necessary.
3. Do not reset the controls on the Control Panel
4. Keep liquids away from electronic devices.
5. Report any AV faults immediately to the CRS Technical support team (crstechsupport@judiciary.gov.pg).