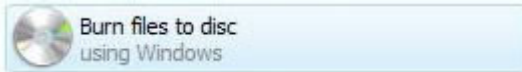


## Step-by-Step Startup and Shutdown

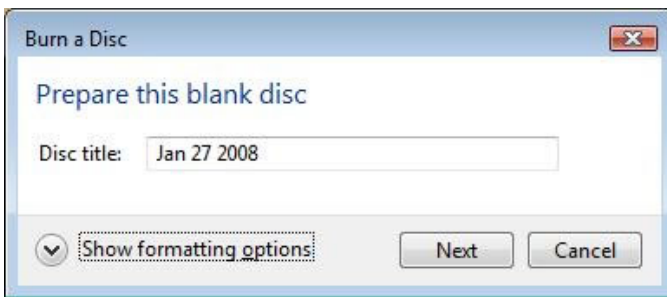
*Note: These instructions assume you are running Windows Vista*



Follow these steps to successfully **STARTUP** the Liberty Recorder:

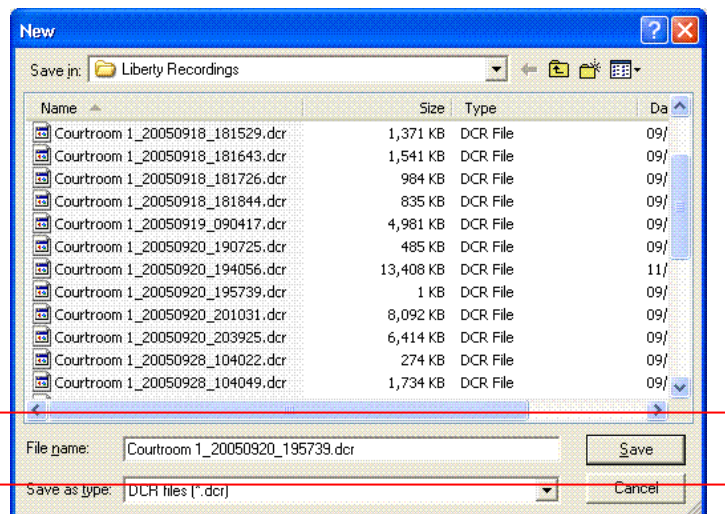
1. Insert a blank CD into the CD-writer drive.
2. When the AutoPlay window opens, Select, **Burn files to disc**.

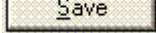




3. When the **Burn a Disc** window opens, click NEXT.



4. From the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Recorder. 
5. Create a New Recording by clicking on NEW FILE button  or by clicking FILE+NEW from the Pull-Down Menu in the upper right corner of the screen.
6. Enter a name for the proceeding (leaving the date).



7. Click **SAVE** 
8. When you are ready to begin recording, CLICK on the RED BUTTON. 
9. To enter a note, press F2 or press the New Bookmark button .

Follow these steps for the proper **SHUTDOWN** of the Liberty Recorder:

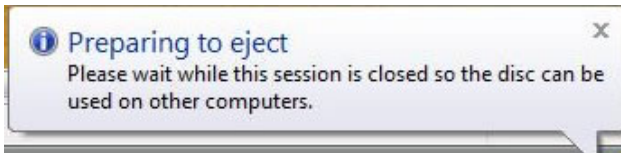
1. STOP recording by CLICKING on the Stop Button.



2. In the upper-right corner, click on the, **Eject the CD tray** button.



3. You will see a pop-up message in the lower-right corner informing you the CD is being finalized. This process will take 30 – 60 seconds and your CD will be ejected.



4. Once the CD has been ejected, close the Liberty Court Recorder.