



### Phone Connection

- Use a 3.5mm TRRS to TRRS cable to connect a cell phone.
- Switch CH2 input to Phone 📞 and dial your guest party.
- Adjust incoming level with CH2 gain knob.

### Powering

- Attach USB-C cable to the right hand side USB jack.
- Attach the other side of the cable to USB charger or power bank. The unit will turn on. Power LED turns on to indicate power. There is no power switch.
- For best results, use a 5V/2.1A charger or power bank and high-quality USB-C cables.
- It's ok to keep CourtCaster permanently plugged in. This will not harm the unit.

### Formatting SD card

- Make sure the unit is OFF. Insert SD card into PortCaster.
- Press and hold RECORD button, then plug in USB power.
- When status LED turns RED, release RECORD button.

Status LED starts blinking RED to require confirmation:

- To cancel SD card formatting, turn PortCaster OFF.
- To confirm formatting the card, push PLAY/STOP button.

LED turns ORANGE – formatting is in progress.  
LED turns GREEN – formatting is complete. Turn the unit OFF, then ON. Now you are ready to record.  
LED changes to RED – formatting failed. Change SD card.

### Updating internal clock

- Create a blank file called "R4TIME.TXT" on the SD card.
- Insert this SD card into PortCaster and then turn it ON.
- PortCaster will have the correct time/date for recording.



Switches are recessed to avoid accidental movement. Use the provided SIM tool, a toothpick, or a paperclip to set them to taste. You won't need to move them often.