BOL Training Manual Room 326 and 391

If you have a problem or questions call Sally Schuh or Devon Bacon immediately.

Staff Contact:
Sally Schuh: BOL Staff 543-5017 sjschuh@uw.edu Tues/ Wed/Thurs EEU142
Devon Bacon: 685-9728 dbacon@uw.edu CHDD 397

Always use instructions. Poor recordings lose irreplaceable data.

Use the Training Manual while you are learning or to review instructions.
Refer to Check List Instructions after meeting requirements below,
1. Complete 2 training sessions in lab
2. Meet with Sally to review DVDs
3. And If you are recording regularly on a weekly basis

General information
https://depts.washington.edu/chdd/MRBSBOL/web/day.php
- Add the URL above to your favorites. Check the site to get a sense of how crowded the lab is before during and after your recording session.
- Be considerate of other studies sharing the space.
- Keep voices and equipment volume down to a minimum.
- Respect the confidentiality of the session.

- Door Locks and Security Some doors do not have buttons to lock and unlock instead turn the key in the tumbler all the way around.
Please keep me posted on difficulty you’re having with any of the doors.
- Carpet cleaning occurs the first Friday of the month in all recording studios.
Please remove all toys and furniture from rooms. Please make sure the cameras are covered.
- Observation monitor: Observers should watch the session from the observation monitor with headphones, if more than one person is observing, the volume should only be loud enough for the observers to hear. Do not raise the shades
- Furniture: There are 4 vinyl chairs, 2 small chairs and 2 tables in each studio. If you remove furniture into the hall, return it to the room when you’re done. Leaving furniture in the hallway is a fire hazard.
- Special arrangements: Please contact Sally Schuh sjschuh@uw.edu as soon as possible if a site visit or out of town researcher is scheduled to be in the lab.
Always use documentation to set up. Poor recordings lose irreplaceable data.

Use this Complete Manual each time you set up.
After meeting requirements below refer to the Check List Instructions

1. Complete 2 training sessions in lab
2. Meet with Sally to review DVDs
3. And If you are recording regularly on a weekly basis

SET UP 15 minutes before the subject arrives.

Take pillowcases off the cameras before turning on equipment racks.

Turn On Power and DVD recorders

1. Turn on power from Master switch. This will turn on and all the equipment in the rack except the DVD recorders.

DVD recorders The DVD decks do not turn on with the Master Switch.

2. Turn on DVD records. The deck displays [= =]
   - ‘Load’ appears when the disk is in the tray. L-1 appears when the deck is ready.
   - Put disks in DVD recorder 1 and 2. Check the black and white monitors for messages. The front of each machine should say 2:00:00 indicating you are recording at Standard Play with 2 hours of time on your disk.
Bars and Tone

Set Bars on the Video Mixer
1. Select TV monitor input #2 Mixer

2. Press **Compose** the 4\(^{th}\) button above Play. The option below is PiP - picture in picture; it’s easy to hit by mistake. Press compose to undo selection.

3. Press **Shift** located below keypad grid hold with one finger and press the large button above the **Color** label.

4. Press **Play/Send**. (on the mixer not the DVD player) The color bars are sent to the recorders. You should see bars on all monitors. If you don’t double check that you have selected play to send color bars to the DVD recorders.

Audio Mixer to set Tone

![](image)

1. **Shure Mixer**: Move the tone switch at the right of the meters from ‘off’ to ‘on’.

2. **Confirm that the needle on the meter is at the zero**, between the black and the red section on the meter, this is the default position. Make sure the Master (white) dial is at 0 and Dial 1 is 10

3. If the needle is not at 0, adjust the settings to the default above.

4. You should hear tone when the switch is in the ‘on’ position. Use the volume controls on the TV monitor to turn volume up or down. Changing the volume on the TV changes what you *Hear*, it does not change the level of the audio *Recorded*. 
Test Recording

Thirty seconds of bars and tone at the beginning of every session without exception.

1. Select TV monitor input #3

2. Start the Clock

Before you record, start the clock. Press the toggle switch labeled “Start Clock” down on the left hand Horita box.

3. DVD recorders Press Record from the remote
   - Record 30 seconds of Bars and Tone. Confirm the clock on the front of the DVD decks is clock running.
   - Error messages will display the front of the DVD deck and on the black and white monitors, i.e.: the disk has been previously recorded, or the disk in unsupported.
   - Turn up the volume on the TV monitor to hear tone.

Playback Test Recording

1. Turn Off
   - DVD players use remote to stop recording after 30 seconds.
   - Tone switch ‘off’ on the Audio Mixer.
   - Bars off by selecting Compose on the Video Mixer

2. Play back Bars and Tone Test Recording
   - Press Play on the remote.
   - Black and white monitors View playback and check for error messages.
   - Turn on the small speaker above the black and white monitors to hear tone.

At the end of the 30 second recording the DVD will drop into stop and display the room.

After the Test Recording

- Turn off the small speaker
- Reset the clock by flipping the power toggle switch off and on (left of Start Clock) This will reload the counter to 00:00:00:00
Orient Cameras before each protocol

Camera 1/C1 is closest to the observation room

Camera 2/C2 is located across the room. Camera 2 is located higher to provide a good view for tabletop testing.

The white Sony Camera Control moves the cameras.

The Mixer sends selected camera to the recorders.

1. **TV monitor** Select quad split input #1
   Look at the preview images of each camera.

2. **Sony Camera Control** Select the Cam1 or Cam2 button. Use the joystick to move the cameras for the first protocol.
   The **focus** is set to **auto**. Do not use the **Zoom**, controlled by the ribbed collar around the joystick.
Recording One Camera at a Time and Setting up the Shot

Recording one camera at a time, the camera with the best view is sent to and recorded on the DVDs, and the second camera is moved into position ‘behind the scenes’.

Select which camera is sent to the recorders by looking at the Quad Split view and using the Play/Send button.

1. Select input #2 Mixer view on the monitor.
2. Confirm the 3rd icon (split black and white box) is highlighted.
   * if it is not at this icon see Troubleshooting
3. Put the T-bar handle at the top position
4. Press C1 on the top Press C2 on the second row.
5. Press OK (small button at the bottom right of the keypad)
6. Play/Send button will switch between the 2 cameras. Press Play/Send to test the setup.

Trouble shooting: Important Let me or Devon know if you have to troubleshoot so we can track problems.
- If the mixer does not display the split black and white box at the 3rd icon.
  Look at the video mixer. Press BASIC button below ‘Transitions’ and move the selection to the 3rd icon using the arrow key pad.
- If the Play/Send button fails repeat step 1-4 to reset the mixer.
  Remember: selecting different buttons on the mixer without repeating the setup will undo what you’ve setup in steps 1-6.
- If the mixer doesn’t respond
  gently move the t-bar back and forth to reset the mixer
- If switching with Play/Send fails during the recording:
- Set up Picture in a Picture
- Or Use the top row buttons 1 & 2 to manually switch between cameras

Send the best camera view to the DVD recorders

Return to input #1 on the TV. View the session from the Quad Split screen.
The selected camera appears in the view labeled “Live”, this is sent to the DVDs
Determine which camera gives you the best view from the PREVIEW C1 and C2.
- Record from one camera and move the camera that is NOT being recorded ‘behind the scenes’ with the joystick.
- When the ‘behind the scenes’ camera is where you want it, leave it in place.
- When the ‘behind the scenes’ camera gives you a better view send it to the recorders.

Do not send the behind the scenes camera to the DVDs until you have a better view. A bad shot of the subject is better than great view of the carpet.
Record Both Cameras On One Screen Picture in a Picture PiP

- Select **input #2** on the TV monitor -the mixer preview
- Select **C1 or C2** on Mixer row #1 for the large image
- Select **C2 or C1** on Mixer row #2 for the insert image
- Press **PiP button** (below Compose)
- Move the small joy stick on the upper right of the mixer to orient the insert window on the screen. The slide bar on the left of the mixer will change the size of the inset picture.
- **Press Play on the mixer** to send a special effect from the mixer to the DVD recorders.
- Select **input #3 Live** to view clock and insert image.
- Fine tune the location of each camera from the camera controller for the best view if needed.
Check List before recording

1. Turn off the lights in the observation room.
2. Confirm the Tone has been turned off on the Shure Audio Mixer.
3. Confirm the small speaker on the black and white monitors has been turned off.
4. Reset the clock to zero
5. Confirm your cameras are set up properly for first protocol.
   - Input #1 when recording one camera at a time, switching between camera 1 & 2
   - Input #3 if you are using PiP

Recording the Session

1. Start the clock
2. Press Record on the remote.
3. Confirmation
   - The DVDs are in Record. A red dot is displayed on the front of each deck.
   - The clock on the color monitor is running.
     The clock on the DVD decks is running and the display is time format.

   * If you press Record, more than once by mistake the numbers on the front will display 30:00, 1:00, 1:30, etc. Press Record repeatedly to cycle thru until the clock is displayed and moving forward.

Audio:
   - Confirm needle is moving on the meter of the Audio Mixer.
   - Listen to the recording from the TV

Chapter Breaks

Stopping and restarting the recorders create chapter breaks on the DVD that can be viewed and searched via the navigation function.

Between the different protocols during the visit you will use the remote to stop and start the DVDs.

When the DVDs stop and drop out of Record Writing to disk is displayed on the monitor and the spinning icon appears on the decks. The DVDs will NOT Record during this process. Once the icon stops spinning, press Record on the remote to record the next protocol.

Important: During recording keep the subject on camera at all times, a bad shot of the subject is better than great view of the carpet or wall. Pay attention to the subject’s hands and face.
End of Recording Session

Finalizing the DVDs
Finalize the disks to play back on other DVD players and computers. Use the remote to finalize. Confirm what you’re doing on the black & white monitors.

1. Stop the DVDs.
2. Press the square setup button.
   - Use the arrow keys to select DVD menu, and press Enter
   - Select Finalize press Enter. Finalizing the DVDs should take 1.5 minutes.
3. Remove the DVDs from the recorder. Label according to your study’s protocol.

Shut Down Equipment
Turn off the Master Power switch. It is critical that the cameras are turned off.

Close up Room - This is important
- Clean up room.
- Put pillow cases back on cameras
- Return furniture in the hall to the studio
- Confirm everything is shutdown.
- Lock the doors.

If no one else is in the recording studio
Shut down the equipment and LOCK the studio.