BOL Manual
Room 388

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

General information

- [https://depts.washington.edu/chdd/MRBSBOL/web/day.php](https://depts.washington.edu/chdd/MRBSBOL/web/day.php)
- Add the URL above to your favorites. This is the online calendar used for signing up. You will not be scheduling visits but 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.

- **Observation monitor:** Observers can watch the session from the Recording station, if more than one person is observing, please contact me. Currently, 388 does not have an observation monitor. The large observation monitor is not part of the set up for Autism Studies Do not raise the shades.

- **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. Please remove all toys and furniture from rooms. Please make sure the remote cameras in rooms are covered.

- **Furniture:** There are 4 vinyl chairs and 2 tables in each studio. In addition 388 has 2 rolling office chairs and a large wooden table with child size chairs. 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. 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.

There are 3 sets of equipment in 388.

- Use these instructions for the equipment in the tall black rack that faces the door.
- The large observation monitor is *not* part of the set up for Autism Studies
- Take the wooden covers off the cameras *before* turning on the equipment.
- Make sure the shades are down on both the outside window and the one way mirror

**Turn On Power and DVD recorders**

There are 2 red power strips that need to be turned on.

1. Turn on power strip **Master on/off**, to turn on equipment in the rack.
2. Turn on the power strip **Camera on/off**, to turn on the cameras.

**DVD recorders**

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

- Turn on DVD records. The deck displays [= =]
- Put disks in DVD recorder 1 and 2. Check the black and white monitors for messages. ‘Load’ appears when the disk is put in the tray.
- L-1 appears with a small disk icon when the deck is ready.
Camera Control Station Information about the Equipment

388 Monitor setup

The monitor on the left displays output from the mixer.

The monitor on the right displays the DVD recorders output.

The buttons to the right of the monitor select DVR view 1 or 2.

Horita Time Code Generator

The Horita displays time in hours:minutes:seconds:frames.

Do not change the default display settings.

The switch on the left On/off resets the clock to 00:00:00:00. The second switch starts and stops the clock labeled “Start Clock”.

Cameras

Camera Control moves the cameras

Video Mixer:

The Mixer is used to select which camera is sent to the recorders.

Use the left-hand monitor to view:

- Color bars for the test recording
- PIP picture in a picture format to record both cameras on one screen.
Bars and Tone

Set Bars on the Video Mixer

- Select **Compose** the 4th button above Play. (The option below is PiP-picture in picture; it’s easy to hit this by mistake. Press it again to undo selection)
- Select **Shift** located below keypad grid of up/down and left/right buttons and **Color**- the large button on the second row.
- Select **Play**. (on the mixer not the DVD player) The color bars are sent to the recorders. You should see bars on both color monitors. If you don’t double check that you have selected **Play** to send color bars to the DVD recorders

Set Tone on the Audio Mixer

- On the Shure mixer, **move the tone switch** at the right of the meters to ‘on’.
- **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.
- If the needle is not at 0, adjust the settings to the default: 8 on dial #1 and #2, 0 on the Master.
- You should hear tone when the switch is in the ‘on’ position. Use the volume controls on the speaker to turn volume up or down. Changing the volume on the speaker 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 recorded without exception.

1. **Start the Clock**

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

2. **DVD recorders** Press **Record** from the remote
   - Record 30 seconds of Bars and Tone. The clock on the front of the DVD decks takes about 5 seconds and then you should see the DVD clock running.
   - **Error messages** Check right hand color monitor. Switch view between DVR1 and DVR2 to confirm the status of the DVD recorders individually.
   - Turn up the volume on the speakers on top of the decks to hear tone.

Test Recording

1. **Turn Off**
   - DVD players STOP.
   - Tone switch ‘off’ on the Audio Mixer.
   - Bars off by selecting Compose on the Video Mixer.

2. **Play back Test Recording**
   - Press **Play** on the remote.
   - **Color Monitors on right** View playback and check for error messages. Switch view between DVR1 and DVR2.
   - Listen to the speakers on decks to confirm tone.
   - **Audio Mixer** Confirm needle on meter is at Zero between the black and red.

At the end of the 30 second recording the DVD will drop into stop and display a black screen ready to record.

After the Test Recording

- **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

The white Sony Camera Control moves the cameras.

The mixer sends selected camera to the recorders.

1. Orient Camera 1. Select Cam1 on the top row of the mixer the view will appear in the right hand monitor.
2. Select #1 on the Sony Camera Control
3. Orient Camera 2 following the steps above selecting Cam2 on mixer and #2 on the camera control.

The focus is set to auto.

Do not use the Zoom, controlled by the ribbed collar around the joystick.

Use the joystick to Pan/Tilt - move the camera up/down and right/left.

Selecting Special Effects from the Mixer

Record Both Cameras on One Screen Picture in a Picture PIP

The mixer preview is on the left hand monitor.

- Select 2/B row #1 for the large image
- Select 1/A row #2 for the insert image
- Select PIP button below Compose
- Move the small joy stick on the upper right of the mixer to orient the insert window on the screen.

- Press play on the mixer to send a special effect from the mixer to the DVD recorders. The PIP image will be on both the left and right monitors.
The Check List before recording

1. Confirm the **Tone** has been turned off on the Audio Mixer.
2. Reset the **clock** to zero
3. Confirm your **cameras** are set up properly for first protocol.

Recording the Session

1. **Start the clock**
2. **Press Record**
   - It takes a few seconds for the machine to drop into record. Make sure the clock on the DVD recorder is moving forward – this indicates that your disk is being recorded.
3. **Confirmation**
   - The DVDs are in Record. A red dot is displayed on the front of each deck.
   - The clock on the recording 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 right-hand monitor

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

Shut Down Equipment
1. Turn off power strip Master.
2. Turn off the power strip Camera. It is critical that the cameras are turned off.

Close up the room - This is important
- Clean up room.
- Put wooden covers 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