BOL Manual SB208

includes instructions for Bars and Tone

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

Staff Contact:

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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 reserving the studios. Check the site to get a sense of how crowded the labs are before, during, and after your recording session.
- Keep voices and equipment volume down to a minimum.
- Respect the confidentiality of the session.

- **Door Locks and Security** Close hallway door during your session. Make sure the hallway door and the observation room door are locked and closed when you are done.

- **Furniture**: There are 4 vinyl chairs, 2 child size chairs and 2 tables, in the studio. If you move furniture return it to the room when you’re done. Leaving furniture in the hallway is a fire hazard.

- **Carpet cleaning** occurs the first Friday of the month. I send out an email reminder.
  - Please remove all toys from rooms.
  - Move the tables to one side of the room and stack the chairs on top of the tables to clear floor space.
  - Make sure the remote cameras are covered, and the shades are pulled down. Don’t move the sofa.

- **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.
**SET UP** 15 minutes before the subject arrives.

*Always use documentation to set up. Poor recordings lose irreplaceable data.*

**NOTE: SHADES in SB208**

- **During recording** shades must be down on both the *outside* window and the *one way* mirror.
- Never operate the shade if you can't see it. *Always have the motorized shade in view* when using the remote switch.
- Do not touch the shade or try and open it manually; use the remote wall switch located in the observation room behind the camera operator.
- Do not open and close the shades during a session that is *both* recorded and not recorded. If the entire session is *not* being recorded, you can open the motorized shade.

**Summer Heat:**
- **Prior to session:** Raise shade. Open windows. Put fan in room.
- **During session:** Remove fan. Close windows. Lower shade.
- **To avoid damage to the shade:** Windows must be closed when shade is down to prevent the breeze from moving the shade out of it's track.

**Turn On Power and DVDs**

1. Remove pillowcases from the remote cameras.

2. Turn on the **Red Master switch** this will turn all the equipment except the DVD recorders.

   ![Red Master Switch](https://via.placeholder.com/150)

   The power strip has lights that indicate the equipment rack has power.

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

3. Turn on DVD records. The deck displays `[= =]`

   Put disks in DVD recorder 1 and 2. *'Load'* appears when the disk is put in the tray. *L-1* appears with a small disk icon when the deck is ready.
Go to page 5 for Bars and Tone Test Recording once you are familiar with the setup

Information about the Equipment

Each monitor has two different views; use the labeled switch to move between views.

The *left* monitor display displays output from the Mixer when the switch is in the *Front* position. The *right* monitor displays Quad Split view when the switch is at the *Front* position.

When each switch is in the *Rear* position the DVD outputs are displayed

The left monitor is DVR 2. The right monitor is DVR 1

**Horita Time Code Generator**

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”*. The Horita displays time
hours:minutes:seconds:frames.

**Do not** change the display
settings on the other boxes
**Cameras**

*Camera C1/A* is next to the one-way mirror.

*Camera C2/B* is next to the motorized shade.

The **Camera Control** and joystick moves the cameras.

To view preview cameras and the camera that is being recorded-use the **Quad Split view** on the right hand monitor with the **switch in the front position**

To control **Zoom** use the collar at the top of the joystick

**Video Mixer:**

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

Use the **mixer view** on the left hand monitor with the **switch in the front position** when generating:

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

There should be a thirty second test recording at the beginning of every session without exception.

Bars on the Video Mixer

1. Monitors: Left monitor front position/Mixer view, Right monitor rear position/DVD view.
2. Press 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.
3. Select Shift located below keypad grid of up/down and left/right buttons and Color from the second row of buttons.
4. Press Play/Send. (on the mixer not the DVD player) The color bars are sent to the recorders. You should see bars on both monitors. If you don’t double check that you have selected play to send color bars to the DVD recorders.

Audio Mixer:

New audio setting Both Dial #2 and Master (Blue) at 5.
Do not change the default settings

1. 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 meters. Make sure the dials are properly set.
3. Turn up the volume controls on the speaker on the top of the rack. Changing the volume on the speaker changes what you Hear; it does not change the level of the audio Recorded.
Test Recording

1. **Start the Clock**

   Before you record, *always start the clock.*
   Press down the toggle switch labeled ‘Start’

2. **DVD recorders: Press Record**
   - Switch the monitors to the rear position to view the output of both DVD decks.
   - Confirm the DVDs are recording properly and check for error messages on the front of the decks and on the monitors.

3. **Playback Test Recording**

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

   **Playback Test Recording**
   - Press **play** on the remote.
   - View playback on the monitors with both switches in the **Rear** position.
   - Turn up the speaker volume to hear Tone and confirm you have audio.
     - The volume control is the right dial on the speaker.

   At the end of the 30 second recording the DVDs will stop, and the room will be displayed.

4. **After the Test Recording**
   - **Monitors:** Return both the **Front** position.
   - **Clock:** Reset the counter to zero by flipping the toggle switch off and on.
   - **Doors:** Make sure the following doors are unlocked and closed prior to the session. The closed doors will minimize noise between various hallways and rooms.
     - Hallway
     - Studio
     - Observation room
Orient Cameras before each protocol

The white Sony Camera Control moves the cameras

1. Change the right hand monitor to the **Front** position/Quad Split. Leave the left-hand monitor in the rear position with the DVD output.

2. Look at the Preview views of each camera. Use the joystick to move the cameras **C1/A** and **C2/B** for the first protocol.

   - **Make sure to orient the cameras low enough so the ceiling lights are not in the camera view.**

   Light from the ceiling throws off the light levels so you cannot see the people in the room properly.

3. Zoom all the way out to get the widest view.

   Zoom is controlled by the ribbed collar on the joystick. The focus is set to auto.

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**Camera C1/A**

is next to the one-way mirror.

**Camera C2/B**

is next to the motorized shade.
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 individual camera is sent to the recorders:

1. Change the left hand monitor to the **Front** position to view the Mixer. Confirm the 3rd **icon** (split black and white box) is highlighted.
2. Put the T-bar handle at the **top** position
3. Press **C1** on the top row. Press **C2** on the second row.
4. **Press OK** (small button at the bottom right of the keypad)

**Play/Send** button will switch between the two cameras. Press Play/Send to test the setup.

**Trouble shooting:**

**Important** Let me or Devon know if you have to troubleshoot so I can track problems.

1. 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.
2. If the mixer doesn’t respond gently move the t-bar back and forth to reset the mixer
3. If switching with Play/Send fails during the recording:
   - Use the **top row buttons 1 & 2** to manually switch between cameras
   - Or set up Picture in a Picture

5. **Send the best camera view to the DVD recorders**

Change the left-hand monitor to the **Rear** position to view the DVD. Put right-hand monitor in the **Front** position to display the **Quad Split screen**.

- Look at the preview box for C1 and C2 on the Quad Split display determine which camera gives you the best view. Hit Play/Send to send it to the recorders.
- 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 hit Play/Send to 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 or wall.
Picture in a Picture PIP
To insert one camera view and record both cameras on one screen

The left hand monitor should be in the *Front* /mixer view.
The right-hand monitor should be in the *Rear* /DVD view.

- Select **C1/A or C2/B** on Mixer row 1 for the large image
- Select **C1/A or C2/B** on Mixer row 2 for the insert image
- Select **PiP** button below Compose
- Move the **small joy stick** on 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 left hand monitor will display the mixer without the clock. The right hand monitor will display the DVD with the clock.

- Make sure to avoid blocking subjects with insert box or clock.
Check List before Recording

- Reset the clock to zero
- Confirm your cameras are set up properly for first protocol.
  One camera at a time: Left monitor in *Rear* position. Right monitor in *Front* position.
  Picture in a Picture: Left monitor in *Front* position. Right monitor in *Rear* position

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 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**: Listen to the recording from the small speaker. The volume control is the right
     dial on the speaker, tone is the left dial. **Keep the volume on the speaker low to avoid
     feedback.**

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.
End of Recording Session

Finalizing the DVDs
Finalize the disks to play back on other DVD players and computers.
1. **Stop** the DVDs using the remote.
2. Put both monitors in the *Rear* position to display the output of both DVD decks.
3. Press the square button labeled *setup* on the remote.
   - Use the arrow keys to select DVD menu, and press *Enter*
   - Select *Finalize* press *Enter*. Finalizing the DVDs should take 1.5 minutes.
4. Remove the DVDs from the recorder. Label according to your study’s protocol.

Shut Down Equipment
Turn **off** the equipment from the *Master Power switch*.
Do not turn off any equipment individually.

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 hallway door, and the observation room door.

If no one else is in the recording studio:
- **Shut down the equipment**
- **LOCK** the doors