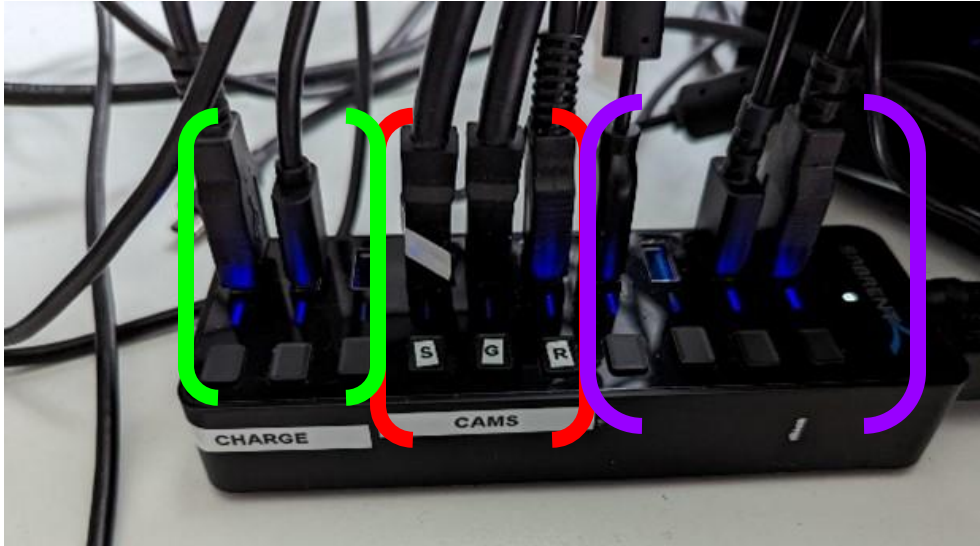


Universal Step 1:

1. Turn on the SmallPC
2. Turn on the BigPC
3. **Before** opening any programs, select on the multi-usb hub on the desk which camera you will need to record from. Remember, only one camera on this hub will be recognized by the computer. On the hub, each USB port has a light indicating that the port is on and active. *Only* push the buttons with labels, each other port should remain on and active. There are three labeled buttons, 'G' for Grønn Room, 'R' for Rosa Room, and 'S' for Studio Room. Make sure that only your desired recording room is on and active.



Green (Left): Charging ports

Red (Middle): Camera controls (Change as needed)

Purple (Right): Peripheral Devices (Do not change unless discussed with Lab Team)

4. Log into the video recording account (Name: Video Recorder, Password: lights camera action)
5. If you have a specific need, log into your study account for recording.
 - a. Discuss with Lab Team

Camera Control:

Studio

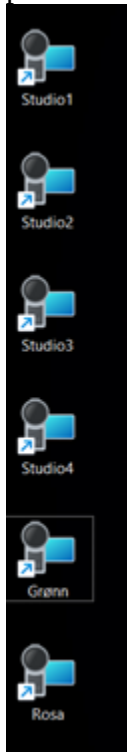
1. Open the PTZ Control Software on the desktop.
2. The cameras will return to their 'passive' positions once this program is opened, be sure to click on each of the numbers in the right column (#1, #2, #3) and select 1 from the grid of numbers 1 through 8. This will return the cameras to their 'active' recording position which is set for the best coverage of the room.
3. #1 is Studio 1, #2 is Studio 2, and #3 is Studio 3. Studio 4 resists movement at this time and is not impacted by the startup of the camera control software.
4. The software allows you to switch between these 3 cameras and move them in any direction as well as zoom in as needed.
5. Movement of Studio 4 is currently being addressed. It remains unrecognized by the camera control program. If you need to move this camera, you can start up the Logitech Camera Control Application on the desktop. The controls aren't as fine-tuned in this software, but you can select the first camera by clicking the available cameras at the bottom of the program and clicking one of the movement arrows to find Studio 4 camera. ***Not recommended unless necessary***

Green and Pink

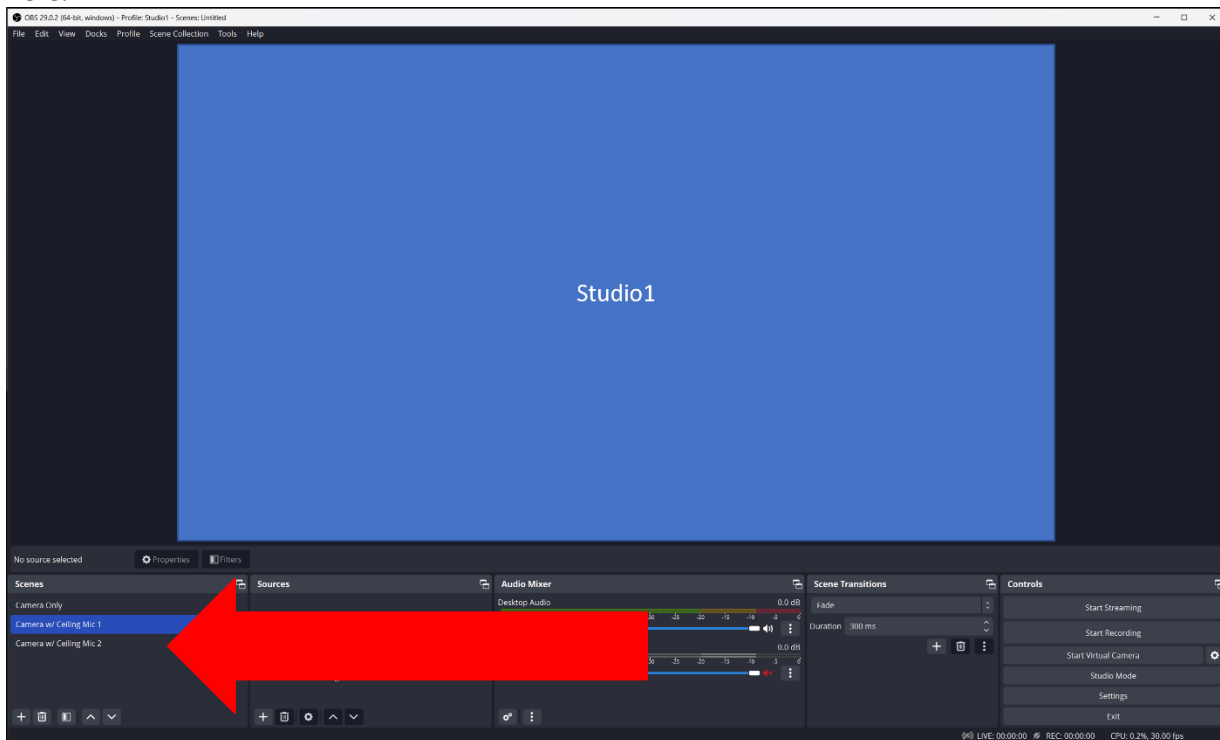
6. Camera movement for Grønn and Rosa is disabled, as they are positioned for best coverage of these smaller rooms. Discuss with the lab team if any changes are needed.

Setup and Recording:

- On BigPC, select and open the desktop icons corresponding to the camera or cameras from which you plan to record. It is possible to record from all 6 cameras simultaneously if necessary.

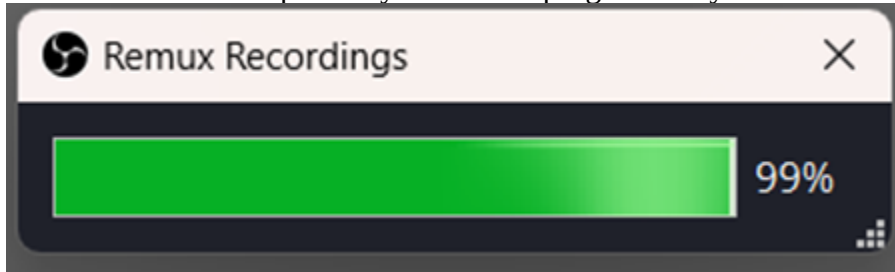


- On the left side of the recording window, you will find the 'scene' menu. There is a list of options including 'Camera only', 'Camera and Microphone', and 'Microphone only'. Select your desired option here.

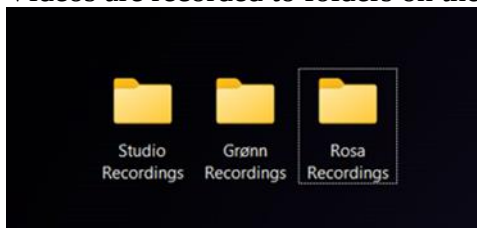


- To hear the audio from the room that you are recording, simply put on the headphones attached to the big computer.

9. When ready to record, simply press the 'r' key on the keyboard. This will initiate recording on all open cameras simultaneously. Alternatively, you can press "Start Recording" on each of the camera windows separately. The "Stop Recording" button will then light up in blue which indicates that your recording has started. While the computer can continue to be used, it is recommended at this point that you only use the computer if you need to reposition the cameras. Recording these cameras (particularly when recording the 4 studio cameras) is resource intensive, so you may find that system becomes somewhat slower when working on additional more challenging tasks.
10. To stop recording, press the 's' key on the keyboard. This stops recording from all active cameras. Alternatively, press "Stop Recording" on each of the camera windows separately.
11. Progress bars will pop up for each recording window. The recordings are being converted to .mp4 format for better compatibility with other programs. Try not to interrupt this process.



12. Close all recording software.
13. Videos are recorded to folders on the desktop of **SmallPC** labeled for each room.



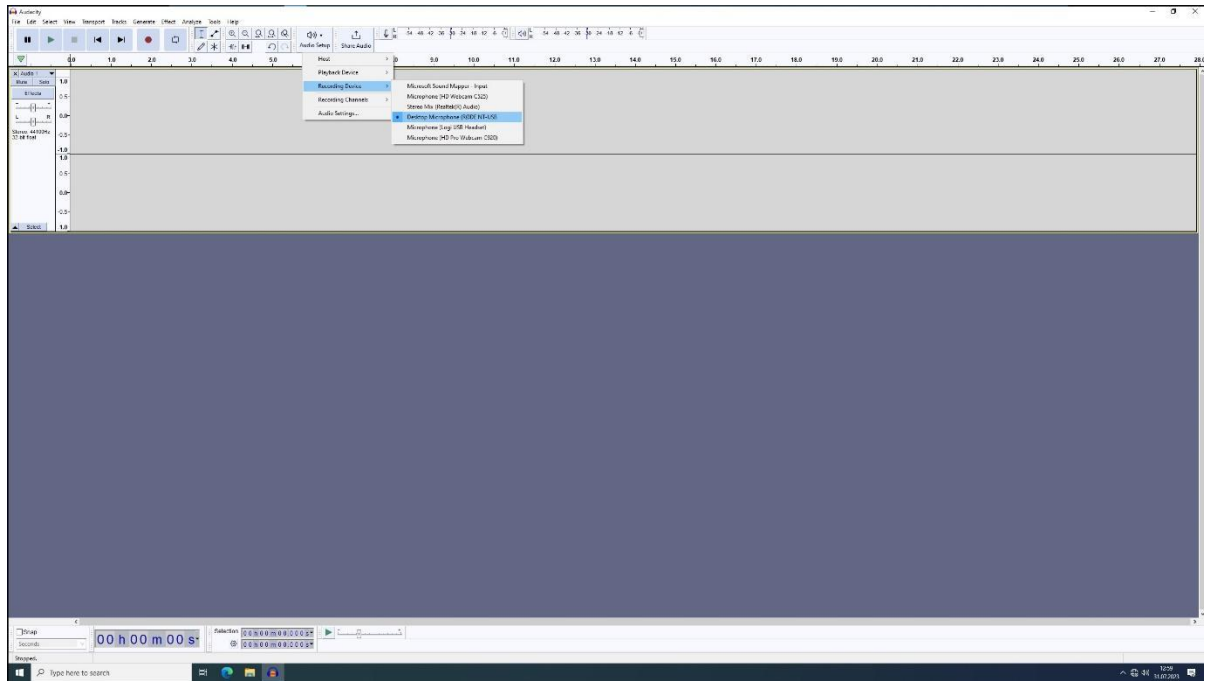
- a. There will be 2 files made for each recording, one will be .mkv and the other is .mp4.
- b. The .mkv file is protected from crashing during recording. If the system fails, your recording is protected and will stop at the time the crash occurs. If a crash occurs, the .mp4 file will not be created. Contact the lab engineer for mkv to mp4 conversion (or use a software like VLC). The recordings are labeled with the camera name followed by the year, month, day and time the recording occurred.

Studio12023-02-27 09-17-31	2/27/2023 9:28 AM	MKV File	199,171 KB
Studio12023-02-27 09-17-31	2/27/2023 9:28 AM	MP4 File	200,112 KB

- c. If you need audio isolated from the video file, contact the lab engineer.

High Quality Audio Only Recordings

1. Open the 'Audacity' software on the desktop
2. Select the desired microphone in the input drop down (see image)
 - a. Studio: Rode NT-USB 1 or 2 (Or Both)
 - b. Rosa: Thronmax Pulse
 - i. There is a strong noise source in Rosa that is picked up on the microphone and seems to be present regardless of which microphone is used in this room.
 - c. Grønn: Logitech C525



3. Click the red record button.
4. When finished, click the square stop button (appears where the record button is found)
5. From the File menu, click export, and export the file as your desired file type (.wav, .mp3, etc).
6. The file will be saved and available on the smallPC under the folder 'Audio' on the desktop and will have the label you provided during export.

Secure Storage:

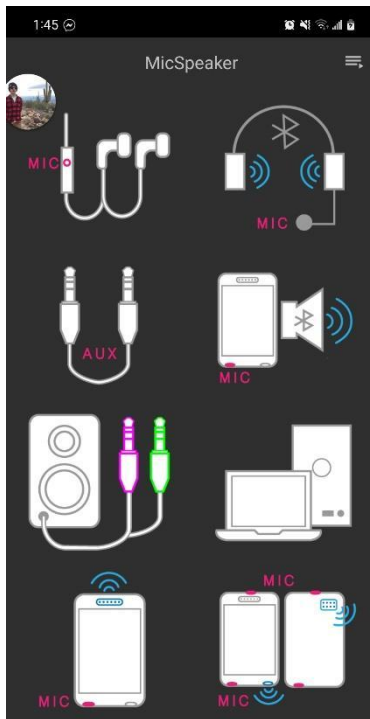
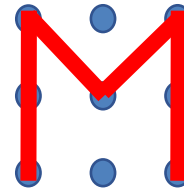
1. All your recordings should be moved to a protected location, in line with your data management plan, and deleted once this process has been completed. Don't forget to clear the trashcan as well! Each researcher is responsible for the appropriate handling of their data.
2. Close all cameras when finished.
3. Move your video files to a secure location
 - a. The bigPC and smallPC are **not** secure storage.
 - b. The smallPC is linked to Hypatia.
 - c. BigPC and SmallPC are linked via cable. Your recordings are saved directly to SmallPC and should be visible in their corresponding room folders on the desktop. From here, you can access Hypatia storage and move the files to your study folder. It is important to **click the 1st Hypatia folder, enter your UiO login credentials**. Note that you need to use username@uio.no (not just your username) along with your UiO password. Then **click the 2nd Hypatia folder** where you will see your project folder(s). Be aware that you need to shut down the SmallPC afterwards, otherwise the next user is still logged into your Hypatia account.
 - d. Close and turn off all computers when finished.
 - i. Shutdown BigPC first and SmallPC second

Talking to Participants from the Control Room:

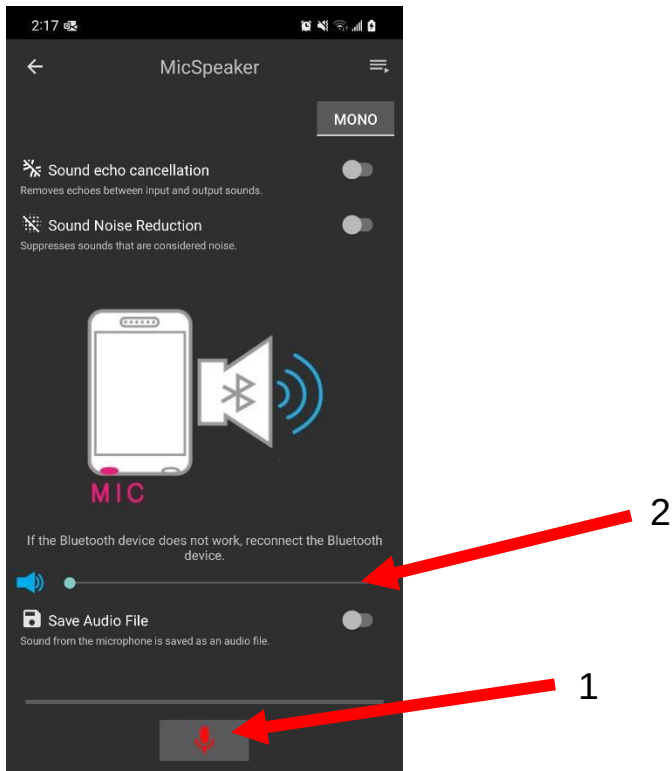
1. On the desk next to the big PC there are several tablets.
2. Pick the tablet for the room you are working in.
3. Login to the tablet with password shape 'M' for multiling:
4. Open the MicSpeaker App on the main screen.



5. Once open, select the Mic-to-Bluetooth speaker option.



6. From this screen you can change the broadcast volume and turn on the talk-back system. When you need to speak to someone in the room, push the red microphone button at the bottom of the screen (1). The volume should be set to a comfortable level, but you can change it with the slider bar if needed (2).



Troubleshooting:

1. The microphone isn't being picked up by the software/you can't hear the room.
 - a. Make sure the video recorder for that room has been started.
 - b. The input volume may be set too low, check the volume of the microphone in the recorder window and change as needed.
2. A camera isn't working.
 - a. Ensure that you have the correct scene selected in the software.
 - b. Be sure you selected the correct room.
 - c. Check to see if the camera has power on the USB hub – if not, close the program, turn on the power, and open it back up again.
 - d. Close the program, unplug the USB (labeled) and plug it back in. Restart the program.
 - i. Do not do this unless no other steps are working.
3. I can't talk to the other room.
 - a. Check to make sure the speaker in the room is on.
 - b. Check that you are using the correct tablet.
 - c. Attach the tablet to the charger.
4. This setup isn't quite right for me.
 - a. Contact the lab engineer for a custom option based on your unique study needs.