

Communication Research Center

Video Recording System Instructions

At the Communication Research Center, rooms B01B: Multipurpose Research Room and B02B: Naturalistic Research Area have identical but separate audio/visual recording systems that can be used independently and simultaneously to both stream and save video footage. The instructions below apply to both spaces unless otherwise noted.

Need help? For assistance, ask the CRC staff and/or email comhelp@bu.edu with detailed questions.

To power on the system ...

- Press the **master power button** on the rack (bottom red circle in the picture below).
- Press the **center power button** on the “SHOGUN STUDIO” device. Hold the button for at least 5 seconds (middle circle).
- Press the **power button** for each of the Datavideo (h.264) devices (top circles).



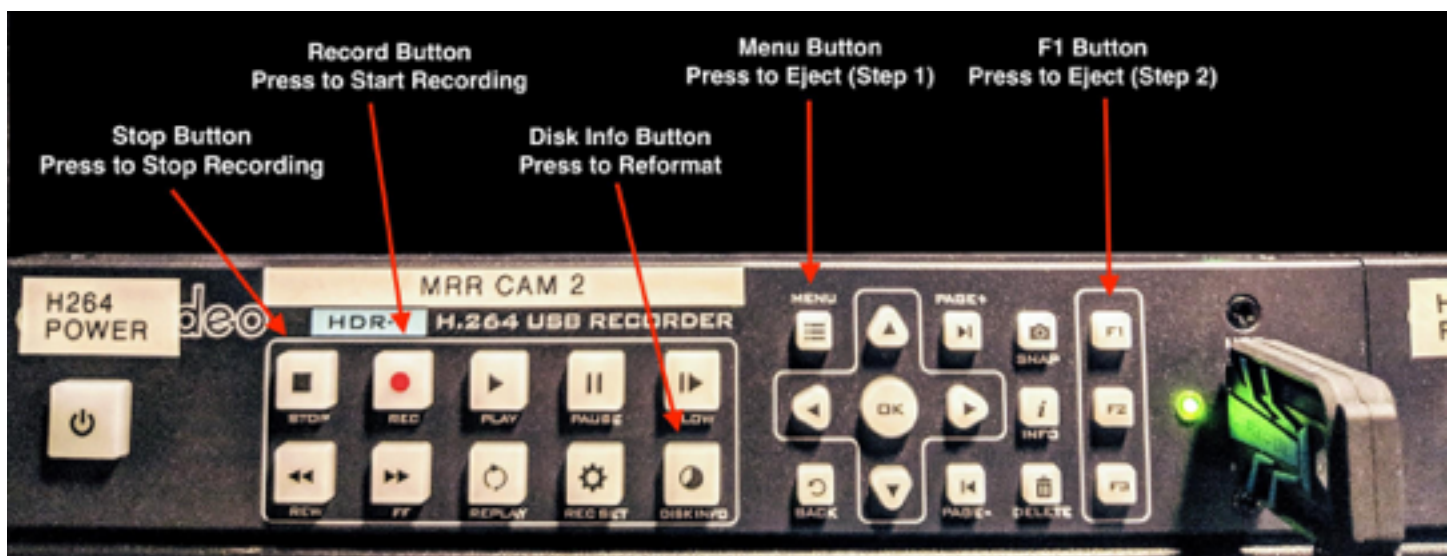
To reposition the cameras ...

- **Press the camera number** on the left side of the joystick controller on the rack shelf. There are 3 cameras in the Multipurpose Research Room and 1 camera in the Naturalistic Research Area.
- **Move the joystick to angle and shift the camera.** You can zoom in and out by pressing the “Zoom +/-” buttons on the keypad. For advanced settings, please speak with a member of COM Technology staff.

To record footage to a USB key ...

Only special, high quality 32g USB3 keys are usable with this system. If you need a USB3 key, please reserve one via [QReserve](#), or ask a member of the CRC staff. *Tip: It is strongly recommended that you make a test recording and check the video on a computer before recording research participants.*

- **Insert the USB key into the Datavideo h.264 recorder for the camera feed you would like to record.** Wait at least 60 seconds for it to initialize the key. *Note:* If you have not previously used the key with the recorder, you will need to reformat it (see instructions below)
- **Press the red “REC” button on the recorder.** The screen will indicate the amount of time remaining on the key. The screen will then turn blue for 10 seconds before showing the video again. Do not worry—it is still recording as long as the red LED is flashing.
- When finished, **press the Stop button.**
- **Before removing the key, make sure to eject it** using the “Menu” button (see image below). *Note:* The files will be saved with an .mp4 extension to the USB key. You can replay these on Macs & PCs and can transfer these files to other locations for safe keeping. The sound levels are pre-set and should be fully audible for normal conversation levels.



To eject a USB key ...

Note: Failure to eject the key before removal might result in a corrupted video.

- **Press the menu button** on the Datavideo recorder (upper left button in arrow key area).
- When the menu opens, **press F1** (top button next to the USB port).
- **Wait until the recorder has indicated it is safe** to remove the key.

To format a USB key ...

This erases all data previously stored on the key and prepares it for recording.

- **Insert the key** into any of the Datavideo recorders.
- **Press the “Disk Info” button** (lower center of recorder button pad)
- **Press F1** when the “USB Disk Partition 1” screen is open. The USB key will then be ready for recording.

To stream to the TV in room B04E ...

This system is able to stream a direct feed from the three cameras in the Multipurpose Research Room (B02B) to the HD TV in the Collaborative Research Area (B04E). This function helps accommodate focus groups that a large group of people will be observing.

- **Power on the A/V tower** and the three MRR cameras, positioning cameras with the joystick as needed.
- In Room B04E, **turn on the TV and switch the input to Input #1**. This will display the three live feeds at once (as shown below).

