

# Procedure Guideline for Recording Audio/Video

## MATERIALS

- 1- Marantz CDR recorder
- 1- Blank CDR
- 3- Batteries type-D or AC power cord
- 1- Sony Wide Angle Lens
- 2- Sony Digital8 Camcorders fully charged
- 2- DV8 Video Tapes
- 2- Camcorder Stands, Plus cables.
- 1- XLR Microphone with connector

## PURPOSE

The purpose of this procedure is to standardize the use of equipment in recording both the audio and video of clients across all sub-projects.

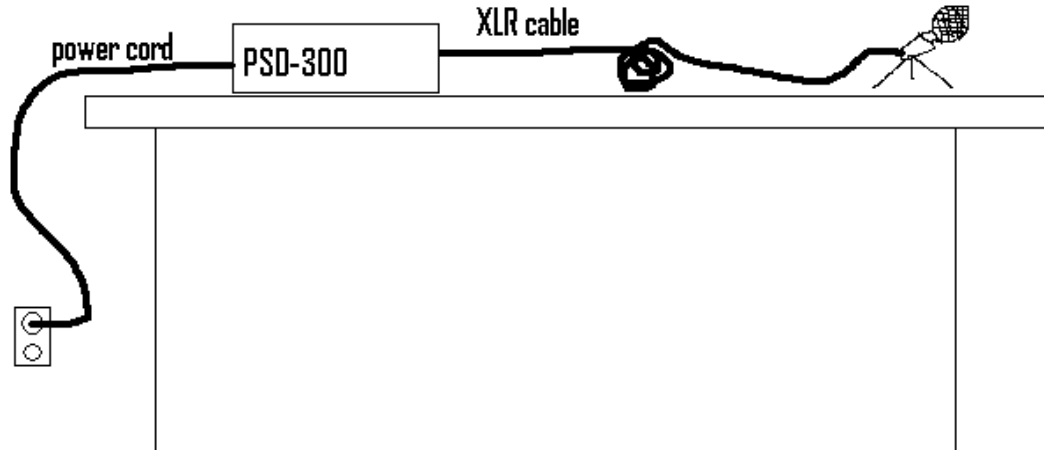
## PRODECURE

### I. Recorder Setup:

1. **Place the CD recorder on a flat surface between the 2 people speaking.**

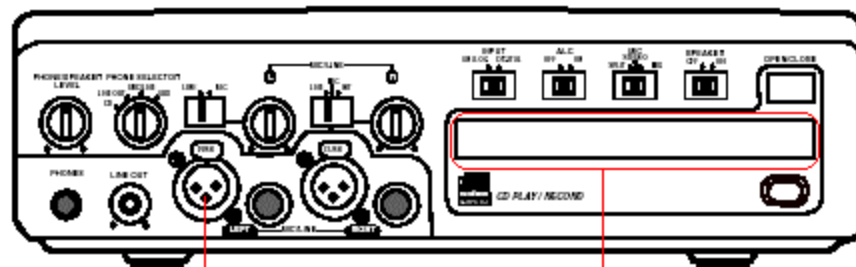


2. Set up all components in the positions where they would most likely suit your surroundings. Try to keep at least 5 feet from the microphone to the recorder and about 1 -3 feet from the microphone to the patient's mouth.



**3. Connect the components**

- a. Put microphone on stand
- b. Connect XLR cable to microphone
- c. Connect XLR cable to the LEFT jack on the PSD-300 (make sure to push silver tab IN when ejecting XLR cable from PSD-300)
- d. Connect power cable to PSD-300 and wall
- e. Put blank CD-r in tray



connect XLR cable here

Put blank CD-r for recording in this tray.

## II. Recording with the CDR

1. Turn on power
2. Insert a blank recordable disc in the CDR drive.
3. Check settings:
  - a. Phone Selector set to: MIC/LINE
  - b. LINE MIC INT switch set to: MIC
  - c. Left MIC level control all the way up (clockwise)
  - d. MIC/LINE set to: L/R
  - e. INPUT set to: ANALOG
  - f. REC LEVEL set to: ALC
  - g. MIC/LINE ATT set to: OFF
  - h. SPEAKER set to: OFF
4. Push and release REC MODE located on the top of the unit
5. Turn the SELECT control so that RECORD is displayed. Then push and release the SELECT control to accept the RECORD recording mode.

**NOTE:** a. The display should read: “PUSH REC KEY”  
b. The REC button should be lit and flashing

6. Push and release REC to begin recording.
7. When you are completed with your recording, press STOP.
8. You will now need to finalize your recording by pushing FINALIZE.

**Note:** FINALIZE will be displayed for 3 seconds. Then PUSH REC KEY is displayed

9. Push REC button. The timer will countdown until completed.

## III. Camera Setup & Positioning:

1. Attach Camera to tripod.
2. When turning on the Camera, if the participants are green in color, this means that the “Night Shot” is turned on and will need to be turned off.
3. Position Camera 1 to capture both people speaking with a *side view*.



4. Position Camera 2 to face only toward the *person in the study* with a frontal view capturing from the waist on up.



5. Assure that the Wide Angle Lens is attached to Camera 1, the Sony Digital8 being used for capturing the two people speaking.
6. Turn on camera. (Make sure lens cover has been removed!) Make sure in the view area that there is enough room to capture people's movement when sitting back or leaning forward.
7. The XLR microphone should be attached in the Microphone XLR connector on the CD recorder located on the front of the device.

8. Place the XLR microphone between the *person in the study* and the caregiver with it closer to the *person in the study*.



Note: The placement of the microphone is critical to picking up quality voice sound. The picture below shows the range of the XLR microphone.

