

## Instructions for audio and video recordings

**Emergency number** (for questions, problems or disturbances regarding the audio/video recording or data transfer): **(+43) 676 5451988**

### Audio recording

- Please use our audio recording device for audio recordings (see instruction below). If you want to use your smartphone instead, please pay attention to the corresponding instruction for recordings via smartphones (provided separately).
- Please find a suitable place for the audio recording device, for example on a table between you and your client. Please also align the microphones appropriately so that they point into the direction of both you and your client.
- Please ensure that the audio recorder **does not touch the table surface directly** (in this case, noises like glasses or mugs being placed on the table might be rather loud and thus disrupt the audio). You can reduce these noises by placing the recorder on, e.g. a pack of tissues. Please try to avoid background noise such as traffic.
- Please switch on the **audio recorder prior to the video camera** when you start recording.

### Handling the audio recorder: recording and data transfer

- To switch on the device, please use the slider on the side of the device (power) (see fig. 1). If necessary, press F1 to access the main menu. With the arrow buttons, navigate to “Rekorder” in the menu (middle) (see fig. 2)



**fig. 1**



**fig. 2**



**fig. 3**

- Please do not change any settings in the menu (via the menu button).
- To start recording, press the red REC-button once. This will give you access to the recording menu, the **recording itself has not started yet** (you can see “PAUSE” flashing on the display, the recording button starts blinking orange) (see fig. 3).
- Please check the recording level, which should be set to 15, and adjust it, if necessary, with the arrow buttons to the left and right (see fig. 4). Should you notice (or should you be told) that the recording is too loud or distorted, you can make further adjustments here.



**fig. 4**



**fig. 5**



**fig. 6**

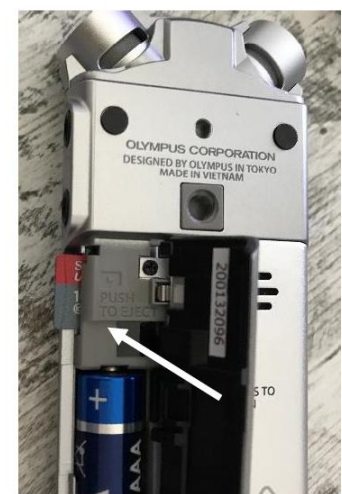
- Please press the red REC-button again to actually start the recording (the display now signals “REC” and the orange light of the recording button stops blinking) (see fig. 5). You may keep an eye on the volume (L/R). The orange light between the REC and STOP button (Peak) should not light up (see fig. 6).
- Press the STOP button to stop the recording, which will be saved automatically. The display now signals “STOP” (see fig. 7). With the F1 button, you get back to the main menu.
- To transfer the data, please open the compartment for the batteries and micro-SD card at the back of the device (see fig. 8). Please switch off the device before doing so (slider on the side). Open the compartment and push in the micro-SD card and gently release to eject it (see fig. 9).
- Use the card reader or the micro-SD adapter to transfer the data to your computer. The data can be found under: Recorder\_Folder/Ordner\_A



**fig. 7**



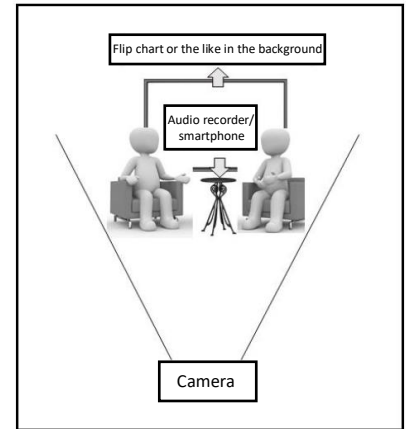
**fig. 8**



**fig. 9**

### Preparing and arranging the tripod/video camera

- Unpack the tripod and open the leg locks. The tripod can now be adjusted to a suitable height – for recordings in a sitting position a height of 80-100 cm might be ideal.
- Secure the leg locks upon adjusting the height.
- Please arrange the tripod in a way that both you and your client are filmed frontally (see sketch). Additional material you use (e.g. flip chart or the like) should be visible.
- Please do not film directly against a window. The camera should be placed near a power outlet. You may need to change your seating arrangement accordingly.



### Handling the video camera: recording and data transfer

- Please make sure that the video camera is fully charged prior to filming. To charge the camera, please take the charging cable from the retainer (see fig. 1) and connect it to the power plug. Throughout the charging process, an orange light (see fig. 2) appears. Fully charged, the camera is capable of recording about 1h 50 min (or less).



**fig. 1**



**fig. 2**

- It is best to always connect the camera to a power outlet throughout the recording in any case. See important notes below.
- Attach the video camera to the tripod by clockwise screwing it onto it until it is positioned parallel to the hand gear (fig. 3). With the help of the hand gear, you can now align the camera according to your liking (i.e., according to the sketch above) (see fig. 4).



**fig. 3**



**fig. 4**



- To start the camera, flip open the LCD display and open the lens cap (see fig. 5 and 6). With the aid of the zoom function (W-T) you can (if necessary) further zoom in (see fig. 7).



**fig. 5**



**fig. 6**



**fig. 7**

- You do not have to make further adjustments or change settings, just press the recording button (see fig. 8). As soon as the camera records, the display indicates this with “REC” appearing on the screen.



**fig. 8**



**fig. 9**

- To stop the recording, please press the recording button again. Close both the display and lens cap and fully recharge the camera prior to your next session.
- To transfer the data, please remove the SD card from the camera (open the display to do so) (see fig. 9). Please use the micro-SD card reader (or the micro-SD adapter and the card reader slot of your laptop) to transfer the data. Attention: In case of longer recordings, several files are automatically generated, which can be found in the folder named MP-ROOT. Make sure to upload all of them.

**Additional important notes:**

- As mentioned above, it is better to **always connect the camera to a power outlet**, since the battery power decreases rapidly.
- Please always make sure that **the “Shooting Mode” is set on “Movie”**. You can see the current selection on the LCD display (bottom right) when recording or choose the right setting in the menu (shooting mode) (see figure).
- Once you have transferred the data of your current session to your computer and uploaded it into the cloud, **please format the SD cards after every use**. See instructions for formatting SD cards.

