



Recording people in the recording room HG D23

1. Insert your USB stick into the console on the right side of the table. The system will now start and will be ready to use in approx. 3 minutes. Switch off the lights in the room.
2. Check your video picture on the monitor:
 - a. The central column of the tripod can be used to adjust the camera height.
 - b. The zoom function «W / T» (“Wide” and “Telephoto”) on the remote control can be used to set the desired image size.
3. Attach the clip microphone and transmitter.



- a. Test whether the audio level is shown on the cameras display. If not, you may need to deactivate mute on the microphone.
- b. The microphone should be attached to the lapel of a shirt or collar of a top and pointed towards your mouth.



4. Start recording.



Press the record button (●) on the console on the right side of the table. Recording will start as soon as the button lights up permanently, which should happen after approx. 4 seconds. Stop recording with the stop button (■).

5. After the last recording has been completed, the current video file will be copied in full to the USB stick. You should therefore wait until the small light next to «USB Storage» has stopped flashing before removing the stick. After this you can remove the USB stick from the console; the other devices are deactivated automatically.

6. The video files that were produced can be found in MP4 format in the respective folders on the stick. The recordings are not saved in the studio, so you should transfer the selected files to your computer and create a backup of them.

Details / Problems / Questions

1. The system is ready to use when you can see a picture of yourself with various menu items on the screen of the camera. Please do not change any of the settings in the camera menus.
2. Remove the lens cover of the camera with the lever on the side. Adjust the height of the camera in line with your height using the middle column of the stand.
3. Ensure the microphone cable is not visible. You can hide it under your clothes and then attach it to the transmitter, which is usually placed in a trouser pocket.
4. Use the few seconds before recording starts to check your position again and ensure you are looking into the camera.
5. Please cover the lens of the camera and leave the room as you found it.
6. Post production activities can be carried out using the software of your choice. Please contact Martin Wieser (ITS MMS, wiesemar@id.ethz.ch) if you would like us to carry this out for you (for a fee) or if you need some advice.

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