

Social Skills Lab - Mac Hall 131

Audio Video Recording Tutorial

1

If you are going to record video, the computer needs to be prepared. The computer is located in Mac Hall Room 131



2

Verify that this switch is on and has a "red light". This provides power to the "Video Recording System". Then press the **Power Button**.



3

The computer will "Boot" into Windows 10. Press any key or press the left mouse button to get to the "Login Screen" When prompted for a User and Password, enter the following. The username is NOT case-sensitive, but the password IS Case-Sensitive:

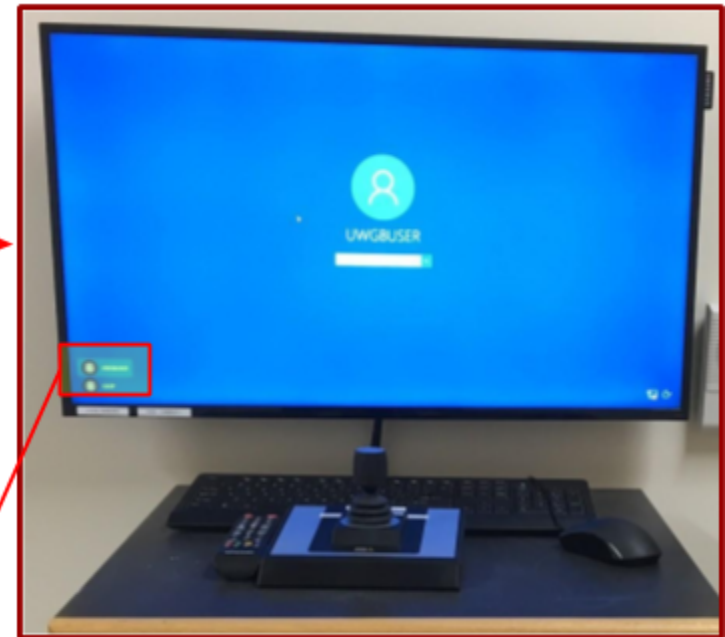
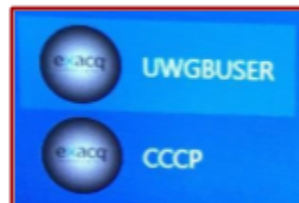
Username: usgbuser

Password: CAMERAS1!

You may need to CLICK the user in the lower left of screen



If the Monitor does not "Wake Up", press the power button on the Monitor "Remote"

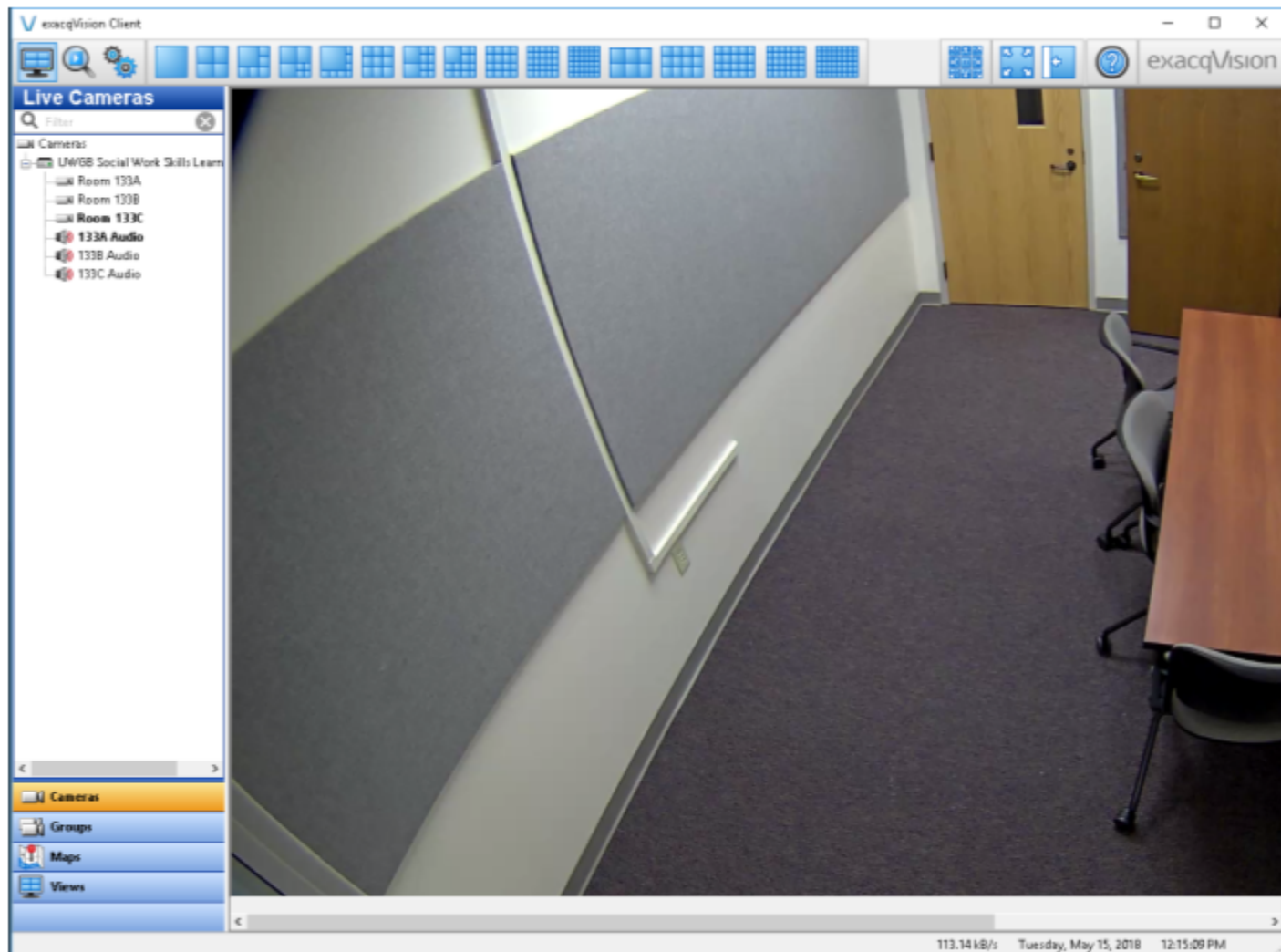


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The computer will log in within 20 seconds, however, the Video Recording System will take an additional 30 to 45 seconds to initialize in the "background". After waiting 30 to 45 seconds, locate the "exacqVision" icon in the upper left area of the screen and "double-click" the icon. This will launch the "Video Camera Interface Software."

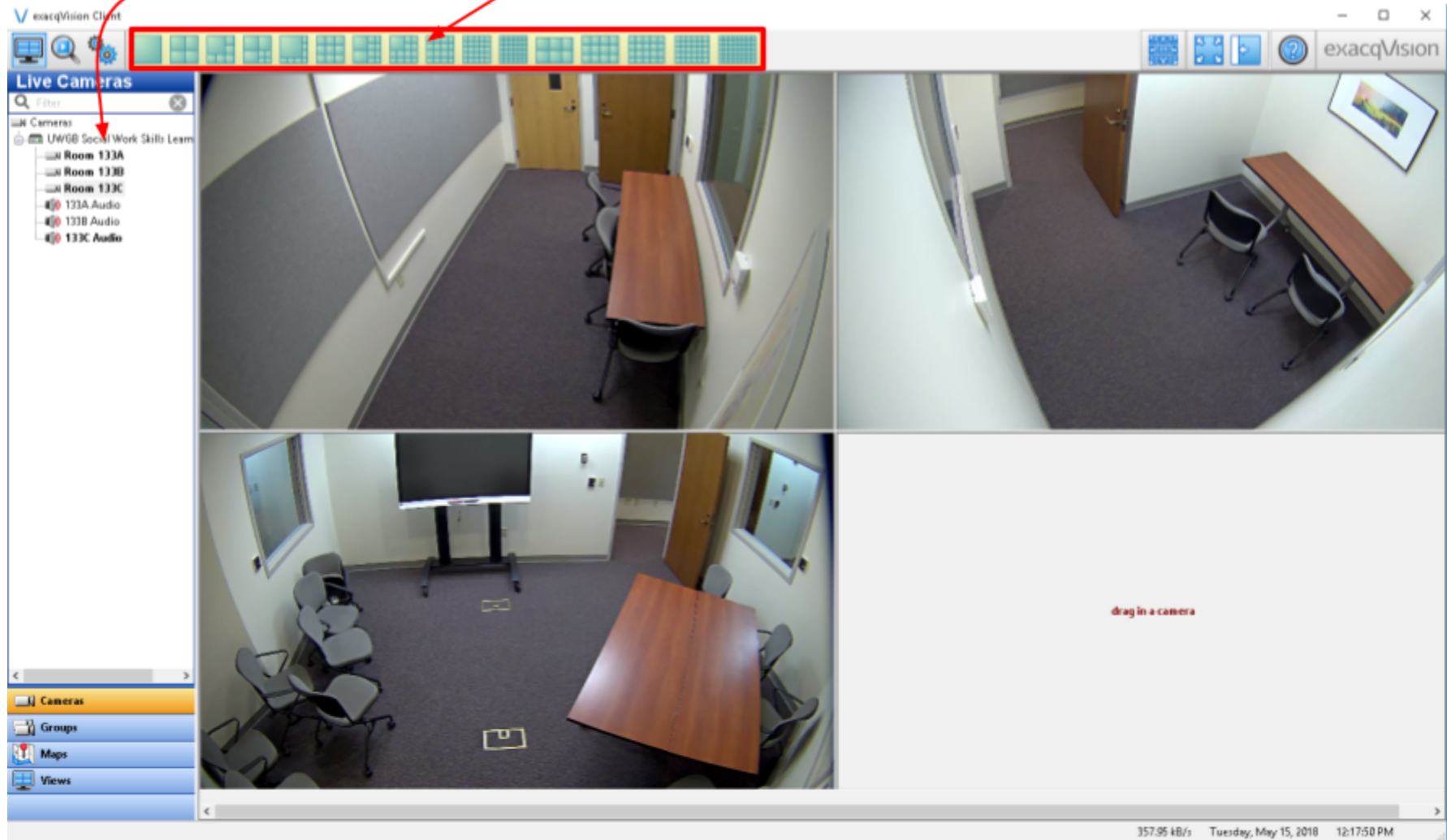
5

After the "exacqVision" program launches, you will see some variation of what you see below

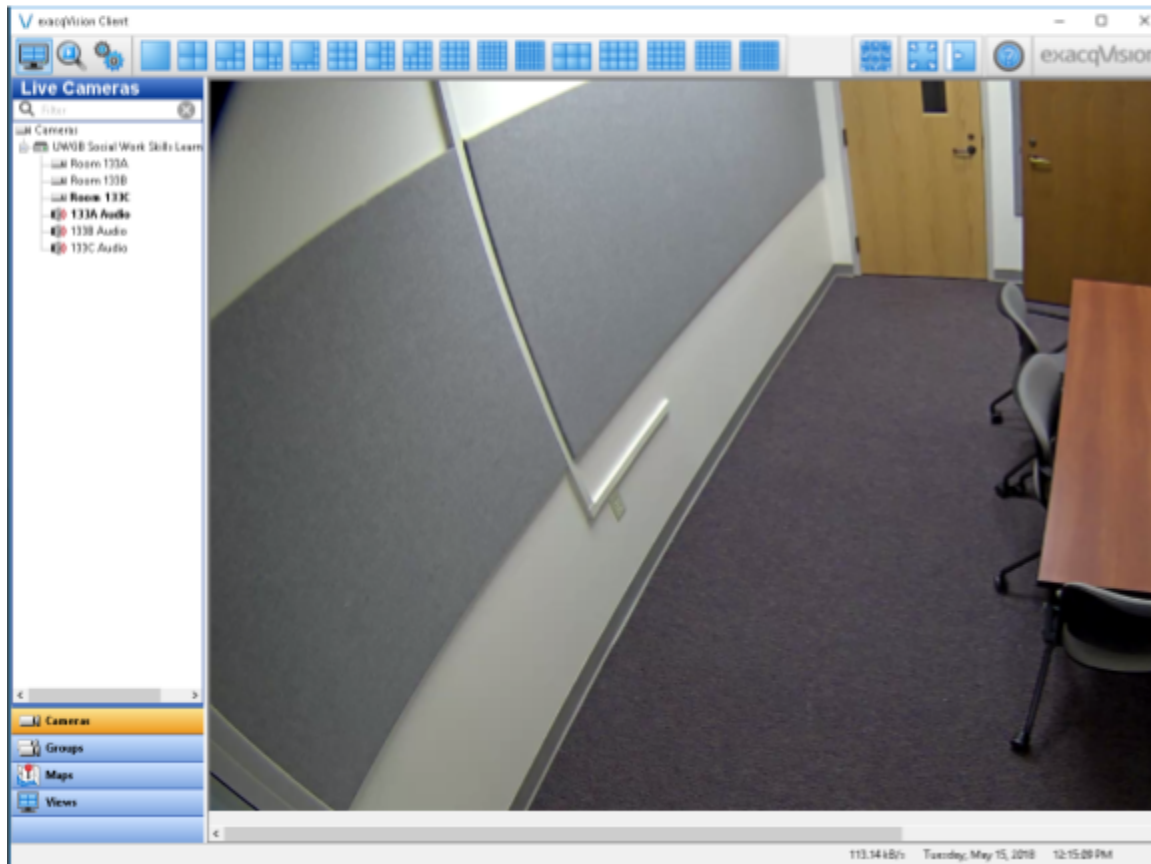


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You can change the view of the interface by selecting these **tiles**. If you only have 1 (one) Camera View, then that "Room" will be highlighted in the list on the left. You can change the "Camera View" by "double-clicking" the "Room" in the list on the left



You will see a "Joy Stick Remote Control" on the desk in front of the Monitor, which controls the "selected room". The room that is selected will show in **BOLD** in the list on the left side of the "Software Interface". Rotating the Joy Stick Knob will allow the camera to zoom in and out. Moving the Joy Stick left, right, up, and down, will allow the camera to move a small amount. *The cameras are already configured to view the entire room, therefore "Zooming and Camera Movement" is limited.*



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Inside ROOMS A, B, and C,
locate a silver plate with the
Red Record, Start/Stop
button



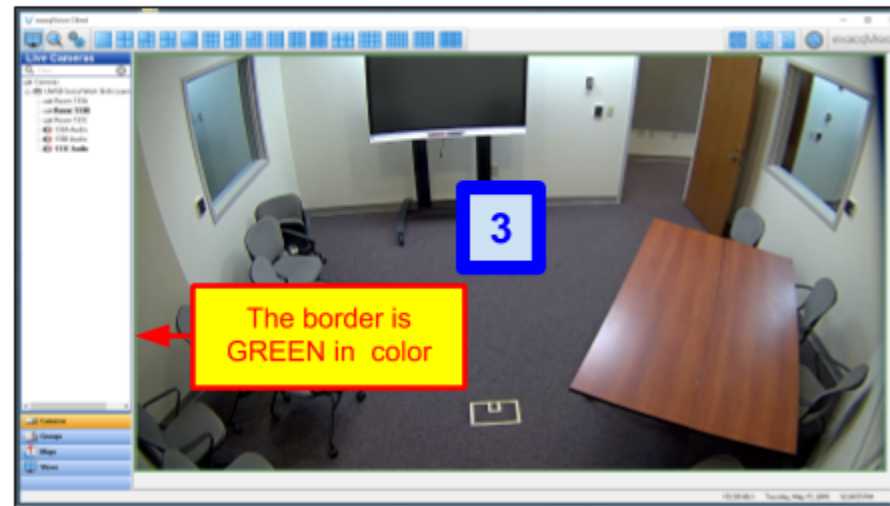
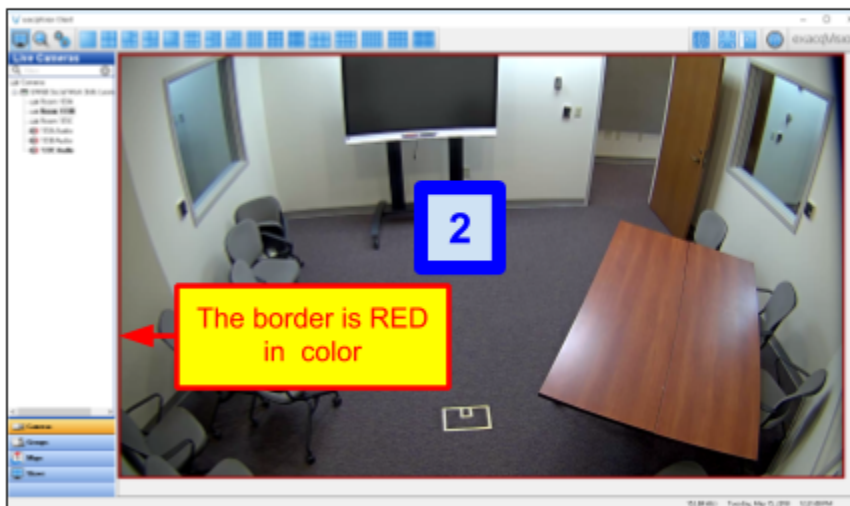
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When viewing the Video Recording Interface and the specific ROOM you want, the "beginning state" of the "Border of the Window" will not be GREEN or RED (See sample 1 below). When the Red Record button is pressed 1 time, it will glow RED and the "Border of the Window" will be RED (See sample 2 below) That particular room is now Recording Video. To STOP recording video, press the RED Record button 1 time. It will stop glowing RED, and the "Border of the Window" will be GREEN (See sample 3 below). That particular room will STOP recording Video.

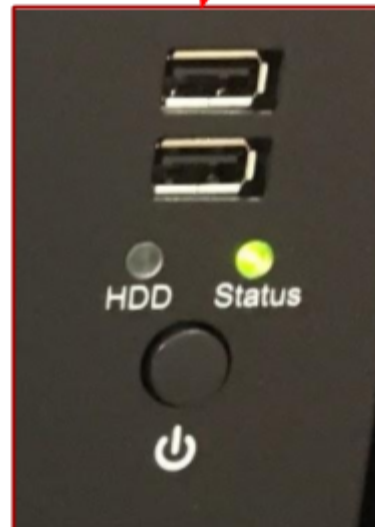
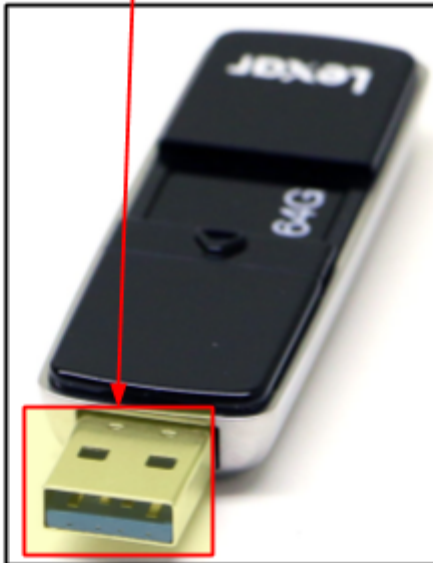


ATTENTION

The Video Cameras in all 3 rooms are always recording audio and video when the Computer is on and the "exacqVision" software is running. At specific time intervals, the audio and video recordings are automatically deleted **if** the RED Record button is not pressed. When the RED Record Button is pressed, 5 to 10 seconds before and 5 to 10 seconds after the Red Record Button is pressed is **SAVED**. For example, your recording will show you walking up to press RED Record Button

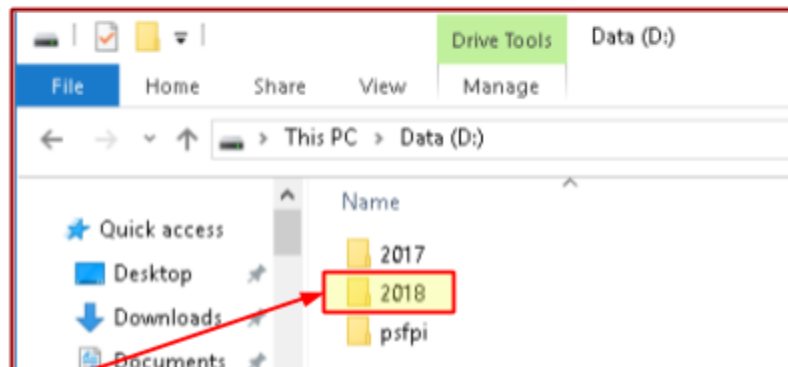


All AV (audio and video) recordings are stored on the computer and must be “exported” onto a Flash Drive. Any newer USB flash drive will work, but a Flash Drive with USB Version 3 will work best and transfer your video the most efficiently. If you use a USB version 2 flash drive, it will work, but it will export the video file more slowly. You can determine the version of the Flash Drive, by the color the “KEY” inside the area that plugs into the USB Port on the computer. The KEY on a **USB 2** Flash Drive will be **Black**. The Key on a **USB 3** Flash Drive will be **Blue**. You may find some Flash Drives with a Orange or Red Key, which is still USB version 2. Plug your Flash Drive into one of the USB Ports on the front of the computer



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After you plug in your flash drive, dismiss/disregard any "notification" that may appear. Locate the **"Data (D) - Videos Shortcut Icon"** located on the Windows Desktop. Double-Click the Icon

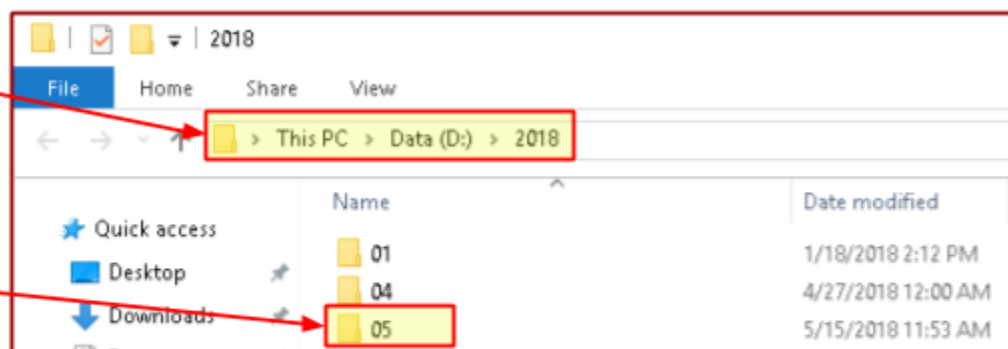


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A "Window" or "Dialogue Box" will appear showing the contents of the "Source Folder" that contains AV Recordings. Make sure the folder is in the "Details View" so you can see the "Date Modified" Column. If the folder is not in the "Details View" Right-Click the Mouse while the cursor is in the middle of the dialogue box, click the "View" and then "Details". Locate the folder that matches the YEAR of your AV Recording and Double-Click the folder. In this case it is the folder labeled "2018", but the year is relative.

A "window" will appear showing the contents of the "2018 Folder". Notice the "Path" showing your current location.

Now look at the folders and double-click the folder that coincides with your date and time-frame of your AV Recording. In this case it is the "05 Folder", double-click the folder to open it.



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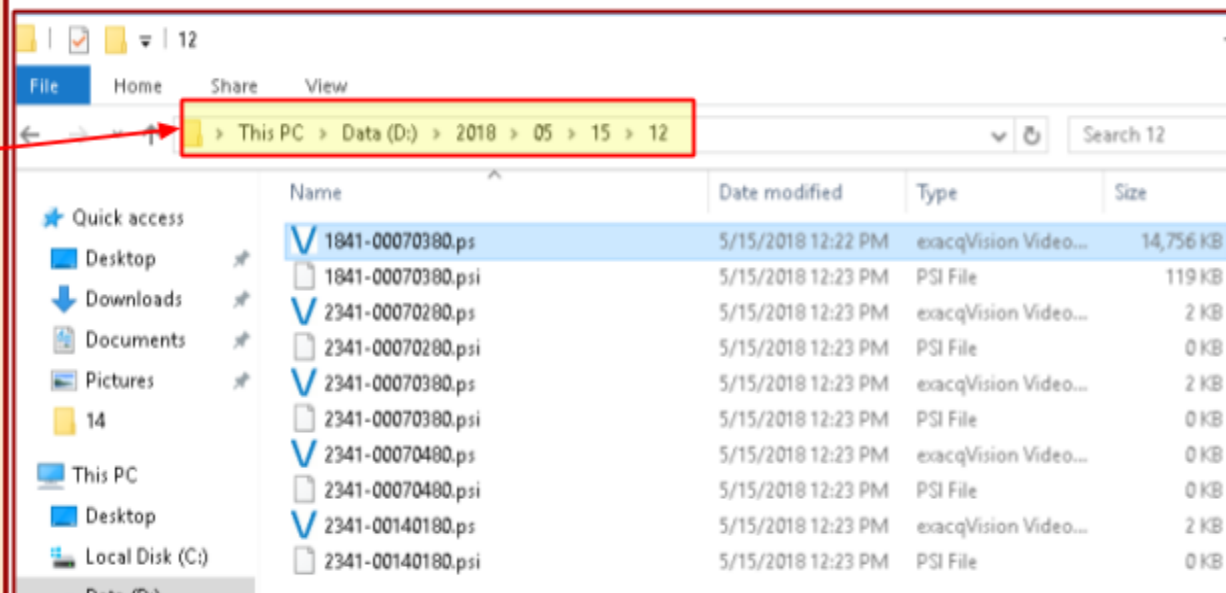
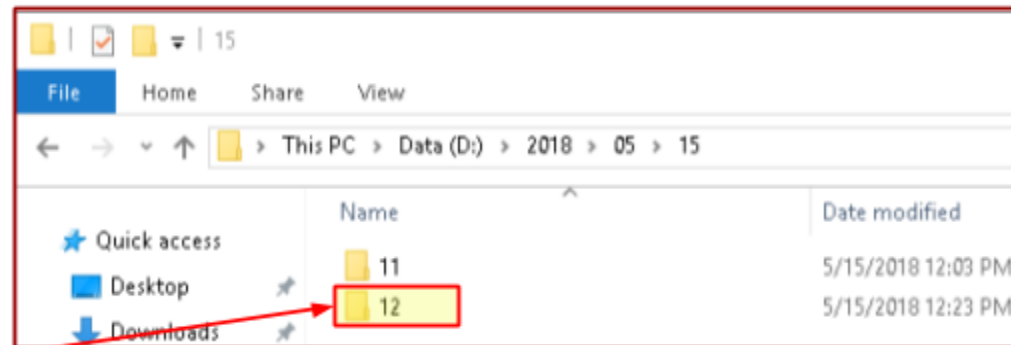
Now that the "05" folder opened and shows the contents, you will need to keep opening folders until you see "Files" that have a date and time-frame of your AV Recording.

If you export your AV Recording directly after the recording is finished, then the correct folder will always be the LAST folder in the list. Look at the how the folders have nearly the same "Date/Time", but the last folder will be the folder with the latest AV Recording. In this case, double-click the "12 Folder"

Be aware of your PATH that will always show the current location and how you got there.

Eventually, a folder will show all the files associated with your AV Recording. Looking at the right, the VIDEO file or files will be MUCH larger in KB (Kilobytes) than the other files. The large file or files are the **AV Files**. If you recorded from Room A and Room B during the same session, you would have 2 large AV Files.

The AV file (highlighted in Blue) is approximately 1 minute in length and is 14,756 KB or 14.8 MB (megabytes). That equates to approximately 150 MB for each 10 minutes of video and approximately 900 MB for each HOUR of video. Be sure that your "Flash Drive" has enough free space for your AV File or Files

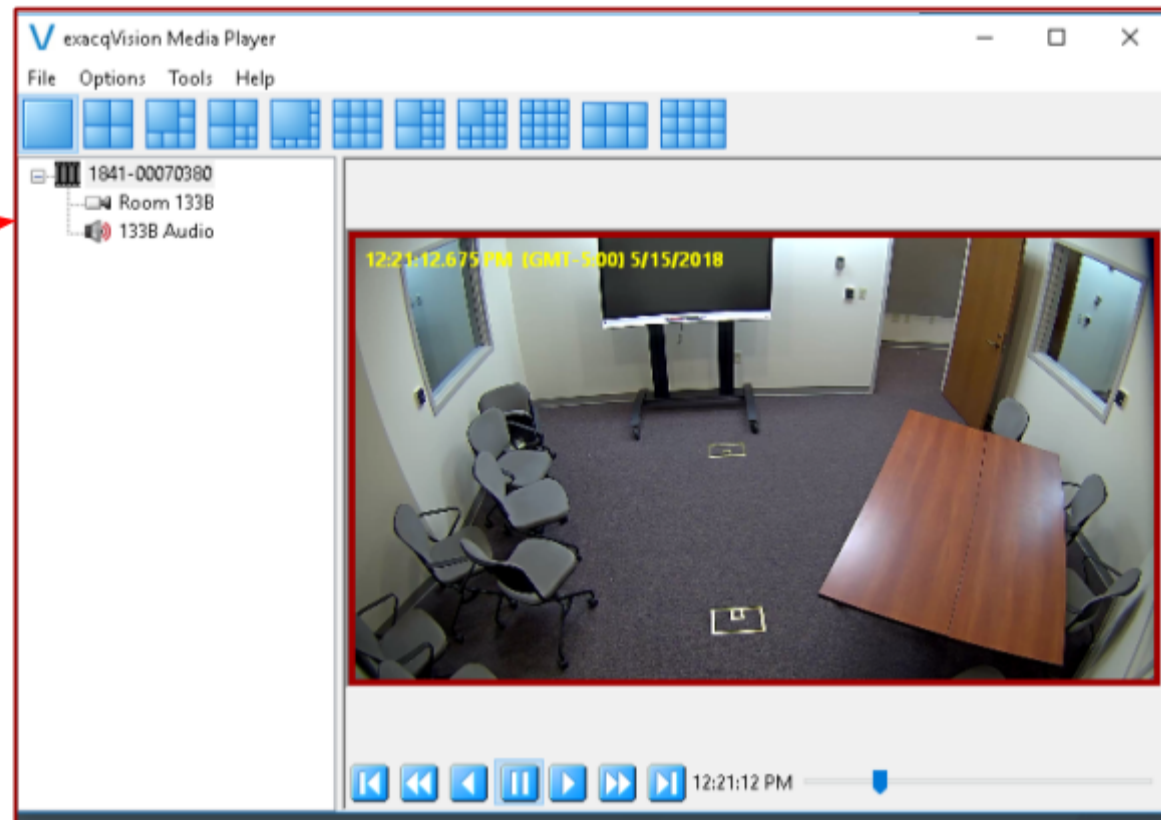
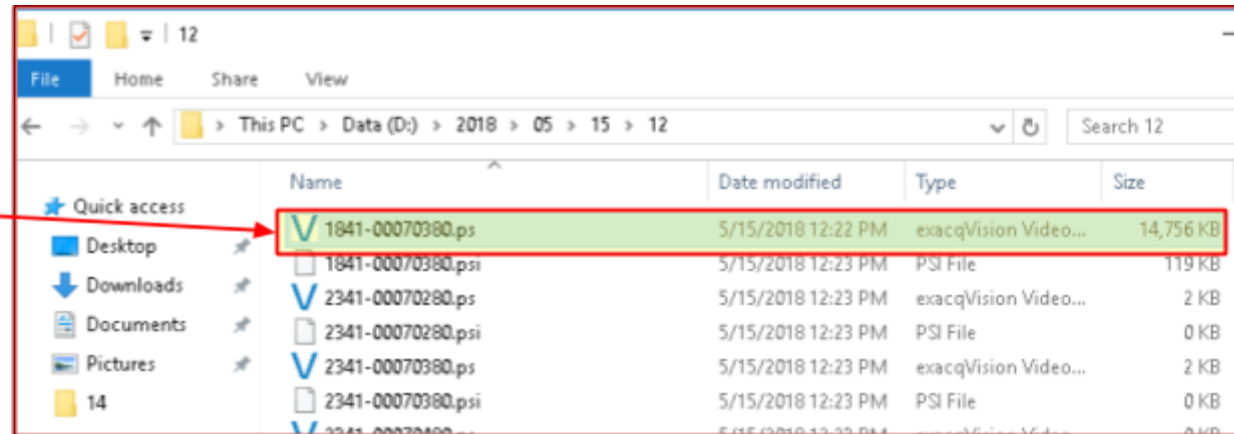


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The AV file is "Proprietary" meaning that is NOT in a "Compatible" Video file format.

The 3 main "Compatible Video File Formats" are MP4, AVI, and MOV, therefore the current AV file needs to be converted. You may want to "rename" your video files now. Don't forget to include the "File Extension" when renaming the file. The "File Extension" is the **.ps (period ps)**

Double-Click the AV File and the "exacqVision Media Player" will launch and show the AV File



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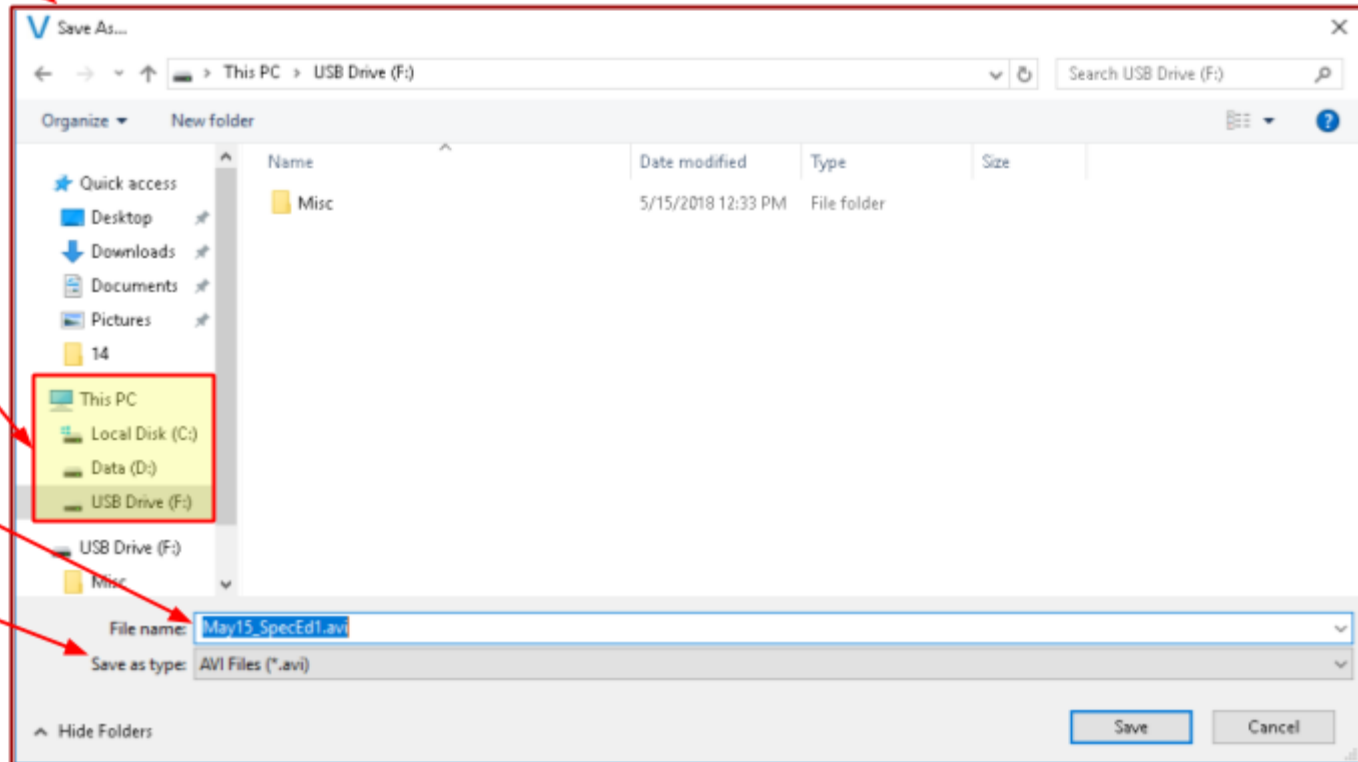
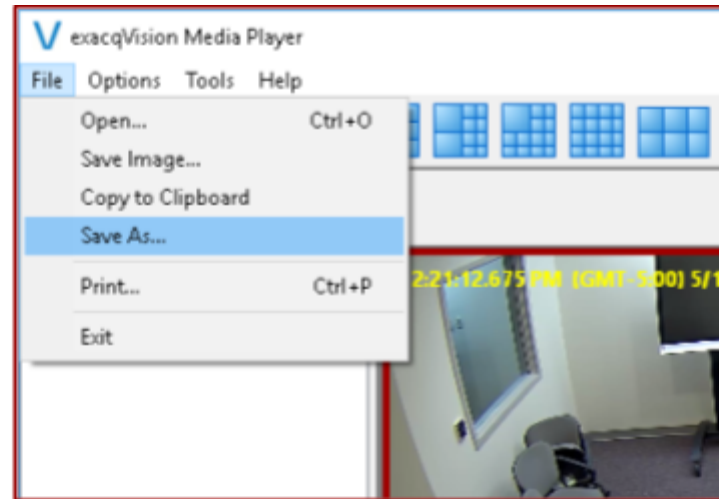
Select FILE and then SAVE AS

The "Save As" Dialogue box will appear.

Choose your Flash Drive for your Destination.

Designate a "File Name"

Designate a "File Type"
AVI, MP4, or MOV. All 3 file types will have approximately the same "File Size" and work for PowerPoint, Web Pages, or almost any purpose.



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The "Saving and Converting" Process will not take very long if you are using a "USB Flash Drive", and you should see a progress box.

If you use a "USB 2 Flash Drive" in the "Saving and Converting" process will take up to 15 times longer.

When the "Exporting Process Box" finishes and disappears, check your flash drive for the AV File. Notice the "File Type" and "File Size".

Double-click your AV file from your flash drive verify that it plays for approximately 5 seconds. Then close the Video Player and the Window that shows your Flash Drive.

Remove your Flash Drive from the computer. (You can simply pull your flash drive out if you wait 10 seconds after you close the "Flash Drive Window"

You should now delete your source Videos from the computer, empty the Recycle Bin, and shut down the computer

