

Sound Booth HOW TO

For Researchers:

Set up

(Procedure has to follow the sound booth (1) **then** workstation (2) **order** to work correctly)

1. Prepare the sound booth for participants

- a. Turn ON the 2 LED strips on the ceiling of the booth
- b. Turn ON the equipment
 - i. Locate the power strip to the left of the desk, on the floor (see picture 1)

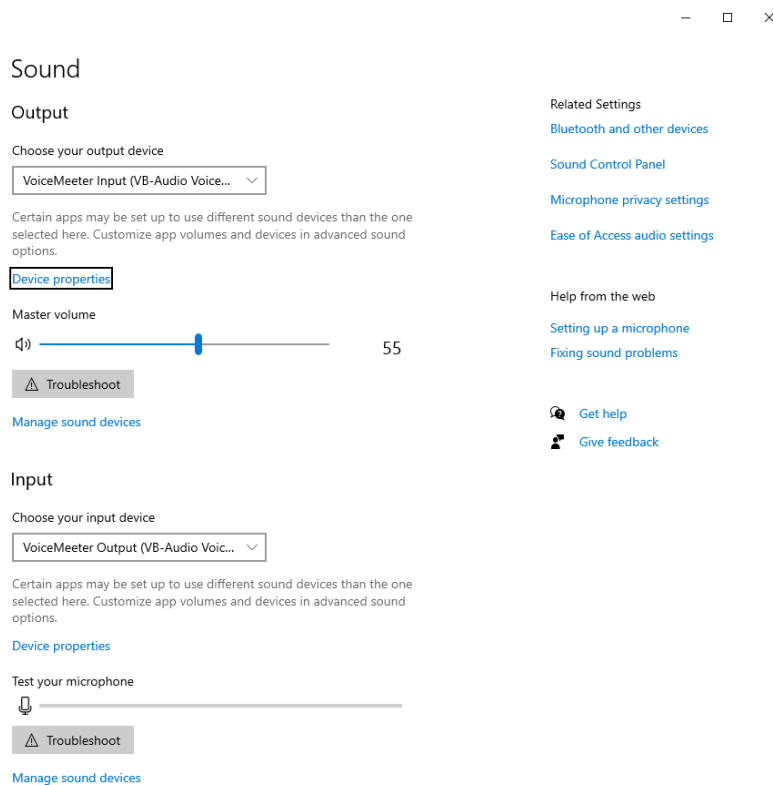
Picture 1



- ii. Turn ON the power strip
- c. Make sure that all equipment is ON and ready
 - i. If the *Yeti* microphone is blinking, press the RED blinking button
 1. It should stop blinking and stay ON
- d. Invite the participant to sit at the recording station
 - i. Say: “ I will go outside the booth now and give you further instructions using audio.”
 - ii. Say: “I will be able to hear and see you, so don’t worry about coming out if we have technical difficulties.”
- e. Exit the sound booth and close the door behind you

2. Prepare your workstation

- a. Turn on the Dell PC module located on the right hand side of the desk
- b. Control + Alt + Delete to login
 - i. Enter your login credentials (same as your OKTA information)
- c. Once both screens are loaded
 - i. If needed, move the *Banana* console to the right screen
 - ii. Ensure that the *Banana* interface is loaded correctly
 1. 'HARDWARE OUT' should not be blinking RED
 - a. If so, logoff and restart the procedure from the top of this page
- d. Start the camera to monitor the participant
 - i. Click on the Windows icon on the bottom left corner (Start)
 1. Select the **Camera** option
 - ii. You should see the participant now
 1. Move the screen to the left side
 2. Expand the window to a full screen view
- e. [Insert text here]



- f. Advanced sound options

3. Data Collection Set up

- a. You are now ready to start recording

b. Headphones

- i. Place the headphones on your ears and ensure that the microphone is close to your mouth
- ii. If needed, unmute your headphone microphone using the controller (picture 2)
 1. A red signal means that you are muted.

Picture 2



- iii. You can now communicate and give instructions to your participant
- c. Recording data
- i. Using your mouse, select the recording button on the *Banana* interface (below the cassette image)
 - ii. You are now recording
 1. Give your final instructions and mute your headphones so to not create unwanted interference
 - iii. Once you have finished recording select the stop button
 1. The data will be saved automatically
 - a. You can select the play button to replay the last recording, if needed

4. Shutting Down the Booth

Once you have completed your recordings:

- a. Researcher station
 - i. Close the camera window
 - ii. Close the *Banana* interface
 - iii. Shutdown the workstation
 1. Click on the Windows icon
 - a. Select the power button and select *Shut down*
 - iv. [Sanitize the researcher's desk area]
- b. Sound booth
 - i. Locate the power strip (on the floor) and turn it OFF
 - ii. [Sanitize the participant's desk area]
 - iii. Locate the LED switches and turn OFF the lights

PLEASE, do NOT turn OFF the booth equipment individually. Only use the POWER STRIP button

Thank you for using our sound booth!

(last updated 3/4/22)