

# 'Slim Black Box' video recorder instruction sheet

1

The night before your appointment, you must charge the video device. To do this, plug the small end of the supplied cable into the end of the device. Plug the other end (which is a USB connection) into your computer's USB port, or into a power socket using a USB adaptor plug.



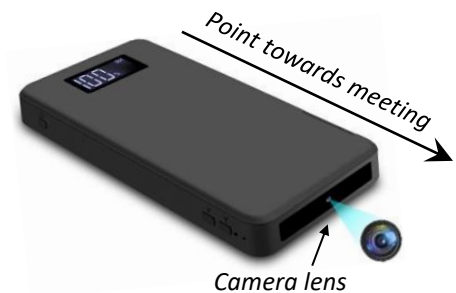
2

The digital display shows the level of battery charge. (If the display isn't showing, press the button on the side of the device next to the display panel and the charge will show). You don't need to charge the device to 100% - a charge of 20% will be plenty for recording a meeting.



3

Place the video device on a flat surface, around 3 to 4 metres away from the meeting, with the lens pointing in the direction of the meeting. The device is designed to look like a power-pack (rather than a video camera) but if you're worried it might be spotted, place it amongst some other devices, such as a TV remote control.



4

Just before your meeting, turn the video device on by doing the following:

- Press the button marked 'V' and hold it for two seconds
- When you release it, a blue light comes on. Press the button ('V') again and release immediately, the light will flash a couple of times and will then go out. The device is now recording.



5

Once the meeting is over and the Financial Advisor has left, turn the device off by pressing button 'V' again and holding it until the light flashes red and goes out. This means the device has stopped recording and has saved the file.



**REPEAT THE PROCESS FOR SUBSEQUENT MEETINGS.**

**(The first recording is safely saved and subsequent recordings will not overwrite it).**

***Complete the following step only if you're confident with computers...***

*Please check ahead of your meetings that you're able to record successfully. To do this, follow the instructions above and make a 'practice' recording lasting a few seconds. Once you have stopped recording (see Step 5), plug the small end of the cable into the socket on the side of the device – which can be found by sliding back the cover. Connect the other end of the lead to your computer's USB port and the video device should be detected and a series of folders should be opened, one of which is called 'Video'.*



*Click on 'Video' and you should see the video file you've recorded. If you click on this, it should automatically open and play.*