

# 'Blue sticker' video recorder instruction sheet

*(Operating instructions for black box video device with BLUE STICKER on the underside)*

- 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 (NOTE: ENSURE YOU PLUG THE CABLE INTO THE SLOT MARKED 'MICRO'). Plug the other end (which is a USB connection) into your computer's USB port, or into a power socket



- 2 The line of blue lights will blink until the device is fully charged.



- 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:

- a) Press and hold this button for 3 seconds
- b) When you release it, a red light will briefly appear towards the right of the camera, followed by a blue light. If this blue light blinks a few times before going out, the video camera is now recording. **IF THE BLUE LIGHT COMES ON BUT DOES NOT BLINK, PRESS THE BUTTON ON THE LEFT AGAIN ONCE AND IT WILL BLINK AND GO OUT – the camera is now recording.**



- 5 Once the meeting is over and the Financial Advisor has left, turn the device off by pressing this button again and holding it for 3 seconds.

A red light will flash, then go out. This means that recording has finished and the file has been saved.



**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 at the lens end of the device (NOT the 'micro' socket used for charging). 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.*