

## USER GUIDE: Sony Digital Voice Recorder ICD-PX370

\*To be used for your monthly audio recordings\*

Instructions on how to submit your audio recording begin on page 7.

### Powering on your Sony recorder

1. Batteries for the device have already been included and installed into your device by the Project MIMIC Research team.
2. To turn the device ON:
  - Slide and hold the HOLD – POWER switch (on the left side of the recorder) in the direction of “POWER” until the window display appears on the screen.
3. To turn the device OFF:
  - Slide the HOLD – POWER switch to “POWER” and hold it until “Power Off” appears on the display window.



### Initial Settings

1. Settings such as language, date, time, and sound will be preset by the Project MIMIC team for your convenience.
2. You are welcome to change the volume or time settings at any point during the course of the study.
3. Instructions to change settings can be found in the full Help Guide at: [https://helpguide.sony.net/icd/p37/v1/h\\_uc/index.html](https://helpguide.sony.net/icd/p37/v1/h_uc/index.html)

### Recording an Audio Session

1. First, note the microphone at the top of the recorder. For best audio quality, do not block or cover the microphone during the session.

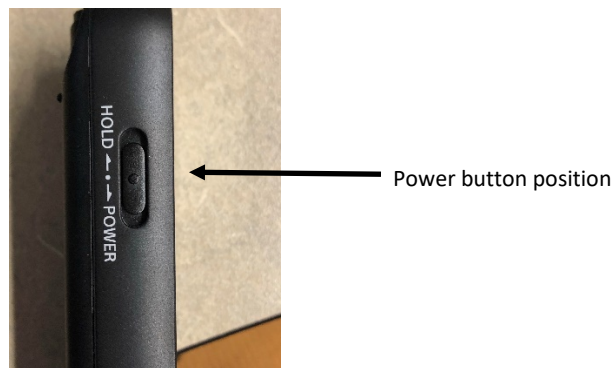


Microphone

2. On the front of the recorder, note the STOP button at the top left, the REC/PAUSE button at the top right, and the PLAY/ENTER button in the center. You will use these primarily when recording sessions each month.



3. \*Before you start, make sure the Power Button is in the center of the switch.



4. From the HOME menu, select the RECORD option- the recording standby screen will then appear on the display window.
- Select the folder you would like to store the recorded files in. Recordings are automatically filed in "FOLDER01" by default.
  - Instructions on how to create new folders can be found in the Help Guide:  
[https://helpguide.sony.net/icd/p37/v1/h\\_uc/index.html](https://helpguide.sony.net/icd/p37/v1/h_uc/index.html)



5. Face the recorder so the microphone is positioned between you and the patient.

6. Press the REC/PAUSE button.

- Recording has started when “REC” appears on the display and the operation indicator light is red [Figure 2.3].
- To pause the recording, hit REC/PAUSE again. Then hit the center play button when you wish to resume.
- \*Important!: Hitting stop will end the recording and further recording will be on a separate file.
- **ONLY HIT STOP WHEN THE ENTIRE SESSION IS DONE TO ENSURE THE ENTIRE SESSION REMAINS IN THE SAME FILE.**



7. Once your session is over, hit the STOP button to end the recording. “Saving...” will appear on the display and will then return to the record standby screen.



### Listening to / Locating a Recording

1. If you would like to listen to the recording before uploading it to your computer, you may select “RECORDED FILES” on the Home screen by using the Fast Forward and Rewind buttons to scroll through the options. Hit the PLAY button to select.
2. Once you have selected RECORDED FILES you may choose the most recent recording, search by recording date, or look through a specific folder. You can choose which of these you would like by scrolling using the UP/DPC and DOWN/A-B buttons and using PLAY to select.



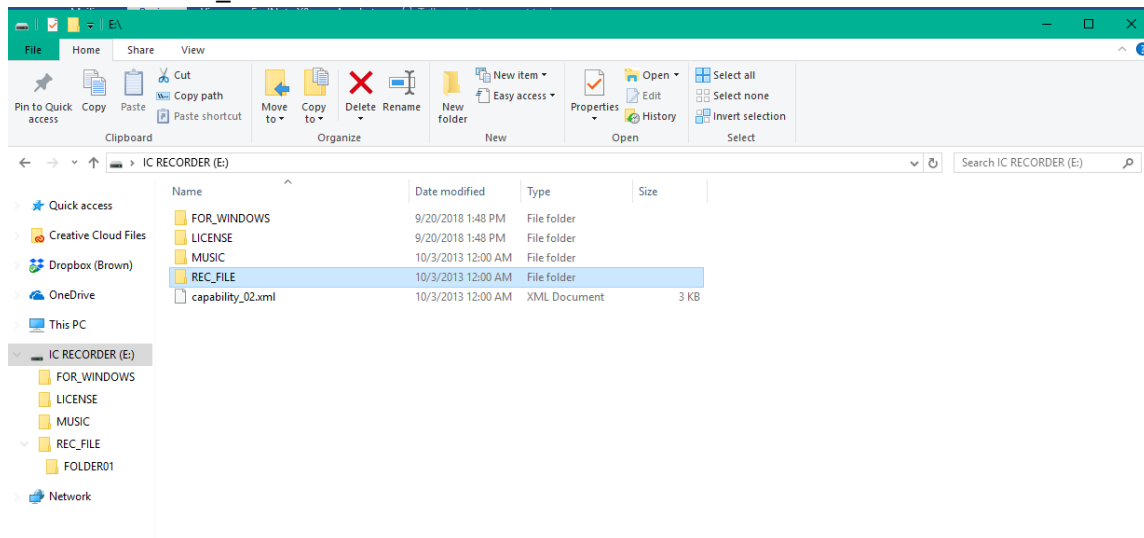
3. \*Note that your recorder does NOT include an SD card so when searching through Folders you must select “Built-In Memory” to view all of your recordings in that folder.



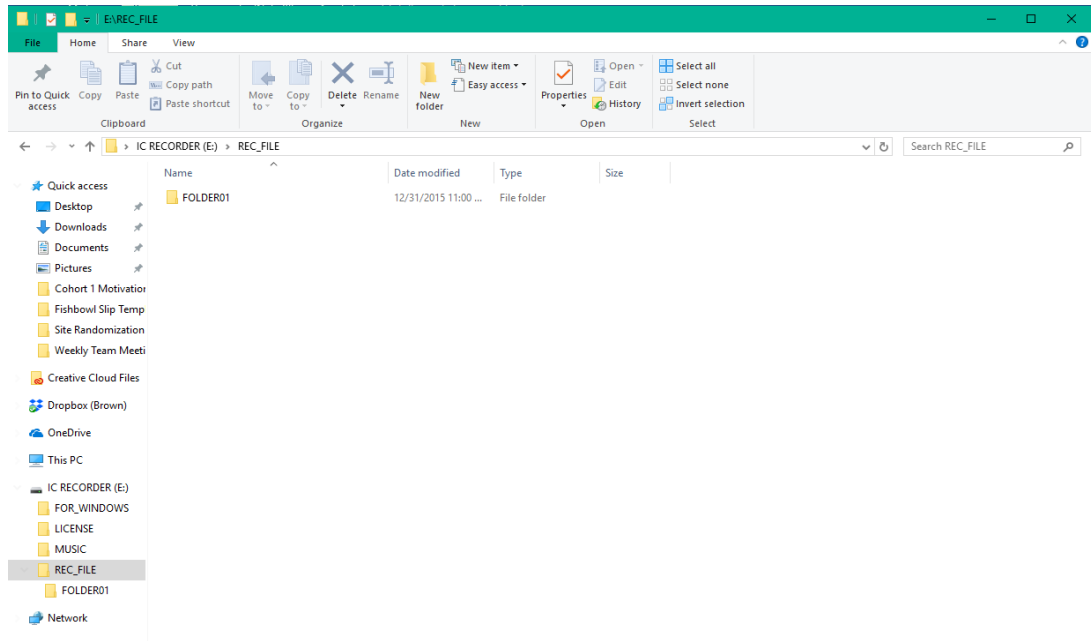
\*If at any point, you need to go back to a previous screen, just use the BACK/HOME button, to go back through previous screens and return to the Home page.

### To Transfer Your Files to a Computer

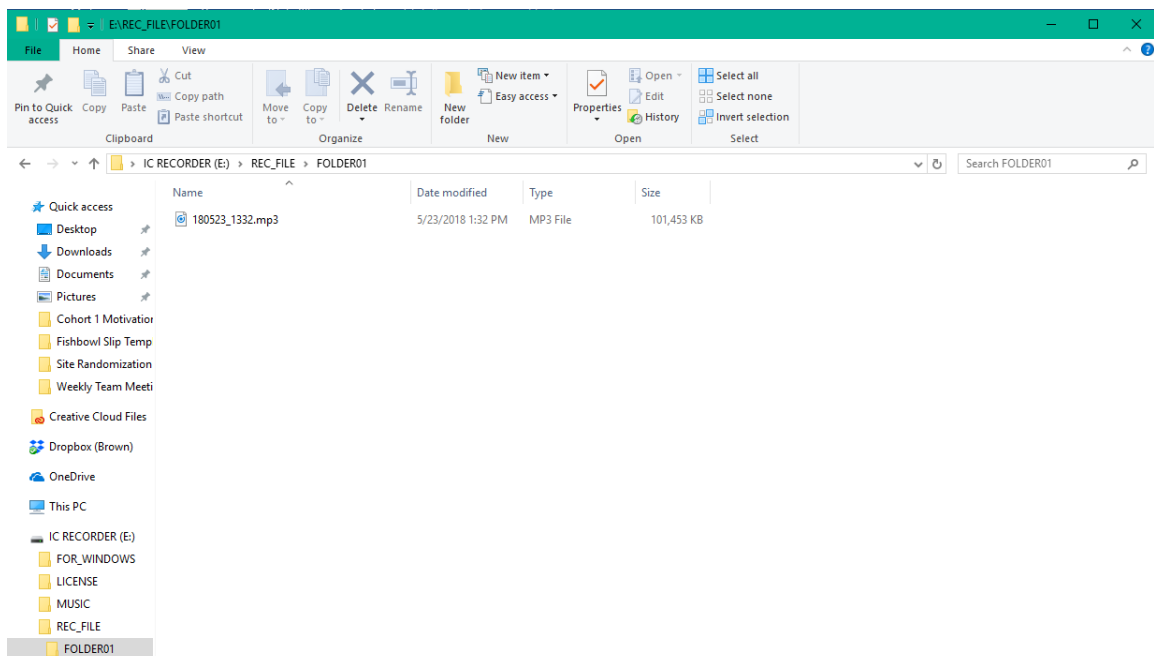
1. Successful completion of this step is vital to the success of the Project MIMIC study. A few simple steps will allow for easy transfer to any desktop or laptop with a USB port.
2. Slide the USB lever, located on the back of your recorder, down until the USB is fully exposed.
3. Insert the USB connector into a USB port on a secure computer at your organization site.
4. A device called “IC Recorder” will appear on your computer. Click on the device. You will see a folder called “REC\_FILE”. Double click on the folder.



5. You will see a subfolder called "FOLDER01." If you have not created another folder on the device, this is where all of your audio recordings will be located.



6. Select the audio recording you would like to upload and drag and drop to the local disk or Shared Drive on your computer.



7. When saving each month's recording, please name the file to indicate 1) the first three letters of your last name, 2) the patient's initials, and 3) the month and year for which you are submitting the recording.
  - a. Month should be one of the following choices:  
JAN, FEB, MAR, APR, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV, DEC
  - b. Year should be the final 2 digits of the year.

Examples:

If your name is Sara Becker and you submit a tape with patient M.D. in August 2019, the format would be:

Bec\_MD\_AUG19

If your name is Samantha Moul and you submit a tape with patient B.G. in September 2019, the format would be:

Mou\_BG\_SEPT19

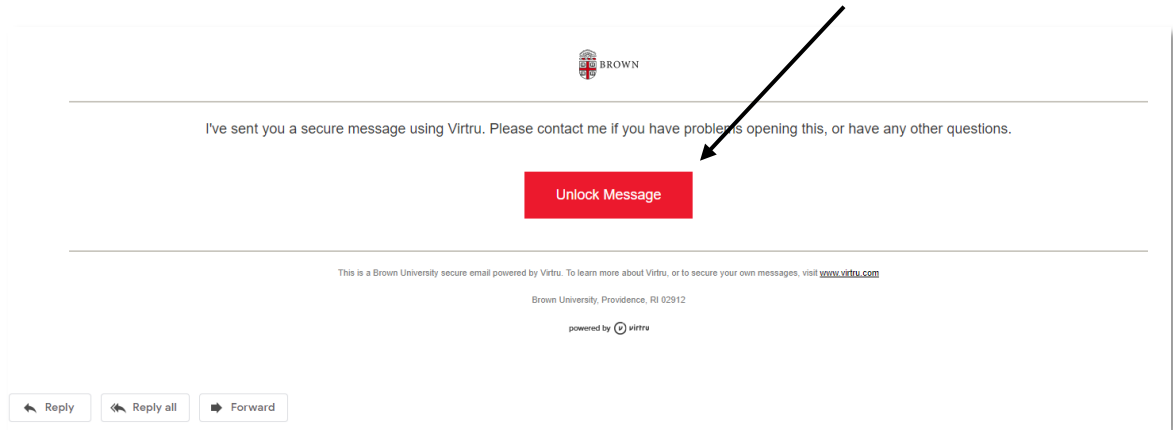
If your name is Kimberly Yap and you submit a tape with patient E.B. in October 2019, the format would be:

Yap\_EB\_OCT19

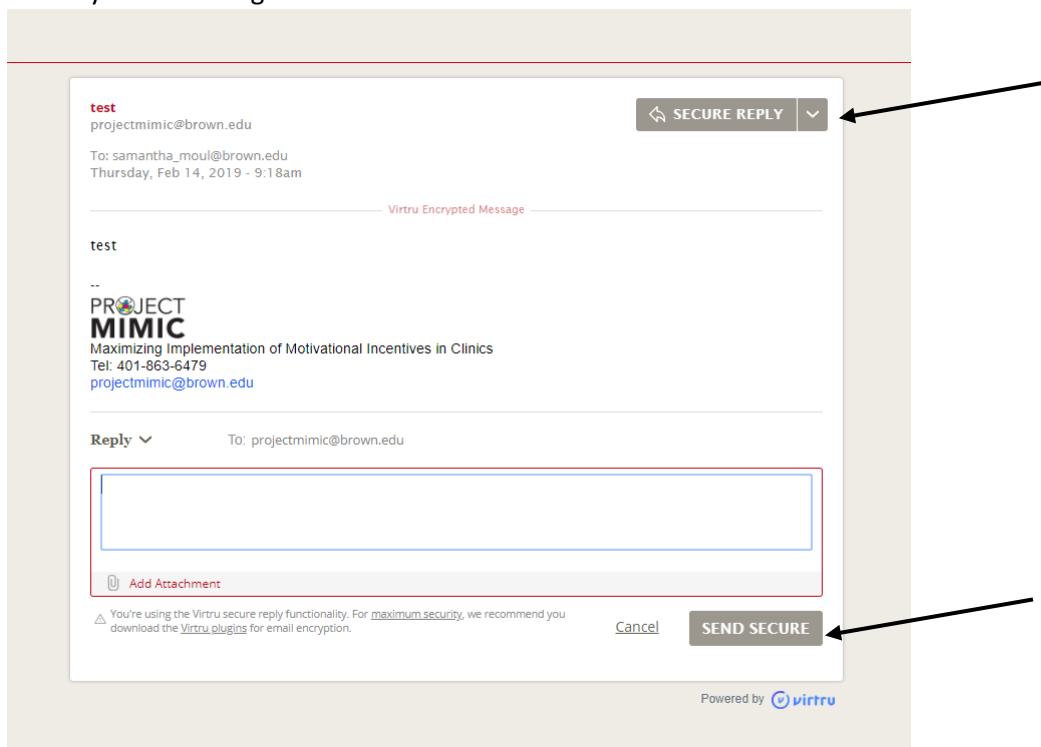
Please contact [projectmimic@brown.edu](mailto:projectmimic@brown.edu) with any questions!

## To Submit Your Monthly Audio Recording to the MIMIC Team

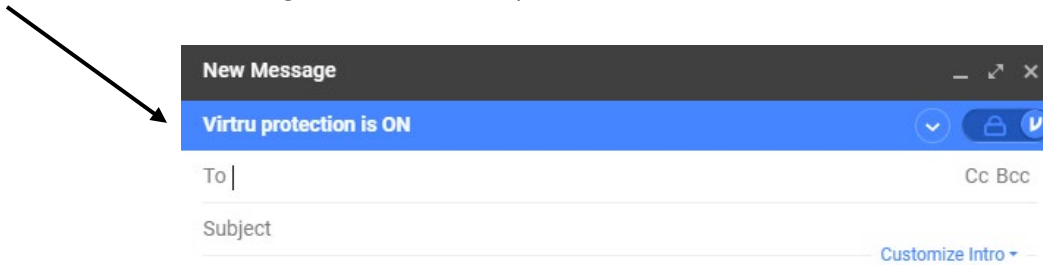
1. All audio recordings, in order to protect patient information, must be sent utilizing Virtru encryption. Step 1 of sending your monthly audio recording via Virtru is to open the Virtru encrypted email sent to you from [Projectmimic@brown.edu](mailto:Projectmimic@brown.edu) reminding you that your monthly audio recording is due.
2. Click the “Unlock Message” button which will lead you to your web browser where you can view the email text.



3. The recording must be sent securely using one of the two below options:  
**Option 1:** You can hit “Secure Reply” then “Send Secure” on that same web browser page and attach your recording.



**Option 2:** Is to reply to the original Project MIMIC email **ONLY** if you have Virtu encryption on your email. You **MUST** see “Virtu protection is ON” at the top of your email for your audio recording to be sent securely.



4. Once you have ensured “Virtu protection is ON” and the month’s recording is attached, please make sure your name, your organization, and the month for which the recording is being submitted are clearly stated in the body of the email.
5. Shortly after you have submitted each month’s recording, you will receive feedback on your delivery of contingency management, given to you by a member of the Project MIMIC team to supplement your performance and monthly coaching calls.