

## NORSONIC NOR-150 USER SET UP GUIDE

### Equipment:

1 x black power lead

1 x blue microphone lead

1 x long blue hand switch lead

Norsonic hand set

Tripod

Calibrator

Microphone cover

1. Connect the black power lead the circular port on right side of the handset labelled "DC10-28v"
2. Plug into power socket
3. Connect the blue microphone lead into the top of the handset
4. Connect the long blue hand switch to the port on right hand side of handset
5. Slide the microphone into the tripod – ensure legs are fully extended for maximum support
6. Press the red button on the bottom right to turn the machine on (a red light will appear at the top to show it is on)
7. Press the "Last Used" icon on the screen (this will lead to a graph screen)
8. Press the "Cal" button on the left hand side of the keypad
9. Press "Sound Channel 1" on the screen
10. Press "Calibration" on the screen (brings up list of options – Manual, Auto and Mic Check)
11. Put calibrator on the end of the microphone and press the on button (half way down the calibrator)
12. Press "Auto" on the screen
13. Press the orange "Calibrate" bar at the bottom of the screen
14. AUTO CALIBRATION WILL TAKE ABOUT 10 SECONDS – WAIT FOR CALIBRATION READING OF "114"
15. Once it reads 114 – press the green tick on the bottom right hand side of the screen
16. Remove the calibrator from the microphone (calibrator will turn itself off)
17. Press the red cross button on the bottom left hand side of the screen 4 times, or until it returns to the graph screen
18. Press the large "Stop/Start" button on the keypad – this will show a green arrow at the top of the screen to show the measurement is running
19. Press the "View" button on the keypad – this will show a graph of the noise that will be recorded
20. Place all the equipment carefully in the box, padlock and lock the box
21. Place the tripod on top of the box
22. Press the record button on the hand switch – blue light will appear on the switch to show it is recording
23. Make the following recording: \*NAME\* installing sound recording at \*ADDRESS\* on \*DATE\* at \*TIME\*

## **ON COLLECTION**

Press the record button, give your name and state where you are, give the date and time and record that you are collecting the equipment.

Undo padlock and press the Stop button on the key pad – you will see the green arrow at the top of the screen turn yellow.

Press the off button and it will ask whether you want to power off. Press yes.

Undo the equipment and put back into the box.

# Noise Monitor Advice sheet



The purpose of this visit is to install Noise Monitoring Equipment in your property with the aim of gaining impartial evidence, through noise recordings, of the nuisance you have reported.

This sheet provides guidance on the correct operation of the equipment. Please read this information carefully, you will be asked to sign the "Loan" form to indicate you have understood.

The equipment will be installed in your property at a position agreed with you. This will usually be in a bedroom or a living room.



Things that will help us to get the best possible evidence from your recordings are:

- ✓ *Complete your diary sheet with the nature of the nuisance, the time and date and how it has affected you. **We will only listen to recordings that have been entered on your diary sheets (or agreed alternative method).***
- ✓ *Do not make too many recordings. Officers only require a representative sample of the noise you are experiencing. For example, if there are 2 hours of heavy bass music and this is at the same volume throughout that time, then 1 recording every 15 or 20 minutes will be sufficient. The more recordings you make, the longer it will take for us to assess them.*
- ✓ *If the red light on the trigger switch stops coming on please call the office as soon as possible, so that an officer can arrange to come out and check the equipment.*
- ✓ *Carry on with what you are doing when making recordings as it is helpful for us to get an idea of your general living activities and associated noise levels.*



Once the equipment has been installed, you **must not**:

- ✗ Unplug the equipment – the officer will collect it from the position it was left in at an agreed appointment
- ✗ Move the microphone or any other part of the equipment – if the noise can be heard in the room, the microphone will pick it up, regardless of its position
- ✗ Attempt to open the case once it has been locked
- ✗ Cause damage to any part of the equipment
- ✗ Attempt to trigger the nuisance, for example by banging on the wall. This is extremely important, as if we obtain evidence that you are inciting the nuisance it will severely weaken the case. If there is nothing to record, do not record anything and your case officer will discuss next steps with you.

# INSTALLATION OF NORSONIC SOUND RECORDING EQUIPMENT



Address: \_\_\_\_\_

Person receiving the recording equipment - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

Installed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

Room Location: \_\_\_\_\_

Collection Date: \_\_\_\_/\_\_\_\_/20\_\_ Time: \_\_\_\_:\_\_\_\_

Please write down the times and dates the noise recorder is used giving a brief description of the noise being recorded. **Please do not** unplug the recording equipment from the mains, touch it or move it, once it has been installed. If problems occur when using the equipment please contact your Housing Officer on \_\_\_\_\_

Date	Time on	Description of noise

This record is a statement of incidents which I have personally witnessed and is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I should be liable to prosecution if I have stated in it anything which I know to be false, or do not believe to be true.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ Signature: \_\_\_\_\_