

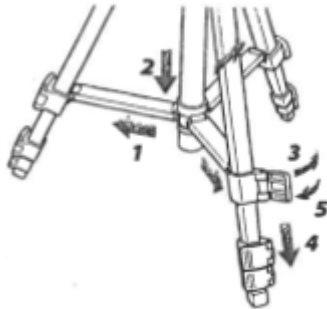
Video Camera Set-Up Instructions

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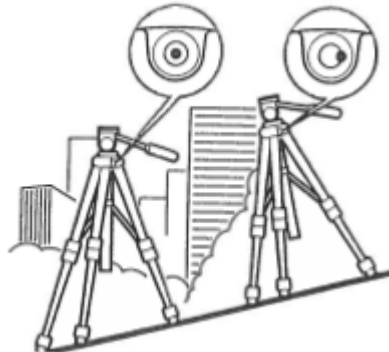
NOTE: For technical support and questions on operating the camera, please reference this guide, or call the Seidman College of Business Dean's Office at 616-331-7100.

STEP 1 – Setting Up the Tripod

1. Remove the tripod from the case
2. Open the locks on the legs to spread the legs of the tripod and to adjust the length of the tripod
3. Set the length leg adjustment locks (figure 1)
4. Adjust the length of the legs so that the air bubble in the level stays in the red circle (figure 2)



(figure 1)

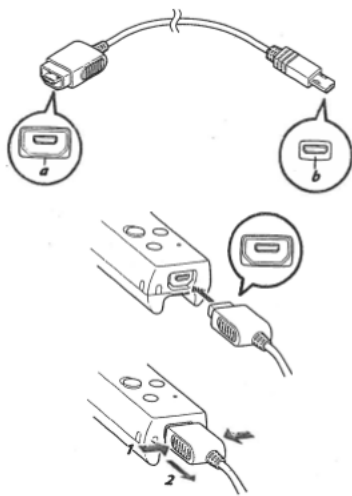


(figure 2)

STEP 2 – Attaching the Connecting Cable

1. Remove the camera from the bag.
2. Attach the camera to the remote controller via the cable. Start by connecting the cable to the Remote Controller (1, 2). Note: that the remote controller can slide off the tripod as shown on the sticker on the unit. It's easier to connect the cable when off. Side 'a' goes into the controller and 'b' into the camera.
3. Slide the door on the side of the camera labeled 'multi' and attach the 'b' end of the cable.

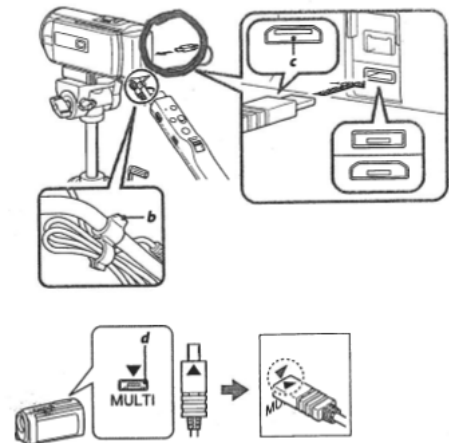
CAUTION: Orientate cable end "a" as illustrated and insert it into the remote commander. **Hold the plug when detaching the cable.** Pulling the cable itself could damage the connector.



(figure 3)



(figure 4)



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STEP 3 – Preparing the Camera

1. Confirm the battery pack is attached to the camera (*figure 5*).
 - a. The battery pack is already charged and installed on the camera. There is an additional battery pack in the camera bag should you need it. If a battery is not attached, retrieve a battery from inside the camera bag and slide it up the battery track. (*figure 6*).
2. Confirm there is an SD card in the camera (*figure 5*). An SD card is an ultra small memory card that will store your recording data. To confirm it is in the camera:
 - a. Open the LCD monitor
 - b. Open the memory slot card cover
 - c. You should see the card in the camera. If there is not a card, open the zipper pocket inside the camera bag, retrieve an SD card, and gently push in the card and close the cover.



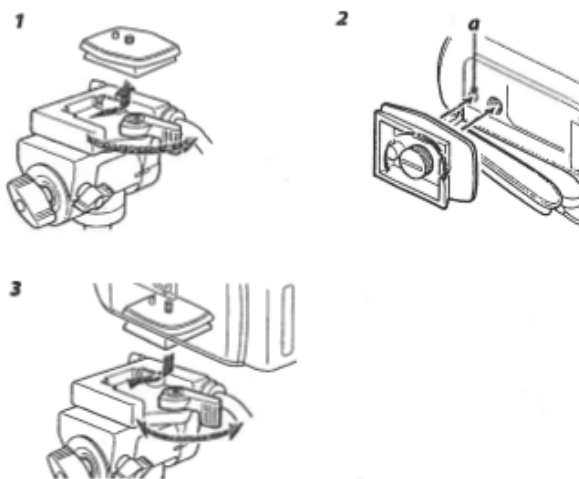
(figure 5)



(figure 6)

STEP 4 – Mounting the Camera

1. While pulling the camera mounting shoe lock lever fully to the right, slide out the camera mounting shoe from the tripod head (1)
2. Attach the camera mounting shoe to the camera (2) and tighten the camera mounting screw firmly. When you attach a video camera, align the pin with the positioning hole (a)
3. While pulling the camera mounting shoe lock lever fully to the right, attach the camera mounting shoe to the tripod head. Then, push the camera mounting shoe lock lever to the left to lock it (3).



(figure 7)

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STEP 5 – Positioning the Camera in the Classroom

1. Select an angle for the camera that captures the front of the room as well as some of the students. Suggested angles are shown below:

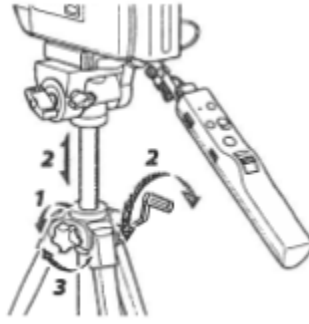


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STEP 6 – Adjusting the Camera Using the Tripod Height, Tripod Elevator Height and Zoom Features

1. Adjust tripod height (generally fully extended but a table top application may be used – refer to step 1 for instructions)
2. Adjust tripod elevator height by turning the elevator height adjustment crank (*figure 8*):
 - a. Loosen the lock lever (1)
 - b. Adjust the height by turning the elevator height adjustment crank (2)
 - c. Tighten the elevator lock lever (3)



(figure 8)

3. Panning and tilting: be sure the elevator lock lever is locked firmly, otherwise the camera will shake.
 - a. PANNING – You can pan 350 degrees. Be deliberate in panning, do not pan suddenly.
 - i. Loosen the pan lock lever, adjust the position by moving the handle left/right, tighten the pan lock lever.
 - b. ZOOMING – Use the zoom control on the top of the camera (*figure 9*) or on the remote control to adjust the view
 - i. SLOW ZOOMING: set the SLOW ZOOM switch to ON. To cancel the slow zooming function, set the SLOW ZOOM switch to OFF. **CAUTION:** The slow zooming speed varied depending on the camera. Check the message on the screen on the camera.

Note: T side (telephoto) – subject appears closer; W side (wide angle) 0 subject appears farther away



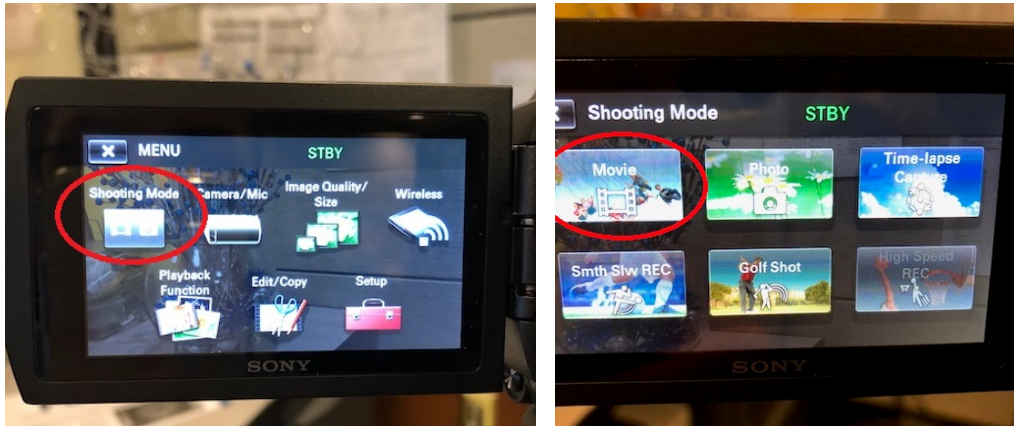
(figure 9)

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STEP 7 – Record the Class Session

1. With the display window open, use the touch screen feature to select “Shooting Mode’ and then “Movie” mode (*figure 10*). If you cannot find the shooting mode screen, press MENU at the top.



(figure 10)

2. When ready to record, push the red start/stop button either on the side of the camera or on the remote controller
3. Let the camera run for the duration of the class or until there is a planned break.

Storing Camera and Equipment Instructions

STEP 1 – Remove the camera from the tripod

STEP 2 - Remove the tripod mounting shoe from the camera

- While pulling the camera mounting shoe lock lever fully to the right, slide out the camera mounting shoe from the tripod head.
- Detach the camera mounting shoe to the camera. Loosen the camera mounting screw.
- While pulling the camera mounting shoe lock lever fully to the right, detach the camera mounting shoe from the tripod head.

NOTE: Never carry the tripod with the camera attached. Make sure to carry the tripod in its case.

STEP 3 - Disconnect the connecting cable from the camera and remote controller and store it in the camera case

STEP 4 - Fold up the tripod and store it in the bag provided

STEP 5 – Viewing the Data on the SD Card While in the Camera

1. To view the data stored on the SD card, open the LCD monitor
2. On the touch screen, press Settings, choose Menu, choose Playback Function
3. Confirm the recording has been successful

STEP 6 – Retrieve Data from the SD card (see options and instructions on page 6).

STEP 7 – Return all equipment to the Dean’s Office.

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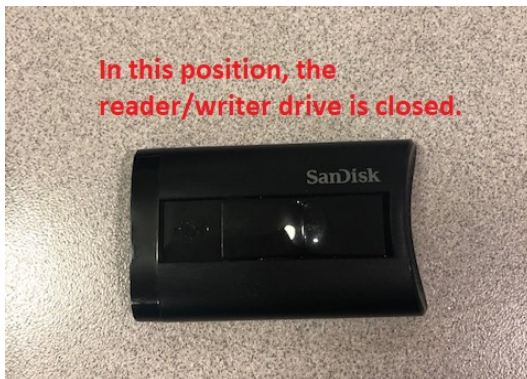
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Removing the SD Card from the Camera:

1. Open the LCD Monitor
2. Open the memory card slot.
3. Gently push in the card and it should pop out slightly allowing you to grab and remove it.

OPTIONS FOR DOWNLOADING THE VIDEO RECORDING:

1. OPTION 1 – down the recording.
 - a. In the tub of recording equipment, you will find the SanDisk Extreme Pro Reader/Writer Fast Transfer for the UHS-II Memory Card. (it is in a small box).
 - i. Insert the SC card in the SanDisk transfer piece.
 - ii. Slide the top piece over, which will extend the USB drive, and pulls in the SD card.
 - iii. Insert the USB drive into your computer, and download the recording file.
 - iv. Once you have saved your file, delete the recording file from the SD card (you can either do this on the computer, or you can re-insert the SD card into the camera and do it through the camera).



2. OPTION 2 – we can download the recording and return to you on a flash drive.
 - a. Return all of the equipment, with the SD card still in the camera.
 - b. Let us know you would like us to download the data for you, and we will download to a flash drive. We will have the flash drive available to you by the next business day.

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