

AV INSTRUCTIONAL GUIDE

Using a MiniDV Camcorder Recording to Tape

Introduction

The primary purpose of a digital camcorder is to capture subjects in motion. Digital camcorders are helpful for class assignments that require students to conduct interviews, or record presentations. Most digital camcorders will shoot video and still photos. Most digital camcorders also come with editing software that can be installed on your computer to allow you to perform editing functions. While the MiniDV camcorder can record either miniDV cassette or removable memory stick Duo., we highly recommend recording to the Memory stick provided with the camcorder.

Terminology

Term	Definition
MiniDV/MiniDVC	<i>Mini Digital Video/ Mini Digital Videocassette – this is a media/format used to record. The recordable time depends on the set [Rec. mode].</i>
Memory Stick Duo	<i>One type of removable storage media. The number and recordable time depends on the image quality or image size.</i>

What's in the Bag

✓ Digital Camcorder DV format	✓ Rechargeable battery	✓ Instruction Manual or AV Instructional Guide
✓ AC adapter & power cord	✓ USB cable	✓ Memory Stick Duo 2 GB
✓ Rechargeable battery	✓ Video cable	
✓ Picture Package software CD Rom. Upon Request.		

Care

✓ Always carry the equipment by the handle.	✓ Do not pick up the camera by the viewfinder, LCD or battery pack.	✓ Follow proper USB ejection procedures before disconnecting a USB device from your computer.
✓ Dropping or bumping digital equipment can cause serious internal damage.	✓ Keep away from extreme temperatures, heat, cold and moisture.	

Get familiar with these parts of the Equipment

LCD Screen	Lens/ Lens Open/close	Start/Stop
Battery Release button	Viewfinder	Photo button
Viewfinder	Zoom	Tape,Memory,Play/Edit
Open/Eject cassette access	Rec/Start/Stop/	Tripod Mount
A/V in/USB connection		

Basic Operation – Recording to Tape

- Step 1** Prepare the power source. Battery or AC adaptor.
- Step 2** Press the **POWER** button for a few seconds to turn on the Power
- Step 3** Press and turn the **Green Power switch** to the ON position. Turn the Power switch repeatedly, to turn on the respective lamp: Tape – to record on tape, Memory: to record on a Memory stick Duo.
Play/Edit – To Play or edit.
- Step 4** Slide the **Open/Close Lens cover switch** to open the lens.
- Step 5** If using the **LCD screen** to record, open the LCD.
- Step 6** If using the **Viewfinder** to record; adjust the viewfinder lens to accommodate your eyesight so that the image in the viewfinder is in sharp focus. Extend the viewfinder. Look in the viewfinder and use the Viewfinder lens adjustment dial to focus.
- Step 7** To **Insert a Tape** slide and hold the **Open/eject** lever in the direction of the arrow to open the lid. Insert a cassette with its window face up, then press **Push**.
- Step 8** To start recording a movie press **Start/Stop**. To stop recording, press **Start/Stop** again.
To shoot photos press **Photo** lightly to adjust the focus, then press fully to take the photo.
- Step 9** Press **Start/Stop** to start recording. REC appears on the LCD. To stop recording press **Start/Stop** again.
- Step 10** **Playback** set the Mode dial to **Play/edit**. Open the LCD.
To playback movie from Tape touch **Rewind**, then **Play**.
To playback images from Tape touch **Memory**, then **+**, **-**

Transfer movie or images from Tape to your Computer

- Step 11** Requires installation of USB driver, and Picture Package software **before** connecting camera to computer:

Installation of software

1. Place the CD-Rom in the CDRom drive of your computer.
2. Click Install, & follow the onscreen instructions to complete installation.
3. Remove CDRom from drive.
4. Connect camera to computer

CD Contains:

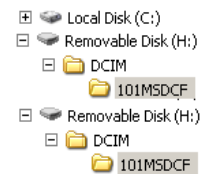
USB Driver, ImageMixer & First Step Guide

Connect Camcorder to computer

1. Connect the USB cable to the camcorder & computer.
2. Turn on the camcorder & insert a recorded tape.
3. Open My computer to locate & Transfer images.

Transfer images

Open the folders as below to access movies/photos on the tape Copy and paste or move images and movies to desired location on computer Open My computer



- Step 12** **After Transferring your images** – Use proper USB removal steps before unplugging the camcorder from the computer. Remove tape from camcorder before returning the camcorder.

Operating Tips

- ✓ If you record to Tape and wish to transfer your images to your computer you will be required to install the Picture Package software.
- ✓ Movies are recorded in MPG format. Still images are recorded in JPEG format.

Advanced Features/instructions

- ✓ Additional features depend upon the specific make and model of the equipment.
- ✓ **Editing/dubbing** **Burn DVD**

Troubleshooting

Please call the Audiovisual Technician at the campus nearest you, or return the camcorder to the Audiovisual Technician for assistance.

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment. **An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm**

Langley campus
Cloverdale campus

(604)599-3209
(604)598-6041

Richmond campus
Surrey campus

(604) 599-2582
(604) 599-2216