

Job Guidelines for Videographer

Equipment to take to the GSSWI programs:

- Rolling (Dr. Byte) black wheeled case
- Black Tamrac case containing: Canon FS11 Camera; Canon power adapter; black cable for camcorder to microphone receiver; Canon Wireless Controller for camcorder. Pockets contain: 16 GB Transcend SDHC memory card (front pocket); white cable from camcorder to USB (side pocket).
- The battery pack should be charged and in the camcorder in case you can't use the power.
- Canon FS11 Instruction Manual
- Orange extension cord
- 3 2-foot sections of cord cover.
- Dynex DX-TRP60 Tripod in black case

Equipment stored in MSK's Entertainment Center

- Toshiba DVR620KU DVD Recorder
- Cable with the yellow, white, red (YWR) at one end and a black plug at the other end.
- Toshiba DVR620KU DVD remote control
- Toshiba DVR620KU Owner's Manual & Quick Guide
- Stack of Verbatim DVD+R DVDs
- Cable with the yellow, white, red (YWR) at both ends.
- Videographer Job Guidelines.
- Selected sections of the manual referencing parts of the recorder and remote
- Program schedule for the year.

Canon Battery Charging (pg. 19):

- Attach the power adapter between the camera (DC IN - under round cover by the hand grip) and a wall outlet.
- The charge indicator will flash while charging
- The charge indicator will stay on when completely charged. **When you turn the camera off, wait until POWER indicator is off before connecting or disconnecting the adapter.**

One-time DVD Recorder Initial Setup (pg. 35):

The following DVR recorder settings should work for recording from either the camcorder or from VHS tapes. This setup needs to be done only once. Select by arrowing and pressing [ENTER]. Press [RETURN] to go back to previous menu. When done, press [SETUP #4] again to exit

Press [SETUP #4]. We are concerned with only **“General Settings”** and **“DVD Menu”**

Under **“General Settings”** We are concerned with only **“Recording”** and **“Clock”**:

Select **“Recording”** and set as follows:

- Autochapter 15 min
- Recording Audio Select (XP) PCM
- Auto Finalize>Disc Full FF; End of Timer Rec = OFF
- Aspect Ration Auto
- Dubbing Mode VCR to DVD
- Make Recording Compatible OFF
- Select **“Clock”** to set the date and time (pg. 26).
- **When you're done editing & recording**, use **“DVD Menu”** to manually **“finalize”** a disc (pg. 32).

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Setting up at the GSSWI Programs:

- The best position for filming seems to be the second row next to the center aisle with the tripod positioned in the front row in place of a chair. Arrive early enough to secure this position. If the speaker plans to walk around, you may want to move back a few rows.
- Set up the tripod with the legs extended and the camcorder clipped onto the tripod (MSK leaves the clip screwed onto the camcorder). The hand crank allows adjustment to the preferred height; the right-hand screw loosens to adjust both vertical and horizontal movement of the camera.
- Attach the power adapter between the camera (under round cover by the hand grip) and the extension cord that is attached to a wall outlet or squid used for the audio equipment. There are 3 2-foot pieces to cover the cord and prevent tripping. The charge indicator will flash while charging & stay on when completely charged. **When you turn the camera off, wait until POWER indicator is off before connecting or disconnecting the adapter.**
- Jerry Case, Sue Fessenden, and Mary Sue Kriefall are familiar with the Society video equipment.

Recording with the Camcorder at the GSSWI programs:

- Set the mode dial for recording movies (red camcorder)
- Turn the camcorder on. The POWER button is on the top.
- It's good to begin recording before the speaker begins to give a little lead time on the recording.
- Press the EASY button (under the LCD panel) to enter the EASY mode (the button's blue light will go on).
- MSK likes using the controller during the program rather than the camera levers for starting/stopping and zooming in or out.
- Press the START/STOP button on the camera or controller to begin recording. The upper right corner of the LCD screen will show a **red circle if it's filming.**
- To zoom IN use the T button on the camera (press right) or controller T. The zoom speed is set to 2 and can be made faster or slower through the menu.
- To zoom OUT use the W button on the camera (press left) or controller W. The zoom speed is set to 2 and can be made faster or slower through the menu.
- To stop recording press the START/STOP button either on the camera or the controller.
- Turn the camera off and **wait until the POWER indicator is off before connecting or disconnecting the adapter.**
- Take the extra handouts to go with the DVDs.

Playing Back Camcorder Recording:

- Set the mode dial to Play Back Movies (blue camcorder) and turn the camcorder on. The [POWER] button is on the top.
- Move the orange selection frame to the scene you want to play back.
- Press the [PLAY/PAUSE II] on the controller to begin the playback. Press [PLAY/PAUSE (II)] again to pause the playback. Press [STOP ■] to return to the scene index screen.

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Setting up to Record a DVD from the Camcorder (pg. 46):

- For help call Toshiba Customer Solutions Dept. (1-800-319-6684) is available Mon-Fri 7am-7pm, Sat & Sun 9 am-5 pm Central Standard Time – select Operational Assistance.
- We use Verbatim DVD+R DVDs
- Connect the DVD Recorder to the TV with the *double-ended* yellow, white, red (YWR) cables. MSK's TV connects on front left side at "In Video 3"; DVD Recorder connects on back at "Out".
- Turn on the TV. On the TV remote select the input (MSK's TV is "video 3") by toggling the [TV/VIDEO] button on the TV remote.
- Turn on the DVD Recorder
- Insert a new disc by pressing [OPEN/CLOSE button #2] on the DVD remote
- On the DVD Remote, toggle [INPUT/SELECT button #1] to **L2 for camera input** in the front.
- Use the YWR & Black cable to connect the camera to the DVD Recorder. Camcorder: Put the black plug to the yellow "AV Out" under the LCD. Recorder: Put the YWR plugs to the front right side of the recorder at "L2 Video"
- Plug in the camcorder using the power adapter attached under the round cover by the hand grip.
- Turn on the camcorder ([POWER] button on top) and set it to movie playback mode (blue camcorder).
- On the camcorder, arrow to the images you want to record to the DVD.

Transferring from the Camcorder (pg. 46):

- Select scene to play and press [PLAY] on the camcorder controller to begin playback of some lead time
- When ready to record, press [REC] on the DVD Recorder remote to start.
- The [display window #15] will show a red light and the disc symbol & "DVD" on the bottom when it's recording.
- It is O.K. to mute the TV while recording; it will not affect the audio on the DVD
- When the playback is finished, press [STOP ■] on the DVD remote to stop recording.
- Press [STOP ■] on the camcorder controller to stop playback
- **Edit the Title List** (pp 76, &77). There seems to be a maximum of 33 characters. In stop mode press [TOP MENU]
 - Arrow the yellow square over the desired square and press [ENTER]
 - Select "edit" then [ENTER]
 - Arrow to "edit title name" then [ENTER]
 - Press [CLEAR] continuously to clear the standard title
 - Enter the title using keys at the top of the remote (see pg 77)
 - When satisfied with the title, press [ENTER], select "yes", then press [RETURN]
- **Finalize** (you must have a recording to finalize): After finishing recording, in stop mode before ejecting, finalize the disc to ensure it can be played back on other players. Finalizing discs fills empty space on the disc. Do not unplug the power cord during finalization (pg 32)
 - Press [SETUP #4}
 - Select "DVD Menu" then press [ENTER #24]
 - Select "Finalize" then press [ENTER #24]
 - Select "Yes" then press [ENTER #24] and finalizing will start – it may take awhile to complete

Deleting from the camcorder (pg. 52)

- Press Func on the left of the LCD

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- Select scene to delete
- Func>trashcan>yes

Setting up to Record from VHS tape (pp. 50-51):

- For help call Toshiba Customer Solutions Dept. (1-800-319-6684) Is available Mon-Fri 7am-7pm, Sat & Sun 9 am-5 pm central Standard Time – select Operational Assistance.
- We use Verbatim DVD+R DVDs
- Connect the DVD Recorder to the TV with the double-ended yellow, white, red (YWR) cables. MSK's TV connects on front left side at "In Video 3"; DVD Recorder connects on back at "Out".
- Turn on the TV. On the TV select the input (MSK's TV is "video 3") by toggling the TV/VIDEO button on the TV remote.
- Turn on the DVD Recorder
- Insert a new disc by pressing [OPEN/CLOSE button #2] on the DVD remote
- On the DVD remote, toggle [INPUT/SELECT button #1] to **L1 for input from the tape.**

Transferring VHS to DVD (pp. 50-51)

- Select [VHS] on the DVD remote
- Insert the VHS tape – it will rewind (if necessary) and begin to play. Press [PAUSE] at the point you want to begin the transfer.
- When ready to record, press [PLAY] on the remote to start the tape and then [DUBBING].
- The [display window #15] will show the tape symbol on the top, a red light in the middle, and the disc symbol on the bottom when it's recording.
- It is O.K. to mute the TV while recording; it will not affect the audio on the DVD
- The recording will stop if playback on the tape has no image for more than 3 minutes.
- When the playback is finished, press [STOP ■] on the DVD remote to stop recording.
- Edit the Title List (pp 76, &77. In stop mode press [TOP MENU]
 - Arrow the yellow square over the desired square to title
 - Select "edit" then [ENTER]
 - Arrow to "edit title name" then [ENTER]
 - Press [CLEAR] continuously to clear the standard title
 - Enter the title using keys at the top of the remote (see pg 77)
 - When satisfied with the title, press [ENTER], select "yes", then press [RETURN]
- Finalize (you must have a recording to finalize): In stop mode finalize the disc to ensure it can be played back on other players. Finalizing discs fills empty space on the disc. Do not unplug the power cord during finalization (pg 32)
 - Press [SETUP #4}
 - Select "DVD Menu" then press [ENTER #24]
 - Select "Finalize" then press [ENTER #24]
 - Select "Yes" then press [ENTER #24] and finalizing will start – it may take awhile to complete

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Camcorder Quick Checklist to Keep in the Camcorder Case

Setup:

- Batteries O.K.
- Tripod in 2nd row; no chair in 1st row.
- Power connected to outlet & camcorder
- Power cord covered to prevent tripping
- Recording Mode set (red camcorder)

Record

- Camcorder “on” (button on top)
- [EASY] button “on”
- [START/STOP] button “on”
- Use remote controller to zoom in & out and stop

Stop

- [START/STOP] button off
- Camcorder off (button on top)
- **Disconnect the adapter after the POWER indicator is off**