Alden Library Media Lending Kit Guide

This guide will give you basic information on operating the components contained in the kit. Once you have recorded your video, you can use video editing software such as the ones found below in the resources section to edit and export your videos into a format that people can watch.
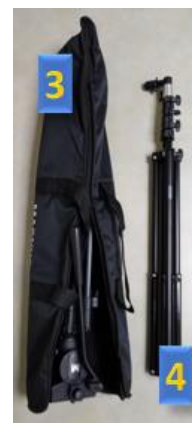
Resources

User Manuals	Video Editing Software
- Video camera user manual - Wireless microphone manual - Camera tripod manual - USB microphone manual - Folding the greenscreen	- Audacity – Sound recording and editing - IMovie - Mac video editor - Windows Video Editor - Windows 10 - ShotCut – open source video editor - Adobe Premier- Mac or PC video editor - Final Cut Pro - Mac video editor - Tips on shooting video

Parts Inventory

(see photos on next page)

Exterior Bags	Kit Bag Contents	Camera Bag Contents (check various pockets)	USB Microphone Bag Contents
1. Greenscreen in bag **2.** Kit bag	3. Camera tripod in bag 4. Greenscreen tripod 5. Camera bag 6. Headphones 17. USB microphone bag	7. AC power cable 8. Camera 9. Rechargeable batteries (3) 10. 64 GB SD memory cards in cases (2) 11. USB SD Card Reader 12. Wireless microphone bag 13. Wireless microphone transmitter and receiver (2 pieces) 14. Audio cable 15. USB-C charging cables (2) 16. Wireless microphone	18. USB microphone 19. Microphone tripod 20. Microphone cable 21. Microphone base

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Using the Kit
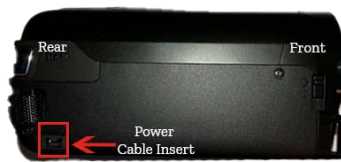
Using the Camera

Charging the Battery

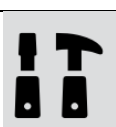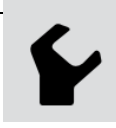|	
Insert the battery into the back of the camera by sliding the contacts facing up until it clicks.	
Insert the AC power cable into the camera and plug into a receptacle to charge the battery. When battery is fully charged, the red power charger indicator light on the camera will go out. It will take approximately 7 hours and 45 minutes to fully charge a battery.	
To change or remove the battery, depress the battery tab on the bottom of the camera and slide the battery out.	

Initializing the Memory Card

It is recommended that you initialize the SD memory every time you record, so that you ensure a full memory card for recording.

NOTE: Initializing a memory card will permanently erase all existing recordings on the card. Recordings cannot be recovered. Please make sure that you have saved any recording that you want before initializing.

Flip open the LCD screen.	
Slide the SD card cover open and Insert an SD memory card into the camera body (the printed side faces the front of the camera) and then close the SD card cover.	
Close the LCD screen.	
Make sure the camera has power by inserting a charged battery (see Charging the Battery, above) or using the AC power cable. Open the LCD screen and press the ON/OFF button to turn on the camera.	
On the LCD screen, tap on the Home icon on the left.	
If necessary, use the left and right arrow icons to highlight the **Other Settings** icon. Then, tap on that icon.	
Tap on the tab with the wrench icon. Use the arrow icons on the left to scroll down until the **Initialize SD** option is selected. Then, tap on the orange bar next to that icon.	
Tap **Initialize** (near the bottom of the screen). Verify that you wish to erase all files and initialize the memory card by tapping **Yes.**	

After processing is completed, tap **OK.**	OK
To return to the main screen, tap the X in the upper right hand corner of the screen.	✕

Recording

Open the lens cap by sliding the switch on the side down.	
Make sure the camera has power by inserting a charged battery (see Charging the Battery, above) or using the AC power cable. Open the LCD screen and press the ON/OFF button to turn on the camera. Make sure the camera contains an initialized SD memory card (see Initializing the Memory Card, above).	
Slide the control near the rear of the camera to zoom in or out on your subject.	
Press the silver and red record button on the side next to the battery pack to start (or stop) recording. The camera should be set to record at 24 Mbps (1920x1080). Each 64 GB SD card should allow for approximately 5 hours of recording.	
To view (playback) your recording on the camera's LCD screen: While the camera is on but *not* recording, press the **Play** button. Tap on the image of the recording you wish to view. Press the **Play** button again to return to recording mode.	

When Finished Recording

Press the silver and red record button on the side next to the battery to stop recording.	
Press the ON/OFF button to turn off the camera.	
Close the lens cap by sliding the switch on the side up.	
Open the LCD screen. Slide the SD card cover open and press the edge of the SD memory card inward. It will spring out a little and you can then remove it. Close the SD card cover.	
Close the LCD screen.	
Remove the battery pack by depressing the battery tab on the bottom of the camera and sliding the battery out.	

Exporting the Video to your Computer

If necessary, remove the SD card from the camera (see <u>When Finished Recording</u>, above). Insert the SD card into the USB SD card reader, then plug the card reader into a USB port on your computer. The files will appear in subfolders of the **DCIM** folder on the USB drive. Drag and drop the video files onto your computer or import them into your video editing software.	

OPTIONAL: Using the Tripod

The tripod can be used with the video camera to produce video free from the shaky movement that you often get when the camera is held in hand.

The tripod for use with the camera is the larger of the kit's two tripods, which comes in its own bag. Remove the tripod from its bag. Release the feet by pulling the cord near the bottom so that it lifts the metal ring up and away from the black plastic base.	
Extend the feet by opening the two levers on each leg and extending them to the length needed. One lever is located near the top of the tripod, the other near the foot of each leg. To fix each leg in place at the desired height, close the levers.	
Press in the center of the legs to make sure the tripod is fully extended for maximum stability.	
Make sure you tripod is level by looking at the green bubble at the base of the camera mount.	

To release the mounting plate from the tripod:

Turn the slide lock knob (A) counter-clockwise as far as it will go.

Then, press the silver release button (B). While holding the button in, slide the mounting plate toward yourself (in the direction of the button) until it slides off.
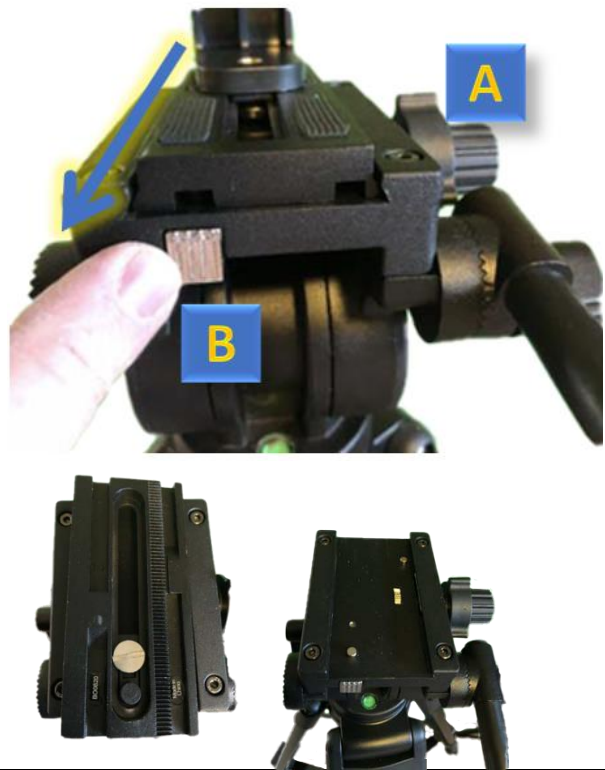
Insert the screw and peg on the mounting plate into the matching sockets on the bottom of the camera (a flat screwdriver or coin may make this easier).

Then, slide the mounting plate with attached camera back onto the tripod, and secure it by turning the slide lock knob clockwise. Make sure the teeth line up with the gear knob.

For additional tripod adjustment options, see the [tripod user manual.](#)	
When finished with the tripod, remove the camera, fully collapse the legs, fold the legs completely together and secure metal ring in the center of the legs. Then, place the tripod in the bag.	

OPTIONAL: Using the Headphones

You can use the headphones to listen to the sound your camera has recorded, while recording or during playback. To connect the headphones to the camera, open the camera's LCD screen. Plug the headphones into the **AV OUT** port, near the inner hinge of the LCD screen.	

OPTIONAL: Using the Wireless Microphone

Using the wireless microphone may provide better sound quality than the camera microphone.

The system consists of a transmitter (TX), receiver (RX), and lavalier microphone. The transmitter (Tx) is the one with the small display screen on the front.	
Before beginning, charge the transmitter and receiver using the included USB-C charging cables. The batteries should last up to seven hours.	
Turn on the TX (transmitter) and RX (receiver) by pressing and holding the power button each one for 3 seconds.	
Plug the lavalier microphone into the audio port in the TX.	
Plug one end of the red audio cable into the audio port on the RX. Then, open the camera's LCD screen. Plug the other end of the red audio cable into the **MIC** port near the inner hinge of the LCD screen.	
Clip the TX and microphone onto the speaker's clothing. To adjust audio output levels to your desired range, press the "dB" button on the TX to cycle through the three levels (0dB, -12dB, -24dB).	
When finished, turn off the transmitter and receiver by pressing and holding the power button on each for 3 seconds.	

Using the USB Microphone

The USB microphone can be used to record high quality sound from your desktop or laptop computer when making screencasts or voiceovers for video recordings. Many different applications can be used to record and edit audio; Audacity is a popular open-source choice.

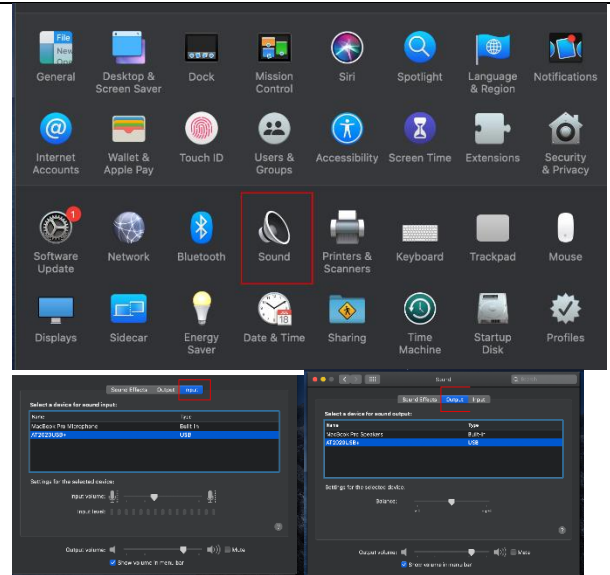|	
To assemble the microphone, screw the tripod (A) into the microphone stand (B). Unfold the legs of the tripod. Then, set the microphone (C) in the ring on the microphone stand. Secure it by turning the ring below the base of the microphone. Place the microphone directly in front of the person speaking. Adjust the microphone's orientation on the stand as desired, then lock it in place by turning the knob on the side of the microphone stand. If desired, you may also plug the kit's (or your own) headphones into the headphone port on the microphone to directly monitor the sound output.	
Use the USB cable (D) to connect the bottom of the microphone to a USB port on your computer. The blue LED indicates that the microphone is receiving power. The computer should automatically recognize the microphone and install a driver.	

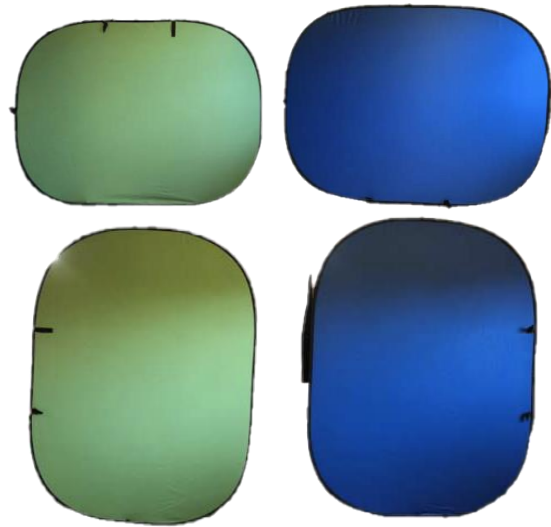|	
In Mac OS, go into System Preferences and select sound. Go to the Input tab and select AT202USB+ for the sound input. The Output tab should have automatically selected the device.	
In Windows, go into your Settings and select System. From there select Sound. AT202USB+ should be selected for the output and input. If not, select it. Select device properties for both the output and input to adjust the headphone and microphone level to your liking.	
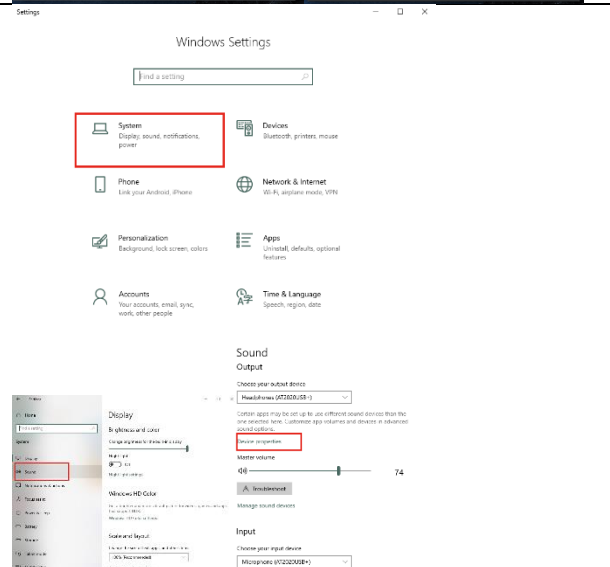
Using the Portable Greenscreen

The portable greenscreen can be used as a background in your video, to allow an alternate background image to be dropped into your video during editing.

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To unfold the greenscreen, remove it from its bag and gently separate they layers of the frame. The screen should spring open. You can use either the green or the blue side of the screen, in portrait or landscape orientation. Make sure you don't wear clothing the same color as side of the screen you are using, or the clothing will later "disappear" into your alternate background.	
The tripod for use with the greenscreen is the smaller of the kit's two tripods, which does not come in its own bag. To use the tripod, first unfold the legs. Then, turn the knobs on the central stem of the tripod counterclockwise as needed, to loosen and allow you to pull the stem up to the desired height. Lock the stem in place by turning the knobs clockwise.	

To attach the greenscreen to the tripod, pull back on the head of the tripod with your fingers and slip the rim of the greenscreen into it.

To collapse the greenscreen so it can be returned to its case:
1. Hold the greenscreen in portrait orientation (with one of the short sides on top)
2. Fold the top and bottom together, then bring the two outer edges together. The left corner should go over the right corner.
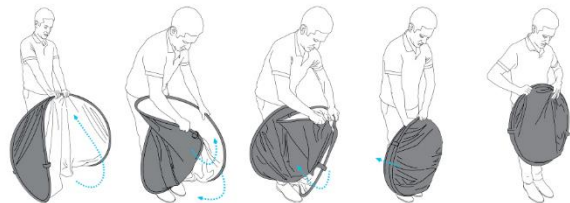
You may find it helpful to watch a video of the folding process:
https://youtu.be/13ucts5hs1I?t=72