**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 also come with editing software that can be installed on your computer to allow you to perform editing functions. Hard disc camcorders have internal hard drives which can record many hours of video.

**Terminology**

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<td>Hard disc</td>
<td>Internal memory of camcorder</td>
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<td>Scenes</td>
<td>A scene refers to the portion of the DVD recording shot in a single take – each time you start and stop creates a scene.</td>
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**What’s in the Bag**

- Digital Camcorder
- AC adapter & power cord
- Info LITHIUM rechargeable battery
- USB cable
- Instruction Manual or AV Instructional Guide
- CDRom Image Mixer

**Care**

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

**Get familiar with these parts of the Equipment**

- Power On/Off/Mode
- Lens Open/Close
- Battery Release button
- Display Battery Info.
- Zoom
- Record/Photo
- Menus
- USB connection
- Playback/review
Basic Operation - Recording to Hard Drive

**Step 1** Prepare the Power source. Battery or AC adaptor.

**Step 2** Press and turn the green Power switch to the ON position.

**Step 3** Slide the Lens cover switch to Open.

**Step 4** Set the Mode Dial to the operation you wish to perform. Movie or photo, the respective lamp lights up.

**Step 5** Open the LCD screen.

**Step 6** The default recording Media for both movie and photo is the hard disc.

**Step 7** To start recording a movie press Start/Stop. To stop recording, press Start/Stop again. To shoot photos press the Photo button lightly to adjust the focus, then press fully to take the photo.

**Step 8** To Playback a movie or photos press View Images. Touch the movie or photo tab, then select the movie or images to be played back.

Transfer movie or images from the camcorder to your computer

**Step 9** Connect the camcorder to your computer. Power ON the camcorder. Connect the USB cable to the camcorder, and the other end of the cable to the computer.

**Step 10** Open the LCD, [USB Select] appears in the LCD. Touch USB connect

**Step 11** On your computer click Continue. Follow the remaining on screen instructions to complete the installation.

**Step 12** Open My Computer. Click on the Removable Disk for the camcorder, then;

- Copy and paste or move images and movies to desired location on your computer.

Operating Tips

✔ Movies are recorded in MPG format. Still images are recorded in JPEG format.

✔ Use AC Adapter for power when connecting camcorder to computer.

Advanced Features/Instructions

✔ Creating a DVD with one touch operation

✔ Editing imported images/movies

✔ One touch DVD Creation

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.

<table>
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<tr>
<th>Campus</th>
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<tbody>
<tr>
<td>Langley campus</td>
<td>(604)599-3209</td>
</tr>
<tr>
<td>Cloverdale campus</td>
<td>(604)598-6041</td>
</tr>
<tr>
<td>Richmond campus</td>
<td>(604) 599-3350</td>
</tr>
<tr>
<td>Surrey campus</td>
<td>(604) 599-2216</td>
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