<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Getting Started</td>
<td>3</td>
</tr>
<tr>
<td>2. Digital Video FAQ</td>
<td>3</td>
</tr>
<tr>
<td>3. Borrowing Equipment</td>
<td>4</td>
</tr>
<tr>
<td>4. How to Borrow a Kit &amp; Accessories</td>
<td>4</td>
</tr>
<tr>
<td>5. Digital Video Policies</td>
<td>5</td>
</tr>
<tr>
<td>6. Using the Canon FS300 Digital Video Camera</td>
<td>7</td>
</tr>
<tr>
<td>7. What a Canon FS300 Camera Kit Includes</td>
<td>8</td>
</tr>
<tr>
<td>8. Powering the Canon FS300 Camera</td>
<td>9</td>
</tr>
<tr>
<td>9. Charging the Canon FS300 Camera</td>
<td>10</td>
</tr>
<tr>
<td>10. Turning the Canon FS300 Camera On</td>
<td>11</td>
</tr>
<tr>
<td>11. Recording Footage on Canon FS300</td>
<td>12</td>
</tr>
<tr>
<td>12. Zooming on Canon FS300</td>
<td>13</td>
</tr>
<tr>
<td>13. Playing Back Video on Canon FS300</td>
<td>14</td>
</tr>
<tr>
<td>14. Connecting the FS300 to a computer</td>
<td>16</td>
</tr>
<tr>
<td>15. Using the ZOOM Q2n Camera</td>
<td>18</td>
</tr>
<tr>
<td>16. What a ZOOM Q2n Camera Kit Includes</td>
<td>19</td>
</tr>
<tr>
<td>17. Turning the Q2n Camera On</td>
<td>20</td>
</tr>
<tr>
<td>18. Adjusting Video settings on the Q2n</td>
<td>21</td>
</tr>
<tr>
<td>19. Adjusting Audio settings on the Q2n</td>
<td>22</td>
</tr>
<tr>
<td>20. Recording using the Q2n Camera</td>
<td>23</td>
</tr>
<tr>
<td>21. Playing back footage on the Q2n</td>
<td>24</td>
</tr>
<tr>
<td>22. Exporting Footage off the Q2n</td>
<td>25</td>
</tr>
</tbody>
</table>
1. GETTING STARTED

Digital video production is now more accessible to consumers with home computers. What was once limited to video professionals using expensive equipment is now available to students at BGSU. Any registered BGSU student can borrow a digital video or still camera kit free of charge. It comes complete with extra batteries and various adapter cables. In addition, students may also borrow tripods. This hardware makes it easy to shoot, edit, and save digital videos for course-related use. Editing digital video can be completed at dozens of camera-ready lab systems across campus and at the Collab Lab in 122 Jerome Library. The following sections contain self-paced tutorials specific to student digital video use at BGSU, along with Frequently Asked Questions (FAQ), policies, and related information. If you are a BGSU student, feel free to come in for a tutoring session with Collab Lab staff. If you represent a BGSU course or student organization and need additional help learning how to use digital video equipment to create your own videos, you may sign-up for our Digital Video Basics workshop on our Workshops page.

2. DIGITAL VIDEO FAQ

Can I use the camera and equipment with Windows-based systems on campus?
Students can edit, export, and save their footage using all the Macs at the Collab Lab, and numerous lab Macs. On the Windows side, however, there are still some hardware and software issues to resolve. Digital video editing on Windows-based systems at BGSU will eventually happen.

How do I edit the footage that I take?
See the Collab Lab tutorial titled, “Apple’s iMovie” found at www.bgsu.edu/collablab. You can also walk-in for a one-on-one tutoring appointment at the Collab Lab. Group tutoring sessions are also available, on request.

Are there headphones available for use when I edit my footage?
The Collab Lab and various campus labs may have some headphones available for use. However, we recommend bringing your own.

Can I take the camera kit wherever I want, as long as I return it on time?
Certainly, as long as you use the equipment in a responsible manner. Again, you are financially accountable for loss or damage to any equipment you borrow. Using the equipment in extreme weather conditions, for example, will likely result extreme damage to the camera, so please exercise good judgment.

What do I do if the camera isn’t working properly when I get it?
If the camera isn’t working properly when you get it, immediately return it to the Jerome Library Circulation Desk (during the regular operational hours). The Jerome Library staff will examine the equipment and try to resolve the problem. If they can’t, the camera kit will be taken out of service for repairs. Based on availability, you will be issued a new one.

What happens if the camera breaks or is stolen while I have it?
BGSU does not assume any responsibility for damage or loss of the camera kit and any related accessories. You will be responsible for repair costs if any items in the camera kit are damaged due to misuse, accident, modification, an unsuitable physical or operating environment or improper maintenance by the user. Please refer to our Digital Video Policies page for more information.
3. BORROWING EQUIPMENT

If you are interested in borrowing a digital video camera or equipment, stop by the Circulation Desk in Jerome Library during operating hours. You must be a current BGSU student with a valid ID. Only individual students may borrow a camera - no loans will be made to groups or organizations. You are responsible for the camera and accessories while they are in your care. When you check out the camera you will be asked to sign a contract. This is simply an agreement letting us know that you understand your responsibilities while the camera is in your possession.

4. HOW TO BORROW A KIT & ACCESSORIES

If you are interested in borrowing a digital video camera or equipment, stop by the Circulation Desk in Jerome Library during operating hours. You must be a current BGSU student with a valid ID. Only individual students may borrow a camera - no loans will be made to groups or organizations. You are responsible for the camera and accessories while they are in your care. When you check out the camera you will be asked to sign a contract. This is simply an agreement letting us know that you understand your responsibilities while the camera is in your possession.
5. DIGITAL VIDEO POLICIES

• Eligibility for participation requires enrollment in a BGSU undergraduate or graduate program.

• Equipment must be used for academic purposes.

• Video cameras, still cameras and tripods can be borrowed for a 72 hour period.

• Late Fees: Video and Still Camera Equipment: $1/hour

• Late fees will be charged to your Bursar account and may be taken out of your financial aid package.

• All equipment must be returned to the Circulation Desk during normal hours of operation. It may NOT be returned in the book drop.

• Equipment may only be renewed by bringing the equipment back into the Circulation Desk in person. If the equipment in question is already on a wait list, you will not be able to renew it.

• If you withdraw from BGSU or graduate and still have digital still equipment checked out, you must turn it in as soon as you withdraw or prior to graduation. Failure to return digital still equipment by the due dates will result in late fees and other replacement charges (see above).

• BGSU does not assume any responsibility for damage or loss of the camera kit or any related accessories. You will be responsible for repair costs if the user damages any items in the camera kit due to misuse, accident, modification, unsuitable physical or operating environment or improper maintenance. This type of damage may include, but is not limited to the following damages:

  ◊ Damaged LCD view finder from being dropped or other excessive force

  ◊ Cracked, scratched or broken parts

  ◊ Broken latches or connectors

  ◊ Liquid damage inside the camera or foreign material inside the system

  ◊ Damage caused by excessive force, shock or from being dropped.

• Repair costs will be charged to your Bursar account, and may be taken out of your financial aid package, if applicable.

• Stolen or missing Digital Still equipment should be reported immediately to BGSU campus police at 419-372-2346.
Canon FS300
6. USING THE FS300 DIGITAL VIDEO CAMERA

The following sections explain the basics of operating the Canon FS300 digital video camera you have borrowed from the Technology Support Center.

- What is included in Canon FS300 Camera Kit
- Powering the camera
- Charging the battery
- Turning the camera on
- Recording footage
- Using the monitor window
- Zooming in and out
- Playing back footage
- Connecting the camera to the computer
### 7. WHAT A FS300 CAMERA KIT INCLUDES:

The camera kit from Jerome Library includes the following items:

**Canon FS300**

<table>
<thead>
<tr>
<th>Camera Bag</th>
<th>Camera</th>
<th>Power Cable</th>
<th>A/V Cables</th>
<th>Manual</th>
<th>USB Cable</th>
<th>4 GB Memory Card</th>
<th>Battery</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Camera Bag" /></td>
<td><img src="image2.png" alt="Camera" /></td>
<td><img src="image3.png" alt="Power Cable" /></td>
<td><img src="image4.png" alt="A/V Cables" /></td>
<td><img src="image5.png" alt="Manual" /></td>
<td><img src="image6.png" alt="USB Cable" /></td>
<td><img src="image7.png" alt="4 GB Memory Card" /></td>
<td><img src="image8.png" alt="Battery" /></td>
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**Tripods**

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</table>
8. POWERING THE CAMERA

Before you rush out to shoot your video, you need to make sure you have a power source for the camera. Your choices are either plugging the camera into a wall outlet using the AC adaptor, or using the battery provided in the camera kit. Included with the camera kit is one battery.

Check the charge on the batteries before shooting video. The Jerome Library does not charge camera batteries before loaning camera kits out.

To use the AC adaptor, connect the two parts of the adaptor together.

Step 1       Step 2

Plug the DV connector into the camera below the monitor window (You may need to pull open the dark grey flap to access the connection point). Plug the other end of the adaptor into an electrical outlet.

Cannon FS-300 AC adaptor plug-in

To use the battery, lift up the viewfinder to access the battery compartment. Match the two terminals on the camera with the two terminals on the battery, and slide the battery down into place.
If you want to use the battery to power the camera, you have to sacrifice the unlimited recording time the AC adaptor allows. Therefore, you will occasionally have to charge the battery.

To charge the battery, make sure the camera is turned off.

With the battery in the compartment, connect the AC adaptor and plug it into a wall outlet. When the battery is fully charged, the indicator light next to the DC port on the side of the camera will remain red.
10. Turning the Camera On

Turn the camera on to either record live footage (camera) or playback (play-VCR) to view recorded footage.

To switch the camera to either Camera or VCR mode, push the small green button on the power switch and rotate the switch to Camera or VCR mode.
11. RECORDING FOOTAGE

1. After you have turned the camera on and inserted the tape into the camera, you can begin recording footage:

2. Set the camera to Camera mode. Look through the viewfinder to frame the subject you want to record.

3. Press the red Record button to begin recording. When you have finished recording, press the Record button again to pause the recording.

USING THE MONITOR WINDOW:

Sometimes it’s hard to use the viewfinder when recording footage because you would like to get an idea of what’s happening outside the area you are filming. By using the monitor window, you are free to look at what you are filming.

To open the monitor window, slide the monitor window open button and pull the monitor window out at a 90 degree angle. The monitor window rotates 270 degrees: 180 degrees forward and 90 degrees backwards.

NOTE: When the monitor window is open, the viewfinder is disabled.
12. ZOOMING

Zooming is used to frame shots. You can zoom during recording or before recording, and the speed of the zoom depends on how far you push the zoom button.

To zoom in, push the blue zoom button toward “T” for telephoto.

To zoom out, push the blue zoom button toward “W” for wide angle.
13. PLAYING BACK VIDEO

You can play back footage using the monitor window on the camera.

Open the monitor window on the side of the camera if it isn’t already open. Press the green button on the power switch and rotate the dial to VCR mode.

Use the controls on the side of the camera to rewind and play back the footage.
14. CONNECTING THE CAMERA TO COMPUTER

After you have recorded video with the digital video camera, play back the footage to make sure the content you were trying to capture is in fact on the tape.

1. Connect the camera to a computer using the USB cable. Press the button on the power switch and rotate the mode button to VCR mode.

2. Connect the small end of the firewire cable into the camera.
3. Connect the large end of the USB cable into the USB port on the computer.
ZOOM Q2n
The following sections explain the basics of operating the Zoom Q2n digital video camera you have borrowed from the Technology Support Center.

• What is included in the Q2n Camera Kit
• Turning the camera on
• Adjusting Video Settings
• Adjusting Audio Settings
• Recording footage
• Playing back footage
• Connecting the camera to the computer with SD Card or USB Cable
16. WHAT A ZOOM Q2N CAMERA KIT INCLUDES:

The camera kit from Jerome Library includes the following items:

**ZOOM Q2n**

<table>
<thead>
<tr>
<th>Camera Bag</th>
<th>Camera</th>
<th>2x AA Batteries</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Camera Bag" /></td>
<td><img src="image2" alt="Camera" /></td>
<td><img src="image3" alt="Battery" /></td>
</tr>
<tr>
<td>USB Cable</td>
<td>64 GB Memory Card</td>
<td>Manual</td>
</tr>
<tr>
<td><img src="image4" alt="USB Cable" /></td>
<td><img src="image5" alt="Memory Card" /></td>
<td><img src="image6" alt="Manual" /></td>
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**Tripods**

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17. TURNING THE CAMERA ON

Turn on the camera by pressing and holding the power button on the bottom side below the screen.

To shut the camera down, press and hold the same button until the screen displays the “Goodbye See You!” message and tone.
18. ADJUSTING VIDEO SETTINGS

To change the video settings, push the video button on the left side of the back of the camera. Each time the button is pushed, the setting changes. The options include: 1080p 30fps, 1080p 24fps, 720p 30fps, 720 24fps, and off, for when you may want to only use the audio/microphone aspect to the camera.

To change the field of view, push the FOV button the designated amount of times to change between the various fields of view.
To change the audio settings for the microphone built into the camera, use the buttons on the right side noted as: LO CUT (to prevent crossover noise), AUDIO (to adjust frequency), and AUTO GAIN (to change preset for setting) to adjust various settings.

To change input volume of the microphone (to change how sensitive the microphone is), use the scroll wheel on the side of the camera. To change the output volume, to hear preview of footage/recording push the + or - button on the other side of the camera.
20. RECORDING USING THE CAMERA

Once you have adjusted all of the camera settings to meet your standards for filming, you can choose to record. To record, push the button with red dot on the bottom row, next to the power button. To stop recording, push it again.
21. PLAYING BACK FOOTAGE

To play back and preview footage previously recorded, press the power button with the triangle on it, but do NOT hold it. This will bring up the most recently recorded clip. To play this clip, press the play button again. To scroll through previously recorded clips, use the FOV button to go left, and the AUDIO button to go right.
22. EXPORTING FOOTAGE

Via Cable/Computer:

To connect the camera via a cable, you will plug one end of the cable into the camera into DC5V port, and the other end into the USB port of the computer.

Via MicroSD/Computer:

To access your footage from the MicroSD card to export your footage to a computer, you will remove the bottom cover of the camera by pushing in the tab. The MicroSD card will be located between the two AA batteries. To remove the card, you will need to push in on the card, and then it will eject itself. Then insert the MicroSD card into the slot, or with a standard SD adapter into the computer.