**Lecture Capture Hardware Setup Guide**

**Camera Setup**

1. Tripod
   1. Carefully take your **tripod** out of its carrying case.
   2. Evenly extend each leg on the tripod and lock them in place.
   3. Loosen the head of the tripod with the screw on the bottom of the head and adjust the level of the tripod such that the **bubble-level** indicates proper level
   4. Attach the tripod plate to the bottom of the camera
   5. Mount the camera on the tripod
   6. Make sure the camera is balanced on the tripod by sliding the camera either forward or backward on the tripod and locking it in place.
2. Power
   1. Connect your charged camera batteries to the camera or plug in external power with surge protection.
   2. Power-on the camera
3. Camera Settings
   1. Adjust the **exposure compensation** so that the face of the presenter is not too bright or too dark.
   2. Select the proper **white-balance** preset for your lighting conditions or select **automatic white balance** if you are unsure.
4. Composition
   1. Adjust the camera’s **zoom**, **pan**, and **tilt** so that the presenter is framed in the center of the screen and given appropriate **headroom.** If the presenter is relatively still at the podium, you may zoom in more. If the presenter will be walking around the stage or front of the room, you may want to zoom out so that you can easily follow the presenter and keep them in the center of the frame
5. Focus
   1. Closely inspect the camera’s image to make sure the **autofocus** is working properly. If the autofocus is searching around or the image looks blurry, select **manual focus** and properly focus the image.
6. Memory Cards
   1. Make sure you have enough **memory card capacity** to record the event and that all existing data on the cards is properly backed up.
   2. Insert your memory card(s) into the camera.
   3. Make sure the memory cards are properly formatted
7. Test Record
   1. Press record on your camera to record a 10 second test.
   2. Switch to **playback mode** on the camera
   3. Play back the clip on the camera to make sure the recording is working properly.

**Audio Setup**

1. Power
   1. Insert fresh AA batteries into the transmitter and receiver units
   2. Power-on both units to test.
2. Connections
   1. Mount the receiver to the shoe on the camera and secure the receiver.
   2. Plug in the receiver to **XLR** input 1
   3. Mount the backup microphone on the camera.
   4. Plug the microphone’s xlr cable into input 2
3. Camera Settings
   1. Select Input 1, Manual
   2. Select Input 2, Automatic
   3. Set input 1 to Mic
   4. Set input 2 to Mic + 48v
4. Microphone Placement
   1. Clip the lavaliere microphone on the center of the presenter’s chest below the collar-bone.
5. Sound Check
   1. Plug your headphones into the camera’s headphone output
   2. Ask the presenter to speak a few words so that you can properly adjust the microphone loudness.
   3. Adjust the input level of Microphone 1 such that the audio-meter peaks average between -18db and -12db with absolutely no peaks above -6db. IF THE AUDIO LEVEL RISES ABOVE -6db THE AUDIO WILL DISTORT AND WILL BECOME UNUSABLE. You may have to raise or lower the level depending on the presenter’s speaking loudness during the presentation

**Screen Recording Setup**

1. Presentation Laptop
   1. Make sure the presentation laptop is set up and powered on
   2. Connect the computer to the vga splitter and power the vga splitter
   3. Make sure the computer’s screen is viewable on the projector.
   4. Load the presenter’s powerpoint