**Lecture Capture Hardware Setup Checklist**

**Camera**

[ ] Tripod set up and level

[ ] Camera Secured to tripod

[ ] Batteries Charged or External Power Ready

[ ] Camera Power On

[ ] Exposure

[ ] White Balance

[ ] Framing / Composition

[ ] Check Focus

[ ] Memory Cards OK

[ ] Test Record

**Audio**

[ ] Batteries Ready

[ ] Mount Receiver on Camera

[ ] Receiver Connected to Camera Input (Channel 1)

[ ] Backup Mic Connected to Camera (Channel 2)

[ ] Receiver Power ON

[ ] Camera Settings Check

[ ] Transmitter Power On

[ ] Microphone Placed Correctly

[ ] Headphones Connected

[ ] Sound Levels Check

**Screen Recording**

[ ] Presentation Laptop Set Up and Power On

[ ] Vga Splitter Connected and Power On

[ ] Projector Connected and Power On

[ ] Projector Display OK

[ ] Ethernet Cable Connected

[ ] Vga Output Connected and Power On

[ ] Recording Laptop Power On

[ ] Epiphan VGA 2 USB Connected

[ ] VGA 2 USB Software Open

[ ] Test Record