



## **Camera Operations Checklist**

**\*\*Note: Cameras and accessories are color-coded with stickers**

- 1. Attaching battery**
- 2. Removing battery**
- 3. Charging battery**
- 4. Re-attach battery**
- 5. Turning on camera**
- 6. Taking off lens cap**
- 7. Putting in and ejecting the mini-DV tape—carefully, two step process**
- 8. Choose camera or vcr/playback setting**
- 9. Headphones: plugging in and adjusting volume—use the headphones to monitor audio and listen to playback**
- 10. Shooting the camera**
  - **What the viewfinder shows (battery strength, time remaining, etc)**
  - **Holding the camera**
  - **Zooming in and out**
  - **Recording and stop recording**
- 11. Tripods: Setting up, attaching to camera, removing, and putting away in holder**
- 12. Using the portable light kit**
- 13. Shoot a short interview**
- 14. Playback video: Find headphones jack on camera and listen and watch interviews (can hear without headphones, depending on camera)**
- 15. Putting away equipment after a shoot—carefully stow the gear in the various carrying case. Never force things!**