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
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. Playback video: can hear without headphones (depending on camera)

Also note that:
- Some of your microphones, especially the lavaliers and shotgun mics have on/off switches so to preserve battery power, turn off when not using
- If these mics are not working, they may need new batteries
- Take care in putting equipment in their bags. Please do not force things