

Setting up the Canon Camcorder

1. Gather your equipment. You should have the camera, a tripod, power supply, SD card, and microphone.
2. Attach the camera to the tripod. With the tripod still collapsed, flip the camcorder over in one hand and you will see a threaded hole. Use the wheel adjustment on the top of the tripod to tighten the camera to the head of the tripod. It does not matter which direction it is facing. Make it snug but do not over tighten. Remember, righty-tighty (clockwise), lefty-loosey (counter-clockwise).
3. Extend the tripod legs. Each leg has 3 clasps, which should be released and extended one at a time. Ensure each leg extension is out fully before clamping it back down, otherwise you will have a lopsided tripod. Pull the legs outward evenly and set the tripod down on the ground.
4. Adjust the tripod ball head. Hold onto the camera with one hand so that it does not move when the ball head is loosened. Using the wing-nut shaped adjustment on the side of the tripod ball head, loosen the adjustment so that the camera moves freely. Set the camera roughly level for now, you can fine-tune it later. Tighten snug but do not over-tighten.
5. Fine-tune the height of the camera by adjusting the center stem of the tripod. Using the wing-nut shaped adjustment at the top of the tripod legs, loosen the adjustment so that the tripod stem moves freely up and down. Set the camera height as needed. For recording an interview, the camera should be at or just slightly above eye-level. Tighten the adjustment snug but do not over-tighten.
6. Attach the camera power supply if you will be doing a long interview. The port is located behind a rubber flap on the rear top right of the camera.
7. Open the articulating screen on the left side of the camera. It folds out and can be angled up or down.
8. Ensure that the camera has an SD card inserted. The SD card slot is located on the left side of the camera and is revealed with the screen open. The sticker side of the SD card faces left when being inserted into the camera.
9. If using a Rode "shotgun" style microphone, ensure the adjustment wheel on the microphone is loosened and slide the mic onto the metal square inset on the top of the camera. Lightly tighten the microphone adjustment wheel to get the mic snug onto the camera. Plug the microphone into the camera. The port is located on the front right side of the camera behind a large rubber flap. The microphone is plugged into the circular port on the top right. The port on the left is for headphones.
10. If using the wireless lapel style microphone, make sure you have the receiver, transmitter and microphone. Turn on the pack labeled RECEIVER/CAMERA. This is attached to the top of the camera. Loosen the adjustment wheel and slide the pack onto the metal square inset on the top of the camera. Tighten it just enough to get it snug on the camera. Plug the pack into the camera. The port is located on the front right side of the camera behind a large rubber flap. The microphone is plugged into the circular port on the top right. The port on the left is for headphones.
Now take the pack labeled TRANSMITTER/INTERVIEWEE and turn it on. Attach the microphone to your interview subject. The microphone should be placed approximately

8-12 inches below the interviewees mouth. If clothing allows, the slack of the lapel mic can be hidden by putting it down through their shirt. Now that the microphone is attached to the subject, plug the microphone into the transmitter pack and tighten it. The pack can be clipped to clothing, placed in a pocket or just set on the ground.

11. Turn the camera on. The power switch is located on the top left of the camera. Slide the switch forward to “camera.”
12. Ensure the camera is set to automatic mode. On the top of the camera directly opposite of the power switch is a switch labeled M and Auto. Set the camera to auto. If you have an advanced understanding of the camera, manual mode can be used.
13. Fine-tune the setup of the camera. Your subject should be in a well-lit area with even lighting from lamps or soft light from a window. The camera should be level or pointed slightly downward and the height should be eye-level or slightly above the eye level of your subject.
14. The camera can be zoomed in or out using the raised buttons on the top right of the camera. This can be set according to your own personal preference, though it is recommended that your subject fills the frame of the video well.
15. Check the camera’s audio levels. On the bottom right corner of the screen, you should see two bars bouncing as your subject speaks. If you don’t see this, troubleshooting is needed before recording.

If using the Rode/shotgun style microphone - press the menu button on the camera. Navigate to the sound menu (music note icon). Navigate down and over to sub-menu 2. Navigate down to “MIC Power” and ensure it is set to ON. Ensure the mic is plugged into the proper port.

If using the wireless lapel packs - ensure the packs are powered on. Ensure the microphone packs are set to the same channel. Ensure that the microphone is plugged into the transmitter pack. Ensure the receiver pack is plugged into the proper port on the camera. Using the steps outlined above, ensure “MIC Power” is set to OFF. If only one audio bar is seen moving, ensure the receiver pack is set to “MIX” using the slider on the right side.

16. You’re ready to record! Press the red oval button on the back of the camera once to start recording, and again to stop recording.
17. To review footage, turn the power switch to “MEDIA”.
18. When finished please neatly place equipment back into the bags and make sure everything is powered off.