

AV INSTRUCTIONAL GUIDE

Using a MiniDVD Camcorder DVD-R & DVD-RW Format

Introduction

The primary purpose of a digital camcorder is to capture subjects in motion. Digital camcorders are helpful for class assignments that require students to conduct interviews, or record presentations. Most digital camcorders also come with editing software that can be installed on your computer to allow you to perform editing functions.

Terminology

Term	Definition
Mini DVD	<i>Mini Digital Video Device – A MiniDVD is a DVD, but a lot smaller (8cm) than the standard DVD. Because of this, they hold a lot less data. MiniDVDs are compatible with most Sony DVD players.</i>
Mini DVD-R & Mini DVD-RW	<i>Mini DVD-R – Mini DVD Read-only format (can be recorded only once) Mini DVD-RW – Mini DVD Read-write format (can be overwritten repeatedly)</i>
Single-sided & double-sided	<i>Single-sided – usually 30minutes of recording time. Double-sided – usually 60minutes of recording time.</i>
Finalizing a Disc	<i>Finalizing the disc, makes the disc DVD-Video compatible. A disc that has been finalized can be played on another DVD player.</i>
Scenes	<i>A scene refers to the portion of the DVD recording shot in a single take – each time you start and stop creates a scene.</i>

What's in the Bag

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|---------------------------|-------------------------------------|--|
| ✓ Digital Camcorder | ✓ Info LITHIUM rechargeable battery | ✓ Instruction Manual or AV Instructional Guide |
| ✓ AC adapter & power cord | ✓ USB cable | ✓ CDRom Image Mixer |

Care

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| ✓ Always carry the equipment by the handle. | ✓ Do not pick up the camera by the viewfinder, LCD or battery pack. | ✓ Follow proper USB ejection procedures before disconnecting a USB device from your computer. |
| ✓ Dropping or bumping digital equipment can cause serious internal damage. | ✓ Keep away from extreme temperatures, heat, cold and moisture. | |

Get familiar with these parts of the Equipment

Mode Dial (movie/still/playback)	Display Battery Info.	Finalize button
Lens	LCD and Open/Close	Viewfinder
Battery Release button	Start/Stop	

Basic Operation – Shooting a Movie using DVD-R disc

- Step 1** **Prepare the Power source.** Either battery or AC adaptor.
- Step 2** Press the **POWER** button for a few seconds to turn on the Power.
- Step 3** Set the **Mode Dial** to the operation you want to perform. For example, select Movies when you want to record a video. Remove the lens cap.
- Step 4** If using the **LCD screen** to record, open the LCD, press the SETUP button, and using the Multi-selector select (LCD/VF SET) to adjust brightness of the LCD screen.
- Step 5** If using the **Viewfinder** to record; extend the viewfinder. Look in the viewfinder adjust the viewfinder lens to accommodate your eyesight Use the Viewfinder lens adjustment dial to focus the image in the viewfinder.
- Step 6** **Disc preparation** is different depending on the type of disc you use. Formatting is required when a DVD-RW disc is used for the first time. DVD-R discs can only be used once, but do not require formatting.
- Step 7** To **insert a disc**, slide the disc cover OPEN switch in the direction of the → . After the beeping stops, the disc cover opens slightly. Open the cover completely. Set the disc with the label side facing out, and then press the center of the disc until it clicks and is seated firmly on the center spindle. Close the disc cover.
- Step 8** **Start recording.** If using a DVD-R disc you can start recording immediately by pressing the Record button. If using a DVD-RW disc, FORMAT display appears when the disc is inserted. Use the Multi-selector to select desired recording format. Select EXECUTE, then YES. Disc formatting starts. When formatting is completed you can start recording on the DVD-RW.
- Step 9** Press **START/STOP** to start recording. REC appears on the LCD. To stop recording press START/STOP again. If you are not ready to finalize the disc, proceed to step 13.
- Step 10** **Review a recording.** Set the Mode dial to Play/edit. Open the LCD to display the Visual index. Choose the *Movie* tab or the *Still* tab with the multi-selector according to the kind of scene you want to play back. The Thumbnail list screen appears. Use the Multi-selector button to choose the scene you wish to review. Press Play.
- Step 11** **Finalizing** a DVD-R disc. Finalizing a disc can take a few minutes to a few hours. The shorter amount of material recorded, the longer it takes to finalize the disc. Place the camcorder in a stable position. Connect the AC adaptor & DC cable, then plug into an electrical wall outlet. Power on the camcorder. Insert the disc to be finalized. Press the FINALIZE button. FINALIZE displays on the LCD display while the disc is finalizing. Complete appears on the LCD display when completed.
- Step 12** **After Recording/finalizing a disc** remove the disc. Follow Step 7 above.

Operating Tips

- ✓ Movies are recorded in MPEG format. Still images are recorded in JPEG format.
- ✓ When still images are included on a disc, recorded in VIDEO mode, use the multi-selector to select PHOTOMOVIE.
- ✓ Do not move the camcorder during finalizing. Do not disconnect the AC adaptor during finalizing or the disc may be damaged.

Advanced Features/Instructions

Additional features depend upon the specific make and model of the equipment

- ✓ **Simple Editing**- Simple in camera editing can be performed without having to connect the camera to a computer.
- ✓ **Complex editing** – More complex editing can be performed but requires installation of the USB driver and software.

- ✓ **Viewing/duplicating/Complex editing on your computer-** Installation of the USB driver and Software is required to connect the camcorder to a computer.
- ✓ **Recording on a finalized disc** – Unfinalizing a disc recorded in video mode DVD-RW discs only.
- ✓ **Selecting the playing order on Playlist**
- ✓ **Erasing unnecessary scenes from the Playlist**
- ✓ **Playing the Playlist**
- ✓ Playback on all home DVD players, computer DVD drives etc, cannot be guaranteed. Refer to the manual of your playback equipment for compatibility.

Troubleshooting

Please call the Audiovisual Technician at the campus nearest you, or return the camcorder to the Audiovisual Technician for assistance.

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Langley campus	(604)599-3209	Richmond campus	(604) 599-2582
Cloverdale campus	(604)598-6041	Surrey campus	(604) 599-2216