

# AV INSTRUCTIONAL GUIDE

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## *Using a Copy Kit*

### Introduction

A Copy kit is an assembled package of 35mm photography equipment designed specifically for photographic copy work and is most commonly used with a copy stand and light kit.

### Terminology

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Term	Definition
Cable Release	<i>A thick cable of varying lengths, which attaches to the camera's shutter release button. It is designed to allow the photographer to release the shutter remotely to minimize movement of the camera during exposure.</i>
Copy Stand	<i>A stand for mounting a camera, complete with baseboard. The stand enables you to take photographs of items placed on the baseboard</i>
Filter (colour conversion, correction)	<i>Colour films are balanced for specific light sources. Using a colour film with an incompatible light source requires a filter to adapt the film to the colour of the light source.</i>
Light Kit	<i>A portable kit of photographic lighting equipment containing 2 lights and 2 light stands in a carrying case.</i>
Macro Lens	<i>A lens that allows for focusing from infinity to extreme close-ups.</i>

### What's in the bag

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|---------------------------------------|-------------------------------------|-----------------|
| ✓ 35mm Camera with Macro lens         | ✓ Oven mitt for handling hot lights | ✓ Cable Release |
| ✓ 80A (blue) colour correction filter |                                     |                 |

### Care

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- ✓ Do not force to adjust anything on a camera. Camera controls should work smoothly.
- ✓ Ensure camera is securely fastened to guidepost of copy stand.
- ✓ Work carefully around the lights; they will become extremely hot during use.

### Get familiar with these parts of the Equipment

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Shutter Speed Dial	Viewfinder	Film Rewind knob
Frame Counter	Focus Ring	Flash Hot shoe
Aperture Ring	Film advance lever	
Film Speed Dial	Shutter Release	Colour Correction Filter

## Basic operation

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- Step 1 Prepare Camera:** Load film, set ASA setting, attach colour correction filter if required.
- Step 2 Mount Camera on Copy stand:** bottom of camera body attaches to screw located on camera bracket of copystand guidepost. Lens should point straight down
- Step 3 Place Artwork on Baseboard:** use anti-glare glass to keep artwork flat.
- Step 4 Frame and Focus:** Use camera bracket adjustment knob to move the camera up or down for desired framing. Focus using the camera lens focus ring.
- Step 5 Turn Copystand Lights On:** Turn off any other light sources that may affect exposure
- Step 6 Set Camera for Correct Exposure:** Adjust camera settings until light meter indicates correct exposure.
- Step 7 Take the Photograph**

## Operating Tips

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- ✓ To extend battery life, always keep the lens cap on when camera is not in use.
- ✓ Film is loaded correctly if you see the Film Rewind Lever rotate each time the Film Advance Lever is used. This indicates film is being pulled from the film cartridge on the take up spool.
- ✓ To avoid image blur use a tripod. Always use a tripod when shutter speed is below 1/30<sup>th</sup>.

## Advanced Features/instructions

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- ✓ Film is considered “fast” or “slow” according to ASA rating. A lower ASA rating such as 64 ASA requires more light for correct exposure than higher rating such as 400 ASA.
- ✓ When in doubt about correct exposure take several bracketed shots. You bracket around a shot by taking one regular shot then a second shot slightly darker. (-1 stop) then a third shot slightly higher (+1 stop)

## Troubleshooting

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No images appear on processed film	Film may not have been loaded correctly. When loading film ensure it is firmly wrapped around Take-Up Reel before closing camera back cover and advancing to first frame.
Film Advance Lever does not move smoothly	Film may not be loaded correctly. Reload film. Ensure film is firmly wrapped around take-up reel.
Light meter does not react to light	Battery may be exhausted. Return for replacement battery.

## Training

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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.

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