

AV INSTRUCTIONAL GUIDE

Using a Copystand

Introduction

A copystand is a stand for mounting a camera, complete with baseboard. The copystand may also include arms to hold lights. The stand enables you to take photographs, print or slide film, of flat art or small 3D objects that you place on the baseboards.

Terminology

Term	Definition
Tungsten	<i>Refers to the colour temperature of the light. Our lights are all tungsten. When purchasing film for use with the copy stand choose tungsten rated film.</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>
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>

What's in the bag

- | | | |
|--|--|--|
| ✓ Copystand (baseboard & camera guidepost) | ✓ For off campus use – sign out light kit and 35mm camera with macro lens as well. | ✓ For off campus use – sign out light kit and 35mm camera with macro lens as well. |
|--|--|--|

Care

- ✓ 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

Copystand	Grey card	Macro Lens
Cable Release	Colour Correction Filter	Copy glass
Light Kit		

Basic Operation

- 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

- ✓ Use cable release to minimize camera movement during exposure.
- ✓ Use gray card to obtain correct exposure settings.
- ✓ Use Tungsten film to eliminate the need for a colour correction filter, or use an 80A (blue) filter to convert daylight film for use with tungsten lights.
- ✓ Lights should be placed evenly on either side of copy stand pointing down at 45 degrees towards the baseboard.

Advanced Features/instructions

- ✓ 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)
- ✓ Fill as much of the frame as possible with the subject.

Troubleshooting

Lights do not work	Check electrical connection. Check burned out lamps.
Lighting is uneven	Make sure lamps are evenly placed on either side of the baseboard and angled at 45 degrees pointing down towards baseboard.
Light meter does not react to light	Battery may be dead. Return equipment to the AV department for replacement.
Camera bracket will not move up or down	Loosen bracket knob and push firmly up or down to desired height, then tighten bracket knob snugly.

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.

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