

# AV INSTRUCTIONAL GUIDE

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## *Using a VHS Camcorder*

### Introduction

The primary purpose of a video camera is to capture subjects in motion. Video cameras are helpful for class assignments that require students to conduct interviews, or record presentations.

### Terminology

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Term	Definition
VHS	Acronym meaning "video Home System"
AC Adaptor	Alternating current adapter. Connects to the camcorder via the DC cord. When connected to the camcorder and plugged into an electrical outlet, this device supplies power to the camcorder. The AC adapter is also used to charge the battery.
DC cord	Direct Current cord. This cable connects to the AC adapter and the camcorder.
LCD	Acronym for Liquid Crystal Display.
Zoom (T & W buttons)	Use these buttons to zoom in and out on an object.
Macro	Macro allows you to record subjects as close as 4 inches from the lens cap.

### What's in the bag

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|-------------------------------|------------|---------------|
| ✓ VHS Camcorder               | ✓ AV Cable | ✓ Video cable |
| ✓ AC Adapter/Charger, DC cord |            |               |

### Care

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- ✓ Keep away from extreme temperatures, heat, cold and moisture.
- ✓ Do not pick-up the camera by the viewfinder, LCD or battery pack.

### Get familiar with these parts of the Equipment

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LCD and Open/Close	Lens	Record button
Viewfinder	Pause/stop button	Hand strap
Tripod mount	Handle	

## Basic Operation

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- Step 1 Power** – Decide your method of power. The choices are battery or AC Adapter. **Battery** – Line up the arrows on the sides of the battery with the arrows on the camera end. The battery should slip into place. **AC Adapter** - Plug one end of the DC cord into the video camera and the other into the AC Adapter. Plug the AC adapter into an electrical outlet.
- Step 2** Put the camera in *Cam mode*.
- Step 3** Insert a blank VHS cassette & close the door securely.
- Step 4** Remove the lens cap.
- Step 5** Press *Record* when you are ready to start recording. Press *Record* to pause and stop recording. Press *Record* again to resume recording.
- Step 6** Press *Eject*. To remove the VHS cassette.
- Step 7** Turn off the camera, remove battery or unplug AC adapter.
- Step 8** Check contents and place items in carry case.

## Operating Tips

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- ✓ Hold the camera steady or use a tripod whenever possible.
- ✓ Start recording about 5-10 seconds before the action begins and stop recording 5-10 seconds after the scene ends. If you plan scenes you will minimize editing later.
- ✓ Audio is recorded up to a distance of approx. 30 feet.
- ✓ Never point the camcorder directly at any bright light or reflection such as the sun.

## Advanced Features/instructions

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- ✓ Additional features depend upon the specific make and model of the equipment.
- ✓ Connecting the camcorder to a TV.

## Troubleshooting

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Viewfinder flashes <i>tape</i>	Insert a blank VHS tape
Nothing recording on tape	Check that the <i>write protect tab</i> on the tape is present.
Nothing displays in the viewfinder when I press “record”	Check that the camera is getting power. Check that lens cap is removed.
How do I know if the battery is getting low?	Press Display to see the battery status in the top right-hand corner of the viewfinder.
Tape stuck in camcorder	Return the equipment immediately to the AV Technician

## 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.**

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