

Equipment needed:

- Video Camera
- Tripod
- 1 tape per 1 hour presentation
- If available from location, audio input from microphone / PA system (not required to capture a presentation)
- Extension cord for power
- (optional) wireless mic system

Video Taping Setup and Tips:

- Make sure camera is in LP mode. (This will give you 90 min of recording time per tape (60 min tape in SP)) (Standard 63 min MiniDV tapes should be used, see page 63 of the manual for more instructions when using the webcast kit camera)
- Make sure that white balance is set to 'a' (auto), focus is set to 'a' (auto) . Make sure the video looks good through the lcd display. Otherwise the white balance might be off
- Prepare enough tapes in advance to make the switching of tapes as easy and as fast as possible. Label them ahead of time if possible and switch out tape during the setup of the next presenter.
- Arrange camera and tripod setup to be as close as possible and still be wide angle enough to capture both the presenter and slide projection (if being used) and close enough for the onboard camera microphone to pick up the audio of the presenter.
- Try to avoid being setup next to doorways and sources of background noise (air conditioners, fans, windows) as the microphone will pick up these audio sources and reduce the quality of your recording.
- Record session with presenter in most of the frame. If interesting slides are used, try and focus on the slideshow. You may have to adjust the lighting on the camera to get the best quality picture of the screen.

Wireless Mic (mountable)

- Mount the wireless base station to the video camera and connect 1/8inch to 2x xlr cable to the output plug of the base unit to the 2 xlr plugs on the camera
- Make sure the batteries are charged and turn on both the base unit and the microphone to the same channel.
- Set the camera audio input to "input1" and "input 2" (these can be found when opening the lcd display)
- Test that the sound is getting to the video camera but speaking into the mic and noting if the audio indicators are fluctuating
- Change the input volume on the camera for each channel using the dials. Make sure there are no red audio indicators showing
- Supply one of the wireless microphones to the presenter (handheld or portable)