Zoom Q4 Filming Guide

Camcorder (Zoom Q4)

ADVICE FOR BEFORE THE DAY OF FILMING:

• Connect the power/USB adapter from the back of the camcorder (cord provided at check out) to the USB Wall adapter and plug into the wall. Charge your camcorder to full before the day of filming.

• HIGHLY RECOMMENDED: Follow the filming directions below and shoot some practice footage at home before the day of filming, to make sure the camcorder is working properly.

• Before filming for the first time, check to make sure that all footage from previous users has been deleted.
  o To do this: turn on the camcorder and push the button below the “play” triangle on the fold out view finder screen and see if any clips are playable. (Use the button below the “trashcan” icon to access the menu to delete any clips that are from a previous user).

DIRECTIONS FOR USE:

1) Mount camcorder on tripod and pick location in the room to film from as appropriate.
2) Raise the small “boom” microphone on the top of the Zoom camcorder to the upright position.
3) Make sure the switches on the right side of the camcorder are set “upwards” to:
   • GAIN: MANUAL
   • H/M/L: H
   • Lo Cut: ON
4) Turn on the Zoom Camcorder by pushing and holding the power button on the top of the camcorder until it turns on.
5) To start filming, push the large button on top of the camcorder next to the power button.
6) Once you are done filming, push the button again to stop.
7) To review your film, push the button below the “play” triangle to play the most recent clip you have filmed. To view the other clips on the camcorder, use the buttons below the fast forward and rewind icons.
   • Alternatively, you may connect the camcorder to a computer using the USB adapter then follow the exporting directions to copy your clips to your computer.
8) To turn off the camcorder, push and hold the power button until the unit turns off. Make sure to lower the “boom” microphone before packing the camcorder back away.
9) IMPORTANT: Before returning the equipment make sure to save and footage you want to keep to your computer and delete everything off of the camcorder.

Contact Roy Dunlap at radunlap@csuchico.edu with questions.
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