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 to the USB Wall adapter and plug into the wall. Charge your camcorder to full before the day of filming.

• Before filming for the first time, check to make sure that all footage from previous users has been deleted.
  o Turn on the camcorder. 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.

• Shoot practice footage at home before the day of filming, to make sure the camcorder is set up properly, the audio is clear, and you are confident you know how it works.

ADVICE FOR THE DAY OF FILMING- Film the entire lesson!

DIRECTIONS FOR USE:

1) Mount camcorder on tripod and pick location in the room to film from as appropriate. Both yourself and the students should be visible on camera.
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.
   o To view the other clips on the camcorder, use the buttons below the fast forward and rewind icons.
   o 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.
9) Make sure to lower the “boom” microphone before packing the camcorder back away.
10) Save all your footage to your computer and delete everything off of the camcorder. Promptly return it to THMA 209 during equipment checkout hours.
11) The campus has a license for Adobe Creative Cloud for all active students, which includes access to Adobe Premier Rush, to trim multiple 5-minute video clips from your original recording. More information can be found here: https://support.csuchico.edu/TDClient/1984/Portal/KB/ArticleDet?ID=83083

Visit https://www.csuchico.edu/soe/more/tpa-information.shtml for further questions.
Contact Pamela Dunlap at pmdunlap@csuchico.edu with questions that are not covered on our website.