



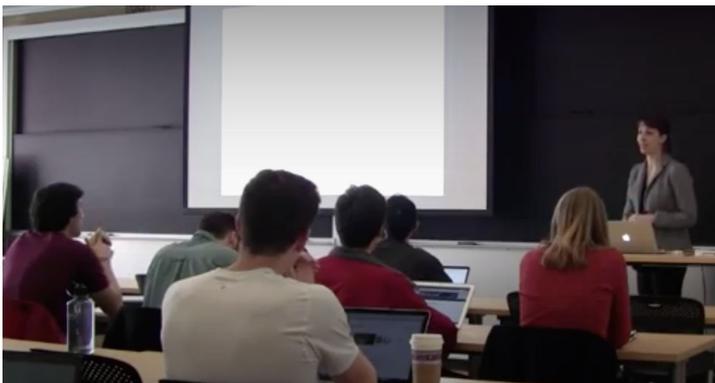
Bok Center Loaner Camera Setup

Where should I set up the Camera?

- It is most helpful to see students interacting with you so please position the camera to include the students who are comfortable being in the shot.
- If you are using the board, please try to have the board in the camera shot.
- Capturing the PowerPoint presentation is less important as the slides can be shared directly with your Teaching Consultant.



Example Camera Set Ups:



*Note: When being recorded, presenters should try to use a darker color background with white letters for their slides, as this will help give us a better exposure of the instructor.

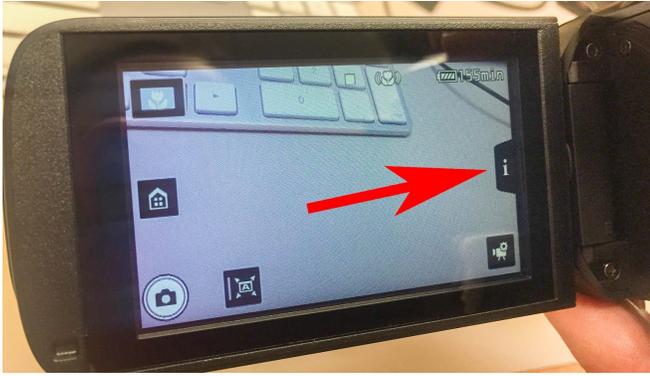
What do I need to tell my students?

While the camera is recording, please let your students know that you are recording the class and that the video will only be shared with you, your consultant, and as needed among Bok Staff. In addition, in order to give students a choice of whether or not to be recorded, a **“no film” section of the classroom should be designated so students have the option to sit in that section** and still participate in the course discussions and other activities. Even if the instructor emailed the class, we need the announcement of the recording and the no film zone announcement on camera.

Make sure there is enough room on your SD Card

Please make sure that there is enough space on the SD card for you to record for your class. Some cameras show this on the main screen, with a small icon in the corner with “SD” written on it, and a time

in hours next to it. On other cameras, you will need to touch the “i” button the main screen to open a window that will show the time in hours left on the SD card. If you know you need to record more than the SD card can hold, please contact 617-495-4869 or teaching@fas.harvard.edu as soon as possible.



Do a test run first

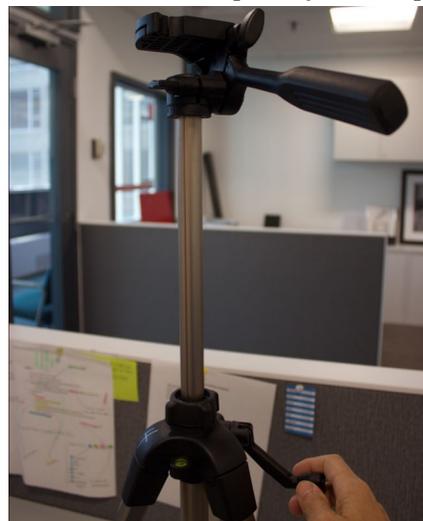
Record a 10 second test video prior to the class starting, noting effects of light and background noises the camera is picking up.

How to Use the Camera

First we need to set up a tripod. To extend the legs, you flick open the latch and extend the two leg segments out to their maximum. Do this for all three legs. After extending them, lock the latch back down.



You can also crank up the center bar for additional height. We highly recommended this so there is less of a chance of one class member blocking another from view. First, loosen the knob just above the legs counter clockwise (first photo below). Then, use the crank to raise the center post (second photo below).



Remove the camera from the case. To mount the camera on the tripod, open the latch on the tripod head and slip the camera mounting plate into the square. The lens goes opposite the handle or the camera will tilt the wrong way. Make sure the camera plate is flat with the tripod and lock it on. Give the camera a little tug back and forth to check and see if it is secured to the tripod. If the plate is not flat against the tripod, the camera can fall off.



To turn the camera on you flip open the viewfinder screen and press the on/off button. You should then see an image on the screen along with a battery level indicator and indication of how much recording time is available.



For some cameras, the lens cover will not open automatically (first image below). If this is the case, open the lens by pushing the switch down (second image below). Remember to push the switch back up to close the lens when you are done recording.



We will make sure you have a fully charged battery and an SD card to record on. If your class is more than 90 minutes you may need to plug in the AC adaptor so you have enough power for the entire class.



To start the camera recording push in the red button on the rear right side of the camera. You should see a red record light and moving numbers in the viewfinder. It is important to check for this so you know the camera is actually recording.



To stop the recording, push the red button again. The red light will go off and the numbers will stop moving.

If you accidentally hit the video/playback swap button, do not worry. Just hit it again or turn the camera off and on and the camera's image will reappear.



After your class power down the camera and place it in its case. Fold up the tripod and return it to the Bok Center during office hours. If you have any issues with the equipment please bring it back. Do not try to force anything in place.

We will then transcode the class file and send it to you and your consultant for review.

Questions

If you have any questions please contact us at 617-495-4869 or teaching@fas.harvard.edu