



## **II. SHOOT STATION SETUP**

### **1. Inspect Shoot Station / Shoot Log**

- Check the Shoot Log to make sure there have been no problems with the station, camera, etc.
- Inspect the Shoot Station to make sure things are left the way they should be (clean sweep, working lights, sandbags on tripod, etc.).
- Make a quick inspection of the camera bag to make sure everything is in place (lens cap, cords, etc.).
- Record findings in shoot log along with your name and the project you are working on.
- If there are problems during your shoot (blown lamps, camera errors, etc.) record in the log. If you cannot resolve the problem send Leeper an email [leepe1js@cmich.edu](mailto:leepe1js@cmich.edu).

### **2. Connect Camera Power Adapter**

- Remove the power pack from camera bag.
- Open the battery compartment on the bottom of the camera and slip battery-shaped head into the camera feeding the cord through the slot on the outside edge of the camera and close door securely. Camera will not turn on if door is open or jarred.
- Loosely wrap power cord around leg of tripod to prevent it being tugged on and plug the power adapter into power strip mounted on the cart.
- Take care that there are no cords suspended off the floor waiting to be tripped on.

### **3. Mount Camera to Tripod Head**

- The mounting shoe should be on the camera body with the lens pointing in the direction indicated on the bottom of the mounting shoe. Use a coin or key to tighten the thumbscrew making sure your camera is secure.
- Tilt camera (with shoe) onto the tripod head hooking the flat side of the shoe to the flat side of the head. Then rotate the camera/shoe down and press. The lever should move and clicks into place. Gently press the lever forward to snug up the connection.
- Next use the three gear knobs to level the camera from side to side and adjust various angles.

### **4. Connecting Camera to CPU**

- Open the small rubber door on the right side of the camera to reveal a mini-USB port.

- Plug one end of the mini end of the USB cord into the camera and the other end into the USB port on the CPU.
- Wrap the USB cord around the neck of tripod to prevent tugging on USB mini port. Plug the USB standard end into the CPU.
- Secure Cords making sure all of the cords running between your camera and the CPU are neatly tucked out of harm's way.

**UNDER NO CIRCUMSTANCES SHOULD CORDS BE SUSPENDED OFF THE FLOOR.**

**Note:** If you are setting up for an extended period of time all exposed cords should be gaffer taped to the floor and tripod. If you need more distance from your camera to the CPU use the USB extender should be in the pocket of the camera bag.

## **5. Setting Up the Camera**

- Turn camera on using the switch on the top right.
- Set shooting mode dial to "M" for Manuel.
- Make sure the focus switch on the side of the lens is set to manual focus.
- our Promo Reel.