

MANIA[®] FILMING GUIDE

1. RECORDING INDICATOR & TIMECODE:
Will display **RED** when you are recording.

2. POWER INDICATOR:
If the indicator ever turns red it is most likely that your power plug became unplugged. It should always show the letters **"AC"** inside the battery icon.



5. RECORD BUTTON:
Starts and stops recording on the camera.

3. AUDIO METERS:
If the audio lines aren't moving from left to right you are not recording sound. Green to yellow is fine. **Red should be avoided.**

4. RECORD TIME REMAINING:
The amount of space left on the memory card.

ANY ISSUES OR QUESTIONS : DAN GALAN (732) 221-5121

FILMING CHECKLIST **MUST CHECK BEFORE EVERY SESSION**

TEST PRESENTER MIC & MUSIC: Have the presenter do a mic and music check to make sure the sound is being picked up by the camera. All mics and music will be checked and set prior to the start of each day. **Text Dan if you have issues (732) 221-5121**

REMIND THE PRESENTER that they **MUST** wear the mic and repeat all questions from the audience into the mic, or they will not be recorded.

HIT RECORD BUTTON: Tap the record button on the screen to begin recording. It will turn red showing that recording is in progress. Tap it again to end the video when the session is over.

FOR ACTIVITY ROOMS: Depending on the presenter you may need move the camera to follow them throughout the session. The tripod is already set. Move the camera arm to follow the presenter. **Always keep the presenter in the center of the camera screen.**

FOR LECTURE ROOMS: Make sure they are always wearing a mic. Without it we get no voice recording at all. Please make sure to remind them to repeat any asked questions for audio recording.