

MANIA[®] FILMING GUIDE



RECORD BUTTON: Starts and stops recording on the camera.

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

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

POWER INDICATOR: Lets you know you have power. If it ever turns red it is most likely an indication that your power plug became unplugged. If so, plug it back in and make sure that it is plugged in all the way. It should always show the letters "AC" inside the battery icon.

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

FILMING CHECKLIST

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 AV (Carter) if you have issues 218-428-8355.

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. (Be sure to check that the AUDIO METER is moving. If the mic is not working, check the power on the mic pack. 90% of the time that is the issue.)

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. Zoom in when appropriate as we do not always need a wide shot.

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 as well.

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