

# **GUADEC 2010 CAMERA OPERATOR INSTRUCTION SHEET**

## **Camera operation**

1. Operating the camera is very simple, and only involves the little grey box (aka 'the remote') that says 'Libec ZC-3DV' and should be clipped to one of the tripod legs. Please do not touch buttons on the camera itself except to eject a tape;
2. The handle attached to the tripod can be used to move the camera both up/down (tilt) as well as left/right (pan);
3. You can detach the remote so you do not shake the camera while operating the zoom and record controls;
4. The banana shaped protrusion on the grey box is the zoom control, push it to the 'T' position to zoom in, and to the 'W' position to zoom out;
5. The red button is the 'record' button, and starts/stops recording to tape;
6. To eject the tape, pull the 'OPEN / EJECT' button on the left-top of the camera and open the hatch, the tape will automatically eject, after replacing push the tape inwards and wait for it to automatically insert, then close the latch;
7. The camera is connected with a firewire cable to the mac-mini (white box with fluendo sticker) on the floor. Please check if this connection is still present: it is needed for live streaming.

## **Procedure**

1. Before a session starts, put in the correct tape; the tapes are marked with the day, room and timeslot, for example the slot that starts on day 2 in Copenhagen has 'D2C 16:30-17:15' on it;
2. Start recording to tape with the red button on the remote, make sure 'REC' appears in red on the LCD display;
3. During the talk, you can move the camera and zoom in/out; use your creativity, don't just zoom out and sit back. The recording will be much more interesting if you zoom in to the speaker, zoom out when a new slide appears, pan over the audience from time to time;
4. Try to record the slides as they appear, we do not have the luxury of a video mixer and cannot easily add the slides later on;
5. If the tape runs out (at about 1 hour after starting recording) before the talk is over, you can replace it with one of the spare tapes;
6. At the end of the session, stop recording by pressing the red button on the remote once more, take out the tape and insert the next tape.

In case of problems, do not hesitate to contact me, Koen Martens, phone no +31-6-24707813.