

# UBC Learning Commons Guides

## Digital HD Video Camera Recorder (Camcorder)


Digital Camcorders are well-suited for long, continuous recording sessions. They are easy and comfortable to use for long periods of time.

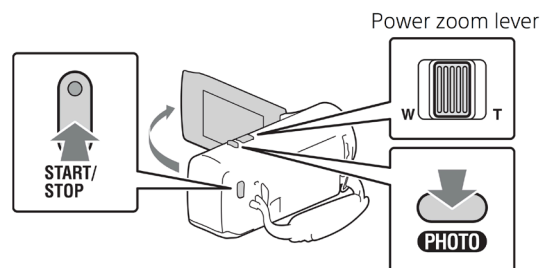
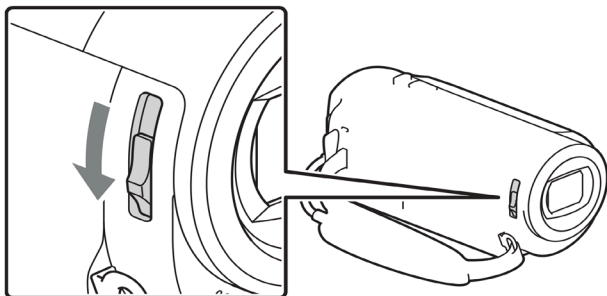
**LOAN TIME: 3 DAY**

Fine Rate: \$5/day up to a max of \$30  
Replacement Value: \$700

Available to:  
- students, faculty, and staff

### Quick Start

1. Open the LCD panel to turn the camcorder on.
2. For some models, switch the side toggle to open/close the lens cover. (See image below)
3. Check that your files are being saved to internal memory or the memory card.  
(See Tips)
4. Press START/STOP to record. (See image below)
5. Sliding the lever towards **W** or **T** zooms in or out.  
(**W**: wide = *aWay*, **T**: telephoto = *Towards*)
6. Press the  button to playback your media.
7. Transfer the files onto a USB key or other memory storage before wiping/deleting your files from the camcorder.  
(See FAQ and Tips)



### Tips

#### File Save Location

- Go to "Setup" in the Menu
- Select "Media Select" to choose between using Internal Memory or an External Memory Card

#### File Format

- For easy file exporting and editing, use the "MP4" or "XAVC S HD" Image Quality/Size setting
- For "HD Quality," videos will save as a AVC HD file such as .MTS  
NOTE: this is not recommended
- AVC HD files need a converter to be edited

#### Memory Wiping

- Go to "Setup" in the Menu
- Select "Format"

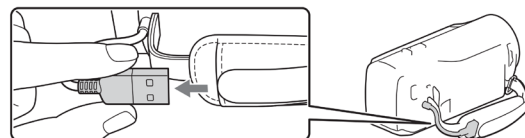
### FAQ

Can I use an external audio recorder with the camcorder?

**Only models with a 3.5 mm audio jack will accept external audio recorders.**  
**NOTE: Lavalier microphones are INCOMPATIBLE with ALL camcorders.**

Where is the USB cable?

It is attached to the camcorder, tucked in the grip belt.




How do I transfer files from the camcorder?

- 1a. If media is on **internal memory**, plug the **USB cable** into a computer.
- 2a. **Turn on the camcorder** to connect the device to the computer and access your files.
- 3a. Copy/Cut your video files onto your computer, USB key, or other storage device.
- 1b. If media is on an **external memory card**, you can either **follow steps 1-3a** or **insert the external memory card** into your computer.

How do I charge?

**You can charge the camcorder using the USB cable or via the included battery charger in some models.**

## Quick Start

1. Open the LCD panel to turn the camcorder on.
2. For some models, switch the side toggle to open/close the lens cover.
3. Check that your files are being saved to internal memory or the memory card (See Tips)
4. Press START/STOP to record.
5. Sliding the lever towards **W** or **T** zooms in or out. (**W**: wide = *aWay*, **T**: telephoto = *Towards*)
6. Press the  button to playback your media.
7. Transfer your files onto a USB key or other storage before wiping the files from the camcorder.

Camcorder Quick Start

## Quick Start - Transferring Files

- 1a. If media is on **internal memory**, plug the **USB cable** into a computer
- 2a. **Turn on the camcorder** to connect the device to the computer and access your files
- 3a. Copy/Cut your video files onto your computer, USB key, or other storage device
- 1b. If media is on an **external memory card**, you can either **follow steps 1-3a** or **insert the external memory card** into your computer

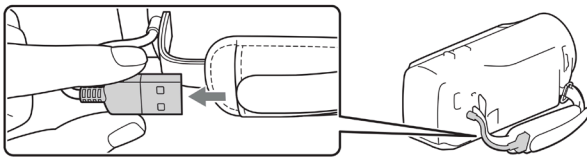
Camcorder Quick Start

## FAQ

*Where is the USB cable?*

It is attached to the camcorder, tucked in the grip belt.

**NOTE:** You can use the USB cable to transfer your files or charge the camcorder.



Camcorder FAQ

## FAQ

*Can I use an external audio recorder with the camcorder?*

Only models with a 3.5 mm audio jack will accept external audio recorders.

**NOTE:** Lavalier microphones are **INCOMPATIBLE** with **ALL** camcorders.

*How do I wipe the camcorder?*

Go to "Setup" in the Menu and select "Format"

**LOAN TIME: 3 DAYS**

Camcorder FAQ

## Tips

### **File Save Location**

- Go to "Setup" in the Menu
- Select "Media Select" to choose between Internal Memory or an External Memory Card

### **File Format**

- For easy file exporting and editing, use the "MP4" or "XAVC S HD" Image Quality/Size setting
- For "HD Quality," videos will save as an AVC HD file such as .MTS (NOTE: this is not recommended)
- AVC HD files need a converter to be edited

Camcorder Tips