


# CAMERA GUIDELINES

## ON/OFF

### Powering on:

- Slide power toggle on camera to | symbol (above SONY label)
- Slide power toggle on ikan monitor to the left (top left corner of monitor)
- Open the lens flap

### Powering off:

- Slide power toggle on camera to  symbol
- Slide power toggle on ikan monitor to the right
- Close the lens flap

## TRIPOD

### Fluid drag:

- Both the horizontal and vertical drag knobs should be set to near maximum
- During operation, vertical tilt should be locked (knob behind the left panbar)
- Keep the horizontal tilt unlocked (knob beside the level, directly under camera)

### Level:

- Ensure that the tripod head is level using the built-in indicator
- Loosen/adjust knob below the head if adjustment is necessary

\*Do not adjust the tripod legs (height or spread)

## SETTINGS

### As displayed left to right on Camera LCD screen:

- Iris: F 2.8
- Gain: 6db
- Shutter Speed: 60
- White Balance: 5000K

### Physical camera settings:

- Auto/Manual Toggle: Manual
- Focus Toggle: Auto
- ND Filter Toggle: Off

### Panbar settings:

- Focus Toggle: Auto
- Zoom/Focus Knob Toggle: Zoom
- Knob Speed Dial: First notch (-)

## SHOTS

### Close-up:

- Subject should be centered at all times
- Waist up
- Head in top third of grid

### Medium shot:

- Subject should be centered at all times
- Knees up
- Head in top third of grid

### Wide shot:

- Projector screens must not be in shot

## CAMERA OPERATION

### Rules of thumb:

- Stay focused and alert - the subject must remain centered in the shot at all times.
- Always set up your camera shots during the service run-through
- Use the main speaker shot as the basis for your other shots (set your physical tripod adjustments here)
- Do NOT make physical tripod adjustments during the service unless directed to do so
- For speakers using the stage TV, incorporate the TV in the shot - this will likely require a medium shot
- Test all camera shots with the media tech, lighting tech, and video switcher

### Tracking/Panning:

- Maintain your grip on the pan bars at all times
- Keep a loose, comfortable grip
- Panning should be as slow and smooth as possible - do not make sudden movements
- Keep starts and stops of panning soft, like easing on the gas or brakes of a car

### Adjustments:

- Avoid making adjustments as much as possible
- If necessary, zoom in or out slowly to keep subject properly in frame
- If the camera shot or subject is too dark, press and hold the IRIS - button on the pan bar until properly lit
- If the camera shot or subject is too bright, press and hold the IRIS + button on the pan bar until properly lit
- If the subject appears out of focus, switch the focus toggle on the camera to manual then back to auto. Should the problem persist, switch back to manual and make the appropriate adjustment with the focus dial on the lens (closest to the lens flap). Be careful to make very small adjustments. Turning the dial counterclockwise focuses on objects further away from the camera. Turning the dial clockwise focuses on objects closer to the camera.