Safety

1. **Pay Attention** to your surroundings while shooting, don’t trip, fall, collide with other things.
2. **Lens**: Don’t touch. Keep closed except during use. Always clean lens with proper lens cloth.
3. **LCD Screen**: Only flips out 90 degrees, and swivels 90 degrees in the downward (clockwise) direction and 180 degrees in the upward (counter-clockwise) direction! Don’t hold the camera by the LCD Screen!
4. **Battery Leads**: Metal contacts (such as keys) could do damage. Keep battery contacts covered when not on camcorder.
5. **Small Size**: Very easy to conceal and steal. Pay attention to your surroundings when going hand-held.
6. **Light**: Do not point the camera at the sun or studio lights.
7. **Accessories**: Do not lose accessories, external mic, headphones, battery charger, etc.
8. **Lock your tripod**: If you will not be changing angles, lock all of your knobs, bells, and whistles. Be very careful not to kick the legs, bump with your elbows, etc.

Required Equipment (Inspect all equipment before leaving CCTV)

1. Camera/Tripod with tripod plate
2. Batteries/SD Cards (class 6 - 10)
3. External Mic/Headphones

Set up

1. **SD Memory Cards**
   CCTV’s JVC cameras require SD cards with level 6 or higher. We recommend that you purchase a 16 GB card to ensure enough space for longer shoots.
   
   To insert your SD card:  A. Open the door below viewfinder. B. Insert a card with the notched corner first. C. Close the door.
   
   To Reformat SD card:  A. Click the Menu button on the side of viewfinder. B. Click Media by pressing down on the toggle switch. C. Click Format Media. D. Select slot A/B. E. Click Format (If problem recording, then Menu/Media/Format).
   
   To Record with 2 SD cards:  A. Hit Menu. B. Click [Record Set...] C. Click Slot Mode. D. Click [Series].
   
   Media/Select Slot A-B/Format

2. **Recording Settings**
   A. Under Main Menu click [Record Settings]
   B. Click [Record Format]
   System Definition --> HD(MPEG2)
   File Format --> Quicktime
   Camera Resolution --> 1280x720
   Aspect Ratio --> 16:9 - “Press Set”

3. **Selecting a Shooting Mode**
   Full Auto vs Manual - Pressing [Full Auto] switches between Full Auto and Manual. Under Full Auto shooting mode, exposure, aperture, shutter speed and white balance are adjusted automatically. Even when the Manual Shooting Mode is set, the aperture and shutter speed are adjusted automatically if their icons are not displayed. To adjust the shutter speed manually, press the [Shutter] button to display and change the value. To adjust the aperture manually, press the [IRIS A/M] button and change the value with the iris dial.
4. Lens Cap
To open the lens cap simply slide the lever on the lens hood to its upward position. Make sure to close the lens cap after shooting.

5. Gain
Gain switch is on the lower left side of the camera: L is for low, M is for medium, H is for high. Put your gain on low (L). Keep your gain on low unless you are shooting in low light situation in which case you can switch to Medium or High.

6. White Balance
A. Set to the manual shooting mode. B. Select either A or B white balance type using the [White.BAL] switch. C. Zoom into a white object near the center of the screen. D. Press and hold the AWB button. “Auto white A, B operation” E. When the correct white balance is achieved, “Auto White OK” appears for about 3 seconds.

7. Zoom
Use the zoom/focus switch, then use the ring to adjust which ever mode is selected.

8. Iris
A. In manual mode click [Iris A/M] to show the F. stop at bottom of the viewfinder. B. Scroll Iris wheel to adjust the Aperture.

9. Audio
A. Make sure external mike is plugged into Input 1. B. Switch CH-2 Input into Input 1. C. Switch both Audio Inputs to MIC +48. D. Make sure both Ch. 1&2 are set to Auto.

10. Viewing Media
To play back recorded clips: Switch to media mode by fixing the [CAM/MEDIA] button for 1 second or longer in Camera/Media mode(The button is on the right side of the camera near the hand strap). A thumbnail screen of the clips recorded is displayed. To delete a clip, use the operation buttons on the side control panel of the camera. Click the [USER2] button on the side of the camera to delete the selected clips.

Breaking Down
1. Take off the battery, do not leave inside the bag.
2. Take out your SD card.
3. If you have used a tripod, make sure that you take the tripod plate off the camera and put in back on the tripod.
4. Put the lens cap back on, place the camera in the bag.
5. If you have used any cables/battery charger, leave in the pocket where you found them in the same condition that you found them.

RETURNING CAMERA SETTINGS TO FACTORY DEFAULT
To reset all items: Under Main Menu click [OTHERS], Under Others select [RESET ALL]. A pop-up menu will appear and ask you “Reset All Items?”, choose [RESET]. The camera will then state “resetting . . . please wait”. It will take a second and the screen will turn off then back on. The camera will then be reset to the factory default settings. This is especially useful if you cannot figure out why the camera is holding a certain setting (perhaps from a previous user).