

Camcorder Policies and Guidelines

28 September 2009

Camcorders must be returned in the same condition as they were received, along with ALL accessories. It is the user's responsibility to remove any and all recordable media and to ensure that there are no pictures or video remaining on the camcorder before the return date. The Collaboratory cannot ensure the integrity of any data that remains on the camcorder or any tapes after return.

Guidelines

1. Keep the camcorder as clean and dry as possible.
2. If the camcorder should get wet, immediately remove the AC power adapter and battery until you are sure it is thoroughly dry.
3. It is the responsibility of the user to promptly report any damage to the Collaboratory Manager, who will assess the damage and bill the user if necessary. The decision to bill the user for any damage will be made at the discretion of the Manager and Director of the Collaboratory.
4. The best way to extend the camcorder's battery life is to use the eye-sight rather than the LCD.
5. The camcorder must be returned in the same condition as it was at checkout. This includes removing personal data, returning unused recordable media, and filing used tapes.

Helpful Hints

Note for Canon HV30s:

Windows XP machines are unable to recognize a video camera that is set on HD mode. It is therefore necessary to change the settings of the HD video camera to record in standard definition if you want to edit the footage on an XP machine.

HD footage can be edited on either Mac OS X or Windows Vista.

The following are instructions on how to change Canon HV30 camcorder from HD to standard definition:

1. Press the "Func." button. (located next to the "start/stop" button)
2. Push up on the "set" button to highlight the menu.
3. Press in the "set" button to select the menu.
4. Scroll down to "Rec/In Setup". (second from the top of the list)
5. Select "HD Standard". (first one on the list)
6. Select "DV(Normal)". (bottom of the list)
7. Exit menu by selecting "Return". (bottom of the list)

The undersigned agrees to...

1. keep the camcorder as clean and dry as possible.
2. return the camcorder in the same state as received.
3. return all accessories.
4. report any damage incurred.
5. return the camcorder on the date agreed upon during checkout.

