A/V Studio and Equipment

General information and how-to guides for the A/V equipment available for checkout at the IT Help Desk.

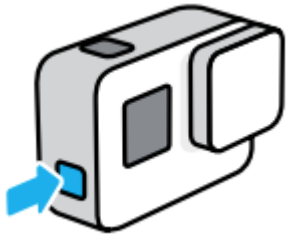
- GoPro HERO7 User Guide
- Remote Teaching & A/V Recording Equipment List
- GoPro Gimbal (Feiyu WG2X)
- Transferring Media and Clearing SD Cards

GoPro HERO7 User Guide

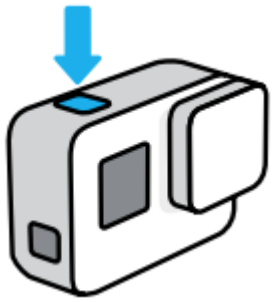
To view GoPro's complete user manual for the HERO7, click this link.

Recording Video

1. Power on the GoPro
    1. Press the Mode button the the right side of the camera



2. Ensure you are in video mode
    1. Swipe the touch screen until you see Video
3. Set up the GoPro on a tripod, gimbal, or head/chest mount
4. Press the shutter button to begin recording



5. When you are finished recording, press the shutter button again.

Recommended Settings

- Resolution: **2.7K**
- FPS: **60**
- Aspect Ratio: **16:9**
- Field of View: **Linear**

****NOTE**: IT will setup the GoPro with these settings, if you wish to change them you may do so, but please change them back.**

Changing Video Settings

1. Tap the settings on the touch screen



2. Change individual setting by tapping on them and selecting the new setting



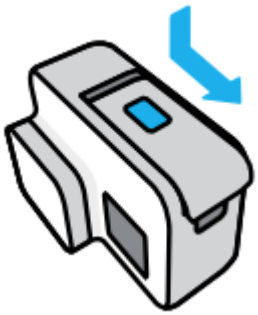
Downloading Videos to Your Computer

Using the Quik Desktop App

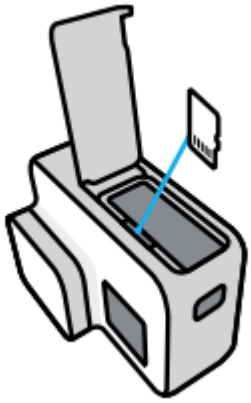
1. Download and install the Quik desktop app from gopro.com/apps.
2. Connect your camera to your computer using a USB-C cable
3. Power on your camera and follow the on-screen instructions in the Quik app.

Transferring Directly From the SD Card

1. Remove the SD card from your camera.
    1. Power off the GoPro
    2. Hold down the latch release button and slide door open



3. Eject the SD card by pressing it into the slot to release



2. Insert the card into an SD card reader or adapter.
3. Plug the card reader into your computer’s USB port or insert the adapter into the SD card slot.
4. Copy the files to your computer.

Remote Teaching & A/V Recording Equipment List

For Checkout:

For information regarding check-out/in of the following equipment, visit this KB page.

Cameras and Camera Kits

GoPro Kit #1 and #2 - Product page

- GoPro Hero 7
  - User Manual
- Dual Battery Charger w/ 2 Batteries
  - User Manual
- 64GB Micro SD Card
- GoPro Tripod Mount - Product Page



- **Panasonic LUMIX Video Camera Kit #1** (Available for use in the A/V Studio - see details below)
  - Panasonic LUMIX GH5 - Product Page
    - User Manual
  - Rode Mic - Product Page
  - Rode Mic DeadCat - Product page
  - Rode Mic Case - Product Page
  - 2 Batteries and Charger - Product Page
  - 32GB SD Card - Product Page
  - Lightweight Full Size Tripod (black)



- **Insta360 Kit #1**
  - Insta360 ONE X Camera
    - User Manual and Tutorials



Panasonic Video Camera Kit #2

- Panasonic HC-X90 video camera
- Flash shoe mic mount adapter
- 2 x batteries
- Battery charger
- Data transfer cabl32GB SD card



GoPro Accessories

- **GoPro Adventure Kit** - Product Page
  - Floating Hand Grip
  - Head Mount
  - Hat Clip



- **GoPro Dive Super Suit (Dive Housing)** - Product Page
  - User Guide



- **GoPro Chesty Chest Mount #1 -** Product Page



- **GoPro Basic Chest Mount #2 -** Product Page



- **GoPro Basic Head Strap Mount #1 -** Product Page



- **Gimbal Kit #1 (for GoPro)** - Product Page
  - Quick Start Guide
  - Video Tutorials
  - MLML KB Info Page



- **GoPro Wireless Lapel Mic Kit #1**
  - GoPro 3.5mm Mic Adapter - Product Page
  - Wireless Lapel Mic - Product Page
  - Windscreen for Lapel Mic - Product Page



Recording Accessories

- **Smartphone Clamp and Tripod Kit #1**
  - GorillaPod - 12” - Product Page
  - Smartphone Clamp - Product Page



- **Smartphone/Tablet Clamp and Tripod Kit #2**
  - GorillaPod - 12” - Product Page
  - Smartphone Clamp - Product Page
  - iPad/Tablet Clamp - Product Page



- **USB wireless lapel mic #1**
  - Wireless Lapel Mic - Product Page
  - Windscreen for lapel mic - Product Page



- **Tripod #1**
  - Full Size Tripod



- **Tripod #2**
  - Full Size Tripod



- **Green Screen Kit #1** - Product Page
- **Green Screen Kit #2** - Product Page
- **Wired Mic Kit #1**
  - Lapel Mic - Product Page
  - Windscreen for Lapel Mic - Product Page
  - 25ft Extension Cable - Product Page



- **Voice Amplifier Kit**
  - WinBridge S92 Portable Voice Amplifier - Product Page
  - WinBridge Portable Voice Amplifier case - Product Page
  - Lapel Mic - Product Page
  - Windscreen For Lapel Mic - Product Page



iPads and Accessories

- **iPad and Apple Pencil #1 and #2**
  - iPad (7th Gen)
    - User Manual
  - Apple Pencil (1st Gen)
    - Quick Start Guide
    - Tips and Troubleshooting



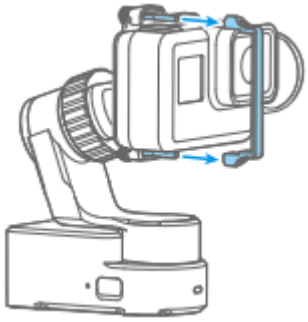
GoPro Gimbal (Feiyu WG2X)

The Feiyu WG2X gimbal is compatible with the GoPro HERO7 and makes shooting stable and smooth videos extremely easy. Simply mount the GoPro, turn on the gimbal, and begin filming.

For more information and video tutorials, visit the Feiyu Tech Website.

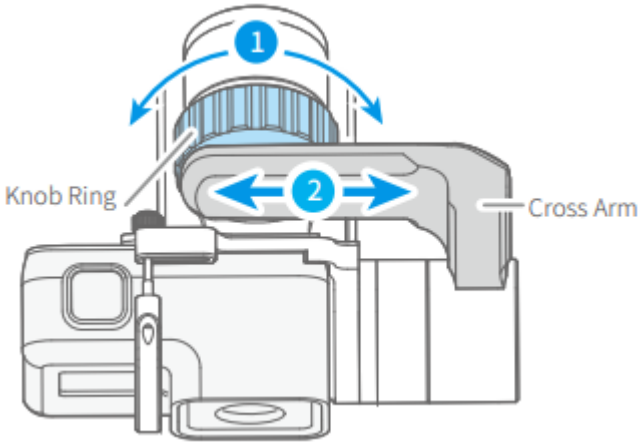
Mount the Camera

1. Place the camera against the mounting plate.
2. Place the retainer bar over the camera in line with the screws and tighten



Balance the Gimbal

1. Prior to turning on the gimbal, loosen the knob ring.
2. Adjust the position of the cross arm right or left, so the camera is balanced.
3. Tighten the knob ring.



Power on the Gimbal

1. To turn on the gimbal, press and hold the button on the base of the gimbal until the green light turns on.

Transferring Media and Clearing SD Cards

After using any of IT's cameras for recording class content it is important to transfer the media to your personal computer and clear the SD card for future users.

> **IT is not responsible for and cannot help with SD card media recovery.** Please ensure that you transfer all media you wish to keep to your computer before clearing and returning SD cards.

> Please ensure that your Computer Backups are functioning and up-to-date.

Panasonic LUMIX GH5

Media transfer

Windows 10:

1. While the camera is powered on, connect your computer to the camera using the supplied USB cable.
2. The camera's display will prompt you to choose a USB mode. Select **PictBridge(PTP).**
3. Open the **File Explorer** application and navigate to **This PC** on your computer.
4. Open the **DC-GH5 > SD1** folder.
5. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
6. Once the media is copied to your computer, unplug the camera from the computer.
7. Remove all media from the camera using the "Clearing the SD card" procedure below.

macOS:

1. While the camera is powered on, connect your computer to the camera using the supplied USB cable.
2. The camera's display will prompt you to choose a USB mode. Select **PictBridge(PTP).**
3. Open the **Image Capture** application on your computer.
4. Select **DC-GH5** under **Devices.**

5. Set **Import To** to the Pictures folder (or wherever else you would like).
    - We recommend selecting **Make subfolders per camera** from the same list in order to avoid cluttering your destination folder.
6. Click **Import All.**
7. Once the media is copied to your computer, unplug the camera from the computer.
8. Remove all media from the camera using the "Clearing the SD card" procedure below.

Clearing the SD card

1. Enter **Playback Mode** (Press **Menu** >)
2. Press the **trash can icon.**
3. Select **Delete All** and press **Menu/Set.**

GoPro HERO7

Media transfer

Windows 10:

1. While the GoPro is powered on, connect your computer to the GoPro using the supplied USB cable.
2. Open the **File Explorer** application and navigate to **This PC** on your computer.
3. Open the **GOPRO HERO7** folder.
4. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
5. Once the media is copied to your computer, unplug the GoPro from your computer.
6. Remove all media from the camera using the "Clearing the SD card" procedure below.

macOS:

1. While the GoPro is powered on, connect your computer to the GoPro using the supplied USB cable.
2. Open the **Image Capture** application on your computer.
3. Select **GOPRO HERO7** under **Devices.**
4. Set **Import To** to the Pictures folder (or wherever else you would like).
    - We recommend selecting **Make subfolders per camera** from the same list in order to avoid cluttering your destination folder.
5. Click **Import All.**
6. Once the media is copied to your computer, unplug the GoPro from your computer.
7. Remove all media from the GoPro using the "Clearing the SD card" procedure below.

Clearing the SD card

1. Power on the GoPro and **swipe up** on the touch screen to enter playback mode.
2. Tap the **set of squares** in the upper right corner.
3. Tap the **checkbox** in the upper right corner, then tap it again.
4. Tap the **garbage can** to delete all files.

Insta360 ONE X

Windows and macOS:

1. While the Insta360 is powered on, connect your computer to the Insta360 using the supplied USB cable.
2. Open **Finder** or **File Explorer**. The Insta360 will appear as if it were an SD card or a USB flash drive.
3. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
4. Once the media is copied to your computer, delete the contents of the **DCIM** folder.