**CANON XF705**

Cheat Sheet

After you’ve set up the camera on the tripod (locking it down), flipped open the LCD screen, opened the cover on the lens and made sure the Key Lock button underneath the handle is set to unlock:

* Insert Canon battery in back of camera: hold the battery with the writing facing you and the arrow pointing down. Gently slide the battery in at the top of the battery box and then slide down.
* Turn the camera on: slide the power switch on the left side of the camera from “Off” to “On.”
* Insert an SD memory card into the side of the camera: open the cover and insert the card into Slot A. Follow the diagram on the camera, inserting the card with the writing facing you and the notched side down. If the card resists, turn it over. Don’t force the card into the slot. Close the cover.
* If the card is new you need to initialize it:
* Menu(to the left of the battery slot)🡪Recording/Media Setup🡪Initialize Media🡪SD Card A🡪OK
* This is also the way you erase the card when you’ve finished the story. (You should always erase you card after you finish editing the last story and before you head out on the next story.)
* To eject the card after shooting: make sure you’re not recording🡪open the cover and wait for the light to turn off🡪push the card.
* Record Settings:
* Make sure the following indicators are listed near the top right of LCD screen or viewfinder:

59.94P

YCC 420 8bit

1920x1080

XF-AVC

* If you do not see these settings or anything else displayed on the viewfinder, click on the DISP button to the left of the battery slot.
* If your camera is not on these settings, there are two options to reset them:
1. Menu (to the left of the battery slot) and then use the SET toggle button on the top of the camera to navigate to
	1. Recording/Media Setup🡪Record Format🡪XF-AVC
	2. Recording/Media Setup🡪System Frequency🡪59.94Hz
	3. Recording/Media Setup🡪Recording mode🡪Normal
	4. Recording/Media Setup🡪Frame Rate🡪59.94P
	5. Press Menu again to exit
2. Insert the SD card with the camera settings into Slot B. Menu🡪System Setup🡪1🡪Transfer Menu CP🡪Load🡪From SD Card B🡪OK
	1. Press Menu again to exit

\*To copy the camera settings onto your SD card: Insert the SD card with the camera settings into Slot B. Menu🡪System Setup🡪1🡪Transfer Menu CP🡪Save🡪To SD Card B🡪OK

* Video:
* A few first steps:
	1. Make sure the GAIN (silver toggle on left side of the camera) is set to “L.”
	2. Make sure SHUTTER (black switch on left side of the camera) is set to Off.
	3. Make sure AGC (slide switch on the left side of the camera) is set to Off.
* Remember **I-N-W-F**
* **I**RIS-**N**D FILTER-**W**HITE BALANCE-**F**OCUS
* “**I N**ever **W**ill **F**ail” if I do these in this order
* Slide Full Auto button on left side of camera to “Off”
* Slide Infrared button on left side of camera to “Off”
* Iris: sets exposure/how much light enters the camera
* ND: stands for Neutral Density filter; acts like sunglasses in bright conditions
	1. Slide the Iris button on the left side of the camera to A (auto).
	2. Look at the bottom middle of the LCD Screen to see if the ND signal is flashing.
	3. If it is flashing, switch the ND filter (+ and - buttons on the left side of the camera) to whatever the camera is flashing. For example, if “ND-” is flashing, push the – button. Once it stops flashing you are on right ND filter.
	4. Push the Zebra button on the left side of the camera until diagonal lines appear on the LCD screen.
	5. Notice how about one-third to one-half of the screen is filled with the lines. This is the within the rage of an ideal Zebra setting.
	6. Now switch the Iris button to M (manual) and adjust your Iris (ring closest to the back of the camera) to fine-tune exposure. Ideally, when shooting an interview, the subject’s forehead and nose should have zebras (the most exposed/brightest parts of the face).



 Courtesy: thedvshow.com

\*If you’re in a hurry, push and hold the “Push Auto Iris” button on the left side of the camera to set the iris quickly.

* White Balance: assures proper colors so reds are red and blues are blue
	1. Turn the AWB (auto white balance) button on the left side of the camera to “Off.”
	2. Make sure the silver toggle switch on the left side of the camera “B/A/Preset” is set to “A.”
	3. Zoom into a white target so it fills up screen. The target should be reflecting the dominant light source in the room.
	4. While looking at the LCD Screen, push and hold the  symbol button next to “B/A/Preset.” Notice how the  A will flash on the bottom left of the LCD screen until the color temperature reading (ie. 4900) is established.
* Focus: keeps pictures sharp
	1. Set the Ring-Rocker button on the left side of the camera to Rocker. This allows you to use the toggle switches to zoom in and out.
	2. Set “Focus” button on left side of camera to “M” (Manual)
	3. Turn on peaking by pushing “Peaking” button on the left side of the camera. “Peak 1” will appear in yellow on the left side of the LCD Screen when Peaking is on.
	4. Zoom all the way in on the subject you want to shoot. Adjust the focus ring (closest to the lens) until the subject turns red. Whatever is in red is in focus. (The red is not being recorded – it will not show up on your video.)

\*If you’re in a hurry, push and hold the “Push AF” button on the left side of the camera to set the focus quickly.

\*In bright sunlight, it’s easier to see using the View Finder. Adjust diopters by sliding the button under the viewfinder until the numbers on the screen are sharp.

* Audio: There are two microphones; one collects natural (nat) sound and one you use for interviews. The interview mic (whether stick or lav or cable or wireless) will always be Input 1 and the nat sound mic is always the internal mic built into the camera and will always be Channels 3 and 4. Natural sound has no input because it’s an internal mic.
	1. On the right side of the camera near the top find Input 1 and set it to Analog and MIC. On the right side of the camera at the back, find Input 2 and set it to Analog and MIC.
	2. On the left side of the camera at the back, open the clear plastic cover. Set CH1 to M. Set CH2 to M and turn the dial to 0(zero).
	3. Plug your microphone (whether it be stick, lav, wireless) into CH1 jack on right side of the camera in front of the hand strap.
	4. Plug your headphones into the headphone jack to the right of the battery slot.
	5. To set audio levels, touch the Audio Status button located between the two dials on the left. Ask the interview subject to count to 10 and adjust the audio dial for CH1 so the horizontal bars on the LCD screen go about two-thirds of the way across. \*Note, you will also see CH3 and CH4 meters moving. That is the natural sound coming through the internal mic. You are only focused on the CH1 levels. Press the Audio Status button to return to LCD display.

\*Note: you can monitor the audio during the interview via the meters on the left of the LCD display.

* 1. If you can’t hear anything, the volume to the headphones may be turned down. To turn it up: Menu🡪Audio Setup🡪5🡪Headphone Volume🡪8. Press menu to exit.

\*Note: turning up the volume to the headphones is not the same as recording at a higher level. Recording levels are set by the dials on the side and monitored with the meters in the LCD screen.

Other Settings Reminders:

* Make sure the GAIN (silver toggle on left side of the camera) is set to “L.”
* Make sure SHUTTER (black switch on left side of the camera) is set to Off.
* Make sure AGC (slide switch on the left side of the camera) is set to Off.

Cage Reminders:

* **Always check the equipment you are given before you leave the Cage area.** You want to know something is missing BEFORE you arrive at your story location. Plan ahead and leave yourself plenty of time to check everything out.
* **You need 3 fully charged batteries.** Two Canon batteries for the camera and one Sony battery for the top light. Check what you are given - actually turn the camera on and find out if they are fully charged. Do this before you leave Newhouse.
* **Check your wireless batteries.** There are few things worse than finding out you can’t do the interview at the moment you’re ready to begin the interview.
* **Make sure the tripod legs are working properly.** Find out what’s broken before you leave Newhouse.
* **Make sure the camera plate** fits in the tripod.

Other Equipment Reminders:

* One 64GB SD card shoots about 140 minutes of HD video at 60MB/s.
* Shooting standups: when you flip the viewfinder around to see yourself, press the mirror button on the back of the LCD screen to invert the image (so you’re not upside down).
* Cover the lens when you’re not shooting
* Make sure the KEY LOCK slider under the handle is set to unlock.
* Always manually focus, don’t use auto focus
* Tripod bubble: Make sure the bubble in the head of the tripod (not the legs section) is in the middle of the black circle by adjusting the tripod head.
* Use ear buds to monitor your audio during interviews. If you must use the headphones provided by Newhouse, be careful not to get tripped up in the long cable as you could pull over the camera and break it. No matter what you use, always monitor your audio. “But the meters were moving” isn’t an excuse for bad audio.
* Top light: you should always try to use natural light (direct sunlight if outside, sunlight through a window if inside) to illuminate your subject. If you can’t or it’s nighttime, use the top light on the camera. You might use the top light to fill in shadows on someone's face or to illuminate a dark-skinned person who's in front of a bright background.
* Top light use: insert the Sony battery into the back of the camera – light pegs go into the battery holes. There are four buttons on the back. Bottom left turns the light on. Bottom right sets the mode: C – color temperature, D – dimmer. In C mode, use the top right plus button to set the color temperature to 56 (whitest light, no brown). In D mode, use the top left minus button and top right plus button to adjust the brightness. Use the barn doors (metal flaps) to narrow or broaden the how the light is cast. Note the barn doors close only one way – top/bottom first, left/right second.
* **NEVER turn your back on or WALK AWAY FROM THE CAMERA**. Not even to walk just a few feet to move something in your shot. These cameras will be stolen if left unattended - guaranteed. They are no longer limited to professional use; people have similar cameras for their personal use. This makes them a target for thieves. If you must leave your equipment in your car unattended, make sure it’s not visible to a passerby. Make sure your car is locked. Overnight, take the equipment into your residence – do not leave it in your car.