Camera Check Out Procedure

In order to use the UB Media Lab digital cameras, you must pass the following check-out test.

The manual PDF is in the Files tab on Sakai. Please refer to pg 10-18 and pg 32-64 before taking the test.

1. Sign and Turn in the Media Lab Contract. Give it to the lab assistant when you take the check out test.
   a. Make an appointment to work with a lab assistant. The sign up sheets are outside the Media Lab LAP206. You will need approximately 30 minutes to complete the test. Sign up under DC1 or DC2.
   b. Sign Up Procedure: Write your first and last name, in pencil, next to the time in the open white blocks on the page on the appropriate sign up sheet. Each piece of equipment has its own sheet. If you need more than the 30 minute block, draw a line through the next 30-minute block.

2. If you are unfamiliar with the equipment and feel you need more training before taking the test, sign up under the appropriate camera and work with the lab assistant for as long as you need.
   a. You may not take the test on the same day as your training session.

3. You’ll be asked to do the following things:
   1. Put card into Camera
   2. Put Battery in the camera.
   3. Turn the Camera on
   4. Set the Camera to record RAW images
   5. Set the camera for an appropriate exposure in the Manual mode at 400 ISO. (If you don’t have enough light, find an appropriate ISO).
   6. Set the camera for focusing on the right side of the frame.
   7. Set the Focus to Auto.
   8. Turn the Lens Stabilizer on.
   9. Set the White Balance on Auto.
   10. Shoot a few images (making sure your settings are correct and you’re purposely using the right of frame focus).
   11. Remove the card and download the images.
12. Replace the card.
13. Plug battery into AC outlet for charging.
14. Email Julie Simon the images (jsimon@ubalt.edu) for grading.

5. The test is Pass/Fail. You need to get 100% to pass. The test can be repeated as many times as necessary.