IT Service Center Loaner Equipment: Canon Vixia HF M52

Supplied Equipment:

(1) One Canon Vixia HF M52 Camcorder

(1) One Shotgun microphone

(1) One Microphone Stand

(1) One Charging Cable

(1) One USB Cable

(2) Two mini Tripods

Storage

The Canon Vixia HF M52 comes with 32GB of built-in memory. However if you prefer to use your own SD card, the camcorder comes with one additional SD/SDHC/SDXC memory card slot.

Part Names and Functions

Left Side:
1 -- POWER On/Off Button
2 -- Camera/Play Button: to switch the camera between recording and playback modes
3 -- HOME Button
4 -- USB terminal

Back Side

5 -- Charging Terminal
6 -- START/STOP Recording button

Charging the Battery

Attach the battery pack to the back of the camera using the arrows as guides. Then plug the power adaptor into an outlet. Plug the other end of the power adaptor into the camcorder’s DC IN terminal located on the
bottom right side under the strap. The [POWER/CHR] will turn red when charging has started and will turn off when charging has finished. To eject the battery, push to left the Battery Release panel on the left side of the camcorder.

*Note:* If the battery won’t charge or if it won’t last for more than an hour, return the battery to the IT Service Center to replace it for another.

**Opening the Lens Cover**

The lens cover opens up automatically when the camcorder is turned on. To turn the camcorder on, press the POWER button on the top left side of the camcorder. The ON/OFF (CHG) light will turn green. Closing the LCD screen will also close the lens cover automatically, but it will not, however, turn the camcorder off. The ON/OFF light will turn orange, and to turn the camcorder off, press the POWER button. The light will then turn off completely.

**Menus & Settings**

Below are the settings that we would recommend for easy recording with the best results. These can be accessed by pressing the [HOME] button on the left side of the camera’s body. The [HOME] menu is the gateway to most of the camcorder’s functions and settings. With the camcorder in **recording mode**, the following control buttons will appear.

![Main Functions](image)

**[Main Functions]**

The LCD screen is multitouch and pressure sensitive, and all navigation can be done using your fingers. Press “Main Functions” to work with the following settings.
Rec. Programs

- Setting the camcorder to **Programmed AE** would give you manual control of the audio. Though this mode gives the most control of the remaining settings, not including shutter speed and aperture, those can be left in an automatic mode.

Mic Level

- If you are using external audio inputs, setting the mic level to **manual** would put you in control of audio levels.

[Recording Standard]

Press the [HOME] button again to access the “**Recording Standard**” menu. We recommend setting the camcorder’s recording mode to **AVCHD** for versatile video recording with better quality footage.

[Other Settings]

To access the other settings, press [HOME] and then press “**Other Settings**.”

- Under the **first panel**, which has the camcorder icon, scroll down to “Face Detection & Tracking.” You can turn this setting **off** if it will be
a distraction while you are recording. 

- Also under this first panel, keep scrolling down to access “Image Stabilizer.” You can choose between Dynamic, Standard, and Off when using a tripod.

- Under the second panel, you can adjust the “Recording Mode.” We recommend setting it to FXP. This allows for better movie quality with the recording time available.

- Also under the second panel, you can adjust the camcorder’s “Frame Rate.” We recommend setting it to 60i.

- Under the third panel, which has the tool icon, scroll down to “Power Saving Mode.” Here you can turn the “Auto Power Off” setting off if you want to stop the camcorder from turning off after a set amount of time.

### Additional Functions

**Video Playback on Camcorder**

Press the [PLAY] button on the side of the camera body to switch between recording to playback mode.

**Zoom Lever**

Located on the top of the camera. Move the zoom lever towards (W) for wide angle shots and (T) for telephoto shots.

### Exporting Media to Computer

To begin exporting media, that camera has to be in playback mode. Connect the camera to the computer using the supplied USB cable. It should appear on your computer the same as a USB flash drive. If you are using video editing software, you should be able to directly import from the camera using the software's “import” functionality; otherwise, drag and drop the files to the desired location on the computer.