IT Service Center Loaner Equipment: Canon Vixia HF R42

Supplied Equipment:

(1) One Canon Vixia HF R42 Camcorder

(1) One Shotgun microphone

(1) One Charging Cable

(1) One USB Cable

(2) Two mini Tripods

Storage

The Canon Vixia HF R42 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 -- ON/OFF button
2 -- Playback Mode button
3 -- Memory Card slot cover
4 -- USB terminal

**Right Side:**
5 -- START/STOP button
6 -- Lens Cover switch

**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, slide over the Battery Release panel on the bottom of the camcorder.

The camera automatically turns on when the LCD screen is opened and turns off when it is shut. You can also press [ON/OFF] to turn the camcorder off.

*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**

Before you start recording, open the lens cover. The switch for the lens cover is on the right of the camera. To open, slide the switch down to the open mouth PacMan symbol. Be sure to close the lens cover when you have finished recording.

**Menus & Settings**

These are the settings that we would recommend for easy recording with the best results. Many of these can be adjusted from the menus in the camcorder’s *Home Menu*. To access the home menu, touch the little house icon on the top left corner of the camcorder’s LCD screen. The LCD screen is multitouch, and all navigation can be done using your fingers. The menus that appear depend on whether the camera is in recording mode or playback mode.

When in recording mode, the first icon will be for the “Recording Programs.”

*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.

**Recording Setup**

- Scroll to the left once to access the **Recording Setup** menu. Once there, select “Movie Format,” and we suggest setting it to **AVCHD**. This format allows for uncompressed HD recording and playback. Press the back button to save changes. Next select “Video Quality” and set to **FXP**. Press the back button to save.

**Main Functions**

- Scroll to the right once to access the **Main Functions** menu. Scroll down until you reach “Mic Level.” Set to **Manual** to manually control the audio input levels.
- Under the **Main Functions** menu, scroll down to “Zoom Type.” You can set this to **32x Optical**. Higher settings would result in pixelization while zooming.

**Other Settings**
Scroll all the way to the left to access the Other Settings menu. 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. You can do the same for “Flicker Reduction.”

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

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 from 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.
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