

You will need:

a late model iPhone or other digital camera
camera tripod

SET UP THE TRI-POD

Fully extend the legs of the tripod and setup at the line mark just near the rear seats - in the center aisle. Be sure to spread the legs out completely for a firm stance. Attach the pistol grip floating mount by screwing it onto the riser bar. Attach the camera mount plate by sliding it onto the top of the pistol grip and locking with the side thumbscrew. If you'll be using a digital camera instead of an iPhone, you'll need to use the other mounting plate in the tripod bag pocket. [Occasionally, you may need to tighten some of the leg clamps. A hex tool for this purpose can also be found in the tripod bag. Do not over tighten!]

SET UP THE CAMERA

First, go to the iPhone SETTINGS and put the phone in Airplane mode. This will prevent any incoming calls from disrupting the recording.

Also, mute the iPhone by flipping the mute switch to the silent position.

Insert your iPhone (landscape mode... lengthwise, not up and down) into the camera clamp. Best if your iPhone is wearing a thin protective case. Larger cases may have to be removed.

Center the iPhone and gently tighten the clamp until it hold the camera securely.

Power on the iPhone and launch the CAMERA app. Choose VIDEO in the app.

FRAME THE SHOT

Once in video mode, adjust the camera's height using the tripod riser bar - and angle using the pistol-grip floating mount. You want to try to square the shot (make your camera perpendicular to the subject material).

Now, using the pinch gesture (forefinger and thumb) on the iPhone touch screen, frame the shot. Zoom in or out until you capture all of the projector screen as backdrop... and the pastor from about the waist up. You may need to readjust the camera height with the riser bar.

When framing the shot, you want to use the black curtains as your mat. In other words, avoid capturing any details above the projector screen and curtains. Same goes for anything left and right of your central image: the pastor & the projector screen. You should have black to both the left and right.

FOCUS

Once the pastor arrives at the podium, you should attempt to apply focus-lock to the pastor's face. This is a challenge because he moves a lot. Take your forefinger and press iPhone touch screen right on the pastor's face. Hold your finger there (and hope he stays still long enough) until focus lock is engaged. Then, release your finger.

From there, the camera focus will track his face wherever he moves. Note also he has a tendency to move slightly more to your left (his right of the podium). You may need to use the pistol grip floating mount to orient the shot a bit more left to avoid him leaving the frame.

START RECORDING

Press the RED record button to start recording. Verify that the digital timer is running. If it is not, you are not recording.

At the conclusion of the sermon, touch the red button on the iPhone display to stop recording. Move the tripod to the rear of the room to clear the congregation aisle.

PULLING THE VIDEO FILE

Connect your iPhone to your Mac with a lightning cable. You can use the Photos app to import the video into your Photos library, but then you will have to export the file again to upload.

Best to use the IMAGE CAPTURE app that comes with the Mac OS. Locate the video and choose IMPORT. Take note of where you are importing the video file to. Easiest to direct it to place the file right on the Mac desktop.

UPLOADING THE FILE

Once you've imported the file, you can upload it to the box.com location you've been given. If you have a slow internet connection, this will take quite some time. It may be a process you want to start before you go to bed and let run overnight.

If you will be completing post-production of the sermon video (using Final Cut Pro, iMovie, Adobe Premier, etc.), then you will skip posting raw footage to box.com... and instead, you will post the completed file to vimeo.com. Again, uploading can take 1-2 hours... much longer if you have a slow internet connection.