Quick Reference Guide
to the
Canon HG-10
High Definition Hard Disk Camcorder

Please remember to **TRANSFER YOUR FOOTAGE OFF THE CAMERA before returning it to the media lab.** *(See Transferring Footage Instructions)*

The Canon HG-10 is a tapeless camcorder. All footage is recorded onto a hard drive that is built into the camera. This has many advantages, two of which are no more money spent on tapes and a much easier and faster capturing process for editing. However, **you need to be extra careful with the camera because there are no tapes** - any carelessness or harm to the camera will not only damage the camera (and cost you money) but also destroy all your footage. **You will also need to be very diligent with keeping back up copies of your footage files on your external hard drives and/or DVDs.**

**Files are easier to be misplaced and corrupted than tapes are, so please be smart about your recording and be organized with your files!** *(Please see the Transferring Footage Instructions for more information.)*
Canon HG-10
Item List

1. Case (with a shoulder strap)
2. Camera (with a shoulder strap)
3. 2 Batteries
4. AC Power Adapter (with cord)
5. Remote Controller
6. XLR-mini Cable
7. USB2 Cable

(Please make it sure to check out the following items with Canon HG-10.)
8. HD Camera Quick Reference Guide (Manual Included)
9. #6 Tripod
# Table of Content

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canon HG-10 Item List</strong></td>
<td>P. 2</td>
</tr>
<tr>
<td><strong>TOUR OF THE CAMERA</strong></td>
<td>P. 4</td>
</tr>
<tr>
<td><strong>ON THE TOP OF THE CAMERA</strong></td>
<td>P. 5</td>
</tr>
<tr>
<td><strong>THE BACK OF THE CAMERA</strong></td>
<td>P. 6</td>
</tr>
<tr>
<td><strong>POWER SWITCH</strong></td>
<td>P. 7</td>
</tr>
<tr>
<td><strong>CAMERA MODE &amp; PLAY MODE</strong></td>
<td>P. 7</td>
</tr>
<tr>
<td><strong>NAVIGATION</strong></td>
<td>P. 8</td>
</tr>
<tr>
<td><strong>PLAY MODE</strong></td>
<td>P. 10</td>
</tr>
<tr>
<td><strong>CAMERA MODE</strong></td>
<td>P. 11</td>
</tr>
<tr>
<td><strong>MENU &amp; CONTROLS IN CAMERA MODE</strong></td>
<td>P. 12</td>
</tr>
<tr>
<td><strong>WHITE BALANCE</strong></td>
<td>P. 13</td>
</tr>
<tr>
<td><strong>IMAGE EFFECT &amp; D. EFFECT</strong></td>
<td>P. 14</td>
</tr>
<tr>
<td><strong>CAMERA SETUP</strong></td>
<td>P. 15</td>
</tr>
<tr>
<td><strong>ADJUSTING FOCUS &amp; EXPOSURE</strong></td>
<td>P. 16</td>
</tr>
<tr>
<td><strong>USING HEADPHONES</strong></td>
<td>P. 17</td>
</tr>
<tr>
<td><strong>USING A MICROPHONE</strong></td>
<td>P. 17</td>
</tr>
<tr>
<td><strong>USING THE BATTERIES</strong></td>
<td>P. 18</td>
</tr>
<tr>
<td><strong>CHARGING THE BATTERIES</strong></td>
<td>P. 18</td>
</tr>
<tr>
<td><strong>IMPORTING FOOTAGE</strong></td>
<td>P. 19</td>
</tr>
<tr>
<td><strong>LOG AND TRANSFER IN FINAL CUT</strong></td>
<td>P. 20</td>
</tr>
</tbody>
</table>
TOUR OF THE CAMERA

The **LCD screen** is on the left side of the camcorder, open it by pulling gently on the grip on the end of the screen. The LCD can tilt and swivel to adjust the viewing angle.

On the inside of the LCD screen there is the **USB port (A)** for plugging the camcorder into the computer. (See Transferring Footage instructions.) Also, there is a tiny door that can open to accept a **mini-SD card (3 & 4)** – this is only used for taking still images with camera.

**Inserting and Removing a Memory Card**

1. Turn off the camcorder
2. Open the LCD panel.
3. Open the memory card slot cover.
4. Insert the memory card with the label facing up, all the way into the slot until it clicks.
5. Close the cover.
ON THE TOP OF THE CAMERA

**Quick Start** – when this button is pressed the camcorder will go to sleep, it will still be ON but in a stand-by mode that uses less power. When pressed again it will come back ON and be ready for shooting.

**DISP.** – This button will remove all the onscreen icons from the LCD screen to provide an unhindered view of the screen. Pressing it again will return all the onscreen icons.

*The blue printer button* is for printing still images directly from the camera. **IGNORE THIS BUTTON.**

**P/AUTO** – When it is in “AUTO” position the entire camera will be in automatic mode, you will not be able to use any manual settings. It is recommend to leave it in the “P” position so that you’ll have manual control over the camcorder’s features.

**Zoom Toggle** - This is a variable speed zoom, so the harder you press on the button the faster the camera will zoom. Likewise the softer you press, the slower the camera will zoom. (This feature can be turned off in the **MENU**.)

**PHOTO** – This button will not work unless you have a mini-SD card in the camera. It is used only to take still images with the camera.

Underneath the viewfinder there is a small slider that will adjust the focus of the viewfinder. (This does not effect the focus of the camera’s lens, only the viewfinder.)
THE BACK OF THE CAMERA

Under the power/mode selection dial there is a small switch with a picture of a video camera and a still camera. Leave it in the top (video camera) mode to record video. The bottom (photo) mode is only for taking photos and you’ll need a mini-SD card. *(The photo features of this camera are not covered in this guide.)*

The oval shaped button is the **RECORD START/STOP** button.

Below the record button is the **AC Adapter port**. To operate the camera using AC power, plug one end into here and the other into a wall outlet.
POWER SWITCH

The power switch (mode dial) is at the rear of the camera to the right of the viewfinder.

To Turn On The Camcorder

Hold the small grey lock button pressed down and turn the dial from OFF to ON. This will power the camera ON. The camera will beep and a light will come on.

CAMERA MODE & PLAY MODE

Turn the dial toward MODE and release.
Green light - PLAY indicator
Red light - CAMERA indicator

Use CAMERA mode to record new footage and PLAY mode to review your footage.

To Turn The Camcorder Off

Turn the power switch (mode dial) back to OFF and the camera will shut down.
NAVIGATION

All movement between menus (in both CAMERA and PLAY modes) is controlled by the SET dial, arrow buttons (Up, Down, Left, Right), which is on the left side of the LCD screen.

Navigating the MENU

△ (Up) and ▼ (Down) arrows to select the sub-menu.

◁ (Left) and ▷ (Right) arrows to access each sub-menu’s options. (or) to adjust the settings of some features.

SET will open a submenu (or) turn a feature ON or OFF.

Press FUNC to view MENU then press “SET” button to navigate within the MENU. Use UP and Down arrow buttons to change submenus.

When the camcorder is set on PLAY mode there are five submenus within the MENU.

1. HDD Operations
2. Display Setup
3. System Setup
4. Date/Time Setup (Ignore this menu)
5. Close
1. HDD Operations
From this submenu you can see how much space is being used on the hard disk and how much is available. You can initialize (Erase) the camera’s drive. If you do this it will erase all footage on the camera – So BE CAREFUL! (You don’t need to initialize the drive, the Media Lab will take care of that for you.)

• ALWAYS LEAVE THE DROP SENSOR ON! (It is the camera’s safety feature and needs to be on all the time.)

2. Display Setup (Ignore this menu)

3. SYSTEM SETUP
The only features that you need to be concerned with in this sub-menu is SPEAKER VOLUME and AV/PHONES.

SPEAKER VOL.
Press SET to change the volume. A large volume bar will appear. Press the right and left arrows to raise or lower the camera’s volume. This volume is the playback and/or headphone volume, not the recording volume.

AV/PHONES
This allows you to switch between AV output (TV) and Phones output (Headphones). Make sure this is set to PHONES so you can monitor your recording. If you hear a buzzing sound when you plug in headphones, that means the port is set to AV and you need to go into the menu and change it to PHONES.

4. Date/Time Setup (Ignore this menu)

5. Close
Press “SET” to exit the MENU.

You can also press the “FUNC.” button to exit and return to the playback screen.
PLAY MODE

• In PLAY MODE you can view the footage.
• This menu acts just like the menu of a DVD.
• The SET control wheel on the left side of the LCD screen is the main navigation control for the camera.
• Turn the outer dial to flip through the “pages” of your footage or press the arrows to move through the clips one by one in the PLAY menu.
• An orange border will appear around a selected clip and a white circle icon will briefly appear on the clip’s thumbnail image.
• To play the selected clip, press the SET button or the START/PAUSE button.
• TheREW, FFWD, START/PAUSE & STOP buttons at the bottom of the LCD screen work the same as a DVD player.
• The STOP button will return to the PLAY menu.

The FUNC. button will bring up four icons at the bottom of the LCD screen.

Add to Playlist
Ignore this option; it is only useful when playing back selected clips on a TV.

Delete
To delete the selected clip then press the SET button. A window will appear with the three choices, Delete All Scenes, Delete One Scene or Cancel. If you choose to delete clip it will prompt you one last time to delete the clip also from the playlist, select Yes. The it will erase the clip – MAKE SURE NOT TO MOVE THE CAMERA DURING THIS PROCESS!

Select Date
Ignore this option.

MENU
Press SET to open the menu.
CAMERA MODE

When you turn on the camcorder or switch into CAMERA mode, the built-in lens cap will automatically open. Please keep fingers and objects away from the lens.

*IMPORTANT NOTE* – When recording with a hard drive camera keep track of how much time you have left to record. In the upper right corner of the LCD screen below the time code display is a display that reads “HDD_h__m” this is how much time there is left on the hard drive for recording footage. If you run out of space you’ll have to either transfer your footage off the camera and delete the clips or if you’re not near a computer then you’ll have to delete unwanted clips while in the field to make room for more. The camera works same as a digital still camera.
MENU & CONTROLS
IN CAMERA MODE

Below the LCD screen there are five buttons. The four buttons next to **FUNC.** have two levels of labeling – the top **REW, FFWD, PLAY/PAUSE & STOP** are only active in **PLAY** mode.

**W & T** – these buttons are another way to zoom the camera in and out. This is not a variable control zoom so it always zooms in and out at the same speed. (See notes on the Zoom Toggle button.)

**START/STOP** – this is another way to start and stop recording.

**BLC** – This button activates an automatic back light adjustment setting. It may or may not be a useful way to additionally control the exposure. It is for the situation when you are shooting a subject with an unusually bright backlight. (It is not recommended over adjusting the exposure manually.)

**FUNC.** – this button brings up an onscreen menu.

**P**: Program AE – This sub-menu allows you to switch between video capturing modes. Each mode has different options. (See the manual for more details.) *We recommend using “P” mode.*
**WHITE BALANCE**

There are several automatic white balance settings, however we recommend always using the manual white balance feature. (The manual option is the last option all the way to the right in the white balance sub-menu. It looks like two small hollow triangles with a solid white rectangle above.)

*You need to white balance your camera every time you begin to shoot. You’ll need to repeat this process every time the lighting changes during your shoot. Especially when you move from indoor to outdoor shooting. You may notice sometimes that a white object in your shot appears yellow or blue. This means you need to white balance your image.*

*When you white balance you’re telling the camera what is white so it can adjust all the other colors in the shot so that they appear correctly on the video. The best way to white balance is to have someone hold a white piece of paper or poster board and then zoom the camera into that and follow the instructions below.*

*An empty white wall and or a blank white shirt will work as well. Just make sure to have no other color in the viewfinder while doing this process and never white balance off of a highlighted area. That means never use a shiny object or something that is reflecting the sun or another light source as your white balance object.*

**INSTRUCTIONS:**

- Zoom the camera into a piece of white paper, a white wall or something similar. Make sure that no other color can be seen in the viewfinder.
- Choose **SET EVAL. WB** in the white balance sub-menu.
- Press and hold the **SET** button.
- The **White Balance Symbol** will blink several times and then go solid.
- Release the **SET** button.
- You should notice that the colors in the LCD screen have adjusted themselves.
- When you zoom out the colors should look correct. If not you’ll have to repeat the procedure.
**IMAGE EFFECT & D. EFFECT**

These are sub-menus that you *should not use* – leave these **OFF**, all of these effects can be completed easily in **Final Cut**.

In the next submenu you can select the quality of the HD video you’re shooting.

**ALWAYS** use **HXP** (15mbps) or **XP** (9mbps) quality! The levels of quality give you different amounts of recording time.

HXP = 5hr 30min of Recording Time.  
XP = 9hr 30min of Recording Time.  
*(See the manual for more information.)*

**STILL I. REC** – Leave this feature **OFF**.

**MENU** – This sub-menu option brings up the full MENU for CAMERA mode.
CAMERA SETUP

1. Press “Func.” (under Camera mode)
2. Press “Set” (MENU is selected as default)
3. Navigate the following items

A. SL SHUTTER - ON

D. ZOOM – OFF

ZOOM SPEED – VAR

AF MODE – I.AF

*FOCUS ASSIST – OFF (This feature meant well, but turns out to be really annoying make sure it’s OFF.)

IMG STAB – ON

*FRAME RATE – 60i (This is very important! Keep your recording at 60i which is 30fps, only record at 24p if you’re prepared to edit in 24p and if all your footage is in 24p. Please note that this 24p is not the same as professional quality 24p.)

SELF TIMER – OFF

WIND SCREEN – A
ADJUSTING FOCUS & EXPOSURE

On Camera Mode, press SET - onscreen menu will appear in the lower right corner of the LCD screen.

• The left arrow will switch the camera into PLAY mode. The right arrow will turn on the camera’s built-in light. (Don’t use.) The down arrow will go to the NEXT screen.

EXP is the next screen.

• Press the up arrow just once to activate Manual mode. (By default the + & - controls will be greyed out because it is by default in automatic mode.)
• A bar will appear at the top of the LCD screen with + & - numbers to show you how you are adjusting the exposure.
• Press the right arrow to lighten the exposure.
• Press the left arrow to darken the exposure.
• Once you’re done adjusting the exposure, Press the down arrow to go to the NEXT screen.

FOCUS is the next screen.

• Press the up arrow just once to activate Manual mode. (By default the + & - controls will be greyed out because it is by default in automatic mode.)
• The “I.AF” in the LCD screen will become a “MF” when you’re in manual focus mode.
• Press the left and right arrows to adjust the focus.

  Remember; to achieve the best focus, zoom in to a detail then focus the camera, then zoom out and everything will be in focus.

• Pressing the down arrow again (when you’re done with focusing) will take you back to the first menu.
• Press SET to exit this menu.
USING HEADPHONES

• On the right side of the camera (opposite the LCD) there is a hidden plastic panel. Gently remove the plastic covering labeled “HDMI” – There are three ports inside.
• Ignore the top and bottom port, they are used for hooking the camera up to a TV.
• The middle yellow port is the AV/Headphone jack – plug the headphones plug into this jack. (See Menu instructions for switching between AV and Headphones and also adjusting the volume.)

USING A MICROPHONE

• On the front of the camera, below the lens on the LCD side of the camera there is a small hidden plastic panel.
• Gently remove the plastic panel labeled “MIC” to reveal the microphone jack.
• This is where you can plug in an external microphone.
• (The Canon HG-10 has no manual audio controls – so you can not adjust the audio levels, the camera automatically manages them.)
USING THE BATTERIES

• The battery goes into the back of the camera.
• Turn the camera upside down and slide the plastic lock out of the way.
• Line up the arrows and slide the battery into place.
• The plastic lock will snap into place under the battery.

CHARGING THE BATTERIES

To charge the battery, insert a battery to the camera and plug the camera into the wall using the AC adapter. A light will blink while it’s charging and stop blinking when the charging process is complete.
IMPORTING FOOTAGE

1. Plug the camera into the wall using the AC adapter, then connect the camera to the computer using the USB 2 Cable.

2. Turn the power on - DO NOT unplug the cable until properly ejected (like a hard drive) - then change the camera to “PLAY” mode. CANON_HDD icon will appear on the desktop.

3. Drag the “AVCHD” folder in the CANON_HDD folder (double-click to open) to the desktop, then burn it onto a DVD. “AVCHD” folder contains the footage in compressed form. It is like having a tape as a backup.

3. When you are finished using the camera: Drag the “CANON_HDD” icon to the trash, or click the eject icon next to the drive’s name in a finder window. When the drive is no longer on the desktop, Turn OFF the camera.

Plan your check-in time accordingly - your transfer and/or backup to DVD time should be included in your sign up period.

These are the only steps that you have to do before returning the camera - you can “Log and Transfer” in FinalCut Pro from the DVD.
LOG AND TRANSFER IN
FINAL CUT PRO

1. Open Final Cut Pro and choose Final Cut Pro > Easy Setup…

2. Choose the following Easy Setup:

   Format: (all formats)
   Use: HDV-Apple ProRes 422 1080p24

   Click “Setup”.

3. Choose File > Log and Transfer…

4. Drag and Drop clips as shown to transfer.

Please note!

iMovie (with the star icon, not the older iMovie HD) will import this footage as well.

Lab assistants will delete the footage from the camera before each checkout, therefore, you do not have to delete the footage from the camera.

You MUST USE an Intel Mac to do the Log and Transfer in Final Cut Pro - all non-Intel Macs have been labeled with a red dot by the name tag.