

Capturing the Sakyong's Teachings for Now & Forever

A New Protocol From Shambhala Media

Over the years Dharma teachings by the Sakyong have been recorded in a haphazard way and on a variety of formats. Sadly, there are also many occasions when he was not recorded at all. Understanding the preciousness of these teachings both for our own practice and study and for the future, Shambhala Media is providing this camera for the sole purpose of recording the Sakyong's teachings. Using this camera will provide continuity in the format in which we record the teaching and a single protocol for centres to follow in making these recordings.

This camera will be sent ahead to the practice center where the Sakyong will be teaching. It is extremely important that the operator take time to become acquainted with the camera and work closely with a sound person to ensure professional excellence in recording the heart teachings of the lineage. It is also important to study these notes thoroughly ahead of time so as to have all the steps in mind when creating and transferring data. When the program is completed, as in an oriyoki practice, the equipment will be carefully packed according to instructions and returned to Shambhala Media, (usually via the Sakyong's continuity kusung, or another designated person), where it will to be quickly processed and sent on to the next venue.

Size may be deceiving. Though small, the Panasonic HDC - TM300 camera is a professional, broadcast-quality high definition camera. It is being supplied ONLY for the purpose of recording the Sakyong's teachings. It is not to be used for any other programs. This equipment is to be treated as if owned by the Sakyong and should be given the same respect that any of his personal property would be accorded.

Material recorded on the camera is the property of the Sakyong and is not to be downloaded by centres for any purpose unless previously arranged with Shambhala Media. This is specifically for the video and is not to be confused with pre-existing protocols for audio recording.

On behalf of future generations we thank you for your help in protecting and preserving the precious teaching of the Shambhala Lineage. May all beings benefit!

Overview of Tapeless Work Flow

1. There is no tape
2. All the information is recorded to digital memory either to the 32 GB internal memory of the camera and/or to a 16 GB SDHC card.
3. Once recorded the material needs to be transferred through an Apple computer to each of the Seagate Free Agent hard drives provided. (Note: Each center hosting the Sakyong is to make an Apple computer available for this purpose.)
4. The capture files are to be transferred for redundancy to BOTH of the provided hard drives. In this way the data is mirrored on each drive.
5. IMPORTANT: Each time you download the data you must create a unique folder on the external hard drives which contains the name, date and place of the event captured. Otherwise files show up as “no name” and it becomes difficult to work with the material.
6. Check each hard drive to be sure the transfer is complete on both hard drives by right-clicking and using the ‘Get Info’ link. Compare the size of the two folders – they should be the same. Then and only then can you re-format the card so it’s ready for a fresh recording. (If you do not follow this protocol the data cannot be reconstructed later, and teachings could be lost forever.)
7. To format camera memory & card please review the instructions in the manuals provided.
8. At the end of the program, the two hard drives will contain identical information, with video data and audio files. One hard drive stays in the camera kit. The other hard drive, protected by its case, is given to a designated individual to carry back to Halifax, to Gordon Kidd in Shambhala Archives.
9. At no time should any of this equipment be checked with luggage on an airplane. It should always be carried by hand on board.

Shambhala Media HD package
Package List

- a. Tripod & Case
- b. Blue Hard case
 - i. Black LowePro camera soft case
 - ii. Blue & Black CaseLogic (protective cases)
 - iii. Shoulder strap for soft camera case
 - iv. Black Eagle Creek double zipper case
 - v. Ziplock Bag with Manuals for Camera & tripod

Contents of the Hard Blue Case

Camera Case contents

- c. *One Panasonic HDC-TM300 camera with large battery and tripod plate attached (note lens should be pointed towards soft cloth attached to inside of case)*
- d. *Under Camera below flap*
 - i. AC adaptor/charger
 - ii. one small battery
 - iii. DC power cable. Note: this cable attaches to the back of the camera once the battery has been removed.
 - iv. In front of the camera is the power cable to attach AC adaptor/charger to AC outlet
 - v. Under the power cable is the remote control stored inside a small pocket
 - vi. Inside of webbed pocket is stored the USB2 cable to attach camera to a MAC computer
 - vii. One velcro mini-flap contains: Extra 16GB SDHC card

The other velcro mini-flap contains a very important piece of plastic which is used to navigate the touch screen of the camera.
DO NOT LOSE IT! Do not substitute any other device for this purpose.

Eagle Creek double zipper case

- e. *Contents under the Eagle Creek logo side of the case*
 - i. Eagle Creek pouch containing:
 - 1. 6 rubber band fasteners
 - 2. mini mic cable attached to a SHURE line input adaptor found inside protective foam
 - 3. RCA female to XLR male adaptor
 - ii. Sony MDR 7502 Head phones
 - iii. Small Noma serge protector
 - iv. AV mini to RCA cables
 - v. Mini Component cable
- f. *Contents under the non-logo side*
 - i. Zip lock bag contains cables, in combination with adaptor above, will get the sound feed to the camera.
 - 1. 25-ft XLR to XLR cable
 - 2. 6-ft male TRS phono plug to male XLR
 - 3. 6-ft green high quality shielded mono RCA

Two Case Logic cases each containing

A. *Seagate Free Agent 500GB hard drive with leather sleeve. **NOTE: leather sleeve MUST be removed prior to use to prevent over heating.***

B. Note: Hard drives are formatted for MAC ONLY

C. Four short cables: 800 to 800 firewire, 800 to 400 firewire, USB to power plug, USB 2 to USB mini.

D. Instruction book

Complete System Operation Instructions

Camera Settings

1. It is imperative that you become familiar with the camera & read the manual!!! Make test recordings and check them before a real talk begins.

2. Make sure that the camera always has power while in record mode!!!!
If the power is lost while recording, when the power is restored the camera takes many minutes to recover the data (The camera will do this automatically and warn the operator as to what it is doing). This must be done before the camera can start recording again. If possible a battery back up UPS (Uninterrupted Power Supply) would be great to use, which should prevent this problem should the power go out. Of course nothing can prevent the power cord from being accidentally being pulled out of the camera except MINDFULNESS

3. Important recording settings:

- a. There are four recording formats on this camera: HA1920; HG 1920; HX 1920; and HE 1440.
- b. For recording talks use **HE 1440** only.
- c. For recording people and the “scene” use **HA 1920** only. NOTE: this format takes up over 3X the amount of space. Please plan accordingly - don’t over-shoot.

In the main menu, **Media Select** you have two choices: Built-in Memory or SD Card. It is best to select Built-in Memory for recording the talk. Switch to SD Card for recording special events.

This camera has an “IA” (intelligent auto) feature, which is good for hand held shooting of events and not connected to an external microphone. It should NOT be used for recording talks.

For recording talks you must use manual focus & set the manual audio.
The manual focus is activated by pressing the **manual focus** button on outside of the camera body near the focus ring. To focus use the focus ring.

To set the manual audio, see notes on setting up audio and refer to the manual.

For recording talks you must plug camera into a power source. A battery will not make it though.

If you need to change an SD card you must first carefully remove the tripod plate, which is screwed into the bottom of the camera *before* trying to open the SD card cover. In all likelihood this will not be necessary if you are downloading after every talk!

White Balance- when one can it is best to use manual White Balance. During long talks the light from outside may become brighter or darker depending on cloud cover. In manual White Balance the color should not shift as much as it might in auto White Balance.

Audio Set Up For Recording Talks

For proper recording an external audio input of the full audio mix is required.

To connect the mic to the camera from the audio mixer, or soundboard, plug the mini mic connector into the top hole below the external light on the front of the camera under a plastic cover. The bottom hole is for headphones.

The camera can only record **mic level** not *line* level.

The camera kit includes all necessary cables and adaptors to connect to an audio feed from the soundboard.

If the board can only send a **line level** feed, use the included SHURE line to mic adaptor. Because of the nature of this camera the adaptor needs to be plugged into the camera end, not the soundboard end, or it will record a HUMMM that is not conducive to attaining enlightenment.

If you hear a HUMMM that is not conducive to attaining enlightenment, it may be caused by touching the metal on the mini mic adaptor while the camera is plugged into the wall. The foam sleeve is there to prevent accidental touching that creates a ground loop causing that nasty HUMMMM.

To set the manual audio, in the main menu go to **record set-up** scroll until you find **mic level** and select **set** then you can adjust levels using the touch screen.

Please be sure to use the head phones provided. It is the only way to be sure you are capturing quality sound.

The mini mic plug may cause a hum in the audio if this happens gently adjusting the plug where it connects to the camera should make the hum stop.

Transferring Data

- A. Use the USB to mini USB cable found in the front of the soft camera case to connect the camera to an Apple computer.
- B. To find the mini USB port on the camera, open the view screen. It is on the body of the camera, under a little plastic cover on the bottom to the right side.
- C. Then plug the USB cable into the computer.
- D. Do not use the battery to transfer data. Plug it into the electrical outlet, using the supplied adaptor.
- E. Once connected, turn round camera switch on the outside of the body to **play** mode. (The *play* function is on the round switch and identified by a green arrow, line it up with the little square box on the camera body.)
- F. Under "Select Connected Device" choose **PC**.
- G. On your computer screen, two volumes or rectangle white things appear. One CAM_MEM the other CAM_SD this is perfect.
- H. CAM_MEM = Camera memory, CAM_SD = SD card memory
- I. Important: Each volume needs its own new corresponding folder located on the external hard drive which you have connected to the Apple computer. You must repeat this every time you down load from camera to external hard drives.
- J. You will see 3 folders within in each volume drag all 3 folders into your properly labeled folder on external hard drive included in the camera kit. This must be done once to each of the provided hard drives so that all data is mirrored and redundant. Note: Check each hard drive to be sure the transfer is complete on both hard drives. Then and only then can you re-format the card so it's ready for a fresh recording. (If you do not follow this protocol teachings could be lost forever.)
- K. The capture files are to be transfered for redundancy to BOTH of the provided hard drives. In this way the data is mirrored on each drive.
- L. Once material has been copied eject both volumes for desktop, turn camera off it will prompt you to disconnect camera.
- M. IMPORTANT: Each time you download the data you must create a unique folder on the external hard drives which contains the name, date and place of the event captured. Otherwise files show up as "no name" and it becomes difficult to work with the material.
- N. Check each hard drive to be sure the transfer is complete on both hard drives. Then and only then can you re-format the card so it's ready for a fresh recording. (If you do not follow this protocol teachings could be lost forever.)

- O. To re-format camera memory, in the main menu select **set up**. Scroll to **FORMAT Build-in memory**, click **enter**. Click **yes** to reformat and *“Start formatting build-in memory”* click **enter**. *“Do you want to continue?”* click **yes**. Do not turn camera off until formatting is complete.
- P. To re-format SD card, in main menu select - **media select** then select - **SD Card**. In main menu select - **set up**. Scroll to **FORMAT Card**, click **enter**. Click **yes** to reformat and at the prompt *“Start formatting the card”* click **enter**. *“All data will be deleted. Format the card now?”* click **yes**. Do not turn camera off until formatting is complete. Once it is complete, you can exit.

Tripod set up

- a. *In small zipper pocket inside of the tripod case you will find:*
 - i. extra shoulder strap
 - ii. small case containing: allen wrench & small hex-wrench
 - 1. These tools are for tightening nut on tripod only if legs become too loose.
- b. *Setting up tripod*
 - i. Extending legs
 - 1. Start with the largest section first (always tighten gently, firm not too tight)
 - 2. work top down (when opening & bottom up when closing)
 - 3. Insure tripod is stable **do not over tighten knuckles** but double check that knuckles are not loose.
 - 4. There are 3 positions for spreading the legs, each leg can be adjusted by pulling out the rectangular lock on the side of each leg near the top just below the neck of the tripod. This should not be needed except where there is very uneven ground.
 - ii. At the bottom of the center column is a spring loaded hook which can be gently pulled to attach an appropriate weight or bag to further stabilize tripod in a windy situation.
 - iii. The center column can be raised by loosening the large grey ring with wings around the center column.
 - iv. Leveling the Head
 - 1. There is a larger round leveling device on the head which is adjusted by loosening the black knob and tightening again once level (this is helpful **but you must use camera view finder or screen to insure that the horizontal and vertical lines are correct in relation to the frame!**)

v. The Head

1. **panning lock and tension control:** use the small screw lever at bottom of head to unlock/lock to adjust panning tension (DO NOT OVER Tighten or loosen too far)
2. **tilting lock and tension control:** use the larger screw lever on side to unlock/lock and adjust tilting tension (Do Not Over Tighten or Loosen too far)

vi. Tripod handle has a velcro-strap, which MUST be used to secure mini-mic cable to the SHURE line input adapter. (Note: you will also need to use a rubber band fastener.)

vii. Placing the Camera on the Head

1. Be sure small locking screw lever (above the tilt control screw lever) is two turns loose. Slide the camera plate all the way in.
2. Hold the silver release lever down while sliding the camera plate all the way forward **Making sure both sides of plate are properly aligned.** Tighten screw lever to secure the camera.

Note: It is very easy to mis-align the camera plate so be careful - or camera will fall off the head and break!

viii. Remove Camera by first unscrewing the lever, then while pushing down silver release lever gently slide camera out.