360-Degree Camera Kit Quick Setup Guide

Equipment List:
- Ricoh Theta S Camera w/ Cover
- USB Charging/File Transfer Cable
- USB Extension
- USB Power Adapter
- User Manual for Camera
- Travel Case for Camera Parts
- Benro Monopod
- Tools and Attachments for Monopod
- Operation Instructions for Monopod
- TE-1 Extension Adapter (Monopod top)
- Travel Case for Monopod Parts

Basic Setup:
1. Remove Camera and Monopod from their cases.
2. Extend Monopod to an appropriate height.
3. Carefully screw the Camera to the end of the adapter on the top of the Monopod.
4. Press the power button on the side of the Camera.

Mode Selection:
5. Press the Photo/Video button until a blue light with the desired Icon appears on the Camera.
6. Press the large button on the front of the Camera to start recording/take a photo.

Best Practices:
- Make sure to *charge* the Camera before your shoot or *securely* plug the power cable in.
- Schedule a *test* shoot a day or two *before* your actual event.
- If the tripod base is used, make sure the *tilt-lock* is *engaged* at the base of the Monopod.
- *Leave* the *Extension Adapter* on attached to the Monopod.
- *The front* of the camera has a *button underneath* the *lens*.

Common Practices:
- Put the Monopod in a place where there isn’t much foot traffic.
- Place the Monopod where, when fully extended, it can see above people’s heads.
- If recording video, place a sign nearby to let people know an audiovisual recording is happening.
- Have a dedicated camera operator to direct the shoot instead of the presenter.
- If you are holding the monopod, leave the tripod legs up.
- Remember to remove the files off of the device after you are finished.

Additional Resources:
- For Operational Instructions Visit:  
- For instructions to Setup a Live video stream Visit:  
  o [http://tlcommons.wvu.edu/sandbox/](http://tlcommons.wvu.edu/sandbox/)

-JG 8/29/17