

DSLR CHECK-IN CHECKLIST

- 1. Search for all equipment components
 - Nikon D5550 Camera Body
 - Nikon 18-140mm Lens
 - Hoya UV Filter
 - Lens Cap w/ string
 - Neck Strap
 - 16 GB SD Card
 - Batteries (2)
 - Battery Charger
 - AV Cable
 - USB Cable
 - Bag
 - Micro Fiber Cloth
 - Manuals

If someone is missing an item, don't check it in. Tell them to take the device back and return it when they have all the components.

- 2. Remove lens cap
- 3. Visual check of the UV Filter
 - Dust w/ camera cleaning kit if necessary
- 4. Turn camera ON
- 5. Take a test photo
 - Look for any lens scratches, cracks, etc.
- 6. Clear memory card
 - Press 'Menu' button
 - Select 'Wrench' folder
 - Select 'Format memory card'
 - Select 'Yes'
- 7. Check battery status
 - Charge if battery is under 30%
- 8. Turn camera OFF
- 9. Replace lens cap
- 10. Close the display screen, facing the barcode
- 11. Make sure lens settings (located on left side of lens) are set to:
 - Focus: A (Auto)
 - VR: ON (Image stabilizer)
- 12. Check-in to Millennium

GOPRO CHECK-IN CHECKLIST

- 1. Search for all equipment components
 - GoPro Hero4 Black Camera
 - 32 GB Mirco SD Card
 - Batteries (3)
 - Waterproof Housing
 - Tripod Mount w/ Screw
 - Selfie Stick w/ Lanyard
 - Dual Battery Charger
 - USB Cable
 - Case
 - Micro Fiber Cloth
 - Manuals

If someone is missing an item, don't check it in. Tell them to take the device back and return it when they have all the components

- 2. Remove camera from waterproof housing
- 3. Visual check of the camera
 - Use camera cleaning kit if necessary
- 4. Turn camera ON
- 5. Take a test photo
- 6. Clear memory card and reset camera
 - 'Mode' Button = Down 'O' Button = Select*
 - Press 'Mode' button 3 times to reach 'Setup' screen, select
 - Scroll down and select 'Trash'
 - Select 'All/Format', then 'Delete'
 - Scroll down and select 'Reset Cam', then 'Reset'
 - The camera will restart automatically
- 7. Clear WiFi settings
 - To turn WiFi on, hold the black "wrench" button on the side of the camera until a WiFi symbol appears on screen
 - To reset, press and hold the wrench button for 3 seconds. At 3 second mark, push the Power/Mode button. When done correctly, a "Wi-Fi Reset" menu will appear. This is very tedious and will probably take a few tries
 - Scroll to select 'Reset'
- 8. Check battery status, charge if under 30%
- 9. Turn camera OFF and place camera back in waterproof housing
- 10. Check-in to Millennium