**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