

Monwabisi Park Photographic Guide



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Price List

Services

Photographer Around The Compound.....R40
(R20 for volunteers and community)

Photographer and tour around Monwabisi Park (recommended for guests).....R50
(R30 for volunteers and community)

Printing

Photo Printing: Large photos (page size)..... R40
(R30 for volunteers and community)

Photo Printing: Small Photos (4 by 6 size).....R20
(R15 for volunteers and community)

ID photo printing (12 per 4x6 piece).....R8

Copying

Copying: Color.....R40
(R30 for volunteers)

Copying: Black & White.....R30
(R20 for volunteers)

Scanning.....FREE
(if photo printed at Shaster, otherwise R5)

Photo Posting

Guest Posting (on guest board).....R20

Volunteer Posting (on worker board).....FREE

Businesses (on advertisement board).....R20

Preamble

Below is the manual for the photography business. We hope that it will allow you to have a successful operation allowing you to make money while providing guests of Shaster a way to document their visit.

Just one thing to remember – if it doesn't appear to fit, don't make it fit. The equipment is very fragile. Also remember to get permission before taking a picture of someone before taking it. Offer a copy of the picture if needed.

If at any time you need to ask questions, feel free to email ct09comm@wpi.edu. We will be happy to answer questions anytime in the future.

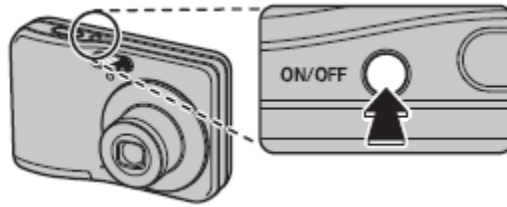
Rules of Photography

You have to get permission before taking photo. You must say the following paragraph before taking photos of community members.

Hello, my name is _____. I am a worker at the Indlovu Project. My team and I are collecting video and photos of the community to display and show in the community center. Would you be willing to be a part of the photo? If you change your mind about use of your picture or video, please contact us or Buyiswa Tonono at the Indlovu Centre.

Operating Instructions

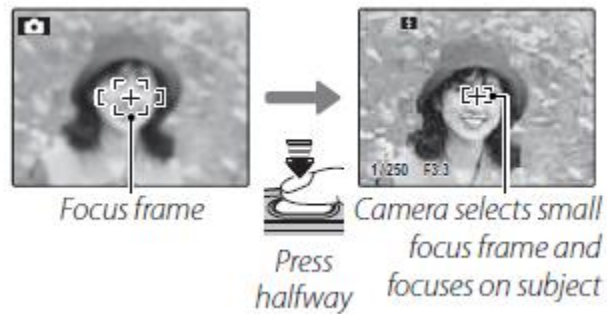
Turning on the Camera



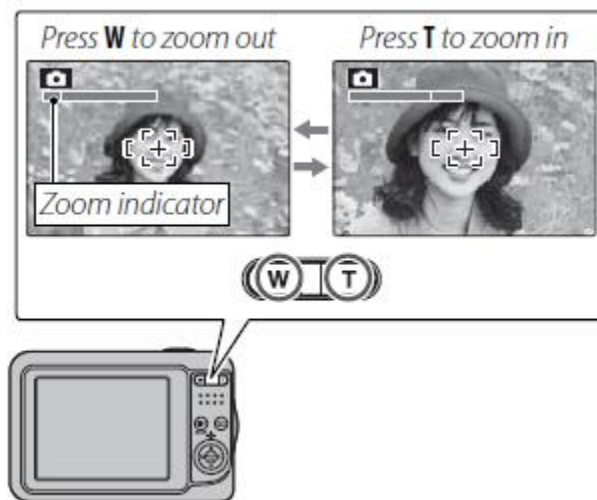
Taking a Picture

Focus

Taking a picture with the camera is as simple as pointing in the direction wanted and holding down the big button on the top halfway. Wait for the camera to focus, then squeeze the button down all the way. Look at the back of the camera to see a preview of the picture. (see below)

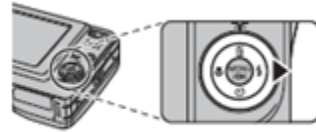


Zooming



Flash

To choose a flash mode, press the selector right (⏪). The flash mode changes each time the selector is pressed; in modes other than AUTO, the current mode is indicated by an icon in the monitor. Choose from the following options (some options are not available in all shooting modes; see the restrictions in another supplied document):

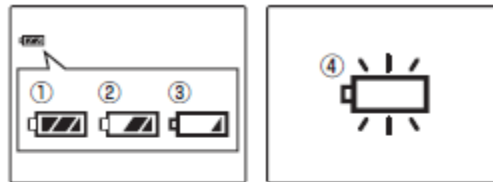


Mode	Description
AUTO (no icon)	The flash fires when required. Recommended in most situations.
👁️ (red eye reduction)	Recommended to take a portrait shot in the dark. Red-eye can be reduced.
⚡ (fill flash)	The flash fires whenever a picture is taken. Use for backlit subjects or for natural coloration when shooting in bright light.
⓪ (suppressed flash)	The flash does not fire even when the subject is poorly lit. 🚫 will appear in the monitor at slow shutter speeds to warn that pictures may be blurred. Use of a tripod is recommended.
Ⓜ️ (slow sync) 👁️ (red eye reduction + slow sync)	Capture both the main subject and the background when shooting at night (note that brightly lit scenes may be overexposed). If 🚫 is selected for Ⓜ️ SHOOTING MODE, shutter speed may be slow. Use a tripod. In 👁️ mode, red-eye can be reduced.

If the flash will fire, ⚡ will be displayed in the monitor when the shutter button is pressed halfway.

Monitoring the Camera

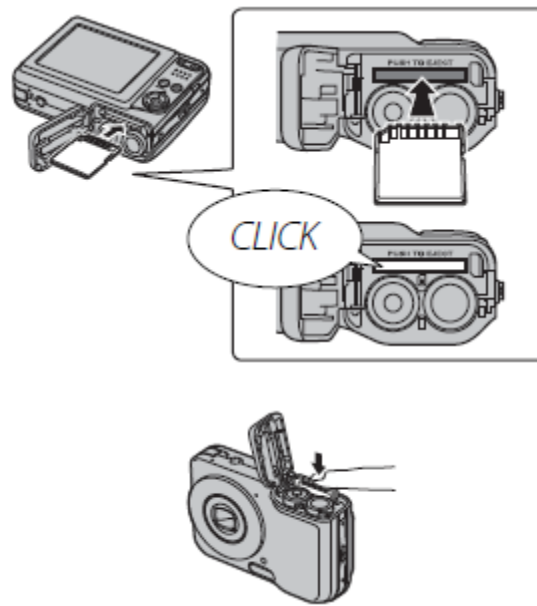
Battery Life



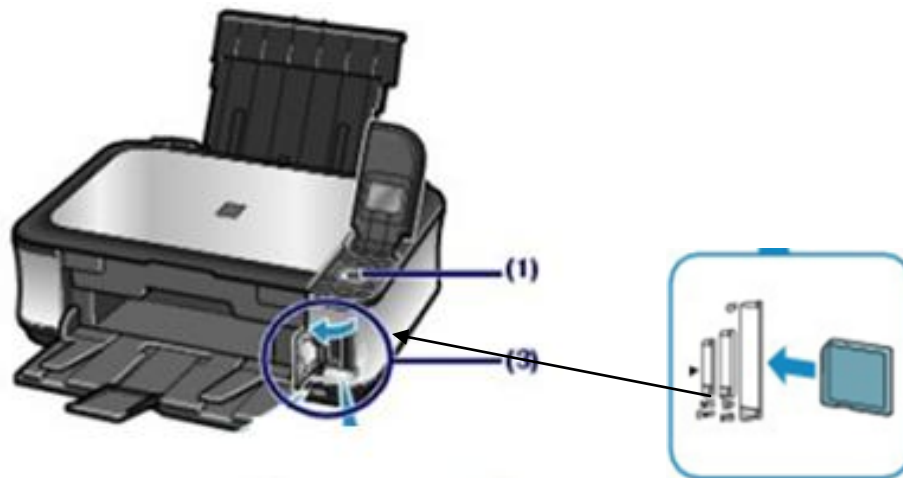
Indicator	Description
① (white)	Batteries partially discharged.
② (white)	Batteries more than half discharged.
③ (red)	Batteries are low. Replace as soon as possible.
④ (blinks red)	Batteries are exhausted. Turn camera off and replace batteries.

Transferring Memory Card

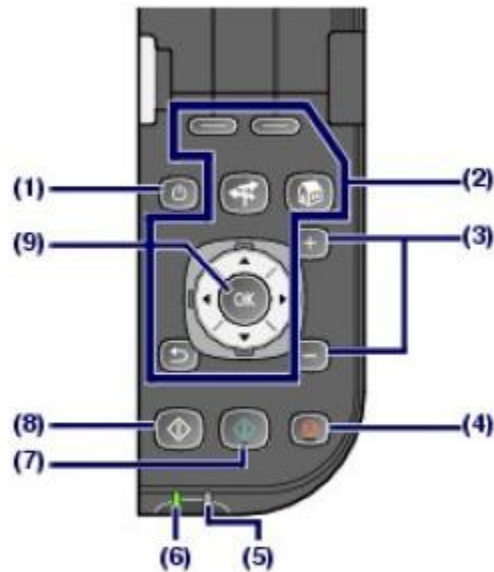
Taking/Replacing Card in Camera



Taking/Replacing Card in Printer



Printer Basics



Printing small photos

Insert Photo Card (see above)

Hit button called **"Home"** (button 2)

Rotate to **"Memory Card"** and press ok (circle around button 9 to scroll, button 9 to ok)

Rotate to **"Layout Print"** and press ok (circle around button 9 to scroll, button 9 to ok)

Rotate to **"Border x4"** and press ok (circle around button 9 to scroll, button 9 to ok)

Rotate clockwise to select **"Paste One By One"** and press ok (same buttons as above)

Rotate through photos wanted , press ok to select. Select up to four. If you want less than four photos printed, select blank photo.

Press ok (button 9)

Make sure size is **"8 by 10"**, otherwise change to this setting.

Press ok again (button 9)

Collect and cut prints

Printing full page photos

Insert Photo Card (see above)

Hit button called **“Home”** (button 2)

Rotate to **“Memory Card”** and press ok (circle around button 9 to scroll, button 9 to ok)

Press ok again (selecting **“Select and print”**)

Rotate to wanted photo (circle around button 9) and **press the + button** (button 3)

Press ok

Rotate until **“Page Size”** is selected yellow and press ok (button 9)

Rotate to **8”x10”** and press ok

Press ok to start printing

Collect Prints

ID Photos

Insert Photo Card (see above)

Hit button called **“Home”** (button 2)

Rotate to **“Memory Card”** and press ok (circle around button 9 to scroll, button 9 to ok)

Press ok again (selecting **“ID Photos”**)

Select photo size (**choose smallest**) and press ok.

Rotate to wanted photo (circle around button 9) and press ok.

Use the rotate and arrow buttons to put the persons head in the center square and press ok.

CHANGE PAPER IN PRINTER TO SMALL SIZE.

Rotate to paper size and change to **“4 by 6”**

Rotate back to print and press ok.

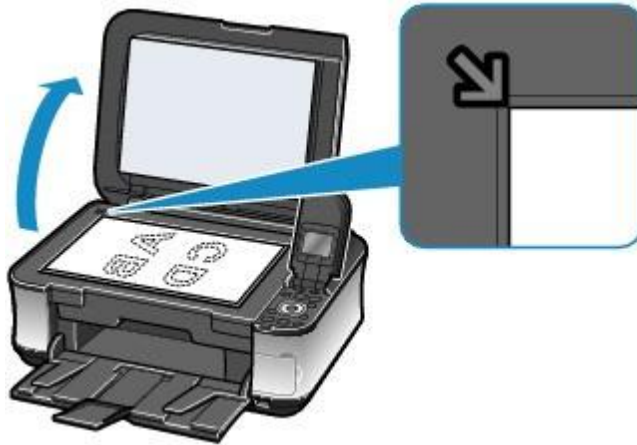
Collect Prints

Copying

Hit button called **“Home”** (button 2)

Rotate to **“Copy”** and press ok (circle around button 9 to scroll, button 9 to ok)

Lift lid of copier and put originals in. (see below)



Press the green copy button if you want colored copy.

Press the black copy button if you want a black and white copy.

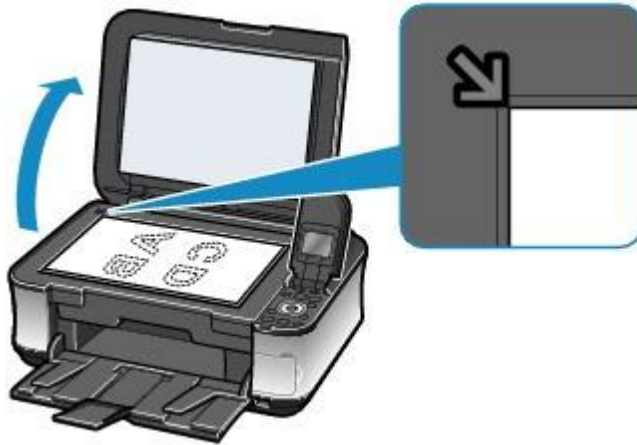
Collect Prints.

Scanning and Storing on USB Drive

In order to put a photo on the flash drive, the photo must be first printed out.

Place USB drive in slot

Take the photo and place under the lid of the copier like you would if you were copying it.



Hit button called **“Home”** (button 2)

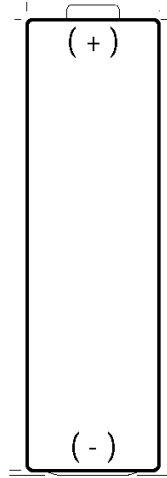
Rotate to **“Scan”** and press ok

Rotate to **“Scan to USB”** and press ok

Press ok to scan and store

Recharging Batteries

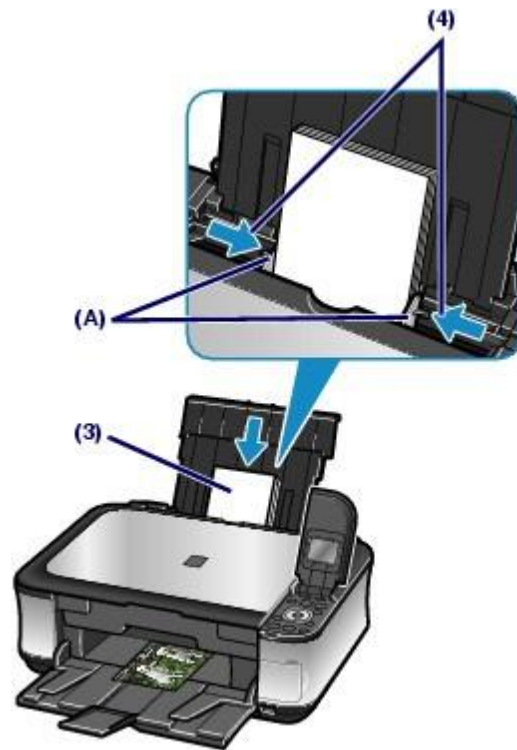
To recharge batteries, insert (in groups of two only) the batteries into the charger facing the correct direction. Charge for at least 12 hours. Do not leave the batteries on the charger for longer than that.



As shown above.

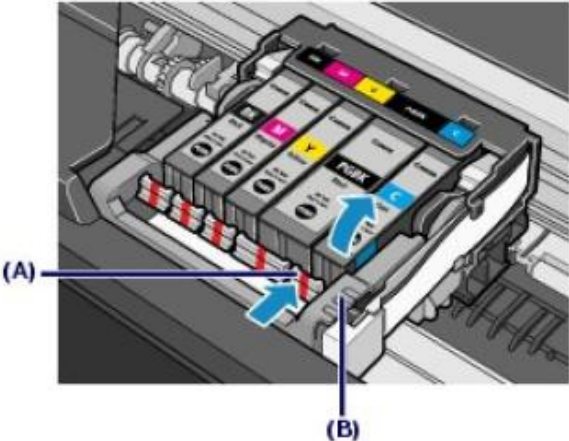
Maintenance Instructions

Replacing Paper

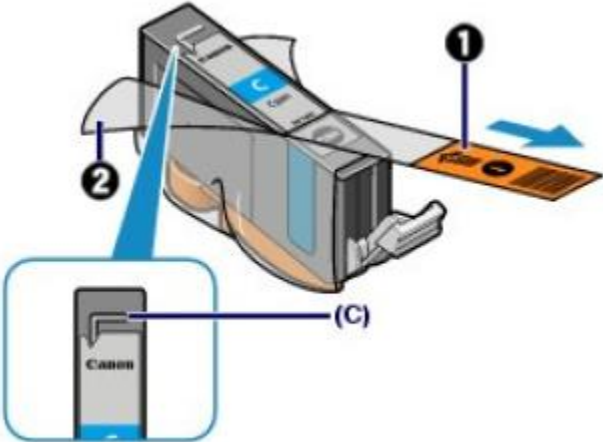


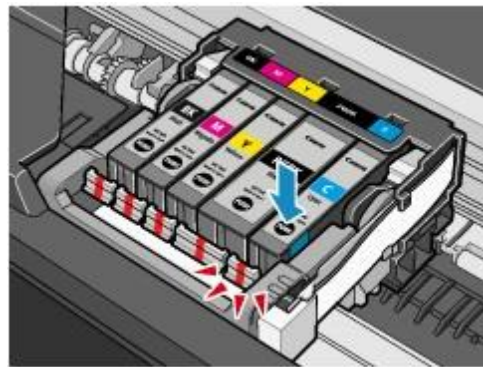
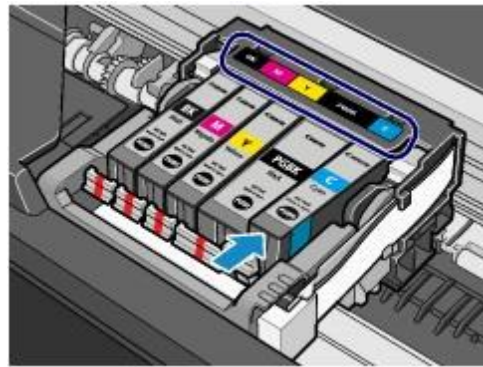
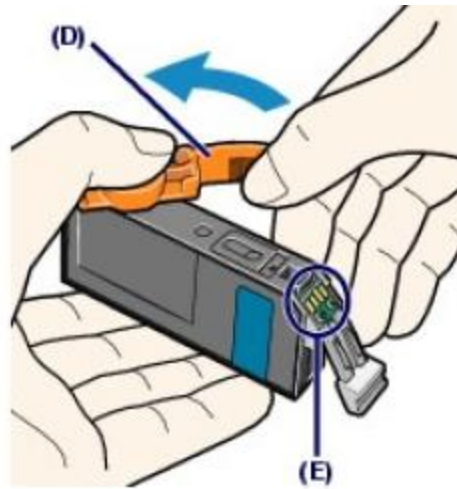
Place paper into rear tray. Make sure shiny side is facing you.

Replacing a Print Cartridge



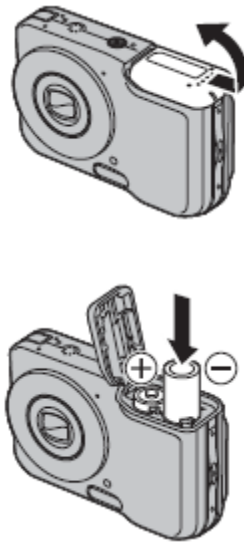
Push Tab A – Don't touch B





Lift up on lid to open printer. Make sure all cartridges are working correctly by making sure that all five red lights are on. Replace only the cartridges that are out and make sure to put in correct slots. (color coded)

Changing Batteries



Slide tab over and swing up. Insert batteries correct end up as indicated. Put remaining batteries on the charger!

Business Operations

Inventory

Quantity	Description
	Blue Print Cartridge
	Pink Print Cartridge
	Yellow Print Cartridge
	AA Batteries
	Unopened Photo Paper (100 page bundles)
	Printer Cord
	Non-Dispensable Supplies
1	Camera
1	Camera Bag
1	Camera Memory Card
1	Printer Computer Cord
1	Printer Power Cord
1	Printer
1	Paper Cutter
1	Battery Charger

Bookkeeping

As with any business, it's necessary to keep a record of the services performed and the money received. This record will also allow payment to be distributed fairly to all the workers.

The bookkeeping will be kept in a separate log book followed after the example below. The information that will be recorded is the date, amount the person paid, the service performed and the persons name and the new total amount to date. Also, whoever did the service for the customer should initial the final box so they can be paid accordingly.

Date	Amount Paid	Name and Service Performed	New Total	Worker Initials
10/11/09	R40	Tour and Photographer (put name)	(Total Before + R40	MC
10/12/09	R15	Printed small photo for (put name)	R40 + R15 = R55	MC

Material Source Contacts

In order to get the dispensable supplies, the following contacts can be used. For ordering information, the print cartridges are CLI-521 Cyan, Magenta and Yellow. Also, the CL-521 BK (black) will need to be replaced. The other black cartridge (PGI-520BK) will not need replacement because it is only used for text, not photos.

Magenta: http://www.cartridgeco.co.uk/acatalog/canon_CLI-521M.html

Cyan: http://www.cartridgeco.co.uk/acatalog/canon_CLI-521C.html

Yellow: http://www.cartridgeco.co.uk/acatalog/canon_CLI-521Y.html

Pack containing all three (M Y B):

<http://www.cartridgeco.co.uk/acatalog/Canon-CLI-521-CMY-Genuine-ink-Cartridges-Multipack.html>

Black (photo): <http://www.cartridgeco.co.uk/acatalog/Canon-CLI-521BK-Genuine-Black-ink-Cartridge.html>

Black (text): http://www.cartridgeco.co.uk/acatalog/canon_PGI-520BK.html

Paper: (Glossy, photo paper)

http://www.amazon.com/Kodak-Glossy-Inches-Sheets-8209017/dp/B000EZ0CTU/ref=sr_1_5?ie=UTF8&s=office-products&qid=1260565734&sr=8-5

Troubleshooting

Should a problem arise that cannot be solved, please contact Robert for help. Should he be unable to solve it, please contact the new director for the guest house of Shaster. Also, feel free to email the communications team – ct09comm@wpi.edu.