



Lens and Filter Safety Protocols

Protect Your Lenses!

- A crewmember must have an eye on the camera case and lenses **at all times**
- Be very cautious when filming in windy situations, as dust may land on the lens or enter the camera body via the area where the lenses attach.
- *Slow and steady = safe equipment*

How to Swap a Lens:

At all times, a crewmember **must hold the tripod steady** while changing lenses

1. Turn off the camera
2. Remove the matte box from the rods, place in camera case
3. Press down on the button on the camera body, rotate the lens counterclockwise until the lens releases, and remove the lens from the body
4. Another crew member takes the lens with two hands and places lens caps on both ends
 - a. NOTE: When handing off a lens, always use two hands. Cup the front element of the lens in your palm (without touch the front element itself) with a second hand holding the body of the lens. Place the lens face down in the other crew member's palm, and **do not let go until they acknowledge that the lens is secure with the verbal confirmation, "Got it."**
5. Place lens into camera case gently.
 - a. Ensure that all caps are on tightly before putting lens in the case.
6. Take the new lens and remove lens caps. Leave them in the case to avoid losing them.
 - a. **Do not** leave the area between the lens and the sensor exposed for long periods. Whomever is stabilizing the tripod should cover the sensor with a hand or a lens cap while changing lenses
7. Check the back of the lens for any dust. Any dust may affect image or damage sensor.
 - a. If dust is present, blow gently from the side of the lens to remove, careful not get any moisture on the lens.
8. Align lens using white or red dots.
9. Rotate lens clockwise until a "click" is heard.
 - a. **Do not** force the lens onto the camera
10. Apply gentle pressure to the lens from multiple angles to ensure it is locked in place
11. Check the front of the lens for fingerprints or dirt
 - a. If front or rear elements need cleaning follow the included protocol..
12. Return matte box to its position in front of the lens and turn on the camera



How to Clean a Lens

If you ever need help, please come to the Rental House and we can assist you in cleaning the lens.

1. Using a rocket blower, hold blower at an angle to blow dust off of the surface of the lens
 - a. **Do not** use forced air or hold blower vertical to lens, as this could damage the lens
2. Use a clean, microfiber lens cloth, and spray Panchro lens cleaner once onto cloth
 - a. **Do not** spray lens cleaner directly on lens.
3. Starting from the center, move in small, gentle circles, moving to the outside of the lens
4. Replace lens caps

How to Install a Filter in the Matte Box

1. Remove the filter holder from the matte box (you may need to loosen the small rotating knob on the filter holder to remove it easily)
2. Carefully remove the filter from its bag, holding it by its edge
3. Pull outwardly on the pin that is on one side of the filter holder. This will open up space for the filter to fit into the holder.
4. Gently place the filter into the filter holder, and release tension from the pin
5. Check the filter for any fingerprints or dirt.
 - a. If filter needs cleaning follow the included protocol for lens cleaning
6. With the knob facing upwards, gently slide the filter holder with the filter attached into the slot in the matte box.
 - a. **Do not** force the filter holder into the matte box slot
7. Twist the filter holder's knob to secure the filter holder in place