

# ***A Picture is Worth a Thousand Words***

**These instructions are for a Sony Mavica although most cameras operate in a similar fashion. With this camera you can take 25-40 standard images on a high-density floppy disk.**

## **Charging the Battery:**

- ☞ Make sure that the battery is charged and ready to use.
- ☞ The battery is located on the bottom of the camera - slide the button over to the left and pull the lid towards you.
- ☞ Press the **BATT** button to release the battery.
- ☞ Place the battery in the charger and plug the charger in to the wall
- ☞ Charging time 150-210 minutes or until the orange charge lamp goes out

## **Taking Pictures:**

- ☞ Place the camera face-down
- ☞ Place a floppy disk in the right-hand side opening with the label side of the disk facing up
- ☞ Remove the lens cover if it is over the lens
- ☞ Turn the power on using the **Power** button next to the LCD screen
- ☞ Make sure that the button below the LCD screen says **Camera** not Play
- ☞ Use the button in the top right-hand corner to zoom in or out on objects
- ☞ Press the button on top of the camera to take the picture
- ☞ The camera will run for several seconds as it records the picture
- ☞ To eject the disk, push in on the button on the bottom right corner of the camera and slide the other button to the left

## **Other features/buttons:**

**Focus** - Auto/Manual

**LCD Backlight** Off/On

**Brightness** +/- button

**Flash** - Auto/Forced flash/No flash)

**Picture Effect** - Negative Art/Sepia/Black and White/Solarize

**Program** - Soft Portrait/Sports Lesson/Beach and Ski/Sunset  
and Moon/Landscape/PanFocus

**Display**

**Control** button

**Play/Camera** button

**Power** - On/Off

**Wide-Angle/Telephoto** button

## Playing Pictures Back on the Camera:

- Change the button below the LCD screen to **Play**
- Use the large black Control button to move forward or backward through the pictures or to view the index (6 photos at a time)

## Placing the image into FEN

- ☞ Log in to FEN webtools by entering your username and password
- ☞ Click on *Modify Site*
- ☞ Click on *Add/Delete Images*
- ☞ Click on the text that says *Your Computer's Hard Drive*
- ☞ Click on *Browse*
- ☞ Select where the image is saved (Floppy A, Hard Drive C, etc.)
- ☞ Select the image that you want to “upload”
- ☞ Click on *Open*
- ☞ This will insert the name and location of the image beside where it says **FILE:**
- ☞ Enter a nickname for this image to identify it
- ☞ Click on *Add to Library*
- ☞ Select *Yes* or *No* or *Yes and add another image* as appropriate
- ☞ This will add the digital camera image to the FEN image list