The Bogen Tripod, code named “Cukor” can be checked out from the MMLC lab desk, in Kresge 48.

Let’s go over the tripod in these steps:

1. Adjusting leg height
2. Adding Tripod Plate to camera
3. Attaching camera to tripod
4. Adjusting drag controls (friction)
5. Minor height adjustments with hand crank
6. Releasing camera from tripod

**Adjusting leg height**
Each leg has a set of knobs to increase the height of each leg.

The correct height of the tripod will place the camera lens in a straight line with the eyes of your subject, a line that is parallel to the ground.

**GENTLY** turn the leg knob counter clockwise to loosen it. Loosen the knobs on all the legs before you raise the tripod, allowing the legs to increase length by force of gravity. Don’t over-tighten: gently to snug up the knob to tighten, do not force any knobs.
Adding the tripod plate to the camera
Attach the tripod plate carefully, or you may damage the camera.

The tripod plate is used to attach the camera securely to the tripod. Insert the plate screw into the small silver screw hole in the bottom of the camera. Turn the screw by hand, don’t over-tighten.

TIP: The tripod plate should be attached so that the word “lens” faces the front of the camera.

Attaching the camera to the tripod
The tripod plate is hexagonal in shape, so fit one side of the plate into the tripod holder, and seat the camera. The grey auto-lock lever will snap in place.

Set the camera in place on the tripod. Make sure to keep your grip on the camera handle so it doesn’t slip off the tripod. The gray tripod auto-lock lever (near arrow) should snap into place once the camera is set on the tripod firmly.

Never leave the camera unattended on the tripod, ever. It can fall over easily.
Adjusting drag (friction) for panning and tilting
The drag knobs keep the tripod head easy to move, yet they keep the camera in place when you stop moving the tripod head. Batteries last about 3 hours, though they last half that time (or less) outside in cold weather.

Pan Drag (friction) knob is at the rear bottom of the tripod head. Gently loosen the knob and pan the camera right and left as you adjust the knob. The head should pan easily, but should not wobble. DON'T over-tighten the drag knobs. It will ruin the tripod.

Minor tripod height adjustments
The tripod crank will help you make minor up and down adjustments to the tripod. Don't raise the camera more than six to nine inches, more will make the tripod unstable.

To close the crank handle when you are finished, press both thumbs on the black ring that surrounds the crank shaft. The crank will fall down into its resting place.

Tilt Drag (friction) knob is at the side of the tripod head. Gently loosen the knob and tilt the camera head up and down as you adjust the knob. The head should tilt easily, but should not sag if left alone. DON'T over-tighten the drag knobs. It will ruin the tripod.
Releasing the camera from the tripod
Take care when you remove the camera from the tripod. Many accidents happen at this point.

Textual description of tripod setup

1. Set the tripod legs to the desired height. This height—for an interview—is usually one which will set the camera at an equal height to the subject’s eyes. Before you attach the camera, set the legs to the correct height by turning the knobs at the bottom of each leg. Keep the tripod level by adjusting the leg heights. Generally only one leg needs to be adjusted to get the camera roughly level. A yellow leveling bubble at the base of the head will help you determine level. (The bubble should be roughly in the middle of the black circle.)

2. Attach the tripod plate to the bottom of the camera with the screw in the tripod plate. Make sure the word “lens” points toward the front of the camera.

3. Hold the camera as you attach it to the tripod. Lean the camera away from you as you place one edge of the tripod plate into the grooves on the top of the tripod. Seat the camera on the tripod and you will hear a click and see the gray “S” shaped lever snap into place.

4. To remove the camera, place one hand on the camera handle, and with the other hand, push two levers, a small black “safety” locking lever just at the rear of the tripod plate area, and the “S” curved lever at the side of the tripod. The camera will tilt off into your hand. Be careful not to drop the camera.

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Keep one hand on the camera handle, and with your other hand push both black levers counter clockwise to release the round gray locking lever.

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