**How-To-Use a Zoom Q3 Camera**You must provide your own batteries unless the person who used the camera before you was nice enough to leave theirs in the camera.

Turn Camera on by pushing the power button on the left side.   
Below the power button are a couple of options – Mic Gain, which is the recording level for your audio, low, high or auto. There is also an option for doing audio and video or just audio. Make sure you have the correct thing selected based on what you are trying to do.   
  
Press the red button to begin recording and then press it again when you would like to stop, there is typically a couple seconds delay from the time you push it to the time it responds. Use the + and – signs to turn the audio recording up and down. Use the right and left signs to zoom in and out.   
  
Once you have recorded a couple videos you can view them by pressing the play button, you can use the right and left triangle to go through your different videos.   
  
Use the trash can button to delete your video files before you turn the camera in.

**How-To-Get your videos off the camera**Pull the USB from the side/bottom of the camera.   
  
Plug this into a USB port on your computer.  
  
Once plugged in Navigate through a file explorer to the **DCIM** folder. Pick the folder until you see your recorded videos.

Drag and drop the videos to your computer, either to the desktop or a folder you have created. Once they are on your computer you can rename them.