

# Canon Powershot A3100 IS Digital Camera Instructions

**To Power on the Camera:** Press the On/Off button at the top center of the camera.

**To Zoom In:** Press zoom button (magnifying glass)

**To Zoom Out:** Press button next to the magnifying glass

## To turn off flash:

1. Press the right (lightning) button (sets to Off)
2. Press it again to change to Auto flash

## To take a picture:

1. Press the larger silver button to the right of the On/Off button (make sure it is on Auto Mode (green Auto button on right)).
2. Press it halfway to focus, and then press all the way to take the shot

## To view images:

1. Press Play button (blue triangle)
2. The last image that you took will be displayed
3. Press left button (flower and mountains) to view from newest to oldest picture
4. Press right button (lightning) to view from oldest to newest picture

## To delete images:

1. Press Play button (blue triangle)
2. Choose an image to erase by pressing left or right button
3. Press the down button (blue trash) and Erase? Will appear
4. Press left or right button to Choose Yes or No
5. Then, press the function set button in the center
6. If you choose yes, the image will be deleted

## To shoot video/movie:

1. Set the mode dial on top to the video camera button
2. Use zoom buttons
3. Press shot button halfway to focus
4. Press all the way to shoot the video (Record will start)
5. Take your finger off the shot button
6. Press the shot button fully to stop

## To view movies:

1. First, set the mode dial on top to the video camera button
2. Press Play button (blue triangle)
3. The last image that you took will be displayed
4. Press left button (flower and mountains) to order video list from newest to oldest
5. Press right button (lightning) to order video list from oldest to newest
6. Press function set (center) button to play movie

**To delete movies:**

1. First, set the mode dial on top to the video camera icon
2. Press Play button (blue triangle)
3. Press the down button (blue trash) and Erase? Will appear
4. Press left or right button to Choose Cancel or Erase
5. Then, press the function set button in the center
6. If you chose to erase, the movie will be deleted

**To charge battery:**

1. First take it out of the camera by:
  - a. Press on Card/Batt, open on the bottom of the camera (to the right)
  - b. Lift the lid, push the orange tab down, and take out battery
  - c. Note position of battery when you took it out, this is the same way it needs to go back into the camera
2. Insert battery into the battery charger (make sure the triangle on the battery aligns with the triangle on the charger)
3. Charge the battery by flipping out the plug and plugging it into a power outlet
4. The charge lamp will light green when it is fully charged (charging takes up to ~ 1 hour and 30 minutes)
5. To remove the battery:
  - a. Unplug charger from power outlet
  - b. Remove battery by pressing it inward and then pushing it up
6. Now, put the battery back into the camera and close the lid

**To remove memory card (same location as battery, under the lid):**

1. Press on Card/Batt, open on the bottom of the camera (to the right)
2. Lift the lid
3. Push the memory card down and it will pop up, take it out
4. Note position of memory card when you took it out, this is the same way it needs to go back into the camera

**To copy images from the camera to a computer:**

1. Turn off the camera
2. Open the AV/Out Digital lid on the side of camera
3. Insert the smaller end of the white USB Cable into the camera terminal
4. Insert the larger end of the white USB Cable into a USB port on the computer
5. Turn on the camera
6. Go to Start>Computer
7. Double-click the Canon Powershot Digital Camera device, and keep double-clicking the folders until you have reached the one with a list of all images and videos on your camera
8. Create a new folder on your hard drive, My Documents folder, desktop, flash drive, or other location where you will be storing these image and video files
9. Select all (Ctrl+A) and Cut (Ctrl+X) the image and video files and paste (Ctrl+V) them into the folder created in the previous step
10. To eject, Turn off camera
11. Make sure the memory card is emptied/cleared for future use
  - a. When you cut and paste all image and video files from the Canon Powershot folder into the new folder you have created, the memory card is emptied/cleared automatically