



Workstation Set Up

-**Organize your workstation** with a linear flow. For example, shot media are stacked on the left of transfer station and after transfer or back up, they are stacked on the right.

-**Always keep your media or media cases clearly labeled** with their status. Most media cards should not have any tape or labels on them when inserted into cameras, computers or readers. Always keep unlabeled media in labeled cases. When media is in camera, put labels over media slot or visible nearby so it is immediately available when the card is removed. Any unlabeled or questionable media should be considered "Download Ready" and re-verified before reformatting or erasing.

-**Make sure the power to your workstation will not be interrupted.** Use house power instead of generator power. Do not plug into outlets that are controlled by light switches. If you do, Tape off the light switch and label it, "DO NOT TURN OFF SWITCH." Tape power plugs to outlets to prevent kickouts and label it, "DO NOT UNPLUG." On stage, make sure your outlet is not on a "House Lights" circuit that may be turned off and on during the day. If possible have a battery power back up just in case there is a power interruption.

-**Secure your cables.** It is a good idea to secure the cables connecting your card reader, computer and hard drives with gaffers tape.

-**Give your files and drives names that are unique,** relevant and informative so they are quickly and easily identified.

The Process

-**Verify media is ready to format,** record/write protection is off and it is labeled "READY TO FORMAT" before it is given to the camera department for use.

-**Format media cards.** Remove "READY TO FORMAT" label and format card in camera.

-**Shot Media.** Remove media card from camera and slide the write protect tab to the Safe position. Next, apply a "DOWNLOAD READY" label directly to the card. These labels are often kept applied to the camera next to the card slot door. Be sure to use the appropriate card or drive number and camera unit designation. Camtagz labels are pre printed "A 001", "A 002" and so on.

-**Download and Copy media.** At your download station, remove the "DOWNLOAD READY" media label and place card in reader. Place the sticker on your reader or computer to signal that a transfer is in process. Once files have been transferred, verify that files sizes and number of relevant file items match on all media storage devices. Spot check files to verify. Keep a record or checklist (CAMTAGZ DOWNLOAD REPORT) and note all media that has been processed

-**Label media "FORMAT READY."** When you are satisfied that all media has been transferred successfully and verified, slide the write protect tab into the record position and apply a new "Format Ready" media label.

Notes:

It is important to back up your media to two separate hard drives. Transfer from your card directly to each individual drive as opposed to from the card to a drive, and then from that drive to the next drive. It is also important to have each drive leave the location with two separate couriers as an added safeguard against theft or a drive being misplaced.