



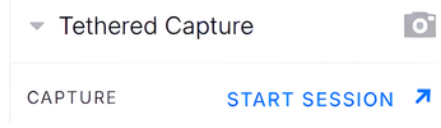



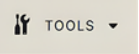
# Capture Session Instructions:

- After getting camera & equipment setup complete the following steps
  - Card cleared
  - White Balance
  - All cords, scanner, and camera connected
  - Computer plugged in to power outlet
  - **Do not turn on camera yet!**


1. Open Camera DigiCam Software (  ) > Let it load > Clear popups
2. Check to make sure session designation folder is set to the correct folder
  - a. Workflow Hotfolder
3. Turn on Camera
4. Close File Popup
5. Minimize (-) DigiCam Software (top left) - DO NOT CLOSE PROGRAM
6. Open Captura Workflow (  ) > Log in if you are not already
  - a. **User: Photo\***
  - b. **Password: Imagesphoto1\***
7. Click Jobs 
8. Search & Open the school job that you are shooting 
9. Start Capture Session (bottom right corner)
10. Scan & Shoot Slate into job
11. Job Ready > Scan cards as you shoot
12. During Shoot - Monitor Sits on computer
  - a. Eyes open
  - b. Head Size



END OF DAY SHOOTING / LUNCH BREAK

13. Click Finish to save your session (upper right corner, blue box) 
  - a. To start the Capture Session back click tools (top, middle) > then click Capture 

**IF YOU LEAVE YOUR COMPUTER TO TAKE A BREAK OR FINISH THE JOB YOU MUST CLICK FINISH!**

14. Keep Capture Workflow open and close your computer
15. Pack up your equipment
16. Once you are back at the office:
  - a. Open your laptop and click "SYNC" to save and finish your session   
(must be connected to WIFI at the office).
  - b. Download your SD Card to the school file as always (no need to connect with scanner)
17. Complete End of Day Form