

## Instructions for Using Video Equipment

1. Find the equipment located in the cabinet marked “video equipment in this cabinet” in the clinic office. Take one equipment package, which should include: a camera with battery pack attached and SD card inserted; a power cord; a tripod; and instruction manuals for the camera and the tripod. Double-check that the camera has an SD card, or you will not be able to record. The SD card is located on the left side of the camera and can be accessed when the view-screen is open and the SD card covering is flipped open.
2. Fill out your information in the camera sign-out book.
3. Once you are in the session room, plug the camera in as it may not be fully charged. Open the lens cover. Use the tripod to set up the camera so that you and your client can be seen. Press the record button when you are ready to record. Press the same button when you are ready to stop recording. Your session is now saved on the SD card.
4. Transfer your recording to a blank DVD. You may either use the laptop provided in the clinic office or your own laptop, but you must make the transfer within the Rousso building. You may **not** take the SD cards out of the building. If you use your own laptop, you **must** make sure that no recordings are saved on it once the transfer is complete. If you want to use the laptop provided by the clinic office you can find it in the same cabinet as the camera equipment. Please fill out your information in the laptop sign-out book before you use it. Also, please note that you may **not** use this laptop between 10AM and 6PM on Wednesdays when it is being used by Dr. Perlman. Follow these steps to transfer your recording to DVD (steps may differ if you are using your personal laptop):
  - a. Log in to the computer by clicking “Ferkauf Students” and entering password: Parnes678.
  - b. Remove the SD card from the camera by opening the SD card cover and pushing on the SD card. It should pop up. Then insert it into the long, thin slot on the left side of the laptop.
  - c. If iPhoto automatically pops up, exit the program.
  - d. Insert a blank DVD into the laptop (DVDs can be found in the clinic office).
  - e. Double-click on the SD card icon located on the desktop in order to access the files on the SD card. Then open the DCIM folder. Then open the numbered folder to find your session recording. Your session recording may have been divided into two or more files.
  - f. Double-click on the DVD icon located on the desktop to open the file window for the blank DVD.
  - g. Drag your session files from the SD card file window to the DVD file window.
  - h. Click “burn” on the upper right of the DVD file window. If an error message says that the files are too large for the disk, you will have to put each file onto separate DVDs. The burning process unfortunately takes several minutes, so please allow yourself time. Please note: Your file will not be saved to the disk if you forget to click “burn.”
  - i. The DVD may automatically eject after it is burned. If it does not, hold the “control” button while clicking the DVD icon and choose “eject” from the drop-down menu.

- j. If you get an error message about the DVD not being fully processed, re-insert the DVD into the laptop to see if your files have been burned successfully. You may want to check this even if you don't get an error message.
  - k. Delete the numbered folder that contains your session file from the SD card.
  - l. Hold to control button while clicking on the SD card and choose "eject" from the drop down menu. Then pull the SD card out of the laptop and put it back in the camera.
5. Close the lens on the camera and put all the equipment back in the Ziploc bag.
  6. Return the laptop and all camera equipment and note the time of the return on both the camera and laptop sign-out sheets.

If you need assistance with any of this, your classmates may be able to help. If none of your classmates are available to help, please look for Dr. Penn in the clinic office or in room 232. You can also email at [epenn@yu.edu](mailto:epenn@yu.edu) or call at 718-430-3884.

**Also, please don't pilfer the equipment and  
always remember to sign it out!!!**