



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Northeast Fisheries Science Center
166 Water Street
Woods Hole, MA 02543-1026

November 14, 2008

MEMORANDUM FOR: NEFOP Observers

FROM: Amy S. Van Atten,
Acting Branch Chief, FSB

SUBJECT: Digital Camera Distribution

Enclosed with this memo you will find an Olympus digital camera, memory card, silicone skin, and complete camera protocols. These cameras are being issued to all observers and are to be used instead of the disposable cameras used previously. Use of these cameras should begin immediately. Any disposables that you currently have can be saved and used as back-ups. The cameras are waterproof down to 10 feet, shockproof, and freezeproof. They also have an image stabilization feature and large LCD screen to view photos. These cameras will be able to withstand the rigors of life at sea while providing excellent image quality. A silicone skin is provided to keep the camera clean and provide better grip. A micro SD card is also provided to store your photos. This small card has a 2 GB capacity and will provide ample storage for photos. The card will already be in the yellow adapter in the camera when you receive it. The card in the Sandisk box is the adapter you will use for the iPAQ. Please read the instruction manual for general use of the camera and micro SD card. All observers should be using their cameras by December 1st. Please note that these cameras are **NOT FOR PERSONAL USE** and should only be used when performing your observer duties. All photos taken while deployed as an observer are considered confidential data and are the property of NEFOP. Digital photos should **NOT** be shared/viewed with anyone and should **NOT** be downloaded to your personal PC at any time.

Please read the attached protocols thoroughly and follow them carefully as you will be downloading software onto your iPAQ and using it for the transmission of your photos. There is a photo renaming process that must be followed in order for your photos to be transmitted and stored properly. Renaming the photos will also eliminate the need to fill out a photo log. Therefore, photo logs will only be used if a back-up disposable camera is used on a trip. The last page of the protocols states that you agree to follow the protocols and requires your signature. Please sign this sheet and return it with your next trip. If you have any questions please contact Brian Gervelis, Assistant Northeast Area Lead, at 508-495-2383, or brian.gervelis@noaa.gov.

Attachment: Digital Camera protocols

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NEFOP Digital Camera Protocols

General Camera Use

- Explore the features and functions of the camera. With the exception of the two items listed below, you may choose your settings according to your preference (ie. Shutter speed, exposure, etc.)

- Image quality should **NOT** be changed. It is adjusted to 3M to provide for faster uploading. If the image quality is higher, upload times will increase.

-Photos should **NOT** be downloaded to your personal PC at any time. If a wireless connection cannot be located, then photos can be uploaded using the Active Sync software and docking station that come with the iPAQ.

Uploading

-Initially you will need to download the ZASFTP software from the site that you use to upload your obscon (https://fish.nefsc.noaa.gov/observer_upload). You will need to go to this website using your PC. The software must be downloaded to your PC, unzipped, and put on your iPAQ using the Active Sync software that came with the iPAQ. **Specific instructions on how to do this are posted on the website.**

-In order to upload photos without an interruption in transmission be sure to disable the power off function on the iPAQ. To do this, go to Start, Settings, System, Power. Click on the Advanced tab at the bottom of the screen and uncheck the box below On Battery Power. **Note:** Your iPAQ will no longer turn off by itself. You must now press the power button in the upper right corner of the iPAQ to turn it off. Failure to do so will result in a loss of battery power.

-When ready to upload photos, remove the xd card adapter from the camera and remove the micro SD card from the adapter. Place the micro SD card into the Sandisk adapter and place the Sandisk adapter into the card slot on the iPAQ. **Do this in a safe place** (ie at home, not on a boat).

-Rename the photo files providing the trip id and a short description of the photo. If the photo is of an INC TAKE, IAL species, or fish species rename the file with an abbreviated species name, haul number, and PSID/Seq. No. (separate with an underscore). If multiple photos of the same animal are taken, end the file name with a letter (a,b,c) to distinguish between photos. Example: A00001_whtsid_003_01_a (Trip A00001, White-sided dolphin, Haul 3, PSID 01, photo a). If the photo is of gear or something else just provide a short description (ie. A00001_Portdredge_a). There are no specific species or gear abbreviations. Use your best judgment and try to make it as obvious as possible. To rename files, (with the SD card in the iPAQ) click Start, File Explorer. At the top, make sure the drop down menu says SD card. Once in the SD card, click on any photo to open it. The photo will open and the other photos on the card will

appear in a filmstrip along the bottom of the screen. To rename the current photo selected, click on File at the bottom of the screen, then click Rename. Rename the file accordingly and proceed with all files in the filmstrip that will be uploaded. **Renaming the photos will replace the photo log for these trips. A photo log DOES NOT have to be filled out.**

- To connect to the ZASFTP software, connect to an available network using the iPAQ wireless (or use Active Sync through your PC), go to File Explorer, Program Files, then open ZASFTP for Pocket PC. The following address must be entered into the first field titled URL/IP: ftp.wh.who.edu. Be sure the correct username and password is entered. All other fields should be left as is. Click Connect at the bottom of the screen. **Note: Your user name is the first initial of your first name followed by your full last name, all lower case. Your password is your username backwards, all lower case.**

- Once connected, click on Show Local at the bottom of the screen. Open the SD Card Folder, select the DCIM folder, then the 100OLYMP folder. Select all the photos to be uploaded using the check boxes to the left of the file name. Once all the files to be uploaded are selected, click on Menu at the bottom of the screen, select Upload, then select OK. The files should begin uploading one at a time. At 3M, each photo should take 1-2 minutes to upload.

- To exit the program, click Menu, Main Form and you will be brought back to the screen with your username and password. Click Menu again and select Disconnect.

- You will receive an automatic confirmation email generated by the system stating that your photos have been received. It will also provide you with the number of photos that were uploaded. Double check that all your photos were uploaded and, if there were no problems, delete all photos from that trip from the memory card.

For any protocol questions contact:

Brian Gervelis
508-495-2383
brian.gervelis@noaa.gov

For any photo related questions contact:

Betty Lentell
508-495-2141
betty.lentell@noaa.gov

I agree to adhere to the protocols as outlined above.

Signature:

Date:

Cd#:

Name:

Please return this sheet to the Observer Program with the paper work from your next trip.