

OLYMPUS D-620L DIGITAL CAMERA OPERATION

Set-Up

- Put fresh batteries in camera by opening the battery compartment (see manual for location), removing the current set of batteries and following the orientation diagram showing correct battery positioning on inside compartment door. Refer to page 52 of the User's Manual for more assistance. The batteries will last longer if you use the LCD Viewing Screen less. To turn off the LCD screen, select the Battery Saving option from the menu. Refer to page 62 of the User's Manual for battery indicator symbols.
- Begin recharging the batteries previously in the camera. All four batteries will be charged in about 2 1/2 hours. When charging is complete, the red lights go out. Do not load or eject batteries while charging. Unplug the charger before removing batteries.
- Insert the SmartMedia card in card slot (see manual for location). Do not touch the gold panel on the card. The word "Olympus" on the card should be facing the back of the camera as you insert it.
- From the menu, set the image quality to Super High Quality (SHQ) - see manual for instructions. This will allow 8 pictures per 8MB card. The number of pictures left is indicated in the bottom right of the display on top of the camera. When the number left reaches 0, the error code and green light will blink. Replace card when full and upload to laptop (see Uploading Procedures below).

Operation

- Turn Record/Play switch to Record, then turn on the camera by pushing the power button. The camera will perform a card check. If there is a problem in the card, the Card Error code will appear and a green light will blink. If there is a card error, remove the card and repeat the process. If you still receive an error message, contact

HSRD and use the alternate card or the download via direct connection (see manual).

- Remove lens cap and store in holder on strap.
 - Release the flash pop-up lever for flash photography. Orange lamp next to viewfinder will blink until flash is fully charged. Press FLASH MODE button until FILL-IN FLASH symbol appears in display. Refer to pages 100-102 for flash operation.
 - From the menu, set the flash to AutoFlash.
 - Position camera for image. (See Photographing Procedures below.)
 - Press the shutter release button halfway to lock the focus. A green light to the right of the image will appear solid. If the green light is blinking, the image is not in focus and no picture can be taken. Release the button, reposition and try again. Once the solid green light indicates that the image is in focus, press the shutter release button all the way to take the picture. The green light will blink and the image appears on the LCD monitor for about five seconds. The red card access light will blink while the image is being recorded to the card. If you are not able to focus (the green light is blinking when the button is depressed half way down), release the button. You may be too close or there may be too much light reflecting on the subject. Try to reposition the camera by moving a little farther away from the subject or by covering some of the patient's skin with a blue medical drape and repeat procedure.
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- Always review images on the laptop as soon as possible for quality, so the photos can be retaken, if necessary, within the 24 hour period. If the photos appear too gray, too dark, too light, or blurry, contact the study center before uploading them.
 - Clean wound with normal saline-soaked gauze to remove any debris.
 - Place the self-stick scale label on the patient near the wound margin. Study ID and date should be written on the label. The scale MUST be

in the same plane as the wound and in the camera's field of view. If the scale is not positioned correctly, the area measurement will not be accurate. Reposition scale as needed.

- Verify that the camera has a minimum of two (2) images available.
- Document the patient's position before taking the photograph. For return visits, refer to the patient's study notes to ensure that the patient is lying in the same position for each subsequent photograph.

Close-up Shot:

- Select the Macro setting by pressing the MACRO MODE button. A flower symbol will appear in the display. Do not activate the SPOT METER mode, a dot inside a rectangle in the display. See pages 90-92. Attach the step up ring, macro lens and diffusion card. Zoom the lens all the way to telephoto. You should now be able to get close enough to fill the viewfinder with a subject that is as small as two inches wide.
- Position the camera so that the lens is on the same plane as the patient's wound. This will reduce distortion of the image displayed on the Web.
- Take one photograph getting as close to the wound as necessary to fill the field of view with the wound and the ruled label. Make a note of the camera's image number and the patient's study ID.
- If you are unable to focus the camera using the macro lens, you may take the close-up shot without the macro attachment. This will allow you to focus as close as 11-12 inches. Remember if the green light blinks when you depress the shutter release half way, back up a little.

Fixed Distance Shot:

- Turn off macro mode. Remove the step up ring and macro lens.
- Position the camera so that the lens is on the same plane as the patient's wound. This will reduce distortion of the image displayed on the Web.

- Orient this shot so that the top of the image is aligned with the patient's head or at 12 o'clock.
- Using the pre-measured 18" string, position the camera so that it is 18" away from the patient's wound.
- Make a note of the camera's image number and the patient's study ID.
- Note: if the wound or flap is too large to fit into the field of view at 18", use a longer string CONSISTENTLY for all visits with the patient.

Additional Images:

If the wound is on a curvilinear surface and you are unable to take one close-up image of the wound without distortion, you make take additional as needed.

Downloading Procedure

Remove the SmartMedia card from the camera.

Insert it into the PCIA slot on the right side of the laptop. Make sure that the gold side of the card is facing up. The PC card will show up on your computer as drive E:\.

Double click on "My Computer", then on "E", then on "Digital Images". You will see a listing of all of your photos.

If you click once on the image file, a preview of the image will appear in the lower left-hand corner of the window.

In this window, you may change the name of the image files by right clicking once on the image and using the Rename command to label the images as follows:

Close-up image – <studyid# >+ <C> + <visit number>. E.g., 2001C1 for patient 2001's close-up image from visit #1.

Fixed distance – <studyid# >+ <F> + <visit number>. E.g., 2001F1 for patient 2001's fixed distance image from visit #1.

Additional shots – <studyid# >+ <O> + <visit number>. E.g., 2001Oa1 for patient 2001's additional image from visit #1. If

more than one additional image is taken, indicate by placing a small letter after the 'O'. E.g., 2001Oa1, 2001Ob1 etc.

After renaming the images, cut each image by clicking once on the file and selecting "Cut" from the Edit Menu. Paste each image into the C:_WATS_Photos directory by double clicking on "My Computer", then "C", then "_WATS_Photos" and selecting "Paste" from the Edit Menu.

Uploading Procedure

Once the images have been transferred to the C:_WATS_PHOTOS directory on the laptop, they must be uploaded to the Web site.

- Open Internet Explorer by double-clicking on the IE shortcut on the desktop
- Go to the telemedicine home page - <http://www2.med.umich.edu/wats>
- Enter the site specific Username and Password
- Click on the <<Upload Images>> button
- When you see the Upload File screen, click on the <<Browse>>button and locate and select the image to be uploaded in the C:_WATS_PHOTOS directory.
- Verify that the image selected is correct.
- Click on the <<Upload File>> button.
- Repeat procedure until all new images have been uploaded.
- If an image is mistakenly uploaded, make a note of the incorrect image's filename and email it to Jenni Hamill at jenberry@warwick.net. Upload the correct image at this time.

File Format for Scion Image

After downloading the images to the C:_WATS_Photos directory, double click on the icon on the desktop labeled “JPEG to TIF”.

Open the newly downloaded images one at a time.

Using the Save As command, save the images as File Type: TIF. The filename should remain the same.

Exit out of the imaging program after creating a TIF file of all images.

Erasing Images

After the images have been uploaded to the Web site, you may delete them from the camera’s disks. To erase images, use the ERASE ALL function under the camera’s menu options.

Some menu settings:

- AE +/- (Exposure adjustment, not available with flash)
- ERASE ALL (Erases all pictures on card)
- FORMAT CARD: For an unformatted card.
- WB: Leave on AUTO
- BATTERY SAVING: When OFF, image will not appear on LCD screen after taking a picture, saving battery power.
- DATE: With TIME on, time and date are printed. With PRINT on, the data is displayed and printed. FORMAT changes the order of month, day and year.
- BRIGHTNESS: Adjusts the brightness of the LCD screen.
- View images with slide show mode to assure you have what you want.

Frequently Displayed Error codes

- -E- card error

- 000 no more room on card
 - --- no card
 - -P- Write protected seal is on card, for play only
- (other error codes on page 70 of instruction manual)