



Card offload procedure

Slating:

Each P2 card is assigned a consecutive reel number as it is loaded into the camera. This is the reel number on the slate. In addition each P2 card has a letter written on the card – card A, B, C etc. (do not use tape to label cards – use permanent marker). This is also noted on the slate. The cards should be used in consecutive order. This will ensure maximum time before a card is formatted and reused and can help fix errors in workflow.

Laptop setup:

The <description of laptop> is the primary laptop and should be setup running on power with the hard drives set next to it. All power should come through a power strip to protect the hardware from electric surges.

<description of secondary laptop> is the backup machine only if something happens to the primary laptop.

Hard drives:

Hard drives should be labeled with gaffe tape and digitally <projectname>1A, <projectname>1B, <projectname>1C. The number designation is the group of drives. So all “1” drives are a group. All “2” drives are a group. The letters are the specific drives within a group and each will end up containing the identical data within a group. So 1A, 1B, 1C would be the first group used until they are full followed by the 2A, 2B, 2C. If there are only 2 redundant copies then they will be 1A, 1B. If there are 4 redundant copies they will be 1A, 1B, 1C, 1D.

IN ANY PROBLEMS OCCUR DURING THIS PROCESS CONTACT THE DIRECTOR OF PHOTOGRAPHY. REMEMBER THAT YOU ARE HANDLING FINISHED FOOTAGE. NO QUESTION IS A SILLY QUESTION.

Offloading card:

- Card is pulled from camera and placed in a case with a strip of red tape wrapped around it. The red tapes signals that it is a full card. The card is handed off to the loader (2nd AC etc).
- Card is inserted into laptop. Note reel number on the camera report. Note the time the card was pulled.
- Create a directory per day on the hard drive by date (example 12-9-2006). Create a directory for the reel (example reel 7) – all reels are consecutive and continue day to day. This directory should be created on all drives in the presently used group.
- Open “My computer” – click into the card (typically I drive) copy everything on the card (Contents directory and lastclip file). Paste this into the reel directory on the hard drive. You



should copy to all hard drives at the same time – it takes the same amount of time to one or all drives. Initial the columns on the camera log for the hard drive copies when they are complete.

- When copy is complete open P2 viewer on the desktop.
- You should see the card contents on the upper left side. Open tools -> set virtual P2 cards. Delete the previous mappings (DO NOT CLICK CHECKBOX TO DELETE FOOTAGE). Map a virtual P2 card by clicking the yellow square icon and pointing to the reel directory on one of the hard drives (not the content directory but the level up from that). Click ok
- Compare the number and frame of the clips on the top and bottom on the left side. Play a couple of clips on the bottom to make sure they play properly. Note the last timecode on the card by checking the last clip and record it on the camera report.

CRITERIA FOR CLEARING A CARD FOR REUSE:

- **You need to make sure the footage is properly copied onto a minimum of 2 locations. If 2 hard drives copied properly and you have verified one plays properly the card is cleared. IT IS YOUR RESPONSIBILITY TO MAKE SURE THE FOOTAGE IS SAFE BEFORE CLEARING CARD. If a card needs to be cleared quicker or you are being asked to break this policy the only person who can OK it is the Director of Photography. Note that additional redundant copies can be done when time permits. But this is the minimum requirement to make a card ready for reuse.**
- **The card is cleared when the following criteria is met**
 - Footage on 2 hard drives and one hard drive has been checked in P2 viewer.**
 - Once the card is cleared place the card in its case and wrap the case in a piece of green tape signifying that the card can be formatted and reused.
 - If for any reason the card is not cleared and is not being copied at the moment, place the card in its case and wrap the case in a piece of RED tape This will prevent the card from being used before it is cleared.