

# Autopsy and SurgPath Image Cataloging Quick Start Guide

The Autopsy Lab and SurgPath grossing room are both equipped with weatherproof cameras for taking photos. This is a quick overview of how to operate them and use them in conjunction with the Portfolio cataloging automation installed on the lab computers.



## Taking Photos

You can turn the Stylus TG-850 on or off by quickly pressing the 'ON / OFF' button located on the top of the camera next to its shutter control.

You can quickly shoot a picture by pressing all the way down on its shutter button, located directly next to the camera's 'ON / OFF' button.



To automatically focus on a subject before shooting a picture, point the camera towards your subject, hold the shutter button half-way down, and wait until the camera beeps and the broken rectangle in the center of the its rear-display flashes green. Then, without releasing the shutter button, press it down the remainder of the way to take your picture.



By default, the cameras have had their flash-mode set to OFF. If you need to change the camera's flash setting, you can do so by clicking the right button on the camera's d-pad, using the d-pad to select the flash setting you desire, and then hitting the 'OK' button at the d-pad's center to confirm your selection.

If you are shooting pictures very close to your subject, you may want to turn on the camera's Macro mode.

You can do so by turn the setting wheel to the flower icon. The camera will also intelligently enable macro mode when iAuto mode is selected on the setting wheel.

## **Cleaning the Camera**

### **Exterior:**

- Wipe gently with a soft cloth. If the camera is very dirty, soak the cloth in mild soapy water and wring well. Wipe the camera with the damp cloth and then dry it with a dry cloth. If you have used the camera at the beach, use a cloth soaked in clean water and well wrung.
- Foreign materials may be attached to the camera when using the camera in conditions with foreign materials such as dirt, dust or sand. If you continue to use the camera in such conditions, it could cause damage to the camera. To avoid such damage, wash the camera using the following method. 1 Close and lock the battery/card compartment/connector cover firmly. (P. 6) 2 Fill a bucket or other container with fresh water, immerse the camera facing downward in the bucket and shake the camera thoroughly. And rinse the camera by placing it directly under a strong stream of tap water while operating the buttons and dial and opening and closing the monitor.

### **Monitor:**

- Wipe gently with a soft cloth. Lens: • Blow dust off the lens with a commercial blower, then wipe gently with a lens cleaner. Do not use strong solvents such as benzene or alcohol, or a chemically treated cloth. Mold may form on the lens surface if the lens is left dirty. Battery/USB-AC adapter: • Wipe gently with a soft, dry cloth.

### **Lens:**

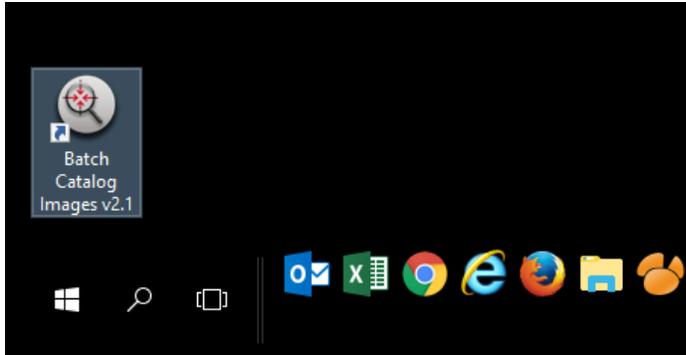
- Blow dust off the lens with a commercial blower, then wipe gently with a lens cleaner.

**! Do not use strong solvents such as benzene or alcohol, or a chemically treated cloth.**

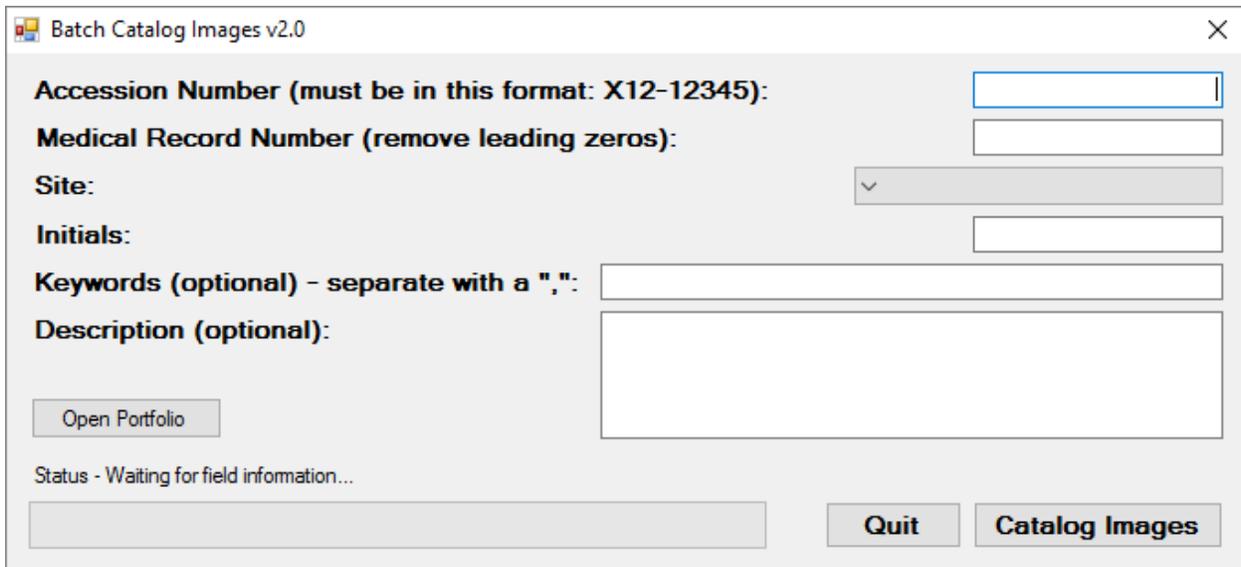
**! Mold may form on the lens surface if the lens is left dirty.**

## Cataloging Images

Launch the Portfolio cataloging automation by double-clicking the 'Catalog Images' icon on the computer's desktop.



Enter the required field information into the form and click **Catalog Images**.

A screenshot of the 'Batch Catalog Images v2.0' application window. The window has a title bar with the text 'Batch Catalog Images v2.0' and a close button. The main area contains a form with the following fields:

- Accession Number (must be in this format: X12-12345):** A text input field.
- Medical Record Number (remove leading zeros):** A text input field.
- Site:** A dropdown menu with a downward arrow.
- Initials:** A text input field.
- Keywords (optional) - separate with a ",":** A text input field.
- Description (optional):** A large text area.

Below the form is an 'Open Portfolio' button. At the bottom left, there is a status bar that says 'Status - Waiting for field information...'. At the bottom right, there are two buttons: 'Quit' and 'Catalog Images'.

When you are finished cataloging your images, left-click on the Safely Remove icon on the right-hand side of the task bar and select 'Safely remove USB Mass Storage Device'. Then, unplug the cable from the camera, close the camera's connection cover, and make sure the camera is turned off.