Transferring Media and Clearing SD Cards

After using any of IT's cameras for recording class content it is important to transfer the media to your personal computer and clear the SD card for future users.

> **IT is not responsible for and cannot help with SD card media recovery.** Please ensure that you transfer all media you wish to keep to your computer before clearing and returning SD cards.

> Please ensure that your Computer Backups are functioning and up-to-date.

Panasonic LUMIX GH5

Media transfer

Windows 10:

1. While the camera is powered on, connect your computer to the camera using the supplied USB cable.
2. The camera's display will prompt you to choose a USB mode. Select **PictBridge(PTP).**
3. Open the **File Explorer** application and navigate to **This PC** on your computer.
4. Open the **DC-GH5 > SD1** folder.
5. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
6. Once the media is copied to your computer, unplug the camera from the computer.
7. Remove all media from the camera using the "Clearing the SD card" procedure below.

macOS:

1. While the camera is powered on, connect your computer to the camera using the supplied USB cable.
2. The camera's display will prompt you to choose a USB mode. Select **PictBridge(PTP).**
3. Open the **Image Capture** application on your computer.
4. Select **DC-GH5** under **Devices.**

5. Set **Import To** to the Pictures folder (or wherever else you would like).
    - We recommend selecting **Make subfolders per camera** from the same list in order to avoid cluttering your destination folder.
6. Click **Import All.**
7. Once the media is copied to your computer, unplug the camera from the computer.
8. Remove all media from the camera using the "Clearing the SD card" procedure below.

Clearing the SD card

1. Enter **Playback Mode** (Press **Menu** > Screen-Shot-2020-08-18-at-1.30.35-PM.png)
2. Press the **trash can icon.**
3. Select **Delete All** and press **Menu/Set.**

GoPro HERO7

Media transfer

Windows 10:

1. While the GoPro is powered on, connect your computer to the GoPro using the supplied USB cable.
2. Open the **File Explorer** application and navigate to **This PC** on your computer.
3. Open the **GOPRO HERO7** folder.
4. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
5. Once the media is copied to your computer, unplug the GoPro from your computer.
6. Remove all media from the camera using the "Clearing the SD card" procedure below.

macOS:

1. While the GoPro is powered on, connect your computer to the GoPro using the supplied USB cable.
2. Open the **Image Capture** application on your computer.
3. Select **GOPRO HERO7** under **Devices.**
4. Set **Import To** to the Pictures folder (or wherever else you would like).
    - We recommend selecting **Make subfolders per camera** from the same list in order to avoid cluttering your destination folder.
5. Click **Import All.**
6. Once the media is copied to your computer, unplug the GoPro from your computer.
7. Remove all media from the GoPro using the "Clearing the SD card" procedure below.

Clearing the SD card

1. Power on the GoPro and **swipe up** on the touch screen to enter playback mode.
2. Tap the **set of squares** in the upper right corner.
3. Tap the **checkbox** in the upper right corner, then tap it again.
4. Tap the **garbage can** to delete all files.

Insta360 ONE X

Windows and macOS:

1. While the Insta360 is powered on, connect your computer to the Insta360 using the supplied USB cable.
2. Open **Finder** or **File Explorer**. The Insta360 will appear as if it were an SD card or a USB flash drive.
3. Copy the **DCIM** folder onto your Desktop (or wherever else you would like).
4. Once the media is copied to your computer, delete the contents of the **DCIM** folder.

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