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**Operating Equipment at home**

Table of Contents

 [1](#_Toc202958435)

[Operating equipment at home 1](#_Toc202958436)

[Make Sure the Battery Charger Matches Your Model 3](#_Toc202958437)

[Only Use Approved Batteries 3](#_Toc202958438)

[Discard leaking batteries properly 3](#_Toc202958439)

[Check the Condition of the Cables 3](#_Toc202958440)

[Do Not Open the Camera Case 3](#_Toc202958441)

[Store the Camera Minus the Battery 3](#_Toc202958442)

[Do Not let Batteries touch 3](#_Toc202958443)

[Watch the charging Process 3](#_Toc202958444)

[Watch for excessive heat 4](#_Toc202958445)

[Avoid Water 4](#_Toc202958446)

[Avoid Dust 4](#_Toc202958447)

[Do Not Interrupt Processes 4](#_Toc202958448)

[Choose a Storage Locale Carefully 4](#_Toc202958449)

[When Filming 4](#_Toc202958450)

[Gear Safety 4](#_Toc202958451)

# Make Sure the Battery Charger Matches Your Model

Only use an AC adapter or battery charger that is provided with your equipment. Substituting electrical equipment could end up causing a fire, as the incorrect equipment could cause the battery to short-circuit.

# Only Use Approved Batteries

Only use [rechargeable batteries](https://www.lifewire.com/my-camera-uses-batteries-too-fast-492997) that are provided with your equipment. Using an ill-fitting or overly powerful battery pack could cause damage to the camera, or it could, again, cause the battery to short-circuit, causing a fire.

# Discard leaking batteries properly

If a battery leaks, please contact the Media Centre – we may ask you to dispose of this locally rather than send this back.

# Check the Condition of the Cables

(A Damaged cable could cause a fire. Make sure any cables you use with your equipment are checked regularly and are free from nicks and cuts, especially AC adapters and USB cables.)

Make sure any cables you use with your equipment are checked regularly -- AC adapters and USB cables especially - are free from nicks and cuts. A damaged cable could cause a fire, so this is a key consideration.

# Do Not Open the Camera Case

Do not try to fix the interior components of the camera yourself. Please report any faults to the Media Centre.

# Store the Camera Minus the Battery

Remove the batteries from the camera if you will not be using the camera for a week or more, especially if the batteries are empty. A battery left inside the camera for a long period of time is more likely to leak acid, which would damage the camera.

# Do Not let Batteries touch

When [carrying batteries](https://www.lifewire.com/get-more-digital-camera-battery-life-493775) for your camera or equipment, make sure that you don't have multiple batteries in one location, where they could come into contact with each other. If the terminals on the batteries remain in contact with each other, they could cause a short and a fire. In addition, if the batteries metal terminals come into contact with other metal, such as keys or coins, the batteries also could short out, so be careful with the batteries when transporting them.

Protect batteries against being damaged – such as being crushed, punctured or immersed in water.

# Watch the charging Process

If the camera battery does not charge properly, stop charging the battery and contact the Media Centre.

Never cover chargers or charging devices unattended. **Do Not** overload your sockets

Do Not leave items continuously on charge after the charge cycle is complete

# Watch for excessive heat

Your camera body will heat up when in use for a period of time. If your camera body or battery feels unusually warm, discontinue use and contact the Media Centre.

# Avoid Water

Do not expose the camera or equipment to extreme temperatures or water. Avoid exposing the camera or equipment to sudden changes in temperature, especially in high humidity conditions, which could [cause condensation](https://www.lifewire.com/sand-in-camera-lens-problems-493770)  leading to damage to circuitry or an LCD.

# Avoid Dust

Never remove or change a lens in a dusty environment. Dust particles can damage a sensor irreverisably. Never leave a camera without a lens attached.

# Do Not Interrupt Processes

Avoid removing the battery from a camera when the camera is in operation or is storing photos/video. Suddenly removing the power source while the camera is working could cause damage to data, the storage card or could damage the camera's circuitry.

# Choose a Storage Locale Carefully

Avoid storing the equipment for extended periods of time in areas exposed to strong magnetic fields or electromagnetic radiation.

Don't move between very cold and very hot temperatures quickly; instead, give your equipment a chance to warm up or cool down gradually to avoid moisture issues.

# When Filming

Ensure that you have gone thru the appopriate risk assessment process and completed a risk assessment form in advance of your project.

Practice situational awareness and ensure you have completed a risk assessment in advance.

Use appropriate filters—and not the viewfinder—when you're shooting toward the sun. Your eyes are more sensitive to direct sunlight than you think. When you're shooting to the sun, use the screen, and keep your face and eyes shaded.

Use the strap, but be careful that it doesn't get snagged. A well-designed strap saves your camera from being dropped, but the strap could snag on a branch, pipe, or some other hazard when you're shooting in tight quarters. Keep it as tight as you can.

Try not to use a camera when you're on the move. Shooting while you're walking increases your odds of stumbling over something or even running into a person or object. If you do need to move whilest shooting ensure you have someone whith you as a spotter, who can guide you.

# Gear Safety

Not only will operation in [temperature extremes](https://www.lifewire.com/extreme-winter-photography-493772) potentially damage the electronics, it can also can introduce internal condensation within the body or the [lenses](https://www.lifewire.com/best-lenses-for-dslr-cameras-to-buy-4065138). This is particularly important during winter when going between the outside and inside.