

Saddleback College  
**PHOT 50xa: Beginning Digital Photography Revised 3/06**  
Ticket # 18995    Units: 0

**Instructor:** Professor Laura Hoffman  
**Email address:** lhoffman@saddleback.edu

**Class Meetings for term:** Tuesdays, 1/15 – 5/21/19, No class 3/19/19 & 4/02/19

**Class Hours/Availability:** 12:30 – 3:20

**Division Office:** Emeritus Institute; (949) 582-4835

**Location of Class:** College & Career Campus, Room 5  
31522 El Camino Real, San Juan Capistrano 92675

**Materials & Textbook(s) required:**

- **Textbooks required:** **1).** Gatcum, Chris. *The Beginner's Photography Guide*, Dorling Kindersley (DK) Limited, 2016. **2).** Peterson, Bryan: *Learning to See Creatively*, Amphoto Books...2015  
**Recommended:** Peterson, Bryan: *Understanding Exposure*, Amphoto Books... 2016
- **Camera** with full charge, memory cards, camera's manual; can be printed or a .PDF version
- **Tripod** (highly recommended)
- **Online access:** Must have access to a computer to view lectures & information on the class website as well as upload images for weekly class assignments.  
\*\*\*\*Check your Saddleback-issued e-mail regularly for updates.

**Class web site:** <https://www.takeaclasswithlaura.com/beg-photo-18995-tu.html>  
or simply access <https://www.takeaclasswithlaura.com/> **This is our web site for the class.**

**Upload images here:** <https://xinacat.smugmug.com/upload/BQxDjB/Guest24>

Note: you are a guest uploader to the course's own photography gallery, hosted by Smugmug.

**Catalog Description**

*Covers the technical aspects of using a digital camera and the importance of composition and lighting in the creation of an image. Includes still life set ups, photographing portraits and field trips. Downloading, storing, organizing and editing photographic images using software programs will be emphasized. Best practices of image archival, sharing and accessing digital data will be discussed.*

**Course Objectives:**

Practical course designed for lifelong learners to get to know the digital camera and power in preserving one's own artistic vision and memories. Go beyond the "lucky shot" – instead, predict your digital photography results and grow your passion for photography. Design better images using composition skills purposefully, learn how to use light, work in changing lighting conditions and manage and edit your images. Best of all, you'll discover how to see differently and work more creatively. Students participating in this course will begin to analyze composition and apply principles and elements of design with increasing visual perception and visual literacy.

Lab time is built in for individual instruction and demonstration. Coursework will include demonstrations, image-rich presentations, spotlights on featured artists and in-class constructive critique. Students will be introduced to new photographers and artists to inspire them to develop a body of work that reflects that individual student's unique spirit and vision.

## Topics Covered

- I. Lecture on the technical aspects of the digital camera
  - A. Batteries and Memory cards.
  - B. Setting up the Camera
  - C. Exposure, Exposure Triangle: Aperture/Shutter/ISO
  - D. Manual Modes
  - E. White Balance
  - F. Flash
  - G. Auto, scene modes, Program, Aperture Priority, Shutter Priority and Manual modes.
  - H. Panorama, other special controls and effects
  - I. Compare digital cameras with Smartphones
- II. Lecture and demonstration on the choosing, storing and enhancing of digital images/photographs.
  - A. Downloading
  - B. Cataloging
  - C. Organizing
  - D. Labeling
  - E. Enhancing
  - F. Culling
- III. Lecturing and demonstrating the use of various types of computer software as they apply to the manipulation of digital imagery.
  - A. Image Editors, e.g. Adobe CC Photoshop, Photoshop Elements
  - B. On-line catalog solutions, e.g.: Google Images, Lightroom
  - C. Apps on Smart phones
- IV. Lecturing and demonstrating how to view, access and print digital images.
  - A. Directly from the camera
  - B. Using a computer (uploading and downloading)
  - C. Using a printing service
- V. Lecturing and demonstration of image sharing techniques/media.
  - A. Using social media (Facebook, Instagram, Twitter)
  - B. Using an online service (Smugmug, Google Photos, Shutterfly, Flickr)
  - C. E-mailing images
  - D. Creating a photo book
- VI. Composition and Design:
  - A. Rules and guidelines, e.g.: Rule of Thirds, Golden Ratio
  - B. Line, shape, form
  - C. Patterns, textures
  - D. Contrast: positive & negative shapes
  - E. Mergers, tangents & tension
  - F. Values and color
  - G. Focal point (center of interest)
  - H. Unity
  - I. Visual balance
- VII. Lecture and demonstrations on the appropriate use of lighting
  - A. The direction of light: Front light, side light, back-light, silhouettes
  - B. The quality of light (hard vs. soft)
  - C. Ambient vs. artificial light
  - D. Use of reflectors and modifiers

## Learning Objectives

Students participating in this class will:

1. Demonstrate ability to use a digital camera and predict their imaging results.
2. Demonstrate ability to download, store and retrieve, analyze and enhance, organize and label, arrange and cull digital images.
3. Demonstrate proficiency in various types of computer software.
4. Manage lighting to photograph a portrait or still life, and photograph on location.
5. Design compelling images with attention to design and detail

## Student Learning Outcomes

Students completing this course satisfactorily will be able to:

1. Recognize and understand basics of recording, downloading, labeling, storing and retrieving photographic imagery using a digital camera.
2. Develop technical skills and familiarity with camera functions, lens specifications, file format and image storage.
3. Apply the use of depth of field and shutter speed choices as compositional elements that support image content.
4. Demonstrate technical and artistic competencies of employing available light as well as artificial strobe lighting (flash).
5. Competency in conceptual problem solving and narrative use of photography as a form of artistic expression.
6. Analyze and enhance digital images, as well as evaluate personal work and other students' work on the basis of composition for still life, landscape and portrait photography. Develop visual literacy and critical analysis of photography, applying the fundamentals of design (arrangement of elements in the frame).
7. Develop and explore personal interest and aptitudes to enhance mental acuity, fine motor skills, creativity and self-image through class projects and assignments.
8. Demonstrate effective use of intellectual and practical lifelong learning skills and knowledge pertinent to the specific discipline, and the designated Student Learning Outcomes of the course.
9. Respond positively to the intellectual, emotional and physical challenges of aging as a result of their enrollment and participation in the course.

## Out of Class Academic Expectations

Must submit photography assignments to our class gallery on *Smugmug* (an on-line photography gallery site designed for photographers) for review.

You will upload images to this web site as my guest. All metadata must be enabled (EXIF data).

Guest upload to this URL: <https://xinacat.smugmug.com/upload/BQxDjB/Guest24>

View images here: <https://xinacat.smugmug.com/2019-Saddleback/Emeritus-Photo-Guest-24>

**Or simply navigate to our website's page and use the Upload Projects Here links on:**

<https://www.takeaclasswithlaura.com/beg-photo-18995-tu.html>

- Have access to Facebook, where we will share the latest and greatest photography information with each other! <https://www.facebook.com/groups/38612742174/>
- *This is a private Facebook Group and knowledge base devoted to Saddleback photography lifelong learners.*

## Course Requirements and Grading Criteria

Active participation and regular attendance is expected. Although Emeritus Institute courses are non-credit, we do evaluate and assess students using Student Learning Outcomes (SLO) evaluations which are due every semester, and keep track of student performance and success in the classroom.

You will get the most out of this course with regular attendance and active participation, which includes uploading each assignment to the class gallery and taking part in class discussions and constructive critiques. Please e-mail me if you have to miss class (travel, doctor appointments, illness) in the first few weeks so I will not drop you from the class. Thank you in advance for communicating with me.

## Course Outline: Weekly Topics and Readings

Below are the tentative dates and themes for each week of class. Syllabus is subject to changes, based on class needs. Please complete the readings for each week **before** our meetings for that week.

\*\*\*Always bring books + your camera (completely charged) and manual to class unless indicated.

Week/ Date	Topics/ Readings/Activities	Due Dates/Deadlines
Week 1 1/15/19	Introduction to class, determine level of expertise. Introduction to photography Camera setup workshop Storing, accessing and organizing digital assets	Download course syllabus and bring to class. Order textbooks. Bring to class by 1/22/19
Week 2 1/22/19	Camera operations explained: the role of ISO, Aperture & shutter controls, lens controls. Introduce Class Projects. Camera workshop: Get off "Auto" forever! <i>Read chapter 1: Equipment in Beg. Photo Guide</i> <i>Read Pp. 86-94 in LTSC (Learning to See Creatively)</i>	Bring camera – fully charged. <i>Read chp. 1 BP Gde</i> <i>Read Pp. 104-105 in BP Guide</i> <i>Read Pp. 88-94 in LTSC</i> Bring camera manual: hardcopy or .PDF
Week 3 1/29/19	Review results from <b>Fill the Frame</b> Assignment What camera should I buy? Exposure Control: The Exposure Triangle Aperture Priority exercises in class <i>Introduce Depth of Field (DOF) Comparison Assignment</i> <i>Read chapter 2: Exposure in Beg. Photo Guide</i>	<b>Fill the Frame</b> Project due. Upload 2 images, labeled to class gallery <i>Read Pp. 46 &amp; 61 in BP Guide</i> <i>Read Pp. 52-55 in BP Guide</i> <i>Read Pp. 28-29 in LTSC</i> <i>Read Pp.87-89 in LTSC</i>
Week 4 2/5/19	Review results from <b>DOF comparison</b> Controlling time with photography Hands-on experience using long and short exposures. When to freeze action and when to allow blur <i>Review pages 62-73 in Beg. Photo Guide</i> <i>Introduce Freeze &amp; Blur Assignment</i>	<b>DOF comparison</b> Project due. Upload 2 images, labeled to class gallery <i>Read Pp. 62 - 63 in BP Guide</i>

Week 5 <b>2/12/19</b>	Review results from <b>Freeze &amp; Blur comparison</b> Eliminate unwanted blurry images forever Tripod Workshop, Tripod Buying Guide Introduce Backlighting Project <i>Review Pp. 72-73 in Beg. Photo Guide</i> <i>Read chapter 3: Focusing in Beg. Photo Guide</i>	<b>Motion: Freeze &amp; Blur Project due</b> Upload 2 images, labeled to gallery Field trip signed waivers due. Complete required readings
Week 6 <b>2/19/19</b>	Design & Composition, Part 1: Rule of Thirds Back Lighting – Add excitement to your photography! White Balance control workshop <i>Read Pp. 124-127 in Beg. Photo Guide: Color of Light</i> <i>Read Pp. 26-27 in LTSC: Splashy Photography</i>	<b>Rule of Thirds Project due</b> <i>Read chapter on Composition in LTSC, Pp. 88-113</i>  Complete required readings
Week 7 <b>2/26/19</b>	Review results from <b>Backlighting Project</b> Design & Composition, Part 1 Continue review of projects in class gallery Introduce Rules of Thirds Project Prepare for field trip (bring your tripod) <i>Read Pp. 95-101 in LTSC: The Rule of Thirds</i>	<b>Backlighting Project due</b> <i>Read Pp. 142-143 &amp; 146-147 in beg. Photo Guide</i>  Complete required readings
<b>Week 8</b> <b>3/6/19</b> <b>(Wed)</b>	<b><i>RAINED OUT – Field trip is postponed to 4/03/19</i></b>	
<b>Week 9</b> <b>3/12/19</b>	<b><i>Review best portraits shared in class.</i></b> Portrait Photography, Introduce Portrait photography proj.	<b>Bring in best portraits</b>
<b>Week 10</b> <b>3/26/19</b>	<b><i>Review Portrait assignment</i></b> Flash, flash fill techniques, lighting; flash, modifiers <i>Read chapter on flash in Beg Photo Guide, Pp. 150-159</i>	<b>Portrait Project due</b> <i>Pp. 58-61, 143 in Beg Photo Guide: Shallow DOF for Portraits</i>
<b>Week 11</b> <b>4/03/19</b> <b>(Wed)</b>	Field trip: <b><i>Changing lighting at Laguna Beach, Heisler Park</i></b> 375 Cliff Drive, Laguna Beach, CA 92651-2332 3:45 – 6:45 MEET at Gazebo behind Heisler Park by 3:45pm. <i>Sunset time is 7:13pm.</i> <i>This field trip event is in place of class held on 3/05/19</i> <i>Read Pp. 116-127 in LTSC: The Magic of Light</i>	Field trip!! Bring camera, tripod Application of Composition; White balance control (WB), backlighting, Rule of thirds
Week 12 <b>4/09/19</b>	Review results from <b>location photography field trip</b> <ul style="list-style-type: none"> <li>- <i>Review at least 3 WB comparisons</i></li> <li>- <i>Backlighting technique</i></li> <li>- <i>Application of Rule of Thirds for landscape photography</i></li> </ul> The role of lens focal length on portraits	Upload up to 5 best Landscape images from <b>field trip.</b> Application of White balance control (WB), backlighting, Rule of thirds
Week 13 <b>4/16/19</b>	Continue review of images on class gallery Camera race: The difference between Smartphones vs. Digital cameras ; Expand your vision: Patterns and Repetition <i>Read Pp.62-67 in LTSC; Read introduction in LTSC</i>	<b>Portrait with &amp; without Flash comparison Project due</b>

Week 14 <b>4/23/19</b>	House of Photographic Arts: <a href="http://www.hopa.org/">http://www.hopa.org/</a> 27182 Ortega Highway San Juan Capistrano, CA 92675 Photography as an artform – Meet at 1:00pm	<b>Camera race</b> due: Smartphone vs. Digital
Week 15 <b>5/02/19</b> Thursday	Field trip: Location TBA Apply principles of composition/design & techniques <i>In place of class meeting on 4/30/19</i>	Field Trip!!
Week 16 <b>5/07/19</b>	The Lens; Lens Buying Guide <i>Read <a href="#">Expanding Your Vision</a> chapter in LTSC Pp. 2-31</i> Landscape photography	<b>Field trip</b> image results due <i>Complete required readings</i>
Week 17 <b>5/14/19</b>	Lens test due: wide angle, normal & telephoto of same landscape scene Introduce final project	<b>Lens Test</b> due <i>Read Pp. 102-115 in BP Guide</i>
Week 18 <b>5/21/19</b>	Review final project: Wrap up: Discuss how we have grown as photographers	<b>final project</b> due <i>Read Pp. 116-119 in BP Guide</i>

Note: Syllabus is subject to change, based on class needs.

**Field Trips:** We will enjoy multiple field trips in this class. More information will follow, including time and location details. Each student must sign the school district's *Voluntary Activity Consent, Assumption of Risk, Release of Liability and Hold Harmless Agreement* form in order to participate in field trips three weeks prior to field trip dates. The form will be e-mailed to each student and will be available on

<https://www.takeaclasswithlaura.com/beg-photo-18995-tu.html>

Field trip #2: Payment will be due 1 month prior to field trip. Make checks payable to *Saddleback College*.

Image File Labeling convention: LastnameFirstName\_Name of assignment.

Example: **HoffmanLaura\_Portrait.jpg**

Note: Your file must be saved as a .jpg in order to upload to Smugmug.com (not RAW)

### **Reminders:**

1. Order books ASAP – recommend Amazon.com; bring books to class by 1/22/19
  2. 1/22 Bring camera manuals to class (*download free .PDF to portable technology if lost*).
  3. 2/12 Signed waivers are due for field trips
  4. 2/12 & 2/26: Bring your tripod to class
  5. 3/26: Checks are due for field trip#2, made out to *Saddleback College*: exact amount TBA
- Complete weekly assignments: Upload only 1-2 images (2 for before and after image editing) for each assignment in Smugmug by due dates, unless specified. Caption with title; see naming convention below. Enable *metadata* (which tells us your aperture, shutter speed and ISO choices, as well as a wealth of other information).

**\*\*\*Here is how we are sharing images:** To upload your assignment, click on:

<https://xinacat.smugmug.com/upload/BQxDjB/Guest24>

To see your images, click on:

<https://xinacat.smugmug.com/2019-Saddleback/Emeritus-Photo-Guest-24>

This is a special guest gallery created for this class, called "Emeritus Photo Guest 24."

**Labeling Images:** Label your images *BEFORE* you upload to class website.

- You will upload your best image and **label it** for every assignment.
- **Drag and drop** your image for each assignment (or browse).
- BE AWARE: You are a guest uploading to my gallery, therefore once your image is uploaded, you cannot edit your image or delete image. (E-mail me if you want to re-upload/delete any images)
- Labeling convention: LastName\_FirstName\_Assignment.  
A few examples: (1<sup>st</sup> assignment)  
**HoffmanLaura\_DOFNarrow.jpg HoffmanLaura\_DOFWide HoffmanLaura\_Portrait,  
HoffmanLaura\_FastShutter HoffmanLaura\_SlowShutter HoffmanLaura\_LagunaWB**

*Goal: to be clear about whom the maker of the image is, and what the project challenge is about.*

Please be advised that the syllabus could be revised as needed as our class progresses.

### **Student Resources:**

<http://www.steves-digicams.com/camera-reviews/>

Or Google: Steves Digicams reviews

Find your camera from any of the drop down menus on the left side. For example, if you have a Canon, click on "Canon," then select your camera from the link. Click through and find a thorough review and detailed information through your own camera.

<https://www.dpreview.com/>

This is an excellent resource for finding out reviews and news about camera equipment you are interested in.

**Request to join** the Facebook resource page for lifelong learners / photography enthusiasts:

<https://www.facebook.com/groups/38612742174/>

Join in the conversation and check out posted resources selected for our class.

### **Other important Links you need:**

Access current files and forms for this class here:

<https://www.takeaclasswithlaura.com/beg-photo-18995-tu.html>

Upload Photos to this link.

**\*\*You must FIRST label your image(s) according to naming conventions detailed on p. 6 of this syllabus:\*\***

<https://xinacat.smugmug.com/upload/BQxDjB/Guest24>

**View Class Images Here:**

<https://xinacat.smugmug.com/2019-Saddleback/Emeritus-Photo-Guest-24>

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## **REMINDERS**

- ✓ Bring backup on a flash drive in case our network is down.
- ✓ Always bring your charged camera to class & your manual.
- ✓ Complete assignments: Upload only 1 image (unless more images are specified) for each assignment in Smugmug by due dates. Caption with title; see naming convention. Always

enable *metadata* (which tells us your aperture, shutter speed and ISO choices, as well as a wealth of other information)

- ✓ Turn off the sound on your mobile devices. Never answer the phone while in the classroom (this has happened) – Please be kind: sudden sounds from devices disrupt the class.
- ✓ Don't miss a thing! Forward your Saddleback e-mail to your personal e-mail account. For directions for how to forward e-mail, go to <https://www.takeaclasswithlaura.com/beg-photo-18995-tu.html>
- ◆ **Materials fee:** \$10.00. If you are adding the class, fee must be paid by check or money order (no cash). Make check out to *Saddleback College*. \*\*If adding this class on-line with your APC, you may use your credit card.

### Student Conduct and Attendance

- In accordance with Saddleback College policies, students may be dropped from a course if they miss eight or more instructional hours during the term.
- Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401) (SB Student Handbook).
  - During class, you have my full attention, respect and effort. Please give the same to your fellow classmates and to me by keeping a quiet classroom, saving all side-conversations for break, time before class and after class.
  - All phones and electronic devices must be silenced (bears repeating). Do *not* take or make phone calls during class time, as this is intrusive and disruptive to the learning environment.
  - During critiques and lecture, opening and closing of the classroom door disrupts the class and impairs the viewing of images – please keep to an absolute minimum.
- **No Recording Without Consent Policy:**  
Other than Disabled Students Programs and Services accommodations, the use of any electronic listening or recording device in any classroom is prohibited without the explicit prior consent of the instructor (CA Ed Code Sec. 78907). It is also a crime to record any private communication, such as a classroom lecture, without the consent of all parties to the conversation (Cal. Penal Code § 632).

### Students with Disabilities

If you have a verified learning disability, it is your responsibility to bring me a copy of your Saddleback College Special Services Educational Accommodations form and/or a Special Services Test Proctoring Guidelines form, either of which will indicate the accommodations you are given. (This is usually accompanied by an authorization for academic adjustments/accommodations form which I initial and keep, returning to you the yellow carbon copy on the bottom.)

If you feel that you might have a disability-related educational limitation, contact the main Special Services office (DSPS) at SSC 113, Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm.

**Phone:** (949) 582-4885, **TTD:** (949) 582-4833, **Fax:** (949) 347-1526 <http://www.saddleback.edu/dsps/>

### Other Saddleback College Services

- Technical Problems (for email, mysite, etc.) Questions



Call (949) 582-4363,

Mondays—Thursdays, 8:00 am – 8:00 pm; Fridays, 8:00 am – 2:00 pm.

or email [scstudenthelp@saddleback.edu](mailto:scstudenthelp@saddleback.edu)

Check out these great websites for help:

<http://www.saddleback.edu/de/student-technical-support/>

and

<http://saddleback.edu/oe/student-resources/StudentHelpDirectory.html>

- **The Saddleback Library** is the best place to get source material and personalized help from a librarian whether you're on or off campus. Attend the library's free workshops to learn the basics, and take the library's credit courses (**LIB 100**, **LIB 101**, or **LIB 2**) to become a highly skilled at utilizing information technology. You may “ask a librarian” face to face at the Reference Desk on the 2<sup>nd</sup> floor of the LRC or on the phone at (949) 582-4525 or online, chatting with a librarian during library hours, Mondays through Thursdays from 8:00 am – 8:00 pm and Fridays from 8:00 am – 2:00 pm. For details, visit the library website, [www.saddleback.edu/library](http://www.saddleback.edu/library). You may also have your questions answered within 24 hours by contacting the library on Facebook at <https://www.facebook.com/pages/Saddleback-College-Library/310334007473> or by emailing your question to [sclibrary@saddleback.edu](mailto:sclibrary@saddleback.edu).

- **Student Health Center** SSC-177; (949) 582-4606

All students who enroll in classes held at the Saddleback College campus are required to pay a \$19.00 Health Fee per regular semester and \$16.00 per summer session. For students who enroll at off-campus classes, students may opt-into the health services by submitting payment at the Saddleback payment office. The Health Fee entitles students to a variety of health services. The Student Health Center provides treatment for acute, short-term illnesses and minor injuries, general health screening and other health maintenance procedures. The Health Center is open from 8:00 am – 7:00 pm Mondays-Thursdays and 9:00 am – 3:00 pm on Fridays. It is closed daily from 1:00 pm – 2:00 pm.

### **Mental Health**

The College Mental Health Program helps students meet the personal challenges associated with their academic and life goals. Sometimes problems arise that interfere with students' abilities to do well in college, to continue in classes, and to be emotionally healthy. Personal counseling is provided by advanced graduate school interns under the direct supervision of a licensed psychologist in the Student Health Center and by generalist counselors in the Office of Counseling and Special Programs. Students must pay the Health Fee to utilize this service.

- **Counseling and Special Services**

Services are provided for enrolled students with verifiable disabilities. Each semester, Saddleback College serves more than 1500 students with disability-related educational limitations.

- **Academic/Career/Personal Counseling**

SSC 167

(949) 582-4572

Mondays—Thursdays, 8:00 am – 7:00 pm; Fridays, 8:00 am – 12:00 pm.

- **Special Services Office**

SSC 113

(949) 582-4885 (voicemail)

(949) 582-4933 (TDD)

Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm

- **Learning Disability Center**

SSC 224

(949) 582-4246

Mondays—Thursdays 8:00 am – 4:30 pm; Fridays 8:00 am – 12:00 pm.

- **Alternate Media Production Center**

Village 23-1

(949) 582-4885

[msauter@saddleback.edu](mailto:msauter@saddleback.edu)

- **Campus Safety**

Off site: in case of emergency off campus contact your local police/paramedics: Call 911

**Saddleback College:** Emergency number: (949) 582-4444

The Campus Safety office is located in the Village between Village buildings 1 and 2.

Mondays—Thursdays, 8:00 am – 6:00 pm; Fridays, 8:00 am – 3:00 pm.

The Saddleback College Campus Police is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn peace officers, trained and regulated by standards established by the California Peace Officer Standards and Training (POST) Commission. The officers have the same authority as a municipal police officer or county deputy sheriff. Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests. Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Campus Police can be contacted at any time by calling (949) 582-4585 or at extension #4585 from any campus phone.