Audax Body Worn Video System

**Docking Station (DS) System – DS8 PC
Software User Manual**

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1. Introduction

The DS8 PC Docking Station (DS) comes with an internal PC and Touchscreen   All the software has already been installed on the PC so just turn on and go.

1.2 Connecting the Docking Station (DS)

The DS is supplied with the following components:

- Power Cable
- Ethernet Cable
- Wi-Fi Antenna
- 2 x Keys for removable HDD

Connect the Power Cable to the DS.   Plug Power Cable into an appropriate socket and turn on power at the Main switch.

Plug in the Ethernet Cable **AND/OR** attach the Wi-Fi Antenna (next to NFC Reader) to allow for Network access.

Ensure that the Removable HDD Keys are kept in a safe place

1.3 Turning the DS on

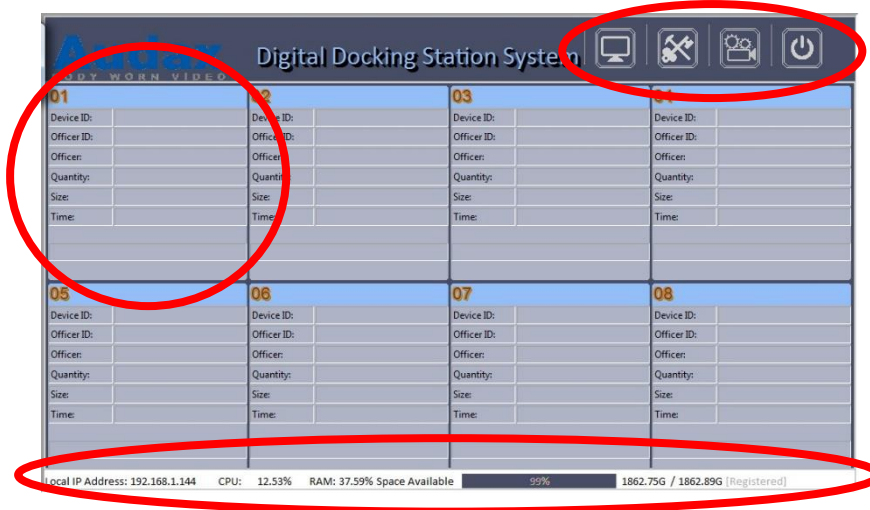At the rear of the DS you will see **TWO** switches.

a. Turn the O / I switch to the **I** position

b. Push button 2 on to boot up the PC

Once the PC has started up, you will automatically be taken to the Main Interface Screen.

Wi-Fi and Network can be set up on the DS8 PC in the same way as a standard Computer

1.4 Main interface introduction

1.4.1 Icons

a. Icons at the top right of the main Screen give access to system settings as well as managing data from the BWV Cameras.

b. Individual panels give information on the BWV Camera docked and show the status of download of data.

c. The bottom panel shows information on your computer system and storage space capacity.
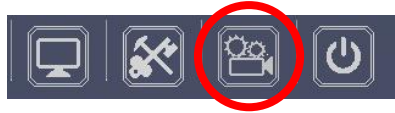
1.4.2 Individual Icons

a. Review Files on DS – This allows you to review the files which have been downloaded from the BWV Cameras.

This Icon will also take you to other area of the DS Software for adding / amending deleting system settings; these are shown in **para 3** below

NOTE: This is a password protected area and details of this are given in **para 3.1** below.

b. Change Password – this allows you to change the password(s) for the DS Software.

c. Setting Camera – this allows you to modify settings on the BWV Camera.   Details of this are given in **para 5** below.

d. Exit System – click this icon to exit from the DS Software.   You can choose "Exit System" from the options and will then be asked to input a Password which the default is **2014**.

2. Downloading data from cameras

Open the "MyDocking" software and insert a camera (or cameras) on the DS.   Download of data from the camera(s) will automatically happen.
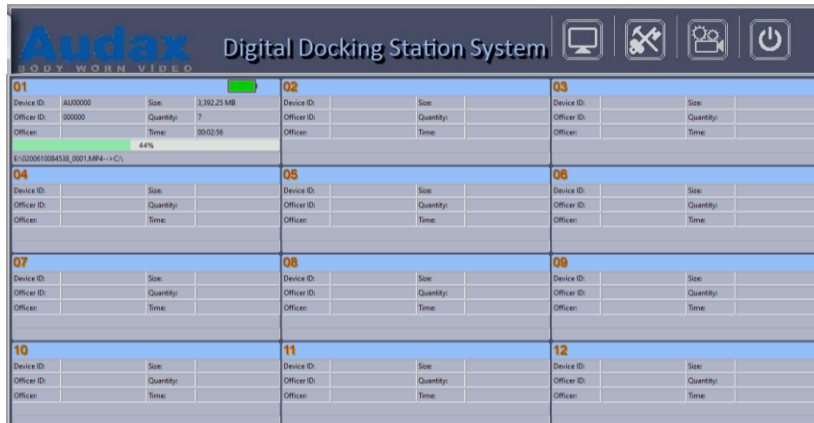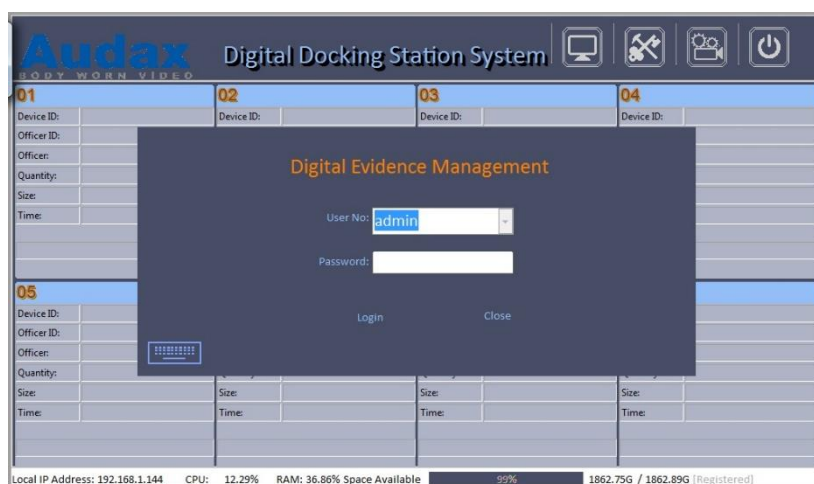

3. Reviewing Files / System settings

The "Review Files on DS" icon allows you to review the files which have been downloaded from the BWV Cameras but will also allow access to other areas for adding / amending deleting system settings.
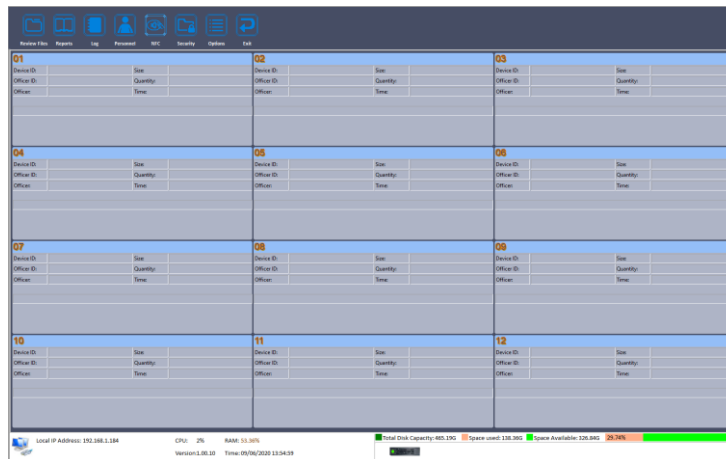

3.1 Admin / User Login

Clicking this icon initially takes you to the login screen:

Default settings are:

User ID	**admin**
Password	**888**

Click "Login" to confirm.   You will see the following screen:

Select the appropriate Icon as indicated and listed below

3.2 Review Files

You can search for a file by camera ID, Officer name, recorded date etc.   You also playback a video file and label these files.   You may delete a file, protect a file, download a file to your removable drive etc. following the instructions below
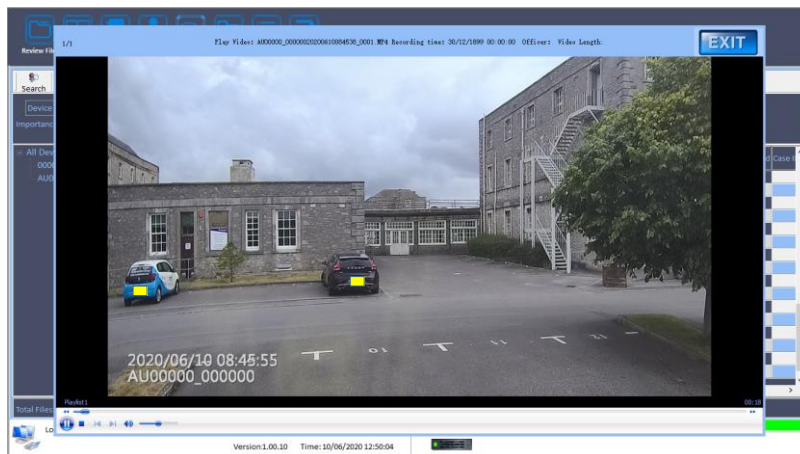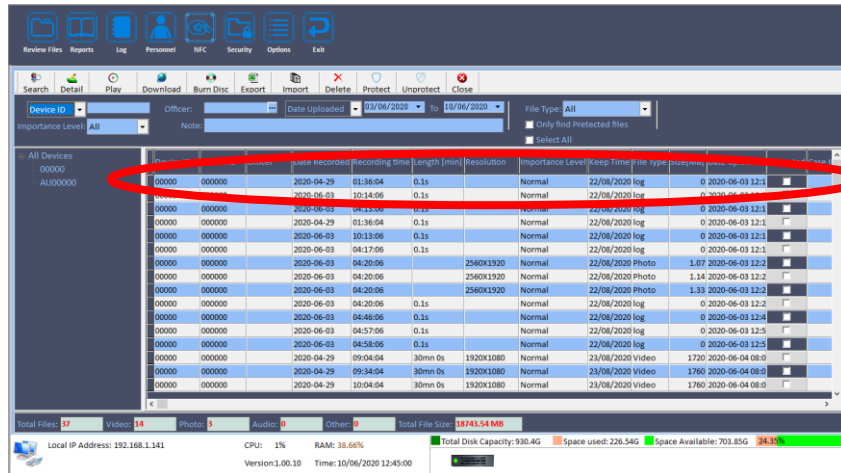
3.2.1. Searching for a file

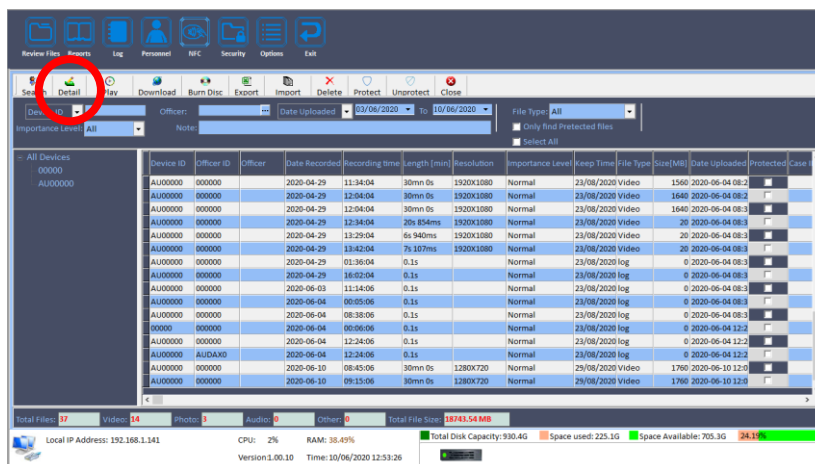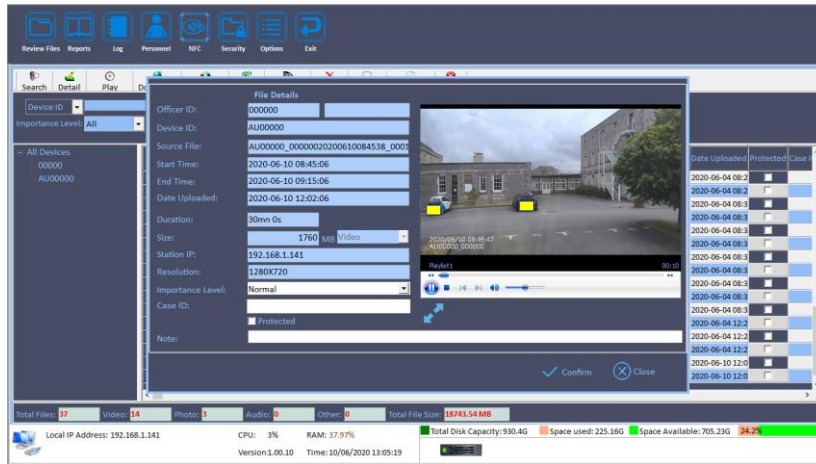Enter the query condition(s) and click the "Search" button.
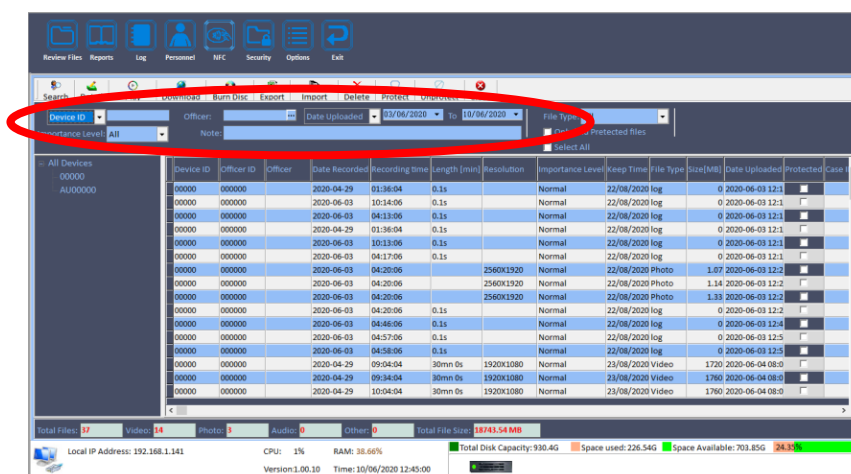
3.2.2. Playback a video file

Select a file and click the "play" button. The file will commence playback.

If you would like to show more information on the file, click the "Detail" button or double click the recording
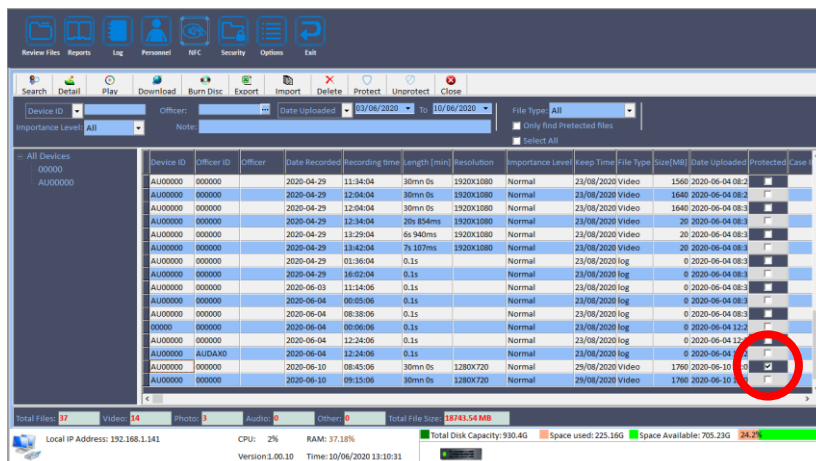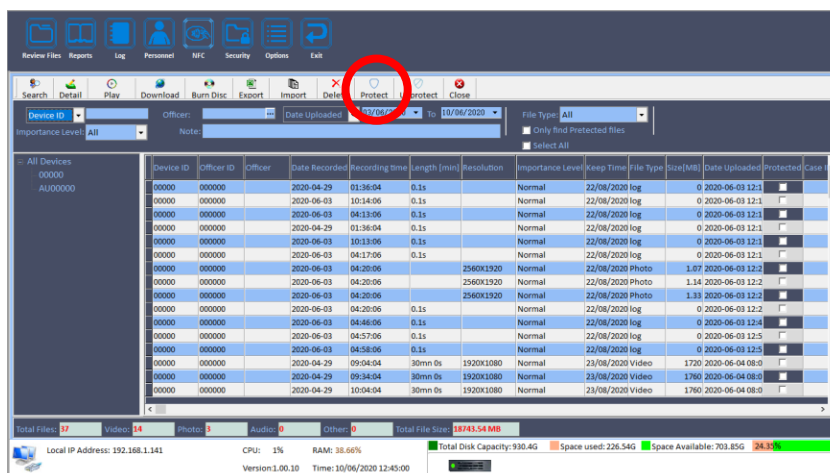
Further information can be added in the "File Details" screen

3.2.3. Protecting a file

You can protect a file in order to prevent the file from being automatically deleted by clicking the "protect" button after select a file.   In the same way, you can remove file protection by clicking the "unprotect" button to cancel protect status.
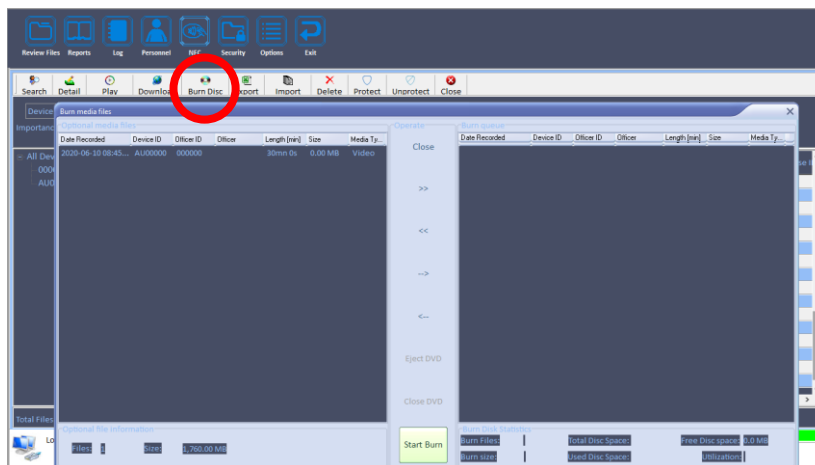
3.2.4. Downloading a file to a removable drive
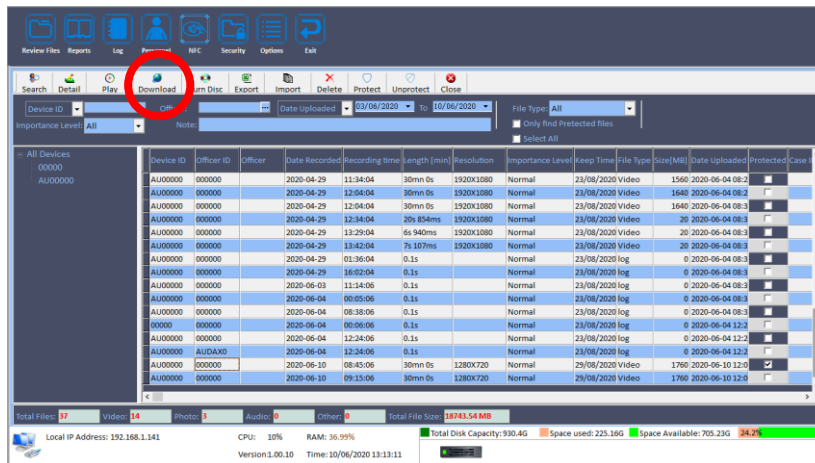
Note: You will need select a directory for storage in the file pop-up window.
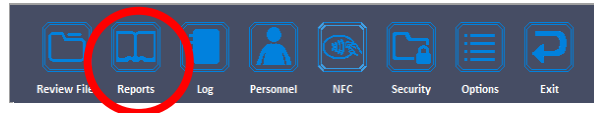
3.2.5. Burning video files to CD / DVD

Assuming your PC has CD/DVD burning features, you can select this option to burn file(s) to blank media.

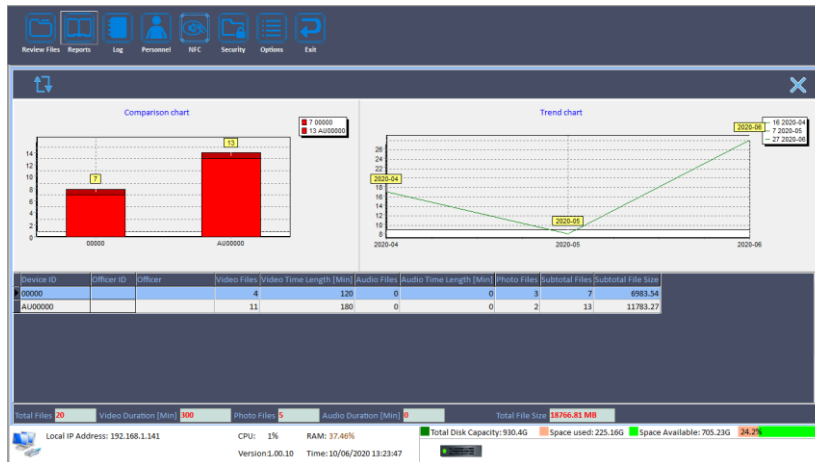### 3.2.6. Importing files from another storage directory
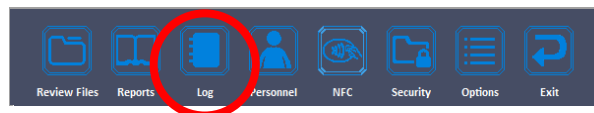
Not used with this system

3.3. Reports

The "Report" feature will only provide some basic information.
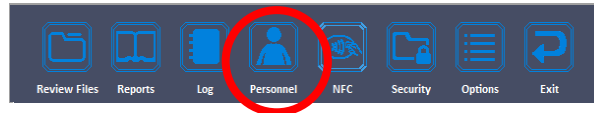

3.4. Log

The User can see (and download) log information for the DS system.

Note: Logs are automatically cleaned on a regular basis. The time interval is approximately 6 months.
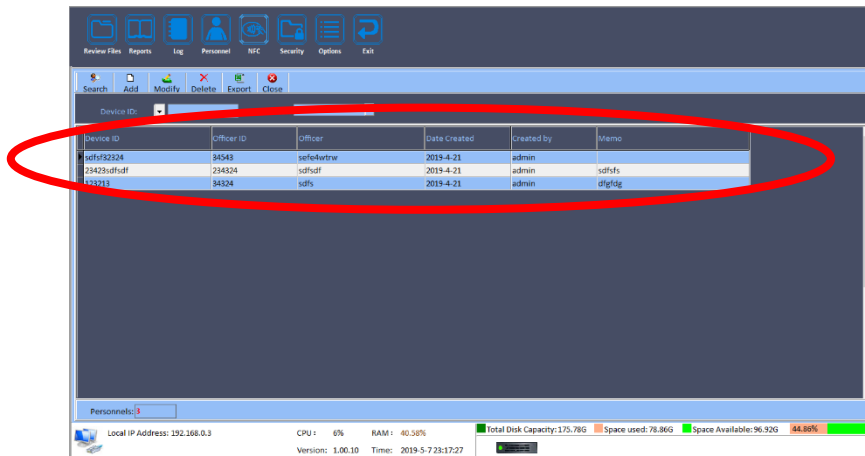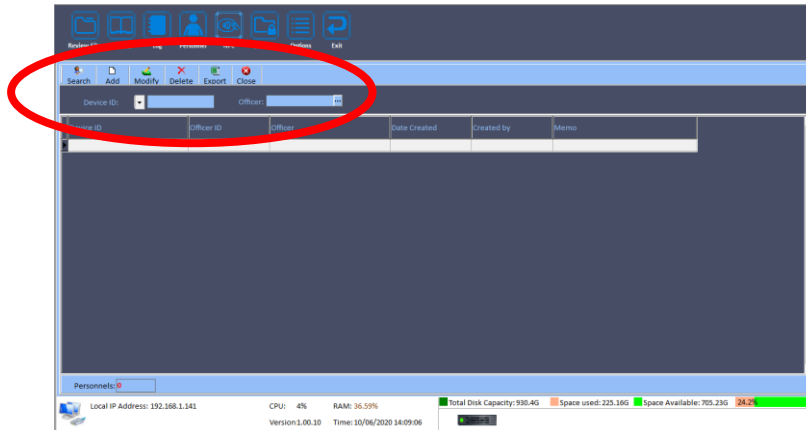
3.5. Personnel

3.5.1 Setting Officer ID

If you would like to have all files that show camera information and officer information, you have to allocate officer information to that camera.

a. Add the officer details

b. Allocate a camera to the new officer.
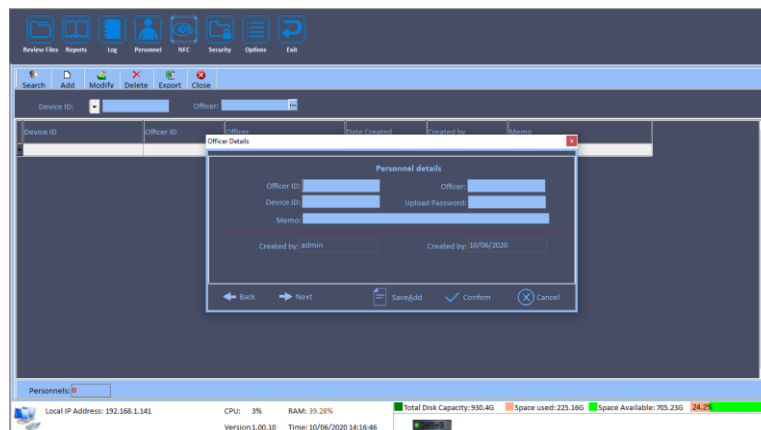
Note: You also may do this after downloading files from camera.

3.6. NFC
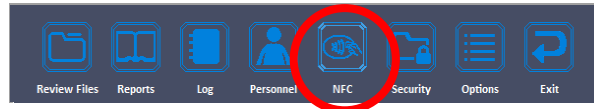
The DS uses NFC (Near Field Communication) in order to allocate a camera to an individual officer.

An Audax NFC Card(s) may have been supplied to you as part of your purchase.   Each card has already been given its own unique Card ID Number however, it is possible for you to change this.

Open the NFC tab, place and hold the Card on the NFC reader (left hand side of DS) and click "Read".   The screen will show the current Card ID as per the image below.

If you wish to have a different Card ID, enter the New Card ID and click "Write".   The screen will show as per the image below:

3.6.1. Using NFC

In the Screen example shown below, you will note that the Officer ID on the camera is currently set to 0
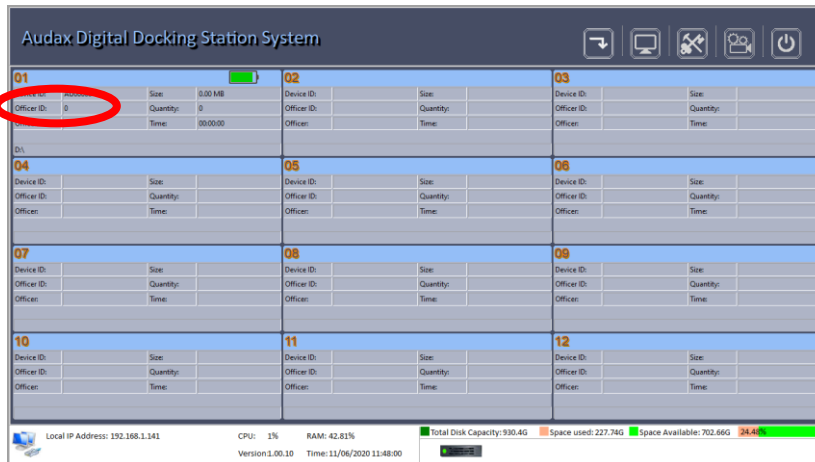
When the officer comes to take the camera from the DS (01 in this example), they initially should click the grey section of box 01 on screen to select the camera required.

At that point, they will have 5 seconds in which to place the NFC Card on the NFC Reader.

The Screen will show a countdown in seconds

Once the NFC Card has been placed on the reader, the DS will beep and the ID Number of the NFC Card will be allocated to the Camera as per the screen below:
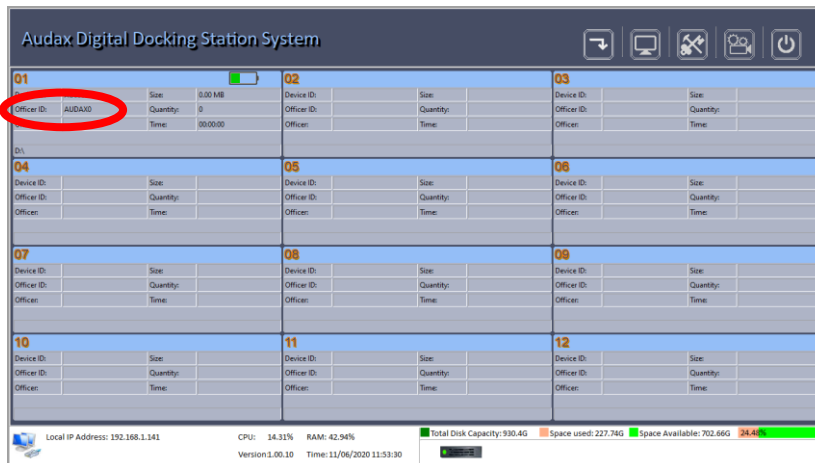
The camera now shows the correct ID of AUDAX0 (in this example), and the officer can now remove the camera from the DS.
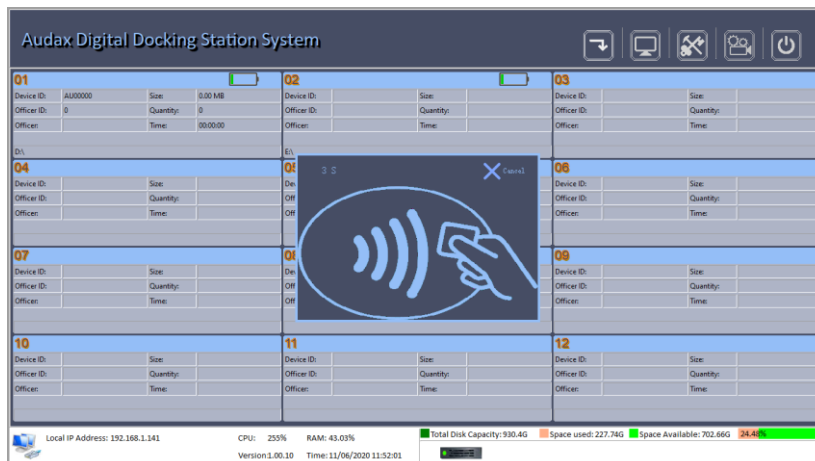
All recorded data on the camera will now be tagged with the Officer ID Number

3.7. Security
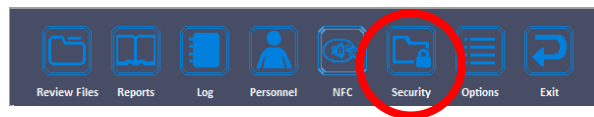
This feature is provided to the administrator in order to add / manage other MyDocking Software users and select appropriate permissions for them.
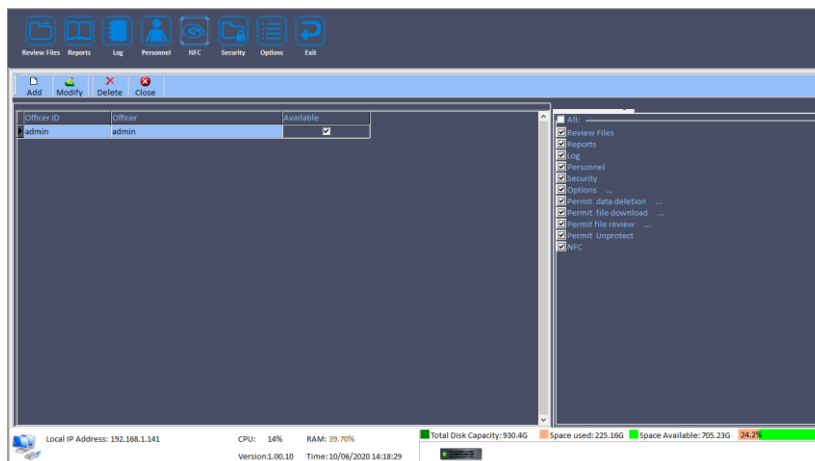
3.7.1. Creating a user

Click the "add" button

User information

- The new user needs to be allocated a user number (ID), user name and a Password.

- The password needs to be six digits, which can include letters and numbers.
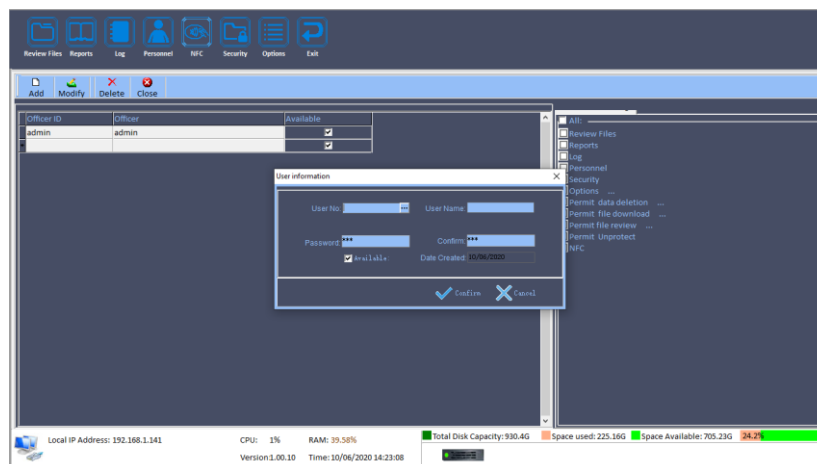
3.7.2 Authorizing a user

Use the admin account log in system and navigate to security as shown below:
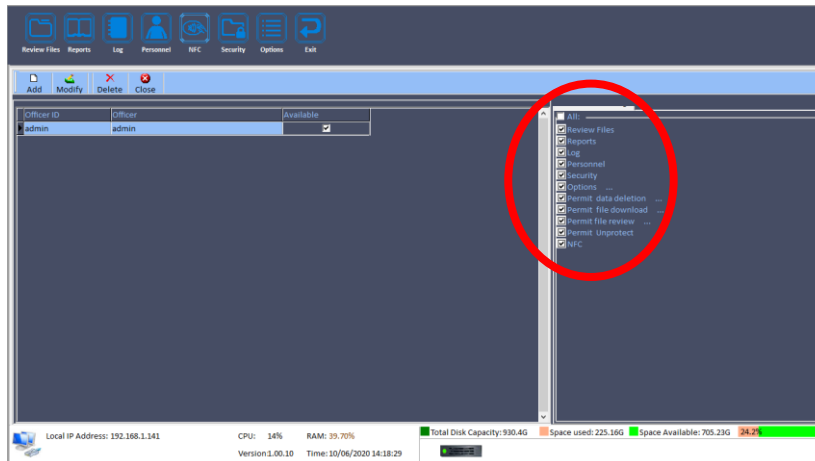
Select (or deselect) the required permissions by a clicking the boxes.

3.8. Options

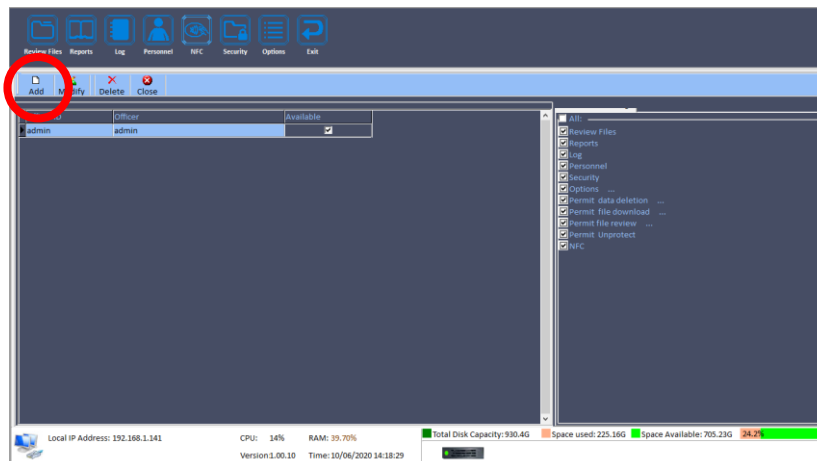## 3.8.1. Changing the location for storing video files

The Default storage drive is E:// however, not all users will have this drive.
If the storage space needs to be amended; selecting the "options" icon will show you the screen below:

Select the correct storage drive as shown above.   Click "Save" and then "Exit".

3.8.2. Setting file retention time

There are three storage strategies.   These can be changed from the "Options" menu

a. Cover the oldest file
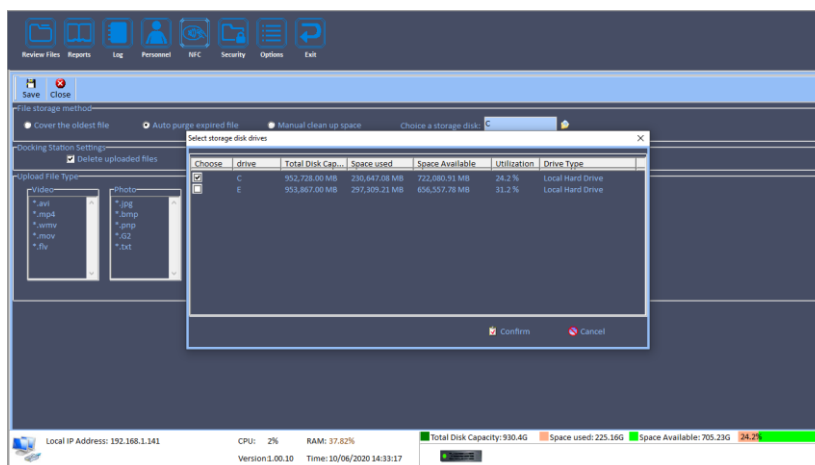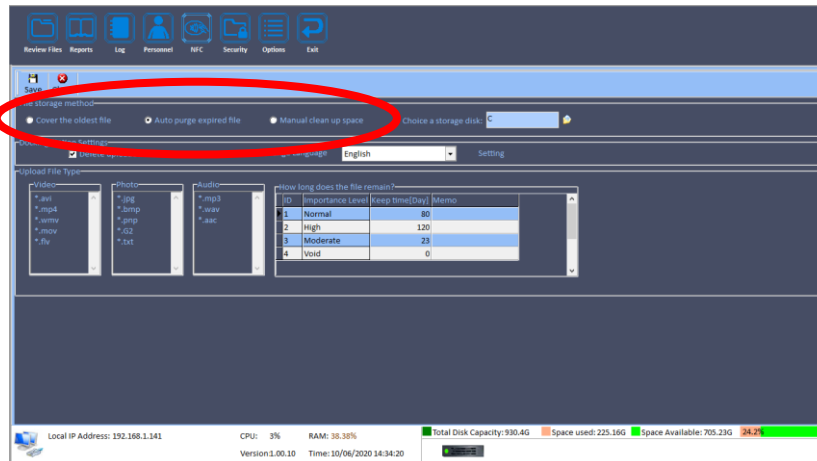The DS system will delete the oldest file when your PC has run out of space.   The DS will only delete a few files and empty enough storage space for the newer files to be downloaded.

b. Auto purge expired file
The DS system will delete all expired files and empty much more storage than the system indicated above.
Select "Auto purge expired file" and add the appropriate time period (days) for the files to be deleted.

c. Manual clean up space
The DS system will NOT delete any files.   This will need to be carried out manually.

3.8.3. Clearing files in camera after download

The DS system can be automatically set to delete all files from the Camera once a successful upload has occurred.
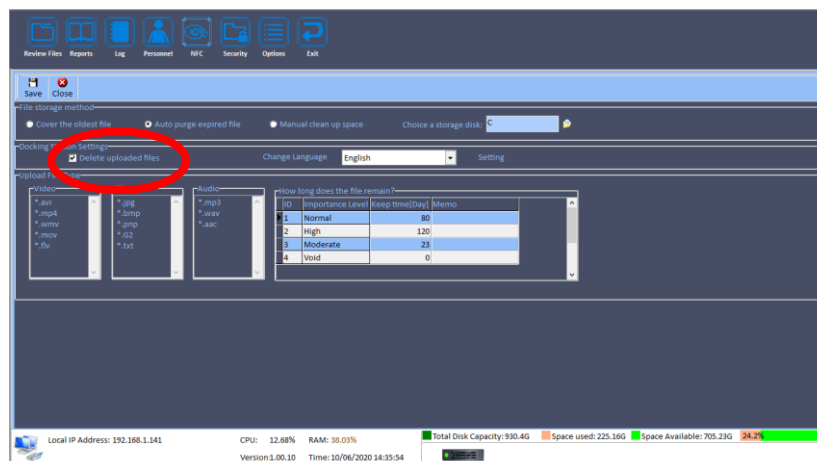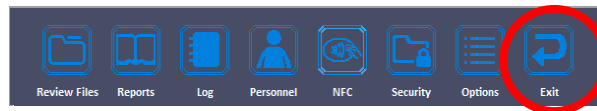

To select (or deselect) this, click the "Delete uploaded files" box

3.9. Language

Use the "drop down" list to change the language.   Click "Setting" to confirm choice.
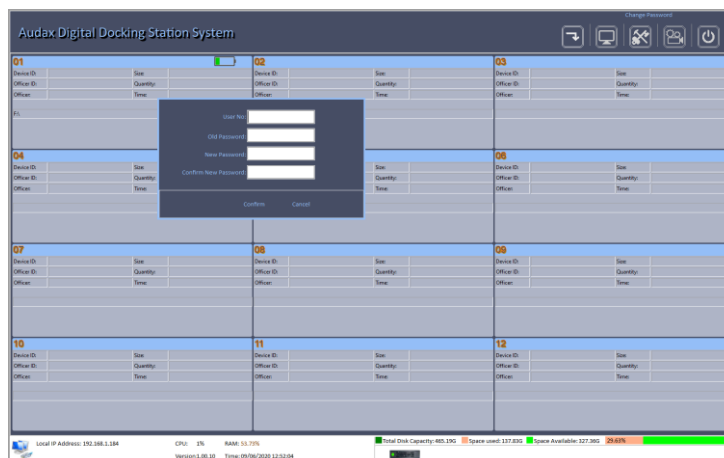
3.10. Exit

Press the Exit Icon to take you back to the Main Screen

4. Change Password

Clicking this will allow you to change passwords.   You will see the following screen:


- 1. Enter the User Name
- 2. Enter the Old password
- 3. Enter the New password
- 4. Confirm the New password
- 5. Click "Confirm" to apply the New password

5. Camera Settings

From the "Setting Camera" icon, you have the option to input Camera Settings from within the DS System.   This can be carried out on either an individual basis or for a bulk upload for up to 8 cameras, which are connected in the DS.
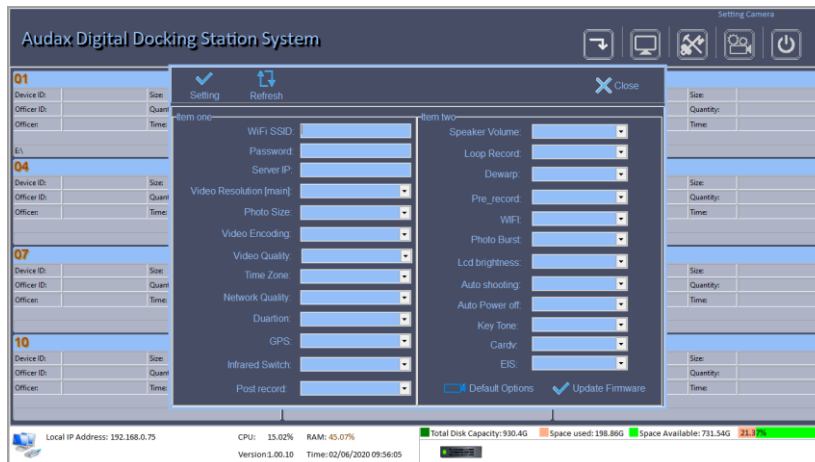
Not all settings are listed however, the main ones are available to select.   Once the correct Setting has been made, click the "Setting" button to upload to the camera(s).

Docking Station Warranty

This product is warranted against defects in material or workmanship for 1 year from date of purchase.

This limited warranty shall not apply to any product or item subjected to misuse, including static discharge or over charge, failure by user to follow the User Guide instructions, product modification, ordinary wear and tear, negligence or improper use/operation.

This limited warranty is also voided if the Docking Station is found to have an altered or tampered with serial number or if access or attempted access to the internal memory / components is suspected.

Full details of our Terms and Conditions can be found on our website www.audaxuk.com.

This Product is exclusively distributed Worldwide by Audax Global Solutions Ltd and all claims, questions and contact should be with Audax in the first instance