

Focus H1

Trainer Guide



Purpose: This Guide is intended to accompany the Focus H1 Lesson Plan, and provides the content that will be instructed upon in the lesson.

1. Pre-Departure Steps

1.1 Check-out a fully charged wireless mic

1. Officers may check out any wireless microphone from the station.
 - a. The Officer must ensure that the wireless microphone is fully charged by checking LED indicator (circled in the image) while the microphone is on the dock.
 - i. **Blinking red**: charging (not fully charged)
 - ii. **Solid Green**: fully charged



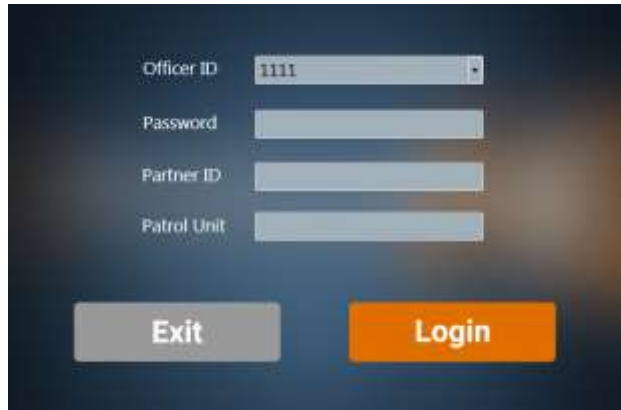
1.2 Turn on the vehicle ignition

1.3 Log in to the H1 System

1. Press the Power button (identified by the arrow below) on the H1 monitor on the training rack. This will turn on the login screen.



2. Tap within **each designated box** to input credentials with the virtual keyboard. Then select **Login**.



1.4 Check for system **Health Alerts**

1. If you receive an immediate full-screen alert telling you that the H1 system is low on storage-media space, please proceed to [topic 4.2](#) to upload and clear the contents of the storage-media.
2. Check the home screen for the system **Health Alert Icon**. If you see this icon, notify your technician before starting your patrol.



1.5 **Sync** your wireless microphone(s)

1. Touch the contact points (located at the bottom of the wireless microphone units), to your receivers' contact points.
 - a. If you are using two wireless microphones, you must touch the second mic to the second receiver in the vehicle.
2. A confirmation tone will sound to indicate the receiver and microphone have synchronized.



There is no on/off button for the wireless microphone. If synched, it will be in stand-by mode, whenever the matching H1 system is on.

The microphone has the following three buttons

Record – larger button on top

Mute – smaller button on top.

PB2 – side button. This is a programmable function button.

Marker – records the time when the button is pressed. This is the same as a bookmark.

TriggerCam2 – starts camera2.

Snapshot – This is the same as the snapshot function on the live view screen.



If there are two wireless microphones, their buttons are given the same functions.

1.6 Change your Live View

1. In the H1 System, Camera 1 is forward-facing, and Camera 2 faces the back-seat. You can choose which of the two cameras is displayed in Live View by tapping the **Change Live View** button.



2. Create an ICV [In Car] Video

Note: An automatic trigger (or the officer pressing the 'record' button) will start and stop the recording process. When saving the ICV Video, the H1 system will include [default 60 seconds of 'pre-event recording'] and [default 0 seconds of 'post-event recording'] to the file. Pre & post event recordings do not have audio.

2.1 Manually record a forward-facing video

1. Tap the **forward-facing camera (1) button** to start recording a forward-facing video. This will automatically turn on the wireless microphone(s) as well.



The forward-facing camera button will turn orange to indicate that it is recording.



If you want to mute your wireless microphone while recording, please press the **mute** button (the smaller button on top of the wireless microphone). *When mute is on, the button's LED will turn blue.*



2. Tap the forward-facing camera button again to stop the recording. The button will return to black. This will also automatically return the wireless microphones to standby mode.



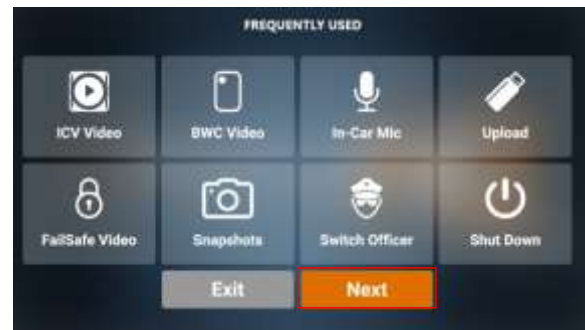
2.2 Listen to Live Wireless Microphone Audio

If you remain inside your vehicle, you may want to hear what is being recorded on your partner's wireless microphone while he/she is outside the vehicle.

1. To play this audio live on your in-car video system:
 - a. Tap the **menu button**.



- b. Tap **next**.

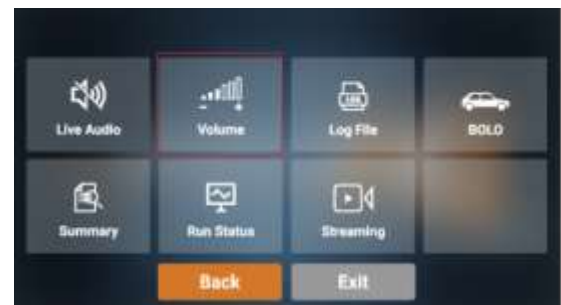


- c. Tap **Live Audio** to turn on/off.



2. To change the video player's volume:

- a. Tap **Volume**.



- b. Drag the **grey slider** to change the system's **speaker volume**.



2.3 Manually record a back-seat video

1. Tap the **back-seat video (2)** button to start recording a back-seat video.

This will also automatically unmute the back-seat microphone.



The backseat video button will turn orange to indicate that it is recording.



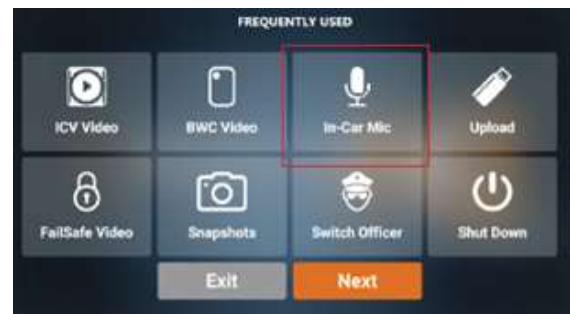
Note: You can tap both button 1 & 2 to record from both cameras at the same time.

2. While recording the back-seat video, you may mute the in-car backseat microphone:

- a. Tap the **menu button**.



- b. Tap the **In-Car Mic button**.



The In-Car Mic button will appear crossed out to indicate that it is muted. You may tap the button again to unmute it.



3. From the home screen, tap the backseat video button again to stop the recording. The button will return to black. This will also automatically turn off the in-car back-seat microphone.



2.4 Automatically record a forward-facing & back-seat video via a trigger

What triggers will CHP be using? Will they trigger both cameras?

- Crash sensors (both roll-over and G-force) – all cameras
- Lightbar on – trigger front-facing camera (cam 1)
- Record button on the wireless mics
- Covert Interview Mode button on the wireless mics – triggers the backseat camera (cam 2)
(Covert Recording was in the RFP)
- Siren input – front-facing camera (Siren trigger was in the RFP).
- Typical – GPS speed of CHP vehicle - threshold exceeded (usually about 85 mph) – front-facing camera
- Other possibilities:
 - Door Open – typically the back door or gate on K-9 vehicles – front-facing camera
 - Door open – backseat camera – automatically start recording when a back-door is opened to put someone in the backseat.
 - Not used on K-9 vehicles because they don't put people in the back – only dogs.
 - Gun lock – only some agencies use this
 - Other

One or both of the forward-facing and back-seat video buttons will turn orange to indicate that they are recording.



Tap the forward-facing and back-seat video buttons again to stop the recording. The buttons will return to black. This will also turn off the corresponding microphones.



2.5 Add a Bookmark while recording a video

Bookmarks are used to mark points in a video that an officer or reviewer feels are significant. Bookmarks also allow users to quickly locate these significant points during a review.

1. While recording the video, tap the **Bookmark** button.



The 'Bookmark Created' message will appear as a confirmation.



2.6 Capture a Snapshot

The snapshot feature will take a JPG freeze-frame image of the current live view camera (discussed in topic 1.5). You can take a Snapshot at any time; you do not need to be recording an incident.

1. Tap the **Snapshot** button.



The 'Snapshot captured' message will appear as a confirmation.



2.7 Add Metadata once the recording stops

The Metadata screen will immediately appear once you stop recording. You can also make changes to metadata again later (discussed in [topic 3.5](#)).

1. Tap the **arrow** to change the **Event Type**.



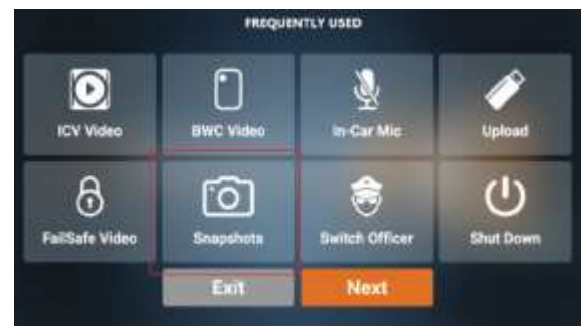
2. Tap on the available fields and enter the relevant data.

3. Tap **save** when finished.

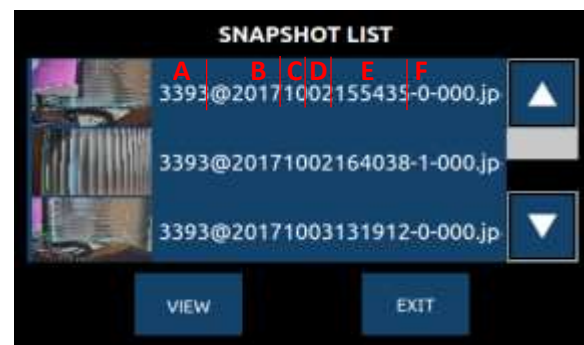
3. View a Snapshot or ICV Video

3.1 View a Snapshot

1. Tap the **menu button**.
2. Tap the **Snapshot button**.



3. On the **Snapshot List Screen**, tap the desired snapshot, then tap **View**.
 - A) Officer User ID
 - B) Year
 - C) Month
 - D) Day
 - E) Time (hour, minute, second)
 - F) Camera # (0= Camera 1, 1=Camera 2)



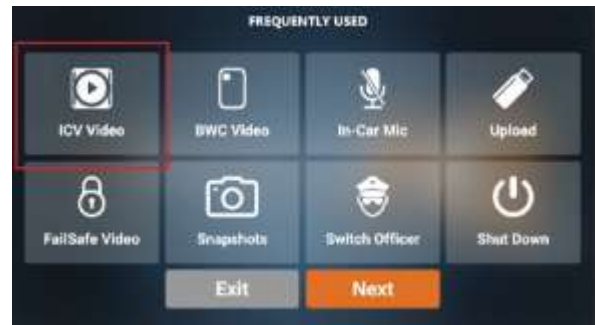
Officers can only see their own Snapshots. Snapshots stored on the H1 System created with other Officer IDs, cannot be accessed.

3.2 View an ICV Video

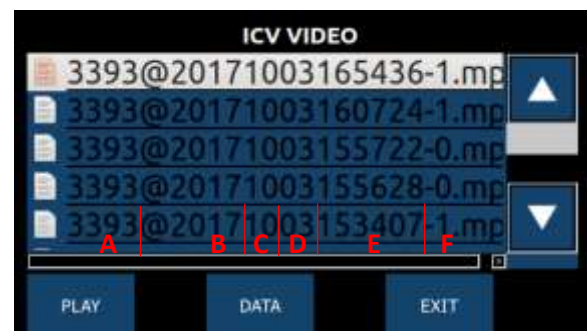
1. Tap the **menu button**.



2. Tap the **ICV [in-car video] Video button**



3. On the **ICV Video list screen**, tap the desired video, then tap **Play**.
 - a) Officer User ID
 - b) Year
 - c) Month
 - d) Day
 - e) Time (hour, minute, second)
 - f) Camera #



Officers can only see their own ICV Videos. Videos stored on the H1 System created with other Officer IDs, cannot be accessed.

4. On the **video player screen**, tap the corresponding buttons to manipulate the video.



Pause/play

Stop

Zoom in/out

Rewind

Fast-forward

5. To change the video player's volume, complete *step 2* from [topic 2.2](#).

3.5 Add/Edit Metadata for a previously-recorded ICV video.

1. On the **ICV Video list screen**, tap the desired video, then tap **Data**.
2. Follow the steps from [topic 2.7](#).

If the ICV Video has already been uploaded to the station, it will not be available to edit.



3.6 View FailSafe Videos & Create an ICV Video

Will the officer receive permission to view his/her own failsafe? Everyone's failsafe?

The H1 FailSafe continually buffers and temporarily stores video. If an incident occurs while ICV video is not being recorded, the FailSafe video can be used to create an ICV Video.

Note: While you are saving an ICV Video from the FailSafe, you must wait until saving is complete before doing any other task.

Eg. It takes 90 seconds to save a 30 minute ICV Video from the FailSafe.

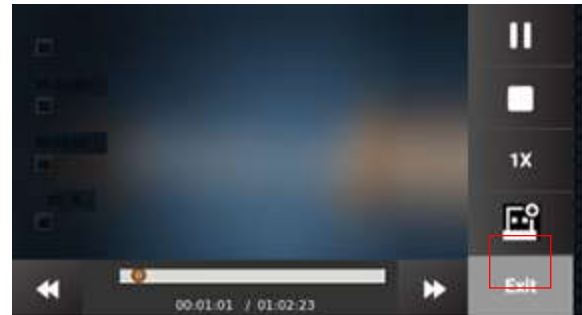
1. Tap the **menu button**.
2. Tap the **FailSafe Video button**



3. On the **FailSafe Video screen**, tap the desired video, then tap **Play**.



4. Tap **Create ICV Video** button. [Is this in the version we are releasing to CHP?]



5. **Play** or **Fast-forward** the video until you reach **X seconds before** the beginning of the incident.
6. Tap **Start** to make this the beginning of your **ICV Video**.



Pause/play

Zoom in/out

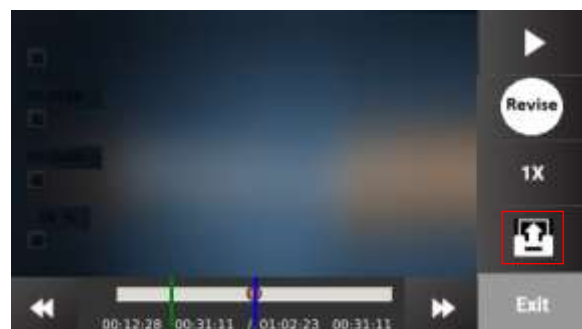
Rewind

Fast-Forward

7. **Play** or **Fast-forward** the video until you reach **X seconds after** the end of the incident. Then tap **End**.



8. Tap the **Save ICV Video** button.
*If the Start/End positions of the video are what you desire, tap **Revise**, and repeat the creation process.*



While you are saving an ICV Video from the FailSafe, you must wait until saving is complete before doing any other task. The user will be shown a progress status (%) and an option to

cancel the saving process. When cancelled, the H1 system deletes the incomplete ICV Video. This ICV Video can be saved again later.

- Once the save is complete, add metadata to the ICV Video.

The new ICV Video will now be available in the ICV Video screen.



4. End of Shift Tasks

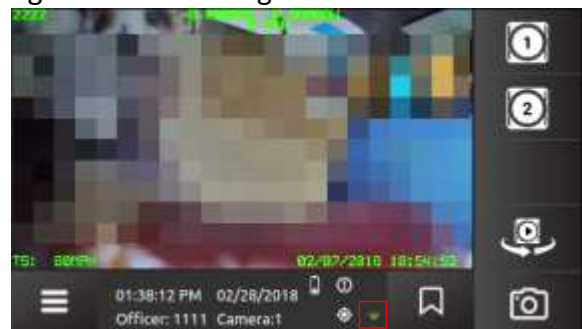
4.1 Upload ICV Videos via a Network

-Will CHP be using any automatic cellular/wifi download option? They will be using automatic uploading. I understand the deployments will be using Cradlepoint devices which translates to Ethernet upload for H1. This also means that if they are not using WiFi directly from the H1, then this signal will be "No WiFi signal" all of the time.

-Uploading Snapshots? H1 will upload snapshots with the video media.

- When you arrive at the station, look at the strength of the Wi-Fi signal on the Home Screen.

- No Wi-Fi signal
- Weak Wi-Fi signal
- Strong Wi-Fi signal

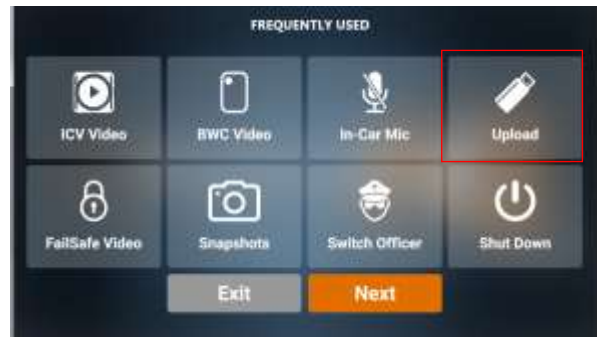


- If possible, try to park in a location that has a good Wi-Fi connection.

3. Tap the **menu button**.



4. Tap the **upload button**.



5. Tap the **ICV Start button**.

Depending on the strength of the Wi-Fi connection, the video will take variable lengths of time to upload. The Officer can always check back to see if there are any ICV Videos that need to be uploaded.

A) How many Gigabytes of video are still waiting to be downloaded

B) How many ICV Videos are still waiting to be downloaded.



-Will CHP configure the system to shutdown automatically following upload completion?

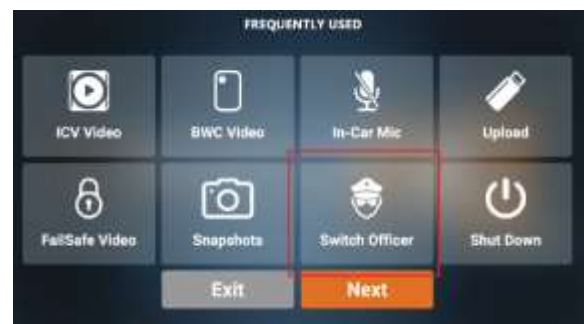
4.2 Switch Officers without Shutting Down

Note: Each ICV Video on the H1 system is linked to the user ID that is logged into the system at the time it is captured. If a new officer is immediately taking over the patrol vehicle following the end of the shift, it is important that the new officer is logged in.

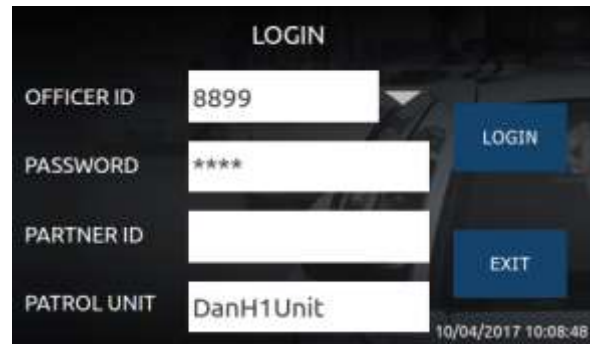
1. Tap the **menu button**.



2. Tap the **Switch Officer button**.



- The next officer will tap within **each designated box** to input credentials with the virtual keyboard. Then select **Login**.



LOGIN

OFFICER ID 8899

PASSWORD ****

PARTNER ID

PATROL UNIT DanH1Unit

10/04/2017 10:08:48

Buttons: LOGIN, EXIT

4.3 Shut Down the System

- Tap the **menu button**.
- Tap the **Shut Down button**.



- Tap **Yes** on the confirmation screen.

