3 Managing Video Files

3.1 Starting FlexPlay™
To start FlexPlay™ playback software on a computer:
Once you are prompted for a username and password (see pg. 7, 2.3) FlexPlay™ will automatically open and begin playing the first recorded video data available on the hard drive.

3.2 Viewing Video Data
You can review your video data simultaneously on up to four channels or view each channel individually.

The number of playback channels on the player depends on the number of cameras included in your system.

A. **CAMERA SELECT**
To view one channel at a time, click the **Camera Select** buttons.

B. **MULTIPLE CHANNEL VIEW**
Click the multiple channel button to return to the multiple channel view.

Click each channel for isolated audio while in the multiple channel or single channel view.
### 3.3 Rewinding and Fast-Forwarding

To rewind and fast-forward through video data on FlexPlay™ playback software:

#### A. TIMELINE SCALE

Navigate through recorded video data by clicking and dragging the slider on the **Timeline Scale**.

The **Timeline Scale** can also be used to view video data in a 24 hour, 12 hour or one hour timeframe.

To view your footage by the hour, move the slider to the hour you would like to review, then click the **Timeline** button on the bottom left side of the player.

To switch the 24 hour view to a 12 hour view, click the **24 Hour Clock** button located above the calendar feature (see figure A).

Adjust review speed by using the frame by frame forward or reverse buttons, rewind and fast-forward or skip to end and skip to beginning buttons (see figure B).

<table>
<thead>
<tr>
<th>Timeline button</th>
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<tbody>
<tr>
<td>24 Hour Clock</td>
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<table>
<thead>
<tr>
<th>Frame forward and frame reverse buttons</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="Frame forward and reverse buttons" /></td>
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<table>
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<tr>
<th>Rewind and fast-forward buttons</th>
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<tr>
<td><img src="image2.png" alt="Rewind and fast-forward buttons" /></td>
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<table>
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<tr>
<th>Skip to end and skip to beginning</th>
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<tr>
<td><img src="image3.png" alt="Skip to end and skip to beginning" /></td>
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*Red = recorded video data*
4 Archiving Video Files

4.1 Archiving Video Data

To create a snapshot:

A. CREATE SNAPSHOT
   Click Create Snapshot in the features menu while viewing the video data clip you would like to convert (see figure A).

B. BLUR TOOL
   The Snapshot window will pop-up and you will then have the option to blur out various areas of the snapshot using the Blur Tool (see figure B).

First, click and drag the Blur Level slider to set the amount of blur (see figure B.1).

To achieve the best blur, it is recommended to slide the Blur Level slider to the highest setting.

Then use your pointer to click and drag over the sections of the snapshot you would like to remain sharp. You will notice a blue box appear over the areas you select (see figure B.2).
Once you make your selections, click the **Preview** button to view your snapshot (see figure B.3).

If you would like to include additional selections then click the **Preview** button again to continue selecting.

If you are dissatisfied with your selections then click the **Clear** button to start over.

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**C. CREATE A COURT READY FILE**

Click **Create Court Ready File** in the features menu while you are viewing the video data clip you would like to convert.

You can create a Court Ready File in a single or multiple channel view.

A **Backup** window will pop-up and prompt you to select a path, start time, end time and a file name (see figure C.1).
Once you are satisfied with your selections, click the **Save** button.

A **Save As** window will pop-up and prompt you to type a File name and select a destination folder for the JPEG (see figure B.4).

Use the sliders to set a start and end time. (You can adjust seconds by clicking the arrows at the end of the sliders.)

Take note of the exact start and end time of the event. In order to create the smallest file size, make sure to set your start and end time as close to the event as possible. (A small file size means a quick conversion.)

Once you make your selections, click **Backup File to PC**.

When the conversion is complete you will see the message **Backup completed!** (see figure C.2).

Click **Cancel**.

The Court Ready File is a watermarked file that cannot be manipulated.

**D. CREATE a WMV, AVI or JPEG**

Click **Create WMV, AVI or JPEG** in the features menu while you are viewing the video data clip you would like to convert (see figure D).

A **Convert file** window will pop-up and prompt you to select a mode, convert format, (WMV, AVI or JPEG), convert quality, path, file name, start time and end time (see figure D.1).
Double click the player icon and you will be prompted for a username and password. Contact the corporate office for password information 1.800.673.1788.

Enter your username and password and the file will open (see figure C.4).

Use the sliders to set a start and end time.

Once you make your selections, click **Convert File**. When the conversion is complete you will see the message **Backup Completed!**