# INDIGOVISION USER GUIDE

## ACCESSING INDIGOVISION

To access the IndigoVision facility, you will need to request a login account to be set up for you. You will also need to have the **IndigoVision Control Centre** software installed on your computer, and configured to access the required recording database. Please email **help@its.uq.edu.au** to submit a request.
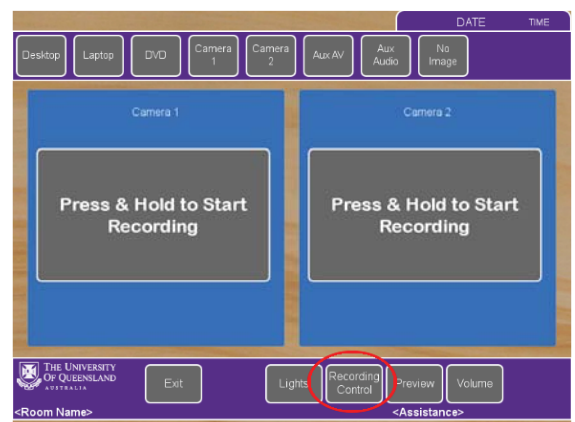
## STARTING A RECORDING

The process for starting a recording will depend on the audio visual equipment available within your Indigo-enabled room. Recordings can also be started directly from the IndigoVision Control Centre Software. Please identify the relevant method below and follow the instructions to start a recording.

### Rooms with a touch panel

- Press the **Record Control** button option on the touch panel. A pop-up menu will appear.

- To **start** recording, press and hold the large button for the camera you wish to record until the button turns green.

- To **stop** recording, press and hold the large green button until the button turns grey.

### Rooms with a button panel

- Locate the IndigoVision button panel in the room.

- To **start** a recording, press the start button. The orange indicator below it will light up to indicate that there is a recording in progress.

- To **stop** a recording, press the stop button. The orange indicator light will turn off to indicate that there is no recording in progress.

### Recording from IndigoVision Control Centre

First follow the **Viewing a live camera** feed instructions below in order to access the camera feed you wish to record.

- Once the required camera feed is visible within a video panel, hover your mouse over the video panel, then select the Record button from the pop-up meny to start a recording.

- Select the same icon position to end a recording in progress.

## VIEWING A LIVE CAMERA FEED

Viewing a live camera feed is useful for ensuring that your subject is visible before recording.

- Launch the IndigoVision Control Centre software on your computer, then use your provided credentials to log into the system.

- Select the **Live** option at the top left of the IndigoVision Control Centre interface to enter **Live Mode.**

- Double-click on the desired camera from the available options that appear within the **Video** tab at the left of the interface. The cameras are titled according to building and room number.

- The selected camera feed will appear within a frame at the center of the interface. To change which frame the camera feed appears within, first select the required frame, then double-click on a camera from the list.
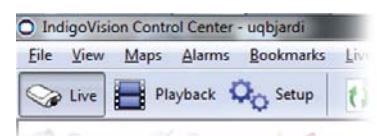
## REVIEWING A RECORDING

- Launch the IndigoVision Control Centre software on your computer, then use your provided credentials to log into the system.

- Select the **Playback** option at the top left of the IndigoVision Control Centre interface to enter **Playback Mode**.

- A list of available cameras will be visible under the Video tab at the left of the interface. Double-click on the camera used to make a recording.

- The timeline bar at the bottom of the interface is used to locate and review your recording. The presence of a recording on the timeline is indicated by the green and blue strip. Use the functions outlined below to adjust the position of the cyan time marker and view your recording.
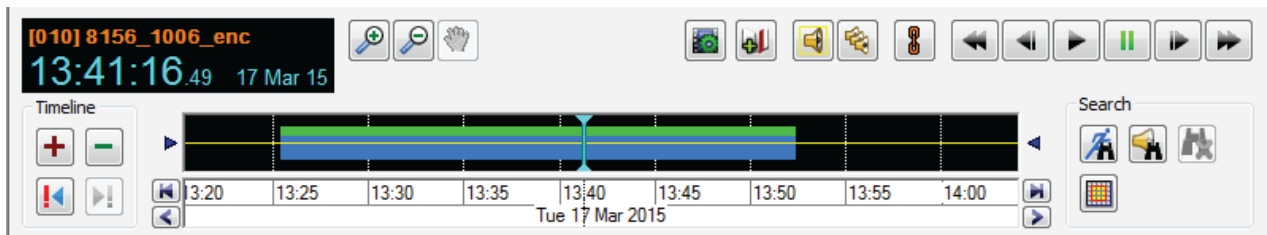
  - Click on the timeline to move the time marker to that position.
  - Skip to the start of a recording by clicking on the black space preceding it.
  - Use the **Play** and **Pause** buttons to start and stop playback.
  - Use the Step Play buttons to move the timeline marker by a single frame.
  - Use the **+** and **-** buttons to zoom into the timeline, to make a more accurate selection.
  - Use the **<** and **>** buttons to move the timeline forwards or backwards in time.

## EXPORTING A RECORDING

- Select the icon indicated below to enter Export Mode. Two yellow bars will appear on the timeline.

- Adjust the position of the yellow bars to in order to encapsulate the segment of the video recording you wish to export.

- Select the **Export and Protect** button ( ) from the menu bar at the top of the interface, or use the top menu to select **Playback > Export and Protect...** . This will open the **Export and Protect Recordings** menu.
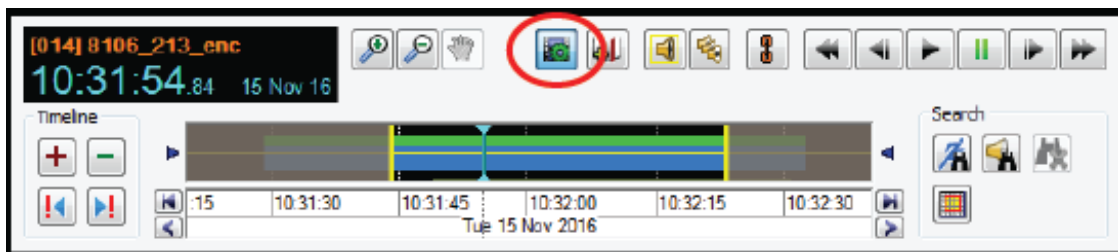
- Within the **Export Incident** field of the menu, enter a unique title for the recording within the **Incident:** text field.

- Use the **Browse...** button to change the save location of the recording, if required.

- Select **OK** to start exporting your recording.

- Once exported, a folder will be created at your chosen save location, titled after the **Incident:** title chosen in Step 4. Open this folder, and then open the **Footage** folder to reveal the exported **MP4** video file.