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Software updates

WatchGuard is committed to the continual testing and improvement of the Evidence Library system. As new software revisions become available, these updates will be made available to your agency; fees may apply depending on your licensing agreement.

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Send us your suggestions

We want to hear from you. Tell us about your experience and how you are using Evidence Library and Evidence Library Express software. We will do our best to accommodate any suggestions you may have in future revisions.

For U.S. customers, call Customer Service at 800-605-6734 or file a ticket at https://support.watchguardvideo.com/hc/en-us with your comments, questions, and concerns. International customers, please contact your local distributor.

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- Welcome (page 12)
- About this document (page 12)
- Related documents (page 12)
- About Evidence Library Express (ELX) (page 13)
- What's new for Evidence Library Express Release 3.6 (page 14)
Welcome

Welcome to the WatchGuard Evidence Library Express 3.6 User Guide. This guide covers the basics of using Evidence Library Express (ELX). The guide also covers how to configure your WatchGuard 4RE DVR and VISTA HD Wearable Camera and evidence is imported from them.

About this document

This document explains the basic usage of Evidence Library Express. For more in-depth knowledge of ELX, see the WatchGuard knowledge base or contact Customer Support at https://support.watchguardvideo.com/hc/en-us.

Related documents and information

For subjects not covered in the Evidence Library Express User Guide, see the following documents:

- VISTA HD Wearable Camera Quick Start Guide
- VISTA HD Wearable Camera User Guide
- 4RE In-Car Video User Guide
About Evidence Library Express

Evidence Library Express (ELX) is the WatchGuard, Inc. software component for managing:

- Your fleet of WatchGuard 4RE DVRs (digital video recorders)
- Your set of WatchGuard VISTA HD Wearable Cameras
- The evidence produced by and imported from the 4RE DVRs and VISTA cameras
- Your SmartConnect smartphone companion app

- Video evidence management, including
  - Import (page 175)
  - Search (page 192)
  - Playback (page 229)
  - Export (page 207)

ELX lets you configure your 4RE DVRs and VISTA HD Wearable Cameras and manage the video recorded by and imported from those devices.

Note: The images are representative of what you could see on your screen. They are meant to serve as a guide.

WatchGuard 4RE DVR software

WatchGuard recommends that your 4RE DVR be at software version 3.6 or above to take full advantage of new features.
Introduction

Prerequisites

- To install and use ELX, your computer must have one of the following operating systems installed:
  - Windows® 7
  - Windows 8.1
  - Windows 10

**Note:** If you need to upgrade the operating system for your ELX computer, contact WatchGuard Customer Service before upgrading.

- Your 4RE DVR must be at software version 3.6 or above to take full advantage of new features.

Resources

For more information on using the 4RE and the VISTA Camera, see these PDF files:

- VISTA HD Wearable Camera User Guide
- 4RE In-Car Video User Guide
- Evidence Library Express 3.6 User Guide

What's new in ELX version 3.6

- **Supports Windows 10**
- **Synchronized video playback support** (page 238)
  - Toggle your view of 1-UP and 2-UP mode (page 238)
  - Select the audio you want to synchronize with the video
- **Synchronized video export** (page 208)
- **4RE configuration settings**
  - Set number of hours before 4RE rewrites events to USB thumb drive (page 64)
  - Display settings (page 36)
- **Increased security**:
  - VISTA cameras cannot be accessed via File Explorer when docked to your PC
Chapter 1. Install Evidence Library Express

This chapter covers ...

- Install Overview (page 16)
- Installing ELX (page 17)
Chapter 1. Install Evidence Library Express

ELX Install Overview

Before you can use Evidence Library Express, you have to configure 4RE or the VISTA HD Wearable Camera, or both in ELX.

Before you install ELX:

- Verify with WatchGuard Customer Service how much storage you need
- Verify which devices to use for evidence storage
- Verify that your 4RE DVR is running software version 3.6 or later

You can run a direct upgrade from ELX 3.0.0, 3.5.0, and 3.5.2.

Install flow

Install ELX (page 17)
Configure 4RE DVR (page 22)
Configure VISTA (page 81)
Set Up Security (page 129)
Set Up Application Preferences (page 1)
Manage Storage (page 155)
Installing ELX

To install ELX:

1. Load the ELX installation disc in the computer disc drive.
   
   The first screen that comes up asks, *Do you want to allow this app from an unknown publisher to make changes to your device?*

2. Click *Yes*.

   ELX requires Microsoft .Net framework 4.7.2 Full and a VISTA_Driver. If you do not have this on your computer, the following screen appears.

   ![Status Requirement](image)

   ELX installs .NET 4.7.2 Full. If you do have it, you will not see this screen.

3. Click *Install*.

   After .NET and the VISTA driver are installed, you may have to reboot your computer. Choose the EvidenceLibraryExpress.exe file again and restart the install.

   The *WatchGuard Evidence Library Express InstallShield Wizard* opens showing the
Chapter 1. Install Evidence Library Express

**License Agreement** dialog box.

4. Read the **End User License Agreement** and click the **I accept the terms in the license agreement** option.

5. Click **Next**.

The **Destination Folder** dialog box appears.

6. Click **Install**.

---

**Important!** WatchGuard recommends that you install ELX in the default location.

The **Installing WatchGuard Evidence Library Express** dialog box appears showing the status of the installation.
After the installation is finished, the **InstallShield Wizard Completed** dialog box appears.

![InstallShield Wizard Completed](image)

7. Click **Finish**.

Double-click the **Evidence Library Express** icon that appears on your desktop to launch ELX.
Chapter 1. Install Evidence Library Express

This page intentionally left blank.
In this chapter...

- 4RE configuration overview (page 16)
- Creating a new configuration from existing (page 26)
- Importing a 4RE configuration from another location (page 26)
- Adding a 4RE configuration (page 32)
- Configuring on-screen text settings (page 32)
- Setting up event tags (page 38)
- Configuring recording properties (page 51)
- Configuring microphone settings (page 65)
- Configuring power settings (page 66)
- Setting up officer permissions (page 68)
- Setting up a list of officers (page 70)
- Setting up an agency vehicle list (page 72)
Chapter 2. Configuring the 4RE DVR

4RE configuration overview

**Note:** If ELX security is enabled (page 129), only **Supervisor** and **Administrator** users can see and use the **Configuration** and **Users** tabs.

To use your WatchGuard 4RE DVR with Evidence Library Express (ELX), you must configure 4RE using ELX. Use the configuration feature to set up one or multiple configurations, then deploy them to your 4REs.

**Important!** If you do not use the 4RE DVR with ELX, you can hide the **4RE Configuration** tab using ELX Application Preferences (page 1).

There are three main features on the **4RE Configuration** tab that you must set up to use 4RE with ELX:

- **4RE Settings** (page 32)

  ![4RE Configuration Tab](image)

  **Note:** You can use the **Quick Start Settings** (page 29) to configure a subset of the **4RE Settings** in one place.
- **Officer List** (page 70)

- **Vehicle List** (page 72)
Creating a new 4RE configuration from an existing configuration

You can create a new configuration using the Default (or an existing) 4RE configuration as a basis.

To create a new 4RE configuration from an existing 4RE configuration:

1. Click the green-outlined plus sign in the 4RE Settings section.

The Add a Configuration dialog box opens.

2. Verify the Create from existing 4RE settings option is selected (default option).

3. Enter the new configuration name in the New 4RE settings name field.

4. Click the Copy new 4RE settings from field and select which existing configuration you want to use as the basis for the new configuration, then click Create.

A copy of the selected 4RE configuration is created with the new name. It is added to the list of 4RE configurations in the 4RE Settings section of the 4RE Configuration tab.
Creating a new 4RE configuration from an existing configuration

5. Click **System Settings** (page 32), then edit the system settings to apply them to the new 4RE configuration.
6. Click **Event Tags** (page 38), then edit existing or add new event tags to apply them to the new 4RE configuration.
7. Click **Recording Properties** (page 51), then edit the recording properties settings to apply them to the new 4RE configuration.
8. Click **Microphone Settings** (page 65), then edit the microphone settings to apply them to the new 4RE configuration.
9. Click **Power Settings** (page 66), then edit the power settings to apply them to the new 4RE configuration.
10. Click **Officer Permissions** (page 136) then edit the officer permissions settings to apply them to the new 4RE configuration.

**Tip:** To configure only the basic settings for the new 4RE configuration, click **Quick Start Settings** (page 29).
Chapter 2. Configuring the 4RE DVR

Importing a 4RE configuration from another location

You can create a new 4RE DVR configuration by importing an existing Evidence Library Express (ELX) 4RE configuration from an outside source (for example, from another instance of ELX).

To import a 4RE configuration from another location, follow these steps:

1. Click the green-outlined plus sign in the 4RE Settings section.

   ![4RE Settings Section]

   The Add a Configuration dialog box opens.

2. Select the Import 4RE settings from other stored location option.

   ![Add a Configuration Dialog Box]

3. Enter the new configuration name in the New 4RE settings name field.

4. Click Browse.

   The Import Configuration dialog box opens.
5. Navigate to the file location where the 4RE configuration you want to import is located.

![Import Configuration](image)

6. Select the configuration file you want to import ( `<vehicle ID>_WGV.xml` ) then click **Open**. The path and file name are entered in the **File Name** field.

![Add a Configuration](image)

7. Click **Import**.

The 4RE configuration is imported and labeled with the new name. It is added to the list of 4RE configurations in the **4RE Settings** section of the **4RE Configuration** tab.
8. Click **System Settings** (page 32) : Click to change any of the system settings for the newly imported 4RE configuration.

9. Click **Event Tags** (page 38) : Click to change any of the event tags for the newly imported 4RE configuration.

10. Click **Recording Properties** (page 51) : Click to change any of the recording properties for the newly imported 4RE configuration.

11. Click **Microphone Settings** (page 65) , then change any of the microphone settings for the newly imported 4RE configuration.

12. Click **Power Settings** (page 66) (page 66) to change any of the power settings for the newly imported 4RE configuration

13. **Officer Permissions** (page 68) : Click to change any of the officer permissions for the newly imported 4RE configuration.
Configuring 4RE Default Quick Start Settings

To configure the 4RE Default Quick Start Settings:

1. Click the 4RE Configuration tab.
   The 4RE Configuration tab becomes active showing the Default Main Settings pane.

   ![4RE Configuration tab](image)

   **Note:** Default under 4RE Settings is a group of settings that are configured when you launch 4RE the first time. When you click Default, the Default Main Settings pane appears.
Chapter 2. Configuring the 4RE DVR

2. Click **Quick Start Settings**.

3. Enter your **Department Name**.

4. Select your **time zone** from the drop down list.

5. Set the values for video quality recording properties:
   a. Select your **critical video quality** resolution from the drop down list. HD high resolution is the default. Critical quality can be high definition or standard definition.
Configuring 4RE Default Quick Start Settings

b. Select your **routine video quality** resolution from the drop down list. SD high resolution is the default. Routine quality is standard definition only.

c. Check the **Use critical rules in-car to determine quality** to let officers override the default recording properties.

6. Set the **video-review-permissions level** for officers. Access to all videos is the default.

7. Click the checkbox to allow officers to upgrade non-critical recordings to maximum resolution.

8. **Add** new **event tags** to customize them to your environment.

9. **Edit** existing event tags that 4RE uses to categorize a recorded event.

10. Click Save after your entries are complete.
Chapter 2. Configuring the 4RE DVR

4RE System Settings

Note: If ELX security is enabled (page 131), only Supervisor and Administrator users can see and use the Configuration and Users tabs.

The System Settings pane lets you configure information about the Evidence Library Express (ELX) system, including:

- Agency Information (page 33)
- On-Screen Text Management (page 33)
- Radar Settings (page 34)
- GPS Settings (page 35)
- Geographic Settings (page 35)
- Display Units (page 35)
- Display Settings (page 36)
- System Connect DVR (page 36)
- DHCP Connected DVR (page 36)
System Settings overview

System Settings lets you configure information about your agency in ELX. Enter the information into the dialog box so that ELX can work more efficiently with your agency.

Agency Information

Enter your agency name in the **Department Name** field.

![Agency Information](image)

**Important!** 4RE truncates names if they are too long for the display screen. The 4RE system truncates it, starting from the end of the name. Consider using abbreviations when possible; for example, for Highwater Police Department, enter **HPD** or **Highwater PD**.

On-Screen Text Management

The **On-Screen Text Management** section specifies what information is shown as text on the 4RE DVR display screen. Click the checkbox for the fields you want to display on the 4RE.

![On-Screen Text Management](image)

The **On-Screen Text Management** section includes:

- **Display disk usage meter**: 4RE remaining free space
- **Display USB usage meter**: USB thumb drive free space

**Note:** All checkboxes are checked by default.
Chapter 2. Configuring the 4RE DVR

- **Display patrol car speed**: speed of the patrol vehicle
- **Display date/time**: current date and time
- **Display officer name**: logged-in officer name
- **Display wireless microphone status**: wireless microphone status
- **Display vehicle ID**: vehicle ID
- **Display department name**: department or agency name
- **Display emergency lights status**: indicates whether the emergency lights are on
- **Display emergency siren status**: indicates whether the emergency siren is on
- **Display radar speeds**: displays whatever radar speeds are configured in the Radar Settings (page 34) section
- **Display GPS coordinates**: displays vehicle GPS coordinates (page 35) on-screen
- **Display brakes status**: indicates whether the vehicle brakes are on
- **Display auxiliary status**: indicates the status of whatever is using the auxiliary input
- **Display crash detection**: indicates when the crash detection sensor is triggered

### Radar Settings

**Note**: These radar settings are only applicable if a radar is connected to the system.

You specify which radar speed values to display on the 4RE DVR screen in the Radar Settings section. You also specify whether to save the settings as part of the metadata associated with the recorded event.

<table>
<thead>
<tr>
<th>Radar Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Display fast lock speed</td>
</tr>
<tr>
<td>✔ Display patrol speed</td>
</tr>
</tbody>
</table>

The Radar Settings section includes:

- **Display fast lock speed**: displays either the speed of the fastest vehicle in a group or the locked speed; the checkbox is clear by default
- **Display patrol speed**: displays the patrol vehicle speed on-screen; the checkbox is checked by default
- **Display radar target speeds**: displays the target vehicle speed; the checkbox is checked by default
- **Include vehicle speed in metadata file**: saves the radar speed information with the recorded event metadata; the checkbox is checked by default
GPS Settings

Use this setting to specify the format for GPS coordinates to display on the 4RE DVR screen. You also specify whether to display the speed calculated by the GPS if no radar is connected to the system.

The **GPS Settings** section includes:

- **GPS Format** drop-down list:
  
  Click the **GPS Format** field to select the format for GPS coordinates. The options are **WGS 84**, **Deg Min Sec**, and **GPS**.
  
  **WGS 84** is the default.

- **Display GPS speed** checkbox: displays the GPS-calculated speed if no radar is connected to the system. The checkbox is clear by default.

Geographic Settings

The **Geographic Settings** section of the **System Settings** pane, includes:

- **Time Zone** drop-down list: Click to select the time zone where the 4RE DVRs using this configuration operate. The default is **America/Chicago**.

Display Units

You specify which units to display on the 4RE DVR screen in the **Display Units** section.

The **Display Units** section includes:
Chapter 2. Configuring the 4RE DVR

- **Temperature Display Units**: displays either Fahrenheit or Celsius units. Fahrenheit is the default.
- **Speed Display Units**: displays on-screen with radar or GPS speed. The options are Mph and Kph. Mph is the default.

**Display Settings**

You specify whether to make the 4RE DVR display screen go blank when the vehicle starts to move. The default is unchecked (off).

**System Connect DVR**

When checked, the 4RE DVR gets its IP address from the Smart Power Switch. You must have a Smart Power Switch in your vehicle for this option to be effective. See the 4RE In-Car Video User Guide for more information.

**DHCP Connected DVR**

You can enable Dynamic Host Configuration Protocol (DHCP) in the 4RE DVR configuration. This lets the 4RE use the DHCP with the Smart Power Switch in the car. The switch tells all in-car devices (VISTA HD Wearable Cameras) which IP address to use as their router (gateway). In group recordings, you must have the Smart Power Switch.

The default is unchecked.

**Screen Display Settings**

Click the checkbox for Blank screen on movement to blank the screen when the vehicle is moving. The cameras continue to record, but no video is displayed on the screen while the vehicle is in motion.
Screen Display Settings

Display Settings

☐ Blank screen on movement
Chapter 2. Configuring the 4RE DVR

4RE Event Tags

**Note:** If ELX security is enabled (page 130), only **Supervisor** and **Administrator** users can see and use the **Configuration** and **Users** tabs.

The Event Tags section includes:

- Event tag order (page 38)
- Overriding recording properties
- Category event tag (page 41)
- Drop-down list event tags (page 44)
- Text answer event tags (page 48)

Event Tag overview

Event tags are questions or statements you create that the system shows to an officer at the end of a recording. The 4RE DVR prompts officers to give a response for each event.

The **Event Tags** pane on the **4RE Configuration** tab lets you set up event tags for 4RE. If event tags are set up, it lists all the event tags for the selected **4RE Settings** configuration.

**Note:** You can add or edit Event tag answers at two other locations: at the **Import Recorded Event Preview** dialog box (page 184); and the **Event Playback** dialog box (page 1), if you added the event tags to the **Default 4RE** configuration.
You can set up multiple event tags for 4RE. The system provides the first event tag, **Category**. The **Category** event tag is used to classify a recorded event, for example, as a traffic citation or DUI.

Other event tags can identify anything that your agency wants to document about the recorded event, for example, the gender of the suspect. These tags can be set as either a drop-down list or a text answer.

**Event tag order**

You can change the order of all the event tags that appear on 4RE except **Category**. The **Category** tag is always first on the list of event tags. Click the up or down arrow next to the event tag to move the tag up or down in the list.

**Overriding Recording Properties**

You can give in-car officers the option to override the default **Recording Properties** for any of the event tag questions when they display on 4RE.

- Click the **Allow officers to upgrade non-critical recordings to maximum resolution** checkbox to let in-car officers override the **Recording Properties** settings on 4RE.

Clicking this checkbox allows the in-car officer to manually upgrade the quality of the saved video for a recorded event. If an officer selects or
Chapter 2. Configuring the 4RE DVR

enters an event tag answer that saves the video at a lower (routine) quality, the officer can manually save the video at the higher (critical) quality.

For example, an officer makes a traffic stop. The officer selects the Traffic Citation category which saves at the routine video quality. The officer feels that something happened during the traffic stop that merits a higher quality recording. If this checkbox is checked, the officer is given the option on 4RE to save the video at the highest quality (critical).

Required and optional event tags

You can make any event tag required or optional.

- A required event tag remains on the 4RE display screen until the in-car officer enters an answer.
- An optional event tag remains on the 4RE display screen for an amount of time you specify (between 15 seconds and 5 minutes). The officer does not need to enter an answer before it disappears. The system shows the answer as blank.

To make an event tag required:

- Click the **Is an answer from the in-car officer required?** checkbox on the Edit Event Tag pane.
  
  The checkbox is clear by default for all event tags except the **Category** event tag.

To make an event tag optional:

- On the Edit Event Tag pane, ensure the **Is an answer from the in-car officer required?** checkbox is clear, then click the **Dismiss After** field and select an amount of time to leave the event tag on the 4RE display screen.
  
  **30 seconds** is the default setting.
Category event tag overview

The system-provided **Category** event tag classifies a recorded event. This event tag prompts the officer to categorize the recorded event using a list of agency-determined categories.

This classification helps refine an evidence search. On the 4RE DVR, the assigned event category determines whether the recorded event video is saved at critical video quality or routine video quality.

Traffic Warning, Traffic Citation, Traffic Accident, Assault, Domestic, Drug Seizure, DUI, Evading, Motorist Assist, Suspicious Behavior, and Test Recording are included in the list of categories by default. You can keep or remove any or all of these categories and add others to the list.

**Tip:** The **Category** event tag is always present for a 4RE configuration, but you can choose not to require it or even show it to the in-car officer on 4RE.

To make the **Category** event tag optional, clear the checkbox for **Is an answer from the in-car officer required?** on the **Edit Event Tag** pane. The officer will see the event tag on the 4RE display screen, but will not be required to respond.

To not show the **Category** event tag to an in-car officer on the 4RE display screen, clear the checkbox for **Show to officer after recording** on the **Event Tags** pane.

**Marking a category Critical**

Marking a category **Critical** means that a recorded event video tagged as a critical category is saved using the video quality selected for critical video on the **Recording Properties** pane (page 51).
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**Setting up the Category event tag**

To edit the list of answers for the **Category** event tag:

1. Select the **4RE Settings** configuration whose **Category** event tag you want to edit, then click **Event Tags** on the **Main Settings** pane.

   ![Event Tags pane](image)

   The **Event Tags** pane for the selected configuration appears.
2. Click **Edit** in the **Category** event tag section.

The **Edit Event Tag** pane appears.

3. Highlight the text you want to edit, then enter your changes.

4. Click **Delete** next to a category you want to delete.

5. Click **Add Answer** to add an answer to the list.

   A blank answer field is added to the list.

6. Enter your new answer in the blank field.

7. Repeat steps 5 and 6 for each answer you want to add.

8. Check or clear the **Critical** checkboxes for each category.
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9. Select which category answer is the **Default**.

   **Note:** The answer selected as Default is highlighted on the list of options when the in-car officer selects an event category on 4RE.

10. Adjust the order of the answers on the list. Use the up and down arrows next to each item to move that item up or down in the list.
11. Click **Save** after your entries are complete.

Creating drop-down list event tags

An event tag in the drop-down list form prompts the in-car officer to select an answer for the event tag question from a list of options. The **Category** event tag is an example of an event tag in the drop-down list form.

Marking an answer Critical

When you set up an event tag with a drop-down list, you can designate any of the answers as **Critical**. Marking an answer Critical means that any recorded event video tagged by an in-car officer with that critical answer on 4RE will be saved using the video quality selected for critical video on the **Recording Properties** pane (page 52).

Creating a drop-down list event tag

To set up an event tag for 4RE in the drop-down list form:
Creating a drop-down list event tag

1. Select the 4RE Settings configuration you want to set up a drop-down list event tag for.
2. Click Event Tags on the Main Settings pane.

The Event Tags pane for the selected configuration appears.
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3. Click Add Tag.

The Edit Event Tag pane appears.

4. Verify the Drop Down List circle is selected

5. Verify the Show to officer after recording checkbox is checked.

   This shows this event tag after the officer presses the Stop button.

6. Enter the new event tag question or statement in the Prompt Label field.

   **Tip:** The question or statement you enter in the Prompt Label field is what appears on the 4RE for the in-car officer to respond to.

7. Enter the value ELX should use for this event tag on the Search pane (page 192) of the Recorded Events tab as a searchable event tag.

8. Check the Require an answer from the in-car officer? checkbox, if your agency requires an answer for this event tag.

    If your agency does not require an answer, click the Dismiss After field button. Select the amount of time (between 15 seconds and 5 minutes) you want the event tag to stay on the 4RE display screen before it disappears.

9. Enter the first answer to the question or statement you entered in the Prompt Label field.
10. Click **Add Answer**.  
   A blank answer field is added to the event tag.

![](image1.png)

11. Enter an answer to the question or statement you entered in the **Prompt Label** field.
12. Repeat steps 10 and 11 for each answer you want to add.

![](image2.png)

13. Check the **Critical** checkboxes for each answer.
14. Select which answer is the **Default**.

   **Note:** The answer selected as **Default** is highlighted on the list of answers on the 4RE display screen.

15. Adjust the order of the answers on the list, as necessary. Use the up and down arrows next to each item (↑, ↓) to move that item up or down in the list.
16. Click **Save** after your entries are complete.
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Creating text answer event tags

When you set up a text answer event tag for 4RE, you enter the question and select whether the text answer is restricted to alphanumeric or numeric values.

To set up an event tag for 4RE in the text answer form:

1. Select the **4RE Settings** configuration (left column) you want to set up a text answer event tag for, then click **Event Tags** on the **Main Settings** pane.

The **Event Tags** pane for the selected configuration appears.
2. Click **Add Tag**.
   The **Edit Event Tag** pane appears.

3. Select **Text Answer**.

4. Verify the **Show to officer after recording** checkbox is checked. This ensures that this event tag shows to the officer after he presses the **Stop** button on the 4RE.

5. Enter the new event tag question or statement in the **Prompt Label** field.

   **Tip:** The question or statement you enter in the **Prompt Label** field is what the in-car officer responds to.
6. Enter the value in the **Field Label** field.

   ELX uses this value on the Search pane (page 192) as a searchable event tag.

7. Click the **Require an answer from the in-car officer** checkbox, if your agency requires an answer for this event tag.

8. Ensure the **Require an answer from the in-car officer** checkbox is clear, if your agency does not require an answer for this event tag.

9. Click the **Dismiss After** field and select the amount of time (between 15 seconds and 5 minutes) you want the event tag to stay on the 4RE display screen before it disappears.

   This field shows when the **Require an answer from the in-car officer** checkbox is clear.

10. Select whether the answer the in-car officer enters on the 4RE should be **Alphanumeric** or **Numeric**.

11. Click **Save** after your entries are complete.
4RE Recording Properties

**Note:** If ELXsecurity is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.

The **Recording Properties** pane includes:

- Front Camera Settings (page 52)
- Secondary Camera Settings (page 54)
- Panoramic Camera Settings (page 58)
- Additional Record Time (page 58)
- Auto-Start Record Settings (page 58)
- Recording Reminder Alerts (page 61)
- Auto-Stop Record Settings (page 61)
- Maximum Recorded Event Time (page 61)
- Maximum Recorded Event Size (page 61)
- USB Events (page 64)
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Recording Properties overview

The **Recording Properties** pane lets you configure the settings for capturing recorded events, including:

- Video quality for front, secondary, and panoramic cameras
- Additional record time
- Auto-start and stop-record settings
- Whether 4RE warns you that a recording is still active or automatically stops a recording after a period of time
- Whether 4RE splits large events

Front Camera Settings

You set the rules regarding what quality of video the 4RE DVR saves from a vehicle's front camera. It also allows you to set permissions for an in-car officer to select or change the front camera state.

The **Front Camera Settings** section of the **Recording Properties** pane includes:

- **Critical Video Quality** drop-down list: Click to select the video quality for recorded events tagged as critical
  - **HD high resolution** is the default selection.
- **Critical Video Frame Rate** drop-down list: Click to select the number of frames per second for recorded events tagged as critical
  - **7.5, 15, and 30 frames/second** are the available options
  - **30 frames/second** is the default option.
- **Routine Video Quality** drop-down list: Click to select the video quality for recorded events not tagged as critical
  - **SD high resolution** is the default selection.
- **Routine Video Frame Rate** drop-down list: Click to select the number of frames per second for recorded events not tagged as critical
7.5, 15, and 30 frames per second are the available options
30 frames/second is the default option.

- **Use critical rules in-car to determine quality** checkbox: Click this checkbox to determine the quality of the video that the 4RE saves
  The checkbox is checked by default.
  If you clear the checkbox, even if a selected event category or answer is designated Critical, the video is saved as Routine Video Quality.

- **User Permissions** drop-down list: Click to set permissions for an in-car officer to select or change the front camera state in the vehicle
  The options are:
  - **Camera on, off, or background**
    - This option lets the officer turn the camera off from the 4RE DVR. Video is not recorded.
  - **Camera on or background**
    - This option lets the officer treat the camera video as background. The officer can include or exclude (default) the video from the recorded event. Background video is always included in a Record-After-the-Fact® (RATF) event.
  - **Force camera on**
  - **Camera on or off**
  - **Camera on or off** is the default option for the front camera.

**Video quality settings for the front camera**

The quality of the video that the 4RE DVR saves from the front camera depends on whether the recorded event is tagged as critical (page 44) or routine. Critical recorded events are saved using the highest quality video.

---

**Note:** You can designate a type of recorded event as critical using the Critical checkbox when you set up the event tags (page 41).

---

The higher the video quality you select, the better the quality of the resulting video and the larger the storage space needed.
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The following table lists the front camera supported video quality options with the resolution and storage space needed for each:

<table>
<thead>
<tr>
<th>Video quality</th>
<th>Video resolution</th>
<th>Frames per second</th>
<th>Storage space (GB per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD high resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>2.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>1.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.55</td>
</tr>
<tr>
<td>HD medium resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>1.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.44</td>
</tr>
<tr>
<td>HD low resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>1.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.33</td>
</tr>
<tr>
<td>SD high resolution</td>
<td>864 x 480</td>
<td>30</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.22</td>
</tr>
<tr>
<td>SD medium resolution</td>
<td>864 x 480</td>
<td>30</td>
<td>0.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.16</td>
</tr>
<tr>
<td>SD low resolution</td>
<td>864 x 480</td>
<td>30</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.11</td>
</tr>
</tbody>
</table>

Secondary Camera Settings

In the **Secondary Camera Settings** section you set the rules for the quality of video the 4RE DVR saves from a vehicle's secondary cameras. It also lets you set permissions for an in-car officer to select or change a secondary camera state.

**Note:** The front-facing camera is considered the primary camera. All other cameras, except the panoramic camera (page 56), are considered secondary cameras.
The **Secondary Camera Settings** elements include:

- **Video Quality**: Click this field to select the video quality for recorded events saved from secondary cameras
  
  *SD high resolution* is the default.

- **Video Frame Rate**: Click this field to select the number of frames per second for recorded events saved from the secondary cameras
  
  7.5, 15, and **30 frames/second** are the options.

- **User Permissions**: Click this field to set permissions for an in-car officer to select or change a secondary camera state in the vehicle
  
  The available options are:

  - **Camera on, off, or background**
    
    Selecting an option that includes the **Camera off** permission lets the officer turn off the camera from the 4RE. No video is recorded from a camera that is off.
    
    The default option for secondary cameras.

  - **Camera on or background**

  - **Force camera on**

  - **Camera on or off**

  Selecting an option that includes the **Camera background** permission lets the officer treat the video from the camera as background. This means that video from the camera is recorded, but the officer has the option, on the 4RE, to include (or exclude, by default) the video from the recorded event. Background video is always included in a Record-After-the-Fact® (RATF) event.
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**Video quality settings for the secondary cameras**

The higher the video quality you select, the better the quality of the resulting video and the larger the storage space needed.

The table lists secondary camera-supported video quality options with the resolution and storage space needed for each:

<table>
<thead>
<tr>
<th>Video quality</th>
<th>Video resolution</th>
<th>Frames per second</th>
<th>Storage space (GB per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SD high resolution</td>
<td>720 x 480</td>
<td>30</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.22</td>
</tr>
<tr>
<td>SD medium resolution</td>
<td>720 x 480</td>
<td>30</td>
<td>0.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.16</td>
</tr>
<tr>
<td>SD low resolution</td>
<td>720 x 480</td>
<td>30</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.11</td>
</tr>
</tbody>
</table>

**Panoramic Camera Settings**

The WatchGuard HD Panoramic Camera contains two cameras:

- A rotatable HD camera that functions as the front camera (page 52) in the vehicle
- A fixed panoramic camera that has a very wide field of view.

The **Panoramic Camera Settings** section lets you set the rules for what quality of video the 4RE DVR saves from a vehicle panoramic camera. It also lets you set permissions (page 136) for an in-car officer to select or change a panoramic camera's state.

The **Panoramic Camera Settings** include:

- **Video Quality**: Click this field to select the video quality for recorded events saved from a panoramic camera
  - **High** is the default selection
Video quality settings for the panoramic camera

- **Video Frame Rate** drop-down list: Click to select the desired number of frames per second for recorded events saved from a panoramic camera. **7.5, 15, and 30** frames per second are the available options. **30 frames/second** is the default option.

- **User Permissions**: Click to set permissions for an in-car officer to select or change a panoramic camera state
  - **Camera on, off, or background**
    - The default option for panoramic cameras.
  - **Camera on or background**
  - **Force camera on**
  - **Camera on or off**
    - Selecting the **Camera off** permission lets the officer turn off the camera from the 4RE. No video is recorded from a camera that is off.
    - Selecting an option that includes the **Camera background** permission lets the officer treat the video from the camera as background. This means that video from the camera is recorded, but the officer has the option, on the 4RE, to include the video from the recorded event. The default is to exclude the video. Background video is always included in a Record-After-the-Fact® (RATF) event.

**Video quality settings for the panoramic camera**

The higher the video quality you select, the better the quality of the resulting video but the larger the storage space needed.

The table lists the panoramic camera-supported video quality options with the resolution and storage space needed for each:

<table>
<thead>
<tr>
<th>Video quality</th>
<th>Video resolution</th>
<th>Frames per second</th>
<th>Storage space (GB per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>1280 x 240</td>
<td>30</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.22</td>
</tr>
<tr>
<td>Medium</td>
<td>1280 x 240</td>
<td>30</td>
<td>0.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.16</td>
</tr>
<tr>
<td>Low</td>
<td>1280 x 240</td>
<td>30</td>
<td>0.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5</td>
<td>0.11</td>
</tr>
</tbody>
</table>
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Additional Record Time

The 4RE is always recording when it is powered on. When the record function is triggered then stopped, the recorded event is marked to save to Evidence Library Express (ELX). In the Additional Record Time section you can configure the amount of video to add to the recorded event before the trigger and after the stop. This additional video is saved with the recorded event video.

For example, a recording was triggered at 2:15 PM and stopped at 2:35 PM. With a Pre-Event Time of two minutes, and a Post-Event Time of one minute, the recorded event includes video recorded from 2:13 PM to 2:36 PM.

The Additional Record Time section includes:

- **Pre-Event Time** drop-down list: Click to select the amount of pre-event video you want automatically saved
  - None to 10 minutes are the available options.
  - 30 seconds is the default option.
- **Post-Event Time** drop-down list: Click to select the amount of post-event video you want automatically saved
  - None to 10 minutes are the available options.
  - None is the default option.

Auto-Start Record Settings

The Auto-Start Record Settings section lets you indicate which in-car settings automatically start the 4RE DVR recording function.

The Auto-Start Record Settings include:

- **Lights**: Click the checkbox to start recording automatically on the 4RE when the in-car officer turns on the emergency lights
  - The checkbox is checked by default.
  - If you click the Lights checkbox, the Use delay checkbox appears.
  - **Use delay**: Click the checkbox to set a recording-start delay for the Lights
    - The checkbox is clear by default.
- **Siren**: Click the checkbox to start recording automatically on the 4RE when the in-car officer turns on the emergency siren
The checkbox is clear by default.

If you click the Siren checkbox, the Use delay checkbox appears.

- **Use delay**: Click the checkbox to set a recording-start delay for the Siren.
  - The checkbox is clear by default.

- **Auxiliary input**: Click the checkbox to start recording automatically on the 4RE when the auxiliary input is started
  - The checkbox is clear by default.
  
  If you click the Auxiliary input checkbox, the Use delay checkbox appears.
  
  - **Use delay**: Click the checkbox to set a recording-start delay for the Auxiliary input
    - The checkbox is clear by default.

---

**Important!** If you use a delay on all three settings, the delay value you select in the first **Delay Timer** field applies to all three delays.

---

- **Wireless microphone**: Click the checkbox to start recording automatically on the 4RE when the wireless microphone is activated
  - The checkbox is checked by default.

- **Crash**: Click the checkbox to start recording automatically when the 4RE senses that the vehicle has crashed
  - The checkbox is checked by default.

- **Patrol speed**: Click the checkbox to start recording automatically on the 4RE when the patrol vehicle reaches the speed entered in the Mph field
  
  If you click the Patrol speed checkbox, 70 is the default setting.

  - **Mph**: Enter the speed that the patrol car must reach to start recording automatically on the 4RE
    
    If Kph is selected in the Display Units (page 35) section of the System Settings pane, this field label is Kph. 70 is the default setting.

- **Group member start**: Click the checkbox if your agency participates in group recordings.
  
  When enabled, a device can choose to start a recorded event when informed by another group member that it has started a recording.

  For information about the 4RE role in group recordings, see the 4RE In Car Video User Guide.
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Using delays

When you use delays, the following settings appear in the **Auto-Start Record Settings**:

- **Use Delay**: Shows which record settings are selected to use a recording-start delay
  This field only appears if one (or more) of the **Use delay** checkboxes is checked.

- **Delay Timer** drop-down list: Click this field to select the amount of time the 4RE should delay before starting a recorded event
  The options are:
  - After 3 seconds on (default)
  - After 5 seconds on
  - After 10 seconds on
  The value you select in the **Delay Timer** field applies to all enabled trigger delays.

Recording Reminder Alerts

The **Recording Reminder Alerts** section lets the 4RE DVR periodically beep to remind the user that it is still capturing a recorded event.

- **Do not alert**: Select this option if you do not want 4RE to remind users at regular intervals that it is still capturing a recorded event
  **Do not alert** is the default option.

- **Alert every**: Select this option to enable 4RE to remind users at regular intervals that it is still capturing a recorded event
  If you select this option enter a value in the **Minutes** field.

**Minutes field**: Enter or select the number of minutes 4RE should wait between reminders that it is still capturing a recorded event
The interval can be from 1 to 60 minutes.
Auto-Stop Record Settings

The **Auto-Stop Record Settings** let you indicate when the 4RE DVR should prompt the in-car officer to stop a recording.

The **Auto-Stop Record Settings** include:

- **Prompt for Stop** drop-down list: Click to select when the 4RE should prompt an in-car officer to stop a recording
  
  The available options are **never, immediately, after 1, 2, 5, 10, 15, and 30 minutes**
  
  **After 5 minutes** is the default option.
  
  The prompt occurs only when all record settings have been inactive for the selected amount of time and a recorded event is still active.

- **Group member stop**: Click this checkbox to allow a device to stop a recorded event when informed by another group member that the group member stopped an event.
  
  For information about the 4RE role in group recordings, see the *4RE In-Car Video User Guide*.

Maximum Recorded Event Time

The **Maximum Recorded Event Time** section lets you set an automatic *stop after* a set number of hours and minutes for the 4RE DVR. This can cause a stop in the middle of an event.

4RE provides a warning message with a countdown clock two minutes before it automatically stops a recorded event, so an officer can manually abort the stop, if needed.
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**Caution:** You can lose video if the 4RE DVR stops recording when it reaches the set **Maximum Recorded Event Time**. Abort the automatic stop to prevent this.

To abort the automatic stop, press the **Cancel** button in the 4RE DVR on-screen message. The recording time is extended until it reaches another **Maximum Recorded Event Time**.

**Maximum Recorded Event Time** section of the **Recording Properties** pane includes:

- **Do not stop**: Select this option if you do not want 4RE to automatically stop a recorded event when it reaches the specified duration
  - **Do not stop** is the default.
- **Stop after**: Select this option to enable 4RE to automatically stop a recorded event when it reaches the specified duration
  - If you select this option, a value is required in either the **Hours** or the **Minutes** field
- **Hours** and **Minutes**: specify the maximum recorded event length that 4RE should allow before automatically stopping the event; the maximum length can be from 1 minute to 24 hours

**Note:** You can enter values in both the **Hours** and **Minutes** fields, but you are only required to enter a value in one of the time fields.
Maximum Recorded Event Size

The Maximum Recorded Event Size section on the Recording Properties pane lets you indicate whether you want to split large events on the 4RE DVR and what the maximum size of the split events should be.

The Maximum Recorded Event Size includes:

- **Split Events** drop-down list: Click to indicate whether the 4RE should split events and what the maximum size of the split events should be.
  - The options are Do not automatically split events, 14 GB, 8 GB, 4 GB, 3 GB, 2 GB, and 1 GB.
  - **Do not automatically split events** is the default.

Configuring 4RE to split events guarantees that no recorded event that is imported to ELX from 4RE will be larger than the size you select from the Split Events field. If you consistently have recorded events that are larger than the USB thumb drive that you use to import events from the 4RE to ELX, you can configure 4RE to split recorded events so they always fit on the USB thumb drive. Talk to your administrator.

When you deploy a configuration containing the enabled split events option to 4RE, 4RE splits any existing large events as configured and continues to split new large events as it records them. 4RE splits the original large event into multiple parts, then marks each part with its part number out of the total number of parts.

**Warning!** After a large event is split into multiple smaller events, it cannot be put back together.

ELX imports a split event just as it does any other event. The Recorded Events tab labels each recorded event (page 194) that was part of a split event using $x$ of $x$, for example, 1 of 3, 2 of 3.
Chapter 2. Configuring the 4RE DVR

Tip: If you do not want to configure 4RE to split events, but you have a large event on your 4RE that does not fit on your USB thumb drive, deploy a configuration (page 79) to 4RE with split events enabled (select a size in the Split Events field).

After 4RE has split the large event and you have imported it to ELX with the USB thumb drive, deploy another configuration to 4RE with split events disabled.

USB events

4RE DVR recorded events are rewritten to the USB thumb drive after a set number of hours. You can set the number of hours before they must be rewritten in the Recording Properties configuration section.

This feature is helpful for officers who are out for an extended period before uploading evidence to ELX. Officers can use multiple USB thumb drives to record events without the 4RE DVR trying to rewrite the existing events at the end of 24 hours. For example, if your officers don’t return for a week, you can change the hours to 168 hours (1 week).

To set the number of hours:

1. Enter the number of hours before the USB thumb drive must be rewritten in the USB Events section.

   ![USB Events Configuration]

   The default is 24 hours. The time you set can run from 1 to 8760 hours.

2. Click Save when all entries are complete.
4RE Microphone Settings

The **Microphone Settings** pane lets you set the rules to activate the wireless and cabin microphones connected to a 4RE DVR. You can also grant an officer permission to turn either of the microphones off during a recording.

The **Microphone Settings** pane includes:

- **Activate cabin microphone during recording**: Click this checkbox to turn the cabin microphone on when a recording starts and off when a recording stops. The checkbox is checked by default.

- **Activate wireless microphone during recording**: Click this checkbox to turn the wireless microphone on when a recording starts and off when a recording stops. The checkbox is checked by default.

- **Force cabin microphone on all of the time**: Click this checkbox to keep the cabin microphone on at all times. The checkbox is clear by default.

- **Charge the wireless microphone after system shuts down**: Click this checkbox to start charging the wireless microphone when 4RE is powered off. The checkbox is checked by default.

- **User Permissions: Allow turn off during recording - cabin microphone**: Click this checkbox to grant an officer permission to turn off the cabin microphone from the 4RE display screen during a recording. The checkbox is checked by default.

---

**Note:** If the **Force cabin microphone on all the time** checkbox is checked, the officer cannot turn off the cabin microphone from 4RE.
Chapter 2. Configuring the 4RE DVR

**even if the Allow turn off during recording - cabin microphone checkbox is checked.**

- **User Permissions: Allow turn off during recording - wireless microphone**: Click this checkbox to grant an officer permission to turn off the wireless microphone from the 4RE display screen during a recording. The checkbox is checked by default.

## 4RE Power Settings

**Note: If ELX security is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.**

The Power Settings pane lets you set when the 4RE DVR is powered on and off and how much delay should occur before 4RE is automatically powered down once the ignition is turned off.

The Power Settings pane includes:

- **Power DVR ON automatically with ignition**: Click to automatically power on the 4RE when the ignition is turned on. The checkbox is checked by default.

- **Power DVR OFF automatically with ignition**: Click to automatically power off the 4RE when the ignition is turned off. The checkbox is checked by default.

- **Ignition Shutdown Timers**: Click this field to select how much delay should occur before 4RE automatically powers down when the ignition is turned off; 0 through 60 minutes are the available options; 30 minutes is the default. 4RE is still on and functioning during the countdown time. When the countdown reaches 0, 4RE starts shutting down. If you turn the ignition back on during the delay period, the countdown is stopped and 4RE goes on functioning normally. There is no wait for 4RE to power back on.
Important! The Ignition Shutdown Timer does NOT shut down the 4RE if it is actively recording. It does shut off the timer if Stop recording when Ignition Shutdown Timer expires checkbox is checked.

- **Allow DVR to power OFF while ignition is on**: Click this checkbox to allow 4RE to be manually powered off while the ignition is still on. If this is not checked, the DVR cannot be powered off while the ignition is on.
  
The checkbox is checked by default.

- **Stop recording when Ignition Shutdown Timer expires**: Click this checkbox to shutdown the 4RE DVR when the Ignition Shutdown Timer expires even if 4RE is actively recording
  
The checkbox is clear by default.
Chapter 2. Configuring the 4RE DVR

4RE Officer Permissions

The Officer Permissions pane lets you change the 4RE DVR administrative password, as well as grant an officer permission to review video and change some settings on 4RE.

In-Car Administrative Settings

The In-Car Administrative Settings section of the Officer Permissions pane lets you change the Administrative In-Car Password (page 144) for the 4RE DVR.

Important! This administrative password is common to all 4RE settings. Changing the password in this section affects the administrative password for each of your 4RE settings.

The In-Car Administrative Settings section includes:

- Administrative In-Car Password: Shows the presence of a 4RE administrative password using a placeholder series of dots
Note: If ELX security is NOT enabled, ELX uses the Administrative In-Car Password as a level of security for certain functions, such as, deleting an event, whether it is a 4RE or VISTA event.

- **Change button**: Click Change to open the Change Password dialog box where you can change your 4RE administrative password

In-Car Officer Permission to Review Video

The In-Car Officer Permission to Review Video section lets you assign a video review permission to officers using the 4RE DVR.

The In-Car Officer Permission to Review Video section includes:

- **No video review access**: select to prevent officers from reviewing videos
- **Only video since last login**: select to limit the officers' video review permissions to videos since their last login to 4RE
- **Access to all video**: select to provide open access to all videos on the 4RE DVR

This is the default.
Chapter 2. Configuring the 4RE DVR

In-Car Officer Permissions

The In-Car Officer Permissions lets you grant an officer permission to change some of the settings on the 4RE DVR. If these checkboxes are clear, changing these settings on 4RE requires a supervisor password.

- **Modify date/time** checkbox: Grants an officer permission to modify the date and time on 4RE
  Default is checked
- **Modify radar type** checkbox: Grants an officer permission to modify the radar type on 4RE
  Default is checked
- **Modify crash sensitivity** checkbox: Grants an officer permission to modify the 4RE crash-detection sensitivity
  Default is checked

Officer List

**Note:** If ELX security is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.

You add your officers to a central Officer List which is used by officers who use the 4RE DVR and officers who use the VISTA HD Wearable Camera. When you add an officer to the list on the 4RE Configuration tab, that officer is added to the VISTA configuration automatically.

The Officer List contains settings identifying each officer who uses 4RE or VISTA. The entire officer list is included with every configuration file that is deployed to 4RE (page 79) or assigned to VISTA on checkout (page 116).
Setting up the Officer List

To add an officer to the Officer List:

1. Click Officer List in the left pane of the 4RE Configuration tab.
   
   The Officers pane appears showing the current list of officers.

2. Click Add Officer.

3. Enter the First Name and Last Name of the officer.
4. Enter the Title and Badge ID of the officer.

---

**Tip:** The Last Name field is required. If your agency uses only the Badge ID to identify an officer, enter the badge number as both the Last Name and the Badge ID.

6. Check 4RE DVR Supervisor, if the officer is a supervisor.
7. Enter and confirm a 4RE DVR Supervisor Password.
Chapter 2. Configuring the 4RE DVR

8. Click **Save** after your entries are complete.
   The officer is added to the **Officer List**, alphabetized by last name.

**Number of officers on the list**

The maximum number of officers is limited by the programmable storage on the 4RE. Typically more than a thousand officers can be supported.

*Tip: The number of officers you can store in the Officer List depends on multiple factors, including:
- The length of officers’ names
- The number of Event Tags
When you reach the limit, try removing the titles of officers or creating configuration groups, such as Patrol East, Patrol West, and Traffic.*

Adding a large list of officers can affect performance with the SmartConnect Mobile App. It may take longer to load.

**Vehicle List**

*Note: If ELXsecurity is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.*

You add your agency vehicle IDs to a central **Vehicle List**. The **Vehicle List** contains settings identifying each vehicle where video evidence is recorded using the 4RE DVR.

When you enter the vehicle information on the **Vehicle List**, you also assign a 4RE configuration to the vehicle.

When you deploy 4RE configurations (page 79), you select which vehicles need to have configuration files generated for them. A configuration file specific to each vehicle is generated using the 4RE configuration you assigned on the **Vehicle List**.
Setting up the Vehicle List

To add a vehicle to the **Vehicle List**:

1. Click **Vehicle List**.
   
   The **Vehicles** pane appears showing the current list of vehicles.

2. Click **Add Vehicle**.
   
   The **Add Vehicle** section of the **Vehicles** pane appears.

3. Enter the **Vehicle ID**.
4. Click the **Radar Type** field and select the radar type.
5. Click the **4RE Settings** field and assign a 4RE configuration.

   **Tip:** Find the 4RE configuration in the left column under **Deploy**. You may only have **Default**, but others are listed if you created other configurations, such as **Vehicle Patrol** or **Bike Patrol**.

6. Click **Create**.
   
   The vehicle is added to the **Vehicle List**.
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Chapter 3. Deploying a Configuration to the 4RE DVR

In this chapter...

- Loading a 4RE configuration on a USB thumb drive (page 76)
- Deploying a configuration to the 4RE DVR (page 79)
Chapter 3. Deploying a Configuration to the 4RE DVR

Loading a 4RE configuration on a USB thumb drive

After you set up a 4RE configuration in Evidence Library Express (ELX), you must assign the configuration to the devices. Load the configuration on the USB thumb drive, then deploy it to the 4RE DVR (page 79).

To deploy a configuration, you need an empty USB thumb drive (minimum 512 MB), or a USB thumb drive that has been used only for deploying configuration files.

To load the Evidence Library Express (ELX) configuration to a USB thumb drive for deployment:

1. Plug the USB thumb drive into the computer.
2. Select the configuration you want to deploy from the 4RE settings panel.
3. Click **Deploy** at the top of the left pane.

    The **Deploy 4RE Configuration** dialog box opens.

4. Click the checkboxes for the vehicles where you want to deploy the configuration.

5. Click the **Browse** button in the **File Destination** field to navigate to the USB thumb drive.

    The **Select Folder** dialog box opens.
Chapter 3. Deploying a Configuration to the 4RE DVR

6. Navigate to and select the USB thumb drive, then click **Select Folder**.

   ! **Important!** Select the USB thumb drive at the top level so the 4RE DVR can find the configuration when you deploy it.

   The **Deploy 4RE Configuration** dialog box reappears showing the **File Destination** you selected.

7. Click **Deploy**.
   
   A message box opens indicating the 4RE configuration deployed to the USB thumb drive.

8. Click **OK**.

   Install the configuration after it is loaded to the USB thumb drive.

   1. Eject the USB thumb drive.

   ! **Important!** Removing the USB thumb drive incorrectly can result in corruption of data or other unexpected results (page 243).

   2. Plug the USB thumb drive into the WatchGuard 4RE DVR.

   ! **Important!** WatchGuard recommends that the 4RE DVR be at version 3.6 or above.

   3. Follow the prompts on the 4RE Display Screen to deploy the 4RE ELX configuration to the 4RE DVR (page 79) See Deploying a configuration to a 4RE DVR on page 79
Deploying a configuration to a 4RE DVR

**Note:** Before you can deploy a configuration, you need an empty USB thumb drive (minimum 512 MB), or a USB thumb drive that has been used only for deploying configuration files.

After you load an Evidence Library Express (ELX) configuration to a USB thumb drive, you deploy it on the WatchGuard 4RE DVR.

To deploy an ELX configuration to the 4RE DVR:

1. Remove the USB thumb drive containing the stored recorded events from the 4RE DVR.

   **Warning!** Safely remove (page 243) the USB thumb drive. Removing it too early can result in loss of evidence or other unexpected results when data is imported from the USB thumb drive.

2. Plug the USB thumb drive containing the ELX configuration into the 4RE DVR.

   The **Select Configuration** screen appears on the DVR display.

3. Select the configuration you want to deploy, then touch Load.

   The configurations listed on the **Select Configuration** screen correspond to specific vehicle 4RE DVRs.
Chapter 3. Deploying a Configuration to the 4RE DVR

The **Supervisor Login** screen appears.

4. Enter your supervisor password, then touch **Login**. The **It is now safe...** message box appears.

5. Touch **OK**

6. Remove the USB thumb drive containing the ELX configuration from the 4RE DVR.

**Note:** If a message appears on the DVR Display Screen instructing you to reboot the 4RE DVR, touch **OK**, then **after safely removing** the configuration USB thumb drive, power the 4RE off, wait 10 seconds, then power it back on.

7. Replace the USB thumb drive containing the recorded events in the 4RE DVR.
Chapter 4. Configuring VISTA HD Wearable Camera

In this chapter...

- Adding a VISTA configuration from an existing configuration (page 82)
- Configuring VISTA default Quick Start settings (page 83)
- Configuring System Settings (page 87)
- Configuring Recording Properties (page 90)
- Setting up Event Tags (page 97)
- Configuring Power Settings (page 107)
- Setting up the Officer List (page 111)
- Setting up Officer Preferences (page 113)
Chapter 4. Configuring VISTA HD Wearable Camera

**VISTA overview**

*Note: If ELX security is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.*

To use your WatchGuardVISTA HD Wearable Camera with Evidence Library Express (ELX), configure it using ELX VISTA configuration.

*Important! If you do not use VISTA with ELX, hide the VISTA Configuration tab using ELX Application Preferences (page 1).*

Set up one or multiple configurations (left column), then assign one of them to VISTA. Each configuration assigns the settings for VISTA in a way that is specific to its users’ needs.

The main features on the VISTA Configuration tab that you set up to use VISTA with ELX, include:

- VISTA Settings
- Officer List
- Officer Preferences
- VISTA Devices

*Note: The VISTA Devices (page 114), is a list of VISTA cameras that have been connected to ELX at one time or another. The list requires no set up to use.*

**Creating a VISTA configuration from an existing configuration**

You can create a new configuration using the Default (or any existing) VISTA configuration (left column) as a basis, then customize it to meet your configuration needs.

To create a configuration from an existing VISTA configuration:

1. Click the plus sign in the VISTA Settings (left column) section.
   - The Create New VISTA Settings dialog box opens.
2. Enter the new configuration name in the New VISTA settings name field.
3. Click the Copy new VISTA settings from field and select which existing configuration you want to use as the basis for the new configuration, then click Create.
   - ELX creates a copy of the selected configuration with the new name. It is added to the list of VISTA configurations in the VISTA Settings section.
Configuring VISTA Default Quick Start Settings

4. Click **System Settings** (page 87), then edit the settings to apply them to the new VISTA configuration.

   **Note:** ELX prompts you to save your change each time you move between sections of the configuration.

5. Click **Event Tags** (page 97) then edit existing or add new event tags.
6. Click **Recording Properties** (page 90) then edit the recording properties settings.
7. Click **Power Settings** (page 107) then edit the power settings.

   **Tip:** To configure only the basic settings for the new VISTA configuration, click **Quick Start Settings** (page 83).

Configuring VISTA Default Quick Start Settings

To configure the VISTA **Default Quick Start Settings**:

1. Click the **VISTA Configuration** tab.
   
   The **VISTA Configuration** tab becomes active showing the **Default Main Settings** pane.

   **Note:** **Default** under **VISTA Settings** refers to settings for VISTA that are configured when you launch ELX the first time. The **Quick Start Settings** are a subset of that **Default** settings group.
Chapter 4. Configuring VISTA HD Wearable Camera

2. Click **Quick Start Settings**.

   The **Default Quick Start** window appears.

   ![Default Quick Start window](image1)

3. Enter your **Department Name** in **System Settings** (page 87).

4. Select your **Time Zone** from the drop-down list.

![System Settings](image2)

5. Select the **Video Quality** in **Recording Properties** (page 90).
6. Select the Frame Rate (page 91) that you want your VISTA to use when it records video.

   a. Select the desired Video Quality (page 92) for recorded events. **HD high resolution** is the default selection.

   ![Video Quality Options](image)

   **Note:** **HD** high resolution is the highest video quality setting. **SD** low resolution is the lowest video quality setting. The higher the resolution you select, the better the quality of the resulting video and the larger the storage space needed.

   ![Frame Rate Options](image)

   **Note:** The higher the frame rate, the better the quality of the resulting video and the larger the storage space needed.

   **Important!** For the best experience, WatchGuard recommends that you keep the default frame rate of **30 frames/second**.

7. Confirm or edit the list of answers for the **Category event tag** (page 98) used to categorize each recorded event on VISTA.
Chapter 4. Configuring VISTA HD Wearable Camera

8. Click **Save** after your entries are complete.
VISTA System Settings

**Note:** If ELX security is enabled (page 129), only *Supervisor* and *Administrator* users can see and use the *Configuration* and *Users* tabs.

You set up three systems in the System Settings window pane:

- **Agency Information**
- **Geographic Settings** (page 88)
- **Integration with SmartConnect App** (page 88)

### Agency Information

Use the **Agency Information** section on the **System Settings** section to set the name of the agency or department that uses this VISTA HD Wearable Camera.
Chapter 4. Configuring VISTA HD Wearable Camera

Each configuration group you set up under **VISTA Settings** can have its own **Department Name**.

**Geographic Settings**

The **Geographic Settings** section lists the time zone where your agency or department is located.

Click the **Time Zone** drop-down field to select your time zone. The default is **America/Chicago**.

**SmartConnect integration**

Integration with the VISTA SmartConnect App lets the VISTA WiFi camera communicate with the phone application. You can view your recorded events the same as in ELX. If you select VISTA SmartConnect the Allow snapshots selection appears. This lets you take a snapshot while in the phone app and viewing the playback.

---

**Important!** Be aware that taking snapshots can make the phone subject to confiscation as evidence.

---

With the VISTA SmartConnect App, you do not have to wait until you are back at the base computer with ELX on it to see the recorded event. SmartConnect (page 245) lets you:

- Stop and start recorded events
- Categorize events
- Answer secondary event tags
- Play back events
- Live stream video
- Create a snapshot capture
- Change camera settings
- Turn the VISTA covert mode on and off
**Note:** You have to wait until you are in ELX for the event to be uploaded.

See the VISTA HD Wearable Camera User Guide for information about SmartConnect.
VISTA Recording Properties

**Note:** If ELX security is enabled (page 129), only Supervisor and Administrator users can see and use the Configuration and Users tabs.

The Recording Properties pane lets you configure the settings for the VISTA HD Wearable Camera for capturing recorded events, including:

- Camera Settings (page 91)
- Recording Reminder Alerts (page 93)
- Maximum Recorded Event Time (page 94)
- Maximum Recorded Event Size (page 95)
- Auto-Start Record (page 95)
- Auto-Stop Record (page 95)
Camera Settings

The Camera Settings section on the Recording Properties pane lets you control the camera functions.

- **Video Quality**: Click the arrow to select HD (high definition) or SD (standard definition), in high, medium, or low resolutions. HD high resolution is the default selection.
- **Frame Rate**: Click the arrow to select the desired frame rate for recorded events. 5, 10, 15, and 30 frames per second are the available options. 30 frames/second is the default.

  ![](WARNING) WatchGuard recommends that you keep the default frame rate of 30 frames/second for the highest quality.

- **Pre-Event Time**: Click the arrow to select the amount of pre-event video you want automatically saved as part of a recorded event. None to 2 minutes are the available options. None is the default.
- **Enable Record-After-the-Fact** checkbox: Click this checkbox to enable VISTA to continuously capture and save video that can be used to create Record-After-the-Fact (RATF) events. Clear is the default.
- **Force microphone on all the time**: Click this checkbox to record audio whenever VISTA is capturing video. Checked is the default.
Chapter 4. Configuring VISTA HD Wearable Camera

---

**Caution:** When the *Force microphone on all the time* checkbox is clear, VISTA starts recording audio only when the *Record Start/Stop* button is pressed to start a recorded event.

---

- **Allow muting**: Click this checkbox to mute the VISTA audio
  - *Checked* is the default.

- **Stop recording confirmation**: Click this checkbox to press the *VISTA Record Stop* button twice to stop a recorded event
  - *Unchecked* is the default.

- **Allow manual stop**: Click this checkbox to stop a recorded event while other group members continue to record the event
  - This feature only applies if you are using the Group Recording scenario.
  - *Checked* is the default.

---

**Video quality settings**

The quality of the video that VISTA saves depends on the video quality and frame rate you select in the *Camera Settings* section. The higher the video quality you select, the better the quality of the video and the *larger the storage space needed*. 

---
The table lists the VISTA supported video quality options with resolution and storage space needs:

<table>
<thead>
<tr>
<th>Video quality</th>
<th>Video resolution</th>
<th>Frames per second</th>
<th>Storage space (GB per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD high resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>2.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>1.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>0.73</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>0.37</td>
</tr>
<tr>
<td>HD medium resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>1.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>0.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>0.29</td>
</tr>
<tr>
<td>HD low resolution</td>
<td>1280 x 720</td>
<td>30</td>
<td>1.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>0.46</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>0.22</td>
</tr>
<tr>
<td>SD high resolution</td>
<td>864 x 480</td>
<td>30</td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>0.44</td>
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<td>5</td>
<td>0.15</td>
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<tr>
<td>SD medium resolution</td>
<td>864 x 480</td>
<td>30</td>
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<td>10</td>
<td>0.22</td>
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<td></td>
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<td>5</td>
<td>0.11</td>
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<tr>
<td>SD low resolution</td>
<td>864 x 480</td>
<td>30</td>
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<td>10</td>
<td>0.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>0.07</td>
</tr>
</tbody>
</table>

**Recording Reminder Alerts**

The Recording Reminder Alerts section on the Recording Properties pane enables the VISTA HD Wearable Camera to periodically remind you that it is still capturing a recorded event.
Chapter 4. Configuring VISTA HD Wearable Camera

**Note:** The notification type VISTA uses for the alert depends on the Alert Notification setting you select when you check the camera out from Evidence Library Express (ELX).

The alerts include:

- **Do not alert:** Select this option if you do not want VISTA to remind users at regular intervals that it is still capturing a recorded event
  
  Do not alert is the default.

- **Alert every:** Select this option for VISTA to remind users at regular intervals that it is still capturing a recorded event
  
  If you select this option a value is required in the Minutes field.
  
  Clear is the default.

- **Minutes:** Enter or select the number of minutes VISTA should wait between reminders that it is still capturing a recorded event
  
  The interval can be from 1 to 60 minutes
  
  The Minutes value is required if you select Alert every.

**Maximum Recorded Event Time**

The **Maximum Recorded Event Time** section on the Recording Properties pane lets the VISTA HD Wearable Camera automatically stop a recorded event when it reaches a specified duration.

**Note:** VISTA provides a warning two minutes before it automatically stops a recorded event, so you can manually abort the stop. The notification type VISTA uses for the warning depends on the Alert Notification setting you select when you check out the camera from Evidence Library Express (ELX).

Press the Display Backlight button to abort the warning period and keep VISTA from stopping the recorded event. VISTA continues recording for at least another Maximum Recorded Event Time period.

The **Maximum Recorded Event Time Auto Stop** section includes:

- **Do not stop:** Select this option if you do not want VISTA to automatically stop a recorded event when it reaches the specified duration
Maximum Recorded Event Size

**Do not stop** is the default.

- **Stop after**: Select this option to enable VISTA to automatically stop a recorded event when it reaches the specified duration
  
Enter a value in either the **Hours** or the **Minutes** field or both.
  
Clear is the default.

- **Hours** and **Minutes**: Specify the maximum recorded event length that VISTA should allow before automatically stopping
  
The maximum length can be from 1 minute to 24 hours

**Note**: You can enter values in both the **Hours** and **Minutes** fields, but you are only required to enter a value in one of the time fields.

Maximum Recorded Event Size

The **Maximum Recorded Event Size** section lets the VISTA HD Wearable Camera split large events, and lets you indicate what the maximum size of the split events should be.

- **Split Events**: Click the arrow to indicate whether VISTA should split events and what the maximum size of the split events should be
  
**Do Not Automatically Split Events**, **1 GB**, **2 GB**, **3 GB**, **4 GB**, **8 GB**, and **14 GB**. are the available options.

4 GB is the default option.

When you assign a configuration that enables the split events option to VISTA, VISTA splits any existing large events as configured and continues to split new large events as it records them. VISTA splits the original large event into multiple parts, then marks each part with its part number out of the total number of parts.

**Warning!** After a large event is split into multiple smaller events, it cannot be put back together.

ELX imports a split event just as it does any other event. The split events are automatically linked during import. The **Recorded Events** tab labels each recorded event (page 194) that was part of a split event using 1of 3, 2of 3, 3of 3.

Auto-Start Record

The **Auto-Start Record** is a function of the Recording Group scenario. When this field is selected, your device starts recording an event when another group member informs the VISTA WiFi camera that it has started a recorded event.
Chapter 4. Configuring VISTA HD Wearable Camera

Auto-Stop Record

The **Auto-Stop Record** is a function of the Recording Group scenario. When this field is selected, your device can stop recording an event when another group member informs the VISTA WiFi camera that it has stopped recording an event.

Only 4RE can stop a group recording. The other members of the group sense when this happens and can stop recording. Each member of a group can stop on its own, if configured, but only 4RE can stop them as a group.

**Group member start** and **stop** are enabled as the default setting.

*For more information …*

See the **VISTA HD Wearable Camera User Guide**

See the **4RE In-Car Video User Guide**
VISTA Event Tags

**Note:** If ELX security is enabled (page 129), only **Supervisor** and **Administrator** users can see and use the **Configuration** and **Users** tabs.

Event tags are questions or statements that categorize a recorded event. The VISTA HD Wearable Camera prompts you to give a response to the **Category** event tag when you press the **Record Start/Stop** button to stop a recorded event.

In a recording group, 4RE shares event tag information with all VISTAs. If a member of the group does not receive the event tag information and chooses to enter its own tag, that is the tag that is used.

The **Event Tags** pane on the **VISTA Configuration** tab lets you set up event tags for VISTA. If event tags have been set up already, it lists all the event tags for the selected **VISTA Settings** configuration.
Category event tag

The event tag prompts an officer to categorize a recorded event using a list of agency-determined categories, such as, warning or citation. This classification can help refine an evidence search.

Only the first Category event tag shows on VISTA. None, Warning, Domestic, Citation, Arrest, Injury, Interview, Drugs, and Test are included in the list of categories by default. You can keep or remove any or all of these categories and add others to the list. You can change the order of all event tags except the Category event tag.

Important! Some VISTA cameras only has 8 characters available on its Display. If a category has more than 8 characters, the category scrolls across the display.

Creating the Category event tag

To set up the Category event tag:

1. Select the VISTA Settings configuration whose Category event tag you want to edit.
2. Click Event Tags on the Main Settings pane.

The Event Tags pane for the selected configuration appears.
Creating the Category event tag

3. Click Edit in the Category event tag section.
   The Edit Event Tag pane appears.

4. Verify whether you want to show the Category event tag on the VISTA display.
   a. Click the checkbox to Show on camera after recoding. (default)
   b. Click again to deselect the checkbox which causes the tags not to show on VISTA.

5. Edit a category already in the list.
   a. Select Edit for the existing tags.
   b. Highlight the text you want to edit.
Chapter 4. Configuring VISTA HD Wearable Camera

c. Enter your changes.

6. Click **Delete** next to a category, if you want to delete a category already in the list.

7. Select the amount of time in the **Dismiss After** field that the **Category** tag should remain on the VISTA display, if you do not require categorization.

8. Click **Add Answer** to add an answer.

A blank answer field is added at the bottom of the category list.

![Category List](image)

9. Enter your new answer in the blank field.

10. Repeat steps 9 and 10 for each answer you want to add.

11. Use the up and down arrows next to each item to adjust the order of the answers in the list.

12. Click **Save** after your entries are complete.

**Secondary event tags**

You can set up other VISTA event tags to identify anything that your agency determines needs to be documented. For example, you can ask for the gender or race of the suspect. These secondary tags can be in the form of either a drop-down list (page 101) or a text answer (page 104).

---

**Note:** You can answer secondary event tags at import (page 184) or later in the **Event Playback** dialog box (page 1).

---

**Required or optional**

By default, answering the **Category** event tag on VISTA is optional, but you can make answering the event tag required.

When **Category** is required, the event tag remains on the VISTA LCD Display until the user selects a category. The user must select a category or start another recorded event for the event tag prompt to be dismissed.

You can require event categorization at import (page 152) (page 152)
Creating a Drop-down list secondary event tag

Setting the **Category** event tag as optional lets you select the time for it to remain on the VISTA display (between 15 seconds and 5 minutes). After that time, the tag disappears automatically. ELX shows the event as uncategorized.

To make the **Category** event tag required:

1. Click the **Show on camera after recording** checkbox.
2. Click the **Is an answer required?** checkbox.

**Is an answer required?** checkbox is clear by default.

To make the **Category** event tag optional:

1. Ensure that the **Is an answer required?** checkbox is clear.
2. Click the **Dismiss after** field.
3. Select an amount of time to leave the event tag on the VISTA display.

The time to dismiss ranges from 30 seconds to five minutes. **30 seconds** is the default.

---

**Tip:** If you do not want the **Category** event tag to show at all on VISTA, clear the **Show on camera after recording** checkbox on the **Event Tags** pane. VISTA will not show the event tag on its display and will not require an answer.

---

Creating a Drop-down list secondary event tag

Secondary tags can identify anything that your agency wants documented with a recorded event.

When you set up a drop-down list event tag, you enter the question and all the answers that you want to appear on the list for the officer. The drop-down list form asks the officer to select an answer for the event tag question from a list of options.

---

**Important!** Secondary event tags can only be answered by the user within Evidence Library Express (ELX). They do not show on VISTA.

---

On the **VISTA Configuration** tab, to set up an event tag in the drop-down list form:

1. Select the **VISTA Settings** configuration you want to set up a secondary drop-down list event tag for, then click **Event Tags** on the **Main Settings** pane.
The **Event Tags** pane for the selected configuration appears.
2. Click **Add Tag**.

The **Edit Event Tag** pane appears.

3. Select **Drop Down List**.

4. Enter the new event tag question or statement in the **Prompt Label** field.

   **Note:** You can only use alphanumeric characters in the **Prompt Label** and **Field Label** fields.

5. Enter the value in the Field Label that ELX should use for this event tag on the **Search** pane (page 192) of the **Recorded Events** tab as a searchable event tag.

6. Enter the first answer to the question or statement you entered in the **Prompt Label** field.
Chapter 4. Configuring VISTA HD Wearable Camera

7. Click Add Answer.

A blank answer field is added to the bottom of the list.

8. Enter an answer in the blank field to the question or statement you entered in the Prompt Label field.

9. Repeat steps 7 and 8 for each answer you want to add.

10. Adjust the order of the answers on the list, as necessary. Use the up and down arrows next to each item (↑, ↓) to move that item up or down in the list.

11. Click Save after your entries are complete.

Creating text answer secondary event tags

When you set up a text answer event tag, you enter the question and select whether the text answer is restricted to alphanumeric or numeric values. With VISTA, secondary event tags are always optional and can be set up in two forms: drop-down list or text answer.

---

**Important!** Secondary event tags can only be answered by the user within Evidence Library Express (ELX). They do not show on VISTA.

---

On the VISTA Configuration tab, to set up an event tag in the text answer form:
1. Select the **VISTA Settings** configuration you want to set up a text answer event tag for.

2. Click **Event Tags** on the **Main Settings** pane.

   ![Event Tags Configuration](image)

   The Event Tags pane for the selected configuration appears.

3. Click **Add Tag**.

   ![Edit Event Tag](image)

   The Edit Event Tag pane appears.
Chapter 4. Configuring VISTA HD Wearable Camera

4. Select **Text Answer** in the **Event Tag Type** section.

5. Enter the new event tag question or statement in the **Prompt Label** field.
   You can only use alphanumeric characters in the **Prompt Label** and **Field Label** fields.

6. Enter the value ELX uses to search (page 192) for this event tag in the **Field Label** field.

7. Select whether the answer the officer enters in ELX should be **Alphanumeric** or **Numeric**.

8. Click **Save** after your entries are complete.
VISTA Power Settings

Note: If ELX security is enabled, only Supervisor and Administrator users can see and use the Configuration and Users tabs.

On the Power Settings pane you control sleep mode, whether to set VISTA:

- To power off automatically
- To control battery resources
- To handle GPS

The sections on the Power Settings pane are:

- Sleep Mode (page 108)
- Automatic Off (page 109)
- Power Behavior
Chapter 4. Configuring VISTA HD Wearable Camera

Sleep Mode

Sleep Mode offers a reduction in power consumption by triggering sleep after a period of time with no button presses, no camera motion, or both. **Sleep Mode** in **Power Settings** helps you conserve battery power.

![VISTA Configuration](image)

**Note:** VISTA provides a 15 second warning before it goes to sleep, so the officer can manually stop it from going to sleep. The notification type VISTA uses for the warning depends on the **Alert Notification** setting you select when you check the camera out from Evidence Library Express (ELX).

The **Sleep Mode** section of the **Power Settings** pane includes:

- **Sleep after no button presses**:
  - **Do not sleep**: Select this option if you do NOT want VISTA to sleep after a period of time with no button presses
  - **Sleep after**: Select this option if you want VISTA to sleep after a time with no button presses
  - **Minutes**: Specify how much time in minutes must elapse with no button presses before VISTA goes to sleep
    - **Sleep after 120 Minutes** is the default.
    - **1440 Minutes** is the maximum value.

- **Sleep after no camera motion**:
  - **Do not sleep**: Select this option if you want the VISTA to remain on with no camera motion
  - **Sleep after**: Select this option if you want VISTA to sleep after a time with no motion
  - **Minutes**: Specify how much time in minutes must elapse with no camera motion before VISTA goes to sleep
    - **Sleep after 120 Minutes** is the default option.
    - **1440 Minutes** is the maximum value.

**Tip:** WatchGuard recommends that you select the Sleep Mode trigger that works best for your agency after you use VISTA for a while.
Automatic Off

You can configure VISTA to automatically turn off after a period of time with no button presses, no camera motion, or both.

The **Automatic Off** section on the **Power Settings** pane is where you set whether VISTA turns off automatically after a period of time and what settings it to turn off, no button presses or no camera motion or both.

![Power Settings pane with Automatic Off settings]

The **Automatic Off** section of the **Power Settings** pane includes:

- **Power off after no button presses**
  - **Do not turn off**: Select this option if you do NOT want VISTA to turn off automatically
  - **Turn off after**: Select this option if you want VISTA to turn off automatically after a specified time period with no button presses
  - **Hours**: Enter the number of hours to wait up to 24 hours.
    - **10.0 Hours** is the default setting.

- **Power off with no camera motion**
  - **Do not turn off**: Select this option if you do NOT want VISTA to turn off automatically
  - **Turn off after**: Select this option if you want VISTA to turn off automatically after a specified time period with no button presses
  - **Minutes**: Enter the number of minutes to wait up to 1440 minutes.
    - **60 minutes** is the default.

**Tip:** WatchGuard recommends that you select the Automatic Off trigger that works best for your agency and turn the other off after you have experience using VISTA.
Chapter 4. Configuring VISTA HD Wearable Camera

Power Behavior

The Power Behavior mode lets you manage your VISTA battery life. You can choose how long VISTA can upload data and how long the battery can charge.

The following elements are included in the Power Behavior:

- **Wireless shutdown timer**: Specify how long VISTA can upload video after the vehicle ignition is turned off; use the up/down arrows to select the number of minutes or type in the number **1440 Minutes** is the maximum value.

- **Maximum battery charge timer**: Specify how long VISTA can charge its battery after the car is turned off, use the up/down arrows to select the number of minutes or type in the number **1440 Minutes** is the maximum value.

- **Enable GPS**: Click the checkbox to turn on the GPS inside VISTA WiFi; the default is unchecked meaning the GPS is turned off.

**Tip:** After your agency has experience using VISTA, WatchGuard recommends that you select the battery charge time that works best for your agency.
Officer List

You add your officers to a central Officer List, that includes both in-vehicle officers who use the 4RE DVR and officers who use the VISTA HD Wearable Camera. VISTA and 4RE share the officer list.

Setting up the Officer List

To add an officer to the Officer List from the VISTA Configuration tab:

1. Click Officer List in the left pane of the VISTA Configuration tab. 
   The Officer List pane appears showing the current list of officers.

2. Click Add Officer. 
   The Add Officer section of the Officer List pane appears.

3. Enter the officer's First Name and Last Name.
4. Enter the officer's Title and Badge ID if applicable.

**Tip:** The Last Name field is required. If your agency uses only the Badge ID to identify an officer, enter the badge number as both the Last Name and the Badge ID.
Chapter 4. Configuring VISTA HD Wearable Camera

5. Click **4RE DVR Supervisor** checkbox if the officer is a supervisor.

6. Enter and confirm the **4RE DVR Password**.

```
Note: VISTA and 4RE share the Office List. If security is NOT enabled, ELX uses the 4RE DVR supervisor password as a level of security for certain operations, for example, deleting an event, whether it is a 4RE or VISTA event.
```

7. Click **Save** after your entries are complete.

   The officer is added to the **Officer List** in alphabetical order by last name.
Officer Preferences

Set the default notification preferences for all your VISTA HD Wearable Cameras on the Officer Preferences pane. The defaults you set on the Officer Preferences pane are pushed to each new VISTA when it is first checked out from ELX.

The Officer Preferences include:

- **LED Brightness**: Click the arrow to indicate whether VISTA should light its LEDs, and if so, how bright they should be.
  The available options are **Always off**, **Low**, **Medium**, and **High**.
  **Medium** is default.

- **Automatically reduce LED brightness between 8 PM and 8 AM**: Click this checkbox to let VISTA automatically dim its LEDs.
  Checkbox **selected** is default.

- **Alert Notification**: Click the arrow to indicate whether VISTA should alert the officer.
  The available alert options are **Audio only**, **Vibration only**, **Audio and vibration**, and **No alerts**.
  **Audio and vibration** is default.

- **Audio Alert Level**: Click the arrow to indicate at what volume the tone should sound.
  **Low**, **Medium**, **High**, and **No audio** are the available options.
  **Medium** is default.

*Note*: You can set these preferences (page 116) when you check out a VISTA camera. Individual preferences override the default preferences for any camera that you check out.
VISTA Devices

The Devices pane in Evidence Library Express (ELX), presents a list of all the VISTA HD Wearable Cameras that have been connected to the current ELX instance. The list shows device information. The list updates automatically after you connect a VISTA camera to ELX and when you check out a VISTA camera from ELX.

You can delete a device from the Devices pane if the device will no longer be connected to or checked out from this ELX instance.

**Note:** An instance is an ELX installation on one machine.

Each row on the Devices pane contains information for one VISTA camera, including:

- **Device ID**: agency-assigned user-friendly name for the VISTA device
- **Assigned Officer**: name of the officer who has the VISTA device checked out
- **Last Connected**: last date and time the VISTA device was connected to the ELX instance
- **Firmware**: VISTA firmware version
- **Serial #**: factory-assigned serial number for the VISTA device
  This number should match the serial number printed on the label on the VISTA camera.
- **Delete button**: Click to remove the VISTA device from the Devices pane

**Important!** Clicking Delete does not remove the device or its data from anything else in ELX. It only removes the device from the list on the Devices pane. If the device is reconnected to this ELX instance, the device is again listed on the Devices pane.
Chapter 5. Assigning a configuration to VISTA

This section includes:

- Overview (page 116)
- VISTA Device Checkout dialog box (page 117)
- Checking out a VISTA camera (page 120)
- Creating a Record-After-The-Fact event (page 122)
- Updating VISTA firmware (page 124)
- Upgrade VISTA WiFi Base and Smart Power Switch (page 127)
Chapter 5. Assigning a configuration to VISTA

Assigning a configuration to VISTA overview

After you set up a VISTA HD Wearable Camera configuration in Evidence Library Express (ELX), you:

- Assign the configuration to VISTA
- Check VISTA out from ELX

You perform both of these tasks on the VISTA Device Checkout dialog box.

To access the VISTA Device Checkout dialog box:

1. Dock the VISTA camera you want to assign a configuration in a base that is connected to your ELX computer.
   When the camera connects to ELX, the VISTA Device button appears near the top right of the ELX window.

2. Click the VISTA Device button, then select the VISTA camera that you want to assign a configuration.

The VISTA Device Checkout dialog box for the selected device opens.
The VISTA Device Checkout dialog box

The three sections of the **VISTA Device Checkout** dialog box include:

- **Device Checkout** *(page 117)*
- **Record-After-the-Fact®** *(page 119)*
- **Firmware** *(page 119)*

The **VISTA Device Checkout** dialog box has two buttons:

- `< Evidence Library` button: Click to move to the **Recorded Events** tab
- **VISTA Devices** button: Click to select another VISTA camera from the drop-down list for checkout, if you have multiple VISTAs

**Device Checkout**

The **Device Checkout** section shows information about the selected VISTA camera and lets you check out the camera *(page 120)* from Evidence Library Express (ELX). Enter the name of the officer who is assigned the camera and assign the camera a configuration.

The elements in the **Device Checkout** section include:

- **Serial #** field: Shows the factory-assigned serial number of the current VISTA device (under the camera on left)
  
  The **Serial #** field should match the serial number printed on the label that is physically on the device.

- **Officer drop-down list**: Click the **Officer** field, then select the name of the officer who is checking out the **VISTA** device
Chapter 5. Assigning a configuration to VISTA

*Note:* If the VISTA camera you are checking out has a configuration from a foreign ELX instance, the list of officer names in the Officer drop-down list changes depending on the configuration you select in the VISTA Setting field.

- **Officer preferences** fields: Show the LED and Alert Notification settings selected by the officer shown in the Officer field

  *Note:* If Unassigned shows in the Officer field, the officer preferences fields are populated from the Officer Preferences defaults (page 113). You cannot edit them.

- **LED Brightness** drop-down list: Click this field, then select whether VISTA should light its LEDs, and how bright they should be
  - The available options are **Always off**, **Low**, **Medium**, and **High**
  - **Medium** is default

- **Auto reduce LED brightness** checkbox: Click this checkbox so that VISTA can automatically dim its LEDs between 8 PM and 8 AM
  - Selected is the default

- **Alert Notification** drop-down list: Click the Alert Notification field, then select whether VISTA should alert the officer, and if so, what format those alerts should take
  - The available options are **Audio only**, **Vibration only**, **Audio and vibration**, and **No alerts**
  - **Audio and vibration** is the default option.

- **Audio Alert Level** drop-down list: Click this field, then select whether VISTA should sound a tone to alert the officer, and if so, at what volume the tone should sound
  - The available options are **Low**, **Medium**, **High**, and **No audio**
  - **Medium** is the default option.

- **VISTA Setting** drop-down list: Click this field, then select the configuration you want to apply to the VISTA device you are checking out

- **Device ID** field: Shows the identifier of the VISTA device
  - When the VISTA device is first connected to ELX, the Device ID field shows the device serial number. You can change the device identifier to a more user-friendly name using the Edit button next to the Device ID field.

- **Edit** button: Click Edit to open the Device ID field for editing

- **SSID** and **Password** fields: Only required when using SmartConnect

- **Checkout Camera** button: Click to assign the selected configuration and preferences to the current VISTA device, check out the device to the assigned officer, and eject the device from the computer

  **Important!** Any changes you make to the Device Checkout section are not saved until you click Checkout Camera.
Record-After-the-Fact

The VISTA Device Checkout dialog box has a section where you can create Record-After-the-Fact® (RATF) events (page 122) from the video saved on the VISTA device.

The elements in the Record-After-the-Fact include:

- **Oldest Available** field: Shows the date and time of the oldest saved video on the VISTA camera
- **Newest Available** field: Shows the date and time of the most recent saved video on the VISTA camera
- **Total Available Video** field: Shows the total amount of video available on the VISTA camera within the range of Oldest Available to Newest Available
- **Create Event** button: Click to open the Create Record-After-the-Fact Event dialog box where you can define the Record-After-the-Fact event

Firmware

The Firmware section of the VISTA Device Checkout dialog box shows the current and available versions of firmware for the current VISTA device and whether the preferred update mode for the device is Manual or Automatic.

If the update mode is Manual, you can use the Firmware section to update the device firmware (page 124).

The elements in the Firmware section include:

- **Current Version** field: Shows the current version of firmware applied to the current VISTA device
- **Available Version** field: Shows the version of VISTA firmware that has been uploaded to ELX and is available to be loaded on the current VISTA device
- **Update Mode** field: Indicates which update mode ELX uses to update firmware on the current VISTA device, either Manual or Automatic
- **Update Firmware** button: Click to manually change the current VISTA device’s current firmware version to the available firmware version

The Update Firmware button is present when the Update Mode is Manual
Chapter 5. Assigning a configuration to VISTA

Checking out a VISTA camera

Use the **VISTA Device Checkout** feature in Evidence Library Express (ELX) to assign the basic configuration to VISTA and check out the camera from ELX.

To check out a VISTA camera from ELX:

1. Click the **VISTA Devices** button (in the top right of ELX) and select the VISTA camera that you want to check out.

   ![](image1.png)

   The **VISTA Device Checkout** dialog box opens showing the selected camera.

2. Click the **Officer** field and select the name of the officer who is checking out the VISTA camera.
3. Click the **LED Brightness** button if you want to change the setting and select a new preference setting.
4. Click the **Alert Notification** buttons if you want to change the type and sound of the alert.
5. Click the **VISTA Setting** field and select the new configuration name, if applicable.
6. Click **Edit** to enter or change the VISTA device identifier.

   **Important!** WatchGuard recommends you set a user-friendly name for the VISTA camera, for example BikePatrol1, the first time you check it out from ELX, then do not change it.

   Changing the identifier in the **Device ID** field does NOT change the device serial number.
7. **Enter a password.**

   This password is only for VISTA WiFi for use with SmartConnect. Ensure that the password is easy for you to remember. The password remains in the system and your camera until you change it.

   **Note:** The SmartConnect App information does not appear on the checkout page if your site does not use SmartConnect. See the 4RE DVR or VISTA Camera user guides for more information.

   The **SSID** and **Password** fields do not appear on the checkout page if your site does not use SmartConnect. The **SSID**, which names wireless networks, is assigned automatically.

8. **Click Checkout Camera.**

   ELX loads all of your settings on the current VISTA camera, then ejects it from the computer. The **Checkout Successful** message box opens. You can remove the camera after this message box appears.

   ![Checkout Successful](image)

   **Important!** The configuration containing the new settings is NOT applied to the VISTA until you undock the camera.

   For more information, see Assigning a configuration to VISTA overview on page 116.
Chapter 5. Assigning a configuration to VISTA

Creating a Record-After-the-Fact event

The Record-After-the-Fact® (RATF) feature allows the VISTA HD Wearable Camera to continuously capture and save video. You can use this video to create an RATF event by sending VISTA a manual request from Evidence Library Express (ELX).

**Note:** You can create an RATF event from any video that VISTA has saved, even if the RATF feature is not enabled. If the RATF feature is NOT enabled, the available video is limited to recorded events (protected video segments between Record Start/Stop button presses).

An RATF event typically consists of video that was not originally part of a recorded event.

When you request that VISTA create an RATF event, you provide a date and time range (from oldest to newest). VISTA uses all the saved video available during that range to create the RATF event.

To create an RATF event:

1. Click **Create Event** on the **VISTA Device Checkout** dialog box in the **Record-After-the-Fact** section,
   The **Create Record-After-the-Fact Event** dialog box opens.

   ![Create Record-After-the-Fact Event dialog box](image)

2. Click the drop-down arrow in the **Start Point** field, then select the starting date and time of the range you want the RATF event to include.

   ![Create Event dialog box](image)
3. Click the drop-down arrow in the **End Point** field, then select the ending date and time of the range you want the RATF event to include.

![Image of the drop-down calendar](image)

**Note:** The drop-down calendar only allows you to select days where video is available.

4. Click **Create**.

The **Record-After-the-Fact created** message box opens.

![Image of the Record-After-the-Fact created message box](image)

5. Click **Close**.

ELX automatically ejects VISTA.
Chapter 5. Assigning a configuration to VISTA

Updating VISTA firmware

You can set up Evidence Library Express (ELX) to update the VISTA HD Wearable Camera firmware automatically or manually using the VISTA firmware options on the Application Preferences dialog box (page 1).

![Application Preferences dialog box]

Uploading a firmware file into ELX

Before you can update the VISTA camera's firmware either automatically or manually, you must upload the firmware file to ELX. To upload a VISTA firmware file:

1. Select File > Preferences.
   The Application Preferences dialog box opens.
   ![Application Preferences dialog box]

   **Note:** If no firmware version has been uploaded to ELX, the space next to the Upload Firmware button is empty.

2. Click Upload Firmware.
   The Open dialog box opens.
3. Navigate to the location of the VISTA firmware files.

4. Select the firmware file you want to upload to ELX, then click **Open**.

   The **Are you sure?** dialog box opens, asking you to confirm the firmware version you want to upload.

   ![Are you sure? dialog box](image)

   The available firmware is
   a newer version

   Are you sure you want to upgrade
   firmware to version 3.0.2.156?

   - **NO**
   - **UPGRADE**

5. Click **Upgrade**.

   The **Current Uploaded Version** field shows the version of the firmware you just uploaded to ELX.

   ![Current Uploaded Version](image)

   **Tip:** If you need to downgrade the VISTA firmware to a previous version, select the earlier firmware version to upload to ELX. ELX asks you to confirm that you want to downgrade to the earlier version.

---

**Automatically upgrading firmware**

If your camera firmware is an earlier version than the ELX **Current Uploaded Version**, you can set up ELX to automatically upgrade any connected VISTA camera firmware. To set up automatic firmware upgrade:

- Click the **Automatically apply VISTA firmware to devices** checkbox on the **Application Preferences** dialog box.
Chapter 5. Assigning a configuration to VISTA

Manually updating firmware

If you have the VISTA firmware update mode set to Manual, you use the Firmware section of the VISTA Device Checkout dialog box to update the camera firmware.

To manually update the current VISTA camera firmware with the Available Version:

1. Click Update Firmware.

   The Are you sure? dialog box opens,

2. Confirm that you want to update the firmware version of the current VISTA camera.

3. Click Upgrade.

   **Note:** If you are downgrading to an earlier version of VISTA firmware, the dialog box confirms that the firmware is an older version than the current version, and the button reads Downgrade.
Upgrade VISTA WiFi Base and Smart Power Switch

In car systems that include both the 4RE DVR and VISTA WiFi camera and base, the Smart Power Switch (SPS) is also included. The SPS and the vehicle-mounted VISTA WiFi Base provide the network infrastructure for the 4RE DVR and VISTA WiFi camera.

You still deliver upgrades to the 4RE with the USB thumb drive. Upgrades to SPS and the Base are delivered through the VISTA WiFi camera.

See the VISTA Wearable Camera User Guide for instructions on how to upgrade the WiFi base and SPS.

After the update is complete, check the Status > System > System Info screen on the 4RE DVR to ensure that the updated firmware was installed. The last two entries on the screen show you the version of the SPS and the WiFi Base.
Chapter 5. Assigning a configuration to VISTA

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Chapter 6. Setting up and managing security

- Security overview (page 130)
- Enabling security after first launch (page 133)
- Creating user accounts (page 140)
- Editing user accounts (page 142)
- About passwords (page 144)
Chapter 6. Setting up and managing security

Security Overview

To control the permissions level you give to each user, you must enable security in ELX. Any user can perform any ELX function including viewing and managing imported video, adding and managing storage, or configuring the 4RE DVR or the VISTA HD Wearable Camera, if you do not enable security.

Important! Consult with your WatchGuard representative for recommendations on enabling security.

If you did not enable security at first launch, you can enable security at any time later (page 133).

When you enable security, you create an Administrator user account. You use this Administrator user account to set up the rest of your users and assign them roles and permissions (page 136):

- Administrator (page 137)
- Supervisor (page 138)
- Custodian (page 140)
- User (officer) (page 140)

After you set up your users, you can reset user passwords (page 145).

Note: Supervisor users can reset passwords for Custodian and Officer User accounts.

Users tab

You set up users and assign roles on the Users tab. The Users tab is only available to Administrator and Supervisor users once you have enabled security.

- Click Users to open the Users tab where you can set up users and assign them roles.
User name menu

After you have enabled security, your user name appears in the upper right corner of the ELX main window. From the User name menu, you can log out of the application or change your password (page 146)

- Click your user name to select an option from the menu.

These options are available for any ELX user role.

Enabling initial security

The first time you launch Evidence Library Express (ELX) after installation, the system takes you through two setup steps:

1. Enable security immediately or at a later time
   ELX lets you create an administrator user to enable security at this time or skip this step and enable security later.

2. Designate an evidence storage location (page 160)

To launch ELX:

1. Double-click the Evidence Library Express icon on your desktop.

The Enable security for this application dialog box opens.
Chapter 6. Setting up and managing security

2. Click **Skip** to enable security at a later time (page 133).

Click **Enable Security** to enable security immediately.

The Create Administrator User dialog box opens.

3. Enter the requested information, then click **Enable Security**.

The login dialog box opens.
Enabling security after first launch

**Note:** After you create the administrator user, you must log in to ELX as the administrator before you can continue using the application.

4. Enter the ELX **User name** and **Password** you just created, then click **Login**.
   The ELX main screen appears and the **New storage location** dialog box opens.

   ![New storage location dialog box](image)

5. Designate an evidence storage location.

Enabling security after first launch

You can enable security after you designate your initial storage locations (page 160).

To enable security after first launch:

1. Select **Settings > Enable Security**.

   ![Enable Security dialog box](image)

   The **Create Administrator User** dialog box opens.

2. Enter the **Administrator User** first and last name, ELX user name, and ELX password (page 144) and click **Enable Security**.
Chapter 6. Setting up and managing security

The login dialog box opens.

![Login Dialog Box]

**Note:** After you enable security, you must log in to ELX as the administrator before you can continue using the application.

3. Enter the ELX **User name** and **Password** you just created, then click **Login**.

A **Password** must have between 7 and 16 alphanumeric characters with no spaces.

The ELX main screen appears, showing the **Users** tab next to the **Configuration** tabs and your user name in the upper right corner.
Creating user accounts

Add users on the **Users** tab to create user accounts.

**Note:** The **Users** tab is only available to **Administrator** and **Supervisor** users after you enable security.

- Click **Add User** on the **User** tab to add any type of user (page 136).

The users are added to the list of **Users** in alphabetical order by last name.

After you create a user account, you can edit (page 142) the information or delete (page 142) the user account.

**Note:** **Administrator** users cannot change their own user roles or delete their own accounts. **Supervisor** users can only edit and delete accounts for **Custodian** users and officer **Users**.
Chapter 6. Setting up and managing security

Roles and permissions

Evidence Library Express (ELX) has four user roles, each with a unique set of permissions:

- Officer User
- Custodian user
- Supervisor user
- Administrator user

User Roles and Permissions dialog box

The User Roles and Permissions dialog box contains a table showing all user roles and their permissions. Use this dialog box to help you assign the correct role when you create user accounts.

To access the User Roles and Permissions dialog box, follow these steps:

1. Click Add User on the Users tab.

The Add User section appears.
2. Click the **Information** icon next to the **User Role** field. The **User Roles and Permissions** dialog box opens.

![User Roles and Permissions](image)

* User and Custodian roles only

### Creating an Administrator user

Only an **Administrator** user can create another **Administrator** user account. An **Administrator** user has full system permissions.

To create another **Administrator** user:
Chapter 6. Setting up and managing security

1. Click Add User On the Users tab.
The Add User section appears showing the default User role.

![Add User](image)

2. Enter the First Name, Last Name, and User Name of the new user.

   **Note:** The User Name must be unique and have between 3 and 50 characters with no spaces.

4. Enter and confirm the password (page 144) for the new user.
5. Click the User Role field, then select Administrator from the drop-down list.

   **Tip:** For information on the selected role, click the Information icon to access the User Roles and Permissions (page 137) dialog box.

   **Administrator** is entered in the User Role field and the Officer Info fields disappear.

![Edit User](image)

6. Click Save after your entries are complete.
The new Administrator user is added to the list of Users in alphabetical order by last name.

Creating a Supervisor user

**Supervisor** users have the (page 138) as Administrator users. They can create and manage only officer Users and Custodian users.

Only an Administrator user can create a Supervisor user account.
To create a Supervisor user:

1. Click Add User on the Users tab.
   The Add User section of the Users tab appears showing the default User role.

2. Enter First Name, Last Name, and User Name of the new user.

   **Note:** The User Name must be unique and have between 3 and 50 characters with no spaces.

3. Enter and confirm the password (page 144) for the new user.
4. Click the User Role field, then select Supervisor from the drop-down list.

   **Tip:** Click the Information icon to access the User Roles and Permissions (page 136) dialog box.

   Supervisor is entered in the User Role field and the Officer Info fields disappear.

5. Click Save after your entries are complete.
   The new Supervisor user is added to the list of Users in alphabetical order by last name.
Creating a Custodian user

Custodian users (page 136) can view, play back, export, and delete events and manage storage locations. They cannot create or manage users or configure the 4RE DVR or the VISTA HD Wearable Camera.

Custodian users see only the Recorded Events tab on the ELX main window.

An Administrator or Supervisor user creates a Custodian user account.

To create a Custodian user, follow these steps:

1. Click Add User On the Users tab.

   The Add User section appears showing the default User role.

2. Enter the First Name, Last Name, and User Name of the new user.

3. Enter and confirm the password for the new user.

4. Click the User Role field, then select Custodian from the drop-down list.

   Custodian is entered in the User Role field and the Officer Info fields disappear.

5. Click Save after your entries are complete.

   The new Custodian user is added to the list of Users in alphabetical order by last name.

Creating an Officer User

Officer Users (page 136) can view, play back, and export only their own events.

An Administrator or Supervisor user can create an Officer User account. When you create an Officer User, either associate the user with an existing officer on the Officer List or add the officer to the Officer List at the same time you create the user.

To create an Officer User:
1. Click **Add User** on the **Users** tab.

   The **Add User** section of the **Users** tab appears showing the default **User** role.

   ![Add User Screen](image)

   2. Enter the **First Name, Last Name**, and **User Name** of the new user.
   3. Enter and confirm the password (page 144) for the new user.
   4. Verify that **User** is selected in the **User Role** field.
   5. Verify the **Existing Officer** is selected, if the **Officer User** is already on the Officer List.
   6. Select the officer name from the **Officers** drop-down list.

   ![Officer Info](image)

   7. Select **Add New Officer**, if the officer user is **not** on the Officer List.

   The **Officer Info** section expands to show fields needed to add the new **Officer User** to the **Officer List**.

   ![Officer Info Expanded](image)

   8. Enter the **First Name, Last Name, Title**, and **Badge ID** of the officer.
Chapter 6. Setting up and managing security

Tip: The Last Name field is required. If your agency uses only the Badge ID to identify an officer, enter the badge number as both the Last Name and the Badge ID.

9. Enter and confirm the 4RE DVR Password (page 144), if the officer is a 4RE DVR supervisor.

10. Click Save after your entries are complete.

The new Officer User is added to the list of Users in alphabetical order by last name.

If you also added the new officer to the Officer List, the officer appears in the list of Officers in alphabetical order by last name.

<table>
<thead>
<tr>
<th>Users</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona, Abigail</td>
<td>User</td>
</tr>
<tr>
<td>Balaban, Ann</td>
<td>Administrator</td>
</tr>
<tr>
<td>Bauer, Dawn</td>
<td>Administrator</td>
</tr>
<tr>
<td>Gentry, Craig</td>
<td>User</td>
</tr>
<tr>
<td>Hsui, Ben</td>
<td>User</td>
</tr>
<tr>
<td>Lopez, Andy</td>
<td>User</td>
</tr>
<tr>
<td>Waters, Doug</td>
<td>Custodian</td>
</tr>
</tbody>
</table>

Editing user accounts

An Administrator user can edit any user account. A Supervisor user can edit Custodian user accounts and Officer User accounts.

Note: Administrator users cannot change their own user roles.

To edit a user account:
1. Click Edit in the row of the user account you want to edit.

   The Edit User section for the user you selected appears.

2. Edit the user account information.

3. Click Save after your entries are complete.

Deleting user accounts

Only Administrators and Supervisors can delete accounts. Supervisor users can only delete accounts for Custodian and Officer Users.
Deleting user accounts

**Note:** If you need to delete an Administrator account, contact WatchGuard Customer Service. Administrator users cannot delete their own accounts.

To delete a user account:

1. Click **Delete** for the user account you want to delete.
   
   The **Delete User Confirmation** dialog box opens.

2. Click **Delete**.
   
   The user is removed from the list of Officer Users on the Users tab.

**Note:** Deleting the user account of an Officer User does not remove the name from the Officer List. You must remove the name in the Officer List dialog box.
About passwords

Evidence Library Express (ELX) uses three types of passwords:

- Security Password
- 4RE DVR Password
- Administrative In-Car Password

Password

Use the password to log in to the application if security is enabled for ELX.

You have your own password if security is enabled for ELX. You can change this password (page 146). An Administrator or Supervisor user can reset passwords.

A password must have between 7 and 16 characters with no spaces.

4RE DVR Password

Each Supervisor uses their 4RE DVR password on the 4RE DVR. The password is entered in the ELX Officer List (page 70) and loaded on the 4RE DVR as part of the configuration.

**Important!** The default administrative password is set by the manufacturer to ABCDE1. You do not have to change it.

A 4RE DVR password:

- Is case sensitive
- Must have between 7 and 16 characters with no spaces
- Must have at least one alphabetic character (A-Z, a-z)
- Can contain any alphanumeric character
- Can contain the following special characters: !@?&^*
- An example password: WDVeb138#&!

Administrative in-car password

The Administrative in-car password is the administrator password for the 4RE DVR. Only one Administrative in-car password is set up for each 4RE DVR. The password is entered in the Officer Permissions (page 68) (page 68) section on the 4RE Configuration tab and loaded on the 4RE DVR as part of a configuration.

**Important!** The in-car administrative password is common to all your fleet 4RE DVRs. Changing the password in this section affects the 4RE password for all of your fleet.
An **Administrative In-Car Password**:

- Must have between 3 and 32 characters with no spaces
- Can contain any alphanumeric character
- Can contain the following special characters: !@?&#^*

## Resetting user passwords

You can reset your password from the **Edit User** section on the list of **Users**.

**Note:** **Administrator** users can reset any user password; **Supervisor** users can only reset **Custodian** and **Officer User** passwords.

To reset a user password:

1. Click the **Users** tab.
2. Click **Edit** in the row corresponding to the user whose password you want to reset.
   - The **Edit User** section for the user you selected appears.
3. Click **Reset Password**.
   - The **Reset Password** dialog box opens.
4. Enter and confirm the new password.
Chapter 6. Setting up and managing security

5. Click **Save**.

The **Reset Password** dialog box closes and the **Edit User** section shows that you successfully reset the password.

![Edit User - Edited](image)

6. Click **Save** after your entries are complete.

### Changing user passwords

All users can change their own passwords. Change your password from the **User name** menu in the upper right corner of the Evidence Library Express (ELX) main window.

![WatchGuard Evidence Library Express](image)

To change your password, follow these steps:
1. Click your user name and select **Change Password** from the **User name** menu.

The **Change Password** dialog box opens.

2. Enter your **Current Password**, then enter and confirm your new password.

3. Click **Save** after your entries are complete.
Chapter 7. Customize ELX Application Preferences

This section contains:

- Application Preferences dialog box (page 149)
- Setting Up Application preferences (page 1)
Application Preferences

Note: If ELX security is enabled, only Supervisor and Administrator users can access the Application Preferences dialog box.

Use the Application Preferences dialog box to customize some of the Evidence Library Express (ELX) features for your agency.
Chapter 7. Customize ELX Application Preferences

Activating 4RE and VISTA Configuration

1. Select **File > Preferences** to access the **Application Preferences** dialog box.

   **Application Preferences**

<table>
<thead>
<tr>
<th>Device Configuration</th>
<th>Allow 4RE configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allow VISTA configuration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VISTA Firmware</th>
<th>UPLOAD FIRMWARE</th>
<th>No version uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Automatically apply VISTA firmware to devices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recorded Event Import</th>
<th>Automatically link events during import</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automatically import all video with no user prompting</td>
</tr>
<tr>
<td></td>
<td>Eject device after import completes</td>
</tr>
<tr>
<td></td>
<td>Prompt before import with the following manual import options</td>
</tr>
<tr>
<td></td>
<td>Allow editing of the officer name prior to import</td>
</tr>
<tr>
<td></td>
<td>Assign unassigned events to logged in officer</td>
</tr>
<tr>
<td></td>
<td>Require event categorization</td>
</tr>
<tr>
<td></td>
<td>Allow event categorization</td>
</tr>
<tr>
<td></td>
<td>Do not allow event categorization</td>
</tr>
</tbody>
</table>

   **Tip:** Green shaded radio buttons and checkboxes mean the feature is on.

2. Unselect the device configuration checkboxes to hide the 4RE and VISTA, or both, tabs in ELX user interface.
3. Select the **Automatically apply VISTA firmware to devices** checkbox to automatically upgrade the VISTA firmware.

![VISTA Firmware](image)

**Note:** ELX automatically upgrades VISTA firmware. To downgrade your VISTA firmware, manually apply (page 124) an earlier firmware version.

**Recorded event import settings**

<table>
<thead>
<tr>
<th>Recorded Event Import</th>
<th>Automatically link events during import</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automatically import all video with no user prompting</td>
</tr>
<tr>
<td></td>
<td>Eject device after import completes</td>
</tr>
<tr>
<td></td>
<td>Prompt before import with the following manual import options</td>
</tr>
<tr>
<td></td>
<td>Allow editing of the officer name prior to import</td>
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<tr>
<td></td>
<td>Assign unassigned events to logged in officer</td>
</tr>
<tr>
<td></td>
<td>Require event categorization</td>
</tr>
<tr>
<td></td>
<td>Allow event categorization</td>
</tr>
<tr>
<td></td>
<td>Do not allow event categorization</td>
</tr>
</tbody>
</table>

These setting let you determine if you want to:

4. Link events automatically, if they meet the following criteria:
   - Same department ID
   - Same officer name
   - Overlapping event times

**Note:** With **Automatic Event Linking** disabled, you can still link events manually (page 201) from the **Recorded Events** pane

5. Import all recorded events automatically with no user prompting.
   Click the checkbox to eject your upload device after import completes.
Chapter 7. Customize ELX Application Preferences

**Important! Automatic Import requires that you set a default storage location (page 163).**

If you deactivate an import while it is in progress, the import is canceled and no further events are imported automatically.

---

**Note:** If you click the Eject device after import completes checkbox, you cannot assign a new configuration to the device. Wait for ELX to eject the device, then reconnect the device to ELX to assign it a new configuration.

---

6. Set Prompt before import with manual import options:
   a. Allow editing of the officer name
   b. Assign unassigned events to logged in officer
   c. Require event categorization
   d. Allow event categorization
   e. Do not allow event categorization

**Manual Import Options**

When Automatic Import is OFF, Manual Import Options appears. Automatic Import is disabled by default.

Manual Import Options lets you set up how your agency handles Event Categorization and Officer Assignment during manual import.

The Manual Import Options section includes:

**Event Categorization**

- **Require event categorization:** Select this option to require that a recorded event be categorized on import if it was not categorized previously on the device

  **Important!** When this option is selected, ELX does not allow the import process to continue until you categorize any recorded events to be imported.

- **Allow event categorization:** Select this option to categorize recorded events at import. Default allows you to add or change a category for the events you are importing.

- **Do not allow event categorization:** Select this option to never categorize recorded events at import. After import the event remains uncategorized.

**Officer Assignment**

- **Allow officer assignment:** Click this checkbox to allow an officer name to be assigned to a recorded event at import
Default allows you to assign an officer name to an event.

- **Do not allow officer assignment**: Click this checkbox to never allow an officer name to be assigned to a recorded event at import. The event remains unassigned after import.

- **Assign unassigned events to logged in officer**: Click this checkbox to automatically assign at import any unassigned recorded events to the Officer User logged into ELX

  Default is unchecked.

  This Option only shows if ELX security is enabled.

---

**Important!** ELX does NOT automatically assign unassigned events to the logged-in user unless the logged-in user has the **User role**.
Chapter 7. Customize ELX Application Preferences

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Before getting started creating your storage, verify with WatchGuard Customer Service how much storage space you need.
Managing Storage dialog box

Use the **Manage Storage** dialog box to manage all your Evidence Library Express (ELX) storage locations and potential storage locations. To access the **Manage Storage** dialog box:

- Select **File > Manage Storage**.

**Note:** If security is enabled for ELX, you must have permission to manage storage locations. If you cannot select **Manage Storage** from the **File** menu, see your system administrator.

The **Manage Storage** dialog box lists the default storage location first and the rest of the locations in alphabetical order.

**Important!** Each storage location must be unique. One storage location cannot
Managing Storage dialog box

contain another storage location.
Chapter 8. Managing Storage

The Manage Storage dialog box includes:

- **Add Storage** button: Click Add Storage to open the Add New Storage Location dialog box

**Add Storage Device**

Note: Please plug in any storage device that is to be added as evidence storage.

- **Status**: Active, Ignored, Default Storage
- **Location**: Path
- **Storage Name**: Name
- **Use security credentials**

**Storage status** indicator: Status of the storage location

- **Locked**: Indicates the location stores recorded events
  
  You cannot delete or change the status of a storage location that is **Locked**. You must first remove all of the recorded events from the location.

- **Active**: Indicates you can store recorded events in the location, but there are none in it
  
  You can delete or change the status (page 203) of a storage location that has a status of **Active**.

- **Ignore**: The system knows about the location but it will not be used as an ELX storage location
  
  You can delete or change the status (page 203) of a storage location that has a status of **Ignore**.

**Storage description** includes:

- User-provided location name
- Amount of used space out of the total amount of space in the location
- Date and time the storage location was last changed

**Default Storage indicator**: Indicates that the marked storage location is the default storage location (page 163)

**Uses Credentials indicator**: Indicates that the marked storage location is a secure storage location (page 168) that requires user credentials to be accessed
Managing Storage dialog box

![Managing Storage dialog box](image.png)

**Note:** Set up secure storage locations outside of ELX first. If you need more information about setting up a secure network storage location, contact your network administrator.

- **Number of recorded events**: Number of recorded events stored in the storage location
- **Edit**: Click the button to open the Edit Storage Location dialog box to change the information about an existing storage location
- **Delete**: Click the button to remove a storage location from the list of ELX storage locations

Clicking **Delete** on the Manage Storage dialog box only removes the storage location from the list of ELX storage locations. It does not remove the storage device from the computer or the network.

**Important!** You cannot delete a storage location that contains recorded events.

**Tip:** If you delete a local storage location, the next time you launch ELX, the system asks you whether you want to use that location for ELX storage. Set the storage status to **Ignore** for the local storage location you do not want to use for ELX storage, instead of deleting it.
Chapter 8. Managing Storage

Allocating initial storage locations

The first time you launch Evidence Library Express (ELX), the system takes you through two setup steps before it lets you do anything else:

1. Choose whether to enable security (page 131) immediately or later.
2. Allocate an evidence storage location so that you can import evidence into ELX.

---

**Important!** Before you allocate any storage locations for ELX, verify with WatchGuard Customer Service how much storage you need and which devices in your ELX system you can use for evidence storage.

---

ELX identifies all the storage devices associated with your computer and asks you whether you want to use them for ELX storage. This can include:

- a hard drive in your computer
- an external hard drive plugged into your computer

To designate storage locations:

1. Double-click the **Evidence Library Express** icon on your desktop.

   ![Evidence Library Express icon](image)

   The **New Storage Device Detected** dialog box opens.

2. Verify that a storage location you want to use as ELX storage is listed in the **Device Drive** field.

   ![New storage location dialog box](image)

   - **Device Drive**: E:\n   - **Storage name**: KINGSTON
   - **Set as default storage**: unchecked
   - **Don't ask me about this drive again**: unchecked
   - **CANCEL** button
   - **ADD** button

---

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Important! You must select at least one storage location to import evidence into ELX.

3. Click **Cancel** if the **Device Drive** is not a storage location you want to use.
   ELX opens another **New Storage Device Detected** dialog box.

4. Enter a name in the **Storage Name** field.

**Tip:** Enter a unique name that is meaningful to anyone who uses ELX. This name is only used in ELX.

5. Click the **Set as Default Storage** checkbox, if you want to use this storage device as your default ELX storage location (page 163).

**Note:** You can have only one default storage location.

6. Click **Yes**.
7. Repeat steps 2 through 4 for as many storage locations as ELX detects.
   ELX lists the storage devices at the bottom of the left pane on the ELX main window.

**Note:** A removable storage device is only listed if it is plugged into the computer.
Chapter 8. Managing Storage
Default storage location

Evidence Library Express (ELX) requires that you designate a default storage location if you enable automatic import (page 175).

- **Import Recorded Events** dialog box

  The default storage location is first on the **Import To** (page 188) drop-down list; it is selected from the drop-down list as the import location by default.

  ![Import To Dialog Box]

- **Storage Locations** dialog box

  The **Storage Locations** dialog box lists the default storage location first. The default storage location is identified with a checkmark and the label **Default Storage**.

  ![Storage Locations Dialog Box]

  Other storage locations on the list appear in alphabetical order by user-assigned name. If you do not designate a default storage location, all the storage locations appear on the list in alphabetical order by the user-assigned name.
Chapter 8. Managing Storage

Marking a storage location as default

**Note:** You can have many storage locations set up, but only one default storage location.

Check the **Set as Default Storage** checkbox to mark a storage location as default.

- **New Storage Device Detected** dialog box
  - The first storage location you designate as ELX storage has the **Set as Default Storage** checkbox checked by default.
  - You can clear the checkbox so that you can mark another storage location as the default.
  - You can clear all **Set as Default Storage** checkboxes as storage locations are shown to you (page 171). No default storage location exists in this case.

- **Edit Storage Location** dialog box
  - After you have your ELX storage locations designated, you can change which storage location is the default location using the **Edit Storage Location** dialog box (page 171).

Secure storage locations

If you have a secure storage location you want to use for ELX storage, enter the network credentials to maintain its security.

Enter the security credentials when you first set the storage location up as ELX storage. This lets you use the secure location without having to enter credentials each time you want to store evidence in the location.

**Tip:** If your secure network storage location becomes inaccessible through ELX, verify that the security credentials entered for the location are still correct. When the network password changes (because of agency password policies), you must update the password (page 145) in ELX.
Recommended Storage Devices

For your primary evidence storage device, WatchGuard recommends:

- An internal hard drive that does not contain your Windows® operating system
- A network location

**Important!** If you only have one hard drive in your computer, you can use that hard drive as your primary evidence storage location. Monitor the capacity of the drive as you use it. Filling up the hard drive completely causes the computer to stop functioning.

Avoid using these devices for storage because of potential performance issues:

- USB thumb drive
- SD card

**Tip:** WatchGuard recommends you only use USB-connected hard drives as secondary evidence storage.

Adding an open network storage location

Evidence Library Express (ELX) finds and alerts you to any potential local storage locations as it detects them. You can add a network storage location, if your computer is on a network. Use the Manage Storage dialog box. The network storage location you add can be:

- Open (requires no credentials to access)
- Secure (page 164) (requires credentials to access)

**Note:** If security is enabled for ELX, you must have permission to add storage locations. If you cannot select Manage Storage from the File menu, see your system administrator.

To designate an open network storage location as ELX storage:
Chapter 8. Managing Storage

1. Select **File > Manage Storage** on the ELX main window.

   ![Manage Storage](image)

   The **Storage Locations** dialog box opens.

2. Click **Add Storage**, in the top right corner of the **Storage Locations** dialog box.

   ![Add New Storage Location](image)

   The **Add New Storage Location** dialog box opens.

3. Click **Browse** to navigate to the new network storage location you want to add.

   ![Select Folder](image)

   The **Select Folder** dialog box opens.
4. Navigate to the network location you want to use as your storage location, then click **Select Folder**.
   The **Add New Storage Location** dialog box reappears showing the network location you browsed to in the **Location** field.

5. Click the **Set as Default Storage** checkbox to use this location as your default storage location (page 163).

   **Note:** You can only have one default storage location.

6. Enter a name, in the **Storage Name** field, that ELX can use for the network storage location.

   **Note:** Enter a name that is unique and meaningful to anyone who uses ELX. This name is only used in ELX. The location name used by the network does not change.

7. Ensure that the **Use Security Credentials** checkbox is clear (shown in step 4), then click **Create**.
   The **Manage Storage** dialog box reappears with the new network storage location added to the list.

   ELX adds the new storage location to the list in alphabetical order by the user-assigned name. If you designated it as the default storage location, the **Manage Storage** dialog box lists it first.
Adding a secure network storage location

Evidence Library Express (ELX) finds and alerts you to any potential local storage locations as it detects them. You can add a network storage location (page 165), if your computer is on a network, from the Manage Storage dialog box.

**Note:** You must have permission to add storage locations, if security is enabled. If you cannot select Manage Storage from the File menu, see your system administrator for information.

**Important!** Create your network storage location before you add it as ELX storage.

To designate a secure network storage location as ELX storage:

1. Click File > Manage Storage on the ELX main window.

   ![Manage Storage](image)

The Storage Locations dialog box opens.
Adding a secure network storage location

2. Click Add Storage, in the top right corner of the Storage Locations dialog box.

   The Add Storage Device dialog box opens.

3. Click Browse to navigate to or enter the path to the secure storage location you want to add.

   A File Explorer window opens if you select Browse.

4. Enter a name, in the Storage Name field, that ELX can use for the network storage location.

   **Note:** Enter a name that is unique and meaningful to anyone who uses ELX. This name is only used in ELX. The location name used by the network does not change.

5. Click the Use Security Credentials checkbox to make this secure storage that requires a login.

   **Note:** If you entered credentials in the Windows Security dialog box when you initially accessed the location, these credentials are the same.
Chapter 8. Managing Storage

Tip: Enter a storage name that is meaningful to anyone who uses ELX. This name is only used in ELX. The location name used by the network does not change.

6. Complete the Domain, Username, and Password information the click Create.
   The Storage Locations dialog box opens.

7. Click Close.

Warning! If you do not enter credentials, the secure storage can become unusable the next time ELX is accessed.

If your secure network storage location becomes inaccessible through ELX, verify that the security credentials entered for the location are still correct. Each time the network password changes (because of agency password policies), the password must be updated (page 171) in ELX.
Editing a storage location

You can edit the information about a storage location using the **Edit Storage Location** dialog box.

**Note:** If security is enabled for Evidence Library Express (ELX), you must have permission to add or edit storage locations. If you cannot do this, contact your administrator.

To edit the information for an ELX storage location:

1. Click **File > Manage Storage**.

   ![Manage Storage dialog box](image)

   The **Edit Storage Location** dialog box opens.
2. Click the **Status** field and select the new status
   You can change the storage status (page 173) from **Active** to **Ignore** or **Ignore** to **Active**

3. Click **Browse** to edit the path to the storage location, then navigate to the new path.

4. Click or clear the **Set as Default Storage** checkbox to change whether the storage location is the default storage location (page 163).

5. Click the **Storage Name** field to edit the user-assigned name of the storage location.

   **Note:** Make the user-assigned name unique.

6. Click or clear the **Use Security Credentials** checkbox to change whether the storage location requires security credentials (page 131).

7. Click the **Domain Account**, **Username**, or **Password** field and edit the security credentials needed for the secure storage location.

8. Click **Save** after your entries are complete.
Monitoring storage status

The **Storage** section of the Evidence Library Express (ELX) window (bottom of the left pane on the ELX main window) lists the locations being used for ELX storage.

Each storage location shows:

- User-provided location name and the system-assigned drive letter (for a local location) or the beginning of the path to the storage location (for a network location)
- Number of recorded events stored in the location
- Status bar showing graphically how much space is left in the location
- Amount of used space out of the total space in the location

As one storage location fills, you can:

- Add another location (page 165)
- Move some of the recorded events (page 204)
- Delete unneeded recorded events (page 205)

As you import evidence into ELX, you can monitor the status of your designated storage locations using the **Storage** section.
Chapter 9. Using Evidence Library Express

Using ELX

- Import recorded events
  - Dialog box
  - Import automatically
  - Import manually
  - Browse to import

- Manage recorded events
  - Search for recorded events
  - Sort events
  - Link/unlink events manually
  - Lock/unlock events
  - Move events between storage locations
  - Delete events

- Export recorded events
  - Export dialog box
  - Export recorded event
  - Export multiple events
  - Export events to import to ELX
  - Export events to a disc
  - Export to a folder
  - View exported video

- Safely remove USB drive
- Connect VISTA WiFi and Smartphone
- Group recordings
- Playback video
  - View event details
  - Synchronized event playback

Importing recorded events (page 175)
Managing recorded events (page 191)
Exporting recorded events (page 207)
Playback video recordings (page 232)
Safely remove USB (page 243)
Connecting VISTA WiFi and Smartphone (page 245)
See VISTA User Guide
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Group recordings (page 251)
Chapter 10. Importing Evidence

In this chapter...

- Import Recorded Events dialog box (page 181)
- Importing manually from a VISTA or a 4RE DVR USB thumb drive (page 186)
- Importing automatically (page 186)
- Browse to import (page 188)
- Removing USB thumb drive safely from the 4RE DVR (page 243)
Chapter 10. Importing Evidence

Importing Evidence Overview

You can import recorded events from a VISTA HD Wearable Camera or a 4RE DVR USB thumb drive with Evidence Library Express (ELX). The direct import of recorded events from either device is the most common import method for ELX.

If you have recorded events from another ELX instance that have been exported or saved to another location (other than a 4RE USB thumb drive), you can browse to that location to import those recorded events as well.

Importing directly from VISTA or a 4RE USB thumb drive

After using a VISTA camera or a 4RE DVR to record events, you can directly import the recorded events into ELX in one of two ways:

- Automatically (page 186)
- Manually (page 186)

Importing recorded events

After assigning an Evidence Library Express (ELX) configuration to your VISTA or 4RE DVR, use the devices to record events. Then import the recorded events into ELX.

Import from 4RE

To import recorded events from the 4RE DVR:

1. Remove the USB thumb drive containing the stored recorded events from the 4RE DVR.

   **Warning!** Safely remove the USB thumb drive (page 243). Removing the USB thumb drive too early can result in loss of evidence or other unexpected results when data is imported.

2. Connect the USB thumb drive containing recorded events to the ELX computer to import the events.

   The **Import Recorded Events – Found events for import** dialog box opens. It shows how many recorded events ELX recognizes for import from the device.
3. Click **Continue**.

**Import from VISTA**

To import the events from the VISTA camera, the base should already be connected to your ELX computer. To import from the VISTA base:

1. Dock your VISTA camera in the base.

   The **Import Recorded Events – Found events for import** dialog box opens (can take a minute or so). It shows how many recorded events ELX recognizes for import from the VISTA base.

2. Click **Continue**.
Chapter 10. Importing Evidence

After importing

The **Import Recorded Events** dialog box (page 180) opens listing the recorded events available for import.

1. Preview (page 184) or edit any event details using the Actions menu (ıldş). 

2. Clear the **Select** checkboxes for any recorded events you do not want to import to ELX.

   **Note:** All of the **Select** checkboxes are checked. This means all the recorded events on the device are imported. Clear the checkboxes for any events you do not want to import.

3. Click the **Import To** field and select which storage location you want to import the recorded events to, if you created more than one storage location.

4. Click **Start**.

   The **Import Recorded Events – Please do not disconnect** dialog box opens showing the progress of the import.

   When the import finishes, the **Import Recorded Events – Recorded events have been**
After importing Evidence Library Express 3.6 WGD00102-R3 Revision J

After importing

**processed** dialog box opens.

![Processed Dialog Box](image)

5. Click **Close**.

   The imported recorded events are added to the ELX database.

6. Return the USB thumb drive to the same 4RE DVR you removed it from.
Chapter 10. Importing Evidence

**Important!** WatchGuard recommends that you return the USB thumb drive to the same 4RE DVR you removed it from. Returning it confirms that the video the 4RE DVR holds has been imported to ELX. The 4RE DVR can then use the space for recording new video.

Previewing an Imported Event

Before you finish importing recorded events from a VISTA HD Wearable Camera or a 4RE DVR USB thumb drive, you can preview the event. Previewing lets you review the event, decide if it is the correct event, use for review when writing a report, etc.

To use the preview feature:

1. Follow Importing Evidence, Steps 1 through 3 (page 176) to import the recorded events.

   **Do not** click Start on the screen that opens to import the events into ELX.

   Move your cursor over the image and click in the center to preview the event.
2. View the event you just clicked and any events linked to it.

![Import Recorded Events dialog box](image)

3. Click **Done** when you are finished reviewing the events.
4. Import the events.

*For more information ...*

See *Importing recorded events* on page 176

See *Chapter 10. Importing Evidence* on page 175

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**Import Recorded Events dialog box**

In Evidence Library Express (ELX), you manually import recorded events from a VISTA HD Wearable Camera or a 4RE DVR USB thumb drive using the **Import Recorded Events** dialog box. From the **Import Recorded Events** dialog box you can:

- Select which recorded events you want to import
- Categorize or change the categorization of an event (depending on your agency settings)
- Assign or change the assignment of the officer for an event (depending on your agency settings)
- Learn information about each recorded event available for import, for example, date and time of the event
- Identify the device where an event was recorded
Chapter 10. Importing Evidence

- Open the Import Recorded Events Preview dialog box to preview a recorded event before importing it
- Delete an event from the device before importing it
- Select the storage location you want to import these events to

![Import To: Local hard drive (C:) 376 GB Available]

**Note:** If ELX security is enabled, edit and view options on the Import Recorded Events dialog box only apply to Officer Users own events.

Elements on the Import Recorded Events dialog box include:

- **Actions menu** icon ( ): Click the Actions menu icon to:
  - **View/Edit Details:** Select to open the Import Recorded Events Preview dialog box where you can view or edit event details (page 184)
  - **Delete/Restore Event:** Select to mark the event for deletion from the VISTA camera or the 4RE USB thumb drive. An event that is Marked for Deletion on the Import Recorded Events dialog box is NOT imported

**Note:** If ELX security is enabled, officers with the User role cannot delete events.

The event that is Marked for Deletion is deleted from VISTA as soon as the camera is undocked. The event is deleted from the 4RE USB thumb drive as soon as the USB thumb drive is replaced in the 4RE DVR.

If the event is Marked for Deletion, and you have NOT clicked Start, you can select Restore Event from the Actions menu to restore the event to the list of events to be imported.

**Important!** In most cases, an event, that is Marked for Deletion, is unrecoverable once you click Start to import the selected events.

- **Cancel** button: Click to discard any changes made to event details and cancel the import
- **Category**, drop-down field: Shows the event category applied to the recorded event on the device
  Depending on your agency settings, the Category field can be a drop-down list that you click to edit the contents of the field.
- **Close window when import is complete** checkbox: Click to automatically close the final import dialog box when ELX has finished importing the selected events
- **Device ID** field: Shows the agency-assigned name of the device where the event was recorded. For VISTA, the field shows the Device ID. For 4RE, the field shows the Vehicle ID.
- **Device Type** field: Indicates the type of device used to record the event (VISTA or 4RE)
- **Event Date/Time** field: Shows the start date and time of the recorded event
Import Recorded Events dialog box

- **Event Duration** field: Shows the length of the recorded event
- **Event Size** field: Shows the size of the recorded event
- **Import To** drop-down list: Click the **Import To** field to select the storage location where you want the imported events to be stored
- **Officer Name** field/drop-down list: Shows the name of the officer who recorded the event
  Depending on your agency settings, the **Officer Name** field can be a drop-down list that you click to edit.
- **Preview thumbnail image** list: Click the thumbnail image to launch the **Import Recorded Events Preview** dialog box. You can preview the recorded event (page 184) before you import it.
  The **Preview** thumbnail image shows a frame from the recorded event as a reference. When you move the mouse over the thumbnail image, a **Play** icon appears, layered on top of the image. Click the **Play** icon to launch the preview dialog box.

  **Note:** Events recorded on a 4RE DVR with a firmware version prior to 3.6 do not display a thumbnail image.

- **Processing n of n Events** field: Indicates the number of recorded events selected to be imported out of the total number of events on the list
- **Select All/Deselect All** buttons: Click these buttons to either check all the checkboxes (**Select All**) or clear all the checkboxes (**Deselect All**)
- **Select checkbox**: Click this checkbox to include a recorded event in the import. Clear this checkbox to exclude a recorded event from the import.
  The checkboxes are checked by default
- **Start** button: Click **Start** to import the selected recorded events
- **Total Import Size** field: Shows the total combined size of all of the events selected for import
Chapter 10. Importing Evidence

Import Recorded Events Preview dialog box

Preview recorded events before importing them using the Import Recorded Events Preview dialog box. On this dialog box, you can view or edit event details, or, depending on your user role, delete an event.

![Import Recorded Events Preview dialog box](image)

*Note:* If ELX security is enabled, for Officer Users (page 136), the preview and edit options on the Import Recorded Events Preview dialog box are only applicable to their own events.

The Import Recorded Events Preview dialog box includes:

- **Category** field/drop-down list: Shows the event category applied to the recorded event on the device. Depending on your agency settings and your user role, the Category field can be a drop-down list that you click to edit the contents of the field.

- **Done** button: Click Done to accept any changes you made to the event details and return to the Import Recorded Events dialog box.

- **Elapsed Time/Video Duration** field: Shows how much of the video has been played and how long the video is.

- **Event Date/Time** field: Shows the start date and time of the recorded event you are previewing.
Import Recorded Events Preview dialog box

- **Event n of n** field: Indicates which event from the list you are currently previewing
  
  Click the back arrow (←) to preview the previous event on the list of events on the **Import Recorded Events** dialog box; click the forward arrow (→) to preview the next event on the list of events.

- **Go To Start** button (↑): Click to move to the beginning of the video; if the video is playing, click **Go To Start** to move the video to the beginning and pause the playback

- **Import** checkbox: Click the checkbox to select the recorded event for import; the checkbox is checked by default

- **List** button: Click to return to the list of events on the **Import Recorded Events** dialog box (page 181)

- **Officer** field/drop-down list: Shows the name of the officer who recorded the event

  Depending on your agency’s settings and your user role, the **Officer** field can be a drop-down list that you click to edit the contents of the field.

- **Play/Pause** button: Click to start or stop playback of the video

- **Progress bar and Playback Progress** indicator: Shows how much of the video has been played back and how much is remaining

  The **Playback Progress** indicator moves along the **Progress** bar as a video plays back. Click and drag the indicator to a new position to start the video playback from that point.

- **Undo** icon: Click **Undo** to undo any changes you made to the current event details; **Undo** reverses any changes made to the current event on the preview dialog box AND the **Import Recorded Events** dialog box

- **Volume Control** icon: Click the **Volume Control** icon, then click and drag the control to adjust the volume of the video playback

- **Various secondary event tag** fields/drop-down lists: Shows other event tags associated with the configuration assigned to the device that recorded the event

  Depending on your agency’s settings and your user role, the secondary event tags can be text fields or drop-down lists that you click to edit the contents of the fields.

---

**Tip:** Any event tags other than **Category** are considered secondary event tags.

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- **Delete/Restore Event** button: Click **Delete Event** to mark the event for deletion from the VISTA camera or the 4RE USB thumb drive; when you mark an event for deletion on the preview dialog box, you also mark it for deletion on the import list on the **Import Recorded Events** dialog box

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**Note:** If ELX security is enabled, officers with the **User** role cannot delete events.

---

If an event on the import list is **Marked for Deletion**, it will NOT be imported to ELX. The event is deleted from VISTA as soon as the camera is undocked and deleted from the 4RE USB thumb drive and as soon as the USB thumb drive is replaced in the 4RE DVR.
Chapter 10. Importing Evidence

If the event has been Marked for Deletion, and you have NOT clicked Done to return to the import list on the Import Recorded Events dialog box, you can click Restore Event to restore the event to the list of recorded events to be imported.

**Warning!** You must restore the event BEFORE you click Start on the Import Recorded Events dialog box. In most cases, an event that has been Marked for Deletion is unrecoverable once you click Start to import the selected events.

### Importing automatically

When automatic import (page 1) is enabled for ELX, if you connect a VISTA camera or a 4RE USB thumb drive to ELX, ELX automatically imports the recorded events. The import happens in the background so you can work in other areas of the application while your recorded events are being imported.

The **Automatic Import** icon shows in the upper right corner of the ELX window:

- When ELX is NOT importing recorded events, the icon is gray.
- When ELX is importing recorded events, the icon pulses green.

**Note:** When automatic import is enabled, you must have a default storage location (page 163) set.

### Importing manually from VISTA or 4RE DVR

When automatic import is disabled in ELX, ELX recognizes events from VISTA and a 4RE USB thumb drive and shows you the events available for manual import.

From the list of events to import, you can:

- Select events (page 181) to import
- Preview events (page 184) to determine whether you want to import them

To import recorded events manually to (ELX) from VISTA or a 4RE DVR USB thumb drive:

**4RE USB thumb drive**

1. Remove the USB thumb drive (page 243), containing the stored recorded events, from the 4RE DVR and insert in the ELX computer.

After a moment, the **Import Recorded Events – Found events for import** dialog box opens showing how many recorded events ELX recognizes as available for import from the
Warning! Only remove a USB thumb drive from a 4RE DVR when it is safe to do so (page 243). Removing the USB thumb drive too early can result in loss of evidence or other unexpected results.

VISTA HD Wearable Camera

1. Connect the VISTA in its base to the ELX computer.

   The Import Recorded Events – Found events for import dialog box opens showing how many recorded events ELX recognizes as available for import from the device.

Both VISTA and 4RE USB thumb drive

Tip: If ELX does not automatically recognize that you have recorded events to import from your device, click Import near the top of the left pane on the Recorded Events tab.

2. Click Continue.

   The Import Recorded Events dialog box (page 181) opens listing the recorded events available for import.

   ![Import Recorded Events dialog box]

   Note: ELX only lists those recorded events that have not been imported.

3. Preview or edit any event details using the Import Recorded Events Preview dialog box (page 184).

4. Clear the selected checkboxes for any recorded events you do not want to import to ELX.
Chapter 10. Importing Evidence

**Note:** All the boxes are checked as the default.

5. Click the **Import To** field and select which storage location you want to import the recorded events to.
6. Click **Start**.

The **Import Recorded Events – Please do not disconnect** dialog box opens showing the progress of the import.

When the import finishes, the **Import Recorded Events – Recorded events have been processed** dialog box opens.

7. Click **Close**.

   The newly imported recorded events are added to the ELX database.

---

**Important!** Returning the USB thumb drive to the same 4RE DVR confirms to 4RE that the video the 4RE DVR holds has been imported to ELX. The 4RE DVR then uses the space for recording new video.

### Browse to import

If you want to import recorded events from locations other than a VISTA camera or a 4RE USB thumb drive, you can use ELX **Browse to import** any available recorded events.

These other locations can include:

- A media disc, USB thumb drive, or network location containing recorded events that were exported from another instance of ELX in **ELX Import Compatible** format (page 215)
- A USB-connected or network-located repository for another ELX instance
- A network location containing a copy of the contents of another VISTA camera or 4RE’s USB thumb drive

**Note:** When ELX is determining whether there are events available to import from a location, it does not count or display any events that have already been imported to its database.
To browse to a location and import to ELX:

1. Select **File > Browse to Import**, on the ELX main window.
   
   The **Select a folder location to search for events** dialog box opens.

2. Click **Browse**.

3. Navigate to and then select the disc drive, the USB thumb drive, or the network drive location you want to import available recorded events from.

4. Click **Select Folder**.
   
   The **Select Folder** dialog box closes and the **Select a folder location** dialog box reappears with the location you selected in the **Browse Folder Location** field.

5. Click **Continue**.
   
   The **Import Recorded Events – Searching for events to import** dialog box opens showing the progress of the search.
Chapter 10. Importing Evidence

When ELX finishes searching the location for events to import, the **Import Recorded Events** dialog box ([page 181](#)) opens listing the recorded events available for import. If no events are found, the system indicates there are none to import in that location.

6. Preview or edit any event details using the **Import Recorded Events Preview** dialog box ([page 184](#)).

7. Clear the **Select** checkboxes for any recorded events you do not want to import to ELX.

---

**Note:** *All the checkboxes are checked to import all the recorded events by default. If you do not want to import them all, you must clear the checkboxes of those you do not want to import.*

8. Click **Start**.

   The **Import Recorded Events – Please do not disconnect** dialog box opens showing the progress of the import.

   When the import has finished, the **Import Recorded Events – Recorded events have been processed** dialog box opens.

9. Click **Close**.

   The imported recorded events are added to the ELX database.
Chapter 11. Managing Recorded Events

In this chapter...

- Searching for recorded events (page 192)
- Sorting recorded events (page 199)
- Manually link and unlink events (page 201)
- Locking and unlocking recorded events (page 203)
- Moving recorded events from one storage location to another (page 204)
- Deleting recorded events (page 205)
- Playing back recorded event video (page 229)
- Viewing and editing recorded event details (page 229)
Chapter 11. Managing Recorded Events

Manage video overview

After importing recorded events into Evidence Library Express (ELX), you can search recorded events for a specific event by attributes, such as time, date, officer, or location. You can link any event to another event. If you have an event recording that was done at a different time than the current one, but it is relevant to your current recorded event, you can link the two events.

Searching for recorded events

To search for recorded events:

1. Select or enter your search criteria in the **Search** fields.
2. Click **Search**.

ELX produces a list of recorded events that fit the criteria you entered for the search. The search results (page 194) appear in the right pane of the **Recorded Events** tab.

![Image of Evidence Library Express interface]

- **Search pane**
- **Search pane**
- **Auto update**
- **Reset link**

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After recorded events have been imported into Evidence Library Express (ELX), you can search for them using the fields on the **Search** pane (the left pane of the **Recorded Events** tab):

- **Officer**: Click to select the name of the officer who recorded the event
- **Vehicle/Device**: Click to select the identifier of the vehicle (4RE DVR) or (VISTA) that recorded the event
- **Category**: Click to select the category assigned to the recorded event (for example, assault, traffic accident, DUI)
- **Date**: Click to select the range of dates when the event was recorded or enter a custom date
- **Additional Search**: Click to access additional search criteria fields
  - **Badge Number**: Click to select the badge number of the officer who recorded the event
  - **Storage Location**
  - Other event tags you set up for both 4RE and VISTA configurations

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**Note**: If your agency uses a version of ELX before ELX version 3, some of the event tag search fields under **Additional Search** may be labeled as **Label1**, **Label2**, and so on.

---

**Auto Update checkbox**

Each time you change or add a search criteria and click the **Search** button, a new search request is sent to ELX.

- Click the **Auto Update** checkbox just above the **Search** button for ELX to automatically refine the search results as you update your criteria. ELX searches automatically when you enter a change, so you do not have to click the **Search** button each time.

**Reset link**

To set all the search criteria you selected back to the default value (**All**):

- Click **Reset**.
Chapter 11. Managing Recorded Events

Working with search results

In Evidence Library Express (ELX), when you search for recorded events using the Search (page 192) pane, your search results appear in the right pane of the Recorded Events tab. This graphic shows the search was for VISTA WFC1-005552.

Note: If ELX security is enabled, you may only see your own events on the Recorded Events tab.

Search results rows

Each row in the search results contains one recorded event's data. When you select a row, the row color changes from white to a colored background. You can select multiple rows at once using the standard Windows commands Shift+click or Ctrl+click.
Each row of the search results contains:

- **Video thumbnail image**: Click to open the Event Playback dialog box and start playing back (page 229) the recorded event video. If there is more than one available camera view, the playback starts with the front camera view.

  **Note**: If there is no available front camera view, the playback starts with the first secondary camera view on the list, then goes to the next on the list, etc.

  The thumbnail image shows a frame from the recorded event as a reference. When you move the mouse over the thumbnail image, a Play icon appears, layered on top of the image.

  **Note**: Events recorded on a 4RE DVR with a firmware version before 3.6 do not display a thumbnail image. The thumbnail image area shows the Play icon. Click the Play icon to launch the Event Playback dialog box.

- **Category**: Shows the event category assigned by the officer when the event was recorded or when it was imported
- **Event date/time**: Shows the date and time the recorded event was started
- **Officer**: Shows the name of the officer who recorded the event
- **Vehicle/Device ID**: Shows the agency-assigned name of the device where the event was recorded
  
  For VISTA, the field shows the Device ID
  
  For 4RE, the field shows the Vehicle ID

- **Actions menu icon**: Click the Actions menu icon to show the Actions menu (page 196) for the corresponding recorded event; when you have multiple recorded events selected, right-click the Actions menu icon for any of the selected events to show the Actions menu for multiple recorded events
Chapter 11. Managing Recorded Events

- **Locked/Unlocked (🔒/🔓):** Indicates whether a recorded event is locked or unlocked (page 203); a locked recorded event cannot be moved (page 204) or deleted (page 205). You can lock or unlock a recorded event by clicking the indicator or by using the Actions menu associated with the recorded event.

- **Split event indicator (_split of 2):** If present, indicates that the recorded event was part of a larger recorded event that was split into smaller events by the 4RE DVR or VISTA camera that recorded the event. The indicator shows the part number of the split event out of the total number of parts that were created from the original large event.

  
  **Note:** After a large event is split into multiple events by the device, the events are linked automatically when imported.

ELX treats a split event (page 63) just as it does any other event.

  
  **Tip:** If you do not see all the split event parts listed on the Recorded Events tab, verify that you imported all the parts and that your search parameters include all the parts.

- **Event duration:** Shows the length (in hours, minutes, and seconds) of the recorded event
- **Number of camera views:** Number of camera views included in the recorded event
- **Badge number:** Shows the badge number of the officer who recorded the event
- **Event file size:** Shows the storage size, MB or GB, of the recorded event
- **Device type:** Indicates the type of device used to record the event (VISTA or 4RE)
- **Storage location:** Shows the storage location (page 155) of the recorded event
- **Linked event (_linked):** Click the indicator to open the Linked Events popup showing which events are linked to the current event

From the Linked Events popup, you can:
- Play back the video from the linked event by clicking the thumbnail image or the Play icon
- Unlink the events by clicking the Unlink Event icon (unlink)

**Actions menu**

The Actions menu, available from each row of the search results (page 194) on the Recorded Events tab, has different options depending on whether you have one, two, or more recorded events selected.
One recorded event selected

With one recorded event selected on the search results, when you click Actions, the shorter Actions menu appears.

The shorter Actions menu contains:

- **Playback Event**: Select to open the Event Playback dialog box and start playing back the recorded event video; if there is more than one available camera view, the playback starts with the front camera view

  Note: If there is no available front camera view, the playback starts with the first secondary camera view on the list, then goes to the next on the list.

- **View Event Details**: Select to open the Event Playback dialog box with the event details section (page 1) expanded
- **Export Event**: Select to open the Export Recorded Event dialog box and start the export process (page 207) for the recorded event you selected
- **Lock**: Select to lock a recorded event (page 203) and keep it from being moved to a different storage location or deleted from Evidence Library Express (ELX).

  If the recorded event is already locked, the selection on the menu is Unlock. Select Unlock (page 203) to unlock the recorded event and allow it to be moved to a different storage location or deleted from ELX.

- **Move**: Select to move a recorded event (page 204) from one storage location to another
- **Delete**: Select to delete a recorded event (page 205) from ELX

  Note: If you do not see a Delete option on the Actions menu, security is enabled and you do not have permissions to delete events. If you need permissions to delete events, contact your system administrator.

Two or more recorded events selected

With two or more recorded events selected on the search results, when you right-click the Actions menu icon for any of the selected events, the longer Actions menu appears. You select two or more rows at once using the standard Windows commands Shift+click or Ctrl+click.

The longer Actions menu contains:

- **Select All Events**: highlight all the recorded events on the current page of search results
- **Deselect All Events**: deselect any highlighted recorded events on the current page of search results
Chapter 11. Managing Recorded Events

- **Link Events**: (Only appears if TWO events are selected) Select **Link Events** to link the two selected events in ELX

  Linked events are marked with the **Linked event** indicator on the **Recorded Events** tab

  __Important!__ You can only link two events at a time, but one event can be linked to multiple events.

- **Export Selected**: open the **Export Recorded Event** dialog box and start the export process (page 207) for the recorded events you selected

- **Lock Selected**: lock the unlocked recorded events (page 203) you selected and keep them from being moved to a different storage location or deleted from ELX

- **Unlock Selected**: unlock the locked recorded events you selected and allow them to be moved to a different storage location or deleted from ELX

- **Move Selected**: move the selected recorded events (page 204) from one storage location to another

- **Delete Selected**: delete the selected recorded events (page 205) from ELX
Moving between pages of search results

If your search returns multiple pages of search results, you can move between pages and keep track of where you are in the list of results using the navigation fields and buttons. These fields and buttons are just above the list of search results.

The navigation fields and buttons:

- Show the total number of recorded events found in the search results
- Let you move to the first page or the last page of the search results
  
  Click the first page back arrow (←) to move to the first page; click the last page forward arrow (→) to move to the last page.
- Show the number of the current page
  
  Click the current page number and enter the page you want to display.
- Let you move to the previous or next page of the search results
  
  Click the back arrow (←) to move to the previous page; click the forward arrow (→) to move to the next page.
- Show the number of results displayed on each page of the search results
  
  Click the number of results per page field and select the number of results you want to display on each page (25, 50, or 100).

Sorting recorded events

You can sort a list of recorded events, in ascending or descending order, using the data elements of recorded events. The order changes depending on which element you sort by.

To sort a list of recorded events:

- Click the Sort by field and select the element you want to sort by, then click the ascending or descending order button.
Chapter 11. Managing Recorded Events

You can only sort by one element at a time, including:

- **Date**, from Newest to Oldest or Oldest to Newest
- **Category**, from A-Z or Z-A
- **Vehicle/Device**, from A-Z or Z-A
- **Officer**, from A-Z or Z-A
- **Duration**, from Shortest to Longest or Longest to Shortest
- **Cameras**, from Least to Most number of camera views or Most to Least
- **File Size**, from Small to Large or Large to Small
- **Location**, from A-Z or Z-A
Manually linking and unlinking recorded events

You can manually link and unlink recorded events from the **Recorded Events** tab in Evidence Library Express (ELX).

Manually linking recorded events

Use the **Actions** menu to link two recorded events. Linked events are marked with the linked event indicator ([page 194](#)) on the **Recorded Events** tab.

**Important!** You can only link two events together at a time, but one event can be linked to multiple events.

**Note:** Depending on your agency settings, ELX automatically links events that meet the following criteria: same department ID, same officer name, overlapping event times.

To manually link two recorded events together:

1. Select the two recorded events you want to link, using the standard Microsoft® commands **Shift+click** or **Ctrl+click**.
2. Right-click the **Actions** menu icon on either of the selected recorded events' rows, then select **Link Events**.
   
   The **Linked event** indicator ([page 194](#)) appears on both of the events you linked together.

Unlinking recorded events

You unlink two recorded events at a time, on either the **Linked Events** popup ([page 194](#)) or the **Event Playback** dialog box (page 1).

**Unlinking from the Linked Events popup**

To unlink recorded events using the linked events popup:
Chapter 11. Managing Recorded Events

1. Select one of the events you want to unlink.
2. Click the **Linked Event** indicator (🔗) for the selected event.
   The linked events popup opens showing which events are linked to the selected event.
3. Click the **Unlink Event** icon (🔗) for the recorded event you want to unlink from the selected event.
   The linked event indicator disappears from both recorded events and the events are unlinked in ELX.

**Important!** There is no confirmation dialog box before the events are unlinked. As soon as you click the **Unlink Event** icon, ELX unlinks the events.
Unlinking from the Event Playback dialog box

Tip: Use this method to unlink recorded events if you want to view the recorded events before you unlink them.

To unlink recorded events using the Playback Event dialog box:

1. Select one of the recorded events you want to unlink.
2. Click the Actions menu icon for the selected event and select Playback Event.
   The Event Playback dialog box opens.
3. Click Camera in the upper right of the dialog box.
   The Camera drop-down list opens, listing all the camera views included in the current recorded event, and all the events linked to the current event.
4. Click the Unlink Event icon ( ) for the recorded event you want to unlink from the current event.
   The event linked to the current event disappears from the Camera drop-down list and the events are unlinked in ELX.

Locking and unlocking recorded events

You can lock or unlock any recorded event from the Actions menu on the Recorded Events tab, one or more events at a time. A locked recorded event cannot be moved to another storage location or deleted.

Locking and unlocking a single recorded event

To lock a single recorded event:

1. Select the recorded event you want to lock.
2. Click the Actions menu icon in the selected recorded event row, then select Lock.
   The recorded event is marked as locked.

To unlock a single locked recorded event:

1. Select the recorded event you want to unlock.
2. Click the Actions menu icon in the selected recorded event row, then select Unlock.
   The recorded event is marked as unlocked.
Locking or unlocking multiple recorded events at one time

To lock or unlock multiple recorded events at one time:

1. Select the recorded events you want to lock or unlock, using **Shift+click** or **Ctrl+click**.
2. Right-click the **Actions** menu icon for any of the selected recorded events then select **Lock Selected** or **Unlock Selected**, as applicable.

   The selected recorded events are all marked as locked or unlocked depending on your selection.

Moving recorded events between storage locations

If your system has multiple storage locations ([page 155](#)), you can move any unlocked recorded event from one storage location to another, one event at a time or multiple events at a time.

Moving a single recorded event to another storage location

To move a single recorded event from one storage location to another:

1. Select the recorded event you want to move.
2. Click the **Actions** menu icon in the selected recorded event’s row, then select **Move**.

   The **Move Recorded Events – Moving Events** dialog box opens showing the number of events to be moved, their total size, and a drop-down list of other **Storage Location** options.
3. Click the **Storage Location** field and select the location you want to move the recorded event to.
4. Click **Continue**.

   The **Move Recorded Events – Please do not disconnect...** dialog box opens showing the progress of the move.

   When the recorded event has finished moving, the **Move Recorded Events – Move Successful** dialog box opens, confirming the recorded event’s successful move to the new storage location.

Moving multiple recorded events to another storage location

When you move multiple events at the same time, you must move them all to the same location. To move multiple recorded events from one storage location to another:

1. Select the recorded events you want to move, using **Shift+click** or **Ctrl+click**.
2. Right-click the **Actions** menu icon for the selected recorded events rows, then select **Move Selected**.

   The **Move Recorded Events – Moving Events** dialog box opens showing the number of events to be moved, their total size, and a drop-down list of other **Storage Location** options.
Deleting recorded events

3. Click the **Storage Location** field and select the location you want to move the recorded events to.

4. Click **Continue**.
   
   The **Move Recorded Events – Please do not disconnect...** dialog box opens showing the progress of the move.
   
   When the recorded events have finished moving, the **Move Recorded Events – Move Successful** dialog box opens, confirming the recorded events' successful move to the new storage location.

---

## Deleting recorded events

If security is enabled for Evidence Library Express (ELX) and you have the permissions, you can delete any unlocked recorded event.

If security is **NOT** enabled, you can delete any unlocked recorded event or multiple events, if you have the **Administrative In-Car Password** (page 144). Enter a password when you delete events to receive system validation.

To delete recorded events:

1. Select the recorded event you want to delete, click the **Actions** menu icon, then select **Delete**, or

2. Select the multiple recorded events you want to delete, right-click the **Actions** menu icon, then select **Delete Selected**.

   **Note:** If you do not see a **Delete** option on the **Actions** menu, security is enabled and you do not have permission to delete events. Contact your system administrator for permissions.

---

If security is enabled, the **Delete Recorded Events** dialog box opens.

If security is **NOT** enabled, the **Enter Password** dialog box opens.

To delete recorded events, if security is enabled:

1. Click **Delete** on the **Delete Recorded Events** dialog box.

2. Enter the **Administrative In-Car Password** (page 144) (page 144) if security is **NOT** enabled, on the **Enter Password** dialog box

3. Click **OK**.

   The recorded events you selected are deleted.
Chapter 12. Exporting Recorded Events

In this chapter...

- Overview (page 208)
- Using the Exported Event dialog box (page 208)
- Exporting individual recorded events (page 218)
- Exporting multiple recorded events (page 219)
- Exporting recorded events from ELX to import to another instance of ELX (page 221)
- Exporting to a disc (page 223)
- Exporting to a folder (page 225)
- WatchGuard Exported Video Player (page 229)
Chapter 12. Exporting Recorded Events

Exporting Recorded Events Overview

To view a video from Evidence Library Express (ELX) outside of ELX, you must export it. You set the parameters for exporting from ELX on the **Export Recorded Event dialog box** (page 208). When exporting evidence, you can:

- Select from three video formats and two export destinations.
- Export one recorded event (page 218) or multiple recorded events (page 219).
- Export from one instance of ELX to import to another instance of ELX (page 221), if your export meets the criteria (page 217).

The standard export player is still available in ELX Export. The new export player that supports synchronized video playback is available from the WatchGuard Video Customer Service download site.

Export Recorded Event dialog box

Export recorded events using the **Export Recorded Event** dialog box. After you export your event, the **Export Recorded Event** dialog box appears.

From the **Export Recorded Event** dialog box:

1. Select the recorded event or events you want to export.
2. Right-click the selected event to access the **Actions** menu.
3. Select the **Export** option from the **Actions** menu.
The **Export Recorded Event** dialog box has multiple sections that depend on what you select to export. These sections either let you select parameters for the export or give you information about your selections.

- **Event information**: Shows the event category, date and time, and vehicle and officer IDs associated with a single recorded event

**Important!** Exported multiple events are all exported using the same parameters. If one of the selected events needs to be exported using a different set of parameters, you must export it separately.

- **Linked Events**: Shows the number of linked events that are exported together automatically

![2 Events for Export]

**Export Options**

- **Linked Events**: 
  - Include 1 linked events

**Available Cameras for Export**

- All cameras will be included

**Video Format**

- Original Format

**Export Type**

- Burn to Disc
- Copy to Folder

**Destination**

- Close window when export is complete

Clear the checkbox if you do not want to include any of the linked events in the export. If present, the **Include n linked events** checkbox is checked by default.

If there are multiple linked events, ALL are either included or not included in the export.

If you include linked events in the export, the export functions as a normal multiple event export (page 219).

- **Available Cameras for Export**: Lists the camera streams available for export for a single event export; you can choose to export one or all of the camera streams

Clear the checkbox for any camera stream you do not want to export. All camera streams are checked for export by default.
Chapter 12. Exporting Recorded Events

**Note:** All camera streams are included in a multiple event export, by default.

Available Cameras for Export

- Camera 0
- Camera 1
- Camera 2
- Camera 3

- **Video Format:** Lets you select which video format (page 211) you want to use for a single event export when you export the recorded event.

  Click **Change** to change the export video format from **Original Format** to either **DVD-Video** or **MP4** format.

  **Note:** Only **Original Format** is supported for a multiple event export.

- **Export Type:** Lets you select one of the types of export WatchGuard supports:
  - **Burn to Disc**
  - **Copy to Folder**

- **Destination:** Lets you select a destination of either a media burner on your computer or a folder on your computer network.

- **Estimated Export Size and Export Speed:** Shows the estimated size of the exported video event in the selected format and the relative speed of the export.

  Not to including all camera streams in the export changes the size of the export. The change in size is reflected in the **Estimated Export Size**.

  For example, if you want to export a recorded event with four streams, the **Estimated Export Size** is 1 GB.

  ![Export Size and Speed](218 MB)

  You decide to export only the HD stream from the front camera. You clear the checkboxes for all the streams except **Camera 0**.
Export Options

Available Cameras for Export

- Camera 0
- Camera 2

The Estimated Export Size decreases to include just that one HD stream.

- Export type information: Shows the approximate number of discs needed for the export or the location of the folder where the export will be copied
- ELX Import Compatible: Indicates whether the parameters you selected for exporting the recorded event (page 215) (or multiple recorded events) meet the criteria to import (page 217) that recorded event into another instance of ELX
- Close window when export is complete: Click the checkbox if you want the dialog box to close automatically

Video Format

When you are exporting a single recorded event, the Video Format section on the Export Recorded Event dialog box lets you select which video format you want to use to export the event.

- Original Format (page 212)
- DVD-Video (page 213)
Chapter 12. Exporting Recorded Events

- **MP4 (page 214)**
  
The Export Player can play mp4 files in single playback, synchronize playback (1-UP, 2-UP), and can use playback features such as CC, snapshot, full screen, pause, restart, and variable rate fast forward. For more information, see *Synchronized playback on page 238*

**Original Format** is the recommended format and the default. To change the export video format:

- Click **Change** in the Video Format section.

The three supported formats Compress videos differently but produce video files of comparable quality. The major differences are exported file size and the ability to turn off and on the on-screen text. Selecting a format other than **Original Format** requires that the video be changed into a different format from the WatchGuard native format. This process increases the export time.

Choosing to include the on-screen text (page 214) when exporting in a video format other than **Original Format** also increases the export time.

- **Permanently embed on-screen text in the video**

The **Original Format** and the **DVD-Video** format are the only formats that can span discs.

---

**Tip:** When an exported video spans discs, it means that the single exported event is too large to fit on a single disc.

---

**Original Format**

**Original Format** is the WatchGuard native video format. It is the default option and the **Recommended Video Format**.

**Original Format** uses h.264 video compression; h.264 is one of the standards used in the Blu-ray Disc™.

**Original Format** automatically includes the on-screen text in the exported video as captions that can be turned on or off during playback. The captions do not affect the export size or speed.

---

**Tip:** After you export a video using **Original Format**, when you playback the video, you can leave the on-screen text on or turn it off depending on your needs.

---

The WatchGuard Player is included with the **Original Format** option and adds about 50 MB to the export size.
Exporting using **Original Format** is the fastest method, comparatively. An export that uses **Original Format** always shows on the **Fast** end of the **Export Speed** meter.

**DVD-Video**

Select **DVD-Video** to export to an optical disc for a standard DVD player; the standard DVD format is a variation of the MPEG2 format.

With the **DVD-Video** format, you must choose whether to embed on-screen text (page 214) in the exported video. The process of embedding text in the video greatly increases the export time; and, once the text is embedded, it cannot be turned off.

**Quality**

For the **DVD-Video** format option you can also select the **Quality** of the video to be exported: **High**, **Medium**, or **Low**. **High** is the default option. The higher the quality you select, the better the quality of the resulting video and the larger the exported file size.

Changing the quality of the **DVD-Video** format changes the size of the export. The change in size is reflected in the **Estimated Export Size**.

For example, if you want to export a certain recorded event in **DVD-Video** format at a **High** quality with no embedded text, the **Estimated Export Size** is **1 GB**.

For your export, you decide you only need the **Low** quality with no embedded text. When you select **Low** from the **Quality** drop-down list, the **Estimated Export Size** decreases.
Chapter 12. Exporting Recorded Events

Exporting using **DVD-Video** format *without* embedded text is a slow method. An export that uses **DVD-Video** format with no embedded text shows as **Slow** on the **Export Speed** meter.

**MP4**

Select **MP4** to export to a folder or an optical disc in the MP4 format.

MP4 is an h.264 video format just as the WatchGuard native format (**Original Format**) is; however, the WatchGuard native format includes the on-screen text as captions that can be turned on or off. To include the on-screen text with the MP4 format, you must choose to embed it in the video. The process of embedding text (page 214) in the video increases the export time; and, once the text is embedded, it cannot be turned off.

Exporting using the **MP4** format *without* embedded text is a fast method. An export that uses **MP4** format with no embedded text shows as **Fast** on the **Export Speed** meter.

**On-screen text checkbox**

If you select a video format other than **Original Format**, you can permanently embed the metadata text into the exported video. The metadata text is the text that shows as captions (or subtitles) over the video during playback.

---

**Important!** Choosing to permanently embed text *into the exported video* can increase export time.

---

To embed text into the exported video:

- Click the **Permanently embed on-screen text in the video** checkbox.

Clicking this checkbox causes the metadata text to be embedded into the video. Once embedded, it cannot be removed or turned off. The embedding process happens during export. The checkbox is clear by default.

Choosing to embed the metadata text does not increase the export size, but it does decrease the **Export Speed**.
**DVD-Video export speed**

Exporting using **DVD-Video** format with embedded text is the slowest method.

<table>
<thead>
<tr>
<th>Video Format</th>
<th>Quality</th>
<th>Permanently embed on-screen text in the video</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD-Video</td>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

An export that uses **DVD-Video** format *with* embedded text always shows on the **Slowest** end of the **Export Speed** meter.

![Export Speed Meter](image)

**MP4 export speed**

Exporting using **MP4** format *with* embedded text is a slow method, comparatively.

<table>
<thead>
<tr>
<th>Video Format</th>
<th>Permanently embed on-screen text in the video</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP4</td>
<td></td>
</tr>
</tbody>
</table>

An export that uses **MP4** format *with* embedded text shows as **Slow** on the **Export Speed** meter.

![Export Speed Meter](image)

**ELX Import Compatible**

You may need one of your recorded events to be part of two separate instances of Evidence Library Express (ELX). For example, you import your recorded events into ELX on your computer. You need to keep these recorded events in your local ELX database, but your headquarters also needs to import them into their ELX database. You can export recorded events from your local instance of ELX in a format that can be imported directly into your headquarters database. This lets you keep these recorded events in both places.

The **ELX Import Compatible** section on the **Export Recorded Event** dialog box shows you whether the export whose parameters you set on the dialog box meets the criteria to be imported into another instance of ELX.

If the export meets the criteria, it is considered **ELX Import Compatible**, and the indicator shows in the bottom right corner of the dialog box. If the **Export Type** for the **ELX Import**
Chapter 12. Exporting Recorded Events

Compatible export is **Burn to Disc**, the indicator also lists which media types are the only ones that keep the export compatible with an import to another instance of ELX.

If the export does not meet the criteria, it is not considered **ELX Import Compatible**, and the area on the dialog box is blank.
A single event or multiple event export, using either Export Type, can be ELX Import Compatible, if the export meets the criteria.

**Criteria**

An export of either export type (Burn to Disc or Copy to Folder) must meet the following criteria to be ELX Import Compatible:

- In Original Format
- Include all available camera streams

**Note:** All streams are included by default for a multiple event export.

A Burn to Disc export must also meet the following criteria to be ELX Import Compatible:

- An event must fit on one disc
  - **Single event export:** The event must fit on one disc of the applicable media (CD, DVD, Blu-ray Disc™)
  - **Multiple event export:** Each event of the multiple event export must fit on one disc of the applicable media (CD, DVD, Blu-ray Disc)

**Important!** If any one of the events in the multiple event export are too
Chapter 12. Exporting Recorded Events

⚠️ big to fit on one disc, you must export to a folder to maintain import compatibility.

**ELX maximum disc capacity**

The following capacities are what ELX uses to determine whether an event fits on a disc (the numbers are approximate):

- **CD**: 625.5 MB maximum capacity
- **DVD**: 3.9 GB maximum capacity
- **Blu-Ray Disc**: 19.3 GB maximum capacity

### Exporting a recorded event

To export a single recorded event:

1. Click the **Recorded Events** tab then click the **Actions** menu icon for the event you want to export.
2. Select **Export Event**.

The **Export Recorded Event** dialog box opens for the selected recorded event.

**Note:** If the recorded event you selected is linked to other events, by
Exporting multiple recorded events

**default the linked events are included (page 241) in the export. The export then works like a multiple event export (page 219).**

3. Clear the checkboxes in the **Available Cameras for Export** section for the streams you do NOT want to export.

**Note:** All the camera streams are checked for inclusion in the export by default.

4. Click **Change** if you want to export using a different video format than the WatchGuard **Original Format**

   If you want to export in **Original Format**, go to **step 6**.

   The **Video Format** field changes to a drop-down list.

   ![Video Format](image)

   5. Click the drop-down list and select the **Video Format** (page 211) you want to use to export the recorded event, then enter any export parameters for the format you selected.

   6. Select the Export Type: **Burn to Disc** or **Copy to Folder**.

   7. Select the export Destination.

   8. Check the **Close window when export is complete** checkbox to automatically close the dialog box.

   9. How long the export takes depends on the size of the recorded event, the format and export type you selected, and whether you chose to embed the metadata text (page 214).

   **Note:** The speed of the export depends on your computer's performance.

10. Click **Continue**.

**Exporting multiple recorded events**

You can export multiple recorded events, but all the recorded events must use the same export parameters.
Chapter 12. Exporting Recorded Events

When you export multiple events, all the camera streams (page 208) for all the selected recorded events are exported by default. You do not have the option to remove any of them from the export.

Linked events are automatically exported together.

To export multiple recorded events:

1. Select the events you want to export on the Recorded Events tab
2. Right-click the Actions menu icon for one of the selected events
3. Select Export Selected from the Actions menu.

Linked recorded events are automatically exported together. You do not have to select them.

The Export Recorded Event dialog box opens showing that multiple events are selected for export.
4. Select the Export Type you want to use: **Burn to Disc** or **Copy to Folder**.

5. Select the export Destination.

6. Check the **Close window when export is complete** checkbox to automatically close the dialog box when the export completes.

7. Click **Continue**.

   How long the export takes depends on the number and size of the recorded events, the export type you selected, and your computer's performance.

---

**Exporting events to import to another copy of ELX**

You can export individual or multiple recorded events to import into another instance of ELX if the export meets the criteria (page 215). The **ELX Import Compatible** indicator shows in the bottom right corner of the **Export Recorded Events** dialog box.

To export recorded events to import to another instance of ELX, on the **Recorded Events** tab:
1. Select the recorded event or events you want to export.
2. Right-click the **Actions** menu icon for the selected event, then select the **Export** option. The **Export Recorded Event** dialog box opens.

3. Verify that all camera streams in the **Available Cameras for Export** section are selected.

   **Note:** A multiple event export includes all camera streams by default.

4. Verify that **Original Format** is showing in the **Video Format** section.

   **Note:** A multiple event export supports only **Original Format**.

5. Select the Export Type you want to use, **Burn to Disc** or **Copy to Folder**.
6. Select the export Destination.
7. Verify that the **ELX Import Compatible** indicator (page 215) is showing in the bottom right corner of the **Export Recorded Event** dialog box, and if you chose to export to disc, which media types maintain import compatibility.

   **Note:** If the **ELX Import Compatible** indicator does not show on the dialog box, verify that the export meets all of the import compatibility criteria (page 217).

8. Check the **Close window when export is complete** checkbox, to automatically close the dialog box when export is complete.
9. Click **Continue**.

   How long the export takes depends on the number and size of the recorded events and the export type you selected. The speed of the export also depends on your computer’s performance.
If you are exporting to a disc, see *Exporting to a disc* on (page 223).
If you are exporting to a folder, see *Exporting to a folder* on (page 225).

Exporting to a disc

You can export individual (page 218) or multiple (page 219) recorded events to disc. When you select **Burn to Disc**, the **Burn to Disc** information section shows you how many discs of each media type you need for the export.

![Burn to Disc](image)

**Important!** *If the export requires more than one disc, you must use the same type of disc for all parts of the export.*

When you are exporting to a disc, after you click **Continue**, the system prepares to burn the selected recorded events to optical discs.

1. Load a disc into your burner device when the system prompts you with the **Export to Disc – Insert writable media...** dialog box.

![Insert writable media](image)

2. After you have inserted the disc into the burner device, click **Continue**.

The **Export To Disc – Creating...** dialog box opens showing the status of the export process.

![Creating Disc](image)
Chapter 12. Exporting Recorded Events

If multiple discs are required for the export, each time the system finishes burning one disc, the disc burner drawer opens with the finished disc, and the system prompts for a new disc.

3. Remove the finished disc and, if multiple discs are required for the export, insert a new disc in the burner device.

When the export finishes, the **Export to Disc – Creation Successful** dialog box opens.

---

*Note: If you checked the Close window when export is complete checkbox, the Export To Disc – Creating... dialog box closes when the export finishes. The Disc – Creation Successful dialog box does not open.*
Exporting to a folder

You can export individual (page 218) or multiple (page 219) recorded events to a folder.

After you click Continue on the Export Recorded Event dialog box, the system begins to export the recorded events to the destination folder you indicated.

Select Copy to Folder to export to a folder on your computer or in your network.

When you choose to export to a folder (page 225), you must browse to and select the folder you want to export to.

- Click Browse to open the Select Folder dialog box where you can navigate to the folder you want to export to.

The Destination field shows the path to the export folder you selected.

When you select the Copy to Folder option, the Copy to Folder information section shows you the path to your export folder. The path dynamically updates when you edit the path in the Destination field.

The Export to Folder dialog box opens showing the status of the export.

When the export finishes, the Export to Folder – Successful dialog box opens.

Note: If you checked the Close window when export is complete
check the **Export to Folder** dialog box closes when the export completes. The **Export to Folder – Successful** dialog box does not open.
Playing Back Video

This chapter covers:

- Playing back videos
- Using the ELX Video Player
- Using the WatchGuard Export Video Player
- Editing video details
Overview

In Evidence Library Express (ELX), you can play back a video using the Play video icon or the Actions menu on any search results row on the Recorded Events tab.

Using either method, the Event Playback dialog box opens playing the video you selected.

You can use the ELX viewer that comes with ELX or download the independent WatchGuard Viewer from the website. (https://watchguardvideo.com/software/player)
Chapter 13. Playing back recorded event video

Use the **Event Playback** dialog box to Play back recorded events in Evidence Library Express (ELX). You can view or edit event details (page 1) or export a recorded event (page 207).

To access the **Event Playback** dialog box and start playing back a recorded event video:

- Click the thumbnail image on the **Recorded Events** tab

  or

- Click the **Actions** menu icon (🕒) and click **Playback Event**.

You can click Playback Event when you are reviewing imported events before you bring them into ELX. You can delete events if you decide not to bring them in. After you have reviewed your videos, click the **Save** button.

Viewing recorded event details

From the **Event Playback** dialog box, you can view or edit details about the recorded event that is playing back.

---

**Note:** If ELX security is enabled, Officer Users (page 136) may only be able to edit their own events.

---

To access the **Event Details** popup:

- On the **Event Playback dialog box** (page 229), click **Event Details**.
### Event Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Assault</th>
<th>Officer</th>
<th>Allan Gant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Start</td>
<td>09/24/2015 4:42:03 PM</td>
<td>Vehicle/Device</td>
<td>WFC1-000004</td>
</tr>
<tr>
<td>Event Identifier</td>
<td>00:1d:96:00:7ce7-42955374</td>
<td>Badge Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Total File Size</td>
<td></td>
<td>Event Files Location</td>
<td>Local host</td>
</tr>
<tr>
<td></td>
<td>738.58 MB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Secondary Tags

<table>
<thead>
<tr>
<th>Ticket Number</th>
<th>Alphanumeric</th>
</tr>
</thead>
</table>

The **Event Details** popup includes information about the recorded event you are viewing:

- **Category**: Shows the event category applied to the recorded event
- **Event Start**: Shows the start date and time of the recorded event
- **Event Identifier**: Shows a unique identifier for the recorded event; the identifier is used internally by Evidence Library Express (ELX)
- **Total File Size**: Shows the storage size, MB or GB, of the recorded event
- **Officer**: Shows the name of the officer who recorded the event
- **Vehicle/Device**: Shows the agency-assigned name of the device where the event was recorded
  - For VISTA, the field shows the **Device ID**
  - For 4RE, the field shows the **Vehicle ID**
- **Badge Number**: Shows the badge number of the officer who recorded the event
- **Event Files Location**: Shows the storage location (page 155) of the recorded event
- **Secondary event tags**: Show other event tags that were applied to the recorded event

---

**Important!** Depending on your agency settings, a secondary event tags section may or may not be present on the **Event Details** popup.

---

**Tip:** Any event tags other than **Category** are considered secondary event tags.
Editing recorded event details

You can edit some of the event details from the Event Details popup on the Edit Event Details dialog box, including:

- Category
- Officer
- Secondary Tags

**Important!** Depending on your agency settings, secondary event tags may or may not appear. You can edit them in the Edit Event Details dialog box.

To edit any of the fields on the Edit Event Details dialog box:

1. Click the field, then select a value from the drop-down list or enter a new value in the text field.
2. Repeat step 1 for each field you want to edit.
3. Click **Save** after your entries are complete.
Playing back video within ELX

To play back a recorded event's video:

1. Do one of the following:
   - Click the **Play Video** icon on the recorded event's row
   - Click **Actions** on the recorded event's row, then select **Event Playback**

   ![Event Playback](image)

   **Note:** If security is enabled, you may not have the right permissions to see the option to delete on the **Actions** menu.

   ![Event Playback](image)

The **Event Playback** dialog box opens playing the video you selected.
2. Use the controls on the Event Playback dialog box (page 1) as needed to play back the selected video.

**Viewing exported video with ELX Player**

If you chose Original Format as the video format when you exported from Evidence Library Express (ELX), you can view the exported videos using the WatchGuard Player (page 234) that was automatically included with your export.

To view videos using the WatchGuard Player:

1. Do one of the following:
   - If you exported to a disc, insert the disc in the computer's disc drive, then, on the AutoPlay dialog box, click wgvplayer.exe.
   - If you exported to a folder, in Windows® Explorer navigate to the export folder, then double-click wgvplayer.exe.

   ![AutoPlay Dialog Box](image)

   **Note:** The WatchGuard Player may launch automatically when you insert the disc in the computer’s disc drive. If it does, go to step 2.
Playing Back Video

The WatchGuard Player opens showing a list of available videos.

2. Double-click **Video-n** (in the left column) for the video you want to view.

The video you selected begins playing back.

Exported ELX Video Player

When you export a video from Evidence Library Express (ELX) in **Original Format**, the WatchGuard Player is automatically included with the exported files. Double-clicking the video player file opens the video player ready to play whatever videos were included in the export.
The elements on the WatchGuard Player include:

- **Videos list**: Lists all the available videos in the export folder; double-click any Video-n item to start playing that video.
  
  The list includes the name of the officer who recorded the video, when it was imported, and the stream (camera view) the video captured.

- **Videos accordion tab**: Click Videos to show the Videos list; the video player opens showing the Videos accordion tab (and the Videos list) active by default.

- **Snapshots accordion tab**: Click Snapshots to show the Snapshots list.

- **Snapshots list**: Shows all the still images of a listed video taken using the Frame Snapshot button in the video player controls.

Each still image has five icons next to it:

- **Save Snapshot**: Click to open Windows® Explorer and navigate to where you want to save the still image.
Playing Back Video

- **Preview Snapshot**: Click to open a larger version of the still image
- **Print Snapshot**: Click to open the Print dialog box
- **Enter Notes on Snapshot**: Click to open the SnapShot Notes dialog box
  
  On the SnapShot Notes dialog box, you can enter details about the still image. You can also print the image from this dialog box.
- **Delete Snapshot**: Click to delete the still image from the list
- **Video player controls**: Use the video player controls (page 1) to control video playback

See Viewing a video with the WatchGuard Player on (page 233).

Segmented Video

A **segmented video** is a single event that has gaps in it when you record, import, and view it. The segments are all part of the same event. Segmented videos can often occur when you use RATF® (Record After the Fact). The graphic shows a 4RE example of a segmented cabin camera video showing gaps in the stream.

![Segmented Video Diagram]

When you view this video in single Playback mode, it appears as a seamless video. No gaps appear in the playback. The gaps are collapsed

Viewing a synchronized video with the WatchGuard Player

After you import recorded events from the 4RE DVR or the VISTA HD Wearable Camera to Evidence Library Express (ELX), you can view the videos using the WatchGuard Player.

If the events are synchronized, playback starts with the earliest video stream for all selected streams.

- If two or more streams are being synchronized, the playback starts at the earliest video stream
- If one of the two streams is audio, the playback is limited to the length of the earliest video stream
- The beginning, end, and length of the progress bar match the duration of the selected video streams

To play videos using the WatchGuard Player:
Viewing a synchronized video with the WatchGuard Player

1. Insert the disc in the computer disc drive click **wgvplayer.exe** on the **AutoPlay** dialog box, if you exported to a disc, or
2. Double-click **wgvplayer.exe**, in Windows® Explorer, if you exported to a folder.

*Note: The WatchGuard Player may launch automatically when you insert the disc in the computer disc drive. If it does, go to step 3.*

The WatchGuard Player opens showing a blank screen.
3. Select **File > Open** and open the file you want to import.

The video you selected begins playing.

4. Click the **SYNC** button, if you are viewing synchronized video.

   The right column shows all the linked files. All streams with overlapping time frames can be played back.

5. Click the 1-UP or 2-UP button

6. Select the videos you want to view.

*For more information …*

See *WatchGuard Player* on page 1

See Chapter 12. *Exporting Recorded Events* on page 207

**Synchronized playback**

*Important! To forward videos without loading the WatchGuard ELX Player on a disk or USB drive, you can have the recipient download the WatchGuard Player from the WatchGuard website:*

https://watchguardvideo.com/software/player

The WatchGuard ELX Player and WatchGuard Player can playback synchronized video and audio captured by 4RE and VISTA devices. These events are automatically linked to each other at import. If you have two or more devices from the same scene, you can manually link (page 201) these views to the initial views. You can link any events that are relevant to your event. All views can be opened in both players and each camera view is displayed in the camera view panel. Linking is essential for synchronizing.
Note: Users with the User security role can only link to and playback their own events. If you cannot see videos other than your own, talk to your administrator.
ELX Synchronized Player

ELX can successfully play video and audio for all streams in the event playback, including:

- Play two synchronized events at one time so that you can see, side-by-side, multiple angles of an incident
- Audio for synchronized playback; you can choose the audio you want, or you can mute all audio with the sound control
- When one video ends but the second is still playing, the finished one stops and presents a blank screen until the second finishes
- When one video starts before the second does, the second video has a blank screen telling you how long until its start time

Viewing a synchronized event

Follow these steps to view events side-by-side on the **Recorded Events** screen:

1. Select one of the camera views.
2. Click the **SYNC** button.
3. Click **2-UP** and select the second video you want to view.
   a. Click a thumbnail. The **Left** and **Right** buttons appear.
   b. Click **Left** or **Right** and the thumbnail you selected appears on the screen in that position.
4. Click the **Audio** button under a camera view to hear the audio.

With synchronized videos, you have only one VISTA audio at a time. 4RE has two choices for audio, wireless or cabin. You can choose any audio to listen to.

**WatchGuard Player Synchronized controls**

The selected events shown in the camera view panel are the linked events you imported. You can view two synchronized videos and make one audio selection at a time. The camera views shown on the screen are the gold highlighted views in the right column.

**Synchronized controls:**

- **Category**: Shows the event category applied to the recorded event
- **Event Date/Time**: Shows the start date and time of the recorded event you are viewing
- **Vehicle ID**: Shows the identification of the vehicle the recorded event came from
- **Officer ID**: Shows the name of the officer associated with the video
- **Device**: Identifies if it is 4RE or VISTA
- **Export Event** button ( ): Click to open the **Export Recorded Event** dialog box
- **Event Details** button : Click to open the **Event Details** popup (page 1 )
- **Elapsed Time/Video Duration**: Shows how much of the video has been played and how long the video is
- **Camera Views Panel** Toggle ( ): Click to turn the camera views on or off
- **Camera View Panel**: Shows thumbnails of the camera view or views that are playing (gold highlight in graphic above).
Playing Back Video

- **Start of event** (⏪): Click to move to the beginning of the event
- **Play/Pause** button: Click Play to start or to pause the event
- **Playback progress** indicator: Shows how much of the event has been played back and where
- **Playback Speed** icon (▶): Click the Playback Speed icon to change the current speed
  
  You can run the events at 1x/normal, or at 2x, 4x, and 8x times the normal speed.
- **Volume Control** (♫): Click the icon, then click and drag the control to adjust the volume of the event playback;
- **Caption mode** icon (Capt): Click the icon to turn on or off the on-screen text; the text appears on both images if two are on the screen
- **Snapshot Capture** icon (📸): Click the camera icon to take a still image of the current video frame that you can save as a separate image file
- **1-UP, 2-UP, SYNC** buttons: Click SYNC to see synchronized events; click 1-UP to see one event on the screen, 2-UP to see side-by-side linked events
- **Full/Partial-Screen Mode** icon (-bordered): Click the icon to show the video on the full monitor screen; click the icon again to return to the default view

---

**Note:** Buttons that are not active turn blue when you hover over them. Buttons in an ON state are orange.
Appendix A. Removing USB thumb drive safely from DVR

**Warning!** Removing the USB thumb drive, before it is safe to do so, can result in loss of evidence or other unexpected results when data is imported from the USB thumb drive.

You can remove the USB thumb drive safely in two ways:

1. Use the **Transfer** function on the Display Screen Main Menu
2. Use the Display Control Panel **Stop** button

**Remove USB thumb drive using Transfer function**

Follow these steps:

1. Enter the key and turn clockwise to open the door on the DVR, if it is closed and locked.
   The door opens and the USB thumb drive pops out.

2. Press the **Menu** button and touch **Transfer** on the 4RE display screen.

   The **Status** screen appears.
Appendix A. Removing USB thumb drive safely from DVR

3. Touch the **USB** button.

![USB transfer interface](image)

4. Touch **Safely Remove**.

If it is not safe to remove the USB thumb drive, you see:

*The system is currently writing to the USB. You will be notified when it is safe to remove the USB.*

![Warning message](image)

5. Touch **OK** and wait for the OK message to appear.

![Confirmation message](image)

6. Touch **OK** and remove the USB thumb drive from the 4RE DVR.

*Remove USB thumb drive using Stop button*

Follow these steps:

1. Insert the key and turn clockwise to open the locked door on the 4RE DVR.

   The door opens and the USB thumb drive pops out.

2. Press and hold the STOP button for three seconds.

   The following message appears:

   ![Stop button prompt](image)

3. Touch **Yes**.

   The following message appears when it is safe to remove the USB thumb drive.

   ![Confirmation message](image)

4. Touch **OK** and remove the USB thumb drive from the 4RE DVR.
Appendix B. Connecting VISTA WiFi to SmartConnect

In this chapter...

- Connecting for the first time (page 247)
- Connecting after the first time (page 250)
Appendix B. Connecting VISTA WiFi to SmartConnect

SmartConnect Overview

Note: Only the Wi-Fi® version of VISTA HD Wearable Camera can connect to the VISTA SmartConnect™ smartphone application.

VISTA WiFi can serve as a hotspot for the VISTA SmartConnect smartphone application. You set up the camera-to-smartphone Wi-Fi connection credentials when you check out your Evidence Library Express camera from your 4RE DVR software.

At ELX checkout, your 4RE DVR software assigns you an SSID and you create a password. This SSID/password combination is what you enter in the Wi-Fi settings on your smartphone to connect the SmartConnect app with VISTA WiFi.

You only enter the SSID and password the first time you connect VISTA WiFi with the SmartConnect application.

Important! If you ever change the password associated with your SSID, you must use the steps to connect VISTA WiFi with SmartConnect for the first time.

Activating the VISTA Wi-Fi hotspot

You must activate the VISTA WiFi hotspot to connect VISTA WiFi with SmartConnect. To activate the hotspot:

1. Press the Display Backlight button on the VISTA WiFi camera.
   Two ascending tones sound (depending on VISTA WiFi’s alert configuration settings).
2. Connect the SmartConnect app to the VISTA WiFi hotspot within two minutes or the hotspot deactivates.
   Two descending tones sound when the hotspot deactivates.

Important! You must start the hotspot before starting the SmartConnect application.

For more information

See the VISTA HD Wearable Camera User Guide
Connecting for the First Time

Before you start the connection process, you need:

- Checked-out VISTA WiFi camera, powered ON
- Smartphone, powered ON
- The SSID that Evidence Library Express (ELX) assigned to you and the password you created when you checked out your VISTA WiFi

⚠️ Important! You must turn on the hotspot before starting the app.

To connect VISTA WiFi with VISTA SmartConnect for the first time:

1. Download VISTA SmartConnect to your smartphone from your application store.

   Tip: For best results, do not open the VISTA SmartConnect app until instructed to open.

2. Navigate to the Wi-Fi Settings and select Other on an iPhone to add a network.

   Important! For security purposes, the VISTA WiFi hotspot network does not appear on the list of available WiFi networks until you connect to it the first time.

3. Touch the app icon 🚀 after the smartphone and hotspot are connected.

4. Touch the screen when the initial pairing screen opens (first time only).
Appendix B. Connecting VISTA WiFi to SmartConnect

5. Press the Display Backlight button on your VISTA WiFi to activate the VISTA WiFi hotspot.

Tip: The Display Backlight button is on the right side as you look at the front of the VISTA WiFi camera.

6. Open the VISTA SmartConnect app on your smartphone.

The app and VISTA WiFi can take a few seconds to recognize each other. The Available Cameras screen opens.
7. Touch the listing for your camera.
   The initial pairing screen opens.

8. Press the Display Backlight button again to pair the app with the camera.
   In SmartConnect, the Recorded Events screen opens showing the events saved on your VISTA WiFi

9. Use SmartConnect to work with your VISTA WiFi.

For more information ...

See *VISTA HD Wearable Camera User Guide*

see *Connecting VISTA WiFi to Smart Connect after the first time* on page 250
Connecting VISTA WiFi to Smart Connect after the first time

To connect VISTA WiFi with VISTA SmartConnect after the first time:

1. Press the Display Backlight button on your camera to activate the VISTA WiFi hotspot.
2. Open the VISTA SmartConnect app on your smartphone.
   
   It can take a few seconds for the app and VISTA WiFi to recognize each other. When they do, the Available Cameras screen opens.

3. Touch the listing for your camera.
   
   The Recorded Events screen opens showing a list of events saved on your VISTA WiFi.

4. Use SmartConnect to work with your VISTA WiFi.
Appendix C. Group Recordings

In this chapter ...

- Distributed Multi-Peer Recording (page 252)
- Synchronized Recordings (page 252)
Appendix C. Group Recordings

**Distributed Multi-Peer Recording**

Distributed Multi-Peer Recording™ enables in-car 4RE and body-worn VISTA WiFi™ cameras to collaborate in the recording of a single incident by multiple officers. A recording group is typically linked to a vehicle. Starting a recorded event on one device alerts the other devices in the group that there is a change in status. In response the other devices in the group may choose to start recording the event, according to their own configuration.

Each recording group requires a 4RE DVR, Smart Power Switch, and VISTA WiFi camera. The Smart POE Switch (SPS) and the vehicle-mounted VISTA WiFi Base (Base) provide the networking infrastructure for the DVR and VISTA Camera.

The Smart Power Switch serves as the DHCP server for the devices, providing the IP address for the recording group members.

**Synchronized recordings**

- Events captured by recording group members are automatically linked
- Events captured by recording group members are automatically synchronized
- If another vehicle joins the incident, the recorded events by that recording group can be manually linked in the Evidence Library Express software; the new vehicle cannot join the existing group but can collaborate in its own group recording

*For more information*

*See 4RE in-Car Video User Guide*

*See VISTA HD Wearable Camera User Guide*
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