

Quick Users Guide to Bosch DiBos

Starting the application:

- Click on the “Start” button in the lower-left corner of your desktop. Navigate the pull-up list to the “Programs” file. Click on the field “Bosch Recording Station”.
- You should be equipped with a desktop shortcut icon named “DiBos”. Double-click this icon.

Log- in:

- Once faced with the log-in prompt, enter your username. Your username is AAdministrator. Remember to capitalize the letter “A” as the program is case-sensitive.
- Leave the password field blank and click “Ok”.

Viewing your cameras in live-mode:

- Once the program is initiated, one of two things should appear on your screen. In the field to the left side of your screen should be two icons: local host, and your site name. If you do not currently have the cameras associated with your site visible in live mode already, right-click on the icon with your site name. From the drop-down menu, select “Display all cameras” and click on this button.
 - If you do not have live video feed coming from all viewing panes you may not be viewing live mode. To check this, in the top-left corner of your screen there are two icons: “Live” and “Playback”. Verify that the “Live” icon is selected (Yellow in color) and not the “Playback” icon.
- To view one camera in full-screen mode you can maximize any of your operational camera viewing panes. To do this simply pick a camera, and click on the small square box in the upper-right hand corner of the individual viewing pane. This should enlarge this particular camera to take up the whole right hand pane.
 - To revert back to the multiple camera viewing panes, simply click in the same upper-right hand corner button. The image has changed slightly showing the small square box divided into quarters. This button will now minimize this camera.
 - Note that selecting the “X” button to the right of the minimize button will make this camera “disappear”. To bring this camera back into your multiple camera viewing panes, double click each camera name found underneath your site name in the left-hand viewing pane. You’ll notice that if you double-click a camera name that is already pictured to the right, it will be highlighted in yellow. However, when you double-click the camera that has disappeared, this camera will now re-appear in its viewing pane on the right.

Viewing your cameras in Playback mode:

- In “Live” mode, look to the lower-left corner of your screen. There are four tabs in the small box pane in the corner of your screen. One of these looks like a film strip with a clock symbol. Verify that the camera of interest is highlighted in yellow and select this tab in the lower-left corner of your screen. You should now see the highlighted camera from the main viewing pane also appear in the lower-left corner with more icons. Maximize the window in the lower-left by clicking on the small square box in the top right corner of this window. There are multiple functions here that allow you to rewind, pause, and play in forward or reverse. There is also a scale from 1/8- 8. This is your rate-of-play speed and allows you to view long periods of time compressed. Also notice that there is a date and time field in this maximized window that you can further narrow down the time of interest. Minimize this window when through by clicking the small square box divided into quarters now.
- You can also see all of your cameras recordings simultaneously. Select the “Playback” mode button from the top-left corner of your screen. It is next to the “Live” mode button. By default, you should see on the right-hand side of your screen the same cameras as in “Live” mode. However, some or all of them may show black screens. This does not mean that it is not recording. Below the camera viewing pane you should see colored bars that correspond to each camera and they set the camera to a time scale. If you follow the time scale, which is 1 day by default, and look to the far left side you will see a drop-down icon that says “1 day”. If you click on this, you can view what footage was stored up to a month. Notice, however, that the “Rewind” icon is grayed out. This feature is not active in the “Playback” mode per the manufacturer, we believe so that we’re forced to purchase an add-on to the software. Therefore, in “Playback” mode you are forced to either click, with your mouse, on the time scale before it is believed an incident occurred and play through it. As before, you can enter a time and date into the corresponding data field if it is convenient. This mode is helpful when you aren’t sure where the perpetrator was or incident occurred.

Exporting video footage:

- Recorded video footage can be exported from the DiBos software to transport it to other administrators who may find it useful. To export footage from one camera, first you will need to review the footage and find which camera catches the incident the best. Once this is determined, close all other cameras shown in the camera viewing pane by selecting the “X” icon in the top-right corner of each of their viewing panes. Next find the icon above the timeline scale, but below the camera viewing pane that looks like a film strip with an arrow pointing to your right. Select this icon and a pop-up box will appear. “Designation” means file name and this field is pre-populated with the camera name and date. You can rename this file if it’s convenient. Then it asks you where you would like to store the video file. I usually prefer to store it locally, on the “c” drive but it is up to you. It is important to note who the recipient of this video file is though. District computers, almost unanimously, come pre-loaded with windows media player so I highly recommend using the ASF file type. This ensures that 99% of recipients will be able to open the video file. If you use the default selection, it is a requirement to have the Archive Player Bosch software installed on the

recipients' machine. Also important here is to be mindful of the total file size you are to be sending. District email is capped as to the file size it allows to be sent through email. If you exceed this cap, I suggest saving the file to a thumb drive or DVD and physically handing it to the end-user. As a general rule, I will limit the video clips I export to five to ten minutes per camera. It is also possible to export video clips from multiple cameras simply by only closing the cameras you don't want to export. So to export footage from all cameras, you would leave all of them open in the viewing pane and click the export button. This process can take hours though, so be careful when exporting multiple cameras.

Exit the application:

- In the top-left corner of your screen, there should be a button labeled "System". Click this button and scroll down the menu to find exit. Click on this and your session will end.

Notes:

You can leave this software running in the background by minimizing it, much like you would a Microsoft file, by clicking on the "-" button in the top-right corner of the screen. Leaving the software running should not slow down the operation of your computer.

A complete user guide is available online at

http://stna.resource.bosch.com/documents/DiBosMicroDigit_InstructionBook_DiBos_enUS_T4079170827.pdf

This document will add more detail to what is stated above. However, for items such as login, the user guide we've created will give you specific instructions based on how your computer has been configured.

