Digital Evidence Management System

User Manual

Legal Information

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About this Manual

The Manual includes instructions for using and managing the Product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version of this Manual at the Hikvision website (***https://www.hikvision.com/***).
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Regulatory Information

FCC Information

Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
FCC compliance: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

EU Conformity Statement

CE

This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2014/30/EU, the LVD Directive 2014/35/EU, the RoHS Directive 2011/65/EU.

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: ***www.recyclethis.info***

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: ***www.recyclethis.info***

Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (A)/NMB-3(A) standards requirements.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
Danger	Indicates a hazardous situation which, if not avoided, will or could result in death or serious injury.
Caution	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
Note	Provides additional information to emphasize or supplement important points of the main text.

Safety Instruction

Laws and Regulations

Use of the product must be in strict compliance with the local laws and regulations. Please shut down the device in prohibited area.

Network

- Please enforce the protection for the personal information and the data security as the device may be confronted with the network security problems when it is connected to the Internet. Contact us if network security risks occur.
- Please understand that you have the responsibility to configure all the passwords and other security settings about the device, and keep your user name and password.

Data

DO NOT disconnect the power during formatting, uploading, and downloading. Or files may be damaged.

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Chapter 1 Introduction

1.1 Product Introduction

Dock station, integrated with Digital Evidence Management System (hereinafter referred to as software), provides you with an easy way to access body cameras, and collect, store, and play audio and video files in the connected body cameras via the software. You can associate user accounts with body cameras, search data collection records, and upload data via the software.

1.2 Key Feature

- One-click installation.
- You can search and preview files with user permission.
- You can collect, upload, and manage data in the connected body cameras.
- Supports local operation and access via web browser.
- The GPS traces of the video files can be displayed.
- You can play collected audio and video files.
- User and device management.

Chapter 2 Operation Description

2.1 Activation

For the first access, you need to activate the software by setting an admin password. No operation is allowed before activation.

Steps

1. Open the software.
2. Select **Start Configuration**.
3. Select language.

   Note

   Select **Next** according to the interface prompt after each configuration.
4. Set the admin password.

   Note

   We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.
5. Set HDD space.
6. **Optional:** Enable encryption, and set encryption level and key, to encrypt the uploaded data from body cameras and enhance data security.

   You need to use dedicated player and enter encryption key to play the encrypted videos.
7. **Optional:** Set platform parameters.

2.2 Home Page Overview

After running the software, you will enter the home page. You can set and use the software.

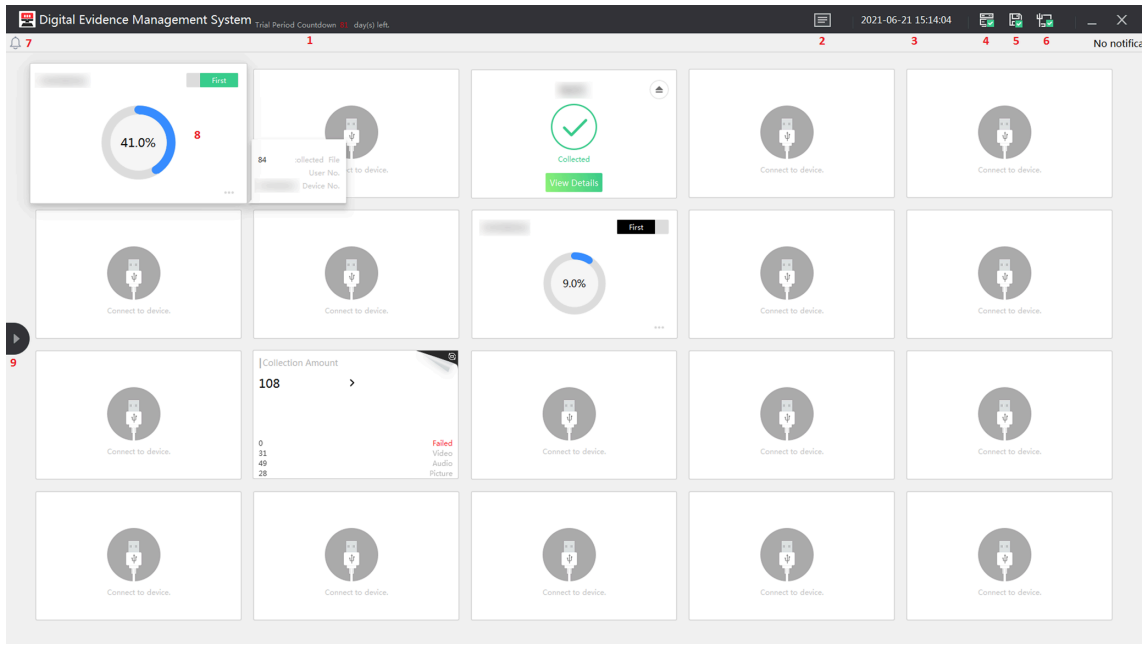

Figure 2-1 Home Page

Table 2-1 Home Page Description

No.	Description	No.	Description
1	Remaining time of trail period. **Note** Only when no software watchdog is detected, will the prompt of trail period appear. If you see this prompt, you need to extend the trial period in time, or you will not allowed to use the software after the default three months' trial period. Refer to "Set Trial Period" for details.	6	Network connection status.
2	Software information.	7	Notification information.
3	Current date and time.	8	Data collection window. You can view the data collection status after body cameras are connected.
4	Platform connection status. It will appear only after you have set platform connection. You can view	9	Operation menu:

No.	Description	No.	Description
	the platform IP address, port No., and connection status.		• Home: the data collection home page. • File: You can search and play the collected files. • Log: You can search the software log. • Settings: the detailed settings of the software.
5	Storage status. You can view the max. storage capacity and occupied capacity.		

Note

If there is no operation for more than 10 minutes, the system will return to the home page.

Chapter 3 Basic Operation

3.1 Connect Body Camera

The body camera can be added to the software automatically after it is connected. You can also add it manually.

Before You Start

- The body camera has been connected to the dock station.
- If you need to link a person to the body camera, add the person first. Refer to "Manage User" for details.

Steps

1. Select **Settings**.
2. Enter the admin password, and select **OK**.

   Note

   Every time you enter **Settings** page, you need to enter the correct admin password to get the permission. No more description about it below.
3. Select **Device**.
4. Select **Add**.
5. Enter **Device Name** and **Device No.** of the body camera.
6. **Optional:** Double click the added user(s) from the user list to link to the body camera.
7. Select **Save** or **Save and Continue**.

3.2 Collect File

Collecting Files

After the body camera is connected to the dock station and the software has been run, the software will start collecting files automatically. During the collection process, move the cursor to ••• in the lower right corner, you can view the number of the uncollected file(s), user No., and device No.

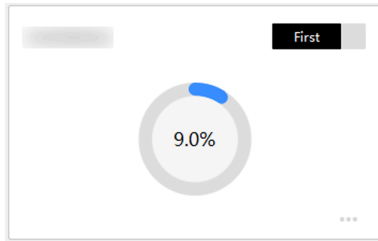

Figure 3-1 Collecting Files

Prior Collection

During the collection process, select **First** on the upper left corner to enable prior collection. File collection of other body camera(s) will stop until the priority collection finishes.

Note

- If no body camera is enabled prior collection, the software will collect files from all the connected body cameras simultaneously.
- During the prior collection process, you can select **First** again to disable the function.

Collection Finished

After file collection finished, you can select **View Details** to view the number of failed file(s), collected video(s), audio(s), and picture(s) respectively. Select › and set the search conditions to search the collected file(s). Select to return to the collection finished page. Select to disconnect the body camera.

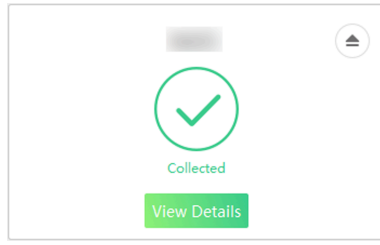

Figure 3-2 Files Collected

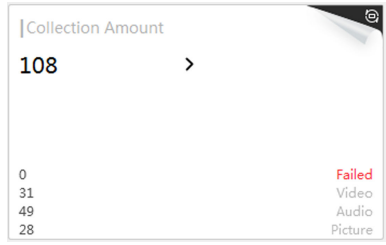

Figure 3-3 View Details

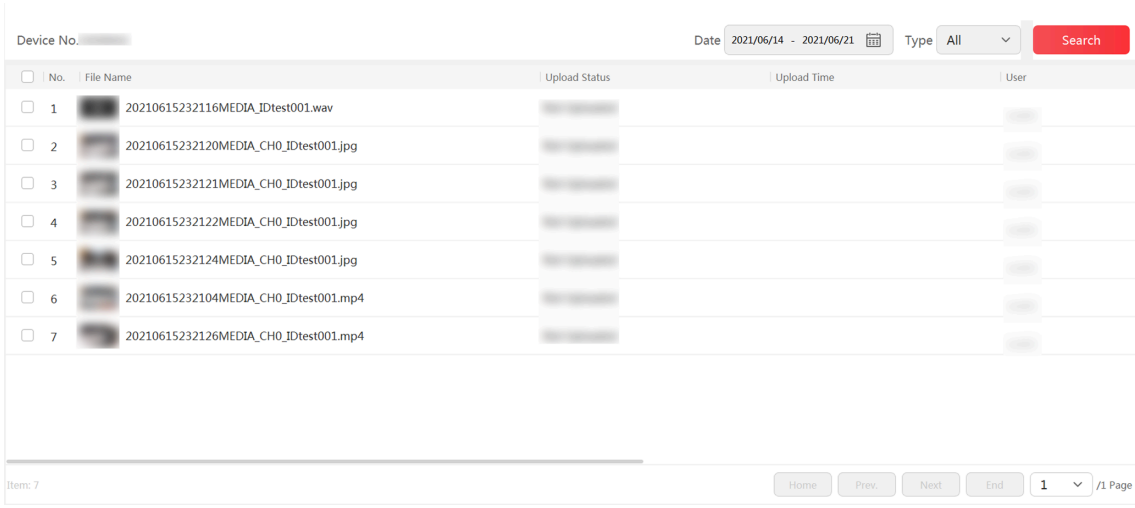

Figure 3-4 Search Files

Note

If you have enabled person list in **Settings → Basic** , and linked the body camera and person, then the device No. in the corresponding file collection window on the home page will be replaced by the person name.

3.3 Manage File

3.3.1 Search File

The software supports searching files collected from body cameras.

Steps

1. Select **File**.
2. **Optional:** If you have enabled **File Search Permission** in **Settings → Basic** , enter the admin user name and password or the person No. and password of the person linked with the body camera, and select **OK**.
3. Set search conditions (keywords, date, etc.).
4. Select **Search**.

   Searching results will be displayed in the list.

Result

The searched files will be displayed in the list. You can view the thumbnails of the files, file information, upload status, etc.

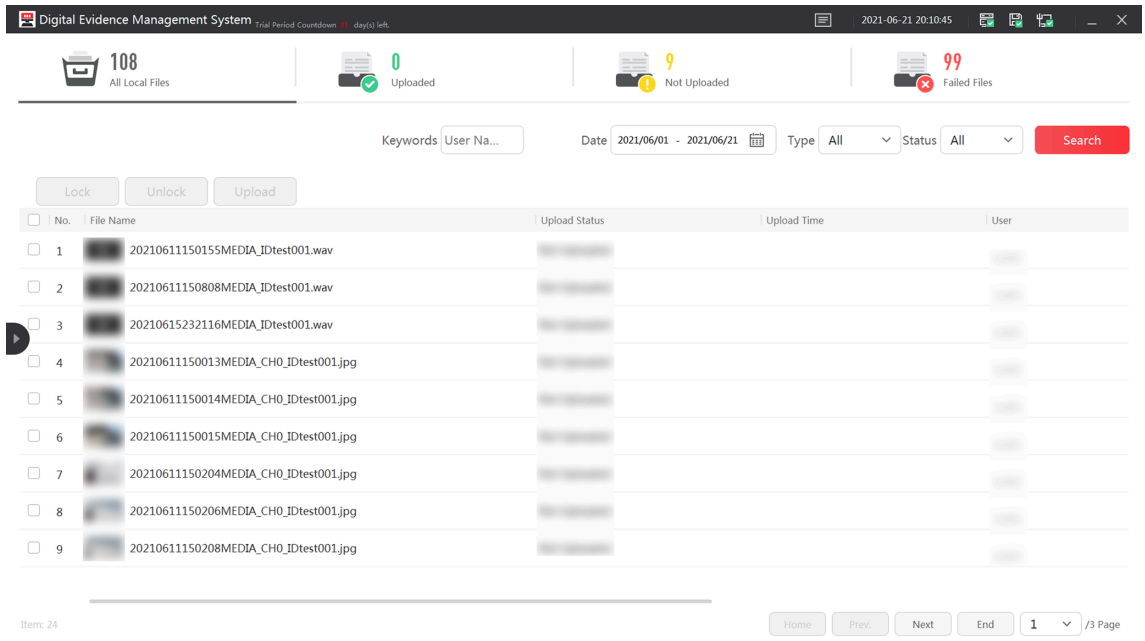

Figure 3-5 File

Note

If the platform is not connected, the upload status tab and information will not display.

3.3.2 Play and Edit File

Steps

1. Search files.
2. Select the file thumbnail to play.

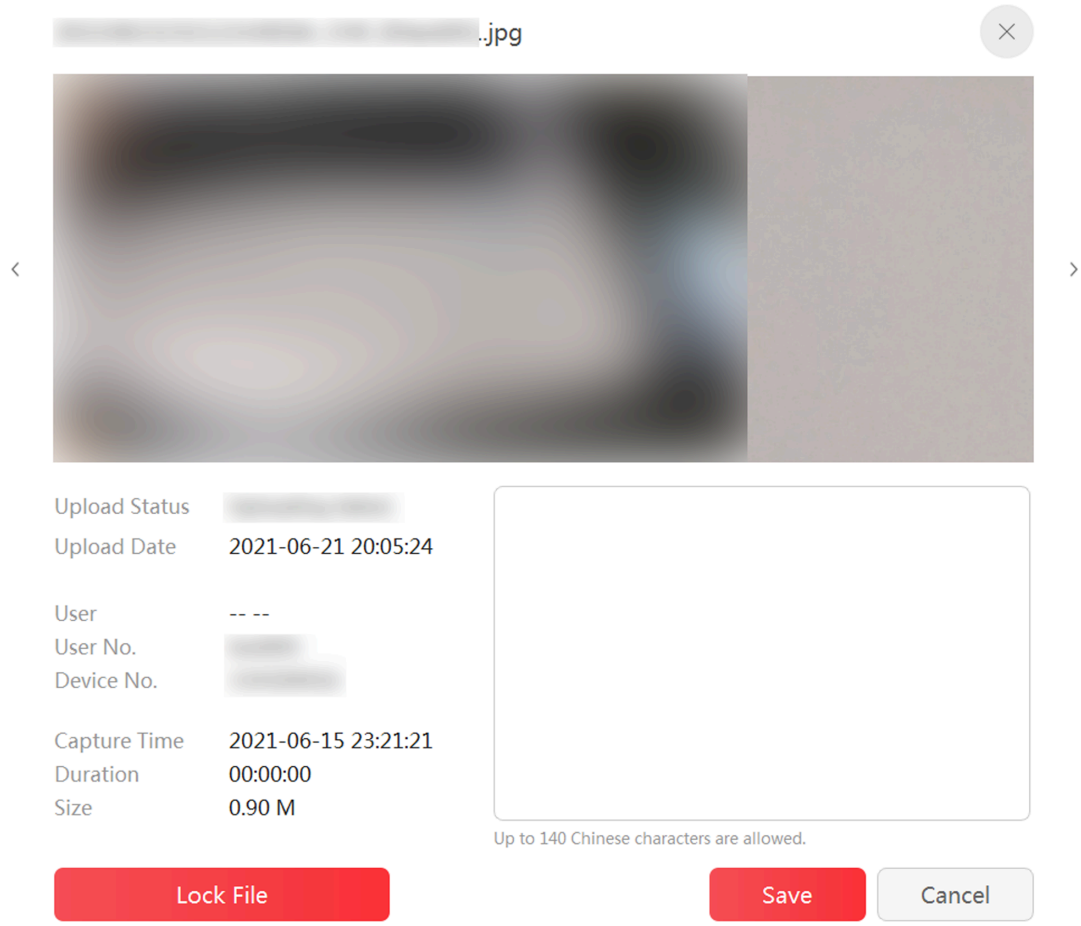

Figure 3-6 Play File

Note

- If there is GPS file in the video, when you play the video, the GPS information will be displayed.
- For picture files, you can magnify it by fingers on a touch screen. Or for the media supporting mouse operation, place the cursor on the left side, the area will be magnified on the right side.

3. **Optional:** Add file description in the text filed, and select **Save**.
4. **Optional:** Other operations.

▶ / ⏸	Start/Pause video play.
◁ / ▷	Adjust play speed.

Note

You cannot adjust when the play speed is 1.

Adjust the volume.

3.3.3 Lock File

Lock important files to prevent them from being overwritten or accidentally deleted.

Steps

1. Search files.
2. Lock or unlock files.
   - Select a file to play. Select **Lock File** to lock a single file. Select **Unlock File** to unlock a single file.
   - Check multiple items of files from the file list, and select **Lock** to lock the selected files in batch. Click **Unlock** to unlock them in batch.

Result

The locked files cannot be deleted or overwritten.

3.3.4 Upload File

If the software has been connected to the platform, the collected files will be uploaded to the platform automatically. Follow the steps below to re-upload the collected files.

Before You Start

The software has been connected to the platform.

Steps

1. Search files.
2. Check the file(s) to be uploaded, and select **Upload**.

Result

The uploaded files will be marked as "Uploaded" in the file list.

3.3.5 Back up and Restore File

You are recommended to back up the collected files regularly to enhance data security.

Steps

1. Go to **Settings → Data Backup** .
2. Back up the files.
   - Auto backup: Select **Backup Interval**, enter **Number of Backup File**, and select **Save**.

Note

The number of backup file refers to the max. number of backup file. For example, set the number of backup file as 3. When up to 3 files are backed up, the former backup files will be overwritten according to the time.

- Manual backup: Once you select **Manual Backup**, the files will be backed up once.

3. **Optional:** Select **Data Restoration** to restore the files to the saved time.

   After the software is reinstalled, you can restore the configuration information of the software by restoring the backup files, and search the collected files. No need to recollect files and set parameters.

3.4 Connect to Platform

Connect the software to the platform if you need to upload the files to the platform or send information to the software via the platform.

Before You Start

- Allocate the platform.
- The communication between the software and platform is normal.

Steps

1. Go to **Settings → Platform** .
2. Select **Platform Type**.
3. Set the platform parameters, such as **IP Address**, **Port No.**, etc.
4. **Optional:** Enable **Upload Schedule** and set **Upload Time** to upload files in a fixed time period.

   Note

   If the function is disabled, the files will be uploaded to the platform in real time.

5. Select **Save**.

Result

If platform connection succeeded, will appear on the upper right corner of the software page. You can upload files if the platform is connected. If connection failed, check the platform parameters and network communication.

3.5 Manage Storage

3.5.1 Set Local Storage

You can select the storage space when activating the software, or edit and manage local storage via the followings steps.

Steps

1. Go to **Settings → HDD Space** .
2. Select HDD.

Note

- It's recommended not to set the storage space as the software installation disk.
- The software installation disk will reserve 10 GB space not for storage by default.

3. Set **Total Free Space** and **Clear Space**.

Note

- The earliest files will be cleared according to time. Back up files in time to avoid data loss.
- You can lock the important files to prevent them from being deleted automatically when the storage space is insufficient.

Example

If you set **Total Free Space** as 10 GB, and set **Clear Space** as 5 GB, when the free storage space is less than or equal to 10 GB, 5 GB storage space will be cleared automatically.

4. **Optional:** Enable **Clear Original Data** when you need to delete the body camera files automatically after they are collected to the software.
5. Select **Save**.

3.5.2 Connect to Storage Server

Storage server can be used as an extended storage to store the files of body cameras.

Before You Start

- Allocate the storage server.
- The communication between the software and server is normal.

Steps

1. Go to **Settings → Storage** .
2. Select **Storage Type** according to the server type.
3. Enter the server parameters, such as **IP Address**, **Port No.**, etc.

Note

Some servers support **Bucket**, **AKEY**, and other parameters. Keep the parameters same with those of the server.

4. **Optional:** Enable **Auto Backup** if you want to upload body camera files to the storage server automatically.
5. Select **Save**.

3.6 Manage Device

The connected body cameras will be added automatically. The admin user can edit, delete, import, or export the body cameras.

Before You Start
Connect body cameras to the dock station.

Steps
1. Go to **Settings → Device** .
2. Set search conditions, and select **Search** to search body camera information.
3. **Optional:** Other operations.

Edit	Select to edit body camera information.
Delete	• Select to delete one body camera. • Check body camera(s), and select **Delete** to delete body camera(s) in batch.
Export	Select **Export** to export the body camera information file to the local storage when you need to set the same body camera information to another software.
Import	On the new software, select **Import** to import the body camera information file.

Chapter 4 Safety Management

4.1 Manage User

To raise file security, you are recommended to distinguish user's permissions to manage files and avoid multiple users using one account to manage multiple body cameras.

Steps

1. Go to **Settings → User** .
2. Add user.
   1) Select **Add**.
   2) Enter user information and set user permissions.
   3) **Optional:** Double click the added user(s) in **Ungrouped Member** list to add member(s).

      The admin user can search all the files. The group leader can search the file(s) of the body camera(s) linked with the member(s). The member can only search the file(s) of the body camera(s) linked with himself or herself.
   4) Select **Save** or **Save and Continue**.
   5) Go to **Settings → Device** to link the user and body camera.

      Note

      Refer to "Connect Body Camera" for details.

   The user can search the file(s) of the linked body camera(s) after the permission authentication with the user No. and password.
3. Enter search conditions, and select **Search** to search user information.

Search the user information	Enter the search conditions, and select **Search**.
Edit the user information	Select to edit the user information.
Delete the user	• Select to delete the user. • Check the user(s), and select **Delete** to delete the user(s) in batch.
Export the user information	Select **Export** to export the user information file to the local storage when you need to set the same user information to another software.
Import the user information	On the new software, select **Import** to import the user information file.

4.2 Edit Password

Change the admin password regularly to enhance data security.

Steps

1. Go to **Settings → Admin Password** .
2. Enter **Old Password** and **New Password**.

Note

We highly recommend you to create a strong password of your own choosing (using a minimum of 8 characters, including at least three kinds of following categories: upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you change your password regularly, especially in the high security system, changing the password monthly or weekly can better protect your product.

3. Confirm the new password.
4. Select **Save**.

4.3 Set File Search Permission

To raise file security, you are recommended to enable permission authentication for file management.

Steps

1. Go to **Settings → Basic** .
2. Enable **File Search Permission**.
3. Select **Save**.

Result

You need to enter the admin password or the linked user No. and password to authenticate the permission when you enter **File** page.

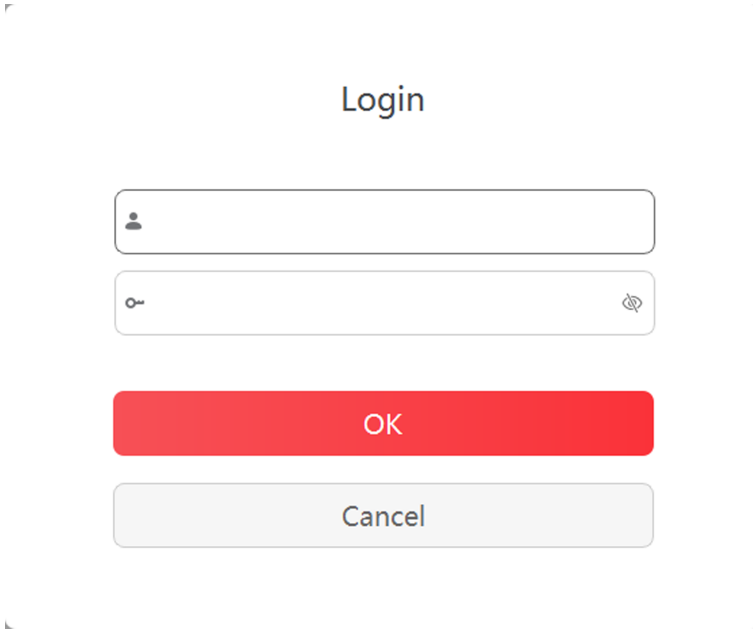

Figure 4-1 Permission Authentication

4.4 Set File Encryption

Set file encryption to encrypt the uploaded files from the body cameras to enhance security.

Steps

1. Go to **Settings → Encryption** .
2. Enable **Encryption**.
3. Select **Encryption Level**.
4. Enter **Encryption Key**.
5. Select **Save**.

What to do next

Use the dedicated player and enter the key to play the encrypted videos.

4.5 Set Firewall

Set firewall to allow the computer to access the specified IP address and port.

Steps

1. Go to **Settings → Firewall** .
2. Select **Add**.
3. Set outbound rules (name, IP address, and port No.).
4. Select **OK**.

   The added rule(s) will be displayed in the list, and enabled by default.

5. **Optional:** Other operations.

Disable rule(s) Check the added rule(s), and select to disable.

Delete rule(s) Check the rule(s), and select **Delete**.

Chapter 5 Maintenance

5.1 View Device Information

Go to **Settings → Basic** to view the dock station No.

5.2 Set Homepage Layout

The default layout of the file collection windows on homepage is 4 (row) × 5 (column). You can change the layout.

Steps

1. Go to **Settings → Basic** .
2. Enable **5 × 4 Table in Homepage**.
3. Select **Save**.

Result

Select **Home**, and the layout of the file collection windows changes to 5 (row) × 4 (column).

5.3 Set Auto Startup

You can enable auto startup to start up the software automatically after the computer starts up.

Steps

1. Go to **Settings → Basic** .
2. Enable **Auto Startup**.
3. Select **Save**.

5.4 Select System Language

You can select the system language.

Steps

1. Go to **Settings → Basic** .
2. Select **Language**.
3. Select **Save**.

5.5 Set Collection Format

You can set the collection formats of videos, audios, and pictures via the software.

Steps

1. Go to **Settings → Basic** .
2. Set the collection formats of videos, audios, and pictures.
   - Select + to add a new format. Enter the format in the text field, and select **Save**.
   - Select 🗑 to delete the format.
3. **Optional:** Select **Restore Default Format** to restore the default file collection formats.
4. Select **Save**.

Result

The dock station will only collect the files in the set formats.

5.6 Set Trial Period

The software can be used in a trial period. If you want to continue to use it, you can extend the trial period.

Steps

1. Go to **Settings → Trial Period** .
2. Check and record **MAC Address**, and send the address to the technical personnel of our company to get the trial password.
3. Enter **Trail Password**.
4. Select **Save**.

5.7 Search Log

You can search log to troubleshoot problems.

Steps

1. Go to **Log**.
2. Enter search conditions.
3. Select **Search**.

Result

The log information will be displayed in the list.

5.8 Upgrade

5.8.1 Upgrade Body Camera

You can upgrade the software version of the connected body camera(s).

Before You Start

- The body cameras to be upgraded should be in the same model.
- Save the upgrade file to the local storage.

Steps

1. Go to **Settings → Upgrade → Upgrade Body Camera Settings** .
2. Select **Browse** to select and open the upgrade file.
3. Enable upgrade.

Caution

- You cannot collect files when upgrading the body camera(s).
- DO NOT cut off the power during upgrade. The body camera(s) will reboot automatically after upgrade.

5.8.2 Upgrade Software

You can upgrade the software.

Before You Start

Save the upgrade file to the local storage.

Steps

1. Go to **Settings → Upgrade → Upgrade Software** .
2. Select **Browse** to select and open the upgrade file.
3. Enable upgrade.

Caution

You cannot collect files when upgrading the software.

Result

The software will reboot automatically after upgrade.

5.9 Set Notification Mode

You can set the system notification mode of the software.

Steps

1. Go to **Settings → Notification** .
2. Select **Notification Mode**.
3. Select **Save**.

5.10 Disable Process

The software can detect the running processes and disable them.

Steps

1. Go to **Settings → Process Blocklist** .
2. Select **Add**.
3. Enter the process name.
4. Select **OK**.
5. **Optional:** Check the process(s), and select **Delete** to delete.

Example

Enter ***iexplore.exe***. Then the software will detect if the IE explorer is running. If it is running, the software will disable the process.

Chapter 6 Accessing by Web Browser

6.1 Login and Logout

The software supports accessing via web browser.

Before You Start
The dock station has been connected to the network.

Steps
1. Set the IP address of the dock station to ensure the software is well communicated with the computer.

   Note

   Refer to the corresponding operating system user manual for IP address configuration.
2. Enter ***http://dock station IP address:port No.*** in the address bar of the browser, and press **Enter** on the keyboard.

   Example

   Enter ***http://192.168.1.64:5651***.
3. **Optional:** Select the language.
4. Enter the admin user name and password, or the linked user No. and password, and select **Login**.

   Note

   If you fail to visit the IP address when the network is well connected, you can disable protection mode of the browser. Then restart the browser.
5. **Optional:** Click the admin user name or the linked user No. on the upper right corner, and select **Exit** to log out.

6.2 Manage File

6.2.1 Search File

You can search files collected from body cameras via web browser.

Steps
1. Set the search conditions.
2. Click **Search**.

   The searched files will be displayed in the list. You can view the thumbnails of the files, file information, upload status, etc.

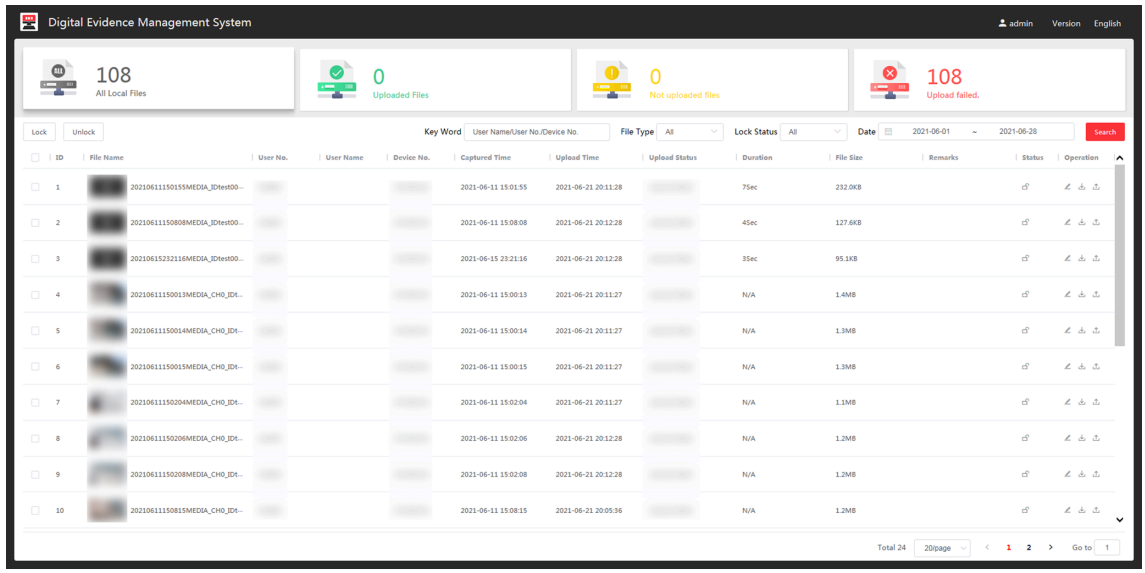

Figure 6-1 File List

Note

If the platform is not connected, the upload status tab and information will not display.

6.2.2 Play and Edit File

You can play and edit the searched files via web browser.

Steps

1. Search files.
2. Click the file thumbnail to play.

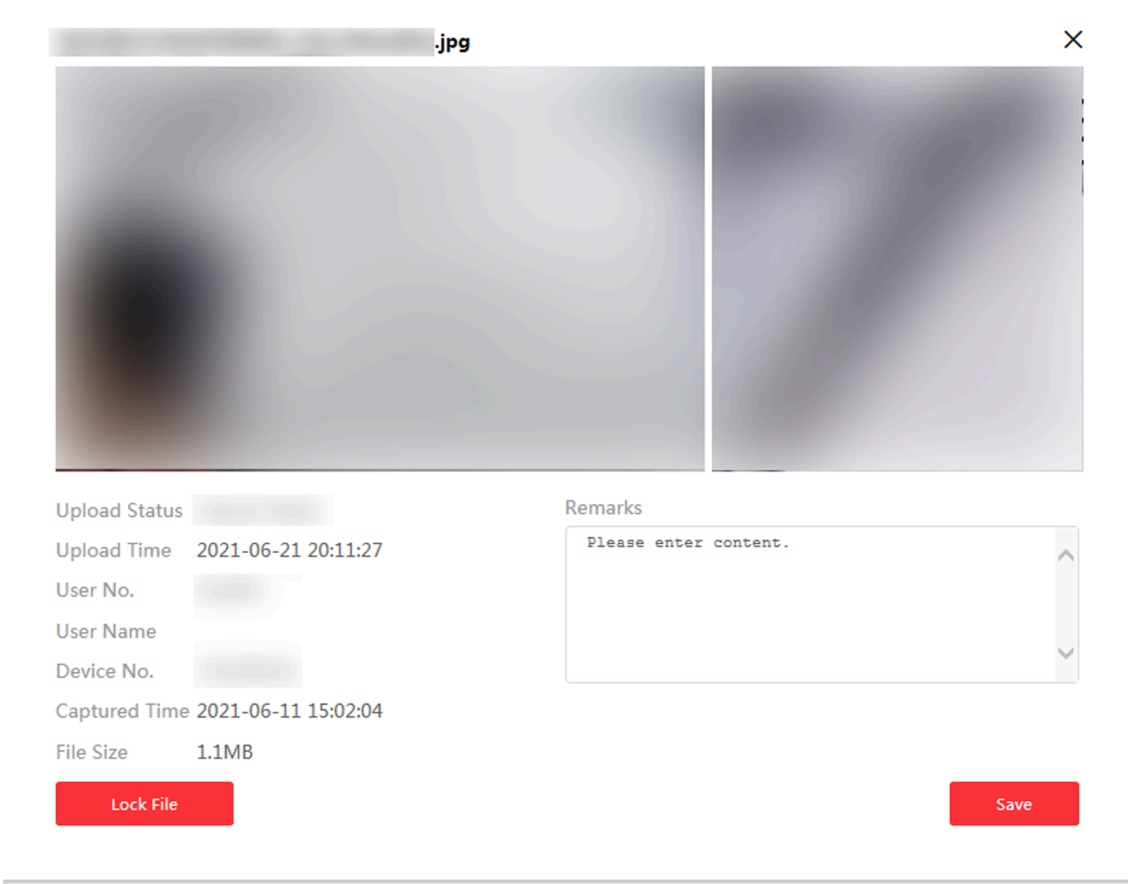

Figure 6-2 Play File

Note

- If there is GPS file in the video, when you play the video, the GPS information will be displayed.
- For picture files, you can place the cursor on the left side, the area will be magnified on the right side.

3. **Optional:** Add file description in the text filed, and click **Save**.

Note

You can also click to add file description on the file list.

4. **Optional:** Other operations.

Start video play.

Pause video play.

6.2.3 Lock File

Lock important files to prevent them from being overwritten or accidentally deleted.

Steps

1. Search files.
2. Lock or unlock files.
   - Click the file thumbnail to play. Click **Lock File** to lock it. Click **Unlock File** to unlock it.
   - Click of the file item to lock a single file. Click to unlock it.
   - Check multiple items of files, and click **Lock** to lock the selected files in batch. Click **Unlock** to unlock them in batch.

Result

The locked files cannot be deleted or overwritten.

6.2.4 Upload File

If the software has been connected to the platform, the collected files will be uploaded to the platform automatically. Follow the steps below to re-upload the collected files.

Before You Start

The software has been connected to the platform.

Steps

1. Search files.
2. Click of the file item to upload it to the platform.

Result

The uploaded files will be marked as "Uploaded Files" in the file list.

6.2.5 Back up File

You can back up the files to the computer.

Steps

1. Search files.
2. Click of the file item to download it to the computer.

See Far, Go Further