10-8 VIDEO LLC.
DIGITAL EVIDENCE SOLUTIONS

10-8 Body Camera

User Manual

Warranty Details

- One (1) year free replacement of any failed component.

How to Get Support

1. Visit the Warranty Parts Replacement form on our web site: http://www.10-8video.com/support/warranty-form/

2. Fill out and submit the form.

10-8 Digital Video Evidence Solutions
1423 Huntsville Hwy.
Fayetteville, TN 37334
Tel: (888) 788-1048 • (931) 262-2221
Fax: (931) 233-1263
World Wide Web: www.10-8Video.com

Shipping Address

10-8 Video Digital Evidence Solutions
1423 Huntsville, Hwy.
Fayetteville, TN 37334

Phone Numbers

(888) 788-1048 • (931) 262-2221
(931) 233-1263 (FAX)

Contents

Thank you for purchasing the 10-8 BC-1 Body Camera. To prevent any damage to the unit causing a reduction of its life span, we recommend reading this User Manual carefully before using the device.

Overview

This digital police enforcement DVR provides the officer with state of the art capabilities such as high-definition digital video recording, still image capture capabilities, high-speed USB data transmission and USB charging.

Package Contents

Your 10-8 BC-1 Body Camera will have shipped with the following items, please take the time to confirm you have the following items:

- 1 - Body Camera
- 1 - Instruction Manual
- 1 - 12V Car Charger
- 1 - 120V Charger
- 1 - USB Cable
- 1 - Mic Cable (Optional)

IMPORTANT!
READ THIS FIRST

Before using your new BC-1 Body Camera for the first time, we recommend performing the following steps to maximize the usability of your new BC-1 Body Camera.

Body Camera Setup

1. Charge the BC-1 Body Camera using the 120 Volt, 12 Volt or USB cable.
   See *Charging the Battery* section for details.

2. Install the software using the *Installing the BC-1 Software* section below as a guide.

Setting Up the BC-1 Software

The software is designed to install like any typical Windows program. The first time you run the BC-1 software you will need to configure it. This process only needs to be completed once. **Read through these instructions completely before beginning.**

1. Start the BC-1 Body Camera software. A welcome screen will display while it is loading.

2. The first screen you will be presented with will establish the primary administrator account. This person will be the primary user and software administrator.

3. Enter the Administrator's user name and password and click on the *"Next" button.*

> ⓘ For maximum security we recommend using random characters, symbols and numbers in your password. For more tips on creating secure passwords read this article: http://goo.gl/vZG9PZ

4. Now choose the location on the computer's hard drive where videos from your BC-1 Body Camera will be stored. This location can be anywhere on the local system or on a network.

> **i** Ensure the location you choose to store your files has sufficient space. Video files can consume large amounts of storage space.

5. Choose whether to enable the Auto Delete Feature and its duration by entering a number in the box or disabling it by leaving the field alone.

> **i** The **Auto Delete** function is designed to keep your storage system from filling up too quickly. Files that are tagged to keep will not be deleted during the cleaning process. To disable the **Auto Delete** function completely, set the number of days to 0.

6. Click on the *"Next" button* to continue.

7. Next you'll set up the basic call types that will be available to help officers categorize and tag videos. Example call types would be DUI, Assault, Domestic, etc. You can add more later if needed.

7. Click on the *"Next" button* to continue.

8. Now you will be adding officers that will be issued the BC-1 Body Cameras. You will also need to decide who has administrator rights to the software.

> **i** **Administrators** have more authority and can change passwords, review all user videos, etc.
> **Non-Administrator** users can archive and tag videos and only review videos taken by them.

9. Enter the officer's badge ID, their name and set their access level. The officer's badge number along with the date and time will be recorded on each video the BC-1 Body Camera records.

10. Click on the *"Save Officer Account"* button to save their account.

11. When you are finished adding officer accounts, click on the *"Next" button* at the bottom of the window.

12. Now you are going to associate each BC-1 Body Camera with the officer accounts you just set up.

Associating a BC-1 Camera with Its Officer Account

1. Click on the *"Find Body Camera" button*. The software and computer will begin searching for the BC-1 Body Camera.

2. Plug in a single BC-1 Body Camera to the computer

> **i** If this is the first time you have connected the BC-1 Body Camera to this computer, you may have to wait for your computer to automatically install the proper drivers.

3. Once the computer detects the BC-1 Body Camera, the BC-1 Body Camera will beep and the LCD screen will turn off.

4. Once the software detects the BC-1 Body Camera, assign an officer to it by choosing the officer's account and clicking the *"Assign" button*.

5. When the software has finishing assigning the officer to the BC-1 Body Camera disconnect the BC-1 Body Camera from the computer.

6. Repeat steps 1 - 6 as needed. When complete, click the *"Done"* button.

> **i** If you connect the BC-1 Body Camera to a computer and do not have the software running, it will only charge its battery and you cannot access the camera's internal files.

Lens
Recording
Microphone
Speaker

IR LEDS
Microphone
USB
LED Status Indicator

Walkie
Cable

Earphone

Clamp

1.5" LCD Screen

Talk

REC/Down

USB Port

Water Tight
Seal

Earphone Jack

Power Play   Selection
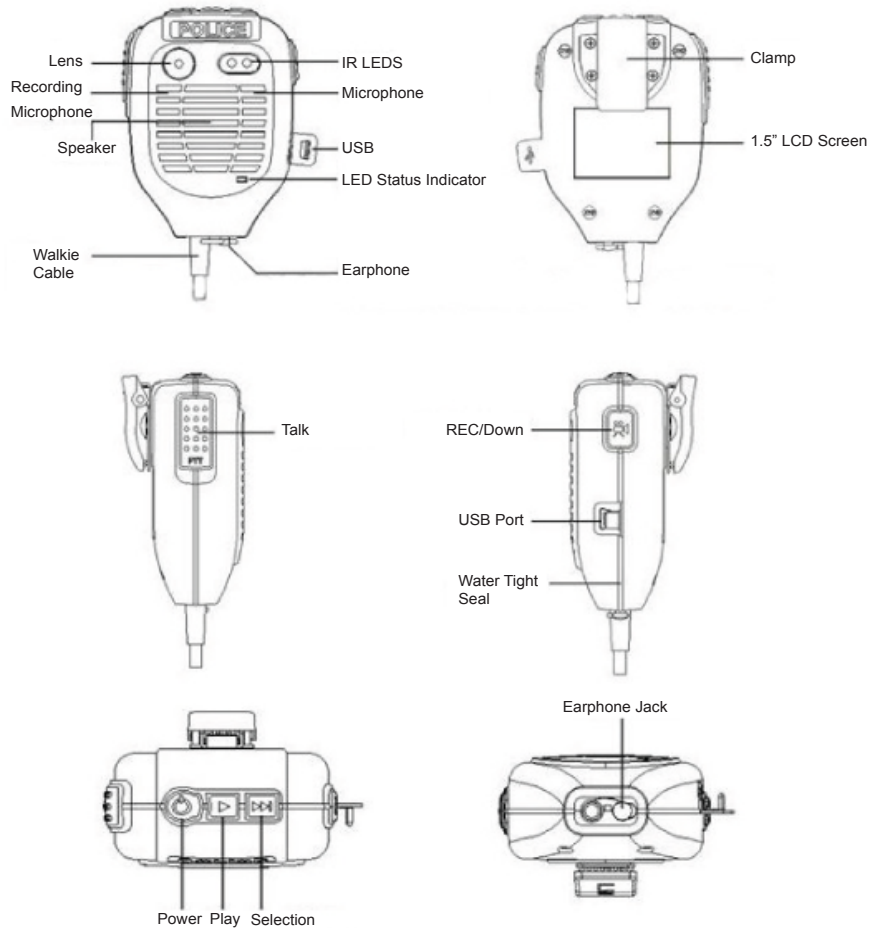
FIG. 1

Body Camera Diagram

Power On/Off

Power On:

1. Press and hold the "*Power" button* until the device beeps.

2. The *LED Status Indicator* will light up green and the *LCD screen* will display the 10-8 Video logo.

3. After a few minutes of inactivity, the system will then enter into *recording standby mode* and the L*ED Status Indicator* will remain lit green.

4. The *LCD screen* will display the currently recording interface and your body camera is ready to use.

Power Off:

1. Press and hold the "Power" button for at least three seconds.

2. The current file will be saved to the internal storage and the device will power down.

> ⓘ When the recorder is in *standby mode* if there is no interaction with it for more than thirty (30) seconds the *LCD screen* will turn off.

> ⓘ The recorder will automatically power off when the battery is low.

Operation

Video Recording & Playback

Recording Video

1. Briefly press the *"REC" button* until the *LED Status Indicator* lights up red. The BC=1 Body Camera will beep audibly.

2. The BC-1 Body Camera will enter into *Video Recording Mode* (FIG. 2) and begin to record. It will save a file every 10 minutes.

> ⓘ If lighting is insufficient, the recorder will automatically enable **Night Mode** and the IR LED. It will automatically return to the normal recording mode when lighting conditions improve.

Stop Recording Video

1. Press the *"REC" button* until the *LED Status Indicator* lights up green.

2. The BC-1 Body Camera will enter *Recording Standby Mode*. (FIG. 3)

Video Playback

1. Press the *"Play" button* until the BC-1 Body Camera enters into *Playback Mode*. (FIG. 4)

2. To play the currently recording file, press the "*Play" button* again.

3. To play another file, use the *"Selection" button* to cycle through the files. Press the *"Play" button* when you've found the file to play it.

Stop Video Playback

1. Press the *"Play" button* to stop the currently playing file and enter into *Playback Standby Mode*. (FIG. 5)
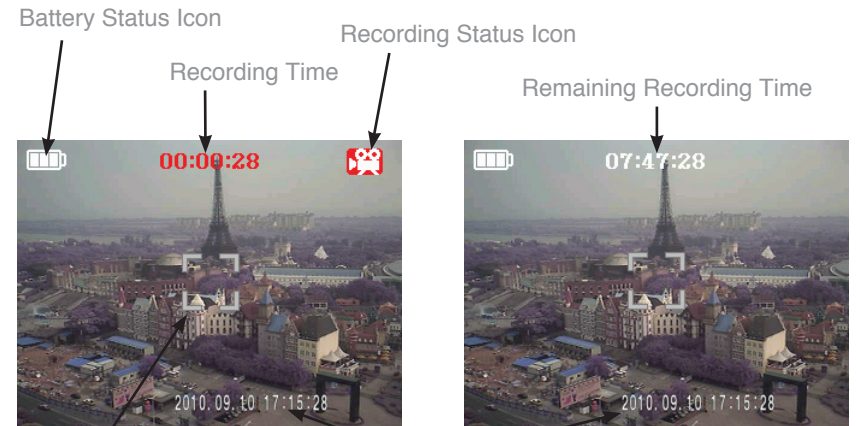
Battery Status Icon

Recording Status Icon

Recording Time

Remaining Recording Time

Focus Area

FIG. 2

Current Date & Time

FIG. 3

Video Recording Mode

Video Standby Mode

Current Playback Time

Playback Mode Icon

Video File Icon

Play Status

Current File Number

FIG. 4

Playing Time

FIG. 5

Playback Mode

Playback Standby Mode

Operation

Recording and Playing Audio

Recording Audio

1. Press and hold the *"REC" button* for about 2 seconds.

2. The BC-1 Body Camera will beep, and the *LED Status Indicator* will light up yellow indicating it has begun recording audio only.

3. The *LCD Screen* will show the *Audio Recording Mode Screen* (FIG. 6)

Stop Recording Audio

1. Press the *"REC" button* until the *LED Status Indicator* lights up green.

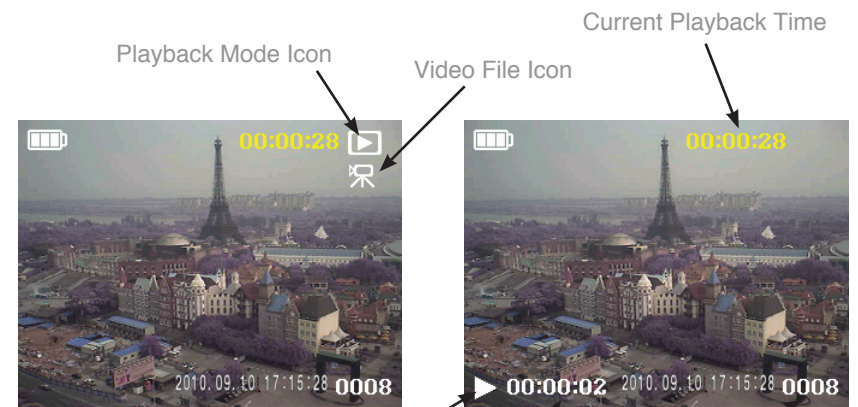2. The BC-1 Body Camera will enter *Recording Standby Mode*. (FIG. 3)

Audio Playback

1. Press and hold the *"Playback" button* until the BC-1 Body Camera enters into *Playback Mode*. (FIG. 4)

2. Use the *"Selection" button* to cycle through the files.

3. To play the currently selected file, press the "*Play" button*. When playing an audio file, the *Audio Playback Screen* will display. (FIG. 7)

Stop Audio Playback

1. Press the *"Play" button* to stop the currently playing file and enter into *Playback Standby Mode*. (FIG. 5)

Taking a Photo

1. Make sure the BC-1 Body Camera is in *Recording Standby Mode* by exiting any currently active mode.

2. Press the *"Selection" button* to take a picture and the *LED Status Indicator* will flash red.

View Photos

1. Press and hold the *"Playback" button* until the BC-1 Body Camera enters into *Playback Mode*. (FIG. 4)

2. Use the *"Selection" button* to cycle through the files.

Exit Playback Mode

1. To exit the *Playback Standby Mode*, press the Power Button once.

2. The BC-1 Body Camera will return to the *Recording Standby Mode*.

FIG. 6
Audio Recording Mode
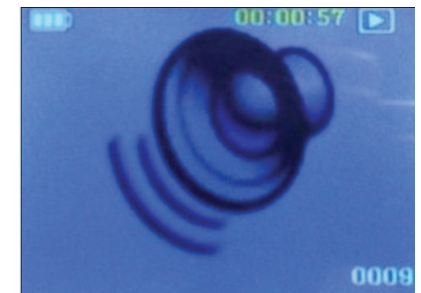
FIG. 7
Audio Playback Mode

Operation

Charging the Battery

There are three ways to charge your 10-8 BC-1 Body Camera:

- 120 Volt Charger (Fastest Charge Rate)
- 12 Volt car charger (Fast)
- USB cable connected to a powered USB computer port (Slow)

> ⓘ A new, or completely drained BC-1 Body Camera battery can take 6-8 hours to charge fully.

Charging Battery with USB Cable

1. Connect a USB cable with a compatible connector to a computer.
2. Connect the USB cable to the USB port on the body camera.

Battery Status Icons

🔋 Low Power   🔋 Not Fully Charged   🔋 Fully Charged

During charging the *LED Status Indicator* will light up red, the LCD screen will display "MSDC" and the battery icon. After 10 seconds the BC-1 Body Camera will enable the screensaver for the LCD. Press any button on the BC-1 Body Camera to exit the screensaver.

When the battery is fully charged, the red *LED Status Indicator* will turn off and the battery status icon will display the "Fully Charged" icon.

Factory Reset

Press and hold both the *"Power"* and *"REC"* buttons to reset the BC-1 Body Camera to its factory defaults.

> ⚠ Caution: Do not perform a Factory Reset while recording or while the device is connected to a computer. Doing so may cause file corruption and/or damage the internal memory.

Software

Using the Software

In order to access the files on the BC-1 Body Camera, the software must be running before plugging the BC-1 Body Camera into your computer.

1. Start the BC-1 Body Camera software.

2. Enter your badge number and password to log in. If you are an administrator, enter your user name into the *Badge Number field*.

> **ⓘ** Non-Administrator users will not have a password assigned to them by default. When they first use the system, their default password will be their badge number.
>
> It is strongly suggested that they change their account password the first time they use the software. See the section *Changing Your Software Password* for details.

3. Plug the BC-1 Body Camera into your computer using the supplied USB cable.

> **ⓘ** If you connect a BC-1 Body Camera that has not been assigned to an officer, a prompt will appear asking you to do so. Only an administrator account can assign BC-1 Body Camera to an officer.

4. Once the computer detects that the BC-1 Body Camera has been connected to it, the BC-1 Body Camera will beep and its LCD screen will turn off.

5. At this point the software is copying the files from the BC-1 Body Camera to your designated storage location. **DO NOT** disconnect it during this process. Note the small window displaying the progress of the archiving process.

> **ⓘ** As long as the software is running (whether or not anyone is logged in) and a BC-1 that has been assigned is plugged in, a box will appear asking if you want to archive the BC-1's files. If you confirm, a status page appears showing the BC-1(s) that are connected and their archiving progress. After a BC-1 has been archived, it will go in to charge only mode and can not be accessed. If you choose not to archive, it will only charge the BC-1.

Once the files appear in the main interface you can perform any of the following tasks:

Managing Files

From the main interface (*"Recent Archives" tab*) you can view the media, tag the files with more information, print a report on a file and view the file's access log.

Sorting Files

Click on the column name to sort the files by that column's properties.

Viewing a File

1. Click once on the green *"Play" icon* in the row of file to view it.

2. Once loaded, the file will display in a new window.

Editing a File's Info or "Tags"

You must have administrative privileges to edit file information.

1. Click once on the *Tag Icon* of file you wish to edit.

2. Use the form that pops up to add/edit/remove any relevant information to the media clip.

3. Click the *"Save" button* within the popup window to record your changes.

Software

Generating a Report

The BC-1 Body Camera software will allow you to automatically generate a HTML-based report summarizing all the stored information about a particular media file. This report can easily be opened in any modern web browser. The report can then be printed using normal methods.

1. Click on the *Create Report* icon.

2. The report file will be generated in the folder you designate, along with a copy of the video file. Both files are required if you are to view if you are to view this report on another device.

Deleting Files

It's not necessary to delete your files from the BC-1 Body Camera once the files are backed up to the central file repository. When the BC-1 Body Camera's internal storage is filled to capacity it is designed to automatically overwrite the oldest files.

This eliminates the need to worry about maintaining an empty storage card. Just make sure your BC-1 is regularly synced with the BC-1 Body Camera Software and all of your files are preserved. However, for convenience, we have included the ability to delete individual files via the admin interface.

Backing Up Files

Every time you connect your BC-1 Body Camera to your designated computer you have the option of archiving your files to your file repository. Just remember to sync your BC-1 Body Cameras regularly to your designated repository computer.

> *i* To save time backing up your files and to reduce file redundancy, only files that have not already been backed up are copied each time you connect the BC-1 Body Camera to your computer.

Viewing a File's Access Log

Each time a file is archived, accessed or altered in any way it is recorded in the file's access log. To access a file's individual access report, click on the *Access Log Icon* in the row of the file you wish to view.

Searching for Files

From the main interface (*"Search" tab*) you can search for a specific file or files by clicking on the *Search* tab and using the form to locate the file(s) you are looking to locate.

Software Administration

The following tasks are all located under the main interface's *"Admin" tab*.

Managing Call Types

1. Click on the *"Admin" tab* located at the top of the main window.

2. Click the *"Call Types" tab* located at the top left of the window.

3. In the window that appears, you can either delete or create new call types.

Software

Administrating Officer Accounts

The following features are only available to an user account possessing an Administrator account level.

Creating a New Officer Account

1. Click on the *"Admin" tab* located at the top of the window.

2. Click on the *"Officer Accounts" tab* that appears on the left side of the screen.

3. Fill out the officer's badge number, name and select if their account should have administrator level access to the software.

4. Click the *"Save Officer" button* to record the account to the database.

Editing an Officer's Account

User accounts can be accessed by clicking on the *"Admin" tab* located at the top of the main window. Then click on the *"Officer Accounts" tab* that appears on the left side of the window.

Change an Officer's Name

1. To change the name of an officer associated with a badge number, double click on the name of the account you wish to edit.

2. Make your changes and press the *"Enter" key* on your keyboard to save the changes.

Change an Officer's Administrator Rights

- Check or un-check the "*Admin" check box* for the desired account.

Deactivate an Officer's Account

- Check or un-check the "*InActive" check box* for the desired account.

> (*i*)   Badge numbers cannot be edited.

Officer Account Permissions

There are two levels of access to the BC-1 Body Camera software - "Normal" and "Administrator".

Administrators can:

- Manage accounts - create & edit.
- Change their password.
- Edit media file tags for all files.

Normal Users Can:

- View & edit tags for their files.
- Change their software account password.

Deleting an Officer's Account

In order to keep an officer's media intact for possible use in a future case, user accounts cannot be deleted. However, accounts can be deactivated using the Admin section of the software.

Managing Archive Location

You can change where the files are stored and set the auto delete duration amount by:

1. Click on the *"Admin" tab* located at the top of the window.

2. Click on the *"Archive" tab* that appears on the left side of the screen.

3. Make your desired changes and click the *"Save" button*.

Software

Changing Your Software Password

Changing your password can only be done when you first start the BC-1 Body Camera software.

1. Start the BC-1 Body Camera software.

2. Click on the *"Change Account Password" button* in the login window.

3. Enter your badge number or if you are the Administrator your user name.

4. Enter your current or "old" password.

5. Enter your desired new password.

6. Click the *"Save" button*.

Reassigning A BC-1 Camera To An Officer

1. If the officer's account isn't already created, do so now. See the **Creating a New Officer Account** section.

1. Plug in a single BC-1 Body Camera to the computer

2. Once the computer detects the BC-1 Body Camera, the BC-1 Body Camera will beep and the LCD screen will turn off.

3. Click on the *"Find Body Camera" button*. The software and computer will search for the BC-1 Body Camera.

4. Once the software detects the BC-1 Body Camera, assign an officer to it by choosing the officer's account and clicking the *"Assign" button*.

5. When the software has finishing assigning the officer to the BC-1 Body Camera disconnect the BC-1 Body Camera from the computer.

> ⓘ If you connect the BC-1 Body Camera to a computer and do not have the software running, it will only charge its battery and you cannot access the camera's internal files.

Accessing A BC-1 Body Camera's Internal Storage

Located under the *"Admin > Body Camera" tab* this utility will allow you to access the files on a connected BC-1 Body Camera as if it were a external storage device.

1. Make sure if you have any BC-1 Body Cameras currently connected, disconnect them now.

2. Click the *"Browse Body Camera Storage" button*.

3. Connect the BC-1 Body Camera you wish to browse to the computer.

4. Wait for the device to be detected and perform any necessary tasks.

Hiding/Showing Drive Letters

The software provides the ability to show or hide all drive letters from drive E: to Drive Z: using this utility.

Managing The Database

The BC-1 Body Camera software comes with utilities to manage the database which maintains all the data collected from the body cameras. These utilities are located under the *"Admin > Manage Database" tab* of the main administrator screen.

Repair Utility

This utility runs a scan on the current database to find and fix database entries without any associated files on the disk.

Delete Database

This utility **deletes the existing database completely** and closes the application.

Use this before uninstalling the application if you **do not** wish to keep your data.

The 10-8 BC-1 Body Camera utilizes both audible ("beeps") and visual (LED lights and LCD screen) indicators to inform you of the status and health of the device. Refer to the charts below for more information.

LED Status Indicator Lights

LED Color	LED Duration	Explanation
Green	On/Solid	Power is on. System normal. In *Recording Standby Mode*.
Yellow	On/Solid	Recording audio in progress.
Red	On/Solid	Recording video in progress.
Red	Blink/Flash	In photograph mode indicates photo being taken.
Red	On/Solid	When charging indicated device is being charged. LED goes out when fully charged.

Audio Indicators

"Beeps"	Explanation
SIngle Beep	Photo taken.
Four (4) beeps	Memory card is full. The LCD screen will also display "Memory Card Full".
Five (5) beeps every three (3) minutes	Battery low. The camera will begin to shutdown within 20 minutes of this warning.

i If the BC-1 Body Camera has to stop recording due to a full storage card or low battery, it will automatically stop recording, save and close the file to ensure the integrity of the data.

Brand Name:	10-8
Model Name:	10-8 BC-1
Specifications:	• Loop Recording • Industrial grade for extreme conditions & reliability • Can replace existing mic for most major brand walkies • Drop/shock & water resistant • Same size as most existing walkie mics • IR with automatic switching in low/no light conditions • 360° rotatable buckle • Password protected files • Includes 32GB memory • Up to 6 hours continuous recording (48 hrs standby)
Camera Sensor:	5.0 mega pixels CMOS
Video Format:	AVI
Video Resolution:	720x480 pixels, 30fps
Picture Format:	JPEG
Picture Resolution:	12 mega pixels
Field of View:	120°
Text Overlay:	Off / Date / Date & Time / Officer ID
Languages:	English
Memory:	32GB
Battery:	1600mA, Rechargeable Lithium-ion Battery
Color:	Black
Dimensions:	96 x 64 x 33 (mm)
Net Weight:	141g
Includes:	• 1 - USB cable • 1 - AC Adapter (110-240V) • 1 - 12v Cigarette Adapter Charger • 1 - User Manual
Optional Accessories:	• Connector cable with intercom