Docking Station Guide

ToooAir TC500 8-Way Docking Station

Contents

ToooAir TC500 8-Way Docking Station

ToooAir TC500 8-Way Docking Station guide is an in-depth guide to the user control and settings definitions of the MyDocking application. The MyDocking application requires an initial setup before transferring data. Please follow the below instructions to begin operating the docking station.

Minimum System requirements
Windows XP, 7, 8, 10
CPU: >= 2.0 GHz
RAM: 4 GB
Storage: >= 2000GB

Initial Setup

Connect the docking station to PC via the USB cable and connect power.

Power on the docking station.

From the docking station drive (Should be a connected USB Drive) located in the MyDocking folder double left click to launch the MyDocking.exe.
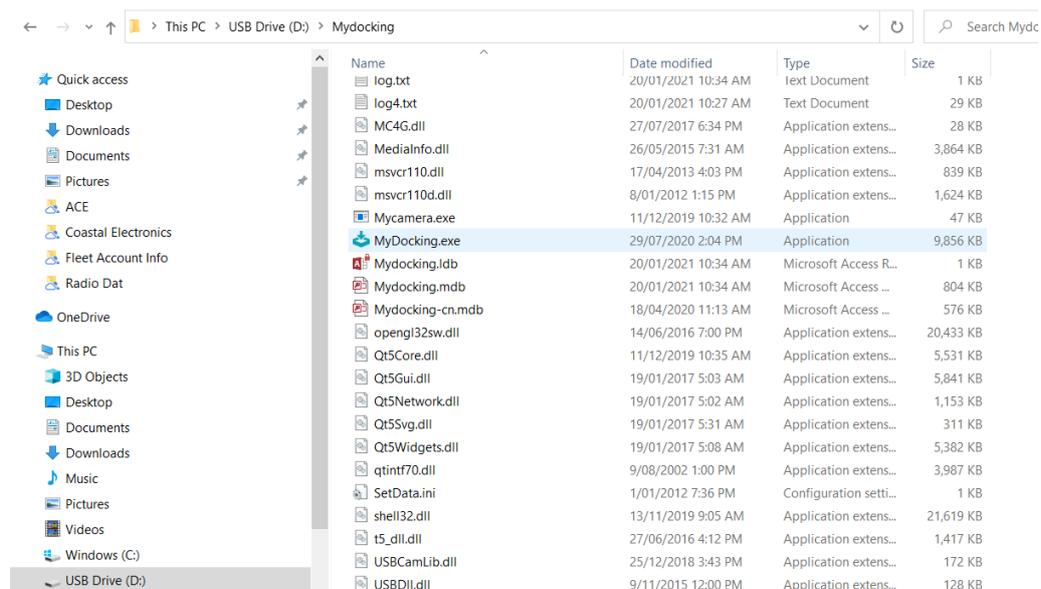
Select desired language
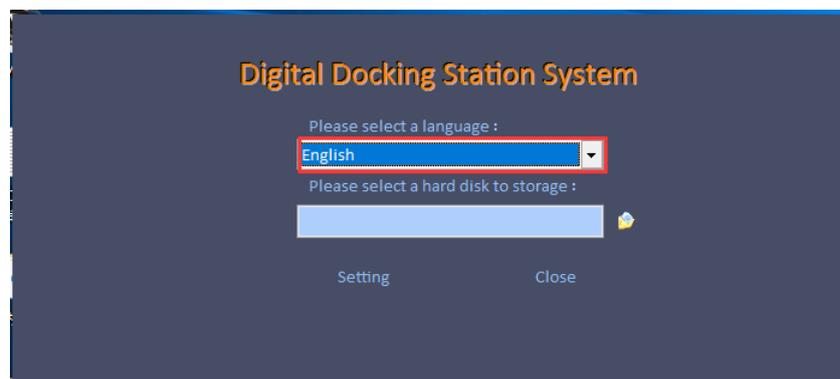
Select save location

Please note the docking station creates a directory Media on the selected hard disk.

Left click Setting to finalize.

Desktop Shortcut

While in the MyDocking folder, right click on MyDocking.exe and hover Send To and select Desktop (create shortcut). You will be able to launch the docking station software from your desktop in the future.
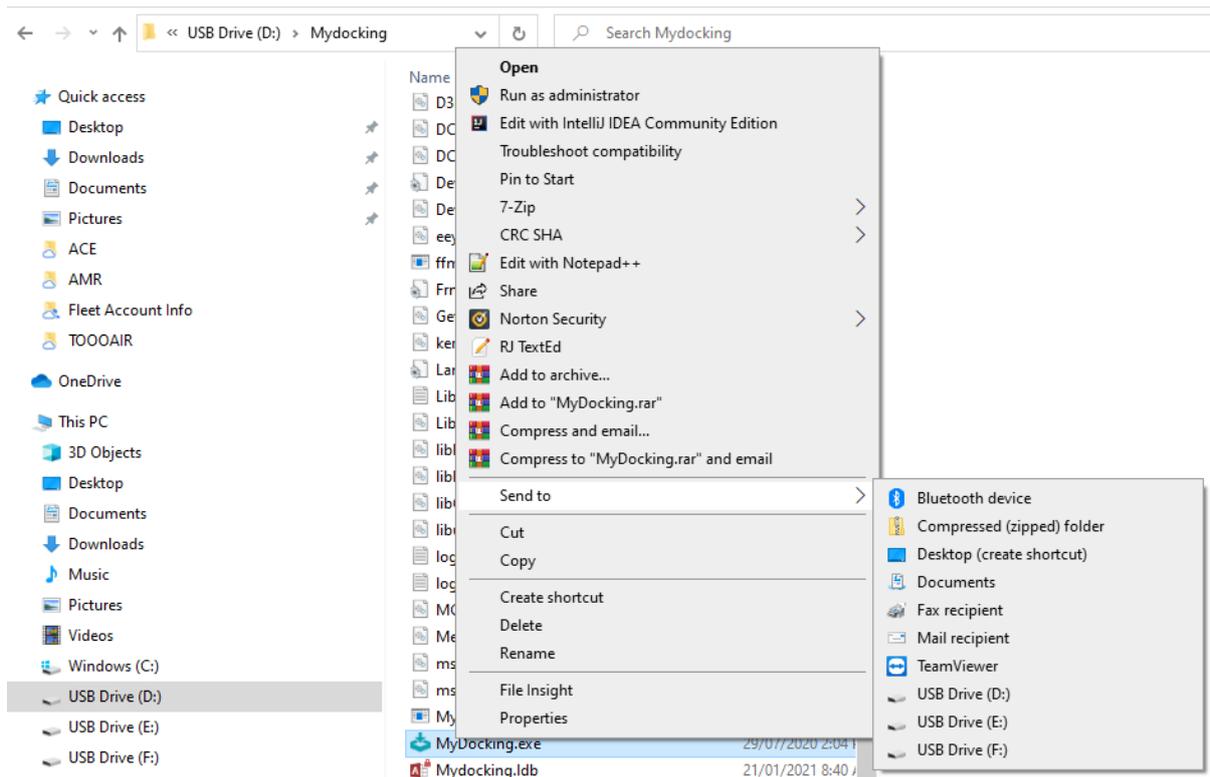
Docking Station Bay Interface

Each bay displays;

Device ID – TC500 Serial Number

Officer ID – ID assigned to Serial Number

Officer – Name assigned to Officer ID

Size – Total size of data to be transferred (0 = completed)

Quantity – Total files remaining to be transferred (0 = completed)

Live PC Display

The docking station interface displays the live CPU, RAM and Disk space usage.

Menu Bar

The menu bar is comprised of;

 Minimize – Minimize the docking station interface

 Review Files – Access to data and user management

 Change Password – Revise User Password

 Exit System – Close the docking station application

System Settings

Left click Review Files, enter credentials provided and click login. By default, user credentials are

- User No: admin
- Password: 888

If you do not have your credentials please contact your local ToooAir dealer.
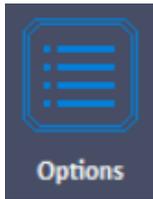
 Left click Options
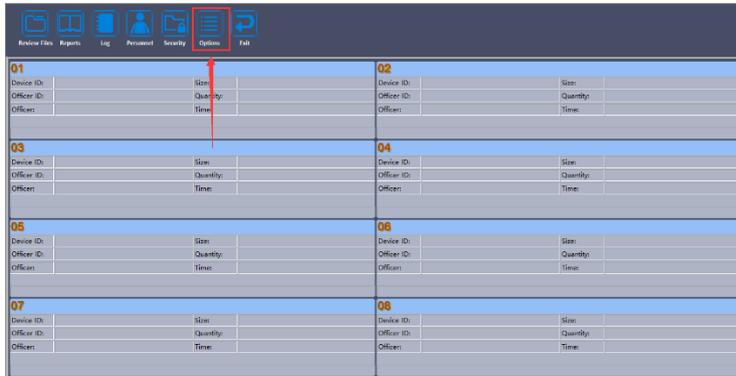
Options Display
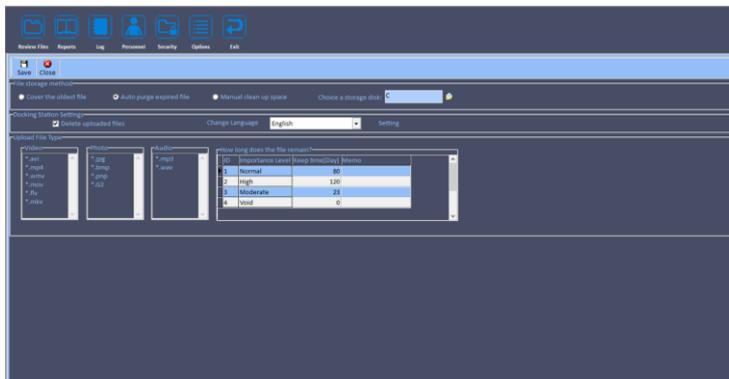
From the options display you can customize the data storage path and data retention time.

File Storage Options

The file storage options include;

Cover the oldest file – Once the HDD is full the oldest files will be overwritten for future transfers.

Auto purge expired files – Files that have expired from the number of days set for file retention will be overwritten.

Manual clean up space – The docking station software will not overwrite or delete files if the HDD is full.

Delete uploaded files – The docking station will delete files on the TC500 camera after the files have been transferred to the HDD.

Officer ID

The TC500 body worn camera can be allocated to an Officer ID for user file management.

 Left click Personnel
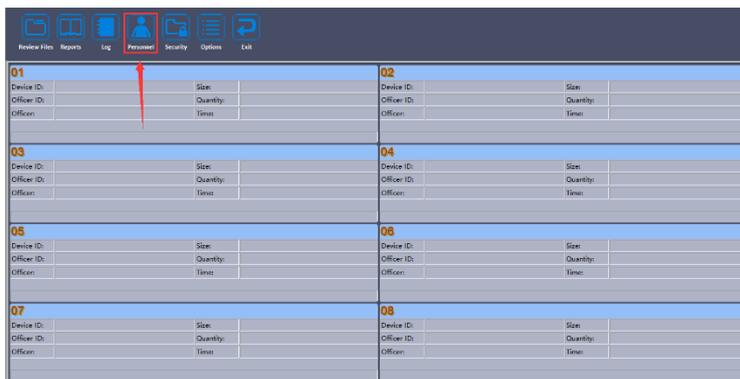
Left click Add
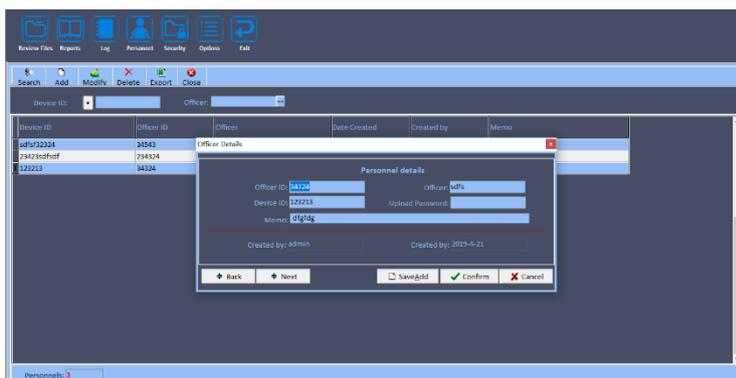
Officer Details

Officer ID – enter a numeric value

Device ID – enter the serial number of TC500, please note this step is important the serial number is entered correctly and is case sensitive. (IE TL200806200352)

Officer – enter officers name or operator (IE Bob or Guard 1)

Upload Password – Enter password or leave blank

Memo – Add a meaningful description to the officer (IE Alpha Group)

Left click Confirm to create the new officer, the data transferred from the TC500 TL200806200352 will now have all files linked to this officer.

ToooAir

Transfer Files

After completing initial setup, you are now ready to transfer files from the TC500 body worn camera to your HDD. While the docking station software is running and the TC500 is powered on. Place the TC500 into the docking station and the transfer will automatically start transferring data to the set HDD.

Please note, the TC500 must be powered on for data transfer.

Review Files

 After the transfer has completed, left click Review Files to view the transferred files.

The search query can be customized for an in-depth search, select search parameters and left click Search to perform the customized query.

Left click a file and left click Play this will playback the selected file.

Left click a file and left click Download this will launch a Save As dialogue to save the file to a custom location.

Left click a file and left click Burn Disc this will launch a Disk burn tool; this tool can be used to burn files to DVDs.

Left click Export and select columns to export, left click export. This will export the current search query results.

Left click Import and select a drive to import files, please note the file structure must follow ID@yyyymmddhhnnss.*

Left click a file and left click Delete, this will delete the selected file. Please note this cannot be UNDONE.

Left click a file and left click Protect, this will prevent the file from being deleted or overwritten. A tick in the Protected column signifies if a file is protected.

Left click a file and left click Unprotect, this will remove the files protection and allow the file to be deleted.

File Information

Left click a file and left click Detail or double left clicking a file will display the files information.
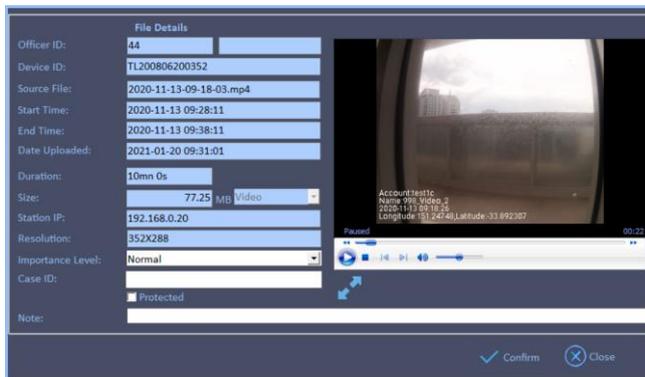
From the file's information display you can adjust the importance level, Case ID, Protected Status and add a meaningful note for the file.

Importance Level – Is affected by the expiration time for file retention and can also be used for advanced query search requests.

Case ID – Can be used for advanced query search requests (Example Shop A incident)

Protected – Protecting a file prevents the docking station software from overwriting or deleting the file. The protected file will be retained permanently or until unprotected.

Note – Leave a meaningful comment regarding the file. (Karen was not wearing a facemask)

Report
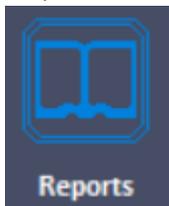
 Left clicking Reports displays the total file statistics and file charts the docking station has transferred.
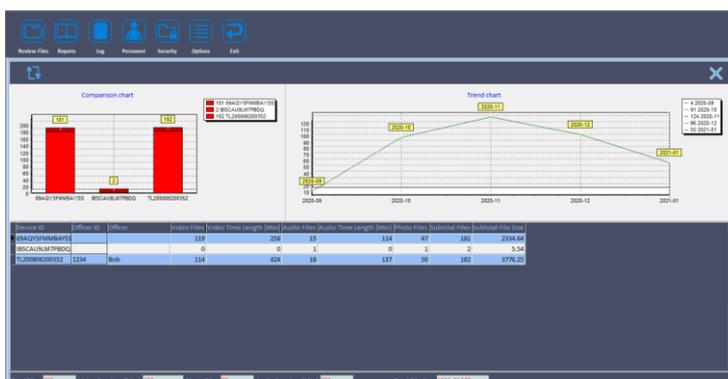
Logs
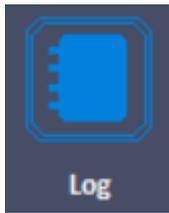
 The docking station software keeps a log for every user action. Left click Logs to access the logs display.
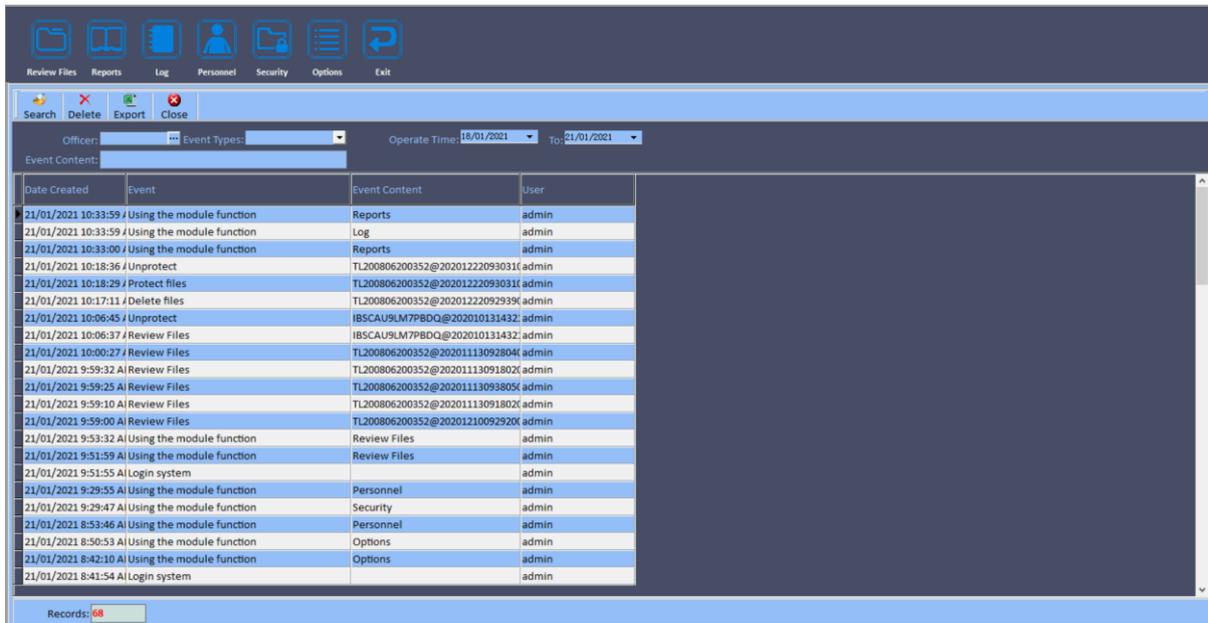
The search query can be customized for an in-depth search, select search parameters and left click Search to perform the customized query.

Left click a log and left click Delete, this will delete the log. Please note this cannot be UNDONE.

Left click Export and select columns to export, left click export. This will export the current search query results.

Log entries are retained for 6 months.

ToooAir

Security

 The docking station software can have multiple administrators or users managing the software and file database. Left click Security to access the security display.
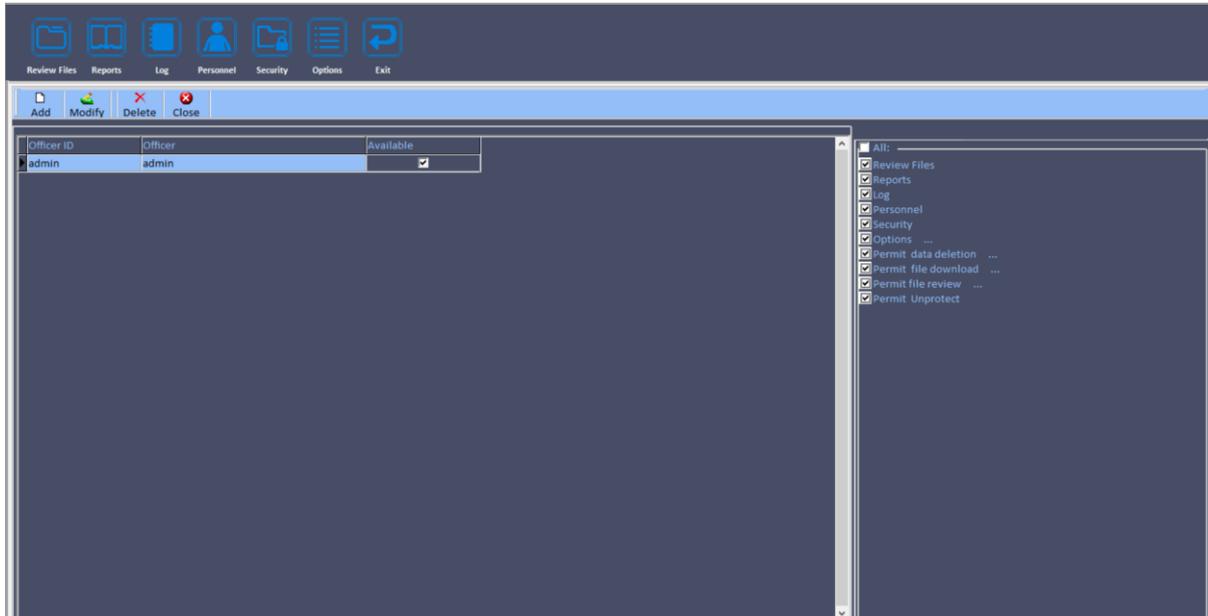
Left click Add to create a new user, enter the user credentials. Please note the password must be at least 6 digits and include a numerical and alphabetical value.

You can select an officer created previously that was used to link the TC500 body worn camera.

Please note, ticking available means the user account can be used. This can be de-ticked to prevent the user account from being accessed. (IE staff member leaves company)

ToooAir

Left click the user you have just created to adjust the user's permissions. With the desired user selected left click the permissions on the right-hand side, the tick signifies enabled.
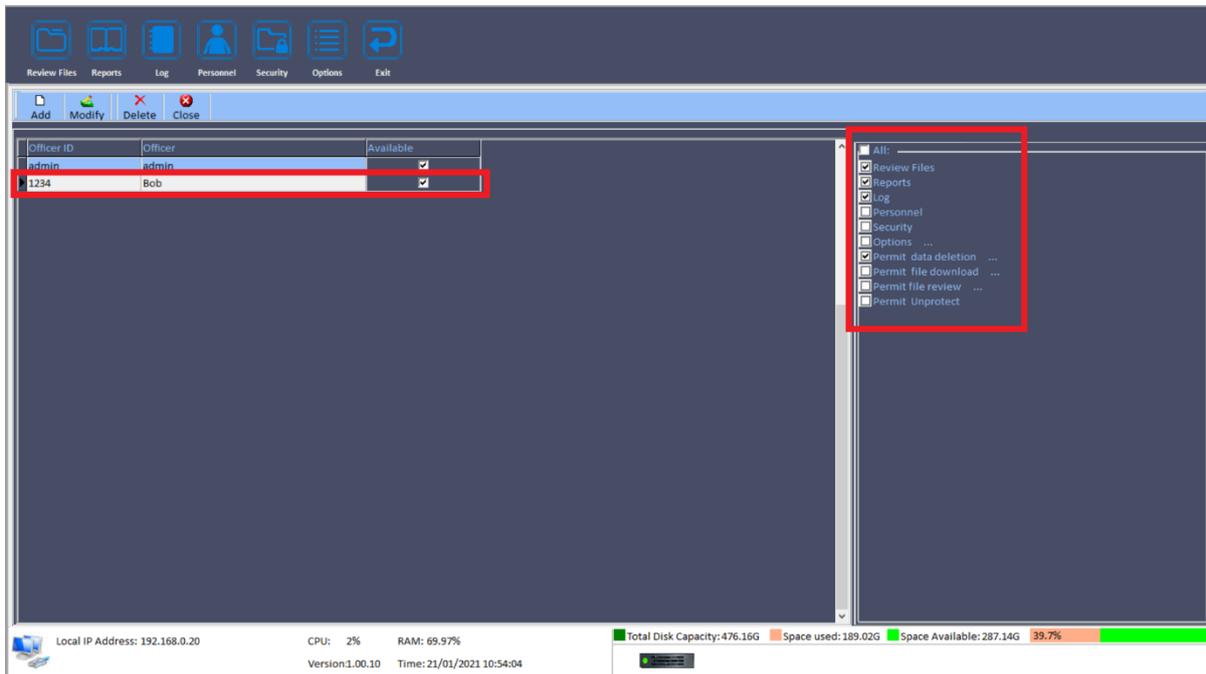
Exit Review
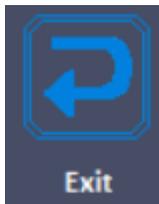
Left click Exit to return to main Docking station display.

Exit System

Left click Exit System to close the docking station application