

The software MC4 (iOS) is an iPad based video recording application for creating video material that can be used in court.

You can create any number of projects to structure your data. In these projects you can collect as many of your individual recordings as you like. This makes it very easy for you to keep an overview. The projects created in this way can later be exported, if necessary, complete with all the recordings they contain.

The internal cameras and the microphone of the iPad are used for the recordings. In addition, an external Bluetooth microphone with integrated loudspeaker can be connected. During recording, the video preview can be switched off.

It is also possible to record only the sound without the video.

You can define a maximum recording length after which the recording stops automatically.

For the purposes of legal proceedings and as protection against manipulation, additional hash values are generally calculated when the recordings are saved so that any manipulations to the files can be displayed.

Projects combine several recordings into one data package, thus facilitating the management of your data and recordings.

For updates from this manual, please visit:

German: <u>https://www.cover-your-code.com/de/hard-und-softwarepakete</u>

English: https://www.cover-your-code.com/en/hard-und-softwarepakete

1. Installation and Initial Setup

After the installation of the application, the user still has to grant approvals. These are absolutely necessary for smooth functioning

When the application is started for the first time, the release of the following resources is requested:

- Camera
- microphone
- Location, necessary if this is to be used in the metadata of the recordings.

The settings window is then opened.

Preferences				
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	ſ			
	o MC	Cv4 Demo		
	Ver Exp	sion 2.1 (1005) bires in 89 days		
	What to Test	"MCv4 Demo" Would Like Access the Camera	to	
	Bugfixes	Access to the camera is required the recordings. Otherwise the app	for will	
		De useless.		
		Don't Allow OK		
			Preferences	

1.1 Settings (A00)

14:47 Wed 30 Nov		• रू 69% 🛃
Preferences	Recording	
SYSTEM	RECORDING	
Recording A01	Video quality	A02 1920x1080 >
\Box Information fields	Display elapsed time in the camera preview	A03 🌔
🔗 System marker	Save your location while recording	A04 🌔
ப் Multi Capture Center	Disable camera preview during recording	A05
APP STORE	Set maximum recording time	A06
Subscriptions	Maximum recording time	A07
2501/025		3 Minutes
Aboutuit	AUDIO	
	Use Bluetooth microphone automatically	A08
Support	AO	
C Record	Playback 🖉 Export 🔅 Preferen	ces ? Help

Screenshot 1: Preferences Recording

- A01 Selection of options for audio and video recording.
- A02 Video quality, setting the desired video resolution. The camera hardware represents the maximum limit.
- A03 Activate or deactivate display of recording time in recording mode.
- A04 activate or deactivate location (geographical position during recording) memory
- A05 activate or deactivate the preview image at the beginning of the recording.
- A06 Enable or disable a maximum recording duration
- A07 Set the maximum recording duration
- A08 Enable automatic use of the Bluetooth microphone

			중 Not Charging ■)
Preferences		Information fields	
SYSTEM	USER GROUP OF THE PROGRAM CHANGES IN THIS SECTION WILL ONLY TAI	KE EFFECT FOR NEW PROJECTS	
Recording	User group of the program	B02	None >
☐ Information fields <mark>B01</mark>	1 Information field	PO2 Poference	
🔗 System marker			
ம் Multi Capture Center	2. Information field	BU4 Name	
	Edit specific information fields	B05	>
APP STORE			
Subscriptions			
SERVICE			
About us			
Legal			
Term of Use			
Privacy Policy			
Support		400	
C Record	Playback 🖉 Export	Preferences	? Help

Screenshot 2: Preferences Information Fields

In the settings in the "Information fields" section, standardised default values are defined for each new project.

Changes in this section only affect New Projects.

- **B02** The selection of the user group defines the recording mode as well as the information fields defined by default.
 - Simple user
 - Police
 - Court
 - Medical
 - Counselling

B03/04 Defining the labelling of the first two information fields as a simple user. Appropriate templates can be selected for other user groups.

B05 Further individual information fields can be created, edited and deleted here. When editing an individual information field, it can be specified whether it is to be displayed as an overlay in the preview window (upper right) during recording. In addition, the label of the field as well as a predefined default value can be entered here. It is also possible to make an information field a mandatory field.

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Preferences				
[0] Recording	None			
Information fields	Police			
System market	Court			
Th Multi Canture Center	Medical service			
C) main supraire sonnai	Survey			
APP STORE	Education			
Subscriptions				
SERVICE				
About us				
Legal				
Term of Use				
Privacy Policy				
Support				
O Record	Playback	🖉 Export	🔅 Preferences	Help

Screenshot 3: Usergroups

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4				
Preferences				
	Information fiel	ds (8 of 10)		
SYSTEM	Department			
Recording	Place of inte	rrogation		
Information fields	Witness			
System marker	Injured party			
🖞 Multi Capture Center	Interrogator			
APP STORE	Advocacy			
Subscriptions	Judge			
SERVICE	Other peopl	e		
About us				
Legal				
Term of Use				
Privacy Policy				
Support				
Download Documentation	Playback	Export	Preferences	😗 Help

Screenshot 5: Information Fields Police



Screenshot 8: Information Fields Survey

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Preferences				
FOR Recording	Court			
	Child-friendly interro	ation		
C System marker				
က် Multi Capture Center				
APP STORE				
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About us				
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Privacy Policy				
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Screenshot 4:Information Fields Court

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Preferences			
SYSTEM	Therapy recording		
Information fields	Generel examination		
	Care level survey		
C system marker	Dementia - Prevention reco	ord	
APP STORE Subscriptions SERVICE			
About us			
Legal			
Term of Use			
Privacy Policy			
Support			
•			 A

Screenshot 6: Information Fields Medical

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14					4
N 🖌 🖓 👘 👘 👘					
Preferences					
	Information fields				4
SYSTEM	Group				>
Recording	Pupil				>
☐ Information fields	Pupil				>
Ø System marker	Pupil				>
습 Multi Capture Center					
					4
APP STORE					
() Subscriptions					4
SERVICE					4
About us					4
Legal					4
Term of Use					4
Privacy Policy					
Support			d 🔮 Load template		
Download Documentation	Playback	🖉 Export	Preferences	(?) Help	

Screenshot 7: Information Fields Education

Details to **B05**

			ົຈ Not Charging 🔲 ∙
Preferences	〈 Back	Edit information field	Save
SYSTEM			
Recording	Show information field in overlays		
\square Information fields $B01$	Name of information field	D03 Department	
System marker	Required	D04	
ப் Multi Capture Center	Do not export information field	D05	
	Default value	D06 [
APP STORE			
(s) Subscriptions			
SERVICE			
About us			
Legăl			
Term of Use			
Privacy Policy			
Support			
		AUU	
O' Record	Playback Schort	Preferences	Help

Screenshot 9: Edit individual Information Fields

- D02 Determine whether the respective information field is to be displayed in the video overlay.
- D03 Labelling of the respective information field
- D04 Determine whether the filling in of the respective information field is obligatory
- D05 Determine whether the respective information field is to be exported as well
- D06 Specify a default value for the respective information field

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Preferences		System marker	
SYSTEM	SYSTEM MARKER 1		
© Recording	Enable system marker		
☐ Information fields	Title	C03	Marker 1
System marker C01	Show markers in video display	C04	
ம் Multi Capture Center	Marker duration while recording	C05	5 Seconds >
APP STORE	Lead time	C06	3 Seconds >
 Subscriptions 	Marker color during recording		 >
SERVICE	SYSTEM MARKER 2		
About us	Enable system marker		
Legal	Title		Marker 2
Term of Use	Show markers in video display		
Privacy Policy	Marker duration while recording		5 Seconds >
Support	Lead time		3 Seconds >
	Marker color during recording	A00	
C Record	Playback 🕢 Export	Preferences	? Help

Screenshot 10: Edit Marker

- C01 Editing options for the system markers 1 5
- C02 Activates or deactivates the marker for the recording and playback view.
- C03 Determines the default label of the marker.
- C04 Sets whether the markers are displayed in the preview window
- C05 Sets the default value for the duration of a marker
- C06 Sets a lead time for the marker to compensate for reaction times
- C07 Edit colour option for the marker

14:45 Wed 30 Nov			• 🗢 69% 😭
Preferences		Multi Capture Ce	nter
SYSTEM	MCC server address	F02	https://office.brawur.com
Recording			
\Box Information fields	Username	E03	ios
System marker	Password	E04	
႐ံု Multi Capture Center <mark>E()</mark>	1		
	Verify access	E05	
APP STORE			
Subscriptions	6		
SERVICE			
About us EO			
Legal EO	8		
Term of Use EO	9		
Privacy Policy E1	0		
Support E1		Δ	
C Record	Playback	Export Export	errences ? Help

Screenshot 11: Preferences_MCC

- E01 Enter the access data for the use of the app in connection with Multi Capture Center (MCC) as a database, backup and administration server (to be purchased via www.cover-your-code.com).
- E02 Enter the server address in the form of http://Serveradresse
- E03 Enter the user name
- E04 Enter the password
- E05 Check the validity of the data. After successful verification, the server address is displayed in green.
- E06 Display of your subscription data and payment conditions
- E07 Information about the producer
- E08 Legal information
- E09 Link to the terms of licence and use
- E10 Link to the data protection conditions
- E11 Link to our website for support

2. Record (F00)



Screenshot 12: Record Mode

F00	Selection of the recording mode
F01	Selection of internal or external microphone or activation of external microphone
F02	Selection of front or rear camera and audio recording without video
F03	Video preview window
F04	Input fields for project and recording name (blue text)
F05	Start and stop recording
F06	Set marker
F07	Display of audio level
F08	Recording time, display of remaining storage capacity, mode and video resolution

2.1 Record







Screenshot 14: Record without preview

Before starting the recording, the microphone F01 (internal, external) and the camera F02 (front, rear) can be selected.

Before using the external microphone, it must be paired with the iPad via Bluetooth.

For the recording, you can specify in the settings whether the preview is to be used or hidden A05. In this case, the preview window is filled with a red coloured area.

When starting the recording, the start button becomes a stop button.

During the recording, any number of markers F06 can be set. For this purpose, 5 different C01 markers are available, which can be configured in the settings. These can be edited after the recording has been completed.

The display of the recording time (at the bottom right of the preview window) can be activated or deactivated in the settings A03.

Before starting the recording, the project name and the recording information can be edited F04.

Depending on the setting of the recording mode as well as the information fields in the settings, all existing mandatory fields (red font, yellow warning symbol) must be entered before starting the recording.

3. Playback (G00)



Screenshot 15: Playback mode

G01 Machining lock / Machining protection

- G02 Editing menu
- G03 Recording timeline
- G04 Playback control

In the playback view, the last recording is automatically selected.

The time axis shows the chronological course of the recording. The next markers can be jumped to directly with the back and forward buttons.

Markers can also be set subsequently in this view.

Three detail pages can be displayed in the editing menu G02.

- General
- General recording information
- Marker

To prevent accidental changes to the data, editing of the data is locked as a default. Enabling editing is done with switch G01.

3.1.1 General, Project data

14:43 Wed 30	Nov				• 🕈 र	🕈 69% 🛃
				Editing lock		\bigcirc
				GENERAL		
				Role:	None / Quick	
				Recording mode:	Video + Audio	
				Created on:	29.11.2022 12:44:59	
				Title:	Datum_2022-11-29_1.	
				RECORDING INFORMATION		
				Start of recording:	29.11.2022 12:44:59	
				End of recording:	29.11.2022 12:45:10	
				Duration:	00:00:10	
				Recording interrupted?	Yes	
				File size	21.3 MB	
				Admissible in court	Not validated	Verify
00:00:00	м	arker 2	Marke	r 5		00:00:10
Project: ^{Created on:} Footage:	Demo ∨ 30.11.2022 14:38:32 Datum_2022-11-29_12-	44 ~		ы 🦂	 	6
	O Record	Playback	🖉 Export	Preferences	? Help	

Screenshot 16: Edit Project Data

The project name/title can be edited in the general details.

The display of the location of the recording can be activated or deactivated in the settings.

3.1.2 Recording related information



Screenshot 17: Bedit individual data fields

In the display of the general recording information, all data fields can be edited subsequently.

3.1.3 Marker



Screenshot 18: Edit Marker



Screenshot 19: Edit Marker Color

In the detailed view of the markers, all markers are shown in a list view.

After selecting a marker, it can be edited further.

- Switching the view on or off
- Marker Designation
- Colour
- Note
- Start on the time axis
- Length of the marker

4. Export (H00)

4.1 Project information (H02)

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		()
		Editing locked
Edit project		Demo
PROJECT	Role [.]	None / Quick
Project information fields $H02$		
Footage H03	Created on:	29.11.2022 12:43:29
	Project title:	Demo
EXPORT	Number of footage:	6
Upload Projects	Total file size	182.1 MB
DELETE		
Delete Projects H05	\checkmark Project is ready for export	
H01		
Project: Demo V		
Created on: 30.11.2022 14:38:32		
C Record	▶ Playback 💋 Export	Preferences 😗 Help

Schaubild 1: Export – Project information

H01 On the "Export" page, the desired project can first be selected at the bottom left.

H02 The information belonging to the project is selected on the left-hand side.

H03 Here you will find a list of all recordings belonging to this project with details and thumbnails. In order to maintain data consistency, editing of recordings is blocked after they have been exported.

If mandatory fields are not filled in, a warning is displayed in the form of a warning triangle. This applies to the entire project as well as to individual recordings.

4.2 Recordings (H03)

14:42 Wed 30 Nov			Edi	• 🗢 69% 📂 (ing locked
Edit project		Demo		
PROJECT Project information fields Footage		Footage Created on Duration Aktenzeichen Name	Datum_2022-11-30_14-41-46 30.11.2022 14:41:46 00:00:03 Demo0815 Max Mustermann	\checkmark
EXPORT Upload Projects DELETE Delete Projects		Footage exported? Footage Created on Duration Aktenzeichen Name Exported at: Editing locked becar been exported	No Datum_2022-11-30_12-35-31 30.11.2022 12:35:31 00:00:09 Demo0815 Max Mustermann 30.11.2022 13:34:54 use the footage has already	✓,
		Footage Created on Duration Aktenzeichen Name Exported at: Editing locked becar been exported	Datum_2022-11-30_12-22-11 30.11.2022 12:22:11 00:03:00 Demo0815 Max Mustermann 30.11.2022 13:35:11 use the footage has already	✓ _{>}
Project: Demo ∨ Created on: 30.11.2022 14:38:32		Footage	Datum 2022-11-30 12-15-01	
C Record	▶ Playback 🕜 Expo	rt 🔅 Pi	references ? Help	

Screenshot 20: Export - Recordings

4.3 Project Upload (H04)

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					Editing locked
Edit project		Please select	which projects	s should be exported	
PROJECT					Login: los
Project information fields	./	Demo			101
Footage	V	Demo			
EXPORT					
Upload Projects					
DELETE					
Delete Projects					
		TOO		TOO	
		102		105	
		Upload to MCC		Upload to data medium	
Project: Demo Created on: 30.11.2022 14:38:32					
~			-		
O' Record	Playback	C Export	P	references ?) Help

Screenshot 21: Export - Project upload

- **IO1** Select the project you want to export or upload to the MCC server.
- **IO2** Start the upload to the MCC server.
- **IO3** Start the export to a local data carrier, both for the project and for individual recordings.



Screenshot 22: Export to MCC Server

You will receive information about the progress of the function during the upload.

14:39 Wed 30 Nov				奈 69% 🚺
				Editing looked
×	Cancer	and a new location to cove this item		Eaiting locked
Edit proje		bose a new location to save this item.		
PROJECT		Datum_2022-11-29_12-43-29		Login: ios
Project information f	iCloud Drive			
Footage	Dn My iPad			
EXPORT				
Upload Projects				
Delete Projects				
Delete Projecta				
Project: Demo Created on: 30.11.2022 14				
C' Record			Preferences	? Help

Screenshot 23: Local Export

Select the destination for the local data export.

4.4 Delete Projects (H05)

14:39 Wed 30 Nov			중 69% ☞ Editing locked
Edit project	Please sele	e deleted	
PROJECT Project information fields Footage EXPORT Upload Projects DELETE Delive Delive to	 Datum_2022-11-30 Created on: Project title: Number of footage: Total file size Project exported? Demo Created on: Project title: Number of footage: Total file size 	30.11.20 Datum_ 0 0 MB No 29.11.20 Demo 5 176 MB	022 14:38:16 2022-11-30 022 12:43:29
Project: Demo ∨ Created on: 30.11.2022 14:38:32	Exported at:	30.11.20 Delete selected projects	J22 T3:35:12
C Record	Playback 🔀 Export	Preferences	? Help

Screenshot 24: Export – Delete Projects

Select the projects to be deleted and start the deletion process.

4.5 Hilfe

Calling up the help function by displaying this user manual

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