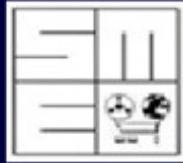


# SME-MIK Mobile Interview Kit



Version 4.0.0

## User Manual



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## **1. Introduction**

### **Overview/Features:**

**The SME-Mobile Interview Kit provides a consolidated record of all video interviews conducted, along with case management notes, an individual video interview notes and bookmarks, in a single convenient package.**

**Multiple video interviews can be easily transferred into the system, and stored on a Windows 7, Windows 8/8.1, or Windows 10 PC. DVDs can be burned of the interviews, with any PC that's equipped with a DVD burner drive. These DVDs can then be played back on any standard DVD player equipment or PC equipped with a DVD player.**

**An overall case management window allows text entry, with any type of information regarding the case. The case management window can be added to, edited, and saved as the case progresses over time.**

**For each case, multiple interviews can be stored along with annotations and bookmarks for easy reference for each interview. At any point, an interview previously conducted can be retrieved and played back (optionally under foot pedal control), with advanced features such as slow-motion, variable speed, and bookmarking.**

**Any given point in the interview can be marked with a time tag and viewed later, along with any notes annotated to that bookmark or time tag.**

**All case management notes, interview notes, bookmarks, and videos are organized on the local hard drive in a logical hierarchical fashion, for easy backup or export to other media such as an external hard drive or network storage drive. All case notes are in RTF (rich text format) Microsoft word compatible format. The videos are stored in .MOV or optional conversion to .WMV Windows-compatible format.**

### **The software includes:**

- Ability to download or transfer files from the recording unit into the software with a storage path that can be specified or preset by the user**
- Case number: multiple audio or video files can be entered or retrieved, and associated with that single case number**
- Case information: Type or copy & paste any related case information.**
- Date and Time the case information was added by the officer**

- Date and time of each interview recording(s) associated with the case
- Bookmarks and notes associated with each recording
- DVD Authoring: multiple video clips can be turned into a single authored DVD with titling.
- Real Time Display: Displays real-time, based on the internal clock of the video camera, with “REAL TIME” positioning and time-stamping

- Bookmarking: unlimited bookmarks and notes associated with each of those bookmarks along with the timeline down to the nearest second, may be entered by anyone watching the tape. Those bookmarks will go into the database, and will be tied and retained to the videos and to the case management file.

- Pedal Control -Optional Foot Pedal allows precise playback of video while reviewing interview, with auto-backspacing, skip & repeat
- Forensic Audio Playback: Exclusive Digital Processing removes background noise, filters out interfering sounds, enhance hard-to-hear voices (muttering or speaking softly). Ability to slow down Audio and Video playback in 1% increments while maintaining original voice pitch, for rapid speech exchanges.

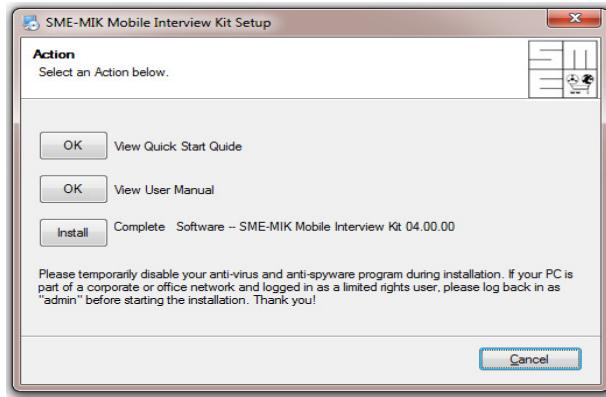
  

- Frame Mode: Play back interview a frame at a time: identify body language events, with time stamp & image export

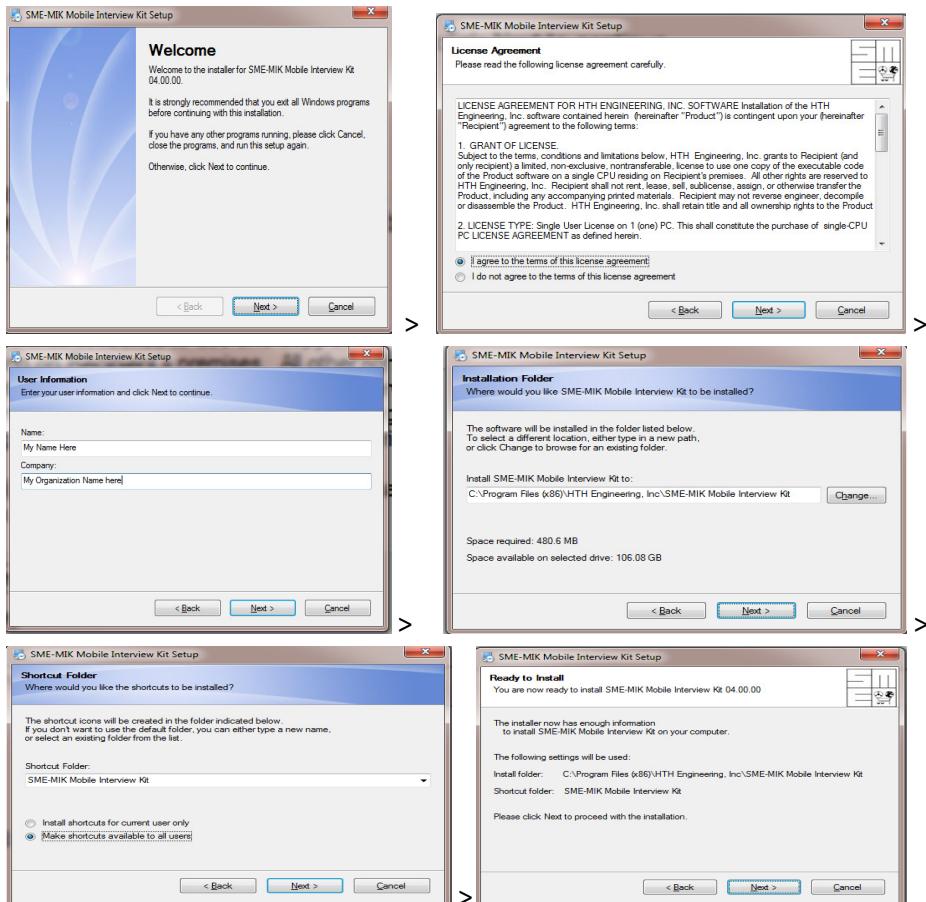
## 2. Software Installation

Insert the USB memory stick provided, if the program does not start automatically navigate to the local drive letter of the memory stick (for example E:\), and double-click on “setup” (or it may display as setup.exe”).

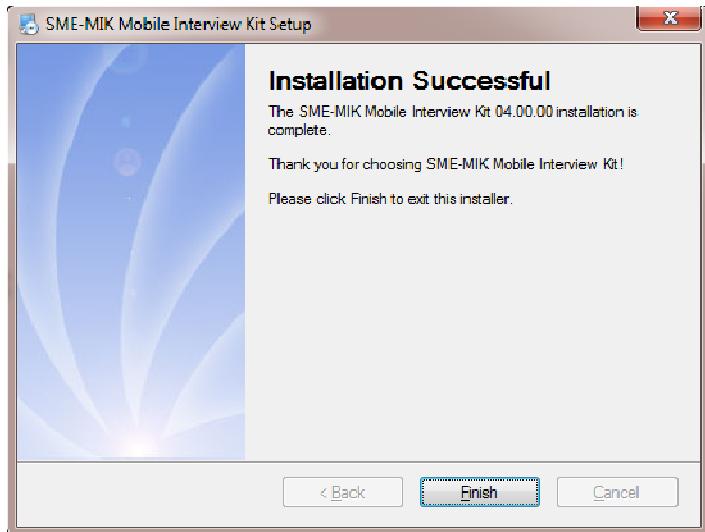
Installation will begin:



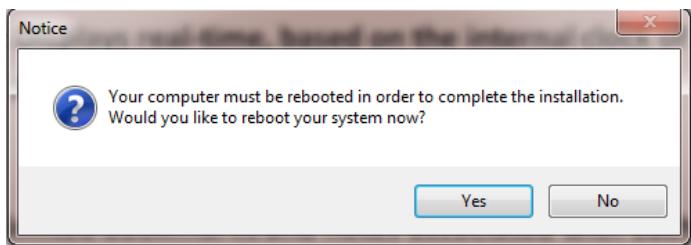
click the install button, and follow the steps, clicking Next... Yes or OK, as appropriate.



Installation will complete – click Finish



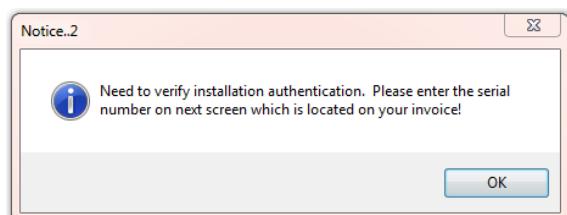
It may ask you to reboot:

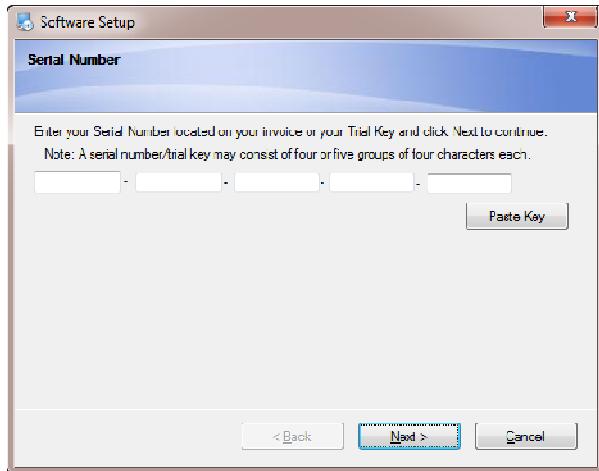


The following Icon will appear on your desktop (after completion or reboot). Double click the icon to launch the program for the first time:

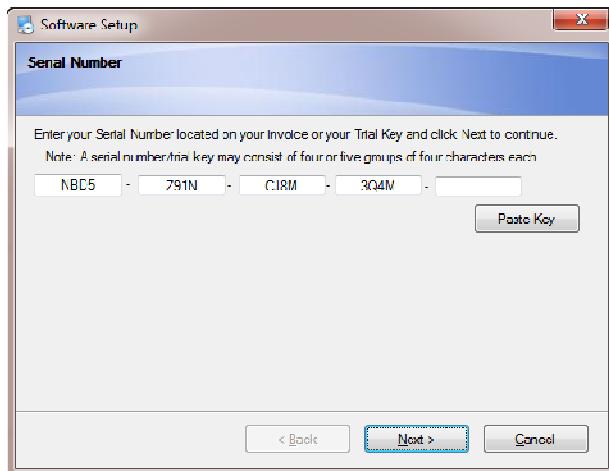


The first time the program runs, it will display:

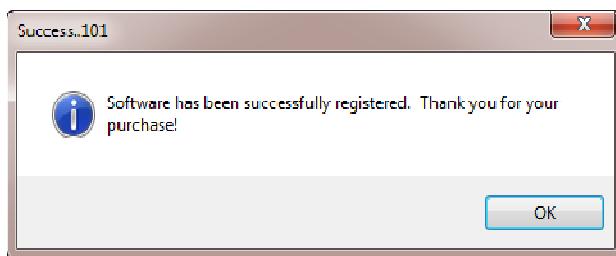




At this point, please enter the license key provided from left to right (type into the 1<sup>st</sup> 4 blank fields). For example:



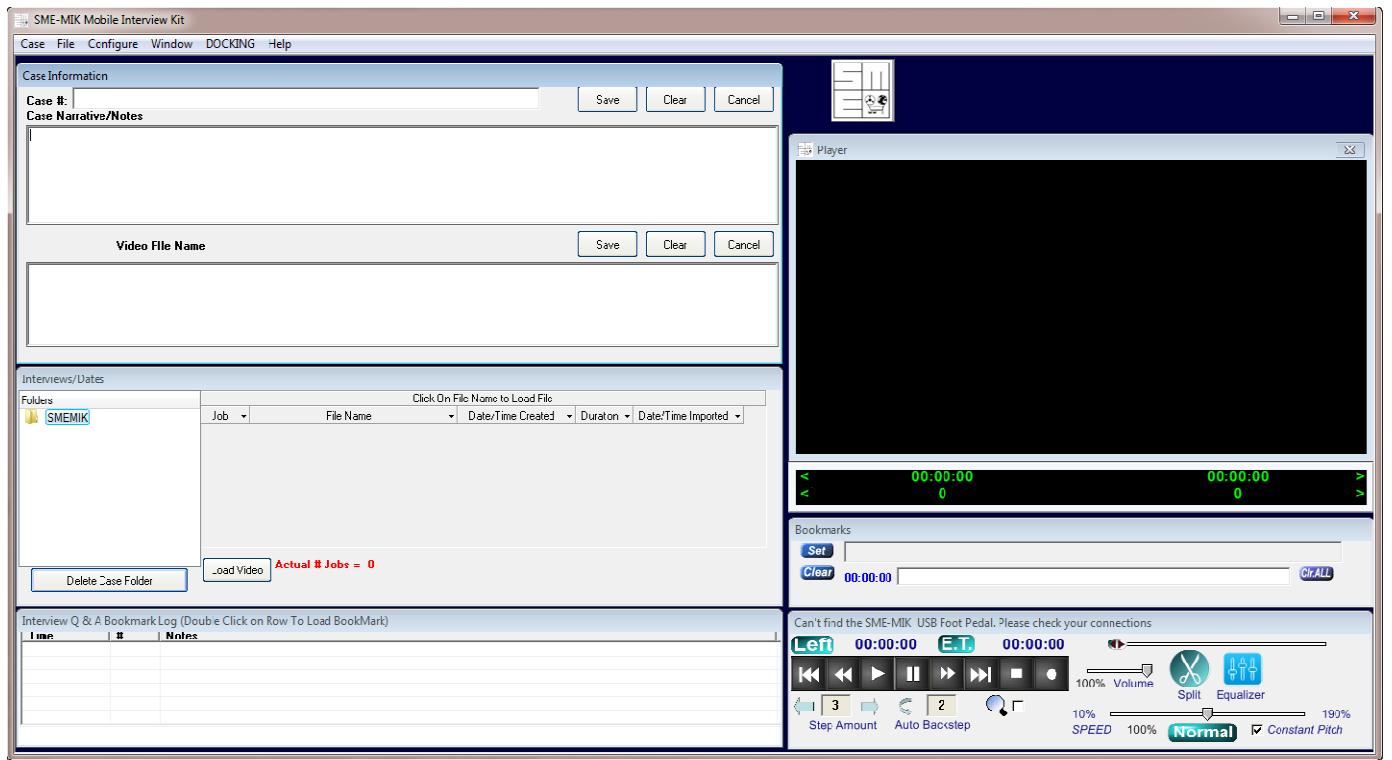
The 5<sup>th</sup> field should remain blank , unless you have a demonstration version that uses the 5<sup>th</sup> field . Click Next.



**Installation is now complete!**

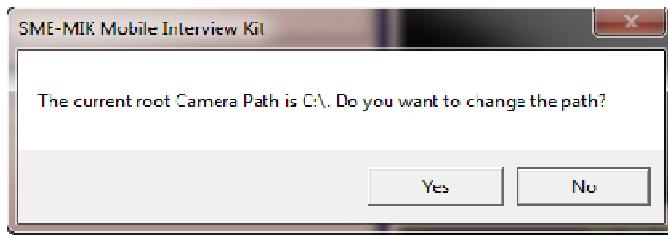
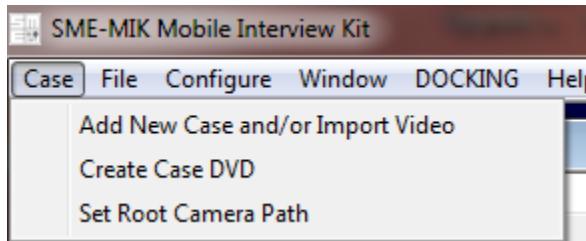
### 3. Operation

Double-clicking the main icon will launch the program:



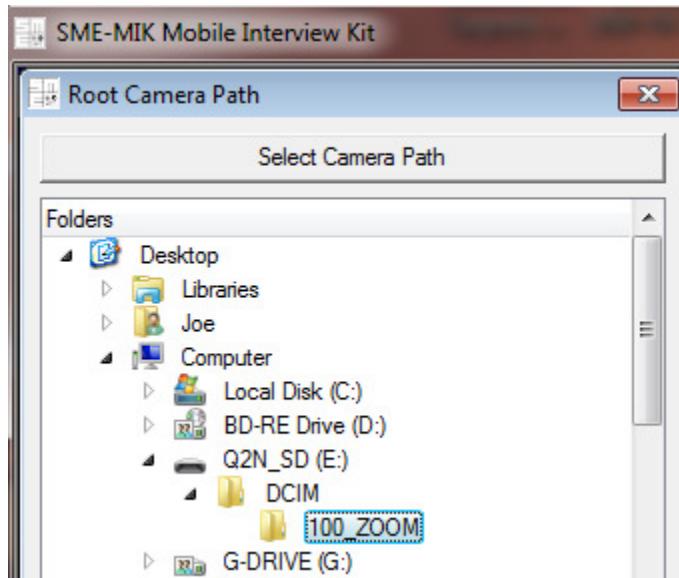
STEPS to follow:

- the 1<sup>st</sup> step is to create the correct camera path. Click on “Set Root Camera Path”

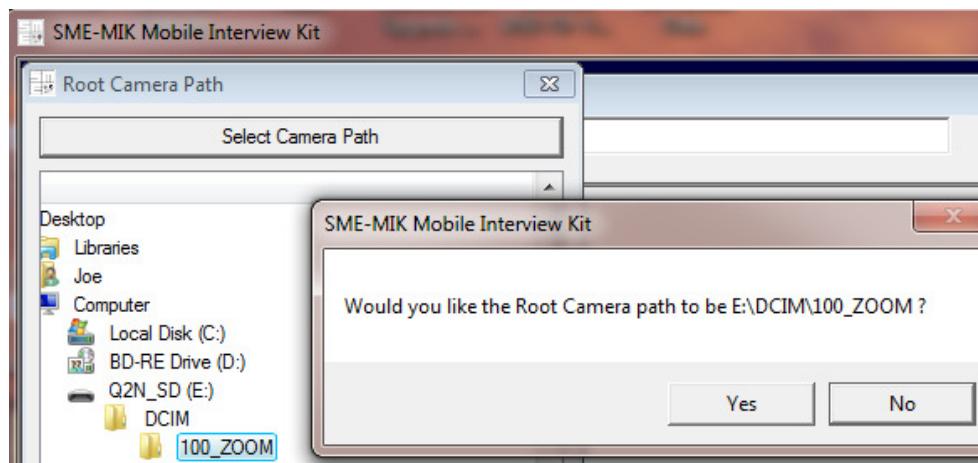


b) Please follow directions for your Zoom video camera, by powering it on all its USB cord is connected to the computer, and selecting the data transfer mode so that the camera's memory card appears as a removable hard drive letter on your computer.

Using your mouse, double-click and drill down on the directory tree underneath your Computer, until you see the attached Zoom camera (shown here as drive E). The actual video interview files be located under the DCIM folder, in a folder that is sequentially named -for example starting with 100\_zoom, and then as time goes by it may be 101\_zoom, 102\_zoom, etc.



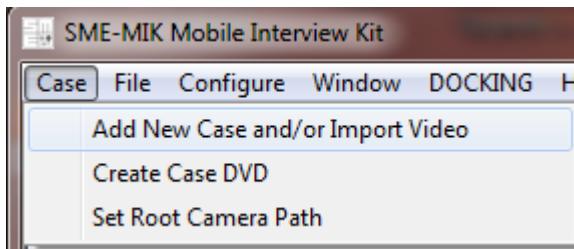
You can then confirm the camera path for the interview(s) that you want to download.



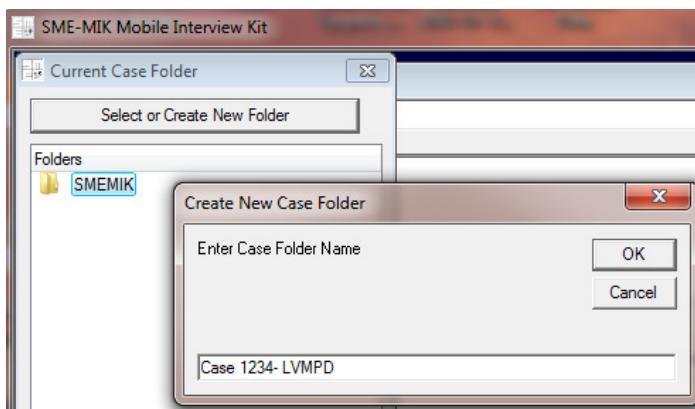
Confirm the path by clicking Yes.



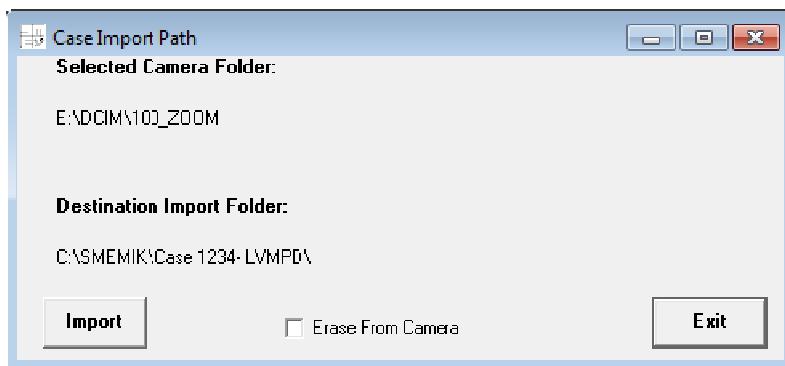
c) The next step is to create a new case - click on “Add New Case and/or Import Video”



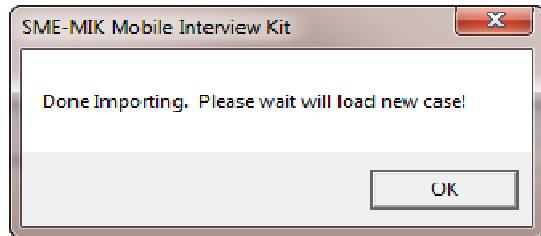
**Enter a Case Name.** A new case folder with that same name will be created in the mobile interview kit system.



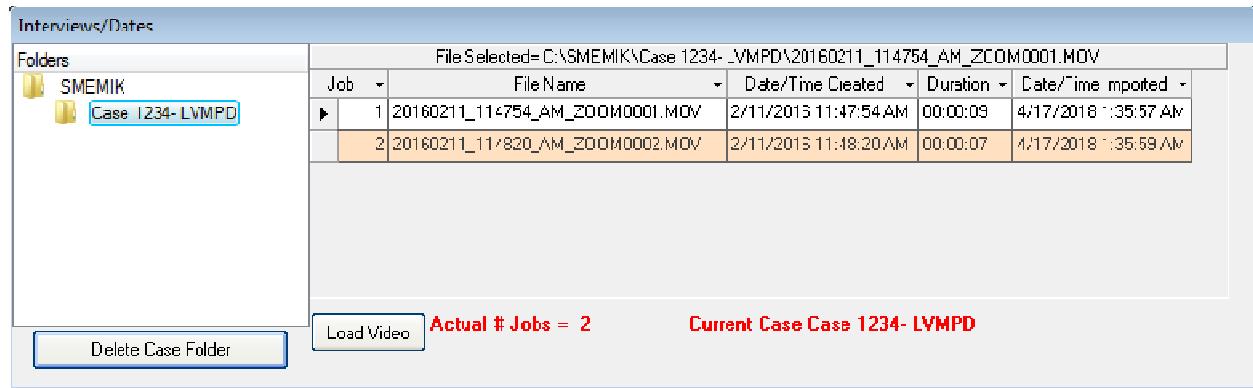
At this point, you can import videos if you have them on the Zoom camera, and choose to have them automatically erased from the camera or not, or if you don't have any interviews just click exit.



Any videos you have will be imported into the video interview folder for that case.



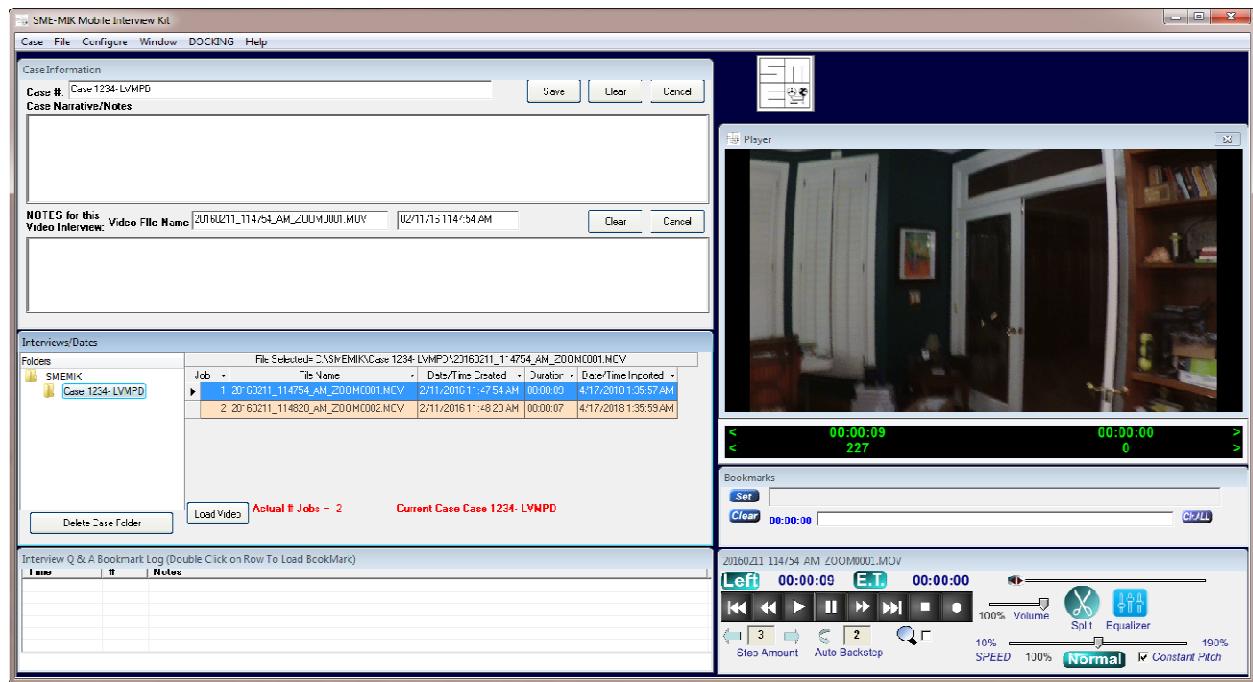
Once videos have been imported the following dialog box will appear:



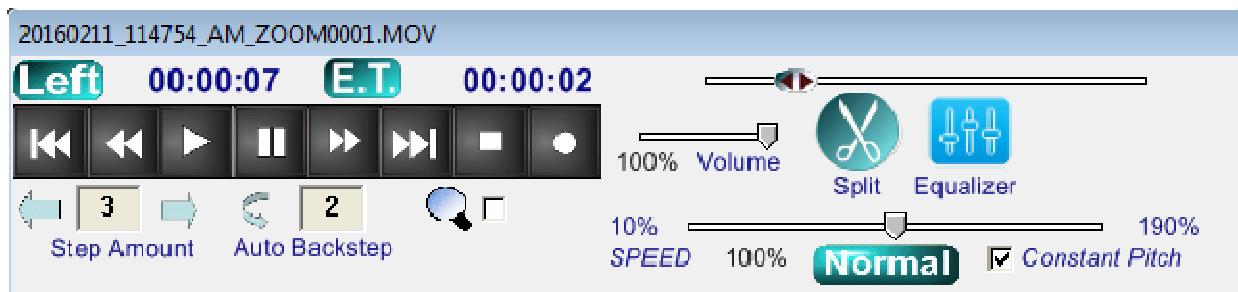
Each separate video interview will automatically be named to the year, month, day, and time based on the timestamp on the SD memory card of the Zoom video camera. It's important to make sure that the Zoom camera internal clock is set to the correct date and time, because the files will be named based on that. In the example shown you can see that the 1<sup>st</sup> file was created on February 11, 2016 at 11:47 AM, at the 54 second mark. The duration of this video is 9 seconds, and you can also see the date that the officer or person imported the video into the system.

Loading a particular interview video is easy-just click on the road that highlights the video you want to watch, and then click the Load Video button.

d) Once an interview video loads it will be displayed in the video window.

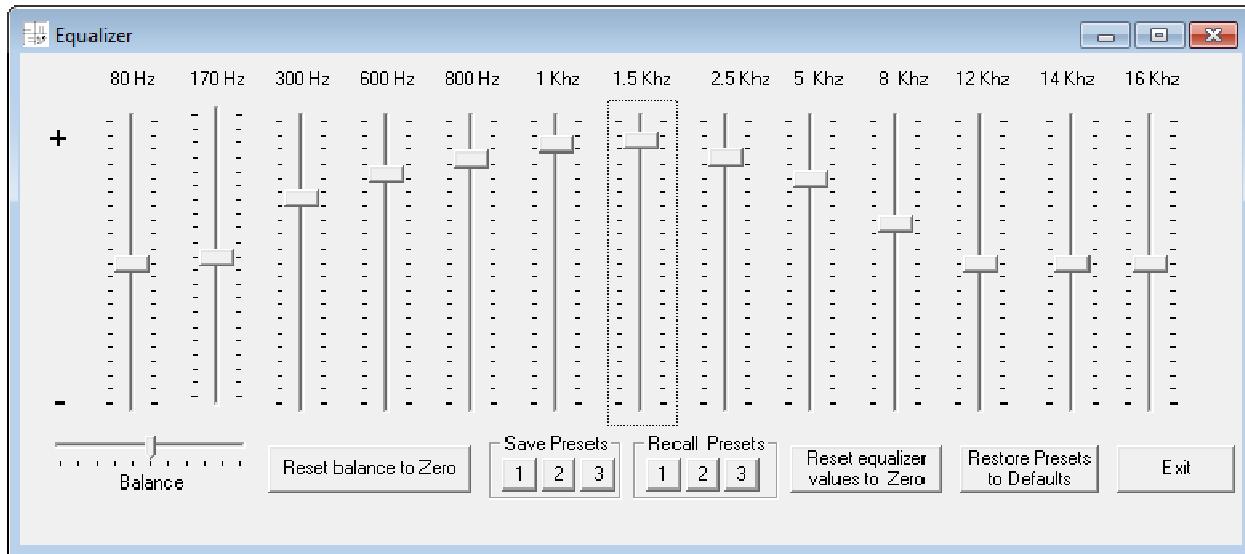


e) The video controls in the lower right corner allow play, pause, fast-forward, rewind, step forward, and step back functions. There is a speed slider that goes from 10% to 190% that will change the speed of the video while maintaining the pitch of the audio and people's voices, so they will just appear to talk faster or slower depending on the speed setting. This is useful when going through an interview that was conducted in a fast-forward manner to locate important sections, or conversely you can slow it down to 60% or 50% to hear a fast-paced conversation clearly. **If using the optional foot pedal, the auto backstep feature** causes the recording to back up a couple of seconds every time you lift up off the play/pause pedal, and then it starts from that point the next time you hit play. This is useful for repeating a small phrase or the last couple of seconds of someone speaking for purposes of transcription or careful listening. The auto back step is set to 2 seconds in the example below. The step amount window sets how far back a single tap of the step back or step forward buttons will take you. These are the double arrow buttons shown below.

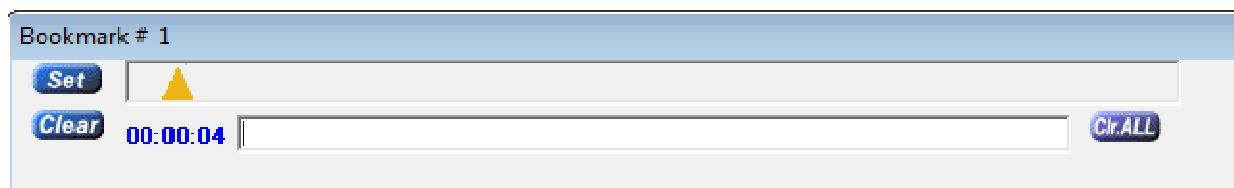
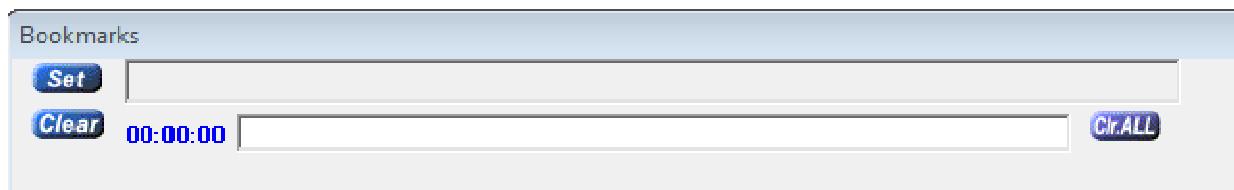


The equalizer icon allows you to change the frequency response of playback to enhance voice quality versus the background sounds. For example if there is an air conditioner with a low pitched hum in the room or a high-pitched noise such as wind noise from an air vent, you can custom tune the audio frequency response playback.

A typical voice enhancement profile is shown. You can save and recall 3 separate presets for different audio conditions.



The bookmark feature can be activated by clicking the set button which will establish a triangle at that point in the timeline of the video interview. These bookmarks can be individually cleared by clicking the clear button or clicking clear all. At any given point were you create a bookmark by clicking set, you can enter text notations about the event that occurred at that moment in time -by typing into the blank field. These bookmarks will be automatically logged and displayed in the lower left section of the mobile interview kit software window, in a sequential manner showing each video interview comment in sequence. Double-clicking on any Row in the "Interview Q&A Bookmark Log" will take it that point in the timeline, moving the video to that point for playback.



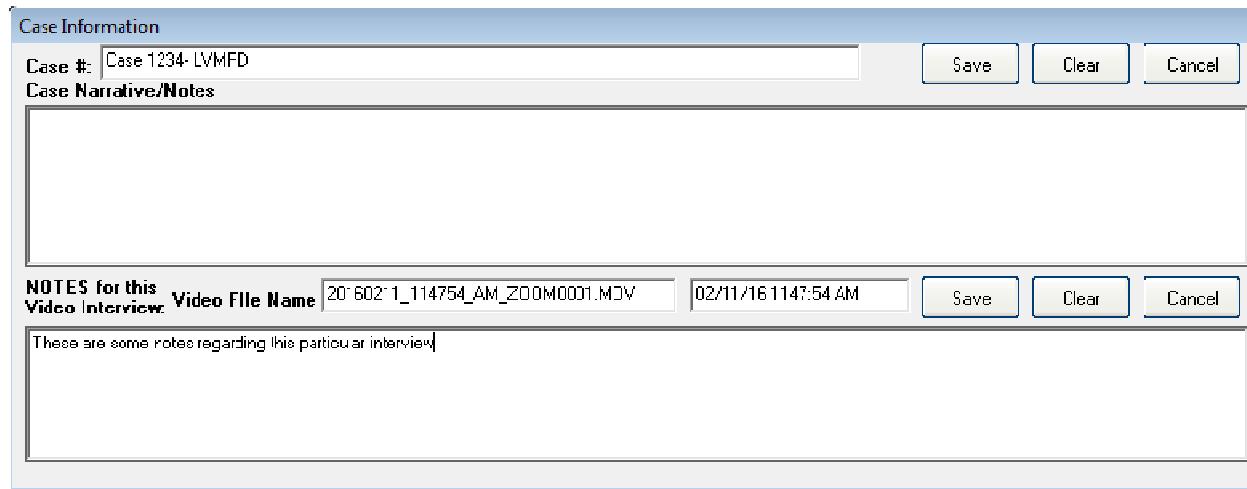
The screenshot shows the software interface for managing video interviews. On the left, a 'Bookmark Log' table lists a single entry at 00:00:04 with note 'This was what happened at 4 seconds in...no one there yet'. On the right, a video player window displays a frame from a video file named '20160211\_114754\_AM\_ZOOM0001.MOV'. The video player controls include buttons for Left, E.T., Right, Stop, and Play, along with volume, speed, and split options. The current time is 00:00:07.

Adding additional bookmarks will populate the bookmark log sequentially as shown:

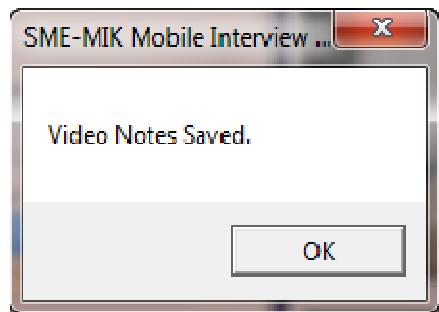
The screenshot shows the software interface after adding a second bookmark. The 'Bookmark Log' table now contains two entries: one at 00:00:04 and another at 00:00:08 with note 'Now its 8 seconds in ... still no one there yet!'. The video player window shows a frame from the same video file, with the current time at 00:00:08. The video player controls are identical to the first screenshot.

f) **Adding Case Notes** is easy- just start typing, or you can copy and paste anywhere into the case narrative/notes field. If you exceed the width of the field it will start scrolling with a vertical scrollbar, just like a Word document, so you can reopen the case information notes you saved earlier, and keep adding to them. Just click save, and be careful not to hit clear unless that's what you really want to do because this will erase your notes.

**Adding notes for the particular video interview** that you're watching or reviewing is also easy. The window will display the current loaded video, along with the date and time it was originally recorded at.

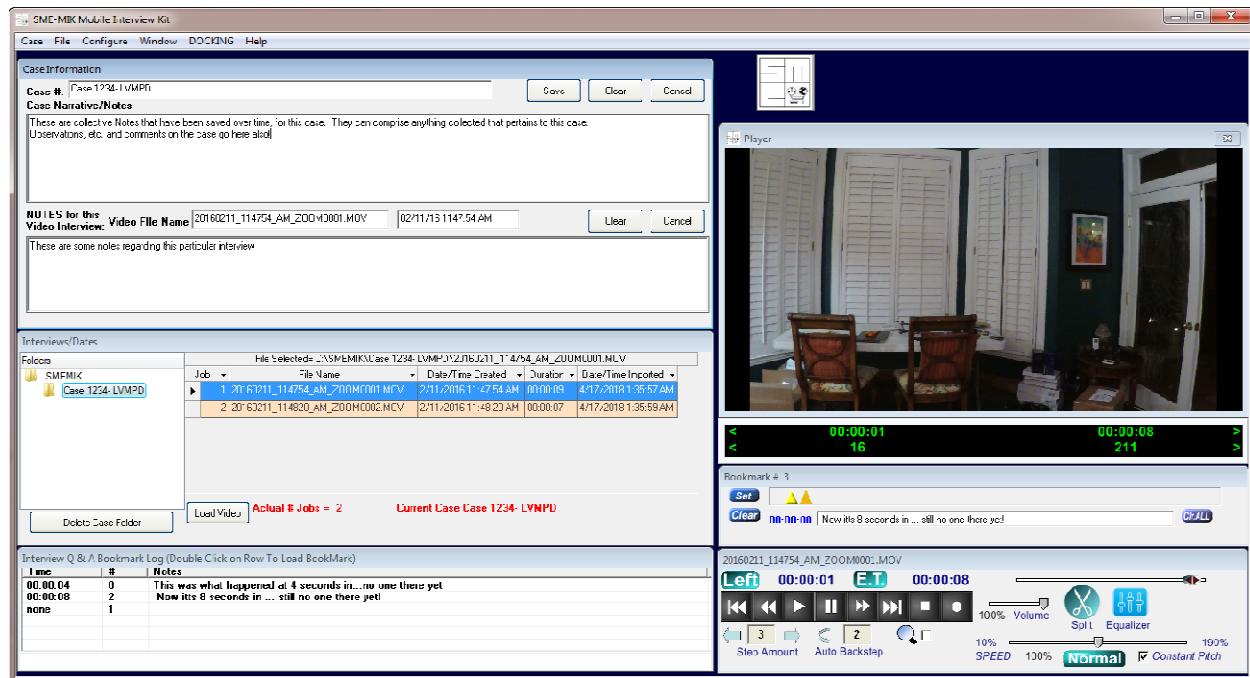


Again, don't forget to click save when you add video interview notes, and be sure not to click clear unless you really need to do that. What you click save the following message will be displayed:

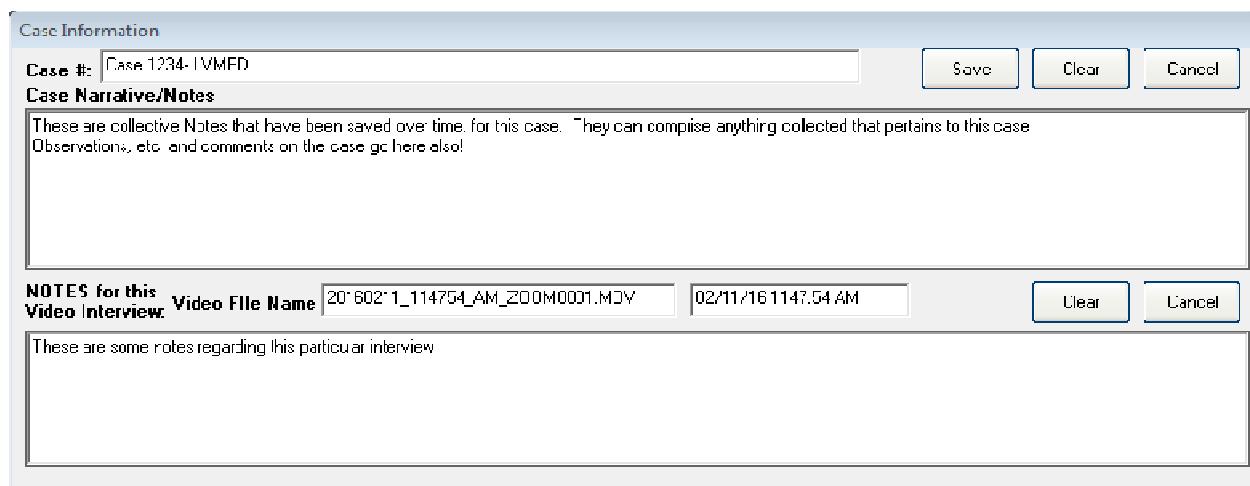


Here is an example of a current case in progress with the overall case narrative/notes shown in the upper left window, and particular video interview comments and observations made in the window just below that.

In the middle left window to see the current case number in the current video that is being highlighted for playback. The lower left window again displays bookmarks that can be retrieved at certain action points in the video that are of interest.



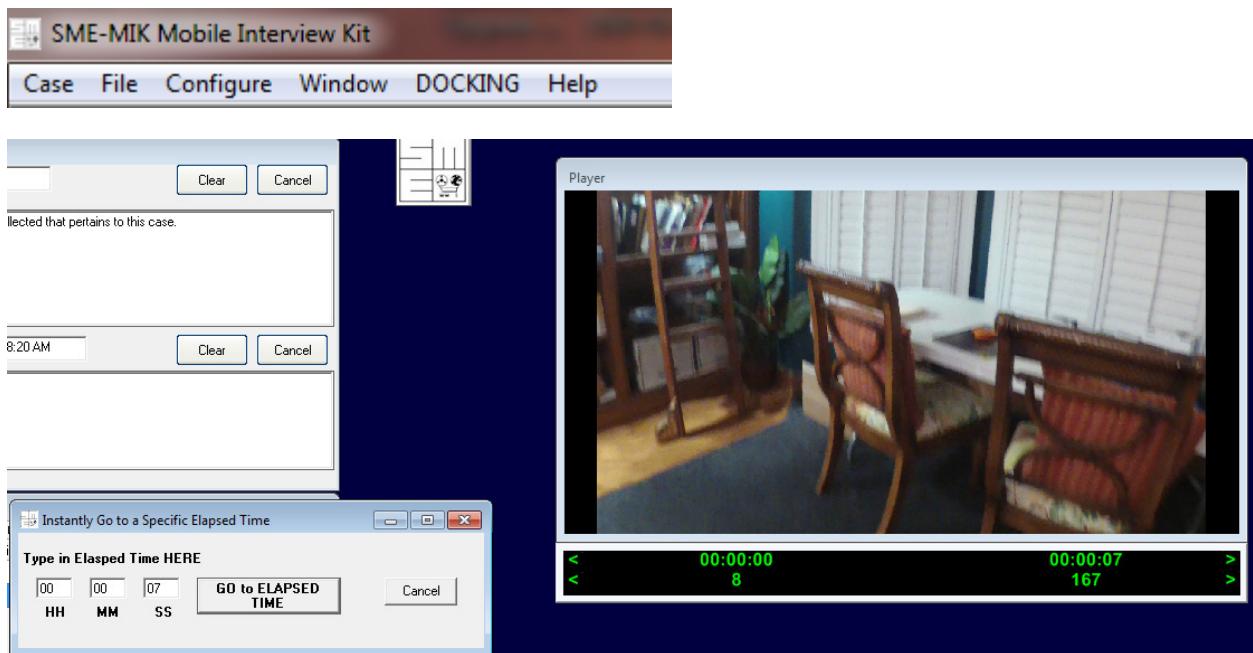
Here are enlarged screenshots of the interface example above:



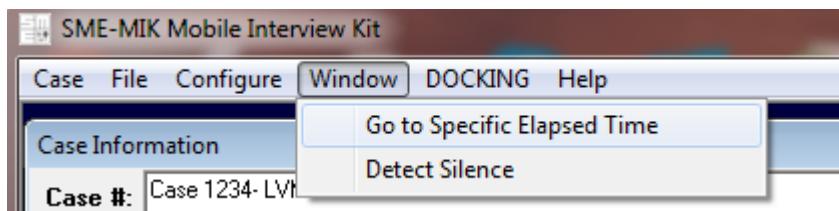
Interview Q & A Bookmark Log (Double Click on Row To Load BookMark)		
Time	#	Notes
00:00:04	0	This was what happened at 4 seconds in...no one there yet
00:00:08	2	Now its 8 seconds in still no one there yell
none	1	<a href="#">Bookmarks</a>

Selecting a different video in the middle window, (in this case job number 2, a 7-second video) has been highlighted and loaded. If you look at the video window on the right you can see a black information window with green numbers. The upper left area of the window indicating 00:00:07 shows that 7 seconds of video remain to be played back, the upper right area of the window indicates 00:00:00 meaning that 0 seconds of the video have been played so far. The lower left and lower right area of the window shows 175 and 0 respectively. This means there are 175 frames in the 7 second video clip. This type of fine control is often useful if identifying a certain key action in a video and allows you to reference at precisely to the exact video frame.

**Window DOCKING feature:** by clicking docking from the main menu, you can resize and separate any Windows in the mobile interview kit interface. **For example you may want the video player window enlarged for detail, or moved to a different area of the screen.**

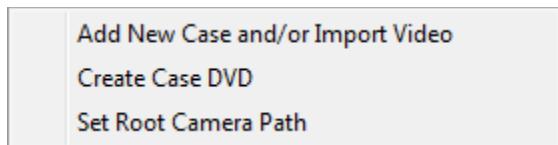


Also shown in this example, the user has clicked on the **Window... Go to specific elapsed time** feature from the main menu, allowing the user to manually enter the precise time they want the video to go to.

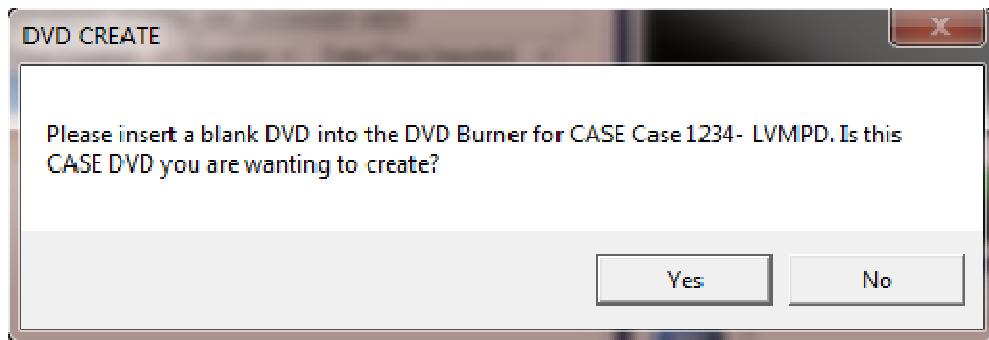


#### 4. Creating a video burned DVDs of the interviews

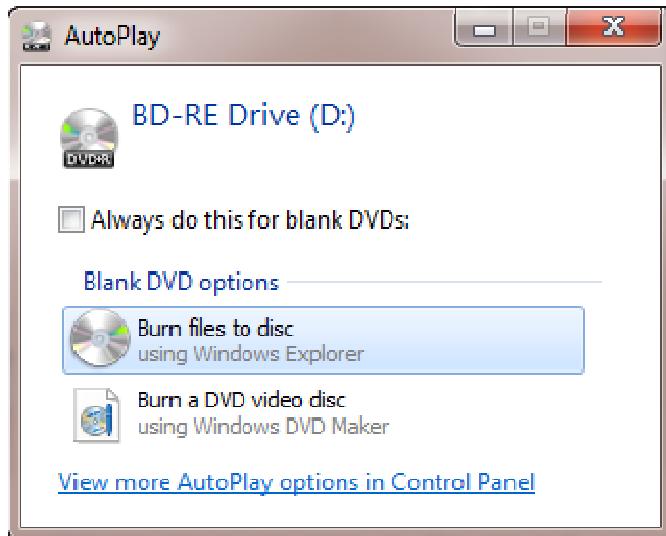
from the main menu select “Create Case DVD”



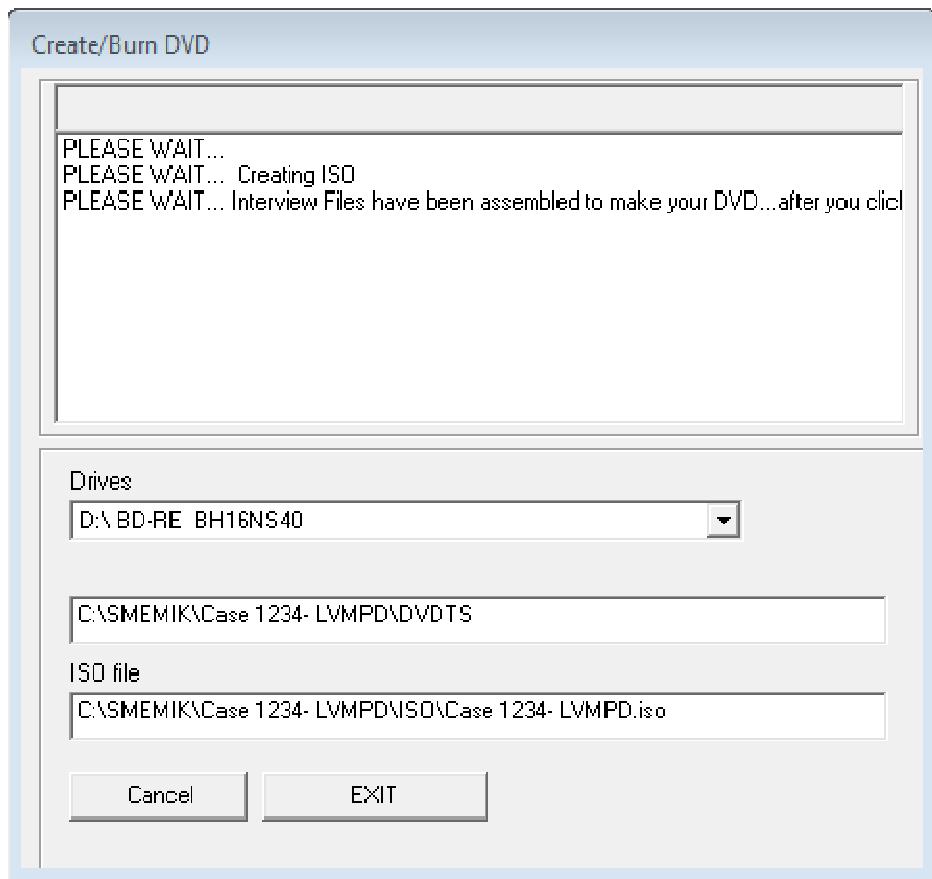
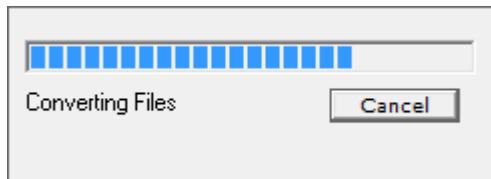
the system will ask you to insert a blank DVD into the DVD burner. Please confirm this is the correct case description and click yes.



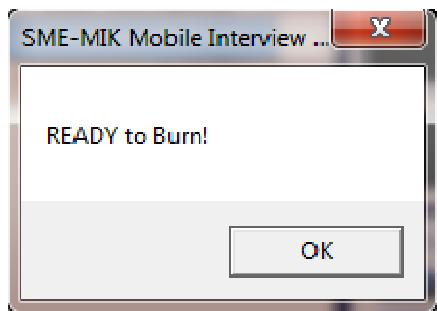
On many Windows operating systems you will see an autoplay window like this pop-up. Don't do anything with it just click the red X and close it.



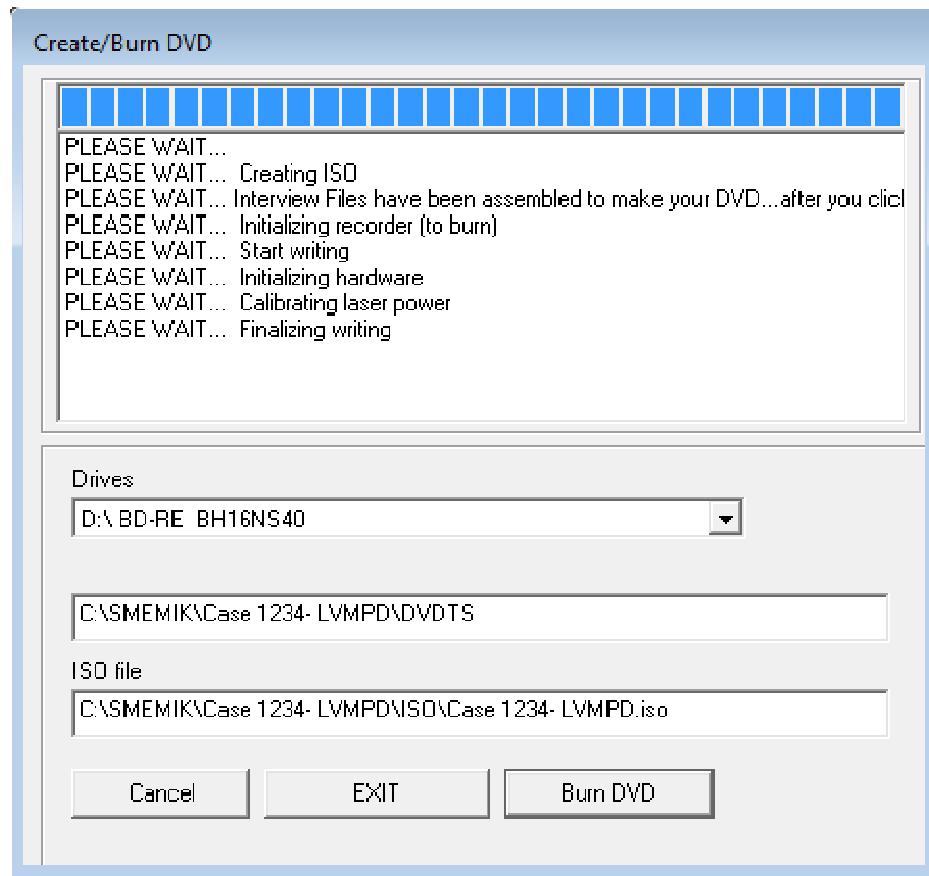
The system will now take the interviews and convert them into a burnable DVD video format



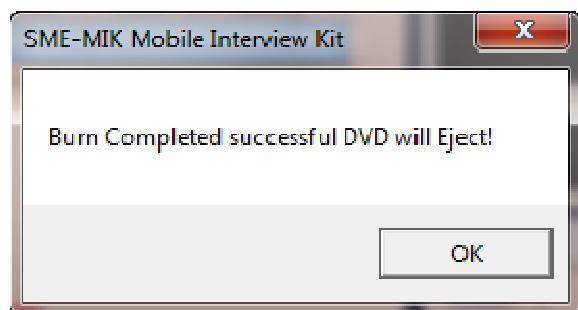
click okay when this message appears:



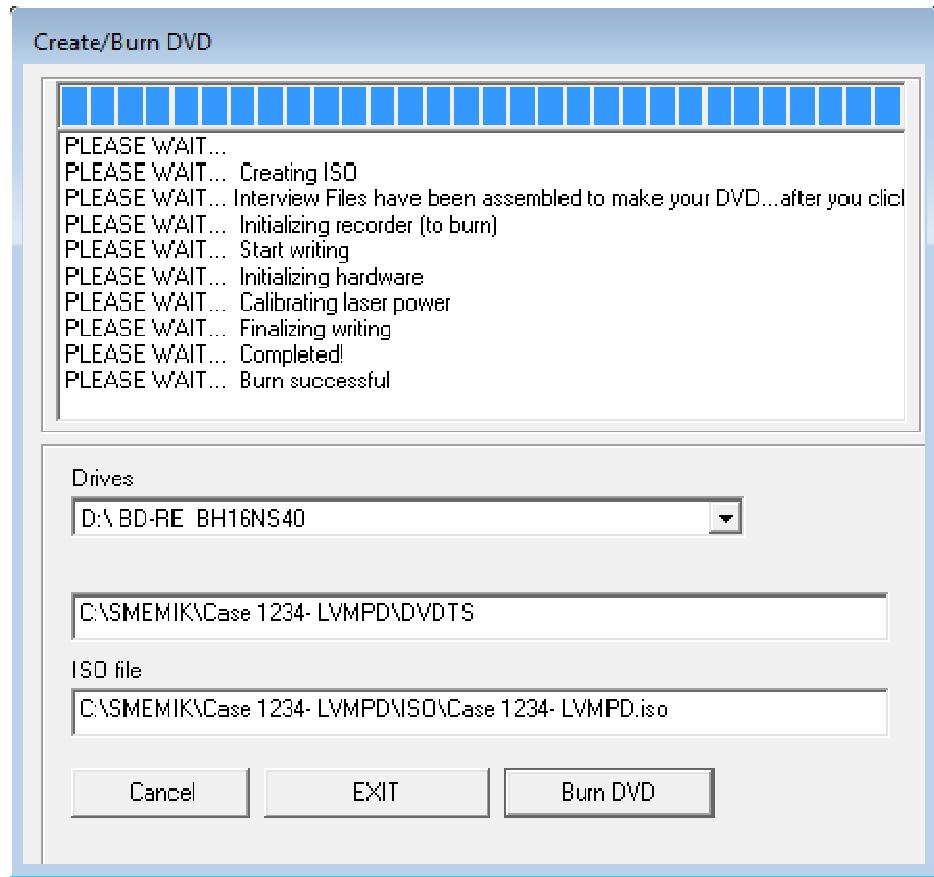
Click the burn DVD button. The system will begin notifying you as it assembles the files and burns the DVD.



Click okay when you see this message:

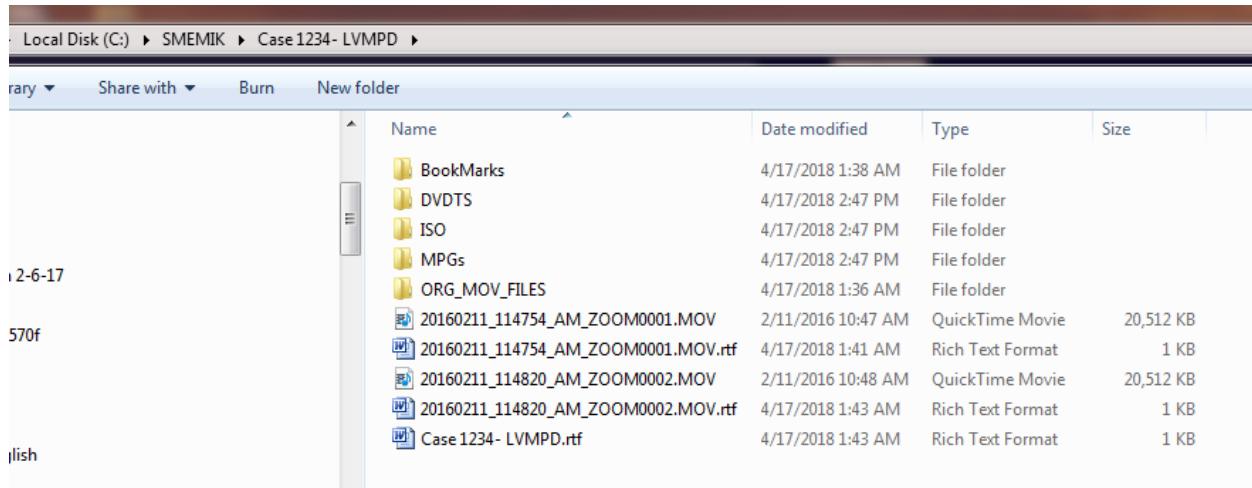


Your interviews have been burned to a video DVD disc, that can be provided to a prosecutor or defense attorney for example, for playback on any standard DVD player or computer equipped with a DVD video player software.



## 5. Description Data folder structure on your hard drive for export and backup purposes

Here is the structure of the folders and files located on your local hard drive of the windows computer.



Case 1234-LVMPD				
	Name	Date modified	Type	Size
	BookMarks	4/17/2018 1:38 AM	File folder	
	DVTS	4/17/2018 2:47 PM	File folder	
	ISO	4/17/2018 2:47 PM	File folder	
	MPGs	4/17/2018 2:47 PM	File folder	
	ORG_MOV_FILES	4/17/2018 1:36 AM	File folder	
12-6-17	20160211_114754_AM_ZOOM0001.MOV	2/11/2016 10:47 AM	QuickTime Movie	20,512 KB
570f	20160211_114754_AM_ZOOM0001.MOV.rtf	4/17/2018 1:41 AM	Rich Text Format	1 KB
	20160211_114820_AM_ZOOM0002.MOV	2/11/2016 10:48 AM	QuickTime Movie	20,512 KB
	20160211_114820_AM_ZOOM0002.MOV.rtf	4/17/2018 1:43 AM	Rich Text Format	1 KB
plish	Case 1234-LVMPD.rtf	4/17/2018 1:43 AM	Rich Text Format	1 KB

Everything is organized to allow someone to do a copy and paste of this data onto a backup drive or network drive if desired or selectively pull off folders that are relevant.

It's organized into a

**BookMarks** file folder which contains ASCII, delimited text of the bookmark times and associated annotations,

**DVTS** folder contains the actual video objects and information files used to create a video DVD

**ISO** folder contains an industry-standard single file that is used or can be exported and archived for burning additional DVDs.

**MPGS** and **ORG\_MOV\_FILES** folders contain the interview videos that were converted during the DVD creation process.

Most importantly, the **.RTF files in the root of the case folder** are the text files that can be copied and pasted or opened using Microsoft Word. Notice that these files have the Microsoft Word icon, and you have shown in this example two RTF files that contain notations on individual video interviews, along with "Case 1234-LVMPD.RTF" - which is the main case management information file:

Disk (C:) > SMEMIK > Case 1234- LVMPD >					Search Case 1234- LVMPD
Print Burn New folder					
	Name	Date modified	Type	Size	These are collective Notes that have been saved over time, for this case. They can comprise anything collected that pertains to this case. Observations, etc. and comments on the case go here also
	BookMarks	4/17/2018 1:38 AM	File folder		
	DVTS	4/17/2018 2:47 PM	File folder		
	ISO	4/17/2018 2:47 PM	File folder		
	MPGs	4/17/2018 2:47 PM	File folder		
	ORG_MOV_FILES	4/17/2018 1:36 AM	File folder		
	20160211_114754_AM_ZOOM0001.MOV	2/11/2018 10:47 AM	QuickTime Movie	20,512 KB	
	20160211_114754_AM_ZOOM0001.MOV.rtf	4/17/2018 1:41 AM	Rich Text Format	1 KB	
	20160211_114820_AM_ZOOM0002.MOV	2/11/2016 10:48 AM	QuickTime Movie	20,512 KB	
	20160211_114820_AM_ZOOM0002.MOV.rtf	4/17/2018 1:43 AM	Rich Text Format	1 KB	
	Case 1234- LVMPD.rtf	4/17/2018 1:43 AM	Rich Text Format	1 KB	

The system is easy to use and files can be copied where they're needed for use in separate processes, such as assembling a presentation for court.

### DETAILED FOLDER CONTENTS examples

The following screenshot show contents of the above individual folders and how they are organized on the hard drive under the root data folder, normally c:\SME-MIK

Local Disk (C:) > SMEMIK > Case 1234- LVMPD > BookMarks					Search BookMarks
Burn New folder					
	Name	Date modified	Type		
570f	20160211_114754_AM_ZOOM0001.MOV.BMK	4/17/2018 1:53 AM	BMK File		
20160211_114754_AM_ZOOM0001.MOV.BMK - Notepad					
File Edit Format View Help					
00:00:04,none,00:00:08--ENDOFTHISDATA--This was what happened at 4 seconds in...no one there yet, , Now its 8 seconds in ... still no one there yet!--ENDOFTHISDATA--4,7,8					

Local Disk (C:) > SMEMIK > Case 1234- LVMPD > DVTS > VIDEO_TS				
Share with Burn New folder				
	Name	Date modified	Type	Size
6-17	VIDEO_TS.BUP	4/17/2018 2:47 PM	BUP File	8 KB
if	VIDEO_TS.IFO	4/17/2018 2:47 PM	DVD IFO File	8 KB
h	VTS_01_0.BUP	4/17/2018 2:47 PM	BUP File	12 KB
	VTS_01_0.IFO	4/17/2018 2:47 PM	DVD IFO File	12 KB
	VTS_01_1.VOB	4/17/2018 2:47 PM	DVD VOB File	5,784 KB
	VTS_02_0.BUP	4/17/2018 2:47 PM	BUP File	12 KB
	VTS_02_0.IFO	4/17/2018 2:47 PM	DVD IFO File	12 KB
	VTS_02_1.VOB	4/17/2018 2:47 PM	DVD VOB File	4,488 KB

Local Disk (C:) > SMEMIK > Case 1234- LVMPD > ISO				
Share with Burn New folder				
	Name	Date modified	Type	Size
2-6-17	Case 1234- LVMPD.iso	4/17/2018 2:47 PM	iso Archive	11,192 KB
570f				

Local Disk (C:) > SMEMIK > Case 1234- LVMPD > MPGs				
Share with Play all Burn New folder				
	Name	Date modified	Type	Size
2-6-17	20160211_114754_AM_ZOOM0001.mpg			
570f	20160211_114820_AM_ZOOM0002.mpg			
ish				

## 6. Advanced TOOLS and features

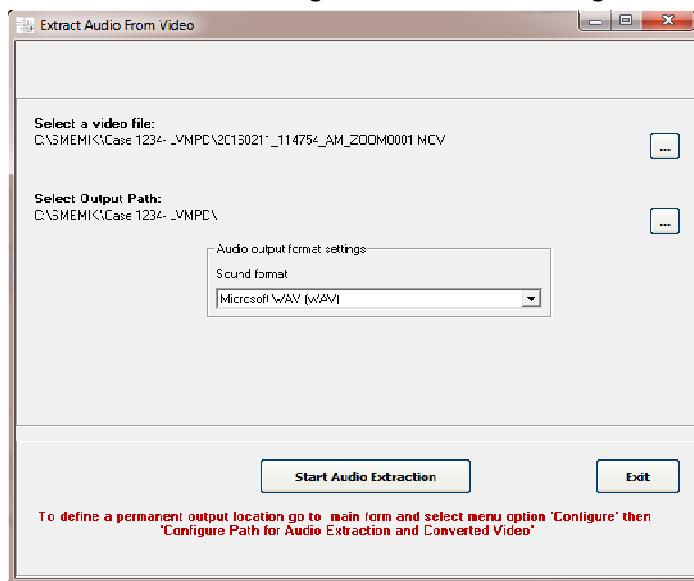
File Configure Window

Many of these are strictly for use by your technician, do not require any tweaking under normal conditions.

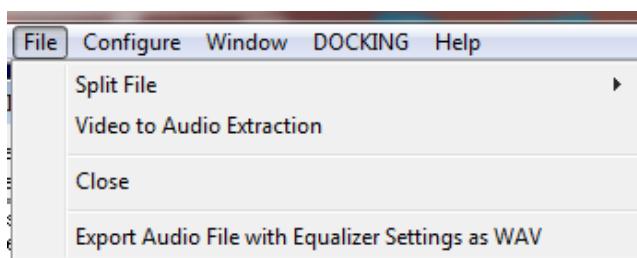
Please contact Mineroff electronics for technical support requests and assistance regarding these features.

### Extracting audio files from videos (File.. Video to Audio Extraction)

You can extract an audio file in your choice of WAV or MP3 and save it for any video interview that was saved to the system. This is useful when transmitting just the audio file as an email attachment or for listening in court without seeing the video.



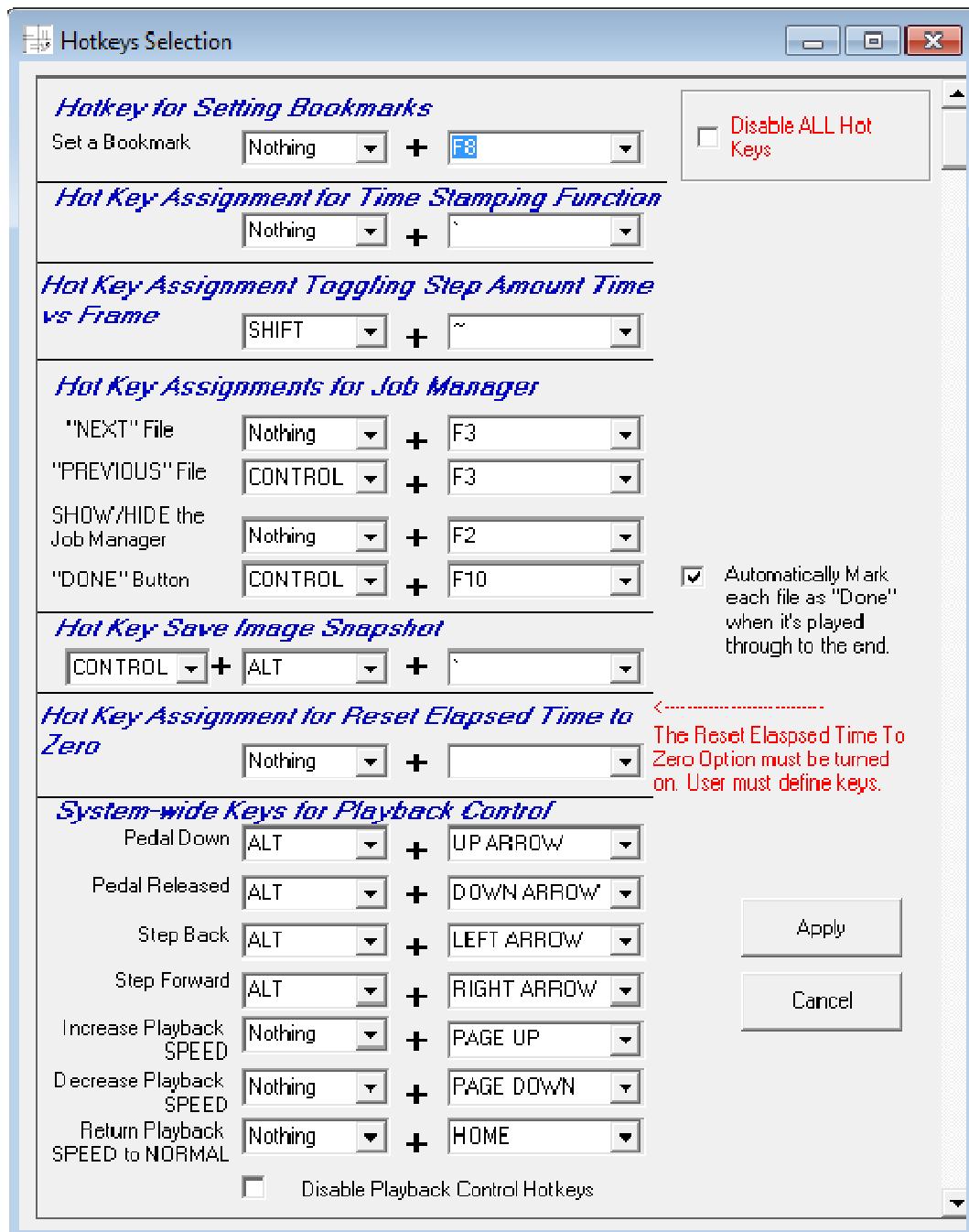
Also, the audio file once created can be split into multiple sections using the **basic and advanced split features**.



This allows you to excerpt or edit out just the section that you want provided to court rather than having them listen to the entire recording.

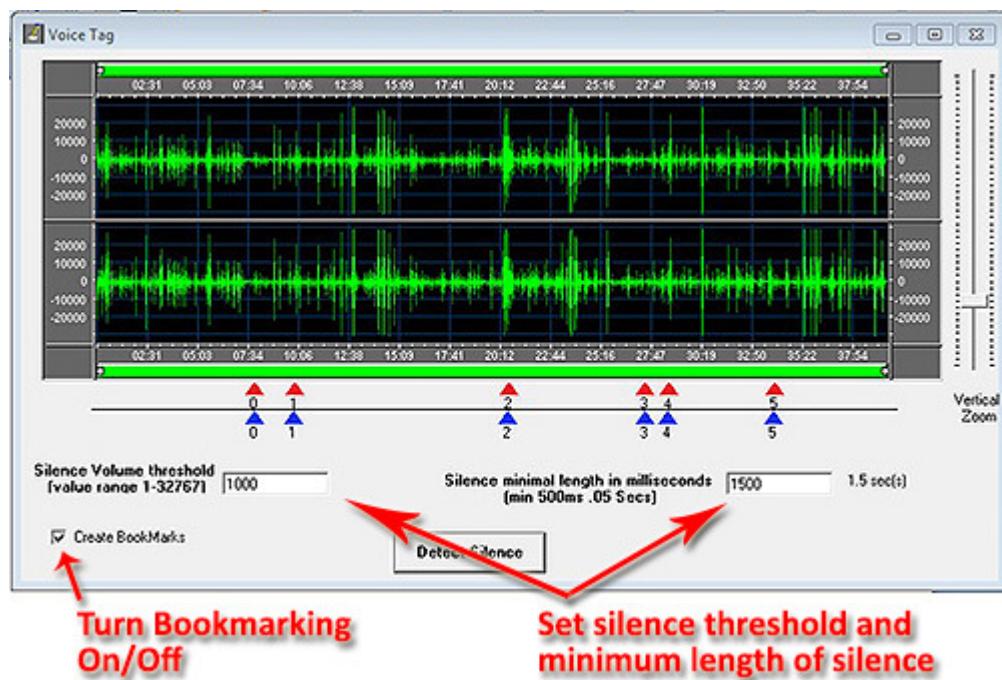
## System hotkeys (Configure...Hotkeys)

Virtually every video playback, bookmarking, timestamping, and system function can be controlled via user selectable hotkeys. If you're not using the hotkey system, or it interferes with some other product or program on your computer, you can disable it by clicking the checkbox.



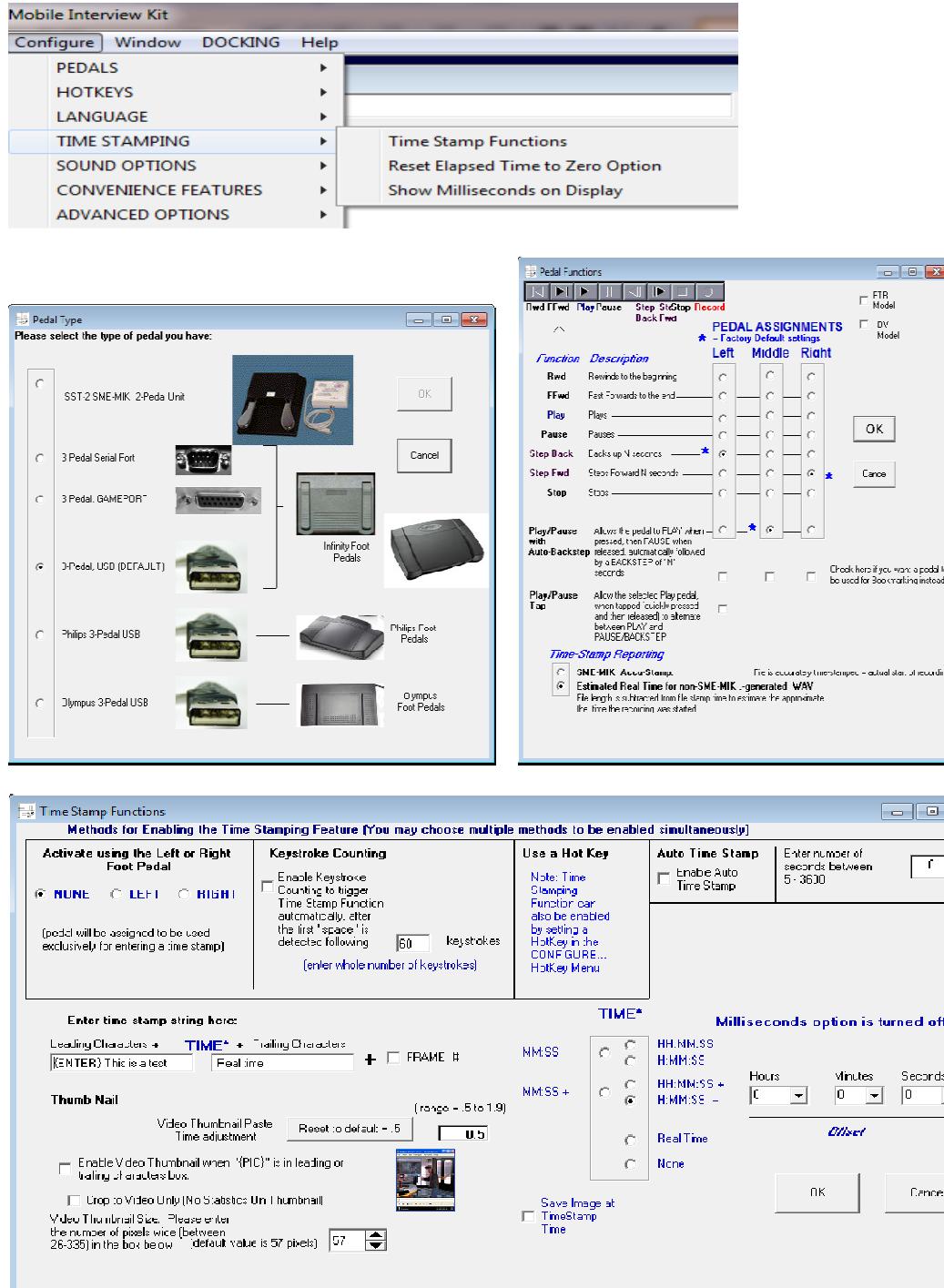
### Silence detection feature (Window... Detect Silence)

This is an advanced feature that allows automatic detection of silence during an interview particularly useful if the detective leaves the room for a while and no one is speaking. It will automatically bookmark where people are talking and where they're not, and displayed a visual waveform diagram.

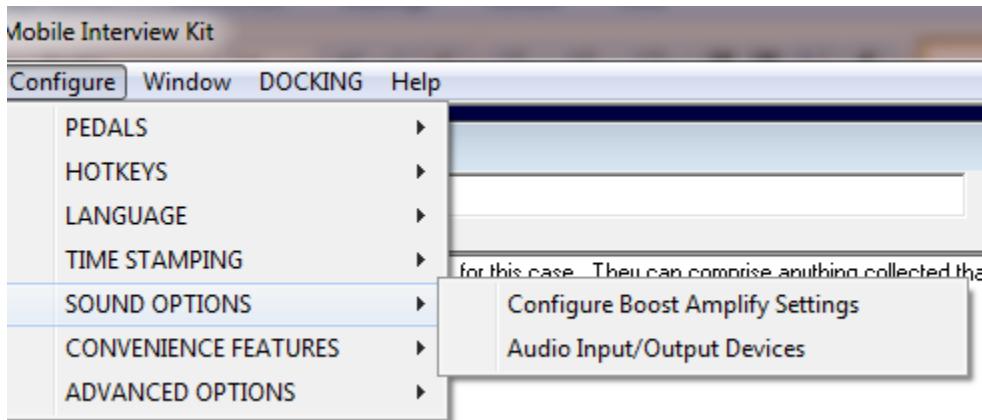


### Optional foot pedal Support:

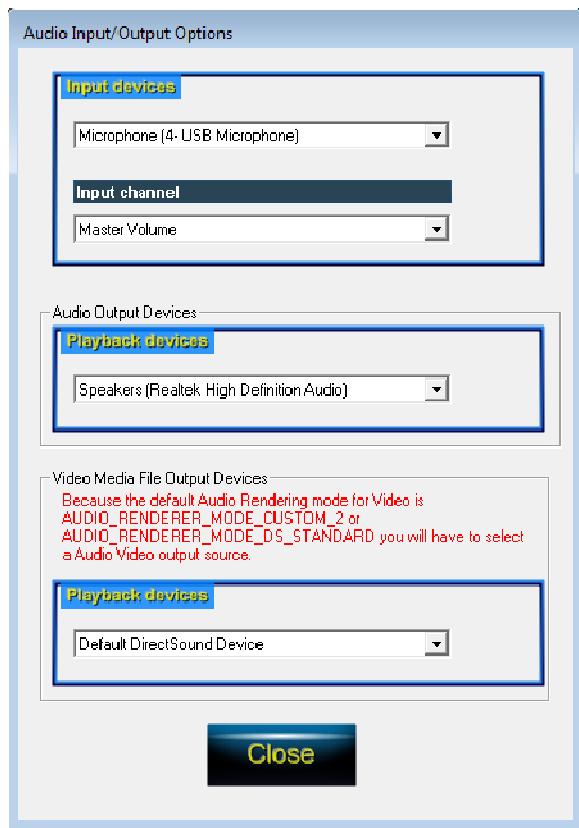
Adding a foot pedal to the USB port (INF-USB-2 pedal is available from your dealer), allows foot pedal control while watching the video on the screen or transcribing into a separate word document from the interview in progress that's been recorded previously. A variety of foot pedals are supported and the foot pedal modes and functions can be assigned by the user to perform a number of custom actions including playback, rewind fast-forward and time stamping.



## Advanced Audio and Sound Options

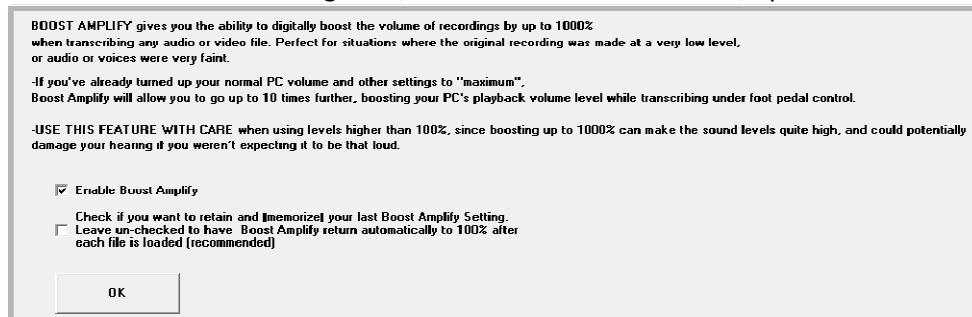


You can configure audio output settings here, if needed. This is an advanced feature.

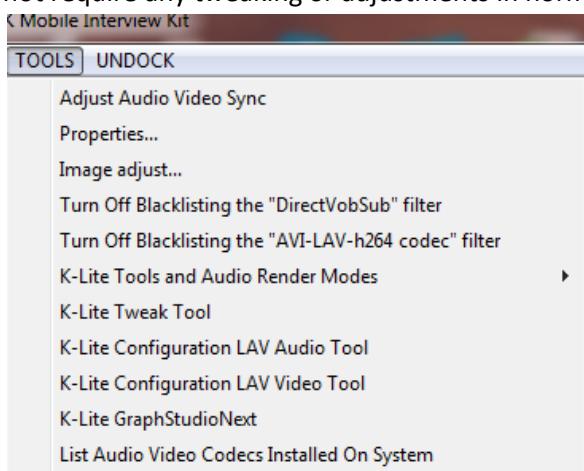


## Boost Amplify: Configure...SOUND OPTIONS...Configure Boost Amplify Settings

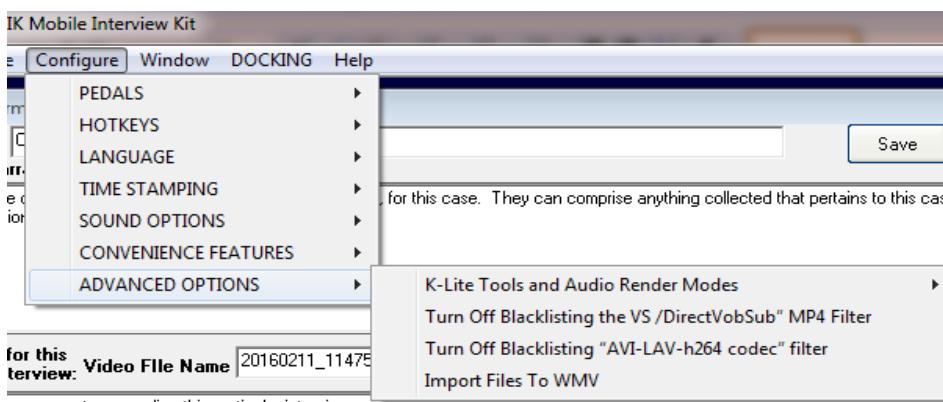
This feature allows boosting faint, hard to hear audio or video, up to 1000% of the original volume.



**ADVANCED TECHNICIAN-ONLY OPTIONS :** These should only be accessed by your technician, and do not require any tweaking or adjustments in normal operation.



“Import Files to WMV” is an advanced option, if MOV files do not correctly play and display on the PC.



REV A 4-19-2018