



# TruWITNESS Assignment Station and Charging Hub Quick Guide

## What's in the Box

1. Charging Hub
2. PoE+ Power Supply and cables
3. Assignment Station and Charging Hub Quick Guide (this document)
4. Assignment Pad (sold separately)

## A. TruWITNESS Assignment Station and Assignment Pad

The Assignment Station is used to associate specific Sensories with individual Users

**Note:** The installation of the Assignment Tool is fully described in the Release Notes and in the Latitude Help System. The information below is a summary.

### Summary setup steps for setting up the Assignment Station:

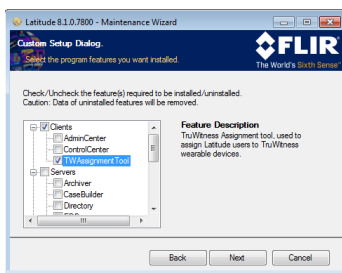
1. Download the Assignment Tool program to the target workstation
2. Connect the Assignment Pad
3. Log in to the System
4. Check that the required Users are listed

Once these steps are complete, you are ready to use the Assignment Station

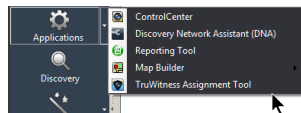
### 1. Download the Program to the Target Workstation

The TruWITNESS Assignment Tool Application can be installed by:

1. From add/remove programs, double click on "Latitude" and run a "custom installation".
2. In the list of features, scroll to the bottom and select "Assignment tool" and complete the installation.
3. If on a workstation that has Admin Center, it can be accessed from the Applications drop-down in the SideBar.

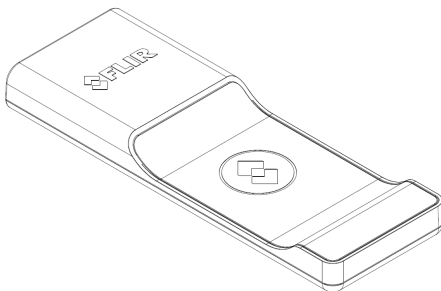


Custom Installation (Clients)



Admin Center Drop-down

### 2. Connect the Assignment Pad

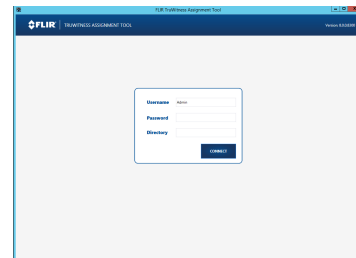


Connect the Assignment Pad to one of the workstation's USB ports, using the supplied cable.

**NOTE:** Do not place assignment pad on a conductive surface such as metal (i.e. do not place on top of a computer)

### 3. Log in to the System

Open the Assignment Tool program by clicking on the program icon.

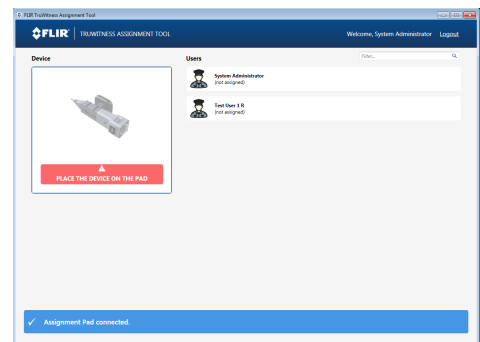


Use your United VMS credentials and the address of the system to connect the application to the system. (As a user of the Assignment Tool, you need the appropriate permissions in the system - check with your Latitude Administrator.)

If you have not already connected your Assignment Pad, you will be prompted to do so now.

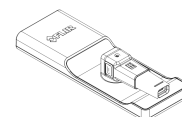
"Assignment Pad disconnected. Please try reconnecting the USB cable of the device"

### 4. Assigning Sensories to Users



Once the login is complete and the Pad connected, you will see the list of available users, and the Assignment Tool shows a message indicating that a Sensory must be placed on the Pad.

The Assignment Pad has an NFC sensor which the Assignment Station uses to read the current settings of a Sensory, and re-assign it to a selected user if required.



Note: When using the Assignment Pad, always place the Sensory with its Logo facing down, touching the Assignment Pad Logo

B. TruWITNESS Charging Hub

The Charging Hub stores PCS's, recharges their batteries, and uploads their internal recordings to the VMS. It also functions as a holder for the Sensory units while the PCS is connected.

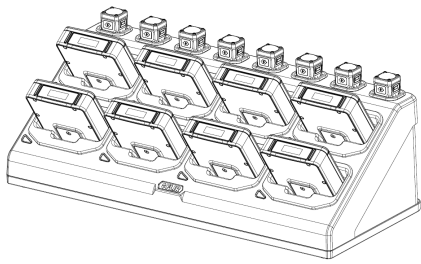
**Note:** The sensory unit holder has no electrical connection and simply keeps the units organized and safe.

**Note:** The installation of the Charging Hub is fully described in the the Latitude Help System.

Summary Setup Steps:

- 1. Connect the Charging Hub to power and to the network, using the supplied PoE+ Injector. (Requires 1Gb connection)
- 2. In the Latitude Admin Center:
  - a. Use DNA Application to find/set IP Address
  - b. Discover Charging Hub
  - c. Attach Hub to an Archiver
  - d. Enter the GIS location on the Device page

Once these steps are complete, you are ready to use the Charging Hub.



1. Connect the Charging Hub to Power and to the network

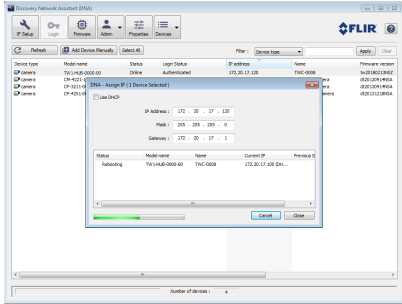
Connect the PoE Injector (Data IN) connector to the network, and the (Data OUT) connector to the IP port at the back of the Charging Hub, using regular RJ45/Cat6 cable..

Connect the mains electric supply (110/220VAC) to the PoE+ Injector using the supplied Power cord.

2a. Use DNA to check IP Address

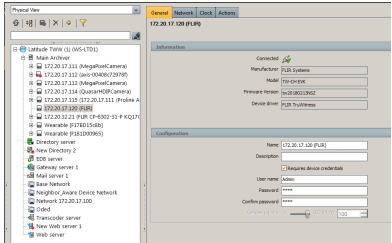
Use the DNA Application (version 2.2.1.4 or above) to set an appropriate IP address for the Charging hub.

The Charging Hub model name is TW1-HUB-0000-00.



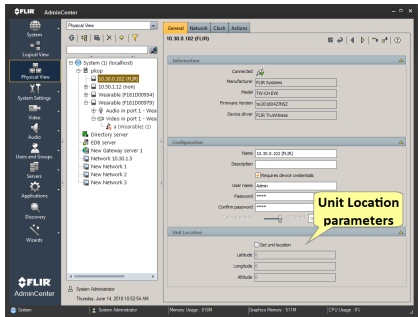
2c. Attach the Charging Hub to an Archiver

Select the desired Archiver. In the list of Discovered entities, select the Charging Hub to be attached to the Archiver, and **Save**.



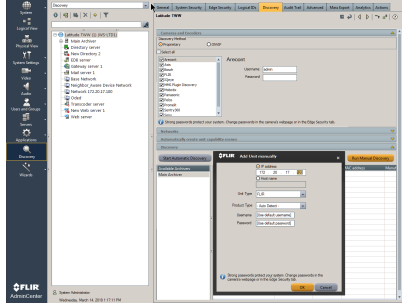
2d. Enter GIS Location for the Charging Hub

Check the **Set Location** checkbox. Enter the GIS Location coordinates for this Charging Hub.



2b. Discover the Charging Hub in Latitude

In the Admin Center, open the Discovery tab in the Sidebar, and manually Discover the Charging Hub using the IP address set above.



Hints when using the Charging Hub

Each user must ensure that they take the specific Sensory that is assigned to them. Any PCS that is ready may be used. The user name is displayed once the Sensory is plugged into a PCS. Alternatively, current assignment can be checked at the Assignment station.

Each PCS socket has an associated indicator light. This indicates the current status of the PCS in that socket.



Indicator Lights for PCS status.	
Green Steady	<b>Ready for use.</b> Fully charged, Recordings have been offloaded,
Green Blinking	<b>Charging.</b> Recordings have been offloaded,
Amber Blinking Slow	<b>Do not remove.</b> Initializing
Amber Steady	<b>Do not remove.</b> Initializing Completed, SD card has data
Amber Blinking Fast	<b>Do not remove.</b> SD card data reading/writing/Formatting
Green, Amber Blinking	<b>Error reading SD card/ Charging fail.</b> Move PCS to a different slot. If the problem persists, see "Troubleshooting" section of the TruWITNESS installation guide