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# IQ3 APP USER MANUAL


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MMS Version 12.2  
Revision 11.2023



**MULTI-MEDIA LOGGING SYSTEMS**

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 [WWW.REVCORD.COM](http://WWW.REVCORD.COM)  
**281-404-7040**

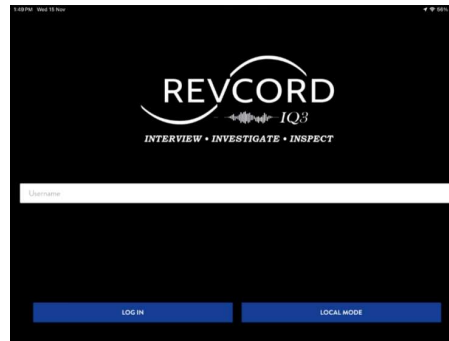
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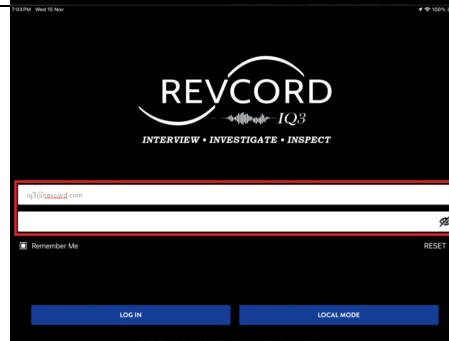
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## LOG IN

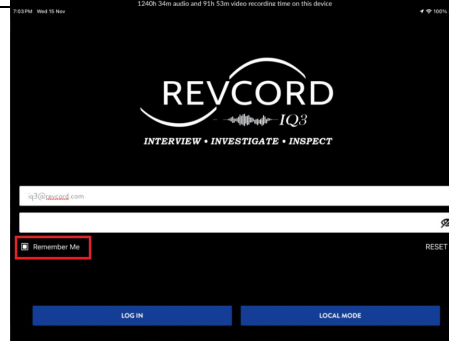
1. Open your IQ3 App.



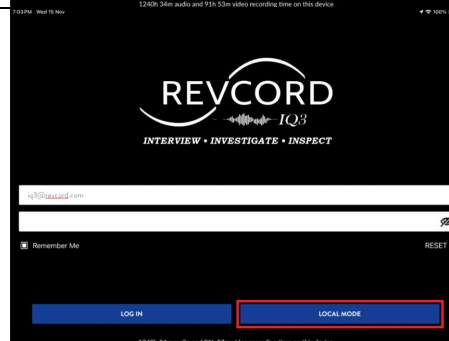
2. Enter your Username and Password on the login screen.



3. Check the "Remember me" box to save your credentials for next time. Then click on the "Log In" button.

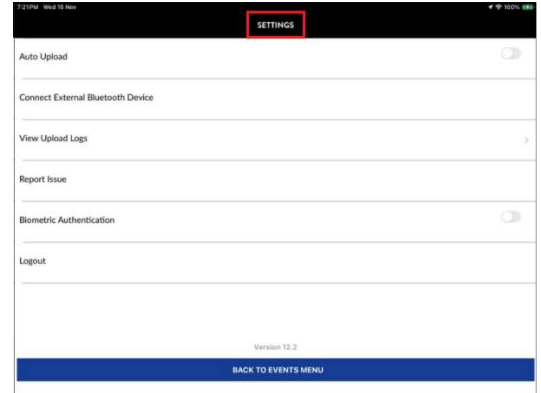


4. Click the "Local Mode" button to log in without the internet. In Local Mode, you cannot Stream, use Audio, Text, Conference, or Upload. Completed Local Mode Events can be uploaded later when access to the internet is available.



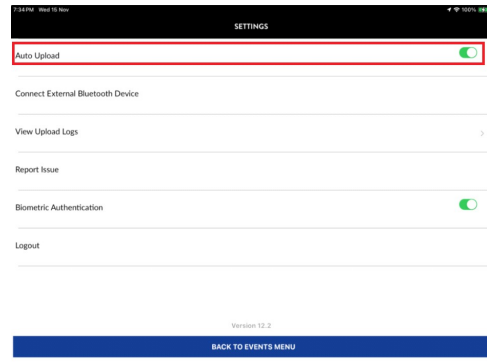
## SETTINGS

The settings panel gives App Users control over external device connections. Users can view their uploaded log of Events and manage controls on the Apps' Auto Upload feature.



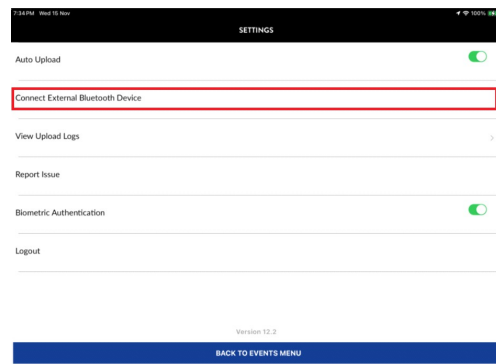
## AUTO UPLOAD

Automatically upload the Event to the server once the Event is completed. In this mode, you will not be able to use the Event review feature, nor will you be able to add additional markers or notes post-event.



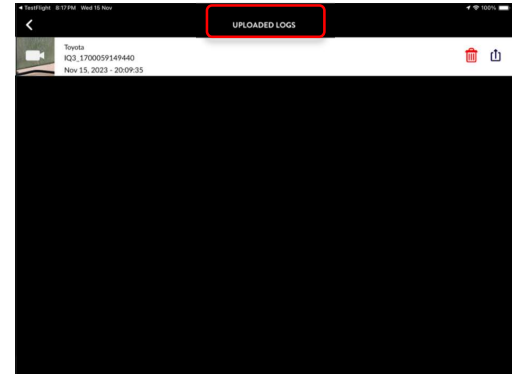
## CONFIGURE EXTERNAL RECORDING DEVICE

Add an external input, such as a Bluetooth headset or speakerphone.



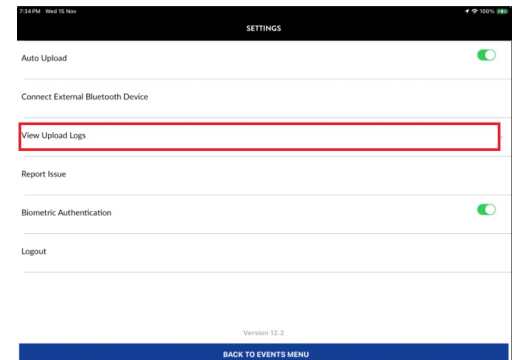
## VIEW UPLOAD LOGS

View Events that have already been uploaded to the server. See the in-depth metadata of each Event and link directly to it in the MMS.

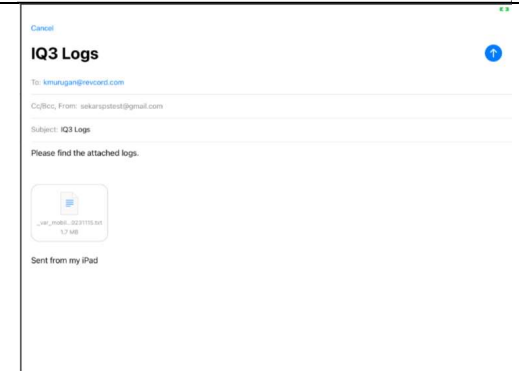


## REPORT ISSUE

Revcord added a new feature in the settings tab called "Report Issue" to capture a bug report directly from a User's device.

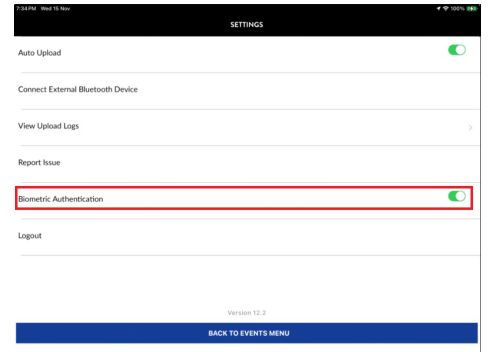


Tap the "Report Issue" from the App Setting option to share the bug report. It will open with the attached report, and then the User can send it from there.

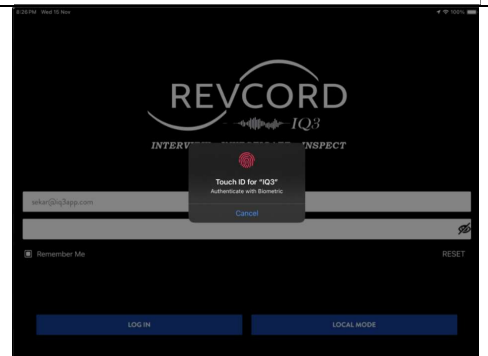


## BIOMETRIC AUTHENTICATION

Once the User logs in to the App, the User can enable the digital signature Biometric Authentication feature from the settings screen.

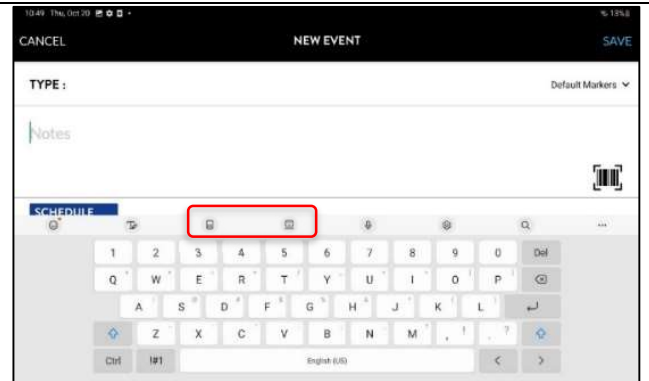


Once enabled, then on the next login, the User can use the fingerprint option to log in. For that, the following login screen popup will open, and by touching the fingerprint, the User can log in.

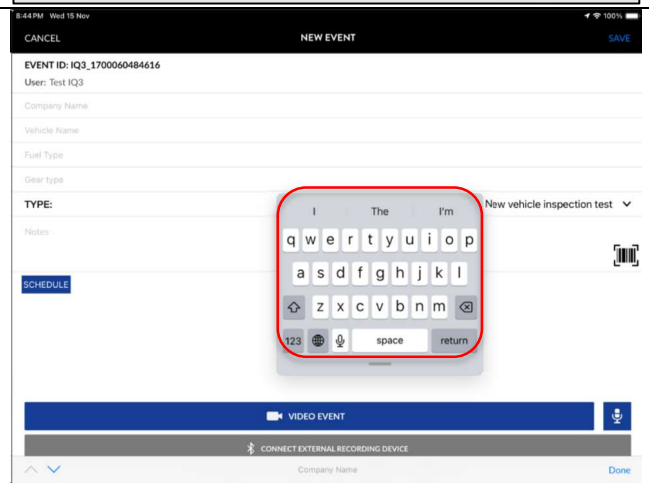


## CHANGE KEYBOARD MODES

On the keyboard screen, there should be Input Options above the keyboard. You will see the options of Split or Floating keyboard.



This is the Floating Keyboard view.



This is the Split Keyboard view.

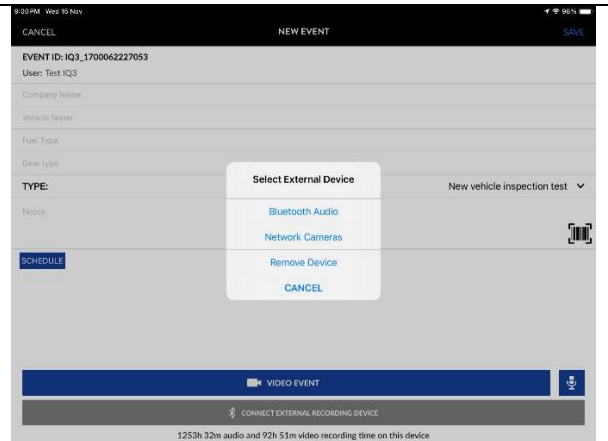




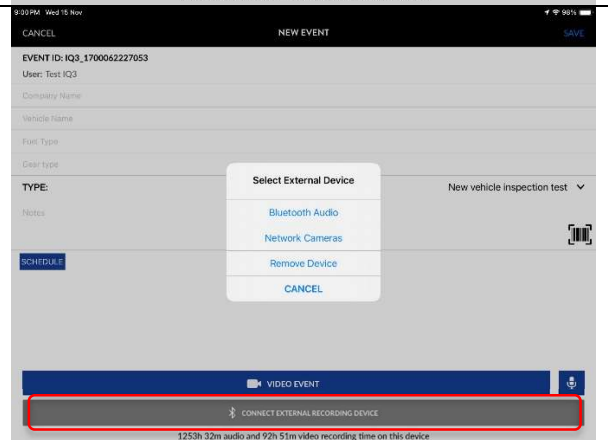
## CONNECT EXTERNAL RECORDING DEVICE

External recording devices can be added through the settings menu or inside of the Event creation page.

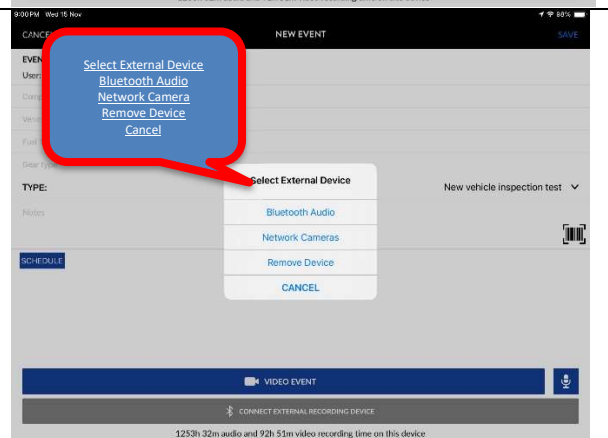
1. Open an already saved Event or create a new Event.



2. Select the "Connect External Recording Device" button, open the settings menu, and select "Configure External Recording Device."



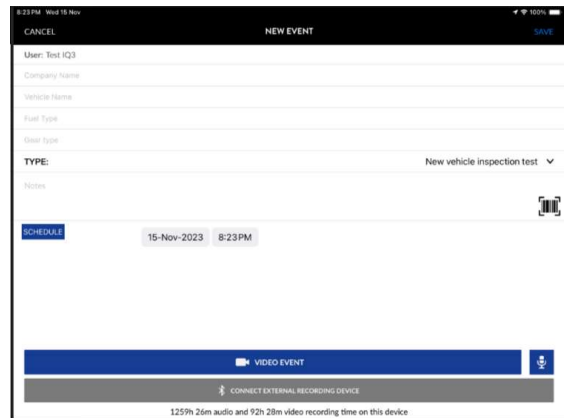
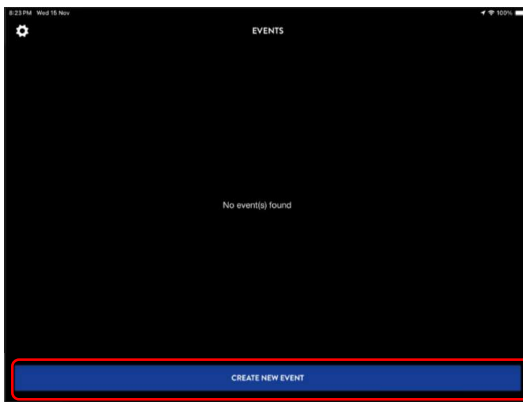
3. IP cameras are configured in the Setup tab of the MMS and will be selected from this menu under network cameras. Selecting Bluetooth audio will bring you to the device's settings to connect a device.



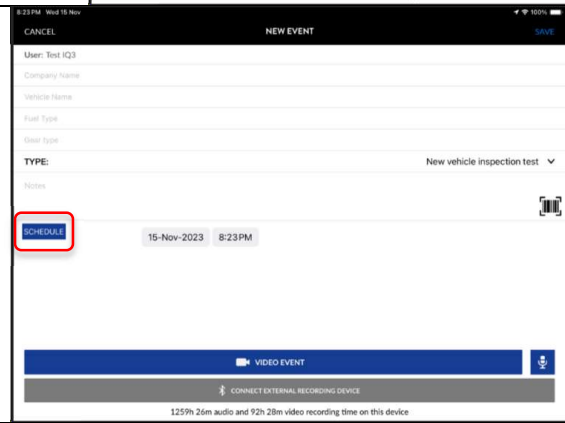
# SCHEDULE EVENT

## CREATING A SCHEDULED EVENT

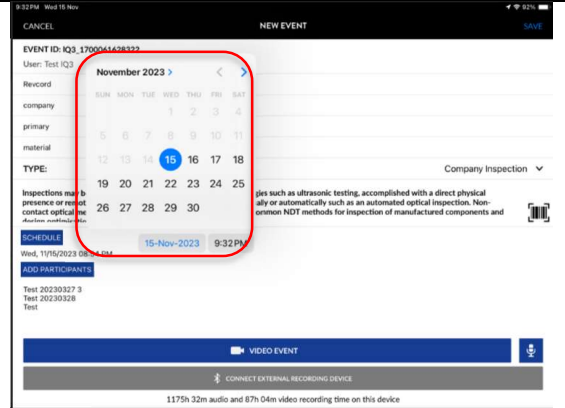
1. Click the "Create New Event" button and enter Title and Notes (optional).



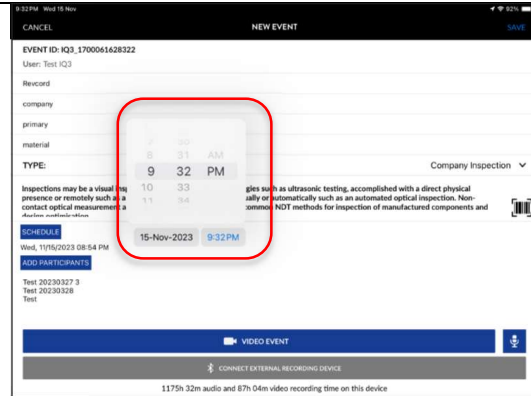
2. Click on the Schedule button.
  - a. This will open a date picker.



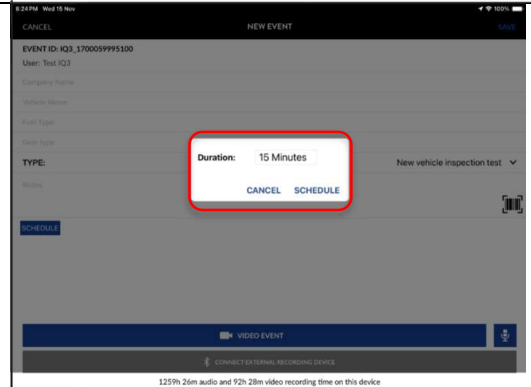
3. Select a Date for the Event.



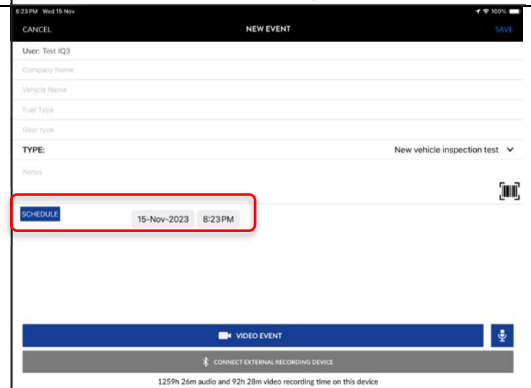
4. Select the time of the Event.



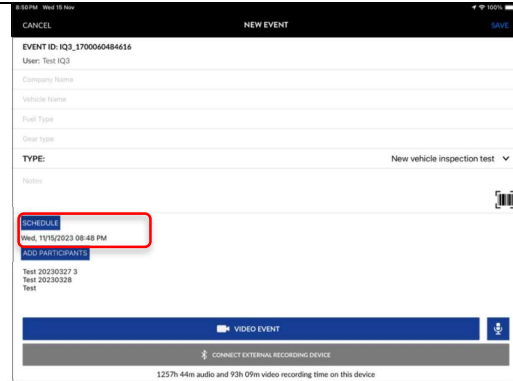
5. Select the duration of the Event. Choose from 1 minute up to 120 minutes.



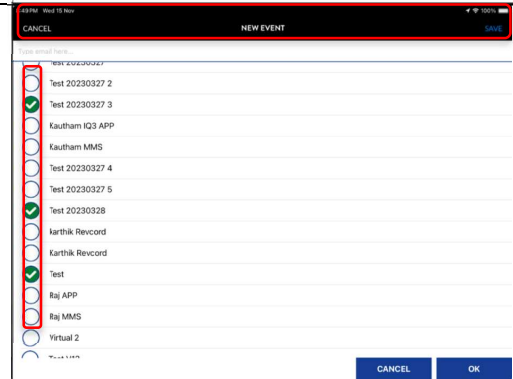
6. After the duration is set, you will see the schedule details for the Event.



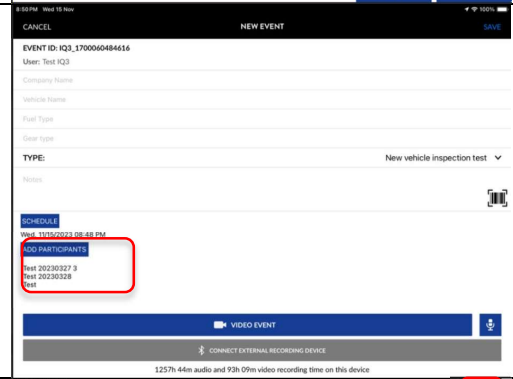
7. Click on "Add Participants."



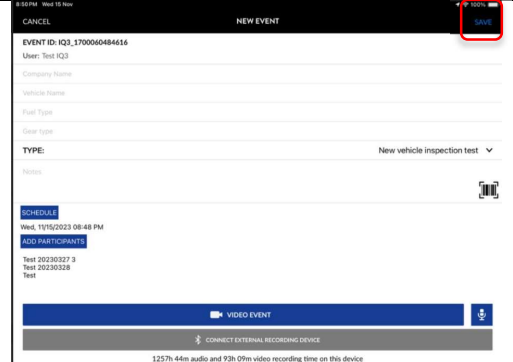
a. You can select multiple Users and add an email id.



b. Once a User clicks on OK, it will show a list of the selected Users.



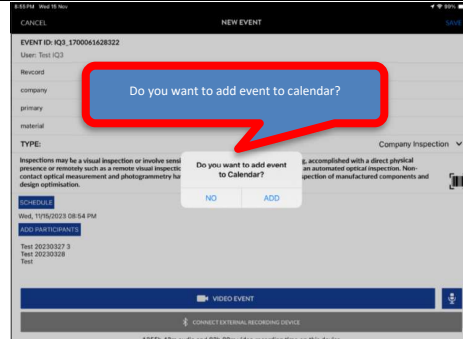
8. Click on Save



**Note:** After adding the title and description (optional) the Save button becomes visible.

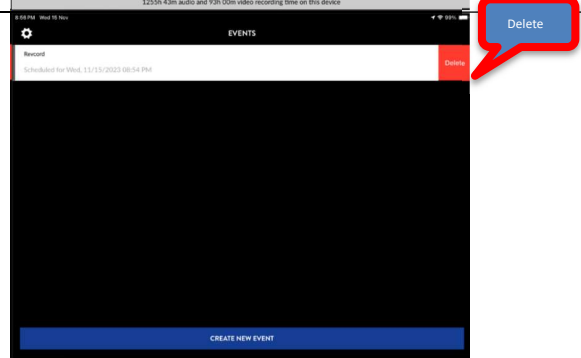
9. Add an Event to the calendar.

- a. **No** - this will take you to the next step.
- b. **Yes** - this will ask for your Google login and add the Event to your calendar.
- c. After that, you will be asked to copy the link to your clipboard.



10. Delete Event

- a. From the Event list screen, Users can remove a Scheduled Event.
- b. On a long click, it will show Delete as an option, as shown in the current App.

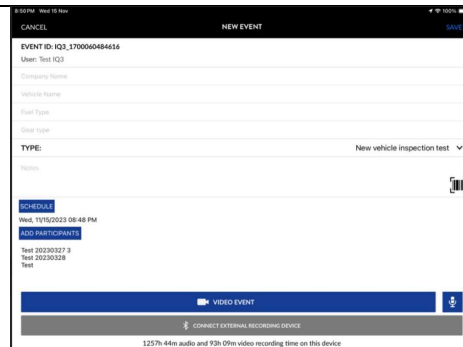


11. Edit Scheduled Event

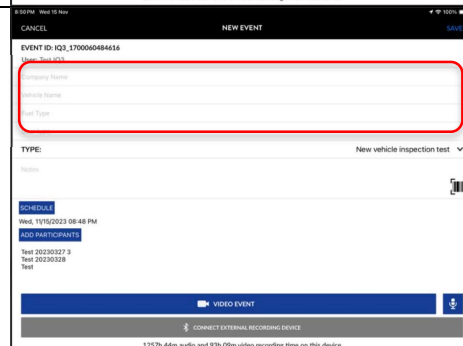
- a. Users can edit Scheduled Events by clicking on the listed Event from the Event screen.

12. This will display all selected content for the Scheduled Event on a new Event screen.

- a. Users can change Scheduled Event details with this screen.

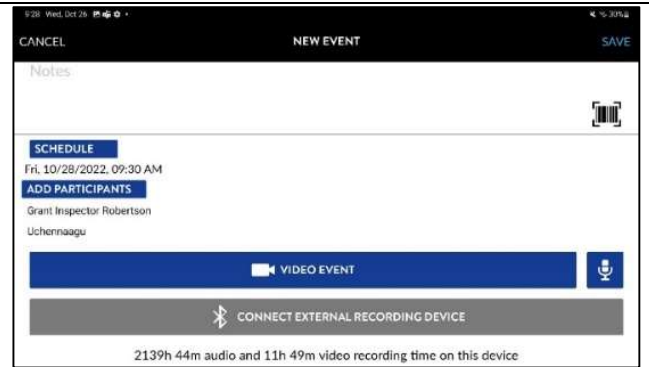


13. Custom Fields for the Event.

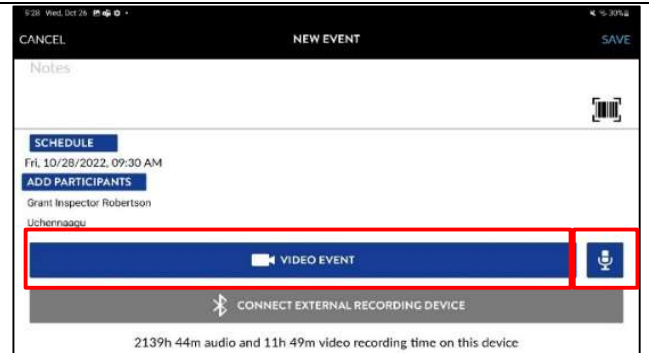


14. Add notes in the notes section if desired.

15. If you are creating multiple events, you can click the "Save" Button and repeat the process. If you want to add input (IP Camera or Bluetooth Speakerphone), please see the next section before saving.

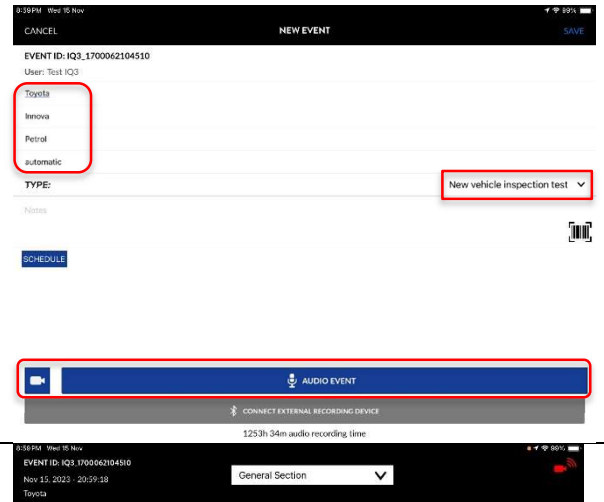


16. If you are ready to begin recording the Event, click on the Video or Audio Event, then see the "Conducting an Event" section.

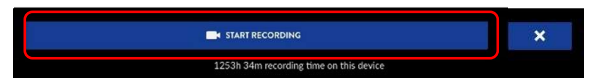


## CREATE AUDIO EVENT

1. Create Audio Event
2. Click the "Create New Event" Button
3. Select the Type: Bookmark Template
4. Enter a custom field, add notes, and click "Audio Event."



5. Press Start Recording to start the Audio Event



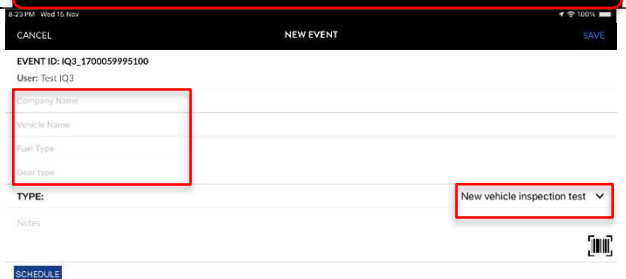
6. Audio Events allow screen lock during the Event without pausing.
  - a. When an Event is in progress, the User can lock the screen. The Event will continue to be recorded. Also, any participants can continue with their Audio Conferencing. Other interruptions will still cause the Event to pause, such as incoming calls, pressing the home key, etc."

## CREATING AN IQ3 EVENT

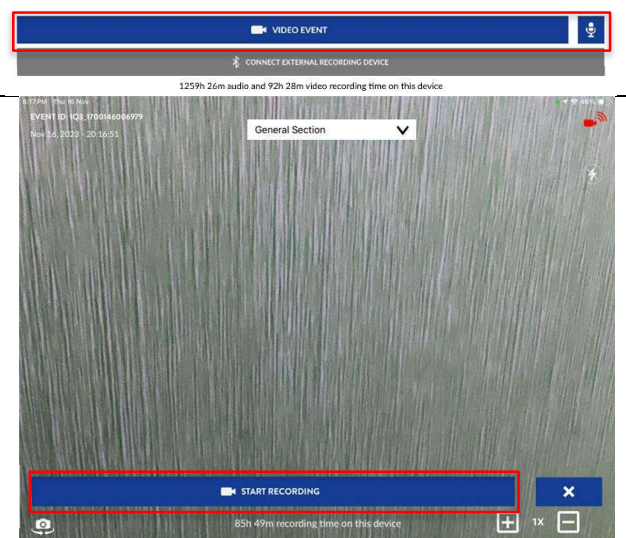
1. Click the "Create New Event" button.



2. Select the Type: Bookmark Template  
3. Enter a custom field, add notes, and click "Video Event."

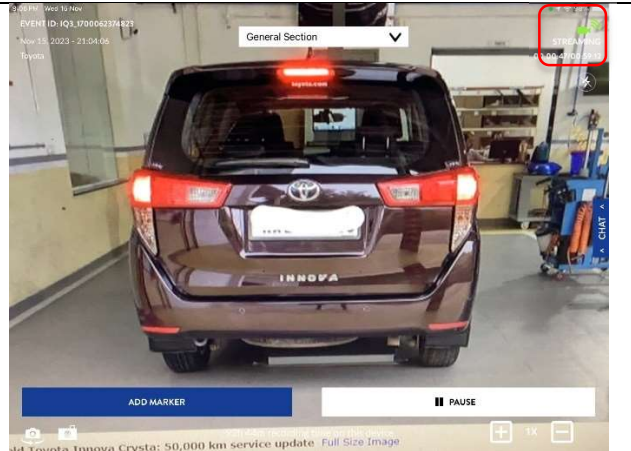


4. Click Start Recording





5. Select the Video Camera icon to begin Streaming.



## PREPARING CAMERA

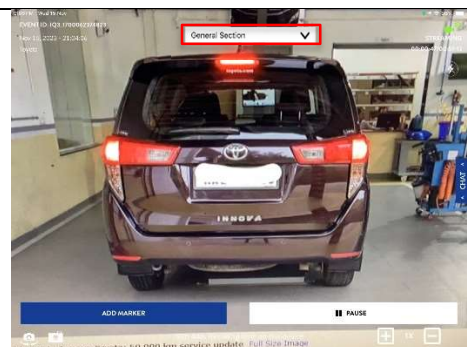
Revcord IQ3 only supports Landscape orientation. Tap the screen to focus on an area. If you are still having problems focusing, please try to focus the lens on something else, then move it back to the desired target. Often, this will allow the camera to refocus properly.

## ADD BOOKMARKS

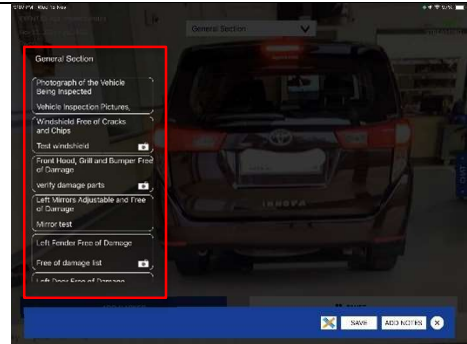
During the Event, Users can click on the "Add Marker" button. You may select as many or as few markers as you like during the Event.


**Note:** If the user account doesn't add any Bookmark Template / Custom markers, then the User will not have any marker and shows no bookmarks were defined.

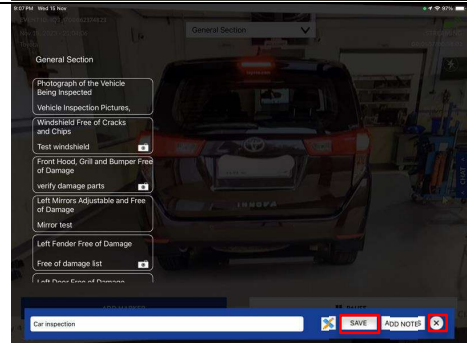
1. Primary bookmark section (Primary Area) on top of the Streaming (Event) screen as a drop-down list. Here Users can change the bookmark section.




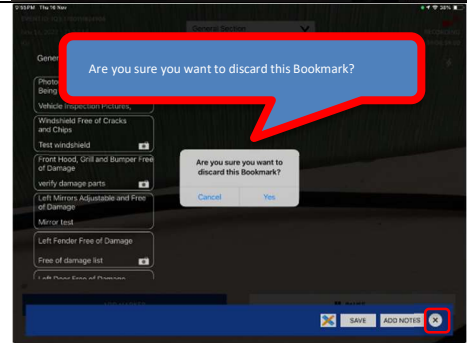
2. Based on the selected section at the top, the User will have bookmarks for selection.



3. Once the User selects bookmarks, the User can save them using the save button or the bookmark can be discarded by clicking  Button.

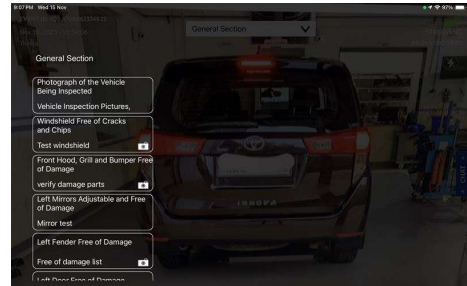


4. If the User wants to discard the selected bookmark, then click on  the highlighted close icon.

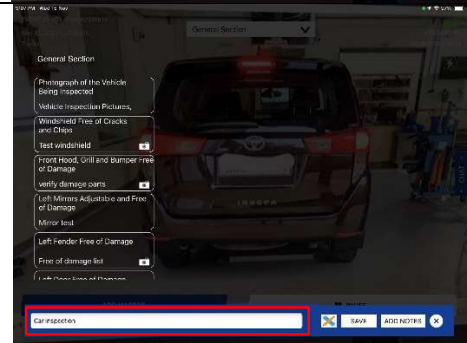


## ADD NOTES

Add notes (Button) option in the bottom corner of the bookmark window.



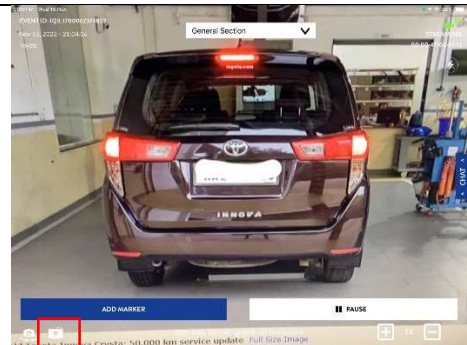
By clicking the add notes button, the User will have a new box under the bookmark bar to add notes for selected bookmarks. When adding notes, the Event will be paused.



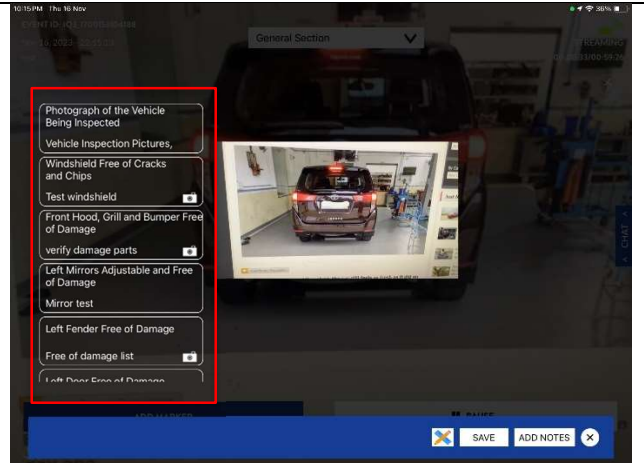
## PICTURE BOOKMARK

1. Users can start an Event as a video Event, and they can capture multiple pictures on the video Event as bookmarks and later upload them to the server.

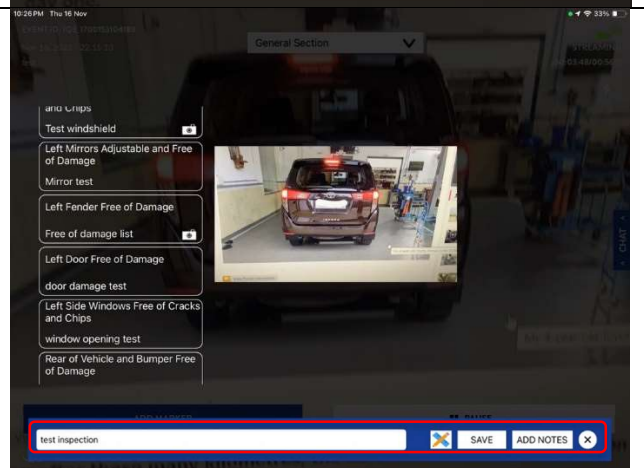
2. By clicking on the "Picture" icon shown below, the User can take pictures.



3. After starting a video Event, the User can take multiple images by clicking on the "Picture icon" and while clicking the Button, the User can add a bookmark path to a particular picture.



4. Users can add notes to a particular picture bookmark.

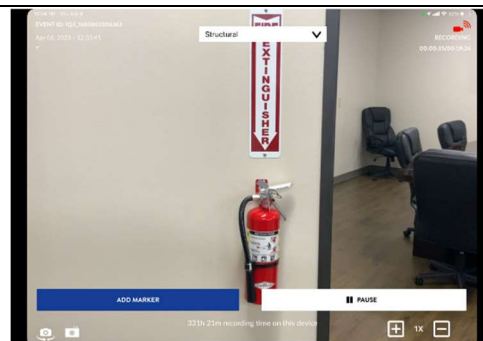


## AR MEASUREMENT

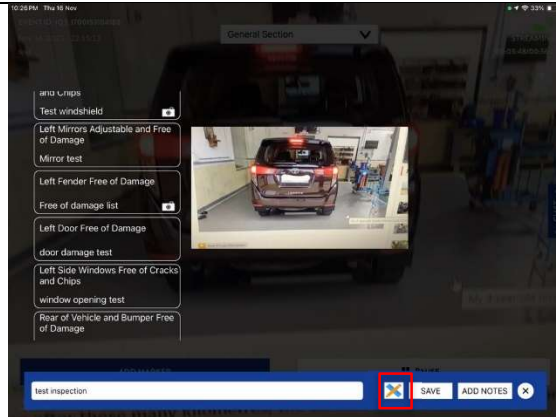
The AR Measure Tool allows users to capture digital measurements on LiDAR-capable devices.

AR Measurement works as follows:

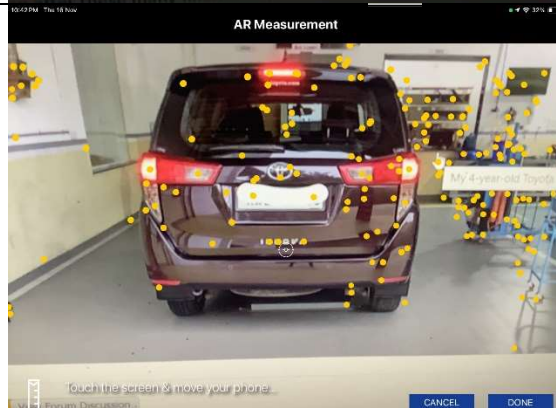
1. Users need to click on the "Add Marker" Button.



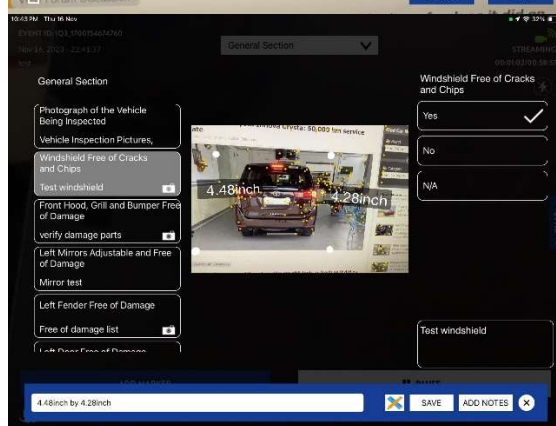
2. After selecting the "Add Marker" Button, the AR Icon appears in the bottom bar.



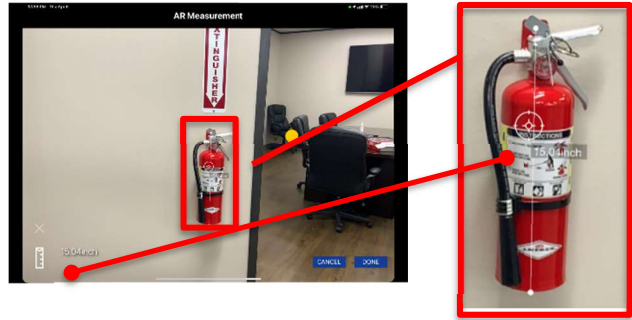
3. After the AR Icon is selected, the measuring points are shown.



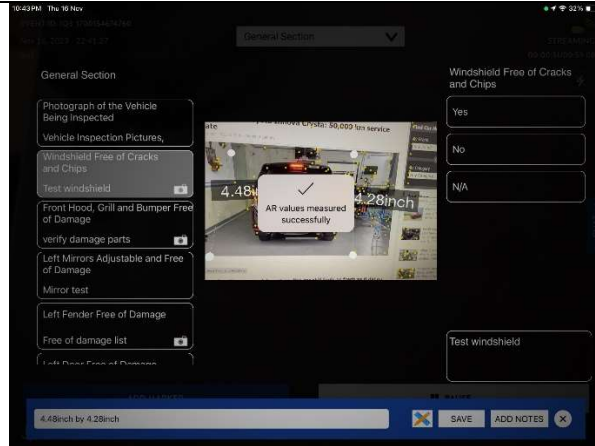
4. Once ready, the measure tool will display a crosshair in the center of the screen.



5. Tap the screen at the starting point and drag it down to the end of the object you are measuring, then tap the screen again to select the endpoint of the measurement.
6. After completing the measurement, click "Done" in the bottom right.



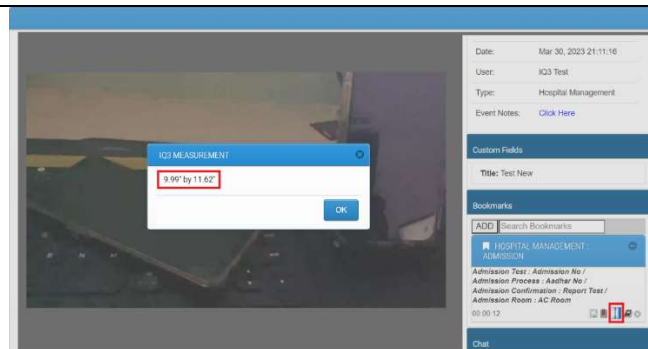
7. If Picture Bookmark is selected: Upon selecting "Done" on the measure tool, the User is prompted to hold the device still with the measurements in the frame. This will capture a snapshot displaying the measurements on the inspection item.



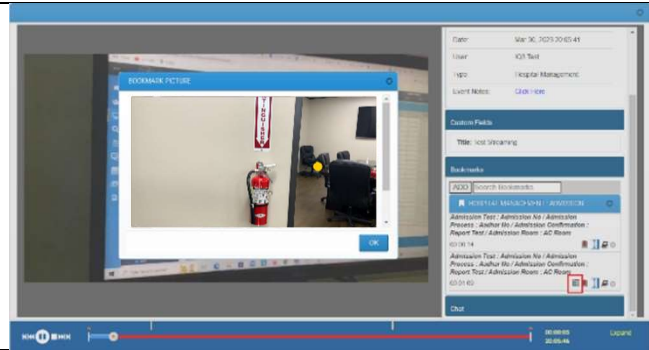
## AR MEASUREMENT AND PICTURE VIEWING IN MMS

The AR Measurement and Picture Bookmarks can be viewed from playback in the MMS Search Page.

1. Click the IQ3 Measurement Icon and view AR Measurement.

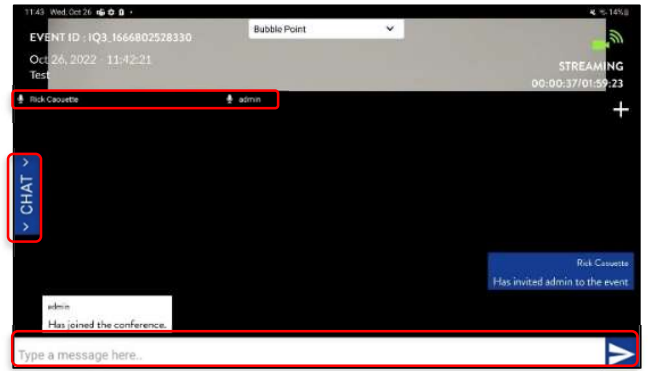


- Click the "View Picture" Icon to view the IQ3 Measured Picture as a Picture Bookmark.



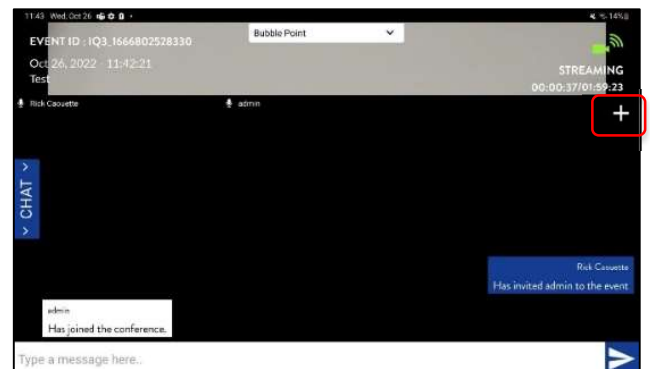
## CHAT

During an Event, click the "Chat" button on the right-hand side to expand the chat window. Here, you will see a list of all Users watching the Event. You can type a text message to them or read the text messages they sent. During an Event, the "Chat" button will flash, indicating a new participant has joined or a new message has been sent to you.

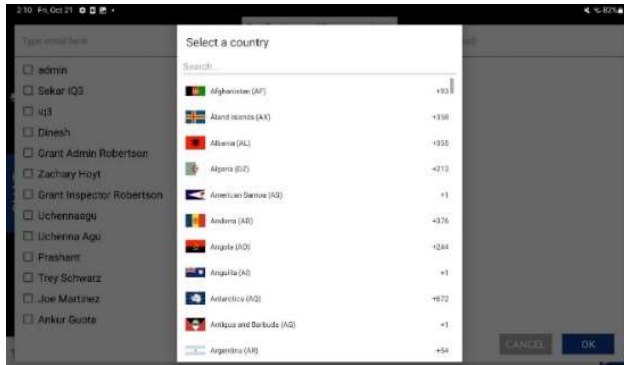


## ADD USER

- In the top right of the chat window, press (+) to add MMS Users through email ID, or you can select the user list and you can select them directly.

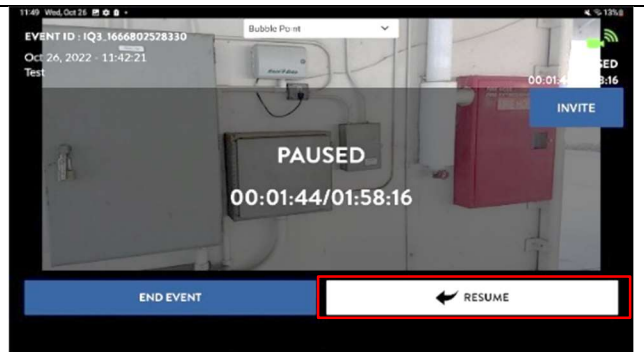
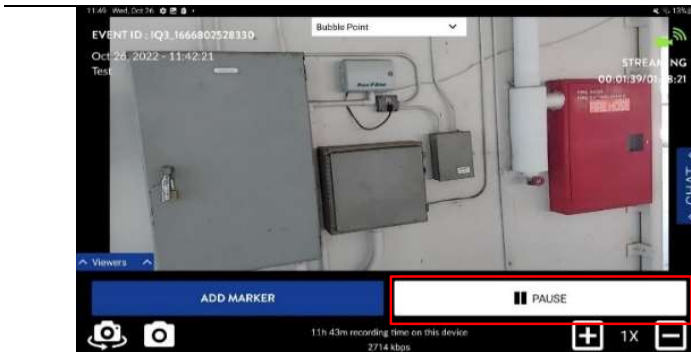


- You can also add a mobile number and an email ID to invite Users via SMS URL.



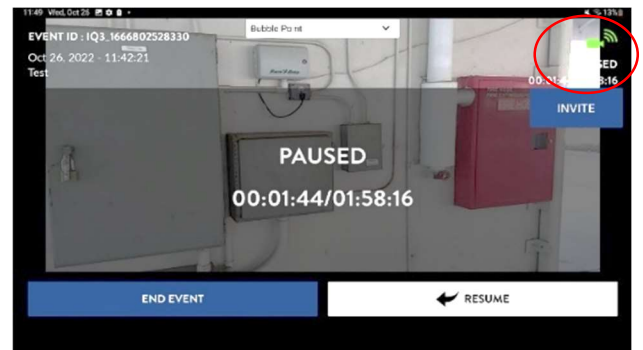
## PAUSE/RESUME

You may pause a Streaming or Non-Streaming Event at any time by pressing the "Pause" button. If you are doing a Streaming Event, your Audio and Text Chat will also be paused. When you are ready to resume the Event, click the "Resume" button.



## DISABLE/ENABLE LIVE STREAMING

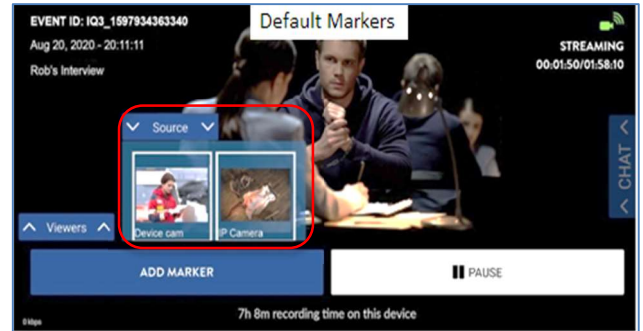
By pressing the green Live Streaming icon in the upper-right corner of the Live Event screen, Users can pause Video Streaming to the MMS during a Live Event. The Event will still be recorded on the device. Press the icon again to enable Live Streaming so MMS Users can view Live Video Conferencing from the App again.





## CHANGING IP CAM/DEVICE CAM IN LIVE EVENT

We can select the source of the camera before starting the Event and during the Live Event by pulling the source option in the Recording Screen.



## CONFERENCING VIEWERS PANEL

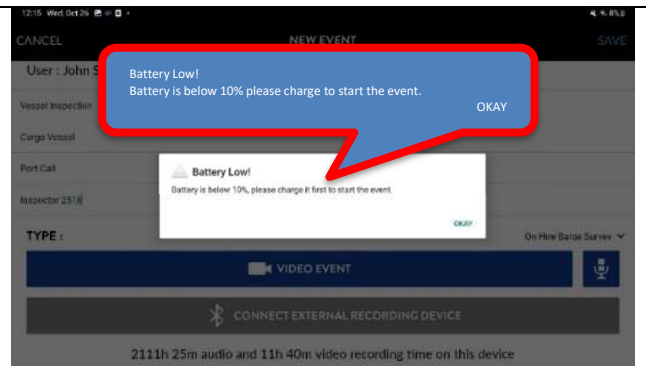
We can select and view the Live Video Conferencing of any one of the MMS Users from the App by selecting the Viewers Options button. Once we pull up the Viewers Options, it shows all connected Live MMS Users Viewer Panel, and we can select any one of the MMS Users by pressing the (+) icon in the top right of the viewers' panel and see the Live Video Conferencing of that User.



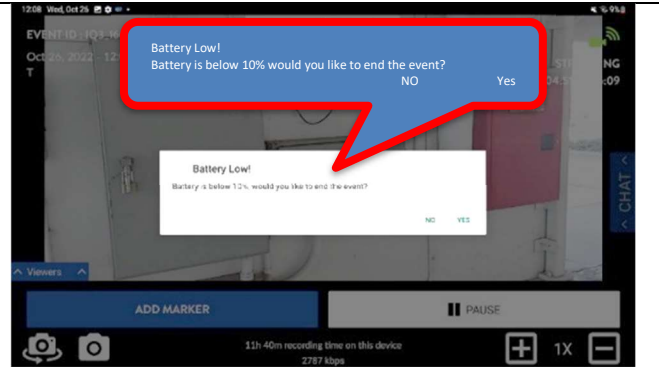
## LOW BATTERY NOTIFICATION

The App will continually check for battery status while running.

1. If the battery is below 10%, the App will not allow Users to start a new Event.

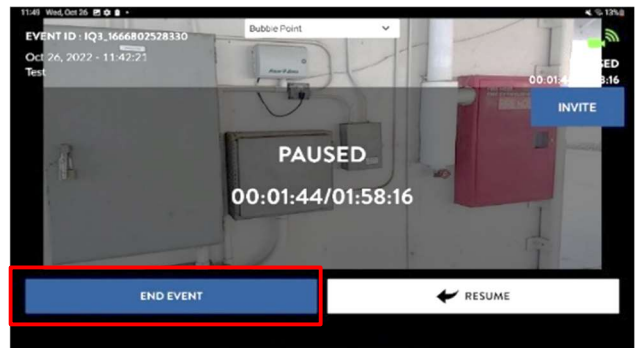


2. If an Event has already started and the battery gets below 10%, the App will ask the User if they want to continue Streaming or end the Event.



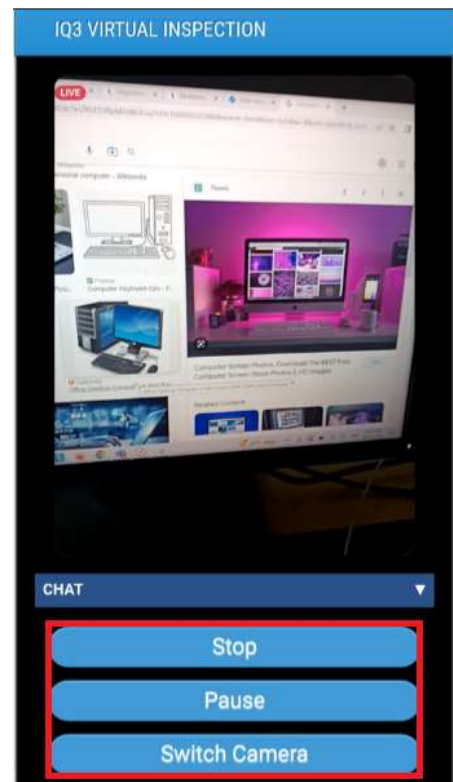
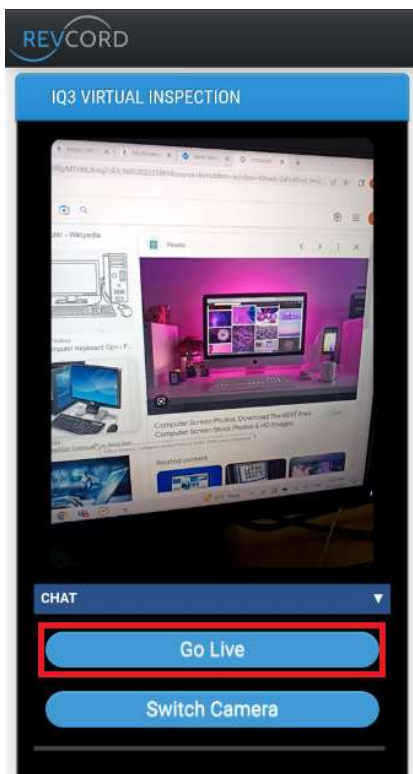
## END EVENT

When you are ready to end the Event, click the "Pause" button and then click the "End Event" button.



## RVI IQ3 EVENT

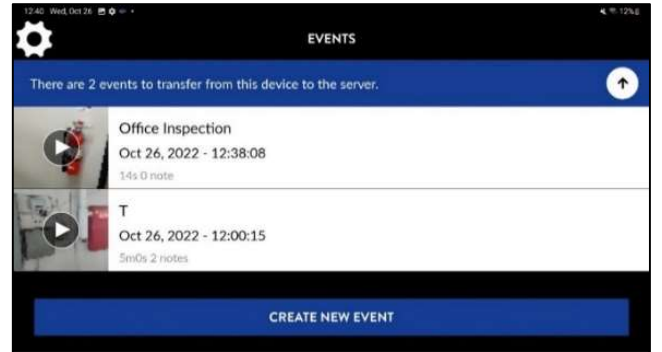
The end user will select the IQ3 RVI link sent to their email or phone. This will open the browser-based IQ3 RVI screen. The User will select "Go Live," and at this point, streaming will begin, and the MMS user will join the Event.



During an event, an end user can Pause and Resume, Stop the Event, Switch Camera, and use the chat box. The MMS user will have the ability to add bookmarks throughout the inspection. When "Stop" is selected, streaming will end, and the Event will be uploaded to the server.

## POST-EVENT FEATURES

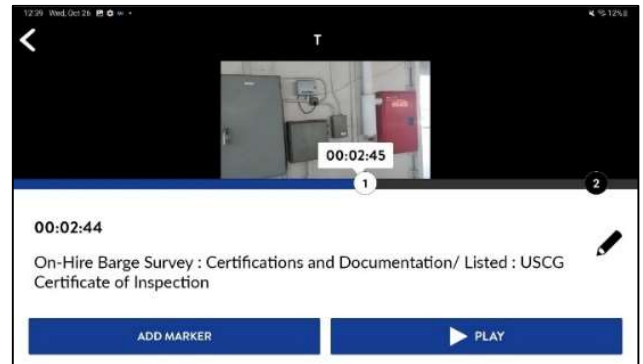
After ending an Event, you will return to the "Events" screen. Users can then review their Events or add detailed notes to each bookmark and add additional bookmarks. Click the Event you would like to edit or review.



## MANAGE COMPLETED EVENTS

Any Events that have not been uploaded will be displayed in the middle section of the Events Screen.

1. **Open an Event** - Tapping an Event will open it in playback/edit mode.
2. **Delete an Event** - Press and hold an Event to bring up the option to delete an Event.
3. **Upload All Completed Events** - Press the "up" arrow icon to upload all completed Events from the device to the Revcord IQ3 MMS.
4. **Upload an Individual Event** - Tap the desired Event to open it, then press the "up" arrow icon to initiate the upload.



## LOGOUT

Log out of the current session from the Settings menu and return to the App login screen.

