

SeeSnake® HQ™ | *User Guide*



SeeSnake® HQ™ Version 1.53.85.1426

23 May 2010

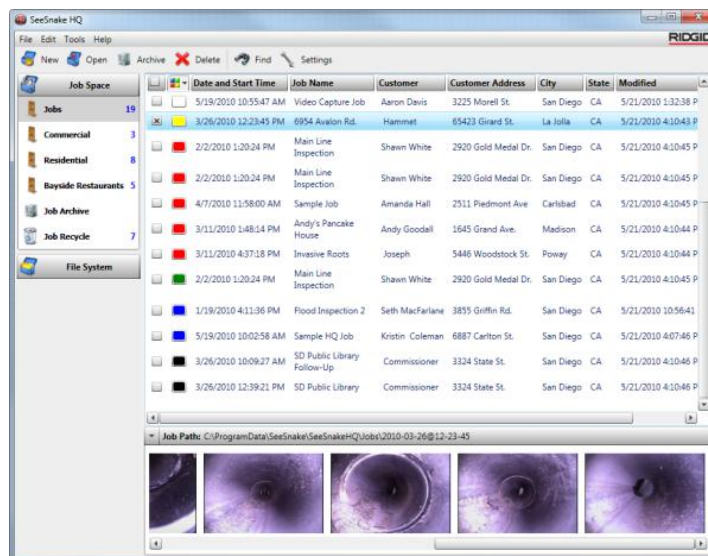
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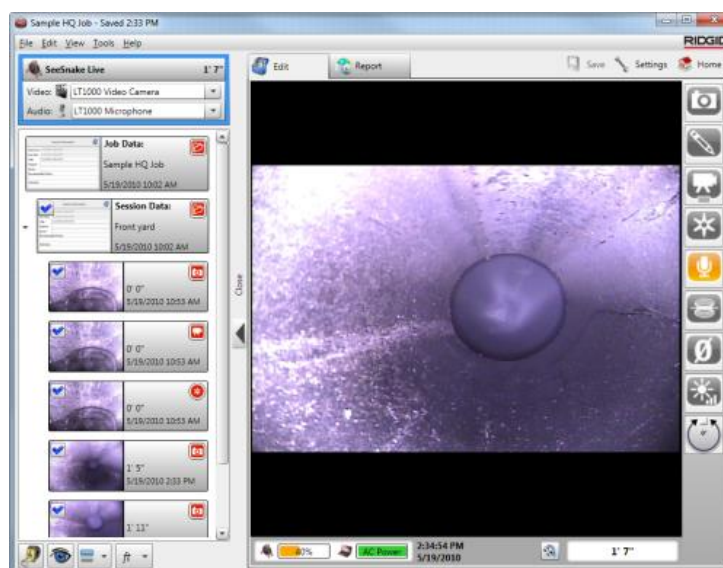
About SeeSnake® HQ™

Digital Technology

Digital pipe inspection has some significant advantages over older analog recording techniques. One of the most powerful new capabilities made available by the transition to digital is the ability to easily distill key information from the pipe inspection process and report that key information to your customer in an understandable way. SeeSnake® HQ™ is designed to augment your workflow and enhance your ability to deliver professional-quality reports.



SeeSnake® HQ™ is a software tool made to help you collect pipe inspection content and impress your customer with a simple to create, yet clear and professional looking report. This software has the potential to greatly enhance the way you communicate the results of your inspections to your customers. You can also use it to easily organize and store your jobs for future reference.



The workflow of SeeSnake® HQ™ is simple. The basic component of SeeSnake® HQ™ is a Job. A Job is made up photos and video clips taken from SeeSnake® pipe inspection equipment such as the LT1000.

The primary output of SeeSnake® HQ™ is a Report. There are three types of reports and multiple distribution methods you can use to communicate information to your customer. Basic Reports can be emailed, printed, or exported.



Standard Reports distributed via email or print should contain only still photographs and text. Standard and Autolog video can be included in Reports when exported as HTML. Your customers will be able to view the HTML reports using their web browser. The second type of report you can make is a DVD Report. Creating a DVD Report is more involved and time-consuming than the other types of reports, but may be best for customers who need video content and do not have computer access. The final report type is Upload. Upload Reports are designed to work with RIDGIDConnect™. You can use the Upload report type to send entire reports or individual photos or video to the RIDGIDConnect™ website which you can then share with your customer.

This document will guide you through the basics of how to fully leverage the advantages of pipe inspection through the SeeSnake® HQ™ software.

Installation and Updates

Windows XP

If you are installing on a computer running Windows XP you will be prompted to reboot your computer. Save any open work and close any open applications and then click OK to reboot. Once you have successfully rebooted your computer installation will continue automatically.

Windows Vista

The installation process for Windows Vista is the same as Windows 7.

Windows 7

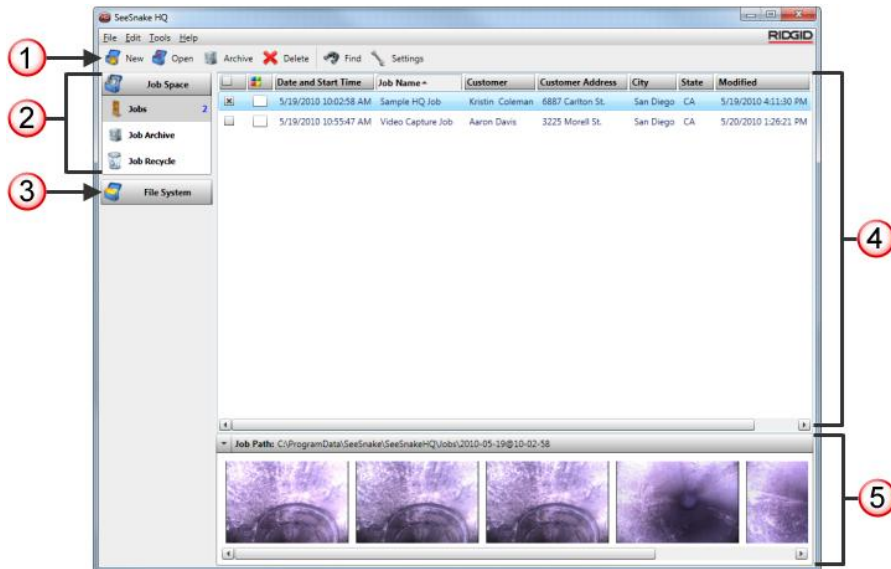
Insert the SeeSnake® HQ™ installation disk into the computer's CD or DVD drive to begin the installation process. If you do not have a physical CD you can download the most current version of SeeSnake® HQ™ from our website:

<http://www.hq.ridgid.com/product-hq.php>

After downloading double click setup.exe and follow the on-screen prompts for installation. You will want to select Yes, Next, and Finish where applicable. This process will install both the software and the drivers required to use the LT1000 with SeeSnake® HQ™.

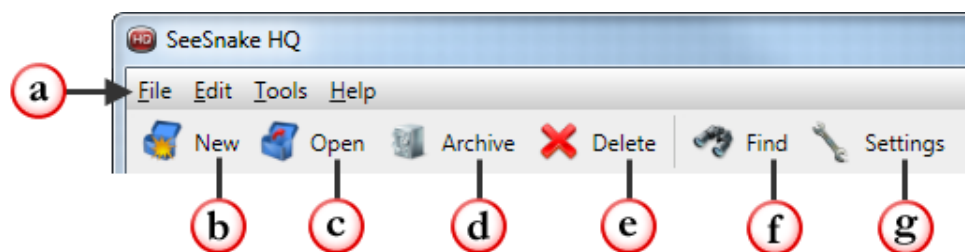
The Home Window





The Home Window is where you will manage and organize all your jobs from.



1	Home Toolbar
2	Job Space Manager
3	File System
4	Job List
5	Job Path and Preview

Home Toolbar

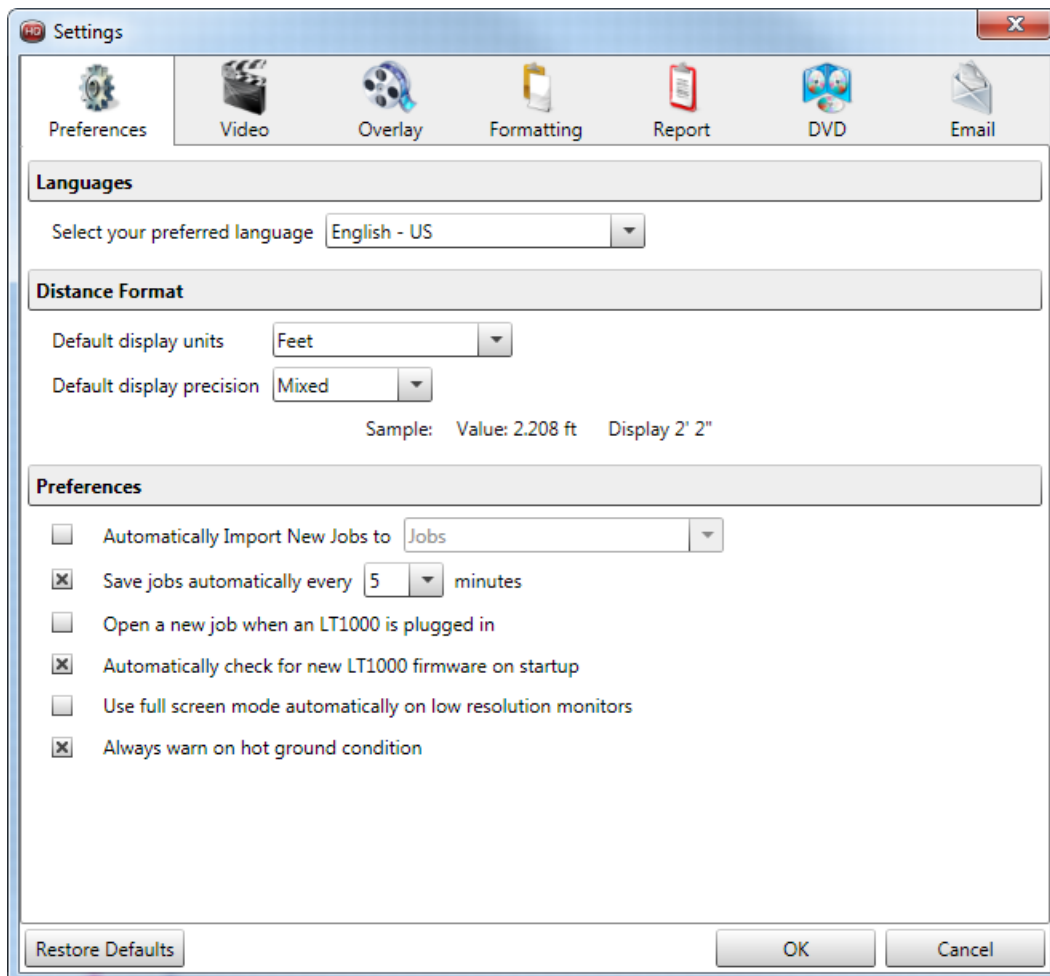


- a. **Menus:** use the **File** menu to access and manage your jobs; the **Edit** menu to move, manipulate, and filter your jobs; the **Tools** menu to access settings, contacts, and troubleshooting tools; and the **Help** menu to get help, send bug reports, and check for software updates.
 - b. **New:** Creates and opens a new empty Job 
 - c. **Open:** Opens the Job or Jobs selected in the Job List, alternately you can double click the job in the job list that you want to open 
- [↪ You can have up to three jobs open at a time](#)
- d. **Archive:** Moves the selected Job or Jobs to the Archive
 - e. **Delete:** Moves the selected Job or Jobs to the Job Recycle 
 - f. **Find:** Opens a window so you can search for a Job or Jobs with a filter in a particular job space 
 - g. **Settings:** Opens a new window where you can change various program settings.

[↪ Go to the next page to learn more about how you can customize SeeSnake HQ to suit your needs in the settings menu.](#)

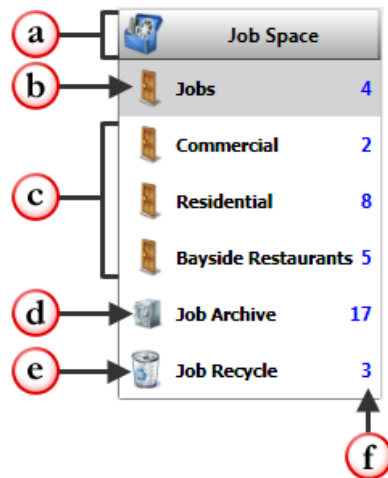
Custom Settings

You can customize many aspects of SeeSnake® HQ™ to fit your needs and preferences. If you are unhappy with any changes you have made in a particular tab of the Settings menu simply click the *Restore Defaults* button and it will reset all the fields in the tab to their default settings.

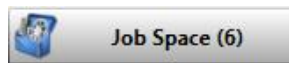


- **Preferences:** Language, distance formatting, auto save, general preferences
- **Video:** Video quality, codec, frame rate
- **Overlay:** Show overlay on video of count, date, and time, and specify their on-screen placement
- **Formatting:** Choose what information will show up in reports for your contacts, and the format for addresses
- **Report:** Customize the presentation and style of PDF and HTML reports, add your logo and change colors
- **DVD:** Customize a template for DVD reports, add your logo and an intro video
- **Email:** Configure your email. Works for a Default Client, a POP3 Account, or a GMail Account

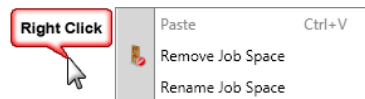
Job Space Manager



- a. **Job Space Header:** click anywhere on this bar to collapse the list so that only the header is visible. Click a second time to show the list.
 - When collapsed there will be a number in parenthesis next to the Job Space header. This number represents the number of Job Spaces. There will always be at least three Job Spaces: Jobs, Job Archive, and Job Recycle.



- b. **Jobs:** This is the main/default job space.
- c. **Custom Job Spaces:** You can create as many custom job spaces as you would like to help you organize your jobs.
 - You can add a new custom job space by going to the File menu and selecting Add Job Space or by right clicking anywhere in the job list and selecting Add Job Space.
 - You can rename a custom Job Space by right clicking it and selecting Rename Job Space.



- Custom Job Spaces containing Jobs cannot be removed. To remove a custom Job Space you must first move the jobs in it to another custom job space, the Job Archive, or Job Recycle. Then you can right click the custom Job Space and select Remove Job Space.
- d. **Job Archive:** drag and drop a Job or Jobs into the Job Archive for later reference. The Job Archive can be used as a storage system to help manage and organize past jobs.

- e. **Job Recycle:** Jobs placed in the Job Recycle are not deleted from SeeSnake HQ or from your computer. There are multiple ways to send jobs to the Job Recycle:

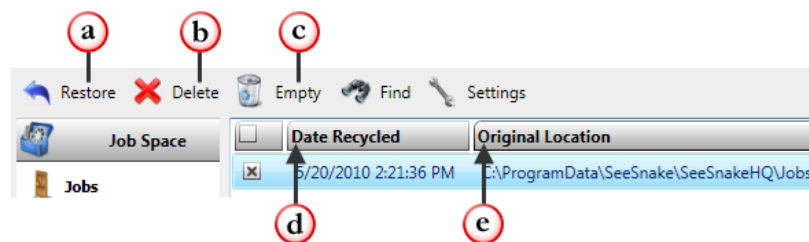
- Drag them from the job list to the Job Recycle icon in the Job Space.
- With the jobs you want to delete selected click the Delete button on the Home Toolbar.
- You can right click the selected job or jobs in the Job List and select

➡ You will be asked to confirm that you want to recycle the job or jobs.

- f. **Number of Jobs per Job Space:** You can see at a glance how many jobs are in each of your job spaces.

Job Recycle Toolbar

The toolbar that appears at the top of the home window changes when in the Job Recycle Job Space.

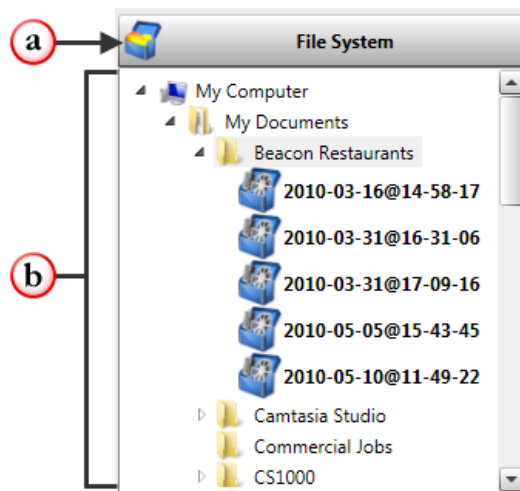


- a. **Restore:** to return the selected Job or Jobs to their original location/Job Space click *Restore*. You can also restore a job or jobs by right clicking and selecting *Restore Job*.
- b. **Delete:** to permanently delete the selected Job or Jobs from SeeSnake HQ click *Delete*. You can also delete a job or jobs by right clicking and selecting *Delete Job* or by pressing the Delete key on your keyboard with the job or jobs selected.
- c. **Empty:** Click *Empty* to delete all the jobs in the Job Recycle.

➡ Emptying the Job Recycle is permanent and cannot be undone!

- d. **Date Recycled:** SeeSnake HQ keeps track of when a particular job was recycled
- e. **Original Location:** the program also keeps track of the jobs original location.

File System



- a. **File System Header:** The File System will be collapsed/hidden by default. To show your computers file system click anywhere on this bar. Click a second time to hide the file system.
- b. **File System Directory:** This area will display your computer's file system, the same thing you would see if you went to Start>My Computer in Windows. You can drag and drop jobs from your job list to a folder in your file system or drag jobs from a folder or device in the File System to a job space or job list.

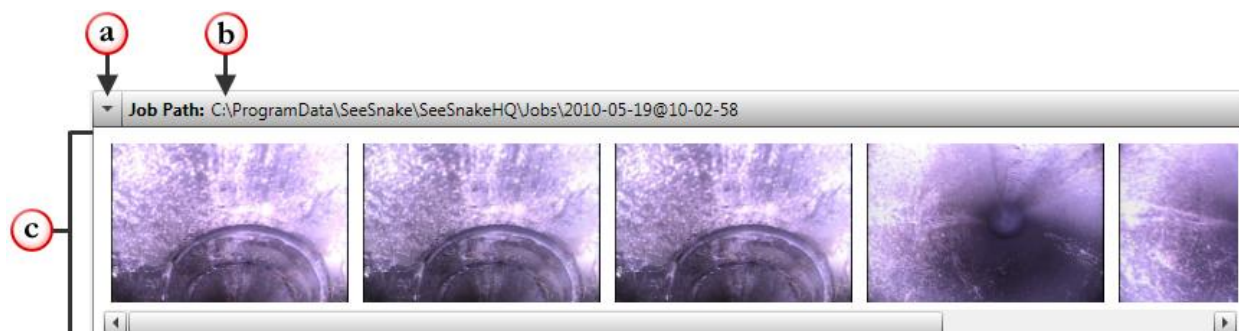
Job List


You can click any of the column headers to sort the job list by. You can customize which columns appear in your job lists according to your needs and preferences. To do this simply right click any of the headers or anywhere in the job list and go to *Show/Hide Column Headers* and check or uncheck the boxes next to the column names. You can restore the column headers to their default state by right clicking and then selecting *Restore Column Headers*.

<input type="checkbox"/>	<input type="checkbox"/>	Date and Start Time	Job Name ^	Customer	Customer Address	City	State	Modified	Size
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/19/2010 10:02:58 AM	Sample HQ Job	Kristin Coleman	6887 Carlton St.	San Diego	CA	5/20/2010 2:23:04 PM	47.15 MB
<input type="checkbox"/>	<input type="checkbox"/>	5/19/2010 10:55:47 AM	Video Capture Job	Aaron Davis	3225 Morell St.	San Diego	CA	5/20/2010 2:21:21 PM	25.67 MB

- Select Job:** click the box in the column header to select all the jobs in the current Job Space or click individual boxes to select specific jobs you want to apply an action to/ you want to do something with.
- Categorize:** Use this feature to group jobs together by color. Sort them by clicking the column header.
- Customer Address:** Often the customer's address and the job location will be the same. In the event that they are not, the address that appears in the job list will always be the customer's address.
- Modified:** The date listed in this column reflects the last time the job was opened or edited in any way.

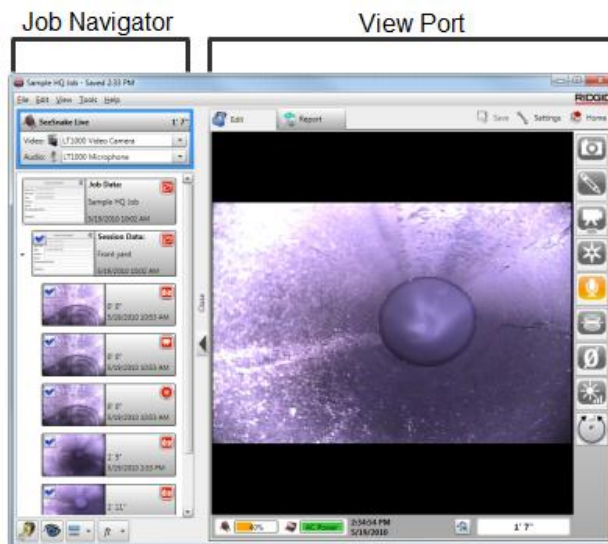
Job Path and Preview



- Collapse Pane:** click the box in the column header to select all the jobs in the current Job Space or click individual boxes to select specific jobs you want to apply an action to/ you want to do something with.
- Job Path:** shows you where on your computer the selected job is being stored.
- Preview:** this pane shows you a preview of all the photos and videos associated with the selected job. You can email an individual photo or video by right clicking the element you want to send and selecting *Email*, or by using the shortcut 

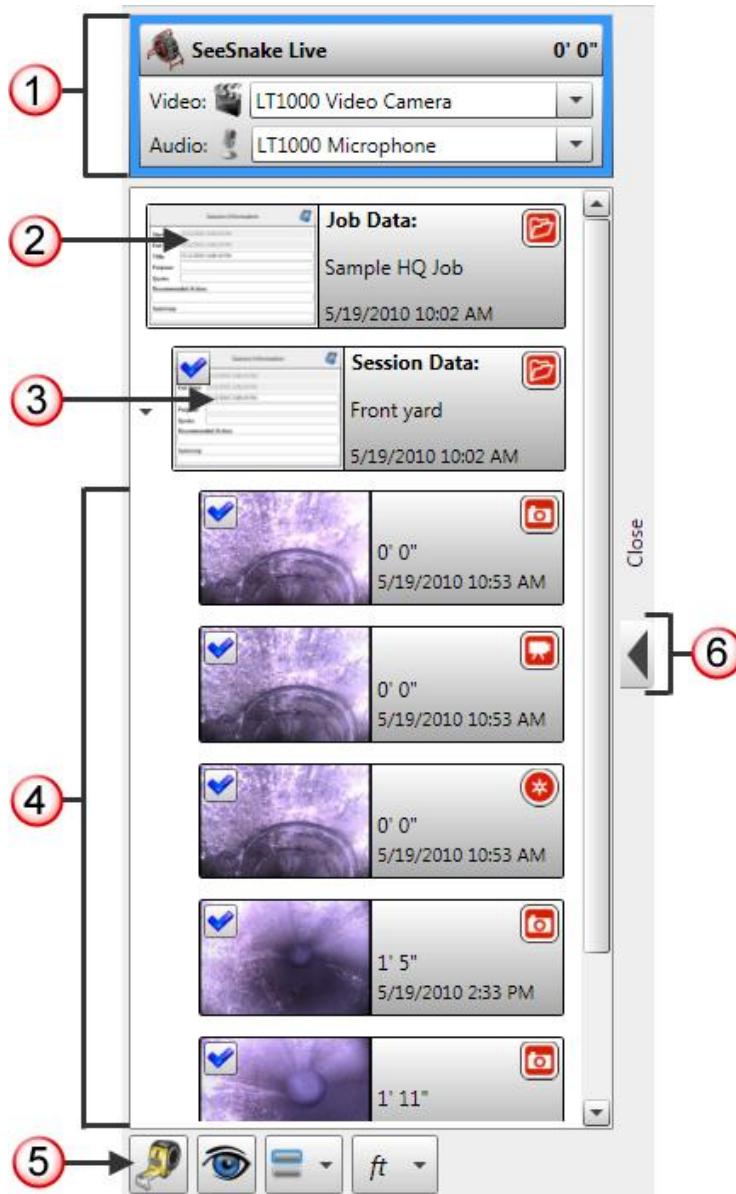
The Job Window

The Job window consists of two distinct areas: the **Job Navigator** on the left, and the **View Port** on the right. The most important thing to know about the way the Job Navigator interacts with the View Port is that whatever you select in the Job Navigator will be outlined in blue and appear enlarged as the active item in the Edit tab of the View Port.



Job Navigator

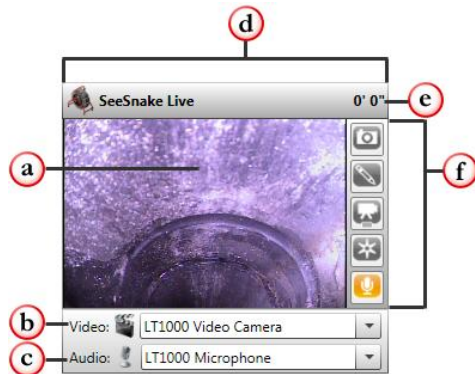
The Job Navigator is a collapsible pane on the left side of every job window. It can be collapsed by clicking the “Close” arrow on the Collapse Pane between the Job Navigator and View Port.



1	SeeSnake Live
2	Job Data
3	Session Data
4	Media Element List
5	Control Panel
6	Collapse Pane

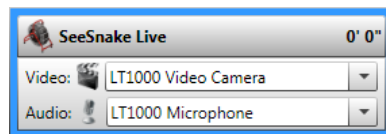
SeeSnake Live

When another item in the Job Navigator is active in the View Port (outlined in blue) SeeSnake Live will expand to show a preview of the video feed from whatever camera is selected.



- Live preview of the video coming from your selected device
- Drop down of available video recording devices
- Drop down of available audio recording devices
- Click anywhere on this top bar to collapse/hide the preview (a) and capture controls (f)
- Distance as recorded by the *CountPlus* on your SeeSnake device.
- Convenient capture controls let you collect elements from the preview.

When you are viewing SeeSnake Live in the View Port it will collapse and be outlined in blue highlight.



Job Data

Selecting the Job Data thumbnail will make it the active element, outline it in blue, and place it in the View Port for you to edit.

The screenshot displays the SeeSnake HQ interface. At the top, a 'Job Data' thumbnail is highlighted with a blue border. Below it, two panels are visible: 'Job Information' (labeled with a red circle '1') and 'Job Site Address' (labeled with a red circle '2').

Job Information Panel:

- Date: 5/19/2010 10:02:58 AM
- Name: Sample HQ Job (labeled with a red circle 'a')
- Id: 2010-0114
- Type: [Empty field]
- Purpose: [Empty text area]
- Private Notes: [Empty text area, labeled with a red circle 'b']

Job Site Address Panel:

- Use Customer Address (labeled with a red circle 'c')
- Street Address: 6887 Carlton St.
- City: San Diego
- State: CA
- Postal Code: 92094
- Country: USA
- GPS Latitude: 0
- GPS Longitude: 0

1. Job Information

- All jobs are named *Video Capture Job* by default. Rename the job here. The job name you enter here, unlike the session title you enter in Session Data, will not appear in reports.
- Enter any private notes you have about the overall job here. These will not show up in any report.

2. Job Site Address

- Check this box to use the Customer's address as the Job Site.

3 Customer Contact Information

First Name: Kristin
 Last Name: Wheeler
 Company:
 E-mail Address: kwheeler@email.com
 Web Address:
Address:
 Street Address: 6887 Carlton St.
 City: San Diego State: CA
 Postal Code: 92122 Country: USA
 GPS Latitude: 0 GPS Longitude: 0
Phone Numbers:
 Business:
 Cell: 619-555-9845
 Home: 619-659-5555
 Fax:

4 Inspector Contact Information

Set as default inspector
 First Name: Patrick
 Last Name: Johnson
 Company: A-B-C Plumbing
 E-mail Address: pat_johnson@abcplumbing.com
 Web Address: www.abcplumbingwebsite.com
Address:
 Street Address: 3301 University Ave.
 City: San Diego State: CA
 Postal Code: 92156 Country: USA
 GPS Latitude: 0 GPS Longitude: 0
Phone Numbers:
 Business: 858-555-3301
 Cell: 858-555-9236
 Home:
 Fax:

3. Customer Contact Information

- d. Click the Contacts icon if you already have the location or person's information saved in SeeSnake HQ. New Job Site and Customer profiles will be created whenever you type new information into these fields.

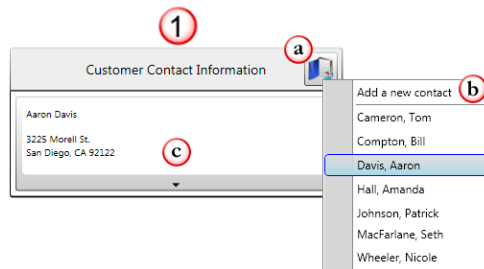
➡ [Go to page X to learn more about adding and editing contacts.](#)

- e. Click this bar to collapse the fields below.
 f. Auto-fill is enabled so that typing the beginning of a name or address will give you options if you have already done an inspection for that customer, or at that site and previously entered it in SeeSnake HQ.

4. Inspector Contact Information

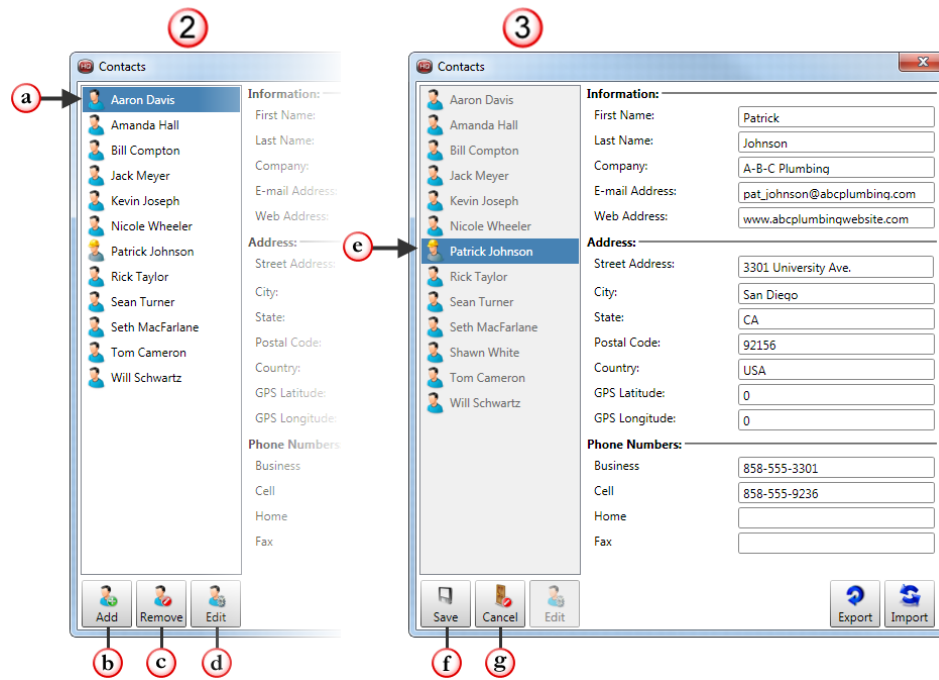
- g. The first time you use SeeSnake HQ fill out all your information here and then press the *Set as default inspector* button to have the program enter your information into all new jobs automatically.

Adding and Editing Contacts




1. Customer Contact Information box from the Job Data page
 - a. Click the address book icon to reveal a dropdown list of all the contacts you have entered in your contact manager. If you have already added the customer you can select them from the list and they will automatically fill out the fields for you.
 - b. If you have not entered the customer's information yet you can either the customer's information in the fields and SeeSnake®HQ™ will automatically add the person to your address book for future reference or you can click *Add a new contact* from the drop down and open up the Contact Manager Window
 - c. You can click anywhere in this box to expand the Customer Contact Information fields so you can add or edit information

Contact Manager Window



➔ This window can also be accessed from the home window by selecting **Contacts** from the **Tools** menu.

2. Browsing the Contact Manager

- Customer Profiles have the Customer icon 
- Click to *Add* a new contact
- Click to *Remove* the selected contact
- Click to *Edit* the selected contact, the fields will become editable and the buttons 2b and 2c will change to 3f and 3g.

3. Editing a Contact in the Contact Manager

- If you pressed the *Set as default inspector* button in Job Data your information will appear in the Contact list as an Inspector Profile with

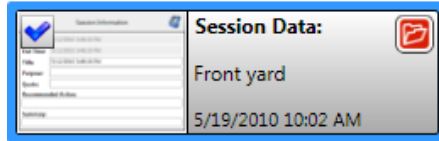



Inspector icon

- After editing a contact (2d), click *Save* to save your changes
- Click *Cancel* to cancel any changes made while editing a contact (2d),

Session Data

Selecting the Session Data thumbnail will make it the active element, outline it in blue, and place it in the View Port for you to edit. Session Data is information you want included in reports for your customers.

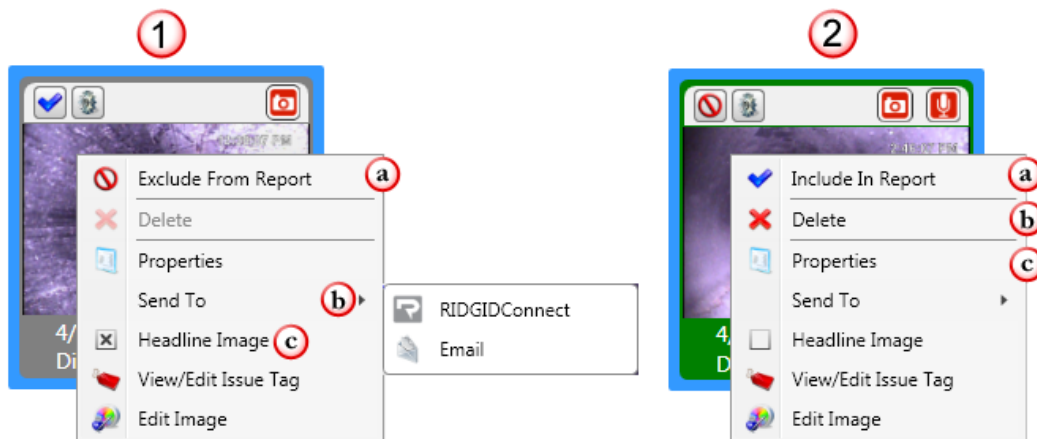


Session Information 	
Start Time:	5/19/2010 10:02:58 AM
End Time:	5/19/2010 10:02:58 AM
Title:	Backyard
Purpose:	overflow vent not draining
Quote:	
Recommended Action:	
Summary:	

Media Element List

Any media you capture while doing an inspection will appear in the Media Element List. This includes photos, videos, and autolog videos. Just like SeeSnake Live and the Job Info far, active elements are highlighted in blue and enlarged in the View Port.

Clicking the gear icon on a Large thumbnail or right-clicking anywhere on an element of any size will show the Element Options drop down menu.

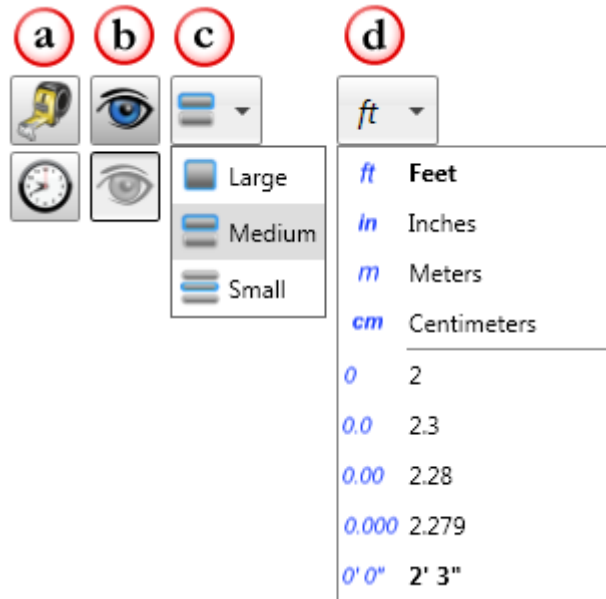


1. Active Media Element
 - a. Currently included in the report, click to exclude.
 - b. Send To this individual element to either RIDGIDConnect or an email address.
 - c. Image is marked to headline the report, meaning it will appear on the report's cover. Click the box to uncheck it.
2. Active Modified Media Element
 - a. Currently excluded from the report, click to include.
 - b. Since this is a "modified" element (green thumbnail), and not a capture from the original inspection, it can be deleted. Original Media Elements (gray thumbnail) cannot be deleted.
 - c. Properties will give you details about the photo or video.

In the Element Manager you can choose to include or exclude media elements from reports. To exclude an element you can either click the blue checkmark in the top left corner of the element thumbnail once or right click anywhere on the element and select Exclude from Report in the Options drop down menu. Clicking a second time will include the excluded element.

Control Panel

At the bottom of the Job Navigator is a control panel where you can customize how you view and sort the elements in your media element list.



- Sort:** Sort media elements by distance (tape measure) or time (clock)
- Show/Hide:** Show or hide excluded media elements. When the blue eye is visible, all media elements, both those marked included and those marked excluded, will appear in the media element list. When the eye is gray, any media element marked “Exclude From Report” will be hidden, and thus not appear in the media element list.
- Thumbnail Size:** Change the display size of the media elements in the list.
 - ↻ The default is medium.
- Units and Precision:** Change the distance units and precision associated with your media elements.
 - ↻ New jobs will have their units and precision set according to the preferences in your settings menu. Individual jobs will re-open in whatever units and precision they were set to when you closed them.

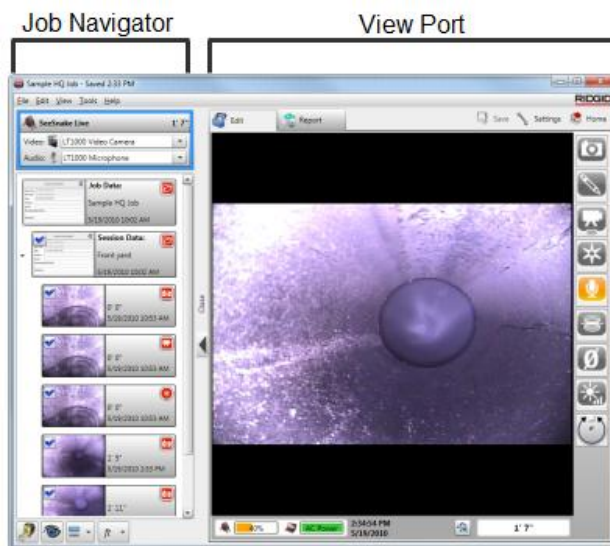
Collapse Pane



The Job Navigator can be collapsed or hidden to maximize your work area by clicking the arrow next to *Close*. To re-open the pane, click the arrow next to *Open*.

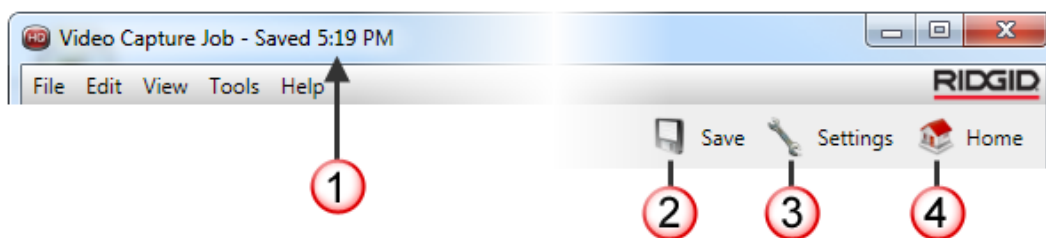


View Port



View Port refers to the large area under the Edit and Report tabs where editing, recording, and reporting take place.

View Port Toolbar



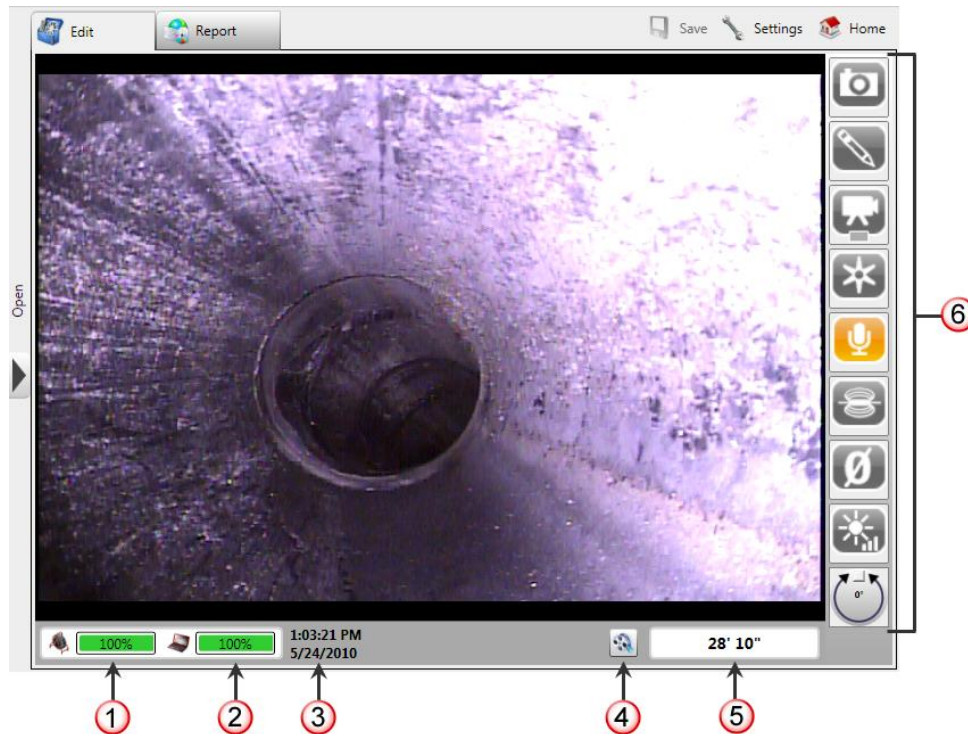
1. **Auto save Stamp:** At the top of every job window next to the Job name is a time stamp of the last time that particular job was saved.
2. **Save:** SeeSnake® HQ™ automatically saves open jobs every five minutes or more often if you are actively capturing new media.
 - If you have entered new notes, edited job or session data, or made any changes to media elements and try to close the job before the auto save has happened again, you will be prompted to save your work.
 - You can change the frequency that your jobs automatically are saved at by going to the Preferences tab in Settings and selecting one of four autosave intervals: 5, 15, 30, or 60 minutes.
3. **Settings:** Opens up the *Settings* window as discussed on page 9.
4. **Home:** Click to bring the *Home* window to the front of your screen.

Edit Tab

Whatever you select in the Job Navigator pane will be outlined with a blue highlight and open in the Edit Tab of the View Port.



Viewing SeeSnake® Live

The edit tab is where you can view the full screen live video from a SeeSnake® camera, playback videos, create video clips, add audio notes, and add or edit text notes.



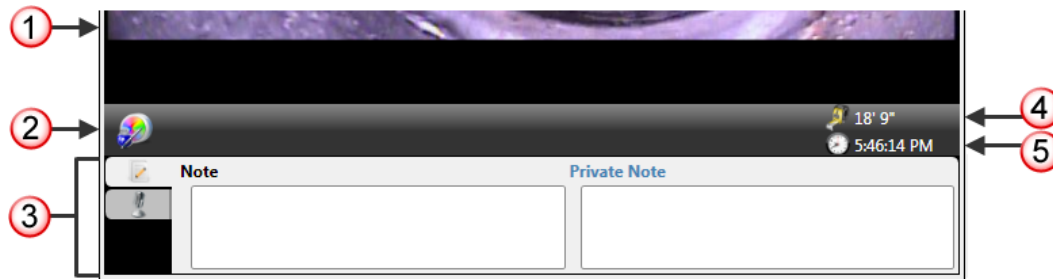
- A. **LT1000 Power**: Indicates the amount of available battery life for the LT1000.
- B. **Computer Power**: Indicates the amount of available battery life for your computer.
- C. **Current Date and Time**: This clock sets itself according to your computer's clock.
- D. **Live Settings**: Opens up a window with various settings affective live video.
- E. **Distance**: Displays the distance of whatever you are seeing onscreen as interpreted by the CountPlus.
- F. **LT1000 Capture Controls**

➡ Learn more about these controls on page AAA.

You can access Full Screen mode by clicking . You can exit full screen by pressing  a second time or by clicking the button that appears when you move your cursor to the top of the screen.

Exit Fullscreen 

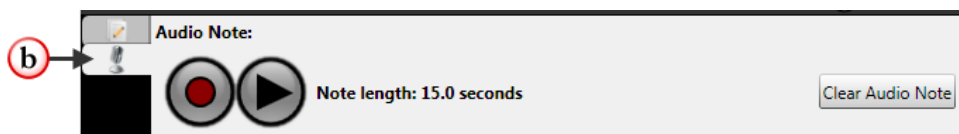
Editing Photos



1. Preview of Photo
2. **Photo Editor:** click to open the photo editor
 - ➔ Go to page AAA for a detailed explanation of how to use the Photo Editor
3. **Tabs:** Photos in SeeSnake® HQ™ have two tabs: Notes and Audio Note
 - a. **Notes:** Notes in the left box will appear in reports for your customer. The right box is for any private notes about the photo. These notes are private and will not be included in any reports.



- b. **Audio Note:** You can record one audio note per photo explaining or commenting on it.

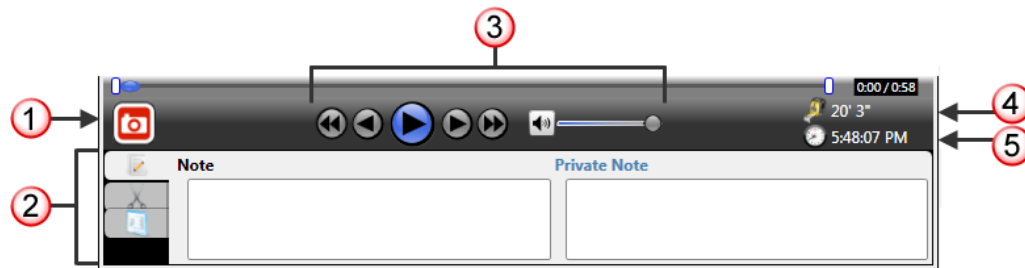


- c. Media Element with audio notes  and text notes  will have icon badges in the Media Element List.

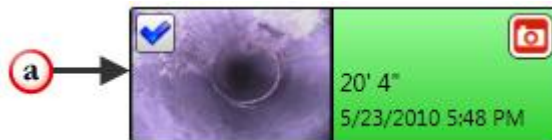


4. **Distance:** gives the distance the photo was taken at
5. **Time:** gives the time the photo was taken at

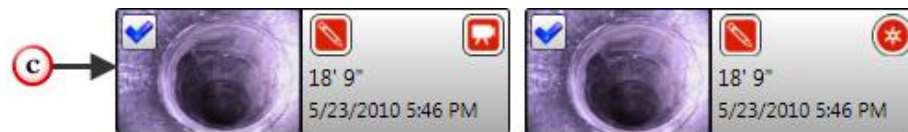
Editing Videos and AutologVideos



1. **Snapshot:** take a photo of the current playback frame of the video.
 - a. Snapshots taken from video are considered modified media and appear in the Media Element List in green.



2. **Tags:** Videos and Autolog Videos in SeeSnake® HQ™ each has three tabs: Notes, Clips, and Properties.
 - b. **Notes:** Notes in the left box will appear in reports for your customer. The right box is for any private notes about the photo. These notes are private and will not be included in any reports.



- c. **Clips:** You can create short clips from long videos to add to reports. This enables you to highlight important things for your customers.



➔ Go to page AAA for a detailed explanation of how to create a video clip.

- d. **Properties:** The Properties tab gives you additional information about your clip including the start time, duration, as well as the minimum and maximum distances. Additionally from this tab you can control the speed the selected video plays back at. Drag the ball right to increase the speed and left to decrease.



- d. **Video Playback Controls:** The video playback controls under the video can be used to step through frame by frame or incrementally.
3. **Distance:** gives the distance the current frame of the video/autolog video was taken at
4. **Time:** gives the time the current frame of the video/autolog video was taken at

Report Tab



The type of report you create will depend on the type of media you want to include and how you want to distribute the report to your customers. There are three types of reports: Standard, DVD, and Upload.

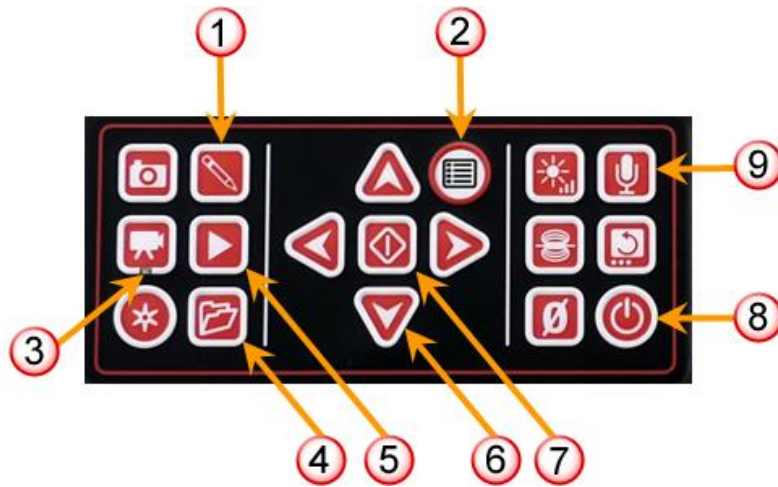
Inspections with SeeSnake® HQ™

LT1000 Integration

SeeSnake® HQ™ and the LT1000™ were specifically designed to work with each other.

Controls

More often than not you will be able to run a basic pipe inspection using SeeSnake® HQ™ entirely from your LT1000. You can control many of the basic operations using the arrow keys.



①	Photo Tag Key
②	Menu Key
③	Video Recording Indicator
④	Job Management Key
⑤	Playback Key
⑥	Arrow Keys
⑦	Select Key
⑧	Power Key
⑨	Microphone Mute Key

Photo Tag Key

Press the Photo Tag key to add a note during an inspection. Adding a note requires using your laptop keyboard to type the text. You can use the arrow keys to either save or cancel the note.

- **Save:** If you select *Save* the photo will be added to the Media Element list with your note if you added one, or just the photo by itself.
- **Cancel:** If you select *Cancel* neither the note nor the photo will be added to the Media Element list



- a. When you press the Photo Tag Key on the LT1000 a preview of the photo will appear with space to add a note below

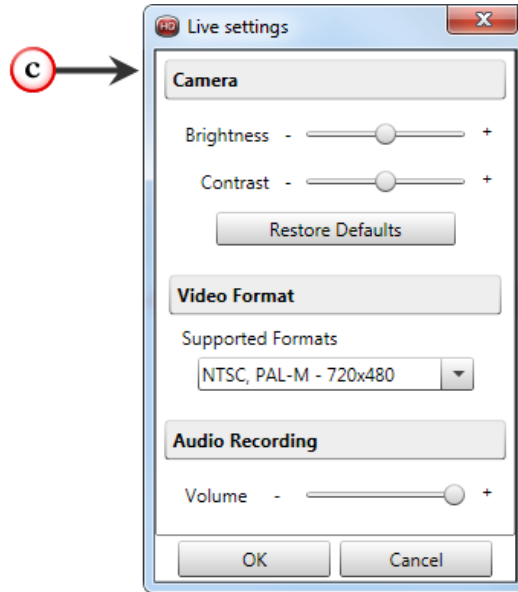


- b. Media Elements that have notes added to them will appear with the Photo Tag icon on them in the Media Element List.

Menu Key

Pressing this key will open up a window where you can edit various live settings. These settings can also be accessed by clicking the Live Settings icon in SeeSnake®

HQ™ 



c. Live Settings Menu

Video Recording Indicator

The Video Key on the LT1000 has a red LED integrated into the button. The light will turn on when you are recording video and will turn off when you stop recording. The light only indicates for standard video, not autolog video.

Job Management Key

The Job Management Key will take you to the View Port's Report tab.

Playback Key


The Playback Key opens up SeeSnake Live in the View Port's Edit tab.

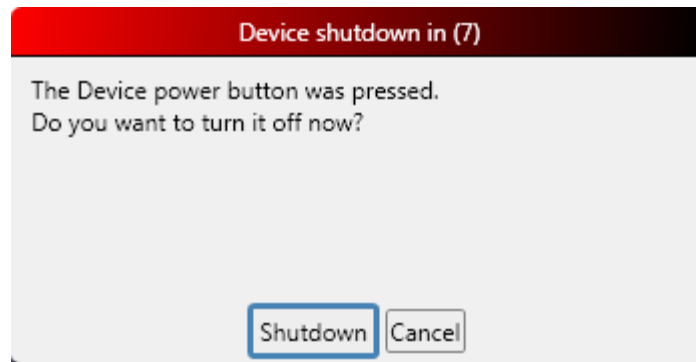
Arrow Keys and Select Key

Use the arrow keys and select key to operate the LT1000 and navigate SeeSnake® HQ™ during an inspection.



Power Key

When you are done using the LT1000 you can turn it off by pressing the Power key

 on the device.



As a safety measure, the device does not shutdown right away. There is a ten second countdown that will display in a new window during which you can stop the shutdown process by clicking Cancel.

You can override the countdown by clicking Shutdown and the device will turn off right away. You can also press the Select key  on the LT1000 after pressing the Power key  to override the countdown. If you do nothing, the LT1000 will turn off after the ten second countdown is complete.

Microphone Mute Key

The LT1000 has a microphone built in. You can mute the microphone at anytime during an inspection by pressing the Microphone Mute key. This will cause the orange light next to the microphone icon above the key pad to turn off.

- ➡ Remember to un-mute the microphone before trying to record an audio note.

Media Elements

Recording and Capturing Elements

Column **A** represents the capture controls as they appear in SeeSnake HQ. Column **B** represents the same controls but in their active or alternative state. The **C** column shows the keys that appear on the front of the LT1000 as they correspond to the controls in SeeSnake HQ.



A	Default LT1000 controls in HQ
B	Activated LT1000 in HQ
C	LT1000 Keys

1. **Photo**: Take a photo of the current view/video
2. **Photo Tag**: Take a photo of the current view/video and easily add a text note and/or attach an issue tag. [Click here to learn more about issue tags]
3. **Video**: press or click once to start recording a new standard video, press or click again to stop recording.

4. **Autolog:** press or click once to start recording a new autolog video, press or click again to stop recording. Autolog videos are much smaller in size than standard videos and record at a rate of five frames per second (fps).
5. **Microphone:** Toggles the microphone on/off
 - Microphone indicator light on the LT1000 is orange when the microphone is on and goes off when the microphone is muted.
6. **Sonde:** Toggles the sonde on/off
 - Sonde indicator light on the LT1000 is green when the sonde is activated and remains off when it is not.
7. **Zero:** Toggle between absolute count and relative count.
 - **Relative Count:** lets you measure the distance between two points by temporarily resetting the counter to zero.
 - Click or press the zero key/icon once. To return to the original count click or press one more time.



A	Original Count
B and C	Relative Count displayed in parenthesis. The zero icon in HQ is red.
D	Original Count, adjusted to include the distance covered in Relative Count.

- **Absolute Zero:** resets the counter to zero so you can essentially select your own starting point.
 - There are two ways to reset the counter to absolute zero. You can press and hold the zero key on the LT1000 or you can double click the zero icon in HQ.
 - ➡ **Resetting the counter to absolute zero cannot be undone!**
8. **Brightness:** Step through LED brightness levels.
 - You can also use the arrow keys on the LT1000 to adjust the brightness by pressing the Brightness key and then using the arrows to fine tune the brightness setting.



- Up/Right arrows increase brightness
- Down/Left arrows decrease brightness

9. **Rotation:** Rotate the camera view
- Press the rotation button on the LT1000 to rotate the image 180°, use the arrow keys to rotate the image incrementally
 - Up/Down arrows increase or decrease the rotation angle by 30°
 - Right/Left arrows increase or decrease the rotation angle by 5°
 - Clicking the rotation icon in HQ adjusts the angle to reflect where on the icon you clicked.

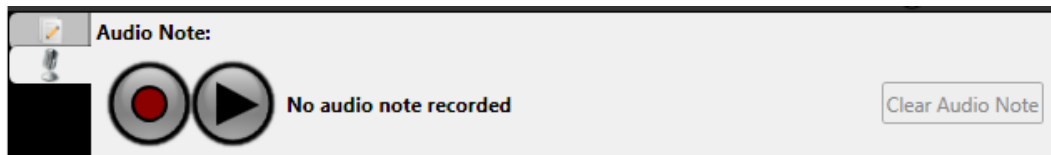


To reset the rotation angle value to 0°, click the number in the center of the Rotation icon in HQ.

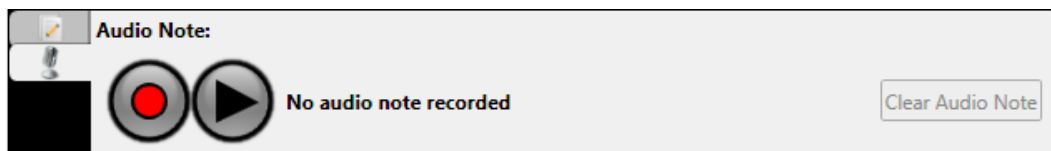
Editing Elements

Audio Notes

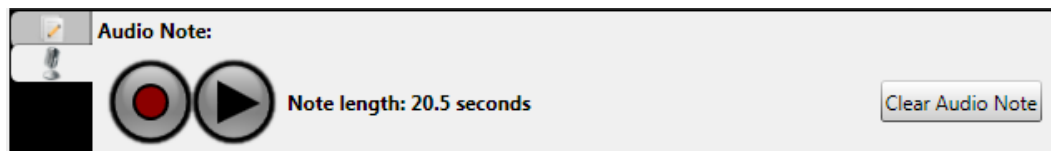
To record an audio note press record once. Press the record button a second time to stop recording. You can playback your note by pressing the play button.



The red center of the record button will be bright red

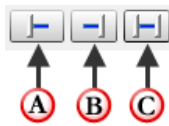


Pressing record again will erase any previously recorded notes and start recording a new note.



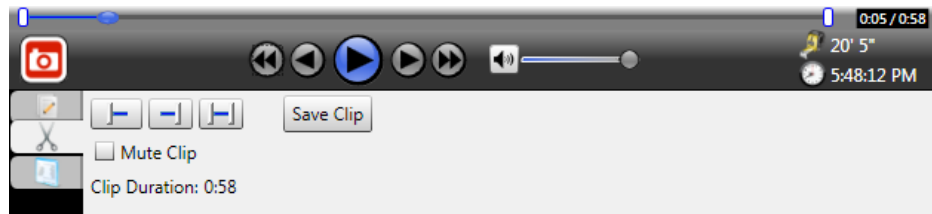
To delete the audio note click the *Clear Audio Note* button.

Creating Clips from Video and Autolog

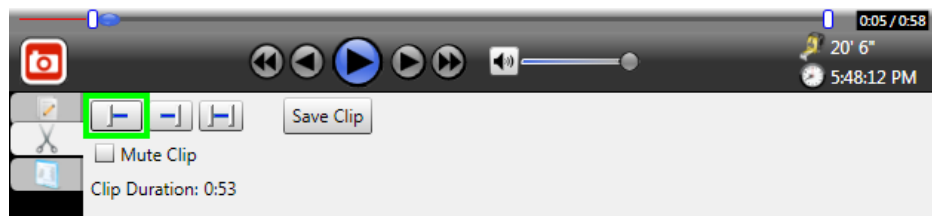


- A. Set Start
- B. Set End
- C. Select All

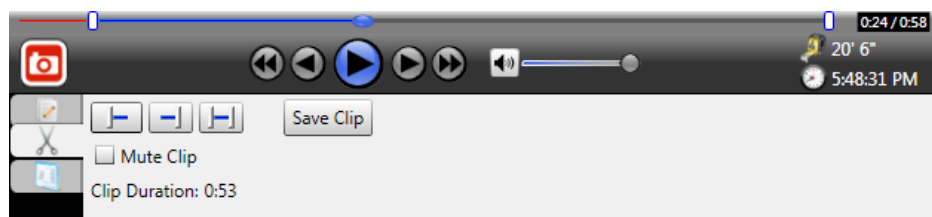
1. Click on the line or drag the blue marker to where you want to start your clip.



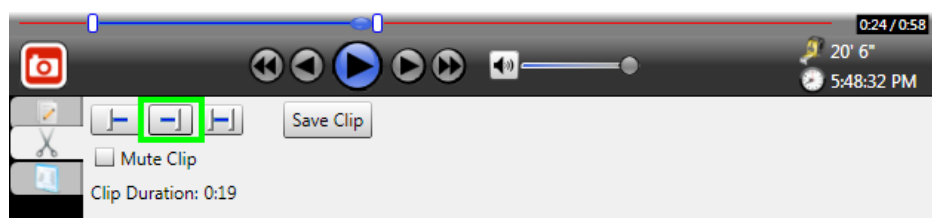
2. Press the *Set Start* button. The part of the original video you are not including in your clip will turn red.



3. Click on the line or drag the blue marker to where you want to end your clip.



4. Press the *Set End* button.

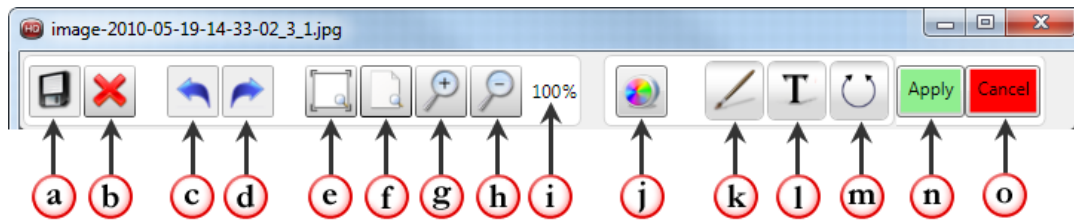
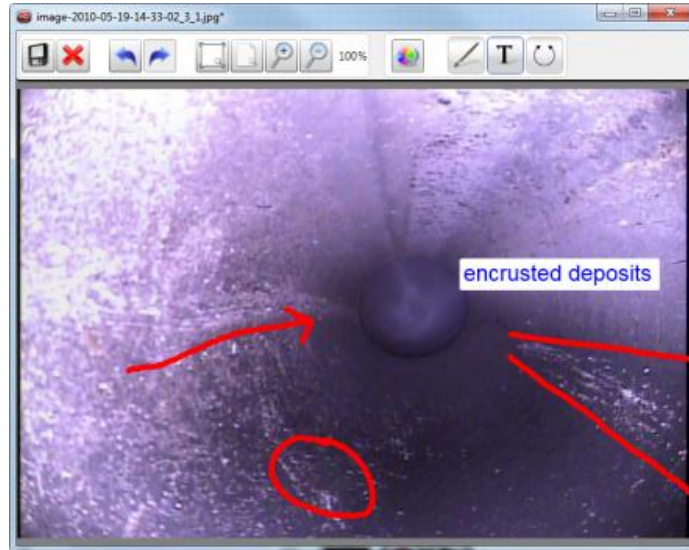


5. You have the option to create a clip without its original audio. To omit the original audio check the box next to *Mute Clip*.
6. Click *Save Clip* to create your clip.

↻ The time it will take to create the clip will depend on the clip's length (See *Clip Duration*).

Once your clip has been created it will appear in green in the Media Element List.

Photo Markup



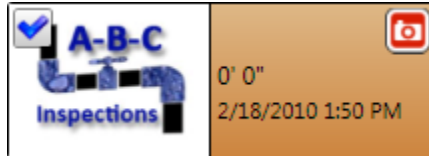
- a. **Save**: Saves changes made to the photo and adds it to the Media Elements List as a modified element in green.



- b. **Revert**: saves the modified photo without any mark-up or edits.
- c. Undo
- d. Redo
- e. Fit to Window
- f. View Actual Size
- g. Zoom in by 10%
- h. Zoom out by 10%
- i. Current view size
- j. Image Effects
 - Brightness / Contrast
 - Sharpness
 - Emboss
- k. Pen
- l. Text
- m. Rotate/Move
- n. **Apply**: accepts any changes made with tools (j) through (m)
- o. **Cancel**: cancels any changes made with tools (j) through (m)

Importing Elements

You can drag photos and videos from your computer directly into the Media Element List of a job window. Imported elements will show up in the Media Elements list in tan.



Report

Creating Reports

Standard

Standard Reports can be emailed, printed, or exported as PDF/HTML.

In the Standard Report dropdown menu select what template you want to use for your report. The sizes associated with both Auto and Basic reports affect the size/dimensions of the media and not the file size of the finished report.

DVD

You can create your own custom DVD templates by clicking the Settings Gear

Upload

Distributing Reports

Email



Emailing Individual Media Elements

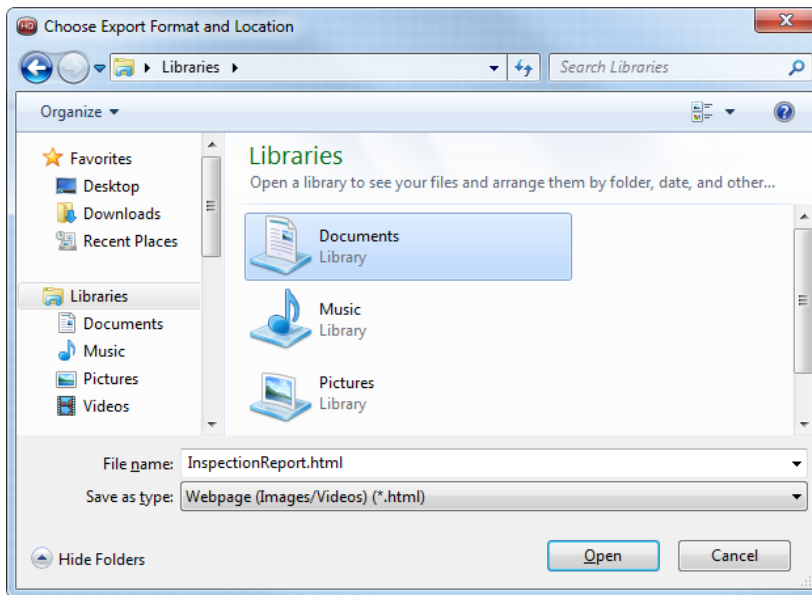
You can email photos, standard and autolog videos that do not exceed 20MB. Photos will be attached as jpeg and both video types will be attached as avi files.

Print



Export





PDF

HTML

Upload



Burn

