

# iCap™ VC

## *User Manual*

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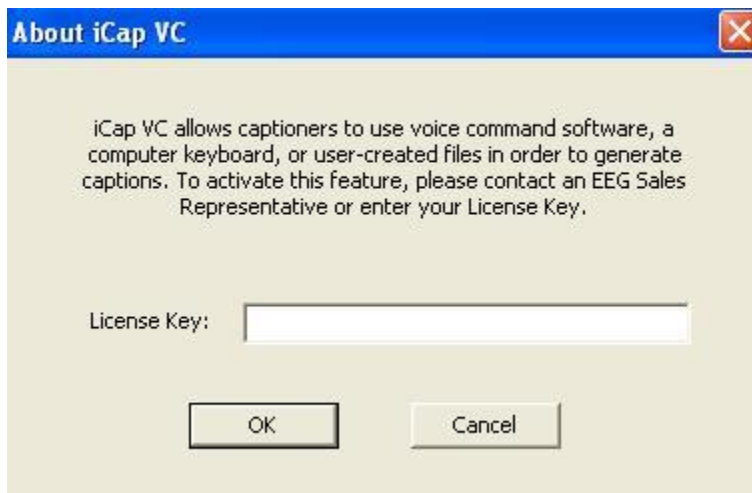
## **License Options**

There are two types of licenses available for iCap VC usage: a demo license and a user license.

A demo license enables any iCap user on a single PC to access iCap VC, free of charge, for a period of 7 days. However, demo usage of iCap VC activates a watermarking feature that intersperses fixed rows of demo data into the user's caption data. To remove this security feature, a user license must be purchased.

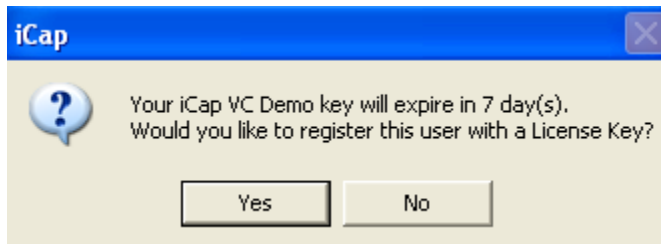
A user license enables a single iCap user to access iCap VC permanently, without watermarking. The user license is keyed to an iCap username, and can be used on any number of computers. Note, however, that a single iCap username may not be used to log in from multiple systems simultaneously. Please contact an EEG Sales representative for further questions regarding terms or pricing.

To activate iCap VC, go to "Tools" in the iCap PC client menu and select "iCap VC". Afterwards, the following license prompt should show up:



Please enter your user (or demo) license key in the text box provided, and click "OK". If you've provided a user license key, you are now ready to use iCap VC without limitation.

If you've provided a demo license key, everytime you start up iCap VC you will receive a message informing you of the remaining time you have left to use the demo version:



To continue trying out the demo, click “No”. If you’ve purchased a user license key and wish to use it, click “Yes” and the iCap VC license prompt will show up again where you will be able to enter the new key. Once the time trial expires, users will not be able to use iCap VC unless they provide a different license key. Contact an EEG Sales Representative for more information.

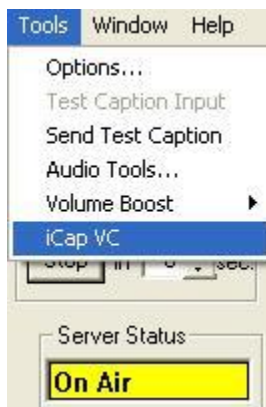
## **Usage**

If you are not familiar with the general usage of the iCap PC client, please refer to the **iCap Real-Time Captioning System PC Connection Software User Manual** before continuing.

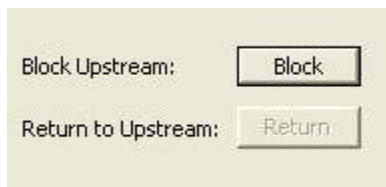
To enable iCap VC, once you have entered a valid access code, hit the “Start” Button in the Caption section to tell the iCap system you wish to start active captioning.



Afterwards, go to “Tools” in the menu and select “iCap VC”.



To actually set the encoder you wish to send captions to in mode, click “Block”. This will halt the Upstream feed and allow you to start your actual captioning. To return to upstream mode at any time, click “Return”.



## **Features**

Once you've clicked "Block" and have gained control of the encoder, you are ready to start your captioning tasks in one of 4 ways:

### ***I. Keyboard/Voice Input Mode***



By clicking the radio button labeled "Keyboard/Voice Input", the captioner can simply use a keyboard and type out captions to send to the encoder. When using the keyboard, there are also special characters the captioner can insert as well (please see the Special Character Index), in addition to being able to send backspace commands if any captioning mistakes were made by hitting the backspace key. In order to start new rows of captioning, press the Enter or Return key.

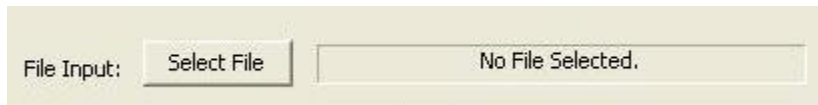
The captioner also has the option of using voice command software. To begin, simply start up your voice command software and click in the "Keyboard/Voice Input" text box to set your mouse cursor there. Afterwards, all text data formed by the voice command software will be processed by iCap VC and sent as caption data. It is recommended you configure your software appropriately in order to send correctly punctuated captions. When using voice command software, iCap VC performs automatic legalization so that a maximum of 32 characters will be placed on a single row, and does correct caption splitting on a per-word basis. This enables voice captioners to simply speak without having to worry about when to start new rows of captioning. Please refer to your voice command software for inserting special characters available for use (please see the Special Character Index for the list of special characters) .

### ***II. File Input Mode***

In this mode, you can create a text file to be used for processing by iCap VC, which will send the text data as captions on a line-by-line basis. Files must be created according to 2 rules:

- 1.) There can be no more than 32 characters on a line. All additional characters past 32 will be discarded.
- 2.) There must be a newline (CRLF) character at the end of every line (not included in the 32-character limit) that is to be sent as a single row of captions, excluding the last line.

At any time, users can select the file they wish to process by clicking “Select File” and choosing the file they want to use. Files should be formatted as “.txt”.



There are two modes available for file-based captioning (of which only one may be used at a time when processing a file): Auto Mode and Manual Mode.

### *a.) Auto mode:*



In order to select automatic file mode, click the radio button labeled “Auto Feed”. This will enable users to have iCap VC automatically send lines of text, originating from their selected file, as caption data on a timed basis. At any time, users can change the number of seconds iCap VC should wait before sending the next line of text as caption data by clicking the up/down arrows in the “wait(secs)” box. Users can make modifications to this time in .1 second increments, with the shortest allowable time being 1 second.

Once auto feed has been activated, and a file has been selected, in order to start processing of the file click the “Go” button. Once the feed has been started, users then have the option of temporarily pausing the feed by clicking “Stop”, and can later continue the feed by clicking “Go” again.

For continual processing of the same file, click on the “Repeat” checkbox. This will cause iCap VC to immediately start from the beginning of the file, once the last line has been processed, in an infinite loop until the user clicks “Stop” or unchecks the “Repeat” checkbox.

Auto mode allows easy transitioning between commercial breaks. Simply click “Return”. After commercials have finished and it’s time to resume captioning, click “Block” to regain control of the encoder, and then click “Go” to resume the auto feed.

### *b.) Manual mode:*

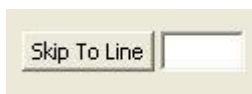


If the user wishes to avoid the mono-rate delivery of captions provided by auto mode, they can take a more hands-on approach by clicking the radio button labeled “Manual Feed”. Manual Feed allows the user to send lines of text as captions by clicking the “Send Next Line” button. Before sending, users will have a chance to review what they are sending in the textbox labeled “Next Line”, which will allow them to make any last minute modifications to the data if necessary. Users can also see what they are sending in this textbox in Auto mode, though they will not be able to make changes.

Just like in Auto mode, Manual Mode provides the same easy transitioning during commercial breaks. Simply press “Return” during commercials, and press “Block” to regain control and continue where you left off.

Users can easily switch between modes while processing the same file. For example, if the user reviews the contents of the “Next Line” textbox while in Auto Mode, and decides they want to make a last-second change, they can switch to Manual Mode, change the contents, then switch back to Auto Mode and click “Go” to continue.

### *c.) Skip To Line*



Depending on how big your caption text file is, you may find it convenient to start the feed from a line other than the first. To do so, type the line number (in numeric format) in the textbox and click the “Skip To Line” button to start from that line.

### III. Additional Features



To set/change the base row for captioning at any time, click the up/down arrows located by the “Base” box. Depending on your setting for roll-up caption rows, you will be able to set the base row starting anywhere from row 2 to row 4, all the way down to row 15.

To set/change the number of roll-up caption rows for captioning at any time, click the up/down arrows located by the “Roll-Up” box. You can set this value anywhere from 2 to 4 rows.

## **Special Characters Index**

In “Keyboard Input” Mode, hitting ctrl once followed by:

1 = ®

2 = °

3 = ½

4 = ĩ

5 = ™

6 = Ć

7 = £

8 = f (one-eighth musical note)

9 = à

0 = ¨ (transparent space)

q = è



$$w = \hat{a}$$

$$e = \hat{e}$$

$$r = \hat{i}$$

$$t = \hat{o}$$

$$y = \hat{u}$$

When generating files, these symbols can also be copied and pasted.