



Auto**CAPTURE**™

WALKAROUND VIDEO & IMAGERY SOLUTION

USER GUIDE

Version 1.3

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AutosOnShow
EXPERT IMAGERY FROM BCA

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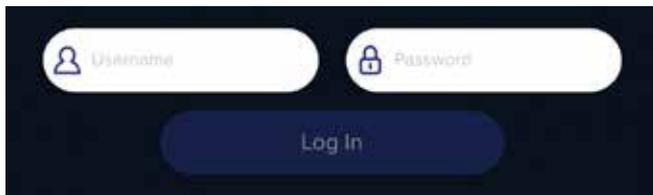
1. To download the app, simply enter the App Store on your device and type in 'AutoCAPTURE' (Apple device only).



2. Touch the  icon to log-in.



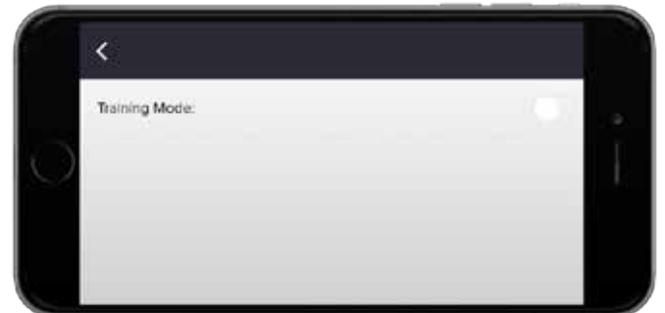
3. Type your username and password and touch the Log In button.



4. Once logged in enter the 'menu bar' at the top right of the screen.

5. Press the 'Player List' within the menu.

6. Turn **Training Mode** to the 'off' position. Depending which device you are using press the 'Back' button in the top left corner to take you back to the main menu.



Then 'Start Capture' to get started.

Please allow the app to use both Camera and Microphone when prompted.



7. At the home page, touch the Start Capture button to start the recording process.

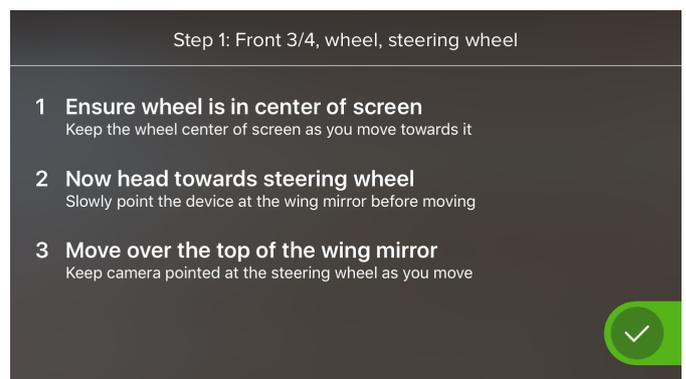


8. Adjust your registration plate to view in the scanning box area and press '**Auto Detect Plate**' (UK only). Alternatively, manually enter your registration in '**Manually Enter**' (Non UK) option given and press '**Continue**'. Alternatively, the scanning box area can also read a barcoded VIN.

NOTE: There are certain actions that will require a connection to Wi-Fi / 3G or 4G. This includes logging into the app and at the point of detecting the registration plate.

You do not need a connection to manually enter the registration plate. Manually entering the registration plate will allow vehicle images to be taken and will queue them until a connection is available.

9. You will be presented with the first video section, review the instructions and video clip, and when ready press the '**Green tick button**' located bottom right of the screen.



10. The starting position for the first video segment will fade in and out, guiding the user to the starting position. Once the camera view is lined up with the ghost image, click '**Ready**'.

If you wish to cancel the recording, click the 'X' at the top left corner to abort videoing and return to the home screen.



11. From the starting position, replicate the movement of the looping tutorial video, moving your body and pointing the device in the direction demonstrated. The timer will count down as you progress through the scene.

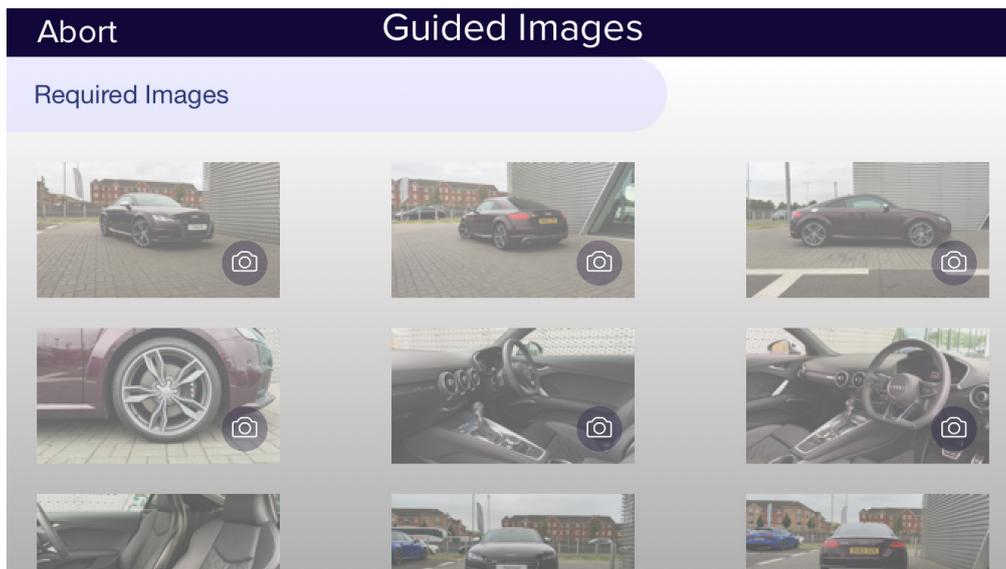


12. Repeat the steps for each tutorial, replicating the actions until the time elapses.

13. If at any point you feel you have made a mistake simply click the 'X' in the top left hand corner. You then get two options:

1. Abort All, takes you back to the beginning to re-record the whole thing
2. Record again, which allows you to record that specific video section again

14. You will be presented with the Guided Images window.



Click the **first thumbnail** under the 'Required Images' tab. This is the first guided image you will need to take. The ghosted image will fade in and out, allowing you to position your vehicle in the viewfinder. If you wish to hide the ghost image simply hold your finger on the small white circle in the bottom right hand corner. When you take your finger off the white circle the ghost image will start to re appear.



The Split button feature will ensure you have the correct angle every time. You need to ensure you hold the device at the right angle and the app will help you do just that. When the device is at the wrong angle the button with the camera on will turn red and split in half, sliding up and down the screen on the right hand side, as can be seen in the screenshot below.



Once you have the device at the correct angle, the camera button will turn blue as can be see below.



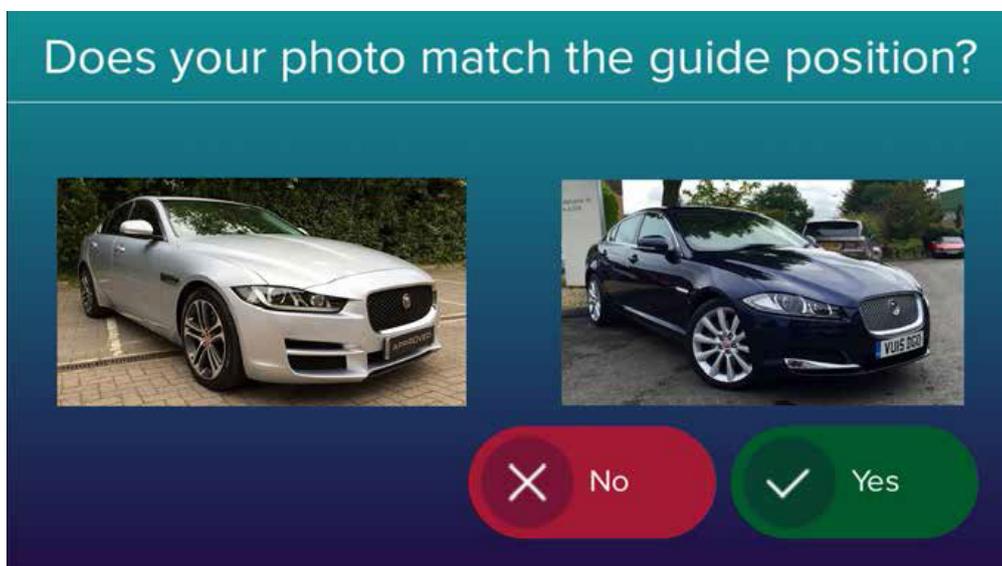
For perfect results, ensure the vehicle you are imaging is in the exact same position as ghost image that is fading in and out. Take your time with this while getting used to the process and the speed will quickly come along with perfect imagery every time.

15. Touch the blue 'Camera' icon when you have lined up the vehicle against the ghost.

The unique AutoIMAGE™ ghost images fades in and out to help take the perfect shot. Once you understand how the ghost works, the rest will simply fall into shape.

16. You will now be taken to the **Image Confirmation screen**. Compare your image with the image in the comparison screen.

Either confirm to move on to the next ghost image or retake the image by clicking 'No', when answering the question Does your photo match the guide position?



17. Work along all the Required Image Guides, taking the images as closely to the guides as possible. You also have the ability to take the Optional Images as per the guides.



Finally, take any Additional Images you wish to take and touch 'Continue'.

18. After continue is pressed, you will be directed to a Review screen. This screen will allow you to view all images in full screen mode by touching one of the thumbnail images. If an image isn't up to scratch, press the **'Camera Retake'** and the correct ghost will automatically appear again.



Once happy, press **'Finish'** and your video and images will be added to the upload queue ready for when you are next connected.

You're now ready to image the next car - you don't need to wait for the previous vehicle video and images to have uploaded before recording another vehicle.

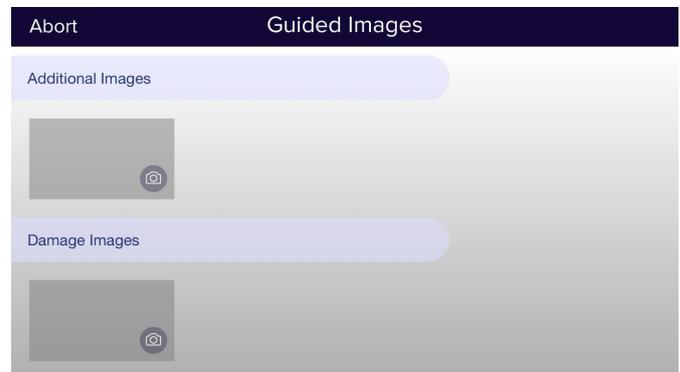


REMEMBER: Move your body around the car instead of trying to just adjust the camera lens position.

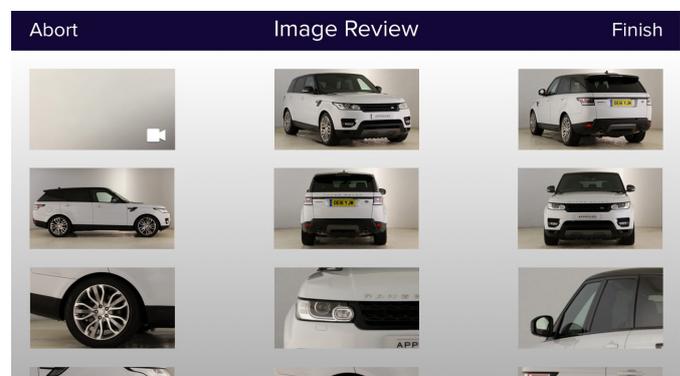
Additional Features

A Guide to Tagging

1. Underneath the 'Required Images' you will find 'Additional Images' and 'Damage Items'. Here you can use these sections to take any close up images of additional spec or damage that can then be added as a 'tag' onto one of the required images.



2. Once you have taken any 'additional' or 'damage' images, you click on the image review screen. Here you can click on the thumbnail of the required image that you would like to add a tag image onto.



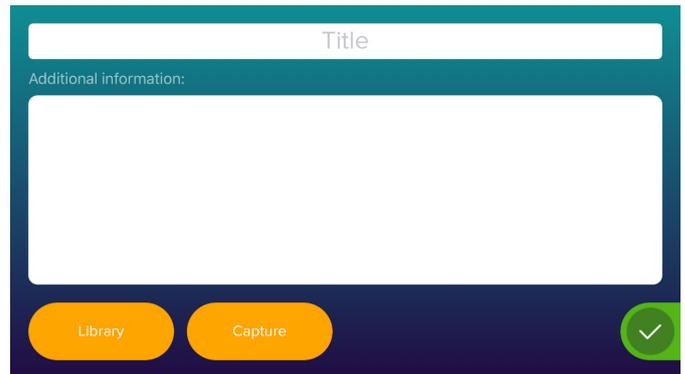
3. Click on the blue circle to add a tag. This will give you the ability to move the symbol around the screen to the part of the vehicle that you would like the tag photo to highlight.



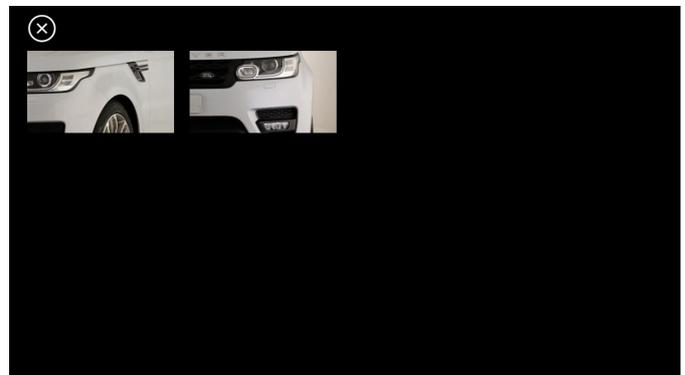
4. You will then have the option to label the tag as an additional item (circle symbol) or damage item (hazard symbol). Click the pen & paper icon to edit.



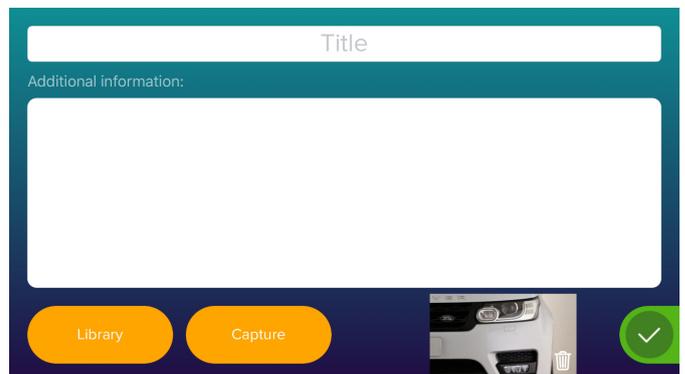
5. When you click **'Edit Media'** the above screen will appear. Here you have the option to name the tag photo with a title and any additional information about it. You also have the option to click into the library and use one of the additional/damage images taken earlier as the tag photo or you can take an image there and then by pressing **'Capture'**.



6. If you click **'library'** you will be taken to the images you took earlier under damage items which you can choose from.



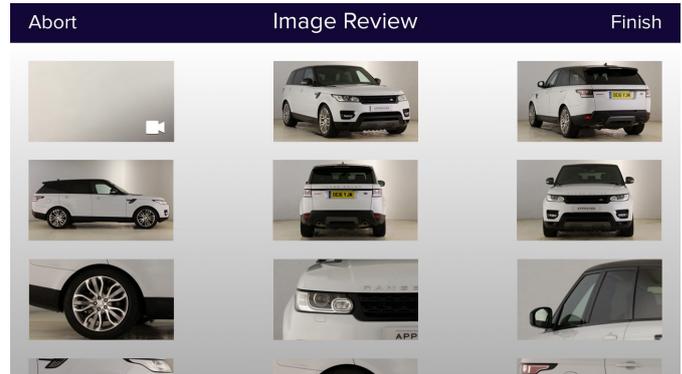
7. Once you have added the image press the green tick to continue.



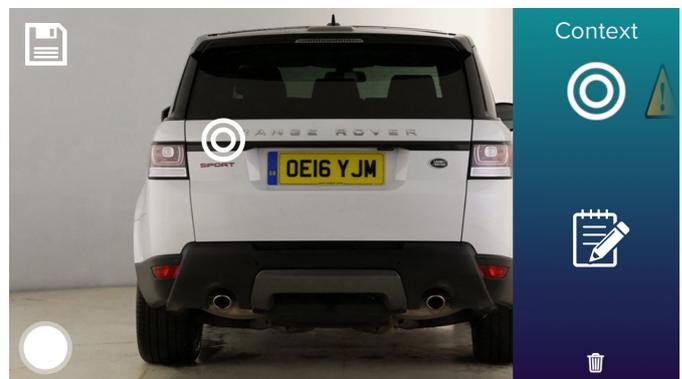
8. As you can see the hazard symbol now appears on the area of the vehicle that you would like to highlight the damage. When happy with this press the save symbol in the top left hand corner.



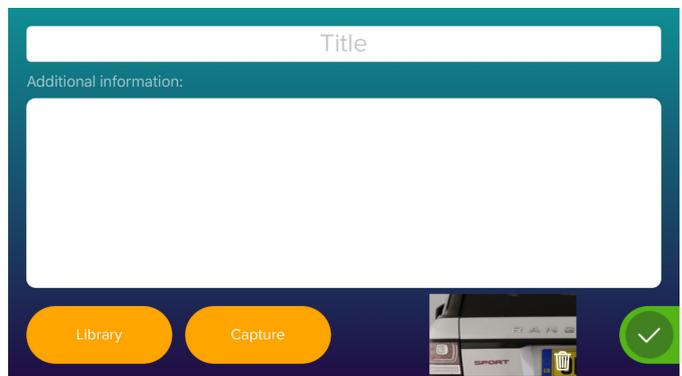
9. You will then be taken back to the image review screen where you can continue to add any additional tag photos.



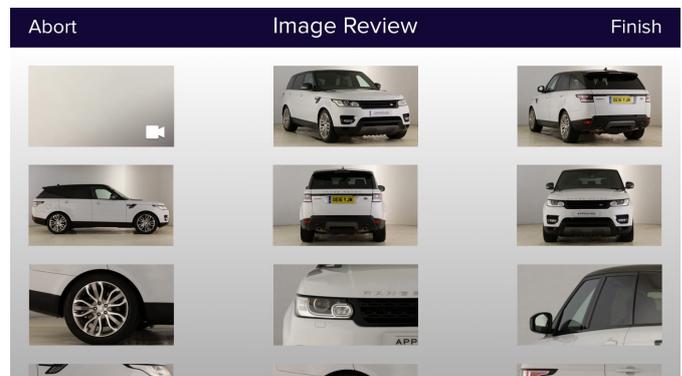
10. You also have the option to tag a photo to show a close up of any additional feature. This is done by pressing the white circle symbol and clicking the pen & paper icon to edit.



11. Again, you have the option to name the tag photo with a title and any additional information about it. You also have the option to click into the library and use one of the additional/damage images taken earlier as the tag photo or you can take an image there and then by pressing 'Capture'. Once complete press the green tick button to continue.



12. Once you have reviewed all your imagery and added the additional tag photos press the 'Finish' button to upload the video/imagery onto the website.



A Guide to Tagging: Customer View

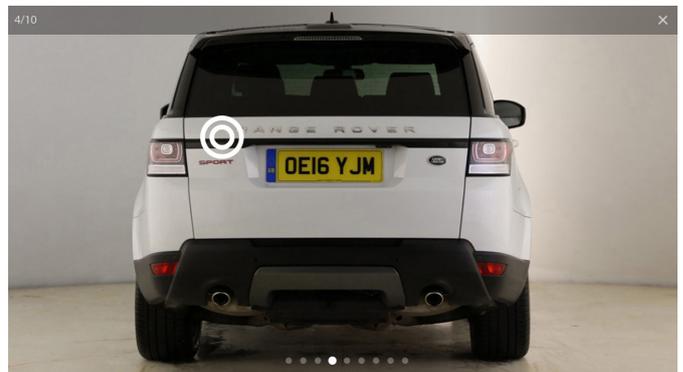
1. When customer views images they will see the symbol.



2. If they click on the symbol this will then show a close up of the tagged photo.



3. The process is the same whether it is a damage item or additional close up of feature of the car.



External 360 Walkaround Guide

1. If you have the Exterior 360 product as part of your package it will automatically load up and the app will guide you through the process.

2. Ensure the blue plus symbol (+) is positioned over the centre of the vehicle. When you are ready press the 'Red' Ready tab and start to walk anti clockwise around the vehicle. The arrow on the screen will demonstrate which direction to walk in. If you walk the wrong way, the App will notify you.



3. Once you have started walking ensure you keep the device at the same angle and level all the way around the vehicle. The green line will show you how much further you need to go to have completed a full 360 degree walkaround. The number in the 'red' tab on the right hand side will also count up to 360.

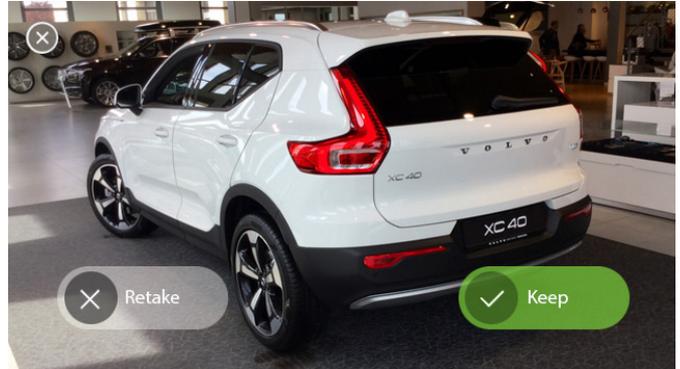


4. When complete it will display the full 360 walkaround on the screen and a 'hand' will appear sliding backwards and forwards.



5. You will need to slide your finger on the screen to view the full 360 walkaround, it will then prompt you to **'Retake'** or **'Keep'**.

If you are happy with the 360 walkaround press **'Keep'**. If not, press **'Retake'** and it will take you through the process again.



6. If you press 'Keep' it will present you with a confirmation screen, as below, simply click **'Yes'** or **'No'**



Interior 360 Guide

1. If you have the Interior 360 product as part of your package it will automatically load up and the App will guide you through the process. You will also need a compatible 360 camera.

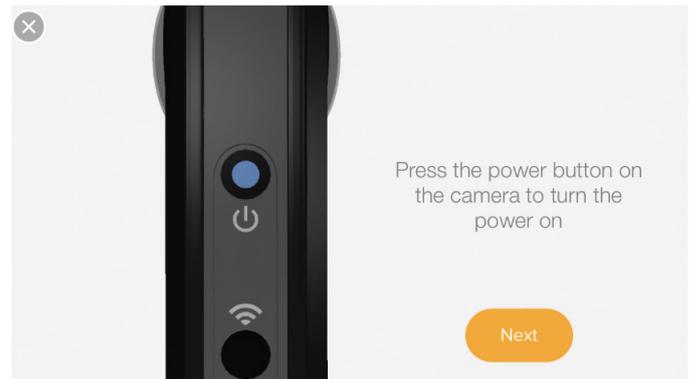
2. Follow the onscreen instruction and press the power button on the Ricoh to turn the power on. When the power is on, the status of the power lamp shows the battery capacity.

Lit: There is sufficient battery capacity.

Flashing: The battery capacity is low.

Unlit: The battery has run out.

Once the Ricoh is switched on press Next on the App.



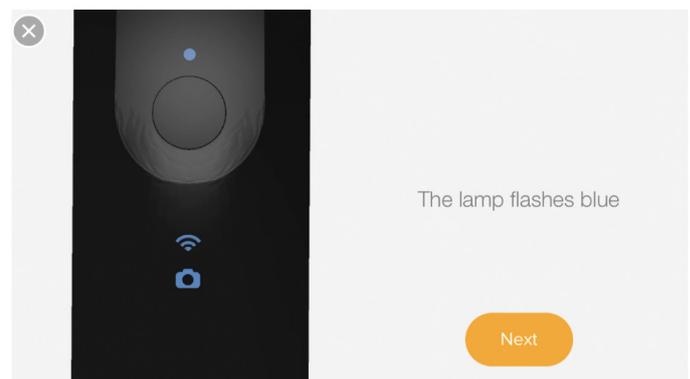
3. You will see the wifi blue light underneath 'flashing' blue.

Then press the Next on the App.



4. You will also see the blue camera and wifi symbol flashing on the front of the Ricoh.

Then press the Next on the App.



5. You will then need to go to Settings on your device (iPhone/iPod), then go to Wifi Settings and connect the Ricoh. Underneath '**Choose a network...**' you will see it listed, it usually will start with "**THETA**" followed by some letters and numbers.

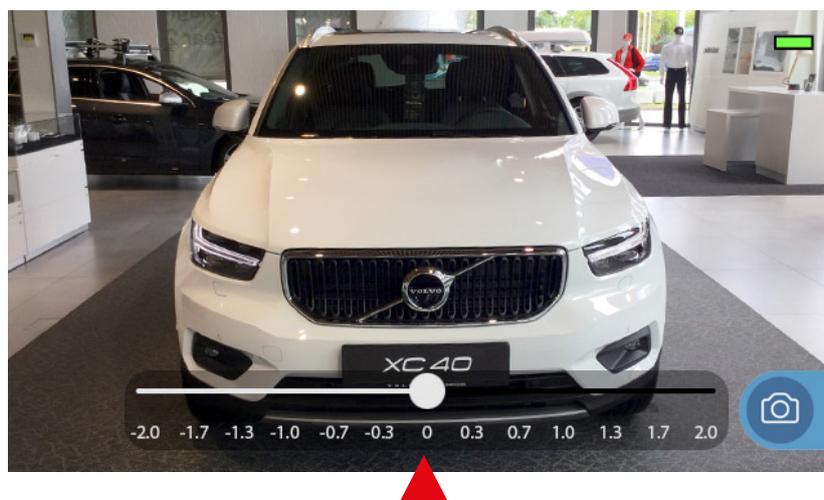


6. It will then prompt you for a password. You will find the password on the bottom of the Ricoh. Simply take the 8 numbers and type them into your device.

7. Once connected, come out of Settings and click back onto the AutoCAPTURE App icon.

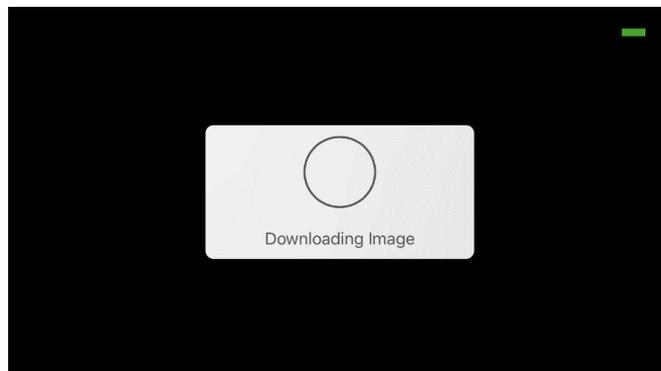
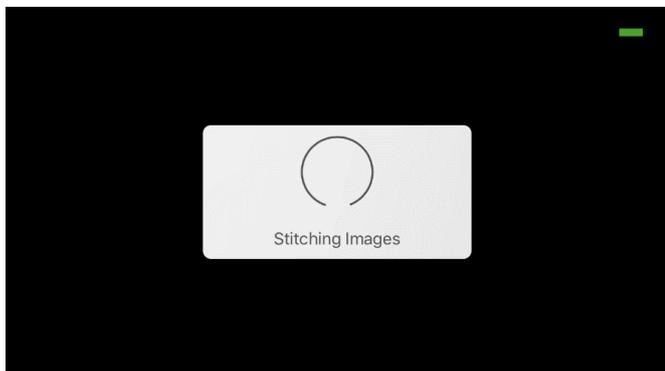
8. Take the Ricoh and place it in the centre of the vehicle, usually on the central console between the two front seats. If there isn't a central console, try to find a position that puts the Ricoh in the most central location.

9. You will then see the following screen on your device (iPhone/iPod).



You can change the contrast / brightness when taking an internal 360 image by sliding the white circle to the left or the right.

10. Move away from the vehicle and when ready press the below camera button on your device. You will then see the following two screens:



11. To retake, simply press the 'X' button on the screen or to continue press the 'green tick' button.

12. Don't forget to turn the Ricoh off after use. To charge the Ricoh please make sure you use the USB cable and plug it into a computer. Do not charge the Ricoh via a main socket.

A guide to Personal Video (AutoDIRECT)

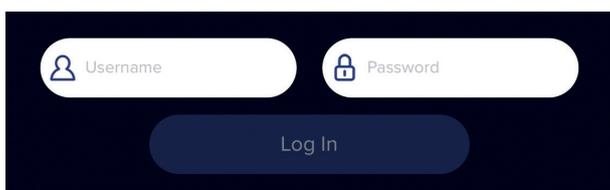
1. If you have not yet downloaded the app, simply enter the App Store on your device and type in '**AutoCAPTURE**' (AutoDIRECT is within AutoCAPTURE) (Apple device only).



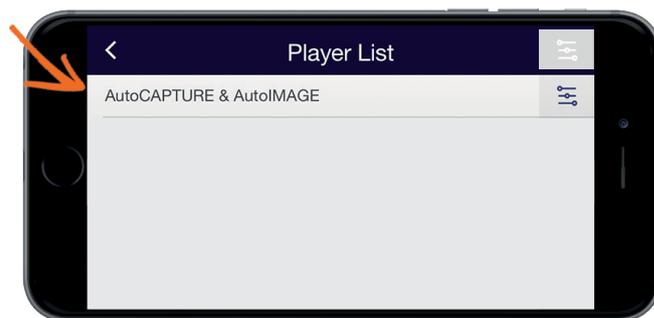
2. Touch the  icon to log-in.



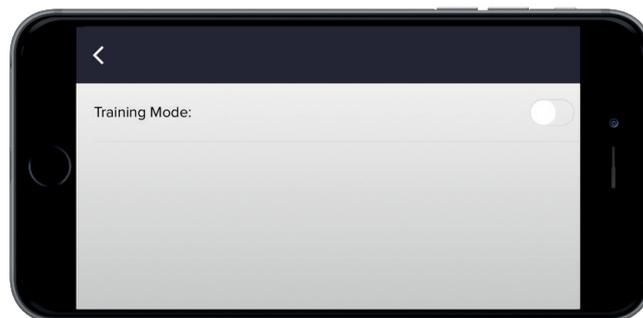
3. Type your username and password that was emailed to you and touch the Log In button.



4. Touch the  icon and choose '**Player List**' from the options on the left hand side.



5. Under the '**Current Player**' box, touch the account name you have been assigned to bring up the details for your account.

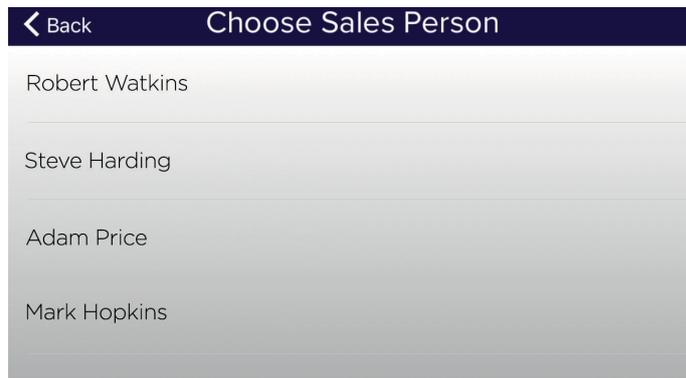


6. Touch the '**Settings**' icon and turn Training Mode to the '**off**' position. Depending which device you are using touch the '**Back**' button in the top left corner or click the blue '**Continue**' button to navigate back to the home page. Please allow the app to use both Camera and Microphone when prompted.

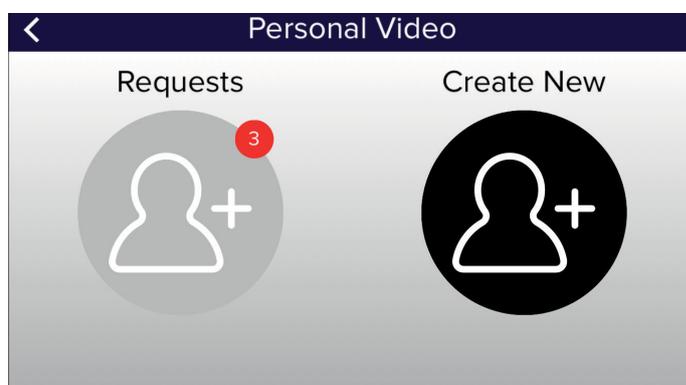
7. At the home page, touch the **Personal Video** button to show the AutoDIRECT recipients and salespersons.



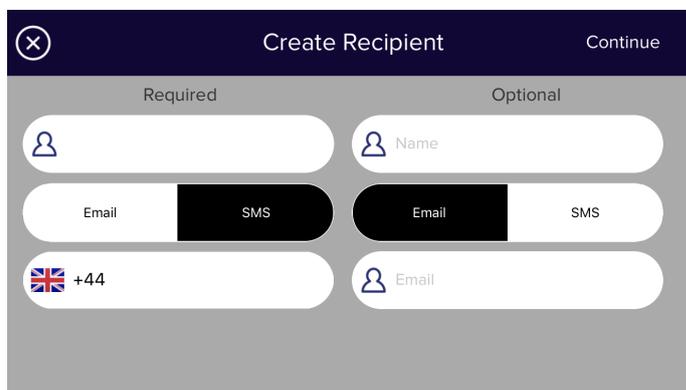
8. Touch the Sales person button to display a list of sales persons available to produce a personal video.



9. Touch the < icon to return to the main screen. Then touch the **Requests** button for a list of recipients waiting for a personal video. Touch the appropriate recipient and press **'Continue'** to begin videoing.



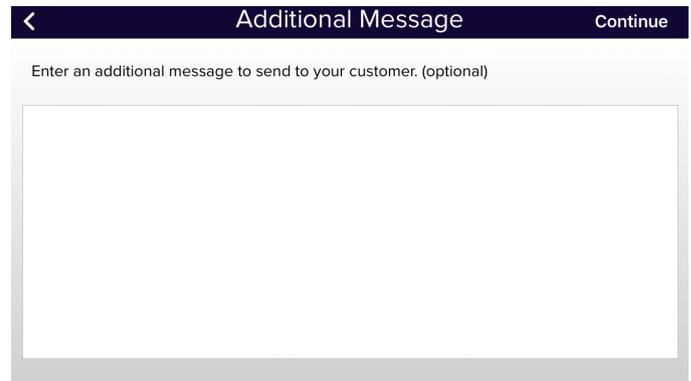
10. If you wish to do an impromptu personal video, you can select **'Create New'** (+) and enter the recipient's name, email address and/or mobile number. Once you have submitted the details, you can click **'Continue'** in the top right corner of the next screen.



11. You will then be given 5 types of video to chose from. Please select the most suitable description for the video you are about to record.



12. You will then be given the option to add your own personal message.



13. You now have a choice to start videoing with either a view of the vehicle or by videoing a professional introduction facing the salesperson. Touch the **'Flip Camera'** button to toggle between the front and back facing camera for the starting viewpoint.



14. When you are ready, touch **'Ready'** and video your first scene you would like your customer to see.

15. Touch the **'Pause'** button when you have completed the scene you want to capture.

Position yourself at the next appropriate place that you wish to demonstrate to your customer and touch the record when you are ready to continue recording.



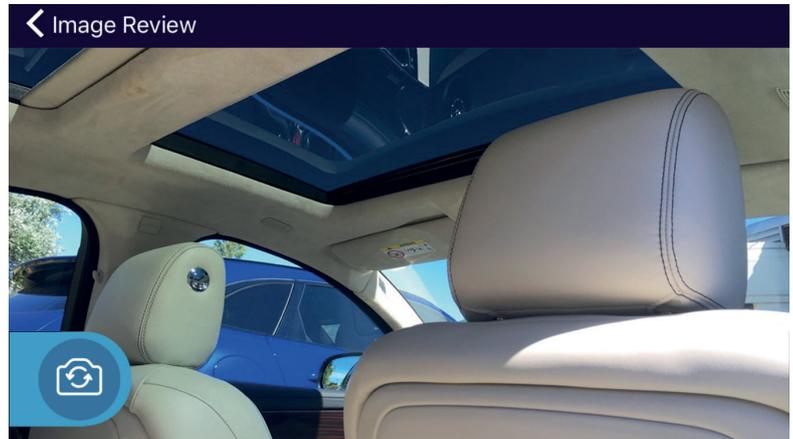
16. Once you have finished your video presentation, touch the **'Tick'** button. You then have the opportunity to take any additional photos that you wish to take to further enhance the complete presentation by touching the **'Camera'** icon. Once you have finished, touch the **'Tick'** button again.



17. Review your video and images on the Image Review by touching the thumbnails.



18. Swipe through your video and images to review each one. Use the '**Camera Retake**' icon to re-image any imperfect images. Return to the **Image Review** screen by touching the back arrow.



19. Touch '**Finish**' to upload the video and assets. You require an internet connection to do this.

20. You will see your video and images automatically upload.

