



QUICK START

ROAM Camera Cart Quick Start

This guide covers unpacking, charging, first-time setup and your first recording. For complete instructions, see the full ROAM Camera Cart manual.



Scan the QR code for the full manual and PDF downloads, or go to www.ivs.help.

WARNING Do not open the cart

The ROAM Camera Cart ships fully assembled. Do not open or disassemble any part of the cart. All repairs must be performed by an IVS-certified technician.

In the box

- ROAM Camera Cart
- Charger
- Ethernet cable

Before you start

- **Network:** for a wireless connection, the name and password of your Wi-Fi network. For a wired connection, a network jack near where the cart will be used.

NOTE

If you do not have this information, contact your IT team for assistance.

- **IP address:** your VMS must always be able to reach the cart, so the cart's IP address must not change.

NOTE

Ask your IT team to set up a DHCP reservation for the cart, or to give you a static IP address and its details.

- **VALT (optional):** your VALT server address, username and password, and the name of the VALT room to use for this cart.

Rear ports

1. Encoder 1 HDMI in
2. Encoder 1 HDMI out
3. Encoder 2 HDMI in
4. Network
5. Charging port



1. Charge the cart

1. Connect the charger to the charging port on the back of the cart.
2. Plug the charger into a wall outlet.

The light on the charger is red while charging and turns green when the battery is full.
3. Charge the cart fully before first use.

2. Turn on the cart

1. Press the power button on top of the cart base.

The button lights green.
2. Wait for the setup screen to appear on the control display.

3. Run the setup wizard

The setup wizard starts automatically the first time the cart is turned on.

Step 1: Welcome

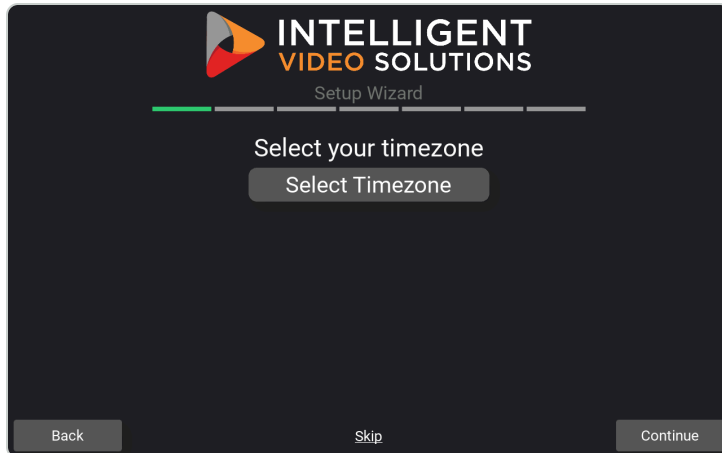
1. Touch **Get Started**.

The cart prepares its internal network. Wait for the message that setup completed successfully.



Step 2: Time zone

1. Touch **Select Timezone** and choose your time zone.
2. Touch **Continue**.



Step 3: Connection type

The screen shows **How will the ROAM cart connect?**

- **Wired:** connect the Ethernet cable from the Network port on the back of the cart to a network jack, then touch **Wired**. Go to step 4.
- **Wireless:** touch **Wireless**. Continue with step 3a.



Step 3a: Wireless setup method

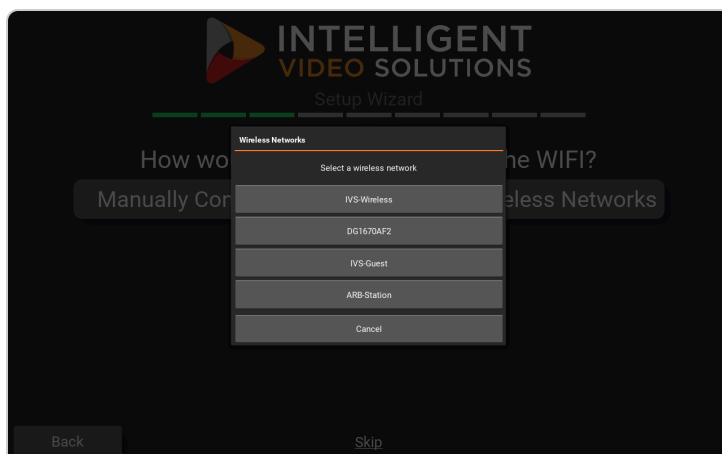
The screen shows **How would you like to configure the WIFI?**

- Touch **Scan for Wireless Networks** to choose from the networks the cart can see. Continue with step 3b.
- Touch **Manually Configure WIFI** to type the network name yourself. Go to step 3c.



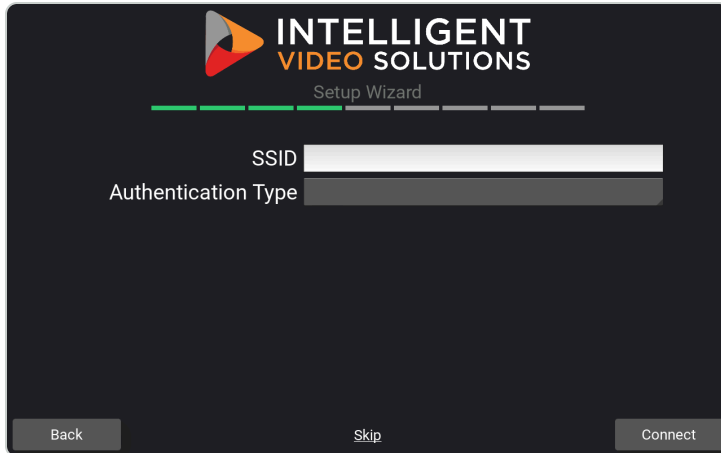
Step 3b: Choose your network

1. Wait for the list of wireless networks to appear.
2. Touch the name of your network.



Step 3c: Wireless settings

1. Check that **SSID** shows your network name. If you chose **Manually Configure WIFI**, enter it.
2. Touch **Authentication Type** and choose the type your IT team gave you.
3. Enter the password:
 - For a network with one shared password, enter it in **Preshared Key**.
 - For a network where each person signs in, choose the **EAP Method** and enter the **EAP Username** and **EAP Password** from your IT team.
4. Touch **Connect**.



Step 3d: Connection test

The cart tests the wireless connection.

- If **Wireless Connection Succeeded** appears, touch **OK**. Go to step 4.
- If **Wireless Connection Failed** appears, touch **OK**, check the network name and password, and try again.

Step 4: IP address

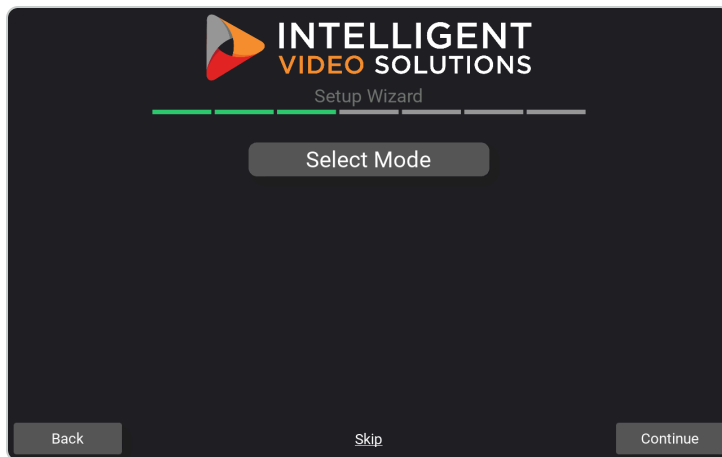
1. Touch **Select Mode** and choose **DHCP**.

If your IT team gave you a static IP address, choose **STATIC** instead and enter the address details.

2. Touch **Continue**.

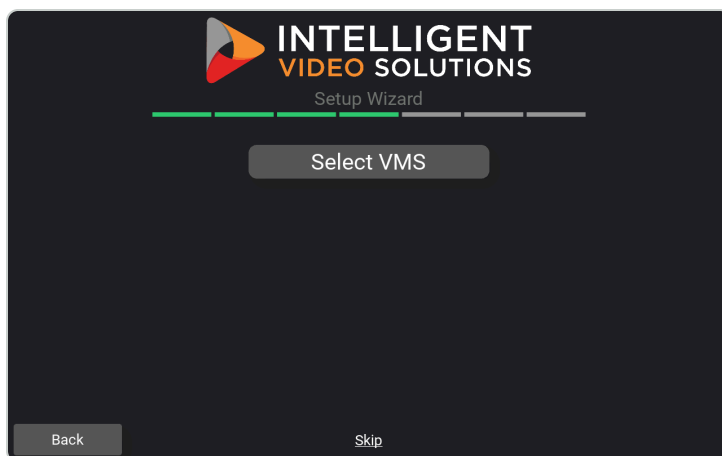
NOTE

If you are selecting DHCP, ask your IT team to set up a DHCP reservation for the cart so its address does not change.



Step 5: VMS

1. Touch **Select VMS** and choose:
 - **VALT** to record to your VALT server. Go to step 6.
 - **None** to record locally only. Go to step 8.



Step 6: VALT login

1. Enter the **VALT Address**, **VALT Username** and **VALT Password**.
2. Touch **Connect**.

A message confirms the cart connected to VALT.

INTELLIGENT VIDEO SOLUTIONS

Setup Wizard

VALT Address

VALT Username

VALT Password

Back Skip Connect

Step 7: VALT room

Choose whether to use a room that already exists in VALT or create a new one.

- Touch **Select an Existing Room**. Continue with step 7a.
- Touch **Create a New Room**. Go to step 7b.

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Setup Wizard

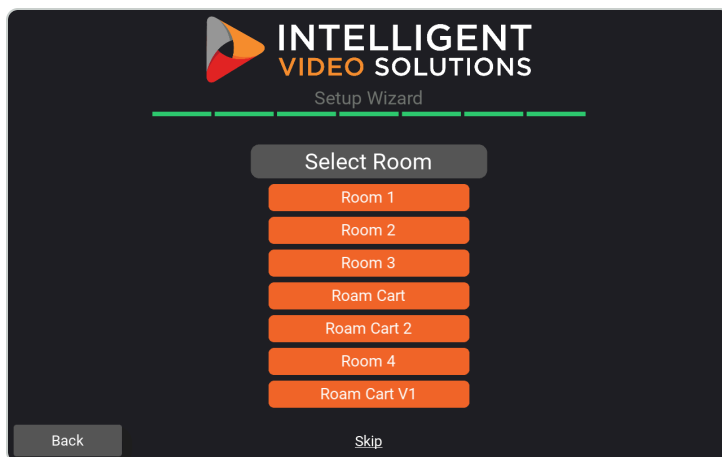
Back Skip

Step 7a: Select an existing room

1. Touch **Select Room**.
2. Touch the room to use for this cart.

The wizard moves to the final screen.

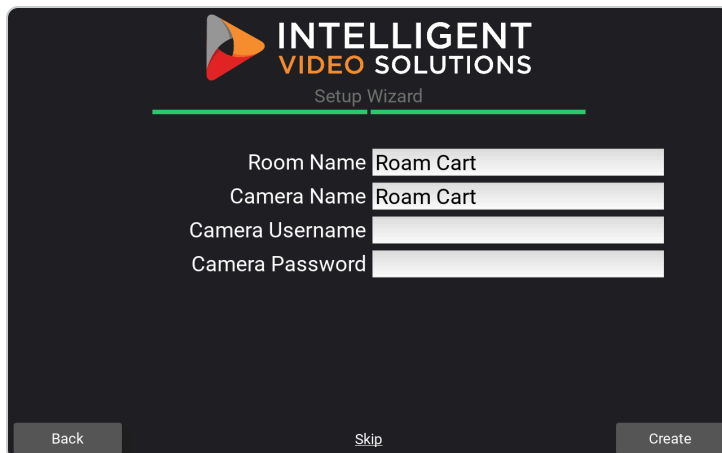
If **No Rooms Found** appears, touch **Go Back** and check the VALT login, or create the room in VALT first.



Step 7b: Create a new room

1. Enter a **Room Name**.
2. Enter a **Camera Name**.
3. Enter the **Camera Username** and **Camera Password**. The defaults are `root` and `admin51`.
4. Touch **Create**.

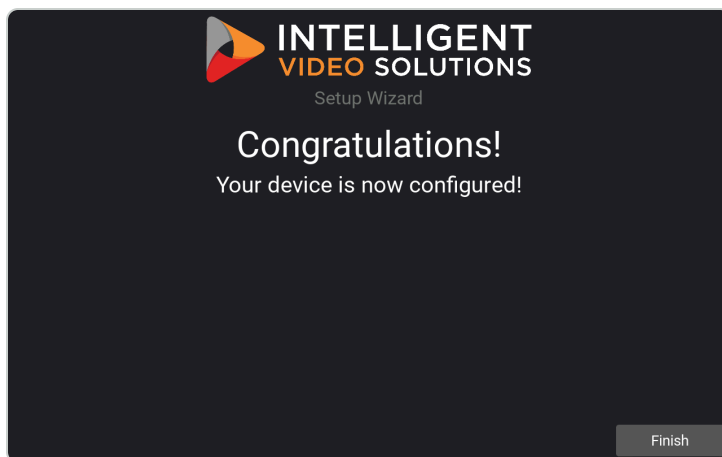
The wizard moves to the final screen.



Step 8: Finish

1. Touch **Finish**.

The live camera view appears.



4. Make a recording

1. Touch the record icon on the right side of the screen.
 2. Touch the stop icon to end the recording.
- **When the cart is connected to VALT:** the recording is made on your VALT server. Find it in the Review section of VALT.
 - **When the cart is not connected to VALT:** the cart records locally to its internal storage. Touch the folder icon in the bottom-left corner to view it.

5. Upload recordings to VALT

Local recordings stay on the cart until you upload them.

1. When the cart is connected to VALT, touch the VALT icon in the bottom-left corner.
2. Touch **Upload Videos**.

NOTE

Each recording is removed from the cart after it uploads to VALT.

Support

- Full manual and PDF downloads: www.ivs.help
- Web: www.ivs.help
- Phone: 262-746-9290, option 2
- Email: support@ipivs.com