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## Captioner Guide to 1Net

**First!! Make sure your laptop is able to connect to a WiFi connection; if not, scroll through this document and read about “Best Case Configuration for 1Net.”**

**\*\* Made for ONLY Windows 7 or above. Will not work on XP, Vista or a MAC, iPad, iPhone, cell phone or table.**

**\*\* Learn more by watching our video series:**

<https://www.youtube.com/playlist?list=PLOPXY7Dlj0dRI-4RKJj3JTDwJlh6yX641>

1Net Configuration with USB Adapter; 1Net for PC; 1Net: Install and Usage; 1Net: Time Management

### Software:

First thing you want to be sure you have the latest up-to-date software on your computer that will host the 1Net Hot Spot. Located on the front page of your 1CapApp dashboard is the software download for 1Connect, 1Net and 1Fuzion.

### Step 1:

#### Download:

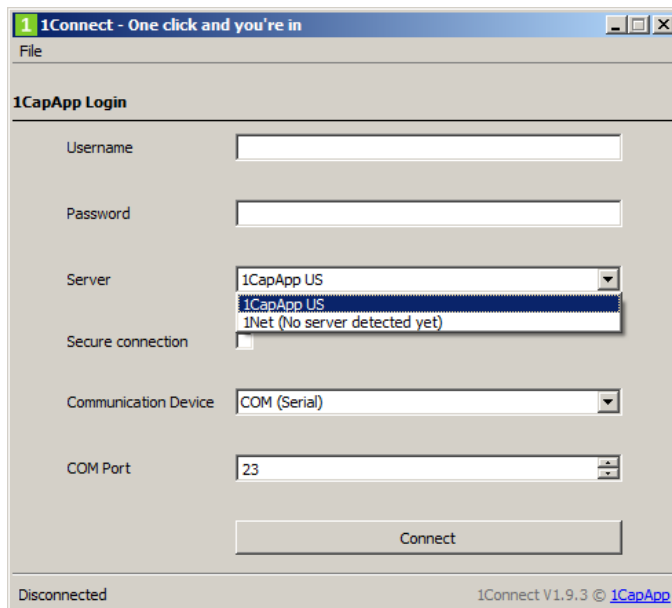
- 1Connect V1.9.3 or higher onto captioning computer that will host the hotspot.
- Download 1Net V0.3.8 or higher onto captioning computer that will host the hotspot.
- Email to your AV / IT person 1Fuzion V1.0 or higher.

**No need to remove the old version. Our intuitive software will remove the old and replace with the new.**

1Connect should look like below **BUT** have your COM Port, TCP or Interactive (what you have in your CAT software) when you stream in 1CapApp:



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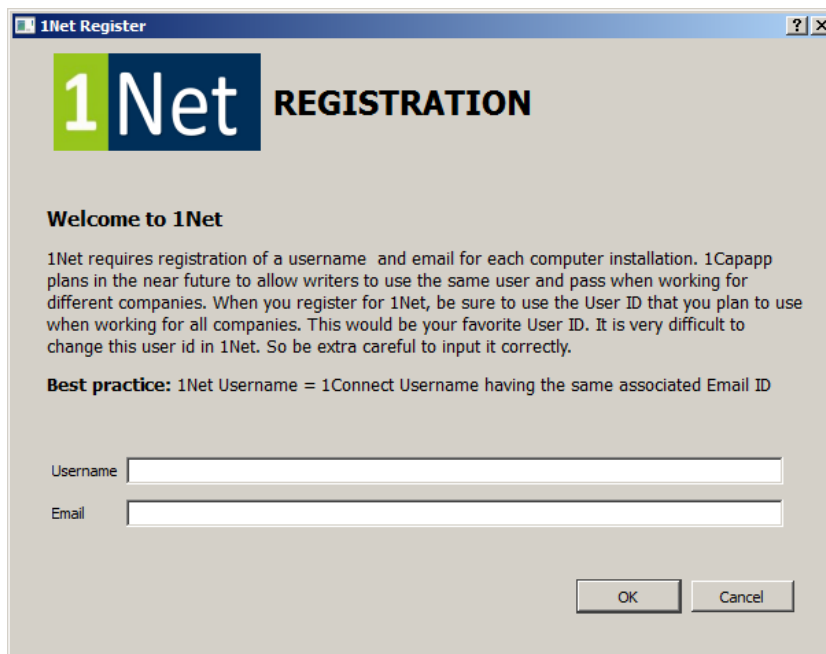
A screenshot of the 1Connect application window. The title bar says '1 1Connect - One click and you're in'. The window has a menu bar with 'File'. Below is the '1CapApp Login' section with fields for Username, Password, Server (a dropdown menu showing '1CapApp US' and '1Net (No server detected yet)'), Secure connection (a checkbox), Communication Device (a dropdown menu showing 'COM (Serial)'), and COM Port (a dropdown menu showing '23'). There is a 'Connect' button at the bottom. The status bar at the bottom says 'Disconnected' on the left and '1Connect V1.9.3 © 1CapApp' on the right.

## Step 2:

### 1Net Setup

Download 1Net on the computer that that will host the hotspot.

Launch 1Net.

A screenshot of the 1Net Register window. The title bar says '1Net Register'. The window has a large '1Net' logo and the word 'REGISTRATION'. Below is a 'Welcome to 1Net' section with a paragraph of text: '1Net requires registration of a username and email for each computer installation. 1Capapp plans in the near future to allow writers to use the same user and pass when working for different companies. When you register for 1Net, be sure to use the User ID that you plan to use when working for all companies. This would be your favorite User ID. It is very difficult to change this user id in 1Net. So be extra careful to input it correctly.' Below this is a 'Best practice' section: '1Net Username = 1Connect Username having the same associated Email ID'. At the bottom are two input fields for 'Username' and 'Email', and 'OK' and 'Cancel' buttons.

Create a username and email that is dedicated to only this computer that will create the hotspot. Click OK. WRITE IT DOWN so you remember!!!



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1CapApp keeps track of your time usage with this user and email **NOT** user and pass. This user **DOES NOT** have to be the same user as you use in your 1CapApp account. Below is an example only. **WRITE IT DOWN**

**Log out of 1Net.**

#### Step 3:

You will need to “credit” time to your 1Net account. Always “credit” 2 or more extra hours that you think you will need. You can then “credit” the unused time back to 1CapApp when you are done using 1Net.

- Log into your 1CapApp dashboard.
- **Good practice to jot down Your Available Time**
- Click on 1Net (located under Admin on your 1CapApp dashboard)
- Under 1Net – Credit Time: Search User by Email: type in your email account that you registered with 1CapApp above in Step 2.
- Calculate how many “minutes” you want to input in the credit box. **\*Pay attention. It is in minutes not hours!**
- Click Submit.
- Time successfully credited. Click Proceed.
- Click 1CapApp icon in upper left corner of your dashboard. This will take you back to your “home” page.
- Check the Available Time. (If you wrote down your Available Time as suggested above in yellow, you will notice it subtracted what you sent to 1Net for credit.)
- Search User by Email: type in your email account that you registered with 1CapApp above in step 1.
- You can now log out of 1CapApp. You are done. You **WILL NOT** need to schedule a session in 1CapApp.

### Click the 1Net icon and Launch 1Net

#### Step 4:

- Log in with your **user and email** you created in Step 2 above.
- Click “Tools” located at the top of 1Net.
- Click Sync.
- Message: Successfully Synchronized.
- Click OK.



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- 1Net Status: \*\* We give you 2 free hours to play and learn 1Net. You will also see your 1CapApp company name listed along with the credited hours you did in Step 3 above.
- X the status box.

You should see a box like this but with your **user and email**:

\*\* Notice at the top: User/Email/Hard Stop. **Hard Stop** is how long you can sit idle and not hit your keys before your session will automatically end. Be sure to set this to your desired time. Click tools > Hard Stop > pick what you want.

## Step 5:

Session Settings: Company:

- Pick if you want to use your free 2 hours or the time you gave credit to your 1Net account. Click the down caret next to 1Net by 1CapApp and you will see the time you credited to 1Net.



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- Username: This can be ANYTHING. You can make something new up each and every time! Make it easy. For my example I will do the initials of my name: jjc
- Password: This can be ANYTHING. You can make something new up each and every time! Make it easy. For my example I will do the initials of my name: jjc
- Session Name: Ballroom \*\* Give this a distinct identifier. This will show up on the view page and is in the url you send to the viewer. For my example I am calling it Ballroom
- SSID: "1Net Hotspot" is the name that will show up in your Network Wireless list. \*\* Remember you need to go to your caption computer that created the hot spot and make sure you are connected to this Hot Spot. \*\*  
**If you do not see it in your Wireless list, your computer may be lacking the ability to connect to a Hot Spot and you will need to buy a USB adapter. See description and picture at the end what we suggest.**
- Key: "1NetPassword" is the password to enter your Hot Spot. You can change this. Be sure you give this password or what you change it to, to your end user that will log in to view your captions. This will protect outsiders from coming onto the Hot Spot.

The screenshot shows the '1Net by 1CapApp' application window. It has a menu bar with 'File', 'Tools', and '?'. The main interface includes the '1Net' logo, user information (User: jjc3, Email: jjc3@yahoo.net), and a 'Hard Stop' status (Disabled). Below this are three sections: 'Session Settings' with fields for Company (1Net by 1CapApp), Username (jjc), Password (masked with dots), and Session Name (Ballroom); 'HotSpot' with fields for SSID (1Net HotSpot) and Key (1NetPassword); and 'Information' with a note about session name requirements. At the bottom, there is a 'Create Server' button and a text box for 'Send this URL to viewers'. The status bar at the very bottom indicates 'Production' and 'Remaining Time: 02h00m left'.



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## Step 6:

- Click Create Server
- Please be patient and wait while 1Net creates the Hot Spot.
- 1Net is ready.
- Send the URL to viewers: You can right click on the url link and click copy link location. Paste the url in an email to your client or put in your browser to view.

You are almost ready!

A screenshot of the 1Net by 1CapApp application window. The window has a title bar with the text '1Net by 1CapApp' and standard window controls. Below the title bar is a menu bar with 'File', 'Tools', and '?'. The main content area is divided into several sections. At the top left is the 1Net logo. To its right, user information is displayed: 'User: jcc3', 'Email: jcc3@yahoo.net', and 'Hard Stop: Disabled' with a red status icon. Below this is a 'Session Settings' section with fields for 'Company' (a dropdown menu showing '1Net by 1CapApp'), 'Username' (text 'jcc'), 'Password' (masked with dots), and 'Session Name' (text 'Ballroom'). Below that is a 'HotSpot' section with 'SSID' (text '1Net HotSpot') and 'Key' (text '1NetPassword'). Below that is an 'Information' section with the 1Net logo and the text 'IS READY'. Below the information section is a button labeled 'Stop Server - Session'. Below the button is a section labeled 'Send this URL to viewers' containing a text box with the URL 'http://192.168.173.1:1234/Ballroom'. At the bottom of the window is a status bar with three sections: 'Production', 'Remaining Time: 02h00m left', and 'Socket: 192.168.173.1:8989'.



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## Step 7:

The computer that is hosting the Hot Spot, click on that computer's Network tab and make sure you have selected 1Net Hot Spot. Make sure all other Hot Spots are not active. This is SO IMPORTANT. If you do not see your Hot Spot this could mean you did not open your WiFi Network connection correctly or your computer needs a USB adapter because you do not have a WiFi connection available.

An example: 1Net Hot Spot is in my Network list below. You will notice it states "1Net Hotspot, No network access." "No network access" simply means to outsiders, they are not welcome without a password. This 1Net Hot Spot is private and you must have password to enter so be sure to give your customer the password.



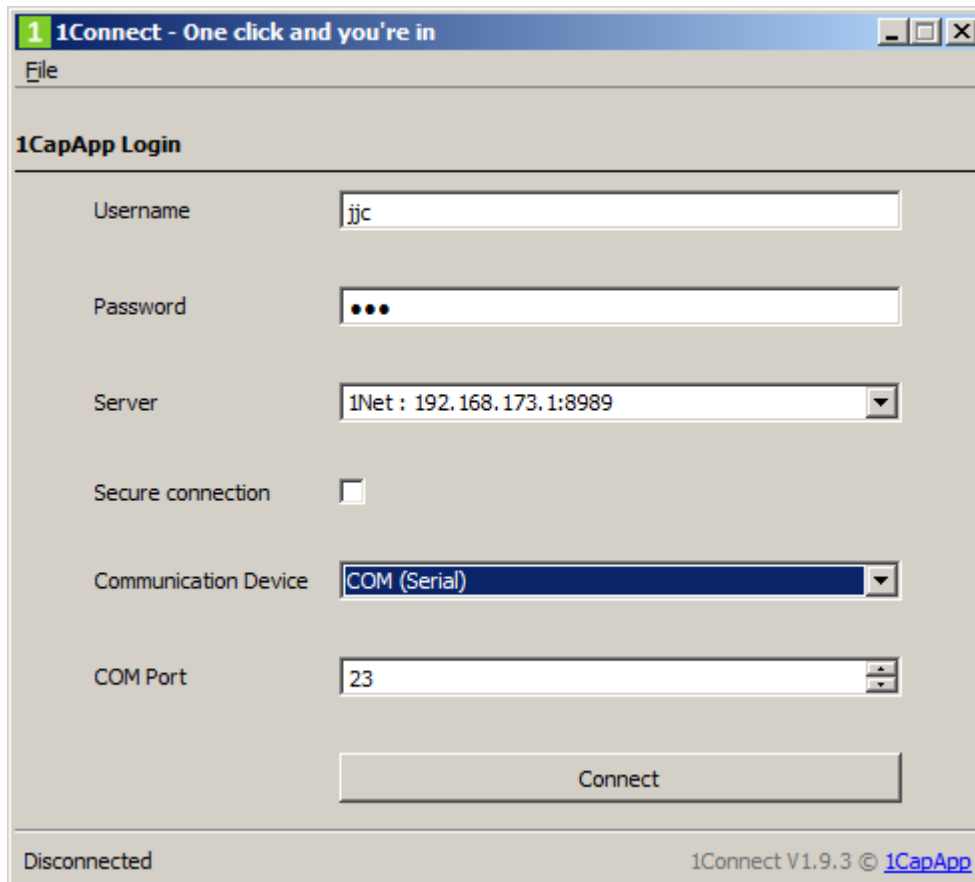
## Step 8:

### Launch 1Connect

- Username: jjc (what I created in Step 5)
- Password: jjc (what I created in Step 5)
- Server: Click the down caret and pick 1Net
- Checkmark Secure connection or uncheck (My example has unchecked but check)
- Communication Device \*\* This must match your Output in your CAT software that you use when writing in 1CapApp. It could be COM, TCP/IP or Interactive (keyboard)
- COM Port: If you use COM Port in your CAT software you must match.



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A screenshot of the 1Connect application window. The title bar reads "1 1Connect - One click and you're in". The window has a menu bar with "File". Below the menu bar is a section titled "1CapApp Login". The login form contains the following fields:

- Username: A text box containing "jjc".
- Password: A text box with three dots, indicating a password field.
- Server: A dropdown menu showing "1Net : 192.168.173.1:8989".
- Secure connection: A checkbox that is currently unchecked.
- Communication Device: A dropdown menu showing "COM (Serial)".
- COM Port: A text box containing "23".

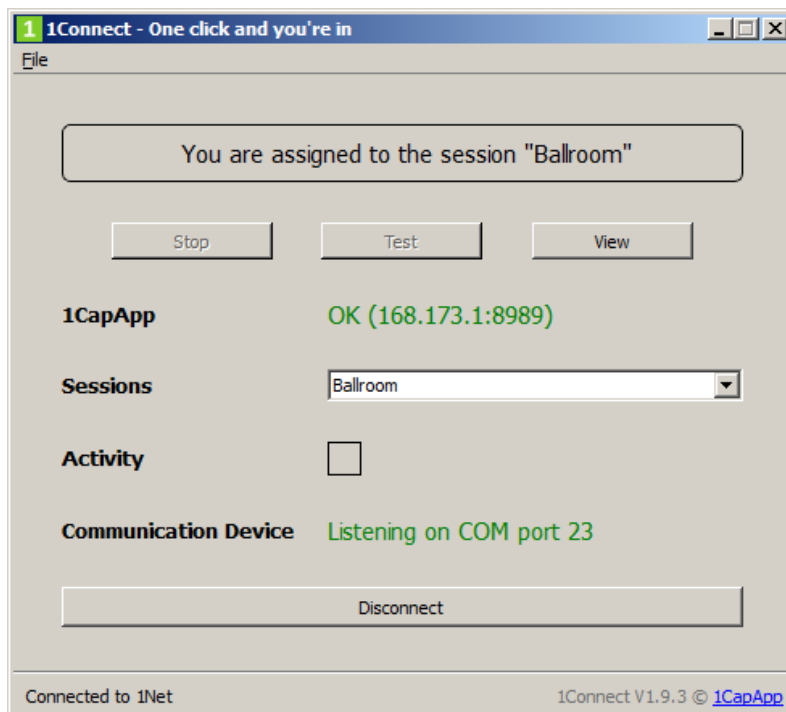
Below the fields is a "Connect" button. At the bottom of the window, the status bar shows "Disconnected" on the left and "1Connect V1.9.3 © 1CapApp" on the right.

- Click Connect



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- If you did everything correct, 1Connect session “Ballroom” will match your 1Net session “Ballroom” and you are good to go (example only)





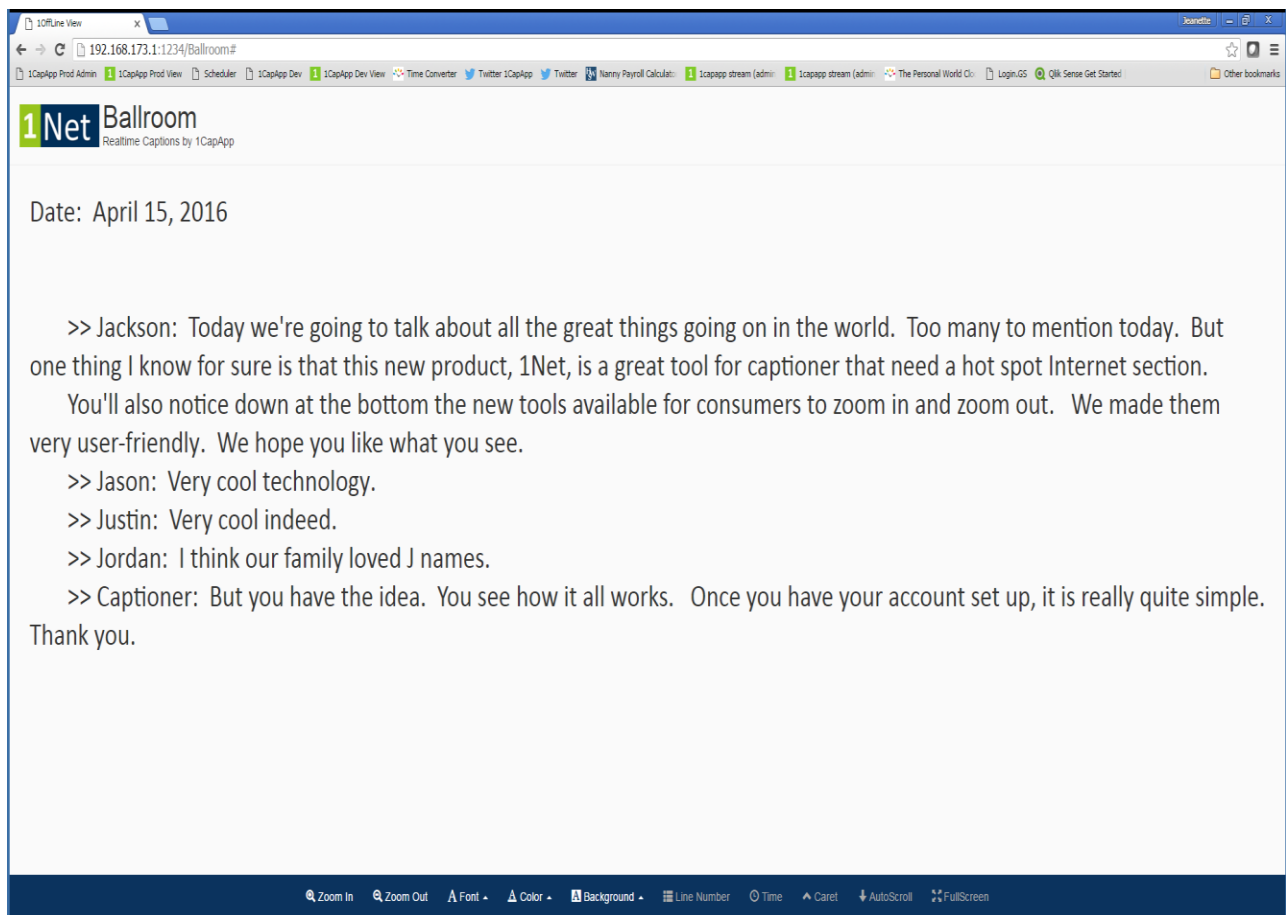
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### **View Page:**

Anyone wanting to view MUST:

- Click their Network Settings and choose 1Net HotSpot.
- Enter the password.
- Once connected to Network Hot Spot your customer will click the url to view that you gave them. URL can be found on captioners 1Net setup screen.

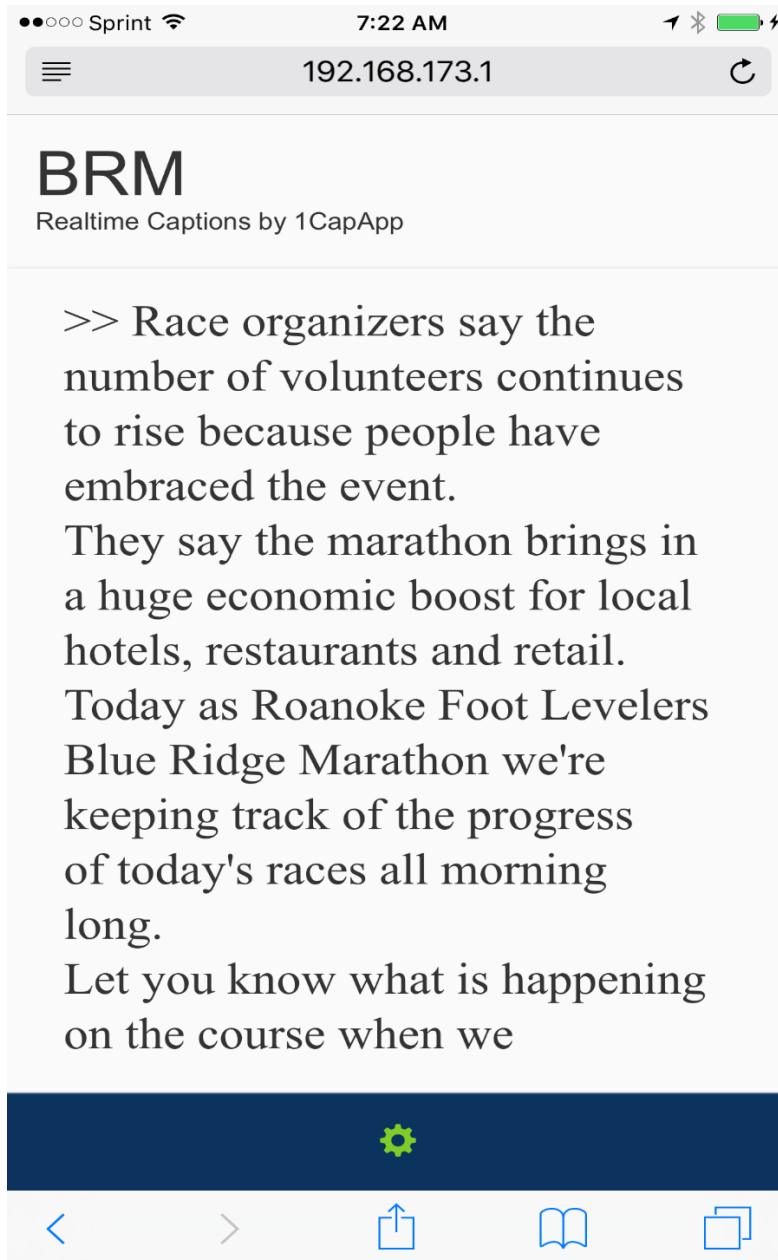
Screen shot of view page on second computer connected to Hot Spot.





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Screen shot of a different session I did earlier in the week viewing on iPhone.





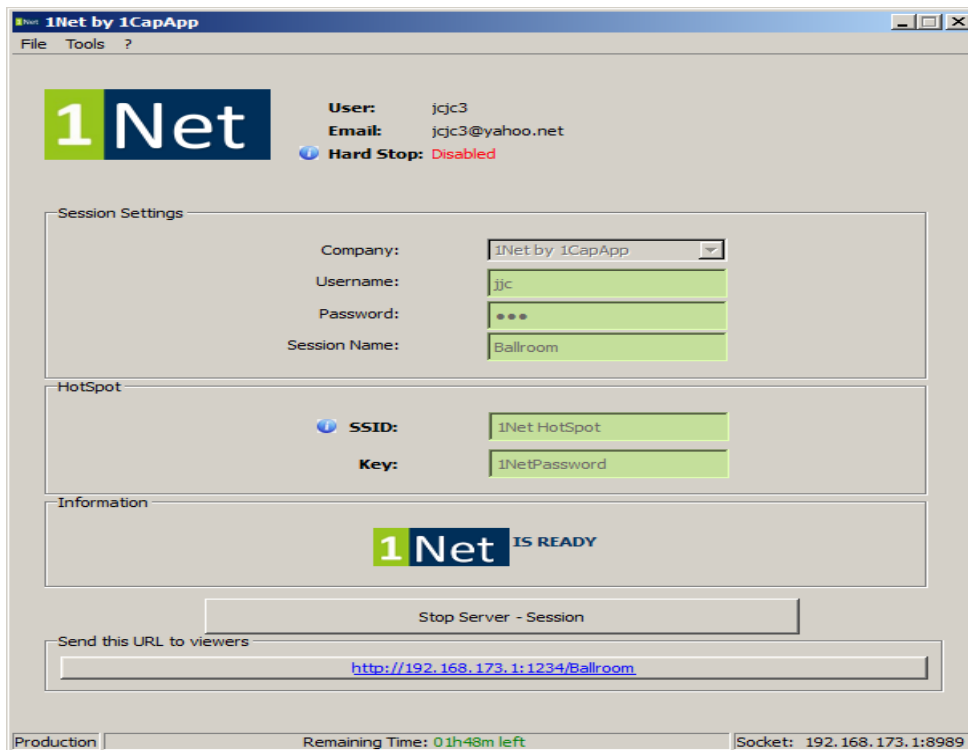
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## Step 9:

### Stopping the 1Net Session

**You MUST stop your 1Net session or you will continue to be charged. If you have a Hard Stop you will be charged until the session turns off so please manually END your session!**

- Click Stop Server – Session
- You will get a message: Session Time: You have spent BLANK minutes on this session. Write it down so you can compare.
- Click OK





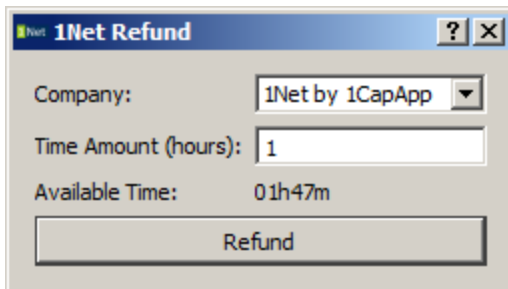
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### Step 10:

Now you have a choice. You can leave the time you credited to 1NET from your 1CapApp account when you first setup your 1net account; OR, you can credit the remaining time back to your 1CapApp account.

If you choose to credit back the remaining time to your 1CapApp account you will do this:

- Open up your 1CapApp account and check your Available Time and write it down.
- If you closed 1Net down log back in.
- Click Tools
- Click Refund Time
- Pick Company you are giving the refund back to
- Pick the Time Amount of Hours (this is in hours NOT minutes here).
- Click Refund. See screen shot below.



- Company has been successfully refunded.
- Click OK
- Left corner of 1Net is "File"
- Click File
- Click Exit

Exit out of 1Connect. You are done! If you come back to work in "1CapApp" remember to use the user and pass you always use with 1CapApp. You may have used something different when using 1Net. Always write down your user and pass. Write it down. Just write it down!



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**If your computer does not have a WiFi capability, we suggest this USB Adaptor.**

### Best Case Configuration for 1Net

Computer running Windows Vista or greater (7, 8, 10)

Processor: Dual core @ 1.2 GHZ

RAM: 2GB

Free disk space: 100MB

Pick a wireless adapter that supports the 1Net hosted network.

Test the integrated WiFi of your computer or a USB adapter.

We have tested with success "Netis 300 Mbps Wireless N USB Adaptor WF2123"

**Important Note:** Many USB WiFi adapters do not offer a good speed for the hosted network. It's very important to choose an adapter that we have tested and reported to work as expected.





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### **1Net Enterprise Training**

1CapApp will provide free training for 1Net at an executive level to **current account holders who buy 1CapApp time**. This training will include firm owners, individual account holders, and firms' administration.

**1CapApp will not provide free 1Net training, email or phone support to firms' employee or IC captioners who have not bought any 1CapApp time.** 1CapApp will charge \$50 for each training session to individual captioners that fall outside of the provisions named above.

**You must call the 1CapApp support line to schedule an appointment for your 1Net training.**



## Are you using 1Fuzion with 1Net?

- Do all the steps above.
- Launch 1Fuzion or give the download link to your customer that needs to display 1Fuzion on their computer. (download located on your 1CapApp dashboard.) You must have 1Fuzion Version V1.0 or higher to work with 1Net V0.3.8 or higher and with 1Connect V1.9.3 or higher.
- Download 1Net V0.3.8 or higher onto captioning computer that will host the hotspot.
- Server: Pick 1Net
- Sessions: Pick your session you have scheduled in “1Net” **\*\* You DO NOT need to schedule a session in 1CapApp. Schedule happens in 1Net.**
- Click Launch

Successful!!

