

# Logging In

Your system administrator assigns your username and password. When prompted in the client application, enter your username and password and select **Sign In**.

### **Starting a Recording**

Recordings may be started from the wall switch or the CaseCracker client software.

**Note:** Recordings are limited to 12 hours. If the interview goes over the time limit, start a new recording.

- Wall Switch
  - Initiate a recording using the wall switch located near the door of the interview room.
- Client Software
  - Go to the Rooms page in the client software.
  - A preview of all rooms displays.
  - Place the cursor over the room and select Begin Recording.

# **Observing a Recording**

- Go to the **Rooms** page.
- Place the cursor over a room with a recording already in progress and select **Watch Now**.

### **Entering Metadata/Adding Flags**

You can enter metadata multiple times during the interview. Enter all metadata prior to stopping the recording for inclusion in the evidentiary copy.

- Enter metadata such as interviewee, interviewer, case number, etc. in the fields on the right side of the screen.
- Select the Flags tab next to the Details tab to add bookmarks at key moments during the interview.

### **Stopping a Recording**

Select the red stop icon to end any recording even if you are not the user who initiated it. After a recording is stopped, it is automatically saved on to the server's hard drive.

### **Working with Archive Files**

Recordings are available on the Archives page.

- Select the column header at the top of the page to sort recordings.
- Select Play to view a recording.
- Select **Verify** to confirm that no changes have been made to the recording.
- Select Export to save the recording to a local drive on your computer. You can export a video and audio mp4, an audio only WAV file, an audio only M4A, or a PDF of the session data. The Onyx Viewer can also be included with the export package.
- Select the All Evidence export option to export an audio-video mp4 and the session report.
- Select **Delete** to remove a recording from the hard drives.

# Logging Out

Select the gear icon in the lower left of the screen and select from the following options:

- **Sign Out** to log out and restart the client.
  - **Note:** It takes a minute or so for the client to restart
- **Quit** to log out and close the client.
- **Cancel** to close the pop up menu without taking any log out action.



# **Burning Optical Discs**

Sessions can be recorded to optical disks (CD, DVD, Blue-ray) from the Export window.

- Select Archive > Right Click a session > Export > Burn Optical Disk
- Select the optical disk burning unit and insert a blank disk
- Enter a file name and select Burn

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ROOMS						All Evidence				Select Optical Diffe(s).	
8						Include Session Data and Flags in MI	P4 file		0		
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**Note:** A CD can store 0.7 Giga Bytes of data a DVD can store 4 Giga Bytes of data and a Blu-ray disk can store 25 Giga Bytes of data. In normal circumstances an interview recording will produce approximately 2 Giga Bytes of data per hour. The size of a session can be seen in the Archive page

	ACTIONS	
•Size 🍸	Archived 🏹	
1.06 GB	0	:
1.08 GB	0	:
1.13 GB	0	: