

### 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**.

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### 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**.
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### Observing a Recording

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

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### 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.
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### Logging Out

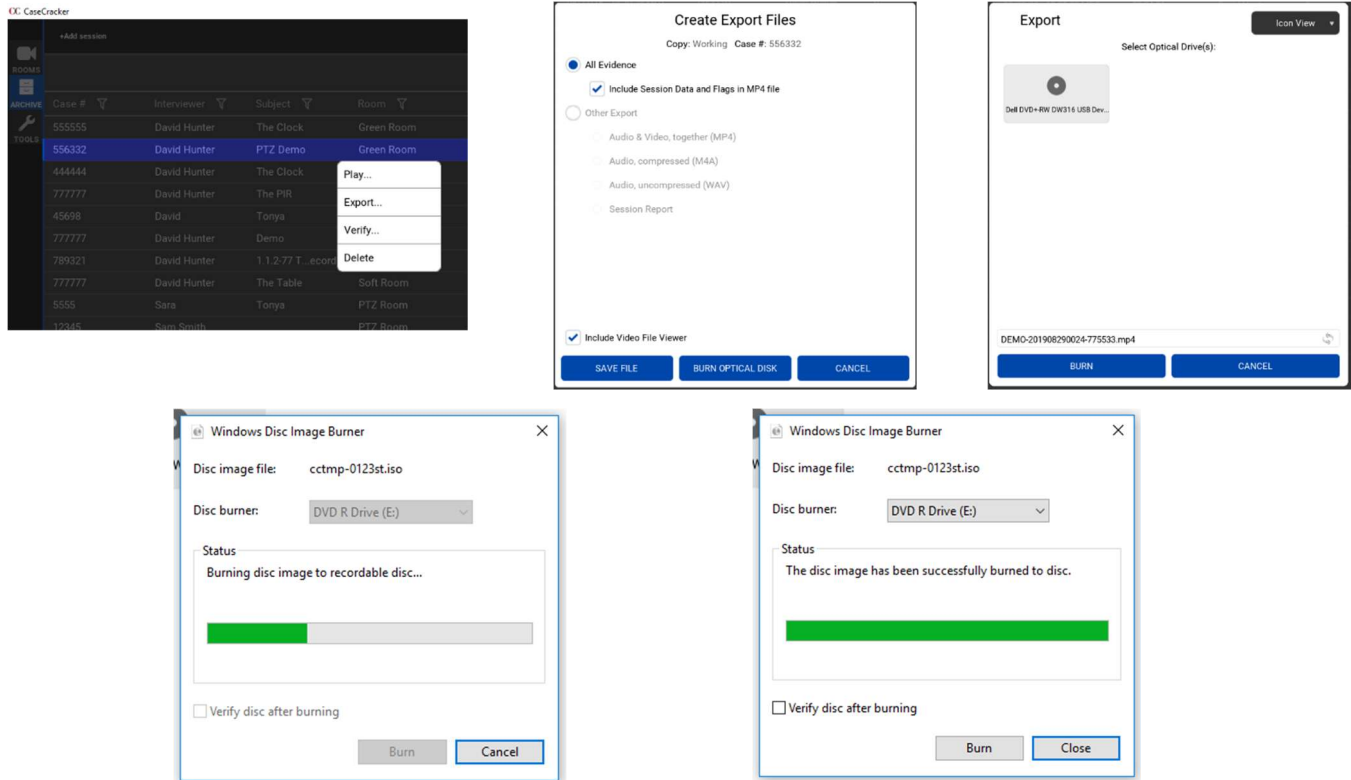
Select the gear icon in the lower left of the screen and select from the following options:

- **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



**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	⋮