



# **Axon Interview Quick Reference Guide**

Release: 3.5

Release Date: November 2015

Document Version: 1

Apple is a trademark of Apple, Inc., registered in the U.S. and other countries.

Windows is a registered trademark of Microsoft Corporation in the U.S. and other countries.

▲Axon, Axon Interview, and Axon Commander are trademarks of TASER International, Inc. All rights reserved.

© 2015 TASER International, Inc.

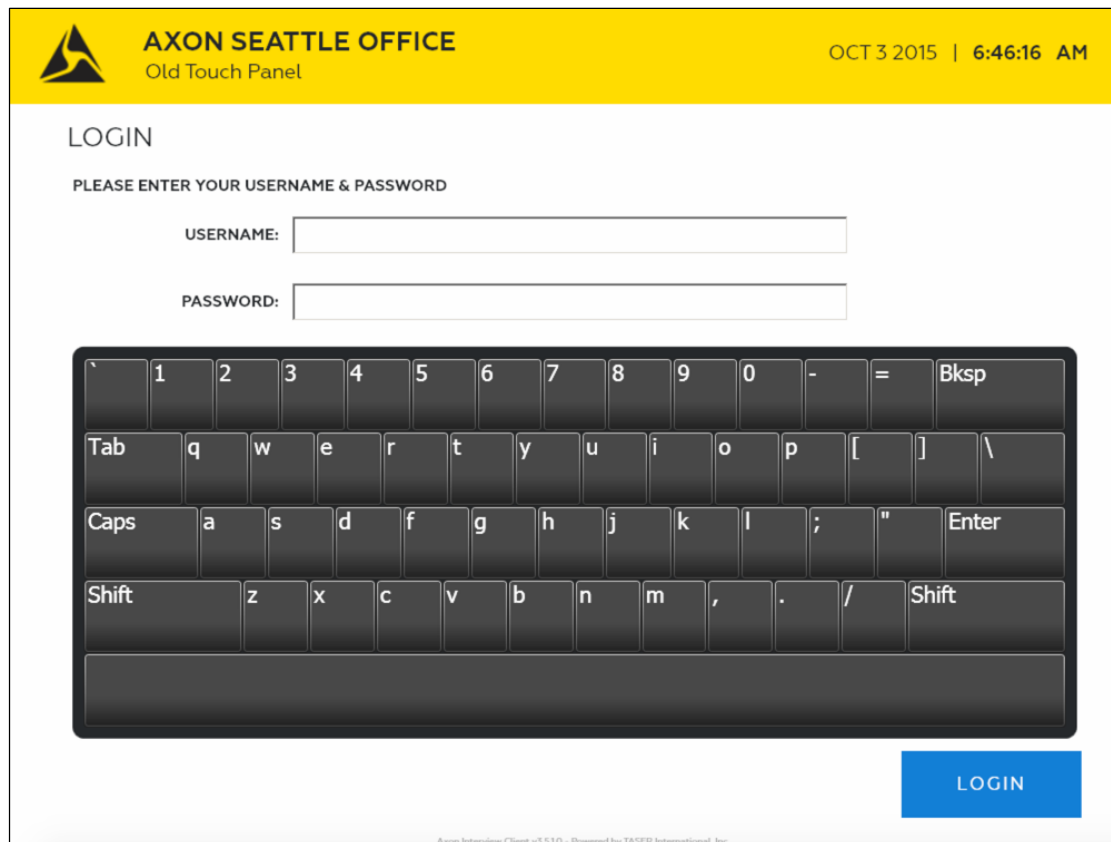
## Table of Contents

Logging In.....	3
Recording an Interview .....	4
Add Pre-Recording Metadata Tags .....	5
Adding Text Metadata Tags .....	5
Adding Choice Metadata Tags.....	6
Confirm Pre-Recording Metadata .....	7
Start Recording.....	8
Verifying Recording Status.....	9
Checking Sound.....	10
Creating a Bookmark.....	12
Masking Audio .....	14
Masking Video .....	16
Masking Both Audio and Video .....	18
Stop Recording .....	20
Add Post-Recording Metadata Tags .....	22
Confirm Post-Recording Metadata .....	23
View Asset Information .....	24
Logging Out .....	25

## Logging In

Before you can use Axon Interview, you must log in.

1. Enter your username and password.
2. Tap **Login**.

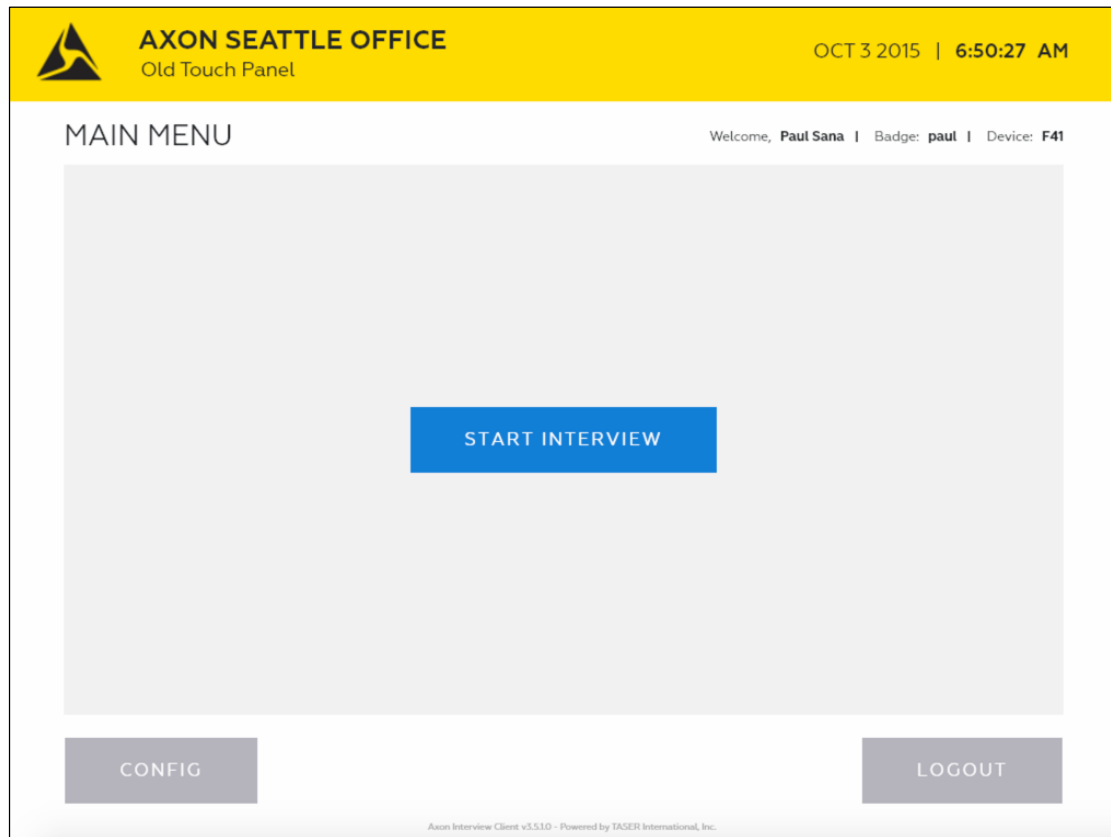


The screenshot shows the Axon Interview login interface on a yellow background. At the top left is the Axon logo and the text "AXON SEATTLE OFFICE" and "Old Touch Panel". At the top right is the date and time "OCT 3 2015 | 6:46:16 AM". Below this is a "LOGIN" section with the instruction "PLEASE ENTER YOUR USERNAME & PASSWORD". There are two input fields: "USERNAME:" and "PASSWORD:". Below the input fields is a virtual keyboard with keys for numbers, letters, and symbols. At the bottom right is a blue "LOGIN" button. At the bottom center, there is small text: "Axon Interview Client v5.5.10 - Powered by TASER International, Inc."

## Recording an Interview

After you log in, the Main Menu appears.

To begin recording an interview, tap **Start Interview**.



## Add Pre-Recording Metadata Tags

If the Pre-Recording Metadata screen appears, your department requires the entry of metadata tags before you can begin recording the interview. Your Axon Interview will show metadata tags that your administrator has configured.

**Note:** Your administrator can configure pre-recording metadata tags in Axon Commander, which supports fully customizable names and options for tags. For more information, see the Axon Commander User Guide.

The following sections provide examples of adding text and choice metadata tags.

### Adding Text Metadata Tags

Text metadata tags require that you use the keyboard to type the information.

1. For each text metadata tag, tap the text box and type the required information.

In the example below, Interviewee and Interviewer are text metadata tags.

2. Tap **Next**.

**AXON SEATTLE OFFICE**  
Old Touch Panel

OCT 3 2015 | 6:51:25 AM

**INTERVIEW** Welcome, Paul Sana | Badge: paul | Device: F41

**PRE-RECORDING METADATA**

Interviewee

Interviewer

Virtual keyboard layout:

`	1	2	3	4	5	6	7	8	9	0	-	=	Bksp
Tab	q	w	e	r	t	y	u	i	o	p	[	]	\
Caps	a	s	d	f	g	h	j	k	l	;	"	Enter	
Shift		z	x	c	v	b	n	m	,	.	/	Shift	

MAIN MENU NEXT

Axon Interview Client v5.5.10 - Powered by TASER International, Inc.

## Adding Choice Metadata Tags

Choice metadata tags require that you tap the relevant value for each tag.

1. For each choice metadata tag, tap the applicable value.

In the example below, Interview Type is a choice metadata tag with four possible values: Lineup, Offender, Other, and Witness.

2. Tap **Next**.

The screenshot displays the 'AXON SEATTLE OFFICE' interface on a yellow header bar. The date and time 'OCT 3 2015 | 6:52:42 AM' are shown in the top right. Below the header, the screen is titled 'INTERVIEW' and includes a welcome message: 'Welcome, Paul Sana | Badge: paul | Device: F41'. The main content area is labeled 'PRE-RECORDING METADATA' and contains a section titled 'INTERVIEW TYPE'. This section features four selectable buttons: 'Lineup', 'Offender', 'Other', and 'Witness'. At the bottom of the screen, there are three navigation buttons: 'BACK', 'MAIN MENU', and 'NEXT'. A small footer note at the bottom center reads 'Axon Interview Client v3.5.10 - Powered by TASER International, Inc.'

## Confirm Pre-Recording Metadata

After you add answers for all pre-recording metadata tags, a confirmation screen appears.

1. Review the pre-recording metadata tags that you added.
2. If you find an error, tap **Back** and correct the error.
3. If all pre-recording metadata is correct, tap **Start Recording**.

The screenshot displays the Axon Interview Client interface. At the top, a yellow header bar contains the Axon logo, "AXON SEATTLE OFFICE", "Old Touch Panel", and the date/time "OCT 3 2015 | 6:53:57 AM". Below the header, the word "INTERVIEW" is on the left, and "Welcome, Paul Sana | Badge: paul | Device: F41" is on the right. The main content area is titled "PRE-RECORDING METADATA CONFIRMATION" and contains a box with the following information:

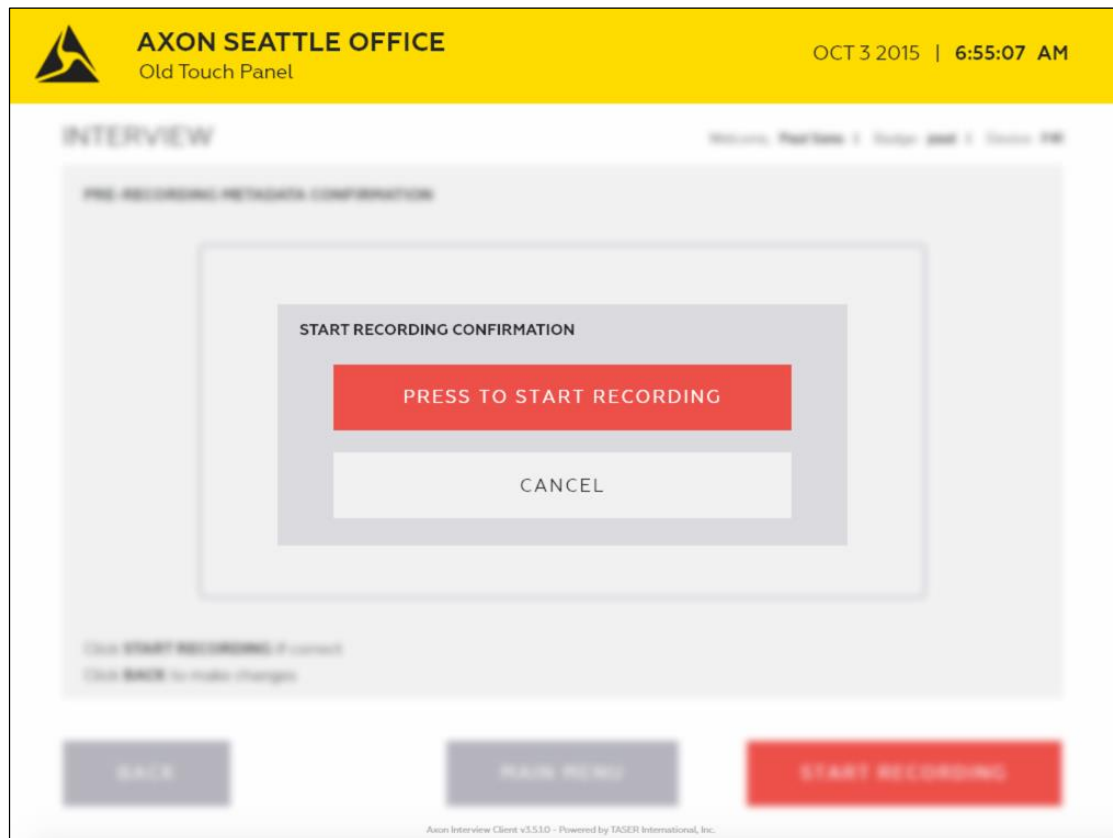
Interviewee:	Mike Smith
Interviewer:	Pual Sana
Interview Type:	Offender

Below this box, instructions state: "Click **START RECORDING** if correct" and "Click **BACK** to make changes". At the bottom, there are three buttons: "BACK" (grey), "MAIN MENU" (grey), and "START RECORDING" (red). A small footer at the bottom reads "Axon Interview Client v3.5.1.0 - Powered by TASER International, Inc."

## Start Recording

A Start Recording Confirmation message appears, to ensure that you are ready to begin the interview.

When you are ready to start recording, tap **Press to Start Recording**.

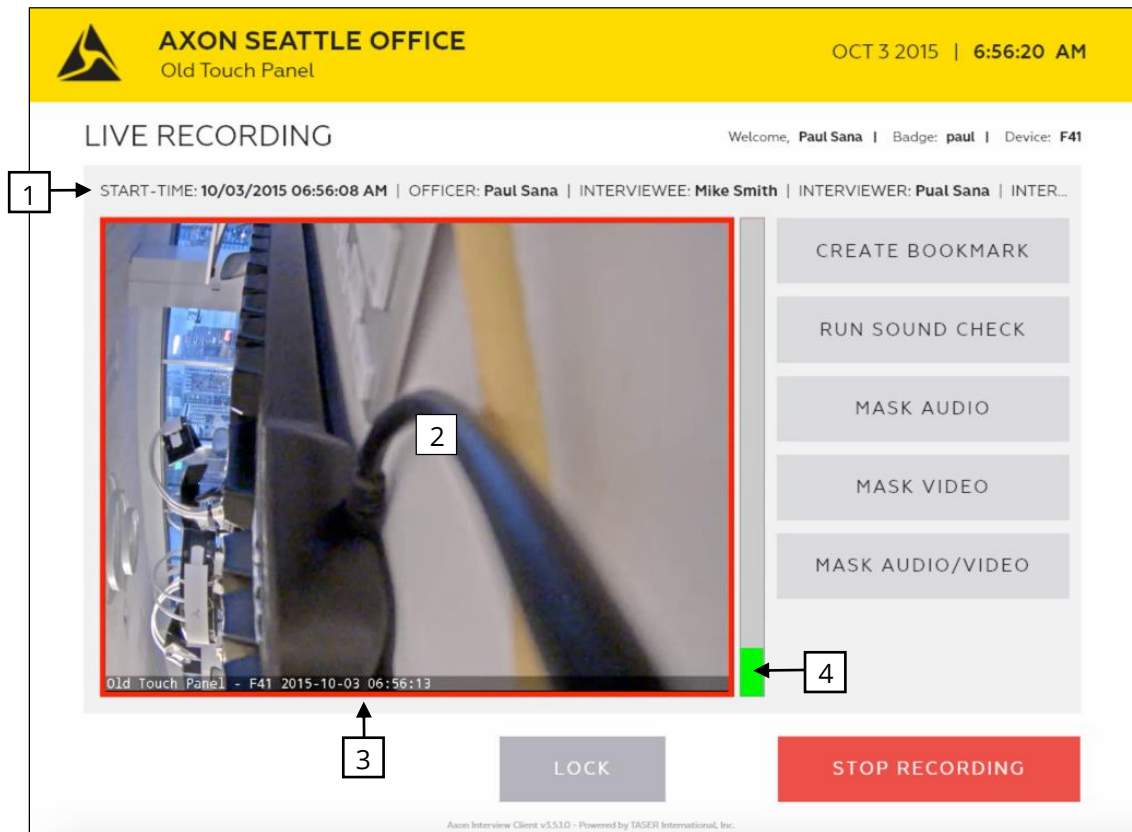




## Verifying Recording Status

While Axon Interview is recording, the Live Recording screen appears. The figure below shows the following items:

1. The start time and other interview information appears above the video player.
2. The video player shows the room that Axon Interview is recording.
3. At the bottom of the video player is the current time and date, which are visible later when the recording is viewed.
4. To the right of the video player, the sound bar is the vertical bar with a small amount of green at its bottom. The sound bar indicates the sound volume inside the interview room. The height of the green portion is relative to the sound volume in the interview room. The louder the sound volume inside the room, the taller the green portion is.

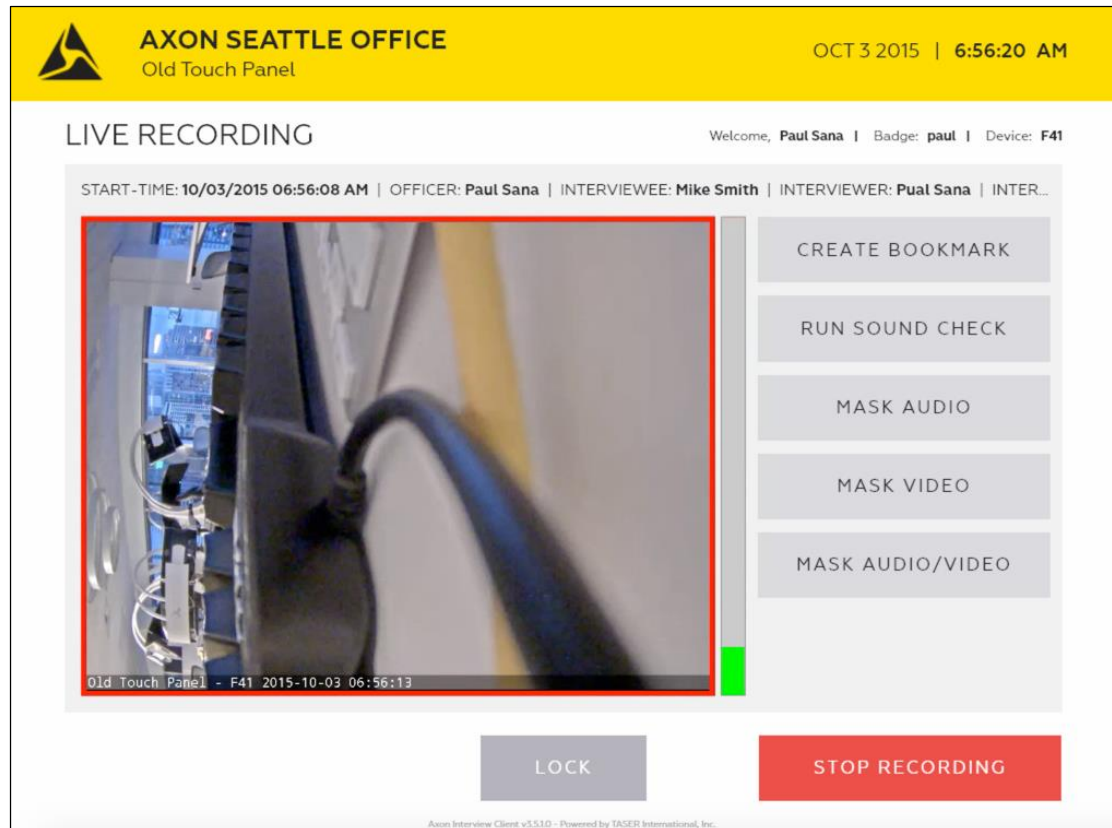


## Checking Sound

If you want to verify that Axon Interview is recording sound from the interview room, you can run a sound check. For example, if sound bar shows no green and you want to be sure that Axon Interview is recording sound, run a sound check.

A sound check lets you hear what Axon Interview is recording.

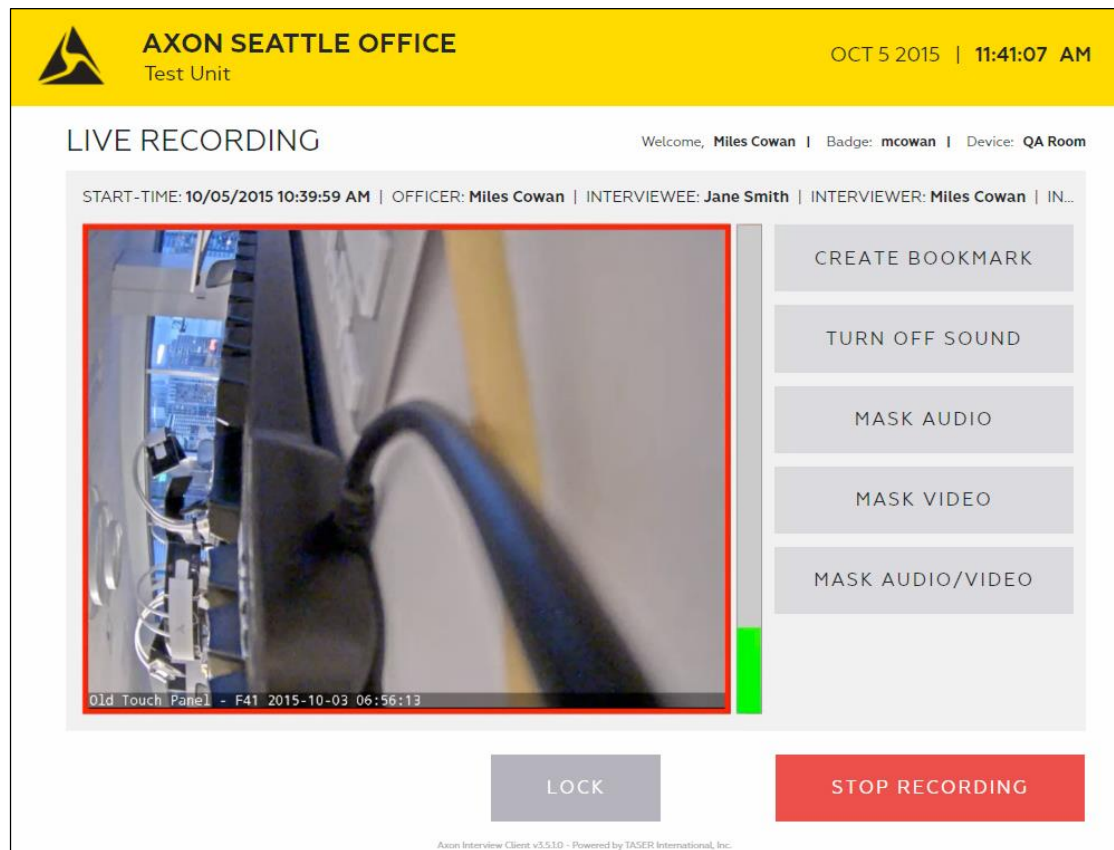
1. Tap **Run Sound Check**.



If your speakers are powered on, you can hear what Axon Interview is recording.

After you tap Run Sound Check, the Turn OFF Sound button appears instead.

2. If you do not hear any sound, follow your department's policy for resolving issues with Axon Interview.

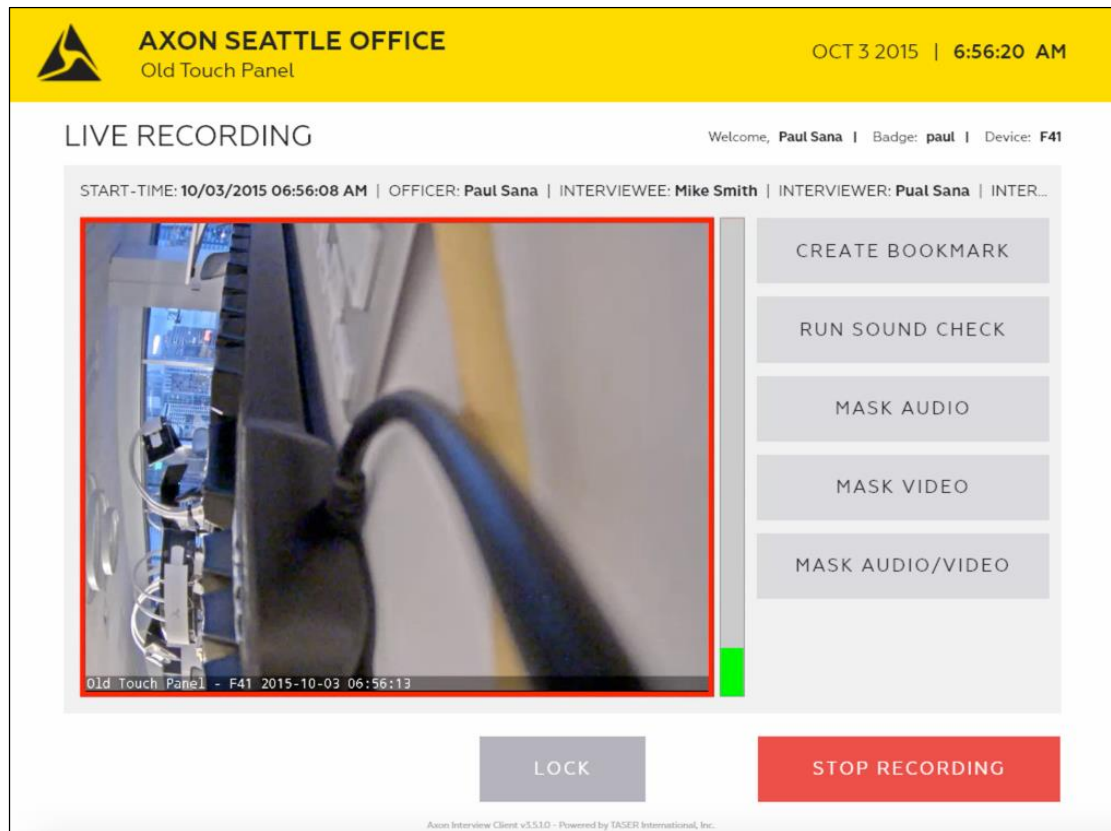
**3. Tap Turn OFF Sound.**

The Run Sound Check button appears again.

## Creating a Bookmark

If you want to mark a point in the interview, such as the beginning of a privileged conversation, you can create a bookmark.

1. Tap **Create Bookmark**.



The Bookmark screen appears.

- 
2. In **Event Type** box, enter a value in accordance to your departmental standards.

AXON SEATTLE OFFICE  
Old Touch Panel

OCT 3 2015 | 7:01:36 AM

BOOKMARK

Welcome, Paul Sana | Badge: paul | Device: F41

TIMESTAMP: 2015/10/03 07:01:17

EVENT TYPE:

DESCRIPTION:

Virtual Keyboard:

CANCEL SAVE

Axon Interview Client v5.5.1.0 - Powered by TASER International, Inc.

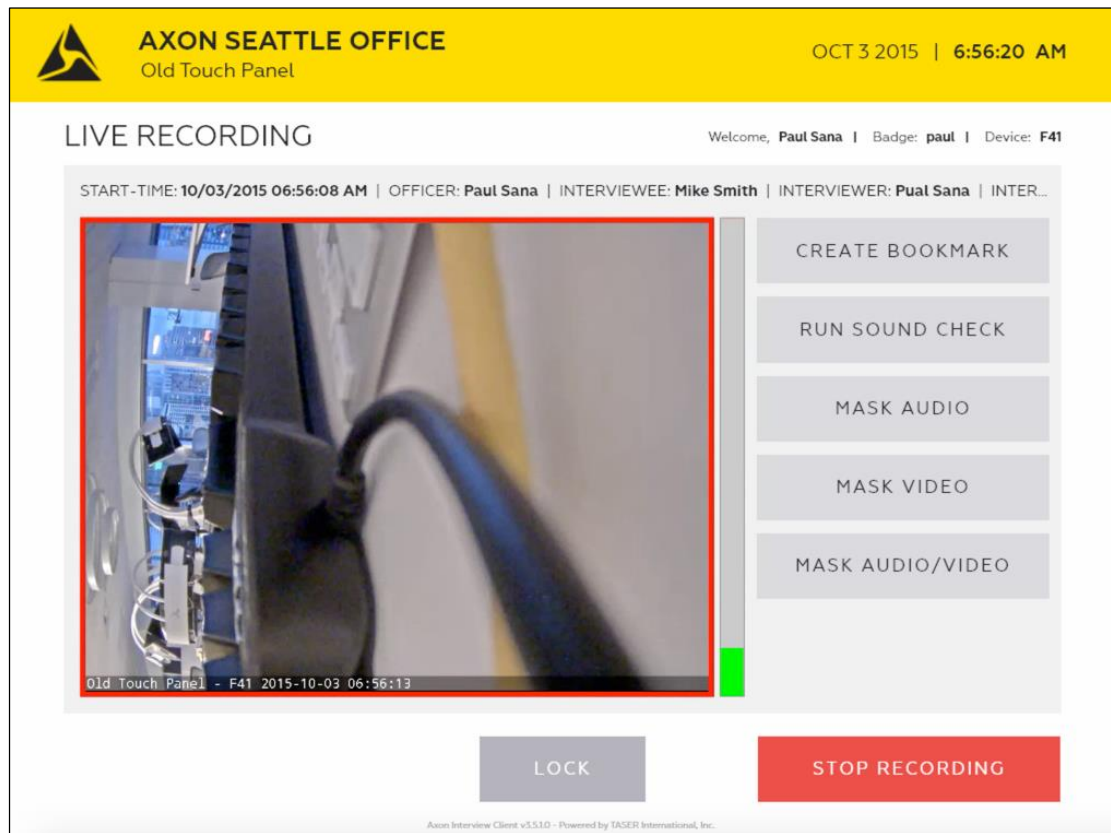
- 
- 
3. Tap the **Description** box and then enter a description of the event in accordance with your departmental standards.
4. Tap **Save**.

The Live Recording screen reappears.

## Masking Audio

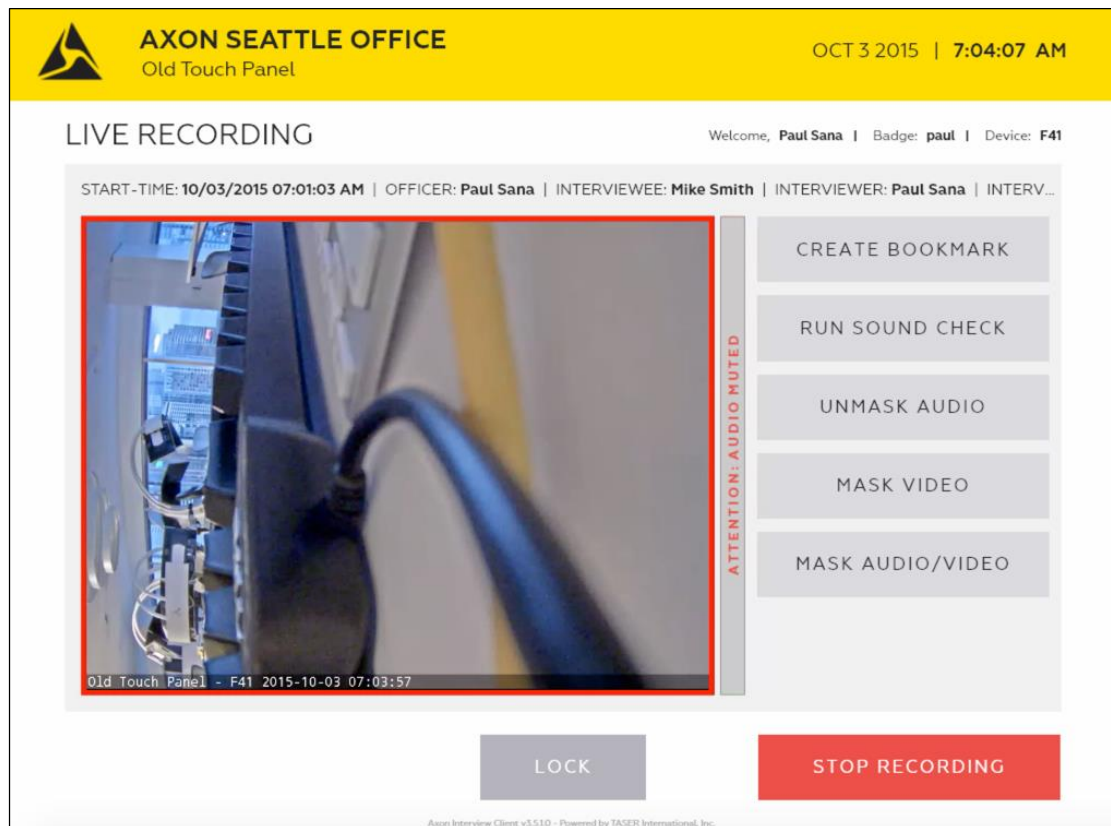
When you need to prevent Axon Interview from recording the sounds in the interview room, such as during a privileged conversation between an attorney and a client, use the Mask Audio feature. This feature does not affect video recording.

1. Tap **Mask Audio**.



Axon Interview stops recording sound from the microphone in the interview room.

2. If you want to verify that audio is masked, look for the following items on the screen:
  - The sound bar shows the message, “Attention: Audio Muted”.
  - The Unmask Audio button appears.



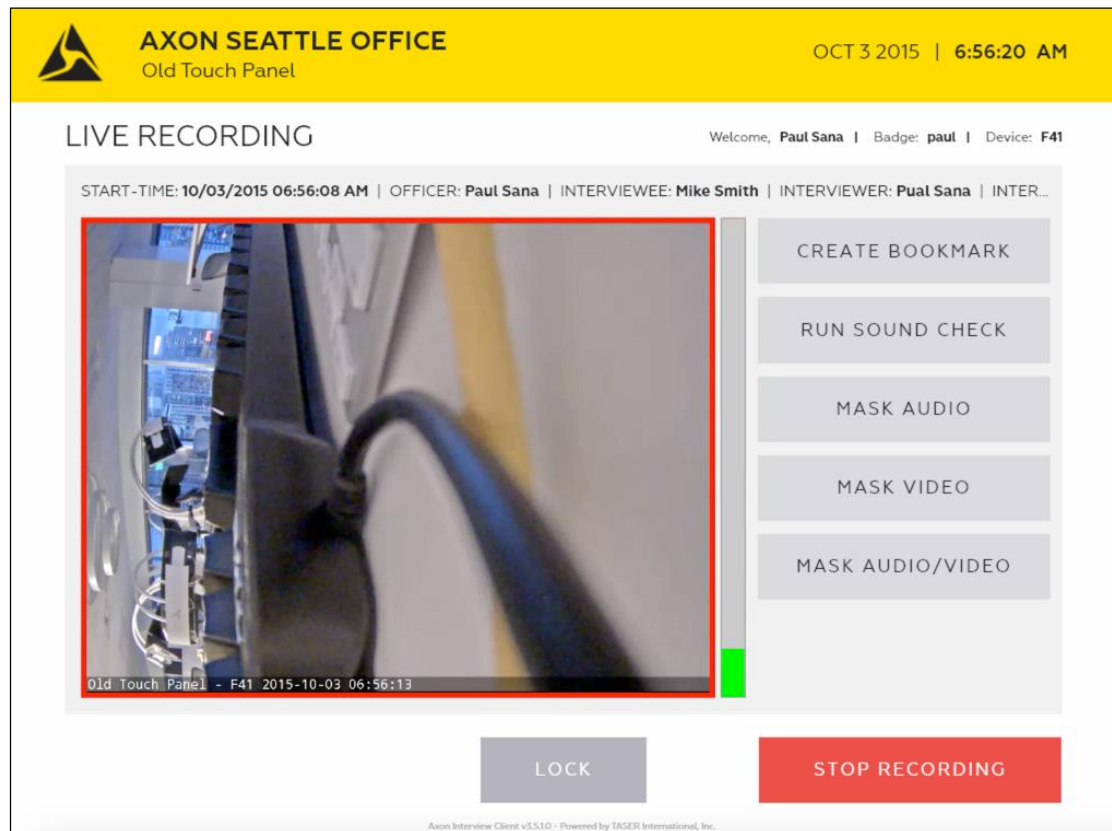
3. When you want to resume recording sound, tap **Unmask Audio**.

The Mask Audio button reappears. The sound bar resumes showing the sound volume in the interview room.

## Masking Video

When you need to prevent Axon Interview from recording video from the interview room, use the Mask Video feature. This feature does not affect audio recording.

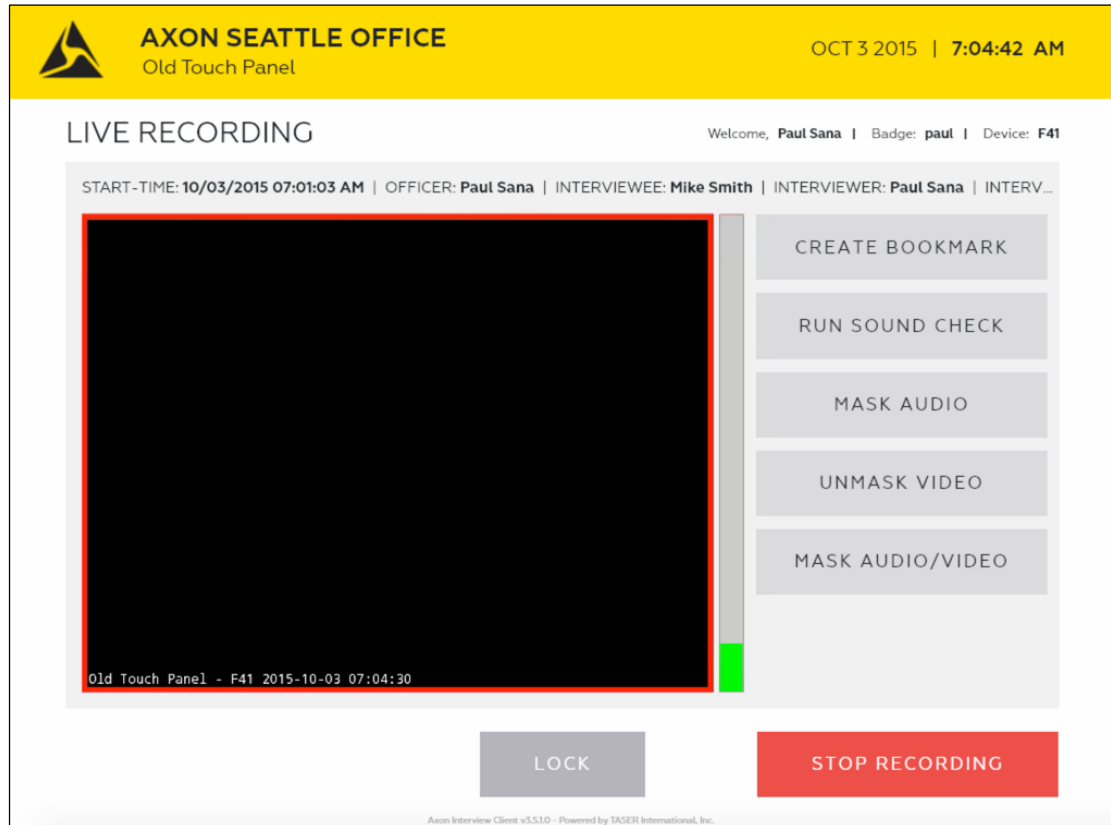
1. Tap **Mask Video**.



Axon Interview stops recording video from the camera in the interview room.



2. If you want to verify that video is masked, look for the following items on the screen:
  - A black box appears in the video player.
  - The Unmask Video button appears.
3. When you want to resume recording video, tap **Unmask Video**.

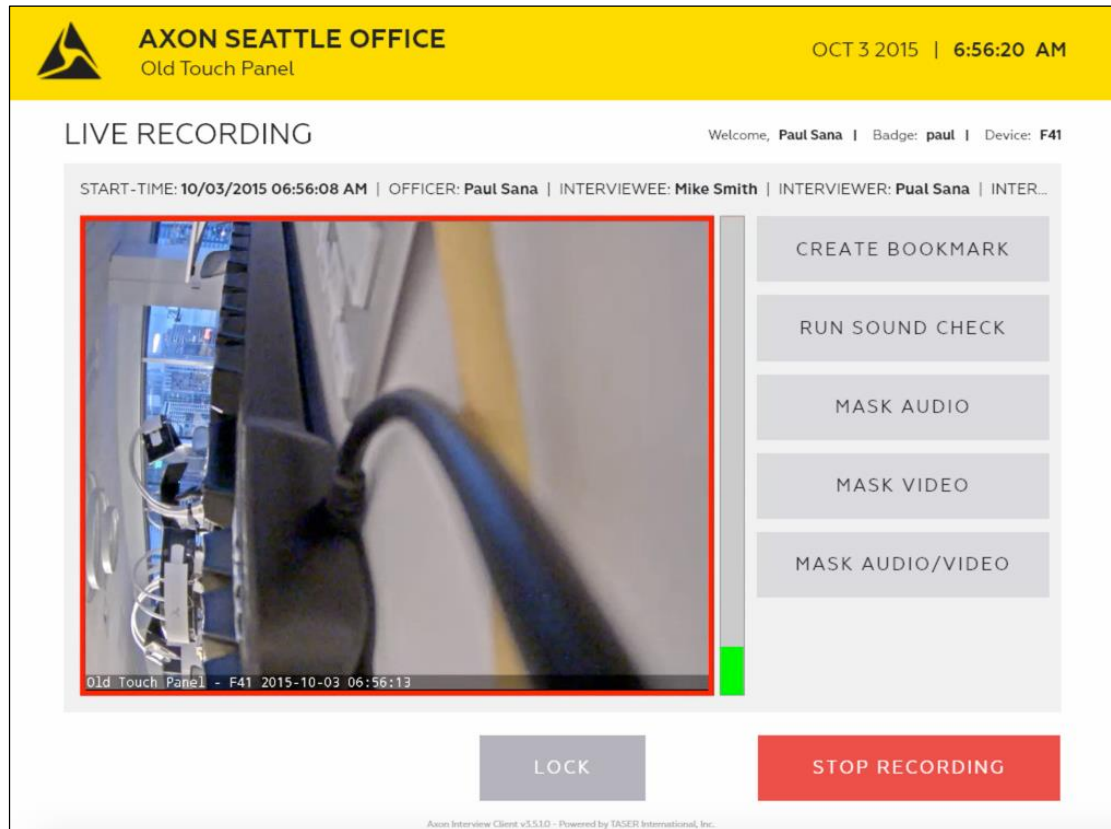


The Mask Video button reappears. The video player resumes showing the interview room.

## Masking Both Audio and Video

When you need to prevent Axon Interview from recording both audio and video from the interview room, use the Mask Audio/Video feature.

1. Tap **Mask Audio/Video**.

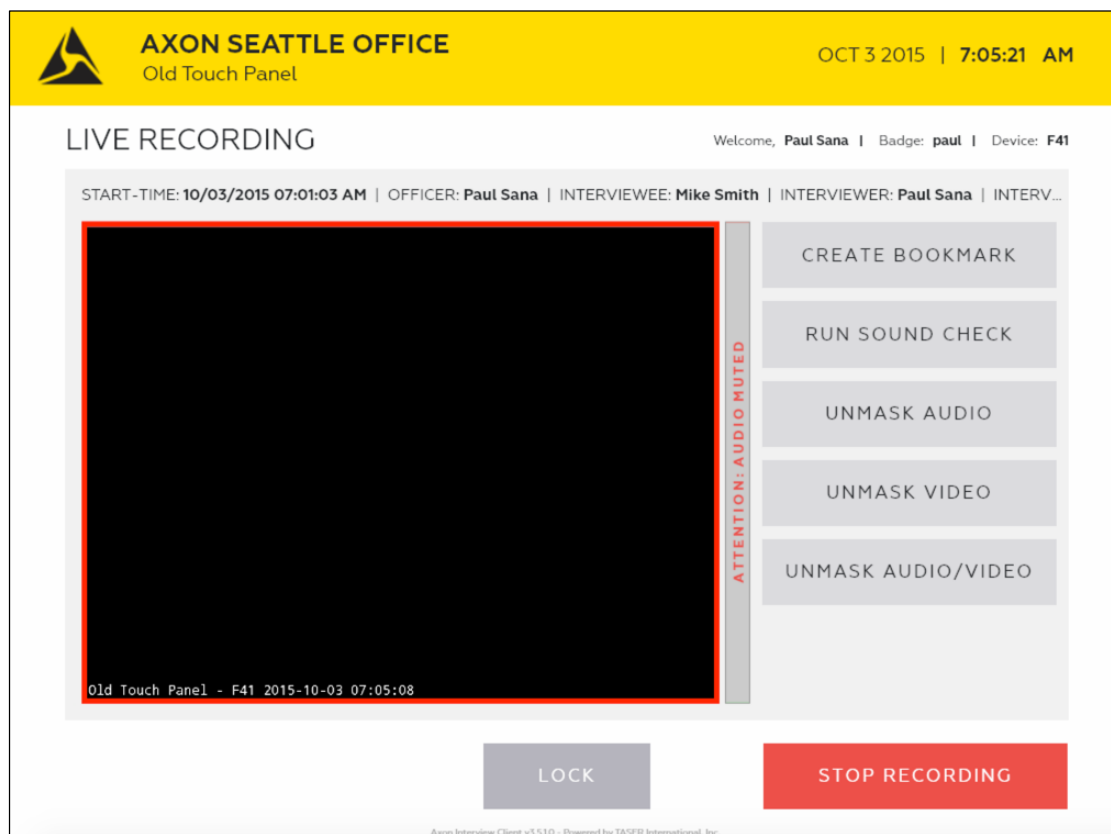


Axon Interview stops recording video and sound from the interview room.

2. If you want to verify that both audio and video are masked, look for the following items on the screen:

- A black box appears in the video player.
- The sound bar shows the message, "Attention: Audio Muted".
- The Unmask Audio, Unmask Video, and Unmask Audio/Video buttons appear.

**Note:** During playback, the time stamp appears on the screen, indicating that the interview continued while you masked both audio and video.



3. When you want to resume recording audio and video, tap **Unmask Audio/Video**.

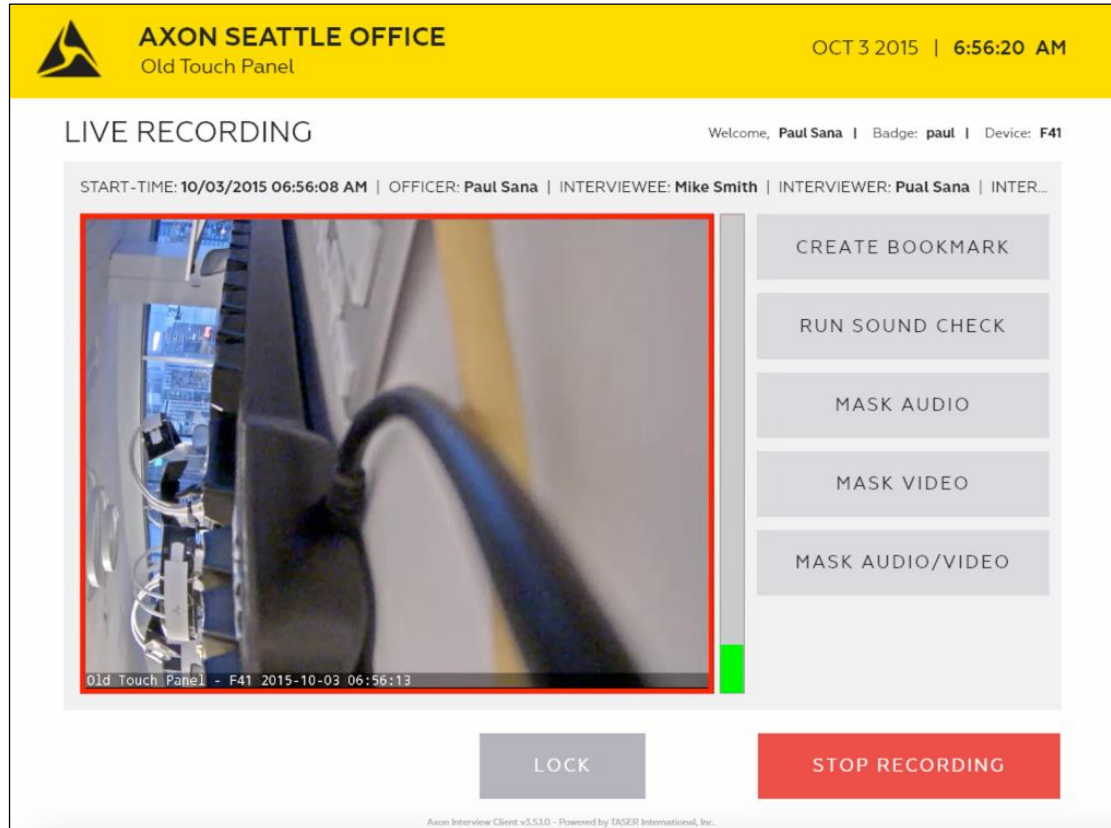
The Mask Audio, Mask Video, and Mask Audio/Video buttons reappear. The video player resumes showing the interview room. The sound bar resumes showing the sound volume.

## Stop Recording

You can stop the recording as needed.

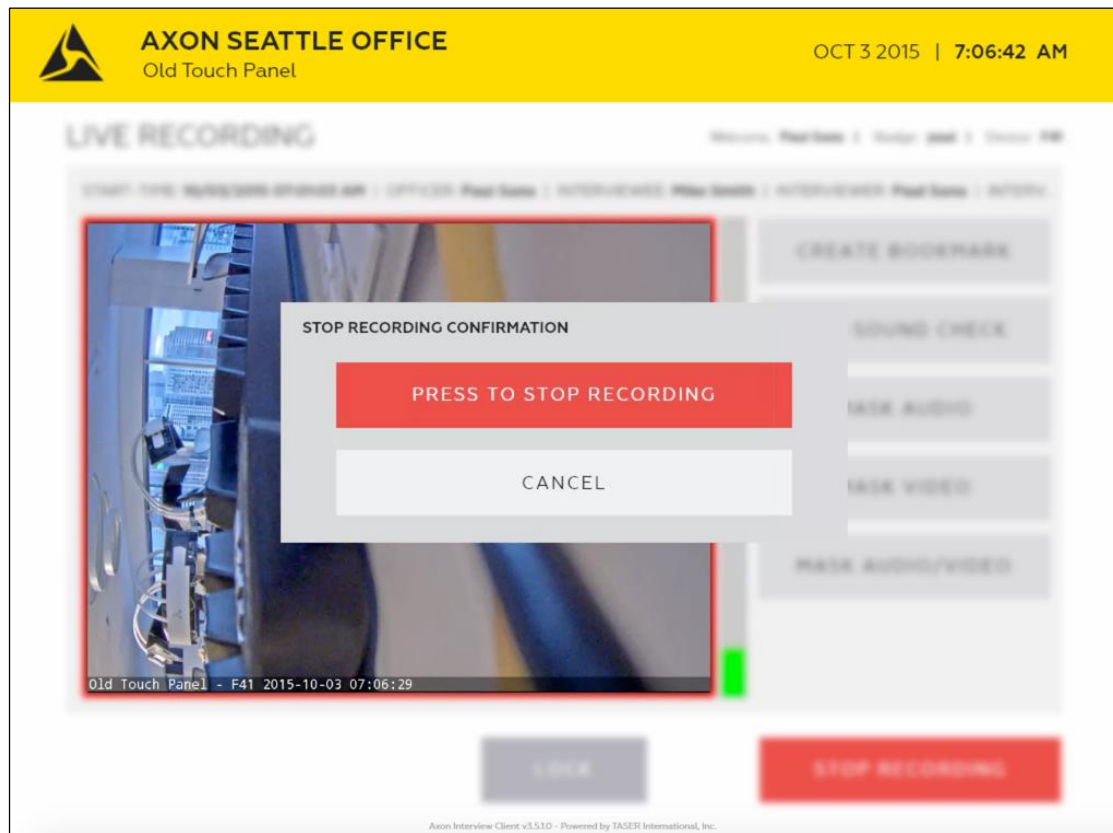
**Note:** After stopping a recording, you cannot resume recording. To continue recording, you must create a new recording, including adding all pre-recording metadata tags again.

1. When you are ready to stop recording, tap **Stop Recording**.



The Stop Recording Confirmation dialog box appears.

2. If you do *not* want to stop recording, tap **Cancel**.
3. If you want to stop recording, tap **Press to Stop Recording**.



## Add Post-Recording Metadata Tags

If the Post-Recording Metadata screen appears, your department requires the entry of metadata tags after you stop recording the interview. Your Axon Interview will show metadata tags that your administrator has configured.

1. For each metadata tag, add a value.

The figure below shows an example of a choice metadata tag named "Tickets".

2. Tap **Next**.
3. If additional metadata tags appear, continue adding values to metadata tags and tapping **Next** until the Post-Recording Metadata Confirmation screen appears.

The screenshot displays the Axon Interview Client interface. At the top, a yellow header bar contains the Axon logo, 'AXON SEATTLE OFFICE', 'Old Touch Panel', and the date/time 'OCT 3 2015 | 7:07:30 AM'. Below the header, the main screen is titled 'INTERVIEW' and shows a 'Welcome, Paul Sana | Badge: paul | Device: F41' message. The central area is labeled 'POST-RECORDING METADATA' and features a 'TICKETS' section with a grid of selectable tags: DUI, Red light, Seat belt, Speeding, Stop sign, and Test. A 'Traffic violation' tag is also present. A 'NEXT' button is located at the bottom right of the screen. The footer text reads 'Axon Interview Client v3.5.1.0 - Powered by TASER International, Inc.'

## Confirm Post-Recording Metadata

After you select answers for all post-recording metadata, a confirmation screen appears.

1. Review all post-recording metadata.
2. If you find an error, tap **Back** and correct the error.
3. If all post-recording metadata is correct, tap **Finish**.

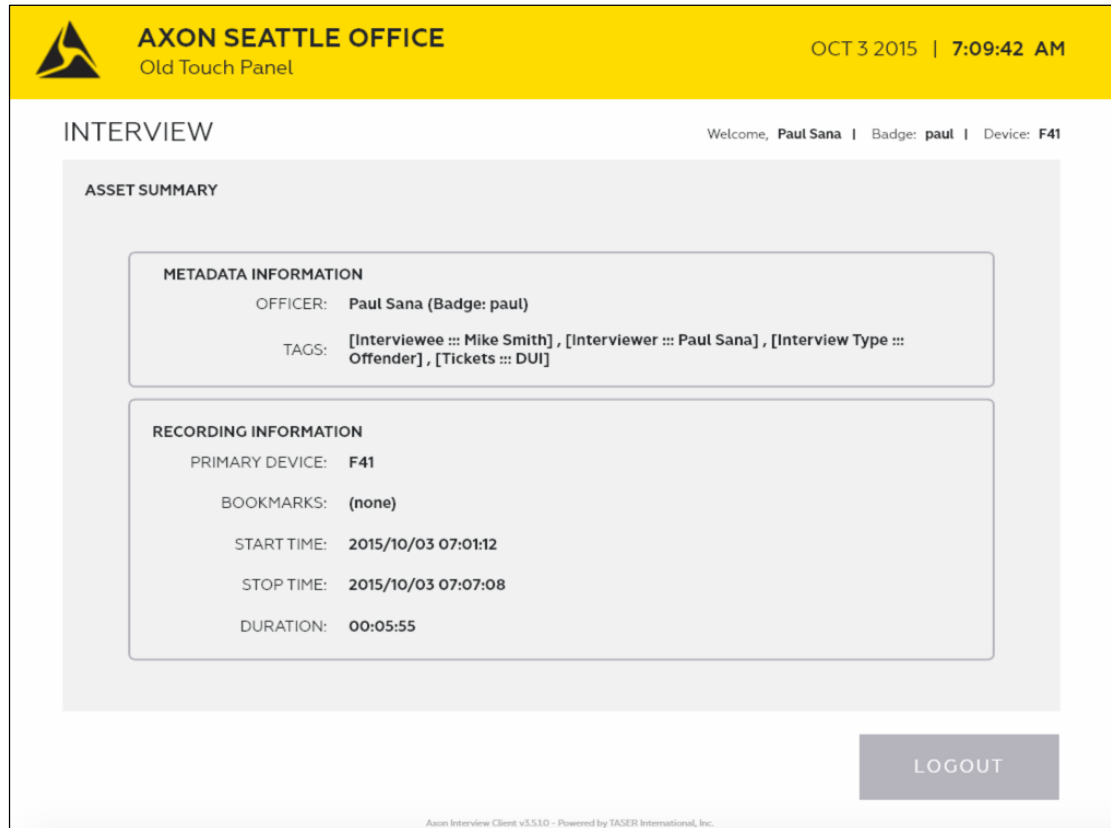
The screenshot displays the Axon Interview Client interface. At the top, a yellow header bar contains the Axon logo, "AXON SEATTLE OFFICE", "Old Touch Panel", and the date/time "OCT 3 2015 | 7:08:25 AM". Below the header, the word "INTERVIEW" is on the left, and "Welcome, Paul Sana | Badge: paul | Device: F41" is on the right. The main content area is titled "POST-RECORDING METADATA CONFIRMATION" and features a large rectangular box with the text "Tickets: DUI". Below this box, instructions read: "Click **START RECORDING** if correct" and "Click **BACK** to make changes". At the bottom, there are two buttons: "BACK" on the left and "FINISH" on the right. A small footer at the very bottom states "Axon Interview Client v3.5.1.0 - Powered by TASER International, Inc."

## View Asset Information

The Asset Information screen includes two areas.

The Metadata Information area shows the metadata that you provided before and after the recording. It also includes any bookmarks you created during the recording.

The Recording Information area shows data about the recording itself.



The screenshot displays the Axon Interview Client interface. At the top, a yellow header bar contains the Axon logo, the text "AXON SEATTLE OFFICE" and "Old Touch Panel", and the date and time "OCT 3 2015 | 7:09:42 AM". Below the header, the word "INTERVIEW" is displayed on the left, and a welcome message "Welcome, Paul Sana | Badge: paul | Device: F41" is on the right. The main content area is titled "ASSET SUMMARY" and contains two sections: "METADATA INFORMATION" and "RECORDING INFORMATION".

**METADATA INFORMATION**

OFFICER: Paul Sana (Badge: paul)

TAGS: [Interviewee :: Mike Smith] , [Interviewer :: Paul Sana] , [Interview Type :: Offender] , [Tickets :: DUI]

**RECORDING INFORMATION**

PRIMARY DEVICE: F41

BOOKMARKS: (none)

START TIME: 2015/10/03 07:01:12

STOP TIME: 2015/10/03 07:07:08

DURATION: 00:05:55

A "LOGOUT" button is located in the bottom right corner of the main content area. At the very bottom, a small footer reads "Axon Interview Client v3.5.1.0 - Powered by TASER International, Inc."



## Logging Out

When you are done viewing the Asset Information screen, tap **Logout**.

The screenshot displays the 'AXON SEATTLE OFFICE' interface with the title 'Old Touch Panel'. The top status bar shows 'OCT 3 2015 | 7:09:42 AM'. The main header is 'INTERVIEW' with a welcome message: 'Welcome, Paul Sana | Badge: paul | Device: F41'. Below this is the 'ASSET SUMMARY' section, which contains two sub-sections: 'METADATA INFORMATION' and 'RECORDING INFORMATION'. The 'METADATA INFORMATION' section lists 'OFFICER: Paul Sana (Badge: paul)' and 'TAGS: [Interviewee ::: Mike Smith], [Interviewer ::: Paul Sana], [Interview Type ::: Offender], [Tickets ::: DUI]'. The 'RECORDING INFORMATION' section lists 'PRIMARY DEVICE: F41', 'BOOKMARKS: (none)', 'START TIME: 2015/10/03 07:01:12', 'STOP TIME: 2015/10/03 07:07:08', and 'DURATION: 00:05:55'. A 'LOGOUT' button is located in the bottom right corner. At the very bottom, a small footer reads 'Axon Interview Client v5.5.10 - Powered by TASER International, Inc.'

AXON SEATTLE OFFICE Old Touch Panel		OCT 3 2015   7:09:42 AM
INTERVIEW		
Welcome, Paul Sana   Badge: paul   Device: F41		
ASSET SUMMARY		
<b>METADATA INFORMATION</b>		
OFFICER:	Paul Sana (Badge: paul)	
TAGS:	[Interviewee ::: Mike Smith], [Interviewer ::: Paul Sana], [Interview Type ::: Offender], [Tickets ::: DUI]	
<b>RECORDING INFORMATION</b>		
PRIMARY DEVICE:	F41	
BOOKMARKS:	(none)	
START TIME:	2015/10/03 07:01:12	
STOP TIME:	2015/10/03 07:07:08	
DURATION:	00:05:55	
LOGOUT		
Axon Interview Client v5.5.10 - Powered by TASER International, Inc.		

The Login screen appears again.

You have completed the interview.