



QUICK GUIDE

RECORDING AN INTERVIEW

- Locate start button on the outside of the interview room, push once.
- The button will illuminate red indicating recording has started.

NOTES



System ready to record



System recording when center button is illuminated red

STARWITNESS INTERVIEWER SOFTWARE

If the button does not illuminate:

- Check that the computer is on and the StarWitness software is running
- If the software is not running double-click the StarWitness Interviewer software icon on your desktop.

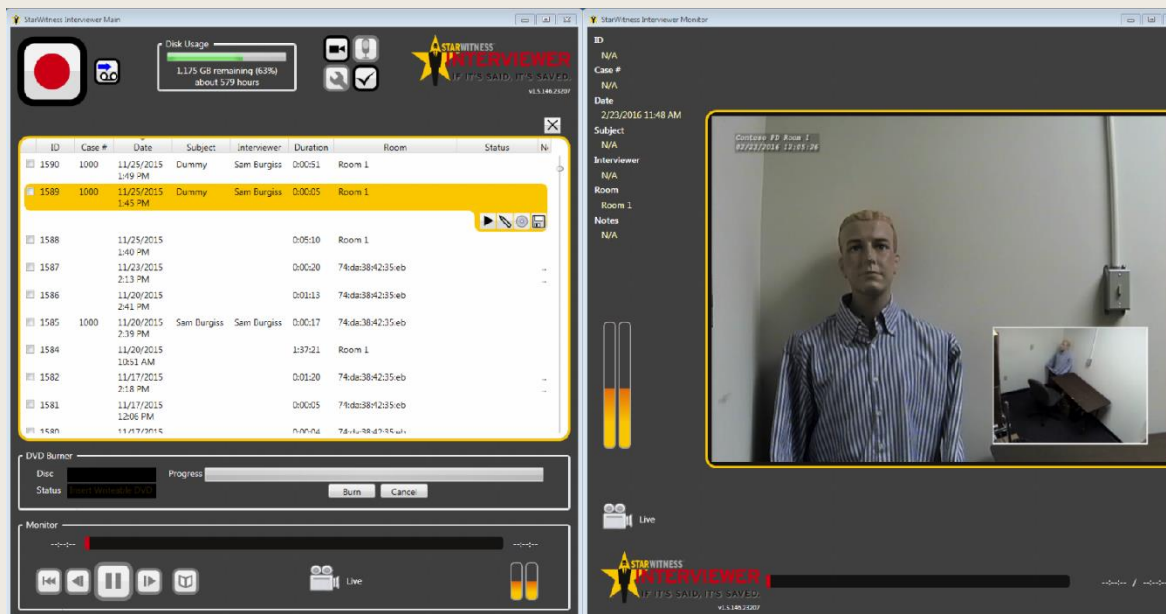


NOTES

START A RECORDING

The recording can also be started by pushing the red button on the software.

NOTES



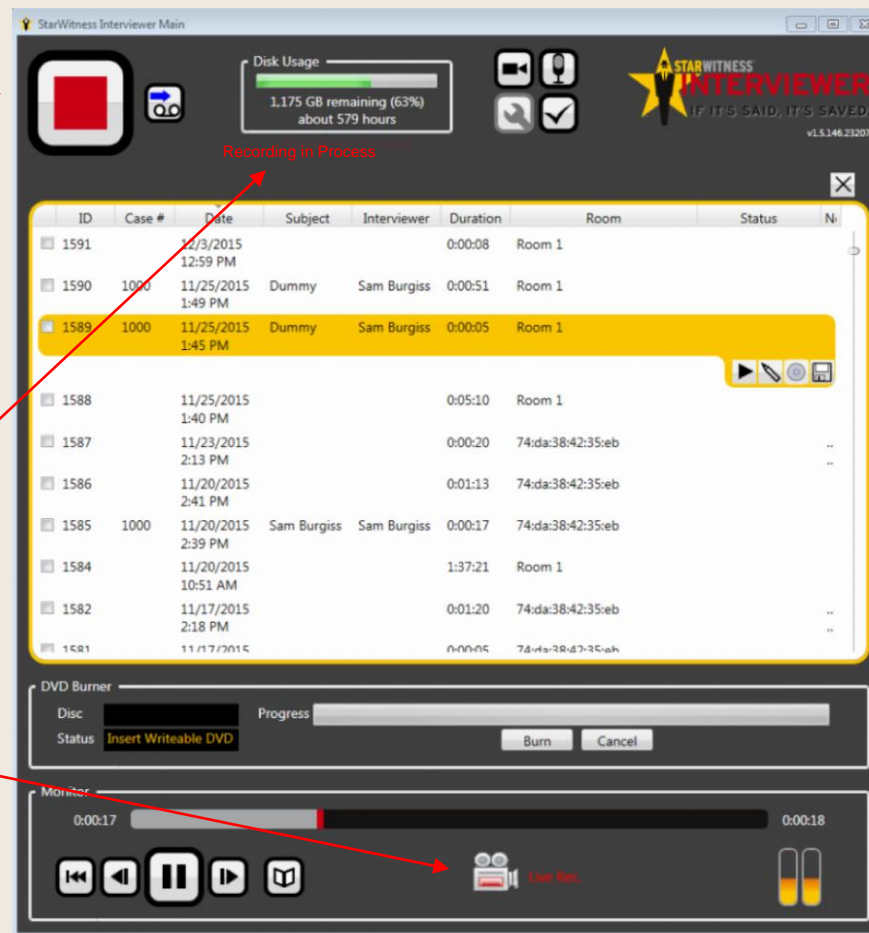
ONSCREEN INDICATORS OF A RECORDING IN PROGRESS

NOTES

Record button
flashes and
changes to a
square

‘Recording in
Process’
flashes during
recording


Live record
camera turns red



BOOKMARKS

Bookmarks may be created during and after a recording.

To add a bookmark to a recording in progress:

- Click the add 'Bookmark' button  found at the bottom of the main screen
- The 'Add Bookmark' dialog box appears
- Enter description
- Click 'Save'
- A yellow indicator on the scrub bar appears where the bookmark was saved.



NOTES

COMPLETING AN INTERVIEW

- Push the stop button (same as the start button but is now a square)
- A dialogue box will confirm you want to stop the recording, select 'Yes'
- The 'Recording Details' screen appears
- Add your case information to the 'Recording Details' screen
- Select 'Save'



NOTES

BURNING AN INTERVIEW TO DVD

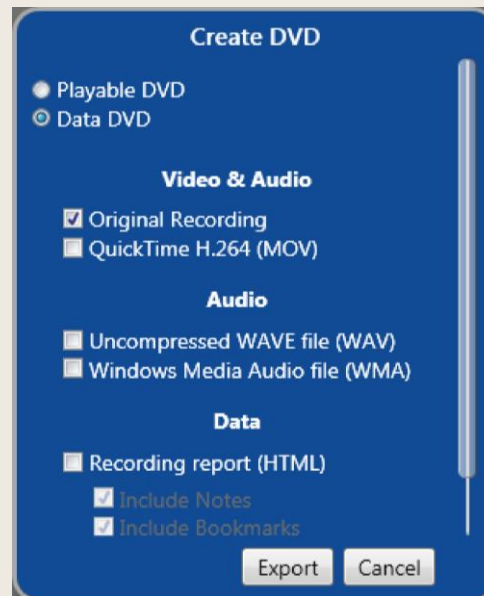
- Highlight the interview to be saved to DVD
- Select the DVD icon 
- Insert a writable DVD-R into the computer

NOTES



BURNING AN INTERVIEW TO DVD, continued

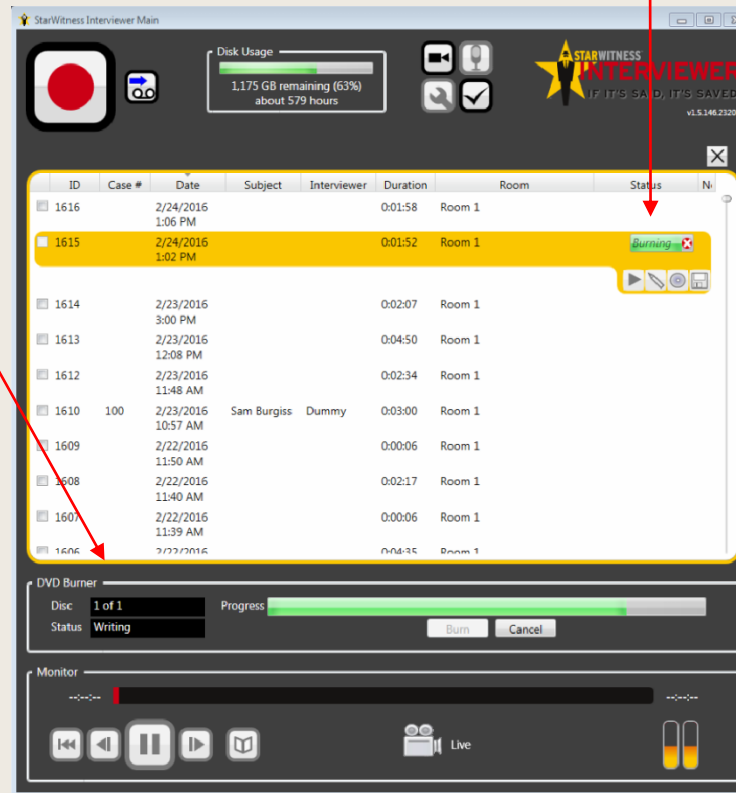
- Select options on the 'Create DVD' dialog box
- Click 'Export'



NOTES


INDICATORS THE INTERVIEW IS BEING BURNED TO DVD

- Recording status 'Burning' appears
- In the DVD Burner Menu the recording status changes to 'Writing' and 'Finalizing'
- The degree of completion is shown in the 'Progress' bar
- DVD will eject when complete



NOTES

SAVING INTERVIEW TO A USB THUMB DRIVE

- Insert your USB thumb drive
- Select interview to be saved
- Select 'File Save Icon' 
- The 'Export Recording' dialog box will appear
- Choose settings
- Click 'Export'
- Save to your thumb drive



NOTES

CONTACT INFORMATION

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