



**JDS Digital Security Systems**  
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## Interview Room Recorder Manual

1/7/2009  
Version 0.7

IR2 is designed to make the interview process easier to record, facilitate, annotate, and export.

Utilizing patented technology, and a wide array of design input IR2 has an unparalleled feature set that is easy to use, and extremely powerful.

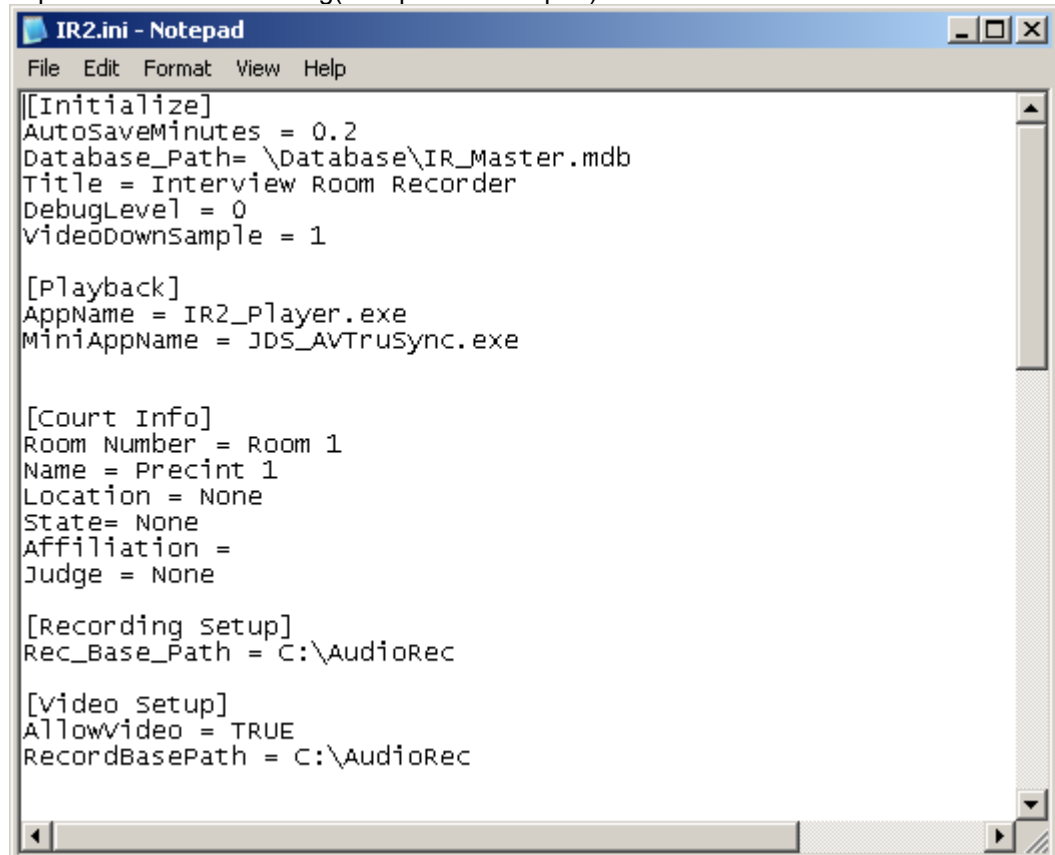
### 1. Setup

Before you can begin to use Interview Room Recorder, you will need to add your cameras, and add the names to the configuration settings.

#### 1) INI Configuration

The Interview Room Recorder INI file(IR2.ini) stores configuration information necessary for the product.

- Navigate to the Interview Room Recorder Installation Directory(C:\Program Files\Interview Room Recorder)
- Open the IR2.ini for editing(file opens in notepad)

A screenshot of a Notepad window titled 'IR2.ini - Notepad'. The window displays the contents of the IR2.ini configuration file, which is organized into several sections: [Initialize], [Playback], [Court Info], [Recording Setup], and [Video Setup]. Each section contains key-value pairs for various settings.

```
[[Initialize]
AutoSaveMinutes = 0.2
Database_Path= \Database\IR_Master.mdb
Title = Interview Room Recorder
DebugLevel = 0
VideoDownSample = 1

[Playback]
AppName = IR2_Player.exe
MiniAppName = JDS_AVTruSync.exe

[Court Info]
Room Number = Room 1
Name = Precint 1
Location = None
State= None
Affiliation =
Judge = None

[Recording Setup]
Rec_Base_Path = C:\AudioRec

[Video Setup]
AllowVideo = TRUE
RecordBasePath = C:\AudioRec
```



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## 2) Room Settings

Interview room recorder is installed per room, and room name should be unique, if there are multiple rooms. The number of cameras in the room also set here.

- Locate the *Room 1* section

```
IR2.ini - Notepad
File Edit Format View Help

[Room 1]
CameraCount = 2
Room Name = First Room

Caption1 =Q1

; EXAMPLE : http://xxx.xxx.xxx.xxx/axis-cgi/mjpg/video.cgi
; EXAMPLE : http://rootID:password@xxx.xxx.xxx.xxx:80/axis-cgi

URL1 = http://admin:admin@111.111.111.30:80/image?speed=0
DevicePort1 = 1
Caption2 = Q2
URL2 = http://admin:admin@111.111.111.40:80/mjpg/video.cgi?cam
DevicePort2 = 2

Caption3 =Q3
URL3 =
DevicePort3 = 3
```

- Edit the *CameraCount*= to equal the number of cameras for the room (1-4 cameras)
- Edit the *Room Name*= to the name of your interview room (this name cannot contain any special characters)

## 3) Camera Settings

Interview Room Recorder supports Axis, Sony, and IQeye cameras and Axis Video servers. 1-4 cameras can be added, with each camera having 3 settings; Caption, URL, and DevicePort. Each camera will need to have differing settings.

- Edit the *Caption1* setting for the first cameras caption
- Edit the *URL1* setting for the first cameras streaming commands, listed below are the 3 manufacturer's commands.

Axis Streaming Command =

<http://root:pass@xxx.xxx.xxx.xxx:80/axis-cgi/mjpg/video.cgi>

Sony Streaming Command =

<http://admin:admin@xxx.xxx.xxx.xxx:80/image?speed=0>

IQinvision Streaming Command =

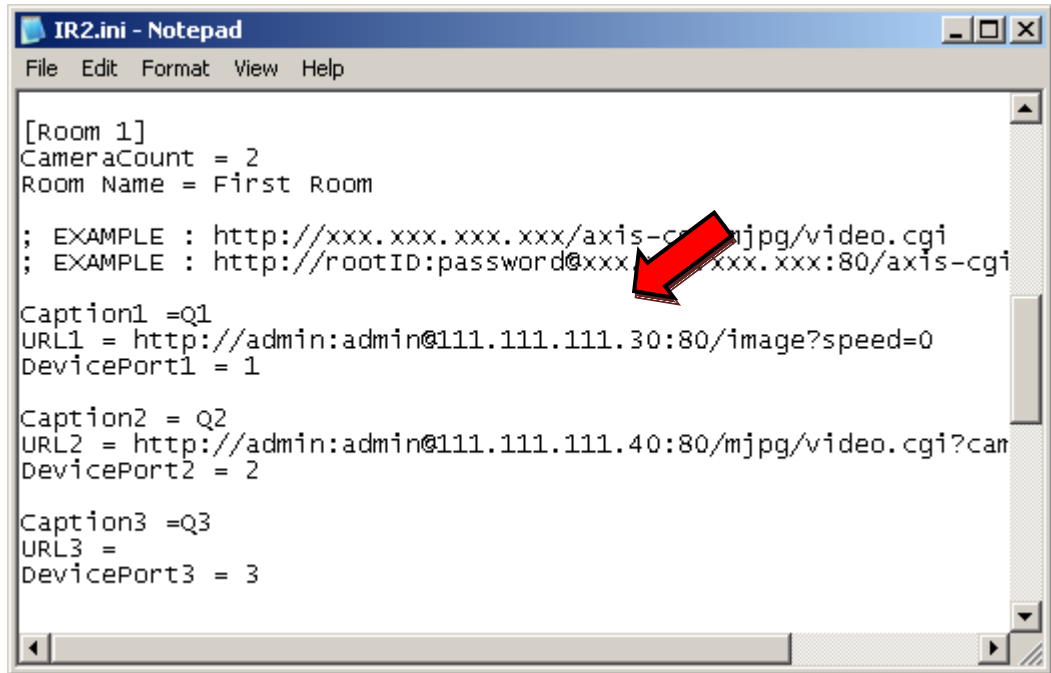
<http://root:system@xxx.xxx.xxx.xxx:80/now.jpg?snap=spush>



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- xxx.xxx.xxx.xxx is the ip address of the camera/video server. Copy and paste the correct camera/video server command into the URL1 and change its ip address, to match that of your camera/video server. If you do not have the ip address, please contact your system administrator.

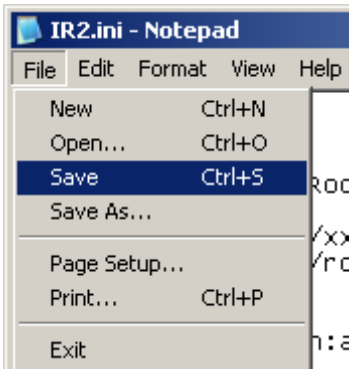


- Edit the device port (1-4), when using a video server to match its port number. If using an IP camera, please set to 1.

#### 4) Save Settings

After making changes to the INI file(IR2.ini), you will need to save the file, and if Interview Room Recorder is running, restart it.

- Select *File – Save*



- *Exit* the INI file (IR2.ini)



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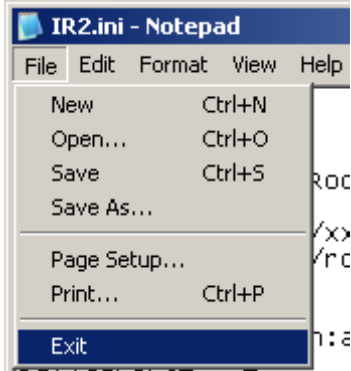
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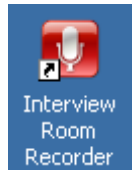
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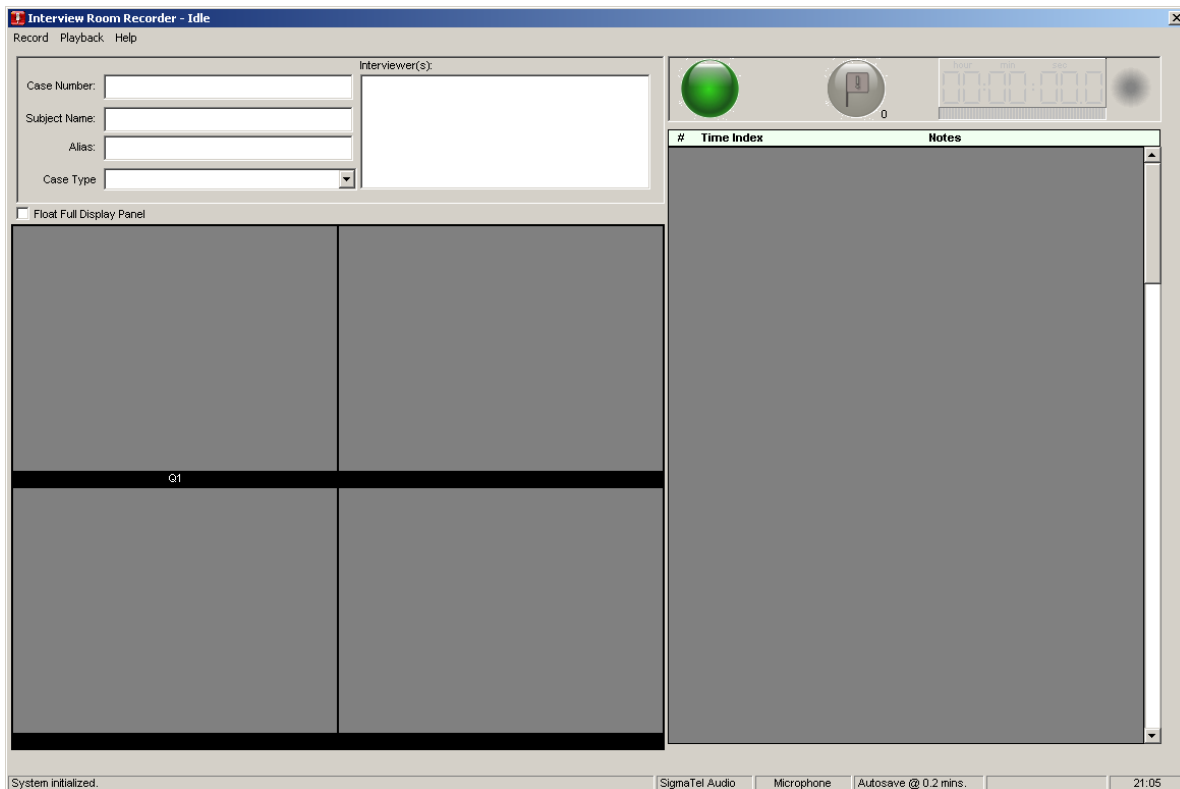


## 2. Recording

Interview Room Recorder is now ready to be launched. Locate the Interview Room Recorder icon on desktop and double-click to launch it



The Initializing splash screen appears, and is replaced by the main recording window



### 1) Main Recording Window



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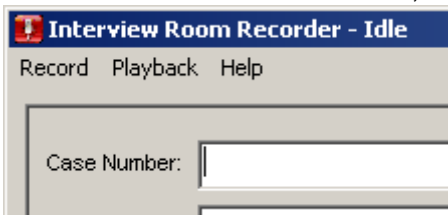
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The Main Recording window contains the live video, audio, and notes, as well as case information. All of these items are recorded on this window, and are played back using the IR2\_Playback utility

- **Menu Bar**

The Menu Bar contains 3 elements; *Record*, *Playback*, and *Help*



- Record: Allows Start and Stop of recording
- Playback: Accesses Playback Utilities
- Help: Opens Manual, and displays application information

- **Case Information**

The Case Information section contains all relevant information regarding the current case. Information can be add pre, during and post recording. Note: Notes taken during actual interview are locked, and cannot be edited post interview. Notes can be added afterwards, but integrity of original notes will be maintained.

Case Number:	<input type="text"/>	Interviewer(s):	<input type="text"/>
Subject Name:	<input type="text"/>		
Alias:	<input type="text"/>		
Case Type:	<input type="text"/>		

**Case Number** Number is user defined at runtime, generated by application if nothing has been defined by the user, or recalled from a pre-added subject.

**Subject Name** Subject Name can be defined at runtime by the user, or selected from pre-added subjects, on the maintenance panel. To select a pre-added Subject Name, double click on the Subject Name field. See picture below. Pre-added subjects can contain basic info including, case number, alias, case type, and interviewer. It can also contain more detailed information, but has to be added from the maintenance panel.

**Alias** Alias of subject being interviewed. Alias is defined at runtime by user, or from pre-added Subject Name

**Case Type** Case Type(charges) is defined at runtime by user, selected from list, or from pre-added Subject Name

**Interviewer** Name of Interviewer, is defined at runtime by the user, or from pre-added Subject Name

- **Record Button**

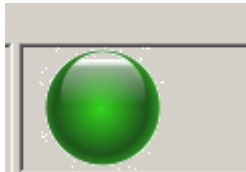
Green Button engages recording of video and audio, and saving of notes on a pre-determined interval.



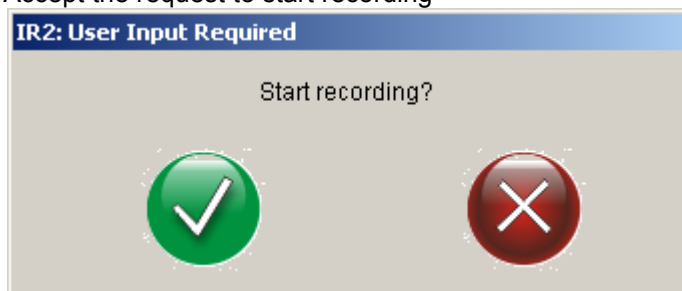
**2) Start Recording**

Selecting the Green button will begin audio, video and notes, being recorded.

- Select the Green button



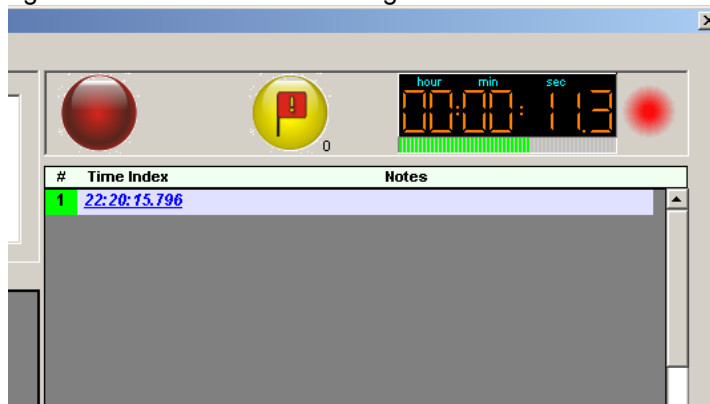
- Accept the request to start recording



- The video is displayed in the lower left corner of the screen, while an audio meter is displaying the current sounds being recorded.



- The timer displays the running length of the recording and red recording led is flashing. This signifies the software is recording.



### 3) Notes

Interview Room Recorder harnesses the power of a custom note typing control. This allows Interview Room Recorder to auto-wrap the text without user intervention, removing any extra time needed to format notes. This allows interviewers to focus on the interview and not the software.

New time stamps can be created a number of ways, which allows user to choose, the method he/she is most comfortable with. Special flags can also be added for priority notes, and are highlighted.

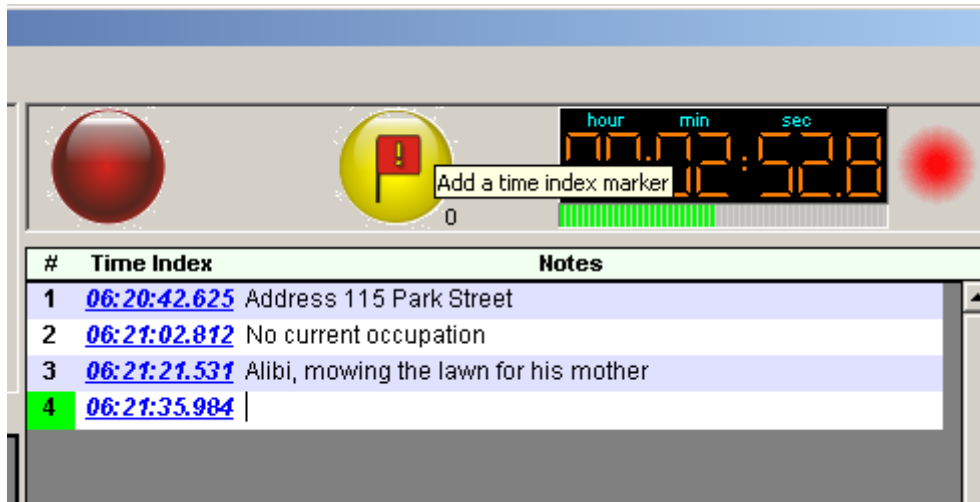
- Once recording has started, a time stamped cell is created automatically. You can begin typing at this moment. Text will wrap when it reached the end of the cell. A forced wrap can be accomplished by hitting the *enter* key on the keyboard.
- To create a new time stamped cell, hit the *tab* key, or click in the gray space beneath the notes.



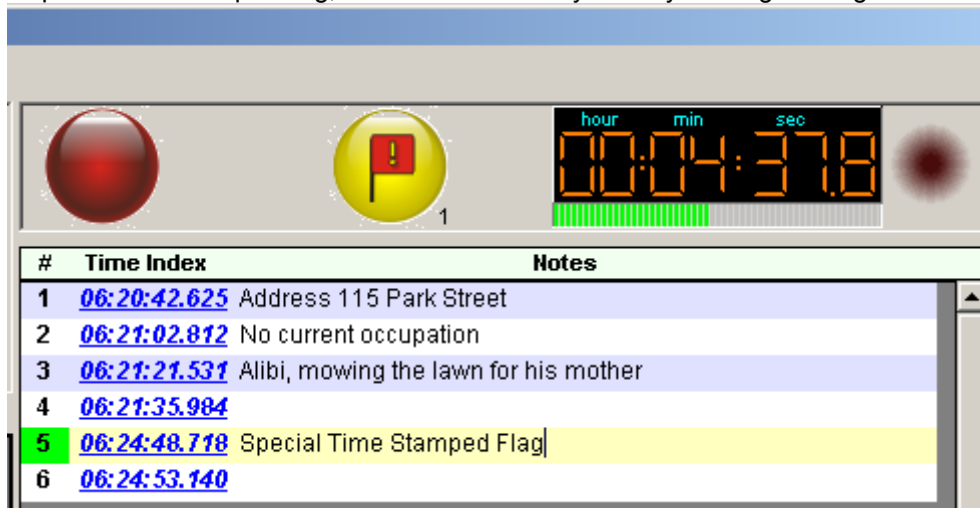


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- A special time stamped flag, can be added at any time by clicking the flag button.

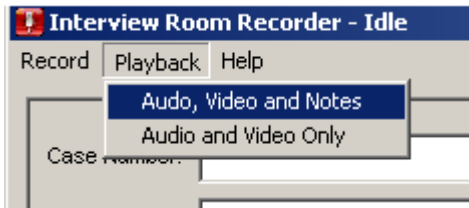


- Notes can be edited until recording is stopped, then the live notes will be unable to be edited. Other notes can be appended to the case, but the live notes will remain locked.

### 3. Playback

Playback allows you to review audio, video, and notes, fully synchronized. Once a session is recorded, the notes can be appended, to include 2 reviewers notes(feature not yet implemented)

To open an existing case, click *Playback, Audio, Video and Notes* from the IR2's main recording panel (Note: recording must be stopped prior to launching a prerecorded case.)

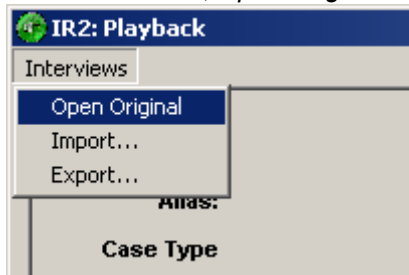


IR2\_Playback is launched, and a prerecorded case can now be retrieved.

#### 1) Playback Case

IR2\_Playback retrieves audio, video and notes, from any case recorded using IR2. These are synced and played back from this program.

- Select *Interviews, Open Original*

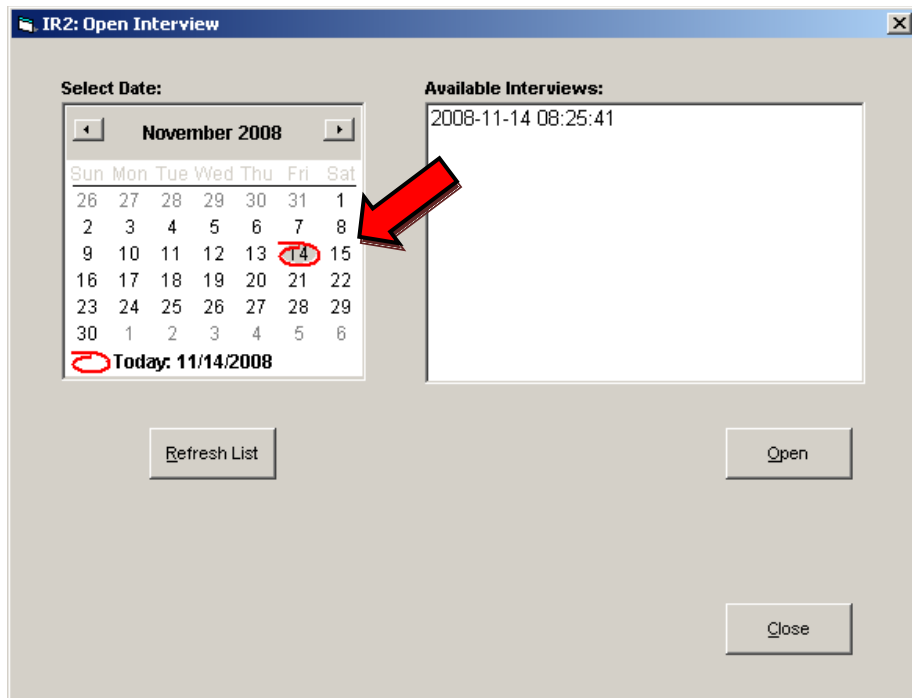


- Using the calendar, select the date, on which the interview was performed

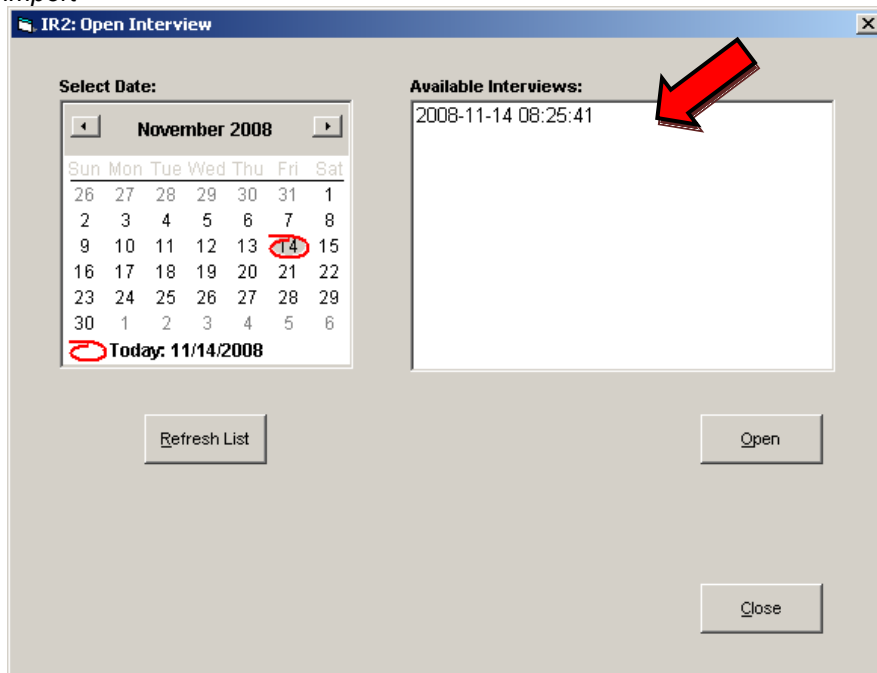


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- Select an Available Interview (if the interview, is not found or located on a cd/dvd, see (4) *import*)

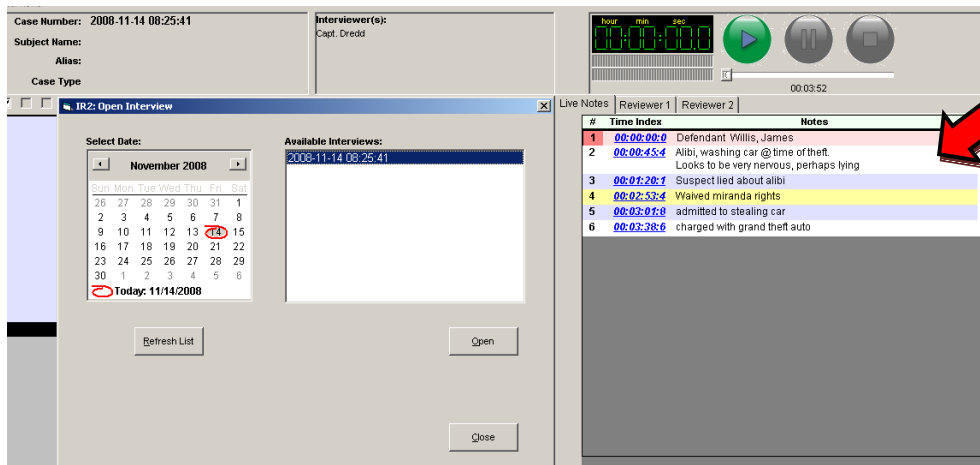


- After you have selected an available interview, a preview of the notes, appears to the right of *Open Interview* Panel. The preview can help determine the correct interview is selected.

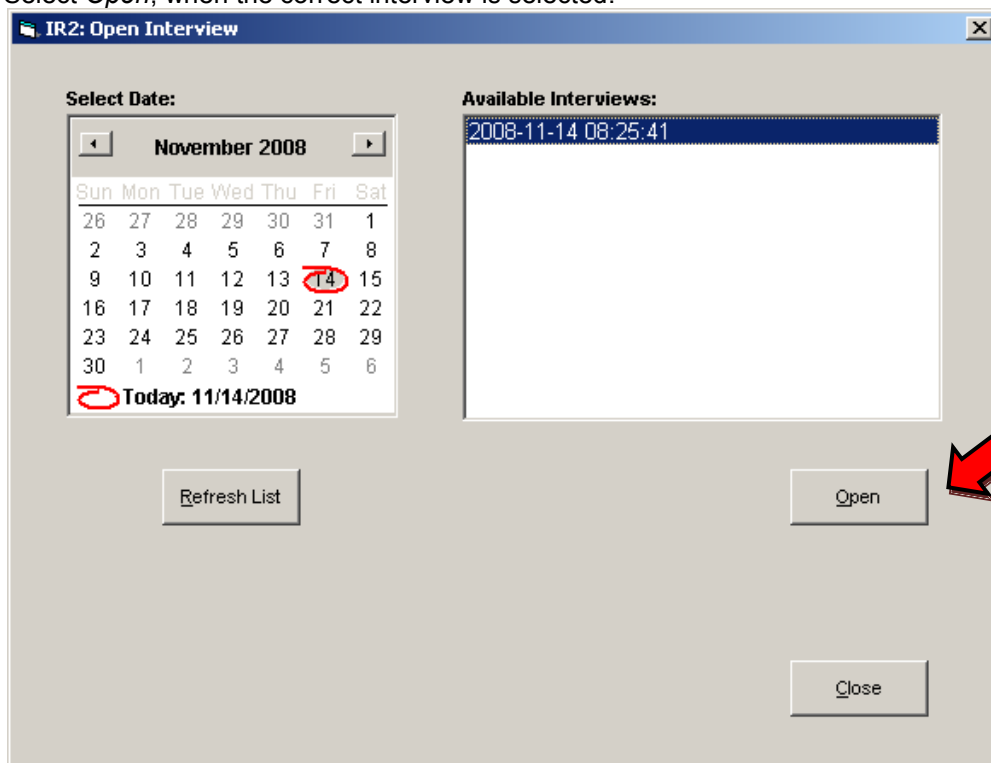


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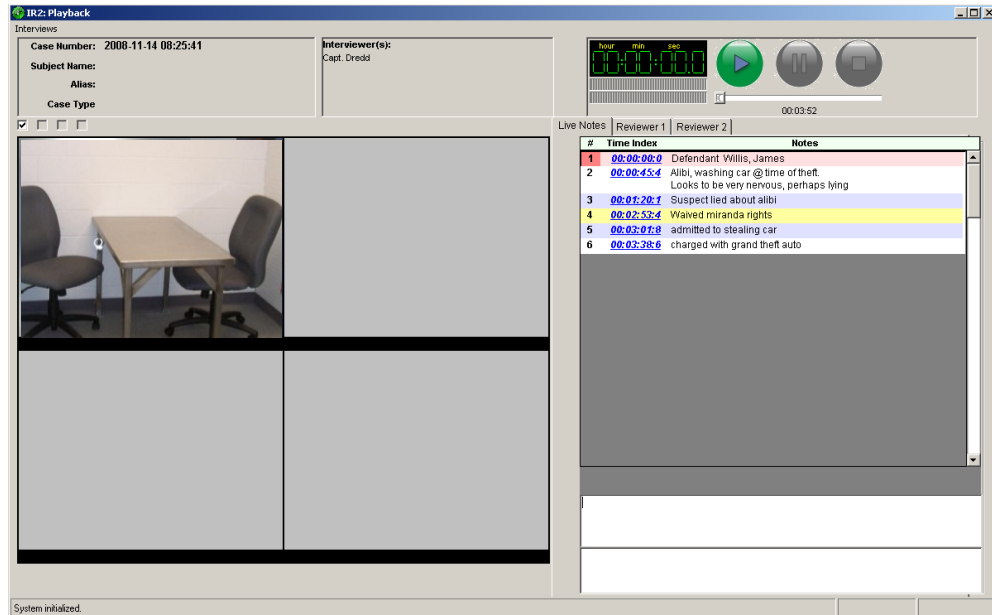
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- Select *Open*, when the correct interview is selected.



- The Main Playback window, displays all pertinent interview information, including, audio, video and notes.



## 2) Main Playback Panel

With the interview opened, you can begin replaying the interview.

- Select *Play*,

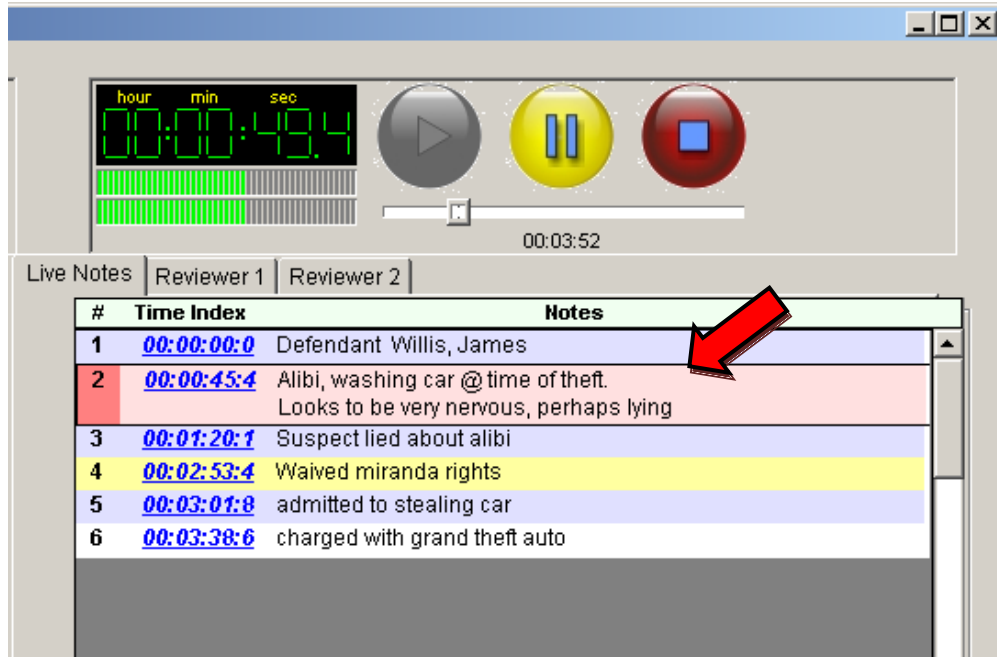


- The Audio and Video begin playing with a red marker and highlight following the timestamps of the notes.

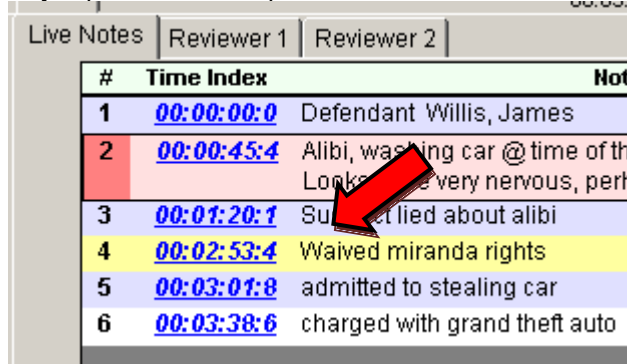


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- To jump to a timestamp, click on it



- The live notes are locked when they are recorded, and not able to be edited, or appended. You can add additional notes, in either of the reviewer notes tabs (feature will be added at a later time).

3) Transcription
Section to be added at a later time

4) Export
Section to be added at a later time

5) Import
Section to be added at a later time

#### 4. Maintenance

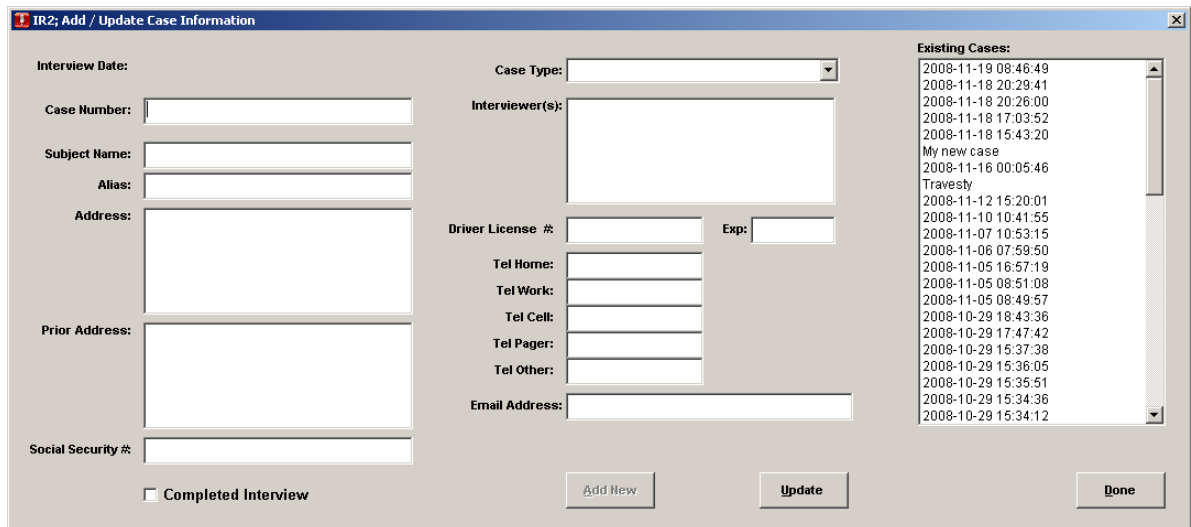
Basic case information is added prior to the interviews recording, from the main recording panel. New cases, and editing advanced case information is added/edited from the *Maintenance* menu. Currently the Add new case feature is not yet implemented.

Select *Maintenance, Update Case Info.*



##### 1) Edit an existing case

Adding advanced case information to interviews that have already been recorded.



The screenshot shows the 'IR2; Add / Update Case Information' dialog box. It contains the following fields and controls:

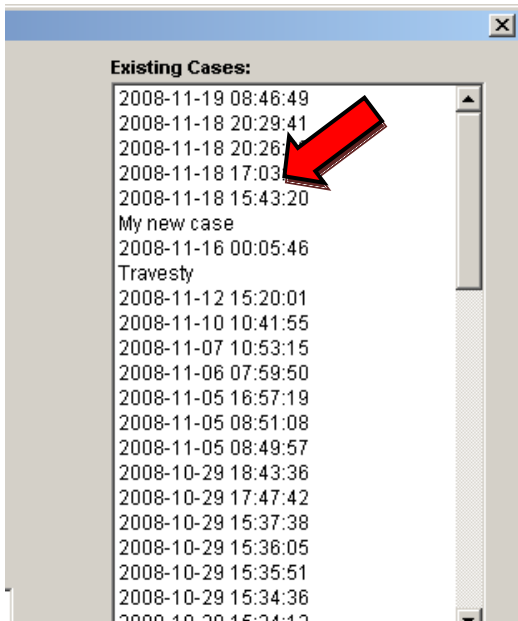
- Interview Date:** (empty text field)
- Case Number:** (empty text field)
- Subject Name:** (empty text field)
- Alias:** (empty text field)
- Address:** (empty text area)
- Prior Address:** (empty text area)
- Social Security #:** (empty text field)
- Case Type:** (dropdown menu)
- Interviewer(s):** (empty text area)
- Driver License #:** (empty text field)
- Exp:** (empty text field)
- Tel Home:** (empty text field)
- Tel Work:** (empty text field)
- Tel Cell:** (empty text field)
- Tel Pager:** (empty text field)
- Tel Other:** (empty text field)
- Email Address:** (empty text field)
- Existing Cases:** (list box containing a scrollable list of case IDs and timestamps, including 'My new case' and 'Travesty')
- Completed Interview
- 
- 
- 

- Select an existing case on the right



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- Add and edit any additional information to the case.

IR2; Add / Update Case Information

Interview Date: 2008-11-12 15:20:01

Case Number: 2008-11-12 15:20:01

Subject Name: Mr Bob Smith

Alias: John Smith

Address: 221 Baker Street

Prior Address: NA

Social Security #: 321-45-9876

Case Type: [Blank Drop Down]

Interviewer(s): Lt Doyle

Driver License #: 8235-8-0834455 Exp: 04-2009

Tel Home: 555-1234

Tel Work: 555-1235

Tel Cell: 555-1236

Tel Pager:

Tel Other:

Email Address: na

Completed Interview

Add New Update

- To add a new case type, enter it into the blank drop down menu, and hit the **enter key** to add it as a new type





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Case Type: New Case Type

Interviewer(s): Lt Doyle

Driver License #: S235-8-0834455 Exp: 04-2009

Tel Home: 555-1234

Tel Work: 555-1235

Tel Cell: 555-1236

Tel Pager:

Tel Other:

Email Address: na

Add New Update

- Select *Update* to add and update all the advanced information you have input. If you added a new case type selecting update will add it to the dropdown for further use.



- 2) Add new case  
Feature not yet implemented



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## 5. Appendix

### IR2 INI Description

<b>ArrayMaxSize</b>	100 is default, Do Not Change
<b>AudioSource1</b>	Input Source, set by audio input device panel
<b>AutoSaveIntervalMinutes</b>	Log autosave interval time
<b>AdminPW</b>	When set the audio input device panel requires a password
<b>Database_Path</b>	Path to database
<b>DebugLevel</b>	Do Not Change
<b>EnableErrorLogging</b>	Logs errors in a text file
<b>LowAudioWarning</b>	Displays warning if audio level is below set level
<b>MinAudioLevel</b>	Minimum audio level for alert, LowAudioLevel must be true
<b>PlaybackMode</b>	Forces the application to only open the playback panel
<b>ShowVerticalLines</b>	Displays vertical lines
<b>SuppressAcknowledgements</b>	Sets whether acknowledgements are displayed
<b>Title</b>	Sets the title at the top of the application
<b>[Court Info]</b>	If nothing is entered into the database info from this section is used to identify the court
<b>Room Number</b>	Court Room Number
<b>Name</b>	Name of Court Room
<b>Location</b>	Location of Court
<b>State</b>	State Court resides in
<b>Affiliation</b>	
<b>Judge</b>	Name of Judge
<b>Clerk</b>	Name of Clerk
<b>[Recording Setup]</b>	Recording Options
<b>Rec_Base_Path</b>	Audio Recordings are based here and created via the room and name
<b>[Video Setup]</b>	Video Setup section
<b>AllowVideo</b>	Turns on video option to view cameras
<b>EnableRecording</b>	Enables recording of video
<b>RecordBasePath</b>	Archive Recordings are based here and created via the room and name
<b>[Foot Pedal]</b>	Foot Pedal settings, for the transcriptionist pedal
<b>Interface</b>	USB or Com
<b>CommParameters</b>	Sets the Serial Communication Settings
<b>CommPort</b>	Com Port #
<b>[Room 1]</b>	Video recording section for the first room
<b>CameraCount</b>	Sets the camera count for the first room. 1-4
<b>Room Name</b>	Sets the room name, for recording video
<b>Caption1</b>	Video caption, setting is repeated per camera
<b>URL1</b>	URL to stream video setting is repeated per camera
<b>DevicePort1</b>	Port number, setting is repeated per camera