YOUTH SERVICES POLICY

Title: Body Cameras	Type: C. Field Operations
	Sub Type: 2. Security
	Page 1 of 10

References:

US DOJ PREA Standard 115.315; La. R.S. 44:3, ACA Standards 4-JCF-2A-20 and 4-JCF-2A-21 (Performance-Based Standards For Juvenile Correctional Facilities); A.2.13 "Americans with Disabilities Act – (Employees, Applicants, Candidates, Visitors)", A.7.1 "Safety Plan", B.5.1 "Youth Code of Conduct – Secure Care", B.8.8 "Americans with Disabilities Act (Youth)", C.1.3 'Crimes Committed on the Grounds of Youth Services Facilities/Office Buildings and/or Properties", C.2.3 "Searches of Youth", C.2.4 "Searches of Employees", C.2.5 "Searches of Visitors", C.2.20 "Youth Transport – Secure Care Facilities", C.2.22 "Contraband Control – Secure Care Facilities" and C.4.6 "Securing Physical Evidence/Crime Scene"

STATUS: Approved

Approved By: Otha "Curtis" Nelson, Jr., Deputy Secretary Date of Approval: 10/26/2023

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide for enhanced transparency and accountability in interactions between employees and youth, OJJ provides body-worn cameras to all Juvenile Justice Specialists and to certain other staff members assigned to high-restriction facilities. The cameras record an entire shift, with certain exceptions listed in this procedure.

III. APPLICABILITY:

All YS employees, including contract staff, interns, volunteers, students, visitors, vendors, WAEs and youth in YS custody or under YS supervision.

IV. DEFINITIONS:

Body-Worn Camera (BWC) – A camera worn on an individual employee's person that records and stores audio and video of an encounter or incident.

BWC Systems Administrator – A program administrator with full access to user rights, settings, user access and utilization parameters.

Contraband -- Any item(s) introduced or found on facility grounds, including any improperly possessed drugs (whether illegal or legal) and weapons that are expressly prohibited by applicable statutes and YS policies, identified as contraband items.

Contraband includes, but is not limited to, the following:

- A controlled dangerous substance defined by LSA-R.S. 40:961 et seq. or any controlled dangerous substances or devices as defined in LSA-R.S. 14:402.(D)(1);
- Weapons or other instrumentalities which could be used as a dangerous weapon or plans to manufacture such, or to aid an escape;
- Unauthorized explosives or combustibles;
- Alcoholic or other beverages producing an intoxicating effect;
- Aerosol products producing an intoxicating effect;
- Glass containers;
- Stolen property;
- Medication (no medication shall be brought onto the grounds of a secure care facility; refer to YS Policy No. C.2.4 for YS employee guidelines regarding medication);
- Unauthorized currency or coin (No money shall be allowed beyond the front entrance gate of the facility. Money may be accepted for a youth's by-line account by secure care staff at the front gate with an issued receipt pursuant to YS Policy Nos. C.2.5 and C.2.8; pursuant to YS Policy C.2.4, YS employees may have a maximum of \$20 on their person);
- Unauthorized articles of food, clothing or toiletries;
- Unauthorized telecommunications equipment, including, but not limited to, smartwatches, cellular phones or global positioning equipment (refer to Section V. for YS employees);
- Unauthorized tape recorders, cameras and camcorders (refer to Section V. for YS employees);
- Unauthorized electronics such as laptop computers, tablets or thumb drives (refer to Section V. for YS employees);
- Unauthorized movies, music videos, CDs, DVDs, cassette tapes, VHS tapes, or other devices containing recorded music, images, or other video; and
- Nude photographs/pornography/pornographic literature.

Pursuant to YS Policy No. C.2.22, smartwatches are considered contraband (refer to the "Smartwatch" definition). Any individual found in possession of a smartwatch inside of a secure facility will be subject to criminal charges.

Contract Provider – An outside entity or company, inclusive of all employees, that provides materials and services on a contract under the supervision of Youth Services.

Cross-Gender – Supervision circumstance involving an OJJ employee and a youth who are not the same gender.

Digital Data – Files including photographs, audio recordings, and video footage captured by a BWC and stored in an accessible digital format.

Digital Evidence – Data in digital form that has been identified, tagged, and stored as evidence on permanent media.

Reasonable Suspicion -- Suspicion supported by information (facts, tips and circumstances) which leads an employee of ordinary caution to believe that a youth is under the influence of an illegal substance and/or that the youth is hiding contraband or drugs. In determining reasonable suspicion an employee must consider the nature and reliability of the information in addition to facts contributing to or mitigating against it. If reasonable suspicion is based on information provided by another person the employee must also consider the degree of corroboration of the information.

Secure Care Facility – "a living environment characterized by a range of moderate to high security level facilities that include construction, fixtures and staff supervision designed to restrict the movements and activities of the residents, and to control, on a 24-hour basis, the ability of the residents to enter and leave the premises, and which are intended for the treatment and rehabilitation of children who have been adjudicated delinquent." [La. Ch. Code Article 116(24.2).]

The secure care centers operated by YS are as follows:

- Acadiana Center for Youth (ACY)
- Acadiana Center for Youth @ St. Martinville (ACY-SM)
- Bridge City Center for Youth (BCCY)
- Swanson Center for Youth (SCY)
- Swanson Center for Youth @ Columbia (SCYC)

Unit Head – For the purpose of this policy, Unit Head refers to the Deputy Secretary, Youth Facilities Director – Statewide and Facility Directors.

V. POLICY:

It is the Deputy Secretary's policy that written procedures and guidelines exist to ensure the proper use of body-worn cameras in OJJ secure care facilities. The body camera will be used as a tool to assist employees in interactions with youth, provide transparency in employee operations, accurately document events as they occur and assist in the collection and preservation of evidence.

VI. GENERAL GUIDELINES

- A. Footage from body-worn camera systems is the property of OJJ and is to be accessed only by authorized staff members and employees for the purposes outlined below.
- B. Only OJJ-issued body-worn cameras may be used for carrying out the purposes of this policy. The use of any other personal video recorders is prohibited.
- C. An employee must use the body-worn camera that is individually assigned to that employee unless the facility shift supervisor arranges for a temporary replacement. An employee may not use a body-worn camera assigned to another staff member.
- D. An employee must wear the body-worn camera using a mounting device provided by OJJ. The body-worn camera must be facing the same direction as the employee's line of sight and be mounted on:
 - 1. The upper chest of the shirt or jacket; or
 - 2. The belt line, only with prior approval from the facility director.
- E. All employees required to wear a body-worn camera must complete training on this policy and the proper use and operation of body-worn cameras:
 - 1. Before operating a body-worn camera; and
 - 2. Annually thereafter.

VII. CHECK-OUT, ACTIVATION/DEACTIVATION, REPLACEMENT AND CHECK-IN

- A. Check-Out Process:
 - 1. At the beginning of a shift, an employee obtains a mount and the assigned body-worn camera from the designated location in a secure care facility and verifies that the body-worn camera is working properly. A designated employee documents the body-worn camera assignment on the secure facility daily log and body camera log [Attachment C.2.30 (d) Body Cam Log].
 - 2. In the Body Camera Log [Attachment C.2.30 (d), a designated employee shall note the serial # of the camera being checked out, the property tag #, the date the camera was checked out and the time the camera was checked out and the name and title of the employee the camera was assigned to.
 - 3. Upon activation of the body-worn camera, the employee states the employee's name and assignment for the shift.

- B. Deactivation and Reactivation During the Shift:
 - 1. Immediately before deactivating the assigned body-worn camera during a shift, the employee states:
 - i. The employee's name and assignment for the shift;
 - ii. The location; and
 - iii. The reason for the deactivation; and
 - 2. Ensures the faces of all youth who will be supervised while the body-worn camera is deactivated are captured on video. This step is not required if the employee is assigned to the infirmary.
 - 3. The employee reactivates the body-worn camera immediately following the event causing deactivation and states the employee's:
 - i. Name;
 - ii. Assignment for the shift; and
 - iii. Location.
- C. Replacing a Body-Worn Camera due to Malfunction:
 - 1. If an employee discovers at any time that the assigned body-worn camera is not working properly, the employee must immediately notify the facility shift supervisor.
 - 2. The facility shift supervisor or designee assigns a replacement body-worn camera.
 - 3. If assigned to a dorm, the employee should note in the logbook that the camera malfunctioned, as well as the number of the replacement body-worn camera.
- D. Check-In Process:
 - 1. Immediately before turning in the body-worn camera at the end of a shift, the employee states the following:
 - i. The employee's name and assignment for the shift; and
 - ii. That the employee is returning the body-worn camera at the end of the employee's shift.
 - 2. The designated employee records the return of the body-worn camera on the log [Attachment C.2.30 (d)] noting the date the camera was returned and the time the camera was returned.
 - 3. If an event requiring deactivation is inadvertently recorded, the employee notifies the receiving employee when turning in the assigned body-worn camera. The receiving employee notifies the facility director in writing of the inadvertent recording.

VIII. PROPER USE OF BODY-WORN CAMERAS

- A. A body-worn camera must be activated upon being issued at the beginning of the shift, including when transporting a youth off campus, unless an event listed in VIII.B below requires the body-worn camera to be deactivated. The body-worn camera must be reactivated immediately upon the conclusion of any event listed in VIII.B below.
- B. A body-worn camera must be deactivated when the employee:
 - 1. Is in the restroom;
 - 2. Takes an approved work break and no youth are in the immediate vicinity;
 - 3. Is in any room being used for health care encounters, such as the infirmary, the medical room at intake, a doctor's office, or a hospital room;
 - 4. Supervises an alcohol or other substance use treatment group;
 - 5. Arrives with a youth at an off-campus location that prohibits recording;
 - 6. Is not supervising any youth and is instructed to deactivate the camera by an investigator from OJJ;
 - 7. Is not supervising any youth and is discussing personnel matters with a supervisor or human resources staff (e.g., performance issues, discipline, evaluation, need for medical leave, or similar matters of a sensitive nature);
 - 8. Attends a staff meeting or training session without youth present; and
 - 9. Returns the camera for charging and uploading.
- C. A body-worn camera must be detached from its mount and placed with the camera facing the floor during any search in which the youth is likely to be in a state of undress.
- D. An employee may be subject to disciplinary action if the employee fails to:
 - 1. Activate a body-worn camera when required; or
 - 2. Follow the proper procedures for activation and deactivation.
- E. If it is safe to do so, the employee must activate the body-worn camera if a youth becomes aggressive even when the event would not otherwise be recorded (e.g., supervising in the infirmary). In such cases, the employee is not required to recite the reactivation script outlined below.

- F. Prohibited uses of the body-worn camera system include:
 - 1. Making or distributing copies of body-worn camera footage without authorization;
 - 2. Using a personal device to record the playback of body-worn camera footage; and
 - 3. Taking a body-worn camera off premises while not on duty.
- G. Use of a body-worn camera does not take the place of a staff's duty to complete all other required paperwork and job functions.

IX. INVENTORY MANAGEMENT, DATA RETENTION, COPYING BODY-WORN CAMERA FOOTAGE AND ACCESS TO DATA

- A. Local Inventory Management:
 - 1. The facility director designates a BWC Systems Administrator to oversee the body-worn camera program.
 - 2. The body-worn camera administrator:
 - i. Numbers each body-worn camera with a unique number;
 - ii. Maintains a record of body-worn camera numbers and to whom each camera is assigned;
 - 3. Reassigns body-worn cameras as necessary; and
 - 4. Reports any broken or malfunctioning body-worn camera equipment to the Information Technology Department.
- B. Storage:

The superintendent establishes the location(s) for storing the body-worn camera docking stations and mounts, which must be a secure location inaccessible to youth.

- C. Data Retention:
 - 1. Body-worn camera system files are automatically deleted after 90 days unless a file is individually assigned within the body-worn camera system to a category with a longer retention period.
 - 2. If a file or a portion of a file is copied and exported for the purposes listed in IX.D.1 below, the exported file becomes part of a different record series and has the retention period associated with that record series.

- D. Copying Body-Worn Camera Footage:
 - 1. Footage from the body-worn camera system may be copied or exported only for the following purposes:
 - i. Criminal and administrative investigations;
 - ii. Use of force review;
 - iii. Critical incident review;
 - iv. Training examples;
 - v. Due process hearings for youth;
 - vi. Employee or youth grievances;
 - vii. Employee discipline;
 - viii.Public information requests;
 - ix. Legal claim or litigation;
 - x. Audit; and
 - xi. Any other purpose with prior approval of the Deputy Secretary, Assistant Secretary, Chief of Operations, Director of Investigations, Youth Facilities Director - Statewide or General Counsel.
 - 2. Only the following staff members may authorize body-worn camera footage to be copied or exported:
 - i. Deputy Secretary;
 - ii. Assistant Secretary;
 - iii. Chief of Operations;
 - iv. Director of Investigations;
 - v. Youth Facilities Director Statewide; or
 - vi. General Counsel.
 - 3. Copying body-worn camera footage to portable media (e.g., DVD) is prohibited unless prior approval is granted by the Deputy Secretary, Assistant Secretary, Chief of Operations, Director of Investigations, Youth Facilities Director Statewide, or General Counsel.
- E. Access to Data:
 - 1. All data from the body-worn camera system is the property of OJJ.
 - 2. To request any level of access to the body-worn camera system, the employee's supervisor submits a Request form, and includes any additional approvals as required by the form.
 - 3. Requests for access to the body-worn camera system are routed to the Youth Facilities Director Statewide for approval.

- 4. Footage from the body-worn camera system may be used during coaching sessions with staff. However, an employee may not use footage for this purpose if the employee has reason to believe the incident is currently under investigation or is the subject of litigation.
- F. Release of BWC Recordings
 - The public release/disclosure of BWC recordings will be handled on a case by case basis through the OJJ General Counsel in consultation with the youth's counsel and District Attorney's Office in accordance with the provisions of the Louisiana Public Records Law 44:3 and/or a valid court order from a court of competent jurisdiction.
 - 4. All Public Records Requests for BWC media shall require the completion of a Public Records Request form available at OJJ's website at <u>Home - Office of</u> <u>Juvenile Justice (la.gov)</u>. All completed Public Records Requests will be sent to the OJJ General Counsel's Office for review of reasonable disclosure and specificity. Requests determined to be reasonable and appropriate will be returned to the Department with release information. Reasonable fees may be charged to the requesting party.

X. AUDIT AND OVERSIGHT:

- A. The facility director ensures that body-worn cameras are being issued and used as required.
- B. The facility director or designee ensures that appropriate training is provided to:
 - 1. All employees who are authorized to wear body-worn cameras; and
 - 2. All local staff who are authorized to copy, export, or categorize body-worn camera data.
- C. The Youth Facilities Director Statewide:
 - 1. Randomly spot-checks body-worn camera usage and recordings; and
 - 2. Notes these checks and the findings in a site-visit report.
- D. The Shift Supervisor:
 - 1. Conducts random spot checks during each shift to ensure that employees who are required to wear a body-worn camera are doing so and that the camera is functioning properly; and
 - 2. Documents the random spot checks and any issues on the BWC Systems Administrator.

XI. STAFF DEVELOPMENT:

- A. All new secure care facility employees shall receive on the job training on this policy within 90 days of hire, and annually thereafter.
- B. Documented training shall be entered into Louisiana Employees Online (LEO) at the unit level.
- C. All operators/supervisors shall be trained prior to operating the body cameras. This training shall be documented and maintained by the unit safety officer as new body cameras training.

Previous Regulation/Policy Number: C.2.30

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AXON

Body 3 Camera User Guide



Models: AX1023, AX1024, AX1025

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Contents

Introduction	1
Important safety and health information	1
Additional reading	1
Getting started	1
Register with Axon Device Manager	2
Getting to know your Axon Body 3 Camera	6
Accessories and mounts	8
Operate the Axon Body 3 Camera	8
Operating modes	8
Turning on the camera and Ready (Buffering) mode	9
Starting Recording (Event) Mode	9
Muting audio recording	10
Adding markers while recording	10
Illuminate the camera display	10
Battery status	10
Sleep mode	10
Enter Sleep mode	11
Exit Sleep mode	11
Configure your camera	11
Adjust audio prompt volume	12
Change light setting	12
Set automatic LED brightness	12
Adjust camera vibrations	13
Stealth Mode	13
Other settings and functionality	14
Use Axon View	14
Pair camera with a smart device	14
Axon Signal	15
Axon View XL Standalone mode	15
Notification reference tables	16
Button actions	16
Camera display	16
In the field	17
In an Axon Dock	17
Notifications	18
LED status	18
Operation LED	18
Triad LED (in the field)	19
Triad LED (in an Axon Dock)	19
Care and maintenance	19
Clean the camera	19

Charge the battery	20
Charging a camera while powered off	20
Internal clock	21
Moisture	21
Camera storage	21
Troubleshooting and other information	22
View camera information on the display	22
Technical support	22
Warranty	22
Warnings	23
Radio waves	23
Declaration of conformity	25
Compliance marks	25

Introduction

The Axon Body 3 is a camera system incorporating an audio and video recording device for use in tough environmental conditions encountered in law enforcement, corrections, military, and security activities. The Axon Body 3 camera records events for secure storage, retrieval, and analysis to Axon Evidence or Evidence Local services. The recorded events are transferred to your storage solution using the Axon Body 3 Dock. Additionally, the Axon View application enables playback of footage on a smart device for review prior to storing the data.

The Axon Body 3 camera has two operating modes: Ready and Recording. Ready, or Buffering, provides pre-event buffering to capture activities that occur prior to the user activating the Recording, or Event, mode.

Note The Axon Body 3 camera does not support offline mode and is not compatible with Evidence Sync.

Important safety and health information

Read, understand, and follow all warnings and instructions before using this product. The most up-to-date warnings and instructions are available at www.axon.com.

Additional reading

This manual explains how to operate the Axon Body 3 camera hardware. Other manuals that cover additional aspects of the Body 3 system are available at <u>help.axon.com</u>.

For information on working with uploaded videos and managing Axon Body 3 cameras, including inventory management and agency-wide settings, see the <u>Axon Evidence User and</u> <u>Administrator Guide</u>.

For information on installing and setting up Axon Body 3 Docks to transfer information and recharge your camera, see the <u>Axon Body 3 Dock Installation Manual</u>.

For instructions on using Axon cameras with a smart device, see the Axon View for Devices User Manual for <u>Android</u> or <u>iOS</u>.

The Axon Academy <u>website</u> explains how to register for and use the Axon Evidence (Evidence. com) website, configure settings, install Evidence Sync software, assign personnel to cameras, recharge your camera, and transfer video from an Axon device to a computer.

Getting started

Axon Body 3 cameras must be registered by your agency before they can be assigned to users. Additionally, you should adjust the agency-wide Axon Body 3 Camera Settings in Axon Evidence before assigning cameras to users.

Note Cameras with firmware v1.10 or greater can be registered using View XL in Standalone mode. The camera's display will show **DOCK DEVICE OR CONNECT VIEWXL** if you can use View XL Standalone mode to register the camera. Cameras using older firmware will show **DOCK DEVICE** and must be registered with Axon Device Manager. See the *Axon Body 3 Camera and View XL Standalone Mode Guide* or <u>Axon Help Camera Registration article</u> for more information on using View XL to register cameras.

Register with Axon Device Manager

This section provides information about the out-of-the-box registration process for Axon Body 3 cameras. Camera registration requires the use of Axon Device Manager (ADM) and an Axon Body 3 Dock.

Prerequisites: In addition to an Axon Body 3 camera, registration requires:

- <u>Axon Device Manager</u> (ADM) installed on an appropriate device. If you already have ADM installed, ensure you have v3.0.3 (Android) or v2.0.3 (iOS) or higher. You must have <u>device management permissions</u> to use ADM. If you aren't sure if you have permissions to use ADM, contact an Axon Evidence administrator for your agency to check on your permissions.
- An Axon Body 3 Dock connected to power and the Internet (green LED visible on the WAN port). See the *Axon Body 3 Dock Installation Manual* for information on installing a dock.

Before starting, Axon recommends that you familiarize yourself with the camera buttons by reviewing the information in the <u>Getting to Know Your Axon Body 3 Camera</u> section.

You can register multiple cameras, up to 100, at once if you have an Axon Dock bay for each camera. You must keep your mobile device with ADM within 30 feet of all the cameras you are registering.

1. Turn on the camera by pressing **Power** on top of the camera until you feel short vibration.



The camera starts and the camera display, on top of the camera, shows **DOCK DEVICE** or **DOCK DEVICE OR CONNECT VIEWXL.**

2. Place the camera in the Axon Body 3 Dock.

The camera display shows Register Device, the Operation and Triad LEDs are solid blue.

3. Open ADM and tap the **Settings** \blacksquare at the upper left.



4. Under the Registration heading, tap **Devices** and then **Axon Body 3**.



5. Review the device registration setup and tap **Next** to move to the next screen. Tap **Start Scan** when you are ready to start the registration process.



- **6.** ADM detects and prepares unregistered cameras. The number of detected and prepared cameras appears at the top of the ADM screen.
 - When a camera is prepared, the Operation and Triad LEDs blink green.

• Go to the camera and press **Select** (located between the volume buttons). Confirm registration by pressing **Select**.



• If successful, the display will change to show **NOT ASSIGNED** to indicate the camera is ready to be assigned to a user.



7. When you have registered all the detected cameras, tap **Finish**. ADM shows a list of camera serial numbers that have been registered at your agency during this session.

Cameras that are successfully registered can be charged and assigned to users.

Troubleshooting

If there is a problem with preparing the camera, ADM will show an error.

Tap **Errors** to review the error information on ADM and refer to the following table for your action.

If you are unable to register ANY cameras, this may be potentially a connectivity issue. Please reference the Axon Network Whitelisting Guide to ensure that the appropriate networks ports are open.

If SOME cameras are registering but others are not, this may be a transient error. Android devices tend to experience more transient errors than iOS devices. A suggested general troubleshooting approach is to:

- 1. Start with only one camera docked at a time
- 2. Attempt to register, if registration error occurs, tap **Dismiss All** allow ADM to retry registration.
- **3.** If registration fails again, power off the camera and then power it on and repeat the registration process.

The table on the next page provides information about the error codes and suggested actions.

Error Code	Description	Troubleshooting Action
-1	Communication to AB3 has failed	Power the camera off, then power the camera back on and retry registration. If attempting to register a large number of cameras in close proximity and you see this error, retry registration with individual cameras. If the error occurs again, tap Dismiss All and allow ADM to retry registration.
33, -7249973, 43, or 49	Camera time is inaccurate	Sign out and back into ADM. Power the camera off, then power the camera back on and allow the camera to remain docked for 2 minutes to allow sufficient time to synchronize the camera time. Confirm your agency network settings allow network communication from dock to Axon Evidence through port 80 and port 443. For more information, see <u>Managing Network</u> <u>Whitelisting with Axon Cloud Services</u> .
45 or 47	Camera unable to reach internet	Power the camera off, then power the camera back on and allow camera to remain docked for 1 minute prior to retrying. It will take about 30 seconds to establish an internet connection. Tap Dismiss All and allow ADM to retry the registration. If the error persists after retrying to register several times, check the internet connection and troubleshoot the dock internet connection. Common connection issues include agency firewall settings.
46	Camera unable to reach your agency's Axon Evidence account	Sign out and back into ADM. If you can sign in, retry registration. Otherwise, contact Axon Technical Support to see if there are any issues with Evidence.com.
34, 48, or 50	Camera provisioning issue	Power the camera off, then power the camera back on and retry registration. If the error persists, contact your Axon Evidence administrator to confirm that Device Management permission is enabled. If Device Management permission is enabled, please contact your Axon Representative or Axon Technical Support for assistance.

Getting to know your Axon Body 3 Camera

The Axon Body 3 camera includes physical controls to enable video and audio capture while providing visual, audible, and vibration notifications of the Axon Body 3 camera's state of operation.



The following images show the different components on the Axon Body 3 camera.

Axon Body 3 Camera front

Power – Turns the camera's power on or off.

To power on the camera, press Power until you feel a short vibration. The camera starts, emits two short rising-pitch tones with a long vibration and then enters Ready (Buffering) mode.

To power off the camera, press and hold Power for three seconds. The camera emits three short lowering-pitch tones with a long vibration when powering off. The camera might take several additional seconds to close out of the video if it is powered off before stopping a recording.

Lens – The camera lens.

Speaker – Provides audio notifications.

Volume Up \blacktriangle – Increases speaker volume, turn off the camera lights, and exit stealth mode.

Select – Used to mute audio recording, to add markers to the video during recording, and activate display backlight.

Volume Down ∇ – Decreases speaker volume and enter or exit stealth mode.

Microphones – For recording audio.

Event – Used to start and stop recording. Double-press to start recording. Press and hold for 3 seconds to stop recording and return to Ready (buffering) mode.

Triad LED – In the field, can show the camera's operating mode. In an Axon Dock, displays camera status and battery capacity.

Program – Used in conjunction with Event to activate pairing.

In the field, the Triad LED on the front of the camera can be configured to display the camera's operating mode.

Operating Mode	Triad LED
Ready (Buffering)	Blinking green
Recording	Blinking red

In the Axon Dock, the Triad LED on the front of the camera shows the device status and battery capacity. See the camera display for additional information.

Device Status	Triad LED
Battery is fully charged (90% or more)	Solid green
Battery capacity is at mid-range (11% to 89%)	Solid yellow
Battery capacity is at low-range (10% or less)	Solid red
Uploading data, downloading data, or applying device settings	Spinning yellow (cycling yellow on each Triad LED)
Applying a firmware update	Spinning white (cycling white on each Triad LED)
Possible network error. Refer to Troubleshooting section of the Axon Body 3 User Manual or go to <u>my.axon.com</u> .	Blinking red and green
Device error. Refer to device page in Axon Evidence.	Blinking red



Axon Body 3 Camera top

Operation LED – Shows information about the camera's current operating mode.

Camera Display – Shows information on camera status and activity. Different information is shown when the Axon Body 3 camera is in the field and in an Axon Dock. Note that some icons may not be active or displayed at your agency. The display is divided into a Status Bar and Activity Area.



For details on all the icons that may display both in the field and during dock charging, see Notification reference tables on page 16.



Axon Body 3 Camera bottom

USB C connector – Used for data transfer and charging when placed in an Axon Dock.

Accessories and mounts

The Axon Body 3 camera works with a variety of Axon mounting systems.

Note As with any Radio Frequency or electronic device, Axon recommends that you avoid placing your Axon Body 3 camera directly next to your radio to prevent inadvertent radio activation.

The various mounts that use this system can be used with a wide variety of uniforms and holds the camera to your shirt, patrol vest, jacket, or belt.

In general, Axon mounting system consist of the attachment piece (called the key) on the camera and the attachment receiver (called the lock) on the mount. To lock a camera in place, insert the key of the camera into the lock of the mount and turn it 90 degrees counterclockwise (when you are looking straight at the mount). To release the camera from the mount, turn the camera 90 degrees clockwise.

You can find details on additional mounting options on <u>www.axon.com</u>.

Operate the Axon Body 3 Camera

Before using an Axon Body 3 camera, ensure it is fully charged and properly configured. For details, see <u>Charging the battery</u> on page 20.

Operating modes

The Axon Body 3 camera has two operating modes:

- Ready (Buffering) turning on the camera and starting pre-event buffering
- Recording (Event) event recording

Turning on the camera and Ready (Buffering) mode

1. Press **Power** until you feel a short vibration. The camera starts, emits two short risingpitch tones with a long vibration and then enters Ready (Buffering) mode.

When the camera is in Ready mode:

- The Camera Display shows READY
- The Operation LED on top of the camera blinks green
- The camera will be capturing video but does not record to permanent memory while in Ready mode.

Buffered video duration is 30 seconds by default (00:00:30).

When Recording (Event) mode is activated, the buffered video captured directly before the event is saved and attached to the event in permanent memory. This feature is intended to capture the video of an incident just before a recording begins.

With default settings, the camera does not capture audio during camera buffering, so anything recorded in that mode will be video-only.

Ready mode starts only after the Axon Body 3 camera is turned on. The system does not record when the camera is turned off.

Notes:

- An agency can turn off camera buffering. If your agency has deactivated camera buffering, your Axon Body 3 camera will operate the same way as described in this manual, but the camera will not record anything until you double-press **Event**.
- An agency can extend the camera buffering duration to 2 minutes total (00:02:00).
- An agency can configure the camera buffering to records audio as well as video.

Starting Recording (Event) Mode

- 1. To begin recording, double-press **Event** on the camera.
 - Depending on your agency configuration, other events or actions can cause your camera to transition from Ready (buffering) to Recording mode. An example of this is if a device with Axon Signal technology broadcasts a signal.

When your camera starts recording, the camera emits two short tones and two short vibrations. The camera display shows the recording icon.

The camera now records audio as well as video. The buffered video captured directly preceding the event is saved and attached to the event recording (Note: With default settings, the buffered video does not contain audio). The moment Recording mode begins, both video and audio are recorded from the camera and GPS coordinates are recorded. This will continue throughout the duration of the recording until you stop the recording.

The camera shows it is in Recording mode:

- The camera display shows STARTING and then the recording icon.
- The Operation LED on the camera blinks red.
- At the start of an event and every two minutes during an event, the camera emits two short tones and two short vibrations.
- 2. To stop recording and return to Ready mode, press **Event** for three seconds.

The camera will emit one long tone and vibrate once. The camera display shows SAVING and then READY. The Operation LED blinks green.

3. Toturn off the camera, press and hold the power switch for three seconds.

Muting audio recording

If your organization's administrator has configured your Axon Body 3 camera to do so, you can use **Select** to enter mute mode (disable audio recording) while recording video. This feature may be useful in sensitive situations.

To enter and exit mute mode:

- Press and hold Select for three seconds to mute the audio capture. The microphone off icon is shown on the camera display and the Operation LED will blink blue while the camera is muted.
- 2. Press and hold Select another three seconds to re-enable the audio recording.

Adding markers while recording

Use **Select** to add a marker while recording video. The marker is shown when the video is replayed in Axon Evidence and documented in the audit trail. Markers are useful for indicating an important event that you want to easily find when replaying the video.

To add a marker to a video while you are recording, press and release **Select** within one second. The camera will vibrate once.

Illuminate the camera display

Double-press Select to illuminate (backlight) the camera display for five seconds.

Battery status

The battery capacity for your Axon Body 3 camera is shown in the camera display.

Sleep mode

Sleep mode puts the camera in an idle state that disables recording and buffering. While in this state, an automatic activation, if enabled at your agency, will not initiate camera recording.

Note Sleep mode requires Axon Body 3 camera Operating System v1.10 or later. The ability to use Sleep mode is enabled by agency Axon Evidence administrators and may not be enabled at your agency.

Sleep mode is useful for situations where camera users may need momentary privacy. The user can enter Sleep mode from the buffering state in less than four seconds, as opposed to

turning the camera completely off. Similarly, the camera will exit Sleep mode and enter a buffering or recording state in less than four seconds.

The device audit trail reflects when Sleep mode is entered and exited. While Sleep mode can be used an alternative to completely powering down the camera during private situations, it should not be considered a replacement for powering the camera off. Certain background processes are running while the camera is in Sleep mode and the battery will still deplete while in this mode, just at a slower rate.

Enter Sleep mode

1. Presses **Power**. The camera display shows **PRESS SELECT TO ENTER SLEEP**.



2. Within three seconds, press **Select** to confirm. The camera display shows a crescent moon icon to show it is in Sleep mode.



Exit Sleep mode

- 1. Press Power to return the camera to buffering state.
- 2. Double-press Event to begin recording.

Configure your camera

During normal operation an Axon Body 3 camera uses lights, sounds (audio prompts), and vibrations (haptic feedback) to notify you of the camera status. These indicators and notifications are normally managed by your organization but can be configured to allow you to change the setting for your assigned camera. Check with your organization's Axon administrator to learn which configuration settings you can change.

For instructions on using Axon cameras with a smart device, see the Axon View for Devices User Manual for <u>Android</u> or <u>iOS</u>. Your Axon Body 3 camera must be turned on and paired with your mobile device.

See <u>Edit device settings</u> at my.axon.com or the <u>Axon Evidence User and Administrator Guide</u> for detailed information about changing device settings in Evidence.com. The updated settings will not take effect until the next time the camera is docked.

Adjust audio prompt volume

During normal operation, Axon Body 3 cameras emit beeping sounds, called audio prompts, to notify you of the camera status.

If allowed by your organization, there are several ways you can adjust camera audio prompt volume.

Use camera controls

Use **Volume Up** \blacktriangle and **Volume Down** \blacktriangledown to adjust the volume. The camera provides audio feedback and indicates the volume setting on the Camera Display as the volume changes.

Use Axon View

In Settings, tap Volume and select the volume level. The camera beeps once at the volume that you tapped, or if you tapped Off, the camera does not beep.

Change light setting

During normal operation, Axon Body 3 cameras use the LED lights to show the camera status.

For some situations, you may wish to turn off the LED lights for your camera. If allowed by your organization, there are several ways you can turn off and on the camera lights.

Use camera controls

- To turn camera lights off Press Volume Up ▲ for three seconds; the lights will turn off and the Lights Out icon appears on the display.
- To turn camera lights on Press Volume Up ▲ for three seconds; the lights will turn on and the Lights Out icon disappears from the display.

Use Axon View

In Settings, tap the switch to the right of the Indicator Lights to change the setting.

Use Axon Evidence

Go to the Device Profile page for your Axon Body 3 camera. In the Device Settings section, use the **Indicator Lights** toggle switch to turn the light off or on. Save the new setting.

Set automatic LED brightness

The automatic brightness feature automatically adjusts the brightness of the camera's front and top LED lights based on ambient light conditions.

Agency Axon Evidence administrators can enable the automatic brightness setting in the Lights section on the Axon Body 3 Settings page and users must have permission to adjust indicator lights to enable Auto Brightness mode from the camera or Axon applications.

Use camera controls

- Enter Auto Brightness mode Press Volume Up ▲ for three seconds to cycle through the camera light options until the display shows LIGHTS AUTO.
- Exit Auto Brightness mode Press Volume Up ▲ for three seconds to cycle through the camera light options until the display shows LIGHTS DIM. In this mode, the camera LED lights maintain the dim brightness level.
- Switch the lights off, press and hold Volume Up ▲ for three seconds to cycle through the camera light options until the display shows LIGHTS OFF. In this mode all camera LED lights are off.

Use Axon View

In Settings, tap the switch to the right of the Auto Brightness to change the setting.

Use Axon Evidence

Go to the Device Profile page for your Axon Body 3 camera. In the Device Settings section, Use the **Automatic Brightness** toggle switch to turn on or off the feature. Save the new setting.

Adjust camera vibrations

During normal operation, Axon Body 3 cameras use vibrations (haptic feedback) to notify you of the camera status.

For some situations, you may wish to turn off the vibrations for your camera. If allowed by your organization, there are several ways you can turn off and on the camera vibrations.

Use Axon View

Open Axon View app on your mobile device and go to Settings. Tap the switch to the right of the **Vibration** to change the setting.

Use Axon Evidence

Go to the Device Profile page for your Axon Body 3 camera. In the Device Settings section, Use the **Vibration** toggle switch to turn the light off or on. Save the new setting.

Stealth Mode

Stealth Mode turns off all visual indicators (LEDs), sounds (audio prompts), and vibrations (haptic feedback) on your camera.

If allowed by your organization, stealth mode can be accessed as follows:

Use camera controls

- To enter Stealth mode Press Volume Up ▼ for three seconds. The word STEALTH is briefly shown in camera display activity area and an S icon is shown in the camera display status bar.
- To exit Stealth mode Press Volume Up ▼ or Volume Down ▲ for three seconds. The S icon is no longer shown on Camera Display status bar.

Use Axon View

Open Axon View app on your mobile device and go to Settings. Tap the switch to the right of **Stealth mode** to change the setting.

Use Axon Evidence

Go to the Device Profile page for your Axon Body 3 camera. In the Device Settings section, Use the **Stealth** toggle switch to turn the light off or on. Save the new setting.

Other settings and functionality

Your organization's Axon administrator can configure additional settings and functionality (such as video quality, pre-event buffer time, and livestreaming) for your Axon Body 3 camera. Check with your Axon administrator for information about which settings and functionality are available for your camera.

Use Axon View

The Axon View application enables you to replay video and add metadata (title, case ID, and category) to your videos using a smart phone or other smart device.

To download and install Axon View:

- **1.** Use your smart device to search for and download the Axon View application from the Play Store or the App Store.
- 2. On your smart device, install and open the Axon View application.
- **3.** Follow the on-screen instructions or go to help.axon.com for additional information.

Note All data is stored on the Axon camera. No videos are stored on your smart device.

Pair camera with a smart device

Pairing an Axon Body 3 camera with Axon View requires internet access. The security model for Axon View with an Axon Body 3 camera requires server login access when pairing and when the authorization on the camera expires (approximately every 10 days).

- 1. Turn on the Axon Body 3 camera.
- 2. Open Axon View, select an Axon Body 3 camera and tap Initiate Pairing.
- 3. On the Axon Body 3 camera, simultaneously press **Program** and **Event** and then release.

You will hear three short rising-pitch tones, the Operation LED will blink blue, and PAIRING is shown on the camera display.

4. Follow the Axon View on-screen instructions. Tap the serial number for your camera. When pairing is complete, the pairing icon is shown in the camera display status bar.

Axon Signal

The Axon Body 3 camera is compatible with Axon Signal technology. Your agency's Axon Evidence administrator must activate the Axon Signal capability prior to use.

When it is active, Axon Signal technology can broadcast a signal that allows your Axon Body 3 camera to transition from Ready to Recording mode automatically. When your camera starts recording, you will see, hear, and feel all the normal start recording notifications.

Axon Signal technology transmissions only allow cameras to start recording. Axon Signal technology does not transmit a signal to end recording. The camera must be stopped manually.

Axon Signal technology cannot turn an Axon system on. If the Axon Body 3 camera is turned off, the camera will not record, even if a device equipped with Axon Signal technology transmits a signal.

Devices equipped with Axon Signal technology have a signal range of approximately 30 feet (9.1 meters) and can be purchased separately from the Axon Body 3 camera.

Axon View XL Standalone mode

The Axon Body 3 camera can be connected to a laptop or computer with Axon View XL to allow priority upload of videos from the camera to Axon Evidence and to charge the camera. Using Axon View XL in standalone mode is separate from using Axon View XL with Axon Fleet products.

The Axon Body 3 camera is connected to the laptop or computer with a USB A to USB C cable and uses the Axon View XL standalone mode.

If your agency will use this functionality:

- Contact your Axon Representative to get an approved and compatible USB A to USB C cable.
- Set up the appropriate Axon Evidence permissions to allow users to sign in to View XL.

After signing into Axon View XL, the user selects Launch Standalone Mode and then connects the camera to the computer. The normal View XL procedures are used to review recordings, add metadata, and upload recordings. For more information on using Axon View XL Standalone mode:

- Go to the View XL Standalone Mode section on the Body 3 Product Guide page.
- Download the Axon Body 3 Camera and View XL Standalone Mode Guide from the Body 3 <u>Product Guide page</u>.
- See this <u>Axon Help Camera Registration</u> article for details on using View XL to register cameras.

Notification reference tables

This section has consolidated lists of the Axon Body 3 camera button actions, notifications, camera display icons, and LED indications.

Button actions

The Axon Body 3 camera has six buttons. The button actions associated with user action are described below.

Action	Button Actions
Power on	Press Power until short vibration; camera starts and enters Ready (Buffering) mode
Power off	Press Power for three seconds
Start recording	Double-press Event
End recording	Press Event for three seconds
Add marker	While recording, press Select
Increase speaker volume	Press Volume Up 🔺
Decrease speaker volume	Press Volume Down V
Turn lights on/off	Press Volume Up ▲ for three seconds
Enter Stealth mode	Press Volume Down ▼ for three seconds
Exit Stealth mode	Press Volume Up \blacktriangle or Volume Down \blacksquare for three seconds*
Enter or exit Mute mode	While recording, press Select for three seconds
Enter Sleep mode	Press Power and then Select.
Exit Sleep mode	Press Power or double-press Event
Illuminate display	Double-press Select ; display backlight is on for five seconds
Pair	Simultaneously press Event and Program

* The camera remembers the previous volume and light settings when exiting Stealth mode.

Camera display

The display is divided into a Status Bar and Activity Area. Different information is shown when the Axon Body 3 camera is in the field and in an Axon Dock.

Note that some icons may not be active or displayed at your agency.



In the field

Status Bar Icon	Description	
58% 💶	Battery capacity	
S	Camera paired	
13	Lights off	
S	Stealth mode on	
!	Battery low warning (to the right of the battery capacity icon)	
Activity Area Icon	Description	
READY	Ready (Buffering) mode	
	Recording	
(+)	Recording started by Axon Signal broadcast	
LIVE	Axon Respond Livestreaming	
	Recording started by gunshot detection	
	Microphone off (mute mode)	

In an Axon Dock

Status Bar Icon	Description	
58% 💶	Battery capacity	
4	Charging (to the right of the battery capacity icon)	
Ŧ	Update in progress	
Activity Area Icon	Description	
UPLOADING	Upload in progress	
UPDATING	Updating firmware or settings	
NETWORK ERROR	Possible network error. Check network connection and refer to device profile page in Axon Evidence.	
USERID123	Assigned officer ID (shown when no other activity is in progress)	

* May not be enabled at your agency.

Notifications

The Axon Body 3 camera emits sounds called audio prompts to notify you of device status. The audio prompts are accompanied by a vibration that matches the audio. These prompts usually occur after you perform an action with the body camera.

Operating Mode or Action	Audio Notification	Haptic Notification (vibration)
Power on	Two short rising-pitch tones	One - long duration
Power off	Three short lowering-pitch tones	One - long duration
Start recording	Two short tones	Two - short duration
Recording reminder	Two short tones every two minutes	Two - short duration every 2 minutes
Stop recording, return to Ready mode	One long tone	One - long duration
Volume up or down	One short tone at new volume level	One – short duration
Axon Respond Livestreaming connected	Three short rising-pitch tones	One – long duration
Enter or Exit Mute mode (microphone off)	One short tone	Two - long duration
Exit Stealth mode	None	two - short duration
Event marker captured	None	One - short duration
Enter or Exit Sleep mode	One short tone	One – long duration
Low battery notifications at 10% and 5% battery capacity.	Four quick high-pitch tones	Four - short duration
Camera enters Pairing mode	Three short rising-pitch tones	None

LED status

Operation LED

The operation LED shows information about the camera's current operating mode.

Operating Mode	Operation LED
Recording	Blinking red
Ready (Buffering)	Blinking green
Booting up/powering down	Solid red
Mute enabled or Pairing mode	Blinking blue
Axon Respond Livestreaming (may not be enabled at your agency)	Blinking purple
Low battery or error	Blinking yellow
In a dock (no other action)	Battery capacity color
Firmware update (while in an Axon Dock)	Solid white

Triad LED (in the field)

In the field, the Triad LED on the front of the camera can be configured to display the camera's operating mode.

Operating Mode	Triad LED
Ready (Buffering)	Blinking green
Recording	Blinking red

Triad LED (in an Axon Dock)

In the Axon Dock, the Triad LED on the front of the camera shows the device status and battery capacity. See the camera display for additional information.

Device Status	Triad LED
Battery is fully charged (90% or more)	Solid green
Battery capacity is at mid-range (11% to 89%)	Solid yellow
Battery capacity is at low-range (10% or less)	Solid red
Uploading data, downloading data, or applying device settings	Spinning yellow (cycling yellow on each Triad LED)
Applying a firmware update	Spinning white (cycling white on each Triad LED)
Possible network error. Refer to Troubleshooting section of the manual or <u>Axon Body Product Guide</u> .	Blinking red and green
Device error. Refer to device page in Axon Evidence.	Blinking red

Care and maintenance

This section provides information on cleaning, charging, and storage for your Axon Body 3 camera. Users should never remove the back cover of the camera, as this can compromise camera integrity and invalidate the camera warranty.

Clean the camera

Use a soft, damp cloth to clean the surface of the Axon Body 3 camera. Do not use harsh cleaners or solvents. You may moisten the cloth with isopropyl alcohol.

Do not immerse the Axon Body 3 camera in water or cleaning solutions.

If the Axon Body 3 camera lens becomes dirty, use a lens blower brush to clean it and then wipe it with a soft cloth if necessary.

If the Axon Body 3 camera display becomes dirty, clean the display with soapy water and then dry with a soft cloth.

Do not use ammonia-based or similar type window cleaners on the camera lens or camera display.

Do not place the lens under running water or apply jets of water to the camera lens.

Do not use compressed air to clean the camera; it may damage the camera's microphones.

Ensure the Axon Body 3 microphone openings are clean and clear of any debris.

Charge the battery

The Axon Body 3 camera battery is charged by placing the camera in an Axon Body 3 Dock or by connecting a USB-C cable to the camera and then to a power adapter or, for USB-C to USB-A cables, to a computer USB port.

Note Ensure the USB port is dry and free of dirt and debris before placing the camera in a dock or connecting a USB-C cable.

A fully charged camera battery should provide enough power for approximately 12 hours of normal operation. Recharging a battery after a 12-hour use can take up to five hours if you are recharging your Axon Body 3 camera from Axon Body 3 Dock.

The Axon Body 3 Dock only functions as an Ethernet adapter, an unmanaged network switch, and charger. This allows your Axon Body 3 camera to be docked in any Axon Body 3 Dock, and still connect to your agency's Axon Evidence account to upload video.

If the battery depletes significantly during use, the camera display will show LOW BATTERY and the camera emits four quick tones and four short vibrations. This message indicates that approximately 10% of the battery capacity remains and is repeated at 5% battery capacity.

Recharge a depleted battery as soon as reasonably possible.

Important Respond LTE connectivity (livestreaming, location updates, alerts, and evidence upload) will be paused when connected to a USB-C cable. Respond Wi-Fi connectivity will not be affected.

Charging a camera while powered off

Note Your Axon Body 3 camera must have Operating System (OS) v1.7 or later to charge the camera while powered off. Prior to Axon Body 3 camera Operating System (OS) 1.7, an Axon Body 3 camera that was powered off would automatically power on when connected to a USB-C cable to charge.

The Axon Body 3 camera can be charged by using a USB-C cable while the camera is off. This allows users to charge the Axon Body 3 camera battery when an Axon Body 3 Dock is not available. However, Axon recommends that you regularly place you Axon Body 3 camera in an Axon Body 3 Dock to ensure that the camera has the correct time synchronization and latest firmware updates.

If needed, you can request a USB A to USB C cable directly from Axon. Contact your Axon Representative or Axon Support for assistance.

- **1.** While your Axon Body 3 camera is powered off, connect the camera to a USB-C cable.
- 2. Connect the cable to a power adapter or, for a USB-C to USB-A cable, to a USB port.

Note Ensure the USB port is dry and free of debris before connecting the USB-C cable.

The camera enters low-power mode and the current charge level is shown on the camera display.

The Operation LED color also provides a visual indication of the charge level. The LED is red when the charge level is less than or equal to 33%, yellow when the charge level is 34% to 97%, and green when the charge level is 98% or higher.



While charging with the camera powered off, you can:

- Turn on the camera by pressing Power until you feel a short vibration. The camera starts and enters Ready (buffering) mode.
- Shut down the camera by disconnecting the USB-C cable.

Internal clock

Axon Body 3 cameras should be regularly placed in an Axon Dock or connected to View XL Standalone Mode to update the camera's internal clock.

Moisture

Do not charge your Axon Body 3 camera while the USB C connector on the camera or Dock is wet.

If the USB C connector is wet, use a paper towel or absorbent cloth to blot the connector and then allow the connector to fully dry.

If a camera is charging when it gets wet, remove the camera from the charging source (dock or USB cable), use a paper towel or absorbent cloth to blot the connector, and then allow the connector to fully dry.

The USB C connector must be fully dry before placing the camera in a dock or connecting a USB C cable.

Camera storage

Axon on-officer cameras should not be stored in environments where the temperature is likely to exceed 95 °F (35 °C) (such as under direct sunlight, near heaters, or in a vehicle in extremely hot weather) or exposed to temperatures below -4 °F (-20 °C). Axon recommends storing the camera around room temperature, 70–75 °F (21–24 °C) and ensuring the battery level is approximately 50% before powering down and putting the

camera in long-term storage. Axon recommends charging the stored camera back to around 50% once a year to prevent over-discharge of the battery. Do not store the camera fully charged or fully discharged.

Troubleshooting and other information

If you are having problems with your Axon Body 3 camera or an error message with code 1001 or 1004 is shown the display, turn the camera off and then turn it on again to see if the problem clears.

An error message with code 1006 may be shown when a camera is in a dock. In this situation, remove the camera from the dock and then return it to the dock, making sure it is firmly seated in the dock bay.

If these actions do not resolve the difficulties, contact Axon Technical Support for additional support.

Go to the <u>Axon Body 3 Product Page</u> and refer to the Troubleshooting section.

View camera information on the display

You can view some camera information, such as the camera serial number, on the camera display using the following steps:

- 1. Turn on the camera.
- 2. Press Power and **Program** at the same time. The camera display shows three options: About, Cellular, and Legal.
- 3. Use Volume Up ▲ or Volume Down ▼ to highlight About and press Select. The display shows four options: Assignee, Firmware, Serial, and Storage.
- 4. Use Volume Up ▲ or Volume Down ▼ to highlight information you want to view and press Select. Press Select again to return to the four options.
- 5. Press **Event** to return to the normal camera display.

Technical support

Visit <u>www.axon.com</u> and view the Support options or call 1-800-978-2737.

Warranty

Axon Enterprise warranty provisions are applicable on all Axon Body 3 system products. See Axon Enterprise's website at <u>www.axon.com</u> for detailed warranty information.

This warranty does not apply, and Axon shall not be liable for any loss, loss of data, damage, or other liability arising out of:

(a) damage caused by failure to follow instructions regarding the use of the product;

- (b) damage caused by the use of non-AXON products or the use of cartridges, batteries or other parts, components or accessories not manufactured or recommended by AXON;
- (c) damage caused by abuse, misuse, intentional or deliberate damage to the product, or force majeure;
- (d) <u>damage to a product or part that has been repaired or modified by persons not</u> <u>authorized by AXON or without AXON's written permission, or</u>
- (e) if any AXON serial number has been removed or tampered with.

Thus, any handling of the Axon Body 3 Camera that alters the condition of the equipment by unauthorized personnel without proper technical training may result in the immediate loss of the manufacturer's standard warranty coverage by impacting the integrity of the equipment and rendering the quality testing performed by specialized technical personnel impossible after handling the equipment.

Warnings

For a full list of the warning associated with this product, see <u>www.axon.com.</u>

Radio waves

An Axon Body 3 system transmission is in the frequency ranges of 2402 – 2480 MHz, 2412 – 2462 MHz, 5150 – 5350 MHz, 5470 – 5725 MHz, 5725 – 5850 MHz. Additionally, depending on the model number, it transmits in the frequencies listed below:

- AX1023: 699 716 Mhz, 704 716 Mhz, 777 787 MHz, 788 798 MHz, 824 849 MHz, 826.4 846.6 MHz, 1710 1755 MHz, 1710 1780 MHz, 1712.4 1752.6 MHz, 1850 1910 MHz, 1852.4 1907.6 MHz
- AX1024: 703 748 MHz, 832 862 MHz, 880 915 MHZ, 1710 1785 MHZ, 1920 1980 MHz, 2500 – 2570 MHz
- AX1025: 703 748 MHz, 824 849 MHz, 880 915 MHZ, 1710 1785 MHZ, 1920 1980 MHz, 2500 – 2570 MHz

Changes or modifications to the equipment not expressly approved by the manufacturer could void the product warranty and the user's authority to operate the equipment.

Your wireless device is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. Before a device model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate

radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult Axon Technical Support for help.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This equipment complies with the IC RSS-102 radiation exposure limits set forth for an uncontrolled environment.

Énoncé d'exposition aux rayonnements: Cet équipement est conforme aux limites d'exposition aux rayonnements ioniques RSS-102 Pour un environnement incontrôlé.

Section 8.4 of RSS-GEN

This Device complies with Industry Canada License-exempt RSS standard(s). Operation is subject to the following two conditions: 1) this device may not cause interference, and 2) this device must accept any interference, including interference that may cause undesired operation of the device.

Cet appareil est conforme aux normes d'exemption de licence RSS d'Industrie Canada. Son utilisation est soumise aux conditions suivantes : 1) cet appareil ne doit pas causer de brouillage, et 2) doit accepter tout brouillage, y compris le brouillage pouvant entraî ner un fonctionnement indésirable.

Section 8.3 of RSS-GEN

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be chosen so that the equivalent isotropically radiated power (e.i.r.p.) is not greater than necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio ne peut fonctionner qu'au moyen d'une antenne d'un seul type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique pour les autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas celle requise pour établir une communication satisfaisante.

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES

Declaration of conformity

Axon declares that this Axon system is compliant with the requirements of the Radio Equipment Directive (RED) 2014/53/EU. A copy of the original Declaration of Conformity can be found at <u>www.axon.com</u>.

Country of origin: Finished in the U.S. with U.S. and imported parts.

Compliance marks





URCA_TA_2020_197

Japan

5GHz帯(W52、W53): 屋内専用 ただしW52登録局に接続される場合は除く



Labeling information

When applicable, view the e-labeling information for the Axon Body 3 camera on the camera display as follows:

- 1. Turn on the camera.
- 2. Press Power and Program at the same time.
- 3. The display shows three options: About, Cellular, and Legal.
- 4. Use Volume Up \blacktriangle or Volume Down \triangledown to highlight Legal, then press Select.
- 5. The camera display will automatically scroll the following information. Optionally you can use Volume Up ▲ or Volume Down ▼ to scroll manually.

For Model AX1023

- Model: AX1023
- FCC ID: X4GS01200
- IC: 8803A-S01200
- Contains FCC ID: X4GAB7610
- Contains IC: 8803A-AB7610

For Model AX1025

- Model: AX1025
- ANATEL ID: 16084-20-10342
- Módulo incorporado: ANATEL 05289-18-01568
- 6. Press Event to return to the normal camera display.

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Axon Body 3 Camera and View XL Standalone Mode Guide

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Table of Contents

Introduction4
System Requirements4
Downloading and installing View XL5
Signing In and Connecting an Axon Body 3 Camera8
View XL Tab Overview
Control Tab
Review Tab12
View a Recording and Add Metadata12
Upload Tab14
Prioritizing Video Uploads15
De-prioritizing Video Uploads15
Disconnecting the Camera16
Sign Out of Axon View XL16
Settings Tab
Changing Axon Body 3 Camera Settings with View XL17
Charging an Axon Body 3 Camera while Powered Off18
Assigning or Reassigning Axon Body 3 Cameras with View XL19
Registering Axon Body 3 Cameras with View XL20
Updating Axon Body 3 Operating System with View XL21
View XL Updates24

Introduction

The Axon Body 3 camera can be connected to a laptop or computer with Axon View XL operating in Standalone Mode to allow priority upload of videos from the camera to Axon Evidence. In Standalone Mode, Axon View XL lets users view recorded videos, add metadata to videos and upload camera videos to Axon Evidence.

Users with the appropriate permissions can also register, assign, and update the firmware on Axon Body 3 cameras.

Using Axon View XL in standalone mode is separate from using Axon View XL with Axon Fleet products.

The Axon Body 3 camera is connected to the laptop or computer with a USB A to USB C cable and uses the Axon View XL standalone mode. You can request a compatible cable from your Axon Representative.

System Requirements

The requirements for using Axon View XL in standalone mode are listed below.

Note: Using Axon View XL Standalone Mode does not require Axon Fleet. It can be used with Axon Fleet, but is different than pairing an Axon Body 3 camera with Axon View XL in an Axon Fleet installation.

Laptop/Computer:

• Windows Operating Systems: Windows 7 or Windows 10

Axon View XL is compatible with both 32-bit and 64-bit operating systems

- Available Disk Space: 25GB or greater
- RAM/Memory: Recommended 8GB or greater
- Available USB 2.0 or 3.0 Port
- Administrative rights and privileges for software installation (only when installing the View XL application)

Other:

- Internet access to the agency's Axon Evidence account
- USB A to USB C cable (the cable can be requested directly from Axon)

Downloading and installing View XL

Before installing Axon View XL you must download a copy of the Axon View XL installation file. If you already have a copy of the installation file, skip to step 4.

- 1. Open a browser and sign in to your Axon Evidence account.
- 2. On the menu bar at the top of the page, click **Help**.
- 3. Click **Download View XL** on the upper-right side of the page.

The View XL installation file is downloaded. The installation file can be copied and saved to other laptops and computers.

EVIDENCE LIVE CASES INV	ENTORY REPORTS ADMI	N HELP	SCHUER, DAVID (DS101) Last login 23 May 2018 [50] [SIGN OUT]
HELP CENTER RELEASE NOTES / USER GUIDES	CONTACT US DOWNLOAD S	YNC DOWNLOAD MOBILE APP DOV	WNLOAD VIEW XL
RELEASE NOTES		USER GUIDES	
May 2018 Release Notes		Evidence.com Administrator Refere	ence Guide
April 2018 Release Notes		Evidence.com Reporting Instruction	ns
March 2018 Release Notes			
February 2018 Release Notes			
January 2018 Release Notes			
December 2017 Release Notes			
October 2017 Release Notes			
September 2017 Release Notes			
August 2017 Release Notes			
July 2017 Release Notes			
June 2017 Release Notes			
May 2017 Release Notes			
April 2017 Release Notes			
March 2017 Release Notes			
February 2017 Release Notes			
January 2017 Release Notes			
December 2016 Release Notes			
October 2016 Release Notes			
September 2016 Release Notes			

- **4.** Locate the Axon View XL installation file, double-click the file, and follow the on-screen prompts to install the application and the Bluetooth driver.
- 5. After the installation, confirm that View XL can connect to Axon Evidence.
 - Double-click the Axon View XL desktop icon to open Axon View XL



• Enter your agency's Axon Evidence URL and click **Continue**.

Use the Axon Evidence sub-domain as the agency name. When you go to Axon Evidence for your agency, you can see the sub-domain in your web browser's

address bar. If you do not normally sign in to Axon Evidence, contact your agency's Axon administrator for the sub-domain information.

Example: In the example below, the Axon Evidence URL for the agency is: https://taserseattle.evidence.com, which means the sub-domain is **taserseattle**



So, you would enter **taserseattle** into the agency field.



• Enter your Axon Evidence Username and Password and then click Sign in.

Taser Seattle taserseattle.evidence.com	Change agency
USERNAME	
PASSWORD	
SIGN IN	

• Click Launch Standalone Mode.



• Click (the **Settings** icon) in the lower right of the screen. Under the Connectivity heading, there should be a green checkmark beside Evidence.com.

If you do not see a green checkmark, check to make sure you are connected to the Internet.



Note: The Axon Body 3 camera must be powered on and have enough battery capacity to not automatically shut down.

1. Open Axon View XL.

If this is the first time you are signing in to Axon View XL, you will be asked to enter your agency's Evidence URL and click **Continue**.

2. Enter your Axon Evidence Username and Password and then click Sign in.

Taser Seattle taserseattle.evidence.com	
USERNAME	
PASSWORD	
SIGN IN	

3. Click Launch Standalone Mode.



4. The Control Tab, saying Connect Camera, is shown.

Page 8 of 24

5. Plug the USB A to USB C cable into a USB port on the laptop/computer and then plug the cable into an Axon Body 3 camera that is powered on.

Axon View XL will connect to the camera. <u>This may take up to 60 seconds.</u> If the camera does not connect in 60 seconds, unplug the cable from the camera and plug it back into the camera.



Once View XL is connected to the camera, the camera status is shown.

View XL Tab Overview

The Axon View XL interface has four main tabs:

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Control – this tab shows the camera status. It is also the default page shown after signing in to View XL.

Ξ
Ξ

Review – this tab is used to review videos, add metadata to videos, and then to submit a video for upload.



Upload – this tab provides a way to check the upload status of videos.



Settings – this tab provides vehicle, user, and system information. It is also where users sign out of Axon View XL.

The following sections have a more detailed description of the tabs and different actions that can be taken on each tab.

Control Tab

dschuer Schuer	õ
	4): —:
AXON BODY 3 (X6039707H)	ĉ
ASSIGNED TO Schueler (dschueler)	
BATTERY STATUS 96% (Charging)	
REMAINING RECORDING TIME 10:50	
1.2.10	
AXON	
	===

The Control tab shows the current status of the connected Axon Body 3 camera.

The camera status block includes:

- The camera's serial number
- The last name and badge ID of the camera's assigned user
- The current battery status of the camera
- The amount of remaining recording time for the camera, in hours and minutes

The time remaining changes depending on the resolution settings of the cameras and is configured in Axon Evidence. The higher the resolution, the fewer hours of recordings can be stored on camera's internal memory card.

• The current camera firmware version

The Control tab can also be used to change the camera's settings by clicking (the gear icon). See <u>Changing Axon Body 3 Camera Settings</u> for more information.

Review Tab

The Review tab is used to review and add metadata to videos. You can also select to prioritize the upload for a video, placing it at the top of the upload queue.

After clicking the Review tab, recordings that are on the camera and that have not been queued for upload are shown on the left side of the page.

Recordings that start within one minute of the previous recording are automatically added to an incident group. The incident groups are sorted by date and time. The upper portion of the page shows the number of incidents the require review.



View a Recording and Add Metadata

You can view recorded video on a connected Axon camera and tag video evidence files with metadata such as ID, Title, and category. Recordings are displayed together in incident groups so that users can enter and apply metadata information to all the recordings in an incident group.

While on the Review tab, you can navigate between different videos by using the scroll bar. You can also play the video and view the playback in full screen mode.

1. Click **E** (the **Review** icon).

2. Click on a specific video to play the video. Click on the video again to stop it.

Click the full screen icon to view the video on the full screen.

3. If a recording does not belong in an incident group, remove it from the group by selecting the recording and clicking remove icon on right side of the video playbar.



- **4.** To add or edit the metadata tags:
 - **ID** Click the **ID** box and type the case ID that you want to apply to the video evidence file.
 - **Title** Click the **Title** box and type the title that you want to apply to the video evidence file.
 - **Categories** Click **Categories**, scroll through the category list, and then select the category that you want to apply to the video-evidence file. You can also start typing a name of the category and the list auto populates.

Multiple categories can be added to the same video.

Click the **X** by the category name to remove that category.

5. Optionally, select **Prioritize Upload** to move this video to the top of the upload queue.

This option also allows you to place video from the connected camera at the top of the upload queue.

6. Click **Submit** to save the metadata and move the video from the Review tab into the Uploads queue.

Note: If the camera becomes disconnected while uploading a video, reconnect the camera to continue the process.

After clicking **Submit**, you have approximately 5 seconds to **Undo** the save to the upload queue.



Note: If you do not click **Submit**, the metadata is saved to the video, but the video is not moved to the upload queue.

Upload Tab

The Upload tab shows the upload status for videos. You can also select to prioritize the upload for a video, placing it at the top of the upload queue.

The number shown on the upper left of the Upload icon is the number of videos currently in the upload queue. It also provides a summary that shows the number of videos queued for upload and, if applicable, the number of videos currently uploading.

Note: If the camera becomes disconnected while uploading a video, reconnect the camera to continue the process.

Videos in the uploads queue automatically upload when Axon View XL connects to Axon Evidence. The status of a video is shown to the right of the video thumbnail.



There are three possible statuses associated with videos in the uploads queue:

- Copying Axon View XL is connected to the camera and is copying the video from the camera to View XL for uploading to Axon Evidence. The video file is not deleted from the camera at this time.
- Uploading pending A video has been copied to Axon View XL, but is not being uploaded. Videos can be in this status while waiting to be uploaded or if Axon View XL is not connected to Axon Evidence and cannot upload the video.

• Uploading — Axon View XL is connected to Axon Evidence and is uploading the video. When the upload is complete, a check is done to verify the upload is accurate and complete. If the check passes, then the video is deleted from the camera.

Prioritizing Video Uploads

In situations where you want a video to be uploaded before others, you can select to prioritize the upload.

Note: If you selected **Prioritize Upload** in the Review tab, the video is already prioritized and you do not have to select it again.

- **1.** Find the appropriate video in the Upload tab list.
- 2. Click the **...** icon and select **Prioritize Upload**.

UPLOAD STATUS 1 VIDEOS 0 VIDEOS UPLOADING			õ
BODY	TITLE: Final view		
13:36 September 23, 2019 47s	ID: JXK4485 Training Demo	PRIORITIZE UPLOAD	₽ <u>c</u>
	Upload pending	0 MB / 57 MB	

The video is marked as prioritized and moved to the top of the upload queue.

De-prioritizing Video Uploads

Videos that are marked as prioritized can be de-prioritized from the Upload tab. Deprioritizing a video from a body worn camera removes it from the upload queue.

- **1.** Find the appropriate video in the Upload tab list.
- 2. Click the **...** icon and select **De-prioritize Upload**.

The prioritized marking is removed from the video and videos from body worn cameras are removed from the upload queue.

Disconnecting the Camera

Note: If the camera becomes disconnected while uploading a video, reconnect the camera to continue the process.

After all the videos in the Upload queue have been uploaded, you can disconnect the camera by unplugging the cable from the camera.

Sign Out of Axon View XL

- 1. Click (the Settings icon).
- 2. Click Sign Out.
- **3.** The Sign In screen appears.

Settings Tab

The Settings tab provides information about Axon View XL and is used to sign out of the application.



Changing Axon Body 3 Camera Settings with View XL

When an Axon Body 3 camera is connected to the View XL application, you can change the camera settings.

- 1. From the Control tab, click 💟 (the gear icon).
- **2.** Adjust the settings as needed.

BODY CAMERA SETTINGS			õ
VOLUME			
LOWEST			
VIBRATION ON			ĉ
RING LED BRIGHTNESS	(X6039707H)	¢	
HIGH	augler)		
TOP LED BRIGHTNESS			
HIGH			
STEALTH Enable stealth mode to turn off all lights, sounds and vibrations			
OFF			
REMOVE	AXON		
Remove the camera from Axon View XL if you'd like to pair with the Axon View mobile app.			
REMOVE CAMERA			
CANCEL SAVE			-• -•-

- Volume sets the volume of the camera's audio prompts, which are used to notify the user of camera status.
- Vibration turns on or off the vibrations (haptic feedback) used to notify the user of camera status.
- Ring LED Brightness sets the brightness of the Triad LED on front of the camera.
- Top LED Brightness sets the brightness of the Operation LED on top of the camera.
- Stealth turns on or off Stealth Mode. When stealth mode on, the camera will not beep or vibrate, regardless of other settings, and all camera lights are off.
- 3. Click **Save** to save the new settings for the camera.

Charging an Axon Body 3 Camera while Powered Off

Note: Your Axon Body 3 camera must have Operating System (OS) v1.7 or later to charge the camera while powered off. Prior to Axon Body 3 camera OS v1.7, an Axon Body 3 camera that was powered off would automatically power on when connected to a USB-C cable to charge.

The Axon Body 3 camera can be charged by using a USB-C cable while the camera is off. This allows users to charge the Axon Body 3 camera battery when an Axon Body 3 Dock is not available. However, Axon recommends that you regularly place you Axon Body 3 camera in an Axon Body 3 Dock to ensure that the camera has the correct time synchronization and latest firmware updates.

If needed, you can request a USB A to USB C cable directly from Axon. Contact your Axon Representative or Axon Support for assistance.

- **1.** While your Axon Body 3 camera is powered off, connect the camera to a USB-C cable.
- 2. Connect the cable to a power adapter or, for a USB-C to USB-A cable, to a USB port. The camera enters low-power mode and the current charge level is shown on the camera display.

The Operation LED color also provides a visual indication of the charge level. The LED is red when the charge level is less than or equal to 33%, yellow when the charge level is 34% to 97%, and green when the charge level is 98% or higher.



While charging with the camera powered off, you can:

- Power on the camera by pressing the Power button until you feel a short vibration. The camera starts and enters Ready (buffering) mode.
- Shut down the camera by disconnecting the USB-C cable.

Assigning or Reassigning Axon Body 3 Cameras with View XL

Note: Your Axon Evidence Role must have Device Administration

- **1.** On your computer, sign in to View XL and launch Standalone mode.
- **2.** Plug the USB A to USB C cable into a USB port on the laptop/computer and then plug the cable into an Axon Body 3 camera that is powered on.
- **3.** The View XL screen will show two of the following three options:
 - Reassign This option is always shown and is used to reassign to the camera to another user.
 - Assign to Me Only shown if the camera is currently unassigned. Click this option to assign the connected camera to yourself.
 - Unassign Only shown if the camera is currently assigned to a user. Click this option to unassign a camera.
- 4. To reassign the camera, click **Reassign**.

(dischueler) Schueler	õ
AXON BODY 3 (X6039CFCK)	ĉ
ASSIGN TO Search save cancel Battery status 100% (Charging) WEANAMEND RECORDING TAKE 25:16 FIRMERANE 1.10.18	

5. Enter the name of the user you want to assign the camera to.

- 6. Click Save.
- **7.** Disconnect the camera.

Registering Axon Body 3 Cameras with View XL

Note: Only cameras with firmware v1.10 or greater can be registered using View XL. The camera's display will show **DOCK DEVICE OR CONNECT VIEWXL** if you can use View XL Standalone mode to register the camera. Cameras using older firmware will show **DOCK DEVICE** and must be registered with Axon Device Manager (ADM).



Prerequisites:

- View XL v1.14 or greater
- Axon Body 3 with firmware v1.10 or greater

Process

- **1.** Power on the camera by pressing the **Power** button on the top of the camera. Verify the camera display shows **DOCK DEVICE OR CONNECT VIEWXL**.
- 2. On your computer, sign in to View XL and launch Standalone mode.
- **3.** Plug the USB A to USB C cable into a USB port on the laptop/computer and then plug the cable into an Axon Body 3 camera that is powered on.
- **4.** If the camera is unregistered, you will be prompted to Register the camera. Click **Register** to continue.

The registration process can take up to 20 seconds.

- 5. Once successful, click **OK** and the camera will automatically connect to View XL where it can be assigned as needed.
- **6.** Following registration, agency camera settings from Axon Evidence are checked and applied to the camera.

It is recommended that you power off and then power on the camera to allow any resolution configuration changes to apply.

Updating Axon Body 3 Operating System with View XL

Note: The terms Operating System and firmware are used interchangeably in this section and refer to the same thing.

When an Axon Body 3 camera with Operating System v1.10 or later is connected to View XL (v1.14 or later) in Standalone mode, it will automatically check if a firmware update is available. If an update is available, View XL will indicate that an update is available and give the user the option to download the firmware update to View XL and then transfer the firmware to the camera.

dschueler Schueler	õ
AXON BODY 3 (X6039CFCK)	
ASSIGNED TO Schueler, Dave (dschueler) REASSIGN UNASSIGN BATTERY STATUS 100% (Charging) REMAINING RECORDING TIME 25:16 FIRMWARE 1.10.15 Firmware update v1.10.18 available VIEW	£

IMPORTANT: The Axon Body 3 camera must remain connected to View XL for the entire time when downloading and applying the firmware update.

The firmware will first be downloaded locally to the computer, using the computer's internet source. For this reason, it is not recommended that you download firmware updates when using a limited internet source such as an LTE router. The download time will depend on your computer's internet speed but even at a relative low download speed of 20 Mbps the download should take less than 5 minutes. Once downloaded, the firmware can be transferred to the Axon Body 3 camera.

1. When an Axon Body 3 camera firmware update is shown in View XL, click **View**.

Note: The firmware download is cached and stored locally on your computer and the single download can be applied to multiple cameras.

2. The Download and Transfer to Camera dialog is shown. Click **Continue** to download the firmware.

Download	d and Transfer	to Camera ×					
Axon Body 3 Firmware							
A one-time download of the firmware will occur using your computer's internet connection. The firmware will then be transferred to your camera.							
Your camera must re process.	main connected during th	e Download and Transfer					
	CANCEL	CONTINUE					

IMPORTANT: The Axon Body 3 camera must remain connected to View XL for the entire time when downloading and applying the firmware update.

O AXON BODY 3 (X6039CFCK)	• •	Ċ.
ASSIMULTO Schueler, Dave (dschueler) REASSIGN UNASSIGN		
1.10.15 AXON	Downloading	

The download progress is tracked at the bottom of the screen.

During the update process the camera will not be able to create recordings. The update process will take approximately 3 minutes.

Update							
Axon Body 3 Firmware v1.10.18							
Firmware update has update now?	Firmware update has been transferred to the camera. Would you like to update now?						
During the process, th update will take approsing stay connected to the	During the process, the camera will not be able to create recordings. The update will take approximately 3 minutes, during which the camera must stay connected to the computer.						
While updating, your (restart.	While updating, your camera's LED will flash white and the camera will restart.						
	LATER	UPDATE					

4. The camera LEDs will flash white during the update and the camera will restart when the installation is complete.



After the camera restarts and reconnects to View XL, the new firmware version is shown in camera status on the Control tab.

(dschueler) Schueler	õ
	Ċ
AXON BODY 3 (X6039CFCK)	
CAMERA IS NOT ASSIGNED ASSIGN TO ME REASSIGN	
EATTERY STATUS 100% (Charging)	
relation recording the 25:16	
TRIMANAE 1.10.18	
AXON	
	<u></u>

View XL Updates

Axon periodically distributes updates for the Axon View XL application. When updates are available, the system automatically downloads the update and displays an Update button showing the update is ready to install. Axon recommends installing updates as soon as possible.

Click the **Update** button to install the updates. It might take a couple minutes to complete the installation. Axon View XL will close during the update and will automatically reboot once the update is completed.

You can see the Axon View XL version by clicking (the **Settings** icon) and looking in the System Info section.

Note: You cannot update Axon Body 3 camera firmware with the Axon View XL.

Axon Body 3 Function Guide

IMPORTANT: Before using an Axon Body 3 camera, ensure it is registered to your agency, assigned, and fully charged. Refer to the Axon Body 3 Registration Guide or <u>online instructions</u> for more information.



Read, understand, and follow all current instructions, warnings, and relevant Axon training materials before using any Axon system. The most up-to-date warnings and instructions are available at <u>www.axon.com</u>. See the Axon Body 3 Product Guide page (<u>www.my.axon.com/axon-body-3</u>) for registration information, operating instruction, training videos, and manuals.

Operating Button Actions

The Axon Body 3 camera button actions associated with each user action are described below.

Action	Button Actions
Power On	Press Power button until short vibration. Camera starts and enters Ready (Buffering) mode.
Power Off	Press and hold Power button for 3 seconds.
Start recording	Double-press Event button.
End recording	Press and hold Event button for 3 seconds.
Add marker to recording	While recording, press Select button.
Increase speaker volume	Press Volume 🛦 button.
Decrease speaker volume	Press Volume ▼ button.
Turn lights on or off	Press and hold Volume ▲ button for 3 seconds.
Enter Stealth mode	Press and hold Volume ▼ button for 3 seconds.
Exit Stealth mode	Press and hold Volume ▲ or Volume ▼ button for 3 seconds*.
Enter or exit Mute mode	While recording, press and hold Select button for 3 seconds.
Enter Sleep mode	Press Power button and then press Select button
Exit Sleep mode	Press Power button or double-press Event Button
Activate display backlight	Double-press Select button. Display backlight turns on for 5 seconds.
Pairing	Simultaneously press Event and Program buttons, then release.

* - The camera remembers volume and light settings when exiting Stealth mode.

Uploading Videos and Charging Axon Body 3 Cameras

IMPORTANT: Ensure the camera USB port is dry and free of dirt or debris before placing the camera in a Dock or connecting a USB-C cable.

Insert the Axon Body 3 camera into an Axon Body 3 Dock bay to upload videos and charge the camera's battery.

DO NOT unplug the Axon Dock power supply while Axon devices are inserted in the bays.



Examples: Axon Body 3 camera inserted into a 1-Bay dock (left) and an 8-Bay dock (right)

Using Axon View

The Axon View application enables you to replay video and add metadata (GPS, title, case ID, and category) to your videos using a smart phone or other smart device. **Note:** Videos are not stored on your smart device

- 1. Using your smart device, search for, download, and install the Axon View application from the Play Store or the App Store.
- 2. Open Axon View, select a Axon Body 3 camera and tap **Initiate Pairing**. You may need to sign in to your Axon Evidence.com account.
- 3. Turn on your Axon Body 3 camera. On the Axon Body 3 camera, press the **Program** and **Event** buttons at the same time.

You will hear three short rising-pitch tones, the Operation LED will blink blue, and PAIRING is shown on the display.

4. Follow the Axon View on-screen instructions.

Camera Display

The Axon Body 3 camera display, on top of the camera, shows camera status and activity information. The display is divided into a Status Bar and Activity Area. Different information is shown in the field and dock. See the other side of this guide for additional camera display information.

Note: Some icons may not be active or displayed at your agency.



Status Bar Icons	Description
58% 💶	Battery capacity
6	Camera paired
<i>[</i>]	Lights off
S	Stealth mode on
	Battery low warning (right of battery capacity)

Axon Body 3 Camera Display and Notifications in the Field

The Axon Body 3 camera display, on top of the camera, shows information on camera status and activity. The camera also emits sounds called audio prompts to notify you of the device status or when you take an action. The audio prompts can be accompanied by a haptic notification (vibration) that matches the audio.

Operating Mode or Action	Camera Display (Activity Area)	Operation LED	Audio Notification	Haptic Notification (Vibration)
Power on	ken READY	Solid red	Two short rising-pitch tones	One - long duration
Power off	\checkmark	Solid red	Three short lowering-pitch tones	One - long duration
Recording started by Event button double- press	STARTING	Blinking red	Two short tones	Two - short duration
Recording started by Axon Signal	(++)	Blinking red	Two short tones	Two - short duration
Recording started by gunshot detection		Blinking red	Two short tones	Two - short duration
Recording reminder		Blinking red	Two short tones every 2 minutes	Two - short duration every 2 minutes
Stop recording, return to Ready	SAVING then READY	Blinking green	One long tone	One - long duration
Volume up or down		Blinking green or red	One short tone at new volume level	One - short duration
Axon Respond Livestreaming	LIVE	Blinking purple	Three short rising-pitch tones	One - long duration
Enter or Exit Mute mode (microphone off)		Blinking blue in Mute mode	One short tone	Two - long duration
Enter Stealth mode	STEALTH	Off	None	None
Exit Stealth mode	No change	Blinking green or red	None	Two - short duration
Event marker captured		Blinking red	None	One - short duration
Sleep mode	C	Enter = off, Exit = blinking	One short tone	One - long duration
Low battery notifications: At 10% and 5% battery capacity.	BATTERY LOW	Blinking yellow	Four quick high-pitch tones	Four - short duration
Camera enters Pairing mode	PAIRING	Blinking blue	Three short rising-pitch tones	None

Axon Body 3 Camera Display and Triad LED Status Information in the Dock

When you plug an Axon Body 3 camera into an Axon Body 3 Dock, the Triad LED on the front of the camera shows the device status and battery capacity. The Axon Body 3 camera display, on top of the camera, shows information on camera status and activity.

Device Status	Camera Display		Camera Display		Triad LED
	Activity Area	Status Bar			
Uploading data	UPLOADING 1/10		Spinning yellow (cycling on each Triad LED)		
Downloading data or applying device settings	UPDATING		Spinning yellow (cycling on each Triad LED)		
Applying firmware update	UPDATING	Ł	Spinning white (cycling on each Triad LED)		
Possible network error. Check network connection and refer to Troubleshooting section of the Axon Body 3 User Manual or go to <u>help.axon.com</u> .	NETWORK ERROR		Blinking red and green		
Device error. Refer to device page in Axon Evidence.	DEVICE ERROR		Blinking red		
Assigned user ID - shown when no other activity, other than charging, and for 10 secods after removing from dock	USERID123		Battery capacity		
-			Solid green (fully charged, 90% or more)		
Battery capacity. The charge indicator (12) is shown to the	Any of the above	50% 💶	Solid yellow (mid-range, 11% to 89%)		
			Solid red (low-range, 10% or less)		

Play Store is a trademark of Google, Inc.; App Store is a trademark of Apple, Inc.

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					(Facility Name)					
Axon 3 Body Cam Log											
<u> </u>	Serial #	Property Tag #	Date Out	Time Out		Officer As	signed		Title	Date In	Time In
1											
2	2										
	3										
4	L										
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