



Body 4 Camera and View XL Standalone Mode User Guide

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Contents

Introduction	1
System requirements	1
Laptop/computer	1
Other	1
Download and install View XL	2
Confirm connection to Axon Evidence	2
Sign in and connect body camera	5
Sign in	5
Disconnect the camera	7
Sign out	7
View XL tabs	8
Control tab	9
Review tab	9
View a recording and add metadata	10
Upload tab	11
Prioritize video uploads	12
De-prioritize video uploads	13
Settings tab	14
Change body camera settings	15
Assign, reassign, or unassign a body camera	16
Register a body camera	16
Prerequisites	17
Process	17
Update Axon Body Camera firmware	17
View XL updates	19

Introduction

You can connect an Axon Body 4 Camera 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 Cameras.

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

Connect the Axon Body Camera to a laptop or computer with a USB-A to USB-C cable and uses 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 this manual does not address pairing an Axon Body 4 Camera with Axon View XL in an Axon Fleet installation.

Laptop/computer

- Windows operating system: Windows 10 or newer; 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)

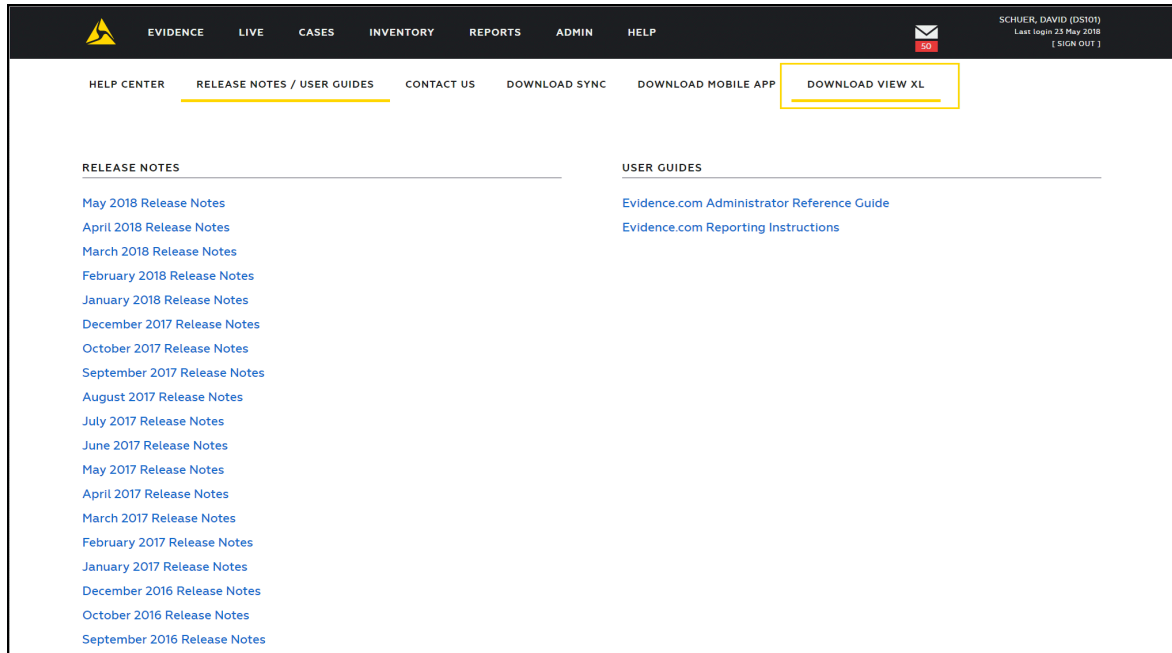
Other

- Internet access to the agency's Axon Evidence account
- USB-A to USB-C cable (the cable can be requested directly from Axon)
- During installation, Axon View XL opens ports 5004-6004 UDP and 7234 TCP in the Windows Firewall and scopes the rule to axon-agent.exe. These ports are used by Axon View XL to connect to the Axon Body 4 Camera with the USB cable.

Download and install View XL

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

1. Open a browser and sign into your Axon Evidence account.
2. On the menu bar at the top of the page, select **Help**.
3. Select **Download View XL** on the upper-right side of the page. The installation file can be copied and saved to other laptops and computers.

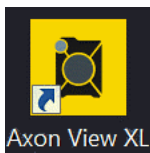


4. Locate the Axon View XL installation file, double-click the file, and follow the on-screen prompts to install the application and the Bluetooth driver.

Confirm connection to Axon Evidence

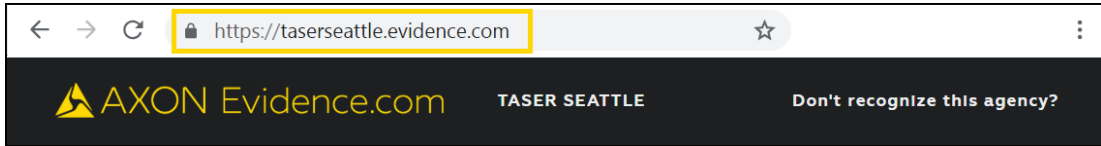
After the installation, confirm View XL can connect to Axon Evidence:

1. Double-click the Axon View XL desktop icon to open Axon View XL.

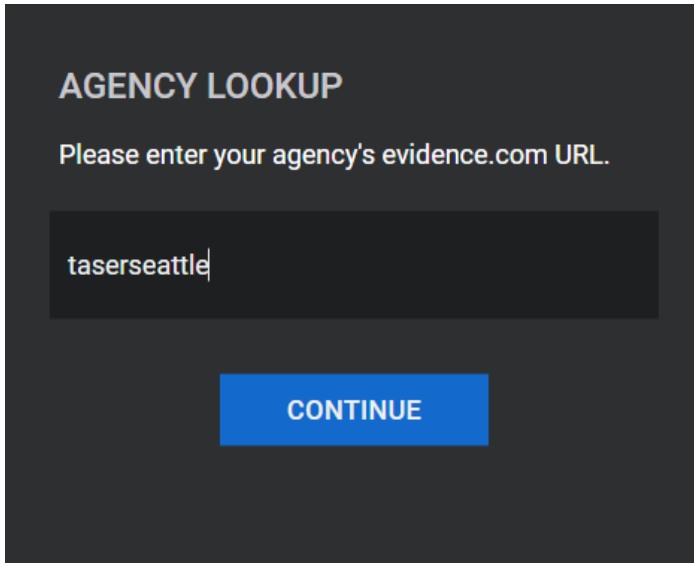


2. Use the Axon Evidence sub-domain as the agency name. When you go to Axon Evidence for your agency, you can see the sub-domain in your web browser's address bar. If you do not normally sign into Axon Evidence, contact your agency's Axon administrator for the sub-domain information.

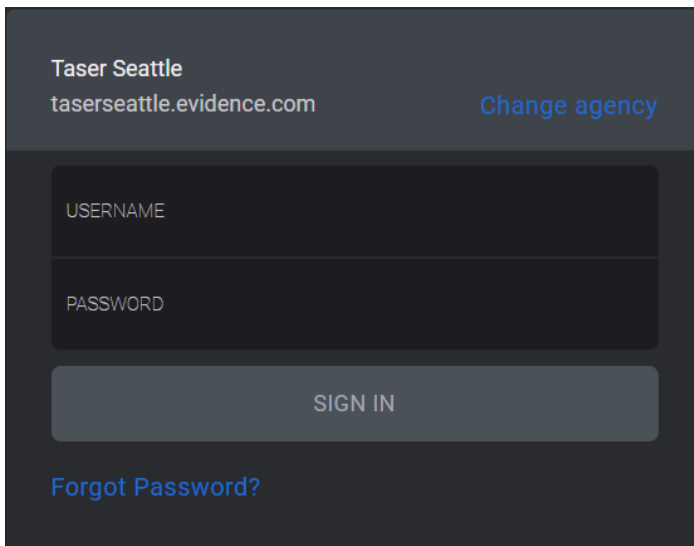
In the example below, the sub-domain is **taserseattle**.



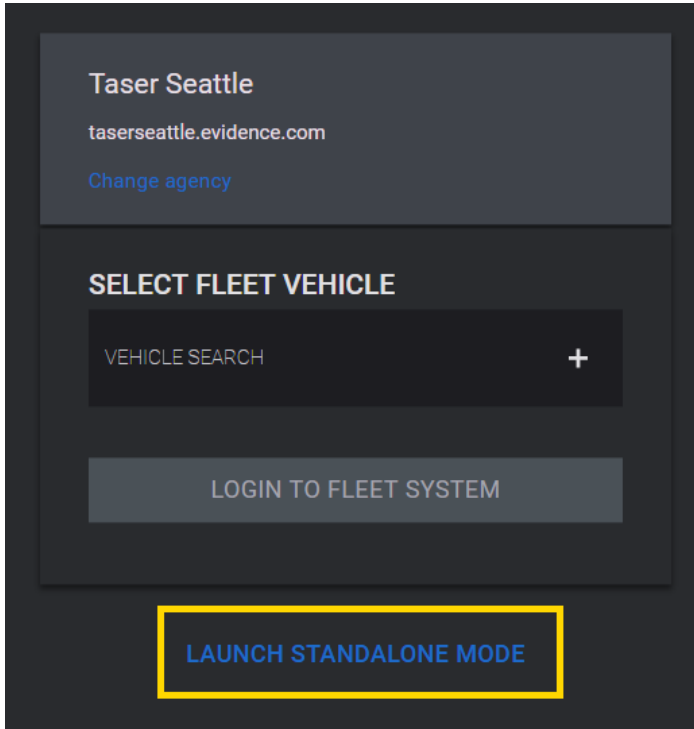
Enter your agency's Axon Evidence URL (such as **taserseattle**) and select **Continue**.




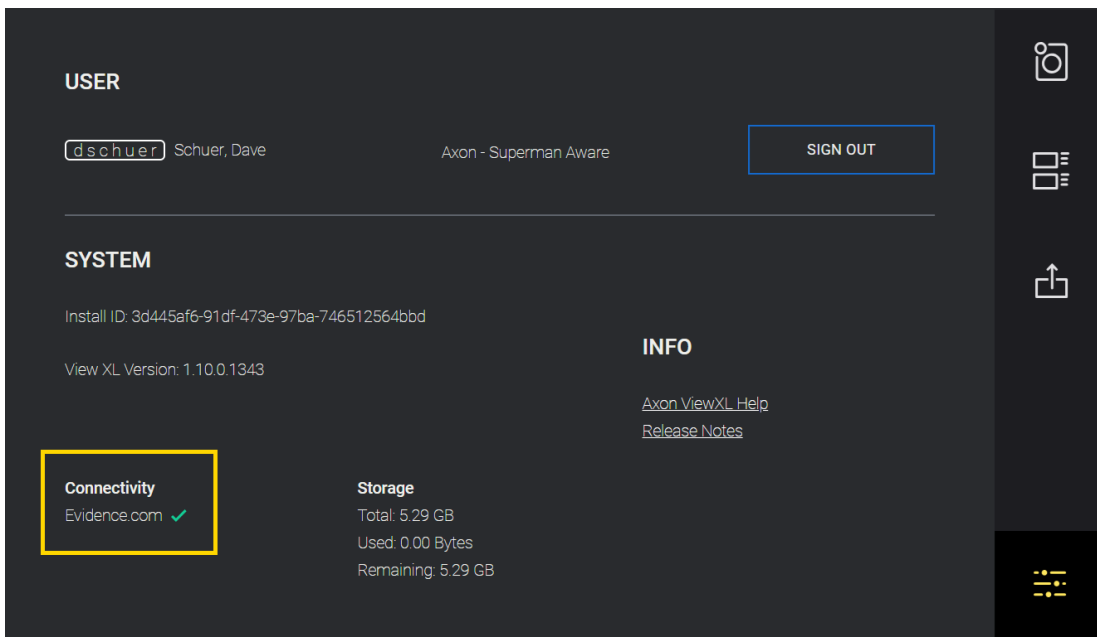
3. Enter your **Axon Evidence** username and password, then select **Sign in**.



4. Select **Launch Standalone Mode**.



5. Select **Settings**  at the lower right of the screen. Under the **Connectivity** heading, there should be a green checkmark beside Axon Evidence. If you do not see a green checkmark, ensure you are connected to the internet.

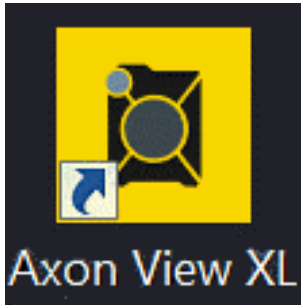


Sign in and connect body camera

Ensure your Axon Body 4 Camera is powered on with sufficient battery capacity to remain on for all requested activity.

Sign in

1. Open Axon View XL.

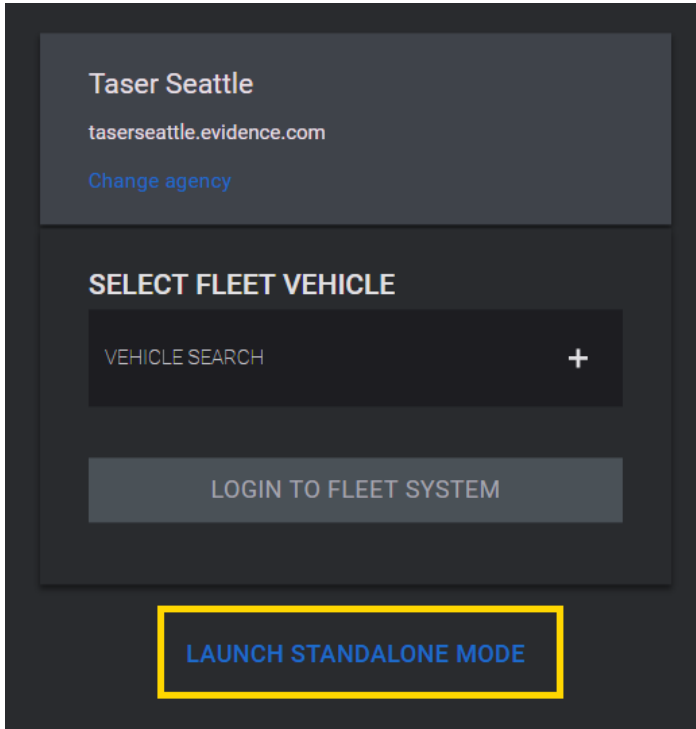


If this is the first time you are signing into Axon View XL, enter your agency's [Axon Evidence URL](#) and select **Continue**. Axon Evidence

2. Enter your Axon Evidence **Username** and **Password**, then select **Sign in**.

A screenshot of the Axon Evidence sign-in interface. At the top, it displays "Taser Seattle" and "taserseattle.evidence.com" with a "Change agency" link. Below this are two input fields labeled "USERNAME" and "PASSWORD". A "SIGN IN" button is positioned below the password field. At the bottom left, there is a "Forgot Password?" link.

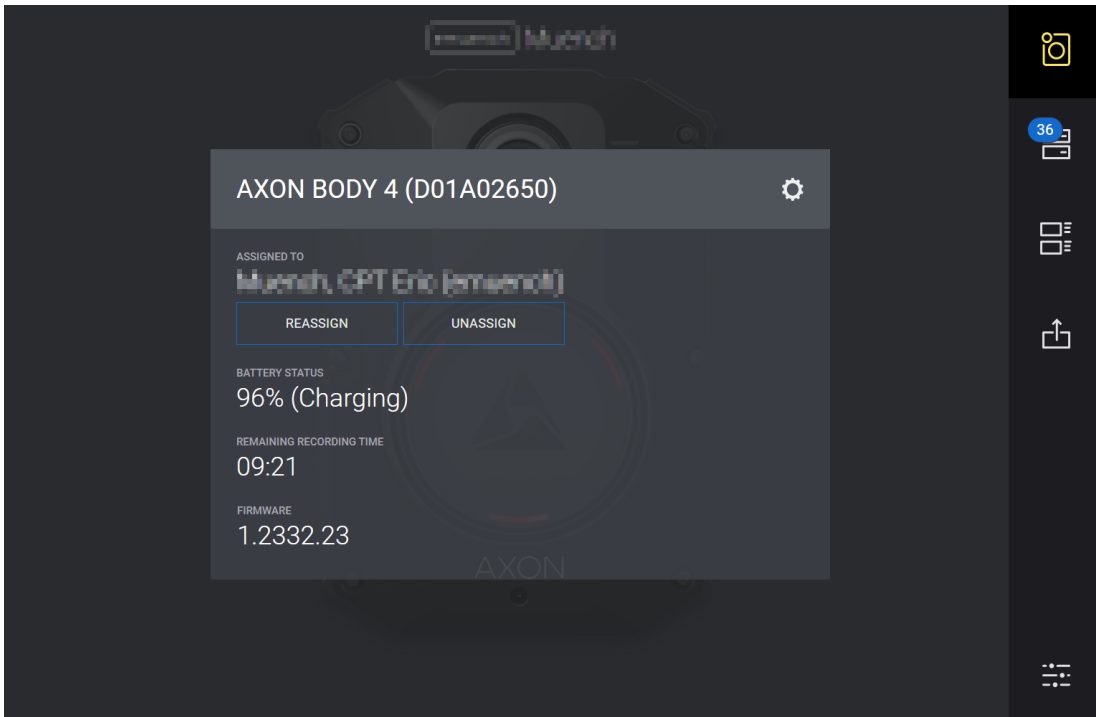
3. Select **Launch Standalone Mode** to open View XL at the **Control** tab.



4. Plug the USB-A end of the cable into a USB port on the laptop/computer.
5. Plug the USB-C end into the Axon Body 4 Camera that is powered on.

Axon View XL connects to the camera. This may take up to 60 seconds. If the camera does not connect in 60 seconds, unplug the cable from the camera and plug it back in.

Once View XL is connected, the camera status displays:



Disconnect the camera

If the camera becomes disconnected while uploading a video, simply reconnect to continue.





After all the videos in the Upload queue have been uploaded, disconnect the USB cable.

Sign out

1. Select **Settings** .
2. Select **Sign Out**.

View XL tabs

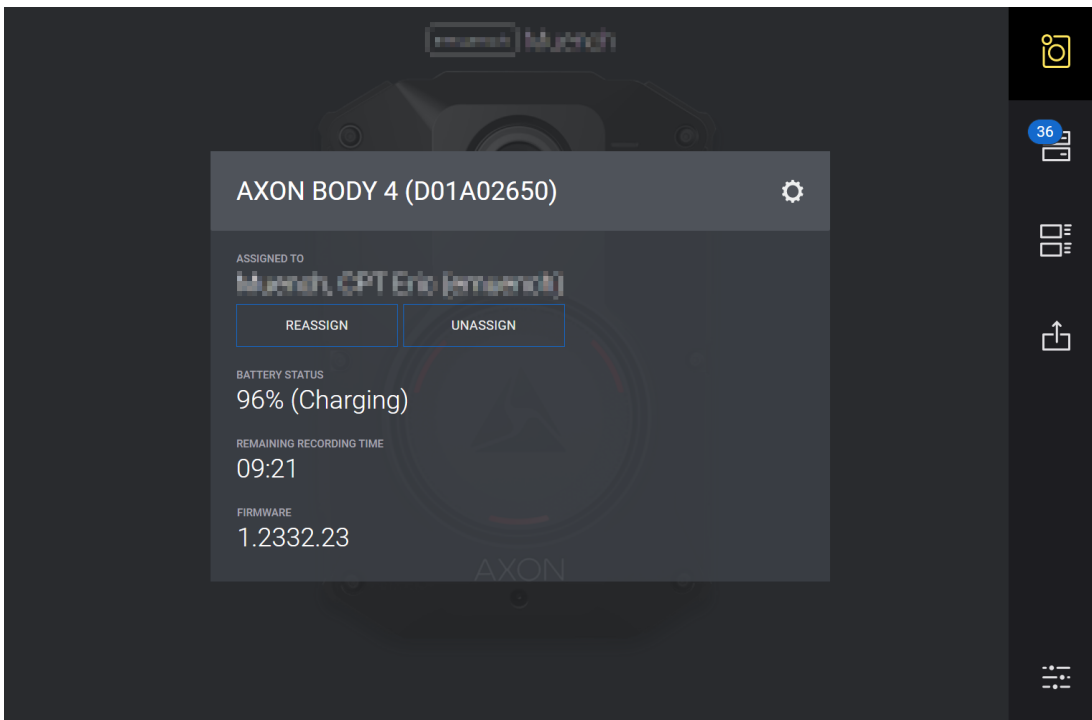
The Axon View XL interface has four tabs:

	Control – Shows the camera status. It is also the default page shown after signing in to View XL.
	Review – Used to review videos, add metadata to videos, and then submit a video for upload.
	Upload – Lets you check the upload status of videos.
	Settings – 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

This tab shows the current status of the connected Axon Body 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 camera 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

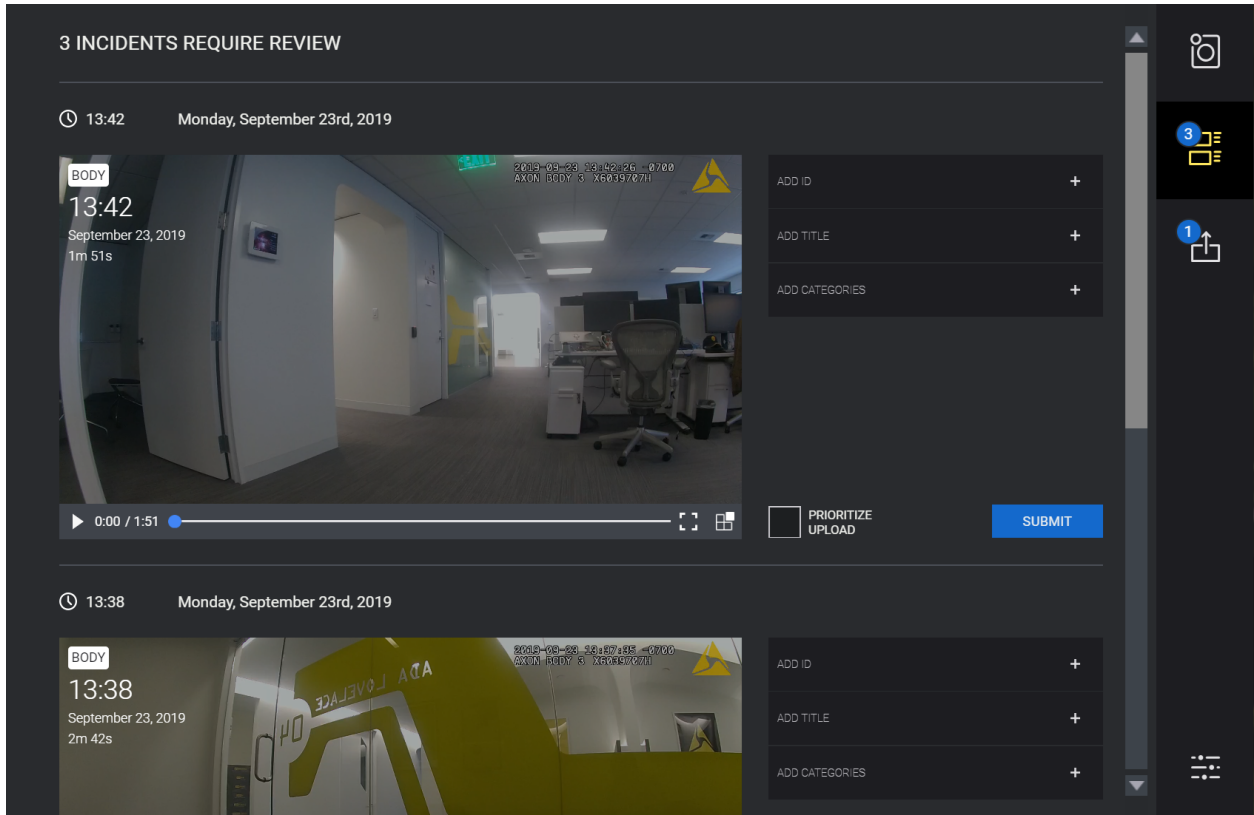
To change camera settings using View XL, see [Change camera settings](#) on page 15.

Review tab

Use this tab 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 selecting the Review tab, recordings on the camera that have not been queued for upload display 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

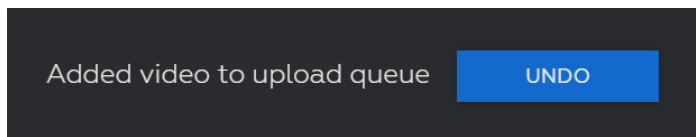
View XL lets you view recorded video on a connected Axon camera and tag video evidence files with metadata such as ID, title, and category. Recordings display together in incident groups so you can enter and apply metadata information to all recordings in an incident group.

Navigate between different videos using the scroll bar. You can also play the video and view the playback in full screen mode.

Common commands when conducting a typical review:

1. Select **Review** .
2. Select a video to start or stop play it. Select **Full Screen**  to view the video on the full screen.
3. To remove a recording that doesn't belong in an incident group, select it and select **Remove** .

4. To add or edit the metadata tags:
 - **ID** – Select the ID box and type the case ID that you want to apply to the video evidence file.
 - **Title** – Select the Title box and enter the title you want to apply to the video evidence file.
 - **Categories** – Select **Categories**, scroll through the category list, then select the one you want to apply to the video-evidence file. Start typing the name of a category to narrow down the list. You can add multiple categories to the same video. Select the **X** by the category name to remove it.
5. 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. Select **Submit** to save the metadata and move the video from the **Review** tab to the **Uploads** queue. If the camera becomes disconnected while uploading a video, simply reconnect to continue.
7. After clicking **Submit**, you have approximately five seconds to **Undo** the save to the upload queue.



Note If you don't select **Submit**, the metadata saves to the video but the video does not move to the upload queue.

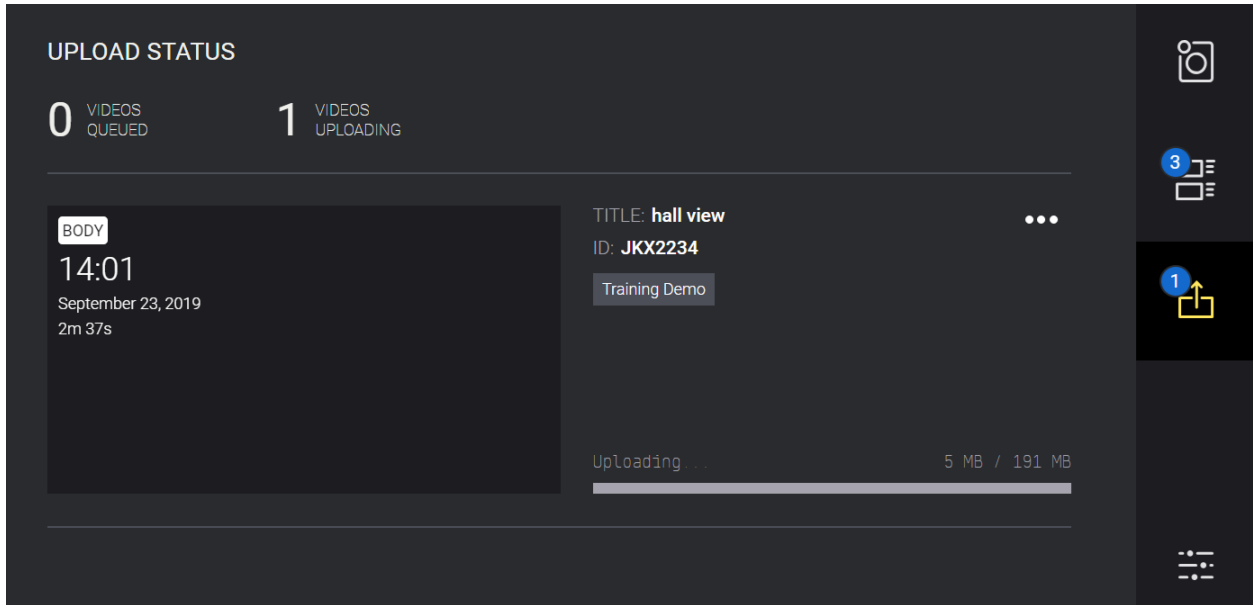
Upload tab

This 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 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 you don't select **Submit**, the metadata saves to the video but the video does not move to the upload queue.

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




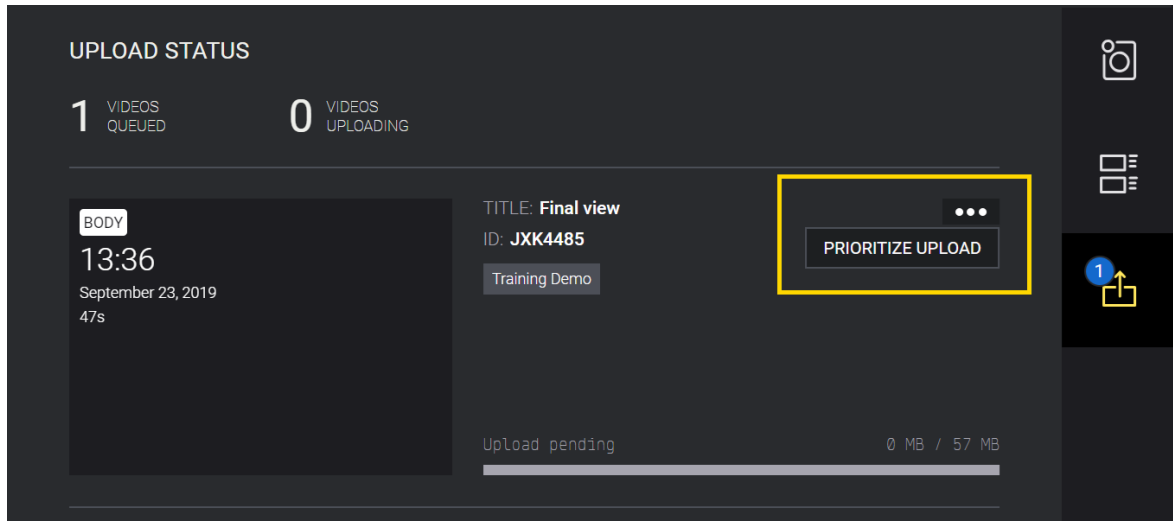
There are three statuses associated with videos in the uploads queue:

- **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, the video is deleted from the camera.

Prioritize video uploads

In situations where you want a video to be uploaded before others, select to prioritize the upload. If you selected **Prioritize Upload** in the Review tab, the video is already prioritized and you don't have to select it again.


1. Find the appropriate video in the Upload tab list.
2. Select **Options** , then **Prioritize Upload**.



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

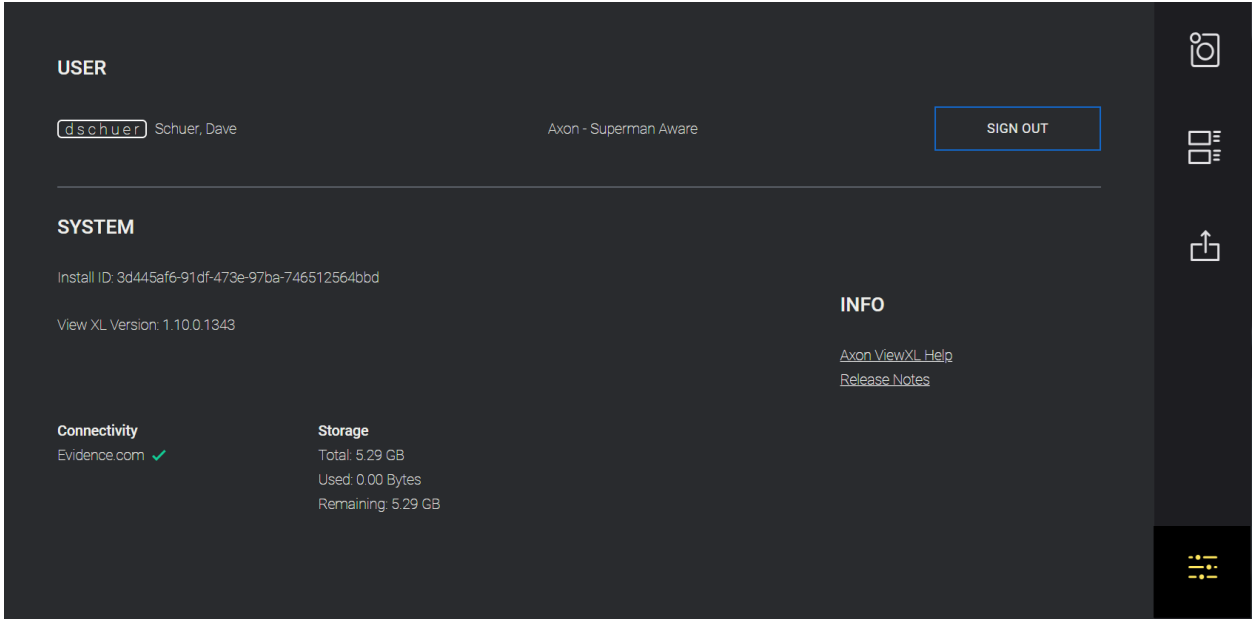
De-prioritize video uploads

De-prioritizing a video from the Upload tab removes it from the upload queue.

1. Find the appropriate video in the Upload tab list.
2. Select **Options** , then **De-Prioritize Upload**. The prioritized marking is removed from the video and videos from body worn cameras are removed from the upload queue.


Settings tab

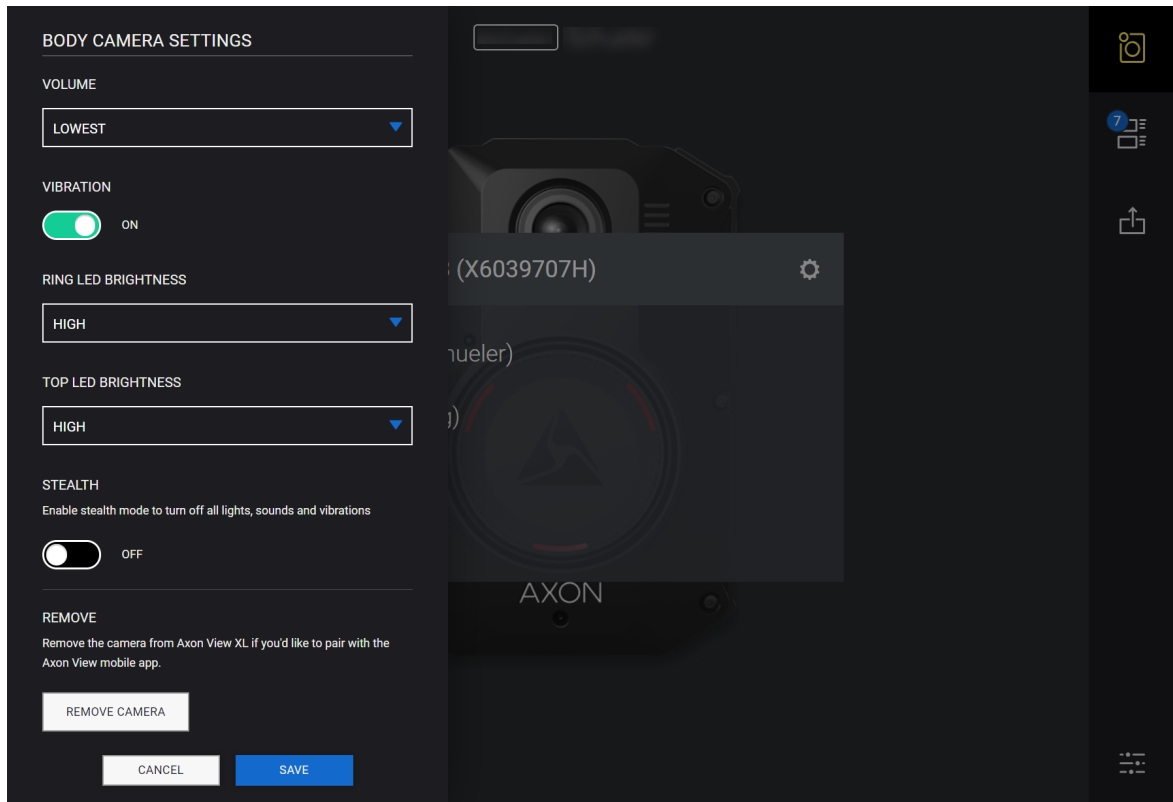
This tab provides information about Axon View XL and lets you sign out of the application.



Change body camera settings

When you connect an Axon Body 4 Camera to the View XL application, you can change the camera settings.

1. On the **Control** tab, select **Settings** .
2. Adjust settings as needed.

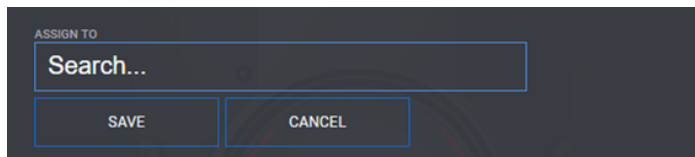


- **Volume** – Sets the volume of the camera’s audio prompts, which are used to notify the user of camera status.
 - **Vibration** – Turns on or off the vibrations (haptic feedback) used to notify the user of camera status.
 - **Ring LED Brightness** – Sets the brightness of the Triad LED on front of 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. Select **Save** to save the new camera settings.

Assign, reassign, or unassign a body camera

Your Axon Evidence role must have Device Administration privileges to assign a camera.

1. On your computer, sign in to View XL and launch Standalone mode.
2. Connect the laptop/computer to the powered-on Axon Body4Camera with a USB-A to USB-C cable.
3. The View XL screen will show two of the following three options:
 - **Reassign** – Use this to reassign the camera to another user.
 - **Assign to me** – Only shown if the camera is currently unassigned. Use to assign the connected camera to yourself.
 - **Unassign** – Only shown if the camera is currently assigned to a user. Use to unassign a camera.
4. Select the desired option and provide the requested information, such as new user name:



5. Select **Save**.
6. Disconnect the camera.

Register a body camera

Note The 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).

Displays on an Axon Body 3 Camera:



Prerequisites

- View XL v1.14 or greater
- Axon Body 4 camera with firmware v1.0 or greater

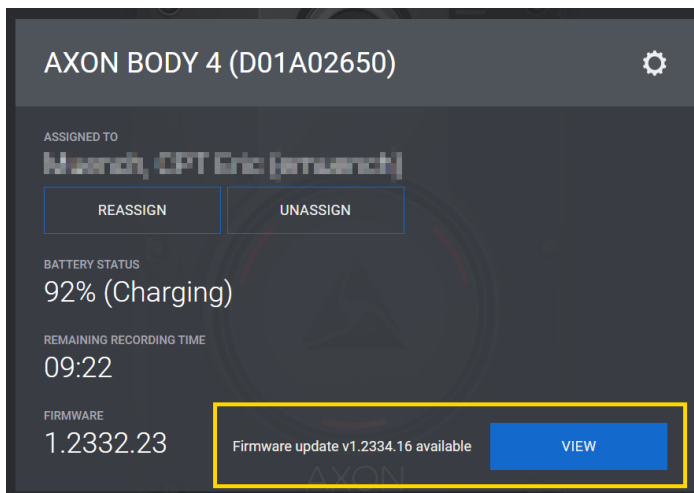
Process

1. Power on the camera. Verify the camera display shows DOCK DEVICE OR CONNECT VIEWXL.
2. On your computer, sign into View XL and launch Standalone mode.
3. Connect the laptop/computer to the powered-on Axon Body4Camera with a USB-A to USB-C cable.
4. If the camera is unregistered, you will be prompted to Register the camera. Select **Register** to continue; this process can take up to 20 seconds.
5. Once successful, select **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.
7. Power the camera off/on to apply any resolution configuration changes.

Update Axon Body Camera firmware

Screens in this section show the Axon Body 4 Camera.

When you connect an Axon Body4Camera with suitable firmware (operating system) version to View XL (v1.14 or later) in Standalone mode on an internet-connected computer, it will check if a firmware update is available. If there is, Axon View XL will notify you:



Do not begin a firmware update when using a limited internet connection such as an LTE router.

The download time will depend on your computer's internet speed, but even at a relatively low download speed of 20 Mbps, the download should take less than five minutes. Once downloaded, the firmware can be transferred to the Axon Body 4 Camera:

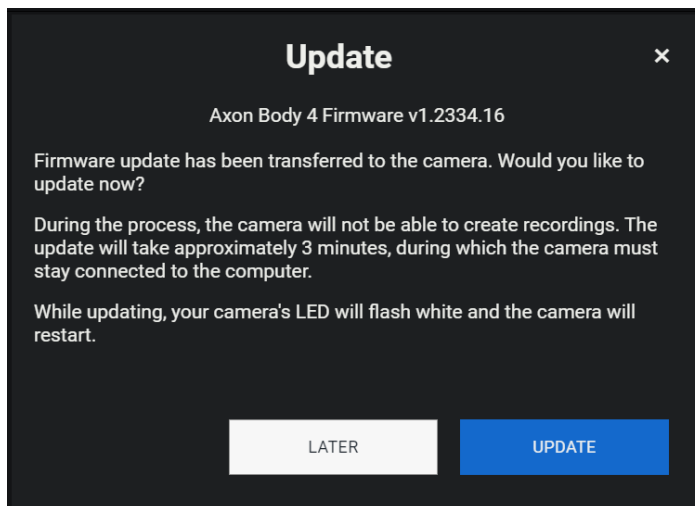
1. When an Axon Body4Camera firmware update displays in View XL, select **View**.


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

2. At the **Download and Transfer to Camera** dialog, select **Continue** to download the firmware.

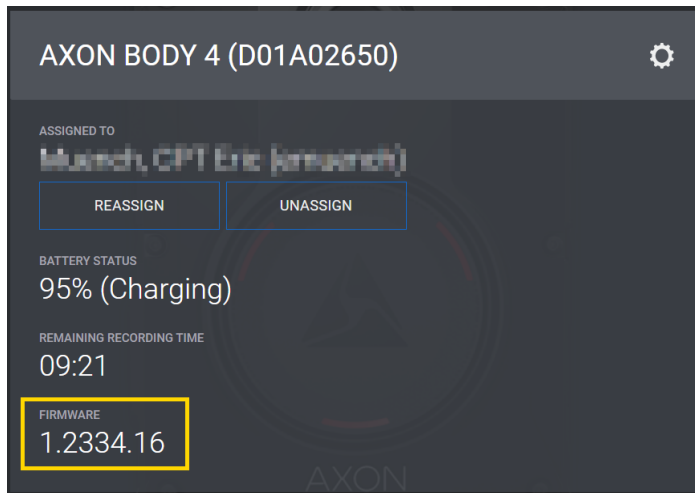
Important The camera must remain connected to View XL for the entire time when downloading and applying the firmware update. The download progress is tracked at the bottom of the screen.

3. When the download is complete, select **Update** to apply the firmware update to the attached camera.



4. The camera cannot record during the update, which will take about three minutes.
5. The camera LEDs will flash white during the update and the display will show the firmware update icon: . The camera will restart when the installation is complete.


6. After the camera restarts and reconnects to View XL, the new firmware version displays at the bottom of the Control tab.



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.

Select **Update** to install an update. Axon View XL will close during the update and automatically restart once the update is completed.

To see your current Axon View XL version, select **Settings**  and look in the System Info section.