

Fast Reference Sheet

Creating A Copy from the CCTV PC to RW-CD

1. Log in by choosing the correct name and entering the correct password.
2. Insert a blank RW-CD or reuse a pre-formatted RW-CD.
3. If the RW-CD has not been previously used the format screen will appear or if the CD has previous footage a windows explorer screen will pop up to show the contents of the CD.
4. Choose the **Search screen** via the tab at the base of the screen.
5. Choose the required date on the **calendar** to the right of the screen.
6. Review the footage by selecting the correct camera within the **grid** at the bottom of the screen – cameras are listed on the left hand side – then drag the **red time line** within the grid to the required incident time.
(If you know the time of the incident the right click and enter time)
7. Use the **video controls** on the top right of the screen to review the footage then make a note of the start & end time of the incident.
(speed adjustment is on the bottom right of the screen)
8. Select about 20 seconds before the start time.
9. Press the **save-as** button in the right hand side panel.
10. Choose **AVI** (to save video).
11. Click **OK**.
12. A review screen will appear.
13. Click the **Start** button to start recording.
14. Select the CD rom drive via the top save in pull down box.
15. Name the file within the file **name box**.
16. Click **Save**.
17. Choose the frame rate required (i.e. uncompressed).
18. Click **OK**
19. Click the **Stop** button when the end of the required footage is reached
(I would recommend not exceeding 5 minuet segments).
20. Wait for CD rom to Finish
(the light on the CD rom is illuminated when busy - may take a while)
21. Click **Quit**.
22. Log Out