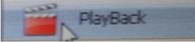


**Surveillance System Quick Reference Guide  
(Please refer to CMS instruction manual for detailed information)**

**Playback**

1. At the main screen, 'Right Click' mouse and select 'Show Desktop'. This will toggle the user into the operations screen.

2. Left click on  'Playback'. Another screen will now appear over the live screen. Bear in mind that you are still recording live images.

3. From the top tab, select "Local Playback"

4. From device, select the camera you wish to view

5. From Channel, select 'CAM1', being the main IP camera stream

6. Under "Query Mode", select 'By time'

7. Under 'Multi-Replay' ensure "Select All" is ticked and CAM1 is showing in box.  
If it isn't, click "Add"

8. From the time log below, select "All Videos", then the date and time you wish to view.

9. Click "Search"

10. Double Click on the file presented in the box below. This will play video.

11. Video Play Time is indicated in time bar

**Zooming and fast/slow replay**

12. If you wish to digitally zoom into an image, 'Right Click' on the image then select "Zoom". Magnify by dragging mouse over area whilst holding down left button. Bear in mind that as the image magnifies, so do the pixels. After 3 x magnification, the image normally pixelates beyond a useable level.

13. To zoom out, Right Click on image.

14. To view footage at a faster rate, select the FF arrow in the control bar.  
Footage can be viewed at up to 4 x the real-time speed.

**Permanent save**

15. To permanently save an image, select the image required, then click on "Backup"

A minimum of 5 minutes is required to backup successfully

16. Select "AVI". To save, click on "Browse", then select 'desktop'. Click "OK". This will permanently save the footage in avi. format which can be easily distributed to police etc.

