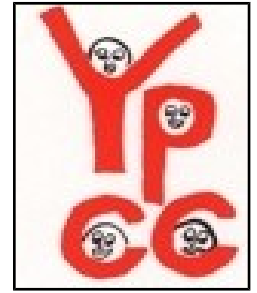


# YOUNG PEOPLE'S COMMUNITY CENTRE

## RODE HEATH

Registered Charity Number 1125908



### Instruction for viewing CCTV recordings

The CCTV is located in the office; the control unit is located in an aluminium box below the monitor, and secured with a small padlock. The key is in the key-box in the kitchen.

#### 1. Switching on

Using the silver TV remote handset:

- Power on with the red button, the screen will show white “snow”
- Press AV button
- Use Up-Down arrows to select EXT2
- Press OK to show view of 4 cameras

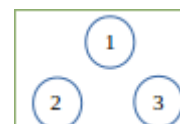
#### 2. Operating

Everything is controlled with the mouse; in general, the Left mouse button offers a menu or makes a selection, while the Right button cancels (or returns to the previous screen):

- Click anywhere on the screen with the Right button
- You will now have to login – select User 888888, enter password 888888 (six eights)
- select *Main Menu*
- From the pop-up screen, select *Search*

The screen will be as shown on the first page (page 20) of the user guide. Note the list of files on the right hand side, and at the bottom of the screen three area; firstly a *control bar* with a series of different icon, below that a *slider bar*, and finally another set of control buttons.

- Click on the *Calendar* icon at the very left of the *Control bar*; select the required date
- The list of files on the right will show one for each hourly period – double-click to start playing the recording from the start of that hour
- Note that at the left hand corner of the bottom set of control buttons is one that toggles between play and pause
- Notice three buttons at the bottom right of the screen:
  - 1) Swaps camera view
  - 2) Goes back one hour to the previous file
  - 3) Goes forward one hour to the next file
- Using the *slider* allows you to select a different time



#### 3. Closing down

- Right click to return to *Main Menu*
- Select *Shutdown*, click on OK
- Switch off the monitor using the remote control
- Close and lock the aluminium box