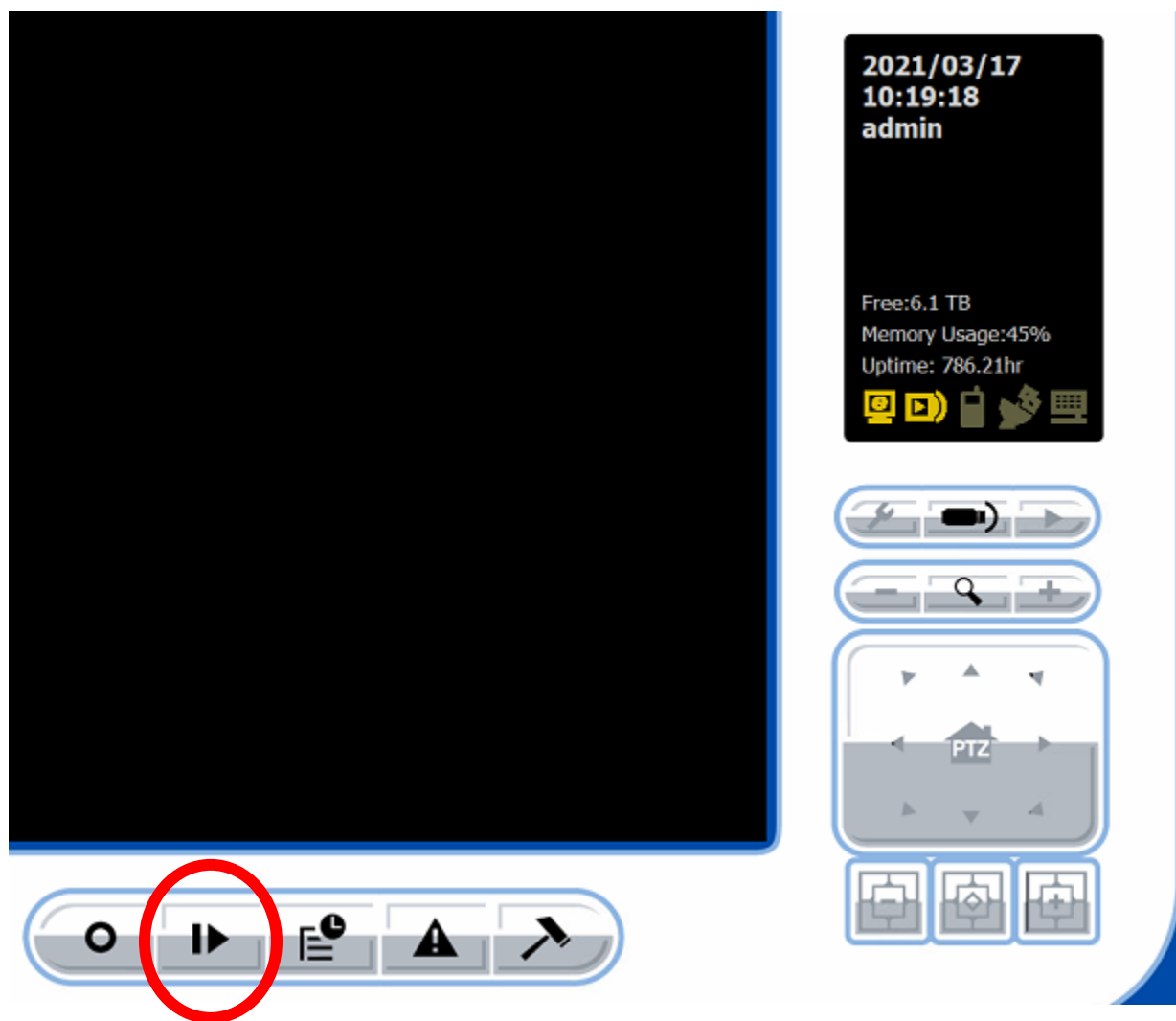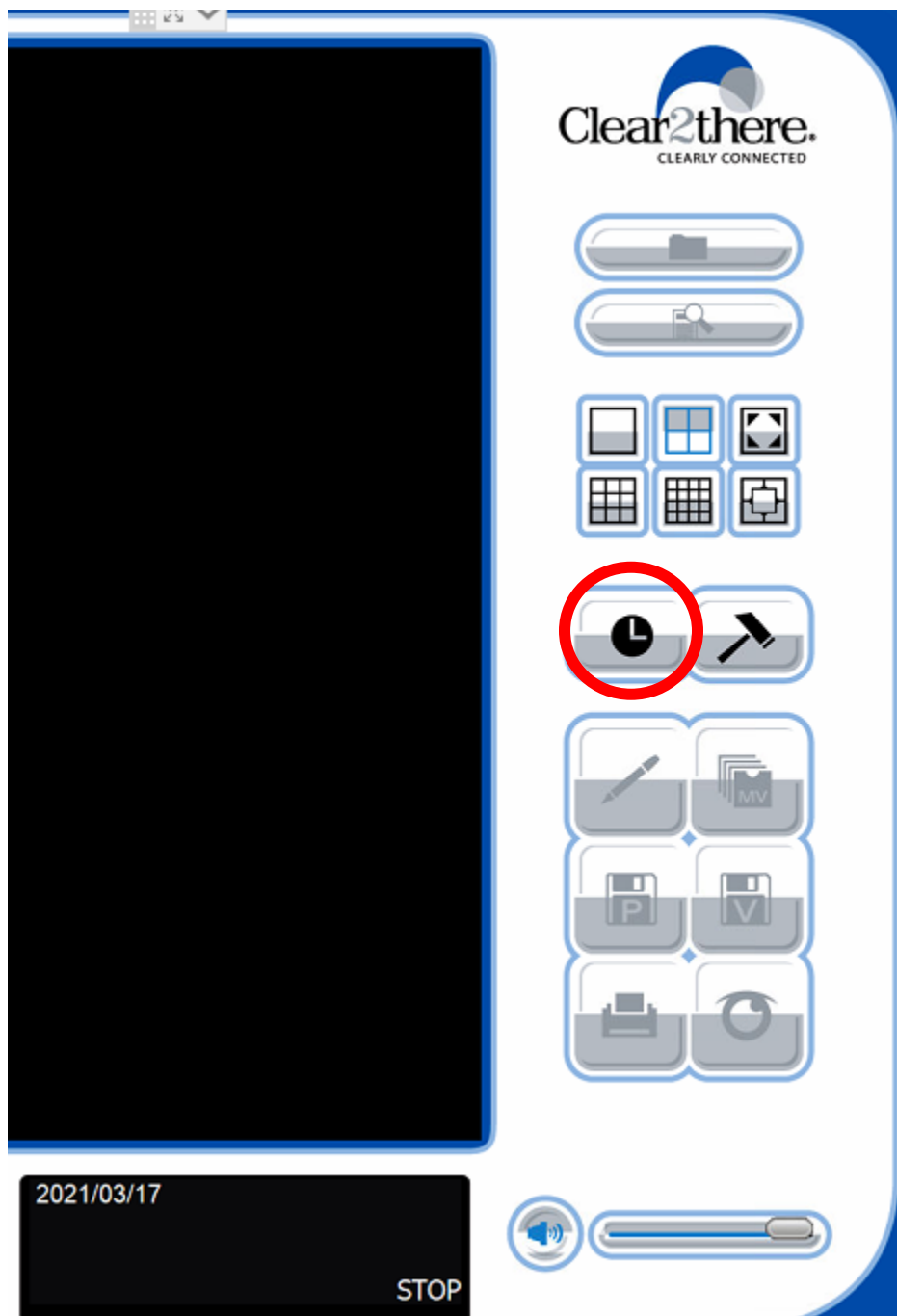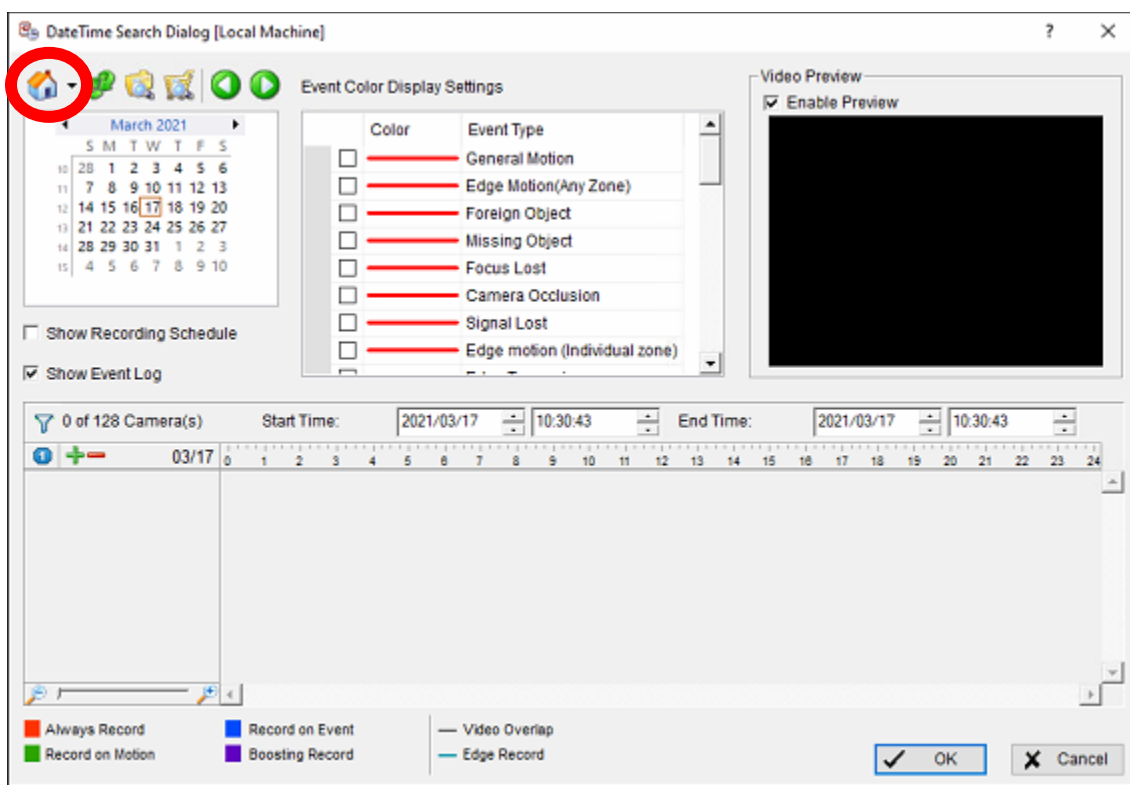# How to use the Playback Console:

1. In the Main Console click on the **playback** button. You may not have the main console. If you do not please skip to step 2 and disregard step 1.
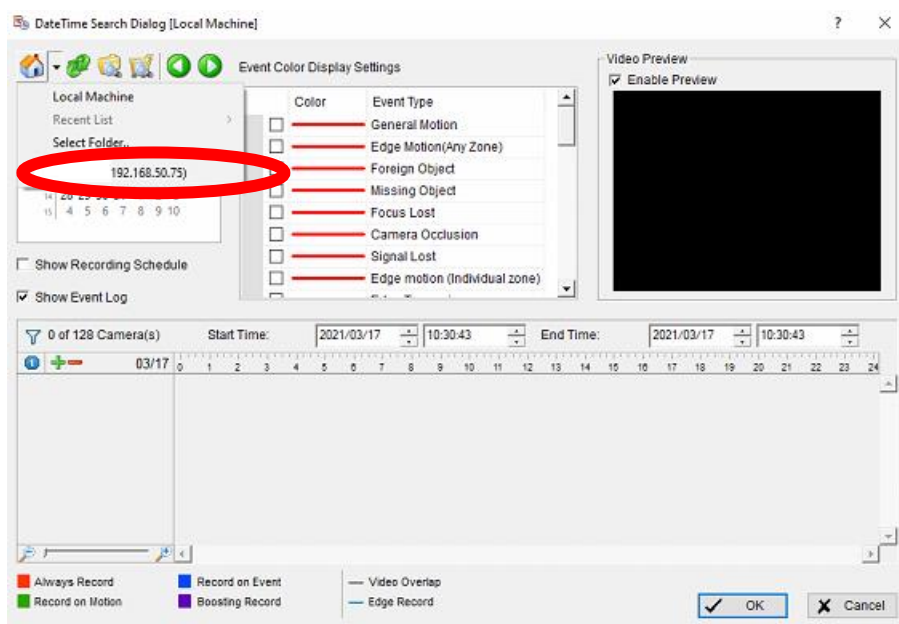
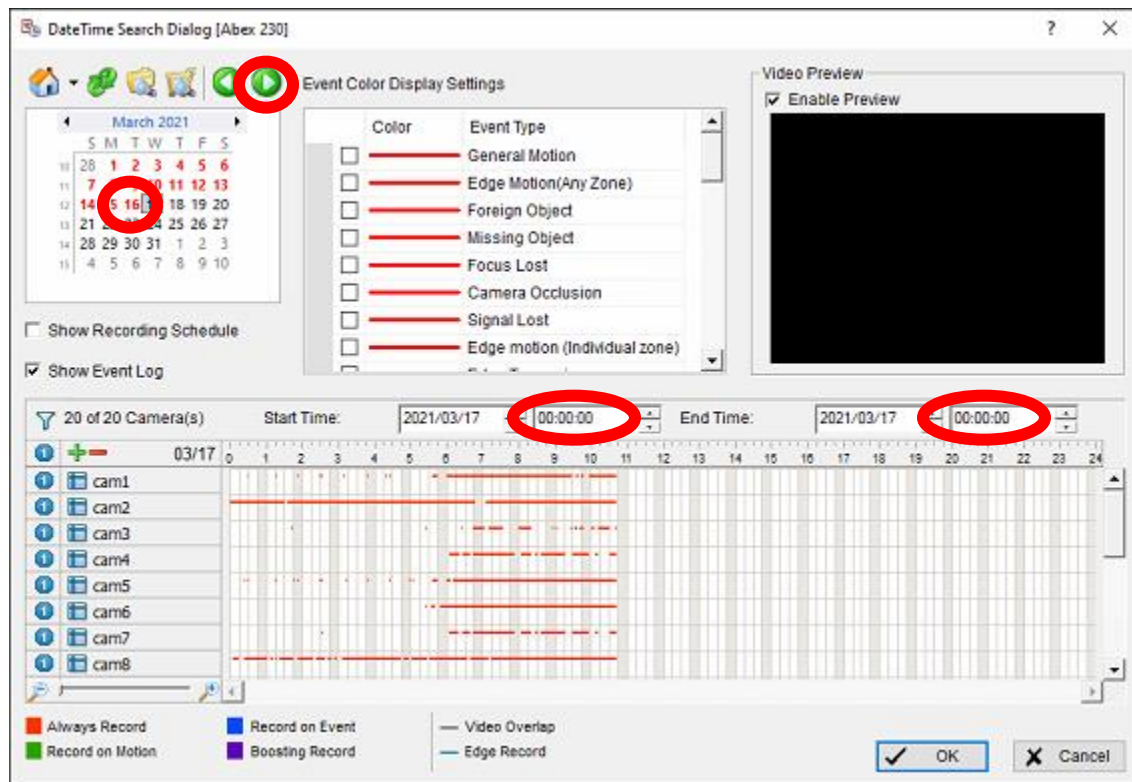2. Once you are inside the Playback Console (different screen) press the **clock** icon on the right.

3.	When you get to the date, search, time dialog screen you must click on the **house** icon on the top right-hand side of the page.
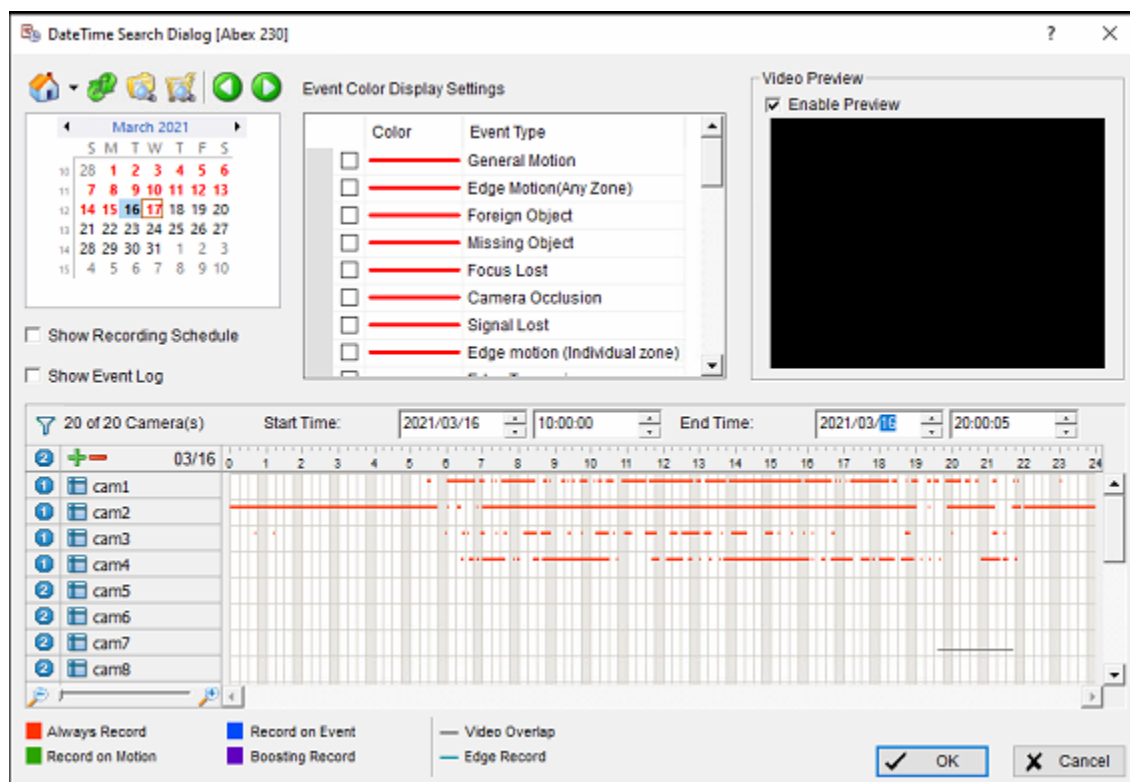
4. Click on the item that says the IP (192.168.50.75). This will bring up the camera system playback recordings for your system. Do not press OK.
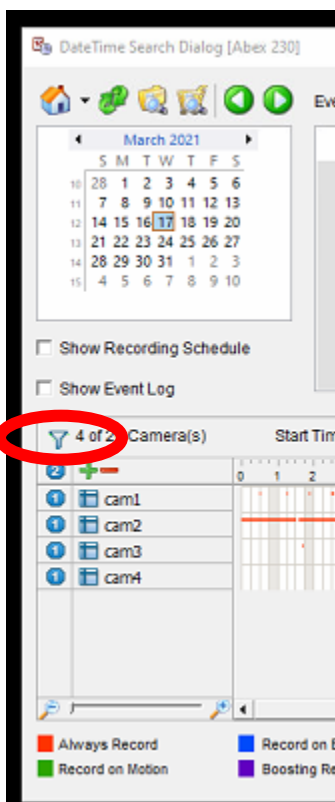
5.   All the available cameras will now populate on the page. Click on the day you wish to view playback recordings. Then adjust the beginning start time (military time) of the playback and the finishing end time of the playback. This is what time frame the recording will play for you. It will not play any footage outside of this date, and time frame entered. Notice you can use the green arrows to go back or skip ahead one day at a time if you need to. You can always manually enter the date next to the time boxes as well. After you do this it creates a time graph. Do not click OK yet. Do not try and enter more then 7 days of footage. The system will create a pop-up error.

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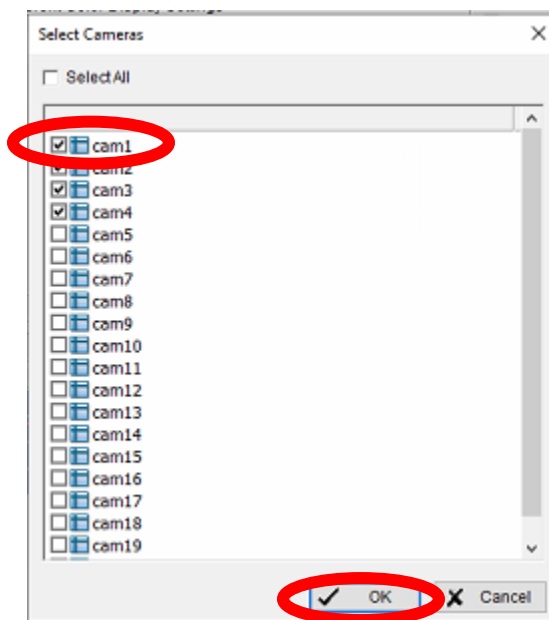Phone 617.625.1200 Fax 617.625.1201
www.ctsboston.com

6.   Look for the blue circles with white numbers next to the cameras on the left-hand side of page. Click on the numbers of the cameras you wish to view in the playback recording. You will see the stream of media populate in the time graph you created in step 5.
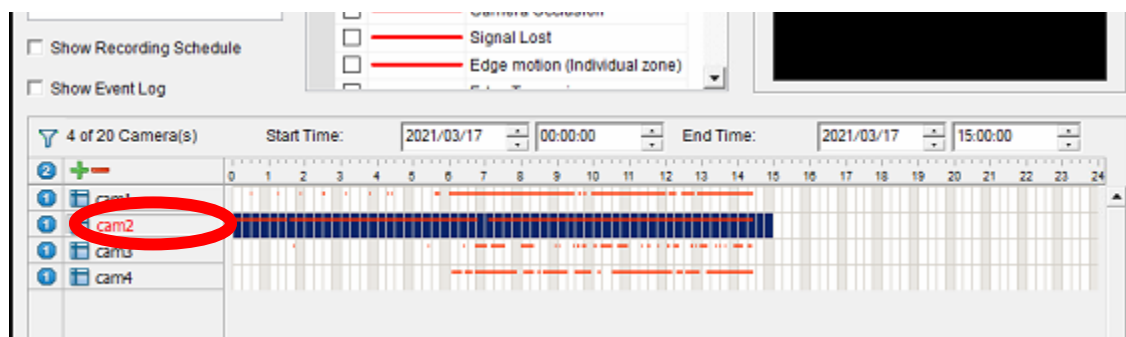
7.	Now click on the filter list icon to add a camera. This will bring up a pop-up to add **cam1** or whichever cam footage you want to see in the playback recording.

8.   Checkmark on the camera labeled cam1 or cam2. If you like you can **select all** to select all the cameras.   Press **OK**.
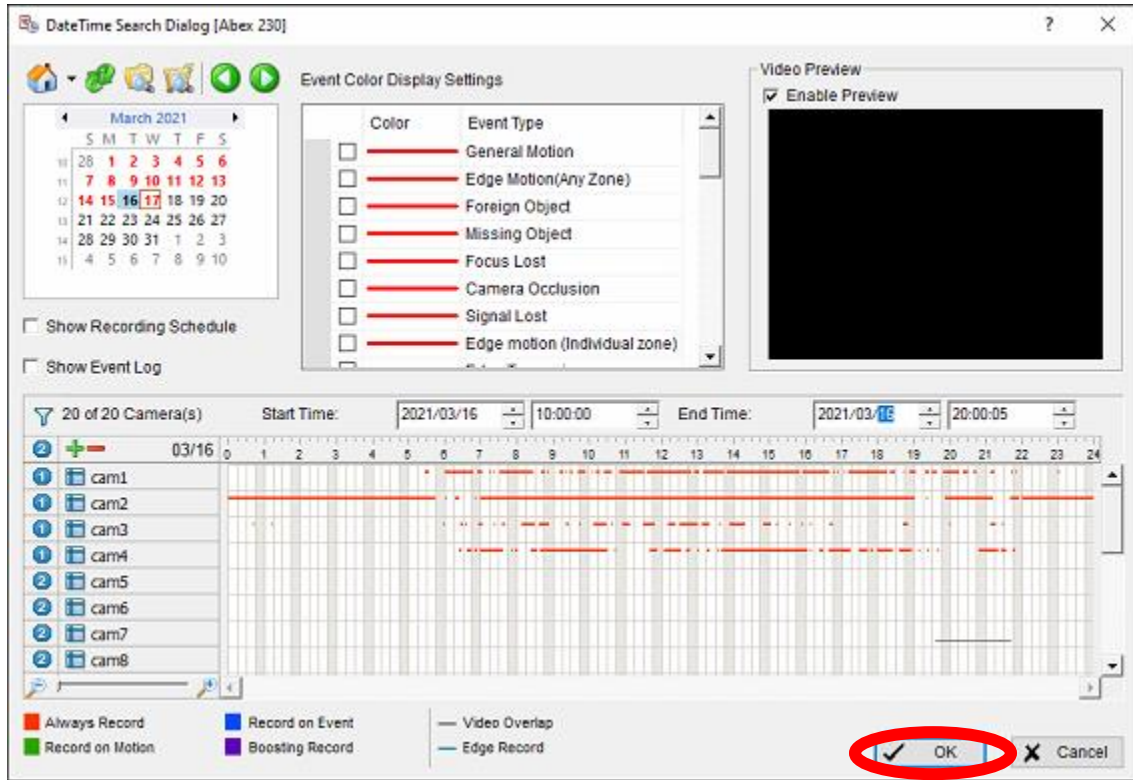

9.   Select the camera in the time graph by clicking on the box "**cam**" is in. You will see it highlight the stream in blue and the word "**cam**" highlighted in red. You will now be able to view those camera(s) footage very shortly.
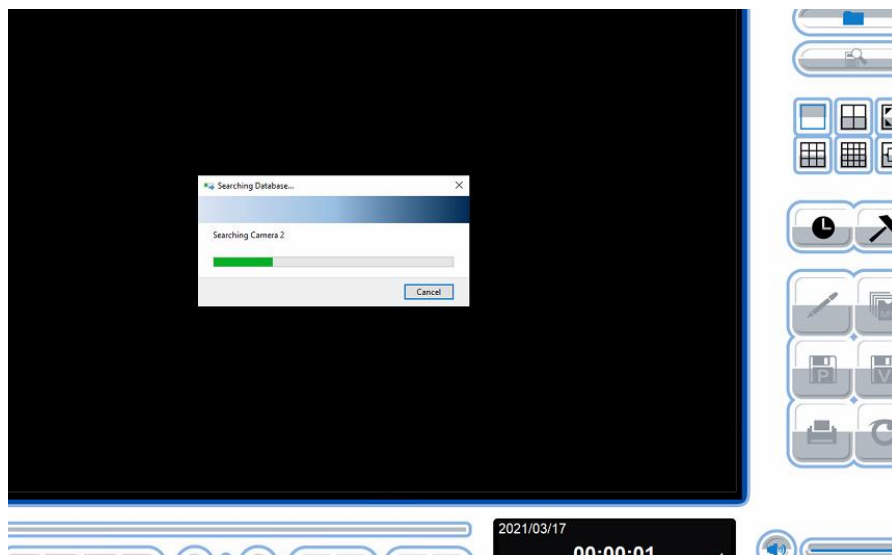
10. Double check the dates, and times and cameras that are selected. Click **OK** to bring you back to the main console screen with the information ready to be displayed.
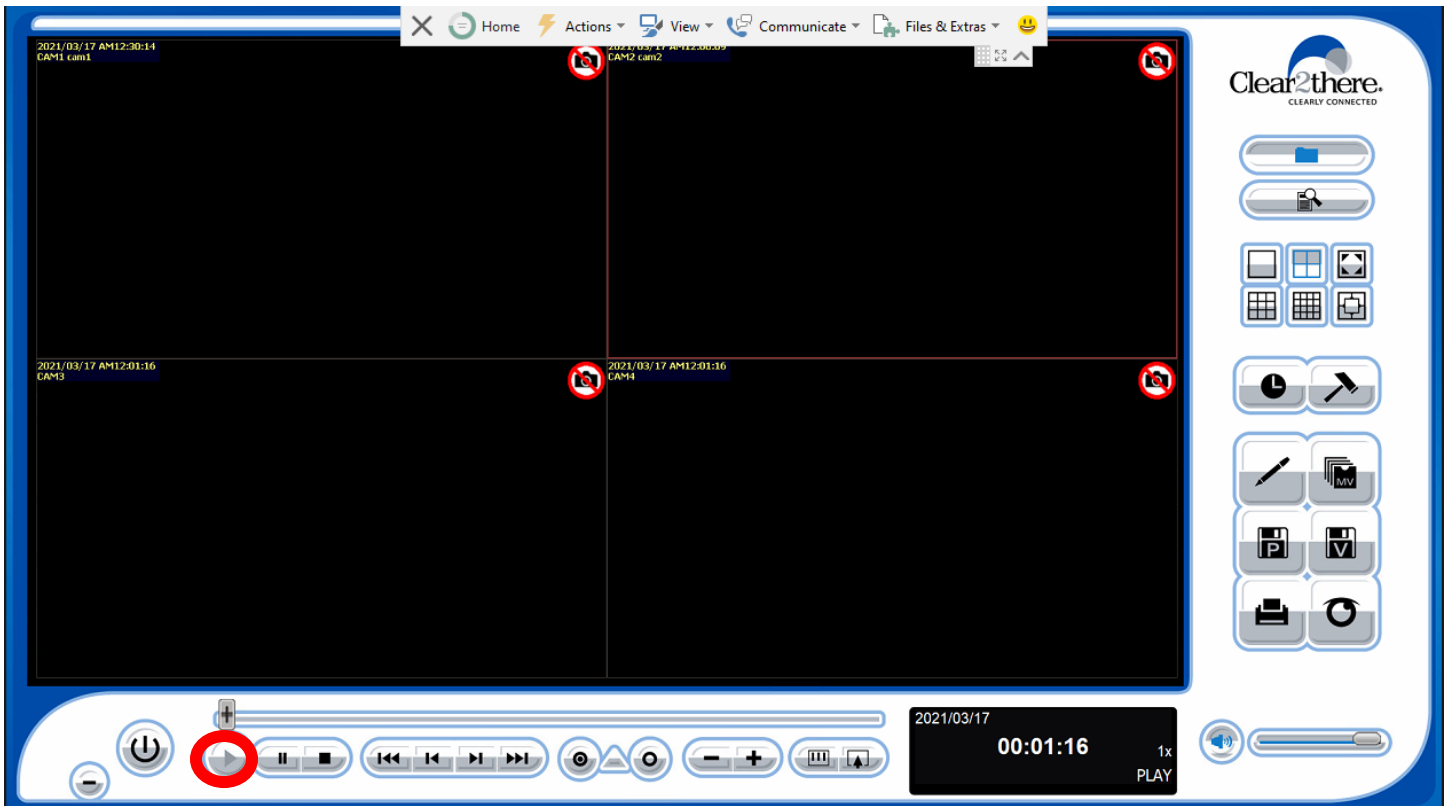

11. After hitting OK, you will be brought back to main console screen and it will take some time, but it will begin to load the camera footage you selected. Please be patient.
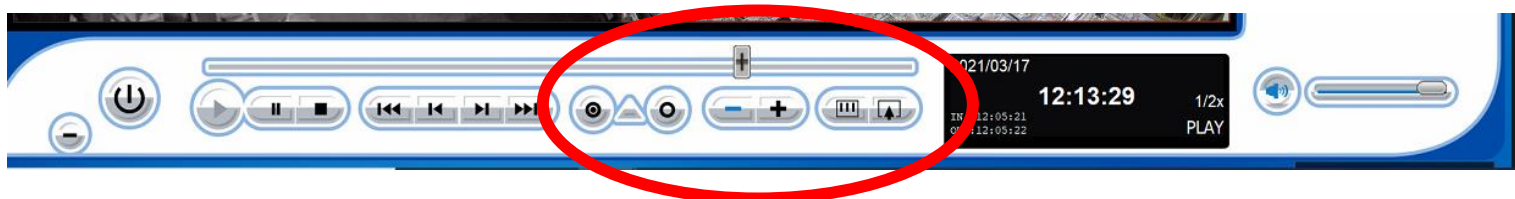
12. After the system has finished loading the camera footage it will now display the main console playback screen. For this exercise I have only chosen four cameras. Each camera screen is unique with invisible borders around each one. You can click on each camera to view just that selected camera turning the borders **red.** Press the **Play** button to begin viewing the time frame you selected in steps 1-10. This will not be live footage.
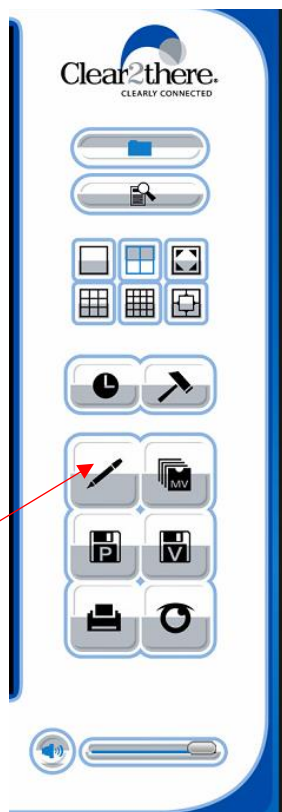
13.   If you wish to scan ahead or back very quickly you can change the scenes by clicking on the **plus +** symbol, holding it and dragging your cursor left or right. Notice how the hours/minutes/seconds timer changes on the right-hand side of the page indicating what position you are chronologically viewing.
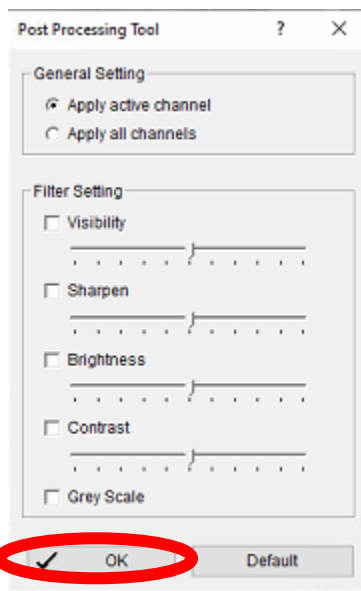

14.   You can also change the speed of playback to faster or slower. Use the **circle buttons** to display the in and out time. Use the **+ and -** icons to change playback speed in the recorder playback buttons. The last two button shaped like a **TV with 3 lines** and a **TV with an arrow up** are used to pan in and out of the camera you have selected at that time.
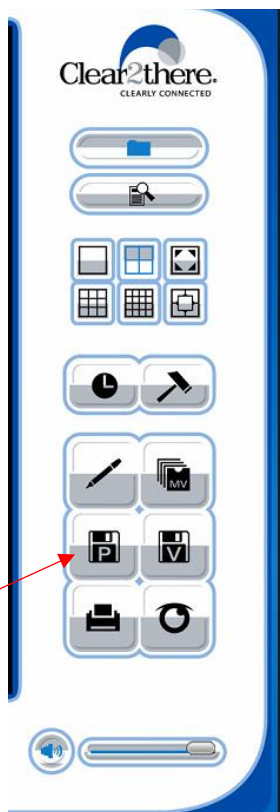

15.   On the right-hand side of the screen, you will now see 6 more buttons light up black under the clock and hammer icons. These icons are for other tasks you would like to do. See below items a through f.
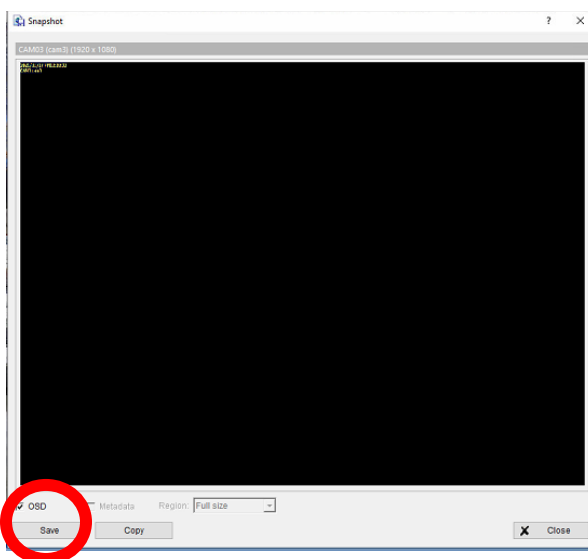
a. **Pencil icon** is to change the brightness/contrast settings. A pop-up window will appear. Click **OK** after you have made the changes.
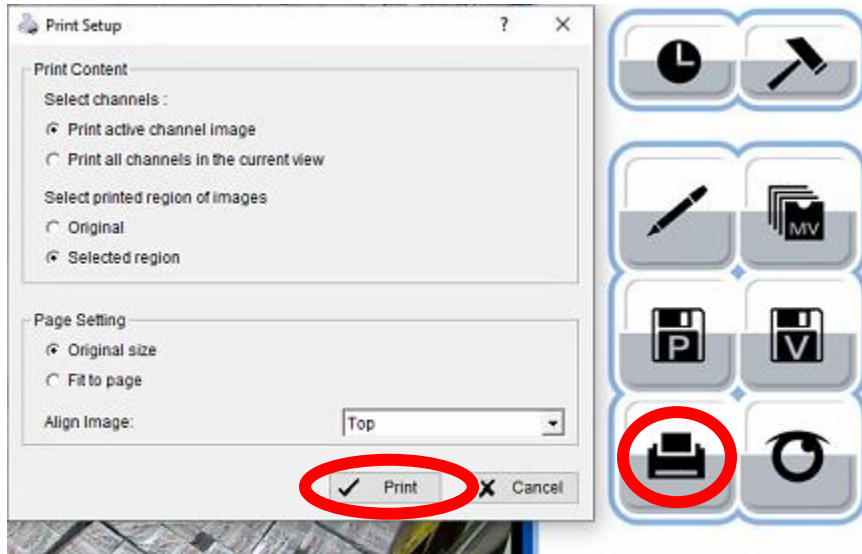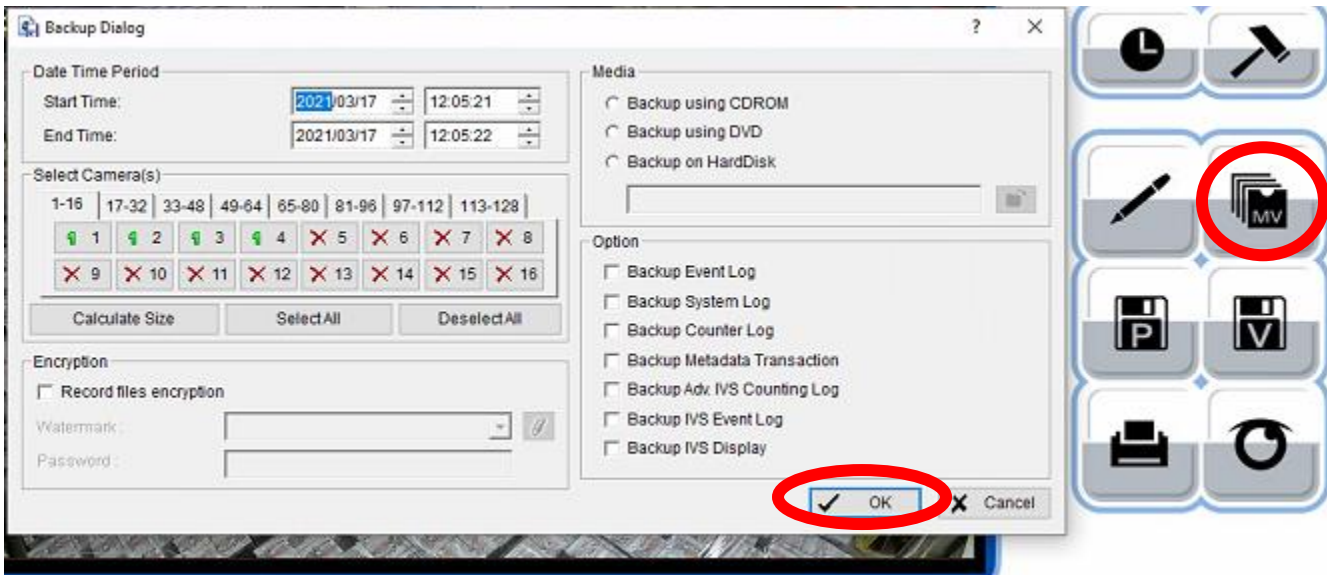
b. **Disc icon with P** is to save an image of the footage into a database. It will bring up a pop up that allows you to save an image file of whichever camera is selected. Press **SAVE** to save the image selected.
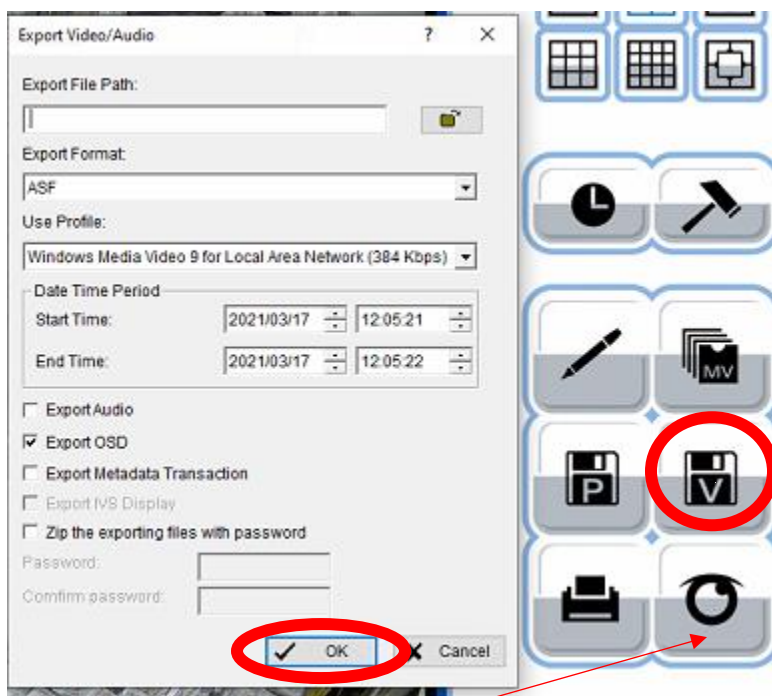
c.   Press the **Printer icon** to print any channel or region of images you saved in step b and change any parameters for printing. Click **Print** to print.

d.   Press the **MV button** with pages in it to create a back-up of these selections in step 1-10. After making the necessary parameter changes of all the options you must hit **OK** to save this file to a database.

e.   Hit the **Disk icon with V** button inside a disk button to export the video/audio to a directory to be viewed later. After changing the necessary parameters, you must hit the **OK** button to begin the save. A pop-up window will appear saying export is processing….

f.   The last button on right the: **circle-dot button**   is used to view the event log. You must navigate through the pop up to view the event you are looking for. I clicked on **Export and Back Up Log** to view my export I just created in step e. Hit search after typing in the dates, times, etc.