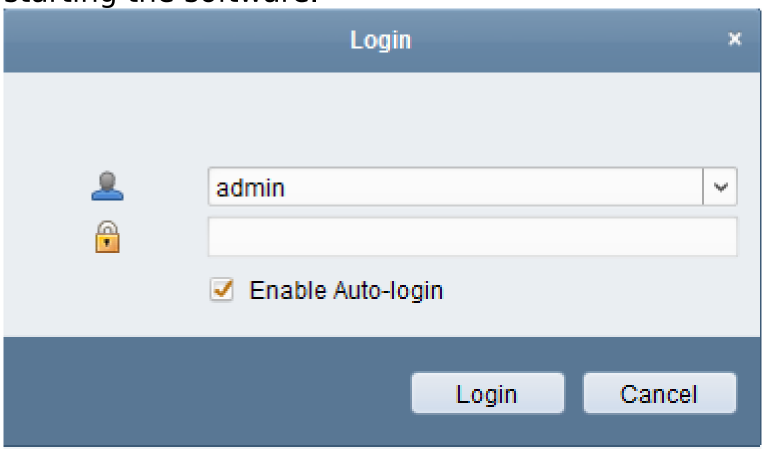
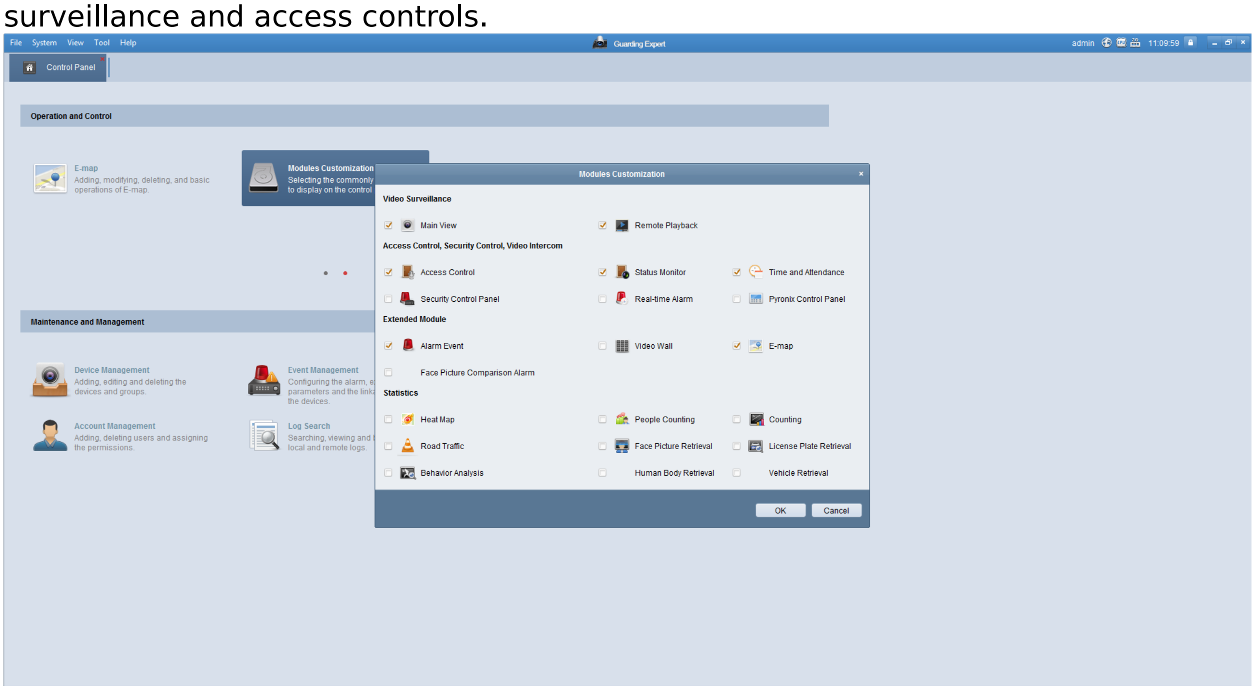
<u>CMS Startup Guide</u>

1. **Creating Super User**
   When starting CMS for the first time after installation, the software requires a Super User to be created. Generally, the username is set to *admin* and the password is set to *admin12345*. This can be changed for any user, but the password must consist of letters and numbers. The other option here is enable auto-login. If this is enabled, CMS will never prompt for a login when starting the software.

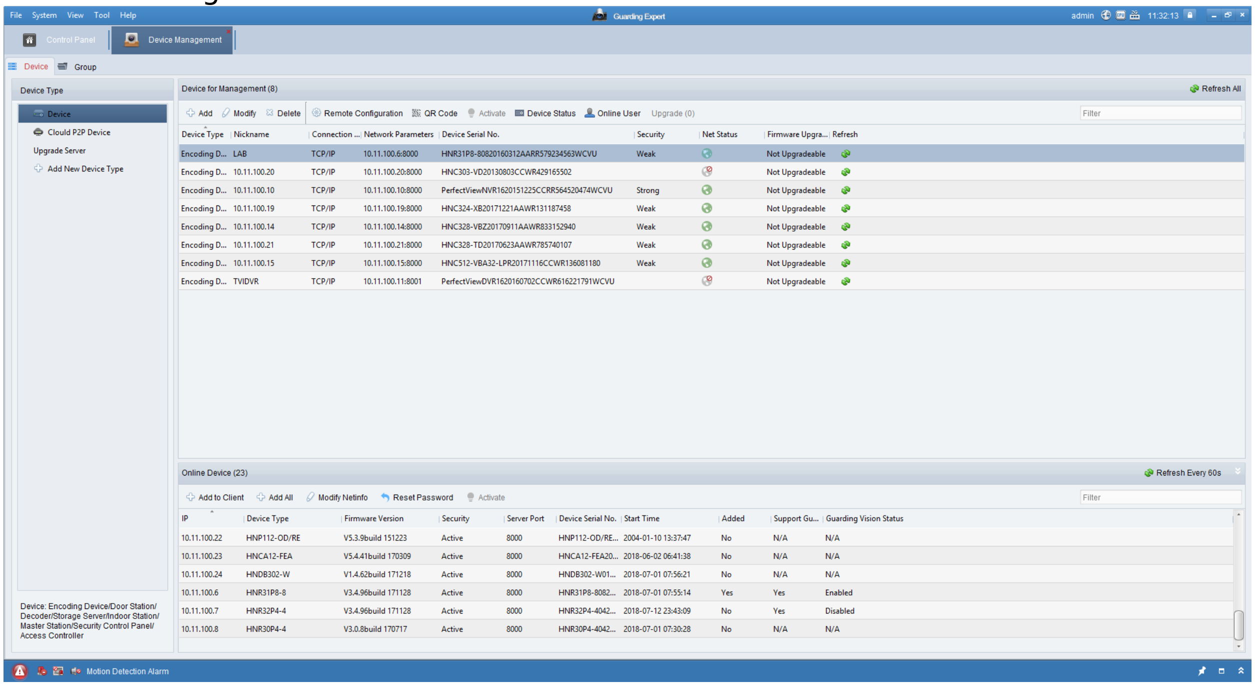


2. **Control Panel Customization**
   For customizing what options the customer wants to use will be done through **Modules Customization** in the **Control Panel**. This consists of video surveillance and access controls.

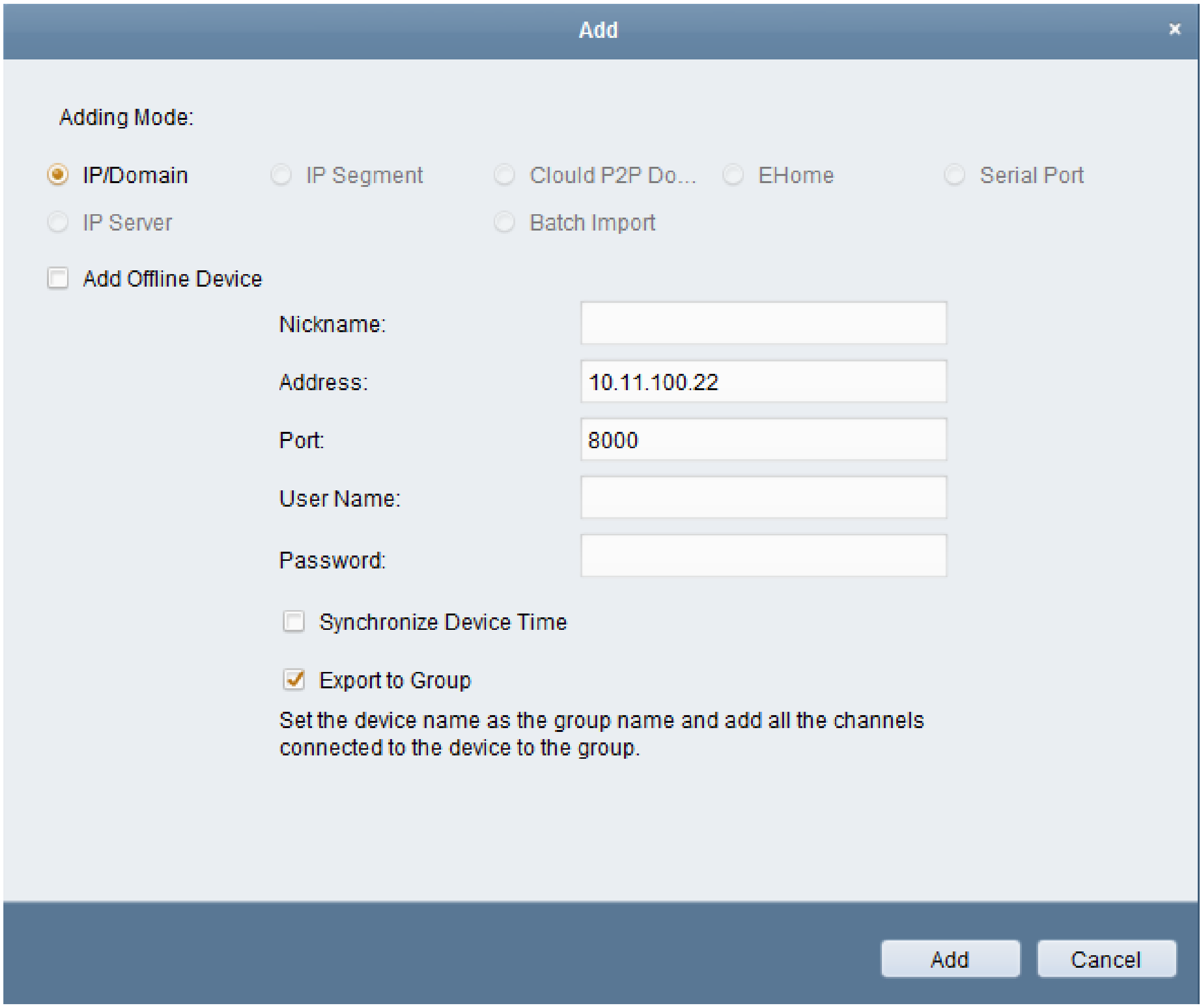


3. **Adding a Device**
   Whether it be a camera or a recorder, if the device is on the network, it will populate under online devices at the bottom of the screen. Added devices are

listed at the top and this allows for configuration and devices changes via Remote Configuration.

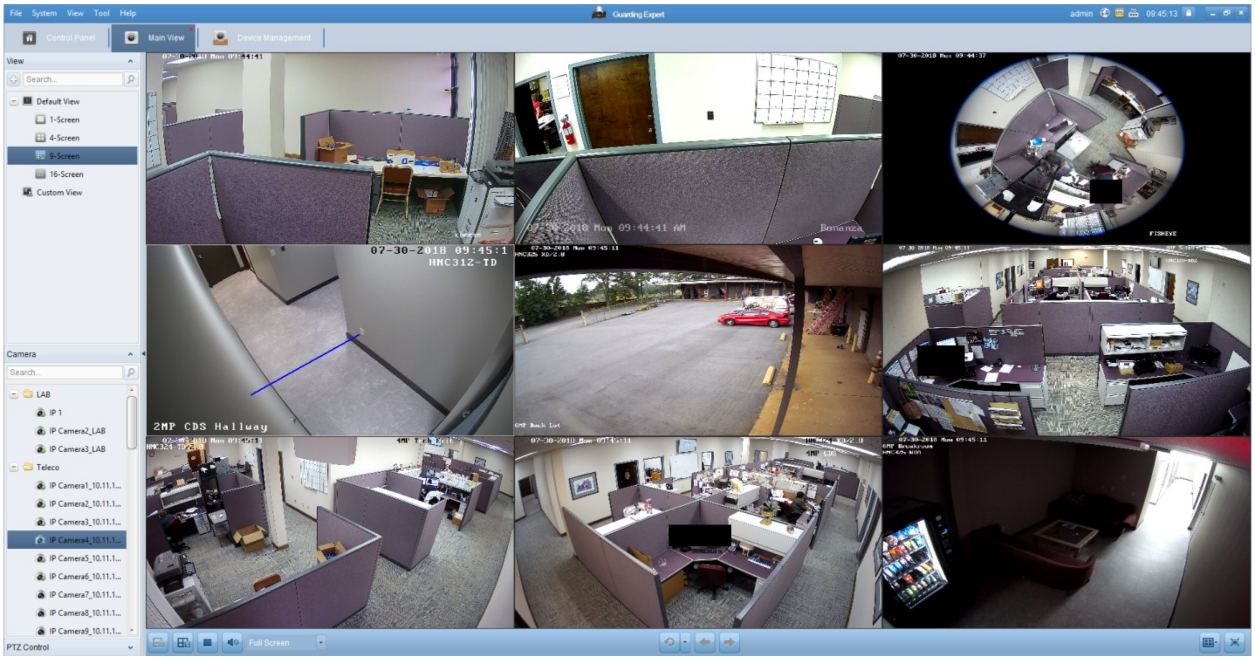


Under Online Device, you have the option to add all or add to client. Adding to client requires the device to be named. The IP address and port should already be populated. The username and password for the activated device must be input. Make sure have Export to Group checked.

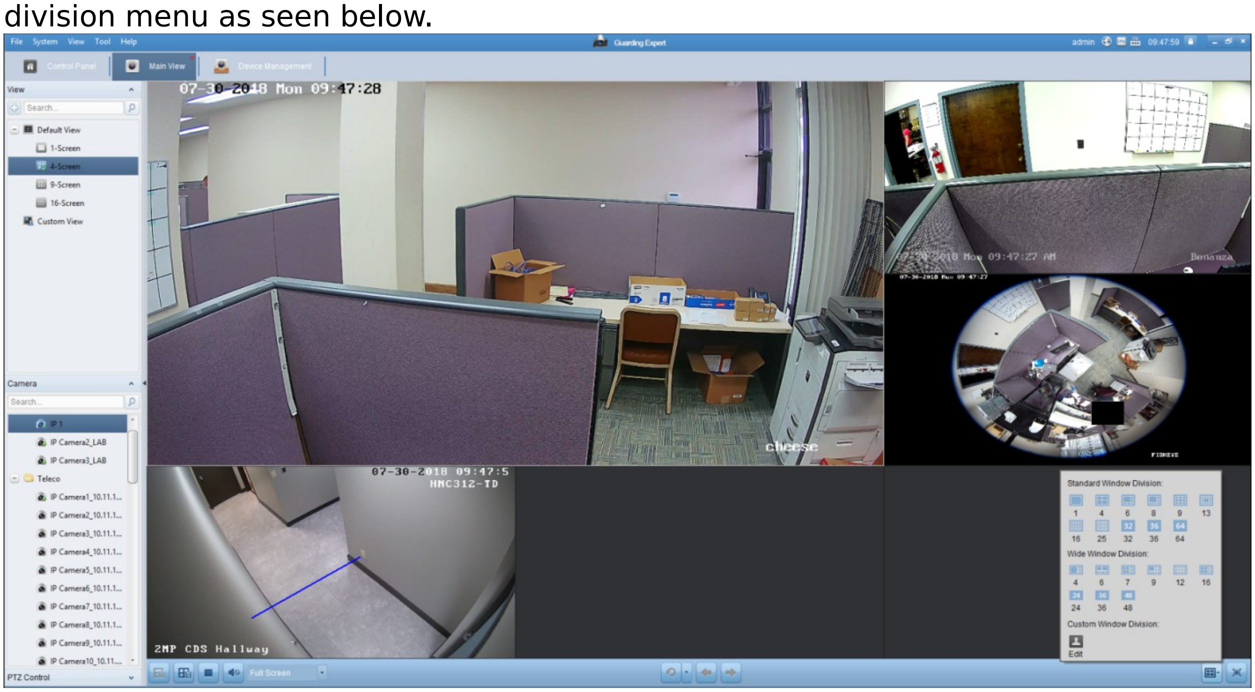


Once added, the device will populate at the top and Net Status should be green if it is online. Hitting the Modify button at the top will allow access to this menu to change these options if needed. If a device is not listed under the Online Device but is on the same network, devices can be manually added with IP/Domain by hitting the Add button under Device for Management. If a device is no longer needed, there is a Delete button as well at the top.

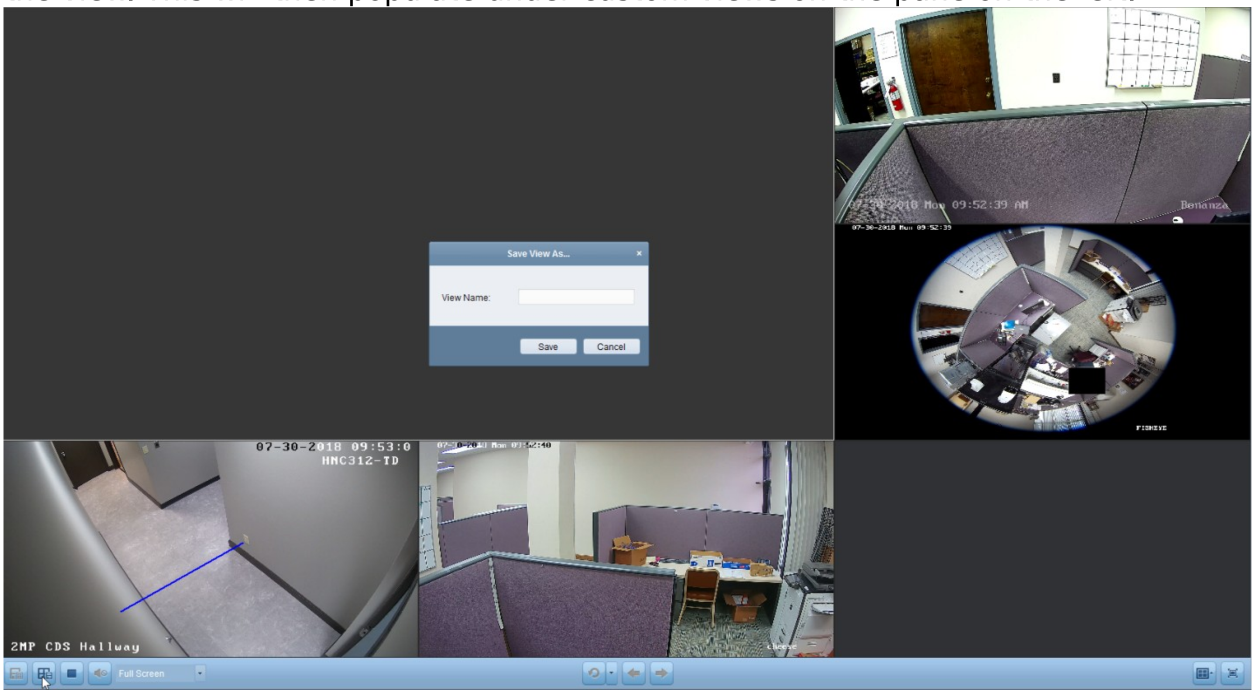
4. **Setting Up Custom Views**
   Viewing live video is done through the Main View tab. There are four default views that allow up to 16 screens. The more screens that you run, the more demanding the software is on the local computer. A CPU icon will flash across the top bar if it begins hogging resources and the software is prone to locking up.



When adding the cameras, we had you check the option to export to group. The camera group is what populates here for navigating. Individual cameras can be searched for along with the group name it's under. For customization, you can choose your layout by pressing the second button from the right on the bottom right hand corner of the Main View. This should pop up a window division menu as seen below.

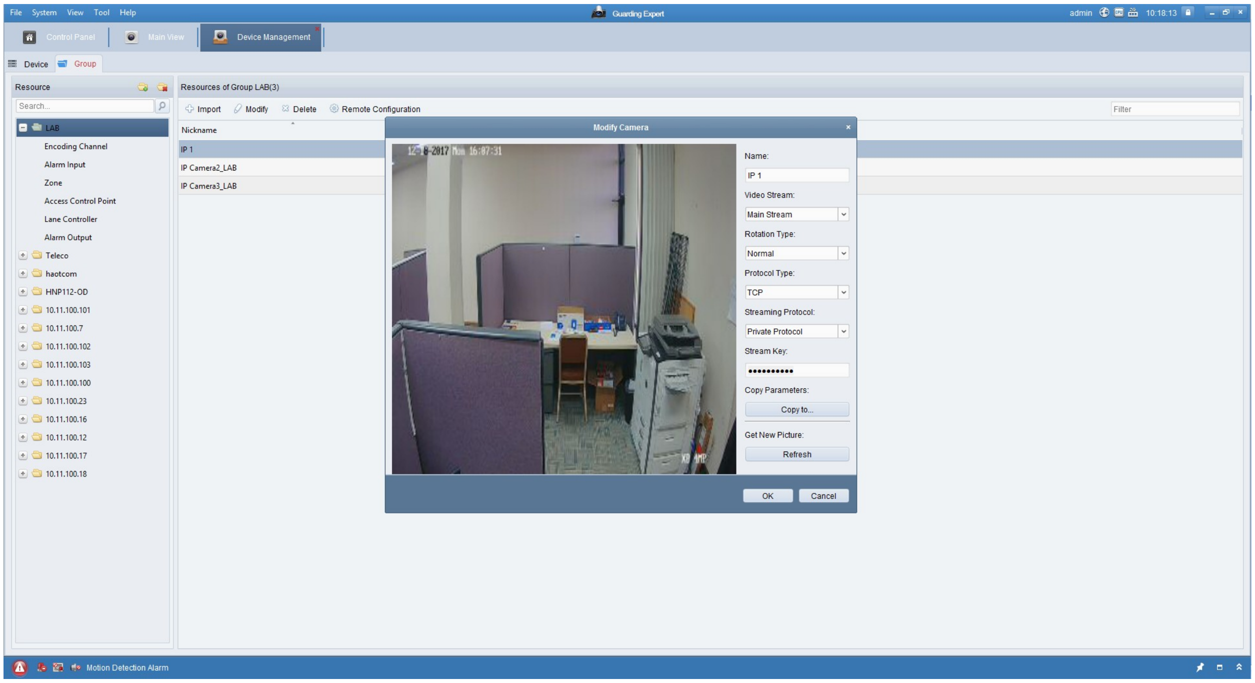


Clicking on each window will allow you to add a view. Simply click the window, then double click the camera that you want on that window. From there, you can drag the view anywhere you choose, or click the 'X' in the upper right hand corner to delete the view. To save the custom view, you will choose the second button from the left at the bottom left hand corner (the cursor is on the correct button in below pic). You will be prompted to name the view. This will then populate under custom views on the pane on the left.

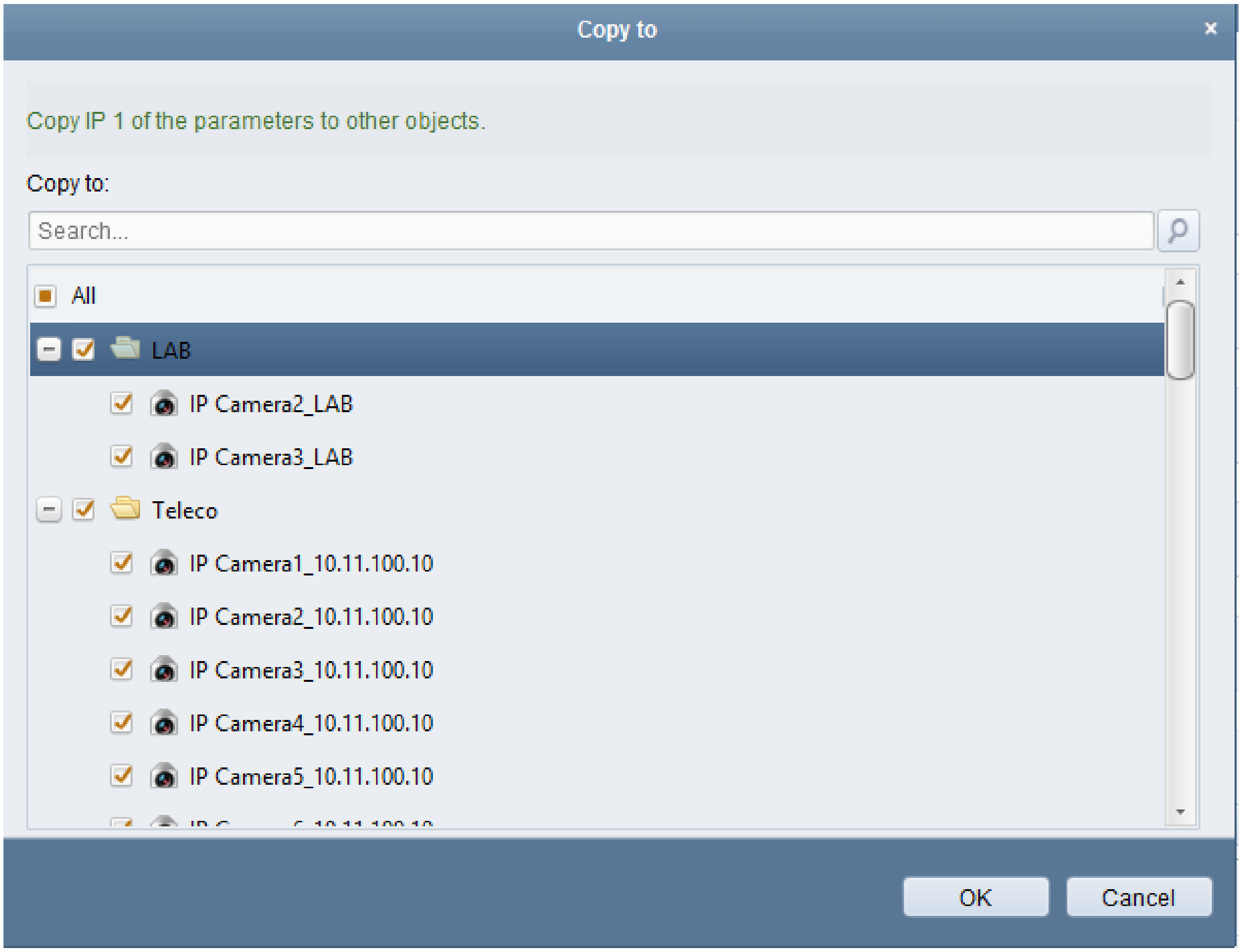


5. **Linking Guarding Vision**

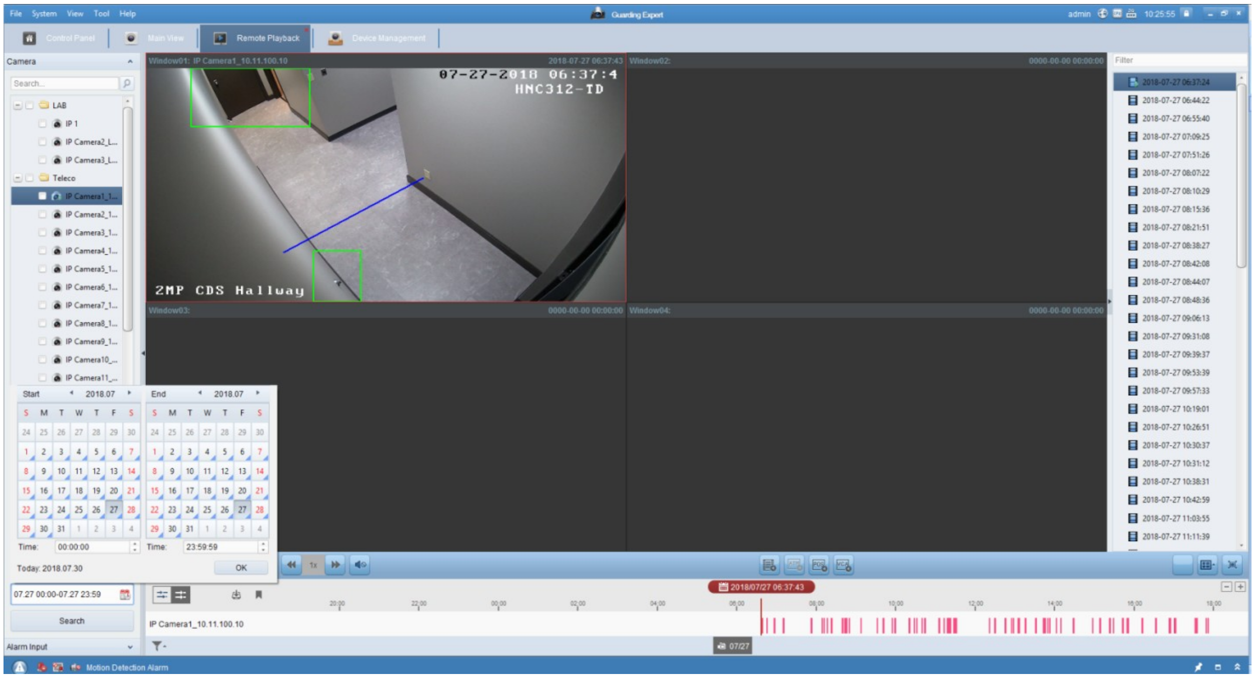
   If your customer is using Guarding Vision, the stream key you set up will need to be added to the camera to enable viewing on CMS. You will need to go to Device Management and the Group tab. Choose the correct folder with the cameras listed and choose Modify. It should pop up a window with the camera feed and a list of settings. Look for **Stream Key** and enter the code you set on the DVR or in the app.



To bypass doing this for every single camera, choose **Copy to** under Copy Parameters. From here you can select every camera that you want the code copied to.

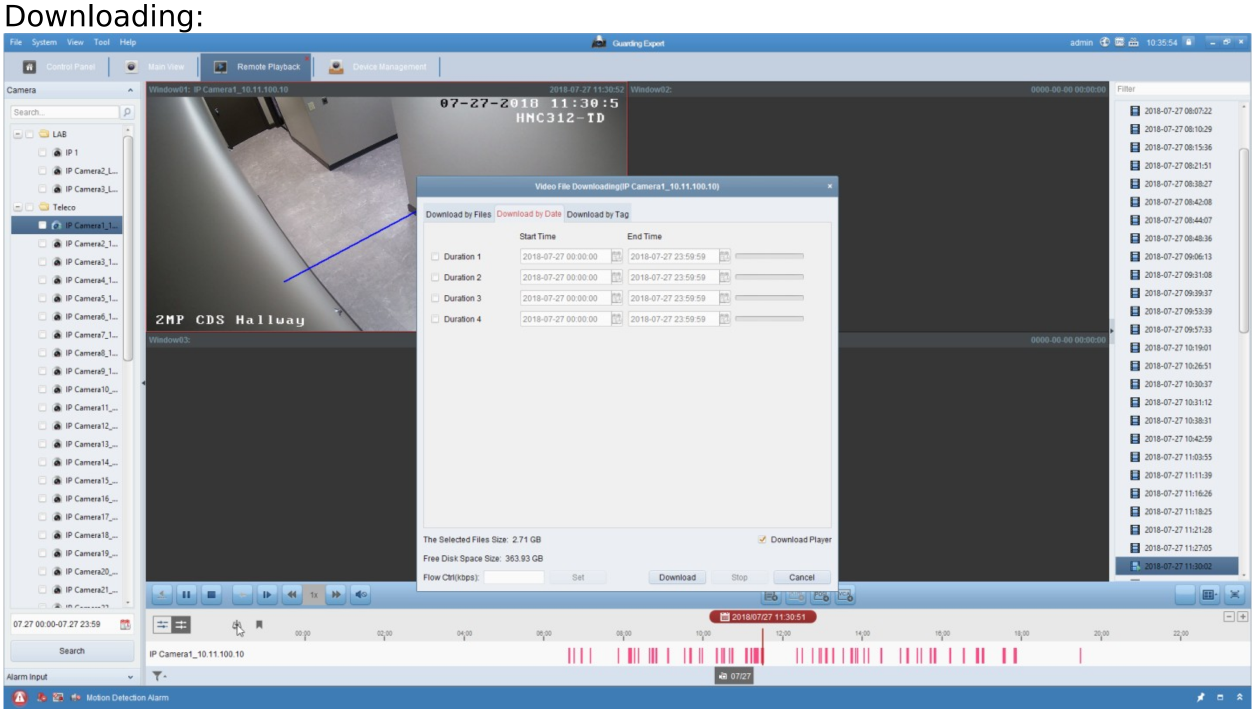


6. **Downloading and Viewing Footage**
   This is done through the Remote Playback tab. There is a good bit of customization options here. You can view multiple footage in multiple windows. To get the footage to display, you would click a window and then select the proper camera from the left hand side. Towards the bottom, this is where you would select your timeframe and hit search.



Across the bottom will be the play reel and depending on events and alarm triggers, individual events will be highlighted. The play reel can be dragged right or left when the cursor turns into a hand icon when placed above the reel. The right hand side will give a specific list of events that can easily be jumped to.

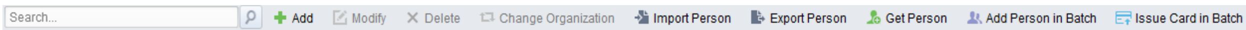
Downloading:



Where the cursor is located is where the option to download footage is done. You can download by file, date, or tag. You can select individual files or all the files while downloading by date allows setting the time parameters and grabbing everything in between.

7. **Importing Persons for Access Control**

If your customer is using Access Control for keycard and security access, there is a template that allows for importing data to CMS. Under the Access Control tab, the main hub will eventually display people. Across the top, you have the option to Import Person. If this is the first time using Access Control, a excel template can be downloaded to entered the person's required information.



You will be prompted once choosing Import Person to either do just that or Import Pictures. Importing Persons is done through importing a .csv file, or the same template you downloaded. Importing Pictures will be done through a .zip file with each photo requirement being .jpg format, smaller than 200 KB and larger than 60 pixels.