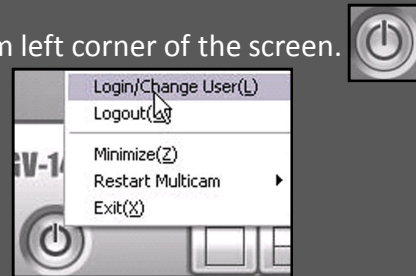


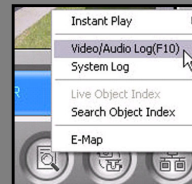
Login/Change User

1. Click on the **Power Button** in the bottom left corner of the screen.
2. Click on **Login/Change User**.
3. Type in your login ID and password.
4. Click **OK**.

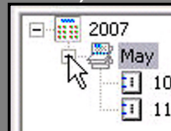


View Past Events

1. Click on the **View Log** button (piece of paper with a magnifying glass).
2. Select **Video/Audio Log(F10)**.



3. Select the camera you wish to view.
 - To see multiple cameras on the screen, click once on the camera image.
4. Select the date you wish to view.



5. Click and drag in the white area to the right of the time-stamps to select multiple time-stamps.
6. Once you have selected the times, click the **Play** button to play footage.



Viewing Tools

1. Use the UP and DOWN arrows to vary the speed of the playback.



1. Use the PLUS and MINUS buttons to activate the zoom feature.



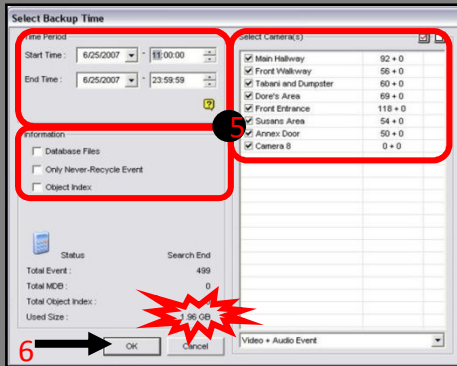
Exit View Log

1. Click the **Power Button** and choose **Exit**.

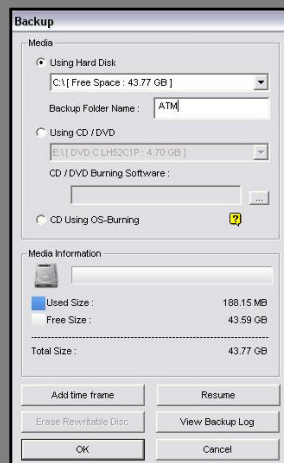


Saving Footage onto a CD/DVD

1. Insert a blank CD-R or DVD-R*
*DVD-R writing may not be supported
2. Click the View Log icon and select **Video/Audio Log(F10)**.
3. Select the date and times you wish to backup (click and drag in the white area)
4. Right click the selected time-stamps and select **Backup**.
5. When the "Select Backup Time" screen pops up, select the necessary cameras and necessary *Information* checkboxes as described during initial training. Verify the time range selected is accurate.



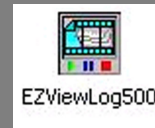
6. Click **OK**.
7. Select the **Using Hard Disk** option. In the *Backup Folder Name*, insert a name that is pertinent to the incident (e.g. ATM or Customer Incident, etc.)



8. Click **OK**
9. When the file is finished copying, exit out of **View Log**.
10. Minimize the camera screen (Click the **Power Button** and choose **Exit**).
11. Select **My Computer** from the **Start Bar**.
12. Double click on **Local Disk (C:)**.

13. Drag the folder with the name you designated in step 7 to the **Desktop**. Open the folder once moved.

14. Double click on **EZViewLog500** and verify the backup is complete.



15. Exit out once footage has been verified.
16. Close the window to **EZViewLog500**.
17. Click on **My Computer** from the **Start Bar**.
18. Double click on **DVD/CD-RW Drive (D:)**.



19. Drag the backup folder from the **Desktop** to the **DVD/CD-RW Drive (D:)** window.
20. When a balloon appears at the bottom-right of the screen, click within the balloon to initiate the burning process.
21. Click the *Write these files to CD* link.
22. Name the CD on the *Writing Wizard* window.



23. Click **Next**.
24. Click **Finish** when the wizard is finished.
25. When the files are done being written to the CD, the CD will automatically eject itself. It is a good idea to test it before finishing.
26. After the footage has been saved to the CD/DVD and no additional footage is needed, go back to the **Desktop** and **DELETE** the backup folder.
27. Be sure to empty the **Recycle Bin**.
28. Bring the live camera views back up to full-screen and log in as **Guest**.