In the Event of an Incident
Playing Back and Saving an Event with TotalSecure
(Call 1-888-365-4706 for Support)

<u>Steps:</u>

1. Click the *LocalViewer* playback "Goggles"

2. Select the Day (default is the current day, if the incident is from a prior day select the proper day from the calendar in the top right corner)

3. Select one or more cameras to playback (from the check box to the right of the camera list)

4. To Save a Camera Image, Right click any desired camera image and choose an Option (ie., Open, Save As, Copy)
   a) Right click the image and choose "Open". You can now use the on-screen menu's to save, e-mail or print the image
   b) Choose "Save As"
      i. Create a folder in "My Documents" and name the folder the current date (example "Jan 31 2007")
      ii. Enter a file name, (example, "Incident")
      iii. Choose "Save As" <u>Extension Type</u> (BMP (will save the one image snapshot only, AVI or WMF will save a movie clip of the event)
      iv. For a Movie Clip , choose AVI and click "OK"
      v. You will now be prompted by a new window to Save the Time frame of the event, example from "15:02 to 15:14"). Click OK.
      vi. When the "Video Saved" Notice appears, the event has been backed up to the folder indicated in 7.b.i) above "My Documents" . Close the *LocalViewer* now.

5. In Windows <u>double click</u> the "My Documents" folder and then highlight the folder you just created. (minimize TotalSecure to get to Windows)
   a) Copy and paste this folder to a USB drive (or Right click the folder and "Send To" the USB drive)
   or,
   b) Right click the folder and "Send to" CD Burner or use your favourite CD burning software
      i. Follow the On-screen instructions to burn a CDR, CDRW, DVD-RW, etc..