



# SECURITY CAMERA PROCEDURES



## WHY WATCH?

Watching the cameras during events is the first line of defense for our campus.



## STEP ONE: BOOT UP



- Boot up the computer and log into the security account. Login: XXXX PIN: XXXX
- Double click on the ExacqVision icon on the desktop. (Hint: It looks like a big blue V.)

## STEP TWO: SELECT VIEWS



- Look at the menu on the lefthand side and under "Event Monitors" click "All Camera Views."
- Or for a more manageable display, click "Gate Views." This is 4 cameras showing views at or near entry gates.

## GATE ACCESS CONTROLS



- For sound: Click the speaker button icon once to turn on hear; click once to turn off.



- To talk: Click and hold the microphone while speaking. Release when finished. Note: you will not be able to hear while it is being pressed.



- To let someone in: Click and hold the bell icon.



## WHO GETS TO ENTER?

Ask the person why they are here. You might say, "Are you here for the --- event?" If the person is here for a good reason, buzz them in. But if the person seems dangerous or otherwise inappropriate, ask them to leave.



## STEP THREE: WRAP UP

At the end of the event shut down and unplug the laptop computer. Put the computer and charger away.