

Process Owner: IT Operations	FORM	F-CMG-3.1
	Configuration Change Request	

Request Information

Requestor	Jeremiah Nantona			
Implementing Team	Site Technical Security Administrator			
Ticket Number/s	Ticket #201915010			
Change Classification		Major	X	Minor
After the fact		Yes	X	No
Emergency		Yes	X	No
Proposed Change Date	May 10 2019			
Proposed Change Start/End Time	May 10 2019- 4pm/ May 3 2019-7pm			
Proposed Change Verification Time	7pm-8pm			

Objective of the change

To secure the assets at 5th floor extension

Technical/Operational Impact of the change

Negative: Additional Space to utilization for the CCTV Server	Beneficial: Reliable security on the entrance and fire exit of 5 th floor extension	Neutral: All CCTV Camera and server is online
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Affected IT Infrastructure components

Site	Hostname	IP Address	Function
JAKA	HORUS	172.17.0.80	CCTV SERVER/ NVR

Affected Departments and corresponding contact persons

Department	Contact Name	Contact Info
Site Technical Security Administrator	Jeremiah Nantona	jnantona@openaccessbpo.com

Test Environment implementation and Verification Summary

1. 5th floor entrance and exit are connected to /NVRHIKVISION.

Test Environment Results Summary

1. Login to DVR/NVR, username: admin password: oams3cur3d.
For web access: 172.17.0.80
2. 5th floor entrance and 5th floor fire exit cameras is accessible.
3. Name and configuration are set.
4. Able to playback all recordings including 5th floor entrance and 5th floor fire exit cameras.

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Configuration Change Template

Baseline File	HORUS
Baseline Version	3.1.125

Baseline File Changes:

Existing Configuration	Proposed Change	Impact	Section
No CCTV camera is installed on the 5 th floor extension	Add camera on the 5 th floor extension	To secure the 5 th floor extension	Camera

Physical Implementation Procedures / Advisory

Email the NOC for Cable pulling

To: IT Network Operations <noc@openaccessbpo.com>
Cc :Rynel Ryson Yanes <ryanes@openaccessbpo.com>

Additional CCTV Camera at 5th f Extension

Hi Team

I would like to ask some assistance for reservation of Port and changing the V-LAN for the CCTV Camera if Needed at 5th floor extension.
Cable is already existing on the area

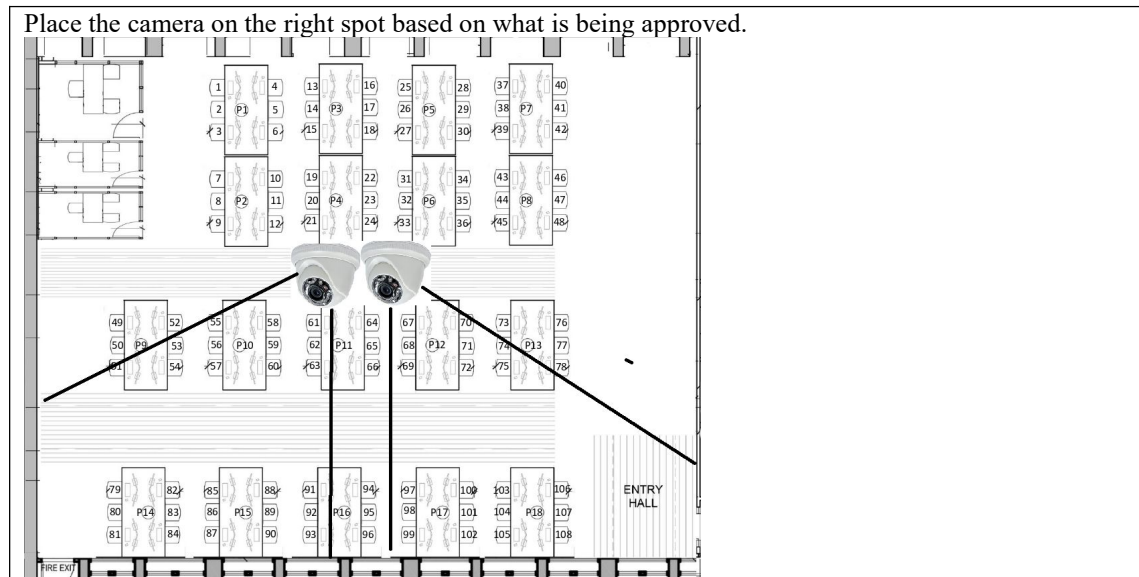
Thanks.

Backup Procedures

N/A

Physical Implementation Procedures

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Technical Configuration Procedures

1. After logging in to NVR, right click anywhere and click “Menu” and enter the pattern.



Figure 1

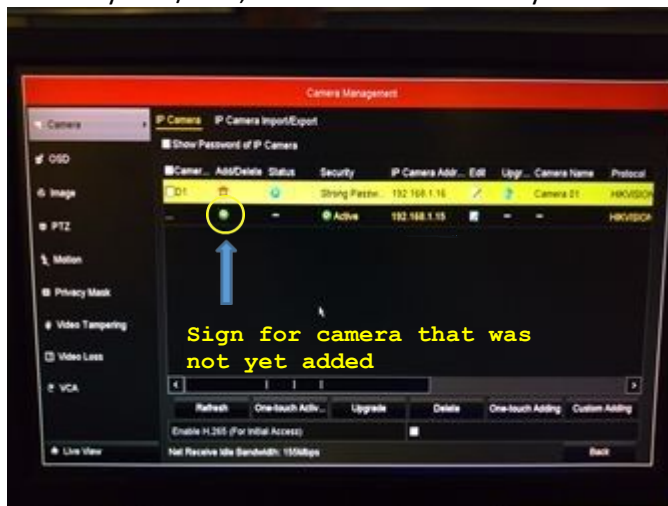


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Figure 2 – Security Pattern

Figure 3 – Menu

- Adding the camera to NVR, click “Camera”. All HIKVISION camera will automatically detect by DVR/NVR, to connect the camera you must enter the password.



Not Added camera
Click
“Edit”
to add
the
camera

Figure 4

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Enter the password

Figure 5



Figure 6– Camera Added

Verification Procedures

Log in to 172.17.0.80 to check if the newly installed camera is up and online

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Back-out Procedures
N/a