

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 #201915019			
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- 9pm/ May 4 2019-12pm			
Proposed Change Verification Time	12pm-1am			

Objective of the change

To Secure the Exit hallway and new locker at g2

Technical/Operational Impact of the change

Negative: Additional Space to utilization for the CCTV Server	Beneficial: Additional security on the exit hallway and to the new locker area at g2	Neutral: All CCTV Camera and server is online
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Affected IT Infrastructure components

Site	Hostname	IP Address	Function
G2	THEIA	172.22.1.50	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: 172.22.1.50
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.

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

Configuration Change Template

Baseline File	THEIA
Baseline Version	3.1.128

Baseline File Changes:

Existing Configuration	Proposed Change	Impact	Section
No CCTV camera is installed on new locker area and exit hallway at g2	Add camera on the new locker area and exit hallway at g2	To secure the exit hallway and locker area	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 G2 exit hallway

and new locker area

Hi Team

I would like to ask some assistance
for cable pulling on g2 exit hallway
and new locker room area

And also the assistance for reservation of Port and changing the V-LAN
for the CCTV Camera if Needed at G2 Exit hallway and locker room area.

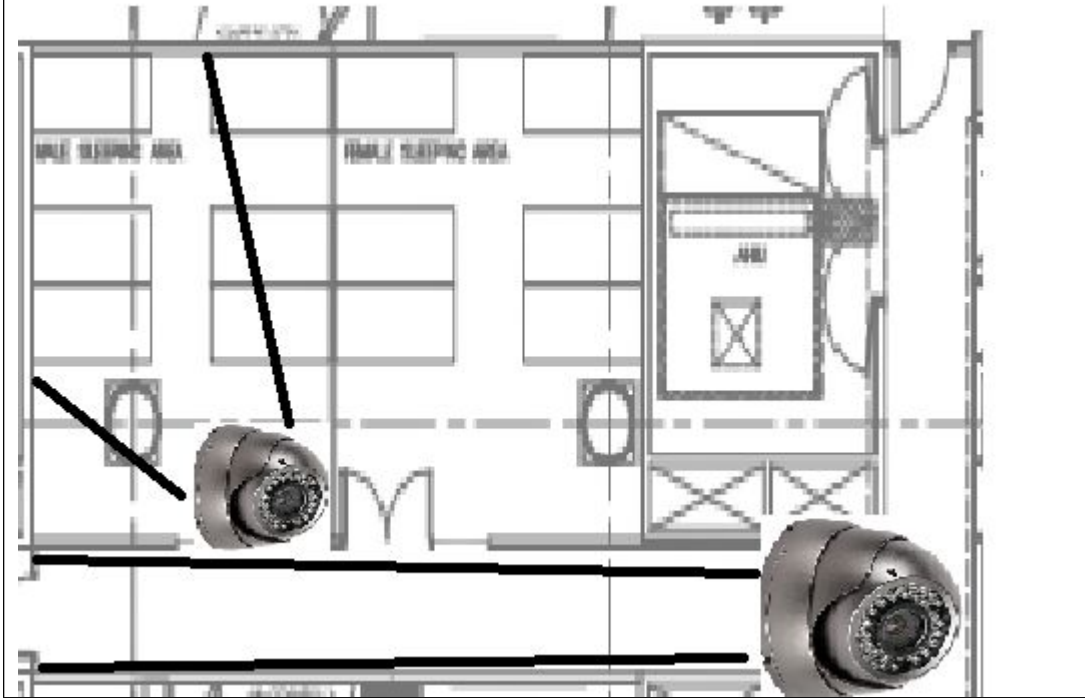
Backup Procedures

N/A

Physical Implementation Procedures

Process Owner: IT Operations	FORM	F-CMG-3.1
	<i>Configuration Change Request</i>	

Place the camera on the right spot based on what is being approved.



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	Configuration Change Request	

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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	Configuration Change Request	

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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	Configuration Change Request	



Enter the password

Figure 5



Figure 6– Camera Added

Verification Procedures

Log in to 172.22.1.50 to check if the newly installed camera is up and online

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Back-out Procedures
N/a