

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 #201916276			
Change Classification		Major	X	Minor
After the fact		Yes	X	No
Emergency		Yes	X	No
Proposed Change Date	June 16 2019			
Proposed Change Start/End Time	June 16 2019 8pm-9pm			
Proposed Change Verification Time	9pm-10pm			

#### Objective of the change

To secure the assets at 8th floor\_Locker\_area extension

#### Technical/Operational Impact of the change

Negative: Additional Space to utilization for the CCTV Server	Beneficial: Reliable security on the locker area of 8 <sup>th</sup> floor	Neutral: All CCTV Camera and server is online
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#### Affected IT Infrastructure components

Site	Hostname	IP Address	Function
JAKA	AETHER	172.17.0.81	CCTV SERVER/ NVR

#### Affected Departments and corresponding contact persons

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

1. 8<sup>th</sup> floor\_Locker\_area connected to /NVRHIKVISION.

#### Test Environment Results Summary

1. Login to DVR/NVR, username: admin password: oams3cur3d.  
For web access: 172.17.0.81
2. 8th floor\_Locker\_area is accessible.
3. Name and configuration are set.
4. Able to playback all recordings including 8th floor\_Locker\_area 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 8th floor_Locker_area	Add camera on the 8th floor_Locker_area	To secure the 8th floor_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 8<sup>th</sup> floor

Hi Team

I would like to ask some assistance for cable pulling and reservation of Port and changing the V-LAN for the CCTV Camera if Needed at 8th floor\_Locker\_area. Please refer to the attached file for the location of camera

Thanks.

#### Backup Procedures

N/A

#### Physical Implementation Procedures

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Please check attached file.



#### Technical Configuration Procedures

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



Figure 1

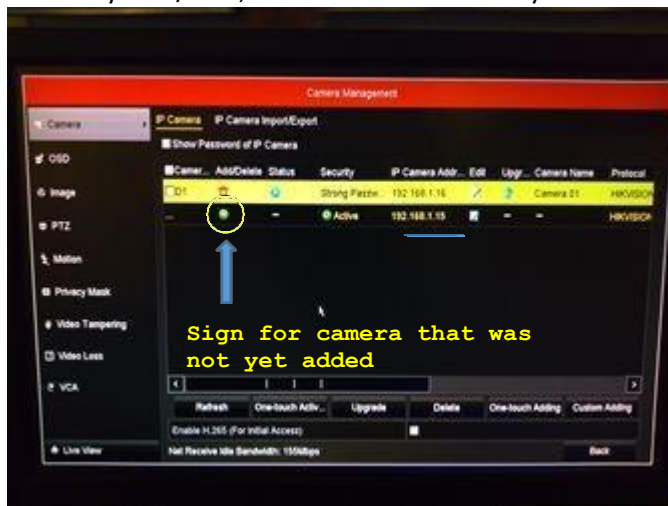


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Figure 2 – Security Pattern

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 172.17.0.81 to check if the newly installed camera is up and online

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Back-out Procedures
N/a