Request Information

Requestor	Jeremiah Nantona
Implementing Team	Site Technical Security Administrator
Ticket Number/s	Ticket #201916374

Change Classification	Major		x	Minor
After the fact	Yes		x	No
Emergency	Yes		x	No

Proposed Change Date	June 21
Proposed Change Start/End Time	June 21 4pm-5pm
Proposed Change Verification Time	5pm-6pm

Objective of the change

To have a CCTV monitoring on G2 South bio in and out

Technical/Operational Impact of the change

Negative: No CCTV viewing on the Elevator lobby of the 11th floor G2	Beneficial: Monitoring on the South bio in and out	Neutral: All cameras and NVR will remain online

Affected IT Infrastructure components

Site	Hostname	IP Address	Function
G2	THEIA	172.22.1.50	CCTV camera Server

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

8th floor_Locker_area connected to /NVRHIKVISION.

Test Environment Results Summary

1. Login to DVR/NVR, username: admin password: oams3cur3d. For web access: 172.22.1.50
2. G2_South_Production is accessible.
3. Name and configuration are set.
4. Able to playback all recordings including G2_South_Production camera.

Configuration Change Template

Baseline File	3.1.128 THEIA
Baseline	3.1.128

Version	

Baseline File Changes:

Existing Configuration		Proposed Change	Impact	Section
G2_ELEV_L OBBY	172.22.1.13	G2_South Bio in/out 172.22.1.13	Reliable monitoring on the South biometric	Camera

## Physical Implementation Procedures / Advisory

Email the NOC 3days prior to the target date of completion

Send to :IT Network Operations <noc@openaccessbpo.com>, Rynel Ryson Yanes <ryanes@openaccessbpo.com>

Hi Team

I would like to request some assistance regarding on changing the Vlan of the camera that will be relocated on the specific location.
Cable is already existing to the location

Please check attached file for the reference.
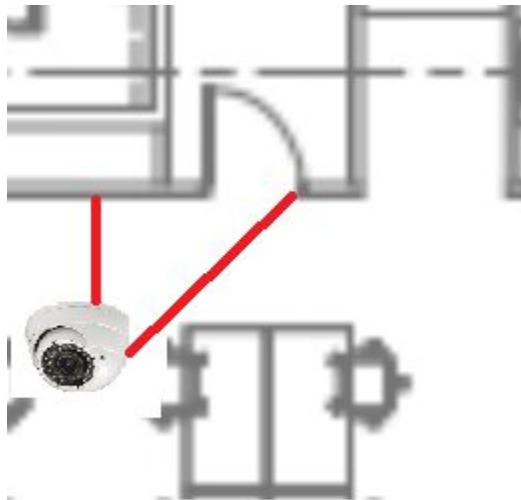
Backup Procedures

No back-up processes

Technical Configuration Procedures

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

Security Pattern

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
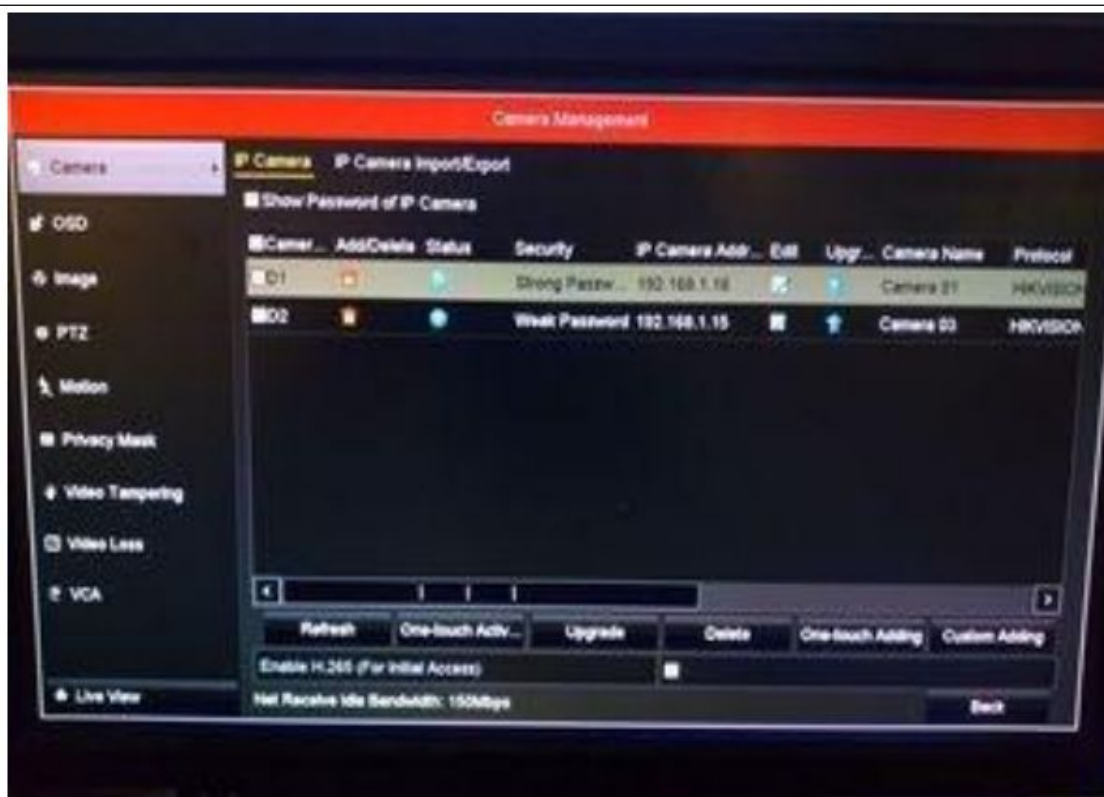
Added Camera

Verification Procedures

Log in to 172.22.1.50 to check if the newly installed

Back-out Procedures

N/a