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

Request Information

Requestor	Jeremiah Nantona
Implementing Team	Site Technical Security Administrator
Ticket Number/s	Ticket #201914717

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

Proposed Change Date	April 21 2019
Proposed Change Start/End Time	April 21 2019 8pm-9pm
Proposed Change Verification Time	9pm-9:30pm

Objective of the change

To secure the Pantry Area of G2

Technical/Operational Impact of the change

Negative: Additional Space to utilization for the CCTV Server	Beneficial: Reliable Security on the pack lunch placed inside the Refrigerator	Neutral: All CCTV Camera and server is online

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. G2 Pantry Cameras are connected to /NVR HIKVISION.
```

Test Environment Results Summary

```
   1. Login to DVR/NVR, username: admin password: oams3cur3d.
      For web access: 172.22.1.50
   2. G2 Pantry cameras is accessible.
   3. Name and configuration are set.
   4. Able to playback all recordings including G2 Pantry Camera.
```

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 the pantry area of g2 near Refrigerator	Add camera on the pantry area of G2	To secure the Pantry Area of G2	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 Pantry Area

Hi Team

I would like to ask some assistance for cable pulling on G2 pantry area for the additional of CCTV camera.

And also I would   like to ask some assistance for reservation of Port and changing the V-LAN for the CCTV Camera if Needed at G2

Thanks. |

Backup Procedures
N/A

Physical Implementation Procedures

Plug and mount the cctv camera on the designated area.
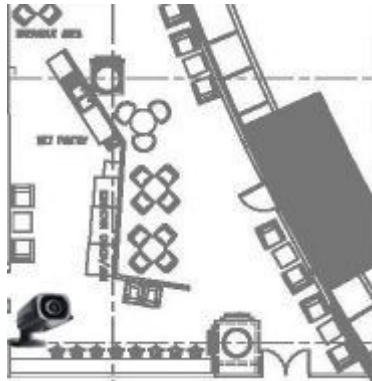
Technical Configuration Procedures

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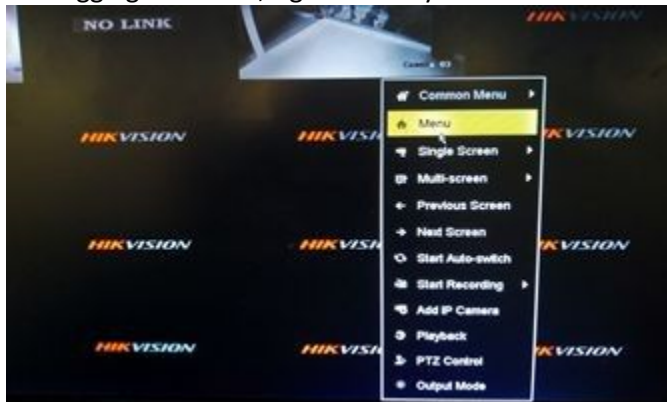

Figure 1

Figure 2 – Security Pattern

Figure 3 – Menu

2. 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.
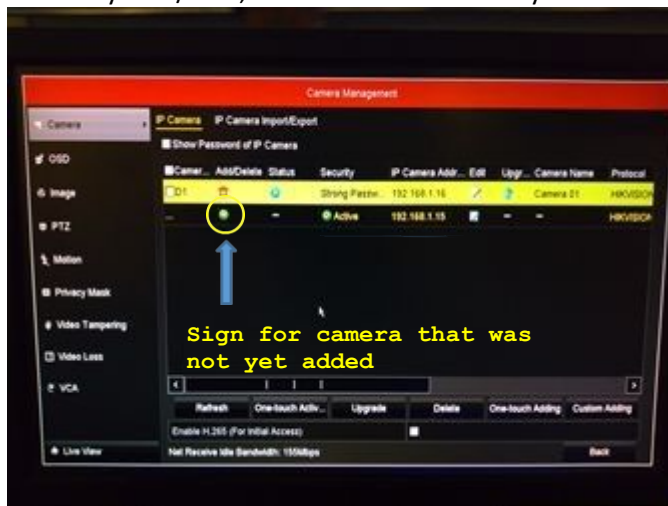

Not Added camera

Click "Edit" to add the camera
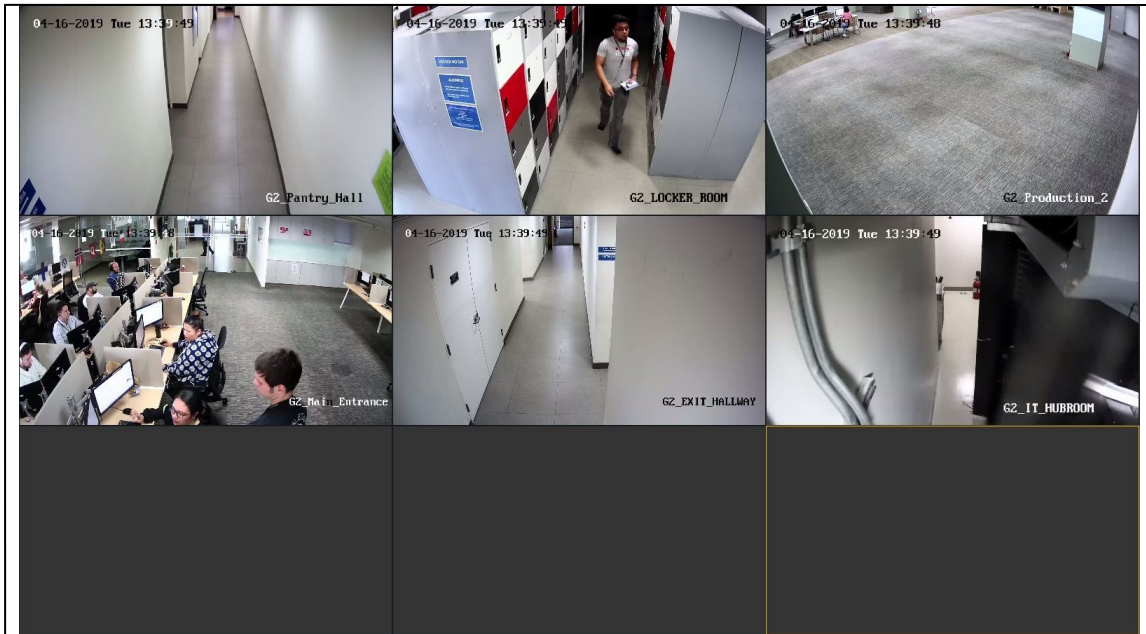
Figure 4

Figure 5

Enter the password

Figure 6– Camera Added

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

Back-out Procedures
N/a