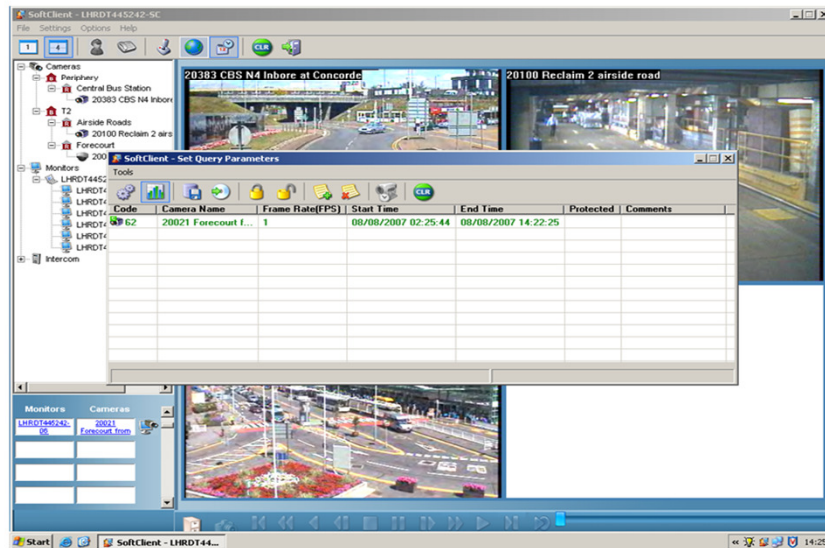


- **Query Form** - The results will show in green writing

To view a recorded video clip:

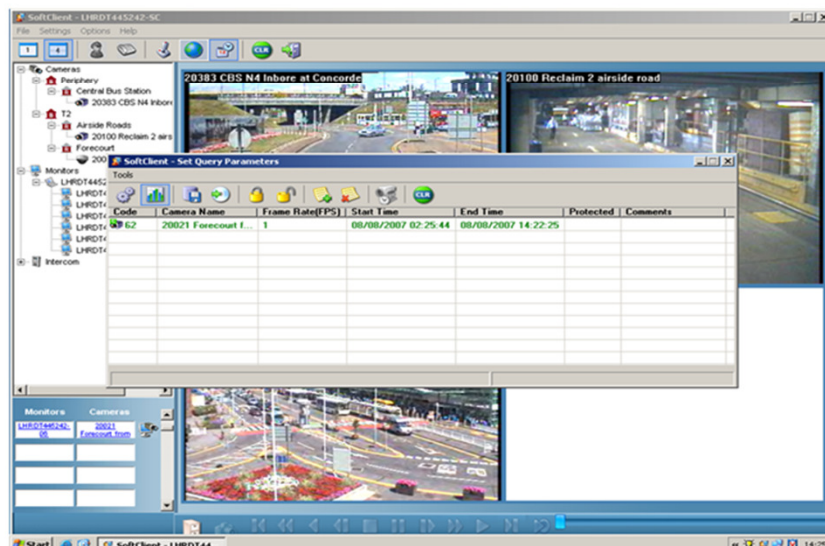
- Drag and drop the green writing from the Query Form into any one of the viewing windows in Quad Mode, or the playback window in Single Mode



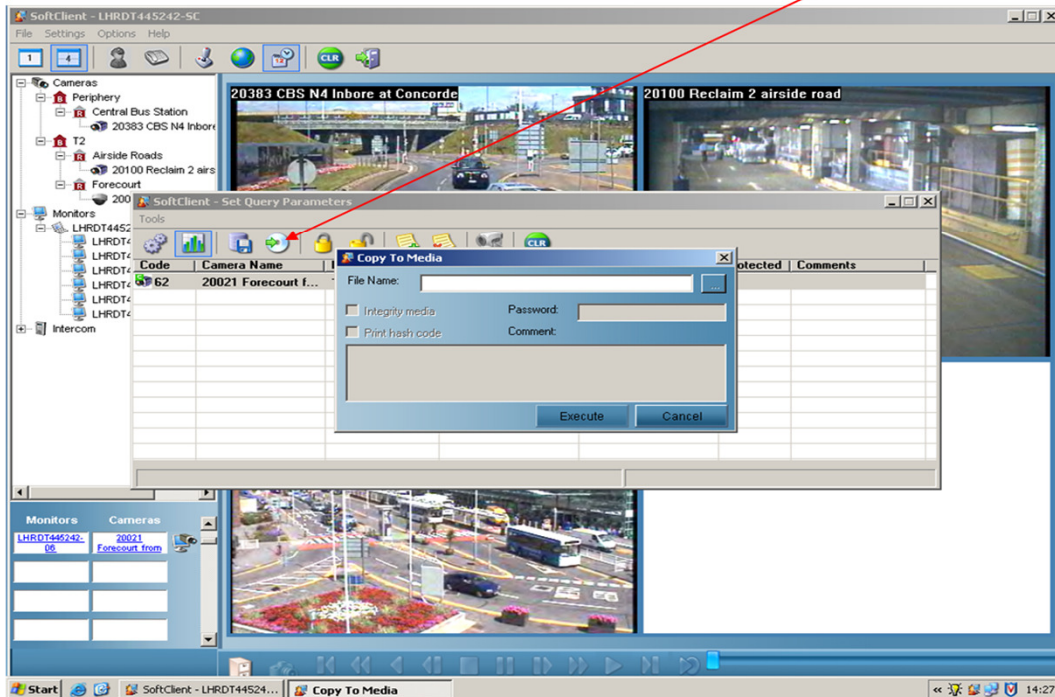
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To view a recorded video clip:

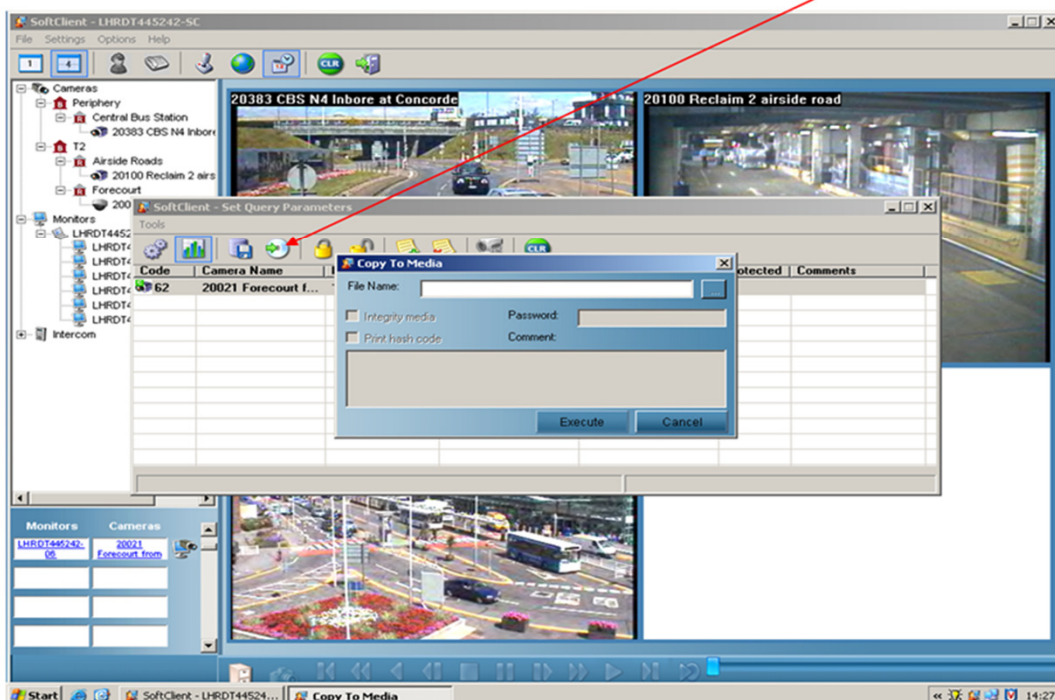
- Drag and drop the green writing from the Query Form into any one of the viewing windows in Quad Mode, or the playback window in Single Mode



- Query Form – Click on the disk shaped icon to copy to media (DVD)



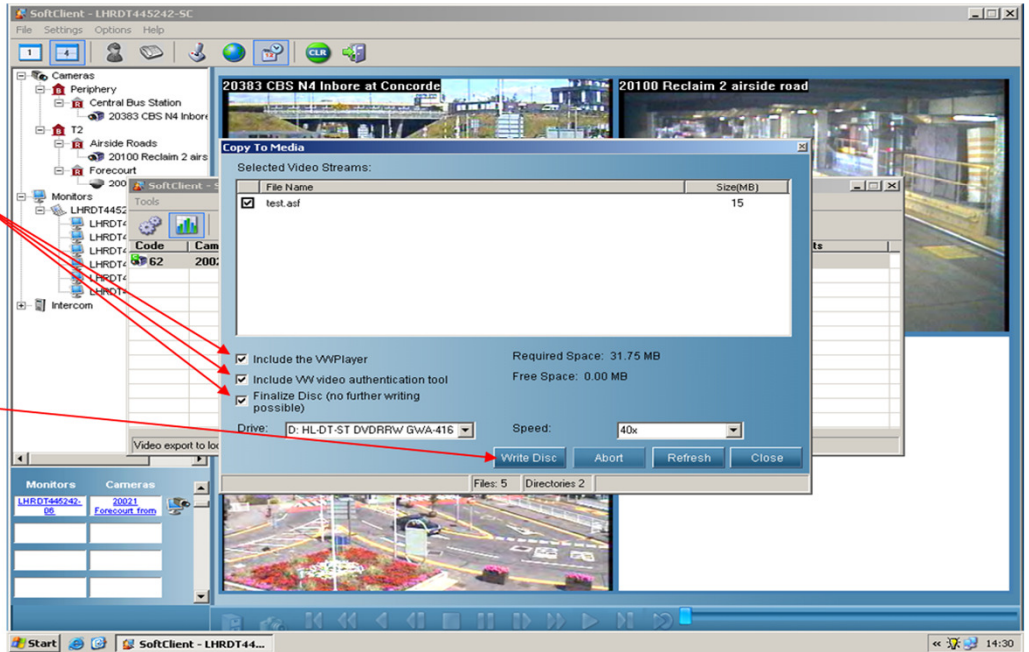
- Query Form – Click on the disk shaped icon to copy to media (DVD)



- **Query Form** – Once you have filled in a file name and clicked on "execute" you will get the form below

Check these 3 boxes to include VVPlayer, authentication tool and finalize disc.

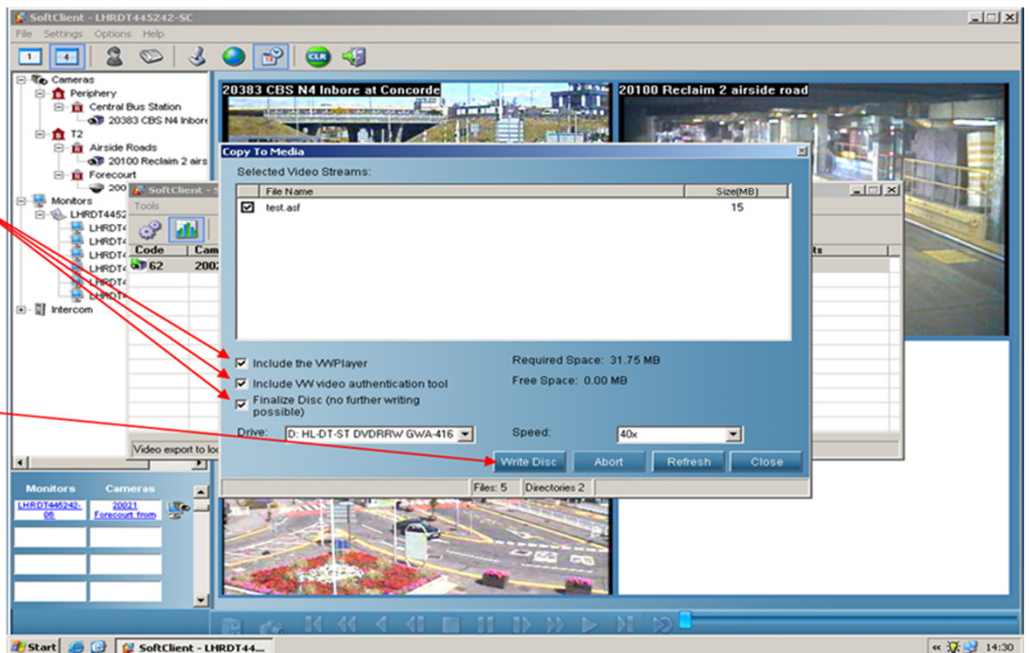
Click on Write Disc to begin burn process.



- **Query Form** – Once you have filled in a file name and clicked on "execute" you will get the form below

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Archiving and Exporting Video clips for evidence

- Images retained for evidential purposes should be kept in a secure place where access is controlled
- Every digital recording from CCTV has the potential of containing material that may be admitted as evidence
- System integrity must be protected through appropriate security and access arrangements

When attempting to play a DVD-R on a CCTV asset or a non BAA asset the following should be noted:

- All CCTV assets are compatible to play DVD-R discs
- When viewing video extracts saved on a DVD-R using a non BAA asset ensure that it is compatible to read DVD-R's
- Older assets may also not be compatible to read DVD-R's.
- If attempting to view video clips from a standard BAA asset (non CCTV) ensure it has the relevant policies to allow it
- Any problems or to confirm if your asset has the correct policies, please contact the BAA I.T. Servicedesk on Ext: 655355

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