























Pre-Installation	
	<p>Network Settings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain the static IP address that the exacqVision Server will be assigned to on the LAN: _____ . _____ . _____ . _____ <input type="checkbox"/> Determine the static IP address range available on the LAN for IP cameras: _____ . _____ . _____ . _____ to _____ . _____ . _____ . _____
	<p>Camera Settings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine the average image sizes and frame rates that were used to calculate the storage space ordered with this system.
Setup Mode	
	<p>System Setup*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set exacqVision server for static IP address. <input type="checkbox"/> Configure the system name, time, and time zone. <p>*See the Quick Start guide that shipped with your system.</p>
	<p>Add IP Cameras</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow instructions on exacqVision IP Camera Quick Start Guide.
	<p>Camera Recording Setup (IP cameras)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set resolutions¹. <input type="checkbox"/> Set frame rate¹.
	<p>Camera Recording Setup (analog cameras)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set resolutions¹. <input type="checkbox"/> Set frame rates¹. <input type="checkbox"/> Disable cameras that are not connected.
	<p>Serial Port Setup</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up serial port for RS-485 mechanical PTZ control.
	<p>Camera Setup</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name camera. <input type="checkbox"/> Enable on-screen display. <input type="checkbox"/> Set motion mask on IP cameras (there are generally no motion windows set on a new camera). The default motion recording schedule won't trigger recording. <input type="checkbox"/> Mask motion from irrelevant objects such as moving trees. <input type="checkbox"/> Create windows in relevant locations, such as doors and hallways. <input type="checkbox"/> Configure quality just high enough to see relevant details¹. <input type="checkbox"/> If supported by the cameras, set recording format to MPEG4 or H.264 instead of JPEG for better storage. <input type="checkbox"/> Watch for blue border around live video window on setup page when motion is occurring to ensure that motion sensitivity and masking are appropriately configured. <input type="checkbox"/> Configure mechanical PTZ presets.

¹Set high enough to achieve security requirements, but realize that disk space usage and storage time increase with lower resolutions and frame rates.

	Trigger Input Setup <ul style="list-style-type: none"> <input type="checkbox"/> Name input triggers to be used. <input type="checkbox"/> Set radio button to normally open or closed to match physical switch.
	Alarm Output Setup <ul style="list-style-type: none"> <input type="checkbox"/> Name any alarm outputs to be used.
	Storage Setup <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all disks are selected for recording (except C:\, which is typically small and should be reserved for temp space for search and CD burning). <input type="checkbox"/> Ensure total disk space matches the expected value.
	Notifications <ul style="list-style-type: none"> <input type="checkbox"/> Create email profile for system health administrator. <input type="checkbox"/> Create email profile for security events such as unexpected motion or input triggers. <input type="checkbox"/> Create email profile for the installer.
	exacqRecall <ul style="list-style-type: none"> <input type="checkbox"/> Create profile for video sources and duration to store on high-priority event. <input type="checkbox"/> Insert blank CD or DVD in DVD drive.
	Event Linking <ul style="list-style-type: none"> <input type="checkbox"/> Create events to alert administrator via email of system health issues. <input type="checkbox"/> Create events to record video on input triggers. <input type="checkbox"/> Create events to email security administrator upon unexpected triggers or motion. <input type="checkbox"/> Create event to burn CD via exacqRecall profile upon button push (or other event). <input type="checkbox"/> Create event to email installer when license subscription is near expiration.
	Schedule <ul style="list-style-type: none"> <input type="checkbox"/> Motion is recorded by default. Change any cameras to continuously record or stop recording as needed. <input type="checkbox"/> Audio is not recorded by default. Schedule audio recording if necessary. <input type="checkbox"/> Schedule events for notification only when they are unexpected.
	Users <ul style="list-style-type: none"> <input type="checkbox"/> Add user accounts for the people who will use the system.
	Add Systems <ul style="list-style-type: none"> <input type="checkbox"/> Change 127.0.0.1 login so the default OS "User" account logs in with restricted privilege instead of administrator privilege.
	Live <ul style="list-style-type: none"> <input type="checkbox"/> Create views as required by users for live viewing or multi-camera search and playback.
	Export Settings <ul style="list-style-type: none"> <input type="checkbox"/> Save settings and license to a USB flash drive to aid the recovery process, if necessary.
	Operating System Users <ul style="list-style-type: none"> <input type="checkbox"/> Add operating system users that will connect from this computer. See the Quick Start Guide that shipped with your system.
	Install Client <ul style="list-style-type: none"> <input type="checkbox"/> Install the exacqVision Client on another computer and ensure that it can connect to the exacqVision Server using the static IP address and one of the configured user accounts.
	Search* <ul style="list-style-type: none"> <input type="checkbox"/> Connect after 24 hours. <input type="checkbox"/> Connect after 7 days. <p>*Search to ensure cameras are not recording excessive amounts of motion; if they are, adjust motion sensitivity or windows/masks, or possibly adjust camera for low-light noise. Look at Storage setup page and extrapolate the storage duration to ensure that it meets requirements; if it does not, decrease frame rate, quality, or resolution.</p>