CEIBA2:

Basic Guide to reading a hard drive.

1. Double click on the CEIBA2 icon on the desktop.

2. The CEIBA2 window will open. Using the arrow on the right hand side of the 'Type' box select 'Local'

3. To enter the viewing program enter the following;
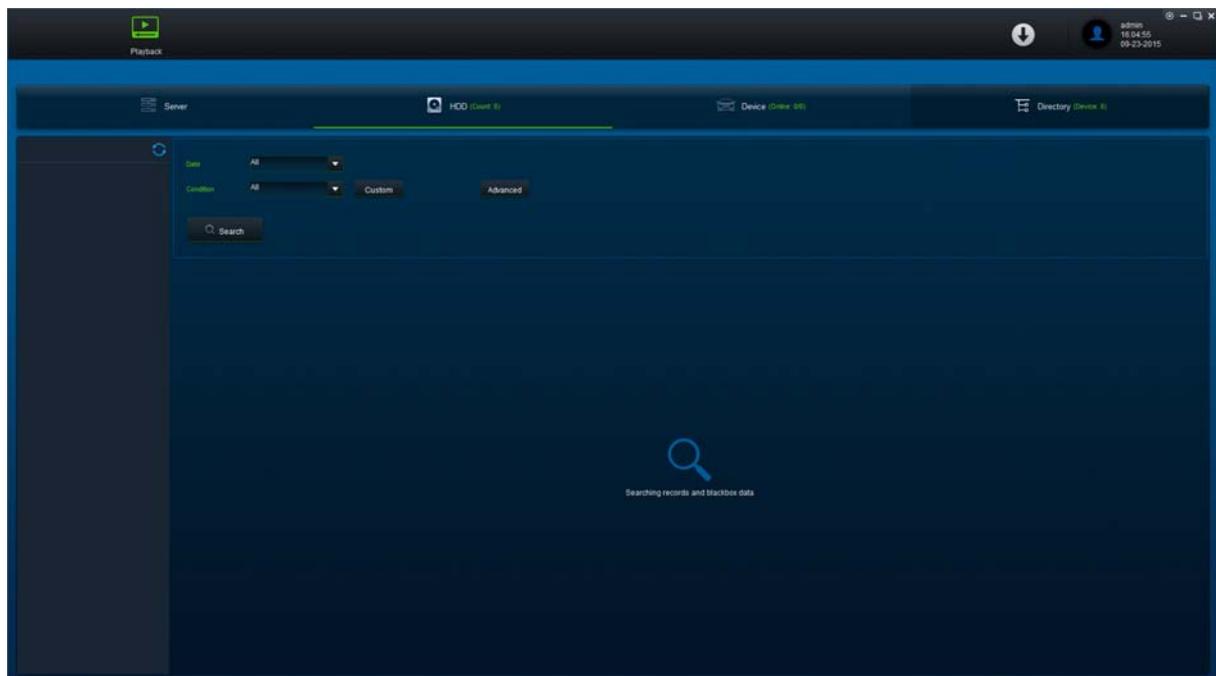
User: admin
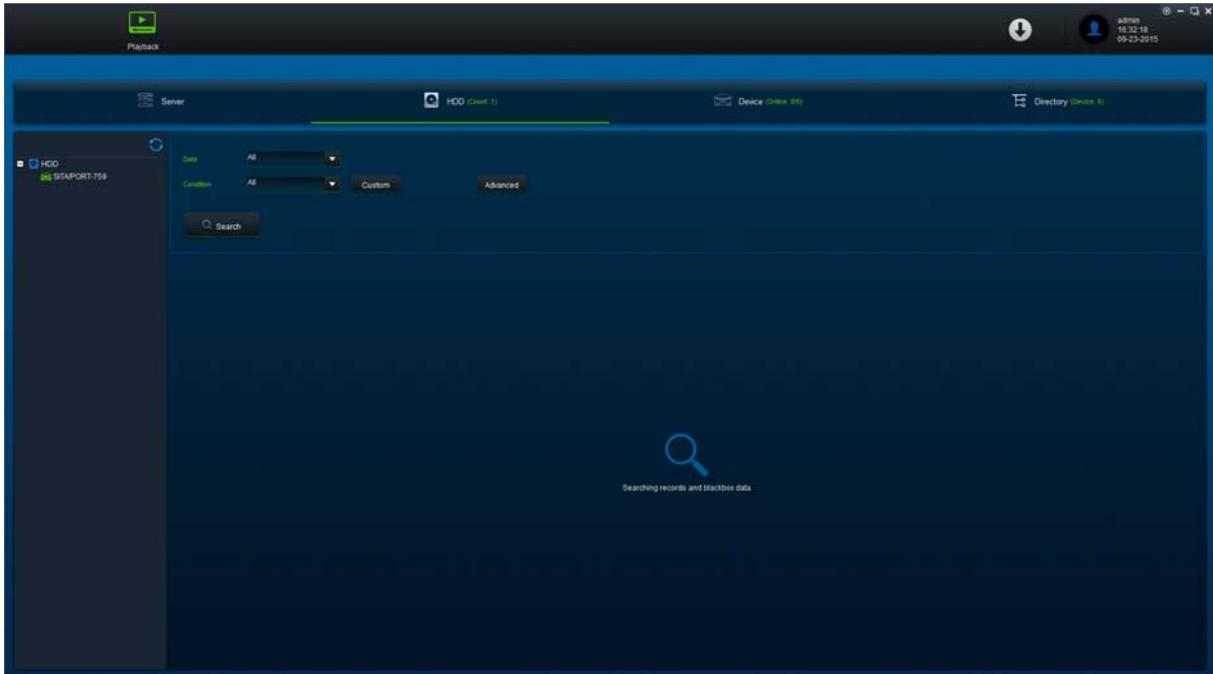Password: Leave this box blank and then select 'OK' button.

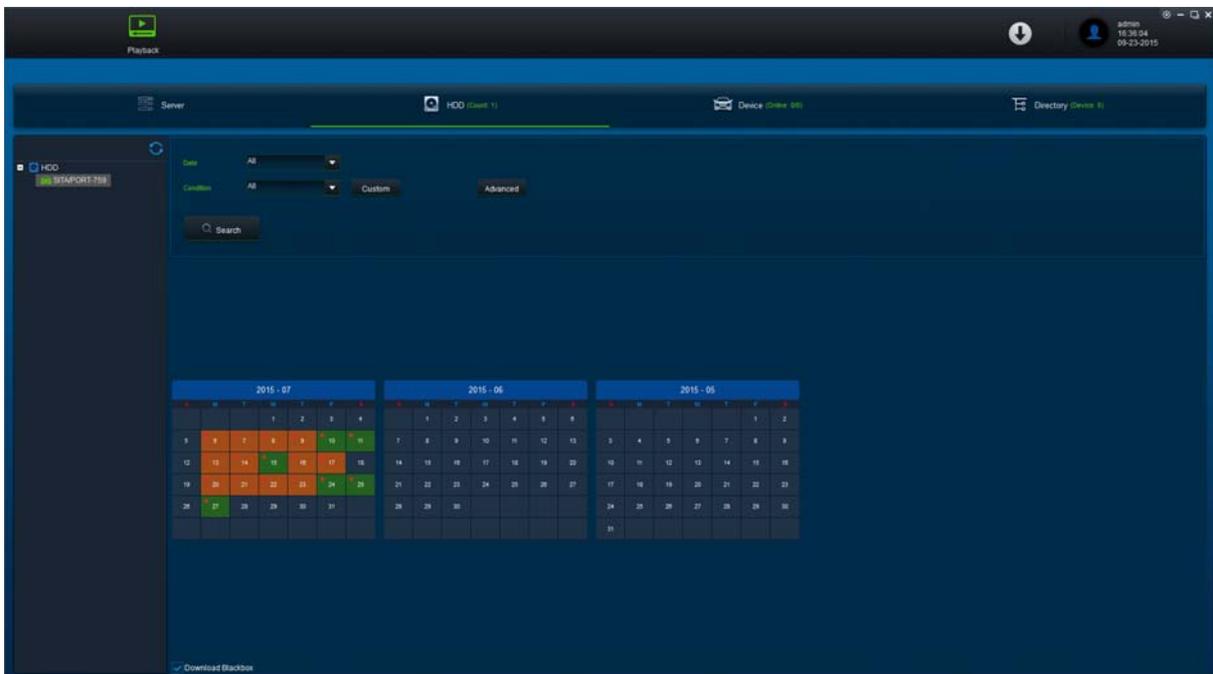4. Once logged in you will see the screen below.

5. Using the black coloured lead supplied in the DVR box, plug the square end of the lead into the hard drive that has been removed from the DVR, and the USB that has the 2 x cables connected to it, into the computer or laptop you are using to run the CEIBA2 program on.

6. When the hard drive is plugged into the computer and is recognised by CEIBA2, you will see the name of the hard drive under 'HDD' on the left hand side of the window. If no hard drive is listed select the blue refresh arrow icon to help the CEIBA to find the hard drive. It may take a few seconds for the hard drive to be recognised.

7. Double click on the name of the hard drive next to the 'green' car icon to log into the hard drive and read the stored video.

8. A calendar showing all the dates video has been recorded on will now appear. Green date squares indicated no DVR alarms were registered on that day, red date squares indicate DVR alarms were triggered on that date. Double click the date that you wish to view footage from
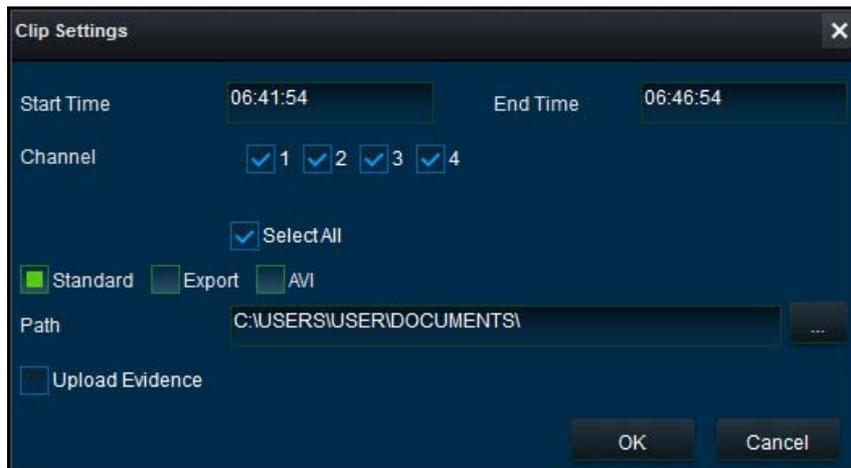
9. **STEPS TO CHECK HISTORICAL VIDEO USING CEIBA2**

10. Enter into CEIBA2 as if you were going to view a truck's cameras live (eg. Using the Server login).

11. Click on the 'Playback' icon at the top of the screen

12. Click on the tab that says 'Device' at the top of the screen. You will now be in the area that allows you to replay video.

13. Double click on the GREEN truck icon that you wish to view stored video from, the word 'searching' will appear.

14. If there is saved video you will now see the calendar (same as when you remove the hard drive)

15. Green & Orange blocks of colour on a date show that the date has recorded info on it.

16. Double click a random date that is coloured green or orange (making sure that the button at the bottom of the screen labled 'download blackbox' remains UN-TICKED) If this box is ticked it will load the GPS mapping data as well at the video and it takes longer.

17. You will now move to the next screen with the play button and the time bars at the bottom (same as you see when you remove the hard drive)

18. Slide the green line across the blue time bars at the bottom of the screen and place it at the approximate time you are wanting to see video from. The magnifying glass icons at the bottom left hand side of the screen enlarge or decrease the size of the time line to make it easier to find an exact time. Click the play button to see the video.

19. The green time selector line may be dragged to another time portion of video if desired, while video is playing. This will cause the video to reload and may take several seconds for the video to be redisplayed after the time is changed.

SAVING VIDEO

20. Select the 'scissors' icon under the time line, and then click 'OK'.

21. Once you are in the Clip Settings window type in the start and end time for the video you wish to clip and select the camera (Channel) numbers you want to save video from. IMPORTANT: If you are saving video remotely (via the internet) then it is not advised to try to save more than about 30 seconds to a maximum of 60 seconds at any one time in case the truck drives into a poor reception area while you are downloading video. If saving directly from a hard drive then there is no restriction.

22. Selecting the 'Standard' box in the Clip Window will save the video file as a CEIBA2 file that can be viewed in CEIBA2. Selecting the 'AVI' box in the Clip Window will save each channel number selected as a separate AVI file for viewing on any PC.

23. Select the path where the file is to be stored by clicking on the button to the right hand side of the Clip Window that has the 3 small white dots in it. This will take you into the file explorer where you may select or add a new directory. CEIBA2 will always create a new directory under the directory that you have selected to store the video in, and it will be named the same name as the DVR is for that vehicle. Eg. If you have a truck named 1234

24. CEIBA2 will create a subdirectory named 1234 to store the video file in.

25. Once this is complete click OK.

26. A small red circle will now appear in the downward facing arrow at the top right hand side of the screen. Click the downward facing arrow to enter the progress window for saving of the video. This will show you progress of saving the file. Once the file name and progress bar disappears the file has been saved. If there are issues with the file save an error message or the word 'failed' will appear in this window.

PLAYING BACK THE SAVED FILE

27. If you saved your file s an AVI you will be able to open the video by double clicking directly on the AVL file icon that has been saved in your earlier selected directory.

28. If you saved the file as 'Standard' you will need to read the file by using CEIBA2.

29. Enter the 'Playback' window in CEIBA2 and then select the 'Directory' icon at the top right hand side of the screen.

30. Saved files should appear to the left hand side of the window as a subdirectory name with a green car icon underneath of them. If you do not see the file that you have created listed in this location then click on the 'Add' button at the top of the screen to enter into the directory window and locate the subdirectory that you selected your file to be saved in. Once you find the subdirectory you must then double click to enter the directory and click on the truck name that CEIBA2 has created for you. Next click 'Select Folder' and CEIBA2 should display the directory and the green car icon in the Directory window.

31. Double click on the green car icon and you will see a calendar with the date of the video that you have just clipped. Follow the same steps as before to open and play the video by double clicking on the calendar date.

32. You may now re-clip the video and save it as an AVI file if necessary. AVI files of less than 1 minute are usually small enough to email.

33. To exit the CEIBA2 program select the 'X' at the top right hand side of the page.