



**DTiQ™**

## Camera Maintenance How-to Guide



# Ladder Safety

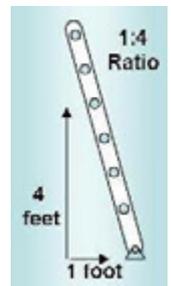
Make sure that proper Ladder Safety is followed when conducting camera maintenance.

a. For reference visit the following website:

<http://www.osha.gov/SLTC/etools/construction/falls/4ladders.html>

b. Keep these tips in mind:

- Make sure the ladder is suited for the type of job you are performing.
- Before using a ladder, especially one that has been in storage for a while, inspect it for cracks or broken joints.
- Place your ladder on a stable, even, flat surface. Never place a ladder on top of another object.
- Use the 1:4 ratio to ensure a stable working platform. Place the base of the ladder 1 foot away from what it is leaning against for every 4 feet of height to the point where the ladder contacts at the top (see graphic).
- When using an A-frame stepladder, make sure the brace is locked in place.
- If climbing onto another surface, make sure the ladder extends at least three feet past the platform you are climbing onto.
- Secure tall ladders by lashing or fastening it to prevent movement.
- Always face the ladder when climbing or descending.
- Keep both feet on the ladder - never put one foot on a rung and the other foot on a different surface.
- Do not climb higher than the second rung on stepladders or the third rung on straight or extension ladders.
- Never stand on the top or the paint shelf of a stepladder.
- Keep your belt buckle (if you have one) positioned between the rungs so it does not catch.
- Never leave ladders unattended.
- When working with electricity, use a ladder made of wood or fiberglass.



# Mini Dome Camera Maintenance

Make sure that proper Ladder Safety is followed when conducting camera maintenance.

- a. Locate the camera(s) that need to be cleaned.
- b. Properly position the ladder you will be using.  
See Ladder Safety tips above for more help.
- c. Remove the camera dome/shell from the camera by turning the dome cover counter clock wise until it unlocks.



- d. Clean the Dome cover with micro-fiber cleaning cloth to remove any residue or build up.
  - i. Micro-fiber cloth is a popular item to clean Laptop screens, LCD TVs, etc.



- ii. For excessive dirt or grease build-up on the dome cover, wash in soapy warm water and dry with a damp cloth.
- e. DO NOT clean the lens inside a Dome Camera.
- f. Place the camera dome cover back on the camera mount by turning it clock wise until it locks.



- i. Make sure the cover is aligned with the viewing area of the lens and not the covered area as it will block the view of the camera.
  - ii. DO NOT under any circumstances use window cleaner with paper towel or any other cleaning detergent as you could potentially damage or scratch the dome.

# Outdoor Camera Maintenance

The Outdoor cameras are usually installed within a protective housing and do not need to be refocused after installed, unless tampered with, in which case a professional should be called to refocus the cameras.

- Remove any items obstructing the view from the housing front glass plate.
- Use a can of compressed air and blow the dust away from the glass cover from the housing
- If a can of compressed air is not available use a damp cloth instead.
- Gently wipe the glass cover with the cloth to remove the dirt.
- Use the Micro-Fiber cloth to remove any leftover dirt and dry the housing glass plate.



# DVR Maintenance and Settings

The DVR is one the most important pieces of equipment in a video surveillance system, as it is the brain of the system. It records and manages your video footage often works 24 hours a day 7 days a week, so the importance of maintaining your DVR cannot be underestimated.

DTT Surveillance recommends the following to help keep your DVR running for as long as possible.

- Store the DVR in a cool, dust-free, secure cabinet or room.
- Check the fan on the back of the server; wipe away any dust that may accumulate on the fan cover.
- The DVR should not have any items blocking it at the front, top, sides and/or back
- Remember to keep the DVR well-ventilated in order for it to breathe and avoid overheating
- An Uninterrupted Power Supply (UPS) MUST be connected to the DVR.
- Visually check that there is movement on each camera and that the clock on the screen is advancing.
- Perform playback from at least 1 period of the previous week.
- Perform a file back-up and create a CD.

