

# Locking Files on your CCTV Recording System

Locking a file to your system means it will be never overwritten until such time as you unlock it. All major incidents should be locked.

To Lock a file carry out the following steps

1. Go to playback mode
2. Select the year, month and day the recording is on you wish to lock.
3. In the time line bar, simply click on the white line below the hour bar you wish to lock. Click once and the bar goes RED meaning this hour recording is locked and click again and the section of the bar will go white meaning the file is unlocked. In the example below the hour block between 11 and 12 is locked and all other hours are unlocked.

If you have any questions please do not hesitate to contact us on 01 2811144 and select option 3 for support.

Please remember full online video tutorials on all the features of your system and supporting documentation are available on our web site

[www.senacatech.com](http://www.senacatech.com)

