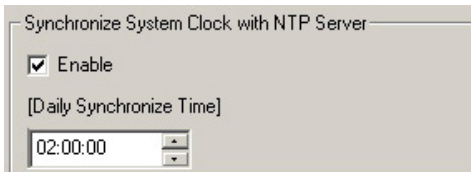November 5th, 2007

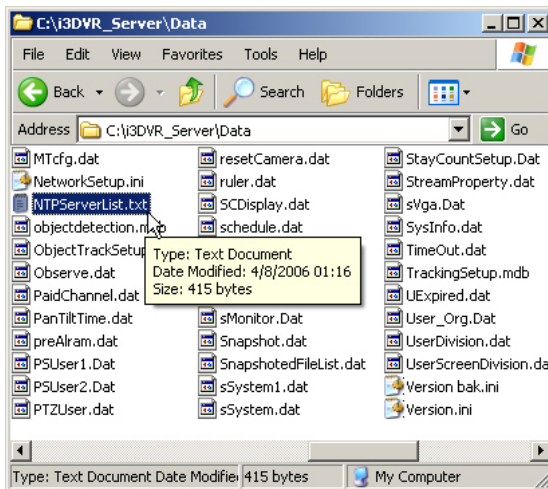**Re: Synchronizing DVR time with POS time.**

It is important to synchronize POS and DVR time. This will ensure that time of transaction on POS corresponds exactly to the DVR's video footage of that same transaction.

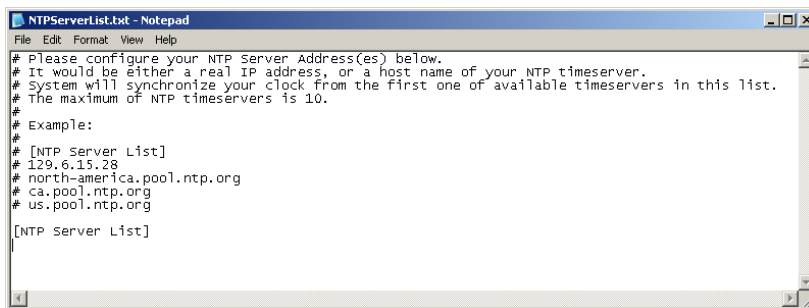**In order to synchronize DVR time with POS time, carefully follow the instructions below.**

1. In i³DVR Server, go to System Setup tab and locate the following area: **Synchronize System Clock with NTP Server**
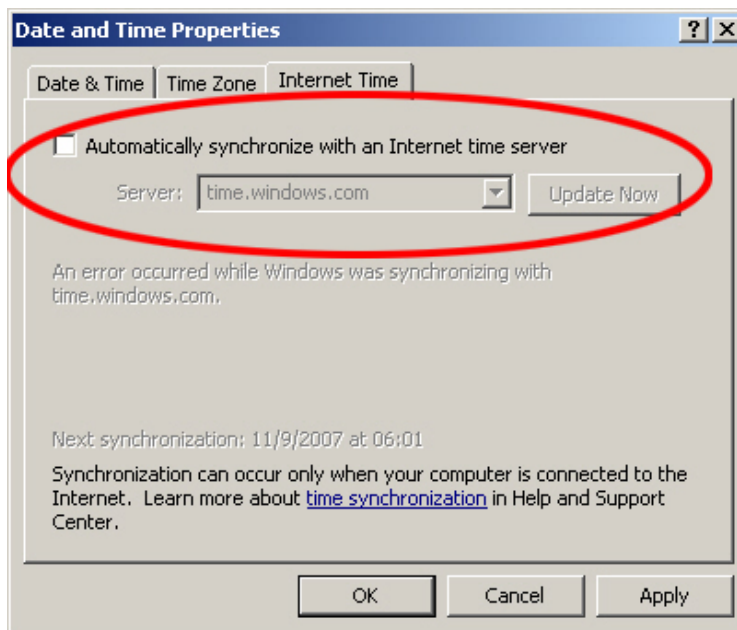

   a. Check off **Enable** checkbox to activate time synchronization feature
   b. In the [Daily Synchronize Time] menu, set the daily synchronization time by using the arrows up and down or by typing on your keyboard. In this example, the daily synchronization time is set to 2:00AM
2. Close the i³DVR Server. Press **Alt + Ctrl + Shift + F4** simultaneously on your keyboard to close the i³DVR Server without shutting down the DVR.
3. Go to My Computer -> **C:\i3DVR_Server\Data** folder.

4. Locate **NTPServerList.txt** file and double-click to open it.

5. Position your cursor directly under the last line "[NTP Server List]".

6. Enter the router IP address as provided by the system administrator.
    The router synchronizes its time with the main server's time, while POS and now also the DVR synchronize their time with the router time. This way all transactions from all POS terminals and all video recordings from all DVRs have an accurate time stamp.

7. Go to Control Panel and double-click on **Date and Time**

8. In *Date and Time Properties* window, go to the **Internet Time** tab. Make sure that the **Automatically synchronize with an Internet server** checkbox is *unchecked*. Click **Apply** and then **OK** to close the window.

9. Click **Start** -> **Run…** and enter **shutdown -r -t 0** and click **OK.** This will restart the DVR.

    This completes the set of instructions. Now all POS transactions and DVR video recordings will have same and accurate time stamp.

Please contact technical support at support@i3dvr.com or by phone: 1.877.877.7241 if you have any other questions or issues. Thank you very much for your attention and cooperation.

Best regards,

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