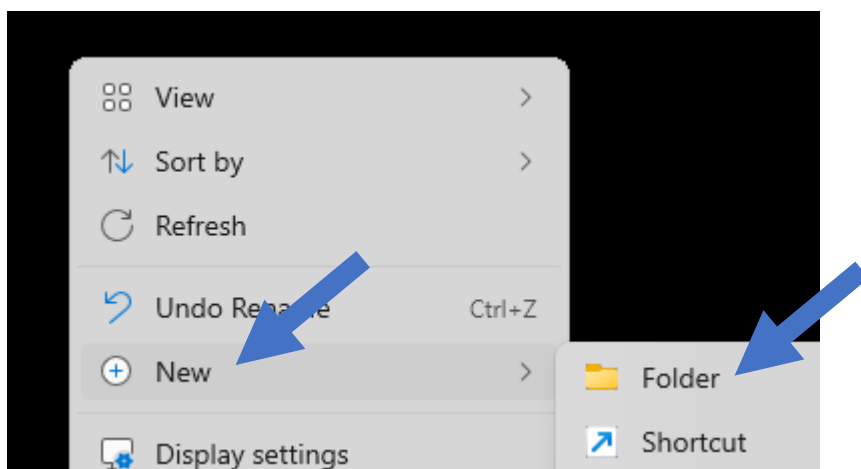


35. HOW TO SETUP A FOLDER FOR DOWNLOADED FOOTAGE IN IVMS (JUNE 2025)

STEP 1

Go the Windows Desktop on your computer.

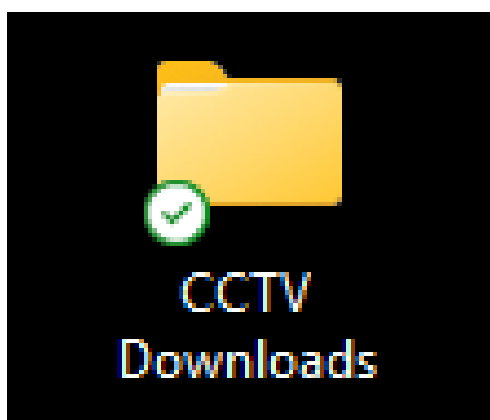
Right click, then create a new folder.



STEP 2

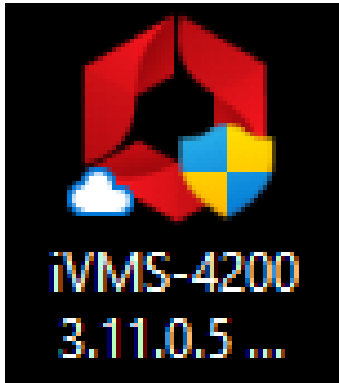
Name the folder CCTV Downloads.

Press Enter.



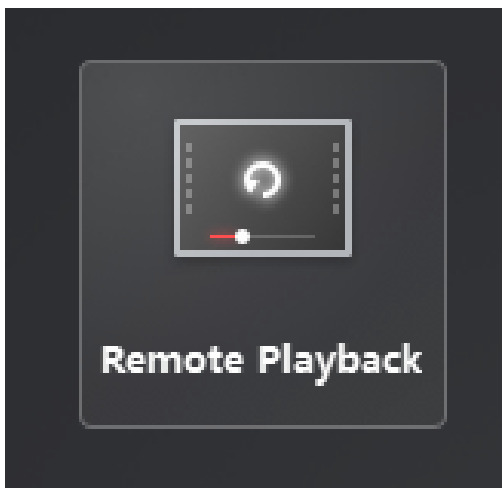
STEP 3

Open IVMS Software.



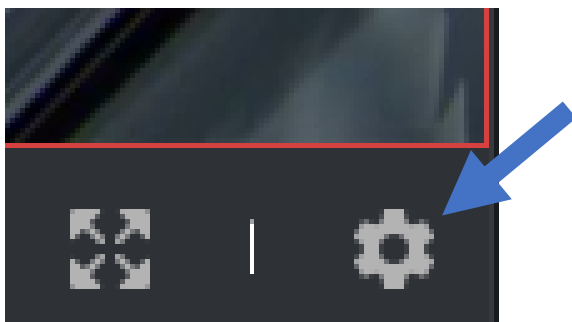
STEP 4

Go to Remote Playback.



STEP 5

Click 'Configuration' in the lower right hand corner.



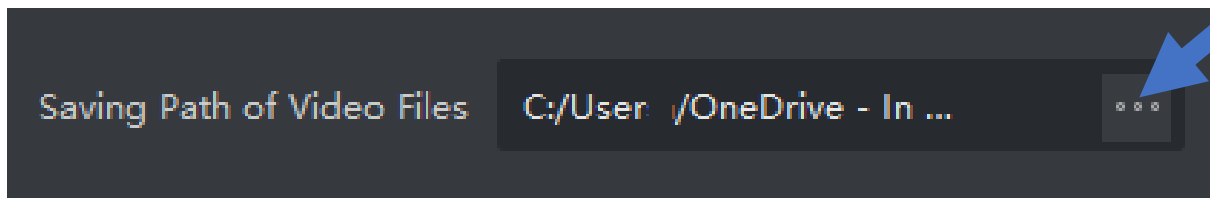
STEP 6

Select the File menu at the top/



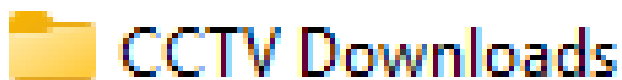
STEP 7

Select the options next to Saving Path for Video Files.



STEP 8

Find and select the CCTV Downloads folder created earlier.



STEP 9

Press 'Select Folder'.



STEP 10

Complete the same process for 'Saving Path of Pictures'.

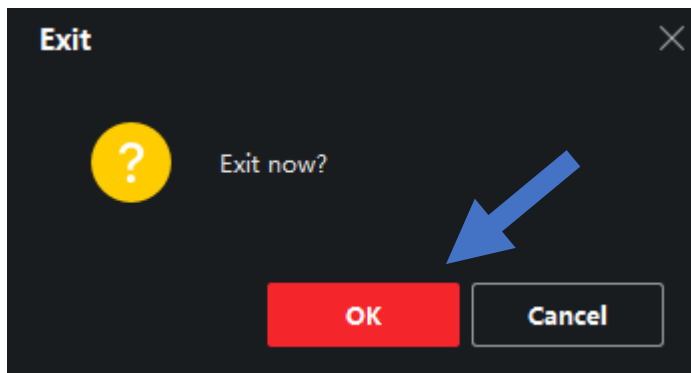
STEP 11

Press Save.



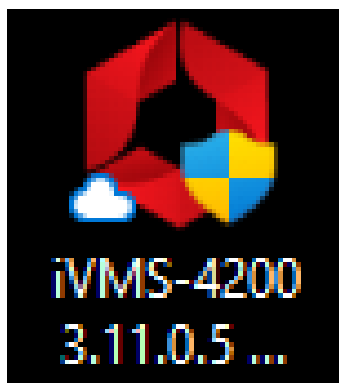
STEP 12

Close the IVMS software completely.



STEP 13

Wait for 1 minute, then open the software again.



STEP 14

IVMS is now ready to download footage to the newly created folder.