First you have to exit “Exclusivity”

* + At the main screen you will see *File View Server Video Tools Help* at the top
	+ Click Tools 🡪 Options



* Click the “Exclusivity” tab
	+ It’s the 4th tab from the left
* There are 3 sections
	+ Password
	+ Mode
	+ Options
* In the “Mode” section you will see a drop down menu
	+ This is where you enable or disable exclusivity
	+ Click the dropdown and change it to “disabled” and click OK
	+ \*Note - If the DVR has an older software version there will be a checkbox instead of a dropdown menu
		- Simply uncheck the box and continue
* Once you click OK you will be prompted to enter a password
	+ The exclusivity password is “servicemanager”
* Once the password is entered correctly, the screen will minimize and the desktop will be visible behind the Procom Software
* At the bottom right-hand corner you will see the time
	+ Right-click it and choose adjust date/time
* Simply adjust the date and time accordingly
* Now go back to the software and re-enable the exclusivity
	+ Simply revers the steps you first took to disable
	+ Tools 🡪 Options 🡪 Exclusivity Tab 🡪 Dropdown “Enabled”
* To verify if the time correction has worked
	+ Look at the bottom of one of the camera windows
	+ Next to the camera name you will see the time
	+ \*Note – If the time is still incorrect, verify the time presentation option is correct
		- View 🡪 Time presentation 🡪Server Local Time