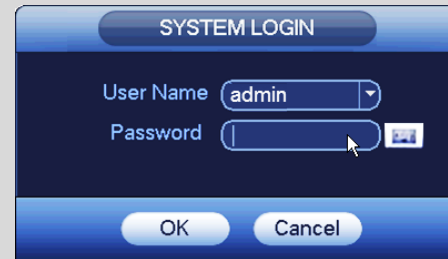## Using the Mouse

1. **Left-click:**

   - **During Split Screen Display:** Double-click an individual channel to view full-screen. Double-click again to return to the split-screen display mode.

   - **While Navigating Menus:** Click to open a menu option.

2. **Right-click:**

   - **During Live View:** Right-click anywhere on the screen to open the Quick Menu.

   - **Within System Menus:** Right-click to exit menus.

3. **Scroll Wheel:**

   - **During Live View:** Place the mouse cursor over the desired camera area. Use the scroll wheel to digital zoom in or out.

   - **During PTZ Operation:** In PTZ mode, use the mouse to optically zoom in or out.
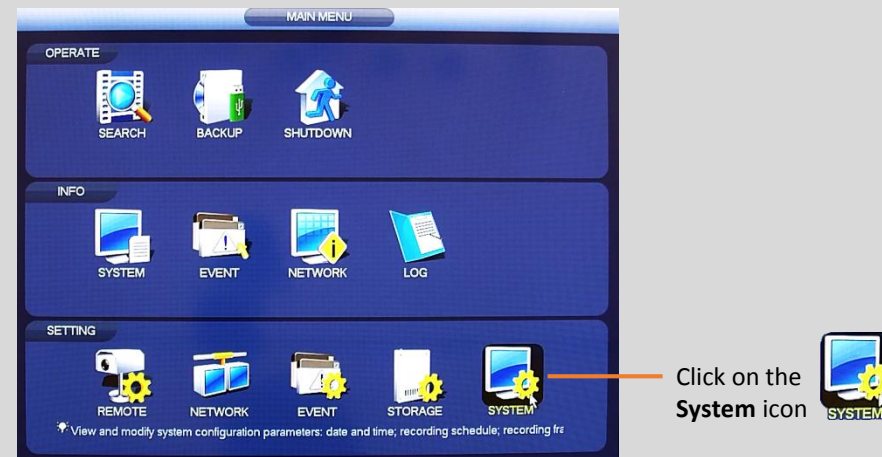
Using the Quick (Right-click) Menu

- ■ View 1 ▶ — Select camera / live views
- ▦ View 4
- ▬ Pan/Tilt/Zoom — Control PTZ cameras when connected
- ▦ Auto Focus — Adjust cameras w/ motorized zoom lens
- ⊕ CAMERA — Adjust camera color settings
- ○ Search — Search for and play back recordings
- ● Manual ▶ — Open controls for manual recording
- ▦ Remote Device — View, add or edit remote cameras
- ⌂ Main Menu — Open Main Menu

Setting the Date and Time

1. In live view, right-click to open the Quick Menu, and then select **Main Menu**.

2. Log in using the system User Name and Password.

   SYSTEM LOGIN
   User Name (admin)
   Password [   ]
   OK   Cancel

3. Click the **System** icon to open the System Settings screen.

   Click on the **System** icon

4. Click **General** and select the **Date & Time** tab.

   Enter the current time, select your time zone, and then click **Save**.

   Check the **DST** box to enable auto Daylight Savings Time updates.

   [Recommended] Check the **NTP** box to sync your system with an Internet time server. Click **Manual Update** to instantly update the time.
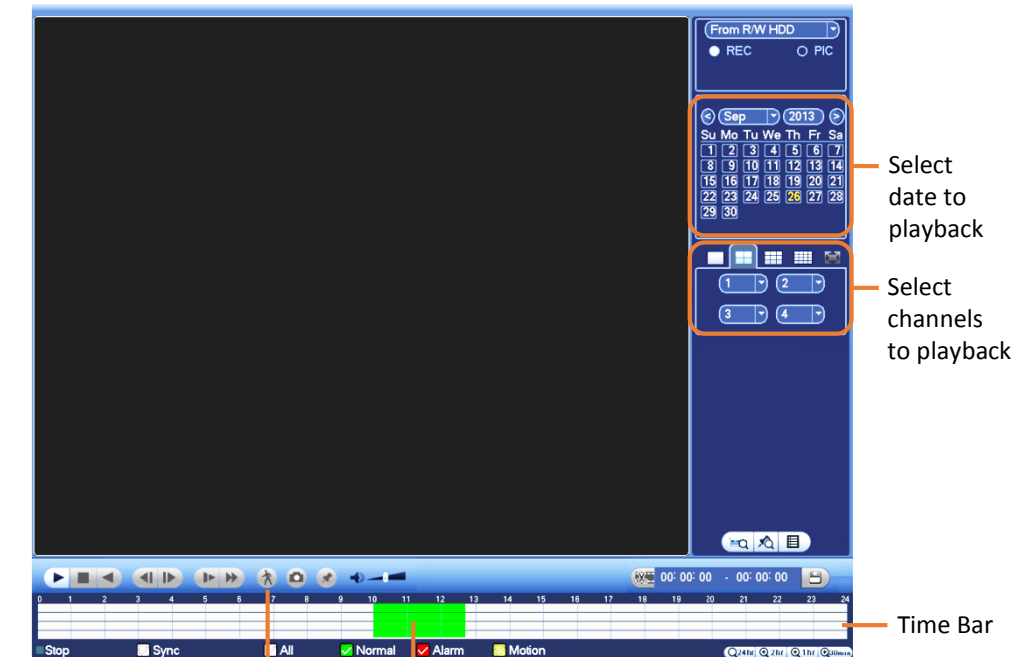
5. Click **Apply** to save changes.

   IMPORTANT: Set the correct time to ensure accurate time stamps on video recordings.

Playback and Search

1. From live view, right-click to open the Quick Menu and select **Search**.

2. Log in using the system User Name and Password.

3. Use the calendar on the right to select the date to play back.

4. Use the drop-down menus to select the channels you would like to playback. Click the display options (▬ ▦) to playback multiple channels simultaneously.

5. Click inside the Time Bar to select a playback time. Playback starts immediately at the selected time.

   Select date to playback

   Select channels to playback

   Time Bar

   Smart Search

   Click here to select playback time

Smart Search

1. Left-click the desired camera for single screen display mode.

2. On the playback toolbar, left-click the **Smart Search** (🚶) icon.

   A grid overlay appears on the camera screen.

3. Hold down the left mouse button and drag the cursor over the desired area of interest.

4. Click **Smart Search** (🚶) to start the smart search query.

   The video playback displays the motion events that were detected in the area of interest.
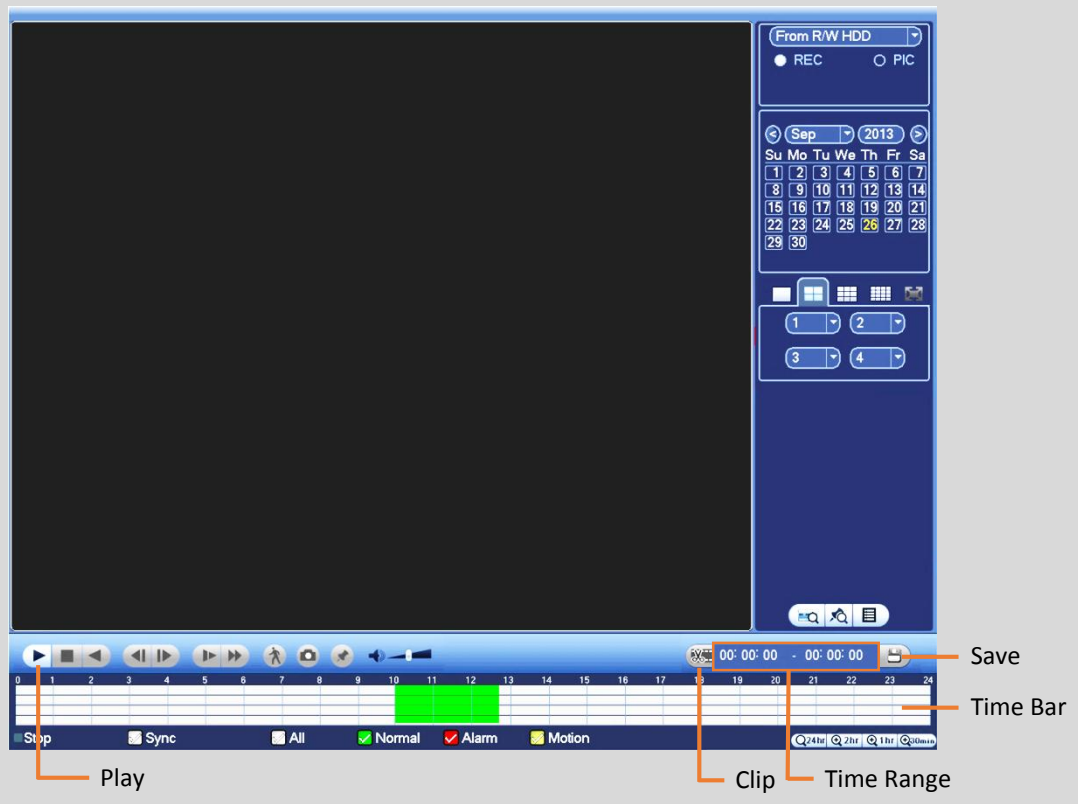
Download a Clip or Video File

SEARCH

1. In live view, right-click to open the Quick Menu, and then select **Search**.

2. If you are not already logged in, the Login screen appears. Log in using the system User Name and Password.

> **SYSTEM LOGIN**
> User Name (admin)
> Password
> OK   Cancel

The Search and Playback window opens.

3. Click the **Play** button (▶) and use the mouse cursor to select the desired time on the **Time Bar**.

4. Click the **Clip** button (scissors icon) to the left of the **Time Range** window.

The Start Time appears in the **Time Range** window.

5. Select the desired End Time for the video clip using the mouse cursor.

6. Click the **Clip** button (scissors icon) again to select End Time.

Both the Start Time and End Time appear in the **Time Range** window.

7. Click the **Save** button (💾) located to the right of the **Time Range** window.

Save — Time Bar — Clip — Time Range — Play

Backup

BACKUP

1. In live view, right-click and select **Main Menu**.

2. Select **Backup** from the Main Menu.

3. If you have multiple devices connected, select the one you want to backup. See number 3 in the figure below.

4. Click **Browse** and select the folder where you would like the backup file to be stored. If desired, click the button to create a **New Folder**, and then click **OK**.

5. Click the **Type** dropdown and select the type of recorded files you want to back up: All, Alarm only, Motion Detect only, etc.

6. Select the camera(s) you want to backup from the **Record CH** dropdown.

7. Select the File Format: DAV for standard DVR format or ASF, which is playable on a standard media player.

8. Set the file **Start Time** and **End Time**.

9. Click the **Add** button.

The system begins a search, and then lists all matching files.

10. Place a ✓ in the box to the right of the channel you want included in the backup.

11. Click the **Backup** button to begin the backup.
    - The button name changes to **Stop**.
    - View the remaining time in the progress bar at the bottom.
    - A message appears when the backup has completed.

The **orange** numbers in this figure refer to the steps above:

Schedule Recording

STORAGE

1. In live view, right-click and select **Main Menu**.

2. Select **Storage** from the Main Menu.

3. In the Storage screen click **Schedule**, and then select the **Record** tab.

4. In the **Channel** dropdown, select the camera to be scheduled.

5. Check the box for the type of recording desired: Regular, Motion Detection (MD), Alarm or MD & Alarm. Each type is a different color box.

6. Click the gear icon (⚙) to open a dialog for setting up the time period(s).

7. Schedule up to six (6) separate time periods and associated event triggers per day, and then click **Save**.

8. To make settings applicable for multiple days, click the icon to the left of several dates. The icon changes to 🔗, indicating that settings made to one date will follow to the other selected dates.

9. Click the icon to delete a record type from one period.

10. Click **OK** when complete.

Select channel

Settings apply to multiple days

Settings apply to single day only

Select events that trigger recording

Click to open a dialog for setting the Time Periods

Click to delete a record type from 1 period