

Using the Mouse

- 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.
- Right-click:**
 - During Live View:** Right-click anywhere on the screen to open the Shortcut Menu.
 - Within System Menus:** Right-click to exit menus.
- 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 Shortcut (Right-click) Menu

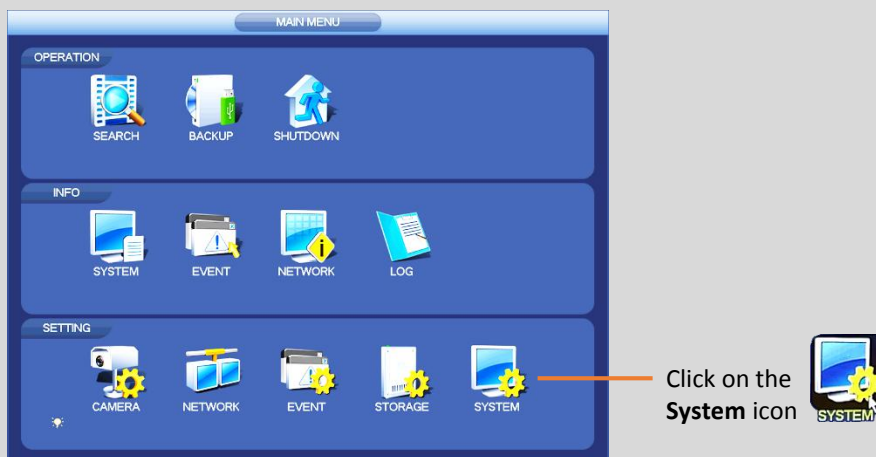
- | | | | |
|--|---------------|---|---------------------------------------|
| | View 1 | ▶ | Select camera / live views |
| | View 4 | ▶ | |
| | View 8 | ▶ | |
| | View 9 | ▶ | |
| | View 16 | ▶ | |
| | PTZ | ▶ | Control PTZ cameras when connected |
| | Auto Focus | ▶ | Adjust cameras w/ motorized zoom lens |
| | Color Setting | ▶ | 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

- In live view, right-click to open the Shortcut Menu, and then select **Main Menu**.
- Log in using the system User Name and Password.



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



Click on the **System** icon

- 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.

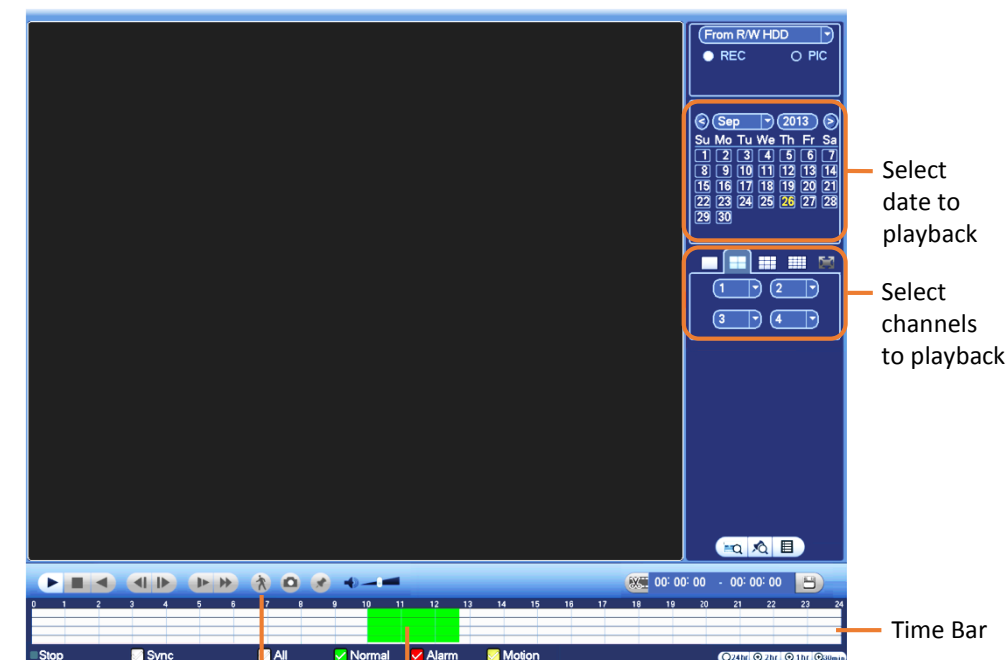
[Recommended] Check the **NTP** box to sync your system with an Internet time server. Click **Manual Update** to instantly update the time.

- Click **Apply** to save changes.

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

Playback and Search

- From live view, right-click to open the Shortcut Menu and select **Search**.
- Log in using the system User Name and Password.
- Use the calendar on the right to select the date to play back.
- Use the drop-down menus to select the channels you would like to playback. Click the display options () to playback multiple channels simultaneously.
- 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

- Left-click the desired camera for single screen display mode.
- On the playback toolbar, left-click the **Smart Search** () icon. A grid overlay appears on the camera screen.
- Hold down the left mouse button and drag the cursor over the desired area of interest.
- 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

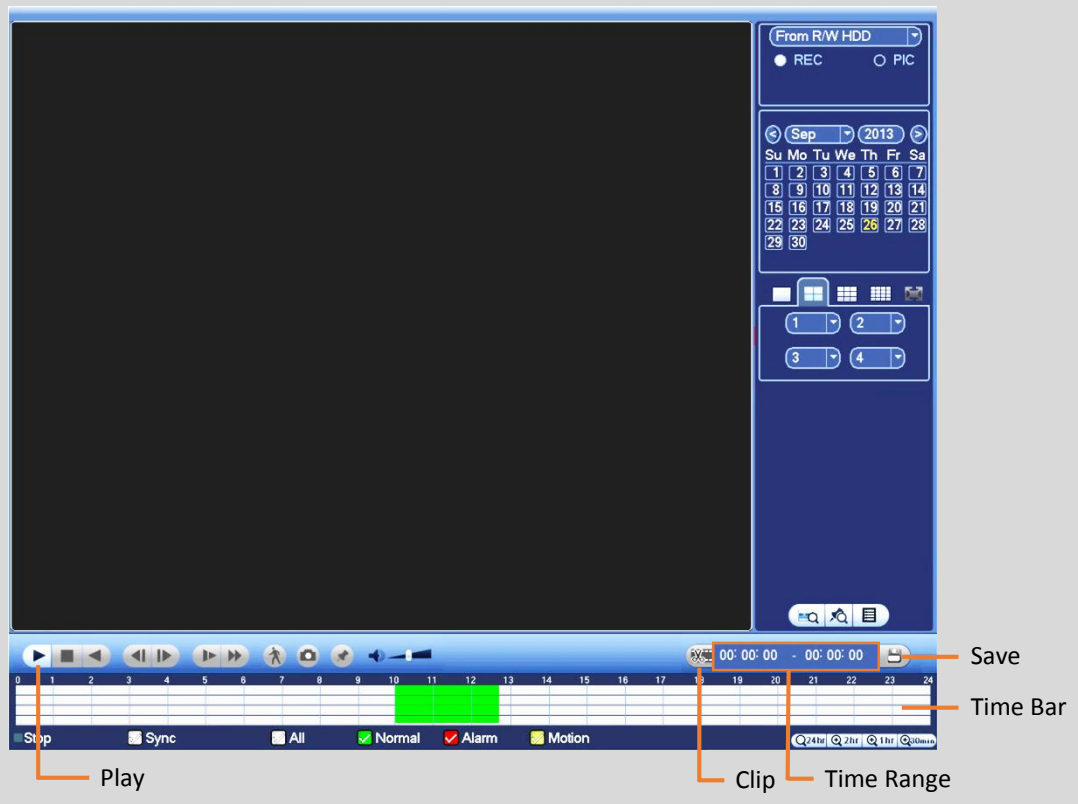


1. In live view, right-click to open the Shortcut Menu, and then select **Search**.
2. If you are not already logged in, the Login screen appears. Log in using the system User Name and Password.



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 (floppy icon) located to the right of the **Time Range** window.



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



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.

