HIKVISION

DS-7300HFI-ST Series DVR

USER'S MANUAL

Version 2.1.1

Hikvision® Network Digital Video Recorder User's Manual

Preventive and Cautionary Tips

Before connecting and operating your DVR, please be advised of the following tips:

• Ensure unit is installed in a well-ventilated, dust-free environment.

• Unit is designed for indoor use only.

• Keep all liquids away from the DVR.

• Ensure environmental conditions meet factory specifications.

• Ensure unit is properly secured to a rack or shelf. Major shocks or jolts to the unit as a result of dropping it may cause damage to the sensitive electronics within the unit.

• Use the DVR in conjunction with an UPS if possible.

• Power down the unit before connecting and disconnecting accessories and peripherals.

• A factory recommended HDD should be used for this device.

• Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only.
Dispose of used batteries according to the instructions provided by the battery manufacturer.

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C H A P T E R 1
Introduction

Overview

Thank you for your purchase of DS-7300 Series Digital Video Recorder (DVR). To get detailed information about the DVR, please read through the Installation's Manual and this User Manual thoroughly.

The DS-7300 series DVR is a new generation product developed by HIKVISION. Built on an embedded platform and combining the latest advanced H.264 video encoding and decoding technologies, the DS-7300 series DVR contains the perfect combination of rock-solid reliability and high performance.

Figure 1   DS-7308/7316HFI-ST DVR

Product Features

Compression
- PAL/NTSC adaptive video inputs.
- H.264 video compression with high reliability and superior definition.
- Each channel supports dual-stream. Main stream supports up to 4CIF resolution and sub stream supports up to CIF resolution.
- Independent configuration for each channel, including resolution, frame rate, bit rate, image quality, etc.
- The video input/output quality is configurable.
- Each channel supports two kinds of compression parameters, the normal and event, which can be configured locally and remotely.
- Encoding for both audio/video composite stream and video stream; audio and video synchronization during composite stream encoding.
- Support watermark.

Local Monitoring
- Simultaneous HDMI, VGA and CVBS outputs.
- HDMI output and VGA output at up to 1920*1080P resolution.
- 1/4/9/16-division live view is supported, and the display sequence of screens is adjustable.
- Live view screen can be switched in group, and manual switch and automatic cycle live view is also provided, the interval of automatic cycle can be adjusted.
- The selected live view channel can be shielded.
- Motion detection, tamper-proof, video exception alert and video loss alert functions.
- Privacy mask.
- Several PTZ protocols supported; PTZ preset, patrol and pattern.
- Zooming in by clicking the mouse and PTZ tracing by dragging mouse.

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HDD Management
- Up to 12 disks (4 SATA hard disks and 8 network disks) and 1 eSATA disk can be connected.
- Each SATA hard disks and network disks with a maximum of 4TB storage capacity.

Recording, Capture and playback
- Holiday recording schedule configuration.
- Cycle and non-cycle recording mode.
- Normal and event video encoding parameters.
- 8 recording periods with separated recording types configurable.
- Pre-record and post-record for alarm, motion detection for recording, and pre-record time for schedule.
- Searching record files.
- Customization tags, searching and playing back by tags.
- Locking and unlocking record files.
- Searching and playing back record files by channel number, recording type, start time, end time, etc.
- Smart search for the motion event when playing back.
- Zooming in when playback.
- Supports pause, speed up, speed down, skip forward, and skip backward when playback, locating by dragging the mouse.
- Up to 16-ch synchronous playback.
- Continuous capture of video images and playback of captured pictures.

Backup
- Export video data by USB, or eSATA device.
- Export video clips when playback.
- Management and maintenance of backup devices.

Alarm and Exception
- Alarm for video loss, motion detection, tampering, HDD Full, HDD Error, Network Disconnected, IP Conflict, Illegal Login, Video Exception, Video Output Standard Mismatch, Recording Exception, etc.
- Alarm triggers full screen monitoring, audio alarm, notifying surveillance center, sending email and alarm output.
- Automatic restore when system is abnormal.

Other Local Functions
- Users can operate device by front panel, mouse, remote control, and control keyboard.
- Three-level user management; admin user can create many operating accounts and define their operating permissions, which includes the limit to access any channel.
- Operation, alarm and exception logs recording and searching.
- Import and export device configuration information.

Network
- 1self-adaptive 10M/100M network interfaces.
- IPv6 is supported.
- TCP/IP protocol, DHCP, DNS, DDNS, NTP, SADP, SMTP, NFS and iSCSI are supported.
- TCP, UDP and RTP for unicast.
- Remote search, playback, download, locking and unlocking the record files, and downloading files broken transfer resume.
- Remote parameters setup; remote import/export of device parameters.

- Remote viewing of the device status, system logs and alarm status.
- Remote keyboard operation.
- Remote locking and unlocking of control panel and mouse.
- Remote HDD formatting and program upgrading.
- Remote system restart and shutdown.
- Alarm and exception information can be sent to the remote host.
- Remotely start/stop recording.
- Remotely start/stop alarm output.
- Remote PTZ control.
- Remote JPEG capture.
- Two-way voice talk and voice broadcasting.
- Embedded WEB server.

Development Support
- SDK for Windows and Linux system.
- Source code of application software for demo.
- Development support and training for application system.

Rear Panel
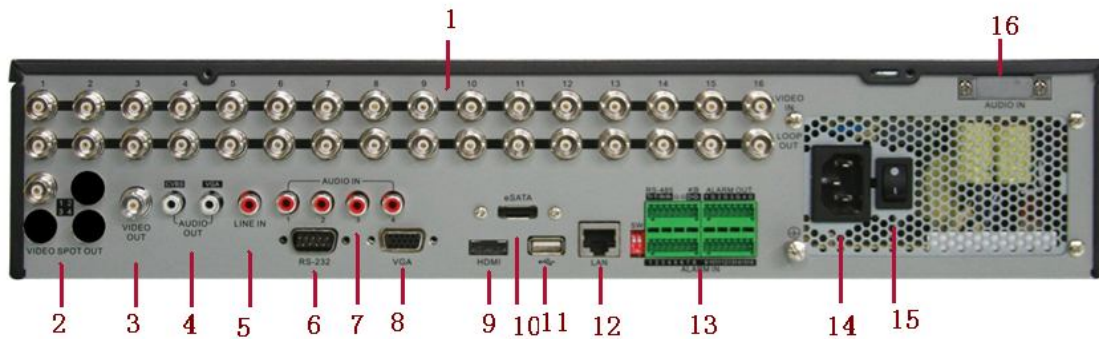
Figure 2   Rear Panel of DS-7316HFI-ST

No.	Item	Description
1	VIDEO IN	BNC connectors for video input.
2	VIDEO SPOT OUT	BNC connector for video spot output.
3	VIDEO OUT	RCA connectors for video output.
4	AUDIO OUT	RCA connector for audio output.
5	LINE IN	RCA connector for audio input.
6	RS-232 Interface	Connector for RS-232 device.
7	AUDIO IN	RCA connectors for audio input.

8	VGA	DB15 connector for VGA output. Display local video output and menu.
9	HDMI	HDMI video output connector.
10	e-SATA Interface	Connects external SATA HDD, CD/DVD-RM or disk array.
11	USB Interface	Connect to USB mouse or USB flash memory devices.
12	LAN Interface	Connector for LAN (Local Area Network).
13	RS-485 Interface, ALARM IN, ALARM OUT	Connector for RS-485 devices. Connector for alarm input and alarm output.
14	Power Supply	100~240V AC Power Input.
15	Power Switch	Switch for turning on/off the device.
16	AUDIO INPUT	Reserved

Product Application Diagram
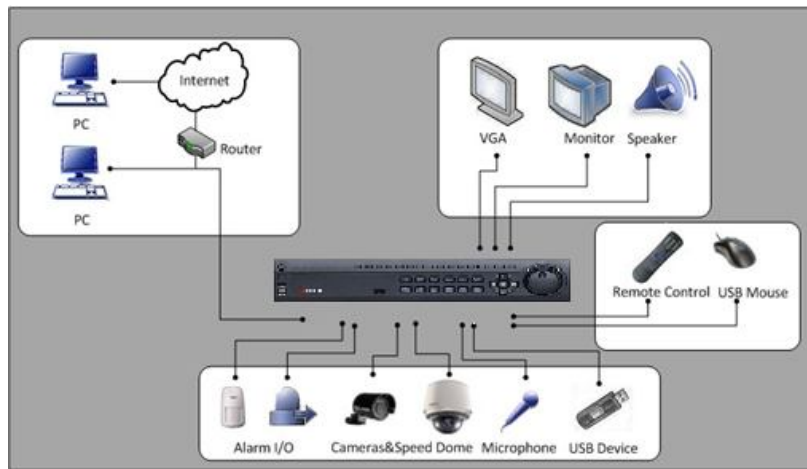
Figure 3   Product Application Diagram

Operating Your DVR

There are numerous ways to navigate and operate your DVR. You may use the Front Panel Controls, the included IR (Infrared) Remote, a Mouse and the Soft Keyboard.

Using the Front Panel Controls

Your DVR comes with built-in front panel controls, as shown in the following figure:

Figure 4   DVR Front Panel Controls

The controls on the front panel include:

1.   **Power Button:** Powers DVR on/off.

2.   **IR Receiver:** Your DVR may also be controlled with the included IR remote control, shown in Figure 7. Batteries (2XAAA) must be installed before operation.

3. **USB Ports:** Connects USB mouse or USE flash memory devices.
4. **Status Indicators:**

    - **Alarm:** Alarm indicator turns red when a sensor alarm is detected.
    - **Ready:** Ready indicator turns blue when DVR is functioning properly.
    - **Status:** Status indicator turns blue when DVR is controlled by an IR remote. Indicator turns red when controlled by a keyboard and purple when IR remote and keyboard is used at the same time.
    - **HDD:** HDD indicator blinks red when data is being read from or written to HDD.
    - **Modem:** Reserved
    - **TX/RX:** TX/RX indictor blinks blue when network connection is functioning properly.
    - **Guard:** Guard indicator turns blue when the device is armed, off when the device is unarmed. The arm/disarm state can be initiated by pressing and holding on the ESC button for more than 3 seconds in Preview mode.

5. **Alphanumeric Buttons:** Alphanumeric buttons used in various menus of the DVR. Some uses include:
    - Switching to the corresponding channel in Preview or PTZ Control mode.
    - Inputting numbers and characters in Edit mode.
    - Switching between different channels in Playback mode.

6. **Control Buttons:**
    - **ESC Button:** The ESC button is used to escape to the previous menu and to arm/disarm the DVR in Preview mode.
    - **REC/SHOT Button:** The REC/SHOT button is used to enter the Quick Schedule Recording interface. If used when controlling a PTZ, pressing the REC/SHOT button and then a Numeric button will call a PTZ preset.
    - **PLAY/AUTO Button:** The PLAY/AUTO button is used to enter the Playback menu. It is also used to turn audio on/off in the Playback menu and auto scan in the PTZ Control menu.
    - **ZOOM+ Button:** The ZOOM+ button is used to zoom the PTZ camera in when in the PTZ Control menu.
    - **A/FOCUS+ Button:** The A/FOCUS+ button is used to adjust focus in the PTZ Control menu. It is also used to switch between input methods (upper and lowercase alphabet, symbols and numeric input). It can also be used to clear entire masked areas, such as in the Motion Detection and Privacy Mask menus.
    - **EDIT/IRIS+ Button:** The EDIT/IRIS+ button is used to edit text fields. When editing text fields, it will also function as a Backspace button to delete the character in front of the cursor. On checkbox fields, pressing the EDIT/IRIS+ button will tick the checkbox. In PTZ Control mode, the EDIT/IRIS+ button opens up the iris of the camera. In Playback mode, it can be used to generate video clips for backup.
    - **MENU/WIPER Button:** Pressing the MENU/WIPER button will return the user to the Main menu (after successful login). Pressing and holding the button for 5 seconds will turn off audible key beep. The MENU/WIPER button will also bring up Sensitivity Interface settings. In PTZ Control mode, the MENU/WIPER button will start wiper (if applicable).
    - **F1/LIGHT Button:** The F1/LIGHT button when used in a list field will select all items on the list. In PTZ Control mode, it will turn on/off PTZ light.
    - **F2/AUX Button:** The F2/AUX button is used to cycle through tab pages. It will also bring up the Channel & OSD Position settings.
    - **MAIN/SPOT/ZOOM- Button:** The MAIN/SPOT/ZOOM- button is used to switch to the control of spot output. In PTZ Control mode, it can be used to zoom the camera

out.
- **PREV/FOCUS- Button:** The PREV/FOCUS- button is used to switch between single screen and multi-screen mode. In PTZ Control mode, it is used to adjust the focus in conjunction with the A/FOCUS+ button. It can also be used to select entire masked areas, such as in Motion Detection and Privacy Mask menus.
- **PTZ/IRIS- Button:** The PTZ/IRIS- button is used to enter the PTZ Control mode. When in the PTZ Control mode, it is used to close the iris of the PTZ camera.

7. **Direction/Enter Buttons:**
- **Direction Buttons:** The Direction buttons are used to navigate between different fields and items in menus. In playback mode, the Up and Down button is used to fast-forward and rewind recorded video. The left and Right button will select the next and previous day of or pause the video. In Single Play mode, pressing the Enter button will advance the video by a single frame.
- **Enter Button:** The Enter button is used to confirm selection in any of the menu modes. It can be used to tick checkbox fields. In Playback mode, it can be used to play or pause the video. In Single Play mode, pressing the Enter button will advance the video by a single frame.

8. **Jog Shuttle Control:** The Jog Shuttle control can be used to move the active selection in a menu. In the playback mode, the outer ring is used to speed up/slow down the video. The inner ring can be used to jump 30 seconds forward/backward in a video. In Preview mode, it can be used to cycle through different channels.

Figure 5   IR Remote Control

The keys on the remote control closely resemble the ones found on the front panel. Referring to Figure 5, they include:

1. **POWER:** Turn on/off DVR.
2. **DEV:** Enable/Disable Remote Control.
3. **Alphanumeric:** Same as Alphanumeric buttons on front panel.
4. **EDIT:** Same as JKL/EDIT button on front panel.
5. **A:** Same as A/FOCUS+ button on front panel.
6. **REC:** Same as REC/SHOT button on front panel.
7. **PLAY:** Same as MNO/PLAY button on front panel.
8. **INFO:** Same as ZOOM+ button on front panel.
9. **VOIP:** Same as MAIN/SPOT/ZOOM- button on front panel.
10. **MENU:** Same as MENU/WIPER button on front panel.
11. **PREV:** Same as PREV/FOCUS- button on front panel.
12. **DIRECTION/ENTER Buttons:** Same as DIRECTION/ENTER buttons on front panel.
13. **PTZ:** Same as PTZ/IRIS- button on front panel.

14. **ESC:** Same as ESC button on front panel.
15. **RESERVED:** Reserved.
16. **F1:** Same as F1/LIGHT button on front panel.
17. **PTZ CONTROL Buttons:** Buttons to adjust the iris, focus and zoom of a PTZ camera.
18. **F2 Button:** Same as F2/AUX button on front panel.

Aim the remote control at the IR receiver located at the front of the unit to test operation. If there is no response:

1. Using the front control panel or the mouse, go into Main Menu > System Configuration > Display Configuration.
2. Check and remember DVR ID#. The default ID# is 255. This ID# is valid for all IR controls.
3. Press the DEV button on the remote.
4. Enter the DVR ID# from step 2.
5. Press the ENTER button on the remote control.

If the Status indicator on the front panel turns blue, the remote control is operating properly. If the Status indicator does not turn blue and there is still no response from the remote, please check the following:

1. Batteries are installed correctly and the polarities of the batteries are not reversed.
2. Batteries are fresh and not out of charge.
3. IR receiver is not obstructed.
4. No fluorescent lamp is used nearby.

Using a USB Mouse

A regular 3-button (Left/Right/Scroll-wheel) USB mouse can also be used with this DVR. To use a USB mouse:

1. Plug USB mouse into one of the USB ports on the front panel of the DVR.
2. The mouse should automatically be detected. If in a rare case that the mouse is not detected, please refer to the recommended device list from your provider.

The buttons on the mouse corresponds to:

1. Left Button:
   • **Single-Click:** Select a component of a menu, such as a button or an input field. This is similar to pressing the ENTER button on the remote/front panel controls.

   • **Double-Click:** Switch between single screen and multi-screen mode in Preview/ Playback mode.

   • **Click and Drag:** Clicking and dragging the Left mouse button can be used to control the pan/tilt of a PTZ camera as well as to vary the position of digital zoom area and camera OSD. It can also be used to set the alarm areas.

2. Right Button:
   • **Single-Click:** Shows pop-up menu in preview interface. Exit to return to the previous menu.

Using the Soft Keyboard
When a mouse is used to perform task on the DVR, clicking on a text input field will bring up the Soft Keypad, shown in Figure 6.

Figure 6   Soft Keypad

The buttons on the soft keyboard represents:

Switch to Uppercase: Switch to uppercase input.

Switch to Lowercase: Switch to lowercase input.

Symbols: Switch to symbols input.

Backspace: Delete the character in front of the cursor.

Enter: Confirm selection.

ESC: Exit Soft Keyboard.

C H A P T E R 2
Getting Started

Starting and Shutting Down Your DVR

Proper startup and shutdown procedures are crucial to expanding the life of your DVR.

Startup Your DVR

- Ensure the power supply is plugged into an electrical outlet. It is HIGHLY recommended that an Uninterruptible Power Supply (UPS) be used in conjunction with the unit. The Power indicator LED on the front panel should turn red, indicating the unit is receiving power.

- Connect the DVR to a VGA monitor. You will only see the DVR menu system when it's connected to a VGA monitor.

- Press the POWER switch on the back rear panel. The Power indicator LED should turn blue. The unit will begin to start.

- After startup, the Power indicator LED will remain blue. A splash screen will be shown (Figure 7).

Figure 7   Startup Splash Screen

Shutdown Your DVR

1. Enter the Shutdown menu, shown in Figure 8 by going to Main Menu > Maintenance > Shutdown Menu.
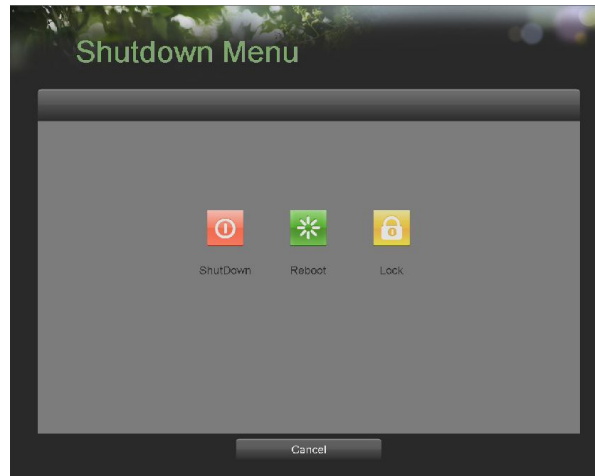
Figure 8   Shutdown Menu

2. Select the Shutdown button.
3. Click the Yes button.

Note:

Do not press the POWER button again when the system is shutting down.

Rebooting Your DVR

While in the Shutdown menu (Figure 8), you may also reboot your DVR by clicking Reboot.

Locking Your DVR

Locking your DVR will return you to the Live Feed mode, which will require the correct user name and password to exit out of it and do operation. You have two methods to lock your DVR.

- Enter the Shutdown menu by going to Main Menu > Maintenance > Shutdown Menu, and click the Lock button.

- Click on the lower left corner of Main Menu interface to lock your DVR.

Setting Date & Time

It is extremely important to setup the system date and time to accurately timestamp recordings and events. To setup date and time:

1. Enter the System Configuration menu by going to Main Menu > System Configuration, as shown in Figure 9.
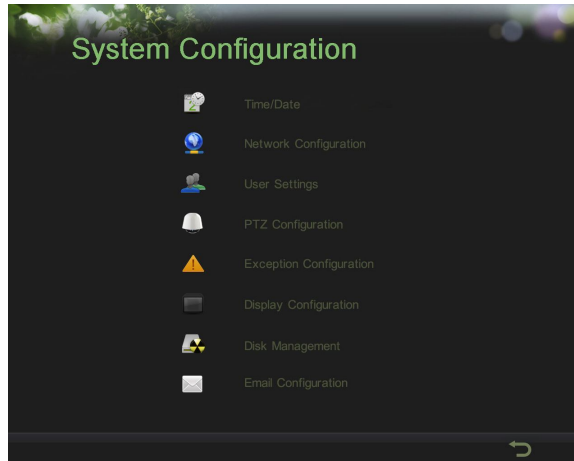
Figure 9 System Configuration Menu

2. Click the Time/Date button to enter the Time/Date menu (Figure 10).

Figure 10 Time/Date Menu

3. The current system time and date as well as the time zone will be displayed. Using the directional buttons on the front panel/remote or the mouse, select the correct date, time and time zone.

4. To enable Daylight Savings Time, click and check the Enable DST checkbox.

5. To acquire the time and date over an NTP (Network Time Protocol) Server, check the Synchronize via NTP server checkbox. You may enter your own NTP server or select from one of the default locations from the list of servers, as shown in Figure 10.

6. Click the Save button to save settings and click the Exit button to exit out of the menu. Clicking the Exit button without clicking the Save button will exit the menu without saving.

Checking the Status of Your DVR

The current status of your DVR can be checked at anytime by going to the Status menu. The Status menu, shown in Figure 11 can be accessed by going to Main Menu > Status.

Figure 11 Status Menu

The items that are found on the Status menu include:
- **Model:** The model number of the DVR.
- **Firmware Version:** The current firmware version installed on the DVR.
- **Encoder Version:** The current encoder version installed on the DVR.
- **System Time:** The current system time.
- **Total Disk Space:** Total disk space of the DVR.
- **Free Disk Space:** Total free disk space of the DVR.
- **Uptime:** The amount of time the DVR has been up and running.
- **Messages:** Displays the overall system status.
- **IPv4 Address:** The IPv4 address that is set for the DVR.
- **IPv4 Subnet Mask:** The IPv4 Subnet mask that is used for the DVR.
- **IPv4 Default Gateway:** The IPv4 default gateway that is set on the DVR.
- **DNS Server:** The DNS server that's currently being used on the DVR.
- **DVR Domain Name:** The DVR domain name that is set for the DVR.
- **Client/HTTP Port:** The current ports being used for client and web access.
- **Multicast Address:** The multicast address that's being used on the DVR.
- **Camera Status:** The recording status of the attached cameras. A blue circle denotes that the camera is recording while a gray circle shows that it is not.

C H A P T E R 3
Live Feed

Watching a Live Feed

The Live Feed mode is automatically started after the DVR boots up. It is also at the very top of the menu hierarchy, thus hitting the ESC button multiple times (depending on which menu you're on) will bring you to the Live Feed mode.

Understanding Live Feed Icons

There are multiple icons on each display in Live Feed mode to indicate different camera status and settings. These icons include:

Event Icon: Indicates video loss or tampering, motion detection and/or sensor alarm.

Record Icon: Indicates the current channel is recording. The recording may have been started from a schedule, and/or triggered from motion or alarm.

Picture Settings Icon: Adjust picture settings for selected display.

PTZ Control Icon: Enter PTZ control mode for the selected display.

Preset Icon: Recall PTZ preset.

Patrol Icon: Recall PTZ patrol.

Tour Icon: Recall PTZ pattern.

Zoom In/Zoom Out: Zoom in/out with PTZ

Full Screen/Exit Full Screen Icon: Enter into/exit out of full screen mode for selected display.

Audio On/Audio Off Icon: Enable/disable audio for selected display.

Close Icon: Exit out of current setting and return to previous mode.

Note:
Status for video loss is only valid with analog cameras. Event icons will only be displayed when armed, except for the video loss alarm.

Operating the Live Feed

In Live Feed mode, you may adjust the settings for individual cameras by left-clicking on the desired display with the mouse. The selected display will be surrounded with a green border, as shown in Figure 12.
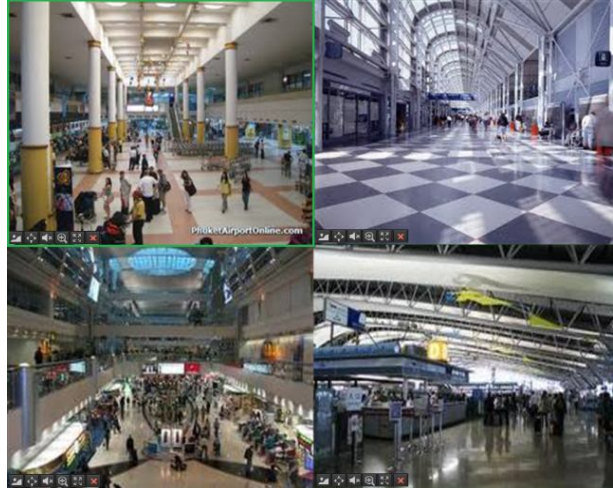
Figure 12 Live Feed Mode

The setting you may adjust with each display includes:

Picture Settings:

Settings for the brightness, contrast, saturation and hue of selected display, to adjust the picture settings of a display as follows:
Steps:
1. Select display.
2. Click the Picture Settings icon. This will bring up the Picture Settings menu, as shown in .Figure 13.

Figure 13 Picture Settings Menu

3. Increase/decrease amount for brightness, contrast, saturation and hue. The affect will be displayed immediately on the screen.
4. Click the Close icon to save the settings and return to the Live Feed mode.

PTZ Control:

If the selected camera is a PTZ camera, you may control it directly from the display. Control a PTZ camera as following steps:
Steps:
1. Select display that corresponds to a PTZ camera.
2. Click the PTZ Control icon. This will bring up additional PTZ control buttons, as shown in Figure 14.

Figure 14 PTZ Control Mode

3. Control the PTZ using PTZ control buttons. Pan and tilt PTZ by clicking on the directional buttons. Zoom in and out using the Zoom In/Out buttons and recall presets, patrols and patterns by clicking the number next to the corresponding icons.
4. Click the Close icon to return to Live Feed mode.

Note:
PTZ parameters for the camera must be set correctly before the PTZ can be controlled.
Note:
A maximum of five presets, patrols and patterns can be displayed on this interface. More presets, patrols and patterns can be recalled in the PTZ Configuration menu.

Audio:

Enable/disable audio for selected display. To enable or disable audio:
1. Select display to enable/disable audio.
2. Enable audio by clicking the Enable Audio icon and disable audio by clicking the Disable Audio icon. An error message similar to the one shown in Figure 15 will pop up if the Enable Audio option is not selected in the Display Configuration menu for the specified channel.
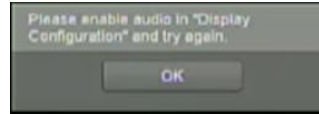
Figure 15 Enable Audio Error Window

Digital Zoom Mode:

Enable digital zoom on the selected channel. Once enabled, the regular feed will be shown in the lower right corner while the zoomed in view will be shown on the full screen. The zoomed in region may be changed by moving the red rectangle in the regular feed window.

Full Screen Mode:

Enable full screen mode for selected display. To enable full screen mode:
1. Select display to enable full screen on.
2. Click the Full Screen icon.
3. Click the Exit Full Screen icon to return to normal display mode.

Using Display Menu

The Display Menu can be accessed by right-clicking the mouse on any of the display in Live Feed mode. The Display menu, shown in Figure 16 allows you to quickly change into different display modes and to start/stop auto-switching of the display modes.

Figure 16 Live Feed Display Menu

2x2 Mode: Click to switch to four channel display mode.

3x3 Mode: Click to switch to nine channel display mode.
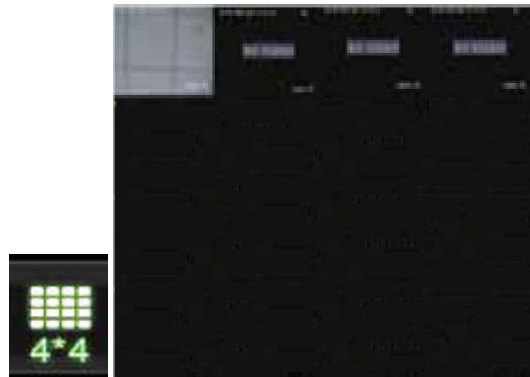
4x4 Mode: Click to switch to sixteen channel display mode.
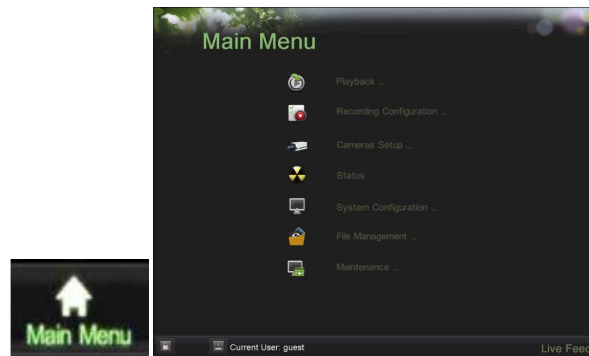
Main Menu: Click to go to DVR Main Menu. If Lock Main Menu is selected in the Lock Menus menu, you must enter the current Admin Password to exit out of the Live Feed.
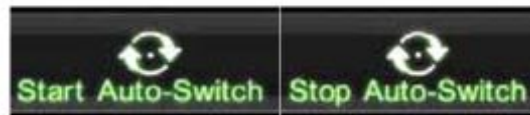
Start/Stop Auto-Switch: Click to start/ stop auto-switch. Auto-switch will cycle through selected cameras. Switching of camera can be on an individual or multiple cameras based.

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Next Set of Display: Click to view the next set of display. In a 2x2 mode, this will show the next four display. In a 3x3 mode, this will show the next nine display.

Note:
In order to use auto-switching of channels, the dwell time must be configured in the Display Configuration menu.
Note:
After 20 seconds of inactivity, the DVR will automatically exit out of the Display menu and go back into the Live Feed mode.
Note:
The Lock Main Menu setting is selected by default, meaning the Admin password must be enter to exit out of the Live Feed into the Main Menu..

Configuring Live Feed Displays

Live Feed displays can be customized to your own needs. These settings can be accessed by entering the Display Configuration menu, shown in Figure 17.

Figure 17 Display Configuration Menu

To customize display settings:
1. Enter the Display Configuration menu by going to Main Menu > System Configuration > Display Configuration.
2. The settings available to configure for each video output includes:
   - **Video Output:** Designates the output including HDMI, VGA, Main CVBS and Spot Output1.
   - **Screen Configuration:** Designates the display mode for Live Preview.
   - **Sequence Dwell Time:** Set the time to dwell between switching of channels when Start Sequence is selected in Live Preview.

- **Enable Audio:** Enable or disable audio output for the selected video output.
- **Output Format:** Select the output standard to NTSC or PAL, which must be the same with the video input standard.
- **Device Name:** Edit the name of the device.
- **Device No.:** Edit the number of the device.
- **Current Resolution:** Select the appropriate resolution of the video output.
- **Mouse Pointer Speed:** Set the speed of mouse pointer and 3 levels are configurable.
- **Event Output:** Designates the output to show event video.
- **Event Dwell Time:** Set the time to dwell between switching of channels when events occur.

Setting Camera Order

Setting the camera order allows you to logically position cameras for more efficient monitoring of your own individual location.

Figure 18 Camera Order Setting

To set the camera order:
1. Enter the Display Configuration menu, shown in Figure 18 by going to Main Menu > System Configuration > Display Configuration.
2. Select the Video Output to configure camera order for.
3. Select the Screen Configuration you would like to use in Live Feed. The preview of the screen configuration on the right will change depending on the option selected.
4. Each display in the preview of the screen configuration will have a selection box containing a list of the different cameras that are available on the DVR.
5. Pressing the up and down button of each selection box, select the camera you would like to show in the particular display. Selecting 'X' will disable the display.
6. Click the Previous and Next button to go to the next set of displays for the selected screen configuration. For example, in 2x2 screen configuration mode, pressing the Next button will bring up the next set of 4 displays.
7. Click the Save button to save settings.
8. Repeat steps 2-6 to adjust the camera order for other video outputs.
9. Click the Exit button to exit out of the menu.

Note:
You must click the Save button after adjusting the order of one video output before you are able to move on to adjust another one.

C H A P T E R 4
Record Settings

Configuring Settings for Recording

There are multiple ways to setup your DVR for recording. They include setting up a recording schedule, triggering a recording by motion detection and/or a sensor alarm.

Configuring Recording Settings

Before setting your DVR up for recording, certain settings should be configured first. These settings can be found in the Recording Configuration menu, shown in Figure 19.

Figure 19 Recording Configuration Menu

The first set of settings to configure in this menu is the recording quality settings. To configure the recording quality settings:

1. Enter the Recording Quality Settings menu by going to Main Menu > Recording Configuration > Recording Quality Settings. The Recording Quality Settings menu is shown in Figure 20.

Figure 20 Recording Quality Settings Menu

2. Select the camera to configure in the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
3. Select the Recording Mode to configure. Either Continuous or On Event can be selected.
4. Select the camera resolution in the Resolution drop down menu. The options for the camera resolution include 4CIF, 2CIF, CIF and QCIF.
5. Select the recording Frame Rate to use for the designated camera. A rate of 30 all the way down to 1/16 of a frame can be selected.
6. Set the picture quality using the Picture Quality slider. A preview of the selected picture quality will be shown on the right preview screen. Increasing the picture quality will also increase the bit rate of the video feed. The resolution and frame rate of the feed will be adjusted automatically.
7. Select the Pre-record time. The pre-record time is the time in seconds to also record before a recording is triggered. Setting the pre-record time to MAX will allow the DVR to use up to the maximum available buffer space for recording.
8. Select the Post-record time. The post-record time is the time in seconds to also record after a recording has ended.
9. Enter the Erase Video After. The Erase Video After time denotes the amount of days that files will be deleted after its initial recording. Setting the time to 0 will allow the DVR to only delete and overwrite files when the HDD is full.
10. Repeat steps 3-9 for other Encoding Parameters mode.
11. Select Record Audio to enable audio while recording.
12. Select the Save button to save the recording quality settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring a Quick Recording Schedule
A quick recording schedule allows you to set one time period per day for recording.
To setup a quick recording schedule:

1. Enter the Quick Schedule Configuration menu, shown in Figure 21 by going to Main Menu > Recording Configuration > Quick Schedule Configuration.
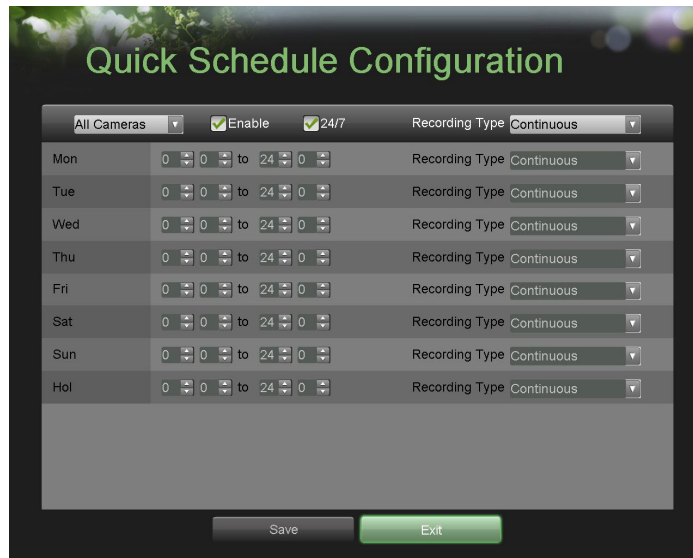

Figure 21 Quick Schedule Configuration Menu

2. Select the camera to configure from the camera drop down menu. If all the cameras are to be configured with the same settings, select All Cameras from the list.
3. Check the Enable checkbox to enable the recording schedule. If the checkbox is unchecked, the recording schedule will be disabled.
4. Check the 24/7 checkbox if you would like to record continuously or on event for 24 hours a day, 7 days a week. If you wish to schedule different time frames for Monday through Sunday, leave the 24/7 checkbox unchecked and skip to step 6.
5. Select Recording Type for 24/7 recording and move on to step 8. Recording type includes Continuous for continuous recording or On Event for recording when an event is triggered (i.e. from detected motion).
6. Select the start and stop time for each day of the week and holiday. The start and stop time are listed using a 24 hr cycle (i.e. 18:00 is equivalent to 6:00pm).
7. Select Recording Type for each day of the week. Recording type includes Continuous for continuous recording or On Event for recording when an event is triggered (i.e. from detected motion) for the selected time period.
8. Select the Save button to save the schedule settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Note:
On Event recordings are recordings that are triggered from motion detection and/ or from an external alarm (See Configuring Alarms and Exceptions on page 59).
Note:
If an event occurs during Continuous recording, the frame rate will automatically switch to that set for Event recording.

Note:
For holiday settings, you can refer to Page 37.

Configuring an Advanced Recording Schedule
An advanced recording schedule allows you to schedule multiple time periods per day for recording as oppose to a single time period of a quick recording schedule. Setting up an advanced recording schedule will allow you to further conserve disk space by recording only during the time periods you would like to record at.

To setup an advanced recording schedule:
1. Enter the Advanced Schedule Configuration menu, shown in Figure 22 by going to Main Menu > Recording Configuration > Advanced Schedule Configuration.

Figure 22 Advanced Schedule Configuration Menu

2. Select the camera to configure from the camera drop down menu. If all the cameras are to be configured with the same settings, select All Cameras from the list.
3. Check the Enable checkbox to enable the recording schedule. If the checkbox is unchecked, the recording schedule will be disabled.
4. Select a day between Monday to Sunday or Holiday to configure schedule for.
5. Setup time periods for schedule. If the 24HR checkbox is checked, recording will occur over the entire day. To setup multiple time periods, uncheck 24HR and enter the Start and Stop Time for the selected day. The start and stop time are listed using a 24 hr cycle (i.e. 18:00 is equivalent to 6:00pm).
6. Select recording type under Type for selected day of the week. Recording type includes Continuous for continuous recording or On Event for recording when an event is triggered (i.e. from detected motion) for the selected time period and click Add.
7. If there are scheduling errors detected, such as overlapping time periods, error messages such as those shown in Figure 23 will appear.
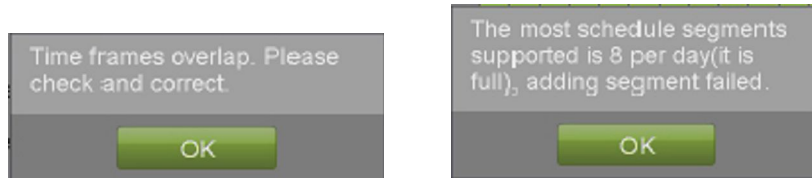
Figure 23 Advanced Schedule Configuration Error Messages

8. Select the Add button to add time frame to schedule. The newly added time frame will appear in the schedule on the left, with the schedule parameters shown on the right. Continuous recordings are shown in blue on the schedule while event recordings are shown in yellow. An example of this can be seen in Figure 26.

Figure 24 Advanced Schedule Configuration Example

9. Repeat steps 4-10 to setup additional time periods for the selected day.
10. Select the Save button to save the schedule settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Note:
Creating a schedule in the Quick Schedule Configuration menu will also create a schedule in Advanced Schedule Configuration. The quick schedule will show up as a time period in the Advanced Schedule Configuration.

Configuring Holiday Settings
Follow the steps to configure the holiday settings.
1. Enter the Holiday Settings menu, shown in Figure 25 by going to Main Menu > Recording Configuration > Holiday Settings.

Figure 25   Holiday Settings

2. Choose a holiday on the Holiday(s) List and the name can be edited on the right.
3. Select Mode in the drop down list. There are three different modes for the date format to configure holiday schedule.
4. Set the start and end time.
5. Select Status to on/off in the drop down list. Status on means enable Holiday setting.
6. Click Save and Done to save settings and exit.

Configuring Capture Quality Settings
Follow the introductions to configure capture quality settings.

1. Enter the Capture Quality Settings interface, shown in Figure 26 by going to Main Menu > Recording Configuration > Capture Quality Settings.

Figure 26   Capture Quality Settings

2. Select the camera to configure from the camera drop down menu. If all the cameras are to be configured with the same settings, select All Cameras from the list.
3. The settings available to configure for each video output includes:
   - **Capturing Mode:** Select the capturing mode to Normal of Event.
   - **Picture Resolution:** Select the picture resolution in the Resolution drop down menu. The options for the capture resolution include 4CIF, CIF and QCIF.
   - **Picture Quality:** Select the picture quality to High, Medium of Low in the drop down menu.
   - **Capturing Interval:** Select the time period in second between two capturing actions.

Note:
The interval is the time period between two capturing actions. You can configure the parameters from 1s to 5s.

Configuring Capture Schedule
Set the capture schedule, then the camera will automatically start/stop capturing according to the schedule.

1. Enter the Capture Schedule interface, shown in Figure 27 by going to Main Menu > Recording Configuration > Capture Schedule Settings.

Figure 27   Configure Capture Schedule

2. Select the camera to configure from the camera drop down menu. If all the cameras are to be configured with the same settings, select All Cameras from the list.
3. Check the Enable checkbox to enable the capture schedule. If the checkbox is unchecked, the capture schedule will be disabled.
4. Select a day between Monday to Sunday or Holiday to configure schedule for.
5. Setup time periods for schedule. If the 24HR checkbox is checked, recording will occur over the entire day. To setup multiple time periods, uncheck 24HR and enter the Start and Stop Time for the selected day. The start and stop time are listed using a 24 hr cycle (i.e. 18:00 is equivalent to 6:00pm).

6. Select capturing type under Type for selected day. Capturing type includes Continuous for continuous capturing or On Event for capturing when an event is triggered (i.e. from detected motion) for the selected time period and click Add.
7. If there are scheduling errors detected, such as overlapping time periods, error messages such as those shown in Figure 28 will appear.
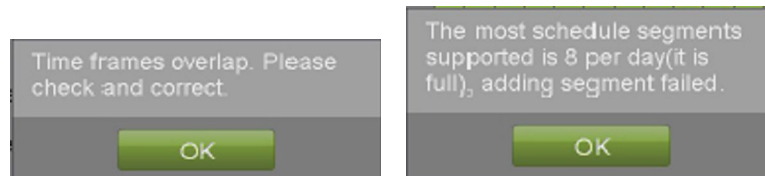
Figure 28 Schedule Configuration Error Messages

C H A P T E R 5
Playback

Playing Back a Recording

Previously recorded files can be played back using the Playback Interface. You must first search for recordings to play them back.

Understanding the Playback Interface

It's important to understand how to use the Playback Interface to efficiently navigate through recorded files. To access the Playback Interface, shown in Figure 29, go to Main Menu > Playback > Record Playback.

Figure 29 Playback Interface Menu

Figure 30 Playback Menu

Figure 31   Playback Interface Menu

Some of the main features of the Playback Interface include:
• **Channel Selector:** Select the channel to search for recordings on.
• **Calendar:** Select the date to search for recordings on.
• **Timeline:** Select the time to search for recordings on.
• **Preview:** Shows a preview of the selected recording.
• **Playback Controls:** Controls for playback of the selected recording.
• **Clip Backup Tools:** Tools to backup clips from a recording.
• **Clip Playback Controls:** Controls for playback of marked clip.
• **Motion Analysis:** Controls for smart searching.

Searching for Recorded Files

The Playback Interface allows for easy searching of recorded files. To search for recorded files using the Playback Interface:

1. Enter the Playback menu, shown in Figure 31 by going to Main Menu > Playback > Record Playback.
2. Select the channel to search for recordings on.
3. Select the date to search for recordings on using the calendar. The system date is shown at the top of the calendar. You may change the month and year of the calendar by clicking the left and right arrows next to the month and year .Dates with continuous recordings in the selected month and channel are displayed in light blue, and dates are displayed in yellow when they are on event recording. Dates without recordings are dark gray. The active selected date is displayed in light gray, as shown in Figure 31.
4. Click on the desired date that is highlighted in light blue to search for recordings. If recordings exist, the timeline will be filled with blue bars to designate recorded files. The playback marker, indicated by a green vertical line will automatically jump to the beginning of the earliest recordings for the selected date. The marker can be moved to any other location by clicking on the desired position on the blue bars.
5. Select the Play button in the Playback Controls to start playback of the recording.

Playing Back Recorded Files

After finding the recordings you would like to playback (See Searching for Recorded Files on page 74), you may use the Playback Controls to navigate through the recording.
The controls found under Playback Controls include:

Play Button: Button to playback recording.

Play backwards Button: Button to playback recording in reverse.

Decrease Speed Button: Button to decrease play speed.

Increase Speed Button: Button to increase play speed.

Enter/Exit Full-Screen Mode: Button to enter into and out of full-screen mode.

Enable/Disable Audio: Button to enable and disable audio in playback mode.

Add Default Tag: Button to add default tag.

Add Customized Tag: Button to add customized tag and input tag name.

Edit Tag: Button to check, edit and delete tag(s).

To playback recorded files:
1. Search and select recording to playback in the Playback Interface.
2. Click the Play button to begin playback of selected recording and the Pause button to pause playback.
3. You may slow down or speed up the playback speed by clicking the Decrease Speed/Increase Speed button.
4. Click the Full-Screen button to enter full-screen playback mode, shown in Figure 32.

Figure 32 Full-Screen Playback Mode

5. In full-screen mode, you may hide the toolbars by clicking the Hide Toolbar button. Clicking the Exit Full-Screen button will return you to the original playback mode.
6. Click the Enable/Disable Audio button to turn on and off audio during playback.
7. Click the Digital Zoom button to enable digital zoom. Once enabled, the regular recorded feed will be shown in the lower right corner while the zoomed in view will be shown on the full screen. The zoomed in region may be changed by moving the red rectangle in the regular recorded feed window.
8. Click the Exit button to return to the previous menu.

Playing Back Multiple Channels

You may also playback recordings from multiple channels simultaneously. To playback recordings from multiple channels:
1. Search and select recording to playback in the Playback Interface.
2. Enter into Full-Screen mode, shown in Figure 32 by clicking the Full-Screen button.
3. In Full-Screen mode, you may select additional channels to playback by clicking the checkbox next to the desired camera in the Channel Selector panel. Playback will begin simultaneously on the selected channels.
4. You may stop playback on any of the channels by un-checking the checkbox next to the channel.

Note: Up to 4 channels can be played back at the same time.

Playing Back Pictures

Search and view captured pictures stored in HDD.

1. Enter the Picture Playback interface, shown in Figure 33 by going to Main Menu > Playback > Picture Playback.
2. Select channel, picture type for Normal, Event or All, start time and stop time.
3. Click the search button and the pictures found will be listed in Result interface shown in right side.
4. Click the picture you want to view and it will be display on the bottom of left side.
5. Click [‹ › ⤢] to control Picture Playback.
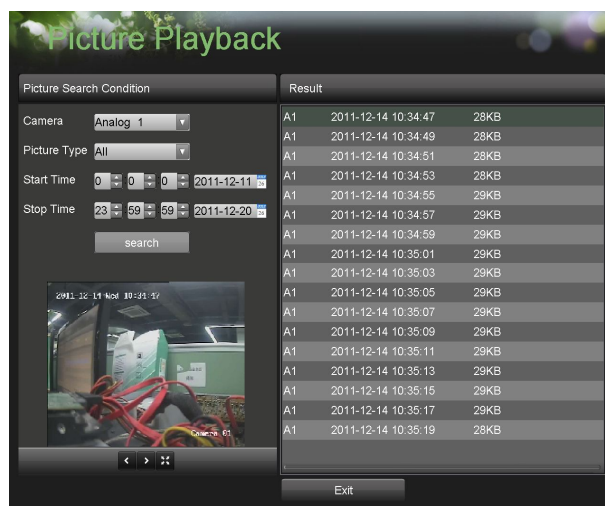
Figure 33 Picture Playback Interface

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Playing Back Tags

1. Enter the Tag Playback interface, shown in Figure 34 by going to Main Menu > Playback > Tag Playback.
2. Select channel, Tag Type for Keyword or All.
3. If Tag Type was All, Keyword area was editable to allow user to set keywords for fast searching.
4. Select start time and stop time.
5. Click the search button and the tag recording found will be listed in Result interface shown in the right side.
6. Click the tag you want to play and it will be display on the bottom of left side.
7. Click ![controls] to control Tag Playback.
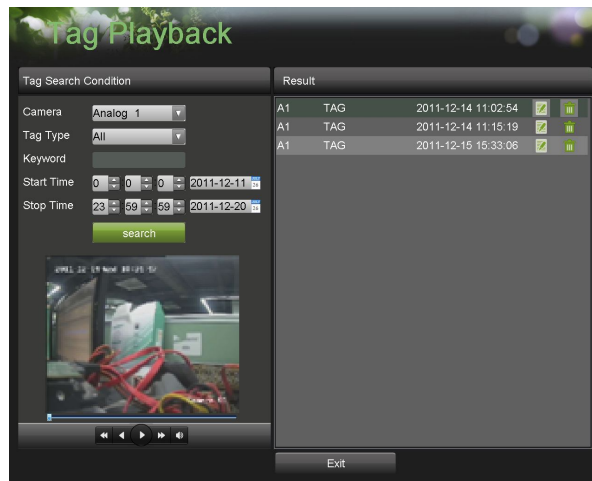
Picture 34 Tag Playback Interface

C H A P T E R 6
Backup

Backing up Video Clips

Video clips can be backed up to various devices, such as USB flash drives, USB HDDs or a DVD writer.

Selecting Video Clips

Video clips can be selected for backup in the Playback Interface using the controls found in the Mark Clip For Backup panel, shown in Figure 35.

Figure 35 Mark Clip For Backup Controls

The controls found in the Mark Clip for Backup panel includes:
- **Start Clip Button:** Mark the starting point for the video clip.
- **Stop Clip Button:** Mark the ending point for the video clip.
- **Play Clip Button:** Play the selected video clip.
- **Save Clip Button:** Save the selected video clip to the HDD.
- **Clear Clip Button:** Clear the selected video clip.

To select video clips in the Playback Interface:
1. Enter the Playback Interface, shown in Figure 36 by going to Main Menu > Playback.

Figure 36 Playback Menu

2. Search for the recorded files that you would like to select video clips from (See Searching for Recorded Files on page 74). Video clips can only be selected in single playback mode.
3. Select the starting position of the video clip by clicking the desired location on the blue recordings bar.
4. Click the Start Clip button.

5. Select the ending position of the video clip.
6. Click the stop Clip button.
7. The selected video clip time range will be shown at the bottom of the Playback Interface, as seen in Figure 37.
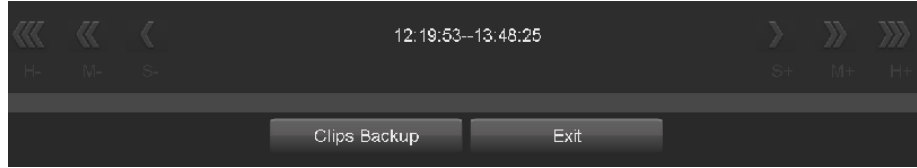
Figure 37 Video Clip Time Range

8. You may play the video clip using the Play Clip button or use the arrow keys shown next to the clip time range to progress through the video one second, minute or hour at a time.
9. Click the Save Clip button to save clip to the DVR. Clip must be first saved to the DVR before it can be backed up to an external USB storage device or to a DVD writer. Clicking the Clear Clip button will remove the video clip.
10. Repeat steps 2-7 to select additional clips. If you would like to backup video clips at this point, click the Backup button.

Note: The Play Clip, Save Clip and Clear Clip buttons are not available unless a completed video clip is selected. A completed video clip has a start and end point marked by using the Start Clip and End Clip button.
Note: The Start Clip button is not available when there is still a video clip that has not been saved or cleared.

Backing up Video Clips
After video clips have been selected in the Playback Interface , you may back them up to an external USB storage device or DVD writer by going to the Backup menu.

To backup video clips:
1. Enter the Clips Backup menu, shown in Figure 38 by first going to Main Menu > Playback. In the Playback menu, click the Clips Backup button.

Figure 38 Clips Backup Menu

2. If video clips were successfully saved to the HDD using the Playback Interface, they will be listed under the Backup Clips heading on the left hand side of the menu. The camera number as well as the time range would be listed.

3. Select the video clips you would like to back up by checking the checkbox next to the desired clips. You may also click the Play icon to play and review the clip. Video clips can be deleted by selecting it and clicking the Remove button or by clicking the Remove All button to delete all clips.

4. Connect at least one USB storage device to the DVR. If the device is compatible with the DVR, it will automatically be detected. Select the backup device from the Backup Device drop down menu.

5. The Clips Selected, Required Space and Available Space will be displayed on the Clips Backup menu. If the USB storage device has not been properly initialized and formatted, you may click on the Format button to do so. It is important to note that formatting will delete ALL data from the storage device.

6. If the available space on the storage device is adequate, select the Backup button to begin backup of the selected clips.

7. After clips have been backed up, you may click the Playback button to return to the Playback Interface or the Done button to return to the previous menu.

Note:
Formatting a storage device will permanently delete all the files on that device.
There is also NO WARNING MESSAGE after clicking the Format button to format the storage device.
Please proceed with caution and backup all critical data from the storage device before formatting.

Backing up Recorded Files
Not only can video clips be backed up, full recorded files can also be backed up to a storage medium.
To back up recorded files:

1. Search for recorded files using the File Management menu. (See Searching for Recorded Files on page 74).

2. Select the files you would like to back up by checking the box next to the file. You may also check the All File box to backup all files. The total required space will be shown next to Total Size.

3. Click the Files Backup button; this will take you to the Files Search menu, as shown in Figure 39.
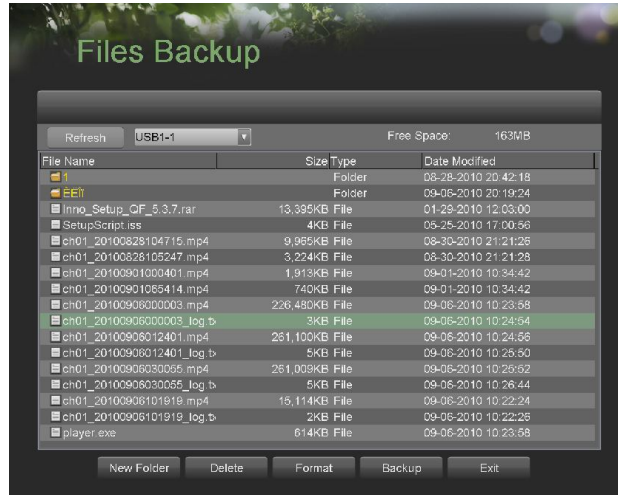
Figure 39 Files Backup Menu

4. In the Files Backup menu, connect a USB storage device and click the Refresh button. If the device is detected, a list of its file contents as well as the available free space will be shown.
5. You may delete files on the USB storage device to free up additional storage space by clicking the Delete button on the selected file. You may also format the device by clicking the Format button. Formatting will remove ALL files from the device.
6. When there is sufficient storage space for backup, click the Backup button. A backup progress bar will be shown.
7. Click the OK button once backup has completed.
8. Click the Exit button to return to the File Management menu.

C H A P T E R 7
System Configuration

Configuring Network Settings

Network settings must be configured before you're able to use your DVR over the network.
To configure network settings:

1. Enter the Network Configuration menu, shown in Figure 40 by going to Main Menu > System Configuration > Network Configuration.

Figure 40 Network Settings Menu

2. The current network settings are displayed on the right side of the menu.
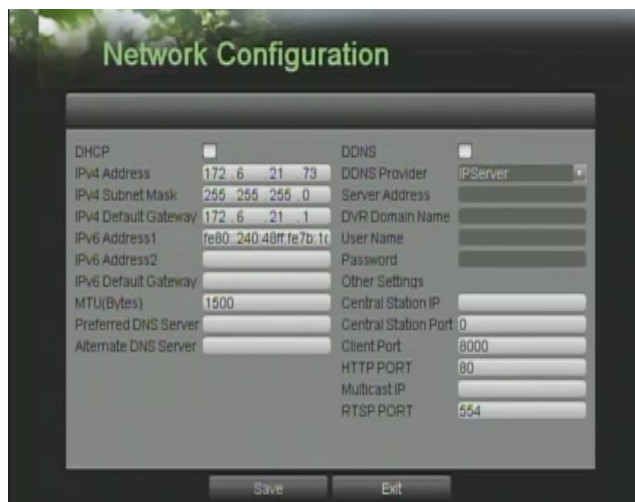3. If you have a DHCP server running and would like your DVR to automatically obtain an IP address and other network settings from that server, check the DHCP checkbox.
4. If you would like to configure your own settings, enter the settings for:
   • IP Address: IP address you would like to use for your DVR.
   • Subnet Mask: Subnet Mask of network.
   • Default Gateway: IP address of your Gateway. Typically the IP address of your router.
   • DNS Server: The preferred and alternate Domain Name System (DNS) Server to be used with your DVR.
5. To enable Dynamic DNS (DDNS), check the DDNS checkbox. Dynamic DNS allows you to create a hostname and associate it to your IP address, making access to your DVR over the internet easier. To configure DDNS:
   • Enable DDNS by checking the DDNS checkbox.
   • Select a DDNS provider from the DDNS Provider selection box.
   • Enter settings for Server Address, DVR Domain Name, User Name, and Password.
6. If a central monitoring station that is compatible with your DVR is available, you may enter its settings under Central Station IP and Central Station Port.
7. Enter the Client Port and HTTP Port to be use with your DVR. The client port designates the port to be use with the client software while the HTTP port refers to the one to be use with the built-in Web Server.
8. After all settings have been configured; you may test the connection by clicking the Test Connection button. A confirmation message, similar to the one shown in Figure 41 will pop up if the network is working properly.
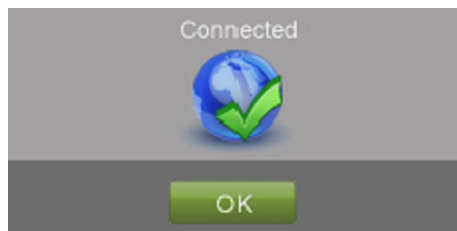
53

Figure 41 Test Connection Confirmation

9. Select the Save button to save the network settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Managing User Accounts

By default, your DVR comes with two user accounts, the Administrator account and the Guest accounts. The Administrator user name is admin and the password is 12345. The default password for Administrator should be changed right away for security reasons. The Administrator has the authority to add, delete or configure parameters for many of the system functions. The Guest accounts user name is

guest without password. You can easily switch between accounts by click [icon] at the lower left corner of the main menu.

Adding a New Remote/Local User

You may add up to 31 new users to your DVR.
To add new users:

1. Enter the User Settings menu, shown in Figure 42 by going to Main Menu > System Configuration > User Settings.
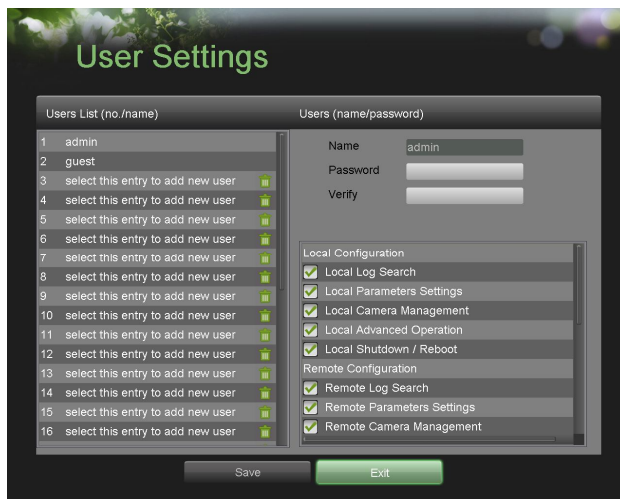

Figure 42 User Settings Menu

2. Under Users List, click on Select this entry to add new user.
3. Once a new entry has been selected, the fields under Users will become editable. Enter the information for Name, Password and Verify.

4. Set the operation permission of Local Configuration, Remote Configuration and Camera Configuration for the user.

Local Configuration:
- Local Log Search: Searching and viewing logs and system information of DVR.
- Local Parameters Settings: Configuring parameters, restoring factory default parameters and importing/exporting configuration files.
- Local Advanced Operation: Operating HDD management, upgrading system firmware, clearing I/O alarm output.
- Local Shutdown Reboot: Shutting down or rebooting the DVR.

Remote Configuration:
- Remote Log Search: Remotely viewing logs that are saved on the DVR.
- Remote Parameters Settings: Remotely configuring parameters, restoring factory default parameters and importing/exporting configuration files.
- Remote Video Output Control: Sending remote button control signal.
- Two-Way Audio: Realizing two-way radio between the remote client and the DVR.
- Remote Alarm Control: Remotely arming (notify alarm and exception message to the remote client) and controlling the alarm output.
- Remote Advanced Operation: remotely operating HDD management, upgrading system firmware, clearing I/O alarm output.
- Remote Shutdown/Reboot: Remotely shutting down or rebooting the DVR.

Camera Configuration:
- Local Video Export: Locally exporting recorded files of the selected camera (s).
- Local Playback: Locally playing back recorded files of the selected camera (s).
- Local PTZ Control: Locally controlling PTZ movement of the selected camera (s).
- Remote Live View: Remotely viewing live video of the selected camera (s).
- Remote Playback: Remotely playing back recorded files of the selected camera (s).
- Remote PTZ Control: Remotely controlling PTZ movement of the selected camera (s).

5. Click the Save button to save the parameters.

Note:

For Camera Configuration, you can click to assign different local or remote permissions to different users associating with certain channels.

Note:

If you forget the password to your DVR, contact your supplier with the serial number of your DVR to obtain a secure code to reset your DVR.

Note:

User settings only appear on the list of System Configuration when login with Administrator accounts.

Deleting a User

To delete a user from the DVR:

1. Enter the User Settings menu, shown in Figure 42 by going to Main Menu > System Configuration > User Settings.

2. Select a user to delete in the Users List panel.

3. Click the Remove button to delete user.

4. Click the OK button to confirm deletion of user.

**5.** Click the Done button to exit menu.

Editing a User

To edit a user:

1. Enter the User Settings menu, shown in Figure 42 by going to Main Menu > System Configuration > User Settings.
2. Select a user to edit in the Users List panel.
3. Edit user information in the Users and Remote Permissions panel. Remote permissions are defined above in Adding a New Remote User on page 54.
4. Click the Done button to exit menu.

Note:
You can modify the password of Administrator in User setting menu.
Note:

User password can be both numbers and characters. You can click the button ![abc] on the password editable fields to enter characters.

Switch User

Figure 43 Main Menu

On the main menu (see in Figure 43), information about users are show on the lower left corner,

![Current User: admin] , click ![icon] to switch users.
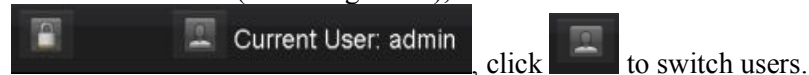
Configuring PTZ Cameras

Configuring Basic PTZ Settings
Settings for a PTZ camera must be configured before it can be used. Before proceeding, verify that the PTZ and RS-485 of the DVR are connected properly.

To configure PTZ settings:
1. Enter the PTZ Configuration menu, shown in Figure 44 by going to Main Menu > System Configuration > PTZ Configuration.

Figure 44 PTZ Configuration Menu

2. Select the Serial Settings tab.
3. Select the camera to configure in the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
4. Configure PTZ settings, including those of Baud Rate, Data Bit, Stop Bit, Parity, Flow Ctrl, Protocol and Address according to the parameters of the PTZ camera(s).
5. Click the Save button to save current settings.

To test and verify PTZ settings:
1. Enter the PTZ Configuration menu, shown in Figure 45 by going to Main Menu > System Configuration > PTZ Configuration.
2. Select the On Camera Settings tab.
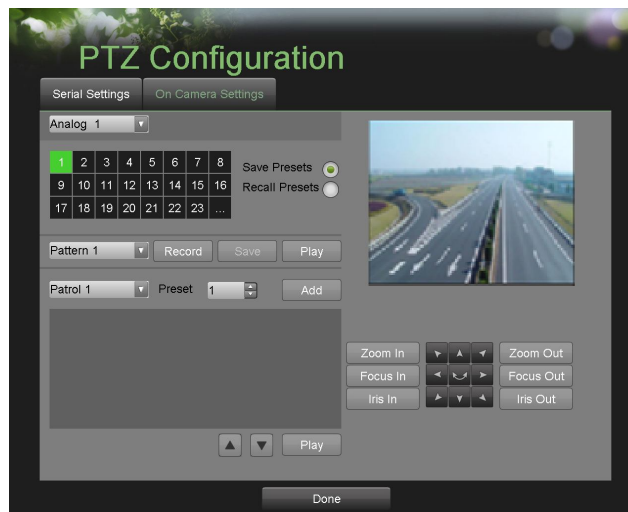
Figure 45 PTZ Configuration

3. Select the camera to test in the camera drop down menu.

4. Using the Directional buttons and other PTZ control buttons (Zoom In/Out, Focus In/Out, Iris In/Out), test the functionality of the PTZ camera. If PTZ camera and protocol supports it, you may also click the Auto-Scan button to test its function. PTZ controls buttons are shown in Figure 46.
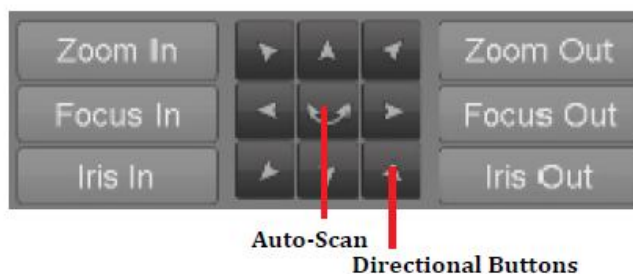
Figure 46   PTZ Controls Button

5. If PTZ camera is not working properly, make sure PTZ is connected and configured with the correct settings under the Serial Settings tab.
6. Click Done to exit and return to the previous menu.

Customizing PTZ Presets, Patterns and Patrols
Your DVR allows you to customize presets, patterns and patrols for a connected PTZ, camera. A PTZ camera must first be configured before PTZ presets, patterns and patrols can be customized (See Configuring Basic PTZ Settings on page 56).

To customize PTZ presets:
1. Enter the PTZ Configuration menu, shown in Figure 45 by going to Main Menu > System Configuration > PTZ Configuration.
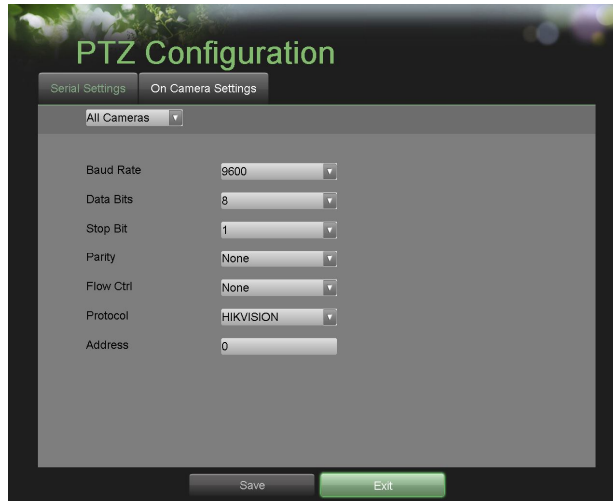2. Select the On Camera Settings tab.
3. Select Save Presets and move the camera to the desired position using the PTZ control buttons.
4. Double-click on a preset number in the upper left corner of the screen. The current position of the PTZ camera will be set for the selected preset number.
5. To test the newly configured preset, first move the PTZ camera to a different position. Select Recall Presets and click on the preset number. The camera should move to the location that was set for the selected preset number.
6. Click the Done button to exit out of the PTZ Configuration menu.

Note:
Only the first 23 presets are shown in the table. To save or recall more presets, click on the "..." button. Clicking the "..." button will bring up a selection list for presets up to 200.

To customize PTZ patterns:
1. Enter the PTZ Configuration menu, shown in Figure 45 by going to Main Menu > System Configuration > PTZ Configuration.
2. Select the On Camera Settings tab.
3. Select a Pattern Number to set from the drop down list.
4. Click the Record button to begin recording the movement of the PTZ.
5. Move the PTZ to the desired locations using the PTZ control buttons.
6. Click the Save button to save pattern.

7. To test out your new pattern, click the Play button. The PTZ should move as it did during the recording process. You may click the Stop button at any time to end the pattern. Clicking the Play button again will start playing the PTZ pattern again at the initial position.

8. Click the Done button to exit out of the PTZ Configuration menu.

To customize PTZ patrols:

1. Enter the PTZ Configuration menu, shown in Figure 45 by going to Main Menu > System Configuration > PTZ Configuration.

2. Select the On Camera Settings tab.

3. Select a Patrol Number to set from the drop down list.

4. Select a Preset Number that is next to the Patrol Number from the drop down list that you would like to add to the patrol.

5. Click the Add button. The Preset Number will be added to the patrol list.

6. Repeat steps 4-5 until you have included all the presets you would like to have on the patrol.

7. Click the Up and Down button at the bottom of the list to change the order of the presets in the patrol.

8. To test out your new preset, click the Play button. The PTZ should move through the list of added presets.

9. Click the Done button to exit out of the PTZ Configuration menu.

Configuring Alarms and Exceptions

Setting up Motion Detection

Set up properly, using motion detected recording will increase the number of days your DVR is able to record. It will only record relevant events rather than everything, which will also make searching for events easier.

To set up motion detection:

1. Enter the Motion Detection Settings menu, shown in Figure 47 by going to Main Menu > Recording Configuration > Motion Detection Settings.
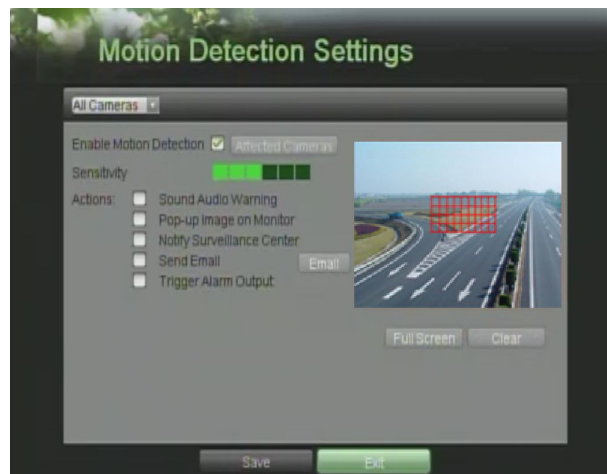

Figure 47   Motion Detection Settings Menu

2. Select the camera to configure in the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.

3. Check the Enable Motion Detection checkbox to enable motion detection for the selected camera. Uncheck the checkbox to disable motion detection.
4. Set the motion detection sensitivity by adjusting the green Sensitivity bar. The more lime green rectangles selected in the bar, the higher the sensitivity will be to motion.
5. Set the motion detection region in the preview screen on the right side of the menu by left-clicking with the mouse on an open area. A red grid will be shown, designating that the selected area is part of the motion detection region. Dragging or left-clicking on areas that overlap the current selected motion detection area will include them into the region. You may also click the Full Screen button to include the whole area into the motion detection region. Left-clicking on any part of the grid will remove that section from the motion detection region.
6. If you're not satisfied with the selected region, you may click the Clear button to reset the motion detection area.
7. Select the Actions to take if motion is detected in the designated regions. More than one action can be selected. The actions available include:
    • **Sound Audio Warning:** DVR will sound an audio warning if motion is detected in the designated regions of the camera.
    • **Pop-up Image on Monitor:** DVR will show an image of what caused the motion on the monitor.
    • **Notify Surveillance Center:** DVR will notify surveillance center when motion is detected.
    • **Send Email:** DVR will send an email out to the designated recipients when motion is detected. Click Email to enter Email Configuration interface.
    • **Trigger Alarm Output:** DVR will trigger alarm output when motion is detected. Selecting this option will enable the Alarm Output list, where the output to trigger can be selected.
8. Select the Save button to save the motion detection settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring Alarm Inputs

Recordings can also be triggered from an external sensor alarm device. To setup recording triggers from alarm inputs:

1. Enter the Trigger Settings menu, shown in Figure 48 by going to Main Menu > Recording Configuration > Trigger Settings.
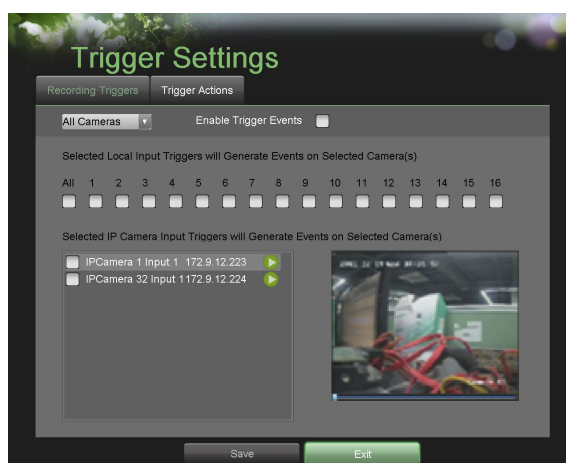

Figure 48 Trigger Settings Menu

2. Select the Recording Triggers tab.
3. Select the camera to configure in the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
4. Check the Enable Trigger Events checkbox to enable trigger events for the selected camera. Uncheck the checkbox to disable trigger events.
5. Select the trigger inputs that you would like to associate with the selected camera.
6. Select the Save button to save the trigger settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Certain actions can also be performed if an alarm input is triggered. To setup trigger actions:
1. Enter the Trigger Settings menu, shown in Figure 48 by going to Main Menu > Recording Configuration > Trigger Settings.
2. Select the Trigger Actions tab, this will take you to the Trigger Actions submenu, shown in Figure 49 and Figure 50.
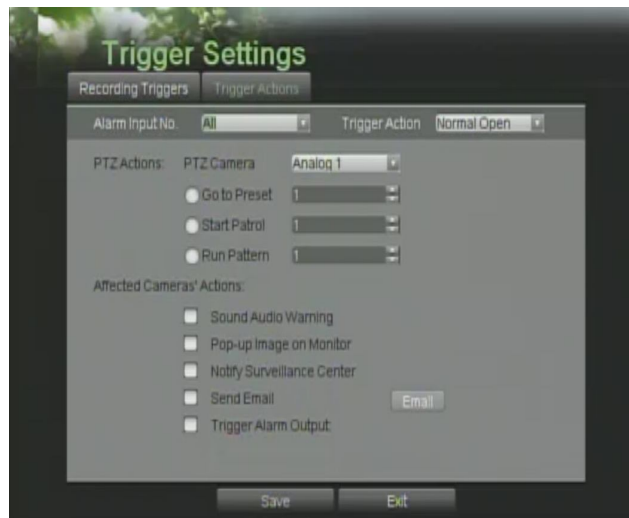

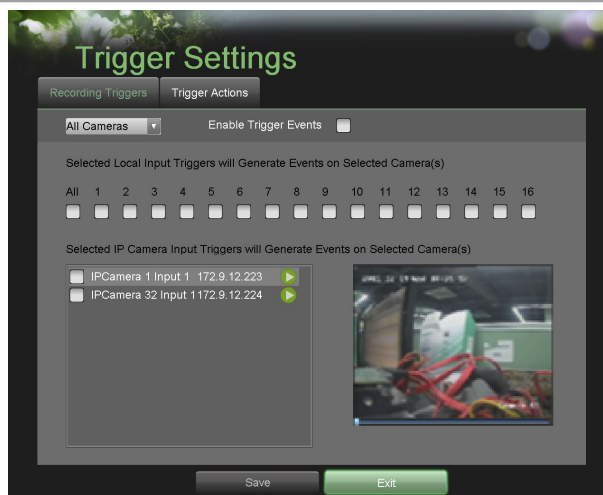Figure 49 Trigger Actions Sub-Menu.

Figure 50 Trigger Actions Sub-Menu.

3. Select the alarm input to configure in the Alarm Input No. drop down menu on the upper left of the menu. If all alarm inputs are to be configured with the same settings, select All from the list.
4. Select the Trigger Action for the external alarm input device. Normal Open or Normal Close can be selected.
5. Select the PTZ Actions (only if a PTZ camera is configured on the DVR) to run when the alarm input is triggered. Only one PTZ action can be selected per alarm input.
6. Select the Actions to run when the alarm input is triggered. Multiple actions can be selected per alarm input. The actions available includes:
    •   **Sound Audio Warning:** DVR will sound an audio warning if alarm is triggered.
    •   **Pop-up Image on Monitor:** DVR will show the corresponding channel that is associated with the trigger input.
    •   **Notify Surveillance Center:** DVR will notify surveillance center when alarm is triggered.
    •   **Send Email:** DVR will send an email out to the designated recipients when alarm is triggered.
    •   **Trigger Alarm Output:** DVR will trigger alarm output when input is triggered. Selecting this option will enable the Alarm Output list, where the output to trigger can be selected.
7. Select the Save button to save the trigger settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring Exceptions
Actions can also be triggered when the DVR detects certain exceptions. To setup exception configuration:
1. Enter the Exception Configuration menu, shown in Figure 51 by going to Main Menu > System Configuration > Exception Configuration.

Figure 51 Exception Configuration Menu

2. Select the Exception Type to configure. The exception type includes:
    •   **HDD Full:** If selected, trigger action when HDD is full.
    •   **HDD Error:** If selected, trigger action when errors on the HDD are detected.
    •   **Network Failure:** If selected, trigger action when a network failure is detected.
    •   **IP Conflict:** If selected, trigger action if an IP conflict is detected.
    •   **Illegal Login:** If selected, trigger action when illegal logins are detected.

- **Bad video signal:** if selected, trigger action when video signal is abnormal.
- **Video Output Standard Mismatch:** If selected, trigger action when video output standard does not match.
- **Video Exception:** If selected, trigger action when an exception such as distorted video is detected.
- **Recording exception:** If selected, trigger action when recording exception is detected.

3. Select the Actions to take when the exception is detected. More than one action can be selected. The actions available includes:
- **Sound Audio Warning:** DVR will sound an audio warning if exception is detected.
- **Notify Surveillance Center:** DVR will notify surveillance center if exception is detected.
- **Send Email:** DVR will send an email out to the designated recipients if exception is detected.
- **Trigger Alarm Output:** DVR will trigger alarm output if exception is detected. Selecting this option will enable the Alarm Output list, where the output to trigger can be selected.

4. Select the Save button to save the exception settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring E-mail Settings

If you would like to have the DVR send out e-mails when certain events are detected or exceptions have been triggered, you must first setup the e-mail settings.

To setup e-mail settings:
1. Enter the Email Configuration menu, shown in Figure 52 by going to Main Menu > System Configuration > Email Configuration.
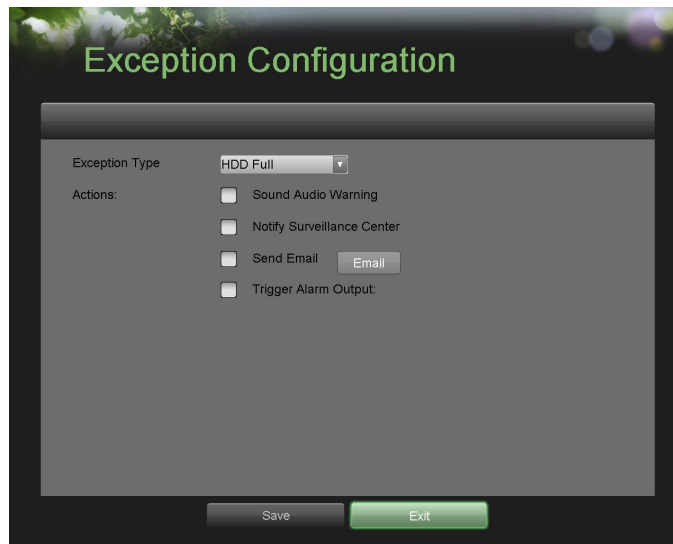

Figure 52 Email Configuration Menu

2. Under Server Information, enter all pertinent email information, including:
- **Server Authentication:** Enable if email server requires authentication. Enabling Server Authenticating will enable the User Name and Password fields.
- **User Name:** User name to use for server authentication.
- **Password:** Password to use for server authentication.
- **SMTP Server:** Address for SMTP server.

- • **SMTP Port:** Port for SMTP server.
- • **From Email Address:** The From address to use when an e-mail is sent out from the DVR.
- • **Attach JPEG:** Enabling will attach a small JPEG segment (duration can be set next to the Attach JPEG checkbox) to the out-going e-mail.
- • **SSL:** Enable Secure Sockets Layer (SSL) for out-going e-mail.
3. Enter To E-mail Address and click the Add button. The e-mail address will be added to the Recipients List.
4. You may now test the e-mail settings by clicking the Test button or remove an e-mail address off the Recipients List by selecting the recipient and clicking Remove.
5. Select the Save button to save the e-mail settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

C H A P T E R 8
Camera Management

Configuring Cameras

Configuring Privacy Zones
You are allowed to configure the four-sided privacy zones that cannot be viewed by the operator.
To setup privacy zones:

1. Enter the Privacy Zones menu, shown in Figure 53 by going to Main Menu > Camera Setup > Privacy Zones.
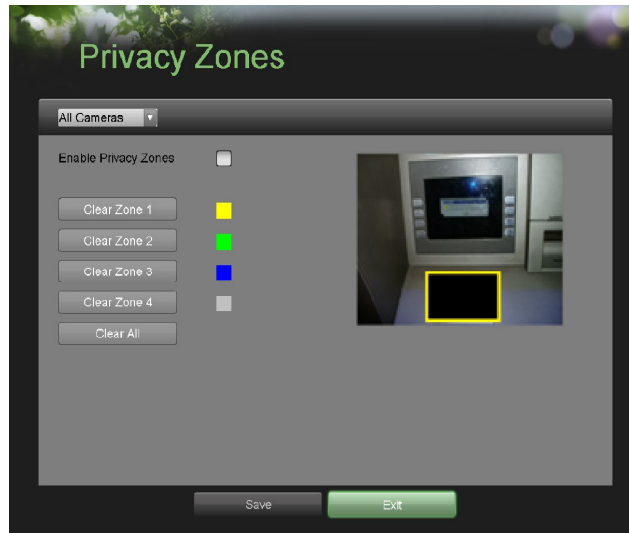

Figure 53   Privacy Zone Menu

2. Select the camera to setup privacy zones in using the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
3. Click Enable Privacy Zones.
4. Up to four privacy zones can be used per camera and are shown using four different colors, yellow, green, blue and pink. Using the mouse, click and drag out rectangular boxes defining the desired zones.
5. You may clear a privacy zone at any time by clicking on the corresponding Clear Zone button or Clear All button to clear all zones.
6. Select the Save button to save the privacy zones settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring Video Tampering Detection
Video tampering detection can be used to recognize if an area of a camera is purposely covered and to respond accordingly.
To configure video tampering detection:
1. Enter the Video Tampering Detection menu, shown in Figure 54 by going to Main Menu > Camera Setup > Video Tampering Detection
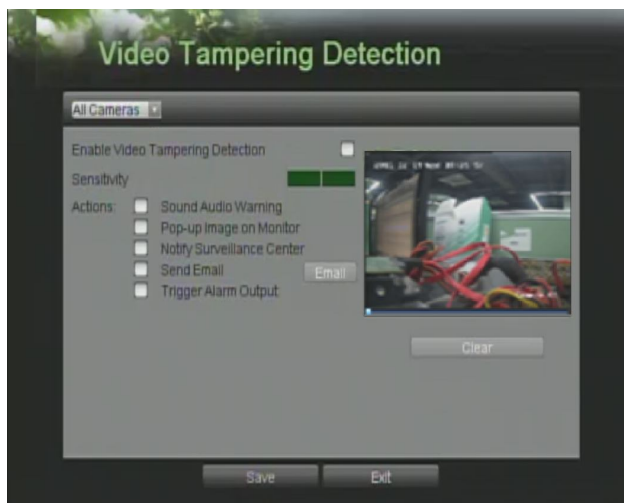
Figure 54 Video Tampering Detection Menu

2. Select the camera to setup video tampering detection in using the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
3. Click Enable Video Tampering Detection.
4. Adjust the Sensitivity for video tampering detection.
5. Using the mouse, select the region on the preview screen for where you would like to enable video tampering detection on. Press the Clear button to clear region.
6. Select Actions to take if video tampering is detected. More than one action can be selected per channel. These actions include:
   • **Sound Audio Warning:** DVR will sound an audio warning if tampering is detected.
   • **Pop-up Image on Monitor:** DVR will show the corresponding channel that is associated with the tampered channel.
   • **Notify Surveillance Center:** DVR will notify surveillance center when tampering is detected.
   • **Send Email**: DVR will send an email out to the designated recipients when tampering is detected.
   • **Trigger Alarm Output:** DVR will trigger alarm output when tampering is detected. Selecting this option will enable the Alarm Output list, where the output to trigger can be selected.
7. Select the Save button to save the privacy zones settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring Video Loss Detection
Video loss detection can be enabled on any of the channels on your DVR to detect the loss of video.
To configure video loss detection:
   1. Enter the Video Loss Detection menu, shown in Figure 55 by going to Main Menu > Camera Setup > Video Loss Detection.

Figure 55 Video Loss Detection Menu

2. Select the camera to setup video loss detection in using the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
3. Click Enable Video Loss Detection.
4. Select Actions to take if video loss is detected. More than one action can be selected per channel. These actions include:
   • **Sound Audio Warning:** DVR will sound an audio warning if video loss is detected.
   • **Pop-up Image on Monitor:** DVR will show the corresponding channel that is associated with the video loss channel.
   • **Notify Surveillance Center:** DVR will notify surveillance center when video loss is detected.
   • **Send Email:** DVR will send an email out to the designated recipients when video loss is detected.
   • **Trigger Alarm Output:** DVR will trigger alarm output when video loss is detected. Selecting this option will enable the Alarm Output list, where the output to trigger can be selected.
5. Select the Save button to save the privacy zones settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

Configuring OSD Settings
On Screen Display (OSD) settings can be configured in the OSD Configuration menu. The OSD is shown in each display in Live Feed and Playback mode.
To configure OSD settings:
1. Enter the OSD Configuration menu, shown in Figure 56 by going to Main Menu > Cameras Setup > OSD Configuration.

Figure 56 OSD Configuration Menu

2. Select the camera to setup OSD configuration in using the camera drop down menu on the upper left of the menu. If all cameras are to be configured with the same settings, select All Cameras from the list.
3. Configure OSD settings, including:
   - **Camera Name:** Name of selected camera.
   - **Display Camera Name:** Enable to display camera name in OSD.
   - **Display Date:** Enable to display date in OSD.
   - **Date Format:** Format of date.
   - **Time Format:** Format of time.
   - **OSD Display:** Display style for OSD.
4. Using the mouse, click and drag OSD elements on preview screen to desired location.
5. Select the Save button to save the privacy zones settings and select Exit to return to the previous menu. Selecting the Exit button without clicking Save will quit out of the menu without saving settings.

C H A P T E R 9
Disk Management

Managing Disks

Checking Disk Status

The status of all installed hard disk drives (HDD) and Network hard drives can be checked under the Disk Management menu.

To check the status of installed disks:
1. Enter the Disk Management menu, shown in Figure 57 by going to Main Menu > System Configuration > Disk Management.

Figure 57 Disk Management Menu

2. There are four different panels found in the Disk Management menu. They include:
   • **Disk Utilization:** Displays the maximum space available of all disks combined.
   • **Available Disks:** Displays a list of all installed disks(include local and network) and their respective space and status.
   • **Network HDD:** Display the parameters of the network hard drives.
   • **Status:** Displays the available disk space of all disks combined.
3. Click the Done button to exit out of Disk Management.

Setting Network HDD

Add the allocated "DVR Storage Space" of NAS or disk of IP SAN to DVR, this part will work as network HDD.

To set a network HDD:
1. Enter the Disk Management menu, shown in Figure 57 by going to Main Menu > System Configuration > Disk Management.
2. Select the number and the type of network hard drive. Then enter in the IP address and the directory of network hard drives.
3. Click the Add button, the added hard drives will appear on the list of HDDS.

Formatting Disk

A newly installed hard disk drive (HDD) must be first formatted before it can be used with your DVR. Formatting the disk will erase all data on it.

To format a new disk:
1. Enter the Disk Management menu, shown in Figure 57 by going to Main Menu > System Configuration > Disk Management.
2. Select a disk to format. A disk that has not been formatted will show Error Detected as its status. If the disk is one that is newly installed, the status of the drive will show up as Non-Active and the Reformat button will change to the Add button.
3. Click the Reformat/Add button.
4. A confirmation message, similar to the one shown in Figure 58 will appear on the screen. Click the Yes button to continue formatting process.

Figure 58 Disk Format Confirmation

5. A format progress bar (Figure 59) will be shown on the menu. After the disk has been formatted, the status of the disk will change to Active.

Figure 59 Disk Management Interface

6. Click the Done button to exit out of Disk Management.

Enabling Disk Overwrite

Enabling disk overwrite will allow the DVR to overwrite the installed disks once the disks are full.

To enable disk overwrite:

1. Enter the Disk Management menu, shown in Figure 59 by going to Main Menu > System Configuration > Disk Management.
2. Check the Overwrite checkbox.
3. Click the Save button.
4. Click the Done button to exit out of Disk Management.

S.M.A.R.T

The S.M.A.R.T. (Self-Monitoring, Analysis and Reporting Technology) is a monitoring system for HDD to detect and report on various indicators of reliability in the hopes of anticipation failures.

Figure 60 S.M.A.R.T. Information Interface

To viewing S.M.A.R.T. information:

1. Enter the S.M.A.R.T. Settings menu, shown in Figure 60 by going to Main Menu > System Configuration > Disk Management.
2. Select the S.M.A.R.T. Settings tab.
3. Select a HDD to view its S.M.A.R.T. information list.

Managing Files

Searching for Recorded Files
Previously recorded files can be searched by criteria in the File Management menu.

To search for all recorded files:
1. Enter the File Management menu, shown in Figure 61 by going to Main Menu > File Management> File search.

Figure 61 File Search Menu

2. Select the cameras that you would like to include in the search. Analog cameras are listed on the first row, preceded with the letter A. Digital cameras are listed on the second row, preceded with the letter D. If you would like include all cameras in the search, check the All box.
3. Select the Start Time.
4. Select the End Time.
5. Select the Video Type. Video type includes Continuous and On Event recordings.
6. Select the File Type. File type includes Locked and Unlocked files.
7. Click the Search button or if you would like to search for only locked files, the Search All Locked Files button.
8. A list of results with your search criteria will be shown at the bottom of the menu (Figure 61).
9. You may now play the selected file by clicking the Play button that is next to the file.
10. Click the Done button to exit out of the File Management menu.

Searching for Event Files
Event recorded files can be searched by criteria in the File Management menu.

To search for all recorded Event files:
1. Enter the File Management menu, shown in Figure 62 by going to Main Menu > File Management> Event search.
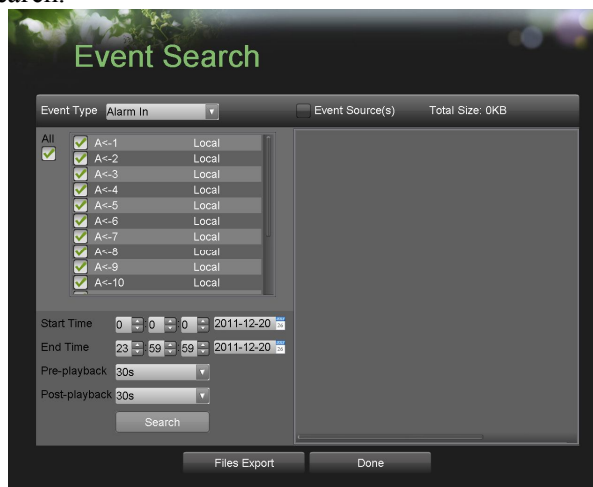
Figure 62 Event Search

2. Select the Event Type you want to search. File type includes Alarm in and Motion Detection files.
3. If you select type Motion Detection , first you need to choose the cameras that you would like to include in the search. Analog cameras are listed on the first row, preceded with the letter A. Digital cameras are listed on the second row, preceded with the letter D. If you would like include all cameras in the search, check the All box.
4. Select the Start Time.
5. Select the End Time.
6. Click the Search button or if you would like to search for only locked files, the Search All Locked Files button.
7. A list of results with your search criteria will be shown at the bottom of the menu.
8. If you select type Alarm in, first you select one alarm in channel or you can check the All box to select all channels.
   Then repeat the steps from 4~7.

Searching for Captured Picture
Search and view captured pictures stored in HDD.
To search for all captured pictures:
1. Enter the File Management menu, shown in Figure 63 by going to Main Menu > File Management> Picture Search.
2. Select channel, picture type, start time and stop time and click Search button to enter Search Result interface.
3. Choose a picture you want to view and press the [ ] button.

Figure 63 Picture Search

Locking and Unlocking Recorded Files

To lock and unlock recorded files:
1. Search for recorded files using the File Management menu .
2. Select the file you would like to lock/unlock.
3. Click the Lock icon for the selected file.

    4.   Click the Done button to exit out of the File Management menu.

Note:
Locked files will never be overwritten until they are unlocked.

C H A P T E R 1 0
DVR Management

Managing System

Upgrading the System Firmware

The system firmware for your DVR can be updated from a USB storage device.
To update the system firmware:
1. Enter the Firmware Upgrade menu, shown in Figure 64 by going to Main Menu > Maintenance > Firmware Upgrade.
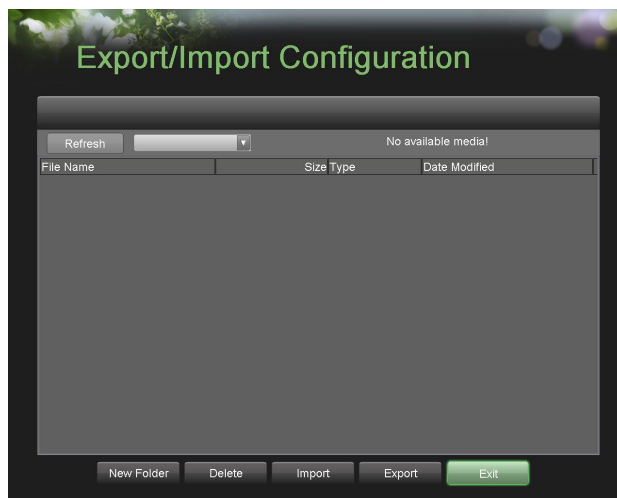

Figure 64 Firmware Upgrade Menu

2. Connect the USB storage device to a USB port on the DVR.
3. Click the Refresh button. The contents of the USB storage device will be shown on the screen.
4. Select the firmware file. The firmware file is named digicap.mav.
5. Click the Upgrade button to upgrade the DVR. The DVR will automatically reboot after the upgrade is completed. If you do not wish to upgrade at this point, click the Cancel button.

Restoring Default Settings

To restore factory default settings to your DVR:
1. Enter the Factory Default menu, shown in Figure 65 by going to Main Menu > Maintenance > Factory Default.

Figure 65 Factory Default Menu

2. Select the OK button to restore factory defaults or select the Cancel button to return to the previous menu.
   Note:
   Network information such as IP address, subnet mask and gateway will not be restored.

Exporting & Importing Configuration

Configuration information from your DVR can be exported to a USB storage device and imported into another DVR. This will allow you to efficiently setup the same configuration on numerous DVRs.

To export DVR configuration:
   1. Enter the Export/Import Configuration menu, shown in Figure 66 by going to Main Menu > Maintenance > Export/Import Configuration.

Figure 66 Import/Export Configuration Menu

2. Connect the USB storage device to a USB port on the DVR.

3. Click the Refresh button. The contents of the USB storage device will be shown on the screen.
4. Click the New Folder button to create a new folder or the Delete button to delete a file/folder.
5. Select the location where you would like the configuration to be stored on the USB storage device.
6. Click Export to export a configuration file to USB storage device. The configuration file will be named devCfg.bin.
7. Click the Exit button to exit out of the Export/Import Configuration menu.

To import DVR configuration:
1. Enter the Export/Import Configuration menu, shown in Figure 66 by going to Main Menu > Maintenance > Export/Import Configuration.
2. Connect the USB storage device to a USB port on the DVR.
3. Click the Refresh button. The contents of the USB storage device will be shown on the screen.
4. Select the configuration file. The configuration file is named devCfg.bin.
5. Click the Import button.
6. Click the Exit button to exit out of the Export/Import Configuration menu.

Viewing System Logs

Many events of your DVR are logged into the system logs. To access the system logs and search for these events:
1. Enter the System Logs menu, shown in Figure 67 by going to Main Menu > Maintenance > System Logs.
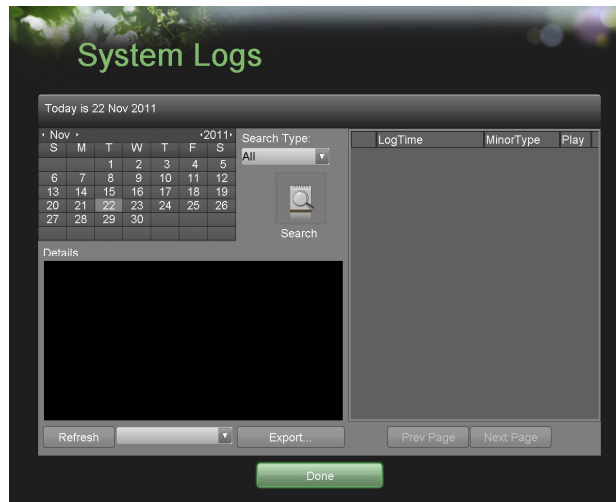

Figure 67 System Logs Menu

2. Select the date from the Calendar to search for system logs in. The current system date is displayed in the upper left corner of the menu.
3. Select the log type using the Search Type drop down list. Four log types are available: Alarm, Exception, Operation, Information and ALL
4. Click the Search button. The search results will be displayed in a list on the right side of the menu (Figure 68). If there are more than 2000 entries, click the Prev Page or Next Page button to display more entries.
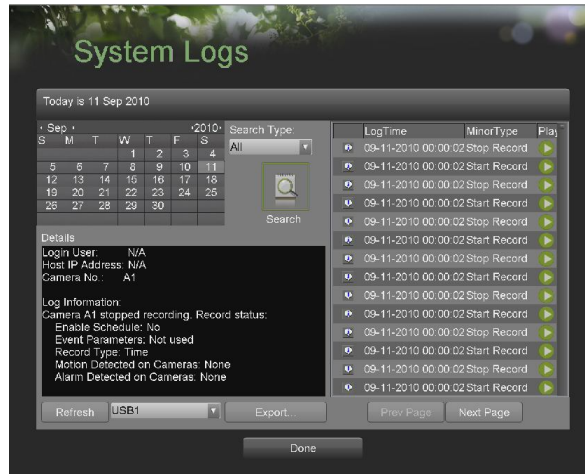
Figure 68 System Log Search Results

5. Select an entry to view more detail information about the entry.
6. If applicable, you may also view the associated video to the selected log entry by clicking the Play button.
7. Log files can also be exported onto a USB storage device. To export a log file, connect a USB storage device to the DVR, select the log files to export and click the Export button.
8. Click the Done button to exit out of menu.

Network detection

You can view the network traffic to obtain real-time information and connecting status of your DVR, shown in Figure 69.
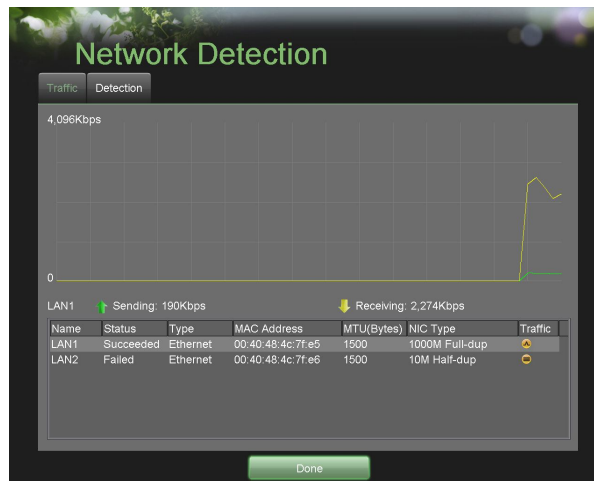
Figure 69 Network Detection Interface
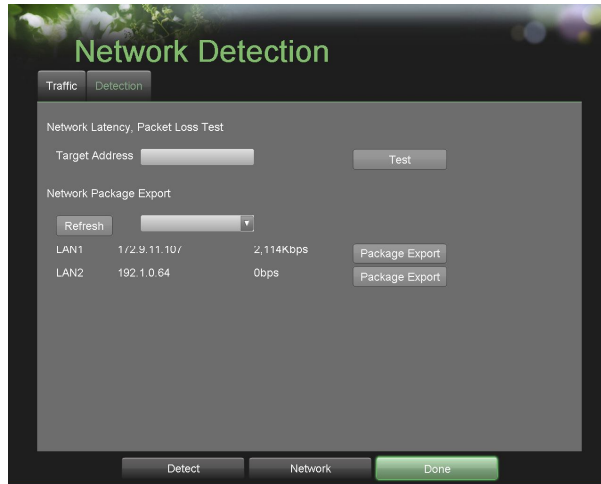
Figure 70 Network Detection

To view network traffic:
1. Enter the Network Detection menu, shown in Figure 70 by going to Main Menu > Maintenance > Network Detection.
2. Select the Traffic tab and you can view the sending rate and receiving rate information on the interface. The traffic data is refreshed per second.

To configure network detection:
1. Enter the Network Detection menu, shown in Figure 70 by going to Main Menu > Maintenance > Network Detection.
2. Select the Detection tab to enter the Network Detection menu.
3. Enter the target address in the text field of Target Address.
4. Click the Test button to start testing network latency and packet loss. The testing result will pop up on the window. If the testing is failed, the error message box will pop up.

To export network packet:
By connecting the DVR to network, the captured network data packet can be exported to USB-flash disk, SATA/eSATA CD-RW and other local backup devices.
1. Enter the Network Detection menu, shown in Figure 70 by going to Main Menu > Maintenance > Network Detection.
2. Select the Detection tab to enter the Network Detection menu.
   Note: Click the Refresh button if the connected local backup device cannot be displayed. When it fails to detect the backup device, please check whether it is compatible with the DVR. You can format the backup device if the format is incorrect.
3. Click the Export button to start exporting.
4. After the exporting is complete, click OK to finish the packet export.

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