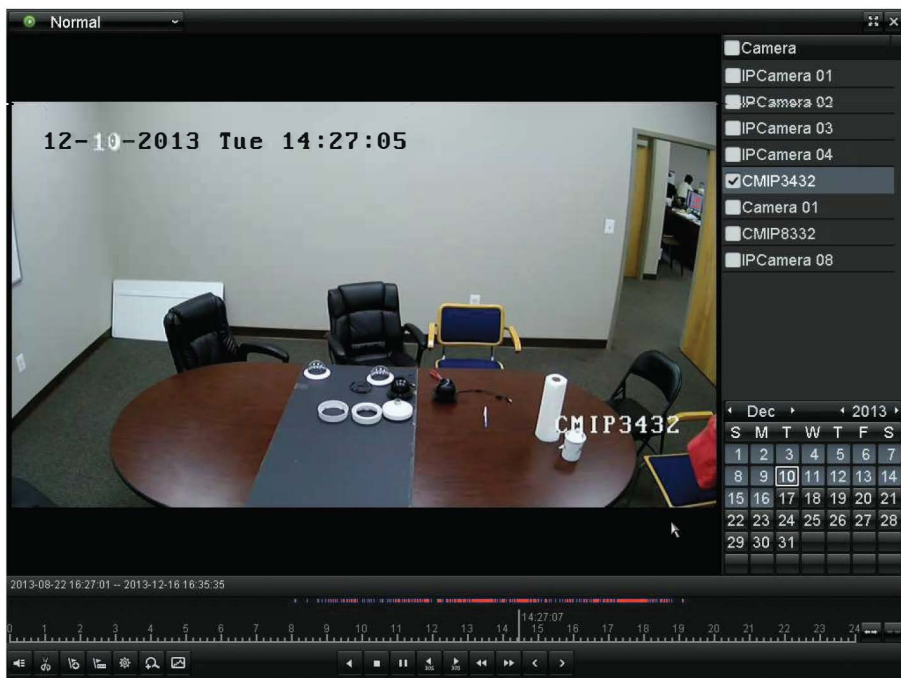# DVR Quick Guide

Search & Playback

You may be required to login before performing these tasks

To find and playback video, Select
Menu **>** Playback **>** Normal

Select one or more cameras **>** Double click on desired day

> At the bottom of the screen on the time line
(formatted in military time), slide to the desired time.

You can use the zoom *icon to magnify the time bar.*

The results show up in red.

Single Clip Backup (Clipping)

Once you have located a video using the search feature, click on the scissors icon (located on the left side of the tool bar at the bottom of the screen) to start clipping.
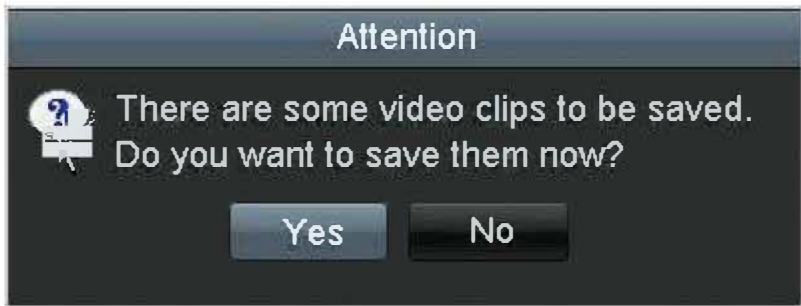

Let the video play or click on the end of the clip's time line. Click "Stop clipping"

Exit the playback screen by clicking the "x" at the upper right corner of the window.
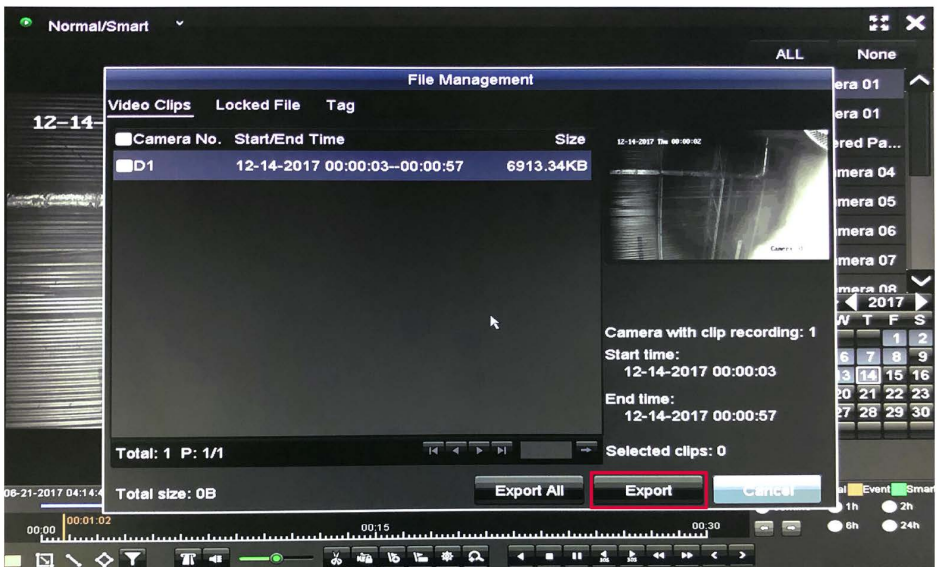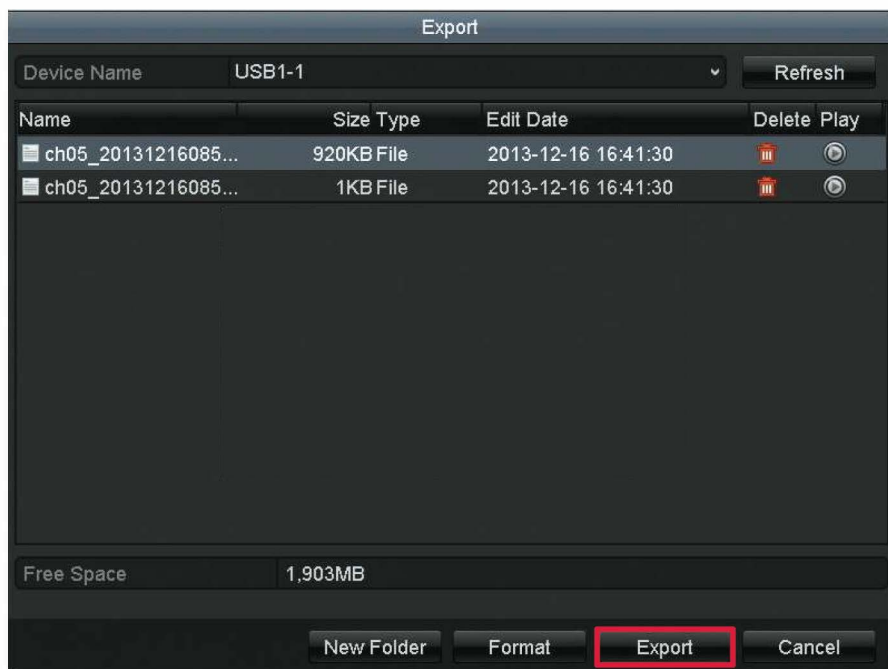
This screen will appear. Click "Yes"

Attention

There are some video clips to be saved.
Do you want to save them now?

Yes   No

Insert a USB drive into the DVR *(The slot for a USB is located on the right front side of the DVR. There is an additional slot for a USB on the back of the DVR.)*
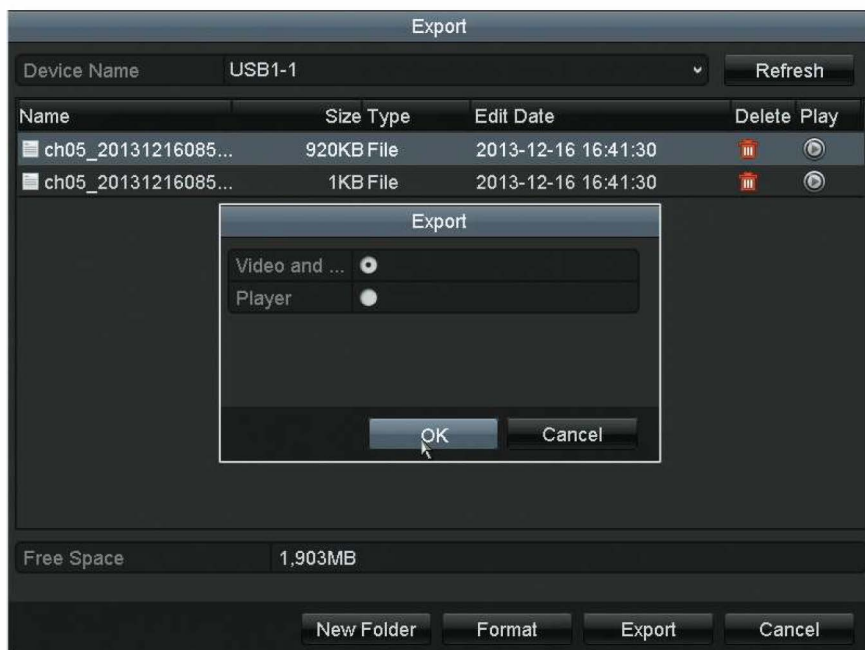
From the File Management Screen, select the files you want to copy and click the Export button

From the Export Screen, click the Export button

Export					
Device Name	USB1-1			⌄	Refresh
Name	Size	Type	Edit Date	Delete	Play
■ ch05_20131216085...	920KB	File	2013-12-16 16:41:30	🗑	▶
■ ch05_20131216085...	1KB	File	2013-12-16 16:41:30	🗑	▶
Free Space	1,903MB				

New Folder Format Export Cancel

From this screen, select "Video and Play" option (the first choice in the Export box), then click OK.

You will see an "Export Finished" screen after the file has been copied to the USB. Click OK.

Note: To conserve disk space, when copying footage to a USB drive, limit your archival to a single event, rather than a long period of time. We recommend using USB drives with a minimum of 4GB capacity.

If you have any questions, please contact us at 225.927.5535.

Playing the Video File

Insert the USB flash drive into a computer and open it. Drag and drop the video file onto the player program (player.exe). This will bring up the video for viewing.