NVR Search and Playback
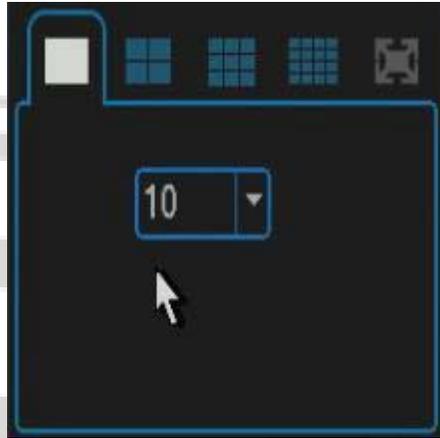
Finding a Recording

Step 1. To locate a specific recording you will need to <u>right click</u> to bring up your main menu, then find the button that is labeled **"<u>Search</u>"**, click that to bring up the Search and Playback screen. Once your Search/Playback screen is open you will need to select the Month and Year the recording took place. To do so, you can scroll through each month by clicking the left or right arrow next to the Month and Year box's on the right hand side of the screen.

Step 2. Now we will need to select the date the recording is on. Right below the Month and Year are the days your NVR has recorded for that month highlighted in blue. Select the date you want to view by left clicking on it. In our example we have selected December 21st, 2011 to view.

Step 3. Next, we will need to select the channel we want to view that our recording is on. You will notice the box directly below the Month/Day/Year, this area allows you to select the total number of channels displayed along with which channels are display. For now, we only need to select <u>one</u> channel to view our recording, therefore, click the 'Filled Square' Tab. Next, we need to select the specific channel our recording is on. Do this by selecting the dropdown arrow and clicking the channel number. In our example we have selected channel 10 to view.

Step 4. Now that we have the Month/Day/Year and channel selected, we will need to select a start time to begin playback of our recording. There are two ways to go about this: **1.** you can manually click on different areas of the green timeline at the bottom of the screen to find the recording or incident.   **2.** You can select from a list of available start times, generally every

hour, by clicking the button.

Step 5. Once you have selected the time you want your recording to begin it should start playing, whether you selected it in the timeline or the hourly list.   In our example below we have selected the "Hourly List" button and picked 4:00pm as our start time. Also, keep in mind when you select the hourly list and pick a start time, you can then click on the green timeline bar to fine tune into the minutes and seconds that your incident began.

Hourly Start Time

Specific Start Time

CAM 10

12-21-2011 04:25:29 PM

12 : 00 : 00 AM

1

StartTime Type
09:00:00AM R
09:43:59AM R
11:00:01AM R
11:51:09AM R
01:00:00PM R
02:00:00PM R
03:00:00PM R
04:00:00PM R
05:00:00PM R
06:00:00PM R
07:00:00PM R

Start Time
11-12-21 04:00:00PM
End Time
11-12-21 05:00:00PM
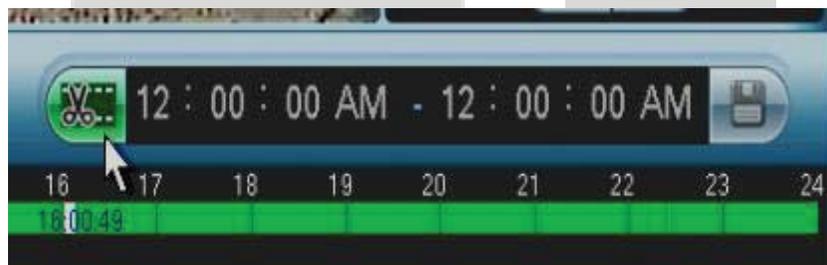Size(KB) 773149

12 : 00 : 00 AM - 12 : 00 : 00 AM

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

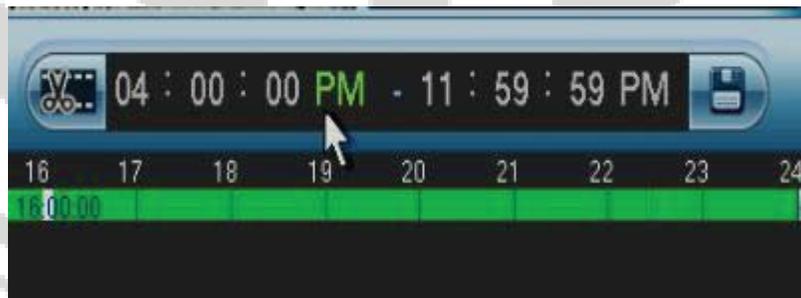Play   Synch   ☑ All Record ☑ Normal   ☑ Alarm   ☑ Motion   24hr 2hr 1hr 30min
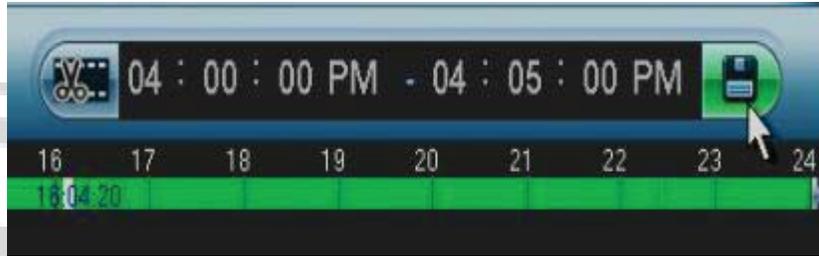
Saving a Recording

Step 1. In this step we will explain how to copy and save a specific event in time using the search/playback screen. First, select the Month, Year, and then Day the event happened. Then select the channel your recording was on. Once this is complete, you will need to find the general start time that the event happened (See "Finding a recording" tutorial above). You can also do this by clicking through the timeline at the bottom to find the exact start time. Once you have found your start time you will need to click the **"Cut" button** right above the timeline in the lower right. When you click this button it allows you to enter in the start and end time for your recording to be cut and saved.
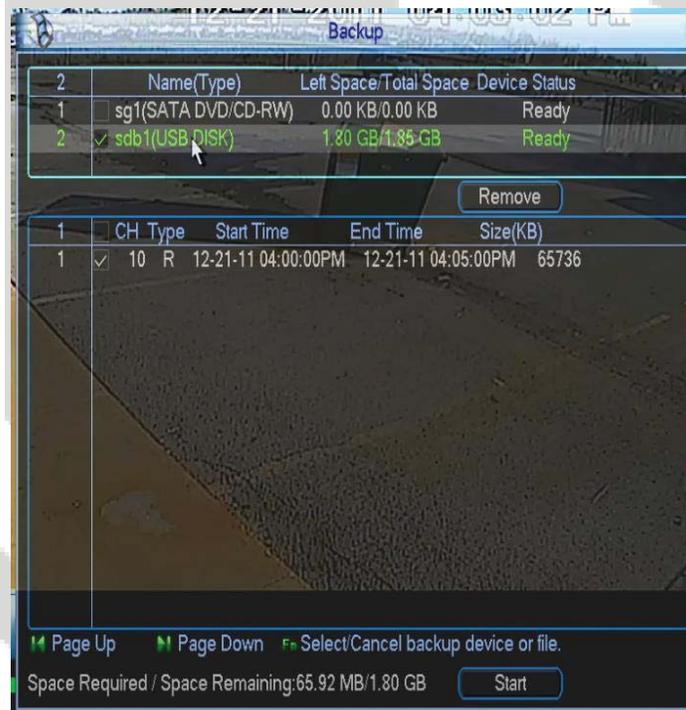
Step 2. Now that we have found the start time and activated the "Cut and Save" option, we will need to insert the start time into the area next to the Cut button. **Note: Your timeline will be in military time but when you insert the start and end time you will need to insert it in regular 12 hour (AM, PM) time. In our example on our timeline it shows 16:00:00, which is the same as 4:00:00 PM.** Now insert the start time by individually clicking the Hour, Minute, and Second fields, then select whether you're recording took place in AM or PM.

Step 3. Now that we have the start time inserted into our cut and save area we will need to insert the end time. Do this the same way we did on the start time, manually select the Hour, Minute, and Second that your event ended, then select if it was AM or PM.

Step 4. To save your event you will need a flash drive (aka thumb drive, memory stick) inserted into your NVR. Once you have your flash drive plugged into your NVR you can then click the "Save" button to the right of the end time. This will bring up a screen confirming your event you want to save and showing you which device the recording will be copied to. In our example below we have unchecked the option to burn our recording to a disk and have selected our flash drive (USB Disk) as our backup device.

Step 5. Once you have selected the backup device and are ready to backup your event click the "Start" button in the lower right to begin backing up your video segment to your flash drive. Once this is complete you will be prompted with a window confirming your backup has completed successfully!