

Digital Recorder
End User Guide

Contents

General Operation

- Mouse Operation 4
- Logging into the System 5
- Quick Menu 5
- PTZ Control 6

Playback Operation

- Time Bar Playback 7
- Smart Search 8
- Face List 9
- File List 10
- Clipping Tool 11

Backup & PC Playback

- Backup 12
- PC Playback 14

Remote Access

- Web Browser Operation 16
- Web Playback 19
- Playback By File 20
- Download By File 21
- Download By Time 22

Mouse Operation



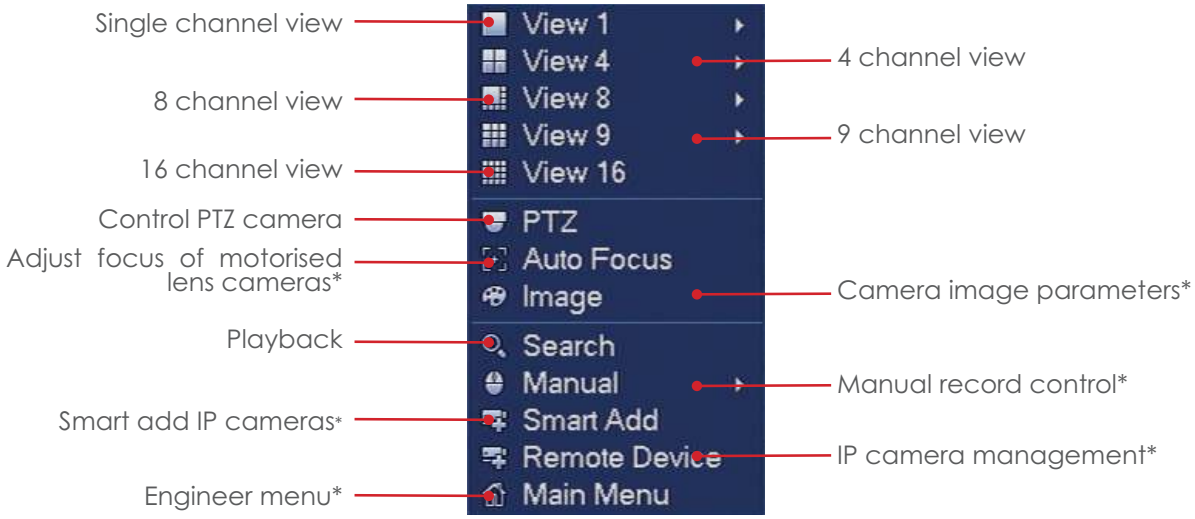
The USB mouse is the primary and recommended method for controlling the system. Listed below are the various functions that the mouse buttons perform.

Left Mouse Button	Enter/Select, Double click to select fullscreen (Live/Playback), Single click > Main Menu (Live)
Right Mouse Button	Back/Exit (Live/Playback), Mouse Menu (Live)
Scroll Wheel	Digital Zoom (Live/Playback)

Mouse Menu

With only a few exceptions, all NVRs/DVRs have the same menu infrastructure. Although there may be some menu differences between models, the majority of features available are the same.

To access features of the system click the right mouse button.



* Feature is considered an engineer function and may require admin privileges. It is recommended care is taken when accessing these functions.

Logging into the System

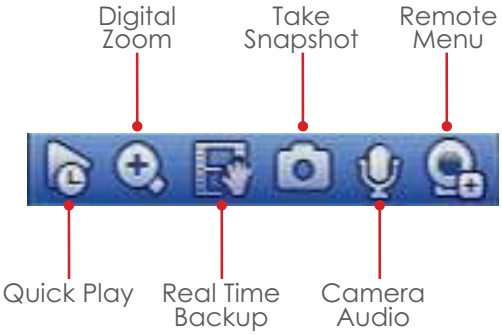
When accessing some functions of the system you must first enter your login credentials. These should of been provided by your CCTV installation engineer.



Select your username from the dropdown menu and enter your password. Click Ok to log into the system.

Quick Menu

For access to some features there is a quick menu bar at the top of each camera window. To access the quick menu bar, hover the mouse cursor in the top centre of a camera channel.



Quick Play — Instantly playback the channel, the default setting is 5 minutes and can be changed in the engineer menu.

Digital Zoom — Use Digital Zoom to zoom in on an area of the image. To enable digital zoom click the digital zoom icon, then draw a box in the area of interest using the **left** mouse button. Alternatively digital zoom can be enabled without clicking the toolbar icon, instead simply hover the mouse over the desired camera channel and use the mouse **scroll wheel** to zoom in or out.

Real Time Backup — With a USB storage device connected, click this icon to copy the real time video to the USB device.

Take Snapshot — With a USB storage device connected, click this icon to save a still image of the camera to the USB device.

Remote Menu* — Click this icon to access the IP camera management menu. Care should be taken when using this feature.

* Feature is considered an engineer function and may require admin privileges. It is recommended care is taken when accessing these functions.

PTZ Control

The PTZ feature is designed to control motorised cameras such as speed domes. To use the PTZ feature, **right** click the desired camera channel and select the **PTZ** option. (Fig 1)



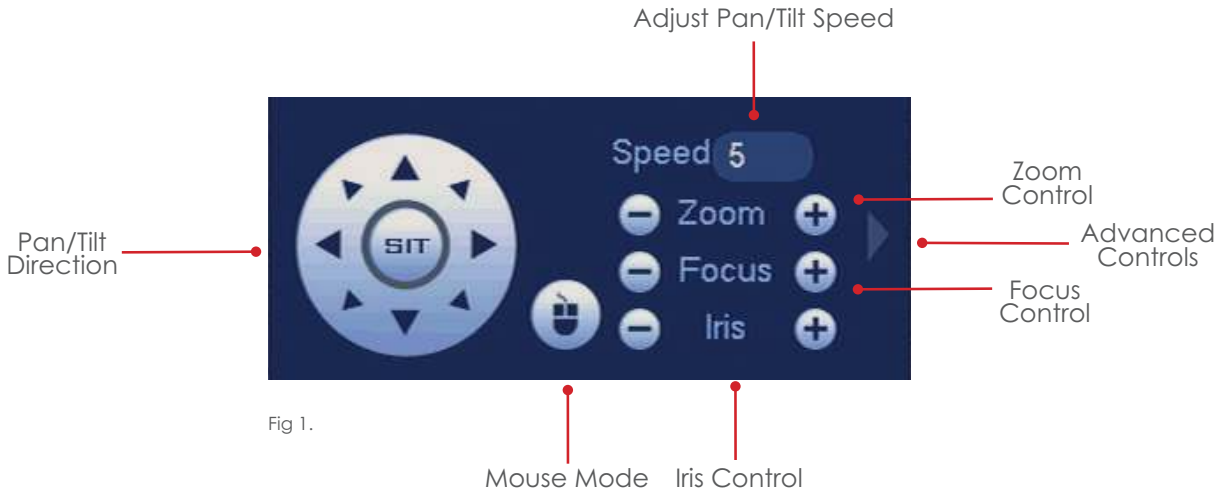


Fig 1.

Advanced PTZ Controls

Left click the right arrow icon to display the advanced PTZ controls the PTZ interface will be extended. (Fig 2)



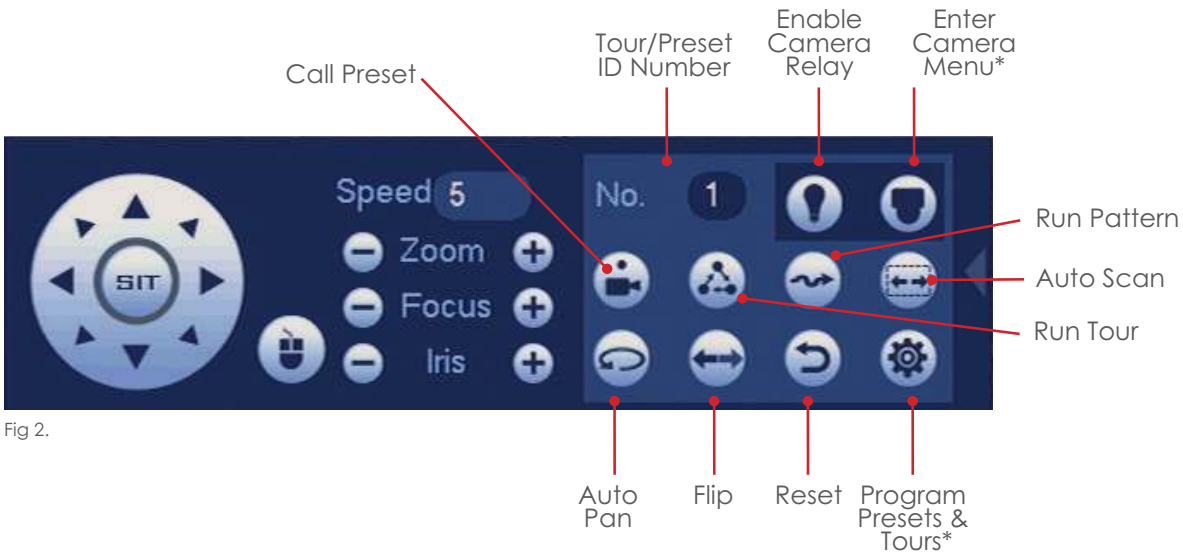


Fig 2.

* Feature is considered an engineer function. It is recommended care is taken when accessing these functions.

Time Bar Playback

To review recorded footage on the unit, click the **right** mouse button and select **Search**. See Fig 3 for an overview of the available functions.



Fig 3.

To playback footage from a specifc time period, use the **left** mouse button to select the date, view type and camera channels. The timebar should display available recordings for the chosen cameras and date. To start playback double click the **left** mouse button on the desired area of the time bar.



Time Bar Filters	The timebar filters the recordings based on type, use the filters at the bottom of the timebar to show or hide types of recordings.
Sync	With the sync option selected, when double clicking the **left** mouse button to start playback all cameras in the chosen view will playback at the same time. With sync unchecked only the camera that is clicked on will start to play. This allows different channels to playback different times simultaneously.
Audio Control	Adjust the slider bar up or down to increase or decrease the volume level.
Bookmark Recordings	Select the bookmark option during playback to place a marker for later viewing. Bookmarked recordings can be viewed in the Bookmark List option.
Device Selection	Use this option to playback copied footage from a USB memory stick or DVD.
Take Snapshot	During playback select this option to save a still image to a USB memory stick.
Show/Hide IVS Lines	When playing back a Dahua smart camera, use this option to hide the Smart function detection areas such as Tripwries, Intrusion Zones etc.

Smart Search

Smart search can be used to playback footage where movement has occurred on a specific section of the camera image. To playback using smart search see the steps below.

Note: Motion Detection MUST be enabled on the camera for smart search to work and is only supported when using Dahua cameras.

Start playback and display the desired camera channel in single screen view.

Select the icon, a grid will be displayed over the camera image.



Hold the **left** mouse button to draw a box around the area of interest.

Once done release the **left** mouse button and select the icon, the system will now playback footage where movement has taken place within the chosen area.



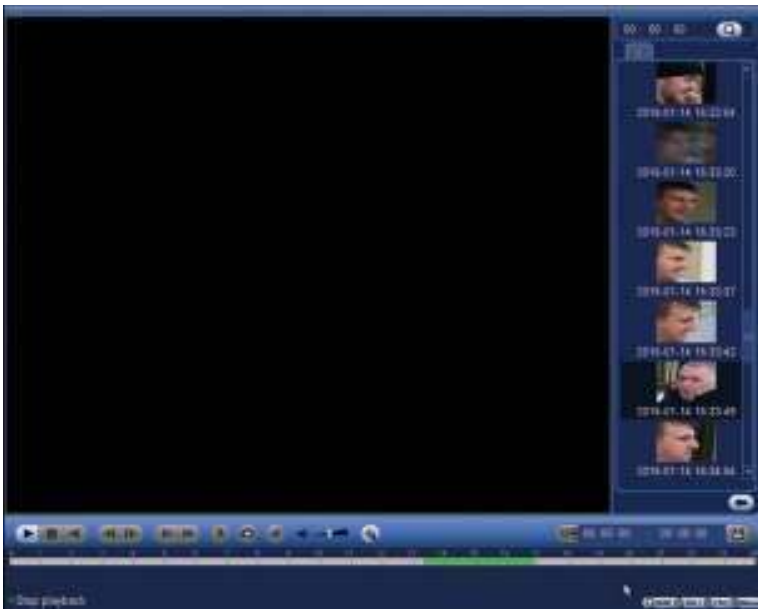
Face List

Note: Face List is only available when using a Dahua smart camera with Face Detection enabled and NVRs supporting the feature.

Face list is designed to display a list of facial snapshots that were taken during a face detection event.

To view a list of facial snapshots, select the desired date and channel number (Face list is only supported in single channel view).

Click the  icon to display the list of face detection events.



A list of snapshots should of appeared on the right side of the screen, to browse the snapshots scroll up and down. To playback a snapshots event, double click the **left** mouse button on the snapshot. 



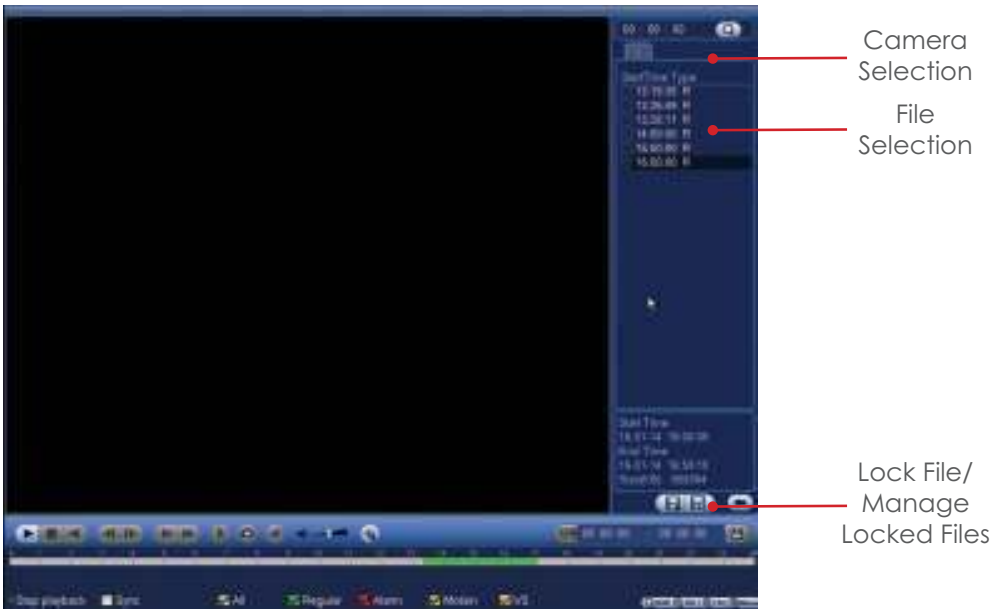
File List

The file list option is used to list all of the available recordings by file rather than by time. By default each channels recordings are stored as individual 60 minute files.

To view recordings by file follow the steps below.

Select the date and channel numbers to list.

Click the icon to display a list of recorded files.



To playback a file, double click the **left** mouse button.

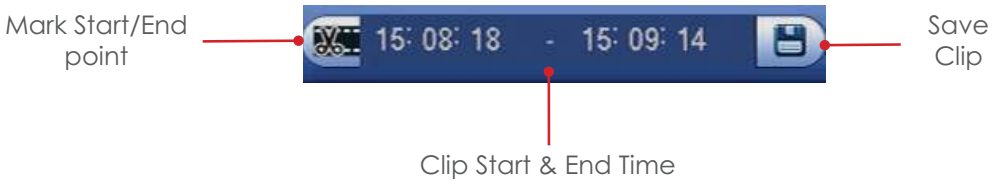
It is also possible to lock files, this prevents important recordings from being overwritten.

To lock a specific file, check the selection box next to the file and select the icon.

To view a list of locked files, select the icon.

Clipping Tool

The clipping tool feature is a built in method to quickly backup individual incidents by marking the start and end points to copy, it is located in the bottom right of the playback interface.



To backup recordings using the clipping tool follow the steps below.

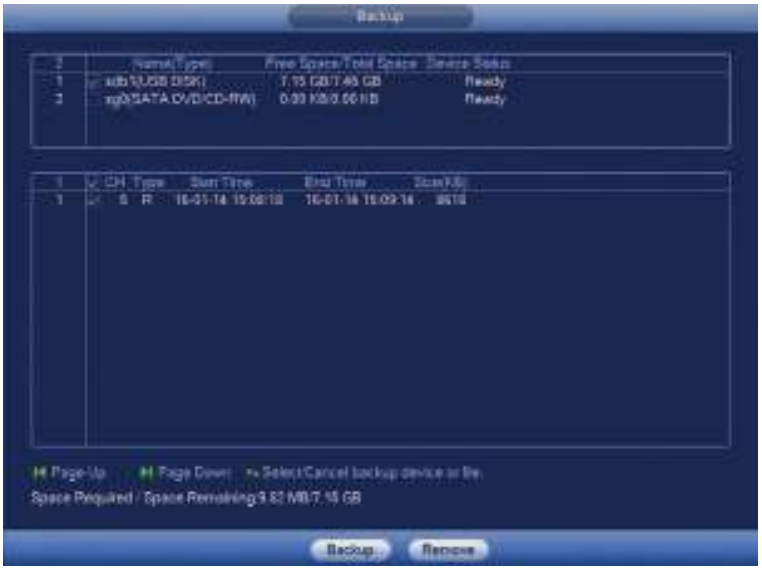
Start playback and navigate to the point at which to start the copy.

Mark the clipping start point by clicking the **Mark Start/End** button.

Navigate to the copy end point.

Mark the clipping end point by clicking the **Mark Start/End** button again.

With a USB memory stick connected, Click the **Save Clip** button to enter the backup menu.



Select the device that will be used for the backup in the top list.

Select which files to copy in the bottom list.

Click the **Backup** button to proceed to the next step (See page 13)

Backup

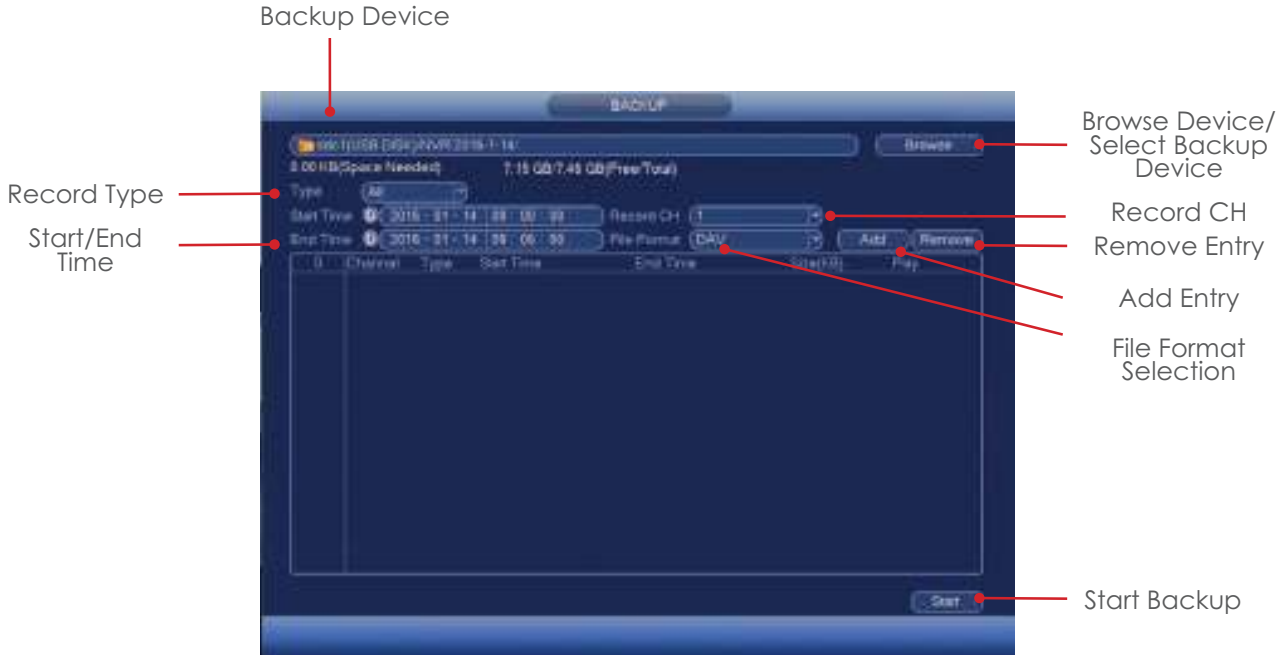
When exporting video recordings from the system on to an external device the backup feature is used.

To access the backup menu insert a USB media device into the USB port of the system, the **find USB device** pop up window should appear.

Select **File Backup**, the backup menu will now be displayed.



Alternatively, enter the main menu of the system and select the **backup** option.



With the Backup menu displayed it is possible to add specific dates/times, camera channels and record types. Mutliple backup entries can be created so that different incidents can be backed up simultaneously.

To create an entry to be copied follow the steps below.

Select the Backup media to be used (USB / Internal CD/DVD Drive) by clicking the **Browse** button.

Click the **Device Name** dropdown box and select your backup device.

When backing up to USB devices it is recommended that a format is performed. Click the **Format** button in the top right corner of the window before attempting to backup to perform a format.

Note: Formatting the USB device will delete all data on the device!

Once the correct backup device has been selected click the **Save** button.

Select the type of record to be copied by selecting the **Type** dropdown box. There are multiple options including Regular (Continuous, Motion Detection and Alarm).

Input the time to start the backup from in the **Start Time** field.

Input the time to stop the backup in the **End Time** field.

Select which camera to copy by clicking the **Record CH** dropdown box.

Select the file format to use for the copy by click the **File Format** dropdown box, recommended option is DAV.

Click the **Add** button to add as an entry in the backup list.



Click the **Backup** button to move to the next step, if more entries are required input them before proceeding.



During the backup process a progress bar is displayed with an estimated completion time. Once the backup is finished a Backup Completed message will be displayed.

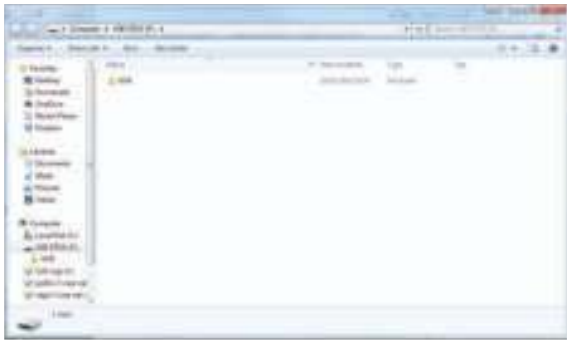
PC Playback

When footage is copied from the DVR/NVR to a media device such as a USB memory stick or CD/DVD disk, the playback software is also copied automatically. The following section only applies to Windows based computers, for Apple MAC computers the **Smart Player** program for MAC must be used. This is available at www.cop-eu.com

To playback footage from the media device, insert the media into the PC and follow the steps below:



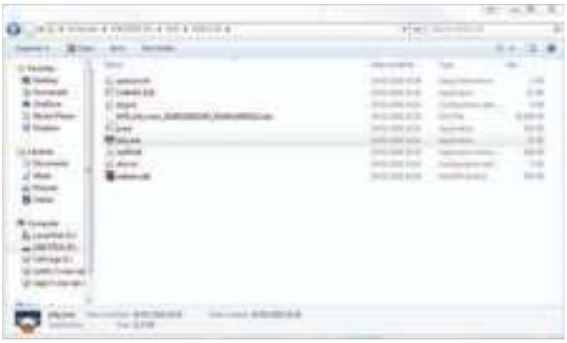
A windows pop up should appear, click **Open folder to view files**



With the media directory shown, double click the DVR/NVR folder.



Any footage copied from the DVR/NVR should be arranged in folders by date. Double click the folder for the date you wish to playback.



Now the contents of the folder will be displayed, double click **Play** to run the playback program.

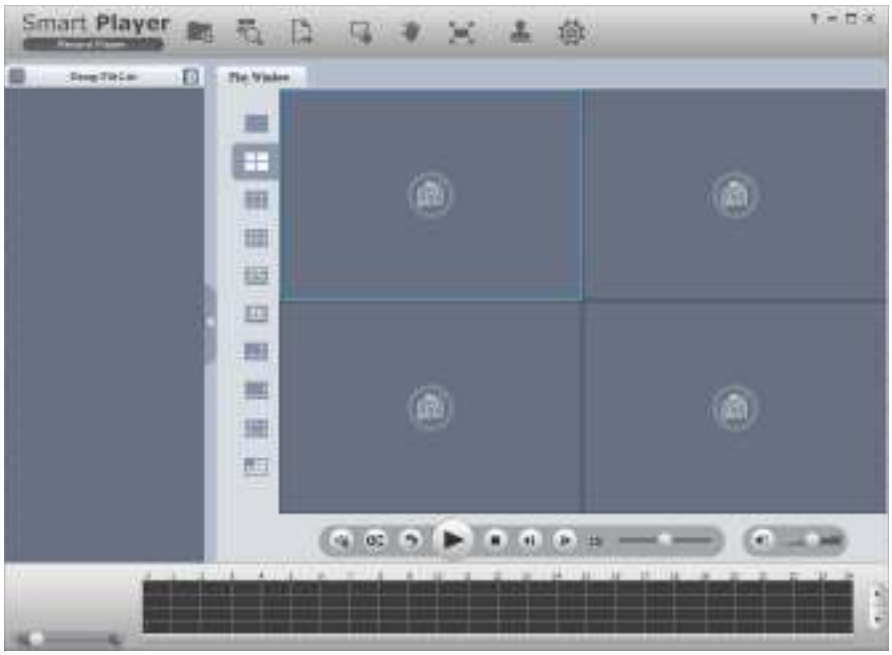
PC Playback

After double clicking the **Play** program, the playback software should open and the video should automatically playback. If multiple video files are available then the open file button can be used to select which file to playback.



Smart Player

Smart Player is an alternative to the basic playback software, offering a wider range of features. Smart Player is available to download for both Windows and Apple Mac from www.cop-eu.com.



Web Browser Operation

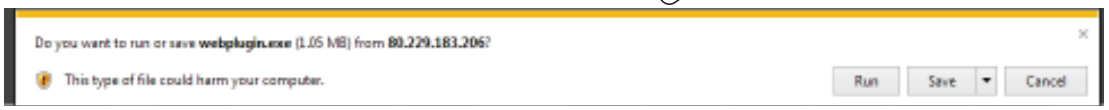
All Dahua DVRs and NVRs are fully accessible using the built in web browser interface. Multiple internet browsers are supported including; Internet Explorer, Mozilla Firefox and Safari (MAC). The following section of this guide is based on Internet Explorer.

To access the DVR/NVR type the IP address or domain into the web browser address bar (this should of been provided by your CCTV engineer). When the web browser login page is displayed you should be prompted to install the plugins.

Click install to download the plugin setup file.



When prompted click **run** to run the plugin setup program



Click **Allow** to run the plugin

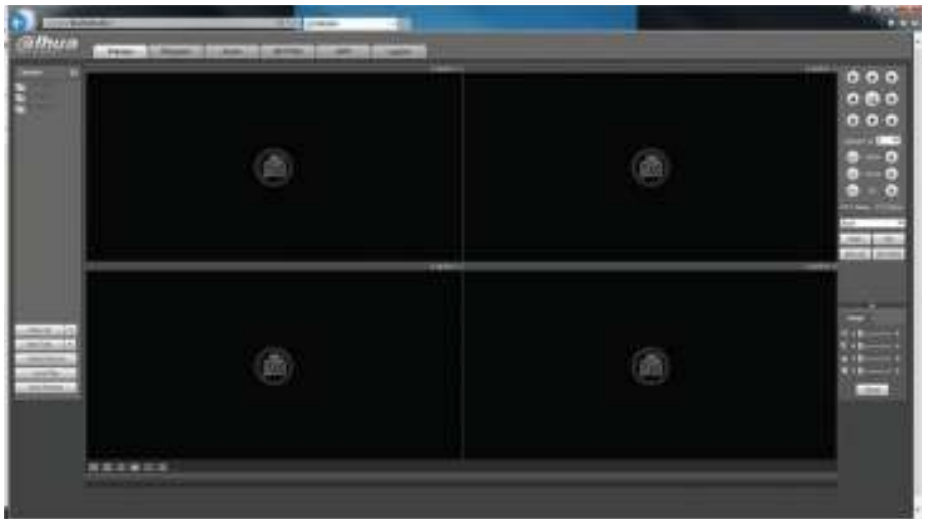


Enter your username and password to log into the system, this should of been provided by your CCTV installation engineer.



Web Browser Operation

Once logged into the system the web browser interface will be displayed. By default, the **Preview** tab is selected which is used for live viewing.



Other tab options include:

Playback	Playback record footage
Alarm	Real time monitor alarm events
Setting	Engineer programming settings
Info	System information
Logout	Logout of the system

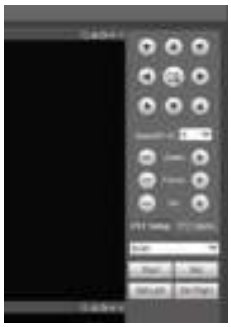


Channel List

To start viewing camera images click the channel names to stream within the channel list. Click the down arrow to select **Main Stream** or **Extra Stream.**



Where slow internet connections may be an issue, Extra Stream can be used to view a lower quality stream that may improve performance.



PTZ control

Use the PTZ function buttons to control PTZ cameras. Options include Pan, Tilt, Zoom, Go to Preset and more.

Web Browser Operation

Function Controls



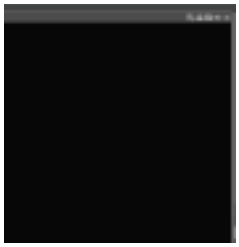
Open All	Starts streaming all camera images
Start Talk	Use for bi-directional talk
Instant Record	Record the live image to the computer
Local Play	Playback recorded files stored on the computer
Multi Preview	Stream all cameras as a single stream

Image Adjustments



Adjust image parameters including Brightness, Contrast, Gamma and Saturation.

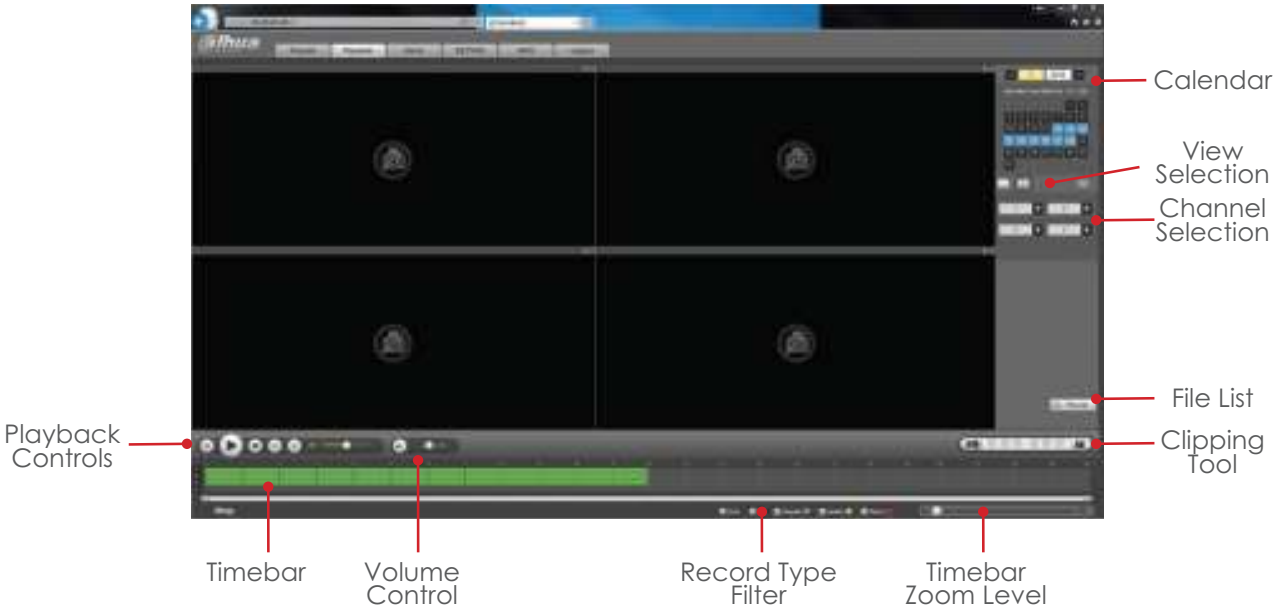
Channel Options



Options from left to right:

Digital Zoom	Zoom in on camera image
Instant Record	Record the live image to the computer
Snapshot	Capture still image and save to the computer
Audio	Toggle camera audio on or off
Close	Stop streaming camera image

Web Playback



To playback a specifc time from the system, follow the steps below:

Select the desired date using the **Calendar**

Select how many cameras to play using the **View Selection** area, such as a single camera or four.

Select which camera channels to play using the **Channel Selection** area.

The **Timebar** should now populate with all available recordings for the chosen date. The coloured segments represent the type of record. Green indicates continuous record, whereas Yellow and Red represent Motion Detection and Alarm Inputs respecitvely.

Single click a desired area along the **timebar** to playback footage from this time.

Use the **Playback Controls** to Pause, Stop, Change Play Direction and also increase or decrease the play speed.

Double click a camera channel to display that channel in single screen.

Clipping Tool

The clipping tool feature is a built in method to quickly backup individual incidents by marking the start and end points to copy, it is located in the bottom right of the playback interface.

Click the **Scissor** icon to enable clipping mode.

A white arrow symbol should appear at both the start and end of the timbar.

Mark the start point by sliding the **left** arrow to the time where the copy should start.



Mark the end point by sliding the **right** arrow to the time where the copy should end.

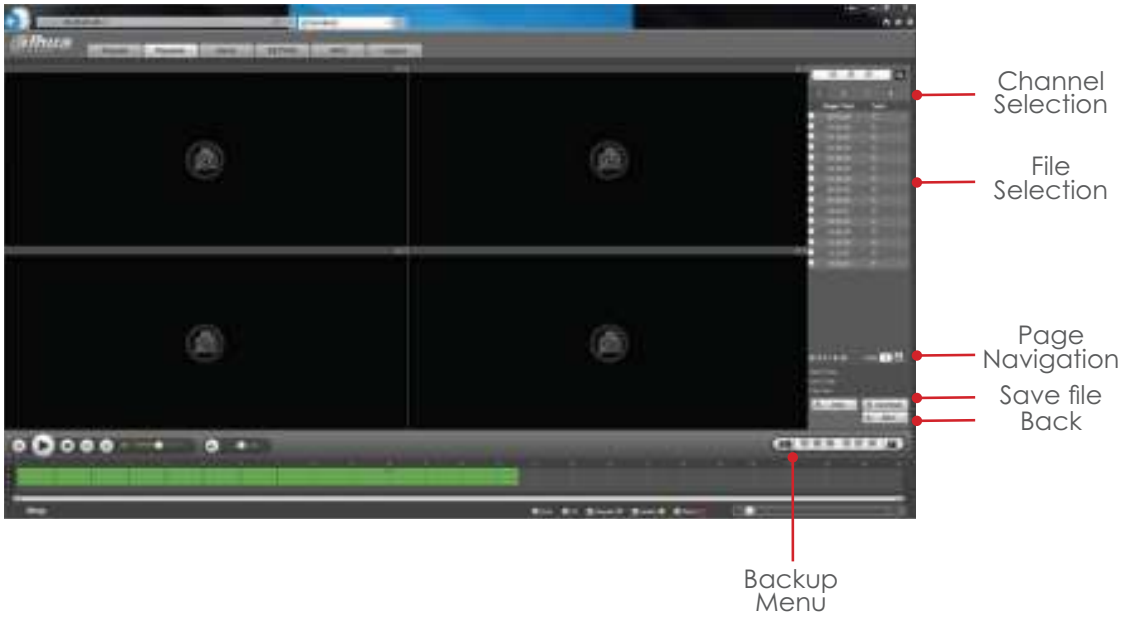
To start the copy, click the **Save** icon.

A progress bar will now appear in place of the Clipping tool.
When the bar reaches 100% the copy complete.
By default, copied video is saved to C:\RecordDownload.



Playback by File

Click the **File List** button to list all of the available recordings by file rather than by time. By default each channels recordings are stored as individual 60 minute files. (Excluding Event files)



Click the desired file in the list to start playback.

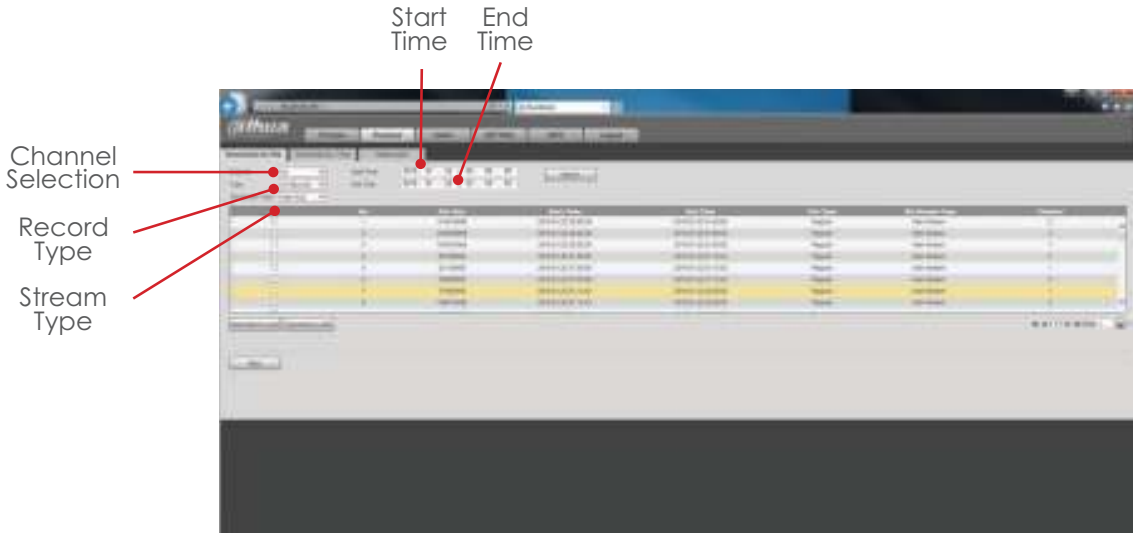
To save the file to the computer, check the selection box next to the file and click the **Download** button. By default, downloaded files are saved to C:\RecordDownload.

Click **More** to enter the backup interface, here specific channels and times can be copied. (see pages 21-22)

Click the **Back** button to return to calendar playback.

Download by File

Click the **File List** button to list all of the available recordings by file rather than by time. By default each channels recordings are stored as individual 60 minute files. (Excluding Event files)



To view the recorded file list, first select which channels to list in the **Channel Selection** box.

Input a time and date range to search using the **Start Time** and **End Time** selection boxes.

Select the type of record to search (Regular, Motion, Alarm) in the **Record Type** selection box.

Select the stream type (Main Stream or Extra Stream) in the **Stream Type** selection box.

Click the **Search** button.

The file list will now populate with any available recordings matching the search criteria.

To save a file to the computer, check the selection box next to a file and click the **Download to Local.**

When the confirmation prompt appears, select the record format (DAV is recommended) and choose where to save the file in the **Path** field using the **Browse** button.



Click **OK** to start the copy.

If a USB memory stick is connected to the DVR/NVR then it is possible to backup to the memory stick using the **Download to USB** option.

After clicking the **Download to USB** button, an exra interface will be displayed.



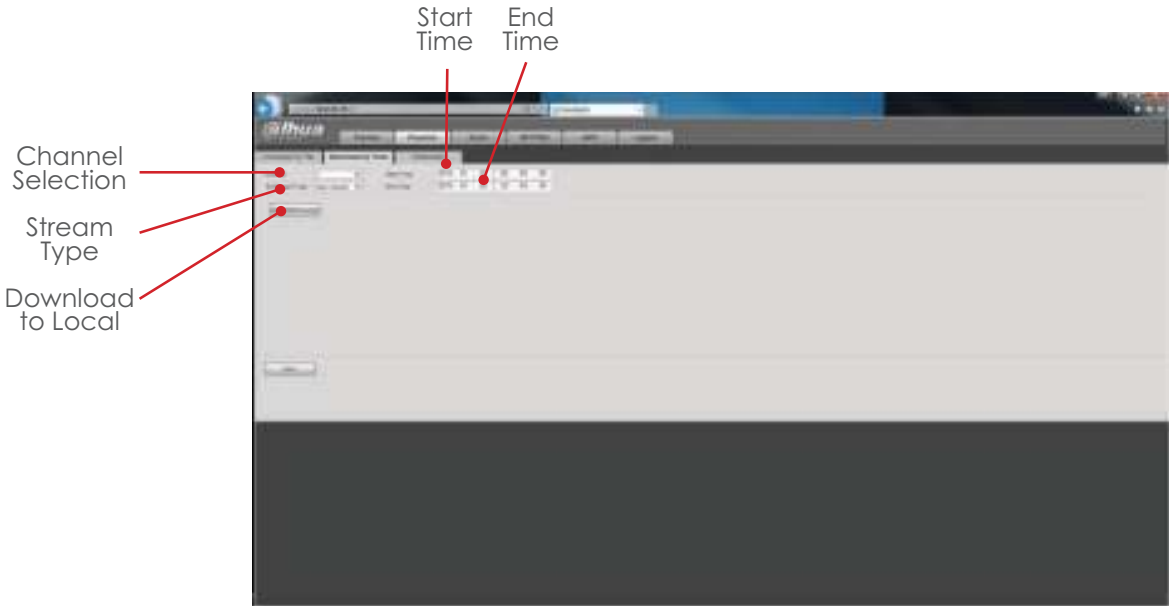
Select the backup device in the **Backup Device** selection box.

Click **Start Backup** to begin the backup process.

Note: Large file sizes can take a long time to copy.

Download by Time

The **Download by Time** tab allows user to selected specific dates and times to copy to the computer.



To copy a specific time range to the computer first select which channel to copy using the **Channel Selection** box.

Select which stream type to copy using the **Stream Type** selection box, by default only Main Stream recording is enabled on the unit.

Input a time and date range to copy using the **Start Time** and **End Time** selection boxes.

Click **Download to Local** to begin the backup process.

When the confirmation prompt appears, select the record format (DAV is recommended) and choose where to save the file in the **Path** field using the **Browse** button.



Click **OK** to start the copy.

When the progress bar reaches 100% the copy is complete, the saved record file will be located in the destination chosen in the **path** field. The file can then be viewed using the playback software (see pages 14-15 for more information).