

## Quick User Guide

### Start-Up

- Your CCTV system is fully operational and ready to use when you hear the beep after system boot-up.
- By default, the login password is the same as the user name (E.G. Username: admin Password: admin) and both are case sensitive.
- You can gain access to the main menu in the following ways:
  - Right click on live screen and select Main Menu from the options.
  - Left Click once on the live screen to bring up the system login.
- By clicking on a text entry field such as password a keyboard will appear. (Note: 'shift' changes the letters into upper case).

### Quick Menu

- Access the quick menu by right clicking anywhere on the live screen. The quick menu gives you access to the systems key functions, for example:
  - Single View/ Split** – Select a camera in full screen or select a multi display option
  - PTZ Control** – Movement and control for PTZ enabled cameras
  - Search / Playback** – View recorded video footage


### Search / Playback (Viewing Recorded Footage)

Playback of recorded footage can be accessed in a number of ways:

- From the live view screen, right click and then click **Search/Playback**
- Access the Main Menu and go to **Search**

You'll be required to login.

- To view recordings select the date on the calendar, all days in green contain footage.
- Select the cameras (channels) you wish to playback.
- When you've selected the date and cameras, click inside the timeline to begin playback.
- The toolbar above the timeline contains the control functions e.g. play/pause, Slow/Fast Play, Snapshot (saves snapshots to external media).
- By default the timeline will open in 24hr mode, the scope can be changed to 2hr, 1hr & 30min in the bottom right hand corner of the screen.

Real time Playback – This function allows you to view the last 5 minutes of footage. To operate this function just click  and it will playback recorded footage from 5 minutes ago. Note: 5 minutes is the default, to increase it up to 60 minutes change the value of 'Real time Play' in Settings > General.

### Downloading Recordings onto USB Memory Devices or DVD (Backup)

- Insert the USB device or DVD into the system before starting the back-up process. (Note: Rewritable DVD's will not work)
- Got to Main Menu > Backup. The system will detect which back-up type you are using and display it, just click the Backup button.
- Select 1 or all channels (Cameras) from the drop down list.
- Select the start and end date and time you wish to download (left clicking will display a dropdown number pad).
- Click Add and a list of files that match your selection will appear in the list.
- Ensure the space required to download does not exceed the remaining space on the USB or DVD.
- Press Start to begin download.

If you require further assistance please contact us on Freephone **0800 731 3276** or **01206 792828**

Or visit <http://www.cctvinstallation-uk.com/page/10/help-and-support/>