TOSHIBA

Surveillix™ DVR

SCS Software Manual

Surveillix™ SCS User Guide

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Preface

About this Guide

This manual is a setup and maintenance guide that can be used for reference when setting up and using the SCS software.

The following text and symbols mark special messages throughout this guide:



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- **NOTE**: Text set off in this manner indicates topics of interests that can help the user understand the product better.
- TIP: Text set off in this manner indicates topics and points of interests that can be helpful when using or settings up the DVR unit.

Technician Notes



WARNING: Only authorized technicians trained by Toshiba should attempt to repair this DVR unit. All troubleshooting and repair procedures that may be shown are for reference and minor repair only. Because of the complexity of the individual components and subassemblies, no one should attempt to make repairs at the component level or to make modifications to any printed wiring board. Improper repairs can create a safety hazard. And any indications of component replacement or printed wiring board modifications may void any warranty.



WARNING: To reduce the risk of electrical shock or damage to the equipment:

- Do not disable the power grounding plug. The grounding plug is an important safety feature.
- Plug the power cord into a grounded (earthed) electrical outlet that is easily accessible at all times.
- Disconnect the power from the computer by unplugging the power cord either from the electrical outlet or the computer.



CAUTION: To properly ventilate your system, you must provide at least 3 inches (7.6 cm) of clearance at the front and back of the DVR unit.

CHAPTER

SCS Introduction

This chapter includes the following information:

- Overview
- Main Display Screen Overview

1.1 SCS Overview

SCS stands for Network DVR Management Software. SCS is a powerful utility that allows 100 or more DVR units to be controlled using one computer. This software allows you to view live video, search saved video, edit and configure setup on each DVR, and import maps of buildings and other locations.

The SCS software was specifically designed as an Enterprise software solution.

1.2 Starting the Application for the First Time

Each time you start the SCS software, a login box appears forcing you to login with a user account.

If you are logging in for the first time then you will need to use this login:

USER ID: administrator PASSWORD: <none>

Once entered the SCS software will finish loading.



1.3 Main Display Screen

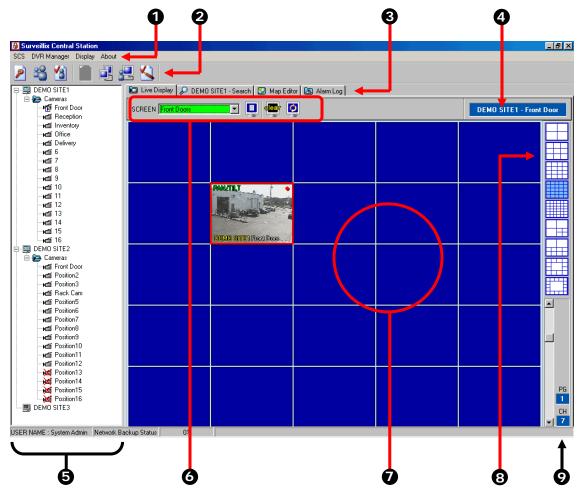


Figure 1.3

- Menu Options The Menu Options contain all the available options for configuring and viewing cameras.
- **Toolbar** The Toolbar contains buttons such as split screen display icons and shortcut icons to options such as setup wizard.
- Screen TABs These Tabs organize the open Windows. You can have multiple screens open (such as MAPs, Log Viewer, Live View, and Search) and change to them simply by clicking on the tabs.
- Selected Camera Displays information about the camera currently selected.
- Connection Window This window displays all the current DVRs setup on the SCS software.
- Screen Toggle allows you to create and view additional screens. Each screen can contain up to 36 cameras.
- Camera Display Area Displays up to 36 cameras. You can move cameras around simply by dragging it to a new square.
- Screen Division Buttons allows



Page/Channel – Each 36 Camera view can be separated into multiple split screens. These screens are called pages (ex. The 4x4 split would have a total of nine Pages). The Channel is simply the order of the camera in the 36 Channel Camera view.

1.4 Toolbar

Each time the DVR is restarted, the program defaults to the Display screen. The following diagram outlines the buttons and features used on the Display screen. You should become familiar with these options as this is the screen that will be displayed the majority of the time.



Log On/Off – Logs the current user off. Pressing it again opens the Log In window.



User Wizard – Open the Create User window. This window allows you to add or delete users.



Function Wizard – Opens the Functions Wizard window. This window allows you to adjust group rights for users.



Site Configuration – This option opens the setup window for the selected DVR unit. This option allows you to configure the DVR unit specifically.



Site List Setup – This option opens the site list setup option which allows you to create, edit or delete a DVR unit



Connection Wizard - The connection wizard allows you to connect to a DVR on the Site list.



SCS Log – This option opens the Log Viewer. The log viewer records activity such as sensor event, alarms, failures, reboots, and user log-ins.

1.5 Connection Window

The Connection window displays the current DVRs configured in the Site List. The DVRs can be displayed with all the cameras showing or can have the cameras minimized.

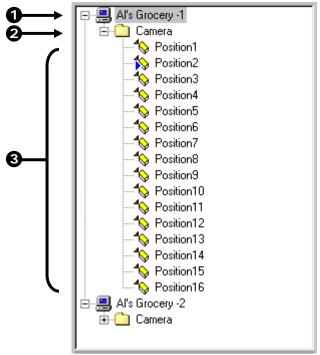


Figure 1.5

Figure 1.5

- **DVR Site** Displays the Site Name of the DVR. To hide the cameras select the + or next to the icon.
- 2 Camera Folder Displays the folder that contains the Cameras.
- Cameras Displays the cameras attached to the DVR unit.
 - Camera not being displayed.
 - Camera currently being displayed.
 - 💢 Camera offline.

CHAPTER

Setup

This chapter includes the following information:

- Adding DVRs
- User Management

2.1 Site Setup

As many as 100 DVR units can be connected to the SCS at any given time.

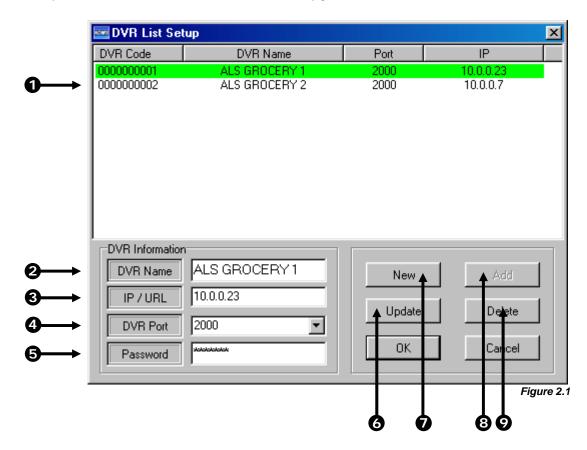


Figure 2.1

DVR List – Displays the current list of added DVRs.
 DVR Name – This is a name that is used to easily identify the DVR unit. (Ex. Exxon E Sprague)
 IP/URL – Specifies the IP Address (or URL) of the DVR. This is used to connect to the DVR.
 DVR Port – Allows you to enter the port that the DVR uses to transfer the data. This port is specified inside the Communication setup on the DVR.
 Password – The Administrator password to the DVR unit.
 Update – This option saves any settings that had been edited.
 New – This option creates a new Site.
 Add – After adding a new site, this button saves the settings.
 Delete – This option deletes a current site.

2.1.1 | Adding a New Site

Adding a New Site

- Select the SITE MANAGER file menu option and select SITE LIST SETUP. The SITE LIST SETUP window will open.
- 2) Select the NEW button.
- 3) Enter in all the required information. Refer to section 2.1 in this manual and also to the DVR Operations Manual for more information.
- 4) When finished entering the information select the ADD button.
- 5) Press OK to close the window.

2.1.2 | Editing an Existing Site

Editing an Existing Site

- Select the SITE MANAGER file menu option and select SITE LIST SETUP. The SITE LIST SETUP window will open.
- 2) Select the Site you want to edit from the SITE LIST (Section 2.1).
- 3) Edit any information you wish to change.
- 4) When finished entering the information select the UPDATE button.
- 5) Press OK to close the window.

2.2 User Management

The SCS allows you to define user privileges. User privileges are defined using two groups, General users and Power users. The General Users group has fewer privileges than the Power User group. Inside the Functions Wizard window, the groups can be custom defined according to a preset series of options.

Editing User Groups

- Select the SCS file menu option and select FUNCTION WIZARD. The Function Wizard window will open.
- 2) Highlight a User Option by clicking on it (Figure 2.2a).
- 3) Select either the General User or the Power User button.
- Press the ALTER button to save the setting.
- 5) Repeat steps 2-5 until all the settings are defined accordingly.
- 6) Press the OK button to exit the FUNCTION WIZARD window.

Creating a User

- Select the SCS file menu option and select USER WIZARD. The USER CONTROL WIZARD window should open.
- Select the NEW button (Figure 2.2b).
 The USER REGISTRATION window should open.
- 3) Enter a username into the USER ID box.
- 4) Enter and reconfirm the Password.
- 5) Select a User Level. The User Level will either be General User or Power User.

- 6) Press the OK button to save and close the USER REGISTRATION window. The user that has just been created should now be listed in the USER CONTROL WIZARD window.
- 7) Press OK to return to the main SCS screen.

Editing a Users Password and Grouping Level

- Select the SCS file menu option and select USER WIZARD. The USER CONTROL WIZARD window should open.
- Click on the user you wish to edit and press the UDPATE button (Figure 2.2b).
 The CHANGE PASSWORD & LEVEL window should open.
- 3) Enter and confirm a new password.
- 4) Change the Grouping Level if necessary.
- 5) Press OK to save and exit the CHANGE PASSWORD & LEVEL window.
- 6) Press OK to return to the main SCS screen.

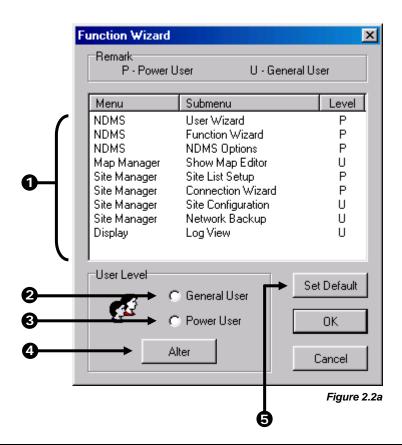


Figure 2.2a

- User Options Displays the user options available to assign to the two user groups.
- **General User** The General User group has fewer privileges than the Power User group. The General User is designed for the average person being given privileges to the SCS software.
- Power User Power User is the group that has all of the privileges available inside the SCS software except for the user management. User management is always defined by the administrator.
- Alter The ALTER button saves the changes to an altered group privilege.
- Set Default The SET DEFAULT option resets all group changes to the SCS default.

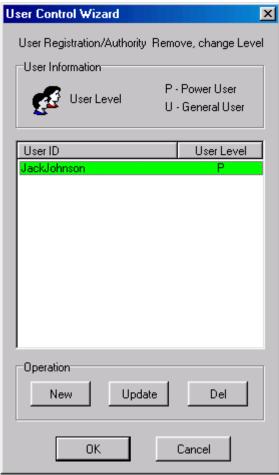


Figure 2.2b



Figure 2.2c

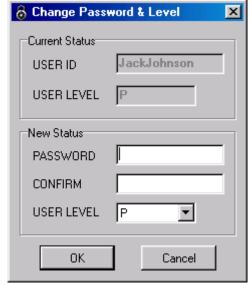


Figure 2.2d

2.2.1 Changing the Administrator Password

Changing the Administrator Password

- Select the SCS file menu option and select CHANGE ADMIN PASSWORD. The CHANGE PASSWORD & LEVEL window should open.
- 2) Enter and confirm a new password.
- 3) Press OK to save and exit the CHANGE PASSWORD & LEVEL window.

2.2.2 Granting Users permission to Log in to DVRs

In order for a user to be allowed to log in to a DVR, they must first be given the proper privileges. Only those who have the CONNECTION WIZARD privilege can define which users can open DVRs.

Granting a User Privilege to open a DVR.

- Select the SITE MANAGER file menu option and select CONNECTION WIZARD. The SITE CONNECTION WIZARD window should open (Figure 2.2a).
- 2) Select a site from the SITE LIST and then select a user from the USER LIST you want to grant access to.
- 3) Press OK to save and exit.



Figure 2.2.2a

2.3 Editing a DVRs Settings

Most options on the DVR unit are configurable from the SCS software. For detailed instructions on editing the DVR settings refer to the DVR Operations Manual.

Opening SETUP on the DVR

- Select the SITE MANAGER file menu option and select SITE CONFIGURATION. The SITE SETUP window should open.
- 2) Edit settings as necessary.
- Press APPLY to save any changed settings.
- 4) Press OK to exit the SITE MANAGER window.

2.4 SCS Options

To open the SCS options select SCS>SCS OPTIONS.

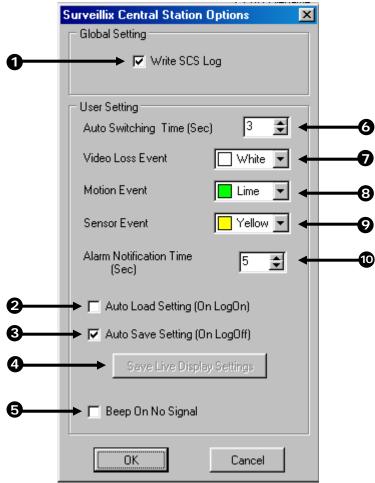


Figure 2.4

Figure 2.4

0	Write SCS Log – Writes information such as User Logins to the SCS log file.
2	Auto Load Settings (On LogOff) – Loads user-specific settings when the User logs on.
3	Auto Save Settings (On LogOff) – Saves the user-specific settings when the User logs off.
4	Save Live Display Settings – Manually saves the currently selected user-specific settings.
6	Beep on No Signal – This option enables the audio alarm for Video Signal loss.
6	Auto Switching Time – e Auto Switching Time option allows you to define the interval between the split screen views.

- Video Loss Event This option select the color of the animated alarm (on the Map Editor) that occurs when Video Loss has occurred.
- Motion Event This option select the color of the animated alarm (on the Map Editor) that occurs when a Motion Event has occurred.
- Sensor Event This option selects the color of the animated alarm (on the Map Editor) that occurs when a Sensor Event has occurred.
- Alarm Notification Time Sets the duration for the alarms that are sent to the DVR.

2.5 Log Viewer

The SCS software keeps track of different events that occur. The Log viewer allows you to view these logs.

Viewing the Log Files

 Select the DISPLAY file menu option and select LOG. The LOG MANAGEMENT window should open.

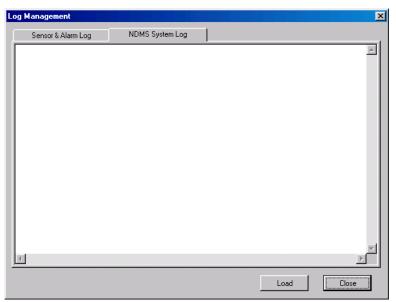


Figure 2.5

CHAPTER 3

SCS Basics

This chapter includes the following information:

- Adding DVRs to the SCS
- User Management

3.1 | Connecting to a DVR and Viewing Video

Once the DVR has been added as a Site, connecting to it is easy.

Connecting to a DVR and Viewing Video

- Right click on a DVR inside the CONNECTION WINDOW (See Section 1.2) and select the CONNECT SITE
 option.
 - Icons representing cameras will be displayed beneath the DVR in the CONNECTION WINDOW.
- 2) Drag a camera you want to view onto the MAIN DISPLAY AREA.

Right clicking on a camera in the CONENCTION WINDOW brings up several options. These are:

SITE CONFIGURATION	Opens setup on the select DVR unit.
NETWORK BACKUP	This option opens the BACKUP window which allows you to locally save video which is located on the DVR.
START LIVE	START LIVE places the selected camera onto the MAIN DISPLAY AREA
STOP LIVE	STOP LIVE temporarily stops playing the video on the selected camera.
CLOSE LIVE	CLOSE LIVE removes the camera from the MAIN DISPLAY AREA.
SHOW REMOCON	SHOW REMOCON opens the PTZ controller.
BEGIN SEARCH	This option opens the search window and allows you to search through saved video.

Moving Cameras Around on Screen

To move cameras around, simply drag them from one location to another on the screen.

Removing a Camera from the Live View

Right-Click on the cameras and select CLOSE.

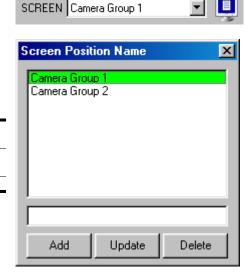
3.2 Multiple Screen Divisions

The SCS software allows you to create several groups of cameras and customize the organization of the cameras. These screens can be selected from the SCREEN Dropdown menu.

Each Screen can contain up to 36 different cameras, and the Screen Division buttons will affect only the selected screen.

Creating Multiple Screens

- Click the blue Monitor icon next to the SCREEN dropdown list to open the SCREEN POSITION NAME window.
- Once this is opened, type a name into the text field and then select ADD.
- 3) Continue adding as many new Screens as necessary.



3.3 Using Multiple Windows (TABS)

The SCS software can now have multiple windows open at any given time. The organization of these windows is done by using Tabs, and by clicking on a given tab you can jump from one window to another.



3.4 Multiple Monitor Support

You can use multiple monitors with the SCS Software. This can be beneficial if you would like to have the Map Editor open, the Search window open, and the Live View open at the same time.

Most Microsoft Operating Systems support multiple monitors but you will probably need to upgrade your Video Card to support more than one display. Contact your local computer vendor or IT Director form more information.

Using Multiple Monitors

- 1) Click on a Tab
- 2) With the mouse still over the Tab hold down the left mouse button and drag the Tab to another monitor.
- B) Maximize the Tab by selecting the Maximize button on the Top Right corner of the Window.

Maps

This chapter includes the following information:

- Importing a Map
- Associating Cameras and Sensors to the Map
- Viewing the Map

4.1 Map Overview

The SCS software is capable of importing maps and associating cameras and sensors to locations on the map. This feature was designed to allow users to quickly identify alarm zones and view the associated video.

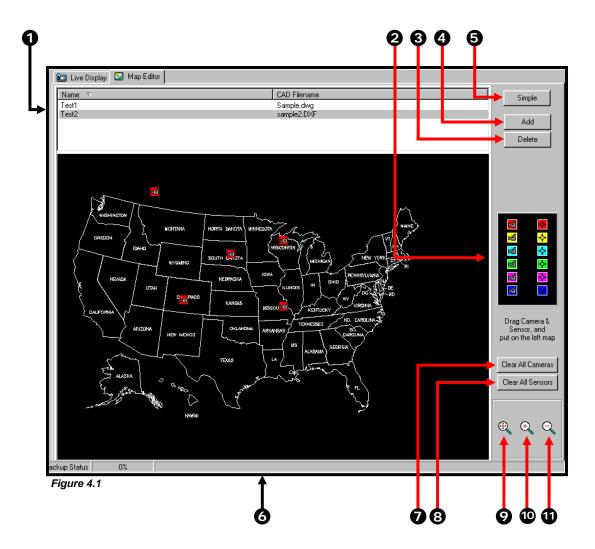


Figure 4.1

Map List – Displays the maps that have been added to MAP MANAGER.
 Camera and Sensor Icons – Displays Icons representing cameras and sensors that can be dragged onto a map.
 Delete – Deletes a selected map from the MAP MANAGER.
 Add – Opens a browse window that lets you import a map to the MAP MANAGER.
 Simple – This option closes the Advanced options
 Map – Displays the currently selected map in the MAP LIST.
 Clear All Cameras – This option clears any cameras that have been placed onto the map.

- Clear All Sensors This option clears any sensors that have been placed onto the map.
- Original Size This option resizes the map to its original size.
- Zoom In This option zooms in on the selected map.
- Zoom Out This option zooms out on the selected map.

4.2 Importing a Map

You have the option to import as many maps as you wish. The Maps when imported are listed in alphabetic order. When the need arises for several maps to be imported, it is suggested that they be named in a manner that will allow for easy location.

Importing a Map

- Select the MAP MANAGER file menu option and select SHOW MAP EDITOR. The MAP DRAWING MANAGER window should open.
- Select the ADD button. The NEW MAP window should open.
- 3) Enter a name into the NEW MAP NAME field. Use a name that will quickly identify this map.
- 4) Select the browse icon on the CAD FILE NAME FIELD to Open a Browse window.
- Find the file you wish to import.
 - Supported files are AutoCAD files (.DFX and .DWG).
- 6) Press the OK button.
 - The new map should now be displayed in the MAP LIST.

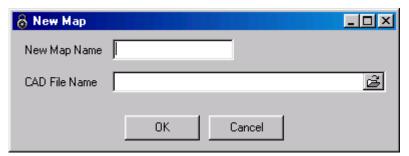


Figure 4.2

4.3 Placing Cameras and Sensors onto a Map

Placing cameras and sensors on a map allows you to easily identify locations where cameras and alarms are located.

Placing Cameras and Sensors on a Map

- Select the MAP MANAGER file menu option and select SHOW MAP EDITOR. The MAP DRAWING MANAGER window should open.
- Select a map from the MAP LIST. The map should now be displayed.
- Drag a colored camera or sensor icon onto the map.
 When you let go of the button the CAMERA (or SENSOR) INFO window will open (Figure 4.3).
- 4) Select a Site.

- 5) Select a Camera or Sensor.
- 6) Select the Type of Camera or Sensor(Color).
- 7) Press OK.

The CAMERA (or SENSOR) INFO window should close.



Figure 4.3

C H A P T E R

Network Backup

This chapter includes the following information:

Backing up using the SCS software

5.1 Backup Options Overview

The BACKUP OPTIONS window allows you to select the video you wish to save and also the location of where to save it.

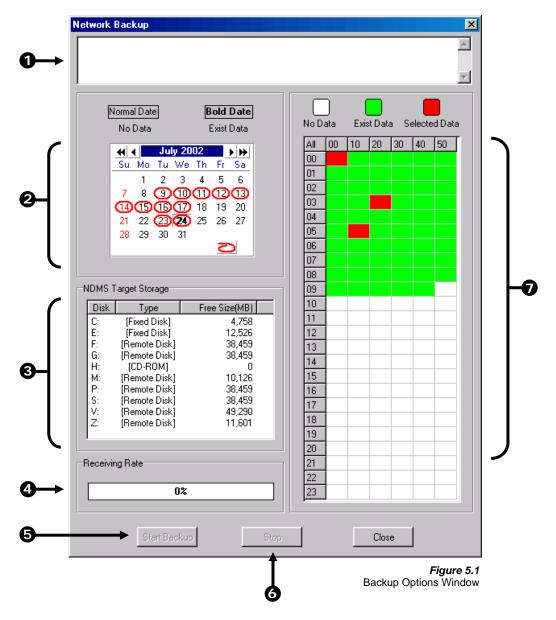


Figure 5.1

- **Error Message** –This box displays any problems encountered with the current selected options. For example: If the amount of video selected exceeds the storage capacity of the CD-RW Disc, then a message will be displayed.
- Select Day The Select Day is a Calendar that allows you to select the day. If video is recorded on a given day the day will be circled in red. The Current day is always highlighted in red.
- Select Backup Media The SELECT BACKUP MEDIA box displays available backup locations. If a formatted CDR or CD-RW disc is inserted the drive letter and the amount of free storage on the disc will appear. To view all the available Hard Drives on the DVR put a check in the FIXED HDD box. This will include all mapped network drives.

- Receiving Data This is a status bar that indicates the progress of the backup.
- Start Backup This option begins the backup process.
- Stop This option stops a backup that is in process.
- Hour/Minute The overall time displayed in the Hour/Minute chart is 24 Hours. This is broken down into 10 minute increments. The color coded boxes represent either, No data, Recorded Data, or Selected Data (See the Description Box). You can select a time by clicking on one the boxes. To deselect it, simply click on the box again.

5.2 Backing up to a Hard Drive

To Backup video files to a Hard Drive, follow these steps:

Backing up to a Hard Drive

- Select the SITE MANAGER file menu option and select NETWORK BACKUP. The NETWORK BACKUP window should open.
- 2) Select the day using the SELECT DAY calendar.
- 3) Select the time(s) to backup by clicking on the desired blocks.

The blocks will turn red when selected. To deselect the blocks, simply click on them again.

- 4) Select a target storage device.
- 5) Press the START BACKUP button.

If the amount of video exceeds the storage capacity of the media being used then an error message will be displayed inside the ERROR MESSAGE box. If this happens reduce the amount of video that is being exported or select another media device that has a larger storage capacity.

Once the START BACKUP button is pressed, the RECEIVING RATE will begin showing the progress.

Search

This chapter includes the following information:

- Searching on a DVR
- Increasing/Decreasing Playback Speed
- Exporting Images
- Preview Search

6.1 Search Overview

The SCS Software has several options that allow you to easily search through, and find, a particular section of video. From Motion indexing and Sensor indexing to calendar views showing which days have recorded video, the SCS Software is designed to help you quickly find what you're looking for.

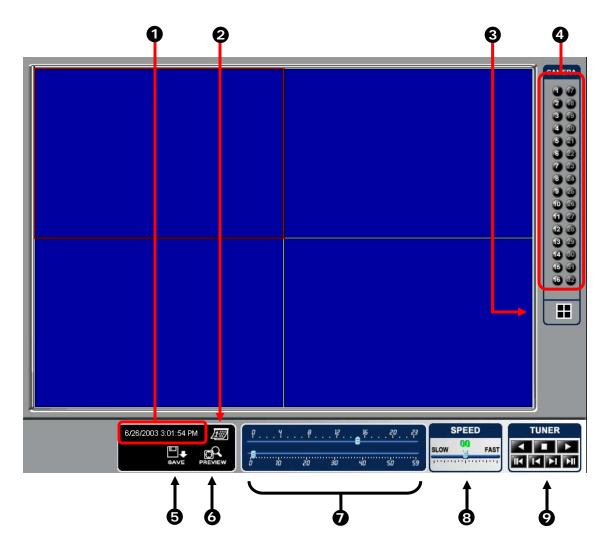


Figure 6.1

- **Select Date** Opens a calendar window and allows you to select a day to perform a search on.
- Search Date and Time Displays the Date and Time of the video being played.
- Screen Division Buttons The Screen Division buttons allow you to view one or more sets of cameras at a
- Camera Select Buttons The Camera Select buttons enable cameras for searching.
- Save This option allows you to save a selected image as a JPG file or to save a video clip in an AVI format
- **Preview Search** The Preview search is a Search option that allows you to narrow down recorded video in a 24 Hour period. It breaks down a single day into 24 images, one image for each hour of the day (The

images are taken from the first second of each hour). When an image is selected, the 'hour' chosen is then broken down into 6 images, one image for every 10 minute increment. Finally when another image is selected, 10 images are displayed, one for every minute within the 10 minute period. From this point, the selected image can be applied to the Main Search.

- Hour / Minute Control Bar Allows you to select the hour and minute by adjusting the sliding bar.
- Slow/Fast This option increases and decreases the playback speed.
- Play Controls The options allow you to view selected video Frame by Frame, Normal Speed, and Fast Forward.

6.2 Performing a Basic Search

Performing a basic search involves simply selecting the date, the time, the camera, and pressing play.

Performing a Basic Search

- 1) Right-Click on a DVR or right-click on a camera and select OPEN SEARCH.
- 2) Begin by selecting a Date. Do this by opening the Calendar and selecting a day.
- 3) Select a Time. Do this by adjusting the Hour and Minute Slide Bars.
- 4) Select a One or More Cameras.
- 5) Press the Play Button.

You can now play the Video Forwards, Backwards, and Frame by Frame.

6.3 Save to JPG or AVI

The SCS Software allows you to export single images in the JPG file format and save video clips in an AVI format. Both JPG and AVI file formats are the most commonly used graphical formats today. Virtually every computer offers some type of support for these file formats and therefore make them the most ideal formats to use.

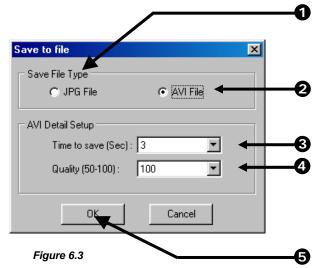
Definition

JPG: (Joint Photographic Experts Group) - The name of the committee that designed the photographic image-compression standard. The format (.jpg) is optimized for compressing full-color or grayscale photographic images. JPG images are 24-bit (16.7 million color) graphics.

AVI: (Audio/visual interleaved) files are one of the more popular animated image formats in use today. They are most often used for video playback, though they are also used for more simple things such as the Windows "file copy" and "search" animations. AVI image data can be stored uncompressed, but it is typically compressed using a Windows-supplied or third party compression and decompression module called a codec.

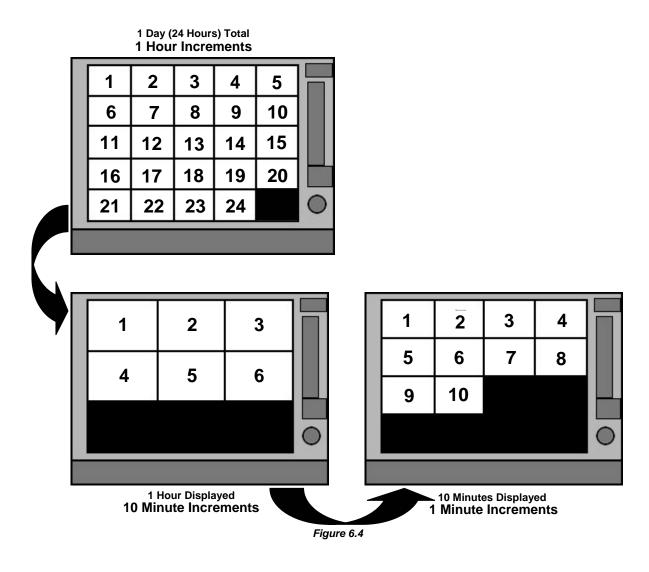


- **1 JPG File** Saving to a JPG File allows you to export a single image (or frame).
- **AVI File** Saving to an AVI File allows you to save a video clip.
- Time To Save (Sec) Allows you to enter a duration to record the AVI for (in seconds). Although 100 Seconds is the longest displayed, you can manually enter a longer time.
- Quality Often times it is necessary to reduce the overall size of an AVI file (When you wish to email it to someone for example). You can do this by reducing the image quality. By reducing the image quality, the AVI video appears more Pixilated. When size is not an issue setting the quality to 100 is highly recommended.
- **Export** The Export button begins the saving process.



6.4 Preview Search

The Preview Search can be used in a number of circumstances to quickly find an exact moment where an event such as a theft occurred. The Preview Search basically gives a 24 Hour visual overview of a single camera by separating a 24 hour period (1 day) into 24 images, one image for each hour of the day. The search can then be further narrowed down into ten minute increments and one minute increments by simply selecting one of the images displayed.



The images in Figure 5.9 show how the Preview Search functions. The first screen that appears has 24 images displayed. Each image represents the first second of each hour. If there is no image recorded during that period then nothing will be displayed. When an hour is selected (by double clicking on the image) then a new screen appears with 6 images. Each of these images represents a 10 minute segment of video. Once a 10 minute segment is selected (by double-clicking on the image) the final screen appears which breaks down that 10 minute segment into 1 minute increments (10 images).

Performing a Preview Search

- 1) Begin by selecting a single camera. You can do this either by turning off all cameras but one, or by double clicking a displayed image (it will then be the only image displayed on the screen)
- 2) Select the Preview Search Button.
 - 24 Images should now be displayed. If there is no recorded video during a portion of the day then a 'No Image' will be displayed where the image(s) should be.
- Refine the search by selecting an image. Do this by double-clicking on the image.
 6 Images should now be displayed. You can move back to the previous 24 image view by right clicking on an image.
- 4) Refine the search by selecting an image. Do this by double-clicking on the image. 10 Images should now be displayed. You can move back to the previous 6 image view by right clicking on an image.

- 5) To select a displayed 1 minute segment of video to begin playing it, simply double-click on the image. A single image should now be displayed. You can move back to the previous 10 image view by right clicking on an image.
- 6) You can now use the Play controls to play the video.
- 7) To Apply the current image to the Main Search, that is, exit out of Preview search with the current image still selected, simply deselect the Preview Search Button.

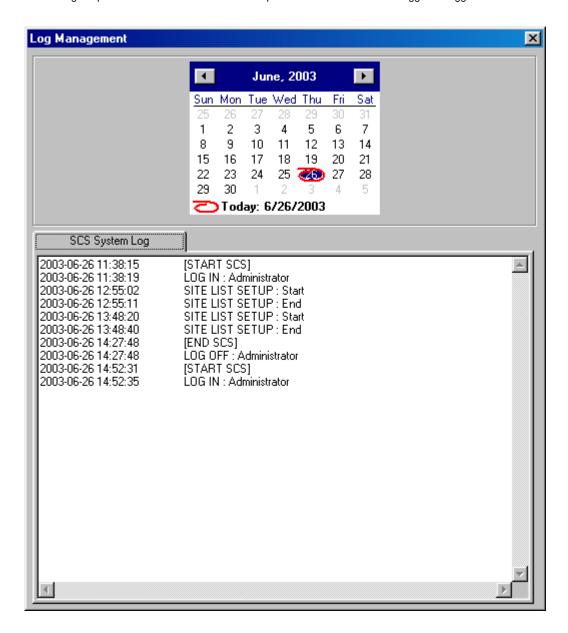
Log Files

This chapter includes the following information:

- Viewing Log Files
- Using the Log File Filter

7.1 SCS Log

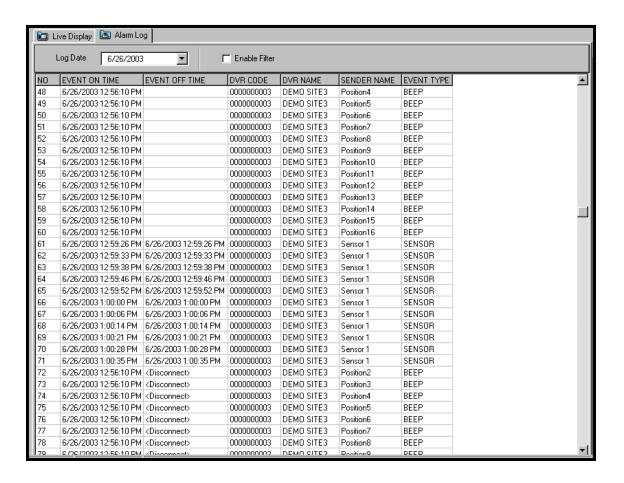
The SCS Log keeps track of when the software was opened and closed and who logged in/logged out.



7.2 The Alarm Log

The Alarm Log allows to you to view different types of alarms that are coming from the DVR. These alarms include, Video Signal Loss and Sensor alarms. You can filter through the different types of alarms by selecting the Filter button.

If you double-click an alarm entry, the search window will open with the associated DVR, camera, and time related to the event already selected.



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