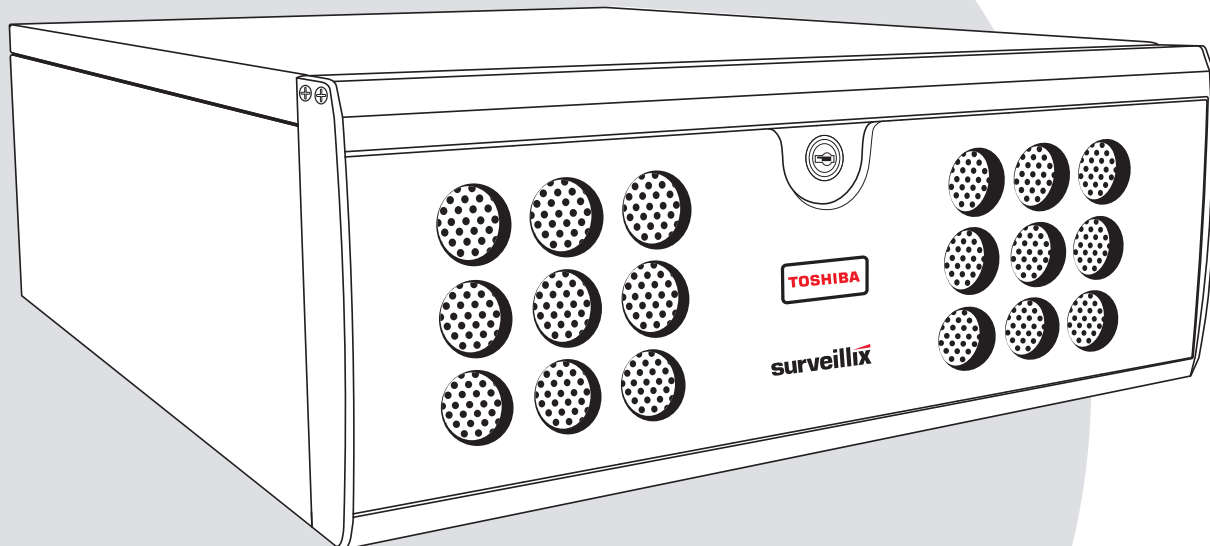


# surveillix

## IPSe - NVSe Network Video Recorder

Software Manual

model no.	IPSe8-X	NVSe8-X
	IPSe16-X	NVSe16-X
	IPSe32-X	NVSe32-X
		NVSe64-X



Please carefully read these instructions before using this product.  
Save this manual for future use.

**TOSHIBA**



Surveillix™ IPS/NVS  
Software Manual (Version 4.5)

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**WARNING:** Text set off in this manner indicates that failure to follow directions could result in bodily harm or loss of life.

**CAUTION:** Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.



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# NVR BASICS

This chapter includes the following information:

- Becoming familiar with the Display screen
- Defining Screen Divisions

## SETTING THE TIME AND DATE

1. Exit to Windows by clicking the Exit button from the Display screen and selecting Restart in Windows Mode. (See the Display screen section later in this chapter)
2. Open Windows Explorer. Do this by right-clicking the My Computer Icon (located on the top left hand corner of the Desktop) and select Explore.
3. Click on Control Panel to open it. If you do not see Control Panel listed, Click My Computer to expand the folder tree.
4. Double Click on Date and Time inside Control Panel.
5. Adjust the Date and Time.
6. When finished, close all open windows and restart the recorder. Do this by clicking the Start button (Located on the lower left hand side of the Desktop) and selecting Shut Down

## ACCESSING THE DVR UTILITY

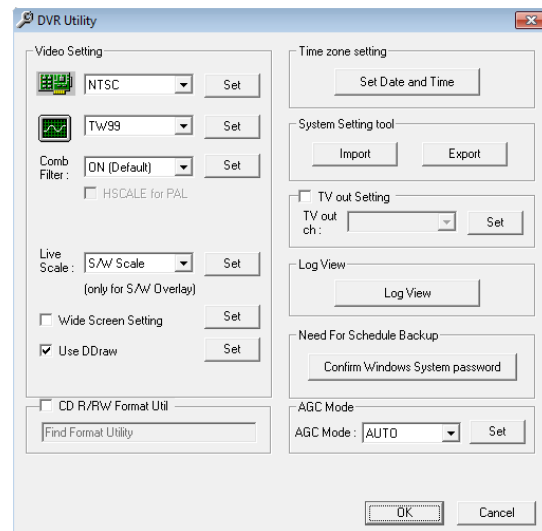
### Exporting DVR Settings

Exporting DVR settings can help configure multiple DVRs quickly or reconfigure a unit that has failed. Some things must be kept in mind when using this feature.


You cannot use this function on:

- DVRs that are different models.
- When upgrading from certain software versions. (This feature cannot be used when upgrading from v2.x to v3.x)


1. Exit to Windows by clicking **Exit** on the Display screen then and select **Restart in Windows Mode**. (See the Display screen section later in this chapter)
2. Open the **DVR Utility** window by clicking the **Start** button, clicking **All Programs**, clicking **Surveillix**, and then clicking **vFormat**.
3. Click **Export** in the **System Setting** tool section.
4. Select a location to save the settings file and click **Save**. The DVR Utility will export the DVR settings and automatically close.



## Importing DVR Settings

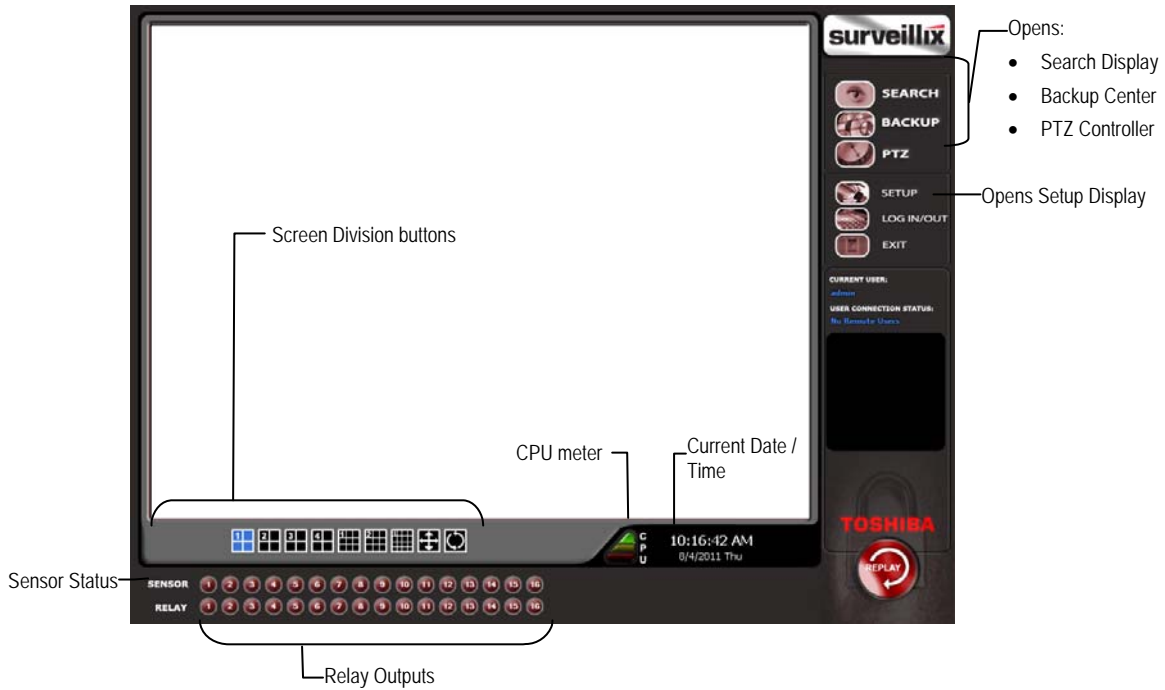
1. Exit to Windows by clicking **Exit** on the Display screen then and select **Restart in Windows Mode**. (See the Display screen section later in this chapter)
2. Open the **DVR Utility** window by clicking the **Start** button , clicking **All Programs**, clicking **Surveillix**, and then clicking **vFormat**.
3. Click **Import** in the **System Setting Tool** section.
4. Select the location of the settings file to import and click **Open**.
5. Click **Yes** to import the data file.

## Changing Video Format

1. Exit to Windows by clicking **Exit** on the Display screen then and select **Restart in Windows Mode**. (See the Display screen section later in this chapter)
2. Open the **DVR Utility** window by clicking the **Start** button , clicking **All Programs**, clicking **Surveillix**, and then clicking **vFormat**.
3. Select the appropriate video setting from the list in the **Video Setting** section – NTSC or PAL..
4. Click **Set**.

# DISPLAY SCREEN

Each time the recorder starts, 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.



## Live Camera Options

Right-click a camera on the Display screen to display these options:

- Full Screen
- Instant Recording
- Search In Live
- Digital Zoom



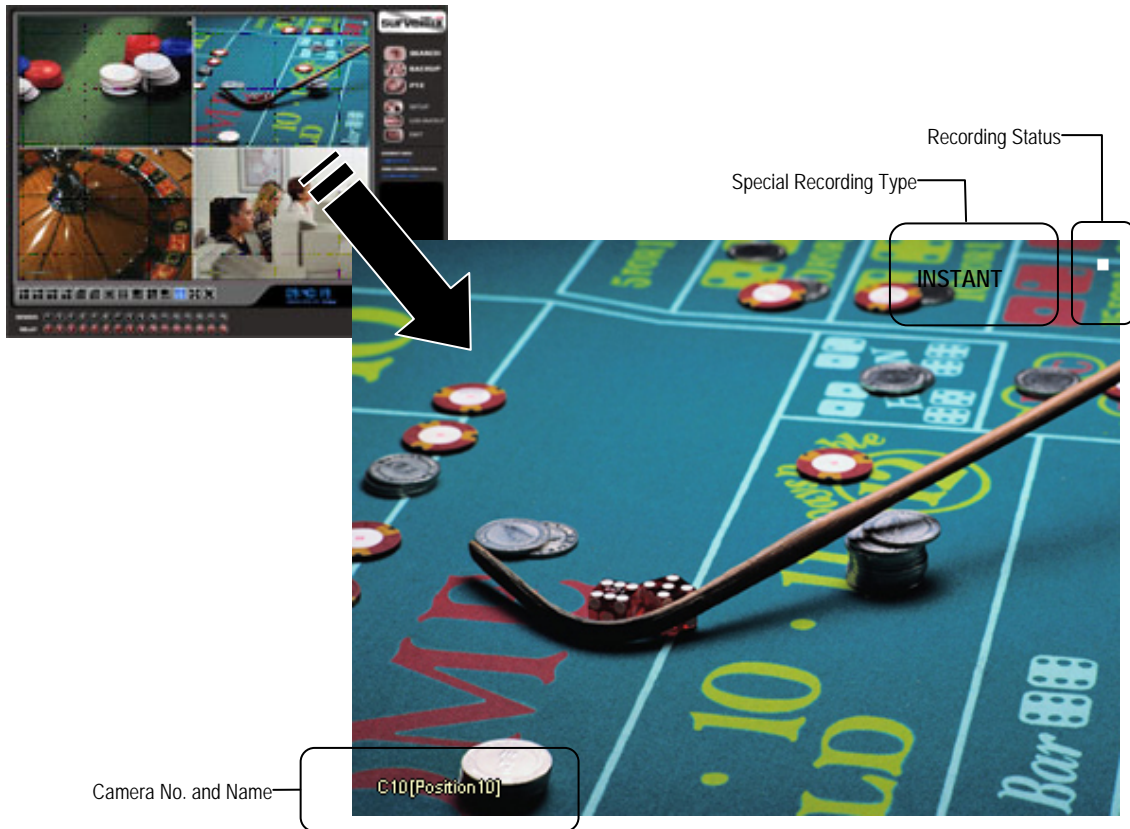
## CPU Meter

Use the CPU meter to monitor the system resources on your recorder.

- GREEN - System configuration OK
- YELLOW - Caution; evaluate system configuration and consider decreasing system loading
- RED - System configuration has been exceeded which may affect stability; decrease system loading or upgrade system with CPU performance package.






## CAMERA VIEW



### Recording Status Indicator

The camera status for each camera is displayed in the upper right corner on the Video Display Area. The following are the different states for each camera:

	<b>Recording</b>	Displayed when the camera is currently being recorded to the recorder.
	<b>Motion Detection</b>	Displayed when a camera (set up for motion detection) detects motion.
	<b>Display</b>	Displayed when the camera is currently not being recorded to the recorder.

### Special Recording

There are two types of Special Recording. Text is displayed on the camera indicating what type of Special Recording is activated.

<b>SENSOR</b>	Sensor is displayed when a sensor, associated with a given camera, is activated.
<b>INSTANT</b>	Instant Recording is a manual activation of the recording for the selected camera. Regardless of the recording method, Instant Recording will start the camera recording and also flag the video for future searches using the Index Search feature. INSTANT is displayed when a user activates the instant recording option. Double Right-Click the video display to activate and deactivate the Instant Recording option.

## EDIT LIVE VIEW CHANNELS

---

By default, the recorder only allows live video from four network channels at one time on the local server. This protects the processor resources for recording data. The SCS Multi-Site Monitoring software allows you to view live video from multiple recorders at once and has no limitation on the number of live IP based video channels. If more than four channels of live video are required on the local server, you can enable the recorder to show up to 16 channels. Be aware that displaying 16 channels of live IP based video is resource intensive and may dramatically impact system performance.

**Note** The Edit Live View Channels option is not available on the 64 channel NVS.

To enable the recorder to view 16 channels of live video:

1. Click **Exit** on the display screen and select **Restart in Windows Mode**.
2. Double-click the **Edit Live View Channels** icon on the desktop.
3. If you wish to continue, click **Yes** on the warning window.

The live view display will switch to 16 channel mode. To return the recorder to 4 channel mode, run the utility again using the same instructions.

## SCREEN DIVISION BUTTONS

---

**Note** When viewing live video from Network Cameras, only 4CH will display at one time. If more live view channels are required on the local server, see the Edit Live View Channels instructions.



**1st Four Cameras View** – Displays cameras 1-4 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**2nd Four Cameras View** – Displays cameras 5-8 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**3rd Four Cameras View** – Displays cameras 9-12 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**4th Four Cameras View** – Displays cameras 13-16 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**1st Nine Cameras View** – Displays cameras 1-9 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**2nd Nine Camera View** – Displays cameras 8-16 in the Video Display Area. To return to a different Multi-Camera View, select a different Screen Division option from the Screen Division menu.



**All Camera View** – Displays all 16 cameras within the Video Display Area.



**Full Screen** – The Full Screen Option allows you to view the Video Display Area using the entire viewable area on the monitor. When this is selected, no menu options are visible. You can activate the Full Screen Option by clicking on the Full Screen button within the Screen Division menu. You can deactivate Full Screen mode by right clicking on the screen.



**Auto Sequence** – Sequences through the Screen Divisions sets. For example, selecting the 1A and then the Loop button will sequence through 1A, 2A, 3A, 4A and then repeat. This option is not available for the 7, 10 and 13 screen divisions.

## 64 Channel Screen Division

To access channels 17-32, 33-48, and 49-64 on a 64 channel NVS:

1. Mouse over the channel section indicator next to the screen division buttons. The channel section will display as 16X 1, 16X2, 16X 3, and 16X4 to indicate the channel section you are currently viewing



2. Click the desired channel section.

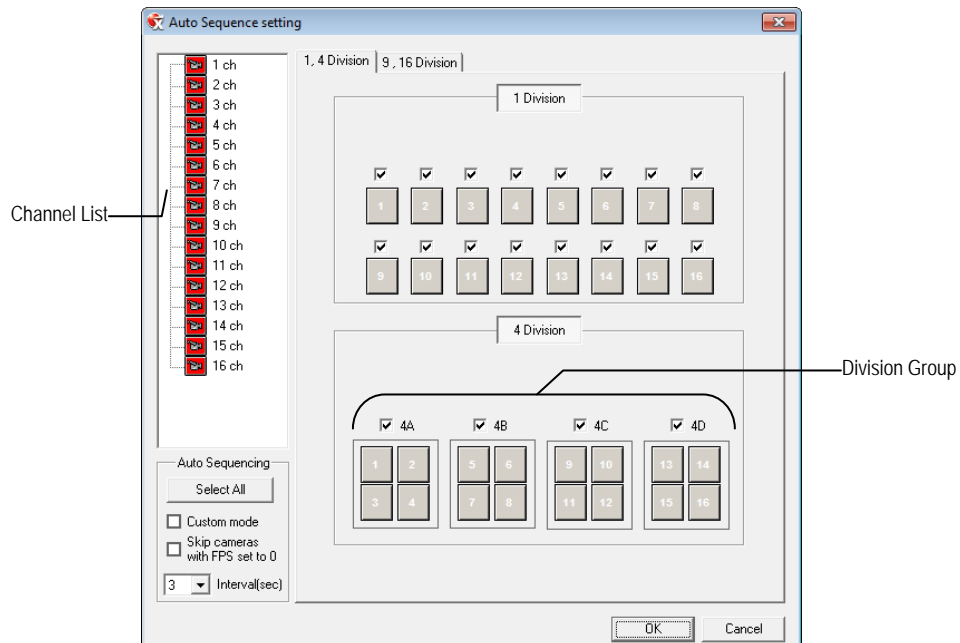


## Custom Live View Divisions

Customize your Live View screen by changing the order of the cameras. Each screen division can be individually customized but a camera can only be displayed once (once in 4 camera view, once in 9 camera view, etc). Both analog and IP video cameras can be moved.

Create custom live view divisions:

1. On the Display screen click **Setup**, and then click **General**.
2. Click **Sequence Setting**.
3. Drag and drop cameras from the Channel List to the desired location within the Division Group (4 Division, 9 Division, 16 Division).



# SETUP OPTIONS

This chapter includes the following information:

- Setup Overview
- Camera Setup
- Network Video
- Motion
- Schedule
- Network
- Administrative
- Information
- PTZ



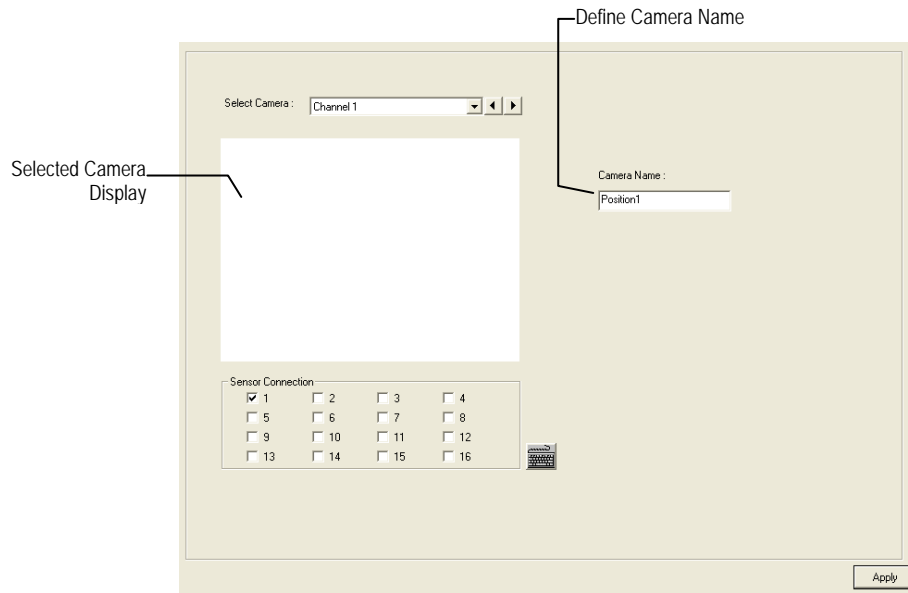
## SETUP OVERVIEW

The Setup options allow you to optimize your recorder by adjusting things like camera names, reboot schedules, recording schedules and more. It is extremely important that you setup your recorder correctly for several reasons.

- **Recording Schedules** – By optimizing the recording schedule you can increase the amount of pertinent recorded video that is saved on the recorder and keep it longer. You can optimize the type of recording done by adding motion detection to this as well, again increasing the amount of useful video.
- **Recorder Access** – By setting up the access passwords you can tightly control the types of access an individual may have. This ensures the security and integrity of the recorder.
- **Camera Naming** – By naming each camera you can easily identify the location and any other pertinent information that may be helpful simply by viewing it on the Video Display Area.

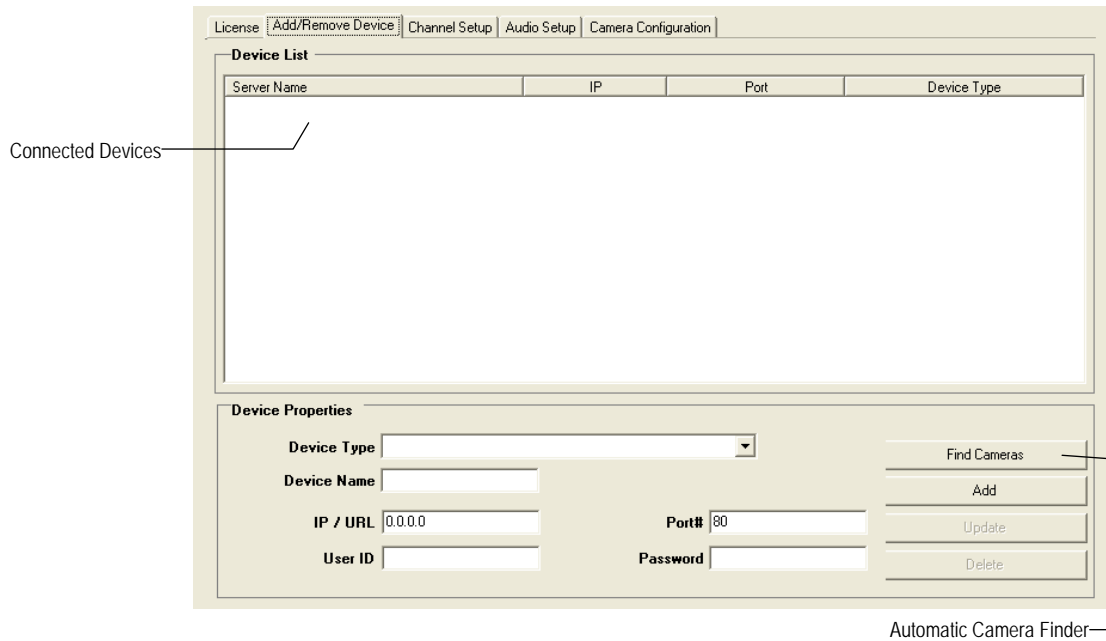


# CAMERA SETUP



Select Camera	Selects the camera to be edited.
Selected Camera Display	Displays the live camera feed from the camera selected.
Sensor Connection	Specify which sensors are currently in use.
Camera Name	Specify a name for each camera.

# NETWORK VIDEO



## Connecting a Network Device

### Connecting Manually

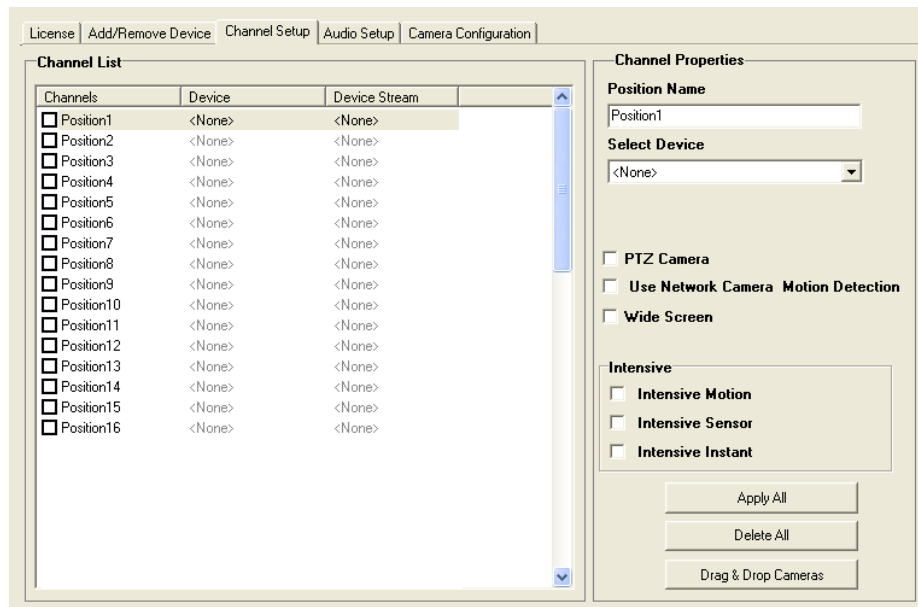
1. From the **Display** screen, click **Setup**.
2. Click **Network Video**.
3. Click the **Add/Remove Device** tab.
4. Select your network device from the **Device Type** list.
5. Type a **Device Name**.
6. Type the **IP/URL** address, **Port#**, **User ID** and **Password** of the device.
7. Click **Add**.

### Connecting with Camera Finder

1. From the **Display** screen, click **Setup**.
2. Click the **Network Video** tab.
3. Click the **Add/Remove Device** tab.
4. Click **Find Cameras** to automatically find all connected Network cameras.
5. Select the check box next to the desired camera.
6. Click **Get Device**.
7. Type the **User ID** and **Password** of the device.
8. Click **Update**.

## Assigning a Network Device to a Channel

1. From the **Display** screen, click **Setup**.
2. Click **Network Video**.
3. Click the **Channel Setup** tab.



4. Click an available channel on the **Channel List**.
5. Type the desired **Position Name**.
6. On the **Select Device** list, select the appropriate network device added previously.
7. If the device has PTZ capabilities, select the **PTZ Camera** check box to enable.
8. If the device displays wide screen video, select the **Wide Screen** check box to allow it to display properly.
9. If supported, select the **Use Network Camera Motion Detection** check box.

**Note** The **Use Network Camera Motion Detection** check box will only display when a compatible network camera is connected to the recorder.

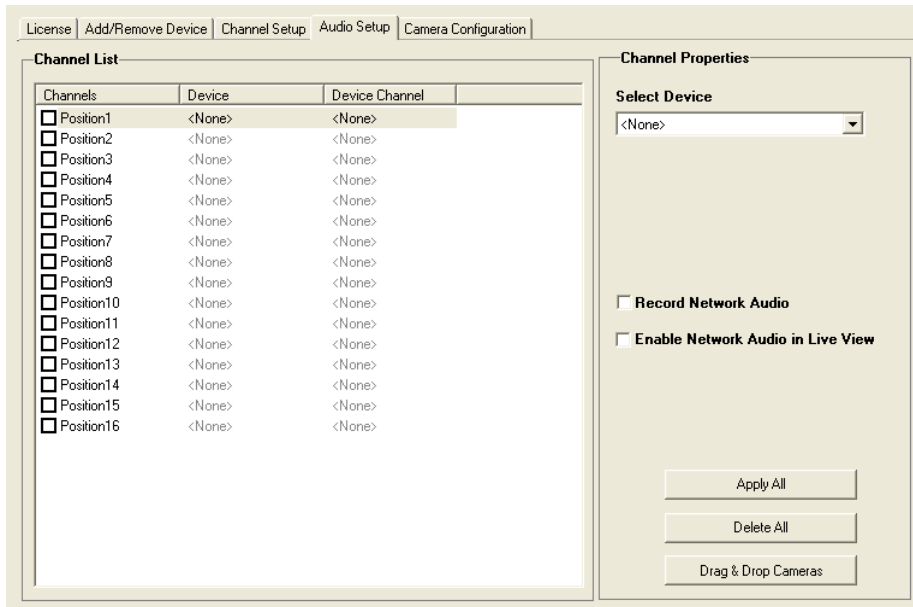
10. Select **Intensive Motion**, **Intensive Sensor**, and/or **Intensive Instant** to increase the recording rate on an event.

**Tip** If you select the **Intensive Motion**, **Intensive Sensor**, or **Intensive Instant** check box when configuring the channel, the recording rate will increase on that channel when a motion, or sensor event occurs or when instant recording is turned on.

11. Click **Apply** to save your selections.

## Assigning Audio Channels to a Network Device

1. From the Live View screen, click Setup.
2. Click Network Video.
3. Click the Audio Setup tab.

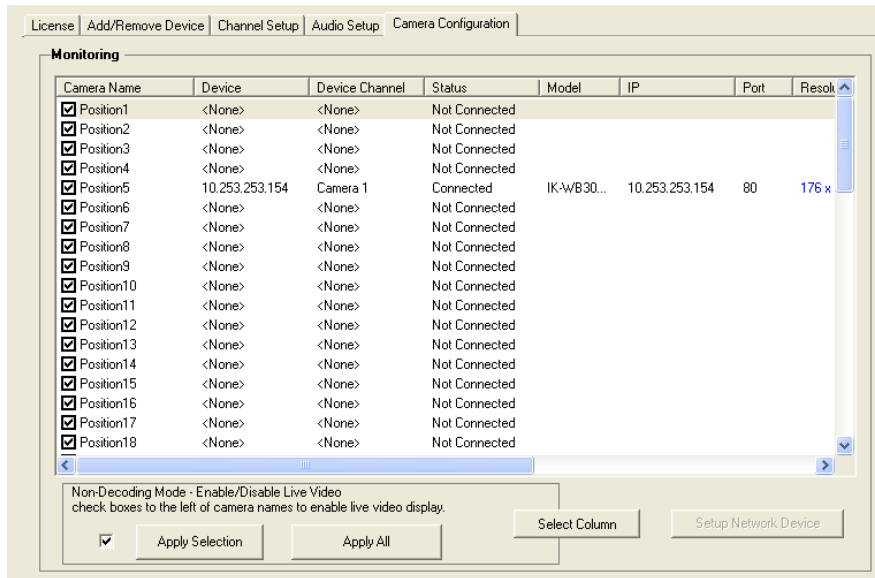


4. Click an available audio channel on the **Channel List**.
5. On the **Select Device** list, select a network device added previously.
6. To record the network audio select the **Record Network Audio** check box. The recorder will record incoming audio from the selected camera and the audio channel will be available on the search screen.
7. To access the audio channel from the Live View screen, select the **Enable Network Video in Live View** check box. This will allow users to listen to live audio from compatible connected cameras.

## Camera Configuration

The Camera Configuration tab displays information on all cameras (analog and network) connected to the Surveillix recorder

**Note** The maximum bit rate with a non-RAID recording solution is 90megabits per second.



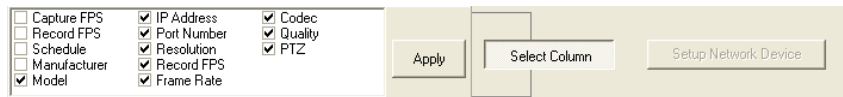
### Enable/Disable Live Video

- To enable a network device to display as live video select the check box next to the **Camera Name** that you want available for live video display.
- To disable live video for a network device, clear the check box next to the **Camera Name**.

**Note** If you have dual monitors enabled, the second monitor may show the last frame of video. If you change the screen division view the frame will clear and you will see the black Non-Decoding screen.

### Displaying More Columns

The Camera Configuration tab can be customized to display the information you use most. Click **Select Column** to add or remove specific columns.



Capture FPS	Model	Resolution	Codec
Record FPS	IP Address	Record FPS	Quality
Schedule	Port Number	Frame Rate	PTZ
Manufacturer			

### Accessing the Configuration Menu

Use the Surveillix interface to access basic network device menu functions.

- From the **Display** screen, click **Setup**.
- Click **Network Video**.
- Click the **Camera Configuration** tab.
- Highlight the desired camera.
- Click **Setup Network Device**.

**Note** When connecting to an IK-WB21A, ensure that the flip image option is not selected.

## Upgrade and Registration

Have the following information available before registering.

*Software Serial Number:* That product Serial Number is the unique number that Toshiba provided with the purchase software.

*System ID:* The System ID is a number that is generated by the Surveillix unit. This is a unique code generated using the MAC address of the computer running the software. The following steps illustrate how to obtain a unique System ID.

### Locating the System ID

1. From the **Display** screen, click **Setup**.
2. Click **Network Video**.

**License Information**

**Trial Version - 28 days remaining.**

**System ID:**

**License Key:**

**Channel Connection License**

License Key	Total	Used	Free

3. Click the **License** tab.
4. Click **Copy** to copy the System ID to the system clipboard so it is available when you go to the registration website.

### Obtaining the Unlock Code

1. Open an Internet browser and go to: <http://register.surveillixdvr.support.com/>

**Product Serial Number**

  
**System ID**

2. Type the **Product Serial Number** that was provided by Toshiba.
3. Type the **System ID** generated by the recorder.
4. Click **Submit**.

## Software Registration

---

Product Name	01 Channel IP Camera Unlock
Product Serial Number	0000000000000000
System ID	4000000000000000
DVR Serial Number:	0000000000000000

Please verify the information and press NEXT to proceed.

5. Verify the information.
6. Click Next if the information provided is correct.
7. Once validated, the user will be provided with the Unlock Code.
8. Print the page and save for later reference.

## Software Registration

---

The following is your unlock code. Keep this number in a safe place as you will need it if you ever reinstall the software.

Unlock Code	00000000-00000000
Product	01 Channel IP Camera Unlock
Product SN	0000000000000000
DVR SN	0000000000000000

NOTE: This unlock code cannot be transferred to a different computer.

## Unlocking the Upgrade

1. Return to Setup > Network Cameras > License.
2. Enter the Unlock Code generated by the Surveillance Registration Site into the License Key box.
3. Click Register and confirm that the new License Key is listed in the Channel Connection License box.
4. Click OK.

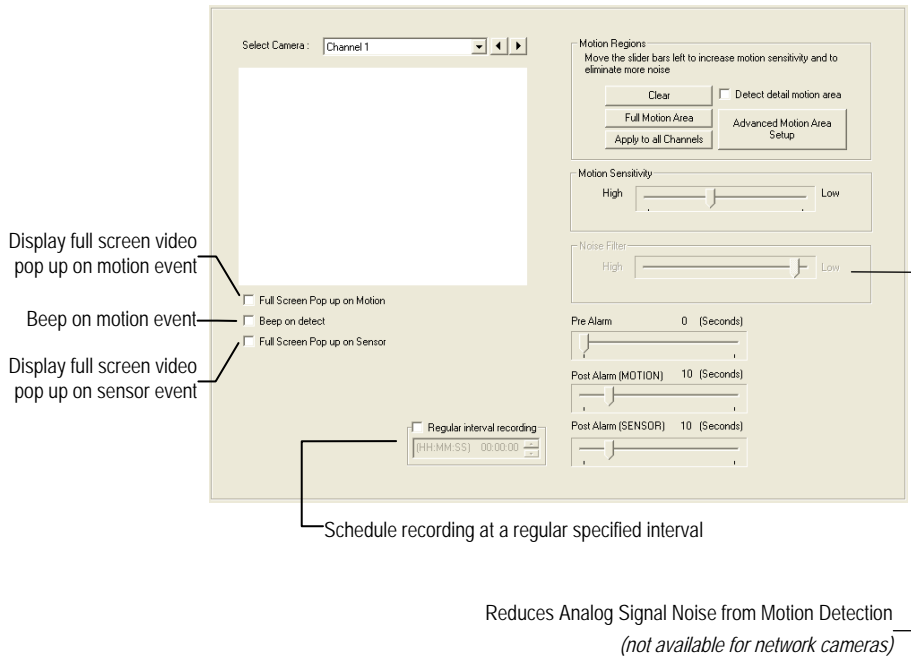
## Unlocking New Network Device

Follow the instructions above for registering the NVR upgrade to unlock any additional network devices.



# MOTION SETUP

The recorder allows the user to adjust several different Motion Settings and create motion detection areas.



## Create a Motion Area

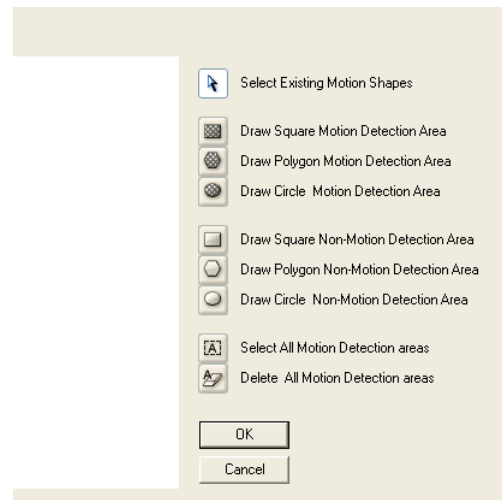
1. Click **Motion** in **Setup**.
2. Select a camera from the **Select Camera** list.
3. Select the **Detect Detail Motion Area** check box.
4. Click **Clear**.
5. Click **Advanced Motion Area Setup**.
6. Click a **Motion Detection Area** shape button.
7. Drag the mouse over the camera image.

**Note** To create a polygon shape, click the mouse at each point and double-click to close the shape.

8. Click **OK**.
9. Move the sliders to adjust motion sensitivity and the noise filter.
10. Define the pre-alarm and post-alarm recording time for a motion event.

**Pre Alarm** – 0 > 50 Seconds [The number of seconds the recorder records before motion is detected]

**Post Alarm (MOTION)** – 0 > 50 Seconds [The number of seconds the recorder records after motion is detected]



## Regular Interval Recording

Regular Interval Recording allows users to record a single frame every few minutes or hours when there is no motion. This option is only available when Motion recording or Sensor recording is selected in the recording schedule.

**Note** Regular Interval Recording is only supported by the MJPEG codec. See Frame Setup for more information on selecting the recording codec.

To enable Regular Interval Recording:

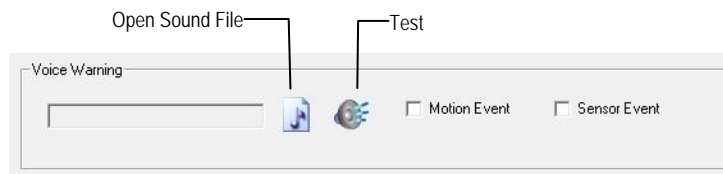
1. Select the **Regular Interval Recording** check box.
2. Specify how often to take an image when no motion is occurring. Users can go as little as one image per second.

## GENERAL SETUP

<i>Function</i>	
<b>Beep on Login Fail</b>	Enables the recorder to beep continuously in response to a failed login attempt. Only an authorized login will stop the beeping.
<b>Sequence Setting</b>	Allows the video out picture to automatically cycle through channels at a set speed. Example: . Cycle through channels 1-6 at four-second intervals.
<b>Dual Monitor</b>	The dual monitor options will display when a second monitor is connected to the recorder.
<i>Display Options</i>	
<b>Use Full Screen</b>	Stretch the Surveillix interface to use the full monitor screen.
<b>Display Size</b>	Select from available monitor display sizes. Use to correctly display video on wide screen monitors.

## Voice Warning

The recorder allows users to play a sound file when either a Motion event or Sensor event occurs. This file can be a custom created sound file that is unique to the application. The selected WAV file is played through speakers attached to the recorder.



1. Click the **Open Sound File** icon to browse for a WAV file. The selected file will display in the box on the left.
2. Click the **Test** icon to verify the audio file.
3. Select **Motion Event** and/or **Sensor Event** to trigger the audio file.

## Connecting to a Wide Screen Display

1. Click **Exit** on the Display screen and select **Exit in Windows Mode**.
  2. Right-click the Desktop and select **Screen Resolution**.
  3. From the **Resolution** list, select the proper resolution of the connected display.
- Tip** Refer to the display documentation for the proper resolution settings.
4. Click **OK** and confirm the change.
  5. Double-click the **Surveillix Server** icon on the Desktop.
  6. Click **Setup** on the Display screen and then click **General**.
  7. Under **Display Settings**, select the **Use Full Screen** check box and then select the correct resolution from the **Display Size** list.
  8. Click **Apply**.

## Connecting a Second Monitor

All Surveillix recorders can support two connected monitors. If a second monitor is connected to the recorder, follow these steps to enable the Dual Monitor settings.

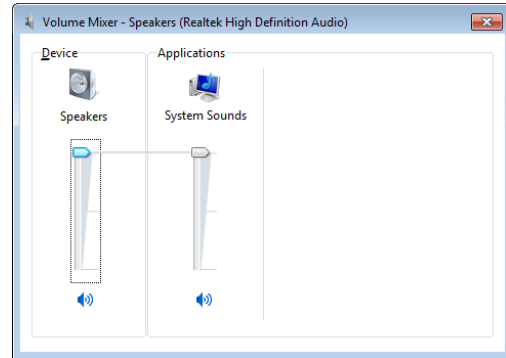
1. Click **Exit** on the Display screen and select **Exit in Windows Mode**.
  2. Right-click the Desktop and select **Screen Resolution**.
  3. Click the secondary display screen and from the **Multiple displays** list click **Extend these displays**.
  4. Click **Apply**.
  5. On the **Resolution** list, select the proper resolution of the connected display.
- Tip** Refer to the display documentation for the proper resolution settings.
6. Click **OK** and confirm the change.
  7. Double-click the **Surveillix Server** icon on the Desktop.
  8. Click **Setup** on the Display screen and then click **General**.
  9. Under **Function**, select the **Dual Monitor** check box.
  10. Click **Apply**.

## Volume

The volume control allows fine tuning of the volume settings on the recorder.

### Volume Options:

- **Speakers** – Used to adjust the volume for all sound coming from the system's speakers
- **System Sounds** – Used to adjust the volume for the system sounds exclusively.

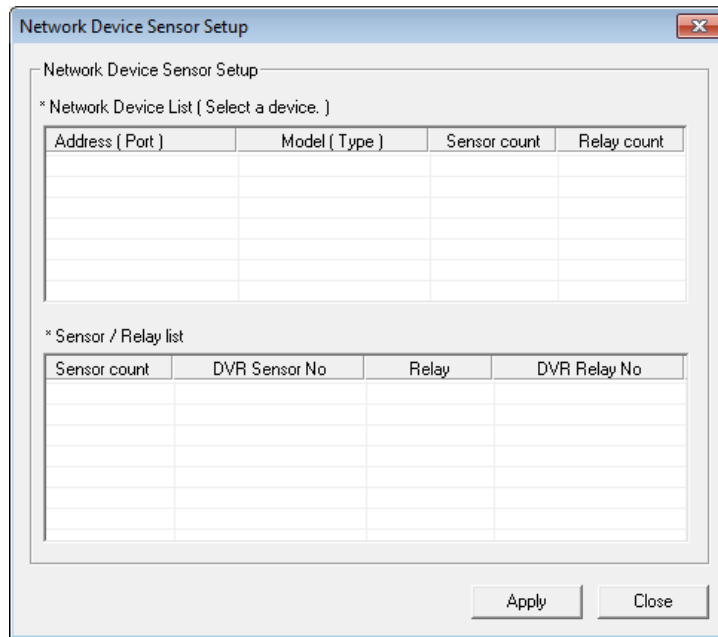


## Hybrid Sensor Setup

This interface is used to link Hard Contact Sensor Inputs from supported Network Devices to the recorder software.

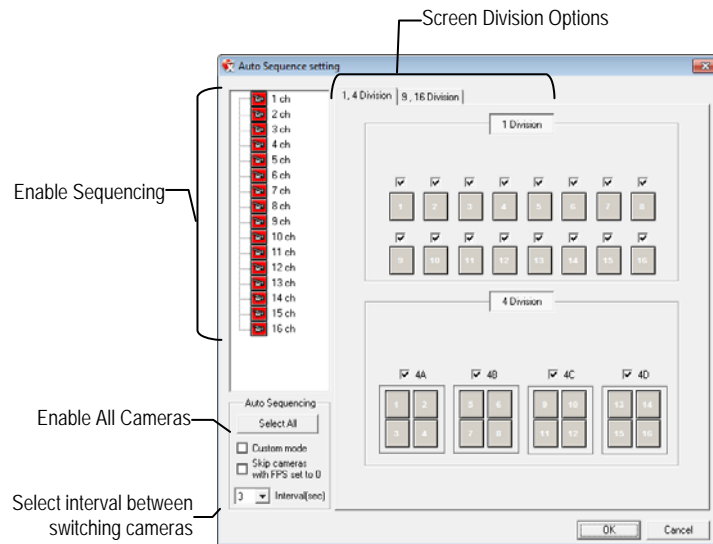
The Network Device List is a list of available IP camera devices that have sensors enabled. When a device is selected, the lower table will populate with a list of the sensors for the device.

Click the arrow next to a sensor or relay to display the number of the sensor on the DVR. You can then associate a sensor or relay from the DVR with a sensor or relay on the network device.



## Auto Sequence Setting

Auto Sequencing is available either in the Display screen when Auto Sequencing has been enabled or when a Spot-Monitor out signal is used to display on a spot monitor. Auto Sequencing conveniently displays video channels at specified intervals and sequences through each selected channel.



Custom Mode	Create non-standard screen divisions
Skip 0 FPS Channel	Sequence skips cameras with no video signal

### Create Custom Auto Sequence

1. Open **General** setup and click **Sequence Setting**.
2. Click individual cameras in the left pane or click **Select All** to include all cameras in the sequence.
3. Select an **Interval** time (in seconds) to display each screen in the sequence.
4. Select screen division options for appropriate cameras.

# SCHEDULE SETUP

## Recording Schedule

The Recording Schedule window allows the user to create different recording schedules based on the day, time, and type of recording desired. In addition, this window contains the System Restart options that allow the user to perform basic system maintenance by automatically scheduling the recorder to restart periodically.

Recording Schedule Window

Single Selection Mode / Multi Selection Mode

Open Restart Setup Window

Recording

Sensor

Day of week:

SUN  MON  TUE  WED  THU  FRI  SAT

Single Selection Mode

Restart setup

Recording schedule

ALL	0	1	2	3	4	5	6	7	8	9
CAM01										
CAM02										
CAM03										
CAM04										
CAM05										
CAM06										
CAM07										
CAM08										
CAM09										
CAM10										
CAM11										
CAM12										
CAM13										
CAM14										
CAM15										
CAM16										

Special day

Normal Day Mode

3/11/2011

Save special day

Delete special day

Recording Mode Options

Emergency IP Setup

Create Special Day Recording Schedules

## Sensor Schedule

The Sensors will supersede all other types of recording modes (Motion and Continuous). Regardless of the recording schedule of a particular camera, if a sensor event occurs the associated cameras will begin recording as a Sensor Event. Sensor Recordings will be flagged and searchable using the Index Search Mode. Cameras are associated to sensors in the Camera Setup menu.

The screenshot shows the 'Sensor Schedule' configuration window. It includes a 'Recording' section with radio buttons for 'Recording' and 'Sensor' (selected). Below this is a 'Day of week' section with checkboxes for SUN, MON, TUE, WED, THU, FRI, and SAT, and a 'Multi Selection Mode' button. The main area is a 'Recording schedule' grid with columns for days 0-9 and rows for sensors SEN01-SEN16. A 'Special day' section on the right includes a dropdown for 'Normal Day Mode', a date selector (3/11/2011), and buttons for 'Save special day' and 'Delete special day'. At the bottom, there are 'Enable' and 'Disable' buttons, an 'Event' section with buttons for '(A) Alarm Event', '(R) Central Station', '(E) Emergency Agent', and 'Delete Alarm', and an 'Emergency IP Setup' section with 'IP Use' and 'Emergency Time (sec.)' fields.

Annotations in the image point to the following elements:

- Sensor Schedule Window**: Points to the main window frame.
- Single Selection Mode / Multi Selection Mode**: Points to the 'Multi Selection Mode' button.
- Open Restart Setup Window**: Points to the 'Restart setup' button.
- Create Special Day Sensor Schedules**: Points to the 'Special day' section.
- Alarm Options**: Points to the 'Event' section.
- Emergency IP Setup**: Points to the 'Emergency IP' section.

## Create a Recording Schedule

1. Select a day to begin creating the schedule for -or- click **Single Selection Mode**, enabling **Multi Selection Mode**, to create the same schedule for multiple days.
2. Highlight the Time-Blocks within the **Recording Schedule** window for the camera(s) selected to schedule. Once the desired Time-Blocks are highlighted, click a Recording Mode button. The Time-Blocks should now appear Blue for Motion, Yellow for Continuous and White for No Recording.

**Note** Leave cameras recording with Sensor Detection set to **No Recording** for the specified time block(s).

## Create a Sensor Schedule

1. Click **Schedule** and then select the **Sensor** option. Select a single day or click **Single Selection Mode**, enabling **Multi Selection Mode**, to include multiple days in the schedule.
2. Highlight the Time-Blocks within the **Recording Schedule** window for the sensor(s) to enable and schedule. Once the time blocks are highlighted click **Enable**. The time block will now appear red.

## Scheduling Alarm Events

There are three types of Alarm Events:

**ALARM EVENT:** This option logs the Alarm Events on the local server.

**CENTRAL STATION:** This option sends a Map Alarm to Central Station software such as SCS Multi-Site Management.

**EMERGENCY AGENT:** This option sends the Alarm Event to the Emergency Agent software.

Motion can be designated as an alarm event. Often motion does not need to be treated as an Alarm event. **Ex:** During work hours, motion that occurs is expected and should not be treated as an alarm. However, after business hours, any motion that occurs could be treated as an alarm.

1. Click **Schedule** on the Setup screen.
2. Select either **Recording** or **Sensor**.
3. Highlight time blocks in the schedule that have been set to Motion (or Sensor) and click the desired **Event** buttons (Alarm Event, Central Station, Emergency Agent). A corresponding letter will display in the selected time blocks.

## Emergency Agent Schedule

Video recording triggered by motion or sensor events can be sent to the Emergency Agent software.

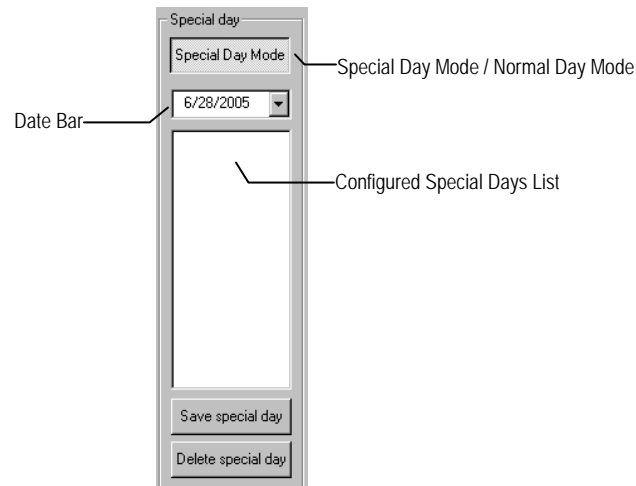
1. Enable the Emergency Agent Event. (see Scheduling Alarm Events above).
2. Enter the IP Address of a PC running the Emergency Agent software under **Emergency IP**.
3. Select the check box next to the IP Address to enable it. Only one IP Address is supported at a time.
4. Enter the recording duration (in seconds) in the **Emergency Time** box.

**Tip** See the Emergency Agent chapter for detailed information on setting up the Emergency Agent software.



## Special Day Schedule

The user can create days that have a unique recording schedule. If necessary create these on days that are 'not typical' such as Holidays, Special Events, etc.



### *Creating/Editing a 'Special Day' Schedule*

1. Click **Normal Day Mode** to enable the **Special Day Mode**.
2. Select a day by typing the date or clicking the arrow to the right of the Date Bar.
3. Highlight the time-blocks within the **Recording Schedule** window for the camera(s) selected. Once the desired Time-Blocks are highlighted, click a Recording Mode button.
4. When finished creating the schedule **the Save Special Day**.

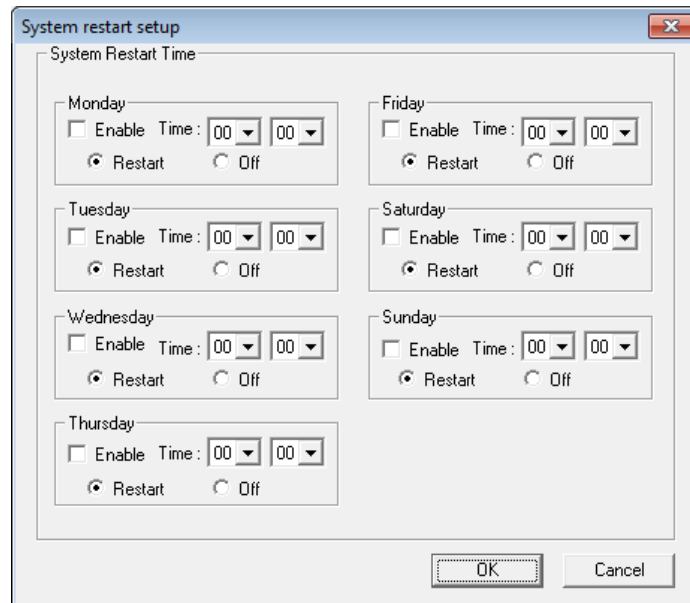
**Note** The special day should now appear as a date in the Special Day Schedule.

### *Deleting a 'Special Day' Schedule*

1. Select a date from the Special Days list.
2. Click **Delete Special Day**.

## System Restart Setup

System Restart Setup allows the user to define a schedule wherein the recorder automatically restarts according to specified parameters.



### Create System Restart Schedule

1. Click **Schedule** on the Setup screen.
2. Click **Restart Setup**.
3. Select the day(s) of the week to schedule an automatic system restart and select the check box to enable shut down.

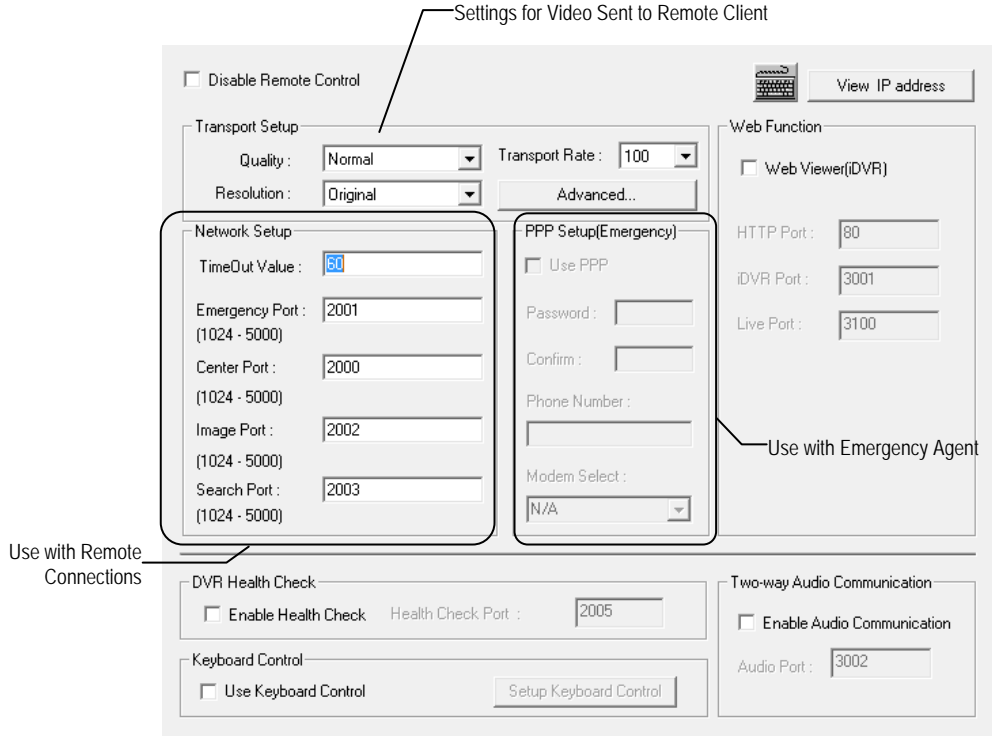
**Note** This step alone does not trigger the recorder to restart, only to shut down.

4. Specify the time of day to schedule the system restart.
5. Select the **Restart** option.

**Note** If **Off** is selected, the recorder will shut down at the specified time but not restart.

# NETWORK SETUP

Network Setup allows the user to adjust settings such as Ports, set up emergency PPP information for use with the Emergency Agent and enable Remote Access.



- View IP Address**                      Displays the IP address of the recorder.
- Transport Rate**                      Throttles the bandwidth on the recorder. This option is based on percentages of images sent.
- Resolution**                              By setting the resolution low, the images will be sent faster, however, the image quality will be reduced considerably. When set to Original, full quality video will be sent [720 x 480 (NTSC) 720 x 576 (PAL)]. The Original setting is very bandwidth intensive.
- Time Out Value**                        When attempting to connect to the recorder, if the connection does not succeed during the timeout period (seconds), the connection will be terminated.
- Emergency Port**                        Used to connect to the Alarm Monitor software.
- Center Port**                              Used to connect to the Surveillix remote software. This port must be specified in the Remote Software to connect to the recorder.
- Note**                                      Center Port 1025 is not available for remote connections. It is used by the ATI VGA management suite
- Image Port**                                Used to transfer the video to the Surveillix remote software.
- Search Port**                              Used to transfer search information to the Surveillix remote software.
- Note**                                      If connecting to the recorder through a firewall, the above ports must be open to incoming and outgoing traffic.
- Health Check Port**                      Select to enable SCS to receive information regarding the health of the recorder.
- Keyboard Control**                        Select the **Use Keyboard Control** check box to enable use of a connected RS-232 PTZ Joystick/Keyboard
- Two Way Audio Communication**      Select the **Enable Audio Communication** check box to enable two-way audio between the DVR and SCS using a microphone connected to the DVR

# ADMINISTRATIVE SETUP

ADMINISTRATION - Displays the Log files, Storage Management and User Management.

User Management: Create and configure User accounts. **User Management**

Storage Management: **Disk Management**, Status Check/Email

Other Management: **Program Management(ETC)**, File Information

System Log

Log Type:
 

- System Log
- Event Log
- Alarm Log
- Drive Check Log

Export:
 

- Choose 1-week period to export
- Start Date: 3/11/2011
- End Date: 3/11/2011
- Export log data (Text)
- Export log data (Raw)

Pages: Page 1(00001 ~ 01000) \* Total log size : 4.55 KB

NO	Date & Time	Log Contents	Log Value	User
1	3/11/2011 15:26:3...	Start Site	Ver(4.5.0 [Build : 24]) - Lib(2.0.2.2)	Default
2	3/11/2011 15:26:3...	First Start Site		Default
3	3/11/2011 15:26:3...	Timezone information	Pacific Standard Time	Default
4	3/11/2011 15:26:3...	Nero Initialize	7.2.3.3	Default
5	3/11/2011 15:26:3...	Open Fail (SerialPort)	Port: COM1, Error Code: 6	Default
6	3/11/2011 15:27:3...	Terminate of Site		admini...
7	3/11/2011 15:44:0...	Start Site	Ver(4.5.0 [Build : 24]) - Lib(2.0.2.2)	Default
8	3/11/2011 15:44:0...	Start Site After Normal terminate		Default
9	3/11/2011 15:44:0...	Timezone information	Pacific Standard Time	Default
10	3/11/2011 15:44:0...	Nero Initialize	7.2.3.3	Default
11	3/11/2011 15:44:0...	Open Fail (SerialPort)	Port: COM1, Error Code: 6	Default
12	3/11/2011 15:44:4...	Terminate of Site		admin

Select Date (points to the calendar)

Log Data Display (points to the table)

Export Log Data (1 to 7 days) (points to the Export section)

## Disk Management

The Disk Management window is a native Windows function. This window displays the partition scheme and health status of the Hard Disk Drives in the recorder. This window is often used to troubleshoot a recorder, or verify the amount of Hard Drive storage installed. For more information about Disk Management, consult a Windows XP manual.

Disk Management

Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% f
Backup (C:)	Simple	Basic	NTFS	Healthy (S...	39.68 GB	30.06 GB	76
DVR (E:)	Simple	Basic	NTFS	Healthy (P...	911.67 GB	911.55 GB	100
DVR (F:)	Simple	Basic	NTFS	Healthy (P...	911.67 GB	911.55 GB	100

Disk 0: Basic, 1863.02 GB, Online

- Backup (C:): 39.68 GB NTFS, Healthy (System, Boot)
- DVR (E:): 911.67 GB NTFS, Healthy (Primary Partition)
- DVR (F:): 911.67 GB NTFS, Healthy (Primary Partition)

CD-ROM 0: DVD (D:)

Legend: ■ Unallocated ■ Primary partition

## Setting Up DDNS

Dynamic Domain Name System (DDNS) is a service that provides a static address to simplify remote connection to the recorder. This service is most useful for installations where the WAN (public) IP address is dynamic (changes from time to time). Most public IP addresses are dynamic unless a static address has been specifically ordered from the internet service provider.

### Enable DDNS

To enable this functionality of the recorder, follow the steps below:

1. Click **Setup** on the Display screen and log in as Administrator if prompted.
2. Click **Administrative**.
3. Click **Program Management (ETC)** and enter the Administrator password when prompted.
4. Click **Show** (to the right of **The agent program for DDNS**).
5. Select the **Enable DDNS** check box.
6. Enter the **ID**, **Password**, and **Hostname** specified on the DDNS document shipped with your DVR.

**Note** Ensure the DVR has an IP address by setting it statically. The Network settings may need to be changed. If you are not sure of the correct values, contact the individual or department responsible for network administration at the site.

### Set the IP Address

To set the IP address of the recorder, follow the steps below:

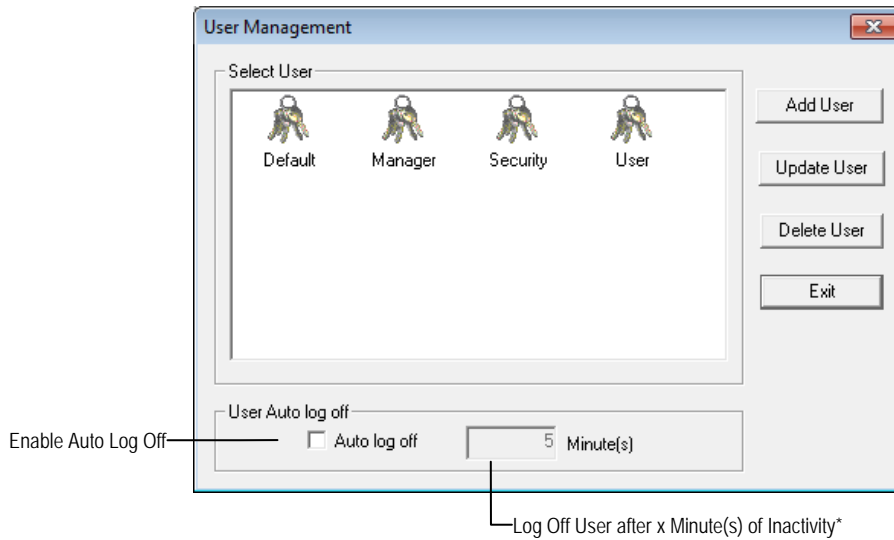
1. On the Display screen, click **Exit** and choose **Restart in Windows Mode**.
2. On the desktop, right-click **Network** and click **Properties**.
3. In the **Network and Sharing Center**, click **Local Area Connection**.
4. Click **Internet Protocol (TCP/IP)** and then click **Properties**.
5. Select **Use the following IP address**.
6. Enter the following values (or as specified by the department responsible for network administration).
  - a. **IP Address:** The first three sets of numbers should match the router's local IP address and the last set should be a unique number between 1-254.
  - b. **Subnet Mask:** This should match the router's setting (commonly 255.255.255.0 for 192.X addresses and 255.0.0.0 for 10.X addresses).
  - c. **Default Gateway:** This is the router's internal IP address. Once DDNS is configured, the router the DVR connects to will need to be configured to forward ports 80 and 4000 to the IP address of the DVR.

For further instruction on this process, visit [http://www.portforward.com/english/routers/port\\_forwarding/routerindex.htm](http://www.portforward.com/english/routers/port_forwarding/routerindex.htm)

Select the correct model of router, and follow the instructions. Once DDNS and port forwarding have been configured, the recorder will be accessible from any remote site by entering the HOSTNAME into the address bar of Internet Explorer or the IP Address field in the Remote Software.

## User Management

The User Management Console allows the administrator to create, edit, and delete user accounts. Each user account can be assigned different privileges to limit the usage of the recorder system. Users can be given administrator privileges by enabling all rights, however only the true administrator account can log into the User Management Console.

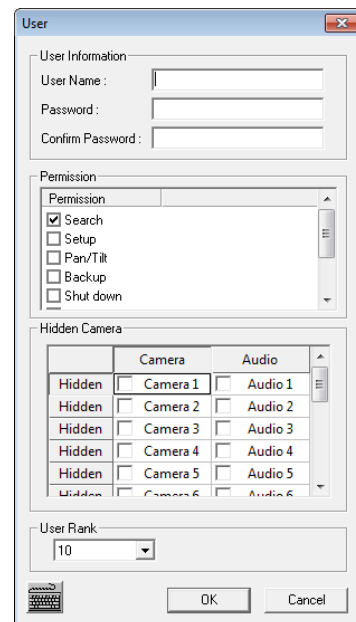


*\*Auto Log Off affects all users*

**Note** The Delete User button immediately deletes the user – use cautiously.

## Add a New User

1. From the Display screen, click **Administrative**.
2. Click **User Management**.
3. Click **Add User** to open the **User** window.
4. Enter a **User Name** and **Password**.
5. Enable appropriate **Permissions**.
6. Select **Cameras** and **Audio** channels to hide from the user.
7. Assign a **User Rank**.
8. Click **OK** to save changes and close the window.



## User Rank

The User Ranking structure allows the option to assign a privilege system (1-10 where one has the most rights) to users of the recorder Software. For example. Since only one user is allowed to use the PTZ controls at any one time, an administrator with a higher rank can kick another user out and take control of the PTZ.

The User Rank option affects:

**SETUP ACCESS** - The recorder Software can only have 1 user accessing Setup at any given time. A user with a higher rank will kick another user out and then open Setup. **NOTE:** User settings will NOT be saved when a user with a higher ranking logs in.

**PTZ CONTROL** - The recorder SOFTWARE can only have 1 user using the PTZ controls at any given time. A user with a higher rank will kick another user out and then open the PTZ controls.

1. From the Display screen, click **Setup**.
2. Click **Administrative**.
3. Click **User Management**.
4. Enter the Administrator **password** and click **OK**.
5. Select a user from the **Select User** box and click **Update User**.
6. Set the user's rank using the **User Rank** list and click **OK** to save changes.

## Changing the Administrator Password

1. Inside **Administrative** setup, click **User Management**. When the prompt appears, click **Change Password**.
2. Enter the new **password** and click **OK**.

## Default Administrator Password

The default administrator login is:

User: Administrator

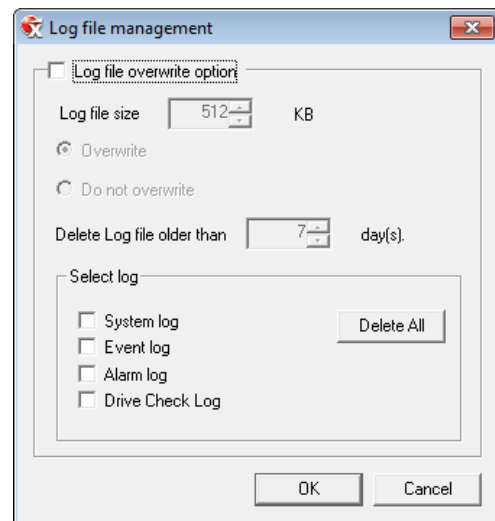
Password: <blank>

## Log Management

The **Log Management** window provides the user the options to overwrite log files or schedule log deletion.

### Setup Log Management Options

1. From the **Administrative** setup display click **Log Management**.
2. Select the check box to enable the **Log File Overwrite Option**.  
**Set Log Overwrite**
  - a. Select **Overwrite** and define the size of the log file cache.**Set Log Cache Size**
  - a. Select **Do Not Overwrite** and define the number of days to maintain log files.**Manually Delete Log Files**
  - a. Select the type(s) of log file to delete. **System Log, Event Log, Alarm Log.**
  - b. Click **Delete All**.
3. Click **OK** to save the settings and close the window.



## Status Check / Email

### General

The General tab can be configured to enable use of the Alerts and Alarm emails that can be sent from the DVR to selected email addresses. This requires the use of an SMTP.

1. Click **Setup** on the Display screen.
2. Click **Administrative**.
3. Click **Status Check/Email**.
4. Select the **Enable Email Alarm** check box.
5. Enter a **From Name** and e-mail **Address**.

**Note** This name and address will appear in the From line of the email alert message.

6. Enter the SMTP information for the "From" email account. Contact the email administrator for this information if necessary.
7. If using a secondary email account select the **Use Secondary SMTP** check box and complete the SMTP information.
8. Click **Test** to check settings.
9. Click **Apply** when finished.

The screenshot shows the 'Email Alarm' configuration window with the 'General' tab selected. The window has a title bar with 'Email Alarm' and standard window controls. Below the title bar are tabs for 'SMART Information', 'SMART Alert', 'Alarm Event', and 'MySurveillix'. Underneath are sub-tabs for 'General', 'Users', 'Storage Check', and 'Recording Data Check'. The main area contains the following elements:

- An unchecked checkbox for 'Enable Email Alarm'.
- A 'Send User' section with 'From Name' and 'From Address' text input fields.
- Two columns for SMTP settings:
  - 'Primary SMTP Setting' with fields for 'Host Address', 'User name', 'Password', and 'Port' (set to 25). It includes an unchecked 'Use Login' checkbox and a 'Test' button.
  - 'Use Secondary SMTP' (unchecked) with identical fields and a 'Test' button.
- 'Apply' and 'Close' buttons at the bottom right.

### Users

The Users tab is used to set up the users that will receive Event email messages selected for the specified user.

1. Set up the **General** tab first.
2. Click the **Users** tab.
3. Select the type of **Event** to send email on.
4. Enter the **User Name** and **E-mail Address** of an email recipient.
5. Click **Add**.
6. Repeat for additional recipients and types of events.

**Note** A separate email notification for each type of event must be set up for a single recipient to receive notifications for each type of event.

7. Click **Apply** when finished.

The screenshot shows the 'Email Alarm' configuration window with the 'Users' tab selected. The window has the same title bar and tabs as the previous screenshot. The main area contains:

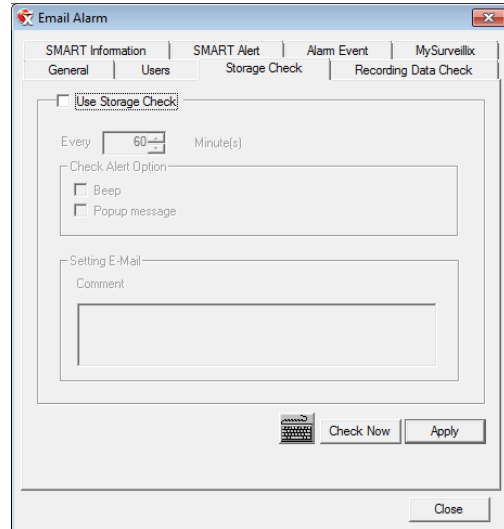
- A table with two columns: 'Name' and 'E-Mail address'. The table is currently empty.
- An 'Event' section with three radio button options: 'HDD Check Alarm Event', 'Recording Data Check', 'Event Alarm' (which is selected), and 'SMART Alarm'.
- A 'Registration' section with 'User' and 'Email Address' text input fields.
- 'Add', 'Edit', and 'Delete' buttons below the registration fields.
- 'Apply' and 'Close' buttons at the bottom right.



## Storage Check

The options on the Storage Check tab will cause the DVR to Beep or show a Popup message on failure of the Storage Check.

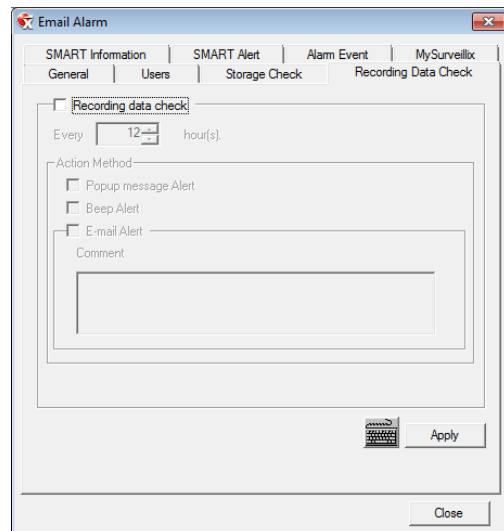
1. Set up the General and Users tabs first.  
(see above)
2. Select the Use Storage Check check box.
3. Define the number of minutes.
4. Select an Alert Option, Beep or Popup Message, if desired.
5. Click Apply.



## Recording Data Check

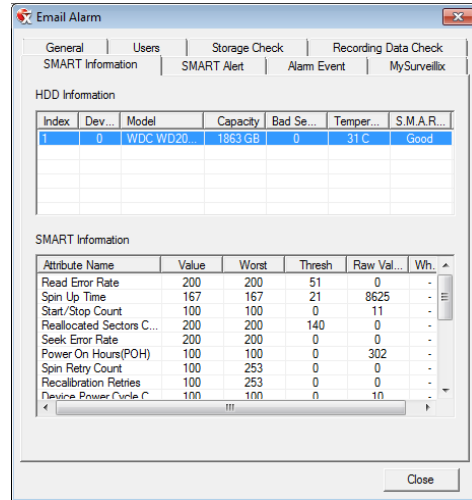
The options on the Recording Data Check tab will send an email to users set up to receive Recording Data Check emails. This will also cause the DVR to Beep or show a Popup message on failure of the Recording Data Check.

1. Setup the General and Users tabs first.  
(see above)
2. Select the **Recording Data Check** check box.
3. Define the number of hours between data checks.
4. Select the **Action Method**.
5. Click **Apply**.



## SMART Information

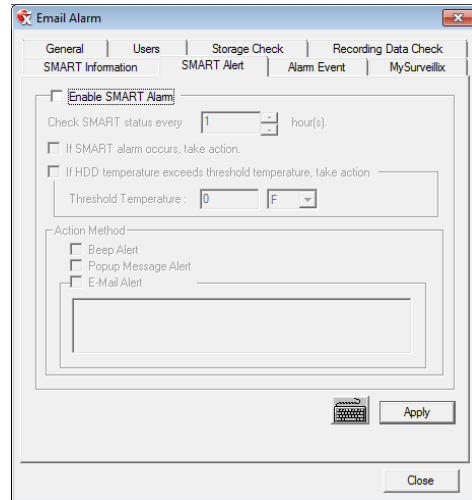
The SMART Information tab displays Hard Drive information.



## SMART Alert

Configure the SMART Alert tab to send an email to users set up to receive Smart Alert emails. This will also cause the DVR to Beep or show a Popup message on failure of the Smart Alert Check.

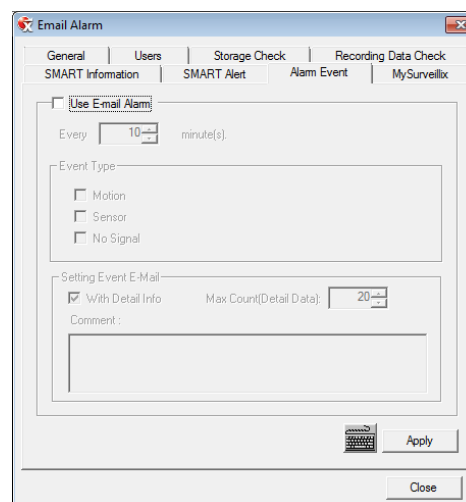
1. Setup the **General** and **Users** tabs first. (see above)
2. Select the **Enable SMART Alarm** check box.
3. Define the number hours between SMART checks.
4. Select the type of SMART event to trigger an action.
5. Define the maximum HDD temperature.
6. Select an action method.
7. Click **Apply**.



## Alarm Event

Configure the Alarm Event tab to send an email to all users set up to receive Alarm Event emails when a Motion, Sensor, or No Signal event occurs. These emails are also used when My Surveillix tab is configured.

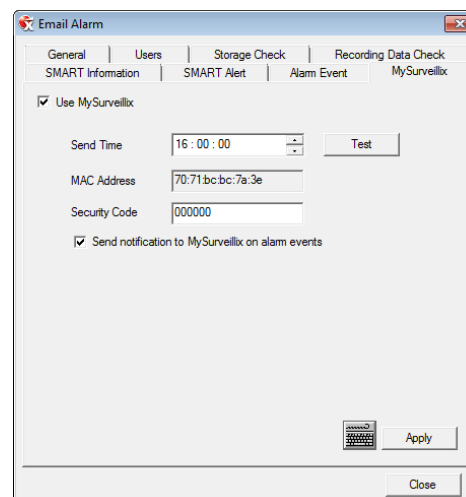
1. Setup the **General** and **Users** tabs first. (see above)
2. Select the **Use Email Alarm** check box.
3. Define the number of minutes between recording data checks.
4. Select **Motion** and/or **Sensor** to send and alert on that type of event.
5. Click **Apply**.



## MySurveillix

Configure the MySurveillix tab to enable the recorder for use with the MySurveillix remote health monitoring

1. Setup the **General** and **Users** tabs first. (see above)
2. Select the **Use MySurveillix** check box.
3. Define the interval to send e-mail messages in the **Send Time** box.
4. Enter a new numeric **Security Code** to protect against unauthorized users and write it down.
5. Select the **Send notifications to MySurveillix on alarm events** check box to enable sensor event notification.
6. Click **Apply**.
7. Click **Close** to return to the Administration tab.



## INFORMATION

The Information display allows users to define the site code necessary for connecting to remote software, save comments relative to the recorder and store tech support and contact number information.

The screenshot shows a web-based information display interface. At the top right, it displays 'Current Server Software Version' as 'DVR Version 4.5.0'. A callout points to the 'Total HDD / Available HDD Space' section, which lists drive information: C: Drive (Total Space: 40633 MB, Free Space: 30205 MB), D: Drive (CD Drive), E: Drive (Total Space: 933546 MB, Free Space: 933427 MB), and F: Drive (Total Space: 933545 MB, Free Space: 933427 MB). On the left, the 'Site Information' section includes fields for Site Code (100-000), Board Serial #, System Serial #, Decoder, and Video Format (NTSC). Below this is a 'Notes' section with a text area containing 'www.surveillixdvrsupport.com' and a callout 'Enter comments'. On the right, the 'Telephone Number' section has fields for Contact Number and Tech. Support (866)275-4387, with a callout 'User-Defined Contact Numbers'.

### Site Code

A user-specified unique identification name used by other recorder software to identify the recorder. (Remote, Emergency Agent, SCS, Digital Signature Verifier)

## INSTANT RECORDING

The Instant Recording feature allows users to manually initiate recording on a specific camera, overriding the current schedule. When Instant Recording is activated the recorder flags the clip as an event so Instant Recording instances can be found using the Index Search

Instant Recording can be used, for example, when a suspicious object or person is detected and the user wants to flag that section of video for easy retrieval at a later date.

### Activate Instant Recording

1. From the Display screen, double right-click the camera on which to enable instant recording. An INSTANT label will be placed on the upper right corner of the video.
2. To turn the Instant Recording option off, double right-click the camera a second time.

### Searching 'Instant Recorded' Video

1. From the Display screen click Search.
2. Click Index Search.
3. Select the Instant Recording option. See the Search chapter for more information.

# SEARCH

This chapter includes the following information:

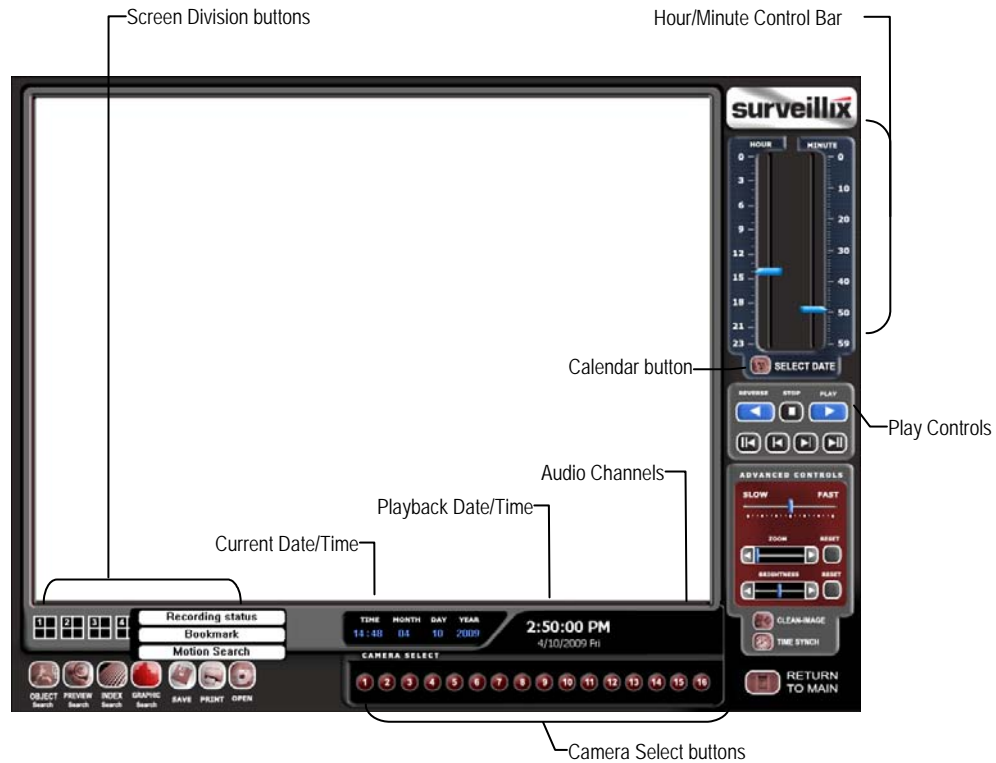
- Search Overview
- Daylight Saving Time
- Index Search
- Preview Search
- Graphic Search
- Motion Search

# SEARCH OVERVIEW

The recorder has several options that allow the user to easily search through, and find, a particular section of video. From Motion/Sensor indexing to calendar views highlighting days with recorded video; the recorder is equipped to help the user quickly find a specific video or event.

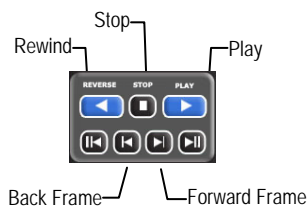
**Note** Search features are limited on the 64 Channel NVS due to the intensive resource requirements. We recommend that you use the search options in the Remote and SCS software.

The following chapter describes how to use the Search features.



**Note** Audio Channel buttons are only viewable when one camera is selected.

## Play Controls



- Back Frame** Moves video back one frame
- Rewind** Rewinds video
- Stop** Stops video playback
- Play** Plays video
- Forward Frame** Moves video forward one frame

## Adjust the Brightness of an Image

1. Select an image to adjust by double-clicking on the desired image. Multiple images cannot be adjusted at one time.
2. Move the **Brightness** slide bar to the right or left to adjust the brightness.
3. Reset the Brightness by moving the slider back to the center of the bar.

## Zooming in on an Image

1. Select an image to adjust by double-clicking on the desired image. Multiple images cannot be adjusted at one time.
2. Move the **Zoom** slide bar to the right or left to zoom in or out of an image.
3. Reset the Zoom by moving the slider back to its original position on the bar.

## Zooming in on a Portion of an Image

1. Right-click the area of interest on the image and select **Zoom**.  
- or - Double-right-click the image.
2. Repeat to zoom in further.
3. Continue clicking the right mouse button and the image zoom will cycle back to the original size.

## Open Video from a Saved Location

You can open a previously saved video clip or backup file saved on the Backup drive, a DVD or other backup medium in Search. Find file by date and time or by name.

1. Click **Open** to search for the saved file.
2. Select a file from the list of saved clips and backup files or search by start hour.
3. Click **OK** to open the saved file.

## Time Sync

The Time Sync option synchronizes a single channel of video to playback in real time. Ordinarily the video may playback slower or faster depending on several factors, including how many PPS recorded and number of cameras playing at the same time.

1. Select a single image to synchronize by double-clicking on an image.
2. Click **Time Sync**. The video will now playback in real time.

## Clean Image

The recorder is capable of recording video using one of three different resolutions. When using the 720 x 480 resolution, two fields are mixed. Because of the timing gap between the two fields, according to the standardized image rules, after image might occur to high speed moving images. The Surveillix recorder allows the user to remove this by clicking the Clean Image button.

## PERFORMING A BASIC SEARCH

There are several different types of searches that can be performed on the recorder. The most basic involves selecting the date, time, camera, and clicking play.

1. Click the Calendar button to select a date.
2. Select a time by clicking the up and down arrows to the right of the time display.
3. Click **OK**.
4. Select one or more cameras.
5. Click **Play**. Video can be played forwards, backwards, or frame-by-frame.

## PRINTING AN IMAGE

1. Using the Search screen, locate a frame to print.

**Note** Only one camera can be selected at a time for this function to work.

2. Click **Print**. A **Print Options** window appears. Depending on the printer being used, there may be several printing options available. Refer to the printer manual for more information.
3. Click **Print** to print the selected images.

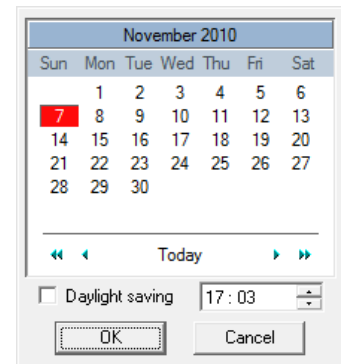
**Note** The message "NO DEFAULT PRINTERS INSTALLED" will display if no printer is installed.

## DAYLIGHT SAVING TIME

The recorder automatically adjusts for Daylight Saving Time changes. When the hour "jumps forward" no video is lost because an hour is skipped. However when the hour "falls back" there is a duplicated hour that under normal circumstances would be recorded over. The Surveillix recorder actually records both hours and allows the user to select which hour to play if the need arises.

To access the 'lost hour':

1. From the Search screen, click the Calendar button.
2. Select the date when Daylight Saving time 'lost' an hour. The **Daylight Saving** option appears.
3. To play back the 'lost hour', select the **Daylight Saving** check box and enter the repeated hour in the time box.
4. Click **OK** to confirm the date and begin playing the video using standard search features.





## SAVE TO JPG OR AVI

The recorder can export single images in a JPG Image 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 which make them the most ideal formats to use.

**JPG** Optimized for compressing full-color or grayscale photographic images, JPG images are 24-bit (16.7 million color) graphics. Use JPG to export a single image or frame.

**AVI** 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. AVI is used to export a video clip.

1. From the **Search** screen, click **Save**.
2. Select the **Export Type: Image File (JPG) or AVI File**.

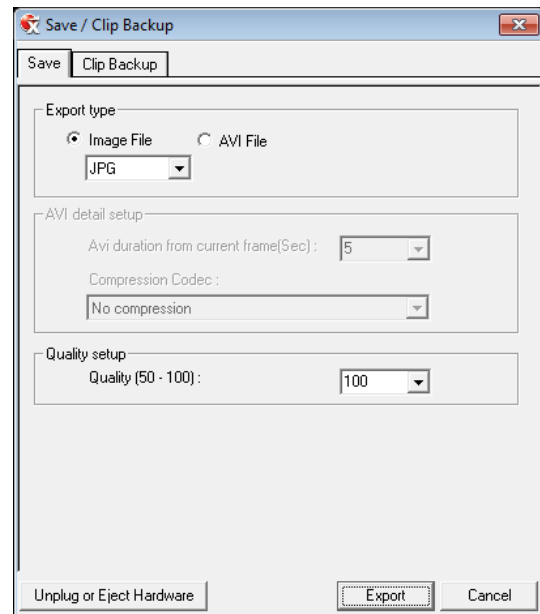
**Note** Different image format types provide different file-sizes, quality and compatibility.

### Image File

- a. Select **Quality (50>100)**. When size is not an issue, set the quality to 100.

### AVI File

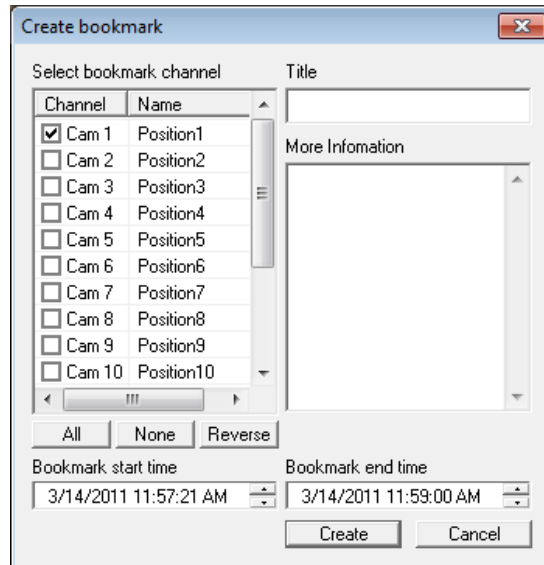
- a. Enter the **duration** (seconds) to record. Although 100 is the longest time displayed, a longer recording may be entered manually.
  - b. Select a **Compression Codec**. Each codec provides different levels of quality, compatibility and file-size.
  - c. Select **Quality - 50>100**. When size is not an issue, set quality to 100.
3. Click **Export** to save file. The **Cancel** button exits the window without exporting file.



## Bookmarks

Use bookmarks to mark a video clip during a search. Export bookmarked data using the Clip Backup feature.

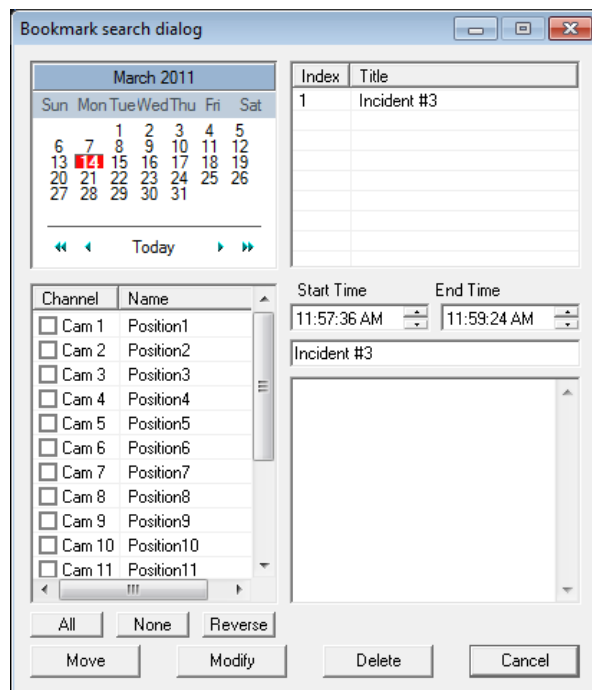
1. Perform a search for the desired video.
2. Stop playback at the beginning of the desired clip.
3. Right-click the video and select **Start Bookmark**.
4. Click the play button to continue playback.
5. Stop playback at the end of the desired clip.
6. Right-click the video at the desired end point and select **End Bookmark**.
7. Type a name to identify the bookmark in the Title box.
8. Enter a memo or notes in the **More Information** box.
9. You may also select additional channels to include video at different locations recorded at the same time.
10. Click **Create**.



## Modify Bookmarks

You can modify a previously created bookmark to change the start or end time of the clip, add additional comments, change the title, or add additional cameras.

1. From the **Search** screen, click **Graphic Search** and then click **Bookmark**.
2. On the calendar, select the date the desired bookmarks were created.
3. Select the desired bookmark from the list.
4. Make the desired change.
5. Click **Modify**.
6. When the modification is complete, click **Cancel** to close the window.

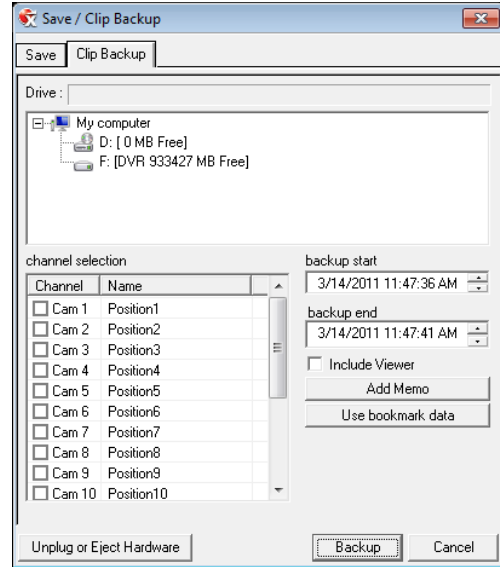


## Single Clip Backup

Along with the Save option, a single camera backup option is also included with the Surveillix software. The single Camera or Clip Backup allows the user to backup a single camera without having to backup multiple cameras at a given time. The Clip Backup option gives the users the ability to choose a backup time frame, choose a specific camera, add memos, and even make a copy for the Backup Viewer if needed.

1. From the **Search** screen, click **Save**.
2. Select the drive from the file tree to save data to. (Hard disk drive, removable drive (USB), CD/DVD drive)
3. Select cameras from the list.
4. Define the **Start** and **End** time of the backup clip.
5. Select the **Include Viewer** check box to include a copy of the proprietary Backup Viewer Software to view the clip on virtually any Windows machine.
6. Click **Add Memo** to include additional information.
7. Click **Backup** to start the backup.

**Note** If backing up to a removable USB device click the **Unplug or Eject Hardware** button after backup is complete to safely remove the device.



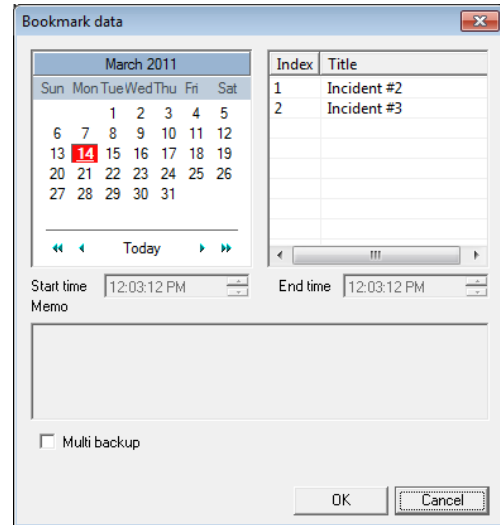
## Single Clip Backup Using Bookmark Data

1. From the **Search** screen, click the **Save** button.
2. Select the drive from the file tree to save data to. (Hard disk drive, removable drive, CD/DVD drive).
3. Click **Use Bookmark Data**.
4. On the calendar, select the date the desired bookmarks were created.
5. Select the desired bookmark from the list and click **OK**.

**Note** To include multiple bookmarks in a clip backup, select the **Multi Backup** check box before selecting the desired bookmarks.

6. Select the **BV Copy** check box to include a copy of the proprietary Backup Viewer software to view the clip on virtually any Windows machine.
7. Click **Add Memo** to include additional information.
8. Click **Backup** to start the backup.

**Note** If backing up to a removable USB device click the **Unplug or Eject Hardware** button after backup is complete to safely remove the device.

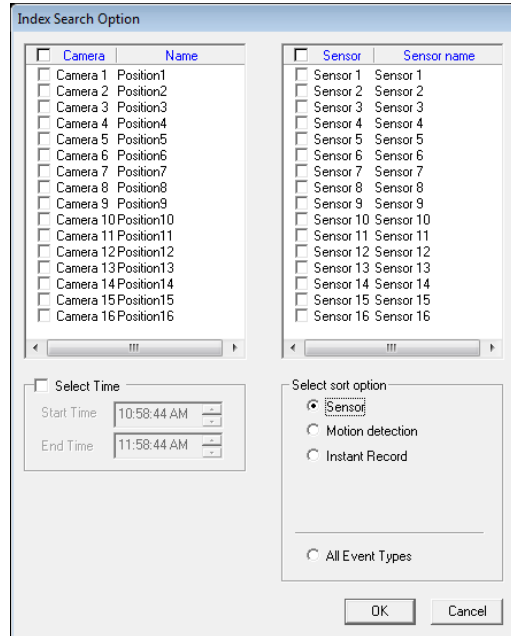


## INDEX SEARCH

Using the Index Search can greatly decrease the amount of time spent searching through saved video. The Index Search allows a user to perform a search based on criteria such as Sensor, Motion and Instant Record events

### Performing an Index Search

1. Click the Calendar button on the Search screen to select the date to search.
2. Click Index Search.
3. Select the cameras and sensors to include in the search.
4. Select the **Select Time** check box to define a specific period.
5. Select an event type to search (**Sensor**, **Motion**, **Instant Record**) or select the **All Event** option.
6. Click **OK**. There may be a delay while results are returned. Results will be displayed in a column on the left side of the screen – Each line represents a segment of video. If no results are found, "NO IMAGE FOUND" will appear in the column.
7. Once the results are displayed, double-click any one to play the associated video.
8. Once the desired image is found, apply it to the Main Search by clicking the **Close** button at the bottom of the results column.



### Index Search Results Display

Image Display Area

Event Recorded on Camera #

Time Event Occurred

Time	Camera	Type
08:34:21	C01[Back R	M
08:35:34	C01[Back R	M
08:36:17	C01[Back R	M
08:36:38	C01[Back R	M
08:37:17	C01[Back R	M
08:38:49	C01[Back R	M
08:39:31	C01[Back R	M
08:40:31	C01[Back R	M
08:42:12	C01[Back R	M

Event Type:  
M – Motion  
S – Sensor  
I – Instant Record

## PREVIEW SEARCH

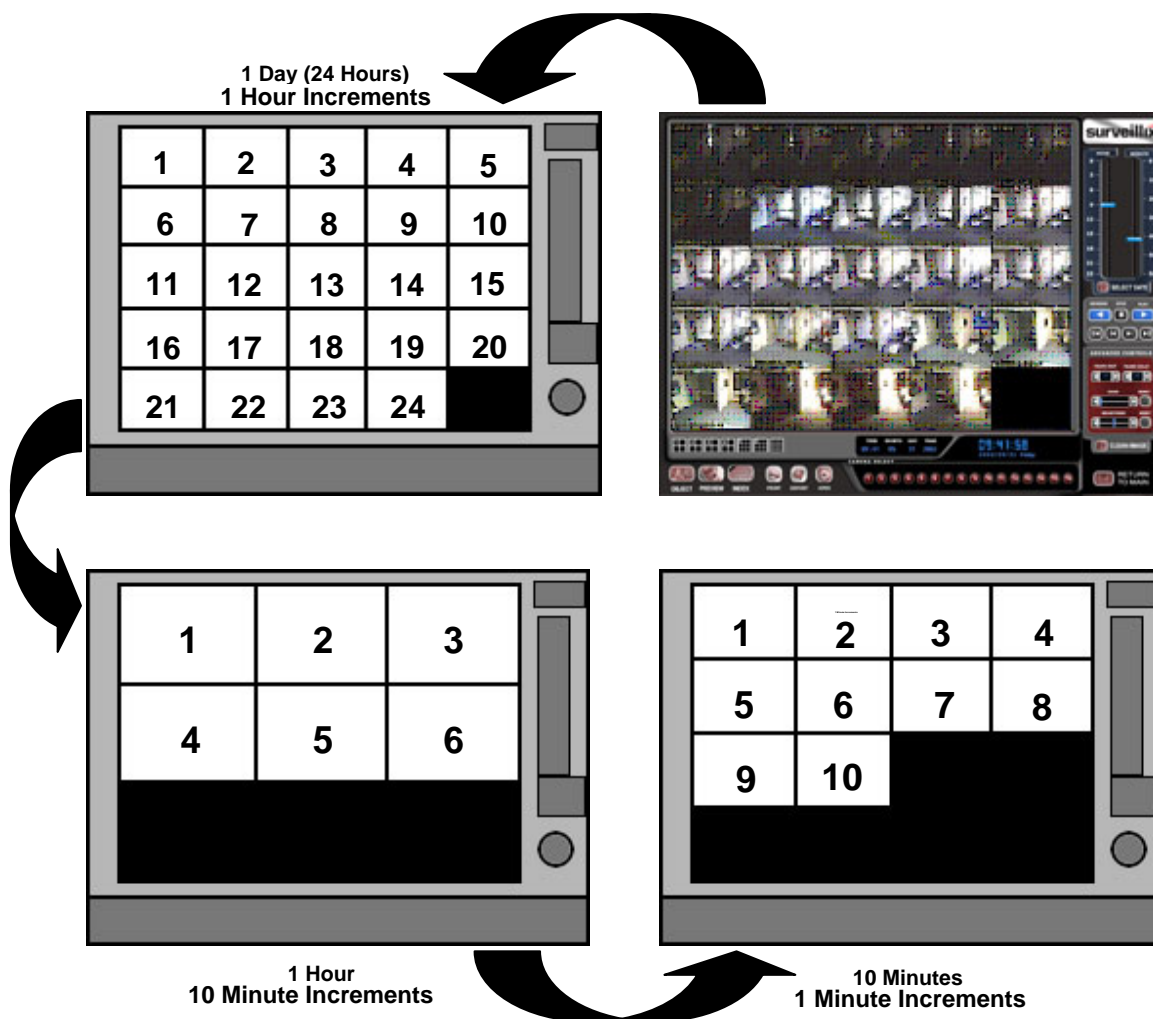
Preview Search can be used in a number of circumstances to quickly find an exact moment where an event, such as a theft, occurred. The Preview Search gives a 24 Hour visual overview of a single camera by separating a 24 hour period (1 day) into 24 images, one image for each hour of the day. The search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

These example images 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), a new screen appears with 6 images. Each of these images represents a 10 minute segment of video within the selected hour.

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).



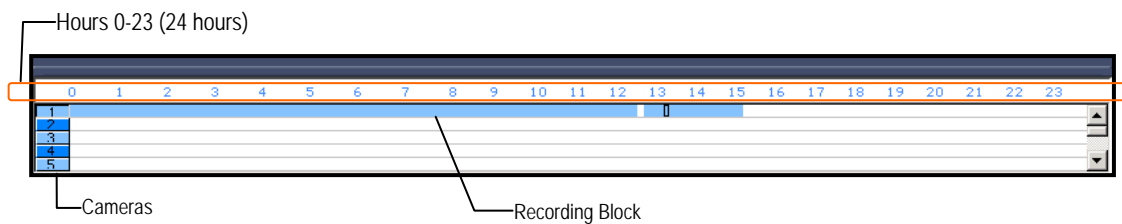
## Performing a Preview Search

1. Select a single camera by either turning off all cameras but one or double-clicking a displayed image.
2. Click **Preview Search**. 24 images display. If there is no recorded video during a portion of the day, "No Image" will be displayed where the image should be.
3. Refine the search by double-clicking on an image to select it. 6 images display. If needed, return to the previous 24-image view by right-clicking on an image.
4. Refine the search by double-clicking on an image to select it. 10 images display. If needed, return to the previous 6-image view by right-clicking on an image.
5. Double-click an image to select the 1-minute segment of video to play. A single image displays. If needed, return to the previous 10-image view by right-clicking on an image.
6. Use the Play controls to play the video of the selected segment.
7. To exit out of the **Preview** search with the current image still selected, click **Preview Search** again to clear it.

## GRAPHIC SEARCH

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The Graphic Search option displays video in graph format.

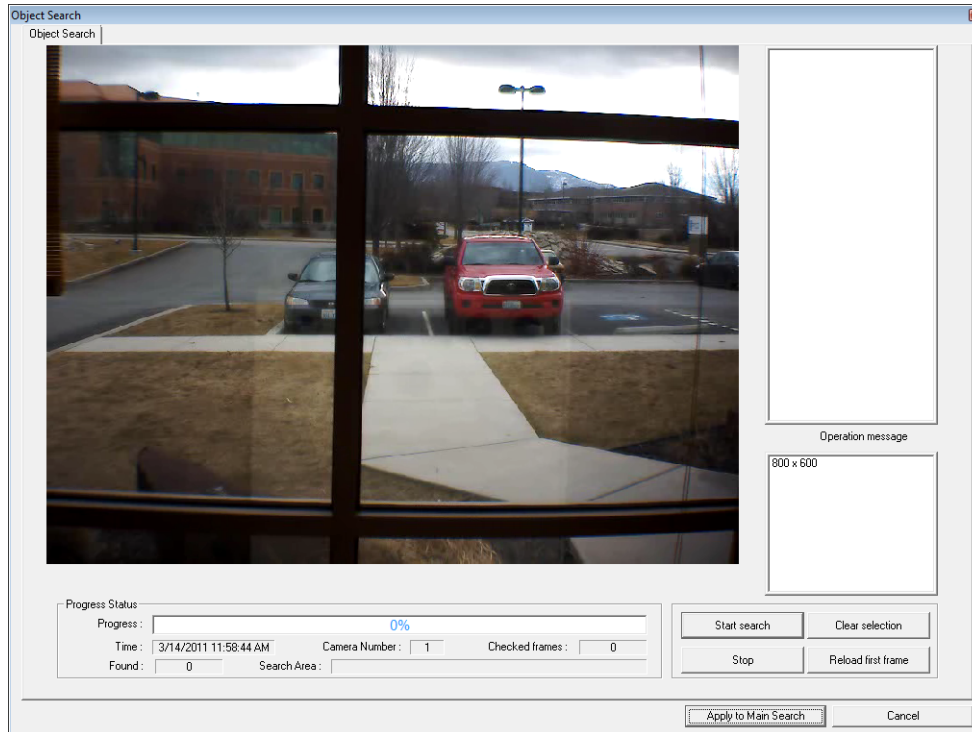


## Performing a Graphic Search

1. Click **Graphic Search** and then click **Recording Status** on the **Search** screen.
2. Click the calendar icon to select a day.
3. Click on an area of the blue recording block. Only one camera can be displayed at a time.
4. Recorded video from the corresponding camera and time block will display above.
5. Use the mouse or arrow buttons to move through recording blocks and view video.

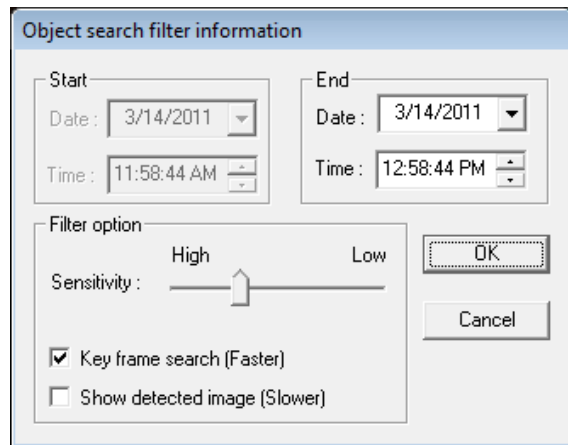
## OBJECT SEARCH

Object Search is a powerful search utility that is used to search a region on the video for any motion changes. Results are neatly displayed and can be viewed quickly.



### Performing an Object Search

1. Perform a Basic Search. See the instructions on Performing a Basic Search.
2. Select a single camera, either by turning off all cameras but one or by double-clicking a displayed image.
3. Click **Object Search** on the **Search** screen.
4. Click and drag the mouse on the video display to define a motion region area. Resize by pulling on the small square boxes located on the outer perimeter of the area.
5. Click **Start Search**, the **Object Search Filter Information** window will open
6. Select an **End** date/time. One hour is the default setting.
7. Adjust the sensitivity if necessary.
8. Click **OK**.
9. Select a motion event from the search results list displayed on the right
10. Click **Apply to Main Search** to display the selected image in the main **Search** screen and to use play controls
11. To start a new object search using the original image, click **Reload First Frame**.
12. To exit **Object Search** without selecting an image, click **Cancel**.



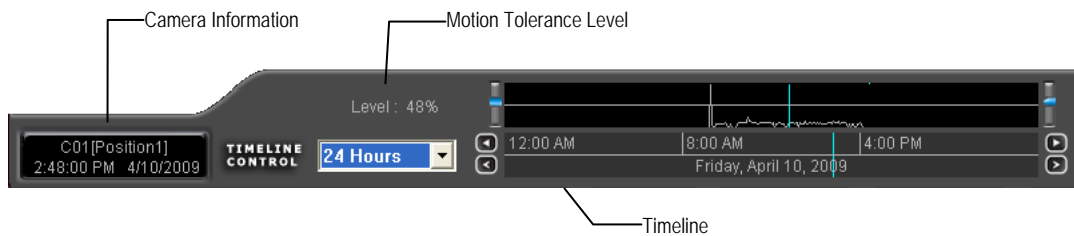
## MOTION SEARCH

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The Motion Search provides a dynamic display of the levels of motion in recorded video. Adjust the level of motion to only play clips of video at or above that level. Motion Search allows you to see levels of motion during the selected day and search peak motion times for activity.

**Tip** To enable motion data to be saved for Motion search, ensure that you select the following settings:  
On the **Motion** setup page under **Motion Regions**, select the **Detect Detail Motion Area** check box.  
On the **General** setup page under **Display**, select the **Motion Detect on Continuous Recording** check box.

**Note** Motion Search is only available for newly recorded video; it is not compatible with video recorded prior to version 3.6.



### Performing a Motion Search

1. From the **Search** screen select a camera. Motion Search can only be performed on one camera at a time.
2. Click **Graphic Search** and then click **Motion Search**.
3. Click the calendar icon to select a day.
4. Adjust the motion level line.
5. Adjust the timeline display settings.
6. Click the play button to start playback.

**Tip** You can drag the blue line on the Timeline or motion level box to adjust the time.

## AUDIO PLAYBACK

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Audio is played back at 48,000Hz.

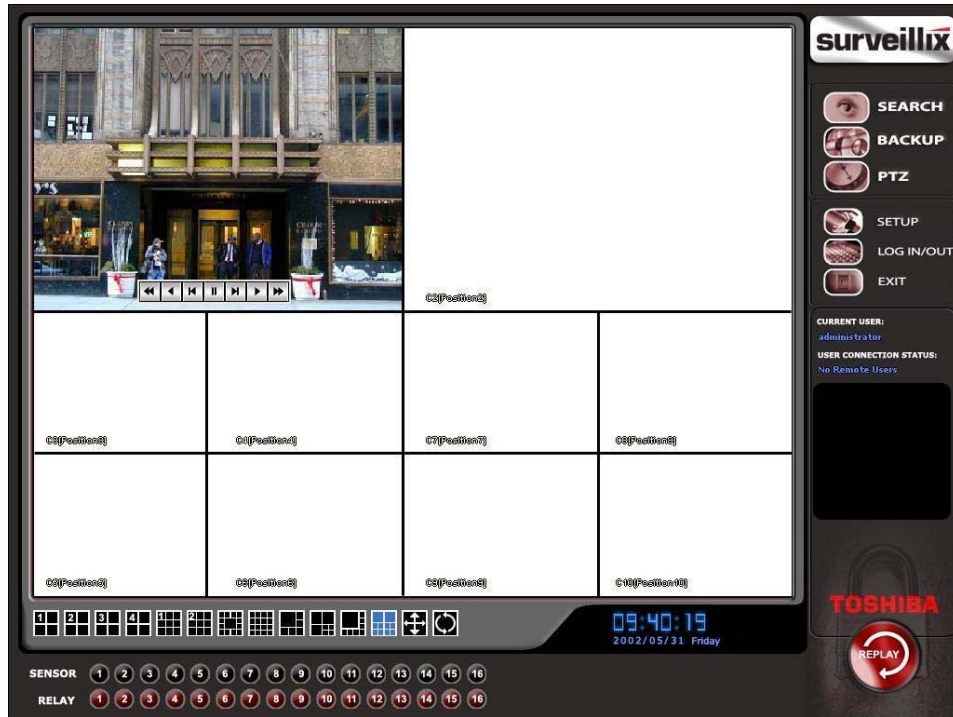
To play audio with the video:

1. Select a single camera by turning off all cameras but one using the Camera Select buttons. The audio buttons will be displayed.
2. Select a single audio channel to play. When an audio channel is selected, the Time Sync button will be automatically selected.
3. Click Play.



## SEARCH IN LIVE

The Search in Live feature allows users to review events immediately while monitoring live video. Pause, rewind, and resume live video within seconds of an alarm event or suspicious activity.



1. Move the mouse cursor over the desired live video display on the Live Display screen.
2. Press the scroll button on the mouse.
3. The search in live Controls will display at the bottom of the image.
4. Use the controls to pause, rewind, move frame-by-frame or resume playing as desired.



# PAN / TILT / ZOOM

This chapter includes the following information:

- Overview
- Setting up the PTZ
- Creating and Viewing a Preset Position
- Creating and Viewing a Preset Pattern

## PAN / TILT / ZOOM OVERVIEW

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The PTZ controls within the recorder allow for powerful control over the cameras. This can be extremely beneficial by increasing the usefulness of the recorded video. Using the PTZ controls you can create custom preset configurations that can continuously sweep across large areas.

**Note** PTZ setup and control is only available for supported video encoders with a PTZ RS-485 pass-through.

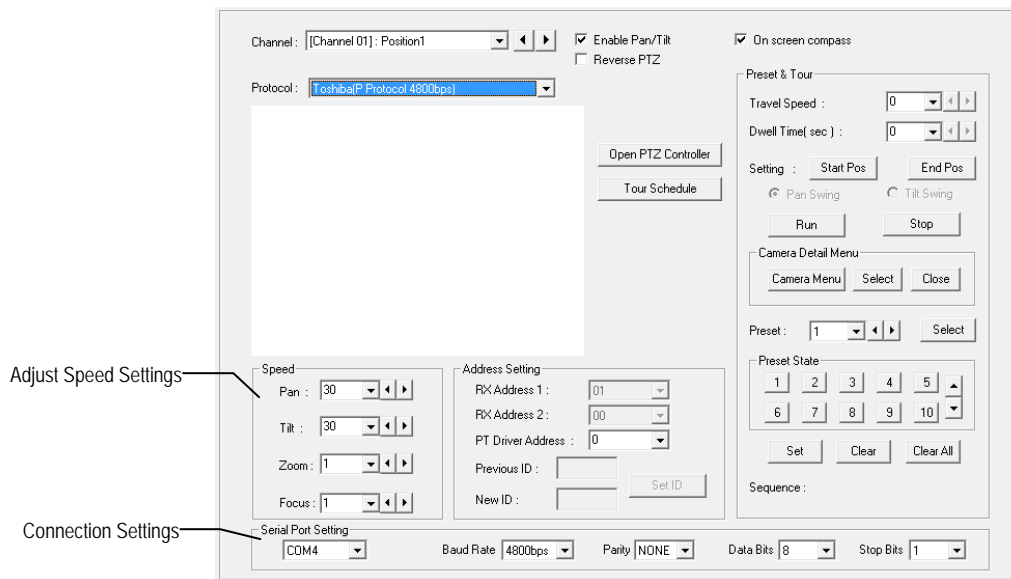
### Enable the PTZ Settings

1. Inside the recorder PTZ Setup, select the PTZ camera using the Camera Channel list.
2. Enable the PTZ functions of the camera by selecting the **Enable Pan/Tilt** check box.
3. Select the appropriate **Protocol** and set the **PTZ Driver Address** and **Serial Port Settings** (See Advanced PTZ Setup in this chapter).

**Note** The majority of major PTZ manufacture protocols are included in this software. Refer to the Supported Protocols list in this manual.

4. Click **Apply** and then click **Exit**.
5. From the Display screen, click **PTZ** (See the chapter on NVR Basics). The PTZ Controller will open.
6. Select the PTZ camera to control by clicking on its video on the display screen. The camera number will appear inside the PTZ controls.
7. Using the PTZ controls, move the PTZ around.

## ADVANCED PTZ SETUP



**Note** Preset and Tour options may vary depending on the camera

### Creating and Viewing Preset Positions

A Preset Position is a user-defined location where the camera can be pointed, zoomed in, and focused. Preset positions can be defined and labeled if the camera supports this.

#### Creating a Preset

1. Inside Setup, click PTZ and select the camera.
2. If the camera is already selected click **Open PTZ Controller**.
3. Move the selected camera to the desired position using the Pan/Tilt/Zoom/Focus controls.
4. In the **Preset & Tour Detail** section, choose a Preset # (1-10) using the list or the Right and Left Arrow buttons and click **Select**.



**Note** Preset positions can also be created using the advanced buttons on the PTZ graphical controller.

#### Viewing a Preset

1. From the Display screen select the PTZ camera by clicking on it.
2. Using the keyboard click the number keys corresponding with the Preset Positions. The camera will move to the saved Preset.

## PTZ Address Settings

Some protocols support software address settings.

The **RX Addresses** and **ID settings** are compatible with a particular line of receivers that support 2 ID addresses.

The **PT Driver Address** is associated with the PTZ ID address set on the camera. The addresses must match for the recorder to communicate with the proper PTZ camera. This is especially important when a large number of PTZ cameras are connected to the recorder.

**Note** To select a PT Driver Address of 129-254, manually enter the ID in the box.

Address Setting

RX Address 1 : 01

RX Address 2 : 00

PT Driver Address : 0

Previous ID :

New ID :

Set ID

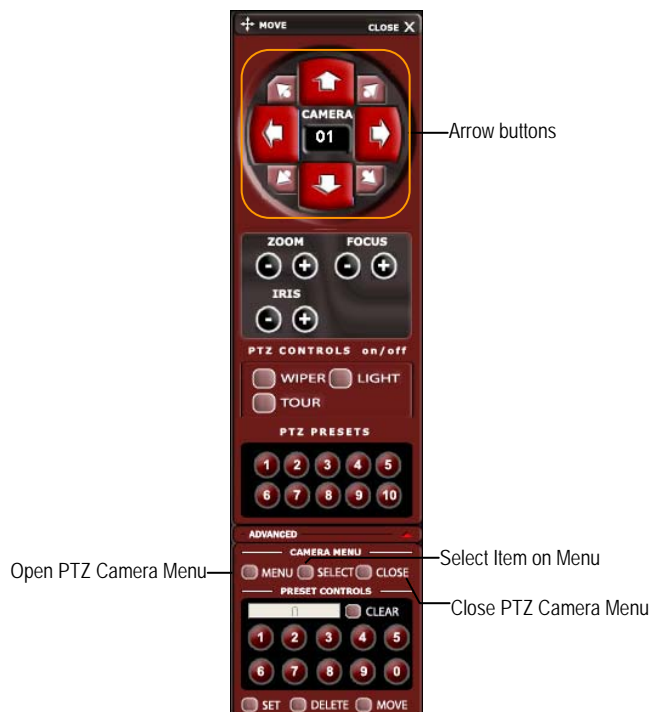
## ACCESSING PTZ MENUS

Some protocols support the ability to access the Internal PTZ Onscreen menu.

Since every PTZ camera is different, the functions of these options can vary slightly.

The Surveillix recorder provides an easy way to access the cameras options. For explanations of what those options are please refer to the manual that came with the camera.

**Note** Use the arrow buttons on the PTZ controller move through the PTZ menu options and/or highlight options.



## CONTROLLING A PTZ CAMERA

The Surveillix recorders provide control for a PAN/TILT/ZOOM camera in two different ways.

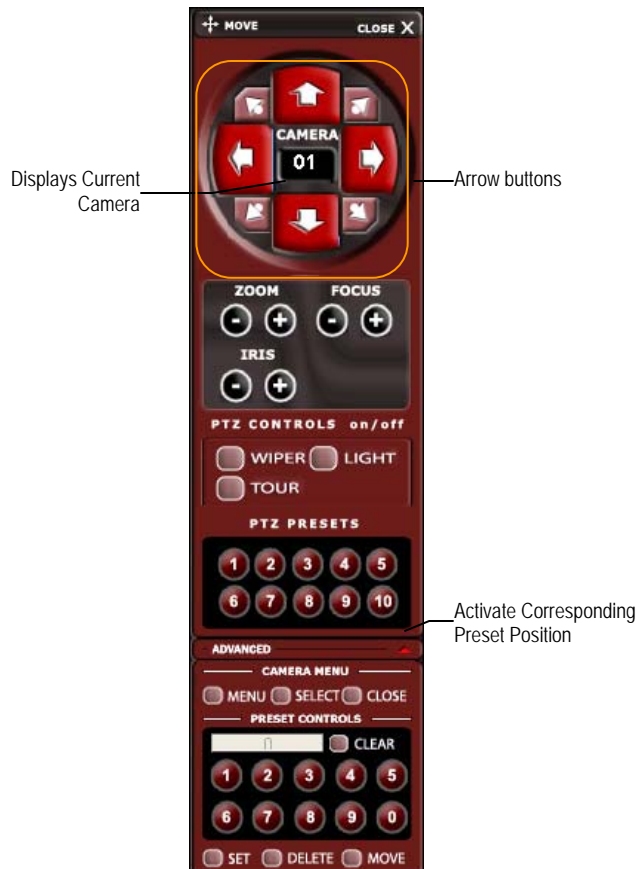
The first method is to use the Graphical PTZ Controller that appears when the PTZ button is clicked on the Display screen.

The second method is to use the mouse to control the camera directly from the live video display. (On-Screen Compass)

### Using the Graphical PTZ Controller

1. Use the Arrow buttons to control the direction of the PTZ camera.
2. To select a new camera, click the video display of a different camera on the Display screen display.

**Note** Eight directions are available only for select protocols. Only four of the PTZ Control buttons work for all protocols (UP, DOWN, LEFT, RIGHT).



## Using the On-Screen Compass

1. Click **Setup** on the Display screen.
2. Click **PTZ**.
3. Select the **On Screen Compass** check box to enable the feature.
4. Click **Apply**.
5. Click **Exit** to return to the Display screen.
6. Click **PTZ**.
7. Control the PTZ by dragging the mouse on the screen in the desired direction.



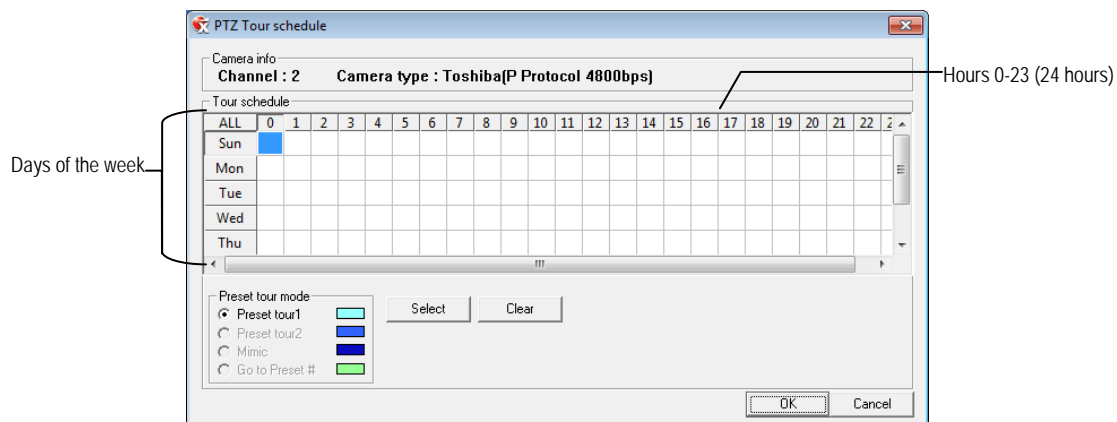
**Note** A green line will appear to show the direction the PTZ will move. The shorter the line the less the PTZ will move. The longer the line the more the PTZ will travel in the specified direction.

## UNDERSTANDING TOURS



<b>Travel Speed</b>	The speed between one Preset position to the next
<b>Dwell Time</b>	The length of time (in seconds) that a PTZ Tour displays a Preset Position.
<b>Setting: Start Pos / End Pos</b>	Define a Mimic Tour. The Start Position button begins the 'recording' process. The Stop Position button ends it.
<b>Pan Swing / Tilt Swing</b>	This option enables the Horizontal (Pan) or Vertical (Tilt) 'Guard Tours'.
<b>Run / Stop</b>	Runs the selected Pan or Tilt Tour.

## PTZ Tour Schedule



### Create PTZ Tour Schedule

1. Click **Setup** on the Display screen.
2. Click **PTZ**.
3. Select the desired PTZ camera channel from the **Channel** list.
4. Click **Tour Schedule** to open the **PTZ Tour Schedule** window.
5. Click and drag the mouse cursor to select blocks of time (hours 0-24) on the desired days of the week.
6. Click **Select**.
7. When finished click **OK** to save changes and close the window.



# BACKING UP VIDEO DATA

This chapter includes the following information:

- Overview
- Saving Video to a DVD
- Saving Video from a Single Camera
- Scheduling Regular Video Backup

## BACKUP OVERVIEW

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The Backup Center allows you to back up recorded video data from multiple dates and times to one or more locations including the DVD-RW drive, Network Storage Locations, and External Hard Drives.

The recorder can easily backup important video data to an internal or external media location. The most commonly used forms of this are CD-R/RWs, External USB or FireWire Hard Drives, and Network Drives. Every recorder comes equipped with a DVD-RW drive, USB port, and Network Adapter.

The recorder is capable of performing a backup to multiple CD/DVDs when the file sizes exceed the capacity of a single disk. You may also specify multiple locations for backup as well as the order they are recorded to.

The recorder backs up video data using a proprietary compression format that can only be read by the Surveillix Backup Program. This ensures the integrity of the data.

Throughout the backup process the recorder will continue recording without interruption. This is the result of the tremendous multiplexing power of the recorder, which allows it to perform virtually all functions without disrupting the recording process.

### Nero® Express

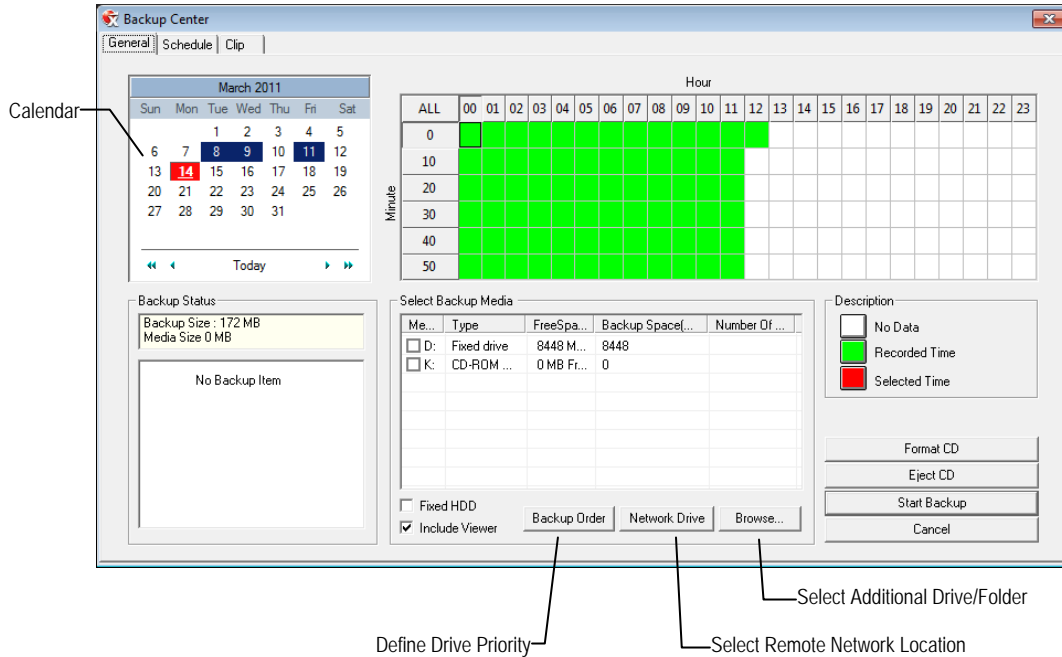
The recorder uses Windows® 7® Embedded running Nero® Express 7.0 to write data to the DVD-RW Drive. This solution allows the recorder software to read and write data to the DVD-RW Drive without formatting the disk first.



**CAUTION:** Although many features are available within Nero, it is highly recommended that you do NOT use any features other than those necessary for the standard backup of video data as outlined in this section, loss of information or software instability may result.

## General Screen Overview

The General Backup Screen is used for performing bulk backup of video recorded by all cameras for a selected period, or periods, to a specified storage location.



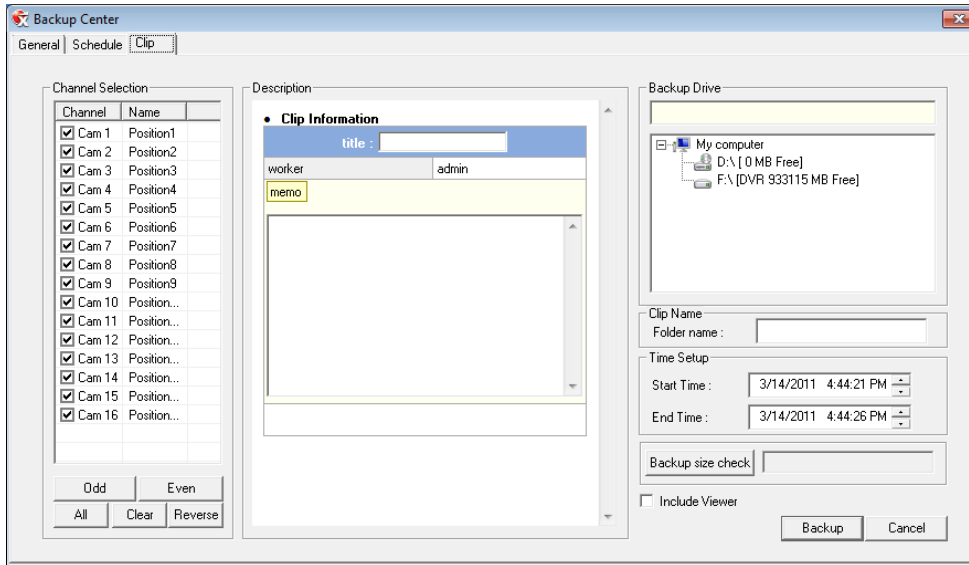
<b>Hour / Minutes</b>	Recording data displays in hourly (24 horizontal columns) and 10-minute (6 vertical cells) segments. Green cells indicate time with recorded video. Red cells indicate time selected for backup.
<b>Backup Status</b>	Displays the size of all video currently selected for backup, the available size of the media currently selected for backup to, and the dates and times of video currently selected for backup.
<b>Fixed HDD</b>	Display all Hard Drives

## Performing a General Backup

1. Click **Backup** on the Display screen.
2. Select the date or dates to back up using the calendar. Dates highlighted in blue contain recorded data.
3. Select the blocks of time to back up using the Hour/Minute grid. Blocks of time with recorded video are highlighted in green. Blocks of time selected for backup are highlighted in red.
4. Select the backup drive or drives under **Select Backup Media**, or click **Network Drive**, or **Browse**. When selecting the CD-RW Drive you must specify the number of CDs to use for backup.
5. Click **Backup Order** to set the backup order.
6. Select the **Include Viewer** check box to include the Backup Viewer Application.
7. Click **Start Backup** to begin the backup process. A progress bar will be displayed in the lower right corner of the Display screen.

## Clip Screen Overview

The Clip Screen is used for backing up video recorded by individual cameras for a selected period of time to a specified storage location



## Performing a Clip Backup

1. Click **Backup** on the Display screen.
2. Click the **Clip** tab at the top of the **Backup Center** window.
3. Set the **Start Time** and **End Time** under **Time Setup**.
4. Select the cameras to back up in the **Channel Selection** box.
5. Select the **Backup Drive** to save the backup video to.
6. Type the **Folder name** for the clip files under **Clip Name**.
7. Select the **Include Viewer** check box to include the Backup Viewer Application.
8. Enter pertinent clip information into the **Clip Information** section in the **Description** box.
9. Click **Backup size check** to confirm the file size of the clip backup.
10. Click **Backup** to begin the backup process. A progress bar will be displayed in the lower right corner of the Display screen.

## Scheduled Screen Overview

The Scheduled Backup Screen is used for performing bulk backup of video recorded by all cameras for a selected period, on a regular scheduled basis (1-24 hours). The Scheduled Backup Screen is similar to the General Backup Screen.

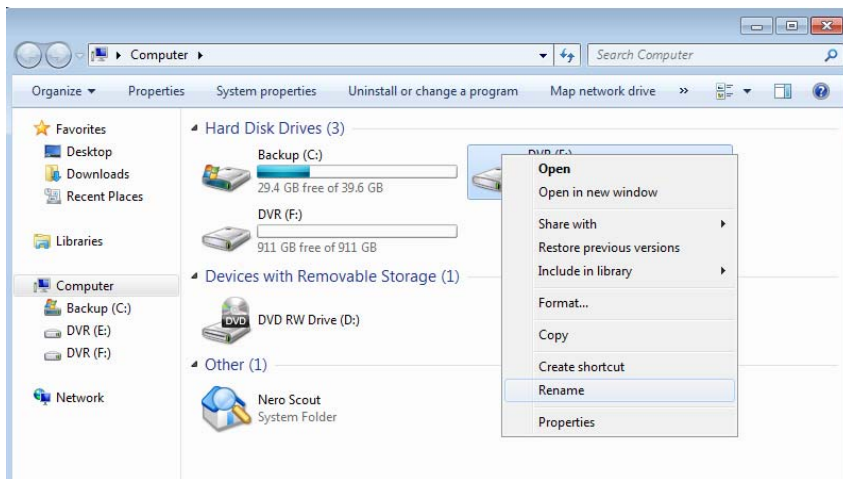
### Performing a Scheduled Backup

1. Click **Backup** on the Display screen.
2. Click the **Schedule** tab at the top of the **Backup Center** window.
3. Select the blocks of time to back up using the Hour/Minute Grid. Blocks of time with recorded video are highlighted in green. Blocks of time selected for backup are highlighted in red.
4. Set the **Backup Time** to perform the backup.
5. Set the **Repeat Backup(Daily)** time to specify the number of hours between backup procedures (between 1 and 24 hours).
6. Select the **Backup Drive** to save the backup video under **Select Backup Media** or click **Network Drive**. To save to a local drive or partition you must first rename the location "Backup".
7. Select the **Overwrite on Disk Full** check box to overwrite previous backup files when the disk becomes full.
8. Click **Save Backup Setting** to save the current backup setting and return to the Display screen.

### Specifying Scheduled Backup Drives

In order to use the Scheduled Backup feature one or more storage drives or partitions connected to the recorder must be specified as a backup drive.

1. Exit and restart in Windows mode.
2. Double click the **My Computer** icon on the recorder desktop. A file menu will be displayed.
3. Right-click the desired drive to specify as a backup drive for Scheduled Backup and click **Rename**. Rename the drive to 'Backup'. Repeat this process for all drives to use for Scheduled Backup. To remove a drive from use for Scheduled Backup, change its name to something other than 'Backup'.
4. Restart the Surveillix application and return to the **Schedule** tab in the **Backup Center** window.



# LAN / ISDN / PSTN CONNECTIONS

This chapter includes the following information:

- Overview
- Configuring TCP/IP Settings
- Connecting to a LAN
- LAN / ISDN / PSTN Connections

## LAN OVERVIEW

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The recorder can be easily connected to a Local Area Network (LAN) and uses Microsoft's® powerful and secure Windows® XP Embedded operating system. This allows for easy and well-documented instructions on setting up LAN connections no matter what type of LAN you want to use.

A LAN is a group of computers and other devices dispersed over a relatively limited area and connected by a communications link that allows one device to interact with any other on the network.

There are many reasons why using Microsoft® Windows® XP Embedded is superior to other platforms when running on a LAN. The number one reason is security. Windows XP Embedded is based on NT technology, which, historically has boasted the most reliable and secure Operating System in the world. Running the recorder on a secure network is important to prevent unwanted users from gaining access to confidential information. Unwanted users can compromise the integrity of the confidential data being stored and viewed, and in extreme circumstances can cause irreparable damage to the network.

Since connecting the recorder to a network can be extremely complex (depending on the network), this Surveillix recorder manual will cover only the basics. It is suggested that the recorder administrator consult the Vendor or IT Administrator before attempting to create or connect to a LAN.

## CONNECTING TO A LAN USING TCP/IP

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The networking options of the recorder can create and edit all Network settings available on Windows XP Embedded. The recorder comes equipped with a 10/100 Network Interface Card (NIC). This card uses a standard RJ-45 connector.


### Configuring TCP/IP Settings

1. On the Display screen, click **Exit** and select **Restart in Windows Mode**.
2. Right-click the **Network** icon located on the desktop and select **Properties**.
3. Click **Local Area Connections** and then click **Properties**.
4. Select the Internet Protocol (TCP/IP) by clicking on it once. Once it is highlighted, click **Properties**.
5. Select **Use the Following IP Address** option. Enter the **IP Address** and **Subnet** mask appropriate for the network. It is recommended to contact the Network Administrator for appropriate IP settings.

**Example:**

- a. Common IP addresses are 10.0.0.25
- b. Common Subnet masks are 255.255.255.0

**Note** In order to connect to the recorder through a remote LAN connection, a static IP address must be assigned. If the network assigns the IP address automatically (DHCP), contact the Network Administrator for help assigning a static IP address.

6. If the network requires you to specify the DNS information, enter it now by selecting the appropriate DNS options.
7. When finished configuring the TCP/IP settings click **OK** to close the **Internet Protocol (TCP/IP) Properties** window.
8. Click **OK** to close the **Local Area Connection Properties** window.
9. It may be required to restart Windows for the changes to take effect. Restart windows by clicking the Start button  on the desktop and clicking **Restart**.

# LDAP INTEGRATION

This chapter includes the following information:

- Installing LDAP



## FEATURES

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The instructions below are for LDAP Integration with Server Software version 3.6.36 and above.

- The recorder server does not need to be joined to the Domain. The recorder server will query the LDAP server for accounts and authorization levels.
- The recorder server creates groups within Active Directory for each of the permissions on the recorder. Simply join a Domain user to these groups to provide access to that function in the recorder.
- Recorder access within Active Directory is based on the Site Code within the recorder software. This allows an administrator to group recorders with the same Site Code.
- Remote and Multi-Site management software works with LDAP logins.

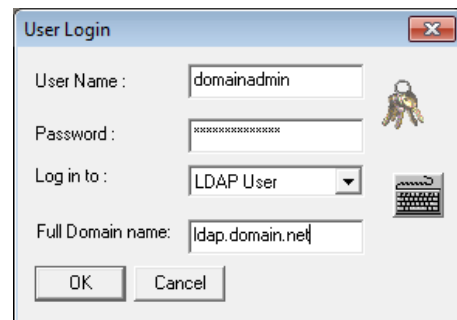
## INSTALLING LDAP

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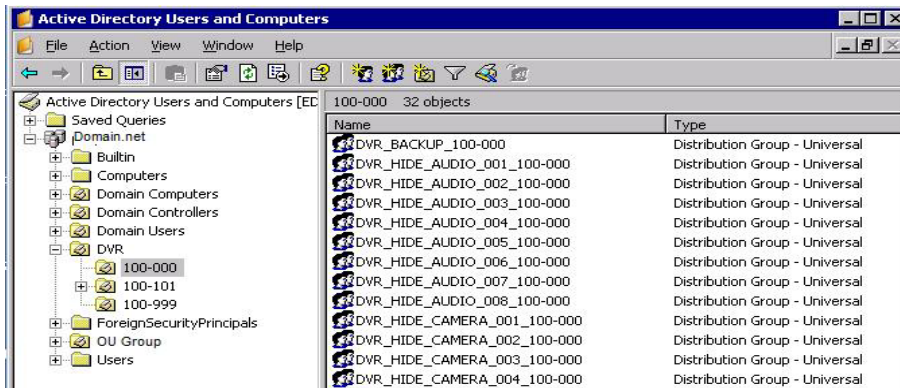
### Required Items

- Name of LDAP server.
  - Account in LDAP server that has Domain Admin rights. This user will be used initially to create the OU's and Groups within Active Directory.
1. Verify that the recorder server is connected to a network that has a valid LDAP (Active Directory) server. Ensure that the TCP/IP settings are configured correctly for DNS resolution and gateway if needed. Check to verify that you can ping the LDAP server without issues.
  2. Set up **DVR Site Code** to be used for LDAP authorization. The default will be 100-000. This site code can be used to group recorders together within Active Directory.
    - a. Log in to the recorder using the local recorder administrator account (non-LDAP).
    - b. Navigate to the Setup -> Information tab and change the Site Code.
  3. Log on to the recorder server with the domain account with administrator privileges (see above required items). If successful, the recorder will log the administrator user on without any error messages. You may log off the recorder once this is completed without errors.

**Note** If you encounter an error please verify that the above required items are correct.



- Go to the Active Directory Users and Computers application. You should now see an OU called DVR with an OU inside of it named the same as the Site Code above (example 100-000).



- You can now add users within Active Directory to the groups the recorder has created. When a user belongs to a group he or she will have access (or be denied access in the case of Audio or Camera channels) to that permission on any recorders with that site code.

Group	Description
DVR_BACKUP_100-000	Backup access to DVRs with site code 100-000
DVR_HIDE_AUDIO_0XX_100-000	Hides audio channel XX for site code 100-000
DVR_HIDE_CAMERA_0XX_100-000	Hides camera XX for DVRs - site code 100-000
DVR_INSTANT_100-000	Instant recording access to DVR
DVR_PTZ_100-000	PTZ access to DVRs - site code 100-000
DVR_PTZEX_100-000	Access to advanced PTZ control
DVR_RELAYOUT_100-000	Access to toggle relays from live view
DVR_SEARCH_100-000	Access to search on DVRs - site code 100-000
DVR_SETUP_100-000	Access to setup on DVRs - site code 100-000
DVR_SHUTDOWN_100-000	Grants the ability to shut down the DVR server

**Note** The above site codes may be different depending on what site code the recorder server had when it was logged into LDAP.

- You can now log into the recorder server using any of the Active Directory users who belong to one of the above groups.

# WEB VIEWER

This chapter includes the following information:

- Overview
- Configuring the Web Viewer

## WEB VIEWER OVERVIEW

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The recorder allows you to access video using Microsoft® Internet Explorer® 7.

### Highlights:

View Live Video from most computers

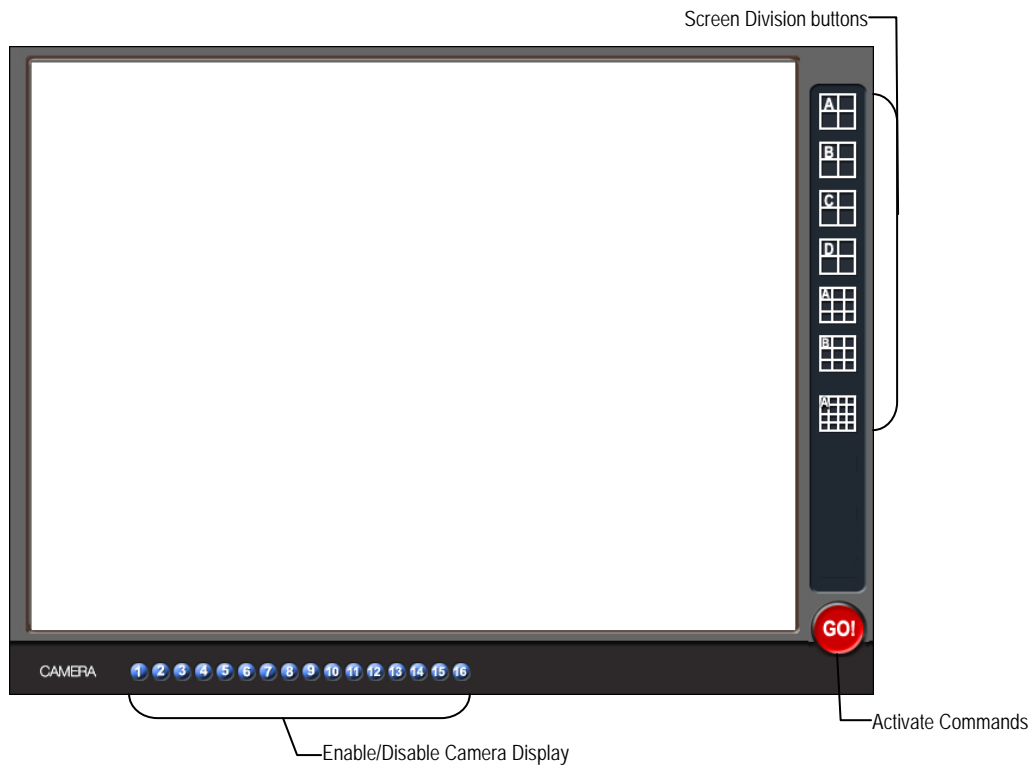
Username and Password protected

Easy to use graphical interface

### Basics:

75 users can access the Web DVR simultaneously. The Web Viewer is an easy, secure way to view live video from virtually any computer with an internet connection using Microsoft Internet Explorer.

In order to log in to the recorder server, a user account must be made for the user. This ensures that only authorized personnel are allowed to log in. In addition, each user can be assigned different privileges that allow them or deny them access to different functions. For example, a user can be granted access to only view cameras 4, 8 and 16.



## Configuring the Server for Remote Connection

1. Click **Setup** on the main display screen.
2. Click **Network**.
3. Clear the **Disable Remote Control** check box. You should now be allowed to adjust port settings if necessary.

**Note** If you are using a Firewall, it may be necessary to adjust the port settings on both the recorder and the Firewall. Contact the Network Administrator for more information.

4. Select the **Web Viewer (iDVR)** check box.
5. Click **Apply**.
6. Make sure a User account is created. Without a user account, the Administrator account must be used.
7. The recorder server is now ready to receive incoming connections.

## Connecting to a Recorder Using Web Viewer

1. Open Microsoft Internet Explorer.
2. Type the IP address of the recorder into the Address Bar.
3. When attempting this for the first time on a computer a window will open and you will be asked to accept an Active X installation. Select **Yes** to this.

**Note** If you receive a message saying Internet Explorer® security settings do not allow you to download Active X components then you will need to adjust the browser security settings. One way to do this is to add the IP address of the recorder to the trusted sites list inside Internet Explorer® settings. Contact the System administrator for additional help with adjusting Internet Explorer® settings.

4. When the Web Viewer finishes loading, select one or more cameras (or select a screen division button).
5. Click **GO!**
6. A login window will appear. Enter the **Username** and **Password** of an authorized user.
7. The cameras will display.

## Closing the Web Viewer

To exit the Web Viewer close Internet Explorer.

# INCLUDED SOFTWARE SETUP

This chapter includes the following information:

- iPhone App Overview
- Emergency Agent Overview
- Remote Software Overview
- Digital Verifier
- Backup Viewer

## IPHONE APP OVERVIEW

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The Surveillix iPhone software allows you to access your Surveillix recorder from almost anywhere on your iPhone, iPod Touch or iPad. View live video of your cameras using a simple interface. The information below describes how to connect to your Surveillix recorder using the Surveillix iPhone app and view live video.

### Minimum Requirements

- Surveillix recorder
  - DVS (v4.0+)
  - XVS (v4.0+)
  - NVS (v4.0+)
  - IPS (v4.0+)
- Supported models:
  - Apple iPhone 3G, 3GS, 4
  - Apple iPod Touch
  - Apple iPad
  - Internet connection to the recorder

### Application Features

- Live View (Single and Multi view options available)

## DOWNLOADING THE APP

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1. From your Apple iPhone or iPod Touch, tap the App Store icon.

**Note** To install an application from the App Store, you must have a valid Apple iTunes account.

2. Tap **Search** and type *Surveillix*.
3. Follow the instructions to download and install the application.
4. When the application is successfully installed, the **Toshiba Surveillix** icon will appear on the device.

## RECORDER CONFIGURATION

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Verify that the recorder is connected to the network. Enter **Setup** on the recorder, and then click **Network** to verify the network settings. If you are accessing the recorder from outside your network (using 3G or public wi-fi), verify that the correct ports are forwarded to the recorder (the default ports necessary for remote connections are 2000 and 2002).

## ADD A DVR SITE

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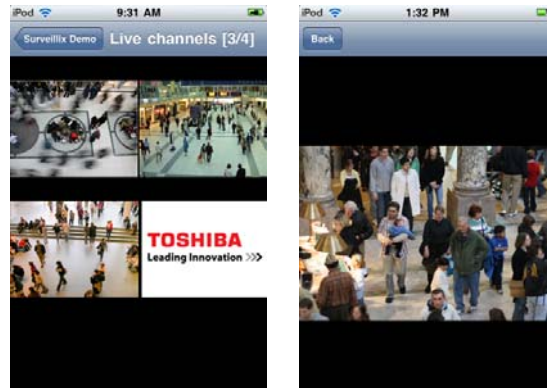
1. Launch the iPhone app.
2. Tap **Add**.
3. Tap **New DVR**.
4. Type a **Name** to identify the DVR.
5. Type the **IP Address**, **Port**, **ID** and **Password** of the DVR.
6. Tap **Connect**.



## VIEW LIVE VIDEO

When the recorder is connected, the iPhone screen will display the first four channels in quad view. To view the remaining channels, swipe the screen from right to left.

Tap a single channel to open full screen. To return to the multi-camera view, tap the screen to display the title bar and then tap **Back**.





## EMERGENCY AGENT OVERVIEW

The Emergency Agent software is a utility that streams video across a Local Area Network to a Client PC when an alarm is detected on the recorder. The video that streams across can be stopped, played forwards and backwards, in slow motion or real speed.

The utility is loaded at startup and placed in the taskbar. It constantly monitors for a signal from the recorder. When an alarm signal is detected the Emergency Agent Image Viewer window opens and starts playing the video from the camera associated to the alarm.

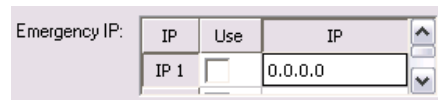
### Configuring the Recorder

To enable the Emergency Agent on the recorder follow these steps:

1. Enter Setup and confirm you are in the Camera Setup menu.
2. Select a camera and then associate sensor(s) to that camera using the Sensor Connection check boxes.
3. Click the Network Setup button and make sure that Disable Remote Control is cleared.

**Note** The Emergency Agent uses one port to transfer the data through (the Emergency Port). The port can be adjusted inside the Network Setting menu if necessary. It is recommended that the default setting should be used unless the port must be changed.

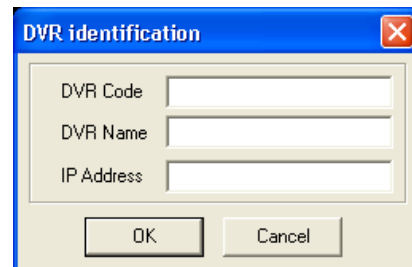
4. Click the Schedule Setup button. Enter the IP Address of the computer running the Emergency agent software.
5. Click the box next to the IP Address to enable it.
6. Select the Sensor radio button.
7. Create a schedule for the appropriate sensor
8. Click Apply.



### Configuring the Client PC

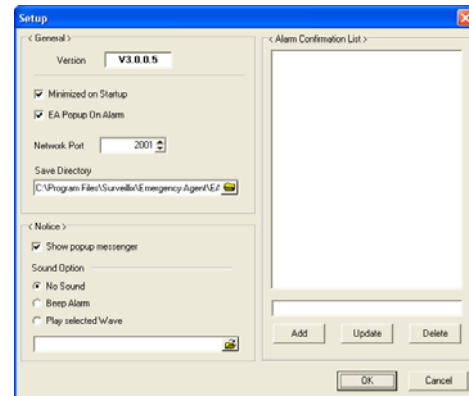
All configurations take place in the Emergency Agent window on the Client PC for descriptions and locations of the buttons and features of the Emergency Agent window refer to the Emergency Agent window section later in this chapter.

1. Open the Emergency Agent window on the Client PC - **Start > All Programs > Surveillix > Emergency Agent > Emergency Agent**
2. Right-click in the DVR list and select **New**. Enter the **DVR Code**, **DVR Name**, and **IP Address** of the recorder. Click **OK**
3. Click the **Options** menu and select **Setup**.
4. Confirm that the **Network Port** in the **Setup** window is set to the same number as the Emergency Port in Network Settings on the recorder. If the numbers are different adjust the **Network Port** on the client PC to match the recorder.
5. Click **OK**.
6. Restart the Client PC.

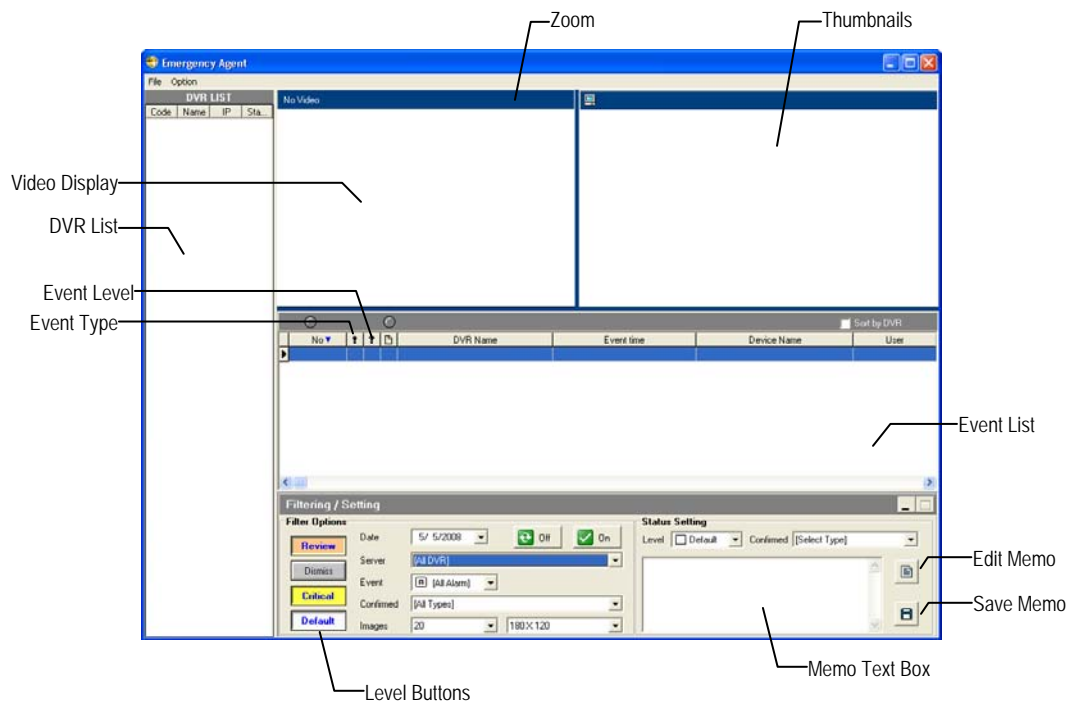


## Setup Window

- Network Port** Indicates the port which the Emergency Agent uses to listen for incoming events. This number should be changed to the same number as is set in the Emergency Port in Network Settings on the recorder.
- Save Directory** Sets the location that recorded video footage is saved to.
- Notice Options** Configuration settings for activating an audible indicator or popup window when the Emergency Agent receives an event.



## EMERGENCY AGENT WINDOW

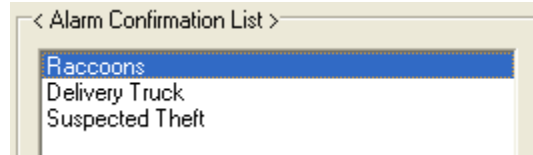


## Filter Event List

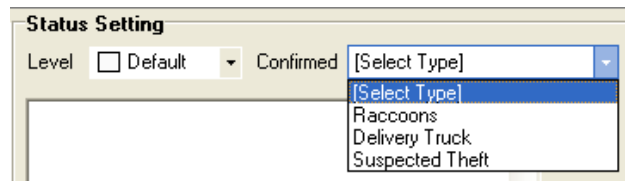
1. Select a recorder from the DVR List in the Filter Options section.
2. Select the Date to include.
3. Select the type of Events to include.
4. Select the event levels (**Review**, **Dismiss**, **Critical**, **Default**).
5. Click the **On** button to display filtered event listings.

## Add Items to Alarm Confirm List

1. From the **Option** menu, click **Setup**.
2. Type the desired text in the box below the **Alarm Confirmation List**.

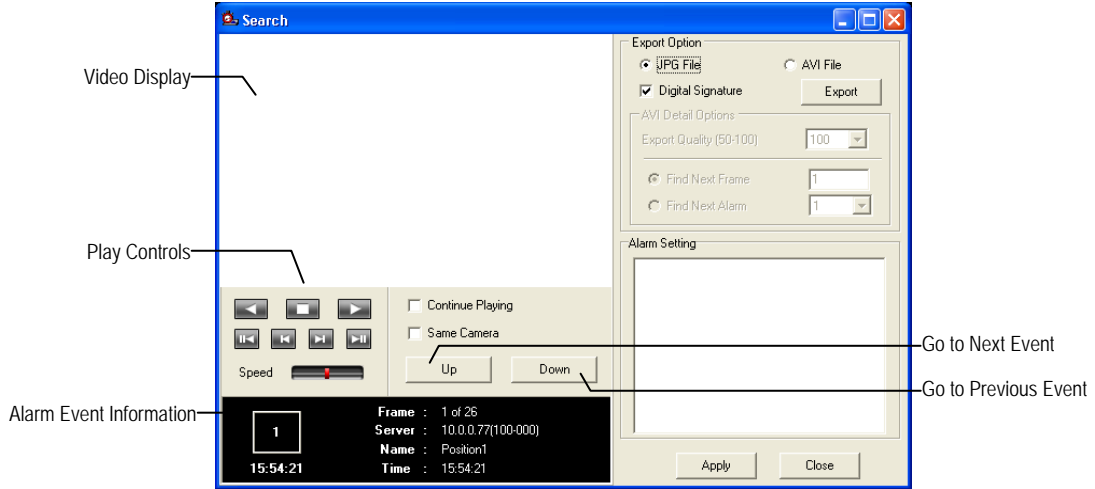


**Note** The items in the **Alarm Confirmation List** will be available on a list under **Status Setting** on the main Emergency Agent screen.



3. Click **Add**.
4. Click **OK** to save changes and close the window.

# SEARCH ALARM WINDOW



## Export Quality

It may be necessary to reduce the overall size of an AVI file; for example, to email to someone. AVI file sizes can be reduced by reducing the image quality. However, reducing the image quality causes the AVI video to appear more pixelated. When size is not an issue, setting quality to 100 is highly recommended.

## Digital Signature

Adds a digital signature to the exported JPG image for use with the Digital Signature Verifier to verify integrity of exported images and prevent tampering.

## View Recorded Video

1. Double-click an event listing to open the **Search Alarm** window.
2. Use the play controls to locate the desired video.
3. Select the **Continue Playing** check box to watch all recorded events. When cleared, playback stops at the end of the alarm event.
4. Select the **Same Camera** check box to watch all events recorded by a single camera.
5. Click **Apply** after making any changes.

## Export Video

1. Double-click an event listing to open the **Search Alarm** window.
2. Use the play controls to locate the desired video.
3. Click the Rewind button to return to the beginning or desired spot in the video.
4. Click the Stop button.
5. Select the **Export Option** – JPG or AVI.

### Save JPG:

- a. Select the **Digital Signature** check box to embed a digital signature in a JPG file.
- b. Click the **Export** button.

### Save AVI

- a. Reduce **Export Quality** only if necessary to reduce the size of the file.
- b. Click the **Export** button.

## REMOTE SOFTWARE OVERVIEW

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The recorder was specifically designed to be fully operated and maintained remotely. It connects using the standard TCP/IP protocol through connection types such as DSL, Cable Mode, T1, ISDN, 56K Modem, LAN, and more. The Surveillix Remote software allows you to view live video, search through archived video, export images and video clips and have virtually full Setup control. Surveillix Remote Software is Microsoft Vista® compatible.

### Highlights:

Search archived video

View live video

Export images and video clips

Control relay outputs

Setup administration

### Basics:

The recorder can have up to 5 simultaneous remote connections. Each user can perform functions on the recorder and will not affect the other users. The only exceptions to this are accessing Setup and controlling a PTZ camera. Only one user is allowed to access setup or control a PTZ camera at any given time. The pictures per second passed to the Remote Client vary greatly depending on the connection type and speed.

In order to log in to the recorder server, a user account must be made for the user. This ensures that only authorized personnel are allowed to log in. In addition, each user can be assigned different privileges that allow them or deny them access to different functions. For example, a user can be denied Searching and Setup privileges and only granted access to view cameras 4, 8 and 16.



It is highly recommended that users not be granted Setup privileges since this can pose a security risk. Only properly authorized Administrators should have access to Setup.

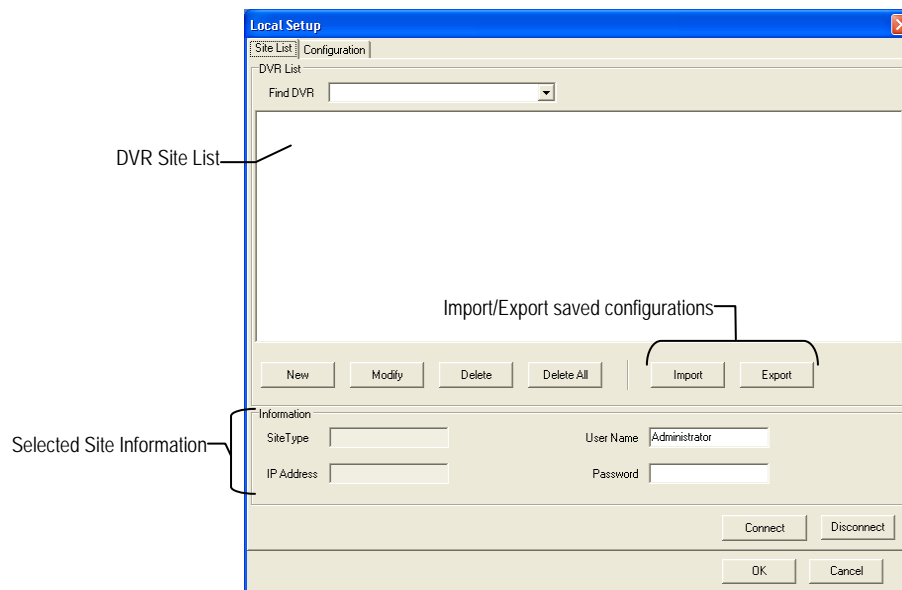
The Remote software operates virtually the same way as the recorder itself. The appearance of it matches the recorder almost identically; however, there are a few minor differences. Some search features are not available (such as the Index and Object Searches) as well as some Setup options.

## Remote Software Setup

### Installing Remote Software

1. On the client computer, insert the Surveillix Software CD into the CD-ROM. The CD should play automatically.
2. When prompted, select the **Install Remote Software** option. Follow the installation instructions carefully.
3. When the software finishes installing, close any open installation windows.

### Create a New Remote Connection



1. Select **Start > Programs > Surveillix > Remote > Surveillix Remote Center**. The Surveillix Remote Software opens and the **Local Connection** window opens.
2. Click **New** to open the **Site Info** window.
3. Select the **Site Type** and enter a **Site Name**. The **Site Name** will be the name displayed inside the connection box to help identify the unit.
4. Enter the **IP Address** of the recorder server. By default the recorder is set to connect using DHCP.
5. Enter the **Center Port**. This setting is specified on the server.
6. Click **OK**.
7. Click on the newly created connection and enter the login username and password. (case sensitive)
8. Click **Connect**.

## Configuring the Recorder

In order to access the recorder remotely, the recorder Server must be setup to allow remote connections.

<b>Time Out Value</b>	Specifies a value (in seconds) to wait for a signal from the Surveillix Remote Client. If a signal is not received by that time, the connection is dropped.
<b>Center Port</b>	Used to transfer the connection data.
<b>Image Port</b>	Used to transfer the image data.
<b>Search Port</b>	Used to transfer the search data.

The screenshot shows a configuration window with the following settings:

- Disable Remote Control
- Transport Setup**
  - Quality: NORMAL
  - Resolution: 360\*240
- Network Setup**
  - TimeOut Value: 60
  - Emergency Port: 2001 (1024 - 5000)
  - Center Port: 2000 (1024 - 5000)
  - Image Port: 2002 (1024 - 5000)
  - Search Port: 2003 (1024 - 5000)

## Configuring the Server for Remote Connection

1. Enter Setup on the recorder.
2. Click **Network** to open the Network menu.
3. Clear the **Disable Remote Control** check box. You should now be allowed to adjust port settings if necessary.

**Note** If you are using a Firewall, it may be necessary to adjust the port settings on both the recorder and the Firewall. Contact the Network Administrator for more information.

4. Click **OK**.
5. Make sure a user account is created (See Creating a New User in the Setup Section). Without a user account, the Administrator account must be used.
6. The recorder server is now ready to receive incoming connections.

## DIGITAL VERIFIER OVERVIEW

JPG images and AVI video files that are exported from the Digital Video Recorder are automatically embedded with a digital signature. Digital Signatures are a way to verify the authenticity of the images to ensure that they have not been tampered with or edited in any way. Included on the Software Installation DVD supplied with the recorder is the Digital Signature Verification program. This program can be installed on any computer and loads an image in question.

### Installing the Digital Verifier

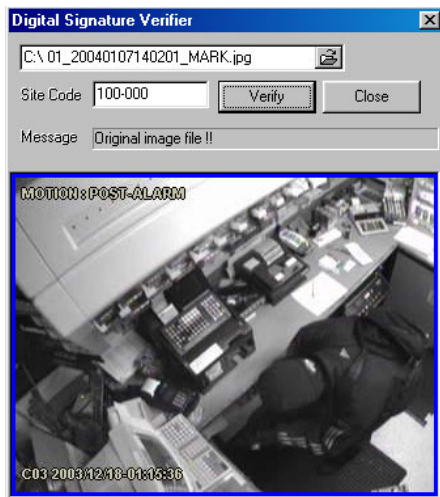
1. Insert the Software Installation CD into the CD-ROM. (Do not install on the recorder.)
2. Select the **Digital Verifier** option to begin installation.
3. When the **Welcome** screen appears, click **Next**.
4. When the **Setup Complete** window appears click **Finish**. Installation is complete.

### Using the Digital Verifier

1. Open the Digital Verification program by selecting **Start > Programs > Surveillix > Digital Verifier > Digital Signature Verifier**.
2. Click the **Browse** button to load the JPG image.
3. Enter the **Site Code** of the recorder that the image was originally extracted from. (The Site Code is specified in the Information Setup menu)
4. Click **Verify** to continue or **Close** to close the window without verifying.



If the image has not been tampered with, a blue square will appear around the image with the message "Original image file."



If the image has been tampered with, a red square will appear around the image with the message "Entire image changed or wrong SITE CODE."





## BACKUP VIEWER OVERVIEW

The Backup Viewer allows you to play back the exported video in its proprietary format. Video saved in this format is extremely difficult to tamper with and therefore is the ideal solution when law enforcement and the legal department are involved.

This video cannot be read by any other viewer.

The Backup Viewer operates essentially like the Search portion of the recorder software.

For detailed explanations of these functions, refer to the chapter on Search Options in this manual.

### Installing Backup Viewer

1. Insert the Software Installation DVD into the DVD-ROM.  
(Do not install on the recorder.)
2. Select the **Backup Viewer** option to begin installation.  
When the **Welcome** screen opens, click **Next**.
3. Read the License Agreement and select the appropriate radio button to accept the terms of the license agreement.  
Click **Next**.
4. Select **Yes** to install the POS component or select **No** for a basic install.  
Click **Next**.

**Note** The POS component is only necessary when connecting to a server running the POS Upgrade.

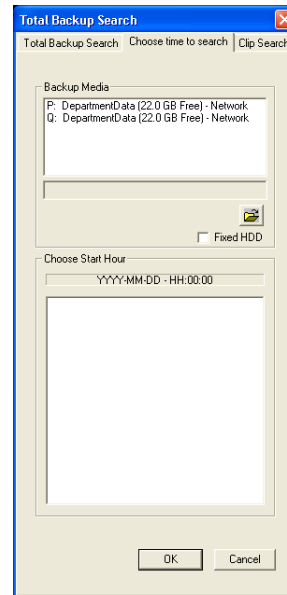
5. When the **Choose Destination Location** window opens click **Next**.  
This will install Backup Viewer in the default destination folder.
6. Select the shortcuts to install, or clear all boxes for no shortcuts.  
Click **Next**.
7. When the **InstallShield Wizard Complete** window appears click **Finish**.  
Setup is now complete.

### Loading Video from DVD or Hard Drive

1. Open the Backup Viewer program: **Start > Programs > Surveillix > Backup Viewer > Backup Viewer**.
2. Click **Open**. The **Total Backup Search** window will open.
  - a. For DVD-ROM data, select the appropriate DVD-ROM drive letter from the Backup Media box.
  - b. For hard drive data, select either an attached hard drive from the Backup Media box or select the Open Folder icon to browse to a specific directory.

**Note** Once selected, available video data will be displayed in the Choose Start Hour box.

3. Click on the desired time to select it.
4. Click **OK**. The video will now load into the Backup Viewer.



# SOFTWARE UPGRADES

This chapter includes the following information:

- SCS Multi-Site Management Software Upgrade

## SCS OVERVIEW

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

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

### Highlights:

View Live Video from most computers

Username and Password protected

Easy to use graphical interface

### Basics:

In order to log in to the recorder server, a user account must be made for each user. This ensures that only authorized personnel are allowed to log in. In addition, each user can be assigned different privileges that allow them or deny them access to different functions.

## Purchasing SCS Software Upgrade

Contact your Toshiba Sales Representative: Part Number SCS-OPT.

## Configuring the Server for Remote Connection

1. Enter **Setup** on the recorder.
2. Click **Network**.
3. Clear the **Disable Remote Control** check box. You should now be allowed to adjust port settings if necessary.  
**Note** If you are using a Firewall, it may be necessary to adjust the port settings on both the recorder and the Firewall. Contact the Network Administrator for more information.
4. Click **OK**.
5. Make sure a user account is created. Without a user account, the Administrator account must be used.
6. The recorder server is now ready to receive incoming connections.

## Connecting to a Recorder

Refer to the Setup section of the SCS Manual for information on using the SCS Software.

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