

# HIKVISION® DVR Quick Start Guide (QSG)

DS-7204HUI-K1(/P), DS-7208HUI-K2(/P), DS-7216HUI-K2(/P),  
DS-7204HQI-K1(/P), DS-7208HQI-K2(/P), DS-7216HQI-K2(/P)

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## Regulatory Information

### FCC Information

**FCC Compliance:** This equipment has been tested and found to comply with the limits for a digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**FCC Conditions:** This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

### EU Conformity Statement



This product and, if applicable, the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2004/108/EC, the RoHS Directive 2011/65/EU.



2012/19/EU (WEEE Directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: [www.recyclethis.info](http://www.recyclethis.info)



2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: [www.recyclethis.info](http://www.recyclethis.info).

**Industry Canada ICES-003 Compliance:** This device meets the CAN ICES-3 (A)/NMB-3(A) standards requirements.

**Safety Instruction:** These instructions are intended to ensure that the user uses the product correctly to avoid danger or property loss. The precautions are divided into "Warnings" and "Cautions."



**WARNINGS:** Follow these safeguards to prevent serious injury or death; serious injury or death may occur if any of the warnings are neglected.

- Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.
- In the use of the product, you must be in strict compliance with the electrical safety regulations of the nation and region. Refer to technical specifications for detailed information.
- Input voltage should meet both the SELV (Safety Extra Low Voltage) and the Limited Power Source with 24 VAC or 12 VDC according to the IEC60950-1 standard. Refer to technical specifications for detailed information.
- Do not connect several devices to one power adapter as adapter overload may cause over-heating or a fire hazard.
- Make sure that the plug is firmly connected to the power socket. When the product is mounted on wall or ceiling, the device shall be firmly fixed.
- If smoke, odor, or noise rise from the device, turn off the power at once and unplug the power cable, and then contact the service center.



**CAUTIONS:** Follow these precautions to prevent potential injury or material damage; injury or equipment damage may occur if any of the cautions are neglected.

- Make sure the power supply voltage is correct before using the device.
- Do not drop the device or subject it to physical shock.
- If cleaning is necessary, use clean cloth with a bit of ethanol and wipe it gently. If the device will not be used for an extended period, protect it from dirt.
- Do not place the device in extremely hot, cold, dusty, or damp locations, and do not expose it to high electromagnetic radiation. Do not operate product in outside of its stated environmental specs.
- To avoid heat accumulation, good ventilation is required for the operating environment.
- Keep the device away from liquids while in use.
- While in delivery, the device shall be packed in its original packing, or packing of the same durability.
- Regular part replacement: some equipment parts (e.g., electrolytic capacitor) shall be replaced regularly according to their average endurance time. The average time varies because of differences between operating environments and usage history, so regular checking is recommended for all users. Contact your dealer for more details.
- Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only. Dispose of used batteries according to the instructions provided by the battery manufacturer.
- If the product does not work properly, contact your dealer or the nearest service center. Never attempt to disassemble the device yourself. (We shall not assume any responsibility for problems caused by unauthorized repair or maintenance.)

## WHAT'S IN THE BOX

Make sure the following items are in your box:



DVR



Mouse



Remote



AAA Cells  
(x 2)



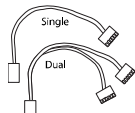
Power  
Supply



HDD Screws  
(-K1 = x 4)  
(-K2 = x 8)



SATA Cable  
(-K1 = x 1)  
(-K2 = x 2)



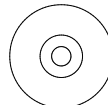
HDD Power Cable  
(-K1 = x 1 single)  
(-K2 = x 1 dual)



Rack Ears  
(8-, 16-ch = x 2)



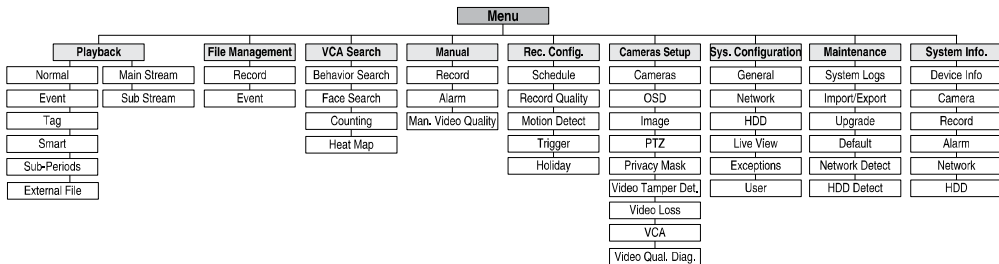
QSG



DVD

## MENU TREE

Use this menu tree to navigate the embedded menus.



## FRONT PANEL

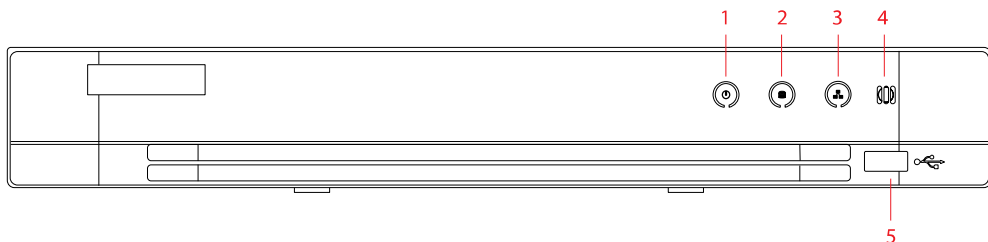
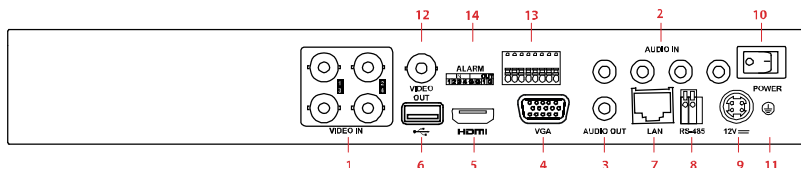


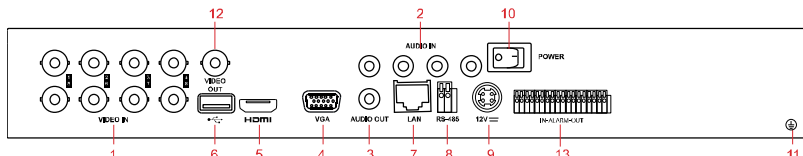
Figure 1, DS-72xxHUI-Kx(P), DS-72xxHQI-Kx(P) Front Panel

No.	Item	Description
1	Power	On when power switch on rear panel is turned on
2	HDD	Flickers when reading from/writing to the HDD
3	Tx/Rx	Blinks when network connection is functioning properly
4	Remote Sensor	Receives signals from the remote control
5	USB Port	Connects to USB devices

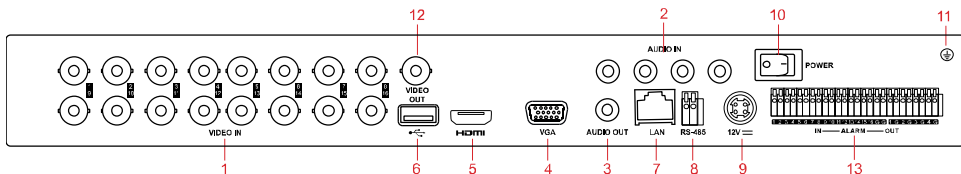
# REAR PANELS



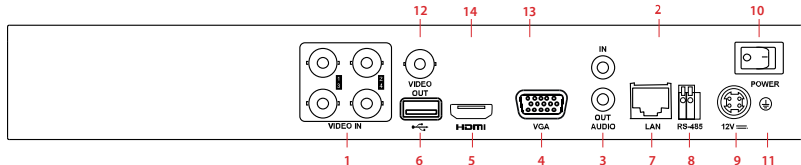
DS-7204HUI-K1(P)



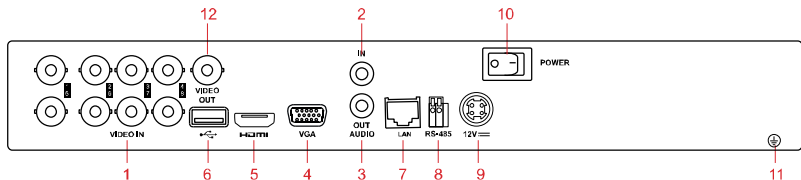
DS-7208HUI-K2(P)



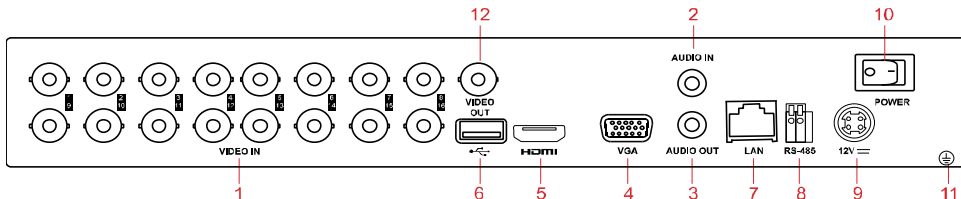
DS-7216HUI-K2(P)



DS07204HQI-K1(P)



DS-7208HQI-K1(P)



DS-7216HQI-K2(P)

## REAR PANELS (continued)

No.	Item	Description
1	VIDEO IN	BNC connector for video input. <b>/P Models Only:</b> Power-over-Coax (PoC) function provides power to PoC enabled cameras. Up to 984 ft (300 m) range when using AF RG6.
2	ALARM IN	Connectors for alarm inputs
3	AUDIO OUT	RCA connectors for audio output
4	VGA	DB-15 connector for VGA output to display local video output and men
5	HDMI	HDMI video output connector
6	USB Interface	Connect to USB mouse or USB flash memory devices
7	LAN	Connector for LAN (Local Area Network)
8	RS-485	Connector for RS-485 devices: T+ and T- pins connect to R+ and R- pins of PTZ receiver respectively D+, D- pin connects to Ta, Tb pin of controller (for cascading devices, the first DVR's D+, D- pin should be connected with the D+, D- pin of the next DVR)
9	Power Input	Power supply connection
10	Power Switch	Switch for turning device on/off
11	Ground	Connect before powering up
12	Video Out	BNC connector for CVBS signal out
13	Alarm I/O	Alarm input and output connectors
14	Alarm I/O Legend	Alarm input and output labels

# 1

## CONNECT DEVICES

1. Connect power supply to the DVR.
2. Connect DVR to LAN using Cat 5e cable.
3. Connect video monitor(s) to DVR using HDMI and/or VGA cables, as appropriate.
4. Connect mouse to USB port (wireless mouse can be used in lieu of included mouse).
5. Connect to audio I/O using RCA connectors.

# 2

## START THE DVR

1. Plug power supply plug into 110 to 240 VAC outlet (surge suppressor is recommended).
2. Turn power switch on. Power indicator LED will turn on to indicate unit is starting.
3. After startup, power indicator LED will remain on.

# 3

## LOCAL ACTIVATION

System access requires a secure, user-assigned password.

### 3 LOCAL ACTIVATION (continued)



#### ▼ Set Admin Password

First-time access requires user to create an admin password.

1. Input same password in **Create New Password** and **Confirm New Password** fields.



#### Strong Password REQUIRED

Password must contain 8 to 16 characters, combining numbers, lower and upper case letters, and special characters. At least two types of the above-mentioned characters are required. Also, reset password regularly.

2. Click **OK** to save password and activate device.

#### Password Strength Levels

STRENGTH LEVEL	DESCRIPTION
Level 0 (Risky) DVRs <i>will not</i> accept password	Password is fewer than eight characters, contains only one character type, is same as the user name, or is mirror writing of the user name
Level 1 (Weak) DVRs <i>will</i> accept password	Password contains number + lower case letter or number + upper case letter and is at least eight characters
Level 2 (Medium/Fair) DVRs <i>will</i> accept password	Password contains two types of characters ( <i>neither</i> number + lower case letter <i>nor</i> number + upper case letter) and is at least eight characters
Level 3 (Strong) DVRs <i>will</i> accept password	Password contains three or more types of characters and is at least eight characters

The strength level indicator colors can vary by activation process, model number, and device type. Typical: Risky (no color), Weak (pink), Fair (yellow), Strong (green).

#### PASSWORD CHARACTERS ALLOWED (ASCII Only):

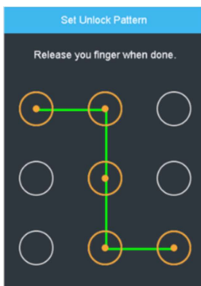
- Lowercase ASCII Letters  
a b c d e f g h i j k l m n o p q r s t u v w x y z
- Uppercase ASCII Letters  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Special Characters  
. - \_ : / @ , ? ! ' ( ) \$ % " [ ] { } # % ^ \* + = \ | < >
- Numerals  
0 1 2 3 4 5 6 7 8 9

#### ▼ Set Unlock Pattern

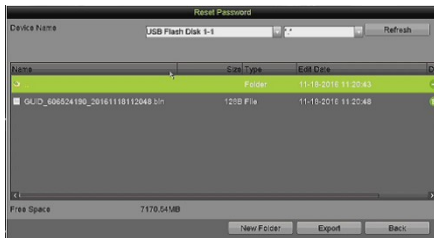
Admin user will be prompted to configure an unlock pattern for login in place of a password.

1. Hold down left mouse button and draw a pattern by connecting at least four dots on the screen, each dot connected only once).
2. Release mouse button when done.
3. Draw the same pattern again to confirm it.

**NOTE:** If you forget the pattern, click "Forgot Password" to display the normal admin login box.



### 3 LOCAL ACTIVATION (continued)



#### ▼ Log In (Unlock Pattern)

1. Draw the unlock pattern to unlock system.

#### ▼ Log In (Dialog Box)

1. **User Name** field will be prefilled with “admin.”
2. Input **Password** (account will lock to prevent access for 30 minutes if seven incorrect password attempts are made).
3. Click **OK**.
4. After the device is activated, the Attention box pops up.

#### ▼ Export the GUID Password Recovery File

1. Generate and save GUID (Globally Unique Identifier) recovery key to be used to reset password. It is unique to each machine.
  - 1) Insert a USB flash disk into DVR’s USB port.
  - 2) Click **Yes** to export GUID recovery key. Reset Password interface pops up.
  - 3) Navigate to the USB flash disk.
  - 4) Click **New Folder** to create a folder on the USB flash disk. Name the folder to identify the machine (e.g., “Jones Home, PO3243...”).
  - 5) Double click on the new folder to switch to that location for saving.
  - 6) Click **Export** to export the GUID file to the USB flash disk. System will show the saved GUID file.

**NOTE:** The first nine digits after “GUID\_” is the serial number of the device from which the GUID was exported. Digits after the serial number are the date of export.

If multiple GUIDs exist for same unit, always use the file with the latest date.

A GUID can be used only once. Generate and export a new GUID once an issued GUID has been used.

### 4 INITIALIZE THE HARD DRIVE (IF NEEDED)

The system is set up to record upon power up and will beep and display “Do you want to initialize drive” prompt if the hard drive(s) are not initialized. Click **Yes** to perform the following steps automatically:

1. Go to MENU > SYSTEM CONFIGURATION > HDD.
2. Use the checkboxes to select the HDDs that need to be initialized.
3. Press **INIT**.

**NOTE:** Factory installed HDDs come initialized. Initializing again will erase any record video. This does not affect settings.)

## 4 INITIALIZE THE HARD DRIVE (IF NEEDED) (continued)



- ① HDD LIST
- ② TOTAL HDD SPACE
- ③ FREE SPACE

## 5 SET DATE AND TIME

1. Go to MENU > SYSTEM CONFIGURATION > GENERAL.



- ① DATE/TIME  
Date and time settings
- ② TIME ZONE  
Time zone and daylight savings time settings
- ③ ENABLE NTP  
Network Time Protocol settings

## 6 SET UP NETWORK ACCESS

A network connection is required to access the cameras remotely.

1. Go to MENU > SYSTEM CONFIGURATION > NETWORK.
2. Enable DHCP (check the checkbox).
3. Press **Refresh** to update the IPv4 address, subnet mask, and IPv4 default gateway.
4. Disable DHCP (uncheck the checkbox).
5. Change "Preferred DNS Server" value to 8.8.8.8 (leave Alternate DNS Server blank).

## 6 SET UP NETWORK ACCESS (continued)

System Configuration

General Platform Access DDNS Email NAT More Settings

General

Network

HDD

Live View

Exceptions

User

NIC Type 10M/100M/1000M Self-ade

Enable DHCP

IPv4 Address

IPv4 Subnet Mask

IPv4 Default Gateway

MTU(Bytes) 1500

IPv6 Address 1 fe90::bead:28ff:feab:3386:64

IPv6 Address 2

IPv6 Default Gateway

MAC Address bc:ad:28:ab:33:86

DNS Server

Enable DNS DHCP

Preferred DNS Server

Alternate DNS Server

Apply

- 1 GENERAL TAB
- 2 NIC TYPE (Not changeable)
- 3 ENABLE DHCP  
Check box so that router will assign IP address
- 4 IP V4 ADDRESS  
Default 192.0.0.64
- 5 PREFERRED DNS SERVER  
Default is 8.8.8.8
- 6 ALTERNATE DNS SERVER  
Leave blank

## 7 SET REMOTE VIEWING PORTS

After assigning the IP information, click the **More Settings** tab.



The **More Settings** tab contains the ports that need to be forwarded for remote access.

General Platform Access DDNS Email SNMP NAT More Settings

Alarm Host

Alarm Host IP

Alarm Host Port

Port

Server Port 8000

HTTP Port 80

RTSP Port 19554

More

Multi-cast IP

Enable Virtual Host

Virtual Host Port

Set

- **SERVER PORT** is responsible for the mobile app and client software log-in
- **HTTP PORT** is responsible for Web browser log-in
- **RTSP PORT** is responsible for video/audio streaming

**NOTE:** The **HTTP port**, **server port**, and **RTSP port** can be changed to avoid conflicts with the ISP or if multiple devices are installed at a single location.

## 8 SET UP PORT FORWARDING

Port forwarding redirects communication from one address/port number to another to make services on a protected network available to hosts on an external network.

1. Log into the router, and proceed with **port forwarding**. **Port forwarding** steps differ by router. For **port forwarding** assistance, contact your Internet Service Provider (ISP) or router manufacturer. Also refer to [www.portforward.com](http://www.portforward.com) for step-by-step instructions.

**NOTE:** Hikvision USA is not associated with [www.portforward.com](http://www.portforward.com) and is not responsible for any activity between the user and [www.portforward.com](http://www.portforward.com). Avoid accidentally downloading any software from [www.portforward.com](http://www.portforward.com).

2. Proceed to the **Routers** section on the website for step-by-step instructions.

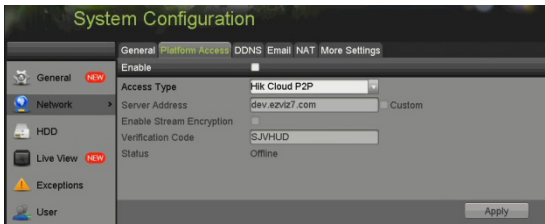


# 9

## SET UP HIK-CONNECT P2P CLOUD SERVICE

**NOTE:** Ports 9010 and 9020 must not be blocked for the Hik-Connect Cloud service to work. Use the Hik-Connect mobile app (from iOS App Store or Google Play) to create a Hik-Connect P2P Cloud account to connect Hikvision devices over the Internet. See the *User Manual*.


1. Enable Hik-Connect P2P on the NVR.
  - 1) Go to Main Menu > System Configuration > Network > Platform Access.
  - 2) Check the **Enable** checkbox.
  - 3) Server Address must be “dev.us.hik-connect.com.” If not, check the **Custom** checkbox, and type “dev.us.hik-connect.com.”
  - 4) Click **Apply**. Status will change to “Online” (if all settings are correct).
  - 5) Note the Serial Number and Verification Code shown here (for use when registering the DVR in your Hik-Connect account) or use the QR code displayed.



2. To see a device's video stream on the Hik-Connect or iVMS-4500 mobile app, add the device.
  - 1) Login to Hik-Connect mobile app with your user name, e-mail, or mobile number and password.
  - 2) On the Home screen, click “+” (upper right corner).
  - 3) Enter the device's information.
    - If you have device's **QR Code**: Use the QR Code Scanner to scan the device's **QR Code**.
    - If you do not have device's **QR Code**: Enter the device information manually:
      - a. Click **Edit** (pencil) on top right corner.
      - b. Enter device serial number (device must be online), then click **OK**.
      - c. When the device appears on the “Results” screen, click **Add**.
      - d. Enter device's 6-character Verification Code (all upper case), then click **OK**.
      - e. Click **Finish**.

# 10

## ADD IP CAMERAS

1. Right click a window in **Live View** mode to display the menu.
2. Online cameras in the same network segment will be detected and displayed in the camera list.
3. Select camera and click  to add it (using DVR's admin password). Or, click **One-touch Adding** to add first two cameras in list of three or more (w/same admin password).

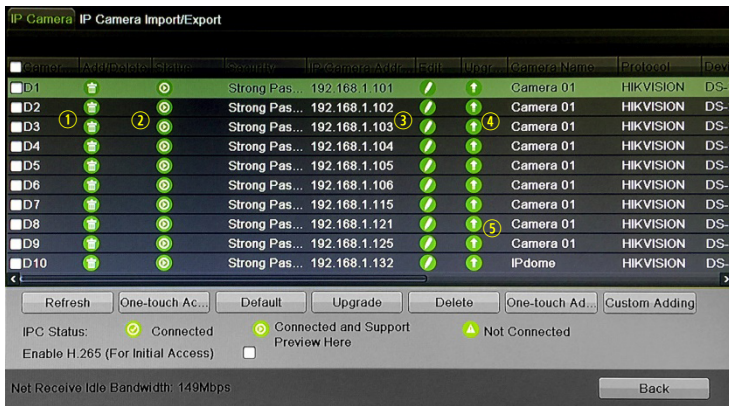
**NOTE:** Make sure the camera to add has been activated by setting the admin password and the camera's admin password is the same as the DVR's.



Figure 2, IP Camera Management Interface

IP Camera Management Icons

Icon	Explanation	Icon	Explanation
	Edit basic camera parameters		Upgrade the connected camera
	Camera disconnected; click icon to get camera's exception information		Delete the IP camera
	Play connected camera's live video		Camera connected



- ① DVR CAMERA CHANNELS  
Cameras connected to DVR
- ② PLAY  
Play camera's live video
- ③ EDIT (Pencil)  
Change IP address (in LAN range)
- ④ CAMERA LIST (White)  
Added cameras
- ⑤ LAN CAMERAS LIST (Yellow)  
Detected cameras will appear here

# 11

## ADD ANALOG CAMERAS

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### ▼ Adding Analog Cameras

1. Connect analog camera(s) to the “Video In” BNC connectors.

### ▼ Adding Analog PoC Cameras

PoC cameras do not require camera power to produce an image on the DVR as they are powered over-the-coax upon connection.

### ▼ Enabling Analog Cameras

2. Analog cameras are enabled by default; no further action is required.

# 12

## VIEW LIVE VIDEO

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Live View displays real-time video.



Icons in the upper right of screen show each camera's record and alarm status.

- **Alarm** (video loss, tampering, motion detection, sensor alarm, or VCA alarm)
- **Record** (manual record, continuous record, motion detection, alarm, or VCA triggered record)
- **Event/Exception** (event and exception information appears at lower-left corner of screen)

# 13

## SET UP RECORDING

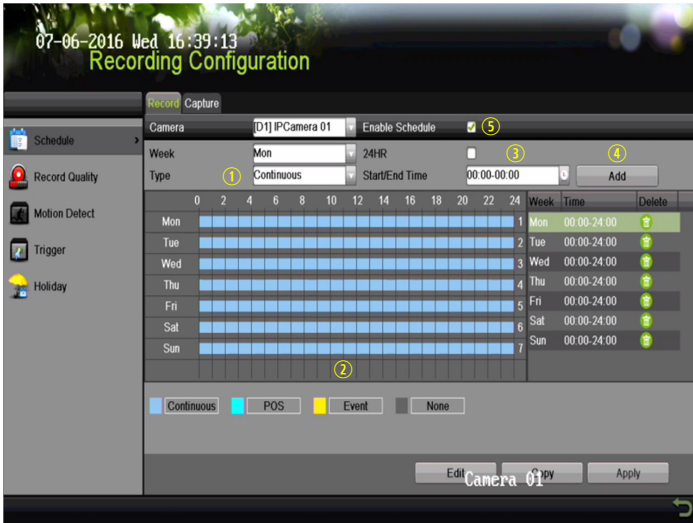
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The system defaults to record video continuously at 8 fps, or at 15 fps when motion is detected.

### ▼ Recording Schedule

Default is to record continuously every day. Do the following to change the recording schedule:

1. Go to MENU > RECORDING CONFIGURATION > SCHEDULE.
2. Choose **CONTINUOUS** or **EVENT/(MOTION DETECTION)** under the **Type** pull-down menu.
3. Use cursor to select (days will turn blue [continuous] or yellow [event/motion detect]) or deselect (days will turn gray [off]) the calendar days you wish to record.
4. Apply time settings as desired.
5. Press **APPLY**.

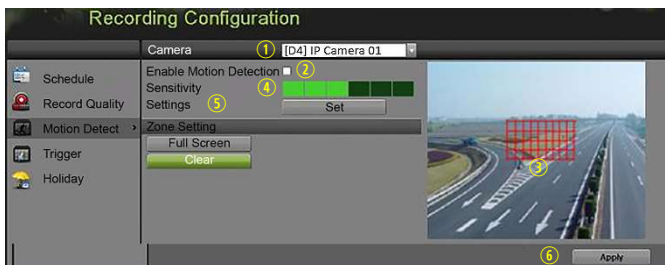


- 1 **TYPE**  
Motion or Continuous (default)
- 2 **COLOR**  
Shows Recording Schedule days:
  - Blue=Continuous
  - Yellow=Event (motion/alarm)
  - Grey=None
- 3 **TIMES**  
Customize schedule times (ignore for "motion only" recording)
- 4 **ADD**  
Press to add time settings to schedule
- 5 **ENABLE SCHEDULE**  
Camera will not record unless checked

## ▼ Motion Detection Areas

To define the image areas that Motion Detection will monitor for each camera, do the following:

1. Go to MENU > RECORDING CONFIGURATION > MOTION DETECT.
2. Use **Camera** pull-down menu to select camera to configure.
3. Check the **Enable Motion Detection** checkbox to enable motion detection.
4. Use the **Sensitivity** boxes to select how responsive the detection should be (the more green boxes lit, the greater the sensitivity).
5. Drag a grid(s) over the area(s) on the image that will be sensitive to motion.
6. Click **Settings Set** to configure **Arming Schedule** (when detection is enabled) and **Linkage Actions** (what action(s) to take when motion is detected).

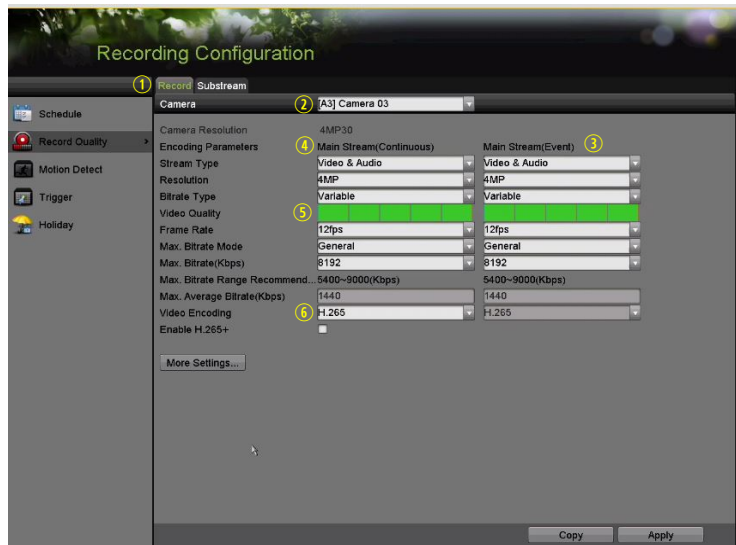


- 1 **CAMERA** (Select)
- 2 **ENABLE MOTION DETECTION**  
Click to enable/disable
- 3 **MOTION GRID** (Draw motion area)
- 4 **SENSITIVITY**  
Set green squares for sensitivity
- 5 **SETTINGS/SET**  
Arming schedule & linkage actions
- 6 **APPLY**

## ▼ Record Quality

### • Main Stream

- Go to RECORDING CONFIGURATION > RECORD QUALITY > MAIN STREAM.
  - Stream Type** enables/disables audio streaming from the cameras (if the camera does not have audio capabilities, **Stream Type** will have only **Video** option).
  - Resolution** sets recording resolution.
  - Bitrate Type:**
    - > **Variable** saves HDD space
    - > **Constant** provides more stable stream



- 1 RECORD (MAIN STREAM)**  
Select tab
- 2 CAMERA**  
Select IP camera
- 3 EVENT**  
For event recording only (motion or alarm)
- 4 CONTINUOUS**  
For live view image and continuous recording
- 5 VIDEO QUALITY**  
Select number of green squares to set quality (in example, sensitivity is set to 5)
- 6 VIDEO ENCODING**  
Select compression scheme

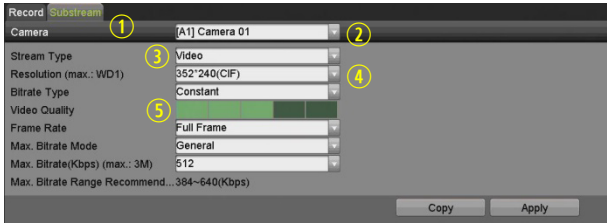
- Video Quality** adjusts clarity (high = four green squares is default). Use highest if HDD allows. Medium setting is balance between good image and saving HDD space.
- Frame Rate** sets recording frame rate (8 fps on continuous and 15 fps on motion by default). Higher rates require more storage, but allow better slow motion playback.
- Max Bitrate Mode** chooses between pre-set and custom values (**General** is default).
- Max Bitrate (kbps)** is chosen bitrate for streaming video. Adjust Max Bitrate to meet or exceed the rate recommended by the system for the chosen parameters.
- Max Bitrate Recommended** is impacted by resolution, quality, and frame rate.
- Record Audio** turns on audio recording. Requires external mic or built-in camera mic.
- Video Stream** determines which stream is recorded. Leave at default (Main Stream).

### • Substream

- Go to RECORDING CONFIGURATION > RECORD QUALITY > SUBSTREAM to set up the **Sub Stream** to stream to mobile devices and display multiple cameras locally.

**NOTE:** If speed is insufficient, lower frame rate, bitrate, and/or resolution.

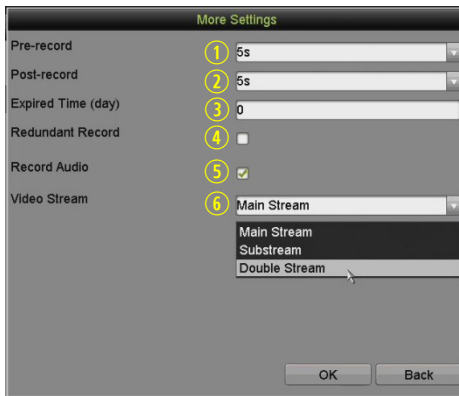
# 13 SET UP RECORDING (continued)



- 1 **SUBSTREAM TAB** (Select)
- 2 **CAMERA** (Select Camera)
- 3 **STREAM TYPE** (Select Choice)
- 4 **RESOLUTION** (Up to 4CIF)
- 5 **VIDEO QUALITY**  
# of green squares sets quality  
(in example, sensitivity is 3)

- **More Setting...**

1. Click **More Setting...** to display additional settings.



- 1 **PRE-RECORD**  
Seconds to record before recording starts
- 2 **POST RECORD**  
Seconds to record after recording ends
- 3 **EXPIRED TIME (DAY)**  
Days to keep the recording
- 4 **REDUNDANT RECORD**  
Record to redundant drive
- 5 **RECORD AUDIO**  
Check to record audio
- 6 **VIDEO STREAM**  
Choose which video stream to record

# 14 PLAY BACK RECORDED VIDEO

1. Go to MENU > PLAYBACK and select the desired camera(s) from the menu on the right.
2. Select date (days w/recordings will be blue if continuous only or yellow if day has event recording).
3. Press **PLAY** (click within the timeline to jump to desired time).




- 1 **PLAYBACK TYPE MENU**  
Select type of record to play
- 2 **FULL SCREEN**  
Goes to full screen for multiple channel playback
- 3 **PLAY/STOP**  
Begin playback (toggles between Play and Stop)
- 4 **CAMERA LIST**  
Select camera(s) to play back
- 5 **CALENDAR**  
Select date to play back
- 6 **TIMELINE**  
Click on timeline to jump to desired playback time

## 14 PLAY BACK RECORDED VIDEO (continued)

### Playback Controls



#### ▼ Play Back Record Files

1. Go to MENU > LIVE VIEW.
2. Left click a Live View window to bring up a shortcut toolbar and click  for instant playback.




#### ▼ Playback Controls

1. Right click a Live Image to display a Quick menu and click  for instant playback.


## 15 BACK UP VIDEO RECORDINGS AND CLIPS

Back up recorded video clips to ensure important video is not lost or destroyed.


#### ▼ Choose Recorded Video Clips to Back Up

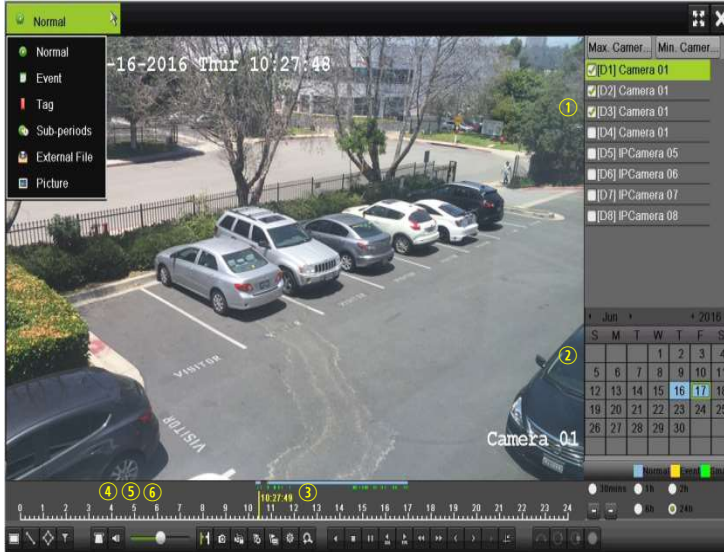
1. Connect a USB flash drive, HDD, or DVD writer to an available USB port (this step is mandatory).
2. Go to MENU > PLAYBACK.
3. Select cameras for playback.
4. Select the date and beginning time of the incident.
5. Click **START CLIPPING** .
6. Select the ending time of the incident.
7. Click **END CLIPPING**  (same button as **START CLIPPING**). Clip will be marked.
8. Repeat steps 1-6 as many times as required.
9. Click **FILE MANAGEMENT**  to display a new window containing all marked clips.
10. Select the desired clips.
11. Click **EXPORT** to save files to the inserted USB device.

#### ▼ Lock Video Clips

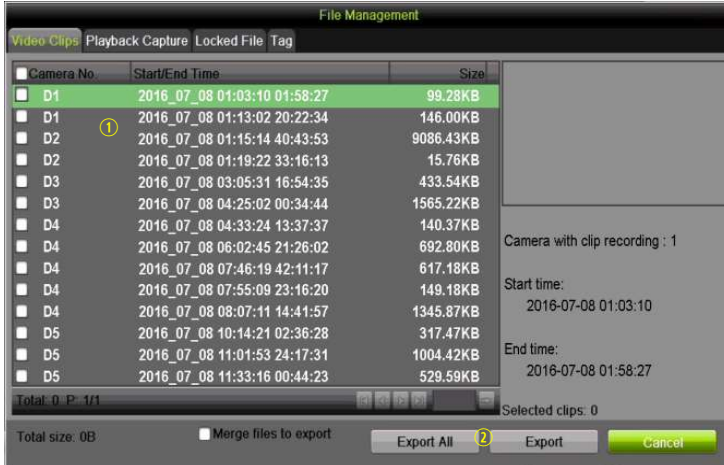
1. Click on the images of the clips you want to lock.
2. Press **LOCK**  to prevent the file from being erased.

#### ▼ Back Up Video Clips

1. Connect a USB flash drive, HDD, or DVD writer to an available USB port.
2. Click **File Management** to display the File Management window.
3. In the File Management window, choose video clip(s) to back up and click **Export**.
4. Choose backup device (USB flash drive, USB HDD, or DVD writer).
5. Click **Export** (to check backup, choose recorded file in Export interface and click )



- 1 CAMERA LIST**  
Select cameras to view
- 2 CALENDAR**  
Select dates to view
- 3 PLAY/STOP**  
Toggles between Play and Stop
- 4 START/STOP CLIPPING**  
Toggles between Start Clipping and Stop Clipping
- 5 LOCK**  
Locks selected video clips to prevent them from being deleted
- 6 FILE MANAGEMENT**  
Displays list of saved clips, export clips from this window



- 1 VIDEO CLIPS LIST**  
Select desired clips to export
- 2 EXPORT BUTTONS**  
Save clips to USB device



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