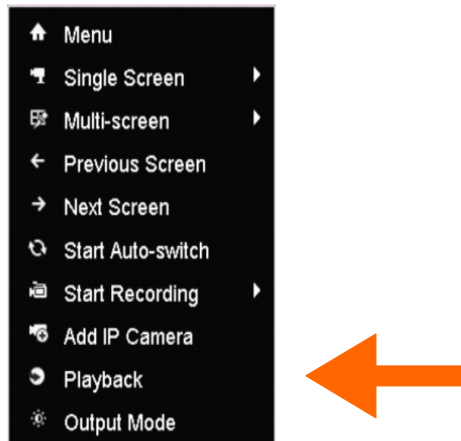


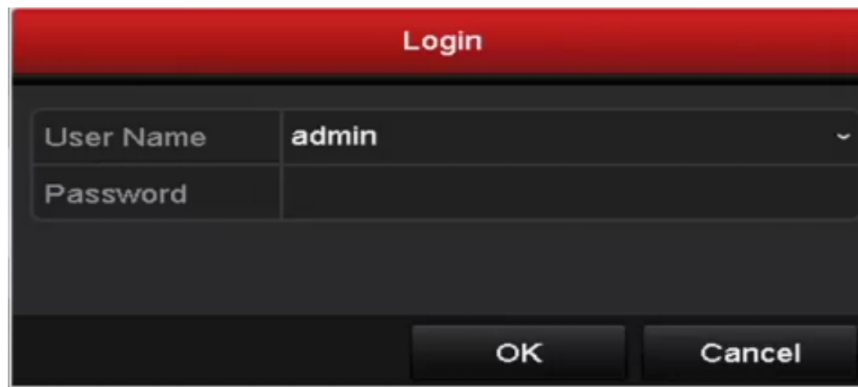
Hikvision NVR Quick-Guides

Playback and Backup of Footage

1. Right-Click anywhere on the screen using the mouse, this will show the menu below-



2. Select "Playback" from the menu

A screenshot of a 'Login' dialog box. It has a red header bar with the word 'Login' in white. Below the header, there are two input fields: 'User Name' with the text 'admin' and a dropdown arrow, and 'Password' which is currently empty. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

3. You will then be prompted to input the username and password, these credentials will have been issued when the system was installed and demonstrated. Once clicking in the password box, an on-screen-keyboard will appear, with which you must enter your password, then press "OK"



4. The Screen above should then appear, allowing you to select the cameras of interest from the right-side of the screen by ticking the boxes, these cameras will then show on a split-screen. The camera selection can only be changed while playback is stopped.



5. The date of interest can be selected using the calendar in the bottom right-side of the screen. Dates marked in blue show files recorded for that day.

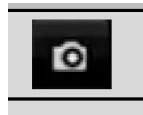
Please Note- If the date of interest is not marked in blue, no footage is available for playback for that day.



6. The time of interest can be selected on the time-line. Please note the time markers in grey. The time-scale of the time-line can be changed using buttons to the right of the time-line, various options are available, ranging between 24h and 30m.
 - The Yellow marker indicates the time of the playback footage shown on the screen.
 - The Blue line represents stored footage.
 - The Red line (where present) indicates motion or event recording
7. Use the mouse to select the start time on the time-line and press the scissor button to start the clip recording process. The footage should start playing.



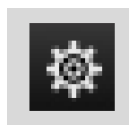
8. Allow the footage of interest to play and click the scissor button again to end the clipping process.



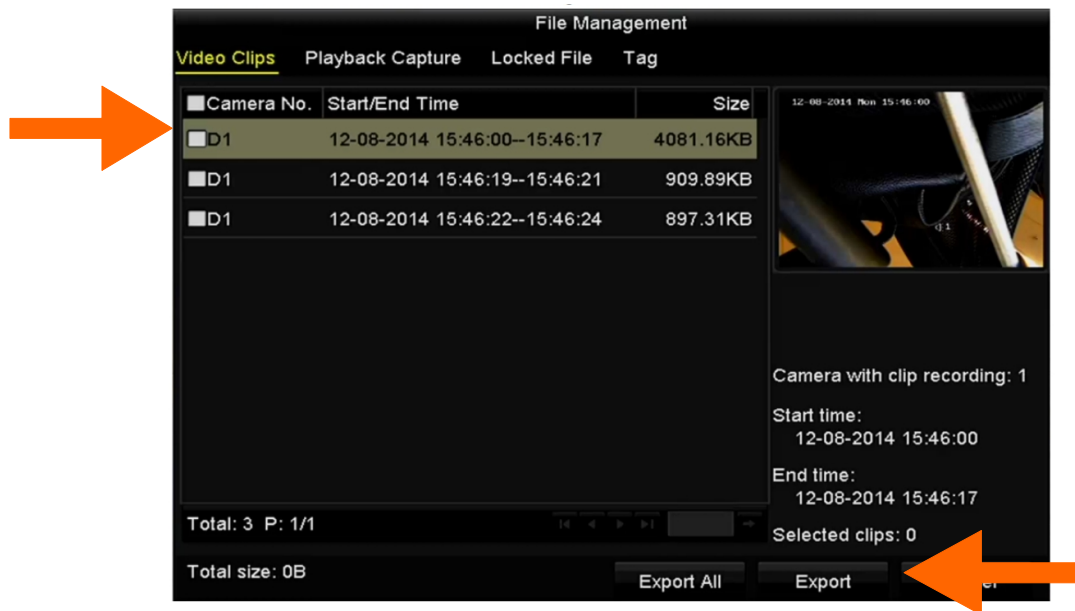
9. Alternatively, to capture still images, once the desired image is shown on the screen, pause playback and click the camera button.

10. Plug USB drive onto which you wish to back-up footage into a USB port on the NVR.

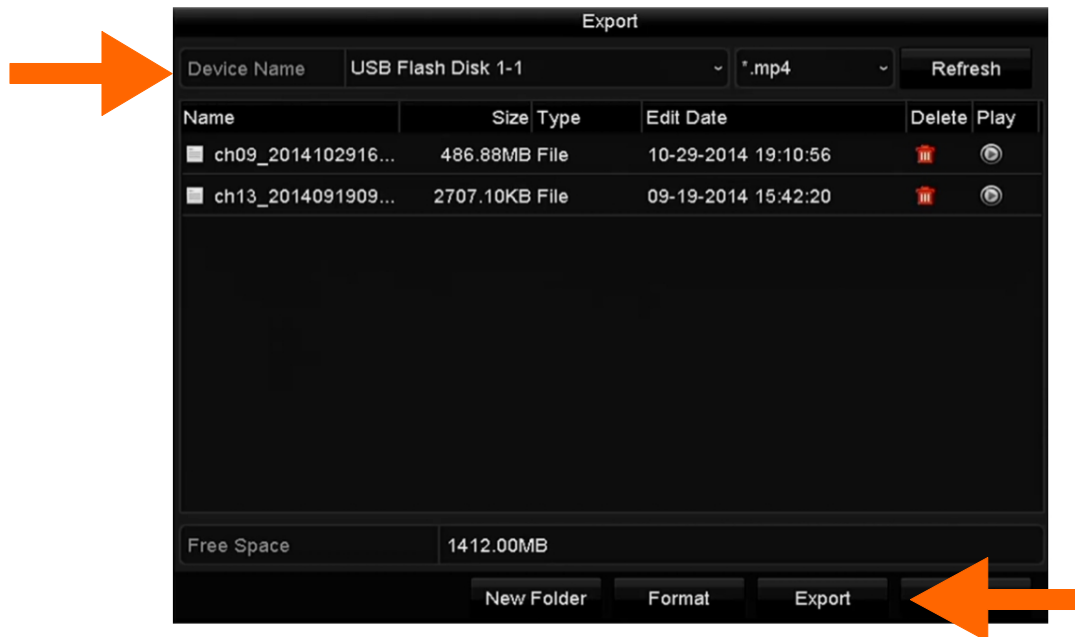
Please Note- Depending on exact system specification, ie- whether a PTZ joystick is installed on the system, there may not be a spare USB port, so the PTZ joystick should be temporarily unplugged to accommodate the USB drive.



11. Click the gear button to enter the file management menu.



12. Once in the “File Management” menu, all video clips saved using the cutting (scissor button) tool will appear. Tick the boxes to the left of the clips which you wish to copy to USB drive and then click “Export”. The procedure for still images is similar, but located in the “Playback Capture” tab.



13. The “Export” menu should show the USB drive in the drop-down menu for the “Device Name”.
14. Click “Export” to begin copying the files to the USB drive and follow the on-screen instructions.
15. The clips may take some time to copy to the USB drive, depending on the length and quantity of the clips. If the clips fail to copy, please check there is sufficient free space available on the USB drive.
16. The Footage should now be viewable on a computer, if the files will not open, additional software may be required. One possible application with which to replay recorded footage is “VLC Media Player”