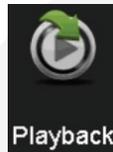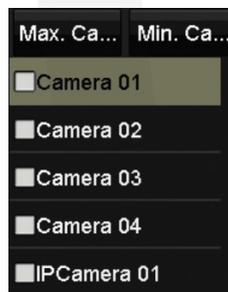# HIKVISION

CCTV Recorder Quick Playback Guide

1. Right click the mouse on the screen and the menu bar will appear.
2. Click on **⌂ Menu**.
3. Enter user name and password if prompted. The default username is admin and the default password is reliable12.
4. Click on Playback.

Playback

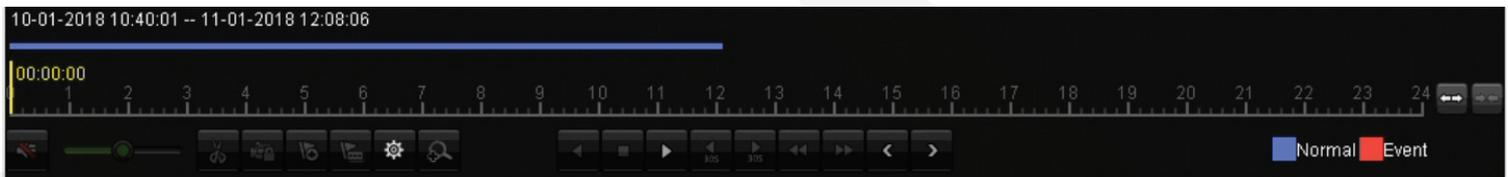5. Make sure Normal and Mainstream are selected in the top left corner of the screen.

Normal ⌄   Main Stream ⌄

6. At the top right of the screen, select the cameras you wish to view playback on.

Max. Ca...	Min. Ca...
☐ Camera 01	
☐ Camera 02	
☐ Camera 03	
☐ Camera 04	
☐ IPCamera 01	

7. At the bottom right of the screen, double click on the date you wish to view (dates shaded blue have recorded footage).

◄ Jan ► ◄ 2018 ►

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8. Select the time to be viewed by clicking the desired point along the time bar. Times with a blue line shown above them have recorded footage. It is possible to zoom in and out of the time bar using the ⬌ and ➡⬅ buttons.

10-01-2018 10:40:01 -- 11-01-2018 12:08:06

00:00:00   1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22   23   24

■ Normal ■ Event

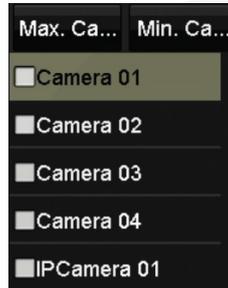9. Use the playback controls to search through the recorded footage.

10. If you wish to do a backup, please continue as described overleaf. If not, right click anywhere on the screen to leave playback mode.

1. Plug a USB memory stick into the recorder.
2. Search for the event to be backed up using the Playback guide (see overleaf). If you wish to back up multiple cameras, ensure that all the required cameras are selected at the top right of the screen.

3. At the beginning of the period you wish to back up, click on the button at the bottom left of the screen to begin clipping. When you have come to the end of the period you wish to back up (by either watching the footage or clicking the end point on the time bar), click on the button again to stop clipping.
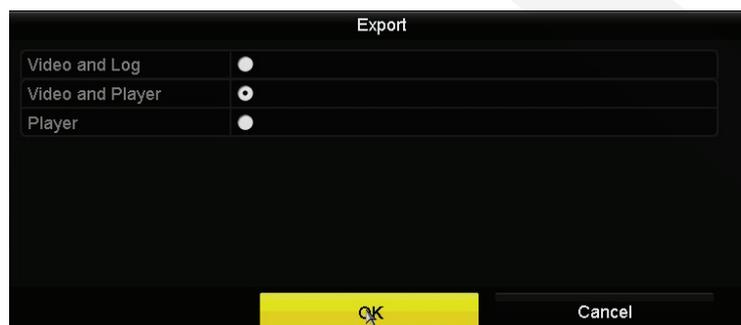

4. Right-click anywhere on the playback screen and you will be prompted to save the clips you have selected. Click Yes.
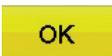

5. The export window will pop up. Select the files you want to back up.

6. Click on **Export**.
7. Select Video and Player from the export box and click OK.

8. You will get a progress indicator.

9. When the export has completed, click **OK** and then **Exit**.