

HOW TO COPY VIDEO

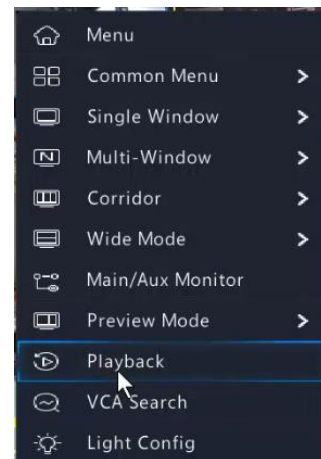
From time to time it will be necessary to make a copy of recorded video. This tec-note describes the various methods to copy video – at the NVR/HVR, using an Internet Browser or using the Guard Station client software.

AT THE NVR/HVR

Before starting ensure that you have a blank USB flash drive. Plug the USB device into an available USB port on the NVR/HVR.

Using the mouse, right click on the live video screen. Then click on Playback.

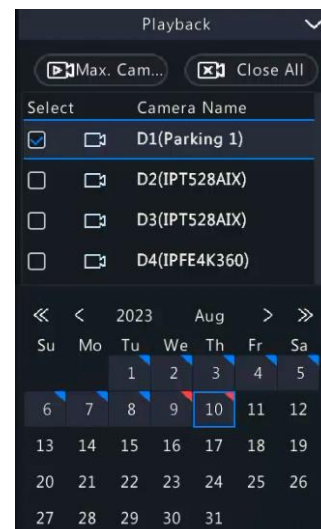
If not already logged in, you will need to follow the login prompts on the NVR/HVR.



Once in playback, click on the camera of interest.

Then click on desired date below.

Next click on the desired time on the time bar.

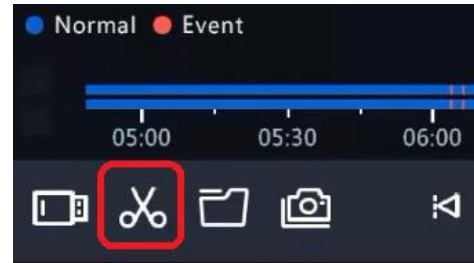


To aid in locating the exact time that you require, the time line can expand or compress by moving the slider that is located at the right of the timeline.

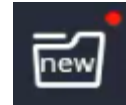


Once at the desired start time click on the scissor icon.

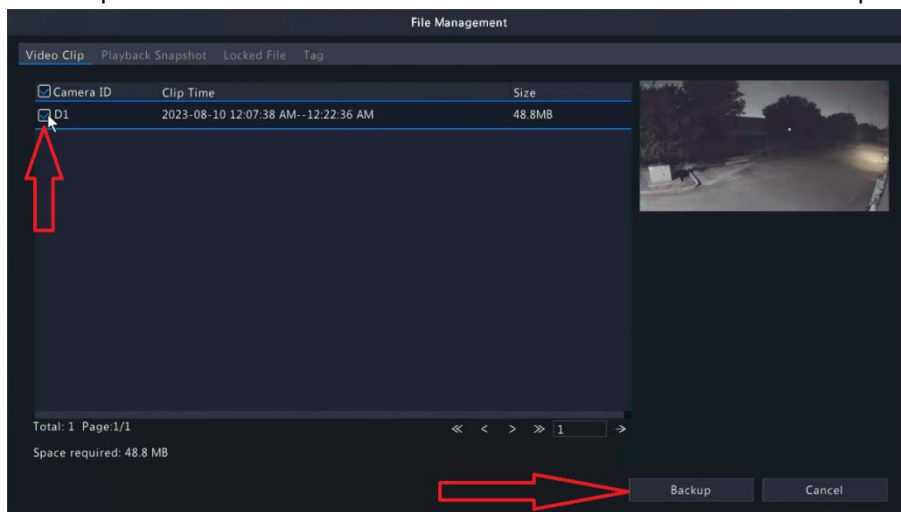
Once at the end of the incident click on the scissor icon again.



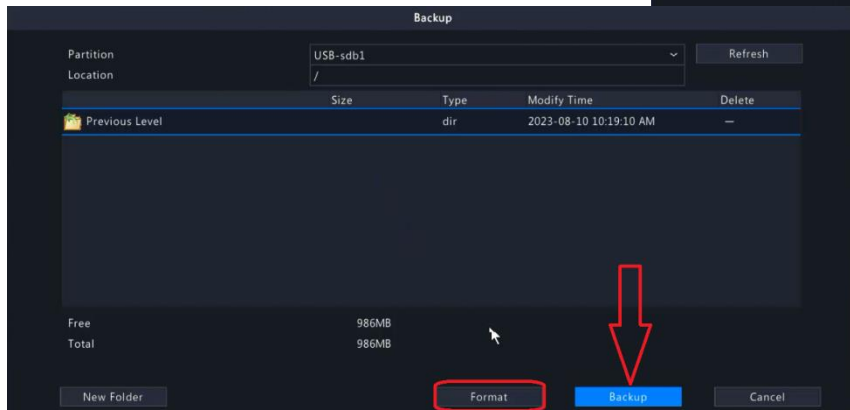
The folder icon located to the right will automatically change. Click on the new icon.



File Management will open. Select the clip by clicking on the box to the left. You will notice that it will show you how much space is needed at the bottom of the screen. Next click on Backup.



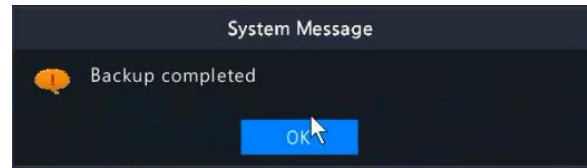
Once on the Backup screen it is recommended that you use the NVR/HVR Format to ensure that the USB flash drive is a compatible file format. Next click on Backup.



The export status progress bar will pop up.



Once completed a system notification message will come up. Click on OK.



Then click on Cancel in the bottom right corner of the Backup screen as well as on the File Management screen.

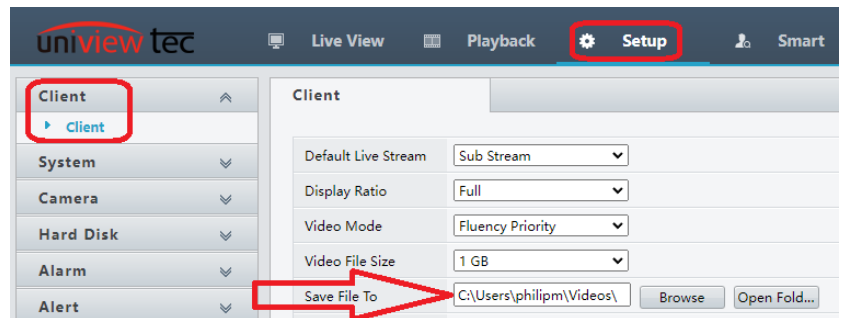
The flash drive may now be removed from the NVR/HVR.

Note – It is always recommended to playback the video clip on a computer to ensure that you have exactly what is needed.

BROWSER

File Saving Location

Once you have accessed the NVR/HVR via an internet browser, go to the Setup menu.



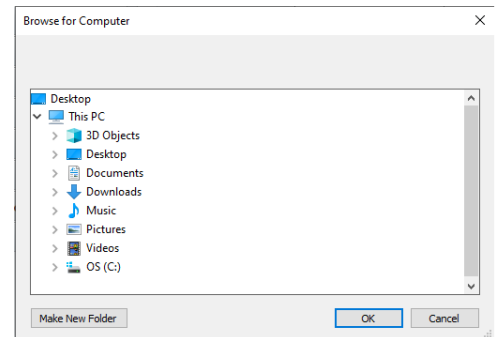
Click on Client.

Look for Save File To option. Located to the right you will see the folder location where the file will be saved.

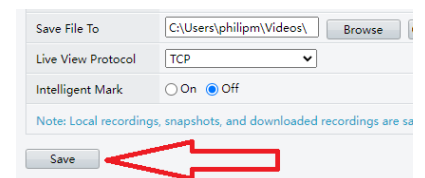
To change the folder location click on Browse.

The computers folder explorer box will open.

It is recommended to select an easy to find folder such as Videos or a sub folder in Videos. Once selected click on OK.



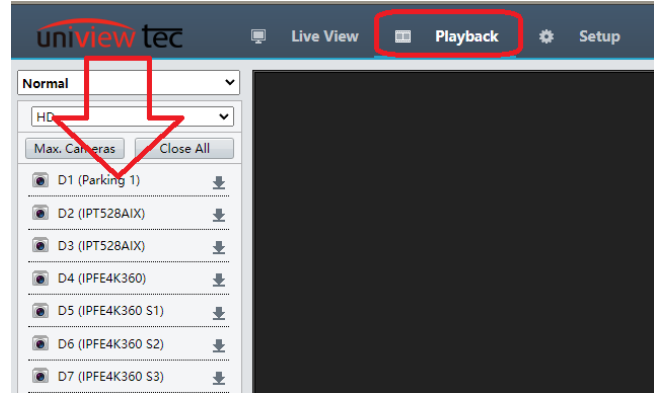
Click on Save to keep the file save location.



Note – This only needs to be done once.

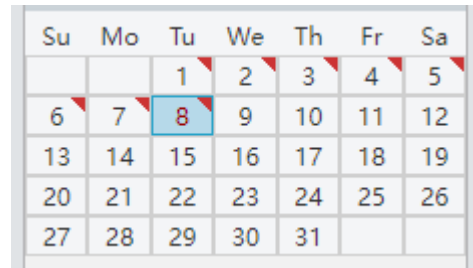
Locating and Copying Video

From the camera list select the desired camera.

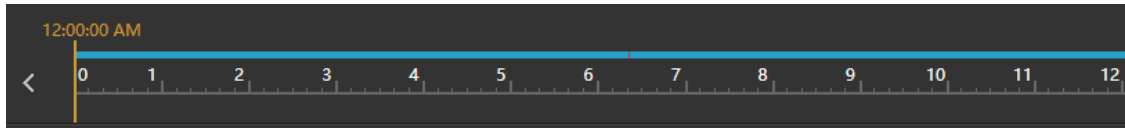


Look for the calendar towards the bottom left corner of the screen.

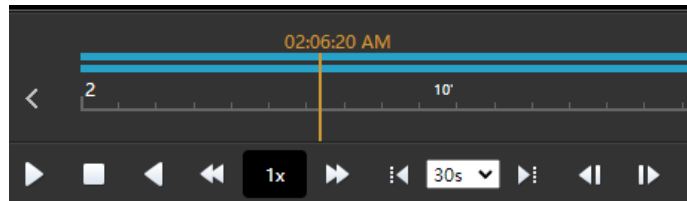
Any day shown that has a red square in the corner includes video recording. Any day that does not have a red square does not include video recording.



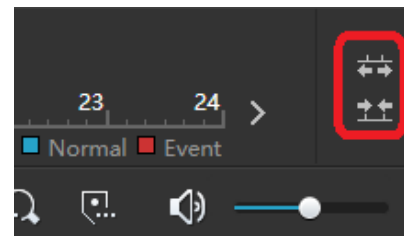
Click on the desired day and the timeline will populate.



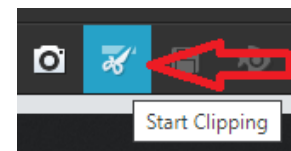
Click on the time bar as close to the desired time as possible and then click the play icon.



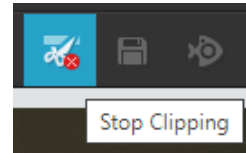
To aid in going to the exact time that you require the time line can expand or compress by clicking on the icons to the far right of the timeline.



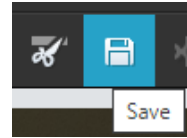
Once the playback is at the desired start of the incident click on the scissor icon.



Let it play to the end and then click the scissor icon again to end it.



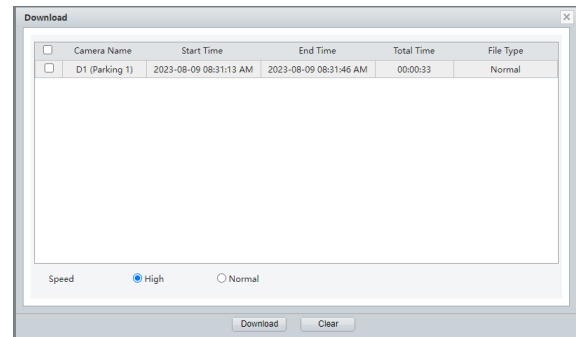
You will see the Save icon highlight. Click on it to open the Download dialog box.



The Download dialog box will display the information about the clip.

Click on the clip.

Click on Download to start saving the video to the computer.



Note – Speed High and Normal will impact how quickly the clip will be downloaded. Normal is suggested. If High is selected the program will take up more computer resources as well as bandwidth which could impact other programs running on the computer.

Once download is completed you will see a popup on the playback screen to indicate the the download is completed. As well it will have a link to the location of the video.

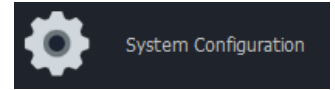


Note – It is always recommended to playback the video clip to ensure that you have exactly what is needed.

GUARD STATION

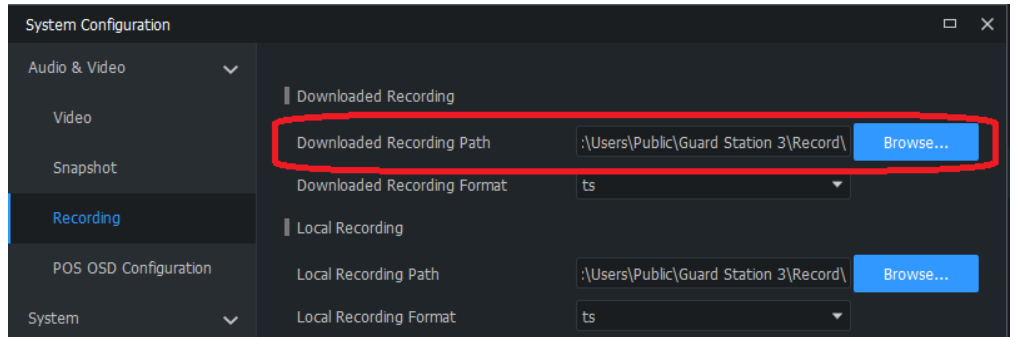
File Saving Location

After opening Guard Station go to Control Panel tab and look for System Configuration and click on it.



Under Audio & Video go to Recording.

Click on Browse.

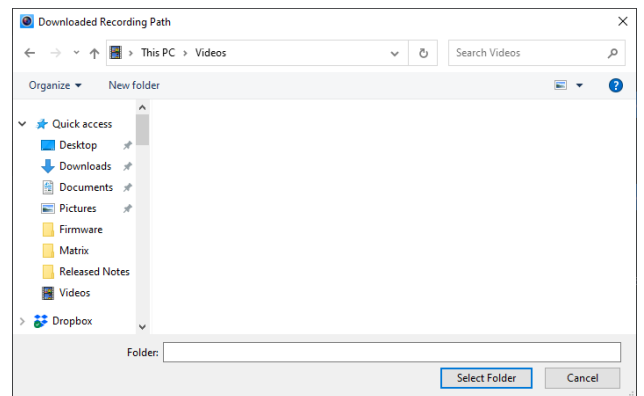


The computer file folder explorer box will open.

It is recommended to select an easy to find folder such as Videos or a sub folder in Videos. Once selected click on Select Folder.

On the System Configuration page click Apply then click on the X in the upper right hand corner.

Note – This only needs to be done once.



Locating and Copying Video

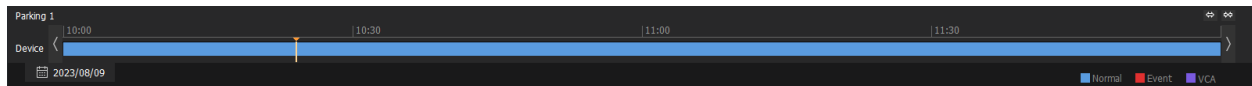
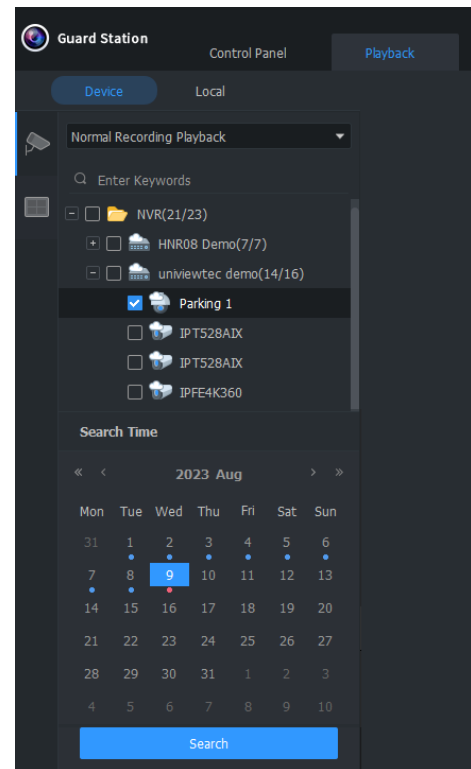
Go to the Playback tab.

Locate the NVR/HVR and the desired camera. Select it and the calendar will populate.

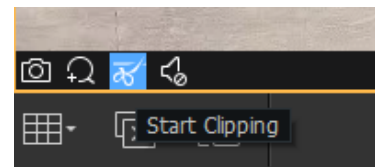
Click on the desired date and then click Search. This will load the time bar.

Click on the time bar as close to the desired time as possible and then click the play icon.

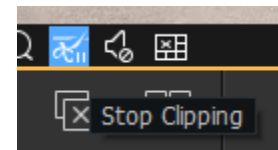
To aid in going to the exact time that you require the time line can expand or compress by clicking on these icons to the far right of the timeline.



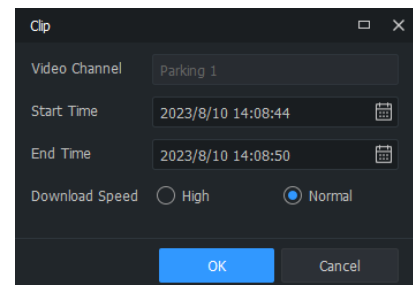
Once the playback is at the start of the incident click on the scissor icon in the bottom left corner of the video image.



Get to the end of the incident and then click the scissor icon again to designate the end of the clip.

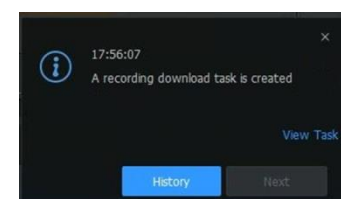


Next the Clip dialog box will open showing the start and end. Click on OK.

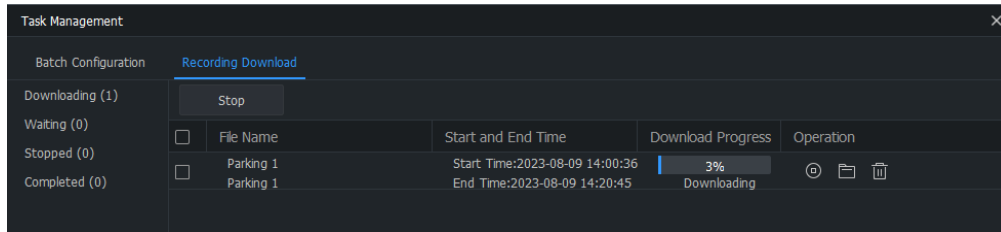
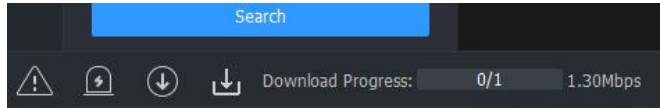


Note –Selecting Download Speed High of Normal will impact how quickly the clip will be downloaded. Normal is suggested. If High is selected the program will take up more computer resources as well as bandwidth which could impact other programs running on the computer.

Once the process has begun you will momentarily see a pop up in the bottom right corner.

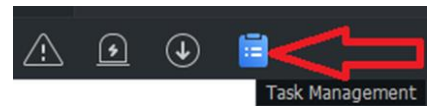


You will also see the current download status in the bottom left corner. If you click on the download icon it will open Task Management.

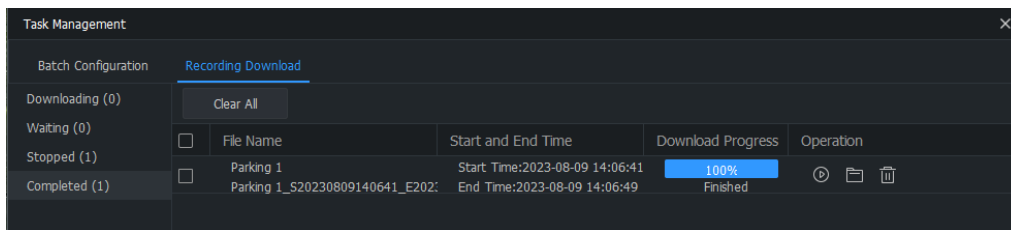


From here you can monitor the download progress, stop the download, open the file location or delete the file.

Once completed the Task Management download progress icon in the bottom left corner will change to a clip board icon. Clicking here will also open the Task Management.




The clip information will change to Completed. From here you can play the clip, open the file location or delete the file.



Note - It is always recommended to playback the video clip to ensure that you have exactly what is needed.

PLAYING VIDEO

For best viewing it is recommended to use Guard Player  (www.univiewtechnology.com/support-center/client-software-vms) or a media player such as VLC (www.videolan.org/vlc).