

Anytime you are employing a POE switch and NOT directly connecting one camera to one POE port on the back of an NVR, you should statically address the camera. If the network the camera is on is also accessible to internet or other PC's, you should also set a non-default password for the camera. It is recommended to have familiarity with IP addressing to use these methods.

### Ways to Address Cameras

#### **Web Portal**

The most basic way to statically address a camera is through that camera's web portal interface. Simply type the IP address of the camera into a browser while on the same network. This will bring up the login page for the camera. Sign in with the default password 123456, and the Camera will immediately have you update the password. After you type a new password, confirm it, and possibly answer up to two quick questions from a setup wizard, you'll be logged into the camera directly.

#### **Guard Tools**

From a PC on the same network as the camera, you can run Guard Tools, available [here](#). This tool allows you to log into multiple cameras at the same time and manage many of their settings from one convenient location. If you are trying to setup many cameras at the same time, this is the best solution.

#### **NVR**

The NVR will also allow you to change the IP address of the camera provided the NVR can see that camera on the network (some network settings may make this difficult), and you have the current password for that device. If you have a switch with cameras directly connected to POE port, or secondary network port on the NVR, this can be a decent method as well.

### Web Portal

Once logged into the camera, go to the **Setup** tab.

Click on **Network** under the **Common** menu or the **Network** menu. Either will take you to the same page.

Make note of the current **IP Address**, **Subnet Mask** and **Gateway** in the **IPv4** section.

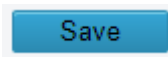
Select the drop-down next to **Obtain IP Address** and set it to **Static**.

Change the **IP Address** if needed.



Note: the **IP Address** and **Gateway** should be on the same subnet. For example, the **Gateway** is 192.168.10.1, the **Subnet Mask** is 255.255.255.0 (meaning the first 3 octets, those numbers separated by dots, of the IP address are used to identify the network, and only the last octet, after the last dot, is used to identify the device). The **IP Address** could then be 192.168.10.X, where X is any number from 2-254. 1 and 255 are excluded because 1 is used by the gateway and 255 is a loopback address that cannot be occupied by a device. You also want to make sure you do not give 2 devices the same address.

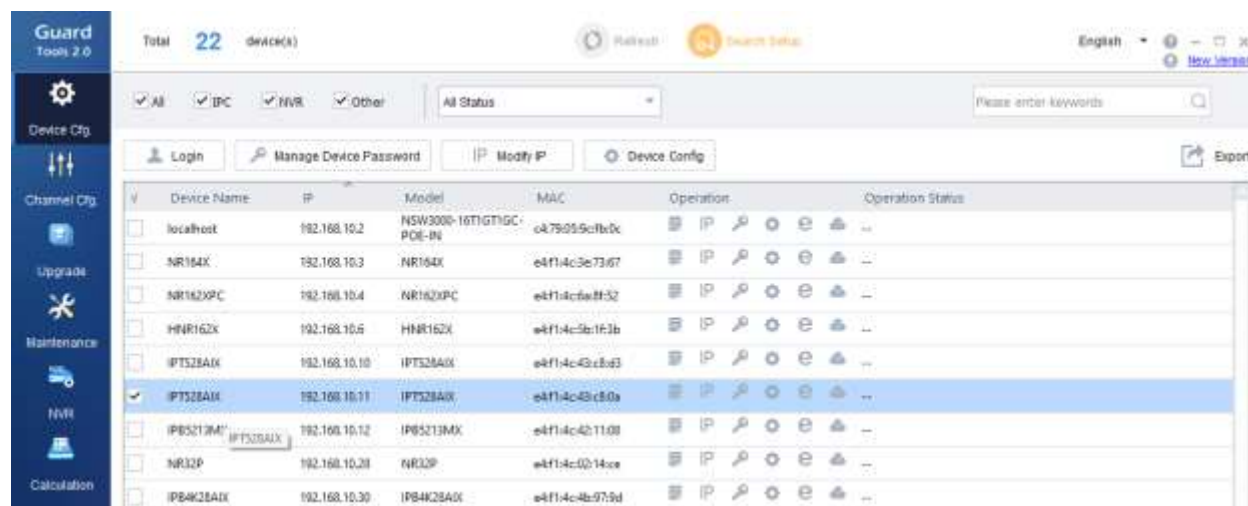
Click **Save**.



Don't forget the password changed after logging into the camera so that is now the password required to enroll it into an NVR or access the web portal.

### Guard Tools

After launching the Guard Tools program, it will automatically look for cameras on the local network. You should only see devices on the same subnet as your local network. If you see different IP addresses, say a 172.x.x.x or a 192.x.x.x when your local network is 10.0.0.x, ensure your PC is only connected to 1 network. If it is, you will likely have to change the IP address of that camera, but that's what this document is for anyway!



If all your cameras are new out of box, or you are confident they all have the same password:

Click the check mark  at the top left of the table to select all the cameras.

Username

Password

Click Login

Change Password to the password of the cameras. By default, it's 123456. Click



This will log you into all the cameras and prevent you from having to log into each one as you go to the **Modify IP** screen.

Select one camera from the list by its checkbox, then click **IP Modify IP** at the top or **IP** in the operation column. You should see a screen like this:

**Modify IP (192.168.10.11)**

New IP	<input type="text" value="192 . 168 . 10 . 11"/>
Subnet Mask	<input type="text" value="255 . 255 . 255 . 0"/>
Gateway	<input type="text" value="192 . 168 . 10 . 1"/>


IP(old)	IP(new)	Subnet Mask	Gateway	Username	Password	Operation Status
192.168.10.11	192.168.10.11	255.255.255.0	192.168.10.1	admin	●●●●●●	Logged in

If you have not yet logged into this camera, the **Operation Status** column will instead say “Not logged in” and you will have to input the password into the **Password** column by clicking on the dots.

Normally, you should only have to change the last octet of the **New IP** and click **OK**.

Operation Status will change to “Modifying...” hopefully followed by “Modification Succeeded”.

If you get “Modification Failed”, double check the camera password.



If like we discussed before, the IP does not match your local network subnet, you will have to change more than just the **New IP**. The **Subnet Mask** and **Gateway** should also be changed to match your local network. You may have to  Refresh to see updates.

## NVR

### Web Portal Method

Upon logging into the NVR’s web portal, navigate to the **Setup** tab.

Click on **Camera**.

If the camera you want to set to static is already enrolled in the NVR with  **Status**, just click  under the **Configure** column next to that camera.


IP Address	<input type="text" value="192.168.10.59"/>
IPv4 Subnet Mask	<input type="text" value="255.255.255.0"/>
IPv4 Default Gateway	<input type="text" value="192.168.10.1"/>






Fill out the information and click **Save**.

**Otherwise**, make sure the current IP address of the camera is **NOT** typed into any NVR channel.


From the **Camera** page click 

You'll get a list of cameras the recorder can "see" on the local network.

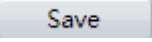
 indicates a camera enrolled on another NVR on the network. Would not recommend changing that device's IP, or the other NVR may lose connection to it.

Auto Search				
<input type="checkbox"/>	Status	IP Address	Configure	Port
<input type="checkbox"/>		192.168.10.6		80
<input type="checkbox"/>		192.168.10.11		80
<input type="checkbox"/>		192.168.10.58		80
<input type="checkbox"/>	Added	192.168.10.10		80

Notice you only get a **Configure** option on this menu for cameras NOT added to the NVR.

Click  in the **Configure** column next to the camera you need to change.

Set the **IPv4 Address**, **IPv4 Subnet Mask**, **IPv4 Default Gateway**, and fill in the **Password** field with the camera's current password.


Click 

You can make **IPv4 Default Gateway** the NVR's IP address if you would like. But, if you know the local network gateway, that would be better.

Camera	
IPv4 Address	<input type="text" value="192.168.10.6"/>
IPv4 Subnet Mask	<input type="text" value="0.0.0.0"/>
IPv4 Default Gateway	<input type="text" value="0.0.0.0"/>
Username	<input type="text" value="admin"/>
Password	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

### NVR Direct

Goto **Menu** and you should be in the camera list right away, if not go to **Camera**.

Below your enrolled cameras, you should also see a list of cameras the recorder can see that are not enrolled. Simply click on the  next to the camera whos IP address you need to change or set to static.

You can then changed the IP address information and when you click **Apply** it will be set to that information as static.

If the camera is not currently enrolled into the NVR you will also have to enter the **Password** for the camera, and the submitting button will instead be **OK**.

Changes from the NVR should be updated pretty much instantaneously.