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**Surveillance System Quick Reference Guide  
(Please refer to instruction manual for detailed information)**

**Playback**

1. At the main screen, 'Right Click' mouse and select 'Full Screen Switch'. This will toggle the user into the operations screen.

2. Left click on  'Search'. Another screen will now appear over the live screen. Bear in mind that you are still recording live images. Then select "Video, Audio Log"

3. From the top drop down date tree, select the day you wish to view.

4. From the time log below, select the time you wish to view. By selecting this an image should appear of camera 1.

5. From the top right, select  'Multiview' to view all cameras simultaneously.

6. Click play.  All cameras should now replay the 5 minute event file that you have selected.

**Zooming and fast/slow replay**

7. If you wish to digitally zoom into an image, select pause, double click on the image to show it in 'single view', then select the '+' icon.

Click on the image and it will digitally magnify. Bear in mind that as the image magnifies, so do the pixels. After 3 x magnification, the image normally pixelates beyond a useable level.

8. To zoom out, select the '-' icon and click on the image several times until it restores to the original 1 x magnification.

9. To view footage at a faster rate, select the up arrow in the control bar. Footage can be viewed at up to 8 x the real-time speed. Conversely, to slow down footage speed, select the down arrow in the control bar. Footage can be viewed as slow as 1/8 of its real-time speed.



**Permanent save**

10. To permanently save an image, select the image required, then click on  Select "Video Save Only" You can define a start and end time if you wish. To save, click on  From the drop down menu, select 'desktop'. Click "Save".

Then click  This will permanently save the footage in avi. format which can be easily distributed to police etc.

**Zone (Object) Searching**

11. Click on  and select the camera and the amount of time you wish to search. Then click  (You can object search in 24 Hour Blocks)

12. Click on  On the display screen highlight the areas you want to check for any changes and select "alarm region" Adjust sensitivity to minimum and search speed to maximum.

13. Click on "search" and wait. After the search is complete click on "play" and it will have taken images of any changes which occurred in that specified area.



14. Record these times on a notepad, then do a normal search (See 2 above) to retrieve complete footage