# SafeGuard NVR

Main Unit (Server) Quick Instructions

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## Live View

You will see your camera images displayed in a grid format.

**On initial setup the default username and password is, User : 1 , Password : 1**
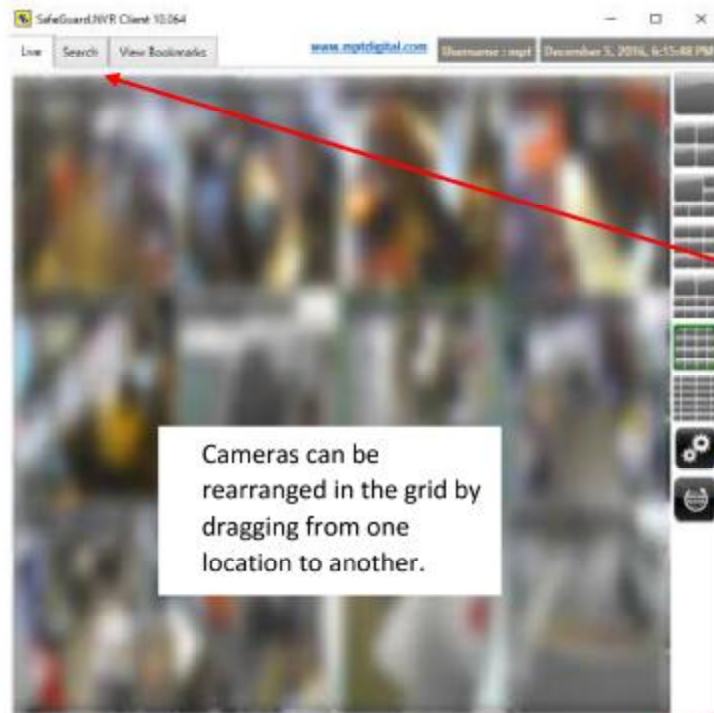


Click on one of the split buttons to change the grid layout.

To Search recorded video select the search tab

Cameras can be rearranged in the grid by dragging from one location to another.

Selecting the gears button will display the setup menu.

Here you can :

1. Add or Remove Users
2. Name your cameras

## Searching Recorded Video

You can initiate search by either clicking on the search tab or right clicking over a camera you wish to search and select 'Search This Camera'.



## The Search Screen



Here you can search through the recorded images for any camera at a particular site.

The calendar displays days in green that have recorded video. Select the day you wish to search for video.

Once you have clicked on a day, the hour chart will be filled in. The hour section displays camera hour information on each row. Each green block represents an hour where there is recorded video for that particular camera.

Once you have clicked on an hour, the minute row will be filled in. The minutes are represented from 0 to 60. Each green block represents a minute where there is recorded video for the selected hour of the selected camera.

Search continued.
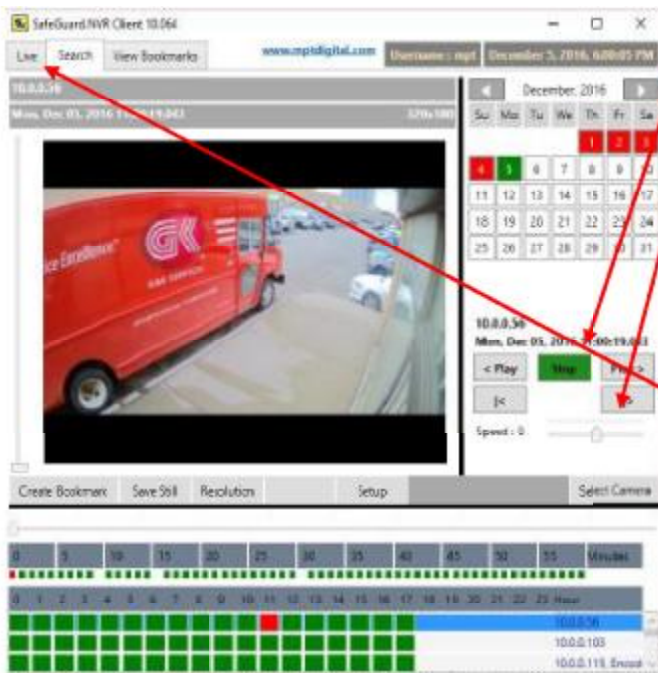


Once you have selected the day, hour and minute you are interested in, you may then play forward, reverse or frame by frame.
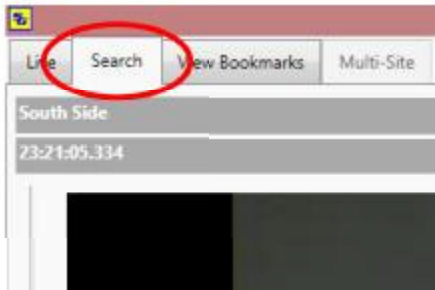
You may also control the playback speed by using this control.

When you have finished searching for the video you are interested in, you may return to live the camera view by either selecting the Live tab

# Copying a video clip from a SafeGuard NVR

For assistance with search video, also refer to the 'Searching Recorded Video' help document.

Select the Search tab.



Select the date on the calendar that has the video you wish to get a clip from.



Days with recording will appear in Green. Selected day will appear in Magenta.

At the bottom of the screen select the Hour of the recording you wish to make a clip from. Each green block represents an hour that has recording. Where there is no green block that hour does not have any recorded images. The hour you have selected will appear as Red.

Once you have selected an hour, the minutes row will be updated with smaller green blocks, each green block represents a minute with recording, where there are no Green blocks there is no recording for that minute. Select the minute that you wish the clip to start from. The minute you have selected will appears as Red.



Once you have selected the starting point for your clip, select Create Bookmark.

After clicking on Create bookmark, the dialog below will appear. Click Create New Bookmark.
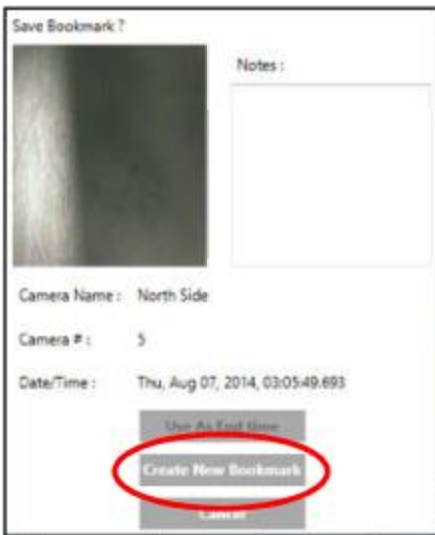
Now select the time you wish the clip to end. Follow the same steps as you did to select the starting time for your clip. The end time must be for the same camera and within a 24-hour period.

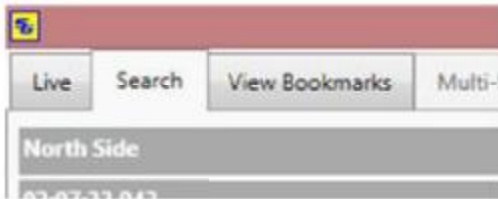Once you have selected your end time, click Create Bookmark.
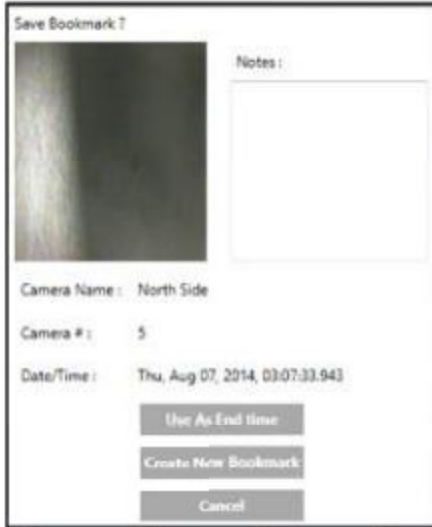


This dialog will appear, click the Use as End Time button.
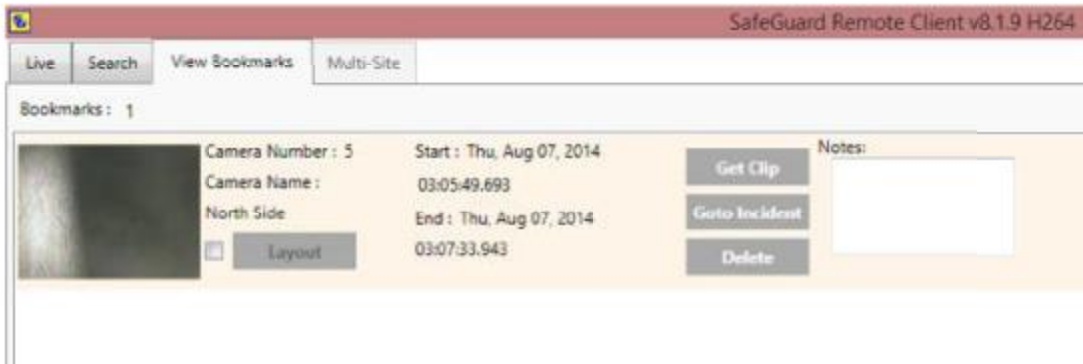
OR... the dialog may look like this one, if so select Yes.

Now select the View Bookmarks Tab



The bookmark will be listed in the window. Verify the start and end times are correct and the selected camera is correct.
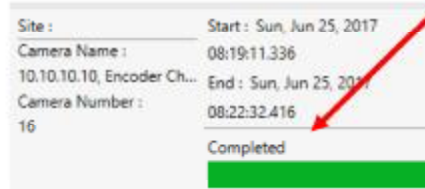
Click Get Clip.

You will be prompted if you wish to create the clip immediately (leave selected), also whether to Save for later or copy to a USB stick. If you have a USB stick to copy the clip to, select this option. Otherwise leave as Save for later.
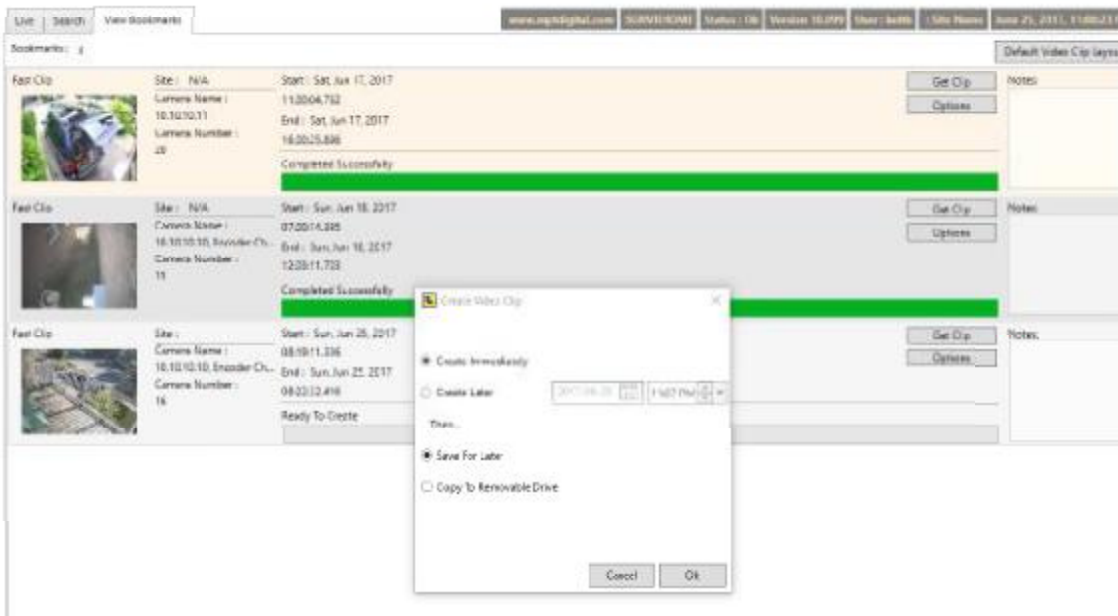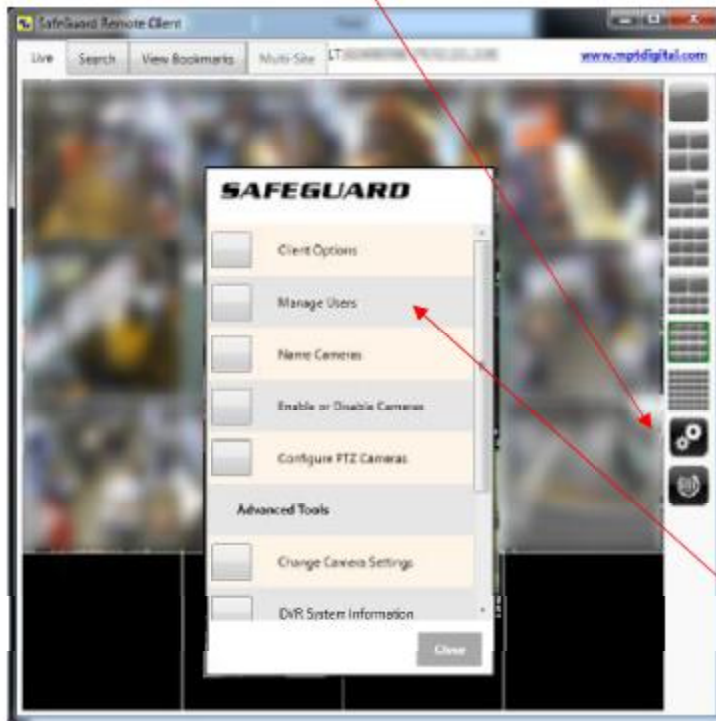


After selecting Ok, the clip will be created, when finished it will say Completed here

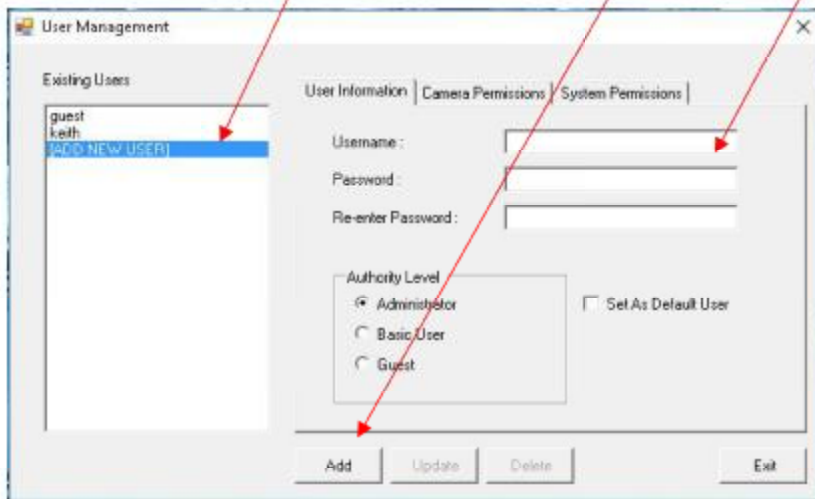## Managing Users from the Remote Software or at the Server

From the Live View screen select the Setup button to display the menu.
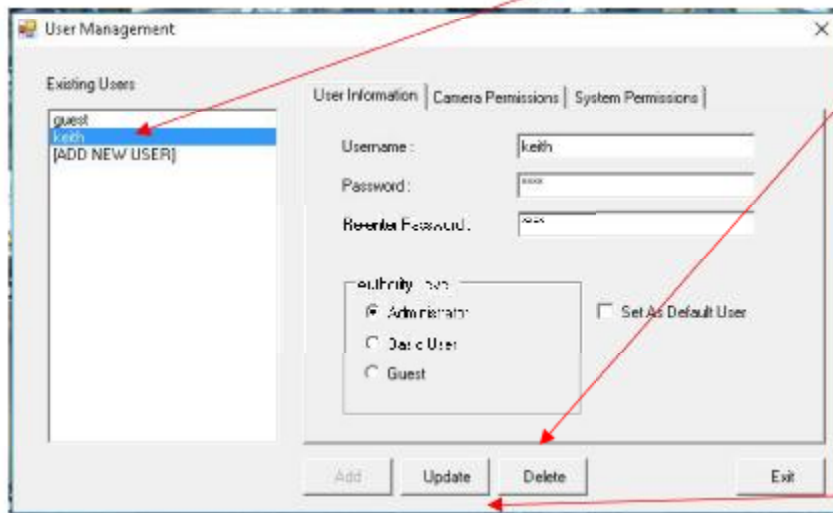


Then select Manage Users.

The user management dialog will appear next.

To **ADD** a New user, highlight [Add NEW USER], then enter the uses name and password (re-enter the password a second time for confirmation). Then select Add.



The added user name will then appear in the list of Existing users.

To **MODIFY** or **DELETE** an existing user, first highlight the users name.



Select Delete if you wish to remove the user from the system.

If you wish to modify the user, you may now proceed to make changes to the user properties, lie authority level and permissions, once done, select Update to save changes.

**Options:**

**Set As Default User** - When selected, this will be the use automatically logged into the system on first start, when the system is not in use or when a user has logged out. Normally this user is the guest user. There can only be one Default user.

**Authority Level** - **Administrator**, full access to all system functions. **Basic User**, allows you to fully customize the users access. From very restricted to full access. **Guest** Very limited access.

**Camera Permissions** – Place a checkmark next to cameras you wish the user to have access to, any that do not have a checkmark the user to have not be permitted to access. This will apply to both live view and in search.

**System Permissions** – Place a checkmark next to system functions you wish the user to have access to, any that do not have a checkmark the user to have not be permitted to access
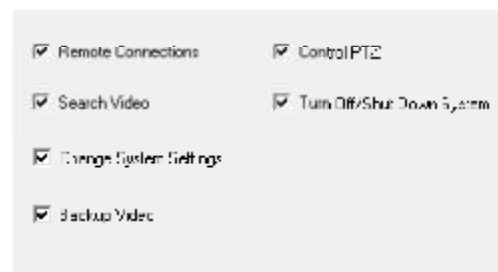


Select **Update** to save your changes.