

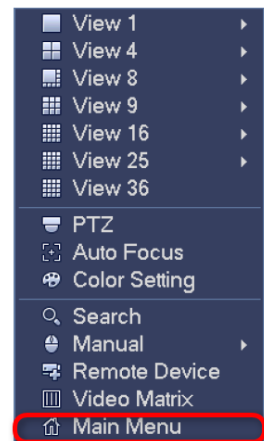
## DVR Backup Guide

*This is a quick instructional guide on how to locate and backup video at your DVR using a USB thumb drive. We recommend that you use the USB port on the back of your DVR to plug in your mouse and leave the front USB port free for backup purposes.*

### Step 1:

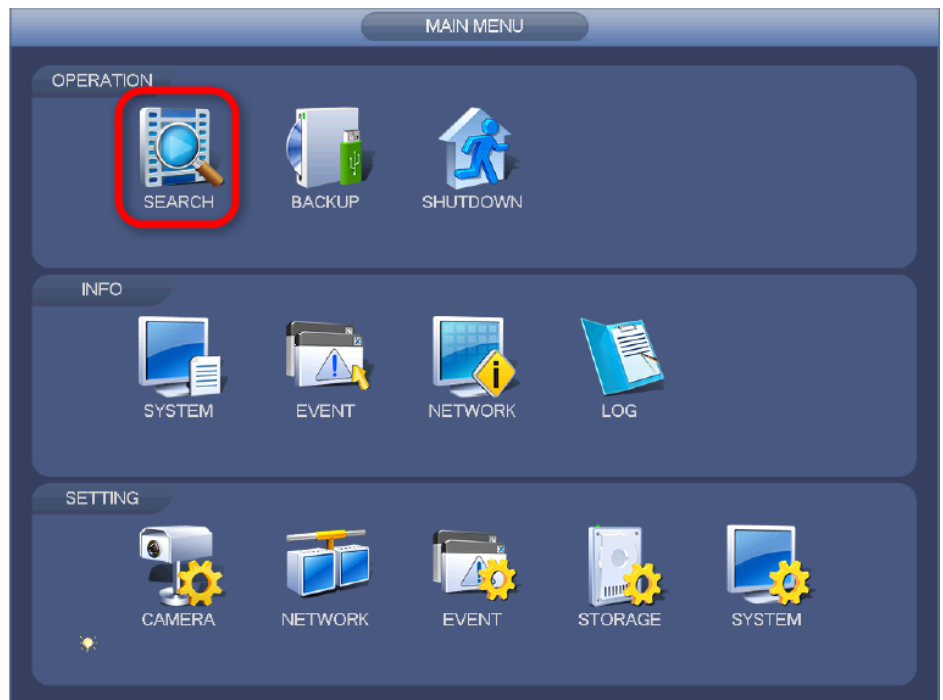
From anywhere on the DVR screen, right-click with your mouse and select "Main Menu" from the drop-down menu.

Select the "888888" username and enter your password. Please note that the default password is "888888" - This will log you into the DVR.



### Step 2:

Once you have logged into the DVR, the MAIN MENU screen will appear. Click on the "SEARCH" icon.



### Step 3:

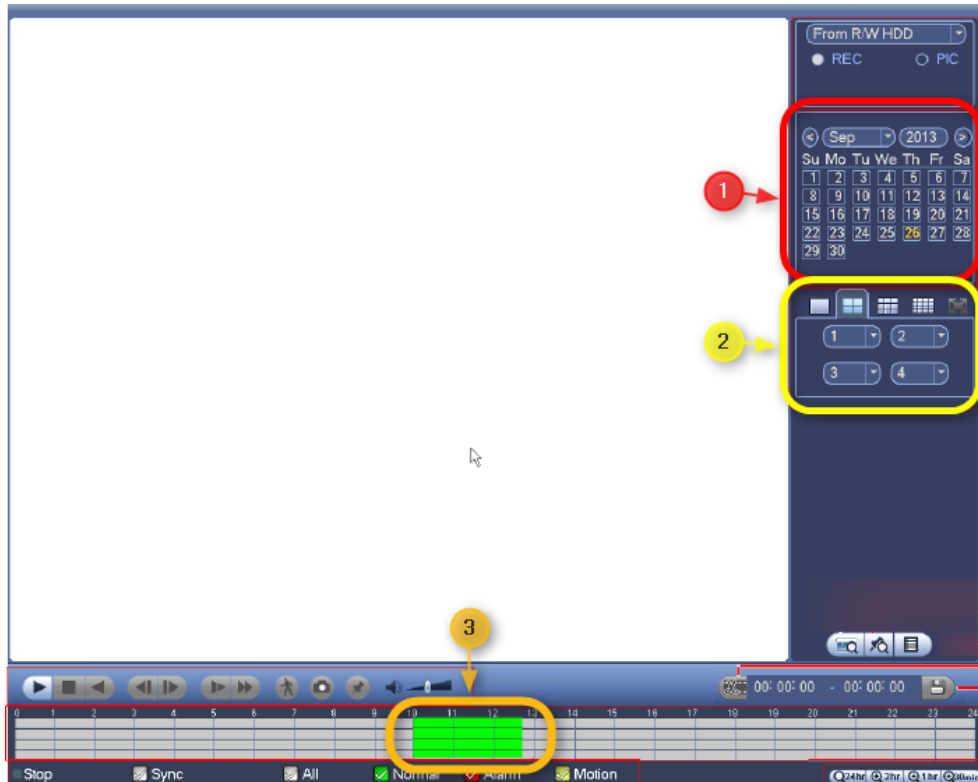
Now you are at the SEARCH SCREEN. In the upper right-hand corner you will see a calendar. Days that have recorded video are highlighted in blue. Select a day from the calendar (see the red #1).

### Step 4:

You can review recorded video from one or more cameras at a time. The default is set to view 4 cameras at a time. Choose the cameras that you wish to review (see the yellow #2).

### Step 5:

Click anywhere along the timeline (in military time) at the bottom of the screen and video will start playing at the time you choose (see the orange #3). The color may vary depending upon recording type.



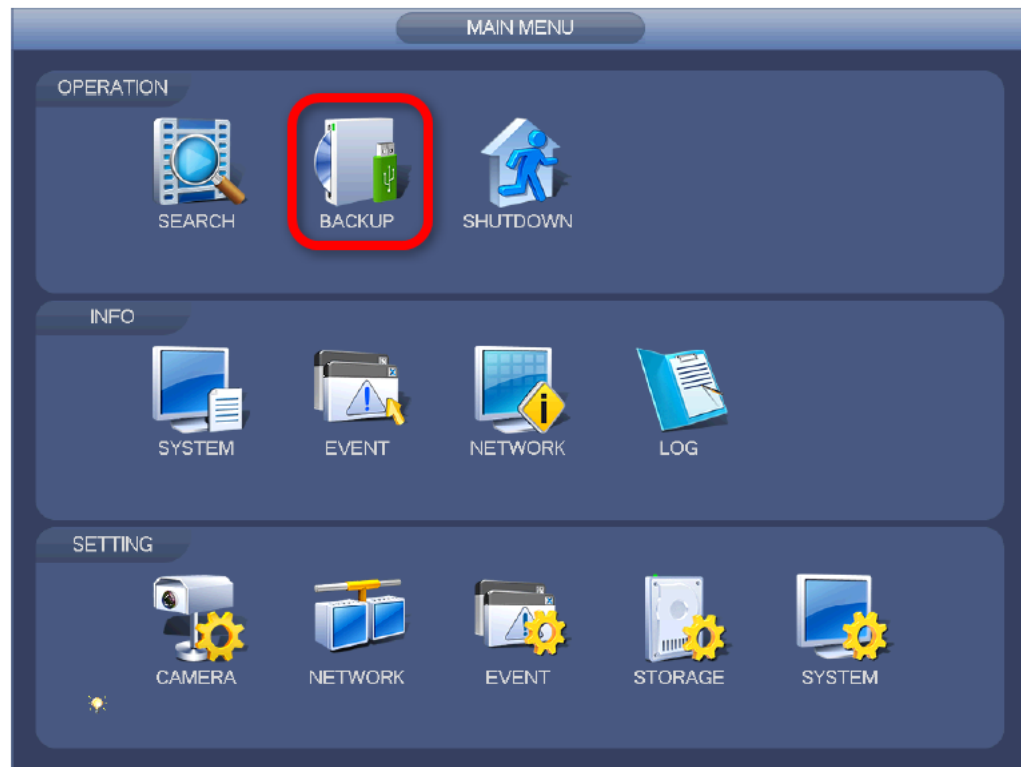
★ Make a note of the start date and time and the end date and time for each camera that you wish to backup.

*Note: If you don't already have a USB thumb drive inserted in the DVR, do so and it will bring up the USB Device Auto Pop-Up Screen and then just select **File Backup** and it will take you to Step 8.*



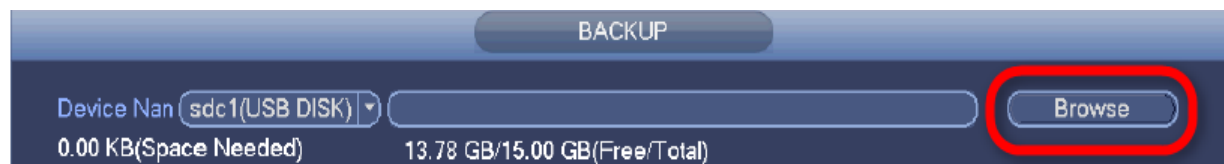
## Step 6:

Right-click once with the mouse and it will bring you back to the MAIN MENU. Then click on the “**BACKUP**” icon.



## Step 7:

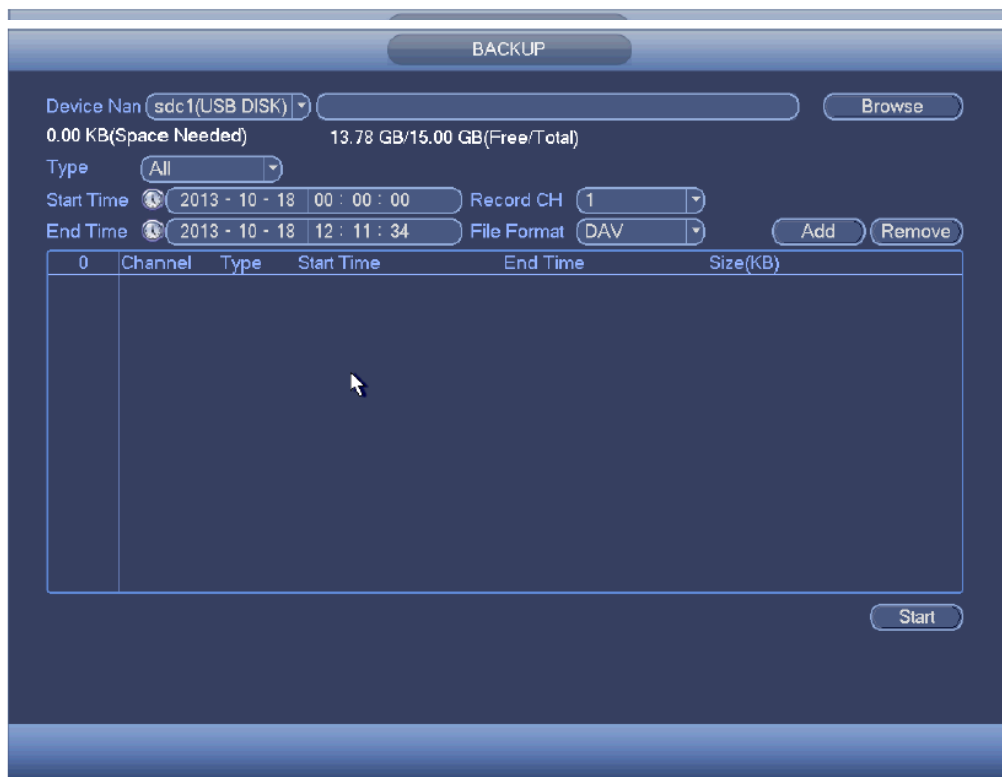
Once at the backup option, click on browser to find the USB device if it's not already selected.



## Step 8:

At the Backup Menu, be sure that the **Type** is set to **All**. Select the **Channel** (camera) that you wish to backup. (You can add additional channels, but only one can be added at a time.) Make sure that the **File Format** is set to **DAV**. Then, using the mouse and the on-screen keypad, enter the **start date and time** and the **end date and time** of the video that you wish to backup. Finally, click the “Add” button and one or more files will be added to the queue.

Please note that only files that are checked will be backed up and the “Remove” button is also an option to delete files from the queue.

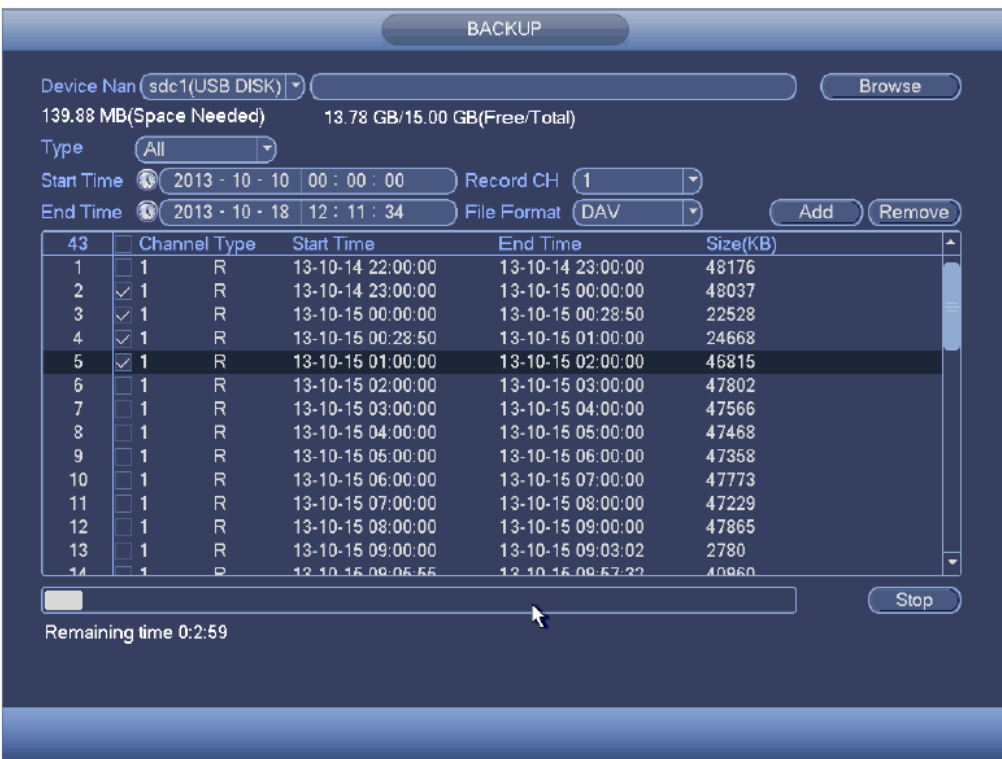


## Step 9:

Step 8 can be repeated for additional cameras that you wish to add. Once you have all of the files added that you need, click the “Start” button to begin backing up video to your thumb drive.

### You're Done!

After a few minutes (depending upon the amount of video that you are backing up), you will see a message showing that your backup has finished. Click “OK” and remove the thumb drive from the DVR. The thumb drive now contains all of the video files and a player that you can use to watch the footage on a PC.



If you have any questions, please do not hesitate to e-mail us at [support@cctvsecuritypros.com](mailto:support@cctvsecuritypros.com).

