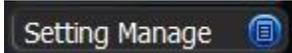
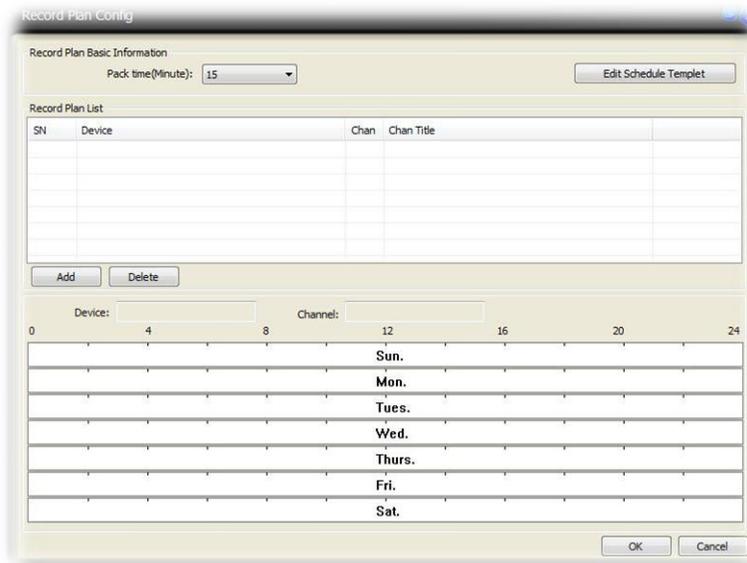


Setting a Record Plan Using PSS

Introduction: PSS has a great feature that allows you to schedule multiple times for recordings each day of the week. This feature also allows you to set up a scheduled time for recording on each camera.

Step 1. First begin by opening the PSS program by double clicking the icon on your desktop. You will be prompted with a username and password window, enter those and click the OK button to bring up the main PSS screen. Once inside PSS click the Setting Manage button.

 This will bring up a menu with multiple options on it, for now let's select the one that is labeled **Record Plan Config**. The Record Plan window will be displayed.



Step 2. Once you are viewing the record plan window you will notice the Edit Schedule Template button in the upper right corner. Click that to bring up another window allowing you to set a schedule. At this point you can either set a custom template or use the premade full day template. For tutorial purposes we will set a custom template by first typing in a title at the top where it says **Empty Template**, once you have erased the words "empty template" and typed in a custom title the fields below will then be editable. For our example we will name ours Test. Now we can type in a timeframe for our DVR to record, for example if we want to

record from 9AM to 5PM we would type in 9 in the first field under the Hour column then under the Hour column to the right type in 17 for 5PM in military time. After you have typed in the times you would like scheduled click the **Add** button at the bottom. Then click OK to save.

Period	Hour	Minute		Hour	Minute
1	9	0	—	17	0
2	0	0	—	0	0
3	0	0	—	0	0
4	0	0	—	0	0
5	0	0	—	0	0
6	0	0	—	0	0

Step 3. Once you are back at the Record Plan Config window, select the Pack Time from the dropdown box at the top of the window. The Pack time is the time intervals that your recordings will sort and save as. After selecting the pack time we need to add our recording template to the cameras. To do so click the Add button, a new window will pop up allowing you to pick your device and the camera from the dropdown lists. Select your device and the first camera you want to set to record. Once selected choose your template from the box on the right hand side. At this point you can either press the "<-One Week" button or you can manually add this template for certain days by pressing the arrows next to the corresponding days. In our example we have chosen Monday, Wednesday, and Friday to record from 9 to 5. Once you have added the days for that camera click the OK button to save.

The screenshot shows a dialog box titled "Add Channel". It features a "Device" dropdown menu set to "Work" and a "Channel" dropdown menu set to "cam 1". To the right of the "Channel" dropdown is a "<-one week" button. Below these are seven rows for the days of the week: Sun., Mon., Tues., Wed., Thurs., Fri., and Sat. Each row has a text input field and a "<->" button. The "Fri." row's "<->" button is highlighted in blue. On the right side, there is a "Schedule Templet" section with a list box containing "Empty templet", "Full Day Templet", and "Test". Below the list box is an "Edit Schedule Templet" button. At the bottom of the dialog are "OK" and "Cancel" buttons.

Step 4. Now you can repeat the previous step for each and every camera on your system. Once this is complete click the OK button at the bottom of the screen. To start your record plan click the Tools button on the right hand side, then click Begin Record Plan. To make the record plan start automatically click the Config button at the bottom of the screen, then select option this will bring up the options screen. In the top left is a box that is labeled **auto start record plan**, check that box to automatically start your custom record plan. Note: We recommend saving your recordings to an external hard drive as generally the files can be very large.

Record Plan Config

Record Plan Basic Information

Pack time(Minute): 60

Edit Schedule Templet

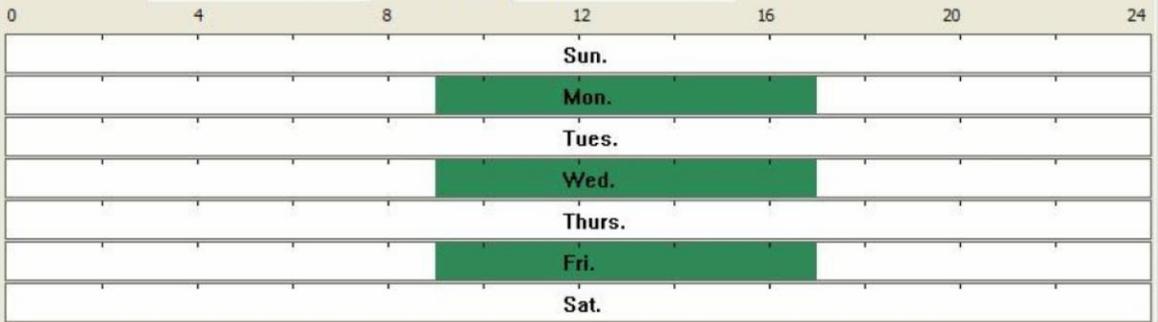
Record Plan List

SN	Device	Chan	Chan Title
001	Work	001	cam 1
002	Work	002	CAM 2
003	Work	003	CAM 3

Add Delete

Device: Work

Channel: cam 1



OK Cancel