

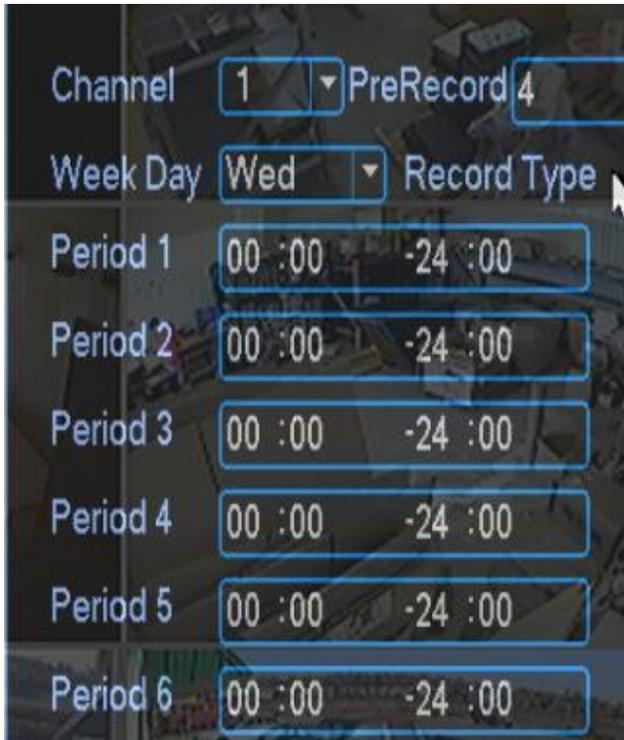
# Schedule Setup

**Introduction:** One feature of the DVR is the Schedule screen. The Schedule function allows you to set up different times and ways to record for each day of the week along with allowing you to set these options for each and every channel on the system. From 24 hour recording everyday to a basic 9 to 5 on weekdays, whichever your recording needs this guide will explain how to properly setup and schedule your recordings.

**Step 1:** Let's begin by opening the On Screen Menu by right clicking, then select Main Menu from the bottom. Once you are viewing the Main Menu select the Setting option in the upper right. Once inside the settings screen select the icon that says Schedule.



**Step 2:** Now that we are viewing the Schedule window. You will notice many options to choose from, look below to get a better understanding of each.



**Channel:** Select the channel from the dropdown menu to change options for each. Also, at the bottom of the dropdown menu is the 'ALL' option, which will set the options for every channel

**Prerecord(seconds):** Prerecord begins recording before the scheduled time in the amount of seconds you specify.

**Weekday:** Select which day of the week to set your schedule on. Also, the ALL option is available for selection allowing you to set a schedule for everyday of the week.

**Period 1-6:** This area allows you to set up to 6 timeframes to record. The column on the left is the begin time and the column on the right is the end time. *For example the picture to the left is set to record for all 24hrs of the day.*



**Schedule Type Area:** This area allows you to schedule what type of recording needs to be activated at the corresponding time.

**Regular**-Regular Recording

**MD**-Motion Detection Recording

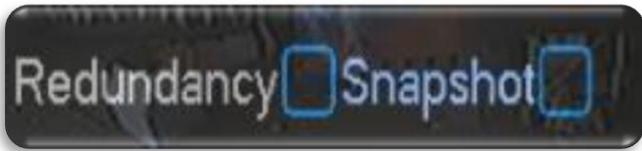
**Alarm**-Alarm Recording

**MD&Alarm:** Motion & Alarm Recording

The corresponding box's below allow you to activate these for the different periods of time set. When the box is filled in, that type is activated.



**Timeline:** The timeline gives you a visual of your scheduled recordings and recording type for that day. *As you can see in the above picture we are set to regular record for 24hrs a day.*



**Redundancy:** This feature allows you to record the same thing to more than one Hard Drive at a time.

**Snapshot:** This feature allows you to capture a picture once an Alarm is activated.

**Step 3:** Now that we have a better understanding of each function on the schedule screen we can now set up a schedule. *For tutorial purposes we are going to setup the DVR to Regular recording on all channels from 9-5 for Monday through Friday.* First, select All from the channels dropdown menu. Next, since we are setting up a 9am to 5pm schedule on weekdays only let's start by selecting Monday from the 'Weekday' dropdown list. Next, in the field to the right of Period 1 we will set our timeframe of 09:00 to 17:00. *Keep in mind the times scheduled will be in the 24HR time format (17:00 = 5pm).*

Channel	PreRecord	sec.	Redundancy	Snapshot
All	4		<input type="checkbox"/>	<input type="checkbox"/>

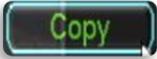
Week Day	Record Type	Regular	MD	Alarm	MD&Alarm
Mon		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 1	09 :00 - 17 :00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2	00 :00 - 24 :00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3	00 :00 - 24 :00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4	00 :00 - 24 :00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5	00 :00 - 24 :00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6	00 :00 - 24 :00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

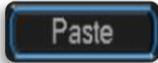
Legend: ■ Regular, ■ MD, ■ Alarm, ■ MD&Alarm

AM 12 3 6 9 12 PM 3 6 9 12

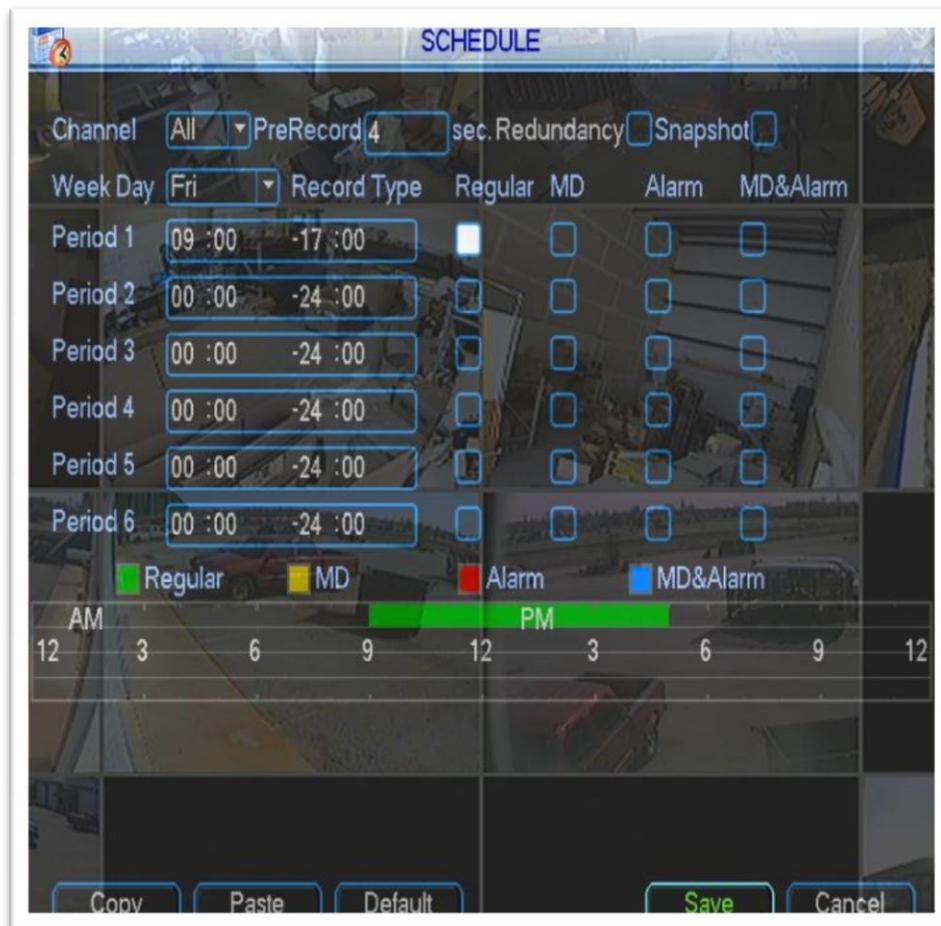
**Step 4:** Now that we have our schedule set for 9-5 on Monday we will need to go through and add it for each other weekday. Now, we could manually go through and select the day then input the time, though, the DVR has given us a Copy and Paste option which comes in handy when setting the same schedule for different days. To begin, while still looking at our 9-5 Monday setup, click the Copy button



located in the bottom left of the window, this will copy the all the settings and times we have setup for this day. Next, select Tuesday from the dropdown menu then click the Paste button.



This will paste our 9-5 schedule for that specific day. Now we can go through Wednesday, Thursday, and Friday and Paste our schedule for those days. Once we have set each day click Save.



Congratulations, you have now set a schedule for each weekday from 9am to 5pm.

Here's another example for a common scenario, if you want to set your DVR to record for 24 hours every day of the week on every channel but only when motion is detected, it's very simple.

**Step 1:** Open the Schedule window by clicking on the icon. Once you are viewing the schedule screen select the dropdown next to channel and select "All". This selects all of the channels to record.

**Step 2:** Next, select the dropdown next to weekday and select "All". This select everyday of the week to record.

**Step 3:** Now that we have every channel and everyday selected to record the next thing we will need to do is uncheck the white filled in box under "Regular". This will disable regular recording and since we are only wanting motion detection to record let's click inside the box under "MD" to fill it in white, meaning Motion Detection is enable for this schedule. After this is done you have a schedule set for 24Hrs, all channels, and all days to record with Motion Detection only! Click the Save button and your done!

