DVR Search and Playback

Introduction: The search option on the DVR allows you to easily search and playback all recorded video. Also, it has many other features such as slow motion, frame by frame viewing, easy video cut and save options, and lots more. In this tutorial we will explain how to use each feature of the **Search** option on your DVR.
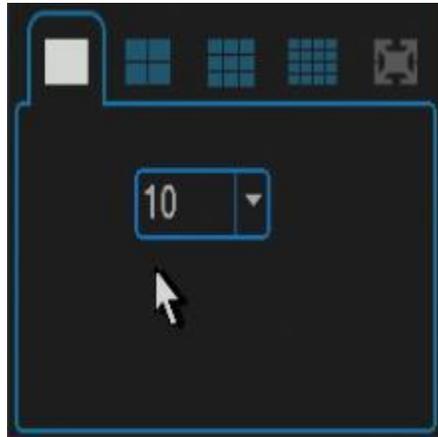
Finding a Recording

Step 1. To locate a specific recording you will need to right click to bring up your main menu, then find the button that is labeled "**Search**", click that to bring up the Search and Playback screen. Once your Search/Playback screen is open you will need to select the Month and Year the recording took place. To do so, you can scroll through each month by clicking the left or right arrow next to the Month and Year box's on the right hand side of the screen.

Step 2. Now we will need to select the date the recording is on. Right below the Month and Year are the days your DVR has recorded for that month highlighted in blue. Select the date you want to view by left clicking on it. In our example we have selected December 21st, 2011 to view.

Step 3. Next, we will need to select the channel we want to view that our recording is on. You will notice the box directly below the Month/Day/Year, this area allows you to select the total number of channels displayed along with which channels are display. For now, we only need to select <u>one</u> channel to view our recording, therefore, click the 'Filled Square' Tab. Next, we need to select the specific channel our recording is on. Do this by selecting the dropdown arrow and clicking the channel number. In our example we have selected channel 10 to view.

Step 4. Now that we have the Month/Day/Year and channel selected, we will need to select a start time to begin playback of our recording. There are two ways to go about this: **1.** You can manually click on different areas of the green timeline at the bottom of the screen to find the recording or incident.   **2.** You can select from a list of available start times, generally every
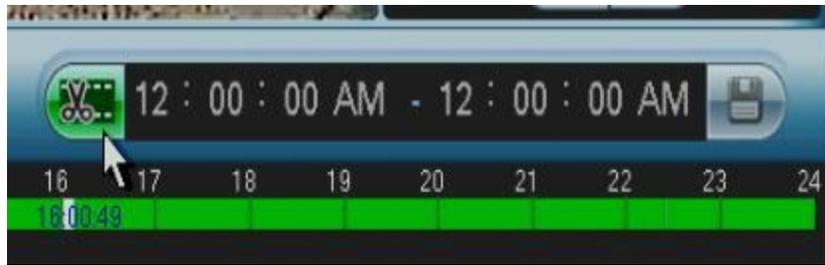
hour, by clicking the button.

Step 5. Once you have selected the time you want your recording to begin it should start playing, whether you selected it in the timeline or the hourly list.   In our example below we have selected the "Hourly List" button and picked 4:00pm as our start time. Also, keep in mind when you select the hourly list and pick a start time, you can then click on the green timeline bar to fine tune into the minutes and seconds that your incident began.
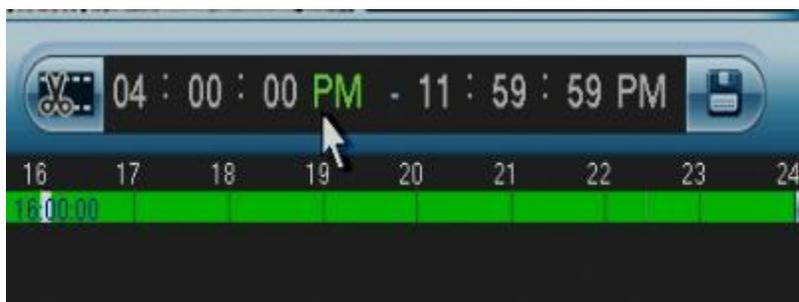
Congratulations, you now know how to find a specific event time that you have recorded using the search feature!
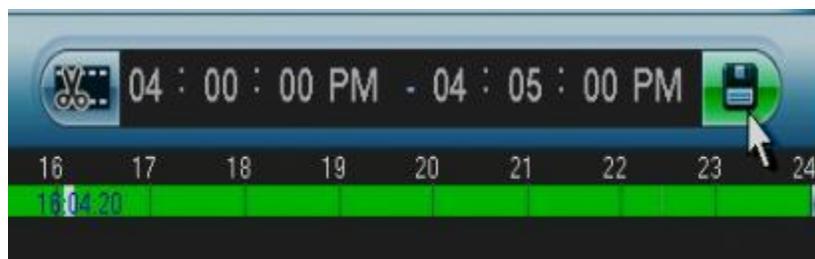
Saving a Recording

Step 1. In this step we will explain how to copy and save a specific event in time using the search/playback screen. First, select the Month, Year, then Day the event happened. Then select the channel your recording was on. Once this is complete, you will need to find the general start time that the event happened (See "Finding a recording" tutorial above). You can also do this by clicking through the timeline at the bottom to find the exact start time. Once you have found your start time you will need to click the **"Cut" button** right above the timeline in the lower right. When you click this button it allows you to enter in the start and end time for your recording to be cut and saved.

Step 2. Now that we have found the start time and activated the "Cut and Save" option, we will need to insert the start time into the area next to the Cut button. **Note: Your timeline will be in military time but when you insert the start and end time you will need to insert it in regular 12 hour(AM, PM) time. In our example on our timeline it shows 16:00:00, which is the same as 4:00:00 PM.** Now insert the start time by individually clicking the Hour, Minute, and Second fields, then select whether your recording took place in AM or PM.
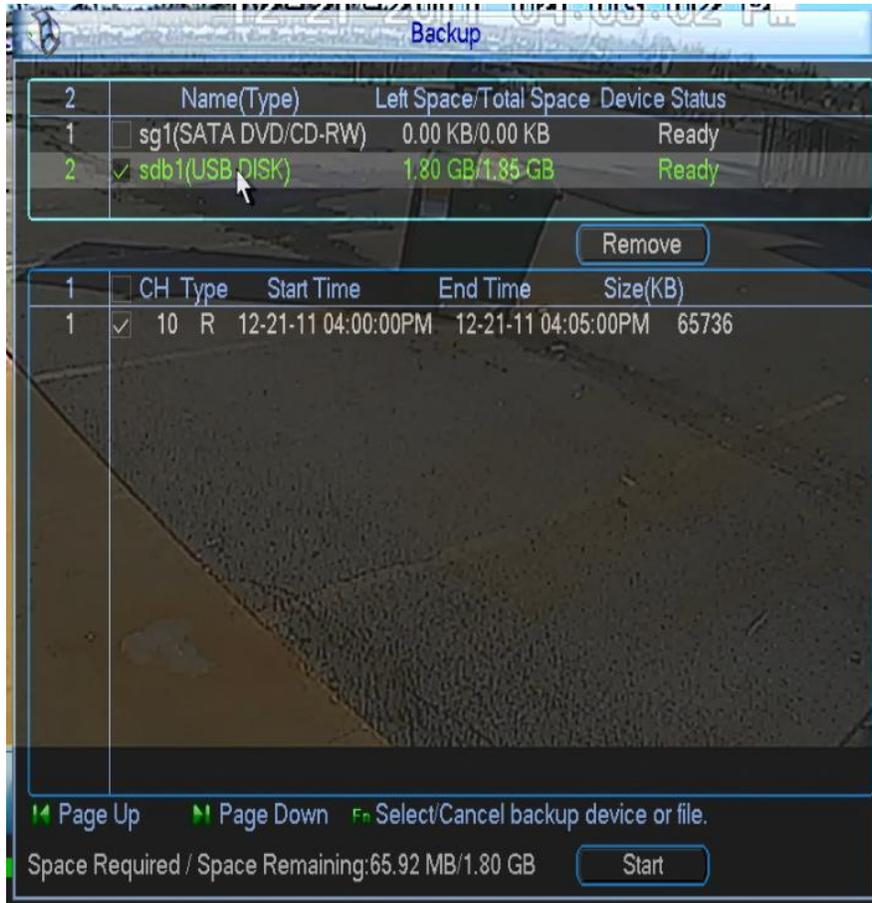

Step 3. Now that we have the start time inserted into our cut and save area we will need to insert the end time. Do this the same way we did on the start time, manually select the Hour, Minute, and Second that your event ended, then select if it was AM or PM.

Step 4. To save your event you will need a flash drive (aka thumb drive, memory stick) inserted into your DVR (or a CD/DVD if you have the Apollo HD Pro or Apollo HD Pro-Lite). Once you have your flash drive plugged into your DVR you can then click the "Save" button to the right of

the end time. This will bring up a screen confirming your event you want to save and showing you which device the recording will be copied to. In our example below we have unchecked the option to burn our recording to a disk and have selected our flash drive (USB Disk) as our backup device.

Step 5. Once you have selected the backup device and are ready to backup your event click the "Start" button in the lower right to begin backing up your video segment to your flash drive. Once this is complete you will be prompted with a window confirming your backup has completed successfully!

Viewing Multiple Channels

Introduction: With a system setup that has one or more channels, during playback/recording, you will be able to view all the channels simultaneously or even a select few if preferred. This is

a great feature if you need to see what happened on more than one camera or need to find out which channel caught the event in action. Whichever it is, being able to view multiple camera channels is a great feature and this tutorial will explain how to do it.

Step 1. First, you will need to open up the **<u>Search</u>** screen. Once your viewing the search screen you will notice a list of box's in the lower right, directly under the Days of the month. These selectable box's allow you to view one, four, nine, or sixteen camera channels simultaneously. Now before you start playback you will need to select the amount of channels you want to view on the screen by clicking the corresponding box. In our example we have selected to view four channels.

Step 2. Once you have selected your amount of channels to view you can then select which four specific channels you want to view. Directly below the Channel Amount tab are four areas with selectable numbers, to change them you will need to select the dropdown arrow next to each one and select the channel numbers you would like to view.

As you can see in our example we have selected channels two, three, ten, and twelve.

Step 3. Now that we have our channel numbers selected we can begin playback by pressing the play button. Voila! You can now playback all or a select few of your channels at once. Keep in mind the <u>four channel view</u> is the only one that allows you to select each individual camera channel. If you select the nine channel view, your options to view are: 1-8, or 9-16. If you select the 16 channel view it displays all 16 channels at once.

Playback and Timeline Features

Introduction: The playback and timeline options on your search screen can be very useful when trying to pinpoint that exact spot on a recording, or when skipping frame by frame to get a detailed look on an event that took place, or to watch different recorded times on up to four different channels at the same time! This guide will explain how to do all of these things, plus many more.

Playback Controls

Play/Pause: Clicking this once will begin playback of your recorded video, the button will then change to a pause button. Click the pause button at anytime to pause playback.

Stop: The stop button stops all video playback when pressed.

Play Backwards: Click this button to play your current video feed backwards, during backwards playback the button changes to a pause button, click again to pause the video.

Previous Frame: Previous frame will "rewind" or skip back the video two seconds in time each time you click it. This button activates only after you have pressed pause during regular playback.

Next Frame: The next frame button allows you to accurately skip forward, frame by frame, through the video. This button only activates only after you have pressed pause during regular playback.

Slow Motion: The slow motion button allows you to watch playback of your recorded video with up to four different speeds of slow motion. Pressing this once during regular playback will begin slow motion 1. You can press this button up to four times, slow motion 4 being the slowest speed.
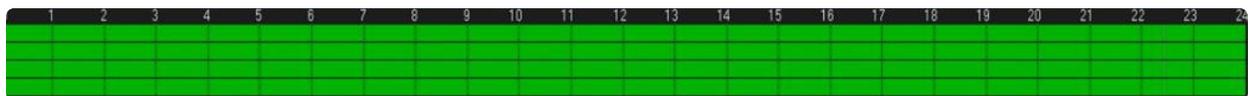
Fast Forward: The fast forward button allows you to watch playback of video that is sped up, with up to 4 different speeds to choose from. Pressing this once during regular playback will begin to fast forward your video, pressing again will increase the speed, fast forward 4 being the fastest.

Volume/Mute: Click and drag the slider bar down to decrease volume or up to increase volume. Also, you can click the speaker icon to the left to mute audio, click again to restore audio.

Timeline Features

Timeline View:

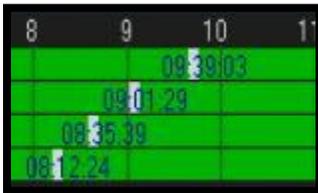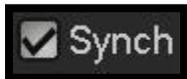**24hr** - Regular 24 Hour Timeline view.

2hr - Zooms in on the timeline for a 2 hour interval.

1hr - Zooms in on the timeline for a 1 hour interval.

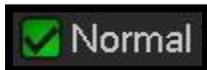**30min** - Zooms in on the timeline for a 30 minute interval.

Play Display: This icon in the lower left of the search screen will give you a general idea of what mode you are in currently, for example when you press the slow motion button it will read "Slow 1". Pause will read "Pause". etc.

Synch: When Synch is <u>checked</u> it will synch all video playback to the same time. When <u>unchecked</u> you can click anywhere on a specific channels timeline bar and start the playback, then you can click on a different channels timeline bar and it will begin playback of that channel on that specific time. This allows you to watch up to four channels, each at different times. The synch button can only be checked or unchecked during stop mode and can only be activated during 4 channel view.
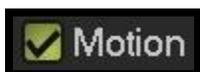
All Record: When checked it shows all video recordings and labels them on the timeline, such as Motion Detection and Alarm. When unchecked the timeline won't show things such as Motion or Alarm lines.

Normal: When this is checked it shows all normal recordings on the timeline. When unchecked you will only be allowed to view when motion detection was activated or when Alarm was activated on the timeline.
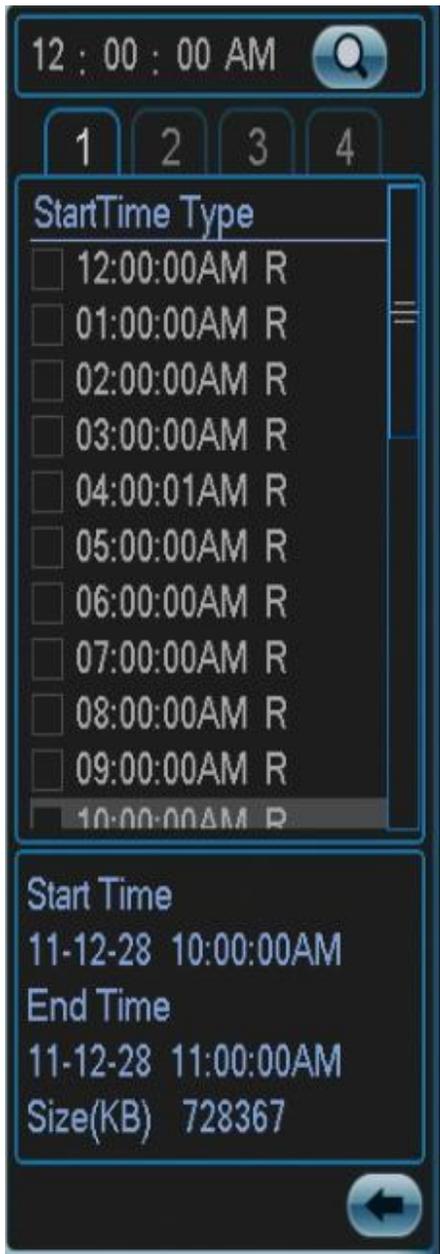
Alarm: When checked this will show markings on the timeline for when the Alarm setting was activated. Unchecked will not show the Alarm markers.

Motion: When checked this will show markings on the timeline for when motion detection was activated. Unchecked will not show the Motion Detection markers.

Start Time Search List

Introduction: The Start Time Search List is an additional way to narrow down your searches. It comes in very handy if you have a general idea of when the event happened but don't know the exact time. Also, it is very useful when skipping through your recordings because it takes you to the exact start of the hour or a start time you manually choose. It will also display "R" for regular recording intervals such as the beginning of each hour and also will create a start time for when motion was detected, displaying an "M" beside the time. This guide will explain each detail about this search feature and explain exactly how to use it.

12 : 00 : 00 AM 🔍	**Time Search:** Manually type in a start time then click the magnifying glass to filter your start times to begin at the time you entered.
1 2 3 4	**Individual Channel Search:** Only available under four channel view.
StartTime Type ☐ 12:00:00AM R ☐ 01:00:00AM R ☐ 02:00:00AM R ☐ 03:00:00AM R ☐ 04:00:01AM R ☐ 05:00:00AM R ☐ 06:00:00AM R ☐ 07:00:00AM R ☐ 08:00:00AM R ☐ 09:00:00AM R ☐ 10:00:00AM R	**Start Time Display List:** The start time search list makes it easy to find specific videos or segments without having to fast forward and rewind through all your recorded video. The Start Time type shows what type of recording took place at that start time, this is indicated by a letter to the right of the start time. **"R"** stands for regular recording, this will usually be set to hour intervals to choose from. **"A"** represents the Alarm function. These start times are created when the alarm feature is activated. **"M"** represents the Motion Detection feature. When motion detection is turned on, the DVR will write a start time at the exact time motion was detected.
Start Time 11-12-28 10:00:00AM End Time 11-12-28 11:00:00AM Size(KB) 728367	**Start Time Information Detail:** This area will correspond to the start time you have selected above in the start time list. It will display these: -The date and time the recording began. -The date and time the recording ended. -The file size of the video segment.