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Hikvision CCTV Recorder V3 Quick User Guide

Viewing Options

- When in multi-screen, double click on any camera to change to single screen of that camera
- To return to multi-screen double click anywhere on screen again
- You can also right click on screen and select single screen or multi-screen from the drop down menu.

Instant Playback

- Double Click on a camera to bring up single screen.
- Left click again to bring up options on the bottom of the screen.
- Click the green play button to rewind 5 minutes.
- Drag the timeline at the bottom of the screen along to access the required time.
- When you are finished, click the X to return to live view.

Playback

- To access playback of cameras, right click on screen and select Playback.
- Enter your password or pattern if prompted.
- Select the desired date on the calendar on the bottom right hand side of the screen.
- Months can be selected by the arrows to the left and right of the month shown above the calendar.
- Days with recording will be highlighted on the calendar, double click on required date
- The timeline on the bottom of the screen should populate with times showing full recording (shown in blue), motion detection (shown in green) and event recording (shown in yellow), depending on settings.
- This timeline is showing the full 24 hour timeline of the selected date, click on the time required
- You can reduce the 24 hour timeline by clicking the Zoom In button on the right of the timeline. This will now show a 6 hour segment, click the Zoom In again to reduce this to a 1 hour segment.
- You can pause, rewind and fast forward the recording through the icons at the bottom centre of the screen. You can also jump 30 seconds back or forward.
- To return to viewing screen, right click on mouse until live images appear.

Exporting Files to USB

- If you wish to export a file of an incident, while in playback click the scissors symbol near the bottom left of the screen at the start of what you wish to record
- Click again at the end.
- Click on file management (gear symbol near bottom left). This should bring up the recording already selected, click on this file and click export.
- Insert a USB stick in a free USB port on the recorder, please take note of the size of the file to export and ensure that the USB stick inserted has this much free space.
- When you are finished, take out the USB stick and store this securely.
- To return to viewing screen, right click on mouse until live images appear.

It is the customer's duty to ensure that the time and date is correct at all times, to check the system recording at least once per week, to ensure that all cameras are working and to check for anything that would cause interruption to the image especially cobwebs at night.