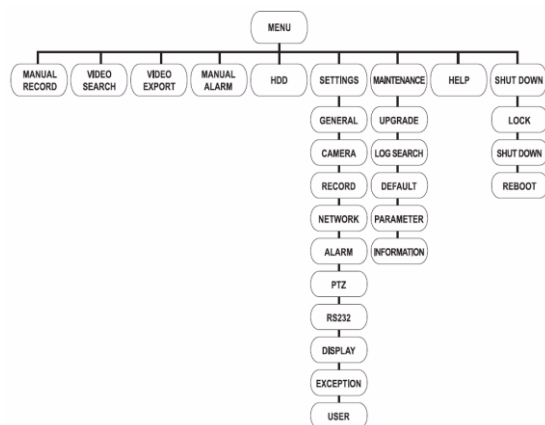# Quick Start Guide

DS-8100-S Series DVR

Menu Structure

The menu structure of the DS-8100-S Series DVR is as followed:

Startup and Shutdown

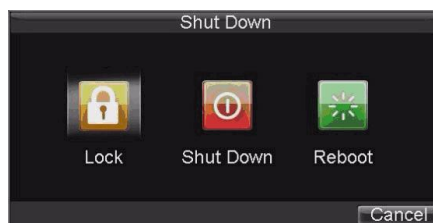Proper startup and shutdown procedures are crucial to expanding the life of your DVR.

To startup your DVR:

1. Ensure the power supply is plugged into an electrical outlet. It is HIGHLY recommended that an Uninterruptible Power Supply (UPS) is used in conjunction with the unit.

2. Turn on the switch on rear panel. The Status indicator LED should turn green. The unit will begin to start.

3. After startup, the Power indicator LED will remain Green.

There are two proper ways to shutdown the DVR. To shutdown the DVR:

- **OPTION 1: Standard Shutdown**

  1. Enter the Shutdown menu by clicking on Menu > Shut down.

2. Select the Shutdown button.

3. Click Yes to message "Are you sure you want to shut down now?"
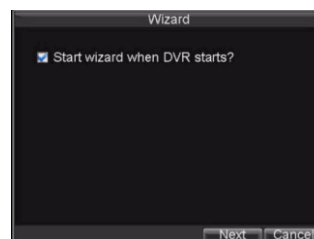
4. Turn off switch on rear panel

- **OPTION 2: Manual Shutdown**

  1. Press and hold the POWER button for 3 seconds.

  2. Enter the administrator's username and password in the dialog box for authentication.

  3. Message "Are you sure you want to shut down now?" will popup.

  4. Click "Yes" then message "Shutting down" will pop up

  5. Turn off switch on rear panel

Note: Do not press the POWER button again when the system is shutting down.
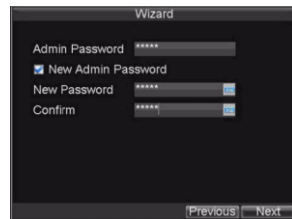
Using the Setup Wizard

By default, the Setup Wizard will start once the DVR has loaded. The Setup Wizard will walk you through some of

the more important settings of your DVR. If you do not wish to use the Setup Wizard at this time, click the Cancel button. You may also choose to use the Setup Wizard at a later time by leaving the "**Start Wizard when DVR starts?**" checkbox checked.

To start using the Setup Wizard:

1. Click the Next button on the Wizard window. This will take you to the **User Permission** window.

2. Navigate to the **Admin Password** input field.

3. Enter the admin password into the **Admin Password** input field. By default, the password is 12345.

4. To change the admin password, check the **New Admin Password** checkbox. Enter the new password and confirm the password in the given fields.

5. Click the Next button. This will take you to the **HDD Management** window.

6. To start HDD management, click the Enter button.

7. If a new HDD was recently installed, select the HDD from the list to initialize it. Initializing the HDD will format and remove all data from it.

8. After the HDD has been initialized, click the OK button which will take you back to the Setup Wizard window.

9. Click the **Next** button. This will take you to the Record Settings Window.

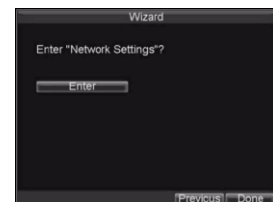**10.** To enter the **Record Settings** window, click the Enter button.

11. Select the **Schedule** tab.

12. Click the **Edit** button.

This will open up a new recording schedule.

13. Check both the **Enable Schedule** and **All Day** checkbox. This will enable the recording schedule and have it record continuously all day.

14. Click the OK button. This will take you back to the **Schedule** tab. To copy the schedule to a different channel, select the channel or all under **Copy To** and click the Copy button.

15. Click the **Next** button. This will take you to the **Network Settings** window.

16. To configure network settings, click the Enter button.

17. Enter the **IP Address**, **Subnet Mask** and Default **Gateway**.

18. Click the OK button to return to the Setup Wizard.

19. If all the settings are entered as desired, click the Done button to finish and exit the Setup Wizard.
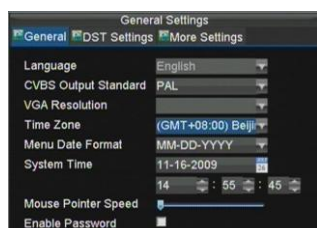
Congratulations! You've completed the Setup Wizard. The next step in the initial setup process is to setup the system date and time.

Setting Date & Time

It is extremely important to setup the system date and time to accurately timestamp recordings and events.

To setup date and time:

1. Enter General Settings menu by clicking Menu > Setting > General.

2. Enter the correct date and time under **System Time**.
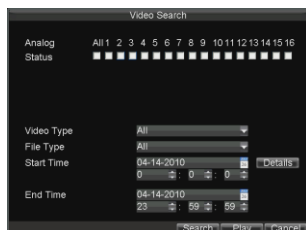3. Click the Apply button to save the setting.

Playback

Playback from Search

To playback files from a video search:

1. Enter into the Video Search menu by clicking Menu > Video Search.
2. Set the search parameters by selecting cameras to search, video/file type and the start/end time.
3. Click the Play button to start playback of all the files found with the specified search criteria or click the Search button to bring up the

list of search results. After search results are presented, select the file you would like to playback and press Play.

4. Recordings will automatically be playbacked in the Playback interface.

Playback from Live Preview

You may also instantly playback from a channel while watching a Live Preview. The playback will be of recordings from the past 5 minutes.

To playback from a channel instantly in Live Preview:

• **Using a Mouse:**

1. Right-click the mouse on desired channel and select the Playback button.
2. Recordings from the selected channel will start playing back in the Playback interface. An *Attention* message will appear if there are no recordings found from the previous 5 minutes. You may also press the Play button to view the day's recording for the selected channel.
3. You may also select additional channels for playback from the channel list on the right hand side of the Playback interface.

• **Using the Front Panel/Remote:**

1. Press the PLAY button. This will take you into the Playback interface.
2. Enter the channel you would like to watch recordings for on the front panel or remote (i.e. press '11' for channel 11).
3. Recordings will begin for the selected channel.

Playback from System Log

You may also playback recordings from the System Log.
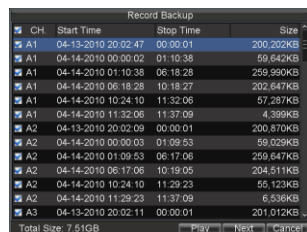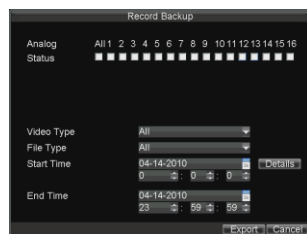
To playback video from the System Log:

1. Enter the Log Search menu by clicking Menu>

Maintenance > Log Search.

2. Set **Major Type** setting to *Information*.

3. Set **Minor Type** setting to *Start Record* or *End Record*.

4. Set **Start Time** and **End Time**.

5. Click the Search button.

6. A list of results with your search criteria will be displayed.

Select the video log to playback and click Play.

7. The recording will begin to play in the Playback interface.

Backup

Recorded files can be
backed up to various
devices, such as USB
flash drives, USB
HDDs or a DVD
writer.

To export recorded
files:

1. Enter the Export
Video menu by
clicking Menu >
Video Export.

2. Select desired parameters to search for files to export.

3. Press the Export button. This will take you to the Video Search menu.

4. Select the files to export.

You may also click the Play button to verify that these files are indeed the ones you would like to export.

5. The size of the currently selected files is displayed in the lower-left corner of the window. Select the Next button to enter the Export menu.

6. Select device to export to from drop-down list (USB Flash Drive, USB HDD, and DVD Writer). If backup device is not recognized:

• Click the Refresh button.

• Reconnect device.

• Check for compatibility from vendor

7. Click Start to begin backup process.

8. After the backup process has completed, you may select the files from your device and click the Play button to verify that it has been exported successfully.

Note: Video Player software will automatically be copied on to the device that the recorded files were exported

Using the Front Panel Controls

Figure1. DVR Front Panel Controls

The controls on the front panel include:

1. **Power Button:** Powers DVR on/off.
2. **IR Receiver:** Receiver for IR remote.
3. **USB Ports:** Universal Serial Bus (USB) ports for additional devices such as USB mouse and USB Hard Disk Drive (HDD).
4. **Status Indicators:** Status indicators for different features of the DVR.
   - **Alarm:** Alarm indicator turns red when a sensor alarm is detected.
   - **Ready:** Ready indicator turns blue when DVR is functioning properly.
   - **Status:** Status indicator turns blue when DVR is controlled by an IR remote. Indicator turns red when controlled by a keyboard and purple when IR remote and keyboard is used at the same time.
   - **HDD:** HDD indicator blinks red when data is being read from or written to HDD.
   - **Modem:** Reserved
   - **TX/RX:** TX/RX indictor blinks blue when network connection is functioning properly.
   - **Guard:** Guard indicator turns blue when the device is armed, off when the device is unarmed. The arm/disarm state can be initiated by pressing and holding on the ESC button for more than 3 seconds in Preview mode.
5. **Alphanumeric Buttons:** Alphanumeric buttons used in various menus of the DVR. Some uses include:
   - Switching to the corresponding channel in Preview or PTZ Control mode.
   - Inputting numbers and characters in Edit mode.
   - Switching between different channels in Playback mode.
6. **Control Buttons:**
   - **ESC Button:** The ESC button is used to escape to the previous menu and to arm/disarm the

DVR in Preview mode.

• **REC/SHOT Button:** The REC/SHOT button is used to enter the Manual Record interface. If used when controlling a PTZ, pressing the REC/SHOT button and then a Numeric button will call a PTZ preset.

• **PLAY/AUTO Button:** The PLAY/AUTO button is used to enter the Playback menu. It is also used to turn audio on/off in the Playback menu and auto scan in the PTZ Control menu.

• **ZOOM+ Button:** The ZOOM+ button is used to zoom the PTZ camera in when in the PTZ Control menu.

• **A/FOCUS+ Button:** The A/FOCUS+ button is used to adjust focus in the PTZ Control menu. It is also used to switch between input methods (upper and lowercase alphabet, symbols and numeric input). It can also be used to clear entire masked areas, such as in the Motion Detection and Privacy Mask menus.

• **EDIT/IRIS+ Button:** The EDIT/IRIS+ button is used to edit text fields. When editing text fields, it will also function as a Backspace button to delete the character in front of the cursor. On checkbox fields, pressing the EDIT/IRIS+ button will *tick* the checkbox. In PTZ Control mode, the EDIT/IRIS+ button opens up the iris of the camera. In Playback mode, it can be used to generate video clips for backup.

• **MENU/WIPER Button:** Pressing the MENU/WIPER button will return the user to the Main menu (after successful login). Pressing and holding the button for 5 seconds will turn off audible key beep. The MENU/WIPER button will also bring up Sensitivity Interface settings. In PTZ Control mode, the MENU/WIPER button will start wiper (if applicable).

• **F1/LIGHT Button:** The F1/LIGHT button when used in a list field will select all items on the list. In PTZ Control mode, it will turn on/off PTZ light.

• **F2/AUX Button:** The F2/AUX button is used to cycle through tab pages. It will also bring up the Channel & OSD Position settings.

• **MAIN/SPOT/ZOOM- Button:** The MAIN/SPOT/ZOOM- button is used to switch to the control of spot output. In PTZ Control mode, it can be used to zoom the camera out.

• **PREV/FOCUS- Button:** The PREV/FOCUS- button is used to switch between single screen and multi-screen mode. In PTZ Control mode, it is used to adjust the focus in conjunction with the A/FOCUS+ button. It can also be used to select entire masked areas, such as in Motion Detection and Privacy Mask menus.

• **PTZ/IRIS- Button:** The PTZ/IRIS- button is used to enter the PTZ Control mode. When in the PTZ Control mode, it is used to close the iris of the PTZ camera.

7. **DIRECTION/ENTER Buttons:**

• **DIRECTION Buttons:** The DIRECTION buttons are used to navigate between different fields and items in menus. In Playback mode, the Up and Down button is used to speed up and slow down recorded video. The Left and Right button will select the next and previous day of recordings. In Preview mode, these buttons can be used to cycle through channels.

• **ENTER Button:** The ENTER button is used to confirm selection in any of the menu modes. It

can also be used to *tick* checkbox fields. In Playback mode, it can be used to play or pause the video. In Single Play mode, pressing the ENTER button will advance the video by a single frame.

8. **JOG SHUTTLE Control:** The JOG SHUTTLE control can be used to move the active selection in a menu. The inner ring will move the selection up and down; the inner ring will move it left and right. In the Playback mode, the inner ring is used to jump 30 seconds forward/backward in a video. The inner ring can be used to speed up/slow down the video. In Preview mode, it can be used to cycle through different channels.

Note: It is important to note that you must click the EDIT button on either the remote or front panel on a text field before you're able to edit its content. After you're done entering text, you must hit the ENTER button to be able to move on to the next field.