

## ACCESSING RECORDED FOOTAGE:

You will need your password which was created on the installation day, if you have forgotten your password please contact us and we will need to set up a new password for you.

If you would like to back up footage, you will need to provide a USB stick and insert it into the NVR

### Step 1:

Using the mouse provided, right click, and left click on the SEARCH icon

### Step 2:

Select your username from the drop-down options and enter your password in the password section

### Step 3:

A new window will appear that will have the camera names and a calendar, first select the camera you would like to play, and then click on the calendar to select a day. The days in green are the days that have recorded footage.

### Step 4:

Down the bottom there will be a bar with 0000-2400, that is a full days recording, you will either have a full block of green or little blocks of yellow, you can click on either colour to start play back.

### Step 5:

If you need to back up the footage, pause the footage, click the SCISSOR icon, and left click on the green or yellow blocks where you would like the footage to start backing up from, and then left click where you would like to the footage to stop.

Click the SAVE icon, and another window will pop up, you can then click BACKUP and the process will start.

Another window will pop up when the backup is finished.

You can now remove the USB and play the footage via a laptop or PC.