

Avigilon Control Center Web Client User Guide

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Introduction

What is the Avigilon Control Center Web Client

The Avigilon Control Center Web Client is a simplified, web-based version of the Avigilon Control Center Client software. The Web Client allows you to access any camera that is connected to an Avigilon Control Center Server.

Through the Web Client you can monitor live and recorded video, and search or export events in the camera's recording history.

Note: You can only access one server at a time within a multi-server Site, but any feature that is shared across servers will also be available - like Maps, Virtual Matrix monitors, and Saved Views.

The Web Client can be accessed from any Internet Explorer browser that is connected to your local network.

For More Information

Visit Avigilon at http://www.avigilon.com/ for additional product documentation.

Avigilon Training Center

The Avigilon Training Center provides free online training videos that demonstrate how to set up and use the Avigilon Surveillance System. Register online at the Avigilon Partner Portal site to begin: <u>http://avigilon.force.com/login</u>

Support

For additional support information, visit <u>http://avigilon.com/#/support-and-downloads/</u>. The Avigilon Partner Portal also provides self-directed support resources - register and login at <u>http://avigilon.force.com/login</u>. Regular Avigilon Technical Support is available Monday to Friday from 12:00 a.m. to 6:00 p.m. Pacific Standard Time (PST):

- North America: +1.888.281.5182 option 1
- International: +800.4567.8988 or +1.604.629.5182 option 1

Emergency Technical Support is available 24/7:

- North America: +1.888.281.5182 option 1 then dial 9
- International: +800.4567.8988 or +1.604.629.5182 option 1 then dial 9

E-mails can be sent to: support@avigilon.com.

<u>Upgrades</u>

Software and firmware upgrades will be made available for download as they become available. Check <u>http://avigilon.com/#/support-and-downloads/</u> for available upgrades.

Feedback

We value your feedback. Please send any comments on our products and services to <u>feedback@avigilon.com</u>

Accessing the Web Client

To access the Web Client, you need the Avigilon server's IP address and port number. This information is listed in the server's Setup tab in the Avigilon Control Center Client software. See the *Avigilon Control Center Client User Guide* for more information.

If you are running a multi-server Site, you only need to access one server to see all the cameras in your Site.

Note: The Web Client is only compatible with the 32-bit Internet Explorer browser.

1. To access the Web Client, open Internet Explorer and enter the following address: http://<server ip address>:<port number>/ (For example, http://192.168.2.62:38880/)

If you have not accessed the Web Client before, you may be prompted to install the required plug-in software before the Web Client will open.

2. When the login screen appears, enter your username and password for the Site.

The Web Client is opened in your browser, and you can access the video and cameras that are connected to the server.

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Figure A. Avigilon Control Center Web Client

Views

What are Views?

A View tab is where you watch camera video. Inside the View tab is a set of image panels that allows you to organize how video is displayed.

Adding and Removing a View

View tabs allow you to customize how you monitor video. You can open a new View in the browser to see more video or close Views as required.

If you want to make use of a large number of monitors, like a video wall, see Virtual Matrix

То	Do this
To open a new View tab	Click +
To close a View tab	On the View tab, click 💌.

View layouts

You can organize how video is displayed through View layouts. You can choose to display video in 1 image panel or 36 image panels. You can also customize the shape of image panels to accommodate cameras that are installed vertically to capture long hallways.

There are 10 pre-configured layouts that you can edit to fit your needs.

Selecting a Layout for a View

You can organize how video is displayed by selecting a View layout. The figure shows the default View layouts.

• On the toolbar, select then select one of the layout options.



Figure A. Layouts on the toolbar

Editing a View Layout

If the default View layouts do not fit your surveillance requirements, you can customize a View layout.





Figure A. Layouts on the Toolbar

- 2. In the Edit Layouts dialog box, select the layout you want to change.
- 3. Enter the number of **Columns** and **Rows** you want in your layout.
- 4. In the layout diagram, do any of the following to further customize the layout.



Figure B. Edit Layouts dialog box

- To create a larger image panel, select a grey line to delete the border between two image panels. When a line is highlighted in red, the line can be deleted.
- To restore an image panel, select a dotted line to divide a larger image panel into two. When a dotted line is highlighted in green, the line can be restored.
- To restore all default View layouts, click Restore Defaults. All custom layouts in the Layouts list will be replaced.

Note: You can only add or subtract lines to create a rectangular shape.

5. Click **OK** to save your changes. The previous View layout has been replaced with your customized layout.

Tip: The keyboard commands used to access View layouts are linked to the layout's position in the Layouts list. For example, if your custom layout is placed at the top of the Layouts list (layout 1), you can press Alt + 1 to use that layout.

Making a View Full Screen

You can maximize a View to fill an entire monitor screen.

On the toolbar, click

Ending Full Screen

While the View is in full screen mode, click

Cycling Through Views

If you have multiple Views open, you can cycle through the View tabs by displaying each one for a few seconds. This is useful when monitoring a large number of cameras.

To activate the Cycle Views feature, click

Saving a View

Once you've set up a View you like, you can save the View to share with other users that access the server. A Saved View remembers the current View layout, the cameras displayed in each image panel, and the image panel display settings.

Note: You can only add and view cameras that are connected to the server you are accessing through the Web Client.

Saving a View

- 1. On the toolbar, click
- 2. In the following dialog box, complete the following:

Site:	CLIENTXP	•
Name:	View 2	
Logical ID:		

- a. Select the Site that the View should be added to.
- b. Give the Saved View a name.
- c. Give the Saved View a logical ID. The logical ID is a unique number that is used to open the Saved View through keyboard commands.
- d. Click OK.

Your Saved View is added to the System Explorer, under the selected Site. You can now manage the Saved View as a part of your site.

Opening a Saved View

Perform one of the following

- In the System Explorer, double-click the Saved View.
- In the System Explorer, right-click the Saved View and select Open.
- Drag the Saved View from the System Explorer to the current View in the application or new window.

Editing a Saved View

- 1. Open a Saved View.
- 2. Make any required changes to the View tab.
- 3. Click

Renaming a Saved View

- 1. In the System Explorer, right-click the Saved View and select Edit.
- 2. In the Rename View dialog box, enter a new name or logical ID and click OK.

Deleting a Saved View

- 1. In the System Explorer, right-click the Saved View and select **Delete**.
- 2. In the confirmation dialog box, click Yes.

Collaborating

If you want to show another user an incident or need help investigating an event, you can share your current View with another user. You will both be able to control the View and show each other your findings.

Sharing a View

- 1. In the toolbar, click
- 2. In the following dialog box, select the user you want to collaborate with then click OK.

The users are listed by username and computer name. The computer name is used to help you identify a specific user if the username is shared by several people. Only users who are currently logged in to the Site are displayed.

Avigilon Contr	ol Center Client ×
Select User:	administrator on FPAN-1
	OK Cancel

Figure A. Collaborate: Select User dialog box

- a. The user you select will see a popup message with your invitation to collaborate and may choose to accept or decline.
- b. You will receive a popup message with the user's response to your invitation.

If they say Yes, the View you are looking at is automatically opened as a new tab in your collaborator's window.

3. Repeat this procedure to collaborate with multiple users.

While you are collaborating, any changes made to the current View by a collaborator is shared with the others. Anything that you can do in a standard View can be performed on a shared View.

Leaving a Shared View

• To leave a shared View, just close the View tab. The remaining users stay in collaboration mode.

Virtual Matrix

You can control Virtual Matrix monitors through the Web Client but be aware that you will only be able to see and add cameras that are connected to this server.

Controlling Virtual Matrix Monitors

In the System Explorer, each 📰 represents a View that is displayed on a connected Virtual Matrix monitor.

To control what is displayed on each Virtual Matrix monitor, you need to open the monitor:

- In the System Explorer, right-click ¹/₁ and select Open.
- Double-click or drag I from the System Explorer to the current View.

The Virtual Matrix monitor is opened in a new tab and can be controlled like any View - you can change the View layout, control video display and use any active PTZ controls. The changes you make should automatically appear on the Virtual Matrix monitor.

When you are done, you can close the Virtual Matrix monitor tab. The monitor will continue to display the View you have configured until you make new changes or the Virtual Matrix is shut down.

Adding and Removing Virtual Matrix Monitors

You can only add or remove Virtual Matrix monitors through the Virtual Matrix software.

For more information, see the Avigilon Control Center Virtual Matrix User Guide.

Maps

Working with Maps

A map is a graphical reference of your surveillance site. You can create a map out of any image of your location, then add cameras, encoders, saved Views, and other maps to the image to help you quickly navigate through your surveillance site.

Note: You can only add and view cameras that are connected to the server you are accessing through the Web Client.

Using a Map

You can open a map in any image panel, then open video or alarms from the map.

- 1. To open a map in an image panel, perform one of the following:
 - Double-click ₱ from the System Explorer.
 - Drag ₱ from the System Explorer to an image panel.
 - In the System Explorer, right-click ₱ and select Add to View
- 2. When the map appears in an image panel, perform any of the following:



Figure A. Map in an image panel.

То	Do this
Review an alarm	 When a camera flashes in red, the alarm linked to the camera has been triggered. Click the camera to monitor the live alarm video.
Display video from a camera on the map	 Drag a camera from the map to a different image panel. Click the camera on the map.
Open a linked map	Click the map icon on the map. You can use the Forward and Back buttons to move between maps.
Open a linked View	Click the Saved View on the map.

Adding a Map

You can create a map from any image in JPEG, BMP, PNG, or GIF format. The image is used as the map background and cameras are added on top to show where they are located in your surveillance site.

Note: You can only add and view cameras that are connected to the server you are accessing through the Web Client.

- 1. In the System Explorer, right-click a Site then select New Map.
- 2. In the Select Map Image dialog box, locate your map image and click Open.
- 3. In the Map Name field, enter a name for the map.
- 4. In the Editing: Map tab, drag and place cameras from the System Explorer onto the map.





By default a camera is displayed as an icon with a yellow triangle to represent its field of view.

- Drag the black points at the end of the yellow field of view to resize and position the camera angle.
- 5. Drag encoders, Saved Views, Virtual Matrix monitors and other maps that you need from the System Explorer onto the map.
- 6. In the **Map Icon Properties** options, you can change the way icons are displayed on the map. Select any icon on the map then perform the following:



Figure B. Camera icon properties

5.

- a. To replace an icon with a clickable shape region, select one of the shape buttons. You can replace the icon with a rectangle, ellipse, or polygon region.
- b. Select the **Show name** check box to display the object's name on the map.
- c. Click **Delete from Map** to remove the object from the map.
- d. (Cameras only) Select the **Show field of view** check box to display the camera's yellow field of view. This option is only available when the camera icon is used.

Drag the corners of the yellow triangle to expand the field of view. Drag the black circle at the end of the triangle to rotate the field of view.

6. Click to save your new map.

Editing and Deleting a Map

You can update a map or delete an old map anytime.

- 1. In the System Explorer, right-click M then select one of the following:
 - o To edit the map, select Edit. Refer to Adding a Map for details about the editable options.
 - To delete the map, select **Delete**. When the confirmation dialog box appears, click **Yes**.

Web Pages

Working with Web Pages

You can add web pages to the Web Client to gain quick access to online content that may be linked to your surveillance system.

Using a Web Page

To open a web page, perform one of the following:

- Double-click bin the System Explorer.
- Drag if from the System Explorer to an image panel.
- In the System Explorer, right-click and select Add to View.

The web page is displayed in one of the image panels. Use the web browser buttons to navigate through the internet.



Figure A. Web page controls.

Adding a Web Page

You can add web pages to the Site for quick access to internet content that is related to your surveillance system.

1. In the System Explorer, right-click a Site then select New Web Page.

Web Page Properties	×
Description:	
Location:	http://
Zoom level:	Fit to width
	OK Cancel

Figure A. Web Page Properties dialog box

- 2. Enter a name for the web page.
- 3. Enter the web page URL in the Location field.
- 4. Select a Zoom Level for viewing the web page inside an image panel.
- 5. Click OK.

Editing and Deleting a Web Page

Whenever a web page address becomes out of date, you can choose to update the web page or delete the web page from the Site.

- 1. In the System Explorer, right-click then select one of the following:
 - To edit the web page, select **Edit**. Refer to Adding a Web Page for information about the editable options.
 - To delete the web page, select **Delete**. When the confirmation dialog box appears, click **Yes**.

Video

Monitoring Video

Inside a View tab, you can monitor and control video from multiple cameras. Once you open a camera in a View tab, you can control the camera's live and recorded video stream.

Adding and Removing Cameras in a View

To monitor video, add a camera to the View. The camera video can be removed from the View any time.

Adding a Camera to a View

Perform one of the following:

- Drag the camera from the System Explorer to an empty image panel in the View.
- Double-click a camera in the System Explorer.
- In the System Explorer, right-click the camera and select Add to View.

The camera is added to the next empty image panel in the View layout.

Tip: You can drag the same camera to multiple image panels to watch the video at different zoom levels.

Removing a Camera From a View

Perform one of the following:

- Right-click the image panel and select Close.
- Inside the image panel, click X.

Viewing Live and Recorded Video

When you monitor video, you can choose to watch live and recorded video in the same View, or only one type of video per View.

Once you've added the required cameras to the View, perform the following:

- To switch the View between live and recorded video, click either ²² Live or Recorded on the toolbar.
- To switch individual image panels between live and recorded video, right-click the image panel and select either Live or Recorded.

Image panels displaying recorded video have a green border.

Zooming and Panning in a Video

Use the zoom and pan tools to focus on specific areas in the live or recorded video stream.

Using the Zoom Tools

There are two ways to digitally zoom in and zoom out of the video image:

- Move your mouse over the video image then rotate your mouse wheel forward and back.
- On the toolbar, select or then click the image panel until you reach the desired zoom depth.

Using the Pan Tools

There are two ways to pan through the video image:

- Right-click and drag inside an image panel
- On the toolbar, select when left-click and drag the video image in any direction inside the image panel.

Maximizing an Image Panel

You can maximize an image panel to fill the browser window.

Maximizing an Image Panel

Perform one of the following:

- Right-click an image panel and select Maximize.
- Inside the image panel, click
- Double-click the image panel.

Restoring an Image Panel

In an maximized image panel, perform one of the following:

- Right-click the maximized image panel and select Restore Down.
- Inside the image panel, click
- Double-click the image panel.

Listening to Audio in a View

If there is an audio input device linked to a camera, the ¹ button is displayed in the image panel when you watch the camera's video. To listen to the streaming audio, make sure there are speakers connected to your computer. By default the audio is muted.

To control the audio playback, perform any of the following:

- In the lower-right corner of the image panel, click ¹ to mute or activate the audio.
- Move the slider to change the volume.

Controlling Live Video

Listed in this section are the features that are only available while monitoring live video.

Broadcasting Audio in a View

If there are speakers linked to a camera, the $\frac{Q}{Q}$ button is displayed in the image panel when you watch the camera's video. The $\frac{Q}{Q}$ button allows you to broadcast your verbal response to what is occurring in the video, like a Public Address (P.A.) system.

The camera's speakers must be enabled before you can broadcast any audio. The $\frac{1}{2}$ button is not displayed if the speakers are disabled.

- To broadcast audio, hold and speak in to your microphone. The red bar moves to show the microphone's audio input levels. If the level is low, speak louder or adjust the microphone volume in the Windows Control Panel.
- Release the button to stop the broadcast.

Using Instant Replay

To review an event that just occurred, you can immediately access recently recorded video through the instant replay feature.

- Right-click the image panel and select one of the instant replay options:
 - Replay 30 Seconds
 - Replay 60 Seconds
 - Replay 90 Seconds

The image panel immediately plays back the camera's most recently recorded video.

Triggering Manual Recording

Cameras are set to follow a recording schedule. If an event occurs outside the camera's recording schedule, you can click the record indicator icon to force the camera to record the event.

Here are the camera recording states:









Recording

Recording triggered by an event

Not recording

Starting and Stopping Manual Recording

In an image panel that is displaying video, perform either of the following:

In the top-left corner of the image panel, click et at manual recording.

The record indicator is highlighted to show that the camera is recording. Manual recording continues until it is stopped, or until the maximum manual recording time is reached.

Click () to manually stop video recording.

PTZ Cameras

PTZ cameras can be controlled through the image panel onscreen controls or by using the tools in the PTZ Controls pane.

Be aware that some of tools and features may not be displayed if they are not supported by your camera.

Controlling PTZ Cameras

Pan, Tilt, Zoom (PTZ) controls allow you to control cameras with PTZ features. You can control a PTZ camera by using the onscreen controls or by using the tools in the PTZ Controls pane.

- 1. In the toolbar, click 4. The PTZ controls are now enabled in the image panels that are displaying PTZ video.
- 2. In the image panel, click 🔅.

The PTZ controls are displayed in a floating pane immediately beside the image panel.

Note: The controls may appear different depending on the camera. Some options are disabled or hidden if they are not supported by the camera.

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0	0		E 1
1			ŧ.
Presets	•	•	1
Patterns	•	▶	
	2		

Figure A. PTZ controls

- 3. To pan or tilt, perform one of the following:
 - In the image panel, drag your mouse from center to move the camera in that direction. The farther the cursor is from the center of the image panel, the faster the camera will move.
 - If the camera supports Click to Center, click anywhere on the image panel to center the camera to that point.



Figure B. PTZ onscreen controls

4. Use the other PTZ controls to perform any of the following:

То	Do this
	 Click to zoom in. Click to zoom out. Click the image panel and use the mouse scroll
To zoom	wheel to zoom in and out.
	• If the camera supports Drag to Zoom, click and drag to create a green box to define the area you want to zoom in and see.
	Right-click the image panel and select Zoom Out Full.

To control the Iris	 Click to close the iris. Click to open the iris. 		
To control the Focus	 Click to focus near the camera. Click to focus far from the camera. 		
	 Move the camera's field of view into position. In the Preset drop down list, select a number then click . 		
To program a PTZ preset	 In the dialog box, enter a name for the preset. Select the Set as home preset check box if you want this to be the camera's Home preset. Click OK. 		
To activate a PTZ preset	Select a preset then click 🔶.		
To return to the Home preset position	If the PTZ camera supports a Home preset position, click 🏟 to return the camera to its Home position.		
To program a PTZ pattern	 In the PTZ controls pane, select a pattern numbe and click Use the PTZ controls to move the camera and create the pattern. Click to stop recording the pattern. 		
To activate a PTZ pattern	In the PTZ controls pane, select a pattern number and click . The pattern will repeat until the pattern is stopped or another pattern is run.		
To activate a PTZ tour	In the PTZ controls pane, select a tour number and click . The tour will repeat until stopped or until other PTZ controls are used.		
To activate an auxiliary command	 Select an aux command number and click . Click to turn off the auxiliary output. 		

	 Click	
To display the PTZ camera onscreen menu	 Click Late to move down the options. 	
	 Click lack to move up the options. 	
	 Click to confirm your selection. 	
	\circ Click \bigcirc to cancel your selection.	
To lock the PTZ controls	Click . No other user will be able to use the PTZ controls for this camera until you unlock the controls or log out.	

To program a PTZ tour, see <u>Programming PTZ Tours</u>.

Programming PTZ Tours

If the PTZ camera supports guard tours, the tours can be programmed through the PTZ controls pane. Tours allow the PTZ camera to automatically move between a series of preset positions, and can be set to pause at each preset for a specific amount of time for video monitoring.

- 1. Create all the PTZ presets you need for this tour.
- 2. In the PTZ Controls pane, select a tour number then click 🖋 . The Edit PTZ Tour dialog box is displayed.

Edit PTZ Tour		×
Name:	New Tour	
Tour Pause Duration:	0 min	· · · · · · · · · · · · · · · · · · ·
Tour Mode:	Sequential	-
	Set as default tour	
Default Tour Idle Start Time:	5 min	×
Preset	Move Speed	View Time
. ▼	80% 🚖	10 sec 🚔
1. 🔻	80% 🚖	10 sec 🚔
		<u>O</u> K <u>C</u> ancel

Figure A. Edit PTZ Tour dialog box

- 3. In the Edit PTZ Tour dialog box, give the tour a name.
- 4. In the **Tour Pause Duration** field, enter the amount of time before a tour repeats. Tours repeat until manually stopped, or until other PTZ controls are used.
- 5. In the **Tour Mode** drop down list, select one of the following:
 - Sequential: the PTZ camera will go to each preset in the set order.
 - Random: the PTZ camera will go to each preset in random order.
- 6. Select the **Set as default tour** check box if you want this tour to run automatically.
 - The **Default Tour Idle Start Time** field is now enabled, enter the amount of time the PTZ camera must be idle before this tour automatically starts.
- 7. To add a preset, click 📌 and a preset is added to the list.

6.

- a. In the Preset column, select a preset from the drop down list.
- b. In the Move Speed column, enter how fast you want the PTZ camera to move to this preset. The higher the %, the faster the camera moves.
- c. In the View Time column, enter the amount of time you want the PTZ camera to stay at this preset position. The view time is 10 seconds by default.
- d. Repeat step 7 until all the presets for this tour have been added.
- 7. To remove a preset, select the preset then click —.
 - 8. To re-order a preset, select the preset then click 🟫 or 📥. The preset order only affects tours that use Sequential mode.
 - 9. Click **OK** to save the tour.

Triggering Digital Output

- 1. Open the camera's live video in an image panel.
- In the image panel, click .
- 3. If there is more than one digital output linked to the camera, you will be prompted to select the digital output you want to trigger.

Monitoring POS Transactions

If a camera is linked to a point of sales (POS) transaction source, you can monitor live POS transactions while you monitor video from the linked camera.

- 1. Open the camera's video in an image panel.
- 2. In the image panel, click s.

Note: If the camera is not linked to a POS transaction source, the icon is not displayed.

If there are more than one POS transaction source linked to the camera, you will be prompted to select one. The POS transactions are displayed in the next image panel.

Each transaction is separated by date and time, and the most recent transaction is highlighted in blue.

3. To display cameras that are linked to the POS transaction source, click source, cli
If multiple cameras are connected to the POS transaction source, you will be prompted to select one.

Controlling Recorded Video

Listed in this section are the features that are only available while monitoring recorded video.

Playing Back Recorded Video

The Timeline displays when video was recorded and lets you control the video playback.

The colored bars on the Timeline show the camera's recording history:

- A red bar shows the camera recorded a motion event.
- A blue bar shows the camera recorded video.
- White areas show that the camera did not record any video.
- An orange bar is a bookmark in the camera's recording history.

See <u>Bookmarking Recorded Video</u> for more information about bookmarks.

0:46:10.729 ANA		▶		Thursday, March 21, 2013	
(1978) Alvi Thursday, March 21, 2013	∢	▶	١M	12 PM	3 PM
1.0-H3-B1(154097)	∢	▶			
1.0-H3-B2(148530)	∢	▶			
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Q		Ð	•		4 III

Figure A. Playback controls on the Timeline

То	Do this
To select a playback time	Click the dark gray date display and select a specific date and time.Or, click a point in the Timeline.
To start playback	 Click ▶. Click ▶ to fast forward. Tap the arrow again to increase the playback speed. Click ◄ to rewind. Tap the arrow again to increase the playback speed.

	You can play the video up to eight times the original speed.					
To stop playback	 Click II. Click I► to step forward one frame. Click II to step backward one frame. 					
To jump forward or back on the Timeline	I ← ►I I ← ►I I ← ►I I ← ►I I ← ►I	On the Timeline, click or I to move to set points on the Timeline.				
To zoom in or out on the Timeline	⊖,⊕,	 Move the slider on the bottom left to zoom in or out on the Timeline. Or, you can place your mouse over the Timeline and use the scroll wheel to zoom in or out on the Timeline. You can zoom in to a quarter of a second, and zoom out to see years if recorded video exists. 				
To center the Timeline on the time marker	hursday, March 21,	Right-click the Timeline, and select Center on Marker.				
To pan the Timeline		 Click and drag the time marker through the Timeline. Move the horizontal scroll bar under the Timeline. Or, right-click and drag the Timeline. 				

Bookmarking Recorded Video

You can add bookmarks to recorded video to help you find and review an event later. Bookmarked video can be protected against scheduled data cleanup so the video is never deleted.

Adding a Bookmark

Tip: You can add a bookmark any time the Timeline is displayed.

1. Drag the time marker to where you want to start the bookmark, then right-click the Timeline and select Add Bookmark.

The Edit Bookmark dialog box appears, and the bookmark time range is highlighted on the Timeline

Edit Bookmark		×
Name: door interruption	Cameras:	
Time Range to Bookmark: From:	Search	۹
Thu 2013-05-16 🗐 🗸 04:05:10:260 PM 🔶	▼ ■ ■ Level 1	
To:	☑ 🛒 1.0-H3-D1-IR(255246)	
Thu 2013-05-16 💷 🗸 08:38:10:627 PM 🚖	□ ₹ 5.0-H3-B2(144515)	
Duration: 0 4 33 0 4 Days Hours Minutes Seconds		
Description:		
Protect bookmark data		
	OK Canc	el

Figure A. Add Bookmark dialog box

- 2. Enter a name for the bookmark.
- 3. In the Cameras pane, select all the cameras that need to be attached to this bookmark.

Note: You can only bookmark multiple cameras from the same Site.

4. In the Time Range to Bookmark area, enter the full duration of the bookmark.

You can also move the black time range markers on the Timeline to adjust the time range.

- 5. In the **Description** field, enter extra any information you want to include with the bookmark.
- 6. To protect the bookmark video from being deleted, select the Protect bookmark data check box.

Note: Protected bookmarks are never deleted. Be aware that bookmarked video take up space and can become the oldest video on the server.

7. Click OK.

Editing, Deleting or Exporting a bookmark

1. Click the bookmark on the Timeline then perform one of the following:



Figure B. Bookmark properties

То	Do this
Edit a bookmark	Click Edit then make your changes.
Delete a bookmark	Click Delete . When the confirmation dialog box appears, click Yes .
Export a bookmark	Click Export then complete the Export tab.

When editing a bookmark, refer to Adding a Bookmark for details about the editable options.

When exporting a bookmark, refer to Export for information about the export options.

Reviewing POS Transactions

While you watch recorded video, you can also review the POS transactions that occurred at the same time.

- 1. Select a camera that is linked to the POS transaction source and display the camera's recorded video
- 2. In the image panel, click 🔤.

If there is more than one POS transaction source linked to the camera, you will be prompted to select one. The POS transactions are displayed in the next image panel.

- Each transaction is separated by date and time.
- When you select a transaction, the video jumps to that event on the Timeline.
- o Scroll up or down to see other recorded POS transactions.
- 3. To display cameras that are linked to the POS transaction source, click I in the POS transaction image panel.

If multiple cameras are connected to the POS transaction source, you will be prompted to select one.

4. Use the Timeline to review the video in more detail.

For more information about Timelines, see Playing Back Recorded Video.

If you want to find a specific POS transaction, see Performing a POS Transaction Search.

Making Image Panel Display Adjustments

You can change the image panel display settings to bring out video details that are hard to see with the image panel's default settings.

Gamma:	 0.550
Black Level:	 0.005
White Level:	 0.980

1. Right-click an image panel and select Display Adjustments....

Figure A. Display Adjustments panel

The Display Adjustment settings are displayed in a floating pane immediately beside the image panel.

2. Move the sliders to adjust the Gamma, Black Level and White Level.

The image panel displays a preview of your changes.

3. Click **Restore Defaults** to clear your changes.

Alarms

Monitoring Alarms

The Alarms tab allows you to monitor and acknowledge alarms. You can quickly review video of the event, bookmark the recorded incident and export alarm video for further investigation.

Accessing the Alarms Tab

At the top of the application window, click



Attrms Status Priority Time Name Active Thu, Mar 21, 2013 4:27 PM NorthWest Evit Gate Motion Assigned Alarms Status Priority Time Name Assigned Alarms Wed, Nov 11, 2009 2:30 PM Emergency Call Button 3 Name Marm Triggers Wed, Nov 11, 2009 2:30 PM Emergency Call Button 3 Camera: 20-H3-B2(148515) Marm Triggers Thu, Mar 21, 2013 4:27 PM Image: PM Image: PM Image: PM Image: PM Image: Phin, Mar 21, 2013 4:25 PM Image:	😻 1 Alarms A	ctive 🔒 1 Alarm	s Assigned to You	8 0 Alarms Assigned to Others
Active True, Mar 21, 2013 4/27 PM NorthWest Euit Gate Motion Assigned Image: Status Priority Time Assigned Wed, Nov 11, 2009 2:30 PM Emergency Call Button 3 NorthWest Exit Gate Motion Alarm Triggers Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/27 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/27 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Commers: 20-H3-B2(148515) Image: Phin, Mar 21, 2013 4/26 PM Image: Phin Image: Phin Image: Phin Image: P	Alarms	Priority	Time	Name
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		NorthWest Ex Alarm Triggers Thu, Mar 21, 2013 4 Thu, Mar 21, 2013 4	A Constant August Constant Con	Camera: 20-H3-B2(148515)
Assign Alarm Open In View Bookmark Alarm I1:55:16.533 PM Thursday, June 13, 2013 H H Tue, Jun 11, 2013 Wednesday, June 12, 2013 Thursday, June 13, 2013 Friday, June 14, 2013 Soturday, June 15, 2013 H H Tue, Jun 11, 2013 Wednesday, June 12, 2013 Thursday, June 13, 2013 Friday, June 14, 2013 Soturday, June 15, 2013 H H Tue, Jun 11, 2013 Wednesday, June 12, 2013 Thursday, June 13, 2013 Friday, June 14, 2013 Soturday, June 15, 2013			Acknowledge	
Bookmark Alarm Bookmark Alarm I1:558:16.533 P/M Thursday, June 13, 2013 Friday, June 14, 2013 Solurday, June 15, 2013 H + 12 PM 12 AM 12 PM 12		Assign Alarm	Open In View	
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.0-H3-82(148526) H H N N N N N N N N N N N N N N N N N	.0-H3-B2(148526)		14 M	

Figure A. Alarms tab

The Alarms tab is divided into the following areas:

- In the Alarms list are the alarms that are currently active, acknowledged, or assigned to another user. The alarms are sorted by status, priority then time.
- In the Assigned Alarms list are the alarms that are assigned to you. If there are no alarms assigned to you, the Assigned Alarms list is not displayed.
- The bottom Alarm Details area are the triggers and video linked to the selected alarm.
- The Timeline is used to play back the recorded alarm video.

Reviewing Alarms

In the Alarms tab, you can review alarm video and manage alarms. Active alarms can be assigned to yourself, and acknowledged alarms can be exported or purged as required.

Reviewing Alarm Video

You can review active and acknowledged alarm video in detail through the alarm image panel, or opening the alarm video in a new View.

- 1. Select an alarm from the Alarms list. The alarm details are displayed.
- 2. In the Alarm Triggers list, select an alarm trigger to display the video for that instance of the alarm.
- 3. Use the alarm image panel controls to review the video in more detail.



Figure A. Alarm image panel

- In the **Camera** drop down list, select a camera that is linked to the alarm to review the video.
- Use the Zoom and Pan tools to review the video image in more detail.
- Use the Live and Recorded buttons to alternate from the recorded alarm video and the camera's live stream.
- 4. Click **Open In View** to open the alarm video in a new View.
- 5. Use the Timeline to control the video play back.

See <u>Playing Back Recorded Video</u> for information about the Timeline controls.

Bookmarking an Alarm

You can bookmark active and acknowledged alarm video.

- 1. Select an alarm from the Alarms list then click **Bookmark Alarm**.
- 2. When the Edit Bookmark dialog box appears, define the details of your bookmark.

The Edit Bookmark dialog box automatically selects all the cameras that are linked to the alarm, and sets the time range to span the first and last alarm trigger. After you make the required changes, click **OK**.

See <u>Bookmarking Recorded Video</u> for more information about the bookmark options.

Assigning an Alarm

You can assign an alarm to yourself to let others know that the alarm is being reviewed.

Although you can only assign alarms to yourself, you can unassign the alarm at any time.

- 1. Select an active alarm from the Alarms list.
- 2. When the alarm details are displayed, click Assign Alarm.

The alarm is added to your Assigned Alarms list.

3. To unassign an alarm, select the alarm from the Assigned Alarms list and click Unassign Alarm.

Acknowledging an Alarm

Acknowledging an alarm shows that an alarm has been reviewed and is no longer active. You can acknowledge any alarm that is active or assigned to you.

- 1. After reviewing the alarm, enter notes describing the nature of the alarm in the Acknowledge Alarm text box.
- 2. Click Acknowledge.
- 3. If there is a digital output linked to the alarm, a dialog box may appear to ask for permission to activate the digital output. Activate the digital output as required.

The Alarm is given an Acknowledged status in the Alarms list.

Searching Alarms

You can search through an alarm's history to review other instances of the alarm.

- 1. Select an acknowledged alarm from the Alarms list.
- 2. In the alarm details area, click Search Alarm.

See <u>Performing an Alarm Search</u> for information about the alarm search options.

Exporting Alarms

You can export alarm video for review on other computers.

- 1. Select an acknowledged alarm from the Alarms list.
- 2. In the alarm details area, click Export Alarm.

See Export for information about the export options.

Purging an Alarm

Purging an alarm removes the alarm from the Alarms list until the alarm is activated again. Although purged alarms are no longer listed in the Alarms list, you can still search through the alarm's history.

- 1. Select an acknowledged alarm from the Alarms list.
- 2. In the alarm details area, click Purge Alarm.

Arming Image Panels

Arming an image panel reserves the image panel specifically for displaying video linked to alarms or rules. Armed image panels allow you to review and acknowledge alarms while monitoring video in a View. Any image panel can be armed or disarmed as required.

If there are no armed image panels, alarm video will appear in the next empty image panel in the current View, or in a new View if all current image panels are in use.



Figure A. Armed image panel

Tip: You can still use the features that are common to all image panels, like snapshot or maximizing an image panel.

То	Do this
Arm an image panel	In an image panel, click () . The image panel is given a red border and an alarm label to show that it is armed.
Acknowledge an alarm	Click 🥝.
Move between linked alarm video	If the alarm is linked to multiple cameras, use the green arrows to move between the linked cameras.
Disarm an image panel	In an armed image panel, click 🥮.

If multiple alarms are triggered at the same time, the linked video are queued inside the armed image panel. The alarm video are displayed by order of alarm priority then time. Once an alarm is acknowledged or assigned to a user, the alarm video is removed from the armed image panel.

Note: If you choose to close a video in the armed image panel, the video is removed but the alarm continues to be active.

Video triggered by a rule are queued in the armed image panel after alarms, with the most recent video displayed first. Rules video are not labeled and do not need to be acknowledged.

Search

You can quickly search for recorded video that is linked to an event or search through the camera's recording history.

Performing an Event Search

The Event Search allows you to search for specific motion events and digital input events.



1. In the New Task menu, click

The Search: Event tab is displayed.

Camera(s) to	o Search:			-		
Search			٩	THE NONE	BILL BILL	WHERE A VILL
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Time Range	to Search:				57.2012 Miles	
From:	22/03/2013	05:31:23.246	AM	Туре	Camera	Motion Event
To:	23/03/2013	10:58:13.418	AM	Motion	1.0-H3-B1(154097)	Start: Fri, Mar 22, 2013 7:16:05 AM
Duration	0.005.00	26 50		Motion	1.0-H3-B1(154097)	End: Fri, Mar 22, 2013 7:16:06 AM
Duration	Davs Hours	Minutes Seco	uts .	Motion	1.0-H3-B1(154097)	Duration: 0 hours, 0 minutes, 1 seconds
Events to Se	arch For					- Export this quant
Motion I	Events					- Coport and Even
Digital In	nput Events					Perform a pixel search on this event
	4 re	sults found 🐟	Search	·		, Export results to a file
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1.0-H3-B1(15	4097)			(4 H)		
Q			0	— @, «		<u>m</u> •

Figure A. Search: Event tab

- 2. In the Camera to Search area, select all the cameras you want to include in the search.
- 3. In the Time Range to Search area, set the date and time range of your search. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to modify the time range.
- 4. In the Events to Search For area, select the types of events to include in the search.
- 5. Click Search.

Viewing Event Search Results

- 1. In the Search Results area, select a search result. The event is highlighted on the Timeline and the video is displayed in the image panel. Details about the search result are displayed to the right.
- 2. Use the Timeline controls to review the event.

See <u>Playing Back Recorded Video</u> for more information.

3. Click Export this event to export the selected event video.

See Export for more information.

4. If you want to further refine your search, click **Perform a pixel search on this event**. You can now search for any pixel movement in the selected search result.

See Performing a Pixel Search for more information.

5. Click Bookmark this event to bookmark the selected search result.

See <u>Bookmarking Recorded Video</u> for more information.

6. To export all listed search results, click **Export results to a file** and save the file. The search results can be saved as either a CSV or TXT file.

Performing a Pixel Search

The Pixel Search allows you to search for tiny pixel change in specific areas in the camera's field of view.



1. In the New Task menu, click

The Search: Pixel tab displays.

Camera(s) to Search:	-	
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2.0MP-HD-C(132)		
🔄 🚏 3.0W-H3-BO1-IR(223537)		
5.0-H3-BO2-IR(227134)		
Transformed State (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		
ENC-4P-H264(55580)(2)		
ENC-4P-H264(55580)(4)		
Time Range to Search: From: 22/03/2013 15 07 :00 : 39 .728 AM		
To: 23/03/2013 10:59:44.205 AM (* Duration: 0 * 3 * 59 * 4 * Days Hours Minutes Seconds		Server Camera Time Duratic LWU-1 1.0-H3-B1(1 Fri, Mar 22, 0:00:0 LWU-1 1.0-H3-B1(1 Fri, Mar 22, 0:00:0 LWU-1 1.0-H3-B1(1 Fri, Mar 22, 0:00:0
Pixel Search Options:		LWU-1 1.0-H3-B1(1 Fri, Mar 22, 0:00:0 End: Fri, Mar 22, 2013 7:16:05 AM Duration: 0 hours, 0 minutes, 1 seconds
Low Join results less than 5 seconds apart	High	Export this event
3 results found 🔶	Search	Export results to a file
	1.	Friday, March 22, 2013
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	14 >	7: 15:00 AM 7: 15:30 AM 7: 16:00 AM 7: 16:30 AM 7: 17:00 AM
1.0-H3-B1(154097)	14. 1	1
۹. 🗠 🔍	- 6	Q. •

Figure A. Search: Pixel tab

By default, the entire search image panel is highlighted in green.

- 2. In the Camera to Search area, select a camera.
- 3. In the Time Range to Search area, set the date and time range of your search. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to modify the time range.
- 4. Define the pixel search area by using the motion detection tools above the image panel. Only areas highlighted in green are searched.

Tip: If you are looking for something very specific, limit the green area to a dot to find what you're looking for more quickly.

5. In the Pixel Search Options area, drag the **Threshold** slider to select the amount of motion required to return a search result.

A high threshold requires more pixels to change before results are found.

- 6. Enter a number in the **Join results less than** field to set the minimum number of seconds between separate search results. You can enter any number between 1-100 seconds.
- 7. Click Search.

Viewing Pixel Search Results

- 1. In the Search Results area, select a search result. The event is highlighted on the Timeline and the video is displayed in the image panel. Details about the search result are displayed to the right.
- 2. Use the Timeline controls to review the event.

See <u>Playing Back Recorded Video</u> for more information.

3. Click Export this event to export the selected event video.

See Export for more information.

4. To export all listed search results, click **Export results to a file** and save the file. The search results can be saved as either a CSV or TXT file.

Performing a Thumbnail Search

The Thumbnail Search is a visual search that displays the search results as a series of thumbnail images.



The Search: Thumbnails tab displays.



Figure A. Search: Thumbnails tab

- 2. In the Camera to Search area, select a camera.
- 3. In the Time Range to Search area, set the date and time range of your search. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to modify the time range.
- 4. In the image panel, move or drag the edges of the green overlay to focus the search on one area in the video image.

Only the area highlighted in green is searched.

5. Click Search.

Viewing Thumbnail Search Results

The search results display thumbnails at equal intervals on the Timeline.

 To change the size of the search result thumbnails, select Large Thumbnails, Medium Thumbnails, or Small Thumbnails from the drop-down menu above the search results and click Search Again.



Figure B. Search: Thumbnail results tab

- 2. Select a thumbnail to highlight the video on the Timeline.
- Click Step In, or double-click the thumbnail to perform another search around the thumbnail.
 Click Back to return to the previous results page.
- 4. Click **Open In View** to open the recorded video in a new View.
- 5. Click Change Search to change the search criteria.

Performing an Alarm Search

Alarm search allows you to search through an alarm's history.

1. In the New Task menu, click Search

((-))

The Search: Alarms tab is displayed.



Figure A. Search: Alarms tab

- 2. In the Alarm to Search list, select all the alarms you would like to include in the alarm search.
- 3. In the Time Range to Search area, set the date and time range of your search. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to modify the time range.
- 4. Click Search.

Viewing Alarm Search Results

- 1. In the Search Results area, select a search result. The event is highlighted on the Timeline and the video is displayed in the image panel. Details about the search result are displayed to the right.
- 2. Use the Timeline controls to review the event.

See <u>Playing Back Recorded Video</u> for more information.

3. If the search result is linked to multiple cameras, select a camera from the drop down list above the image panel to change the video that is displayed.

4. Click Export this event to export the selected event video.

See Export for more information.

5. Click Bookmark this event to bookmark the selected search result.

See Bookmarking Recorded Video for more information.

6. To export all listed search results, click **Export results to a file** and save the file. The search results can be saved as either a CSV or TXT file.

Performing a Bookmark Search

The Bookmark Search allows you to search for a specific bookmark.

1. In the New Task menu, click



The Search: Bookmark tab is displayed. All available bookmarks are listed on the left.



Figure A. Search:Bookmark tab

2. In the **Search** field, enter any text that may appear in the bookmark's title, description, linked camera name or the name of the user who created the bookmark.

The search is automatically performed on all the listed bookmarks until only the matches are displayed.

Viewing Bookmark Search Results

- 1. In the Bookmark list, select a bookmark. The bookmark is highlighted on the Timeline and the video is displayed in the image panel. Details about the bookmark are displayed under the image panel.
- 2. Use the Timeline controls to review the event.

See Playing Back Recorded Video for more information.

- 3. If the search result is linked to multiple cameras, select a camera from the drop down list above the image panel to change the video that is displayed.
- 4. Click **Export this bookmark** to export the selected bookmark.

See Export for more information.

5. If you want to further refine your search, click **Perform a pixel search on this event**. You can now search for any pixel movement in the selected bookmarked video.

See <u>Performing a Pixel Search</u> for more information.

6. Click Edit this bookmark to edit the bookmark.

See <u>Bookmarking Recorded Video</u> for more information.

Performing a POS Transaction Search

The POS Transaction Search allows you to search for specific transactions.



1. In the New Task menu, click

The Search: POS Transactions tab is displayed.

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	FPAN-1	1	Wed, May 08, 201	0.00.01	End: Wed, May 08, 2013 1:40:11 PM
	FPAN-1	1	Wed, May 08, 201	0.00:02	Duration: 0 hours, 0 minutes, 2 seconds
	FPAN-1	1	Wed, May 08, 201	0:00:01	
	FPAN-1	1	Wed, May 08, 201	0.00:01	Welcome to the Avigilon Store
me Range to Search:	FPAN-1 FPAN-1	1	Wed, May 08, 201.	0:00:09	1234 Center Street
From: 08/05/2013 5 06:45:24.891 PM	FPAN-1	1	Wed, May 08, 201	0.00.01	RS RB 10.99
To: 11/05/2013 15 03:07:48.797 PM 🗧					No 98 10.99 Total: \$21.98
Duration: 2 🕂 20 🕂 22 🕂 23 🔆					
Days Hours Minutes Seconds					05/05/2013 1:40:10 PM Bye!
Search Text					
Tet:					- Expect this must
Match whole word					
Method: Wildcards					Bookmark this event
9 results found A Search					Export results to a file
		1	Wednesda	v. May 08, 20	1
1:40:08 ³³⁵ PM Wednesday, May 08, 2013	рм 1113	PM 1:30 PM	1:45 PM 2:00	PM 2:1	5 PM 2:30 PM 2:45 PM 3:00 PM

Figure A. Search: POS Transactions tab

- 2. In the POS Transaction Sources to Search area, select all the POS transaction sources you would like to include in the search.
- 3. In the Time Range to Search area, set the date and time range of your search. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to modify the time range.
- 4. In the Search Text area, enter any text that will help you filter the search results. For example, you can enter product names or transaction values.

Use the **Wildcards** and **Regular Expression** search methods to find a range of results. Leave the **Text** field blank to find all transactions.

5. Click Search.

Viewing POS Transaction Search Results

- 1. In the Search Results area, select a search result. The event is highlighted on the Timeline and the video is displayed in the image panel. Details about the search result are displayed to the right.
- 2. Use the Timeline controls to review the event.

See <u>Playing Back Recorded Video</u> for more information.

- 3. If the search result is linked to multiple cameras, select a camera from the drop down list above the image panel to change the video that is displayed.
- 4. Click Export this event to export the selected event video.

See Export for more information.

5. Click **Bookmark this event** to bookmark the selected search result.

See <u>Bookmarking Recorded Video</u> for more information.

6. To export all listed search results, click **Export results to a file** and save the file. The search results can be saved as either a CSV or TXT file.

Export

You can export video in multiple video and image formats. The Export tab can be accessed from bookmark options, the Search tab, the Alarms tab and by opening a new Task.

You can also export snapshots of an image panel as you monitor video.

Exporting Native Video

The Native (AVE) format is the recommended format for exporting video. You can export video from multiple cameras in a single file, and the video maintains its original compression. AVE video is played in the Avigilon Control Center Player, where the video can be authenticated against tampering and be re-exported to other formats.

If there is audio linked to the video, the audio is automatically included in the export.

If you are exporting a large amount of video for your records, Backup the video instead. See <u>Backing Up</u> <u>Recorded Video On Demand</u> for more information.

1. Open the Export tab. In the New Task menu, click





Figure A. Export tab for recorded video export

- 2. In the Format drop down list, select Native.
- 3. In the System Explorer, select the camera video you want to export.
- 4. To automatically divide the export into separate files that can be stored on optical media (like a CD or DVD), select the Split file into sizes of: check box then select one of the media options from the drop down list, or manually enter the size of each file in MB.
- 5. Enter the time range you want to export. The time range is highlighted on the Timeline by black time range markers. You can also drag the time range markers to modify the time range.

Option	Description
	Select this option to control how many images per second are exported.
Export at image rate	For example, the video is streaming at 30 images per second. If you select 1/2, only 15 images for that second will be exported.
Export one image every minsec	Select this option to control the time between each exported video image. For example, if you enter 5 min. 0 sec., only

6. Set the export image rate:

	one image will be exported every 5 minutes.
--	---

- 7. Click Start Export.
- 8. In the Save As dialog box, name the export file and click **Save**.

The Preview area displays the video you are exporting.

9. When the export is complete, click **OK**.

Exporting AVI Video

Video exported in Audio Video Interleave (AVI) format can be played in most media players. Be aware that you can only export one video at a time in this format.

If there is audio linked to the video, the audio is automatically included in the export.

1. Open the Export tab. In the New Task menu, click

Image: Building A Image: Building A Image: Building A Image: B Image: B Image: B Imag	
Export Options Time Range Format: AVExideo • From fri 2013-03-22 • 10:3351:45 Encoder: None • To: Fri 2013-03-22 • 10:3351:45	
Format AVI video • From: Fri 2013-03-22 • 10-335145 Encoder: None • To: Fri 2013-03-22 • 10-335145	
Encoder: None To: Fri 2013-03-22 []+ 11:1553-78	6 AM
	A AM C
Gualite Low	1
Resolution: 1920 x 1080 v Split file into sizes sh: 700 (CD-RDM) v MB Syl Skip recording gaps	Seconds
Overlays: Timestamp Camera name Camera location	
	Start Export
(a) (b) (c) (10 Per 1 OG P

Figure A. Export tab for recorded video export

2. In the Format drop down list, select AVI video.

- 3. In the System Explorer, select the camera video you want to export.
- 4. In the **Encoder** field, select the compression used. The **VC-1** (Windows Media Video) compression is included by default because it is tailored for high-resolution AVI encoding.
- 5. In the **Quality** drop down list, select the exported image quality level.
- 6. In the **Resolution** field, select a resolution for the video image. You can manually enter the resolution or click the drop down arrow to select a standard resolution.

Note: The Resolution field automatically maintains the image aspect ratio.

- 7. To automatically divide the export into separate files that can be stored on optical media (like a CD or DVD), select the **Split file into sizes of:** check box then select one of the media options from the drop down list, or manually enter the size of each file in MB.
- 8. Select the **Skips recording gaps** check box to avoid pauses in the video caused by gaps in the recording.
- 9. Select the image overlays you want: Timestamp, Camera name, and Camera location.
- 10. Enter the time range you want to export. The time range is highlighted on the Timeline by black time range markers. You can also drag the time range markers to modify the time range.
- 11. Set the export image rate:

Option	Description	
	Select this option to control how many images per second are exported.	
Export at image rate	For example, the video is streaming at 30 images per second. If you select 1/2, only 15 images for that second will be exported.	
Function of the second second second	Select this option to control the time between each exported video image.	
Export one image every minsec	For example, if you enter 5 min. 0 sec., only one image will be exported every 5 minutes.	

12. Click Change Image Region... to only export part of the video image.

In the Change Image Region dialog box, move and resize the green overlay then click **OK**. Only areas highlighted in green are exported.

- 13. Click **Display Adjustments** to adjust the gamma, black level and/or white level.
- 14. Click Start Export.
- 15. In the Save As dialog box, name the export file and click Save.

The Preview area displays the video you are exporting.

16. When the export is complete, click **OK**.

Exporting Still Images

Video can be exported as a series of still images in PNG, JPEG, or TIFF format. When you export a series of still images, you are exporting each frame of video as an independent file.

If you only want one photo of the video you are watching, take a snapshot. For more information, see <u>Exporting a Snapshot of an Image</u>.

- Search Preview + 🔳 🗐 Building A 10 🐺 10H3H 5.0-HO-82(144515) Change Image Region... Display Adjustments. Export Options Time Range From: Fri 2013-03-22 - 10:33:51:856 AM **JPEG** images • 4 - 11:15:53:784 AM Fri 2013-03-22 \$ Quality: • 5 42 1 • Resolution: 1920 1080 Minutes Overlays: 📃 Timestamp ortat Full .* image rate Camera name Export one image every 0 Camera location Export at most 1 image Start Export 22, 2013 (b) Van's #1: 2.0-H3-82(148515) · · IIII IL REPORTED AND AND ALL REPORTED 100.10 11
- 1. Open the Export tab. In the New Task menu, click

Figure A. Export tab for still image export

- 2. In the Format drop down list, select PNG Images, JPEG Images, or TIFF Images.
- 3. In the System Explorer, select the camera video you want to export.
- 4. (JPEG only)

In the Quality drop down list, select the exported image quality level.

5. In the **Resolution** field, select a resolution for the video image. You can manually enter the resolution or click the drop down arrow to select a standard resolution.

Note: The **Resolution** field automatically maintains the image aspect ratio.

- 6. Select the image overlays you want: Timestamp, Camera name, and Camera location.
- 7. Enter the time range you want to export. The time range is highlighted on the Timeline by black time range markers. You can also drag the time range markers to modify the time range.
- 8. Set the export image rate:

Option	Description	
	Select this option to control how many image per second are exported.	
Export at image rate	For example, the video is streaming at 30 images per second. If you select 1/2 , only 15 images for that second will be exported.	
Evenent one image evenu min acc	Select this option to control the time between each exported video image.	
Export one image every minsec	For example, if you enter 5 min. 0 sec., only one image will be exported every 5 minutes.	

- 9. Select the **Export at most** ___ **images** check box and enter a number to limit the amount of images that are exported.
- 10. Click Change Image Region... to only export part of the video image.

In the Change Image Region dialog box, move and resize the green overlay then click **OK**. Only areas highlighted in green are exported.

- 11. Click **Display Adjustments** to adjust the gamma, black level and/or white level.
- 12. Click Start Export.
- 13. In the Save As dialog box, name the export file and click Save.

The Preview area displays the video you are exporting.

14. When the export is complete, click **OK**.

Exporting a Print Image

You can export a frame of video directly to your printer or PDF, and include your notes related to the image.

If you want to print a photo of the video you are currently watching, take a snapshot. For more information, see <u>Exporting a Snapshot of an Image</u>.

1. Open the Export tab. In the New Task menu, click



Figure A. Export tab for still image export

- 2. In the Format drop down list, select Print Image or PDF File.
- 3. In the System Explorer, select the camera video you want to export.
- 4. (Print Image only) Click **Printer Settings** to change the printer and paper size that the image is printed on.
- 5. Select the image overlays you want: Timestamp, Camera name, and Camera location.
- Click Add Export Notes to add notes about the exported image. The notes are added below the image.
- 7. In the Time field, enter the exact date and time of the video image you want to export.
- 8. Click Change Image Region... to only export part of the video image.

In the Change Image Region dialog box, move and resize the green overlay then click **OK**. Only areas highlighted in green are exported.

- 9. Click Display Adjustments to adjust the gamma, black level and/or white level.
- 10. Click Start Export.

- If you are exporting a Print Image, the image is sent to the printer.
- If you are exporting a PDF File, save the image.

The Preview area displays the video you are exporting.

11. When the export is complete, click **OK**.

Exporting WAV Audio

If you want to export audio with video, simply export the video in AVI or Native format. Any audio that is linked to the video is automatically included in the export file.

This procedure would export the audio alone.

1. Open the Export tab. In the New Task menu, click



Figure A. Export tab for audio export

- 2. In the Format drop down list, select WAV.
- 3. In the System Explorer, select the camera that the audio is linked to.

- 4. To automatically divide the export into separate files that can be stored on optical media (like a CD or DVD), select the **Split file into sizes of:** check box then select one of the media options from the drop down list, or manually enter the size of each file in MB.
- 5. Enter the time range you want to export. The time range is highlighted on the Timeline by black time range markers. You can also drag the time range markers to modify the time range.
- 6. Click Start Export.
- 7. In the Save As dialog box, name the export file and click Save.

The Preview area displays the video linked with the audio you are exporting.

8. When the export is complete, click **OK**.

Exporting a Snapshot of an Image

You can export a snapshot of any image panel with video. When you export a snapshot, you are exporting whatever the image panel is currently displaying.

- 1. To export a snapshot, perform one of the following:
 - In the image panel, click ¹
 - o Right-click the image panel and select Save Snapshot.

The snapshot Export tab is displayed, and the image you want to export is displayed.

Preview					
	Char	nge Image Region	Display Adjustment	ts	
Export Options					
Format:	PNG image		•		
Resolution:	1920	x 1080	•		
Overlays:	 Timestamp Camera name Camera location 				
					Start Export



- 2. In the Format drop down list, select an export format.
- 3. For the selected export format, define your preferences:

Format	Export options	
Native	This is the recommended export format because the exported image maintains its original compression and can be authenticated against tampering in the Avigilon Control Center Player.	
Note: The Native format requires the Avigilon Control Center Player to view.		
PNG	 In the Resolution field, select a resolution for the video image. You manually enter the resolution or click the drop down arrow to select a standard resolution. 	
	Note: The Resolution field automatically maintains the image	

	aspect ratio.
	 Select the image overlays you want: Timestamp, Camera name, and Camera location.
	3. Click Change Image Region to only export part of the video image.
	In the Change Image Region dialog box, move and resize the green overlay then click OK . Only areas highlighted in green are exported.
	 Click Display Adjustments to adjust the Gamma, Black Level and/or White Level.
JPEG	1. In the Quality field, select an image quality level.
	2. Set the image Resolution .
	3. Select the image overlays you want.
	4. Click Change Image Region to only export a part of the video image.
	5. Click Display Adjustments to modify the image quality.
TIFF	1. Set the image Resolution .
	2. Select the image overlays you want.
	3. Click Change Image Region to only export a part of the video image.
	4. Click Display Adjustments to modify the image quality.
Print Image	1. Click Printer Settings to change the selected printer and paper size.
	2. Select the image overlays you want.
	3. Click Add Export Notes to add notes about the exported image. The notes are printed below the image.
	4. Click Change Image Region to only export a part of the video image.
	5. Click Display Adjustments to modify the image quality.
PDF	1. Select the image overlays you want.
	2. Click Add Export Notes to add notes about the exported image.
	3. Click Change Image Region to only export a part of the video image.
	4. Click Display Adjustments to modify the image quality.

4. Click Start Export.

5. In the Save As dialog box, name the export file and click **Save**. If you are printing the snapshot, the image is sent to your printer instead.

The Preview area displays the snapshot you are exporting.

6. When the export is complete, click **OK**.
Backup

You can manually backup recorded video through the Backup tab. This feature can be used for exporting large amount of video data.

To set up the system to backup recorded video automatically, see the Avigilon Control Center Client User Guide.

Backing Up Recorded Video On Demand

If you want a copy of the recorded video in your system, use the backup feature. Video is always backed up in the Avigilon Backup (AVK) format. You can review the backed up video in the Avigilon Control Center Player.

The backup files are stored in a backup folder set by the Avigilon Control Center Admin Tool. See the *Avigilon Control Center Server User Guide* for information about changing the backup folder.

1. At the top of the application window, click



The Backup tab is displayed.



Figure A. Backup tab

- 2. In the System Explorer, select all the cameras you want to backup.
- 3. In the Backup Options area, set the time range you want to backup. The time range is highlighted on the Timeline by the black time range markers. You can also drag the time range markers to change the time range.
- 4. Select the **Delete oldest backups when disk full** check box to allow the application to automatically overwrite old backup files when the backup folder is full.
- 5. Click Start Backup.
- 6. When the backup is complete, click **OK**.