



Dear Client,

Welcome your new camera system!

We have put together this small packet of information to keep the basics at your fingertips such as reviewing and downloading video. It is also important that you know how to maintenance and test the system.

It is our sincerest hope that you will fall in love with your new system and quickly learn to use it's friendly interface. In the meantime, never hesitate to give us a call if you have any questions or there is anything we can help you with!

Thank you for choosing us,



Centurion Customer Service Team

Centurion Alarm & Lock NB Inc.

centurion.admin@nb.aibn.com

Phone: (506) 386-2400



System Summary

Brand: Dahua

Date Installed: _____

User Name: _____

Password: _____

PLEASE NOTE: Customer must know the password and username to review video. If this is lost the customer will need to place a service call. Our technicians will then coordinate with the manufacturer and **ATTEMPT** to retrieve or reset it. **There is no guarantee this will work.**

Remote View

If you would like to set up remote view after your initial installation you will need to call our office and schedule in a service call. When our tech arrives please be prepared with the following:

1. High speed on site of the NVR
2. Direct access to router (If you have your own IT department please have them aware of what is going on and accessible by phone. Also if you no router and just a switch make sure that your port is opened ahead of the scheduled appointment)
3. Please be on site with the cell phone or laptop you wish to have the remote view set up on.
4. Feel free to download the app ahead of time according to the specifications below.

Laptop/Computer: SmartPSS

Android: GDMSS

Apple: IDMSS



Live Video

To change the camera that is displayed when viewing the live feed:

1. Left Click
2. Choose view 1, 4, 8, or 9 (When placing your mouse over the view choices other options will appear for which cameras you want displayed depending on the number of cameras you have installed. Simply choose your preference as prompted.)

Your system should NEVER be left in “Search Mode”, but instead should be displaying your live feed. “Search Mode” is password protected to prevent sabotage of previously recorded video and to prevent anyone from having access to change programming. Be careful with your password and always be aware of who has access to these features.

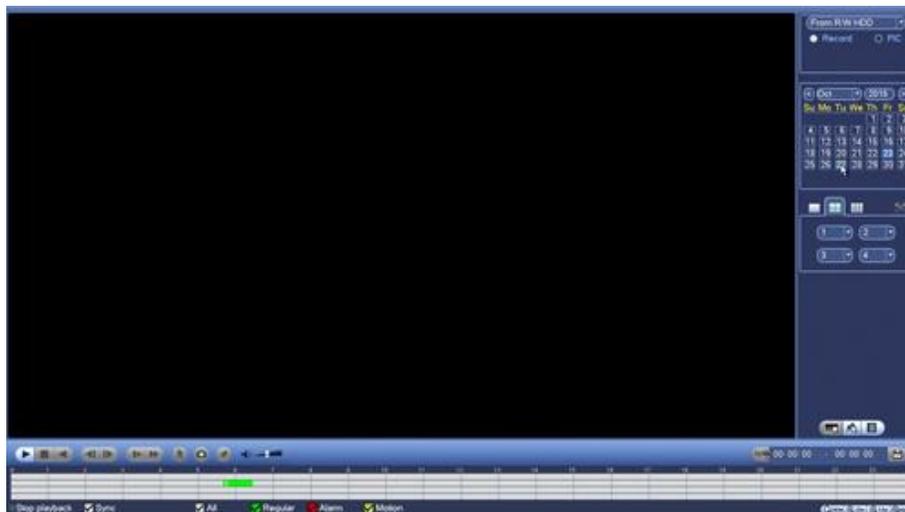
Reviewing Video

Reviewing video can be when you know the steps. We have written them out here for your reference until you have done it so regularly that you know them by heart!

Step #1 - Right click

Step #2 - Select “Search” from the drop down menu

Step #3 - Enter your password (username should be entered by default) You should now be looking at a screen comparable to this:



Step #4 - Choose the day from the calendar which you want to review the video for.





The days will be highlighted in a different color if there is recording for the 24 hour period.

Step #5 - Choose which camera view you want to be looking at. You can select this by using the tool in the sidebar just below the calendar. Choosing the one large box allows you to view only one camera at a time while the others allow you to see more according to the boxes represented. If you have 8 cameras, but only want to view 4 then simply choose the box divided into quarters and then below that manually select the cameras by number as you wish to see in greater detail.

Step #6 - Select the appropriate time from the timeline at the bottom of the screen. You will need to choose a section that is NOT grey for the video to populate.

Yellow sections represent times that are recorded because of motion.

Green means the camera has been recording constantly (not due to motion).

Grey sections mean that the recorder has no video stored for that time.

Other Features:

- Easily Changing Camera View - If you have selected a screen view of more than one camera at a time and would like to then like to focus on one specific camera view simply double left click on the camera of choice.
- Zoom – If you wish to zoom on a section of the video simply hold down the left side of the mouse and drag a box around the section you wish to zoom in on. To exit the zoom left click.

Step #7 - Return to live video. Simply left click until the monitor displays live video again.

Testing Your System

Things like daylight savings time, power outages, technical glitches and inclement weather can cause visibility issues or programming to change within the recorder.

Please Note: Sometimes a hard drive can go bad without alerting the client.

The first key to always having the coverage you need is testing your system regularly. At a minimum you will want to [review footage once a month to ensure the system is still recording, video is clear, and date and time is correct.](#)

The days will be highlighted in a different color if there is recording for the 24 hour period. This way you can scroll back and see how long your system is storing video on the local hard drive(s). You may need to replace or add memory space depending on the requirements of your industry.



Retrieving Video

Retrieving Video is something you may possibly need to do on occasion either for your own records or for the RCMP in the case of an investigation.

Step #1 Insert a memory device into the back of the recorder. (USB Key, hard drive, etc)

Step #2 (Unless otherwise advised by the RCMP) is to review the video and decide which times and cameras you will need to save video on. You can do this by following the steps outlined above for reviewing video.

Step #3 Once you have selected the day and the cameras you will want to click the small grey "list" icon from the bottom right of the screen.

Step #4 Check off the box next to the times directly related to the incident or video you wish to keep. Along the top of the column will be a series of numbers that indicate which camera you are selecting recording for. Use those tabs to change to different cameras and select the times again for each camera you want video for. Once you have chosen all applicable times from applicable cameras go to step #5. *Keep in mind that you may have to split up the process above into a couple different downloads depending on the capacity of your memory device plugged into the recorder.*

Step #5 Click the "floppy disk icon" on the bottom right hand side of the screen. (close to where the "list" icon would have been)

Step #6 When the pop-up window appears be sure that the first column lists your memory device and is checked off in the first column. (Typically this is done by default) The second column should list the times you just selected and should also be checked off. Once you have confirmed everything select backup and wait for the process to complete.

Step #7 Close the window by selecting "finish" or "ok" as prompted. Remove the USB. You have just downloaded the incident and will now need to view the files on your computer to ensure they transferred properly.

PLEASE NOTE: Be sure to run the media player (attached by default within the same file as the recordings) before clicking on the videos or they will not play. You will need to open and play the videos from within the media player. Call our office if you still have trouble viewing the video.