



## **STORAGE MAINTENANCE SPECIALIST INC.**

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### **Installer**

## **EZdvr-Universal quick setup**

1. Plug in mouse, monitor (HDMI or VGA – bnc/Spot Out), plug in cameras starting with #1, then the power for the DVR
2. Right click on the screen and select setup **Login as Installer** and input password (Installer only can have password – call Facility Services Manager for password, or go to [www.StorageMaintenance.com](http://www.StorageMaintenance.com) to request password.) **Manager** password is shipped as (left blank)
3. Select **Setup** icon, then select **Date & Time** tab – change - save. Select **Time Zone** tab – change - save
4. **Must setup motion area.** Select **Camera** icon, then select **Event Source** – double left click **Motion Area** (768 next to each camera) and **setup motion grid** for each camera - save - the grid is the detection zone – (set to full screen) do not have grid on trees, road or highway in background, flags or banners, anything that has movement from the wind in offices do not have grid directly on windows, computer monitors or anything that will reflect light at night – an intruder going through a window will cross another detection grid area to start recording!
5. **Must Setup motion sensitivity** select **Motion Sensitivity** tab & change appropriately. The longer the camera view the more sensitive it should be.
6. **To set Spot Monitor.** Exit Setup, Right Click on screen select **Misc.** – **misc. control** & select **Spot** tab, set Spot to show Gate or Office.
7. Be sure there is proper ventilation for DVR overheating from lack of ventilation will void warranty!  
**This is the standard setup used – other issues could apply!**



**If using Fortinet, plug DVR internet cable into DMZ Port**

Full DVR Manual is available on the included CD, or at [www.storagemaintenance.com](http://www.storagemaintenance.com)

## **Manager**

### **EZ-DVR Universal Reviewing and Saving footage**

**To Log into DVR** use Username: **Manager** and leave the **password blank**, choose **OK**

#### **Reviewing DVR History**

1. Right Click on the screen choose Search – Calendar Search, log in using Username Manager, with no password choose OK
2. Double Click on the Date on the Calender you want to look at
3. In the middle of the screen is the 0-23 hour scale double click on the hour you want
4. Below the hour is the 0-60 minutes select where you want to start
5. Choose Playback
6. Take the mouse and hover over the bottom of the screen a menu bar will pop up. It will have arrows pointing to the right to play forward and arrows pointing to the left to play backward. Clicking on an arrow more then once will increase the speed. When you are done you can click on Live to return to live view.
7. When you find what you want to save make a note of the start and end time and which cameras you want.

#### **Saving to a Flash Drive**

1. Plug flash drive into the front of the DVR
2. Follow instructions above to go to Calender search and get to the beginning of the footage you want to save.
3. Choose Backup
4. Under Information change drop down to Device 1
5. **Change File Format to AVI, if there is not an AVI option choose RMS**
6. Under time index make sure the field on the left is your start date and time, set the field on the right to your end date and time.
7. Check all the cameras you want to save
8. Choose Start

#### **To View on PC**

1. Plug Flash drive into PC
2. If you saved in the AVI format you should be able to open the folder and click on the AVI file to play it. Each event will be a seperate file. (VLC Media Player works best.)
3. If you saved in the RMS Format you will need to use the backup player on the flash drive to view the history. Install and open it, in the upper left there is an open folder, choose the video file. In this format if you share the footage with someone they will need everything on the flash drive so that they have the backup player.