


# Recorder Quick Guide

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## Controlling Live View

1. Right click on the screen.
2. Click the home icon. 
3. Click on Live View.

To see multiple cameras:

1. Bottom Right corner, click on Split
2. Choose 2x2 to see 4 cameras, 3x3 to see 9 cameras etc.

To zoom in live view

1. Double click on the camera you wish to zoom in on, making it full screen.
2. You should see a bar appear at the bottom of that camera's box.
3. Click the magnifying glass.
4. Using the mouse wheel, rotate the wheel to zoom in and out.

## Controlling Playback

To access playback:

1. Right click anywhere on the screen.
2. Click on the home icon.
3. Left click on the option labelled 'Playback'

To use Playback:

1. Click on the camera(s) you wish to view
2. Click on the date that you wish to view them on. (Days with recordings are coloured red or blue)
3. You will now see a coloured bar at the bottom, this is when you have videos recorded. Left click and select the time you wish to start viewing.
4. The (<<) and (>>) arrows are to speed up and slowdown.

To Export Video (Requires a USB drive, recommended 16GB or more):

1. Right Click and go to the home icon
2. Click on File Management
3. Plug in the USB drive to a free USB port on the machine
4. Choose your start time and end time and hit search
5. Choose your camera(s) that you wish to download recordings from.
6. Checkmark the videos you want (or select all) and click Export
7. Click the space right of 'Device Name' and choose USB
8. Then click export, this will run for a while when it is complete it will notify you.