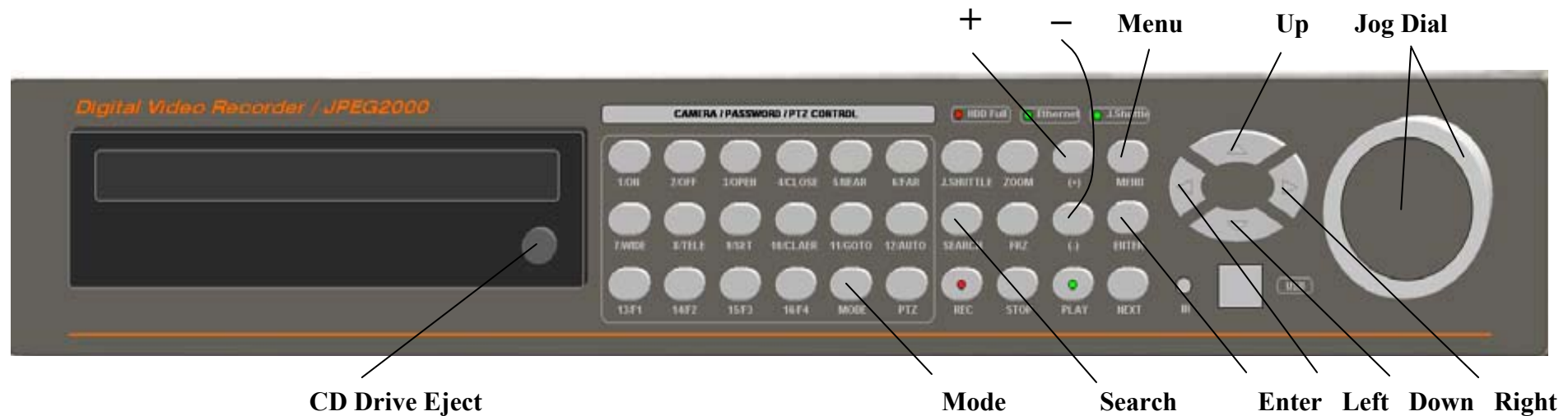


## Baseline Pro CCTV Digital Video Recorder (DVR)

### Day to Day Operating Instructions

These instructions relate solely to the above named DVR. They must not be utilised for any other recorder as they may not be compatible. The front of the DVR these instructions refer to looks like this: -



### To Enter Setup Mode

- Press "MENU" button.
- A pass code may have been assigned to your machine. If this is so, enter it using the numeric buttons on either the remote control or the front of the machine. If you do not know the pass code, contact our office for assistance.
- Press the "ENTER" button.

## To Change the time/date on the machine

Keeping the Time & Date accurate is essential on any CCTV DVR. To change it, follow these instructions: -

- Enter setup mode (see previous page).
- Press **Down** button to put the marker (▶) next to "**CONFIGURATION**".
- Press the "**ENTER**" button.
- Press **Down** button to put the marker (▶) next to "**TIME/DATE SETUP**".
- Press the "**ENTER**" button.

At this stage you will see that the marker (▶) is next to the "**YEAR**". Now press the **Down** button until you reach the item you need to change (for example the hour) and then using the **+** and the **-** buttons to modify the entry.

In all cases, the final three items in the list should be set as: -

Date Format:	European
Time Format:	24 Hour
Month Format:	English

If they are not as shown above, change them using the same procedure.

When you have finished, press the "**MENU**" button three times to exit the setup mode and return to live camera pictures.

### To search for and playback recorded material

- Press the "SEARCH" button
- Press **Down** button to put the marker (▶) next to "TIME/DATE"
- Press the "ENTER" button

You will now be shown a screen with the following (typical) format: -

The screenshot shows a menu interface with a black header and footer. The header contains the text "TIME / DATE". The main area is white and contains the following text: "[ START ] 2005/JUN/20 AM04:04:12", "[ END ] 2005/JUN/20 PM08:12:23", "INPUT DATE / TIME", "2005 / JUN / 07 AM04:04:12", and "SELECT: ◀ ▶, EDIT: + -". The footer contains the text "SEARCH : [ENTER], EXIT : [MENU]".

**TIME / DATE**

[ START ] 2005/JUN/20 AM04:04:12

[ END ] 2005/JUN/20 PM08:12:23

INPUT DATE / TIME

2005 / JUN / 07 AM04:04:12

SELECT: ◀ ▶, EDIT: + -

SEARCH : [ENTER], EXIT : [MENU]

[**START**] at the top of the screen shows you how far back the recording on the internal hard disc can go back to. You cannot replay any CCTV footage further back from this date.

[**END**] is basically the time now (or at least the time within the last few minutes).

Underneath the heading "**Input Date/Time**" you will see the year is highlighted. Using the left & right buttons, move the highlighted section over to the next section (month) and then using the **+** and **-** buttons alter the settings to the date & time you are looking for.

**For Example:** *If you are looking to replay an incident that took place on the 21st November 2007 at 17:05hrs you will need to ensure that you change the selection to look like this: -*

**2007 / NOV / 21 PM05:05:00**

Once you have set the selection to your choice, press the "**Enter**" button.

You will now be presented with all of your cameras playing back from the date & time you selected from above.

To select a particular camera (such as camera 1) simply press number 1 on the front of the machine (or remote control). For camera 2, press button 2 and so on. To view the screen in a different format (such as a 4 way split), press the "**Mode**" button repeatedly until you get to your desired choice.

You will notice the clock on the top of the screen ticking away at normal time. To alter the characteristics of the playback, note the following button presses & their functions: -

- Each Press of the "**Up**" button will double the playback speed
- Each press of the "**Down**" button will halve the playback speed
- Pressing the "**Left**" button will reverse the playback
- Pressing the "**Right**" button will playback in forward playback

The "**Jog Dial**" has two functions. The **outer** (grey) ring of the jog dial allows you to speed up incrementally the further you twist it. The **inner** black circle of the jog dial plays back very slowly (frame by frame). The faster you turn the inner jog dial, the faster each frame progresses. For both parts of the jog dial (inner & outer), you will see that it can be turned either anti-clockwise or clockwise which is the same as backwards & forwards.

Should you get confused, simply press the "**Play**" button to return to normal speed playback.

If you are looking to find an incident, once you have found it note the exact time the incident started onto a piece of paper. This will make it easier for you when you come to Backup the incident onto a CD-R.

When you have finished viewing, simply press the "**Menu**" button twice to return to live pictures.

## How to backup any CCTV footage – For Police Purposes etc.

Before starting this process you will need the following item(s): -

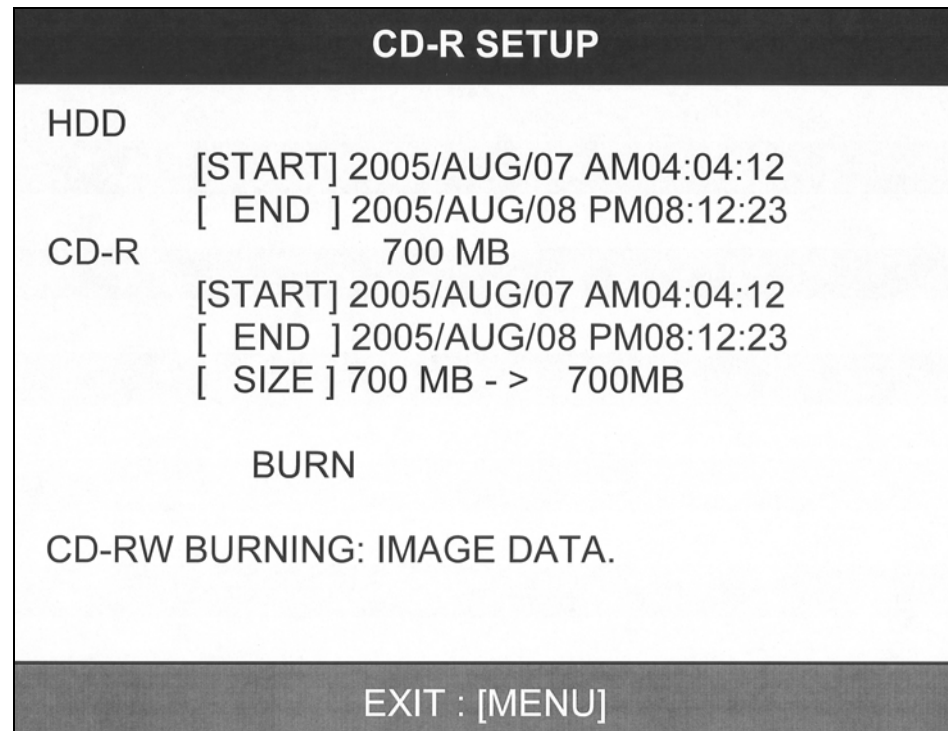
### **Blank CD-R disc(s)**

Each blank disc is capable of holding approximately ten minutes of video backup, so some planning may be needed here as to how many CD-R's you will actually need.

Please ensure that they are **not** DVD discs as these will not work in this machine.

Press the little black button underneath the CD tray and then place a blank **CD-R** onto the tray and push the drive closed. Now proceed as follows: -

1. Enter setup mode (see page one)
2. Press the “**Down**” button three times until the marker (▶) is on "**Back-Up**" and then press the "**Enter**" button twice.
3. You will now be presented with the following screen: -



[START] at the top of the screen shows you how far back the recording on the hard disc can go back to. You cannot backup any CCTV footage further back from this date.

[END] time is the current time (or within the last minute or so)

Underneath the heading "CD-R" you will see the pointer is next to [START]. Press the "Enter" button to highlight the year. Now using the left & right buttons, move the highlighted section over to the appropriate section (month, day, hours, minutes) and then using the + and - buttons alter the settings to the date & time you are looking to start the backup from.

**For Example:** If you are looking to backup an incident that took place on the 21st November 2007 at 17:05hrs onwards you will need to ensure that you change the selection to look like this: -

**2007/NOV/21 PM05:05:00**

***YOU CANNOT ENTER ANYTHING INTO THE "END" BOX AS THIS IS CALCULATED FOR YOU AUTOMATICALLY. CAREFULLY EXAMINE THIS BOX TO ENSURE THAT THE END DATE/TIME MEETS YOUR NEEDS – IF IT DOES NOT, YOU WILL NEED FURTHER BLANK CD-R'S TO CONTINUE THE BACKUP AFTER THE 1<sup>ST</sup> DISC HAS COMPLETED.***

Once you have set the above selection to your desired choice, press the "Enter" button and you will note that the marker (▶) has moved back next to [START].

Press the "Down" button twice until the marker (▶) is next to "Burn" and then press the "Enter" button to start the backup process.

***THE BURNING PROCESS WILL NOW START. THIS WILL TAKE APPROXIMATELY 10 MINUTES. WHEN THE ENTIRE CD-R HAS BEEN WRITTEN, THE DRIVE WILL OPEN. AT THIS STAGE REMOVE THE CD-R AND PLACE INTO A SECURE ENVELOPE.***

If you need to continue (perhaps because the incident you are backing up is too long for one CD-R) simply insert another CD-R when the first CD-R has finished (ejected). The DVR will automatically adjust the start time for the next & every subsequent CD-R after this point. When you are ready to burn the next CD-R, simply press the "Enter" button when the marker (▶) is next to "Burn".

***MAKE SURE THAT YOU DO NOT WRITE ONTO THE CD-R UNLESS YOU HAVE A SPECIAL CD-R MARKER PEN OR YOU WILL DAMAGE THE CD-R.***

To return to live camera pictures after you have finished, simply press the "Menu" button 3 times.

## RECORDING DURATION / FRAME RATE ADJUSTMENT

1. Enter setup mode (see previous page).
2. Press the “**Down**” button twice until the marker (▶) is next to "**Record Setup**" and then press the "**Enter**" button twice.
3. You will now be on the "**Record Configuration**" screen. Press the “**Down**” button until the pointer is against "**Continuous Record**".
4. Use the + and - buttons to adjust the recording frame rate.

### NOTES:

1/1 means that 120 frames (pictures) will be taken per second across all connected cameras. This is the highest and will show real time recording. The problem with this mode is that it will use up the hard disc space very quickly and so the number of days recording will be very little.

1/2 means that 60 frames will be taken per second instead. The playback of the images will not be as fluid as the 1/1 mode however less hard disc space is being used

1/3 means that roughly 30 frames will be taken per second instead. The playback of the images will be less fluid than 1/2 again but the added benefit is that even less hard disk space is being used allowing greater recording lengths.

So, if you need longer recording durations, you will need to decrease the frame rates until you reach a happy medium. To enable 14 days recording you will probably need to set the machine to be somewhere in the region of 1/15 and to get 31 days recording you may even need to set the machine to 1/28 - however this is **NOT** a hard & fast rule as it is dependent on how many cameras are connected to your system and the size of the Hard Disc inside your machine. You will need to experiment with the settings described above until you reach the desired setting.

Whenever you have made a change to the “**Recording Duration**”, you will need to check back in a few weeks time to see if the desired results have actually been achieved. To do this, follow the instruction above entitled “**To search for and playback recorded material**” and look at the [Start] and [End] times and compare the difference between the two dates & times.

Remember to always playback a sample recording after you have adjusted the frame rate setting to ensure that you are happy with the playback of the images – always allow the DVR to record for a few minutes (at the adjusted rate) before replaying the sample at the new adjusted rate.