



Here you will find a quick and easy guide for the most commonly accessed functions; a full manual should be included with your DVR. For support contact Scorpion Group Security (01452) 525397 www.scorpion-group.co.uk


Search for an Incident

- Press the Search key
- Select "Calendar Search" and press the Enter key () this will bring up a calendar.
- If there is recorded footage available, the day will be highlighted.
- Click the date that you would like to view.
- Click on the time indication bar at the bottom and drag the  icon to the desired time.
- Click on the Search button to start playback.
- Playback continues from the desired time until the last recording.

Copy an Incident to Disc for Police Evidence

- With your EdgeCCTV recording device you can copy evidential footage to a USB memory stick, CD-R and DVD-R. Please ensure you have inserted your media into DVR first.
- Press the "archive" key to bring up the "ARCHIVE" dialog box
- Ensure "Format" is set to "EXE"
- Enter the required timeframe details in the "To:" and "From:" boxes. "From" being the incident start time and "To" the end time
- "Destination" tells the machine where you would like to save the video footage; the choice is "USB" for memory sticks and "CD/DVD-RW" to save to blank discs.
- You must provide a name for the video in the "Filename" box. Please ensure that you DO NOT use spaces in the name.
- Place ticks in the appropriate boxes to include video from the corresponding cameras.
- Check the size of your file by clicking the "Calculator" icon to the right of "EXE" at top of screen.
- Click "Start" to begin the process, you see a progress bar indicating the status.

Playback evidence from DVD or CD

- Once you have copied footage to a disc, you will need to insert this disc into a PC computer to play back.
- Navigate to the appropriate drive in "My Computer" and you will see your file represented with a  blue icon. Double-Click this file to bring up the player, automatically playing the footage. No other software or codecs need to be installed.

Things to look out for...

- Please ensure there are **No Spaces** in your filename.
- Please ensure you are not trying to copy too much. If you include 10 minutes of footage from 16 cameras, it is equivalent of 1 camera for 2 $\frac{1}{2}$ hours.
- You may encounter an error if the size of your file is over 2GB (gigabytes). This can be checked using the calculator icon at the top of the screen.
- Compatible blank media is CD-R, CD-RW, DVD-R, DVD+R, DVD-RW. DVD+RW is NOT compatible.