

TOTAL CONTROL SECURITY

TCS-DVR CHEAT SHEET

Start the System / Log In:

The software will load automatically when computer starts or after you have shut it down, or to do it manually, double click on the "TCS DVR System" icon on your desktop. Recording will start automatically. To Log In Click on the Key and choose "Login User", then enter your Username and Password and click OK..



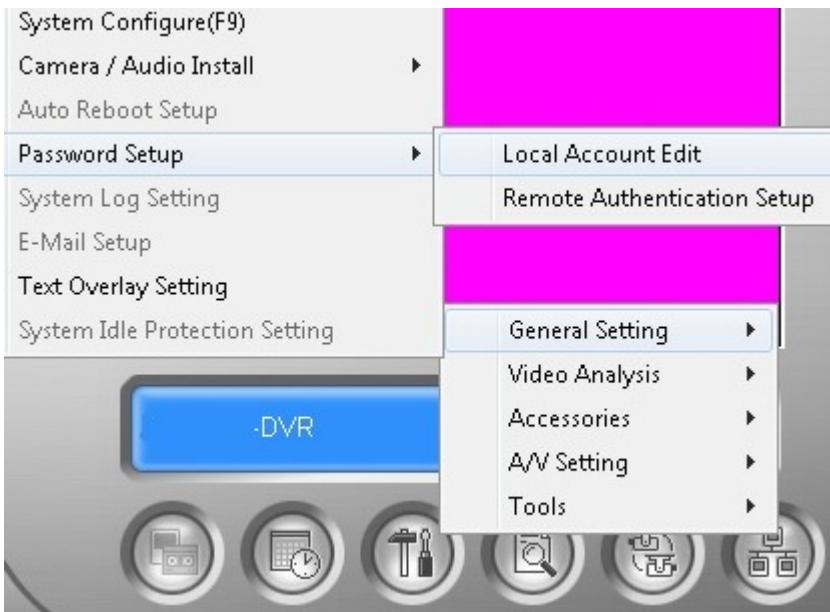
View the Live Video:

Once you log into the software at the bottom of the screen will be several different choices for how to display the cameras (1,4,6,8,9,10,12,16,and 32 Camera Views) Click the icon to change to this view. To view a single camera, click the "Single Camera" division and then choose any of the numbers above to view that camera. The arrows on the right provide access to cameras 17-32 if installed.



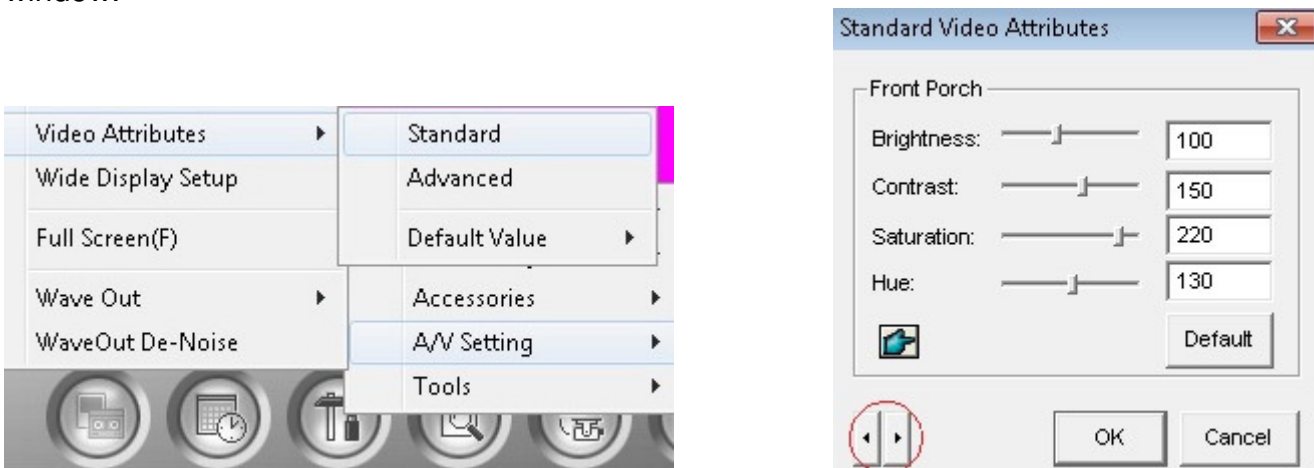
Username & Passwords:

To create a new User, click on the “Configure” icon, the “General setting”, then “Password Setup”, then “Local Account Edit”. Click “New”, & then select the type of user (e.g. User, power user, supervisor, etc.). You must be a supervisor to change items in here.



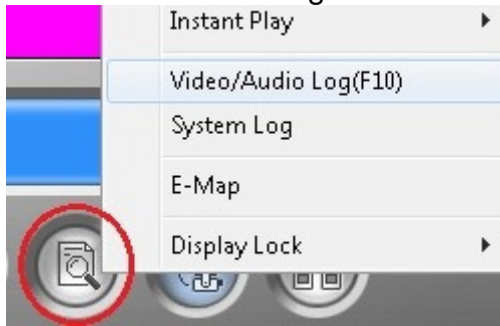
Camera Settings (Brightness/Contrast):

Click the “Configure” icon, “A/V setting”, “Video Attribute”, then “Standard”. You can select which camera you would like to configure by pressing the right and left arrows in the bottom left corner of the window that appears. The camera name or number will appear in the upper left of the same window.

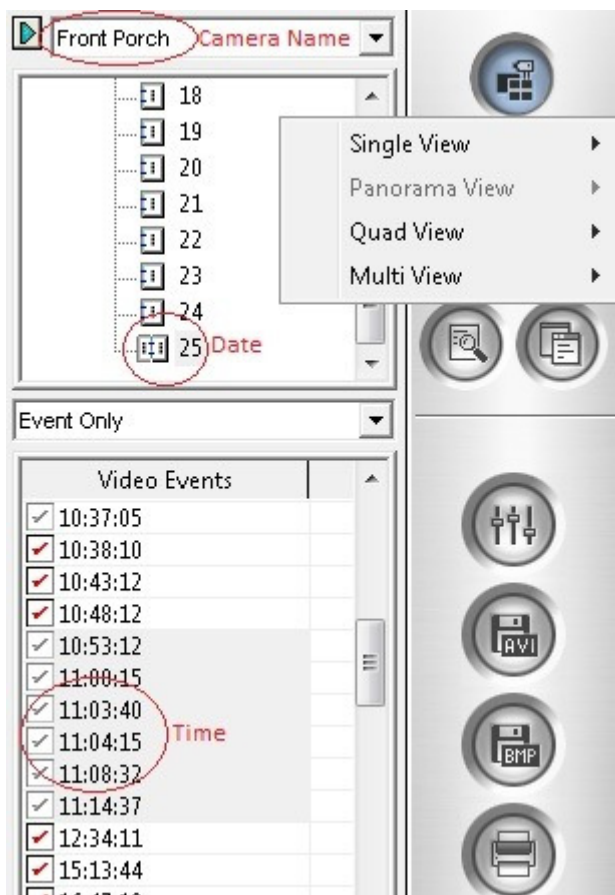


How to Play Back Recorded Video:

Click on the “View Log” icon and then on “Video/Audio Log”



In a few seconds the playback window will open. In here you select the camera you want to view and then the date & time. If you want to view multiple times, you click on the time you would like to start viewing and then hold the “shift” key while clicking on the end time. This will select all the files between the two times you chose.



If you would like to view more than one camera at a time, click on the “View Mode” icon on the upper right of the window and choose between Single View, Quad view (4 cameras) or Multi View (up to 16 Cameras).

The “AVI” button saves the video clip as an AVI file that can be saved and emailed.

The “BMP” button saves a still picture to a file for emailing or printing.

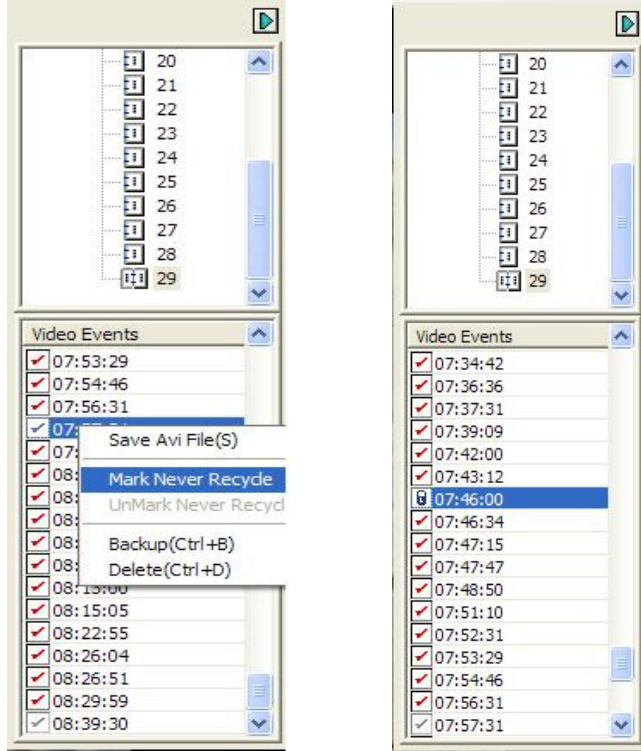
The “Printer” icon prints out a picture on your attached printer.

To play a time, select that time and press the “Play” button. To Speed up or slow down click the “Speed” up and down arrows. To Zoom in click the “+” sign and then click on the picture repeatedly to zoom in. To zoom out, click on the “-” then click the picture.



To Make a CD / DVD of a Video Event:

1) The First you need to do is find all the clips on all cameras that you want to backup. Open the Viewlog and Highlight the clip or clips or entire day & “right click” & choose “**Mark Never Recycle**”.



After you “Mark Never Recycle” the clips, they will show a lock instead of a check mark to the left of the time, to signify the clips are locked and will not be written over.

* You must do this on each camera for all clips needed. You can highlight multiple clips at a time by holding the “Shift” key and click the first and last time before marking them Never Recycle*

2) In the “Video/Audio Log”, click on the “Backup Button” (The bottom icon on the right hand side)



3) You can choose to back up to either a Memory Stick/Hard Drive or to a CD/DVD. If you choose “Using Hard Disk” click the icon to the right with three little dots to browse to the proper directory or USB Memory Stick or USB External Hard Drive where you want to back up to. To back it up to a CD or DVD, choose “Using CD/DVD”.

Always use DVD’s, they hold much more than a CD. Then Click “Add Time Frame” and select start date by clicking triangle by date, and select end date same way. It is wise to back up 10 minutes before and after the event.

