TRIDENT - CMS Lite

32CH Central Management System Software

Please read instructions thoroughly before operation and retain it for future reference. For video demonstration about CMS Lite operation, please visit AVTECH official YouTube channel www.avtech.com.tw/seo/video or scan the QR code on the right side.
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Further source codes which are subject to the GPL-licenses are available upon request. We are pleased to provide our modifications to the Linux Kernel, as well as a few new commands, and some tools to get you into the code. To get the codes, please write to cmsservice@avtech.com.tw.

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1. OVERVIEW

CMS Lite, the 32CH free software, is exclusively designed for monitoring multiple spots remotely on Windows operating system. Common applications are chain stores and branch offices. Users can easily use functions such as live view, playback and backup with this software installed on a normal laptop / desktop.

Note: For advanced central control applications, AVTECH provides you with 64CH CMS Plus and 96CH CMS Professional. What’s more, there are 16CH EagleEyesHD and 4CH EagleEyes for remote surveillance through tablets and mobile phones.

This PC program is compatible with the following AVTECH products:
- 960H DVR
- TVI DVR
- All NVR
- 1.3MP / 2MP / 3MP / 5MP IP cameras

Note: It also supports the AVTECH cloud service to access the products connected via EaZy Networking.

- Connect to AVTECH devices by LAN / WAN
- Connect to devices which support EaZy Networking (AVTECH Cloud Service)
## 1.1 Specifications

<table>
<thead>
<tr>
<th>System Requirements</th>
<th>Minimum Requirements</th>
<th>Recommended Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Celeron CPU J1900 or above</td>
<td>intel Core i5 above</td>
</tr>
<tr>
<td>RAM</td>
<td>4GB</td>
<td>Above 8GB</td>
</tr>
<tr>
<td>Graphics Card</td>
<td>Intel HD Graphics</td>
<td>NVIDIA® GeForce® GT720M</td>
</tr>
<tr>
<td>Hard Drive Type</td>
<td>At least 500GB</td>
<td>Above 1TB</td>
</tr>
<tr>
<td>Network</td>
<td>Gigabyte Ethernet</td>
<td></td>
</tr>
<tr>
<td>Browser</td>
<td>Microsoft Internet Explorer 9 or above</td>
<td></td>
</tr>
<tr>
<td>Resolution</td>
<td>At least 1366 x 768</td>
<td>1920 x 1080</td>
</tr>
</tbody>
</table>

### Architecture

- **Total number of servers in the distributed system**: 1
- **Total Number of Live View**: 32
- **Multiple Monitor Display**: 1 monitor only
- **Camera Management number (NVR / DVR / IP camera)**: Unlimited
- **Server & Client Mode**: Client mode only
- **Use Proxy Server Stream**: YES

### Live View & Control

- **Predefined Display CH Number**: 32
- **Group View Display CH Number**: 36
- **PTZ Control**: Yes
- **Digital PTZ Control**: Yes
- **Digital Zoom Ratio**: 1X ~ 11X
- **Hotpoint Control**: Yes

### Manual Record to PC/Laptop & Audio Group

- **Total Manual Record CH Number**: 32
- **Record Mode**: Manual / Event / Timer
- **Audio Group**: Yes
- **Total Audio Group CH Number**: 16

### E-Map

- **E-Map Function**: Basic

### Playback and Backup

- **Local Playback Channel**: 1CH
- **Remote Playback Channel**: 16CH Max (DVR / NVR)
- **Remote Backup**: Yes
- **Digital PTZ Control**: 1X ~ 11X
- **Detail Check & Snapshot**: Yes
- **Footage Conversion**: AVC / AVI

### Health Check

- **Device Status**: Basic

### Administration

- **User Account & Privilege**: Yes
- **Windows Account Sync**: Yes
2. SOFTWARE INSTALLATION

2.1 Software download

Select 32 ~ 96CH CMS and find the version of CMS Lite 32ch. Then, select the program to download.

**Note:** The compatible Windows operating system:

Step2: Double-click the program to install, and follow the on-screen instructions to complete the installation.

**Note:** You need to run the program as administrator to start installation.

**Note:** If you’re upgrading the program, make sure the currently-installed version is removed manually.

You can choose to install for administrator(s) only, or install for anyone using this computer.
- **Administrator**
  Only the one logged in with the Windows Administrator account can see and use this program.
- **Anyone using this computer**
  The CMS Lite functions one can use depend on the Windows login account he/she used to log in.
  Please see “6.3.1 Default user group and its permissions” at page 28 for more details.
  This option is recommended when the PC is shared with other people who also need to access CMS Lite but their access permissions need to be limited.

Step3: Find the shortcut icon ( ) on the desktop, and double-click it to execute the program.

Enter the user name and password to access this program.
The default user name and password are both admin.

**Note:** Check Auto-Login to log into CMS Lite automatically the next time when you execute this program.
Step 4: You’ll be prompted to change the default access password.

**Note:** It’s highly recommended to change the access password here for security reasons. If you don’t want to change the password here, you can change it later in **User.** For details, please refer to “Change default password” at page 28.

Step 4: See tutorials or skip to enter the main control panel.

### 2.2 Software activation

You need to activate the program to ensure the program works normally or it will be expired after 30 days.

On the main control panel, click **Not Activated** on the top left side to activate this program automatically.
2.3 Interface overview

- For details about “System Configuration”, please refer to “3. SYSTEM CONFIGURATIONS’ at page 6.
- For details about "Device Area", please refer to “6. DEVICE AREA” at page 10.
- For details about “Display Area” and “Display Layout Selection”, please refer to “4. DISPLAY AREA AND LAYOUT SELECTION” at page 7.
- For details about "PTZ Control Panel", please refer to “5. PTZ & OTHER CONTROL” at page 8.
3. SYSTEM CONFIGURATIONS

Select on the top right corner to enter the system configuration page.

3.1 General

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path</td>
<td>Path Description:</td>
</tr>
<tr>
<td>Snapshot Path</td>
<td>Choose the folder where the snapshots are saved when is clicked.</td>
</tr>
<tr>
<td>Record Path</td>
<td>Choose the folder where the video footages are saved when is clicked.</td>
</tr>
<tr>
<td>Start-up</td>
<td>Start-up Description:</td>
</tr>
<tr>
<td>Autostart with Windows</td>
<td>Check this option to enable this program automatically when Windows starts or reboots.</td>
</tr>
<tr>
<td>Auto-login with this account</td>
<td>Check this option to log into this program automatically with the account you're using currently the next time when you execute this program.</td>
</tr>
<tr>
<td>Show tutorial on next CMS Lite start-up</td>
<td>Check this option to show operation tutorials every time when CMS Lite starts.</td>
</tr>
<tr>
<td>Data Source</td>
<td>Data Source Description:</td>
</tr>
<tr>
<td>Remote (Client Mode)</td>
<td>Choose Remote (Client Mode) and enter the IP address of server from which you'd like to synchronize the device list.</td>
</tr>
<tr>
<td>Data Sync</td>
<td>Data Sync Description:</td>
</tr>
<tr>
<td>This function is used to synchronize the device list with the PC configured as the server mode. The options are: Automatic / Manual / On CMS start / Daily.</td>
<td></td>
</tr>
</tbody>
</table>

3.1 Advanced

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backup</td>
<td>Backup Description:</td>
</tr>
<tr>
<td>Export data to file</td>
<td>This function is used to export all the configurations for backup. You can also import the configurations to the CMS Lite installed on another laptop / PC. Browse to where you want to save the exported file, and click to export the settings. When the export is done, a zip file is generated.</td>
</tr>
<tr>
<td>Import data from file</td>
<td>This function is used to import the settings copied from the CMS Lite installed on another laptop / PC.</td>
</tr>
<tr>
<td>Media Server</td>
<td>Media Server Description:</td>
</tr>
<tr>
<td>Use Media Server Stream</td>
<td>This function is used when this PC with CMS Lite installed is used as a client and intended to make requests to another PC configured as a media server. Check this option if needed.</td>
</tr>
<tr>
<td>Software Decoding</td>
<td>Software Decoding Description:</td>
</tr>
<tr>
<td>Use Software Decoding</td>
<td>This function is used to choose how graphics are processed and shown on PC. By defaults, the graphics are processed by the graphics card. If your graphics card is not capable of processing camera images properly, check this box and the graphics will be processed by PC CPU instead.</td>
</tr>
</tbody>
</table>
4. DISPLAY AREA AND LAYOUT SELECTION

- Select display layout:
  Check **LAYOUT** on the left side, and select one of 12 layouts.

- Switch one device view with another device view:
  Drag the device view you want to move to where you want it to be.

- Check one channel from the multi-channel view:
  Double-click on the channel, or click the device tab on the bottom side. To restore to the multi-channel layout, click on the channel again.

- Remove one device view from the multi-channel view:
  Move to the top right corner of the device view to show \( \times \), and select \( \times \) to remove.
5. PTZ & OTHER CONTROL

CMS Lite is able to recognize and control not only AVTECH speed dome and motorized camera series, but also other brand’s IP speed dome cameras which support ONVIF.

To control the camera, please select the channel which has AVTECH speed dome camera, AVTECH motorized camera, or other brand’s ONVIF speed dome camera connected, and use the panel below to make control.

In this control panel, you can also make snapshot, switch the audio function, open remote desktop console for remote control, access the device configuration page, etc.

**Note:** The functions available depend on the camera you connected.

**Note:** For speed dome camera control on CMS Lite, you can also work with AVTECH joystick, AVX102. Just plug the joystick to PC and switch to the channel where the camera is connected, and you’re ready for camera control via joystick.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Resolution Switch" /></td>
<td>Resolution Switch</td>
<td>Select the resolution from H (High) / M (Medium) / L (Low).</td>
</tr>
<tr>
<td><img src="image" alt="Alarm" /></td>
<td>Alarm</td>
<td>Click to switch the alarm.</td>
</tr>
<tr>
<td><img src="image" alt="Audio On / Off" /></td>
<td>Audio On / Off</td>
<td>Click to switch the speaker on / off.</td>
</tr>
<tr>
<td><img src="image" alt="Microphone On / Off" /></td>
<td>Microphone On / Off</td>
<td>Click to switch the microphone on / off.</td>
</tr>
<tr>
<td><img src="image" alt="White LED" /></td>
<td>White LED</td>
<td>This function is used for the camera model with a white LED built-in, such as AVN80X. Click to activate / deactivate the white LED.</td>
</tr>
<tr>
<td><img src="image" alt="Snapshot" /></td>
<td>Snapshot</td>
<td>Click to take a snapshot of the current view on a new window. Right click on the picture and re-save it to the location you want.</td>
</tr>
<tr>
<td><img src="image" alt="Arrow Keys" /></td>
<td>Arrow Keys</td>
<td>Move the camera to any direction you want.</td>
</tr>
<tr>
<td><img src="image" alt="Auto Pan" /></td>
<td>Auto Pan</td>
<td>Click to activate the auto function. Before using it, you need to assign a specific function that will be enabled when is clicked. The default function is auto pan. For details, please refer to the user manual of the camera.</td>
</tr>
<tr>
<td><img src="image" alt="Menu" /></td>
<td>Menu</td>
<td>This icon is available only when AVTECH TVI camera series is connected. Click to enter the camera’s own system configurations.</td>
</tr>
<tr>
<td><img src="image" alt="Move to a preset point" /></td>
<td>Move to a preset point</td>
<td>Select a preset point from the drop-down list to move the camera to the point. Before using it, you need to have at least one preset point assigned in the camera. For details, please refer to the user manual of the camera.</td>
</tr>
<tr>
<td>Icon</td>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Hot Point</td>
<td>Click to enable the hot point function, and click on the live view to center the point you've just clicked on.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>DPTZ</td>
<td>Click to enter the DPTZ mode. The image will be zoom by ?X and a blue square is shown on the bottom left. Drag the red square to move to see picture details. To quit this mode, click the icon again.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Device Config</td>
<td>Click to access the system configuration page of the recorder or IP camera.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Remote Desktop</td>
<td>Click to remotely access the recorder's desktop for device control.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td>Focus Near / Far</td>
<td>Click to adjust the focus of the image manually.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Icon" /></td>
<td>Auto Focus</td>
<td>Click to adjust the focus of the image automatically.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Icon" /></td>
<td>Zoom in / out</td>
<td>Click to zoom in / out the current image.</td>
</tr>
<tr>
<td><img src="image8.png" alt="Icon" /></td>
<td>Max. Zoom in / out</td>
<td>Click to zoom in on the image to the largest / zoom out on the image to its original size.</td>
</tr>
<tr>
<td><img src="image9.png" alt="Icon" /></td>
<td>Auto Tracking</td>
<td>Click to start auto tracking when your speed dome camera supports this function.</td>
</tr>
</tbody>
</table>

![Diagram](image10.png)

*This function is available only when AVTECH TVI camera series is connected, and the icons shown are varied by the model connected. Click to open the quick camera control bar for quick camera setup. To know how each icon works, please refer to the camera's user manual.*
6. DEVICE AREA

In this area, users are able to:

- Add devices you want to monitor by LAN, manual input, and EaZy Networking.
  For details, please check “6.1 Add a device” at page 10.
- Manage each device and channel for display, record, playback and backup.
  For details, please check “6.2 Device” at page 12.
- Assign different user account and access permission.
  For details, please check “6.3 User” at page 27.

6.1 Add a device

There are three methods to add a device:

- Scan devices in LAN
- Directly enter the access information of the devices connected to the Internet already
- Import devices added by EaZy Networking (AVTECH Cloud Service)

6.1.1 Scan

Before using Add Device to add a device, make sure the device you want to add is in the same network segment as your PC / laptop is.

Step1: Select the scan button as indicated on the right picture to search all the devices connected in the same network segment as your PC / laptop is.

Step2: Select a device from the list, and the IP information will be automatically shown in the Add Selected section, including the access user name and password.

Step3: Revise the device name if needed.

Step4: Click + to add the device.

Step5: Choose Device, and you’ll see the added device. For the device name, the last segment of the IP address will be added as a suffix.

For example, if the IP address is 192.168.1.204 and the device name you entered is office, the final device name will be office-204.
6.1.2 Enter manually

Before entering the IP information of a device manually, make sure the device is actually connected to the Internet, and you've known the information needed to access the device, including the IP address, port number, user name and password.

Step 1: Enter the IP address, port number, user name and password used by the device you want to connect.

Step 2: Click + to add the device.

Step 3: Choose Device

Step 4: Choose Device, and you'll see the added device.
6.1.3 By EaZy Networking
If your device is connected to the internet by EaZy Networking, the AVTECH cloud service, you can also add it to the device list and see live view.

Step1: Choose (EaZy Networking) to enter the device page.
Step2: Log into the AVTECH cloud service with the user name and password you used. A list of EaZy Networking devices added to your cloud account will be shown.
Step3: Choose the device(s) you’d like to add to the device list.
Step4: Choose + to add the selected device(s) to the device list, and click X to close this window.

Note: To add devices from another cloud account, choose , and you’ll be redirected to the login page.
Step5: Choose Device, and you’ll see the added device(s) with a cloud icon.

6.2 Device
In Device, you can see the device list and the control bar:

- Device list: Here shows the device information, such as its title name, its model number, and its recording and connected status. For details, please check “6.2.1 Device list” at page 13.
- Control bar: For details of each function, please check “6.2.2 Control bar” at page 13.
6.2.1 Device list
You can check the devices added and its current connected and recording status.

<table>
<thead>
<tr>
<th>Device type</th>
<th>Here shows the connected device type: DVR, NVR or IP Camera.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main device</td>
<td>Here shows the main device information, such as its title name and its model number.</td>
</tr>
<tr>
<td>Sub-device</td>
<td>This shows only when the main device is a DVR or NVR to see what's connected to it. You can add only the sub-device you want to the live display area instead of adding the main device to see all channels, and single channel recording is also configurable.</td>
</tr>
<tr>
<td>Device status</td>
<td>The device is connected to the internet.</td>
</tr>
<tr>
<td></td>
<td>The device is not connected to the internet or disconnected physically.</td>
</tr>
<tr>
<td></td>
<td>Recording is on.</td>
</tr>
</tbody>
</table>

Right-click shortcut menu
Right click on the device to show the shortcut menu.

**Note:** The unsupported function will be greyed out.

- **Live Display**
  - Open this device in Live: Directly open the device in the live display area.
  - Add to Live: Select a layout first, and add the selected device to one split view of the layout in the live display area.

- **Record**
  - Start / Stop Recording: Start / stop recording in CMS Lite. When recording is on, you’ll see ●.

- **Device Control**
  - Add NVR/DVR Channel: This function is available only for NVR / DVR, and is used to add channels which are currently not added under the selected device.
  - Set as PTZ Device: Enable this function when the connected speed dome camera is not AVTECH’s camera and you want to control it as you do on DVR / NVR. When this function is enabled, the PTZ panel will be enabled, too.
  - Set DVR Live mode: This function is available only for NVR / DVR. Choose the live mode from **Split / Merge**.
    - Split: Each channel of the recorder is a single stream and can be viewed individually without affecting the display at the local site.
    - Merge: The display in CMS Lite is the same as the one at the local site and direct channel switch is not possible from CMS Lite.
    - To see in different display mode, please use (Remote Desktop) to change from the local site. For details, please see “5. PTZ & OTHER CONTROL” at page 8.
  - Edit Device: Choose to edit the device.
  - Delete Device: Choose to remove the device.
### Device Control

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Device Config</td>
<td>Choose to access the device configuration page for setting change.</td>
</tr>
<tr>
<td>Open Remote Desktop</td>
<td>Choose to open the remote desktop console to control and operate the device just like when you're at the local site. The display layout change made from the console will synchronize the display in CMS Lite when the display mode is <strong>Merge</strong>.</td>
</tr>
<tr>
<td>Backup Device Config</td>
<td>Choose to copy the device configuration for later use.</td>
</tr>
<tr>
<td>Update Device Firmware</td>
<td>Choose the upgrade the device. Make sure you’ve had the files needed for device upgrade and save them to the PC where CMS Lite is installed.</td>
</tr>
</tbody>
</table>

### 6.2.2 Control bar

The control bar enables you to do device recording, playback and backup, and add devices to the live display area or user group.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Record Setting" /></td>
<td>Record Setting</td>
<td>Configure CMS Lite to record and save in the PC for later checking. Please check “Record Setting” at page 15 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Start / Stop Recording" /></td>
<td>Start / Stop Recording</td>
<td>Start / stop recording on the PC. Please check “Start Recording / Stop Recording” at page 16 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Recording Playback" /></td>
<td>Recording Playback</td>
<td>Search, play and copy video footage recorded and saved in CMS Lite. Please check “Recording Playback” at page 17 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Backup Recording" /></td>
<td>Backup Recording</td>
<td>Copy video footage saved in CMS Lite. Please check “Backup Recording” at page 20 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Add to Group" /></td>
<td>Add to Group</td>
<td>Add the channels desired to a group for quick access. Please check “Add to Group” at page 20 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Add to Live" /></td>
<td>Add to Live</td>
<td>Display channels to the live display area. Please check “Add to Live” at page 22 for details.</td>
</tr>
<tr>
<td><img src="image" alt="Device Playback" /></td>
<td>Device Playback</td>
<td>Search, play and copy video footage recorded and saved in the device itself. Please check “Device Playback” at page 22 for details.</td>
</tr>
</tbody>
</table>
Record Setting
Configure CMS Lite to record and save in the PC for later checking.

**Note:** To change the record setting configured in the device, please go to the device’s configuration page.

Each device can be configured up to two record modes among **Manual Record**, **Event Record** and **Timer Record**. The default record mode for all devices is **Manual Record**, which will be enabled automatically when 📀 is selected.

Before configuring record setting for each device you want, make sure:
- You’ve specified where to save video recording in **Output Directory**.
- Based on which hard drive you want to save video recording, select the drive in **Overwrite** to allow the system to overwrite video recording data starting from the oldest one, or the system will stop recording since the hard disk is full.

Step1: Choose the device you want from **DEVICE LIST**.

Step2: When a device is selected, you’ll see its supported video profile(s) in **PROFILE**, and the default video profile in **STREAM**.

For recorders, three profiles are available:

<table>
<thead>
<tr>
<th>Record Stream</th>
<th>The resolution is the same as configured in recorders. In <strong>STREAM</strong>, you’ll see “record” in <strong>STREAMING URL</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Stream</td>
<td>The resolution is the same as configured in recorders. In <strong>STREAM</strong>, you’ll see “pc” in <strong>STREAMING URL</strong>, and it’s the default profile for recorders.</td>
</tr>
<tr>
<td>Mobile Stream</td>
<td>The resolution is QVGA. In <strong>STREAM</strong>, you’ll see “mobile” in <strong>STREAMING URL</strong>.</td>
</tr>
</tbody>
</table>

Step3: Choose the streaming you want for recording in **STREAM**, and you’ll see the **Record Mode** section is enabled.

**Note:** Up to two profiles can be added to **STREAM** for recording setting later.

Step4: In **Record Mode**, choose which record mode you want to configure.

**Note:** Only one record mode can be chosen for one streaming. To add another record mode, choose another streaming in **STREAM**.
Manual Record

Recording is on continuously until you stop 🎥.

Event Record

Event Record is available only for **IP cameras**, and make sure the event type you’ve chosen here has been configured properly in the camera.

Recording is on only when the event selected in **Trigger** occurs.

When this option is chosen, the **Trigger** section is enabled with supported event types (Motion / Alarm / PIR) and the current live view of the chosen IP camera.

1. Choose the event type you want how long the recording will last (5 / 10 / 20 / 40 seconds).
2. Choose how long you want to record before and after the event, at least 5 seconds.

Timer Record

Select the day (Y axis) and time (X axis) you want recording. Each time bar is 30 minutes, and the selected time bar is marked in blue.

Step5: Choose **SAVE** for this setting before choosing another device to setup.

**Start Recording 🎥 / Stop Recording 🕵️‍♂️**

Select the device you want to record, and choose 🎥 to start recording and save in PC. You’ll see ⬤ appearing in the **Rec** column of the device.

The video recording will be saved in the folder specified in 🎥 (Record Setting) with the file extension of .mp4. You can directly go to the folder to find the video you want, or choose 📜 to find the footage you want by **List** and **Calendar**.

**Note:** When ⬤ is on for a device or its sub-device, it will occupy one online user of the selected device. For example, the maximum online user number of your DVR is 20. When you’ve chosen to record CH1, CH3 and CH5, only 17 online users are allowed to access your DVR.

To stop recording, choose 🕵️‍♂️.
Recording Playback

This function is used to access the surveillance footage saved in PC when (Start Recording) is chosen for you to see (Play) or copy (Backup). The footage could be found by List or Calendar.

Note: To search the surveillance footage saved in the DVR / NVR / IP camera, please choose (Device Playback) instead ("Device Playback" at page 22).

- List

Select List, and record logs are listed by record types: Event record / Manual record / Motion.

Choose the even type you’re looking for, and select the record log you want to see (Play) or copy (Backup).
When **Play** is chosen, the playback panel shows and start playing the event log you just chose. Slide the timeline to quickly search the moment you want, and take snapshots if needed.

**Note:** The snapshot picture will be saved in the location specified in **System Configuration**.

When **Backup** is chosen, the backup panel will be shown for you to choose the time segment within which includes the footage you’d like to backup.

Then, choose **Backup**, and you’ll be prompted to browse to where you want to save the footage. The backup file will be in .AVI format.
Select **Calendar** to show video recordings displayed by Calendar.

Select the date which includes the footage you need, and slide the timeline to search the time segment you need.

When **Play** is chosen, the playback panel shows and start playing the event log you just chose. Slide the timeline to quickly search the moment you want, and take snapshots if needed.

**Note:** The snapshot picture will be saved in the location specified in (System Configuration).
When **Backup** is chosen, the backup panel will be shown for you to choose the time segment within which includes the footage you’d like to backup.

Then, choose **Backup**, and you’ll be prompted to browse to where you want to save the footage. The backup file will be in .AVI format.

**Backup Recording**

This function is used to copy the surveillance footage saved in PC when is chosen to wherever you want.

Click to show the backup panel. Choose the time segment which includes the footage you need, and assign a directory for saving. The backup file will be in .AVI format.

**Add to Group**

This function is used to:

- Gather the video channels you want to see at the top priority and add them to a video group for quick display (Play). Up to 16 devices could be added to a video group, and up to 36 video groups could be created.

- Gather the audio channels you want to broadcast and add them to an audio group (Mic). Up to 16 devices could be added to an audio group, and up to 36 audio groups could be created.
For the video group, double click it to directly show video channels selected for the group in the live display area.

For the audio group, double click it to directly open the audio broadcasting panel and start broadcasting at your site. Before using this function, make sure the channels you’ve selected support audio out and have related equipment connected.
Add to Live

Choose the channels you’d like to see in the live display area, and click.

**Note:** You can also directly drag the channels you want directly to the live display area to see the live view.

---

**Device Playback**

This function is used to access the surveillance footage saved in the recorder (DVR / NVR) or IP camera for you to see (Play) or copy (Backup). The footage could be found by List, Calendar or Allinone.

**Note:** To search the surveillance footage saved in PC, please choose (Recording Playback) instead (“Recording Playback” at page 17).
List

Select **List**, and record logs are listed by record types: **Event record / Manual record / Motion**.

Choose the even type you’re looking for, and select the record log you want to see (**Play**) or copy (**Backup**).

When **Play** is chosen, the playback panel shows and start playing the event log you just chose. Slide the timeline to quickly search the moment you want, and take snapshots if needed.

**Note:** The snapshot picture will be saved in the location specified in (System Configuration).
When **Backup** is chosen, the backup panel will be shown for you to choose the time segment within which includes the footage you’d like to backup, and which video format you’d like to save (**.AVI** or **.AVC**).

Then, choose **Backup** and you’ll be prompted to browse to where you want to save the footage.

**Note:** **.AVC** is a special video format and can only be played by our own video player (Click [here](#) to download).

- **Calendar**

  Select **Calendar** to show video recordings displayed by Calendar.

  Select the date and channel(s) which include the footage you need, and slide the timeline to search the time segment you need.

  When **Play** is chosen, the playback panel shows and start playing the event log you just chose. Slide the timeline to quickly search the moment you want, and take snapshots if needed.

  **Note:** The snapshot picture will be saved in the location specified in (System Configuration).
When **Backup** is chosen, the backup panel will be shown for you to choose the time segment within which includes the footage you’d like to backup, and which video format you’d like to save (**.AVI** or **.AVC**).

Then, choose **Backup** and you’ll be prompted to browse to where you want to save the footage.

**Note:** **.AVC** is a special video format and can only be played by our own video player (Click [here](#) to download).
Select **Allinone** to directly open the playback panel. You can choose the time you want to see for the selected device, and select **Download** to copy the video footage you need.

When **Download** is selected, the backup panel will be shown for you to choose the time segment and channels to backup. Click **Start** to start copying the backup file to where you specified. The progress bar will show the backup percentage.
The backup file format is `.AVC`, and has to be played by our video player (Click [here](#) to download).

To covert the file format from `.AVC` to `.AVI`, choose [Conv.](#) on the playback panel of the video player.

6.3 User

In **User**, you can:
- Create an account and assign it to a user group with pre-defined access permissions.
- Create a user group and customize its access permissions for a new account to be added.
6.3.1 Default user group and its permissions

By defaults, there are four user groups as listed below with their respective access permissions.

**Note:** The access permissions can be modified by right-click the user group to show the shortcut menu, and choose **Edit Group**, or you can create a user group by choosing ![Add User Group].

<table>
<thead>
<tr>
<th>Default User Account</th>
<th>Administrator</th>
<th>Power User</th>
<th>User</th>
<th>Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>admin</td>
<td>poweruser</td>
<td>user</td>
<td>guest</td>
</tr>
<tr>
<td>Password</td>
<td>admin</td>
<td>poweruser</td>
<td>user</td>
<td>guest</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows OS Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name &amp; Password Used for Windows Login</td>
</tr>
<tr>
<td>You can also use the same account name and password for PC login to log into CMS Lite, and the permissions you have are depending on the Windows account type you used.</td>
</tr>
<tr>
<td>The account can’t be removed or modified since it’s related to the Windows OS you’re using.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowed Setting</th>
<th>Administrator</th>
<th>Power User</th>
<th>User</th>
<th>Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New Devices</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Open Device Config</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Accounts</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Password</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default Device Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live</td>
</tr>
<tr>
<td>Playback</td>
</tr>
<tr>
<td>Backup</td>
</tr>
<tr>
<td>Record</td>
</tr>
</tbody>
</table>

**Change default password**

It’s highly recommended to change the default password for the default account for your account safety, especially for the administrator account.

To change the default password, find the account you want to change, and click ![Password] to enter and confirm the new password.
6.3.2 Add a user group

You can create a user group to customize its access permissions other than the default user groups.

When the group is added, double-click on the group to enter the group and create an account.

To modify or remove the user group, right-click on the group to show the shortcut menu.

6.3.3 Add an account

To add an account, you need to choose which user group this account should belong to first.

When the account is added, it follows the permissions specified for the user group.