## ARCHIVING EVENTS Save on Hard Drive and CDs

## Please use CD-R 80 Min 700 Mb Make sure you archive an event first on HDD then on CDs. A CD can get scratched while HDD is safer.

- 1. Click on SEARCH tab
- 2. Click on calendar date you're interested to play back(has to be in BOLD)
- 3. Click on time you want the recording to start from (red bar indicator)
- Click on the camera you want to record from (a green highlight will appear around the box)
- 5. Click on SAVE
- 6. Click OK on AVI format
- 7. Click on START
- 8. Type a File Name to identify the event using on-screen keyboard -upper right side corner
- 9. click ENTER or SAVE
- 10. Click on **STOP** when you want the movie clip to end
- 11. Click EXIT

Note: your event (movie clip) is now in the hard disk drive and can be played or burned on a CD, memory stick or card flash. To get back to LIVE screen Click CONTROL tab. To see or copy this movie you have to follow the next procedure:

- 12. Click ON-SCREEN keyboard located at the top right corner of screen.Click on START button left corner
- 13. Click on Documents
- 14. Click on My Documents
- 15. To view Movie double click on Video Clip from the screen. Then NEXT, NEXT, FINISH. Now the Movie is Playing.
- 16. To Burn Video Clip right click on the movie you want to Burn.
- 17. Click on SEND TO and then choose one of the options ex: CD-R Drive(F:) - make sure you put the CD into the DVR
- 18. Click on "You have Files waiting to be written to the CD"
- 19. Click on "Write These Files to CD"
- 20. Click on NEXT, NEXT
- 21. Click on FINISH and the CD will pop out the CD Drive.

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