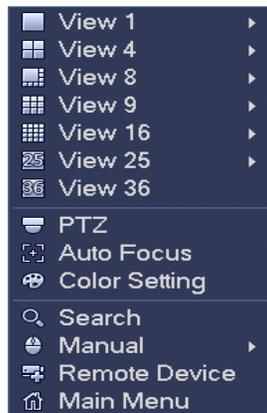


## How-To Search and Back-up Video on a Dahua DVR/NVR

Below is the quickest and easiest way to search, back-up and burn-to-disc recorded files from your DVR or NVR. It may take some time getting used to but is fairly straight forward and intuitive. Try doing a few practice runs so you get the hang of this before you really need to back-up footage and possibly make mistakes.

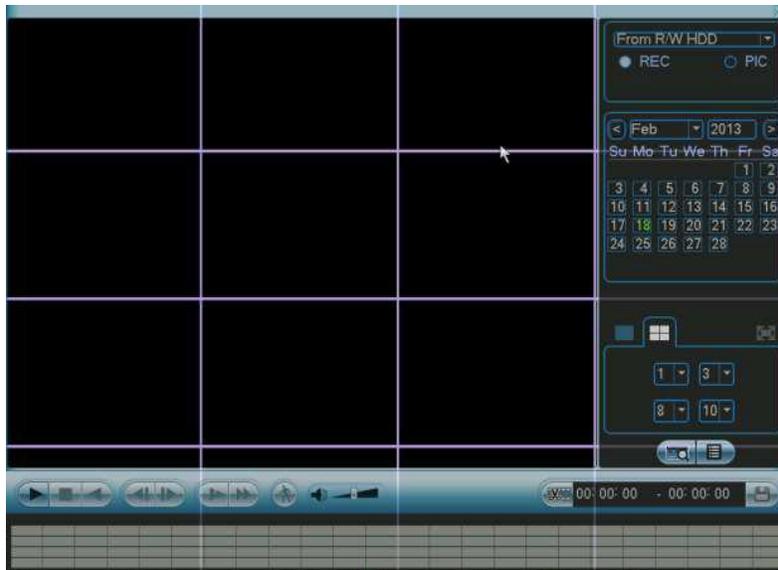
1) Log into your DVR or NVR. Right click and then click on Main Menu.



2) From the **Main Menu** click on **Search**.

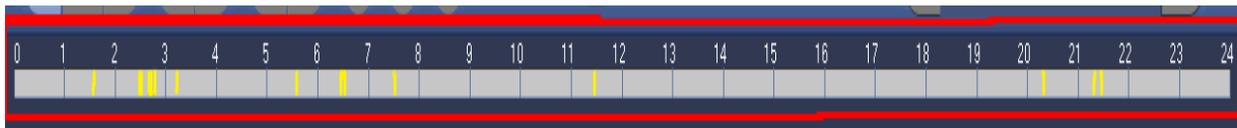


3) You'll be taken to a large multi-camera view screen with a calendar and icons on the right. Across the bottom is a time frame bar.

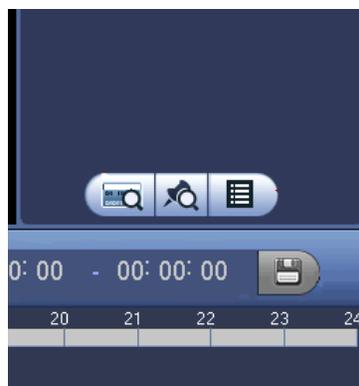


4) From the **Calendar**, pick the day and month that you want to view and then choose how many cameras you want to view. For example, if you want to view 1 camera only, click on the single square icon below the calendar. Then choose the actual camera (#1, #5, #8, etc). If you have a 16 camera system and you want to view all 16 cameras, click on the 16 square icon and you will see all 16 cameras at the same time. This is true for a 4 camera system or an 8 camera system and so on. I recommend searching and backing-up one camera/file at a time until you get the hang of it.

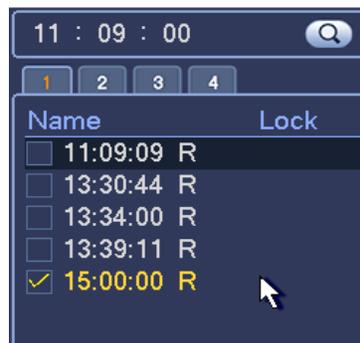
5) To view recorded motion detect files, click on the yellow **Time Bar** going across the bottom of the screen (motion detect is **yellow**, regular/continuous is **green**, alarm is **red**). The bar is a 24 hour period for each day. Click on the rough time you are looking for (8am, 3pm, etc).



To search for recorded files from the time period you selected above, click on the **Log** icon (looks like a sheet of paper) on the bottom right. This will open all of the motion detect files from the time you selected.



Click on a single (or multiple if you choose) time file so that it is highlighted and click on the **Play** button to the bottom left. From here you can pause, rewind, fast forward, etc. This will allow you to only choose the correct file(s) you are looking for to back-up.



**6)** Like searching for recorded files above, you can then choose which files you want to back-up by putting a check mark in the box(es) next to the time file(s) and do this for as many files as you want to back-up. Now, insert a **USB drive** into the **USB port** on the front (or back) of the DVR/NVR. Your DVR will immediately recognize the USB drive.

Click on the **Floppy Disc** icon in the bottom right corner. You will now see the backup menu. After selecting or creating a new folder, click the **Start** button to begin the backup operation (the recorded file(s) will be saved in this folder). Your files will begin to back-up to your USB drive. You can do this for as many files from as many cameras from as many days as you want to back-up.



**7)** After you are done, insert your **USB drive** into your **PC**. The DVR software will automatically include the proper file player along with your backed up files so you can open the backed-up files on your PC for viewing, saving or to send to your PC's CD/DVD drive for burning.