



# **Microlite/MicroNET – Playback & Backup Help Guide.**

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**PLAYBACK ON THE DVR**

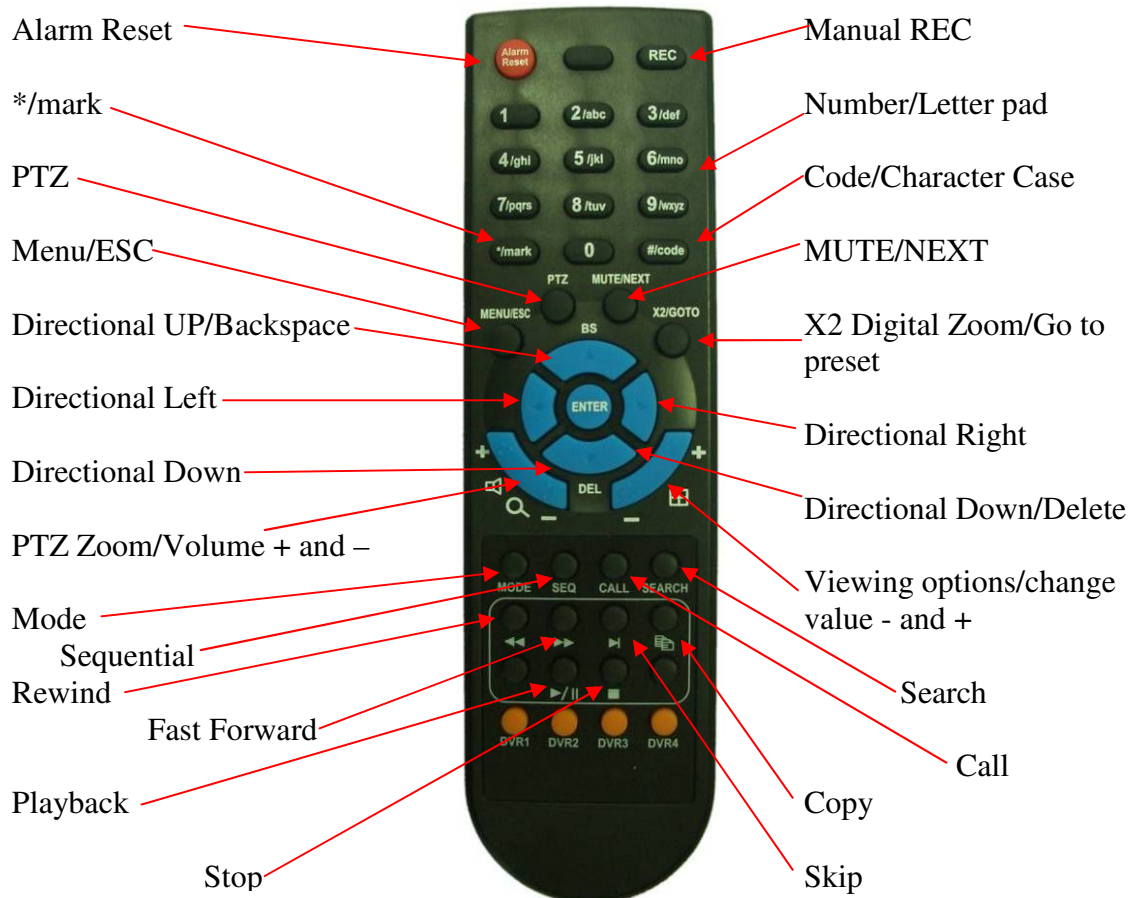
To Playback you must be logged in and on the “live” camera screen where you are viewing “live” video images. There are \*two main methods for playback which are listed below.

To search by time

1. Select the “Search” option and then “Search by time”.
2. You now should be presented with a window where you can input the desired time and dates you wish to playback. At the bottom of this window there should be some text informing you when the DVR has “Recorded from”. You need to adjust the date and time using both the directional arrows and plus/minus key or the mouse.
3. Now select the “play” option.
4. You now should be able to fast forward and rewind.
5. Once you have finished playback click on “stop” and then the “mode” to go back to the live screen.

To search by event

1. Select the “search” option and then “Search by Event”.
2. You now should see the Event list displaying, the type of event that’s been logged, the camera that has triggered the event, the date and time.
3. Here you can either select multiple events to play back or just a single event. You can do this by using the directional arrows and then enter to turn the event blue. You can also scroll through the events by selecting the “SEQ” and “CALL” options (this will change the page that you are on).
4. Now Press Play for the event(s) you have selected to start playing. The event that you have selected will now be playing back and will stop when the event has ceased.
5. Once the event has finished you should see a black screen with the stop symbol at the bottom of the screen. Press “mode” to return to the live screen.



\*There are other methods of playback such as S.M.A.R.T search and POS/GPS search. POS/GPS is only used when the DVR is integrated with a POS Till or GPS system.



## Backup

You may need to backup video footage when an incident has happened and you need evidence for the police.

Before following any of these procedures, first follow these steps:

1. Insert Media
2. Press menu Button.
3. select "backup device"
4. Connect to the "backup device" you wish to use
5. Once connected to the media, exit out of all the menus, you do this by pressing the menu button twice.

### Backing up by event

1. Press search button
2. Select "search by event"
3. Highlight the event you wish to backup. (Using directional arrows)
4. Press "copy"
5. Press "copy" again
6. That Event is now being backed up to your chosen media. You should now see a CD icon appear in the bottom right of your screen. Please wait for this icon to disappear before you continue.
7. Now press menu and go to "backup device" and disconnect the media you just used to backup with.
8. Remove the media and take back to a PC to either be converted (to AVI) or played in the HEM player.

### Backing up visually (backing up what you see)

1. Press the search button
2. Either start playing an event or manually select a time and date.
3. while playing press the "copy" button
4. Press the "copy" button again.
5. once you have got all the footage you need press copy again
6. Now press stop.
7. Once the DVR has finished backing up to that media, go into the main menu, go into backup device and disconnect the backup media.
8. Remove the media and take back to a PC to either be converted (to AVI) or played in the HEM player.

### Backup by time and date

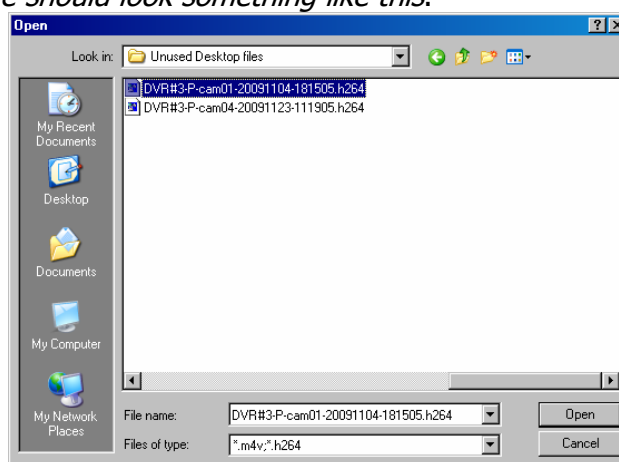
1. Press the search button
2. Select "search by time"
3. Modify the required start time and date in the "month", "date", "hour" and "minute" fields.
4. Press "copy".
5. Select the cameras you wish to backup and modify the end time and date.
6. Press "copy" button once more. You should now see a small CD icon located in the bottom right hand of the screen. All the time this icon is displayed the unit is backing up. Please wait until this icon disappears.
7. Once the DVR has finished backing up to that media, go into the main menu, go into backup device and disconnect the backup media.
8. Remove the media and take back to a PC to either be converted (to AVI) or played in the HEM player.

Playback on your PC using the HEM Player

To playback archived footage you will need to have the HEM Utilities installed on your PC. This software is supplied on the CD provided with the system.




1. Insert the media you used to backup your Video into your PC
2. Open HEM Player from your start menu (it should be located in a sub folder called "Hyper Electronic Mappers")
3. Once open click "File" and then "Open"
4. Locate your media that you have just connected to your PC. Once located you should either find your archived file or you may find a folder laddled as 00001. Locate your video file and single click on it and then click on "open".

*Your archived file should look something like this.*



5. Your Video should now be playing back.



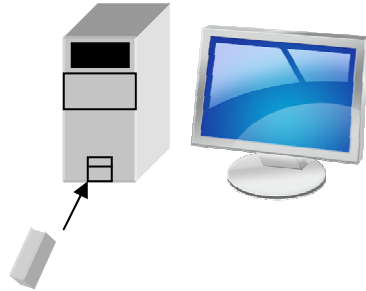
6. If you have recorded audio click on this icon: 
7. If you wish to take a snapshot of what you are seeing click on this icon: 
8. If you wish to go full screen click on this icon: 
9. If you wish to convert the footage into AVI format, please consult the next section reference "AVI conversion".

AVI Conversion

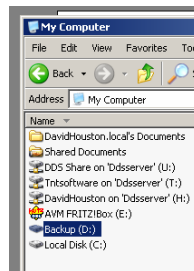
If you have backed up footage from your DVR that the police want to use as a reference or evidence, then you they may wish to have to footage in AVI format.

To convert archived footage to AVI format you will need to have the HEM Utilities installed on your PC. This software is supplied on the CD provided with the system.

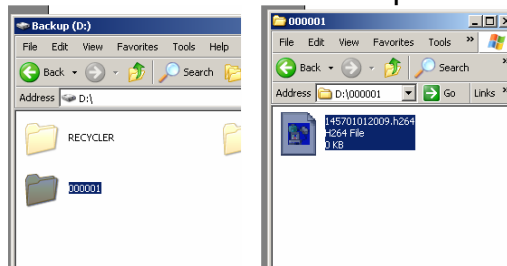
1. Connect the USB memory stick or CD into your computer.



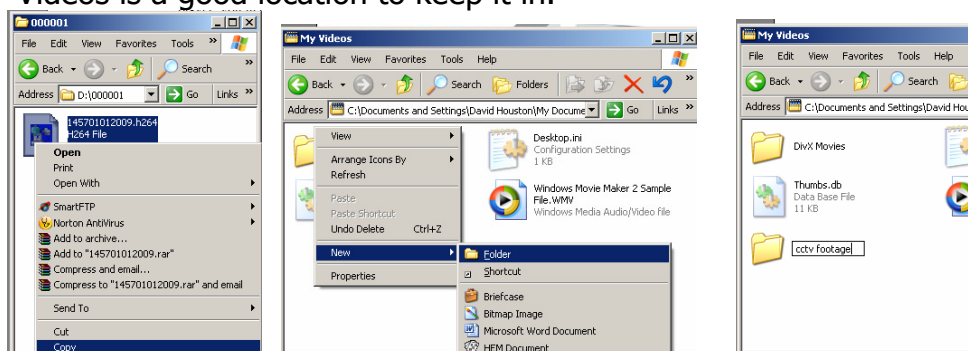
2. Now open the media (usb stick or CD) you have used to backup your footage.



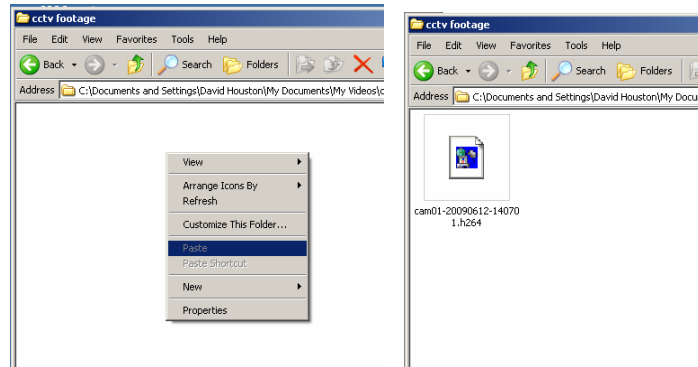
3. Now locate the file that has been backed up



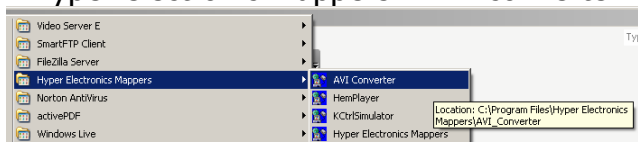
4. Now copy this file to somewhere on your computer. My documents\My Videos is a good location to keep it in.



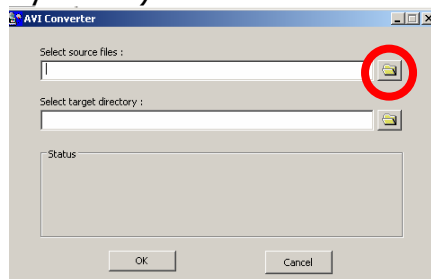
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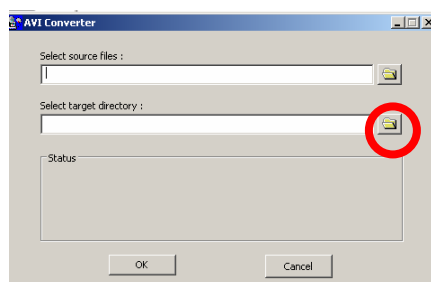
5. Now open the AVI conversion program. It should be located in "all programs ->Hyper electronic mappers->AVI converter"



6. Now select the source file you wish to convert (this is the file in which you have copied to your PC)



7. Now select where you wish to have the converted file placed on your pc.



8. Click on "OK" wait for the progress to reach 100% and then close the AVI converter program. You should now be able to find you're backed up CCTV footage in AVI format which can be played in media player.

You can now copy this video onto either a memory stick or CD to give to the Police.