

Video Search and Download Instructions for the Uniview NVR

Search and Playback

1. Right Click mouse to bring up the menu. Playback icon can also be found on the bottom menu ribbon.
2. Select Playback. Playback defaults to Normal Playback mode.
3. Choose the camera you wish to view by selecting it from the right window.
 - a. Max Cameras selects all available cameras.
 - b. Close All deselects all cameras.
 - c. Scroll down to view additional cameras.
4. Select the day you wish to view by double clicking on the calendar.
 - a. The month and year can be changed by using the left and right arrows.
 - b. Days with normal recording will be highlighted blue and event recording will be orange.
 - c. If there is no highlight there is no recording for that day.
5. Once a day has been selected a timeline will appear under the picture of the selected camera. Times with recording will be highlighted in blue or orange depending on the type of recording.
 - a. Timeline can zoom in and out by using the arrow buttons to the right of the timeline or by clicking on the timeline and using the mouse wheel.
6. Click and hold the mouse on the timeline over the approximate time you wish to view then slide the cursor left or right to get to the exact time.
7. Under the timeline there are icons representing the playback options.
 - a. Play – Reverts to Pause when in Play mode
 - b. Stop
 - c. Reverse play – Reverts to Pause when in Reverse Play mode
 - d. Rewind back 30 seconds
 - e. Skip ahead 30 seconds
 - f. Speed Down
 - g. Speed Up
 - h. Frame by Frame Forward
8. The current play speed is displayed to the right of the Frame Forward button.
 - a. Available speeds are 1/8, 1/4, 1/2, 1x, 2x, 4x, 8x, 16x, 32x, 64x, 128x, 256x.

Additional Features

On the bottom left on the screen there are buttons that activate additional features. Hovering the mouse over the icons provides an icon label.

1. The scissor icon starts and stops a video clip.
 - a. Click scissor icon to start clipping.
 - b. Start playback of desired video.
 - c. Click scissor icon again to stop clipping.
 - d. The clip will now be highlighted light blue on the timeline.
 - e. Additional clips may be saved on the current timeline.
2. Click the disk icon to open File Management to save the clip.
 - a. The File Management window pops up under the Video Clip tab.
 - b. Select the clip(s) to backup and click on Backup.
 - c. Insert a USB and click refresh.

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- d. If desired add a New Folder and enter a name. Double click the desired folder name to direct the files to that location.
 - e. Select Backup to begin the export.
 - f. Click OK when complete.
 - g. Press cancel to back out of File Management
 3. The camera icon takes a snapshot of the current screen.
 - a. When the icon is pressed the picture frame flashes white.
 - b. Multiple snapshots can be taken on the same timeline.
 4. Click the disk icon to open File Management to save the snapshots.
 - a. The File Management window pops up under the Playback Image tab.
 - b. Select the snapshot(s) that you wish to save.
 - c. Click Backup.
 - d. Insert a USB and click refresh.
 - e. If desired add a New Folder and enter a name. Double click the desired folder name to direct the files to that location.
 - f. Select Backup to begin the export.
 - g. Click OK when complete.
 - h. Press cancel to back out of File Management
 5. The Digital Zoom icon allows close viewing of areas of interest.
 - a. Click Digital Zoom. The lower right corner displays the original picture.
 - b. Hover mouse to desired area then click and drag to create a red highlight box. The zoomed in picture is now displayed. You can view different areas by drawing different box areas.
 - c. Right click the mouse to exit Digital Zoom.
 6. Press X in the top right corner when finished to close playback window.
 7. Properly eject the USB to prevent file corruption.

Viewing saved recordings and snapshots

1. Insert USB drive into your computer.
2. Windows may prompt you asking what you wish to do, or it may open the open file explorer to browse the drive.
3. Files are named using the date of the video or snapshot using the format **year/month/day/hour/minute/second**. For example, 20190616133055 is June 16th, 2019 at 1:30:55 PM.
4. Snapshots are jpeg images and can be viewed as a standard photo.
5. Video clips are MP4 images and require a video player. If your media player does not support the format you may be prompted to purchase the required codec, or you can explore the Windows store to find a suitable media player. VLC Media Player is a common supported player. Playback features like fast forward and rewind may be limited by these players.
6. Uniview offers a Media Player with all functionality needed to perform all playback tasks.
 - a. Go to www.univiewtechnology.com
 - b. Select the Support Center drop down menu
 - c. Scroll down to Guard Player - EZPlayer and click on download now
 - i. A folder EZPlayer.zip will be created in your download folder on your computer
 - ii. Open the folder and highlight the file name and extract the file

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- iii. You will be prompted to select where you want the file saved, by default the file will save in the folder currently opened
- iv. Right click on the EZPlayer.exe file and select open
- v. EZ Player Setup Wizard will open
 1. Click Next
 2. All associated files are checked by default so click next
 3. You will be prompted to select installation folder destination, most installations will use the default location, click Next
 4. Click Install
 5. When the installation is complete you will be prompted to select Finish to close the Setup Wizard
 6. Close the download folder
7. Open EZPlayer by clicking on the icon created on your desktop
8. Insert the Flash Drive that you used to save the desired files.
9. Select Open File on the main screen, select the USB drive and then select the desired file to playback
10. On the bottom center of the view window are standard playback icons for Play/Pause, Stop, Fast Forward, Rewind, Frame Forward
11. There is also a blue timeline that you can click and drag to quickly move to a specific time
12. On the bottom left you can select the number of camera views desired, playlist hide (to expand viewing area), and Close All
13. On the top right you can enable digital zoom, take snapshot, and start recording
 - a. Enable digital zoom and use mouse wheel to zoom in and out, click and drag to view desired area
 - b. Take snapshot will take a picture of the currently viewed frame
 - c. Click start recording and stop recording to save a new file
14. New snapshots and videos are saved under your local drive under the following folders
 - a. C:Users/Administrator/EZPlayer/record or snapshot