



# Hawk Security Systems, Inc.

We'll Keep an Eye on the Creeps so You can Get your Sleep

## Eyemax DVR Operations Manual

### Basic Functions:

Note: when the DVR is turned on and the keyboard, mouse, cameras, and monitor are installed properly the pictures will appear on the screen with no need for the operator to do anything. The DVR will always be recording as long as it is powered up, and the cameras appear on the screen.

### Changing the 'Screen Division':

If any cameras are missing due to there being not enough slots on the screen for them, you may click on any of the screen division buttons located right under the camera pictures. (click with the left mouse button) If the cameras are connected to the DVR, they will come up on the screen. We recommend that you choose the screen division that leaves the fewest empty slots.



From the left, Full screen, 1 camera, 4 cameras, 7 cameras, 9 cameras, 13 cameras, 16 cameras, sequence.

Sequence changes the pictures every couple seconds, this only works if you choose a screen division that shows fewer cameras than are connected to your DVR.

### To enlarge a camera picture:

Double click on the picture that you would like to enlarge, double click again to go back to the divided view.

### Important Notes:

The recorded images on the DVR can be accessed through the 'Search Tab' located at the bottom right corner of the screen. The monitor does not need to be on for the DVR to be recording. In many cases you should turn it off. (This will prolong the life of the monitor)

Although it is not necessary to change tapes on a DVR system as it was with the older VCR style system. Your DVR will overwrite the video data when it runs out of free recording space. **You should make copies of incidents as soon as possible to avoid the risk of important data being overwritten.**

**As the customer, you are responsible to check on your system periodically to ensure that everything is working properly.**

### Logging in:

If you want to search for video, or change the screen division you will need to be logged in. You will see a log in box at the lower left corner of the screen if no user is logged in. To log in, choose the user from the list, enter the password, and press 'OK'.

### To search for Video on your DVR:

Before searching, it is helpful to know which cameras the incident(s) happened in, as well as a general time frame to search within.



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## The Search Screen:

**Calendar:** there is video data on the **bold** days.

**Backup functions:** Save / Print / Backup

**Playback Controls:** F/reverse, reverse, stop, play, f/forward

**Timeline:** the blue segments show where there is recorded data.

## How to Search:

Double click on the day from the calendar on the right. There is video data on the days that show up in **bold**.

Choose the time from the timeline at the bottom of the screen. The blue segments are where there is video data, click at the time you wish to look at.

Press the play button (>) the camera pictures will appear as there is video data, if your DVR is set up to record on motion only the playback will only show where there was motion.



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## How to archive video from the DVR:

**First method:** This method is best for backing up short periods of time, such as several minutes.

**By now, you know the time and date that the incident happened. It is a good practice to keep the backup as short as possible. This is to ensure that it will fit on a CD or Flash drive.**

Press the 'Save' button on the right side of the screen, choose 'AVI', and press 'OK'.

Press 'Start', a window will appear asking where you want to save the file. Browse to the location that you wish to save the data to.

If you want to export to a flash drive, you should already have it inserted. Click on 'My Computer' then choose the flash drive.

If you would like to save it to CD, click on 'My Computer' double click on the CD drive, then right click, and choose new > folder. Open the new folder. Put in the filename, for example '5-31-09cam4' and press 'Save'. Do not insert the CD yet!

The video will start to play, wait until the incident has passed then press stop. Press exit to get back to the search screen.

If you are burning the incident to CD, you may now insert the CD. Windows will pop a window up asking what you want to do with the blank cd. Choose 'Open writeable CD folder' then click 'Write these files to CD' from the upper left corner of the window.

Once complete, you can eject the CD, and play it on almost any computer.

**Second method:** This is best if you need to export large amounts of data, or an incident lasting longer than 30 minutes.

From the search window, press the 'Backup' button.

A window will pop up to help you back up the data step by step.

Click next,

On the next page, choose 'EXE', and press next.

If exporting to a USB flash drive, you should insert it now. If you are exporting to a CD, do not insert the CD yet.

Choose the date, start time, and end time, choose the backup folder – this is where the backup data is going to be recorded.

Click on the drive to back the data up to – whether it is a CD drive, flash drive, or hard drive. If you are backing up to CD, double click on the CD drive, click 'make new folder' open the new folder and press 'OK'. Do not insert the CD yet. Press 'OK' when a window saying 'It is possible to lose data' appears.

Now back at the backup screen, press 'Next', and choose the camera you need to back up. (you can only back up one camera at a time)

Press next, then next and wait for the backup process to complete.

If you are backing up to a CD, insert the CD now, when asked what you want to do with the CD click on 'Open writeable CD folder' and choose 'Write these files to CD in the upper left corner of the window.