## How to enter the menu on a Hikvision CCTV NVR:

The following instructions are a rough overall guide to cover several versions of the Hikvision software. Therefore, you may find that some symbols are slightly different on your version, or the wording might be slightly different. If you get stuck, please phone our office on the number below.

You will need to know the security pattern or your password. You will also need a screen to plug in to the CCTV NVR and an HDMI cable (a small inexpensive screen can be purchased online if necessary). If you are unsure about any of this, please contact our office on the number below.

1. Right click on the mouse and enter the security pattern by left clicking and dragging through the appropriate circles, releasing the mouse button when reaching the final circle. You should now be in the menu and can ignore the following steps. If you do not know the security pattern, continue to step 2.
2. If you have lost or forgotten the security pattern, right click the mouse as in step one, then click on “Forgot Pattern” at the bottom of the window. Click on the password text box and enter the password. Click “Ok”.
3. Enter a new security pattern by left clicking and dragging through the circles, releasing the mouse button when you reach the end. Enter the same again to confirm. You should now be in the menu.
4. Left click on Playback (depending on the version, you may be looking for the text “playback” or an icon - see symbols below).
5. You will now be able to select the camera you wish to view footage for and the date (you may have to double click to select). Once these are selected, use the timeline along the bottom to skip through. If there is no footage for the time you select, the timeline will skip to the next available recording.
6. If you find footage you want to save to a USB memory stick, insert a USB memory stick into the NVR (there is one USB port on the front and one on the rear), move the timeline to the beginning of the footage you want to save and click on the “Clip” icon at the bottom (see symbols below). Play the footage until you reach the end of the desired clip, then press the “Clip” icon again.
7. You should be taken into a file management system. If not, click the “Gear” icon (see symbols below) to enter the file management system. Tick the boxes of all the clips you wish to keep, press “Export”, select the USB you already inserted and press “Export” again.

Symbols: Playback -  Clip -  Gear - 

If you need any further help, please phone our office on 01625 575608.